



EASTERN TREASURY®

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# INCOMING WIRE REPORT

Quick Reference Guide

May 2025

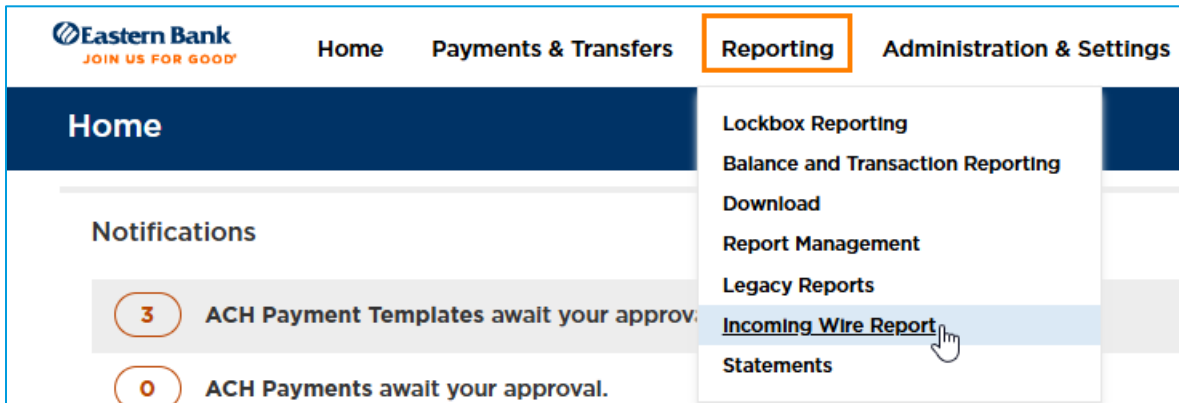
# INCOMING WIRE REPORT

The Incoming Wire Report provides current day notification of incoming wires, with one year of historical search capability.

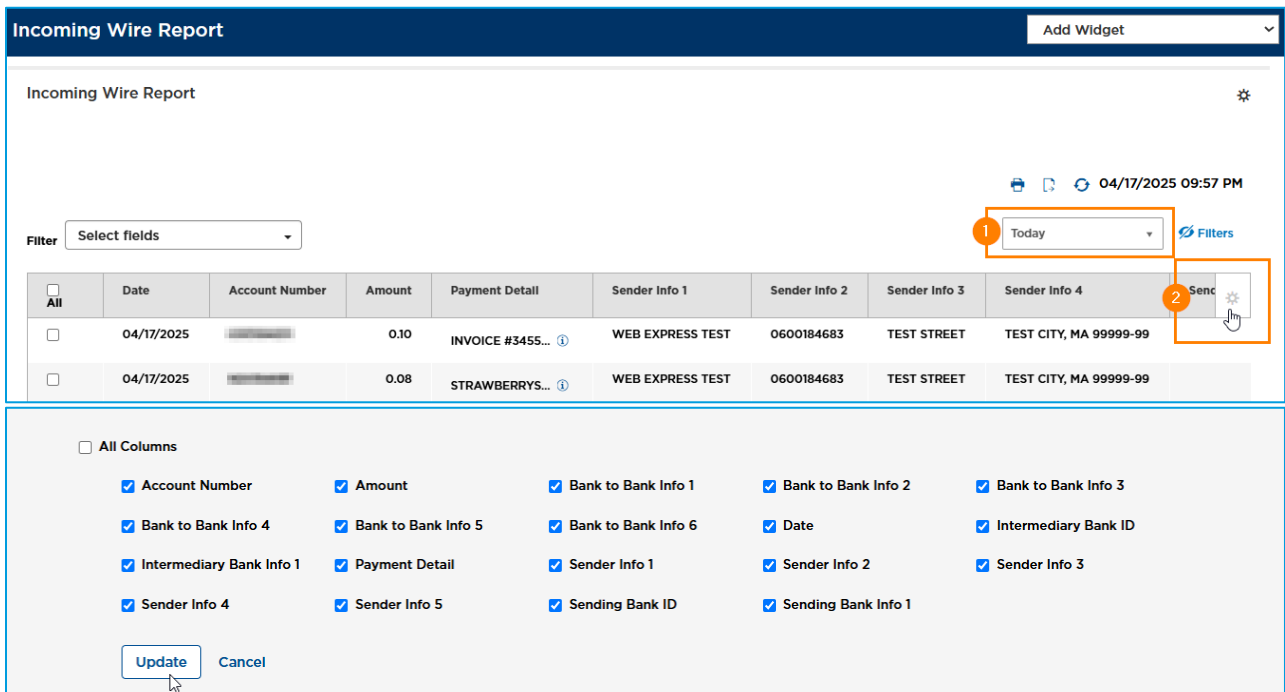
## ACCESSING THE INCOMING WIRE REPORT

Follow these steps to access the incoming wire report:

1. Select **Incoming Wire Report** from the **Reporting** menu.



2. Use the **date drop-down** to filter to a selected time period. Use the **Gear Icon** within the table to drop-down to select the columns you want displayed.



3. Once you have made your selections, click **Continue**.
4. Columns can be rearranged by clicking on a column and dragging it to the desired location.
5. In the **Date Filter drop down** (pictured above, step 2) you can save your current view by clicking **Save View**. Type in a title for your view and click **Go**.