

# Wire Upload

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## Payment From File

1. Select the 'Payments' option under the 'Commercial Transactions' menu.
2. Select 'Payment from File' within the 'New Payments' drop down menu

The screenshot displays the 'Payments' section of a software interface. On the left is a dark blue sidebar menu with the following items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Commercial Functions, Users, User Roles, Company Policy, Wire Activity, Payments (highlighted), Recipients, Subsidiaries, ACH Pass-Thru, Tax Payment, Merchant RDC, Lockbox, and Positive Pay. The main content area is titled 'Payments' and includes a search bar, a 'Filter by Type' dropdown, a 'New Template' button, and a 'New Payment' dropdown menu. The 'New Payment' menu is open, showing options: ACH Batch, ACH Collection, Domestic Wire, International Wire, and Payment From File (highlighted). Below the menu is a grid of 'Available Templates' with six cards:

- Collection Test** (ACH Collection): Includes a star icon, a trash icon, and a 'PPD' label.
- Test Batch** (ACH Batch): Includes a star icon, a trash icon, and a 'PPD' label.
- Test Payroll** (Payroll): Includes a star icon, a trash icon, and a 'PPD' label.
- Test Single Payment** (ACH Payment): Includes a star icon, a trash icon, and a 'PPD' label.
- Test Wire** (Domestic Wire): Includes a star icon, a trash icon, and a 'PPD' label. It also displays 'LAST PAYMENT \$0.01' and 'Sent on: 8/2/2016'.

3. Choose the wire transaction type (where red arrow is pointing).

Payment From File

Payment Type \*

--Please Select A Payment Type--

Import File \*

Select a file to upload

\* - Indicates required field

Cancel Save Recipients Upload File

4. Click on the 'Select file to upload' box to browse for the file to be uploaded on the computer and choose Domestic or International Wire.

Payment From File

Payment Type \*

Domestic Wire

Domestic Wire Sample File (.csv)

Domestic Wire Upload Guidelines

- File must be in .csv format and follow the specification
- Please note wire transactions are executed per their order in the file
- File columns represent the mandatory wire fields where each column header in the sample file represents the Field Name and tag number

Domestic Wire File Specification (.pdf)

Import File \*

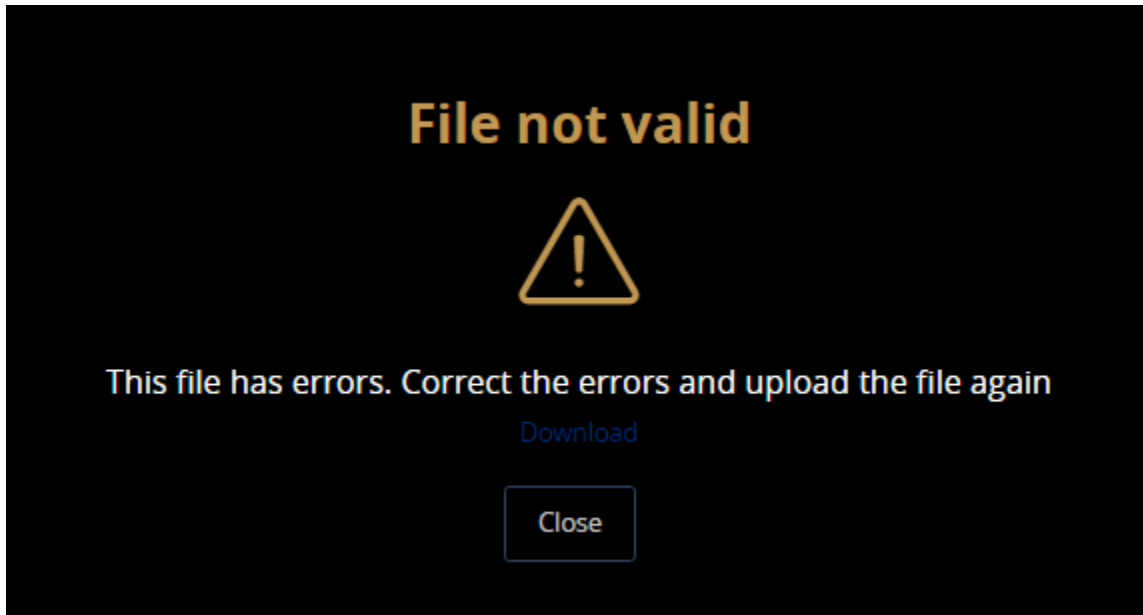
Select a file to upload

\* - Indicates required field

Cancel Save Recipients Upload File

5. Click 'Upload File'.

6. If the imported file has errors, you will be notified and have the option of downloading the file with the errors noted.



- If the file uploads successfully, you may be asked to define the 'Subsidiary' and 'From Account' if the records in the file do not match your Online Banking profile.

- Accounts Summary
- Transfer/Deposit
- Transactions
- Statements/Notices
- Commercial Functions
- Users
- User Roles
- Company Policy
- Wire Activity
- Payments**
- Recipients
- Subsidiaries
- ACH Pass-Thru
- Tax Payment
- Merchant RDC
- Lockbox
- Positive Pay
- Reports
- Services
- Settings
- Messages

### Payments - Domestic Wire

Set Up Wires
Review & Submit

<b>Payments</b>	<b>Process Date</b>		<b>Notify All</b>	<b>New Recipient</b>
Pay None 2	<input checked="" type="checkbox"/> Use same for all	09/21/2016		

Recurrence: Set schedule

Incomplete transaction details.

<b>Recipient/Account *</b>	<b>Amount</b>	<b>Subsidiary *</b>	<b>From Account *</b>
Acme Products Ltd LLC Checking 123456789	\$3.45	Search...	Search...

<b>Pay</b>	<b>Message to Beneficiary</b>	<b>Notify</b>	<b>Process Date</b>
<input checked="" type="checkbox"/>	thx for the shipment. We were desperately on the edge of being out. Next time	<input type="checkbox"/>	09/21/2016

Incomplete transaction details.

<b>Recipient/Account *</b>	<b>Amount</b>	<b>Subsidiary *</b>	<b>From Account *</b>
Acme Products Ltd LLC Checking 123456789	\$1.23	Search...	Search...

<b>Pay</b>	<b>Message to Beneficiary</b>	<b>Notify</b>	<b>Process Date</b>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	09/21/2016

Add 1 more wire(s)

8. Once the required fields are satisfied, select 'Next' in the bottom right.
9. Review your transaction details and then click 'Draft' or 'Approve'.

- Accounts Summary
- Transfer/Deposit
- Transactions
- Statements/Notices
- Commercial Functions
- Users
- User Roles
- Company Policy
- Wire Activity
- Payments
- Recipients
- Subsidiaries

### Payments - Domestic Wire

Set Up Wires
Review & Submit

Number of Payments: 2	Total Amount: \$4.68	Send Payment(s) As: Subsidiaries	From Account(s): 1 Accounts
2 (USD)			

	Recipient/Account	Amount	Subsidiary	From Account	Notify	Process Date
1	<b>Acme Products Ltd LLC</b> Checking: 123456789	\$3.45	Q2 Strategic Advisory Services	<b>Relationship Checking</b> 13624768	No	09/21/2016
2	<b>Acme Products Ltd LLC</b> Checking: 123456789	\$1.23	Q2 Strategic Advisory Services	<b>Relationship Checking</b> 13624768	No	09/21/2016

Cancel
Previous
Draft
Approve