First Horizon TreasuryConnect℠

Domestic Wires

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REV 08/26

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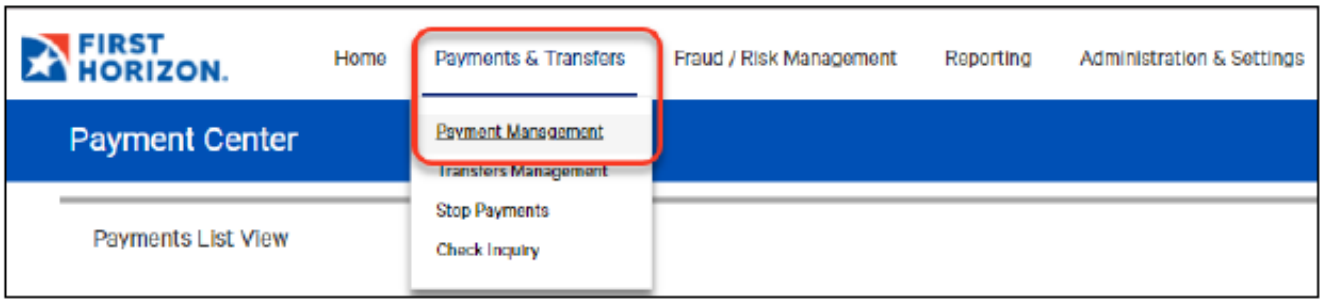
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WIRE – DOMESTIC PAYMENTS

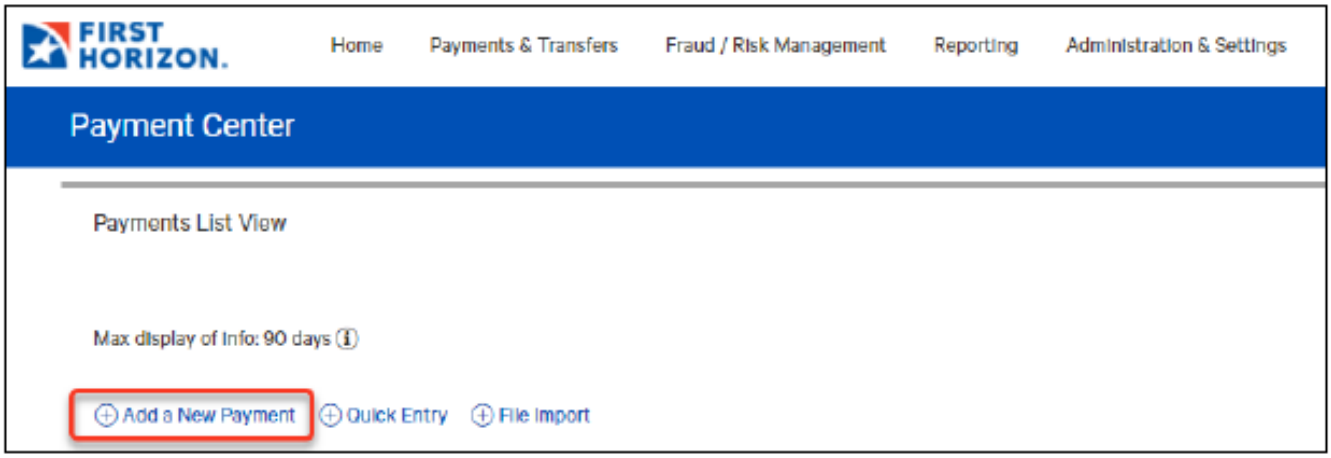
A domestic wire payment creates an electronic funds transfer from payer to payee within the United States.

CREATE A DOMESTIC WIRE PAYMENT

1. Select **Payment Management** from the **Payments & Transfers** menu.

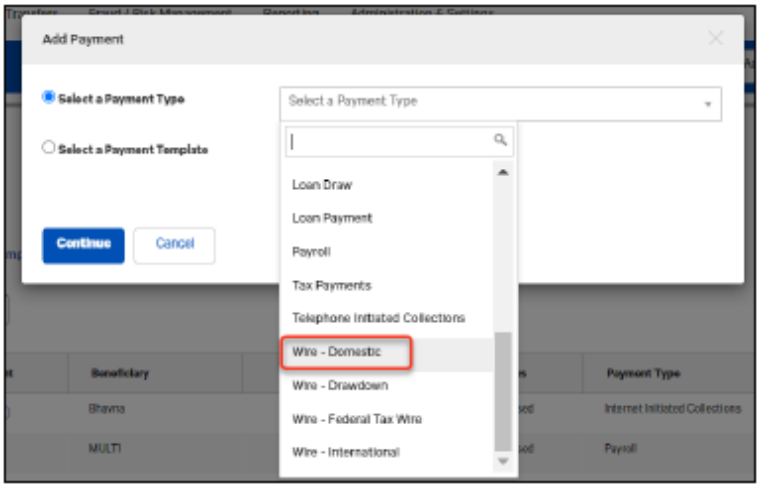


2. Click **Add a New Payment.**



3. Use the **Select a Payment Type** drop-down to select **Wire-Domestic** or use the **Select a Payment Template** drop-down to an existing template.

4. Click **Continue**.



5. Use the Account Number drop-down to select the amount to be debited.

NOTE

If Select a Payment Template is chosen, some fields may already be completed.

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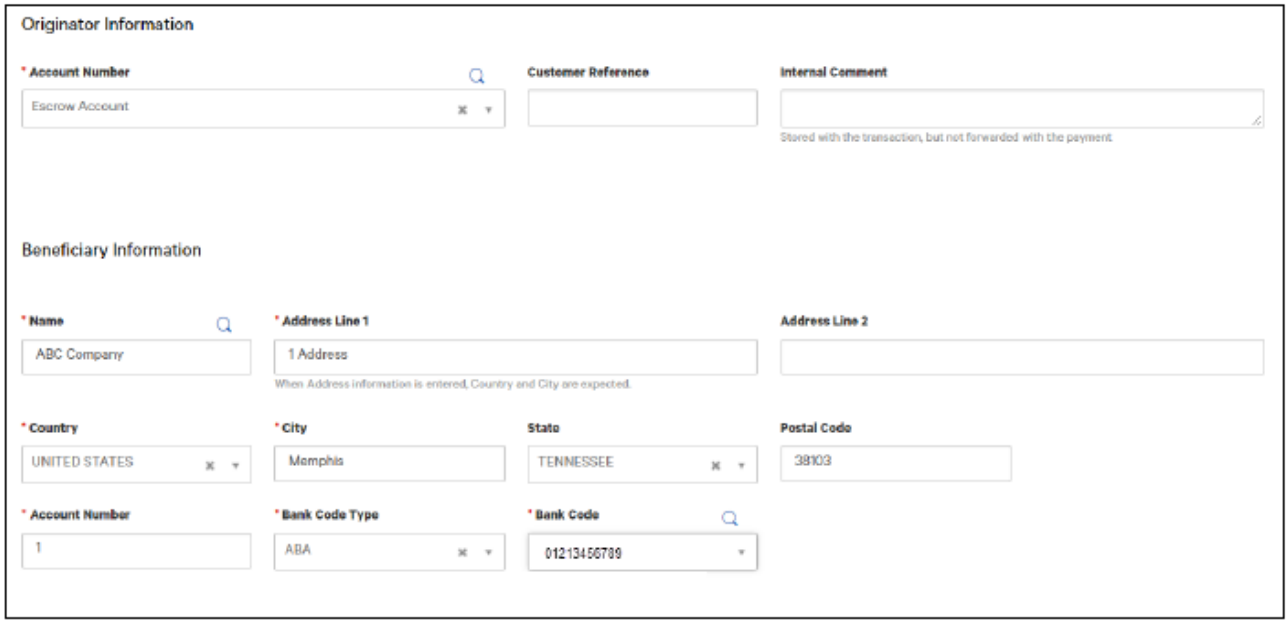
6. *(Optional)* In the **Customer Reference** field, enter a customer reference.

7. *(Optional)* Enter an **Internal Comment** which will be stored with the transaction but will not be sent with the payment.

8. Under the Beneficiary information section, in the *Name* field, select a payee by clicking the lookup (🔍) icon and then selecting a payee from the list. Or enter the beneficiary's name. If you select an entry from the beneficiary address book, some of the remaining fields will be automatically populated.

9. Complete the remaining required fields that are marked with a red asterisk (*). These include:
   - Name
   - Address Line 1
   - Country
   - City
   - Account Number
   - Bank Code Type
   - Bank Code

10. Complete the additional optional fields if desired. These include:
    - Address Line 2
    - State
    - Postal Code



11. If your company is configured for **Beneficiary Notifications**, you may include a maximum of five email addresses. These addresses can be added to the payment to notify beneficiaries to expect payment.
    - If you select the beneficiary from the beneficiary address book, the email addresses saved in the address book will appear automatically. Additional email recipients may be added up to the maximum of five by clicking the **Add Email** link.
    - If you enter the beneficiary name manually, you can type the email address in the **Email** box. Additional email recipients may be added up to the maximum of five by clicking the **Add Email** link.

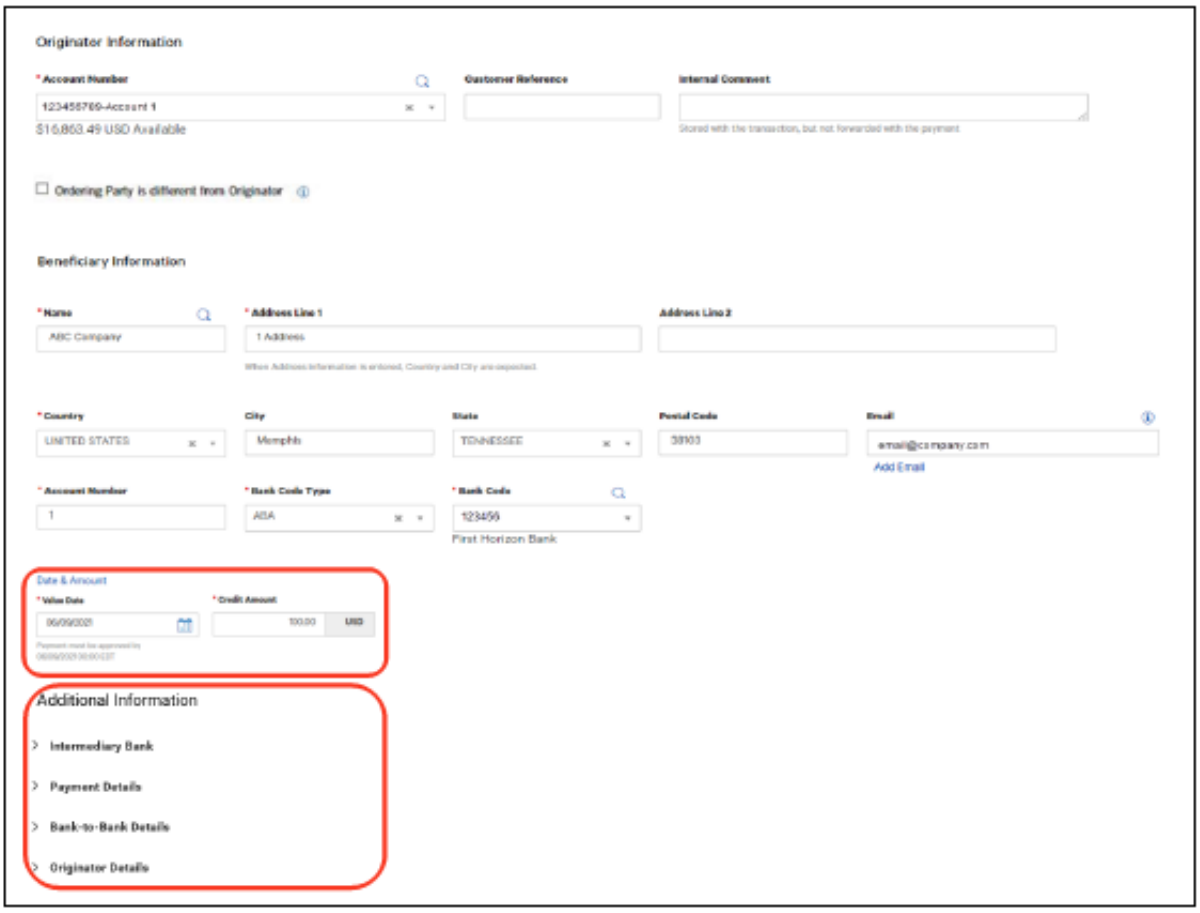
12. In the Date & Amount section, enter the Value Date of payment or use the calendar icon to select the required date. The application will display a cutoff time (in military time) by which the payment must be approved. This will appear below the Value Date field. For example, "Payment must be approved by 18:00 PM ET".

NOTE

If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.

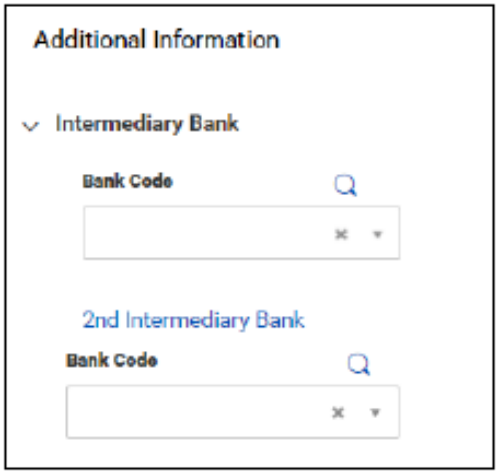
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13. Enter the payment amount in the **Credit Amount** field.



14. *(Optional)* Under the Additional Information heading, only if the recipient of the wire provides Intermediary Bank information should you expand this section and select a **Bank Code** for the first Intermediary bank. Otherwise, First Horizon will route the wire based on its routing tables.

15. *(Optional)* If needed, click Add 2nd Intermediary Bank to add another bank. Select a Bank Code for second intermediary bank.



16. *(Optional)* If you want to add more details, expand the Payment Details and enter up to 4 lines of payment details that you want to accompany the payment.



17. *(Optional)* If you want to include **Bank-to-Bank Details**, expand the Bank-to-Bank Details section and enter up to 6 lines of information.

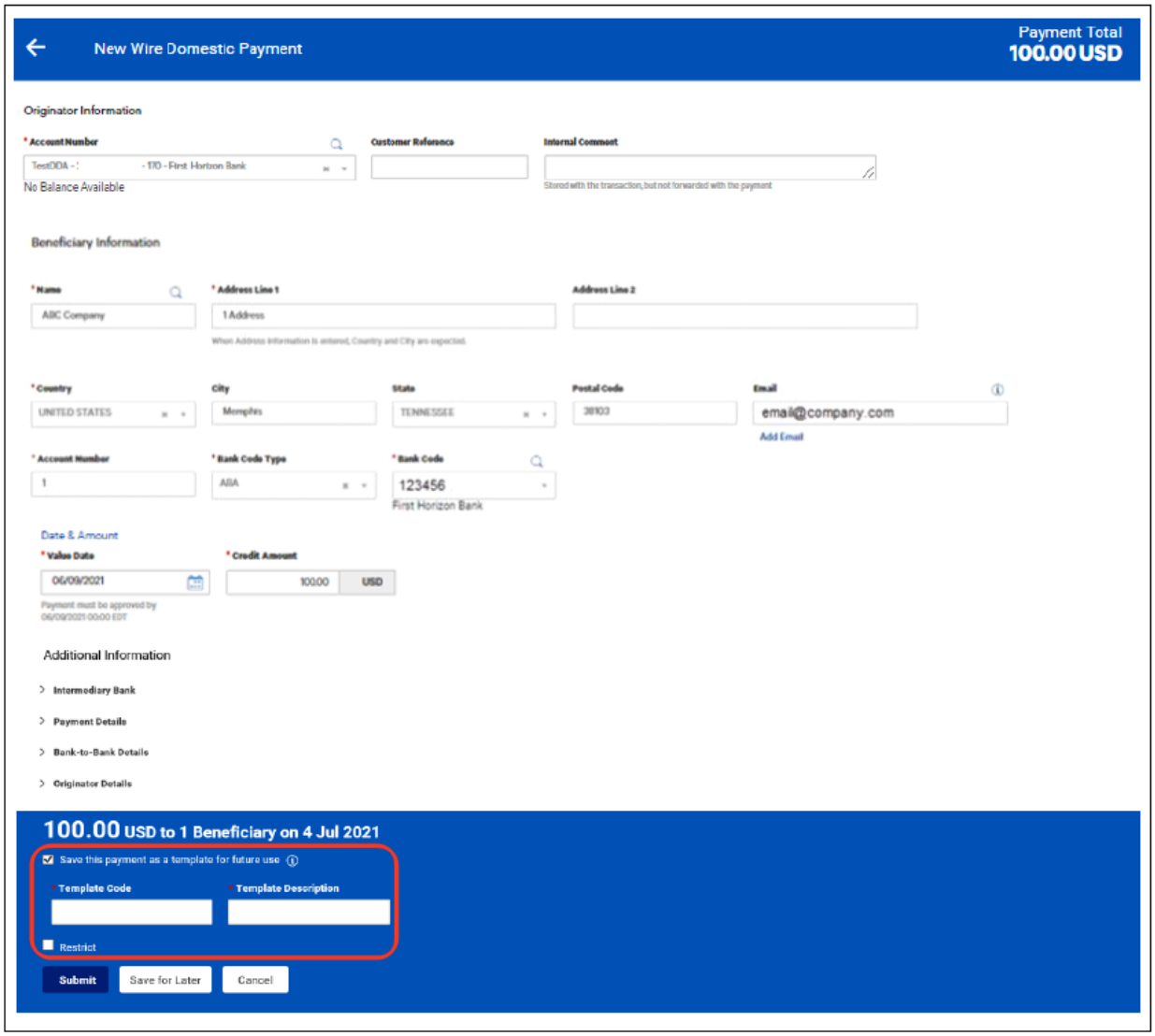


18. The Originator Details section automatically displays the ID type and ID of the originator, plus a name and address.



19. *(Optional)* To save this payment as a template, check the **Save this payment as a template for future use** checkbox. The enter a Template Code (a descriptive name for the template) and Template Description. If you want the template to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. The template will need to be approved before it can be used to initiate a payment.

20. Click **Submit** to submit the payment or Save for Later to edit the payment later.



NOTE

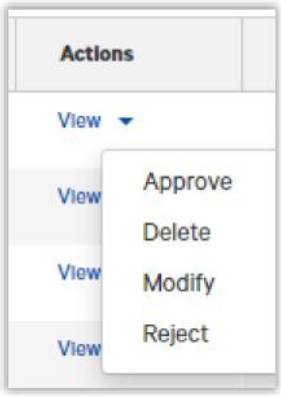
After the payment is submitted or saved, a message will appear at the top of the screen indicating whether the payment was submitted or saved successfully or if the payment has any errors.

A payment must be approved before funds are sent to the beneficiary. Payments are approved from the **Payments List View**.

APPROVE/UNAPPROVE

Many items require approval when they are entered or modified. Items that need approval will usually have a status of Entered or Modified (shown in the Status column of the list).

1. To approve an item, click or select **Approve** from the View dropdown arrow in the Actions column. You can also approve multiple items at one time by checking the appropriate checkboxes and clicking the Approve button.



2. In addition, if the **Unapprove** option is available, you can unapprove any items that were approved in error.

3. If you attempt to approve or unapprove an items or items, a confirmation screen may appear telling you that some of the selected items are not eligible.



4. Click **Yes** to continue; otherwise click **No**.

PAYMENT STATUS

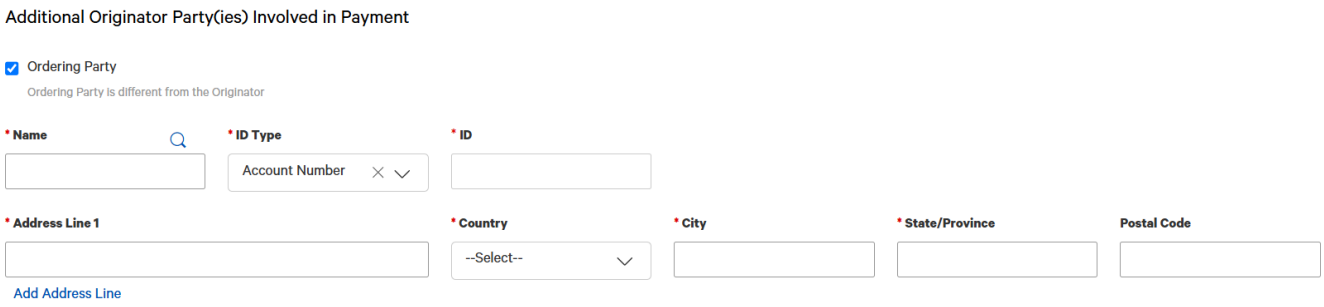
Below is a list of payment statuses that may appear in the **Payment List View**.

Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
High Value	Requires secondary approval for high value payments. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or deleted.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Released	Released to the back office. Not available for deletion or modification.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.
Approval Window Passed	Payment not fully approved and the cutoff time for the payment has passed, making the value date of the payment invalid. Can be modified or deleted.

ENTER ORDERING PARTY INFORMATION

If an ordering party is different from the originator, check the **Ordering Party is different from Originator** checkbox to enter information for the different ordering party.

1. In the **Name** field, enter the ordering party name.
2. Use the **ID Type** drop-down menu to select an ID type such as Employer Number or Tax Identification Number. The default option is Account Number.
3. Enter the **ID** associated with the chosen ID type.
4. Enter **Address Line 1**.
5. If you need to include an additional address line, click the **Add Address Line** link.
6. Use the **Country** drop-down menu to select the ordering party's country.
7. Enter the **City**.
8. Enter the **State** or **Province**.
9. *(Optional)* Enter the **Postal Code**.



BENEFICIARIES

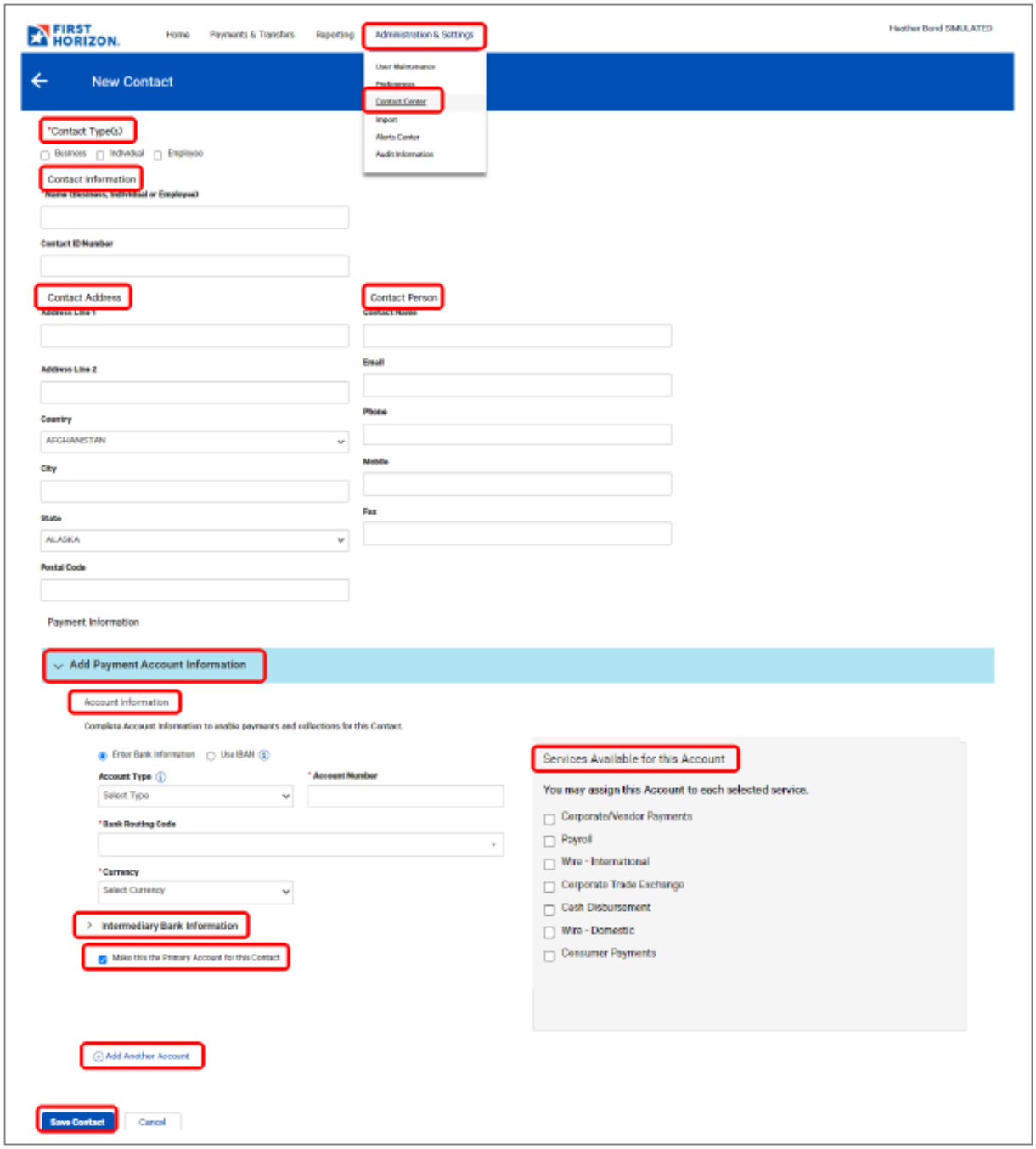
The **Contact Center** allows you to add, modify, view, and delete beneficiaries (payees). Contact Center entries can then be used when creating a payment.

Updates or deletions of existing beneficiaries will not affect transactions that have already been entered into the system or are in flight (any transaction in any status).

CREATE A BENEFICIARY

1. From the menu, select **Administration & Settings**.
2. Click **Contact Center**.
3. Click **Add a New Contact**.
4. At Contact Type, check the appropriate checkbox: **Business**, **Individual**, or **Employee**.
5. In the Contact Information section, enter the **Beneficiary Name** and (optional) the **Contact ID Number**.
6. In the Contact Address section, enter the **Contact Address** information.
7. *(Optional)* In the Contact Person section, **Contact Name**, if different from the beneficiary.
8. *(Optional)* Enter the Contact Person's **Email Address, Phone Numbers**, and **Fax Number**.
9. Expand the **Add Payment Account Information** section to enter the **Beneficiary's Account** information**.**
10. Click the radio button to choose to add the Beneficiary's **Bank Information** or **IBAN** number.
11. If using the Beneficiary's Account Information, complete the following sections.
    - Use the drop down arrow to choose the Account Type.
    - Enter Account Number.
    - Enter the Bank Routing Code or use the drop down to choose the correct Bank Routing Code.
    - Use the drop down arrow to choose the Currency.
12. If using IBAN, complete the following sections.
    - Enter the IBAN.
    - Use the drop down arrow to choose the **Currency**.
13. *(Optional)* **Enter Intermediary Bank Information**, if applicable.
14. *(Optional)* Click the check mark to the left of **Make this the Primary Account for this Contact**, if applicable.
15. *(Optional)* In the grey box on the right labeled **Services Available for this Account**, click the services that are applicable.
16. *(Optional)* Click **Add Another Account** if this Beneficiary needs another account. Complete the fields as indicated above.

17. Click **Save Contact**.



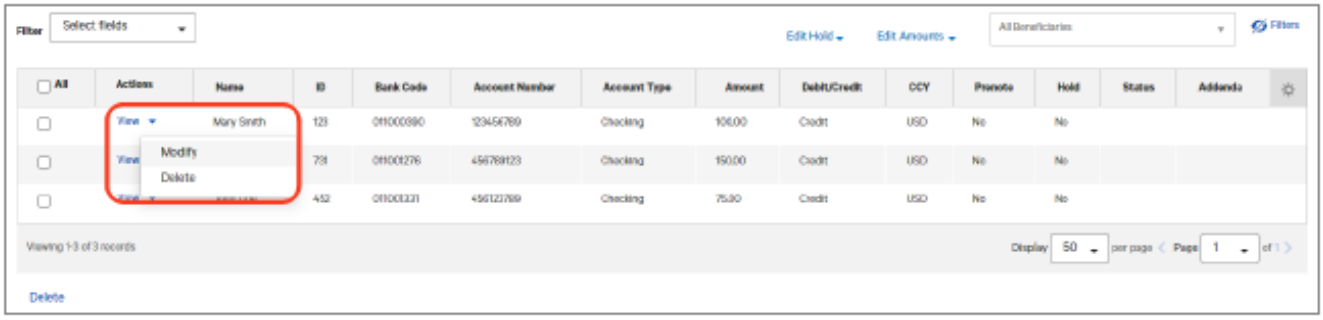
BENFICIARIES INFORMATION GRID

When a payment or template includes multiple beneficiaries, they will be displayed in a Beneficiaries Information Grid. The various features in this grid allow you to view, modify, and delete beneficiaries as described below.

1. Click **View** in the Actions column to view the beneficiary details.

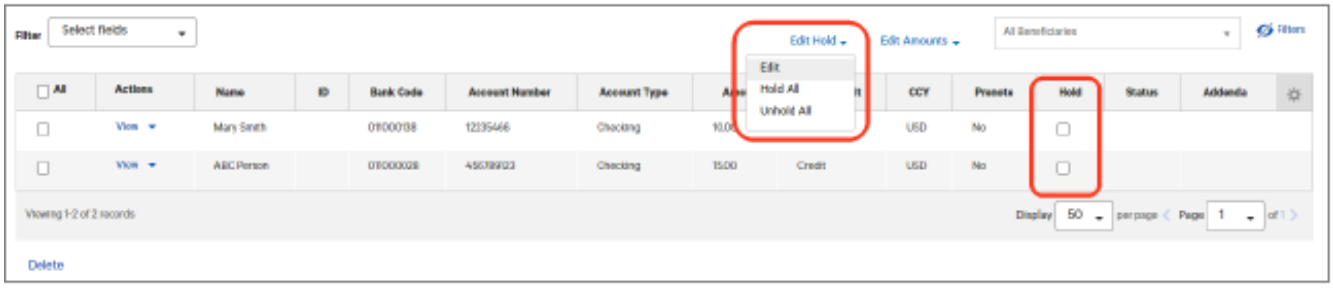
2. Click the **View drop down arrow**.

    - Click **Modify** to view beneficiary information and make changes to any field you are entitled to change.
    - Click **Delete** to delete the beneficiary.



3. At the **Edit Hold** button click the drop down arrow:

    - Click **Edit** to change the hold status on individual beneficiaries.
    - Click **Hold All.** This will place a hold on all the beneficiaries in the list.
    - Click **Unhold All** to remove the hold on all the beneficiaries in the list



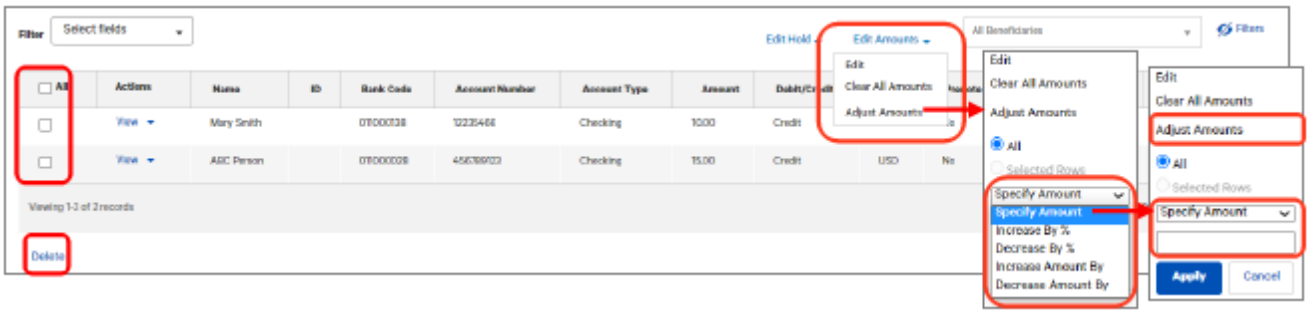
- At the **Edit Amounts** button, click the drop down arrow:
    - Click Edit to change the amount on individual beneficiaries.
    - Click Clear All Amounts to remove the payment amount on all beneficiaries.
    - Click Adjust Accounts to modify the payment amount on all beneficiaries in one of several ways.
        - **Specific amount:** Enter the exact amount of the revised payment for <u>all</u> beneficiaries. (Ex: Original amount for first beneficiary is $100, specific amount entered is $50, and the new payment amount is $50. Original

payment for second beneficiary is $200, specific amount entered is $50, and the new payment amount is $50.)

- **Increase/decrease by percentage**: Enter the percentage to modify the payment for all beneficiaries. (Ex: Original amount for first beneficiary is $100, increase by 10%, then the new payment is $110. Original payment for second beneficiary is $200, increased by 10%, then the new payment is $220.)

- **Increase/decrease by amount**: Enter the exact amount to modify the payment for all beneficiaries. (Ex: Original amount for the first beneficiary is $100, increase by $10, then the new payment amount is $110. The original payment amount for the second beneficiary is $200, increase by $10, then the new payment is $210.)

- Click **Apply** after any of the above changes.
- Click the boxes for the beneficiaries you want to remove and then click **Delete**. To remove all beneficiaries, click the **All** checkbox and then **Delete**.



WIRE TEMPLATES

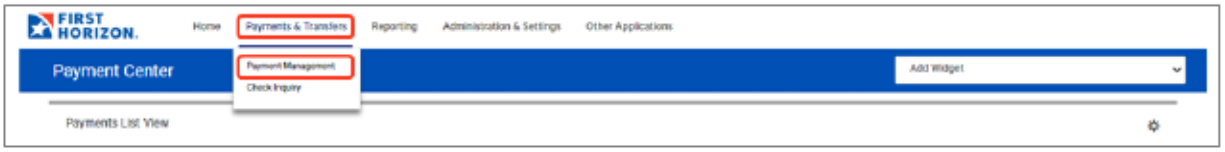
In order to create payments more efficiently, you can create templates that contain commonly used payment information. Payments can then be made from these templates, saving time and improving efficiency. Templates are managed from a consolidated, single view referred to as the Template List View. For more information on navigating the Templates List View, please see our **TreasuryConnect Payment Center Navigation User Guide**.

Depending on the User Entitlements, templates can be created in two different ways:

- Save a payment as a Template.
- Create a Freeform Template.

CREATE A FREEFORM TEMPLATE

1. Click **Payments & Transfers** in the main menu.
2. Click **Payment Management**.

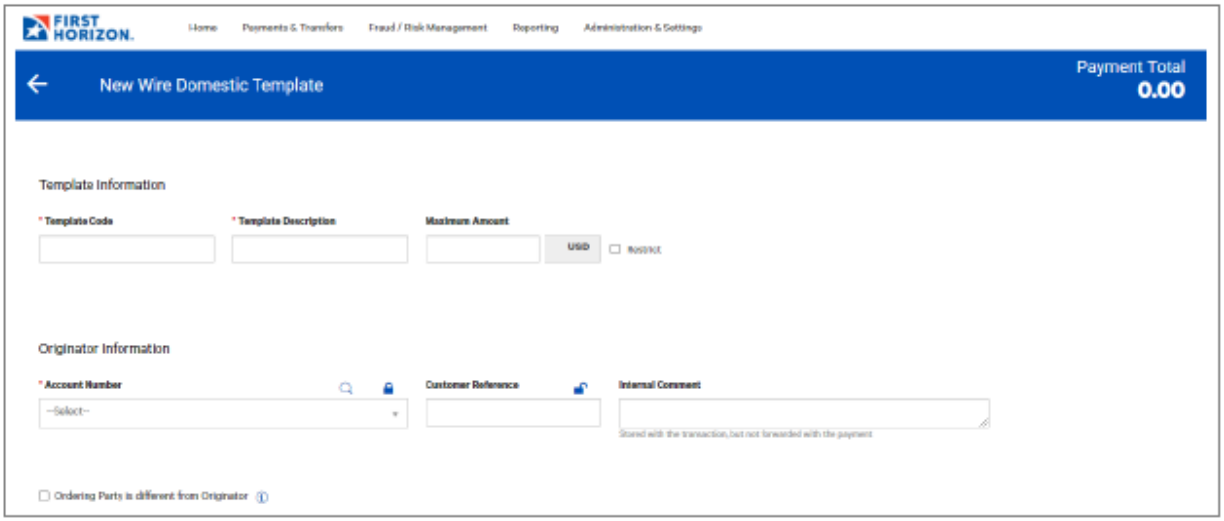


3. Scroll down to the **Template List View** widget.
4. Click on **Add A New Template**.



5. Use the **Template Type** drop-down arrow to select Domestic Wire.
6. Click **Continue**.
7. Enter a Template Code of your choosing in the **Template Code** box.
8. Enter a description of the template in the **Template Description** box.
9. *(Optional)* Enter the maximum dollar amount in the **Maximum Amount** field. The maximum amount validates against the total of all debit and credit beneficiaries in the template.
10. *(Optional)* Click the Box next to **Restrict** to limit the use of this template to specified users.
11. Use the drop down arrow under **Account Number** to select the account to be debited.
12. *(Optional)* Enter any **Customer Reference** number.
13. *(Optional)* Enter any **Internal Comments** that will be stored with the Payment, but not sent to the recipient.
14. If the Ordering Party is different form the Originator, click the box next to the **Ordering Party is different from Originator.**

15. Enter the required Ordering Party information. For more information on entering ordering party information, see the Enter Order Party Information section in this guide.

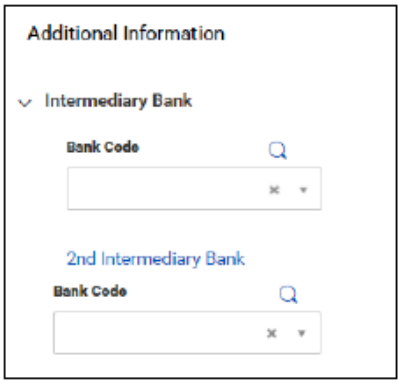


NOTE

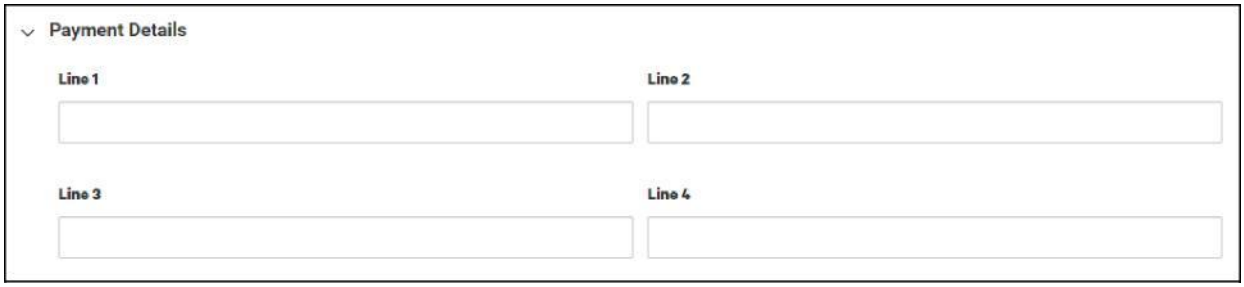
If your company is configured to allow the locking of fields during template creation, you will see lock icons (🔓) above and to the right of certain fields on the New Template screen. If you want a field to be locked so it cannot be modified when creating a payment based on the template, click the open lock icon (🔓), and it will turn into the closed lock icon (🔒), indicating the field is locked.

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16. Depending on your entitlements and the particular payment, enter the **Beneficiary Name** or use the drop-down arrow to search for the name of the beneficiary. If you select an existing beneficiary, the beneficiary address and bank information automatically populates. Fields in this section will vary depending on the payment type you selected.
17. If you manually entered the Beneficiary Name, you will also need to complete the remaining fields with a red asterisk (*) such as **Address Line 1, Country**, **City**, **Account Number, Bank Code Type**, and **Bank Code**.
18. Enter the **Credit Amount.**
19. *(Optional)* Under the Additional Information heading, if you want to enter intermediary bank information, expand the Intermediary Bank section, and select a **Bank Code** for the first intermediary bank.
20. *(Optional)* If needed, click **Add 2nd Intermediary Bank** to add another bank. Select a **Bank Code** for the second intermediary bank.



21. *(Optional)* If you want to add more details, expand the **Payment Details** and enter up to 4 lines of payment details that you want to accompany the payment.



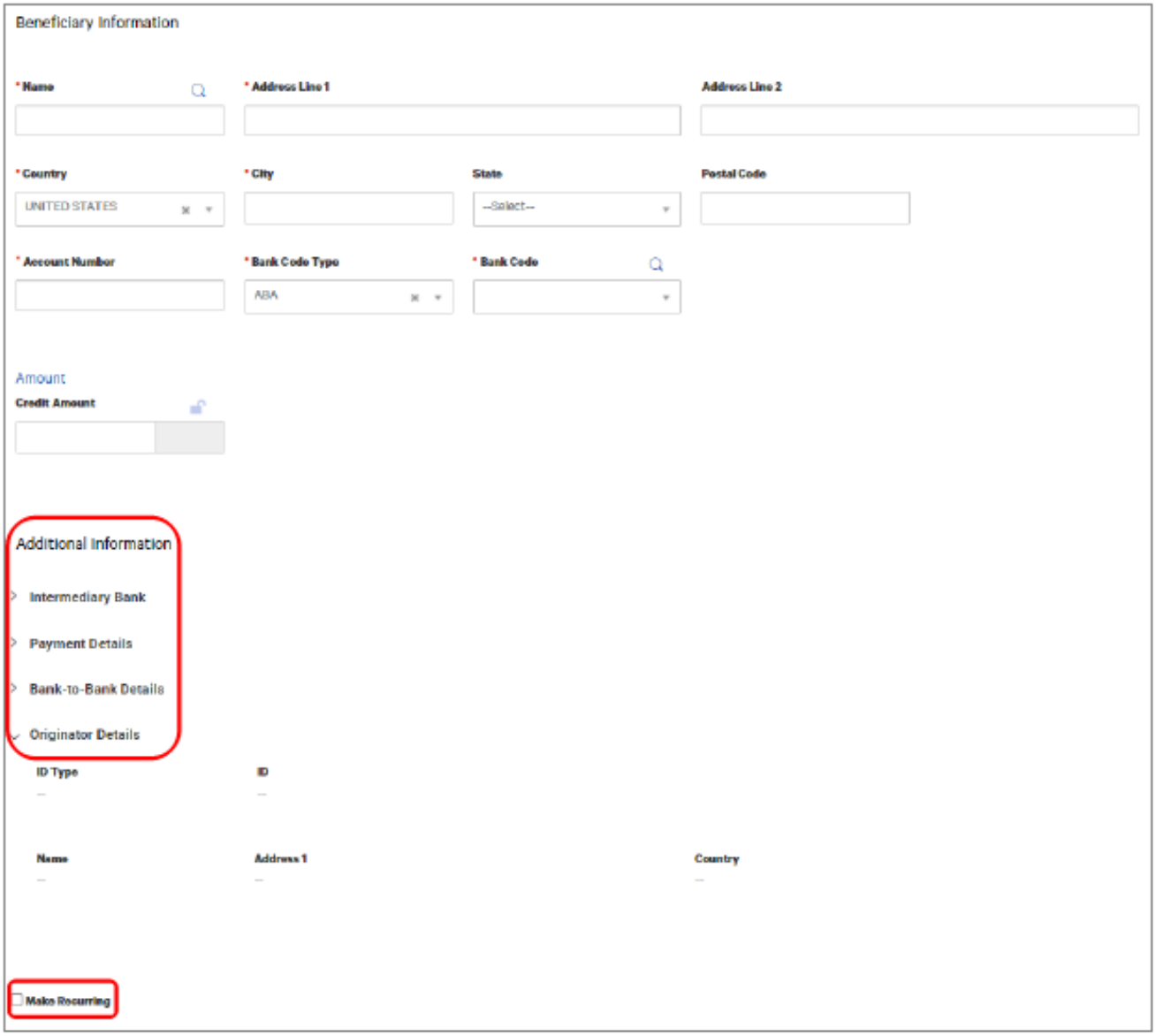
22. *(Optional)* If you want to include **Bank-to-Bank Details**, expand the Bank-to-Bank Details section and enter up to 6 lines of information.



23. The **Originator Details** section automatically displays the ID type and ID of the originator, plus a name and address.
24. *(Optional)* If this template will be used to create a recurring payment, check the box beside **Make Recurring**. Additional fields will be presented. See Recurring Payments section of this guide for additional information on creating a recurring payment template.
25. Click **Submit** to submit the template for approval or **Save for Later** to save a draft of the template.
26. A message displays at the top of the page that the template was successfully submitted.

NOTE

A template must be in approved status before it can be used to initiate a payment. Templates are approved in the Template List View. You may also check the status of a template, e.g., approved, pending approval, etc. in the Template List View. See the **Payment Center Navigation User Guide, Template List View** section for information on Using the Template List View.


Beneficiary Information
* Name
* Address Line 1
Address Line 2
* Country
UNITED STATES
* City
State
--Select--
Postal Code
* Account Number
* Bank Code Type
ABA
* Bank Code
Amount
Credit Amount
Additional Information
Intermediary Bank
Payment Details
Bank-to-Bank Details
Originator Details
ID Type
ID
Name
Address 1
Country
Make Recurring

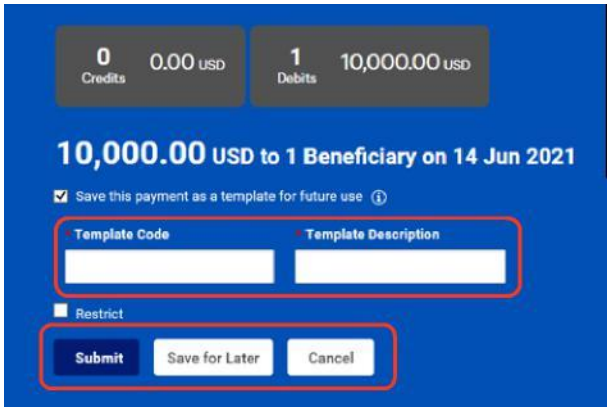
CREATE A TEMPLATE FROM PAYMENT

Templates can also be created from a payment in two different ways.

- When you create a payment, you have the option to save the payment as a template in addition to creating the payment.
- A **template** can be copied from an approved payment.

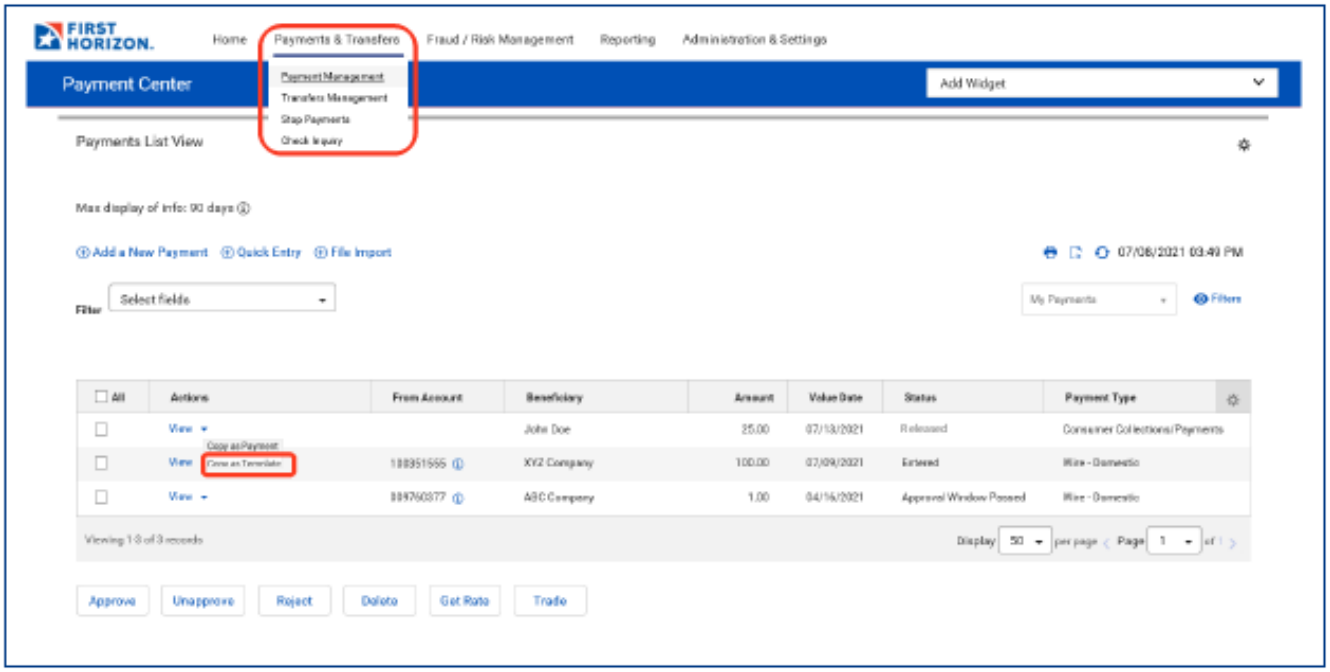
CREATE TEMPLATE DURING PAYMENT CREATION

1. Complete the steps outlined in the Create a Payment section of this guide.
2. Once you have completed all the required information for the payment, click in the box to the left of **Save this payment as a template for future use.**
3. Enter a **Template Code** of your choosing and **Template Description.**
4. Click **Submit** to submit the payment and template for approval or Save for Later to save a draft of the payment and template.



CREATE TEMPLATE FROM AN APPROVED PAYMENT

1. Select **Payment Management** from the **Payments & Transfers** menu.
2. Locate the payment that you would like to save as a template.
3. Click on the drop down arrow to the right of **View**.
4. Select the **Copy as Template** option.



5. Enter a **Template Code** of your choosing in the Template Code box.
6. Enter a description of the template in the **Template Description** box.
7. *(Optional)* Enter the maximum dollar amount in the **Maximum Amount** field. The maximum amount validates against the total of all debit and credit beneficiaries in the template.
8. *(Optional)* Click the Box next to **Restrict** to limit the use of this template to specified users.
9. Click **Submit** to submit the template for approval or **Save for Later** to save a draft of the template.
10. A message displays at the top of the page that the template was successfully submitted.

NOTE

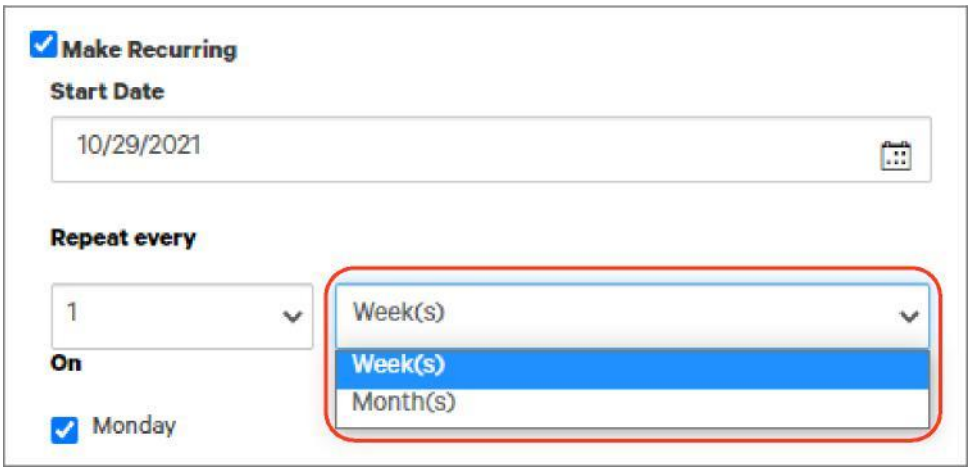
A payment must be in a status of ‘Bank Confirmed’ for this option to display.

RECURRING PAYMENTS

The Recurring Payments feature is an efficient way to create and schedule payments made on a regular schedule, e.g., loan payments, rent, etc. A recurring payment is created by adding a payment schedule to your payment template.

CREATE A RECURRING PAYMENT

1. Complete the steps outlined in the Create a Freeform Template section of this guide.
2. Once you have completed all the required information for the template, click the box to the left of **Make Recurring**. Additional fields will be presented.
3. Enter a **Start Date** for the schedule or select one using the Calendar icon. The start date is the date that the template will create the first payment.
4. Use the drop-down arrow in the **Repeat every** box on the left to choose the frequency of the payment:
   - Week(s): continue with Step 5.
   - Month(s): continue with Step 10.



To Create a Weekly Schedule

1. Use the drop down arrow in the **Repeat every** box on the right to choose the number of weeks it should repeat:
   - 1 = every week
   - 2 = every two weeks
   - 3 = every three weeks
   - 4 = every four weeks
2. Click in the box to the left of the weekday your payment will be made (**Monday through Sunday.**)
3. Click the radio button under **Ends** that describes when you want the payment schedule to end.
   - **Upon further notice**: the payment will continue until someone deletes this template or modifies the end date.
   - **After ☐ occurrences**: enter the number of times this payment will be made.
   - **End by selected date**: enter the date this payment will end.

4. Click the radio button that describes when the payment will be made if the scheduled date falls on a non-business day.
5. Click **Submit** to submit the recurring payment template for approval or **Save for Later** to save a draft.

NOTE

A Recurring Payment template must be approved prior to the start date. Once the template is approved the payments will begin based on the approved schedule without the need for additional approvals. The recurring payment will continue until the scheduled end date if the approver remains in active status.

To Create a Monthly Schedule

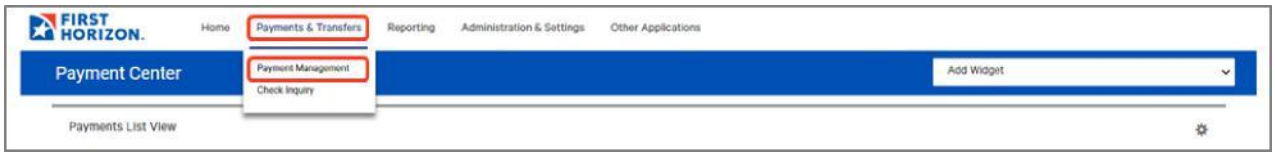
1. Use the drop-down arrow in the **Repeat every** box on the right to choose the number of months it should repeat, e.g., every month, every two months, etc.
2. Under **On the**, use the drop-down arrows to indicate if the payment will be made on a specific date or a specific day of the week.
3. First make a choice in the box on the right.
4. Choose **Day** if you want to indicate a specific date each month.
5. Choose one day, **Monday through Friday** to indicate a specific day of the week.
6. Then make a choice in the box on the left (available choices depend on what is chosen in the box on the right box.
7. Box on right is **Day**: available choices are 1st through 31st.
8. Box on the right is a weekday, **Monday through Friday**: available choices are First through Fourth.
9. Click the radio button under **Ends** that describes when you want the payment schedule to end.
    - **Upon further notice**: The payment will continue until someone deletes this template or modifies the end date.
    - **After** ☐ **occurrences**: Enter the number of times this payment will be made.
    - End by selected date: Enter the date this payment will end.
10. Click the radio button that describes when the payment will be made if the scheduled date falls on a non-business day.
11. Click Submit to submit the recurring payment template for approval or Save for Later to save a draft.

NOTE

A Recurring Payment template must be approved prior to the start date. Once the template is approved the payments will begin based on the approved schedule without the need for additional approvals. The recurring payment will continue until the scheduled end date if the approver remains in active status.

CANCEL A RECURRING PAYMENT BASED ON A TEMPLATE

1. From the Payments menu, select **Payment Management**.



2. In the Payment Center workspace, scroll down to the **Template List View** widget.
3. Select the template containing the recurring payment and use the drop-down in the Actions column to select **Modify**.
4. In the Modify detail screen, uncheck the **Make Recurring** checkbox.



5. Click **Submit.**

NOTE

A Recurring Payment template to be made will be automatically rejected by the application, and no future payments will be created automatically. Also, note that if you check the Make Recurring checkbox again, the previous recurrence pattern is not in force; you will need to create a new recurrence pattern from scratch.

WIRE TRANFER FILE IMPORT

This feature allows you to create custom import maps that can be used to import data from your systems. The tool provides you with the ability to define the file layout, field mapping, and rules for importing files. Data imported with a custom import map can be used to create or modify single beneficiary payments and templates, modify or add data to batch payments and templates, and create check issues and voids. Custom Import Maps can be created if the file is different than what is provided in the Standard Maps.

CREATE FILE IMPORT MAPS

1. Select **Import** from the **Administration & Settings** menu.
2. The system displays the Import workspace. Scroll to the bottom of the screen to view the **Import Map widget**.



3. Click Add **Import Map**.



4. Select the **Map Type** from the drop-down list. The map type represents the file format of the files that you will import.
   - Select **Delimited** if imported files will use a delimiter, such as a comma, semicolon, or other indicator to separate the records.
   - Select **Fixed** if the imported files will be fixed width text files.
5. Select the **Payment Type** that you are creating a map for. Available options are dependent on the user's permissions.
6. Use the **Import As drop-down** to choose whether files should be imported as payments or templates.
7. In the **Format Name** field, enter a name for the import map. (Spaces are not permitted.)
8. In the **Description** field, enter a description for the import map.
9. In the **Start Import at Row** field, enter the number of the row that you want to commence the import. For example, if your import file contains 3 rows of header data, and the records start at row 4, enter 4 in the field.
10. In the **String Delimiter** field, select the delimiter used to indicate a string in the file. The default section is "Double Quote." Note that this field is not visible for map types of fixed or NACHA.

NOTE

If you select **Other** as the delimiter, you must enter the corresponding ASCII code for the delimiter (for example, a semicolon [;] = 59).

11. In the **Field Delimiter** field, select the delimiter used to indicate the end of a field in the file. The default selection is Comma; however, Semicolon, Space, Tab, Other, Asterisk, Vertical Bar, and Colon are also available choices. If Other is chosen, you will need to add the ASCII code for the delimiter that is being used.
12. For Fixed width files, add **Record Width**, if applicable. This field is not visible for delimited map types.
13. In the **Date Format** field, select the date format used in the file. The default selection is **MMDDYY**.
14. In the **Date Separator** field, if needed, choose how dates are separated.
15. The **Implied Number of Positions** field is an optional field that can be used to designate the implied number of decimals in a numeric value in the file. For example, you would choose 3 if the number 1000000 should be interpreted as 1,000.000. If a decimal separator is defined below, you can leave this field blank.
16. In the **Decimal Separator** field, enter the character used to indicate a decimal in the file.
17. The values shown in **Header Indicator**, **Body Indicator** and **Trailer Indicator** fields are the abbreviations used to represent these values in the file. These fields are case sensitive. If needed, you can change the default values.
18. The table at the bottom of the screen is used to indicate how the fields in your file map to fields in the applicable screen in the application.

    An explanation of the fields in the table is included below.

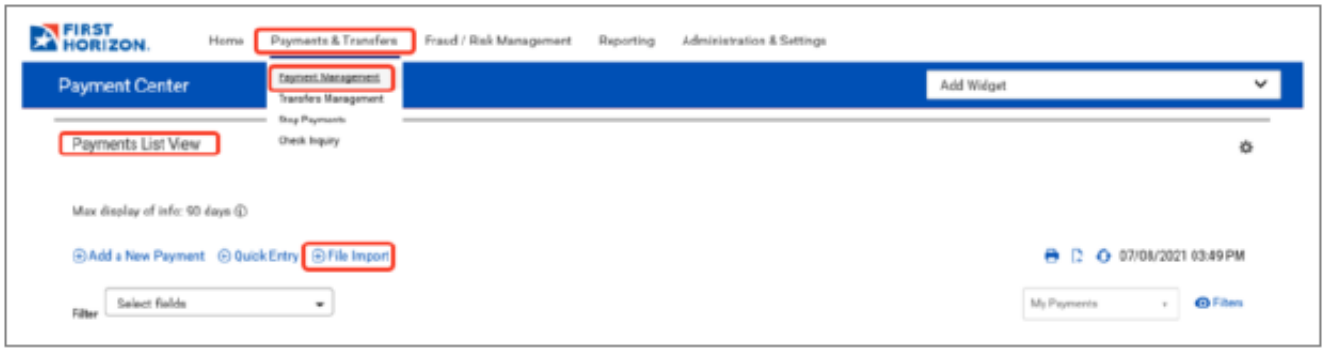
    - **Active –** A check mark in this field indicates that a field in the file should either be imported or matched against existing data in the application.
    - **Field Name –** The name of the field in the application. The values in this column vary by payment type.
    - **Field Number –** For delimited map types, indicates which field in the file maps to a field on the application screen. For example, if the 3rd field in your file maps to account type, enter **3** in the **Field Number** field for account type.
    - **Start Position –** For fixed map types, indicates the starting point of the field (in characters, measured from the start of the file).
    - **End Position –** For fixed map types, indicates the ending point of the field (in characters, measured from the start of the file).
    - **Default Value –** Used to indicate the default if a value is not supplied in the file.
19. Complete the screen as appropriate. Once you have finished entering the values for the import map, click **Save.**

IMPORT WIRE TRANSFER FILE

Before beginning to import a file, please check to make sure that you have the correct File Import Map for the file you are using. For more information on File Import Maps, please refer to the Create File Import Maps section of this User Guide.

To Import File:

1. Click **Payments & Transfers**.
2. Click **Payment Management**. The system displays the Payment Management screen.
3. Scroll to the **Payments List** view and click **File Import.**



4. *(Optional)* If you have permissions to import confidential payments, the Import as Confidential Payments selection appears. Click the appropriate box.
   Under **Format Section,** click the radio dial button to the left of the map being utilized to import the file. Standard Map = System Owner and Custom Map = Client Owner.
5. *(Optional)* In the **File Selection** section, check the **Load the file in test mode** box if you want to test load and validate the files before officially loading them.

NOTE

Test mode segments test files from active, production files. Using the test mode option will let you verify that the data is populated correctly in the system; therefore, it is recommended that at a minimum, test mode be used the first time a new file format is loaded to the system. Once you verify that it has loaded correctly, you can reload the file without test mode.

Using Test mode means:

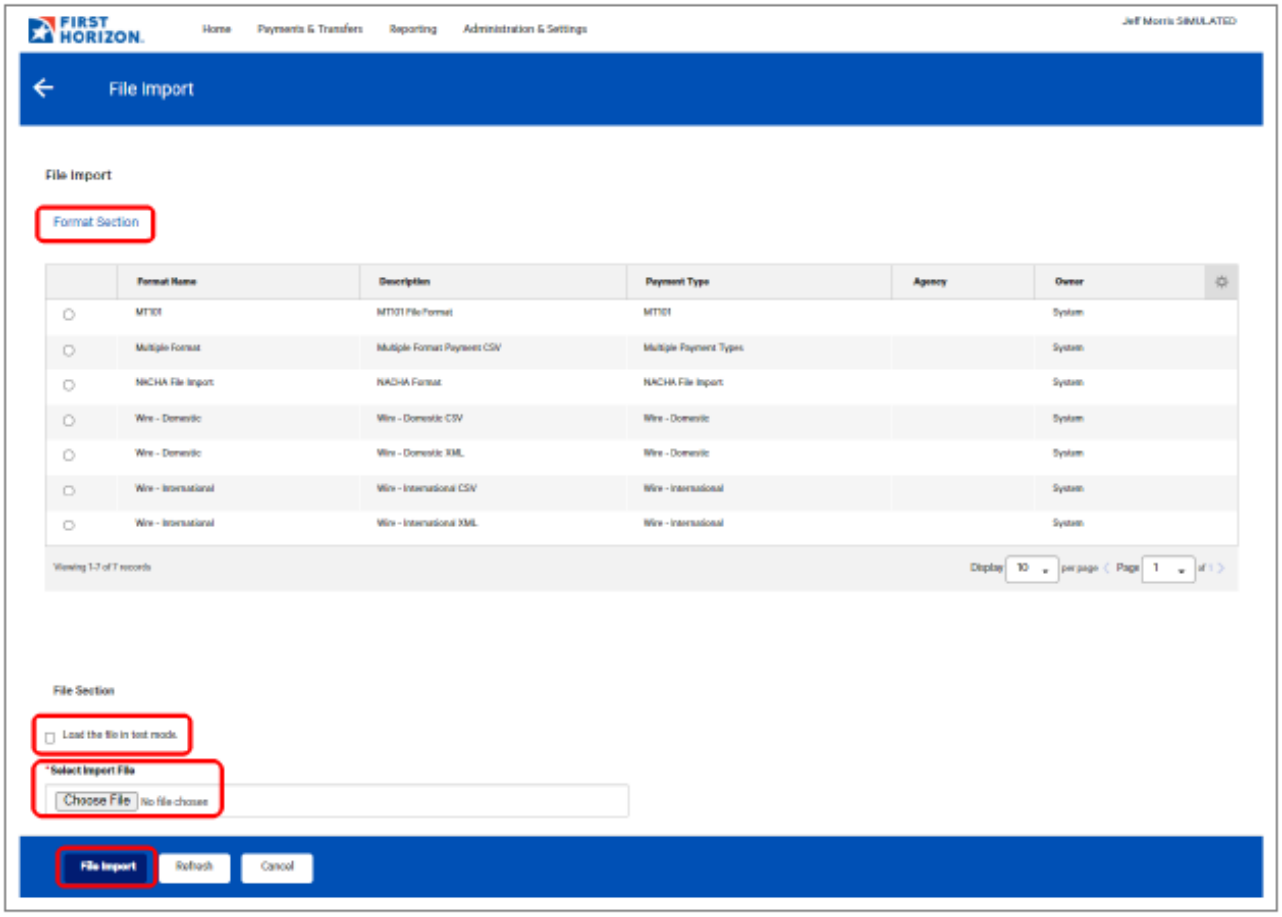
- Resulting payments will not be completed as it is only a test.
- Totals shown in various application lists (e.g., payments, templates, etc.) and Reports will exclude items loaded from test files.
- The status of files imported in test mode will be appended with "test xxx". For example, "test entered", "test approved", etc.
- Records created as “test” are only eligible for the view and delete action.
- Test file imports will not be auto approved regardless of the user’s permissions.
- Alerts, fraud requests, MFA checks, limit checks, and balance checks will not be triggered for test file imports.
- Payments, templates, beneficiaries, and check issues/voids and all supporting data created through the test files will be periodically deleted by the bank.

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6. Click the **Browse** button to locate and select the file you would like to import.

7. Click **File Import**.

8. A message will appear at the top of the screen indicating that the file has been queued for import.



9. You should be redirected to the **File Import History screen**.

10. If you have not been redirected to the **File Import History**, Click **Administration & Settings** then click **Import** in the drop down menu.

11. Scroll to view the file that was just imported.

12. The grid displays the following information:

- **Actions**: Available actions such as View, Delete, etc.
- **Import Date**: Date and time the file was imported
- **File Name**: The name of the file
- **Status:** Entered, Rejected, Needs Repair
- **Import Type**: Payments or Templates
- **Processed:** Number of lines Processed
- **Created:** Number of Transactions created
- **Rejected:** Number of Transactions rejected
- **Errors:** Number of Errors Reported
- **Job ID**: The unique 5-digit identifier generated by the system for the import attempt.

- **Import Map Name**: The name of the Standard or Custom map

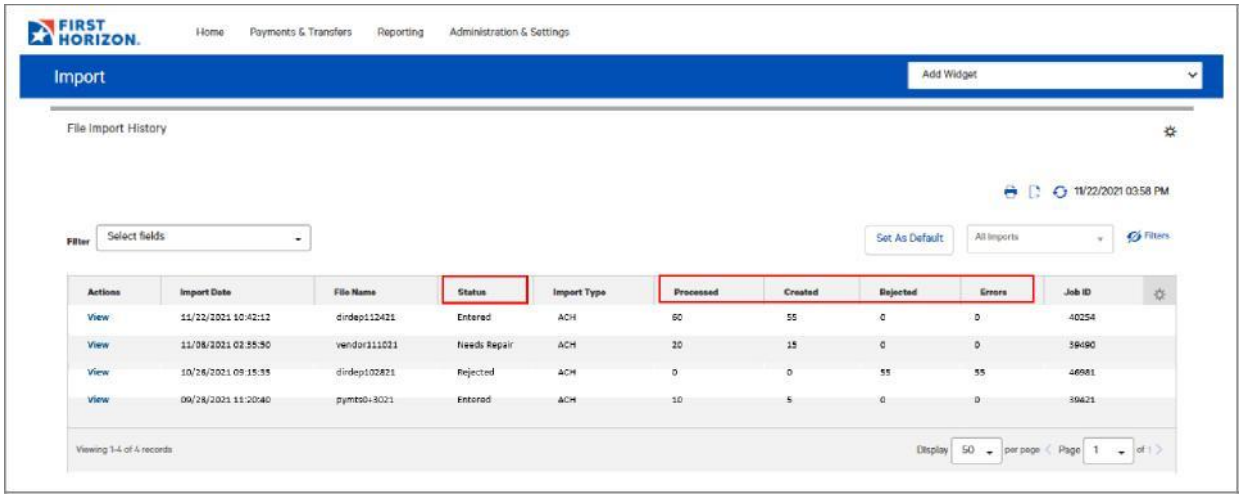
13. If the file loaded properly, the **Status** will read:

    - **Status = Entered**
    - **Errors = 0**

14. If the Status is **Rejected**, please see the Correcting Rejected Imported Files section of this guide.

15. Click **View** to the left of the file information on the **File Import History** widget to view summary level details including the **Dollar Amount** of the payments created by the file.

16. Click **View** under the Actions column on the **File Import Details** widget to view the complete details including the individual beneficiaries.



FILE IMPORT HISTORY

The File Import History widget displays a list of imported files, one file to a row. Each file is identified by file name, date of import, import type, and job ID. Users are entitled to File Import History if they have one or more entitlements to import features, such as importing payments.

To view file import history:

1. Select **Import** from the **Administration & Settings menu**.

   The system displays the Import workspace with the File Import History widget at the top of the screen. The widget lists all imported files.

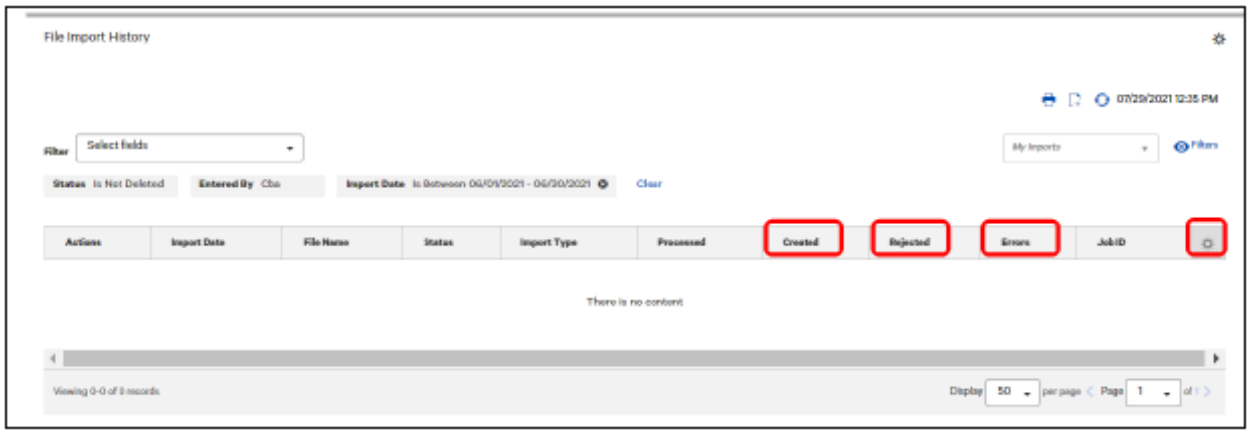


   The list displays the following information for each file:

   - Import Date
   - File Name
   - Status
   - Import Type
   - Processed
   - Created
   - Rejected
   - Errors
   - Job ID

   In addition to these default columns of information, you can click the gear icon ( ) and add **Import Map Name** to this display.

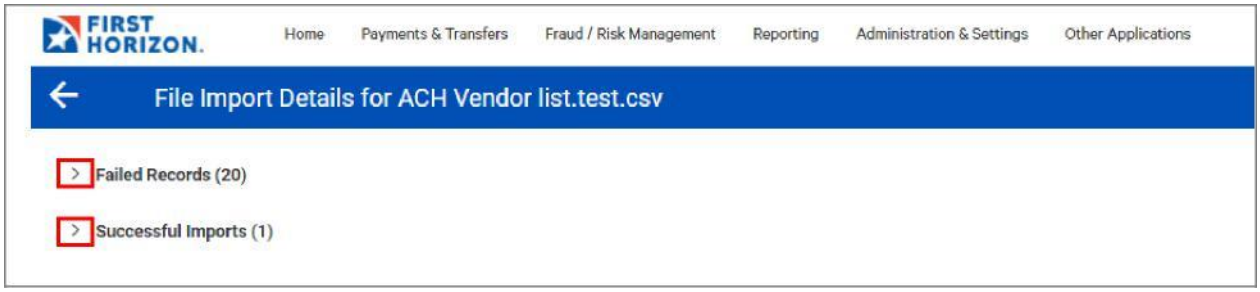
2. Scroll to the right to see a listing of the number of items successfully **Created** from the imported file, as well as the number of the number of **Rejected** items and **Errors** associated with the import.



VIEWING IMPORT FILE DETAILS

To see details of a file import, from the **Actions** drop-down list select **View**. A table with the payment details is displayed. It lists pertinent details about the import, including explanatory comments on any errors that occurred during import. The detail screen will display both failed records and successful imports.

1. Click the right arrow (**>**) to see details of either of these types.
   - Failed Records with Reasons for Failure
   - Successful Imports



2. Once expanded, the Failed Records Widget will display the following information for each of the failed records:

- Record Number
- Job ID
- Import Type
- Status
- Reason

3. Once expanded, the Successful Imports Widget will display the following information for the successfully imported records:

- ID
- Beneficiary (If more than one beneficiary, it will read “Multi.”)
- Amount
- Currency
- From Account
- Value Date
- Number of Voids
- Payment Type
- Status

4. To see the details of any of the successful imports, in the **Actions** column, click **View**. This will display the details of the file including individual Beneficiaries. If this was imported as Confidential, the details will only be visible if your permissions allow you to see confidential payments.

CORRECTING REJECTED IMPORTED FILES

Files that have a status of Rejected on the File Import History Widget may not be repaired on line. These files will need to be repaired off-line and then reloaded into the system in the same way you loaded the original file. For more information on importing Wire Transfer files see the Import Wire Transfer File section of this guide. The system includes an error reason on the Import Files Details Widget that is intended to help you identify the error. It also identifies the record in the file where the error occurred. For more information on viewing the details of an imported file see the Viewing Import File Details section of this guide.

File import errors can happen for various reasons. The most common reasons that a file is rejected are:

- User does not have the necessary permissions for:
  - Type of file imported
  - Payment type
  - Account number initiating the payment
- Company does not have the necessary permission for:
  - Type of file imported
  - Payment type
  - Account number initiating the payment
- The placement of the information in the file does not match the File Map that is being used.
- There is a missing field of information in the file when compared to the File Map being used.
- The length of the field in the file does not match what is defined in the File Map being used.