

Business Access  
Wire System Guide



Business | Wealth Management | Personal

## Table of Contents

Wire Payments .....	1
Domestic Wire Payments.....	1
Creating a domestic wire payment: .....	1
International Wire Payments.....	2
Creating an international wire payment: .....	3
Payment Templates.....	4
Changing Template Views.....	4
Creating a Payment Template .....	5
Deleting a Payment Template.....	5
Modifying a Payment Template.....	5
Approving a Payment Template .....	5
Rejecting a Payment Template .....	6
Viewing Payment Template Detail .....	6
Initiating a Payment from a Template.....	7
Domestic Wire Payments Templates .....	7
International Wire Payments Templates.....	8
Initiate Multiple Payments from Wire Templates.....	9
Payment Maps .....	11
Domestic Wire .....	12
International Wire .....	15
Wire Import .....	18
Wire Transfer Statuses .....	22
Wire Cut-Off Times .....	22

### Wire Payments

Wire payments are electronic funds transfers made directly from one person or institution to another. Wires payments are made through several different central transfer systems, such as, the U.S. Federal Reserve's FedWire system and the European transfer service SWIFT. Wire payments generally take less time to clear and as a result, are more expensive than domestic batch payments.

---

#### Note

If you are set up as an approver of wire payments, you will have the ability to reject or delete future-dated payments.

---

### Domestic Wire Payments

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

#### Creating a domestic wire payment:

1. **Open the left navigation menu, click the plus sign to expand the Payments & Transfers**

**menu, then select Payment Center.**

2. Click **Initiate Payment**.
3. Use the **Payment Type** drop-down to select **Domestic Wire**.
4. In the **Originator Information** section, select the From account.
5. In the **Beneficiary Information** section:
  - Enter the Beneficiary's Name.
  - Address Line 1-3 – these are optional fields and can be used to provide the beneficiary's address information. **Note:** It is recommended to include the physical address.
6. In the **Payment Details** section:
  - **Bank Code/Name** – use the drop-down menu to select the code and name of the beneficiary bank
  - **Account Number** - Enter the beneficiary's account number.
  - **Amount** – Enter the amount of the payment
  - **Transaction Date** – Enter the date the payment will process
  - **Purpose of Wire** – this is an optional field and can be used to include the purpose of the wire. **Note:** It is recommended to include this information to prevent delays with processing the wire.
7. In the **Additional Payment Details** section:
  - (optional) If you want to enter intermediary bank information, expand the **Intermediary Bank** section, and select a bank code for the first intermediary bank.
  - (optional) If needed, click **Add 2nd Intermediary Bank** to add another bank. Select a bank code for the second intermediary bank.
8. **Originator to Beneficiary Information** - Lines 1-4 – fields are optional and can be used to include additional information to the beneficiary.
- 9.
10. Click **Confirm**. The Review Payment screen appears.
11. Review the displayed payment information for accuracy, and then click **Submit**. **Note:** If your company is configured for dual control, **Submit For Approval** will display. An approver will be needed.

The Payment Center workspace returns with a confirmation message, and the payment appears in the list of payments.
12. The status of the payment will be:
  - *Processed* – the wire has been submitted.
  - *Requires other's approval* – the payment will remain in this status until another approver approves the payment.

## **International Wire Payments**

An international wire payment creates an electronic funds transfer between a payer and payee who are in two different countries.

### Creating an international wire payment:

1. Open the left navigation menu, click the plus sign to expand the Payments & Transfers menu, then select Payment Center.
2. Click **Initiate Payment**.
3. Use the **Payment Type** drop-down to select **International Wire**.
4. The **Currency** drop-down will default to USD – US Dollar. **Note:** Only USD can be used to send international wires online.
5. **Originator Information** section, select the From account.
6. **Beneficiary Information** section:
  - Beneficiary Name – enter the beneficiary’s name
  - Address Line 1 – enter the beneficiary’s physical address.
  - Address Line 2-3 – these are optional fields and can be used to provide additional address information
7. **Payment Details** section:
  - Select Bank Code Type
    - i. Domestic List – banks are listed by routing number. You can type the name or routing number to find the bank.
    - ii. International List – this is the preferred choice; banks are listed by SWIFT code. You can type the name or SWIFT code to find the bank.
  - Account Number - enter the beneficiary’s account number.
  - Amount - enter the payment amount
  - Transaction Date – enter the date the payment will process
  - Charges - use the drop-down and select Ours. **Note:** This doesn’t affect the way the fees are charged for the wire transaction.
  - Purpose of Wire – this field is optional and can be used to include additional information for the beneficiary
8. **Additional Payment Details** section:
  - Select Bank Code Type – Do not change. This will default to Domestic List.
  - Bank Code/Name - Do not change. This will default to Wells Fargo NY Intl
9. **Originator To Beneficiary Information** - Lines 1-4 – fields are optional and can be used to include additional information to the beneficiary.
10. Click **Confirm**.
11. The Review Payment screen appears. Review the displayed payment information for accuracy and then click **Submit**. Note: If your company is configured for dual control, **Submit For Approval** will display. An approver will be needed.
12. The Payment Center workspace returns with a confirmation message and the payment appears in the list of payments. The status of the payment will be:
  - • *Processed – the wire has been submitted.*
  - *Requires other’s approval* – the payment will remain in this status until another approver approves the payment.


## Payment 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. Templates can be created for all payment types.

To navigate to the Templates tab:

1. Open the left navigation menu, click the plus sign to expand the Payments & Transfers menu, then select Payment Center. The **PAYMENTS** tab appears preselected by default.
2. Click **PAYMENT TEMPLATES**.
3. In the Payments workspace, scroll down to the **Payment Templates** widget.

<input type="checkbox"/>	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	AMOUNT	STATE
<input type="checkbox"/>	...	CM	Available for u...	Corporate Pay...	ACH	Test	0.33	Active
<input type="checkbox"/>	...	ACME Invoice ...	Available for u...	Corporate Pay...	ACH	ACME Industri...	327.09	Review is need...
<input type="checkbox"/>	...	compay	Available for u...	Consumer Pay...	ACH	Jim	949.96	Active
<input type="checkbox"/>	...	sDBIQP123	Available for u...	Corporate Pay...	ACH	Multi	13.00	Active
<input type="checkbox"/>	...	starrf	Available for u...	Consumer Pay...	ACH	Multi	0.03	Active
<input type="checkbox"/>	...	RTB Test1	Available for u...	Corporate Pay...	ACH	Multi	0.06	Active
<input type="checkbox"/>	...	Jaymie Miller	Available for u...	Consumer Coll...	ACH	Alex Kolody	100.00	Active
<input type="checkbox"/>	...	Payroll for May	Available for u...	Consumer Pay...	ACH	Multi	1,450.00	Active
<input type="checkbox"/>	...	Alex Kolody	Available for u...	Consumer Coll...	ACH	Alex Kolody	100.00	Active
<input type="checkbox"/>	...	format test	Available for u...	Corporate Tra...	ACH	Multi	506.00	Active

The columns that appear in the Templates list depend on the currently active filter. Additional columns can be displayed by clicking the **Filter** icon  and selecting from the **Columns** tab. From the Payment Templates widget, a user can create, view, modify, approve, reject, or delete a template.

### Changing Template Views

Note the **ALL TEMPLATES** selection at the top left of the widget. With this selected, the widget lists all available payment templates. Click the down arrow to select **Wire Templates**.

- If you want to save this view as the default, click the ellipsis (...) and choose Set Default. **Note:** The default view will be the view automatically displays when you go to the **PAYMENT TEMPLATES** tab.
- If you want to save this view under a new name,

- click **Save As**.
- Enter the new name
- Click Save

### Creating a Payment Template

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.

The **Payments** tab appears preselected by default.

2. Click **Payment Templates**.
3. Click **Create Template**.
4. Use the drop-down menu to select Domestic Wire or International Wire.
5. Complete the fields on the Initiate Payment screen, and then click Save.  
For detailed instructions on creating templates of each individual type, refer to the appropriate sections of this guide:

- Domestic Wire
- International Wire

### Deleting a Payment Template

In the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Delete**.

OR

To delete multiple templates, in the **Select** column check the boxes corresponding to the desired templates, and then click the **Delete** button.

### Modifying a Payment Template

1. Select the appropriate template, and in the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Modify**. **Note:** the Status must be Active to modify the template.
2. In the screen that appears, make changes to the payment as needed, and then click **Confirm**.

### Approving a Payment Template

When approval requirement is turned on, templates requiring approval would show a status of either *"Requires my approval"* when you can approve them or *"Requires other's approval"* when they require approval by another user.

1. There are two available options to access templates that need approval:
  - i. The Home page, in the ACTION ITEMS section, will show a notification for Payment Templates To Approve. Click View and the templates needing approval will display.
  - ii. On the PAYMENT TEMPLATES tab, choose REQUIRES MY APPROVAL from the drop-down menu and the templates needing approval will display.
2. Templates can be approved individually or in bulk
  - i. Individually - hover over the ellipsis (...) and choose "Approve"
  - ii. In Bulk - In the Select column, check the box next to each template being approved

and click APPROVE at the bottom of the list.

3. When multiple templates are selected to approve, an approval action summary workflow page will display. You will have the option to:
  - i. Approve – click APPROVE
  - ii. Cancel – click CANCEL which will cancel the whole action
  - iii. Remove templates – hover over the ellipsis (...) and choose Remove
4. Once approvals are completed, the Payment Center page will display, and a success message will show at the top of the Payment Templates List View.

### **Rejecting a Payment Template**

1. There are two available options to access templates that need to be rejected:
  - i. The Home page, in the ACTION ITEMS section, will show a notification for Payment Templates To Approve. Click View and the list of templates will display.
  - ii. On the PAYMENT TEMPLATES tab, choose REQUIRES MY APPROVAL from the drop-down menu and the list of templates will display.
2. Templates can be rejected individually or in bulk.
  - i. Individually - hover over the ellipsis (...) and choose "Reject"
  - ii. In Bulk – In the Select column, check the box next to each template being rejected and click REJECT at the bottom of the list.

### **Viewing Payment Template Detail**

Detail information for each template in Payment Templates list view is available.

1. Select the appropriate template, and in the **Actions** column, click the ellipses (...), and from the drop-down menu, select **View**.

**< WIRE TEMP**

**Payment Information**

PAYMENT TYPE Wire - Domestic	TEMPLATE NAME wire temp	CURRENCY USD
STATUS Available for use	LAST MODIFIED ON 01/09/2020 11:21 AM	LAST MODIFIED BY 98002 - newlee

**ORIGINATOR INFORMATION**

ACCOUNT NAME Commercial Checking	ACCOUNT NUMBER 1000000000003
-------------------------------------	---------------------------------

**BENEFICIARY INFORMATION**

NAME Taylor	ACCOUNT NUMBER 889600076	BANK CODE/NAME 011501705 011501705-Freedom National Bank 124 Freedom pl. Suite 2018
----------------	-----------------------------	---

**Additional Details**

+ INTERMEDIARY BANK

MODIFY   DELETED   CANCEL

### Detail view of a wire template

Depending on actions taken previously on the template, the buttons available at the bottom of the screen (such as **Modify** and **Send Payment**) will vary.

### Initiating a Payment from a Template

Once a template is approved, it can be used to initiate a payment.

#### Initiating a payment from a template:

1. From the Payment Center workspace, click Payment Templates
2. In the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Initiate**.
3. Review the template details.
4. Enter the amount of the payment in the Amount field.
5. Enter the date the payment will process in the Transaction Date field.
6. Purpose of Wire field is option and can be used to include additional information for the beneficiary.
7. Click **Confirm**

### Domestic Wire Payments Templates

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

#### Creating a domestic wire payments template:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu,



then select **Payment Center**.

2. Scroll to **Payment Templates** and click **Create Payment Template**.
3. Use the **Payment Type** drop-down to select **Domestic Wire**.
4. Enter the template name.
5. In the **Originator Information** section, select the From account.
6. (optional) In the **Beneficiary Information** section, enter the beneficiary address lines.
7. Use the **Offset Account** drop-down menu to select an account.
8. Use the **Bank Code/Name** drop-down menu to select the code and name of the beneficiary bank.
9. Enter the beneficiary account number.
10. (optional) If you want to associate a set payment amount with this template, enter it in the **Amount** field.
11. (optional) If you want to enter intermediary bank information, expand the **Intermediary Bank** section, and select a bank code for the first intermediary bank.
12. (optional) If needed, click **Add 2nd Intermediary Bank** to add another bank. Select a bank code for the second intermediary bank.
13. (optional) If desired, expand the **Originator to Beneficiary Information** section, and add up to four lines of information for the beneficiary.
14. **Bank to Bank Information** section – Do not enter information in this section, it is used by the bank.
15. When you have finished, click **Save**. If wire payments are set up to require approval, click Submit for Approval.

The Payment Center workspace returns with a confirmation message, and the template appears in the list of templates.

### **International Wire Payments Templates**

An international wire payment creates an electronic funds transfer between a payer and payee who are in two different countries.

#### **Creating an international wire payments template:**

1. **Open the left navigation menu, click the plus sign to expand the Payments & Transfers menu, then select Payment Center.**
2. Click **Payment Templates** and click **Create Payment Template**.
3. Use the **Payment Type** drop-down to select **International Wire**.
4. Enter the template name.
5. Use the **Currency** drop-down menu to select USD – US Dollar. **Note:** Only USD can be used to send international wires online.
6. Enter the amount.
7. Enter or select a transaction date.

8. Use the **Charges** drop-down and select Ours. **Note:** This doesn't affect the way the fees are charged for the wire transaction.
9. (optional) Enter the purpose for this wire payment.
10. In the **Originator Information** section, select the From account.
11. (optional) In the **Beneficiary Information** section, enter the beneficiary address lines.
12. Use the **Offset Account** drop-down menu to select an account.
13. In the Select Bank Code Type section, select the appropriate radio button, Domestic List or International List, and then use the **Bank Code/Name** drop-down menu to select the code and name of the beneficiary bank.

14. Enter the beneficiary account number.
15. (optional) If you want to associate a set payment amount with this template, enter it in the **Amount** field.  
(optional) If you want to enter intermediary bank information, expand the **Intermediary Bank** section, and select a bank code for the first intermediary bank.
16. (optional) If needed, click **Add 2nd Intermediary Bank** to add another bank. Select a bank code for the second intermediary bank.
17. (optional) If desired, expand the **Originator to Beneficiary Information** section, and add up to four lines of information for the beneficiary.
18. **Bank to Bank Information** section – Do not enter information in this section, it is used by the bank.
19. When you have finished, click **Save**.

The Payment Center workspace returns with a confirmation message, and the template appears in the list of templates.

### Initiate Multiple Payments from Wire Templates

Once templates are approved, they can be used to initiate payments. In the case of wire-type templates, you can initiate payments from multiple templates.

#### Initiating multiple payments:

1. **Open the left navigation menu, click the plus sign to expand the Payments & Transfers menu, then select Payment Center.**

The **Payments** tab appears preselected by default.

2. Click **Templates**.
3. In the **Select** column (**All**), check the boxes corresponding to the desired templates, and then

INITIATE

click

The screenshot shows the 'Payment Center' interface with the 'PAYMENT TEMPLATES' tab selected. A table lists various templates with columns for 'ALL', 'ACTIONS', 'TEMPLATE NAME', 'STATUS', 'PAYMENT TYPE', 'PAYMENT CATEGORY', 'PAYEE NAME', 'AMOUNT', and 'STATE'. The 'INITIATE' button at the bottom is circled in red.

ALL	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	AMOUNT	STATE
<input type="checkbox"/>	...	jay	Available for u...	Corporate Pay...	ACH	TEst INR	1.00	Active
<input type="checkbox"/>	...	t	Available for u...	Consumer Coll...	ACH	t	66.77	Active
<input type="checkbox"/>	...	Tax Payment T...	Available for u...	Tax Payment	ACH	None	0.00	Prenote
<input type="checkbox"/>	...	hjjjjjj	Available for u...	Corporate Pay...	ACH	sdf	778.88	Active
<input type="checkbox"/>	...	test approvals	Requires my a...	Consumer Pay...	ACH	fff	5,666.66	Active
<input checked="" type="checkbox"/>	...	Corp col	Available for u...	International ...	Wire	Dahlia Travers	949.96	
<input checked="" type="checkbox"/>	...	domwire1	Available for u...	Domestic Wire	Wire	Lee Passarella	949.96	
<input checked="" type="checkbox"/>	...	41866 test	Available for u...	International ...	Wire	jj	0.08	
<input checked="" type="checkbox"/>	...	Testing 41866	Available for u...	Domestic Wire	Wire	march 10	0.10	
<input checked="" type="checkbox"/>	...	ttestt 41866	Available for u...	Domestic Wire	Wire	jaja	0.00	

The Initiate Template(s) screen appears.

< Initiate Template(s)

Corp col	International Wire	654654-checking	Available for use	
BENEFICIARY Dahlia Travers ALRMUS61XXX-ALETHEIA ... 999955	AMOUNT \$ 949.96	PAYMENT DATE 03/03/2021	OBI INFO Optional	<a href="#">more</a>
PURPOSE OF WIRE				
<div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: white; background-color: red;">Click to add OBI info.</div>				
tttestt 41866	Domestic Wire	89804522234-Investment Account Two	Available for use	
BENEFICIARY jaja 021084571-KENYA/FOREIG... 23423	AMOUNT \$ 49.00	PAYMENT DATE 03/03/2021	OBI INFO Optional	<a href="#">more</a>
PURPOSE OF WIRE				
<div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: white; background-color: red;">Click to remove a transaction.</div>				
Where do I go	Domestic Wire	1348923551-Investment Account Four	Available for use	
BENEFICIARY Andrea 7297 021084555-JORDAN/FOREI... 4564565	AMOUNT \$ 21.11	PAYMENT DATE 03/03/2021	OBI INFO Optional	<a href="#">more</a>
PURPOSE OF WIRE				
ttttt41866	International Wire	98794587-Other Account 1	Available for use	
BENEFICIARY hh ALRMUS61XXX-ALETHEIA ... 222	AMOUNT \$ 20.00	PAYMENT DATE 03/03/2021	OBI INFO Optional	<a href="#">more</a>
PURPOSE OF WIRE				

SUBMIT
CANCEL

4. Review the listed transactions and make any needed changes.

l If you need to include additional OBI (Originator to Beneficiary Information) for a transaction, click the **more** link, and then enter the additional information.

l If you need to remove a transaction, click the trash can icon at the top right of the transaction listing.

5. Click SUBMIT.

### Payment Maps

The Payment Maps widget lets you create and manage import maps, which define field positions and other features that determine how fields in the original transfer file are imported into the system.

The Payment Maps list view displays the following information for created import maps:

+ Add Map

As of 03/01/2021 03:03 PM

ACTIONS	MAP NAME	PAYMENT TYPE	MAP FORMAT	MAP TYPE	CREATED BY	LAST USED DATE	LAST USED BY
...	test	International Wire	Delimited		Millerp	-	-
...	Commission Del	International Wire	Delimited		Bank defined	-	-
...	Payroll	Domestic Wire	Delimited		Millerp	10/23/2020	Millerp
...	Payouts	Domestic Wire	Delimited		-	07/17/2020	Millerp
...	Domestic Import	Domestic Wire	Delimited	CLOSE	Bank defined	10/12/2020	qa2rus
...	delimited	ACH	Delimited	Add and Update	-	10/22/2020	qa2rus

VIEW 1-6 OF 6

DISPLAY 6 1

- **Map Name**
- **Payment Type** – Domestic Wire, International Wire
- **Map Format** – Delimited
- **Created By** – The name of the user who created the import map. If the map was defined by an administrator, it will be listed as *Bank Defined*. **Note:** If another user modifies the map, the Create By field will update with their user name.
- **Last Used By** – The name of the user who last used the map for importing a file
- **Last Used Date** – The last date when the map was used to import a file

## Domestic Wire

### Creating a domestic wire import map:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Payment Maps**.
3. Click **Add Map**.



4. Click **Domestic Wire**.

## Create Import Map For Domestic Wire

Payment Type       Mapping Details

### Delimited File Map

MAP NAME  0/25

DELIMITER  v

END OF RECORD METHOD  v

- Skip Header Record(s)
- Strip Quotes Around Fields

FIELD NAME	TRIM LEADING		SPECIAL FORMATTING	FIELD POSITION	REPLACEMENT VALUE
	BLANKS	ZEROS			
<b>Select All</b>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement Value is used in place of Field Position	
From Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/34</span>
Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	<input type="text"/>	
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="MMDDYY"/> <span style="float: right;">v</span> <input type="checkbox"/> add separator	<input type="text"/>	<input type="text"/>
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/22</span>
Beneficiary Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/34</span>
Beneficiary Name (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/35</span>
Optional Beneficiary Address Line 1 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/35</span>
Optional Beneficiary Address Line 2 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/35</span>
Optional Beneficiary Address Line 3 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> <span style="float: right;">0/35</span>
Optional Intermediary Bank 1 Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Intermediary Bank 2 Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 1 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 2 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 3 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 4 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	

5. **Map Name** - enter a name for the map.
6. **Delimiter** - use the drop-down menu to select a file delimiter character: for example, *Comma* or *Colon*.
7. **End of Record Method** - use the drop-down menu to select how the end of a record will be demarcated: for example, *Carriage Return/Line Feed (CR/LF)* or *Pipe (|)*.
8. **Skip First Header Record(s)** - check the box if you want to skip the header record(s) in the file.
9. **Strip Quotes Around Fields** - check the box to strip quotation marks surrounding fields, if present.
10. Enter the below information
  - **Trim Leading** - check the appropriate box(es) corresponding to the trim leading you want to impose:
    - *Blanks* - check if you want to remove the leading blank spaces
    - *Zeros* - check if you want to remove the leading zeros(0)
    - *Select All* - if you want the same trim leading for all fields, click the appropriate box(es) in the **Select All** row at the top.
  - **Special Formatting:**
    - **Transaction Amount** - check the "use decimal" box if the amount field in the file includes a decimal
    - **Transaction Date** -
      - i. Use the drop down to select a date format
      - ii. Check the "add separator" box if the file contains a separator in the date field

**Note:** the standard date format is MM/DD/YYYY

Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	<input type="text"/>
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> add separator MMDD... /	<input type="text"/>
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="text"/>
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

0/22

- **Field Position** - enter a desired position or column for each field. This indicates which field in the file maps to a given field position on the screen. In the following example, **Account Number** will appear in the first position on the screen, while **Transaction Date** will appear in the fourth position on the screen.

FIELD NAME	TRIM LEADING			FIELD POSITION	REPLACEMENT VALUE
	BLANKS	ZEROS	SPECIAL FORMATTING		
Select All	<input type="checkbox"/>	<input type="checkbox"/>		Replacement Value is used in place of Field Position	
From Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text" value="1"/>	<input type="text"/>
Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	<input type="text" value="2"/>	<input type="text"/>
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	MMDD... <input type="checkbox"/> add separator	<input type="text" value="4"/>	<input type="text"/>
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

- **Replacement Value** - enter a different value for a field rather than the listed default value. For example, the **Account Number** field has a default value of 34. If you want to change this value, enter a new one in the column.

11. When you have finished, click **Save**.

You return to the Payment Maps tab with the new import map added to the list.

### International Wire

#### Creating an international wire import map:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Payment Maps**.
3. Click **Add Map**.



4. Click **International Wire**.



## Create Import Map For International Wire

Payment Type      Mapping Details

### Delimited File Map

MAP NAME  0/25

DELIMITER

END OF RECORD METHOD

- Skip Header Record(s)
- Strip Quotes Around Fields

FIELD NAME	TRIM LEADING			FIELD POSITION	REPLACEMENT VALUE
	BLANKS	ZEROS	SPECIAL FORMATTING		
<b>Select All</b>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement Value is used in place of Field Position	
From Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/34
Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	<input type="text"/>	
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="MMDDYY"/> <input type="checkbox"/> add separator	<input type="text"/>	<input type="text"/>
Transaction Currency (3)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text" value="USD"/>
Charges (1)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text" value="Beneficiary ( B)"/>
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/22
Beneficiary Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/34
Beneficiary Name (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/35
Beneficiary Address Line 1 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/35
Optional Beneficiary Address Line 2 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/35
Optional Beneficiary Address Line 3 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/> 0/35
Optional Intermediary Bank 1 Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Intermediary Bank 2 Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 1 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 2 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 3 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Optional Originator to Beneficiary Information Line 4 (35)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	

         Clear

5. **Map Name** - enter a name for the map.
6. **Delimiter** - use the drop-down menu to select a file delimiter character: for example, *Comma* or *Colon*.
7. **End of Record Method** - use the drop-down menu to select how the end of a record will be demarcated: for example, *Carriage Return/Line Feed (CR/LF)* or *Pipe (|)*.
8. **Skip First Header Record(s)** - check the box if you want to skip the header record(s) in the file.
9. **Strip Quotes Around Fields** - check the box to strip quotation marks surrounding fields, if present.
10. Enter the below information.
  - **Trim Leading** - check the appropriate box(es) corresponding to the trim leading you want to impose:
    - *Blanks* - check if you want to remove the leading blank spaces
    - *Zeros* - check if you want to remove the leading zeros (0)
    - *Select All* - if you want the same trim leading for all fields, click the appropriate box(es) in the **Select All** row at the top.
  - **Special Formatting:**
    - **Transaction Amount** - check the "use decimal" box if the amount field in the file includes a decimal
    - **Transaction Date** -
      - i. Use the drop-down to select a date format
      - ii. Check the "add separator" box if the file contains a separator in the date field

**Note:** the standard date format is MM/DD/YYYY

Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	<input type="text"/>	
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid red; padding: 2px;">           MMDD... <input type="button" value="v"/>  <input checked="" type="checkbox"/> add separator  <input type="button" value="v"/>            / <input type="button" value="v"/>              <input type="button" value="v"/>            - <input type="button" value="v"/>              <input type="button" value="v"/> </div>	<input type="text"/>	<input type="text"/>
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

0/22

- **Field Position** - enter a desired position or column for each field. This indicates which field in the file maps to a given field position on the screen. In the following example, **Account Number** will appear in the first position on the screen, while **Transaction Date** will appear in the fourth position on the screen.

FIELD NAME	TRIM LEADING			FIELD POSITION	REPLACEMENT VALUE
	BLANKS	ZEROS	SPECIAL FORMATTING		
Select All	<input type="checkbox"/>	<input type="checkbox"/>		Replacement Value is used in place of Field Position	
From Account Number (34)	<input type="checkbox"/>	<input type="checkbox"/>		1	
Transaction Amount (15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> use decimal	2	
Transaction Date	<input type="checkbox"/>	<input type="checkbox"/>	MMDD... <input type="checkbox"/> add separator	4	
Optional Purpose of Wire (16)	<input type="checkbox"/>	<input type="checkbox"/>			
Beneficiary Bank Code (22)	<input type="checkbox"/>	<input type="checkbox"/>			

- **Replacement Value** - enter a different value for a field rather than the listed default value. For example, the **Account Number** field has a default value of 34. If you want to change this value, enter a new one in the column.
  - **Transaction Currency** – this will default to USD. **Note:** only US Dollar can be used for online wires.
  - **Charges** – use the drop-down select Ours (O). **Note:** This doesn't affect the way the fees are charged for the wire transaction.

11. When you have finished, click **Save**.

You return to the Payment Maps tab with the new import map added to the list.

## Wire Import

The Wire Import feature lets you import a delimited data file containing wire payments. This streamlines the payment input process; all wire transaction limits, permissions, and approval requirements apply to imported wires. To access the feature, click the **Wire Import** tab in the Payment Center workspace.

The screenshot shows the 'Wire Import' section of the Payment Center. It features a table with the following data:

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT TOTAL
...	import.txt	07/28/2020	Delimited	1	0.00
...	Domestic Import.txt	07/28/2020	Delimited	3	0.00

Additional interface elements include: 'Payment Center' header, 'Add Widget' button, navigation tabs (PAYMENTS, PAYMENT TEMPLATES, PAYMENT MAPS, NACHA IMPORT, WIRE IMPORT), 'Wire Import' sub-header, 'Import Wire' button, a refresh icon, a timestamp 'As of 07/28/2020 03:55 PM', and a 'DISPLAY' dropdown menu set to '2'.

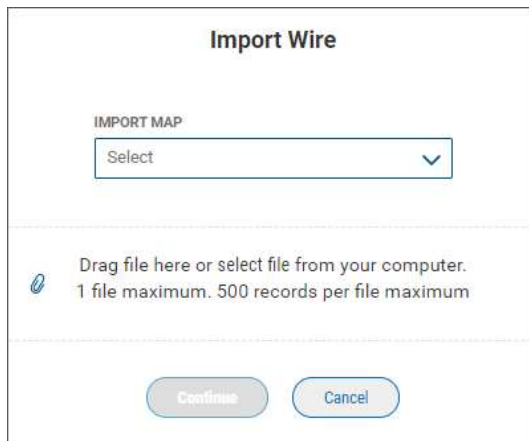
The columns that appear in the Wire Import list depend on the currently active filter. Additional columns can be displayed by clicking the **Filter** icon and selecting from the **Columns** tab

The list view displays the following information about available wire imports:

- **File Name** – The name of the imported file
- **Import Date** – The date the file was imported
- **Map Type** – The type of import map used to import the file. Import maps are created and maintained in the Administration application.
- **Records in File** – The number of payment records in the imported file
- **Import Total** – The total amount of all payments successfully imported
- **File Total** – The total amount of all payments in the file
- **Status**– Whether the import was successful or not

#### Importing a wire payments file:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Select the **Wire Import** tab.



3. Use the **Import Map** drop-down to select the appropriate import map.
4. Do one of the following;
  - Drag and drop the file onto the widget.OR
  - Click select file, then browse for and select the desired file.

**Note:** the maximum per file is 500 records.

5. Click **Continue**. **Note:** As the file is being uploaded, the records in the file are validated for errors or duplicates.

If errors are found in the file records, the wire import list view will display, a message will appear at the top indicating the file failed, and the Status will show Failed in the list. To view the errors, do one of the following

- Click the ellipsis (...) and choose View
- OR
- Click the View Details link in the message

Possible duplicate records are displayed in a grid which allows for review and selection of the records you would like to include in the import. Available options for duplicate record processing are:

- Do not include duplicates
- Include all duplicates
- Select duplicates, from an expanded list view

### Review Import

**Overview Information**

FILE NAME	STATUS	FILE TOTAL
qp.txt	Pending	2.00

---

**Import Information**

TOTAL RECORDS IN FILE	SUCCESSFUL RECORDS	FAILED RECORDS
3	1	1

POSSIBLE DUPLICATES  
1

**Import Messages**

i Displaying first 20 upload errors only. The following records will not be included with import.

RECORD NUMBER	MESSAGE DESCRIPTION
3	Account number 4545 not found in database.

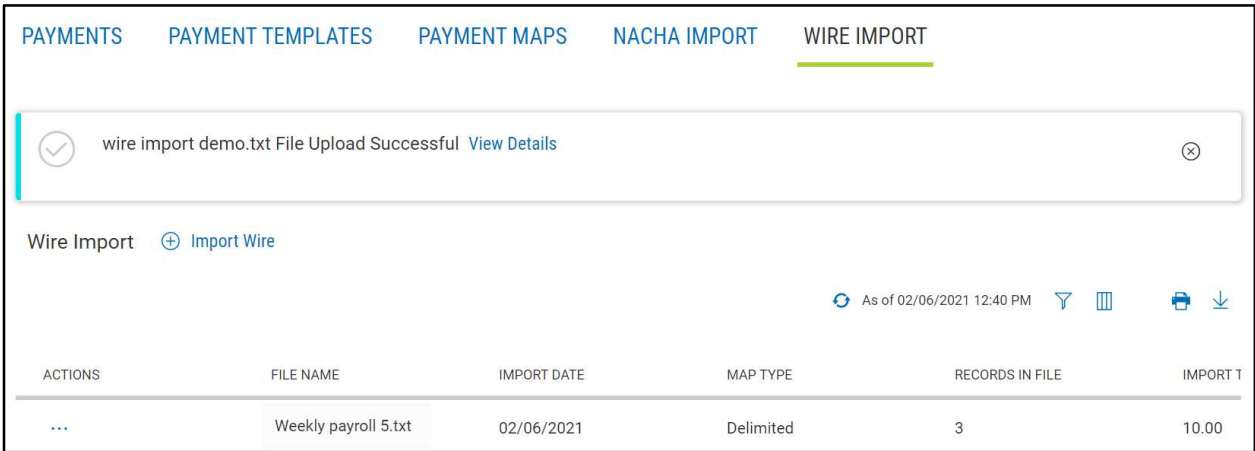
VIEW 1-2 OF 2 DISPLAY 2 1

! ▼ This import contains possible duplicates.

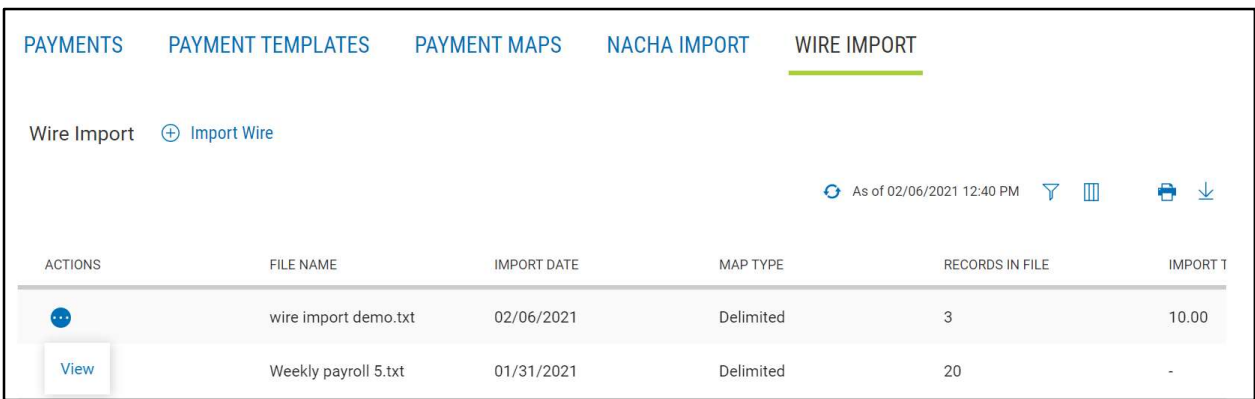
Do not include duplicates    
  Include all duplicates    
  Select duplicates

<input type="checkbox"/> ALL	RECORD NUMBER	BENEFICIARY NAME	AMOUNT
<input type="checkbox"/>	2	Barry Willis	1.00

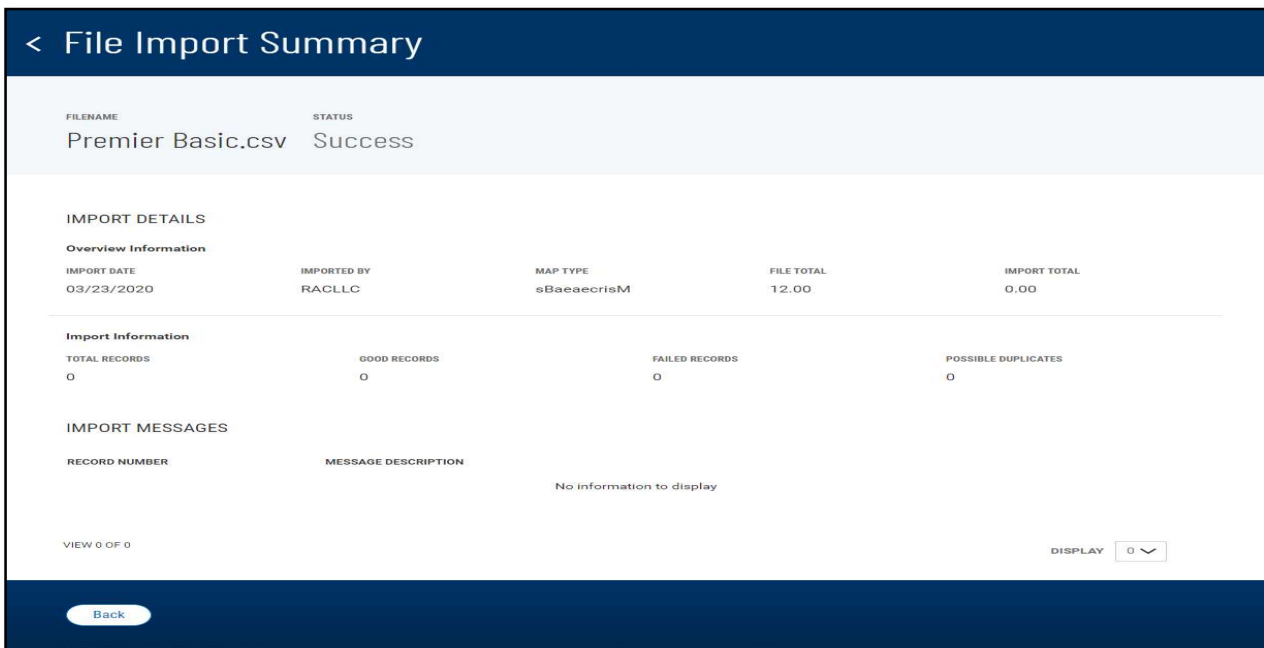
Once the file is uploaded, you will see a message at the top of the import list view. The View Details link within the message provides quick access to the File Import Summary screen. File import activity is displayed in the wire import list view.



You may View a File Import Summary screen of any uploaded file by choosing "View" from the ellipsis (...) menu.



On the File Import Summary screen, information about the import is displayed, including file details and import messages.



Successfully imported wire payments are added to the Payments list view in accordance to their condition and approval requirement. The Status will show:

- **Approved** – the wire has been submitted

- **Processed** – the wire has been sent for processing
- **Confirmed** – the wire is received by Busey for processing
- **Acknowledged** – the wire was accepted by the receiving bank and acknowledged
- **Rejected** – the wire was unable to be processed

Entry method in the Payments list view identifies the source of input for the wire payments. The entry method for imported wires is *Imported*.

<input type="checkbox"/> ALL	ACTIONS	FROM ACCOUNT NAME	PAYEE NAME	AMOUNT	TRANSACTION DATE	ENTRY METHOD
<input type="checkbox"/>	...	Business Savings	Car Rental	5.00	02/08/2021	Imported
<input type="checkbox"/>	...	Business Savings	Airplane Rent...	2.00	02/08/2021	Imported
<input type="checkbox"/>	...	Business Savings	Boat Rental	3.00	02/08/2021	Imported
<input type="checkbox"/>	...	Operating Account	Jaymie Miller	900.09	02/08/2021	Imported
<input type="checkbox"/>	...	Distributions	Bruce Wayne -	0.00	02/08/2021	Imported
<input type="checkbox"/>	...	Test Account 2	Nissinan - Rob	232.31	02/05/2021	Free form

### Wire Transfer Statuses

- **Requires other's approval** – The Wire requires approval by a different user.
- **Processed** – The customer has submitted the Wire successfully.
- **Confirmed** – Busey has received the Wire for processing.
- **Acknowledged** – The Wire was accepted by the Receiving Financial Institution and Acknowledged.
- **Rejected** – The Wire was unable to be processed.
- **Deleted** – The Wire was deleted successfully.

### Wire Cut-Off Times

- **Online Domestic** – Monday thru Friday: 5 P.M. CT, Excluding Bank Holidays
- **Online International (USD)** – Monday thru Friday: 2:30 P.M. CT, Excluding Bank Holidays
- **Call-In Domestic** – Monday thru Friday: 4:45 P.M. CT, Excluding Bank Holidays
- **Call-In International (USD)** – Monday thru Friday: 2:30 P.M. CT, Excluding Bank Holidays
- **Call-In International (Foreign \$)** – Monday thru Friday: 2:00 P.M. CT, Excluding Bank Holidays
- **Call-In Same Day Tax Payments** – Monday thru Friday: 3:00 P.M. CT, Excluding Bank Holidays