

Treasury Management

Quick Reference Guide: Wire File Upload



The Wire File Upload feature supports companies with a high volume of wire transactions by allowing them to upload wires in bulk, eliminating the need to manually input payments. It can also improve integration with their existing payment process.

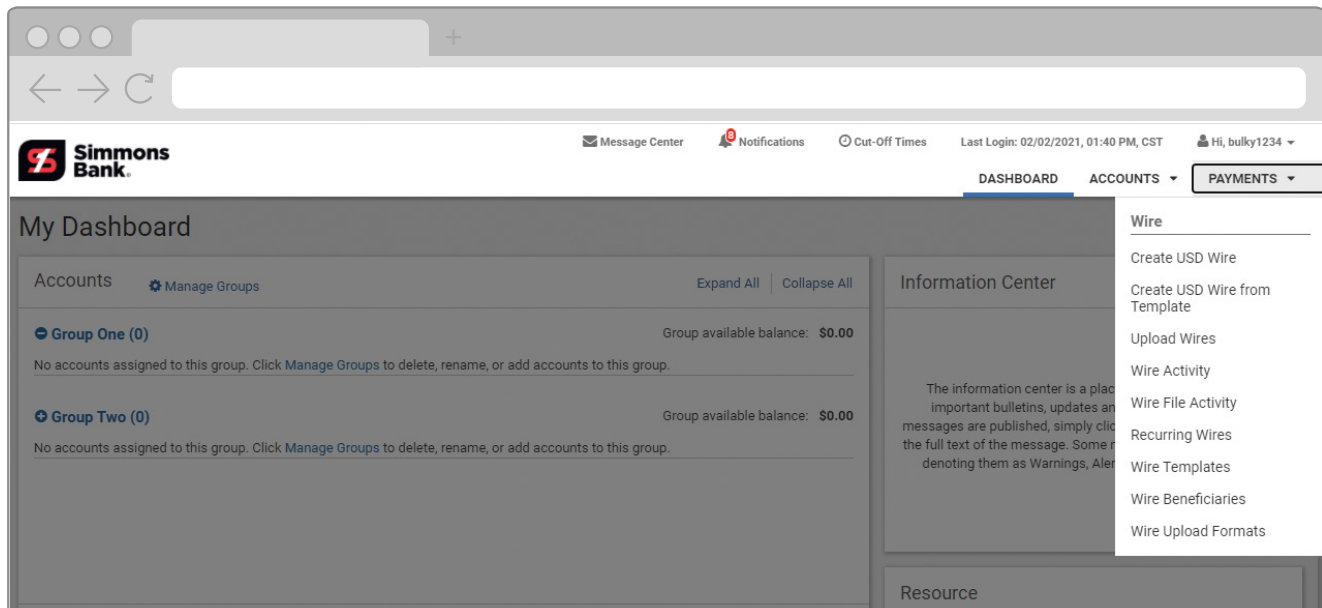
This new functionality provides:

- An intuitive file upload workflow that allows you to review, edit and confirm wire file contents
- An easy-to-use file mapping tool that allows flexibility in creating/updating file formats
- New Wire File Activity reporting to easily track wires
- Additional fraud risk point controls

Updated Navigation

From the main navigation menu (under **Payments > Wire**), you can:

- **Upload Wires.**
- View **Wire File Activity.**
- Select **Wire Upload Formats.**



Treasury Management

Quick Reference Guide: Wire File Upload



Wire File Upload Workflow – Summary

After you upload a file, you can:

- View a summary of the file, which includes the file name and a list of wires included in the file.
- Select **Details** to view information about a wire and edit its payment information.
- Exclude a wire from being submitted for processing by unchecking its box.

The screenshot shows the 'Upload Wire File' interface in a web browser. At the top, there's a navigation bar with the Simmons Bank logo, a Message Center, Notifications, Cut-Off Times, Last Login (02/02/2021, 01:40 PM, CST), and a user profile (Hi, bulky1234). Below the navigation bar, there's a progress bar with four steps: 1. Select File, 2. Summary (highlighted in blue), 3. Review, and 4. Confirmation. The main content area is titled 'File Upload Summary' and includes a 'Print' button. Below the title, the file name is 'SB Wire text file sample (delimited).txt'. A summary table shows: File Size: 0.293 KB, Total Wires: 2, Total Debit Amount: \$2.46, and Total Beneficiaries: 1. Below this is a table of wires with columns for Beneficiary Name, Debit Account, Wire Company Name, Effective Date, Wire Amount, and an 'Open All' link. Two wires are listed, both for 'John Q Customer' with a debit account of 'Checking', wire company name 'John Q Customer', effective date '03/15/2021', and wire amounts of '\$1.21' and '\$1.25'. Each wire has a 'Details' link. At the bottom, it says 'Viewing 1 to 2 of 2'.

File Size:	0.293 KB	Total Wires:	2	Total Debit Amount:	\$2.46
Total Beneficiaries:	1				
Beneficiary Name	Debit Account	Wire Company Name	Effective Date	Wire Amount	Open All
<input checked="" type="checkbox"/> John Q Customer	Checking	John Q Customer	03/15/2021	\$1.21	Details
<input checked="" type="checkbox"/> John Q Customer	Checking	John Q Customer	03/15/2021	\$1.25	Details

Treasury Management

Quick Reference Guide: Wire File Upload



Wire File Upload Workflow – Review

You can review all wires for a final time before submitting the payments.

- Click **Details** to view information about a specific payment.
- If you want to make changes to the payment information, select **Back** at the bottom of the page to return to the Summary page.

Upload Wire File

1. Select File 2. Summary **3. Review** 4. Confirmation

File Upload Review [Print](#)

File Name: SB Wire text file sample (delimited).txt

File Size:	0.293 KB	Total Wires:	2	Total Debit Amount:	\$2.46
		Total Beneficiaries:	1		

Beneficiary Name	Debit Account	Wire Company Name	Effective Date	Wire Amount	Open All
John Q Customer	Checking	John Q Customer	03/15/2021	\$1.21	Details

Wire Detail [Print](#) [Close](#)

Beneficiary:	John Q Customer Account Number: 36521477 Bank Id:112000011 Bank Name: FEDERAL RESERVE BANK EL PASO TX	Wire Amount:	\$1.21	Purpose:	Wire beta testing
Wire Company Name:	John Q Customer	Frequency *	One Time	Additional Information:	
Debit Account:	Checking	Effective Date	03/15/2021	Reference Beneficiary:	

John Q Customer	Checking	John Q Customer	03/15/2021	\$1.25	Details
-----------------	----------	-----------------	------------	--------	-------------------------

Treasury Management

Quick Reference Guide: Wire File Upload



Wire File Activity

Select **Wire File Activity** from the navigation to see a list of wire files that have been uploaded, along with details about each file, who uploaded the file, the total amount/number of wires, and the status of the wires.

- To see a list of wires in a specific file, select **Review** or the file name.



Tip: Select **Wire Activity** on the main navigation menu to view all wire activity, including pending approvals and future-dated wires as well as your wire history.

The screenshot displays the Simmons Bank Wire File Activity page. At the top, there is a navigation bar with the Simmons Bank logo, a Message Center icon, a Notifications icon, a Cut-Off Times icon, a Last Login timestamp (02/02/2021, 01:40 PM, CST), and a user profile (Hi, bulky1234). Below the navigation bar are tabs for DASHBOARD, ACCOUNTS, and PAYMENTS. The main content area is titled "Wire File Activity" and includes a search bar and a table of activity. The table has the following columns: File Name, Uploaded Date, Total Amount, Total Wires, Approved/Submitted Count, Pending Count, Rejected Count, Expired Count, and Actions. A single row of data is visible: 03/15/2021, \$2.46, 2, 0, 2, 0, 0, and a Review link. On the left side of the table, there are filters for File Name, Uploaded By (a dropdown menu), Uploaded Date (Today, 03/15/2021), and Total Amount (Specific Amount, \$0.00).

Treasury Management

Quick Reference Guide: Wire File Upload



Wire Activity

Selecting a wire file lets you view all of its wire activity on the Wire Activity page.

- To view details for a wire, select the **Transaction ID**. (Note: The Wire Detail page will include the file name for the uploaded wire.)
- To view all the wire transactions for a wire file, select the file name.
- If a payment is Pending Approval, selecting **Approve** or **Reject** from the Actions menu drop-down will update its status.



TIP: You can approve or reject multiple wires at once by checking the corresponding boxes and clicking Approve or Reject at the bottom.

Uploaded Date	Total Amount	Total Wires	Approved/Submitted Count	Pending Count	Rejected Count	Expired Count	Actions
03/15/2021	\$2.46	2	0	2	0	0	Review

Treasury Management

Quick Reference Guide: Wire File Upload



Wire Upload Template Formatting Tool

You can customize the formatting of uploaded wire files.

- The first step is to select either a **Delimited** or **Fixed Position** file map.
- Select **Glossary** for information about character or size limits for fields.
- Tiles are color-coded for easy identification (such as **Payment Information** or **Beneficiary Information**). See the legend beside the Glossary link.
- In the mapping section, you can set the order of fields by dragging the tiles. Tiles displayed here are required and cannot be moved out.
- Optional tiles can be dragged up to the mapping section. The Filler Tile can be used as a placeholder for items in the file that will not be included in the payment details.

Fixed Position

When creating a Fixed Position file format, the tiles will display the position in the file and the character length of the field. You can adjust the length by using the arrows.

Delimited

When creating a Delimited file format, the field's position in the file is shown as the tile number. This number will update if the tile is moved.

Wire Upload Template Formatting Tool

Upload Format: **Delimited** | Fixed Position

Format Name *

Text qualifier is identified by a single quote (') and a field delimiter is identified by a comma (,)

Delimited ⓘ

Exclude Header Rows: 0 | Exclude Footer Rows: 0 | Item Amount: Decimal Included | Whole Dollar (798 = 798.00) | Implied Decimal (798 = 7.98) | Effective Date Format: mm/dd/yyyy

Column Order

Drag and drop items to reorder columns

1 Debit Account Type PAYMENT INFORMATION	2 Debit Account PAYMENT INFORMATION	3 Effective Date PAYMENT INFORMATION	4 Wire Amount PAYMENT INFORMATION
5 Purpose PAYMENT INFORMATION	6 Bank ID BENEFICIARY INFORMATION	7 Account Number BENEFICIARY INFORMATION	8 Name BENEFICIARY INFORMATION
9 City BENEFICIARY INFORMATION	10 State BENEFICIARY INFORMATION	11 Zip Code BENEFICIARY INFORMATION	

Drag and drop optional items to the space above to activate

Additional Information (optional) PAYMENT INFORMATION	Reference Beneficiary (optional) BENEFICIARY INFORMATION	Notes (optional) BENEFICIARY INFORMATION	Street Address Line 1 (optional) BENEFICIARY INFORMATION
--	---	---	---

Save Cancel

Treasury Management

Quick Reference Guide: Wire File Upload



Wire Upload Formats

Select **Wire Upload Formats** from the main navigation menu to see your saved file formats.

- Select **Create New Format** to go to the mapping tool, where you can create a new wire upload format.
- Click the trash can to delete a format.
- Select the name of a saved upload format to view and edit it with the file mapping tool.

