Treasury Management

Quick Reference Guide:
Wire File Upload

The Wire File Upload feature supports companies with a high volume of domestic 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.

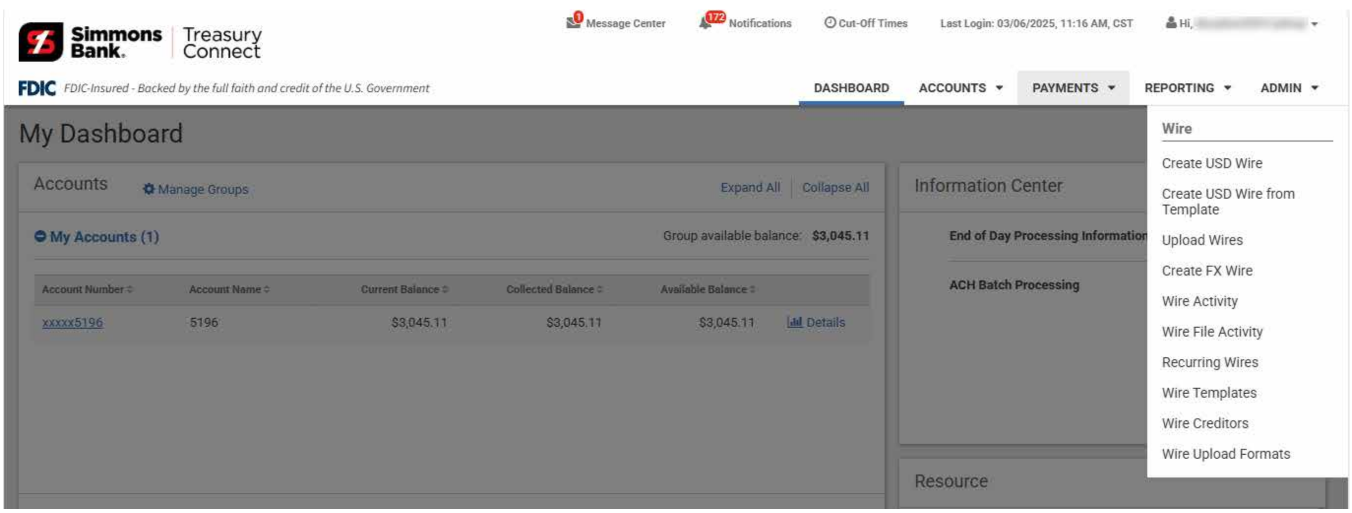
This new functionality provides:

- 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

Updated Navigation

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

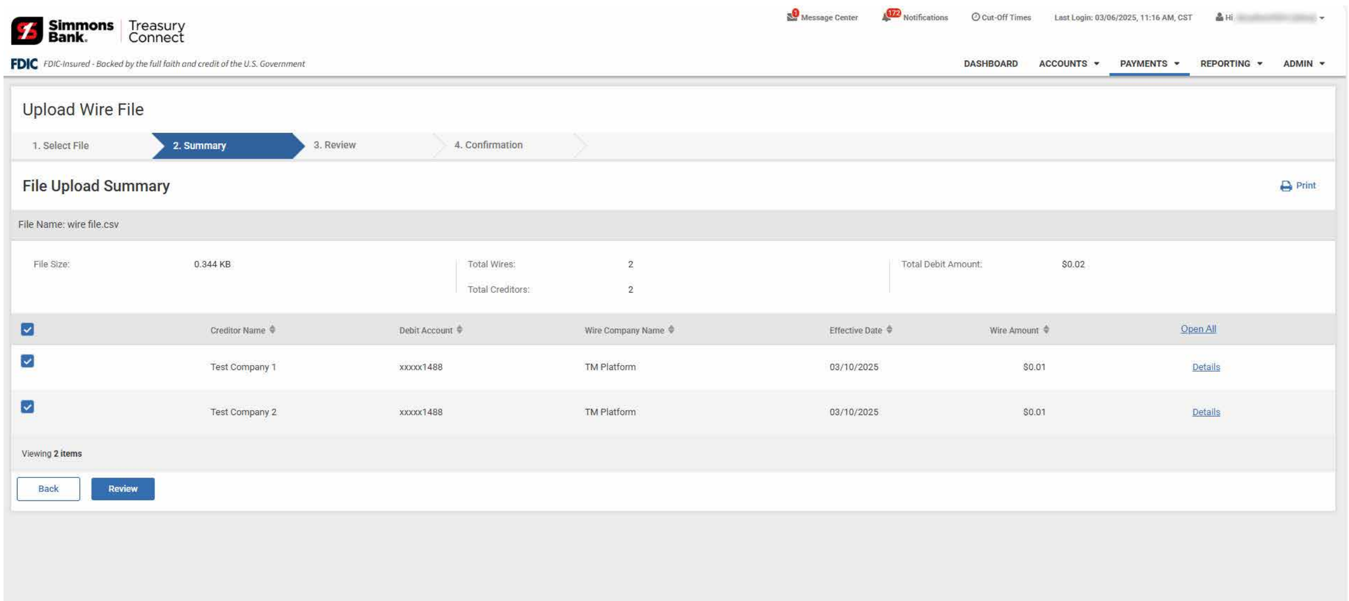
- **Upload Wires**.
- View **Wire File Activity**.
- Select **Wire Upload Formats.**



Wire File Upload Workflow – Summary

After you upload a file, you can:

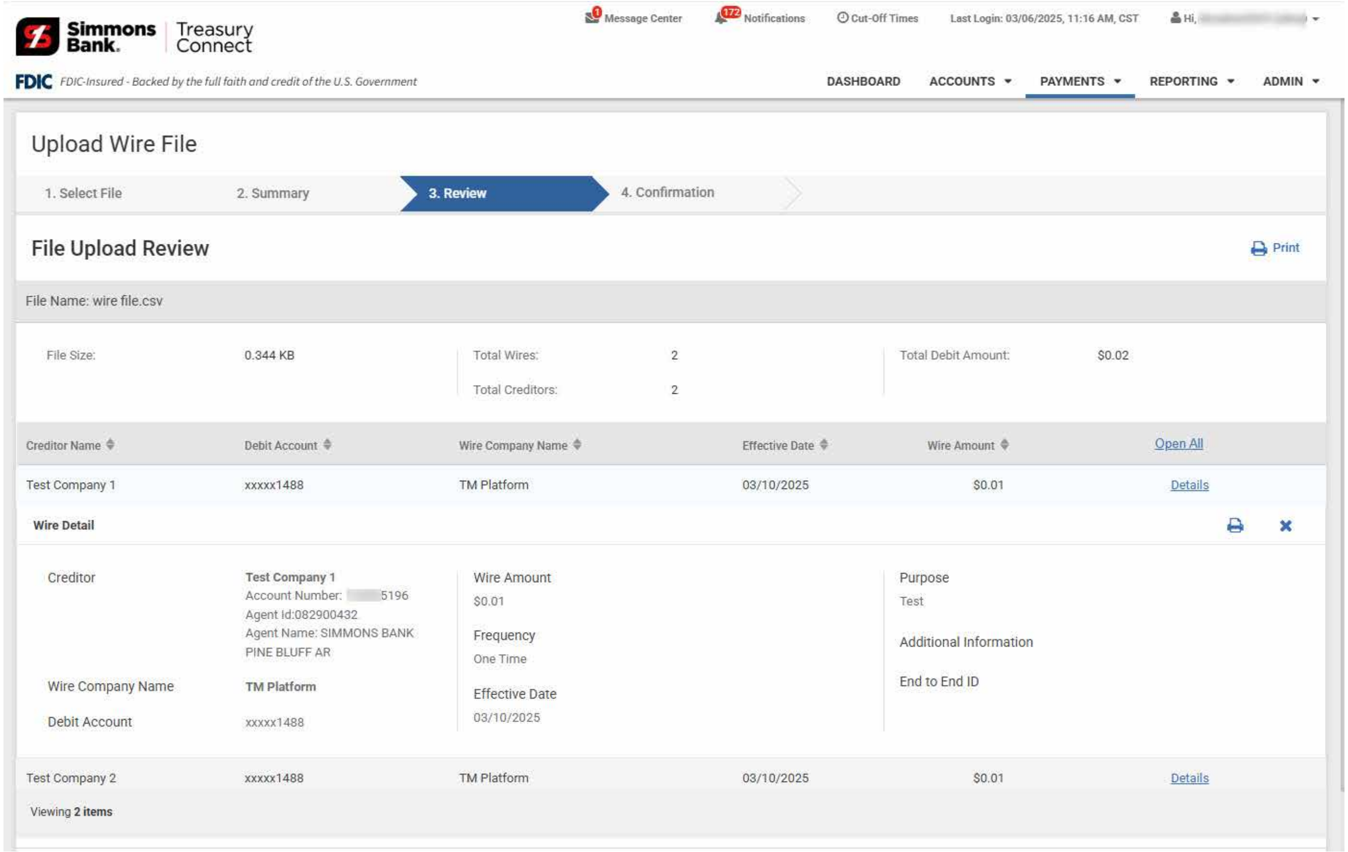
- View a summary of the file, which includes the file name and a list of wires included in the file.
- Select **Details** to view information about a wire and edit its payment information.
- Exclude a wire from being submitted for processing by unchecking its box.



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.

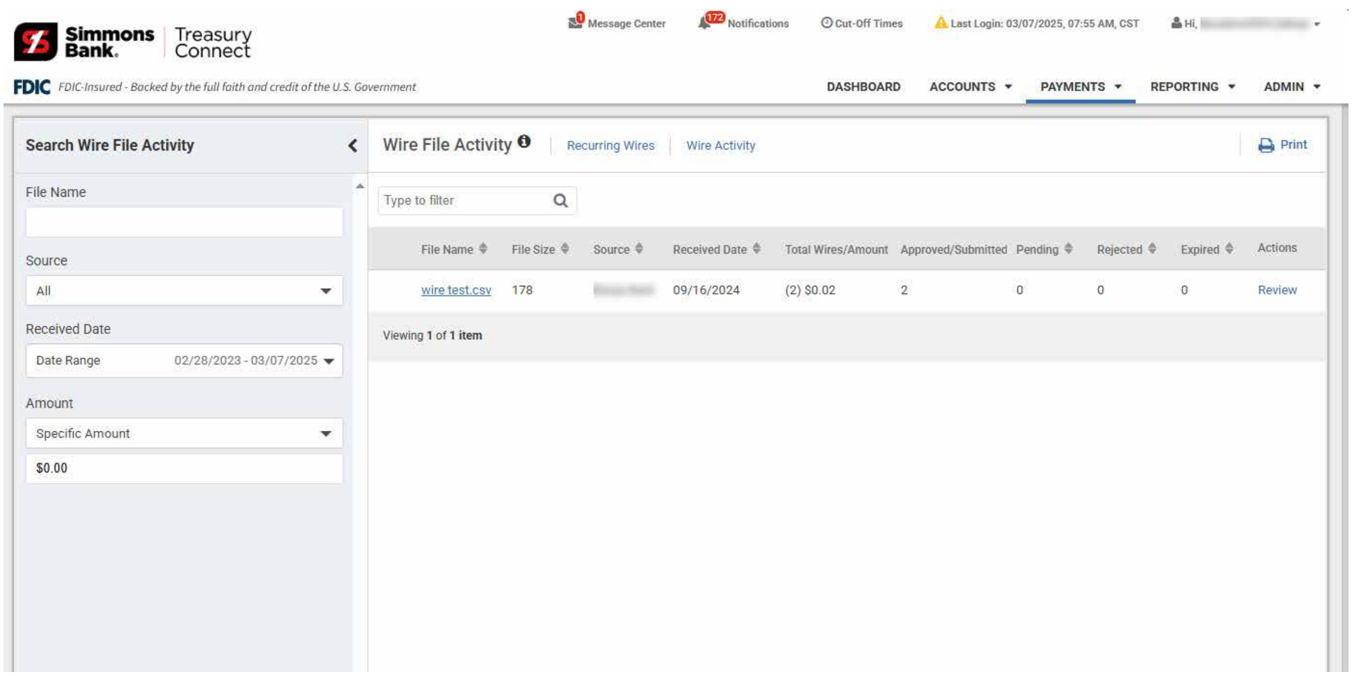


Wire File Activity

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.

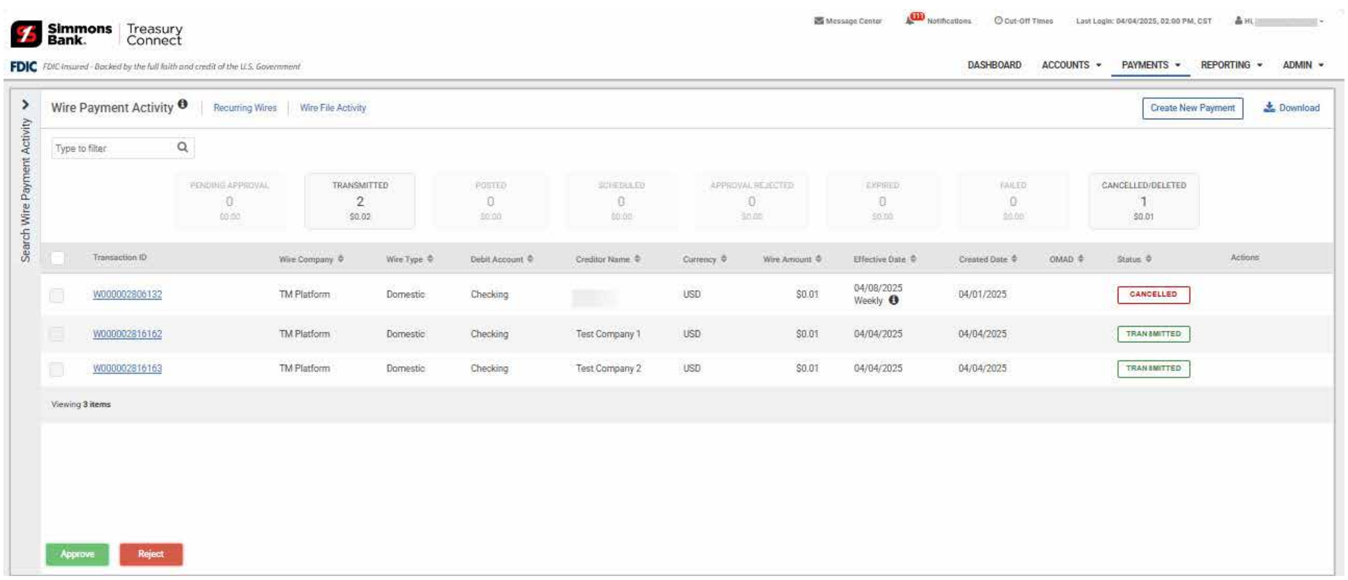


Wire Activity

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.



Wire Upload Template Formatting Tool

You can customize the formatting of uploaded wire files.

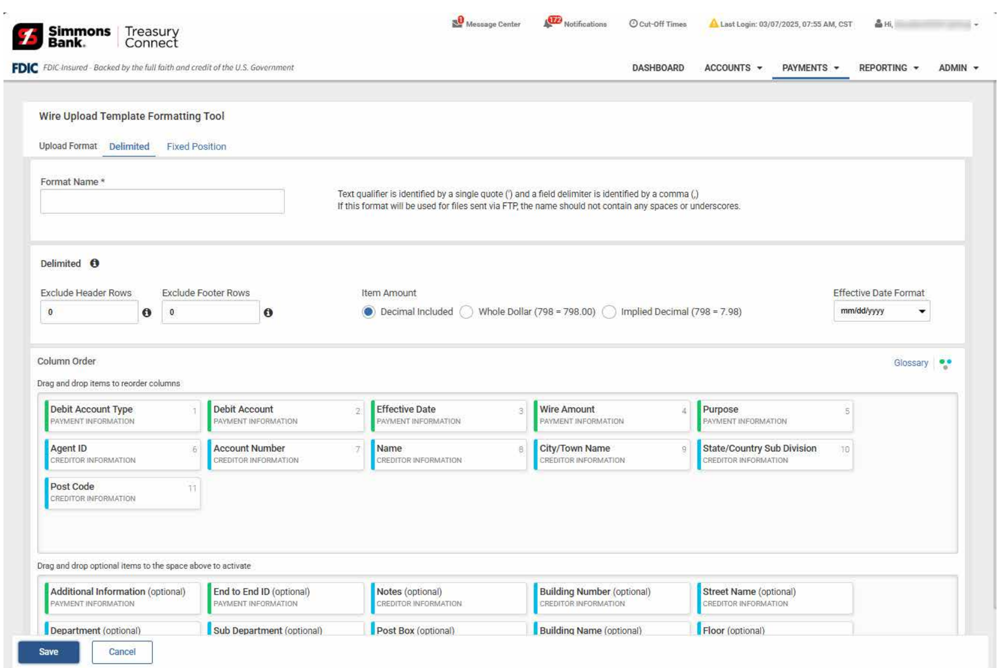
- The first step is to select either a **Delimited** or **Fixed Position** file map.
- Select **Glossary** for information about character or size limits for fields.
- Tiles are color-coded for easy identification (such as **Payment Information** or **Creditor Information**). See the legend beside the 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 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.