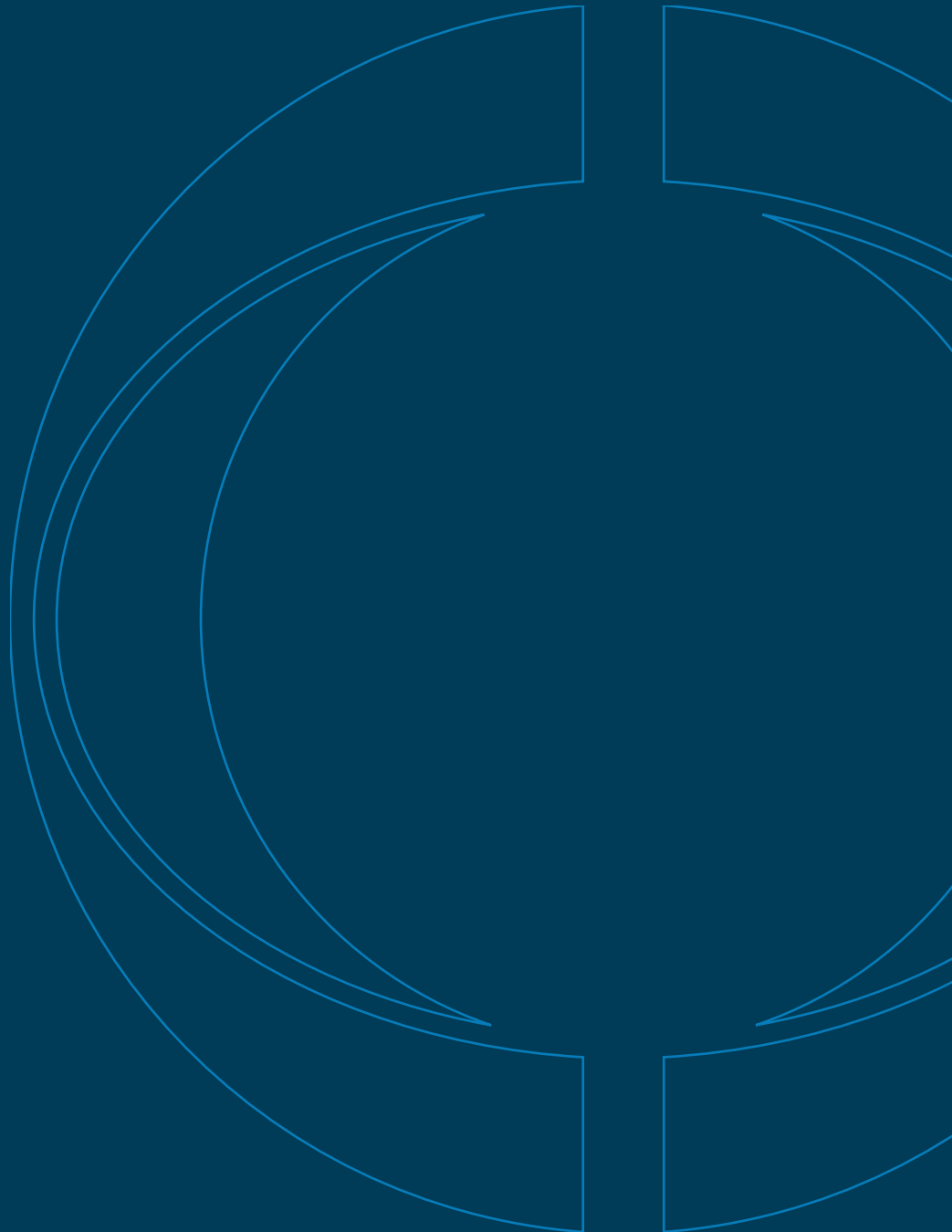


USER GUIDE:
**WIRE FILE IMPORT USING TEMPLATE FORMAT
IN ONLINE BANKING FOR BUSINESS**



User Guide:

Wire File Import Using Template Format in Online Banking for Business

Wires can be imported into Business Online via two ways. The first is by importing a .csv file that includes all wire details required to import into Online Banking. This route will require the setup of a wire file format. The other route as explained below is by importing a .csv file that includes only the Template Name, Send on Date, Amount and Additional Information for Recipient (optional). All other details of the wires, such as beneficiary name, account number, etc., should already be saved as a wire template in Online Banking. This route will require the setup of a wire template format.

Creating a Wire Template

- 1 In Business Online, select **Money Movement > Wire > Manage Templates**.
- 2 Select **Add a template**.
- 3 Add **Template Name > Wire Type > Account > Currency** and click **Continue**.
- 4 Complete all fields required for Recipient Information (Bank ID, Bank Name, Recipient account, Recipient name and Recipient address). Complete optional fields if applicable and click **Add template**.

Creating Wire Templates From File

- 1 In Online Banking, select **Money Movement > Wire > Manage Templates**.
- 2 Click **Create a template from a file**.
- 3 Select an existing file format from the list and click **Continue** (skip to Step 7) or create a new file format by selecting **Add another file format**.
- 4 Complete **Format Name > Description > File Type > Field Delimiter** and click **Continue**.

(Cont'd on next page)

(cont'd) Creating Wire Templates From File

- 5 Fill in the **Position Number** or **Positions (Start to End)** fields for the following sections:
 - **Debit Field Properties** Information
 - **Recipient Field Properties** Information
 - **First Intermediary Field Properties** Information (optional)
 - **Second Intermediary Field Properties** Information (optional)
 - **Wire Initiator Field Properties** Information (optional)
- 6 Click **Add File Format**.
- 7 You will be prompted to import your file by selecting **Browse**.
- 8 Locate your saved .csv file and then click **Import**.
- 9 Once the file has been imported, you will be directed to view the status of the file by selecting **View File Import Status**. You'll want to verify no wires rejected and status says **Completed**.
- 10 Once completed, the imported templates will be sent for approval.

Approving Templates

- 1 Click **Approvals > Templates > Wire Templates**.
- 2 Select all wire templates to be approved by clicking the checkboxes.
- 3 Click **Approve Selected**.

Creating a Wire Transaction Using Existing Templates File Import

- 1 In Online Banking for Business, select **Money Movement > Wire > Import Wires**.
- 2 Click **Add a wire file format**.
- 3 Complete **Format Name > Description > File Type** and for Details location, select **Template** and click **Continue**.
- 4 Complete **Field Delimiter > Date Format > Amount Format** and click **Continue**.
- 5 Fill in the **Position Number** or **Positions (Start to End)** for the Debit Field Properties information (Template Name, Amount, Send on Date). Click **Next**.
- 6 Fill in the **Position Number** or **Positions (Start to End)** for the Additional Information for Recipient field (optional).
- 7 Click **Add File Format**.

Completing the Excel Spreadsheet

- 1 The columns in the Excel spreadsheet will need to match the field properties created in the wire template file format.
- 2 This includes Template Name (must match the exact template name in Business Online), Amount, Send on Date and Additional Information for Recipient if included in the wire template file format.

Importing Wires

- 1 In Online Banking for Business, select **Money Movement > Wire > Import Wires**.
- 2 Select the wire template file format from the list by clicking the **radio button** and click **Continue**.
- 3 You will be prompted to import your file by selecting **Browse**.
- 4 Locate your saved .csv file and then click **Import**.
- 5 Once the file has been imported, you will be directed to view the status of the file by selecting View File Import Status. You'll want to verify no wires rejected and status says **Completed**.
- 6 Once completed, the imported wires will be sent for approval (if set up for dual approval).

Approving Wires

- 1 If approving an imported wire scheduled for the current day, click **Approvals > Transactions > Wire Payments**.
- 2 If approving an imported wire that is future dated, click **Approvals** and under **Scheduled Requests**, select **Manage Next Scheduled Requests**.