

# Quick Reference Guide – Wire Import

If you have permissions to import wire files, you will have access to the Wire Import tab on the Payments widget. Wire import list view provides a history of recently imported wire files and an Import Wire link to initiate the wire file import process.

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT T
...	Weekly payroll 5.txt	01/31/2021	Delimited	20	-

## Import of Wire Files

After you select the Import Wire link, the Import Wire screen is displayed. Custom import maps created by you or the bank, appear as options in the Import Map select list. Wire import maps are created and managed on the Payments Maps tab. You may import a wire file by clicking “select file” or dragging and dropping the file into the file upload area. As the file is being uploaded, the records in the file are validated for errors or duplicates.

**Import Wire**

IMPORT MAP  
Select

Drag file here or [select file](#) from your computer  
1 file maximum. 500 records per file maximum

**Continue** Cancel

## Quick Reference Guide – Wire Import

A Review Import screen is displayed when an uploaded file contains errors and/or possible duplicate records. This import is in a pending status until you choose to Import or Cancel the import process. Errors found in the file records are displayed for you to view and these records will not be included in the import. 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

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**Import Information**

TOTAL RECORDS IN FILE	SUCCESSFUL RECORDS	FAILED RECORDS
3	1	1

**POSSIBLE DUPLICATES**  
1

**Import Messages**

 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.

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VIEW 1-2 OF 2 DISPLAY  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

## Quick Reference Guide – Wire Import

If the pending file import process is not completed, it will be listed in the wire import list view in a pending status. The import process may be continued by selecting Review from the list view grid.

View Review	Quick PaymentsBB.txt	03/26/2020	Delimited	2	0.00	0.00	Failed
...	Quickly Pay.txt	03/26/2020	Delimited	3	2.00	2.00	Pending

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.

PAYMENTS   PAYMENT TEMPLATES   PAYMENT MAPS   NACHA IMPORT   WIRE IMPORT

☑ wire import demo.txt File Upload Successful [View Details](#) ×

Wire Import   ⊕ Import Wire

As of 02/06/2021 12:40 PM   🔍   🗑️   🖨️   ⬇️

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT T
...	Weekly payroll 5.txt	02/06/2021	Delimited	3	10.00

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

PAYMENTS   PAYMENT TEMPLATES   PAYMENT MAPS   NACHA IMPORT   WIRE IMPORT

Wire Import   ⊕ Import Wire

As of 02/06/2021 12:40 PM   🔍   🗑️   🖨️   ⬇️

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT T
⋮	wire import demo.txt	02/06/2021	Delimited	3	10.00
View	Weekly payroll 5.txt	01/31/2021	Delimited	20	-

## Quick Reference Guide – Wire Import

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

The screenshot displays the 'File Import Summary' interface. At the top, a dark blue header contains a back arrow and the title 'File Import Summary'. Below this, a light blue bar shows the filename 'Premier Basic.csv' and its status 'Success'. The main content area is divided into sections: 'IMPORT DETAILS' with an 'Overview Information' table, 'Import Information' with a summary table, and 'IMPORT MESSAGES' which is currently empty. At the bottom, there is a 'VIEW 0 OF 0' indicator, a 'DISPLAY' button with a dropdown arrow, and a 'Back' button in a dark blue footer.

FILENAME	STATUS
Premier Basic.csv	Success

  

### IMPORT DETAILS

Overview Information

IMPORT DATE	IMPORTED BY	MAP TYPE	FILE TOTAL	IMPORT TOTAL
03/23/2020	RACLLC	sBaeacrisM	12.00	0.00

  

Import Information

TOTAL RECORDS	GOOD RECORDS	FAILED RECORDS	POSSIBLE DUPLICATES
0	0	0	0

  

### IMPORT MESSAGES

RECORD NUMBER	MESSAGE DESCRIPTION
No information to display	

VIEW 0 OF 0

DISPLAY 0 ▾

Back

# Quick Reference Guide – Wire Import

## View Imported Wires in the Payments Center

Successfully import wire payments are added to the Payments list view in accordance to their condition and approval requirement. Entry method in the Payments list view identifies the source of input for the wire payments. The entry method for imported wires is Imported free form.

The screenshot shows the 'PAYMENTS' tab selected in the Payments Center. Below the navigation tabs, there is an 'Initiate' button and a filter for 'ALL PAYMENTS'. The table below lists several payments, with the 'ENTRY METHOD' column highlighted in green. The entries are:

<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