Mechanics Bank®

Wire Manager

User Guide

FM-3900.5-eCH

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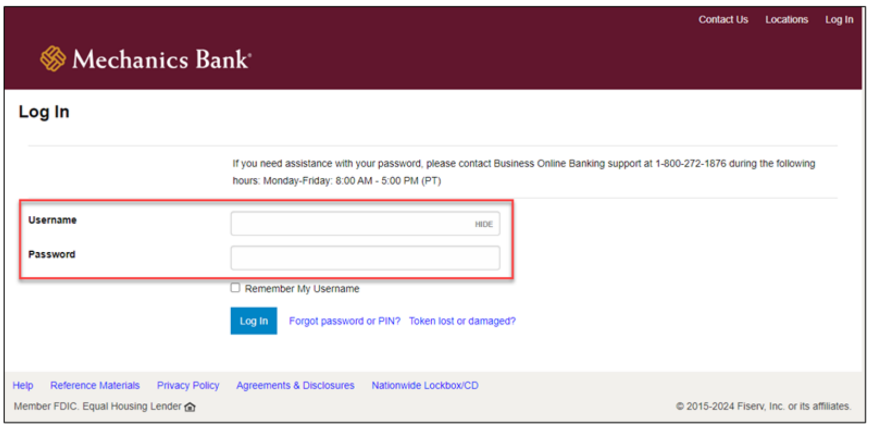
Launching Wire Manager

- Access our website www.mechanicsbank.com to log in to Business Online Banking
- On the right side of the page, select **Log In** then choose **Business Online Banking** from the menu options
- On the **Log In** page enter your **Username** and **Password**

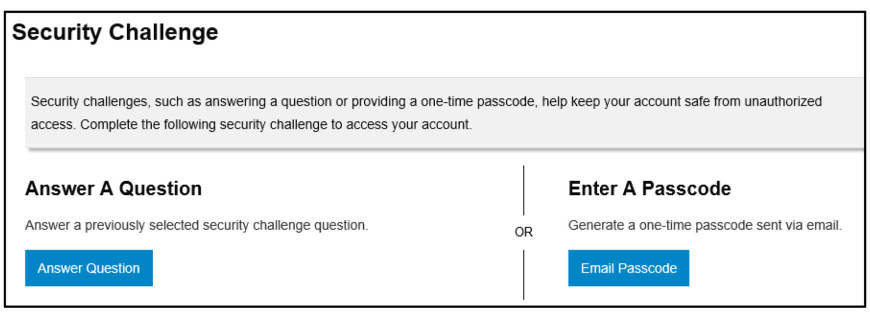
  ☞ **Note:** *Security token users ONLY*- your password should be a combination of the number generated from your security token plus your 4-digit PIN number.

- Click **Log In**

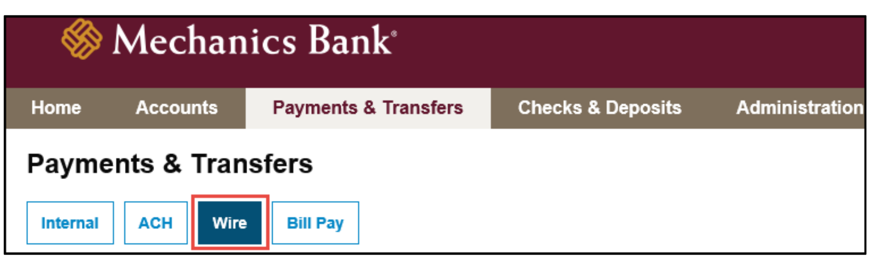
  ☞ **Note:** Security token users will see a **Site Verification** box and will need to validate the verification code in order to proceed.



- You may be prompted with a **Security Challenge**; complete the Security Challenge in order to continue the log in process by either answering a security challenge question or by entering a one-time passcode received via email



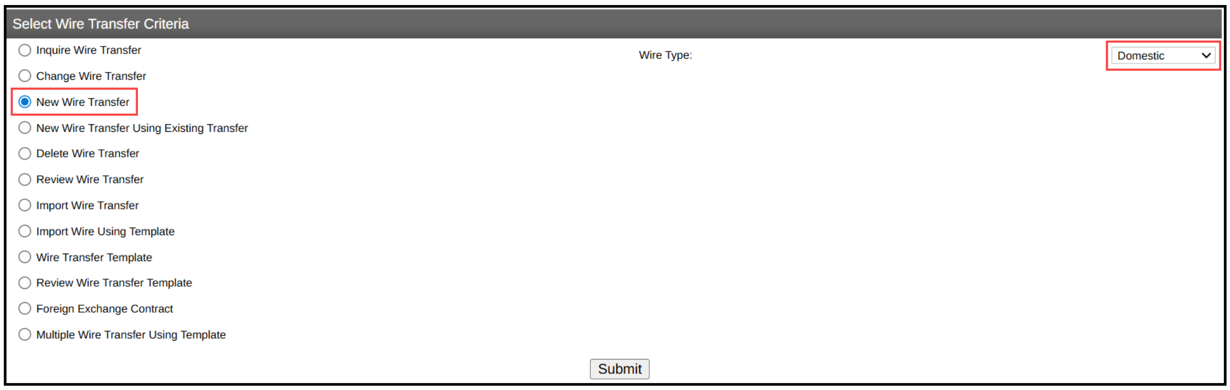
- Once logged in, locate Wire Manager by clicking on **Payments & Transfers** and then select **Wire**



Creating a Domestic Wire Transfer

You can use the **New Wire Transfer** option to create a one-time domestic wire transfer, or set up the wire transfer to reoccur based on the transfer frequency you select. If you have sent a similar wire previously, you can also use the **New Wire Transfer Using Existing Transfer** option.

- From the Wire menu, select **New Wire Transfer**, select **Domestic** from the **Wire Type** drop-down menu and then click **Submit**

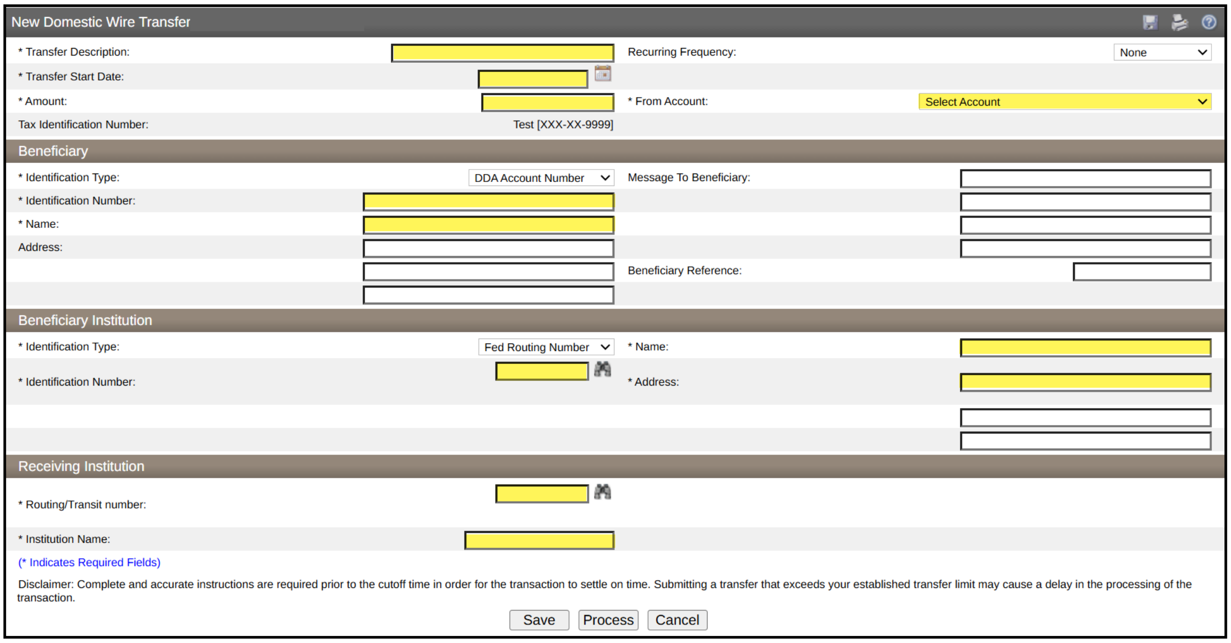


- In the **New Domestic Wire Transfer** section, complete the following;
  - Enter a **Transfer Description** for the wire transfer
  - Enter a **Transfer Start Date** or select it from the calendar

    ☞ This is the date the wire will be sent *(can future date up to 30 days)*
  - Enter the **Amount** of the wire transfer
  - Select the **Recurring Frequency** for the wire transfer or leave at **None** for a one-time transfer
  - Select the applicable **From Account** that will fund the wire transfer
  - **Tax Identification Number** is only applicable for multi-entity client; if available select the appropriate company from the drop-down menu
- In the **Beneficiary** section, complete the following;
  - Enter the Beneficiary's Account Number in the **Identification Number** field
  - Enter the Beneficiary's **Name**
  - Enter the Beneficiary's **Address**
  - Enter a **Message to Beneficiary** if applicable
  - You can enter a unique number in the **Beneficiary Reference** field that can be used for future reference
- In the **Beneficiary Institution** section, complete the following;
  - Enter the Beneficiary Institution Routing Number in **Identification Number** field
  - Enter the Beneficiary Institution **Name** *(will auto-fill after entering the Beneficiary Institution RT number)*
  - Enter the Beneficiary Institution **Address** *(will auto-fill the City/State after entering the Beneficiary Institution RT number)*
- In the **Receiving Institution** section, complete the following; *(will auto-fill from the Beneficiary Institution section)*
  - Enter the **Routing/Transit** number of the Financial Institution that is receiving the wire funds *(if different than the Beneficiary Institution)*
  - Enter the Receiving **Institution Name**

☞ ***Note:*** *Required fields are indicated with an asterisk **

- When finished, click **Process** to submit the wire transfer for processing <u>OR</u> click **Save** to save the wire transfer and submit later



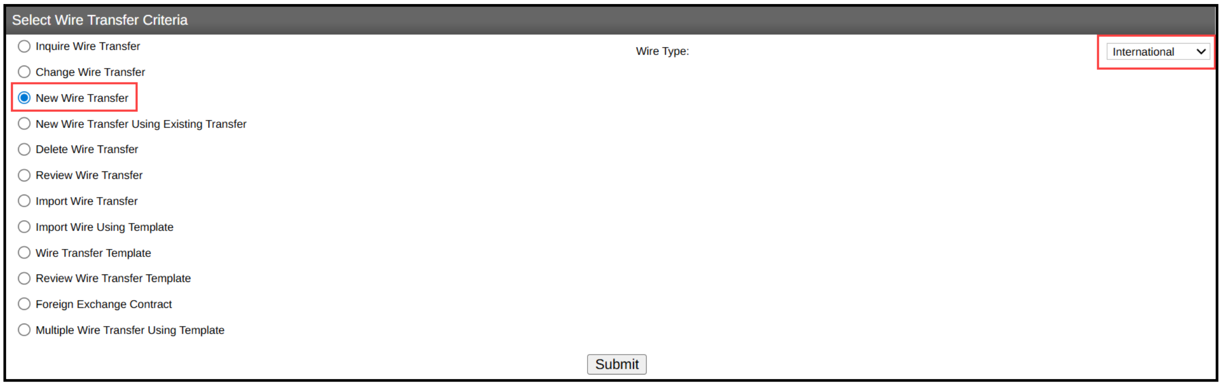
- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**

- A **Wire Transfer Summary** page will display
  - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed
  - If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
  - If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
  - If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising a duplicate wire has been identified and originated
- Click **Done** to return to the Wire Transfer main page

Creating an International USD Wire Transfer

You can use the **New Wire Transfer** option to create a onetime International wire transfer (in US dollars), or set-up the wire transfer to reoccur based on the transfer frequency you select. If you have sent a similar wire previously, you can also use **New Wire Transfer Using Existing Transfer** option.

- From the Wire menu, select **New Wire Transfer**, select **International** from the **Wire Type** drop down menu and then click **Submit**



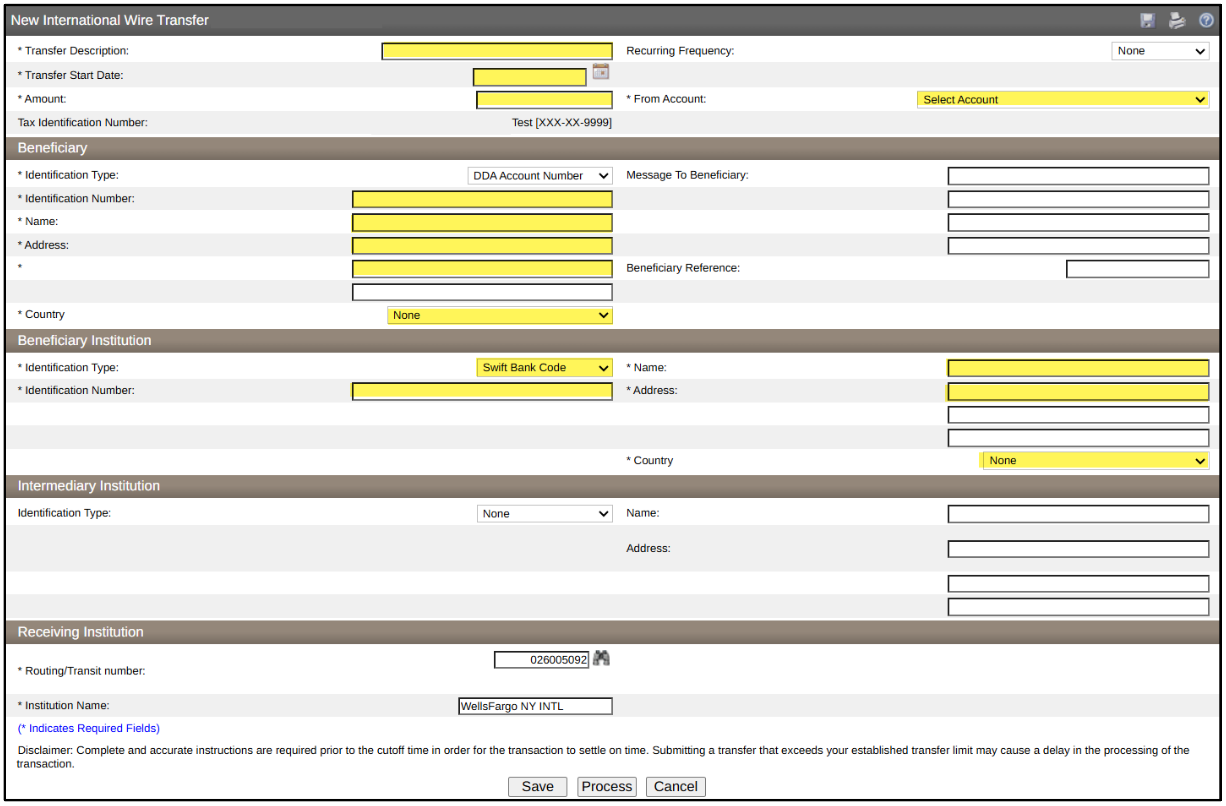
- In the **New International Wire Transfer** section, complete the following;
  - Enter a **Transfer Description** for the wire transfer
  - Enter a **Transfer Start Date** or select it from the calendar

    ☞ This is the date the wire will be sent *(can future date up to 30 days)*
  - Enter the **Amount** of the wire transfer
  - Select **Recurring Frequency** for wire transfer or leave at **None** for a one-time transfer
  - Select the applicable **From Account** that will fund the wire transfer
  - **Tax Identification Number** is only applicable for multi-entity client; if available select the appropriate company from the drop-down menu
- In the **Beneficiary** section, complete the following;
  - Enter the Beneficiary's Account Number in the **Identification Number** field
  - Enter the Beneficiary's **Name**
  - Enter the Beneficiary's **Address** and select the appropriate **Country** from the drop-down menu
  - Enter a **Message to Beneficiary** if applicable
  - You can enter a unique number in the **Beneficiary Reference** field that can be used for future reference
- In the **Beneficiary Institution** section, complete the following;
  - Select the appropriate **Identification Type** from the drop-down menu
  - Enter **Identification Number** corresponding to the Identification Type selected above
  - Enter the Beneficiary Institution **Name**
  - Enter the Beneficiary Institution **Address** and select the appropriate **Country** from the drop-down menu
- In the **Intermediary Institution** section, complete the following, *only if applicable*;
  - Select the applicable **Identification Type** from the drop-down menu
  - Enter **Identification Number** applicable to the Identification Type selected above
  - Enter the **Name** and **Address** of the Financial Institution
- In the **Receiving Institution** section, complete the following;
  - Enter the **Routing/Transit** number of the U.S. Financial Institution that the wire is being sent through *(will default to Wells Fargo NY Intl)*

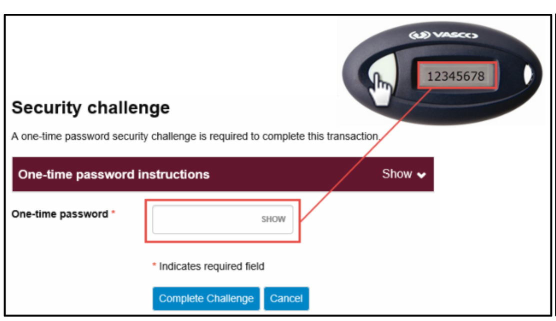
  - The Receiving **Institution Name** should auto populate based on the Routing/Transit number entered above

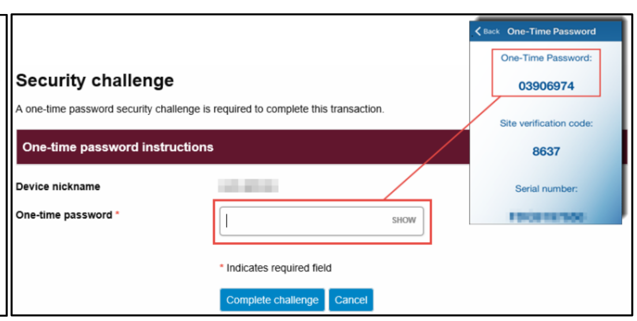
☞ ***Note:** Required fields are indicated with an asterisk **

- When finished, click **Process** to submit the wire transfer for processing <u>OR</u> click **Save** to save the wire transfer and submit later



- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**





- A **Wire Transfer Summary** page will display
  - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed

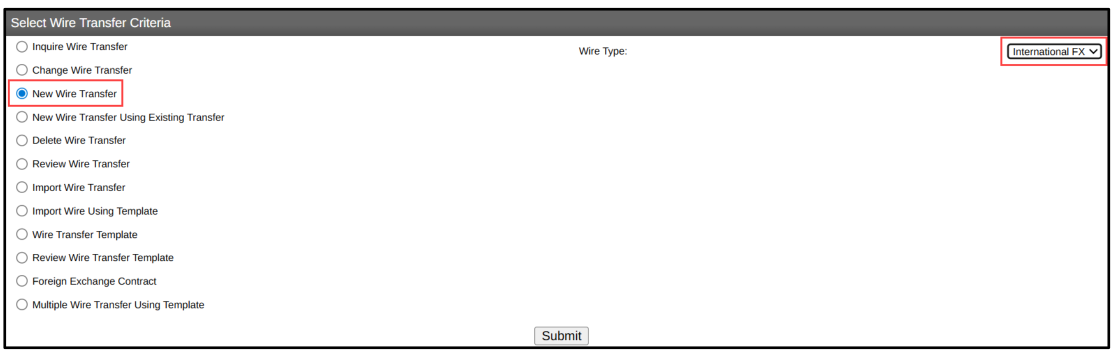
- If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
- If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
- If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising a duplicate wire has been identified and originated

Creating an International FX Wire Transfer

You can use the **New Wire Transfer** option to create a one-time International FX wire transfer.

☞ ***Note:*** *New Wire Transfer Using Existing Transfer is not available for International FX wires.*

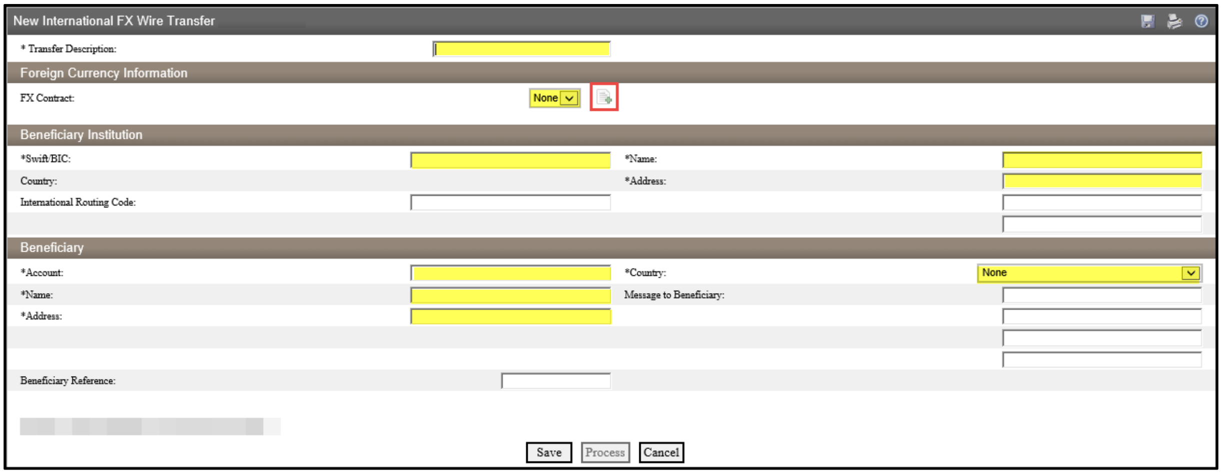
- From the Wire menu, select **New Wire Transfer**, select **International FX** from the **Wire Type** drop down menu and then click **Submit**



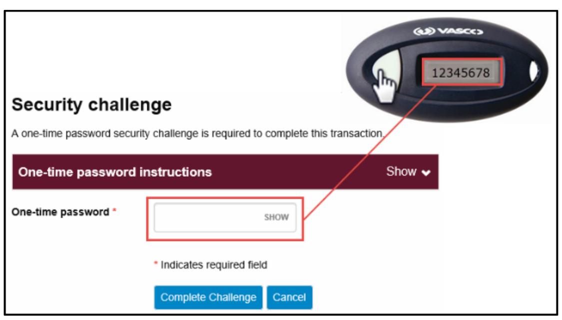
- In the **New International FX Wire Transfer** section, complete the following;
  - Enter a **Transfer Description** for the wire transfer
- In the **Foreign Currency** Information, complete the following;
  - If you have already established an FX contract, select it from the drop-down menu; if not, click the **New** icon to create a new FX contract *(see FX Contracts section below for further details)*
- In the **Beneficiary Institution** section, complete the following;
  - Enter the Beneficiary Institution's Swift Code in the **Swift/BIC** field
  - Enter the Beneficiary Institution **Name**
  - Enter the Beneficiary Institution **Address**
  - If applicable, enter an **International Routing Code**
- In the **Beneficiary** section, complete the following;
  - Enter the Beneficiary's Account Number in the **Account Number** field
  - Enter the Beneficiary's **Name**
  - Enter the Beneficiary's **Address**
  - Select the Beneficiary's **Country** from the drop-down menu
  - Enter a **Message to Beneficiary** if applicable
- You can enter a unique number in the **Beneficiary Reference** field that can be used for future reference

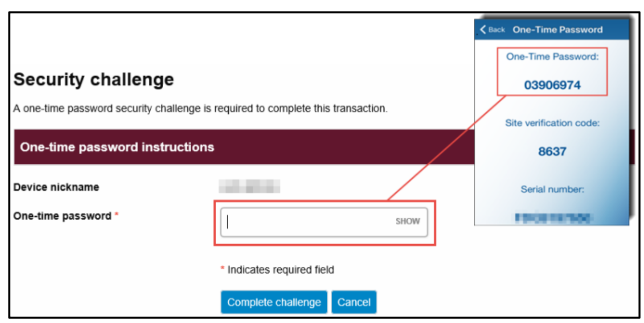
  ☞ ***Note:*** *Required fields are indicated with an asterisk **

- When finished, click **Process** to submit the wire transfer for processing <u>OR</u> click **Save** to save the wire transfer and submit later



- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**





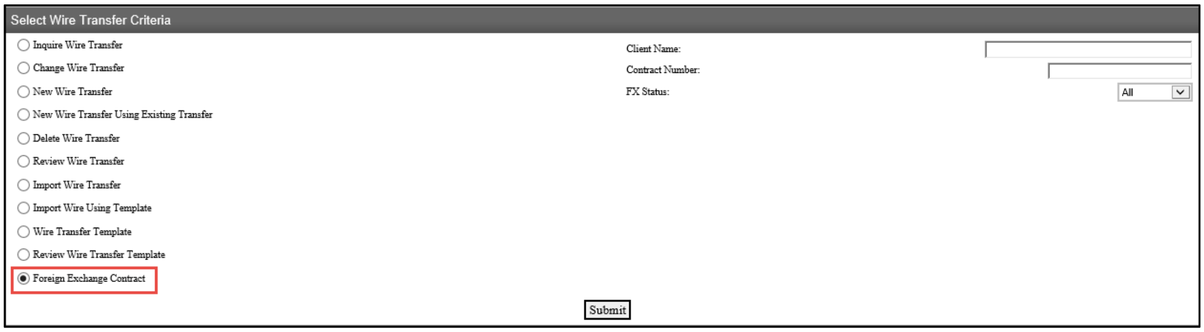
- A **Wire Transfer Summary** page will display
  - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed
  - If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
  - If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
  - If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising a duplicate wire has been identified and originated

FX Contracts

You create an FX contract during the initiation of a New International FX Wire Transfer or by selecting the **Foreign Exchange Contract** option.

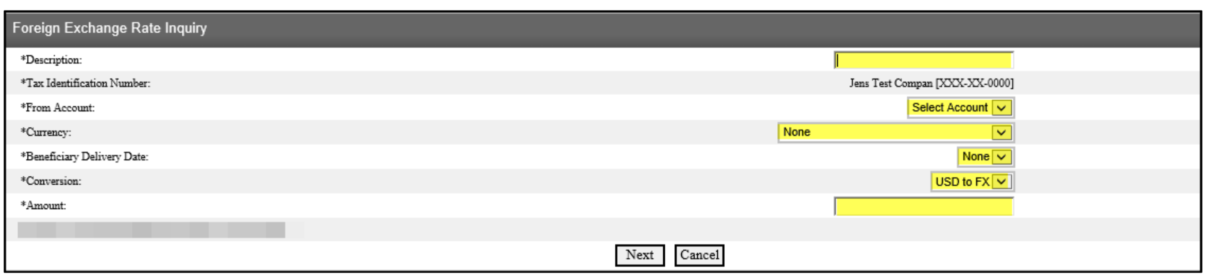
<u>FX contracts must be used within 2 hours of creating the contract or by 1:30 PM PT the same day they are accepted, whichever occurs first. Contracts not used within 2 hours or by 1:30 PM PT will be cancelled. Cancellation of a committed contract may result in your financial loss.</u>

- From the Wire menu, select **Foreign Exchange Contract** and then click **Submit**



- From the **Foreign Exchange Contract List**, click on the **New** Contract icon

- The **Foreign Exchange Rate Inquiry** page will display;
  - Enter a **Description** for the FX Contract
  - Select the **From Account** to fund the wire transfer
  - Select the Currency
  - Select the Beneficiary Delivery Date
  - Select the Conversion
  - Enter the Amount
- Click **Next** to continue

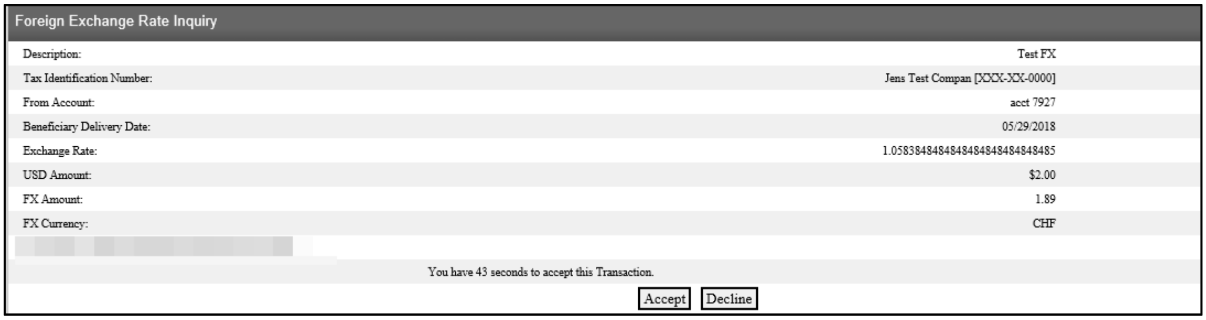


- You will have 50 seconds to review and either **Accept** or **Decline** the FX contract

  ☞ **Note:** Once accepted the amount will be memo-posted to your account.

- If accepted, you will have the option to initiate the FX wire transfer then or save the contract for later

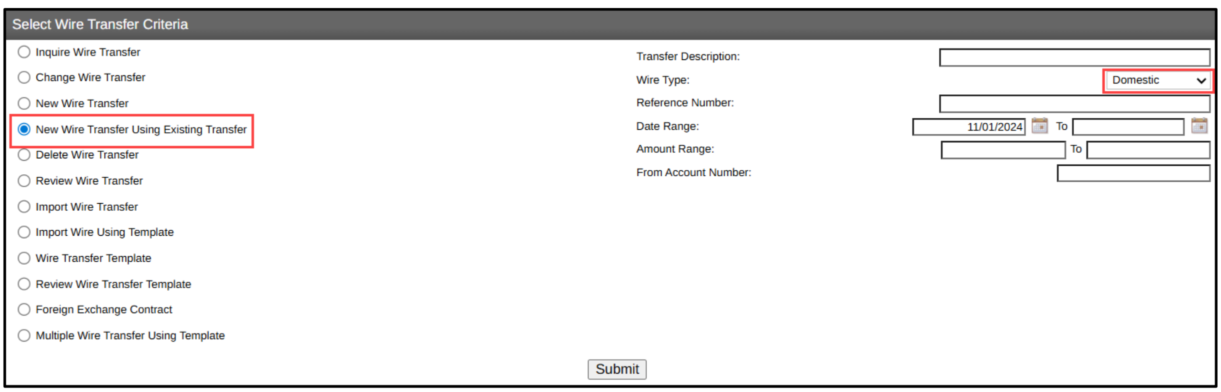
  ☞ **Note:** The availability and delivery of the funds may be different based on the currency selected and the time the request is submitted.



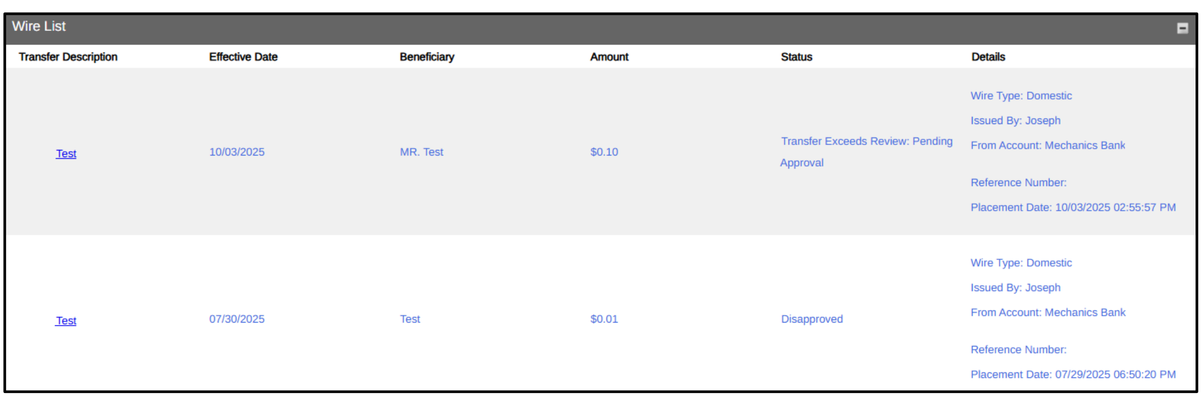
Wire Funds Using an Existing Wire Transfer

You can use the **New Wire Using Existing Transfer** option to initiate a transfer from an existing wire transfer. This option can be used for all wire transfer types *(Domestic wire is used in the below example)*.

- From the Wire menu, select **New Wire Transfer Using Existing Wire Transfer** and then click **Submit**

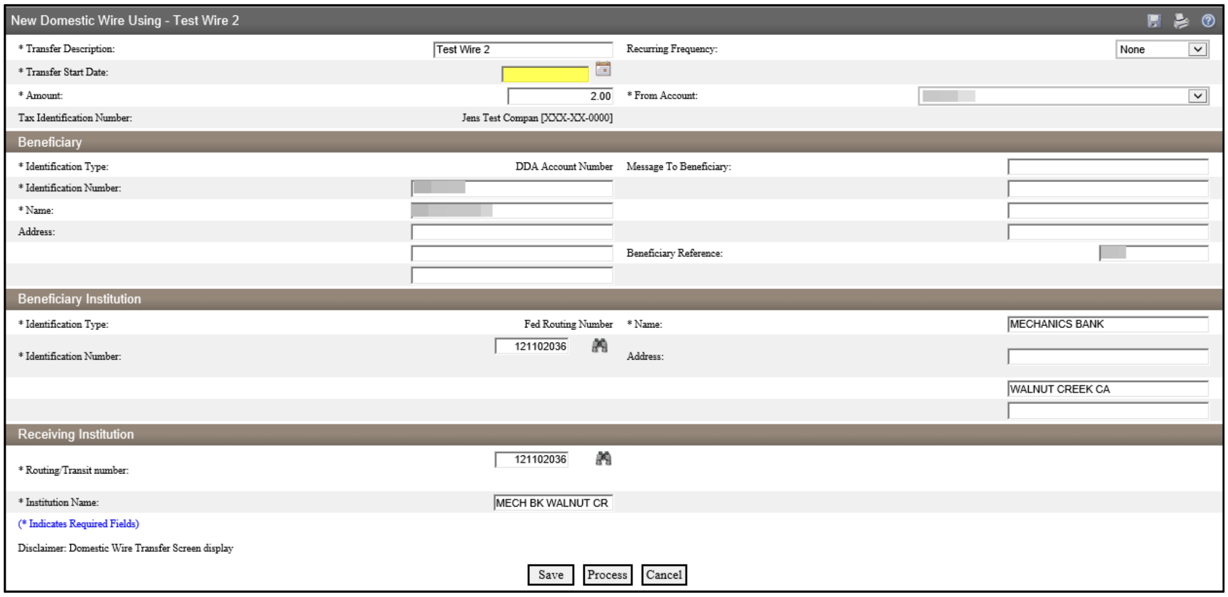


- From the list **Wire List**, click on the wire you want to use by clicking on the name of the wire from the Transfer Description column

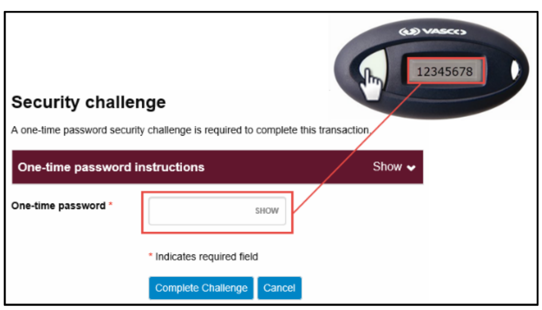


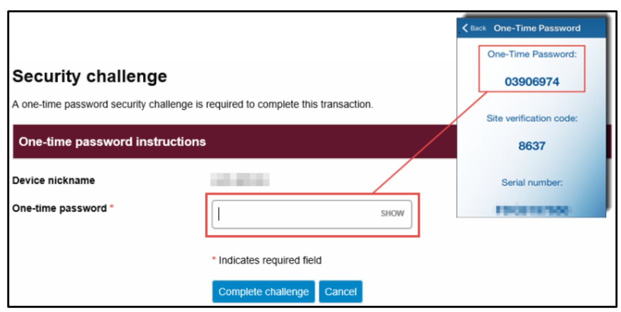
- The **New Domestic Wire Using** page will display
- Enter a **Transfer Start Date** or select it from the calendar
- Update any of the other fields as needed

- When finished, click **Process** to submit the wire transfer for processing **OR** click **Save** to save the wire transfer and submit later



- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**





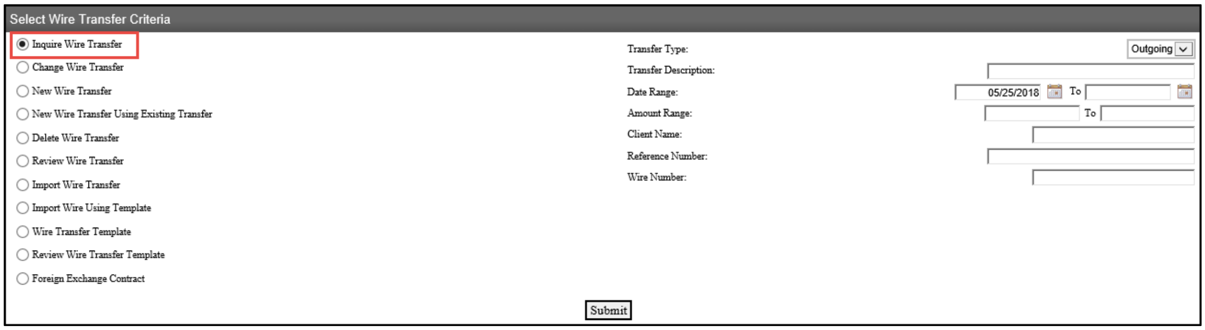
- A **Wire Transfer Summary** page will display
  - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed
  - If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
  - If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
  - If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising a duplicate wire has been identified and originated

Viewing a Wire Transfer

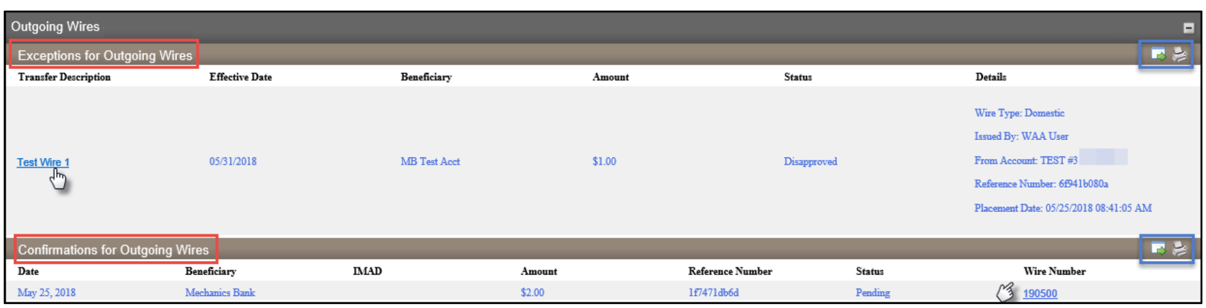
You can easily view the status, print or export the details of your Wire transfers using the Inquire Wire Transfer option.

- From the Wire menu, select **Inquire Wire Transfers** and then click **Submit**

  ☞ **Note:** You can change your search criteria using the search options on the right



- The **Outgoing Wires** list will display; you can view, export and print the details of your wire transfer activity
  - To view the details of your exception wires (or wires still requiring approval), click on the name of the wire that you want to view, under the **Exceptions for Outgoing Wires** section
  - To view the details of your submitted wires, click on the Wire Number of the wire you want to view, under the **Confirmations for Outgoing Wires** section
- To export or print the wire details, click the applicable icon  on the right

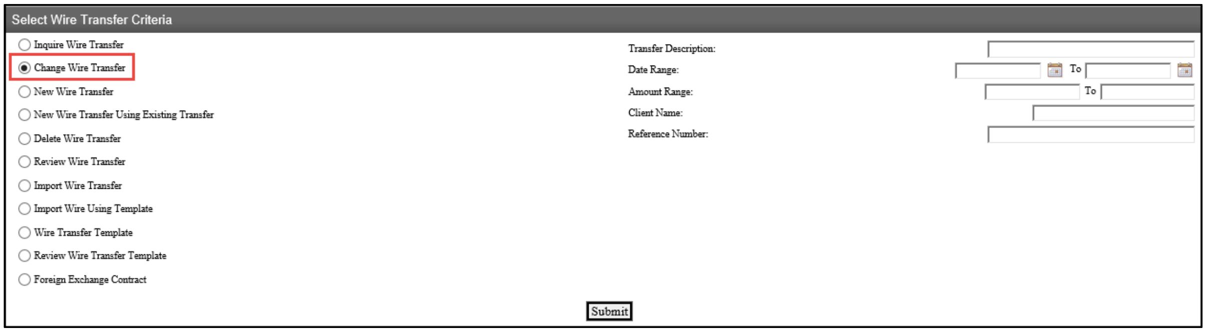


Changing a Saved Wire Transfer

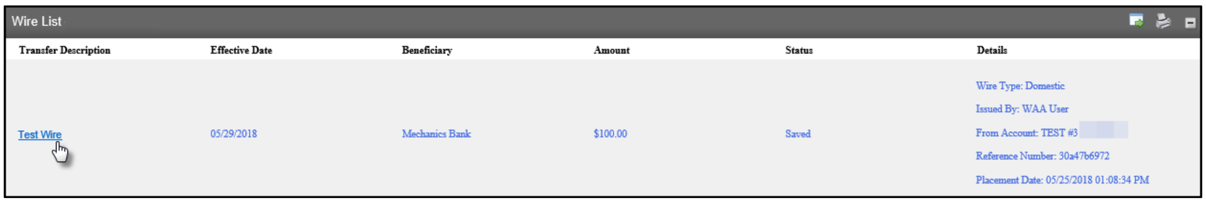
Specific details of pending transfers that you have **saved** may be changed by using the **Change Wire Transfer** option. This option can be used for all wire transfer types *(Domestic wire is used in the below example)*.

- From the Wire menu, select **Change Wire Transfer** and then click **Submit**

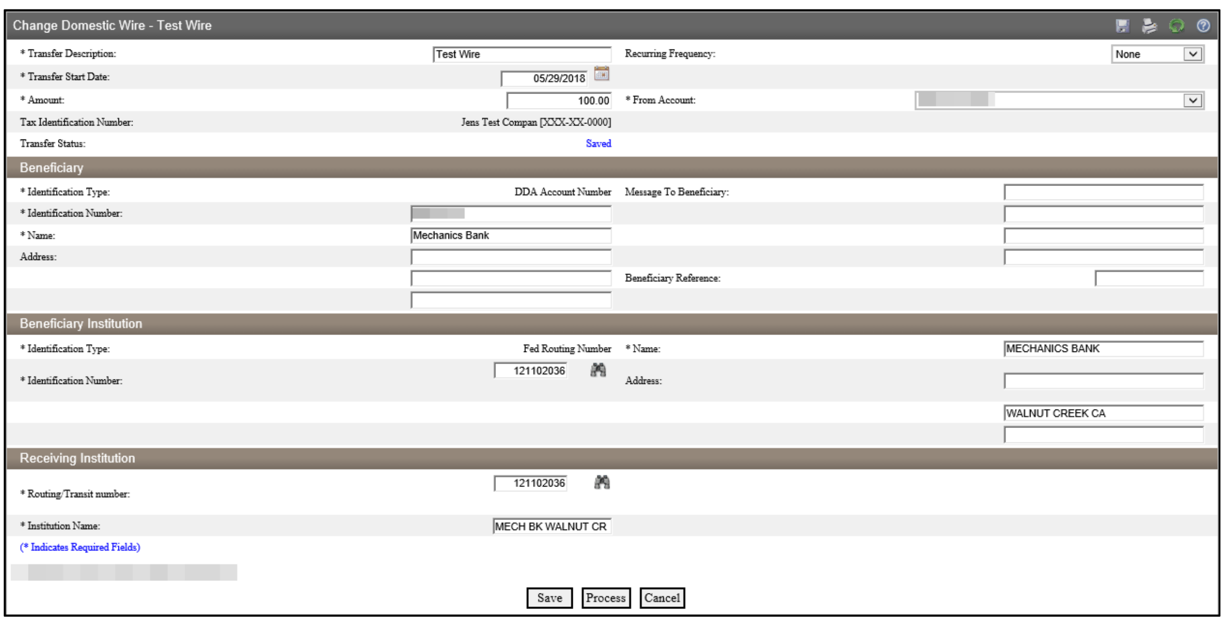
  ☞ **Note:** You can search for a specific wire by using the search options on the right



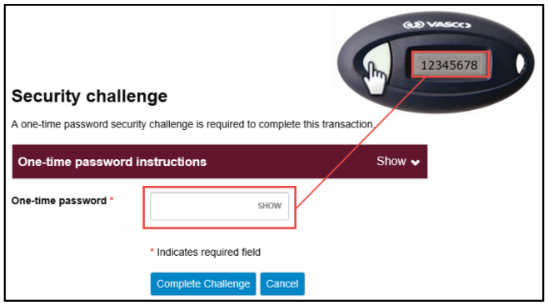
- From the list **Wire List**, click on the wire you want to change by clicking on the name of the wire from the Transfer Description column

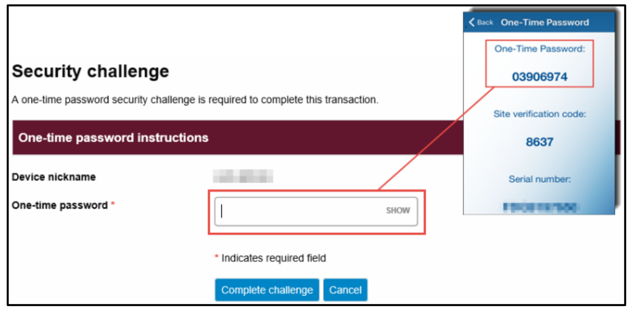


- The **Change Domestic Wire** page will display
- Update any of the other fields as needed
- When finished, click **Process** to submit the wire transfer for processing <u>OR</u> click **Save** to save the wire transfer and submit later



- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**





Review & Approve a Wire Transfer

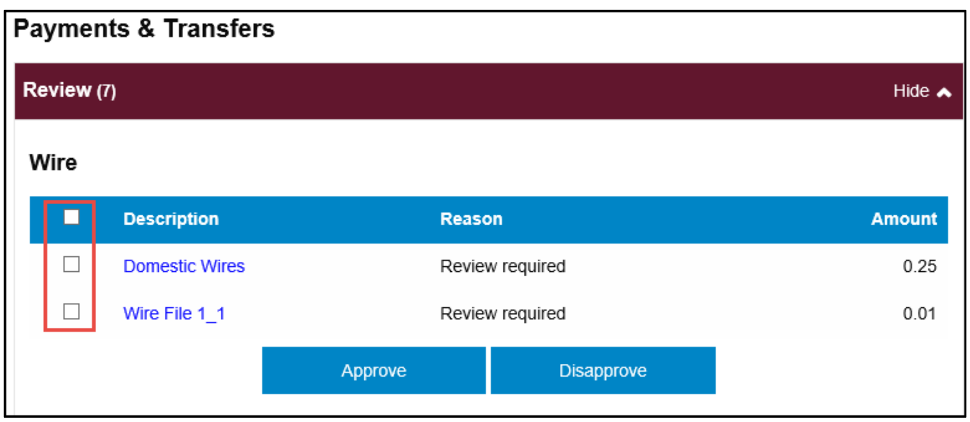
If a wire transfer requires a secondary approval, the approving user must log in to **Business Online Banking** using their **User ID** and **Password**.

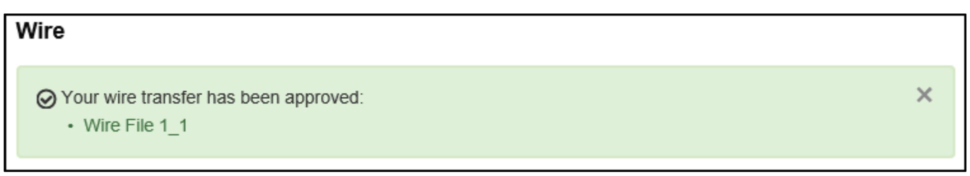
Once logged in, you can review and approve the transfer from the **Home** page or from the **Review Wire Transfer** menu option in **Wire Manager**.

Home Page:

- The pending transfers will appear under **Payments & Transfers** in the **Review Wire** section
- Place a check mark to the left of the transfer that you want to decision and then click the **Approve** or **Disapprove** button as applicable

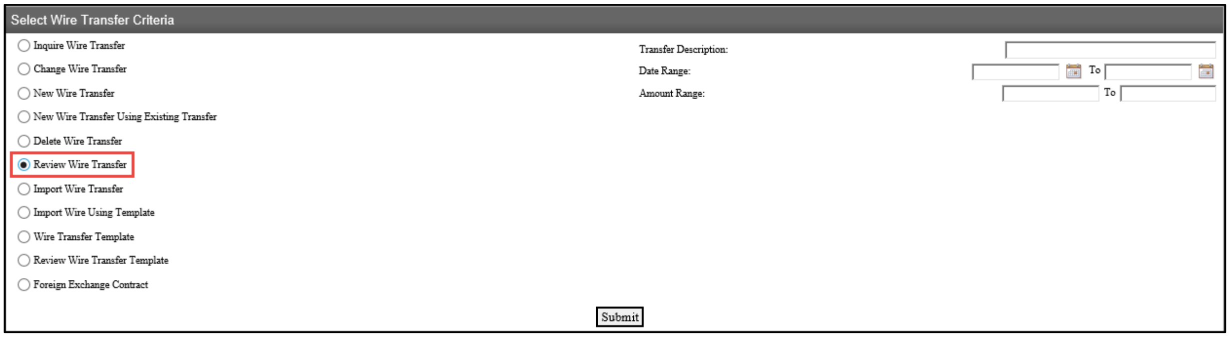
  ☞ **Note:** To view the details of the transfer before approving it, click on the transfer **Description** link.
- A confirmation message will appear





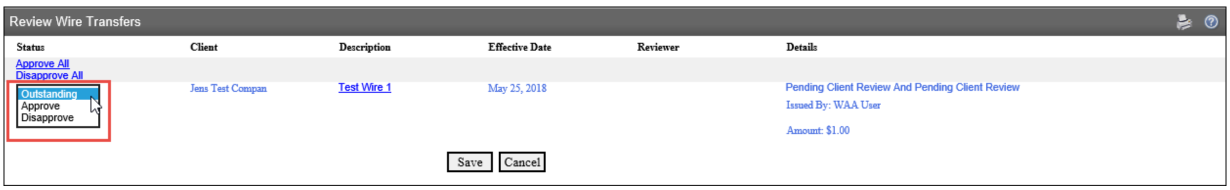
Review Transfers in Wire Manager

- From the Wire menu, select **Review Wire Transfer** and then click **Submit**



- The **Review Wire Transfers** page will display; select **Approve** or **Disapprove** from the drop-down menu next to the transfer and then click **Save**

  ☞ **Note:** To view the details of the transfer before approving it, click on the transfer **Description** link.

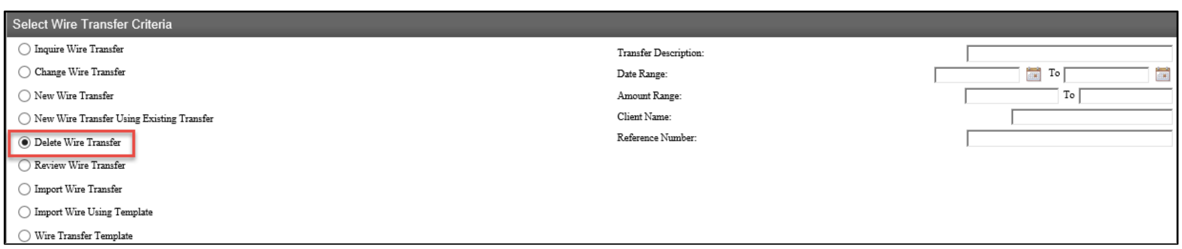


Delete a Wire Transfer

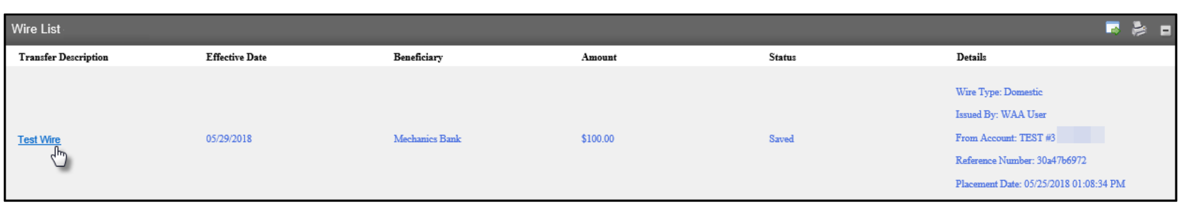
Transfers in a Saved status may be deleted by using the **Delete Wire Transfer** option.

- From the Wire menu, select **Delete Wire Transfer** and then click **Submit**

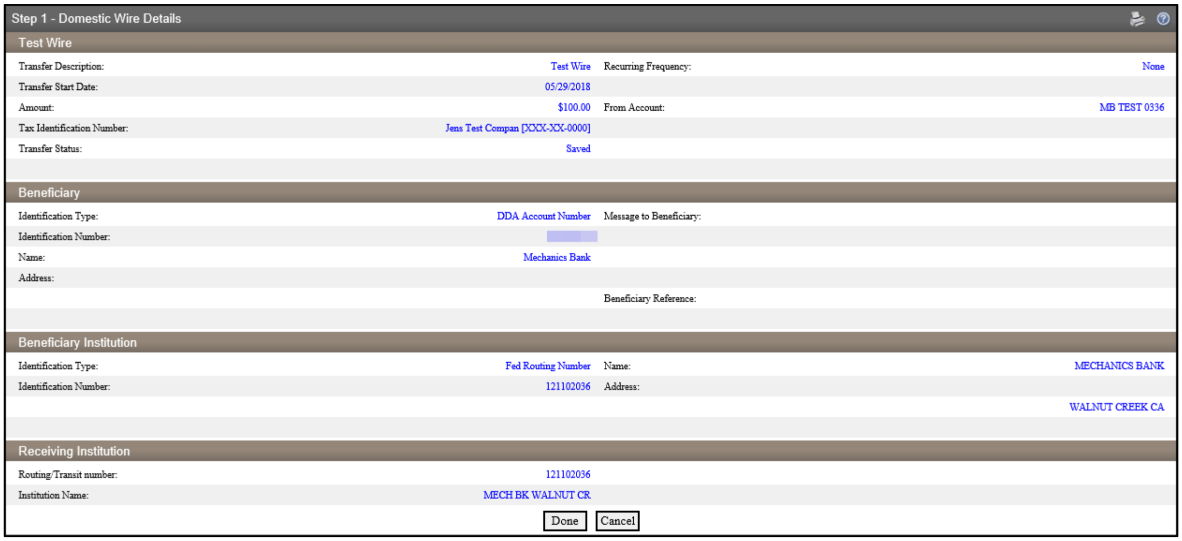
  ☞ **Note:** You can search for a specific wire by using the search options on the right



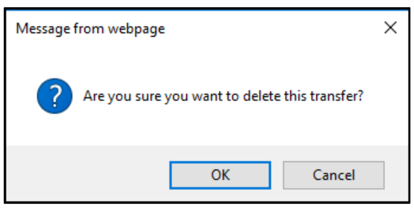
- From the list **Wire List**, click on the wire you want to delete by clicking on the name of the wire from the Transfer Description column



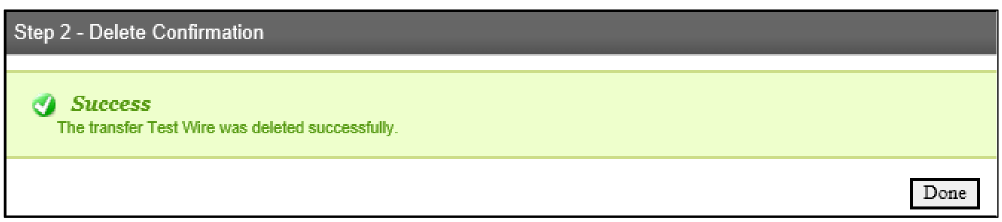
- The **Wire Details** page will display; click **Done** to continue



- The pop-up box will display; click **OK** to continue with the deletion



- A Delete Confirmation page will display; click **Done**



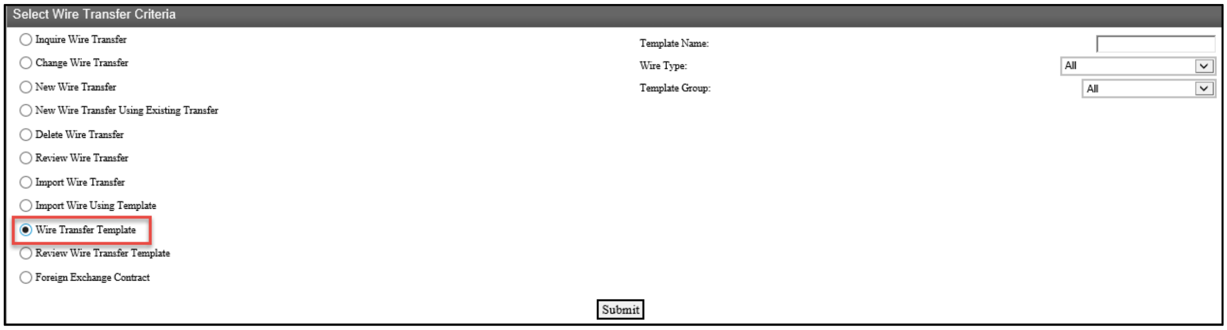
Wire Templates

Authorized users may establish or edit wire transfer templates. New templates can be established and saved in order to alleviate repetitive wire transfer input. This option can be used for all wire transfer types (Domestic wire is used in the below example).

A client may opt to require all new wire transfer templates to be reviewed and approved by another authorized user before they are available for use.

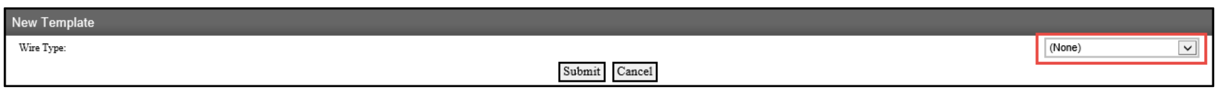
Adding a New Template

- From the Wire menu, select **Wire Transfer Template** and then click **Submit**



- From the **Template List**, click on the **New** template icon

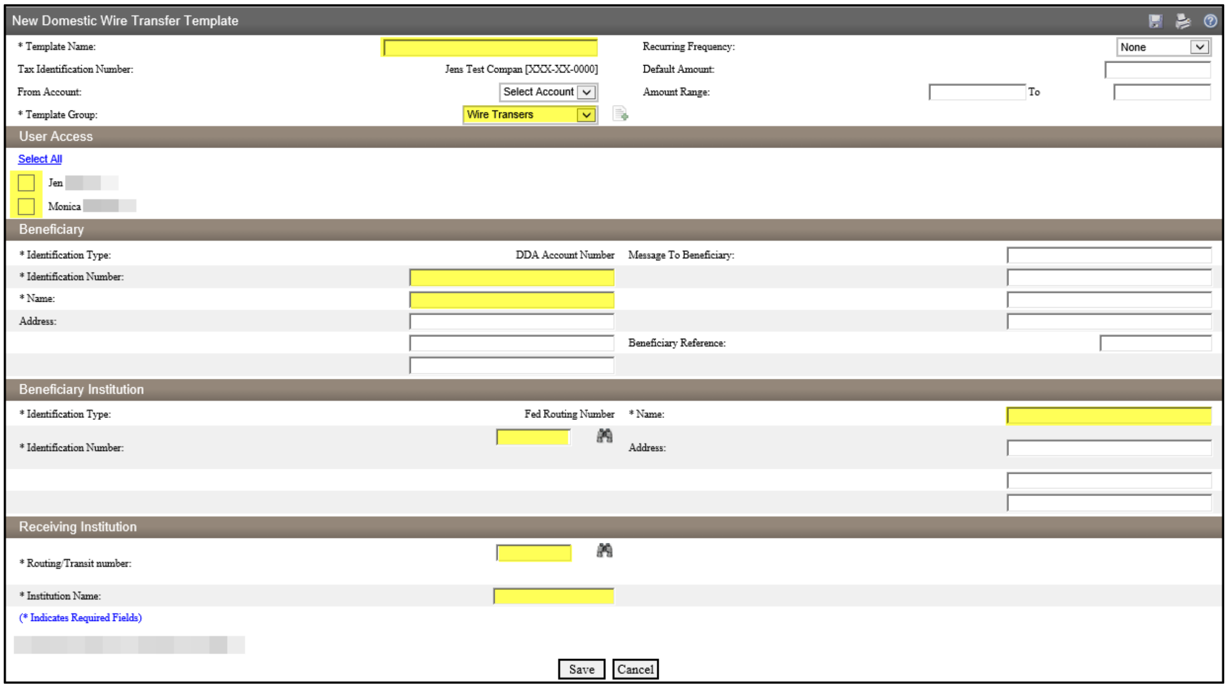
- Select the applicable **Wire Type** from the drop-down menu and then click **Submit**



- In the **New Domestic Wire Transfer Template** section, complete the following;
  - Enter a **Template Name** for the wire transfer
  - **Tax Identification Number** is only applicable for multi-entity client; if available select the appropriate company from the drop-down menu
  - Select the applicable **From Account** that will fund the wire transfer
  - Select a **Template Group** from the drop-down menu; if one does not already exist, click the **New** icon to create one
  - Select the **Recurring Frequency** for the wire transfer or leave at **None** for a one-time transfer
  - Enter a **Default Amount** and/or **Amount Range** if applicable
- In the **User Access** section, complete the following;
  - Select the check box next to each **User** that will need access to the transfer template
- In the **Beneficiary** section, complete the following;
  - Enter the Beneficiary's Account Number in the **Identification Number** field
  - Enter the Beneficiary's **Name**
  - Enter the Beneficiary's **Address**
  - Enter a **Message to Beneficiary** if applicable
  - You can enter a unique number in the **Beneficiary Reference** field that can be used for future reference
- In the **Beneficiary Institution** section, complete the following;
  - Enter the Beneficiary Institution Routing Number in **Identification Number** field
  - Enter the Beneficiary Institution **Name** *(should auto-fill after entering the Beneficiary Institution RT number)*
  - Enter the Beneficiary Institution **Address** *(should auto-fill the City/State after entering the Beneficiary Institution RT number)*
- In the **Receiving Institution** section, complete the following; *(will auto-fill from the Beneficiary Institution section)*
  - Enter the **Routing/Transit** number of the Financial Institution that is receiving the wire funds *(if different than the Beneficiary Institution)*
  - Enter the Receiving **Institution Name**

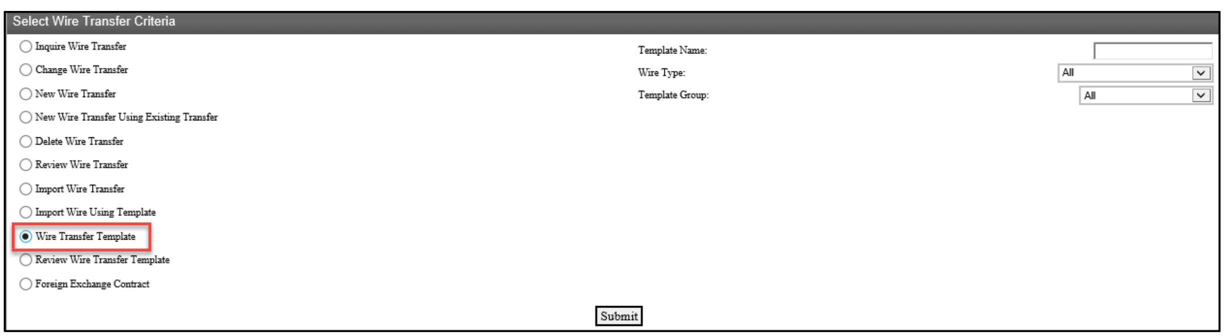
☞ ***Note:*** *Required fields are indicated with an asterisk **

- When finished, click **Save**

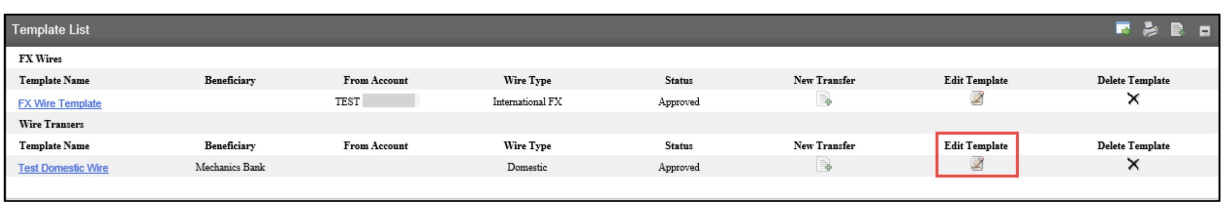


Editing a Template

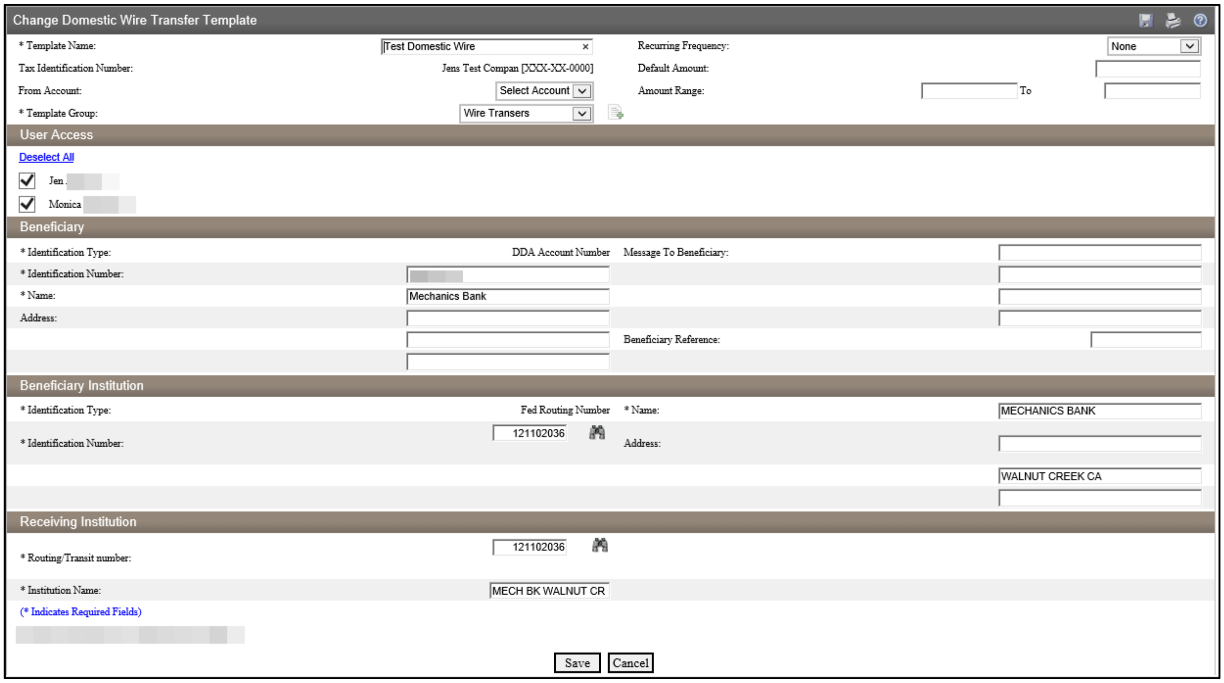
- From the Wire menu, select **Wire Transfer Template** and then click **Submit**



- From the **Template List**, click on the **Edit Template** icon next to the template you want to edit

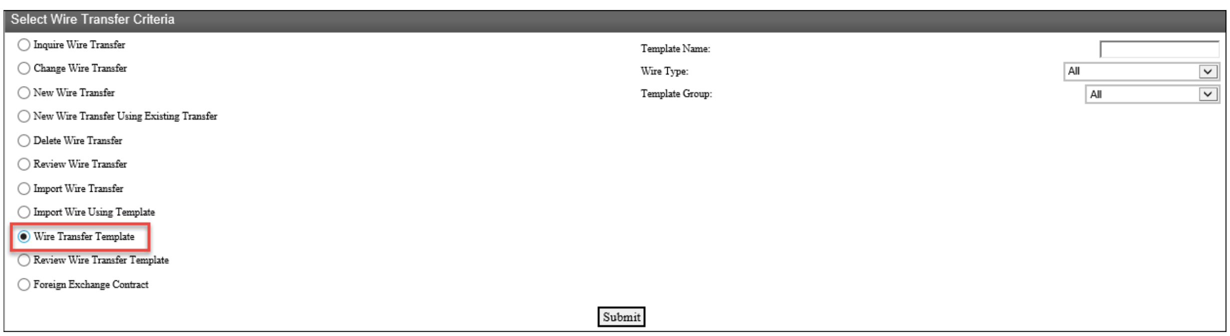


- The **Change Domestic Wire Transfer Template** page will display; make any necessary changes and then click **Save**

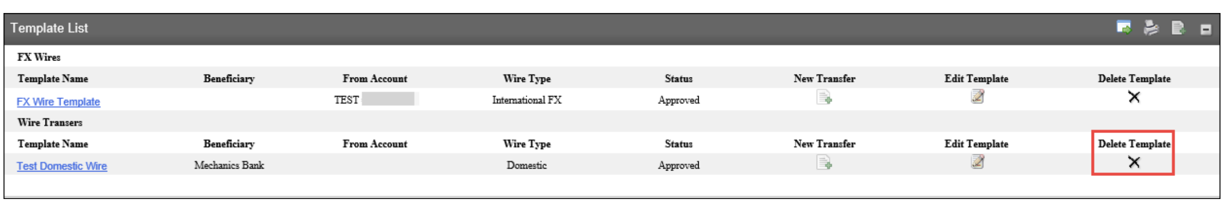


Deleting a Template

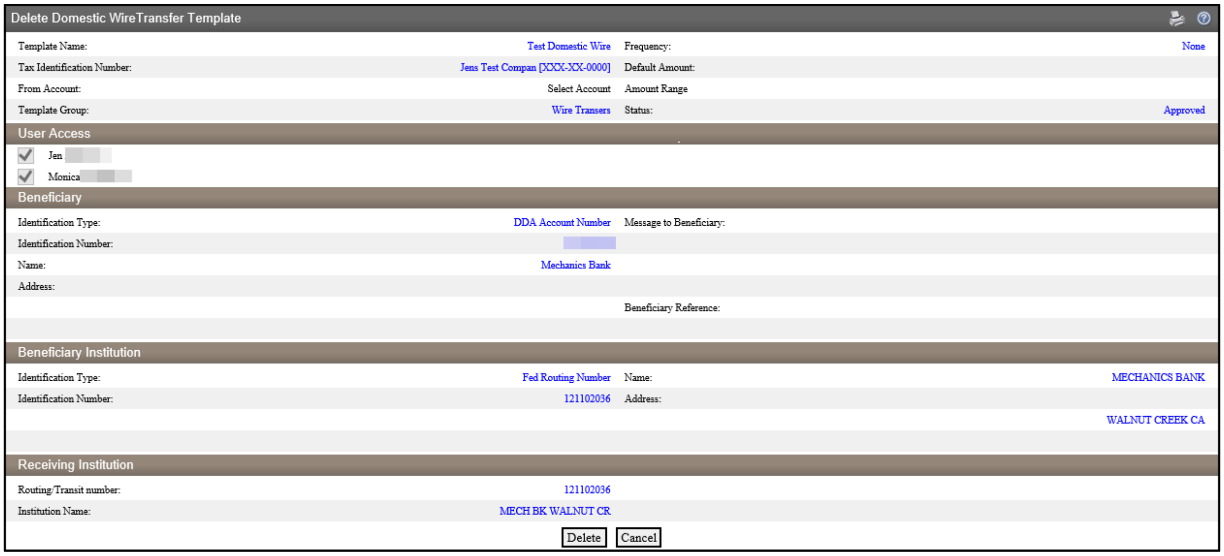
- From the Wire menu, select **Wire Transfer Template** and then click **Submit**



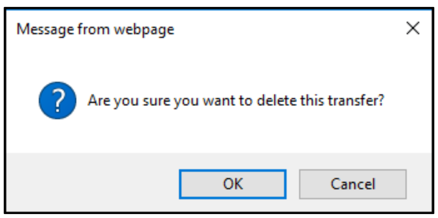
- From **Template List**, click on **Delete Template** icon next to template you want to edit



- The **Delete Domestic Wire Transfer Template** page will display; select Delete to continue



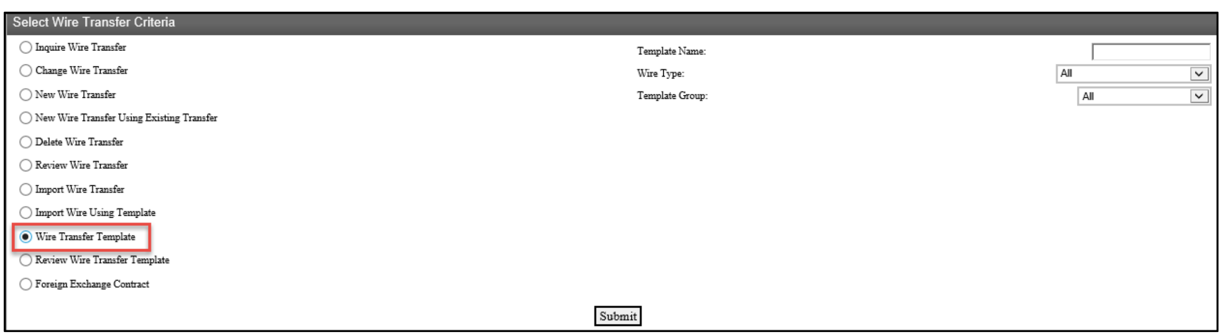
- The pop-up box will display; click **OK** to continue with the deletion



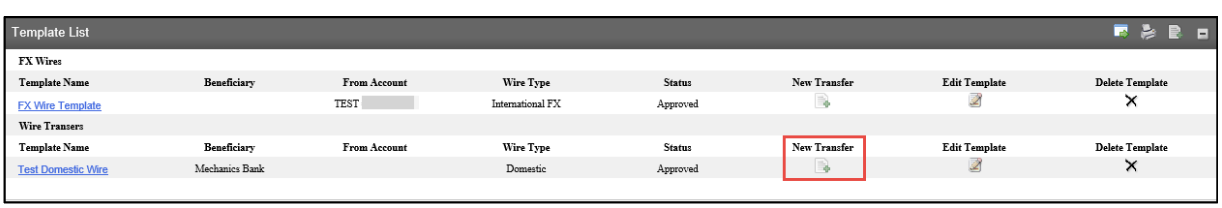
Initiating a New Wire Transfer from a Template

- From the Wire menu, select **Wire Transfer Template** and then click **Submit**

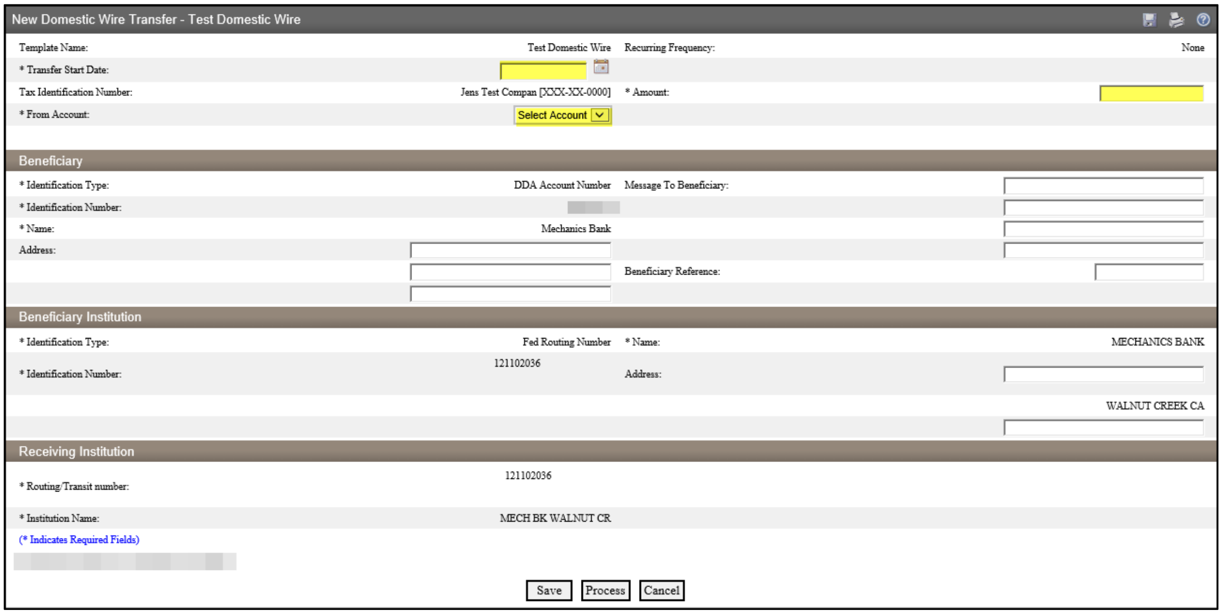
  ☞ **Note:** You can also initiate a wire transfer from a template on the **Home** page by clicking on the **Wire** tab in the **Pay Or Transfer** section.



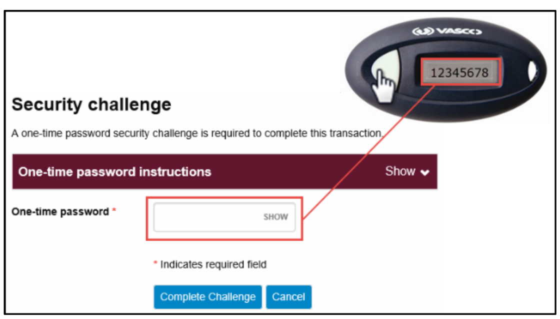
- From the **Template List**, click on the **New Transfer** icon next to the template you want to use

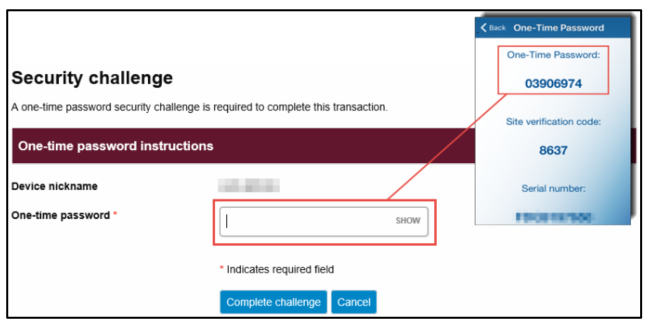


- The **New Domestic Wire Transfer** page will display; complete all required fields and then click **Process**



- If you selected **Process**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



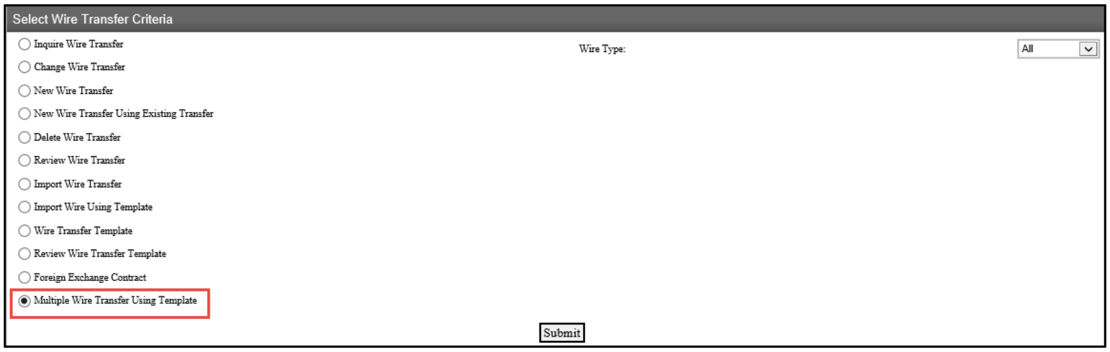


- A **Wire Transfer Summary** page will display
    - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed
    - If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
    - If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
    - If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising that a duplicate wire has been identified and originated

Multiple Wire Transfer Using Template

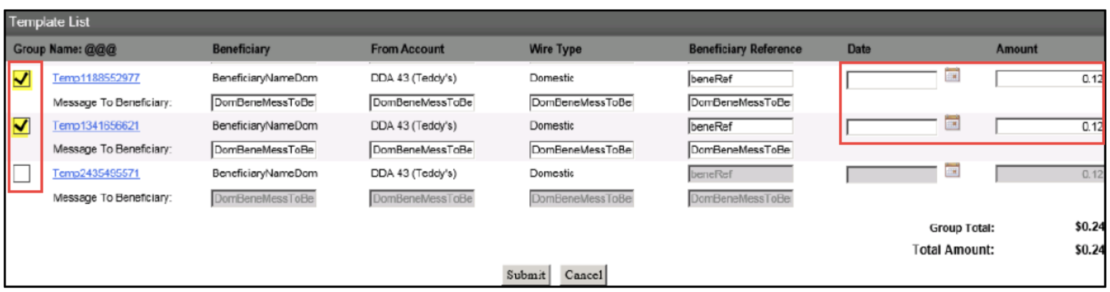
The Multiple Wire Transfer Using Template option provides you the ability to generate multiple wire transfers at the same time.

- From **Wire** menu, select **Multiple Wire Transfer Using Template** and click **Submit**

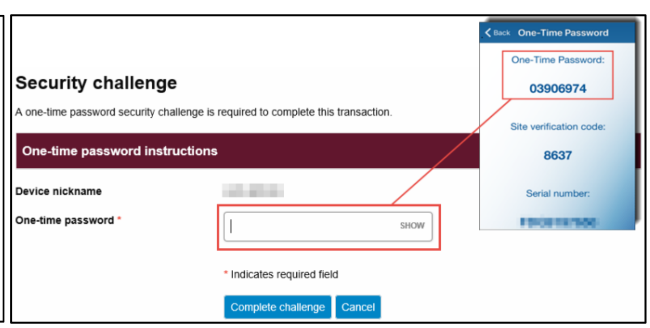


- From the **Template List**, you can select the check box next to each template name that you want to initiate
- Once the template is selected, enter the effective **Date** and the **Amount** for each of the transfers and then click **Submit** (the *Message to Beneficiary* and *Beneficiary Reference* fields are optional)

  ☞ **Note:** In order for the template to appear in the template list, the required fields for the wire transfer must be completed/saved in the template.



- You will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



- A **Wire Transfer Summary** page will display
    - If the wire transfer does not require additional approvals, a **Success** message will appear advising the wire was successfully processed
    - If the wire transfer does require approval, a yellow **Warning** message will appear, and additional approval is required before the wire can be processed
    - If the wire transfer is unable to process due to an error, a red **Error** message will appear, and the wire will NOT be processed; depending on the error message received you may need to contact the Bank for assistance
    - If the wire transfer was identified as a duplicate, a yellow **Warning** message will appear advising that a duplicate wire has been identified and originated

Importing a Wire Transfer

You can import Fed formatted wires and Non-Fed formatted wires using the Import Wire Transfer option.

Fed Formatted Files

To submit a **Fed formatted** file:

- From the Wire menu, select **Import Wire Transfer** and then click **Submit**

  ☞ **Note:** You can also import a fed formatted file on the **Home** page by clicking on the **Wire import** tab in the **Pay Or Transfer** section.

- The **File Selection** page will display; click **Browse** to select the file you want to import and then click **Next**
- The **Template Details** and/or **Data Mapping** page may display depending on the type of file you are importing; if displayed, make changes as needed and then click **Finish or Next**
- The **Import** page may display; if displayed, check the **Approve** box to continue
- The **Import Confirmation** page will display; you have the option to select **Save**, **Review**, **Process** or **Discard**
    - Select **Process** to submit the file for processing
    - Select **Save** to save and process the import later
    - Select **Review** to review the details before processing
    - Select **Discard** to cancel the process
- Click **Finish**; a confirmation message will display

Non-Fed Formatted Files

To submit a **Non-Fed formatted file**:

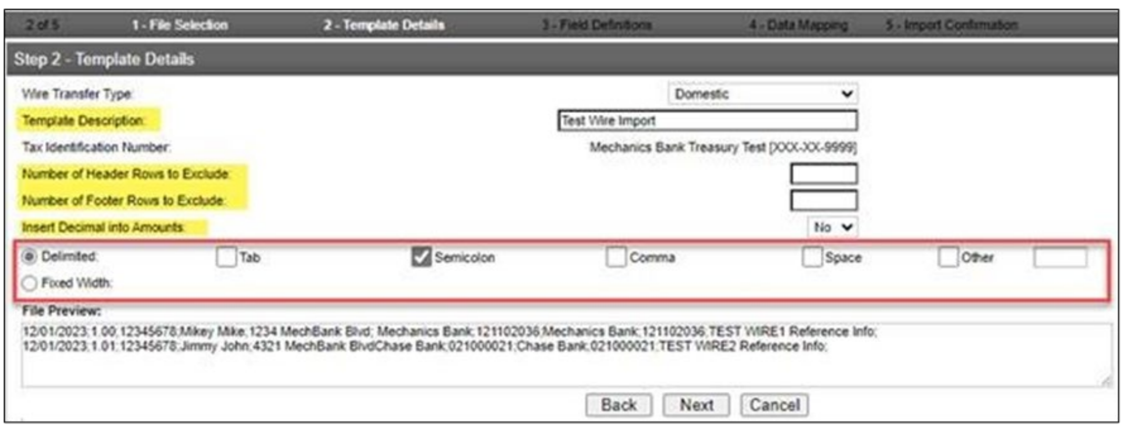
- Select **Import Wire Using Template** and choose either Existing Template or New Template
    - If selecting **New Template**, it will walk you through mapping the import file *(see File Mapping section below for details)*

File Mapping

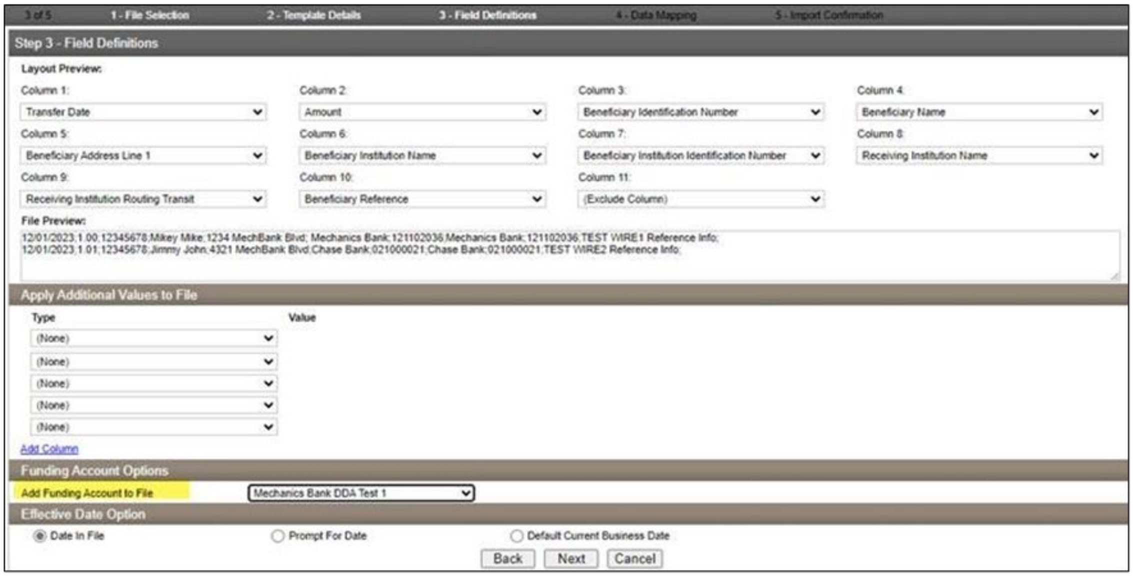
In order to import a Non-Fed formatted wire transfer file, you must complete the file mapping process by creating an import template.

- From the Wire menu, select **Import Wire Using Template** option
- Select the **New Template** option and then click **Submit**
- The **File Selection** page will display; click **Browse** to select the file you want to map/import and then click **Next**
- The **Template Details** page will display;
  - Select the Wire Transfer **Type**
  - Enter the **Template Description** i.e., Monthly Payment, Payroll, etc.
  - Enter the **Tax Identification Number** *if applicable*
  - Enter the **Number of Header** and **Number Footer Rows** to exclude. Does the file have rows above or below the wire transaction to be ignored by the system? This number must be consistent for all files moving forward
  - Select **Yes** or **No** from the **Insert Decimal into Amounts** drop down menu. If amount(s) do not have decimals, select Yes
  - Select the **Delimited** or **Fixed Width** for the format used to transfer the file into a wire file format
  - Click **Next** to continue

  ☞ ***Note!*** If Delimited is chosen, select the character used to separate each field



- The **Field Definitions** page will display;
  - For each of the columns in the file, select options to match the specific file layout
    - Select **Exclude Column** to disregard that column
  - Select the funding account beside **Add Funding Accounts to File**
  - Select **Date in File** if each file will have a date or **Prompt For Date** if the file does not include dates
  - Click **Next** to continue



- The **Data Mapping** page will display;
  - Click **Next** to continue
- The **Import Confirmation** page will display; you have the option to select **Save**, **Review**, **Process** or **Discard**

☞ **Note:** You must select an **Effective Date** in order to Save or Process the file

  - Select **Process** to submit the file for processing
  - Select **Save** to save what has been entered so far and process the import later
  - Select **Review** to review the details again before processing
  - Select **Discard** to cancel the process
- Click **Finish**; a confirmation message will display