File Imports Reject and Repair Quick Reference Guide

GETTING STARTED

Import files needing repair or rejected files can be found in the File Import History widget.

Access MUFG Exchange using the following link: <u>https://sso.mufgamericas.com</u>

At the Sign On page enter User ID and passcode.

To Add the File Import History Widget

- Click the Payments and Transfers tab.
- 2 Select Payment Center from the drop-down menu.



3 Select **File Import History** from the Add Widget drop-down menu. The widget will display at the bottom of the page.

	Center				Add Widget 🗸	
					Download	
Payments I	List View			3	File Import History	
Max display	of info: 90 days 🕦				Image Search	
(+) Add a Ner	w Payment (+) Q	uick Entry ④ File Import				Import Map
Sele	ct fields	•		Legacy Reports		
Filter						Lockbox Availability
	Actions	From Account	Beneficiary	Amount	Status	Notifications
	View 👻	111111117 🕕	Test	15,000.00	Approval Window Passed	Payment and Template Background Processing Status
	View 👻	111111111 ①	Test 01	54,555.00	Approval Window Passed	and fomplate background incodesing claute
	View 👻		Test 02	150,000.00	Approval Window Passed	Payments List View
	View 👻		Test 01	10.000.00	Released	Recurring Payment Exceptions

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(File Import Histo	ry								¢
	_							0 D	0	
	Filter Select field	is +						SET AS DEFA	ULT	All Imports +
	Actions	↑ Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job IDge
	View 👻	08/01/20XX 11:05:05	Single NACHA one time batch.txt	Test Needs Repair	ACH	15	0	2	7	35698
П	View	08/05/20XX 13:04:10	CCD User defined import.csv	Test Rejected	Payments			1	2	35902
	View	08/02/20XX 11:05:01	Beneficiary Import File.xlsx	Test Rejected	BAB			1	3	38159
П	View	08/07/20XX 17:02:25	Beneficiary Import File CSV.csv	Test Rejected	BAB			1	3	38184
	View	08/02/20/00 11:05:01	Beneficiary Import File CSV.csv	Rejected	BAB			1	2	38165



To Trouble Shoot the Error

1 Click the **Payments and Transfers** tab.

2 Select **Payment Center** from the drop-down menu.

() M	UFG MUFG E	Exchange		
A 0	Payments & Ti	ransfers	Reports	
	Check Inquiry	2 Paym	ent Center	
Actior	Stop Payments	Trans	fers Management	

3 Click **View** on your file located in the File Import History widget.

File Import Histo	ry								*
							0 0	0	
Filter Select field	is •						SET AS DEFA	ULT	All imports *
Actions	↑ Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job IDg-
View •	08/01/20/00 11:05:08	Single NACHA one time batch.txt	Test Needs Repair	ACH	15	0	2	7	35698
View 3	08/05/20/0(13:04:10	CCD User defined import.csv	Test Rejected	Payments			1	2	35902
View	08/02/20XX 11:05:01	Beneficiary Import File.xlsx	Test Rejected	BAB			1	3	36159
View	08/07/20/0(17:02:25	Beneficiary Import File CSV.csv	Test Rejected	BAB			1	3	38184
View	08/02/20XX 11:05:01	Beneficiary Import File CSV.csv	Rejected	BAB			1	2	36165

4 The Needs Repair record(s) or Rejected file will display with the Reason for the error.

Needs Repair File:

~ F	ailed Records (7)					
0	Export 🔒 Print				4	
	Record No.	Job ID	Import Type	Status	Reason	\$
	2	35898	ACH	Test Rejected	A company information was missing. Please reselect the company i	
	2	35098	ACH	Test Rejected	The payment type is not valid.	
	2	35098	ACH	Test Rejected	Line 2 : Comp Name, ID, Entry Class, and/or Entry Desc are missin	
	2	35698	ACH	Test Rejected	The assigned Cutoff Time has passed.	
	3	35698	ACH	Test Error	Line 3 : Invalid ABA. Please use the popup to select from a list.	
	4	35698	ACH	Test Error	Line 4 : Invalid ABA. Please use the popup to select from a list.	
	5	35898	ACH	Test Error	Line 5 : Unable to validate effective date.	
4						F
vi	ewing 1-7 of 7 records				Display 50 • per page < Page 1 • of 1	

Rejected File:

 Failed Records (3) 					
🕃 Export 🛛 😝 Print				4	
Record No.	Job ID	Import Type	Status	Reason	⇔
0	36164	BAB	Test Rejected	No Beneficiary Address Book Header found	
0	38184	BAB	Test Rejected	File header missing	
0	36164	BAB	Test Rejected	File trailer missing	
Viewing 1-3 of 3 records				Display 50 • per page < Page 1 • of	