

File Imports Reject and Repair Quick Reference Guide

MUFG EXCHANGE

GETTING STARTED

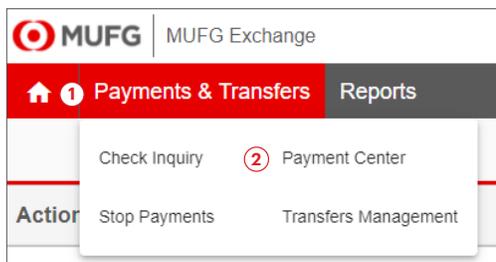
Import files needing repair or rejected files can be found in the File Import History widget.

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

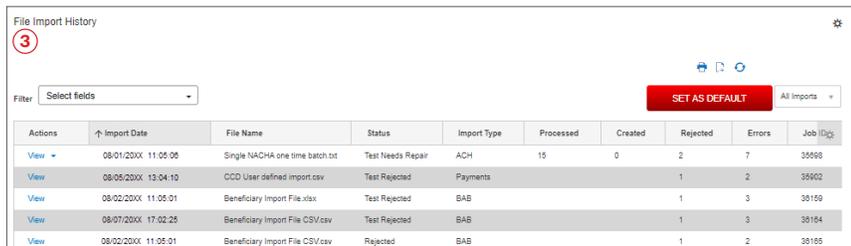
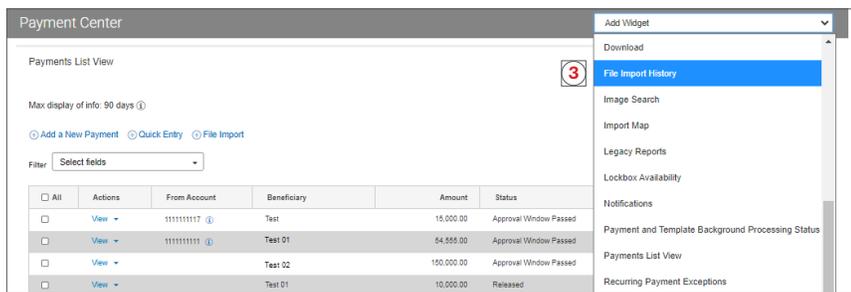
At the Sign On page enter User ID and passcode.

To Add the File Import History Widget

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

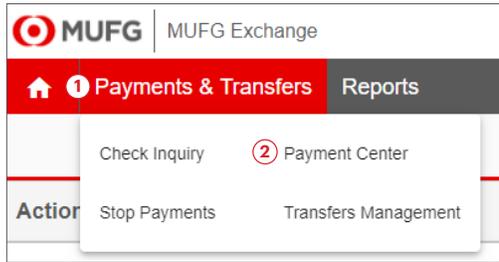


- 3 Select **File Import History** from the Add Widget drop-down menu. The widget will display at the bottom of the page.



To Troubleshoot the Error

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



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

File Import History

Filter: SET AS DEFAULT All Imports

Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors	Job ID
View	08/01/20XX 11:05:06	Single NACHA one time batch.txt	Test Needs Repair	ACH	15	0	2	7	35068
View 3	08/05/20XX 13:04:10	CCD User defined import.csv	Test Rejected	Payments			1	2	35002
View	08/02/20XX 11:05:01	Beneficiary Import File.xlsx	Test Rejected	BAB			1	3	35159
View	08/07/20XX 17:02:23	Beneficiary Import File CSV.csv	Test Rejected	BAB			1	3	35154
View	08/02/20XX 11:05:01	Beneficiary Import File CSV.csv	Rejected	BAB			1	2	35155

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

Needs Repair File:

Failed Records (7)

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Record No.	Job ID	Import Type	Status	Reason
2	35068	ACH	Test Rejected	A company information was missing. Please reselect the company i...
2	35068	ACH	Test Rejected	The payment type is not valid.
2	35068	ACH	Test Rejected	Line 2 : Comp Name, ID, Entry Class, and/or Entry Desc are missh...
2	35068	ACH	Test Rejected	The assigned Cutoff Time has passed.
3	35068	ACH	Test Error	Line 3 : Invalid ABA. Please use the popup to select from a list.
4	35068	ACH	Test Error	Line 4 : Invalid ABA. Please use the popup to select from a list.
5	35068	ACH	Test Error	Line 5 : Unable to validate effective date.

Viewing 1-7 of 7 records Display 50 per page Page 1 of 1

Rejected File:

Failed Records (3)

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Record No.	Job ID	Import Type	Status	Reason
0	35154	BAB	Test Rejected	No Beneficiary Address Book Header found
0	35154	BAB	Test Rejected	File header missing
0	35154	BAB	Test Rejected	File trailer missing

Viewing 1-3 of 3 records Display 50 per page Page 1 of 1