Wire Imports Quick Reference Guide

GETTING STARTED

The import function allows you to import files to create payments and templates for all payment types including Wire Transfers, ACH and Account Transfers. Files can be imported using the Individual Payments or Single File import method.

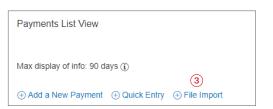
Access MUFG Exchange using the following link: <u>https://sso.mufgamericas.com</u>

At the Sign On page enter User ID and passcode.

To Import Wire Files

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

() M	UFG	MUFG	Exchange		
f 1	Paym	ents & T	ransfers	Reports	
	Check	Inquiry	2 Paym	2 Payment Center	
Actior	Stop Pa	ayments Trans		fers Management	
3 Click	(the F	ile Imr	ort link		



In the Format Section, click the radio button for the format name that corresponds to the type of file you would like to import. Both standard (e.g. NACHA, SWIFT MT101, XML/ ISO20022) and configurable (e.g. CSV) import formats are supported.

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	Format Name	Description	Payment Type	Agency	Owner	
0	CCD	CCD Payments	Corporate/Vendor Payments		Client	
	MT101	MT101 File Format	MT101		System	
0	Multiple Format	Multiple Format Payment CSV	Multiple Payment Types		System	
	NACHA File Import	NACHA Format	NACHA File Import		System	
0	NACHACCD	Corporate Vendor CCD	Corporate/Vendor Payments		Client	
	NACHAPayroll	Payroll PPD	Payrol		Client	
0	Wire - Domestic	Wire - Domestic CSV	Wire - Domestic		System	
	Wire - Domestic	Wire - Domestic XML	Wire - Domestic		System	
0	Wire - International	Wire - International CSV	Wire - International		System	
	Wire - International	Wire - International XML	Wire - International		System	

(continued)





6 Select the Yes or No radio button for Import as Confidential Payments.

Select the Load the file in test mode check box. This is optional but highly recommended. Test Mode will not affect balances, reports, or trigger alerts, nor is an approver required.

8 Click **Choose File** for the file to be imported.

9 Click File Import.

Import As	
Payments *	
* Import Method 5	
 ○ File ● Individual Payments 	
* Import as Confidential Payments	
No - All payment details will be visible to all users	
6 Yes - Beneficiary / Receiver details will only be visible to users with Confidential access	
File Section	
□ Load the file in test mode. 7	
* Select Import File	
Choose File No file chosen 8	
9 FILE IMPORT REFRESH CANCEL	

A Success File Queued for Import. Job ID is XXXX message will display. This confirmation message does not mean the file imported correctly. If your file does not display in your Payment List View, see the Quick Reference Guide for Imported Files Needing Repair or Rejected Files.

SuccessFile queued for import. Job ID is 38359.