

# File Imports–CSV Configuration Quick Reference Guide

## GETTING STARTED

The import function allows you to import files to create payments and templates for all payment types into Payment Center including Wire Transfers, ACH and Account Transfers. CSV file import requires use of the Import Map widget to configure your import file specification. CSV supports multiple delimiters including comma “,”; fields in any order (as defined in the configuration), and defaults where appropriate.

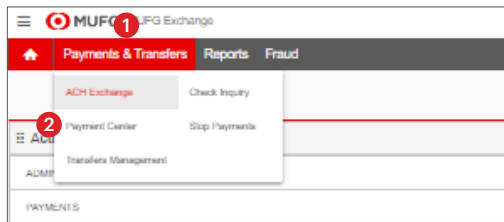
The following example covers configuration of a Domestic Wire payment CSV import file. The same procedures are also applicable to configuration of CSV file import for other transaction types and template.

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

At the Sign On page enter User ID and passcode.

**To Configure CSV Import Files** – Domestic Wire Payment is the example used here. Templates, other payment types are similar.

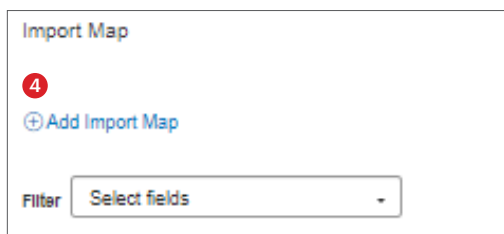
- 1 Click the **Payments and Transfers** tab.
- 2 Select **Payment Center** from the drop-down menu.



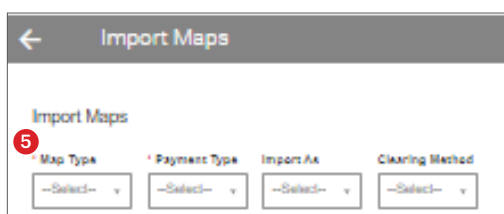
- 3 Add the **Import Map** and the **File Import History** widgets to your Payment Center page.



- 4 Click on the Import Map link.



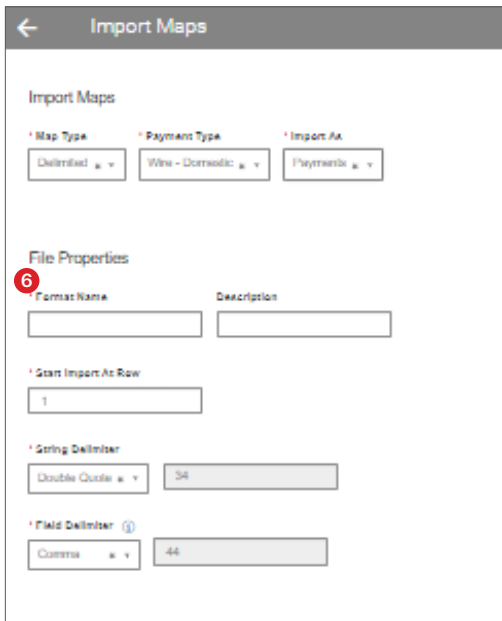
- 5 Click on Add import map, and select Map Type as “Delimiter”, Payment Type as “Domestic Wire”, and “Import as Payment or Template” depending on your requirements.



6 Once the "Import As" field is chosen, more fields will be displayed on screen under **File Properties**:

**Properties:**

- Enter Format Name – Enter the name of the import map. Do not include spaces or any special characters.
- Enter Description – Enter the map description. This name will be displayed in the File Import list view.
- Start Import at Row – This is the row number in the CSV file containing the first transaction to be imported. Choose "1" if there are no header rows. Header rows are useful to provide column names for the data elements in your file and column numbers (in case there are any columns that are included in your import CSV file which should not be imported to Payment Center).
- String Delimiter – This field defines the string delimiter. The recommendation is to select "Double Quotes" as payment details frequently include comma ",". Double quotes help to structure data properly.
- Field Delimiter – Select the field delimiter to be used in your import files, most commonly comma ",".



Import Maps

Map Type: Delimited | Payment Type: Wire - Domestic | Import As: Payments

File Properties

6 Format Name: [ ] Description: [ ]


Start Import At Row: 1

String Delimiter: Double Quote | SA

Field Delimiter: Comma | 44

7 Next, the **Data Format** details need to be defined in import map:

- Date Format – This field format should match the date format of your import file.
- Date Separator – Select the separator used in dates in the import file.
- Implied Number of Positions
- Decimal Separator - Select the decimal separator used in amounts.
- Header Indicator/Body Indicator/Trailer Indicator – Usually blank for user defined import map. Must be specified if your file has this information.



Data Format Details

7 Date Format: MMDDYY | Date Separator: - | Implied Number of Positions: --Select--

Decimal Separator: [ ] Header Indicator: H | Body Indicator: D

Trailer Indicator: 1

8 Now specify the Import Map. The number of each field in the import file should be entered as the field number for that data element in the import map. All fields in the import file must be identified in this section. The one exception: If a field appears in the import file which is to be excluded from importing into Payment Center.

See the last page of this document for the domestic wire payment CSV file on which the following import map has been based.

**File Map**

[Add Action](#)

Active	Field Name	Field Number	Match	Default Value
<input type="checkbox"/>	Bank Account Number - Transfer Bank Only		No	
<input type="checkbox"/>	Bank to Bank Instructions Line 1		No	
<input type="checkbox"/>	Bank to Bank Instructions Line 2		No	
<input type="checkbox"/>	Bank to Bank Instructions Line 3		No	
<input type="checkbox"/>	Bank to Bank Instructions Line 4		No	
<input type="checkbox"/>	Beneficiary Bank Name		No	
<input checked="" type="checkbox"/>	* Beneficiary Account Number	1	No	
<input checked="" type="checkbox"/>	* Beneficiary Account Type	4	No	
<input checked="" type="checkbox"/>	Beneficiary Address Line 1	2	No	
<input checked="" type="checkbox"/>	Beneficiary Address Line 2	4	No	
<input type="checkbox"/>	Beneficiary Bank Address Line 1		No	
<input type="checkbox"/>	Beneficiary Bank Address Line 2		No	
<input type="checkbox"/>	Beneficiary Bank City		No	
<input type="checkbox"/>	Beneficiary Bank Country		No	
<input checked="" type="checkbox"/>	Beneficiary Bank ID	6	No	
<input checked="" type="checkbox"/>	Beneficiary Bank ID Type	6	No	
<input type="checkbox"/>	Beneficiary City		No	
<input checked="" type="checkbox"/>	* Beneficiary Country	5	No	
<input checked="" type="checkbox"/>	* Beneficiary Name	2	No	
<input type="checkbox"/>	Beneficiary Postal Code		No	
<input type="checkbox"/>	Beneficiary State/Province		No	
<input type="checkbox"/>	Charges		No	
<input type="checkbox"/>	Comments		No	
<input type="checkbox"/>	Customer Reference		No	
<input checked="" type="checkbox"/>	* Debit Account	1	No	
<input type="checkbox"/>	Originator ID Type		No	
<input type="checkbox"/>	Originator Address 1		No	
<input type="checkbox"/>	Originator Address 2		No	
<input type="checkbox"/>	Originator Country		No	
<input type="checkbox"/>	Originator ID		No	
<input type="checkbox"/>	Originator Name		No	
<input type="checkbox"/>	Originator Postal Code		No	
<input checked="" type="checkbox"/>	* Payment Amount	10	No	
<input type="checkbox"/>	Payment Details Line 1		No	
<input type="checkbox"/>	Payment Details Line 2		No	
<input type="checkbox"/>	Payment Details Line 3		No	
<input type="checkbox"/>	Payment Details Line 4		No	
<input type="checkbox"/>	Record Type		No	
<input checked="" type="checkbox"/>	* Value Date	11	No	

9 Select Save once you have included all fields in the CSV in the import map. The new map will be validated and saved.

**Import Map**

[Add Import Map](#) 08/12/2023 08:40 AM

**9** Import Map Submitted  
 Payment Type Description Wire - Domestic  
 Format Name DomWirePayCSV2  
 Description Domestic Wire CSV2  
 Map Type Delimited

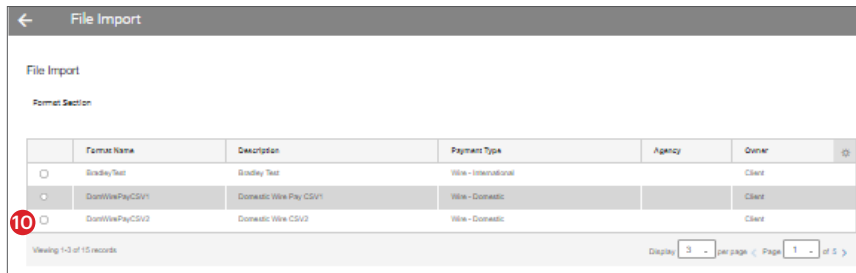
Filter: Select Switches 27 Accounts [Filter](#)

Format Name   Clear

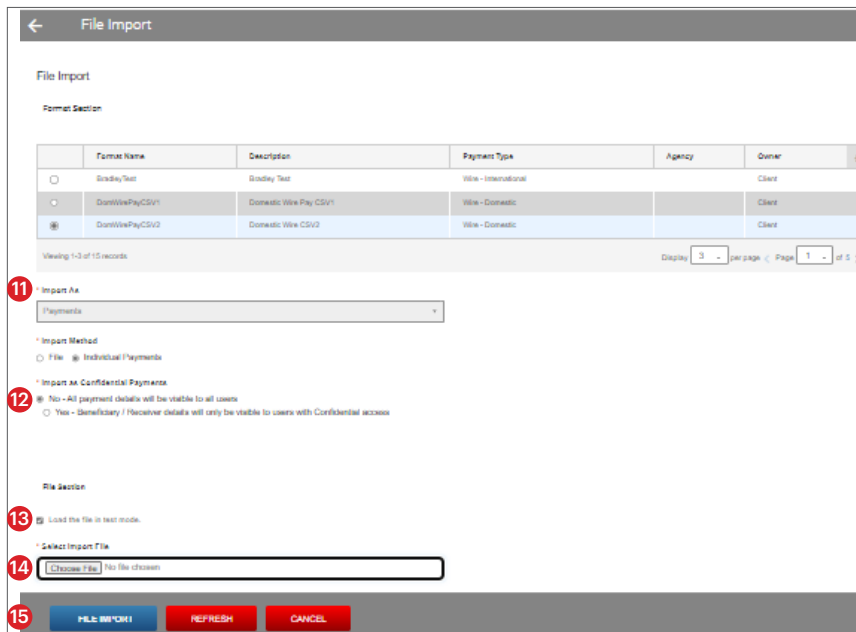
<input type="checkbox"/>	Action	Format Name	Description	Payment Type Description	Map Type	Owner
<input type="checkbox"/>	<a href="#">View</a>	WireDomTrqCSV1	Dom Wire Trq CSV1	Wire - Domestic	Delimited	Client
<input type="checkbox"/>	<a href="#">View</a>	DomWirePayCSV2	Domestic Wire CSV2	Wire - Domestic	Delimited	Client
<input type="checkbox"/>	<a href="#">View</a>	DomWirePayCSV1	Domestic Wire Pay CSV1	Wire - Domestic	Delimited	Client

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

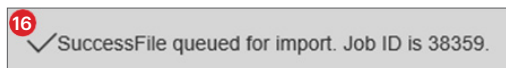
- Go to file import and use the import map created above to import the payment. file. Select the format name.



- Select the **Import As** (either payments or templates). Select **Import Method**. Choose either file or individual payments to accept or reject an import file at the file or transaction levels) in the event there are errors.
- Select the **Yes** or **No** radio button for **Import as Confidential Payments**.
- Select the **Load the file in test mode** check box. Use of test mode is optional but highly recommended until you have confirmed that the import file and the Import Map for that file are fully aligned. Test Mode will not affect balances, reports, or trigger alerts, nor is an approver required.
- Click **Choose File** for the file to be imported.
- Click **File Import**.



- A file is now successfully **Queued for Import**. **Job ID is XXXX** message will be displayed. This confirmation message indicates that the file import is in progress.



If the transactions in your file do not display in your Payment List View, refer to the File Import History list view to review details of the file import including any file or transaction errors. Also, a Quick Reference Guide for **Imported Files Needing Repair or Rejected Files** is available in online help or through Client Delivery. Once the import map (or the import file) is revised to address the issues, reinitiate file import in test mode to confirm the file can be successfully imported.

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Configuration tips:

1. The import file must include all mandatory fields as reflected in the input screens.
2. Start with the minimum data requirements. Complete the specification once the minimum requirements are met.
3. The CSV must meet the minimum data requirements for the transaction type.
4. Data elements in the CSV must conform to Payment Center data definitions and formats e.g.: Data and amount must be expressed in Payment Center compliant formats, the bank IDs used must appear in Payment Center reference tables, SWIFT BICs must be included as 11 character BICs. "XXX" should appear in positions 9-11 if your BIC only has 8 characters.

Other resources available in online help and on request from Client Delivery:

- File Import Quick Reference Guide
- Imported Files Needing Repair or Rejected Files Quick Reference Guide
- MUFG Exchange CSV File Import Specification – Wires, ACH
- Wire formatting guides

A sample domestic wire payment import file is displayed below:

The sample file includes one header line with the data element names for reference, and one transaction:



DebitAccount no.,Bene Name,BeneAddressline1,BeneAddressline2,BeneCountry,BeneAccountType,BeneficiaryAccountnumber,BeneficiaryBankIDType,BeneficiaryBankID,PaymentAmount,Value Date  
3333333333, ABC company,"2010 XYZ Drive, PQR",New Jersey, US,Other,2345678,ABA,021000021,100,060823