Quick Reference Guide

Wire File Data Transmission via sFTP

JHA Treasury Management™

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Wire File Data Transmission via sFTP

Overview: The Wire File Data Transmission via sFTP feature of the Treasury Management platform meets the needs of higher volume wire originators and can improve integration with a business payment process. This solution will provide the bank customer with the ability to send wire files to Treasury Management via SFTP (Secure File Transfer Protocol). The capabilities include utilizing the existing file mapping function, intuitive file upload workflow, and reports. Note: The workflow supports the existing fraud and risk controls that exist with the platform such as alerts, approvals and two factor authentication. This capability is completely controlled by the bank. It becomes available to a company and its users only after the features for wire upload are enabled at the bank and company levels in the TM Back Office.

Benefits for the Banks?

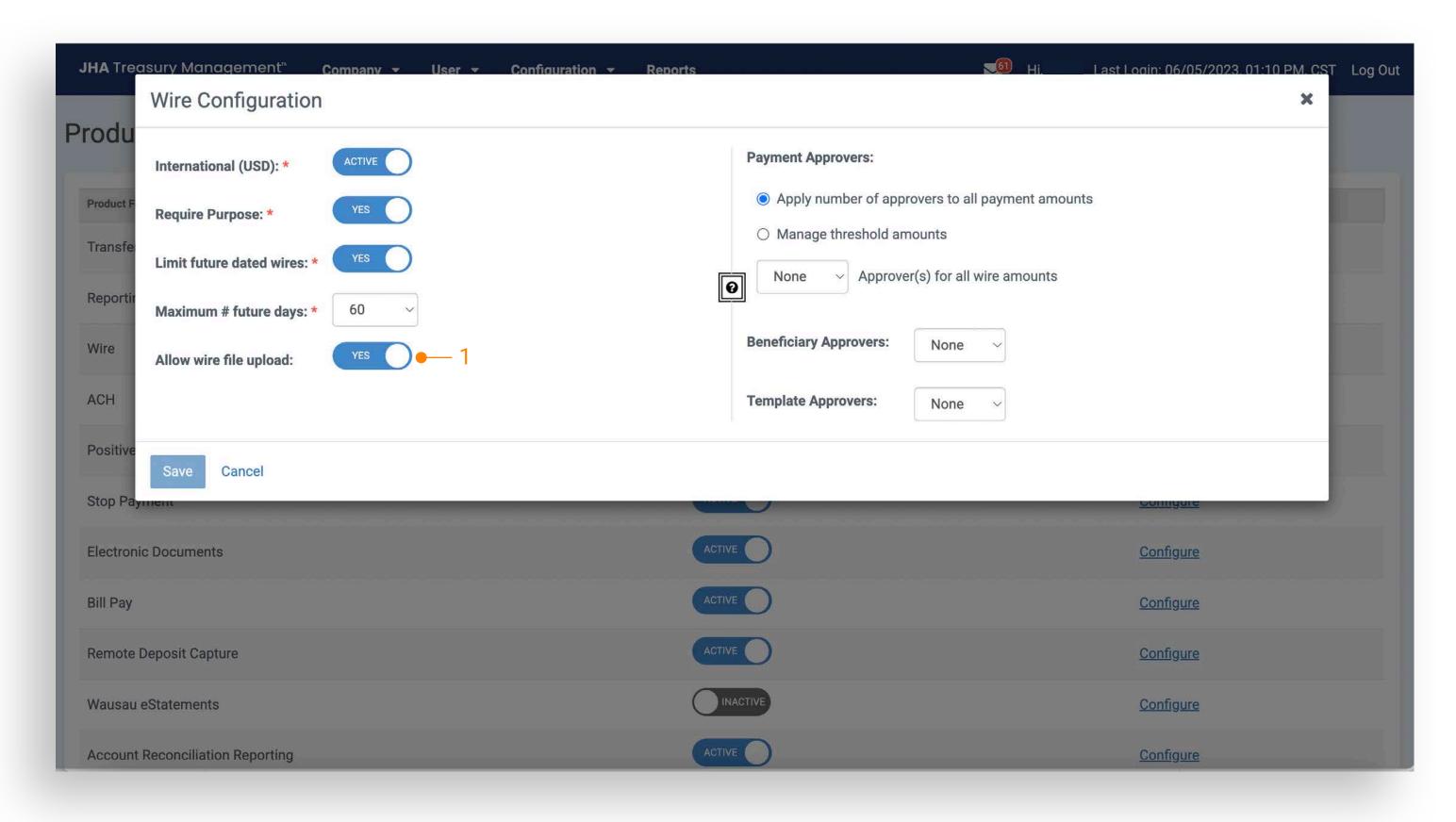
- Additional key wire payment capability, especially for high volume businesses.
- Back Office Report providing visibility into the wire file activity.
- Ability to charge via Enhanced Account Analysis through a billing counter.

Benefits for Customers?

- Eliminates the need to input individual wires when volume is a concern.
- Easy to use file mapping tool allowing flexibility while creating or updating formats.
- Enabling end user to process, delete, view, and review the file.
- Easy to use file mapping tool allowing flexibility while creating or updating formats.
- Enabling workflow allows users to review, edit, and confirm wire file contents.
- Wire File Activity reporting to easily track wire file activity.
- · Additional fraud risk point controls.



Back Office - Product Configuration



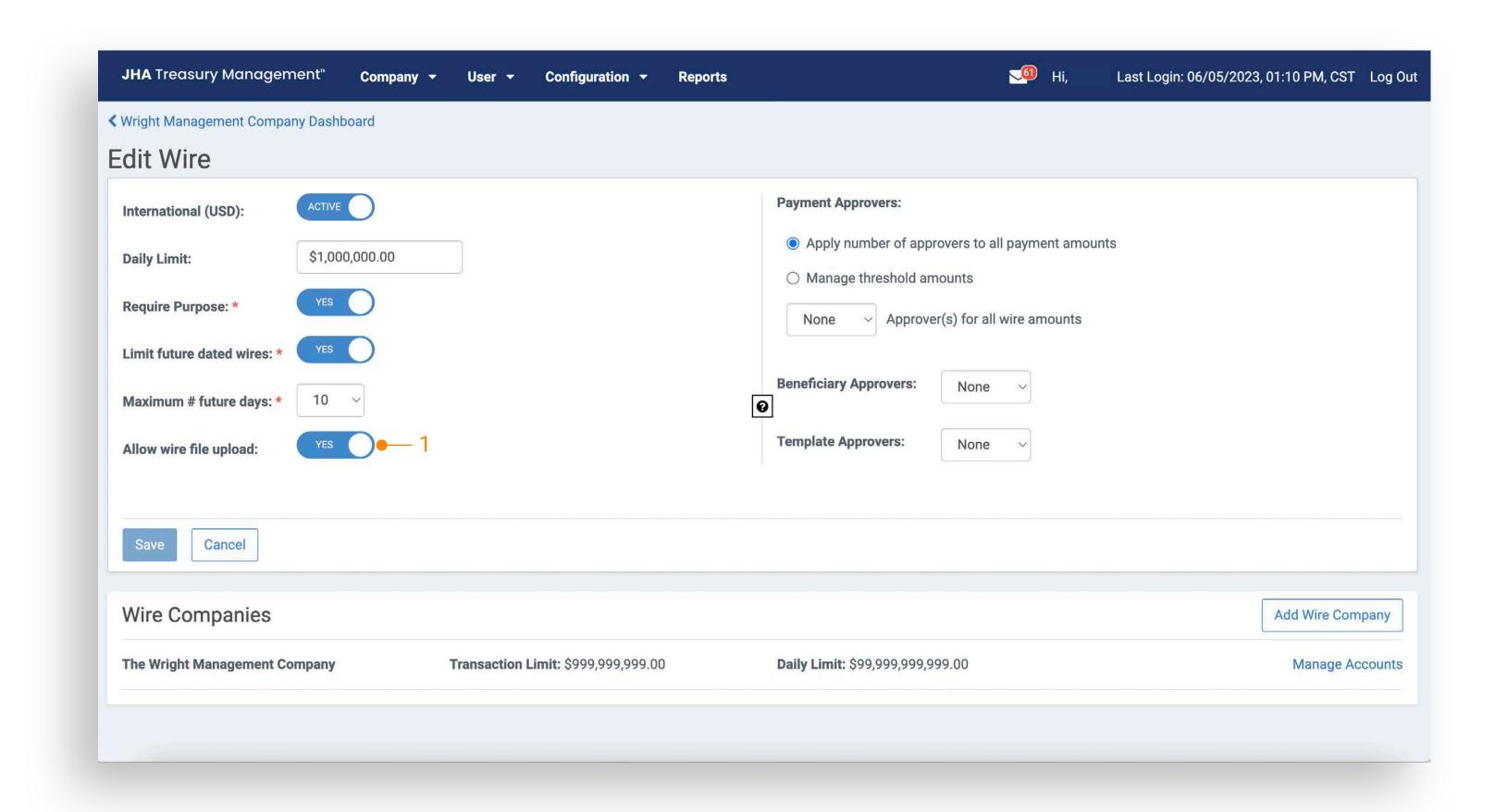
1. Product Configuation

Wire File Upload can be enabled within the Wire Configuration of the Product Feature Configuration.

Once it has been enabled, configuration settings for active companies will be applied. This configuration will be utilized for manually uploaded files and files sent via sFTP.



Back Office - Company Configuration



1. Company Configuration

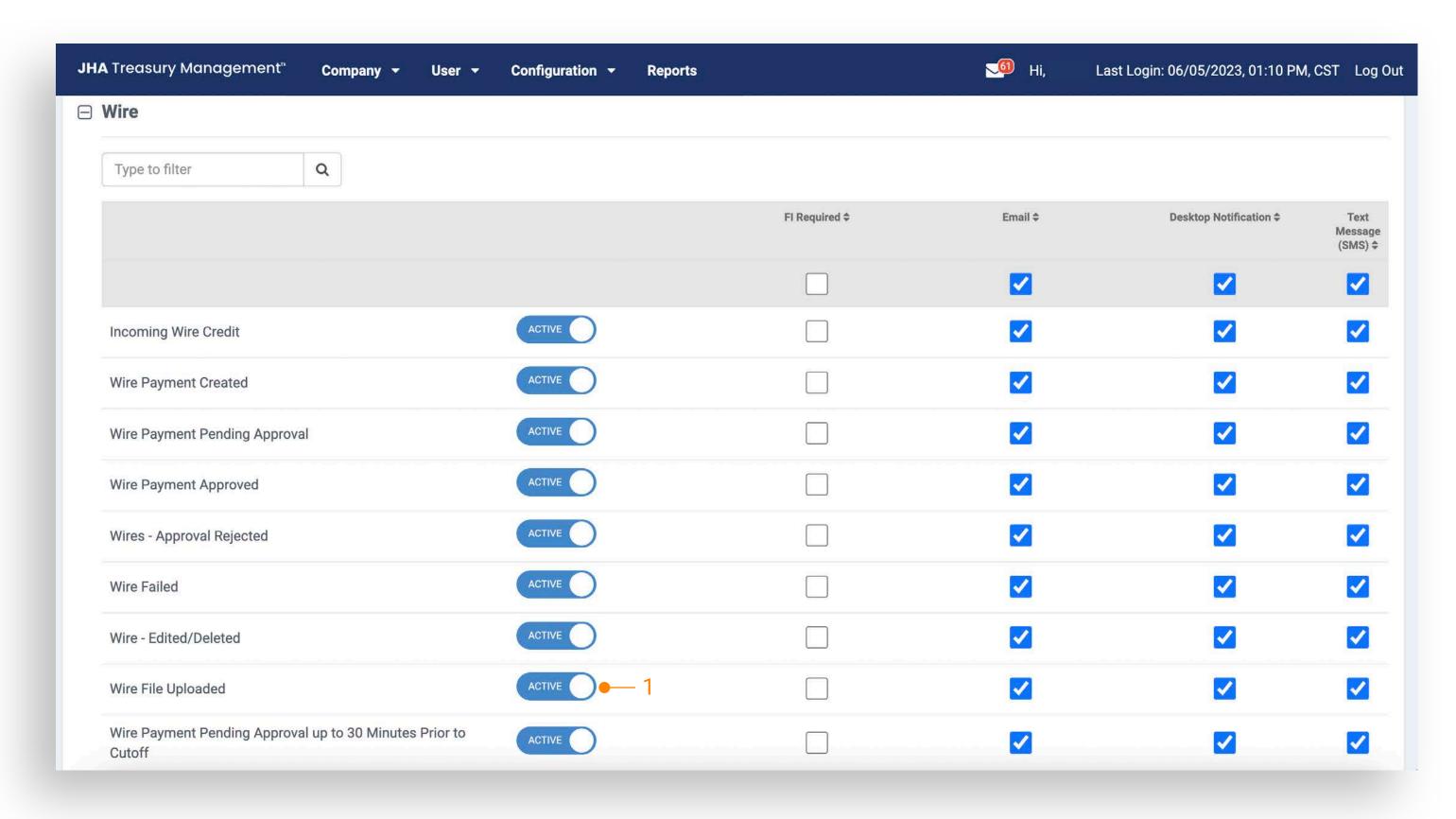
To enable this feature for a specific company, navigate to their Company Details page and select Wires from the Product Features widget. Selections will be applied when the Product Configuration is set to Yes.

Tip: The Company Configuration can be modified while the Product Configuration (Allow Wire File Upload) setting is set to No and the changes will be applied when the Product Configuration setting is set to Yes.

Note: In addition, when the Product Configuration is set to No, customers will not have access to this functionality nor will they see any of the navigation options.



Back Office - Notification Configuration



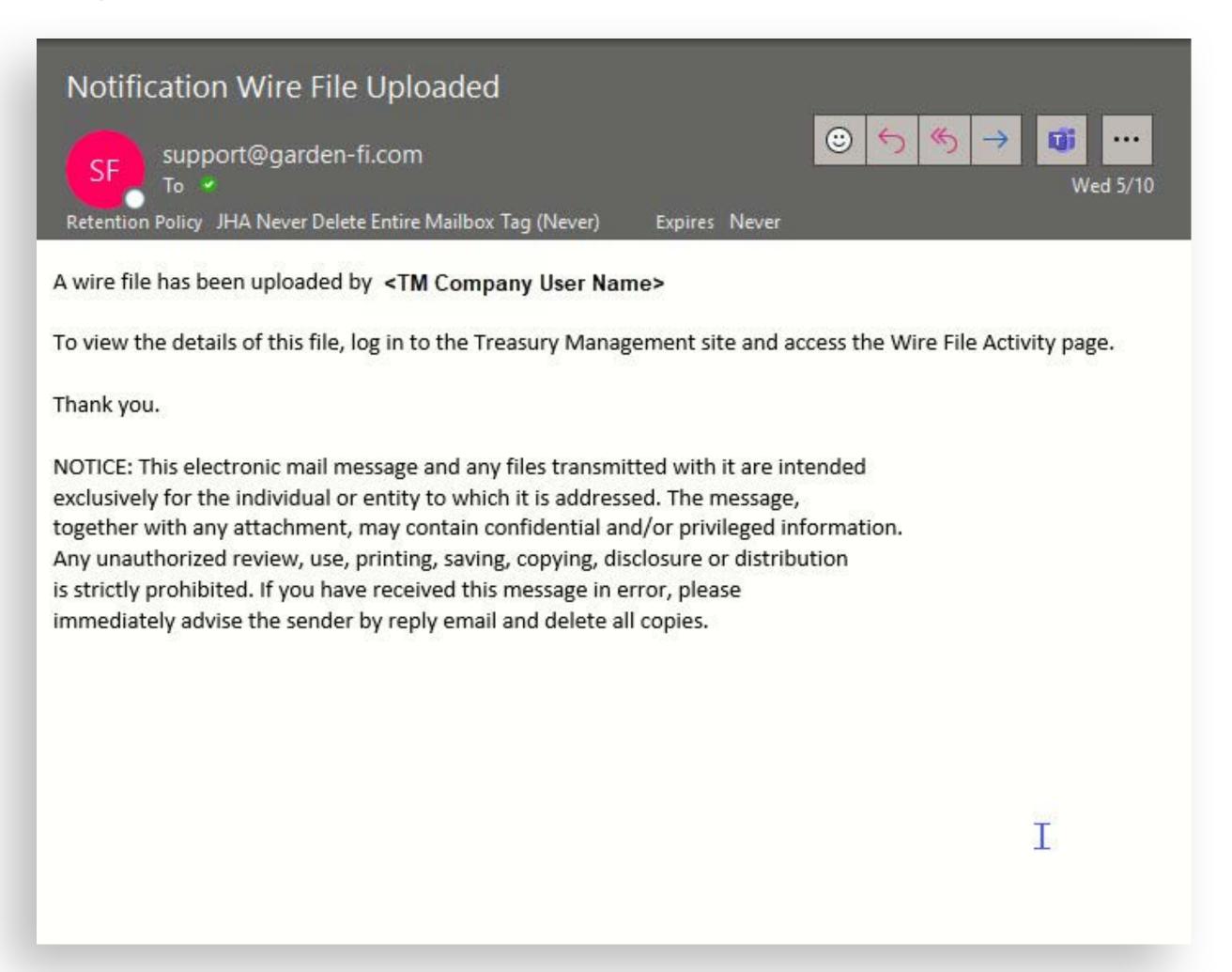
1. Notification

Wire File Uploaded will alert a user when a wire file has been successfully uploaded or a transmitted file has been processed in Treasury Management. To receive this notification, a user needs to be entitled for the Wire Company as well as have the following user entitlements enabled:

- Wire File Uploaded
- Create Domestic Wire



Sample Notification

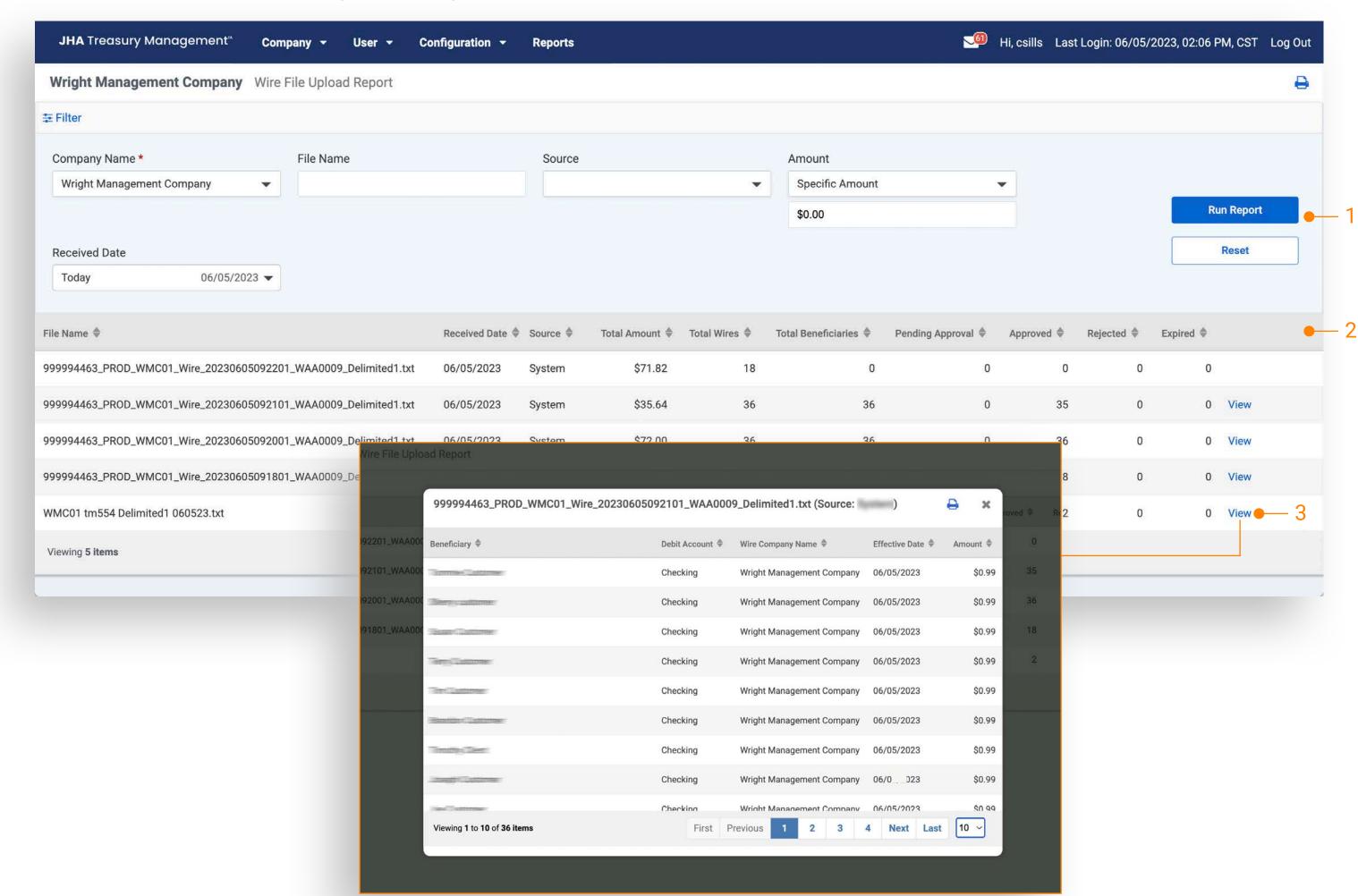


Note:

Notification will be sent to all users for the TM Company that have enrolled in the notification and have access to the Wire Company.



Back Office - Wire File Upload Report



Back Office report that provides information about the files uploaded or transmitted vis SFTP.

1. Search

Report Results will be based on the search criteria that is used.

2. Report Results

- Received Date
- File Name
- Source
 - If file is transmitted, Source will be = System.
 - If file is manually uploaded, Source will be = company user who uploaded the file.
- Amount
 - The total amount of the wires in the file
- Total Wires
 - Includes any wires that were excluded from processing during file upload
- Total Beneficiaries
 - Number of unique beneficiaries
- Approved
- Pending Approval
- Rejected
- Expired
- File Size

Note: Files listed with zero count, and zero-dollar amount are transmitted wire files that encountered errors upon ingestion. Error details can be viewed on the Wire File Activity page in Channel.

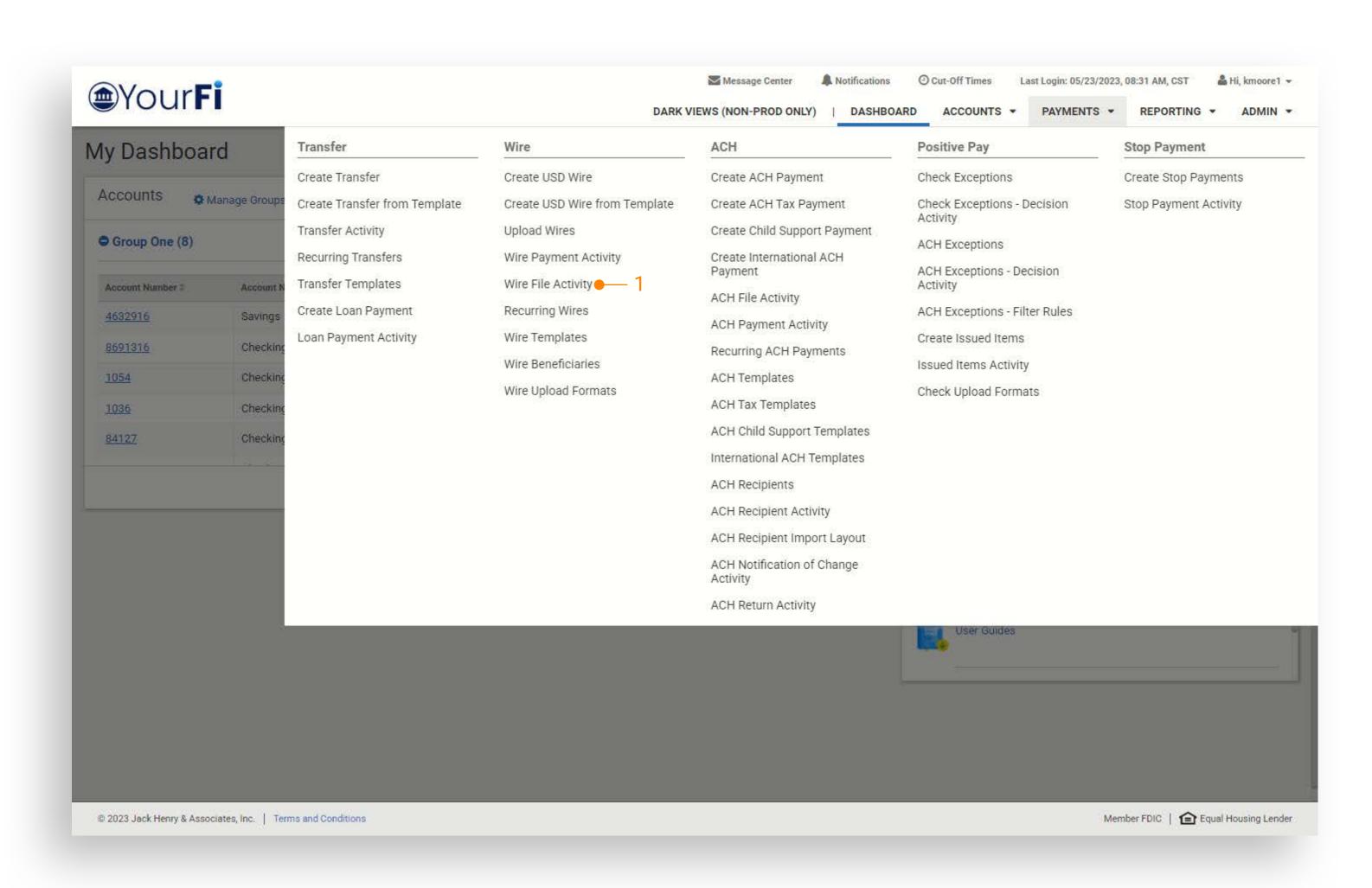
3. View

Select View to display the list of wires included in the file. The list of wire transactions will open in a modal.

To view additional detail for a wire, use the existing Wire Payment Activity Report.



Navigation

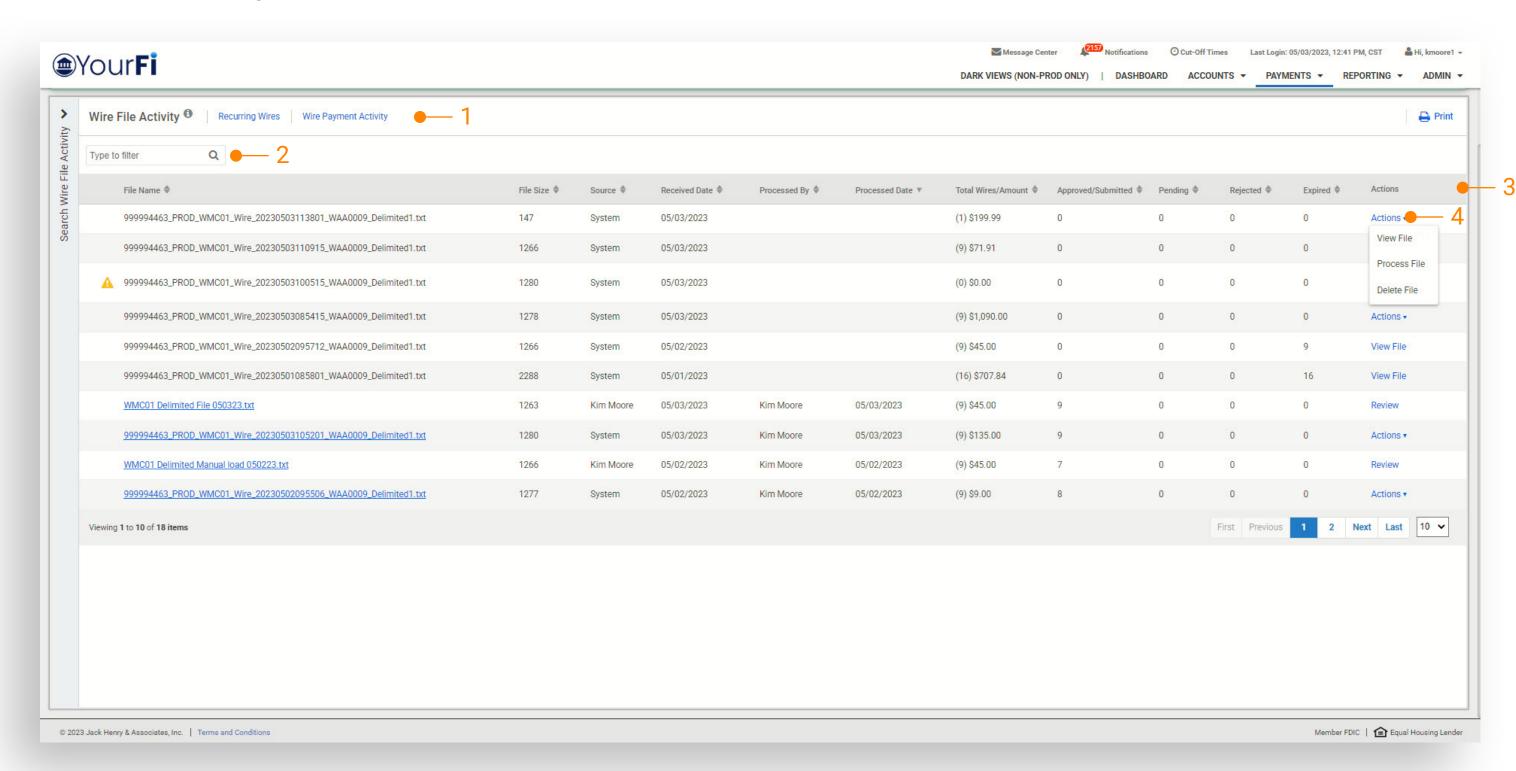


From the main navigation, users can:

1 View Wire File Activity



Wire File Activity



Wire File Activity view will display a list of wire files that have been uploaded or transmitted via SFTP.

1. Quick Navigation

Users can quickly navigate between page views (Wire File Activity, Recurring Wires, and Wire Payment Activity).

2. Type to Filter

Users may utilize the Type to Filter in order to narrow the results. This feature will filter across the results to refine based on the users entered criteria.

3. Information Available

- File Name (Link to wire transactions)
- File Size
- Source (User or System)
 - If file is transmitted, Source will be = System.
 - If file is manually uploaded, Source will be = company user who uploaded the file.
- Received Date
- Processed By
- Process Date
- Total Wire / Amount
- The status of the wires including
 - Approved / Submitted
 - Pending
 - Rejected
 - Expired
 - Action

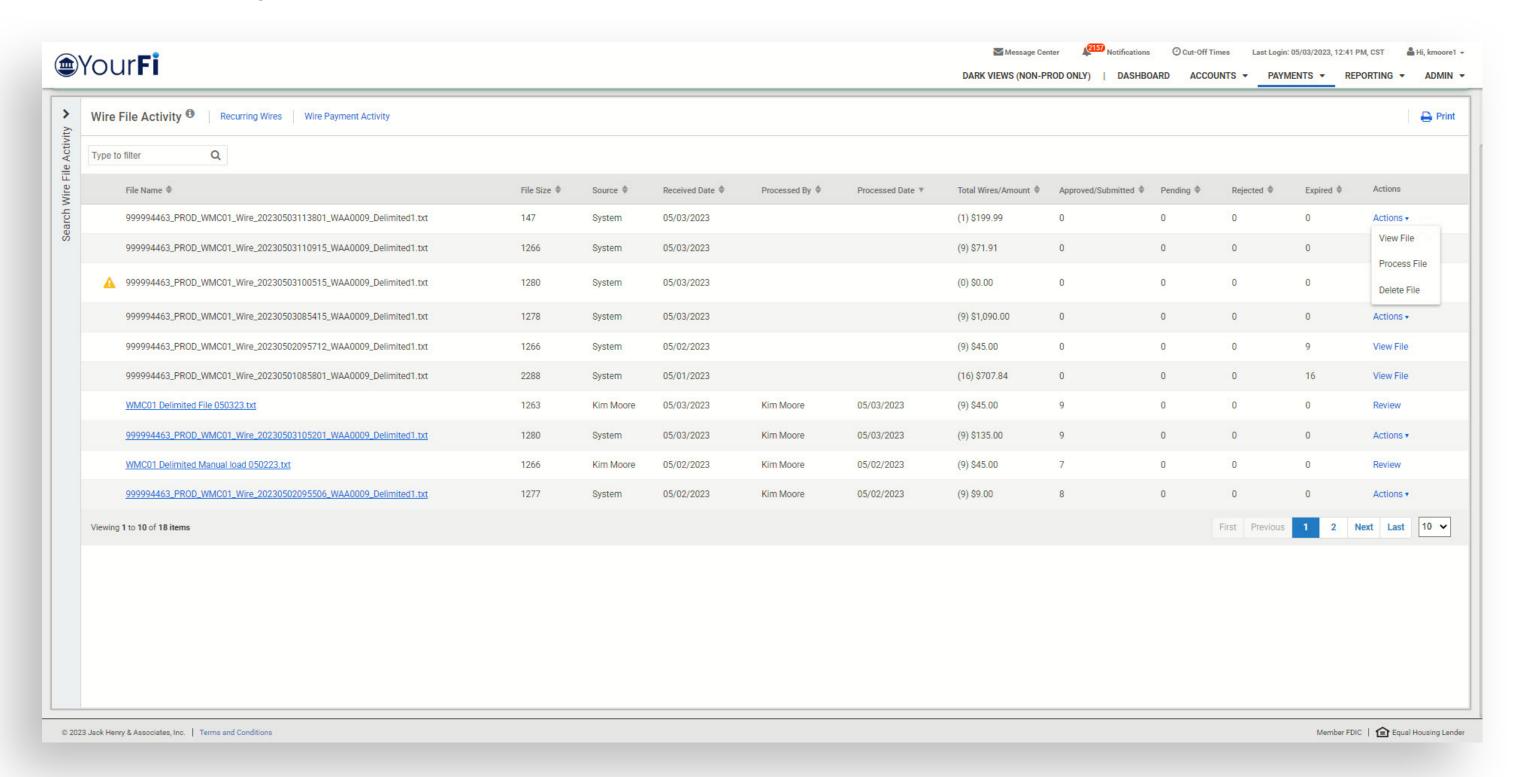
4. Wire Actions

For a wire file transmitted via SFTP, users will have the ability to Process, View, or Delete the file. To see a list of wires transactions that were included in the file select Review or click the File Name.



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Wire File Activity - continued



Tip: Navigating to Wire Payment Activity has 2 paths. First, when navigating from Wire File Activity by selecting Review or File Name, user will see only the wires associated with the selected file on the Wire Payment Activity page. Second, selecting Wire Payment Activity from the main navigation menu, users will see all wire activity which includes pending approvals, future dated, as well as wire history.

Once the transmitted file has been successfully processed, the actions to Process and Delete will no longer be available. The action to Review and View file will be the only available actions.

If the file is not processed by a company user before the next cutoff, the file contents will expire and the only action available will be to View the file.

Note: For manually uploaded files, the only action available is Review.

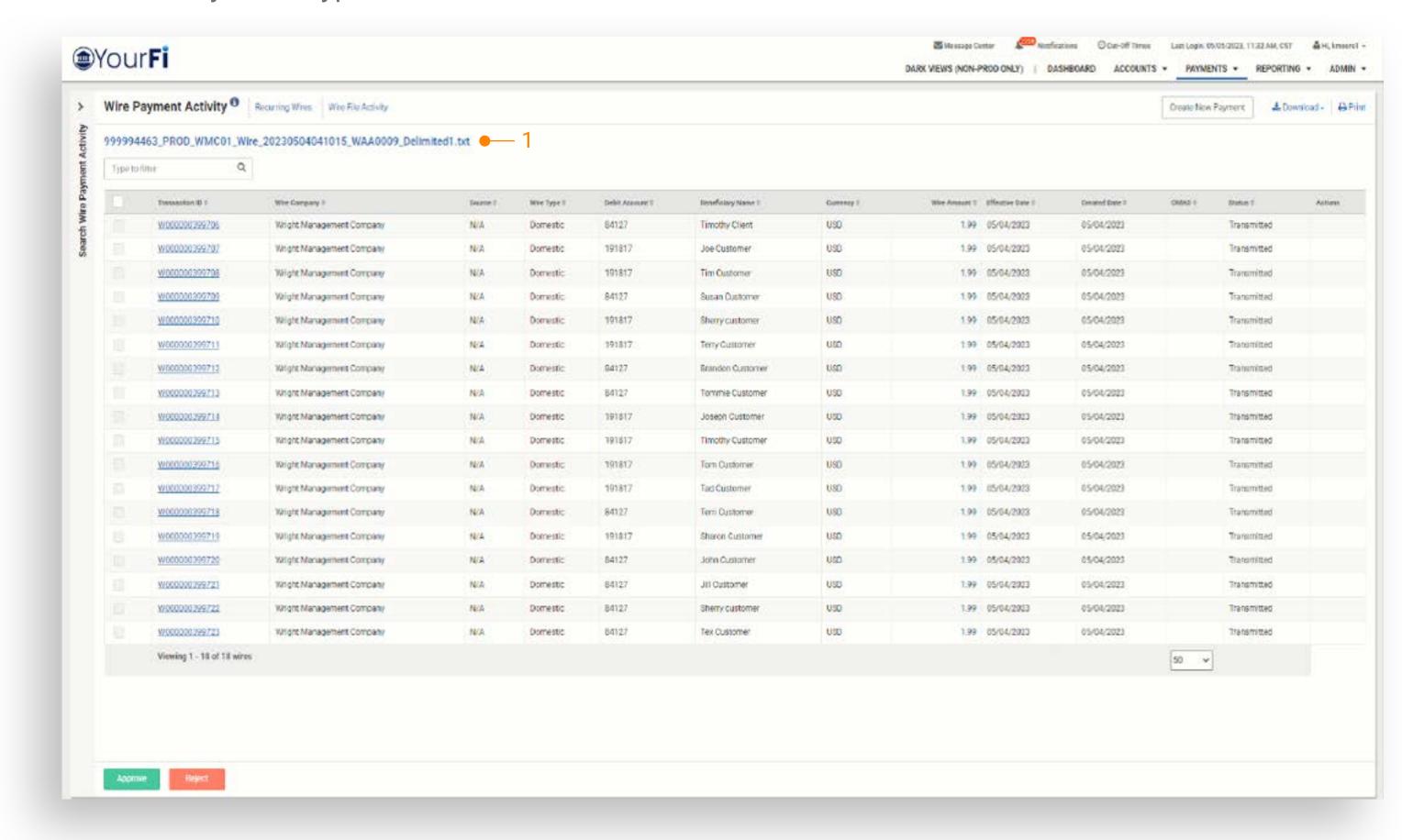
Wire files transmitted via SFTP will use the Source of System.

Received Date will be the date the file is transmitted via SFTP or manually uploaded by a company user.

Processed By and Processed Date will be the date a company user either manually uploads a file or takes the action to process a transmitted wire file.



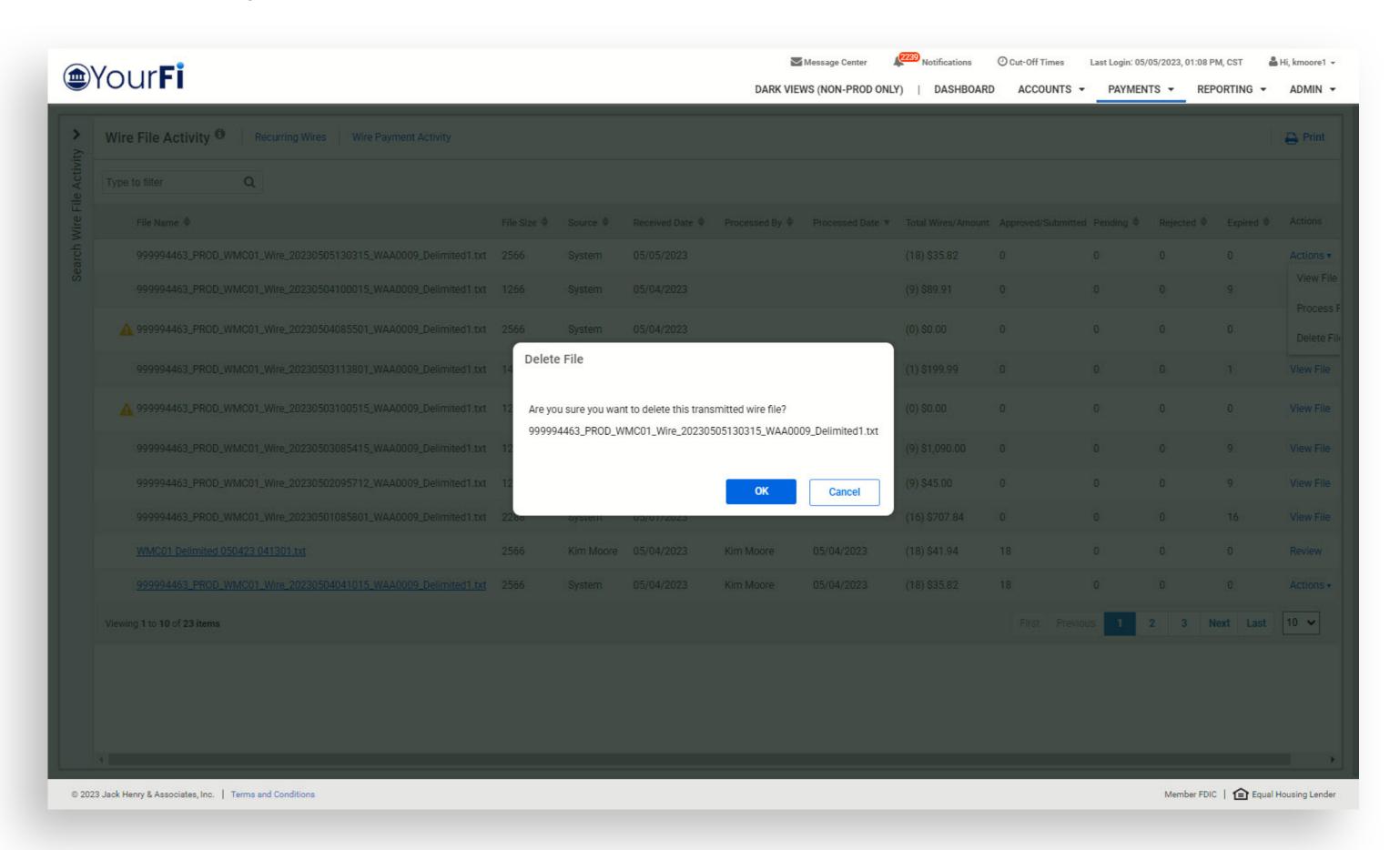
Wire Activity - File Hyperlink



1. File Name Users can navigate to the Wire Payment
Activity page for a specific wire file by using the REVIEW
action on the Wire File Activity page. When this action is
selected, the user will be taken to the Wire Payment
Activity page with just the wire transactions for that
specific file presented. The file name displayed on the
Wire Payment Activity page is a quick link, allowing
quick navigation back to the Wire File Activity page, with
details specific to the wire file.



Wire File Activity Process Workflow – Process Confirmation

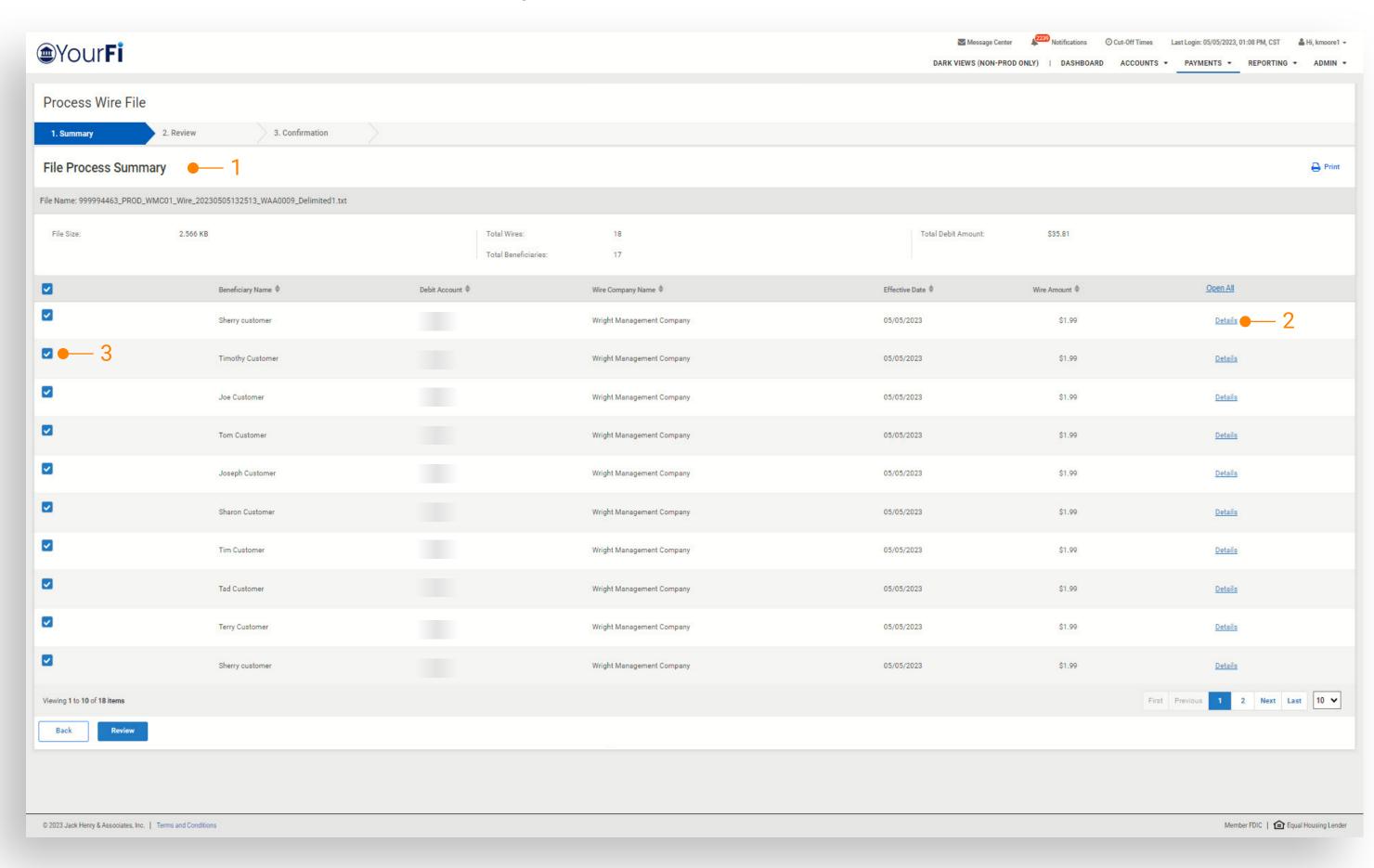


- 1. Process Wire File When the action to Process a file is taken, the user will be presented with a confirmation message asking if they are sure they want to process this transmitted wire file. The message will include the wire file name and a button to Process File or Cancel.
 - Process File selecting this button will take user into the Process file workflow and the user will land on the Process Wire File Summary page.
 - Cancel will return the user to the Wire File Activity page with no action taken on the file.

Note: If a file is transmitted after cutoff and user attempts to process the file, the effective date of the wire transaction must be the next business day or greater for the user to be able to complete the workflow successfully. If the user attempts to process a file after cutoff with wire transactions that have an effective date of the current day, the user will be allowed to walk through the workflow but will receive an error on the final page "There was a problem finalizing your wires, please try again".



Process Wire File Workflow - Summary



1 File Summary

After a file has been selected for processing, users can view a summary of file information including the file name, summary information (File Size, Total Wires and Beneficiaries, and Total Debit Amount) and a list of wires included in the file.

2 Wire Details

Payments details can also be viewed by selecting
Details, which will display the details for the selected
wire. A user can edit some payment information within
the Summary portion of this work flow.

Fields that can be edited:

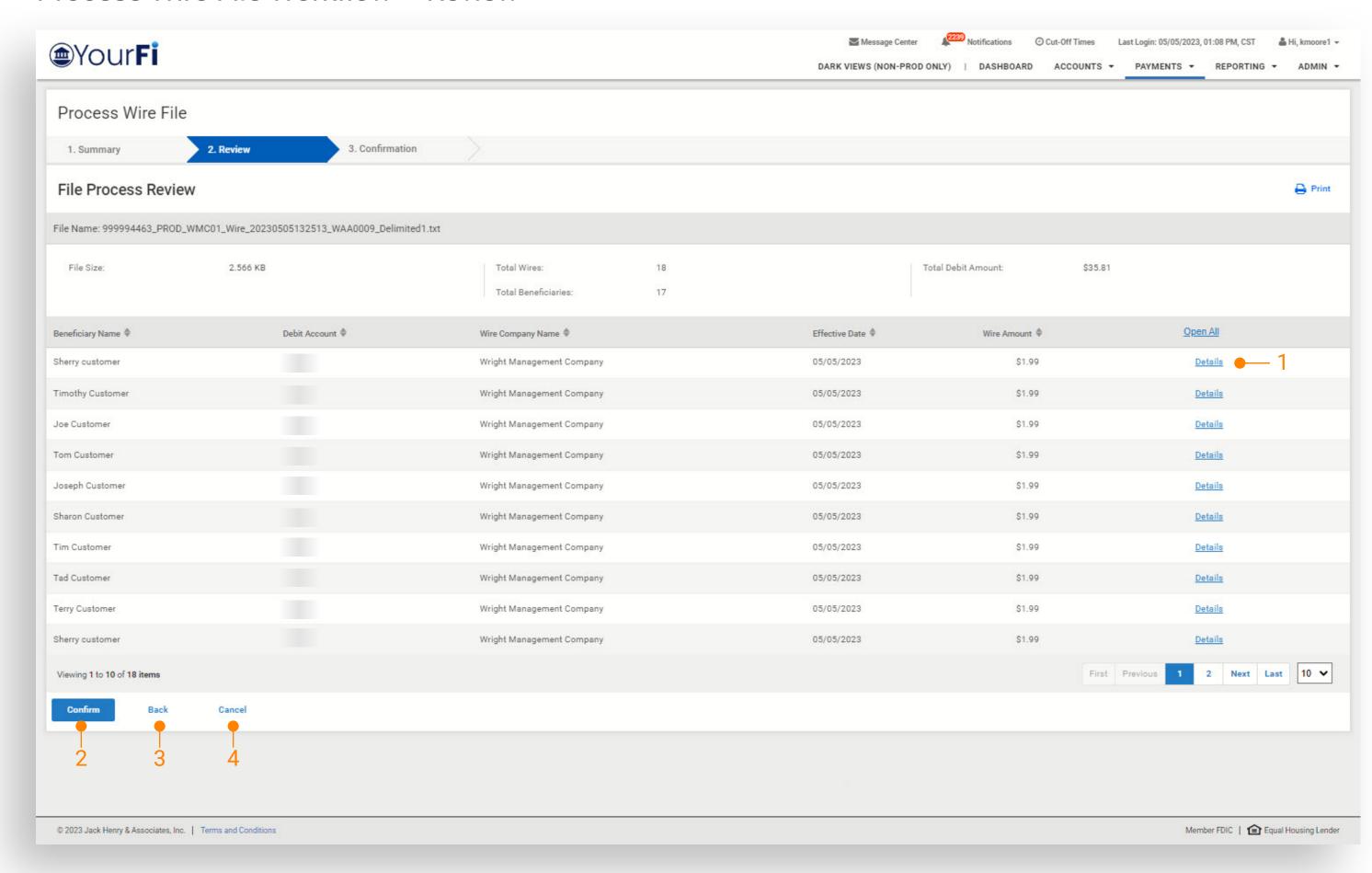
- Wire Amount
- Frequency
- Effective Date
- Purpose
- Additional Information
- Reference Beneficiary

3 Wire Selection

A user can choose to exclude a wire from being submitted for processing by un-checking it during review.



Process Wire File Workflow – Review



Users can review the wires a final time before submitting the wire payments by selecting the Confirm button.

1 Wire Detail

Payments details can also be viewed by selecting details. Details will display the details for the selected wire. A user can edit some payment information within the Summary portion of this work flow.

Fields that can be edited:

- Wire Amount
- Frequency
- Effective Date
- Purpose
- Additional Information
- Reference Beneficiary

2 Confirm

Select the confirm button to create the wire transactions and send them to core.

3 Back

Select the back button to navigate to the Summary page and select the details link to make any changes to the payment information.

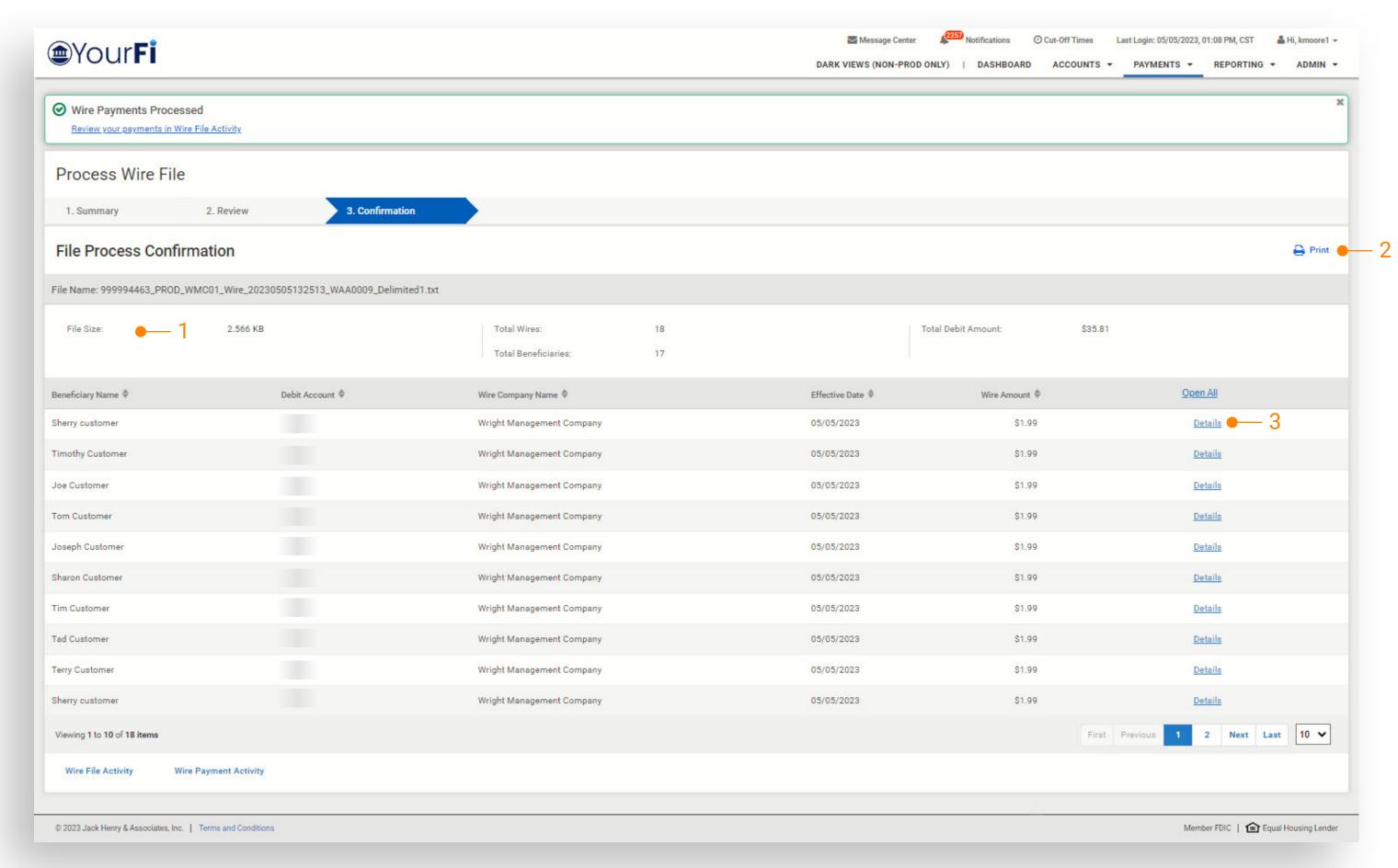
4 Cancel

Selecting the Cancel button will present a modal asking user if they are sure with buttons to Continue Editing or Ok.

- Continue Editing will close modal and user can continue.
- Ok will close the Process Wire workflow.



Process Wire File Workflow - File Process Confirmation



When a file is successfully processed and wire transactions are created, the user will be given a success message "Wire Payment Processed – Review your payments in Wire File Activity".

1 File Summary

After a file has been successfully processed, users can view a summary of file information including the file name, summary information (File Size, Total Wires and Beneficiaries, and Total Debit Amount) and a list of wires included in the file.

2 Print

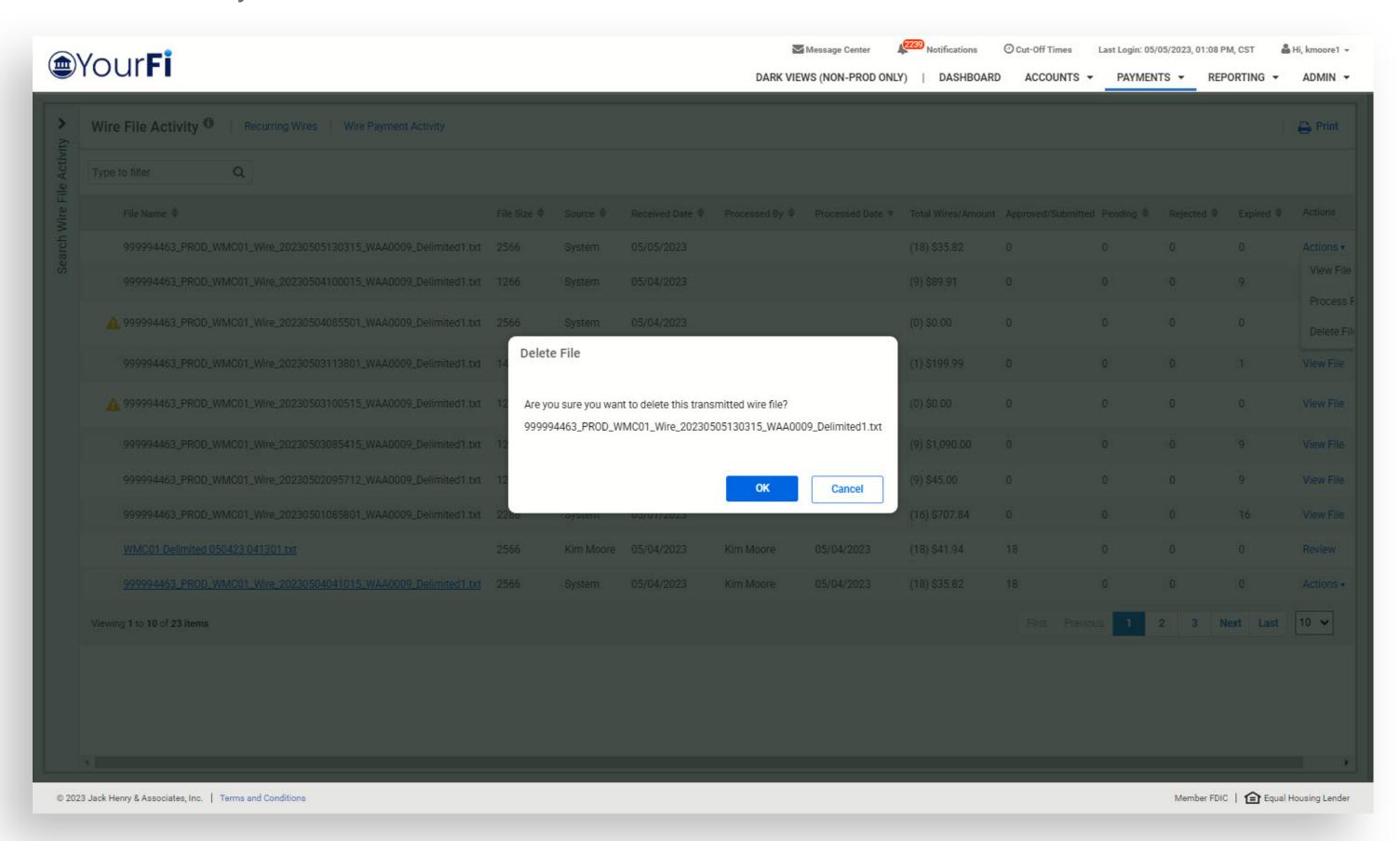
Selection of the Print icon will open the print dialog and print the details of each wire transaction created and processed.

3 Wire Detail

Select Details to the view the detail for the selected wire.



Wire File Activity Workflow – Delete File



1 Delete Wire File

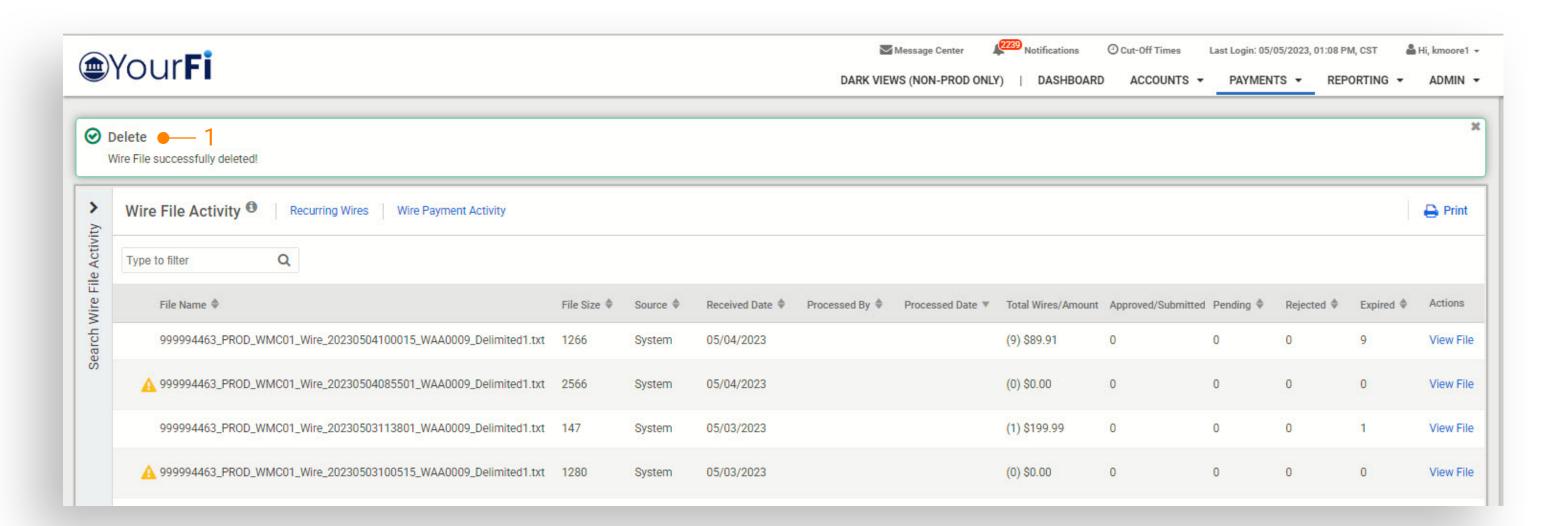
When the action to Delete a file is taken, the user will be presented with a confirmation message asking if they are sure they want to delete this transmitted wire file.

The message will include the wire file name with OK and Cancel buttons.

- OK selecting this button will delete the wire file from the database and from the Wire File Activity page. No further action will be allowed on this file.
- Cancel will return the user to the Wire File Activity page with no action taken on the file.



Wire File Activity Workflow – Delete File continued

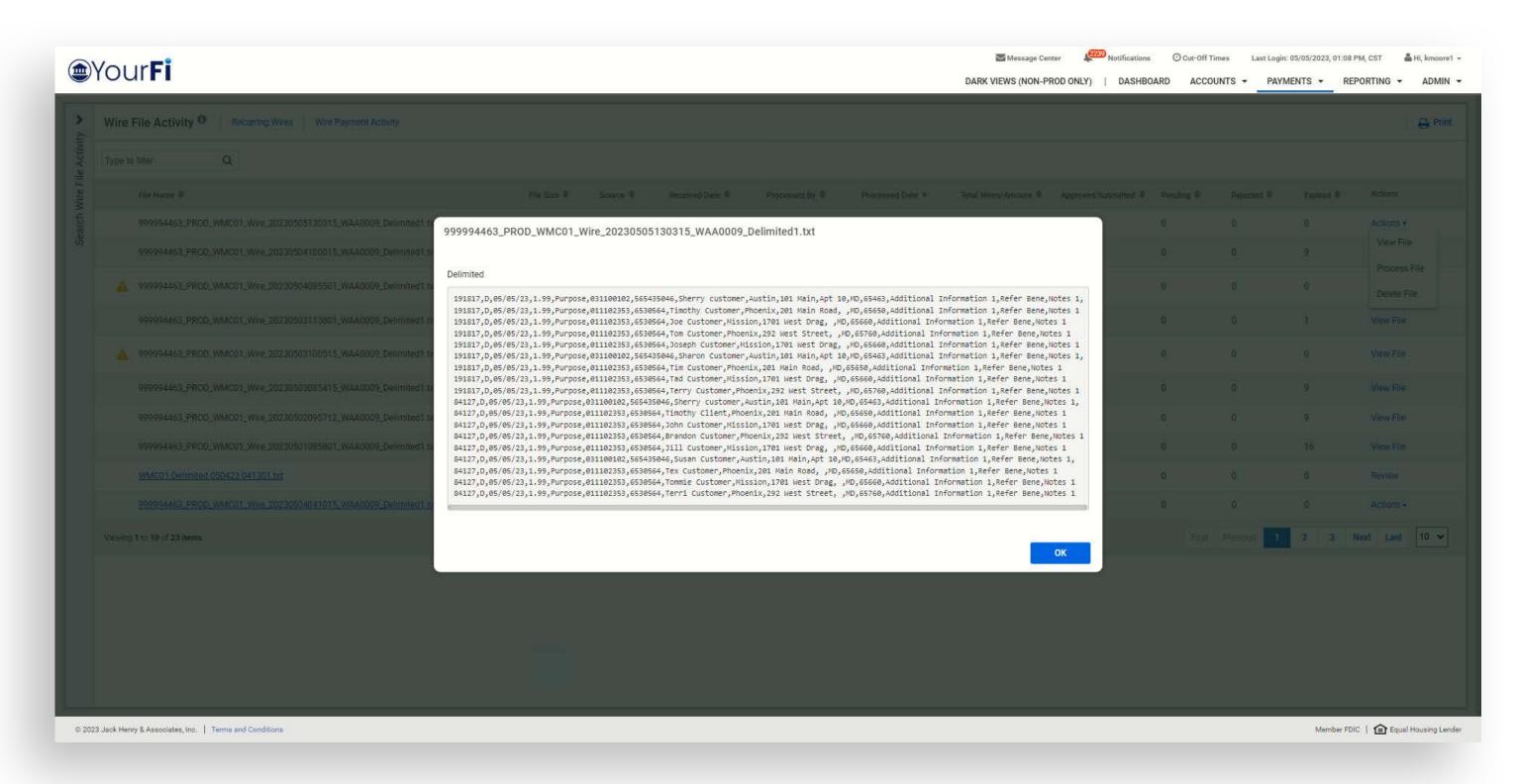


1 Delete Wire File confirmation

When a wire file is successfully deleted, the user will be returned to the Wire File Activity page with a Delete successful message.



Wire File Activity Workflow – View File



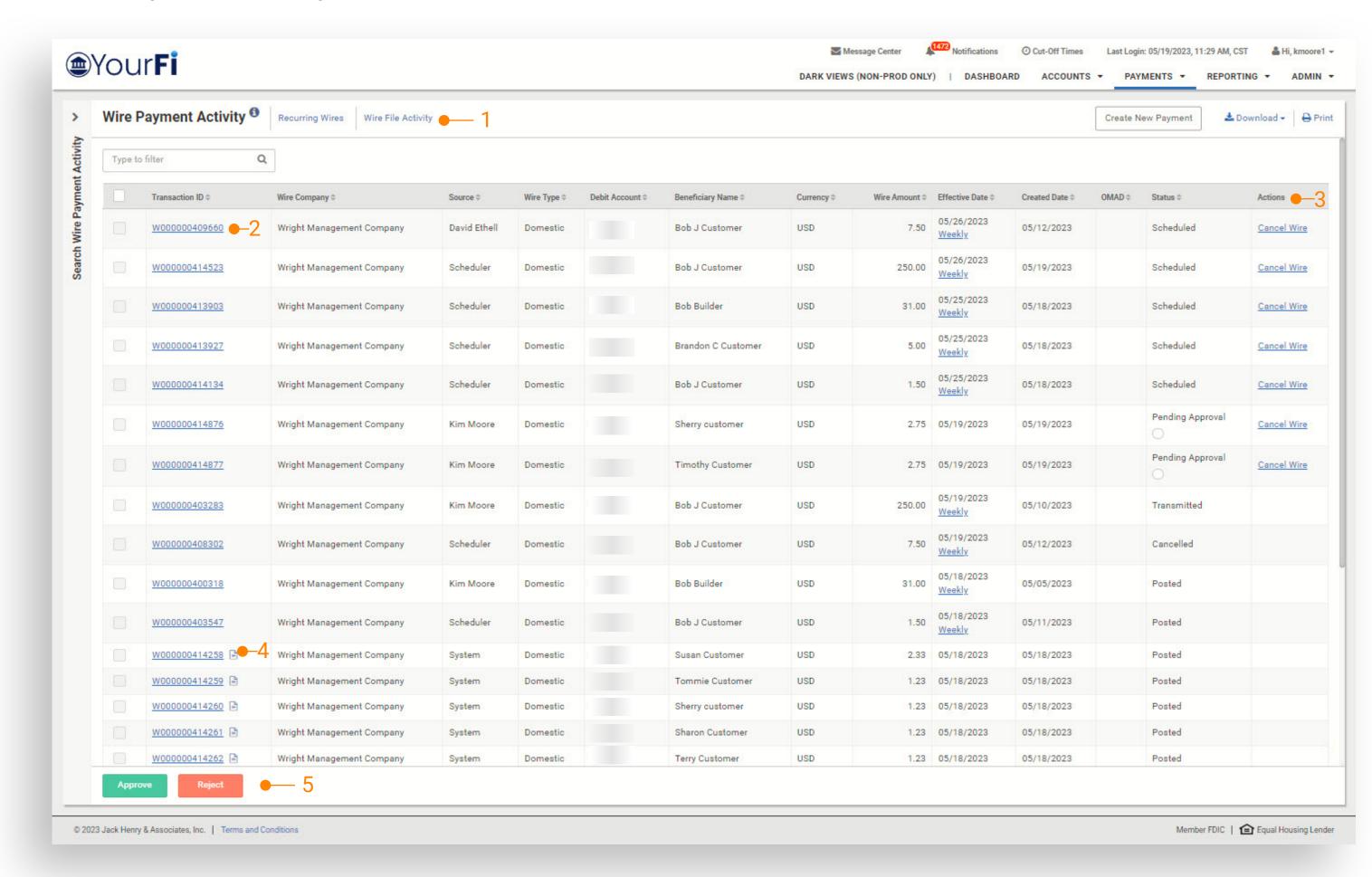
1 View Wire File

When the action to View a file is taken, a modal will be opened allowing the user to view the contents of the file, exactly as they were transmitted. The file name and file type will be located at the top left of the modal. A scroll bar on the right will allow the user to move up and down to view the file contents if they exceed what can be displayed initially.

• OK - Using the OK button will close the modal.



Wire Payment Activity



The Wire selected Activity page will list the wires that were included in the file.

1 Quick Navigation

Quickly navigate between page views. Will allow users to go quickly between Wire File Activity, Recurring Wires, and Wire Activity page views.

2 Wire Detail

To view the detail for a wire select the Transaction ID.

Note: The Wire Detail page will include the File Name for the uploaded wire.

3 Action Menu

If a payment is Pending Approval, selecting Approve or Reject from the Actions menu drop-down will update the status for that wire. If a wire is scheduled, selecting Cancel Wire will cancel the wire transaction.

4 View File Icon

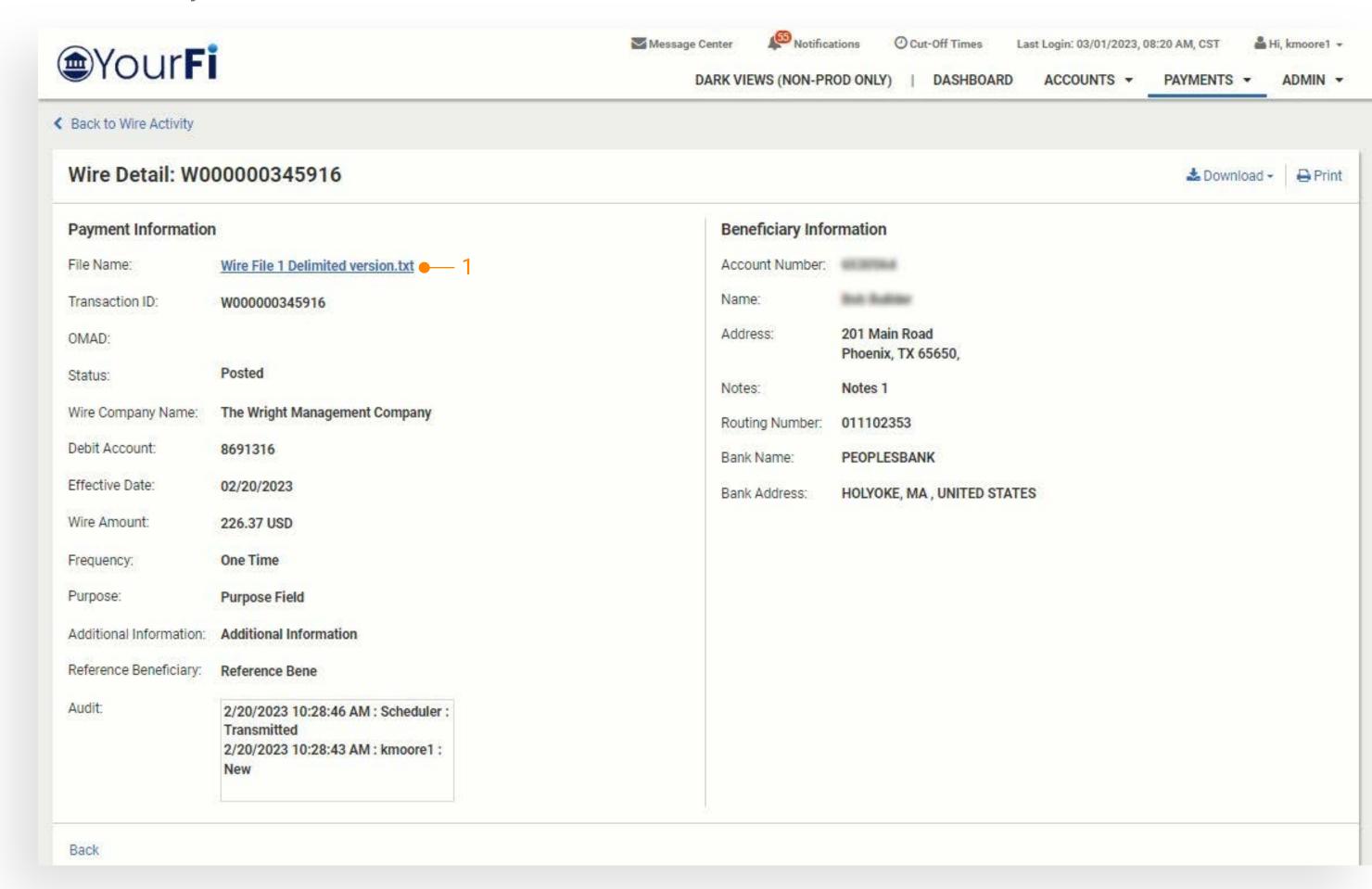
Selection of this icon will take the user to the Wire File Activity page where the details specific to the file containing this payment will be displayed.

5 Action Buttons

Users can select one, multiple, or all wires to approve or reject.



Wire Activity - Wire Details



The Wire Detail view displays specific details about a single wire transaction

1 File Name

To view the details of the wire file, select the file name.

The user will be taken to the Wire File Activity page with the details specific to the file containing this transaction.