Quick Reference Guide

Wire File Upload

JHA Treasury Management™

Last Updated: March 1, 2023

Wire File Upload

Overview: The Wire File Upload feature of the TM platform meets the needs of higher volume wire originators and can improve integration with a business payment process. The capabilities include a file mapping function, intuitive file upload workflow, and new 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 are enabled at the bank and company levels in the TM Back Office.

Benefits for the Banks?

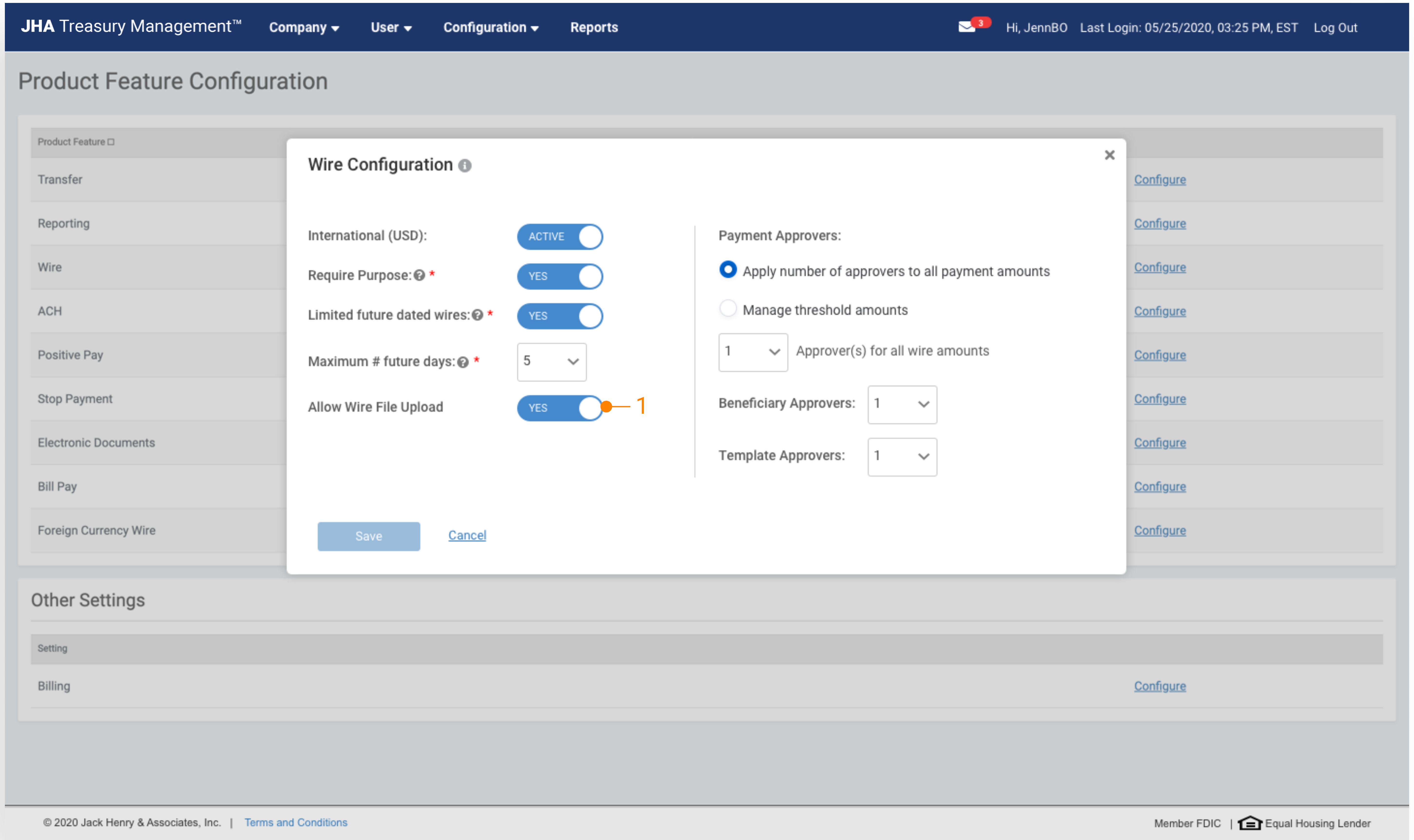
- Additional key wire payment capability, especially for high volume businesses.
- Back Office Report providing visibility into the wire file activity.
- Ability to charge via Enhanced Account Analysis through a billing counter.

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 workflow allowing users to review, edit and confirm wire file contents.
- Wire File Activity reporting to easily track wire file activity.
- Additional fraud risk point controls.

Wire File Upload

Product Configuration

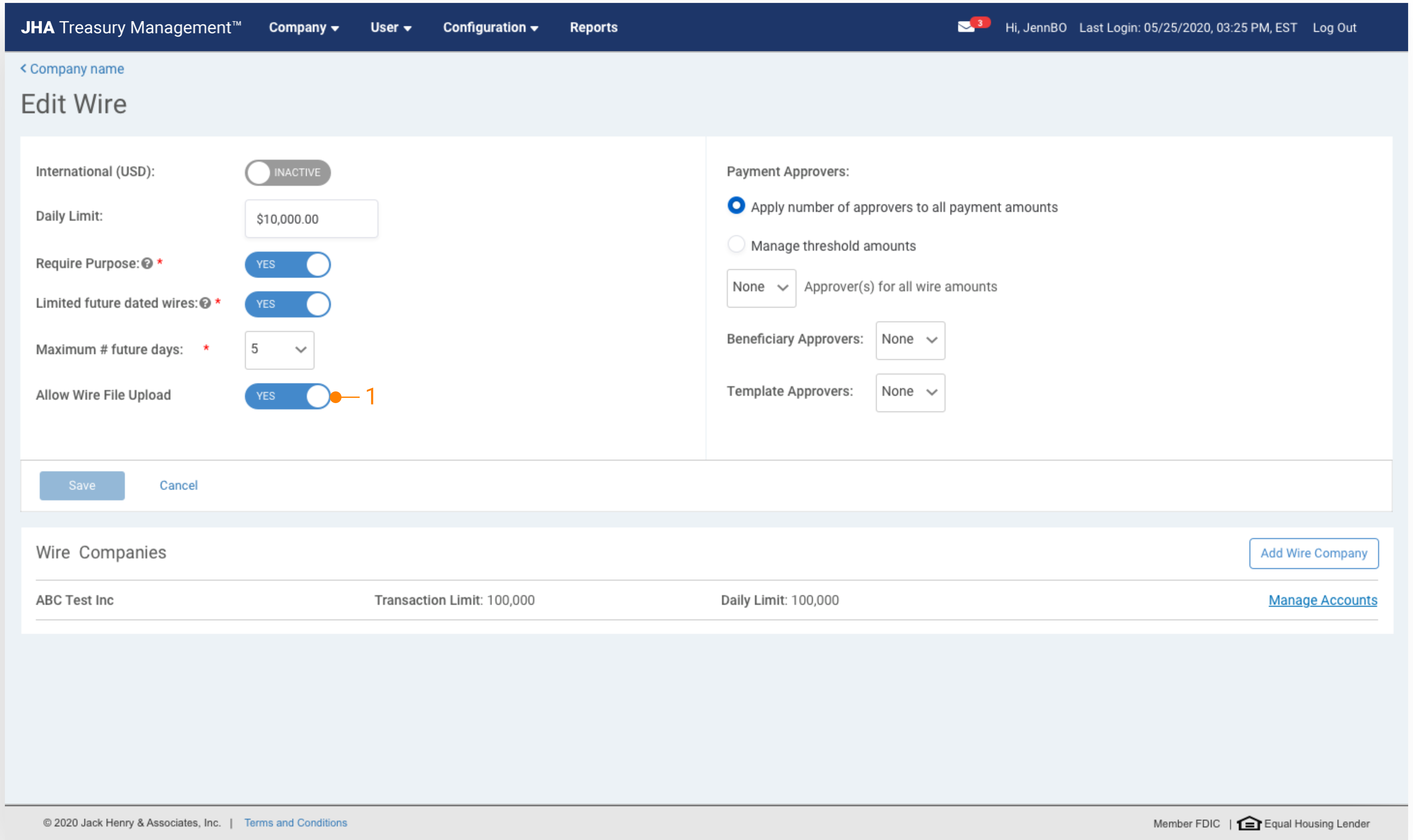


1. Product Configuration

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.

jack henry

Company Configuration



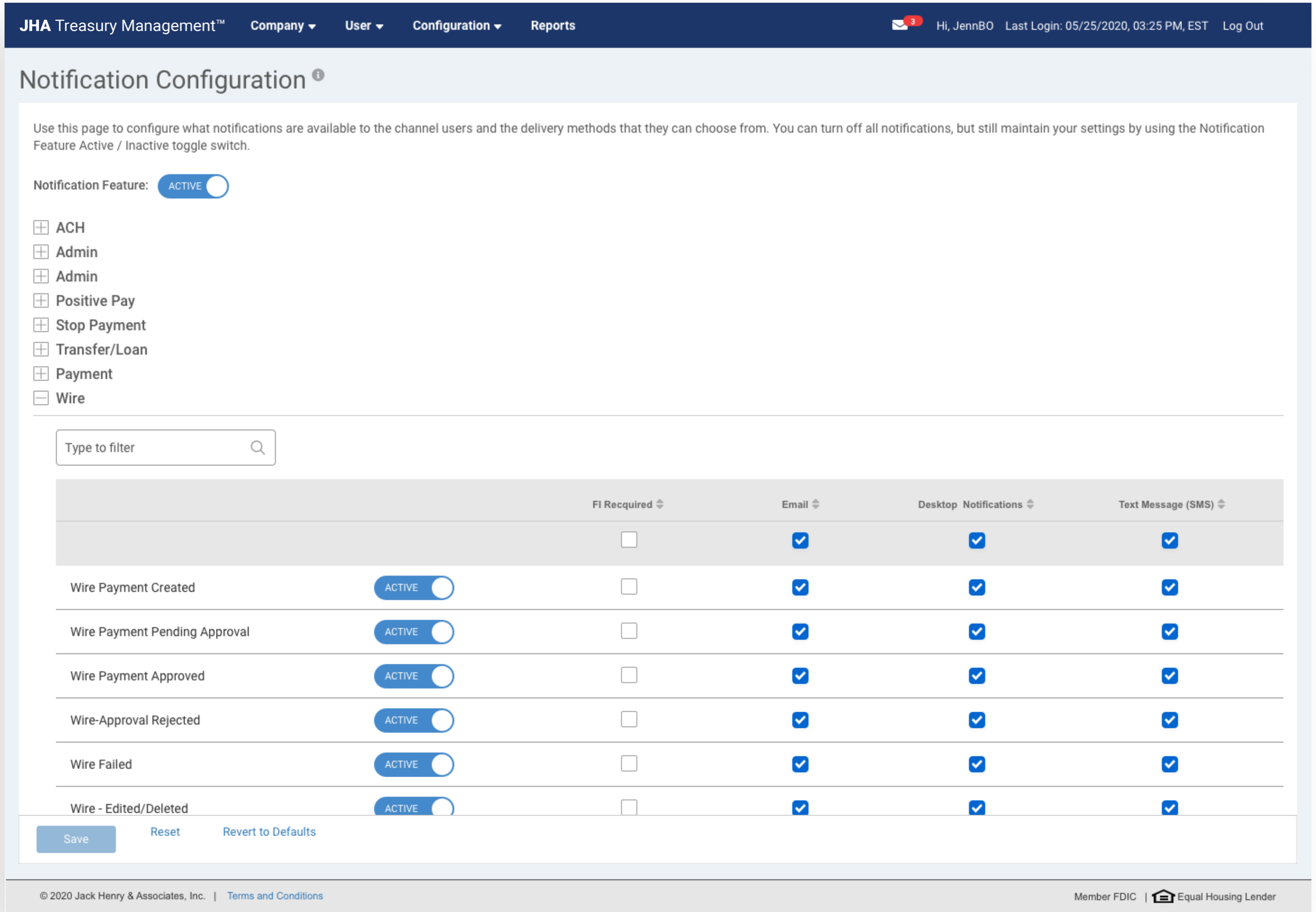
1. Company Configuration

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



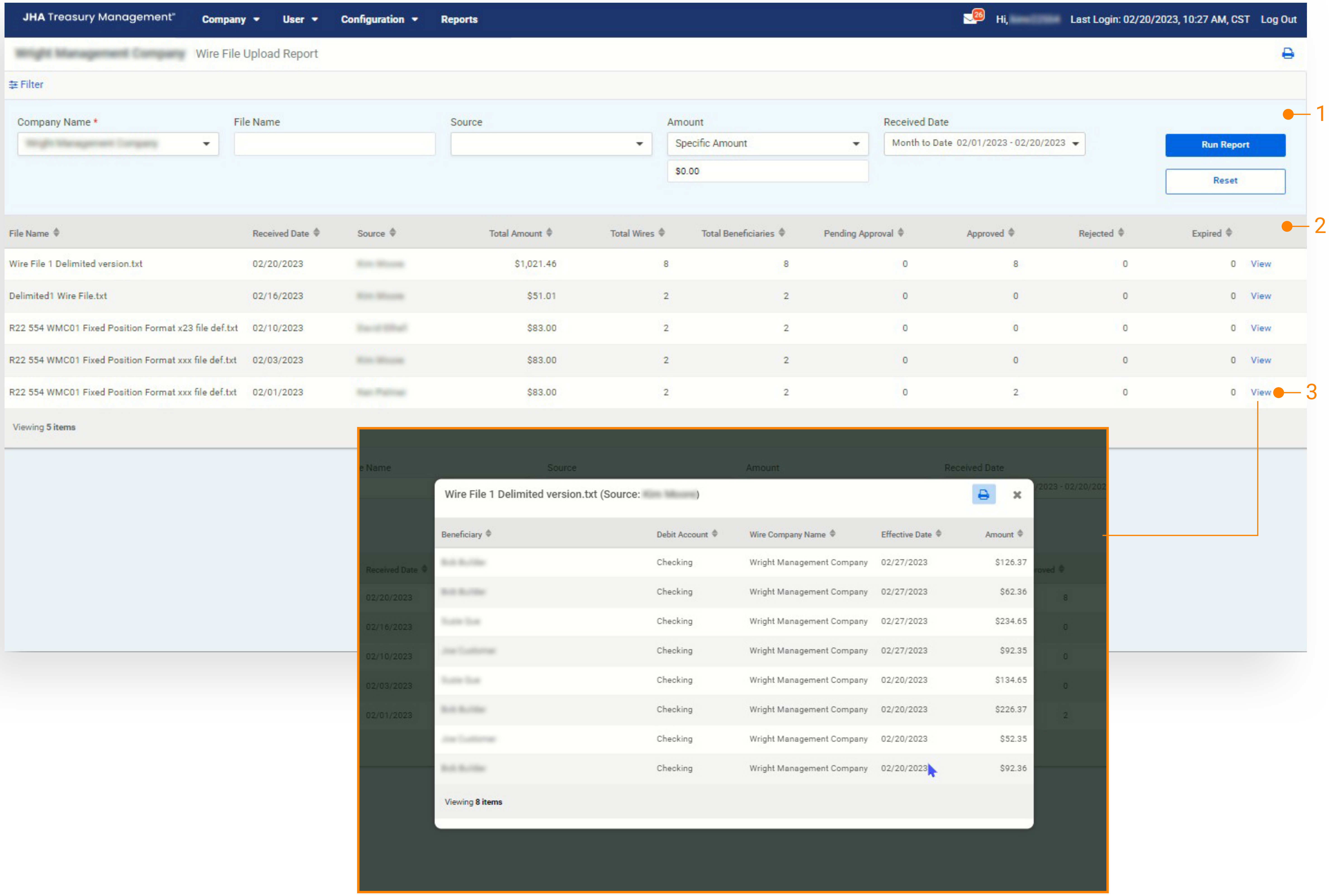
1. Notification

Wire File Uploaded will alert a user when a wire file has been successfully uploaded into 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 Upload
- Create Domestic Wire

Wire File Upload

Wire File Upload Report



Back Office report that provides information about the files uploaded.

1. Search

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

2. Report Results

- Received Date
- File Name
- Source
- 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

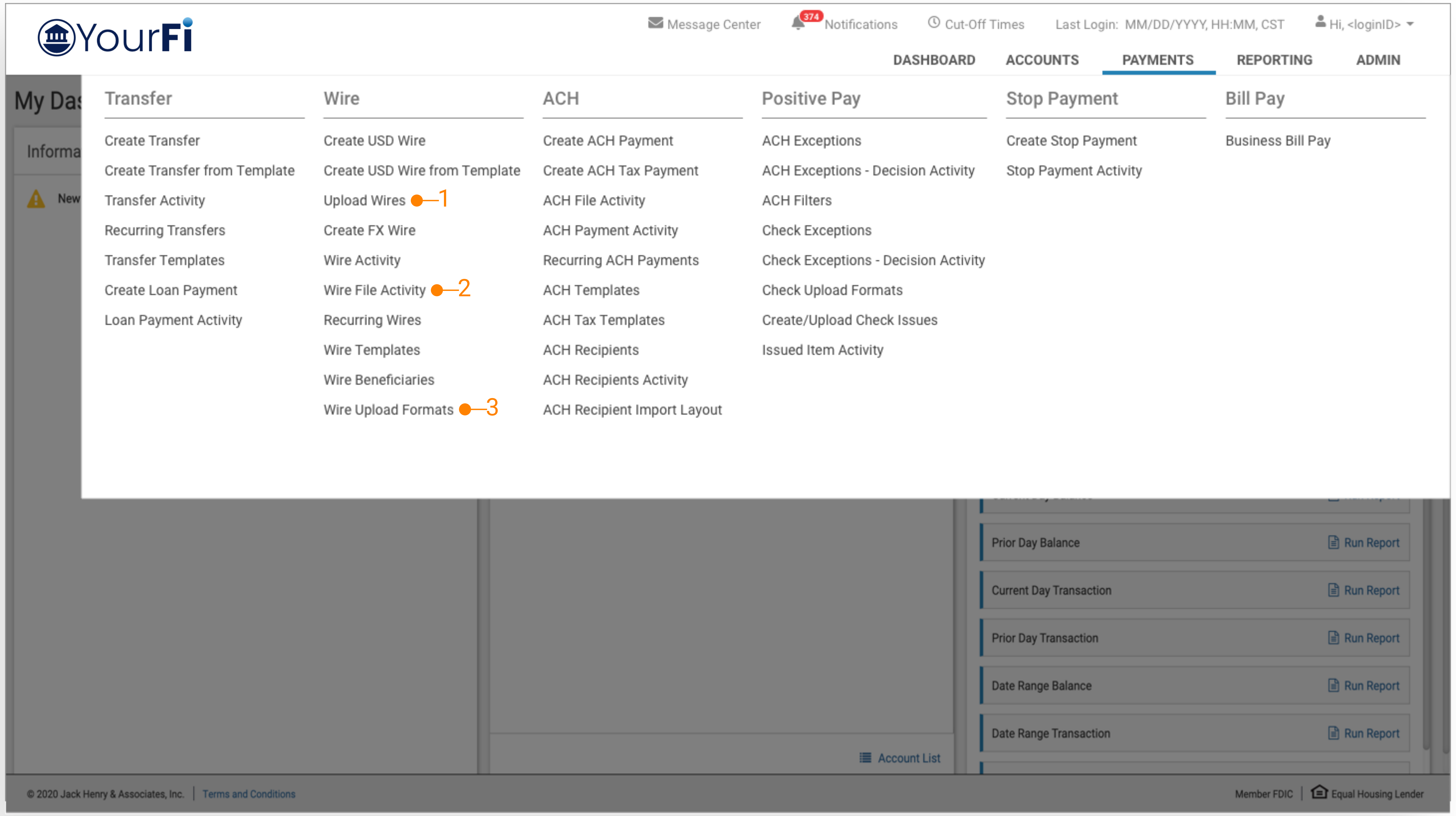
3. View

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.

Wire File Upload

Navigation



From the main navigation, users can:

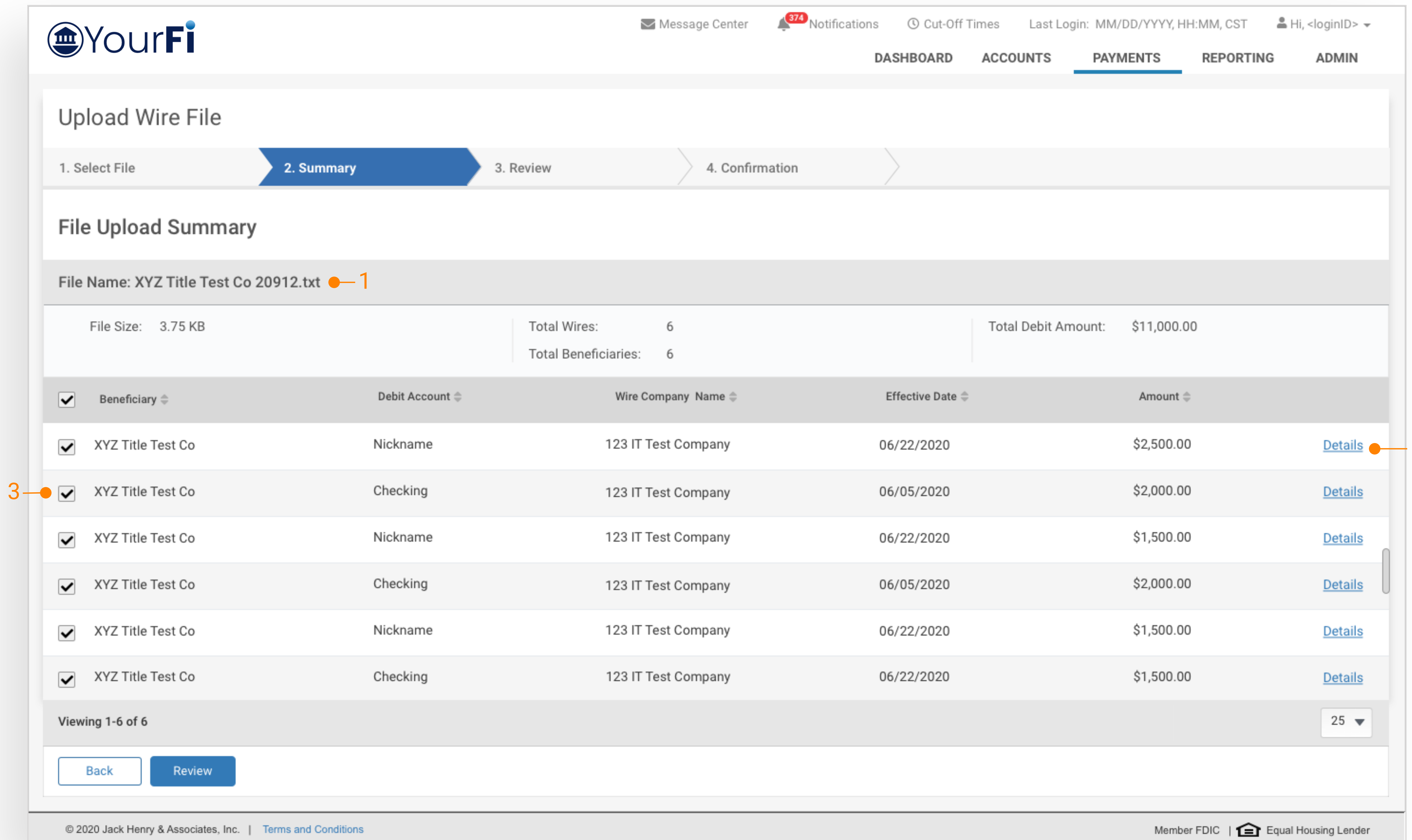
1 Upload Wires

2 View Wire File Activity

3 Select Wire Upload Formats

Wire File Upload

Wire File Upload Workflow - Summary



1. File Summary

After a file has been uploaded, 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.

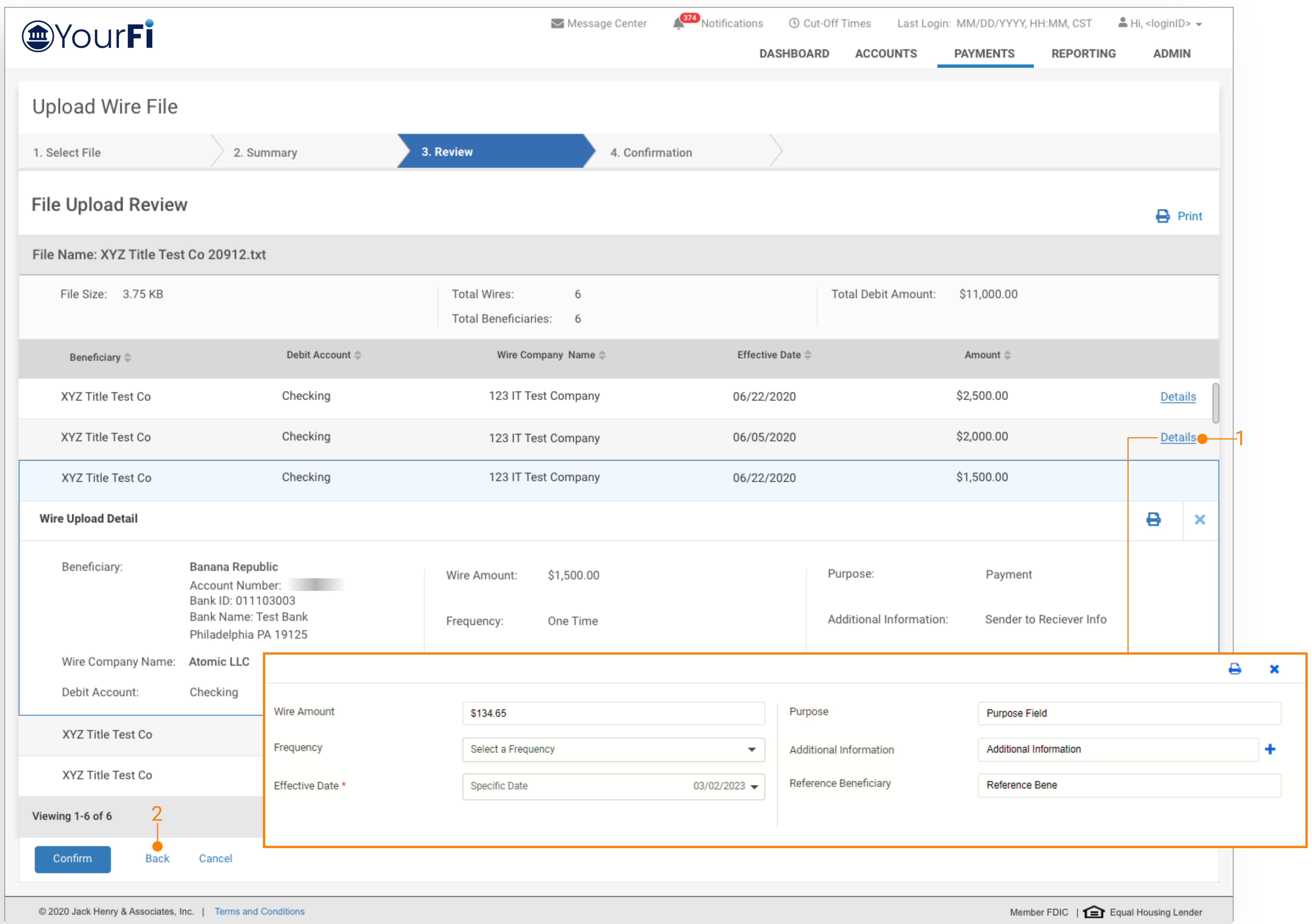
2. Wire Detail

Select Details to the view the detail for the selected wire. A user can edit the payment information while viewing the detail.

3. Wire Selection

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

Wire File Upload Workflow - Review



Users can review the wires a final time before submitting the wire payments.

1. Wire Details

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:

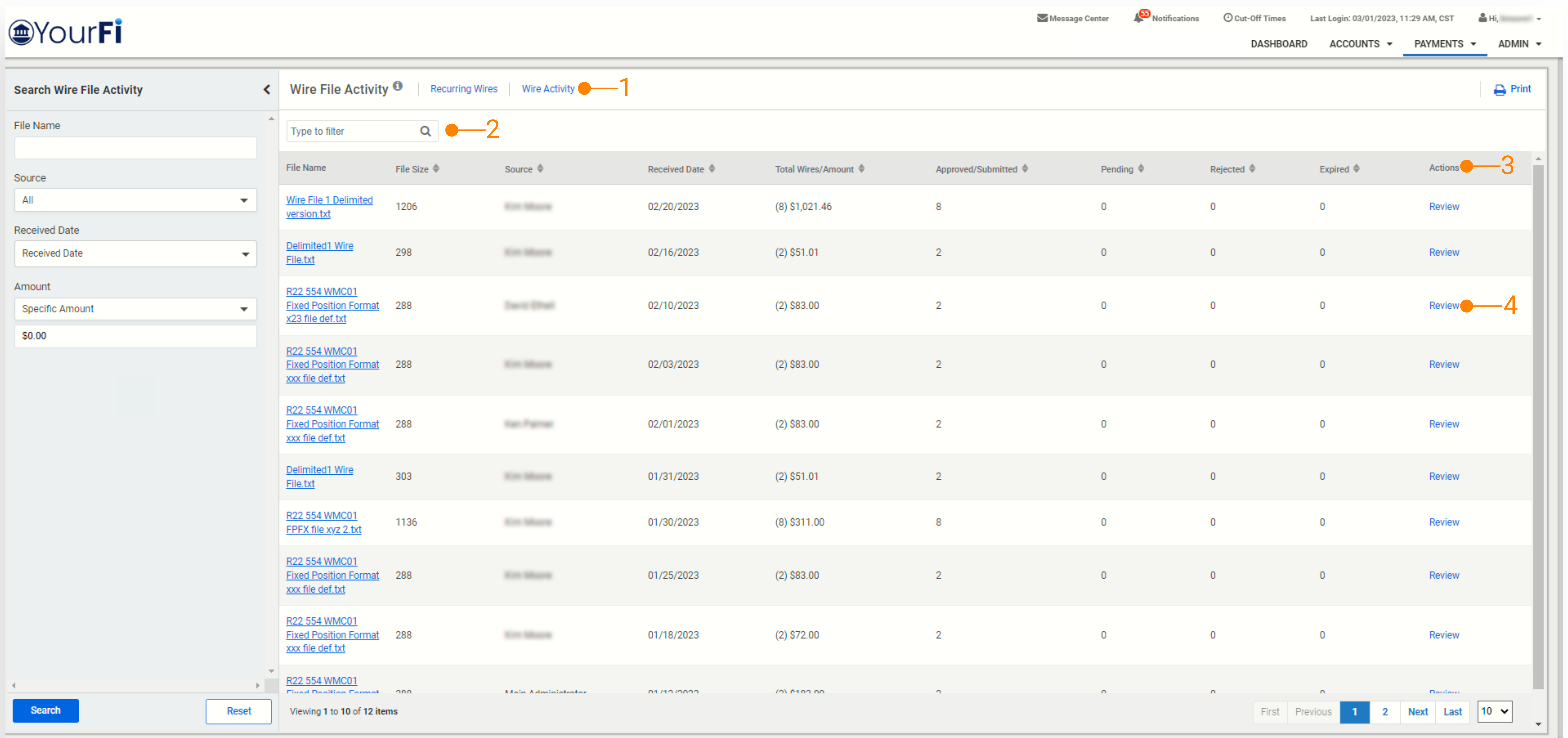
- Wire Amount
- Frequency
- Effective Date
- Purpose
- Additional Information
- Reference Beneficiary

2. Back

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

Wire File Upload

Wire File Activity



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

1. Quick Navigation
Users can quickly navigate between page views (Wire File Activity, Recurring Wires, and Wire 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.

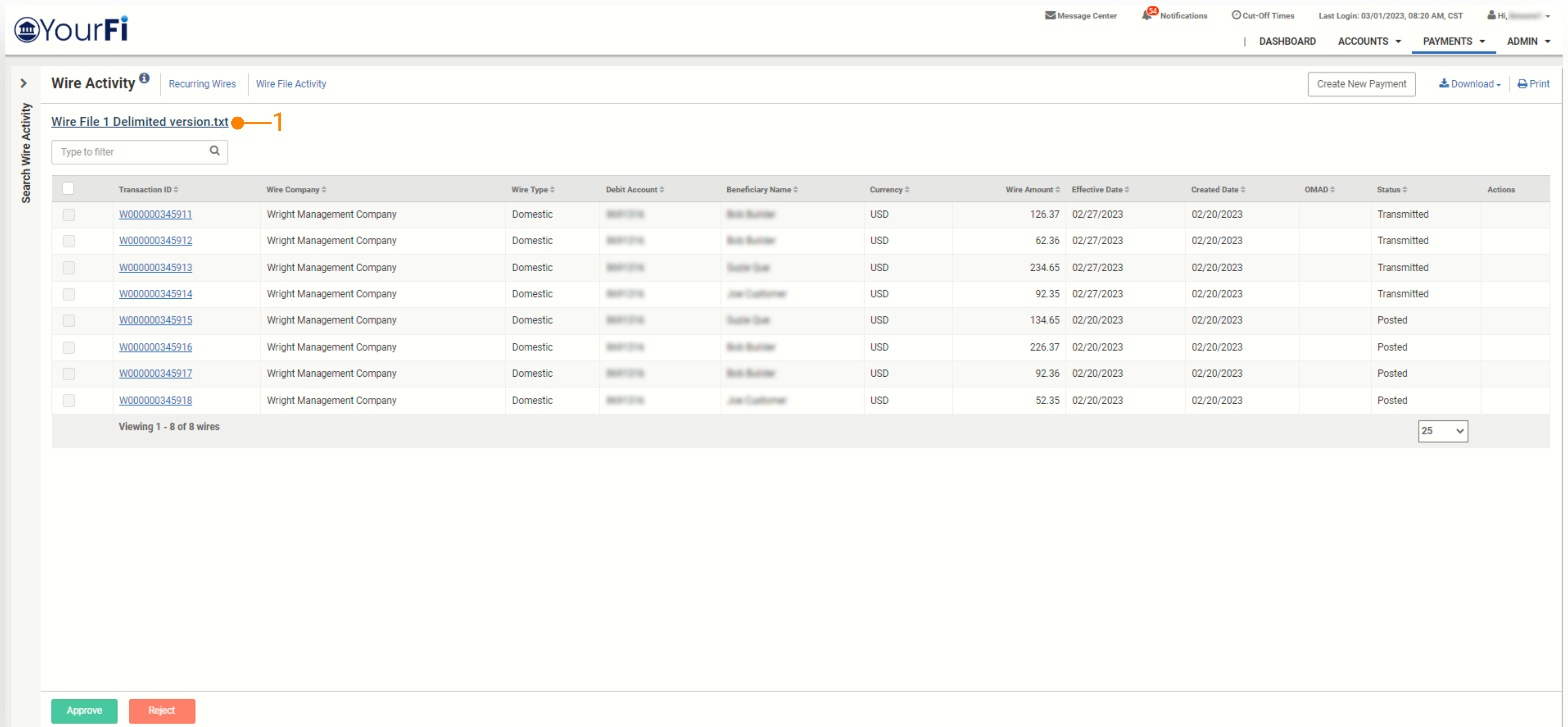
3. Information Available
- File Name (Link to wire transactions)
- File Size
- Source (User)
- Received Date
- Total Wire / Amount
- The status of the wires including
  - Approved / Submitted
  - Pending
  - Rejected
  - Expired
- Action

4. Wire Activity
To see a list of wires that were included in the file select Review or click the File Name.

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

Wire File Upload

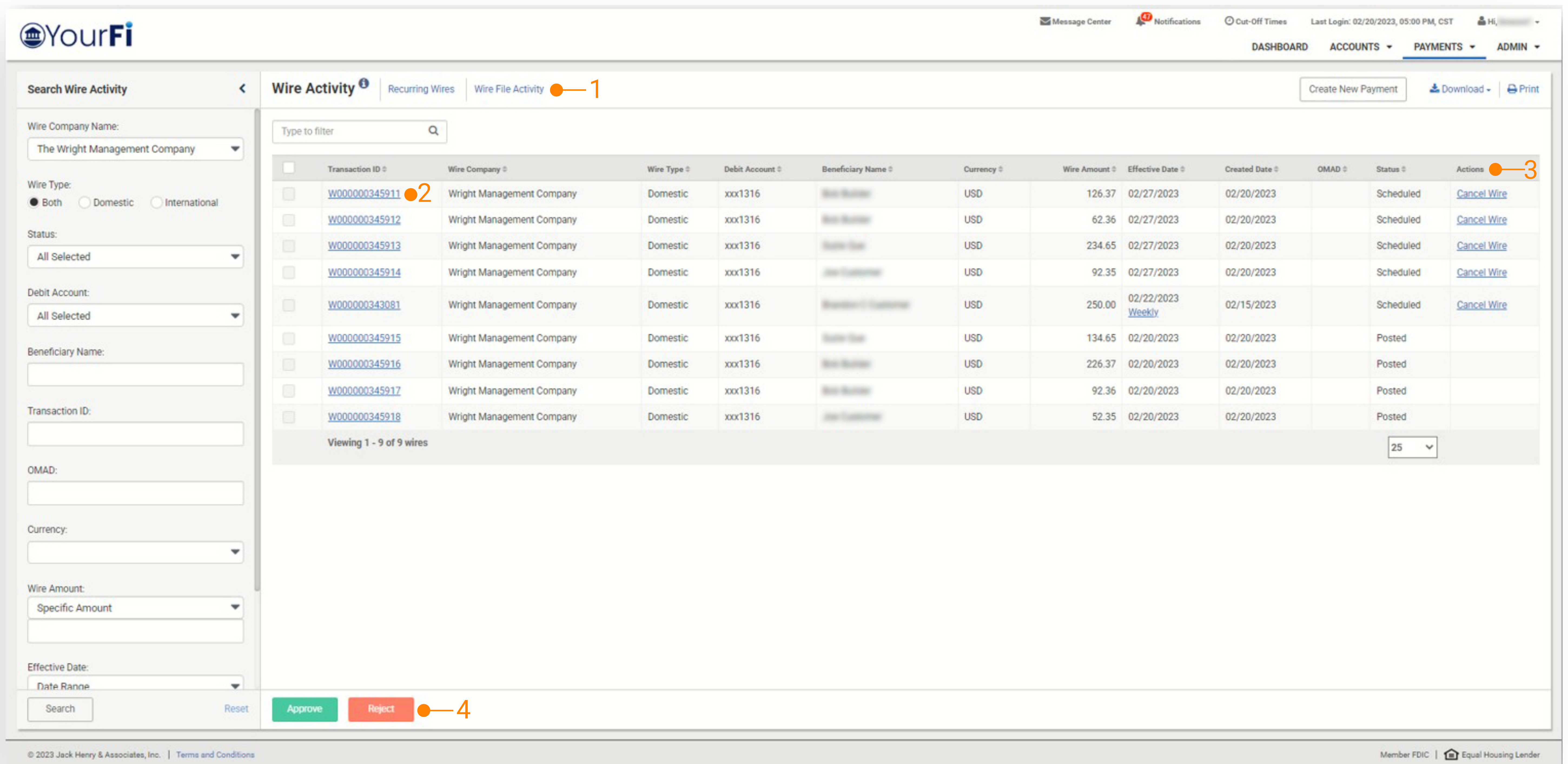
Wire Activity - File Hyperlink



1. File Name

Users can navigate to the Wire 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 Activity page with just the wire transactions for that specific file presented. The file name displayed on the Wire Activity page is a quick link, allowing quick navigation back to the Wire File Activity page, with details specific to the wire file.

Wire Activity



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

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.

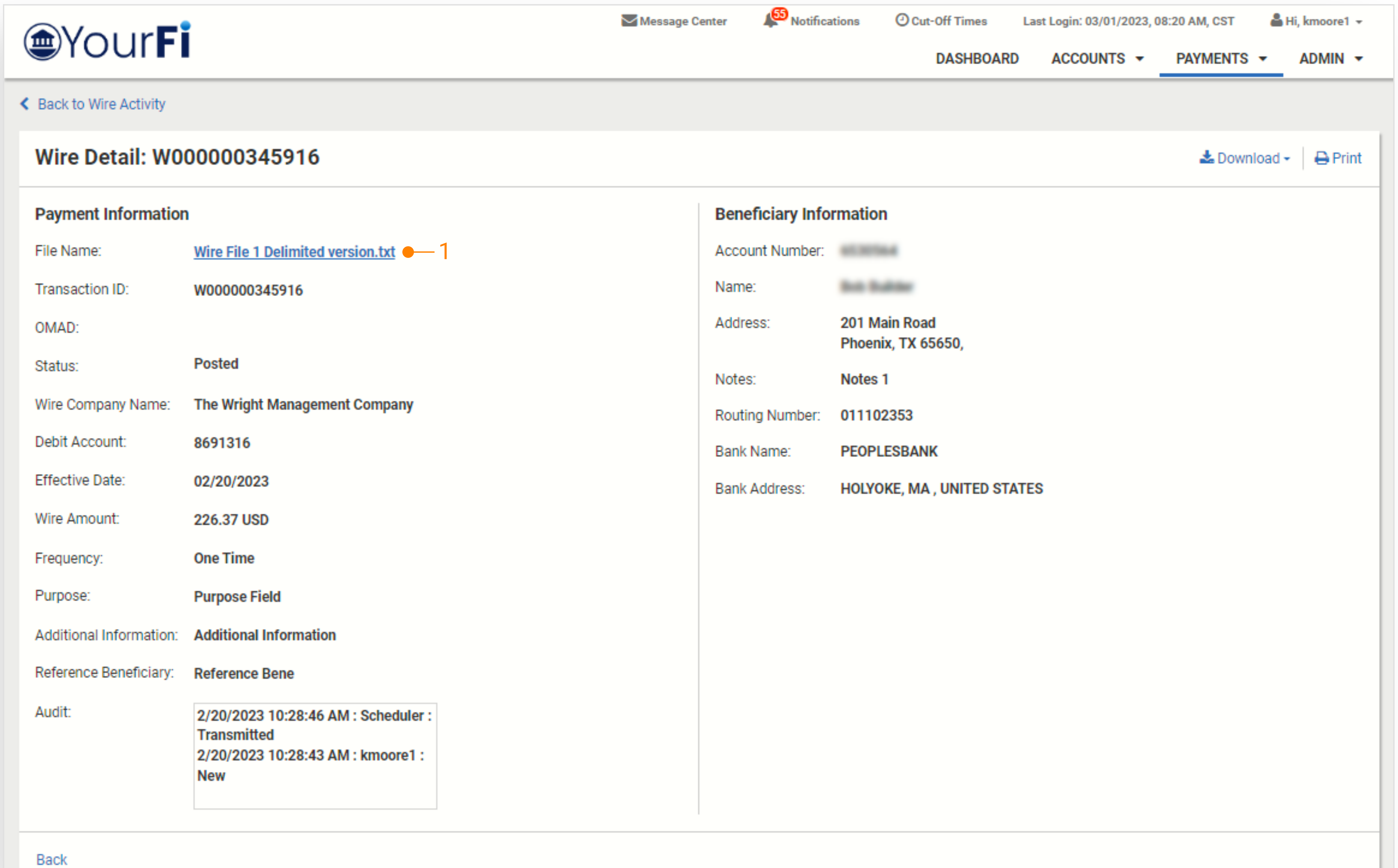
3. Action Menu

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

4. 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

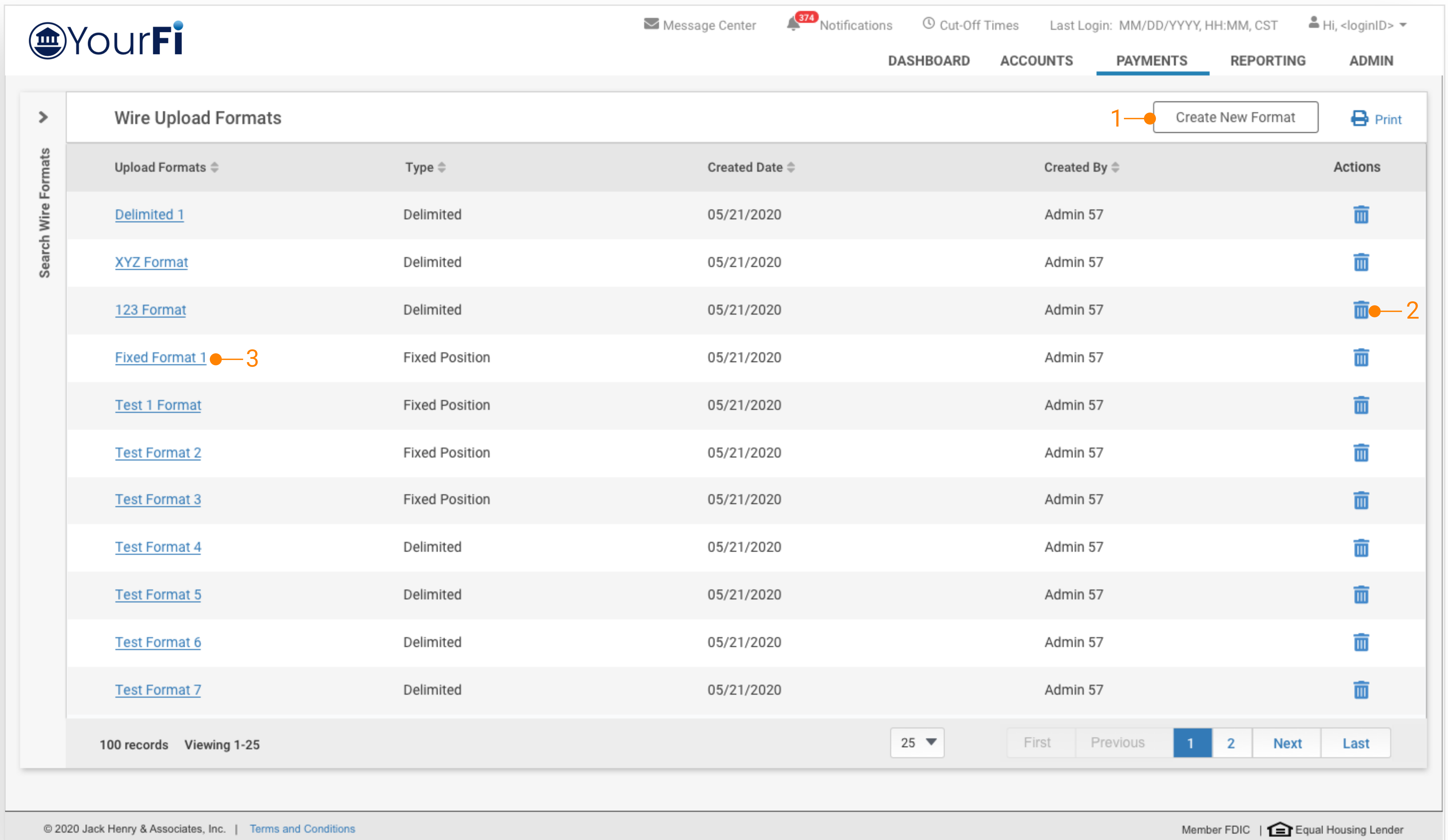
1 File Name

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.

Wire File Upload

Wire Upload Formats



Upload Formats	Type	Created Date	Created By	Actions
Delimited 1	Delimited	05/21/2020	Admin 57	
XYZ Format	Delimited	05/21/2020	Admin 57	
123 Format	Delimited	05/21/2020	Admin 57	
Fixed Format 1	Fixed Position	05/21/2020	Admin 57	
Test 1 Format	Fixed Position	05/21/2020	Admin 57	
Test Format 2	Fixed Position	05/21/2020	Admin 57	
Test Format 3	Fixed Position	05/21/2020	Admin 57	
Test Format 4	Delimited	05/21/2020	Admin 57	
Test Format 5	Delimited	05/21/2020	Admin 57	
Test Format 6	Delimited	05/21/2020	Admin 57	
Test Format 7	Delimited	05/21/2020	Admin 57	

New page will display a list of saved file formats

1 Create New Format

Navigates to the mapping tool where the user can create a new wire upload format.

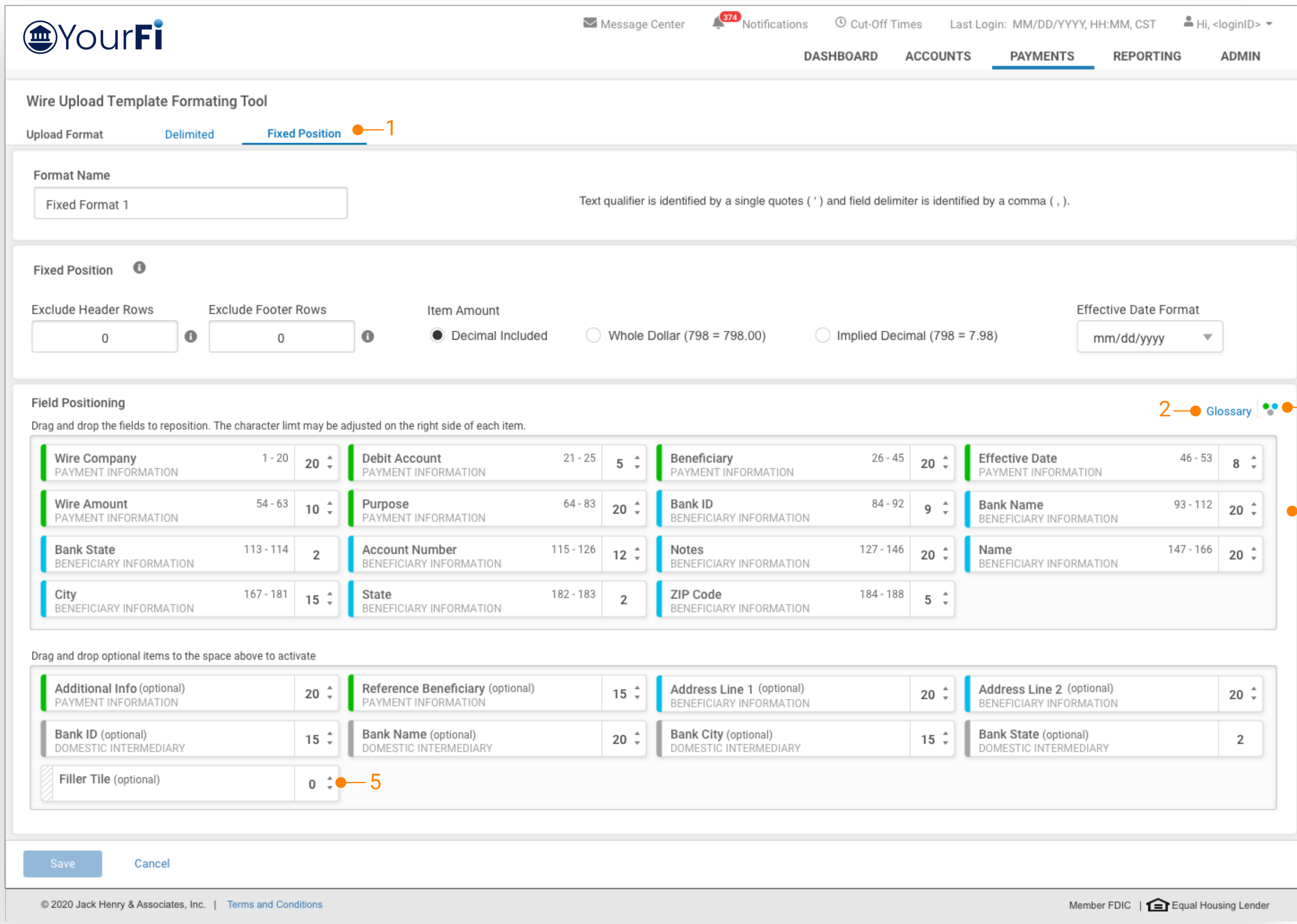
2 Delete Format

Deletes the selected format.

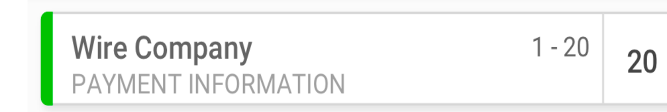
3 View Format

Navigates to the mapping for the selected wire upload format where a user can view and edit the current format.

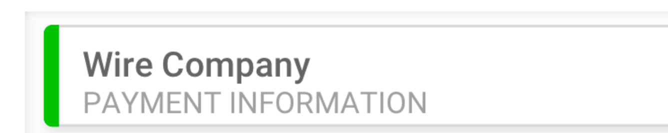
Wire Upload Formatting Tool



Fixed Position When creating a Fixed Position file format, the tiles will display the position in the file and, the length of the field. Users can adjust the length by using the arrows.



Delimited When creating a Delimited file format, the position in the file is shown as the tile number and, will update as the tiles are moved.



1 Select Format
User is able to build either a Fixed Position or Delimited file map. They select the Upload format as the first step.

2 Glossary
Defines each field and provide users with any character or size limitations for a field.

3 Legend
Tiles are color coded to help users quickly identify each field.

4 Mapping Section
Tiles displayed in the mapping section are required and cannot be moved to the optional sectional below. Users can set the file order by dragging the tiles.

5 Optional Tiles
In additional to the optional fields, the Filler Tile can be used a placeholder to account for items in the file that will not be included in the payment details.