Business Online Banking
Wire File Import and Upload

Treasury Management

CALIFORNIA
BANK OF COMMERCE

Table of Contents

Wire Template File Formats and Requirements

About Wire Template File Formats

File formats define the structure of wire template files imported into Business Online Banking.

Wire template files can be imported using FedLine, MT103, and custom file formats.

- FedLine is a specific domestic message format used mainly for transferring money between customers of different financial institutions or other similar financial institutions.
- MT103 is a specific international message format used mainly for transferring money between customers of different financial institutions or other similar financial institutions.
- Custom file formats can be delimited or fixed. A delimited file is a flat text file consisting of data items separated by a specific character. A fixed file is a text file consisting of data that has specific lengths and positions.

Create a Wire Template File Format

1. Click Money Movement > Wire > Manage Templates.
2. Click the Create a template from a file link.
3. Click the Add another file format link.
4. Complete the Description section:
   a. **Format Name:** The name of the file format (up to 20 alphanumeric characters).
   b. **Description:** The description for the file format (up to 20 alphanumeric characters).
   c. **File Type:** Delimited or Fixed.
   d. **Field Delimiter:** Comma, Dash, Semicolon or Tab. Applicable for Delimited file types.
5. Fill in the Position Number fields for the following sections: Debit Field Properties, Recipient Field Properties, First Intermediary Field Properties (Optional), Second Intermediary Field Properties (Optional), and Wire Initiator Field Properties (Optional).
6. Click **Continue**.
7. Verify the format and then click **Add file format**.

Wire

| Wire Money | Wire Via Template | Wire Via Multiple Templates | **Manage Templates** | Import / Upload Wires | File Sta › |

Verify File Format

Create a template from a file

File Format Information ✎

Description

Enter descriptive information to differentiate this file definition from existing definitions.

Format Name:	Boker Tov
Description:	Info
File Type:	Delimited
	(To change a file type, the format must be deleted and re-added.)
Field Delimiter:	Comma

Debit Field Properties Information

Under the "Position Number" column, enter the numeric order of the fields listed below as they would appear in your import file. For example, if the first field in your file is "Debit Account", and the second field is "Currency" you would list those as number 1 and number 2 to import. Valid field properties for each field are listed for your reference.

Field Name	Position Number	Valid Field Values Within A File
Template Name:	1	Numeric only (0-9), 9 characters.
Bank ID:	2	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for Swift, or numeric and 6 characters max for CHIPS.
Account Number:	3	Alpha (A-Z), Numeric (0-9), 35 characters max.
Currency:	4	Currency code Alpha (A-Z), 3 characters max.
Wire Purpose (optional):	5	Numeric date in specified format (for example, MMDDYY)

Recipient Field Properties Information

Field Name	Position Number	Valid Field Values Within A File
Bank ID Type:	6	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID:	7	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Bank Name:	8	Alpha (A-Z), Numeric (0-9), 35 characters max.

Wire Initiator Field Properties Information

Field Name	Position Number	Valid Field Values Within A File
Wire Initiator Name:	Not used	Alpha (A-Z), Numeric (0-9), 35 characters max.
Wire Initiator Address 1:	Not used	Alpha (A-Z), Numeric (0-9), 35 characters max.
Wire Initiator Address 2:	Not used	Alpha (A-Z), Numeric (0-9), 35 characters max.
Wire Initiator Address 3:	Not used	Alpha (A-Z), Numeric (0-9), 35 characters max.

Add file format

Edit a Wire Template File Format

1. Click Money Movement > Wire > Manage Templates.
2. Click the Create a template from a file link.
3. Click the link in the File Formats column for the format you want to edit.
4. Click the edit icon (✎) beside any of the section headings.

5. Change the following sections as needed: Debit Field Properties, Recipient Field Properties, First Intermediary Field Properties Information (Optional), Second Intermediary Field Properties (Optional), and Wire Initiator Field Properties Information (Optional).
6. Click Save Changes.

Delete a Wire Template File Format

1. Click Money Movement > Wire > Manage Templates.
2. Click the Create a template from a file link.
3. Click the link in the File Formats column for the format you want to delete.
4. Click the ⊗ link.
5. Verify the template file format as needed and then click Delete.

Wire File Import

About Wire File Import

Company users who have any of the one-time or template-based services enabled (and appropriate account entitlements) can import files containing multiple wire transfers with different send on dates.

The details for the imported wire transfers can be obtained directly from the file being imported or from existing templates (for company users with template-based services).

When a wire file is imported all transactions in the file are validated to ensure the data is valid. Any transactions containing invalid data are rejected. Valid transactions are routed for approval.

The *Manage Alerts* page includes an optional alert to which company users can subscribe to be automatically notified when an imported wire file completed with errors.

Import a Wire File

1. Click Money Movement > Wire > Manage Templates. If you are also entitled to the Wire File Upload service, then the last part of the menu navigation path appears as Import/Upload Wires.
2. Select a file format and then click Continue.
3. Click Browse and select the file to import.
4. Click Import.

Wire File Confirmation

✓ **The file has been successfully received and is being processed.**

[View file import status](#) | [Import another file](#)

File Information

File Name:	simpleformat.txt
File Format Name:	Simple File
Description:	Simple File
File Type:	Delimited
Imported by:	ADMIN - Admin1 User1
Import date:	03/16/2020 10:32:42 pm (ET)

Custom Wire File Format Requirements

Default Field Values

Company users can define default values that will be the same for every wire transaction in the file. All these values are optional, but if the company user enters a wire initiator value, then the wire initiator name, and address 1 and 2 are required. Default fields cannot be defined for files that get their transaction details from templates.

Field	Required	Supported Formats/Characters
Wire Initiator Name	Yes	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 1	Yes	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 2	Yes	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 3 (optional)	No	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+),

Field	Required	Supported Formats/Characters
		comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Currency Code	Yes	All currency codes supported by the financial institution.
Account	Yes	All accounts to which the user is entitled.

Debit Field Properties Information- Details from a Template

The following table provides the requirements for debit fields for delimited and fixed files where the transaction details are obtained from existing wire templates.

Field	Required	Supported Formats/Characters
Template Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Amount	Yes	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00.
Send On Date	Yes	Numeric date in specified format (for example, MMDDYY).
Additional Information for Recipient (optional)	No	Alpha (A-Z), Numeric (0-9), 140 characters max.

Debit Field Properties Information- Details from a File

The following table provides the requirements for debit fields for delimited and fixed files where the transaction details are included in the file.

Field	Required	Supported Formats/Characters
ABA/TRC	Yes	Numeric only (0-9), 9 characters.
Account Type	Yes	2 valid types: C (checking) or S (savings)
Account Number	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max
Amount	Yes	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00.
Send on Date	Yes	Numeric date in specified format (for example, MMDDYY).
Currency	Yes	Currency code Alpha (A-Z), 3 characters max.

Recipient Field Properties Information

The following table provides the requirements for recipient fields for delimited and fixed files. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Recipient Account	**Yes**	**Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.**
Bank Name	**Yes**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Bank Address 1 (optional)	**No**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Bank Address 2 (optional)	**No**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Bank Address 3 (optional)	**No**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Recipient Name	**Yes**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Recipient Address 1	**Yes**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Recipient Address 2	**Yes**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Recipient Address 3 (optional)	**No**	**Alpha (A-Z), Numeric (0-9), 35 characters max.**
Additional Information for Recipient (optional)	**No**	**Alpha (A-Z), Numeric (0-9), 140 characters max.**

First Intermediary Field Properties Information (optional)

The following table provides the requirements for first intermediary fields for delimited and fixed files. All of these values are optional, but if the company user enters a bank ID type value, then the bank ID, intermediary account, and bank name are required. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Intermediary Account	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.
Bank Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 1 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 2 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.

Second Intermediary Field Properties Information (optional)

The following table provides the requirements for second intermediary fields for delimited and fixed files. All these values are optional, but if the company user enters a bank ID type value, then the bank ID, intermediary account, and bank name are required. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Intermediary Account	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.
Bank Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.

Field	Required	Supported Formats/Characters
Bank Address 1 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 2 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.

Wire Initiator Information (optional)

The following table provides the requirements for wire initiator fields for delimited and fixed files. All of these values are optional, but if the company user enters a wire initiator value, then the wire initiator name, and address 1 and 2 are required. If the Wire Initiator information was entered as a default, then this section is not presented.

Field	Required	Supported Formats/Characters
Wire Initiator Name	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 1	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 2	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 3 (optional)	No	Up to 35 alphanumeric characters are allowed. Spaces are allowed.

Add a Custom Wire File Format

1. Click Money Movement > Wire > Import Wires. If you are also entitled to the Wire File upload service, then the last part of the menu navigation path appears as Import/Upload Wires.
2. If applicable, click Import wires to add the file format to your list of Wire File Import formats.
3. Click the Add a wire file format link.
4. Complete the Description section:
   a. **Format Name:** The name of the file format (up to 20 alphanumeric characters).
   b. **Description:** The description of the file (up to 35 alphanumeric characters).
   c. **File Type:** Delimited or Fixed.

d. **Details Location:** Where the details of the wire transactions are located: File or Template. This option is available to company users who are entitled to any of the one-time wire services.
5. Complete the Characteristics section:
    a. **Field Delimiter:** For delimited file types: Comma, Hyphen, Semicolon, or Tab.
    b. **Date Format:** MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YYYY/MM/DD, YY-MM-DD, or YYYY-MM-DD.
    c. **Amount Format:**
        - Decimal included (i.e., 123.00) indicates the decimal is included in the transaction amount.
        - Decimal not included (i.e., 123) indicates the decimal is not included in the transaction amount. When this option is used, select an Implied decimal format to indicate whether the decimal is implied or not. Whole dollar (123 = 123.00) or Implied decimal (123 = 1.23).
6. Optional: If applicable, complete the Default Field Values section:
    a. Wire Initiator Name: Name of the person/company initiating the wire (up to 35 alphanumeric characters).
    b. Wire Initiator Address 1, 2, and 3: Address line 1, 2, and 3 of the person/company initiating the wire (up to 35 alphanumeric characters).
    c. Currency Code: Currency code of the transaction. The currency codes supported by the bank determine the codes that are available.
    d. Account: All accounts to which you are entitled.
7. Fill in the Position Number fields for the following sections: Debit Field Properties Information, Recipient Field Properties, First Intermediary Field Properties (optional), Second Intermediary Field Properties (optional), and Wire Initiator Field Properties (optional).
8. Click Add File Format.

Copy a Custom Wire File Format

1. Click Money Movement > Wire > Import Wires. If you are also entitled to the Wire File Upload service, then the last part of the menu navigation path appears as Import/Upload Wires.
2. If applicable, click Import wires to view your file formats for Wire File Import.
3. Click the link in the Name column for the format you want to edit.
4. Click the copy icon ( ) beside the File Format Information heading.
5. Complete the sections as needed and then click Save Changes.

Edit a Custom Wire File Format

1. Click Money Movement > Wire > Import Wires. If you are also entitled to the Wire File Upload service, then the last part of the menu navigation path appears as Import/Upload Wires.
2. If applicable, click Import wires to view your file formats for Wire File Import.
3. Click the link in the Name column for the format you want to edit.

4. Click the edit icon ( ) beside the File Format Information heading.
5. Edit the sections as needed and then click Save Changes.

Delete a Custom Wire File Format

Deleting a custom wire file format does not affect transactions that have been imported and pending approval.

NOTE: A file format cannot be recovered once deleted.

1. Click Money Movement > Wire > Import Wires. If you are also entitled to the Wire File Upload service, then the last part of the menu navigation path appears as Import/Upload Wires.
2. Click the link in the Name column for the format you want to delete.
3. Click the delete icon ( ) beside the File Information heading.
4. Verify the wire file format as needed and then click Delete.

Wire File Upload

About Wire File Upload

The Wire File Upload service allows company users to initiate and approve large quantities of wire transfers concurrently.

Wire files can include domestic, U.S. Dollar international wire, and foreign currency international transfers with different send on dates.

When a wire file is uploaded all records in the file are validated. If any of the transfers in the file are invalid, the entire file is rejected. Wire files that pass validation are routed for approval. Approvals are applied to the entire file instead of each transfer.

To approve an uploaded wire file a company user must be enabled to the Wire File Upload service, have the Approval role, and have the **Allow Transmit** account entitlement for all accounts included in the file. Additionally, if the format used to upload the file obtains its details from wire templates, the company user approving the file must also be entitled to the wire services with which the wire templates are associated.

When a wire file is approved, the total currency amount of the file is validated against the currency amount the company user applying the final approval has available for their personal wire limits for the day. If the total currency amount of the file exceeds the currency amount the final approval can approve, then none of the wire transactions within the file are approved/transmitted. Similarly, if any of the individual wire transactions in the file causes a limit to be exceeded, then none of the transactions within the file are approved/transmitted. Once final approval is received, then the individual wire transfers are created and transmitted at the same time.
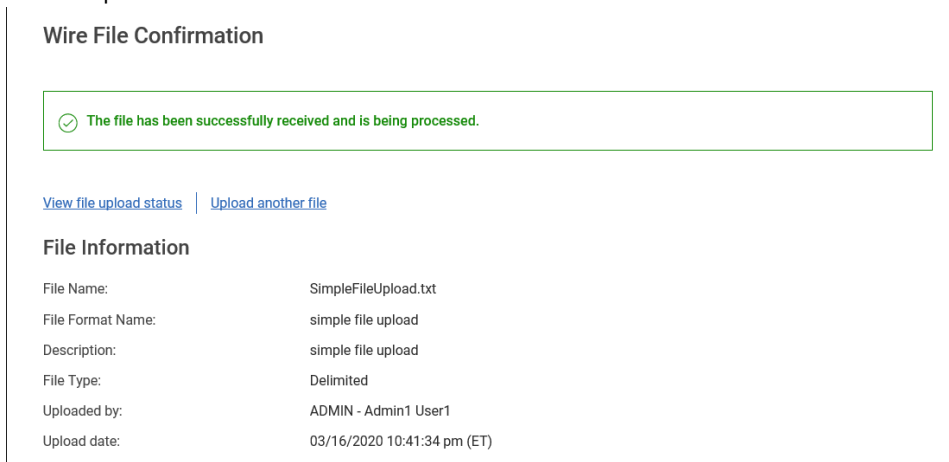
Any company user with the Wire File Upload service and the **Entitled Account** entitlement for the account used in a wire transfer can view the transfer. Only the company user who

uploaded the file can view the details of a scheduled wire transaction and delete it if necessary.

The *Manage Alerts* page includes optional alerts to which company users can subscribe to be automatically notified about events related to uploaded wire files.

Upload a Wire File

1. Click Money Movement > Wire > Import/Upload Wires.
2. Click Upload wires.
3. Select a file format and then click Continue.
4. Click Browse and select the file to upload.
5. Click Upload.

Wire File Confirmation

⊘ The file has been successfully received and is being processed.

View file upload status | Upload another file

File Information

File Name:	SimpleFileUpload.txt
File Format Name:	simple file upload
Description:	simple file upload
File Type:	Delimited
Uploaded by:	ADMIN - Admin1 User1
Upload date:	03/16/2020 10:41:34 pm (ET)

Custom Wire File Format Requirements

Default Field Values

Company users can define default values that will be the same for every wire transaction in the file. All of these values are optional, but if the company user enters a wire initiator value, then the wire initiator name, and address 1 and 2 are required. Default fields cannot be defined for files that get their transaction details from templates.

Field	Required	Supported Formats/Characters
Wire Initiator Name	Yes	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 1	Yes	Up to 35 alphanumeric characters are allowed. Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+),

Field	Required	Supported Formats/Characters
		comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 2	Yes	Up to 35 alphanumeric characters are allowed.
		Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Wire Initiator Address 3 (optional)	No	Up to 35 alphanumeric characters are allowed.
		Additionally, spaces and the following special characters are supported: left parenthesis ((), right parenthesis ()), plus (+), comma (,), hyphen (-), period (.), forward slash (/), colon (:), question (?), and apostrophe (').
Currency Code	Yes	All currency codes supported by the financial institution.
Account	Yes	All accounts to which the user is entitled.

Debit Field Properties Information- Details from a Template

The following table provides the requirements for debit fields for delimited and fixed files where the transaction details are obtained from existing wire templates.

Field	Required	Supported Formats/Characters
Template Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Amount	Yes	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00.
Send On Date	Yes	Numeric date in specified format (for example, MMDDYY).
Additional Information for Recipient (optional)	No	Alpha (A-Z), Numeric (0-9), 140 characters max.

Debit Field Properties Information- Details from a File

The following table provides the requirements for debit fields for delimited and fixed files where the transaction details are included in the file.

Field	Required	Supported Formats/Characters
ABA/TRC	Yes	Numeric only (0-9), 9 characters.
Account Type	Yes	2 valid types: C (checking) or S (savings)
Account Number	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max
Amount	Yes	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00.
Send on Date	Yes	Numeric date in specified format (for example, MMDDYY).
Currency	Yes	Currency code Alpha (A-Z), 3 characters max.

Recipient Field Properties Information

The following table provides the requirements for recipient fields for delimited and fixed files. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Recipient Account	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.
Bank Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 1 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 2 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Recipient Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Recipient Address 1	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Recipient Address 2	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Recipient Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.

Field	Required	Supported Formats/Characters
Additional Information for Recipient (optional)	No	Alpha (A-Z), Numeric (0-9), 140 characters max.

First Intermediary Field Properties Information (optional)

The following table provides the requirements for first intermediary fields for delimited and fixed files. All of these values are optional, but if the company user enters a bank ID type value, then the bank ID, intermediary account, and bank name are required. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.
Intermediary Account	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.
Bank Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 1 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 2 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.

Second Intermediary Field Properties Information (optional)

The following table provides the requirements for second intermediary fields for delimited and fixed files. All these values are optional, but if the company user enters a bank ID type value, then the bank ID, intermediary account, and bank name are required. These fields only appear for files that do not get their transaction information from templates.

Field	Required	Supported Formats/Characters
Bank ID Type	Yes	3 Valid types: ABA, SWIFT, or CHIPS.
Bank ID	Yes	Numeric and 9 characters for ABA, Alphanumeric and 11 characters max for SWIFT, or numeric and 6 characters max for CHIPS.

Field	Required	Supported Formats/Characters
Intermediary Account	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max. If appropriate provide IBAN.
Bank Name	Yes	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 1 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 2 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.
Bank Address 3 (optional)	No	Alpha (A-Z), Numeric (0-9), 35 characters max.

Wire Initiator Information (optional)

The following table provides the requirements for wire initiator fields for delimited and fixed files. All of these values are optional, but if the company user enters a wire initiator value, then the wire initiator name, and address 1 and 2 are required. If the Wire Initiator information was entered as a default, then this section is not presented.

Field	Required	Supported Formats/Characters
Wire Initiator Name	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 1	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 2	Yes	Up to 35 alphanumeric characters are allowed. Spaces are allowed.
Wire Initiator Address 3 (optional)	No	Up to 35 alphanumeric characters are allowed. Spaces are allowed.

Add a Custom Wire File Format

1. Click Money Movement > Wire > Import/Upload Wires.
2. Click the Add a wire file format link.
3. Click Upload wires to add the file format to your list of Wire File Upload formats.
4. Complete the Description section:
   a. Format Name: The name of the file format (up to 20 alphanumeric characters).
   b. Description: The description of the file (up to 35 alphanumeric characters).
   c. File Type: Delimited or Fixed.

d. Details Location: Where the details of the wire transactions are located: File or Template. This option is available to company users who are entitled to any of the one-time wire services.

5. Complete the Characteristics section:
   a. Field Delimiter: For delimited file types: Comma, Hyphen, Semicolon, or Tab.
   b. Date Format: MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YYYY/MM/DD, YY-MM-DD, or YYYY-MM-DD.
   c. Amount Format:
      i. Decimal included (i.e., 123.00) indicates the decimal is included in the transaction amount.
      ii. Decimal not included (i.e., 123) indicates the decimal is not included in the transaction amount. When this option is used, select an Implied decimal format to indicate whether the decimal is implied or not. Whole dollar (123 = 123.00) or Implied decimal (123 = 1.23).

6. Optional: If applicable, complete the Default Field Values section:
   a. Wire Initiator Name: Name of the person/company initiating the wire (up to 35 alphanumeric characters).
   b. Wire Initiator Address 1, 2, and 3: Address Line 1, 2, and 3 of the person/company initiating the wire (up 35 alphanumeric characters).
   c. Currency Code: Currency code of the transaction. The currency codes supported by the Bank determine the codes that are available.
   d. Account: All accounts to which you are entitled.

7. Fill in the Position Number fields for the following sections: Debit Field Properties Information, Recipient Field Properties, First Intermediary Field Properties (optional), Second Intermediary Field Properties (optional), and Wire Initiator Field Properties (optional).

8. Click Add File Format.

Edit a Custom Wire File Format

1. Click Money Movement > Wire > Import/Upload Wires.
2. Click Upload wires to view your file formats for Wire File Upload.
3. Click the link in the Name column for the format you want to edit.
4. Click the edit icon (🖊) besides the File Format Information heading.
5. Edit the sections as needed and then click Save Changes.

Delete a Custom Wire File Format

Deleting a custom wire file format does not affect transactions that have been uploaded and are pending approval.

NOTE: A file format cannot be recovered once deleted.

1. Click Money Movement > Wire > Import/Upload Wires.
2. Click the link in the Name column for the format you want to delete.

3. Click the delete icon (⊗) beside the File Format Information heading.
4. Verify the wire file format as needed and then click Delete.

Approved Uploaded Wire Files

1. Click Approvals > Files.
2. Scroll to the Wire Files section.
3. Select the wire file to approve and then click Approve Selected.
4. Verify the approval as needed and then click one of the following options:
   a. Approve: Approve all transactions in the file now; more approvals are required.
   b. Transmit: Apply final approval. The transactions are transmitted or scheduled, depending on their effective date and the wire processing window.

Delete and Unapproved Wire File

1. Click Approvals > Files.
2. Scroll to the Wire Files section.
3. Click in the link in the File Name column.
4. Click the delete icon (⊗) beside the File Information heading.
5. Verify the wire file as needed and then click Delete.