Commercial Center Payments Guide



Getting Started

Welcome to Commercial Center with Montecito Bank & Trust! Whether at home or in the office, from a mobile phone, tablet or laptop, we strive to make your Online Banking experience easy and convenient. Each section of this guide provides an overview and steps to help you during your online banking process.

For additional support using Commercial Center, please contact our Service Center and one of our associates will be happy to assist you.

Service Center Monday – Friday • 8:00 AM – 6:00 PM (800) 348-0146, option 3



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Payee Maintenance

Payee Maintenance provides the ability to create and edit all payees assigned to a specific company, across all services and accounts within Commercial Center. Users can search for payees using various search options. Based on your company's needs, accounts and bank information can also be altered to accommodate changes to payees.

Create/Edit a Payee

Payees can be created and assigned to specific accounts for use with ACH and Wire services. **New Payees** can be created by selecting the **Create Payee** button. Payees can also be edited by selecting a pre-existing payee through the search function.

Create a New Payee

- 1. Select the Payments & Transfers tab.
- 2. Select Payee Maintenance.

Dashboard Account Information	Payments & Transfers	Stop Payment Administra	tion My Settings	
Quick View	Payment Activity ACH Payments Wire Transfer			Account Information
Account Number Ready Cash Reserve	Account Transfer Payee Maintenance Import Maintenance Integrated Payables Import	Principal Balance Not Reported	Available Credit	Balance Reporting Transaction Search
Checking Account Number	Tax Payments Remote Deposit Capture	rremo Available Balance	Current Ledger	Savings Statement
Bulliness Checking		Not Reported		NACHA Detail File Report NACHA Return File Report

3. Select Create Payee from the Manage Payees screen.

Payee Mainter	ance : Manage Payees
Search Payees	
Display Name	Payee ID
Payee Type	All Payee Name
Account Number	
Show 10 results per pa	ige, sorted by Display Name in ascending order, including summary
🔎 Search Payees	Print Create Payee

* Payee Name		Display Name		
* Payee ID		Address 1		
* Payee Type No	ne Selected 🔻	Address 2		
		Address 3		
		Note: P.	O. Boxes are not	
		valid for	Wire Transfers	
		valid for Email Address	Wire Transfers	
ayee Accounts Account Information	Bank Information	valid for Email Address	Wire Transfers	Default Account
ayee Accounts <u>Account Information</u> <i>No accounts defined for pay</i>	Bank Information	valid for Email Address	Wire Transfers Account Type	Default Account

4. Input the Client's information in the appropriate fields. Fields with an "*" are required.

- Payee Name Enter the Client's name.
- Payee ID Assign a Payee ID.

Note: This name can reflect the Payee Name or be an employee ID# masked at the user level.

- Payee Type Select between Individual, Business or Government Agency.
- Display Name This field can be used to create a nickname for your customer.
- Address 1-3 These fields are provided for the address of the payee. **A P.O. Box address** will *not* be valid for wire transfers.
- Email Address This field can be used to input the Client's email address.

Adding an Account

1. Click the Add Account button. The Add Payee Account box will appear.

'ay	ee Accounts					
	Account Information	Bank Information	Authorized For Debit	Account Type	Default Account	
	No accounts defined for payee					
6	Add Account					

2. Complete the **Account Information** for the customer.

Add Payee Account	×
Account Information * Account Name * Beneficiary ID Type Account Number * Account Number	
Account can be used in ACH Templates and Batches	
Wire Information Account can be used in Wire Templates and Transactions	
Save Account Cancel	

a. Account Name – Use this field to enter the Client's name.



Note: Using the name of the person linked to the account or the type of account (Checking/Business) are most commonly used in this field.

 Beneficiary ID Type – The drop down menu provides a number of ID types to use instead of an Account Number. While the name "Account Number" will remain in the below field, the Beneficiary ID Type can range from numerous ID types.



Note: Keep in mind that only a **Beneficiary ID Type of Account Number** can be used to initiate ACH batches. The **ACH Information** field will be *disabled* if another **Beneficiary ID Type** is selected.

c. Account Number – Input the number of the **Beneficiary ID Type** selected in the above field. This may be a series of numbers and/or letters, depending on the criteria the Client's bank uses.

3. Select the **Type of Service** you would like to use the payee for: ACH or Wire.

Add Payee Account	×
Account Information	
* Account Name John Doe	
* Beneficiary ID Type Account Number V	
* Account Number	
ACH Information Account can be used in ACH Templates and Batches	
Wire Information Account can be used in Wire Templates and Transactions	
Save Account Cancel	

Entering ACH Information

1. Use the **Bank Lookup** button for an easier search.

ACH Information Account can be used in ACH Templates and Batches	
Bank Lookup * Bank ID Bank Name Account Type DDA V	Debit Authorization Type Not Authorized Prenote No Prenote Add Prenote

- 2. Enter the bank's routing number in the **Bank ID** field.
- **3.** Press the **Select** button on the financial institution you wish to use.

Bank Lookup						×
Search Deta	ails					
Ba	ank Name		City			
	Bank ID 122234783	St	ate Abbreviation			
Bank Refere	ence Type Fed ABA					
🔎 Search						
Bank ID	Bank Name	City	State Abbreviation			
Prev 1 Next	Go to page 1 Showing	1 - 1 of 1			Item	is to display: 10
122234783	MONTECITO BANK & TRUST	GOLETA	CA	асн 🥰	🔎 View	Select
Prev 1 Next	Go to page 1 Showing	1 - 1 of 1			Item	is to display: 10
					Results return	ned in 0.228 seconds

4. Select the type of debit authorization you have received from the customer. An authorization type must be selected if you wish to debit the Client's account.

Note: Financial institutions are *not* required to verify the account number belongs to the payee, only that the account number is valid.

5. If you wish to verify the information, a **Prenote** can be added.

ACH Information Account can be used in ACH Te	mplates and Batches	5	
D Bank Lookup	Bank ID: Bank Name: Bank Address:	122234783 (ABA) MONTECITO BANK & TRUST GOLETA, CA	Debit Authorization Type Not Authorized Prenote No Prenote Add Prenote
* Bank ID	122234783		Not Authorized
Bank Name	MONTE BT SBARB		Physical Authorization
Account Type	DDA V		Internet Authorization Telephone Authorization

6. Select Save Account to add the ACH information to the payee.

Add Payee Account	×
Account Information * Account Name Test * Beneficiary ID Type Account Number * Account Number 0123456	
ACH Information Account can be used in ACH Templates and Batches Bank ID: 122234783 (ABA) Bank Name: MONTECITO BANK & TRUST Bank Address: GOLETA, CA * Bank ID: 122234783 Bank Name: MONTECITO BANK & TRUST Bank Address: GOLETA, CA	Debit Authorization Type Physical Authorization Prenote No Prenote Add Prenote
Account Type DDA Wire Information Account an be used in Wire Templates and Transactions	
Save Account X Cancel	

Entering Wire Information

1. Use the **Bank Lookup** button for an easier search.

Beneficiary Bank ID Type None Selected Beneficiary Bank ID Type None Selected Beneficiary Bank Name Bank Address 1 Bank Address 2 Bank Address 3 International Bank Beneficiary Bank Country None Selected International Routing Number * Beneficiary ID Beneficiary ID Beneficiary ID Beneficiary Country None Selected Contact Name Phone Number	▼ Correspondent Bank Lookup Correspondent Bank ID Correspondent Bank Name Correspondent Bank Name Intermediary Bank Lookup Intermediary Bank ID Intermediary Bank ID Type None Selected ▼ Intermediary Bank Name
--	---

- 2. Enter the bank's routing number in the **Bank ID** field.
- **3.** Press the **Select** button on the financial institution you wish to use.

Pank Lookun						~
	·					^
Search Det	ails					
в	ank Name		City			
	Bank ID 122234783	St	ate Abbreviation		=	
Bank Refer	ence Type Fed ABA				_	
Coareh						
- Search)					
Bank ID	Bank Name	City	State Abbreviation			
Prev 1 Next	Go to page 1 Showing 1	- 1 of 1			Item	s to display: 10
122234783	MONTECITO BANK & TRUST	GOLETA	CA	асн 🌾	🔎 View	Select
Prev 1 Next	Go to page 1 Showing 1	- 1 of 1			Item	s to display: 10
					Results return	ed in 0.228 seconds

- **4.** Beneficiary Data will autofill from the **Account Information** fields.
- 5. Complete the required fields. Required fields are designated with an "*".
- 6. If a correspondent bank is needed, use the **Bank Lookup** button to bring in the information.
- 7. If you would like to use a specific intermediary bank, use the **Bank Lookup** to bring in the information.
- 8. Click Save Account.

Wire Information Account can be used in Wire Te	emplates and Transactions		
p Bank Lookup	Bank ID: 122234783 (ABA) Bank Name: MONTECITO BANK & TRUST Bank Address: SANTA BARBARA, CA	Correspondent Bank Lookup Correspondent Bank ID Correspondent Bank ID Type	None Selected V
Beneficiary Bank ID Type	Fed ABA	Correspondent Bank Name	
Beneficiary Bank ID	122234783		
Beneficiary Bank Name	MONTECITO BANK & TRUST	Intermediary Bank Lookup	
Bank Address 1		Intermediary Bank ID	
Bank Address 2		Intermediary Bank ID Type	None Selected 🔻
Bank Address 3		Intermediary Bank Name	
International Bank			
* Beneficiary Bank Country	United States	•	
International Routing Number			
* Beneficiary ID Type	Account Number		
* Beneficiary ID			
* Beneficiary Country	United States	T	
Contact Name			
Phone Number			
Save Account X Cancel			

Payee Accounts

Added payee accounts are displayed in this area. The following information is displayed to provide a summary of each payee:

- Delete The Red X icon represents the delete function. Selecting this will prompt a confirmation window before deletion occurs.
- Account Information This column displays the Account Number and Account Name for the payee account.
- Bank Information This column displays the Bank ID and Bank Name assigned to the payee account.
- Authorized for Debit If the customer has been authorized for debit ACH transaction a green checkmark will appear.
- Account Type This column displays the usage type of the account, whether DDA, SAV, GL or Loan.
- Default Account When checked, this is the default account for the payee.
- Icon This icon displays whether the account is active for use with ACH batches (
 and/or Wire transactions (
).
- Edit Selecting this field will allow the account to be edited.

Dashboard	Accoun	t Information	Payment	s & Transfers	Stop Payment	Administratio	n My Settings
Create Pa	iyee						
Payee Informa	ation						
* P	ayee Name	John Doe		Display Name			
	* Payee ID	JohnDoe1		* Address 1			
*	Payee Type	Individual	•	* Address 2			
				Address 3			
				Email Address	Note: P.O. Boxes ar valid for Wire Trans	e not fers	
				Enidii Audress	L		
Payee Accoun	ts						
Acc	count formation	Bank Inforr	nation	Authorized Fo	r Account Type	Default Account	
	- Joh	in 122234783 - SBARB	MONTE BT	~	DDA	~	🔤 🌾 🥜 Edit
O Add Acco	ount						
Save 🗙	Cancel						
						Page generate	 indicates required fields d on 12/16/2019 at 9:13 AM PST
Copyright 2019 M	ontecito Bank 8	& Trust CERT.					

Searching for Existing Payees

Existing payees can be searched using payee information.

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5-
ν

Note: The more information that is entered will help narrow the search and help find the payee most efficiently.

Dashboard	Account Information	Payments & Transfers	Stop Payment	Administration	My Settings
Payee Mai	intenance : Mana	ge Payees			
Search Payees					
Display	Name	Payee ID			
Paye	e Type All	Payee Name			
Account N	lumber				
Show 10 result	s per page, sorted by Display	lame in ascending order, includin	g summary		
Search Pay	ees Print 🕜 Create I	ayee			

Searches can also be customized to the user's needs by sorting by:

- Display Name
- Payee Type
- Account Number
- Payee ID
- Payee Name
- Ascending order
- Descending order
- Summary
- Summary & Details

Payee Search Results

All payees are displayed for review with edit options. The number of payees displayed can be determined by selecting 10, 20 or 50 Items to display. To navigate between pages of payees, the **Prev** and **Next** buttons can be used.

Each **Payee** will display with the following information, when the **Summary Only** option is selected:

- Delete The Red X icon represents the delete function.
- Display Name This is the payee name given for the Payee Maintenance service.
- Payee ID This is the payee identification name or number.

- Payee Name This is the payee identification name. The ID is determined during the payee creation process.
- Payee Type This displays the type of transactions this payee will be assigned to.
- Edit Selecting this field will allow the payee to be edited.
- Make Payment Use this button to start an ACH or wire transfer.

Display Name 🔺	Payee ID	Payee Name	Payee Type	
Prev 1 Next Go to page 1	Showing 1 - 7 of 7			Items to display: 10 20 50
×			Individual	🥜 Edit 🦓 Make Payment 🔻
×			Business	🥜 Edit 🦓 Make Payment 🔻
×			Individual	🥜 Edit 🦓 Make Payment 🔻
×			Individual	🥜 Edit 🦓 Make Payment 🔻
×		100	Business	🥜 Edit 🦓 Make Payment 🔻
X John Doe	*Doe1	John Doe	Individual	🥜 Edit 🦓 Make Payment 🔻
×			Business	🥜 Edit 🦓 Make Payment 🔻
Prev 1 Next Go to page 1	Showing 1 - 7 of 7			Items to display: 10 20 50

ACH Payments

Clients with ACH services can create ACH batches manually through the user interface or by uploading a batch file via the **Transaction Import Service**. Files can be imported in an industry standard format, NACHA or in a customer defined format, such as comma separated value (CSV), fixed width or XML. Manually created and imported batches are saved and can be reviewed and interacted with (edit, approval, reject, cancel, etc.) by users until the batch is delivered to the financial institution for processing.

Batch Creation

ACH batches can be created through free form entry, starting a batch 'from scratch' or from a template (a batch-like form that includes previously defined payees and other information which may be used to quickly create batches). If no templates have been created, use **Manage Batch Templates** to create one or save a **Free-Form Batch** as a template for continued use.

Dashboard Account Information	Payments & Transfers	Stop Payment	Administration	My Settings	
ACH Payments — Current Progress — 1 Select –	— 2 Request — 3 Revie	w — 4 Complete			Payments & Transfers Payment Activity ACH Payments
Select Template Select existing ACH Batch template.	Free	-Form Batch			Create BatchImage Patch TemplatesManage Batch TemplatesTransaction Import
<u>۾</u>	A	ACH Company Wire Tran Account Payee M.			
					Import Maintenance

Creating an ACH Batch – Choosing the Method

From a Template

1. To create an ACH Payment from a template, enter a portion of the template name or the entire template name and select the desired template from the drop down menu.

Select Template
Select existing ACH Batch template.
Pay Q Payroll Test

From a Free-Form Batch

1. To create a free form batch, select the **ACH Company** the payment is being made to from the drop down menu. Free-form batches may be saved as templates for later use if desired.

Free-Form Bate	ch
ACH Company	T
	Commercial Cente Commercial Ctr 2

2. Once an ACH Company has been selected, a **Debit/Credit** field will appear. Depending on the entitlements of the user, a Credit Only, Debit Only or Mixed Debit and Credit batch may be created.

Free-Form Bate	ch	
ACH Company Debit Credit	Commercial Cente	T T
	Credit Only Debit Only Mixed Debit and Credit	

3. Lastly, select a **Batch Type**. After the batch type has been selected the screen will refresh and the user will be taken to the **Create Batch** page.

Free-Form Bate	ch	
ACH Company	Commercial Cente)
Debit Credit	Credit Only]
Batch Type	· •	3
		15
	Business Business (CCD) Extended Addenda (CTX) Individual Individual (PPD) Payroll (PPD)	

Creating an ACH Batch – Entering Batch Details

When a template is selected, the system displays the contents of the template for review or editing. Some fields are displayed as text only and changes cannot be made. These include ACH Company, Batch Type and Offset Account (if your company uses them). These fields were already defined in the template and are now locked for this batch.

Cicate Dateri				
Current Progress [1	Select — 2 Request — (3 Review — 4 Co	omplete	
ACH Batch Details Payment Date ACH Company Commercial Batch Type Payroll (PPD * Offset Account - Chec Template Name Payroll Test Total Credits \$0.25 (2) Page Credits \$0.25 (2)	Cente) - Credit Only king (Business Checkin Total Debits \$0.00 (0) Page Debits \$0.00 (0)	Company Discretion * Company Entry De ৰ্ <u>No</u> <u>Recurring (</u> Exclude \$0.00/emp during batch sul	aary Data escription Payroll Pending Actions: System Events: 1 Complete - Unsu Complete - Unsu Complete - Succe Early Action Take Early Action Rem Expired: Notify vi Options bmission	Notify via EMAIL lotify via EMAIL ccessful: Notify via EMAIL essful: Notify via EMAIL essful: Notify via EMAIL essful: Notify via EMAIL ia EMAIL
Search Payee Records				
· · · · · · · · · · · · · · · · · · ·				
Exclude + / - Payee	Account	<u>* Amount</u> A	ddenda	Remittance + / -
Exclude + / - Prev 1 Next Go to page 1	Account Showing 1 - 2 of 2	<u>* Amount</u> A	ddenda	Remittance + / - Items to display: 10 20 50
Exclude Payee + / - Prev1 Next Go to page 1	Account Showing 1 - 2 of 2	<u>* Amount</u> A 0.15	ıddenda	Remittance + / - Items to display: 10 (20) 50 Remittance
Exclude Payee + / - Payee Prev 1 Next Go to page 1	Account Showing 1 - 2 of 2 (DDA) ▼ ((SAV) ▼ (<u>* Amount</u> A 0.15 (0.10 (ıddendə	Remittance + / - Items to display: 10 (20) (50) Remittance
Exclude Payee + / - Prev 1 Next Go to page 1 Prev 1 Next Go to page 1 Prev 1 Next Go to page 1	Account Showing 1 - 2 of 2 (DDA) (SAV) Showing 1 - 2 of 2 Showing 1 - 2 of 2	* <u>Amount</u> A	uddenda	Remittance + / - Items to display: 10 20 50 Remittance Remittance Items to display: 10 20 50

When **Free-Form** is selected, all fields will be displayed as available for entry, unless a field only contains one possible value.

Note: When only one value is available, the system removes the selection menu and preselects the single option in order to expedite the ACH batch creation

Create Batch					
— Current Progress –	— 1 Select — 2 Req	uest — 3 Review –		e ————	
ACH Batch Details					
Payment Date	2	Company Discreti	onary Data		
ACH Company Comme	rcial Cente	* Company Entry I	Description		
Batch Type Busines	ss (CCD) - Credit Only	-	Notify Me Pendi	ng Actions: Notify via E	MAIL
* Offset Account	S	Ş	Comp	n Events: Notiry via Em lete - Unsuccessful: Not	IAIL tify via EMAIL
Save as Template 💷			Comp Early	lete - Successful: Notify Action Taken: Notify via	/ via EMAIL a EMAIL
Total Credits	Total Debits		Early Expire	Action Removed: Notify d: Notify via EMAIL	via EMAIL
i i i i i i i i i i i i i i i i i i i	Page Debits				
Page Credits	r uge o cono	Exclude \$0.00/er	mpty items 📃		
Page Credits		Exclude \$0.00/e during batch	mpty items 🔲 submission		
Payees Payee		Exclude \$0.00/e during batch	mpty items	Addenda	Remittance + / -
Payees Payee Payee	P	Exclude \$0.00/e during batch Account None Selected V	* Amount	Addenda	Remittance + / -
Payees Payee X	Q 	Exclude \$0.00/e during batch Account None Selected V None Selected V	* Amount	Addenda	Remittance + / - Remittance Remittance
Payees Payee Payee X X X X X X X X X X X X	<u>م</u>	Account None Selected ▼ None Selected ▼	Amount	Addenda	Remittance + / - Remittance Remittance Remittance
Payees Payee X	ی بر ا ا ا ا ا ا ا	Exclude \$0.00/e during batch	* Amount	Addenda	Remittance + / - Remittance Remittance Remittance Remittance Remittance Remittance

ACH Batch Details

- Payment Date This is the date on which the payments in the batch are made to the payees.
- ACH Company This is your company's legal entity through which these payments will be made.
- Batch Type Individual, Business or Government.
- Offset Account The account through which these payments are funded, if that decision is made through this software.
- Save as Template (Free-Form Batch) To save the **Free-Form Batch** as a template, check this box. A new field will populate to name the template.

Save as Template	
* Template Name	

- Debit/Credit Batches can be created to contain Debit only, Credit only or a mixture of Debit and Credit transactions.
- Company Discretionary Data An optional field which allows a detailed description of the batch.

- Company Entry Description A required field which provides space for short descriptive information about the batch for internal use.
- Notify Me This field tells the system to send the user an email and/or SMS text message when the batch status changes. Users can select to be notified when the following status changes occur:
- Pending Actions The batch requires approval or has been rejected by an approver and needs repair.
- System Events The batch has been delivered to the bank.
- Complete Unsuccessful The batch delivery attempt failed.
- Complete Successful The batch delivery attempt was successful.
- Early Action Taken The batch is dated for the future and was approved prior to the day it is scheduled to be sent to the bank.
- Early Action Removed The batch is in a recurring series or is dated for the future, but has been deleted or canceled.

Notific	ation Options					,
Delive	Data Type	\bowtie	.	,	0	Format Preference
	Pending Actions	۲		\bigcirc	\bigcirc	PDF V
1	System Events	۲		\bigcirc	\bigcirc	PDF V
1	Complete - Unsuccessful	۲		\bigcirc	\bigcirc	PDF V
1	Complete - Successful	۲		\bigcirc	\bigcirc	PDF V
1	Early Action Taken	۲		\bigcirc	\bigcirc	PDF V
1	Early Action Removed	۲		\bigcirc	\bigcirc	PDF •
1	Expired	۲		\bigcirc	\bigcirc	PDF •
Save	Cancel					

 Recurring Options (Template Batch) – This field is only visible if the batch is created from a template. At this time, the user may define a schedule for the batch to be automatically generated and sent to the bank for processing. (For more information see the Setting Up Recurring Options section of this user guide.)

	Note: The recurring series will begin on the Payment Date selected and the days
E	chosen are the payment dates. The system will send the batch two business days
ν	before the specified payment periods.

Recurri	ng paymer	nts must begin	on a future date.	The first pa	yment will	be created on the	
Date" a will occ	-calculated and other s our on the p	elections. If the previous busin	nt Date" to ensure ne selected day oc ess day.	curs on a n	essing base on-business	ed on your specified "Star day, the transfer reques	t
art Date		First	Payment Date				
🖲 Trans	saction Repe	eats Indefinitely					- 1
C Trans	saction Repe	eats Until End D	ate				
Fixed	Number of	Transactions (I	Max: 999 Transfers)				
Daily	Weekly	Bi-weekly	Semi-monthly	Monthly	Annually		- 1
• Eac	h business	day (Monday t	hrough Friday)				- 1
🔘 Spe	ecific days o	f the week					- 1
							- 1
							- 8
$\neg -$							

 Remittance +/- – An optional field which sends payment notifications to payees when enabled

Additional Payees

When creating a batch from a template, click on the **Additional Payees** text to add existing or create new payees to this batch. This is an expandable and collapsible field.

 Additional 	l Payees				
	Payee	Account	* Amount	Addenda	Remittance + / -
×	Q	None Selected ▼			Remittance
×	م	None Selected ▼			Remittance
×	م	None Selected V			Remittance
×	۵	None Selected ▼			Remittance
×	۵	None Selected ▼			Remittance
×	۵	None Selected ▼			Remittance
Add Paye	es Create New Payee				
Request I	Batch 🔀 Cancel				

Creating an ACH Batch – Submitting the Batch

- Once all required and desired information has been filled in for your batch, click Request Batch to proceed to the review page.
- 2. The batch is now displayed for your review before being initiated. If needed, the user is able to search through the payees to find and verify a specific transaction. Excluded records and payees that have outstanding prenotes are displayed in grey text to indicate that they will not be processed in this batch.
- **3.** If a change is needed, click the **Edit Batch** button to return to **Request** page.
- 4. Click the **Confirm** button to confirm the batch for processing.

Create Batch				
Current Progress(1 Select — 2 Request —	3 Review — 4 Comple	ete	
ACH Batch				
Recurring Frequency	One-Time Payment			
Template Name	Payroll Test			
Batch Type	Payroll (PPD) - Credit Only			
ACH Company	Commercial Cente (
Offset Account	- Checking (Business Checkin	ng) - Montecito CERT (1222347	783)	
Total Credits	\$0.25 (2)			
Company Entry Description	Payroll			
Payment Date				
	System Events: Notify via EMAIL Complete - Unsuccessful: Notify via EM Early Action Taken: Notify via EMAIL Early Action Removed: Notify via EMAIL Early Action Removed: Notify via EMAIL	EMAIL MAIL L MAIL		
Search Payee Records				
Payee	Account	ABA	Amount	Addenda
Prev 1 Next Go to page 1	Showing 1 - 2 of 2			Items to display: 10 20 50
State and State			1	\$0.15
the second second		122234783	9	\$0.10
Prev 1 Next Go to page 1	Showing 1 - 2 of 2			Items to display: 10 20 50
				Results returned in 0.075 seconds
Confirm de Edit Batch	Cancel			

5. Upon confirmation, a reverification screen will appear. Enter your Transaction Verification PIN and click Generate.

Please Reverify	×
Please enter your PIN	

6. A text with the verification passcode will be sent via SMS to your mobile phone. Enter the passcode displayed in the text and click **Submit** to proceed.

9	Please Reverify	×
ct 10 - 11 0	Please enter your PIN Please enter your passcode Submit Cancel	

7. The batch is now queued to be submitted to the bank at the next available batch processing period. A green banner will display at the top of the page providing the date, time, and a Transaction Number or the name of the recurring series, if one was defined. The body of the page displays the details of the batch.



8. You may click the **Return** button to go back to the **Request** page, or select another menu option.

Other ACH Options

Transaction Import

Another way to enter ACH transactions is through **Transaction Import**. ISO20022, EDI820, NACHA, Delimited, Fixed Width, and XML formatted files containing ACH transactions may be imported by a user for processing by the financial institution. Files are read through predefined maps.

When a user selects **Transaction Import**, s/he will be presented with the **Map Table**. This table displays all maps currently available to the user. Map names that appear in italics are **Public Maps** which have been created by the financial institution and may be utilized if the user has a file formatted in one of these standard formats. These maps may only be edited by the financial institution.



Note: Map names that appear in bold are **Custom Maps** which have been created for the company or by the financial institution, on behalf of the company.

File Maps	Is Active	
K Mapper Name	Set as Active	🥜 Edit File Map 🔀 Upload 🕼 Prin
Sample	Set as Active	🥜 Edit File Map 🕅 🔀 Upload 🗎 Prin
EDI820 ACH Transfer Import	Set as Active	📑 Uploa
ISO20022 ACH Transfer Import	Set as Active	📑 Uploa
NACHA ACH Transfer Import	O Set as Active	📑 Uploa

Setting Up Recurring Options

Templates are also used to set up recurring payments. **Recurring Payments** allows the user to create a schedule so that an ACH batch may be automatically generated and sent to the financial institution for processing at specific times.

- 1. Select a **Start Date**, which is the date the first payment from this series will be delivered for processing. The **First Payment Date** is calculated based on the start date and recurring frequency.
- 2. Select an Expiration Date for this schedule.
 - a. Select Transaction Repeats Indefinitely if this batch is intended to run forever.
 - **b.** Select **Transaction Repeats Until End Date** if this schedule will have an end date, then select a date from the calendar.
 - c. Select **Fixed Number of Transactions** for batches which will run for a limited time, then enter the number of times this transaction should run before it expires.
- 3. Next, specify how often this batch will occur (**Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly or Yearly**) and select the desired options for that choice.
- 4. Once the schedule has been completed select **Save**. If the user does not wish to create a schedule select **Cancel**.

Recurring Options	×
Recurring payments must begin on a future date. The first payment will be created on the system-calculated "First Payment Date" to ensure timely processing based on your specified "Start Date" and other selections. If the selected day occurs on a non-business day, the transfer request will occur on the previous business day.	
Start Date First Payment Date	
Iransaction Repeats Indefinitely	
Transaction Repeats Until End Date	
Fixed Number of Transactions (Max: 999 Transfers)	
Daily Weekly Bi-weekly Semi-monthly Monthly Annually	
Each business day (Monday through Friday)	
Specific days of the week	
	+
Save Cancel	

Once the recurring schedule has been created, the user will be taken back to the **Create Batch** page and see a summary statement of the selection. Beside the summary is a red X (IX) which allows for the deletion of the recurring series. Just below that, create a name for the series. This will allow for the user to search for this series and distinguish these payments from other ACH payments.

Recurring Options	× Weekly on Wednesday	of each week starting on	ending on
* Recurring Series Name		This field is required.	

Wire Transfer

Wires may be initiated through a free form entry, from an existing template, or from an existing payee who will be the beneficiary.

- Free Form This option creates a one-time wire from scratch, without utilizing a pre-defined template or existing payee. Click one of the **Create** button options to gain access to begin the wire creation process.
- Select Template This option creates a wire from an existing, semi-repetitive or fully repetitive template. The template type will be displayed in parenthesis beside the template name. If the user knows the name of the desired template, begin typing it in the search field and select one of the options presented. If the template name is unknown, click the field and select one of the options from the menu that populates.
- Select Payee This option creates a wire using the information of an existing payee as the beneficiary. Type any portion of the payee's name in the field and select one of the options from the menu that populates.

Dashboard	Account Information	Payments & Transfers	Stop Payme	nt Administration	My Settings			
Wire Transfer								
For today's p	processing USD Wires must be	submitted before 2:00 PM PST	. FX Wires must t	oe submitted before 2:00 P	M PST.			
— Currer	nt Progress —— 1 Select —	— 2 Request — 3 Review	v — 4 Compl	ete				
Create		Select Template	S	elect Payee				
🔕 Sir	ngle Free-Form Wire	Select existing wire transfer inst template.	ruction C ii	Create new set of wire transfer Instructions for an existing pay	r ee.			
О м	ulti-Template Wires			•	Continue			

Commercial Center will display the wire transfer request page with the needed information for the wire transfer depending on the choice made above.

- If the user has selected to create a **Free Form** wire, all fields will be blank and allow the user to input values.
- If the user has selected to create a wire from a **Repetitive Template**, all fields except the payment date, notify me options and recurring transfer options will be predefined and locked.
- If the user has selected to create a wire from a **Semi-Repetitive Template**, all fields which were required for template creation will be predefined and locked. Fields which are not defined, but are necessary to complete the wire will be blank, allowing the user to input values.
- If the user has selected to create a wire from a **Payee**, all beneficiary information available for the selected payee will be populated. All other fields will be blank, allowing the user to input values.

Wire Transfer							
— Current Progress — 1 Select — 2 Request — 3 Review — 4 Complete —							
Account Information * Payment Date 05/07/2025							
* Debit Account	Q						
* Originator Name Commercial Center Test Company							
* Originator Address 1							
* Originator Address 2							
Originator Address 3							
* Payment Currency	Q						
* Amount							
Beneficiary / Payee Information	Beneficiary Bank Information						
* Name							
* Beneficiary ID Type Account Number	Bank Lookup						
* Beneficiary ID	Ranaficiani Park ID Tuna Nana Calastad V						
* Address 1	Beneficiary Bank ID Type None Selected *						
* Address 2	Address 1						
Address 3	Address 2						
Note: P.O. Boxes are not valid	Address 2						
* Beneficiary Country None Selected	Address 5						
Contact Name	* Beneficiary Bank Country						
Phone Number	None Selected						
	Intl Routing Number						
Additional Bank Information							
Additional Reference Information							
* Purpose of Payment]						
Additional Information For Beneficiary Note: Maximum 35 ch	haracters per field						
Save As Repetitive Template							
Save As Payee							
In the selected Selected							
Request Transfer							

Account Information

- Payment Date Initially, the date presented to the user will be the soonest available payment date based on cut off times, weekends, holidays, etc. If the user would like to create a future dated wire, select the field and type the desired date or select it from the calendar.
- Debit Account This is the account from which the funds will be withdrawn to fund the wire. The user can type a portion of the desired account number and then select the correct account from the drop down menu or the user may select the field and then choose one of the accounts which display.
- Originator Name This field will be populated with the name of the company that is initiating the wire.
- Originator Address 1-3 This field will be populated with the address pulled from the company's profile.
- Payment Currency This field allows the user to select the currency of the wire being created. The options available in this field are dependent upon the Debit Account selected.
- Amount This field represents the amount of the wire being created.

Beneficiary/Payee Information

- Name Enter the name of the wire recipient.
- Beneficiary ID Type Choose the appropriate option from the drop-down menu.
- Beneficiary ID Enter the identification information from the ID type above for the beneficiary.
- Address 1-3 Enter the address information of the beneficiary.
- Edit Payee This option is present when a wire is initiated from Select Payee. The user can use this to edit the payee and save those changes.

Beneficiary Bank Information

- Bank Lookup Use this field to bring in the financial institution's information using their American Banker's Association (ABA) number from a search query. The following fields will be auto filled with the information. If the financial institution does not use an ABA number, the following fields must be manually completed.
- Name Enter the name of the beneficiary's financial institution.
- Beneficiary Bank ID Type Select the ID type the financial institution is utilizing. As a rule of thumb, if the financial institution is not located in the United States, **SWIFT BIC** should be selected.

- Beneficiary Bank ID Enter the financial institution's Federal ABA Routing number or SWIFT BIC sequence.
- Address 1-3 Enter the address of the financial institution being utilized by the beneficiary.
- International Bank If a Federal ABA Bank ID type is being used, this box should be unselected. If a SWIFT BIC Bank ID is being used, this box should be selected.

Additional Information

This is a collapsible/expandable section. The fields contained in this section are optional. If a value is entered into any one of the Correspondent or Intermediary fields, all remaining fields for the financial institution must be completed.

▼ Additional Bank Information	
Correspondent Bank Lookup	🔎 Intermediary Bank Lookup
Correspondent Bank ID Type None Selected V	Intermediary Bank ID Type None Selected 🔻
Correspondent Bank ID	Intermediary Bank ID
Correspondent Bank Name	Intermediary Bank Name

 Correspondent and/or Intermediary Bank Lookup – If the bank that will be utilized has an ABA Routing number select this hyperlink and enter information into any of the fields presented to quickly locate the correct financial institution. Once a selection has been made, the system will auto fill the remaining fields in this section.

International Wires: MB&T uses Pacific Coast Bankers Bank as the Correspondent
Bank for international wires.

P	P
Correspondent Bank Lookup	Intermediary Bank Lookup
Bank ID: 121042484 (ABA)	Intermediary Bank ID Type None Selected 🗸
Bank Name: PACIFIC COAST BANKERS BANK	Intermediary Bank ID
Bank Address: WALNUT CREEK, CA	Intermediary Bank Name
Correspondent Bank ID Type Fed ABA	
Correspondent Bank ID 121042484	
Correspondent Bank Name PAC COS BKRS BK SF	

- Correspondent and/or Intermediary Bank ID Type Select the ID type the financial institution utilizes.
- Correspondent and/or Intermediary Bank ID Enter the financial institution's Federal ABA Routing number or SWIFT BIC sequence.
- Correspondent and/or Intermediary Bank Name Enter the short name of the financial institution.

Additional Reference Information

Additional Reference Information	
* Purpose of Payment	
Additional Information For Beneficiary	
	Note: Maximum 35 characters per field
Save As Repetitive Template	
Save As Payee	
otify Me	None Selected

- Purpose of Payment (Required) Enter a brief description of the payment, up to 35 characters. Description examples include payment on exported goods, payment on computer services, foreign direct investment, and salary to employee.
- Additional Information for Beneficiary This is an optional field where the user may enter additional information for the beneficiary such as an invoice number.
- Save as Repetitive Template (Free Form Wire Only) This option displays if the user has template maintenance capabilities and is creating a Free Form wire. Select this option if the settings for this wire should be saved as a template for future use.
- Save as Payee (Free Form Wire Only) This option displays if the user has payee maintenance capabilities and is creating a Free Form wire. Select this option if the beneficiary information for this wire should be saved as a new payee. Once selected, a window will appear when the user selects **Request Transfer**, permitting more required information to be entered about the new payee.
- Notify Me Options This option allows the user to choose to be notified when wire status changes occur. Select the hyperlink and choose the events that the user would like to be notified of. Also, the user may select how the notification is delivered.
- Recurring Options (Template Wire Only) This option displays if the wire being created was initiated from a template. Recurring wires automatically generate at intervals based on a predefined template and schedule. Select the hyperlink to establish a schedule for the recurring wires.
- Template Name (Free Form Wire Only) This field will only display if **Save as Repetitive Template** was selected. Enter a name for the template being created.

Submitting a Wire

1. Open the **Wire Transfer** request by clicking on **Single Free-Form Wire**, or by selecting a template or payee.

Dashboard	Account Information	Payments & Transfers	Stop Payme	nt Administration	My Settings			
Wire Transfer								
For today's p	processing USD Wires must be	e submitted before 2:00 PM PST	. FX Wires must	be submitted before 2:00 P	M PST.			
— Currer	nt Progress —— <mark>1</mark> Select –	— 2 Request — 3 Review	w — 4 Comp	lete				
Create		Select Template	9	Select Payee				
Sir	ngle Free-Form Wire	Select existing wire transfer inst template.	ruction	Create new set of wire transfe nstructions for an existing pay	r /ee.			
(M	ulti-Template Wires		2		Continue			
	,							

- 2. Complete the wire information required and click **Request Transfer** to proceed to the review page. On the review page, you will be presented a summary of the information that has been entered.
- 3. If everything is correct, select **Confirm**. You may also **Edit** or **Cancel**, as necessary.
- **4.** Upon confirmation, a reverification screen will appear. Enter your transaction verification PIN and click **Generate**.

9	Please Reverify	×
TT 01	Please enter your PIN Generate	
n n c		

5. A text with the verification passcode will be sent via SMS to your mobile phone. Enter the passcode and click **Submit** to proceed.

9	Please Reverify	×
cl - - - - -	Please enter your PIN Please enter your passcode Submit Cancel	

6. Once the wire has been submitted, a green confirmation message will confirm the request was accepted and released and display the reference number and time of acceptance.

Vour future transfer request is DWR-00000825. Request has been accepted and released as of May 13, 2024 6:01 PM PDT.

Note: Confirming the wire will send the wire to the bank for processing!

Wire Import

ļ

Commercial Center can import EDI820, FEDWIRE, ISO20022, and SWIFT MT103 formats. You can also create a custom File Map using the Wire Transaction Import feature. Mapper is a tool that defines specific rules for translating your unique file format, into the input format required by Commercial Center.

1. Navigate to Payments & Transfers and select Transaction Import from the right side Wire Transfer menu. Then select Create File Map.

Dashboar	d Account Information	Payments & Transfers	Stop Payment	Administration	My Settings	
Data Im	port : Wire Transacti	on Import				Payments & Transfers
File	Maps	Is A	ctive			Payment Activity
X Wir	e Map Test	🔕 Set	as Active	🥜 Edit File Map	Upload Print	ACH Payments
EDI	320 Wire Transfer Import	Set	as Active		Upload	Wire Transfer
FED	WIRE Wire Transfer Import	💿 Set	as Active		📑 Upload	Manage Templates
ISO.	ISO20022 Wire Transfer Import		as Active		📑 Upload	Transaction Import
SWI	FT MT103 Wire Transfer Import	🔕 Set	as Active		📑 Upload	Account Transfer
O Create	File Map 😡 Help					Payee Maintenance
				Page generated on	 indicates required fields 05/12/2025 at 5:47 PM PDT 	Import Maintenance

2. Enter the following **Structure**:

Dashboard	Account Information	Payments & Transfers	Stop Payment	Administration	My Settings	
Create File	Map					Payments & Transfers
			-			Payment Activity
— Currer	t Progress — 1 <u>Structur</u>	<u>e</u> — 2 Fields — 3 Valid	ation — 4 Review			ACH Payments
File Settings * Map	per name Test File Click to browse for fi		📑 📴 Upload	Test File		Wire Transfer Create Transfer Manage Templates
Delimited Text	Fixed Width Text XML					Account Transfer
	* What is your	record's field delimiter?				Payee Maintenance
If th	ere are blank lines in your file, s	should they be ignored? 💿 Yes 🔾	No			Import Maintenance
	* Does your file cont	tain headers or footers? \bigcirc Yes \bigcirc	No			Tax Payments
						Mobile Deposits
Go To Step 2	Cancel					Bill Pay
				Page generated on	 indicates required field 05/12/2025 at 5:56 PM PD 	Positive Pay

Mapper Name - The Mapper Name is the name used to identify this map.

Test File - "Click to browse for file" to locate and select a test file that will be used as input to the file map being created. Upload the test file into Mapper. The test file is used to assist in the file map creation process.

File Structure – There are three file structures that are supported.

- Delimited Text Type the field delimiter value for the records in the test file. This may be a comma or semi-colon. Since the TAB character has special meaning and purpose in a browser, to indicate the TAB character as the field delimiter, enter \t (a backslash followed by the letter t).
 - Blank Lines Sometimes there are blank lines in the input file that cannot be removed. Selecting Yes will ignore blank lines and selecting No will treat blank lines as records.
 - Headers and Footers Your file may contain headers and footers that include data needed for the file map or for validating integrity of the input file.
 - Selecting No will continue the process to Step 2 Fields.
 - Selecting Yes will then prompt the user to check if records within the file is prefixed.
 - If the records within the file are not prefixed, the User will be prompted to enter the lines before header, number of lines of the header, the number of the lines of the footer and the lines after the footer.
 - If the records within the file are prefixed, then the Header, Data and Footer prefixes will need to be entered. Prefix examples include -H=Header, D=Data Record, and F=Footer.
- Fixed Width Text This tab should be set a file with records set to a Fixed Width (Enter the length of the record i.e. number of characters long) or Newline Separated (Each recorded within the file begins on a new line).

- Blank Lines Sometimes there are blank lines in the input file that cannot be removed. Selecting Yes will ignore blank lines and selecting No will treat blank lines as records.
- Headers and Footers Your file may contain headers and footers that include data needed for the file map or for validating integrity of the input file.
 - Selecting No will continue the process to Step 2 Fields.
 - Selecting Yes will then prompt the user to check if records within the file is prefixed.
 - If the records within the file are not prefixed, the User will be prompted to enter the lines before header, number of lines of the header, the number of the lines of the footer and the lines after the footer.
 - If the records within the file are prefixed, then the Header, Data and Footer prefixes will need to be entered. Prefix examples include -H=Header, D=Data Record, and F=Footer.
- XML This tab should be set for a file using XML to indicate records. XPath uses path expressions (i.e. /, @, //, ..) to select nodes in an XML document. The node is selected by following a path or steps.
- XPATH Expressions Enter the XPATH Expression to identify Header, Data and Footer records.
- **3.** Fields must be defined to ensure the wire data of the input file is mapped correctly within Commercial Center. The available field types are located on the left side of the screen. Required fields are noted with the red exclamation icon (1).

Create File Map : Cor	nmTestImport
• Your form contains 1 errors, se	ee details below.
— Current Progress —	1 <u>Structure</u> 2 <u>Fields</u> 3 Validation 4 Review
🕕 Amount	
Beneficiary Address 1	Contact Number Optional Text
Beneficiary Address 2	O Data is located in the file
Beneficiary Bank Country	O Data is located in the file header or footer
🕕 Beneficiary Bank Name	O Data is a constant value, but is not located in the file
Beneficiary Country	Vot Specified
🕕 Beneficiary ID	Previous Field
🕕 Beneficiary ID Type	
Beneficiary Name	
🕕 Debit Account Number	
Originator Address 1	
🕕 Originator Address 2	
🕕 Originator Name	
🕕 Payment Date	
Purpose of Payment	

Any or all may be selected, and Mapper will process them automatically from top to bottom. Each field will contain the following options:

Data is Located in the File – Select this option if the data is located within the file. If a test file was uploaded in Step 1, one of the records from that file will be displayed, broken up into the fields defined by the file. This is displayed to give the user greater reference during the mapping process.

* Field Index:		
va	File may not always contain the lue will be used.	is field, in which case the default
Substitution Rules	Input	Output
	Add Substitution Rule	
a Church		

- Field Index The Field Index is the number given to the field selected. For example, if the ABA Number field type is selected, the test file uploaded will display the fields by number. The number assigned to the ABA field within the file should be entered into the Field Index box.
- Substitution Rules If the values in the input file records incorrect, a substitution rule can be added, rather than editing the file records. For example, the input file's receiving bank ID field has the value "AB". The bank receiving the file needs the receiving bank ID field to be "Alpha Beta".
- Default Value A default value can be entered if the file is missing the datatype selected. The Field Index number will be added as well, unless it is in conflict with an existing field within the record.

Data is Located in the File Header or Footer – Select this option if the data value for the field being defined is located in a header or footer record.

Location \bigcirc Header \bigcirc Footer
Record Occurrence Number:
If record appears once in file, enter 1; otherwise enter the record occurrence number that should be used for validation.
* Field Index:
Default Value

- Record Occurrence Number Since files can include multiple Headers or Footers, this field indicates which header or footer record contains the amount.
- Field Index The Field Index is the number given to the field that the data within the header or footer is located.

Data is a Constant Value, but Not Located in the File:

• Default Value – A constant value is to be entered to the specified data field. This value will be applied into every record in the output file that requires this data field.

*	Defende Velue	 	1	
	Delault value		J	

Not Specified:

- Default Value This is the default setting for optional fields. Selecting this will indicate that the data values for this field do not exist in the input file. It is not required to define optional fields.
- 4. Validation rules use summary data typically found in the headers and footers of the input file verify the data records within the input file. For example, header/footer records often contain transaction amount proof totals, item counts, and/or number of records in the file. The Validation Step allows you to select these fields and *Mapper* will perform the validation calculations as the input file is processed. Files having errors during the validation step are rejected.

Edit File Map : Pay	yee Import Test
— Current Progress	
Record Count	
V Line Count	Record Count Number
	 Not Specified Data is located in the file header or footer
	Next Field
Save Cancel	

Not Specified – Selecting this will indicate that the data values for this field do not exist in the input file.

Data is Located in the Header or Footer–This option is to be selected if the data is located within the file header or footer. If a test file was uploaded in Step 1, one of the records from that file will be displayed, broken up into the fields defined by the file. This is displayed to give the user greater reference during the mapping process.

- Record Occurrence Number–The Header or Footer is selected depending on where the amount is located in the input file. Since an input file may have more than one header or footer record, the Record Occurrence Number indicates which header or footer record contains the amount.
- Field Index The Field Index is the number given to the field that the data within the header or footer is located.

Note: Two decimal places implied? - Currency amount types require decimal definition.

If the amount field has a decimal, then the box does not need to be checked. If no decimal is in the currency field, but a decimal is implied, then this box needs to be selected.

5. Review - Mapper data fields have been entered and available to be reviewed. In the event a field is incorrectly filled out, the option to return to a previous screen and make changes, select the Structure, Fields or Validation links under the Current Progress section at the top of the screen.

dit File Map : P	ayee Impor	t Test			
— Current Progre	ess — 1 <u>Struct</u>	<u>ıre</u> — 2 !	Fields — 3	Validation — 4 F	eview
Test File Test File	Click to browse for	file			Upload Test File
File Structu Delimii Ignore blank line Record Data	rre Delimited Text ter , ts? true	Lin	Header / foo structu nes Before Head Lines Of Head Lines Of Foo Lines After Foo	ter Ordered ure der 0 der 1 ter 0 ter 0	
Field	Туре	Required	Source	Details	Substitution Rules
Account Currency					
Account currency	Text	~	Constant value	USD	None
Account Name	Text Text	✓ ✓	Constant value From file	USD Index: 4	None
Account Name Account Number	Text Text Text	¥ ¥ ¥	Constant value From file From file	USD Index: 4 Index: 5	None None None
Account Name Account Number Account Type	Text Text Text Text	× × ×	Constant value From file From file From file	USD Index: 4 Index: 5 Index: 6	None None Field Value
Account Name Account Number Account Type	Text Text Text Text	> > > >	Constant value From file From file	USD Index: 4 Index: 5 Index: 6	None None Field Value DDA Checking
Account Name Account Number Account Type	Text Text Text Text	+ + + +	Constant value From file From file	USD Index: 4 Index: 5 Index: 6	None None Field Value DDA Checking SAV Savings
Account Name Account Number Account Type	Text Text Text Text	4 4 4	Constant value From file From file From file	USD Index: 4 Index: 5 Index: 6	None None Field Value DDA Checking SAV Savings GL

Testing a File Map – Once the map has been filled out, the intended test file can be uploaded and tested against the map, ensuring all fields are accurate, including line counts, record counts, and output records all match to the original input file data and that any defined substitution rules work correctly. Four test results will be displayed, accessible by selecting the Tabs displayed.

- Validation Log When the test file has been mapped correctly, the validation log will display the following notification 'No validation log produced.' This indicates the test file mapped correctly with the map and no errors occurred. When errors are encountered, the validation log will display the problems found.
- File Info The number of lines and records read from the test file are displayed. The 'Line Count' equals the number of records in the file, while 'Record Count' equals the number of data records (i.e. w/o headers and footers) in the file.
- Records The Records Tab displays the individual field results from the test file extraction, as directed by the file map.
- Output File This tab displays the file in the translated format. It is this format that will be sent to the bank whenever this map is used on a file given, provided, there are no errors within the input file:

File Settings – The entered File Settings for the file map are displayed here. These should be reviewed to ensure they are correct. If data entered is not correct, the Cancel button will return the user to the previous screen.

Record Data - The entered Field Settings for the file map are displayed here.

- Field This is the name of the datatype within the file.
- Type This is the type of information within the file.
- Required The fields indicated are required fields. Fields entered correctly into Mapper will be indicated with a green check mark. If entered incorrectly a red X will appear.
- Source This is the source of the information provided.
- Details This displays the index assigned to the field.
- Substitution Rules If a substitution was created for any of the fields, the rule will be displayed here.
- Validation Rules If a validation rule was created, it will be displayed here.
- 6. Once the information provided has been reviewed and checked against the test file, select the **Save** button to finish creating/editing the file map. If any changes need to be made or an error has been made, select the **Cancel** button to go back.