Quick Reference Guide
Wire Payment Import
for Webster Web-Link®

This guide provides information on the standard U.S. domestic wire file specifications for the Wire Payment Import feature in Web-Link. In order to import a file, an import profile must first be created. Refer to page 5 for details on creating an import profile.

The Payment Import module is found under the Payments tab on the navigational bar. Click on Payments to get to the Import function.

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration

Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard

General Requirements for Importing Wires:
Files for import must meet certain requirements to ensure the data is imported correctly.

Standard CSV Format

- Standard CSV ("comma-separated value") format requires that fields in the file are in a specific order
  Note: Certain fields are always required regardless of the file format and are based on business rules

Important File Requirements for Wires
The following requirements apply to the Standard CSV format:

- When an optional field is to be omitted, use a comma in the place of the omitted value. This will result in two consecutive commas

- Leading and trailing white space (i.e., blank space) is ignored, unless the field is delimited with double-quotes, in which case the white space is preserved

- Commas are permitted within a field if they are surrounded with double-quotes

- Double-quotes are permitted within a field if the entire field is enclosed in double-quotes. In addition, each of the embedded double-quotes must be represented by a pair of consecutive double quotes. For example, you would need the following:

      "This field includes ""double-quotes"" inside a set of double-quotes."
  To render the following results:
      This field includes "double-quotes" inside a set of double-quotes.

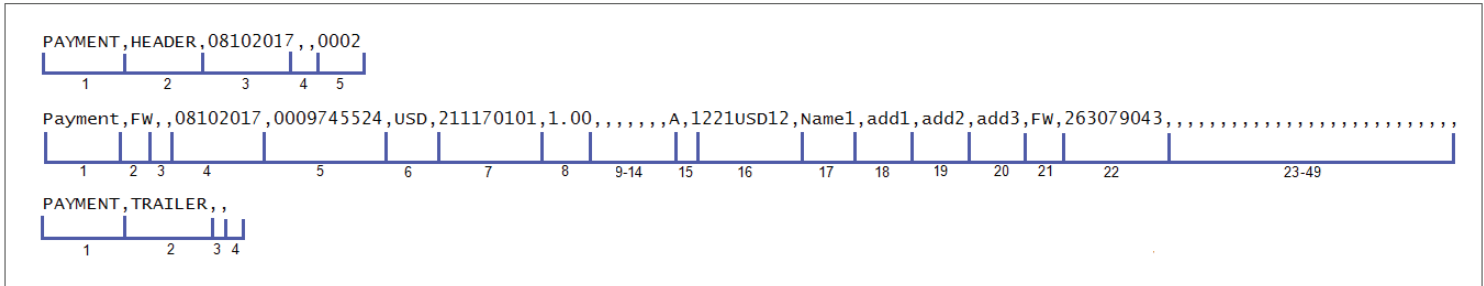- Amounts can be entered with or without a decimal position

Additional Requirements for the Standard CSV Format
The Standard CSV format is more structured than simply being delimited with commas. The key elements that characterize a standard CSV file are:

- Each file must include a header record, a trailer record, and at least one payment record, and

- Each record must be on a separate line

Sample Fedwire Format (U.S. Domestic Wire):

```
PAYMENT,HEADER,08102017,,0002
        1        2       3   4  5

Payment,FW,,08102017,0009745524,USD,211170101,1.00,,,,,,,,A,1221USD12,Name1,add1,add2,add3,FW,263079043,,,,,,,,,,,,,,,,,,,,,,,,,,,,
        1  2 3      4          5            6   7    8  9-14 15       16    17   18   19   20 21        22         23-49

PAYMENT,TRAILER,,
        1       2  3 4
```

Header Format

- Character Type: A=alphanumeric, N=numeric
- *R/C/O identifies if the field is one of the following: **Required** / **Conditional** / **Optiona**l

The following table describes the required Standard CSV Header format for importing Fedwire payments:

POS	Data Field	Format/Validation Comments	Character Length / Type	*R/C/O
1	Payment Identifier	Must be "PAYMENT"	7/A	R
2	Header Identifier	Must be "HEADER"	6/A	R
3	Date	MMDDYYYY	8/N	R
4	Not Used			
5	Batch Number	A sequential batch number. The number increases with any batches done by any user for the same customer on the same day.	4/N	R

Import Validations - Fedwire Payments

The following table describes the required Standard CSV record format for importing Fedwire payments:

CSV POS	Field Name	Field Validations	*R/C/O
1	Record Type	Required value: Payment	R
2	Payment Type	Required value: FW	R
3	Sender's Reference Number	Maximum 16 characters	O
4	Value Date	• Date in the format: mmddyyyy • Is within a maximum number of days configured in a properties file at implementation time. • A business day according to the configured schedule for the payment type **Note:** Holidays and non-processing days are taken into account when determining whether a date is valid.	R
5	Debit Account #	• Must match an account in the database • Maximum 34 characters	R
6	Debit Account Currency	Three-character ISO currency code	R
7	Debit Account Bank ID	Maximum 34 characters	R
8	Debit Amount	• Numeric • Maximum 13 characters (includes decimal)	R

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CSV POS	Field Name	Field Validations	*R/C/O
9	Ordering Customer ID Type	• Required if any ordering customer information has been entered and the ordering customer ID is entered • One of the following: 　A – Account 　1 – Passport Number 　2 – Tax ID 　3 – Driver's License 　4 – Alien Registration Number 　5 – Corporate ID 　9 – Other	C
10	Ordering Customer ID	• Required if ordering customer information has been entered but an ordering customer ID type and ordering customer ID have not been entered • Maximum 34 characters	C
11	Ordering Customer Name	• Required only if ordering customer information is entered • Alphanumeric • Maximum 35 characters	C
12-14	Ordering Customer Address Line 1-3	• Lines 1 and 2 are required if any ordering customer information is entered and the ordering customer ID type and ID have not been entered. Line 3 is optional. • Alphanumeric • Maximum 35 characters	C
15	Beneficiary ID Type	• Required if beneficiary ID is entered • Required value: Account Number • Maximum 34 characters	C
16	Beneficiary ID	• Required if beneficiary ID type is entered • Maximum 34 characters	C
17	Beneficiary Name	The full name of the payment beneficiary	C
18-20	Beneficiary Address Line 1-3	Lines one and two are required if any beneficiary information is entered and if the beneficiary ID type and ID have not been entered. Line three is optional.	C
21	Beneficiary Bank ID Type	Required value: FW	C
22	Beneficiary Bank ID	• Required if beneficiary Bank ID type is entered • Maximum 34 characters	C
23	Beneficiary Bank Name	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided) • The form of bank identification being provided is the bank ID; however, the ID type = Account	C
24-26	Beneficiary Bank Address Line 1-3	Lines one and two are required if the form of bank identification is the bank name. Line three is optional.	C
27-30	Details of Payment	Optional additional wire payment details	O
31	Intermediary Bank ID Type	• Required if an intermediary bank ID is entered • Is one of the supported ID type codes: Wire Import Bank ID Type Codes	C
32	Intermediary Bank ID	• Required if an intermediary bank ID type is entered • If a beneficiary bank ID has also been specified and it matches an on-us ID, then an intermediary bank is not enabled • Maximum 34 characters	C

CSV POS	Field Name	Field Validations	*R/C/O
33	Intermediary Bank Name	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided) • The form of bank identification being provided is the bank ID; however, the ID type = Account	C
34-35	Intermediary Bank Address Line 1-3	Lines one and two are required if an intermediary bank is entered and if the form of bank identification is the bank name. Line three is optional.	C
37	Reference for Beneficiary	Maximum 16 characters	O
38-43	Bank to Bank Information Line 1-6	Optional lines of bank-to-bank information	O
44	Receiving Bank ID Type	• Required if a Receiving Bank ID is entered • Is one of the supported ID type codes: Wire Import Bank ID Type Codes	C
45	Receiving Bank ID	• Required if a Bank ID is entered • Maximum 34 characters	C
46	Receiving Bank Name	Required if either of the following are true: • The form of bank identification is the bank name (with no bank ID provided) • The form of bank identification being provided is the bank ID; however, the ID type = Account	C
47-49	Receiving Bank Address Line 1-3	Lines one and two are required if a receiving bank is entered and if the form of bank identification is the bank name. Line three is optional.	C

Trailer Format

The following table describes the required Standard CSV Trailer format for importing Fedwire payments.

POS	Data Field	Format/Validation Comments	Character Length / Type	*R/C/O
1	Payment Identifier	Must be "PAYMENT"	7/A	R
2	Trailer Identifier	Must be "TRAILER"	7/A	R
3	Hash Total of Amounts	The hash total amount of transactions, without a currency symbol or decimal point	20/N	R
4	Total Number of Records	The number of detail records in the file	15/N	R

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Creating an Import Profile:

Payments > Import Profiles

The Manage Import Profiles screen lists the Import Profiles you have created:

1. To create an Import Profile, click the Create Import Profile button.

2. Select the file format. In the example below, the Wire Standard format is selected. Click Continue.

3. On the next screen, select Profile Access (public or private). If the option to check for duplicate files is selected, any duplicate files will be rejected. Click Continue and a preview screen will display.

4. Click Submit Profile. The profile will now display in the Manage Import Profiles screen. Each time you import a file, simply click on the Import button under the Action column of the import profile selection. Then select your file from your network and click Import File.

5. The Payment Center screen will display the pending payment with the instructions populated from the wire file.

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