CITY NATIONAL BANK
AN RBC COMPANY

IMPORT PAYMENT AND TEMPLATE DATA

City National Business Suite® User GuideNovember 2020

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Import Payment and Template Data

The import function in City National Business Suite® allows you to import files to create or modify payments or templates. You must have import in your entitlements to access this function, which can be established by your System Administrator.

Files can be imported using the individual payments or single file import method.

- When a file is imported using the individual payments import method, all of the payments will be listed on the Payments Management list separately. Actions can be performed on each payment individually.
- When a file is imported using the file import method, the payments are listed as a single line on the payments management list. Actions can only be performed on the file, and not individual payments in the file. This import method is typically used to manage payments that were created in external applications.

The types of files that can be imported include:
- Wire Payments
- NACHA formatted files
- Batch detail records
- Positive Pay Check Issues (See the Check Positive Pay User Guide for detailed information)

Importing Wire Payments

You can import files containing any of these payment types as either specific payments or templates for payments.

To import Wire payments using the individual payments import method:

1. From the **Payments** menu, select **Payments**. The system displays the **Payments** screen.
2. Click **File Import**.
3. In the **Format** section, click the radio button for the format name that corresponds to the type of file you would like to import. The **Multiple** format can be selected for files containing more than one payment type.
4. Depending on the format you select and the permissions in your assigned roles, you may see the **Import as** field. Choose **Payments** or **Templates**.
5. Depending on the format you select and the permissions in your assigned roles, you may see the **Import Method** field. Select **Individual Payments**.
6. Depending on the format you select and the permissions in your assigned roles, you may see the **Make File Confidential** field.
7. If you want the payments to be imported as confidential, click the **Yes, file will be confidential** radio button. In this case, only users with entitlements to view confidential files

will be able to view the payments. Otherwise, click **No, Other users may be able to view or process file** button.

Note: If a payment is imported as confidential, only users with permission to view confidential information will be able to see detail audit information for the payment.

8. In the File Selection section, click the **Browse** or **Choose File** button, and browse to and select the file you would like to import.
9. Click **File Import**. A message will appear at the top of the screen indicating that the file has been queued for import.
10. Check the status of the import by selecting **File Import History** from the Administration menu.

To Import Wire Payments using the File import Method:

1. From the **Payments** menu, select **Payments.** The system displays the Payments screen.
2. Click **File Import**.
3. In the **Format** section, select the format name corresponding to the type of file you would like to import. The **Multi Payment** format can be selected for files containing more than one payment type.
4. Depending on the format you select and the permissions in your assigned roles, you may see the **Import Method** field. Select **File for the Import Method** field. Depending on your assigned permissions, you may see the **Make File Confidential** field.
5. If you want the file to be imported as confidential, click **Yes** - Beneficiary / Receiver details will only be visible to users with Confidential access. Otherwise, click **No - All payment details will be visible to all users.**

   Note: If a payment is imported as confidential, only users with permission to view confidential information will be able to see detail audit information for the payment.

6. In maps created for **Faster Payments** and payments using the BACS clearing method, the **Originator Information** section will appear. Enter the **Debit Account Number**, **Value Date**, **Batch Description**, and **Comments** as needed.
7. In the File Selection section, click the **Browse** or **Choose File** button, and browse to and select the file you would like to import.
8. Click **File Import**. A message will appear at the top of the screen indicating that the file has been queued for import.
9. Check the status of the import by selecting **File Import History** from the Administration menu.

Importing Batch Payments

1. From the **Payments** menu, select **Payments**. The system displays the **Payments** screen.
2. Click **File Import**.

3. In the **Format** Section, select the format of the file.
4. Pass-through files are payment files generated outside the application. After the file is imported, it is sent along to the bank with no further processing applied. In the **Import Method** section of the screen, you can choose to import files either as individual batches OR as pass-through files. Note that files imported as pass-through files will still be subjected to balance checking. Click the appropriate radio button.
5. If you have permissions to import confidential payments, the "**Import as Confidential Payments**" section appears.
   - If you do not want to import the payments as confidential (all users can access them), click **No**.
   - If you want beneficiary details to be accessible only to users with permission to view confidential transactions, click **Yes**.
6. In the File Selection section, click the **Browse** button, and browse to and select the file you would like to import.
7. Click **File Import**. A message will appear at the top of the screen indicating that the file has been queued for import.
8. Check the status of the import by selecting **File Import History** from the **Administration** menu.

Detail Import

The **Detail Import** function allows you to import the transactions (detail records) for a batch payment or template. You can create a new batch during a detail import, or you can modify the transactions in an existing template. Before you can perform a detail import, an import map needs to be created. A company administrator usually does this.

Note: Using detail import, you can import the transactions either as payments or as templates.

Creating a New Batch during a Detail Import

1. From the **Payments** menu, select **Payments**. The system displays the **Payments** screen.
2. Click **File Import**.
3. In the **Format** section, select the radio button for the appropriate detail import format.
4. Select **Payments** or **Templates** for the **Import as** field. Once you select **Payments** or **Templates**, the **Payment Information** section appears. This section allows you to enter header information for the batch. If you selected **Import As Payments**, the **Create From** field allows you to choose **Manual Entry** to enter the header information manually or **Template** to populate the header information from a template.
5. If you selected **Manual Entry** or you choose to import the file as templates, enter the required header information, and skip to Step 8.
6. If you choose to populate the header information from a template, select the **Template Name** from the list, or click the lookup button to select one. After you select the template, the header information will populate with data from the template.

7. Enter any additional information in the **Payment Information** section.
8. In the File Section, click the **Browse** or **Choose File** button, and browse to and select the file you would like to import.
9. Click **File Import**. A message will appear at the top of the screen indicating that the file has been queued for import.
10. Check the status of the import by selecting **File Import History** from the Administration menu.

Modify an Existing Template with Detail Import

1. From the **Payments** menu, select **Payments**. The system displays the **Payments** screen.
2. Scroll down to the **Template List View**.
3. From the Actions menu, select **View** for the template you would like to modify.
4. On the detail screen, select **File Import**.
5. In the Format Section, select the radio button for the appropriate detail import format.
6. In the File section, click the **Browse or Choose File** button, and browse to and select the file you would like to import.
7. Click **File Import**. A message will appear at the top of the screen indicating that the file has been queued for import.
8. Check the status of the import by selecting **File Import History** from the Administration menu.

Rejected Files and Imported Files Needing Repair

Imported files requiring repair will have the status of "Needs Repair" in the Payment Management list. The payments in a file with this status cannot be processed due to errors in fields required for straight-through- processing (STP). The **Repair** option available from the **Actions** drop-down menu lets you repair the fields that require adjustment. If an imported file is rejected for any reason, it will not appear in the Payment Management list. Check the status of the import by selecting **File Import History** from the **Administration Tab.**

Deleting Imported Data

Depending on your permissions, you can delete the data imported from a file. Data can be deleted if the following criteria are met:
  ○ **Payments:** Payments in the file cannot have the status of "partially approved", "fully approved", "extracted", or "confirmed".
  ○ **Check Issue Items:** Check items for positive pay in the file must not have the status of "approved" or "bank confirmed".
  ○ **Beneficiary Addresses:** Beneficiary addresses in the file cannot have the status of "approved".

Note: **Delete** is not an option for any import that created Wire templates.

Delete Data Imported With a File

This process will delete the data that was imported from a file. However, the file will still appear on the File Import History screen.

1. Select **Import** from the Administration and Settings menu.
2. Select the appropriate entry in the File Import History list, and with the **Actions** drop-down select **Delete**.

The system deletes the items imported from the file. Note that the file will still appear in the **File Import History** list as shown below.

Actions	Status	Import Date	Import Type	File Name	Import Map Name	⚙
View	Entered	07/16/2020 08:56:38	Check Management	July2020_Import_2.txt	July2020	
View	Rejected	07/16/2020 08:54:38	Check Management	July2020_Import_1.txt	July2020	
View	Rejected	06/22/2020 14:17:40	Payments	Transfer Test file-041420 - Copy.txt	System Map	

Import Map

This feature allows you to create custom import maps that can be used to import data from your systems. The tool provides you with the ability to define the file layout, field mapping, and rules for importing files. Data imported with a custom import map can be used to create or modify single beneficiary payments and templates, modify or add data to batch payments and templates, and create check issues and voids. Import maps are typically used in lieu of one of the provided, standard maps.

The **Import Map** feature supports the following file/payment types:
- Cash Concentration
- Cash Concentration/Disbursement
- Consumer Collections/Payments
- Cash Disbursement
- Corporate Collections
- Consumer Payments
- Consumer Collections
- Child Support Payments
- Corporate/Vendor Payments
- Destroyed Check
- Internet Initiated Collections
- Payroll
- Telephone Initiated Collections
- Tax Payments
- CHAPS Customer

- Check Issue/Void
- Draft
- Euro
- Wire - Domestic
- Wire - International
- Multi-Bank Payment
- Transfer

The **Import Map** feature lets you add a new import map. In addition, you can view, edit, and delete existing maps.

Add an Import Map

The following instructions outline the steps for creating an import map. The fields you see in the window will be different depending on the map and payment type you choose.

To add an import map:
1. Select **Import Maps** from the **Admin** menu.
2. The system displays the **Import** workspace.
3. Scroll to the **Import Map** widget on the screen.
4. Click **Add Import Map**.
5. Select the map type from the drop-down list. The map type represents the file format of the files that you will import.
   - Select **Delimited** if imported files will use a delimiter, such as a comma, semicolon, tab or other indicator to separate the records.
   - Select **Fixed** if the imported files will be fixed width text files.
   - Select **NACHA** if the imported files are in NACHA format.
6. Select the payment type that you are creating a map for.
7. If necessary, use the **Import As** drop-down to choose whether files should be imported as payments or templates.
8. If necessary, select a clearing method.
9. If the payment type requires additional details, an additional section will appear beneath the **Clearing Method** field. For example, the child support payment type requires the selection of a child support agency. Use the drop-down menu to make your selection. Additional fields will appear for the payment type you selected.
   Note: The fields are different depending on the payment type and map type you select.
10. In the **Format Name** field, enter a name for the import map.
11. In the **Description** field, enter a description for the import map.
12. For batch payment types, the **File Process** field is used to indicate how records will be processed. This field does not appear for single beneficiary payment types. Select the appropriate process.

- **Append All** - This setting will add all transactions in the file to the batch.
- **Append New** - This setting will compare the records in the file with the transactions already in the batch. Transaction details in the file that do not already exist in the batch will be added.
- **Match and Update** - This setting will compare the records in the file with the transactions already entered in the batch. The matching transactions will be updated with the data from matching records in the file.
- **Replace All** - This setting will replace all the transaction details in the batch with the details in the file.

13. For batch payment types, In the **Match Failure** field, choose how you would like to handle records from the file that cannot be matched to an existing transaction in the batch. This setting is only applicable if you select **Append New** or **Match and Update** in the File Process field.
   - **Append to Batch** - Choose this setting to add records to the batch if they cannot be matched to an existing record.
   - **Fail Record** - Choose this setting to fail any records that cannot be matched. The file will continue processing.
   - **Fail File** - Choose this setting if the entire file should fail if any records cannot be matched.

14. In the **Start Import at Row** field, choose the row in the file where the import should begin. For example, if your import file contains 3 rows of header data, and the records start at row 4, enter 4 in the field. Note that this field does not appear for a NACHA map type.

15. In the **String Delimiter** field, select the delimiter used to indicate a string in the file. The default section is "Double Quote." Note that this field is not visible for map types of fixed or NACHA.

16. In the **Field Delimiter** field, select the delimiter used to indicate the end of a field in the file. The default selection is "Comma." Note that this field is not visible for map types of fixed or NACHA.

17. In the **Record Delimiter** field, select the delimiter used to indicate the end of a record in the file. The default selection is [CR][LF], which corresponds to carriage return or line feed. Note that this field is not visible for single beneficiary or NACHA map types.

18. In the **Date Format** field, select the date format used in the file. The default selection is MMDDYY.

19. In the **Date Separator** field, if needed, choose how dates are separated.

20. The **Implied Number of Positions** field is an optional field that can be used to designate the implied number of decimals in a numeric value in the file. For example, you would choose 3 if the number 1000000 should be interpreted as 1000.000. If a decimal separator is defined below, you can leave this field blank.

21. In the **Decimal Separator** field, enter the character used to indicate a decimal in the file.

22. The values shown in the **Credit, Checking, Debit, Savings, Yes/True, No/false, General Ledger, Loan Account, Issue, Void, Header Indicator, Body Indicator**, and **Trailer Indicator** fields are the abbreviations used to represent these values in the file. These fields are case sensitive. If needed, you can change the default values.
23. The table at the bottom of the screen is used to indicate how the fields in your file map to fields in the applicable screen in the application.
The following explains the fields in the table:
   - **Active** - A check mark in this field indicates that a field in the file should either be imported or matched against existing data in the application.
   - **Field Name** - The name of the field in the application. The values in this column vary by payment type.
   - **Field Number** – For delimited map types, indicates which field in the file maps to a field on the application screen. For example, if the 3rd field in your file maps to account type, enter 3 in the field number field for the account type.
   - **End Position** – For fixed map types, the end position indicates the ending point of the field (in characters measured from the start of the file).
   - **Match** – Check the check box if the value in the field should be matched against the value in the application. This column is only used for batch payment types and when the file process is Match and Update or Amend New.
24. Complete the screen as appropriate. Once you have finished entering the valued for the import map, click **Save**.

Note: If you are importing the payment as a template, the fields in the table will differ slightly. The bottom of the table will offer three fields associated specifically with templates: **Restrict** (meaning only those entitled to access the template will be able to view it), **Template Name,** and **Template Description.** In addition, if you are importing the payment as template, the **Value Date, FX Contract ID,** and **FX Exchange Rate** fields will not appear in the table shown above. Users in your user group can now use the import map to import files.

Applying Default Values

The behavior of the **Default Value** field in the File Maps section of an import map varies depending on which fields are populated.

Default Value Entered and Field Number Empty

When a user imports a file, all payments and templates will use the default value entered for a field in the import map if the following criteria are met:
   - The **Active** checkbox is checked for the field name.
   - The **Field Number** field is empty.
   - The **Default Value** field is populated.

Default Value and Field Number Entered

If both the **Field Number** and **Default Value** fields are populated, the default value will only be applied during the import if the file position specified in the **Field Number** field is empty.