Gulf Capital Bank

Wire Upload

Digital banking designed
for your success.

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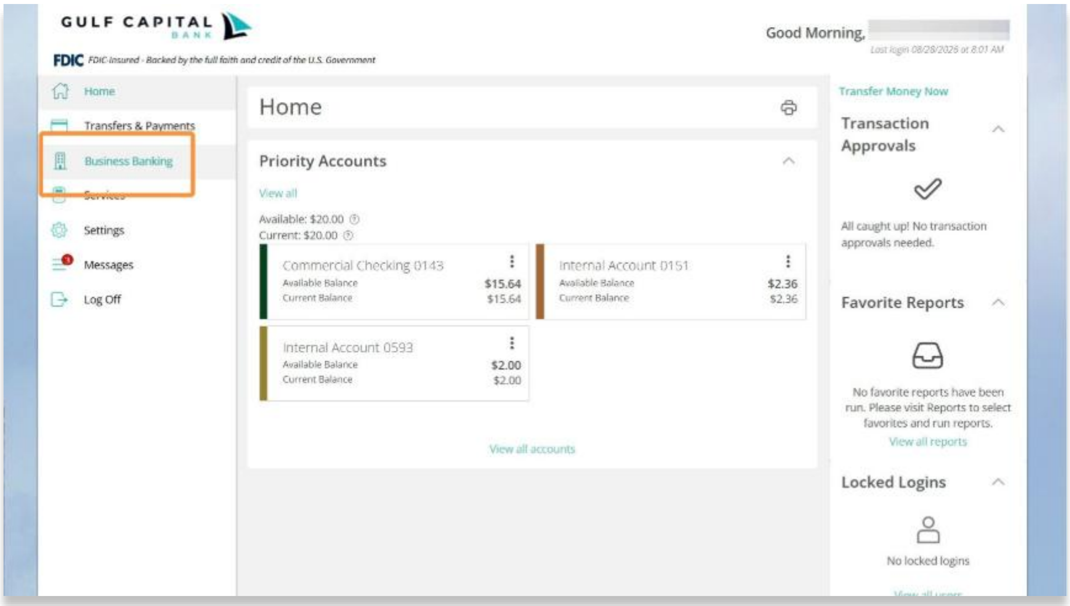
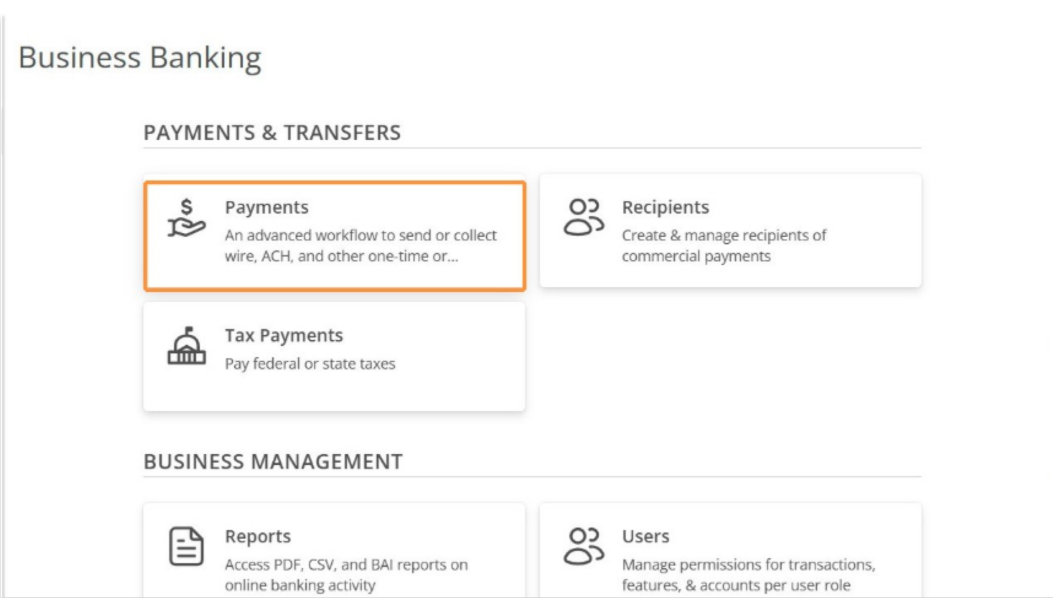
Banking Built For Houston

Wire Upload

Learn how to initiate and configure a wire transfer through your online business banking portal. This guide walks you through downloading sample templates, selecting account details, and setting up custom payment mappings for efficient processing.

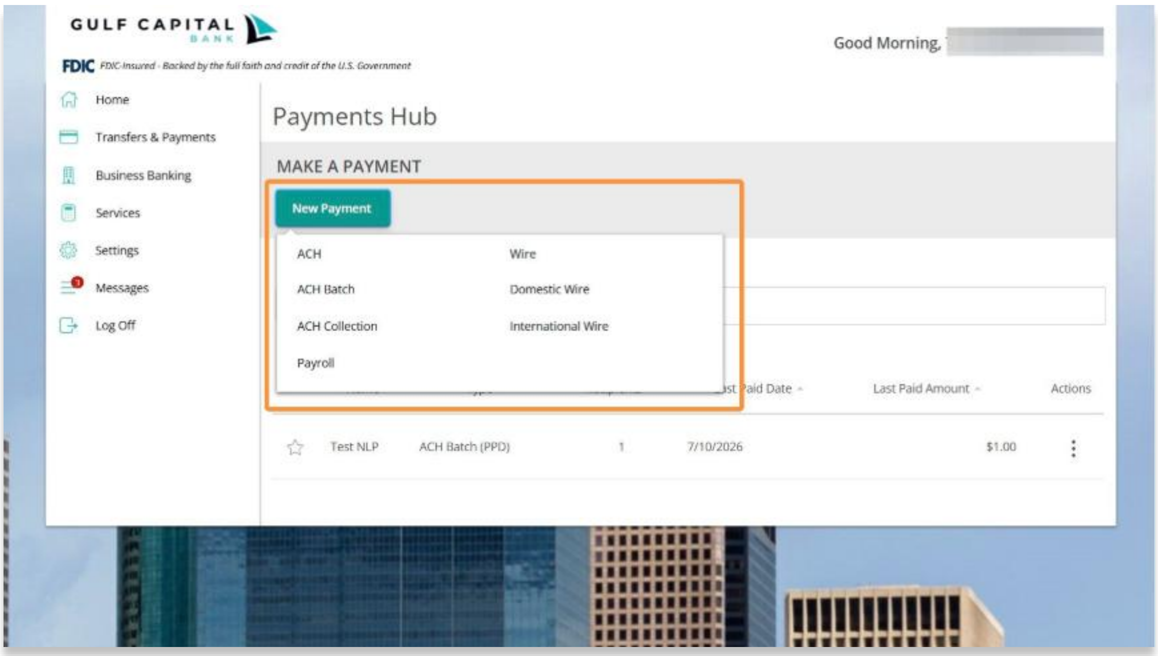
1. **To complete a wire upload, select the "Business Banking" menu and then select "Payments".**



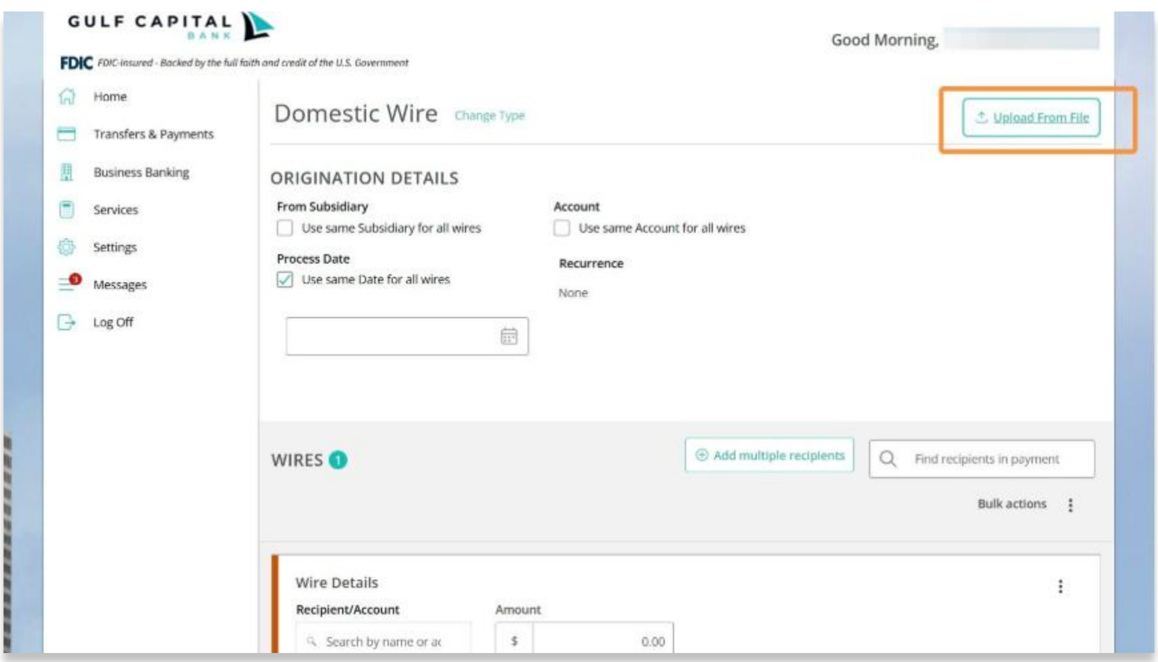


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

2. The wire upload function allows you to upload a formatted CSV file containing multiple wire transfers to digital banking instead of inputting the wire information manually. Select "New Payment" and the desired wire transaction type from the menu.



3. Select the "Upload From File" link.



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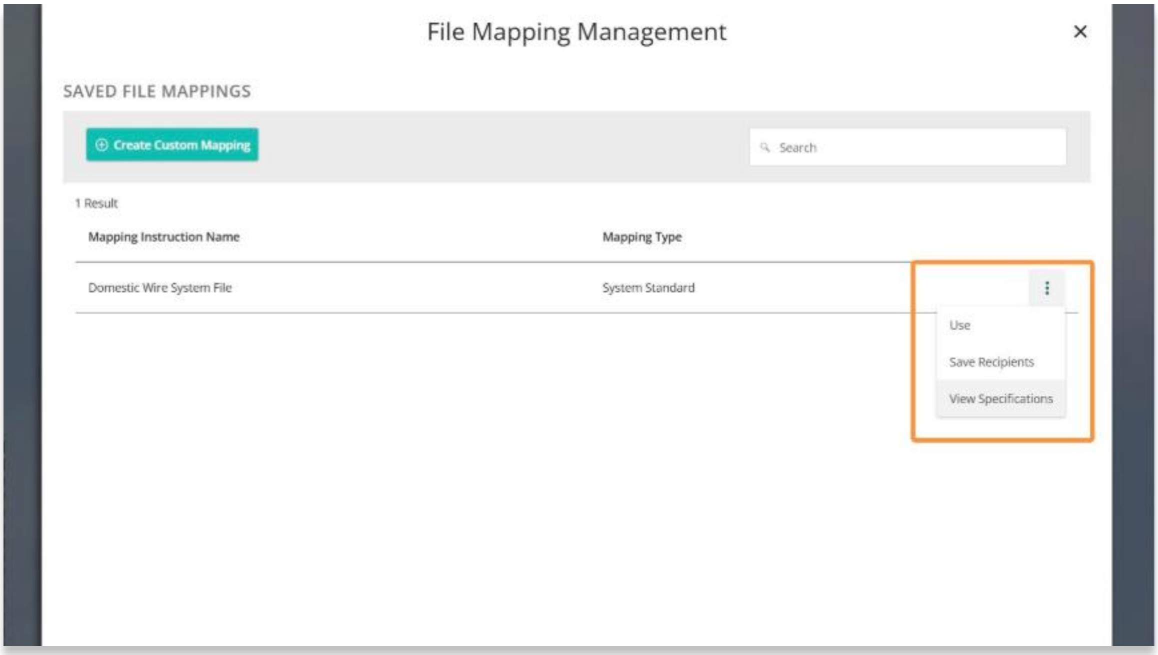
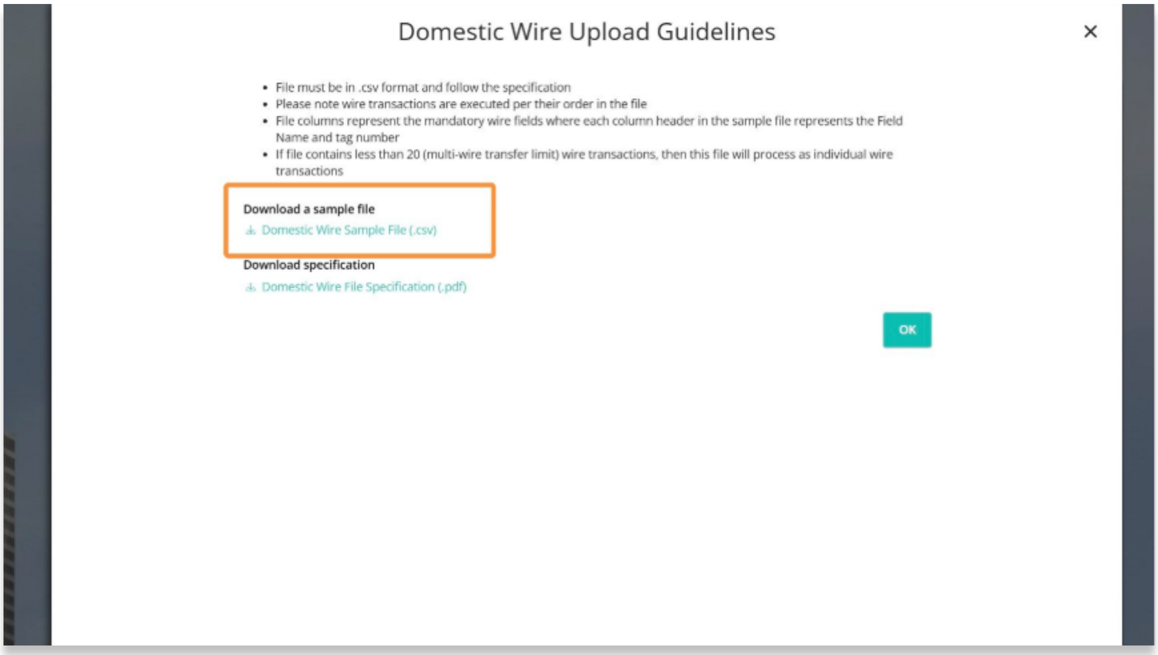
4. **Click the vertical dots. To view a sample file, click the "View Specifications" option.**



5. **A sample file will be available to open in a CSV format.**



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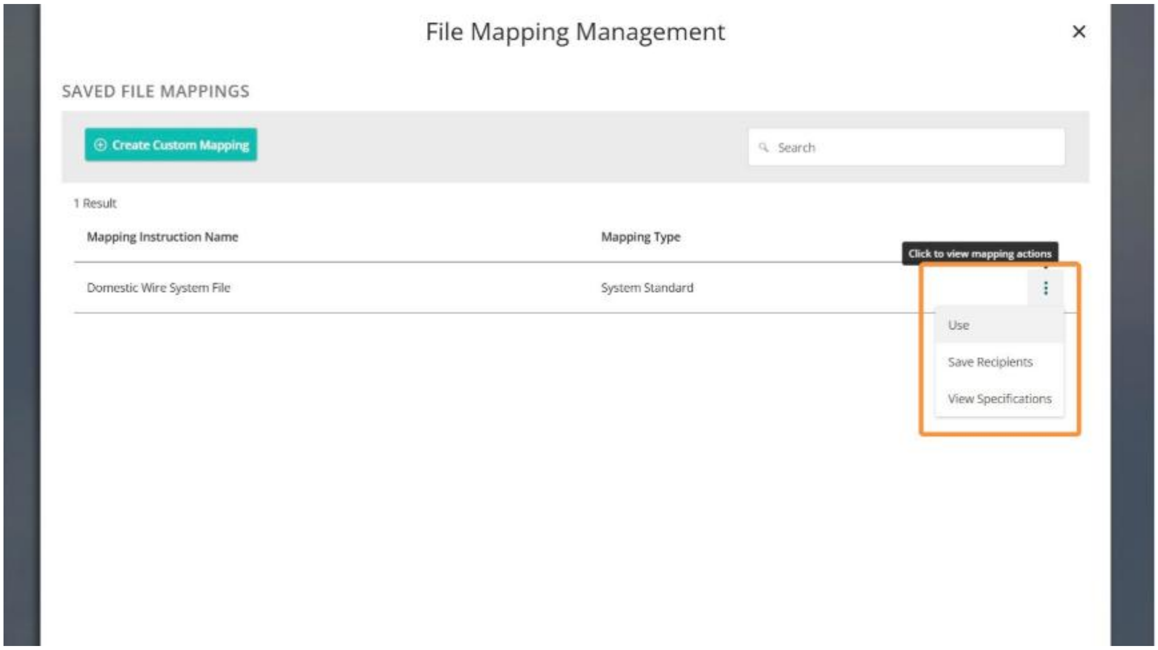
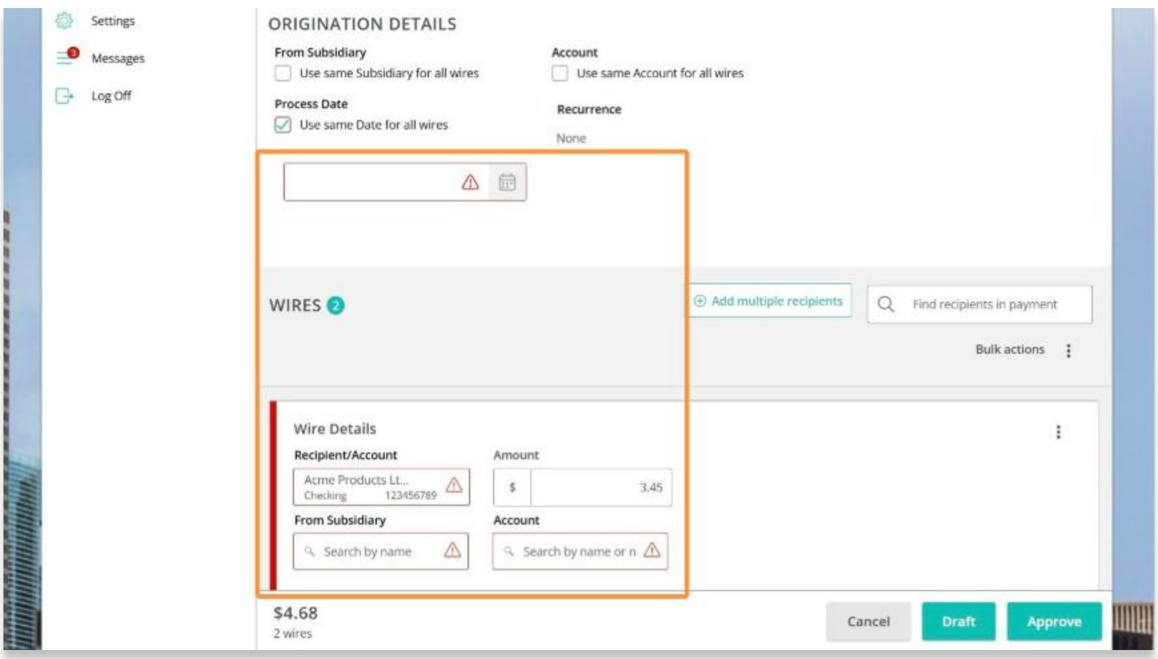
6. Select the "Use" option to upload a CSV formatted wire file.



7. Make sure all required fields are completed. Review all information and select "Draft" or "Approve" depending on your user entitlements.



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8. To define a custom file format, click the "Create Custom Mapping" button on the File Management screen.