

How to Upload Payment Files via RBC Clear™ Portal

This guide is divided into four key sections to help you successfully upload a payment file:

- **Setting Up the Payment File Profile** – Learn how to configure the file profile to meet your requirements.
- **Managing User Entitlements** – Understand how to assign the appropriate permissions to users.
- **Uploading a Payment File via File Services** – Step-by-step instructions for uploading your payment file.
- **Viewing the File in File Services** – Guidance on how to access and review uploaded files.

Prerequisites for Uploading a Payment File:

1. **Assign User Entitlements:** Ensure users have the necessary entitlements, such as *Technical Integration Management* and *File Services*. For details, refer to the [Entitlements Guide](#).
2. **Set Up the Payment File Profile**

Before uploading your file to the production portal, it is recommended to validate the file format in the **Developer Portal** and validate a test file using the “Test” option for file formatting errors. Once the file is successfully validated for formatting errors, send the test payment file to your RBC Clear Account Manager via secure email. The file will be tested on the RBC Clear backend, and the test results will be shared with you.

To access the Developer Portal:

1. Visit <https://www.rbccm.com/en/expertise/rbccclear/insights>.
2. When you land on the page, scroll down to the bottom and sign up for gated site access. Once registered, navigate to RBC Clear Connectivity and click on the "Explore the Catalog" option to access the Developer Portal.

Once inside, you can:

- Download specific file format guides.
- Validate your existing file against the required format.

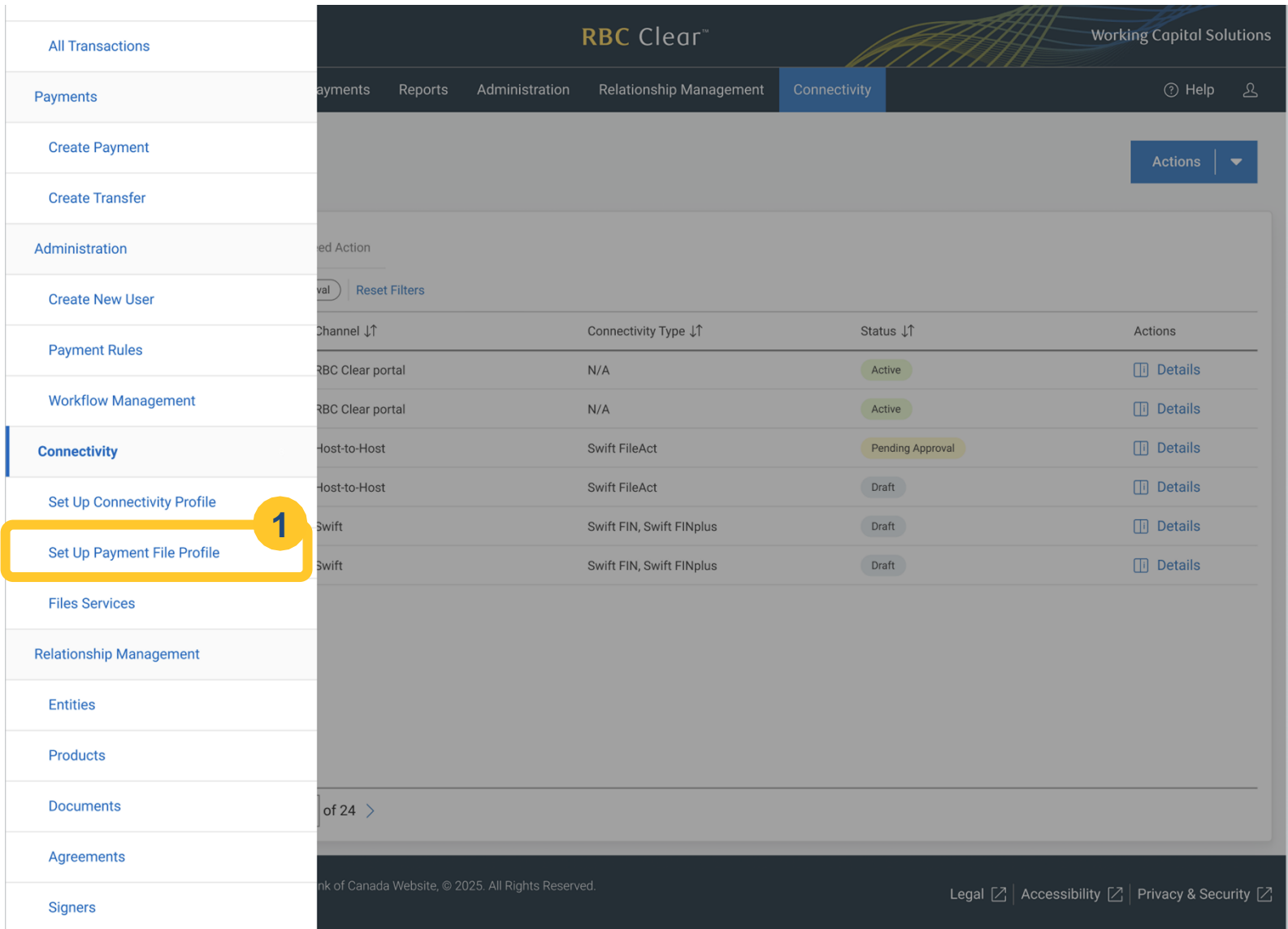
This ensures your file meets all necessary requirements before proceeding.

Setting Up the Payment File Profile

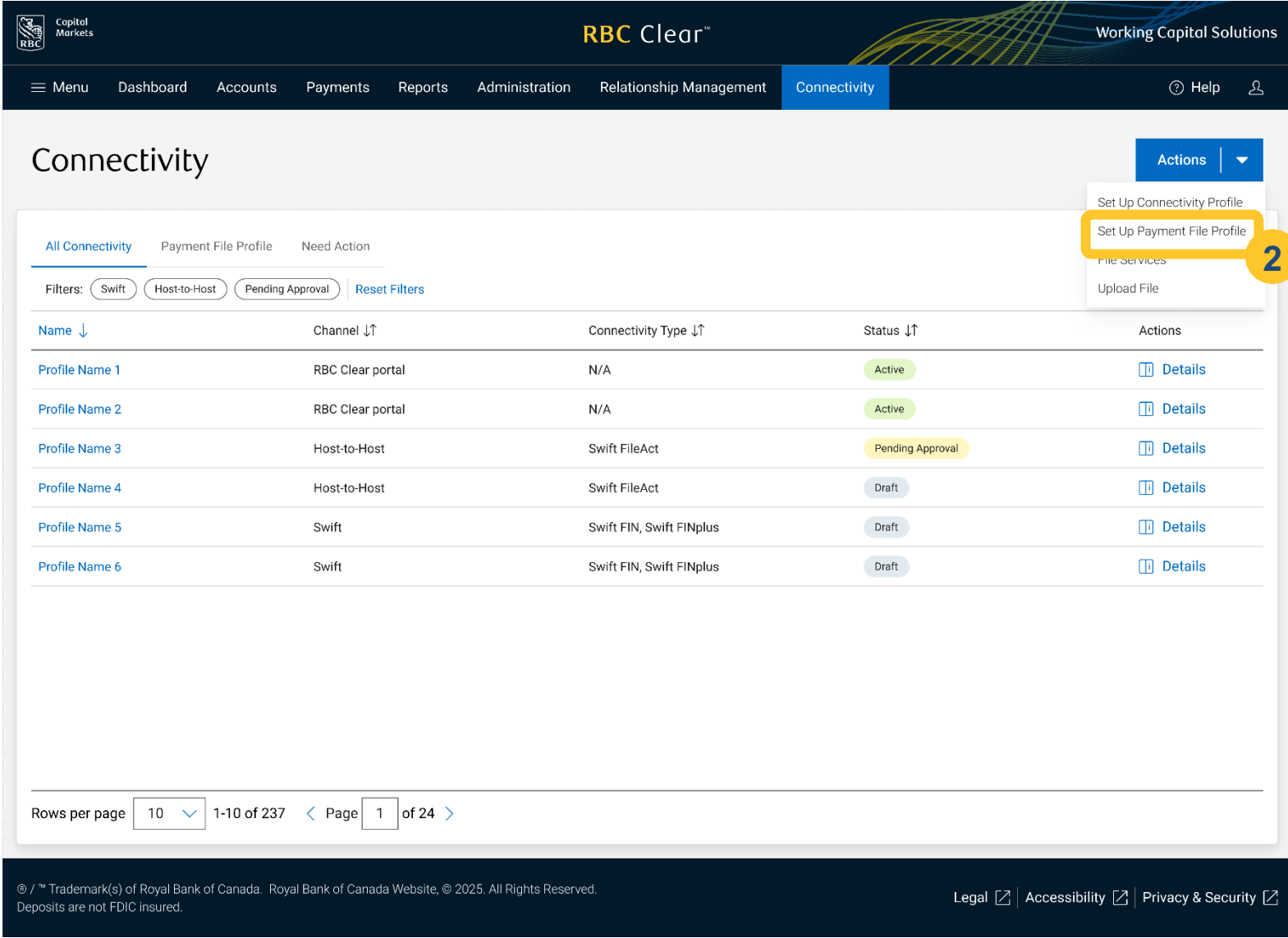
For users with the Technical Integration Manager entitlement, follow these steps to set up the payment file profile:

1 Click the hamburger menu in the top-left corner of the screen.

In the left-hand panel, navigate to the Connectivity section. Select **Set Up Payment Profile** to proceed.



2 An alternative method for creating a Payment Profile is to navigate to the **Connectivity** tab and click on the **Actions** button. From the dropdown options, select **Set Up Payment Profile**.



3 Fill out the required information in the Profile Details section. Under the channel selection, choose the method you will use to send your payment file. For this setup, select **File Upload via RBC Clear portal** as your channel check and confirm the acknowledgment provided under this section.

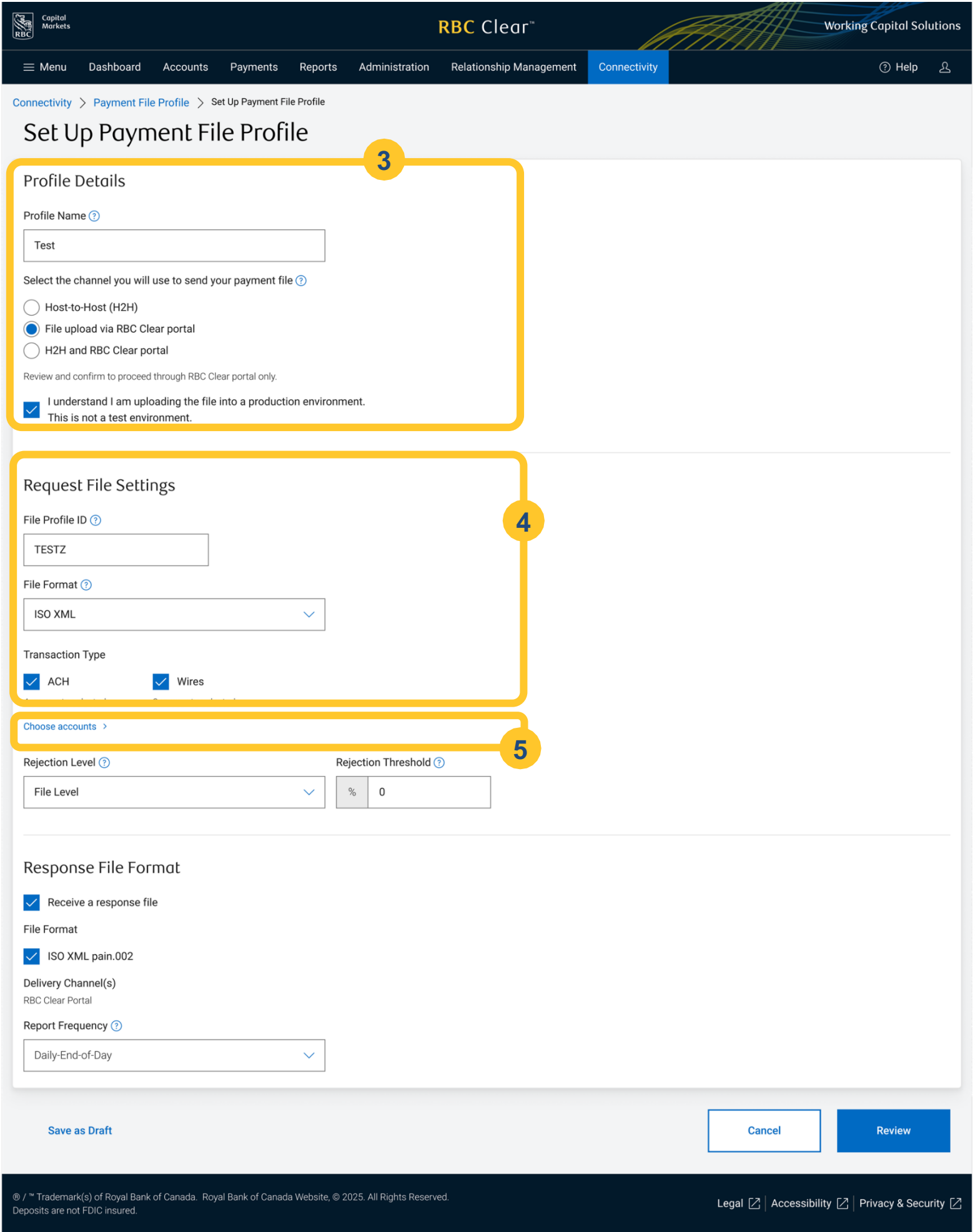
4 Next, configure the **Request File Settings** section. These are the settings and configurations of the file you'll be transmitting to RBC Clear.

File Profile ID: A unique 5-character (alpha-numeric only) ID must be created to distinguish the profile from others. This ID must also be added onto the file name of every file that is transmitted to RBC. The ID will act as a linker between the transmitted file and this File Profile.

File Format: The contents of the file must conform to an allowable standard offered

Transaction Type: Select the type(s) of transactions that are allowed in the transmitted file.

5 Click on **Choose Accounts**.



6 All available accounts will be displayed. Select the desired account(s) from the list, then click **Confirm Selections** to proceed.

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MenuDashboardAccountsPaymentsReportsAdministrationRelationship ManagementConnectivityHelp

Connectivity > Payment File Profile > Set Up Payment File Profile

Set Up Payment File Profile

Use the form below to setup your payment service

Profile Details

Profile Name ⓘ

Enter Name

Connectivity Profile

Select Connectivity Profile

Request File Settings

File Name ID ⓘ

TEST2

File Format ⓘ

Select File Format

Transaction Type

☒ ACH

Choose accounts >

1 accounts selected

Rejection Level

File Level

Account Selection

☒ Account Nickname 1234567890Entity Name 01ACH

☒ Account Nickname 1234567890Entity Name 02ACH

☐ Account Nickname 1234567890Entity Name 03ACH

☐ Account Nickname 1234567890Entity Name 04ACH

☐ Account Nickname 1234567890Entity Name 05ACH

Page 1 of 2

CancelConfirm Selections

Response File Settings

☐ Receive a response file

Save as Draft

Cancel

Review

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7 After selecting the accounts, specify the rejection levels as required.

Rejection Levels:

File Level: By default, File Level rejection is chosen.

This setting indicates that all transactions in the file must be successfully validated for any transaction in the file to be processed. If the file contains any validation errors, then the entire file will be rejected & ineligible for processing.

Batch Level: For a file that contains multiple batches, this setting indicates that all transactions in the same batch must be successfully validated for the batch to be eligible for processing. If the file contains other successfully validated batches, those batches will continue to be processed, while the failed batch will be rejected & ineligible for processing.

Transaction Level: Choosing Transaction Level rejection offers the most flexibility. For a file that contains multiple payments, this setting indicates that each payment will be treated individually for eligibility. Any payments failing validations will be rejected and ineligible for processing, but all remaining payments will be further processed.

7

Rejection Level ⓘ

File Level

Rejection Threshold ⓘ

%0

Response File Format

☒ Receive a response file

File Format

☒ ISO XML pain.002

Delivery Channel(s)

RBC Clear Portal

Report Frequency ⓘ

Daily-End-of-Day

Save as Draft

Cancel

Review

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8 Next, configure the **Response File Settings**.

This allows for file-based responses that you can receive for payment file requests.

Receive a response file: This indicates that you would like to receive file-based response over your Connectivity setup.

File Format: The contents of the file will conform the standard selection in this section.

Report Delivery: This indicates how frequently the response files can be delivered to the over your Connectivity setup.

Save as Draft: Save your progress so that you can continue later.

Click on **Review** once the form is complete.

8

Response File Settings

☒ Receive a response file

File Format

☒ ISO XML pain.002

Report Delivery ⓘ

Select

Daily End-of-day

Daily Custom Time

Real Time

15 Minutes

30 Minutes

1 Hour

2 Hour

Save as Draft

Cancel

Review

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9 Review the information on the **Review and Submit** page and verify the details of your request before submitting it for approval.

Once the form details have been verified, click **Submit** to complete the process.

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Connectivity > Payment File Profile > Set Up Payment File Profile > Review and Submit

Review and Submit

Review Profile details

Profile Details

Profile Name

TestCustomer

Channel(s) to send payment file

RBC Clear portal

Request File Settings

File Name ID

File Format

Rejection Level

Rejection Threshold

FIL65

ISO XML

File Level

0

Enabled Accounts

Account Nickname

Account Number

Entity

Transaction Type

ProductActivation

12345678910111

Entity Name 1

ACH

Rows per page

5

1-5 of 5

Page 1 of 1

Save as Draft

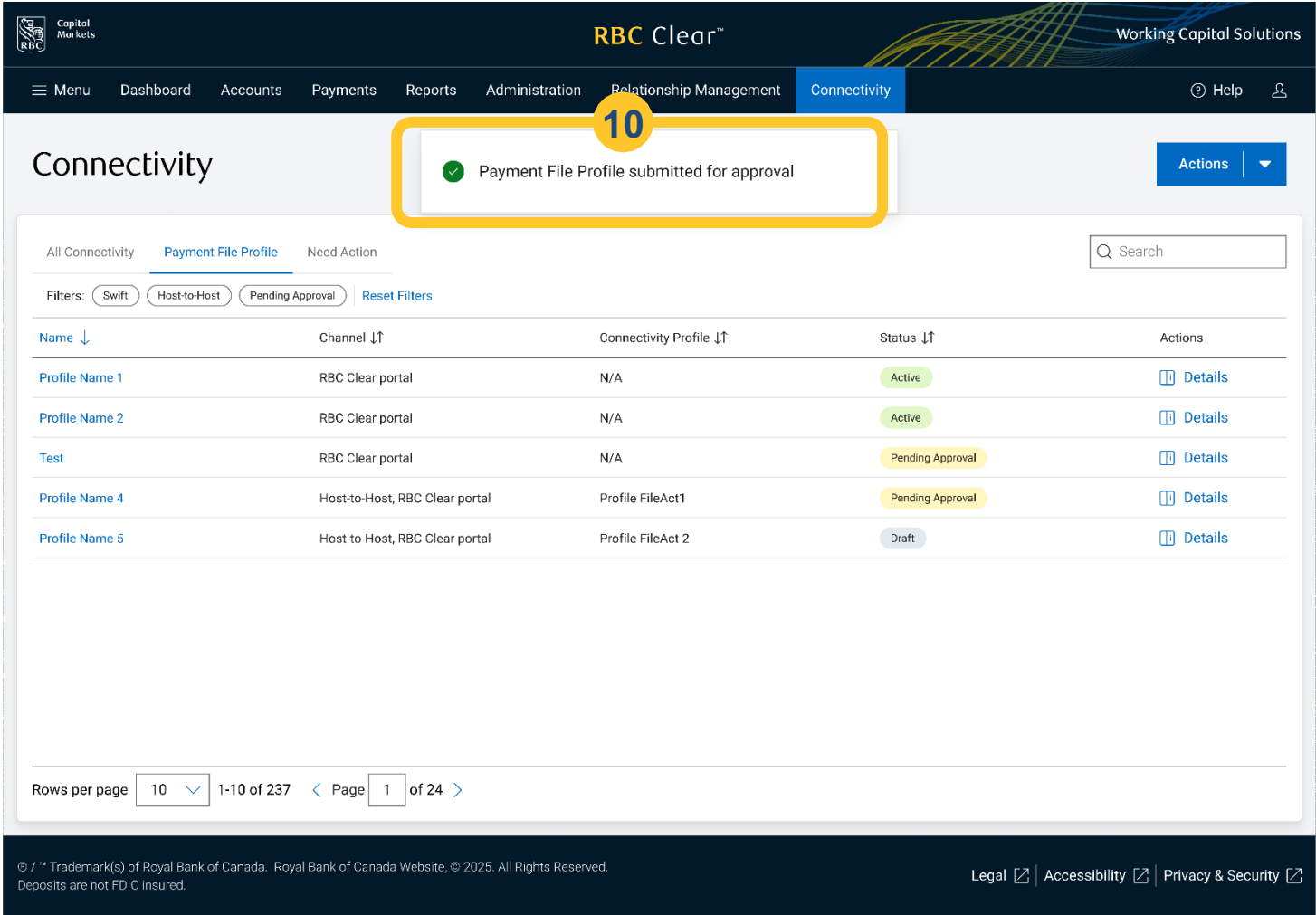
Cancel

Submit

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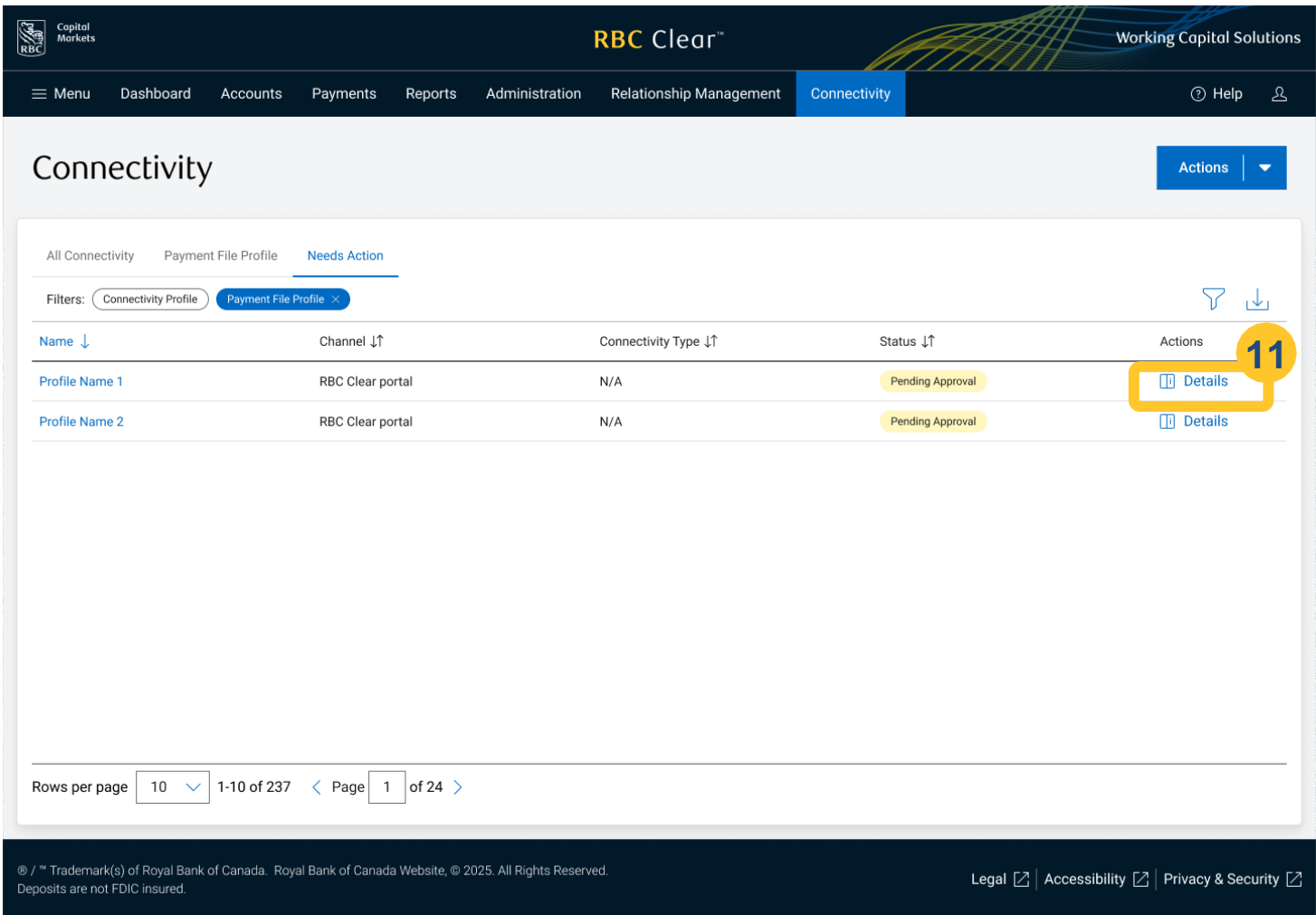
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10 Upon successful submission, you'll be returned to the landing page with a confirmation banner.

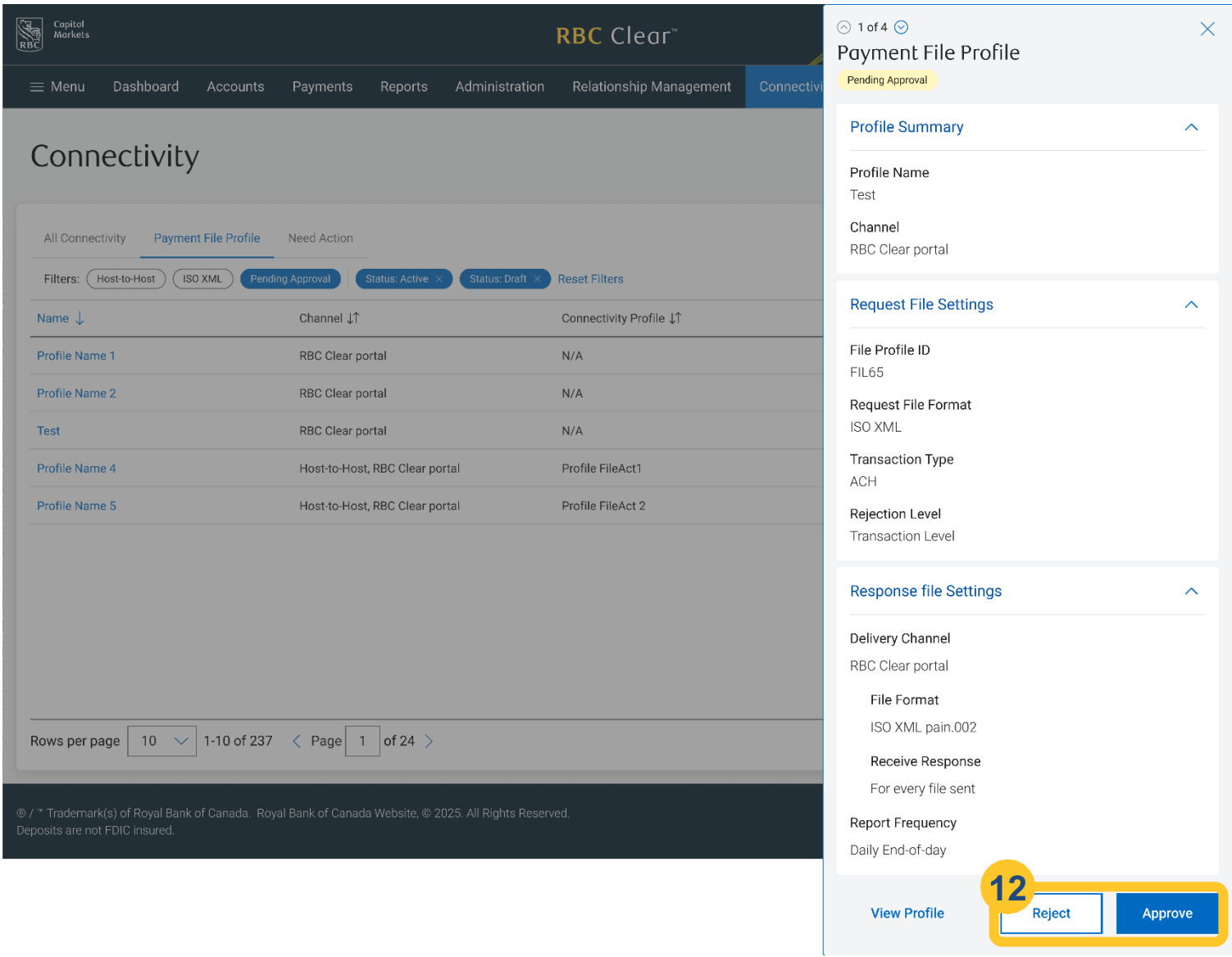


11 After the Payment File Profile request is submitted, it must be reviewed and then either approved or rejected by a different user with the Technical Integration Management entitlement, commonly referred to as the checker.

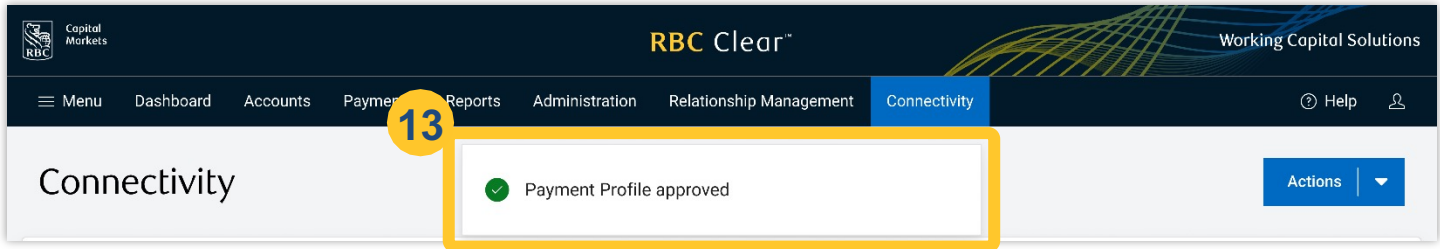
As the checker, navigate to the **Connectivity** tab. In the **Need Action** section, locate the item with a pending approval status, then click **Details**.



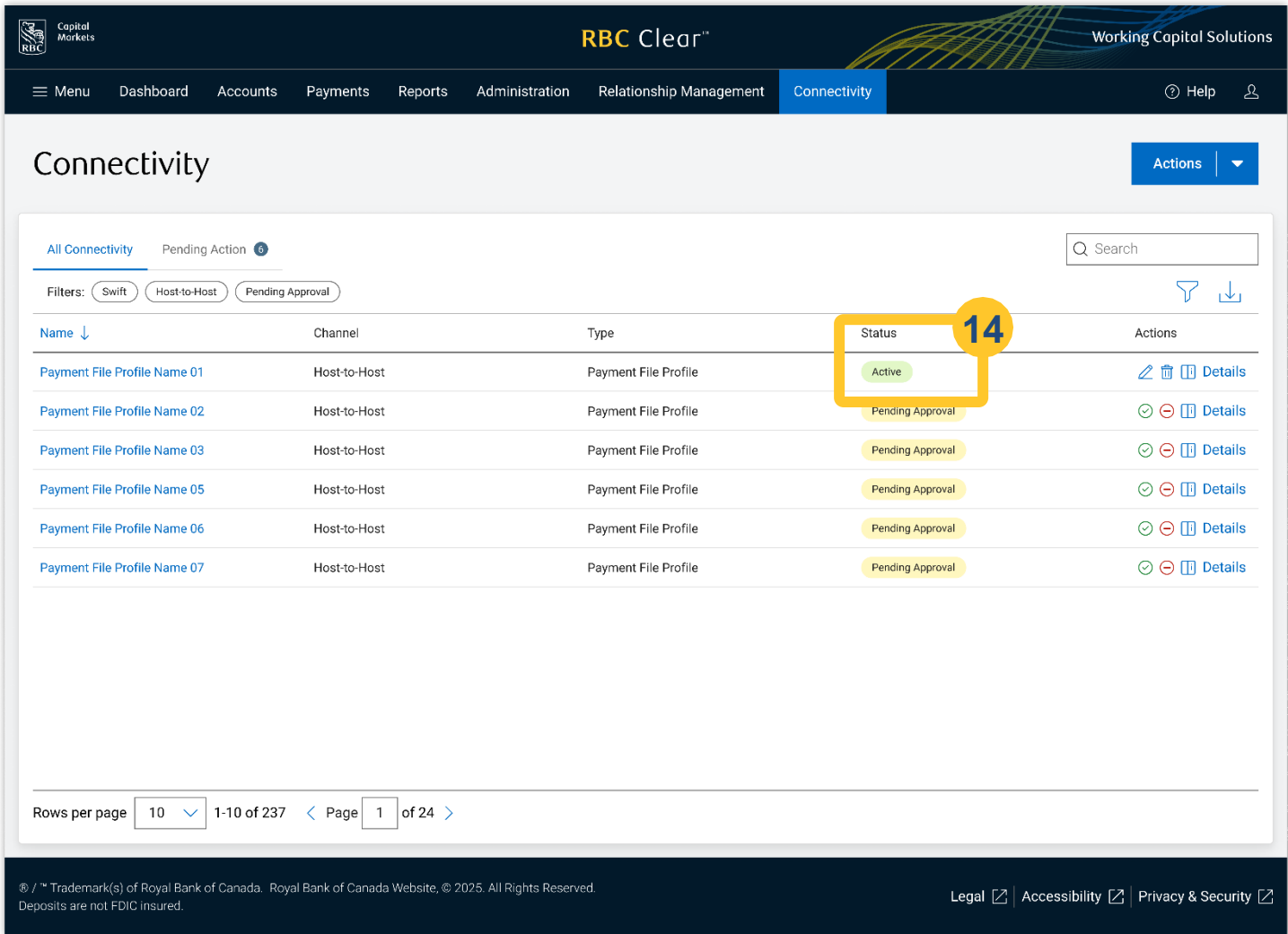
12 Review the information provided, then choose to either **Approve** or **Reject** the request.



13 Upon approval of the payment profile, a confirmation banner shows up on the connectivity page that says, "Payment Profile Approved."



14 **Payment File Profile Activation:** Once the request is approved, the Payment File Profile status will change to "Active".



Managing User Entitlements

Users need proper entitlements to upload payment files. Only an administrator can create or modify entitlements, which must then be reviewed and approved or rejected by a second administrator.

- 1
- a.

In the top blue bar, click the **Administration**.
- b.

On the "Entitlements Management" page, assuming the user already has a Technical Implementation Manager entitlement, select whether to create a new user entitlement or modify existing user entitlements.. To create a new entitlement, select **Create New User** to add a new entitlement. Otherwise, click **Edit** (then click the three dots, see 1c) to update an existing user.
- For detailed instructions, refer to the [How to Create and Manage User Entitlements](#) guide.

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Create New User

Actions Summary

3 User Pending Your Approval

7 Users Pending in All

3 Payment Rules Pending Your Approval

8 Payment Rules Pending in All

Actions to Review

Type	User / ID	Status	Priority	Product(s)	Updated
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Pending Approval	High	RM A&R P&T TIM FS	Jan 22, 2024
<div>Awaiting approval for entitlements that have been modified for this user.</div> <div>View Details</div>					

Entitlement Details

Accounts & Reporting Product	1 Entity(ies)	2 Account(s)	Viewer Permission
Technical Integrations Management Product	1 Entity(ies)	Viewer Permission	1 Entity(ies)
Relationship Management Product	2 Entity(ies)	Onboarding Permission	

First

<

1 of 1

>

Last

All Users

I'm looking for...

Search

Type	User / ID	Status	Product(s)	Last Login
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Active	RM A&R M TIM FS	Jan 22, 2024
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Active	RM A&R M TIM FS	Jan 22, 2024
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Active	RM A&R M TIM FS	Jan 22, 2024
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Active	RM A&R M TIM FS	Jan 22, 2024
	<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	Active	RM A&R M TIM FS	Jan 22, 2024

First

<

1 of 3

>

Last

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- 2
- a.

Once expanded, click **Assign File Profiles**. Then, Assign File Profiles modal appears with all File Profiles available for selection which is indicated by green check.
- b.

Once selected, click **Apply Selections**.

File Services

Close

Assign the user permission to view file level and transaction level details related to payment files received via host-to-host. Users are granted access based on the File Profile used to send the payment file.

New accounts added to the File Profile will be visible if View Transactions is enabled for the user

File Profiles

Assign File Profiles

Select the File Profile(s) to assign to this user.

Select all

Profile Name: Name
File Name ID: ID

Profile Name: Name
File Name ID: ID

Profile Name: Name
File Name ID: ID

Profile Name: Name
File Name ID: ID

Confirm Selection

Back

Apply Selections

- 3
- a.

After selecting the File Profiles, specify the required access level for each one.
 - View File Level:** Grants the user access to view all high-level file details including control totals, file statuses, and error totals
 - View File and Transaction Level:** Grants the user access to view the details for all transactions within a particular file, including account numbers, debit and credit amounts, and transaction statuses.
 - Upload File:** Grants the user to upload a payment file against the selected File Profile.
 - Approve File:** Grants the user the ability to approve all payments submitted via File Upload against the selected File Profile.
- b.

Once you have made your selections, click **Confirm Selections**.

File Services

Close

Assign the user permission to view file level and transaction level details related to Payment File Profile(s). Users are granted access based on the profile used to send the payment file.

New accounts added to the Payment File Profile will be visible if View Transactions is enabled for the user

File Profiles

Assign File Profiles

4 of 10 File Profiles selected

Choose Permissions

File Profile Name	File Profile ID	View File Level	View File and Transaction Level	Upload File	Approve File
Profile Name	ID	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Profile Name	ID	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profile Name	ID	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile Name	ID	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirm Selection

4

Approval Process: Once the File Profile request is submitted, it must be reviewed, then **Approved** or **Rejected** by a different user with the **Administrator** or **Technical Integration Management** entitlement.

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Actions Summary

3 User Pending Your Approval

7 Users Pending In All

3 Payment Rules Pending Your Approval

8 Payment Rules Pending In All

Actions to Review

Type	User / ID	Status	Priority	Product(s)	Updated	
<div>First Name, Last Name</div> <div>user@email.com</div> <div>+1 (XXX) XXX-XXXX</div>	<div>Pending Approval</div>	High	<div>RM A&R P&T</div> <div>TIM FS</div>	Jan 22, 2024	<div>Reject</div> <div>Approve</div>	

Awaiting approval for entitlements that have been modified for this user.

View Details

Entitlement Details

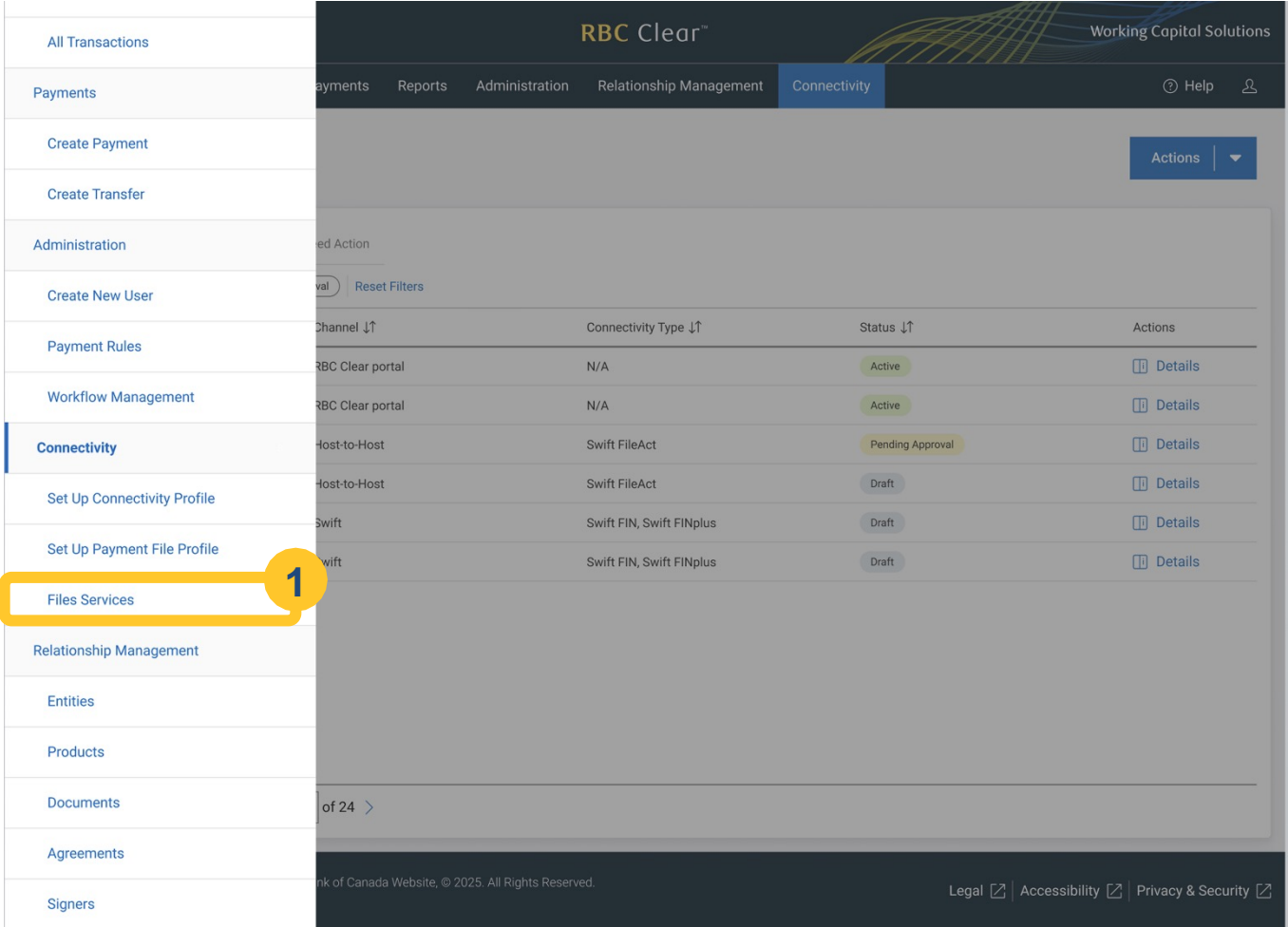
<div>Accounts & Reporting</div> <div>Product</div>	<div>1</div> <div>Entity(ies)</div>	<div>2</div> <div>Account(s)</div>	<div>Viewer</div> <div>Permission</div>
<div>Technical Integrations Management</div> <div>Product</div>	<div>1</div> <div>Entity(ies)</div>	<div>Viewer</div> <div>Permission</div>	<div>1</div> <div>Entity(ies)</div> <div>Manage</div> <div>Permission</div>
<div>Relationship Management</div> <div>Product</div>	<div>2</div> <div>Entity(ies)</div>	<div>Onboarding</div> <div>Permission</div>	

First1 of 1Last

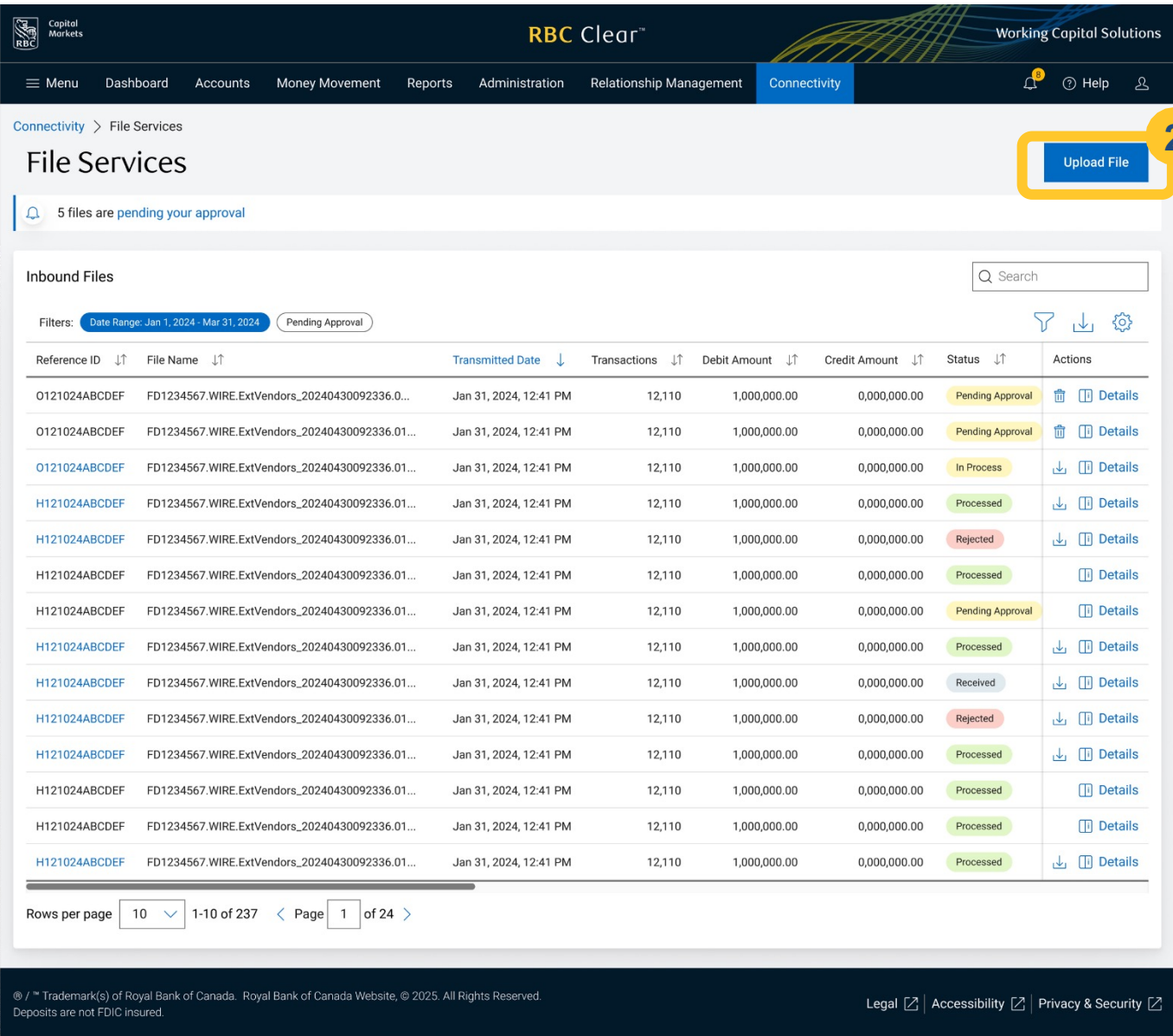
Uploading a Payment File via File Services

Once the appropriate File Services entitlements are approved and the Payment File Profile is set up, the user will gain access to the Connectivity tab, including File Services.

- 1
- In the left-hand panel, navigate to the Connectivity section. Select **File Services** to proceed.



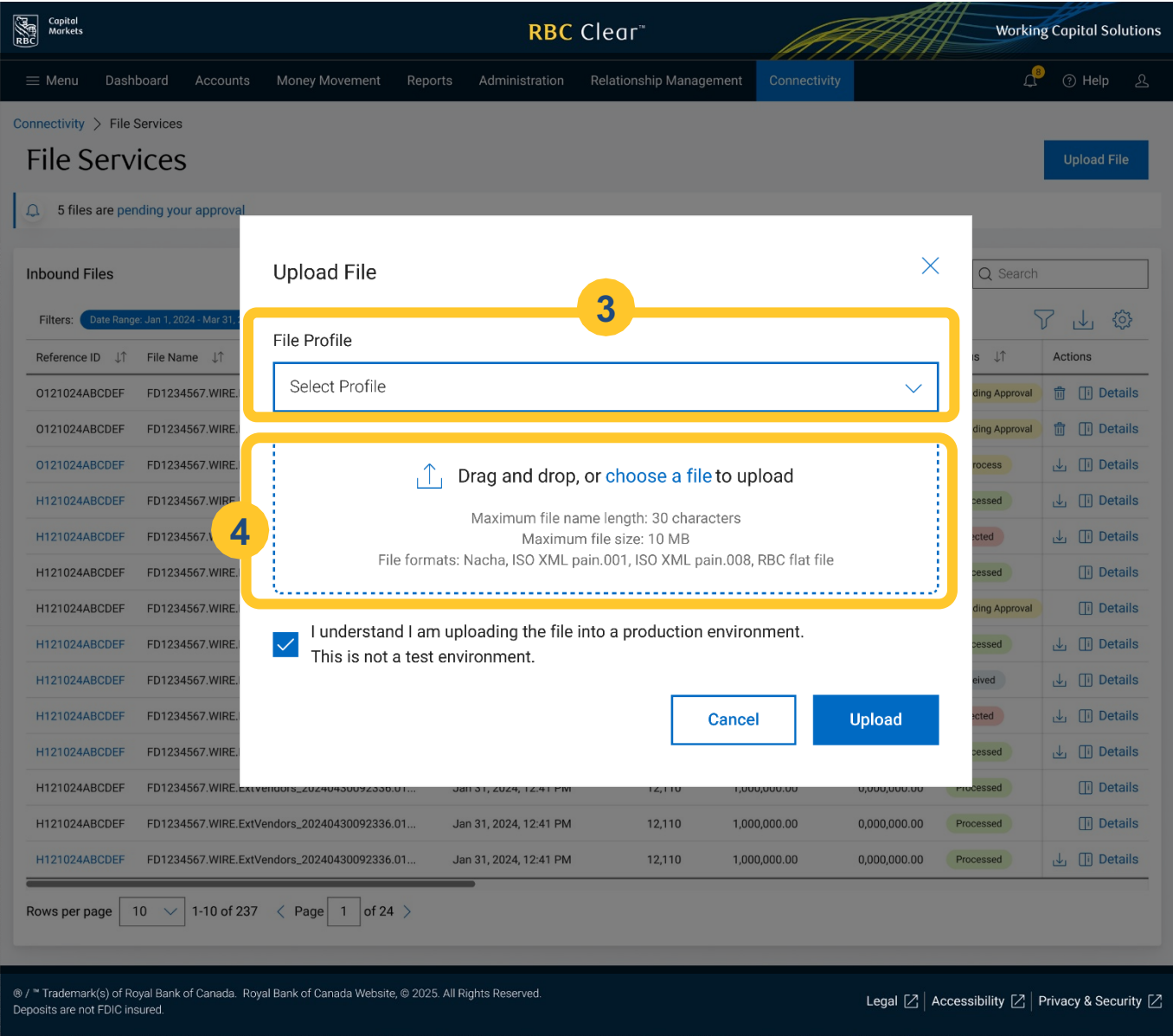
- 2
- Click the **Upload File** button.



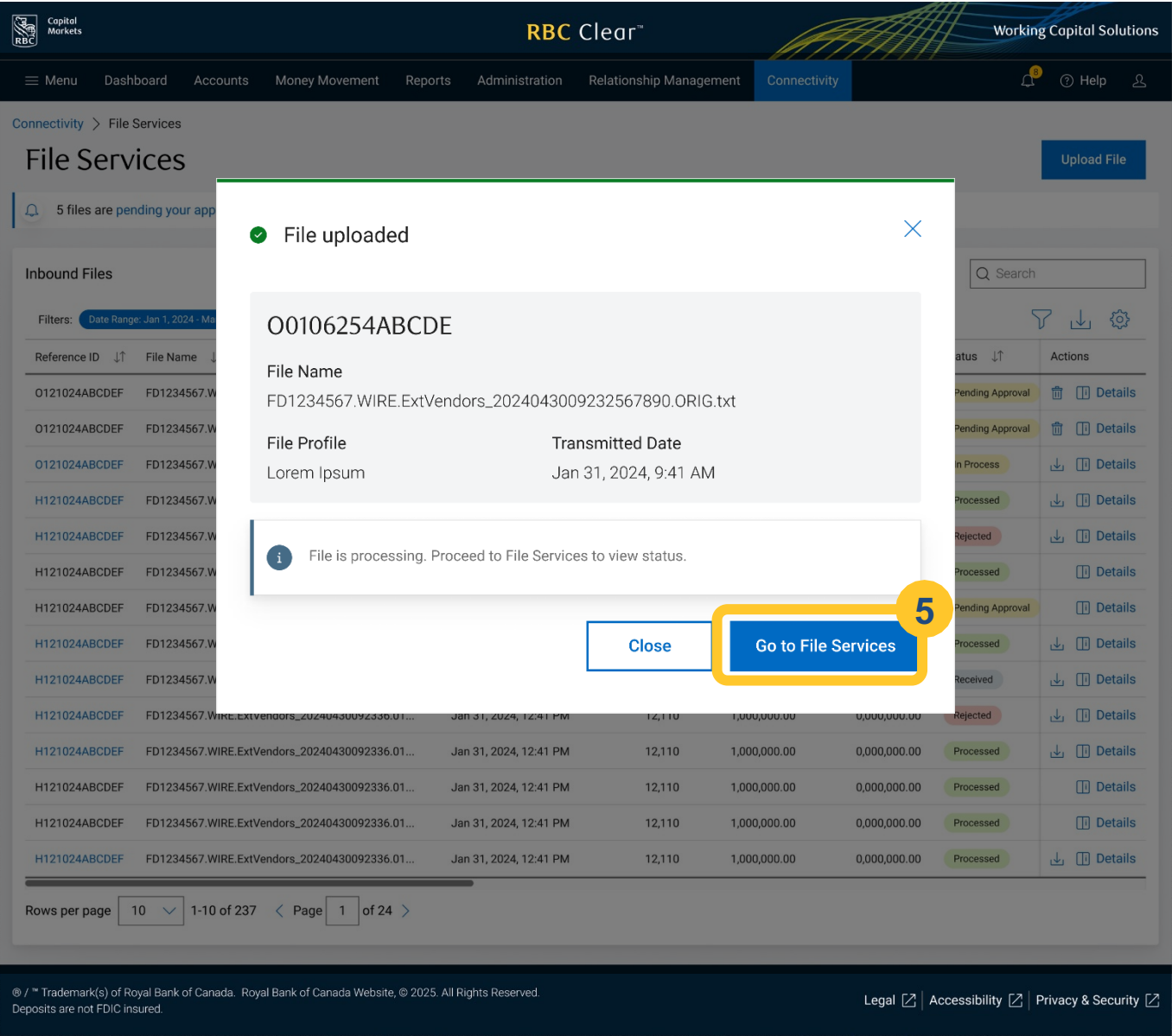
- 3
- An "Upload File" modal will appear. First, select the **File Profile** from the dropdown menu, and choose the name of the file profile to which the uploaded file will be connected.

- 4
- Then, **upload** the payment file you wish to submit.

Note: The file is being uploaded to the production environment at this stage.



- 5
- Once the file is uploaded, you can monitor its processing status on the "File Services" page by clicking **Go to File Services**.



6 The file you just uploaded will be displayed with a **Pending Approval** status, awaiting further action.

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File Services

Upload File

5 files are pending your approval

Inbound Files

Filters: Date Range: Jan 1, 2024 - Mar 31, 2024 Pending Approval

Reference ID

File Name

Transmitted Date

Transactions

Debit Amount

Credit Amount

Status

Actions

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.0...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Pending Approval

Details

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

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Pending Approval

Details

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

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In Process

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Jan 31, 2024, 12:41 PM

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Received

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Jan 31, 2024, 12:41 PM

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Processed

Details

Rows per page 10 1-10 of 237 < Page 1 of 24 >

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7 The uploaded file must then be reviewed and either **Approved** or **Rejected** by a different user with the **File Services** entitlement.

The approver, also referred to as the checker, should first navigate to the **Connectivity** tab and select **File Services**.

Next, click the **Pending Approval** button to identify the item awaiting approval.

From there, the approver can act by either approving or rejecting the file using the **Approve** or **Reject** icons located next to the **Status** button.

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Upload File

5 files are pending your approval

Inbound Files

Filters: Date Range: Jan 1, 2024 - Mar 31, 2024 Pending Approval

Reference ID

File Name

Transmitted Date

Transactions

Debit Amount

Credit Amount

Status

Actions

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.0...

Jan 31, 2024, 12:41 PM

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Pending Appro

Details

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

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Received

Details

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8 Alternatively, the checker can review the details before deciding, by clicking the **Details** button to **download** the response file and thoroughly examining the information provided. After reviewing, the checker can choose to either approve or reject the file by selecting the corresponding action.

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File Services

Upload File

File statuses are based on file-level format validation. To view individual transaction statuses, select the Reference ID

Inbound Files

Filters: Date Range: Mar 27, 2025 - Jan 25, 2025

Reference ID

File Name

Transmitted Date

Transactions

Debit A

O123456ABCD

FD1234567.BMR01.ISOACH20240430092336.0...

Jun 18, 2025, 08:55 PM

2

Rows per page 25 1-1 of 1 < Page 1 of 1 >

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Legal Accessibility Privacy & Security

H981234ABCDE

Pending Approval

File Details

Audit Activity

File Summary

File Name

FD1234567.WIRE.ExtVendors_20240430092336.0123456789111.Orig.xml

Transmitted Date

Jan 31, 2024, 9:41 AM

File Profile Name

Lorem Ipsum

File Profile ID

FN123

Channel

RBC Clear portal

File Format

Nacha

Total Transactions

1200

Debit Amount

00,000,000.00

Credit Amount

00,000,000.00

Currency

USD

Download Response File

Capital Markets

RBC Clear™

Working Capital Solutions

Menu

Dashboard

Accounts

Money Movement

Reports

Administration

Relationship Management

Connectivity

Help

Connectivity > File Services

File Services

Upload File

5 files are pending your approval

Inbound Files

Filters: Date Range: Jan 1, 2024 - Mar 31, 2024 Pending

Reference ID

File Name

Transmitted Date

Transactions

Debit A

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.0...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Pending Approval

Details

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Pending Approval

Details

O121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

In Process

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Processed

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Rejected

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Processed

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Pending Approval

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Processed

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Received

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Rejected

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Processed

Details

H121024ABCD

FD1234567.WIRE.ExtVendors_20240430092336.01...

Jan 31, 2024, 12:41 PM

12,110

1,000,000.00

0,000,000.00

Processed

Details

Rows per page 10 1-10 of 237 < Page 1 of 24 >

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Download Response Files

1 response files available for H2H1234ABCDE

Last 30 Days

☒ FQ34110411.WIRES...psr20240131101409

Jan 31, 2024, 9:41 AM EST

Close Download

9 **Approve:**
If the user selects the **Approve** icon under the **Actions** column, the **Approve Modal** will appear, allowing the user to attest and approve the file.

Reject:

If the user selects the **Reject** icon under the **Actions** column, the **Reject Modal** will appear, requiring the user to provide a rejection reason before rejecting the file.

Approve

Select Approve to validate this file.

H2H1234ABCDE

Pending Approval

File Name

FD1234567.WIRE.ExtVendors_20240430092336.0123456789111.Orig.xml

File Profile

Test Profile 1

File Profile ID

7HDYH

Transmitted Date

Jan 31, 2024, 9:41 AM

Channel

RBC Clear portal

File Format

ISO XML pain.001

Total Debits

0,000,000.00 USD

Total Credits

0,000,000.00 USD

Number of Transactions

15

☒ I understand I am uploading this file into a production environment. This is not a test environment.

Cancel Approve

Reject

You are about to reject this file. To continue, select a reason to reject this file, and then select Reject.

H2H1234ABCDE

Pending Approval

File Name

FD1234567.WIRE.ExtVendors_20240430092336.0123456789111.Orig.xml

File Profile

Test Profile 1

File Profile ID

7HDYH

Transmitted Date

Jan 31, 2024, 9:41 AM

Channel

RBC Clear portal

File Format

ISO XML pain.001

Total Debits

0,000,000.00 USD

Total Credits

0,000,000.00 USD

Number of Transactions

15

Select a reason to reject this file:

☐ Duplicate File

☐ File no longer needed

☐ Incorrect file details

☐ Other

Cancel Reject

RBC Clear
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After approval, once the file completes all validations and the transactions are successfully processed, it will display a final status of **Processed**.

Capital Markets

- Menu
- Dashboard
- Accounts
- Money Movement
- Reports
- Administration
- Relationship Management

Connectivity > File Services

File Services

5 files are pending your approval

Inbound Files

Filters: Date Range: Jan 1, 2024 - Mar 31, 2024 Pending Approval

Reference ID ↑↓	File Name ↑↓	Transmitted Date ↓	Transactions ↑↓	Debit Amount
O121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.0...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
O121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
O121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
H121024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000
R0N01024ABCBDEF	FD1234567.WIRE.ExtVendors_20240430092336.01...	Jan 31, 2024, 12:41 PM	12,110	1,000,000

Rows per page: 10 | Page 1 of 1

1 of 1200
H981234ABCDEF
Processed

[File Details](#)
[Audit Activity](#)

File Summary

File Name
FD1234567.WIRE.ExtVendors_20240430092336.
0123456789111.Orig.xml

Transmitted Date
Jan 31, 2024, 9:41 AM

File Profile Name
TestCustomer

File Profile ID
FIL65

Channel
RBC Clear portal

File Format
ISO XML Pain.001

Total Transactions
2

Debit Amount
00,000,000.00

Credit Amount
00,000,000.00

Currency
USD

[View All Transactions](#)
[Download Response File](#)

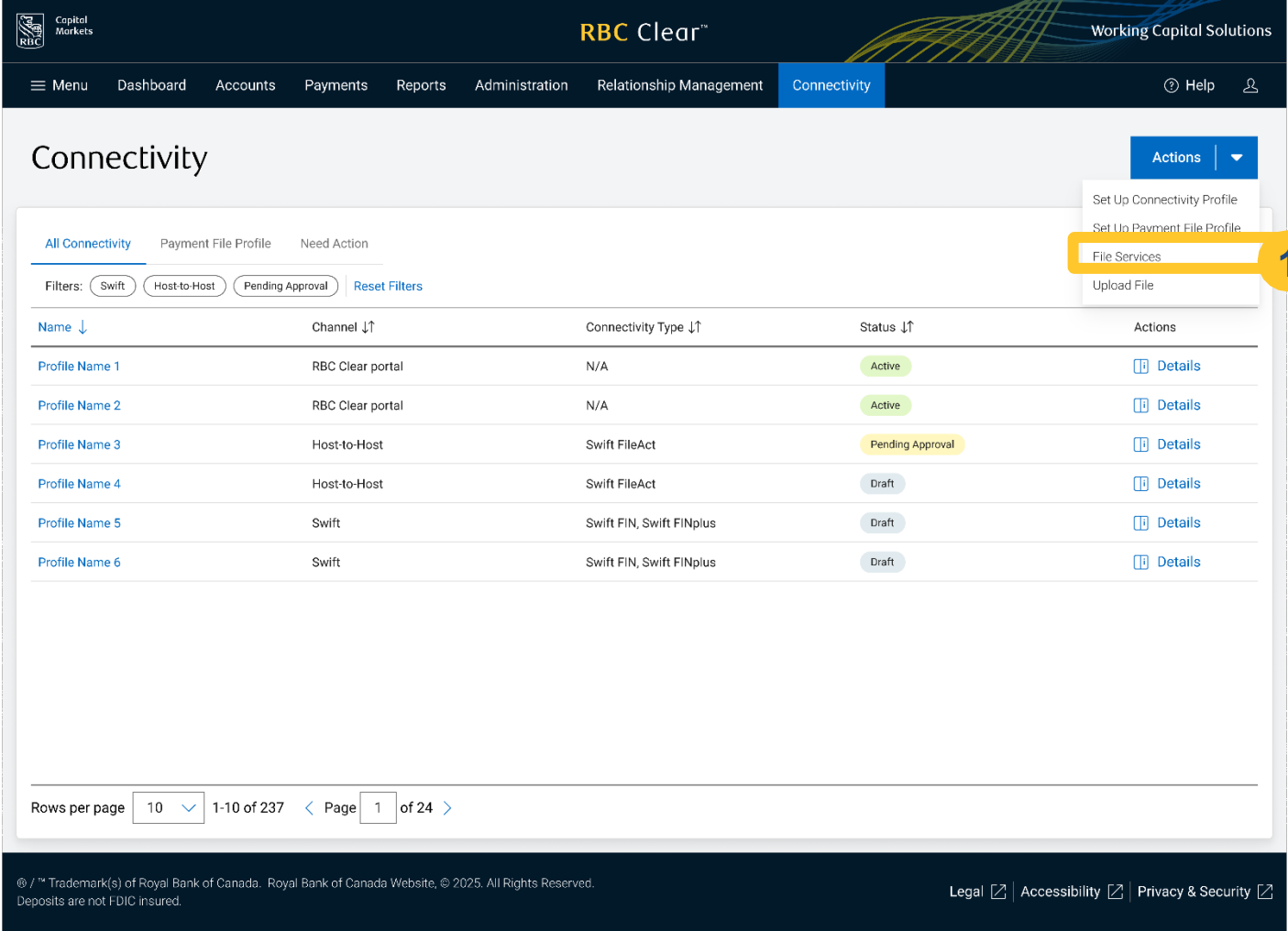
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[Accessibility](#)
[Privacy & Security](#)

Viewing the File in File Services

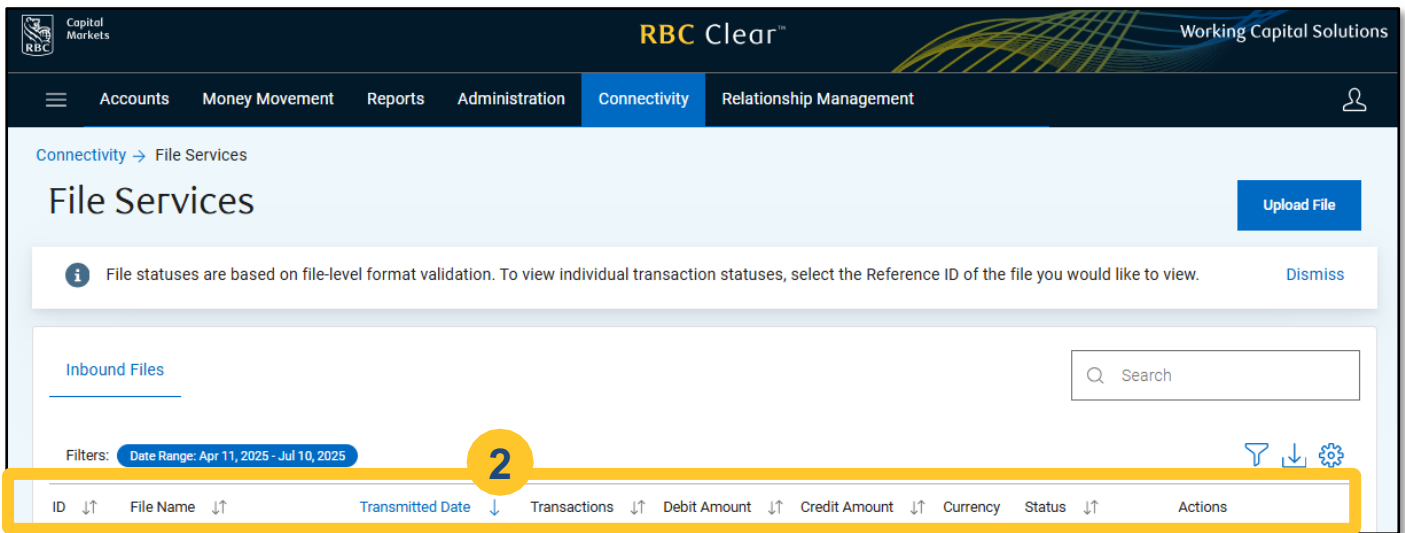
- 1
- On the Connectivity tab, click the **Actions** button and navigate to **File Services**.

On the File Services page, you will see the Inbound Files section, which includes a table displaying a 90-day history of inbound files.



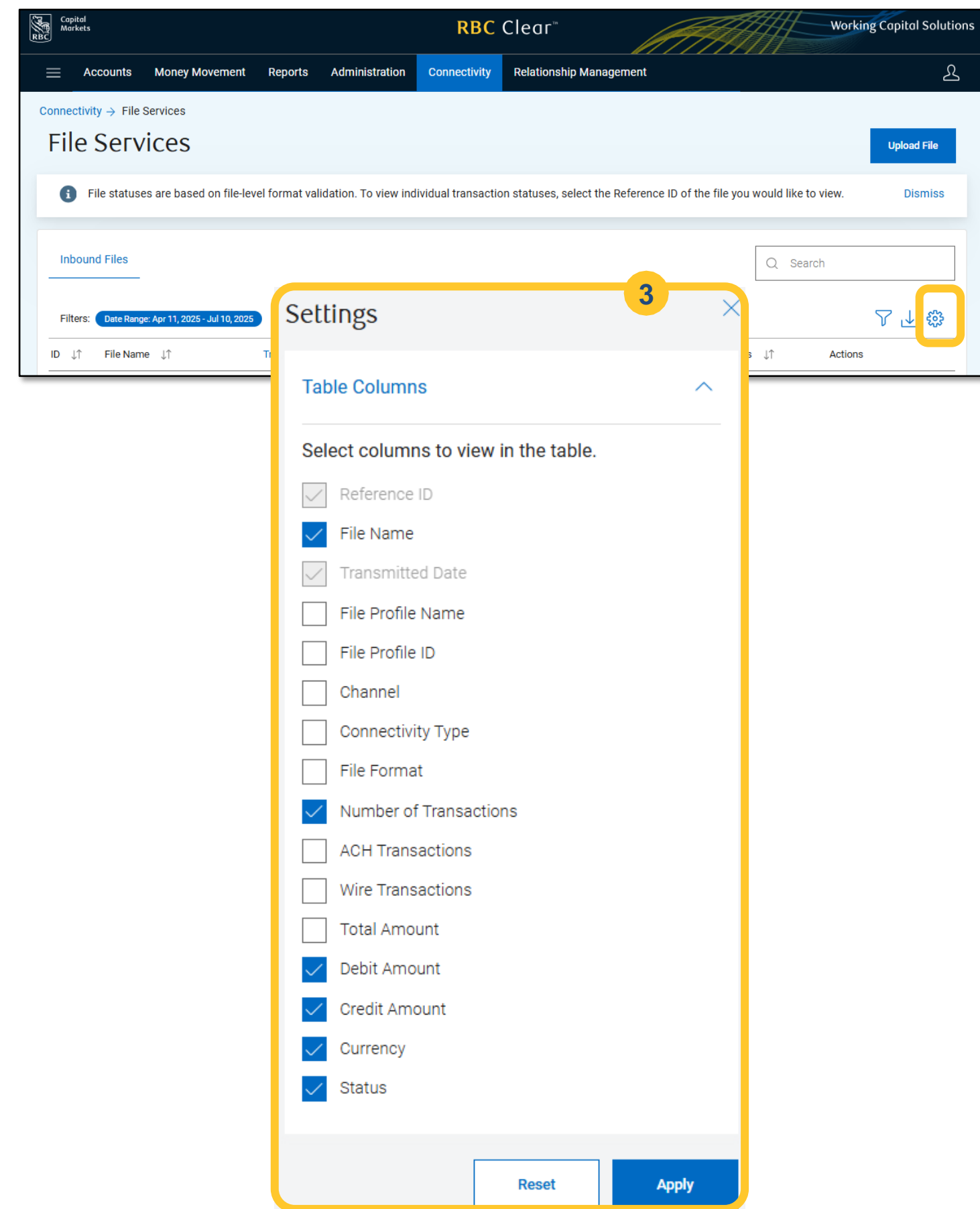
- 2
- Users with **File-only Entitlement** can view the following data points in the table:

 - ID:** A unique reference ID assigned to each inbound file by H2H.
 - File Name:** The name of the file as sent by Host-to-Host to ODR.
 - Transmitted Date:** The date the file was transmitted to the bank.
 - Transactions:** The total number of transactions contained in the file.
 - Debit Amount:** The total amount of all debit transactions in the file, defined as the client debiting a counterparty and crediting an RBC account.
 - Credit Amount:** The total amount of all credit transactions in the file, defined as the client crediting a counterparty and debiting the RBC account.
 - Currency:** The currency used for transactions within the file.
 - Status:** The status of the file, which will continue to update as the file is processed.
 - Actions:** Provides users the ability to open the “Details” side panel to view additional relevant file data points.



- 3
- To customize the table view, open the Settings menu and select the optional columns you wish to display.

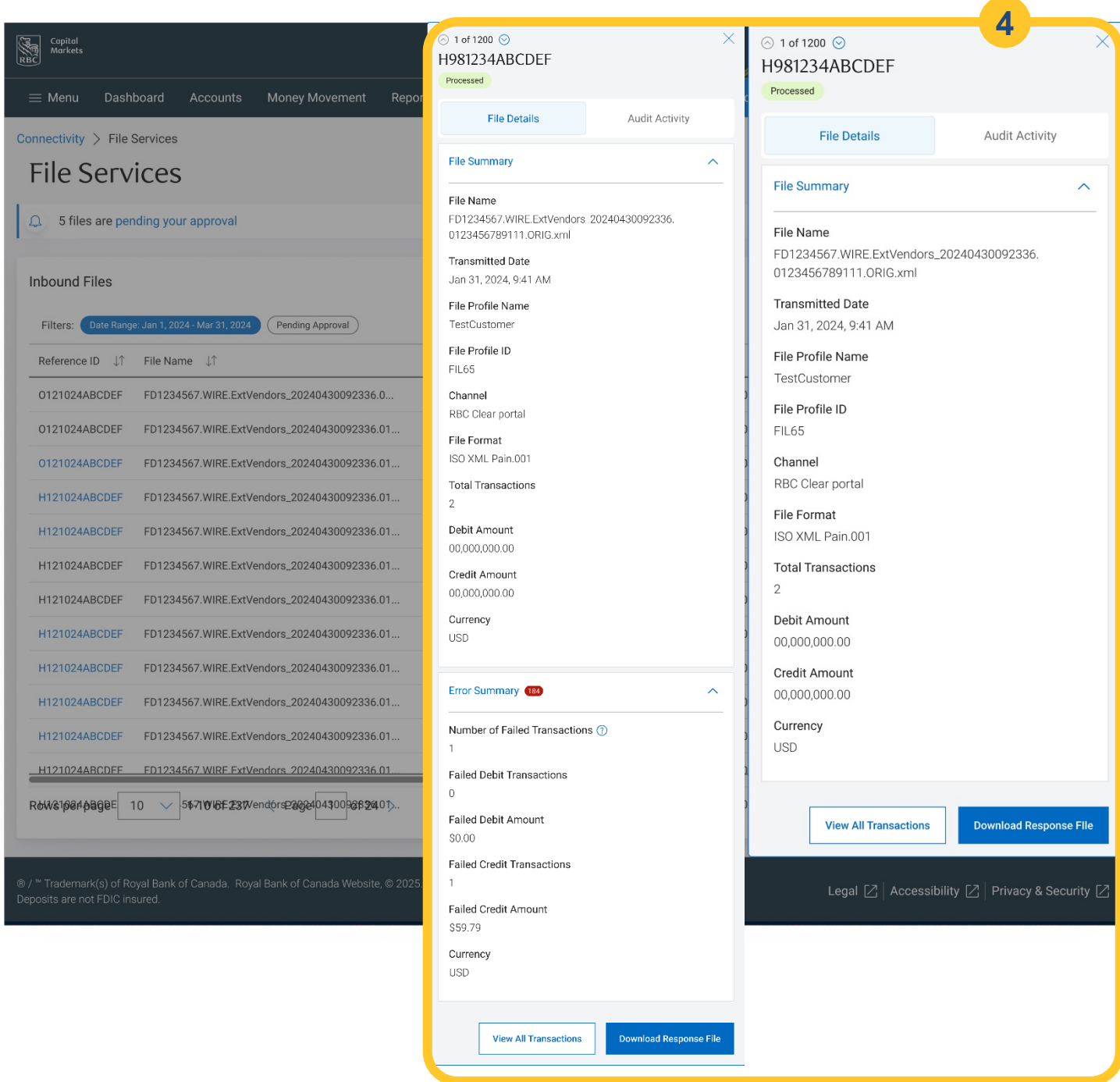
 - Total Amount:** The total value of the file, including all outbound ACH debits and credits.
 - File Profile Name:** The name of the Payment File Profile associated with the file, created by the Technical Integration Management user during profile setup.
 - Channel:** The channel used to transmit the file.
 - File Format:** The format of the inbound payment file.
 - ACH Transactions:** The total number of ACH transactions in the file.
 - Wire Transactions:** A payment type representing funds sent electronically between financial institutions, typically used for domestic or international high value transactions.
 - Connectivity Type:** The connectivity type of the file.



4 To gain additional visibility at the file level, open the **Details** Side Panel Menu. The level of detail displayed will depend on the type of entitlement assigned to the user.

The following options are available:

- **View All Transactions:** Access and review all transactions submitted as part of the payment file.
- **Download Response Files:** View and download payment response files within File Services.
- **Error Summary:** Access detailed information about errors within the file, including:
 - Number of Failed Transactions
 - Failed Debit Transactions
 - Failed Debit Amount
 - Failed Credit Transactions
 - Failed Credit Amount
 - Currency



5 Users can view transaction-level data within View All Transactions based on their entitlements and the payment file profiles to which they have access. The View All Transactions feature provides the transaction status for each transaction and allows users to view the audit activity associated with each transaction.

