



COMMERCIAL ADVANTAGE

# Create an International (FX) Wire Needs Rate Alert Quick Reference Guide

Published 7/03/2023

Member FDIC



## Table of Contents

Overview.....	3
Commercial Advantage User Maintenance .....	3
User Self-Enrollment .....	4
Questions? .....	5

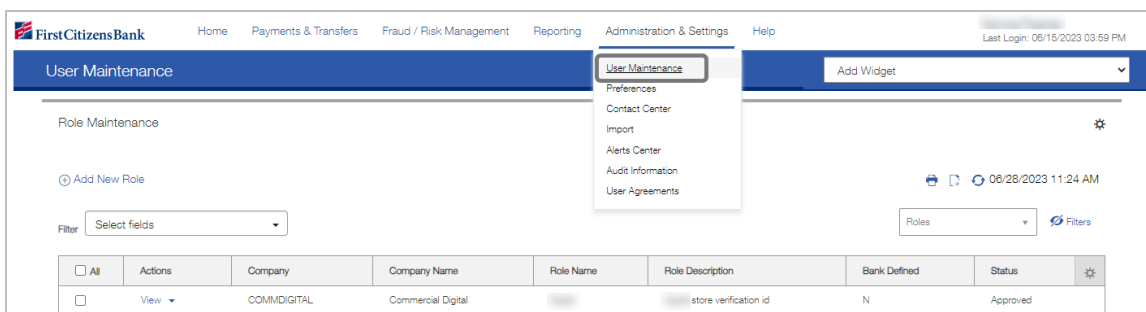
## Overview

Within Commercial Advantage, we recommend approvers of Cross-Currency (FX) International Wires enroll in a Needs Rate Alert. This alert provides assurance for an approver that a wire created on a previous day, or a wire that has been approved but the Exchange Rate not yet finalized, will be managed before the daily 5:00 p.m. Eastern cut-off (17:00 Military Time).

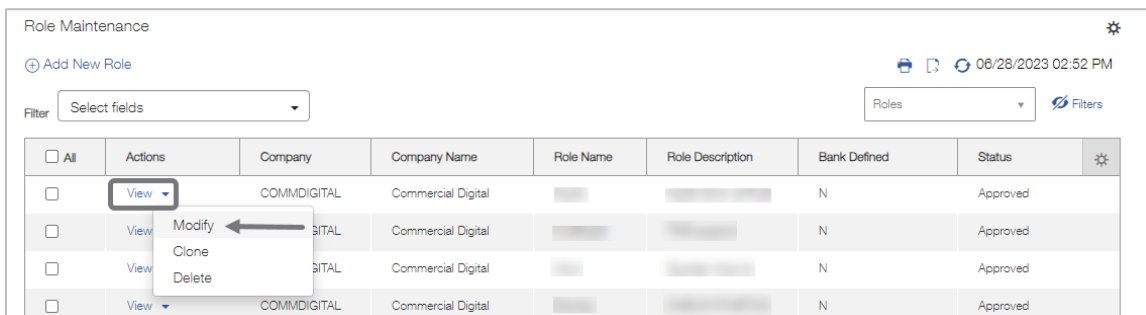
## Commercial Advantage User Maintenance

A Company Administrator will update the User ID to ensure access to the Exchange Rate Needed alert.

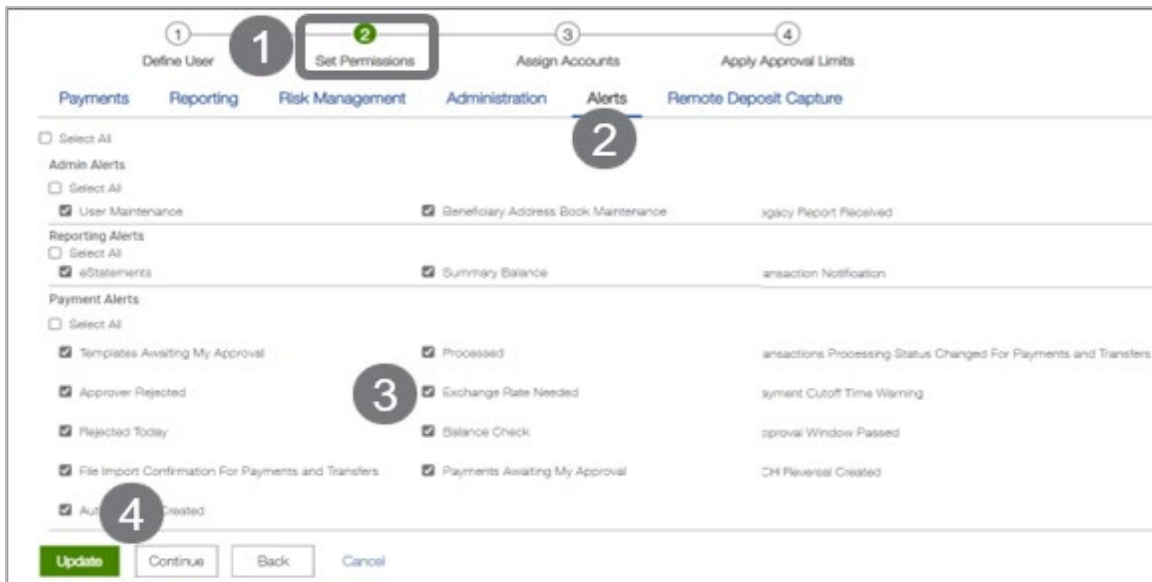
1. From the home page, select **Administration & Settings** and then **User Maintenance**.



2. Under **Role Maintenance**, locate the user and select **Modify** from the **Actions** menu.



3. Click on **Set Permissions** and then the **Alerts** tab.
  4. Under **Payment Alerts**, locate and check the **Exchange Rate Needed** alert.
  5. Select **Update** or **Cancel** to continue.
- Once setup is complete, users will have access to enroll in the alert.

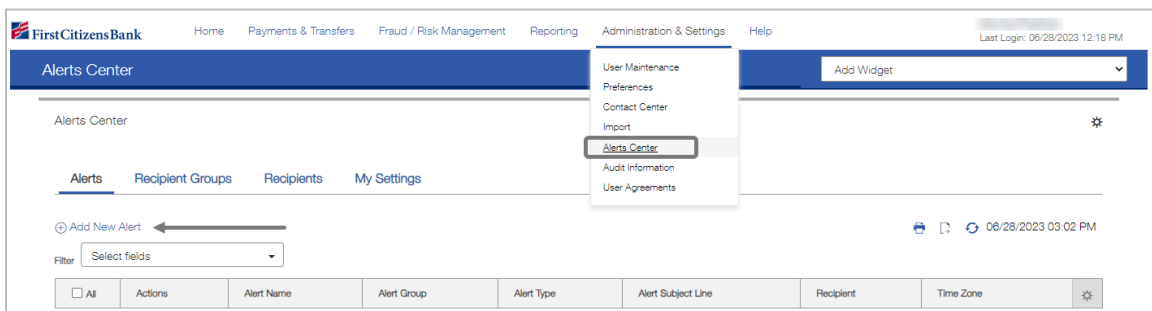


The screenshot shows the Alerts configuration page. At the top, there are four numbered steps: 1. Define User, 2. Set Permissions (highlighted with a green box), 3. Assign Accounts, and 4. Apply Approval Limits. Below these steps are tabs for Payments, Reporting, Risk Management, Administration, Alerts (selected), and Remote Deposit Capture. The Alerts tab contains a list of alert categories: Admin Alerts, Reporting Alerts, and Payment Alerts. Each category has a 'Select All' checkbox and a list of specific alerts with checkboxes. For example, under Admin Alerts, 'User Maintenance' is checked. Under Reporting Alerts, 'eStatements' and 'Summary Balance' are checked. Under Payment Alerts, 'Templates Awaiting My Approval', 'Approver Rejected', 'Rejected Today', 'File Import Confirmation For Payments and Transfers', and 'Aut... Created' are checked. At the bottom, there are buttons for 'Update' (green), 'Continue', 'Back', and 'Cancel'.

## User Self-Enrollment

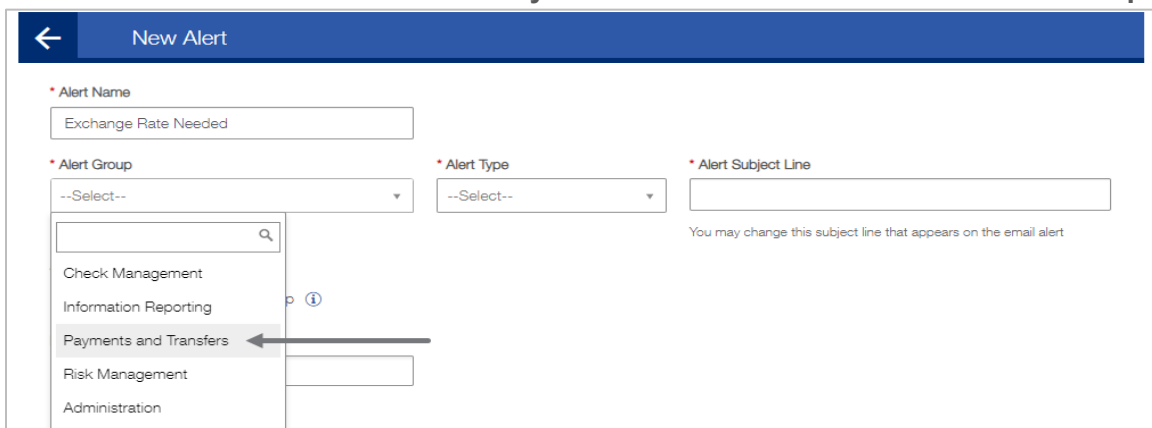
Individual users will need to setup their alerts using the **Add New Alert** option.

1. From the home page, select **Administration & Settings** and then **Alerts Center**.
2. Select **Add New Alert**.



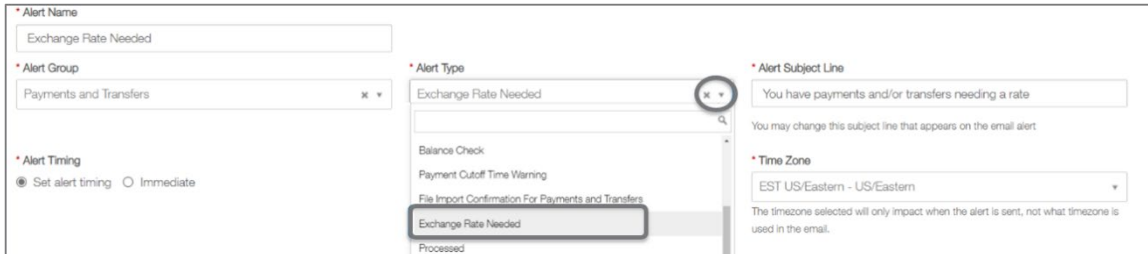
The screenshot shows the Alerts Center page. At the top, there is a navigation bar with links for Home, Payments & Transfers, Fraud / Risk Management, Reporting, Administration & Settings, and Help. The 'Administration & Settings' link is highlighted, and a dropdown menu is open showing options: User Maintenance, Preferences, Contact Center, Import, Alerts Center (highlighted with a red box), Audit Information, and User Agreements. Below the navigation bar, there is a section for 'Alerts Center' with tabs for Alerts, Recipient Groups, Recipients, and My Settings. The 'Alerts' tab is selected. On the left, there is a button for 'Add New Alert' with a red arrow pointing to it. Below this button is a 'Filter' dropdown menu. At the bottom, there is a table with columns: Alert Name, Alert Group, Alert Type, Alert Subject Line, Recipient, and Time Zone. The table is currently empty.

3. Create an **Alert Name** and select **Payments and Transfers** as the **Alert Group**:



The screenshot shows the 'New Alert' form. At the top, there is a blue header bar with a back arrow and the text 'New Alert'. Below the header, there are four fields: 'Alert Name' (with the text 'Exchange Rate Needed'), 'Alert Group' (a dropdown menu with '--Select--' and a search icon), 'Alert Type' (a dropdown menu with '--Select--'), and 'Alert Subject Line' (a text field). The 'Alert Group' dropdown menu is open, showing a list of options: Check Management, Information Reporting, Payments and Transfers (highlighted with a red arrow), Risk Management, and Administration. Below the 'Alert Subject Line' field, there is a note: 'You may change this subject line that appears on the email alert'.

4. Select the **Alert Type** of **Exchange Rate Needed**.

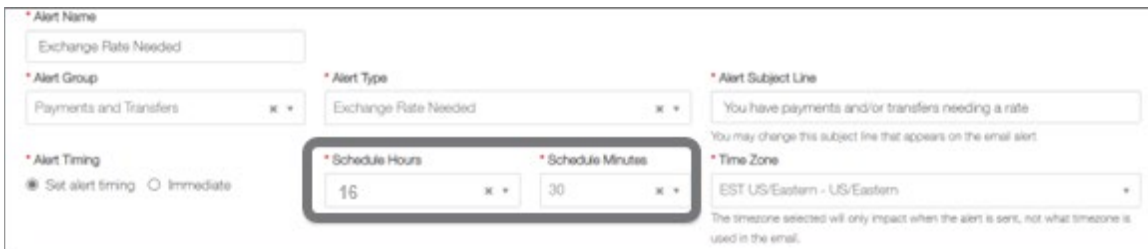


The screenshot shows the 'Alert Setup' form. The 'Alert Name' field contains 'Exchange Rate Needed'. The 'Alert Group' dropdown is set to 'Payments and Transfers'. The 'Alert Timing' section has 'Set alert timing' selected. The 'Alert Type' dropdown menu is open, showing options: 'Balance Check', 'Payment Cutoff Time Warning', 'File Import Confirmation For Payments and Transfers', 'Exchange Rate Needed' (highlighted), and 'Processed'. The 'Alert Subject Line' field contains 'You have payments and/or transfers needing a rate'. The 'Time Zone' dropdown is set to 'EST US/Eastern - US/Eastern'.

5. Customize the **Alert Subject Line** as desired and set an appropriate reminder time.

- Time zone will default to Eastern Time.
- Schedule options are listed in **Military Time**.

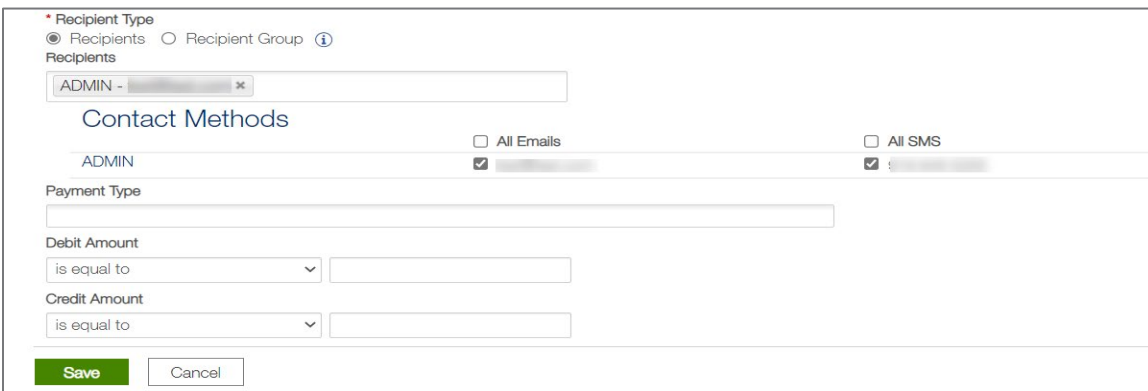
**NOTE:** Recommend a reminder time close to end of day with enough time to react before the 17:00 cut-off time. For example: 16:30 is equal to 4:30 p.m.



The screenshot shows the 'Alert Setup' form with the 'Schedule Hours' field set to '16' and the 'Schedule Minutes' field set to '30'. The 'Alert Name' is 'Exchange Rate Needed', 'Alert Group' is 'Payments and Transfers', 'Alert Timing' is 'Set alert timing', 'Alert Type' is 'Exchange Rate Needed', 'Alert Subject Line' is 'You have payments and/or transfers needing a rate', and 'Time Zone' is 'EST US/Eastern - US/Eastern'.

6. Complete the **Recipients**, **Contact Methods**, and any criteria that should specifically include/exclude an alert to generate.

7. Click on **Save**. The alert is now listed in the **Alerts List View** for review or modification.



The screenshot shows the 'Recipient and Contact Methods' form. The 'Recipient Type' section has 'Recipients' selected. The 'Recipients' field contains 'ADMIN - [redacted]'. The 'Contact Methods' section has 'ADMIN' selected. The 'All Emails' checkbox is checked, and the 'All SMS' checkbox is also checked. The 'Payment Type' field is empty. The 'Debit Amount' section has 'is equal to' selected and a value field. The 'Credit Amount' section has 'is equal to' selected and a value field. The 'Save' button is highlighted in green.

## Questions?

We're here to help. Contact Business Support with questions at 866-322-4249 (866-FCB-4BIZ). Our team is happy to assist you. For more information, visit our [Commercial Advantage Learning Center](#).