COMMERCIAL ADVANTAGE

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

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Member FDIC

Table of Contents

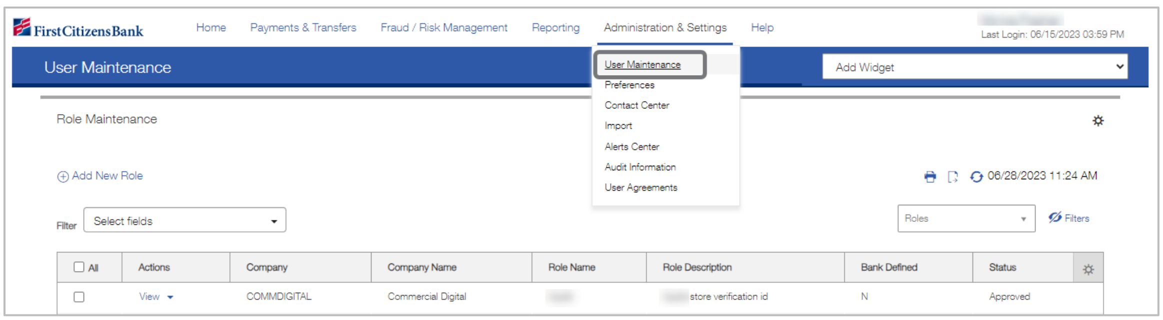
Overview

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).

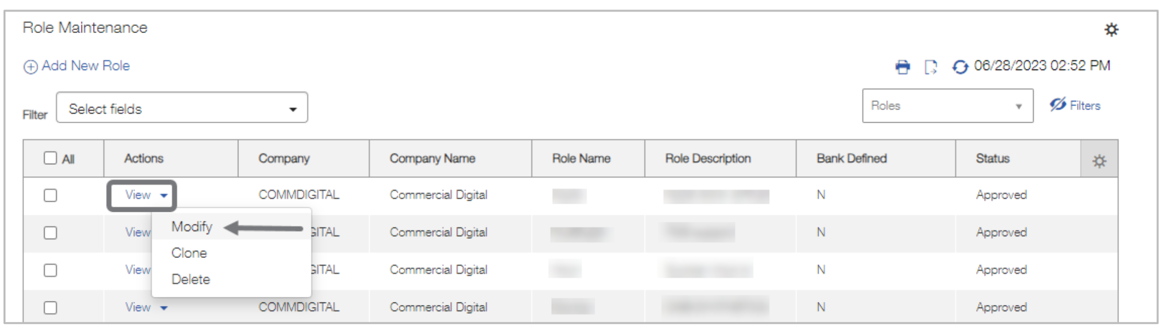
Commercial Advantage User Maintenance

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**.

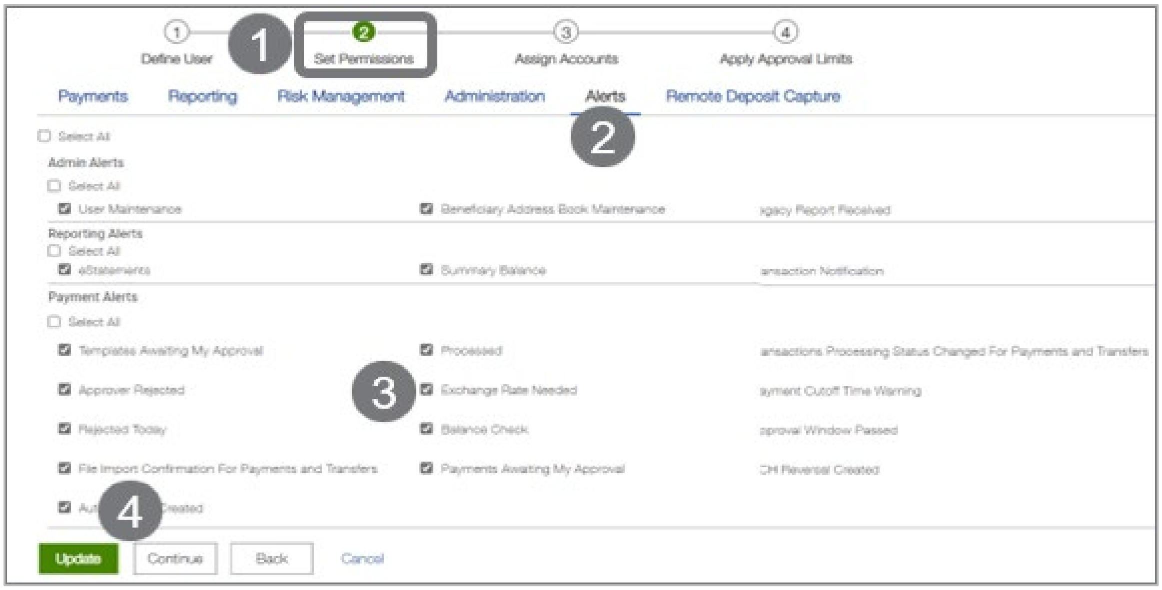


2. Under **Role Maintenance**, locate the user and select **Modify** from the **Actions** menu.



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.

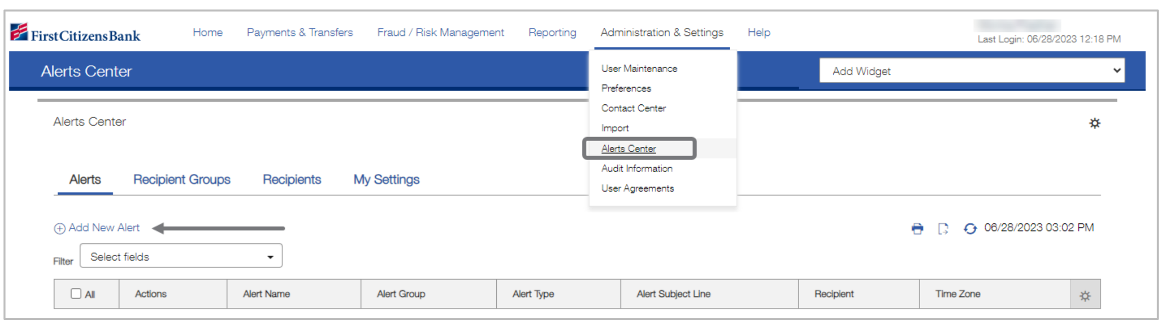
First Citizens Bank



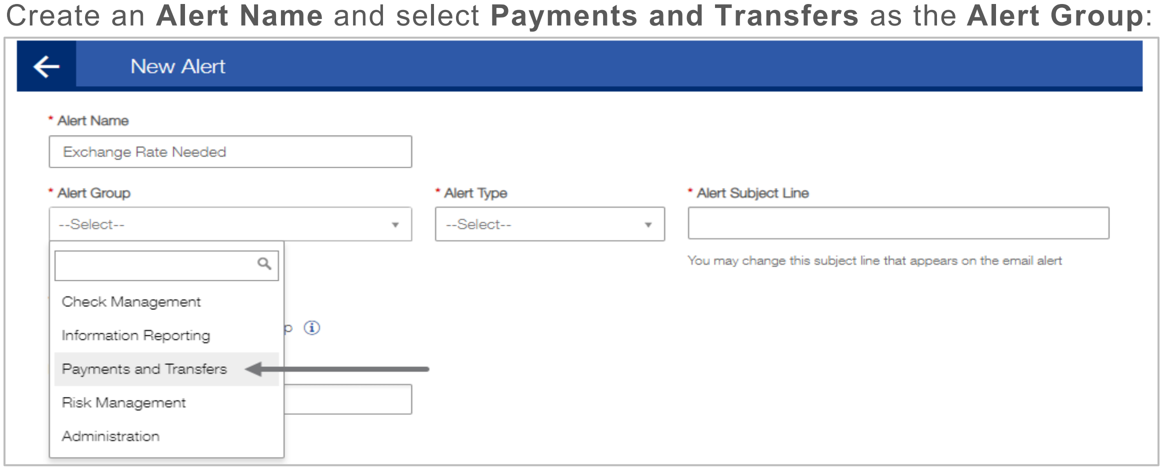
User Self-Enrollment

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

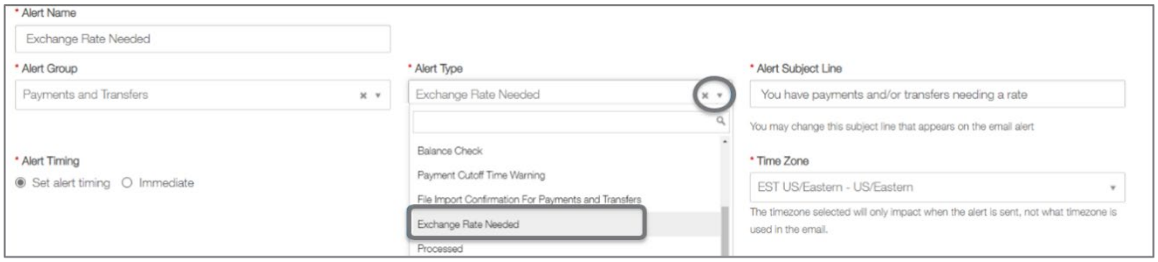
1. From the home page, select **Administration & Settings** and then **Alerts Center**.
2. Select **Add New Alert**.



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

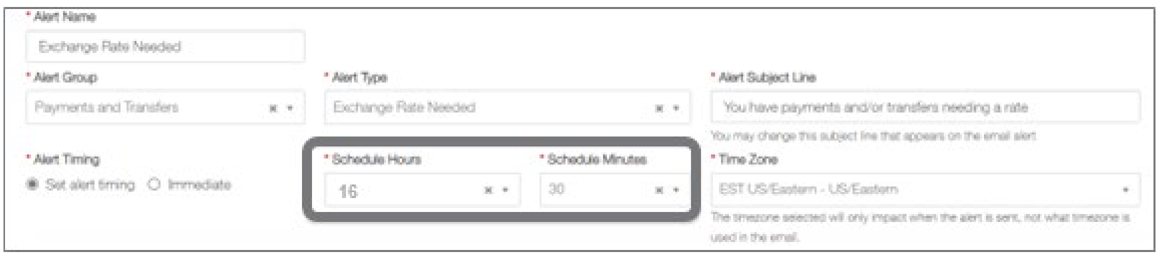


4. Select the **Alert Type** of **Exchange Rate Needed**.

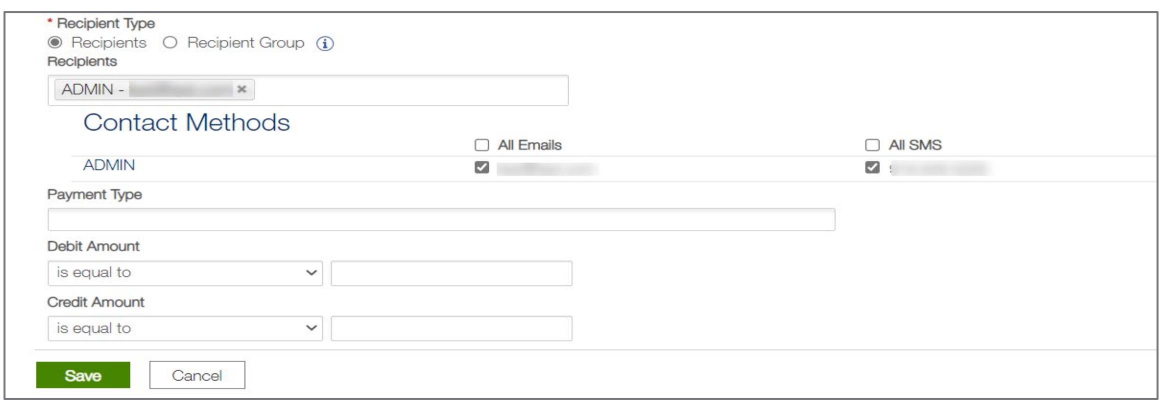


5. Customize the **Alert Subject Line** as desired and set an appropriate reminder time.
   - Time zone will default to Eastern Time.
   - Schedule options are listed in **Military Time**.

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.



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.



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**.