

Commercial Advantage

User Guide

Create a Domestic Wire Payment

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Learn more about Domestic Wire Payments in Commercial Advantage.

Contents

Overview	. 3
Wire - Domestic Payments	. 3
Approve / Unapprove	. 6
Payment Statuses	. 7

Overview

A domestic wire payment creates an electronic funds transfer from payer to payee within the United States.

Wire - Domestic Payments

To create a domestic wire payment:

1. Select Payment Management from the Payments & Transfers menu.

🚰 First Citizens Bank	Home	Payments & Transfers	Fraud / Risk Management	Reporting	Administration & Settings	Help
Home		Payment Management Transfers Management				
Notifications		Stop Payments Check Inquiry Bill Pay				
0 Files were rece	ntly importe	a.				

2. Click Add a New Payment.

Payment Center								Add Widget	
Payments List Vie	v								¢
Max display of info: 31 days () () Add a New Payment () Quick Entry () File Import () 4/26/2022 12:33 AM									
Filter Select fields		•						Upcoming Payments	💋 Filters
All Actio	ns	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff	*

3. Use the Payment Type drop-down to select **Wire-Domestic OR** use the **Select a Payment Template** drop-down to select an existing template. Click **Continue**.

Add Payment	ent Hebortha Administration	i a cettinus — meio	×
Select a Payment Type	Select a Payment Type		¥
O Select a Payment Template	٩		
	Consumer Collections		
	Consumer Collections/Payments		
Continue Cancel	Consumer Payments		
	Corporate Collections		_
	Corporate/Vendor Payments		
nt Beneficiary	Payroll	Status	Payment Type
	Wire - Domestic		
	Wire - Domestic Multi Entry		
	Wire - International		

4. Under the **Originator Information**, use the **Account Number** drop-down to select the account to be debited.

Note: If a template is selected, some fields may already be completed.

← New Wire Dom	estic Payment		0.00
Originator Information		5	6
* Account Number	Q	Customer Reference	Internal Comment
4	¥		
	0		Stored with the transaction, but not forwarded with the payment
Beneficiary Information	2		
7 Name	Address Line 1		Address Line 2
Country	City	State	Postal Code
UNITED STATES * *		Select *	
Account Number	* Bank Code Type	*Bank Code 👖 🔍	
9	ABA × •	, 1	
Date & Amount	·		
* Value Date	Credit Amount 12		
1 🗰			
Payment must be approved by	J		
3 Additional Information			
Rayment Datails			
4 Bank-to-Bank Details			
> Originator Details			
0.00			
U.UU to 1 Beneficia	ry on 26 Apr 2022		
Save this payment as a tem;	plate for future use ①		
Submit Save for Lat	er Cancel		
16			

- 5. (optional) In the **Customer Reference** field, enter a customer reference.
- 6. (optional) Enter any comments. Comments will be stored with the transaction but will not be sent with the payment.
- 7. Complete the required information (Name, Account, and ABA number).
- 8. (optional) In the **Name** field under the **Beneficiary Information** section, select a payee by clicking the lookup icon and then selecting a payee from the list **OR** enter the beneficiary name. If an entry from the Contact Center is selected, some of the remaining fields will be automatically populated.
- 9. Enter the Account Number.
- 10. Select a beneficiary **Bank Code**.

Note: The beneficiary bank name and address are automatically filled in.

11. In the Date & Amount section, use the calendar icon it to select a value date. The application will display a cutoff time by which the payment has to be approved. This will appear below the Value Date field. For example, "Payment must be approved by 18:00 PM EDT."

Notes:

- If the payment is modified, this cutoff time may change. Be sure the payment is approved before the cutoff time.
- Cutoff time display is listed in Military Time.

Date & Amount			
* Value Date			
04/18/2022	.::		
Payment must be approved by 04/18/2022 18:00 EDT			

- 12. Enter an amount.
- 13. (optional) To enter intermediary bank information, expand the Intermediary Bank section, and select a bank code for the first intermediary bank. If needed, click Add 2nd Intermediary Bank to add another bank. Select a bank code for the second intermediary bank.

Additional Information	
Intermediary Bank	
Bank Code	Q
	× •
2nd Intermediary Bank	
Bank Code	Q
	× ×

14. (optional) To add more details, expand the **Payment Details** and **Bank-to-Bank Details** sections, and enter any payment details and bank-to-bank instructions to accompany the payment. Add up to four lines of details.

✓ Payment Details		
Line 1	Line 2	
Line 3	Line 4	

Note: The **Originator Details** section automatically displays the ID type and ID of the originator, plus a name and address, if available.

15. (optional) To save this payment as a template, check the **Save this payment as a template** for future use checkbox. Then enter a **Template Code** (a descriptive name for the template) and **Template Description**. If the template needs to be visible only to users who are explicitly entitled to it, check the **Restrict** checkbox. The template needs to be approved before it can be used.



- 16. Click **Submit** to submit the payment or **Save for Later** to edit the payment later. After the payment is submitted or saved, a message will appear at the top of the screen indicating whether the payment was submitted or saved successfully or if the payment has any errors.
- 17. A payment must be approved before it is sent to the beneficiary. Payments can be approved from the **Payment Management** List.

Approve / Unapprove

Many items require approval when they are entered or modified. Items that need approval will usually have a status of Entered or Modified (shown in the Status column of the list). To approve an item, click or select **Approve** in the **Actions** column. Approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.

Filter Sele	ct fields	•					My Payments *
I Al	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type
	View 👻	1	test	2,438.00	04/28/2022	Entered	Corporate Collections
Viewing 1-1	of 1 records					Display	, 50 • per page < Page 1

In addition, if the **Unapprove** option is available to unapprove any items that were approved in error.

While attempting to approve or unapprove an item or items, a confirmation screen may appear stating some of the selected items are not eligible.

Click Yes to continue; otherwise click No.

Confirm approve
Not all items are eligible for approval. Are you sure you want to approve these items?
Yes

Payment Statuses

Below is a list of payment statuses.

Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or approved.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Released	Released to the back office. Not available for deletion or modification.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.