



COMMERCIAL ADVANTAGE

# Scheduled Exports Quick Reference Guide

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Member FDIC



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*This document is intended to operate as a guide to facilitate the easy use of the products it discusses. It does not and is not intended to alter, modify, waive, or change any agreements between users of the product and First Citizen's Bank & Trust Co., or any terms and conditions imposed by First Citizen's Bank & Trust Co. for use of the product. In the event that there is any conflict between this document and any applicable agreements or terms and conditions imposed by First Citizen's Bank & Trust Co., those applicable agreements or terms and conditions shall control.*

## Overview

The **Scheduled Export** feature automatically generates reports within defined parameters on a chosen schedule which the user can then download. The user can create a custom balance and transaction report in any of these following formats: Bank Administration Institute (BAI), comma-separated values (CSV), CS Basic Export (a basic comma-separated format), Quicken/QuickBooks (OFX), and SWIFT MT940/MT942 format. The user must be entitled to Scheduled Exports to download reports. When used with Transmission Profile, the user can automate the delivery of these reports via sFTP.

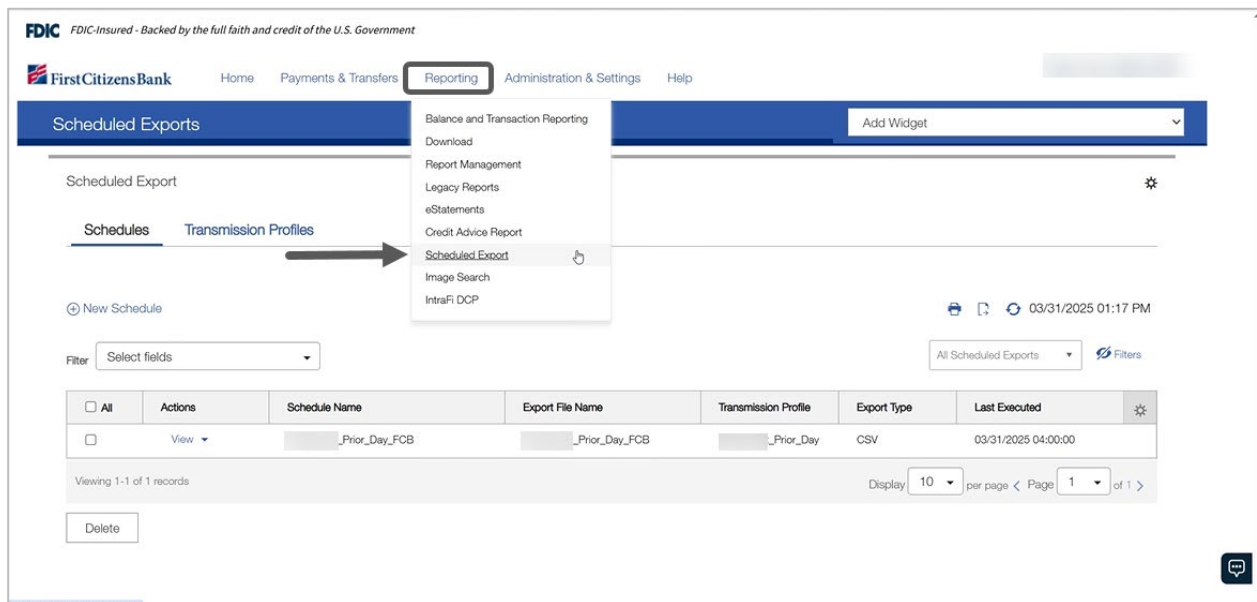
Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the export function.

**Note:** BAI files contain historical balance values. Such values cannot be stored for accounts enabled for Real Time - Posted Transactions. Therefore, these accounts will not be available for BAI export. To learn more about Real Time - Posted Transactions, the user can contact an administrator.

## Create a Scheduled Export

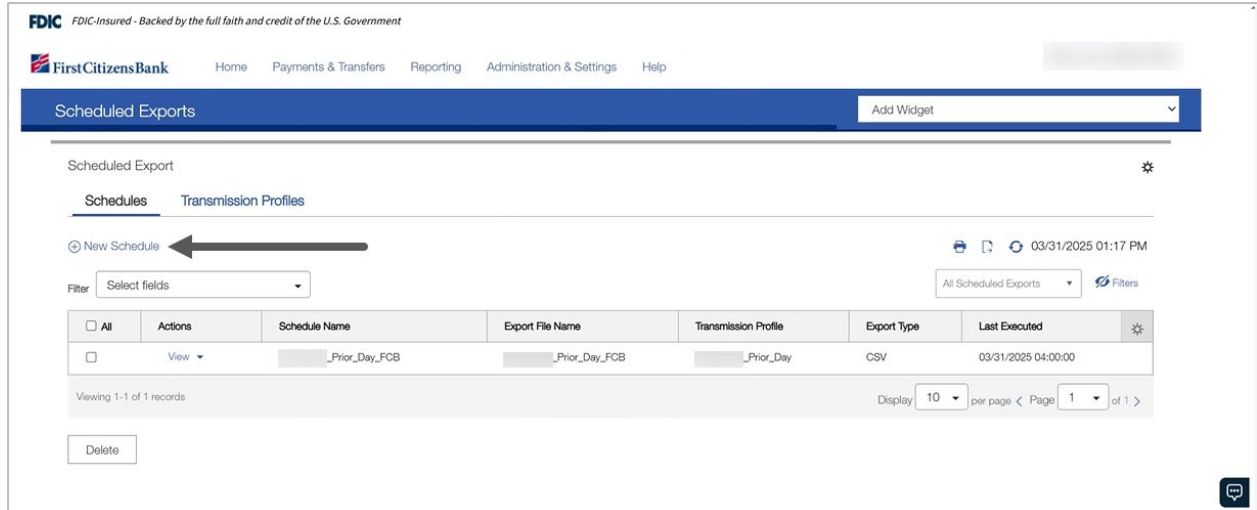
To submit an export request:

1. From the **Reporting** menu, select **Scheduled Export**.



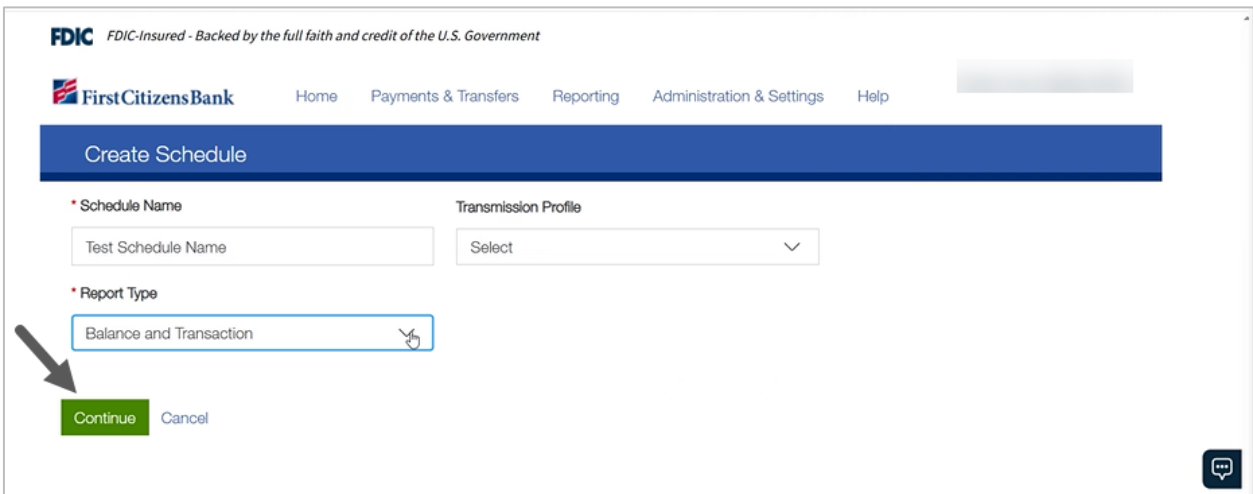
The screenshot shows the First Citizens Bank web interface. The top navigation bar includes 'Home', 'Payments & Transfers', 'Reporting' (which is highlighted with a red box), 'Administration & Settings', and 'Help'. Below the navigation bar, the 'Reporting' section is active, showing a dropdown menu with options: 'Balance and Transaction Reporting', 'Download', 'Report Management', 'Legacy Reports', 'eStatements', 'Credit Advice Report', 'Scheduled Export' (highlighted with a red box and a mouse cursor), 'Image Search', and 'IntraFi DCP'. The main content area is titled 'Scheduled Exports' and contains a 'Schedules' tab, a 'Transmission Profiles' tab, and a 'New Schedule' button. Below these are filter options and a table of scheduled exports. The table has columns for 'All', 'Actions', 'Schedule Name', 'Export File Name', 'Transmission Profile', 'Export Type', and 'Last Executed'. One record is shown with a schedule name ending in '\_Prior\_Day\_FCB', an export file name ending in '\_Prior\_Day\_FCB', a transmission profile ending in '\_Prior\_Day', and an export type of 'CSV'. The last executed time is '03/31/2025 04:00:00'. The table is paginated to show 10 records per page, and the current page is 1 of 1.

2. Select the **New Schedule** link.



3. Enter a **Schedule Name** and select a **Report Type** from the drop-down menu. Click on **Continue**.

**Note:** If you'd like to use Transmission Profiles, you must set up the profile prior to selection on this screen. You cannot add transmission profiles after you create the scheduled export.

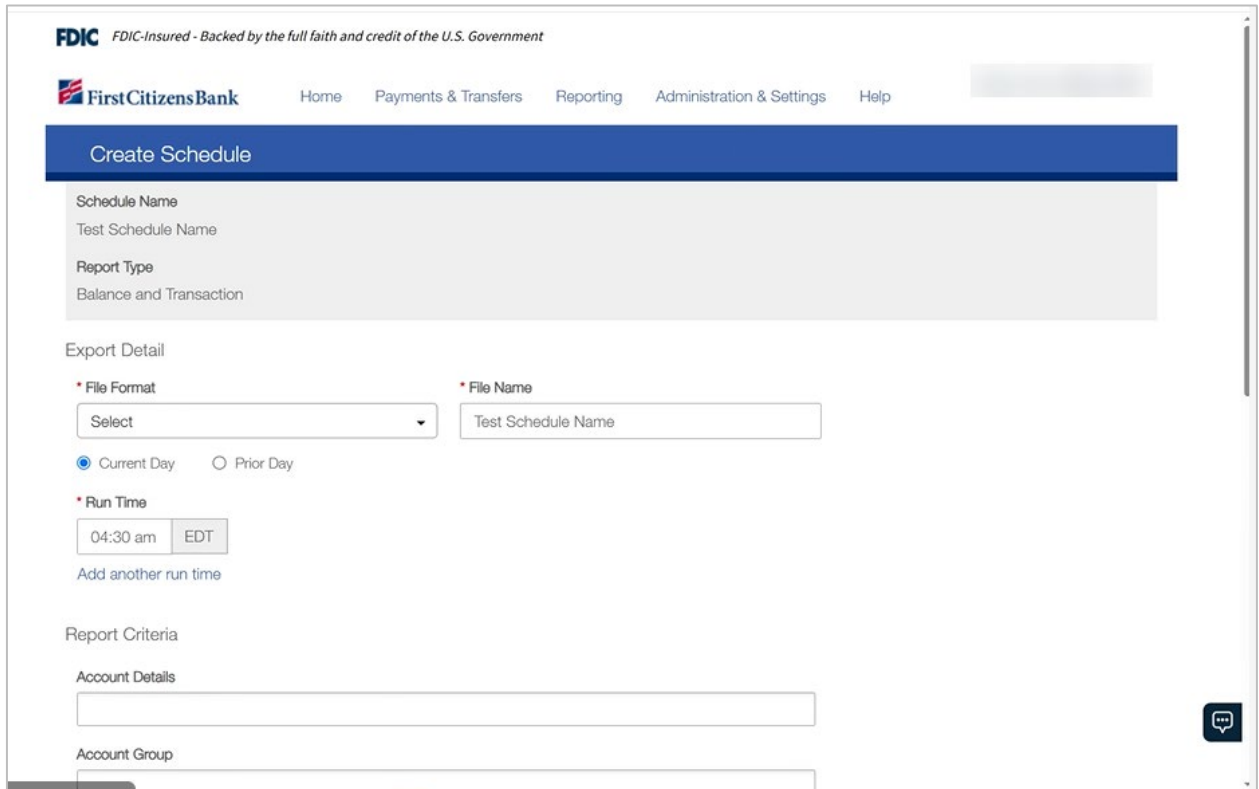


4. Complete the **Export Detail** section:

- Select a **File Format** and the **Report Type**.
- Select **Current Day** or **Prior Day**.
- Enter a **Run Time** to trigger the report.
- File Name will default from the previous screen.

If selecting BAI, CSV, or TSV as the export type,

- Select the content to export from the output content drop-down menu: Transactions Only, Balances and Transactions, or Balances Only.
- For CSV and TSV export types, check the **Exclude Header** box to exclude the header from the exported file, if applicable.



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**First Citizens Bank** Home Payments & Transfers Reporting Administration & Settings Help

### Create Schedule

**Schedule Name**  
Test Schedule Name

**Report Type**  
Balance and Transaction

**Export Detail**

\* **File Format**  
Select

\* **File Name**  
Test Schedule Name

☒ Current Day ☐ Prior Day

\* **Run Time**  
04:30 am EDT

Add another run time

**Report Criteria**

**Account Details**

**Account Group**

5. Complete the **Report Criteria** fields, as applicable, to include additional criteria for the export file.

**Note:** The default setting will populate all available data. Specify the fields to narrow down the results.

### Report Criteria

Account Details

Account Group

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Transaction Amount

Bank Reference

Customer Reference

### Email Recipients

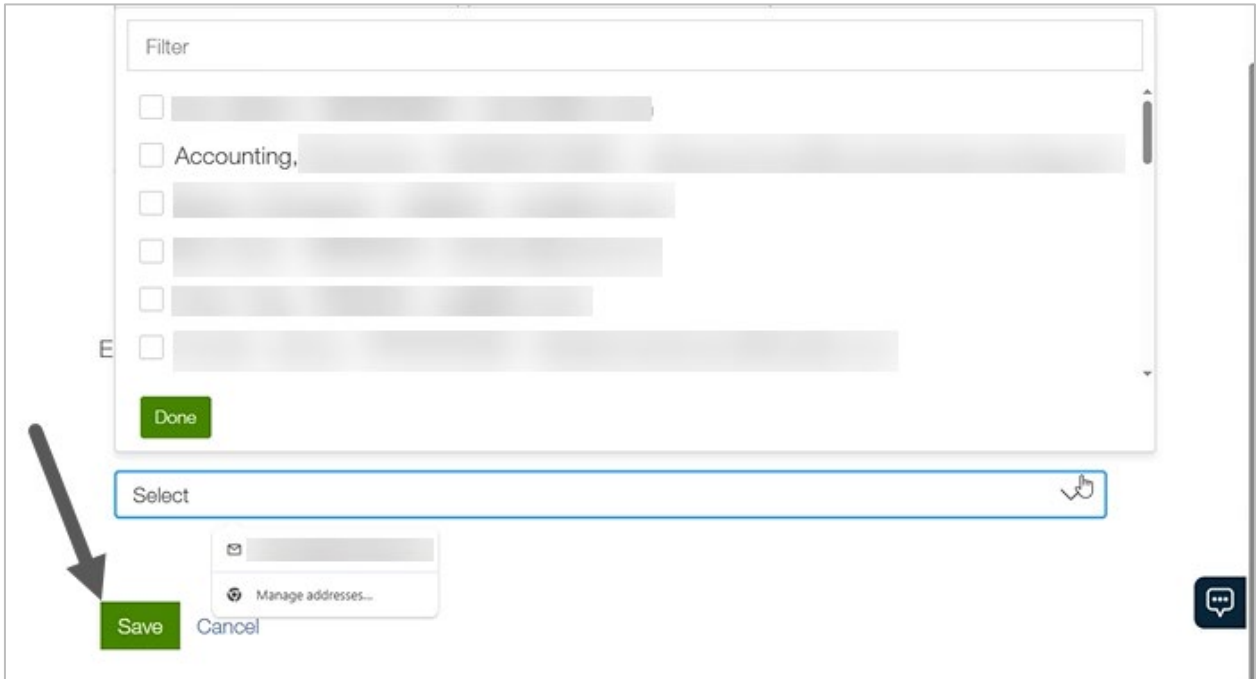
User Name

Save

Cancel

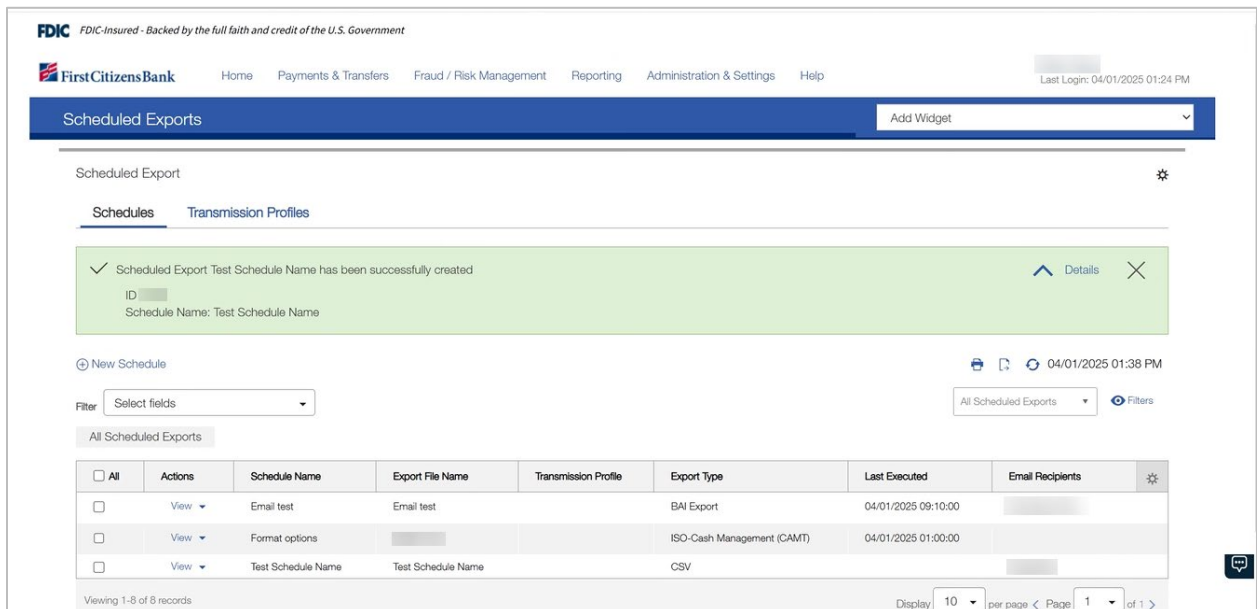


- Turning on the email recipients will bundle your report into a zip file. Turn off this feature to ensure that your download file is not in a zip file. Click on **Save** to continue.



- A confirmation message will display. The report is now listed in the **Scheduled Export** list view.

**Note:** The **Last Executed** field will populate once the scheduled export is run and available in the **Download** widget.



**Scheduled Exports**

Scheduled Export

**Schedules** Transmission Profiles

✓ Scheduled Export Test Schedule Name has been successfully created  
ID: [redacted]  
Schedule Name: Test Schedule Name

+ New Schedule

Filter: Select fields

All Scheduled Exports

<input type="checkbox"/> All	Actions	Schedule Name	Export File Name	Transmission Profile	Export Type	Last Executed	Email Recipients
<input type="checkbox"/>	<a href="#">View</a>	Email test	Email test		BAI Export	04/01/2025 09:10:00	[redacted]
<input type="checkbox"/>	<a href="#">View</a>	Format options	[redacted]		ISO-Cash Management (CAMT)	04/01/2025 01:00:00	[redacted]
<input type="checkbox"/>	<a href="#">View</a>	Test Schedule Name	Test Schedule Name		CSV		[redacted]

Viewing 1-3 of 3 records

Display 10 per page Page 1 of 1

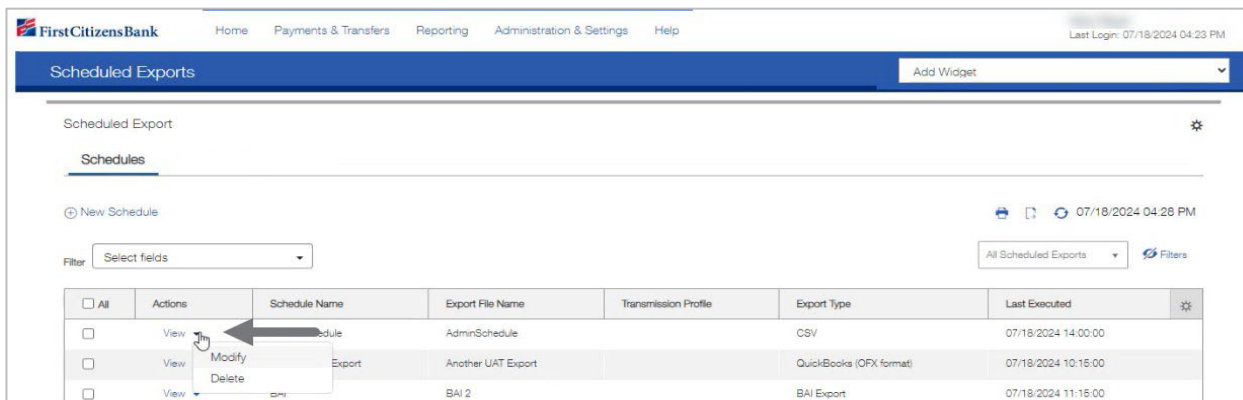
## Report Criteria Fields

The following table describes the **Report Criteria** fields. These fields allow you to further filter the export data.

Field	Explanation
Date	The date or range of dates for the data to export.
Account Details	Details about the account. The default setting is blank (optional). This results in all available accounts being selected for export.
Account Group	A name of a group of accounts to return data for. The default setting is blank (optional). This results in all available accounts being selected for export.
Debit / Credit	Export either debit or credit transactions.
Transaction Type	The types of transaction data to download.
BAI Transaction Code	The BAI code associated with the data to download.
SWIFT Transaction code	The SWIFT code associated with the data to download.
Status / Transaction Status	The status of the download.
Transaction Amount	The amount of the transaction.
Bank Reference	Bank reference information.
Customer Reference	Customer reference information.

## Modify or Delete a Scheduled Export

1. Click on the down caret next to **View** to **Modify** or **Delete** a scheduled export.



The screenshot displays the 'Scheduled Exports' section of the First Citizens Bank interface. At the top, there's a navigation bar with links to Home, Payments & Transfers, Reporting, Administration & Settings, and Help. Below this, the 'Scheduled Exports' header is visible, along with an 'Add Widget' button. The main content area shows a 'Schedules' tab with a 'New Schedule' button and a filter dropdown set to 'Select fields'. A table lists three scheduled exports:

All	Actions	Schedule Name	Export File Name	Transmission Profile	Export Type	Last Executed
<input type="checkbox"/>	View	AdminSchedule	AdminSchedule		CSV	07/18/2024 14:00:00
<input type="checkbox"/>	View	Another UAT Export	Another UAT Export		QuickBooks (OFX format)	07/18/2024 10:15:00
<input type="checkbox"/>	View	BAI 2	BAI 2		BAI Export	07/18/2024 11:15:00

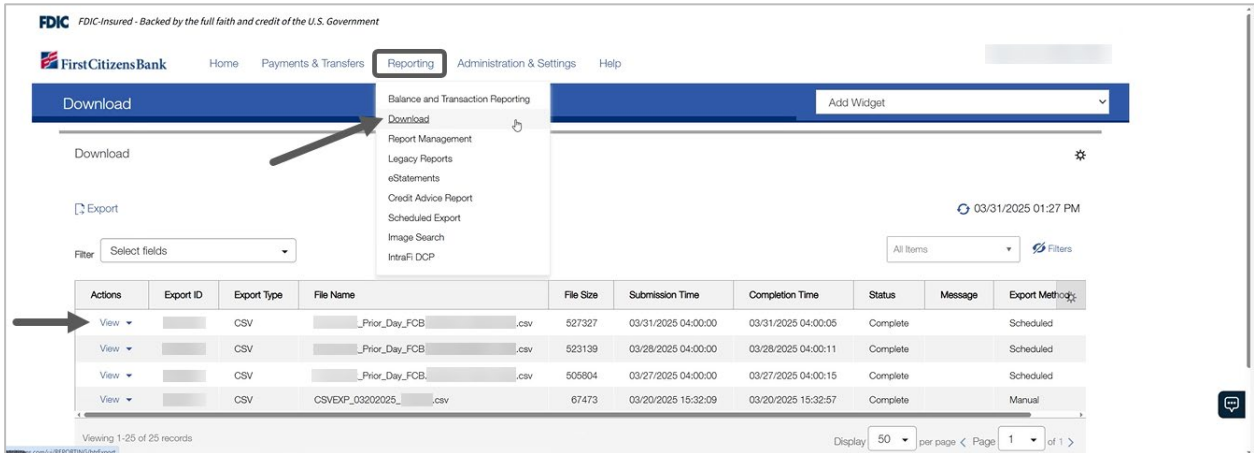
A dropdown menu is open under the 'View' button for the 'AdminSchedule' row, showing options: View, Modify, and Delete. A red arrow points to the 'Modify' option.



## Download a Scheduled Export File

A scheduled report is available for download once the last executed date and time is updated in the **Scheduled Exports** list view.

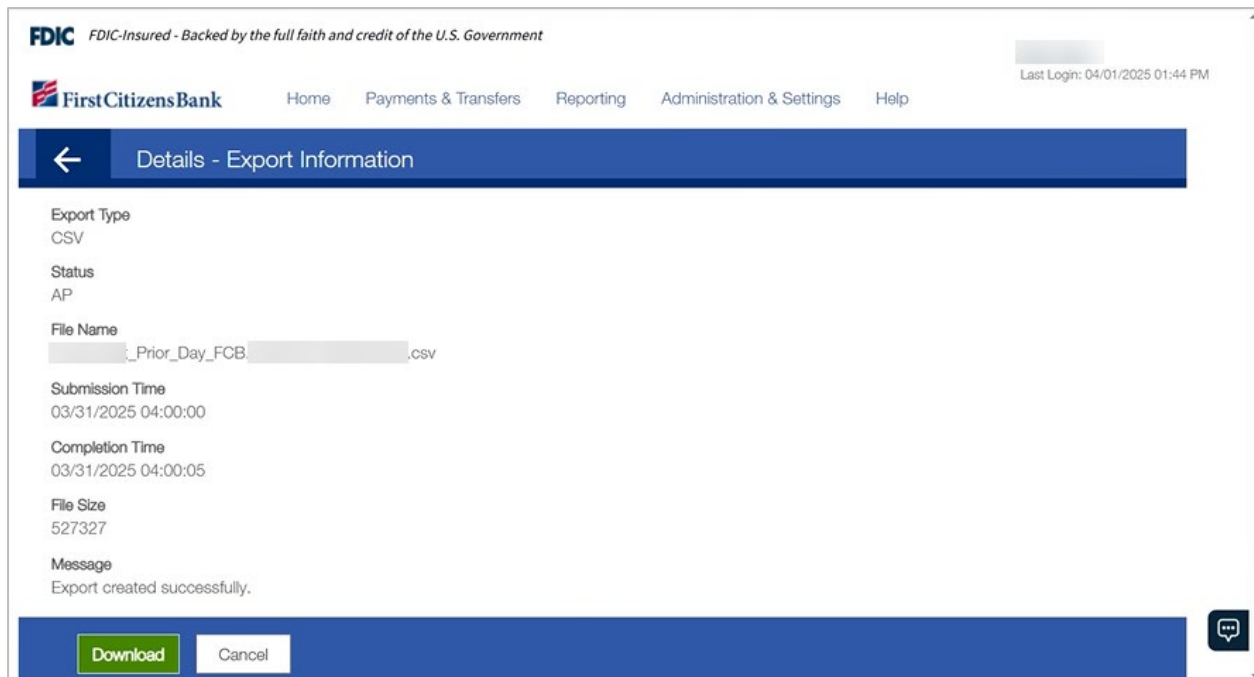
1. From the **Reporting** menu, select **Download**. Locate the report and select **View** to open the **Details - Export Information** window.



The screenshot shows the 'Reporting' menu with 'Download' selected. Below the menu, a table lists scheduled exports. The first row is highlighted, and the 'View' button in the 'Actions' column is pointed to by an arrow.

Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status	Message	Export Method
View		CSV	_Prior_Day_FCB_ .csv	527327	03/31/2025 04:00:00	03/31/2025 04:00:05	Complete		Scheduled
View		CSV	_Prior_Day_FCB_ .csv	523139	03/28/2025 04:00:00	03/28/2025 04:00:11	Complete		Scheduled
View		CSV	_Prior_Day_FCB_ .csv	505904	03/27/2025 04:00:00	03/27/2025 04:00:15	Complete		Scheduled
View		CSV	CSVEXP_03202025_ .csv	67473	03/20/2025 15:32:09	03/20/2025 15:32:57	Complete		Manual

2. Click **Download**. Follow the browser instructions to open or save the file.



The screenshot shows the 'Details - Export Information' window. It displays the following details:

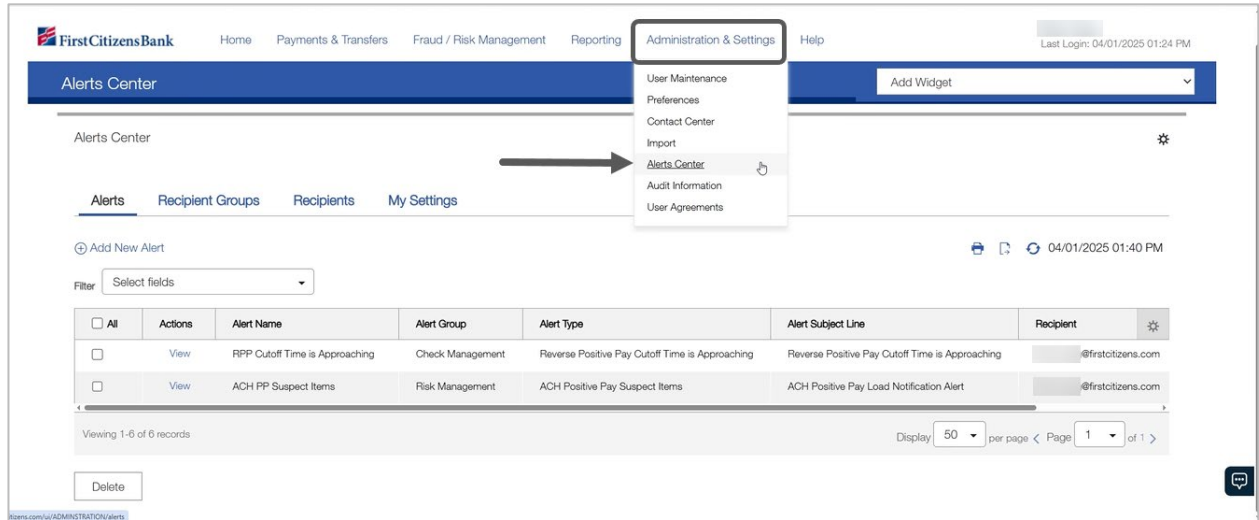
- Export Type:** CSV
- Status:** AP
- File Name:** \_Prior\_Day\_FCB\_ .csv
- Submission Time:** 03/31/2025 04:00:00
- Completion Time:** 03/31/2025 04:00:05
- File Size:** 527327
- Message:** Export created successfully.

At the bottom, there is a **Download** button and a **Cancel** button.

## Scheduled Export Alerts

Users entitled to scheduled exports alerts can add an alert to their own profile or work with their company admin to be enrolled in alerts or an alert recipient group to generate a scheduled export alert.

1. From the **Administration & Settings** menu, select **Alerts Center**. Select **Add New Alert**.

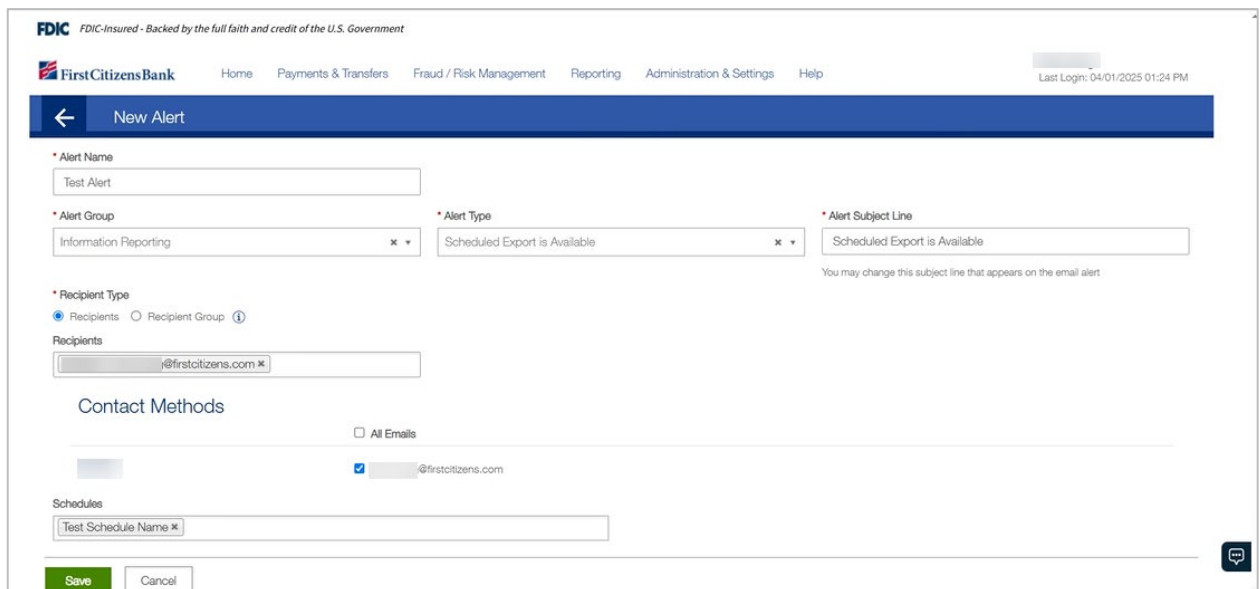


The screenshot shows the First Citizens Bank Alerts Center interface. The 'Administration & Settings' menu is open, and 'Alerts Center' is selected. The main content area shows the 'Alerts Center' page with tabs for 'Alerts', 'Recipient Groups', 'Recipients', and 'My Settings'. The 'Alerts' tab is active, displaying a table of alerts. A red arrow points to the 'Alerts Center' option in the menu.

	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient
<input type="checkbox"/>	<a href="#">View</a>	RPP Cutoff Time is Approaching	Check Management	Reverse Positive Pay Cutoff Time is Approaching	Reverse Positive Pay Cutoff Time is Approaching	@firstcitizens.com
<input type="checkbox"/>	<a href="#">View</a>	ACH PP Suspect Items	Risk Management	ACH Positive Pay Suspect Items	ACH Positive Pay Load Notification Alert	@firstcitizens.com

2. Complete all required fields. Click on **Save**.

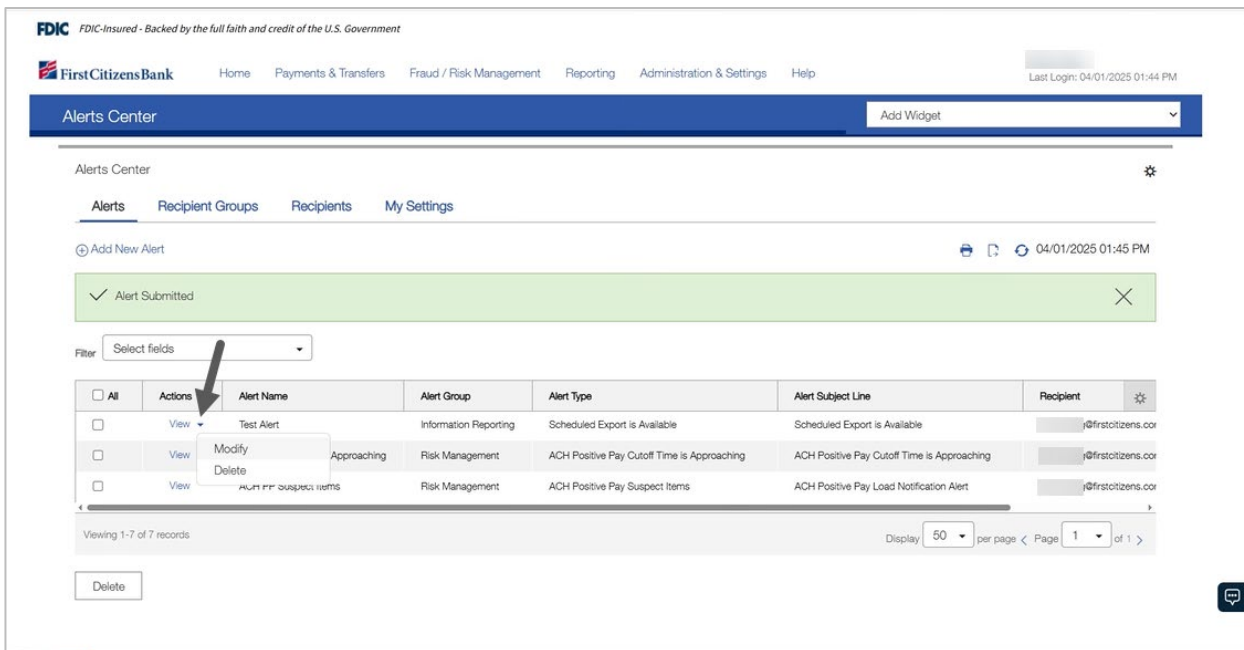
- Enter an **Alert Name**.
- Select an **Alert Group** and **Alert Type**. The **Alert Subject Line** will default.
- Select a **Recipient Type** and a recipient.
- Select one or more contact methods. Defaults to email.
- When **Schedule** is left blank, an alert will be triggered whenever a schedule export becomes available.



The screenshot shows the 'New Alert' form in the First Citizens Bank Alerts Center. The form is titled 'New Alert' and contains the following fields:

- Alert Name:** Test Alert
- Alert Group:** Information Reporting
- Alert Type:** Scheduled Export is Available
- Alert Subject Line:** Scheduled Export is Available
- Recipient Type:** Recipients (selected)
- Recipients:** j@firstcitizens.com
- Contact Methods:** All Emails (selected)
- Schedules:** (empty)

- The alert is now listed in the **Alerts Center** list view. Click on the down caret next to **View** to **Modify** or **Delete** the alert.



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First Citizens Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings Help Last Login: 04/01/2025 01:44 PM

Alerts Center Add Widget

Alerts Center Alerts Recipient Groups Recipients My Settings

+ Add New Alert 04/01/2025 01:45 PM

✓ Alert Submitted

Filter Select fields

<input type="checkbox"/> All	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient
<input type="checkbox"/>	View	Test Alert	Information Reporting	Scheduled Export is Available	Scheduled Export is Available	j@firstcitizens.cor
<input type="checkbox"/>	View	Approaching	Risk Management	ACH Positive Pay Cutoff Time is Approaching	ACH Positive Pay Cutoff Time is Approaching	j@firstcitizens.cor
<input type="checkbox"/>	View	ACH Positive Pay Suspect Items	Risk Management	ACH Positive Pay Suspect Items	ACH Positive Pay Load Notification Alert	j@firstcitizens.cor

Viewing 1-7 of 7 records Display 50 per page Page 1 of 1

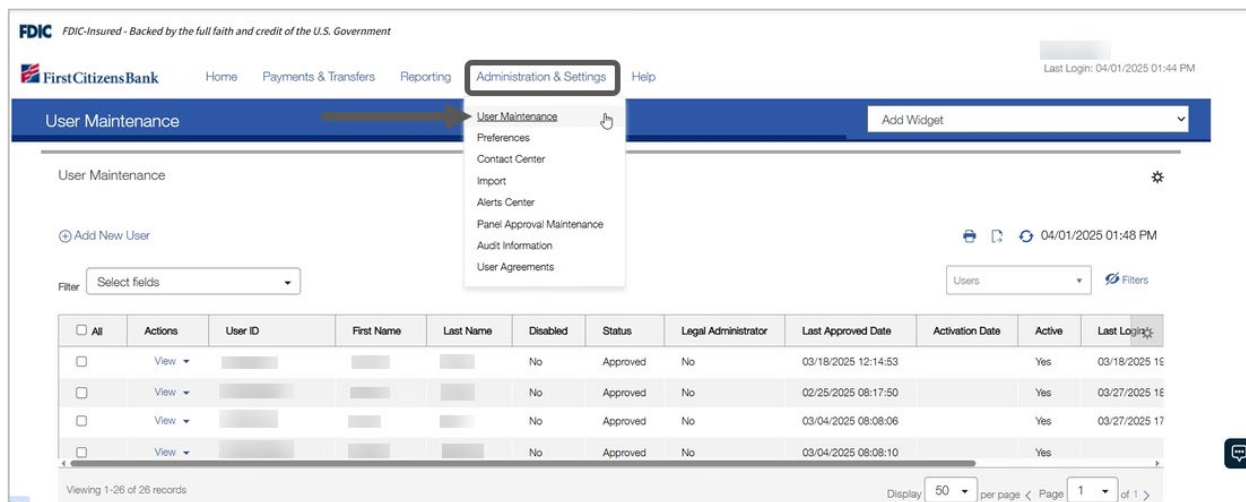
Delete

## Scheduled Export Entitlements

User entitlements must be established to access the scheduled exports widget and to receive scheduled exports alerts.

To add / modify / assign scheduled exports permissions:

- From the **Administration & Settings** menu, select **User Maintenance**.



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First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/01/2025 01:44 PM

User Maintenance Add Widget

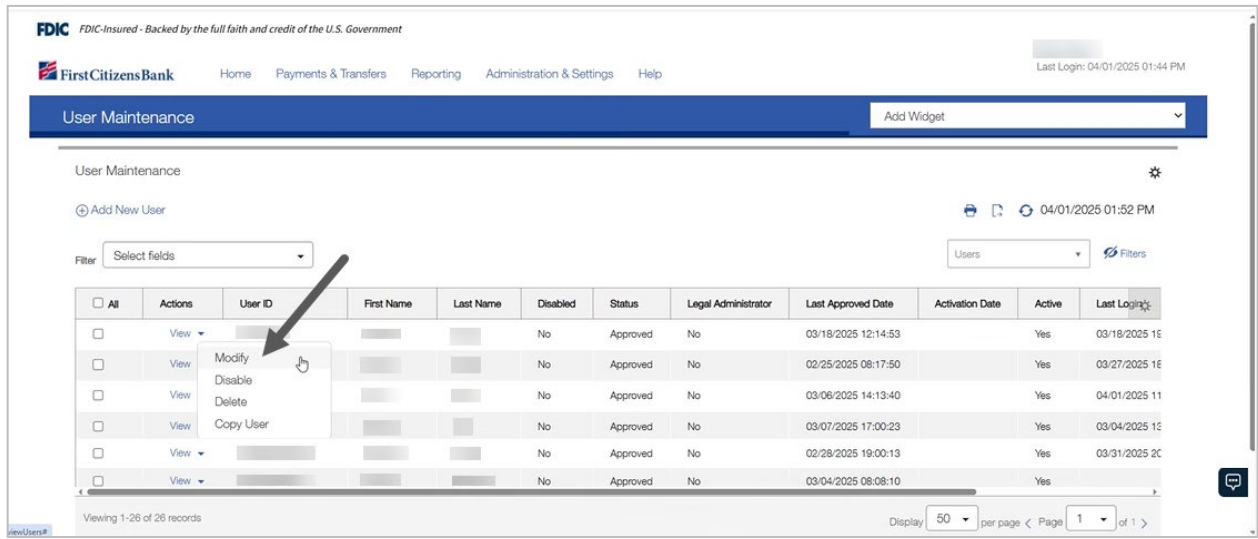
User Maintenance + Add New User 04/01/2025 01:48 PM

Filter Select fields

<input type="checkbox"/> All	Actions	User ID	First Name	Last Name	Disabled	Status	Legal Administrator	Last Approved Date	Activation Date	Active	Last Login
<input type="checkbox"/>	View				No	Approved	No	03/18/2025 12:14:53		Yes	03/18/2025 15
<input type="checkbox"/>	View				No	Approved	No	02/25/2025 08:17:50		Yes	03/27/2025 16
<input type="checkbox"/>	View				No	Approved	No	03/04/2025 08:08:06		Yes	03/27/2025 17
<input type="checkbox"/>	View				No	Approved	No	03/04/2025 08:08:10		Yes	

Viewing 1-26 of 26 records Display 50 per page Page 1 of 1

2. Locate the user and select **Modify** from the drop-down menu.



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First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/01/2025 01:44 PM

User Maintenance Add Widget

User Maintenance

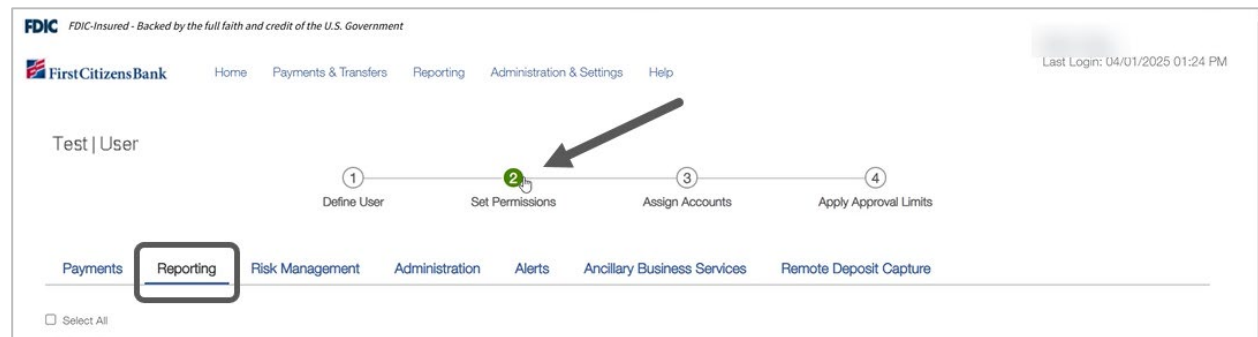
Add New User 04/01/2025 01:52 PM

Filter Select fields Users Filters

<input type="checkbox"/> All	Actions	User ID	First Name	Last Name	Disabled	Status	Legal Administrator	Last Approved Date	Activation Date	Active	Last Login
<input type="checkbox"/>	View				No	Approved	No	03/18/2025 12:14:53		Yes	03/18/2025 11:14:53
<input type="checkbox"/>	View				No	Approved	No	02/25/2025 08:17:50		Yes	03/27/2025 11:14:53
<input type="checkbox"/>	View				No	Approved	No	03/06/2025 14:13:40		Yes	04/01/2025 11:14:53
<input type="checkbox"/>	View				No	Approved	No	03/07/2025 17:00:23		Yes	03/04/2025 11:14:53
<input type="checkbox"/>	View				No	Approved	No	02/28/2025 19:00:13		Yes	03/31/2025 20:14:53
<input type="checkbox"/>	View				No	Approved	No	03/04/2025 08:08:10		Yes	

Viewing 1-26 of 26 records Display 50 per page Page 1 of 1

3. From **Step 2 Set Permissions**, click on the **Reporting** tab.



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First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/01/2025 01:24 PM

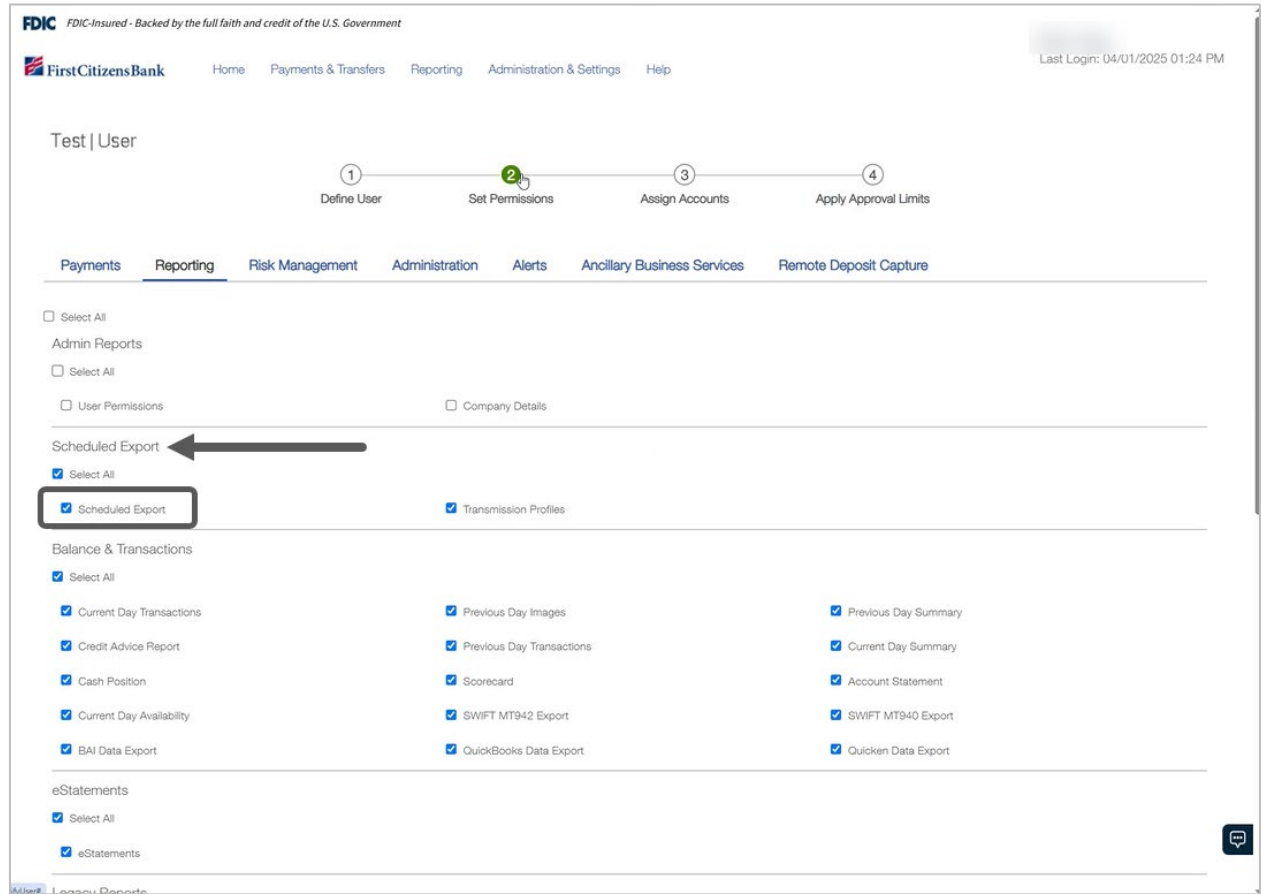
Test | User

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

Payments Reporting Risk Management Administration Alerts Ancillary Business Services Remote Deposit Capture

Select All

4. Scroll down to the **Scheduled Export** section and select the **Scheduled Export** checkbox.



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First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/01/2025 01:24 PM

Test | User

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits


Payments Reporting Risk Management Administration Alerts Ancillary Business Services Remote Deposit Capture

☐ Select All

Admin Reports

☐ Select All

☐ User Permissions ☐ Company Details

Scheduled Export 

☒ Select All ☒ Transmission Profiles

☒ Scheduled Export

Balance & Transactions

☒ Select All

☒ Current Day Transactions ☒ Previous Day Images ☒ Previous Day Summary

☒ Credit Advice Report ☒ Previous Day Transactions ☒ Current Day Summary

☒ Cash Position ☒ Scorecard ☒ Account Statement

☒ Current Day Availability ☒ SWIFT MT942 Export ☒ SWIFT MT940 Export

☒ BAI Data Export ☒ QuickBooks Data Export ☒ Quicken Data Export

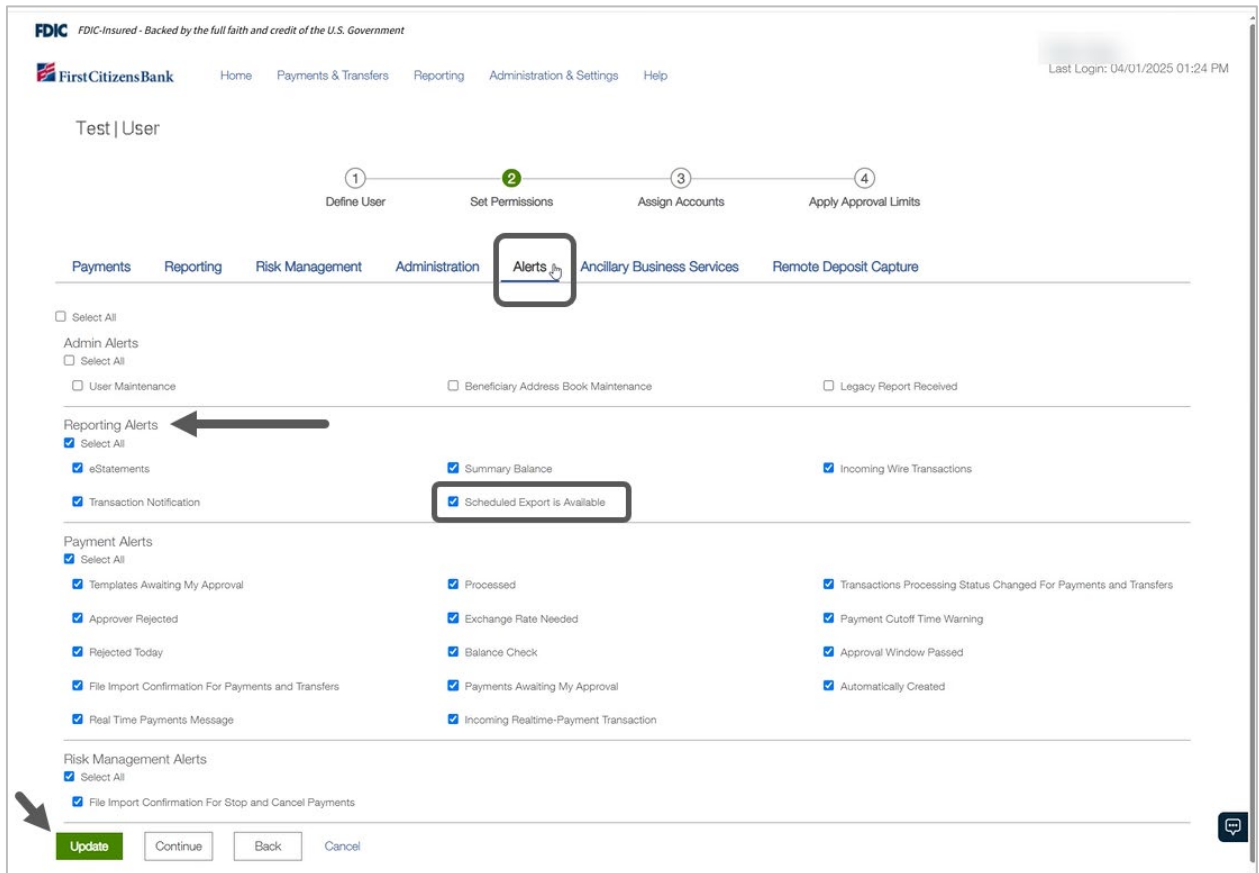
eStatements

☒ Select All

☒ eStatements

Admin | Legacy Reports

5. Select the **Alerts** tab. Locate **Reporting Alerts** section. Select the checkbox for **All** or select the checkbox for **Scheduled Export**. Click on **Update** to save.



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First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 04/01/2025 01:24 PM

Test | User

1 Define User 2 Set Permissions 3 Assign Accounts 4 Apply Approval Limits

Payments Reporting Risk Management Administration **Alerts** Ancillary Business Services Remote Deposit Capture

☐ Select All

Admin Alerts

☐ Select All

☐ User Maintenance ☐ Beneficiary Address Book Maintenance ☐ Legacy Report Received

Reporting Alerts

☒ Select All

☒ eStatements ☒ Summary Balance ☒ Incoming Wire Transactions

☒ Transaction Notification ☒ Scheduled Export is Available

Payment Alerts

☒ Select All

☒ Templates Awaiting My Approval ☒ Processed ☒ Transactions Processing Status Changed For Payments and Transfers

☒ Approver Rejected ☒ Exchange Rate Needed ☒ Payment Cutoff Time Warning

☒ Rejected Today ☒ Balance Check ☒ Approval Window Passed

☒ File Import Confirmation For Payments and Transfers ☒ Payments Awaiting My Approval ☒ Automatically Created

☒ Real Time Payments Message ☒ Incoming Realtime-Payment Transaction

Risk Management Alerts

☒ Select All

☒ File Import Confirmation For Stop and Cancel Payments

**Update** Continue Back Cancel

## Questions?

We're here to help. Contact Business Engagement Center 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](#).