

Commercial Advantage

Quick Reference Guide

Modify a Template with a Needs Repair Status

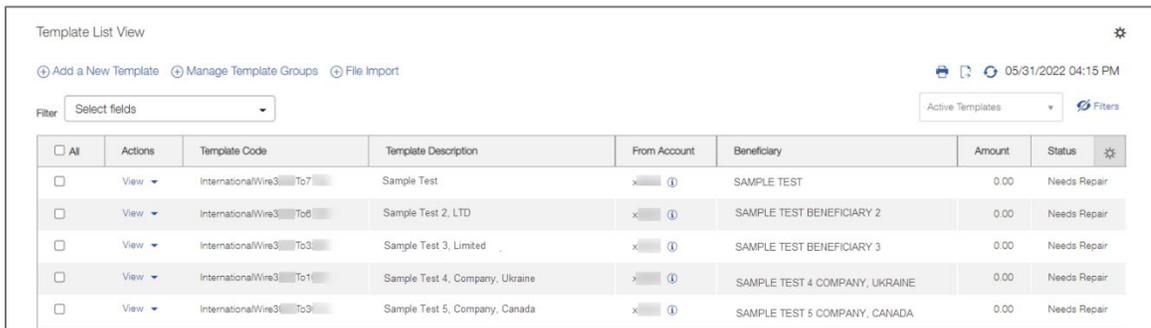
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Modify a Template with a Needs Repair Status

Existing templates, including domestic or international wires, may convert to Commercial Advantage with a Needs Repair status. This is primarily because the data transfer of required fields in Commercial Advantage and your previous online banking platform may not carry over one-for-one.

In Commercial Advantage, the existing migrated template can be easily repaired for future use.

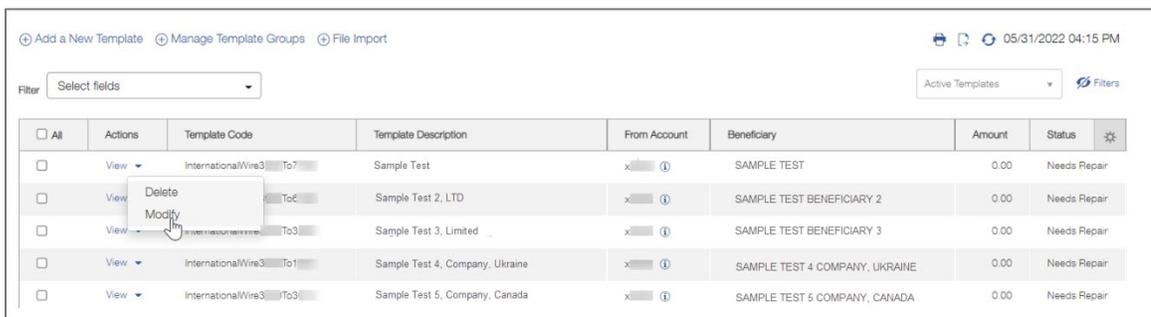
1. From the Home page, select **Payments & Transfers**.
2. In the **Template List View**, locate templates with a Needs Repair status.



The screenshot shows the 'Template List View' interface. At the top, there are navigation links: 'Add a New Template', 'Manage Template Groups', and 'File Import'. The date and time are displayed as '05/31/2022 04:15 PM'. A filter dropdown is set to 'Select fields'. Below the navigation is a table with the following columns: 'All', 'Actions', 'Template Code', 'Template Description', 'From Account', 'Beneficiary', 'Amount', and 'Status'. The table contains five rows of sample templates, all with a 'Needs Repair' status.

<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status
<input type="checkbox"/>	View	InternationalWire3 To7	Sample Test	x (i)	SAMPLE TEST	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To6	Sample Test 2, LTD	x (i)	SAMPLE TEST BENEFICIARY 2	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To3	Sample Test 3, Limited	x (i)	SAMPLE TEST BENEFICIARY 3	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To1	Sample Test 4, Company, Ukraine	x (i)	SAMPLE TEST 4 COMPANY, UKRAINE	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To3	Sample Test 5, Company, Canada	x (i)	SAMPLE TEST 5 COMPANY, CANADA	0.00	Needs Repair

3. In the **Actions** column, click on the drop-down menu and select **Modify**.



This screenshot is identical to the previous one, but with a mouse cursor hovering over the 'View' dropdown menu in the 'Actions' column of the second row. A context menu is open, showing 'Delete' and 'Modify' options. The 'Modify' option is highlighted.

<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status
<input type="checkbox"/>	View	InternationalWire3 To7	Sample Test	x (i)	SAMPLE TEST	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To6	Sample Test 2, LTD	x (i)	SAMPLE TEST BENEFICIARY 2	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To3	Sample Test 3, Limited	x (i)	SAMPLE TEST BENEFICIARY 3	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To1	Sample Test 4, Company, Ukraine	x (i)	SAMPLE TEST 4 COMPANY, UKRAINE	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3 To3	Sample Test 5, Company, Canada	x (i)	SAMPLE TEST 5 COMPANY, CANADA	0.00	Needs Repair

The associated Modify Template window will open.

Review the error message listed in the Template Summary. This message will generally cover several required fields, all of which may not need repair in the selected template.

In this example, the Beneficiary Address line 1, City, Country, and Reason for Payment are listed under Errors.

← Modify Wire International Template Payment Total
0.00 USD

Template Summary

Status: Needs Repair Entry Method: Freeform

Errors
Beneficiary Address line 1, City, Country, and Reason for Payment are mandatory

Entered On: 05/13/2022 02:15 PM Modified On: 05/13/2022 02:29 PM

4. Scroll down to Beneficiary Information. In this example, the city, postal code, and country are all showing in Address Line 2.

Beneficiary Information

* Name: Sample Test * Address Line 1: Any Street, 1 Address Line 2: Irpin, Kiev, reg., 08200 Ukraine

* Country: UKRAINE * City: State/Province: Postal Code: x

* Account Type: Other * Account Number: x7 * Bank Code Type: SWIFT * Bank Code: UKRSIBBANK ANDRIIVSKA STREET, 2/12 KIEV x

5. Validate the Beneficiary Information is correct. Move the information to the correct fields as applicable. Required fields are indicated by a red asterisk.

Beneficiary Information

* Name: Sample Test * Address Line 1: Any Street, 1 Address Line 2: x

* Country: UKRAINE * City: Kiev State/Province: Irpin Postal Code: 08200 x

* Account Type: Other * Account Number: x * Bank Code Type: SWIFT * Bank Code: UKRSIBBANK ANDRIIVSKA STREET, 2/12 KIEV x

- For International Wire templates, in Payment Details, verify the Purpose of Payment field.

The Payment Details section is a free-form field. For International Wires, this section includes the Purpose of the Payment. Specific values may be required based on the beneficiary country and must be updated prior to saving. Additional fields, lines 2 through 4, are available for use as needed.

Note: For International Wire Templates, the field requirements for Beneficiary Information and Payment Details may change depending on the country of the wire recipient. Refer to the Reference section of the [Create an International Wire Payment](#) quick reference guide for more information.

Payment Details

* Purpose of Payment: Line 2:

Line 3: Line 4:

- Once the required fields have been updated, click on **Save** to submit.

0.00 USD to 1 Beneficiary

[Save](#) [Save for Later](#) [Cancel](#) [Message us](#)

- A success message will display.

Note: If another error code is listed, review the Template Details and make the appropriate corrections. Click on **Save** to resubmit.

✓ Template Submitted [Details](#)

Template Code: InternationalWire3 To: [redacted]

To: [redacted]

From: [redacted]

Amount: 0.00 USD

Payment Type: Wire - International

- The Template is now listed with an **Approved** status if the user settings are set to Auto-Approve. The template is ready for future use.

The status will be listed as **Entered** if modification of a Template requires dual approvals. When this occurs, another user will need to approve the template before it can be copied as a Payment.

[Add a New Template](#) [Manage Template Groups](#) [File Import](#)
05/31/2022 04:25 PM

Filter: Active Templates [Filters](#)

<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status
<input type="checkbox"/>	View	InternationalWire3To	Sample Test	x3 ①	SAMPLE TEST	0.00	Entered
<input type="checkbox"/>	View	InternationalWire3To	Sample Test 2, LTD	x3 ①	SAMPLE TEST BENEFICIARY 2	0.00	Needs Repair
<input type="checkbox"/>	View	InternationalWire3To	Sample Test 3, Limited	x3 ①	SAMPLE TEST BENEFICIARY 3	0.00	Needs Repair