



COMMERCIAL ADVANTAGE

Payment Automation Setup Quick Reference Guide

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Member FDIC



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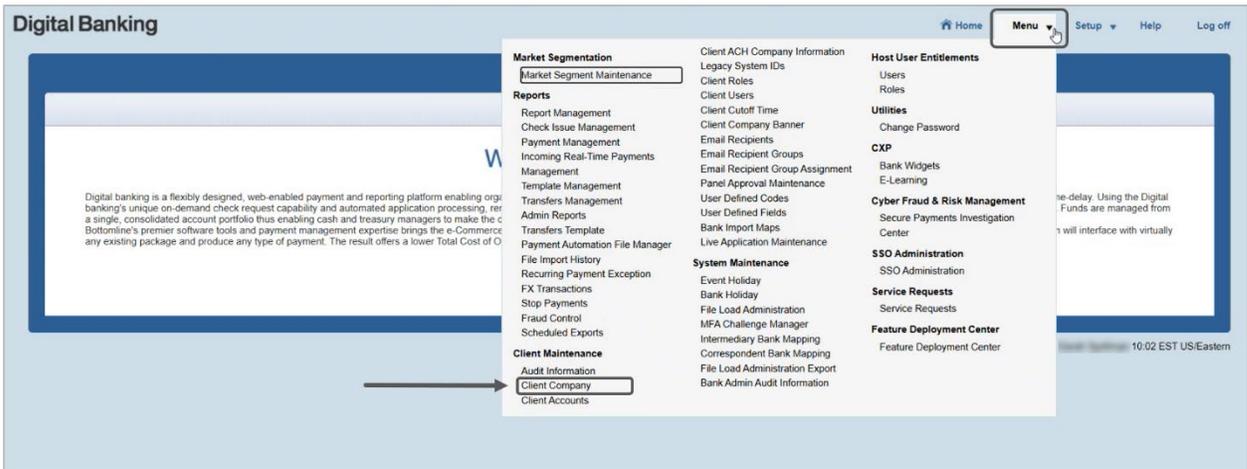
Overview

Learn how to navigate to Payment Automation, view the state of your file transmission, and alternate methods of accessing the transaction details.

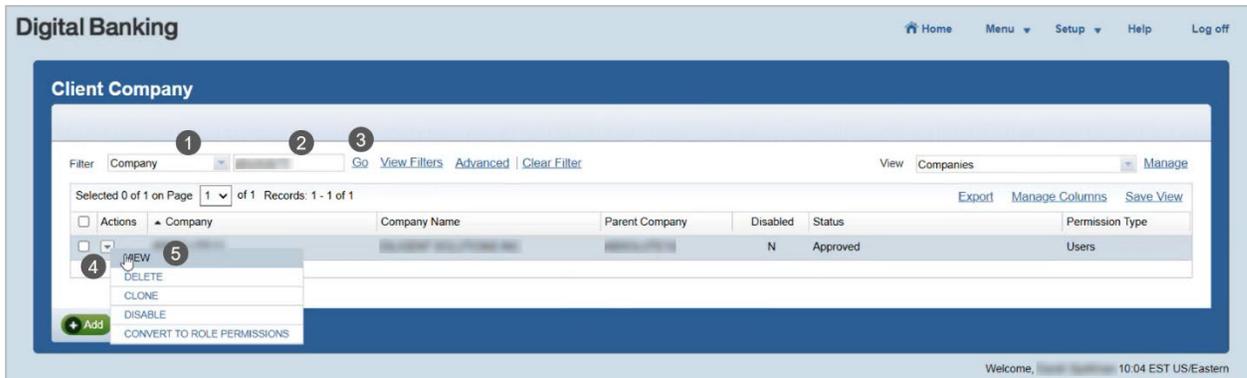
User Maintenance

To add a new reporting permission for **Payment Automation** users:

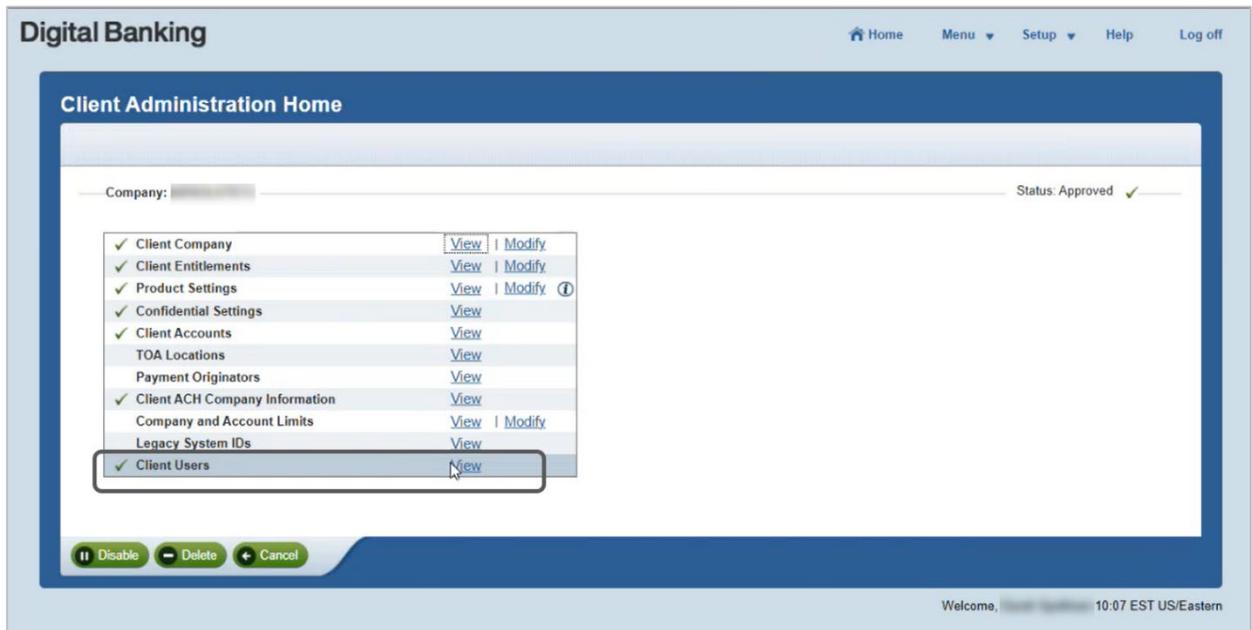
1. Log into Bank Admin. Select the down caret next to **Menu**, then select **Client Company** under the **Client Company** section.



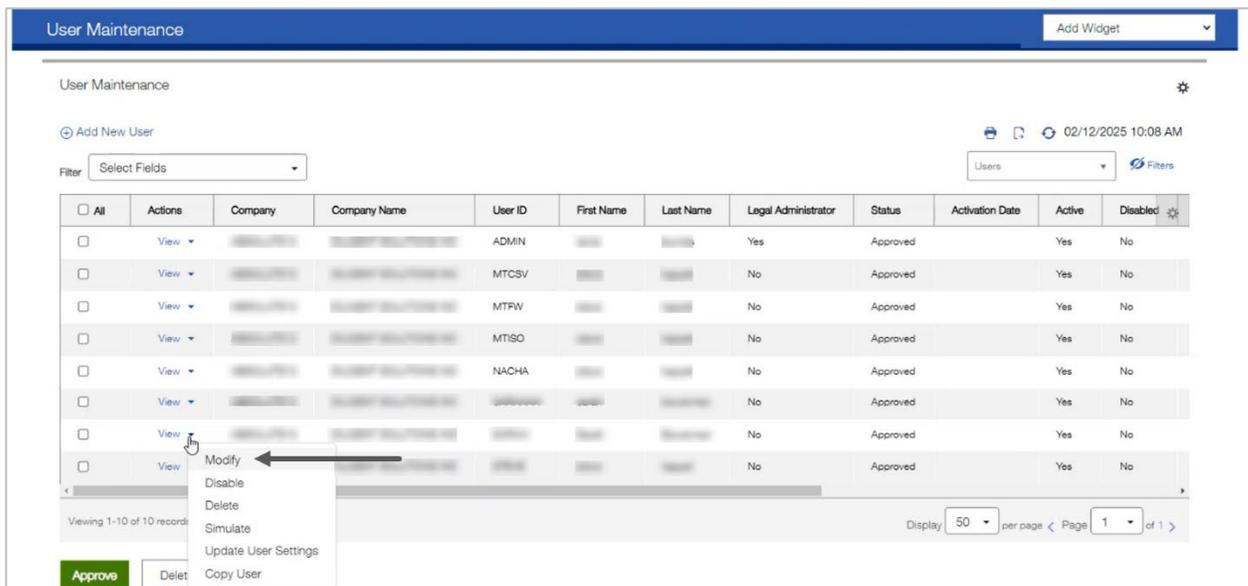
2. Filter by **Company** by typing in the company name in the search bar, then select **Go**. Select the down caret under the **Actions** column and click on the **VIEW** option.



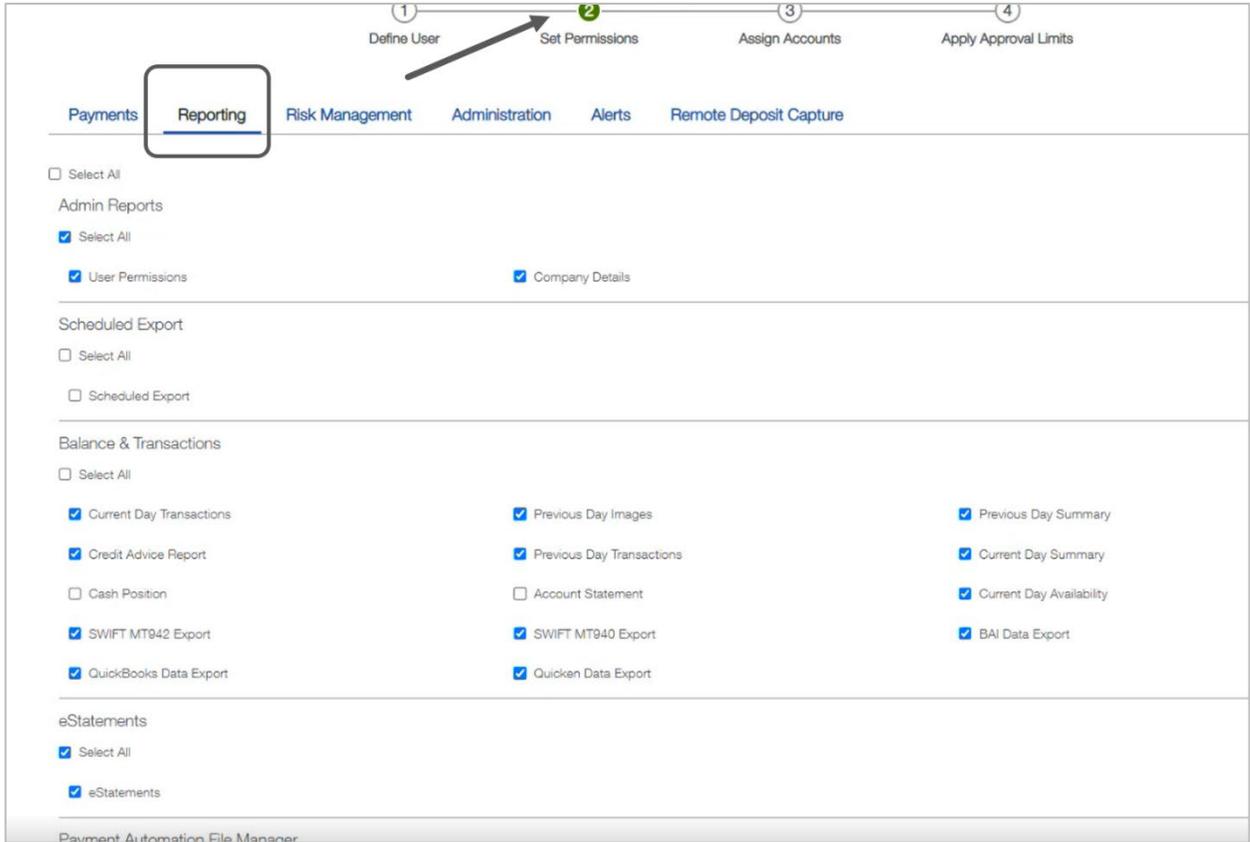
3. Select the **View** link in the **Client Users** row.



4. You'll be routed to the **User Maintenance** page. Navigate to the item that you'd like to open, select the down caret next to **View** under the **Actions** column, then select **Modify**.



5. Select **Set Permissions**, then **Reporting** tab.

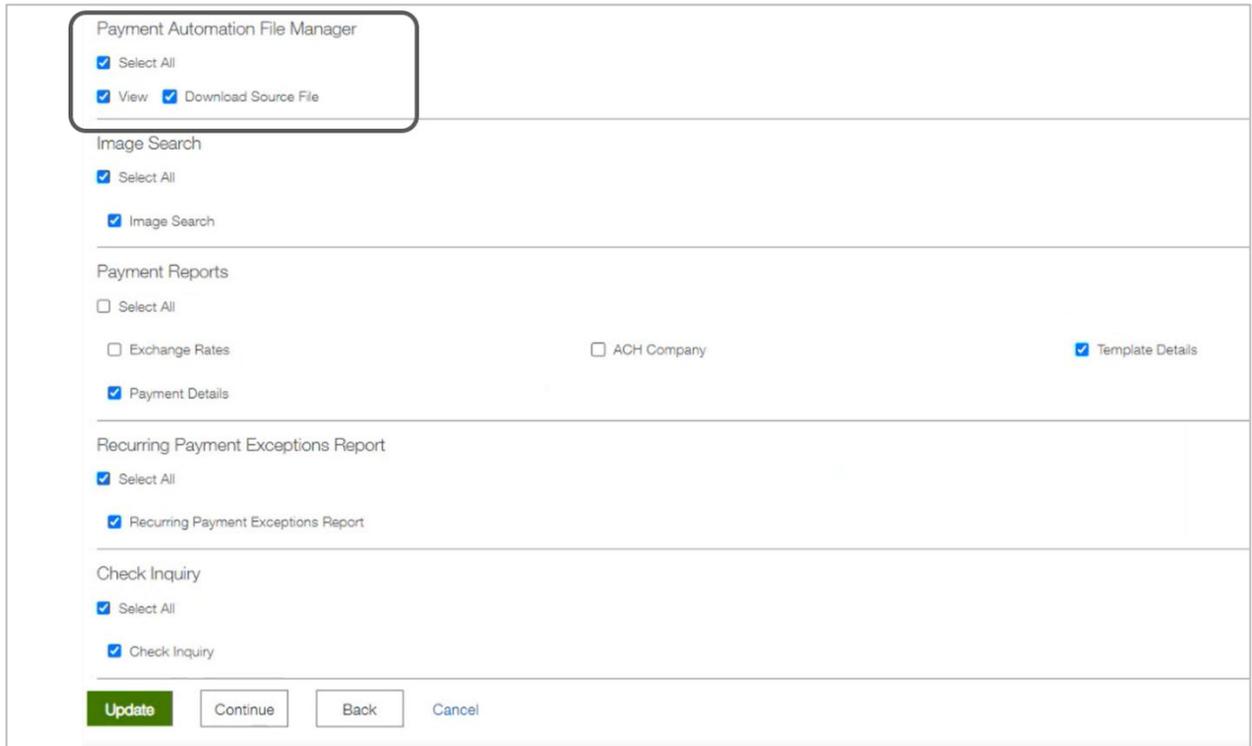


The screenshot displays a multi-step process for user setup. At the top, four steps are indicated by numbered circles: 1. Define User, 2. Set Permissions (highlighted with a green circle and an arrow), 3. Assign Accounts, and 4. Apply Approval Limits. Below this, a navigation bar contains several tabs: Payments, Reporting (highlighted with a black box), Risk Management, Administration, Alerts, and Remote Deposit Capture. The main content area is divided into sections with checkboxes for selecting permissions:

- Admin Reports**
 - Select All
 - User Permissions
 - Company Details
- Scheduled Export**
 - Select All
 - Scheduled Export
- Balance & Transactions**
 - Select All
 - Current Day Transactions
 - Credit Advice Report
 - Cash Position
 - SWIFT MT942 Export
 - QuickBooks Data Export
 - Previous Day Images
 - Previous Day Transactions
 - Account Statement
 - SWIFT MT940 Export
 - Quicken Data Export
 - Previous Day Summary
 - Current Day Summary
 - Current Day Availability
 - BAI Data Export
- eStatements**
 - Select All
 - eStatements

Payment Automation File Manager

6. Scroll down to **Payment Automation File Manager** where you'll see the new entitlement options.



Payment Automation File Manager

- Select All
- View Download Source File

Image Search

- Select All
- Image Search

Payment Reports

- Select All
- Exchange Rates ACH Company Template Details
- Payment Details

Recurring Payment Exceptions Report

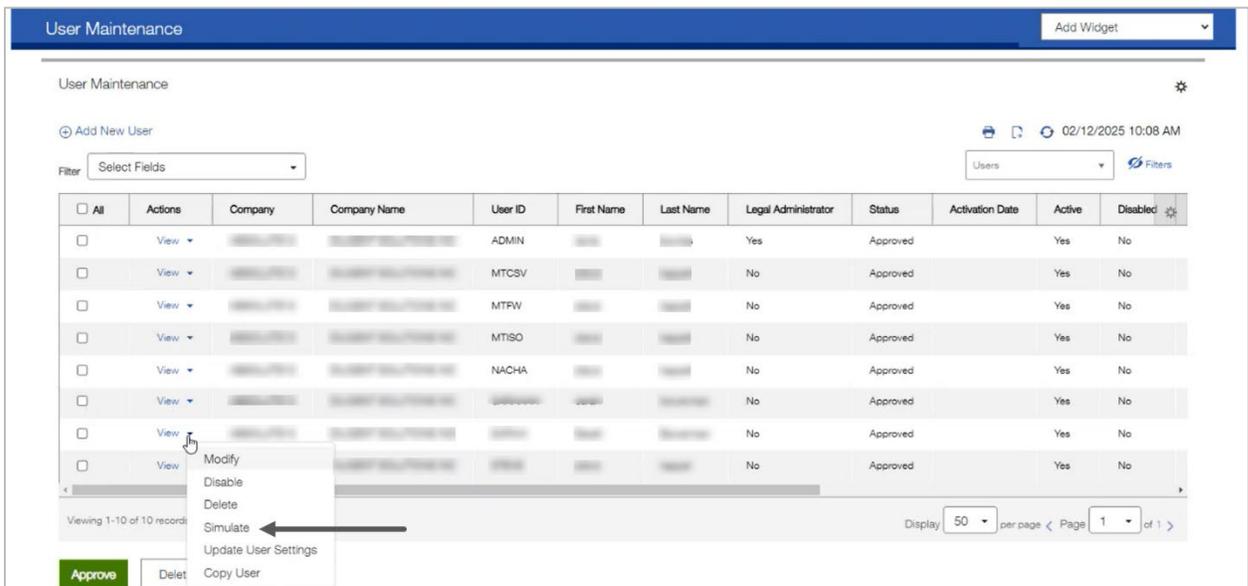
- Select All
- Recurring Payment Exceptions Report

Check Inquiry

- Select All
- Check Inquiry

Update Continue Back Cancel

7. Route to the **User Maintenance** page. Navigate to the item that you'd like to open, select the down caret next to **View** under the **Actions** column, then select **Simulate**.



User Maintenance

Add New User

Filter: Select Fields

02/12/2025 10:08 AM

All	Actions	Company	Company Name	User ID	First Name	Last Name	Legal Administrator	Status	Activation Date	Active	Disabled
<input type="checkbox"/>	View			ADMIN			Yes	Approved		Yes	No
<input type="checkbox"/>	View			MTCBV			No	Approved		Yes	No
<input type="checkbox"/>	View			MTPW			No	Approved		Yes	No
<input type="checkbox"/>	View			MTISO			No	Approved		Yes	No
<input type="checkbox"/>	View			NACHA			No	Approved		Yes	No
<input type="checkbox"/>	View						No	Approved		Yes	No
<input type="checkbox"/>	View						No	Approved		Yes	No

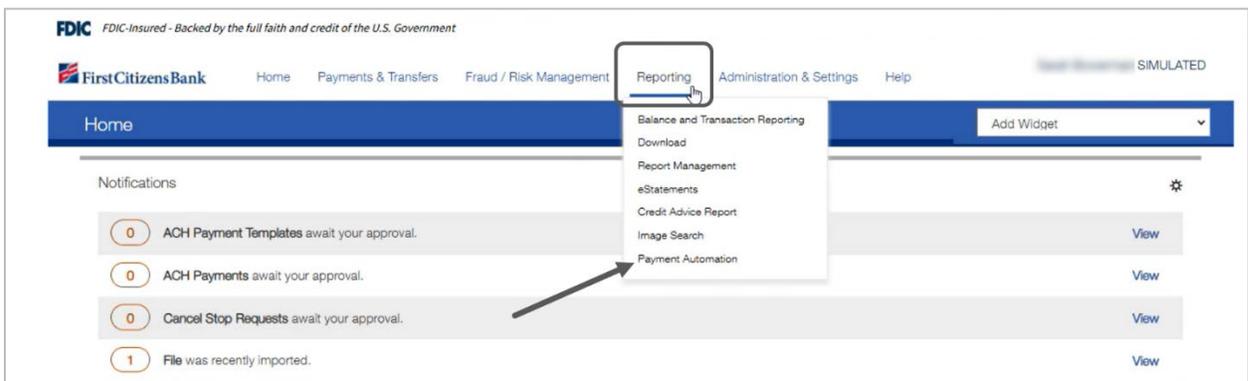
Viewing 1-10 of 10 records

Display 50 per page Page 1 of 1

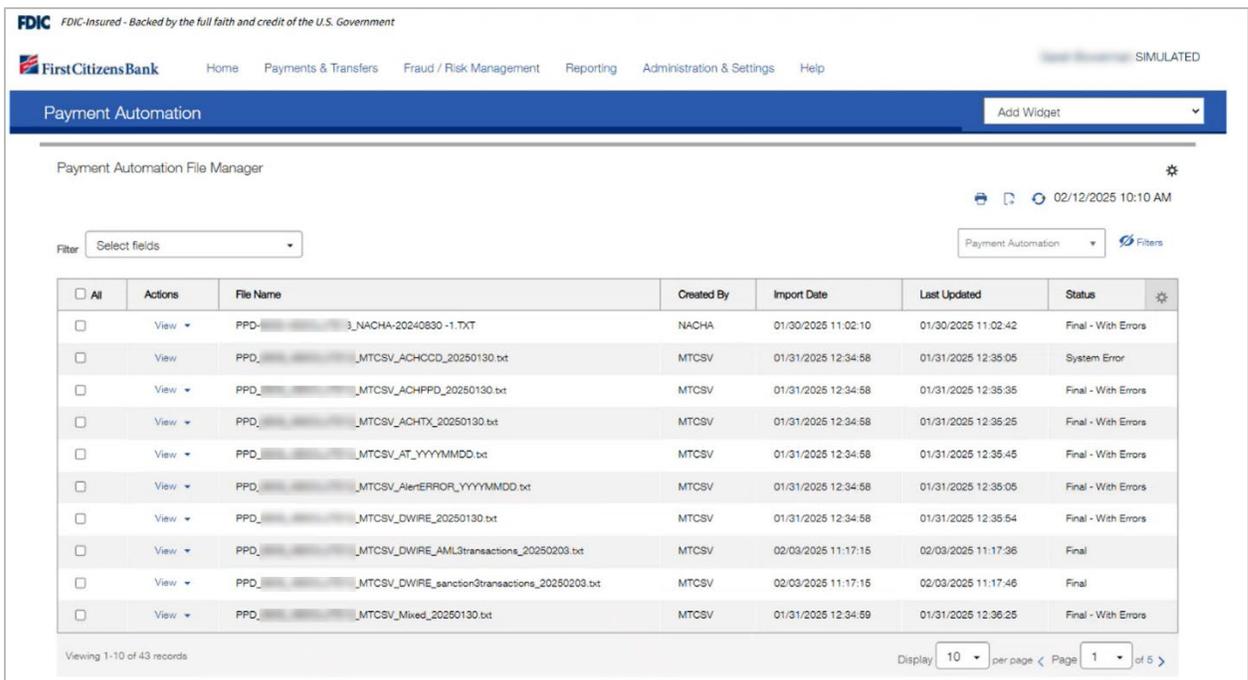
8. A pop-up will open. Click on **Yes**.



9. You'll see **Payment Automation** listed as an option under the **Reporting** tab.



10. You can view all the files received. Select **View** to see error details.



11. You'll be routed to **File Import Details**.

All	File State	Transaction Type	Last Updated	Processing Details
<input type="checkbox"/>	1-File Received	None		
<input type="checkbox"/>	6-File Processed by DGB with Errors	NACHA	01/30/2025 11:02:41	Total Transactions will be processed: 0 Total Transactions that require approval or exceeded limit: 0 Total Transactions that were rejected: 0 - B
<input type="checkbox"/>	2-GTFrame Notified	None	01/30/2025 11:02:12	
<input type="checkbox"/>	3-GTFrame File Received	NONE	01/30/2025 11:02:18	
<input type="checkbox"/>	4-Valid DGB File	NACHA	01/30/2025 11:02:18	
<input type="checkbox"/>	5-File Sent to Digital Banking	NACHA	01/30/2025 11:02:21	Job ID: 71398

Download a File

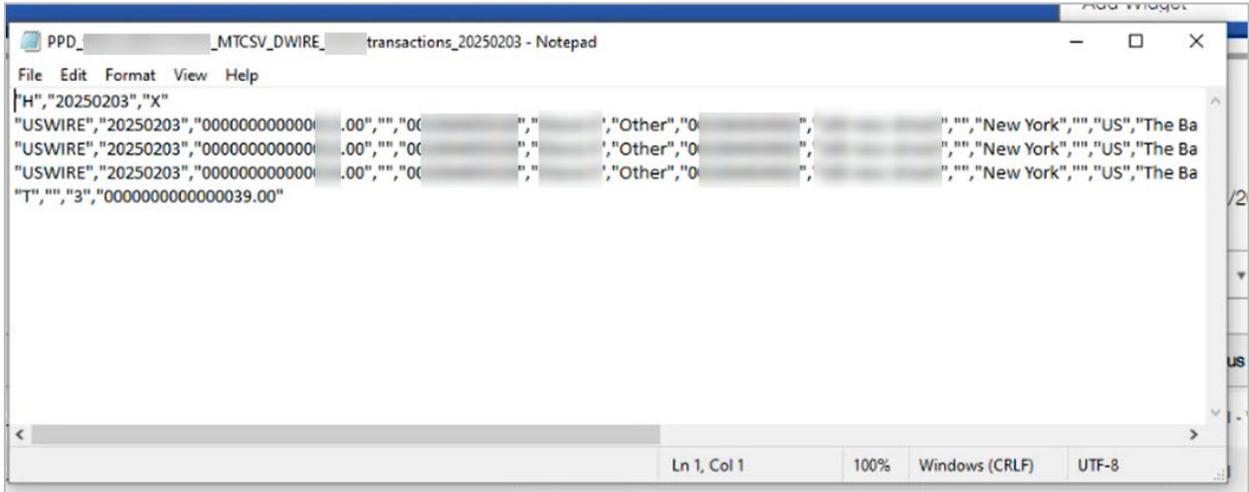
To download a submitted file:

1. Select the down caret next to **View**, then select **Download**.

All	Actions	File Name	Created By	Import Date	Last Updated	Status
<input type="checkbox"/>	View	PPD-..._NACHA-20240830 -1.TXT	NACHA	01/30/2025 11:02:10	01/30/2025 11:02:42	Final - With Errors
<input type="checkbox"/>	View	PPD-..._L_MTCV_ACHCCD_20250130.txt	MTCV	01/31/2025 12:34:58	01/31/2025 12:35:05	System Error
<input type="checkbox"/>	View	PPD-..._L_MTCV_DWIRE_20250130.txt	MTCV	01/31/2025 12:34:58	01/31/2025 12:35:54	Final - With Errors
<input type="checkbox"/>	View	PPD-..._L_MTCV_DWIRE_AML3transactions_20250203.txt	MTCV	02/03/2025 11:17:15	02/03/2025 11:17:36	Final
<input type="checkbox"/>	View	PPD-..._L_MTCV_DWIRE_sanction3transactions_20250203.txt	MTCV	02/03/2025 11:17:15	02/03/2025 11:17:46	Final
<input type="checkbox"/>	View	PPD-..._L_MTCV_Mixed_20250130.txt	MTCV	01/31/2025 12:34:59	01/31/2025 12:36:25	Final - With Errors

2. A pop-up on the top right corner will display the downloaded content. Click to open.

3. Review the content of the file.



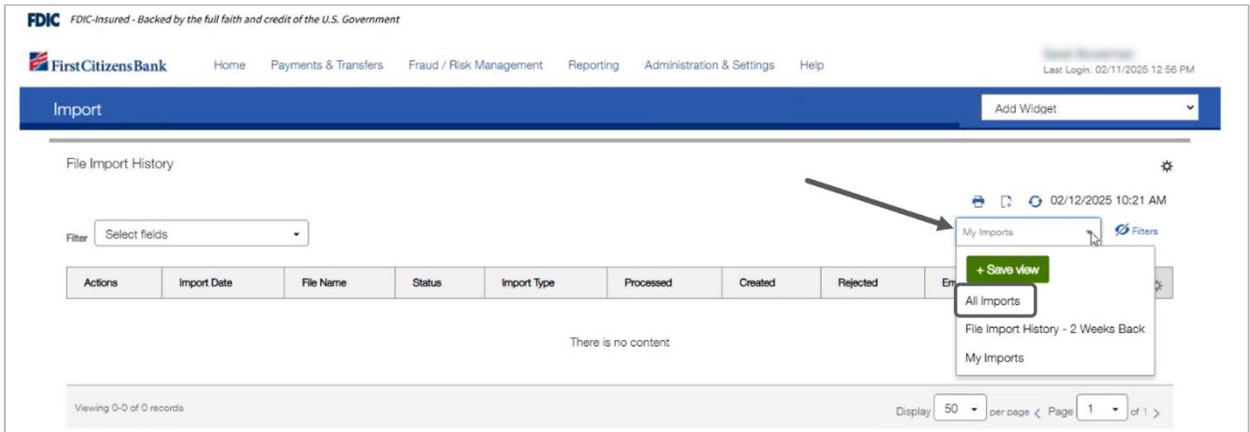
Import File Manager

To access an alternate method to view file transmission status:

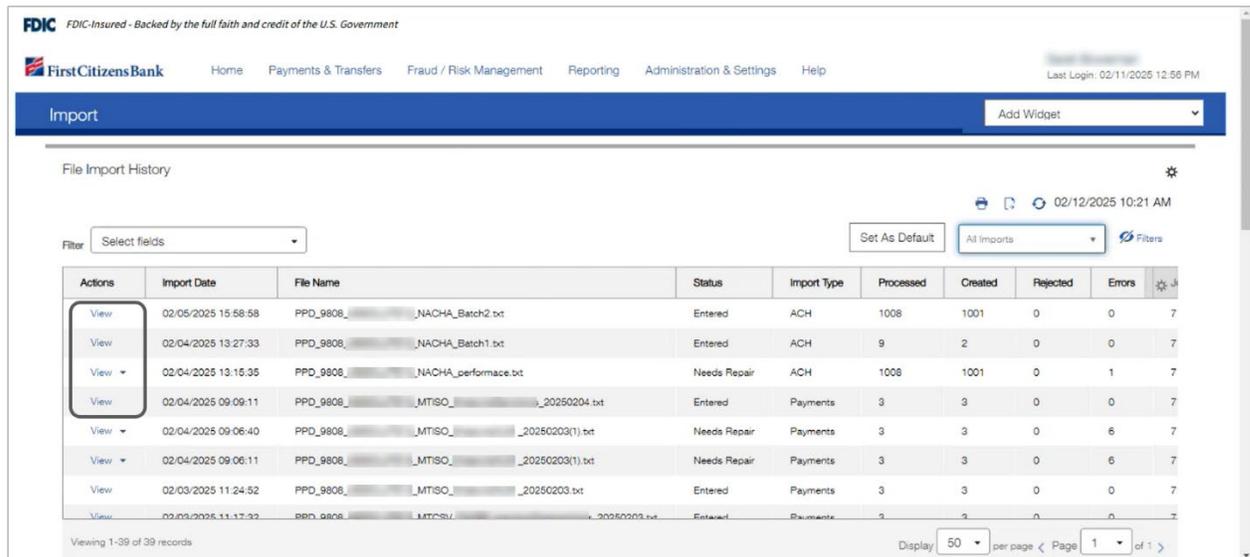
1. From the home page, navigate to the **Administration & Settings** tab, then select **Import**.



2. Select the drop-down caret next to **My Imports** menu, then select **All Imports**.



3. Click on the **View** link for the row you'd like to see.



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First Citizens Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings Help Last Login: 02/11/2025 12:56 PM

Import Add Widget

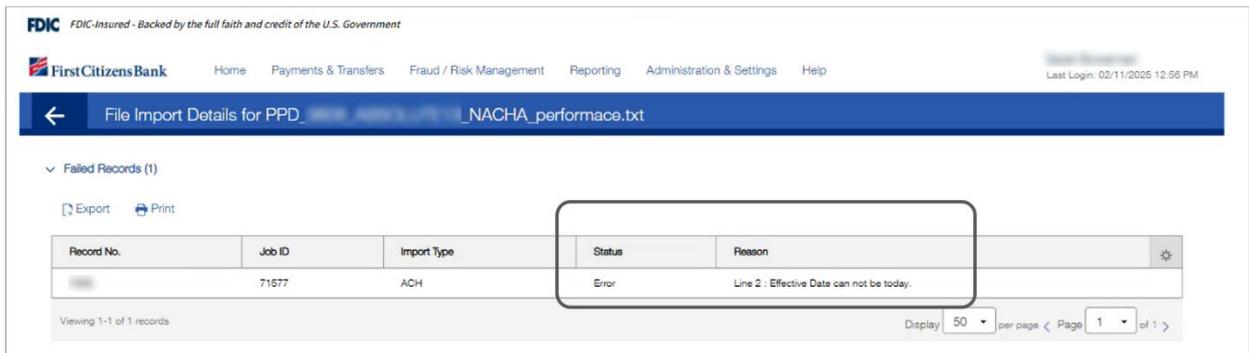
File Import History

Filter: Select fields Set As Default All Imports Filters

Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	Errors
View	02/05/2025 15:58:58	PPD_9808_..._NACHA_Batch2.txt	Entered	ACH	1008	1001	0	0
View	02/04/2025 13:27:33	PPD_9808_..._NACHA_Batch1.txt	Entered	ACH	9	2	0	0
View	02/04/2025 13:15:35	PPD_9808_..._NACHA_performace.txt	Needs Repair	ACH	1008	1001	0	1
View	02/04/2025 09:09:11	PPD_9808_..._MTISO_..._20250204.txt	Entered	Payments	3	3	0	0
View	02/04/2025 09:06:40	PPD_9808_..._MTISO_..._20250203(1).txt	Needs Repair	Payments	3	3	0	6
View	02/04/2025 09:06:11	PPD_9808_..._MTISO_..._20250203(1).txt	Needs Repair	Payments	3	3	0	6
View	02/03/2025 11:24:52	PPD_9808_..._MTISO_..._20250203.txt	Entered	Payments	3	3	0	0
View	02/03/2025 11:12:32	PPD_9808_..._MTISO_..._20250203.txt	Entered	Payments	3	3	0	0

Viewing 1-39 of 39 records Display 50 per page Page 1 of 1

4. You can see the status details.



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File Import Details for PPD_..._NACHA_performace.txt

Failed Records (1)

Export Print

Record No.	Job ID	Import Type	Status	Reason
...	71577	ACH	Error	Line 2 : Effective Date can not be today.

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

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](#).