

COMMERCIAL ADVANTAGE

Payment Automation Setup Quick Reference Guide

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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.

ital Banking					n Home M	enu 👻 Setup 👻	Help
Client Company							
Filter Company	Go View Filters Advanced Clear F	Filter		V	iew Companies		· Manage
Selected 0 of 1 on Page 1 v of 1 Records:	1 - 1 of 1				Export	Manage Columns	Save View
Actions Company	Company Name	Parent Company	Disabled	Status		Permissio	n Type
	BALIER STATISTICS	And in case of the local diversion of the loc	N	Approved		Users	
4 DELETE							
CLONE							
DISABLE							



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

Company:		Status: Approved 🖌
✓ Client Company	View Modify	
✓ Client Entitlements	View Modify	
✓ Product Settings	View Modify (1)	
✓ Confidential Settings	View	
✓ Client Accounts	View	
TOA Locations	View	
Payment Originators	View	
✓ Client ACH Company Information	View	
Company and Account Limits	View Modify	
Legacy System IDs	View	
✓ Client Users	Niew	
	13°	

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**.

Jser Ma ∋ Add N	intenance ew User								9 8	0 02/12/	¢ 2025 10:08 AM
ilter Se	elect Fields	•							Users	2	99 Filters
🗆 Ali	Actions	Company	Company Name	User ID	First Name	Last Name	Legal Administrator	Status	Activation Date	Active	Disabled 🔆
	View 👻	100.000	1.00710.70810	ADMIN	1000		Yes	Approved		Yes	No
	View 👻	10012-001	\$1.080° \$1	MTCSV	-	1000	No	Approved		Yes	No
	View 👻	10011-0101	1.001000	MTFW	1000	1000	No	Approved		Yes	No
	View -	10012-001	1.00110-001-0010-001	MTISO	1000	1000	No	Approved		Yes	No
	View -	10012-011	1.007.01.714.40	NACHA	1000	1000	No	Approved		Yes	No
	View 👻	10000	1.000 Mar. 104	-	-	-	No	Approved		Yes	No
	View Jr	10001-0101	1.001000	10000	the second secon	Reserved.	No	Approved		Yes	No
0	View	Modify Disable	1.007.00.7108.00	1994	-	-	No	Approved		Yes	No ,



5. Select Set Permissions, then Reporting tab.

	(1)	Set Permissions	(3) Assign Accounts	(4) Apply Approval Limits
Payments Reporting	Risk Management	Administration Alerts	Remote Deposit Capture	
Select All)			
Admin Reports				
Select All				
User Permissions		Company Details		
Scheduled Export				
Select All				
Scheduled Export				
Balance & Transactions				
Select All				
Current Day Transactions		Previous Day Image	S	Previous Day Summary
Credit Advice Report		Previous Day Transa	actions	Current Day Summary
Cash Position		Account Statement		Current Day Availability
SWIFT MT942 Export		SWIFT MT940 Expo	rt	BAI Data Export
QuickBooks Data Export		Quicken Data Expor	t	
eStatements				
Select All				
eStatements				



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

Image Search		
Select All		
Image Search		
Payment Reports		
Select All		
Exchange Rates	ACH Company	Template Det
Payment Details		
Recurring Payment Exceptions F	Report	
Select All		
	port	
Recurring Payment Exceptions Rep		
Recurring Payment Exceptions Rep		
Recurring Payment Exceptions Rep Check Inquiry Select All		

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**.

er Mainti Add New ar Selec	User Diser	•							🔁 🖸 Users	O2/12/20	25 10:08 AM
IA I	Actions	Company	Company Name	User ID	First Name	Last Name	Legal Administrator	Status	Activation Date	Active	Disabled 🔆
0	View 👻	1000.000	2.007.02.7700.00	ADMIN	1000		Yes	Approved		Yes	No
0	View 👻	10012-011	10.000100.000000	MTCSV	100	1000	No	Approved		Yes	No
	View 👻	10011-0101	1.007.00.708.00	MTFW	1000	1000	No	Approved		Yes	No
0	View 👻	10010-0010	1.0010000000000000000000000000000000000	MTISO	1000	1000	No	Approved		Yes	No
0	View 🝷	10000-0011	1.007.01.7598.00	NACHA	-	1000	No	Approved		Yes	No
	View •	-	1.0010.001	-	-	increase.	No	Approved		Yes	No
	View Ju	10001-0101	1.001000	-	Sec.	Second and	No	Approved		Yes	No
0	View	Modify Disable	1.00710-0010	1994	-	1000	No	Approved		Yes	No



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.

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, mone ,	Automation					
ayment A	Automation File I	Manager				*
					0 0 0	> 02/12/2025 10:10 AM
					On most Autom	Change -
ter Sele	ct fields	•			Payment Autom	abon • 32 riters
	Actions	File Name	Created By	Import Date	Last Updated	Status 🔅
	View -	PPD- 3_NACHA-20240830 -1.TXT	NACHA	01/30/2025 11:02:10	01/30/2025 11:02:42	Final - With Errors
	View	PPDMTCSV_ACHCCD_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:05	System Error
	View 👻	PPDMTCSV_ACHPPD_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:35	Final - With Errors
	View 👻	PPDMTCSV_ACHTX_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:25	Final - With Errors
	View -	PPDMTCSV_AT_YYYYMMDD.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:45	Final - With Errors
	View 👻	PPDMTCSV_AlertERROR_YYYYMMDD.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:05	Final - With Errors
	View 👻	PPDMTCSV_DWIRE_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:54	Final - With Errors
	View 🔫	PPDMTCSV_DWIRE_AML3transactions_20250203.txt	MTCSV	02/03/2025 11:17:15	02/03/2025 11:17:36	Final
	View 👻	PPDMTCSV_DWIRE_sanction3transactions_20250203.txt	MTCSV	02/03/2025 11:17:15	02/03/2025 11:17:46	Final
0	View .	PPDMTCSV_Mixed_20250130.txt	MTCSV	01/31/2025 12:34:59	01/31/2025 12:36:25	Final - With Errors



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

rstCiti	zensBank Home Paymer	nts & Transfers Fi	aud / Risk Management	Reporting Administration & Settings Help	
•	File Import Details for PPD-	MIN 4000/	NACHA-20	240830 -1.TXT	
e Impor	rt Details				
export	🔁 Print				
Sele	ct fields •				
	File State	Transaction Type	Last Updated	Processing Details	4
0	1-File Received	None			
	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 we	re rejected: 0
0	2-GTFrame Notified	None	01/30/2025 11:02:12		
0	3-GTFrame File Received	NONE	01/30/2025 11:02:18		
	4-Valid DGB File	NACHA	01/30/2025 11:02:18		
		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.

yment /	Automation					Add Wid	iget
'ayment A	Automation File I	Manager					\$
						0 a 6) 02/12/2025 10:14 AM
iter Sele	ect fields	•				Payment Automa	stion 🔹 💋 Filters
	Actions	File Name		Created By	Import Date	Last Updated	Status 🔅
	View 👻	PPD-	_NACHA-20240830 -1.TXT	NACHA	01/30/2025 11:02:10	01/30/2025 11:02:42	Final - With Errors
	View	PPD_	I_MTCSV_ACHCCD_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:05	System Error
0	View 👻	PPD_	I_MTCSV_DWIRE_20250130.txt	MTCSV	01/31/2025 12:34:58	01/31/2025 12:35:54	Final - With Errors
	View Jim	PPD_	I_MTCSV_DWIRE_AML3transactions_20250203.txt	MTCSV	02/03/2025 11:17:15	02/03/2025 11:17:36	Final
0	View Do	ownload	. i_MTCSV_DWIRE_sanction3transactions_20250203.txt	MTCSV	02/03/2025 11:17:15	02/03/2025 11:17:46	Final
	View -	PPD	MTCSV Mixed 20250130 txt	MTCSV	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.

	PPDMTCSV_DWIRE_	
Sarał	AML3transactions_20250203.txt 870 B • Done	•
2	00 -2023-12-31.pdf 211 KB • 22 hours ago	Ì
Add Widget		



3. Review the content of the file.

						Aug mig	dor
PPDMTCSV_DWIRE_	transactions_2	0250203 - Note	pad			- 0	×
File Edit Format View Help							
"H","20250203","X"							~
"USWIRE","20250203","000000000000	.00","","00	","	',"Other","0	"	","","New Yor	k","","US","Th	he Ba
"USWIRE","20250203","000000000000	.00","","00	","	',"Other","0	",	","","New Yor	k","","US","Th	he Ba
"USWIRE","20250203","000000000000	.00","","00	1 ,1	',"Other","0	* /	","","New Yor	k","","US","Th	he Ba
"T","","3","00000000000039.00"							
							×
<							>
			In 1 Col 1	100	% Windows (CRLE)	UTE-8	

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.

FDIC FDIC-Insured - Backed by t	he full faith and o	credit of the U.S. Governmen	t				
🚰 First Citizens Bank	Home	Payments & Transfers	Fraud / Risk Management	Reporting	Administration & Settings	Help	Last Login: 02/11/2025 12.56 PM
Import					User Maintenance Preferences		Add Widget 🗸
File Import History			/		Alerts Center Audit Information		*
					User Agreements		O2/12/2025 10:21 AM

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

mport								Add Widget	
File Import Histo	ory								÷
						18			5 10:21 AM
Filter Select field	is	•						My Imports	5 Filters
Actions	Import Date	File Name	Status	Import Type	Processed	Created	Rejected	+ Save view	*
								File Import History - 2 Week	s Back
				The	ere is no content				



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

tCitizensl	Bank Home	Payments & Transfers	Fraud / Risk Management Reporting Adr	ninistration & Setting	is Help			Last Logi	in: 02/11/202	5 12:56
port							Ad	d Widget		
le Import H	listory fields	•				Set As Default	🖶 🖸	○ 02/12/	/2025 10:21	☆ 1 AM
Actions	Import Date	File Name		Status	Import Type	Processed	Created	Rejected	Errors	÷۵
View	02/05/2025 15:58:58	PPD_9808_	NACHA_Batch2.txt	Entered	ACH	1008	1001	0	0	7
View	02/04/2025 13:27:33	PPD_9808,	NACHA_Batch1.txt	Entered	ACH	9	2	0	0	7
View -	02/04/2025 13:15:35	PPD_9808_	NACHA_performace.bxt	Needs Repair	ACH	1008	1001	0	1	7
View	02/04/2025 09:09:11	PPD_9808_	_MTISO}_20250204.txt	Entered	Payments	3	з	0	0	7
View 👻	02/04/2025 09:06:40	PPD_9808_	_MTISO20250203(1).txt	Needs Repair	Payments	3	з	0	6	7
View •	02/04/2025 09:06:11	PPD_9808_	_MTISO20250203(1).txt	Needs Repair	Payments	3	3	0	6	7
	02/03/2025 11:24:52	PPD_9808_	_MTISO20250203.txt	Entered	Payments	3	3	0	0	7
View										

4. You can see the status details.

rstCitizensBank	Home Payments & T	Fransfers Fraud / Risk Managem	ent Reporting Admir	listration & Settings Help	Last Login: 02/11/2025 12:56 Pt
File Import D	Details for PPD_	NACHA	_performace.txt		
Failed Records (1)					
🕞 Export 🛛 🔒 Print					
Record No.	Job ID	Import Type	Status	Reason	*

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**.