Commercial Advantage

User Guide

# Create a Domestic Wire Payment

Published 6/2022

Learn more about Domestic Wire Payments in Commercial Advantage.
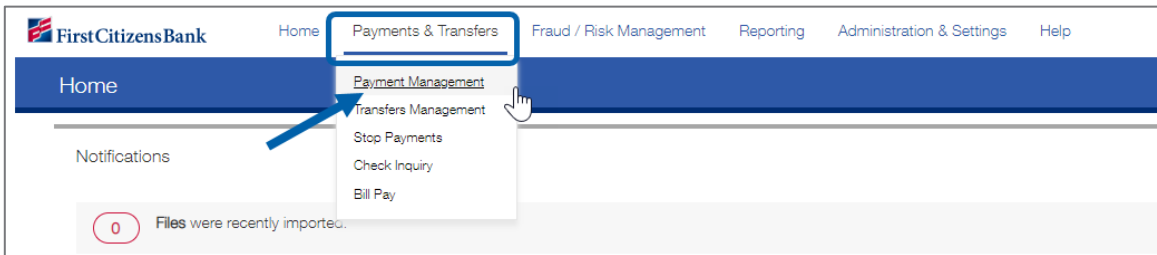
# Contents

# Overview

A domestic wire payment creates an electronic funds transfer from payer to payee within the United States.
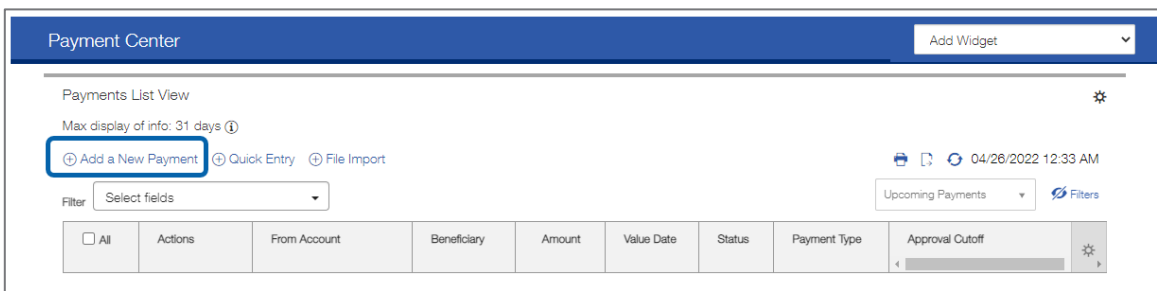
## Wire - Domestic Payments
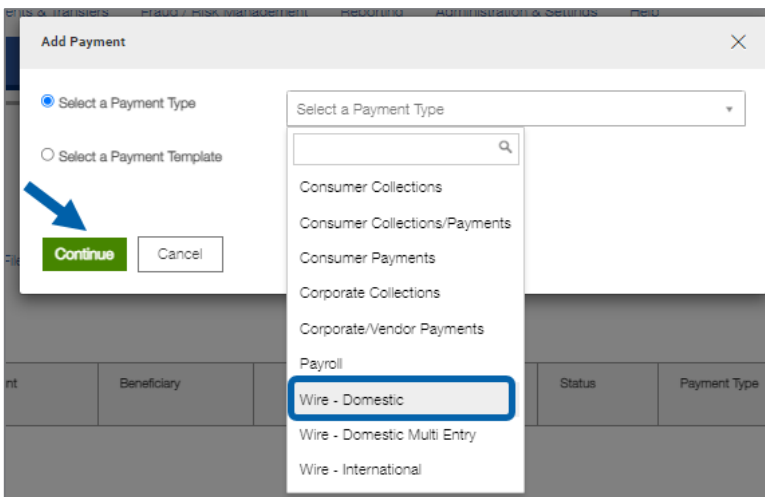
To create a domestic wire payment:

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



2. Click **Add a New Payment**.



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**.

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.



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 📅 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.

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.



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.



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.
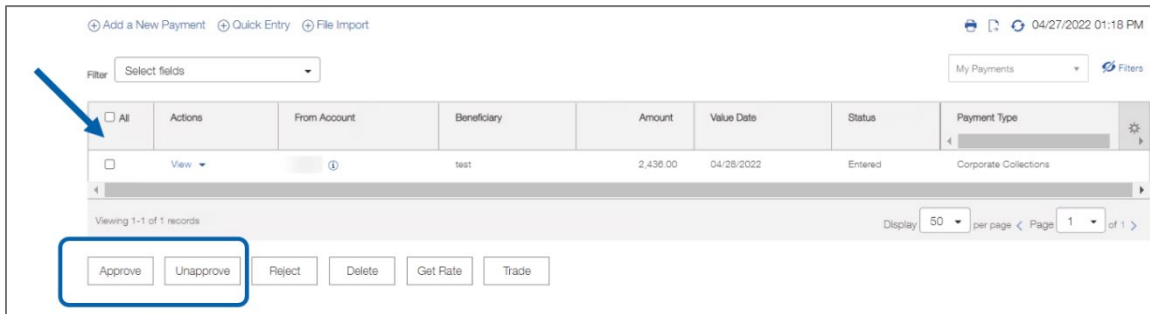


In addition, if the **Unapprove** option is available to unapprove any items that were approved in error.

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**.
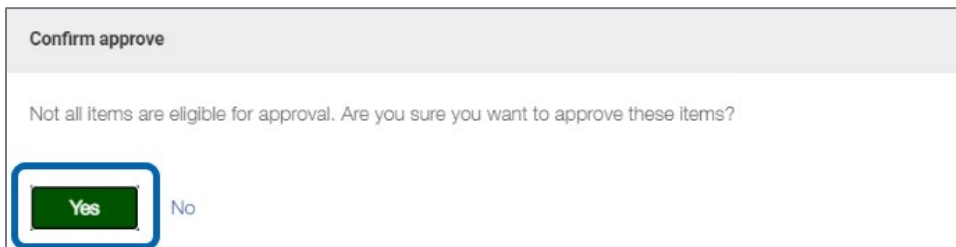
# Payment Statuses

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. |