COMMERCIAL ADVANTAGE

Commercial Loan Draw Quick Reference Guide

Published 03/18/2024

Learn more about Commercial Loan Draws in Commercial Advantage.

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Overview
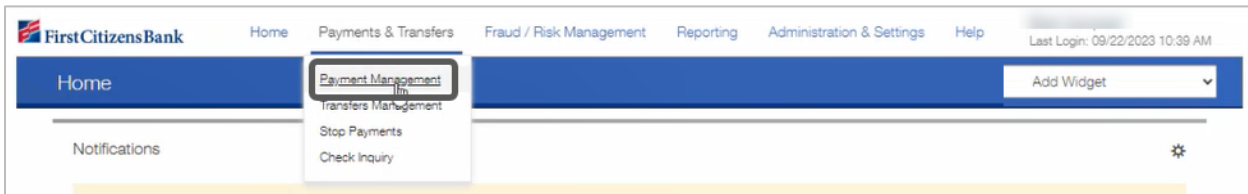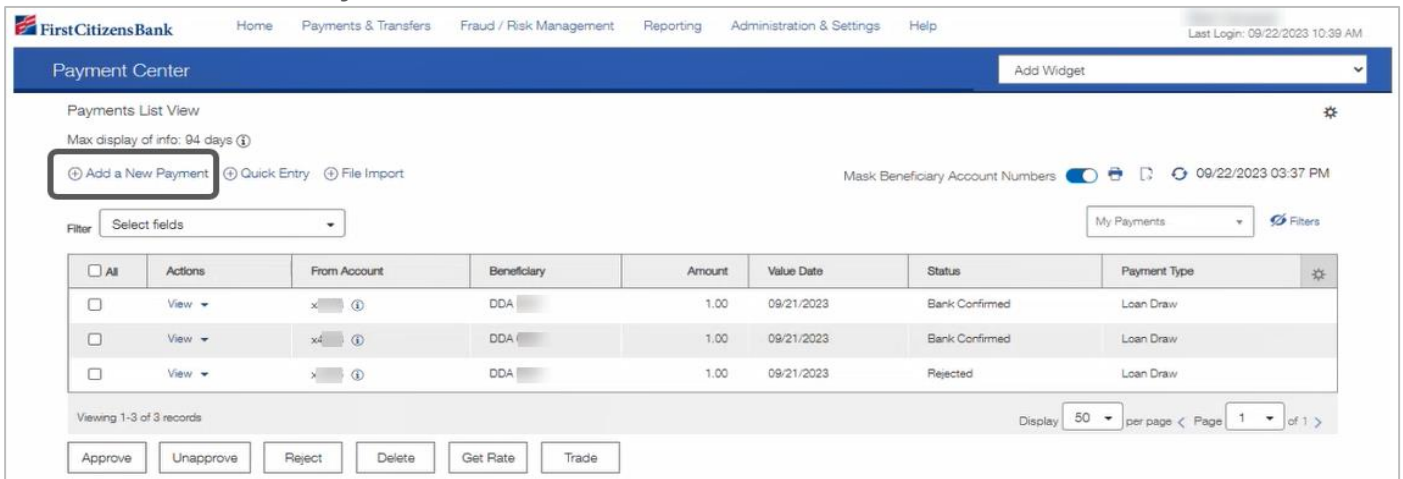
The Commercial Loan Draw feature equips clients with the ability to make a draw from an eligible business account within the Commercial Advantage platform.
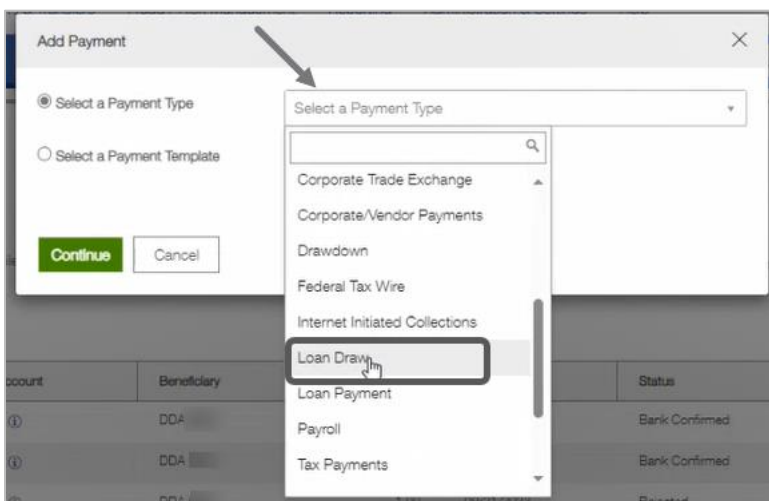
How to Make a Commercial Loan Draw

From the home page, select the **Payment Management** option under **Payments & Transfers**.

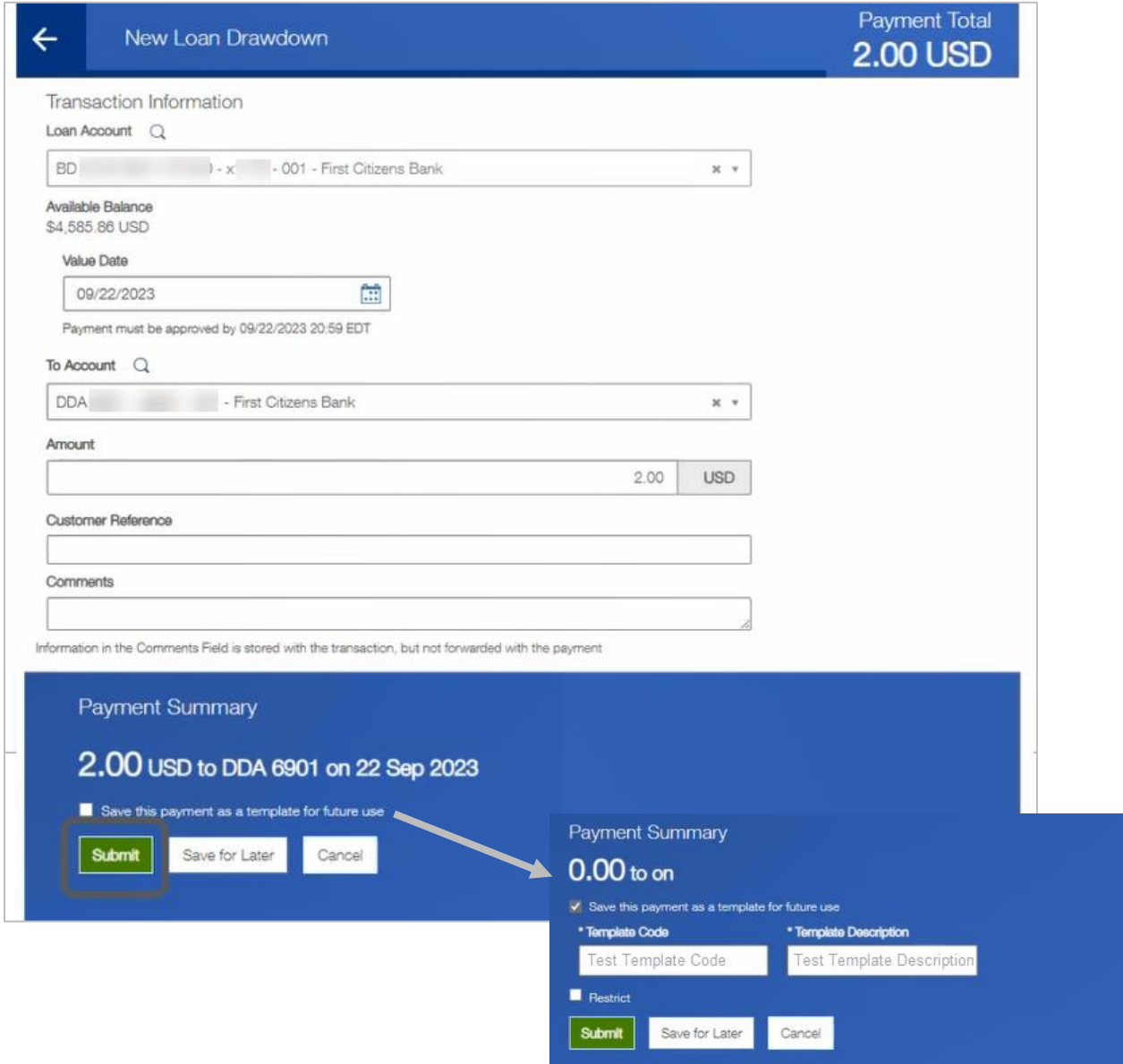Select **Add a New Payment**.

Click on the **Select a Payment Type** drop-down box to locate and select **Loan Draw** option. Select the **Continue** button.

Complete the required fields, then select **Submit**.

Note: You can check the **Save this payment as a template for future use** box to add this payment as a template.

A success message will display.

You can view the submitted loan draw and its status by either refreshing the page or by navigating to **Payment Management** under the **Payments & Transfers** tab.

Note: You may notice, when transferring funds from your Line of Credit (LOC) to your linked DDA, two transactions will appear in your Current Day Reporting. This is just a display issue and does not affect the transaction or your account balances. We are working on a resolution, so the transaction will only appear once as intended.

Loan Draw Amount Limits

Daily Limits can be set at the user level. If the company, account, and/or user don't have any daily or transaction limits set for loan draw, then it will allow the user to draw up to the loan amount. For example, if they have an available balance of $50,000, and there are no limits in place, they can draw the $50,000.
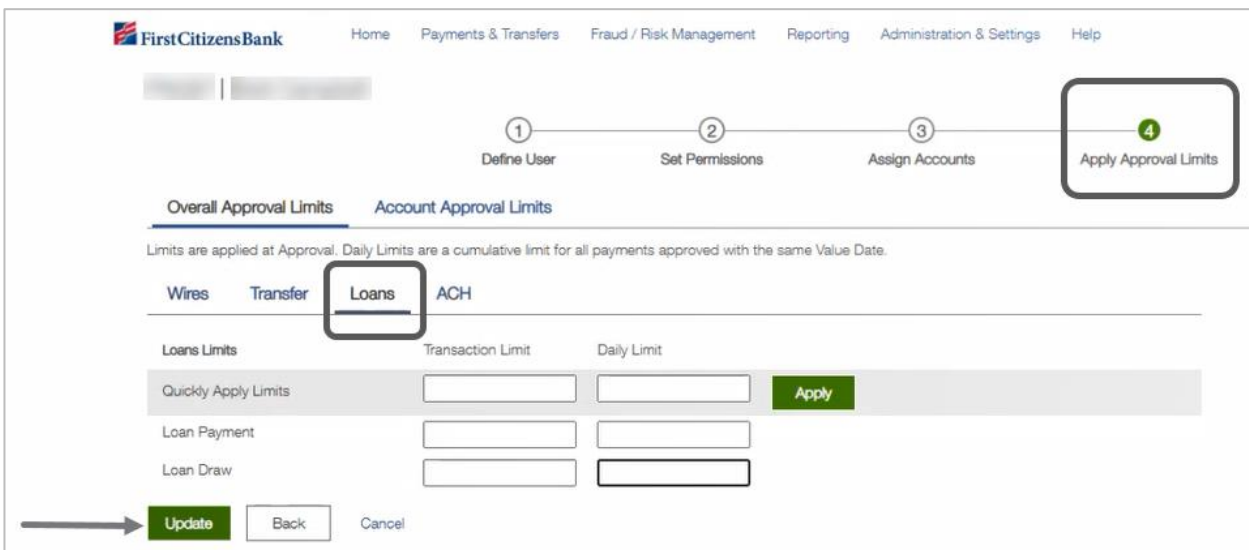
From the home page, select **User Maintenance** under **Administration & Settings**.
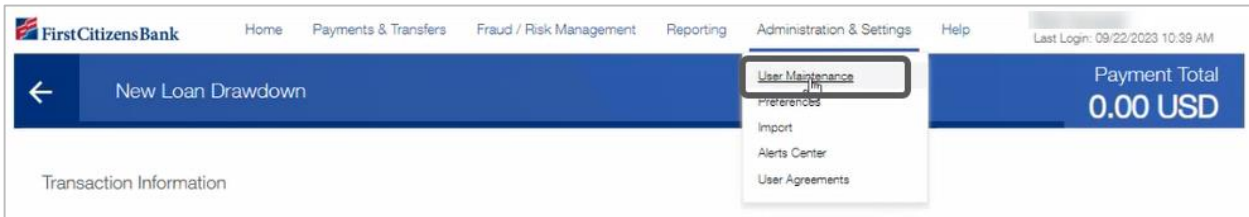
Identify the user to set limits for. Select the caret next to **View** under the **Actions** column, then select **Modify**.
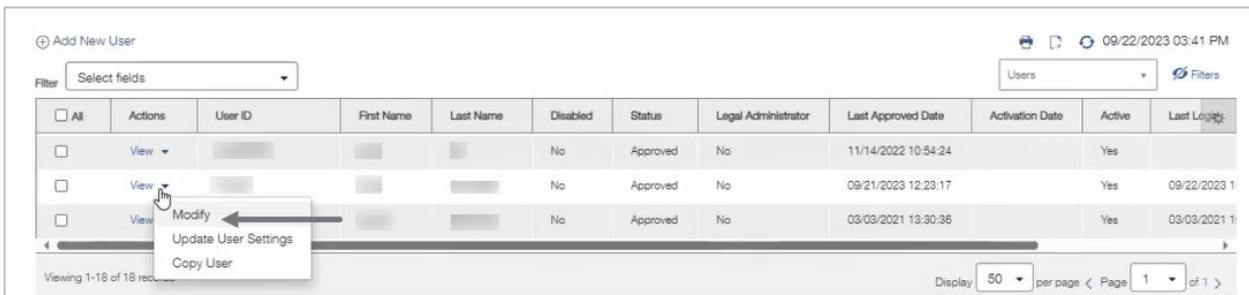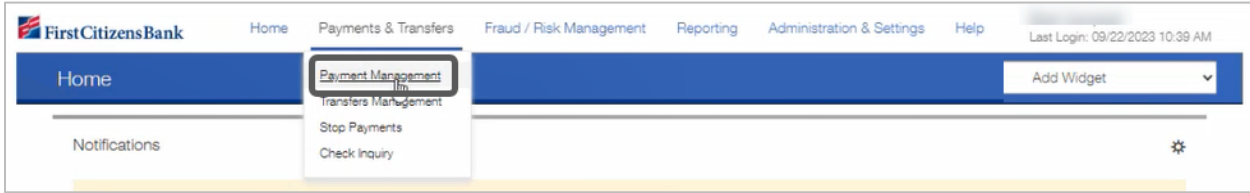

In the **Apply Approval Limits** section, select **Loans**, enter the limits, then select **Update**.
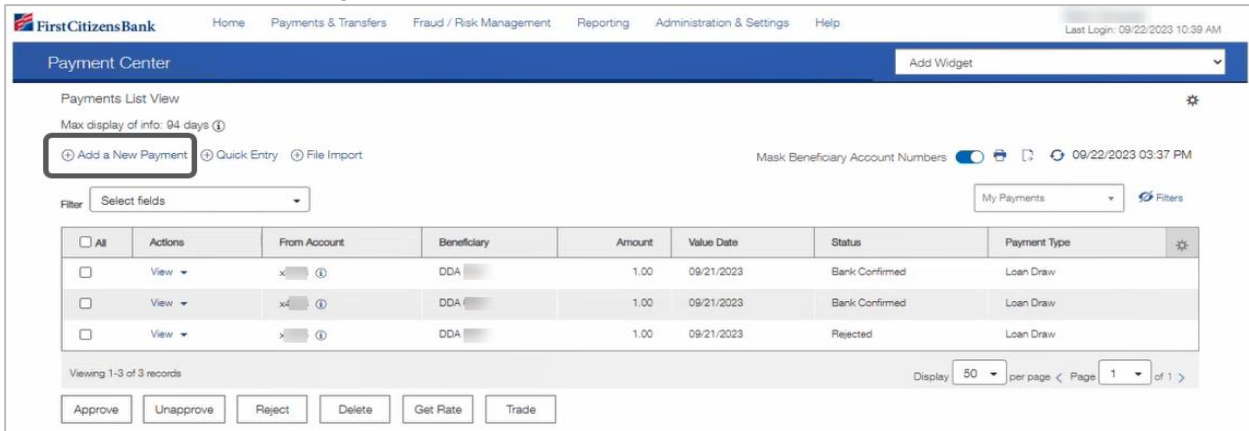
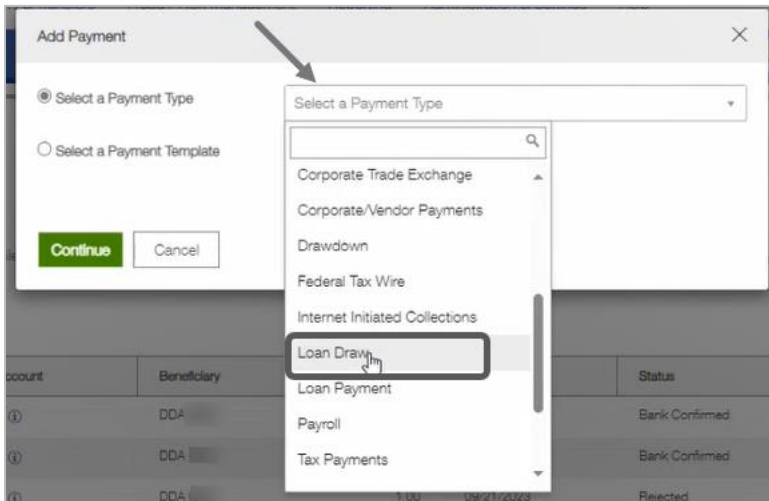# How to Make a Line of Credit Draw

From the home page, select the **Payment Management** option under **Payments & Transfers**.

Select **Add a New Payment**.

Click on the **Select a Payment Type** drop-down box to locate and select **Loan Draw** option. Select the **Continue** button.

Complete the required fields, then select **Submit**.

A success message will display. You can view the submitted loan draw and its status below the success message.
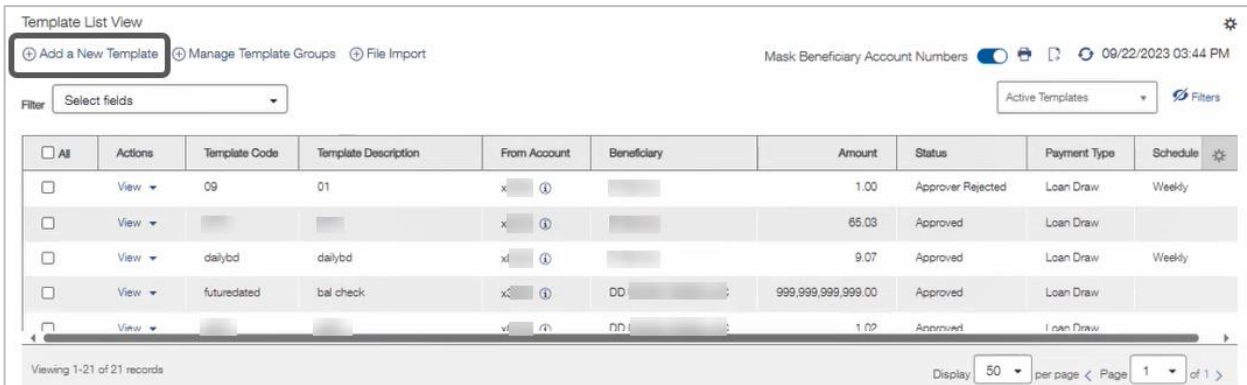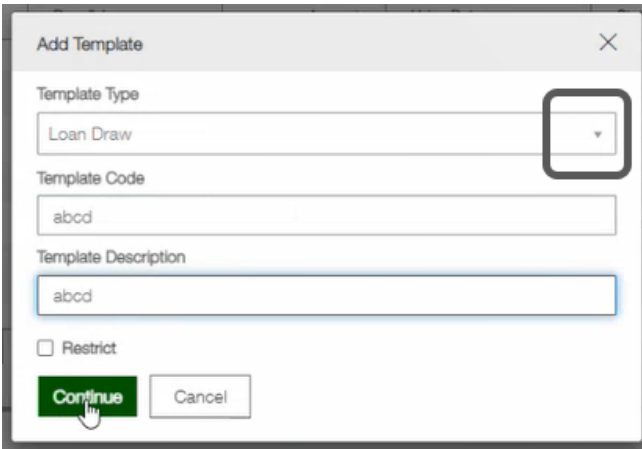
Create a Loan Draw Template

From the home page, select the **Payment Management** option under **Payments & Transfers**.
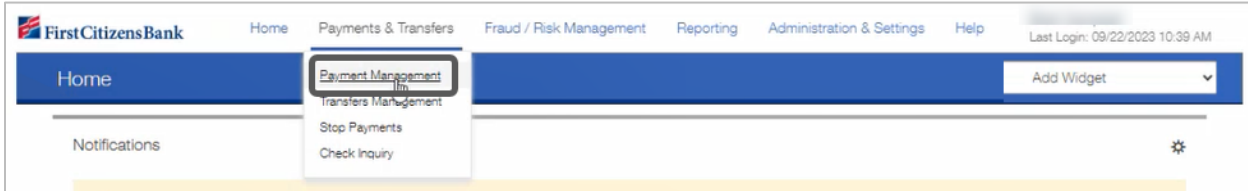
Scroll down to the **Template List View** section, then select **Add a New Template** link.

Select **Loan Draw** from the **Template Type** drop-down, enter **Template Code** and **Template Description**, then select **Continue**.

Complete the required fields, then select the **Save** button.

A success message will display. The entered template and the status will also be displayed below the success message.
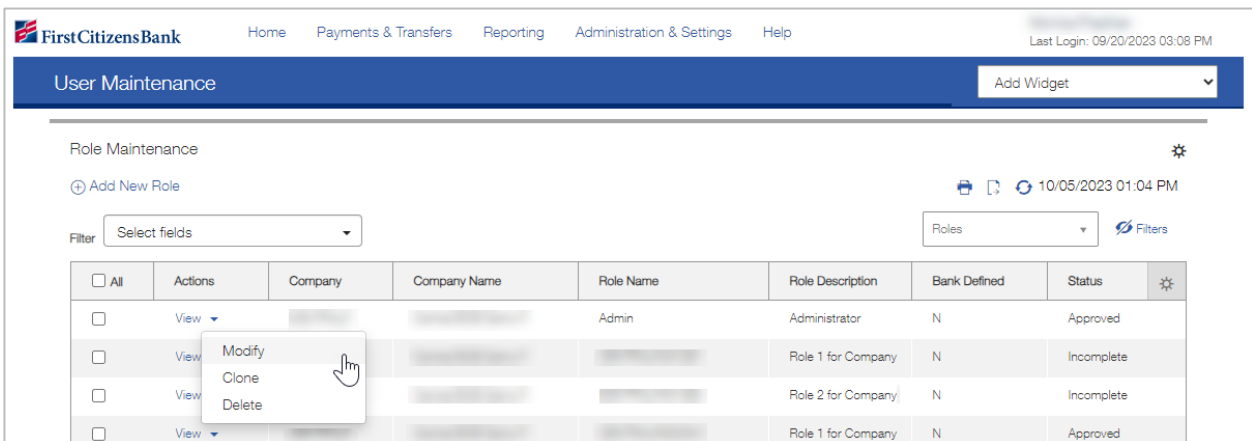
How to Entitle Admins / Users

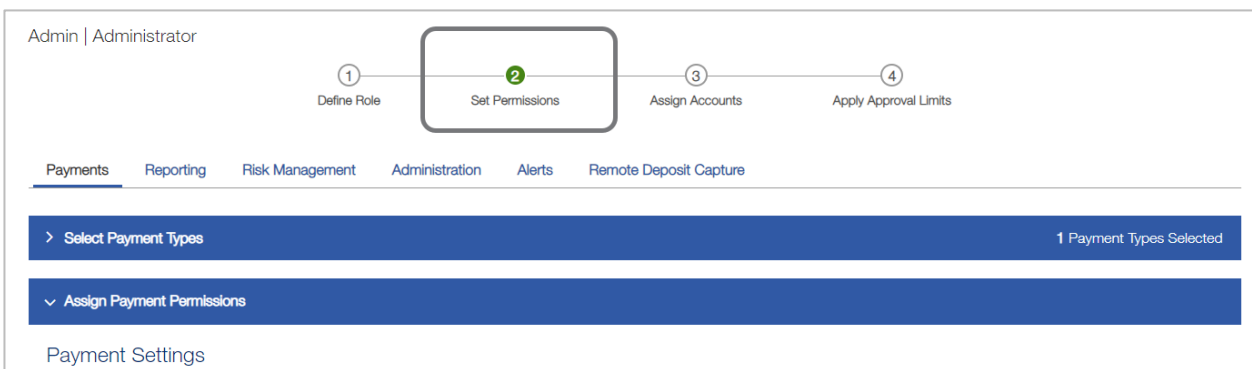Admins can entitle their users using the following steps.

From the home page, select the **User Maintenance** option under **Administration & Settings**.
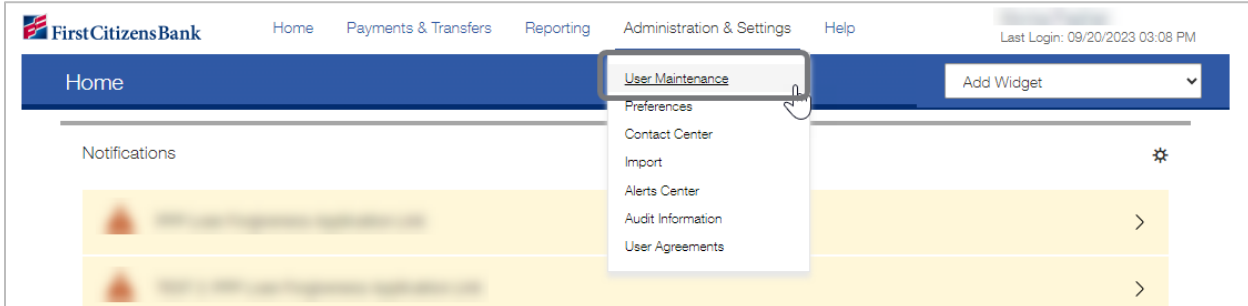
Locate the user, select the drop-down caret next to **View** under the **Actions** column. Then select **Modify**.

Select **Set Permissions** button.

Select the **Loans** link.

Select Payment Types. Select **Continue**.
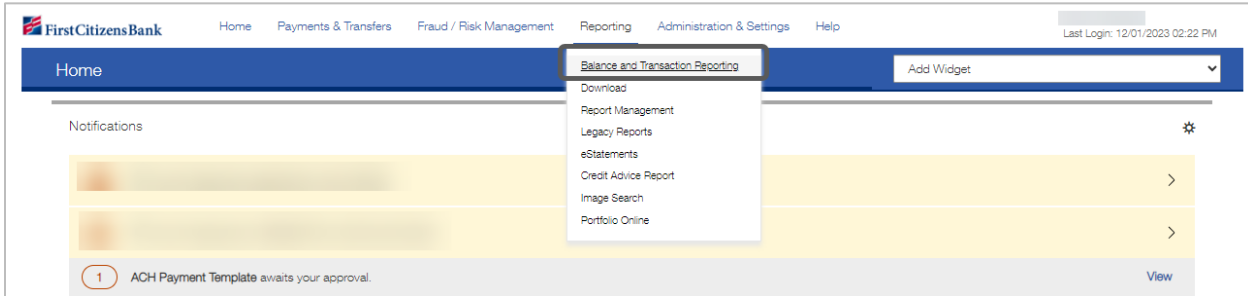
Loan Draw Status

The following statuses will display when a loan draw is submitted. If the entitlements are not set to be auto approved, the loan draw payment will proceed to **Entered** status. If it is set to be auto approved, the submission will proceed to **Bank Confirmed** status.

Status	Description
Entered	Loan draw has been submitted.
Bank Confirmed	Loan draw has been completed.
Rejected	Loan draw has been rejected.

Loan Draw Current Day Reporting

From the home page, select the **Balance and Transaction Reporting** option under **Reporting**.

Select the **Current Day** tab under **Account Summary** page.

Click on the caret next to the account headers to display the expanded view.

First Citizens Bank

Click into the loan account to view a loan draw transaction.

First Citizens Bank

Click on the **Settings** icon to select the fields to view.
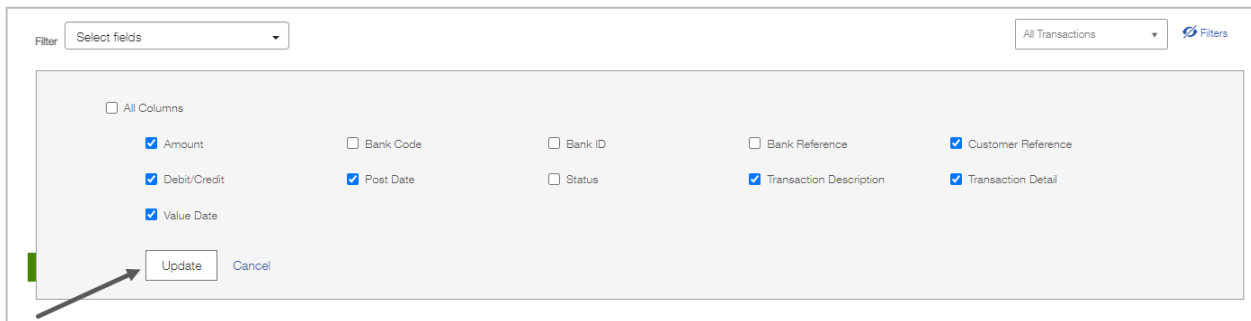
Select the fields you'd like displayed, then click on **Update**.

Questions?

We're here to help. Contact Business Support with questions at 866-322-4249 (866-FCB-4BIZ). Our team is happy to assist you.