Treasury Management User Guide

Online Banking

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Treasury Management

Treasury Management is a cash management solution that is available to financial institutions with the SilverLake core.

This cash management solution has multiple features:

- Dashboard - Access a quick view of key information.
    - View account information in detail views and graph views.
    - Create quick transfers.
    - View favorite reports.
    - View and decision Positive Pay exception items.
    - View, approve, or reject the payments pending approval for ACH, wires, and transfers.
    - View and decision ACH exception items.
    - View news items from the financial institution.
    - Access the resource links commonly used.
- Accounts - Access accounts in this product.
    - View a list of accounts.
    - Search for a specific transaction.
- Payments - Work with transfers, wires, ACH, Positive Pay, and stop payments.
    - Create and search for internal, external, and recurring transfers.
    - Create and search for wires and templates, including one-time and recurring.
    - Create and search for ACH payments, including one-time and recurring.
    - Create, search, and decision Positive Pay items, including checks and ACH.
    - Create stop payments.
- Reporting - View and favorite reports.
    - *Current Day Balance*
    - *Current Day Transaction*
    - *Date Range Balance*
    - *Date Range Transaction*
    - *EDI Report*
    - *Prior Day Balance*
    - *Prior Day Transaction*

On each page of Treasury Management, where these features are available, you can:

- Sort information by selecting the column names.
- View hover-help by selecting the question mark.
- View last login time in the top-right corner.

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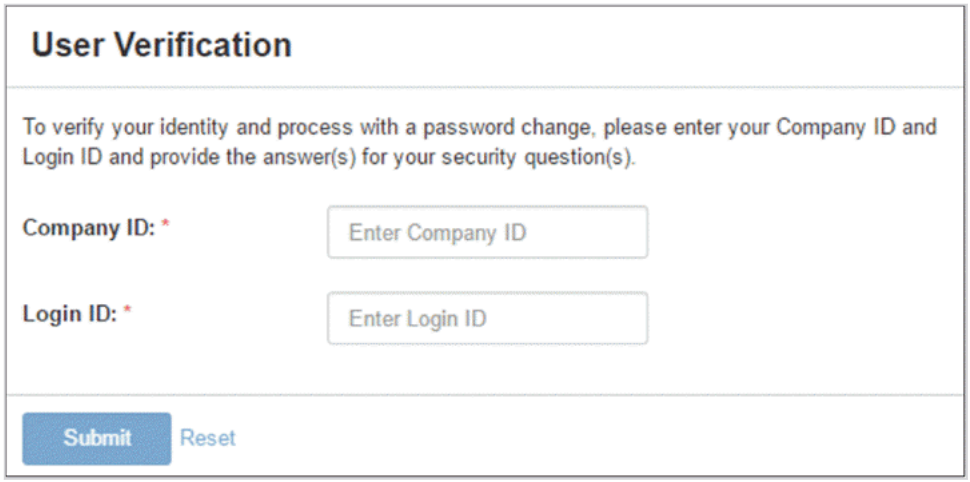
- View cut off times in the top-right corner.
- View notifications in the top-right corner.

If you perform transactions that are considered higher risk by your financial institution, Treasury Management prompts you to authenticate.

Logging in to Treasury Management

Obtain your **Login ID** and **Password** from your company administrator.

1. Navigate to the Treasury Management login page.



2. Enter your **Company ID**.
3. Enter your **Login ID**.
4. Select **Submit**.
   The following *Change Password* screen appears, prompting you to change your password.

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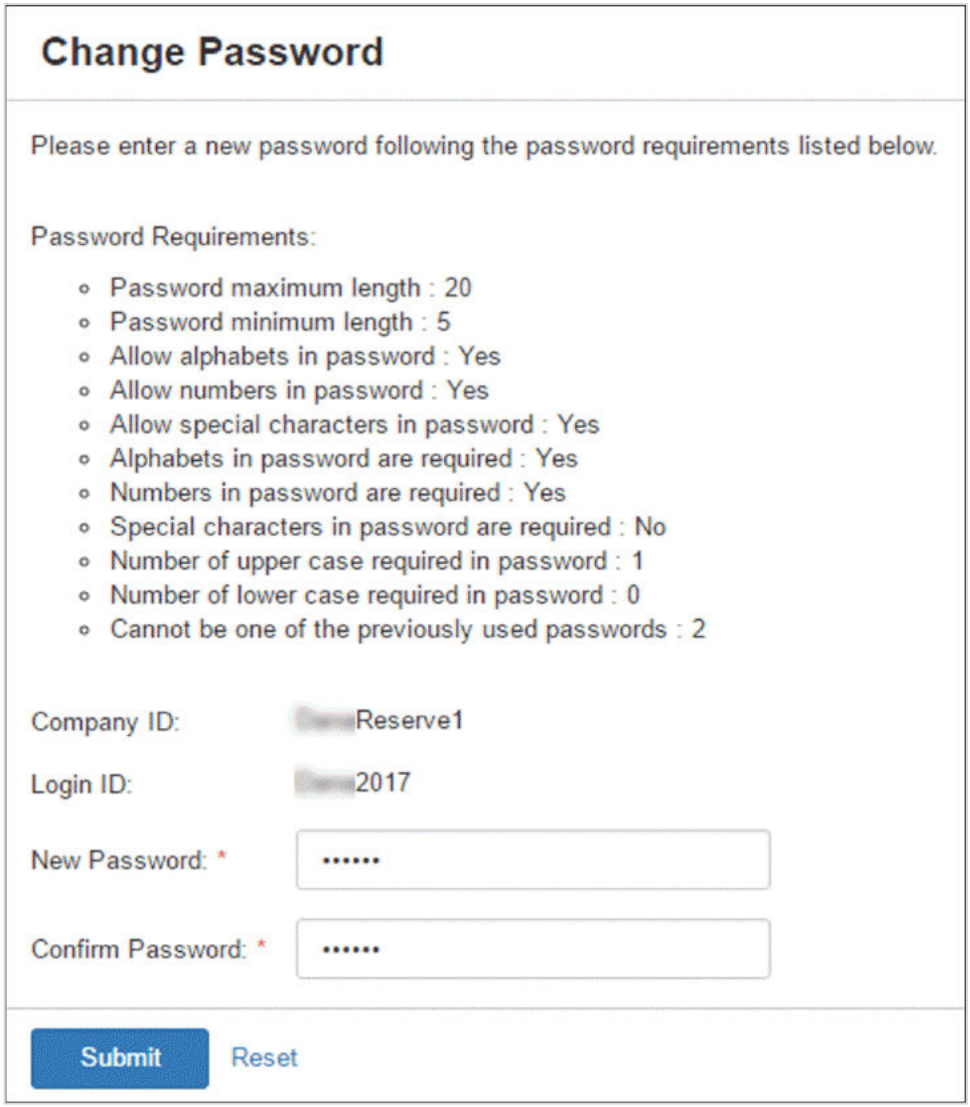

5. Enter your **New Password**, and then re-enter the new password for the **Confirm Password** field.

   Ensure that your new password complies with the password requirements listed.

6. Select **Submit**.
   The following *Security Questions* screen appears.

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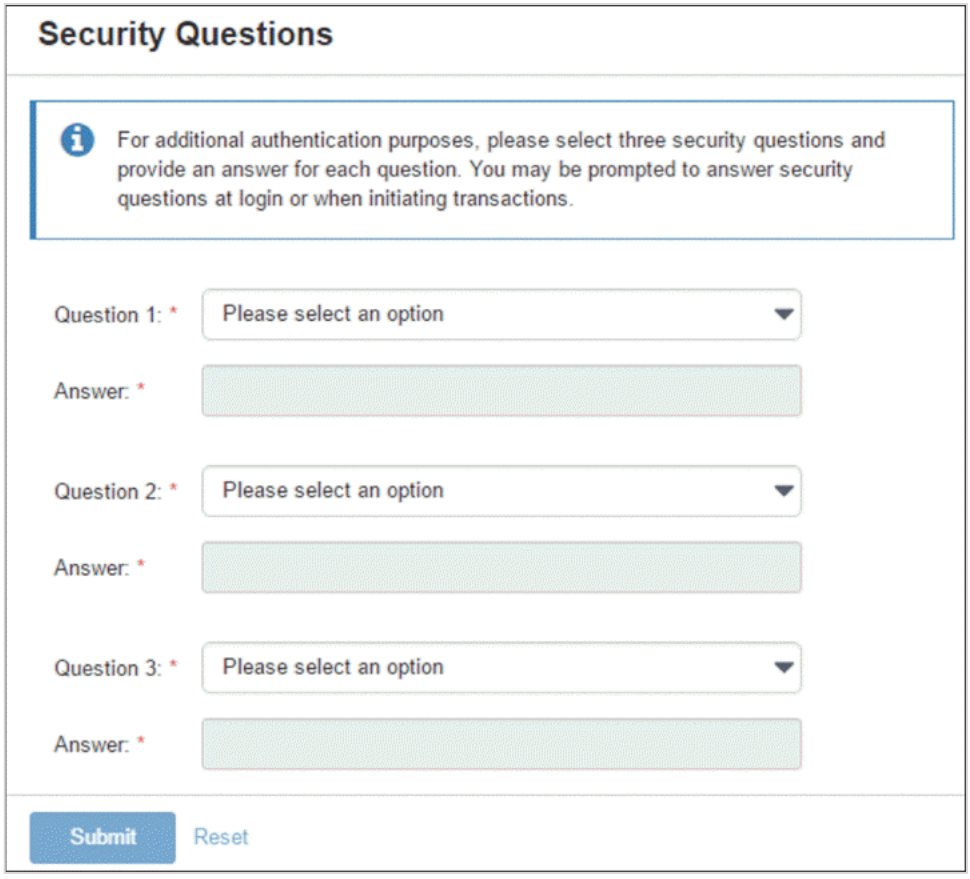

7. Set up your security questions, and then select **Submit**.
8. On the *Confirm Security Questions* screen, review the entries for accuracy, and then select **Confirm**.

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9. On the *Phone Numbers for Authentication* screen, add a phone number to receive a **Text Message (SMS)** and/or an **Automated Phone Call**.

   This step is only applicable if enabled by your financial institution. You receive a code and PIN that you must enter within a given time frame to authenticate. You can also select **Remind Me Later** or **No Thanks** from this screen as well.

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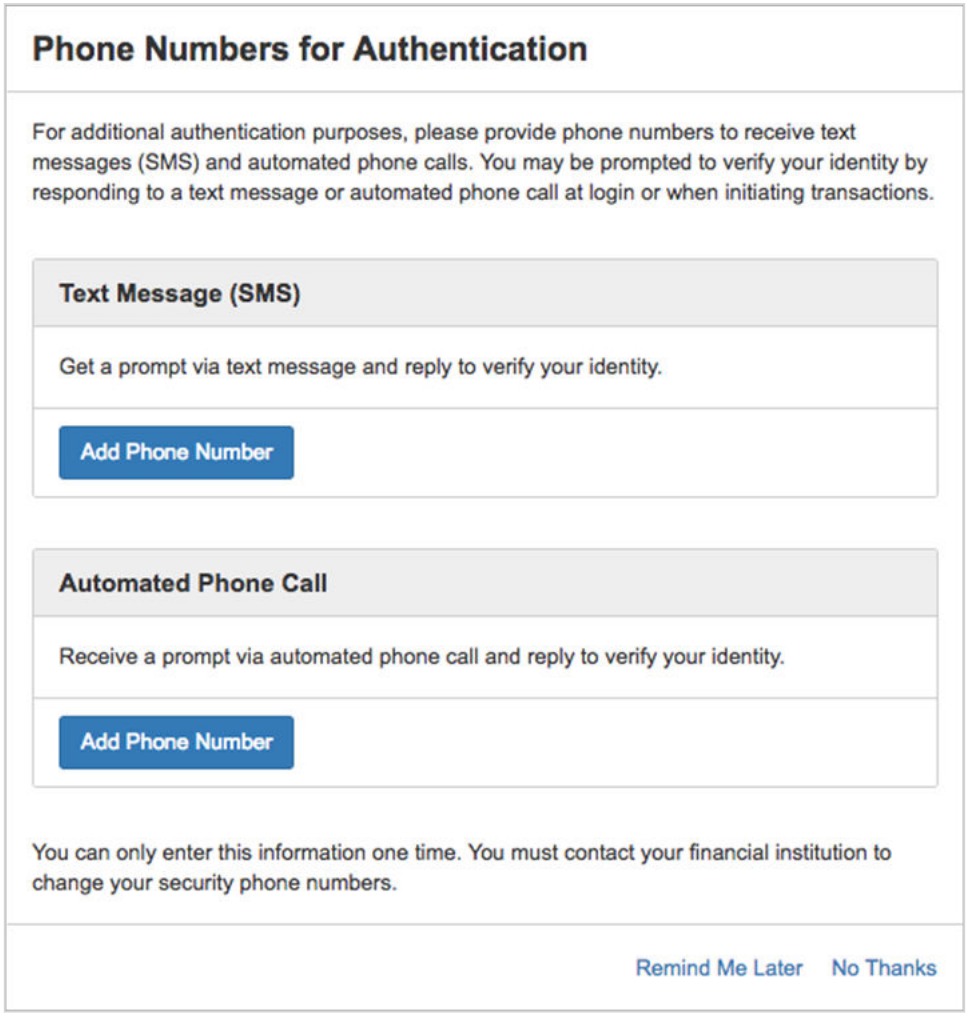

NOTE

You are only asked to enter a PIN if your institution requires it.

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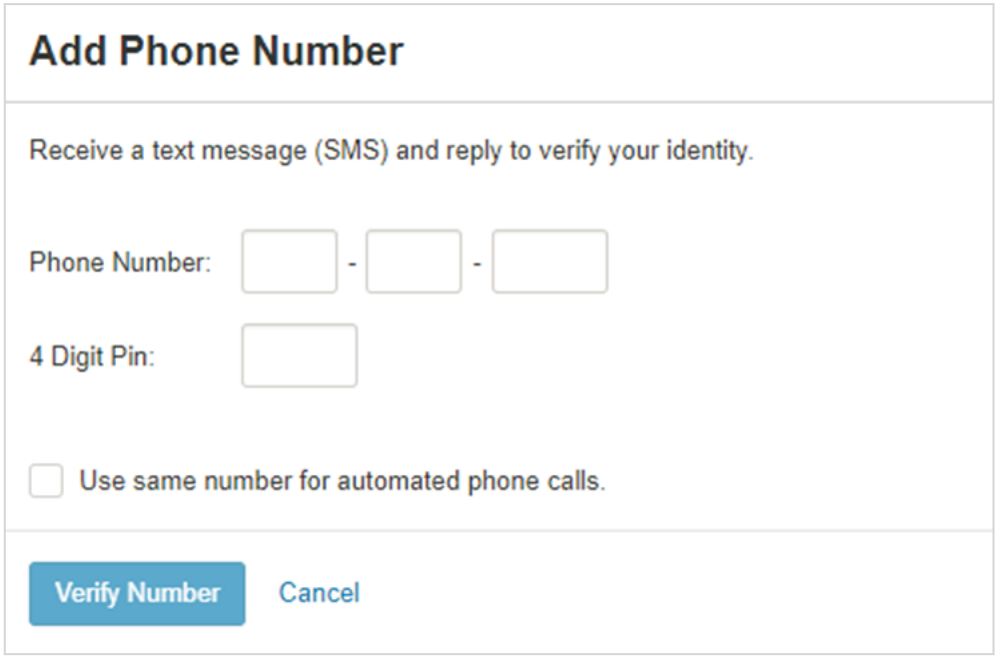

10. On the *Terms & Conditions* screen, read and select the **I agree** check box, and then select **Accept**.

The *Dashboard* view of Treasury Management opens.

Helpful Hints

Approval Status Bar

If you hover over the *Approval* status bar, approver information appears. This information includes all approvers who approved that transaction, and eligible approvers who can approve it.

You can view the *Approval* status bar in the following locations:

- **Dashboard** > **Stop Payment Pending Approval**
- **Dashboard** > **Payments Pending Approval**
- **Transfer Menu**
- **Recurring Transfers**
- **Create Wire from Template**
- **Wire Activity**
- **Recurring Wires**
- **Wire Templates**
- **Wire Beneficiaries**
- **ACH Payment Activity**

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- **Recurring ACH Payments**
- **ACH Templates**
- **Stop Payment Activity**

Downloadable Content

Select **Download** to download the information into PDF format. A **Print** option is also available. You can access this function in the following locations:

- **Research Transactions**
- **Account List**
- **Payments** > **Transfer** > **Create Transfer**
- **Payments** > **Transfer** > **Transfer Activity**
- **Payments** > **Wire** > **Create a Wire**
- **Payments** > **Wire** > **Create Wire from Template**

Out of Band (OOB) Authentication

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit. The prompt may appear in the following locations:

- **Payments**
- **Payments** > **Transfer**
- **Payments** > **Transfer** > **Create Transfer**
- **Payments** > **Transfer** > **Transfer Activity**
- **Payments** > **Transfer** > **Recurring Transfers**
- **Payments** > **Wire**
- **Payments** > **Wire** > **Create a Wire**
- **Payments** > **Wire** > **Wire Activity**
- **Payments** > **Wire** > **Wire Beneficiaries**
- **Payments** > **ACH**
- **Payments** > **ACH** > **Create ACH Payments**
- **Payments** > **ACH** > **ACH Templates**
- **Payments** > **Positive Pay**
- **Payments** > **Stop Payment** > **Create Stop Payment**

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User Menu

Use the **User** menu to access **Profile & Preferences**, **Notification Setup**, and **Log Off** options.

Profile and Preferences

Use the *Profile & Preferences* view to set up your personal and security information.

Select **Save** after making any updates. You then receive a notification to the provided email address detailing the changes made to your profile.

> **NOTE**
> The **Save** button is not available until all the required fields have been populated.

User Information

This information auto-populates when you open this page the first time.

Use this section to update your personal information. The **Name** and **Login ID** cannot be edited. Your financial institution configures this information. You are able to change your email address and phone, mobile, and fax numbers.

> **NOTE**
> If you enter your phone number, messaging and data rates may apply.

Security Preferences

Use this section to update your password. Also, determine if you want to see account nicknames or account numbers throughout Treasury Management.

Changing Your Password

The specific requirements for the new password are based on your financial institution's Treasury Management password policy.

1. Navigate to the Treasury Management website.
2. From the **[User Name] Menu**, select **Profile & Preferences**.
3. Select **Change Password** in the *Security Preferences* section.
4. Enter your **Current Password**.
5. Enter your **New Password**.
6. Re-enter the new password for the **Re-enter New Password** field.
7. Select **Save**.

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Notification Setup

Use the *Notification Setup* view to set up your notification preferences for each module available in Treasury Management.

Filtering is also available. To find information quickly, start typing the notification name in the filter box at the top of each section.

You can set up notifications in the following modules.

- Login
    - User Credentials Locked
    - User Email Address Changed
- Transfer
    - Transfer Created
    - Transfer Pending Approval
    - Transfer Approved
    - Transfer - Approval Rejected
    - Transfer - Edited / Deleted
    - Transfer Failed
- Wire
    - Wire Payment Created
    - Wire Payment Pending Approval
    - Wire Payment Approved
    - Wires - Approval Rejected
    - Wire Failed
    - Wire Beneficiary Created
    - Wire Beneficiary Pending Approval
    - Wire Beneficiary Approved
    - Wire Beneficiary - Edited / Deleted
    - Wire Beneficiary - Approval Rejected
    - Wire - Edited / Deleted
    - Rate Quote/Contract Accepted
    - Rate Quote/Contract Approval Rejected
- ACH
    - ACH Payment Created
    - ACH Payment Pending Approval
    - ACH Payment Approved
    - ACH Payment - Approval Rejected
    - ACH Payment - Edited / Deleted

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    - ACH Payment Failed
    - ACH Payment Uninitiated
    - ACH Batch Created
    - ACH Batch Pending Approval
    - ACH Batch Approved
    - ACH Batch - Approval Rejected
    - ACH Batch - Edited / Deleted
- Positive Pay & Stop Payment
    - Stop Payment Created
    - Stop Payment Pending Approval
    - Stop Payment Approved
    - Stop Payment - Approval Rejected
- Admin
    - User Created
    - User Pending Approval
    - User Approved
    - User Approval Rejected
    - User Information / Entitlements Changed
- Account
    - Statements or Notices

Configuring Notification Preferences

The preferences configured here determine how your notifications are sent and appear within Treasury Management.

1. From the **[User Name] Menu**, select **Notification Setup**.
2. Enter or change your **Email** address.
3. Select the toggle to enable the notification.

   The toggle appears green if you want to receive a notification. If it is gray, you do not receive a notification.
4. Select the **Email** and **Desktop Notification** check boxes for each enabled (green) item to receive a notification using that method.

   Repeat this step for every item in all sections.
5. Select **Submit**.

Select **Reset** for the fields to return to their default settings.

Logging Off Treasury Management

1. From the **[User Name] Menu**, select **Log Off**.

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A *Confirm Log Out* dialog box appears.

2. Select **Log Out**.

Cut-off Times

Access **Cut-off Times** in the top-right corner of Treasury Management.

Cut-off times indicate when a wire, ACH, or internal transfer takes place by. For example, if the cut-off time for **Internal Transfers** says *8:00 p.m.*, then all internal transfers should be submitted by 8:00 p.m. for processing that day. A notification reminder is sent as a reminder.

Your financial institution manages the cut-off times.

Notifications

Access **Notifications** in the top-right corner of Treasury Management.

Notifications also appear in the bottom right corner of Treasury Management while working. These notifications can be filtered by functionality. They can be prioritized, archived, marked as read or unread, and deleted.

Select **Archive All** to archive, not remove, all notifications. A *Confirm Archive* dialog box appears stating: *Would you like to archive all of the notifications?* Select **Archive** to proceed.

Select **View All Notifications** for the entire list of notifications to appear, even those notifications archived. From this page, you can filter by type (**All Notifications**, **Unread**, **Read**, and **High-Priority**).

Select the check mark beside the notification, and then select either **Mark Read**, **Mark Unread**, or **Delete**.

You can filter the notifications by entering functionality type information into the **Filter** text box. For example, if you enter *ACH*, any notifications marked as *ACH* in the *Functionality* column of the table appear.

Message Center

Use the Message Center to send secured messages and receive messages from your financial institution.

Click the **Message Center** button to access your inbox. You can also view your **Sent** or **Archived** messages. When new messages are received, a notification is sent to your email address on record.

Select the column headings to sort the messages in each of the available folders. You can also enter information from one of the column headings in the **Filter** text box to search for a specific message.

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Composing a Message

1. Select the **Message Center** button.
2. Select **Compose**.
3. Select a **Subject** from the drop-down list.
   - *Transaction Inquiry*
   - *Checks*
   - *Stop Payment*
   - *Security*
   - *Reports*
   - *Electronic Documents*
   - *Notifications*
   - *Transfer*
   - *Wire*
   - *ACH*
   - *Positive Pay*
4. For the **Attach File** field, select **Select File**, and then choose the appropriate file if needed.
   Accepted file type extensions are .csv, .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, and .txt.
5. Enter the **Message** to send to the financial institution.
6. Select **Send**.

Archiving a Message

1. Select the **Message Center** button.
2. Select a message to archive from the **Inbox**.
   The message appears in a pop-up window.
3. Select **Archive**.
   An *Archive Message* dialog box opens.
4. Select **Archive**.

You can view archived messages by selecting **Archived**.

Performing an Advanced Search in Message Center

1. Select the **Message Center** icon.
2. Select **Advanced Search** beside the **Filter** text box.
3. Enter the **Message ID**, if known.
4. Select the **Subject** of the email from the drop-down list.
   - *Transaction Inquiry*
   - *Checks*

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- *Stop Payment*
- *Security*
- *Reports*
- *Electronic Documents*
- *Notifications*
- *Transfer*
- *Wire*
- *ACH*
- *Positive Pay*

5. Select a **Date** from the drop-down calendar when the email could have been sent, received, or archived.
6. Select the **Type** of email you are looking for.
   - *All*
   - *Inbox*
   - *Sent*
   - *Archived*
7. Select **Search**.

Dashboard

Use the **Dashboard** menu to view your accounts, news items, favorite reports, payments pending approval, and other available widgets. You can also make transfers and quickly access commonly used resource links.

> **TIP**
> Adjust the layout by selecting **Configure Dashboard** in the top-right corner of the *Dashboard*. You can add, remove, edit, resize, and drag widgets to customize the *Dashboard* to the way that works best for you.

Accounts

View multiple accounts simultaneously in this widget. Customize the groups as well as the accounts within the groups that appear in *My Accounts* by selecting **Manage Groups**. Create a group from the *Manage Account Groups* page by simply selecting **Create New Group** and entering a **Group Name**. Select **Add Accounts** to search for and select the accounts to add to the new group. Accounts cannot be added to more than one group.

> **TIP**
> Select **Details** to view current, collected, and available balances. You can see a daily balance trend for the last 10 days and view the last 10 days of transactions.

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Information Center

View news items, added by your financial institution, in this widget. Select the drop-down arrows to expand or collapse these messages. Different icons may appear in this widget. A blue icon indicates information. A yellow icon indicates a warning. A black bell icon indicates an alert.

Quick Transfer

Create a simple one-to-one transfer without leaving the *Dashboard* in this widget.

1. Use the type-ahead fields or select **Search** to choose the account number or account name to transfer from and to.
2. Enter the amount and transfer date.
3. Review and confirm the transaction.

> **TIP**
> To initiate a bulk one-to-one, one-to-many, or many-to-one transfer, select **Advanced Transfer Options** to go to the *Create a Transfer - Internal Transfer* page.

Favorite Reports

The reports that have been marked as favorite appear in this widget. Selecting a report in this widget takes you directly to that report, where you can view and customize the results, and create a custom report.

> **TIP**
> By default, the standard reports are shown, until you select your favorites.

Resources

Access links to helpful and commonly used sites by your financial institution in this widget.

Positive Pay

View, pay, or return the check and ACH exceptions that are pending approval in this widget.

Stop Payment Pending Approval

View, approve, or reject the stop payments that are pending approval in this widget.

Payments Pending Approval

View, approve, or reject the transfer, ACH, or wire payments that are pending approval in this widget.

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Accounts

Use the **Accounts** menu to search for and view a list of accounts categorized by type (deposit, time deposits, and loans) and to search for specific transactions of accounts that you are entitled to view.

The views available are as follows:

- Account List
- Research Transactions

Account List

Use the *Account List* view to see specific account details.

To find an account, start typing either the account number, account name, status, current balance, collected balance, or available balance in the filter box at the top of the page.

Refresh Balances

Select at any point to ensure that you are viewing the most up-to-date account balance information.

Account Number Link

Select this link to view more information about a particular account. An *Account Transactions* window appears, and you are able to select **Transaction Dates** to view transactions for a set time period. From the *Account Transactions* window, if you select **Advanced Transaction Search**, you are redirected to the *Research Transactions* view.

Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu on the *Account Lists* page:

- *Transfer To* - Redirected to the *Create a Transfer* page with account prefilled.
- *Transfer From* - Redirected to the *Create a Transfer* page with account prefilled.
- *Download* - Allows you to download account transactions from a specific **Date Range** and in a specific **Download Format**.

Downloading Account Transactions

1. Go to **Accounts** > **Account List**.
2. From the **Actions** drop-down list, select **Download** beside the appropriate account number. A *Download Account Transactions* dialog box appears.
3. Select a **Date Range**.
4. Select a **Download Format**.
5. Select **Download**.

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Research Transactions

Use the *Research Transactions* view to search for a specific transaction or type of transaction across all accounts that you are entitled to view.

Research Transactions Panel

Select the number link found in the *Account* column to view more details of the transaction, including the **Account Name**, **Account Type**, **Transaction ID**, **Transaction Type**, and **Description**.

Select the **View Check** link found in the *Check / Reference Number* column to view the front and back of check images.

In the *Amount* column, a negative account balance appears in red and is wrapped in parentheses, and a positive account balance appears in black.

Researching Transactions

1. Go to **Accounts** > **Research Transactions**.
2. Complete the fields in the *Search Transactions* panel, as necessary.

Transaction Date

Select either *Date Range* or *Specific Date* from this drop-down list, and then enter the dates of the transaction using the calendar feature.

Account Type

The type of account. Accounts can be *Checking*, *Savings*, or *Loan*.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Payment Type

Select any combination from the drop-down list. The options are:

- *All Transactions*
- *All Credits*
- *All Debits*
- *ACH*

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- *Wire*
- *Transfer*
- *Check*

All payment types are selected by default.

Then, select *Debit*, *Credit*, or *Both*.

3. Select **Search**.
   The transactions meeting the criteria entered appear in the *Research Transactions* panel.

Select **Reset** for the fields to return to their default settings.

Payments

Use the **Payments** menu to work with various payments. Access Transfer, Wire, ACH, Positive Pay, and Stop Payment options from this menu.

Transfer

Within **Payments** > **Transfer**, you can create various internal transfers, view the transfer list, search transfers, and approve or reject transfers.

Three icons appear throughout the *Transfer* view. Hover over or select these icons to view an informational message.

When this icon appears beside a transfer, it means that there is an information message available for this transfer.

When this icon appears beside a transfer, it means that the transfer has been changed.

When this icon appears beside a transfer, it means that the transfer has an error.

A negative account balance appears in red, and a positive account balance appears in black beneath the account numbers.

Create Transfer

Use the *Create Transfer* view to create a one-to-one transfer, one-to-many transfer, or many-to-one transfer.

On the *Search Accounts* screen that opens when entering the **Transfer From** and **Transfer To** account information, you can narrow the search results by filtering on the **Account Number** or **Account Name**.

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Creating a One-to-One Internal Transfer

Use this option to submit a one-time or future-dated transfer from one account to another account.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *One-to-One Transfers*.
3. Complete the fields.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

If any option except *One Time* is selected, you are not able to select **Add Another Transfer** from this page.

Depending on your selection, you may be prompted to enter data in the following field options:

- **Effective Date**
- **Repeat On Day** or **Repeat On Days**
- **Repeat On**
- **Start On**

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- **End On**

Transfer Date

Select the date of the funds transfer using the calendar feature.

Memo

Enter information related to the funds transfer.

4. Select **Add Another Transfer**, if necessary.
   This option allows the user to initiate multiple one-to-one transfers at one time.
5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the transfer information entered to ensure that it is accurate.
7. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**
- **View Transfer Activity**

Creating a One-to-Many Internal Transfer

Use this option to submit a one-time or future-dated transfer from one account to multiple accounts.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *One-to-Many Transfers*.
3. Complete the fields.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer Date

Select the date of the funds transfer using the calendar feature.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

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Memo

Enter information related to the funds transfer.

> **NOTE**
> A minimum of two **Transfer To** accounts are required.

4. Select **Add** to add an additional **Transfer To** row.

> **TIP**
> Repeat this step as many times as necessary to establish additional transfer details.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the transfer information entered to ensure that it is accurate.
7. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**
- **View Transfer Activity**

Creating a Many-to-One Internal Transfer

Use this option to submit a one-time or future-dated transfer from multiple accounts into one account.

1. Go to **Payments** > **Transfer** > **Create Transfer**.
2. On the *Create a Transfer* tab, select *Many-to-One Transfers*.
3. Complete the fields.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer Date

Select the date of the funds transfer using the calendar feature.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

Memo

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Enter information related to the funds transfer.

> **NOTE**
> A minimum of two **Transfer From** accounts are required.

4. Select **Add** to add an additional **Transfer From** row.

> **TIP**
> Repeat this step as many times as necessary to establish additional transfer details.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the transfer information entered to ensure that it is accurate.
7. Select **Confirm**.
   The *Internal Transfer Confirmation* screen appears.

From the *Internal Transfer Confirmation* screen, you can take the following actions:

- **Create Another Transfer**
- **View Transfer Activity**

Create Transfer from Template

Use the *Create Transfer from Template* view to work with transfer templates.

Select templates with a **Ready** status to initiate a transfer.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject transfers
- View templates
- Initiate transfers
- Delete templates
- Edit templates
- Search templates
- Create templates

Transfer Activity

Use the *Transfer Activity* view to look at a list of transfers with various statuses and also view transaction history.

You can search for a specific transfer, or approve, reject, and cancel transfers from this view.

Transaction ID

Select to expand details about the payment ID. You can also select **Edit Transfer** from this expanded view.

> **NOTE**

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> You can only select **Edit Transfer** when the payment status is *Pending Approval*, *Approval Rejected*, *Scheduled*, *Canceled*, or *Failed*.

Searching Transfers

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Complete the fields in the *Search Transfers* panel, as necessary.

Transfer Date

Select either *Date Range* or *Specific Date* from this drop-down list, and then enter the date of the funds transfer using the calendar feature.

Status

Select any combination of the following options for the transfer status:

- *Select All*
- *Pending Approval*
- *Scheduled*
- *Submitted*
- *Approval Rejected*
- *Cancelled*
- *Failed*

All statuses are selected by default.

Account

Select *Both*, *From*, or *To*, and then select the appropriate **From** or **To** account numbers from the drop-down lists available.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Transaction ID

Enter the transaction ID that generated when the transfer was submitted.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   The *Transfer Activity* screen updates with transactions matching the criteria entered, and the number of results appears at the bottom. The *Transfer Activity* allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

Select **Reset** for the fields to return to their default settings.

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Editing a Scheduled Transfer

The *Transfer Activity* list allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select the **Transaction ID** of the transfer to change.
3. Select **Edit Transfer**.
4. Edit the fields, as necessary.
5. Select **Confirm**.
   The *Confirm Resubmission* dialog box appears.
6. Enter a comment in the field, and then select **Resubmit Transfer**.
   Your transfer has been resubmitted.

Approving or Rejecting a Transfer

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select the check box beside the **Transaction ID** to approve or reject.
3. Select either **Approve** or **Reject**.
   A *Confirm Approval* or *Confirm Rejection* dialog box appears.
4. Enter **Comments** for the approval or rejection, if necessary.
5. Select either **Approve Transfer** or **Reject Transfer**.

Canceling a Transfer

The *Transfer Activity* list allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

1. Go to **Payments** > **Transfer** > **Transfer Activity**.
2. Select **Cancel Transfer** beside the transaction to cancel.
   The *Confirm Cancellation* dialog box appears.
3. Enter a comment in the field, and then select **Cancel Transfer**.
   You receive a confirmation message that your transfer has been successfully canceled.

Recurring Transfers

Use the *Recurring Transfers* view to locate, approve, reject, and cancel a recurring transfer series.

You can view and work with recurring transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

In the *Recurring Transfers* panel, select the **Transaction ID** to view the frequency of the transaction, extra notes, and audit information.

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Searching Recurring Transfers

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. Complete the fields in the *Search Recurring Transfers* panel, as necessary.

Status

Select any combination of the following options for the transfer status:

- *Select All*
- *Pending Approval*
- *Scheduled*
- *Submitted*
- *Approval Rejected*
- *Cancelled*
- *Failed*

All statuses are selected by default.

Account

Select *Both*, *From*, or *To*, and then select the appropriate **From** or **To** account numbers from the drop-down lists available.

Transaction ID

Enter the transaction ID that generated when the transfer was submitted.

Frequency

Select any combination of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All options are selected by default.

Transfer Amount

Select either *Specific Amount* or *Amount Range* from the drop-down list, and then enter the amount of the recurring transfer.

Next Transfer Date

Select either *Date Range* or *Specific Date* from the drop-down list. Then, enter the dates of the transfer in the text boxes available using the calendar feature.

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Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   Recurring Transfers updates with transactions matching the criteria entered. The *Recurring Transfers* view allows you to view and work with transfers that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Scheduled*, *Cancelled*, or *Failed*.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Approving or Rejecting a Recurring Transfer

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. In the *Recurring Transfer List* panel, select the check box beside the **Transaction ID** to approve or reject.
3. Select either **Approve** or **Reject**.
   An *Approve Transfers* or *Reject Transfers* dialog box appears.
4. Enter **Comments** appropriate for the approval or rejection.
5. Select either **Approve Transfers** or **Reject Transfers**.

Canceling a Recurring Transfer Series

1. Go to **Payments** > **Transfer** > **Recurring Transfers**.
2. Select **Cancel Series** beside the recurring transfer to cancel.
   A *Confirm Cancellation* confirmation dialog box appears.
3. Enter **Comments** appropriate for the cancellation.
4. Select **Cancel Recurring Series**.
   The series is successfully canceled.

Transfer Templates

Use the *Transfer Templates* view to work with transfer templates.

You can sort the information in ascending or descending order by selecting individual column headers. Select templates with a **Ready** status to initiate a payment.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject payments
- View templates
- Initiate payments
- Delete templates
- Edit templates

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- Search templates
- Create templates

Creating a Transfer Template

1. Go to **Payments** > **Transfer** > **Transfer Templates**.
2. Select **Create New Template**.
3. Select the type of transfer:
   - *One-to-One Transfers*
   - *One-to-Many Transfers*
   - *Many-to-One Transfers*
4. Complete the following fields on the *Transfer Template Details* tab.

Template Name

Enter the name of the template.

Transfer From

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Transfer To

Start typing the account number in this field, and the matching entry auto-completes. You can also select an account from the *Search Accounts* screen using the search feature. The available balance appears in the *Balance* column.

Amount

Enter the amount of the transfer. The field auto-formats to add a dollar sign, commas, and cents.

Memo

Enter information related to the funds transfer.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that the transfer template is ready.

From this screen, you can **Create Another Transfer Template** or **View Transfer Templates**.

Searching for a Transfer Template

1. Go to **Payments** > **Transfer** > **Transfer Templates**.
2. Complete the fields in the *Search Transfers Templates* panel.

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> **TIP**
> Select **Reset** for the fields to return to their default settings.

3. Select **Search**.
   The *Transfer Templates* view allows you to view and work with templates that are in the following statuses: *Pending Approval*, *Approval Rejected*, or *Ready*.

You can select check boxes for templates that are ready. Use the **Actions** drop-down menu to *Initiate*, *View*, *Edit*, or *Delete* a transfer template. Select the **Template Name** link to view, edit, or delete its details.

Wire

Within **Payments** > **Wire**, you can create recurring, future-dated, and one-time domestic and/or international wires. You can also create domestic and/or international beneficiaries, view wire activity, search wires, download or print a PDF or .csv file for a payment in detail or summary view, and approve or reject wires.

Create USD Wire

Use the *Create USD Wire* view to create domestic, international, or multiple USD wires.

Creating a USD Domestic Wire

Domestic wires can be sent to individuals or companies banking within the United States.

1. Go to **Payments** > **Wire** > **Create USD Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Domestic*.
3. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

> **NOTE**
> If your beneficiary is not available, you can select **Enter Beneficiary**. The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire

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> creation. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.

Wire Amount

The amount of the wire transaction.

Frequency

Select the frequency.

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Depending on your selection, you may be prompted to enter wire data in the following field options:

- **Effective Date**
- **Repeat On Days**
- **Repeat On**
- **Start On**
- **End On**

Effective Date

The effective date the wire transaction will occur.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select ➕ **Add** to add another additional information line, or select 🗑 **Delete** to remove an additional information line.

4. Select **Review**.
   You proceed to the *Review* tab.
5. Review the information entered to ensure that it is accurate.
6. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have created a domestic wire.

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From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

Creating a USD International Wire

USD international wires can be sent to individuals or companies that use a domestic intermediary for a foreign bank.

1. Go to **Payments** > **Wire** > **Create USD Wire**.
2. On the *Payment and Beneficiary Information* tab, select *International*.
3. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

> **NOTE**
> If your beneficiary is not available, you can select **Enter Beneficiary**. The *Beneficiary Information* section opens for you to add the beneficiary before continuing with your wire creation. The entered beneficiary does not appear in the *Wire Beneficiary* view for future use.

Wire Amount

The amount of the wire transaction.

Effective Date

The effective date the wire transaction will occur.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

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Enter a specific memo that the beneficiary can view when they receive the wire. Select **Add** to add another additional information line, or select **Delete** to remove an additional information line.

4. Select **Review**.
   You proceed to the *Review* tab.
5. Review the information entered to ensure that it is accurate.
6. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have created an international wire.

From this screen, you can select **Create Another Wire**, **Save as Template**, or **View Wire Activity**.

To save the beneficiary and bank details to reuse later, select **Save as Template**. Enter a unique **Template Name** and select **Create Template**. Templates may be subject to approval.

Creating Multiple USD Wires

To create multiple USD wires, select the wire company, amount, debit account, and purpose. Domestic payments can be recurring and future-dated.

1. Go to **Payments** > **Wire** > **Create USD Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Multiple*.
   You are transferred to the *Wire Beneficiaries* page.
3. Select one or more check boxes beside the appropriate **Beneficiary Name**.
4. Select **Initiate Payments**.
   The *Create Multiple Wires* page appears.
5. Complete the required fields for each **Beneficiary Name** selected.

   The fields available depend on if the wire is domestic or international.

Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Wire Amount

The amount of the wire transaction.

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Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Effective Date

The effective date the wire transaction will occur.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select **Add** to add another additional information line, or select **Delete** to remove an additional information line.

6. Select **Review**.
   You proceed to the *Review* tab.
7. Review the information entered to ensure that it is accurate.
8. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Create USD Wire from Template

Use the *Create USD Wire from Template* view to work with wire templates.

Select templates with a **Ready** status to initiate a payment.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject payments
- View templates
- Initiate payments
- Delete templates
- Edit templates
- Search templates

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- Create templates

Creating Multiple USD Wires from a Template

1. Go to **Payments** > **Wire** > **Create USD Wire from Template**.
   The list of wire templates appears.
2. Select the check box next to the wire templates to initiate.

> **NOTE**
> You cannot select a check box for templates not in a *Ready* status.

3. Select **Initiate Payments**.
   The *Create Multiple Wires from Templates* page appears.
4. Complete the required fields for each template selected.

   The fields available depend on if the wire is domestic or international.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Effective Date

The effective date the wire transaction will occur.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Create FX Wire

Use the *Create FX Wire* view to work with foreign currency wires.

Creating Foreign Currency Wires

1. Go to **Payments** > **Wire** > **Create FX Wire**.

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2. Obtain a quote by completing the required fields.

Destination Currency

Select the currency that wire funds are converting to.

Wire Amount

Enter the amount of the wire. Use the slide bar to indicate if the entered amount is a USD value or a destination currency value. For example, indicate if you are sending $1000.00 in USD or 1000 in Euros.

Get Quote

Displays the quote information, which includes the exchange rate, USD amount, foreign currency amount, fees, and total cost.

3. Enter the payment information by completing the fields.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Beneficiary

Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select **Add** to add another additional information line, or select **Delete** to remove an additional information line.

4. Select **Review**.
   You proceed to the *Review* tab.
5. Review the information entered to ensure that it is accurate.
6. Select **Confirm & Accept Quote**.
7. Review and agree to quote terms by selecting **Accept**.
8. Select **Confirm** to accept the quote contract.

   Changes cannot be made once the quote contract is accepted and confirmed.

   You proceed to the *Confirmation* tab, confirming that you have created a foreign currency wire.

From this screen, you can select **Create FX Wire**, **Create USD Wire**, or **View Wire Activity**.

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Wire Activity

Use the *Wire Activity* view to work with wires.

You can work with wires that are in the following statuses:

- *Pending Approval*
- *Approval Rejected*
- *Failed*
- *Expired*
- *Scheduled*

Three icons appear throughout the *Wire Activity* view.

When this icon appears beside a wire, it means that there is an information message available for this wire transaction.

When this icon appears beside a wire, it means that the wire transaction has been changed.

When this icon appears beside a wire, it means that the wire transaction has an error.

Select the **Transaction ID**, and the *Wire Detail: [Wire Transaction ID]* window appears and displays both wire payment and beneficiary information.

Searching for a Wire Payment

1. Go to **Payments** > **Wire** > **Wire Activity**.
2. In the *Search Wire Payment* panel on the left, complete the fields, as necessary.

Wire Company Name

Select the wire company or companies to search for from this drop-down list.

Wire Type

Select *Both*, *Domestic*, or *International* to specify the wire search type.

Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Ready for Quote*
- *Transmitted*
- *Cancelled*

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- *Posted*
- *Failed*
- *Expired*
- *Scheduled*

All options are selected by default. You can select one or multiple options.

Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Transaction ID

The transaction ID that generated when the wire was submitted.

OMAD

Stands for Output Messaging Accountability Data. This entry represents a combination of a date, destination identifier, and sequence number assigned to a FedWire message when it is processed by the Federal Reserve Bank Funds Transfer application.

Currency

Select a currency from the drop-down list that the financial institution supports.

Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

Effective Date

Enter the wire's *Specific Date* or *Date Range*, if applicable, and then enter the date using the calendar feature.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Editing a Wire

You can only edit USD (domestic and international) wires. You cannot edit foreign currency wires.

1. Go to **Payments** > **Wire** > **Wire Activity**.
2. Select the **Transaction ID**.
3. Select **Edit**.

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You can only edit if the wire transaction has a status of:

- *Pending Approval*
- *Approval Rejected*
- *Failed*
- *Expired*
- *Scheduled*

4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Approving or Rejecting a Wire

1. Go to **Payments** > **Wire** > **Wire Activity**.
2. Select the check box beside the **Transaction ID**.
3. Select **Approve** or **Reject**.
   The *Approve this Wire* or *Reject this Wire* dialog box appears.
4. Enter a comment in the field, and then select **Approve** or **Reject**.
   A confirmation message appears.

Canceling a Wire Transfer

You can only cancel USD (domestic and international) wires. You cannot cancel foreign currency wires.

1. Go to **Payments** > **Wire** > **Wire Activity**.
2. Select **Cancel Wire**.
   The *Cancel Wire* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

Recurring Wires

Use the *Recurring Wires* view you to work with recurring wires.

Only wires that were created with a recurring **Frequency** appear on this list.

Select the **Transaction ID**, and the *Recurring Wire Detail: [Wire Transaction ID]* appears and displays both wire payment and beneficiary information.

Searching for a Recurring Wire

1. Go to **Payments** > **Wire** > **Recurring Wires**.
2. In the *Search Recurring Wire* panel, complete the fields, as necessary.

Status

Select any combination of the following options:

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- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Cancelled*
- *Scheduled*
- *Completed*
- *Failed*

All options are selected by default. You can select one or multiple options.

Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Transaction ID

The transaction ID that generated when the wire was submitted.

Frequency

Select any combination of the following options:

- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All are selected by default.

Wire Amount

Select *Specific Amount* or *Amount Range* from this drop-down list, and then enter the wire amount, if applicable.

Next Payment Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature. Select *Specific Date* to search for when a scheduled wire is going to be transmitted next on a specific date. Select *Date Range* to search for when a scheduled wire is going to be transmitted next within a date range.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

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3. Select **Search**.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Editing a Recurring Wire

1. Go to **Payments** > **Wire** > **Recurring Wires**.
2. Select the **Transaction ID**.
3. Select **Edit**.
   You cannot edit a recurring wire in a *Pending Approval* status.
4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Canceling a Recurring Wire Series

1. Go to **Payments** > **Wire** > **Recurring Wires**.
2. Select **Cancel Series** beside the recurring wire.
   The *Cancel Wire* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Wire**.

Wire Templates

Use the *Wire Templates* view to work with wire templates.

You can sort the information in ascending or descending order by selecting individual column headers. Select templates with a **Ready** status to initiate a payment.

From this view, you can also work with templates to perform the following options, based on status:

- Approve or reject payments
- View templates
- Initiate payments
- Delete templates
- Edit templates
- Search templates
- Create templates

Creating a Wire Template

1. Go to **Payments** > **Wire** > **Wire Templates**.
2. Select **Create New Template**.
3. Select whether the wire template is *Domestic* or *International*.

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4. Complete the following fields on the *Payment and Beneficiary Information* tab.

Template Name

Enter the name of the template.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Select the affected debited wire accounts.

Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select **Add** to add another additional information line, or select **Delete** to remove an additional information line.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that the wire template is ready.

From this screen, you can **Create Another Wire Template** or **View Wire Templates**.

Searching for a Wire Template

1. Go to **Payments** > **Wire** > **Wire Templates**.
2. Complete the fields in the *Search Templates* panel.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Template Name

Enter the name of the template.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Wire Type

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Select *Both*, *Domestic*, or *International* to specify the wire search type.

Status

Select *All* (default), *Pending Approval*, *Approval Rejected*, or *Ready* to narrow the search results.

Debit Account

Select the affected debited wire accounts.

Beneficiary Name

Enter the beneficiary's full name.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   The *Wire Templates* view allows you to view and work with templates that are in the following statuses: *Pending Approval*, *Approval Rejected*, or *Ready*.

You can select check boxes for certain templates or select all that are ready. Use the **Actions** drop-down menu to *Initiate*, *View*, *Edit*, or *Delete* a wire template. Select the **Template Name** link to view, edit, or delete its details.

Wire Beneficiaries

Use the *Wire Beneficiaries* view to work with beneficiaries.

You can work with beneficiaries that are in *Pending Approval*, *Approval Rejected*, or *Approved* status. The ability to edit or delete a beneficiary is limited if the beneficiary is linked to a wire template.

Beneficiary Name

Select to see the *Beneficiary Detail* window. From this window, depending on the status of the beneficiary, you can edit the details, and approve or reject this person as a beneficiary.

Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu:

- *View*
- *Initiate*
- *Delete*

Initiating Wire Payments

You can only initiate USD (domestic and international) wires using these steps.

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select one or more check boxes beside the appropriate **Beneficiary Name**.

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3. Select **Initiate Payments**.
   The *Wire Details* page appears.
4. Complete the required fields for each **Beneficiary Name** selected.

Beneficiary

The **Beneficiary** name field populates from the check boxes selected on the *Wire Beneficiaries* view. To adjust, start typing the name in this field, and the matching entry auto-completes. Select **Search** to select an existing beneficiary. Once selected, the beneficiary's information appears to the right of the field.

Wire Company

Select the wire company that will be used to originate the wire. All are selected by default.

Debit Account

Start typing the account number in this field, and the matching entry auto-completes. Select **Search** to select which account to debit.

Wire Amount

The amount of the wire transaction.

Frequency

Select one of the following options:

- *One Time*
- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

Effective Date

The effective date the wire transaction will occur.

Purpose

Enter a short description of what the wire is used for. Alpha, numeric, and special characters are allowed.

Additional Information

Enter a specific memo that the beneficiary can view when they receive the wire. Select **Add** to add another additional information line, or select **Delete** to remove an additional information line.

5. Select **Review**.
   You proceed to the *Review* tab.

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6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have created multiple wires.

Searching Beneficiaries

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. In the *Search Beneficiaries* panel on the left, complete the fields as necessary.

Type

Select *Both*, *Domestic*, or *International* to specify the beneficiary search type.

Status

Select *All* (default), *Pending Approval*, *Rejected*, or *Ready* to narrow the search results based on the beneficiary's status.

Name

Enter the beneficiary's full name.

Account Number

The account number tied to the beneficiary.

Bank ID

Enter the beneficiary's bank ID.

Bank Name

Enter the beneficiary's bank name.

Country

Select the country in which the beneficiary lives from the drop-down list.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Editing a Beneficiary

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select the **Beneficiary Name**.
   A *Beneficiary Detail* window appears.
3. Select **Edit**.
4. Edit the fields, as necessary.
5. Select **Review**.
   Success! This Beneficiary is ready for use appears.

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Approving or Rejecting a Beneficiary

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select the check box next to the **Beneficiary Name**.
3. Select **Approve** or **Reject**.
   The *Comments For Status Change* dialog box appears.
4. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

You can also approve or reject a beneficiary while editing a beneficiary on the *Beneficiary Detail* window. From this window:

1. Select **Approve** or **Reject**.

   The *Comments For Status Change* dialog box appears.
2. Enter a comment in the field, if necessary, and then select **Approve** or **Reject**.

Deleting a Beneficiary

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select **Delete Beneficiary**.
   The *Confirm Deletion* dialog box appears.
3. Enter a comment in the field, and then select **Delete Beneficiary**.
   This beneficiary is removed and no longer exists in the system.

Creating a Domestic Beneficiary

Domestic beneficiaries can receive single, future-dated, or recurring domestic wires.

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select **Create New Beneficiary**.
3. On the *Beneficiary Information* tab, select *Domestic*.
4. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Bank ID

Enter the beneficiary's bank ID.

Bank Name

Enter the beneficiary's bank name.

Bank City

Enter the city where the bank that the beneficiary uses is located.

Bank State

Enter the state where the bank that the beneficiary uses is located.

Account Number

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Enter the beneficiary's account number that receives the wire credit.

Re-enter Account Number

Re-enter the beneficiary's account number that receives the wire credit.

Name

Enter the beneficiary's full name.

Address

Enter the beneficiary's receiving location's address.

City

Enter the city where the bank that the beneficiary uses is located.

State

Enter the state where the bank that the beneficiary uses is located.

ZIP Code

Enter the ZIP code of the bank that the beneficiary uses.

Notes

Enter any additional information about this beneficiary.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have successfully created a domestic beneficiary. Depending on your settings, you may not be able to send a domestic wire to this beneficiary until they are in an *Approved* status.

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

Creating an International Beneficiary

International beneficiaries can receive immediate domestic intermediary or foreign bank wires.

1. Go to **Payments** > **Wire** > **Wire Beneficiaries**.
2. Select **Create New Beneficiary**.
3. On the *Beneficiary Information* tab, select *International*.
4. Select *USD* or *Foreign* for the **Currency Type** field.
5. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Account Number

Enter the beneficiary's account number that receives the wire credit.

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Re-enter Account Number

Re-enter the beneficiary's account number that receives the wire credit.

Name

Enter the beneficiary's full name.

Country

Enter the beneficiary's country.

Address

Enter the beneficiary's receiving location's address.

City

Enter the beneficiary's city.

State/Province/Territory

Enter the beneficiary's state, province, or territory information.

Postal Code

Enter the beneficiary's ZIP code.

Notes

Enter any additional information about this beneficiary.

Bank ID

Enter the beneficiary's bank ID. Select the drop-down menu to choose the applicable field of *Swift Code*, *IBAN Number*, or *Sort Code*.

Bank Name

Enter the name of the bank that the beneficiary uses.

Country

Enter the country where the bank that the beneficiary uses is located.

Bank Address

Enter the bank's address that the beneficiary uses.

City

Enter the city where the bank that the beneficiary uses is located.

State/Province/Territory

Enter the state, province, or territory where the bank that the beneficiary uses is located.

Postal Code

Enter the ZIP code of the bank that the beneficiary uses.

6. Select a situation and complete the corresponding steps.

   Your choice depends on your financial institution's requirements.

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Situation	Steps
Adding a domestic intermediary bank.	1. Select **Search**, and then select the correct bank from the *Bank Lookup* screen. The system auto-fills the required fields. 2. Enter the **Bank ID**, **Account Number**, **Notes**, **Bank Name**, **City**, and **State**. **Bank ID** and **Bank Name** are required fields.
Adding an international intermediary bank.	1. Enter the **Bank ID**, and then select if the ID is a *Swift Code*, *IBAN Number*, or *Sort Code* from the drop-down list. 2. Enter the **Bank City**, **Notes**, **Bank Name**, and **Bank Country**. **Bank ID**, **Bank Name**, and **Bank Country** are required fields.

7. Select **Review**.
   You proceed to the *Review* tab.
8. Review the information entered to ensure that it is accurate.
9. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have successfully created an international beneficiary. Depending on your settings, you may not be able to send an international wire to this beneficiary until they are in an *Approved* status.

From this screen, you can select **Send a Wire to this Beneficiary**, **Create Another Beneficiary**, or **Wire Beneficiaries**.

ACH

Within **Payments** > **ACH**, you can create ACH payments and templates, import layouts, view templates, ACH payments, and recurring ACH payment lists, and search ACH recipients.

Create ACH Payment

Use the *Create ACH Payment* view to create an ACH payment manually, initiate an ACH payment from a template, or upload a NACHA formatted file.

Creating an ACH Payment Manually

1. Go to **Payments** > **ACH** > **Create ACH Payment**.
2. Within the *Create Payment* tab, select *Manual Entry*.
3. Enter a **Payment Name**.
4. Enter the **ACH Company Name**, **ACH Company ID**, **SEC Code**, **Entry Description**, and **Discretionary Data** fields.
5. Select the **Restrict Payment** check box, if appropriate.

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6. Select an option from the **Frequency** drop-down list.

   Options are:

   - *One Time*
   - *Weekly*
   - *Every Two Weeks*
   - *Twice a Month*
   - *Monthly*
   - *Quarterly*
   - *Every 6 Months*
   - *Annually*

7. Select the **Effective Date** of this ACH payment using the calendar feature.
8. Select the **Offset Account**, if applicable.
9. Select **Add Recipients** to proceed to the *Manage Recipients* tab.
   a) Enter the **Recipient Name**.
   b) Enter the recipient's **ID Number**.
   c) Enter the recipient's **Account Number**.
   d) Select *Checking*, *Savings*, or *Loans* from the **Account Type** drop-down list.
   e) Enter the **Routing Number** for the previously entered **Account Number**.
   f) Select *DR* or *CR* from the **Credit/Debit** drop-down list to determine the type of ACH payment.
   g) Enter the **Amount** of this ACH payment.
   h) Select the **Prenote** check box, if appropriate.
   i) Select **Addenda**, enter the information, and then select **Save**, if appropriate.
   j) Select + to add a new recipient row, if necessary, and then complete the information.
10. Select **Review**.

    You proceed to the *Review* tab.
11. Review the information entered to ensure that it is accurate.
12. Select **Confirm**.

    You proceed to the *Confirmation* tab, confirming that you created an ACH payment.

Creating an ACH Payment from a Template

Select the template, confirm or update the recipient list, and then enter the effective date within this task.

1. Go to **Payments** > **ACH** > **Create ACH Payment**.
2. Within the *Create Payment* tab, select *From Template*.
3. Select the check box beside the appropriate template name, and then select **Initiate Selected Templates**.

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The *ACH Payments Detail* screen appears.

4. Change the **ACH Company ID**, **SEC Code**, **Entry Description**, and **Discretionary Data** fields, as needed.
5. Select the **Restrict Payment** check box, if appropriate.
6. Select an option from the **Frequency** drop-down list.

   Options are:

   - *One Time*
   - *Weekly*
   - *Every Two Weeks*
   - *Twice a Month*
   - *Monthly*
   - *Quarterly*
   - *Every 6 Months*
   - *Annually*

7. Select the **Effective Date** of this ACH payment using the calendar feature.
8. Select the **Offset Account**, if applicable.
9. Select **Add Recipients** to proceed to the *Manage Recipients* tab.
   a) Enter the **Recipient Name**.
   b) Enter the recipient's **ID Number**.
   c) Enter the recipient's **Account Number**.
   d) Select *Checking*, *Savings*, or *Loans* from the **Account Type** drop-down list.
   e) Enter the **Routing Number** for the previously entered **Account Number**.
   f) Select *DR* or *CR* from the **Credit/Debit** drop-down list to determine the type of ACH payment.
   g) Enter the **Amount** of this ACH payment.
   h) Select the **Prenote** check box, if appropriate.
   i) Select **Addenda**, enter the information, and then select **Save**, if appropriate.
   j) Select **Add** to add a recipient row, if necessary, and then complete the information.
10. Select **Review**.

    You proceed to the *Review* tab.
11. Review the information entered to ensure that it is accurate.
12. Select the **Apply Updates to the Template** check box, if appropriate.

    This updates the template saved on the *ACH Templates* page.
13. Select **Confirm**.

    You proceed to the *Confirmation* tab, confirming that you created an ACH payment from a template.

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From this screen, you can **Create Another Payment** or view **ACH Payment Activity**.

Creating an ACH Payment from Multiple Templates

Select the templates, confirm or update the recipient list, and then enter the effective date within this task.

1. Go to **Payments** > **ACH** > **Create ACH Payment**.
2. Within the *Create Payment* tab, select *From Template*.
3. Select the check boxes beside the appropriate template names, and then select **Initiate Selected Templates**.
   The *ACH Payments Detail* screen appears.
4. Select the **One Effective Date for all Templates** check box, if appropriate.
   a) Select an option from the **Frequency** drop-down list.
      Options are:
      - *One Time*
      - *Weekly*
      - *Every Two Weeks*
      - *Twice a Month*
      - *Monthly*
      - *Quarterly*
      - *Every 6 Months*
      - *Annually*

   b) Select the **Effective Date** of this ACH payment using the calendar feature.
5. Select **Edit Batch** within each section of the *ACH Payments Detail* screen, as needed.
   From this subsection details screen, you can change the **ACH Company ID**, **SEC Code**, **Entry Description**, and **Discretionary Data**. Select to remove a specific recipient. You can also add recipients by performing the following steps.
   a) Select **Add Recipient**.
   b) Enter the **Recipient Name**.
   c) Enter the recipient's **ID Number**.
   d) Enter the recipient's **Account Number**.
   e) Select *Checking*, *Savings*, or *Loans* from the **Account Type** drop-down list.
   f) Enter the **Routing Number** for the previously entered **Account Number**.
   g) Select *DR* or *CR* from the **Credit/Debit** drop-down list to determine the type of ACH payment.
   h) Enter the **Amount** of this ACH payment.
   i) Select the **Prenote** and **Hold** check boxes, if appropriate.
   j) Select **Addenda**, enter the information, and then select **Save**, if appropriate.

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k) Select **Save** after changing the information to proceed.

6. Review the information entered on the *ACH Payments Detail* screen to ensure that it is accurate.
7. Select **Review**.
8. Select **Confirm**.

Uploading a NACHA Formatted File

1. Go to **Payments** > **ACH** > **Create ACH Payment**.
2. Within the *Create Payment* tab, select *Upload NACHA Formatted File*.
3. Select **Browse** beside **Select File**, and browse to and select the appropriate file.

   Your file must be formatted to NACHA specifications and all ABA numbers must be accurate. The company header record must match a company that you are entitled to create ACH batches for.
4. Select **Upload**.

ACH Payment Activity

Use the *ACH Payment Activity* view to work with ACH payments.

You can select to **Approve** and **Reject** from the *ACH Payment Activity* panel.

You can also select **UnInitiate** or **Cancel** to stop a payment that is already in an *Initiated* status. Selecting **Create New Payment** redirects you to the *Create ACH Payment* view.

Select the **Transaction ID** link to access the *Payment Detail* screen, which displays the details of the payment and recipients. Select **Close** to return to the *ACH Payment Activity* view.

Searching ACH Payments

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select either the *All* or *Reversal* radio button.
3. Complete the fields in the *Search ACH Payment Activity* panel.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Status

Select one of the following from the drop-down list:

- *All*
- *Pending Approval*
- *Approval Rejected*
- *Initiated*
- *Uninitiated*

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- *Cancelled*
- *Failed*
- *Expired*
- *Scheduled*

The default is *All*.

ACH Company Name

Select the ACH company or companies to search for from this drop-down list.

Batch Name

Enter the name of the batch.

Transaction ID

Enter the transaction ID number if searching for a specific payment that originated in Treasury Management.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

Debit Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Credit Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Initiated Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

Effective Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

4. Select **Search**.
   The *ACH Payment Activity* panel updates with ACH payments matching the criteria entered, and the number of results appears at the bottom. The *ACH Payment Activity* panel allows you to view and work with payments that are in the following statuses:

   - *Pending Approval*
   - *Approval Rejected*
   - *Initiated*
   - *Uninitiated*
   - *Cancelled*

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- *Failed*
- *Expired*
- *Scheduled*

Select the **Transaction ID** link to access the *Payment Detail* page. This is where you can see audit, description, and discretionary data.

Editing an ACH Payment

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select the **Transaction ID**.
3. Select **Edit Payment**.

   You can only edit if the ACH payment has a status of:

   - *Pending Approval*
   - *Approval Rejected*
   - *Failed*
   - *Expired*
   - *Scheduled*
4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Approving or Rejecting an ACH Payment

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select the check box beside the **Transaction ID**.
3. Select **Approve** or **Reject**.
   The *Comments For Status Change* dialog box appears.
4. Enter a comment in the field, and then select **Approve** or **Reject**.
   A confirmation message appears.

Canceling an ACH Payment Activity

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select **Cancel**.
   The *Confirm Cancel Payment* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Payment**.

Uninitiating an ACH Payment Activity

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select **Uninitiate**.
   The *Confirm Uninitiate* dialog box appears.

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3. Enter **Comments**, and then select **Uninitiate Payment**.

Recurring ACH Payments

Use the *Recurring ACH Payments* view to work with ACH payments that are recurring.

Selecting **Create New Payment** redirects you to the *Create ACH Payment* view.

Select the **Transaction ID** link to access the *Payment Detail* screen, which displays the details of the payment and recipients.

Select **Close** to return to the *Recurring ACH Payments* view.

Searching Recurring ACH Payments

1. Go to **Payments** > **ACH** > **Recurring ACH Payments**.
2. Complete the fields in the *Search Recurring ACH Payments* panel.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Status

Select one of the following from the drop-down list:

- *All*
- *Pending Approval*
- *Approval Rejected*
- *Cancelled*
- *Scheduled*
- *Completed*

The default is *All*.

ACH Company Name

Select the ACH company or companies to search for from this drop-down list.

Batch Name

Enter the name of the batch.

Transaction ID

Enter the transaction ID number if searching for a specific payment that originated in Treasury Management.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

Debit Amount

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Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Credit Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

Frequency

Select any combination of the following options:

- *Weekly*
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every Six Months*
- *Yearly*

All are selected by default.

Next Payment Date

Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   The *Recurring ACH Payments* screen updates with the recurring ACH payments matching the criteria entered and the number of results appears at the bottom. Select the **Transaction ID** link to access the *Details* page.

Editing a Recurring ACH Payment

1. Go to **Payments** > **ACH** > **Recurring ACH Payments**.
2. Select the **Transaction ID**.
3. Select **Edit Payment**.
   You cannot edit a recurring ACH payment in a *Pending Approval* status.
4. Edit the fields, as necessary.
5. Select **Review**.
6. Select **Confirm**.

Canceling a Recurring ACH Payment

1. Go to **Payments** > **ACH** > **Recurring ACH Payments**.

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2. Select **Cancel** beside the recurring ACH payment.
   The *Confirm Cancel Payment* dialog box appears.
3. Enter **Comments** about the cancellation, and then select **Cancel Payment**.

ACH Templates

Use the *ACH Templates* view to work with templates.

You can select **Create New Template** to proceed to the *Create Template* view.

You can select to *Clone*, *Delete*, or *Initiate* a batch from the **Actions** drop-down list.

Select the **Template Name** link to access the *Template Detail* screen, which displays the details of the recipients, including description, audit, and discretionary data. Select **Close** to return to the *ACH Templates* view.

You can also select *Edit* to change the template name, payment, recipient information, and other details.

Searching Templates

1. Go to **Payments** > **ACH** > **ACH Templates**.
2. Complete the fields in the *Search Templates* panel.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Status

Select *All* (default), *Pending Approval*, *Approval Rejected*, or *Ready* to narrow the search results.

ACH Company Name

Select the ACH company or companies to search for from this drop-down list.

Template Name

Enter the name of the template.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

Debit Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Credit Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Last Updated

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Select either *Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

3. Select **Search**.
   The *ACH Templates* view updates with templates matching the criteria entered and the number of results appears at the bottom. The *ACH Templates* view allows you to view and work with templates that are in the following statuses: *Pending Approval*, *Approval Rejected*, or *Ready*.

You can select check boxes for certain templates, or select all that are ready. Use the **Actions** drop-down menu to *Delete*, *Clone*, or *Initiate* a batch. Select the **Template Name** link to view, edit, or delete its details.

Create New Template

Use the *Create New Template* view to create templates and upload the NACHA formatted file.

Upload NACHA File

If you have a template that is already prepared and formatted to NACHA specifications, use this option to upload it for immediate use. The template is validated for proper NACHA formatting and all ABA numbers must be valid.

This process is the same process as described for the *Create ACH Payment* view.

Creating an ACH Template Manually

1. Go to **Payments** > **ACH** > **ACH Templates**.
2. Select **Create New Template**.
   The *Create ACH Template* screen appears.
3. On the *Create Template* tab, select *Manual Entry*.
4. Complete the fields on the *Create Template* tab.

Template Name

Enter the name of the template.

ACH Company Name

Either enter the name of the ACH company or select **Search**, and then choose **Select** beside the appropriate **Company Name**. The **ACH Company Name** selection populates the **ACH Company ID** and **SEC Code** fields automatically, and also enables the remaining fields.

ACH Company ID

The identification number of the ACH company.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

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Entry Description

Enter a description.

Discretionary Data

Enter any other necessary information.

Select the **Restrict Template** check box, if appropriate.

5. Select **Add Recipients**.
   You proceed to the *Manage Recipients* tab.
6. Select **Import Recipients From File**, if appropriate.
   a) Select whether the file is **Delimited** or **Fixed Position**.
      If selected, the button appears gray.
   b) Choose **Select File**, and then navigate to the file to import.
   c) Select **Upload**.
7. Select **Add Recipient**, if appropriate.
   a) Enter the **Recipient Name**.
   b) Enter the recipient's **Account Number**.
   c) Select *Checking*, *Savings*, or *Loans* from the **Account Type** drop-down list.
   d) Enter the **Routing Number** for the previously entered **Account Number**.
   e) Select *DR* or *CR* from the **Credit/Debit** drop-down list to determine the type of batch.
   f) Enter the **Amount** of this payment.
   g) Select the **Prenote** and **Hold** check boxes, if appropriate.
   h) Select **Addenda**, enter the information, and then select **Save**, if appropriate.
8. Select **Review**.
   You proceed to the *Review* tab.
9. Review the information entered to ensure that it is accurate.
10. Select **Confirm**.
    You proceed to the *Confirmation* tab, receiving a *Success! This template is pending approval* message in green at the top of the tab.

> **NOTE**
> From this screen, you can **Create New Template**, **Initiate Payment**, and view **ACH Payment Activity**.

ACH Recipients

Use *ACH Recipients* to work with the recipients of ACH payments.

Transaction ID / Batch Name

Select to access the *Detail* screen, which displays payment and recipient information.

> **NOTE**
> You can **Approve** or **Reject** the payment from the *Detail* screen.

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Searching for an ACH Recipient

1. Go to **Payments** > **ACH** > **ACH Recipients**.
2. Complete the fields in the *Search Recipients* panel.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Record Type

Select if the recipient receives a *Batch* or a single *Payment*, or select *Both*.

Recipient Name

Enter the name of the recipient of the single and/or batch payment.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

3. Select the **Pre Note**, **Hold**, and **Reversal** check boxes, if applicable.
4. Select **Search**.
   The *Recipients List* updates with the recipients matching the criteria entered, and the number of results appears at the bottom.

ACH Recipient Import Layout

Use the *ACH Recipient Import Layout* view to define the format for uploading a file of recipient records.

There are two **Upload Format** options available. If you select **Delimited**, indicate the order of the fields in your file. If you select *Fixed Position*, indicate the starting and ending positions of the fields in your file.

Determining the Import Layout

1. Go to **Payments** > **ACH** > **ACH Recipient Import Layout**.
2. Select a situation and follow the corresponding steps.

Situation	Steps
The upload format is delimited.	1. Select *Delimited* for the **Upload Format** field. 2. Enter the field location in the text box available to change the default positions for **Name**, **ID Number**, **Routing Number**, **Account Number**, **Amount**, and **Transaction Code**. **TIP**

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Situation	Steps
	If your file does not use **Transaction Code**, delete the number from that field to display the **Account Type** and **Transaction Type** fields, and use those entries instead. **NOTE** All field positions must be unique. If there is a duplicate entry, the box appears in red with a warning under it.
The upload format is fixed position.	1. Select *Fixed Position* for the **Upload Format** field. 2. Enter a **Begin** and **End** field location in the text boxes available to change the default positions for **Name**, **ID Number**, **Routing Number**, **Account Number**, **Amount**, and **Transaction Code**. Enter a **Begin** and **End** field location for **Account Type** and **Transaction Type**, if the file does not contain transaction codes. **NOTE** The **End** value must be greater than the **Begin** value. If the values match, the **End** value appears in red with a warning.

3. Complete the **Account Type** fields for **Checking Equals** and **Savings Equals** if the file does not contain transaction codes.
4. Complete the **Transaction Type** fields for **Debit Equals** and **Credit Equals** if the file does not contain transaction codes.
5. Select **Save**.

ACH Reversals

You can reverse full ACH payments or individual transactions, provided the payment included both credits and debits.

You can create an ACH reversal only during a specific window. Reversals are allowed:

- Before cutoff on the first through fifth days after the business day effective date.
- After cutoff on the first through fourth days after the business day effective date.

Reversing an ACH Payment

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select a transaction to reverse.
3. Select an option:
   - **Reverse Full Payment**
   - **Reverse Transaction(s)**

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> **NOTE**
> The **Reverse Full Payment** and **Reverse Transaction(s)** options only appear if the transaction is eligible for reversal based on the business day effective date and cutoff criteria.

If you select **Reverse Transaction(s)**, a *Reverse* check box appears next to each listed transaction.

4. Select individual transactions to reverse, if necessary.

   Held and prenote transactions cannot be reversed. Use the *Reversals Only* check box above the list of transactions to view only those transactions you have selected.

5. Select **Create Reversal**.
   The *Reverse ACH Payment* screen appears.
6. Review your reversal selections, and then select **Confirm**.

Positive Pay

Within **Payments** > **Positive Pay**, you can create Positive Pay items, work with Positive Pay and ACH exceptions, and work with Positive Pay output files and formats.

Check Exceptions

Use the *Check Exceptions* view to search for a specific Positive Pay exception and to view the available list of Positive Pay exceptions.

To find an exception, start typing either the **Account** number, **Check Number**, **Issued Amount**, **Paid Amount**, or **Issued Date** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

Select the **View Check** link in the *Check Number* column to view the front and back sides of the check used in the exception.

Select **Details** to view additional information including who updated the exception, the **DDA Batch Number**, and **DDA Sequence Number**.

Searching Check Exceptions

1. Go to **Payments** > **Positive Pay** > **Check Exceptions**.
2. Expand the *Search Check Exceptions* panel.
3. Select **Open Items** or **Decision History**.
4. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

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Check Number

Enter the number of the check used in the exception.

Issued Amount

Select either *Amount Range* or *Specific Amount* from the drop-down list, and then enter the amount in the text boxes.

Paid Amount

Select either *Amount Range* or *Specific Amount* from the drop-down list, and then enter the amount in the text boxes.

Issued Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

Payee

Enter the payee information.

5. Select **Search**.

Working with Check Exceptions

1. Go to **Payments** > **Positive Pay** > **Check Exceptions**.
2. Change the *Pay* or *Return* options as needed for each exception item.

   Or, you can select the column name check box for all exceptions to be marked the same way. (For example, if the **Pay** column check box is selected, all exceptions are marked as **Pay**.)
3. Select **Review**.
   A *Review Decisions* dialog box appears.
4. Ensure that the changes from the **Prior Decision** to **New Decision** are accurate.
5. Select **Save**.
   The following confirmation message appears: *Check Exception Decisions Saved Successfully!*

ACH Exceptions

Use the *ACH Exceptions* view to locate a specific exception item, mark an exception as pay or return, and review any decisions made.

To find an exception, start typing either the **Account** number, **Issuing Company** name, the **Type** of exception, **SEC** code, **Amount**, or **Description** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

Searching ACH Exceptions

1. Go to **Payments** > **Positive Pay** > **ACH Exceptions**.
2. Expand the *Search ACH Exceptions* panel.

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3. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

4. Select **Search**.

Working with ACH Exceptions

1. Go to **Payments** > **Positive Pay** > **ACH Exceptions**.
2. Change the *Pay* or *Return* options, as needed for each exception item.

   Or, you can select the column name check box for all exceptions to be marked the same way. (For example, if the **Pay** column check box is selected, all exceptions are marked as **Pay**.)
3. Select **Review** to ensure that the changes from the **Prior Decision** to **New Decision** are accurate.
4. Select **Save**.
   The following confirmation message appears: *ACH Exception Decisions Saved Successfully!*

Create/Import Check Issues

Use the *Create/Import Check Issues* view to upload or create issued items.

Enter Checks

Use this option to enter individual or multiple checks manually that have been issued into Treasury Management.

Upload File

Use this option to upload a file of issued check items.

Creating Issued Items

1. Go to **Payments** > **Positive Pay** > **Create / Import Check Issues**.
2. On the *Upload ARP File* tab, select *Enter Checks*.
3. Enter the account number for the **Account** field.

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4. Select **Add Row**.

   Repeat these steps for each issued item.

   a) Enter the **Check Number**.

   b) Enter the **Date Issued** of the check, or select date using the calendar feature.

      Use mm/dd/yyyy format.

   c) Enter the **Check Amount**.

   d) Select whether the transaction **Type** is *Credit*, *Debit*, or *Void*.

   e) Enter the name of the **Payee**.

5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you successfully processed the issued items.

Uploading Issued Items

1. Go to **Payments** > **Positive Pay** > **Create / Import Check Issues**.
2. On the *Upload ARP File* tab, select *Upload File*.
3. Enter the account number for the **Account** field.
4. Select the format of the file that you are uploading from the **Saved Format** drop-down list.
5. Choose **Select File**, browse to and select the file to upload, and then select **Open**.
6. Select **Upload**.
   You proceed to the *Managed Issued Items* tab.
7. Review the information entered to ensure that it is accurate.

   Select **Add Row** or the plus sign at the end of the row to add an issued item. You can also select the delete icon to remove an issued item.
8. Select **Review**.
   You proceed to the *Review* tab.
9. Review the information entered to ensure that it is accurate.
10. Select **Confirm**.
    You proceed to the *Confirmation* tab, confirming that you successfully processed the ARP items. You can now upload or enter additional ARP checks.

Check Upload Formats

Use the *Check Upload Formats* view to build an individual format for check uploads and to view the list of current upload formats.

> **NOTE**

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> If you select **Delimited**, indicate the order of the columns in your file. If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.

Creating a Check Upload Format

1. Go to **Payments** > **Positive Pay** > **Check Upload Formats**.
2. Select **Create New Format**.
   The *ARP Create Upload Format* page appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format** field.

   If **Fixed Position** is selected, the values entered in the following steps must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.
4. Enter a **Template Name**.
5. Enter the **Item Number** position.
6. Enter the **Item Amount** position.
7. Select either *Decimal Not Included* or *Decimal Included* from the **Amount Format** drop-down list.
8. Select either *Whole Dollar* or *Implied Decimal*, if this option is available.

   If *Whole Dollar* is selected, and you enter *789*, the output is *789.00*. If *Implied Decimal* is selected, and you enter *789*, the output is *7.89*.
9. Enter the **Issue Date** position.
10. Select a **Date Format** from the drop-down list.

    Options are:

    - *mmddyyyy*
    - *mm/dd/yyyy*
11. Enter the **Payee** position.
12. Select **Show Optional Fields**, if needed, and then add the position information for the remaining fields.

    The optional fields include:

    - **Account Number**
    - **Account Type**
      - **Checking Equals**
      - **Savings Equals**
    - **Debit / Credit**
      - **Debit Indicator**
      - **Credit Indicator**
    - **Void Date**

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    - **Date Format**
- **Void Indicator**
    - **Yes Indicator**
- **Stop Indicator**
    - **Yes Indicator**
- **Text Qualifier**
- **Field Delimiter**

13. Select **Save**.

Editing the ARP Upload Format

1. Go to **Payments** > **Positive Pay** > **Check Upload Formats**.
2. Select the **Template Name** link of the format to modify.
   The *ARP Edit Upload Format* page appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format** field.
    - If you select **Delimited**, indicate the order of the columns in your file.
    - If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.

> **NOTE**
> If **Fixed Position** is selected, the values entered must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.

4. Change the available fields, as needed.
5. Select **Save**.

ACH Filters

Use the *ACH Exception Filter List* to view the available filters.

Searching the ACH Exception Filters

1. Go to **Payments** > **Positive Pay** > **ACH Filters**.
2. Expand the *Search ACH Exception Filters* panel.
3. Complete the fields.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

ACH Company Name

Select the ACH company or companies to search for from this drop-down list.

ACH Company ID

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The identification number of the ACH company.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection. All are selected by default.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Expiration Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

4. Select *Allow* or *Disallow* to determine the availability of the **Expiration Filter**.
5. Select **Search**.

Stop Payment

Within **Payments** > **Stop Payment**, you can view and create stop payments.

> **NOTE**
> There may be a charge assessed with processing a stop payment. Review your financial institution's fee schedule for details.

Creating a Stop Payment

1. Go to **Payments** > **Stop Payment** > **Create Stop Payments**.
2. Enter the account number, nickname, or balance for the **Account** field, or select **Search** to find the account number.

   From the *Search Accounts* dialog box, you can find the account by typing the account number, nickname, or balance.
3. Select *Single Check* or *Range of Checks*, and then enter the check information in the text boxes available.

   If *Single Check* is selected, enter the **Check Date** and **Check Amount** information. If *Range of Checks* is selected, enter the check numbers in the text boxes available.
4. Enter the **Payee**, if applicable.
5. Enter **Remarks** about the stop payment.

   There can be up to four remarks made per stop payment.
6. Select **Review**.
   You proceed to the *Review* tab.
7. Review the information entered to ensure that it is accurate.
8. Select **Confirm**.

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You proceed to the *Confirm* tab. When the stop payment is processed, the following confirmation message appears with details: *Stop Payment successfully scheduled.*

Alternatively, the following message appears depending on permissions: *Your request has been submitted for approval.*

From this page, you can select **Add Another Stop Payment** or **Go to Stop Payment Activity**.

Stop Payment Activity

Use *Stop Payment Activity* to search active stop requests, filter the stop payments, view the details about stop payments, and approve, reject, or cancel stop payments.

All stop payments are listed in order of check date, with pending approvals shown at the top.

To find a stop payment, start typing either the account number, check number, amount of the stop payment, the status of the stop payment, or the payee number in the filter box at the top of the page.

Select **Details** to view the table information and, additionally, who entered the stop payment in the **Entered By** field, the **Remarks** about the stop payment, and the **Sequence ID** of the stop payment. Select **Close** to return to the table view.

Approving, Rejecting, and Canceling a Stop Payment

You can only approve, reject, and cancel a stop payment that is in a *Pending Approval* status.

1. Go to **Payments** > **Stop Payment** > **Stop Payment Activity**.
2. Select a situation and follow the corresponding steps.

Situation	Steps
Canceling a stop payment.	1. Select **Cancel** beside the stop payment to remove. A *Cancel Stop Payment* confirmation window appears stating: *Are you sure you want to cancel this stop payment?*
Approving a stop payment.	1. Select the check mark of the stop payment to approve. 2. Select **Approve**. An *Approve Stop Payments* confirmation window appears stating: *Are you sure you want to approve these stop payments?*
Rejecting a stop payment.	1. Select the check mark of the stop payment to reject. 2. Select **Reject**. A *Reject Stop Payments* confirmation window appears stating: *Are you sure you want to reject these stop payments?*

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3. Enter **Comments** as to why you are canceling, approving, or rejecting this stop payment.
4. Select **Confirm**, **Approve**, or **Reject**.

Searching Active Stop Payments

1. Go to **Payments** > **Stop Payment** > **Stop Payment Activity**.
2. Expand the *Search Active Stop Requests* panel.
3. Complete the fields in the *Search Active Stop Requests* panel, as necessary.

> **TIP**
> Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

Status

Select any combination of the following options:

- *Select All*
- *Pending Approval*
- *Approval Rejected*
- *Transmitted*
- *Cancelled*
- *Posted*
- *Failed*
- *Expired*
- *Scheduled*

All options are selected by default. You can select one or multiple options.

Check Number

Select *All*, *Specific Check Number*, or *Check Range* from the drop-down list. Then, enter the check number information in the text boxes available.

Check Amount

Select *Specific Amount* or *Amount Range* from the drop-down list. Then, enter the check amount information in the text boxes available.

Check Date

Select *Specific Date* or *Date Range* from the drop-down list. Then, enter the dates of the check in the text boxes available using the calendar feature.

Created Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the calendar feature.

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Payee

Enter the payee information.

4. Select **Search**.
   Stop Payment Activity updates with stop payments matching the criteria entered. *Stop Payment Activity* allows you to view stop payments that are in the following statuses: *Pending Approval*, *Approval Rejected*, *Approved*, *Cancelled*, or *Failed*.

Reporting

Use the **Reporting** menu to view various reports.

The default view is *All Reports* and it contains a combination of the *Favorite Reports*, *Custom Reports*, and *Standard Reports* views.

To find a report, start typing the report name in the **Filter Reports** box at the top of the page.

To view a report, select **Run Report** within the report name box, and then enter the search criteria.

To add a report to the *Favorite Reports* view, select **Favorite** within the report name box. A *Favorites saved successfully!* message appears, the star is filled in, and a color bar appears on the left side of the report name box. To remove the report from the *Favorite Reports* view, select **Favorite** again and the report is removed.

Sort the report's data using the table's column headers.

After running a report:

- You can **Download** the reports in PDF format.
- You can **Print** the report.

Running Reports

Steps *9* through *13* do not apply to all reports.

1. Go to **Reporting** > **All Reports** or choose a report type.
2. Select **Run Report** of the report to generate.
3. Expand the *Run Reports* search panel.
4. You can change the report selection using the **Select a Report** drop-down list, if necessary.
   The **Report Type** field defaults to the acceptable type of report that is selected. You cannot change the selection.
5. Select either *Date Range*, *Specific Date*, or *# of Prior Days* from the **Date** drop-down list, and then enter the dates using the calendar feature.

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This field is only available for certain reports. For date-specific reports (e.g., *Current Day Balance*, *Prior Day Balance*, *Current Day Transaction*, and *Prior Day Transaction*), the **Date** field defaults to the correct selection and you cannot change it.

6. Select *Checking* or *Loan* from the **Account Type** drop-down list.
7. Select one or multiple account numbers, or choose *Select All* from the **Account** drop-down list.
8. Determine how you want the report sorted from the **Sort By** drop-down list.
9. Select *Ascending* or *Descending*.
10. Select an option from the **Payment ID** drop-down list, if necessary.
    - Select *Specific Payment ID*, and then enter the ID in the **Specific Payment ID** field.
    - Select *Payment ID Range*, and then enter the dates in the **Payment ID Range** fields.
11. Select an option from the **Amount** drop-down list, if necessary.
    - Select *Specific Amount*, and then enter it in the space available.
    - Select *Between*, and then enter the numbers the amount falls between in the spaces available.
    - Select *Less Than*, and then enter the number you know that the amount is beneath in the space available.
    - Select *Greater Than*, and then enter the number you know that the amount is above in the space available.
12. Select an option from the **Payment Type** drop-down list, if necessary.
13. Select *Inbound*, *Outbound*, or *Both* from the **Transaction Type** drop-down list, if necessary.
14. Select *Debit*, *Credit*, or *Both*, if necessary.
15. Select **Run Report**.
    The information matching the criteria selected appears in the main panel.

Deleting Reports

You cannot delete any reports available as *Standard Reports*.

1. Select the **Reporting** menu.
2. Select **Favorite Reports** or **Custom Reports**.
3. Find the report to remove, and then select **Delete** inside the report box.
   A *Confirm Deletion* dialog box appears.
4. Select **Delete Report**.

Standard Reports

Select the report to view and/or configure that specific report's data.

The *Standard Reports* view has several default reports:

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- *Current Day Balance*
- *Current Day Transaction*
- *Date Range Balance*
- *Date Range Transaction*
- *EDI*
- *Prior Day Balance*
- *Prior Day Transaction*

Current Day Balance Report

Run the *Current Day Balance Report* to view the current day's balance information for all entitled accounts.

Field Definitions: Current Day Balance Report

The following fields are found on the *Current Day Balance Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Available Balance

The available balance for the account.

Collected Balance

The collected balance for the account.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Current Balance

The current balance of the account.

Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

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Current Day Transaction Report

Run the *Current Day Transaction Report* to view the day's transaction information for all entitled accounts.

Field Definitions: Current Day Transaction Report

The following fields are found on the *Current Day Transaction Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

Date Range Balance Report

Run the *Date Range Balance Report* to view a specific date range of balance information for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Field Definitions: Date Range Balance Report

The following fields are found on the *Date Range Balance Report*. They are in alphabetical order for quick reference.

Collected Balance

The collected balance for the account.

Date

Dates that were included in the **Date** filter.

Debits

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Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Opening Balance

The balance of the account number at the beginning of that day.

Date Range Transaction Report

Run the *Date Range Transaction Report* to view a specific date range of transactions for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Field Definitions: Date Range Transaction Report

The following fields are found on the *Date Range Transaction Report*. They are in alphabetical order for quick reference.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Balance

The balance of the account after the transaction. The *Balance* column disappears if the data is sorted in a way where the running balance is not applicable.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Date

Dates that were included in the **Date** filter.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

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Prior Day Balance Report

Run the *Prior Day Balance Report* to view the prior day's balance information for all entitled accounts.

Field Definitions: Prior Day Balance Report

The following fields are found on the *Prior Day Balance Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Available Balance

The available balance for the account.

Collected Balance

The collected balance for the account.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

Prior Day Transaction Report

Run the *Prior Day Transaction Report* to view the prior day's transaction information for all entitled accounts.

Field Definitions: Prior Day Transaction Report

The following fields are found on the *Prior Day Transaction Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

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The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

EDI Report

Run the *EDI Report* to view the day's EDI information for all entitled accounts.

Field Definitions: EDI Report

The following fields are found on the *EDI Report*. They are in alphabetical order for quick reference.

Date

Dates that were included in the **Date** filter.

Description

The details about the transaction.

Value

The value for the matching field.

Amount

The amount of the transfer.

Electronic Documents

When enabled, *Electronic Documents* allow users to view and manage statements and other documents in an interactive HTML format.

Electronic Documents is available from the **Reporting** menu.

Within *Electronic Documents*, you can access the following tabs to view documents and configure electronic document preferences:

- *My Statements*
- *My Notices*

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- *Documents*
- *Preferences*

Admin

Use the **Admin** menu to view the user list, create users, edit user permissions, and assign nicknames to accounts.

User List

Use the *User List* view to see the master list of users, edit their contact information, edit their permissions, reset their passwords, and approve or reject enrollments.

To find a user, start typing the **Login ID**, **User Name**, or **Enrollment Status** in the filter box at the top of the page. The users available narrow down as you type until the matching user remains.

Enrollment Status options are as follows:

- *New* - The user has been created but not yet submitted for approval. New users can only be **Not Enrolled** or **Inactive**.
- *Pending Approval* - The user was created and submitted for approval but is not yet approved. Users pending approval cannot be **Active**, only **Inactive**.
- *FI Pending Approval* - The user was created and submitted for approval but is not yet approved by a Back Office user. Users pending approval cannot be **Active**, only **Inactive**.
- *Enrolled* - The user setup was completed and approved by all required approvers, if applicable. This user can log on to the application and conduct business if the **Active / Inactive** toggle is set to *Active*. An enrolled user can be **Active** or **Inactive**.
- *Not Enrolled* - The user was created, but the entitlement process may not be complete, or the creator is not yet ready to allow this new user to log on. This could be a new user that has not yet started their position. Not enrolled users can only be **Inactive**.
- *Active* - The user was created, approved, enrolled, and set to **Active**. This user can log on to the Treasury application and conduct any business they are entitled to do.
- *Inactive* - The user may be created, approved, and enrolled, but **Inactive** status prohibits the user from logging on. **Inactive** can be used for a user that is temporarily away from their duties.
- *Edited* - The user's account access or entitlements were edited. Edited users can be **Active** or **Inactive**.
- *Super Users* - Super users have access to all accounts and product feature permissions enabled for the company. This includes accounts and product features enabled in the future.
- *Admin* - Admins can add, edit, delete, and approve company users in the Treasury Management channel.

You can also select **Create New User** from the *User List* view.

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Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu on the *Account Lists* page:

- *View User* - If the information has been previously edited, you can select **Show Unsubmitted Edits** to see the changes made, who made the changes, and at what time those changes were made.
- *Reset Password*
- *Edit User* - You can set limits for payment types and delete users.
- *Copy User* - You can copy an existing user to make a new user with the same access, entitlements, and limits.

Viewing User Information

1. Go to **Admin** > **User List**.
2. Select *View User* from the **Actions** drop-down list beside the appropriate user.
3. Scroll through the *User Information*, *Account Access*, and *Entitlements* options to view specific information.

Select **Show Unsubmitted Edits** to view any changes that have been made but not yet saved. You can **Submit** those changes or **Discard All Edits**, if appropriate. You are also able to select **Edit** to modify the user information as needed.

Resetting Passwords

1. Go to **Admin** > **User List**.
2. Select *Reset Password* from the **Actions** drop-down list beside the appropriate user.
3. Select *Auto Generate Password* or *Manually Set Password*.
4. Enter a **Temporary Password** if *Manually Set Password* is selected.
5. Select **Send Password**.

Copying a User

You can copy an existing user to make a new user with the same access, entitlements, and limits.

1. Go to **Admin** > **User List**.
2. Select *Copy User* from the **Actions** drop-down list beside the appropriate user.
3. Enter the **Name** of the new user.
4. Enter the **Login ID** of the new user.
5. Enter the **Department** the new user belongs to.

   This field is not required.

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6. Enter the **Email** address of the new user.
7. Enter the **Phone** number with the area code, and then enter the extension, if needed.
8. Enter the **Fax** number with the area code.

   This field is not required.
9. Select whether the new user is a **Super User**, **Admin**, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

> **NOTE**
> By default, the new user has the same permissions as the copy-from user.

10. Select **Save Changes**.
11. On the following fields, adjust the new user's access as needed:

- *Account Access*
- *IP Access*
- *Time Access*
- *Entitlements*
- *User Limits*

> **NOTE**
> By default, the new user has the same access and entitlements as the copy-from user.

12. Select **Submit for Enrollment**.

Editing User Information

1. Go to **Admin** > **User List**.
2. Select *Edit User* from the **Actions** drop-down list beside the appropriate user.
3. On the *User Information* tab, change the fields as needed, and then select **Save Changes**.

   You can change these fields:

- **Name**
- **Login ID**
- **Department**
- **Email**
- **Phone** number
- **Fax** number
- **Super User Status**
- **Admin Status**

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4. On the *Account Access* tab, select the **User Has Access** check box beside the accounts that the user should see on their *Account List* page, and then select **Save Changes**.

   If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.
5. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.
6. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.
7. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**.

   You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer, Stop Payment, Integrated Services, and Wire.

   Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.
8. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit**/**Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

   You can set user limits for ACH, Internal Transfer, and Wire.

Ensure that you have saved all changes throughout this page, and select **Back to User List**.

Creating a User

Use *Create New User* to create a user and set their permissions.

Required fields are marked with a red asterisk in Treasury Management.

1. Go to **Admin** > **Create a User**.
2. Enter the **Name** of the new user.
3. Enter the **Login ID** of the new user.
4. Enter the **Department** the new user belongs to.

   This field is not required.
5. Enter the **Email** address of the new user.
6. Enter the **Phone** number with the area code, and then enter the extension, if needed.
7. Enter the **Fax** number with the area code.

   This field is not required.
8. Select whether the new user is a **Super User**, **Admin**, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This includes accounts and product features enabled in the future.

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Admin

An admin can add, edit, delete, and approve company users.

9. Select **Save Changes**.
10. On the *Account Access* tab, select the **User Has Access** check box beside the accounts that the user should see on their *Account List* page, and then select **Save Changes**.

    If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.
11. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.
12. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.
13. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**.

    You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer, Stop Payment, Integrated Services, and Wire.

    Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.
14. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit**/**Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

    You can set user limits for ACH, Internal Transfer, and Wire.

Account Nicknames

Use the *Account Nicknames* view to provide a unique nickname for each account. Nicknames are required.

To find an account, start typing the **Account Number**, **Account Type**, or **Account Nickname** in the filter box at the top of the page. The accounts available narrow down as you type until the matching account remains.

Editing Account Nicknames

1. Go to **Admin** > **Account Nicknames**.
2. Select a situation and follow the corresponding steps.

Situation	Steps
Editing a single account nickname.	1. Select beside the appropriate account. 2. Enter the **Account Nickname** in the available text box.

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Situation	Steps
	3. Select the check mark beside the text box to save changes.
Editing all account nicknames.	1. Select **Bulk Edit Nicknames**. 2. Enter all the **Account Nicknames** needed. 3. Select **Save**.

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