

# TREASURY MANAGEMENT

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## ADMIN

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**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.

# TREASURY MANAGEMENT

## Admin Menu

Use the **Admin** menu to view the **User List**, **Create a User**, edit user permissions/entitlements, and assign **Account Nicknames** to accounts.

### User List

Use the **User List** view to see the master list of users, edit their contact information, edit their permissions/entitlements, 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.

### Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu on the **User List** 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.
- **Edit User** - You can set permissions/entitlements, limits for payment types and delete users.
- **Copy User** - You can copy an existing user to make a new user with the same access, permissions/entitlements, and limits.

The screenshot shows the Treasury Management interface. At the top, there are navigation links for Message Center, Notifications, Cut-Off Times, Last Login (10/16/2024, 10:39 AM, EST), and a user profile (Hi, implementation (PAA2266)). Below this is a menu bar with DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The ADMIN menu is open, showing options for User List, Create a User, and Account Nicknames. Below the menu is the User List page, which has a search filter box and a table of users. The table has columns for TM User ID, Digital ID, User Name, TM Enrollment Status, and TM Status. The first three rows are visible: tclark (Tabitha Clark), testuser01 (TEST USER IMPL), and TMS2024 (TM Support Admin, Super User). The last two rows are partially visible: unifieduser (Unified User Super User) and wburke (Will Burke Admin, Super User). Each row has an Actions drop-down menu. The Actions menu for the first row is open, showing options for View User, Security and Password Settings, Edit User, and Copy User. At the bottom of the page, there is a pagination bar showing 'Viewing 11 - 15 of 15' and a page number '2' selected.

# TREASURY MANAGEMENT

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## Admin Menu

### Enrollment Status defined:

- **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 the financial institution. Users pending approval cannot be **Active**, only **Inactive**.
- **Enrolled** - The user setup was completed and approved by all required approvers. This user can log on to the Treasury 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 Admin 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**.

# TREASURY MANAGEMENT

## Admin Menu

### Viewing User Information

Navigate to **Admin** → **User List**, then from the **Actions** dropdown list, select **View User** to see the appropriate user. Here you can 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 or **Delete User**.

The screenshot shows the Treasury Management Admin interface. At the top, there are navigation links for Message Center, Notifications, Cut-Off Times, Last Login (10/16/2024, 10:39 AM, EST), and a user profile (Hi, implementation (PAA2266)). The main navigation bar includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The ADMIN menu is expanded, showing options for User List, Create a User, and Account Nicknames. Below this, the 'Back to User List' link is visible. The main content area displays the 'Implementation' user profile, which is active. The profile includes a 'User Information' tab and a 'Delete User' button. The user information is as follows:

User Information	User Information
Account Access	Name: * Implementation
IP Access	TM User ID: * implementation
Time Access	Department: TM
ACH	Email: * kristensmerlas@nbofi.com
Entitlements	Phone: * 317-686-8661 Ext:
User Limits	Fax:
	Super User: Yes
	Admin: Yes

# TREASURY MANAGEMENT

## Admin Menu

### Editing User Information

Navigate to **Admin** → **User List**, then from the **Actions** dropdown list, select **Edit User** to see the appropriate user.

In the **User Information** tab, change the fields as needed, and then select **Save Changes**.

- **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.
- **Admins** can add, edit, delete, and approve company users in the Treasury Management channel.

Continue down the lefthand column to establish the rest of the user's entitlements. Follow the subsequent pages in this guide for additional details.

Back to User List

Implementation Status: Active Submit for Approval

Edited by Implementation 10/16/2024 at 2:59PM

**Note:** Changes have been made to this user that have not been submitted for approval. You may resume editing, submit the current edits for approval, or you may take the option to discard all edits. Discard All Edits

**User Information** Delete User

Account Access Name: \* Implementation

IP Access TM User ID: \* implementation

Time Access Department: TM

ACH Email: \* implementation@nbofi.com

Entitlements Phone: \* 317 - 686 - 8661 Ext:

User Limits Fax: - -

POSITIVE PAY Super User:  ACTIVE

Entitlements Admin:  ACTIVE

REPORTING

Entitlements

TRANSFER/LOAN PAYMENT

Entitlements

**Note:** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

Save Changes Reset

**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.

# TREASURY MANAGEMENT

## Admin Menu

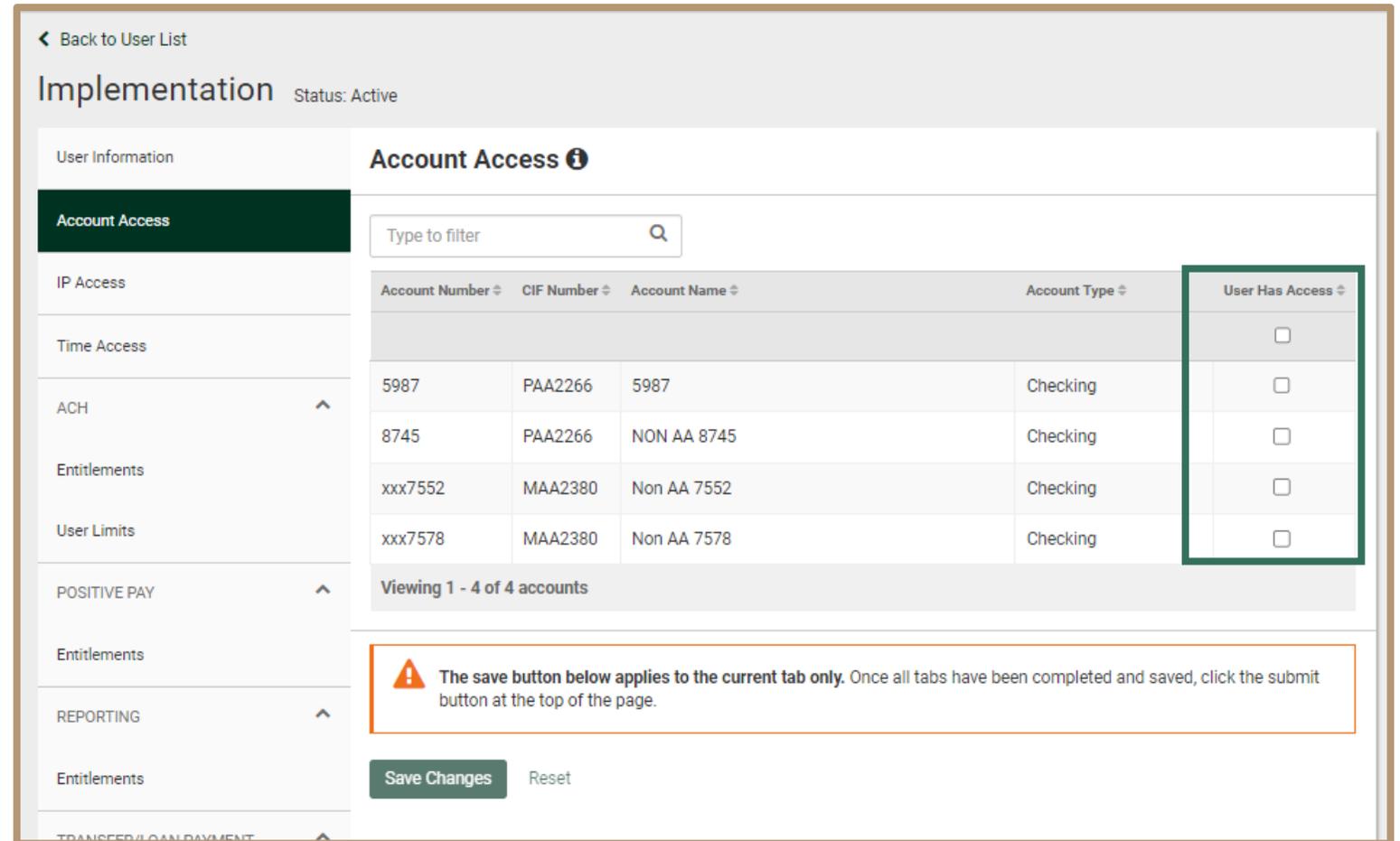
### Account Access

Use the **Account Access** section to select the accounts that the user will have access to on the **Account List** page. This will also determine which accounts the user can be given product features and permissions/entitlements for.

Check the box in the **User Has Access** column to allow user access to a specific account.

Select **Save Changes**.

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Back to User List

### Implementation

 Status: Active

# TREASURY MANAGEMENT

## Admin Menu

### IP Access

Use **IP Access** to create a white-list of IP addresses for a user.

Use the **Unrestricted/Restricted** toggle to work with this menu. Then enter the **Public IP Address** and **Name**.

Use the + symbol option to add or remove IP Address information on this list.

Implementation Status: Active

User Information | IP Access **RESTRICTED**

Account Access | Available IP Addresses

Public IP Addresses	Name
123 . 45 . 78 . 90	<input type="text"/>
83 . 65 . 45 . 123	<input type="text"/>

**!** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

**Save Changes** Reset

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# TREASURY MANAGEMENT

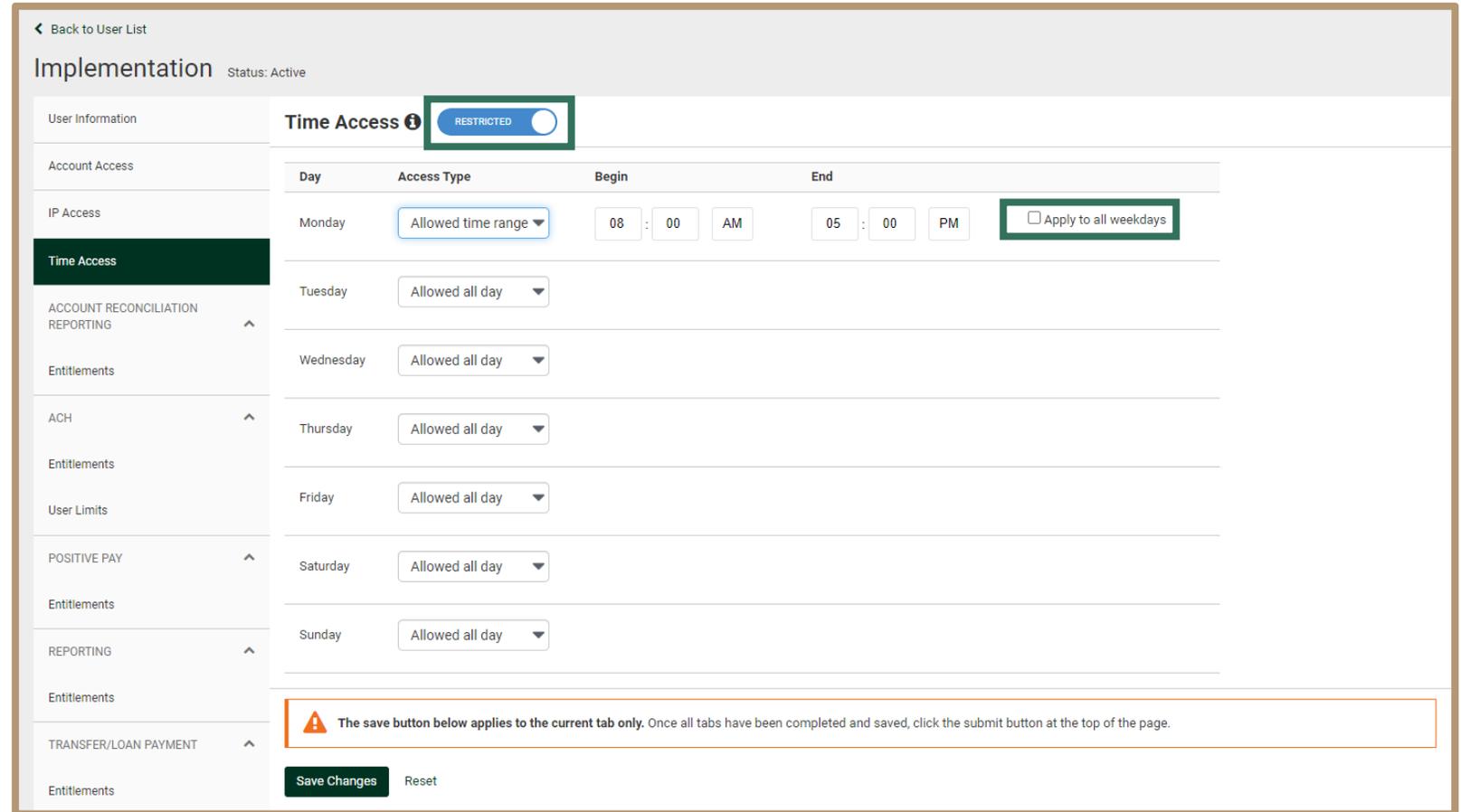
## Admin Menu

### Time Access

Use **Time Access** to set times during which the user will have access to login to the Treasury system.

Use the **Unrestricted/Restricted** toggle to work with this menu. Then enter the **Access Type** and **Begin/End** times where applicable.

If the same **Access Type** applies to all weekdays, you can conveniently select the checkbox for **Apply to all weekdays**.



Day	Access Type	Begin	End
Monday	Allowed time range	08 : 00 AM	05 : 00 PM
Tuesday	Allowed all day		
Wednesday	Allowed all day		
Thursday	Allowed all day		
Friday	Allowed all day		
Saturday	Allowed all day		
Sunday	Allowed all day		

**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.



Questions? Please contact our Treasury Management Support Team at 317-261-0333 or [treasurymanagement@nbofi.com](mailto:treasurymanagement@nbofi.com).

# TREASURY MANAGEMENT

## Admin Menu

### ACH Entitlements

Start by assigning **ACH Company Access** to the user by selecting **Manage ACH Companies**. Then use the checkbox to assign **ACH Company Access**. Select **Save**.

The screenshot displays the 'ACH Entitlements' section of the Treasury Management Admin Menu. The 'Manage ACH Companies' button is highlighted with a green box and an arrow. A modal window titled 'Manage ACH Company Access' is open, showing a table of available ACH companies. The 'NBI TM' company is selected with a checked checkbox, also highlighted with a green box. The 'Save' button at the bottom of the modal is highlighted with a green box.

**Manage ACH Company Access**

Search Available ACH Companies 🔍

<input type="checkbox"/>	Company Name ↕	Company ID ↕	SEC Code ↕	Entry Description ↕	Discretionary Data ↕
<input checked="" type="checkbox"/>	NBI TM	1000000444	CCD, CTX, PPD	PAYMENT	NBOFI TM TEST
<input type="checkbox"/>	PENNPROJECT	01-1111111	CCD, CTX, PPD	PAYMENT	ACH TREASURY TEST
<input type="checkbox"/>	PENNPROJECT2	01-1111111	CCD, CTX, PPD	PAYMENT	ACH TREASURY TEST

**Save** Cancel

# TREASURY MANAGEMENT

## Admin Menu

### ACH Entitlements

**Restricted Batch** gives the user the ability to restrict batch payments and batch approvals from the view of other users.



### ACH Templates

- Create ACH Template
- Full Edit ACH Template – the user can edit information within a template.
- Partial Edit ACH Template – the user can only edit amounts, prenote, and hold selections, and edit addenda information.
- Delete ACH Template
- Approve ACH Template – requires action by the financial institution.

### ACH Payments

- Create ACH Payment
- Full Edit ACH Payment – the user can edit scheduled and recurring payments.
- Delete ACH Payment
- Approve ACH Payment
- Partial Edit ACH Payment – the user can only edit amounts, prenote, and hold selections, and addenda information.
- File Upload Edit – the user can clear a batch within a multi-batch ACH upload file during the initiation process.

### Recipients

- Create Recipient
- Edit Recipient
- Delete Recipient
- Approve Recipient – requires action by the financial institution.

### Review – **COMING SOON**

- ACH Notification of Change
- ACH Returns (currently available in eStatements)

**ACH Entitlements**

ACH Company Access: NBI TM, PENNPROJECT, PENNPROJECT2 Manage ACH Companies

**Restricted Batch**

**ACH Templates**

	Create ACH Template	Full Edit ACH Template	Partial Edit ACH Template	Delete ACH Template	Approve ACH Template
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ACH Payments**

	Create ACH Payment	Full Edit ACH Payment	Delete ACH Payment	Approve ACH Payment	Partial Edit ACH Payment	File Upload Edit
<a href="#">Toggle row</a>	<input type="checkbox"/>					

**Recipients**

	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Review**

	ACH Notification of Change	ACH Returns
<a href="#">Toggle row</a>	<input type="checkbox"/>	<input type="checkbox"/>

**Warning:** The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

**Save Changes** Reset

**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.

# TREASURY MANAGEMENT

## Admin Menu

### ACH User Limits (DAILY)

**Product Daily Limit** is assigned by the financial institution and is not an editable field. If this limit needs adjusted, please contact your Treasury Management Officer.

**Daily Initiation Limit**, is the limit when creating ACH batches.

**Approval Limit**, is the limit when approving ACH batches that are in **Pending Approval** status.

The **Transaction Limit** and **Daily Limit** must also be assigned for each available ACH Company.

[Back to User List](#)

Implementation Status: Active [Submit for Approval](#)

Edited by Implementation 10/17/2024 at 1:32PM

**Note:** Changes have been made to this user that have not been submitted for approval. You may resume editing, submit the current edits for approval, or you may take the option to discard all edits. [Discard All Edits](#)

User Information	<b>ACH User Limits</b>
Account Access	Product Daily Limit: <input type="text" value="\$100,000.00"/>
IP Access	Daily Initiation Limit: <input type="text" value="\$15.00"/>
Time Access	Approval Limit: <input type="text" value="\$15.00"/>
ACH	
Entitlements	<input type="text" value="Type to filter"/> <input type="button" value="Q"/>
<b>User Limits</b>	
POSITIVE PAY	
Entitlements	
REPORTING	
Entitlements	
TRANSFER/LOAN PAYMENT	
Entitlements	

**The save button below applies to the current tab only.** Once all tabs have been completed and saved, click the submit button at the top of the page.

[Save Changes](#) [Reset](#)



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# TREASURY MANAGEMENT

## Admin Menu

### Positive Pay Entitlements

#### Check Exceptions

#### Upload/Create ARP Files

- Allows the user to upload issued checks for Positive Pay.

#### Download ARP Files

- Allows the user to work with, view and download Positive Pay reports for issued and decisioned items.

#### Work ARP Exceptions

- Allows the user to decision Positive Pay exception items.

The screenshot displays the 'Implementation' page for a user. At the top, there is a 'Back to User List' link and the user's status is 'Active'. A 'Show Unapproved Edits' link is in the top right. A note states: 'Note: This user is Pending Approval. No updates to this user can be made at this time.' Below the note is a sidebar menu with options: User Information, Account Access, IP Access, Time Access, ACH, Entitlements, User Limits, and POSITIVE PAY. The 'Entitlements' section is expanded, showing 'Positive Pay Entitlements' with sub-tabs for 'Check Exceptions', 'ACH Exceptions', and 'ACH Filters'. The 'Check Exceptions' tab is active and contains a search bar and a table with columns: Account Number, Account Name, Upload/Create ARP Files, Download ARP Files, and Work ARP Exceptions. The table lists two accounts: 5987 and 8745 (NON AA 8745).

Account Number	Account Name	Upload/Create ARP Files	Download ARP Files	Work ARP Exceptions
5987	5987	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8745	NON AA 8745	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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# TREASURY MANAGEMENT

## Admin Menu

### Positive Pay Entitlements

### ACH Exceptions

### Work ACH Exceptions

- Allows the user to decision ACH exception items.

**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.

The screenshot shows the Treasury Management Admin Menu interface. At the top, there is a navigation bar with the bank logo, user name (Hi, implementation (PAA2266)), and various utility links like Message Center, Notifications, and Cut-Off Times. The main content area is titled 'Implementation' and shows the user's status as 'Active'. A note indicates that the user is pending approval. The 'Positive Pay Entitlements' section is active, showing a table of account information. The table has columns for Account Number, Account Name, and Work ACH Exceptions. The 'Work ACH Exceptions' column contains checkboxes for each account.

Account Number	Account Name	Work ACH Exceptions
5987	5987	<input type="checkbox"/>
8745	NON AA 8745	<input type="checkbox"/>



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# TREASURY MANAGEMENT

## Admin Menu

### Positive Pay Entitlements

#### ACH Filters

##### Create ACH Filter

- Add and/or create filters for authorized ACH transactions.

##### Edit ACH Filter

- Edit filters for authorized ACH transactions.

##### Delete ACH Filter

- Delete filters for authorized ACH transitions.

##### View ACH Filter

- View a listing of filters for authorized ACH transactions.

← Back to User List

## Implementation

Status: Active Show Unapproved Edits

Submitted For Approval by Implementation 11/16/2024 at 7:52PM

**Note:** This user is Pending Approval. No updates to this user can be made at this time.

### Positive Pay Entitlements

Check Exceptions | ACH Exceptions | **ACH Filters**

Type to filter

Account Number	Account Name	Create ACH Filter	Edit ACH Filter	Delete ACH Filter	View ACH Filter
5987	5987	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8745	NON AA 8745	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User Information

Account Access

IP Access

Time Access

ACH

Entitlements

User Limits

POSITIVE PAY

Entitlements



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# TREASURY MANAGEMENT

## Admin Menu

### Reporting Entitlements

**CDR Balance**, current day balance reporting.

**PDR Balance**, prior day balance reporting.

**Date Range Balance**, custom date range balance reporting.

**CDR Transaction**, current day transaction reporting.

**PDR Transaction**, prior day transaction reporting.

**Date Range Transaction**, custom date range transaction reporting.

**EDI Report**, allows user access to view addendum information for ACH transactions (credit/debit).

Implementation Status: Active Show Unapproved Edits

Submitted For Approval by Implementation 11/16/2024 at 7:52PM

**Note:** This user is Pending Approval. No updates to this user can be made at this time.

User Information	Reporting Entitlements								
Account Access	Type to filter <input type="text"/>								
IP Access	Account Number	Account Name	CDR Balance	PDR Balance	Date Range Balance	CDR Transaction	PDR Transaction	Date Range Transaction	EDI Report
Time Access	5987	5987	<input type="checkbox"/>						
ACH	8745	NON AA 8745	<input type="checkbox"/>						
Entitlements	xxx7552	Non AA 7552	<input type="checkbox"/>						
User Limits	xxx7578	Non AA 7578	<input type="checkbox"/>						
POSITIVE PAY	Viewing 1 - 4 of 4								
Entitlements									
REPORTING									
Entitlements									



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## Admin Menu

### Transfer/Loan Payment Entitlements

#### Entitlements

- Create Internal Transfer/Loan Payment
- Edit Internal Transfer/Loan Payment
- Delete Internal Transfer/Loan Payment
- Approve Internal Transfer/Loan Payment, requires action by the financial institution.
- Create Internal Transfer Template
- Edit Internal Transfer Template
- Delete Internal Transfer Template
- Approve Internal Transfer Template, requires action by the financial institution.

#### User Limits

- **Product Daily Limit** is set to unlimited by the financial institution.
- **Daily Initiation Limit**, daily limit for creating internal transfers.
- **Approval Limit**, limit for approving transfers in a **Pending Approval Status**.

User Information

Account Access

IP Access

Time Access

ACH

Entitlements

User Limits

POSITIVE PAY

Entitlements

REPORTING

Entitlements

TRANSFER/LOAN PAYMENT

**Entitlements**

User Limits

### Transfer/Loan Payment Entitlements

Account Number	Account Name	Create Internal Transfer/Loan Payment	Edit Internal Transfer/Loan Payment	Delete Internal Transfer/Loan Payment	Approve Internal Transfer/Loan Payment	Create Internal Transfer Template	Edit Internal Transfer Template	Delete Internal Transfer Template	Approve Internal Transfer Template
8745	NON AA 8745	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5987	5987	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxx7552	Non AA 7552	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xxx7578	Non AA 7578	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Viewing 1 - 4 of 4

### Transfer/Loan Payment User Limits

Product Daily Limit:	\$9,999,999,999,999.99
Daily Initiation Limit:	\$9,999,999,999,999.99
Approval Limit:	\$9,999,999,999,999.99

# TREASURY MANAGEMENT

## Admin Menu

### Stop Payment Entitlements

**Add Stop Payment**, user can create stop payments for single checks and ranges of checks.

**Approve Stop Payment**, requires action by the financial institution.

**Cancel Stop Payment**, user can remove a stop payment that was previously placed on a single check or range of checks.

Stop Payment Entitlements				
Type to filter <input type="text"/>				
Account Number ↕	Account Name ↕	Add Stop Payment	Approve Stop Payment	Cancel Stop Payment
5987	5987	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8745	NON AA 8745	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Viewing 1 - 2 of 2

**NOTE:** You must select **Save Changes** on each page before moving on. Once you are finished editing the user, select **Submit for Approval** in the top right corner of the window. Approvals will be sent to the Treasury Management Support Team. Approvals will be addressed every hour, M-F 8a-5p, except on Federal holidays.

# TREASURY MANAGEMENT

## Admin Menu

### Wire Entitlements – Domestic

Entitlements must be set separately for **Domestic** and **International**.

#### Wire Beneficiary

- Create Beneficiary
- Edit Beneficiary
- Approve Beneficiary, requires action by the financial institution.
- Delete Beneficiary

#### Wire File – *COMING SOON*

- Upload Domestic Wire File
- Manage Wire File Format

#### Account Entitlements

- Create Domestic Wire Payment
- Edit Domestic Wire Payment
- Delete Domestic Wire Payment
- Approve Domestic Wire Payment
- Create Wire Template
- Edit Wire Template
- Approve Wire Template, requires action by the financial institution
- Delete Wire Template

### Wire Entitlements

Domestic
International

	Create Beneficiary	Edit Beneficiary	Approve Beneficiary	Delete Beneficiary	Upload Domestic Wire File	Manage Wire File Format
<u>Toggle row</u>	☑	☑	☑	☑	☑	☑

#### Account Entitlements

	Account Number ↕	Account Name ↕	Create Domestic Wire Payment	Edit Domestic Wire Payment	Delete Domestic Wire Payment	Approve Domestic Wire Payment	Create Wire Template	Edit Wire Template	Approve Wire Template	Delete Wire Template
<u>Toggle all</u>			☑	☑	☑	☑	☑	☑	☑	☑
<u>Toggle row</u>	5987	5987	☑	☑	☑	☑	☑	☑	☑	☑
<u>Toggle row</u>	8745	NON AA 8745	☑	☑	☑	☑	☑	☑	☑	☑

**The save button below applies to the current tab only.** Once all tabs have been completed and saved, click the submit button at the top of the page.

Save Changes
Reset

# TREASURY MANAGEMENT

## Admin Menu

### Wire Entitlements – International

Entitlements must be set separately for **Domestic** and **International**.

#### Wire Beneficiary

- Create International Wire Beneficiary
- Edit International Wire Beneficiary
- Delete International Wire Beneficiary
- Approve International Wire Beneficiary, requires action by the financial institution.

#### Account Entitlements

- Create International Wire Payment
- Edit International Wire Payment
- Delete International Wire Payment
- Approve International Wire Payment
- Create International Wire Template
- Edit International Wire Template
- Delete International Wire Template
- Approve International Wire Template, requires action by the financial institution

### Wire Entitlements

Domestic
International

Create International Wire Beneficiary
Edit International Wire Beneficiary
Delete International Wire Beneficiary
Approve International Wire Beneficiary

<u>Toggle row</u>	✓	✓	✓	✓
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### Account Entitlements

	Account Number	Account Name	Create International Wire Payment	Edit International Wire Payment	Delete International Wire Payment	Approve International Wire Payment	Create International Wire Template	Edit International Wire Template	Delete International Wire Template	Approve International Wire Template
<u>Toggle all</u>			✓	✓	✓	✓	✓	✓	✓	✓
<u>Toggle row</u>	5987	5987	✓	✓	✓	✓	✓	✓	✓	✓
<u>Toggle row</u>	8745	NON AA 8745	✓	✓	✓	✓	✓	✓	✓	✓

The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

Save Changes
Reset

# TREASURY MANAGEMENT

## Admin Menu

### Wire User Limits

**Product Daily Limit** is assigned by the financial institution and is not an editable field. If this limit needs adjusted, please contact your Treasury Management Officer.

**Total Daily Limit**, is the total amount (sum) of Wire transactions transmitted.

**Approval Limit**, is the limit when approving Wire transactions that are in **Pending Approval** status.

**Transaction Limit** and **Daily Limit** must also be assigned for each available Wire account. Amounts cannot exceed the **Company Account Transaction Limit** or **Company Account Daily Limit**.

### Wire User Limits

Product Daily Limit:

Total Daily Limit:  

Approval Limit:

Filter Account Limits

Account Number	Company Account Transaction Limit	Transaction Limit	Company Account Daily Limit	Daily Limit
5987	\$20.00	<input type="text" value="\$0.00"/>	\$99,999,999,999.00	<input type="text" value="\$0.00"/>
8745	\$20.00	<input type="text" value="\$0.00"/>	\$99,999,999,999.00	<input type="text" value="\$0.00"/>

 The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

# TREASURY MANAGEMENT

## Admin Menu

### Receivables Entitlements

Check the box for **User Has Access** to enable single Sign On for Commerce Capture Remote Deposits.

You must also enter the **Username**, which can be found in the **User Information** section of the user entitlements menu.

← Back to User List

### Implementation

 Status: Active

### Receivables Entitlements

#### Remote Deposit Capture Entitlements

User Has Access:

Username: \*

The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.

# TREASURY MANAGEMENT

## Admin Menu

### Integrated Services Entitlements

**Electronic Documents**, provides user access to **eStatements** and **notices** (including ACH Return notices & Analysis Statements).

**Electronic Bill Payment**, provides user access to the **Bill Pay** module (if enabled for your company). Please see the **Bill Pay** user guide for additional information on establishing Bill Pay entitlements for each user.

### Integrated Services

Product	User Has Access
Electronic Documents	<input type="checkbox"/>
Electronic Bill Payment	<input type="checkbox"/>

 **The save button below applies to the current tab only.** Once all tabs have been completed and saved, click the submit button at the top of the page.

# TREASURY MANAGEMENT

## Admin Menu

### Create New User

From the **Admin** menu, select **Create a User**. Enter the required information for the new user; **Name**, **TM User ID** (must be a minimum of 6 characters), **Email** and **Phone** number.

Select if the user is a **Super User** and/or **Admin**. Definitions of user types are provided below.

You will then be prompted for Authentication.

In the following fields, adjust the new user's access as needed (use the previous pages in this guide as a reference):

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

**Save Changes** and **Submit for Approval**. The financial institution will contact you for verification.

The screenshot shows the Treasury Management Admin interface. At the top, there are navigation links for Message Center, Notifications, Cut-Off Times, Last Login (10/16/2024, 10:39 AM, EST), and a user profile (Hi, implementation (PAA2266)). The main navigation bar includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The ADMIN menu is expanded, showing options for User List, Create a User (highlighted), and Account Nicknames. Below this, there is a 'Back to User List' link and the 'Create New User' form. The form has a 'User Information' tab and a 'Copy User' button. The form fields include: Name (\*), TM User ID (\*), Department, Email (\*), Phone (\*), Fax, Super User (radio button, INACTIVE), and Admin (radio button, INACTIVE). At the bottom of the form are 'Save Changes' and 'Reset' buttons.

- **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.
- **Admins** can add, edit, delete, and approve company users in the Treasury Management channel.

# TREASURY MANAGEMENT

## Admin Menu

### Copy User

You can also choose to **Copy User**, which allows you to select a user from the **User List** and copy those entitlements and permissions over to the new user that is being created.

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

**Save Changes** and **Submit for Approval**. The financial institution will contact you for verification.

The screenshot shows the 'ADMIN' menu with options for 'User List', 'Create a User', and 'Account Nicknames'. Below this is the 'Create New User' form. The form has a 'User Information' tab and a 'Copy User' button. The form fields include: Name: \*, TM User ID: \*, Department: (dropdown), Email: \*, Phone: \*, Fax: \*, Super User: (radio button, INACTIVE), and Admin: (radio button, INACTIVE). At the bottom of the form are 'Save Changes' and 'Reset' buttons. A callout box on the right explains the 'Copy User' button.

➤ **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.

➤ **Admins** can add, edit, delete, and approve company users in the Treasury Management channel.

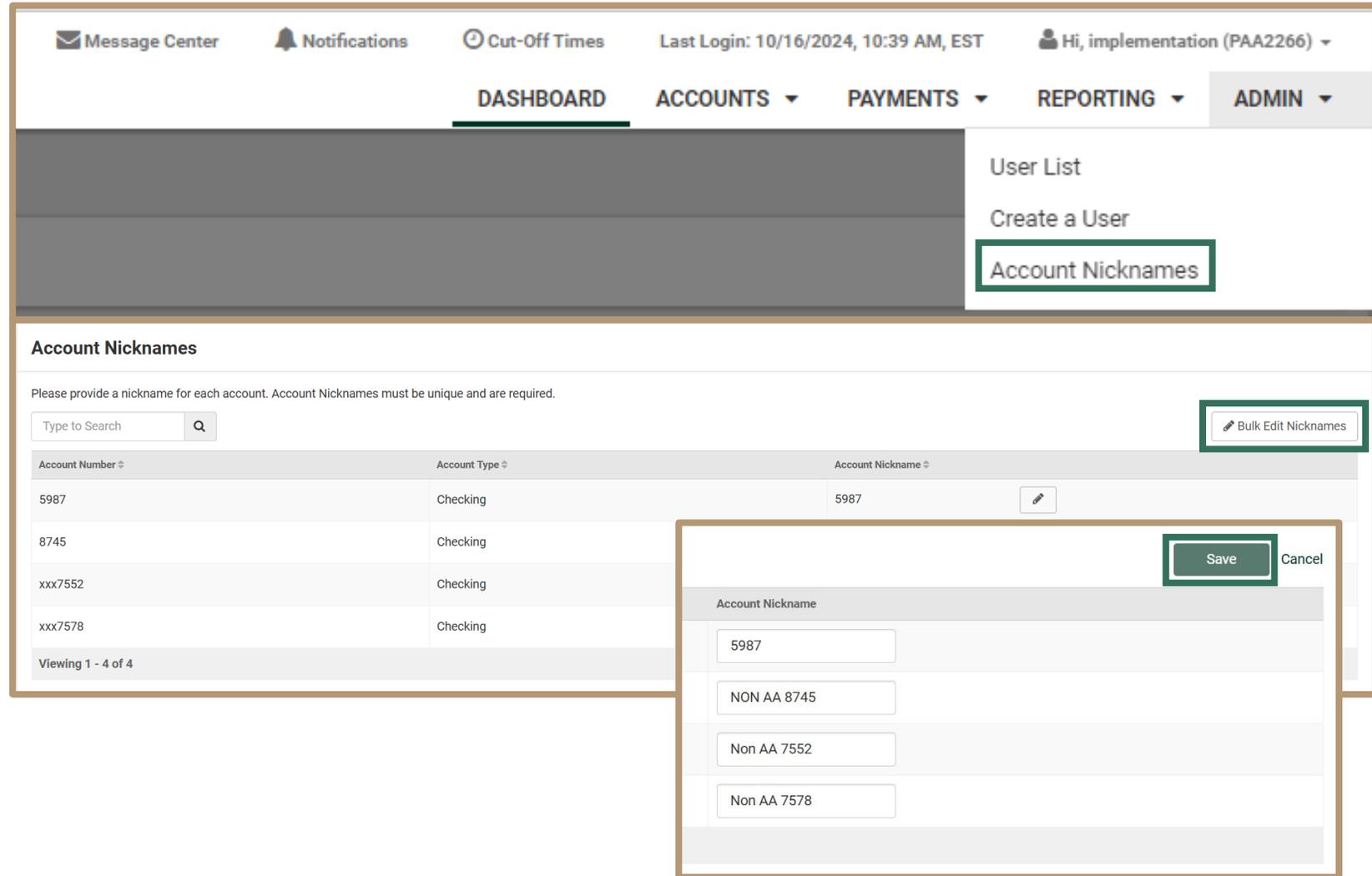
# TREASURY MANAGEMENT

## Admin Menu

### Account Nicknames

You can rename your accounts by using the **Account Nicknames** menu.

Select the  or select **Bulk Edit Nicknames**, enter the new name and then select **Save**.



The screenshot shows the Treasury Management Admin Menu. The top navigation bar includes Message Center, Notifications, Cut-Off Times, Last Login: 10/16/2024, 10:39 AM, EST, and Hi, implementation (PAA2266). The main menu has DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The ADMIN menu is open, showing User List, Create a User, and Account Nicknames (highlighted with a green box). Below the menu is the Account Nicknames section, which includes a search bar and a table of accounts. The table has columns for Account Number, Account Type, and Account Nickname. The table contains four rows of data. A 'Bulk Edit Nicknames' button is highlighted with a green box. A modal window is open for editing the account nickname for account number 5987. The modal has a 'Save' button (highlighted with a green box) and a 'Cancel' button. The modal contains a form with the following data:

Account Number	Account Type	Account Nickname
5987	Checking	5987
8745	Checking	NON AA 8745
xxx7552	Checking	Non AA 7552
xxx7578	Checking	Non AA 7578