AMERICAN NATIONAL
BANK & TRUST COMPANY

Treasury Management Guide

Online & Mobile

AMNB Treasury Management

May 2022

EQUAL HOUSING LENDER MEMBER FDIC

Information provided by Jack Henry & Associates

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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.
  - Create quick loan payments.
  - 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*

> **NOTE**
> The institution must be contracted for the *EDI* module for this report to appear.

  - *Prior Day Balance*
  - *Prior Day Transaction*

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

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

> **NOTE**
> Treasury Management supports the most recent release and the last-released versions of the following browsers: Microsoft Edge™, Google Chrome™, Mozilla® Firefox®, and Apple® Safari®.

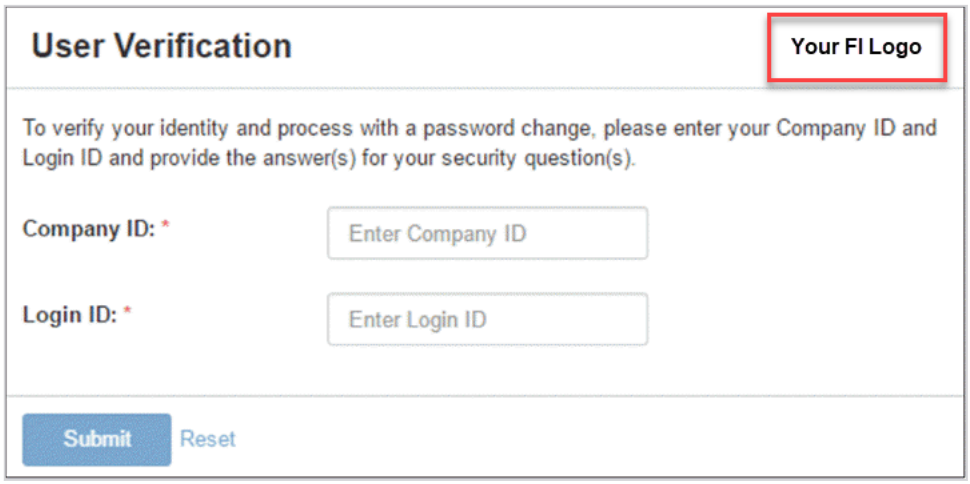
Logging in to Treasury Management

Users can log in to Treasury Management after obtaining their **Login ID** and **Password** from their company administrator.

1. Select the Initial Login URL link from your enrollment email.

   The link directs you to the Treasury Management login page.

   Your institution's logo appears in the top-right corner of the page.



> **TIP**
> For future logins, bookmark the Subsequent Login URL from the enrollment email.

2. Enter your **Company ID**.
3. Enter your **Login ID**.

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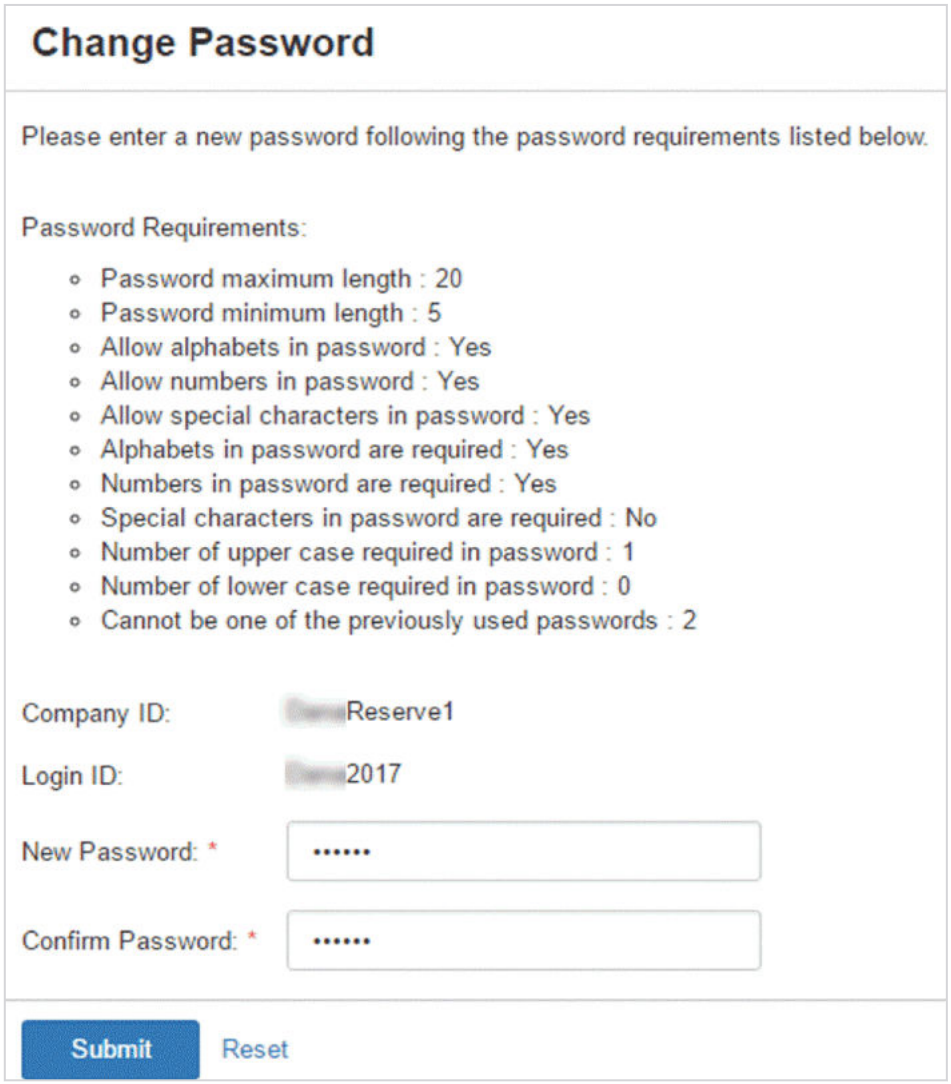
4. Select **Submit**.
   The following *Change Password* screen appears, prompting you to change your password.



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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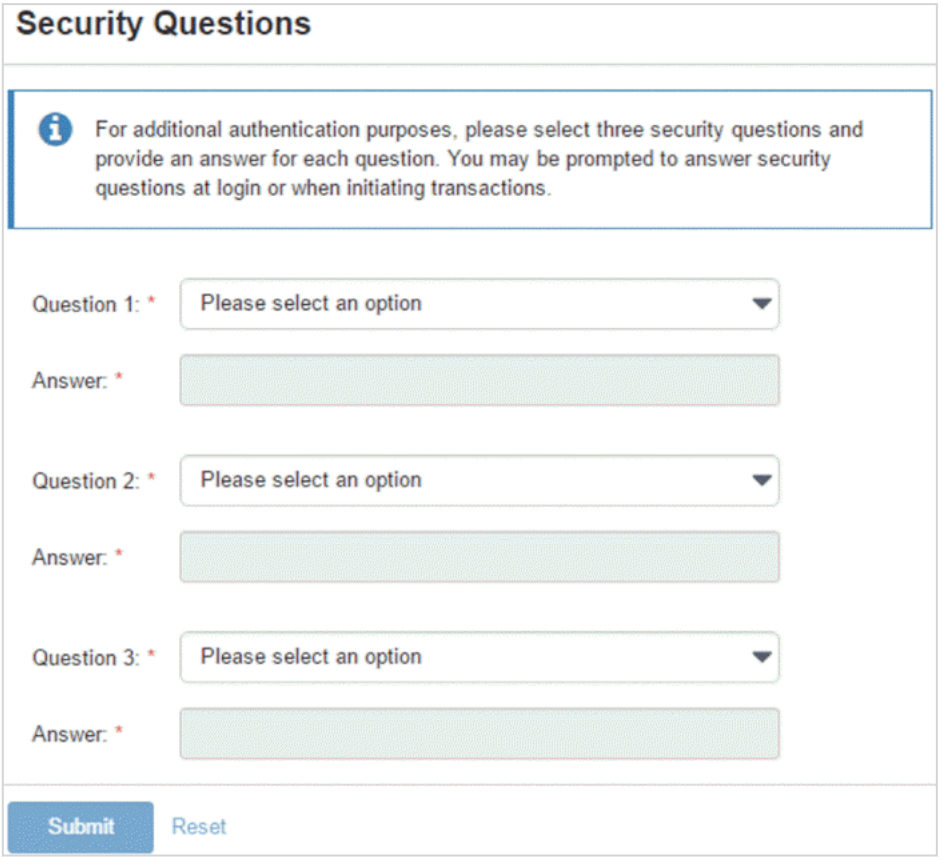

7. Set up your security questions, and then select **Submit**.

> **NOTE**
> Answers are not case sensitive and do not have to follow any suggested formatting.

8. On the *Confirm Security Questions* screen, review the entries for accuracy, and then select **Confirm**.

> **CAUTION**
> This point is the only time you can edit your questions and/or answers. You must contact your financial institution to reset them.

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9. Go through authentication by following the *Registering for One-Time Passcodes via Phone* process.

> **CAUTION**
> If the financial institution is using physical or virtual tokens, users must follow the *Registering a Secure Token* process instead.

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.

Registering For One-Time Passcodes Via Phone Number

You can register a phone number for two-factor authentication.

This option is available if the financial institution has configured their authentication settings to allow two-factor authentication.

1. Log in to Treasury Management.

   A prompt appears, asking you to provide phone numbers for authentication.

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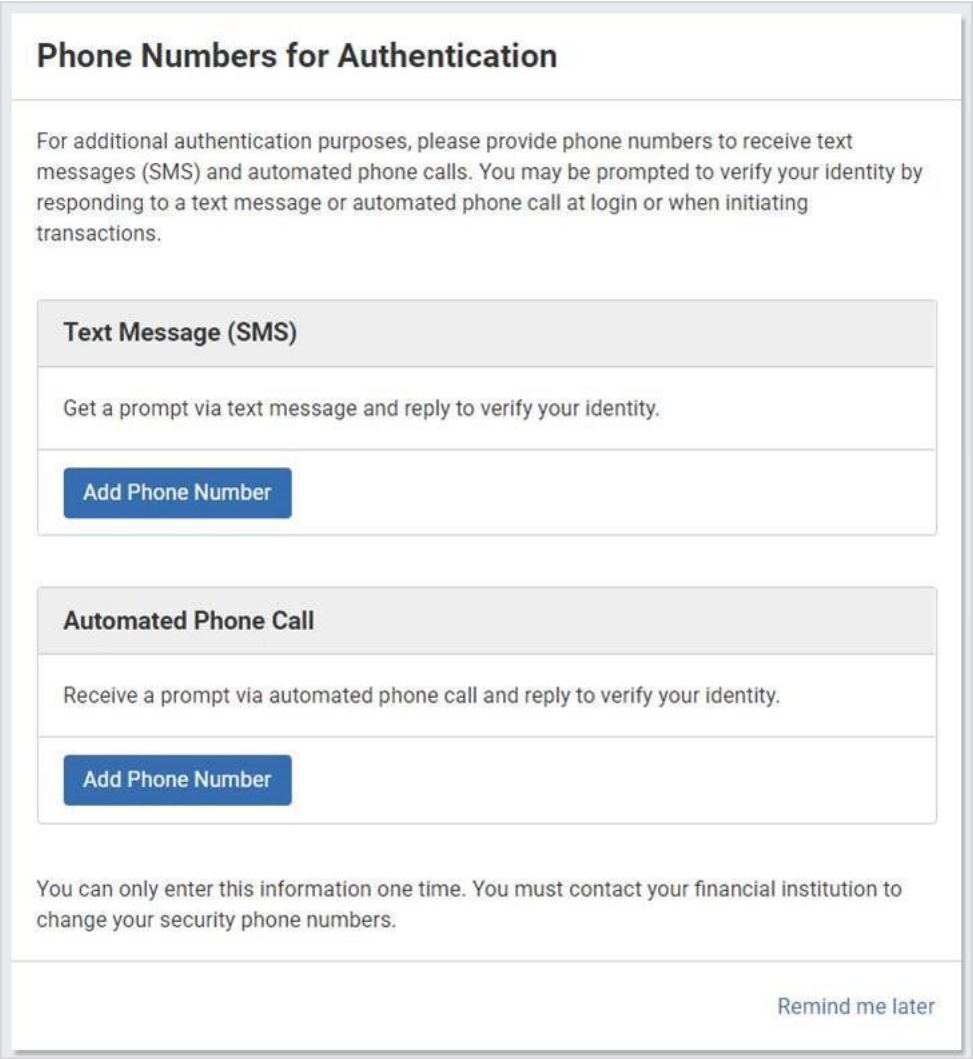

> **NOTE**
> You can defer registration for up to five days by instead selecting **Remind Me Later**. After five days, you are required to register. You cannot complete any activities that require two-factor authentication if you choose to defer collection.

2. Enter your preferred **Phone Number** to receive SMS text messages or an automated phone call for authentication purposes.

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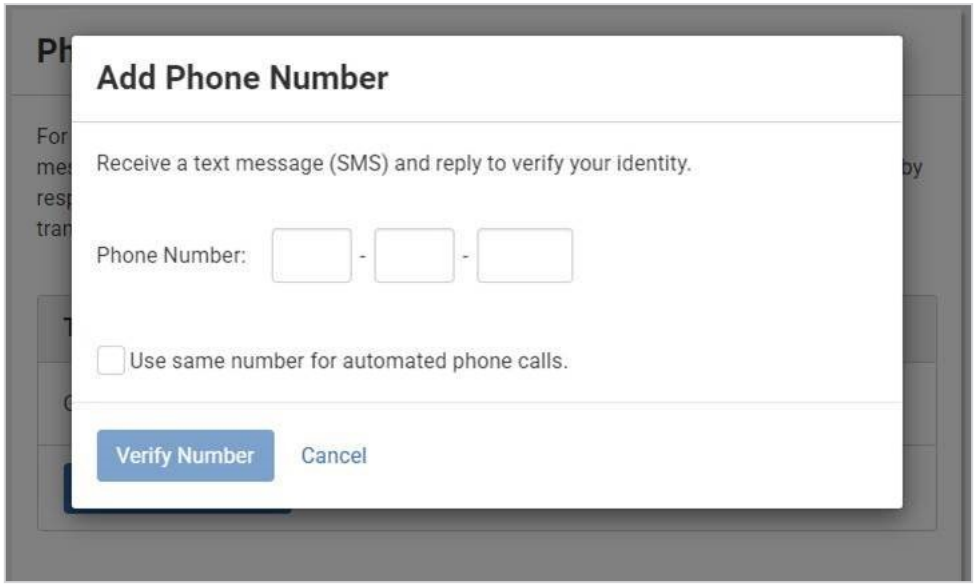
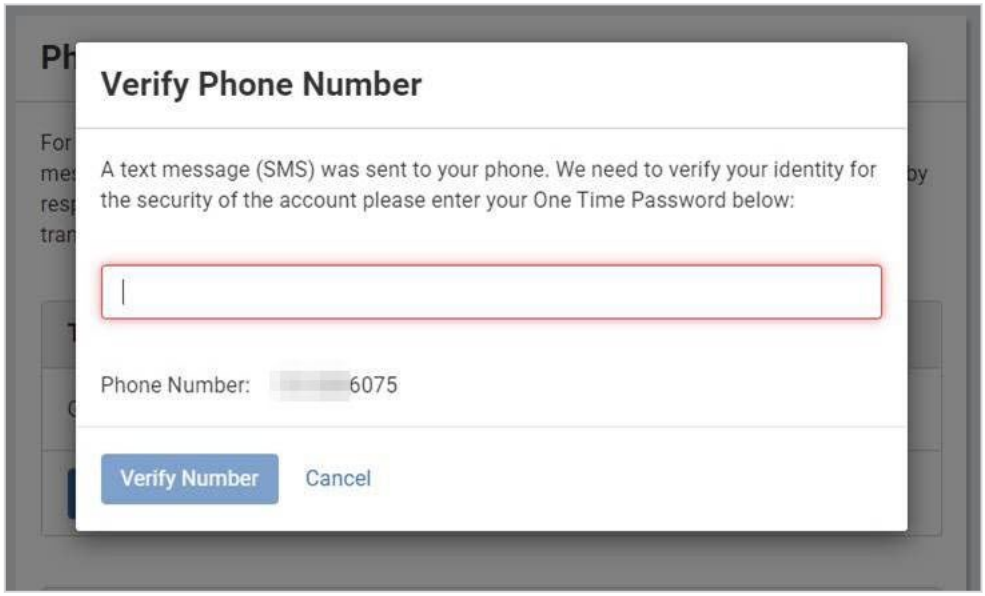


3. Enter the security code sent to your phone.



After verifying the security on the account, the user receives a *Success!* confirmation.

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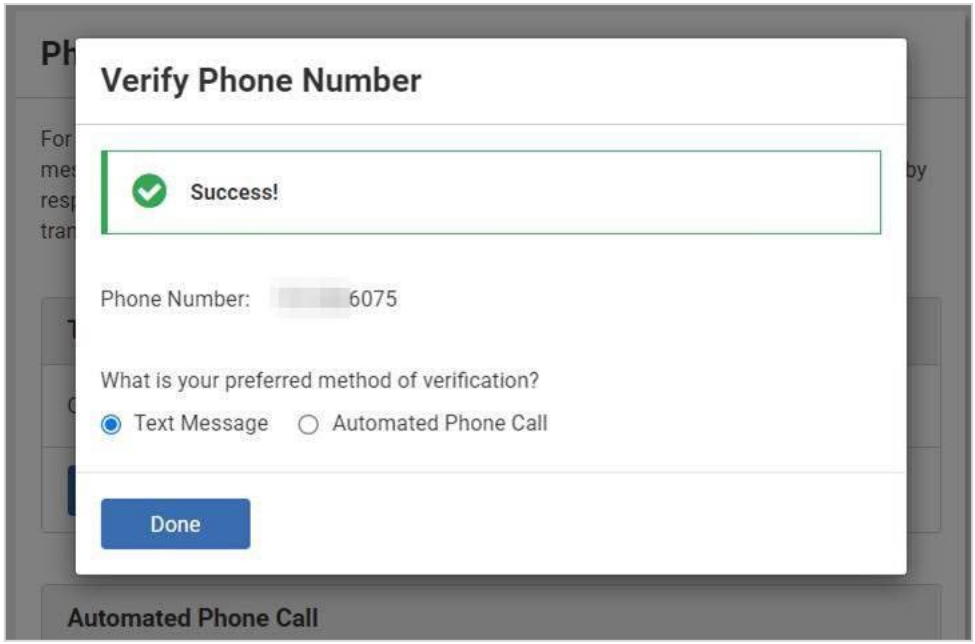

After successful registration and upon your next login, the system prompts you to enter your one-time passcode received via text message or automated phone call to the registered number.

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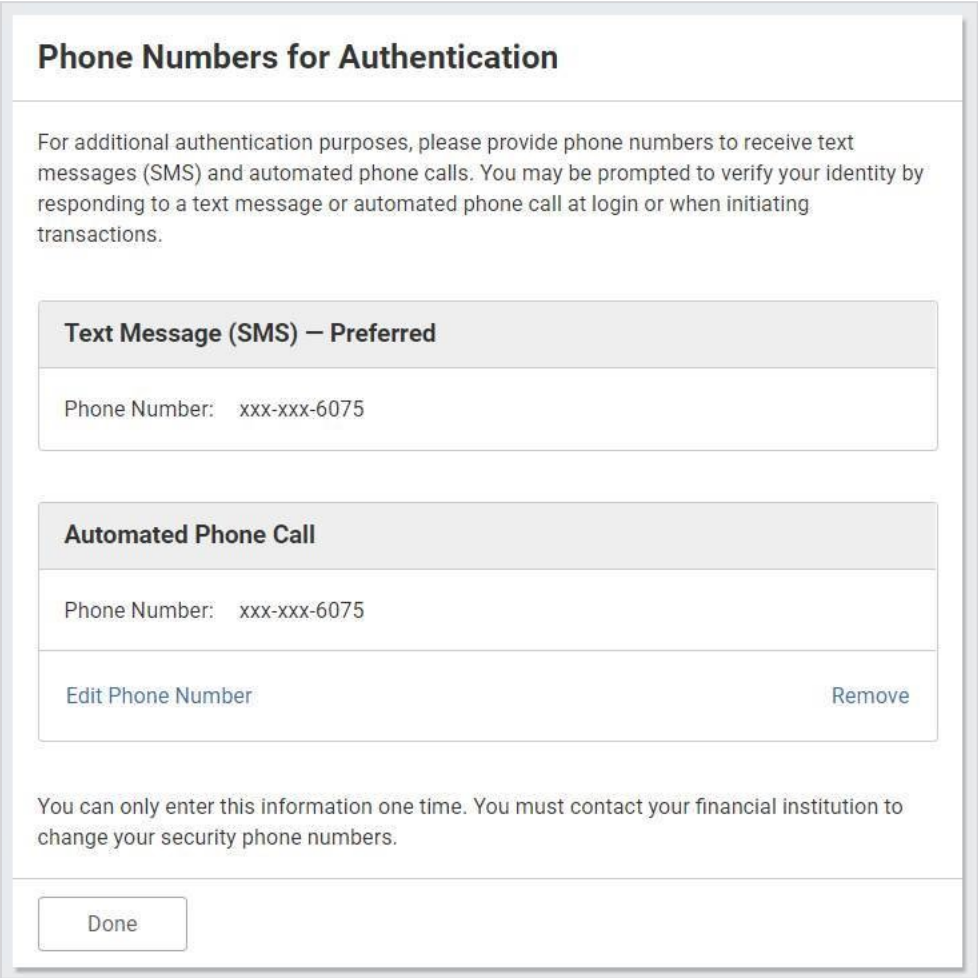

> **CAUTION**
> You can only enter this information one time. You must contact your financial institution to change your security phone numbers.

Registering a Secure Token

This option is available if the financial institution has configured their authentication settings to allow secure tokens and you have downloaded a virtual token or were given a physical token.

1. Log in to Treasury Management.
   A prompt appears, asking you to register your token.

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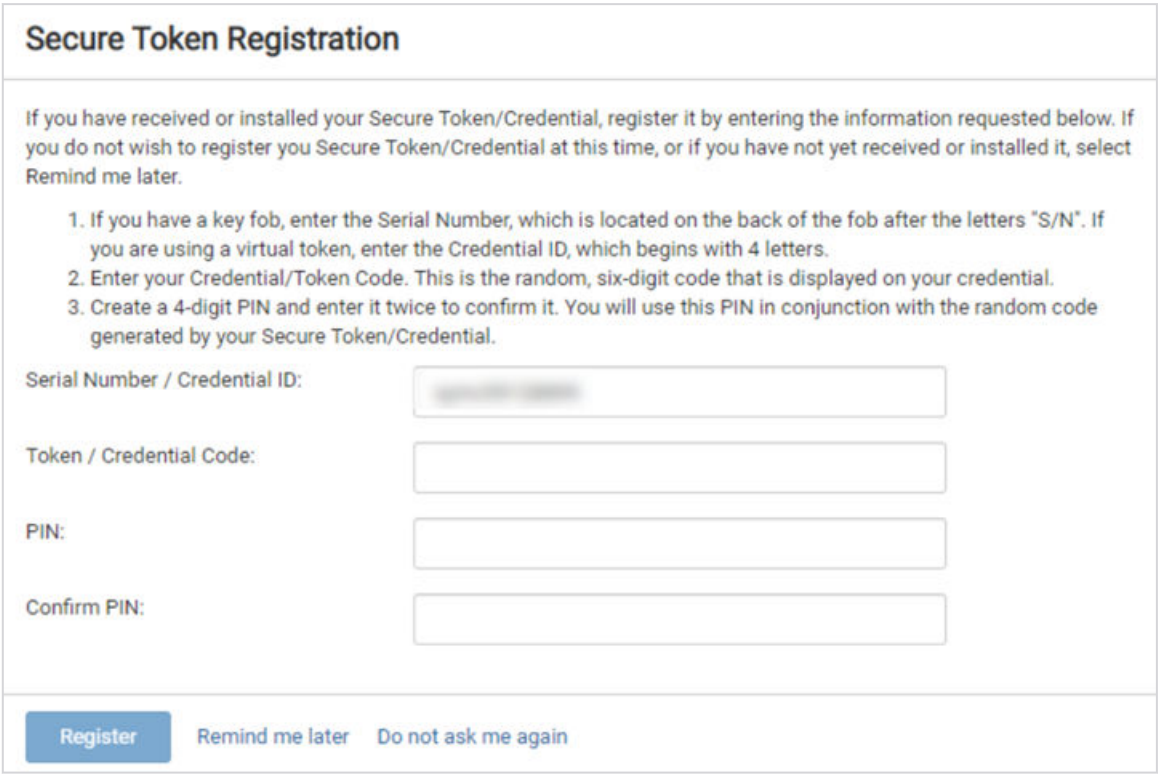

Secure Token Registration

If you have received or installed your Secure Token/Credential, register it by entering the information requested below. If you do not wish to register you Secure Token/Credential at this time, or if you have not yet received or installed it, select Remind me later.

1. If you have a key fob, enter the Serial Number, which is located on the back of the fob after the letters "S/N". If you are using a virtual token, enter the Credential ID, which begins with 4 letters.
2. Enter your Credential/Token Code. This is the random, six-digit code that is displayed on your credential.
3. Create a 4-digit PIN and enter it twice to confirm it. You will use this PIN in conjunction with the random code generated by your Secure Token/Credential.

Serial Number / Credential ID:

Token / Credential Code:

PIN:

Confirm PIN:

Register Remind me later Do not ask me again

> **NOTE**
> You can defer the token collection for up to five days. After five days, you are required to register. You cannot complete any activities that require secure token authentication if you choose to defer collection.

2. Enter your **Credential ID**, located on the back of physical tokens or the screen of virtual tokens.
3. Enter the six-digit security code displayed on the token.

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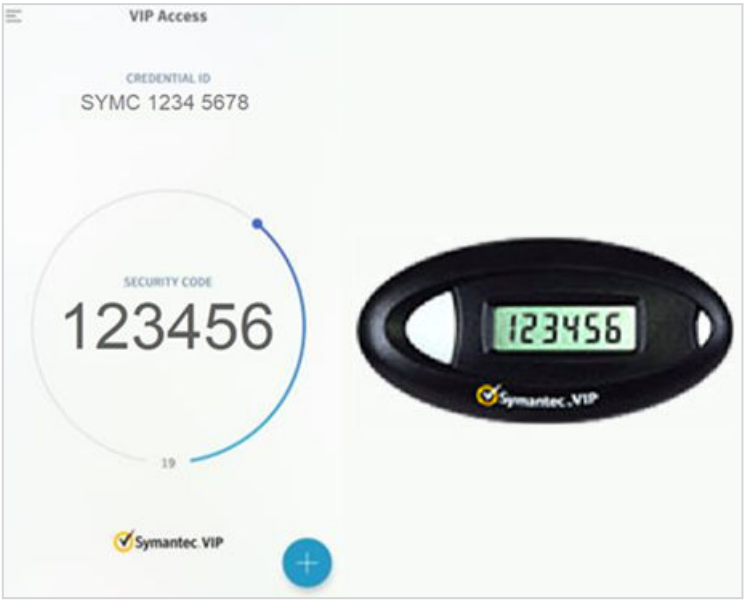

4. Enter a four-digit PIN of your choosing.

To authenticate at challenge points, the system prompts you to enter the six-digit security code displayed on the token, followed by your four-digit PIN.

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**
- **Recurring ACH Payments**

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- **ACH Templates**
- **Stop Payment Activity**
- **Transfer Templates**
- **Loan Payment Activity**
- **ACH Recipients**

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:

- *Account List*
- *Account Transactions*
- *Research Transactions*
- *Transfer Templates*
- *Transfer Activity*
- *Recurring Transfers*
- *Loan Payment Activity*
- *Wire Activity*
- *Recurring Wires*
- *Wire Templates*
- *Wire Template Details*
- *ACH File Activity*
- *ACH Payment Activity*
- *ACH Payment Details*
- *Recurring ACH Payments*
- *ACH Templates*
- *ACH Templates Details*
- *ACH Recipients*
- *Check Upload Formats*
- *ACH Filters*
- *Reports*

Authentication

You may be prompted to authenticate certain activities by replying to a text message, answering an automated phone call, or entering a secure token code. Your institution defines what activities require extra authentication. Activities that may require extra authentication are:

- Approving payments/templates/beneficiaries/users
- Creating ACH/wire/transfer/loan payments
- Creating beneficiaries

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- Creating templates
- Creating users
- Deleting payments/templates/beneficiaries/users
- Editing payments/templates/beneficiaries/users
- Updating email address

User Menu

Profile and Preferences

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

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 or company administrator 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.

> **NOTE**
> Depending on your institution, you may also have an account masking option.

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.

> **NOTE**
> Your institution may set some notifications as required.

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.

- ACH
  - ACH Payment Created
  - ACH Reversal Payment Created
  - ACH Payment Pending Approval
  - ACH Payment Approved
  - ACH Payment - Approval Rejected
  - ACH Payment - Edited / Deleted
  - ACH Payment Failed
  - ACH Payment Uninitiated
  - ACH Batch Created
  - ACH Batch Pending Approval
  - ACH Batch Approved
  - ACH Batch - Approval Rejected
  - ACH Batch - Edited / Deleted
  - ACH File Upload
  - ACH File Transmitted
- Admin
  - User Created
  - User Pending Approval
  - User Approved
  - User Approval Rejected
  - User Information / Entitlements Changed
- Login
  - User Credentials Locked
  - User Email Address Changed
- Positive Pay
  - Exception Items Ready for Review (ACH)
  - Exception Items Ready for Review (Check)

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- Stop Payment
  - Stop Payment Created
  - Stop Payment Pending Approval
  - Stop Payment Approved
  - Stop Payment - Approval Rejected
- 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 - Edited / Deleted
  - Wire File Upload
  - Wire Failed
  - Rate Quote Contract Accepted
  - Rate Quote Contract Approval Rejected
  - Wire Beneficiary Created
  - Wire Beneficiary Pending Approval
  - Wire Beneficiary Approved
  - Wire Beneficiary - Edited / Deleted
  - Wire Beneficiary - Approval Rejected

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. Enter the phone number to receive text messages on for the **Mobile #** field.

   This field is required if you select **Text Message (SMS)**.
4. Select the toggle to enable the notification.

   If it is gray, you do not receive a notification.

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> **NOTE**
> If the financial institution requires a particular notification, you cannot change the settings for that notification.

5. Select the **Email**, **Desktop Notification**, or **Text Message (SMS)** check boxes for each enabled (green) item to receive a notification using that method.

   Repeat this step for every item in all sections.

> **NOTE**
> If the financial institution set **Text Message (SMS)** as required, you are required to enter a mobile address.

6. Select **Submit**.

> **TIP**
> To return all fields to their default settings, select **Reset**.

Logging Off Treasury Management

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

Archive All

Select the **Archive All** option to archive, not remove, all notifications. Select **Archive** to confirm.

View All Notifications

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

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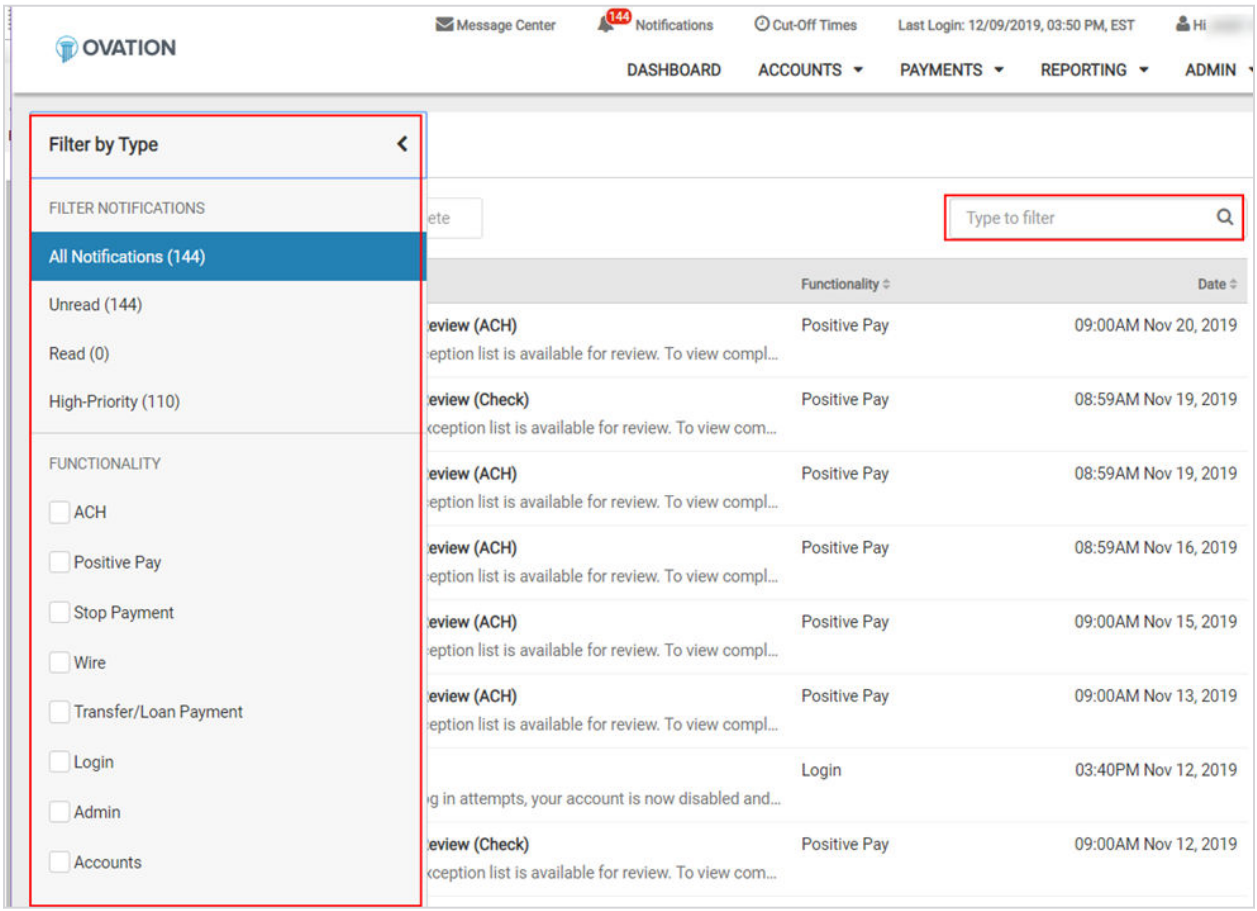
Select the check mark beside the notification, and then select **Mark Read**, **Mark Unread**, or **Delete**.

Filter the results by using the search box or by using the fly-out menu.



Message Center

Use the Message Center to send and receive secure messages to and 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**.
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*
   - *Stop Payment*

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- *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.
   - *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 work best for you.

Accounts

Upon initial login, two account groups appear by default. No accounts appear until you assign accounts to the groups by selecting **Manage Groups**. You can also edit the group names and add or remove groups.

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

- Manage Groups
  - **Add Accounts** – Select **Add Accounts** to assign accounts to groups. Select the box next to the accounts you want to assign to the group. Select **Add Accounts** to save.

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> **NOTE**
> An account can only be assigned to one group. If an account is currently assigned to a group, you must first remove it before you can add it to another group. A group can have a maximum of 50 accounts assigned.

- **Create New Group** – Select **Create New Group** to create an additional group to assign accounts to. Enter a unique **Group Name** and then select **Add Accounts** to assign accounts.
- **Delete Group** – Select **Delete Group** to remove the group.

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.

Resources

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

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.

Quick Loan Payment

Create a quick payment on a loan without leaving the *Dashboard* in this widget.

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 widget is blank. You must mark reports as favorites in the *Reporting Dashboard* for them to appear.

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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.

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.

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**.

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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**.

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 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.

> **NOTE**
> 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 the desired date or date range.

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:

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

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Create Transfer

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

Creating a Transfer

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

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

Transfer From

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

Transfer To

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

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:

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- **Effective Date**
- **Repeat On Day** or **Repeat On Days**
- **Repeat On**
- **Start On**
- **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 to add additional transfer details, if necessary.

   Depending what kind of transfer you are making, you can initiate multiple one-to-one transfers, add additional **Transfer From** accounts in a Many-to-One transfer, or add additional **Transfer To** accounts in a One-to-Many transfer 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 Transfer from a Template

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

1. Select which templates to use.

   > **NOTE**
   > You can only initiate templates with a **Ready** status.
2. Select **Initiate Payments**.
3. Review the transfer information to ensure it is accurate and make any necessary changes to the **Amount**, **Frequency**, or **Date** fields.
4. Select **Review**.
5. Select **Confirm** to submit.
   The confirmation screen appears.

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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.

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

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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.

Editing a Scheduled Transfer

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

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.

Searching Recurring Transfers

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

Status

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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.

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**.

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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 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.

You can sort the information in ascending or descending order by selecting individual column headers.

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 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

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

Transfer To

Type the account number or select the icon to choose an eligible account from your account list. The available balance appears under the account.

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.

> **NOTE**
> 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.

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

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3. Select **Search**.

Create Loan Payment

Use the *Create Loan Payment* view to make a loan payment.

1. Go to **Payments** > **Transfer** > **Create Loan Payment**.
2. Enter the **From Account**.
3. Enter the **To Loan Account**.

> **NOTE**
>
> If the loan is past-due but the company allows payments submitted anyway, a notification appears which states that the amount due may not reflect additional fees.
>
> If the company does not allow payments on loans past-due, a message appears, stating that you must contact your financial institution.

4. Select the **Payment Option**.

   You can choose to make a *Regular Payment* or pay to *Principal Only*.
5. Enter the **Amount**.
6. Enter the **Payment Date**.
7. Enter a **Memo**, if desired.
8. Select **Review**.
9. Confirm that the payment looks accurate.
10. Select **Confirm**.

Loan Payment Activity

Use the *Loan Payment Activity* view to look at a list of loan payments with various statuses and also view payment history.

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

> **NOTE**
> You can only select **Edit Payment** when the payment status is *Approval Rejected*, *Scheduled*, or *Failed*.

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.

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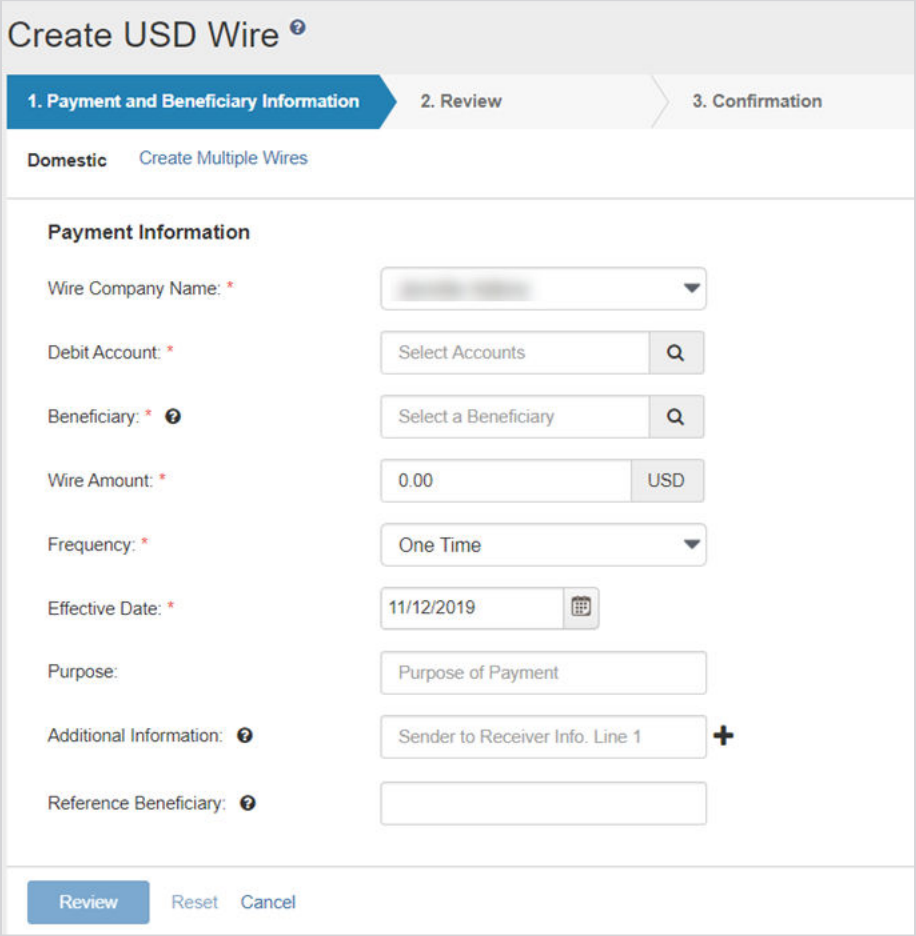

Creating a USD Domestic Wire

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 is used to originate the wire.

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

Type the beneficiary's name or select the search icon from your list of beneficiaries.

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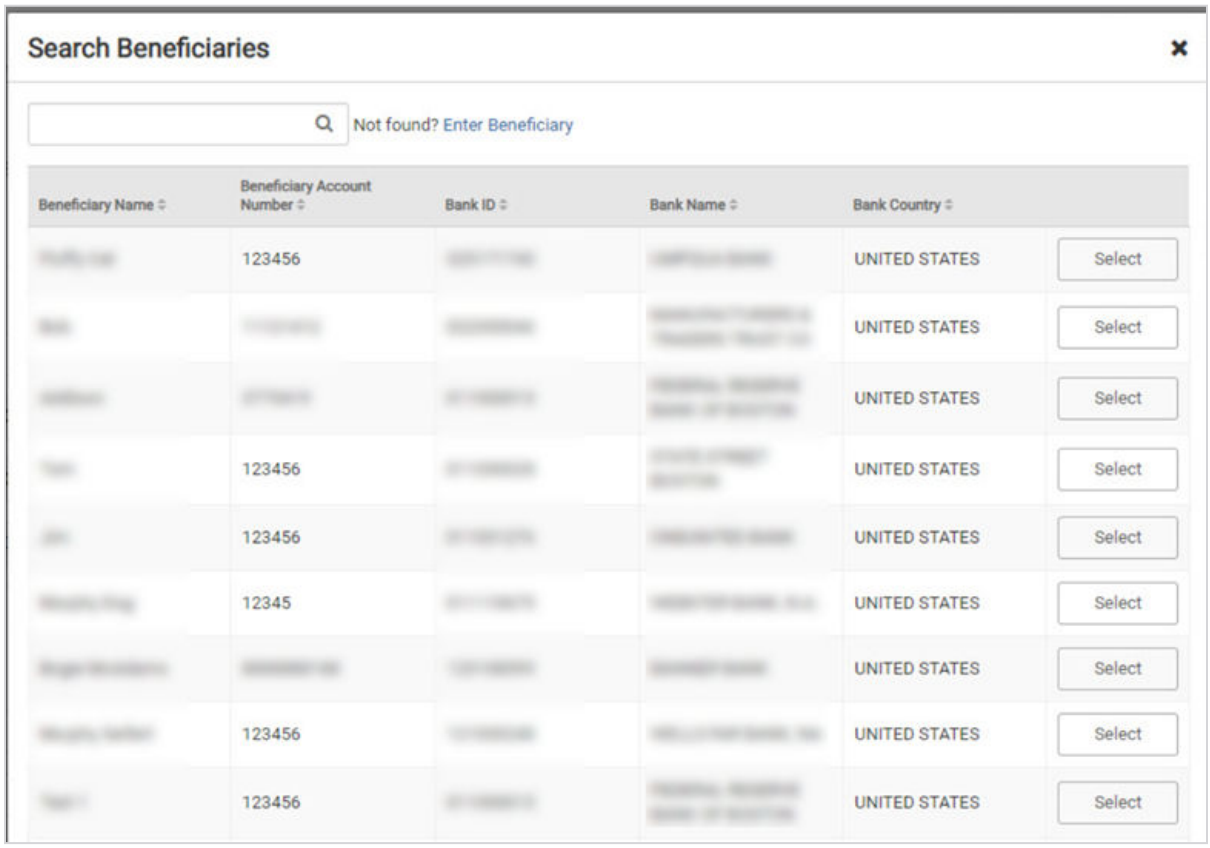
NOTE

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.

Frequency

Select the frequency.

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

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- *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 occurs.

Purpose

Enter a short description of the wire.

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.

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

> **TIP**
> 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.

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

Wire Company

Select the wire company that is used to originate the wire.

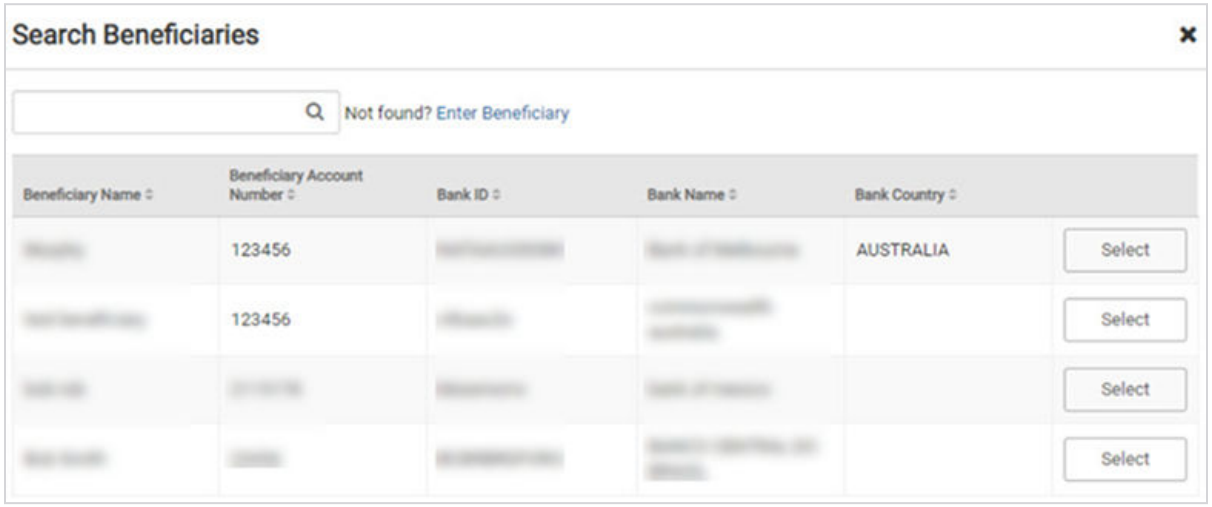
Debit Account

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

Beneficiary

Type the beneficiary's name or select the search icon from your list of beneficiaries.

> **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 occurs.

Purpose

Enter a short description of the wire.

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.

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

> **TIP**
> 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

1. Go to **Payments** > **Wire** > **Create USD Wire**.
2. On the *Payment and Beneficiary Information* tab, select *Create Multiple Wires*.
   You are transferred to the *Wire Beneficiaries* page.

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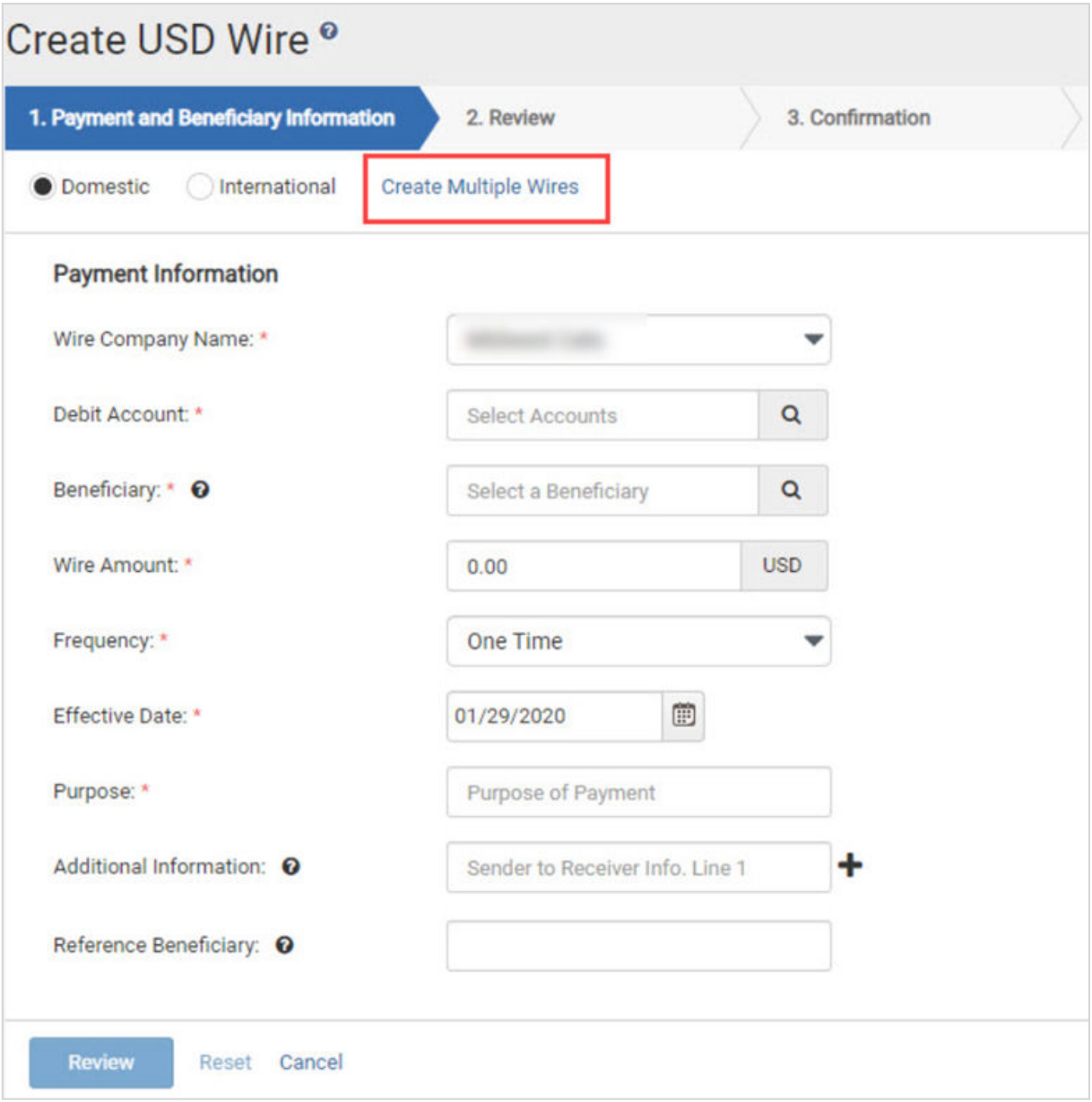

3. Select one or more check boxes beside the appropriate **Beneficiary Name**.

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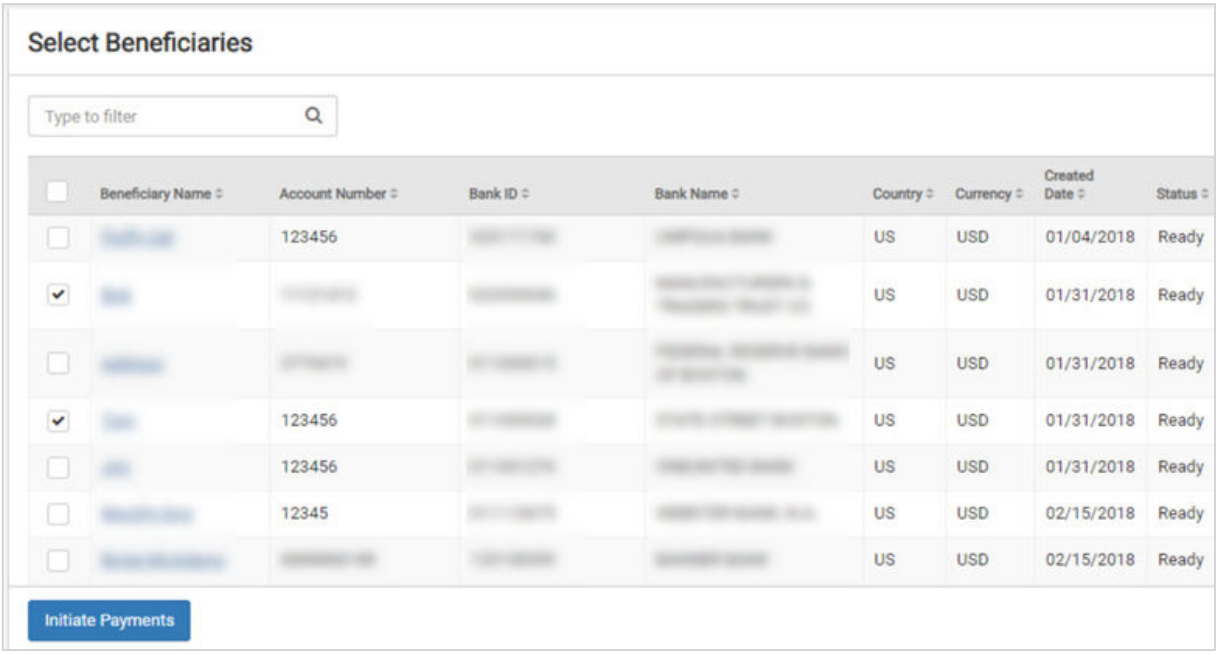
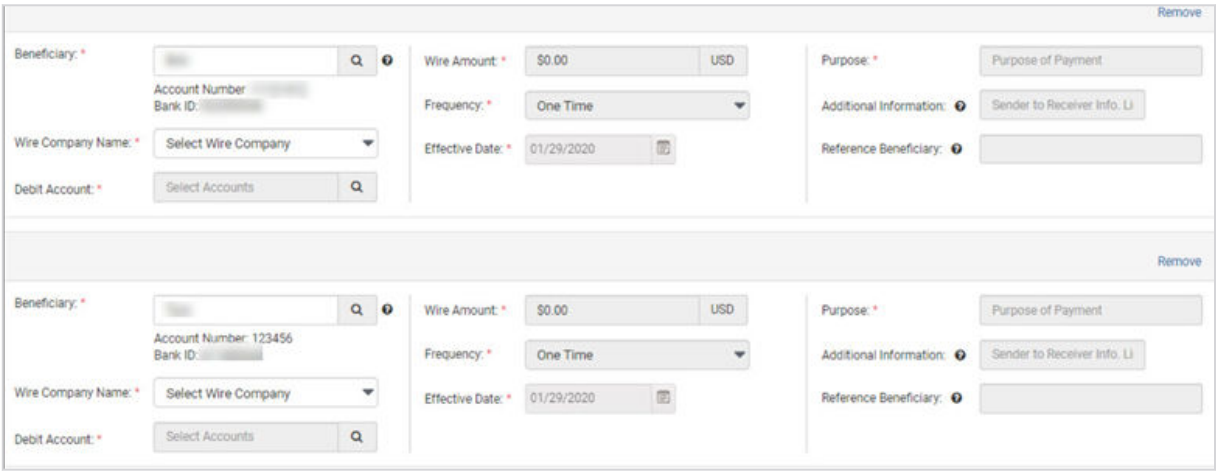


4. Select **Initiate Payments**.
   The *Create Multiple Wires* page appears.
5. Complete the required fields for each **Beneficiary Name** selected.

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



Beneficiary

Type the beneficiary's name or select the search icon from your list of beneficiaries.

Wire Company

Select the wire company that is used to originate the wire.

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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 occurs.

Purpose

Enter a short description of the wire.

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.

Creating USD Wires from Templates

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**

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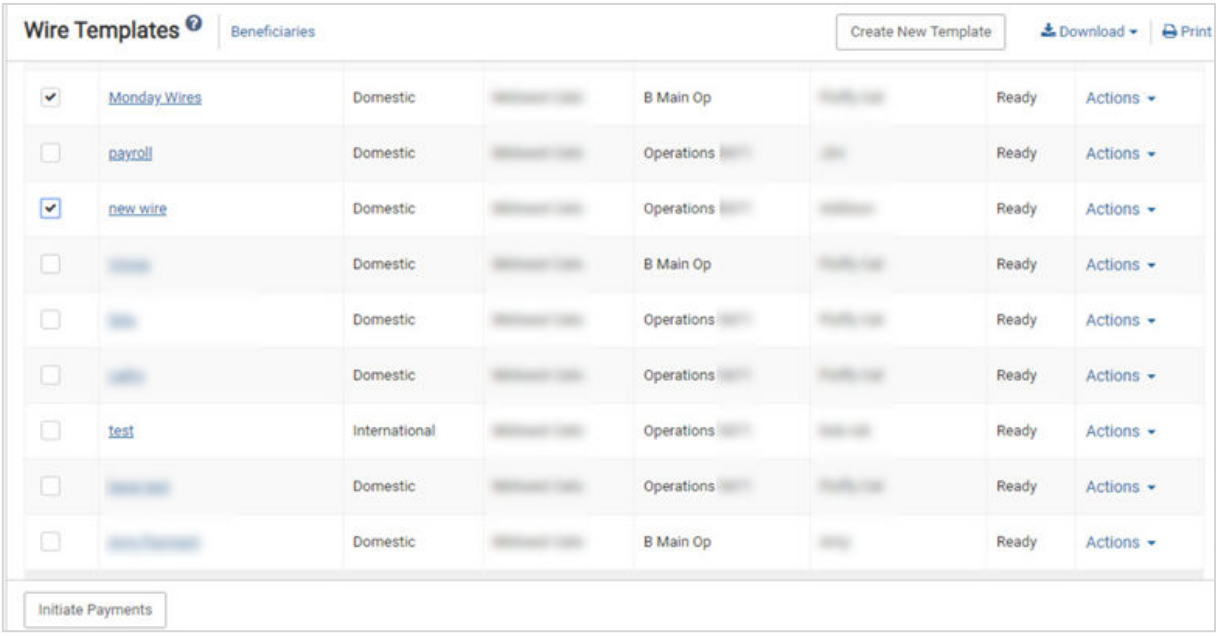
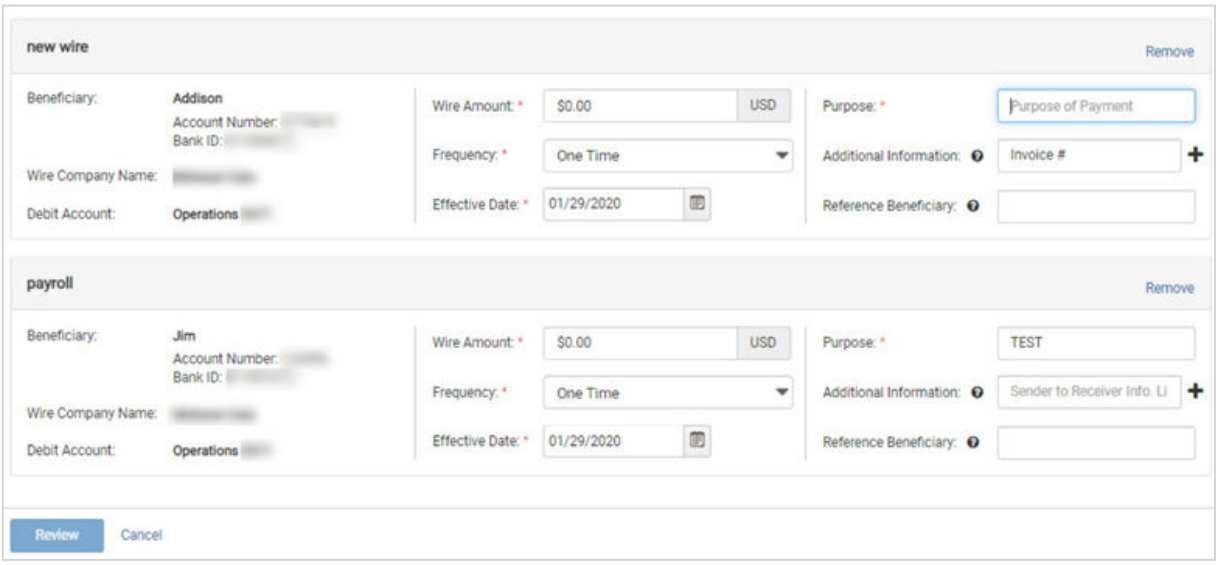
> You cannot select a check box for templates not in a *Ready* status.



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.



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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 occurs.

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.

Upload Wires

Users can upload wire files to import their data into Treasury Management.

Uploading wire files eliminates the need to input individual wires when volume is a concern. Users can review, edit, and confirm wire file contents before submitting them.

Uploading Wire Files

Uploading wire files eliminates the need to input individual wires when volume is a concern. Users can review, edit, and confirm wire file contents before submitting them.

1. Go to **Payments** > **Wire** > **Upload Wires**.
2. Select the wire file to upload.
   After the file uploads, an overview of each wire in the file appears, including the file name and summary details.
3. Select **Details** to view details for a selected wire.

   Users can edit payment information while viewing the details.
4. If necessary, deselect any wires to exclude them from processing.
5. Select **Review**.
6. Verify that all information appears as expected.

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You can view payment details by selecting **Details** if needed, and select the **Back** option to return and edit any incorrect wire details.

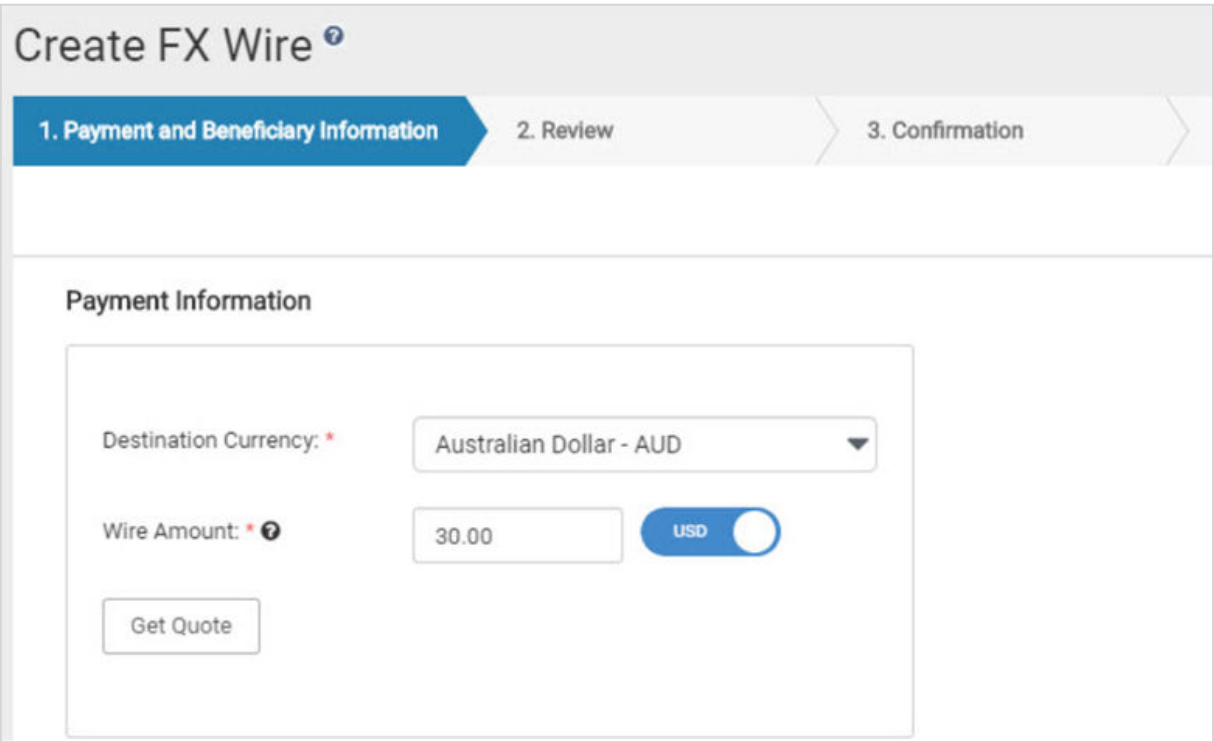
7. When all details appear accurate, select **Confirm**.

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**.
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.

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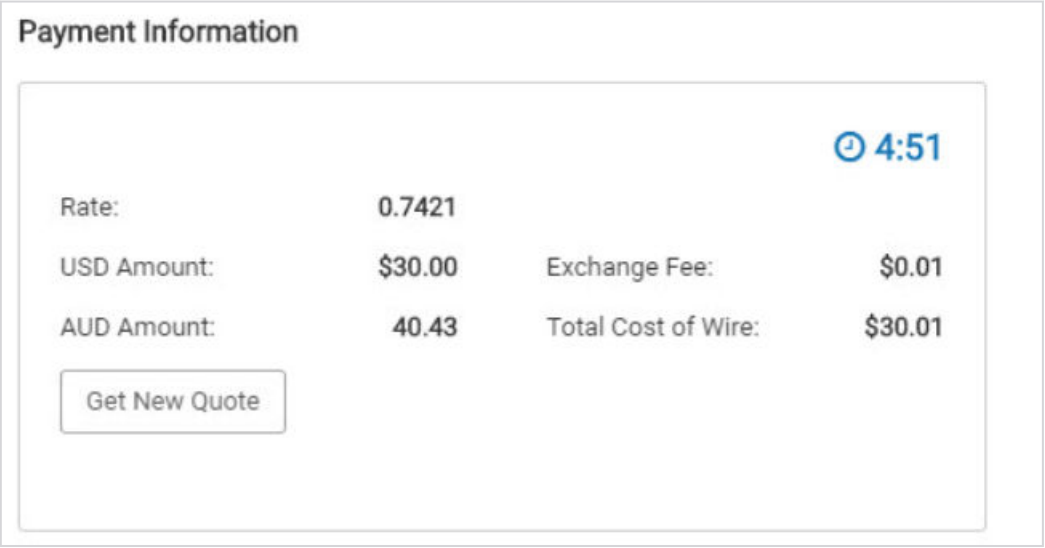
> **TIP**
> Select **Get New Quote** to change quote options.



3. Enter the payment information by completing the fields.

Wire Company

Select the wire company that is used to originate the wire.

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 the wire.

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**.

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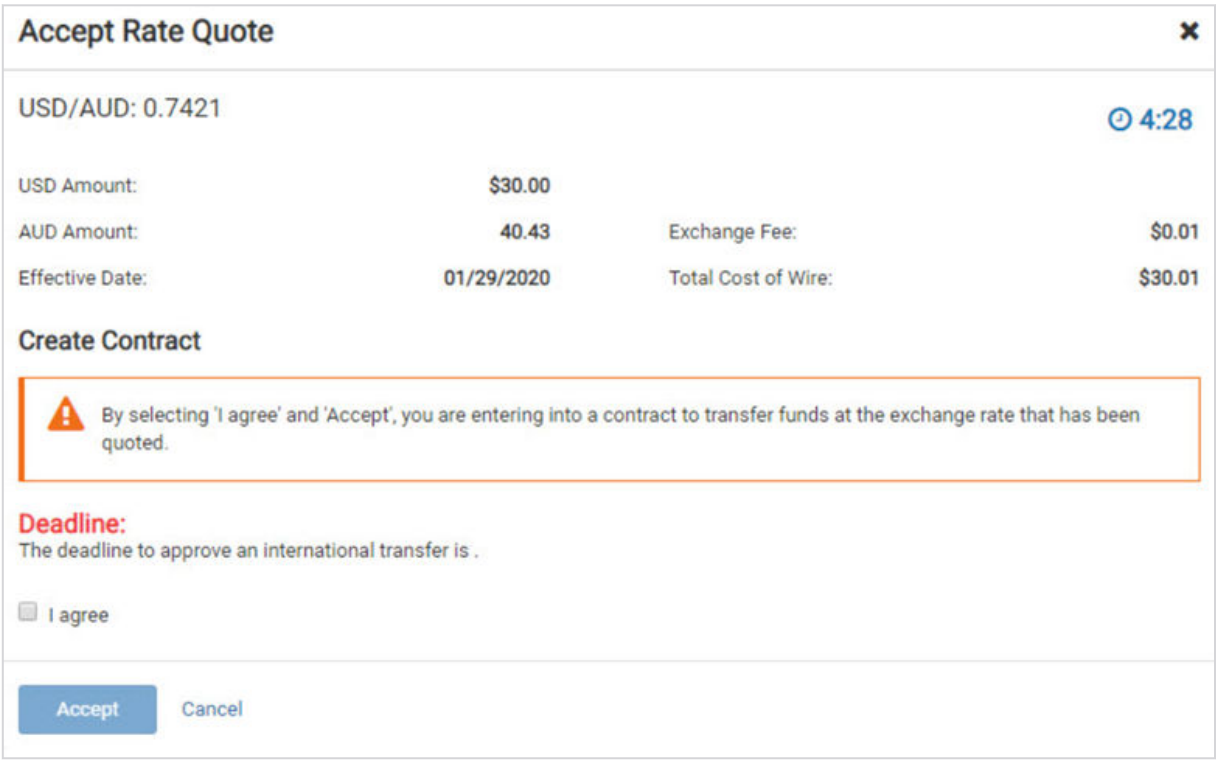
7. Review and agree to quote terms by selecting **Accept**.



8. Select **Confirm** to accept the quote contract.

> **NOTE**
> 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.

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

Wire Activity

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

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.

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

Select the **Transaction ID**, and the *Wire Detail* 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.

> **NOTE**
> The **International** option may not appear depending on your bank's settings.

Status

Select any combination of the following options:

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

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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

> **NOTE**
> 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**.

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

   - *Approval Rejected*
   - *Failed*
   - *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**.

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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**.

Wire File Activity

The *Wire File Activity* view allows users to work with wire files.

The *Wire File Activity* screen shows a list of wire files that users have uploaded. Users can access this information via the navigation menu by selecting **Payments** > **Wire** > **Wire File Activity**.

Users can view the following information for uploaded wires:

- **File Name**
- **File Size**
- **Uploaded By**
- **Total Amount**
- **Total Wires**
- Wire statuses, including *Approved / Submitted*, *Pending*, *Rejected*, and *Expired*.

Users can select to **Review** one or more wires to view only activity associated with the selected items.

Users are also able to **Search Wire File Activity** based on the following factors:

- **File Name**
- **Updated By**
- **Upload Date**
- **Total Amount**

Recurring Wires

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

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

Select the **Transaction ID**, and then the *Recurring Wire Detail* screen appears and displays both wire payment and beneficiary information.

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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:

- *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

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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.

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**.

> **NOTE**
> 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 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.

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:

- View templates

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- Initiate templates
- 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*.

> **NOTE**
> The **International** option may not appear depending on your institution's settings.

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 is used to originate the wire.

Debit Account

Select the affected debited wire accounts.

Beneficiary

Type the beneficiary's name or select the search icon from your list of beneficiaries.

Purpose

Enter a short description of the wire.

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.

> **NOTE**
> 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**.

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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 is used to originate the wire.

Wire Type

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

> **NOTE**
> The **International** option may not appear depending on your bank's settings.

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*.

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:

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

Beneficiary

Type the beneficiary's name or select the search icon from your list of beneficiaries.

Wire Company

Select the wire company that is used to originate the wire.

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 occurs.

Purpose

Enter a short description of the wire.

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.

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.

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**.

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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.

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**.

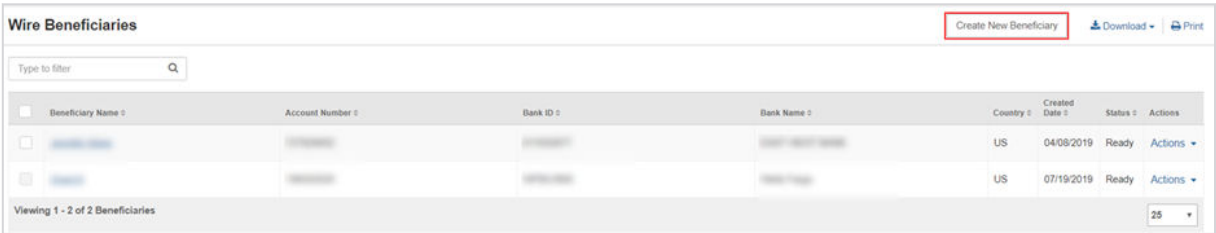
Deleting a Beneficiary

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**.



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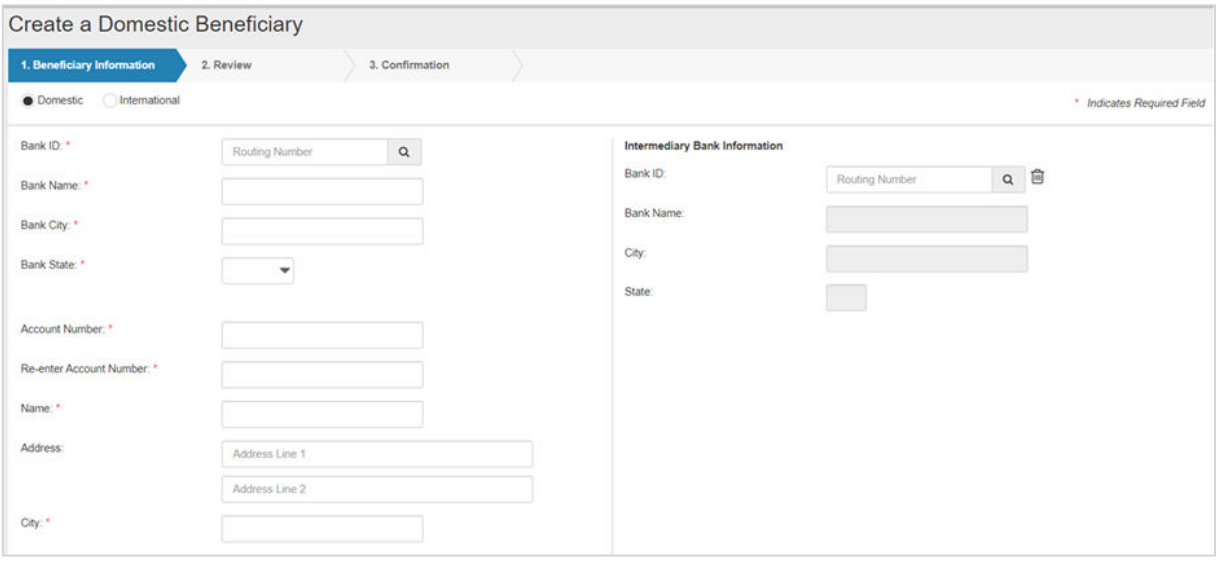
3. On the *Beneficiary Information* tab, select *Domestic*.



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

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

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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.

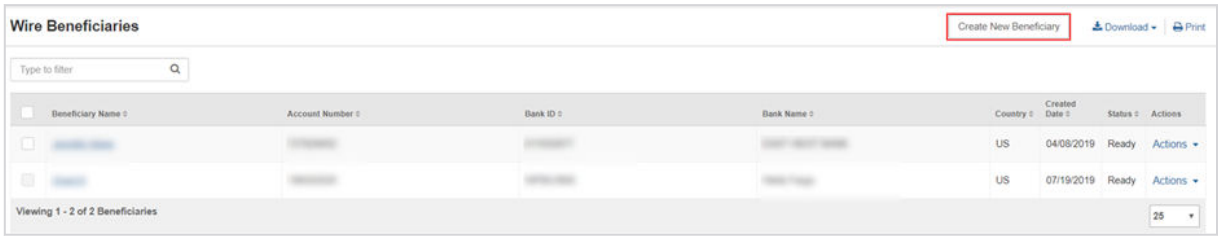
5. Select **Review**.
   You proceed to the *Review* tab.
6. Review the information entered to ensure that it is accurate.
7. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you have successfully created a domestic beneficiary. Depending on your settings, you may not be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

> **NOTE**
> 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*.

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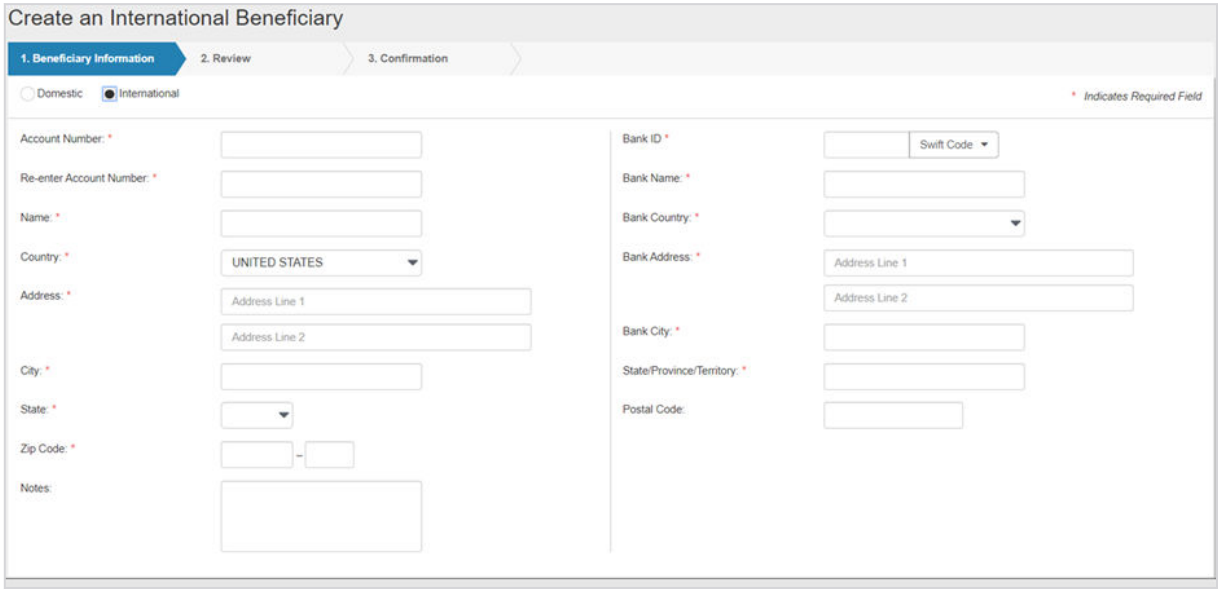

4. Select *USD* or *Foreign* for the **Currency Type** field.

> **NOTE**
> This option may not appear depending on your institution's settings.

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.

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

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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.

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. **NOTE** This option may not appear depending on your institution's settings.
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.

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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.

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

Wire Upload Formats

Users can manage wire upload formats from this screen.

The *Wire Upload Template Formatting Tool* allows users to build either a fixed position or delimited file map by selecting **Create New Format**.

Users can also delete or view formats from this screen. By selecting the **Upload Format** name, users can view and edit the selected format.

Creating Wire Upload Formats

Wire upload formats allow users to manage how Treasury Management imports uploaded wire files.

1. Go to **Payments** > **Wire** > **Wire Upload Formats**.
2. Select **Create New Format**.
   The *Wire Upload Template Formatting Tool* launches.
3. Select the tab for the format desired.

   Users can select either **Delimited** or **Fixed Position**.
4. Complete the fields as desired to determine how amounts and dates appear.
5. Map the field positions as desired.

   You can drag and drop the different fields to reorder them.

   In delimited file formats, the position in the file appears as the tile number and updates when the tile is moved. In fixed position file formats, the tiles show the position on the file and the length of the field. Users can adjust the length by using the up or down arrows.

   Optional tiles appear below the required fields. While you cannot move any required fields into the optional section, you can move optional titles to the primary section. Additionally, you can use a filler tile as a placeholder to account for items in files which are not included in payment details.
6. Select **Save** to save the upload format.

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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. You can also work with ACH tax payments.

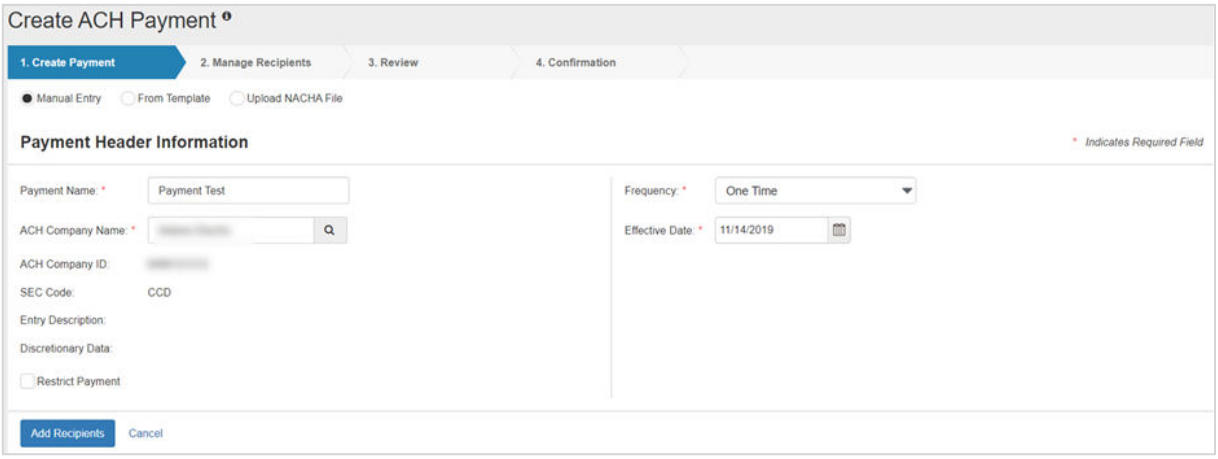
Create ACH Payment

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

Use this process when manually creating an automated clearing house (ACH) payment.

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.

> **NOTE**
> Depending on your institution's settings, you may not be able to edit all fields.

5. Select the **Restrict Payment** check box, if appropriate.

> **NOTE**
> Only users with the Restricted Batch entitlement can see restricted payments.

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

   Options are:

   - *One Time*
   - *Weekly*

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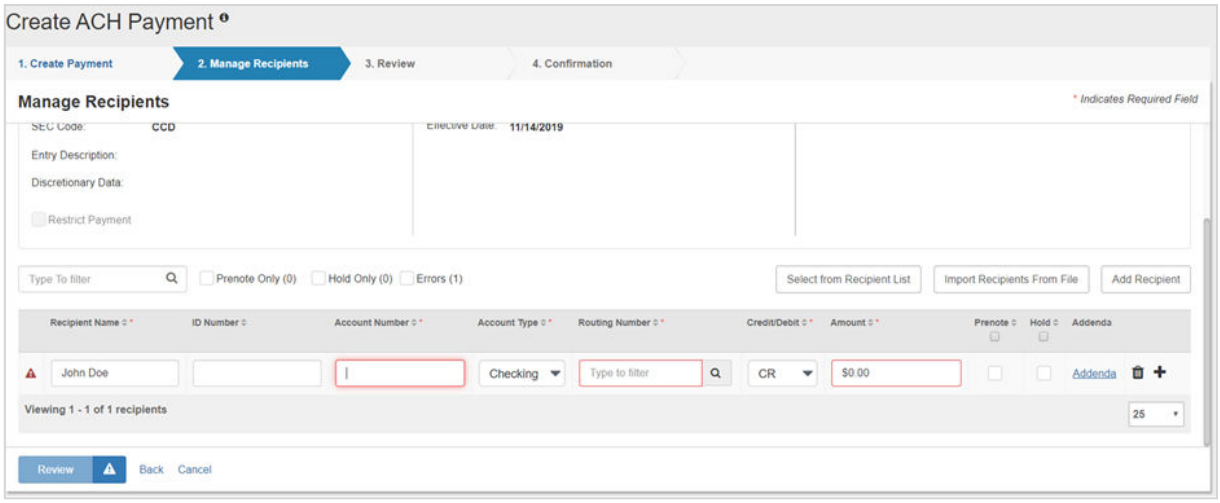
- *Every Two Weeks*
- *Twice a Month*
- *Monthly*
- *Quarterly*
- *Every 6 Months*
- *Annually*

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.



10. Complete the recipient information.

> **NOTE**
>
> Select ➕ to add a recipient row if necessary, and then complete the information.

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

> **NOTE**
>
> If the ACH company is configured to **Allow Unbalanced ACH Batches**, the offset account configured within SilverLake ACH Company Maintenance appears on the *Review* tab. Batches are transmitted to SilverLake upon final approval, before the effective date that is based on the number configured for **Days in Advance to Send Recurring** and **Future Dated ACH** within Treasury Management Back Office.

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

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Creating ACH Payments from Templates

Use this process when creating automated clearing house (ACH) payments from templates.

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**.
   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.

> **NOTE**
> If you initiated multiple templates, the option **Use One Effective Date for All Templates** appears.

8. Select the **Offset Account**, if applicable.
9. Select **Add Recipients** to proceed to the *Manage Recipients* tab.
10. Complete the recipient information.

> **NOTE**
> Select **Add** to add a recipient row, if necessary, and then complete the information.

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

> **NOTE**
> If the ACH company is configured to **Allow Unbalanced ACH Batches**, the offset account configured within SilverLake ACH Company Maintenance appears on the *Review* tab. Batches are transmitted to SilverLake upon final approval, before the effective date that

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is based on the number configured for **Days in Advance to Send Recurring** and **Future Dated ACH** within Treasury Management Back Office.

13. Select the **Apply Updates to the Template** check box, if appropriate.

    This step updates the template saved on the *ACH Templates* page.

14. Select **Confirm**.

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

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

Uploading a NACHA Formatted File

1. Go to **Payments** > **ACH** > **Create ACH Payment**.
2. Within the *Create Payment* tab, select *Upload NACHA File*.
3. Select **Browse** beside **Select File**, and browse for 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**.
5. Select an option from the **Frequency** drop-down list.
6. Enter the **Effective Date** of the payment.
7. Select **Review** and ensure that the displayed information is correct.
8. Select **Confirm**.

Create ACH Tax Payment

Use the *Create ACH Tax Payment* view to create an ACH tax payment.

Creating an ACH Tax Payment Manually

1. Go to **Payments** > **ACH** > **Create ACH Tax Payment**.
2. Within the *Create Payment* tab, select *Manual Entry*.
3. Select whether the payment is *Federal* or *State*.

   The default selection is *Federal*.

> **NOTE**
> If your organization only selected **Allow Federal Tax Payments** in Back Office, the only option is *Federal*. If your organization only selected **Allow State Tax Payments**, only *State* appears.

4. If *State*, enter the applicable **State**.
5. Enter the **Tax Payment Name**.
6. Enter the **Tax Period End Date**.

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7. Enter the **Tax Code**.

   A drop-down menu with all tax codes your organization configured in Back Office allows you to select the correct code. If the necessary tax code is not available, you can enter the code manually.

   > **NOTE**
   > If a tax code is not recognized, a warning indicator appears next to the field, displaying the following text when your cursor hovers over the icon: *The tax code was not recognized, please validate it is correct.*

8. Enter the **Tax Payer ID**.
9. Enter the **ACH Company Name**.
10. Enter the **Pay from Account**.
11. Select the **Effective Date** of this ACH payment using the calendar feature.
12. Enter the **Amount**.
13. Enter the **Amount Type** field, if applicable.

    State taxes allow the following entries:

    - *T* = Tax
    - *S* = State
    - *P* = Penalty
    - *I* = Interest
    - *L* = Local
    - *C* = City

    Federal taxes allow the following entries:

    - *1 SOCS* = Social Security amount
    - *2 MEDI* = Medicare amount
    - *3 WITH* = Withholding amount
    - *1 FICA* = Tier 1 if code *CT-1* was used
    - *2 Industry* = Tier 2 if code *CT-1* was used
    - *6 Supplemental* = Tier 3 if code *CT-1* was used

    > **NOTE**
    > If you use a tax code that does not require subcategories, the **Amount Type Code** field does not appear.

14. To include up to two additional **Amount**/**Amount Type** fields, select the **+** option.
15. Complete the recipient fields.
16. Select **Review**.
17. Review the information entered to ensure that it is accurate.

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

Create Child Support Payment

Use the *Create Child Support Payment* view to create a child support payment.

Creating a Child Support Payment Manually

You can create a child support payment within Treasury Management.

1. Go to **Payments** > **ACH** > **Create Child Support Payment**.
2. Within the *Create Payment* tab, select *Manual*.
3. Complete the *Payment Header Information*.

   The **ACH Company Name** search only returns companies set up with an offset of credits only.

   The only **Frequency** available is *One Time*.
4. Select **Add Recipients** after completing all fields.
5. Complete the recipient fields.

   > **TIP**
   > The recipient is usually the state's information for who is receiving the child support payment.
6. Complete the non-custodial parent fields.

   > **TIP**
   > For more information or additional instructions, contact your state's Child Support EFT representative.
7. Select **Review**.
8. Review the information entered to ensure that it is accurate.
9. Select **Confirm**.
   You proceed to the *Confirmation* tab, confirming that you created a child support payment. The payment is also available to view in *ACH Payment Activity*, where all child support payments are marked with -C after the **Transaction ID**.

ACH File Activity

Use the *ACH File Activity* view to see all files and respective details, which have either been uploaded by entitled users or transmitted machine to machine.

Select the column header to change the priority of the information that appears.

ACH Payment Activity

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

> **TIP**

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> The **Transaction ID** for a tax payment shows a *T* at the end. It shows a *C* at the end for child support payments.

Searching ACH Payments

Users can search for specific ACH payments.

1. Go to **Payments** > **ACH** > **ACH Payment Activity**.
2. Select the *All*, *Child Support*, *Reversal*, or *Tax Payment* option.
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*
- *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.

Debit Amount

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

Credit Amount

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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*
- *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:

   - *Approval Rejected*
   - *Failed*
   - *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**.

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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.
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.

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

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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.

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.

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**.

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3. Select **Edit Payment**.

> **NOTE**
> You cannot edit a recurring ACH payment in *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**.
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

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

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.

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 manually or by uploading a NACHA formatted file.

Upload NACHA File

This file is validated for proper NACHA formatting and valid routing numbers.

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**.

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.

> **NOTE**
> Depending on your insititution's settings, you may not have the ability to choose SEC Codes.

Entry Description

Enter a description.

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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**.
8. Complete the recipient information fields.
9. Select **Review**.
   You proceed to the *Review* tab.
10. Review the information entered to ensure that it is accurate.
11. Select **Confirm**.
    You proceed to the *Confirmation* tab.

> **NOTE**
> Depending on your institution's settings, the template may require approval before you can initiate it.

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

ACH Tax Templates

From the *ACH Tax Templates* screen, users can view a list of tax templates, select one or more templates to initiate payment, and create new templates.

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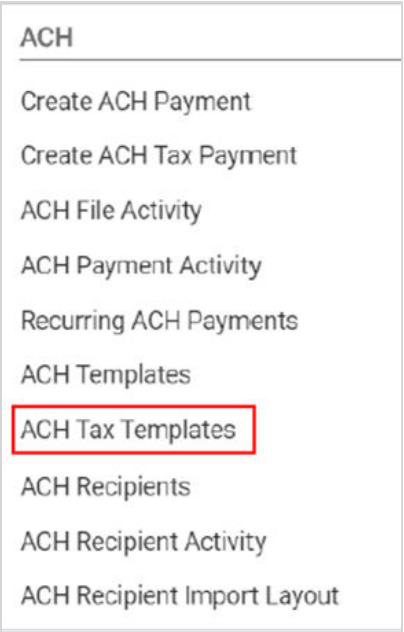

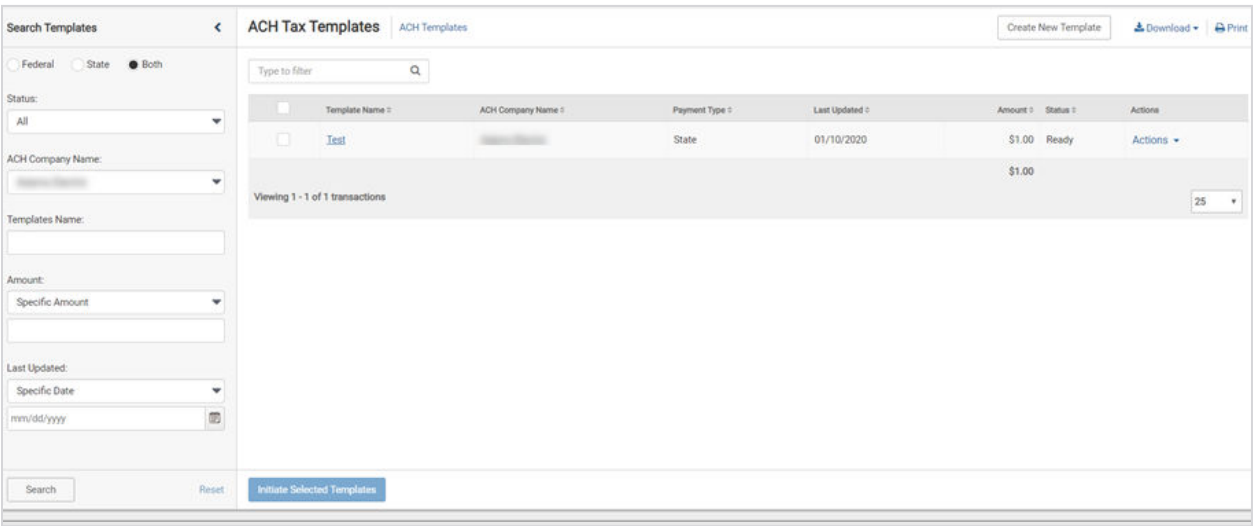

Creating an ACH Tax Template

1. Go to **Payments** > **ACH** > **ACH Tax Templates**.
2. Select **Create New Template**.
   The *Create Tax Template* screen appears.
3. On the *Create Template* tab, select whether you are creating a *Federal* or *State* template.
4. Complete the fields on the *Create Tax Template* tab.

   The following information is required when making a federal tax payment:

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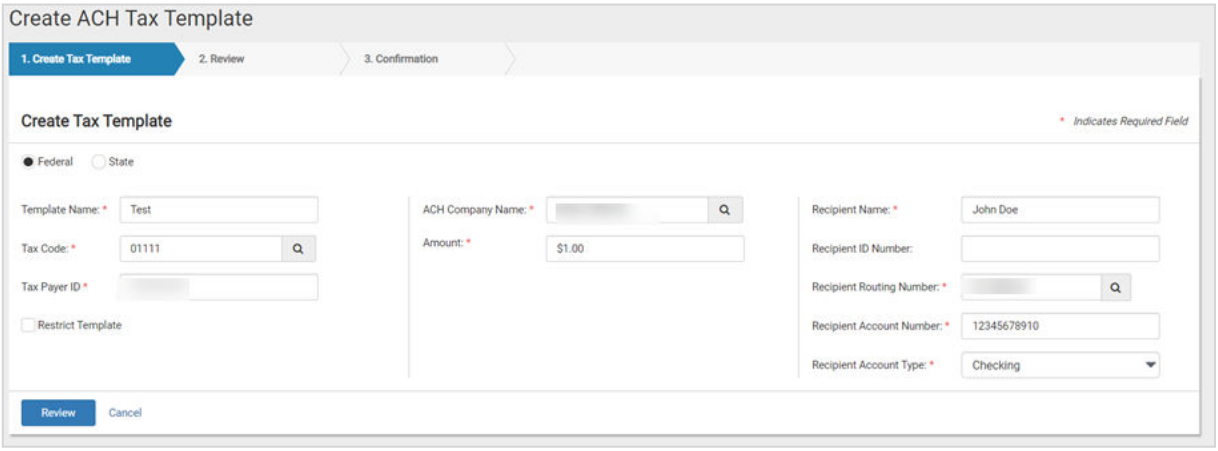
- **Tax Payment Name**
- **Tax Period End Date**
- **Tax Code**
- **Tax Payer ID**
- **ACH Company Name**
- **Pay From Account**
- **Effective Date**
- **Amount**
- **Recipient Name**
- **Recipient Routing Number**
- **Recipient Account Number**
- **Recipient Account Type**



The following information is required when making a state tax payment:

- **State**
- **Tax Payment Name**
- **Tax Period End Date**
- **Tax Code**
- **Tax Payer ID**
- **ACH Company Name**
- **Pay From Account**
- **Effective Date**
- **Amount/Amount Type**
- **Recipient Name**
- **Recipient Routing Number**
- **Recipient Account Number**

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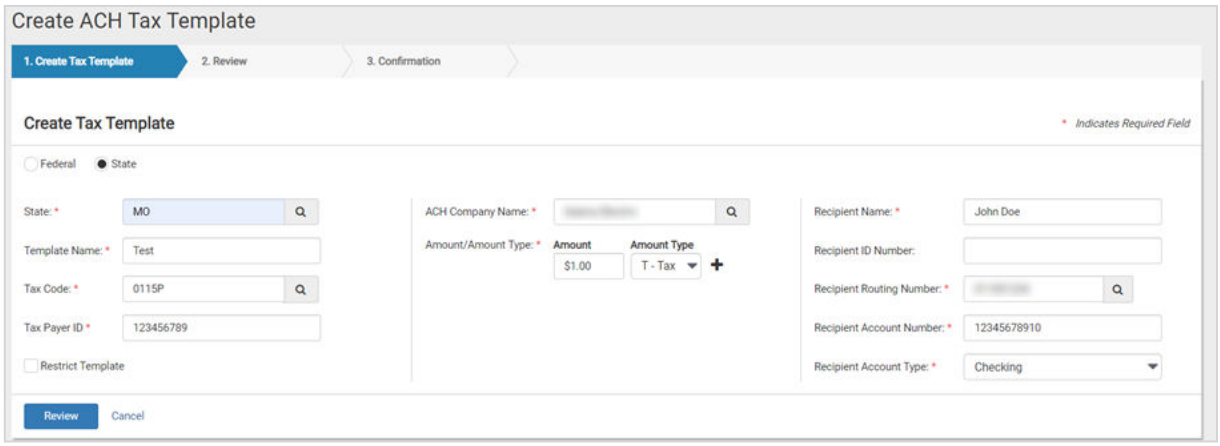
- **Recipient Account Type**



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

> **NOTE**
> Depending on your institution's settings, the template may require approval before you can initiate it.

ACH Recipients

The *ACH Recipients* page displays all saved recipients, and offers the ability to select recipients to create payments from. Users can also print or download the list of recipients. Exports are available as PDF or CSV downloads.

Users with proper entitlements can edit, delete, approve, or reject recipients.

Searching ACH Recipient Activity

1. Go to **Payments** > **ACH** > **ACH Recipients** > **ACH Recipient Activity**.
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*.

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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 *ACH Recipient Activity* screen updates with the recipients matching the criteria entered, and the number of results appears at the bottom.

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.

Status

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

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 *ACH Recipients* screen updates with the recipients matching the criteria entered, and the number of results appears at the bottom.

Adding an ACH Recipient

1. Go to **Payments** > **ACH** > **ACH Recipients**.
2. Select **Add Recipient**.
3. Complete the fields in the *Add Recipients* panel.

> **NOTE**
> If all fields are identical to another recipient (case-insensitive), the system considers the entry a duplicate and a warning message appears.

4. Select **Save**.

> **NOTE**

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> If approvals are required, the **Status** of the recipient changes to *Pending Approval*.

Editing an ACH Recipient

1. Go to **Payments** > **ACH** > **ACH Recipients**.
2. Select **Edit** from the *Actions* menu for the recipient.
3. Modify the fields as desired.

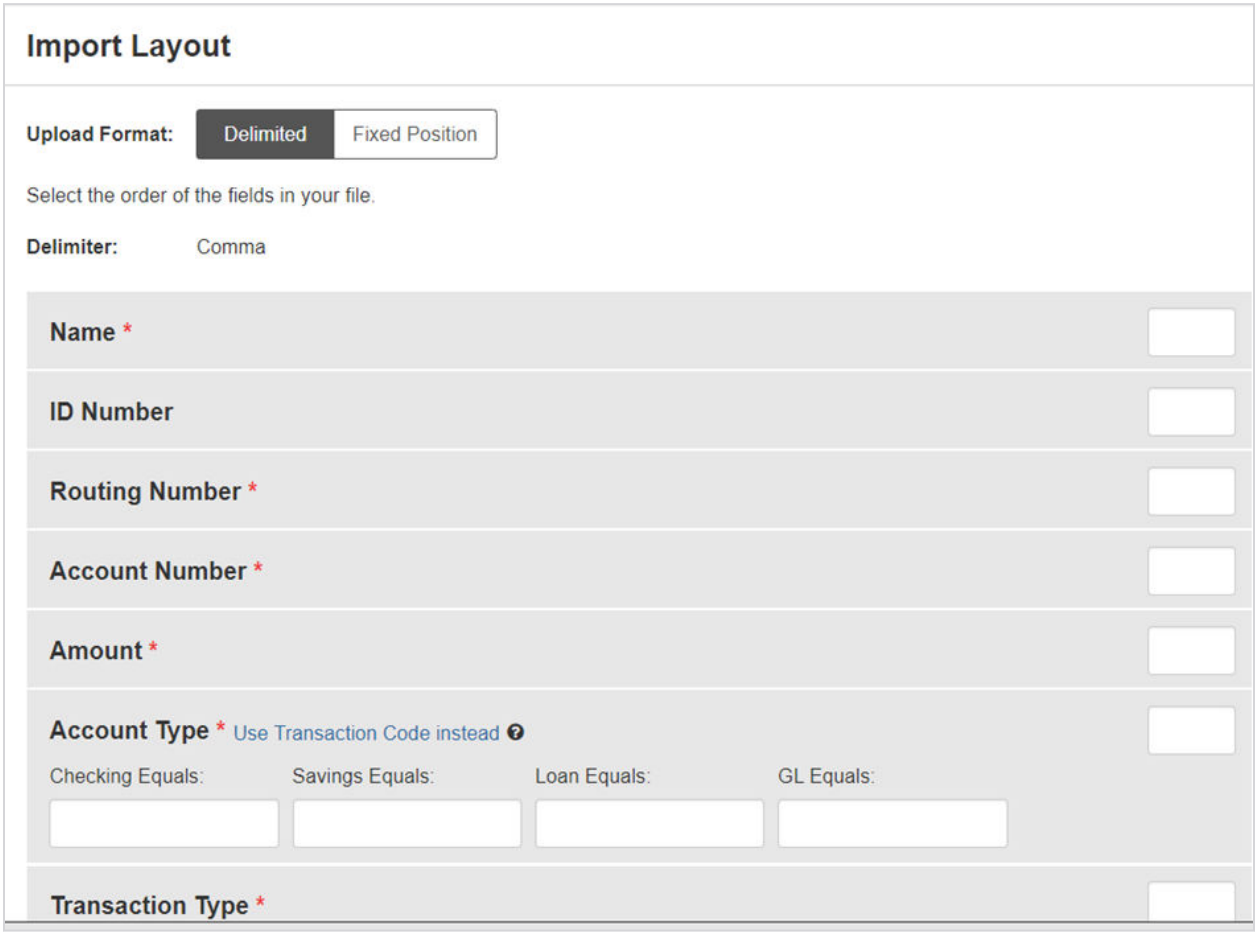
> **NOTE**
> If all fields are identical to another recipient (case-insensitive), the system considers the entry a duplicate and a warning message appears.

4. Select **Save**.

> **NOTE**
> If approvals are required, the **Status** of the recipient changes to *Pending Approval*.

ACH Recipient Import Layout

You can import recipient data from a file, such as Microsoft® Excel® or Notepad. Before importing your file, define the **Recipient Import Layout** so the system can read the file data.



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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** 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**. 3. 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**.

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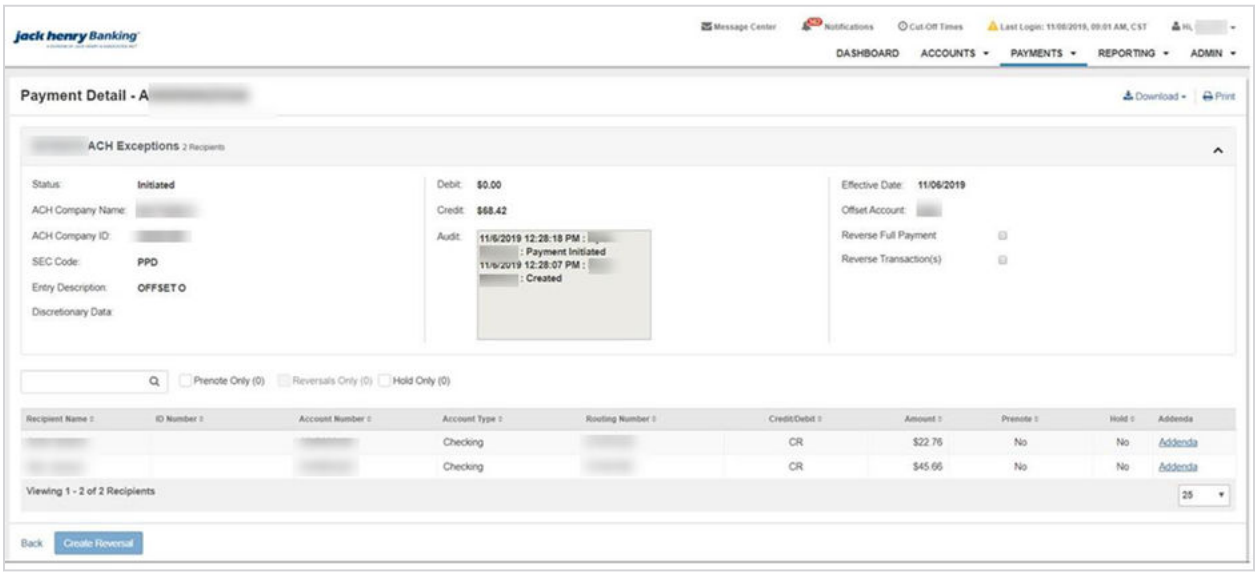
ACH Reversals

You can reverse full ACH payments or individual transactions, provided your ACH company is allowed to originate both debits and credits.

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 payment to reverse.
3. Select an option:
   - **Reverse Full Payment**
   - **Reverse Transaction(s)**

   > **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.

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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 upload 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.

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.

Posted Date

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

Issued Date

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

Issued Payee

Enter the payee information.

Payee

Enter the payee information.

Decision Taken

Select from the following options:

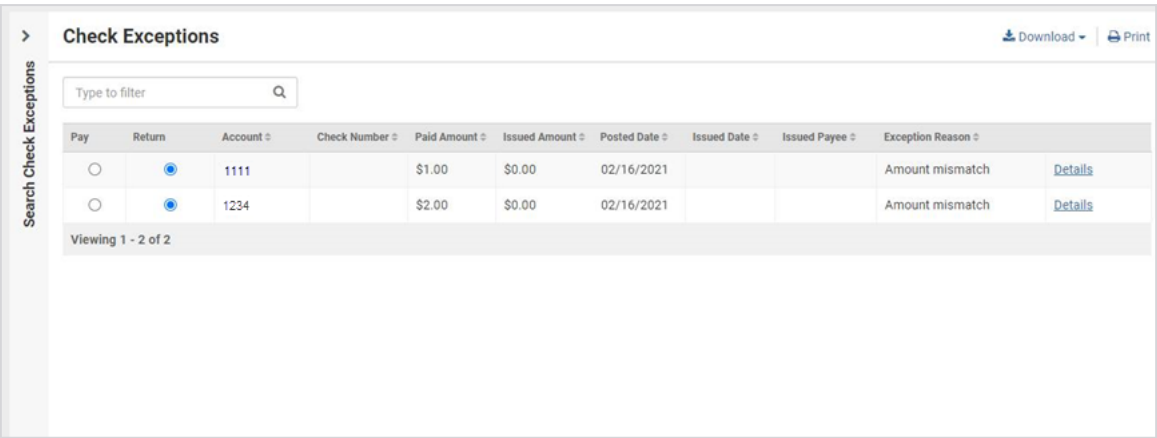
- *Pay*
- *Return*
- *Both*

5. Select **Search**.

Working with Check Exceptions

Users can work with check exceptions from the **Positive Pay** menu.

1. Go to **Payments** > **Positive Pay** > **Check Exceptions**.



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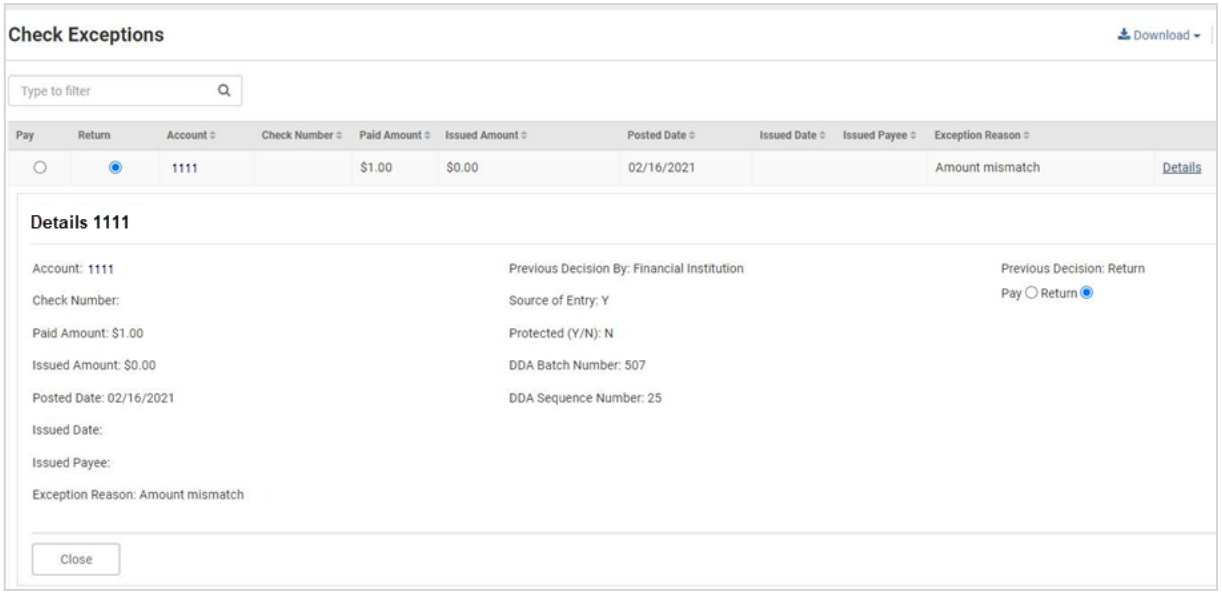

2. Change the *Pay* or *Return* options as needed for each exception item.

   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.
3. Complete the fields.

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

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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.

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 Checks

1. Go to **Payments** > **Positive Pay** > **Create / Import Check Issues**.
2. On the *Manage Issued Items* tab, select *Enter Checks*.
3. Enter the account number or select the **Search** icon to choose from a list of accounts.
4. On the *Search Accounts* dialog that opens, click **Select** beside the correct **Account Number**.
5. Select **Add Row** and complete the item details.
6. Select **Review**.

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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 successfully processed the issued items.

Uploading Issued Items

1. Go to **Payments** > **Positive Pay** > **Create / Import Check Issues**.
2. On the *Upload Positive Pay File* tab, select *Upload File*.
3. Select the format of the file that you are uploading from the **Saved Format** drop-down list.
4. Enter the account number for the **Account** field.
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 Positive Pay items. You can now upload or enter additional Positive Pay 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**
> 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 *Positive Pay Mapping Tool* page appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format**.

   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.

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4. Enter a **Template Name**.
5. Enter the number of header and footer rows to exclude.
6. Select *Decimal Included*, *Whole Dollar*, or *Implied Decimal* from the **Item Amount** options.

   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*.
7. Select an **Issue Date Format** from the drop-down list.
8. Select a **Void Date Format** from the drop-down list.
9. Enter the **Checking Indicator**.
10. Enter the **Savings Indicator**.
11. Enter the **Void Indicator**.
12. Complete the remaining fields, determined by whether you selected **Delimited** or **Fixed Position**:
    - *Column Order* (Delimited)
    - *Positioning* (Fixed Position)
13. Select **Save**.

Editing the Positive Pay Upload Format

1. Go to **Payments** > **Positive Pay** > **Check Upload Formats**.
2. Select the **Template Name** link of the format to modify.
   The *Positive Pay Mapping Tool* appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format**.
   - 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.

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> **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

The identification number of the ACH company.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection.

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.
3. Select *Single Check* or *Range of Checks*, and then enter the check information 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.

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7. Review the information entered to ensure that it is accurate.
8. Select **Confirm**.
   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.*

> **NOTE**
> 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.

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?*

3. Enter **Comments** as to why you are canceling, approving, or rejecting this stop payment.
4. Select from the following options.

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- **Approve**
- **Confirm**
- **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

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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.

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*.

Receivables

Use the **Receivables** menu to work with remote deposit capture through the ProfitStars Enterprise Payment System.

Selecting **Remode Deposit Capture** and then **Launch** from the *Receivables* page launches the ProfitStars Enterprise Payment System dashboard. From the Enterprise Payment System, users have access to their assigned remote deposit product.

Reporting

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

To add a report to the *Favorite Reports* view, select **Favorite** within 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 after selecting a 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.

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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.
   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**.

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Standard Reports

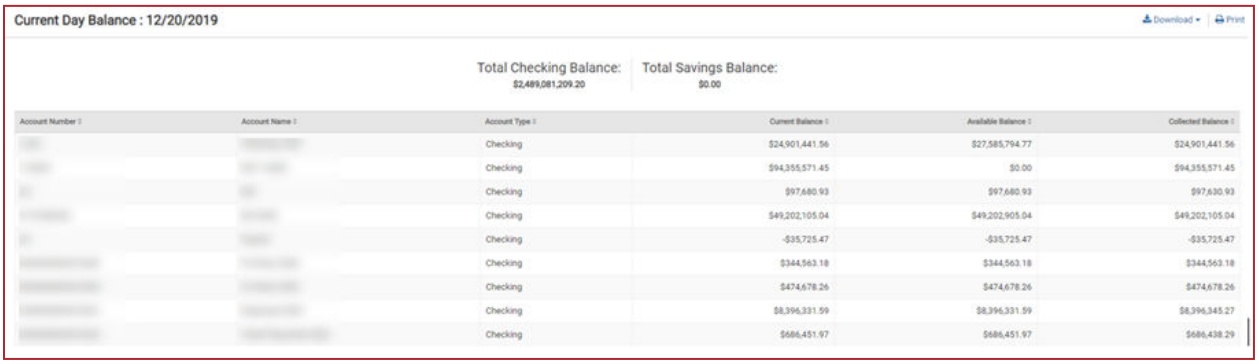
Select the report to view and/or configure that specific report's data.

The *Standard Reports* view has several default reports:

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

You can download all reports in PDF and CSV formats. The *Current Day Balance*, *Current Day Transaction*, *Prior Day Balance*, and *Prior Day Transaction* reports can also be downloaded in BAI2 format. BAI2 is a file format used to perform electronic cash management balance and activity reporting. This is a setting your institution controls.

Current Day Balance Report



Current Day Transaction Report

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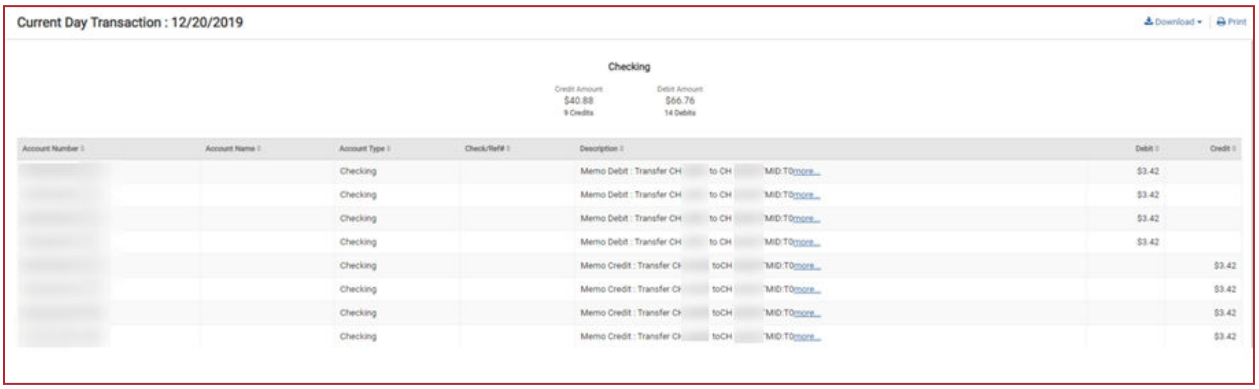

Current Day Transaction : 12/20/2019

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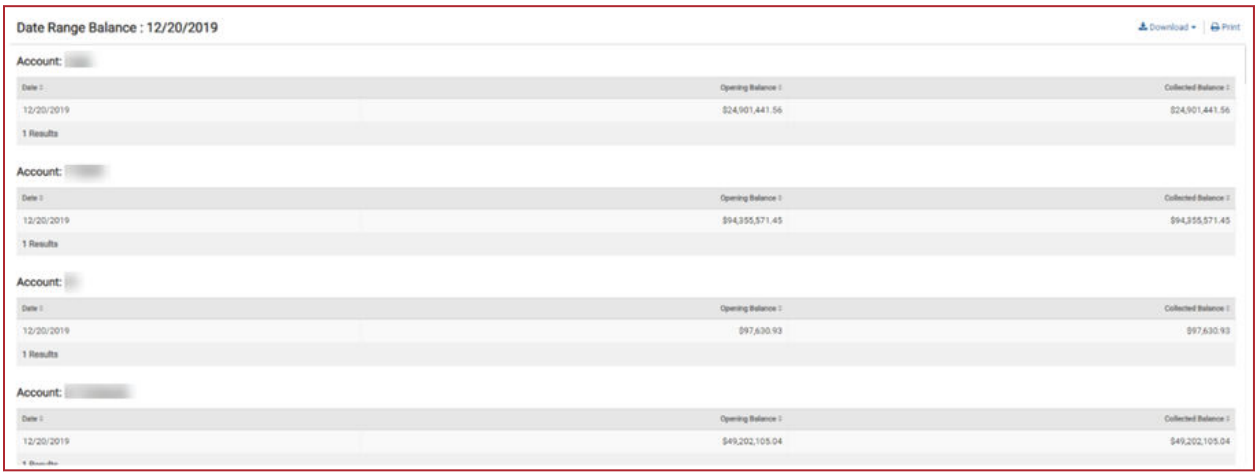
Checking

Credit Amount $40.88 9 Credits

Debit Amount $66.76 14 Debits

Account Number	Account Name	Account Type	Check/Ref#	Description	Debit	Credit
		Checking		Memo Debit : Transfer CH to CH MID:T0more...	$3.42	
		Checking		Memo Debit : Transfer CH to CH MID:T0more...	$3.42	
		Checking		Memo Debit : Transfer CH to CH MID:T0more...	$3.42	
		Checking		Memo Debit : Transfer CH to CH MID:T0more...	$3.42	
		Checking		Memo Credit : Transfer CH toCH MID:T0more...		$3.42
		Checking		Memo Credit : Transfer CH toCH MID:T0more...		$3.42
		Checking		Memo Credit : Transfer CH toCH MID:T0more...		$3.42
		Checking		Memo Credit : Transfer CH toCH MID:T0more...		$3.42

Date Range Balance Report



Date Range Balance : 12/20/2019

Download | Print

Account:

Date	Opening Balance	Collected Balance
12/20/2019	$24,901,441.56	$24,901,441.56
1 Results		

Account:

Date	Opening Balance	Collected Balance
12/20/2019	$94,355,571.45	$94,355,571.45
1 Results		

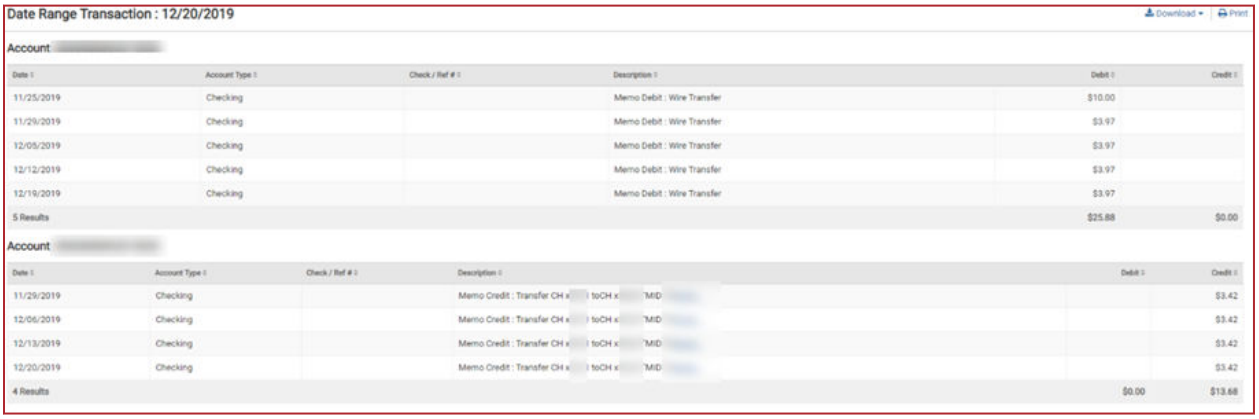
Account:

Date	Opening Balance	Collected Balance
12/20/2019	$97,630.93	$97,630.93
1 Results		

Account:

Date	Opening Balance	Collected Balance
12/20/2019	$49,202,105.04	$49,202,105.04

Date Range Transaction Report



Date Range Transaction : 12/20/2019

Download | Print

Account

Date	Account Type	Check / Ref #	Description	Debit	Credit
11/25/2019	Checking		Memo Debit : Wire Transfer	$10.00	
11/29/2019	Checking		Memo Debit : Wire Transfer	$3.97	
12/05/2019	Checking		Memo Debit : Wire Transfer	$3.97	
12/12/2019	Checking		Memo Debit : Wire Transfer	$3.97	
12/19/2019	Checking		Memo Debit : Wire Transfer	$3.97	
5 Results				$25.88	$0.00

Account

Date	Account Type	Check / Ref #	Description	Debit	Credit
11/29/2019	Checking		Memo Credit : Transfer CH x toCH x MID		$3.42
12/06/2019	Checking		Memo Credit : Transfer CH x toCH x MID		$3.42
12/13/2019	Checking		Memo Credit : Transfer CH x toCH x MID		$3.42
12/20/2019	Checking		Memo Credit : Transfer CH x toCH x MID		$3.42
4 Results				$0.00	$13.68

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Prior Day Balance Report

Prior Day Balance : 1/9/2020

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Total Checking Balance: $2,936,273,310.16

Total Savings Balance: $10,492,527.28

Account Number	Account Name	Account Type	Current Balance	Available Balance	Collected Balance
	Checking	Checking	$286,201.60	$286,201.60	$286,201.60
	Checking	Checking	$11,042,793.20	$11,042,793.20	$11,042,793.20
	Checking	Checking	$216,625.27	$216,625.27	$216,625.27
	Savings	Savings	$4,331.79	$4,331.79	$4,331.79
	Checking	Checking	$2,595,806.76	$2,595,806.76	$2,595,806.76
		Checking	$1,401,130,313.99	$1,401,130,313.99	$1,401,130,313.99
	Savings	Savings	$119,815.88	$119,815.88	$119,815.88
	Checking	Checking	$24,214.33	$24,214.33	$24,214.33

Prior Day Transaction Report

Prior Day Transaction : 1/9/2020

Download | Print

Checking

Credit Amount $300.00 1 Credits

Debit Amount $300.00 1 Debits

Account Number	Account Name	Account Type	Check/Ref#	Description	Debit	Credit
	Checking	Checking		Transfer CH x to CH x TMID:	$300.00	
	Checking	Checking		Transfer CH x to CH x TMID:		$300.00
2 Results					$300.00	$300.00

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:

- *Statements and Notices*
- *Documents and Settings*
- *Disclosures*
- *Email Settings*

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- *Additional Recipients*

> **NOTE**
> This tab only appears if your FI has enabled it.

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.

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

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. Complete the following fields for the new user.
   - **Name**
   - **Login ID**

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- **Department***
- **Email**
- **Phone**
- **Fax***

*These fields are not required.

4. 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.

5. Select **Save Changes**.
6. 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.

7. 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**

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- **Admin Status**

4. Page through to edit a user's account access, time access, IP restriction, entitlements, and limits.

> **NOTE**
> Select **Save** on each page before moving on.

5. Select **Save** to process the changes.

> **NOTE**
> Depending on your institution's settings, changes may need to be approved by the institution or another admin.

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

Approving or Rejecting a User

You can approve or reject pending users from the *User List*. This step may be required depending on your financial institution's settings.

1. Go to **Admin** > **User List**.
2. Select *Approve/Reject* from the **Actions** drop-down list beside the appropriate user.
3. Select whether to **Approve** or **Reject** the user.
   A comment window appears.
4. Enter any necessary comments.
5. Select **Save**.

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. Complete the following fields.
   - **Name**
   - **Login ID**
   - **Department** – this field is not required.
   - **Email**
   - **Phone**
   - **Fax** – this field is not required.
3. 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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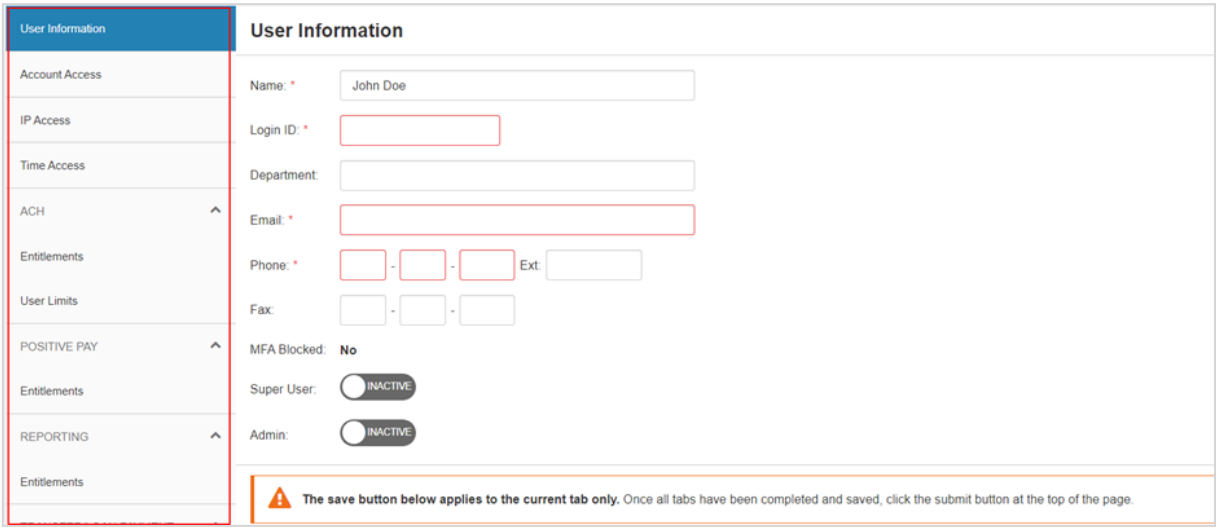
Admin

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

4. Select **Save Changes**.

   Continue to enter information by navigating the tabs in the sidebar.



5. Page through to edit the user's account access, time access, IP restriction, entitlements, and limits.

> **NOTE**
> You can set entitlements for **ACH**, **Positive Pay**, **Reporting**, **Remote Deposit Capture**, **Internal Transfer**, **Stop Payment**, **Integrated Services**, and **Wire**.

> **TIP**
> 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.

6. 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.

7. After completing all tabs, select **Submit for Enrollment**.

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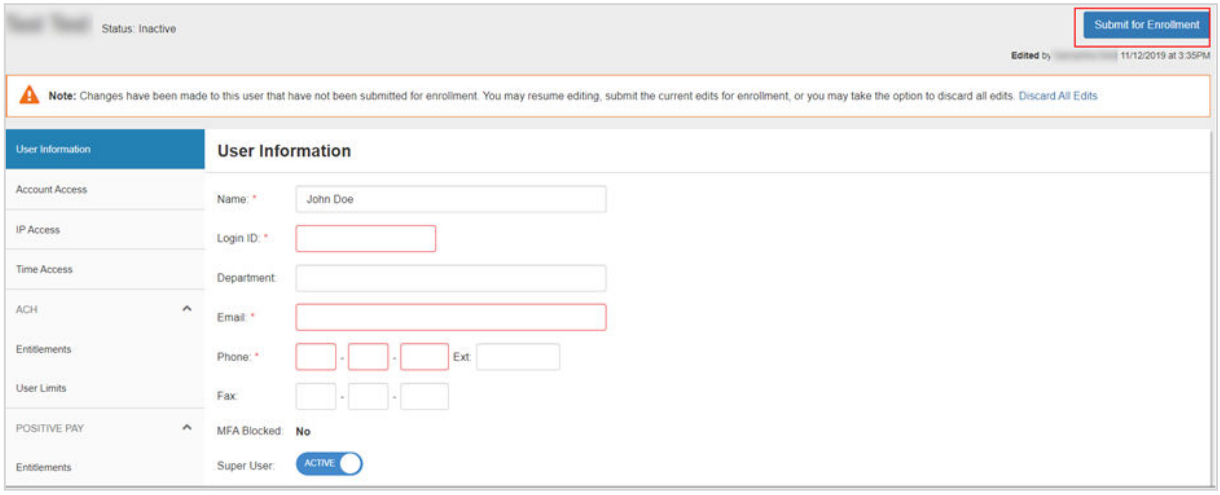

Entitlement Field Definitions

Product Daily Limit

The product daily limit.

Daily Initiation Limit

The daily limit on initiations.

Approval Limit

The approval limit.

Transaction Limit

The transaction limit.

Daily Limit

The daily limit.

Restricted Batch

Select **Restricted Batch**, if appropriate. If enabled, the user can restrict batch payments and batch approvals from the view of other users.

Create ACH Template

If selected, the user can create an ACH template.

Full Edit ACH Template

If selected, the user can edit information within a template.

Partial Edit ACH Template

If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

Delete ACH Template

If selected, the user can delete an ACH template.

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Approve ACH Template

If selected, the user can approve the creation of a template.

Create ACH Payment

If selected, the user can create and initiate a one-time, future-dated, or recurring ACH payment.

Full Edit ACH Payment

If selected, the user can edit scheduled and recurring payments.

Delete ACH Payment

If selected, the user can cancel or uninitiate a payment.

Approve ACH Payment

If selected, the user can approve an ACH payment.

Partial Edit ACH Payment

If selected, the user can only edit amounts, prenote and hold selections, and addenda information.

File Upload Edit

If selected, the user can edit files that are uploaded.

Upload/Create ARP Files

If selected, users can import an issued items file in fixed position or delimited file layout.

Download ARP Files

If selected, users can export their exceptions into CSV or PDF format.

Work ARP Exceptions

If selected, users can choose to pay or return check exceptions.

Work ACH Exceptions

If selected, users can choose to pay or return ACH exceptions.

CDR Balance

The user can work with the CDR Balance.

PDR Balance

The user can manage the PDR balance.

Date Range Balance

The user can work with the date range balance.

CDR Transaction

The user can work with CDR transactions.

PDR Transaction

The user can work with PDR transactions.

Date Range Transaction

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The user can work with date range transactions.

EDI Report

EDI Reporting requires an additional contract.

Create Internal Transfer/Loan Payment

The user can create internal transfers/loan payments.

Edit Internal Transfer/Loan Payment

The user can edit internal transfers/loan payments.

Delete Internal Transfer/Loan Payment

If selected, users can cancel or cancel series.

Approve Transfer/Loan Payment

The user can approve transfers/loan payments.

Add Stop Payment

The user can add stop payments.

Approve Stop Payment

The user can approve stop payments.

Cancel Stop Payment

The user can cancel stop payments.

Create Beneficiary

The user can create beneficiaries.

Edit Beneficiary

The user can edit beneficiaries.

Approve Beneficiary

The user can approve beneficiaries.

Delete Beneficiary

The user can delete beneficiaries.

Create Domestic Wire Payment

The user can create domestic wire payments.

Edit Domestic Wire Payment

The user can edit domestic wire payments.

Delete Domestic Wire Payment

The user can delete domestic wire payments.

Approve Domestic Wire Payment

The user can approve domestic wire payments.

Create Internal Template

The user can create templates.

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Edit Internal Template

The user can edit templates.

Approve Internal Template

The user can approve templates.

Delete Internal Template

The user can delete templates.

Create DLI Wire Payment

The user can create DLI wire payments.

Approve DLI Wire Payment

The user can approve DLI wire payments.

Electronic Documents

The user can work with electronic documents.

Bill Pay

The user can work with bill pay.

Account Nicknames

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. 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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