

TREASURY MANAGEMENT QUICK REFERENCE GUIDE

CREATING A TREASURY MANAGEMENT USER



Creating a Treasury Management 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.


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.

User Information	User Information
Account Access	Name: * <input type="text" value="John Doe"/>
IP Access	Login ID: * <input type="text"/>
Time Access	Department: <input type="text"/>
ACH	Email: * <input type="text"/>
Entitlements	Phone: * <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
User Limits	Fax: <input type="text"/> - <input type="text"/> - <input type="text"/>
POSITIVE PAY	MFA Blocked: No
Entitlements	Super User: <input type="radio"/> INACTIVE
REPORTING	Admin: <input type="radio"/> INACTIVE
Entitlements	

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

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**.

The screenshot shows a user profile page for a user named John Doe. The page has a top navigation bar with a 'Submit for Enrollment' button. Below the navigation bar is a warning message: 'Note: Changes have been made to this user that have not been submitted for enrollment. You may resume editing, submit the current edits for enrollment, or you may take the option to discard all edits. Discard All Edits'. The main content area is divided into two columns. The left column contains a list of tabs: 'User Information', 'Account Access', 'IP Access', 'Time Access', 'ACH', 'Entitlements', 'User Limits', 'POSITIVE PAY', and 'Entitlements'. The right column shows the 'User Information' tab selected, with the following fields: 'Name' (John Doe), 'Login ID', 'Department', 'Email', 'Phone' (with separate boxes for area, number, and extension), 'Fax', 'MFA Blocked' (set to No), and 'Super User' (set to Active).

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.

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

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.

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.