Help Card: User Administration – Payment and Template Permissions Defined

Regions iTreasury

The following information provides guidance to help Administrators manage user permissions for payments and templates within Regions iTreasury.

PERMISSION DEFINITIONS and COMPARISON TERMS FOR PAYMENTS and TEMPLATES

- View – allows the user to view payment/template details
- Manage – allows the user to create, delete, or modify payments/templates
  *Tip: When using **Repetitives,** the **Manage** option allows the user to modify only the date and amount*
- Approve – allows the user to approve payments/templates
- Approve Own – allows the user to approve payments/templates that they have created
- Auto Approve – allows the user to approve and release payments/templates

Note: Approve Own & Auto Approve will allow a single user to create, approve and release their payments/templates with one click of the Approve button instead of two

Modify, Repair and Confidential apply to Imported Payments/Templates

- Modify – allows the user to modify anything on the imported payment/template
- Repair – allows the user to update the date and amount of the imported payment/template
- Confidential – allows the user to mark an imported payment as Confidential limiting the view to only designated users

Note: 1 Approval Signature – is a bank setting which cannot be changed

iTreasury Terminology
Free Form
Repetitives
Templates
Imports
Manage
Approve
Approve Own

Clients with a **Single User**
Ensure the following entitlements are selected

- ✓ View
- ✓ Manage
- ✓ Approve
- ✓ Approve Own

Granting all these entitlements will allow a single person to create and approve payments or templates

Clients that need **Dual Approval**
Ensure the following entitlements are selected

User Creating Payments or Templates

- ✓ View
- ✓ **Manage**

User Approving Payments or Templates

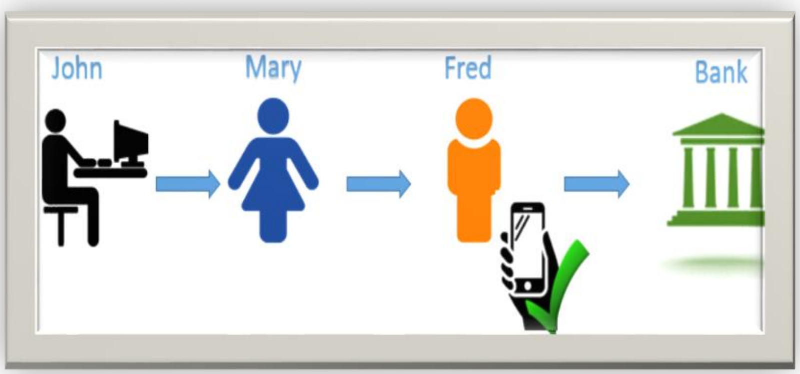
- ✓ View
- ✓ **Approve**

Granting these entitlements will require two individuals to create and approve payments & templates

Dual Approval Client Experience:

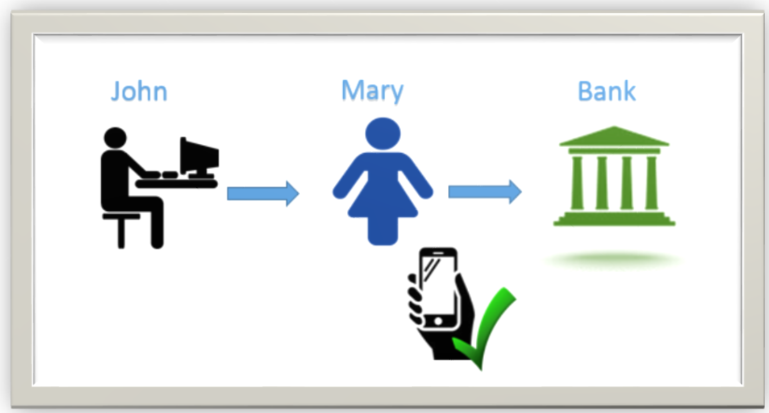
Scenario One: Payment Creator does NOT have ***Approve Own***

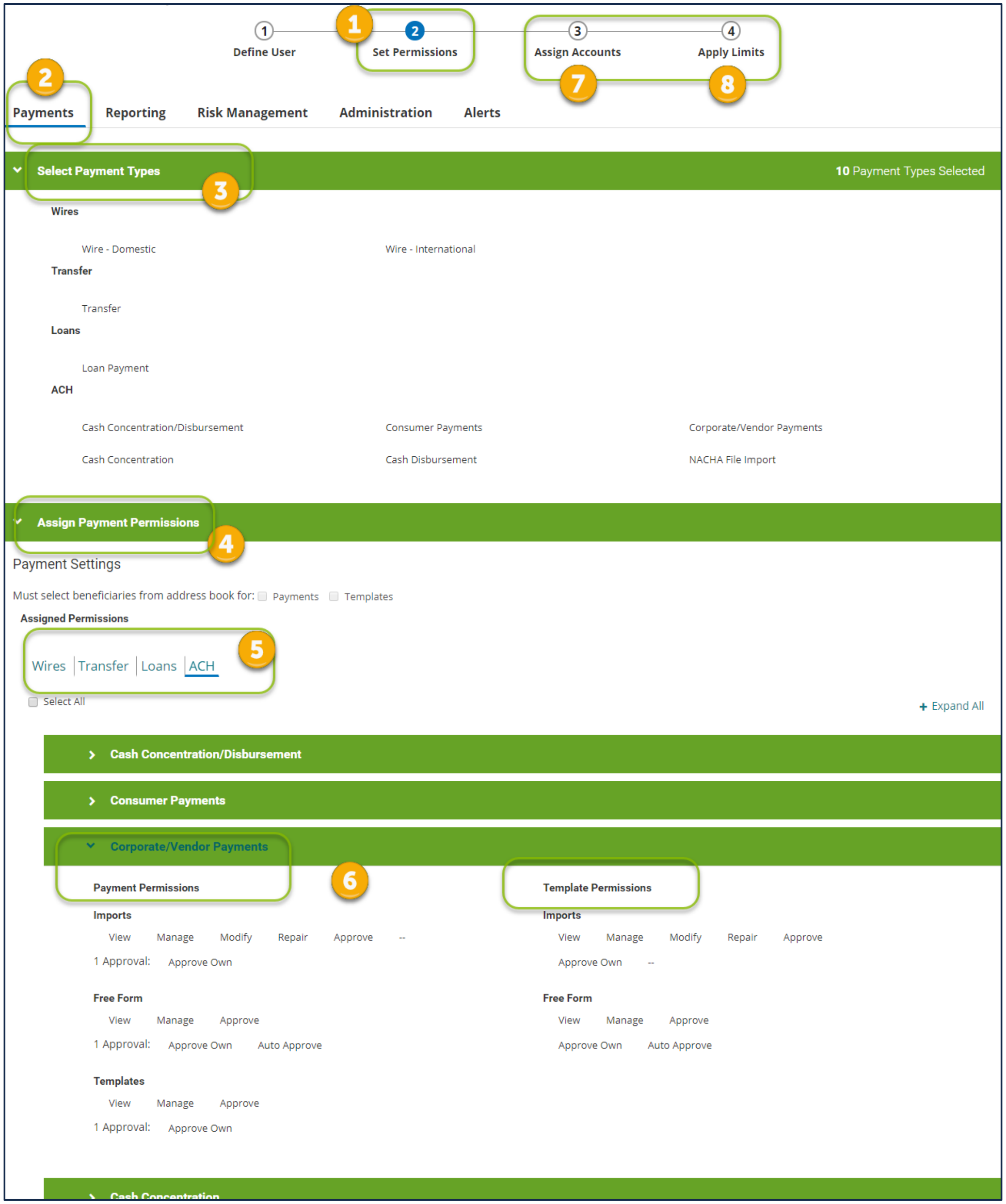
This situation will require 3 different users to process a payment/template - 1 to create the payment/template & **2** to approve



Scenario Two: Payment Creator HAS ***Approve Own***

This situation will require 2 different users to process a payment/template - 1 to create the payment/template & **1** to approve





Access the **Admin Console** to Establish Entitlements

1. Within the **Set Permissions** tab
2. Click on **Payments** & Open **Select Payment Types**
3. Check the **box** next to the **Payment Type(s)** the User needs access to
4. Open the **Assign Payment Permissions**
5. Click on **each Payment Type** tab
6. Select the appropriate **permissions** for the user

   Or you can **Select All** to grant permissions for all Payment Types and All Permissions
7. **Assign Accounts** (ensure to select the **ACH Originators** tab)
8. Check the appropriate **payment type(s)** for all applicable accounts
9. Click **Update**
10. **Apply Limits**

KEY REMINDERS

Click the **Save** button to ensure your actions have been saved

Actions will remain in an **Entered** status until **approved**

Only the Payment Types your company has enrolled in will display

HELPFUL TIPS

- iTreasury retains **ACH** payments until 2 days prior to the effective date which is a change from the current workflow. An ACH payment will stay in an **Approved** status until 2 days prior to the effective date, then the status will change to **Submitted to Bank**.

- **Wire Transfers** will show as Approved, Acknowledged by Bank (once delivered to the bank) and Bank Confirmed once the wire is fully processed.

    - The site below allows the confirmation of ACH and Wire routing numbers.https://www.frbservices.org/EPaymentsDirectory/agreement.html
    - The site below allows the confirmation of IBAN and SWIFT BIC. https://www.iban.com/