Treasury Management
User Management Quick Reference Guide

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Contents

User Management Quick Reference Guide

Admin

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

Creating a User

TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

NOTE
Notify GRB if you require all creations of user profiles by the administrator to be approved by another administrator before becoming effective.

NOTE
GRB requires minimum security permissions for your users. For ACH Payments and Wire Transfers (if applicable), you must set up dual control. One user must have create access, and one user must have approval access.

Use *Create New User* to create a user and set their permissions. Required fields are marked with a red asterisk in Treasury Management.

1. Go to **Admin** > **Create a User**.

2. Enter the **Name** of the new user.

3. Enter the **Login ID** of the new user.

4. Enter the **Department** the new user belongs to. This field is not required.

5. Enter the **Email** address of the new user.

6. Enter the **Phone** number with the area code, and then enter the extension, if needed.

7. Enter the **Fax** number with the area code. This field is not required.

8. Select whether the new user is a **Super User**, **Admin**, or both.

   If **Super User** is selected, the toggle turns green. 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.

   If **Admin** is selected, the toggle turns green. An admin can add, edit, delete, and approve company users.

9. Select **Save Changes**.

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

If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.

11. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.

12. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.

13. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**. You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer, Stop Payment, Integrated Services, and Wire.

    ***For **ACH Entitlements**, at a minimum, one user must have **"ACH, Batch, Create Payment"** selected, and another user must have **"Approve Ach Payment"** selected.

    ***For **Wire Entitlements**, at a minimum, one user must have **"Create Domestic Wire Payment"** selected, and another user must have **"Approve Domestic Wire Payment"** selected.

    *** For **Report Entitlements**, see the [Report Definition](#) section on page 7 for a description of each report you can give your user access to.

    Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.

14. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit/Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

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

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

15. When complete, select **Submit for Enrollment**. *Go to the **User List** section in the guide for the enrollment statuses.*

16. Your new user will receive an email with log in instructions when enrollment is complete.

Editing User Information

TIP

You may be prompted for authentication by receiving a text or phone call that requires you to respond with a code combined with a PIN, within a time limit.

NOTE

Notify GRB if you require all edits to user profiles by the administrator to be approved by another administrator before becoming effective.

1. Go to **Admin** > **User List**.

2. Select *Edit User* from the **Actions** drop-down list beside the appropriate user.

3. On the *User Information* tab, change the fields as needed, and then select **Save**

Changes. You can change these fields:

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

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

   If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.

5. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.

6. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.

7. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**.

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

   Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.

8. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit/Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

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

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

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.

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

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 has been created and submitted for approval but has not yet been approved by a Back Office user. Users pending approval cannot be **Active**, only **Inactive**.
- *Enrolled* - The user setup has been 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 has been 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 has been 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 have been 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**.

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

From the **Actions** drop-down menu, you can select to *View User* details, *Reset Password*, *Edit User* and *Copy User.*

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. Check to see if the user is locked. There will be a lock icon next to the user name. If you see the lock icon, go to **View User** or **Edit user.** Click **Unlock User** to unlock the user.

3. Go back to **User List**. The lock icon should disappear.

4. Select *Reset Password* from the **Actions** drop-down list beside the appropriate user.

5. Select *Auto Generate Password* or *Manually Set Password*.

6. Enter a **Temporary Password** if *Manually Set Password* is selected.

7. Select **Send Password**.

8. If Auto Generate was chosen, an email will go to the user with a link prompting them to reset their password. If Manually Set Password was chosen, instruct the user to go to the Treasury Management site and provide them the password you entered. They will then be prompted to setup a new password.

Report Definitions

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

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

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

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

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

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

EDI Report (Electronic Data Information)
Run the EDI Report to view the day's EDI information for all entitled accounts.