

Help Card: User Administration – Risk Management (Positive Pay) The New Regions iTreasury

The following information provides guidance to help Administrators manage user permissions for Positive Pay processing within the new Regions iTreasury.

POSITIVE PAY PROCESSING, CHECK SERVICES AND PERMISSION SETTING

	Define U	lser	Set Pe	rmissio	ns	Assi	gn Account	5	A	pply Lin	nits
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View Manage Approve						View	Manage	Appro	110		
Approve Own Auto Approve								Auto Appr			
Import Check Issue/Void						Cancel S	top				
View Manage Approve						View	Manage	Appro			
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Positive Pay Processing

This section grants users access to:

• Review, pay or return exception items

Check Services

This section grants users access to:

- Review check details
- Issue and void checks manually
- Import a check issue/void file
- Place a stop payment
- Cancel a stop payment

Permission Definitions

- View allows a user to view the details of a decision and/or a check issuance/void
- Manage allows a user to submit, delete or modify an action
- Approve allows a user to approve and/or process an action
- Approve Own allows a user to approve an action they had submitted
- Auto Approve allows a user to submit and approve an action with one click
 - o Users must have Approve Own
 - Users will not need to submit an action then approve it within a separate action
 - \circ $\$ Auto Approve is not available with Import Check Issue/Void

QUICK TIPS

All actions require an Approval once submitted

- If an action does not require dual control, clicking the Approve button will process the action
- If an action requires dual control, clicking the Approve button gives the first approval, and clicking it a second time will process the action

Users can be entitled to submit and approve an action

• Auto Approve can be selected to allow a single user to submit and approve an action with one click

Dual Control Entitlements Single User Entitlement Clients who need dual control should ensure the following Clients with a single user should ensure the following entitlements entitlements have been selected: have been selected: ✓ View For the user who will be For the user who will be ✓ Manage submitting an action approving an action ✓ Approve ✓ View ✓ View ✓ Approve Own ✓ Manage ✓ Approve Granting all these entitlements will allow a single user the ability to Granting all these entitlements will allow a single user the ability to submit and approve an action such as paying/returning an view and pay/return exceptions, issue/void checks, place/cancel exception item, issuing/voiding checks, and placing/canceling a stop payments and another user to view and approve. stop payment

KEY REMINDERS



Approvers should establish an **Alert** to notify them of **actions pending approval** (i.e.: Positive Pay Item Pending Approval)

Access the <u>Alert Help Card</u> for details on how to establish Alerts

