



## Help Card: User Administration – Payment and Template Permissions Defined The New Regions iTreasury

The following information provides guidance to help Administrators manage user permissions for payments and templates within the new 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

New iTreasury Terminology	Former iTreasury Terminology
Free Form	Non-Repetitive Wire Transfer
Repetitives	Host Semi-Repetitive Wire Template <i>(bank maintained wire template)</i>
Templates	Client maintained Wire Template or ACH Database
Imports	Import
Manage	Enter, Delete, Modify
Approve	Release or Approve – depending on the payment creation stage
Approve Own	Edit & Release

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

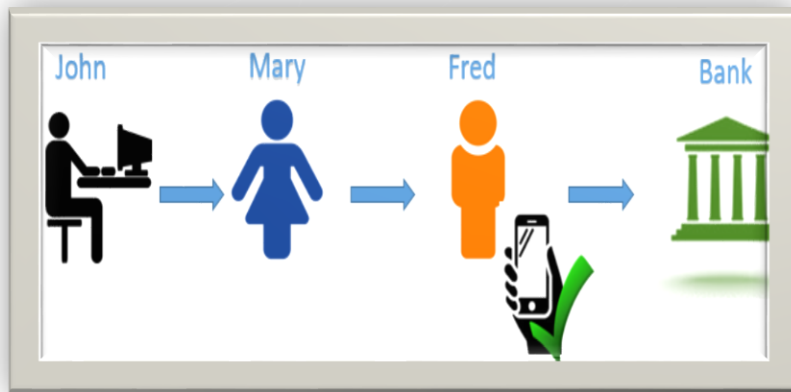
- ✓ View
- ✓ **Approve**

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

### Dual Approval Client Experience:

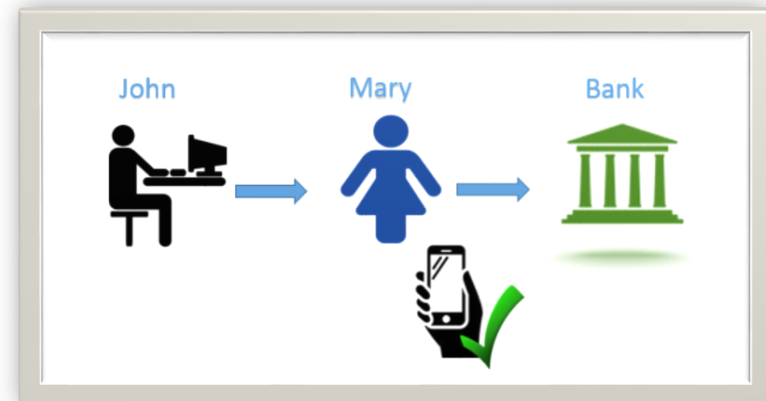
**Scenario One:** Payment Creator does **NOT** have **Approve Own**

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



1 Define User

2 Set Permissions

3 Assign Accounts

4 Apply Limits

2 Payments

Reporting Risk Management Administration Alerts

3 Select Payment Types 10 Payment Types Selected

Wires

Wire - Domestic Wire - International

Transfer

Transfer

Loans

Loan Payment

ACH

Cash Concentration/Disbursement Consumer Payments Corporate/Vendor Payments

Cash Concentration Cash Disbursement NACHA File Import

4 Assign Payment Permissions

Payment Settings

Must select beneficiaries from address book for:  Payments  Templates

Assigned Permissions

Wires | Transfer | Loans | ACH

Select All + Expand All

> Cash Concentration/Disbursement

> Consumer Payments

> Corporate/Vendor Payments

6 Payment Permissions

Template Permissions

Imports

View Manage Modify Repair Approve --

1 Approval: Approve Own

Free Form

View Manage Approve

1 Approval: Approve Own Auto Approve

Imports

View Manage Modify Repair Approve

Approve Own --

Free Form

View Manage Approve

Approve Own Auto Approve

Templates

View Manage Approve

1 Approval: Approve Own

> Cash Concentration

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**
8. **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

- The new 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.
- **Wire Templates** may show a 'Needs Repair' status. The error will need to be corrected in the current iTreasury for it to convert correctly during conversion weekend. Typical errors identified were due to incorrect ABAs and IBAN numbers. Visit the following sites to obtain correct ABA & IBAN information.
  - The site below allows the confirmation of ACH and Wire routing numbers. <https://www.frbervices.org/EPaymentsDirectory/agreement.html>
  - The site below allows the confirmation of IBAN and SWIFT BIC. <https://www.iban.com/>