



Flatirons Bank

CASH MANAGEMENT MANUAL

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Cash Management User

Cash Management Setup

ACH Companies

Cash Management → Setup → Company List

The ACH Companies screen is used to set up and maintain companies for ACH transactions.

NOTE: *An ACH Company must be established prior to completing a transaction within the Cash Management system.*

ACH COMPANIES		ACH COMPANY OPTIONS
		New Company
Brooke's Bakery Company ID: 123456789	Batches: 0	Edit Company
Windy City Company ID: 456123456	Batches: 0	Edit Company

To create an ACH company:

1. Click *New Company*.
2. Enter the Name and Tax ID.
3. Enter the Address information, if desired.
4. Click Submit.
5. Repeat steps 1 – 4 as many times as needed to enter additional ACH companies.

CREATE NEW COMPANY		COMPANY OPTIONS
		Submit
		Return to Company List
*NAME ABC Cleaning	*COMPANY ID 123456789	
ADDRESS 123 N. Main		
ADDRESS		
CITY Hutchincon	STATE Kansas	
ZIP CODE 12345		

To edit or delete an ACH company:

1. Select the company to edit by clicking *Edit Company*.
2. To edit, update the information as needed, and then click Submit.
3. To delete, click Delete Company.

EDIT COMPANY		COMPANY OPTIONS
*NAME Windy City	*COMPANY ID 456123456	Submit Delete Company Return to Company List
ADDRESS 123 S. Main		
ADDRESS		
CITY Hutchinson	STATE Kansas	
ZIP CODE 67501		

ACH Participants

Cash Management → Setup → Participant List

The ACH Participants screen is used to set up participants that frequently receive ACH transactions for payroll, payments, receipts, or wire transfers.

ACH PARTICIPANTS	ACH PARTICIPANT OPTIONS
	New Participant
Betty Boston ID:	Accounts: 1 Edit Participant
Bob Joe ID: 5555555	Accounts: 1 Edit Participant

To create a new participant record:

1. Select *New Participant*.
2. Enter the Name of the participant.
3. Enter the ID and Address information, if desired.
4. Select all applicable participant types.
5. Click *Submit*.

CREATE NEW PARTICIPANT	PARTICIPANT OPTIONS
	Submit Return to Participant List
*NAME Denny Douglas	ID
ADDRESS 123 South Street	
ADDRESS	
CITY Hutchinson	STATE Kansas
ZIP CODE 67501	
*Type	
<input checked="" type="checkbox"/> PAYROLL	<input checked="" type="checkbox"/> RECEIPT
<input type="checkbox"/> PAYMENT	<input type="checkbox"/> WIRE TRANSFER

To edit or delete a participant record:

1. Select the participant by clicking *Edit Participant*.
2. To maintain, update the information as needed, and then click *Submit*.
3. To delete, click *Delete Participant*.

EDIT PARTICIPANT		PARTICIPANT OPTIONS	
*NAME Betty Boston	ID	New Account	Submit
ADDRESS		Delete Participant	Return to Participant List
ADDRESS			
CITY	STATE		
ZIP CODE			
*Type			
<input checked="" type="checkbox"/> PAYROLL	<input checked="" type="checkbox"/> RECEIPT	<input checked="" type="checkbox"/> PAYMENT	<input checked="" type="checkbox"/> WIRE TRANSFER
Participant Accounts			
Account: ****4574		Bank: 103102135	
Type: Checking		Name: Edit Account	

Adding Participant Accounts

Once a Participant has been created, additional options display.

To add an account:

1. Click *New Account*.
2. Enter the account information for the displayed participant.
3. Click *Submit*.
4. Repeat steps 1 – 3 as many times as needed until all participant accounts have been added.

PARTICIPANT OPTIONS
New Account
Submit
Delete Participant
Return to Participant List

EDIT PARTICIPANT ACCOUNT		PARTICIPANT ACCOUNT OPTIONS	
*BANK RTN 103102135	BANK NAME	Submit	Delete Account
*ACCOUNT # 784574	ACCOUNT NAME	Return to Participant	
ACCOUNT TYPE Checking			

To edit or delete a participant account:

1. Select *Edit Account* on the account that needs maintenance.
2. To edit, update the information as needed, and then click *Submit*.
3. To delete, click *Delete Account*.

ACH Template List

Cash Management → Setup → ACH Template List

The ACH Templates screen is used to create templates that will be available when uploading a batch created outside of the Online Banking system. **This is not a commonly used feature and may require additional testing of the files before submitting the first batch for processing. If you have an interest in using this feature, please contact the Bank to discuss before processing the first batch.** **NOTE:** *By default, a NACHA-formatted template is available within the ACH File Upload screen. It is not necessary to create that type of template.*

The screenshot shows the ACH Templates interface. At the top left, there is a dark header bar with the text 'ACH TEMPLATES'. To the right of this bar is a section labeled 'ACH OPTIONS' containing a red-bordered button labeled 'New Template'. Below the header bar, the main content area displays 'Template Name: NACHA Format' on the left, and 'File Type: Fixed' and 'Edit ACH Template' on the right.

To create a new ACH template:

1. Click *New Template*.
2. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

The 'File Information' form contains the following fields:

- *TEMPLATE NAME: (text input field)
- *FILE TYPE: (dropdown menu)
- TEXT QUALIFIER: None (dropdown menu)
- NUMBER OF HEADER ROWS TO EXCLUDE: 0 (text input field)
- NUMBER OF FOOTER ROWS TO EXCLUDE: 0 (text input field)
- DOES THE FILE CONTAIN MULTIPLE RECORD TYPES?: No (dropdown menu)

NOTES:

- *Record Length will only display if Fixed Length is selected in the File Type field.*
 - *Delimiting Character will only display if Delimited is selected in the File Type field.*
3. Complete the remaining fields as needed.
 4. If the field '*Does the file contain multiple record types?*' is set to Yes, additional fields display. If No, skip to step 10.

*RECORD TYPE START: 0	*END: 0
FILE HEADER VALUE:	
*BATCH HEADER VALUE:	
*TRANSACTION VALUE:	
ADDENDA VALUE:	
BATCH TOTAL VALUE:	
FILE TOTAL VALUE:	
PADDING RECORD(S) TO SKIP VALUE:	

5. Complete the required fields indicated with an asterisk *. *Ex: Record Type Start and/or End, Batch Header value, and Transaction value fields.*
6. Complete the remaining fields as needed.
7. Complete the required fields in the Batch Information section indicated with an asterisk *. *Ex: Company Name, Company Identification, Standard Entry Class Code, and Effective Entry Date fields.*

Batch Information		
Service Class Code	FROM POSITION	0
*Company Name	FROM POSITION	0
Company Discretionary Data	FROM POSITION	0
*Company Identification	FROM POSITION	0
*Standard Entry Class Code	FROM POSITION	0
Company Entry Description	FROM POSITION	0
Company Descriptive Date	FROM POSITION	0 DATE FORMAT
*Effective Entry Date	FROM POSITION	0 DATE FORMAT
Settlement Date (Julian)	FROM POSITION	0
Originator Status Code	FROM POSITION	0
Originating DFI Identification (Routing number)	FROM POSITION	0
Batch Number	FROM POSITION	0

8. Complete the remaining fields as needed.

9. Complete the required fields in the Transaction Information section indicated with an asterisk *. *Ex: Transaction Code, Account Type, Transaction Type, Receiving DFI Identification, DFI Account Number, and Amount fields.*

Transaction Information			
*+Transaction Code	FROM POSITION	0	
*+Account Type	FROM POSITION	0	CHECKING SAVINGS
*+Transaction Type	FROM POSITION	0	CREDIT DEBIT
*Receiving DFI Identification (Routing number)	FROM POSITION	0	
*DFI Account Number	FROM POSITION	0	
*Amount	FROM POSITION	0	DECIMAL IMPLIED (Y/N)
Check Serial Number or Identification Number	FROM POSITION	0	
Individual Name or Receiving Company Name	FROM POSITION	0	
Discretionary Data	FROM POSITION	0	
Addenda Indicator	FROM POSITION	0	
Trace Number	FROM POSITION	0	
Addenda	FROM POSITION	0	

10. Complete the remaining fields as needed.
11. Click *Save Changes*.

Cash Management Transactions

ACH Batches

Cash Management → Transactions → ACH Batches

The ACH Batches screen is used to create new batches, upload batches, or maintain inactive batches.

ACH BATCHES		ACH OPTIONS
<input type="checkbox"/> DELETE	Payroll 6/2018	New Batch
Debits: \$27,097.06 (3)	1 of 2 Appr	Upload File
Confirmation: 1422080	Credits: \$27,097.06 (1)	Delete Selected
	Effective Date: 06/01/18	
	Edit Batch	

Delete	Indicates the associated batch will be deleted once <i>Delete Selected</i> is clicked.
Name	User defined name of the batch.
Debits/Credits	Amount of the batch.
Confirmation #	Confirmation number of the batch.
Effective	Date the batch becomes effective.
Previous Effective	Indicates the previous effective date for the batch. NOTE: <i>The date display automatically updates once Flatirons Bank has processed the batch.</i>
Status	Indicates the status of the batch. <ul style="list-style-type: none"> • Active – The batch is active and awaiting bank approval. • Inactive – The batch is not active. NOTE: <i>Once the bank has processed the batch, the status will go from Active back to Inactive.</i> • Over Limits – The user is over bank defined limits for the batch. The bank will need to approve the batch before it can be submitted for processing. • Denied – The batch was denied by a bank user. • 0-1 – Indicates the number of approvals that have been completed along with the number of approvals required. NOTE: <i>This number will change based on number of approvals completed and required. Ex: 1-2.</i>

Create New Batch

Cash Management → Transactions → ACH Batches → *New Batch*

CREATE NEW BATCH		ACH BATCH OPTIONS
*BATCH NAME	*COMPANY NAME Select Company	<input type="button" value="Save Batch"/> Cancel
*ACCOUNT Select Account	*ENTRY CLASS Select Entry Class	
*DESCRIPTION	DISC DATA	
<input type="checkbox"/> PRENOTE	<input type="checkbox"/> ACTIVATE AND SEND TO BANK	
<small>(Selecting prenote will zero all transaction dollar amounts and make the batch and all transactions a prenote.)</small>		

Batch Name	Name of the batch for user reference.
Company Name	Select the name of the company for which the batch was created. Company names display once they are created on the ACH Companies screen.
Account	Drop-down field that displays deposit accounts for the user.
Entry Class	Code that identifies the entry class. <i>Options include:</i> <ul style="list-style-type: none"> • PPD – Corporate to Consumer Transactions - Prearranged payments and deposits (payroll, bill payments). • CCD – Corporate to Corporate Transactions - Transactions to businesses or organizations through cash concentration and disbursement accounts.
Description	Description for the ACH batch. <i>Limited to 10 characters.</i>
Disc Data	Optional field that can be used to enter additional text that will be sent with this transaction. <i>Limited to 20 characters.</i>
Prenote	If checked, a zero dollar transaction will be sent to all accounts to validate the account information.

Activate and send to bank

If checked, the ACH batch is active and awaiting approval from the bank.

NOTE: *Once the ACH has been activated, it is recommended that no edits be made to the batch within 2 business days of processing. If edits are needed 1-2 business days prior to processing, it is recommended that the user un-checks the Active check box, saves the changes, and then continues with any edits that are needed. After edits are completed, select the Active check box and save the changes.*

Batch Submission Schedule:

SUBMIT NON-RECURRING BATCH AND SAVE DATA.

SUBMIT NON-RECURRING BATCH AND DELETE DATA.

SCHEDULE RECURRING BATCH TO REPEAT EVERY day(s)

EFFECTIVE DATE ENDING DATE

Make the effective date the business day

Batch Submission

Use this field to set up the schedule for the batch. *Options are:*

Schedule

- Submit non-recurring batch and save data – The batch is submitted on the effective date and the batch is saved.
- Submit non-recurring batch and delete data – The batch is submitted on the effective date. Once the batch is processed, the batch is deleted.
- Schedule recurring batch to repeat every X day(s), week(s), months(s), year(s) – The batch is set up on a recurring schedule.

Effective Date

Effective date for the batch.

End Date

Date the batch ends. If the batch has no end date, this field can be left blank.

Holiday

Determines when the transaction is processed if the effective date falls on a holiday. Options are:

- Before – The transaction is completed the processing day before the holiday.
- After – The transaction is completed the processing day after the holiday.

To create a new ACH batch:

1. Click *New Batch*.
2. Enter the batch name.
3. Select the company.
4. Select the account.
5. Select the entry class.
6. Enter the batch description.
7. Enter the disc data, if applicable.
8. Check the prenote check box, if applicable.
9. Complete the batch submission, date and holiday fields.
10. Click *Save Batch*.

Once a batch is saved, an additional section, Transactions, displays. Click **New Transaction** to enter the participant.

Transactions		Zero Amounts	New Transaction
Total Debits: \$0.00	Total Credits: \$0.00		
Transactions		▶ New Transaction	
Total Debits	\$0.00	Total Credits	\$0.00

NEW ACH TRANSACTION		ACH TRANSACTION OPTIONS	
<input type="checkbox"/> PRENOTE		Save Transaction	
<input type="checkbox"/> ADD NEW PARTICIPANT		Cancel	
TRAN TYPE Select Tran Type	USE PARTICIPANT Select Participant		
*NAME	*BANK RTN		
ID	*ACCOUNT #		
*AMOUNT	ACCOUNT TYPE Select Account Type		
ADDENDA			

Prenote

Indicates if a zero-dollar transaction will be sent to verify the account. If selected, the amount field will be set to zero and cannot be edited.

Tran Type

Type of ACH transaction being created. *Options are:*

- Payroll (*Debit*)
- Payment (*Debit*)
- Receipt (*Credit*)









Use Participant	Drop-down field that contains participants that were entered on the ACH Participants screen.
Name	Name of the individual or company associated with the account.
Bank RTN	Financial institution routing number.
ID	Optional field for extra information regarding the name associated with the account. For example, if a company name is used in the Name field, this field can be used to indicate the name of the individual associated with the company. <i>Limited to 15 characters.</i>
Account #	Account number for the transaction.
Amount	Amount of the transaction.
Acct Type	Type of account the funds are being deposited into or withdrawn from. <i>Options are:</i> <ul style="list-style-type: none">• Checking• Savings
Addenda	Description or additional information regarding the transaction. <i>Limited to 80 characters.</i>
Add New Participant	If selected, indicates the participant should be added to the participant list screen. NOTE: <i>If the participant should be available for multiple transaction types, edit the participant on the Participant List screen.</i>



To create a new ACH transaction:

1. Click *New Transaction* from the Create New Batch screen.
2. If applicable, click the prenote checkbox if this transaction should be a prenote.
3. Select the transaction type from the Tran Type drop-down.
4. If applicable, select the participant from the Use Participant drop-down. *(If used, skip to step 6.)*
5. Enter the individual or company in the name field.
6. Complete the bank routing and account numbers.
7. Enter the transaction amount.
8. Select the account type.
9. Complete the ID and Addenda fields, if needed.
10. Click *Save Transaction*.
11. Repeat steps for as many transactions as needed.
12. Once the ACH batch is complete, click the **Activate and send to bank** check box.

NOTE: Once the ACH has been activated, it is recommended that no edits be made to the batch within 2 business days of processing. If edits are needed 1-2 business days prior to processing, it is recommended that the user un-check the Active check box, save the changes, and then continue with any edits that are needed. After edits are completed, select the Active check box and save the changes.

To edit an ACH transaction:

Transactions								Zero Amounts	New Transaction
PRENOTE	NAME	ID	BANK #	ACCOUNT #	TYPE	MODIFY DATE	AMOUNT		
No	0000JOHN DOE	41-6005906	91207087	****1541	Receipt	1/9/2018 2:58:16 PM	27097.06	 	
No	00012769 MARY SMITH	29191	75900575	****5453	Payment	1/9/2018 2:58:16 PM	1.84	 	
No	0001777 JANE DOE	29193	75900575	****1543	Payment	1/9/2018 2:58:16 PM	13678.18	 	
No	0001DOUGLAS SMITH	25293	291974204	****7452	Payment	1/9/2018 2:58:16 PM	13417.04	 	
Total Debits: \$27,097.06				Total Credits: \$27,097.06					

1. Click the  to open the transaction detail or click  to remove the transaction.
2. Make changes as needed.
3. Click *Save Changes*.

ACH File Upload

Cash Management → Transactions → ACH Batches → Upload File

The ACH File Upload screen is used to upload a batch created outside of the Online Banking system. *Formats include:*

- NACHA
- Delimited
- Fixed

ACH FILE UPLOAD

*ACCOUNT:
 Select Account ▼

*TEMPLATE: ▼

*File to upload:

UPLOAD

Drop files here

PRENOTE: (Selecting prenote will zero all transaction dollar amounts and make the batch and all transactions a prenote.)

To upload a file from a template:

1. Select the account.
2. From the Template drop down, select the existing template.
3. Click **Upload** to navigate to and select the file, or drag and drop the file on **Drop files here**.
4. A new section, File Data, then displays. This section displays the data included in the uploaded file.
5. Check the Prenote check box, if needed.
6. The File, Batch, and Transaction information tabs display. These tabs will prefill with information entered when creating the template.

NOTES:

- *If you are using the NACHA format template, the fields will prefill and cannot be maintained.*
 - *Based on the type of file that is being used, additional information may be required that was not displayed while creating the template. It is recommended that you view each tab to make sure all information is completed as needed. If the required information is not completed and the batch is submitted, a message displays indicating that required fields are not completed.*
7. Click **Submit**.
 8. Open the uploaded batch.

9. Check the Active check box.
10. Click *Save Changes*.

To upload a new template file:

1. Select the account.
2. From the Template drop down, select *New template*.
3. Check the Prenote check box, if needed.
4. A new section, File Data, then displays. This section displays the data included in the uploaded file.
5. Enter the Template Name, File Type, Record Length (Fixed Length file only), and Delimiting Character (Delimited file only).

NOTES:

- *Record Length will only display if Fixed Length is selected in the File Type field.*
 - *Delimiting Character will only display if Delimited is selected in the File Type field.*
6. Complete the remaining fields as needed.
 7. Complete the Record Type Start and End, Batch Header value, and Transaction value fields.
 8. Complete the remaining fields as needed.
 9. Select the Batch Information tab.
 10. Complete the required fields indicated with an asterisk *.
 11. Complete the remaining fields as needed.
 12. Select the Transaction Information tab.
 13. Complete the required fields indicated with an asterisk *.
 14. Complete the remaining fields as needed.
 15. Click *Save Changes*.

ACH Tax Payments

Cash Management → Transactions → ACH Tax Payments

The ACH Tax Payments screen displays a list of tax payment items including the company, account, amount to debit, and the date the taxes are due.

ACH TAX PAYMENTS		TAX PAYMENT OPTIONS
ABC Cleaning	Account: Charles Checking	New Tax Payment
\$100.00	Due Date: 4/30/2019	Edit Tax Payment
		Active

Create New Tax Payment

Cash Management → Transactions → ACH Tax Payments → *New Tax Payment*

CREATE NEW TAX PAYMENT		TAX PAYMENT OPTIONS
*COMPANY ABC Cleaning	*DESCRIPTION Tax Pay	Submit and send to bank
*ACCOUNT Checking - Charles Checking - Balance=\$152,442.69		Cancel
*TAX FORM 11-C	*PAY TYPE Advanced Payment of Deficiency	
DISC DATA	*DUE DATE 4/30/2019	
	*PERIOD END 5/3/2019	
Tax Payment Amounts		
*Type 0111	*AMOUNT 100.00	

Company Company the transaction is associated with.

Description Description regarding the transaction.

Account Account used for the transaction.

Tax Form Tax form to which the tax payment applies.

Pay Type Type of tax payment. *Options are:*

- Payment Due on a Return or an IRS Notice
- Estimated Payment
- Payment Due on an extension
- Federal Tax Deposit

- Advanced Payment of Deficiency
- Deficiency Assessed by IRS
- Designated Payment of Interest
- Designated Payment of Penalty
- Designated Payment of Fees
- Cash Bond Payment

Disc Data	Optional field that can be used to enter additional text that will be sent with this transaction. <i>Limited to 20 characters.</i>
Due Date	Date the tax payment is due.
Period End	Date the tax payment is paid through.
Amount	Tax payment amount.

To create a new tax payment:

1. Click *New Tax Payment*.
2. Select a company, account, tax form, and pay type.
3. Enter a description.
4. Enter the disc data, if applicable.
5. Enter the due date.
6. Enter the period end date.
7. Enter the amount.
8. Click *Submit and send to bank*.

To edit or delete a tax payment:

1. Click *Edit Tax Payment*.
2. Make updates as needed.
3. Click *Submit and send to bank*.
4. To delete, click *Delete Tax Payment*.

Wire Transfers

Cash Management → Transactions → Wire Transfers

The Wire Transfers screen is used to view previously created wire transfers, create new wire transfers, or create new wire transfer templates.

WIRE TRANSFERS		WIRE TRANSFER OPTIONS
Betty Boston	1 of 2 Appr	New Wire Transfer
\$15,000.00		Wire Transfer Templates
From: Charles Checking	To: 784574	
	Edit Wire Transfer	

Create New Wire Transfer

Cash Management → Transactions → Wire Transfers → *New Wire Transfer*

NEW WIRE TRANSFER		WIRE TRANSFER OPTIONS
		Submit and send to bank
		Cancel
<u>Templates</u>		
Transfer From		
*ACCOUNT Select Account	*AMOUNT	
Recipient		
<input type="checkbox"/>		
*NAME		
ADDRESS 1		ADDRESS 2
CITY	STATE	ZIP CODE
DESCRIPTION		DESCRIPTION 2
PURPOSE		PURPOSE 2
*BANK NAME		*BANK RTN
*ACCOUNT #	TYPE Checking	
*BENEFICIARY CODE D - DDA Account		

Templates

Click to display a list of wire templates that were created on the Wire Templates screen.

Transfer from

Account

From account for the wire transfer.

Amount

Amount of the wire transfer.

Recipient

Click to display a list of participants created on the ACH Participant screen.

Name	Name of the recipient.
Description	Description of the wire, if needed.
Bank Name	Name of the financial institution.
Bank RTN	Financial institution routing number.
Account #	Recipient's account number.
Type	Type of account. <i>Options are:</i> <ul style="list-style-type: none"> • Checking • Savings
Beneficiary Code	Identifies the beneficiary.

Intermediary Bank (if necessary)

Intermediary Bank (if necessary)			
BANK NAME	BANK ID		
ADDRESS 1	ADDRESS 2		
CITY	STATE	ZIP CODE	
REF CODE	INTERMEDIARY BANK CODE - Identifier Code not used		

Bank Name	Name of the intermediary financial institution.
Bank ID	Additional information regarding the financial institution.
Ref Code	Optional field used for information that is applicable to the originator.
Intermediary Bank Code	Identifies the intermediary bank's code.

Beneficiary Bank (if necessary)

Beneficiary Bank (if necessary)		
BANK NAME	BANK ID	
ADDRESS 1	ADDRESS 2	
CITY	STATE	ZIP CODE
BENEFICIARY BANK CODE - Identifier Code not used		


Bank Name Name of the intermediary financial institution.

Bank ID Additional information regarding the financial institution.

Ref Code Optional field used for information that is applicable to the originator.

Beneficiary Bank Code Identifies the beneficiary bank's code.

To create a new wire transfer:

1. Click *New Wire Transfer* from the Wire Transfers screen.
2. Select the from account.
3. Enter the amount.
4. Click  to select from a list of participants, or enter the name of the recipient.
5. Enter the address and description fields as needed.
6. Enter the name of the bank.
7. Enter the bank routing number.
8. Enter the account number.
9. Select the type of account.
10. Complete the Intermediary and Beneficiary Bank information, if necessary.
11. Click *Submit and send to bank*.

To create a new wire transfer using a template:

1. Click *New Wire Transfer OR Wire Transfer Templates*.
2. Click the *Templates* link.
3. Select the wire template.
4. Enter the amount.
5. Enter the address and description fields as needed.
6. Select the type of account.
7. Complete the Intermediary and Beneficiary Bank information, if necessary.
8. Click *Submit and send to bank*.

Wire Transfer Templates


Create New Wire Transfer Template

Cash Management → Setup → Wire Template List

The Wire Transfer Templates screen is used to view, edit, or create templates for wire transfers.

WIRE TRANSFER TEMPLATES		TEMPLATE OPTIONS
		New Template
Template Name: 5/23 To Name: Betty Boston	From Account: Charles Checking To Account: ****4574 Edit Wire Transfer Template	

To create a new wire transfer template:

1. Click *New Template*.
2. Use the Account drop-down to select the transfer from account.
3. Enter a template name.
4. Click  to select the recipient from the Participant List, or enter a new recipient.
5. Enter the bank name, routing number, account number, and type.
6. Complete the Address fields, Intermediary Bank, and Beneficiary Bank sections if necessary.
NOTE: *Available fields may vary.*
7. Click *Submit*.

NEW WIRE TRANSFER TEMPLATE		
Transfer From		
ACCOUNT Select Account	*TEMPLATE NAME	
Recipient		
*NAME		
ADDRESS 1	ADDRESS 2	
CITY	STATE	ZIP CODE
DESCRIPTION	DESCRIPTION 2	
PURPOSE	PURPOSE 2	
*BANK NAME	*BANK RTN	
*ACCOUNT#	TYPE Checking	
*BENEFICIARYCODE D - DDA Account		

To edit or delete a wire transfer template:

1. Select *Edit Wire Transfer Template* for the associated template.
2. To maintain, update the information as needed, and then click *Submit*.
3. To delete, click *Delete Wire Template*. Click **Delete** on the confirmation message, and then click **OK**.

Item Authorization

Cash Management → Transactions → Item Authorization

The Cash Management Item Authorization screen allows users with the proper permissions to authorize unauthorized ACH items.

CASH MANAGEMENT ITEM APPROVALS		APPROVAL OPTIONS
Unapproved ACH Batches		<input type="checkbox"/> Approve All <input type="checkbox"/> Approve Selected
<input type="checkbox"/> APPROVE Debits: \$366.21 (2) Approval: 1 of 2 Check All Batches	Name: 933535 - Uploaded: 5/24/2018 Credits: \$10.00 (1) Created: 5/24/2018 2:34:00 PM View ACH Batch	
<input type="checkbox"/> APPROVE Debits: \$27,097.06 (3) Approval: 1 of 2 Check All Batches	Name: Payroll 6/2018 Credits: \$27,097.06 (1) Created: 10/24/2017 10:27:00 AM View ACH Batch	
Unapproved Wire Transfers		
<input type="checkbox"/> APPROVE Name: Betty Boston Approval: 1 of 2 Check All Wire Transfers	From Account: Charles Checking To Account: 784574 Amount: 15000 View Wire Transfer	
Unapproved Tax payments		
No Unapproved Tax Payments		

To approve:

- All displayed ACH items, click *Approve All*.
- Only selected items, select the check box associated with the transaction(s), then click *Approve Selected*.
- To approve all items in the ACH Batches, Wire Transfers or Tax Payments section, select **Check All Batches**. This will select all transactions in that section. Then select *Approve Selected*.

Once items have been approved, a screen will display indicating which items were approved.

The following wire transfers have been approved:

Amount: 15000 to Name: Betty Boston [To Account: 784574] (Requires Bank approval)

The following ach batches have been approved:







Name: July Payroll

Cash Management Reports

Cash Management → Reports

Multiple Cash Management reports are available to help analyze transactions or to view users that have authority to create cash management transactions within Online Banking.

Upon selecting a report from the menu, you will be prompted with search criteria unique to that report. Complete the search criteria as needed and then click **Submit** to see the report.

*STARTING DATE 	*END DATE 
CUSTOMER NUMBER	STATUS ALL 
SCHEDULETYPE ALL	
COMPANY NAME	
OFFSET ACCOUNT	
PRENOTE All Items	
BATCH NAME	
CONFIRMATION #	
	

Secondary Users

Secondary Users

Preferences → Internet Banking Options → Secondary Users

The Secondary Users screen gives account owners the ability to grant non-account owners individualized access to the Internet Banking/Cash Management system. This screen is also used to view, edit, or remove secondary users from the system.

SECONDARY USERS			SECONDARY USER OPTIONS
			Create New Secondary User
			SEARCH
CUSTOMER ID	CREATE DATE	LAST LOGGED IN	
****0001-JohnBanker	07/24/2017 08:48 AM	04/17/2019 03:11 PM	Edit

Creating a New Secondary User

Preferences → Internet Banking Options → Secondary Users → *Create New Secondary User*

New Secondary User

Customer Number: 100001

USER NAME

PASSWORD

CONFIRM PASSWORD

Customer Number Customer number for the primary account owner.

User Name User name for the secondary user.

Password Password for the secondary user.
NOTE: *Based on Secondary User Rights, the secondary user may be forced to change their password upon login.*

Confirm Password Confirm password for the secondary user.

EDIT SECONDARY USER		
Customer Number 100001	<div style="border: 1px solid black; padding: 2px;"> <small>USER NAME</small> JohnBanker </div>	
Status Enabled	Last Login 4/17/2019 3:11:54 PM	
Secondary User Rights		
<input checked="" type="checkbox"/> CAN CHANGE PASSWORD	<input type="checkbox"/> FORCE PASSWORD CHANGE	<input checked="" type="checkbox"/> ALLOW MESSAGING
<input checked="" type="checkbox"/> ALLOW BILLPAY	<input type="checkbox"/> USE PRIMARY USER'S ACCOUNT FRIENDLY NAMES	
<input checked="" type="checkbox"/> EXTERNAL ACCOUNT SETUP		
Cash Management Rights		
<input checked="" type="checkbox"/> EDIT ACH COMPANY	<input checked="" type="checkbox"/> VIEW ACH REPORTS	<input checked="" type="checkbox"/> EDIT ACH PARTICIPANTS

Customer Number	Customer number for the primary account owner.
User Name	User name for the secondary user.
Status	Indicates the status of the secondary user.
Last Login	Displays the last time the secondary user logged in.
Secondary User Rights	<p>Indicates which rights the secondary user has within Online Banking. <i>Options are:</i></p> <ul style="list-style-type: none"> • Can Change Password – Secondary user is able to change their password. • Force Password Change – Secondary user will be forced to change their password upon login. • Allow Messaging – Secondary user has access to messaging. • Allow Billpay – Secondary user has access to billpay. • Allow Remote Deposit Capture – Secondary user has access to submit deposits via remote deposit capture. • Use primary user's account friendly names – Allows the secondary user to view the accounts' friendly names established by the primary user. • Allow mobile banking – Secondary user has access to mobile banking. • External Account Setup – Secondary user has the capability to create external transfer accounts. <p>NOTE: Available secondary user rights may vary.</p>

Cash Management Rights Indicates which rights the secondary user has within cash management. *Options are:*

- Edit ACH Company
- View ACH Reports
- Edit ACH Participants

Account

Checking Click the account link to display the account limits.

ACCOUNT	VIEW	XFER IN	XFER OUT	EXTER IN	EXTER OUT	APPR	APPR SELF	ACH DB	ACH CR	\$\$ ONLY	PART ONLY	TAX PAY	WIRE TRAN	TMPL SETUP	TMPL USE	APPR	APPR SELF
Charles Checking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Limits	External Funds Transfer In		External Funds Transfer Out		ACH Debit Batch		ACH Credit Batch		ACH Tax Payment		Wire Transfer						
Daily Amount Approval	\$ 1000.00		\$ 1000.00		\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00						
Transaction Amount Approval	\$ 500.00		\$ 500.00		\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00						

View Indicates if the secondary user is able to view the account.

Xfer In Indicates if the secondary user is able to transfer funds into the account.

Xfer Out Indicates if the secondary user is able to transfer funds out of the account.

Exter In Indicates if the secondary user is able to create external transfers in.

Exter Out Indicates if the secondary user is able to create external transfers out.

Appr Indicates if the secondary user is able to approve external transfers for another user that fall under the account limits.

Appr Self Indicates if the secondary user is able to approve their own external transfers under the account limits.

View Stmt Indicates if the secondary user is able to view the statement for the account.

(The following items are specific to Cash Management.)

ACH DB	Indicates if the secondary user is able to create and edit ACH debit transactions (Payroll, Payments, etc.). NOTE: <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
ACH CR	Indicates if the secondary user is able to create and edit ACH credit transactions (Receipt, Collections, etc.). NOTE: <i>This check box is not available if the '\$\$ Only' check box is selected.</i>
\$\$ only	Indicates if the secondary user is able to edit transaction amounts only for batches.
Part Only	Indicates the secondary user can only use participants that have been previously created. NOTE: <i>The user cannot have BOTH Edit ACH Participants and Part Only selected.</i>
Tax Pay	Indicates if the secondary user is able to create tax payments.
Wire Tran	Indicates if the secondary user is able to create wire transfers for the account.
Tmpl Setup	Indicates if the secondary user is able to set up wire transfer templates.
Tmpl Use	Indicates if the secondary user is able use wire transfer templates.
Appr	Indicates if the secondary user is able to approve transactions for another user that fall under the account limits.
Appr Self	Indicates if the secondary user is able to approve their own transactions under the account limits.
<u>Account Limits</u>	
Daily Amount	Indicates the daily amount the secondary user can approve or self
Approval	approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH Tax payments, and wire transfers.

Transaction Amount	Indicates the per batch transaction amount the secondary user can
Approval	approve for External funds transfer in/out, ACH debit/credit transaction batches, ACH tax payments, and wire transactions.
	NOTES:
	<ul style="list-style-type: none">• <i>Approval rights are based on the Appr and Appr Self check box.</i>• <i>If these fields are left blank and the Appr or Appr Self check box is selected, the user will have infinite approval limits.</i>

To create a new secondary user:

1. On the Secondary User's screen, select *Create New Secondary User*.
2. Enter a user name.
3. Enter a password.
4. Confirm the entered password.
5. Click **Continue**.
6. Select the Secondary User Rights as needed.
7. Select the Cash Management Rights as needed.
8. Check the account rights needed for each checking and/or savings account.
9. Click the checking and/or savings account number to enter approval amounts.
10. Click *Save Changes*.
11. The user will then need to log in and complete the authentication process designated by Flatirons Bank.

To edit or delete a secondary user:

1. On the Secondary Users screen, select *Options* for the appropriate customer ID.
 2. To edit, click *Edit Secondary User*. To delete, click *Delete Secondary User*.
 3. If editing, make changes as needed and click *Save Changes*.
 4. If deleting, click **Continue** to delete the secondary user.
- NOTE:** *To restore a secondary user that has been deleted, click Options → Restore Secondary User.*