

User Manual

Online Treasury Manager: Security Administrator

SUNTRUST

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OVERVIEW

With Online Treasury Manager, you can stay connected to SunTrust over the Internet. There's no software to load, no security devices to install and no intensive programming efforts to send and receive files. Just link to SunTrust using a standard web browser, and you're connected to the source for your treasury management needs.

To ensure the privacy of your company's financial information, SunTrust provides multiple levels of security. From firewalls to passwords and encryption, the system is designed to safeguard your privacy. In addition, your Security Administrator determines who in your company can access information, as well as who can initiate and approve transactions.

System Access

Online Treasury Manager can be accessed on the Internet at this address: <https://onlinetreasurymanager.suntrust.com>.

IDs and Passwords

A combination of 4 elements (Customer ID, Customer Password, User ID, User Password) is required to access Online Treasury Manager.

You will be required to create a new password when you access the system for the first time. Your password must be changed every 30 days. Online Treasury Manager prohibits the re-use of your previous 3 passwords.

Inactivity Time Out

The system will time out, suspending access, if your session is idle for more than 15 minutes. However, during a timeout period, your browser can remain connected to Online Treasury Manager. Access can be regained by re-entering your user password.

Activity in Online Treasury Manager is recorded by screen changes or the use of the Submit button. If inactivity exceeds 30 minutes, you will have to re-enter all login information to sign back into the system. Please note that data entry alone is not considered activity. When entering large blocks of data, click on "Submit Changes" periodically, to avoid inactivity time-out.

Important Notes

When using Online Treasury Manager, please do not use your browser's "Refresh" button. In some cases, this could cause a form to be submitted twice.

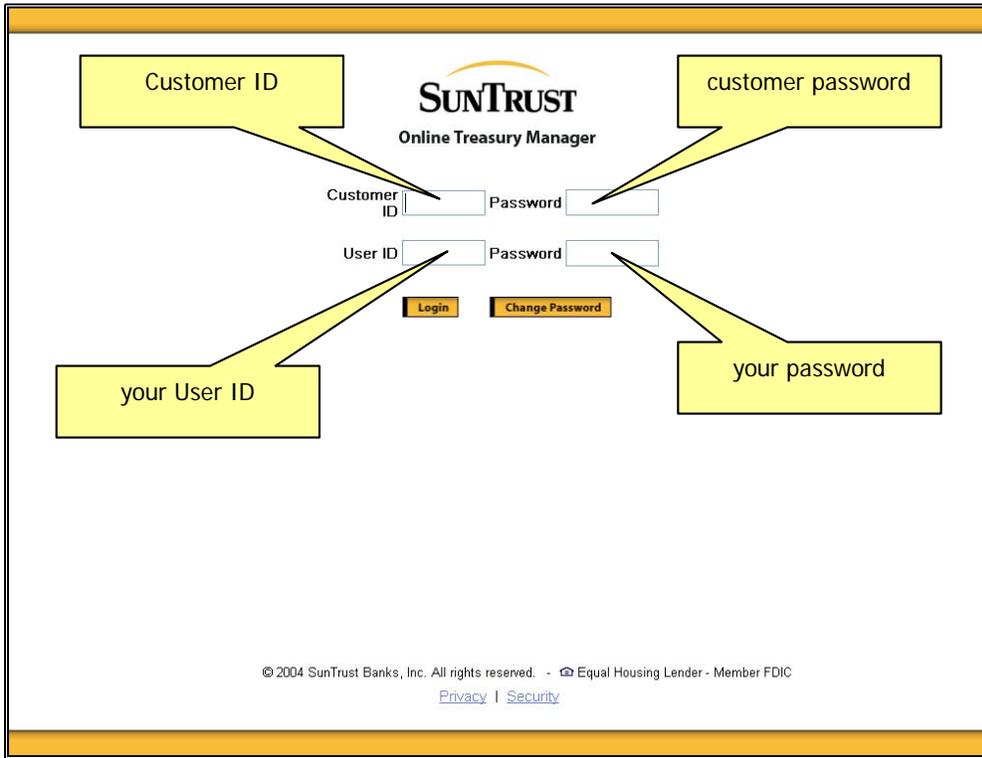
Do not use the "Back" button, unless specifically instructed. While clicking the back button will return you to the previous page, it will not reverse any transactions performed prior to your clicking the back button.

Required fields

With exception to the login screen, required data entry fields for Online Treasury Manager are noted in red.

Login/Logout Procedures

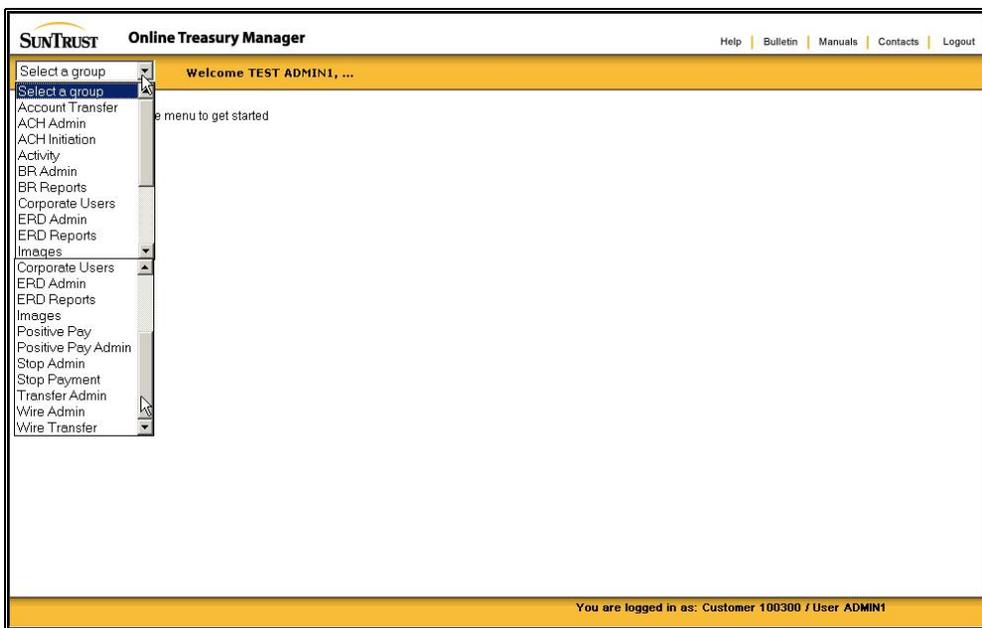
After entering your Customer ID, customer Password, your User ID, and your user Password, and click on the Login button.



To exit the system you must click **Logout**, found at the top of the screen after this logon page.

Online Treasury Manager Modules

Each module of Online Treasury Manager is accessible from the drop down box at the top left of your screen.



You will only see those groups that your user ID has permission to access.

Accessing Images

Online Treasury Manager utilizes the ImageInsight java applet, distributed by CheckWorks, Inc, to retrieve and distribute images to your desktop. When you click on an Image icon for the first time, the java applet downloads to your desktop dynamically.

This "Java Plug-in Security Warning" window appears.



- Click on the **Grant Always** button

Within a few seconds, you should see your image.

- If you do not see the image within a few minutes, close the image window and start over.
- If you still do not see an image within the next 5 minutes, contact your IT department, as you may not have admin rights to install software on your PC. If so, your Administrator will have to logon and install the Java applet for you.

If you continue to have problems, contact the Technical Services Group at 1-877-785-6925

System Availability and Cut-Off Times

Online Treasury Manager can be accessed 24 hours a day, seven days a week for information reporting and transaction initiation services. Specific account information is updated at various times throughout the day.

When new features and functions become available, these releases are introduced on weekends during non-business hours to minimize any disruption to your usage of the service.

Function	Cutoff Time	Retention	Notes
ACH Initiate	10:30 A.M., 2:30 P.M., 5:30 P.M., and 7:30 P.M.		The cut-off for both Debits and Credits is 7:30 P.M. ET two days prior to effective date. Files received by 10:30 A.M. ET one-day prior will be processed on a best effort basis.
ACH Batches			ACH Batches can be sent a max of 14 calendar days in advance.
ACH Pass-Thru	7:00 P.M.		Follow same guidelines as ACH Initiate.
ACH Reversal	4:00 P.M.		In order for an ACH batch to meet the 4:00 P.M. deadline it will have to have been received prior to the 2:30 P.M. cutoff time.
ACH Reports		186 Cal. Days	OTM ACH initiated activity (about 6 months)

Function	Cutoff Time	Retention	Notes
Audit Activity		93 Cal. Days	
Account Transfer	5:30 P.M.		If it is done before 5:30pm, it is the Same Day. If it is after 5:30, it is Next Day. Account Transfers are processed by the ACH system.
Account Transfers			Account Transfers can be sent a max of 14 calendar days in advance.
Account Transfer Reports		186 Cal. Days	(about 6 months)
Balance Reporting - Previous Day	7:00 A.M.	93 Cal. Days	Date range inquiries limited to 45 days at a time.
Balance Reporting – Previous Day (Images)	Vary upon service	93 Cal. Days	ACH Transactions - 7:30 a.m. Account Transfers – Real-time Controlled Disbursement, Late Presentment – 10:00 a.m. Lockbox - 8:30 a.m. Wire Transfers – Real-time
Balance Reporting - Same Day		93 Cal. Days	
ERD Special Reports		7 Cal. Days	5 Business Days
ERD (CAR)	8:00 a.m.	7 Cal. Days	
ERD (ACH/EDI Receiving)	9:00 a.m.	7 Cal. Days	
Image		7 Years	Paid items, deposits
Image (Transit Items)		5 Years	
Positive Payment Report - Exceptions/Images (Pos Pay accounts only)	Available at 9 A.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making.
Positive Payment Exception Pay/Return Decision-Making	12:00 P.M. Same Day		This is the deadline to notify the Bank regarding the validity of the current business day's mismatched checks. A Pay or Return decision is required by this time.
Positive Payment Report Reverse Positive Payment and Payable Thru Draft (Check Return)	Available at 9 A.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making. Images of checks or draft items are available through the Image or Balance Reporting modules.
Positive Payment Return Decision-Making Reverse Positive Payment and Payable Thru Draft (Check Return)	12:00 P.M. Same Day		This is the deadline to notify the Bank regarding the validity of the previous business day's paid checks. Return decisions are required by this time.
Manual Issue/Void Input Deadline	5:00 P.M.		
Positive Payment Images - PREV DAY (CPR accounts only)	Available at 7:00 A.M.	Current Month + One Month of History	

Function	Cutoff Time	Retention	Notes
Positive Payment Report - Images/Exceptions (CPR accounts only)	Available at 1:00 P.M.	93 Cal. Days	This is the earliest time the Positive Payment reports are available for exception decision-making. Bank provides on-line access to images of the current day's mismatched checks.
Positive Payment Exception Pay/Return Decision-Making (CPR accounts only)	12:00 P.M. Next day		This is the deadline to notify the Bank regarding the validity of the previous business day's mismatched checks. A Pay or Return decision is required by this time.
Stop Payments Placed	8:00 A.M. – 10:00 P.M. (DDA and ARP Accounts Only) 12:00 P.M. - 10:00 P.M. (CPR Accounts Only)	186 Cal. Days	Stop should be available to tellers within seconds during normal bank business hours. Otherwise, the stop is in queued status. Stops are effective for 6 months.
Stop Payment and Paid Item Inquiry	ARP and DDA accounts – no time constraints 12:00 P.M. - 10:00 P.M. (CPR Accounts Only)	93 Cal. Days	Information is stored for 186 calendar days (about 6 months).
Stop Payment Reports		186 Cal. Days	(about 6 months)
Stop Payment Summary		No limit.	
Stop (Images) Availability	11:00 A.M.	Current Month + One Month of History	Bank provides on-line access to images of paid checks from previous business day.
Stop (Images - Mid Atlantic Accounts)	11:00 A.M.	45 Calendar Days	
Wire	8:00 A.M. – 5:30 P.M.		Wires received after 5:30 P.M. are subject to next-day processing.
Wire			Domestic wires and international wires in US Dollars can be future dated a max of 30 calendar days in advance. Foreign currency wires <i>cannot</i> be future dated.
Wire (By Phone)	8:30 A.M. – 4:30 P.M.		Wires done by phone ONLY.
Wire Report		186 Cal. Days	This is only for the Wire Report under the Wire Transfer module.

*** All times are in Eastern time zone*

SECURITY ADMINISTRATOR

Administrative Tasks

The Security Administrator (Administrator) maintains the user entitlements for Online Treasury Manager. The set-up process includes:

- Create and assign new Corporate Users
- Grant users Permissions into the various services, such as wire transfer and ACH
- Assigns the specific module permissions, which may include account access as well as transaction dollar limits.

The Administrator is also responsible for providing maintenance to the user entitlements and deleting user entitlements.

Please note - the Administrator cannot change his or her own permission status. When granting permissions to users the Administrator can only grant functions that he or she currently possesses.

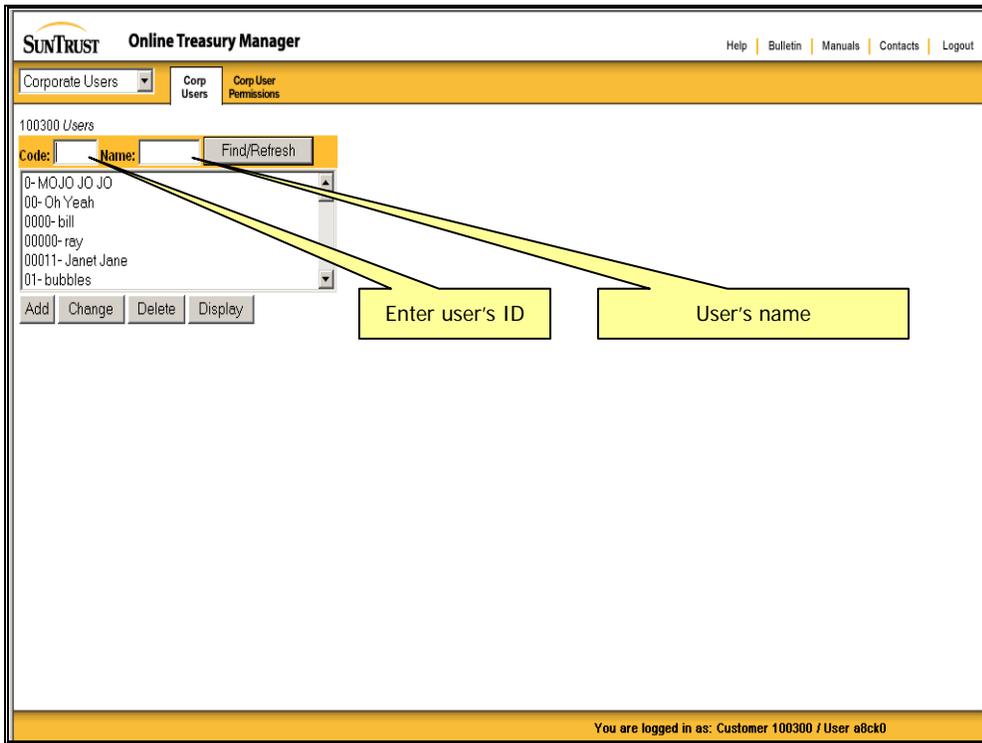
Your Responsibility for Maintaining Security

The Administrator has access to the Audit Report for system usage and activity information. Online Treasury Manager records activity for exception activity, when successful attempts are made to use the system and complete activities, as well as normal events where activity successfully completes.

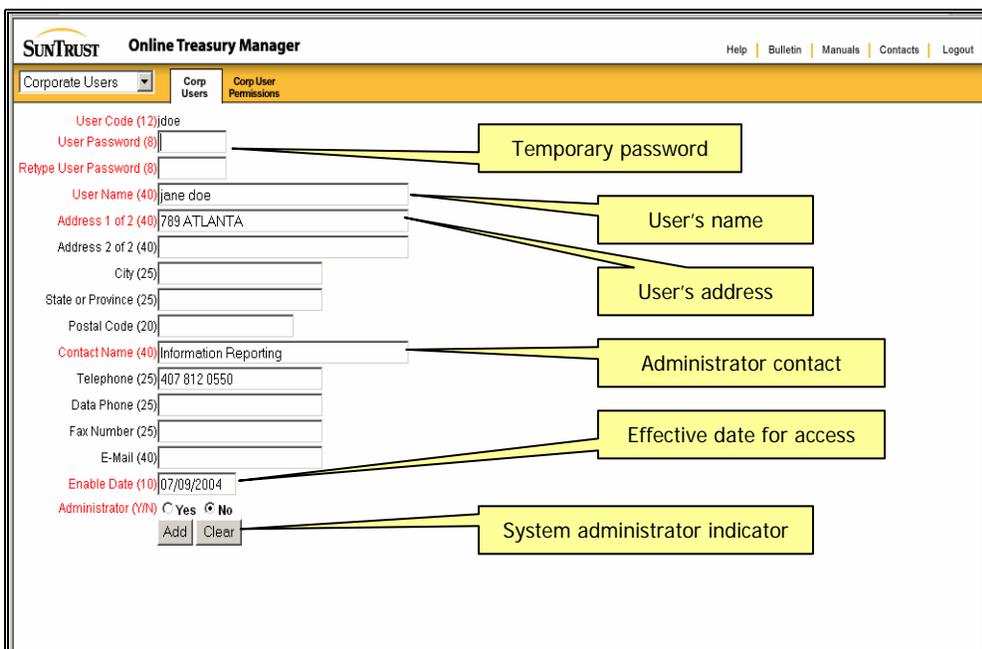
If you discover or suspect a breach of security, disable the user's ID immediately. If you suspect fraudulent transactions have been initiated, call SunTrust Treasury Management Technical Services at 1-877-785-6925, Option 1 as soon as possible. Representatives are available from 7:00 a.m. ET to 6:00 p.m. ET Monday through Friday on bank business days.

Add a User

- Select **Corporate Users** from the group drop-down box
- Select the **Corporate Users** tab from the task bar
- Enter a unique ID into the **Code** fields. The user ID can be up to 12 characters in length
- Enter the user's **Name**, and click the **Add** button



Online Treasury Manager displays the user entry screen.



- Enter a 'temporary' **User Password** (and re-enter to validate)
- Enter the **User Name** and **Address** information
- Enter a **Contact Name**
- The **Enable Date** defaults to today's date, but may be revised to a future date if needed.
- If this User will have Security Administrator rights, click on the Yes radio button for **Administrator (Y/N)**
- Click the **Add** button

Updating a User

You can return to the **Corp Users** tab to change, delete and display a user profile. You can also reset password and lock, unlock, or suspend a user.

Reset a user password

- Enter a new password in the **User Password** field, and click the **Change** button.

User Lock Out

If a user becomes "locked out" of Online Treasury Manager,

- Change the user's **Login Status** radio button to **Unlocked**, and click the **Change** button.

Suspend User Access

If you want to suspend a user's access to the system, but not delete their user ID, simply change their **Login Status** radio button to **Locked**.

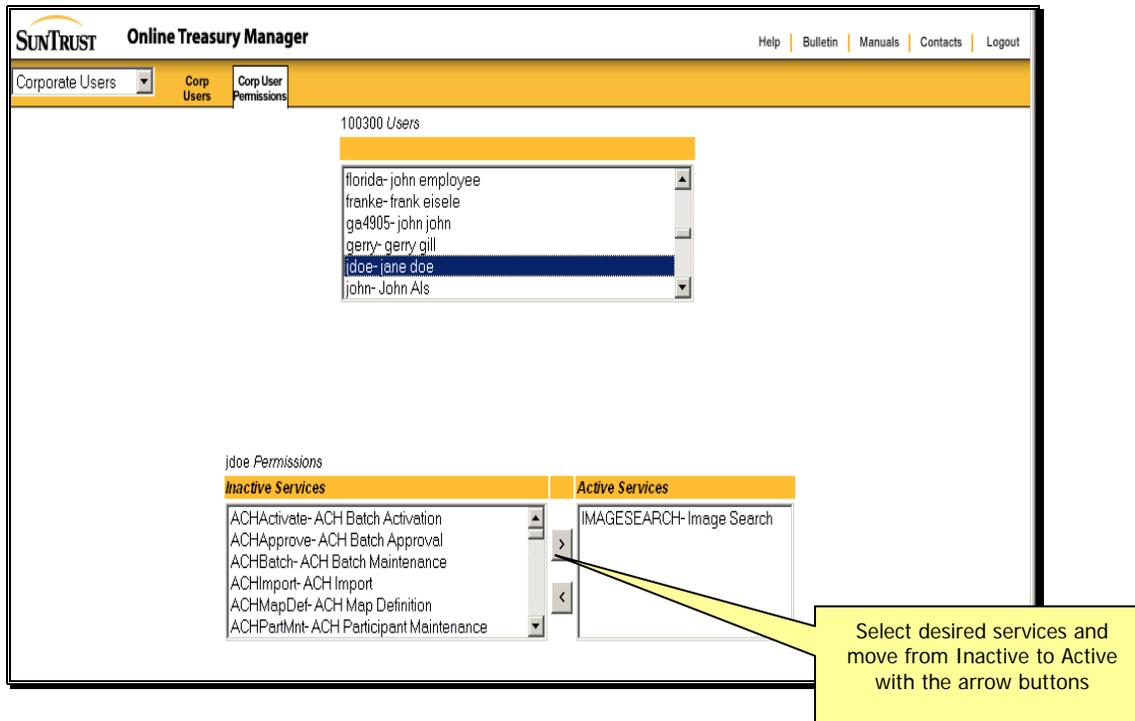
Add User Permissions

- Click on the **Corp User Permissions** tab on the task bar
- Select the **User ID** from the list of users

Online Treasury Manager displays the current Permissions for the user.

- Select the permissions for the user ID by moving from the **Inactive Services** to the **Active Services** section with the arrow buttons.

Note: The Administrator can only assign services in which he/she has access.



The following table describes the service permissions for each module. Shaded entries are designated for Security Administrator users. Refer to each module section for the Corporate User permissions applicable for that service.

ACH

ACHActivate	Update entries and activate ACH batches.
ACHApprove	Approve ACH batches that have been activated.
ACHBatch	Add and manage ACH batches.
ACHImport	Import an ACH file from an outside source to assist in creating a batch template.
ACHPartMnt	Change data associated with ACH Participants or delete the participants' record.
ACHPassThru	Pass ACH files created outside of Online Treasury Manager through to the bank's ACH origination system for processing.
ACHPTReport	To query all pass-thru files.
ACHReversal	Submit a request to the bank for a reversal of a transaction already submitted.
ACHRpt	View current and historical ACH data.

ACHUserPerm	Allows the Administrator to grant permissions of the ACH functions to Corporate Users.
ACHMapDef	Defines the ACH maps Online Treasury Manager uses when you import files into the ACH product. A map is a set of instructions that controls the format of the import file and how the import file functions.

Account Transfer

BKIn	To initiate an account transfer.
BKRept	To review account transfers.
BKAcct	Assigns account permissions to Corporate Users.

Activity

Audit	Audit Report for system and user activity
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Balance Reporting

BRRept	View or export the report that provides balance and transaction information for accounts for the previous day.
Irrept	View or export a report that provides balance and transaction information for accounts for the current day.
MultiDay	View or export a report that provides previous day balance and transaction information for accounts within a range of dates. This report appears in a statement format.
BRIFMap	Enter the information necessary for a correlation to be made between the Online Treasury Manager account number for an account and the account name that QuickBooks uses for that same account. This information is necessary when exporting debit and credit transactions from Online Treasury Manager in the IIF export format.
BrAcct	Add and remove account permissions for previous day reporting for individual corporate users. This determines which accounts the user can access when producing a standard Previous Day Balance and Multi-Day statement reports.
IrAcct	Add and remove account permissions for same day reporting for individual corporate users. This determines which accounts the user can access when producing a standard Same Day Balance report.
BrGroups	Group individual balance reporting transaction types (BAI type codes) into transaction groups. These groups are available as query options when producing the Same Day Balance report and the Previous Day Balance report.

Corporate Users

UserMaint	To set up and manage Corporate Users.
UserPerm	To set up and manage Corporate User service permissions.

ERD Reports

ERDRpt	To view ERD reports.
ERD Permissions	Manages Corporate User permissions to ERD reports.

Images

ImageSearch	Provides query to a image or range of images from the SunTrust image archive. Images of most paper-based transaction including paid checks, deposited tickets, deposited items, and account adjustments
ImageHistory	A list, by category, of all images retrieved (using the image search function) is presented on the Image History for one business day. Provides fast access to any item that was recently retrieved.
ImgPerm	Assign image accounts to Corporate Users.

Positive Pay

PPCRRqst	For reverse positive pay decision-making - to input return requests for one or more paid checks from the previous business day.
PPIssueRept	Display manual check issues and manual voids placed on your accounts.
PPManIssue	To add manual check issues.
PPManVoid	To add manual check void requests.
PPRept	To display exception checks, display electronic images of an exception checks (for Image services subscribers), indicate whether the bank should pay or return the exception check, and enter manual check issue and manual check void requests.
PPAcct	Assign positive pay accounts to Corporate Users.

Stop Payment

StopPay	Make check inquiries and perform stop payment add and delete requests.
StopPayRpts	Review all stop payment requests generated through the Online Treasury Manager.
SPAccount	Assign or revoke Stop Pay accounts to Corporate Users.

Wire Transfer

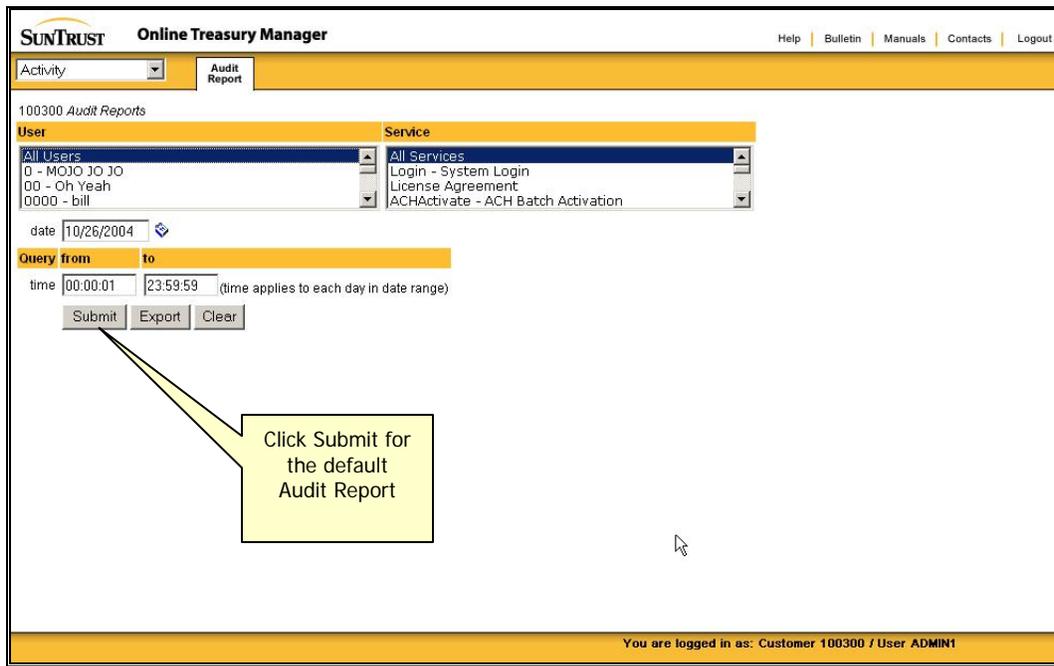
MTApprove	Manages pending wire transfer requests that require approval. Approve requests, delete requests, edit requests, and unlock requests from their user ID.
MTBShortList	To add and manage Bank Short List, which is a personalized list of banks you use for wire transfer activity.
MTCustTempl	To add and manage wire transfer templates for their own personal use or for use by other Corporate Users.
MTIn	To add wire transfer requests, using wire templates or free-form requests.
MTRpts	To request and view processed wire transfer reports. The Outgoing Wire Report displays your approved wire transfer requests.
MTImport	To import a wire transfer batch files from an outside source.
MTAcctPerm	Assign wire transfer accounts to Corporate Users. For each account, you also set the wire transfer entry and approval limits.
MTTPerm	To add and manage permissions to bank-defined wire transfer templates for Corporate Users.
MTAcctAppr	To set up and manage wire transfer approval settings for Corporate Users' accounts.
MTMapDefinitions	Defines the wire transfer maps to use when importing batch wire transfer files. A map is the batch record layout and record lengths according to your unique file specifications

Audit Report

Online Treasury Manager provides an Audit Report for all users for your company. The report displays all actions within the services for your company, and not just the services that the Security Administrator has permission.

To access the Audit Report,

- Select **Activity** from the group drop-down box
- Select the **Audit Report** tab from the task bar
- Click the **Submit** button



Online Treasury Manager displays the default Audit Report for all users for your company for the current day, beginning from 12:01 a.m. Eastern time.

The report displays all services for your company, and not just the services that you have permissions.

Activity		Audit Report		Help Bulletin Manuals Contacts Logout	
10/26/2004 09:57:46 AM A9VM9	VAL Murray	MTIn	1	Service Selected.	
10/26/2004 09:57:49 AM A9VM9	VAL Murray	MTIn	1	Service Selected.	
10/26/2004 09:58:51 AM A9VM9	VAL Murray	MTIn	1	Service Selected.	
10/26/2004 09:59:01 AM Richard	Richard Stanley	BrAcct	1	Service Selected.	
10/26/2004 09:59:14 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 9	2 Added to 100300 ADMIN.
10/26/2004 09:59:15 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 1	04 Added to 100300 ADMIN.
10/26/2004 09:59:15 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 2	02 Added to 100300 ADMIN.
10/26/2004 09:59:15 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 3	88 Added to 100300 ADMIN.
10/26/2004 09:59:15 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 5	01 Added to 100300 ADMIN.
10/26/2004 09:59:15 AM Richard	Richard Stanley	BrAcct	1	BRrept Bank 064000046 Account 7	01 Added to 100300 ADMIN.
10/26/2004 10:00:07 AM Richard	Richard Stanley	SPAccount	1	Service Selected.	
10/26/2004 10:00:17 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 061300419 Account 1	2 Added to 100300 Adman.
10/26/2004 10:00:17 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 064000046 Account 9	2 Added to 100300 Adman.
10/26/2004 10:00:17 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 064000046 Account 1	04 Added to 100300 Adman.
10/26/2004 10:00:17 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 064000046 Account 2	02 Added to 100300 Adman.
10/26/2004 10:00:18 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 064000046 Account 3	88 Added to 100300 Adman.
10/26/2004 10:00:18 AM Richard	Richard Stanley	SPAccount	1	SPrept Bank 064000046 Account 5	01 Added to 100300 Adman.
10/26/2004 10:02:05 AM A9VM9	VAL Murray	MTBShortList	1	Service Selected.	
10/26/2004 10:02:59 AM A9VM9	VAL Murray	MTCustTempl	1	Service Selected.	
10/26/2004 10:03:01 AM A9VM9	VAL Murray	MTCustTempl	1	Service Selected.	
10/26/2004 10:03:05 AM A9VM9	VAL Murray	MTRpts	1	Service Selected.	
10/26/2004 10:03:38 AM Richard	Richard Stanley	Logout	1	User logged out of System	
10/26/2004 10:04:00 AM A9VM9	VAL Murray	Logout	1	User logged Out of System	
10/26/2004 10:04:01 AM a8da0	Denise Aramburo	MTCustTempl	1	User Timeout.	
10/26/2004 10:04:13 AM a8da0	Denise Aramburo	Login	1	User Login.	
10/26/2004 10:04:22 AM a8da0	Denise Aramburo	ERDRept	1	Service Selected.	
10/26/2004 10:04:34 AM Richard	Richard Stanley	Login	1	User Login.	

You are logged in as: Customer 100300 / User ADMIN1

Report Options

You can customize this report to select one or more users and/or services. You can limit the time of day range from of the report, and/or select a date within 93 calendar days from today's date. You can also export the Audit Report as a comma-delimited file, to use with other applications.

audit[1].log - Notepad	
"2004/10/27", "09:50:51", "961	;", "100010", "ADMIN1", "Login", "Login", "0", "1", "User Login."
"2004/10/27", "09:51:00", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "1", "Service Selected."
"2004/10/27", "09:51:09", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "1", "Status/Summary Balances Selected."
"2004/10/27", "09:51:11", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "10", "Status/Summary Balances Printed."
"2004/10/27", "09:51:11", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "72", "Detail Transactions Printed."
"2004/10/27", "09:51:20", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "1", "Deposit Ticket Image requested for account 6 3, DIN 5:
"2004/10/27", "09:52:19", "961	;", "100010", "ADMIN1", "BRrept", "", "0", "1", "Deposit Ticket image displayed for account 6 3, DIN 5:
"2004/10/27", "10:29:21", "961	;", "100010", "ADMIN1", "Logout", "", "0", "1", "User logged out of System"
"2004/10/27", "13:23:37", "0"	010", "ADMIN1", "Login", "Check User", "1", "999", "Invalid User Password"
"2004/10/27", "13:23:54", "961	;", "100010", "ADMIN1", "Login", "Login", "0", "1", "User Login."
"2004/10/27", "13:24:06", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "13:24:16", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "13:27:03", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "13:27:13", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "13:59:59", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "User Timeout."
"2004/10/27", "14:00:07", "961	;", "100010", "ADMIN1", "PPCRRqst", "Reactivate", "0", "1", "Session Reactivated"
"2004/10/27", "14:00:10", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "14:00:18", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "14:02:50", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "14:03:12", "961	;", "100010", "ADMIN1", "PPCRRqst", "", "0", "1", "Service Selected."
"2004/10/27", "14:05:01", "961	;", "100010", "ADMIN1", "Logout", "", "0", "1", "User logged out of System"

Exported Audit Report

ACH ADMINISTRATION

For the ACH Initiation module, the Security Administrator assigns the service permissions, ACH companies, transaction types and limits for each user.

If your company imports ACH batch files into Online Treasury Manager, the Security Administrator defines the format of the import file and how it functions using the ACH Map service.

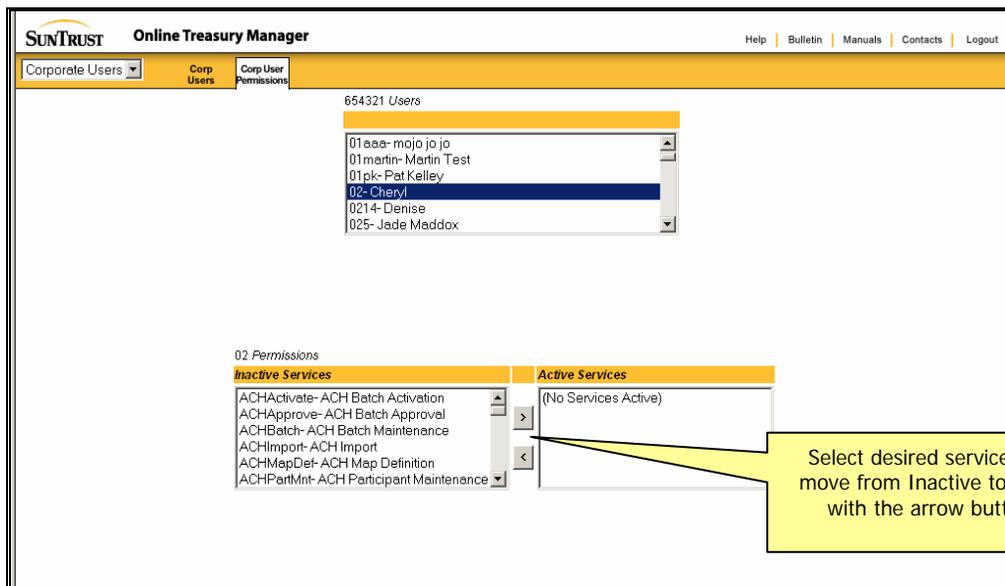
Service Permissions

The following table describes the ACH services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
ACHActivate	Update entries and activate ACH batches.
ACHApprove	Approve ACH batches that have been activated.
ACHBatch	Add and manage ACH batches.
ACHImport	Import an ACH file from an outside source to assist in creating a batch template.
ACHPartMnt	Change data associated with ACH Participants or delete the participants' record.
ACHPassThru	Pass ACH files created outside of Online Treasury Manager through to the bank's ACH origination system for processing.
ACHPTReport	To query all pass-thru files.
ACHRpt	View current and historical ACH data.
ACHReversal	Submit a request to the bank for a reversal of a transaction already submitted.

To add ACH service permissions,

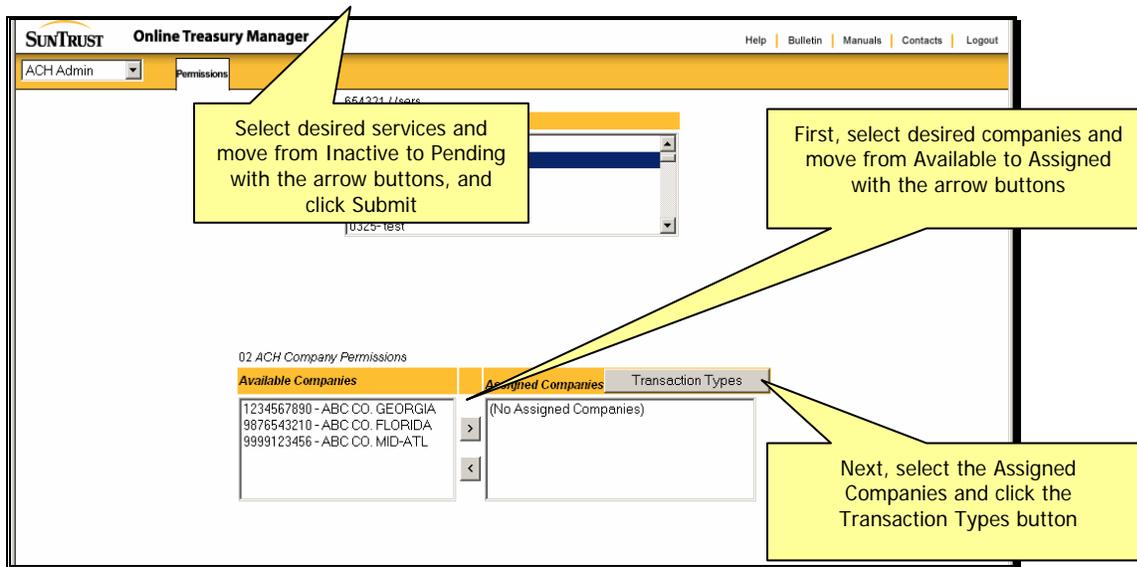
- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable ACH permissions to the user's **Active Services**



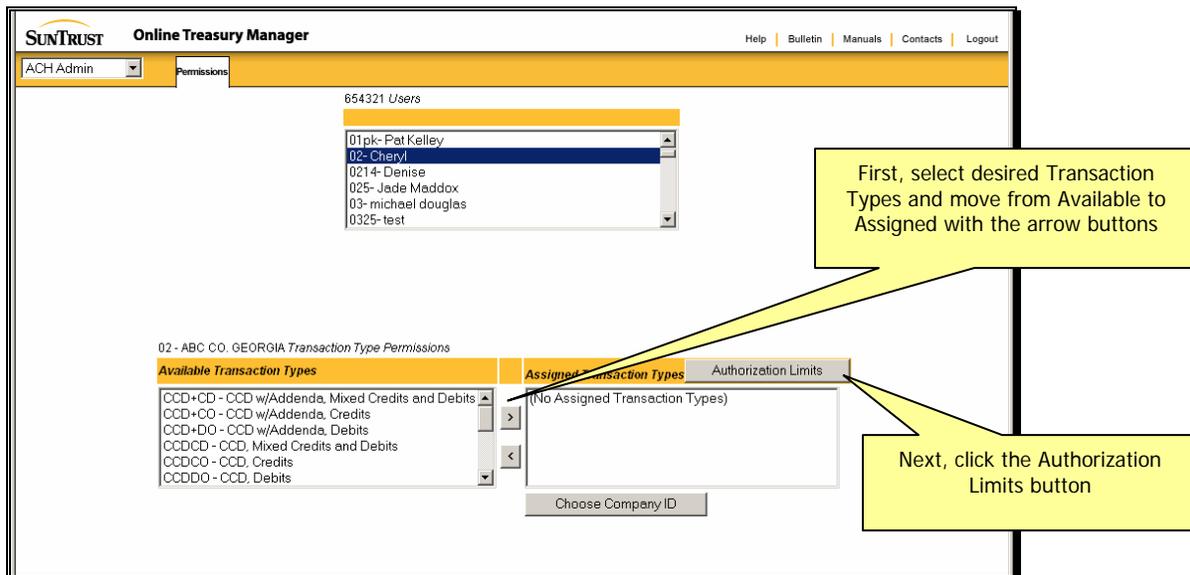
ACH Companies

To assign ACH companies for a user,

- Select **ACH Admin** from the drop-down menu and click on the **Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable ACH Companies to the user's **Assigned Companies**
- Once the desired company IDs are active for the user, highlight the appropriate Company IDs, and click the **Transaction Types** button



Online Treasury Manager displays the Transaction Type permissions screen.



- Move the applicable ACH transaction Types to the **Assigned Transaction Types** section for the user, using the arrow buttons.
- Once the appropriate transaction types are moved to the Assigned Transaction Types section, use your mouse or keyboard to select all the types and click the **Authorization Limits** button

Note: only transaction types allowed for this Company ID will appear on the Available list. See the table below for ACH transaction types.

ACH Transaction Type Code	Description	Addenda
CCD+CD	Cash Concentration or Disbursement, mixed credits and debits	Yes
CCD+CO	Cash Concentration or Disbursement, credits only (tax payments included)	Yes
CCD +DO	Cash Concentration or Disbursement, debits only	Yes
CCDCD	Cash Concentration or Disbursement, mixed credits and debits	No
CCDCO	Cash Concentration or Disbursement, credits only	No
CCDDO	Cash Concentration or Disbursement, debits only	No
PPD+CD	Pre-arranged Payment and Deposit, mixed credits and debits	Yes
PPD+CO	Pre-arranged Payment and Deposit, credits only	Yes
PPD+DO	Pre-arranged Payment and Deposit, debits only	Yes
PPDCD	Pre-arranged Payment and Deposit, mixed credits and debits	No
PPDCO	Pre-arranged Payment and Deposit, credits only	No
PPDDO	Pre-arranged Payment and Deposit, debits only	No
RCK	Re-presented Check Entry, debits only	No
TELCO	Telephone Initiated Entry, credits only	No
TELDO	Telephone Initiated Entry, debits only	Yes
WEB+DO	Internet Initiated Entry with addenda, debits only	Yes

Online Treasury Manager displays the Transaction Type Authorization Limits screen.

Enter the user's amount limits for each transaction type, including the decimal point. If no limit is necessary, enter "99999999.99"

- **Batch Maintenance Limit/Item** – maximum amount the user is allowed to submit per item
- **Batch Maintenance Limit/Batch** – maximum amount the user is allowed to submit per batch
- **Batch Activation Limit/Item** – maximum amount the user is allowed to activate per item
- **Batch Activation Limit/Batch** – maximum amount the user is allowed to activate per batch
- **Batch Approval Limit/Item** – maximum amount the user is allowed to approve per item
- **Batch Approval Limit/Batch** – maximum amount the user is allowed to approve per batch
- Click the **Submit** button

ACH Map Definition

In order to import an ACH file into Online Treasury Manager, the import file must have a defined ACH map. Online Treasury Manager supports the following ACH map formats: standard NACHA, delimited, and fixed.

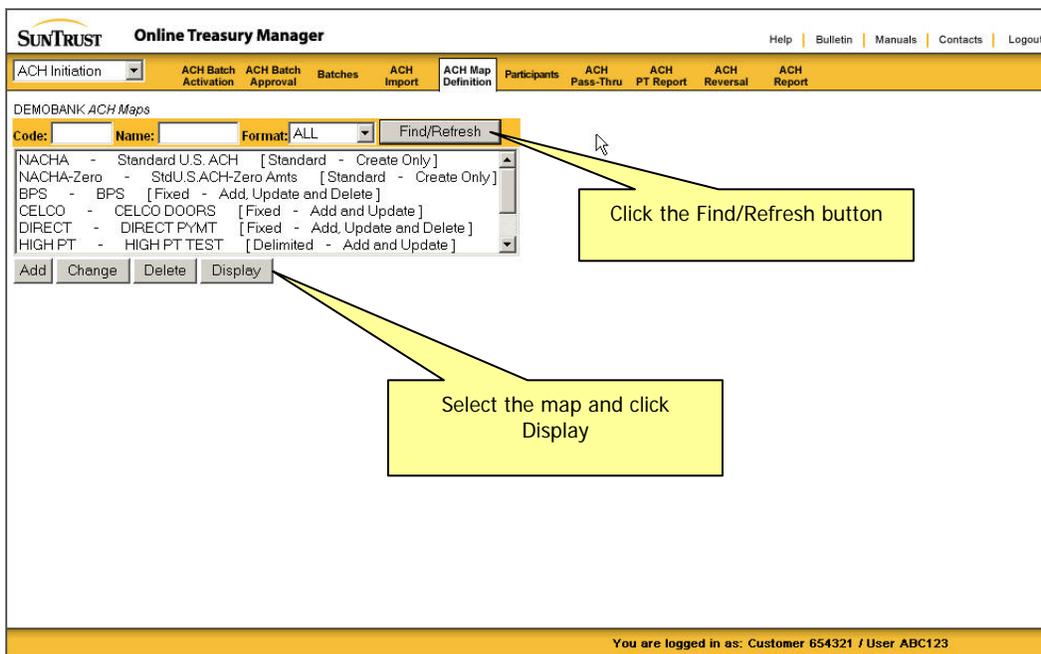
The standard NACHA formats are readily available in Online Treasury Manager. A delimiter, such as a comma or semi-colon, separates the fields on each record in a delimited import file. The fields on each record in a fixed import file always start in the same position and are the same length.

For delimited and fixed files, the Security Administrator defines a map using the ACH Map Definition service. A delimited or fixed map instructs Online Treasury Manager how to map the fields on an import file to add, change, or delete entries in a single batch template.

Note: You must use the Batches service to add the batch template before you import a delimited or fixed file.

To view your ACH maps:

- Select **ACH Initiation** from the drop-down menu and click on the **ACH Map Definition** tab on the task bar



- Click the **Find/Refresh** button to list your maps

To view a map

- Select the map from the listing and click the **Find/Refresh** button

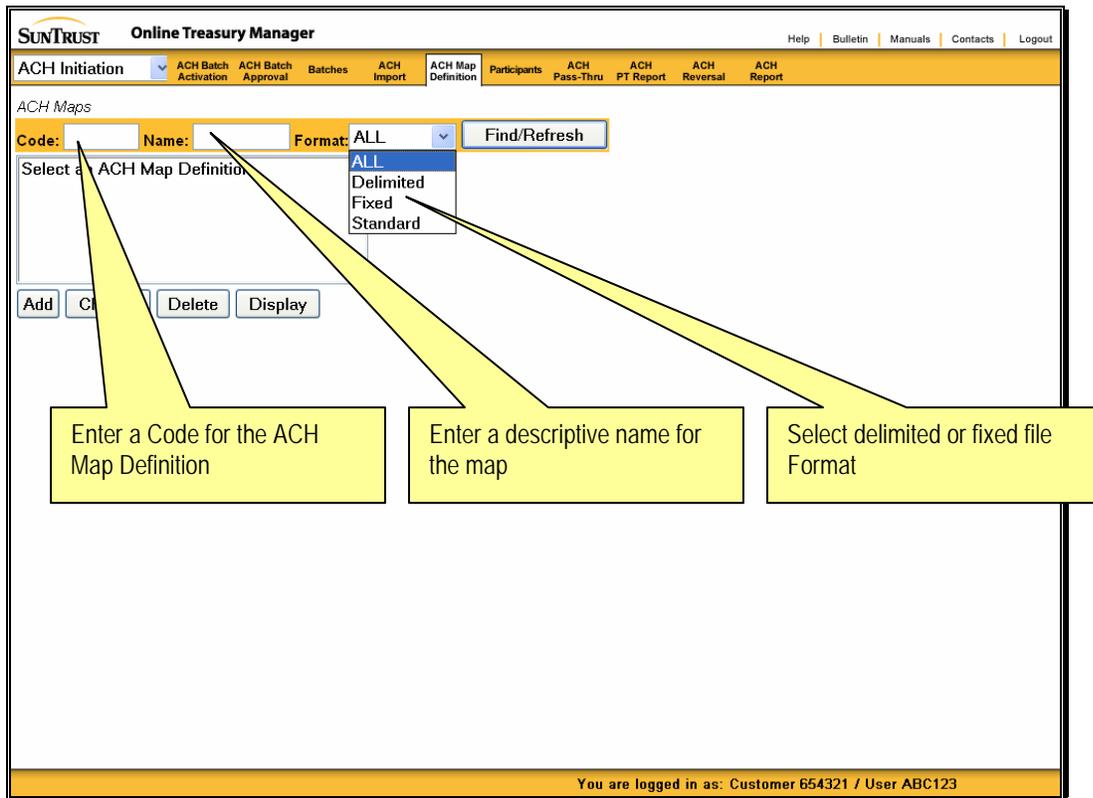
Standard NACHA Formats

Online Treasury Manager provides two standard NACHA maps. Import files that use these maps must be in NACHA format and must contain the record formats that the ACH product supports.

When you import a standard NACHA file, Online Treasury Manager uses the information from the batch header (5 record), entry detail (6 record), and addenda (7 record) records to build batch templates. Online Treasury Manager ignores the file header (1 record), batch control (8 record), or file control (9 record) records in the standard NACHA import file.

To add a delimited or fixed ACH map:

- Select **ACH Initiation** from the drop-down menu and click on the **ACH Map Definition** tab on the task bar



- Enter an ACH map **Code** of up to 20 alpha-numeric characters
- Enter a descriptive **Name** for the ACH map
- Select **Delimited** or **Fixed** from the **Format** drop-down list
- Click on the **Add** button

Delimited format

When you select the delimited format, Online Treasury Manager displays this ACH Map Definition page:

Field Delimiter code

End of Record identifier

Field positions on the file

Overriding replacement values from file data

Field Name	Match to this Field in the System	Update this Field once matched	Field Position on Import File	Replacement Value - Use this value in place of the Field Position value
Tran Code:		<input type="checkbox"/>		22 - Live DDA Credit
ABA Number:	<input type="checkbox"/>	<input type="checkbox"/>	3	
Account Number:	<input type="checkbox"/>	<input type="checkbox"/>	4	
Amount:		<input checked="" type="checkbox"/>	8	
ID Number:	<input checked="" type="checkbox"/>		1	
Name:	<input type="checkbox"/>	<input type="checkbox"/>	2	
Disc./Payment Type:		<input type="checkbox"/>		
Addenda Data:		<input type="checkbox"/>		
Receiver Bank ID:				
Receiver Account Number:				

- Select the field **Delimiter** from the drop-down list of symbols
- Select the **End of Record ID** from the symbol drop-down list
- Select the **Skip First Header Record** option to skip and ignore the first header record on import files that use this map. Select this option if the import file contains header information in the first record.
- Select the **Strip Quotes (" ") Around Fields** option to remove the quotation marks around fields
- Select the **Load Zero to Amount Fields** option if you want Online Treasury Manager to change the amount for all batch entries to zero when you import a file that uses this map. Select this option if you want to add the batch entry amounts each time you activate the batch. Online Treasury Manager does not change the amount to zero for any batch entries not updated by the import file.
- Select the **Delete Unmatched Batch Template Records** option if you want Online Treasury Manager to delete batch entries that are not updated when you import a file that uses this map.

In the Fields to Add, Match or Update section:

If you select a **Match to this Field in the System** check box, Online Treasury Manager verifies that the value in the import file exactly matches the value in the batch entry. When the value in the batch entry does not exactly match the value in the import file, and the **Delete Unmatched Batch Template Records** option equals

- **Yes**, then Online Treasury Manager deletes the entry from the batch template
- **No**, Online Treasury Manager skips the entry in the batch template and does not change it.

If you select an **Update this Field once matched** check box, Online Treasury Manager replaces the value in the batch entry with either the value in the Replacement Value field on the map, if a value is specified, or the import file.

- **Tran Code (2)** - enter the Field Position on the import file, or select a NACHA transaction code in the Replacement Value drop-down list
- **ABA Number (9 numeric)** –enter the Field Position on the import file, or enter the receiving financial institution's routing & transit number in the Replacement Value.

Note: If the batch template type code is CBR+CO, CBR+DO, PBR+CO, or PBR+DO, use the Receiver's Bank ID field instead of this field.

- **Account Number (17 alphanumeric)** –enter the Field Position on the import file, or enter an account number for the participant at the financial institution in the Replacement Value.

Note: If the batch template type code is CBR+CO, CBR+DO, PBR+CO, or PBR+DO, use the Receiver's Account Number field instead of this field.

- **Amount** – enter the Field Position on the import file, or enter the amount for the batch entry in the Replacement Value. (10 numeric, up to 9,999,999.99 Online Treasury Manager removes commas from amounts)

If you select **Yes** in **Load Zero to Amount Fields**, do not enter field position information or a replacement value for the amount.

- **ID Number (15)** – enter the Field Position on the import file for the participant identifier, which is the person or organization sending or receiving the batch entry.

Rule: A participant ID cannot be listed more than one time in a batch template. This means the participant ID can be listed only one time in a delimited or fixed import file.

- **Name (22 alphanumeric)** - Enter the Field Position on the import file for the name for the participant
- **Disc/Payment Type (2 alphanumeric)** - Enter the Field Position on the import file, or enter the discretionary data or payment type in the Replacement Value.

The transaction type code associated with the batch template controls whether Online Treasury Manager uses the information in this field as discretionary data or a payment type. If the transaction type code is WEB+DO, Online Treasury Manager uses the information in this field as the payment type. All other transaction type codes use this information as discretionary data.

- **Addenda Data (80)** – Enter the Field Position on the import file for additional information for the batch entry, such as state or local tax information. The transaction type code associated with the batch template controls whether the batch entry can contain addenda information.

Rules: If you include addenda information in an import file, you must begin and end the information with quotation marks (") and select **Yes** in the **Strip Quotes Around Fields** field for the associated map.

- **Receiver Bank ID (11)** – Enter the Field Position on the import file for the identification number of the foreign receiving depository financial institution (RDFI) for the batch entry. Used when the transaction type code for the batch template is CBR+CO, CBR+DO, PBR+CO, or PBR+DO.
- **Receiver Account Number (25)** – Enter the Field Position on the import file for the account number for the participant at the financial institution. Used when the transaction type code for the batch template is CBR+CO, CBR+DO, PBR+CO, or PBR+DO

Notes: Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.

Fixed format

When you select the fixed format, Online Treasury Manager displays this ACH Map Definition page:

Map Code:

Map Name:

Map Type: System will assign

Record Length:

Skip First Header Record: Yes No

Load Zero to Amount Fields: Yes No

Delete Unmatched Batch Template Records: Yes No

Partial File Import: Yes No

Note: The Receiver's Bank ID field and Receiver's Acct. Number field are required, but apply to Border batches only.

Fields to Add, Match, or Update					
Field Name	Match to this Field in the System	Update this Field once matched	Field Position on Import File		Replacement Value - Use this value in place of the Field Position value
			Start	Length	
Tran Code:		<input type="checkbox"/>			32 - Live Savings Credit
ABA Number:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38	9	
Account Number:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	47	17	
Amount:		<input checked="" type="checkbox"/>	66	10	
ID Number:	<input checked="" type="checkbox"/>		1	10	
Name:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16	22	
Disc./Payment Type:		<input type="checkbox"/>			
Addenda Data:		<input type="checkbox"/>			
Receiver's Bank ID:					
Receiver's Acct. Number:					

You are logged in as: Customer 654321 / User ABC123

- Enter the **Record Length** of each record on the import file. All records in a fixed format file must be the same length. When determining the length of a record, you must include carriage returns and line feeds in the total length.
- Select the **Skip First Header Record** option to skip and ignore the first header record on import files that use this map. Select this option if the import file contains header information in the first record.
- Select the **Load Zero to Amount Fields** option if you want Online Treasury Manager to change the amount for all batch entries to zero when you import a file that uses this map. Select this option if you want to add the batch entry amounts each time you activate the batch. Online Treasury Manager does not change the amount to zero for any batch entries not updated by the import file.
- Select the **Delete Unmatched Batch Template Records** option if you want Online Treasury Manager to delete batch entries that are not updated when you import a file that uses this map.

In the Fields to Add, Match or Update section:

If you select a **Match to this Field in the System** check box, Online Treasury Manager verifies that the value in the import file exactly matches the value in the batch entry. When the value in the batch entry does not exactly match the value in the import file, and the **Delete Unmatched Batch Template Records** option is

- **Yes**, then Online Treasury Manager deletes the entry from the batch template
- **No**, Online Treasury Manager skips the entry in the batch template and does not change it.

If you select an **Update this Field once matched** check box, Online Treasury Manager replaces the value in the batch entry with either the value in the Replacement Value field on the map, if a value is specified, or the import file.

- **Tran Code (2)** - enter the **Starting Field Position** and **Length** on the import file, or select a NACHA transaction code in the Replacement Value drop-down list
- **ABA Number (9 numeric)** –enter the **Starting Field Position** and **Length** on the import file, or enter the receiving financial institution's routing & transit number in the Replacement Value.

Note: If the batch template type code is CBR+CO, CBR+DO, PBR+CO, or PBR+DO, use the Receiver's Bank ID field instead of this field.

- **Account Number (17 alphanumeric)** –enter the **Starting Field Position** and **Length** on the import file, or enter an account number for the participant at the financial institution in the Replacement Value.

Note: If the batch template type code is CBR+CO, CBR+DO, PBR+CO, or PBR+DO, use the Receiver's Account Number field instead of this field.

- **Amount** – enter the **Starting Field Position** and **Length** on the import file, or enter the amount for the batch entry in the Replacement Value. (10 numeric, up to 9,999,999.99 Online Treasury Manager removes commas from amounts)

If you select **Yes** in **Load Zero to Amount Fields**, do not enter field position information or a replacement value for the amount.

- **ID Number (15)** – enter the **Starting Field Position** and **Length** on the import file for the participant identifier, which is the person or organization sending or receiving the batch entry.

Rule: A participant ID cannot be listed more than one time in a batch template. This means the participant ID can be listed only one time in a delimited or fixed import file.

- **Name (22 alphanumeric)** - Enter the **Starting Field Position** and **Length** on the import file for the name for the participant
- **Disc/Payment Type (2 alphanumeric)** - Enter the **Starting Field Position** and **Length** on the import file, or enter the discretionary data or payment type in the Replacement Value.

The transaction type code associated with the batch template controls whether Online Treasury Manager uses the information in this field as discretionary data or a payment type. If the transaction type code is WEB+DO, Online Treasury Manager uses the information in this field as the payment type. All other transaction type codes use this information as discretionary data.

- **Addenda Data (80)** – Enter the **Starting Field Position** and **Length** on the import file for additional information for the batch entry, such as state or local tax information. The transaction type code associated with the batch template controls whether the batch entry can contain addenda information.

Rules: If you include addenda information in an import file, you must begin and end the information with quotation marks (") and select **Yes** in the **Strip Quotes Around Fields** field for the associated map.

- **Receiver Bank ID (11)** – Enter the **Starting Field Position** and **Length** on the import file for the identification number of the foreign receiving depository financial institution (RDFI) for the batch entry. Used when the transaction type code for the batch template is CBR+CO, CBR+DO, PBR+CO, or PBR+DO.
- **Receiver Account Number (25)** – Enter the **Starting Field Position** and **Length** on the import file for the account number for the participant at the financial institution. Used when the transaction type code for the batch template is CBR+CO, CBR+DO, PBR+CO, or PBR+DO.

Notes: Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.

ACCOUNT TRANSFER ADMINISTRATION

For the Account Transfer module, the Security Administrator assigns the service permissions, accounts, transfer types and transfer limits for each user.

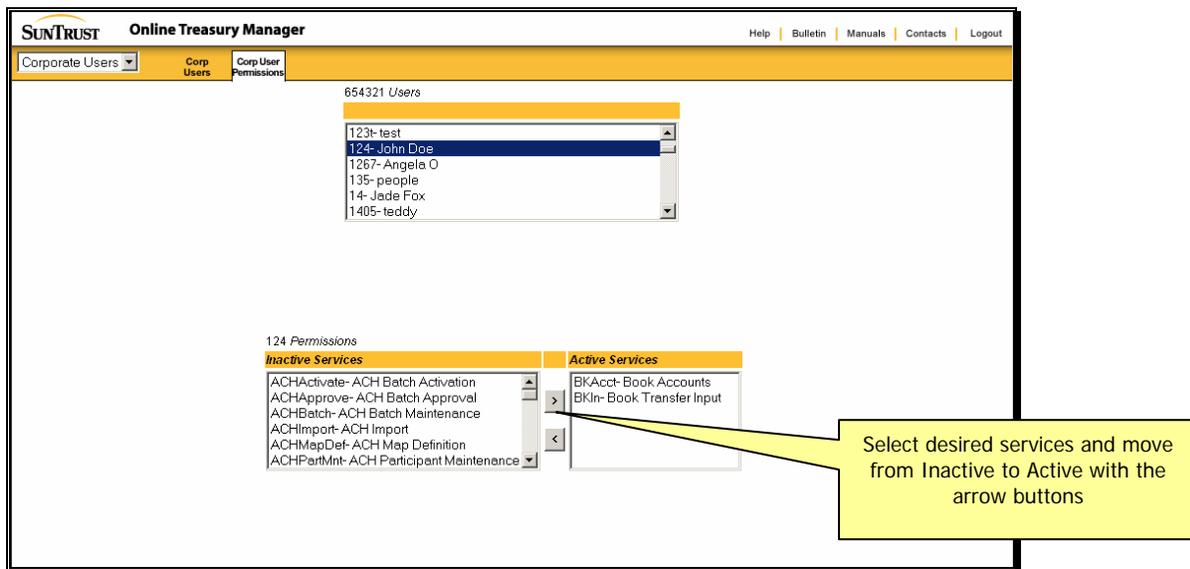
Service Permissions

The following table describes the Account Transfer services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
BKIn	To initiate an account transfer.
BKRept	To review account transfers.

To assign user service permissions for Account Transfer,

- Select Corporate Users from the drop-down menu and click on the User Permissions tab on the task bar
- Select the User ID to update from the users list
- Using the arrow buttons, move the applicable Account Transfer permissions to the user's Active Services



Transfer Accounts, Type and Limits

To assign user's accounts for Account Transfer,

- Select **Acct Transfr Admin** from the drop-down menu and click on **Transfer Accounts** tab on the task bar
- Select the User ID to update from the users list
- Using the arrow buttons, move the applicable accounts to the user's **Active Accounts**
- When the accounts are moved to Active, click on the **Change Type/Limits** button

SUNTRUST Online Treasury Manager

Transfer Admin | Transfer Accounts

100300 Users

User2- Test User2
VIEWPOINT- VIEWPOINT USER
vonnie- vonnie
wiretest- wiretest
zms21- M. Olson
zzz- sk

User2 BK Permissions

Inactive Accounts Acct#: Find Active Accounts BKAcct Change Type/Limits

(USD) - 061300419
8 (USD) - 051000020
06 (USD) - 061300419

17 : (USD) - 061300419 (From/To)
97 : (USD) - 064000046 (From/To)
13 4 (USD) - 064000046 (From/To)
21 2 (USD) - 064000046 (From/To)
33 8 (USD) - 064000046 (From/To)
52 1 (USD) - 064000046 (From/To)

You are logged in as: Customer 100300 / User ADMIN1

First, select desired accounts and move from Inactive to Active with the arrow buttons

Next, click the Change Type/Limits button

Online Treasury Manager displays the Type and Amounts screen.

SUNTRUST Online Treasury Manager

Transfer Admin | Transfer Accounts

100300 Users

User2- Test User2
VIEWPOINT- VIEWPOINT USER
vonnie- vonnie
wiretest- wiretest
zms21- M. Olson
zzz- sk

Limits Apply To "From Accounts Only."

Account	Account Name	Account Type	Max Amount	Max Amount per Day	Max # per Day
02	GA ARP CAT TEST ACCOUNT 1	From/To	99,999,999.99	99,999,999.99	999
12	DDA ONE BANK TEST ACCOUNT	From/To	99,999,999.99	99,999,999.99	999
04	DDA ONE BANK TEST ACCOUNT	From/To	99,999,999.99	99,999,999.99	999
88	NASHVILLE ACH TEST	From/To	99,999,999.99	99,999,999.99	999
01	ONE BANK CAT 2	From/To	99,999,999.99	99,999,999.99	999

Submit Reset

You are logged in as: Customer 100300 / User ADMIN1

Select the transfer type that applies to this account

Enter the single and total transfer amount limits

Enter the maximum number of transfers allowed per day

For each account,

- Select the appropriate **Account Type** from the drop-down list
 - **From/To** – if you want the account to be an originating and a receiving account
 - **To** – the account is only a receiving account
 - **From** – the account is only an originating account
- Enter the **Max Amount** of a single account transfer on this account. Use "None" (for no maximum amount) or enter a dollar amount.

- Enter the **Max Amount per Day** for the maximum dollar total that this account is allowed for daily account transfers for this account. Use "None" (for no maximum) or enter a dollar amount.
- Enter the **Max # per Day** for the maximum number of Account Transfers allowed per day for this account
- Click the **Submit** button. Note: the submit button must be clicked to assign the appropriate permissions, even if assigning the default settings.

BALANCE REPORTING ADMINISTRATION

For the Balance Reporting module, the Security Administrator assigns the service permissions and accounts for each user.

The Security Administrator also has access to Balance Reporting customization functions. If desired, use the Transaction Group function to create custom report query options for your company. In addition, if your company downloads data into a *Quickbooks* application, use the BR IIF Map function to correlate your Online Treasury Manager accounts with your account names in *Quickbooks*.

Note: For image retrieval, access to the viewer requires the installation of the ImageInsight Java applet. To download the applet, please see *Accessing Images* in the Overview section of this document.

Service Permissions

The following table describes the Balance Reporting services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
BRRept	View or export the report that provides balance and transaction information for accounts for the previous day.
Irrept	View or export a report that provides balance and transaction information for accounts for the current day.
MultiDay	View or export a report that provides previous day balance and transaction information for accounts within a range of dates. This report appears in a statement format.

To add Balance Reporting Service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Balance Reporting permissions to the user's **Active Services**

The screenshot shows the SunTrust Online Treasury Manager interface. At the top, there are navigation links: Help, Bulletin, Manuals, Contacts, and Logout. Below the header, there are tabs for Corporate Users, Corp Users, and Corp User Permissions. A dropdown menu shows 'Corporate Users' selected. Below this, a list of users is displayed, with 'jdoe- iana doe' selected. Below the user list, there are two columns of service permissions: 'Inactive Services' and 'Active Services'. The 'Inactive Services' list includes: ACHActivate- ACH Batch Activation, ACHApprove- ACH Batch Approval, ACHBatch- ACH Batch Maintenance, ACHImport- ACH Import, ACHMapDef- ACH Map Definition, and ACHPartMnt- ACH Participant Maintenance. The 'Active Services' list includes: BRIFMap- BR to IIF Account Mapping, BRRept- Previous Day Report, IMAGESEARCH- Image Search, Irrept- Same Day Reports, and MultiDay- MultiDay Activity Report. A callout box with a yellow background and black border points to the arrow buttons between the two lists, containing the text: 'Select desired services and move from Inactive to Active with the arrow buttons'.

Previous Day Accounts

To assign a user's accounts for Previous Day Balance Reporting,

- Select **BR Admin** from the drop-down menu and click on **Prev Day Accounts** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Previous Day Balance Reporting accounts to the user's **Active Accounts**

Note: The Previous Day account permissions assigned will also apply for MultiDay Reporting.

The screenshot shows the SunTrust Online Treasury Manager interface. At the top, there is a navigation bar with the SunTrust logo and the text "Online Treasury Manager". To the right of the logo, there are links for "Help", "Bulletin", "Manuals", "Contacts", and "Logout". Below the navigation bar, there is a dropdown menu set to "BR Admin" and a series of tabs: "Prev Day Accounts", "Transaction Groups", "HReport Accounts", "BR IIF Map", and "Same Day Accounts". The "Prev Day Accounts" tab is active.

Under the "Prev Day Accounts" tab, there is a section titled "100300 Users" with a list of users. The user "jdoe-jane doe" is selected and highlighted in blue. Other users in the list include "ga4905-john john", "gerry-gerry gill", "john-John Als", "johna-John Als", and "jose-jose test".

Below the user list, there is a section titled "jdoe BR Permissions". It has a search box labeled "Acct#: Find" and two columns: "Inactive Accounts" and "Active Accounts". The "Inactive Accounts" column contains a list of account numbers: "32 (USD) - 064000046", "504 (USD) - 064000046", "702 (USD) - 064000046", "488 (USD) - 064000046", "601 (USD) - 064000046", and "901 (USD) - 064000046". The "Active Accounts" column is currently empty and contains the text "(No Accounts Act)". There are arrow buttons between the two columns to move accounts from Inactive to Active.

A yellow callout box with a pointer to the arrow buttons contains the text: "Select desired accounts and move from Inactive to Active with the arrow buttons".

Same Day Accounts

To assign a user's accounts for Same Day Balance Reporting,

- Select **BR Admin** from the drop-down menu and click on **Same Day Accounts** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Same Day Balance Reporting accounts to the user's **Active Accounts**

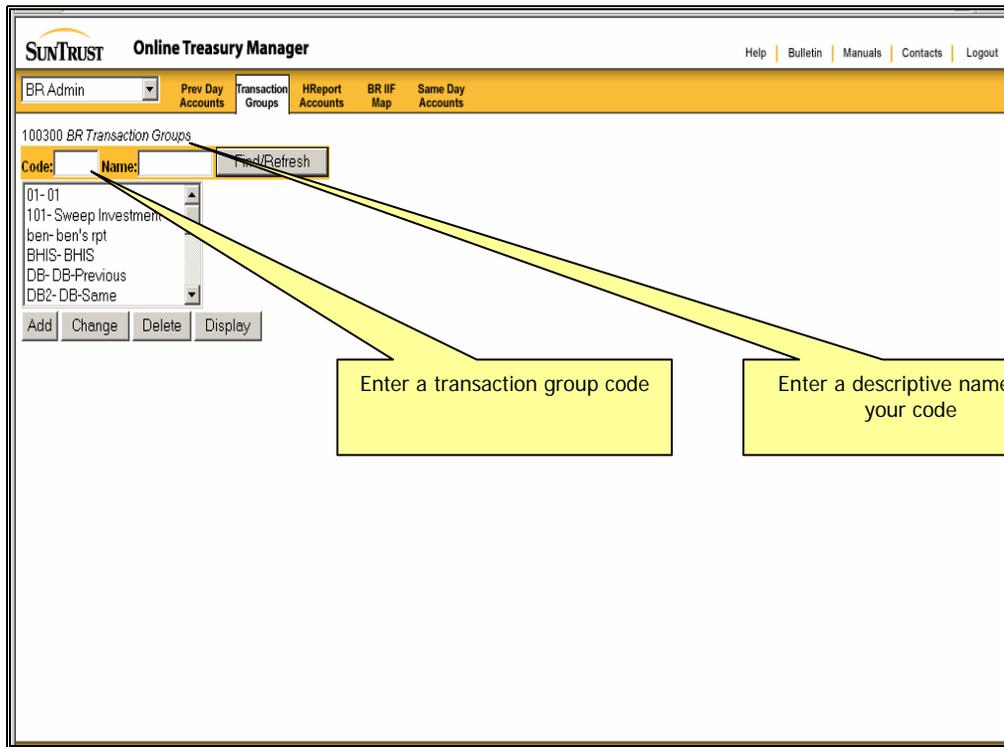
The screenshot shows the SunTrust Online Treasury Manager interface. At the top, there is a navigation bar with the SunTrust logo and the text 'Online Treasury Manager'. Below this, there is a dropdown menu for 'BR Admin' and a series of tabs: 'Prev Day Accounts', 'Transaction Groups', 'HReport Accounts', 'BR IIF Map', and 'Same Day Accounts'. The 'Same Day Accounts' tab is selected. Below the tabs, there is a list of users under the heading '100300 Users'. The user 'jdoe-jane doe' is selected. Below the user list, there is a section for 'jdoe IR Permissions'. This section has a search bar with 'Acct#:' and a 'Find' button. Below the search bar, there are two columns: 'Inactive Accounts' and 'Active Accounts'. The 'Inactive Accounts' column contains a list of accounts: '12 (USD) - 061300419', '32 (USD) - 064000046', '504 (USD) - 064000046', '702 (USD) - 064000046', '488 (USD) - 064000046', and 'j.u.c.0601 (USD) - 064000046'. The 'Active Accounts' column is currently empty and contains the text '(No Accounts Move)'. A yellow callout box with a pointer to the arrow buttons between the columns contains the text: 'Select desired accounts and move from Inactive to Active with the arrow buttons'.

Add Transaction Groups

The Transaction Group function allows you to customize a query option that groups one or more specific BAI type codes. Online Treasury Manager lists your transaction group as a query option for your Same Day and Previous Day Balance Reports. When you select this option, Online Treasury Manager filters the report to list only those transaction types.

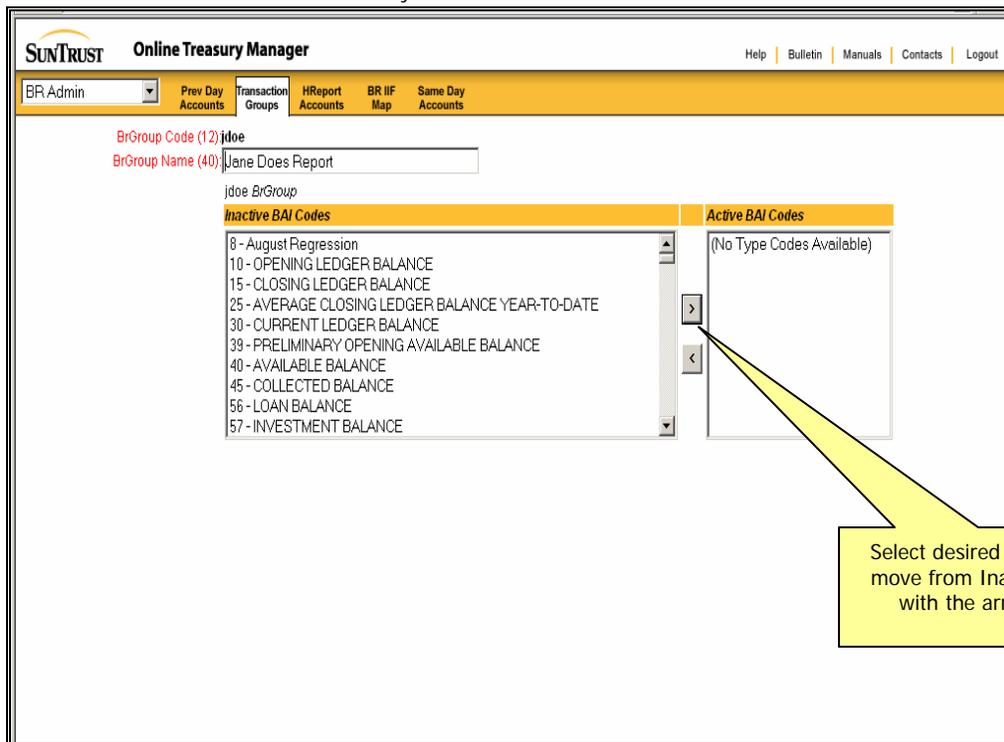
To add a Transaction Group

- Select **BR Admin** from the group drop-down menu and select the **Transaction Groups** tab from the task bar
- Enter a unique identifying **Code** and a descriptive **Name** for this transaction group
- Click the **Add** button



Online Treasury Manager displays a list of the BAI codes and the corresponding description.

- Use the arrow buttons to move your selected codes to the **Active BAI Codes**



Changes and Deletions to Transaction Groups

Online Treasury Manager saves changes to this page each time you click an arrow button. If you need to make a change to only the transaction group name, you must click either of the arrow buttons to save your changes.

You can delete a transaction group by entering the **Code** name or selecting from the available list, and clicking the **Delete** button. Press the **OK** and **Delete** buttons to verify your actions.

Export to QuickBooks

The BR IIF Map allows you to export detail debit and credit transactions to an Intuit Interchange Format (IIF) file (for use with the *QuickBooks* applications.) As *QuickBooks* does not require you to define an account number as the unique identifier for the bank account, you must use the BR IIF Map service to make the correlation between your account numbers in Online Treasury Manager and your associated account names in *QuickBooks*.

Note: *QuickBooks* cannot detect duplicate transactions when an IIF file is imported. In order to reduce that possibility, the IIF file format is only available when exporting the Previous Day Balance report.

- Select **BR Admin** from the group drop-down menu and select the **BR IIF Map** tab from the task bar

Online Treasury Manager presents you with the list of all accounts you have permission to access.

Account	QuickBooks' Account Name	Export?
0088 - 8800772371 (USD) - ABC CO. FLORIDA SERVICES	Florida Operating Account	<input checked="" type="checkbox"/>
0088 - 8800772314 (USD) - ABC CO. GEORGIA SERVICES	Georgia Payroll Account	<input checked="" type="checkbox"/>
0088 - 8800772363 (USD) - ABC CO. MID-ATLANTIC SERVICES	Mid-Atlantic	<input checked="" type="checkbox"/>

Change Reset

*QuickBooks is a registered trademark of Intuit, Inc.

- Enter the **Account Name** as it appears in your *Quickbooks* application
- Click the **Export** check box, and click on the **Change** button

ELECTRONIC REPORT DELIVERY ADMINISTRATION

The Electronic Report Delivery Module (ERD) includes a variety of special reports available online through Online Treasury Manager, by e-mail by Online Courier, or fax delivery from the Xpedite service. For ERD, the Security Administrator assigns the service permission, reports, and accounts for each user.

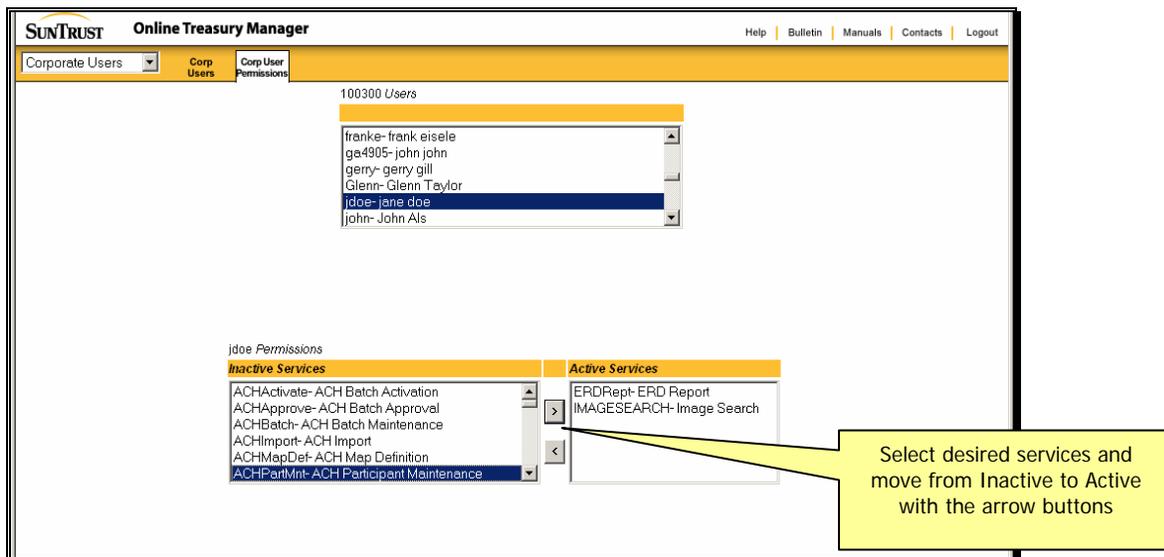
Service Permissions

The following table describes the ERD services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
ERDRpt	To view ERD reports.

To add ERD service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the ERD Report permission to the user's **Active Services**



ERD Reports

To assign the ERD Reports

- Select **ERD Admin** from the drop-down menu and click on the **ERD Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable reports to the user's **Active ERD Reports** list

To assign the user's accounts

From the ERD Permissions page,

- Select a report from the **Active ERD Reports** listing. Note: select only one ERD report at a time.
- Click the **Permit Accounts** button

Online Treasury Manager displays the user's account permissions for the selected report.

- Using the arrow buttons, move the desired accounts to the user's **Permitted** list
- Click the **Permit Reports** button

Online Treasury Manager returns you to the ERD Permissions page. Repeat the account assignment for each of the user's Active ERD Reports.

IMAGES ADMINISTRATION

For the Images module, the Security Administrator assigns the service permissions and accounts for each user.

Note: For image retrieval, access to the viewer requires the installation of the ImageInsight Java applet. To download the applet, please see *Accessing Images* in the Overview section of this document.

Service Permissions

The following table describes the Images services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
ImageSearch	Provides query to a image or range of images from the SunTrust image archive. Images of most paper-based transaction including paid checks, deposited tickets, deposited items, and account adjustments
ImageHistory	A list, by category, of all images retrieved (using the image search function) is presented on the Image History for one business day. Provides fast access to any item that was recently retrieved.

To add Images service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the Images permissions to the user's **Active Services**

The screenshot shows the SunTrust Online Treasury Manager interface. At the top, there is a navigation bar with 'SUNTRUST Online Treasury Manager' and links for 'Help', 'Bulletin', 'Manuals', 'Contacts', and 'Logout'. Below this, there is a 'Corporate Users' dropdown menu and a 'Corp User Permissions' tab. The main area displays a list of users under the heading '654321 Users'. The selected user is 'user1 - user1'. Below the user list, there are two columns: 'Inactive Services' and 'Active Services'. The 'Inactive Services' column contains a list of services including 'IMAGEACCT- Image Search Accounts', 'IrAcct- IR Accounts', 'Irrept- Same Day Reports', 'MTAcctPerm- Wire Accounts', 'MTBShortList- Bank Short List', and 'MTCustTempl- Wire Templates'. The 'Active Services' column contains 'IMAGEHISTORY- Image History' and 'IMAGESEARCH- Image Search'. Between the two columns are arrow buttons for moving services. A yellow callout box points to these arrows with the text: 'Select desired services and move from Inactive to Active with the arrow buttons'. At the bottom of the interface, it says 'You are logged in as: Customer 654321 / User ABC123'.

Image Accounts

To assign user's accounts for Images,

- Select **Images** from the drop-down menu and click on **Image Accounts** tab on the task bar

The screenshot displays the SunTrust Online Treasury Manager interface. At the top, the navigation bar includes the SunTrust logo, the title 'Online Treasury Manager', and links for 'Help', 'Bulletin', 'Manuals', 'Contacts', and 'Logout'. The main navigation area shows 'Images' selected in a dropdown menu, with tabs for 'Image Accounts', 'Image History', and 'Image Search'. The 'Image Accounts' tab is active, showing a list of 654321 users. The user 'user1 - user1' is selected. Below this, the 'user1 IM Permissions' section is visible. It contains an 'Inactive Accounts' panel with one account listed: '8800772314 (USD) - 0088'. To the right is an 'Active Accounts' panel with two accounts: '8800772363 (USD) - 0088' and '8800772371 (USD) - 0088'. Between these panels are right and left arrow buttons. A yellow callout box points to the right arrow button with the text: 'Select the desired accounts and move from Inactive to Active with the arrow buttons'. At the bottom of the interface, a status bar indicates 'You are logged in as: Customer 654321 / User ABC123'.

- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Image accounts to the user's **Active Accounts**

POSITIVE PAY ADMINISTRATION

During the check fraud prevention process, SunTrust compares your issued check register to the checks presented for payment. SunTrust identifies exception checks, or checks that do not meet the exception criteria, and sends the exception check information to Online Treasury Manager's Positive Pay.

With Positive Pay, you have until the daily cutoff time to review the exception checks and add processing instructions, which tell SunTrust whether to pay or return the exception checks. If you do not enter processing instructions for an exception check, your default payment instructions dictate whether to pay or return the check.

Reverse Positive Pay is an optional service that allows you to receive a list of checks from SunTrust when they are presented. With Reverse Positive Pay, you have until the daily cutoff time to submit your return decisions.

For the Positive Pay module, the Security Administrator assigns the service permissions and accounts for each user.

Note: For image retrieval, access to the viewer requires the installation of the ImageInsight Java applet. To download the applet, please see *Accessing Images* in the Overview section of this document.

Service Permissions

The following table describes the Positive Pay services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
PPRept	To display exception checks, display images of exception checks (for Image services subscribers), indicate whether the bank should pay or return the exception check, and a manual check issue and manual check void requests.
PPIssueRept	Display manual check issues and manual voids placed on your accounts.
PPManIssue	To add manual check issue records.
PPManVoid	To add manual check void records.
PPCRRqst	For reverse positive pay decision-making - to input return requests for one or more paid checks from the previous business day

To add Positive Pay service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the Positive Pay permissions to the user's **Active Services**

SUNTRUST Online Treasury Manager

Corporate Users | Corp Users | Corp User Permissions

100300 Users

- gs4905- john john
- gerry- gerry gill
- Glenn- Glenn Taylor
- jdoe- jane doe**
- john- John Als
- johna- John Als

jdoe Permissions

Inactive Services	Active Services
ACHActivate- ACH Batch Activation	IMAGESEARCH- Image Search
ACHApprove- ACH Batch Approval	PPIssueRpt- Positive Pay Issue Report
ACHBatch- ACH Batch Maintenance	PPManIssue- Positive Pay Manual Issue
ACHImport- ACH Import	PPManVoid- Positive Pay Manual Voids
ACHMapDef- ACH Map Definition	PPRpt- Positive Payment
ACHPartMnt- ACH Participant Maintenance	

Select desired services and move from Inactive to Active with the arrow buttons

Positive Pay Accounts

To assign user's accounts for Positive Pay,

- Select **Positive Pay Admin** from the drop-down menu and click on **Pos Pay Accounts** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Positive Pay accounts to the user's **Active Accounts**

SUNTRUST Online Treasury Manager

Positive Pay Admin | Pos Pay Accounts

100300 Users

- franke- frank eisele

jdoe PP Permissions

Inactive Accounts	Acct#	Find	Active Accounts
80:	(USD) - 051000020		1: SD) - 061300419
80:	(USD) - 051000020		
89:	SD) - 051000020		
20:	(USD) - 051000020		
20:	(USD) - 051000020		
20:	(USD) - 051000020		

Select desired services and move from Inactive to Pending with the arrow buttons, and click Submit

Select desired accounts and move from Inactive to Active with the arrow buttons

STOP PAYMENT ADMINISTRATION

For the Stop Payment module, the Security Administrator assigns the service permissions and accounts for each user.

Note: For image retrieval, access to the viewer requires the installation of the ImageInsight Java applet. To download the applet, please see *Accessing Images* in the Overview section of this document.

Service Permissions

The following table describes the Stop Payment services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
StopPay	Make check inquiries and perform stop payment add and delete requests.
StopPayRpts	Review all stop payment requests, check inquiries, and stop payment cancellations generated through the Online Treasury Manager for specified timeframe.

To add Stop Payment service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Stop Payment permissions to the user's **Active Services**

The screenshot shows the SunTrust Online Treasury Manager interface. At the top, there's a navigation bar with 'SUNTRUST Online Treasury Manager' and links for 'Help', 'Bulletin', 'Manuals', 'Contacts', and 'Logout'. Below this is a task bar with 'Corporate Users' selected in a dropdown, and tabs for 'Corp Users' and 'Corp User Permissions'. The main content area shows a list of 654321 users, with '02- Cheryl' selected. Below the user list, there's a section for '02 Permissions'. This section is divided into two columns: 'Inactive Services' and 'Active Services'. The 'Inactive Services' list includes items like 'ACHActivate- ACH Batch Activation', 'ACHApprove- ACH Batch Approval', 'ACHBatch- ACH Batch Maintenance', 'ACHImport- ACH Import', 'ACHMapDef- ACH Map Definition', and 'ACHPartMnt- ACH Participant Maintenance'. The 'Active Services' list currently contains 'StopPay- Stop Payment' and 'StopPayRpts- Stop Reports'. Arrow buttons are used to move services between these two lists. A yellow callout box with a pointer to the arrow buttons contains the text: 'Select desired services and move from Inactive to Active with the arrow buttons'.

Stop Payment Accounts

To assign user's accounts for Stop Payment,

- Select **Stop Admin** from the drop-down menu and click on **Stop Pay Accounts** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Stop Payment accounts to the user's **Active Accounts**

The screenshot displays the 'Online Treasury Manager' interface. At the top, there is a navigation bar with 'SUNTRUST Online Treasury Manager' on the left and 'Help | Bulletin | Manuals | Contacts | Logout' on the right. Below this, a task bar shows 'Stop Admin' in a dropdown menu and 'Stop Pay Accounts' as the active tab. The main content area is divided into two sections: '654321 Users' and '02 SP Permissions'. The 'Users' section contains a list with '02- Cheryl' selected. The '02 SP Permissions' section has a search bar and a 'Find' button. Below the search bar are two panels: 'Inactive Accounts' and 'Active Accounts'. The 'Inactive Accounts' panel lists two accounts: '8800772363 (USD) - 0088' and '8800772371 (USD) - 0088'. The 'Active Accounts' panel is currently empty, showing '(No Accounts Active)'. Between these two panels are right and left arrow buttons. A yellow callout box points to these arrows with the text: 'Select desired accounts and move from Inactive to Active with the arrow buttons'.

WIRE TRANSFER ADMINISTRATION

For the Wire Transfer module, the Security Administrator assigns the service permissions, accounts, transaction limits, and template permissions for each user. The Security Administrator also sets the wire transfer approval requirements for your company. These settings may be made as a default for all accounts, or made specific to individual wire transfer accounts.

If your company imports wire transfer batch files into Online Treasury Manager, the Security Administrator defines the format of the import file using the Wire Map Definitions service.

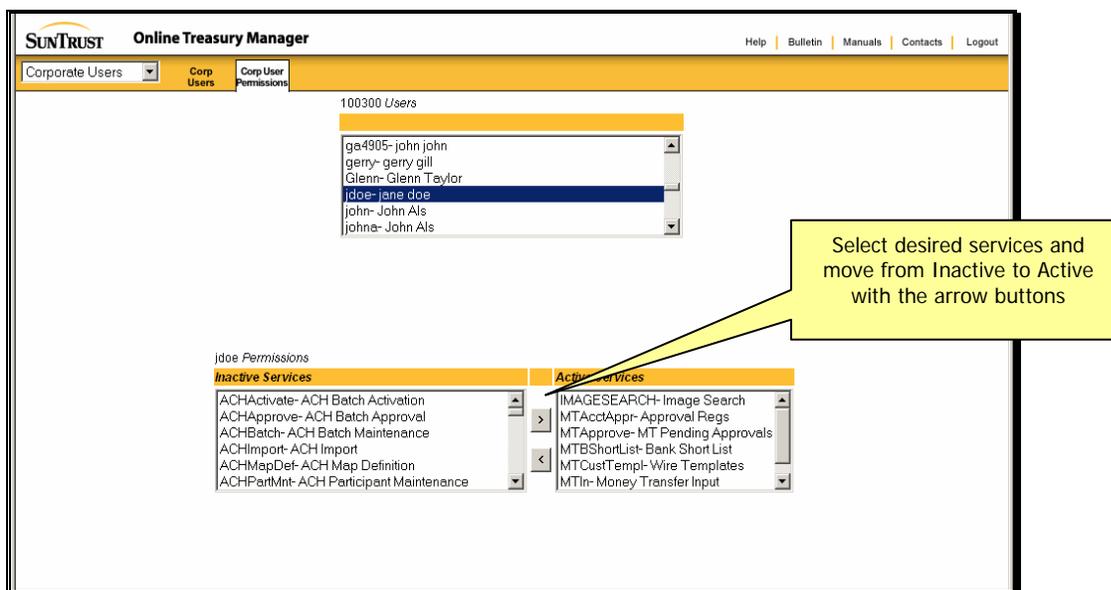
Service Permissions

The following table describes the Wire Transfer services that may be assigned to a corporate user:

SERVICE CODE	DESCRIPTION
MTIn	To add wire transfer requests, using wire templates or free-form requests.
MTApprove	Manages pending wire transfer requests that require approval. Approve requests, delete requests, edit requests, and unlock requests from their user ID.
MTRpts	To request and view processed wire transfer reports. The Outgoing Wire Report displays your approved wire transfer requests.
MTCustTemp	To add and manage wire transfer templates for their own personal use or for use by other Corporate Users.
MTBShortList	To add and manage Bank Short List, which is a personalized list of banks you use for wire transfer activity.
MTImport	To import a wire transfer batch files from an outside source.

To add Wire Transfer service permissions,

- Select **Corporate Users** from the drop-down menu and click on the **User Permissions** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable Wire Transfer permissions to the user's **Active Services**



Wire Transfer Accounts

To assign user accounts for Wire Transfer,

- Select **Wire Admin** from the drop-down menu and click on the **Wire Accounts** tab on the task bar
- Select the **User ID** to update from the users list
- Using the arrow buttons, move the applicable accounts for Wire Transfer to the user's **Active Accounts**
- Once the accounts are active for the user, highlight the appropriate accounts and click the **Change Entry/Approval Limits** button

100300 Users

john- John Als

 john- John Als

 jose- jose test

 juan- Juan R

 lena- Lena Sterling

Inactive Accounts Accts: Find Active Accounts Change Entry/Approval Limits

2128	(USD) - 051000020	>	(USD) - 061300419
2010	11 (USD) - 051000020	>	(USD) - 064000046
2010	(USD) - 051000020	>	
7080	(USD) - 064000046	>	
8801	(USD) - 061000104	>	
2152	(USD) - 063102152	>	

First, select the desired accounts and move from Inactive to Active with the arrow buttons

Next, select the appropriate Active Accounts and click the Change Entry/Approval Limits button

Online Treasury Manager displays the wire account limits screen.

100300 Users

john- John Als

 john- John Als

 jose- jose test

 juan- Juan R

 lena- Lena Sterling

Bank	Account	Curr	Max Entry	Max Entry per Day	Max Approval	Max Approval per Day	Template Only	Allow Drawdowns
064000046 - 064000046	97 DL... BANK TEST ACCOUNT	USD	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
061300419 - 061300419	1 G... IP CAT TEST ACCOUNT	USD	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

Enter the user's single and total dollar entry limit per day for this account

Enter the user's single and total dollar approval limit per day for this account

Check this box if the user may only enter template wires

Check this box if the user can enter drawdown requests

Enter the user's limits and authorizations

- **Max Entry** – the maximum amount the user may enter a wire transfer request for this account
- **Max Entry per Day** – the maximum total amount the user may enter wire transfer requests for this account
- **Max Approval** – the maximum amount the user may approve a wire transfer from this account
- **Max Approval per Day** – the maximum total amount the user may approve a wire transfer from this account

- **Template Only** – click this check box if the user may only enter wires created from a template for this account
- **Allow Drawdowns** – click this check box if the user may enter drawdown request wires from this account
- Click the **Submit** button to save your entries.

Template Permissions

The Wire Transfer template permissions control the:

- bank-defined repetitive templates a user can access
- maximum amount a user can enter or approve for each bank-defined repetitive
- maximum amount a user can enter or approve each day for a bank-defined repetitive

To update a repetitive template for a user

- Select **WT Admin** from the group drop-down menu, and click on the **Template Permissions** tab on the task bar
- Select a **User ID** from the list

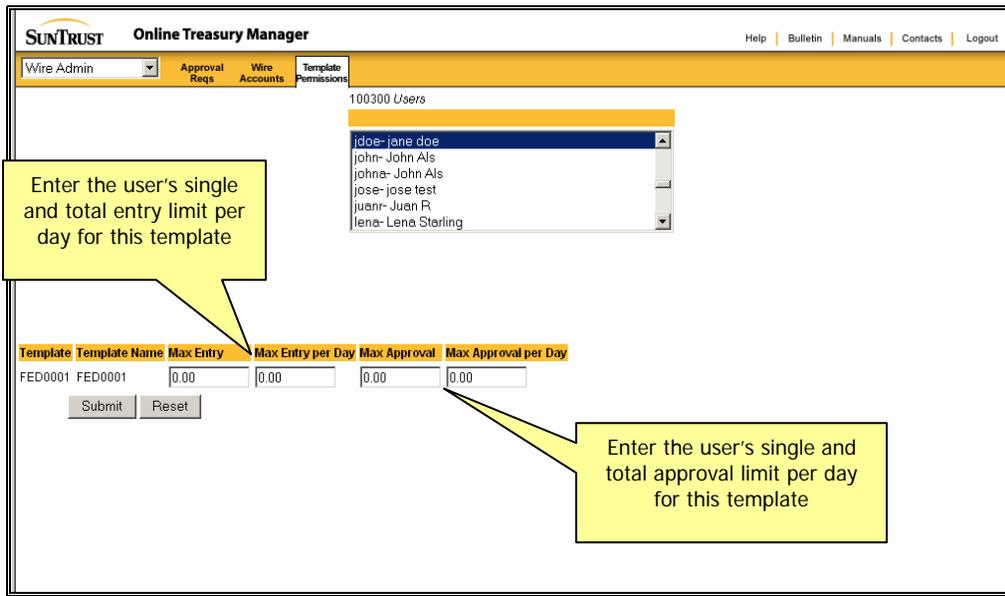
Online Treasury Manager displays the user's list of active and inactive bank repetitive templates.

The screenshot shows the 'Online Treasury Manager' interface. At the top, there's a navigation bar with 'Wire Admin', 'Approval Reqs', 'Wire Accounts', and 'Template Permissions' tabs. Below this, a user selection list shows '100300 Users' with a scrollable list of users including 'gerry- gerry gill', 'Glenn- Glenn Taylor', 'jdoe- jane doe', 'john- John Als', 'johna- John Als', and 'jose- jose test'. The 'jdoe- jane doe' user is selected. Below the user list, there are two tabs: 'Inactive Templates' (showing '(No Available Templates)') and 'Active Templates' (showing 'FED0001 - FED0001'). A 'Change Entry/Approval Limits' button is visible next to the active templates. Two callout boxes provide instructions: 'First, select the desired templates and move from Inactive to Active with the arrow buttons' and 'Next, select the appropriate Active Templates and click the Change Entry/Approval Limits button'.

- Move the desired template(s) to the **Active Templates** list, using the arrow buttons
- Highlight the appropriate Active Templates, and click on the **Change Entry/Approval Limits** button

Online Treasury Manager displays the wire transfer entry and approval limits for the user's active templates.

- Enter the **Max Entry** - the maximum wire transfer amount the user can enter for each template. Use 0 for a zero limit, None for no limit, or a dollar amount, including the decimal point.
- Enter the **Max Entry per Day** - the maximum daily total the user can enter for each template. This amount must be greater than or equal to the Max Entry field.
- Enter the **Max Approval** – the maximum wire transfer amount the user can approve for each template
- Enter the **Max Approval per Day** – the maximum total the user can approve for each template. This amount must be greater than or equal to the Max Approval field.
- Click the **Submit** button to save your changes.



Approval Requirements

The approval requirements are your company's settings for each wire transfer type: repetitive, non-repetitive and free-form. These settings may be made as a default for all accounts, or made specific to individual wire transfer accounts.

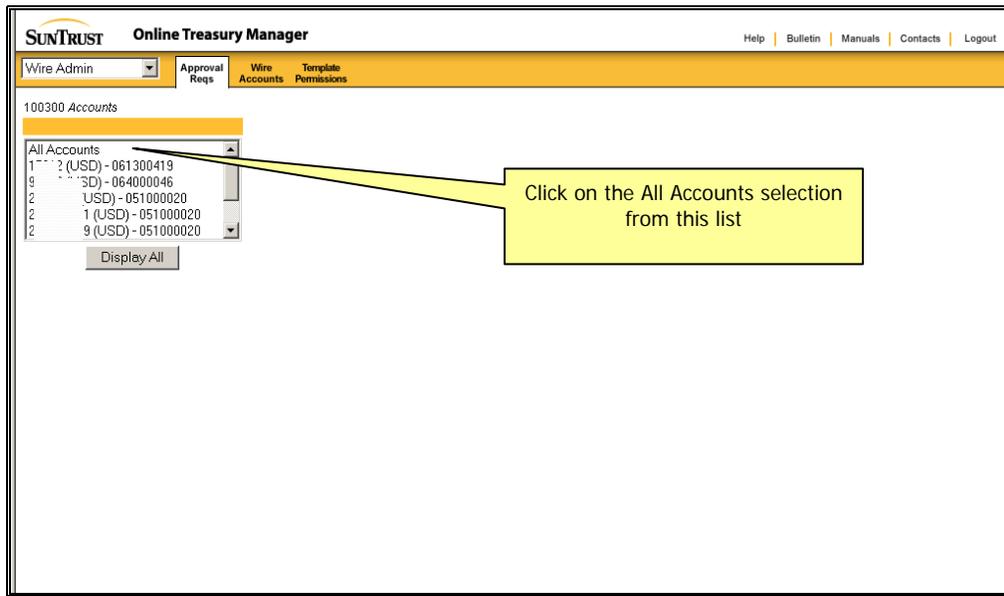
The approval settings you can choose for each wire transfer type are:

0	No one approves wire transfers using this account. The person that enters the wire also sends the wire (providing that he/she has a valid PIN.)
1	One person must approve wire transfers using this account. One person enters the wire, and a second person logs in to approve (send) the wire.
2	Two people must approve wire transfers using this account.
Dynamic	The number of approvers varies within a specific wire amount dollar range.
Not Available	Users cannot add wire transfers using the selected account.

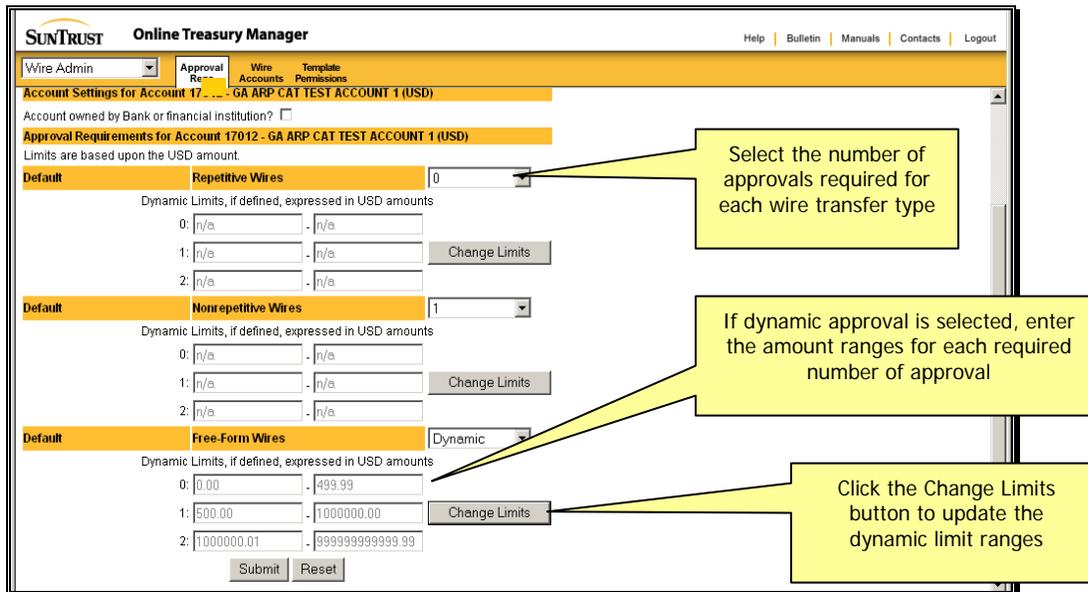
Please note: the settings you indicate for non-repetitive and free-form should be the same, as SunTrust's MTS system treats these transaction types the same.

To specify your default wire approval settings

- Select **Wire Admin** from the drop-down group list and click on the **Approval Reqs** tab on the task bar
- Click on **All Accounts** from the account listing



Online Treasury Manager displays the Approval Requirements screen.



- Select the **Repetitive**, **Non-repetitive** and **Free-Form** wire approval requirement from the respective drop-down boxes. The approval requirement for non-repetitive and free-form should be the same
- If you select **dynamic** as the approval requirement, enter the amount ranges to assign to the number of approvals required
- Click the **Submit** button

To specify the wire approval setting by account

Click on the desired account from the approval requirements selection screen. Online Treasury Manager displays the Approval Requirement screen.

- Clear the Apply All Accounts Setting? check box
- Select the **Repetitive**, **Non-repetitive** and **Free-Form** wire approval requirement from the respective drop-down boxes. The approval requirement for non-repetitive and free-form should be the same.
- If you select **dynamic** as the approval requirement, enter the amount ranges to assign to the number of approvals required
- Click the **Submit** button

Wire Map Definition

In order to import a wire transfer batch file into Online Treasury Manager, the import file must have a defined map. Online Treasury Manager supports the import of any outgoing wire type – repetitive, non-repetitive, domestic, and international (USD and foreign currency) in delimited or fixed format files. A delimiter, such as a comma or semi-colon, separates the fields on each record in a delimited import file. The fields on each record in a fixed import file always start in the same position and are the same length.

The custom maps are a one-time setup to instruct Online Treasury Manager how to map the fields on an import file. Separate maps are required for free-form (payment map) and repetitive (or template map) wire transaction types. For delimited and fixed files, the Security Administrator defines a map using the MTWire Map Definitions service.

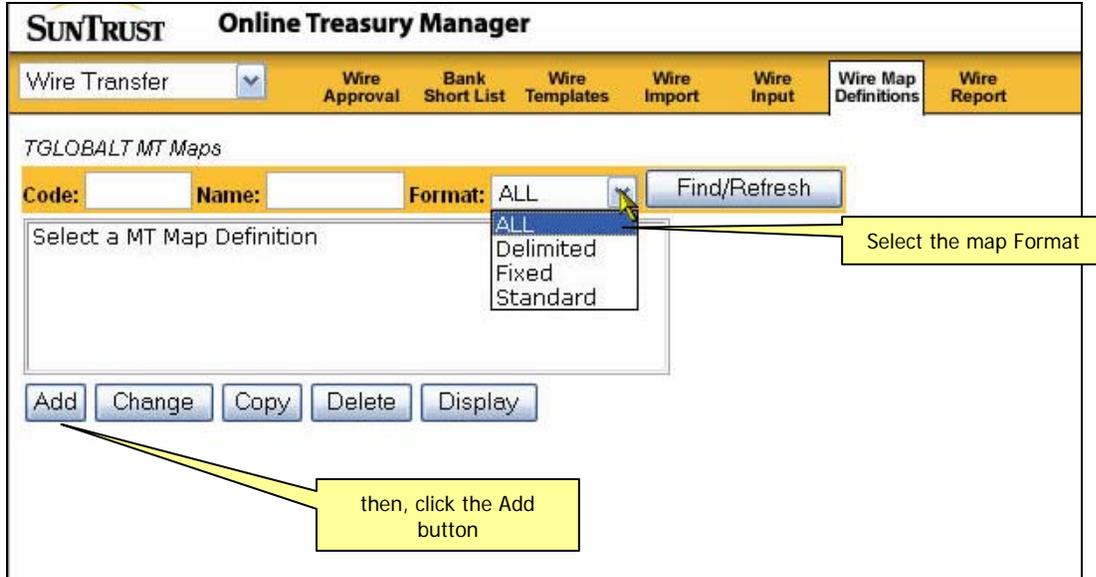
To view your Wire Import map definitions

- Select **Wire Transfer** from the drop-down menu and click on the **Wire Map Definitions** tab on the task bar
- Click the **Find/Refresh** button to list your maps
- Select the map from the listing and click the **Display** button

The screenshot displays the SunTrust Online Treasury Manager interface. At the top, the SunTrust logo and 'Online Treasury Manager' are visible. Below this is a navigation bar with several tabs: 'Wire Transfer' (selected), 'Wire Approval', 'Bank Short List', 'Wire Templates', 'Wire Import', 'Wire Input', 'Wire Map Definitions', and 'Wire Report'. The main content area is titled 'TGLOBALT MT Maps'. It features a search form with 'Code:' and 'Name:' input fields, a 'Format:' dropdown menu set to 'ALL', and a 'Find/Refresh' button. A callout box points to this button with the text 'Click Find/Refresh to list maps'. Below the search form is a list of map definitions: 'EM dp - EM delimited payment - [Delimited - Payment]', 'EM dt - EM delimited templ - [Delimited - Template]' (highlighted), 'EM fp - EM fixed payment - [Fixed - Payment]', 'EM ft - EM fixed template - [Fixed - Template]', 'ugat - delipymt - [Delimited - Payment]', and 'ugat68 - delimtemp - [Delimited - Template]'. At the bottom of the list are buttons for 'Add', 'Change', 'Copy', 'Delete', and 'Display'. A callout box points to the 'Display' button with the text 'Select import map from list and click Display'.

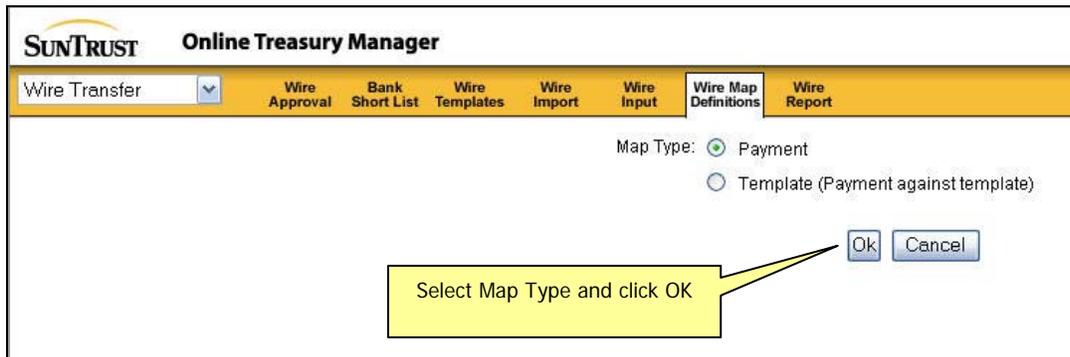
To add a delimited or fixed Wire Transfer map:

- Select Wire Transfer from the drop-down menu and click on the Wire Map Definitions tab on the task bar
- Select Delimited or Fixed from the Format drop-down list
- Click the Add button



Online Treasury Manager presents the Map Type selection screen

- Click the **Payment** (non-repetitive) or **Template** (repetitive) radio button
- Click the **OK** button



Delimited Template format

When you select the delimited template format, Online Treasury Manager displays the Wire Map Definition page for repetitive wires.

Please Note: **Bold** fields are required *

Field Name	Size	Trim Leading? Blanks Zeros	Special Formatting	Field Position on Import File	Replacement Value - Use this value in place of the Field Position value
Template ID:	(12)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros		1	
Transaction Amount:	(15)	<input type="checkbox"/> Blanks <input checked="" type="checkbox"/> Zeros	Decimal? YES	2	
Send Date:		<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros	MMDDYY Separator? NO	3	
FX Rate:	(12)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros			
FX Contract:	(12)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros			
Orig to Ben Information:	(35)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros		4	
Line 2:	(35)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros		5	
Line 3:	(35)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros		6	
Line 4:	(35)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros		7	
Test Key Value (1):	(1 - 6)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros			
Test Key Value (2):	(1 - 6)	<input type="checkbox"/> Blanks <input type="checkbox"/> Zeros			

Add Clear

In the Map Characteristics section:

- Enter an **Map Code** of up to 12 alpha-numeric characters
- Enter a descriptive **Map Name** for the wire transfer map
- Select the field **Delimiter** from the drop-down list of symbols
- Select the **Skip Header Record**, **Strip Quotes** and **End of Record** radio choices

Define the fields on the file to the Map

- Enter the **Field Position on the Import File** for the following required fields:
 - Template ID
 - Transaction Amount
 - Send Date
- Enter positions of remaining fields, if provided on the import file
- Specify any special formatting and if leading blanks or zeros should be stripped
- Click the **Add** button

Note: Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.

Delimited Payment format

When you select the delimited payment, Online Treasury Manager displays this Wire Map Definition page for non-repetitive wires:

Wire Approval
Bank Short List
Wire Templates
Wire Import
Wire Input
Wire Map Definitions
Wire Report

Map Type: Payment
 Template (Payment against template)

Map Code: Enter the Map Code

Map Name: Enter a descriptive Map Name

Delimiter: Select the delimiter type

Skip Header Record(s): Yes No Count:

Strip Quotes(“) around fields(Y/N): Yes No

End of Record Method: (CRLF) Carriage Return/Line feed
 Line feed
 Other

Please Note: **Bold** fields are required *

Field Name	Size	Trim Leading? Blanks Zeros	Special Formatting	Field Position on Import File	Replacement Value - Use this value in place of the Field Position value
Debit Account Number:	(34)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="1"/>	<input type="text"/>
Transaction Amount:	(15)	<input type="checkbox"/> <input checked="" type="checkbox"/>	Decimal? YES <input type="text"/>	<input type="text" value="2"/>	<input type="text"/>
Transaction Currency:	(3)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="3"/>	<input type="text" value="None"/>
Send Date:		<input type="checkbox"/> <input type="checkbox"/>	MMDDYY <input type="text"/> Separator? NO <input type="text"/>	<input type="text" value="4"/>	<input type="text"/>
FX Rate:	(12)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
FX Contract:	(12)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Beneficiary Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="5"/>	<input type="text"/>
Bank Name:	(25)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Beneficiary Account Number:	(20)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="6"/>	<input type="text"/>
Beneficiary Name:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="7"/>	<input type="text"/>
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="8"/>	<input type="text"/>
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="9"/>	<input type="text"/>
Address Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Target Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Intermediary Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Bank Name:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Orig to Ben Information:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="10"/>	<input type="text"/>
Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="11"/>	<input type="text"/>
Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="12"/>	<input type="text"/>
Line 4:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text" value="13"/>	<input type="text"/>
Bank to Bank Information:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Line 4:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Line 5:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Line 6:	(35)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Test Key Value (1):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Test Key Value (2):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>		<input type="text"/>	<input type="text"/>

Enter field positions of the delimited import non-repetitive file

In the Map Characteristics section:

- Enter an **Map Code** of up to 12 alpha-numeric characters
- Enter a descriptive **Map Name** for the wire transfer map
- Select the field **Delimiter** from the drop-down list of symbols
- Select the **Skip Header Record**, **Strip Quotes** and **End of Record** radio choices

Define the fields on the file to the Map

- Enter the **Field Position on the Import File** for the following required fields:for the
 - Debit Account Number
 - Transaction Amount
 - Transaction Currency
 - Send Date
 - Beneficiary Bank Code *or* Beneficiary Bank Name and Address 1
 - Beneficiary Account Number
 - Beneficiary Name
- Enter positions of remaining fields, if provided on the import file
- Specify any special formatting and if leading blanks or zeros should be stripped
- Click the **Add** button

Note: Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.

Fixed Template format

When you select the fixed template format, Online Treasury Manager displays this MTWire Definition page for repetitive wires:

Please Note: **Bold** fields are required*

Field Name	Size	Trim Leading? Blanks Zeros	Special Formatting	Field Position on Import File Start Length	Replacement Value - Use this value in place of the Field Position value
Template ID:	(12)	<input type="checkbox"/> <input type="checkbox"/>		1 12	
Transaction Amount:	(15)	<input type="checkbox"/> <input checked="" type="checkbox"/>	Decimal? YES	14 12	
Send Date:		<input type="checkbox"/> <input type="checkbox"/>	MMDDYY Separator? NO	27 6	
FX Rate:	(12)	<input type="checkbox"/> <input type="checkbox"/>			
FX Contract:	(12)	<input type="checkbox"/> <input type="checkbox"/>			
Orig to Ben Information:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 4:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Test Key Value (1):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>			
Test Key Value (2):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>			

In the Map Characteristics section:

- Enter a **Map Code** of up to 12 alpha-numeric characters
- Enter a descriptive **Map Name** for the wire transfer map
- Select the **Skip Header Record** and **End of Record** radio buttons

Define the fields on the file to the Map

- Enter the **Field Position Start** and **Length** of each record on the import file for the following required fields:
 - Template ID
 - Transaction Amount
 - Send Date
- Enter positions of remaining fields, if provided on the import file.
- Specify any special formatting and if leading blanks or zeros should be stripped
- Click the **Add** button

Notes: All records in a fixed format file must be the same length. When determining the length of a record, include line feeds in the total length.

Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.

Fixed Payment format

When you select the fixed payment format, Online Treasury Manager displays this MTWire Definition page for non-repetitive wires:

Wire Approval
Bank Short List
Wire Templates
Wire Import
Wire Input
Wire Map Definitions
Wire Report

Map Type: Payment
 Template (Payment against template)

Map Code: Enter the Map Code

Map Name: Enter a descriptive Map Name

Skip Header Record(s): Yes No Count:

End of Record Method: (Ctrl/LF) Carriage Return/Line feed
 Line feed
 Other
 Record Length Select Skip Header Record
Select End of Record Method

Please Note: **Bold** fields are required *

Field Name	Size	Trim Leading? Blanks Zeros	Special Formatting	Field Position on Import File	Replacement Value - Use this value in place of the Field Position value
		<input type="checkbox"/> <input type="checkbox"/>		Start Length	
Debit Account Number:	(34)	<input type="checkbox"/> <input type="checkbox"/>		1 10	
Transaction Amount:	(15)	<input type="checkbox"/> <input checked="" type="checkbox"/>	Decimal? YES	12 10	
Transaction Currency:	(3)	<input type="checkbox"/> <input type="checkbox"/>		23 3	No
Send Date:		<input type="checkbox"/> <input type="checkbox"/>	MMDDYY Separator? NO	27 6	
FX Rate:	(12)	<input type="checkbox"/> <input type="checkbox"/>			
FX Contract:	(12)	<input type="checkbox"/> <input type="checkbox"/>			
Beneficiary Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>		33 12	
Bank Name:	(25)	<input type="checkbox"/> <input type="checkbox"/>			
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Beneficiary Account Number:	(20)	<input type="checkbox"/> <input type="checkbox"/>		45 12	
Beneficiary Name:	(35)	<input type="checkbox"/> <input type="checkbox"/>		57 30	
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>		88 30	
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		119 30	
Address Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Target Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>			
Intermediary Bank Code:	(22)	<input type="checkbox"/> <input type="checkbox"/>			
Bank Name:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Address Line 1:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Address Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Orig to Ben Information:	(35)	<input type="checkbox"/> <input type="checkbox"/>		150 35	
Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>		185 35	
Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 4:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Bank to Bank Information:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 2:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 3:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 4:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 5:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Line 6:	(35)	<input type="checkbox"/> <input type="checkbox"/>			
Test Key Value (1):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>			
Test Key Value (2):	(1 - 6)	<input type="checkbox"/> <input type="checkbox"/>			

Add Clear

Enter Start positions and Field Lengths of the fixed non-repetitive import file

In the Map Characteristics section:

- Enter an **Map Code** of up to 12 alpha-numeric characters
- Enter a descriptive **Map Name** for the wire transfer map
- Select the **Skip Header Record** and **End of Record** radio buttons

Define the fields on the file to the Map

- Enter the **Field Position Start** and **Length** of each record on the import file for the following required fields:
 - Debit Account Number
 - Transaction Amount
 - Transaction Currency
 - Send Date
 - Beneficiary Bank Code *or* Beneficiary Bank Name and Address 1
 - Beneficiary Account Number
 - Beneficiary Name
- Enter positions of remaining fields, if provided on the import file.
- Specify any special formatting and if leading blanks or zeros should be stripped
- Click the **Add** button

Notes: All records in a fixed format file must be the same length. When determining the length of a record, include line feeds in the total length.

Field limits are indicated in parentheses. If a field on the import file is longer than the limit, Online Treasury Manager loads up to the limit number of characters for the field and truncates all characters to the right.