Corporate Services

Quick Reference Guide - Alerts

The Alerts feature lets you set up notifications for actions or situations that happen in Treasury Online – for example, you might want to know when a wire transfer is sent out, or when an account balance drops below a certain level. If you set up alerts for these events, Treasury Online will notify you of the alerts via email or SMS text message.

To access Alerts, open the left navigation menu, click the + to expand your User Profile menu, then click Alerts:
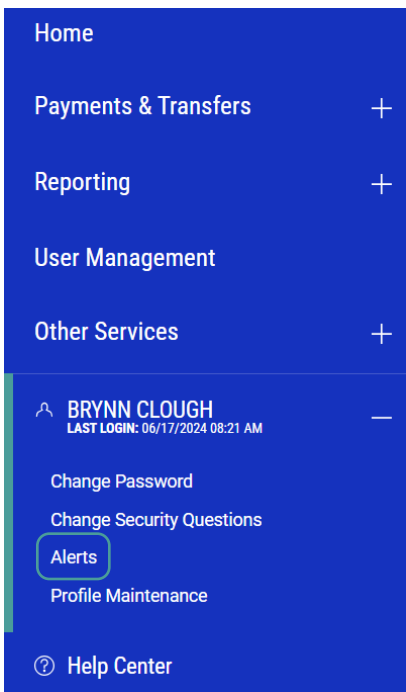
ALERTS TERMINOLOGY AND SCREEN DETAILS

Delivery Points
Delivery points are contact information – e-mail addresses and phone numbers that DBIQ-P can use to notify you when your alerts are triggered.

Alert Names
When you set up an alert, you give it a name – a word or a short phrase – that is meaningful to you. DBIQ-P will use the name in the notification it sends when the alert is triggered, so you can tell at a glance what is happening.

GENERAL VS. ACCOUNT-SPECIFIC ALERTS

Some alert types are general, not related to any particular bank account. For example, you might want to be notified when any ACH Payment requires approval.

The majority of alert types are account-specific: they are keyed to actions or situations ban particular accounts. For example, you might want to be notified when checks clear against an Accounts Payable account, or perhaps against several accounts that require close monitoring.

The screen for every account-specific alert uses the same control to let you select one or more accounts:

Available Accounts 🔍

☐ Select All

☐ OPERATING ACCOUNT -

☐ PAYROLL ACCOUNT -

☐ MARKET RATE ACCOUNT -

Selected Accounts

☐ Select All

←

→

The Available Accounts list all eligible accounts that have not yet been added to this alert; the Selected Accounts list shows those that have been added already.

HOW TO USE THE ACCOUNT SELECTION CONTROL

To add an account to the alert
- Click the account's checkbox on the Available Accounts list and click the blue right arrow to move it to the Selected Accounts list.

To add multiple accounts at one time
- Click all of the targeted accounts' checkboxes or click the Select All checkbox and then click any account's individual checkbox to unselect it. Once you have the selections you want, click the blue right arrow to move them all to the Selected Accounts list.

To filter the Available Accounts list
- If you have a lot of accounts, it can be useful to reduce what's displayed to make your target accounts| easier to find. Click the magnifying glass next to the Available Accounts label and type a sequence of letters into the input field to slim down the list. For example, you might key in "Pay" to isolate accounts named "Accounts Payable," "Payroll" and "Auto-Payments."

To remove accounts from the alert
- Follow the same techniques described above, but in reverse: click checkboxes on the Selected Accounts list and use the blue left arrow to move the accounts back to the Available Accounts list.

VIEW AND MANAGE ALERTS

The Alerts list displays all of your defined alerts:

< Alerts

ALERTS   DELIVERY POINTS

⊕ Add New Alert

ALL ALERTS ⌄   ↻ ▽ ▥ | 🖶 ↓

☐ ALL	ACTIONS	ALERT TYPE	ALERT NAME	REPORT NAME	ACCOUNT	DELIVERY POINTS
☐	⋯	Reports	ACH Return		-	✉ 📱

As with other tabs and widgets, you can control and personalize the list view:
- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

Click the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.
- **View:** Displays the alert details as read-only text.
- **Modify:** Displays the alert details with input fields so you can change some of the info. The input fields are exactly the same as those you use when adding this type of alert.
- **Delete:** Deletes the alert. To delete multiple alerts, click the checkbox for each targeted alert and then click the DELETE button.

SET UP DELIVERY POINTS

Delivery Points are the email addresses and cell phone numbers that DBIQ-P will use to send your alerts. Each alert that you define will be sent to one or more of your delivery points.

Treasury Online uses your email address on file to create the first Delivery Point. You can then add additional delivery points by clicking the grey Add Additional Delivery Point square.

- **Delivery Point:** Select a type (Email or SMS Number) from the dropdown list.
- **Email Address / SMS Number:** Enter your contact info
- **Nickname:** Give this delivery point a descriptive name; this is the identifier you will use when setting up alerts.

NOTE: To make it easy to set up alerts and minimize confusion, you should give your Delivery Points clear, distinctive names like "Work Email" or "Personal Phone."

Click the SAVE button when you've completed all of the fields.

ADD NEW ALERTS

Treasury Online can generate alerts for four types of actions: Account Activity, Account Balance, Events and Reports.

NOTE: Think carefully about how many alerts to set up and where to send them. Treasury Online does not put any limit on how many alerts you set up, but if you receive too high a volume of alerts it can become difficult to pick out what is important from what is not.

Click the Add New Alert link to create a new alert:

<u>**ALERTS**</u>   **DELIVERY POINTS**

⊕ Add New Alert

1. ACCOUNT ACTIVITY

Account Activity alerts are triggered by transactions (e.g., Paid Checks, ACH Transfers) posting against your accounts. Each Account Activity alert is for one specific transaction type, and is tied to one or more accounts.

Account Activity

Notifies you of transactions matching your criteria post to designated account(s).

ACCOUNT ACTIVITY

ACCOUNT BALANCE

EVENTS

REPORTS

ALERT NAME

Available Accounts ⊙

☐ Select All

☐ OPERATING ACCOUNT - 2010068151

☐ PAYROLL ACCOUNT -

☐ MARKET RATE ACCOUNT -

Selected Accounts

☐ Select All

← →

Alert Name: Give the new alert a good descriptive name.

Accounts: Select one or more accounts for this alert. For details on how to use the Account Selection Control, refer to the Alerts Terminology section of this document.

Transactions: Select a transaction type from the dropdown list.

Threshold: The threshold setting is for narrowing the conditions under which you will receive an alert.

- If you want to receive an alert every time this transaction type posts against any of the selected accounts, select "Any Amount."
- If you are interested only in alerts for an exact dollar amount, select "Equal To" and enter the target dollar amount in the Amount field.
- If you are interested only in transactions above or below a certain dollar amount, select "Less Than" or "Greater Than" and enter the target dollar amount in the Amount field. If you are interested in transactions within a certain range of dollar values, select "Between" and enter the lower and upper bounds in the two Amount fields.

Deliver To: Select a delivery point from the dropdown list. If the delivery point you want is not on the dropdown, click the Add Additional Delivery Point link to define a new one.

Click the SAVE button when you've completed all of the fields.

2. ACCOUNT BALANCE

Account Balance alerts are triggered when one or more of the monitored accounts crosses the threshold value you set.

Alert Name: Give the new alert a good descriptive name.

Accounts: Select one or more accounts for this alert. For details on how to use the Account Selection Control, refer to the Alerts Terminology section of this document.

Balances: Select a balance type from the dropdown list.

Threshold: The threshold and amount settings define the conditions for the alert. Select "Greater Than" and enter a dollar value in Amount to receive an alert every time the selected balance type rises above the Amount: value in one or more of the selected accounts. Select "Less Than" and enter a dollar value in Amount to receive an alert every time the selected balance type falls below the Amount value in one or more of the selected accounts.

Deliver: To Select a delivery point from the dropdown list. If the delivery point you want is not on the dropdown, click the Add Additional Delivery Point link to define a new one.

Click the SAVE button when you've completed all of the fields.

3. EVENTS

Event alerts are triggered by actions that users perform in Premier, or by background activity that the system performs on your behalf. Most event types are account-specific.

Alert Name: Give the new alert a good descriptive name.

Event Types:

- **ACH Approvals:** Sends an alert when a new ACH batch requires approval. This event type is not account-specific.
- **Wire Approvals:** Sends an alert when a new wire transfer requires approval. This event type is account-specific. For details on how to use the Account Selection Control, refer to the Alerts Terminology section of this document.
- **Wires Sent:** Sends an alert when a wire transfer is approved and submitted for processing. This event type is account-specific and also can be restricted by defining a threshold amount or range. For details on how to use the Account Selection Control, refer to the Alerts Terminology section of this document. For details on how to use the threshold settings, refer to the description of the Account Activity alert type earlier in this section of the document.
- **Positive Pay:** Sends an alert when the Positive Pay process generates exceptions. This event type is account-specific. For details on how to use the Account Selection Control, refer to the Alerts Terminology section of this document.

Deliver To: Select a delivery point from the dropdown list. If the delivery point you want is not on the dropdown, click the Add Additional Delivery Point link to define a new one.

Click the SAVE button when you've completed all of the fields.

4. REPORTS

Report alerts are triggered when new reports become available via the ERD (Electronic Report Delivery) feature.

Reports

ACCOUNT ACTIVITY

Notifies you when ERD reports are available.

ACCOUNT BALANCE

EVENTS

ALERT NAME

REPORTS

Reports 🔍

Reports List

☐ Select All

☐ Select All

☐ ACH Returns and Corrections

☐ Account Analysis

☐ Monthly Internet Billing

←

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Alert Name: Give the new alert a good descriptive name.

Reports: You can tie this alert to one or more report types. The report selection control works like the account selection control used in other alert types.

Deliver To: Select a delivery point from the dropdown list. If the delivery point you want is not on the dropdown, click the **Add Additional Delivery Point** link to define a new one.

Click the SAVE button when you've completed all of the fields.