

# Integrated Payables— User Role and User Administration

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For User Role administration information, start on page 2

For User administration information, start on page 11

- Home
- Jobs
- Document Search
- Reports
- Administration
- Vendors

Welcome, Kyle Kasbohm

Last Logged In: 07/28/2022

- User Administration
- Role Administration
- Application Configuration
- Activity Log

To create or edit a User Role, select **Role Administration** from the **Administration** menu

Recent Jobs

ID	Date	Status	Application	Items	Total Amount	File Name	User
5042049	07/19/2022	Processing Completed	Payables	2			System
5042048	07/19/2022	Processing Completed	Payables	6	\$19,900.14	2ACH 2CHECK 2CARD 2WIRE ...	LC5628515
5041959	06/20/2022	Processing Completed	Payables	1	\$0.07	TEST_intpay.0223202201010...	System
5041958	06/20/2022	Processing Completed	Payables	1	\$0.05	TEST_intpay.0223202201010...	JFGkasbohm
5041957	06/20/2022	Processing Completed	Payables	1	\$0.08	TEST_intpay.0223202201010...	System
5041956	06/20/2022	Processing Completed	Payables	5	\$0.16	TEST_intpay.0223202201010...	JFGkasbohm
5041816	04/28/2022	Processing Completed	Payables	8	\$0.29	TEST_intpay.0328202201010...	DAVEAHNJFG
5041815	04/27/2022	Processing Completed	Payables	8	\$0.30	TEST_intpay.0328202201010...	DAVEAHNJFG
5041814	04/27/2022	Processing Completed	Payables	2	\$70.00	PAYMENT FILE ALL 4 MODALI...	System
5041813	04/27/2022	Processing Completed	Payables	6	\$908.55	PAYMENT FILE ALL 4 MODALI...	LC5628515

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Files On Hold

ID	Date	Status	Application	Items	Total Amount	File Name	User
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Role Administration

Active Roles Inactive Roles All Roles

Add Role

Role Name	Description	# Users	Active	Last Edit	Last Editor	Options
Admin	Admin	15	Y	05/17/2022 04:40:24 PM	LC5628515	Edit
Test	Test	0	Y	05/17/2022 10:53:14 AM	JFGcsanders	Edit   Delete

Items per page: 10 1 - 2 of 2

You will see a list of existing roles. You can use these buttons to filter **Active Roles**, **Inactive Roles**, or **All Roles**.

- Home
- Jobs
- Document Search
- Reports
- Administration
- Vendors

### Role Administration

- Active Roles
- Inactive Roles
- All Roles

Add Role

Role Name	Description	# Users	Active	Last Edit	Last Editor	Options
Admin	Admin	15	Y	05/17/2022 04:40:24 PM	LC5628515	Edit
Test	Test	0	Y	05/17/2022 10:53:14 AM	JFGcsanders	Edit   Delete

> >|

Click **Add Role** to create a new User Role.



Role Administration - Add A Role

User Account

Role Name\*:

Role Description:

Active:

Applications\*

Select All

Payables

- | Features*   | Email Notifications                                   |
|---|---|
| <input type="checkbox"/> Select All                 | <input type="checkbox"/> Select All                   |
| <input type="checkbox"/> Application Configuration  | <input type="checkbox"/> Approval Required            |
| <input type="checkbox"/> Approve Payments           | <input type="checkbox"/> Blocked Cards                |
| <input type="checkbox"/> Cross-Customer Reporting   | <input type="checkbox"/> Check Pulls                  |
| <input type="checkbox"/> Customer.Add Edit Vendors  | <input type="checkbox"/> File Awaiting Control Totals |
| <input type="checkbox"/> Customer.Card Settlement   | <input type="checkbox"/> File Placed On Hold          |
| <input type="checkbox"/> Customer.Check Pulls       | <input type="checkbox"/> File Received                |
| <input type="checkbox"/> Customer.View File Details | <input type="checkbox"/> File Released For Processing |
| <input type="checkbox"/> Customer.View Files        | <input type="checkbox"/> Job Completed                |
| <input type="checkbox"/> Customer.View Job Details  | <input type="checkbox"/> Scheduled Export Report      |
| <input type="checkbox"/> Customer.View Jobs         | <input type="checkbox"/> Scheduled Report             |
| <input type="checkbox"/> Customer.View Vendors      | <input type="checkbox"/> User Profile Updated         |
| <input type="checkbox"/> Document Archive           |   |
| <input type="checkbox"/> Edit Approval Rules        |   |
| <input type="checkbox"/> Encryption                 |   |
| <input type="checkbox"/> Enter Control Totals       |   |
| <input type="checkbox"/> Submit Jobs                |   |
| <input type="checkbox"/> Upload Files               |   |
| <input type="checkbox"/> User Administration        |   |
| <input type="checkbox"/> View Documents             |   |
| <input type="checkbox"/> View File Details          |   |

Next, select the **Features** and **Email Notifications** you would like this User Role to be given. Please note, not all Features and Email Notifications may be available based on your company's individual setup.

Please see next two pages for a description of the Features and Email Notifications.

Click **Save** when completed.

# Features

- **Approve Payments:** If Payment Approval has been activated, allows a user to Approve Payments—different from Submitting a File—that is connected to Payment Approval setup (i.e., Setting up Payment Amount Level Thresholds)
- **Add/Edit Vendors:** If Vendor Onboarding is occurring, allows access to manually add Vendors to the Customer's System setup to generate a Registration Code
  - **Card Settlement:** Allows access to view the Card Settlement page
- **Card Settlement. Block:** Allows a User to block individual vCard payments under the Card Settlement Report page
  - **Card Settlement. Resend:** This feature resends a duplicate vCard Payment email to the vendor
    - **Card Funding:** New page designed to provide Card Funding details for Regions DXC
      - **Check Pulls:** Gives user access to make Check Pulls via the Portal
      - **View File Details:** Access to view the payments in files on Hold
        - **View Files:** Access to view a listing of all files on Hold
    - **View Job Details:** Access to view a listing of all the payments in files that have been Submitted
      - **View Jobs:** Access to view a listing of all Jobs
      - **View Vendors:** Access to view the Vendors and status of their registration
    - **Document Archive:** Access to View/Search payments previously submitted through the system
      - **Edit Approval Rules:** Allows user to Add/Edit a Payment Approval rule
    - **Enter Control Totals:** Allows user to enter Control Totals via the Integrated Payables portal
      - **Submit Jobs:** Ability to Approve a File on Hold
      - **Upload Files:** Ability to Import a File directly into the portal
    - **User Administration:** Access to Add/Edit User Profiles and Role Configuration
      - **View Documents:** Ability to View Payment Images
  - **View File Details:** Token controls view of file content/items ready to be submitted for processing

# Email Notifications

- **Control Totals Entered:** Sent once the respective user has manually entered the correct Control Totals
- **File Awaiting Control Totals:** Sent once a file that has been sent via FTP or manually loaded requires Control Totals
  - **Control Totals File Received:** Sent once the Control Total File has been sent via FTP to confirm receipt of file
  - **Control Totals File Match:** Sent once the Control Total File has been sent via FTP and the Control Totals match
- **Control Totals Failed:** Sent once the user exceeds the maximum number of tries to successfully enter the Control Totals via the Web
  - **Control Totals File Failed:** Sent once the Control Total File has been sent via FTP, but the Totals do not match
    - **File Placed on Hold:** Sent once a File is either sent via FTP or Manually loaded and placed on Hold
- **Approval Required:** Sent when one or more payments falls under the Payment Approval rules established, to each user whose approval is required
- **File Released for Processing:** Sent once the file has gone through all applicable approvals (Control Totals, Payment Approval, File Submission)
- **Job Completed:** Sent once all payment types are processed through the system. This is the final confirmation that all Printed items have been processed, printed, and mailed and that electronic files (ACH, Positive Pay, Wires) have been successfully transmitted to the Financial Institution and the Virtual Card requests have been successfully transmitted to and from the Card Processor
  - **Blocked Cards:** It provides the “Blocked/Voided Card Notification” email
- **Check Pulls:** This controls all check pull emails to the customer (Request Received, Request Processed, Unable to Fulfill Request)
  - **Control Totals:** Correct This notification generated when a correct Control Total File is processed
  - **Scheduled Export Report:** This notification generated once an export report is completed
    - **User Profile Updated:** This notification generated after a User edits their own Profile
      - **Scheduled Report:** This notifies the user a saved report has been ran
    - **Wire Acknowledgements:** This notification controls Wire 997 & 824 Ack emails.

Role Administration

Active Roles Inactive Roles All Roles

Add Role

Role Name	Description	# Users	Active	Last Edit	Last Editor	Options
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Test	Test	0	Y	05/17/2022 10:53:14 AM	JFGcsanders	Edit   Delete

Click **Edit** to edit a User Role.

Or, click **Delete** to Delete a User Role. When deleting a role, you will need to confirm the deletion on a pop-up window. A role cannot be deleted if any users are assigned to it.

- Home
- Jobs ▾
- Document Search
- Reports ▾
- Administration ▾
- Vendors

### Role Administration - Edit A Role

#### User Account

Role Name\*:

Role Description:

Active:

#### Applications\*

- Select All
- Payables

#### Features\*

- Select All
- Application Configuration
- Approve Payments
- Cross-Customer Reporting
- Customer.Add Edit Vendors
- Customer.Card Settlement
- Customer.Check Pulls
- Customer.View File Details
- Customer.View Files
- Customer.View Job Details
- Customer.View Jobs
- Customer.View Vendors
- Document Archive
- Edit Approval Rules
- Encryption
- Enter Control Totals
- Submit Jobs
- Upload Files
- User Administration
- View Documents
- View File Details

#### Email Notifications

- Select All
- Approval Required
- Blocked Cards
- Check Pulls
- File Awaiting Control Totals
- File Placed On Hold
- File Received
- File Released For Processing
- Job Completed
- Scheduled Export Report
- Scheduled Report
- User Profile Updated

When editing a Role, make the adjustments needed and click Save.

If you need to deactivate a role, click the **Active Slider Bar**.

Welcome, Kyle Kasbohm

Last Logged In: 07/28/2022

- Administration
  - User Administration
  - Role Administration
  - Application Configuration
  - Activity Log

To create or edit a User, select **User Administration** from the **Administration** menu

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5041814	04/27/2022	Processing Completed	Payables	2	\$70.00	PAYMENT FILE ALL 4 MODALI...	System
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Items per page: 10 1 - 10 of 12

Files On Hold

ID	Date	Status	Application	Items	Total Amount	File Name	User
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User Administration

Active Users Inactive Users All Users

Add User

Full Name	User ID ^	Active	Role	Last Login	Last Edit	Last Editor	Options
		Y	Admin	05/19/2022 06:15:10 PM	05/06/2022 02:38:53 PM	JFGDDupuis	Edit
		Y	Admin	05/06/2022 03:30:40 PM	05/06/2022 03:31:56 PM		Edit
		Y	Admin	07/11/2022 11:19:50 AM	05/04/2022 04:57:18 PM		Edit
			Admin	05/16/2022 03:45:32 PM	05/16/2022 03:47:15 PM		Edit
			Admin	06/22/2022 11:58:09 AM	05/06/2022 02:37:52 PM	JFGDDupuis	Edit
			Admin	05/18/2022 09:55:38 AM	05/17/2022 02:13:13 PM		Edit
			Admin	05/16/2022 06:09:23 PM	05/16/2022 06:11:59 PM		Edit
		Y	Admin	05/20/2022 09:25:55 AM	05/12/2022 09:13:15 AM		Edit
		Y	Admin	07/28/2022 04:35:19 PM	05/06/2022 03:11:49 PM		Edit
		Y	Admin	05/12/2022 09:49:21 AM	05/12/2022 09:51:12 AM		Edit

You will see a list of existing users. You can use these buttons to filter **Active Users, Inactive Users, or All Users.**

- Home
- Jobs
- Document Search
- Reports
- Administration
- Vendors

User Administration

- Active Users
- Inactive Users
- All Users

Add User

Click Add User to create a new user.

Full Name	User ID ^	Active	Role	Last Login	Last Edit	Options
		Y	Admin	05/19/2022 06:15:10 PM	05/06/2022 02:38:53 PM	Edit
		Y	Admin	05/06/2022 03:30:40 PM	05/06/2022 03:31:56 PM	Edit
		Y	Admin	07/11/2022 11:19:50 AM	05/04/2022 04:57:18 PM	Edit
		Y	Admin	05/16/2022 03:45:32 PM	05/16/2022 03:47:15 PM	Edit
		Y	Admin	06/22/2022 11:58:09 AM	05/06/2022 02:37:52 PM	JFGDDupuis Edit
		Y	Admin	05/18/2022 09:55:38 AM	05/17/2022 02:13:13 PM	Edit
		Y	Admin	05/16/2022 06:09:23 PM	05/16/2022 06:11:59 PM	Edit
		Y	Admin	05/20/2022 09:25:55 AM	05/12/2022 09:13:15 AM	Edit
		Y	Admin	07/28/2022 04:35:19 PM	05/06/2022 03:11:49 PM	Edit
		Y	Admin	05/12/2022 09:49:21 AM	05/12/2022 09:51:12 AM	Edit

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User Administration - Add A User

**User Account**

User ID\*

Active

First Name\*

Last Name\*

Phone #

Mobile Provider

Mobile #

Email\*

**Roles\***

Admin

New User Role Name

Test

Fill in the User Details on the left side of the screen:

**User ID:** Create a User ID (minimum 6 characters)

**Active Slider Bar:** Click this to Activate the user immediately

Fill in the rest of the fields for the user's name, phone and email information.

On the right side of the screen, select the User Role that should be assigned to this user.

Click **Save** when finished

User Administration

Active Users Inactive Users All Users

Add User

Full Name	User ID ^	Active	Role	Last Login	Last Edit	Last Editor	Options
		Y	Admin	05/19/2022 06:15:10 PM	05/06/2022 02:38:53 PM	JFGDDupuis	Edit
		Y	Admin	05/06/2022 03:30:40 PM	05/06/2022 03:31:56 PM		Edit
		Y	Admin	07/11/2022 11:19:50 AM	05/04/2022 04:57:18 PM		Edit
		Y	Admin	05/16/2022 03:45:32 PM	05/16/2022 03:47:15 PM		Edit
		Y	Admin	06/22/2022 11:58:09 AM	05/06/2022 02:37:52 PM		Edit
		Y	Admin	05/18/2022 09:55:38 AM	05/17/2022 02:13:13 PM		Edit
		Y	Admin	05/16/2022 06:09:23 PM	05/16/2022 06:11:59 PM		Edit
		Y	Admin	05/20/2022 09:25:55 AM	05/12/2022 09:13:15 AM		Edit
		Y	Admin	07/28/2022 04:35:19 PM	05/06/2022 03:11:49 PM		Edit
		Y	Admin	05/12/2022 09:49:21 AM	05/12/2022 09:51:12 AM		Edit

Click **Edit** to edit a user. You can update a user's information, update the user's User Role, or deactivate a user from the edit screen.

User Administration - Edit A User

User Account

User ID: tstartktest  
 [Reset Password] [Reset MFA]

Active

First Name\*  
 [Tony]

Last Name\*  
 [Stark]

Phone #  
 [2625555555] [Extension]

Mobile Provider  
 [AT&T]

Mobile #

Email\*  
 [TStark@Shield.com]

[Save] [Cancel]

Roles\*

- Admin
- New User Role Name
- Test

When editing a user, complete whatever edits are needed.

Click the **Active Slider Bar** if necessary to deactivate a user.

You can update the User's Role on the right side of the screen.

Click **Save** when completed.

# Thank You

## Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

