



First Horizon TreasuryConnectSM

Admin Preferences





PREFERENCES

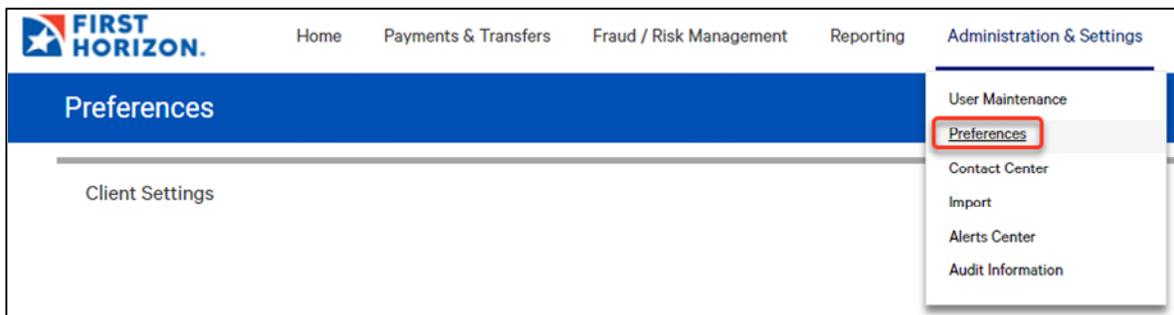
The Preferences Workspace allows you to set preferences for the functions below:

- Client Settings.
- Bank Account Features.
- Confidential Settings.

To access Preferences:

1. Click **Administration & Settings** from the menu.
2. Click **Preferences**.

The system displays the **Preferences Workspace**.



CLIENT SETTINGS

To view client settings:

1. Click **Administration & Settings** from the menu.
2. Click **Preferences**.
3. Go to the **Client Settings** widget.
4. Select **View** from the **Actions** drop-down list.





To modify Client Settings:

1. Select **Client Settings** from the **Setup** menu.
2. Select **Modify** from the **Actions** drop-down list. (Or you may modify once you click **View** from the **Actions** drop-down list.)
3. Change the contact information in the fields as applicable.
 - If your company has **Beneficiary Notifications** enabled, you will see an additional section, **Company Primary Contact Information for Beneficiary Notification**.
The information entered here will be used for the beneficiary notification email sent when a payment is confirmed. Enter the contact name, email address, and phone number.
 - If you want the group or company to have a default currency for payments, check the Set **Default Payment Currency** check box.
 - Check the **Allow modification** check boxes if you want the group or company to be allowed to modify the specified payment type following submission of the payment.
4. Click **Save**.

Client Settings

Client Settings

Contact Information

Client Name

Contact Title

Contact Phone

Contact Fax

Email

Company Primary Contact Information for Beneficiary Notification

The following information will be used in the Beneficiary Notification email that will be sent when a payment is confirmed.

Contact Name

Test

Email Address

Telephone Number

Payment Settings

Set Default Payment Currency

Allow modification post-submit of Freeform Payments

Allow modification post-submit of Payments from Templates or Repetitive

Allow modification post-submit of Imported Payments

Save Cancel Reset



CHANGE BANK ACCOUNT NAME

The **Bank Account Settings widget** provides a list of company bank accounts. From here, you can view details of each account as well as print or export the list. The widget also gives you the opportunity to change an existing account name and add a billing account number, if desired.

To modify an account:

1. Select **Preferences** from the **Administration & Settings menu**.
2. Scroll to the **Bank Account Settings** widget and select the account you want to change.
3. Click **Modify**.

The system displays the account selected.

Bank Account Settings

Account Details

07/29/2021 10:37 AM

Filter: Select fields

All Accounts Filters

<input type="checkbox"/> All	Actions	Bank Code	Account Number	Client Account Name	Account Name
<input type="checkbox"/>	Modify	170	30010	ACBS Loan	ACBS Loan
<input type="checkbox"/>	Modify View	70	CDAR1	CDARS Test Acct8	CDARS Test Acct8
<input type="checkbox"/>	Modify	170	CDAR1	CDARS Test Acct9	CDARS Test Acct9
<input type="checkbox"/>	Modify	170	CDAR1	CDARS Test Acct10	CDARS Test Acct10

4. Change the name in the **Client Account Name** field.
If needed, use the **Billing Account Number** drop-down to select a billing account. The billing account is the account that will be billed for services rendered on this account.
5. Click **Save**.



NOTE

Bank-defined field columns may appear in your version of the **Bank Account Settings** widget. These fields are view-only and cannot be modified.

← Bank Account Settings

Bank Account Settings

Bank Code
170

Account Number
3001

Account Name
ACBS

*** Client Account Name**
ACBS Loan

Billing Account Number
--Select--

Save Cancel



BANK ACCOUNT FILTERS

The **Bank Account Filters** function is available **if you manage additional companies**. The function allows you to assign bank accounts to the companies that you manage.

To assign bank accounts to companies (Bank Account Filters):

1. Select **Preferences** from the **Administration & Settings** menu.
2. The system displays the **Preferences Workspace**.
3. On the **Bank Account Filters widget**, the companies that you manage are listed on the screen.
4. Find the company that you would like to assign accounts to and click the arrow button ➤ to expand the list of available accounts.
5. To assign accounts to the company, click **Add Accounts**.
6. Check the checkboxes for the account(s) to add to the company; to add all the available accounts, check the **All** box.
7. Click **Add Accounts**.
8. If you need to remove an account, select the account and then select **Remove Accounts**.

Note

Your version of the application may be configured so that you see a challenge screen whenever you perform this function.



CONFIDENTIAL SETTINGS

The **Confidential Settings** widget allows you to determine how users of the application will import files representing supported payment types. For each payment type (such as Cash Concentration or Draft), you can choose one of three options for Client users:

- **Prompt to Import as Confidential:** Client users will be asked if they want to import the current payment file as confidential or not.
- **Never Import as Confidential**
- **Always Import as Confidential**

To select confidential settings for payment imports:

1. Select **Preferences** from the **Administration & Settings** menu.
The system displays the **Preferences Workspace**.
2. Scroll down to the **Confidential Settings** widget.
3. For each of the displayed payment types, use the drop-down menu to select the desired setting:
 - Prompt to Import as Confidential.
 - Never Import as Confidential.
 - Always Import as Confidential.
4. When you have finished, click **Save**.

Confidential Settings

Status: Approved

Cash Concentration Prompt to Import as Confidential Never Import as Confidential Always Import as Confidential Prompt to Import as Confidential	Cash Concentration/Disbursement Prompt to Import as Confidential	Cash Disbursement Prompt to Import as Confidential
Consumer Payments Prompt to Import as Confidential	Consumer Collections Prompt to Import as Confidential	Consumer Collections/Payments Prompt to Import as Confidential
Corporate/Vendor Payments Prompt to Import as Confidential	Corporate Collections Prompt to Import as Confidential	Corporate Trade Exchange Prompt to Import as Confidential
Loan Draw Prompt to Import as Confidential	Destroyed Check Prompt to Import as Confidential	Internet Initiated Collections Prompt to Import as Confidential
Payroll Prompt to Import as Confidential	Loan Payment Prompt to Import as Confidential	NACHA File Import Prompt to Import as Confidential
Transfer Never Import as Confidential	Tax Payments Prompt to Import as Confidential	Telephone Initiated Collections Prompt to Import as Confidential
Wire - International Prompt to Import as Confidential	Wire - Domestic Prompt to Import as Confidential	Wire - Drawdown Prompt to Import as Confidential

Save