MUFG EXCHANGE

Alerts Quick Reference Guide

GETTING STARTED

Alerts allows you to create notifications for important account information such as a payment cutoff time or when an account balance goes below or above a specified threshold. Prior to creating an Alert you must first add the alert recipients and create any required recipient groups.

Alerts can be found in two different areas of the system. The majority of the Alerts are found in the Alert Center, but some other important alerts are found in Check Manager under the Receivables tab. This guide will first focus on the alerts in the Alerts Center and then will focus on the alerts found in Check Manager.

Alerts found in the Alert Center center around the following services:

- Information Reporting (including Account and Billing Statements)
- Payments and Transfers
- Administration
- Utilities (Quick Reports/Legacy Reports)
- Check Management (Stop Payments)
- Payment Automation

Alerts for the following services will be found in Check Manager under the Receivable tab:

- Account Activity such as Controlled Disbursement presentment totals
- Lockbox
- Positive Pay
- Statements

Access MUFG Exchange using the following link: <u>sso.mufgbank.com</u> At the Sign On page enter your User ID and Passcode.



MUFG EXCHANGE ALERT CENTER

Access Alert Center

There are three ways to access the Alert Center. Administrators can access the Alert Center using the People icon drop-down. Alternatively all users can access the Alert Center by clicking on the Bell icon or by adding the Alert Center widget to a convenient page. One suggestion is to add it to the Balance and Transaction Reporting screen.

Access from the People Icon

1. Select **Alert Center** from the People icon drop-down menu.



Bell Icon

1. From any screen, click the **Bell** icon at the top of the screen.



Add the Alert Center Widget

- 1. Select Balance and Transaction Reporting from the Reporting drop-down menu.
- 2. Select Alert Center from the Add Widget drop-down menu.



Create an Alert Recipient

- 1. Select the **Recipients** tab in the Alert Center.
- 2. Select the **Insert** link to create a new Recipient.

Alerts Cente	er	
Alerts	Recipient Groups	1 Recipients
(2) ⊕ Insert		

- 3. Enter the appropriate information.
- 4. Select the Add Another Contact Method, to add an additional email address.
- 5. Click Save.

Recipient
* Company
· Name 3
* Email Address
(4)
ADD ANOTHER CONTACT METHOD
5
SAVE

To Modify an Alert Recipient

1. Select the **Recipients** tab in the Alerts Center.



2. Select **Modify** from the down arrow in the Actions column.

Alerts Center	er		
Alerts	Recipient Groups	Recipients	
(+) Insert			
Filter Selec	ct fields	•	
	Actions		
	View -		
	Vie 2 Modify		
Alerts Recipient Groups Recipients Alerts Recipient Groups Recipients Insert Filter Select fields • All Actions View • Delete Viewing 1-3 of 9 records			
Alerts Recipient Groups Recipients Insert Insert Image: Construction of the second seco			
DELET	E		

- 3. Modify the current Email Address or Add Another Contact Method.
- 4. Click **Save**. Changes made to a Recipient's contact method will need to be manually updated for existing Alerts.

ecipient	
Company	
9123XXX	
lame	
Jemo User]
Imail Address	-
Duser@us.mufg.jp	
Contact Methods	
ADD ANOTHER CONTACT METHOD 3	
te: Changes made to a recipient's contact method will not update automatically for associated alerts. You must update th	ie (
0	
(4)	
SAVE CANCEL	

To Create an Alert

- 1. Select **Alerts** in the Alerts Center.
- 2. Select Add New Alert.



- 3. Enter your desired **Alert Name**.
- 4. Choose the **Alert Group** from the drop-down menu.
- 5. Choose the **Alert Type** from the drop-down menu.
- 6. Alert Subject Line will automatically fill based on the Alert Type chosen.
- 7. Click the desired **Recipient Type** radio button.
- 8. Click the Recipients/Recipient Group box and choose the required recipients or recipient groups.
- 9. When all required fields are complete, click **Save**.

Note: Some Alert types may generate additional fields. All required fields are marked with an Asterisk (*). See the Alerts Appendix (create a link here) for a list of and definitions of the Alert Groups and Alert Types. Recipients and/or Recipient Groups must be created first. Then they can be added to an Alert.



To Modify an Alert

- 1. Select **Alerts** from the Alerts Center.
- 2. Select **Modify** by clicking the down arrow in the Actions column.

Alerts Cent	er		
1 Alerts	Recipient	t Groups	Recipients
⊕ Add New	Alert		
Filter Sele	ct fields	•	•
	Actions	Alert Name	Alert Group
	View 👻	Demo Alert	Payments and Transfers
-	2 Mod	lify	
Viewing 1-1 o	of 1 record Dele	ete	
DELET	TE		

- 3. Modify the Alert details.
- 4. Click Save.

← Alert			
* Alert Name			
Demo Alert			
* Alert Group	* Alert Type		Alert Subject Line
Information Reporting	Summary Balance		[secure]Summary Balance Alert
* Recipient Type			
C Respens @ Respensions ()			
Recipient Group			
Management Team ×			
Contact Methods Management Team	All Emails All Anagement Team	3	
Account Number			
* Balance Type			
030 - CURRENT LEDGER		Ψ.	
* Amount			
is less than 🗸	100.00		
(4)			
SAVE CANCEL			

To Delete an Alert

- 1. Select **Alerts** from the Alert Center.
- 2. Select **Delete** from the drop-down menu in the Actions column.

Alerts Cent	er		
1 Alerts	Recipien	t Groups	Recipients
⊕ Add New	Alert		
Filter Sele	ct fields		•
	Actions	Alert Name	Alert Group
	View -	Demo Alert	Payments and Transfers
Viewing 1-1 of	Mod of 1 red 2 Del	dify ete	
DELET	ГЕ		

3. Click **Yes** from the Confirm Delete pop-up screen.



CHECK MANAGER ALERTS (EVENT MANAGER)

In this module alerts or notifications are called Events and the recipients are called Delivery Addresses. This section will explain how to create Delivery Addresses and Events. Please note that there are two major differences when creating Check Manager Events versus creating Alerts in the Alert Center.

- Delivery Addresses must be created and approved prior to assigning them to any Event.
- Events are assigned to the User ID that created the Event. If the User ID is deleted, the event is also deleted. A message is sent to the delivery addresses tied to the event and no additional messages are sent. However, prior to deleting the User ID, the Event may be reassigned to another User ID.

Access Check Manager

- 1. Access MUFG Exchange using the following link: <u>sso.mufgbank.com</u>.
- 2. Use your User ID and Passcode to sign on to the system.
- 3. From the Home Page click the **Receivables** tab.
- 4. From the drop-down menu click Check Manager.



Create a Delivery Address

- 1. Click Communications in the Check Manager menu.
- 2. Choose Event Manager in the Communications drop-down menu.
- 3. Choose Delivery Addresses in the Event Manager drop-down menu.



- 4. Click Maintenance.
- 5. Click Create.

•	1UFG						
i i	Accounts Transactions Resource	es Commu	nications Reporti	ng Ad	min		
ery A	ddresses > <u>Maintenance</u>						
Eve	ent Manager Delivery Maintenance	e for Custom	er ID 11111				
Select	Delivery Address	Delivery Type	Contact Name	User ID	Status	Detail	Events
	demo.user@testbank.com	EMail	Doe, John	AAA	Pending Change	View	View
	demo.user@testbank.com	EMail	Doe, John			View	View
	securetest@testbank.com	EMail(Encrypted)	John Doe			View	View
	demo.user@testbank.com	EMail	Doe, John	888	Pending Change	View	View
	999-666-2323@testbank.com	Wireless	Doe, John			View	View
	999-777-3434@testbank.com	EMail	Doe, John			View	View
	999-555-012	Fax	Doe, John			View	View
EDIT	CREATE DELETE SEND TEST ME Include an .HT No OYe	ESSAGE 'ML attachment' S	?				HELP

- 6. Use the **Delivery Type** drop-down menu to choose the method you want to notify this user, e.g., cell phone or email.
- 7. Add the **Delivery Address** for this user, e.g., cell phone number or email address.
- 8. Add the Contact Name.
- 9. Enter and Reenter an Email Passphrase which is needed to open attachments in the notification. The passphrase must be at least 10 characters in length, a maximum of 20 characters long, required on an address with a delivery type of "Email", and contain only characters A-Z, a-z, O-9, and spaces. All leading and trailing spaces are removed. Passphrases are case-sensitive.
- 10. Click **Submit** to return you to the Delivery Addresses Maintenance screen. The status for this new Delivery Address with be Pending Add. It cannot be added to an Event until it has been approved by another Administrator and the status changes to Active.

N Maintenance Authorization		
Event Manager Delivery Create for Customer ID X	XXXX	
Delivery Type		Delivery Address 7
Contact Name Belivery Address for Type Call and the term of t	t History Only". EMail address format.	Comments
Confidential Information Option for EMail Notifications	Click here for important information about rece	elving confidential information.
Send a Logon Form(.html) attachment requiring passphrate	ase entry	
EMail Passphrase		
Reenter Passphrase	J	

Approve a Delivery Address

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose Event Manager in the Communications drop-down menu.
- 3. Choose **Delivery Addresses** in the Event Manager drop-down menu.



- 4. Click Authorization.
- 5. Click the checkbox next to the **Delivery Address** that needs to be approved.
- 6. Click Accept.

Delivery Addresses > Authorization	_						-
View Maintenance Authorization	4						
Event Manager Delivery Authoria	ation for Customer ID 14391						
Select	Delivery Address		Celinery, Type	User ID	Maint Toos	Maint Cate	Detail
(🔁) 🗆 įdeneio@us metg.jp			EMail	JAD	Add	05/08/2020	Man
X/Malace@us multip			EMail	AMA	Add	01052024	Mean
6 ACCEPT REASCT		Select.All Sele	ct.None				HELP

7. A confirmation message will appear confirming the acceptance of "X" maintenance item(s). Click **OK**.

Confirm	×
Please confirm the acceptance of one maintenitem.	enance
7ок Са	ncel

8. Click **Maintenance** to return you to the Delivery Addresses Maintenance screen. The status for this Delivery Address should now be <u>Active</u>.

•	1UFG						
*	Accounts Transactions Resource	es Commu	nications Reporti	ng Adi	min		
elivery A View	ddresses > <u>Maintenance</u> <u>8</u> Maintenance Authorization						
Eve	ent Manager Delivery Maintenance	e for Custom	er ID 11111				
Select	Delivery Address	Delivery Type	Contact Name	User ID	<u>Status</u>	Detail	Events
	demo.user@testbank.com	EMail	Doe, John	AAA	Pending Change	View	View
	cemouser@testbank.com	Elviali EMail/Encounted)	Jobs Doo			View	View
	demo user@testbank.com	Email EMail	Doe John	888	Active 8	View	View
	999-666-2323@testbank.com	Wireless	Doe, John		U	View	View
	999-777-3434@testbank.com	EMail	Doe, John			View	View
	999-555-1212	Fax	Doe, John			View	View
EDIT	CREATE DELETE SEND TEST MI Include an .HT	ESSAGE FML attachment SS	?				HELP

Modify (Edit) a Delivery Address

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose Event Manager in the Communications drop-down menu.
- 3. Choose **Delivery Addresses** in the Event Manager drop-down menu.



4. Click Maintenance.

5. Click the checkbox next to the **Delivery Address** that needs to be revised.

6. Click Edit.

Deliv	ery A	ddresses > <u>Maintenance</u>							
Vie	ew.	Maintenance Authorization							
	_								
	Eve	ent Manager Delivery Maintenance	e for Custom	er ID 11111					
	Select	Delivery Address	Delivery Type	Contact Name	User ID	Status	Detail	Events	
		demo.user@testbank.com	EMail	Doe, John	AAA	Pending Change	View	View	
5		demo.user@testbank.com	EMail	Doe, John			View	View	
Υ		securetest@testbank.com	EMail(Encrypted)	John Doe			View	View	
		demo.user@testbank.com	EMail	Doe, John	BBB	Pending Change	View	View	
		999-666-2323@testbank.com	Wireless	Doe, John			View	View	
		999-777-3434@testbank.com	EMail	Doe, John			View	View	
		999-555-1212	Fax	Doe, John			View	View	
6 EDIT CREATE DELETE SEND TEST MESSAGE									
Ŭ		Include an .HT ◉ No ◯ Ye	ML attachment? s						

- 7. Make the necessary changes to the Delivery Address details.
- 8. Click **Submit**. This will return you to the Delivery Addresses Maintenance screen. The status for this Delivery Address should now be <u>Pending Change</u>. The revision is not in effect until it has been approved by another Administrator and the status changes to <u>Active</u>.

ry Addresses > Maintenance	
w Maintenance Authorization	
Event Manager Delivery Create for Customer ID XXXXX	
Delivery Type	Delivery Address
×	
Contact Name	Comments
Delivery Address for Type Event History Only must be the literal "Event History Only". Delivery Address for Types EMail, Cell Phone and Wireless must be in EMail address format.	
Confidential Information Option for EMail Notifications Click here for important information about received	ng confidential information.
Send a Logon Form(.html) attachment requiring passphrase entry	
EMail Passphrase	
Reenter Passphrase	

Delete a Delivery Address

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose **Event Manager** in the Communications drop-down menu.
- 3. Choose **Delivery Addresses** in the Event Manager drop-down menu.



4. Click Maintenance.

- 5. Click the checkbox next to the **Delivery Address** that needs to be deleted.
- 6. Click **Delete**.

livery A	ddresses > <u>Maintenance</u>								
View	Maintenance Authorization								
_									
Ev	ent Manager Delivery Maintena	nce for Customer	r ID 11111						
Select	Delivery Address	Delivery Type	Contact Name	User ID	Status	Detail	Events		
	demo.user@testbank.com	EMail	Doe, John	AAA	Pending Change	View	View		
5)⊠	demo.user@testbank.com	EMail	Doe, John			View	View		
	securetest@testbank.com	EMail(Encrypted)	John Doe			View	View		
	demo.user@testbank.com	EMail	Doe, John	BBB	Pending Change	View	View		
	999-666-2323@testbank.com	Wireless	Doe, John			View	View		
	999-777-3434@testbank.com	EMail	Doe, John			View	View		
	999-555-1212	Fax	Doe, John			View	View		
EDIT CREATE 6 SEND TEST MESSAGE HELP Include an .HTML attachment? ◎ No ○ Yes									

7. A confirmation message will appear confirming the deletion of the "X" number of Delivery Addresses. Click **OK**.

Confirm	×
Please confirm the deletion of one delivery a	address.

8. Click Maintenance to return you to the Delivery Addresses Maintenance screen. The status for this deleted Delivery Address with be Pending Delete. The deletion not in effect until it has been approved by another Administrator and the status changes to Active.

• MUFG							
*	Accounts Transactions	Resources Communic	cations Repo	ting Adı	min		
livery A	ddresses > Maintenance						
	8						
/iew	Maintenance Authorizatio	n					
Ev	ent Manager Delivery Mair	atenance for Customer	ID 11111				
Select	Delivery Address	Delivery Type	Contact Name	User ID	Status	Detail	Events
	demo.user@testbank.com	EMail	Doe, John	AAA	Pending Change	View	View
	demo.user@testbank.com	EMail	Doe, John			View	View
	securetest@testbank.com	EMail(Encrypted)	John Doe	(8	3)	View	View
	demo.user@testbank.com	EMail	Doe, John	888	Pending Delete	View	View
	999-666-2323@testbank.com	Wireless	Doe, John			View	View
	999-777-3434@testbank.com	EMail	Doe, John			View	View
	999-555-1212	Fax	Doe, John			View	View
EDI	T CREATE DELETE SEM	ID TEST MESSAGE					HELP
	Incl	ude an .HTML attachment? No O Yes					

Create an Event (Alert)

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose **Event Manager** in the Communications drop-down menu.
- 3. Choose **Events** in the Event Manager drop-down menu.

0	MUFG				
*	Accounts	Transactions	Resources	Communications	Reporting Admin
				Broadcast	Delivery Addresses
			(2	Event Manager	Event History 3 Events Report

- 4. Click Maintenance.
- 5. Use the **Create New Event** for drop-down menu to choose the event to create. Refer to the **Alerts Appendix** for details regarding the available Events.

ew Maintenance	e Status Maintenai	nce					
Events For Use	er ID XXXXXABCDE						
0080	220122	satury(21)	Exten Name	Even Summary	214025	Detail	
EDIT COPY DELETE SUSPEND ACTIVATE Statt None HELP							
EDIT COPY	DELETE SUSPEND	ACTIVATE		SelectAll SelectNone		HELP	

- 6. Complete the form. Note that optional fields are indicated by an Asterisk (*) and some fields may differ on the various events.
 - **Event Name:** Up to 30 alphanumeric characters. This is the subject line for email notifications.
 - **Account Numbers:** Select All or select up to 5 individual accounts by holding the Ctrl key for Report Notifications only. Other delivery options do not limit the number of accounts.
 - Start Date: Enter the date event messages will start.
 - End Date: If needed, add the date the messages will stop (optional).
 - Hold messages until: If needed, choose a time of day from the drop down. (Optional)
 - Send no messages after: If needed choose the time of day to end the messages. Optional)
 - **Delivery Option:** Select up to 10 Delivery Option/Delivery Address combinations. Refer to Delivery Options Appendix for explanation of the delivery methods.
 - **Delivery Address:** Select up to 10 Delivery Option/Delivery Address combinations. Note: Delivery addresses that are added and approved will appear in the drop-down menu.
 - **View:** Use the drop-down arrow to increase the number of available Delivery Option and Delivery Address lines up to 10.

7. Click **Submit**. You will return to the Events Maintenance screen. The new Event will be listed with a status of <u>Active</u>.

View Maintenance Status Maintenance	
Event Manager Event Create	
Service: Positive Pay	Category: Suspect Items
Event Name Event Name must not contain confidential information	Account(s) All Boston Accounts BOS-0000000000011170
	Notification Options
Start Date 03/13/2024	End Date *
Hold messages until * V ET	Send no messages after * V ET
Delivery Option Sample Formats	Delivery Address
~	v
Generic Message	v
7 Report - Standard Report - Advanced	v
SUBMIT CANCEL RESET	View 3 v

Edit an Event

Editing an Event allows you to change any of the details of the Event. This includes adding or deleting Delivery Addresses, account numbers, timing, etc.

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose **Event Manager** in the Communications drop-down menu.
- 3. Choose **Events** in the Event Manager drop-down menu.

• MUFG	(1)	
Accounts Transactions	Resources Communications	Reporting Admin
	Broadcast	Delivery Addresses
	Event	Event History
	Manager	Report

4. Click Maintenance.

- 5. Click the checkbox next to the **Event** that needs to be changed.
- 6. Click **Edit**.

/ents >	Maintenance					
View	Maintenance	Status Maintenance				
Eve	nts For User I	D 11111AAA	_	_	-	
Select	Service	Category	Event Name	Event Summary	Status	Detail
	Account Activity	Current Day Reporting	Current Day Reporting Event	Accounts: Selected Start: 04/23/20XX Notify at 9:00 AM ET	Active	View
	Account Activity	Disbursement Totals	Disbursement Totals Event	Accounts: Selected Start: 04/23/20XX	Active	<u>View</u>
	Account Activity	Prior Day Reporting	Prior Day Reporting Event	Accounts: Selected Start: 04/23/20XX	Active	View
0-	Account Activity	Prior Day Banks Reporting	Prior Day Banks Reporting Event	Accounts: Selected Start: 11/08/20XX Notify at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM ET	Active	<u>View</u>
	Lockbox	Automated Wholesale	Automated Wholesale Event	Lockboxes: Selected Start: 06/18/20XX Notify at 10:30 AM ET	Active	View
	Lockbox	Availability	Availabilty Event	Lockboxes: All Start: 06/11/20XX Notify at 10:00 AM ET	Active	<u>View</u>
	Positive Pay	Suspect Items	Suspect Items Event	Accounts: Selected Start: 06/12/20XX	Active	View
	Positive Pay	Suspects Pending	Suspects Pending Event	Accounts: All Start: 05/27/20XX Notify at 11:00 AM ET	Active	View
	Statements	Account Statement	Account Statement Event	Accounts: Selected Start: 05/27/20XX	Active	View
6 EDIT	COPY DE	LETE SUSPEND ACTIVATE	Select All	Start: 05/27/20XX	,	HEL

7. A confirmation message will appear confirming that you want to Edit the selected Event. Click **OK**.

Confirm		×
Please verify that you wan event(s).	t to Edit the selected	
	OK Cance	I

- 8. Make the appropriate changes to the **Event** details.
- 9. Click Submit.

View Maintenance Status Maintenance				
Event Manager Event Create				
Service: Positive Pay		(8)	Category: Suspect Items	
		\mathbf{O}		Account(s)
	Event Name			All Boston Accounts
Fund Name min	t not contain confidential information			BCS-000000000311170
L FOR HUNG HU	not contain connocinal information			
		Notificati	on Options	
Start Date 03/13/2024			End Date *	
Hold messages until * V ET			Send no messages after *	✓ ET
Delivery Option Sample	ormats			elivery Address
~				~
Generic Message	Generic Message			~
(9) NODCE Report - Standard Report - Advanced				~
SUBMIT CANCEL RESET			View 3 V	

10. Click **Maintenance** to return you to the Events Maintenance screen. The status of this Event will still reflect Active.

Eve	ents >	Maintenance					
V	/iew	10 Maintenance	Status Maintenance				
	Eve	ents For User I	D 11111AAA				
	Select	Service	Category.	Event Name	Event Summary	<u>Status</u>	Detail
		Account Activity	Current Day Reporting	Current Day Reporting Event	Accounts: Selected Start: 04/23/20XX Notify at 9:00 AM ET	Active	View
		Account Activity	Disbursement Totals	Disbursement Totals Event	Accounts: Selected Start: 04/23/20XX	Active	View
		Account Activity	Prior Day Reporting	Prior Day Reporting Event	Accounts: Selected Start: 04/23/20XX	Active	View
		Account Activity	Prior Day Banks Reporting	Prior Day Banks Reporting Event	Accounts: Selected Start: 11/08/20XX Notify at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM ET	Active	<u>View</u>
		Lockbox	Automated Wholesale	Automated Wholesale Event	Lockboxes: Selected Start: 06/18/20XX Notify at 10:30 AM ET	Active	View
		Lockbox	Availability	Availabilty Event	Lockboxes: All Start: 06/11/20XX Notify at 10:00 AM ET	Active	View
		Positive Pay	Suspect Items	Suspect Items Event	Accounts: Selected Start: 06/12/20XX	Active	View
		Positive Pay	Suspects Pending	Suspects Pending Event	Accounts: All Start: 05/27/20XX Notify at 11:00 AM ET	Active	<u>View</u>
		Statements	Account Statement	Account Statement Event	Accounts: Selected Start: 05/27/20XX	Active	View
	EDIT	COPY DE	LETE SUSPEND ACTIVATE	Select All	Select None		HELP

Delete an Event

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose **Event Manager** in the Communications drop-down menu.
- 3. Choose **Events** in the Event Manager drop-down menu.

Ο	MUFG			(1)	
*	Accounts	Transactions	Resources	Communications	Reporting Admin
				Broadcast	Delivery Addresses
			(2	Event Manager	Event History Events Report

4. Click Maintenance.

- 5. Click the checkbox next to the **Event** that needs to be deleted.
- 6. Click Delete.

/iew	Maintenance	Status Maintenance					
Events For User ID 11111AAA							
Select	Service	Category	Event Name	Event Summary	<u>Status</u>	Detail	
	Account Activity	Current Day Reporting	Current Day Reporting Event	Accounts: Selected Start: 04/23/20XX Notify at 9:00 AM ET	Active	View	
	Account Activity	Disbursement Totals	Disbursement Totals Event	Accounts: Selected Start: 04/23/20XX	Active	View	
	Account Activity	Prior Day Reporting	Prior Day Reporting Event	Accounts: Selected Start: 04/23/20XX	Active	View	
	Account Activity	Prior Day Banks Reporting	Prior Day Banks Reporting Event	Accounts: Selected Start: 11/08/20XX Notify at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM ET	Active	<u>View</u>	
	Lockbox	Automated Wholesale	Automated Wholesale Event	Lockboxes: Selected Start: 06/18/20XX Notify at 10:30 AM ET	Active	View	
	Lockbox	Availability	Availabilty Event	Lockboxes: All Start: 06/11/20XX Notify at 10:00 AM ET	Active	View	
	Positive Pay	Suspect Items	Suspect Items Event	Accounts: Selected Start: 06/12/20XX	Active	View	
	Positive Pay	Suspects Pending	Suspects Pending Event	Accounts: All Start: 05/27/20XX Notify at 11:00 AM ET	Active	View	
5)0	Statements	Account Statement	Account Statement Event	Accounts: Selected Start: 05/27/20XX	Active	View	
6							

7. A confirmation message will appear confirming that you want to Delete the selected Event. Click **OK**.

Confirm		×
Please verify that you want t event(s).	o Delete the selected	b
	OK Cancel	

8. Click **Maintenance** to return you to the Events Maintenance screen. The Event will no longer be listed.

Events >	Maintenance							
View	8 Maintenance	Status Maintenance						
Eve	nts For User II	D 11111AAA						
Select	Service	Category	Event Name	Event Summary	Status	Detail		
	Account Activity	Current Day Reporting	Current Day Reporting Event	Accounts: Selected Start: 04/23/20XX Notify at 9:00 AM ET	Active	View		
	Account Activity	Disbursement Totals	Disbursement Totals Event	Accounts: Selected Start: 04/23/20XX	Active	View		
	Account Activity	Prior Day Reporting	Prior Day Reporting Event	Accounts: Selected Start: 04/23/20XX	Active	View		
	Account Activity	Prior Day Banks Reporting	Prior Day Banks Reporting Event	Accounts: Selected Start: 11/08/20XX Notify at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM ET	Active	<u>View</u>		
	Lockbox	Automated Wholesale	Automated Wholesale Event	Lockboxes: Selected Start: 06/18/20XX Notify at 10:30 AM ET	Active	View		
	Lockbox	Availability	Availabilty Event	Lockboxes: All Start: 06/11/20XX Notify at 10:00 AM ET	Active	<u>View</u>		
	Positive Pay	Suspect Items	Suspect Items Event	Accounts: Selected Start: 06/12/20XX	Active	View		
	Positive Pay	Suspects Pending	Suspects Pending Event	Accounts: All Start: 05/27/20XX Notify at 11:00 AM ET	Active	<u>View</u>		
	8							
EDIT	EDIT COPY DELETE SUSPEND ACTIVATE Select All Select None HELP							

Reassign an Event

- 1. Click **Communications** in the Check Manager menu.
- 2. Choose Event Manager in the Communications drop-down menu.
- 3. Choose **Events** in the Event Manager drop-down menu.



4. Click Status Maintenance.

- 5. Click the checkbox next to the **Event** that needs to be reassigned.
- 6. Click the to **User ID** drop-down arrow to locate and click the User ID you want to reassign the Event to.
- 7. Click Reassign.

Events > Status Ma							
View Maintenar	ustomer ID 14391						_
Select	Service	Category	Event Name	Event Summary	User ID	Status	Detail
(5)	Account Activity	Disbursement Totals	Disbursement Totals	Accounts Selected Start: 03/15/2024	RCH	Active	Mene
DELETE SUSPE	ND ACTIVATE			Select All Select None			HELP
Display Events for AB Addresses		I Addresses v					

8. A confirmation message will appear confirming that you want to Reassign the selected Event to this user ID. Click **OK**.



9. The Status Maintenance screen is displayed, and you can verify that the Event has been reassigned to the **User ID** selected.



ALERTS APPENDIX

* Asterisk indicated an important Alert that is advised for customers using that service group.

MUFG Exchange — Summary of Alerts by Group and Type						
Alert Type	Description	Customizations Available				
INFORMATION REPORTING	ALERTS					
*Transaction Notification	Email is sent when transaction meeting specified criteria is posted. Most commonly used for incoming wire notifications.	 Select account(s) Select transaction type Select amount: less than, greater than, in range, equal to Select debit/credit/both Specify Customer Reference 				
*Summary Balance	Email is generated when a specified account balance meets specified criteria.	Select account(s)24: less than, greater than, in range, equal to				
PAYMENTS AND TRANSFER	RS ALERTS					
*Automatically Created	Notifies you of payments automatically created based on scheduled payment settings.	 Select account(s) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
Transactions Processing Status Changed for Payments and Transfers	Payment status: Approved, acknowledged, confirmed, rejected.	 Select Payment Status(es) (Approved, Bank Acknowledged, Bank Confirmed, Bank Received, Bank Confirmed, Bank Rejected) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
File Import Confirmation for Payments and Transfers	Email is sent when payments or transfers are successfully or unsuccessfully uploaded.	None				
Processed	Email is sent when payment status is changed to specified status: Received by Bank, Confirmed by Bank, Rejected by Bank. Only available for wires and transfers	 Pay, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
*Payments Awaiting My Approval	Email is generated when a payment is awaiting approval	 Choose between Set Alert Timing or Receive Immediately If Setting Alert Timing, specify time of day to receive (1 time daily per alert set-up) Select payment type(s) 				
Exchange Rate Needed	Email is generated when there are FX Wire payments needing a foreign exchange rate	 Select time prior to cut-off to receive alert (options from 30 min to 4 hours prior) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
Rejected Today	Email is generated when a payment(s) is rejected	 Select account(s) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				

MUFG Exchange — Summary of Alerts by Group and Type						
Alert Type	Description	Customizations Available				
*Payment Cutoff Time Warning	Email is sent when payments or transfers are within a specified time prior to a cutoff time.	 Choose between Set Alert Timing or Receive Immediately If Setting Alert Timing, specify time of day to receive (1 time daily per alert set-up) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
Approval Window Passed	Email is sent when transactions were not approved prior to the cutoff time. The value date needs to be adjusted to a valid business day and resubmitted for approval in order to be processed.	 Choose between Set Alert Timing or Receive Immediately If Setting Alert Timing, specify time of day to receive (1 time daily per alert set-up) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
ACH Payment Released	Email is generated when an ACH payment has been released.	 Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
Templates Awaiting My Approval	Email is sent when a template or templates is in entered status and awaiting approval: Time, payment type.	 Choose between Set Alert Timing or Receive Immediately If Setting Alert Timing, specify time of day to receive (1 time daily per alert set-up) Select payment type(s) 				
Approver Rejected	Notifies you of any payments rejected during the approval process.	 Specify time of day to receive alert (1 time daily per alert set-up) Select payment type(s) Specify debit amount: less than, greater than, in range, equal to Specify credit amount: less than, greater than, in range, equal to 				
ADMINISTRATION ALERTS		L				
*Role Maintenance	Email is generated when a Role is added, modified, approved, or deleted.	Choose action(s): Add, Modify, Delete, Approve				
*User Alert	Email is generated when a user is added, modified, approved, or deleted.	Choose action(s): Add, Modify, Delete, Approve				
Beneficiary Address Book Maintenance	Email is generated when a Beneficiary is added, modified, approved, or deleted within the Beneficiary Address Book	Choose action(s): Add, Modify, Delete, Approve				
UTILITIES ALERTS						
*Quick Report Received	Email is generated when a new Legacy Report meeting specified criteria is made available	 Choose Legacy Report ID(s) Legacy Report IDs to which the user is entitled will appear on drop-down list, user can multi- select 				
CHECK MANAGEMENT ALE	RTS					
File Import confirmation for Stops and Cancel Stop Payments	Email is generated when a file of Stop Payments or Cancel Stop Payments is imported.	None				

moro Exchange — Summary	or Alerts by Group and Type	
Alert Type	Description	Customizations Available
PAYMENT AUTOMATION	ALERTS	
Successful File Import via Payment Automation	Email is generated when payment file is successfully imported via Payment Automation.	None
Failed Successful File Import via Payment Automation	Email is generated when payment file is successfully imported via Payment Automation	None
ACCOUNT ACTIVITY		
AcctActivity — Current Day	Provides a notification of your available account balance	 Select accounts Select start date Select end date Select up to four (4) times to be alerted or frequency of reporting Choose to include all details for the day or only details since the last time reported Choose to include US Holidays and/or Sundays and/or exclude Fridays Choose to be notified only when total balance i under or over a specified amount Choose from Summary Balance, Detailed Balance, or Customer report Minimum detail amount is optional Choose to include Check Detail or not Choose to include ACH Addenda or not
AcctActivity — Disbursement Totals	Provides a notification when current day First and/or Second Presentment Totals have been updated	 Select accounts Select start date Select end date Notify when 1st and/or 2nd present totals are available Choose Summary or Detail Balance Choose include Check Detail Choose include ACH Addenda
AcctActivity — Prior Day	Generates a notification when prior day files have been updated	 Select accounts Select start date Select end date Choose from Summary Balance, Detailed Balance, or Customer report Minimum detail amount is optional Choose the type codes to be included Choose to include Check Detail or not Choose to include ACH Addenda or not
AcctActivity — Prior Day Banks	Generates a notification when prior day files either have or have not reported prior day data by a specified timeframe.	 Select accounts Select start date Select end date Select up to four (4) times to be alerted Choose to Sundays and/or exclude Fridays Choose to include selections that have reported and/or selections that have not reported

MUFG Exchange — Summary of Alerts by Group and Type						
Alert Type	Description	Customizations Available				
LOCKBOX						
LBX — Automated Wholesale	Provides a notification of lockbox activity based on your selection of a designated time or any time there is activity	 Select lockboxes Select start date Select end date Time to be notified Choose to be notified at each update or not Hold messages until specified time Current Day or Prior Day Specify low check amount Specify high check amount Specify the report sorting by field CSV Option by check or invoice number 				
LBX — Availability	Provides a notification at a designated time letting you know whether or not your company has activity	 Select lockboxes Select start date Select end date Notify at a specific time Choose to be notified at each update or not Hold messages until specified time Current Day or Prior Day Specify low check amount Specify high check amount Specify the report sorting by field CSV Option by check or invoice number 				
POSITIVE PAY						
*PosPay — Suspect Items	Notification each day indicating if you have suspect items that day.	 Select accounts Select start date Select end date Hold messages until specified time Stop messages at a specified time 				
*PosPay — Suspects Pending	Notification is generated each day at a designated time letting you know if suspect items are pending action or pending approval.	 Select accounts Select start date Select end date Notify at a specific time Choose if notification is for decisions pending action or decisions pending release 				
STATEMENTS						
Statements — Account Statement	Event Manager delivers the Account Statement whenever it's available for the current month, and the report tis saved in Event History.	Select accountsSelect start dateSelect end date				

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DELIVERY OPTIONS APPENDIX

Available Delivery Options:

- **Generic Message** is a notification which states that either you have items matching event criteria or you do not. For example, "There are no returned items for this transmission matching the selection parameters" no account or event information is specified.
- **Notice** is basically, the same as generic message, but it displays masked account numbers and offers a little more specific information regarding the event. For example, "The following accounts have suspect items Pending Release: PGH ****123, PGH ****456".
- Report: using the FAX method is the actual detailed event data presented in report format. A Report event is limited to the reporting criteria that the service itself offers through the actual reporting function. The Report events contain the same report headers that are generated in the existing service reporting function and the data is formatted the same as well. Some reports with a lot of data may be too large for email boxes with message/text size limits assigned to them; therefore, an Email Report (and the email Detailed Notice) event will produce a link which the customer can access (by logging in with Customer ID and password) to view the report through their internet browser instead of directly in their email. PDF is used to download a text version of the report. A Simple Report has a 10,000 line maximum. An Advanced Report can contain more lines of information.
- **PDF** emails the user a hyperlink which directs them back to the web page to be authenticated. At that point, the report is pulled from the Event Manager repository and converted into a PDF.