Guidelines for Businesses using Internet Banking Cash Management

ACH (Automated Clearing House Batches)

- Use pre-notification transactions to verify that account numbers within your ACH payments are correct.

- Use limits for monetary transactions.

- Review transaction reporting regularly to confirm transaction activity.

- Utilize available alerts for ACH activity.

Wire Transfer

- Use limits provided for monetary transactions.

- Review historical and audit reports regularly to confirm transaction activity.

- Utilize available alerts for wire transfer activity.

Administrative Users

- Limit administrative rights on users' workstations to help prevent the inadvertent downloading of malware or other viruses.

- Dedicate and limit the number of computers used to complete Internet Banking transactions; do not allow Internet browsing or e-mail exchange and ensure these computers are equipped with latest versions and patches of both anti-virus and anti-spyware software.

- Delete online user IDs as part of the exit procedure when employees leave your company.

- Assign dual system administrators for online cash management services.

- Use multiple approvals for monetary transactions and require separate entry and approval users.

- Establish transaction dollar limits for employees who initiate and approve online payments such as ACH batches, wire transfers, and account transfers.