



Digital One Flex

FIS Web Administration Configuration Tools for Autobooks

May 17th, 2023

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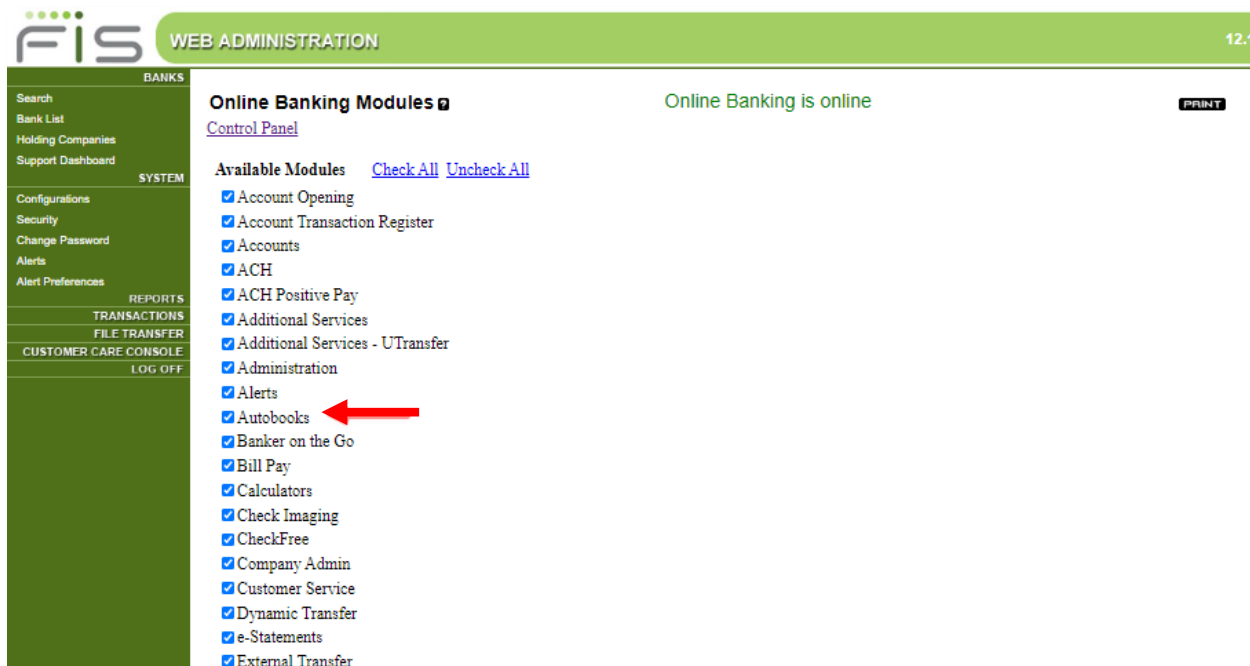
Configuring & Validating Autobooks via the Web Administration Tool

To enable or disable an institution, there are 6 main areas within the Web Admin Tool that can be configured:

1. Online Banking Module
2. Account Capabilities
3. Security Profiles – Services Tab
4. User Type – Service Entitlements
5. Menu Editor (User Interface)
6. SSO Concentrator (SSOC)

Enable Autobooks Online Banking Module

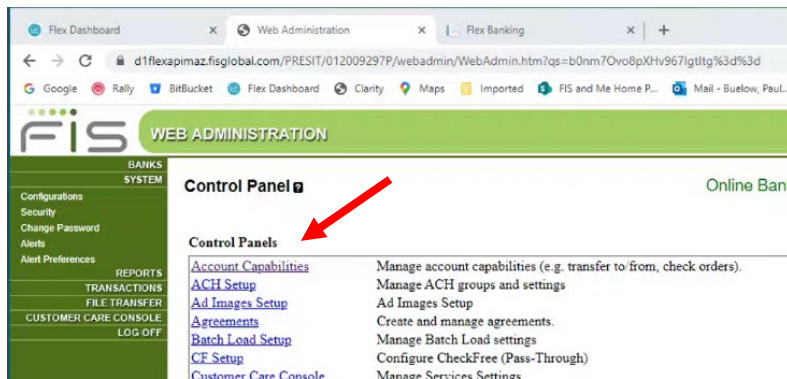
The Online Banking Module for Autobooks items will be present following enablement by FIS. Unchecking this module is the quickest way to disable access to the Autobooks feature.



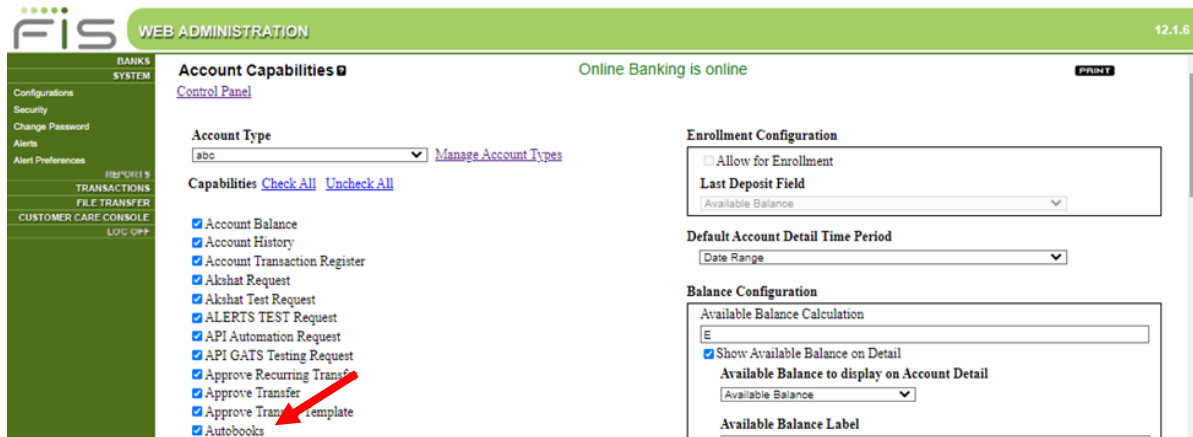
Enable Autobooks Account Capabilities

This section is used to identify the Account Types that are valid to be passed to Autobooks. This will also make the 'Autobooks' entry available on the Security Profile services. From a security perspective, the Autobooks feature will be considered one item. The individual links will be controlled at the User Type level.

1. On the Control Panel, select "Account Capabilities."



2. In Account Capabilities, select Account Type (Checking) and scroll down to find Autobooks in the Capabilities list.



The above screenshot shows that this Account Type is enabled for Autobooks

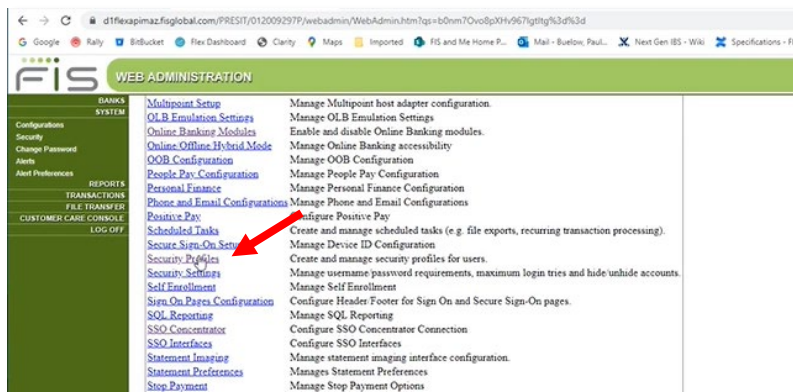
- Note: An institution can have multiple checking account types; **each of which would need to be enabled for Autobooks.**
- When FIS enables an FI, all base account types of checking and savings are automatically enabled for Autobooks. (Note: money market accounts are included as a base checking account type.)

Enable Autobooks for a Security Profile

Every user on Digital One Flex is assigned a security profile, similar to a 'group.'

- The Security Profile provides access permission to the Autobooks feature. If Autobooks is not selected, the user will not be allowed to integrate to Autobooks.
- Autobooks must be turned on at the Account Capabilities level to proceed to this step. Account Capabilities is the driver of what accounts get sent to Autobooks.

1. Navigate to Security Profiles on the Control Panel.



2. Choose a Security Profile Name, then click Access. e.g., Retail User.

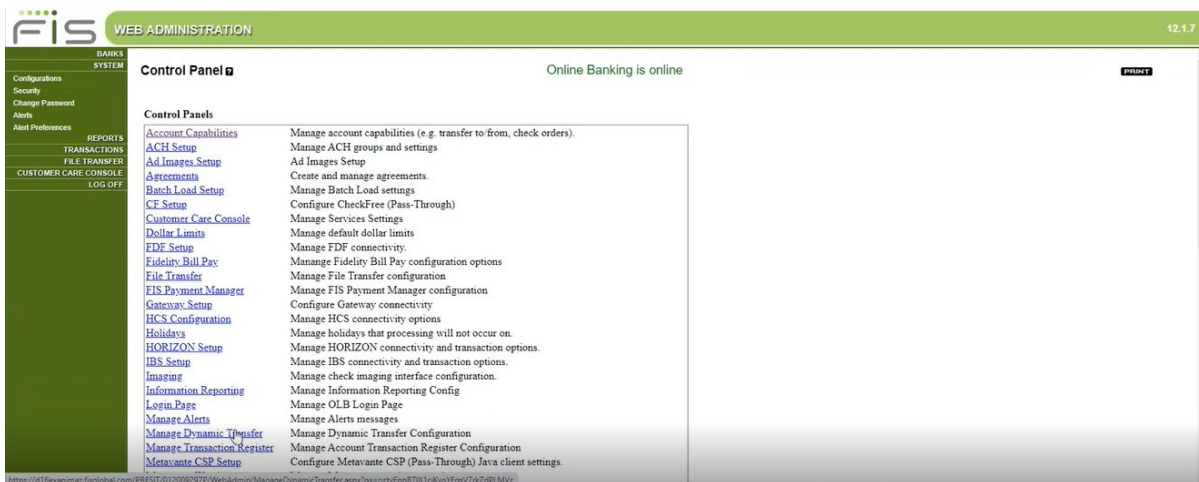


3. Within the Security Profile, Autobooks will be found in the Services tab. Check the box.



- This is PER account type within the selected Security Profile (i.e. Retail user, Checking). The above screenshot shows a Retail User profile with a abc1 account type.
- Autobooks will not appear in the list of check boxes unless the Account Capability for that account type has been enabled.
- When FIS runs a mass enablement or individual implementation, they will create Account Capabilities, then auto-enable the security profile for each of those checking and savings account types (account capabilities).

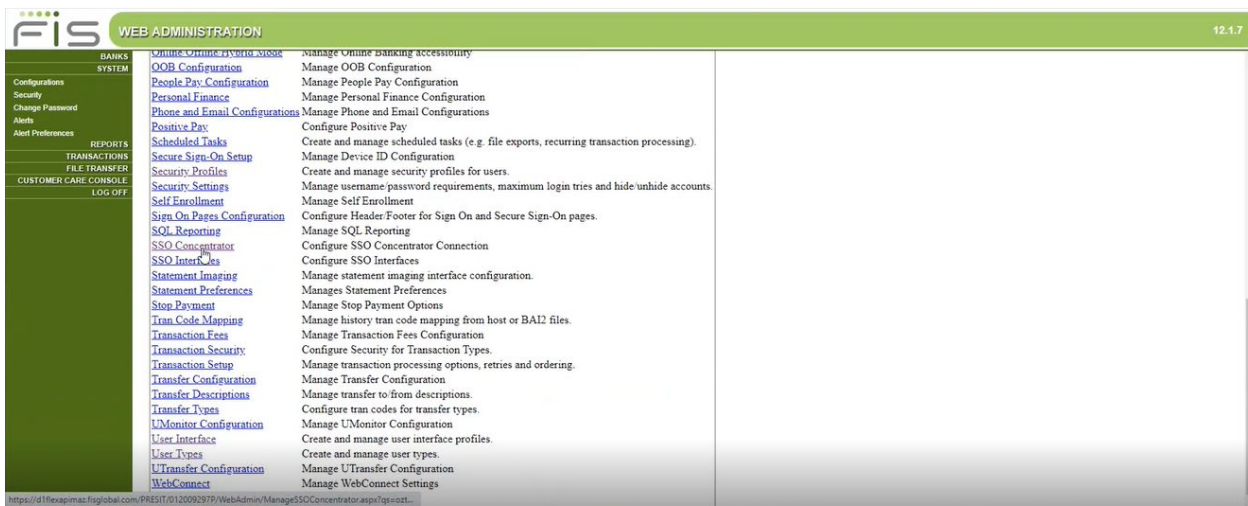
Control Panel



Enable Autobooks SSO via SSO Concentrator

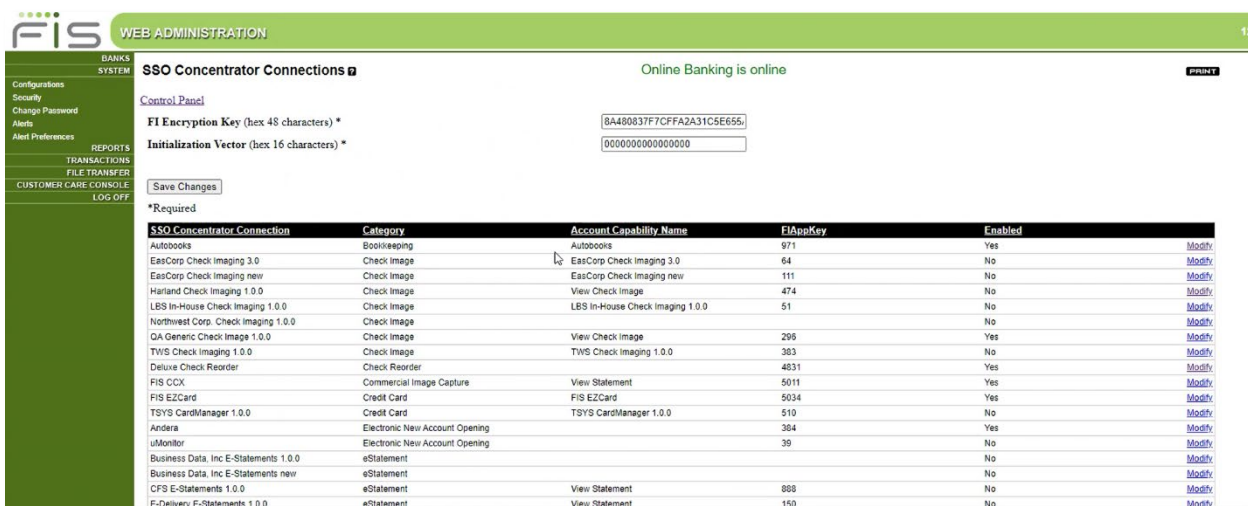
The purpose of the SSOC concentrator is to set the parameters for the SSO integration. The initial configuration must be done by FIS who will also assign the proper FI values. The screens below are provided primarily for you to be able to validate your setup and triage issues that may arise.

1. Navigate back to the Control Panel, then scroll down to “SSO Concentrator.”



During implementation FIS will create the Concentrator below. Autobooks is the top row under ‘SSO Concentrator Connection.’

2. Click ‘Modify’ for Autobooks.



3. Within Autobooks Configuration, ensure that the “enabled” checkbox is checked.
 - To enable Autobooks integration (from any link) click the 'Enabled' checkbox.
 - Unchecking the 'Enabled' checkbox will cause the Autobooks integration to fail if any link is still viewable and clicked by an end user.

The screenshot shows the FIS Web Administration interface. The top navigation bar includes the FIS logo and the text 'WEB ADMINISTRATION'. The left sidebar contains a list of navigation links: BANKS, SYSTEM, Configurations, Security, Change Password, Alerts, Alert Preferences, REPORTS, TRANSACTIONS, FILE TRANSFER, CUSTOMER CARE CONSOLE, and LOG OFF. The main content area is titled 'Autobooks Configuration' and includes a sub-header 'Online Banking is online'. The configuration section is divided into two main parts: 'SSO Concentrator Connections' and 'Parameters'. The 'SSO Concentrator Connections' section contains fields for 'SSO Concentrator URL *' (https://d1flexapimaz.fisglobal.com/SSOC), 'FIAppKey *' (971), and an 'Enabled' checkbox which is checked. The 'Parameters' section contains two columns of checkboxes for various parameters, including 'Name Prefix', 'First Name', 'Middle Name', 'Last Name', 'Name Suffix', 'Full Name', 'User Name', 'Customer Number', 'SSN or TIN', 'SSN or TIN List', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Country', 'Zip', 'Email', 'Phone Number', 'Account Number', 'MICR', 'Check Number', 'Check Clear Date', 'Check Amount', 'Timestamp', 'Fidelity Investments StreetScape ID', 'SAND Positive Pay Company ID', 'SAND Positive Pay User ID', 'Check Side', 'Comment', 'Return URL', 'Error URL', 'Heartbeat URL', 'Success URL', 'Start Date', 'End Date', 'Account Type', 'Employee', 'ScoreCard Accounts', and 'Pre-fill Account Number with Zeros-Maximum Length of'.

- The FIAppKey value identifies the individual Bank which must be assigned by FIS.

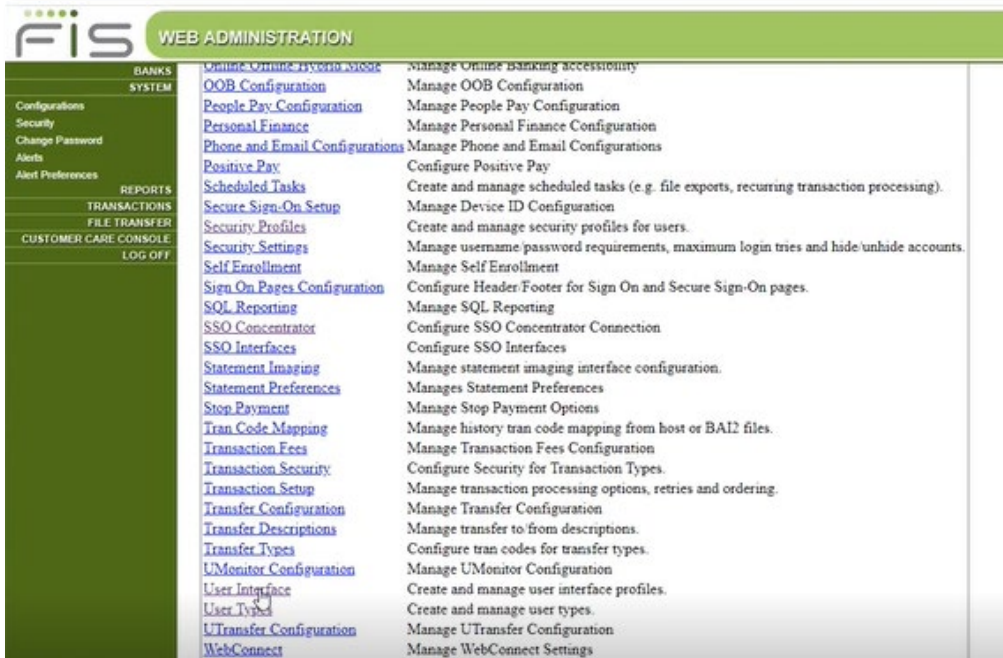
User Interfaces - Adding Autobooks as a Menu Item

The Menu Editor identifies the Autobooks menu item in the Tools menu (or whatever menu an FI may have configured).

During implementation FIS will:

- Set the default description to “Send Invoices and Accept Payments.” The FI can update if desired.
- Place the default description in the existing Tools menu. NOTE: If the FI has renamed or removed the Tools menu, this step will be skipped and the entry will need to be completed manually. The entry can be completed before enabling the FI if desired. The User Type entry being enabled will control whether this menu item displays or not.

1. Navigate to the control panel and select User Interface Profile.



2. Select the User Interface Profile you wish to add the Autobooks drop-down menu item.



3. Select 'Menu Editor'

User Interface Profile

Control Panel > User Interface Profiles

Profile Name: D1 Felix Retail [Save Changes]

Configure Account Summary

Menu Editor

Custom Service Links

Displays

Page Info	Font	Font Size	Background Color	
ABA Number Search Criteria	Arial	14	#000000	View
ABA Number Search Results2	Arial	14	#000000	View
Account Details	Arial	14	#000000	View
Account Info	Arial	14	#000000	View
Account Name Changed	Arial	14	#000000	View
Account Renamed	Arial	14	#000000	View
Account Statement Enrollment	Arial	14	#000000	View
Account Statements Integrated	Arial	14	#000000	View
Account Statements Landing	Arial	14	#000000	View
Account Statements Non-Integrated	Arial	14	#000000	View
Account Statements Non-Integrated View	Arial	14	#000000	View
Account Statements Notices	Arial	14	#000000	View
Account Transaction Register	Arial	14	#000000	View
Account Transaction Register Categories	Arial	14	#000000	View
Account Transaction Register Reports	Arial	14	#000000	View
Accounts Overview	Arial	14	#000000	View
ACH API Page	Arial	14	#000000	View

4. Enter the menu editor, scroll down to Tools; select add, then add "Autobooks" as a new menu item. Our example shows "Autobooks (971)"

Menu Editor

Control Panel > User Interface Profiles > D1 Felix Retail

[Save Changes]

Tier 1		Tier 2		Tier 3		Enabled	Order	Page/URL	SSOC Connection - (FIAppKey)	Module	Speed Bump
Accounts	1	Overview	1	Overview	<input checked="" type="checkbox"/>	1	Account Overview	(None)	Accounts	<input type="checkbox"/>	
		Detail	2	Detail	<input checked="" type="checkbox"/>	1	Account Detail	(None)	Accounts	<input type="checkbox"/>	
		Documents	3	Statements	<input checked="" type="checkbox"/>	1	Account Statement	(None)	e-Statements	<input type="checkbox"/>	
		Reports	4	Download Transactions	<input checked="" type="checkbox"/>	1	Reports DownloadTransactions	(None)	Accounts	<input type="checkbox"/>	
				Cash Position	<input checked="" type="checkbox"/>	2	Reports CashPosition	(None)	Accounts	<input type="checkbox"/>	
				Download Reports	<input checked="" type="checkbox"/>	3	Reports DownloadableReports	(None)	Information Reporting (General)	<input type="checkbox"/>	
				Add							
Move Money	2	Transfer	1	Make Transfer	<input checked="" type="checkbox"/>	1	Transfer Create	(None)	Transfers	<input type="checkbox"/>	
				Scheduled	<input checked="" type="checkbox"/>	2	Transfer Activity	(None)	Transfers	<input type="checkbox"/>	
				History	<input type="checkbox"/>	3	Transfer History	(None)	Transfers	<input type="checkbox"/>	
				History	<input checked="" type="checkbox"/>	3	Transfer History	(None)	Transfers	<input type="checkbox"/>	
				Manage Templates	<input checked="" type="checkbox"/>	4	Transfer Templates	(None)	Transfers	<input type="checkbox"/>	
				Manage Accounts	<input checked="" type="checkbox"/>	5	Transfer ManageAccounts	(None)	Transfers	<input type="checkbox"/>	
				Add							
		ACH Transfers	2	Create ACH Batch	<input checked="" type="checkbox"/>	1	ACH Create	(None)	ACH	<input type="checkbox"/>	

5. After the Autobooks menu item is added to the 'Tools' menu, the Autobooks SSO needs to be selected from the dropdown menu.

ID	Name	Status	Configuration
3	ScoreCard	<input type="checkbox"/>	FIS ScoreCard - (55)
4	Personal Finance	<input type="checkbox"/>	Tools PersonalFinance
5	deluxecheckreorder	<input type="checkbox"/>	Additional Services
6	Meridian	<input type="checkbox"/>	Meridian New Account Opening
7	Sand Positive Pay	<input type="checkbox"/>	SAND Positive Pay - (344)
8	Autobooks (971)	<input checked="" type="checkbox"/>	Autobooks - (971)
9	Autobooks (970)	<input type="checkbox"/>	Additional Services
10	Harland Check Reorder	<input checked="" type="checkbox"/>	https://www.ordermychecks.com/login_a
11	uMonitor eAO	<input checked="" type="checkbox"/>	uMonitor eAO - (397)
12	EAS	<input checked="" type="checkbox"/>	https://www.ordermychecks.com/login_a
13	sandpay	<input checked="" type="checkbox"/>	SAND Positive Pay - (344)
14	ipay	<input type="checkbox"/>	iPay Bill Pay - (910)

During the implementation FIS will enable the menu for each bank.

User Types

This final step allows an FI to modify access by entire user types. An example could be removing specific retail user types that do not include business customers. The guide below shows how to reach user types once the previous steps have been completed.

1. Navigate to Control Panel.

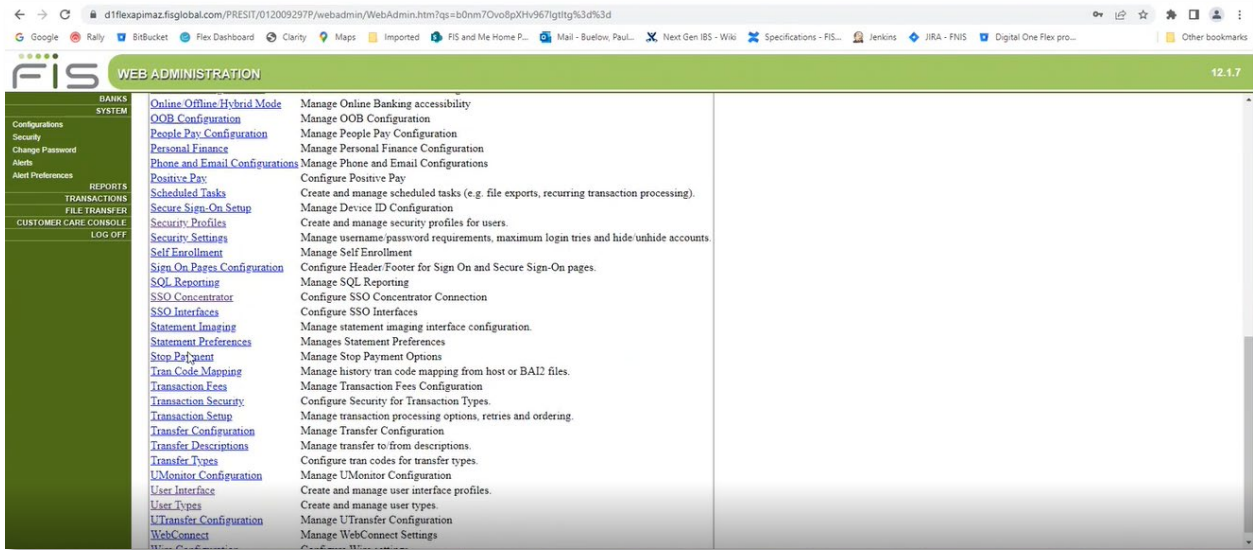
Control Panel

Online Banking is online

Control Panels

- [Account Capabilities](#) Manage account capabilities (e.g. transfer to/from, check orders).
- [ACH Setup](#) Manage ACH groups and settings.
- [Ad Images Setup](#) Ad Images Setup.
- [Agreements](#) Create and manage agreements.
- [Batch Load Setup](#) Manage Batch Load settings.
- [CF Setup](#) Configure CheckFree (Pass-Through).
- [Customer Care Console](#) Manage Services Settings.
- [Dollar Limits](#) Manage default dollar limits.
- [FDF Setup](#) Manage FDF connectivity.
- [Fidelity Bill Pay](#) Manage Fidelity Bill Pay configuration options.
- [File Transfer](#) Manage File Transfer configuration.
- [FIS Payment Manager](#) Manage FIS Payment Manager configuration.
- [Gateway Setup](#) Configure Gateway connectivity.
- [HCS Configuration](#) Manage HCS connectivity options.
- [Holidays](#) Manage holidays that processing will not occur on.
- [HORIZON Setup](#) Manage HORIZON connectivity and transaction options.
- [IBS Setup](#) Manage IBS connectivity and transaction options.
- [Imaging](#) Manage check imaging interface configuration.
- [Information Reporting](#) Manage Information Reporting Config.
- [Login Page](#) Manage OLB Login Page.
- [Manage Alerts](#) Manage Alerts messages.
- [Manage Dynamic Transfer](#) Manage Dynamic Transfer Configuration.
- [Manage Transaction Register](#) Manage Account Transaction Register Configuration.
- [Metavante CSP Setup](#) Configure Metavante CSP (Pass-Through) Java client settings.

2. Scroll down to User Types, click User types to get to the user types page



3. Scroll down to the desired user type. The example shows “D1 Flex Retail.”



4. Scroll down to find the specific Service Entitlement; Autobooks will be a Service Entitlement to enable / disable.
- This will be enabled by FIS during the implementation.
 - If the SSOC is disabled, the Autobooks Service Entitlements will NOT display.

The screenshot shows the FIS Web Administration interface. The left sidebar contains a navigation menu with categories: BANKS, SYSTEM, REPORTS, TRANSACTIONS, FILE TRANSFER, CUSTOMER CARE CONSOLE, and LOG OFF. The main content area is titled 'WEB ADMINISTRATION' and shows configuration options for 'User Type *' (Kathy's Test). The configuration includes dropdowns for 'User Interface Profile' (Kathy), 'Security Profile' (Kathy's Test), and 'Transaction Fee Schedule' (Company Fee Schedule). There are checkboxes for 'D1 Flex UI' (Enable D1 Flex UI) and 'Overview Display' (Retail Display selected, Cash Management Display unselected). A link for 'Online Banking Disclosure' is present. Under 'Service Entitlements', there are checkboxes for various services, with 'Autobooks', 'Autobooks - Accept a Payment', and 'Autobooks - Create an Invoice' highlighted with a red box. On the right, there are sections for 'Allow IP Address Range' (with a link to 'Manage Allowed IP Address Range...'), 'Lock Inactive Users' (with checkboxes for 'Lock after 60 Inactive Days' and 'Lock after 10 Days from Initial Setup or Password Reset'), and 'Review Release' (with a table of transaction types and checkboxes).

FIS will enable user types (see checkboxes above) during the implementation.

- Admin users can enable or disable the individual links at the User Type level.
 - Autobooks
 - Autobooks – Accept a Payment
 - Autobooks – Create an Invoice

Note: The 'Autobooks' item controls permission to the Tools menu link. The 'Autobooks-Accept a Payment' and 'Autobooks-Create an Invoice' items control the display of the link on the Accounts Overview page.

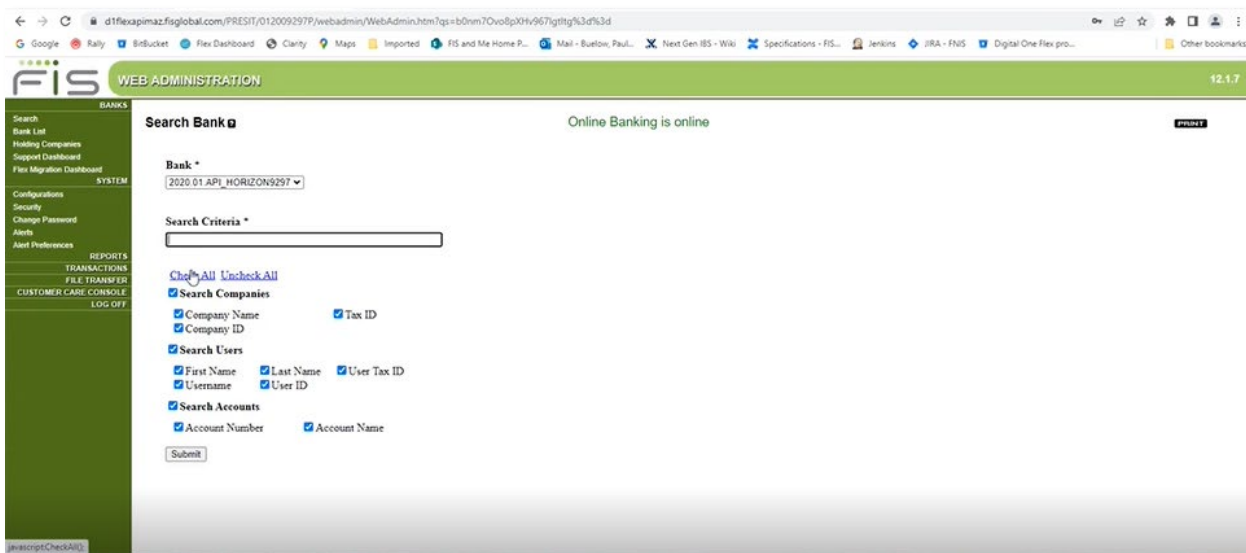
Removing Access for a Group of Users

Access can be removed for a group of users via the User Type configurations. Deselect the three Autobooks entries to remove the three links from the UI. See the section above on User Types for detailed steps.

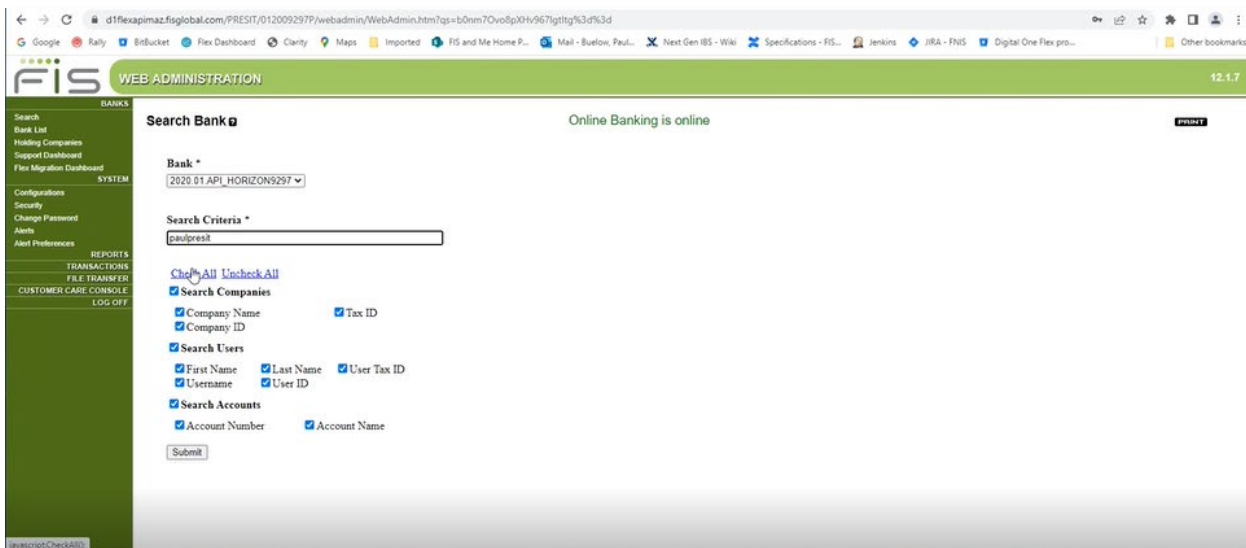
Removing Access for Individual Users

This step can be used to remove Autobooks access from an individual user. Example: a financial institution could have been mass enabled or roll out fully, and then back out specific users.

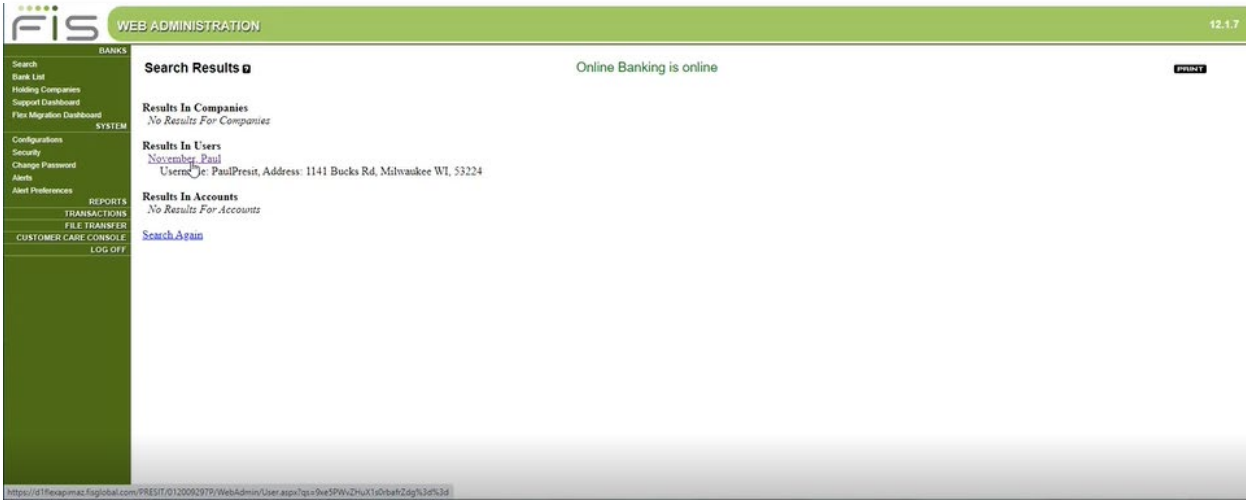
1. Scroll to the left hand nav, click the 'banks' drop down, and choose the 'search' option.



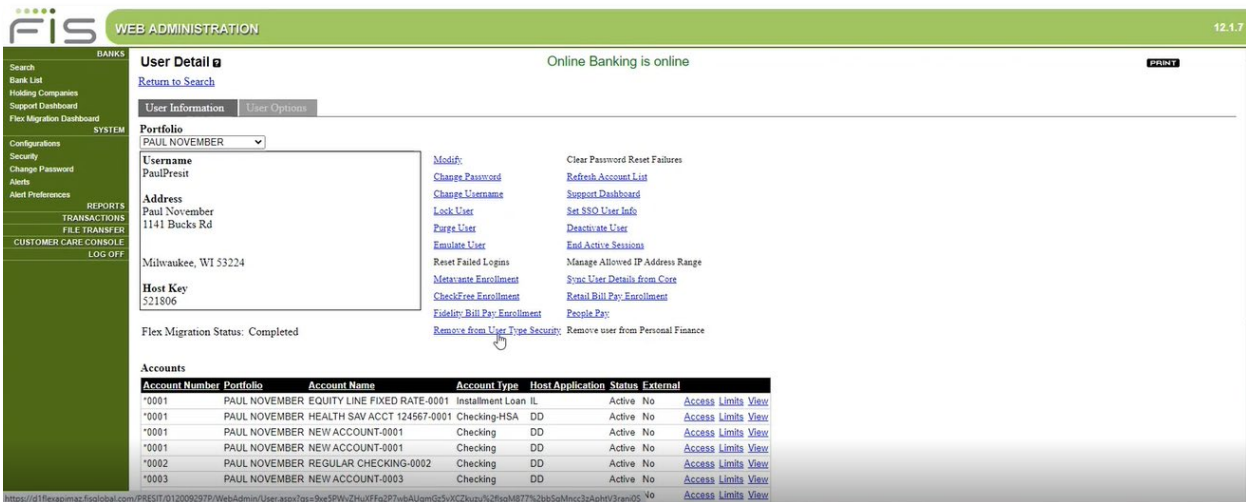
2. Search for the user you wish to modify using 'search criteria'



3. When the user is returned, click the hyperlink to view user detail.



4. Within 'User Detail', navigate to the Portfolio dropdown menu and choose the portfolio you wish to modify. The portfolio represents the relationship, or RMS record.



- Click 'Remove from User Type Security' link, then scroll down to the desired account and select 'Access.'

The screenshot shows the FIS WEB ADMINISTRATION interface. The left sidebar contains navigation links for BANKS, SYSTEM, and REPORTS. The main content area displays the 'Accounts' table with columns: Account Number, Portfolio, Account Name, Account Type, Host Application, Status, and External. The table lists various accounts for 'PAUL NOVEMBER', including checking, savings, and installment loans. Below the table is a 'Companies' section with a table showing company details like 'DOZER DHEER' and 'CATHYS CAKE SHOPPE'. At the bottom, there is a 'Transfer To Accounts' section with a link to 'Add Transfer to Account'.

All the checkboxes are now available to be clicked.

The screenshot shows the FIS WEB ADMINISTRATION interface with the 'Manage User Access' screen. The left sidebar is the same as the previous screenshot. The main content area shows the 'User Detail' for 'PaulPresit' with account information. Below this, there is a 'Services' section with a list of checkboxes for various services. The 'Autobooks' checkbox is checked. Other services include 'Add Joint Owner', 'ALERTS TEST Request', 'API Automation Request', 'API GATS Testing Request', 'ATM Debit Card Overdraft Coverage (Reg-E) Request', 'Bank Defined Request', 'CD Distribution From', 'CD Distribution To', 'CD Purchase From', 'Change Account Name', 'Check Order', 'Copies Request', and 'deepamg Request'.

The screen above can be used to disable Autobooks at the ACCOUNT level.

Note: The Manage User Access flow is the equivalent of the Security Profile. Unchecking Autobooks removes the user entitlement and the user would not have permission to access Autobooks.