

UBMich Treasury Management Checklist

The following is a high-level checklist that you may use to help ensure that the transition to UBMich Treasury Management (UBMich TM) is as smooth as possible. Should you have any questions, please contact our Treasury Management (TM) support team at 800.974.3273 or tmsupport@ubmich.com, Monday through Friday 8 a.m. to 5 p.m. ET.

Please read the following carefully:

- Digital Banking Suite, Cash Management and Remote Deposit Capture will not be available between 6:00 PM on Friday, August 18th and 9:00 AM on Monday, August 21st.
- Any ACH files posted after 12:00 PM on Friday, August 18th will not be cleared until after 12:00 PM on Monday, August 21st.
- All wires must be submitted before 12:00 PM on Friday, August 18th.

Pre-Conversion Checklist

Review Resources

- [Visit UBMich TM Conversion Webpage](#)
- [UBMich TM Preview](#)
- [First Time Login](#)
- [Dashboard Configuration](#)
- [UBMich TM User Guide](#)
- [QuickBooks, Quicken & Mint User Conversion Guide](#)
- Conversion Checklist

Log-in Credentials

- Company ID
 - Customers must know their Company ID to log in on go-live day. Please refer to the letter mailed to you on August 1st. If you have not received your letter, please call TM Support at 800.974.3273.
- Login ID (Username)
 - Some customers have had adjustments made to their Login ID. The new system requires an 8-character minimum and 20-character maximum.
 - For customers with Login IDs less than 8 characters, zeros have been added to the existing Login ID to ensure the 8-character minimum is met.
 - Example 1: tsmith will be changed to tsmith00
 - Example 2: sam1 will be changed to sam10000
 - For customers with Login IDs greater than 20 characters (typically email address) the Login ID has been shortened to not include the full email address.
 - Example 1: Samscoffee22@gmail.com will be changed to samscoffee22
 - Example 2: tmconversionsservices@hotmail.com will be changed to tmconversionsservices

Internal Transfers

- Any reoccurring transfers will need to be reinitiated in the UBMich TM system following the go-live date.

ACH/Wires

- ACH/Wire Cut-off's

- Any ACH files posted after 12:00 PM on Friday, August 18th will not be cleared until after 12:00 PM on Monday, August 21st.
- All wires must be submitted before 12:00 PM on Friday, August 18th.
- Please note: If ACH or Wire transactions are initiated in the pre-conversion Cash Management System after the above cut-off times, they will not reflect in the UBMich TM platform. Transactions will be shown in the customer's account history.
- ACH/Wire Templates
 - If all required fields are not present on ACH and Wire templates, the system will not convert them to the UBMich TM platform and customers will need to recreate their preferred templates.
- ACH Change
 - ACH payments must be sent from a checking or savings account. Payments from a General Ledger account will no longer be accepted in the UBMich TM platform.
- Analysis Billing Change
 - All non-Business Analysis Checking account customers utilizing TM services will be transitioned to a Business Analysis Checking monthly statement for billing purposes only. Please note, all account features, fees and credit earnings for your current assigned account remain in effect.

Quickbooks, Quicken & Mint User Conversion Guide

- In preparation, this conversion will require that you make changes to your QuickBooks and Quicken software. [Click here](#) to view our QuickBooks, Quicken & Mint User Conversion Guide.

Logging into UBMich TM

- Go-Live Day: As shown in the First Time Login Guide, you will receive a welcome email from TM Support with the initial set-up link along with the official link to utilize for regular use.
- PC: Go to <https://treasury.ubmich.com/unionbank/login>.
- Mobile Device: The NEW UBMich Treasury Management app will be available for download on August 21st, 2023 via Google Play and the Apple App Store. Please make sure to download the app with the following logo and login screen.



UBMich TM



Questions

Should you have any questions regarding this checklist or conversion, please contact the Treasury Management support team at 800.974.3273 or tmsupport@ubmich.com.