

Preview Period Readiness Checklist



To ensure a smooth upgrade, we've established a two-week **preview period** where you'll have early access to [BankUnited TreasurySuite](#). To help you and your team prepare for your **preview period**, please take a moment to review the **preview period** Readiness Checklist.

Special Note: When entering an amount within BankUnited TreasurySuite, you must enter the full dollar amount followed by a decimal to include the cents. This is a change from the prior process.

Why the Two-Week **preview period** Matters

The two-week **preview period** is your opportunity to test features, validate workflows, and confirm data in a controlled environment. By preparing, you can ensure your team is ready to provide feedback, report issues, and suggest improvements. Maximizing efforts during our two-week **preview period** ensures that both you and other users are trained and comfortable with the new platform to minimize disruptions to daily operations and helps users adapt to new processes.

How Do I Access the **preview period**?

Access and bookmark BankUnited TreasurySuite today!

- Use your existing BankUnited Lynx credentials (Customer ID, User ID, and Password).
- You will be prompted to create a new password upon first login.

What Should I Do During the **preview period**?

- Run reports in BankUnited TreasurySuite and compare them to BankUnited Lynx.
- Identify missing or incorrect data and report them to the upgrade team.
- Recreate any [custom reporting](#)
- Recreate any file import maps
- Establish [alert notifications](#)
 - Positive Pay Alerts did not migrate. Re-establish the following individual or group alerts for Positive Pay:
 - Positive Pay Suspect Item Alert
Administration & Settings > Alerts > Add New Alert
Alert Group: Check Management
 - Positive Pay Decision Pending Approval (1 Hour Before Cut-Off)
Administration & Settings > Alerts > Add New Alert
Alert Group: Check Management.

What Should I Do During the *preview period*? (Continued)

- Please [export](#) any additional transaction history, ACH and wire payment history, stop payments, Positive Pay issues or voids, and audit history required for internal retention purposes from BankUnited Lynx.
- Confirm payment templates are reapproved and display 'Approved' in the status column instead of 'Entered'.

What Shouldn't I Do During the *preview period*?

- Create new templates in BankUnited Lynx¹
- Create future dated payments in BankUnited Lynx¹
- Transactions created during **preview period** will be processed in BankUnited Lynx. Any future dated payments after **go-live** will not be processed.
- Any established reoccurring schedules will migrate over into BankUnited TreasurySuite.
- Create new users in BankUnited Lynx¹
- Avoid changing your password on BankUnited Lynx unless required to do so.

What Can't I Do During the *preview period*?

- During the two-week **preview period**, users will not be able to transact within BankUnited TreasurySuite. Transactions must be completed in BankUnited Lynx until **go-live**.

Preview Period Checklist

Review Area	Action Items
LOG IN & ACCOUNT CONFIRMATION	<ul style="list-style-type: none"> • Log in to BankUnited TreasurySuite using the same credentials utilized for BankUnited Lynx, you will be prompted to update your password • If prompted, complete security question process • Verify all company accounts are displayed within BankUnited TreasurySuite • Confirm balances and transaction history are displayed. During our preview period, balances will not update in real time, but on go-live your balances will reflect correctly²
USER ADMINISTRATION	<ul style="list-style-type: none"> • Confirm all users are listed • Verify each user's access and entitlements • If a user was added to BankUnited Lynx during preview, confirm the user is listed within BankUnited TreasurySuite. If the user is not displayed, you will need to set up the user within BankUnited TreasurySuite • Review approval workflows • Disable any users who no longer need access within BankUnited TreasurySuite

Review Area	Action Items
<p>ACH TEMPLATES</p>	<ul style="list-style-type: none"> • Review all ACH templates, and confirm any reoccurring schedules and effective payment dates • Confirm payment templates are reapproved and display 'Approved' in the status column instead of 'Entered'. • Confirm recipient information is properly displayed • If applicable, upload a NACHA Test File in "Test Mode" to confirm file and mapping configurations • When uploading a NACHA file through File Import or Pass-Thru, the effective date in your file must be set to the next business day, unless your company is authorized for same day ACH and the payment is approved before the applicable cutoff time.
<p>WIRE TEMPLATES</p>	<ul style="list-style-type: none"> • Review all wire templates • Confirm payment templates are reapproved and display 'Approved' in the status column instead of 'Entered'. • Validate account numbers and routing details • Confirm beneficiary information including address information. • A Beneficiary address is required for both domestic and international wires. All required fields are clearly identified within the system and are marked with a red asterisk (*). • On International Wires: Templates that contain a BIC Code will be in repair status and will need to be re-entered/approved prior to use
<p>POSITIVE PAY Positive Pay ACH ALERTS</p>	<ul style="list-style-type: none"> • Confirm exception default decision (Pay or Return) • Ensure authorized decision makers have proper entitlements • If applicable, upload a Positive Pay Test File in "Test Mode" to confirm file and mapping configurations • If needed, establish a new Positive Pay File map • Re-establish Positive Pay Alerts
<p>APPROVAL WORKFLOWS & LIMITS</p>	<ul style="list-style-type: none"> • Confirm user-level limits • Confirm company-level daily limits • Ensure approval notifications are enabled
<p>SECURITY & SETTINGS</p>	<ul style="list-style-type: none"> • Update security questions if prompted • Review company level settings • Re-establish alerts for ACH returns, wire activity, and exception items. Alerts did not migrate.

Review Area	Action Items
<p style="text-align: center;">REPORTING</p>	<ul style="list-style-type: none"> • Run ACH returns report • Run wire activity report • Run Positive Pay exceptions report • Validate accuracy of reporting • Save preferred report views • Recreate any custom reports in BankUnited TreasurySuite • If you utilize QuickBooks, re-establish your QuickBooks connection • Personalize BankUnited TreasurySuite Home Page “Dashboard” if needed. • Download & save any ACH/Wire payment, stop payment history from BankUnited Lynx, this information will not migrate over • Download & save at least the last 12 months of transaction history for retention purposes.²
<p style="text-align: center;">ESCALATION & SUPPORT</p>	<ul style="list-style-type: none"> • Report missing users or accounts • Report incorrect templates or limits • Report any transaction failures immediately • Keep go-live support contacts available
<p style="text-align: center;">MOBILE</p>	<ul style="list-style-type: none"> • Users that currently utilize mobile banking will need to download the BankUnited TreasurySuite mobile application.
<p style="text-align: center;">BILL PAY</p>	<ul style="list-style-type: none"> • If you utilize CheckFree Bill Pay Services, the administrator or designated Level 1 user is required to provide generic information upon initial login. • Likewise, when a Level 1 BankUnited Bill Pay user creates a sub- user in CheckFree Bill Pay Maintenance, the same generic information must be provided during the initial setup. • For additional information, please review the Bill Pay Maintenance User Guide.

Resources & Support

We’re here to help every step of the way.

Explore the [BankUnited TreasurySuite Resource Page](#) for the latest updates, FAQs, tutorials, checklists, webinars, and eLearning.

Questions? Contact us at ClientSuccess@BankUnited.com

This checklist is provided for general informational and planning purposes and is intended to assist with preparation for the upcoming platform transition to BankUnited TreasurySuite. Specific steps and timelines may vary based on your organization's needs.

¹*During the two-week preview period, any changes or updates made in BankUnited Lynx must be replicated in BankUnited TreasurySuite to prevent data loss or inconsistencies.*

²*The last 90 days of transaction history will migrate to BankUnited TreasurySuite. It is recommended that you download and save any transaction history outside of the 90 days for retention purposes. BankUnited TreasurySuite will build up and retain up to 18 months of transaction history.*