



Cash Manager

User Guide

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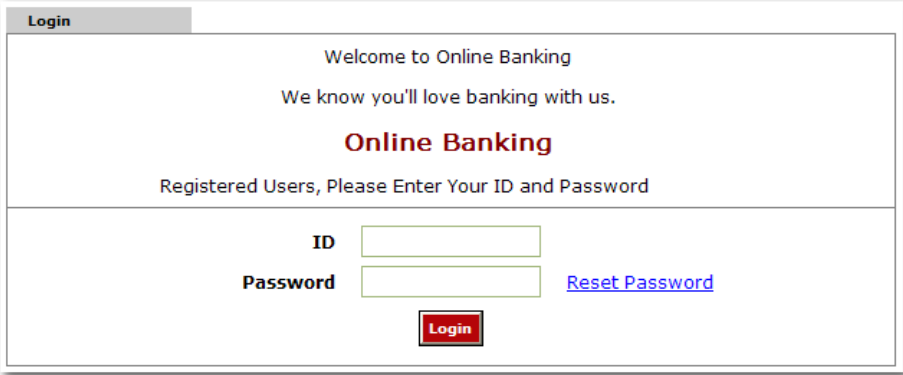
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Logging In

Enter the ID assigned by the bank in the ID field and the last four digits of the company's Federal Tax ID number in the Password field. All users in your company share this ID and Password. Be sure to safely and appropriately communicate it between your users.

Initial Sign On (for Company)



The screenshot shows a web browser window with a tab titled "Login". The page content includes a welcome message: "Welcome to Online Banking" and "We know you'll love banking with us." Below this is the heading "Online Banking" in red. Underneath, it says "Registered Users, Please Enter Your ID and Password". There are two input fields: "ID" and "Password". To the right of the "Password" field is a blue link labeled "Reset Password". At the bottom center is a red "Login" button.

FIELD DESCRIPTIONS

ID: The 12 digit number assigned by the bank during your account setup.

Password: The last four digits of the company's Tax ID Number (default).

Reset Password: To use this feature you must have entered an email address, Personal Question and Personal Question answer in the Options page. Click on the link if your password becomes locked and follow the instructions to reset your password.

PROCEDURES

Type the appropriate ID or ID Field, then click in or tab to the Password field.

Type the appropriate Password in the Password field

Click **Submit**.

Changing Your Password

The first time you sign on, or when your password has expired, you will be required to change your password for security reasons. All users in your company share this initial ID & Password. Be sure to safely and appropriately communicate it between your users.

The screenshot shows a web form titled "Information Message" with a red header "Password Change Required." Below this, there are two sections: "Change your Password (required):" and "Change your ID (optional):". The password section contains three input fields: "Enter your current Password:", "Enter your new Password:", and "Reenter your new Password:". The ID section contains two input fields: "Enter your new ID:" and "Reenter your new ID:". A blue note next to the ID fields states: "NOTE: User name cannot begin with a number or contain special characters." At the bottom right of the form is a red "Continue" button.

FIELD DESCRIPTIONS

Current Password: The password that has just expired or your default password if you are a new user or have had your password reset.

Enter your new Password: The 6-20 digit password of your choice. This must contain at least 1 alpha, 1 special character and 1 number.

Re-enter your new password: Re-type the exact same password that you typed in the previous field.

PROCEDURES

Type the appropriate password in the current password field, then click or tab to the next field.

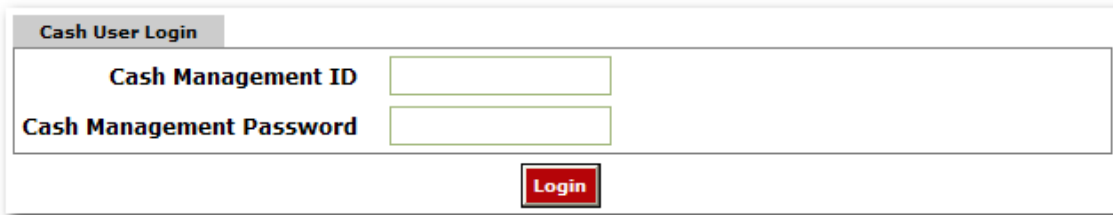
Type the new alpha-numeric password of your choice, then click or tab to the next field.

Re-enter the exact password that you entered in the previous field.

Click **Submit**.

Cash User Login Screen

Enter the Cash User ID and Password assigned by the bank. This ID is unique to each user.



Cash User Login	
Cash Management ID	<input type="text"/>
Cash Management Password	<input type="password"/>
<input type="button" value="Login"/>	

FIELD DESCRIPTIONS

Cash Management ID: The unique ID of each Cash Management User. IDs are case sensitive.

Cash Management Password: The password established for your Cash User ID. Passwords are case sensitive.

PROCEDURES

Type the appropriate User Name in the Cash Management ID field, then click in or tab to the Password field.

Type the appropriate Password in the Cash Management Password field.

Click **Login**.

Cash Management User Single Sign On

Single Sign On

To access your accounts, please establish a single sign on user name and password.

Create your Single Sign On User (required):

Create your Single Sign On User Name: NOTE: User name cannot begin with a number or contain special characters:

Enter your new Single Sign On Password :

Reenter your new Single Sign On Password :

Upon initial login, and Cash User password change, you will be prompted to enter a new, unique Single Sign On ID and Password. This ID and Password will be used as the signon information on all subsequent logins. Each time you log in you will enter this information in the ID and Password fields versus the login for the company.

Navigation



Note: All available modules are displayed here. Modules enabled for the user will depend on your user access.

Options for each module are located within the tab for that module. Click the tab to access the available options for each online banking module.

FIELD DESCRIPTIONS

Main: Access accounts and account activities, view interest rates, and order checks.

Bill Payment: Establish payees, schedule and review bill payments and bill payment history.

Cash Manager: Access the ACH, Wire, and ARP modules, User administration, and Reporting.

Options: Change PIN/Password information, email address, Account settings, default Display options, and establish Alerts.

Account Listing Page

View: [5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#) accounts per page

Deposit Accounts ?			
Account (click for details)	Balance:	Status:	
Payroll	655,509.26		Select option... <input type="button" value="v"/>
Operations	488,387.10		Select option... <input type="button" value="v"/>
Accounts Payable	106,065.18		Select option... <input type="button" value="v"/>
Missouri Offices	151,434.78		Select option... <input type="button" value="v"/>
Kansas Offices	1,447,371.86	New	Select option... <input type="button" value="v"/>

Loan Accounts ?			
Account (click for details)	Balance:	Status:	
Inventory	35,000.00	Past due	Select option... <input type="button" value="v"/>

Customer Summary Information
5 Deposit accounts with a total balance of 2,848,768.18 1 Loan accounts with a total balance of 35,000.00
You last accessed your NetTeller account on Tuesday April 22, 2008 01:11:19 PM Central Time You have accessed NetTeller 36 times since Apr 17, 2008 01:06:56 PM Reset this counter

Note: All available fields are displayed here. Fields enabled for the user will depend on your user access.

Accounts are separated into three categories: Deposit, Loan, and Other. You will only see categories and accounts to which you have been given access.

FIELD DESCRIPTIONS

Balance: This is the account's current balance.

Status: The status of the account – New, Dormant or Closed.

Customer Summary Information: This summarizes the total dollar amount in your deposit accounts as well as any loan accounts.

Reset Counter: Click the Reset Counter link in the Customer Summary Information section to reset the access counter.

View: Change the number of accounts displayed per page. Select a default display setting under Options > Display Settings.

Account Activity Options

Deposit Accounts ?		View: 5 10 20 50 100 ALL accounts per page
Account (click for details)	Balance:	Status:
Payroll	655,509.26	
Operations	488,387.10	
Accounts Payable	106,065.18	
Missouri Offices	151,434.78	
Kansas Offices	1,447,371.86	New

Select option...

Select option...

Transactions

Download

Statements

Stop Payments

Transfers

Current Day

Prior Day

Drop-Down Menu Activities

Transactions: View transactions posted to your account, view images, and search for specific transactions.

Download: Download transaction history in different formats (Microsoft Money, Spreadsheet, etc.)

Stop Payments: Add or view stop payments for your account.

Transfers: Add, view, edit or delete account-to-account funds transfers. Transfers that have been set up by the bank cannot be edited or deleted.

Current Day: Displays current day information for the selected account. This information is updated throughout the day.

Prior Day: Displays prior day information for the selected account. This information is updated nightly.

Statements: View your account statements. Statement history is available for up to 4 months.

Transactions

Main	Bill Payment	Cash Manager	Options
Accounts	»Transactions	Transfers	Stop Payments
»Current Transactions	Download	Search	

Transactions Sub-Menu Navigation Options

Current Transactions: View recent transactions.

Download: Download transactions in to Personal or Commercial Financial Management software, or as a text file or spreadsheet.

Search : Search for specific transactions that have posted to your account.

Current Transactions		View Range: Since Last Statement 7 Days 15 Days 30 Days			
Date: ▲	Ref/Check No.	Description:	Debit:	Credit:	Balance:
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 123456789	(29.00)		11,676.95
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 12345678901Q3	(1.00)		11,675.95
10/03/2006		TAXPAYMENT TRACY'S TIES CCD 857459963 187951234	(1.00)		11,674.95
10/04/2006		ACH TRACY'S TIES CCD 857459963 123456789	(4.00)		11,670.95
10/05/2006		ACH TRACY'S TIES PPD 857459963 081504651091635 857459963		5.00	11,675.95
10/10/2006		Stop Payment Charge	(20.00)		11,655.95

Transactions can be sorted by clicking on the column header. Columns available for sorting are Date, Ref/Check No., Debit, and Credit.

FIELD DESCRIPTIONS

View Range: Change the number of transactions displayed. Select a default display setting under Options > Display Settings.

Transfers



Transfers Sub-Menu Navigation Options

New: Schedule new funds transfers.

Pending: View, Edit, and Delete scheduled transfers.

History : View processed transfers.

A screenshot of a web form titled 'Transfer Funds'. The form has a header with 'Transfer Funds' and a red question mark icon. On the right side of the header, there are three tabs: 'Schedule', 'Review', and 'Finish'. Below the header, there is a note: '* Denotes required field'. The form contains several fields: '* Transfer funds from:' with a dropdown menu showing 'Accounts Payable' and 'Available Funds: 106,065.18'; '* Transfer funds to:' with a dropdown menu showing 'Select option...'; 'Payment options:' with a dropdown menu showing 'None'; '* Transfer amount:' with two input fields separated by a decimal point; '* Frequency:' with a dropdown menu showing 'One Time'; '* Transfer Date:' with an input field showing '04/23/2008' and a calendar icon; and 'Transfer memo:' with a text input field. At the bottom right of the form, there is a red 'Submit' button.

PROCEDURES – Add Funds Transfer

Transfers funds from: The account that will be debited for the funds transfer.

Transfer funds to: The account that will be credited.

Payment Options: Payment options are available if you are transferring to a loan account.

Transfer Amount: The dollar amount of the funds transfer.

Frequency: How often the transfer will occur. Options include One-Time, Weekly, Bi-Weekly, Semi-Monthly and Monthly. (Depending on the frequency selected, additional fields will display on the page – e.g. expiration date, day of month, etc.).

Transfer Date: Enter the date that the transfer should happen.

Transfer Memo: Enter any descriptive information for the funds transfer. This information displays with the transaction and on your statement.

PROCEDURES – Review and Confirm Funds Transfer

Transfer Confirmation ?

Schedule **Review** Finish

Transfer funds from: **Accounts Payable**
Transfer funds to: **Operations**
Payment options: **No payment type applicable.**
Amount to transfer: **500.00**
Frequency: **One Time**
Scheduled Date: **04/23/2008**
Memo:

Confirm **Edit** **Cancel**

Review the Funds Transfer information and click **Edit** to change the information, or click **Confirm** to complete the transfer.

Transfer Confirmation ?

Schedule Review **Finish**

Current date: **April 23, 2008** Current time: **11:23:23 AM**

Transfer from account: Accounts Payable
Transfer to account: Operations

Transfer amount: \$500.00
Date: January 29, 2007
Transfer description: Internet banking transfer

Your transfer of funds has been scheduled.

CONFIRMATION NUMBER

0126070015

Please retain this number for your reference

Add Another Transfer

After confirmation a transfer summary and confirmation number display. Retain this information for your records. Click **Add Another Transfer** to enter another transfer of funds, or click **Pending** in the navigation menu to review any scheduled transfers.

Stop Payments

The screenshot shows a software interface with a top navigation bar containing 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below this is a sub-menu with 'Accounts', 'Transactions', 'Transfers', '» Stop Payments', and 'Statements'. The '» Stop Payments' option is selected. Below the sub-menu, there are buttons for 'New' and '» Current'. A dropdown menu is set to 'Accounts Payable'. Below that, a table titled 'Issued Stop Payments' is shown with a red question mark icon. The table has the following data:

Account:	Check Number:	Amount:	Payee:	Issue Date:	
Accounts Payable	1234	\$1.00	Jerry Smith	04/21/08	View

Stop Payment Sub-Menu Navigation Options

Current: View Stop Payment placed on the selected account.

New: Place a new Stop Payment on the select account.

The screenshot shows the 'New Stop Payment' form with a red question mark icon. At the top right are buttons for 'Enter', 'Review', and 'Finish'. A note at the top left says '* Required Field'. The form fields are:

- Add Stop Payment for Account:** Accounts Payable (dropdown)
- * Check Date:** 04/23/2008 (calendar icon)
- * Start Check Number:** (text input)
- * Amount:** \$ (text input) . (text input)
- * Payee:** (text input)
- Remarks:** (text input)

At the bottom are 'Submit' and 'Cancel' buttons.

PROCEDURES – Add a Stop Payment

Add Stop Payment for Account: Select the account to which you want to add the Stop Payment.

Check Date: Enter the date the check was issued.

Check Number: Enter the number of the check for which you are placing the stop.

Amount: Enter the dollar amount of the check.

Payee: Enter the name of the person or company to which you issued the check.

Remark: Enter any remarks about the item or stop payment (e.g. lost check, duplicate).

Click **Submit** to review the Stop Payment information.

PROCEDURES – Review and Confirm Stop Payment

New Stop Payment Enter **Review** Finish

Add Stop Payment for Account: **Accounts Payable**
Check Date: **04/23/2008**
Start Check Number: **100234**
End Check Number: **0**
Begin Amount: **\$500.00**
End Amount: **\$0.00**
Payee: **John Q. Public**
Remarks: **Lost Check**

Edit **Confirm**

Review the Stop Payment information. Click **Edit** to change the information, or **Confirm** to complete the setup of the Stop Payment.

New Stop Payment Enter **Review** Finish

Add Stop Payment for Account: **Accounts Payable**
Check Date: **042308**
Start Check Number: **100234**
End Check Number: **0**
Begin Amount: **\$500.00**
End Amount: **\$0.00**
Payee: **John Q. Public**
Remarks: **Lost Check**

Signature: _____

Add Another Stop

Follow your bank's procedures for verifying the Stop Payment. Click **Add Another Stop** to enter another Stop Payment, or click **Current** in the navigation menu to review existing Stop Payments.

NOTE: You must contact your bank to revoke any Stop Payments.

Statements

Statement Date:	Description:	Select Format to View:
09/15/2006	This is your statement	Select option...
08/15/2006	This is your statement	Select option...
07/14/2006	This is your statement	Select option...

Statement History is available for four previous months. Statements are available in three formats:

- PDF
- Text
- HTML

Use the drop-down menu next to a statement to choose the viewing format. Select a different account from the **View Statements for** drop-down menu to view a statement for another account.

Cash Manager




The Cash Manager tab contains all of the Cash Management functionality, including:

- ACH
- Wires
- Account Recon/Positive Pay
- User Administration
- Reporting
- File Status (for uploaded files)

ACH

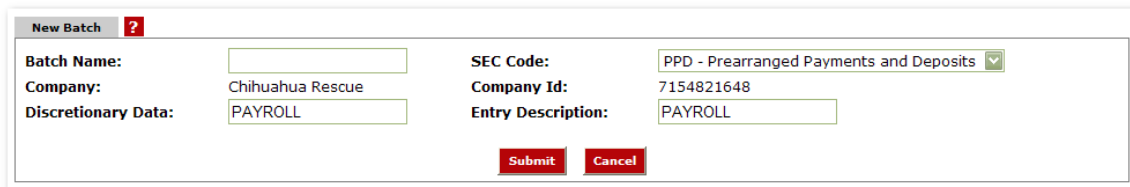
PROCEDURES – Create an ACH Batch

Step 1: Create New Batch. From the main ACH Batch List page, select the company for which the batch is being created.



The screenshot shows a form field labeled "Create new batch for:" with a dropdown menu. The dropdown is open, showing the following options: "Select Company", "COOK4FUN", and "PUMPERNICKEL CO".

Step 2: Batch Header. Enter batch header information.



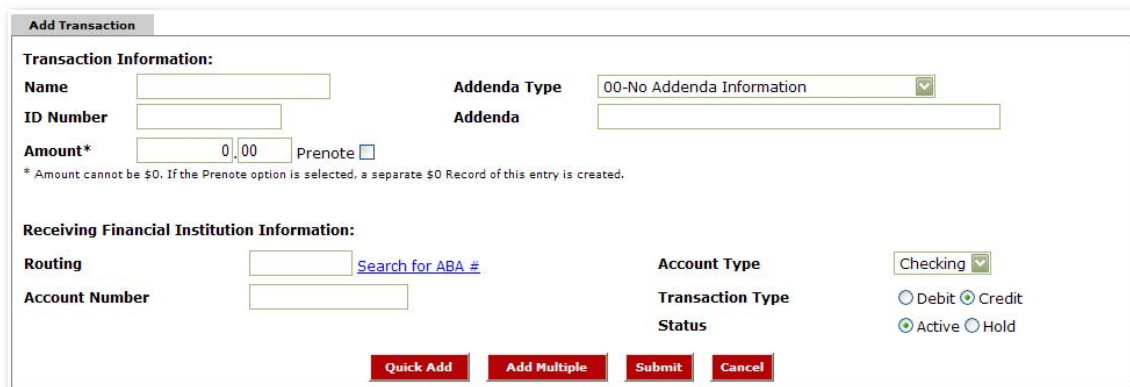
The screenshot shows the "New Batch" form with the following fields and values:

Batch Name:	<input type="text"/>	SEC Code:	PPD - Prearranged Payments and Deposits
Company:	Chihuahua Rescue	Company Id:	7154821648
Discretionary Data:	PAYROLL	Entry Description:	PAYROLL

Buttons:

Step 3: Create Transactions. There are three ways to add transactions; individually, by entering multiple records and by using Import Records (not commonly used.)

When adding a transaction individually the user may enter addenda information (if applicable) and search for an ABA number.



The screenshot shows the "Add Transaction" form with the following fields and values:

Transaction Information:	
Name	<input type="text"/>
ID Number	<input type="text"/>
Amount*	<input type="text" value="0.00"/> Prenote <input type="checkbox"/>
* Amount cannot be \$0. If the Prenote option is selected, a separate \$0 Record of this entry is created.	
Receiving Financial Institution Information:	
Routing	<input type="text"/> Search for ABA #
Account Number	<input type="text"/>
Addenda Type	00-No Addenda Information
Addenda	<input type="text"/>
Account Type	Checking
Transaction Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit
Status	<input checked="" type="radio"/> Active <input type="radio"/> Hold

Buttons:

Step 3 (alternate): Add Multiple Records is a quick way to create transactions. It allows up to 15 records to be added at a time.

Add Transaction

Transaction Information:

Name Addenda Type

ID Number Addenda

Amount* Prenote

* Amount cannot be \$0. If the Prenote option is selected, a separate \$0 Record of this entry is created.

Receiving Financial Institution Information:

Routing [Search for ABA #](#) Account Type

Account Number Transaction Type Debit Credit

Status Active Hold

Quick Add **Add Multiple** **Submit** **Cancel**

Data is limited to Credit/Debit Account, ABA, ID Number, Name, Amount and Checking or Savings designation.

To add addenda information or use ABA lookup, first add the record here then use the **Edit Transaction** feature.

	Name:	ID #:	Routing #:	Account #:	Chk Sav	* Amount:	DR CR
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>

PROCEDURES – Initiate an ACH Batch

Single Batch

ACH Companies that require a balanced batch

Select **Initiate** from the drop down menu on the batch listing page. Initiate is only available if the batch is in balance.

Select the effective date from the drop down menu (only dates available for selection will display.)

The screenshot shows the 'Initiate Batch' form for a batch named 'Test Batch'. The form includes fields for Batch Name, Company, Discretionary Data, SEC Code, Company Id, and Entry Description. Below these is a table of transactions with columns for Name, ID Number, Account, Routing, Amount, CR/DR, and Held. The total debits and credits are both \$700.00. At the bottom, there is a 'Select Effective Date' dropdown menu set to 'Wednesday, April 30, 2008', a checkbox for 'Reset amounts to \$0.00 after processing batch', and 'Initiate' and 'Cancel' buttons.

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
Debbie Wood	3213210231	0321051231	101102315	\$700.00	CR	
Pete Hopkins	320321023	654321231	101102315	\$500.00	CR	Y
Offset	321230231	3	101002716	\$700.00	DR	

Total Debits: \$700.00 Total Credits: \$700.00

Select Effective Date: Wednesday, April 30, 2008
Reset amounts to \$0.00 after processing batch:

Initiate Cancel

ACH Companies that require offset account

Select **Initiate** from the drop down menu on the batch listing page. Initiate is only available if the batch has debits only or credits only.

Select the effective date from the drop down menu (only dates available for selection will display.)

Select the offset account number.

The screenshot shows the 'Initiate Batch' form for a batch named 'March Payroll'. The form includes fields for Batch Name, Company, Discretionary Data, SEC Code, Company Id, Entry Description, and Restrict Batch. Below these is a table of transactions with columns for Name, ID Number, Account, Routing, Amount, CR/DR, and Held. The total debits are \$0.00 and total credits are \$2,000.00. At the bottom, there is a 'Select Effective Date' dropdown menu set to 'Select Date', a 'Select Offset Account' dropdown menu set to 'xxxxxxxxxxxx1102 D', a checkbox for 'Reset amounts to \$0.00 after processing batch', and 'Initiate' and 'Cancel' buttons.

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
John Smith	57474	1545658	082901855	\$1,000.00	CR	
Paul Jones	J6589	6548415	082901855	\$1,000.00	CR	

Total Debits: \$0.00 Total Credits: \$2,000.00

Select Effective Date: Select Date
Select Offset Account: xxxxxxxxxxxx1102 D
Reset amounts to \$0.00 after processing batch:

Initiate Cancel

ACH Companies that require offset account for net difference

Select **Initiate** from the drop down menu on the batch listing page. Initiate is only available if the batch has debits and credits whose amounts do not balance.

Select the effective date from the drop down menu (only dates available for selection will display.)

Select the offset account number.

Initiate Batch ? Total Transactions: 3 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

Batch Name:	Mar Payroll	SEC Code:	PPD
Company:	Trainer Co.	Company Id:	7151515151
Discretionary Data:	PAYROLL	Entry Description:	PAYROLL
		Restrict Batch:	<input type="checkbox"/>

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
John Smith	S4587	6581458	082901855	\$1,000.00	CR	
Paul Jones	J6545	1548451	082901855	\$800.00	CR	
Train & Associates	T2658	5465841	082901855	\$1,100.00	DR	

Total Debits: \$1,100.00 Total Credits: \$1,800.00

Select Effective Date:

Select Offset Account:

Reset amounts to \$0.00 after processing batch:

Quick Initiate

Allows multiple batches to be initiated at the same time.

ACH Companies that require a balanced batch

Click the box for each batch to be initiated on the batch listing page. Click **Initiate Selected**.

The screenshot shows the 'ACH Batch List' interface. It features a table with columns for Status, Batch Name, Type, Company, Debit, Credit, and a dropdown menu. The table contains four rows of data, with the first and third rows selected. Below the table is a button labeled 'Initiate Selected'.

Status	Batch Name	Type	Company	Debit	Credit	
<input checked="" type="checkbox"/>	Ready alert	PPD	Chihuahua Rescue	\$5.00	\$5.00	Select option...
<input type="checkbox"/>	Ready special name	PPD	Chihuahua Rescue	\$900.00	\$900.00	Select option...
<input checked="" type="checkbox"/>	Ready July Payroll	PPD	Chihuahua Rescue	\$100.00	\$200.00	Select option...
<input checked="" type="checkbox"/>	Ready Payroll	PPD	Chihuahua Rescue	\$10.00	\$10.00	Select option...
				Total \$1,015.00	\$1,115.00	

Initiate Selected

Select effective date for each batch. Click **Initiate**.

The screenshot shows the 'Quick Initiate' interface. It features a table with columns for Batch, Type, CompanyName, Reset Records*, Debit, Credit, and Effective Date. The table contains two rows of data. Below the table is a button labeled 'Initiate'.

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date
alert	PPD	Chihuahua Rescue	<input type="checkbox"/>	\$5.00	\$5.00	Select Date
Payroll	PPD	Chihuahua Rescue	<input type="checkbox"/>	\$10.00	\$10.00	Select Date
				Total \$15.00	\$15.00	

Reset amounts to \$0.00 after processing batch

Initiate **Cancel**

ACH Companies that require offset account

Click the box for each batch to be initiated on the batch listing page. Click **Initiate Selected**.

The screenshot shows the 'ACH Batch List' interface. It features a table with columns for Status, Batch Name, Type, Company, Debit, Credit, and a dropdown menu. The table contains five rows of data, with the second, third, and fourth rows selected. Below the table is a button labeled 'Initiate Selected'.

Status	Batch Name	Type	Company	Debit	Credit	
<input type="checkbox"/>	Ready April Bonus	PPD	Trainer Co.	\$300.00	\$1,000.00	Select option...
<input checked="" type="checkbox"/>	Ready Bonus	PPD	Training Inc.	\$0.00	\$1,000.00	Select option...
<input checked="" type="checkbox"/>	Ready Mar Payroll	PPD	Trainer Co.	\$1,100.00	\$1,800.00	Select option...
<input checked="" type="checkbox"/>	Ready March Payroll	PPD	Training Inc.	\$0.00	\$2,000.00	Select option...
<input type="checkbox"/>	Ready Payroll	PPD	Chihuahua Rescue	\$2,000.00	\$2,000.00	Select option...
				Total \$3,400.00	\$7,800.00	

Initiate Selected

Select effective date and offset account for each batch. Click **Initiate**.

The screenshot shows the 'Quick Initiate' interface. It features a table with columns for Batch, Type, CompanyName, Reset Records*, Debit, Credit, Effective Date, and Offset Account. The table contains two rows of data. Below the table is a button labeled 'Initiate'.

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
Bonus	PPD	Training Inc.	<input type="checkbox"/>	\$0.00	\$1,000.00	Select Date	xxxxxxxxxxxx1102 D
March Payroll	PPD	Training Inc.	<input type="checkbox"/>	\$0.00	\$2,000.00	Select Date	xxxxxxxxxxxx1102 D
				Total \$0.00	\$3,000.00		

Reset amounts to \$0.00 after processing batch

Initiate **Cancel**

ACH Companies that require offset account for net difference

Click the box for each batch to be initiated on the batch listing page. Click **Initiate Selected**.

ACH Batch List			Total Batches: 5		View 10 20 50 100	
Status:	Batch Name: /	Type: Company:	Debit:	Credit:		
<input checked="" type="checkbox"/>	Ready April Bonus	PPD Trainer Co.	\$300.00	\$1,000.00	Select option... ▼	
<input type="checkbox"/>	Ready Bonus	PPD Training Inc.	\$0.00	\$1,000.00	Select option... ▼	
<input checked="" type="checkbox"/>	Ready Mar Payroll	PPD Trainer Co.	\$1,100.00	\$1,800.00	Select option... ▼	
<input type="checkbox"/>	Ready March Payroll	PPD Training Inc.	\$0.00	\$2,000.00	Select option... ▼	
<input type="checkbox"/>	Ready Payroll	PPD Chihuahua Rescue	\$2,000.00	\$2,000.00	Select option... ▼	
			Total \$3,400.00	\$7,800.00		

Initiate Selected

Select effective date and offset account for each batch. Click **Initiate**.

Quick Initiate		<input type="checkbox"/> Apply Effective Date to all Batch records?		Select Date		
Batch	Type/CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
April Bonus	PPD Trainer Co.	<input type="checkbox"/>	\$300.00	\$1,000.00	Select Date	xxxxxxxxxxxx1102 D
Mar Payroll	PPD Trainer Co.	<input type="checkbox"/>	\$1,100.00	\$1,800.00	Select Date	xxxxxxxxxxxx1102 D
			Total \$1,400.00	\$2,800.00		

Reset amounts to \$0.00 after processing batch

Initiate **Cancel**

Batch List

Batches already created/uploaded in NetTeller. Batches will remain on the system to be used as templates.

ACH Statuses:

Ready: Batch can be edited. If in balance it may also be initiated.

Uploaded: Batch has been uploaded or transactions imported.

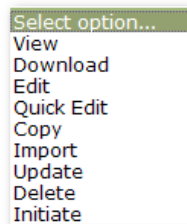
Initiated: Batch has been sent to Financial Institution.

Processed: Financial institution has moved batch to ACH warehouse.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/>	Ready	Payroll 5-1	PPD Chihuahua Rescue	\$600.00	\$600.00	Select option...
<input type="checkbox"/>	Initiated	PNT-Test Batch	PPD Gabby's Treats	\$0.00	\$0.00	Select option...
<input type="checkbox"/>	Ready	Tax FD April	CCD Gabby's Treats	\$150.00	\$150.00	Select option...
<input type="checkbox"/>	Ready	Test Batch	PPD Gabby's Treats	\$700.00	\$700.00	Select option...
	Uploaded	0000004	PPD DELUXE CHECK	\$655.87	\$0.00	Select option...
				Total	\$2,105.87	\$1,450.00

Initiate Selected

Quick Initiate: Select the checkbox for balanced batches and click **Initiate Selected**.



View: List of transactions within batch.

Download: Export batch to PDF or NACHA file format.

Edit: Change or add transactions to the batch.

Quick Edit: Change transaction dollar amounts, place hold on specific transactions. This option is commonly used when editing a payroll batch, where only the amount of the transaction changes.

Copy: Creates an exact duplicate of the selected batch.

Import (optional): Upload transactions from CSV, Tab-Delimited, Fixed Position or NACHA files.

Update (optional): Upload new dollar amount using Employee ID as matching field; will not create new transactions.

Delete: Remove batch from the system. If the batch is in initiated status, it will also delete batch from Financial Institution.

Initiate: Send batch information to financial institution for processing. Initiate only displays as an option if the batch is in balance.

Upload: Allows Cash User to upload a NACHA file into NetTeller. File must have .ach extension.

Upload ACH File ?

Enter the name of the file you wish to upload (some browsers will provide a **Browse** button to help you find the file). Click the **Upload** button. If you are consistently having trouble uploading your ACH file, you may want to try another uploading method by clicking [here](#).

File Name:

Tax Payments: Send federal and/or state taxes (if enabled by FI) via ACH. User must already be registered with the EFTPS to use this option.

Add Tax Payment

Batch Tax Receiving Institution [Lookup](#)

Pay to Tax Period

Company Name Tax Code [Lookup](#)

Taxpayer ID

Amount Type Code [Lookup](#)

Payment Amount 0,00

Pay from Account

History: Displays ACH batches that have been initiated by the customer and processed by the Financial institution. Clicking **View** displays the transactions within the batch.

ACH History View [7 Days](#) | [15 Days](#) | [30 Days](#) | [Search](#)

Initiated:	Effective:	Batch:	Type:	Company:	Debits:	Credits:	Details:
<input type="button" value="Return"/>							

Search: Search and display any transactions within all batches that match the search criteria. Cash User can then edit/delete the transactions if needed.

Search Records

Name:	ID Number:	Batch:	Amount:	Prenote:	Held:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Search"/>					

ACH Import (Optional)

Step 1: Establish Import Layout: If the Import Transactions option is activated, the user must populate the format layout here. In the example below a translation table is established for a CSV file. The user “tells” NetTeller which of the spreadsheet columns contain the Name, ID Number, etc.

The screenshot shows a window titled "CSV ACH File Format". At the top, there is a dropdown menu labeled "Select Upload Format to Create/Edit:" with "CSV File Layout" selected. Below this, there are several fields with dropdown menus: "Name:", "Account Number:", "ID Number:", "Amount:", "Routing Number:", and "*Transaction Code:". A note below these fields states: "*NOTE: If your file does not contain Transaction Codes, provide the following:". Underneath the note, there are four pairs of fields: "Account Type:" with a dropdown and a text input field; "Checking Equals" with a text input field; "Saving Equals" with a text input field; "Transaction Type:" with a dropdown and a text input field; "Debit Equals" with a text input field; and "Credit Equals" with a text input field. At the bottom of the window, there are two buttons: "Save" and "Reset".

Step 2: Select **Import** from the Select Option drop down box.

Step 3: Select **Import File Type**.

Step 4: Browse for file.

Step 5: Click **Import**.

The screenshot shows a window titled "Import File - Payroll 5-1". The main text reads: "Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type." Below this, it says: "Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#)." At the bottom, there are two labels: "Import File Type:" with a dropdown menu labeled "Select Format"; and "Select File:" with a text input field and a "Browse..." button. Below the "Select File:" label, there is a red "Import" button.

Wires

Main	Bill Payment	Cash Manager	Options	
ACH	» Wires	Users	Reporting	File Status
Transmit Wires	» Edit/Add	Transmit Templates	History	

PROCEDURES – Add a Wire Transfer

Step 1: Edit/Add. Choose the account for which you are adding the wire in the **Create a new wire from** drop-down menu.

The image shows two overlapping windows from a software application. The larger window is titled "Define New Wire" and contains several sections of input fields:

- General Wire Information:** Wire Name: [text box]
- Credit Account Information:** Credit Account Number: [text box], Credit Account Name: [text box], Credit Account Address: [text box]
- Receiving Bank Information:** Receiving Bank ABA Number: [text box] with a "Search for ABA Number" link; Receiving Bank Name: [text box]; Receiving Bank Address: [text box]
- Wire Information:** Remarks: [text box]
- Repetitive Wire/Code:** [checkbox]
- Amount:** [text box] . [text box]

At the bottom of the "Define New Wire" window are "Submit" and "Cancel" buttons. Overlapping the bottom right of this window is a smaller dialog box titled "ABA Lookup - Wires". This dialog box contains:

- ABA Number: [text box] with a green checkmark
- Bank Name: [text box] with a green checkmark
- Short Name: [text box] with a green checkmark
- City: [text box] with a blue plus icon
- State: [text box] with a blue plus icon

At the bottom of the "ABA Lookup - Wires" dialog box are "Submit" and "Close" buttons. Below the input fields in this dialog box are two lines of explanatory text: a green checkmark icon followed by "the data entered finds partial match ('Ring' will find 'The Springfield Bank')" and a blue plus icon followed by "the data entered must match exactly with entry in database."

Step 2: Fill in the fields for the new wire:

- **Wire Name:** A descriptive name for the wire.
- **Credit Account Number:** The account that will receive the wired funds.
- **Credit Account Name:** The name on the account receiving the wired funds.
- **Credit Account Address:** The address of the Credit Account.

- **Receiving Bank Information:** Enter the ABA number of the Financial Institution where the Credit Account is held. Use the Search for ABA Number feature to search for the Credit FI. **Selecting an ABA from the Search for ABA Number option will populate all remaining Receiving Bank Information fields.**
- **Wire Information/Remarks:** Enter any information regarding the Wire Transfer. Comments can include processing instructions, invoice numbers, or any other text/numeric data.
- **Repetitive Wire/Code:** If the wire transfer should be saved as a template, click the checkbox for Repetitive Wire. Repetitive wires can be initiated multiple times throughout the day, based on user limits and funds availability. Wires that are not designated as Repetitive will automatically be removed from the system once transmitted and processed.

PROCEDURES – Transmit a Wire Transfer

To transmit a wire marked as Repetitive, use the **Transmit Templates** option.

To transmit a non-repetitive (single) wire, use the **Transmit Wires** option.

Step 1: Select the checkbox to the left of the wire and choose **Transmit Selected**, or choose the **Transmit** link to the right.

Wire Name:	Sequence:	Status:	Amount:	Rep:	Account Number:	Receiving FI:	
<input type="checkbox"/> RENT	1	Ready	\$1,500.00	Y	897809	BUS BK	Transmit
Transmit Selected							

Step 2: Enter your Wire Password and click **Transmit**.

Quick Transmit							
Wire Name:	Sequence:	Amount:	Rep:	Account Number:	Receiving FI:		
RENT	1	\$1,500.00	Y	897809	BUS BK		
Wire Password <input type="password"/>							
Transmit Cancel							

Transmitted wires display on the Transmit Wires page in an Initiated Status.

Wire Statuses: A NetTeller wire will be in one of the following statuses.

Ready: The wire can be edited, deleted or initiated.

Initiated: Cash User has sent the wire to Financial Institution.

Processed: Financial Institution has taken the option to process wire.

Approval: Wire needs second Cash User to take the option to initiate.

Next Day: Wire has been initiated after Financial Institution's cutoff time.

History: View processed wires.

View Wire History for: 

Wire History for 03/23/2008 to 04/22/2008  View [7 Days](#) | [15 Days](#) | 30 | [Search](#)

Wire Name:	Transmitted:	Amount:	Rep Code:	Receiving Account Number:	Receiving FI:
------------	--------------	---------	-----------	---------------------------	---------------

ARP

Upload issued items file to Financial Institution and work exception items.

Items: Cash User will decide whether to pay or return check items that do not match items in the issued items file.

View items for: Money Mk 0002

View/Work ARP Items				
Check Number	Amount	Pay	Protected	View
0	500.00	<input checked="" type="checkbox"/>		View

Submit

View link allows Cash User to view more information about the item, not an image of the check.

View Positive Pay Item

Account Name: Jessica
Check Number: 1114
Amount: \$352.00
Source Of Entry: EIP
Exception Reason: Item not issued
Updated By: admin
When Updated: 9:52:16 am
Updated From: NetTeller
Workstation:

[Return](#)

Download:

The Cash User can download output files that are created by the Financial Institution.

View Download for: Full Recon

ARP Download		
FileName	Description	
PDCK431102	Paid Items from previous business day	Download

```
#431102 DAILY CLEARED ITEMS
0000431102 01116 00005400 00005400 alan      081307
0000431102 01117 00001200 00012000 bob       081307
0000431102 01118 00003500 00035000 dave      081307
0000431102 01119 00000700 00000700 doug     081307
0000431102 01120 00000800 00000800 carl     081307
0005      0000053900      CLEARED ITEMS
```

Upload: Cash User will browse for the issued items file to be uploaded into NetTeller. Cash User can upload either a Fixed Position or CSV file. Cash User can also manually enter in items.

Upload Positive Pay Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your ARP Upload file, you may want to try another uploading method by clicking [here](#).

Upload file for:

Upload File Type:

Select File:

Manual Entry

Enter in issued items information directly into NetTeller without uploading a file. On Upload screen select Manual Entry from the Type drop down menu. Enter in the check number, issued date, check amount and payee.

Upload ARP File ?

Enter items for:

NOTE: You may enter up to 8 pages before uploading. Each page holds 11 entries.

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	Debit <input type="text"/>	<input type="text"/>

1 2 3 4 5 6 7 8 >

Edit Upload Format: If Cash User is uploading a Fixed Position or CSV file they will need to establish where within their file various fields of information are contained. *Note: Item number and item amount are required fields.

Fixed Position:

Edit File Format
?

	Begin		End				
Account Number:	<input type="text"/>		<input type="text"/>				
Account Type:	<input type="text"/>		<input type="text"/>	Chk <input type="text"/>	Sav <input type="text"/>	Christmas Club <input type="text"/>	GL <input type="text"/>
Debit / Credit:	<input type="text"/>		<input type="text"/>	Debit Indicator <input type="text"/>	Credit Indicator <input type="text"/>		
Item Number:	<input type="text"/>		<input type="text"/>				
Item Amount:	<input type="text"/>		<input type="text"/>				
Issue Date:	<input type="text"/>		<input type="text"/>	Date Format	<input type="text"/>		
Void Date:	<input type="text"/>		<input type="text"/>	Date Format	<input type="text"/>		
Payee:	<input type="text"/>		<input type="text"/>				
Payee Address 1:	<input type="text"/>		<input type="text"/>				
Payee Address 2:	<input type="text"/>		<input type="text"/>				
Payee Address 3:	<input type="text"/>		<input type="text"/>				
Payee Address 4:	<input type="text"/>		<input type="text"/>				
Void Indicator:	<input type="text"/>		<input type="text"/>	Yes Indicator	<input type="text"/>		
Stop Indicator:	<input type="text"/>		<input type="text"/>	Yes Indicator	<input type="text"/>		

Save
Reset
Cancel

CSV:

Edit File Format
?

Account Number:	<input type="text" value="Select Option..."/>						
Account Type:	<input type="text" value="Select Option..."/>	Chk <input type="text"/>	Sav <input type="text"/>	Christmas Club <input type="text"/>	GL <input type="text"/>		
Debit / Credit:	<input type="text" value="Select Option..."/>	Debit Indicator <input type="text"/>	Credit Indicator <input type="text"/>				
Item Number:	<input type="text" value="2"/>						
Item Amount:	<input type="text" value="4"/>						
Issue Date:	<input type="text" value="1"/>	Date Format	<input type="text" value="mmddyy"/>				
Void Date:	<input type="text" value="Select Option..."/>	Date Format	<input type="text"/>				
Payee:	<input type="text" value="3"/>						
Payee Address 1:	<input type="text" value="Select Option..."/>						
Payee Address 2:	<input type="text" value="Select Option..."/>						
Payee Address 3:	<input type="text" value="Select Option..."/>						
Payee Address 4:	<input type="text" value="Select Option..."/>						
Void Indicator:	<input type="text" value="Select Option..."/>	Yes Indicator	<input type="text"/>				
Stop Indicator:	<input type="text" value="Select Option..."/>	Yes Indicator	<input type="text"/>				

Save
Reset
Cancel

Steps for Uploading an ARP file

Step 1: Select type of file.

Step 2: Browse for file. Click **Upload**.

Upload Positive Pay Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your ARP Upload file, you may want to try another uploading method by clicking [here](#).

Upload file for: Full Recon PosPay

Upload File Type: CSV File

Select File: \\Kcserver\user directories

Step 3: Click on **View Details** link to review items.

Uploaded Files ?

File Name:	Format:	Type:	Related Account:	Upload Date:	Status:
Sample CSV.csv	Comma	ARP	Full Recon PosPay	04/23/2008	View Details

Step 4: Verify the item information is correct. Select **Approval**. A file must be approved prior to uploading another issued items file.

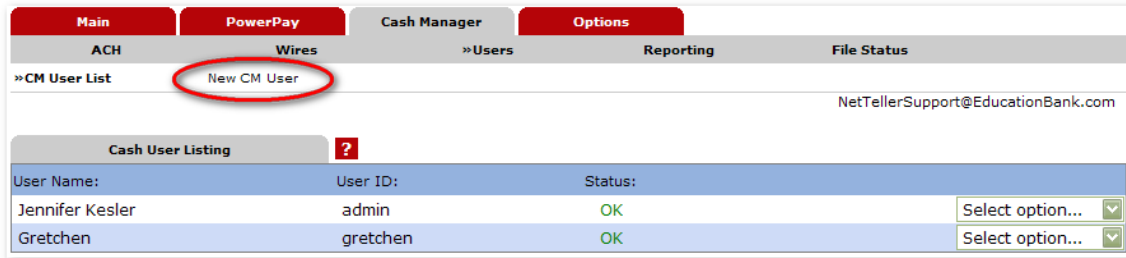
Upload Results ?

Status:	Check Number:	Date Issued:	Payee:	Amount:
Successful	0000008000	04/20/08	Mary Smith And Bros Inc	\$2.50
Successful	0000008001	04/20/08	Joe Jones	\$3.01
Successful	0000008002	04/20/08	Al Allen	\$8.74
Successful	0000008003	04/20/08	Sue Park	\$6.78
Total:				4 Checks \$21.03

Users

PROCEDURES – Set up a new Cash User

Step 1: Select **Users** from the **Cash Manager** tab. Click **New CM User**.



Step 2: Complete the User Settings.

The screenshot shows the 'Cash User Settings' form. It includes fields for User Name, User ID, Administration (set to No), Password, and Wire Password. There are checkboxes for 'Allow User Download' (checked) and 'Hold User'. An 'E-mail Address' field is also present. Below these fields is an 'Access Times' table with columns for 'Begin Time (hh:mm AM/PM)' and 'End Time (hh:mm AM/PM)'. The table lists days from Monday to Sunday, each with dropdown menus for hour, minute, and period. At the bottom, there are limit fields for 'Daily ACH Limit', 'Transfer Limit', 'Per Wire Limit', 'Daily Wire Limit', and 'Dual Wire Control Limit'. There are also several checkboxes for permissions: 'Display/Download ACH', 'Full ACH Control', 'Initiate ACH', 'Edit ACH', 'Upload ACH', 'Delete ACH', 'Import Transaction', 'Update Transaction', and 'Restricted Batch Access'. 'Submit' and 'Cancel' buttons are at the bottom left.

User Name: Name of Cash User.

User ID: Sign on for Cash User.

Administration:

No: Cannot create/edit Cash Users. Cannot change settings.

Yes: Full administrative rights. Can create/edit Cash Users and change settings (alias, password, email and account settings.)

Partial: Can change NetTeller settings (alias, password, email and account settings) but cannot create/edit Cash Users.

View: View-only authority. Cannot change any settings or Users.

Password: Establish a password for the Cash User. System will prompt the user to change the password at initial login and when password is reset.

Wire Password: 4-digit number needed to transmit a wire transfer to bank.

Allow User Download: Download and print prior day activity.

Hold User: If selected, user will not be able to log in. If user exceeds maximum login attempts, this box becomes checked. Uncheck the box and click Submit to unlock the user.

E-mail Address: User's email address. May only be modified by full administrator.

Access Times: Establish specific time frames Cash User can sign in.

Daily ACH Limit: Maximum amount user can initiate per day.

Transfer Limit: Maximum amount Cash User can transfer between accounts per transfer.

Per Wire Limit: Maximum amount user can transmit per wire.

Daily Wire Limit: Maximum amount user can transmit per day.

Dual Wire Control: User requires a second Cash User to approve transmitted wires.

Dual Wire Control Limit: Wires over this amount require a second level of approval.

Display/Download ACH: View batch details and download batch to .PDF or NACHA format.

Full ACH Control: Dual control setting for ACH. Allows Cash User to take multiple actions within a batch without requiring action from a second Cash User.

Restricted Batch Access: Cash User can view and work with restricted batches.

Work with ACH: Create/edit ACH batches and transactions.

Upload ACH: Upload NACHA files into ACH.

Initiate ACH: Send batch to Financial Institution for processing.

Delete ACH: Remove ACH batch from system.

Import Transaction: Upload transaction file into system (CSV, Fixed Position, tab delimited and NACHA).

Update Transaction: Upload transaction file into ACH. Will change dollar amount only for matching transactions. Will not create new transactions.

Step 4: Complete the Default Settings.

The image shows two screenshots of a web application interface. The top screenshot is titled "Cash User Setting" and shows a configuration page for a "New User". It contains three columns of checkboxes. The first column includes "Transaction Inquiry" (unchecked), "Statement Inquiry" (checked), "Current Day Balance" (unchecked), "Prior Day Balance" (unchecked), "Stop Inquiry" (checked), "Stop Additions" (checked), and "Work ACH Exceptions" (unchecked). The second column includes "Define Non-Rep Wires" (checked), "Edit Non-Rep Wires" (checked), "Define Rep Wires" (checked), "Edit Rep Wires" (checked), "Transmit Wires" (checked), "NetTeller Bill Pay" (unchecked), and "View Rates" (checked). The third column includes "Upload Positive Pay" (unchecked), "Work Positive Pay Items" (unchecked), "Download ARP File" (unchecked), "Upload ARP" (unchecked), "Work ARP Items" (unchecked), "Transfers" (checked), and "Order Checks" (unchecked). The bottom screenshot is titled "Select Accounts" and shows a configuration page with three columns of checkboxes. The first column includes "Select All" (unchecked), "Inventory" (checked), "Petty Cash" (checked), and "Savings" (unchecked). The second column includes "Operations" (checked) and "Personal" (checked). The third column includes "Payroll" (checked) and "Business" (checked). At the bottom of the "Select Accounts" screen are "Submit" and "Cancel" buttons.

Transaction Inquiry: View list of transactions

Statement Inquiry: View available NetTeller statements.

Current Day Balance: View current balance and activity totals.

Prior Day Balance: View balance and activity totals as of previous business day.

Stop Inquiry: View information on existing stop payments.

Stop Additions: Enter new stop payments.

Define Non-Rep Wires: Create new single wire transfers.

Edit Non-Rep Wires: Modify/delete single wire transfers.

Define Rep Wires: Create wire templates.

Edit Rep Wires: Modify/delete wire templates.

Transmit Wires: Initiate wire to Financial Institution for processing.

NetTeller Bill Pay: Access bill pay module.

View Rates: View Financial institution's interest rates if turned on.

Positive Pay Options: Does not apply to SilverLake.

Download ARP File: View/Print reconciliation files.

Upload ARP: Send issued items file to Financial Institution.

Work ARP Items: Determine to pay or return items that do not match issued items file.

Transfers: Move money between accounts.

Order Checks: Reorder checks if Financial Institution has functionality turned on.

Work ACH Exceptions: Make decisions to pay/return ACH exception items.

Select Accounts: Choose accounts that Cash User will have access to.

Step 5: Complete Account Settings (option must be turned on for Financial Institution).

The screenshot shows the 'Cash User Settings' form for user 'admin'. The 'View Access for Account' dropdown is set to 'Payroll'. The 'Per Wire Limit' is 999999999.00, and the 'Daily Wire Limit' is also 999999999.00. The 'Dual Wire Control' checkbox is unchecked, and the 'Dual Wire Control Limit' is 0.00. The 'Work ACH Exceptions' checkbox is unchecked. The following permissions are checked: Transaction Inquiry, Statement Inquiry, Current Day Balance, Prior Day Balance, Stop Inquiry, Stop Additions, Order Checks, Define Non-Rep Wires, Edit Non-Rep Wires, Define Rep Wires, Edit Rep Wires, Transmit Wires, and View Transfers. The following permissions are unchecked: Upload ARP File, Work ARP Items, Download ARP File, Transfer To, Transfer From, and Bill Pay. 'Submit' and 'Cancel' buttons are at the bottom.

View Access for Account: Select the account to work with.

Edit Wire Controls: Modify Default Wires Settings for account.

Edit Access Rights: Modify Default Access Rights for account.

Step 6: Contact Baker Boyer Bank at 509-525-2000 to activate new user.

User Name:	User ID:	Status:	
Company Admin	admin	OK	Select option... ▼
Sample User	user	Pending Approval	Select option... ▼

From: [redacted] Sent: Tue 3/16/2010 8:19 AM
To: [redacted]
Cc:
Subject: New/Modified Cash User Notification

Notice: Be aware of fraud!

The user, user, has been created or modified by admin. For security reasons, this user's access has been suspended pending our approval.

Please contact the Yellow Brick Bank to activate this user. If you did not create this user, please contact immediately at 913-555-1234.

Thank you for your business.

Reporting


Prior Day: Displays balance information, float information and activity totals for previous business day.

Prior Day Information		?	
Prior Account Information			
Payroll / Chihuahua Rescue			
Close of Business.....	June 19, 2009	Prior Day Activity	
		Debits	Credits
Available Balance....	50,436.80	ACH Items	
Collected Balance....	50,436.80	0.00	0.00
Ledger Balance.....	50,436.80	Inclearing	
Hold Amount.....	0.00	10.00	0.00
One-day Float.....	0.00	Over-the-counter	
Two-day Float.....	0.00	0.00	700.00
Three-day Float.....	0.00	Wires	
Over 3-day Float.....	0.00	0.00	0.00
		Transfers	
		0.00	0.00
		Total	
		10.	700.00

Current Day: Displays balance information and activity totals for current business day.

Current Day Information		?	
Current Account Information			
Operations / Chihuahua Rescue			
As of Date.....	January 26, 2007	Current Day Activity	
		Debits	Credits
Available Balance....	488,387.10	ACH Items	
Collected Balance....	3,497.44-	0.00	0.00
Ledger Balance.....	488,387.10	Inclearing	
Hold Amount.....	0.00	0.00	0.00
		Over-the-counter	
		8,715.46	500,600.00
		Wires	
		0.00	0.00
		Transfers	
		0.00	0.00
		Total	
		8,715.46	500,600.00
		Current Day Activity	938,987.10

Position: Displays balance information and transactions that posted to the account on the previous business day. All accounts will display.

Download Cash User 

To download:

1. Right-click the link below.
2. Select **Save Target As...** from the menu.
3. Use the dialog box to save the file in the folder you wish.

To view:

1. Left-click on the link below.

[Cash Management data](#)

File Status

File status tab displays all files that have been uploaded into the system and the status of the upload. This option shows both ACH and ARP files. The files drop off this list after 7 days.

Uploaded Files ?					
File Name:	Format:	Type:	Related Account:	Upload Date: ▾	Status:
kenny.ach	NACHA	ACH	N/A	04/22/2008	Uploaded

[Refresh List](#)

Options

Manage email addresses and passwords, account settings, display settings, and alerts.



Personal: Edit alias, passwords, company email address and Personal Question and Answer (used for Password Self Reset).

Modify Personal Settings ?

Current Email Address: jkesler@jackhenry.com
Change Email Address:
Reenter New Email Address:
Password Reset Question: college town
Password Reset Answer: fayetteville

Modify Login Information

NetTeller ID jen cm
Enter New
Enter New Again
NOTE: IDs must include at least one letter. Can not start with a number.

NetTeller Password
Enter Current
Enter New
Enter New Again
NOTE: Password must be AlphaNumeric 4 - 8 characters.

Cash Management Password: Enter Current
Enter New
Enter New Again
NOTE: Password must be AlphaNumeric 4 - 8 characters.

Cash Management Wire Password:
Enter Current
Enter New
Enter New Again

Account: Edit account pseudo names and change the order in which accounts display on account listing page.

Modify Account Settings ?		
Order:	Current Pseudo Name:	New Pseudo Name:
<input type="button" value="Move"/>	Inventory	<input type="text"/>
<input type="button" value="Move"/>	Payroll	<input type="text"/>
<input type="button" value="Move"/>	Operations	<input type="text"/>
<input type="button" value="Move"/>	Accounts Payable	<input type="text"/>
<input type="button" value="Move"/>	Missouri Offices	<input type="text"/>
<input type="button" value="Move"/>	Kansas Offices	<input type="text"/>

Display: Edit default view settings.

Establish Display Defaults ?	
Accounts	<input type="radio"/> 5 <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100 <input type="radio"/> All
Transactions:	<input type="radio"/> Since Last Statement <input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History
Bill Pay History:	<input type="radio"/> All History <input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History
ACH Batches:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100
ACH Transactions:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100
Wires - Transmit:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100
Wires - Edit/Add	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100
Transfer History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History
ACH History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History
Wire History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History
Download Lines:	<input type="radio"/> One Line <input type="radio"/> Two Lines <input type="radio"/> Three Lines <input checked="" type="radio"/> All Lines
Transfer Confirmation:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Alerts: Set up Event Alerts, Balance Alerts, Item Alerts and Personal Alerts.

Current Event Alerts ?		Edit Event Alerts
When the following Occurs:		Alert me:
There are currently no Event Alerts set up.		
Current Balance Alerts ?		Add Balance Alerts
When Balance In:	Goes:	Amount:
		Alert Me:
There are currently no Balance Alerts set up.		
Current Item Alerts ?		Add Item Alert
When Item number clears:	Account:	Alert Me:
There are currently no Item Alerts set up.		
Current Personal Alerts ?		Add Personal Alert
On the following date:	Remind me of:	Alert me:
There are currently no Personal Alerts set up.		