

# ***Cash Management***

## ***User Manual***



**FIRST CITIZENS**  
**NATIONAL BANK**

*Your Success Is Our Mission™*

### **CONTACT INFORMATION**

**First Citizens National Bank  
15 South Main Street  
Mansfield, PA 16933**

**800-326-9486**

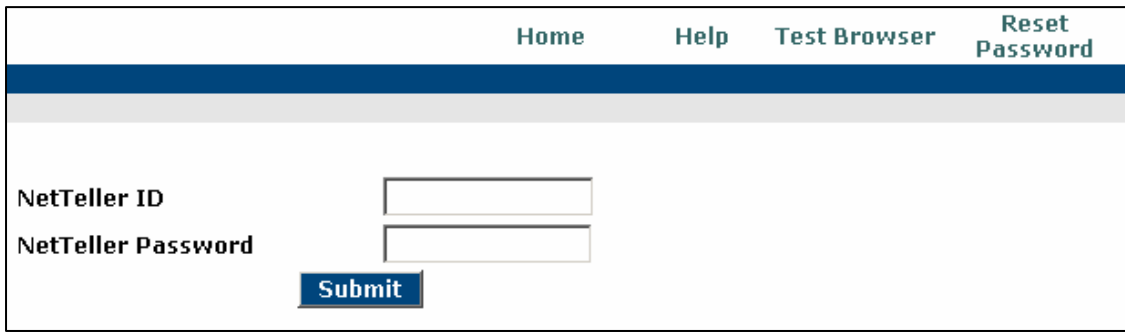
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## NETTELLER LOGIN SCREEN

This is the first screen you will see when accessing your accounts from the bank's login page. The first time any company user signs on, they each will enter the same 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 initial ID and Password, so 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 blue header bar containing the following links: Home, Help, Test Browser, and Reset Password. Below the header is a white form area. On the left side of the form, there are two labels: "NetTeller ID" and "NetTeller Password". To the right of each label is a white rectangular input field. Below the "NetTeller Password" field is a blue button with the text "Submit" in white.

### FIELD DESCRIPTIONS

**NetTeller 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). Passwords are case sensitive.

**Home:** Clicking on this tab will take you back to [www.firstcitizensbank.com](http://www.firstcitizensbank.com).

**Help:** At any time throughout NetTeller you can select the Help feature to view an explanation of the page and the fields on that page.

**Test Browser:** This feature allows you to verify that your Internet Browser supports the required encryption level of 128-bit.

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

### PROCEDURES

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

Type the appropriate Password in the Password field.

Click Submit.

## CHANGING PASSWORD OPTIONS

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, so be sure to safely and appropriately communicate it between your users.

[Home](#)   [Help](#)   [Test Browser](#)

**To safeguard access to your financial information, you are required to select a new PIN for future access to this service. We suggest you select a number that is easy to remember. Also, you may want to record the number in a secure place since your financial institution will not have record of it.**

Enter your current Password

Enter your new Password

Re-enter your new Password  (to verify the change)

### 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:** A 4–8 character alphanumeric password of your choice.

**Re-enter your new password:** Re-type your new password from the previous field.

### PROCEDURES

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

Type the new 4-8 character alphanumeric password of your choice, then click or tab to the next field.

Re-enter the exact 4-8 character alphanumeric password that you entered in the previous field.

Click Submit.

## CASH MANAGEMENT LOGIN SCREEN

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

### Cash Management User Sign On

Home Help Test Browser

Cash Management ID

Cash Management Password

### 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, and then click Submit.

### Cash Management User Single Signon

System Message

**Your new Cash Management Password has been activated.**

New Single Sign On ID

Enter Single Sign On Password (4-4 character, AlphaNumeric)

Reenter Single Sign On Password

Upon initial login, and Cash User password change, you will be prompted to enter a new, unique single signon 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 NetTeller ID and Password fields, versus the login for the company.

## ACCOUNT LISTING PAGE

Main	Wires	ACH	ARP	Options
Accounts				
<b>Hello!</b>				
View: <input type="text" value="10 Accounts"/> per page. Total Accounts: 2				
<b>Account Listing</b>				
<b>Account (click for details)</b>		<b>Balance</b>	<b>Status</b>	
<a href="#">Operating Account</a>		4,760.48		<input type="text" value="Select Activity ..."/>
<a href="#">Business Checking</a>		2,000.00		<input type="text" value="Select Activity ..."/>
<b>Customer Summary Information</b>				
2 Deposit accounts with a total balance of \$				
0 Loan accounts with a total balance of \$0.00				

### FIELD DESCRIPTIONS

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

**Accounts:** This is the default module when you log in to NetTeller. The Main screen lists the accounts to which you have access through NetTeller. Click the Pseudo account name for more account details.

**Wires:** Use this tab to access the Wires module. This is where you set up, maintain and send Wire Transfers.

**ACH:** Use this tab to access the ACH module to set up, maintain, and initiate ACH Batches (Payroll, Tax Payments, etc.)

**ARP:** Use this tab to access the Reconciliation module. This is where you upload and download files for reconciliation processing, and review Positive Pay files and exceptions.

**Options:** From the Options tab you can make changes to your NetTeller ID. Cash User Administration is also under Options. (Remember, if you change the initial sign on information, please communicate this change with all of your company's users.)

**Contact:** If you would like to send a secure message to the bank, use the Contact option. The information you include in the message is not sent through e-mail, but rather a secure connection. Therefore, feel free to include account information in your correspondence.

**Help:** At any time while logged in to NetTeller, you can click on Help for more information about the page you are on or modules you are using.

**Privacy Policy:** To view our Privacy Policy at any time click on the Privacy Policy tab.

**Logout:** Please use the Logout tab when you are finished with your eBanking session. Upon exiting, you will be directed to [www.firstcitizensbank.com](http://www.firstcitizensbank.com).

**Balance:** This is the account's real-time, available balance.

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

**Account Listing:** The accounts to which you have been given access via NetTeller will be listed.

**Customer Summary Information:** This will summarize the total dollar amount in your deposit accounts as well as any loan accounts displayed through NetTeller.

## ACCOUNT ACTIVIY OPTIONS

Account Listing		
Account	Balance	Status
Operating Account	\$10,344.80	Select Activity ...
Business Checking	\$20,720.42	Select Activity ...

Transactions  
Download  
Stop Payments  
Transfers  
Prior Day  
Statements

### FIELD DESCRIPTIONS

**Transactions:** Click on this option to view the transactions posted to your account during the current statement cycle, to search for a specific transaction, or to view your account information.

**Download:** Allows you to download your transaction history in various formats (Microsoft Money, Spreadsheet, etc.)

**Stop Payments:** Allows you to add or view stop payments for your account.

**Transfers:** Allows you to add, view, edit or delete account-to-account funds transfers that you have established. Transfers that have been set up by the bank may be viewed only.

**Prior Day:** Displays the prior day account information for the selected account. This information will be updated nightly.

**Statements:** Allows you to view your account statements. Your previous 90 days statement activity is always available. You will start accruing statement history when you are established as a NetTeller customer.

## TRANSACTIONS

Current Account: <input type="text" value="Operating Account"/>			Current Balance: 73,330.20		
			Available Funds: 73,330.20		
<b>Current Transactions</b>					
View Transactions Since <input type="text" value="Last statement"/>					
NOTE: Click on a column name to sort transactions by that column in ascending (▲) or descending (▼) order.					
Date ▼	Check No.	Account	Debits	Credits	Balance
01/30/2004	55322	CHECK 55322	(469.93)		73,330.20
01/30/2004		TRANSFER FROM SAVINGS ACCT 0131309		53.91	73,800.13
01/27/2004		ACH DEBIT	(200.00)		73,746.22
<i>Totals:</i>			<i>(669.93)</i>	<i>53.91</i>	
<b>Account Details</b>					
			Previous Statement Balance: 73,946.22		
			Yesterday's Balance: 73,330.20		

### FIELD DESCRIPTIONS

**Current Account:** Use the drop-down menu to change which account's transactions you are viewing.

**Current Balance:** This is your available balance for the current day.

**Available Funds:** This amount may include additional balances from other account types. Click the link to see the additional balances.

**View Transactions Since:** By default, transactions since your last statement will display. Use the drop-down menu to view the last 7, 15, or 30 days, or to Search Transactions. You can change the default setting in Options – Display.



## STOP PAYMENTS

Accounts	Wires	ACH	ARP	Options
Main	Transactions	Stop Payments	Transfers	Download   Prior Day   Statements
View Stop Payments for: <input type="text" value="Payroll Account"/>				<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px;">Add Stop Payment</a>
<b>Stop Payment List</b>				
Payee	Date	Number	Amount	
John Smith	03/18/04	1234	\$100.00	<a href="#">View</a>

### FIELD DESCRIPTIONS

**View Stop Payments for:** Using the drop-down menu, select the account for which you would like to view any stop payments.

**Add Stop Payment:** Select the account for which you would like to add the stop payment and then click the Add Stop Payment button. (See screen below for adding a stop payment.)

**Stop Payment Entry**

indicates a required field

<b>Check Date</b>	<input type="text" value="02/28/2006"/>
<b>Check Number</b>	<input type="text"/>
<b>Amount</b>	<input type="text"/> . <input type="text"/>
<b>Payee</b>	<input type="text"/>
<b>Remark</b>	<input type="text"/>

[Submit](#)
[Cancel](#)

### PROCEDURES

**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).

## STOP PAYMENT CONFIRMATION

Stop Payment Confirmation	
February 28, 2006 04:18 PM	
Name: Jessica Kenney	
Cash Management ID: admin	
Account Name: Operating Account	
Account Number: 430500	
Check Date: 02/28/06	
Check Number: 1234	
Amount: \$100.00	
Payee: Company	
Remark:	

Receipt of the confirmation page indicates the bank has placed the Stop Payment request on your account. \*Note: to revoke a stop payment placed on your account, please call the bank directly at 800-326-9486.)

## TRANSFERS

Accounts	Wires	ACH	ARP	Options
Main	Transactions	Stop Payments	Transfers	Prior Day

View Transfers for:  Add Transfer from:

**Transfer List**  
There are currently no scheduled transfers for this account.

### FIELD DESCRIPTIONS

View Transfers for: Using the drop-down menu, select the account for which you would like to view any scheduled transfers.

Add Transfer From: Select the account for which you would like to transfer funds from.

Accounts	Wires	ACH	ARP	Options
Main	Transactions	Stop Payments	Transfers	Prior Day

**New Transfer**

Transfer funds from:  Available Funds: 28,915.84  
Transfer funds to:   
Payment options: None  
Amount to transfer:   
Frequency:   
Date:   
Memo:

### PROCEDURES – Transfer Funds

Transfer funds from: This will default to the account selected on the previous screen. You may select another available account.

Transfer funds to: Select the account into which you would like to transfer funds.

Payment Options: Different payment options will be available if you are transferring to a loan account.

Amount to Transfer: Enter the dollar amount of the funds transfer.

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

Date: Enter the date the transfer should be made.

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

Transfer Funds Confirmation: After clicking Submit, a confirmation will display with the option to proceed with the Funds Transfer, or cancel the transfer. To turn this confirmation option off, choose Options – Display.

Transfer Funds Confirmation	
Transfer funds from	Business Checking
Transfer funds to	Operating Account
Payment options	None
Amount to transfer	100.00
Frequency	One Time
Date	3/2/2006
Memo	
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

Upon final confirmation, a page with a confirmation number and transfer details will display.

Transfer Funds Confirmation	
Transfer from account:	<b>Business Checking</b>
Transfer to account:	<b>Operating Account</b>
-----	
Transfer amount:	<b>\$100.00</b>
Date:	<b>December 06, 2005</b>
Transfer description:	<b>Internet banking transfer</b>
<b>Your transfer of funds has been scheduled.</b>	
<b>*****</b>	
<b>C O N F I R M A T I O N   N U M B E R</b>	
-----	
<b>1205050001</b>	
-----	
<b>Please retain this number for your reference</b>	
<b>*****</b>	

## PRIOR DAY

Close of Business....		Prior Day Activity	
		Debits	Credits
Available Balance....	1,600.00		
Collected Balance....	6,600.00		
Ledger Balance.....	6,600.00	0.00	0.00
Hold Amount.....	0.00		
		<b>Inclearing</b>	
One-Day Float.....		0.00	0.00
Two-Day Float.....			
Three-day Float.....		<b>Over the Counter</b>	
Over 3-day Float ...		0.00	500.00
		<b>Wires</b>	
		0.00	0.00
		<b>Transfers</b>	
		0.00	100.00
		<b>Total</b>	
		0.00	600.00

### FIELD DESCRIPTIONS

Prior Day information: A summary of transaction dollar amounts posted to your account the previous business day. This information is updated nightly.

## STATEMENTS

Accounts	Wires	ACH	ARP	Options
Main	Transactions	Stop Payments	Transfers	Prior Day   Statements
View Statements/Notices for: <input style="width: 100px;" type="text" value="Payroll Account"/>				
<b>View Statement/Notice List</b>				
Date	Description	View Details		
02/28/2006	This is your statement	<input type="text" value="Select Activity ..."/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

### FIELD DESCRIPTIONS

View Statements/Notices for: Using the drop-down menu, select the account for which you would like to view your statement.

View Statement/Notice List: Your statement activity will be available for the previous 90 days through NetTeller. Next to the statement you want to view, select the view type. Options are PDF, HTML, or Text.

View Statement/Notice				
Any Customer	Date	Page	1	
	Account Number		123456789	
CHECKING ACCOUNTS				
Account Title: Any Customer				
BUSINESS SWEEP CHECKING		Number of Enclosures	0	
Account Number	123456789	Statement Dates	02/01 thru 02/28	
Previous Balance	13.52	Days in the statement period	33	
2 Deposits/Credits	60.14	Average Ledger	21.68	
1 Checks/Debits	2.00	Average Collected	21.68	
Service Charge	.00			
Interest Paid	.00			
Current Balance	71.66			
-----				
Transactions By Date Posted				
Date	Description	Withdrawals	Deposits	Balance
02/01	PREVIOUS BALANCE			13.52
02/25	Transfer From Checking		42.14	55.66
	ACCOUNT NUMBER 123456789			
02/28	Transfer To Checking	2.00		53.66
	ACCOUNT NUMBER 123456789			
02/28	Transfer From Checking		18.00	71.66
	ACCOUNT NUMBER 123456789			
-----				
Electronic Banking Transaction Summary				
		Date	Amount	DR/CR
02/25	42.14 CREDIT	02/28	18.00	CREDIT
02/28	2.00 DEBIT			

## WIRES – Edit/Add

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Transmit	Edit/Add	Transmit Templates	Activity			
View Wires for: Operating Account						<b>Add Wire</b>
Edit/Add List						
View 50 Wires per page. Total Wires:						
Name	Seq	Rep	Status	Amount	Rec FI	Rec Account #
<input type="checkbox"/> Wire 1	1	N	Ready	\$100.00	ABC Bank	123456789
<b>Delete Selected</b>						Select Activity...

### FIELD DESCRIPTIONS

View Wires for: Using the drop-down menu, select the account for which you would like to view or edit wire transfers.

Add Wire: Select the account for which you want to add the wire transfer, then click the Add Wire button.

Define New Wire for account	
General Wire Information	
<a href="#">Click here for international wire input screen</a>	
WireName	<input type="text"/>
Credit Account Information	
Credit Account #/Type	<input type="text"/> Demand
Credit Account Name	<input type="text"/>
Credit Account Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Receiving Bank Information	
Receiving Bank ABA Number	<input type="text"/> <a href="#">Search for ABA #</a>
Receiving Bank Name	<input type="text"/>
Receiving Bank Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Wire Information	
Remarks	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Repetitive Wire <input type="checkbox"/>	

**PROCEDURES – Add Wire Transfer**

The default entry screen for a Wire Transfer is Domestic Wire Entry. To enter an International Wire, click the 'Click here for international wire input screen' link. The additional wire fields will display (see image at bottom of page)

Wire Name: Enter a unique name for the wire. This is for identification purposes only.

Credit Account #/Type: Enter the account number which you are crediting. Using the drop-down menu, select whether the account you are crediting is a Demand (Checking) or Savings account.

Credit Account Name: Enter the name of the company or person who will be receiving the wire.

Credit Account Address: Enter the address of the company or person who will be receiving the wire.

Receiving Bank ABA Number: Enter the ABA (routing) number of the bank where the credit account is held. If you do not know this number, use the 'Search for ABA #' link to search by bank name, city or state. (See ABA Lookup screens below.)

Receiving Bank Address: Enter the address of the bank to which you are sending the wire transfer.

Remarks: Enter any remarks or comments for the wire (invoice #, person's attention).

Repetitive Wire: If you want this wire to be saved on NetTeller so it can be edited/sent again in the future, click the repetitive check box.

Amount: Enter the amount of the wire transfer.

Submit: Click submit to complete the wire transfer entry. NOTE: You must still Transmit the wire for it to be processed (see next section).

**International Wire Input Screen**

**ABA Search**

Click on ABA Number to select

Available ABA Numbers - Wires							
ABA#	Short Name	Bank Name	Address	City	ST	Zip	Phone#
XXXXXXXX	Bank	Bank	100 Main	Anytown	USA	12345	

**Close**

**ABA Search/Selection**



## WIRES – Transmit Single Wire

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
<a href="#">Transmit</a>	<a href="#">Edit/Add</a>	<a href="#">Transmit Templates</a>	<a href="#">Activity</a>			
View Wires for: <span style="border: 1px solid black; padding: 2px;">Operating Account</span> ▼						
<b>Transmit List</b>						
View <span style="border: 1px solid black; padding: 2px;">50 Wires</span> ▼ per page. Total Wires:						
Name	Seq	Rep	Status	Amount	Rec FI	Rec Account #
<input type="checkbox"/> Wire 2	139	N	Ready	\$1,000.00	ABC Bank	1234567890
						<span style="border: 1px solid black; padding: 2px;">Select Activity...</span> ▼
<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid black;">Transmit Selected</span>						

### FIELD DESCRIPTIONS

**Transmit:** The transmit option will display next to Wire Transfers ready to be sent to the bank for processing. A single Wire Transfer can be transmitted only once daily, and must be transmitted on the day of processing (cutoff times apply). Future dated wires are not available. Click the Transmit link to complete the Wire Transfer process. The Transmit tab will only display to those users who have authorization to transmit Wire Transfers.

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
<a href="#">Transmit</a>	<a href="#">Edit/Add</a>	<a href="#">Transmit Templates</a>	<a href="#">Activity</a>			
<b>Transmit Wire Transfer From (Non-Repetitive)</b>						
Wire Name: Wire 2						
<b>Credit Account Information</b>						
Account #/Type: 1234567890 / Demand						
Name: ABC Company						
Address: 1						
<b>Receiving Bank Information</b>						
ABA Number: 101102315						
Name: ABC Bank						
Address: 1						
<b>Wire Information</b>						
Repetitive Wire: This is set up as a one-time wire						
Amount: \$1,000.00						
Remarks:						
Wire Password <input style="width: 100px;" type="text"/>						
<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid black;">Transmit</span> <span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid black; margin-left: 10px;">Cancel</span>						

### PROCEDURES – Transmit Wire

**Wire Password:** After verifying the Wire Transfer information is correct, enter your 4-digit Wire Password assigned by the bank and click Transmit.

## WIRES – Transmit Repetitive Wire

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Transmit	Edit/Add	Transmit Templates	Activity			
View Wires for: Operating Account						
Transmit Templates List						
View 50 Wires per page. Total Wires: 1						
Name	Seq	Rep	Status	Amount	Rec FI	Rec Account #
<input type="checkbox"/> Wire 1	12	Y	Ready	\$1,000.00	ABC Bank	1234567890
						Select Activity...
<b>Transmit Selected</b>						

### FIELD DESCRIPTIONS

Transmit Templates: The transmit option will display next to Repetitive Wire Transfers ready to be sent to the bank for processing. A Repetitive Wire Transfer can be transmitted multiple times daily, and must be transmitted on the day of processing (cutoff times apply). Future dated wires are not available. Select Transmit from the drop-down menu next to the wire, or click the box to the left on one or more wires to 'Transmit Selected' wires. The Transmit tab will only display to those users who have authorization to transmit Wire Transfers.

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Transmit	Edit/Add	Transmit Templates	Activity			
Transmit Wire Transfer From						
Wire Name: Wire 2						
Credit Account Information						
Account #/Type: 1234567890 / Demand						
Name: ABC Company						
Address: 1						
Receiving Bank Information						
ABA Number: 101102315						
Name: ABC Bank						
Address: 1						
Wire Information						
Repetitive Wire: Y						
Amount: \$1,000.00						
Remarks:						
Wire Password <input type="text"/>						
<b>Transmit</b> <b>Cancel</b>						

### PROCEDURES – Transmit Repetitive Wire

Wire Password: After verifying the Wire Transfer information is correct, enter your 4-digit Wire Password assigned by the bank and click Transmit.

## WIRES – Wire Transfers requiring Dual Control

This wire requires two-person authorization before it can be transmitted.  
Enter your Wire PIN and select Approve to begin this process.

Wire PIN

Approve

Cancel

### PROCEDURES – Dual Control Wires

Dual Control Wires: If a Wire Transfer is at or above the Dual Control limit for the user, the wire must be approved by a second user. Upon the second user entering their Wire PIN and clicking 'Approve', the Wire is sent to the bank for processing.

A user's Dual Control limit can be changed under Options – Cash Mgmt Users.

## ACH Batch List

Main	Bill Payment	Wires	ACH	ARP	Options
<a href="#">Batch List</a>	<a href="#">Search</a>	<a href="#">Upload</a>	<a href="#">Upload Status</a>	<a href="#">Tax Payment</a>	<a href="#">Activity</a>   <a href="#">Import Layout</a>
View <span style="border: 1px solid black; padding: 2px;">50 Batches</span> per page. Total Batches: 2			Create new batch for: <span style="border: 1px solid black; padding: 2px;">Select Company</span>		
ACH Batch List					
Status	Batch	Type	Company	Debits	Credits
<input type="checkbox"/> Ready	March Payroll	PPD	MY COMPANY	\$2,400.00	\$2,400.00
Processed	PNT-my company pr	PPD	MY COMPANY	\$0.00	\$0.00
<span style="border: 1px solid black; padding: 2px 10px; background-color: #0056b3; color: white; display: inline-block;">Quick Initiate</span>					

### FIELD DESCRIPTIONS

**ACH Batch List:** This list will contain the ACH Batches you have entered or uploaded into NetTeller.

**Create new batch for:** Using the drop-down menu, select the company for which you want to create a new ACH Batch.

**Status**

**Ready** – The batch is ready to be initiated and sent to the bank for processing.

**Initiated** – The batch has been initiated and sent to the bank for processing, but the bank has not yet processed the batch.

**Processed** – The bank has processed the batch. Following the bank’s End of Day processing, the batch will return to a Ready or Pending status.

**Uploaded** – The batch has been uploaded from a 3<sup>rd</sup> party software. Batches can be initiated while in uploaded status.

**Category:** Each batch should have a unique category name. This can be generic (Payroll) or specific (033106 Payroll).

**Type:** This is the class code for the ACH Batch. Use the drop-down menu to select a different standard entry class code.

**Company:** This is the company for which the batch has been established.

**Debits:** This is the total of all debit transactions for the batch. Batches must have equal debits and credits to be initiated. The dollar amounts for batches not in balance will display in red.

**Credits:** This is the total of all credit transactions for the batch. Batches must have equal debits and credits to be initiated. The dollar amounts for batches not in balance will display in red.

**Quick Initiate:** To initiate more than one batch at a time, select the batches to initiate by clicking in the box to the left of the batch. Once the batches have been selected, click Quick Initiate. You will be able to enter the effective date of each batch on the next screen.

## New ACH Batch

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Batch List	Search	Upload	Tax Payment	Activity	Import Layout	
<b>ACH Batch Header</b>						
Batch	<input type="text"/>	SEC Code	Select SEC Code <input type="button" value="v"/>			
Company:	MY COMPANY	Company ID:	123456789			
Discretionary Data:	PAYROLL	Entry Description:	PAYROLL			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>						

### PROCEDURES – Set up a new ACH Batch

At the ACH Batch List page, click on "Create new batch for:" and select company. You will receive a batch header screen as shown above.

Complete the following fields:

**Batch:** Enter a unique name for this batch, which can be generic (Payroll) or specific (Payroll 031504).

**SEC Code:** Choose the correct SEC Category Code for the batch.

**Company:** The company selected in the previous screen will prefill. This name, along with the Entry Description, will be transmitted with the transaction.

**Company ID:** The Tax ID number of the selected company.

**Discretionary Data:** A description of the batch.

**Entry Description:** This description, along with the Company Name, will transmit with the transaction.

Click Submit

## ACH - Add Transactions

Add Multiple Transactions		Import Transaction
<b>Edit ACH Transaction</b>		
<b>Transaction Information</b>		
Name	<input type="text"/>	Addenda type <input type="text" value="00-No Addenda Information"/>
ID#	<input type="text"/>	Addenda <input type="text"/>
Amount	<input type="text" value="0"/> . <input type="text" value="00"/>	Prenote <input type="checkbox"/>
<b>Receiving Financial Institution Information</b>		
Routing#	<input type="text"/> <a href="#">Search for ABA#</a>	Account Type <input type="text" value="Checking"/>
Account#	<input type="text"/>	Transaction Type <input type="radio"/> Debit <input checked="" type="radio"/> Credit
		Status <input checked="" type="radio"/> Active <input type="radio"/> Hold
		<input type="button" value="Quick Add"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

### PROCEDURES – Add Transactions

Complete the following fields (for multiple records, click 'Add Multiple Records', or to Import Transactions, click 'Import Transactions' - see next sections):

Name: Enter the name of the person or company you are going to credit or debit.

ID#: Enter the ID number of the person or company you are going to credit or debit. This can be a social security number, employee number, name, etc.

Amount: Enter the amount of the transaction.

Prenote: If this transaction should also be created as a prenote, click the Prenote box. A separate Prenote batch will be created.

Routing #: Enter the routing number for the transaction or use the search feature to look up the ABA number.

Account Number: Enter the account number to which you will be sending the transaction.

Account Type: Using the drop-down menu, choose the type of account that corresponds to the account number entered.

Transaction Type: Choose whether the transaction is a Credit or Debit.

Status: You can hold a transaction if you want the transaction to be part of the batch, but you do not want it to be transmitted with this batch.

Click Quick Add to enter another transaction.

Click Submit when all transactions have been entered.

ACH - Add Multiple Records

Batch: Prenote\*

Multi-Transaction Entry							
	Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
2					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
3					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
4					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
5					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
6					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
7					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
8					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
9					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
10					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
11					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
12					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
13					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
14					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>
15					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/> <input checked="" type="radio"/>

**PROCEDURES – Add Multiple Records**

Enter the Name, ID, Routing #, Account #, Type of Account, Amount and Debit/Credit designator for each transaction.

Up to 15 transactions may be added per page.

Prenote: Select this option to have the system automatically create a separate \$0 prenote batch, which can be initiated prior to the actual batch.

Click Quick Add to add more transactions, or Submit to complete the batch.

## Batch Activity

**System Message**  
Successfully submitted 3 transactions.

View  per page. Total Transactions: 3 **Add Transaction**

**ACH Transaction List**

<b>Batch</b>	<input type="text" value="March Payroll"/>	<b>SEC Code</b>	<input type="text" value="PPD"/>
<b>Company Name</b>	<input type="text" value="MY COMPANY"/>	<b>Company ID</b>	<input type="text" value="123456789"/>
<b>Discretionary Data</b>	<input type="text" value="PAYROLL"/>	<b>Description</b>	<input type="text" value="PAYROLL"/>

NOTE: Click on a column name to sort Transactions by that column in ascending (▲) or descending (▼) order.

Name	ID Number	Account	RT	Amount	CR/DR	Held		
SMITH, JOHN		1234567890	111111111	\$1,200.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
JONES, SALLY		1234567890	111111111	\$1,200.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
PAYROLL OFFSET		0987654321	111111111	\$2,400.00	DR		<a href="#">Edit</a>	<a href="#">Delete</a>
				<b>Total Debits \$2,400.00</b>			<b>Total Credits \$2,400.00</b>	

### FIELD DESCRIPTIONS

Add Record: Click Add Record to add transactions to the batch.

Return: Click return to go to the Batch List.

<b>NetTeller</b>	<b>Bill Payment</b>	<b>Wires</b>	<b>ACH</b>	<b>ARP</b>	<b>Options</b>	<b>File Status</b>
<a href="#">Batch List</a>	<a href="#">Search</a>	<a href="#">Upload</a>	<a href="#">Tax Payment</a>	<a href="#">Activity</a>	<a href="#">Import Layout</a>	

View  per page. Total Batches: 2 Create new batch for:

**ACH Batch List**

	Status	Batch ▲	Type	Company	Debits	Credits	
<input type="checkbox"/>	Ready	March Payroll	PPD	MY COMPANY	\$2,400.00	\$2,400.00	<input type="text" value="Select Activity..."/>
	Processed	PNT-my company pr	PPD	MY COMPANY	\$0.00	\$0.00	<input type="text" value="Select Activity..."/> <ul style="list-style-type: none"> <li>View</li> <li>Download</li> <li>Edit</li> <li>Quick Edit</li> <li>Copy</li> <li>Import Transactions</li> <li>Delete</li> <li>Initiate</li> </ul>

**Batches in Ready status must be Initiated to send to the Bank for processing.**

### FIELD DESCRIPTIONS – Batch Activity Options

View: Use this option to view the transactions entered for this batch.

Download: You can download an ACH summary in .pdf or NACHA format. .pdf format requires Adobe Acrobat Reader.

Edit: Allows you to edit, delete or add transactions, or modify the Batch Header information.

Quick Edit: Allows you to change the amount, debit/credit setting, hold, or prenote status.

Copy: Allows you to make a duplicate of the batch.

Import Transactions: Allows you to import non-NACHA files to create an ACH batch. Imported files must match your specified Import Layout format (see Import Layout).



Delete: Deletes the batch from NetTeller. The batch will no longer exist in the batch list for future use.

Initiate: Use this option to send the batch to the bank for processing.

### ACH – Batch Initiation

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Batch List	Search	Upload	Tax Payment	Activity	Import Layout	
View 50 Batches per page. Total Batches: 2		Create new batch for: Select Company				
ACH Batch List						
Status	Batch	Type	Company	Debits	Credits	
<input type="checkbox"/>	Ready March Payroll	PPD	MY COMPANY	\$2,400.00	\$2,400.00	Select Activity...
<input checked="" type="checkbox"/>	Processed PNT-my company pr	PPD	MY COMPANY	\$0.00	\$0.00	Select Activity... View Download Edit Quick Edit Copy Import Transactions Delete Initiate

### PROCEDURES – Initiate ACH

Choose Initiate from the drop-down menu to the right of the batch. To initiate more than one batch at a time, click the checkbox to the left of the batch or batches, and click 'Quick Initiate'.

View 50 Transactions per page. Total Transactions: 3						
ACH Transaction List						
<b>Batch</b>	March Payroll	<b>SEC Code</b>	PPD			
<b>Company Name</b>	MY COMPANY	<b>Company ID</b>	123456789			
<b>Discretionary Data</b>	PAYROLL	<b>Description</b>	PAYROLL			
NOTE: Click on a column name to sort Transactions by that column in ascending (▲) or descending (▼) order.						
Name	ID Number	Account	RT	Amount	CR/DR	Held
SMITH, JOHN		1234567890	111111111	\$1,200.00	CR	
JONES, SALLY		1234567890	111111111	\$1,200.00	CR	
PAYROLL OFFSET		64321	111111111	\$2,400.00	DR	
				<b>Total Debits \$2,400.00</b>	<b>Total Credits \$2,400.00</b>	

February 2006						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### PROCEDURES – Initiate ACH

Click on the calendar to choose an Effective Date for the batch.

Choose Reset amounts to \$0.00 after processing batch if you want the dollar amounts of the transactions to be zero the next time you edit the batch.

Click Initiate

A system message will display the initiated batch confirmation number.

After the bank processes the batch, the status will change to Processed. The next business day the batch status will return to Ready and the batch can then be edited or initiated again.

System Message					
Batch newbatch initiated. Confirmation: 0315040001					
					Create new batch for: <input type="text" value="Select Company"/>
ACH Batch List					
Status	Batch	Type	Company	Debits	Credits
Initiated	March Payroll	PPD		\$2,400.00	\$2,400.00
					<input type="text" value="Select Activity..."/>

## SEARCH ACH

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
<a href="#">Batch List</a>	<a href="#">Search</a>	<a href="#">Upload</a>	<a href="#">Tax Payment</a>	<a href="#">Activity</a>	<a href="#">Import Layout</a>	
Search Transactions						
Name	ID Number	Batch	Amount	Prenote	Held	
<input type="text" value="Smith"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Search"/>						

## PROCEDURES – Search ACH

You can search across all batches for a record or transaction. Enter the search criteria and click Search.

Search Results						
NOTE: Click on a column name to sort Transactions by that column in ascending (▲) or descending (▼) order.						
Name	ID Number	Batch	Account	Amount	CR/DR	Held
SMITH, JOHN		March Payroll	1234567890	\$1,200.00	CR	<a href="#">Edit</a> <a href="#">Delete</a>

The results will allow you to make changes or delete transactions from one screen, versus searching through each batch one at a time.

## UPLOAD ACH

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Batch List	Search	Upload	Tax Payment	Activity	Import Layout	
<b>Upload ACH File</b>						
Enter the name of the file you wish to upload (some browsers will provide a <b>Browse</b> button to help you find the file). Click the <b>Upload</b> button. If you are consistently having trouble uploading your ACH file, you may want to try another uploading method by clicking <a href="#">here</a> .						
File Name:	<input type="text"/>	Browse...	<b>Upload</b>			

### PROCEDURES – Upload ACH

File Name: Enter the file name/path or Browse for the NACHA formatted file you want to upload.

Click Upload

To check the status of the upload, click File Status from the menu bar.

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
<b>Uploaded Files</b>						
						<a href="#">Refresh List</a>
<b>File Status Results</b>						
File Name	Format	Type	Related Account	Upload Date	Status	
Payroll	NACHA	ACH	NA	06/15/2005	89% Complete	
Bonuses	CSV	ACH	NA	05/05/2005	<a href="#">View Details</a>	

## TAX PAYMENTS – Federal

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status	
Batch List	Search	Upload	Tax Payment	Activity	Import Layout		
<b>Add Tax Payment</b>							
Category	Tax FD	<input type="text"/>	Receiving Institution	<a href="#">Lookup</a>			
Pay to	<input type="text" value="Federal"/>						
Company Name	<input type="text" value="Select Company"/>		Tax Period	<input type="text" value="mm/yy"/>			
Tax Code	<input type="text"/>						
Taxpayer ID	<input type="text"/>						
Payment Amount	<input type="text" value="0"/>	<input type="text" value="00"/>					
Pay from Account	<input type="text" value="Select Account"/>						
Tax Information ID 1	<input type="text"/>	Amount	<input type="text" value="0"/>	<input type="text" value="00"/>			
Tax Information ID 2	<input type="text"/>	Amount	<input type="text" value="0"/>	<input type="text" value="00"/>			
Tax Information ID 3	<input type="text"/>	Amount	<input type="text" value="0"/>	<input type="text" value="00"/>			
			<input type="button" value="Quick Add"/>	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>		

### PROCEDURES – Add Tax Payment - Federal

Select Tax Payments from the ACH Menu and complete the following fields:

**Category:** Enter a unique Batch Name or Number for this tax payment.

**Pay to:** Using the drop-down menu, choose Federal.

**Company Name:** Using the drop-down menu, choose the company for which you want to make the tax payment.

**Tax Code:** Click on the Lookup link and select the type of tax you are paying.

**Taxpayer ID:** Enter the Company’s Tax ID Number.

**Payment Amount:** Enter the amount of the tax payment.

**Pay from Account:** Using the drop-down menu, select the account from which you want the funds for the tax payment debited.

**Receiving Routing Number:** Click on the Lookup link to select the Bank that receives Federal Tax Payments for your region. Choosing the bank will fill in the Routing and Account Number fields.

**Receiving Account Number:** This will fill in automatically when using the Lookup link under the Routing Number field.

**Tax Period:** Enter the Tax Period for which you are making the payment.

For use with Tax Code 94105 – Employer’s Quarterly Tax Return

**Tax Information ID 1941 Amount:**

The Social Security portion of the payment.

**Tax Information ID 2941 Amount:**

The Medicare portion of the payment.

**Tax Information ID 3941 Amount:**

The Withholding portion of the payment.

Click Submit to complete the entry or Quick Add to add another Tax Payment.

You will be brought back to the ACH Batch List. The message successfully added Tax Payment will display.

You must initiate the batch to the bank for processing (see page 24 – Initiate ACH ACH Batch).

## TAX PAYMENTS – (Initiate)

View **50 Batches** per page. Total Batches: **1** Create new batch for: **Select Company**

ACH Batch List					
Status	Batch	Type	Company	Debits	Credits
<input type="checkbox"/>	Ready	Tax FD Tax	CCD	\$10.00	\$10.00

Select Activity...  
 Select Activity...  
 View  
 Download  
 Edit  
 Delete  
 Initiate

### PROCEDURES – Initiate Tax Payment

Choose Initiate from the drop-down menu to the right of the batch.

View **50 Transactions** per page. Total Transactions: **2**

ACH Transaction List					
Batch	Tax FD Tax		SEC Code	CCD	
Company Name			Company ID	12345689	
Discretionary Data			Description		
NOTE: Click on a column name to sort Transactions by that column in ascending (▲) or descending (▼) order.					
Name	ID Number	Account	Amount	CR/DR	Held
Federal	123456789	23401009	\$10.00	CR	
Offset	123456789	0000000000430500	\$10.00	DR	
			<b>Total Debits \$10.00</b>	<b>Total Credits \$10.00</b>	

Effective Date  
 Select Date

Reset amounts to \$0.00 after processing batch

**Initiate** **Cancel**

### PROCEDURES – Initiate ACH

Click the calendar to choose the Effective Date of the batch. This is the date when the transactions will post to the accounts.

Choose Reset amounts to \$0.00 after processing batch if you want the dollar amounts of the transactions to be zero the next time you edit the batch.

Click Initiate

System Message					
<b>Batch Tax FD initiated. Confirmation: 0316040001</b>					
					Create new batch for: <b>Select Company</b>
ACH Batch List					
Status	Category	Type	Company	Debits	Credits
Initiated	Tax FD		CCD	\$10.00	\$10.00

Select Activity...

A system message will display the initiated batch confirmation number.

After the bank processes the batch, the status will change to Processed. The next business day the batch status will return to Ready and the batch can then be edited or initiated again.

## TAX PAYMENTS – State (New)

Add Tax Payment			
Category	Tax . <input type="text"/>	Receiving Institution	<a href="#">Lookup</a>
Pay to	<input type="text" value="State"/>		
Company Name	<input type="text" value="Select Company"/>	Tax Period	<input type="text"/> <input type="text" value="mm/dd/yyyy"/>
Tax Code	<input type="text"/> <a href="#">Lookup</a>		
Taxpayer ID	<input type="text"/>		
Amount Type Code	<input type="text"/> <a href="#">Lookup</a>		
Payment Amount	<input type="text" value="0"/> <input type="text" value=".00"/>		
Pay from Account	<input type="text" value="Select Account"/>		
<input type="button" value="Quick Add"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

### PROCEDURES – Add Tax Payment - State

Select Tax Payments from the ACH Menu and complete the following fields:

**Category:** Enter a unique Batch Name or Number for this tax payment.

**Pay to:** Using the drop-down menu, choose the Tax Authority you want to pay.

**Company Name:** Using the drop-down menu, choose the company for which you want to make the tax payment.

**Tax Code:** Click on the Lookup link and select the type of tax you are paying.

**Taxpayer ID:** Enter the Company's Tax ID Number.

**Amount Type Code:** Click on the Lookup link to select the Amount Type Code for the type of tax you are paying.

**Payment Amount:** Enter the amount of the tax payment.

**Pay from Account:** Using the drop-down menu, select the account from which you want the funds for the tax payment debited.

**Receiving Routing Number:** Click on the Lookup link to select the Bank that receives Federal Tax Payments for your region. Choosing the bank will fill in the Routing and Account Number fields.

**Receiving Account Number:** This will fill in automatically when using the Lookup link under the Routing Number field.

**Tax Period:** Enter the Tax Period for which you are making the payment.

Click Submit to complete the entry or Quick Add to add another Tax Payment.

You will be brought back to the ACH Batch List. The message successfully added Tax Payment will display.

You must initiate the batch to the bank for processing.

## CASH MANAGEMENT USERS

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status	
Batch List	Search	Upload	Tax Payment	Activity	Import Layout		
						User ID <input type="text"/>	<b>Add User</b>
Cash Management Administration							
User ID	User Name	Status					
admin	Administrator	OK	Select ... <input type="text"/>				

### FIELD DESCRIPTIONS

User ID: The Cash Management ID assigned to the user.

User Name: The name of the Cash Management user.

Status: Status options are OK or Locked. Only the bank can unlock an Administrative User. The company's Administrative User can unlock other user's IDs.

Add User: Enter the name the new user (case sensitive) and click Add User to set up a new Cash User.

### User Settings

Edit Cash Management User			
User ID	user3		
User Name	<input type="text"/>	Administration	<input type="text" value="No"/>
PIN	<input type="text"/>	<input type="checkbox"/> Hold User	
Wire PIN	<input type="text"/>	<input checked="" type="checkbox"/> Allow Download	
E-mail Address	<input type="text"/>		
Limits Controls			
Daily ACH Limit	<input type="text" value="0"/> . <input type="text" value="00"/>	Per Wire Limit	<input type="text" value="0"/> . <input type="text" value="00"/>
Transfer Limit	<input type="text" value="0"/> . <input type="text" value="00"/>	Daily Wire Limit	<input type="text" value="0"/> . <input type="text" value="00"/>
Dual Wire Control	<input type="checkbox"/>	Dual Wire Control Limit	<input type="text" value="0"/> . <input type="text" value="00"/>
ACH Controls			
<input type="checkbox"/> Display ACH	<input type="checkbox"/> Work with ACH	<input type="checkbox"/> Initiate ACH	<input type="checkbox"/> Import Record
<input type="checkbox"/> Full ACH Control	<input type="checkbox"/> Upload ACH	<input type="checkbox"/> Delete ACH	<input type="checkbox"/> Update Record
<input type="checkbox"/> Restricted Category Access			
<b>Submit</b>		<b>Cancel</b>	



## **PROCEDURE – Add New Cash Management User – User Settings**

Complete the following fields:

User ID: This is established on the previous screen (Add User field)

User Name: Enter the full name of the new user.

User Held: If you want to block the Cash User's access to the system, place a check mark in the box. This can be used at any time if the user should be away from work for a period of time and you do not want them to log in. When a Cash User is locked due to too many invalid login attempts, this box will be checked. To unlock a user, un-check the box and type over the user's password to reset it. Leave the password fields blank to keep the current password.

Password: Enter the password for the user's sign on to NetTeller Cash Management. The user will be required to change this when they log in.

Administration:

Yes – The cash user will be able to add or edit other cash users, as well as make changes to the eBanking Options (PIN, Pseudo Account Names, etc.)

Partial – The cash user will be able to make changes to eBanking Options, but not add or edit cash users.

No – The cash user will only be able to change their cash user password or Wire PIN (if applicable).

View – The cash user will be able to view other Cash User's setup information, but not make any changes.

Allow Download: If the user should have access to download Prior Day Information files, check the box.

Wire PIN: If this user will have rights to Transmit Wire Transfers, enter a 4-digit wire password. This field is required if the Transmit Wires option is selected in the next section.

E-Mail Address: Enter the e-mail address of this user. This will be used to notify the user of responses to a secure message.

Daily ACH Limit: Enter the maximum dollar amount that the user will be able to initiate. This amount is per day. Please be sure to allow for credits and debits. Example: A batch with \$5000.00 in credits will require an ACH limit of \$10,000.00. More than one batch up to this limit may be sent by the user in the same day. Batches initiated by all users cannot exceed the limits set for the company or the bank.

Per Wire Limit: Enter the maximum dollar amount that the user will be able to initiate. This amount is per Wire Transfer. More than one wire up to this limit may be sent by the user in the same day. Wires initiated by all users cannot exceed the limits set for the company or the bank.

Transfer Limit: Enter the maximum dollar amount that the user will be able to transfer to another account. This amount is per transfer.

Daily Wire Limit: Enter the maximum dollar amount that the user will be able to initiate or approve per day. Wires that this user approves or transmits will be checked against this limit.

Dual Control: Check the box if wires for this user will require approval by a second user.

Dual Control Limit: If the Dual Control box is checked, all wires at and above the Dual Control Limit will require approval by a second user.

#### ACH Controls

Display ACH: Allows the user to view ACH batches and the associated transactions.

Work with ACH: Allows the user to add, edit, and delete ACH transactions from a batch, and create new ACH batches.

Initiate ACH: Allows the user to send an ACH batch to the bank for processing.

Full ACH Control: Allows the user to utilize all of their assigned functions without another user's involvement. If Full Control is not selected, users that create a batch will not be able to initiate the batch unless another user edits the batch first. Another user with Initiate capability can initiate the batch at any time.

Upload ACH: Allows the user to upload NACHA files.

Delete ACH: Allows the user to delete ACH batches.

Import ACH: Allows the user to import transactions (CSV, Fixed-position, etc.) in to a batch.

Update ACH: Allows the user to re-import transactions in to a batch to update the dollar amount of the transactions.

Restricted Batch Access: Allows the user to create and view ACH Batches that only Restricted Batch Access users can view, edit, or initiate.

### Global Settings

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Batch List	Search	Upload	Tax Payment	Activity	Import Layout	
<b>Select Access Rights</b>						
User ID: user1						
<input type="checkbox"/> Transaction Inquiry	<input type="checkbox"/> Define Non-Rep Wires	<input type="checkbox"/> Upload Positive Pay				
<input type="checkbox"/> Statement Inquiry	<input type="checkbox"/> Edit Non-Rep Wires	<input type="checkbox"/> Work Positive Pay Items				
<input type="checkbox"/> Current Day Balance	<input type="checkbox"/> Define Rep Wires	<input type="checkbox"/> Download ARP File				
<input type="checkbox"/> Prior Day Balance	<input type="checkbox"/> Edit Rep Wires	<input type="checkbox"/> Upload ARP				
<input type="checkbox"/> Stop Inquiry	<input type="checkbox"/> Transmit Wires	<input type="checkbox"/> Work ARP Items				
<input type="checkbox"/> Stop Additions	<input type="checkbox"/> Full Wire Control	<input type="checkbox"/> Transfers				
<input type="checkbox"/> Download	<input type="checkbox"/> View Rates	<input type="checkbox"/> Order Checks				
		<input type="checkbox"/> PowerPay				
<b>Select Accounts</b>						
<input type="checkbox"/> Select All						
<input type="checkbox"/> Business Checking						
<input type="checkbox"/> Operating Account						
		<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>		

#### PROCEDURE – Add New Cash Management User – Global Settings

Select the options to which the Cash User will have access. Options with a shaded box cannot be selected. Options allowed at the NetTeller ID level will be checked by default.

Define Non-Repetitive Wires: Allows the user to create a single wire transfer.

Edit Non-Repetitive Wires: Allows the user to edit a single wire transfer.

Define Repetitive Wires: Allows the user to create a Repetitive wire transfer.

Edit Repetitive Wires: Allows the user to edit a Repetitive wire.

Full Wire Control: Allows the user to utilize all of their assigned Wire functions without another user's involvement. If Full Control is not selected, users that create a wire will not be able to transmit the wire unless another user edits the wire first. Another user with Transmit capability can transmit the wire at any time.

Allowed to View: Select the account types or reports to which the Cash User will have access. Options with a shaded box cannot be selected.

Click Submit

### Account Settings

**View Access Detail**  
User: user1  
View Access for Account: Operating Account

**Edit Wire Controls**

Per Wire Limit: [ ] . [ ]      Daily Wire Limit: [ ] . [ ]  
Dual Wire Control:       Dual Wire Control Limit: [ ] . [ ]

**Edit Access Rights**

<input type="checkbox"/> Transaction Inquiry	<input type="checkbox"/> Define Non-Rep Wires	<input type="checkbox"/> Upload ARP File
<input type="checkbox"/> Statement Inquiry	<input type="checkbox"/> Edit Non-Rep Wires	<input type="checkbox"/> Work ARP Items
<input type="checkbox"/> Current Day Balance	<input type="checkbox"/> Define Rep Wires	<input type="checkbox"/> Download ARP File
<input type="checkbox"/> Prior Day Balance	<input type="checkbox"/> Edit Rep Wires	<input type="checkbox"/> Transfer To
<input type="checkbox"/> Stop Inquiry	<input type="checkbox"/> Transmit Wires	<input type="checkbox"/> Transfer From
<input type="checkbox"/> Stop Additions		<input type="checkbox"/> PowerPay
<input type="checkbox"/> Order Checks	<input type="checkbox"/> View Transfers	

Submit Cancel

### PROCEDURE – Add New Cash Management User – Account Settings

Edit Wires Controls: Further control the limits and Dual Control setting for the selected account.

Edit Access Rights: Select the options to which the Cash User will have access on an account-by-account basis. Options with a shaded box cannot be selected. Options allowed on the Global Settings screen will be checked by default for the accounts to which the user has access. Use the 'View Access for Account' drop-down menu to change accounts.

Click Submit

## OPTIONS

### Personal Options

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
Batch List	Search	Upload	Tax Payment	Activity	Import Layout	
						<a href="#">Reset Login Count</a>
<b>Personal Options</b>						
Change	Current		New			
Password (enter twice)	<input type="text"/>		<input type="text"/>			
Personal ID			<input type="text"/>			
Change E-mail Address			<input type="text"/>			
Single Sign On Maintenance - ID:	cmss		<input type="text"/>			
Single Sign On Maintenance - PIN:			<input type="text"/>		<input type="text"/>	
Personal Question	<input type="text"/>					
Personal Question Answer	<input type="text"/>					
<input type="button" value="Submit"/>						

#### FIELD DESCRIPTIONS – Personal Options

**Reset Login Count:** To clear the access counter on the Account Listing page, click the Reset Login Count link. The count will still include your current login.

**Password:** The password for the NetTeller ID (Company). Passwords must meet the criteria displayed to the left of the Password option.

**Personal ID:** The Personal ID for the NetTeller ID (Company). The Personal ID is used as a way to log in to NetTeller instead of using the 12-digit NetTeller ID.

**Change E-mail Address:** The e-mail address for the NetTeller ID (Company). An e-mail address must be entered in order to use the Password Self Reset feature.

**Single Sign On Maintenance - ID:** Edit your Single Sign On ID.

**Single Sign On Maintenance – PIN:** Edit your Single Sign On PIN.

**Cash Management Wire Password:** The password needed to transmit a Wire Transfer.

**Personal Question:** A question of your choice that will be presented when using the Password Self Reset feature.

**Personal Question Answer:** The answer to the Personal Question, which will need to be entered when using the Password Self Reset feature.

Click Submit to save changes.

## Account Options

Personal | Account | Alerts | Display | Cash Mgmt Users | Cash Mgmt Download

View: All Accounts per page. Total Accounts: 2

Account Options		
Change	Current	New
Account Pseudo Names	Business Checking	<input type="text"/>
	Operating Account	<input type="text"/>
Account Display Order	<div style="border: 1px solid gray; padding: 5px;"><div style="display: flex; justify-content: space-between;"><span>Business Checking</span><span>▲</span></div><div style="display: flex; justify-content: space-between;"><span>Operating Account</span><span>▼</span></div></div> <div style="text-align: center; margin-top: 5px;">↑ ↓</div>	

### FIELD DESCRIPTIONS – Account Options

**Account Pseudo Names:** Edit the display names for your accounts. For security reasons, please do not name the accounts your account number. Pseudo names cannot contain special characters.

**Account Display Order:** Edit the order in which your accounts are displayed on the Account Listing Page, as well as all account drop-down menus.

## Alerts

<a href="#">Personal</a>   <a href="#">Account</a>   <a href="#">Alerts</a>   <a href="#">Display</a>   <a href="#">Cash Mgmt Users</a>   <a href="#">Cash Mgmt Download</a>
<a href="#">Edit Event Alerts</a>
<b>Event Alert Options</b> No Event alerts have been set up.
<b>Note: Maximum of 15 Balance Alerts</b> <a href="#">Add Balance Alert</a>
<b>Balance Alert Options</b> No balance alerts have been set up.
<b>Note: Maximum of 15 Item Alerts</b> <a href="#">Add Item Alert</a>
<b>Item Alert Options</b> No item alerts have been set up.
<b>Note: Maximum of 15 Personal Alerts</b> <a href="#">Add Personal Alert</a>
<b>Personal Alert Options</b> No personal alerts have been set up.

### FIELD DESCRIPTIONS - Alerts

Alert notification can be e-mailed or viewed upon login to NetTeller. Additional fees may apply for e-mailed alerts.

**Event Alert Options:** Add alerts regarding incoming/outgoing ACH or Wires, ARP Notifications, etc. These events will remain active until edited by the user.

**Balance Alert Options:** Choose per account to be alerted of changes in your balance. These alerts will remain active until edited by the user.

**Item Alert Options:** Add alerts to notify you of a particular check clearing your account. These alerts will automatically delete when the activity occurs.

**Personal Alert Options:** Add text alerts to notify you on the selected date. These alerts will automatically delete after the alert has occurred.

## Display Options

Display Options	
Display Data	Select Default
Accounts	<input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100
Transactions	<input type="radio"/> Since Last Statement <input type="radio"/> 7 Days <input checked="" type="radio"/> 15 Days <input type="radio"/> 30 Days <input type="radio"/> Search History
Bill Pay History	<input type="radio"/> All History <input type="radio"/> 7 Days <input checked="" type="radio"/> 15 Days <input type="radio"/> 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 checked="" type="radio"/> 10 <input type="radio"/> 20 <input 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"/> 7 Days <input checked="" type="radio"/> 15 Days <input type="radio"/> 30 Days <input type="radio"/> Search History
ACH History	<input type="radio"/> 7 Days <input checked="" type="radio"/> 15 Days <input type="radio"/> 30 Days <input type="radio"/> Search History
Wire History	<input type="radio"/> 7 Days <input checked="" type="radio"/> 15 Days <input type="radio"/> 30 Days <input type="radio"/> Search History
Download Lines	<input type="radio"/> One <input checked="" type="radio"/> Two <input type="radio"/> Three <input type="radio"/> All
Transfer Confirmation	<input checked="" type="radio"/> Yes <input type="radio"/> No

### FIELD DESCRIPTIONS – Display Options

Choose the default display options for the options listed.

## FILE STATUS

NetTeller	Bill Payment	Wires	ACH	ARP	Options	File Status
<b>Uploaded Files</b>						
						<a href="#">Refresh List</a>
<b>File Status Results</b>						
File Name	Format	Type	Related Account	Upload Date	Status	
Payroll	NACHA	ACH	NA	06/15/2005	89% Complete	
Bonuses	CSV	ACH	NA	05/05/2005	<a href="#">View Details</a>	

All files uploaded in to NetTeller Cash Management will be listed here with the file details, upload date and upload status. Uploaded files will display for 3 days.