



SECURITY FINANCIAL BANK

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SECURITY FINANCIAL BANK  
CASH MANAGEMENT USER GUIDE

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## TABLE OF CONTENTS

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<b>Login Process</b> .....	<b>1</b>
Company Login .....	1
Cash User Login .....	3
Cash Management User Single Sign On.....	4
<b>Navigation</b> .....	<b>5</b>
<b>Account Listing Page</b> .....	<b>6</b>
<b>Account Activity Options</b> .....	<b>7</b>
Transactions.....	8
Transfers .....	9
Stop Payments .....	11
Statements .....	13
<b>Cash Manager</b> .....	<b>14</b>
<b>ACH</b> .....	<b>15</b>
Create an ACH Batch .....	15
Upload an ACH Batch .....	18
Import Transactions .....	19
Initiate an ACH Batch.....	23
Prenote Transactions .....	29
Batch List.....	33
Tax Payments.....	35
History.....	37
Search.....	38
<b>Wires</b> .....	<b>39</b>
Creating a Wire.....	39
Transmitting a Wire .....	41
History.....	43
<b>Users</b> .....	<b>44</b>
<b>Reporting</b> .....	<b>48</b>
<b>File Status</b> .....	<b>51</b>
<b>Options</b> .....	<b>52</b>

# LOGIN PROCESS

## COMPANY LOGIN

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Enter the ID assigned by the bank or company administrator 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)

Login to NetTeller [Enroll](#) [Test Browser](#) [Home](#)

Click the links below for helpful information  
[Supported Browsers](#) | [Tips for Preventing Fraud](#) | [Online Enrollment](#)

Welcome to NetTeller Training!

ID

Password  [Reset Password](#)

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## PROCEDURES

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

Type the appropriate Password in the Password field

Click **Submit**.

### **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.

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.

**Information Message**

**Password Change Required.**

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Change your Password (required):

Enter your current Password:

Enter your new Password:

Reenter your new Password:

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Change your ID (optional):

Your current ID:

Enter your new ID:  NOTE: User name cannot begin with a number or contain special characters.

Reenter your new ID:

**Continue**

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## PROCEDURES

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

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

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

Click **Submit**.

## CASH USER LOGIN

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Enter the Cash User ID and Password assigned by the bank or company administrator. This ID is unique to you.



The image shows a login form titled "Cash User Login". It features a blue header bar with the text "Cash User Login". Below the header, there are two input fields: "Cash Management ID" and "Cash Management Password". A blue "Login" button is positioned at the bottom right of the form.

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### PROCEDURES

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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

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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.

**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 :

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### PROCEDURES

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Type a new ID to use as your Single Sign On ID, then click or tab to the next field.

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

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

Click **Submit**.

## NAVIGATION



All available modules are displayed here. Modules enabled for you 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.

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### MODULE DESCRIPTIONS

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**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

Deposit Accounts <span>?</span>			View <a href="#">5</a>   <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">ALL</a>
Account (Click for Transaction Details)	Avail Balance	Status	
<a href="#">Operations</a>	\$5,014,597.32	Select Option <input type="button" value="v"/>	
<a href="#">Payroll</a>	\$1,108,626.45	Select Option <input type="button" value="v"/>	

Loan Accounts			View <a href="#">5</a>   <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">ALL</a>
Account (Click for Transaction Details)	Avail Balance	Status	
<a href="#">Inventory</a>	\$16,619.07	Select Option <input type="button" value="v"/>	

Customer Summary Information
2 Deposit accounts with a total balance of \$6,123,223.77 1 Loan accounts with a total balance of \$16,619.07
You last accessed your Internet Banking account on Wednesday, April 06, 2011 1:40:29 PM Central Time You have accessed Internet Banking 95 time(s) since Tuesday, June 29, 2010 10:30:33 AM Central Time <a href="#">Reset this counter</a>

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

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### FIELD DESCRIPTIONS

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**Balance:** This is the account's <available or ledger> 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
Account (Click for Transaction Details)	Avail Balance	Status
<a href="#">Operations</a>	\$5,014,597.32	Select Option
<a href="#">Payroll</a>	\$1,108,626.45	Select Option

Loan Accounts		View
Account (Click for Transaction Details)	Avail Balance	Status
<a href="#">Inventory</a>	\$16,619.07	

The dropdown menu for 'Operations' contains the following options: Transactions, Download, Statements, Stop Payments, Transfers, Prior Day, Current Day.

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

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### DROP-DOWN MENU ACTIVITIES

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**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.)

**Statements:** View your account statements. Statement history is available for up to <x> months.

**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.

## TRANSACTIONS

Main	Bill Payment	Cash Manager	Options		
Accounts	» Transactions	Transfers	Stop Payments	Statements	
» 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   <a href="#">7 Days</a>   <a href="#">15 Days</a>   <a href="#">30 Days</a>			
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.

## 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, there are tabs for '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 boxes for dollars and cents; 'Frequency:' with a dropdown menu showing 'One Time'; 'Transfer Date:' with a date input box showing '04/23/2008' and a calendar icon; and 'Transfer memo:' with a text input box. A red 'Submit' button is located at the bottom right of the form.

### PROCEDURES – ADD FUNDS TRANSFER

Enter transfer information.

**Transfers funds from:** 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.

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

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.

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**

## 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 secondary bar with 'Accounts', 'Transactions', 'Transfers', '»Stop Payments', and 'Statements'. The '»Stop Payments' option is selected. Below the navigation is a 'New' button and a '»Current' button. A dropdown menu is set to 'Accounts Payable'. Below that is a table titled 'Issued Stop Payments' with a red question mark icon. The table has columns for Account, Check Number, Amount, Payee, and Issue Date. One entry is shown: Account: Accounts Payable, Check Number: 1234, Amount: \$1.00, Payee: Jerry Smith, Issue Date: 04/21/08, with a 'View' link.

Account:	Check Number:	Amount:	Payee:	Issue Date:
Accounts Payable	1234	\$1.00	Jerry Smith	04/21/08 <a href="#">View</a>

### STOP PAYMENT SUB-MENU NAVIGATION OPTIONS

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

**Current:** View Stop Payment placed on the selected account.

The screenshot shows a 'New Stop Payment' form with a red question mark icon. At the top right are buttons for 'Enter', 'Review', and 'Finish'. A note indicates '\* Required Field'. The form fields are: 'Add Stop Payment for Account:' with a dropdown menu set to 'Accounts Payable'; '\* Check Date:' with a date field set to '04/23/2008' and a calendar icon; '\* Start Check Number:' with an empty text field; '\* Amount:' with a dollar sign and two empty input fields for dollars and cents; '\* Payee:' with an empty text field; and 'Remarks:' with a larger empty text area. At the bottom are 'Submit' and 'Cancel' buttons.

### PROCEDURES – ADD A STOP PAYMENT

Enter Stop Payment information

**Add Stop Payment for Account:** Select the account to which the Stop Payment is for.

**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.

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

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

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

The screenshot shows a web form titled "New Stop Payment" with a red question mark icon. The form is divided into three tabs: "Enter", "Review", and "Finish", with "Review" currently selected. The form contains the following text:

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**

At the bottom of the form, there are two red buttons: "Edit" and "Confirm".

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.

This screenshot is similar to the previous one, showing the "New Stop Payment" form in the "Review" tab. The data is identical, but the "Check Date" is now "042308". Below the "Remarks" field, there is a "Signature:" label followed by a horizontal line for a signature. At the bottom center, there is a red button labeled "Add Another Stop".

*\*You must contact your bank to revoke any Stop Payments.*

## STATEMENTS

The screenshot shows a software interface for viewing statements. At the top, there is a navigation bar with tabs for 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below this, a secondary bar contains 'Accounts', 'Transactions', 'Transfers', 'Stop Payments', and '»Statements'. A dropdown menu labeled 'View Statements for:' is set to 'Payroll'. Below this is a 'View Statements' button with a red question mark icon. The main content is a table with three columns: 'Statement Date:', 'Description:', and 'Select Format to View:'. The table contains three rows of data, each with a date, the text 'This is your statement', and a 'Select option...' dropdown menu.

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 <x> days. 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
- Positive Pay
- User Administration
- Reporting
- File Status (for uploaded files)

# ACH

## CREATE AN ACH BATCH

### PROCEDURES – MANUALLY CREATE AN ACH BATCH

**Step 1: Create New Batch.** From the main ACH page, select the company for which the batch is being created from the **Create a new batch for** drop-down menu.

The screenshot shows the 'ACH Batch List' interface. At the top right, there is a dropdown menu labeled 'Create a new batch for:' with 'Select Company' selected. Below this is a table with columns: Status, Batch Name, Type, Company, Debit, Credit, and an action menu. The table contains two rows of data and a total row.

Status	Batch Name	Type	Company	Debit	Credit	Action
Ready	Apr Payroll	PPD	Chihuahua Rescue	\$0.00	\$200.10	Select option...
<input type="checkbox"/>	Ready Mar Payroll	PPD	Chihuahua Rescue	\$52,200.10	\$52,200.10	Select option...
<b>Total</b>				<b>\$52,200.10</b>	<b>\$52,400.20</b>	

**Step 2: Batch Header.** Enter batch header information.

The screenshot shows the 'New Batch' form. It contains the following fields and values:

- Batch Name:** Mar Payroll
- Company:** Chihuahua Rescue
- Discretionary Data:** DISCRETIONARY DATA
- SEC Code:** PPD - DESCRIPTION
- Company ID:** 123456780
- Entry Description:** DSCRIPTION
- Restrict Batch:**

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form.

**Batch Name:** Distinguishes batch for benefit of customer.

**SEC Code:** Type of ACH batch.

**Company:** Company for which batch is being created for. Pre-fills based on previous step.

**Company ID:** Tax ID for company.

**Discretionary Data:** Purpose of ACH batch for benefit of customer and financial institution.

**Entry Description:** Purpose of ACH batch that will display to recipient.

**Restrict Batch:** Prevents cash users without Restricted Batch Access from viewing/working with batch.

**Step 3:** Complete transaction information. Click **Quick Add** to enter next transaction, **Add Multiple** to key in several transactions or **Submit** to return to list of current transactions.

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

Add Transaction
?

**Transaction Information:**

<b>Name</b>	<input type="text"/>	<b>Addenda Type</b>	<input type="text" value="00-No Addenda Information"/>
<b>ID Number</b>	<input type="text"/>	<b>Addenda</b>	<input type="text"/>
<b>Amount*</b>	<input type="text" value="0,00"/>	<b>Prenote</b>	<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:**

<b>Routing</b>	<input type="text"/>	<a href="#">Search for ABA #</a>	<b>Account Type</b>	<input type="text" value="Checking"/>
<b>Account Number</b>	<input type="text"/>		<b>Transaction Type</b>	<input type="radio"/> Debit <input checked="" type="radio"/> Credit
			<b>Status</b>	<input checked="" type="radio"/> Active <input type="radio"/> Hold

Quick Add
Add Multiple
Import Transaction
Submit
Cancel

**Name:** Recipient of transaction.

**ID Number:** Identification of recipient (employee number, etc.).

**Amount:** Dollar amount of transaction.

**Prenote:** Click this box to have system generate a separate prenote batch. Prenote batch will contain all transactions in the batch marked as prenote.

**Addenda Type:** If adding addenda to transaction, select correct type.

**Addenda:** Key in addenda information if needed.

**Routing:** Key in receiving financial institution's routing number. Search option is available.

**Account Number:** Key in recipient's account number.

**Account Type:** Select type of receiving account.

**Transaction Type:** Select whether transaction is a credit or debit.

**Status:** Select Active to include transaction in batch or Hold to omit it from processing.



## UPLOAD AN ACH BATCH

### PROCEDURES – UPLOADING A NACHA FILE

**Step 1: Select Upload.**

The screenshot shows the 'Cash Manager' tab selected in the top navigation bar. Below it, the 'ACH' sub-tab is active, and the 'Upload' button is highlighted with a red rectangle. The interface also displays a table of existing ACH batches and a 'Create a new batch for:' dropdown menu.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/> Ready	Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00	Select option... ▾
<b>Total</b>				<b>\$4,000.00</b>	<b>\$4,000.00</b>	

**Step 2: Click Browse** to locate the file. Using files with .txt file extension is recommended.

The 'Upload ACH File' dialog box is shown. It contains instructions on how to upload a file and a text input field for the file name. The 'Browse...' button is highlighted with a red rectangle. An 'Upload' button is also visible at the bottom.

File Name:  **Browse...** NOTE: Maximum upload file size is 5 MB.

**Step 3: Click Upload.**

**Step 4: You are directed to the File Status** tab. The status of the file upload displays. Once in an **Uploaded** status the batch appears on the batch listing page.

The 'Uploaded Files' table displays the details of the uploaded file. The 'Status' column shows 'Uploaded'.

File Name:	Format:	Type:	Related Account:	Upload Date:	Status:
Chihuahua Rescue Payroll.ach	NACHA	ACH	N/A	11/17/2010	Uploaded

**Refresh List**

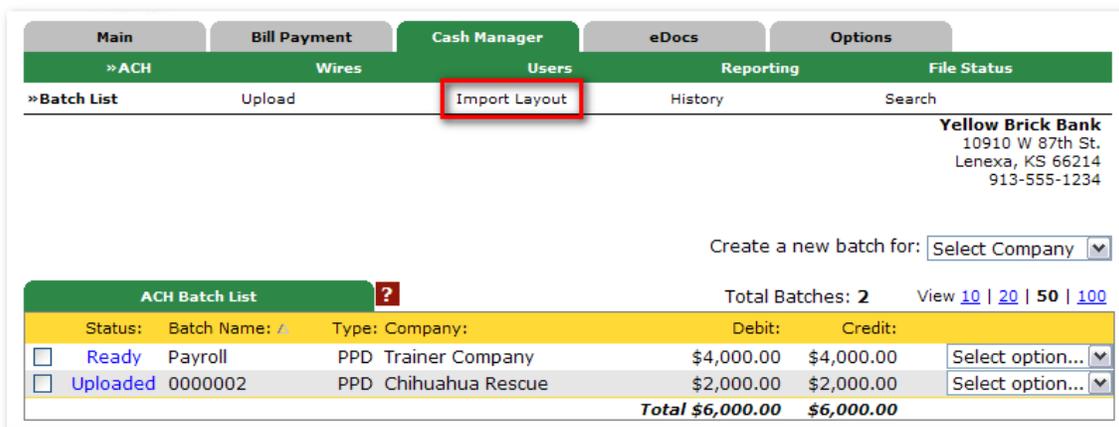
## IMPORT TRANSACTIONS

The import feature allows you to upload a transaction file. CSV, Fixed Position, and Tab Delimited file types can be imported into NetTeller.

Unlike NACHA files which have a required format, a CSV, Fixed Position, and Tab Delimited file type does not have a required format. Therefore, you can put the transaction information in any order you wish. You must indicate the file layout for the type of file being imported.

### PROCEDURES – ESTABLISHING IMPORT LAYOUT

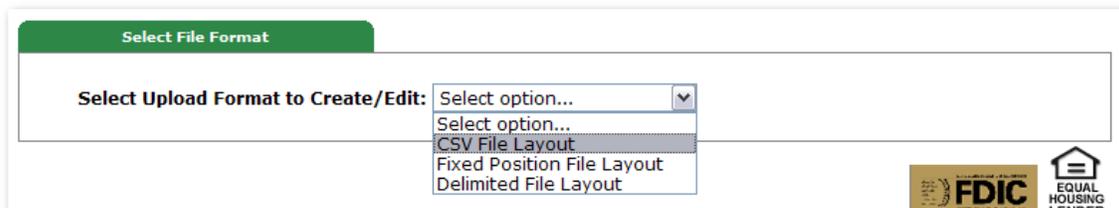
#### Step 1: Select Import Layout.



The screenshot shows the NetTeller Cash Manager interface. The 'Import Layout' option is highlighted with a red box. Below the navigation tabs, there is a section for 'Yellow Brick Bank' with its address and phone number. A dropdown menu for 'Create a new batch for:' is set to 'Select Company'. Below that, there is a table titled 'ACH Batch List' with columns for Status, Batch Name, Type, Company, Debit, and Credit. The table contains two rows of data and a total row.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/> Ready	Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00	Select option...
<input type="checkbox"/> Uploaded	0000002	PPD	Chihuahua Rescue	\$2,000.00	\$2,000.00	Select option...
<b>Total</b>				<b>\$6,000.00</b>	<b>\$6,000.00</b>	

#### Step 2: Select the type of file being imported.



The screenshot shows the 'Select File Format' dialog box. A dropdown menu is open, showing the following options: 'Select option...', 'CSV File Layout', 'Fixed Position File Layout', and 'Delimited File Layout'. The 'CSV File Layout' option is currently selected. In the bottom right corner, there are logos for FDIC and EQUAL HOUSING LENDER.

**Step 3:** Define where the fields are located at within the file. If you do not know the **Transaction Code** you can enter the **Account Type** and **Transaction Type**. Enter how the **Account Type** and **Transaction Type** are defined in the file.

**CSV / Tab Delimited**

**CSV ACH File Format**

Select Upload Format to Create/Edit:

**Name:**  **Account Number:**

**ID Number:**  **Amount:**

**Routing Number:**  **\*Transaction Code:**

\*NOTE: If your file does not contain Transaction Codes, provide the following:

**Account Type:**  Checking Equals  Savings Equals

**Transaction Type:**  Debit Equals  Credit Equals

**Fixed Position**

**Fixed Position File Layout**

Select Upload Format to Create/Edit:

**Name:**   **Account Number:**

**ID Number:**   **Amount:**

**Routing Number:**   **\*Transaction Number:**

\*NOTE: If your file does not contain Transaction Codes, provide the following:

**Account Type:**   Checking Equals  Savings Equals

**Transaction Type:**   Debit Equals  Credit Equals

## PROCEDURES – IMPORTING TRANSACTIONS

**Step 1:** Select **Import** from the drop-down menu.

Create a new batch for:

**ACH Batch List** ? Total Batches: 2 View [10](#) | [20](#) | [50](#) | [100](#)

Status:	Batch Name: /	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/> Ready	Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00	Select option... ▾
<input type="checkbox"/> Uploaded	0000002	PPD	Chihuahua Rescue	\$2,000.00	\$2,000.00	Select option... ▾
<b>Total</b>				<b>\$6,000.00</b>	<b>\$6,000.00</b>	Select option... ▾

- View
- Download
- Edit
- Quick Edit
- Copy
- Import**
- Delete
- Initiate

**Step 2:** Select the type of file from the **Import File Type** drop-down menu.

**Import File - 0000002** ?

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.

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](#).

**Import File Type:**

- Select Format
- Select Format
- NACHA File
- CSV File**
- Fixed Position File
- Tab-Delimited File

**Step 3:** Browse for file.

**Import File - 0000002** ?

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.

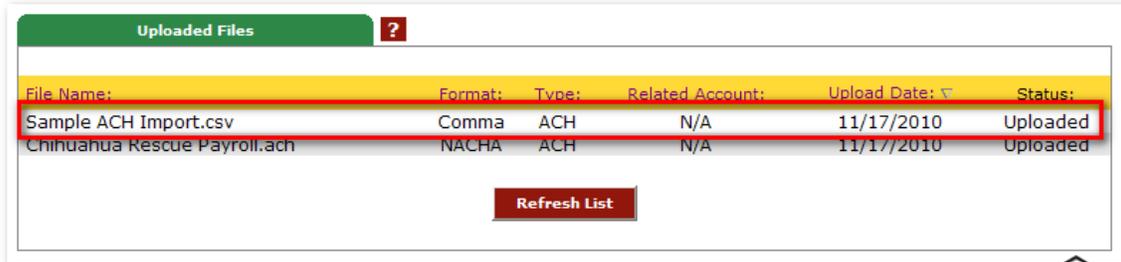
Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).

**Import File Type:**

**Select File:**

**Step 4:** Click **Import**.

**Step 5:** You are directed to the **File Status** tab. The status of the file upload displays. Once in an **Uploaded** status the transactions appear in the batch.



File Name:	Format:	Type:	Related Account:	Upload Date: ▾	Status:
Sample ACH Import.csv	Comma	ACH	N/A	11/17/2010	Uploaded
Chihuahua Kescue Payroll.ach	NACHA	ACH	N/A	11/17/2010	Uploaded

[Refresh List](#)

## INITIATE AN ACH BATCH

### PROCEDURES – INITIATE A SINGLE ACH 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.

The screenshot shows the 'ACH Batch List' interface. At the top right, it indicates 'Total Batches: 3' and 'View 10 | 20 | 50 | 100'. The table below lists three batches:

Status	Batch Name	Type	Company	Debit	Credit
<input type="checkbox"/> Ready	Dec Payroll	PPD	Chihuahua Rescue	\$3,500.00	\$3,500.00
<input type="checkbox"/> Ready	Payroll	PPD	Chihuahua Rescue	\$1,000.00	\$2,000.00
<input type="checkbox"/> Ready	Spring Bonus	PPD	Chihuahua Rescue	\$2,000.00	\$2,000.00
				<b>Total</b>	<b>\$6,500.00</b>
					<b>\$7,500.00</b>

A context menu is open over the table, listing actions: View, Download, Edit, Quick Edit, Copy, Import, Update, Delete, and **Initiate** (which is circled in red). Below the table, there is a green button labeled 'Initiate Selected'.

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

The screenshot shows the 'Initiate Batch' interface. At the top right, it indicates 'Total Transactions: 9' and 'View 10 | 20 | 50 | 100 | All | Search'. The batch details are as follows:

<b>Batch Name:</b>	Dec Payroll	<b>SEC Code:</b>	PPD
<b>Company:</b>	Chihuahua Rescue	<b>Company Id:</b>	7123456789
<b>Discretionary Data:</b>	payroll	<b>Entry Description:</b>	payroll
		<b>Restrict Batch:</b>	<input type="checkbox"/>

Below the details is a table of transactions:

Name	ID Number	Account	Routing	Amount	CR/DR	Held
Joe Smith	S123456	456123	082901855	\$500.00	CR	
Mary Allen	A64654	156465	082901855	\$500.00	CR	
Chihuahua Rescue	offset	646541	082901855	\$1,500.00	DR	
Rhonda Reed	R132132	2303213	082901855	\$500.00	CR	
John Jones	4321	222333	101000187	\$500.00	CR	
Susan Sanders	2345	333444	101000187	\$500.00	CR	
Alex Andrews	5432	444555	101000187	\$500.00	CR	
Bobby Bateman	6543	555666	101000187	\$500.00	CR	
Train LLC	3456	1234	999999992	\$2,000.00	DR	

Summary: **Total Debits: \$3,500.00**    **Total Credits: \$3,500.00**

The 'Select Effective Date' dropdown menu is highlighted with a red circle and shows 'Wednesday, April 13, 2011'. Below it is a checkbox for 'Reset amounts to \$0.00 after processing batch:'. At the bottom are 'Initiate' and 'Cancel' buttons.

**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.

**ACH Batch List** ? Total Batches: 2 View [10](#) | [20](#) | [50](#) | [100](#)

Status:	Batch Name: /	Type:	Company:	Debit:	Credit:
<input type="checkbox"/>	Ready February Payroll	PPD	Training Inc.	\$0.00	\$2,000.00
<input type="checkbox"/>	Ready March Payroll	PPD	Training Inc.	\$0.00	\$2,500.00
				<b>Total</b>	<b>\$0.00 \$4,500.00</b>

**Initiate Selected**

- Select option...
- Select option...
- View
- Download
- Edit
- Quick Edit
- Copy
- Import
- Update
- Delete
- Initiate**

LENDER

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

Select the offset account number.

**Initiate Batch** ? Total Transactions: 4 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

**Batch Name:** February Payroll **SEC Code:** PPD  
**Company:** Training Inc. **Company Id:** 7141414141  
**Discretionary Data:** PAYROLL **Entry Description:** PAYROLL  
**Restrict Batch:**

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
John Jones	4321	222333	101000187	\$500.00	CR	
Susan Sanders	2345	333444	101000187	\$500.00	CR	
Alex Andrews	5432	444555	101000187	\$500.00	CR	
Bobby Bateman	6543	555666	101000187	\$500.00	CR	

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

**Select Effective Date:**    
**Select Offset Account:**    
**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.

ACH Batch List ? Total Batches: 2 View [10](#) | [20](#) | [50](#) | [100](#)

Status:	Batch Name: /	Type:	Company:	Debit:	Credit:
<input type="checkbox"/> Ready	Apr Invoice	PPD	Trainer Co.	\$500.00	\$1,500.00
<input type="checkbox"/> Ready	Mar Invoice	PPD	Trainer Co.	\$500.00	\$1,500.00
				<b>Total \$1,000.00</b>	<b>\$3,000.00</b>

- Select option...
- Select option...
- View
- Download
- Edit
- Quick Edit
- Copy
- Import
- Update
- Delete
- Initiate**

LENDER

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

Select the offset account number.

Initiate Batch ? Total Transactions: 4 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

**Batch Name:** Apr Invoice      **SEC Code:** PPD  
**Company:** Trainer Co.      **Company Id:** 7151515151  
**Discretionary Data:** Mar Invoice      **Entry Description:** Invoices  
**Restrict Batch:**

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
John Jones	4321	222333	101000187	\$500.00	DR	
Susan Sanders	2345	45654	101000187	\$500.00	CR	
Alex Andrews	5432	444555	101000187	\$500.00	CR	
Bobby Bateman	6543	85258	101000187	\$500.00	CR	

**Total Debits: \$500.00      Total Credits: \$1,500.00**

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

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## PROCEDURES – QUICK INITIATE

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Allows for 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**.

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... ▼
				<b>Total \$1,015.00</b>	<b>\$1,115.00</b>	

**Initiate Selected**

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

**Apply Effective Date to all Batch records?**

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 ▼
				<b>Total \$15.00</b>	<b>\$15.00</b>	

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**.

ACH Batch List		Total Batches: 5		View <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>	
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 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... ▼
			<b>Total \$3,400.00</b>	<b>\$7,800.00</b>	

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

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 <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>	
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... ▼	
			<b>Total \$3,400.00</b>	<b>\$7,800.00</b>		

**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	TypeCompanyName	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
			<b>Total \$1,400.00</b>	<b>\$2,800.00</b>		

Reset amounts to \$0.00 after processing batch

**Initiate** **Cancel**

## PRENOTE TRANSACTIONS

A prenote transaction allows you to send a zero dollar test transaction to verify that the recipients account information is correct before sending the actual credit or debit transaction. With NACHA, prenote transactions have specific tranocode requirements. Therefore, you cannot send a normal zero dollar transaction.

In NetTeller, a prenote is created by adding the transaction to the batch that will ultimately include the transaction. That transaction is then flagged for prenote and in turn, NetTeller will create a separate batch containing the actual prenote transaction.

### PROCEDURES – CREATING PRENOTE TRANSACTIONS

**Step 1:** Select **Edit** from the drop down menu for the batch that will ultimately contain the transaction.

The screenshot shows the 'ACH Batch List' interface. At the top right, there is a dropdown menu for 'Create a new batch for:' with 'Select Company' selected. Below this is a table with columns: Status, Batch Name, Type, Company, Debit, and Credit. The table contains one row for a 'Ready Payroll' batch for 'PPD Trainer Company' with a debit and credit of \$4,000.00. A dropdown menu is open for the first row, with 'Edit' highlighted. Other options include 'Select option...', 'View', 'Download', 'QUICK Edit', 'Copy', 'Import', 'Delete', and 'Initiate'. A red box highlights the 'Edit' option. Below the table is an 'Initiate Selected' button.

**Step 2:** Select **Add Transaction**.

The screenshot shows the 'Edit Batch' interface. At the top right, it says 'Total Transactions: 5' and 'View 10 | 20 | 50 | 100 | All | Search'. Below this are several input fields: 'Batch Name: Payroll', 'SEC Code: PPD', 'Company: Trainer Company', 'Company Id: 7123456789', 'Discretionary Data: Payroll', 'Entry Description: Payroll', and 'Restrict Batch: [ ]'. Below these fields is a table with columns: Name, ID Number, Account, Routing, Amount, CR/DR, and Held. The table contains five rows of transaction data. At the bottom of the table, it says 'Total Debits: \$4,000.00' and 'Total Credits: \$4,000.00'. Below the table are three buttons: 'Submit', 'Cancel', and 'Add Transaction'. A red box highlights the 'Add Transaction' button.

**Step 3:** Complete the transaction information.

*\*Note: NetTeller does not allow zero dollar transactions. An amount must be entered. If the amount of the transaction is not known you can enter \$0.01 or \$1.00.*

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

- Transaction Information:**
  - Name: Alice Adams
  - ID Number: A6549
  - Amount\*: 1.00
  - Addenda Type: 00-No Addenda Information
  - Addenda: (empty)
  - Prenote:
- Receiving Financial Institution Information:**
  - Routing: 082901855
  - Account Number: 125486
  - Account Type: Checking
  - Transaction Type:  Debit  Credit
  - Status:  Active  Hold

Buttons at the bottom: Quick Add, Add Multiple, Import Transaction, Submit, Cancel.

**Step 4:** Select Prenote.

This screenshot is identical to the previous one, but with the 'Prenote' checkbox selected, indicated by a red box around the checkbox and a checkmark.

The 'Prenote' checkbox is now checked:

**Step 5:** Select **Hold** for the Status field.

**Add Transaction** ?

**Transaction Information:**  
 Name: Alice Adams  
 ID Number: A6549  
 Amount\*: 1.00 Prenote   
 Addenda Type: 00-No Addenda Information  
 Addenda:

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

**Receiving Financial Institution Information:**  
 Routing: 082901855 [Search for ABA #](#)  
 Account Number: 125486  
 Account Type: Checking  
 Transaction Type:  Debit  Credit  
 Status:  Active  Hold

Buttons: Quick Add, Add Multiple, Import Transaction, Submit, Cancel

By selecting Hold, this transaction will not be included in the batch if it is initiated.

**Step 6:** Select **Submit**.

**Edit Batch** ? Total Transactions: 6 View [10](#) | [20](#) | [50](#) | [100](#) | [All](#) | [Search](#)

Batch Name: Payroll  
 Company: Trainer Company  
 Discretionary Data: Payroll  
 SEC Code: PPD  
 Company Id: 7123456789  
 Entry Description: Payroll  
 Restrict Batch:

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:		
John Doe	D1234	123654	082901855	\$1,000.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mary Smith	S1234	654321	082901855	\$1,000.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mike Michaels	M6543	456987	082901855	\$1,000.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Joe Jones	J1548	458415	082901855	\$1,000.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Trainer Company	Offset	156548	082901855	\$4,000.00	DR		<a href="#">Edit</a>	<a href="#">Delete</a>
Alice Adams	A6549	125486	082901855	\$1.00	CR	Y	<a href="#">Edit</a>	<a href="#">Delete</a>

Total Debits: \$4,000.00 Total Credits: \$4,000.00

Buttons: Submit, Cancel, Add Transaction

The transaction is added to the batch but not included in the totals.

**Step 7:** Select **Submit**.

On the batch list, a new batch will display that begins with **PNT**. This is the prenote batch that was created by NetTeller. Initiate this batch to send the actual prenote transaction.

ACH Batch List		Total Batches: 2		View 10   20   50   100	
Status:	Batch Name:	Type:	Company:	Debit:	Credit:
<input type="checkbox"/>	Ready Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00
<input type="checkbox"/>	Ready PNT-Payroll	PPD	Trainer Company	\$0.00	\$0.00
				<b>Total \$4,000.00</b>	<b>\$4,000.00</b>

Once you are ready to send the actual transaction, you will need to release the hold status and edit the dollar amount.

**Step 1:** Select **Quick Edit** from the drop down menu.

ACH Batch List		Total Batches: 2		View 10   20   50   100	
Status:	Batch Name:	Type:	Company:	Debit:	Credit:
<input type="checkbox"/>	Ready Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00
<input type="checkbox"/>	Ready PNT-Payroll	PPD	Trainer Company	\$0.00	\$0.00
				<b>Total \$4,000.00</b>	<b>\$4,000.00</b>

<b>Initiate Selected</b>	<ul style="list-style-type: none"> <li>Select option...</li> <li>View</li> <li>Download</li> <li>Edit</li> <li><b>Quick Edit</b></li> <li>Copy</li> <li>Import</li> <li>Delete</li> <li>Initiate</li> </ul>
--------------------------	---

**Step 2:** Change the dollar amount and uncheck the held option.

Quick Edit		Total Transactions: 6		View 10   20   50   100   All   Search			
<b>Batch Name:</b>	Payroll	<b>SEC Code:</b>	PPD				
<b>Company:</b>	Trainer Company	<b>Company Id:</b>	7123456789				
<b>Discretionary Data:</b>	Payroll	<b>Entry Description:</b>	Payroll				
		<b>Restrict Batch</b>	<input type="checkbox"/>				
Name:	ID Number:	Amount:	Account:	Routing:	DR CR:	Held:	Prenote:
John Doe	D1234	1000.00	123654	082901855	○ ●	<input type="checkbox"/>	<input type="checkbox"/>
Mary Smith	S1234	1000.00	654321	082901855	○ ●	<input type="checkbox"/>	<input type="checkbox"/>
Mike Michaels	M6543	1000.00	456987	082901855	○ ●	<input type="checkbox"/>	<input type="checkbox"/>
Joe Jones	J1548	1000.00	458415	082901855	○ ●	<input type="checkbox"/>	<input type="checkbox"/>
Trainer Company	Offset	4000.00	156548	082901855	● ○	<input type="checkbox"/>	<input type="checkbox"/>
Alice Adams	A6549	1.00	125486	082901855	○ ●	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<b>Total Debits: \$4,000.00</b>	<b>Total Credits: \$4,000.00</b>				
		<b>Save</b>	<b>Return</b>				

**Step 3:** Modify the dollar amount of the offset transaction if a balanced batch is required.

## 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 processed the batch.



The screenshot displays the 'ACH Batch List' interface. At the top right, it shows 'Total Batches: 7' and 'View 10 | 20 | 50 | 100'. The table has columns for Status, Batch Name, Type, Company, Debit, and Credit. A context menu is open over the 'bonus' batch row, listing options: View, Download, Edit, Quick Edit, Copy, Import, Delete, and Initiate.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/> Ready	bonus	PPD	Trainer O	\$0.00	\$4,000.00	Select option...
Processed	Carolina Bank	PPD	Trainer O	\$0.00	\$0.00	Select option...
Initiated	FNBA	PPD	Trainer O	\$0.00	\$0.00	Select option...
<input type="checkbox"/> Ready	Landmark Bank	PPD	Trainer O	\$0.00	\$2,000.00	Select option...
<input type="checkbox"/> Ready	NNB Payroll	PPD	Trainer O	\$0.00	\$0.00	Select option...
Processed	PNT-FNBA	PPD	Trainer O	\$0.00	\$0.00	Select option...
Processed	PNT-Landmark Bank	PPD	Trainer O	\$0.00	\$3,000.00	Select option...
				<b>Total</b>	<b>\$0.00</b>	<b>\$3,000.00</b>

### ACH MENU OPTIONS

**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 ID Number as matching field; will not create new transactions.

**Delete:** Remove batch from the system. If the batch is in initiated status, it also deletes batch from financial institution.

**Initiate:** Send batch information to financial institution for processing.

## TAX PAYMENTS

Send federal and/or state taxes (if enabled) via ACH. Company must already be registered with the EFTPS to use this option.

### PROCEDURES – FEDERAL TAXES

The screenshot shows a web form titled "Add Tax Payment". The form contains the following fields and controls:

- Pay to:** A dropdown menu with "Federal" selected.
- Batch:** A text input field containing "Tax FD".
- Receiving Institution:** A text input field with a blue "Lookup" link to its right.
- Company Name:** A dropdown menu with "Select Company" selected.
- Tax Period:** A text input field followed by "mm/yy".
- Tax Code:** A dropdown menu.
- Taxpayer ID:** A text input field.
- Payment Amount:** A text input field containing "0.00".
- Pay from Account:** A dropdown menu with "Select Account" selected.
- Tax Information ID 1:** A text input field followed by "Amount" and a currency input field.
- Tax Information ID 2:** A text input field followed by "Amount" and a currency input field.
- Tax Information ID 3:** A text input field followed by "Amount" and a currency input field.
- Buttons:** "Quick Add", "Submit", and "Cancel" are located at the bottom left of the form.

**Pay to:** Select Federal.

**Batch:** Name to distinguish batch for customer's benefit.

**Receiving Institution:** Click **Lookup** to select financial institution that will receive payment.

**Company Name:** ACH Company tax payment is for.

**Tax Period:** Month and year payment is for.

**Tax Code:** Type of tax payment.

**Taxpayer ID:** Company's EIN number.

**Payment Amount:** Dollar amount of transaction.

**Pay from Account:** Select the account to debit for the offset transaction.

- If the ACH company is set up to initiate balanced batches only, select from the accounts you have access to in NetTeller.
- If the ACH company is set up to initiate batches by selecting an offset account, select from available offset accounts.

**Tax Information ID 1:** Amount designated for Social Security. This is an optional field.

**Tax Information ID 2:** Amount designated for Medicare. This is an optional field.

**Tax Information ID 3:** Amount designated for Withholding. This is an optional field.

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## PROCEDURES – STATE TAXES

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The screenshot shows a web form titled "Add Tax Payment" with a yellow header bar. The form fields are as follows:

- Pay to:** A dropdown menu with "Missouri" selected.
- Batch:** A text input field containing "Tax MO".
- Receiving Institution:** A text input field with a blue "Lookup" link to its right.
- Company Name:** A dropdown menu with "Select Company" selected.
- Tax Period:** A date input field with a calendar icon and the format "mm/dd/yyyy".
- Tax Code:** A text input field with a blue "Lookup" link to its right.
- Taxpayer ID:** A text input field.
- Amount Type Code:** A text input field with a blue "Lookup" link to its right.
- Payment Amount:** A text input field containing "0.00".
- Pay from Account:** A dropdown menu with "Select Account" selected.

At the bottom of the form, there are three buttons: "Quick Add", "Submit", and "Cancel".

**Pay to:** Select state payment is for.

**Batch:** Name to distinguish batch for customer's benefit.

**Receiving Institution:** Click on **Lookup** to select financial institution that will receive payment.

**Company Name:** ACH Company tax payment is for.

**Tax Period:** Month and year payment is for.

**Tax Code:** Click **Lookup** to select the type of tax payment.

**Taxpayer ID:** Company's EIN number.

**Amount Type Code:** Click **Lookup** to select the type of amount.

**Payment Amount:** Dollar amount of transaction.

**Pay from Account:** Select the account to debit for the offset transaction.

- If the ACH company is set up to initiate balanced batches only, select from the accounts you have access to in NetTeller.
- If the ACH company is set up to initiate batches by selecting an offset account, select from available offset accounts.

## HISTORY

Displays ACH batches that have been initiated and processed.

ACH History								View <a href="#">7 Days</a>   <a href="#">15 Days</a>   <a href="#">30 Days</a>   <a href="#">Search</a>
Initiated:	Effective:	Batch:	Type:	Company:	Debits:	Credits:	Details:	
02/11/2009	02/27/2009	EDI	CTX	Chihuahua Rescue	\$100.00	\$100.00	<a href="#">View</a>	
06/10/2009	07/07/2009	Country Bank	PPD	Chihuahua Rescue	\$2,000.00	\$2,000.00	<a href="#">View</a>	

[Return](#)

Clicking **View** displays the transactions within the batch.

ACH Transaction List								View <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">All</a>   <a href="#">Search</a>
<b>Batch:</b>	EDI	<b>Batch Code:</b>					CTX	
<b>Company:</b>	Chihuahua Rescue	<b>Company Id:</b>						
<b>Discretionary Data:</b>		<b>Entry Description:</b>					EDI	
<b>Initiated By:</b>	ADMIN	<b>Restrict Batch:</b>					<input type="checkbox"/>	
Name:	ID Number:	Account:	Amount:	CR/DR:	Held:			
Chihuahua Rescue	123456	431102	\$100.00	CR				
Chihuahua Rescue	1234563	951951	\$100.00	DR				
			<b>Total Debits: \$100.00</b>	<b>Total Credits: \$100.00</b>				

[Return](#)

## SEARCH

Search and display any transactions within all batches that match the search criteria.

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"/>						

You can edit/delete the transactions if needed.

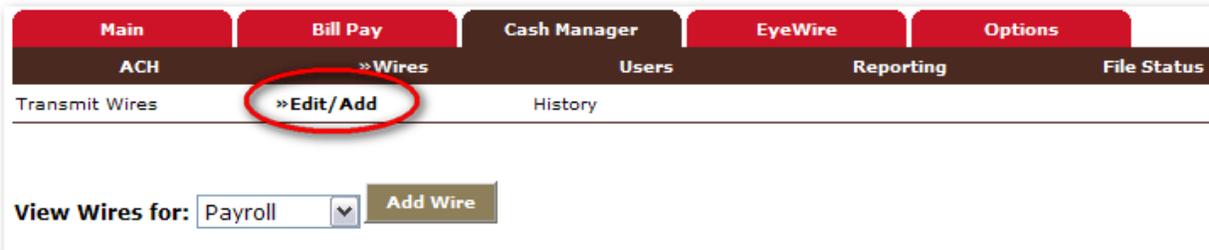
Search Results ?							View <a href="#">10</a>   <a href="#">20</a>   <b>50</b>   <a href="#">100</a>	
Name:	ID Number:	Batch	Account:	Amount:	CR/DR:	Held:		
Chihuahua Rescue	offset	Payroll	651815685	\$2,000.00	DR		<a href="#">Edit</a>	<a href="#">Delete</a>
Chihuahua Rescue	123456	EDI	431102	\$100.00	CR			
Chihuahua Rescue	1234563	EDI	951951	\$100.00	DR			
Chihuahua Rescue	offset	NACHA Import	651815685	\$2,000.00	DR		<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="button" value="Return"/>								

# WIRES

## CREATING A WIRE

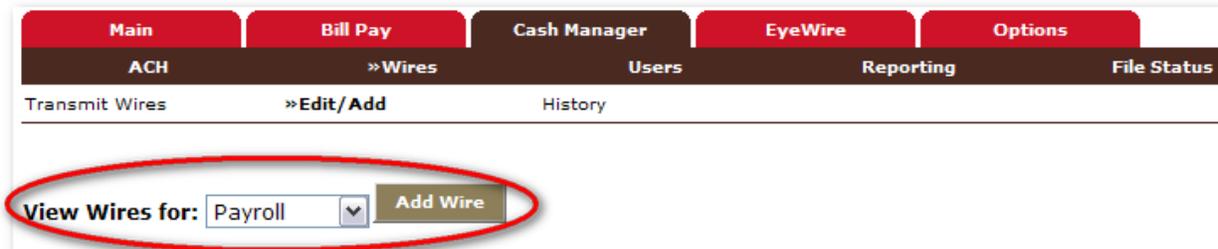
### PROCEDURES – ADD A WIRE TRANSFER

**Step 1:** Select the **Edit/Add** tab.



The screenshot shows a software interface with a top navigation bar containing tabs: Main, Bill Pay, Cash Manager, EyeWire, and Options. Below this is a sub-navigation bar with tabs: ACH, »Wires, Users, Reporting, and File Status. The »Wires tab is highlighted with a red circle. Underneath, there are links for Transmit Wires, »Edit/Add (circled in red), and History. At the bottom, there is a section labeled 'View Wires for:' with a dropdown menu set to 'Payroll' and an 'Add Wire' button.

**Step 2:** Choose the account for which you are adding the wire for and select **Add Wire**.



This screenshot is identical to the one above, but the 'Add Wire' button is circled in red, indicating the next step in the process.

**Step 3:** Fill in the fields for the new wire:

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

- General Wire Information:** A section header.
- Credit Account Information:** Fields for "Credit Account Number:", "Credit Account Name:", and "Credit Account Address:".
- Receiving Bank Information:** Fields for "Receiving Bank ABA Number:" (with a "Search for ABA Number" link), "Receiving Bank Name:", and "Receiving Bank Address:".
- Wire Information:** A "Remarks:" field.
- Repetitive Wire/Code:** A checkbox and a text field.
- Amount:** A field with a decimal separator.

At the bottom of the main window are "Submit" and "Cancel" buttons. An "ABA Lookup - Wires" popup window is overlaid on the right side. It contains fields for "ABA Number", "Bank Name", "Short Name", "City", and "State" (a dropdown menu). Each field has a green checkmark icon to its right. Below these fields are "Submit" and "Close" buttons. At the bottom of the popup, there are two explanatory lines:

- the data entered finds partial match ("Ring" will find "The Springfield Bank")
- the data entered must match exactly with entry in database.

**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 and assign a repetitive wire code (up to 6 characters). Wires that are not designated as Repetitive will automatically be removed from the system once transmitted and processed.

**Amount:** Dollar amount of wire.

# TRANSMITTING A WIRE

## PROCEDURES – TRANSMITTING A WIRE TRANSFER

**Step 1: Select Transmit Wires.**

The screenshot shows a software interface with a top navigation bar containing 'Main', 'Bill Pay', 'Cash Manager', 'EyeWire', and 'Options'. Below this is a sub-menu with 'ACH', '»Wires', 'Users', 'Reporting', and 'File Status'. The '»Transmit Wires' option is circled in red. Below the navigation is a header area with 'Edit/Add' and 'History' buttons, and a contact address: '10910 W 87th St. · Caribbean, KS · 800.444.8887'. A 'Wire List' table is displayed with columns for Sequence, Status, Amount, Rep, Account Number, and Receiving FI. Two rows are visible: Sequence 3 (Pending, \$10.00) and Sequence 4 (Initiated, \$100.00). A 'Transmit' link is visible at the end of the second row.

Sequence:	Status:	Amount:	Rep:	Account Number:	Receiving FI:
3	Pending	\$10.00	Yes	779	SIMMONS FIRST BK
4	Initiated	\$100.00	Yes	123456	SIMMONS FIRST BK

**Step 2: Locate the desired wire and select the Transmit link.**

This screenshot is identical to the previous one, but the 'Transmit' link at the end of the second row in the 'Wire List' table is circled in red.

**Step 3: Review wire information.**

The screenshot shows a 'Transmit Wire' information review screen. It is divided into three sections: Credit Account Information, Receiving Bank Information, and Wire Information. Each section lists key details for the wire transfer.

Credit Account Information	
Account #/Type:	779 / Demand
Name:	test
Address:	test

Receiving Bank Information	
ABA Number:	082901855
Name:	SIMMONS FIRST BK
Address:	ROGERS, AR

Wire Information	
Repetitive Code:	789
Amount:	\$10.00
Remarks:	

**Step 4:** Enter **Wire PIN** and select **Transmit**.

**Transmit Wire** ?

**Credit Account Information**

**Account #/Type:** 779 / Demand  
**Name:** test  
**Address:** test

**Receiving Bank Information**

**ABA Number:** 082901855  
**Name:** SIMMONS FIRST BK  
**Address:** ROGERS, AR

**Wire Information**

**Repetitive Code:** 789  
**Amount:** \$10.00  
**Remarks:**

**Wire Password**

**Transmit** **Cancel**

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## WIRE STATUSES

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**Ready:** Repetitive wire that has a zero dollar amount.

**Pending:** Wire can be edited, deleted or initiated.

**Initiated:** Wire sent to the financial institution.

**Processed:** Financial institution has taken the option to process wire.

**Omitted:** Financial institution has removed the wire from processing.

## HISTORY

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View wires submitted through NetTeller that have been processed.

Wire History for 01/23/2010 to 11/23/2010		<a href="#">?</a> View <a href="#">7 Days</a>   <a href="#">15 Days</a>   <a href="#">30 Days</a>   <a href="#">Search</a>			
Transmitted:	Amount:	Rep Code:	Receiving Account Number:	Receiving FI:	
05/12/2010	\$1.00		4648644	Simmons First Bank	
05/18/2010	\$1,000.00		12345	PREMIER BK LENEXA	
05/18/2010	\$10.00	PCB	123123	PHELPS BK ROLLA MO	
05/27/2010	\$100.00	ABC123	45645646	ALTERRA BK	

# USERS

## PROCEDURES – SET UP A NEW CASH USER

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

The screenshot shows the 'Cash Manager' tab selected. Under the 'Users' sub-tab, the 'New CM User' button is highlighted with a red circle. Below this, the 'Cash User Listing' table is visible, showing two existing users: Jennifer Kesler (admin) and Gretchen (gretchen), both with a status of 'OK'. A dropdown menu is visible next to each user's status.

User Name:	User ID:	Status:
Jennifer Kesler	admin	OK
Gretchen	gretchen	OK

**Step 2:** Complete the User Settings.

The 'Cash User Settings' form contains the following fields and options:

- \* User Name: [Text Input]
- \* User ID: [Text Input]
- \* Administration: [Dropdown Menu, currently set to 'No']
- \* Password: [Text Input]
- \* Wire Password: [Text Input]
- Allow User Download:
- Hold User:
- E-mail Address: [Text Input]

Access Times	Begin Time (hh:mm AM/PM)	End Time (hh:mm AM/PM)
Monday	12:01 AM	11:59 PM
Tuesday	12:01 AM	11:59 PM
Wednesday	12:01 AM	11:59 PM
Thursday	12:01 AM	11:59 PM
Friday	12:01 AM	11:59 PM
Saturday	12:01 AM	11:59 PM
Sunday	12:01 AM	11:59 PM

ACH Limit: [0][00]      Wire Limit: [0][00]      Transfer Limit: [0][00]

- Display/Download ACH
- Full ACH Control
- Initiate ACH
- Edit ACH
- Upload ACH
- Delete ACH
- Import Transaction
- Update Transaction
- Restricted Batch Access

Buttons: **Submit** **Cancel**

**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 cash 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.

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

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

**Transfer Limit:** Maximum amount cash user can transfer between accounts per transfer

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

**Full ACH Control:** If selected, allows cash user to take multiple actions within a batch without requiring action from a second cash user. If deselected, dual control is required.

**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 3:** Complete the Default Settings.

The image shows two screenshots of a software interface. The top screenshot is titled "Cash User Setting" and shows settings for a user named "admin". It contains three columns of checkboxes. The first column has: Transaction Inquiry (checked), Statement Inquiry (checked), Current Day Balance (checked), Prior Day Balance (checked), Stop Inquiry (checked), Stop Additions (checked), and NetTeller Bill Pay (checked). The second column has: Define Non-Rep Wires (checked), Edit Non-Rep Wires (checked), Define Rep Wires (checked), Edit Rep Wires (checked), Transmit Wires (checked), Full Wire Control (checked), View Rates (checked), and ES (unchecked). The third column has: Upload Positive Pay (unchecked), Work Positive Pay Items (unchecked), Transfers (checked), and Order Checks (checked). The bottom screenshot is titled "Select Accounts" and shows a list of accounts with checkboxes: Select All (unchecked), Accounts Payable (checked), Operations (checked), Petty Cash (checked), Inventory (checked), and Payroll (checked). At the bottom of this 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.

**NetTeller Bill Pay:** Access bill pay module.

**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.

**Full Wire Control:** If selected, allows cash user to take multiple actions within a wire without requiring action from a second cash user. If deselected, dual control is required.

**View Rates:** View financial institution's interest rates if enabled.

**ES:** Enroll/unenroll in Electronic Statement product.

**Upload Positive Pay:** Send issued items file to financial institution.

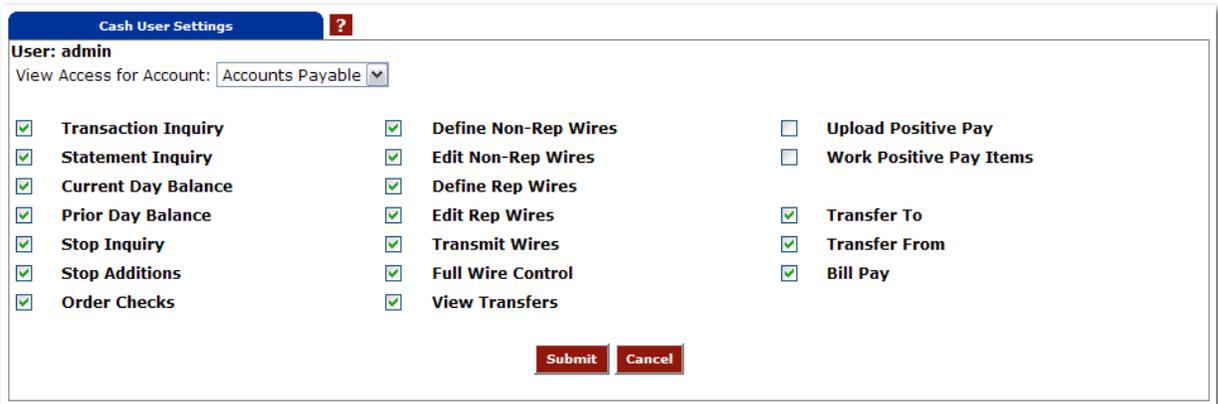
**Work Positive Pay Items:** Make decisions to pay/return exception items.

**Transfers:** Move money between accounts.

**Order Checks:** Reorder checks if financial institution has functionality enabled.

**Select Accounts:** Choose accounts that cash user will have access to.

**Step 4:** Complete Account Settings (if enabled).



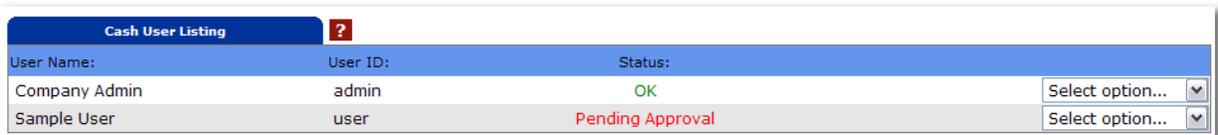
The screenshot shows the 'Cash User Settings' dialog box for user 'admin'. The 'View Access for Account' dropdown is set to 'Accounts Payable'. A grid of 15 checkboxes is displayed, with 14 checked and 1 unchecked. The unchecked checkbox is 'Upload Positive Pay'. At the bottom are 'Submit' and 'Cancel' buttons.

Checked	Setting	Checked	Setting	Checked	Setting
<input checked="" type="checkbox"/>	Transaction Inquiry	<input checked="" type="checkbox"/>	Define Non-Rep Wires	<input type="checkbox"/>	Upload Positive Pay
<input checked="" type="checkbox"/>	Statement Inquiry	<input checked="" type="checkbox"/>	Edit Non-Rep Wires	<input type="checkbox"/>	Work Positive Pay Items
<input checked="" type="checkbox"/>	Current Day Balance	<input checked="" type="checkbox"/>	Define Rep Wires	<input checked="" type="checkbox"/>	Transfer To
<input checked="" type="checkbox"/>	Prior Day Balance	<input checked="" type="checkbox"/>	Edit Rep Wires	<input checked="" type="checkbox"/>	Transfer From
<input checked="" type="checkbox"/>	Stop Inquiry	<input checked="" type="checkbox"/>	Transmit Wires	<input checked="" type="checkbox"/>	Bill Pay
<input checked="" type="checkbox"/>	Stop Additions	<input checked="" type="checkbox"/>	Full Wire Control		
<input checked="" type="checkbox"/>	Order Checks	<input checked="" type="checkbox"/>	View Transfers		

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

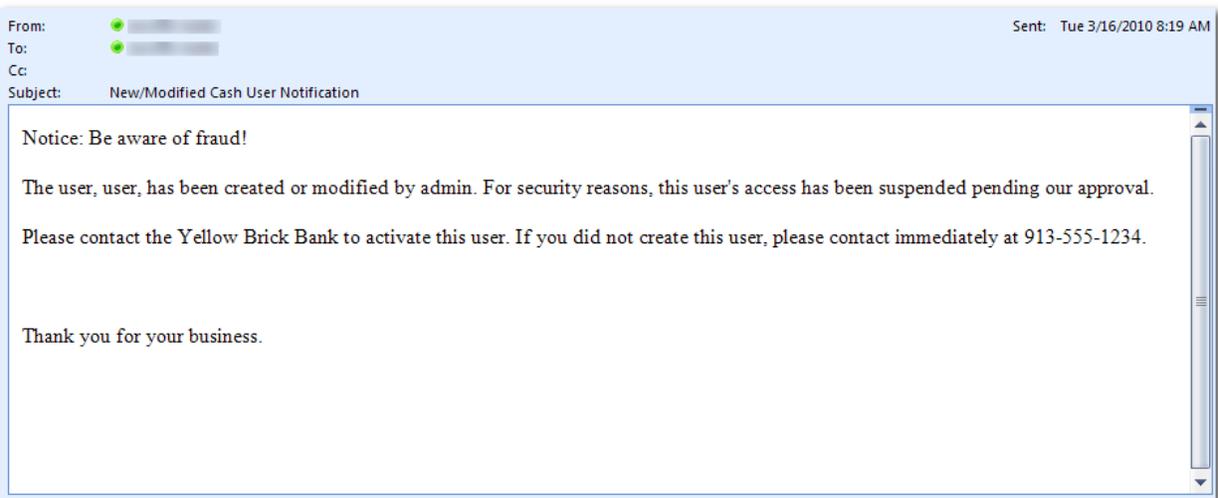
**Edit Access Rights:** Modify default access rights for account.

**Step 5:** Contact <Bank Name> at <phone number> to activate new user.



The screenshot shows the 'Cash User Listing' table with two rows of user data. The first row is for 'Company Admin' with status 'OK'. The second row is for 'Sample User' with status 'Pending Approval'. Each row has a 'Select option...' dropdown menu.

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



The screenshot shows an email notification with the following content:

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.....	February 16, 2011	Prior Day Activity	
		Debits	Credits
Available Balance....	11,183.00	ACH Items	
Collected Balance....	11,183.00	0.00	0.00
Ledger Balance.....	11,183.00		
Hold Amount.....	0.00	Inclearing	
		0.00	0.00
One-day Float.....	0.00	Over-the-counter	
Two-day Float.....	0.00	0.00	0.00
Three-day Float.....	0.00		
Over 3-day Float.....	0.00	Wires	
		174.00	0.00
		Transfers	
		0.00	1,310.00
		Total	
		174.	1,310.00

**Current Day**

Displays balance information and activity totals for current business day.

Current Day Information		?	
Current Account Information			
Payroll / Chihuahua Rescue			
As of Date.....	February 17, 2011	Current Day Activity	
		Debits	Credits
Available Balance....	11,132.00	ACH Items	
Collected Balance....	11,183.00	0.00	0.00
Ledger Balance.....	0.00		
Hold Amount.....	0.00	Inclearing	
		0.00	0.00
		Over-the-counter	
		0.00	0.00
		Wires	
		51.00	0.00
		Transfers	
		0.00	0.00
		Total	
		51.00	0.00
	Current Day Activity	11,132.00	

**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](#)

PRIOR DAY BALANCE INFORMATION				
ACCOUNT NUMBER...	1073 DEMAND	CLOSE OF BUSINESS.:	2/16/11	
ACCOUNT NAME.....	CHIHUAHUA RESCUE			
AVAILABLE BALANCE...	48,309.52	TOTAL ACH ITEMS		
COLLECTED BALANCE...	48,911.52	DEBITS	CREDITS	
CURRENT BALANCE.....	48,911.52	.00	900.00	
HOLD AMOUNT.....	.00	TOTAL INCLEARING		
ONE DAY FLOAT.....	.00	DEBITS	CREDITS	
TWO DAY FLOAT.....	.00	.00	.00	
THREE DAY FLOAT.....	.00	TOTAL OVER COUNTER		
OVER 3 DAY FLOAT.....	.00	DEBITS	CREDITS	
		.00	.00	
		TOTAL WIRES		
		DEBITS	CREDITS	
		501.00	.00	
		TOTAL TRANSFERS		
		DEBITS	CREDITS	
		1,300.00	1,000.00	
		TOTAL OF PRIOR DAY ACTIVITY		
		DEBITS	CREDITS	
		1,801.00	1,900.00	
PRIOR DAY TRANSACTION				
ACCOUNT NUMBER:	1073			
CHIHUAHUA RESCUE				
POSTED	CHECK #	AMOUNT	D/C	DESCRIPTION
2/16/11		800.00	C	FITRANSFER ANYTOWN BANK
				PPD 123456
2/16/11		100.00	C	FITRANSFER ANYTOWN BANK
				PPD 123456
2/16/11	903100020	500.00	C	Trsf from Bus DDA 6D
2/16/11	903100021	500.00	C	Trsf from Bus DDA 6D
2/16/11	903100027	.00	C	
2/16/11	903100028	.00	C	
2/16/11	903100036	.00	C	
2/16/11		1.00	D	Wire Transfer Fee
2/16/11		500.00	D	Wire Transfer Debit
				Mary Smith
2/16/11	903100019	1,000.00	D	Transf to Payroll Account

## 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. Files drop off this list after 7 days.

Uploaded Files <span style="float: right;">?</span>					
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

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**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 in NetTeller.

Deposit  Select accounts to modify settings.

Deposit Accounts <input style="float: right;" type="button" value="?"/>	
<b>Account Pseudo Names</b>	<b>New Account Pseudo Names</b>
Operations	<input type="text"/>
Payroll	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

## Display

Edit default view settings.

Establish Display Defaults

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

## Alerts

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

<b>Current Event Alerts</b> <input style="float: right;" type="button" value="?"/>	<a href="#">Edit Event Alerts</a>
When the following Occurs:	Alert me:
<b>There are currently no Event Alerts set up.</b>	
<b>Current Balance Alerts</b> <input style="float: right;" type="button" value="?"/>	<a href="#">Add Balance Alerts</a>
When Balance In:                      Goes:                      Amount:                      Alert Me:	
<b>There are currently no Balance Alerts set up.</b>	
<b>Current Item Alerts</b> <input style="float: right;" type="button" value="?"/>	<a href="#">Add Item Alert</a>
When Item number clears:                      Account:                      Alert Me:	
<b>There are currently no Item Alerts set up.</b>	
<b>Current Personal Alerts</b> <input style="float: right;" type="button" value="?"/>	<a href="#">Add Personal Alert</a>
On the following date:                      Remind me of:                      Alert me:	
<b>There are currently no Personal Alerts set up.</b>	