



CASH MANAGEMENT USER GUIDE

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LOGIN PROCESS

COMPANY LOGIN

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](#)

PROCEDURES

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.

Change your Password (required):

Enter your current Password:

Enter your new Password:

Reenter your new Password:

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

PROCEDURES

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

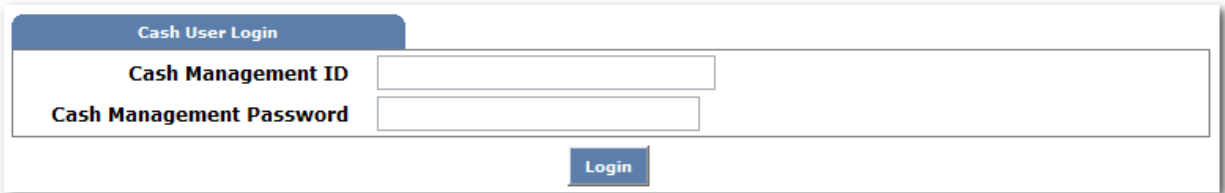
Type the new xxx password of your choice, then click or tab to the next field.

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

Click **Submit**.

CASH USER LOGIN

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



The screenshot shows a login form with a blue header bar containing 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 below the password field.

PROCEDURES

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

Type the appropriate Password in the Cash Management Password field.

Click **Login**.

CASH MANAGEMENT USER SINGLE SIGN ON

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 :

PROCEDURES

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.

MODULE DESCRIPTIONS

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

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

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

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

ACCOUNT LISTING PAGE

Deposit Accounts ? View [5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#)

Account (Click for Transaction Details)	Avail Balance	Status
Operations	\$5,014,597.32	Select Option <input type="button" value="v"/>
Payroll	\$1,108,626.45	Select Option <input type="button" value="v"/>

Loan Accounts View [5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#)

Account (Click for Transaction Details)	Avail Balance	Status
Inventory	\$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 [Reset this counter](#)

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

FIELD DESCRIPTIONS

Balance: This is the account's <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 5 10 20 50 100 ALL
Account (Click for Transaction Details)	Avail Balance	Status	
Operations	\$5,014,597.32		Select Option
Payroll	\$1,108,626.45		Select Option

Loan Accounts			View
Account (Click for Transaction Details)	Avail Balance	Status	
Inventory	\$16,619.07		

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

DROP-DOWN MENU ACTIVITIES

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

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

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

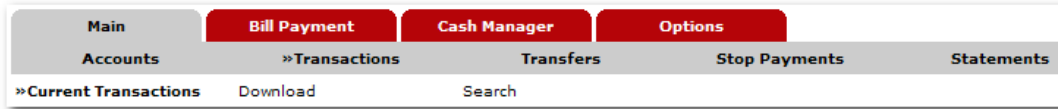
Stop Payments: Add or view stop payments for your account.

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



TRANSACTIONS SUB-MENU NAVIGATION OPTIONS

Current Transactions: View recent transactions.

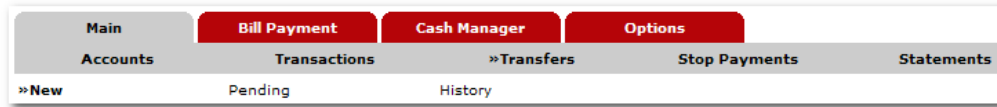
Download: Download transactions in to Personal or Commercial Financial Management software, or as a text file or spreadsheet.

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

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

The screenshot shows a web form titled 'Transfer Funds' with a red question mark icon. The form has a header with 'Transfer Funds' and a red question mark icon. On the right side of the header, there are three tabs: 'Schedule', 'Review', and 'Finish'. Below the header, there is a note: '* Denotes required field'. The form contains the following fields:

- * Transfer funds from: Accounts Payable (dropdown menu) Available Funds: 106,065.18
- * Transfer funds to: Select option... (dropdown menu)
- Payment options: None
- * Transfer amount: [] . []
- * Frequency: One Time (dropdown menu)
- * Transfer Date: 04/23/2008 (calendar icon)
- Transfer memo: []

At the bottom right of the form, there is a red 'Submit' button.

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.

C O N F I R M A T I O N N U M B E R

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, there are buttons for 'New' and '»Current'. A dropdown menu is set to 'Accounts Payable'. A table titled 'Issued Stop Payments' contains one entry:

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

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 the 'New Stop Payment' form. It includes a 'Note: * Required Field' and a title bar with 'Enter', 'Review', and 'Finish' buttons. The form fields are:

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

Buttons for 'Submit' and 'Cancel' are at the bottom.

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.

New Stop Payment ? Enter Review Finish

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

Edit Confirm

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.

New Stop Payment ? Enter Review Finish

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

Signature: _____

Add Another Stop

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

STATEMENTS

The screenshot shows a software interface for viewing statements. At the top, there are navigation tabs: 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below these are sub-tabs: '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 area contains a table with three columns: 'Statement Date:', 'Description:', and 'Select Format to View:'. The table lists three statements with dates 09/15/2006, 08/15/2006, and 07/14/2006, each with the description 'This is your statement' and a 'Select option...' dropdown menu.

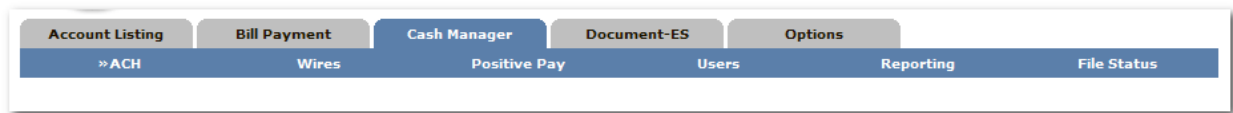
Statement Date:	Description:	Select Format to View:
09/15/2006	This is your statement	Select option... ▼
08/15/2006	This is your statement	Select option... ▼
07/14/2006	This is your statement	Select option... ▼

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 a red box around it. The dropdown menu is open, showing 'Select Company' (selected), 'Select Company', and 'Chihuahua Rescue'. Below the dropdown is a table with columns: Status, Batch Name, Type, Company, Debit, Credit, and an action column. The table contains two rows of data and a total row.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
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...
Total				\$52,200.10	\$52,400.20	

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:** DESCRIPTION
- Restrict Batch:**

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

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.

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.

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

Add Transaction ?

Transaction Information:

Name Addenda Type

ID Number Addenda

Amount* Prenote

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

Receiving Financial Institution Information:

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

Account Number Transaction Type Debit Credit

Status Active Hold

Enter Credit/Debit Account, ABA, ID Number, Name, Amount and Checking or Savings designation.

Multi-Transaction Entry / New Payroll ? Prenote *

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

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

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

UPLOAD AN ACH BATCH

PROCEDURES – UPLOADING A NACHA FILE

Step 1: Select **Upload**.

The screenshot shows a software interface with a navigation menu at the top. The 'Cash Manager' tab is active, and the 'ACH' sub-tab is selected. The 'Upload' button is highlighted with a red box. Below the navigation, there is a 'Batch List' section with a table of ACH batches. The table has columns for Status, Batch Name, Type, Company, Debit, and Credit. A total row shows a total debit and credit of \$4,000.00.

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

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

The screenshot shows the 'Upload ACH File' dialog box. 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 box. Below the input field is an 'Upload' button.

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 screenshot shows the 'Uploaded Files' section with a table listing the uploaded file. The table has columns for File Name, Format, Type, Related Account, Upload Date, and Status. A 'Refresh List' button is located below the table.

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

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 'Cash Manager' tab is active, and the 'Import Layout' option is highlighted with a red box. Below the navigation bar, there is a 'Batch List' section with options for 'Upload', 'Import Layout', 'History', and 'Search'. The 'Import Layout' option is highlighted. Below this, there is a section for 'ACH Batch List' with a table of batches. The table has columns for Status, Batch Name, Type, Company, Debit, Credit, and a dropdown menu. The total debit and credit are both \$6,000.00.

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...
Total				\$6,000.00	\$6,000.00	

Step 2: Select the type of file being imported.

The screenshot shows the 'Select File Format' dialog box. The 'Select Upload Format to Create/Edit:' dropdown menu is open, and the 'CSV File Layout' option is selected. The other options are 'Select option...', 'Fixed Position File Layout', and 'Delimited File Layout'. The FDIC logo and 'EQUAL HOUSING LEADER' text are visible in the bottom right corner.

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: CSV File Layout ▼

Name:	2	▼	Account Number:	4	▼
ID Number:	1	▼	Amount:	3	▼
Routing Number:	5	▼	*Transaction Code:		▼

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

Account Type:	6	▼	Checking Equals	C	Savings Equals	S
Transaction Type:	7	▼	Debit Equals	DR	Credit Equals	CR

Save
Reset
Cancel

Fixed Position

Fixed Position File Layout

Select Upload Format to Create/Edit: Fixed Position File Layout ▼

	Begin	End		Begin	End
Name:	1	20	Account Number:	40	50
ID Number:	34	38	Amount:	22	32
Routing Number:	52	60	*Transaction Number:	0	0

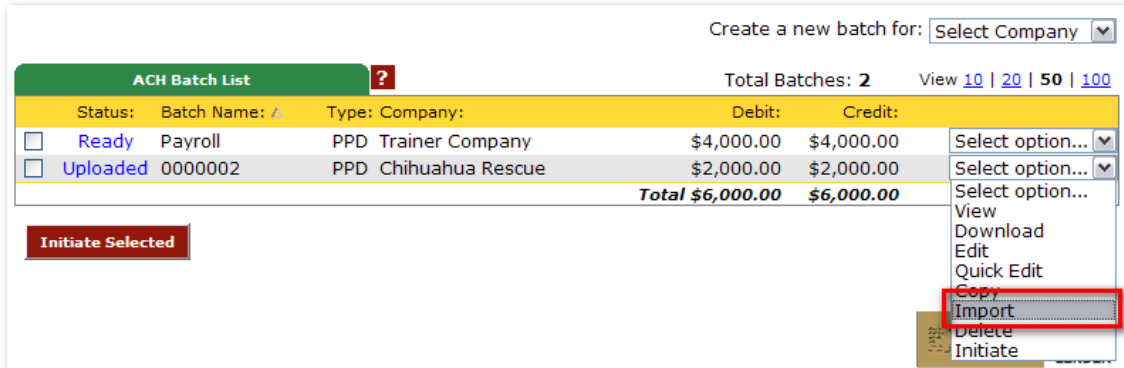
*NOTE: If your file does not contain Transaction Codes, provide the following:

	Begin	End	Checking Equals	C	Savings Equals	S
Account Type:	62	62	Debit Equals	DR	Credit Equals	CR
Transaction Type:	64	65				

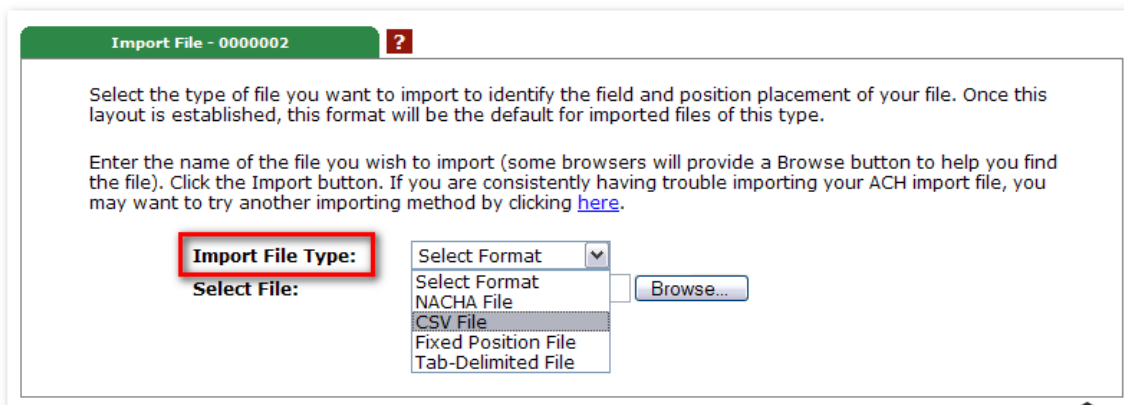
Save
Reset
Cancel

PROCEDURES – IMPORTING TRANSACTIONS

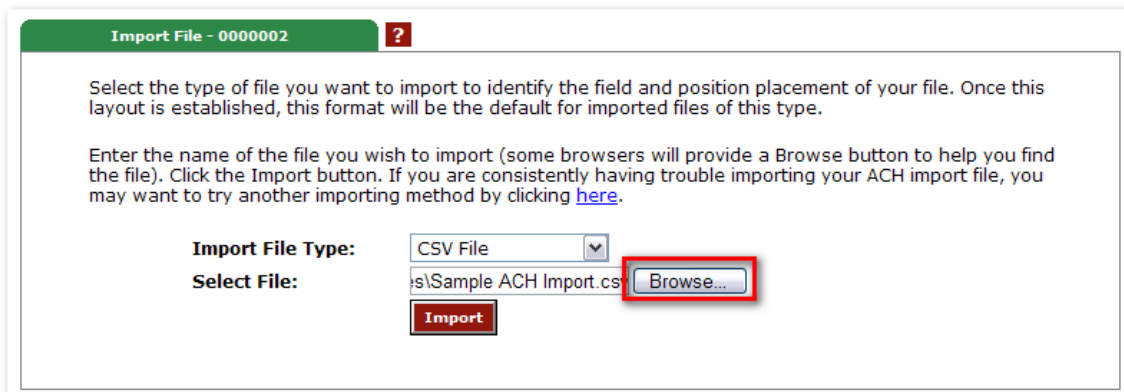
Step 1: Select **Import** from the drop-down menu.



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

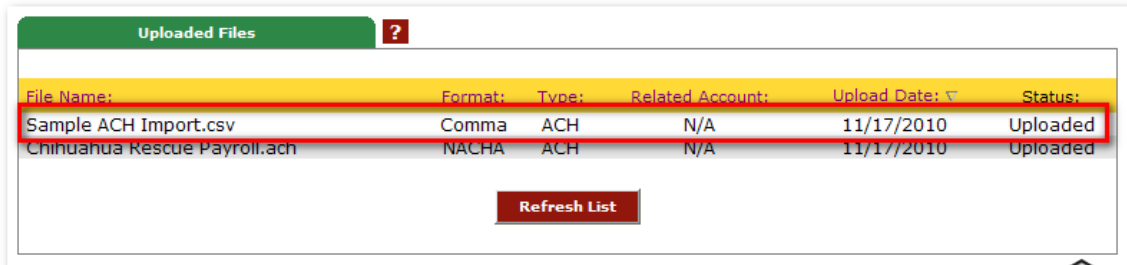


Step 3: Browse for file.



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 Rescue 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 checked="" 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
				Total \$6,500.00	\$7,500.00

A context menu is open over the selected 'Ready Payroll' batch, with 'Initiate' highlighted. The menu options are: Select option..., Select option..., View, Download, Edit, Quick Edit, Copy, Import, Update, Delete, and Initiate. An 'Initiate Selected' button is visible at the bottom left of the table area. An FDIC Equal Housing Lender logo is in the bottom right corner.

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:

Batch Name: Dec Payroll
Company: Chihuahua Rescue
Discretionary Data: payroll
SEC Code: PPD
Company Id: 7123456789
Entry Description: payroll
Restrict Batch:

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	

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

Select Effective Date: Wednesday, April 13, 2011
Reset amounts to \$0.00 after processing batch:

Buttons: Initiate, Cancel

ACH Companies that require offset account

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

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

Initiate Selected

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

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

Initiate Cancel

ACH Companies that require offset account for net difference

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

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	Select option... ▾
<input type="checkbox"/>	Ready Mar Invoice	PPD	Trainer Co.	\$500.00	\$1,500.00	Select option... ▾
				Total \$1,000.00	\$3,000.00	

Initiate Selected

- 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:

Initiate Cancel

PROCEDURES – QUICK INITIATE

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**.

The screenshot shows the 'ACH Batch List' interface. It features a table with columns for Status, Batch Name, Type, Company, Debit, Credit, and a dropdown menu. The first three rows are selected, indicated by checked checkboxes in the first column. Below the table is a button labeled 'Initiate Selected'.

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

Initiate Selected

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

The screenshot shows the 'Quick Initiate' interface. It features a table with columns for Batch, Type, CompanyName, Reset Records*, Debit, Credit, and Effective Date. The 'Effective Date' column contains dropdown menus for each batch. Below the table are 'Initiate' and 'Cancel' buttons.

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

Reset amounts to \$0.00 after processing batch

Initiate **Cancel**

ACH Companies that require offset account

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

ACH Batch List				Total Batches: 5		View 10 20 50 100	
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... ▼	
				Total	\$3,400.00	\$7,800.00	

Initiate Selected

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

Quick Initiate		<input type="checkbox"/> Apply Effective Date to all Batch records?		Select Date			
Batch	Type	Company Name	Reset Records*	Debit	Credit	Effective Date	Offset Account
Bonus	PPD	Training Inc.	<input type="checkbox"/>	\$0.00	\$1,000.00	Select Date	xxxxxxxxxxxx1102 D
March Payroll	PPD	Training Inc.	<input type="checkbox"/>	\$0.00	\$2,000.00	Select Date	xxxxxxxxxxxx1102 D
				Total	\$0.00	\$3,000.00	

Reset amounts to \$0.00 after processing batch

Initiate **Cancel**

ACH Companies that require offset account for net difference

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

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

Initiate Selected

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

Quick Initiate		<input type="checkbox"/> Apply Effective Date to all Batch records?		Select Date		
Batch	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
			Total \$1,400.00	\$2,800.00		

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 'Ready Payroll' with a debit of \$4,000.00 and a credit of \$4,000.00. A dropdown menu is open for the 'Ready Payroll' row, with 'Edit' highlighted in red. Other options in the menu include 'Select option...', 'View', 'Download', 'Quick Edit', 'Copy', 'Import', 'Delete', and 'Initiate'. A red box also highlights the 'Initiate Selected' button below the table.

Step 2: Select **Add Transaction**.

The screenshot shows the 'Edit Batch' 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: Name, ID Number, Account, Routing, Amount, CR/DR, and Held. The table contains five rows for individual transactions and one row for the 'Trainer Company' with an offset of \$4,000.00. A dropdown menu is open for the 'Ready Payroll' row, with 'Add Transaction' highlighted in red. Other options in the menu include 'Select option...', 'View', 'Download', 'Quick Edit', 'Copy', 'Import', 'Delete', and 'Initiate'. A red box also highlights the 'Add Transaction' button below the table.

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
 - Prenote:
 - Addenda Type: 00-No Addenda Information
 - Addenda: (empty)
- 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 inside it.

The 'Prenote' checkbox is now checked:

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

Add Transaction ?

Transaction Information:
Name Alice Adams **Addenda Type** 00-No Addenda Information
ID Number A6549 **Addenda**
Amount* 1.00 Prenote
* Amount cannot be \$0. If the Prenote option is selected, a separate \$0 Record of this entry is created.

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

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

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:		
John Doe	D1234	123654	082901855	\$1,000.00	CR		Edit	Delete
Mary Smith	S1234	654321	082901855	\$1,000.00	CR		Edit	Delete
Mike Michaels	M6543	456987	082901855	\$1,000.00	CR		Edit	Delete
Joe Jones	J1548	458415	082901855	\$1,000.00	CR		Edit	Delete
Trainer Company	Offset	156549	082901855	\$4,000.00	DR		Edit	Delete
Alice Adams	A6549	125486	082901855	\$1.00	CR	Y	Edit	Delete

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

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: A	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/>	Ready Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00	Select option...
<input type="checkbox"/>	Ready PNT-Payroll	PPD	Trainer Company	\$0.00	\$0.00	Select option...
Total				\$4,000.00	\$4,000.00	

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: A	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/>	Ready Payroll	PPD	Trainer Company	\$4,000.00	\$4,000.00	Select option...
<input type="checkbox"/>	Ready PNT-Payroll	PPD	Trainer Company	\$0.00	\$0.00	Select option...
Total				\$4,000.00	\$4,000.00	

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

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

Quick Edit		Total Transactions: 6		View 10 20 50 100 All Search			
Batch Name:	Payroll	SEC Code:	PPD				
Company:	Trainer Company	Company Id:	7123456789				
Discretionary Data:	Payroll	Entry Description:	Payroll				
		Restrict Batch	<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"/>
		Total Debits: \$4,000.00		Total Credits: \$4,000.00			
		Save	Return				

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	\$0.00	Select option...
				Total	\$0.00	\$3,000.00

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 text input field with a decimal separator.
- Tax Information ID 2:** A text input field followed by "Amount" and a text input field with a decimal separator.
- Tax Information ID 3:** A text input field followed by "Amount" and a text input field with a decimal separator.
- Buttons:** "Quick Add", "Submit", and "Cancel" are located at the bottom left.

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.

PROCEDURES – STATE TAXES

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

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

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

[Return](#)

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

ACH Transaction List							View 10 20 50 100 All Search	
Batch:	EDI			Batch Code:	CTX			
Company:	Chihuahua Rescue			Company Id:				
Discretionary Data:				Entry Description:	EDI			
Initiated By:	ADMIN			Restrict Batch:	<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				
			Total Debits: \$100.00	Total Credits: \$100.00				

[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="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Search

You can edit/delete the transactions if needed.

Search Results ? View [10](#) | [20](#) | **50** | [100](#)

Name:	ID Number:	Batch	Account:	Amount:	CR/DR:	Held:
Chihuahua Rescue	offset	Payroll	651815685	\$2,000.00	DR	Edit Delete
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	Edit Delete

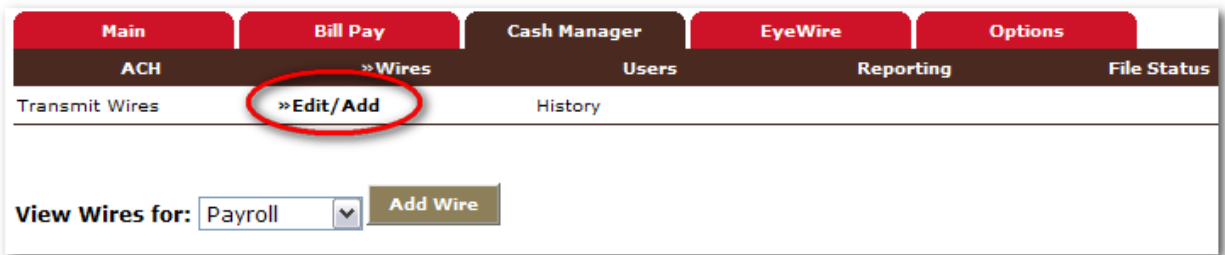
Return

WIRES

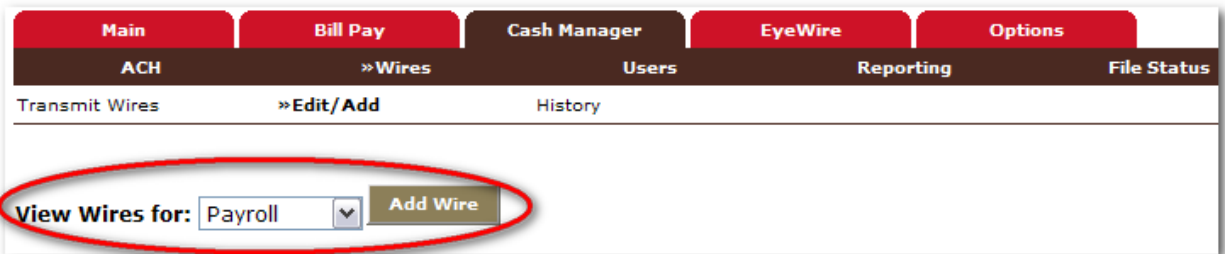
CREATING A WIRE

PROCEDURES – ADD A WIRE TRANSFER

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



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



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

The image shows two overlapping software windows. The main window is titled "Define New Wire" and contains several sections: "General Wire Information", "Credit Account Information" (with fields for Credit Account Number, Name, and Address), "Receiving Bank Information" (with fields for ABA Number, Name, and Address, and a "Search for ABA Number" link), "Wire Information" (with a "Remarks:" field), and "Repetitive Wire/Code" (with a checkbox and a text field) and "Amount" (with a numeric field). The "ABA Lookup - Wires" window is overlaid on the right, showing fields for ABA Number, Bank Name, Short Name, City, and State, each with a search icon. It also has "Submit" and "Close" buttons and a legend explaining the search icons: a green checkmark for partial matches and a blue magnifying glass for exact matches.

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 web application interface with a top navigation bar containing 'Main', 'Bill Pay', 'Cash Manager', 'EyeWire', and 'Options'. Below this is a secondary navigation bar with 'ACH', '» Wires', 'Users', 'Reporting', and 'File Status'. The '» Transmit Wires' link is circled in red. Below the navigation is a header area with '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 wires are listed: 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 page with a title bar and a question mark icon. The page is divided into three sections: 'Credit Account Information', 'Receiving Bank Information', and 'Wire Information'. Each section contains key-value pairs for various details.

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

WIRE STATUSES

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

View wires submitted through NetTeller that have been processed.

Wire History for 01/23/2010 to 11/23/2010		View 7 Days 15 Days 30 Days Search		
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 circled in red. 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 the status for each user.

Step 2: Complete the User Settings.

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

- * **User Name:** [Text input field]
- * **User ID:** [Text input field]
- * **Administration:** [Dropdown menu, currently set to 'No']
- * **Password:** [Text input field]
- * **Wire Password:** [Text input field]
- Allow User Download:**
- Hold User:**
- E-mail Address:** [Text input field]
- Access Times:** A table with columns for 'Begin Time (hh:mm AM/PM)' and 'End Time (hh:mm AM/PM)' for each day of the week. All times are currently set to 12:01 AM to 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** (red), **Cancel** (red)

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 web application 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' interface 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, there are 'Submit' and 'Cancel' buttons.

Checked	Access Right	Checked	Access Right	Checked	Access Right
<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 a table titled 'Cash User Listing' with three columns: 'User Name', 'User ID', and 'Status'. There are two rows of data. The first row shows 'Company Admin' with 'admin' as the User ID and 'OK' as the Status. The second row shows 'Sample User' with 'user' as the User ID and 'Pending Approval' as the Status. To the right of each row is a dropdown menu with 'Select option...'.

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	Inclearing	
Hold Amount.....	0.00	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 ?					
File Name:	Format:	Type:	Related Account:	Upload Date: ▾	Status:
kenny.ach	NACHA	ACH	N/A	04/22/2008	Uploaded

[Refresh List](#)

OPTIONS

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



Personal

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

Modify Personal Settings ?

Current Email Address: jkesler@jackhenry.com

Change Email Address:

Reenter New Email Address:

Password Reset Question: college town

Password Reset Answer: fayetteville

Modify Login Information

NetTeller ID jen cm

Enter New

Enter New Again

NOTE: IDs must include at least one letter. Can not start with a number.

NetTeller Password

Enter Current

Enter New

Enter New Again

NOTE: Password must be AlphaNumeric 4 - 8 characters.

Cash Management Password: Enter Current

Enter New

Enter New Again

NOTE: Password must be AlphaNumeric 4 - 8 characters.

Cash Management Wire Password:

Enter Current

Enter New

Enter New Again

Account

Edit account pseudo names and change the order in which accounts display in NetTeller.

Deposit ▾ Select accounts to modify settings.

Deposit Accounts ?

Account Pseudo Names	New Account Pseudo Names
Operations	<input type="text"/>
Payroll	<input type="text"/>

Display

Edit default view settings.

Establish Display Defaults ?

Accounts: 5 10 20 50 100 All

Transactions: Since Last Statement Last 7 Days Last 15 Days Last 30 Days Search History

Bill Pay History: All History Last 7 Days Last 15 Days Last 30 Days Search History

ACH Batches: 10 20 50 100

ACH Transactions: 10 20 50 100

Wires - Transmit: 10 20 50 100

Wires - Edit/Add: 10 20 50 100

Transfer History: Last 7 Days Last 15 Days Last 30 Days Search History

ACH History: Last 7 Days Last 15 Days Last 30 Days Search History

Wire History: Last 7 Days Last 15 Days Last 30 Days Search History

Download Lines: One Line Two Lines Three Lines All Lines

Transfer Confirmation: Yes No

Alerts

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

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