



Corporate and Institutional Services

Business Online



User Manual

For Customer Support:

One Call Center

888-522-2265, option 2

www.lakecitybank.com

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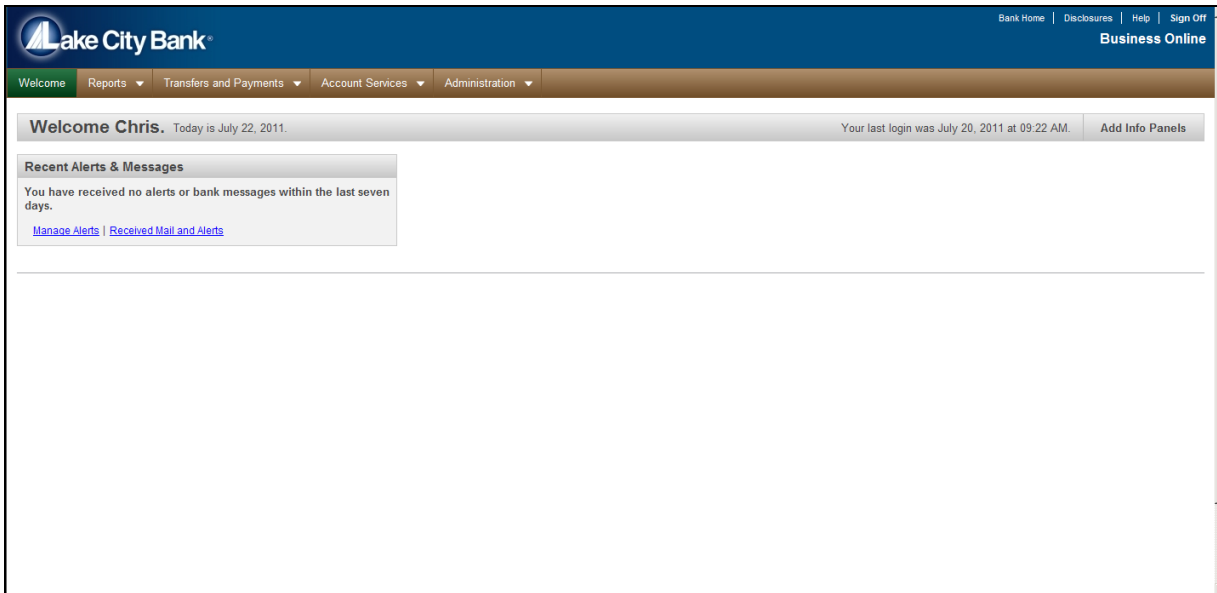
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WELCOME TAB

Dashboard

The Welcome page is the first page displayed in Business Online. To return to the Welcome page at any time, click the Welcome tab at the top of the page.

The Welcome tab is also known as the Dashboard. The only default panel that will display on the Dashboard is the Recent Alerts & Messages. **The Dashboard instructions are available for BeB users in the Administration tab, Download Documents section.** To add more Info Panels, complete the following instructions:



1. Click on the **Add Info Panels** button located on the top right side of the page
2. You have several panels to choose from. Multiple copies can be added for certain Info Panels (such as Important Account Balances to be able to view more than 7 accounts on the Welcome Tab at a time).

(Depending on what services you are signed up for will determine if you see all the panels below.)

Balance Snapshot – View the historical balances of the accounts that are most important to you. Multiple copies of this panel can be added and can contain different accounts. (If you wish to see current balances, choose the Important Account Balances Info Panel)

Calendar – View a calendar that highlights future dates with scheduled transactions or custom alerts. The dates can be clicked to view summary information.

Exception Decision – View and approve exceptions waiting for approval. This Info Panel will only be used by Positive Pay customers who make decisions on check exceptions.

Important Account Balances - View the balances of the accounts that are important to you. Multiple copies of this panel can be added with different accounts. Please note, if too many accounts are included in this panel it will slow down the appearance of this Info Panel.

Next Scheduled Requests – View next scheduled requests waiting for approval. This will show pending transfers, ACH, Wire and BillPay transactions.

Recent Transactions – View recent transactions for accounts that are most important to you. Multiple copies of this panel can be added and can contain different accounts.

Shortcuts - Create links to saved reports that you run the most and links to other tasks that you perform with regularity. This takes the place of the Favorites and Saved Reports (Saved Reports are only available in Premium Reporting Packages) link on the Welcome Tab.

Templates Approval – View and approve templates waiting for approval. Use this Info Panel if you have approval permissions and your company requires dual control for creating transfers, ACH, and Wire templates.

Transfers & Payments Approval – View and approve transactions, transfers and files waiting for approval. Choose this panel if you have approval permissions and your company requires dual approval for transfers, ACH or Wire transactions.

User Profiles Approval – View and approve user profiles waiting for approval. This Info Panel will rarely be needed, unless you have dual approval on setting up or changing users.

3. Once you have made your Info Panel selections, click on the *Dashboard* link at the top of the page, or click on the **Welcome** tab.
4. You will see your Info Panels listed. Hover your mouse over the title bar of each Info Panel, your cursor will change to 4 arrows and you can now move that panel to a different part of your screen.
5. For the Info Panels **Important Account Balances** and **Shortcuts**, you will need to add your accounts and favorites.

Important Account Balances – Click on *Edit accounts displayed* to select what accounts you wish to view

Shortcuts – To add shortcuts of most used tasks, click on *Edit Favorites*. If you have Premium Reporting, you can add Saved Reports by clicking *Edit Saved Reports*.

- To delete Info Panels, click on the down arrow located on the Info Panels title bar.
- To minimize information show in an Info Panel, click on the dash located on the Info Panels title bar.
- If an Info Panel is minimized, click on the plus sign located on the Info Panels title bar.

Recent Alerts & Messages

Click the New Messages link to see new messages since you last logged in. The Received Mail and Alerts page appears:

View received mail and alerts
View sent mail
Contact us
Download documents

Received Mail and Alerts

Review your received mail and alert messages. To read a message, click its subject. To view messages you have sent, go to [Sent Mail](#). To delete messages, check the desired messages and click "Delete messages".

To read messages and alerts received prior to 09/17/2008, go to [Read Messages](#) or [Alerts](#).

Received messages will be automatically deleted after 90 days.

To manage the alerts you receive, go to [Manage Account Related Alerts](#), [Manage Non-account Related Alerts](#), or [Manage Custom Alerts](#).

Select all • Deselect all

Date ▼	Status	Type	Sent From	Subject
<input type="checkbox"/> 11/18/2008	Unread	Mail	Client Services	Bank Holiday Processing
<input type="checkbox"/> 11/18/2008	Unread	Alert	BANK	Credit Posted
<input type="checkbox"/> 11/18/2008	Unread	Alert	BANK	Minimum Balance
<input type="checkbox"/> 11/18/2008	Unread	Mail	BANK	New Balance Account
<input type="checkbox"/> 11/18/2008	Unread	Alert	BANK	Generate Payroll File
<input checked="" type="checkbox"/> 11/17/2008	Read	Alert	BANK	Debit posted
<input checked="" type="checkbox"/> 11/15/2008	Read	Alert	BANK	Check Presented

ADMINISTRATION

Overview

Used for managing users, contact information, alerts, and approvals. Administration privileges are assigned in user permissions.

All primary users will have Administration permission, but there could be several administrators.

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | Company Administration | Self Administration

Administration

The Administration section facilitates communication with the bank, alert maintenance, and administration activities.

Communications

View mail and alert messages, send a message, retrieve bank forms and documents, and manage alerts.

[View received mail and alerts](#) | [Contact us](#)
[View sent mail](#) | [Download documents](#)

Company Administration

Perform company administration activities.

[User administration](#) | [Account administration](#)
[User administration approval](#) | [Approvals administration](#)

Self Administration

Perform self administration activities.

[Change password](#) | [Manage favorites](#)
[Personal preferences](#) | [View user activity report](#)

User Administration

How to setup, change, copy and delete a company user and the services the user is entitled to is completed through User Administration. This section will outline how to perform each of these tasks using the user profile page.

Add a New User

1. In the Administration tab, click User Administration in the Company Administration section. The User Administration page appears:

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | **Company Administration** | Self Administration

User Administration

To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to [User Administration - Add User](#). To manage a user's access, click "System access."

User ID ▲	First Name	Last Name	Additional Information
ADMIN	ADMIN	ADMIN	System access
ADMINZ	Backup	Administrator	System access
JOE	Joe	Coleman	System access

[How Do I...](#) | [Terms](#) | [FAQs](#)

2. Click the User Administration – Add User link. Complete the required information, click continue.

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | **Company Administration** | Self Administration

User administration
 Account administration
 Approvals administration

Setup New User

Enter the new user's information and role(s) below, then click on "Continue".

User Information

User ID:

Password:
(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)

Confirm password:

First name:

Last name:

Primary e-mail address:

Secondary e-mail address (optional):

Additional information (optional):

User Roles (optional)

Allow this user to setup templates.
(This entitles the user to template setup capabilities for only those services and accounts to which the user has been entitled.)

Allow this user to approve transactions.
(This entitles the user to transmit capabilities for only those services to which the user has been entitled.)

Grant this user administration privileges.
(This will allow the user to add, modify, copy and delete users, modify their roles, services and account access, rename accounts, and modify the number of approvers required for requests.)

[How Do I... Terms FAQs](#)

3. Select the services that need to be entitled to the user or click Select All link.

Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Communications | **Company Administration** | Self Administration

User administration
 User administration approval
 Account administration
 Approvals administration

User Administration - Add User Services

Select the services to which the user will have access and click "Save user." To edit the user's profile information, click "Edit user informat

User Information

User ID: Lisa
 First name: Lisa
 Last name: User
 Primary e-mail address: lisa@email.com
 Secondary e-mail address (optional): lisa@email.com
 Additional information (optional):
 Roles: Setup, Approval

Available Services

[Select all](#) • [Deselect all](#)

Service Name ▲	Entitled
Account Reporting	<input type="checkbox"/>
ACH File Upload	<input type="checkbox"/>
Book Transfer	<input type="checkbox"/>
CCD Collection	<input type="checkbox"/>
CCD Payment	<input type="checkbox"/>
Express Transfer	<input type="checkbox"/>
Federal Tax	<input type="checkbox"/>
File Download	<input type="checkbox"/>
File Upload	<input type="checkbox"/>
Loan	<input type="checkbox"/>
Loan Advance	<input type="checkbox"/>
Loan Payment	<input type="checkbox"/>
One time wire transfer entry	<input type="checkbox"/>
Pop Pay	<input type="checkbox"/>
PPD Collection	<input type="checkbox"/>
PPD Payment	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
State Tax	<input type="checkbox"/>
Stop Payment	<input type="checkbox"/>
Template based wire transfer	<input type="checkbox"/>

[How Do I... Terms FAQs](#)

4. Click Save User. The User Profile page appears with a confirmation.

Welcome | Reports | Transfers and Payments | Account Services | Administration

Communications | Company Administration | Self Administration

User administration
 User administration approval
 Account administration
 Approvals administration

[Print this page](#)

User Profile

The user was created successfully. Before some services can be used, accounts must be assigned to those services that require account level access. User limits default to the associated company limits but may be changed. To review the approval settings, which may be impacted by this change, go to [Approvals Administration](#).

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information

[Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID:	LISA
First name:	Lisa
Last name:	User
Primary e-mail address:	lsa@emial.com
Secondary e-mail address:	lsa@emial.com
Additional information:	
User status:	Enabled
Roles:	Setup Approval

Assigned Services

[Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name	Details
Account Reporting	Add
ACH File Upload	
Book Transfer	Add
CCD Collection	Add
CCD Payment	Add
Express Transfer	Add
Federal Tax	Add
File Download	Add
File Upload	Add
Loan	Add
Loan Advance	
Loan Payment	
One time wire transfer entry	
Pos Pay	Add
PPD Collection	Add
PPD Payment	Add
Reporting	Add
State Tax	Add
Stop Payment	Add
Template based wire transfer	Add

User Limits

To modify user limits for services and accounts to which this user has access, click on the associated details link.

Service Name	Details
ACH	View/Change
Wire	View/Change

[How Do I... Terms FAQs](#)

5. In the list of Assigned Services, click Add to assign accounts for that service, to the user.

Welcome | Reports | Transfers and Payments | Account Services | Administration

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User administration
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[Print this page](#)

Account Access - Add

Select the accounts to which the user will have access and click "Save changes." To return to the user's profile, go to [User Profile](#).

User ID: LISA
 Name: Lisa User
 Service: Account Reporting

Accounts available for the Account Reporting service

TRC	Account Number	Description	Entitled Account Select All • Deselect All
841841842	8895122031	Payroll Account	<input type="checkbox"/>
841841842	8895122032	Operating Account	<input type="checkbox"/>
841841842	8895132015	Money Market	<input type="checkbox"/>
841841842	8895142015	CD 1	<input type="checkbox"/>

[Save changes](#) [Do not save changes](#)

[How Do I... Terms FAQs](#)

6. Select the accounts to which the user will have access and decide what type of capabilities they will have using those accounts. Save Changes.

Entitled Account To entitle entry capabilities for all available accounts.

Allow Transmit To entitle transmit capabilities for all available accounts.

7. Repeat this process to add accounts for the other details services this user will require.

Modifying User System Access

To change a user's profile information as well as resetting a password, complete the following:

1. Administration tab, under Company Administration, click User Administration. Click on System Access for the user ID to be edited.



Navigation: Welcome | Reports | Transfers and Payments | Account Services | **Administration**

Sub-navigation: Communications | **Company Administration** | Self Administration

User Administration

To view, edit, copy or delete a user's profile, click the corresponding user ID. To setup a new user, go to [User Administration - Add User](#). To manage a user's access, click "System access."

User ID ▲	First Name	Last Name	Additional Information
ADMIN	ADMIN	ADMIN	System access
ADMIN2	Backup	Administrator	System access
JOE	Joe	Coleman	System access
LISA	Lisa	User	System access

[How Do I... Terms FAQs](#)

2. Make the required changes, click Save Changes. Confirmation message displays.

Editing User Assigned Services

To change or modify the service assigned to a user, complete the following:

1. From the User Profile, click Edit User Services.
2. Check (Entitle) or uncheck the appropriate services checkbox.
3. Click Save Changes. The User Profile page appears with a confirmation message.

Note: The confirmation message reminds you that before some services can be used, accounts must be assigned to those services that require account level access. User Limits default to the associated company limits but may be changed. To review the approval setting, which may be impacted by the change, go to Approval Administration.



User information

User ID: LISA
First name: Lisa
Last name: User
Primary e-mail address: lisa@gmail.com
Secondary e-mail address: lisa@gmail.com
Additional information:
User status: Enabled
Hours: Setup, Approval

Assigned Services

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or applicable link.

Service Name ▲	Details
Account Reporting	View/Change
ACH File Upload	
Bank Transfer	Add
CCD Collection	Add
CCD Payment	Add
Express Transfer	Add
Federal Tax	Add
File Download	Add
File Upload	Add
Loan	Add
Loan Advance	
Loan Payment	
One time wire transfer entry	
Plus Play	Add
PPD Collection	Add
PPD Payment	Add
Reporting	Add
State Tax	Add
Stop Payment	Add

User Limits

To modify user limits for services and accounts to which this user has access, click on the associated details link.

Service Name	Details
ACH	View/Change

Note: Because the new service was assigned to a user it is now necessary to assign the accounts.

Copying Users

If creating a new user that is a mirror image of an existing user, complete the following to copy current user permissions:

1. Access the User Profile of the user to be copied, click Copy User

Print this page

User Profile

Account access updated successfully.

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information [Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID: USA
First name: Lisa
Last name: User
Primary e-mail address: lisa@email.com
Secondary e-mail address: lisa@email.com
Additional information:
User status: Enabled
Roles: Setup, Approval

Assigned Services [Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name ▲	Details
Account Reporting	View/Change
ACH File Upload	
Book Transfer	View/Change
CCD Collection	Add
CCD Payment	Add
Express Transfer	Add
Federal Tax	Add
File Download	Add

2. Enter the information for the new user you are creating. Click Save user, the User Profile page with a confirmation message appears.

Note: If you are restricting access to any services or accounts, be sure to follow the same steps of Editing User Assigned Services.

Deleting Users

1. Access the User Profile of the user to be deleted:

Print this page

User Profile

To edit the user's roles, click "Edit user roles." To copy this user, click "Copy user." To delete this user, click "Delete user." To view a different user profile, return to [User Administration](#).

To modify the user's system access or e-mail addresses, go to [System access](#).

User Information [Edit user roles](#) • [Copy user](#) • [Delete user](#)

User ID: USA
First name: Lisa
Last name: User
Primary e-mail address: lisa@email.com
Secondary e-mail address: lisa@email.com
Additional information:
User status: Enabled
Roles: Setup, Approval

Assigned Services [Edit user services](#)

To modify the services to which this user has access, click on "Edit user services." To add or modify the service's account or application access, click on the associated details link.

Service Name ▲	Details
Account Reporting	View/Change
ACH File Upload	
Book Transfer	View/Change
CCD Collection	Add
CCD Payment	Add
Express Transfer	Add
Federal Tax	Add
File Download	Add


2. Click Delete User link. The Delete User page appears: Click Delete User

Approvals Administration

The Business Online users with the Administration role user can specify the number of approvals required for all user services and user profiles, also specifying amount limits by user and by day. The number of approvals can also be dependent on the amount of a request.

Changing Approval Parameters

1. In the Administration tab, click Approvals Administration in the Company Administration section. The Approvals Administration page appears:
2. Identify a request dollar amount and the number of approvals required if that request is less than or equal to, or greater than the request dollar amount.
3. Identify number of approvals for setup of new users (Administration) and templates for each service listed.
4. Click Save changes. A confirmation appears.


Disclosures | Help | Sign Off

Welcome
Reports
Transfers and Payments
Account Services
Administration

Communications
Company Administration
Self Administration

User administration

User administration approval

Account administration

Approvals administration

Approvals Administration

For transactions, enter an amount and indicate the required approvals if the request amount is less than or equal to the amount, enter the required approvals if the request amount is greater than the amount and click "Save changes." For setup or file import/upload, enter the required approvals for the selected service and click "Save changes."

CAUTION: Please check your approval settings before they are saved. You will not be able to transmit a request if the number of approvals required for a service is greater than the number of users authorized to approve requests for the service.

Approvals Required For Transactions

Service Name ▲	Request Amount	Approvals If Less Or Equal	Approvals If Greater
ACH File Upload	\$ 50,000.00	1	2
Book Transfer	\$ 0.00	1	1
CCD Collection	\$ 0.00	1	1
CCD Payment	\$ 0.00	1	1
Express Transfer	\$ 0.00	1	1
Federal Tax	\$ 0.00	1	1
Loan Advance	\$ 0.00	1	1
Loan Payment	\$ 0.00	1	1
PPD Collection	\$ 0.00	1	1
PPD Payment	\$ 0.00	1	1
State Tax	\$ 0.00	1	1
Template based wire transfer	\$ 100,000.00	1	2

Approvals Required For Setup

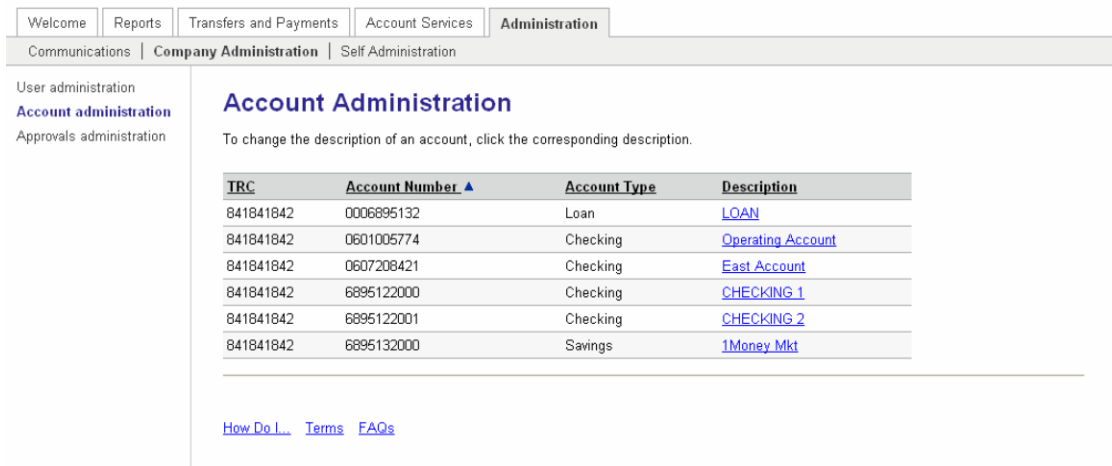
Service Name ▲	Approvals Required
Administration	1
Book Transfer	1
CCD Collection	1
CCD Payment	1
Federal Tax	1
PPD Collection	1
PPD Payment	1
State Tax	1
Template based wire transfer	1

Save changes
Do not save changes

Account Administration

To change an account's name

1. In the Administration tab, under Company Administration click Account Administration



2. Click the description link of the account to be changed. Enter correct descriptions and save changes.

Communications

The Communications section allows you to view received mail and alerts, view sent mail, and access Contact Us, all of which was covered previously. The one new option is Download Documents.

Download Documents

The Download Document function is used to download documents from your financial organization to your customers.

Types of documents that we house here:

- BillPay Application
- Holiday Calendar
- Fraud Prevention
- Notes about upgrades
- Dashboard Instructions

Managing Alerts

You can manage the alerts you receive by clicking the appropriate links on the Received Mail and Alerts page. You can manage account related alerts, non-account related alerts, and custom alerts by clicking the appropriate link.

1. On the Received Mail and Alerts page, click Manage Alerts. The Manage Alerts page appears:

View received mail and alerts
View sent mail
Manage alerts
Contact us
Download documents

Manage Alerts

Use this page to manage the alerts you receive and how you want to receive them. You can add new alerts, change existing alerts, or delete alerts that are not mandatory. The destinations available with each alert depend upon the contact information you have entered in [Personal Preferences](#). Enabled, mandatory, and custom alerts will always be delivered to your online banking mailbox.

Account Alerts | Non-account Alerts | Custom Alerts

Select the account for which you would like to manage alerts.
*0517 - 1loan

Alert	Send To
Transfer and Payment Alerts	
Loan Advance Approval Pending	Alert is off Add
Loan Payment Approval Pending	Alert is off Add
✓ Transaction Failed	ADMIN@ISP.COM Change

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- The available alerts for the selected account appear.
- You can change the Account by selecting a different account in the drop down list.
- You can change the Alert type by selecting a different tab at the top of the page. Maintaining alerts is the same for each type.
- Click Add on the Alert to add this alert, additional fields specific to this alert appear. Select the email the Alerts should be sent to (either primary or secondary as set up in Personal Preferences) or text message to a cell phone.
- To change an alert, click Change on the alert line. Additional fields specific to the alert appear. Select the email the Alerts should be sent to (either primary or secondary as set up in Personal Preferences). Click Save Alert, or click Do Not Save Alert, as appropriate.
- To delete an alert, click Delete on the alert line.

Contact Us

You can contact client support by email, and specify an intended recipient. We will also use this to communicate with you.

- Click Contact us. The Contact us page appears:

View received mail and alerts
View sent mail
Manage alerts
Contact us
Download documents

Contact us

Enter message information and click "Send message." To associate an account with this message, select the Service and then the Account. To attach a file, click "Browse."

To:

Subject:

Service (optional):
(Select Service to display associated Accounts)

Account (optional):
(Accounts associated with selected Service)

Attachment (optional):

Message:

2. Select to who the message will go to from the drop down box. The options could be Business Online, Mail For Bank or Service Delivery.
3. Type a subject in the Subject box.
4. The Service, Account and Attachment fields are optional.
5. In the Message box, type your message.

Tip: Provide as much detail as possible to avoid a series of mail exchanges.

6. Click Send message. A One Call Center representative will reply.
7. To read the reply message, select View Received mail and alerts from the Communications section of the Administration tab (if you have an external email address, a notification will be sent when new mail is in the inbox).

Self-Administration

Change Password

1. From the Administration tab, click Change Password in the Self Administration section. The Change Password page appears:

The screenshot shows a web application interface for changing a password. At the top, there is a navigation bar with tabs for 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a secondary navigation bar includes 'Communications', 'Company Administration', and 'Self Administration'. On the left side, a sidebar menu lists 'Change password', 'Personal preferences', 'Manage favorites', and 'View user activity report'. The main content area is titled 'Change Password' and contains the following text: 'Please provide the information below and then click "Save changes."' followed by three input fields: 'Enter current password:', 'Enter new password:', and 'Confirm password:'. A note below the second field states: '(Passwords are not case sensitive, are 8 to 12 characters long and must contain at least 1 letter and 1 number.)'. At the bottom of the form are two buttons: 'Save changes' and 'Do not save changes'. Below the buttons are links for 'How Do I...', 'Terms', and 'FAQs'.

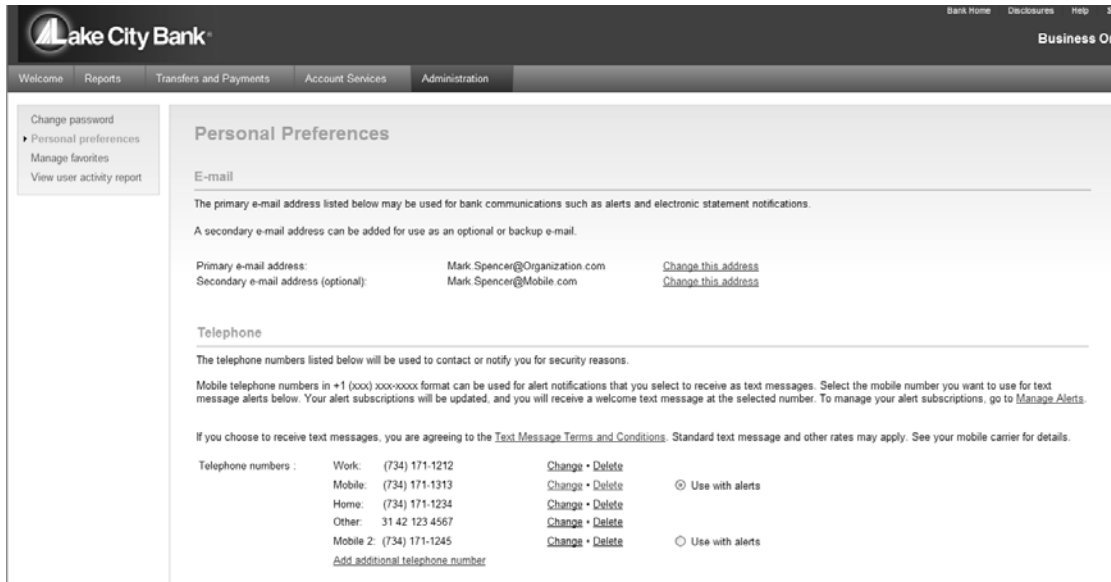
2. Complete the fields as required and click Save Changes. A confirmation appears.

Note: For enhanced security, only one password change per day is allowed.

Personal Preferences

This section allows you to maintain a primary and secondary email address, phone numbers for Out-of-Band Authentication and text alerts.

1. From the Administration tab, click Personal Preferences in the Self Administration section.



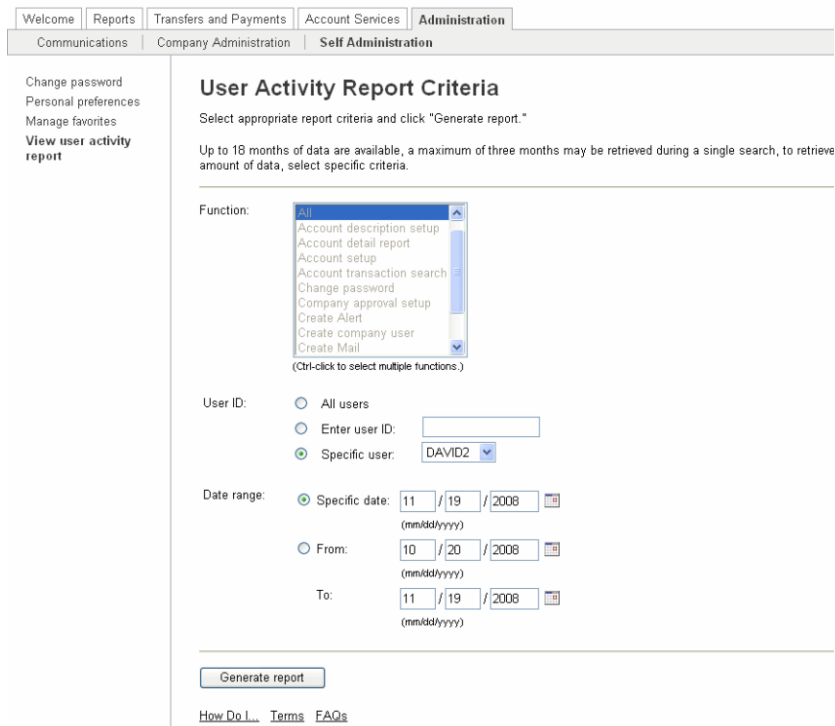
The screenshot shows the 'Personal Preferences' page in the Lake City Bank administration interface. The page is divided into two main sections: 'E-mail' and 'Telephone'. The 'E-mail' section includes a primary email address (Mark.Spencer@Organization.com) and a secondary email address (Mark.Spencer@Mobile.com), both with 'Change this address' links. The 'Telephone' section lists several phone numbers (Work, Mobile, Home, Other, Mobile 2) with 'Change' and 'Delete' links, and radio buttons to select which numbers to use for alerts. A sidebar on the left contains navigation links like 'Change password', 'Personal preferences', 'Manage favorites', and 'View user activity report'. The top navigation bar includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'.

2. Make necessary changes or additions

View User Activity Report

The User Activity Report is used to view BeB user activity for a specific date or date range.

1. From the Administration tab, click View User Activity Report in the Self Administration section.



The screenshot shows the 'User Activity Report Criteria' page in the Lake City Bank administration interface. The page is divided into two main sections: 'Function' and 'User ID'. The 'Function' section has a dropdown menu with options like 'Account description setup', 'Account detail report', 'Account setup', 'Account transaction search', 'Change password', 'Company approval setup', 'Create Alert', 'Create company user', and 'Create Mail'. The 'User ID' section has radio buttons for 'All users', 'Enter user ID', and 'Specific user'. The 'Specific user' option is selected, and the user ID 'DAVID2' is entered in a dropdown menu. The 'Date range' section has radio buttons for 'Specific date', 'From', and 'To'. The 'Specific date' option is selected, and the date range '11 / 19 / 2008' is entered. A 'Generate report' button is located at the bottom of the form. The top navigation bar includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. The sidebar on the left contains navigation links like 'Change password', 'Personal preferences', 'Manage favorites', and 'View user activity report'.

- Select the criteria to be included in the report as required.
- Click Generate Report. The User Activity Report page appears:

[Welcome](#) | [Reports](#) | [Transfers and Payments](#) | [Account Services](#) | **Administration**
 Communications | Company Administration | **Self Administration**

[Change password](#)
[Personal preferences](#)
[Manage favorites](#)
View user activity report

[Print this page](#)

User Activity Report

To change report criteria, return to [User Activity Report Criteria](#).

Date created: 11/19/2008 03:27:10 PM (ET)
 Function: All
 User ID: DAVID2
 Date range: 11/19/2008 to 11/19/2008

(To view activity detail, click the date)

Date	User ID	User Name	IP Address	Function
11/19/2008 08:16:23 AM (ET)	DAVID2	David Akers	222.111.000.99	Login standard
11/19/2008 08:22:15 AM (ET)	DAVID2	David Akers	222.111.000.99	Summary Report
11/19/2008 08:44:56 AM (ET)	DAVID2	David Akers	222.111.000.99	Account Detail Report
11/19/2008 09:12:31 AM (ET)	DAVID2	David Akers	222.111.000.99	Create Alert

[How Do I...?](#) | [Terms](#) | [FAQs](#)

- To view details, click a date. The User Activity Report – Detail page appears:

[Welcome](#) | [Reports](#) | [Transfers and Payments](#) | [Account Services](#) | **Administration**
 Communications | Company Administration | **Self Administration**

[Change password](#)
[Personal preferences](#)
[Manage favorites](#)
View user activity report

[Print this page](#)

User Activity Report - Detail

Review the details for this activity or return to [User Activity Report](#).

Activity

Date: 11/19/2008 08:16:23 AM (ET)
 User ID: DAVID2
 User Name: David Akers
 IP address: 222.111.000.99
 Function: Login standard

Activity Detail

Field Name	Field Information
Company ID:	204738
User ID:	DAVID2
Status:	ENABLE
Results:	Success

[How Do I...?](#) | [Terms](#) | [FAQs](#)

REPORTS

Overview

The Reports tab provides “on-the-spot” intraday, previous day, and transaction searches on all accounts set up and enabled in your company. The types of information that appear within the Reporting area are based upon the package you enrolled in.

- Micro reporting package offers account activity.
- Standard reporting package offers account activity and account summary.
- Premium package offers the same information available through Standard reporting plus, combined reports, cash position, and saved reports.

Customers can download transaction information in a Quicken transfer file (.QFX), Quicken interchange format (.QIF), comma separated value (.CSV) formats, BAI2 formats, Microsoft Money® formats and a Portable Document Format (PDF).

Account Activity

The Account Activity Report is used to view detailed account information.

1. On the Report tab, click the Account Activity link in the Deposit Account Reporting section.

The screenshot shows the 'Account Activity Search' page. At the top, there are tabs for 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below these are sub-tabs for 'Deposit Account Reporting', 'Deposit Reporting', 'Loan Reports', and 'Downloadable Reports'. The left sidebar contains a list of report types: 'Account activity', 'Account summary', 'Combined report', 'Cash position report', 'Message saved reports', and 'Saved Reports: (0/0)'. There are also 'Quick Links' for 'Positive pay exceptions manager' and 'Stop payment request'.

The main content area is titled 'Account Activity Search' and includes the instruction 'Select appropriate criteria and click "Search"'. Below this, it states 'Up to 3 months of data are available. To retrieve a limited amount of data, select specific search criteria.' The 'General Search Options' section contains the following fields:

- Output to:** Screen (HTML) with a link to 'Show more output options'.
- Accounts:** A table with columns 'ABA/BFC', 'Account', 'Description', and 'Balance'.

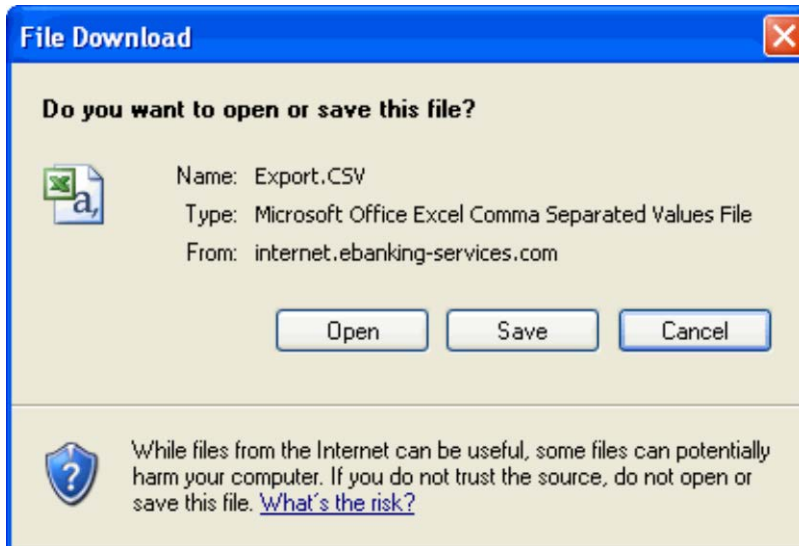
ABA/BFC	Account	Description	Balance
<input type="checkbox"/>	841841842 *2001	1 MONEY MARKET	Accessible \$2,171.04
<input type="checkbox"/>	841841842 *2002	CD 1	Accessible \$104,318.22
<input type="checkbox"/>	841841842 *2002	CHECKING 1	Accessible \$99,822.56
<input type="checkbox"/>	841841842 *2003	CHECKING 2	Accessible \$87,910.37
- Date range:** Specific date: 11 / 23 / 2009; From: 10 / 24 / 2009; To: 11 / 23 / 2009; Previous business day.
- Transaction types:** All transactions; Groups: All debits, All credits, All checks, All ACH debits, All ACH credits, All wire debits, All wire credits; Specific transactions: a dropdown menu with options like '# OF CONTR DISB DEB (602)', '# OF CTL DISB DEBITS (600)', and 'ACC HLDG INT ACH DEB (462)'. A 'Show advanced options' link is also present.

At the bottom, there is a 'Search' button and links for 'How Do I...', 'Terms', and 'FAQs'.

2. Enter search criteria, click Search

Downloading Account Detail

1. From the Account Activity page, select one of the available download formats (QIF, CSV, or BAI2) from the drop-down menu.
2. Click Go. The File Download window appears:




3. Choose Open or Save and view file information

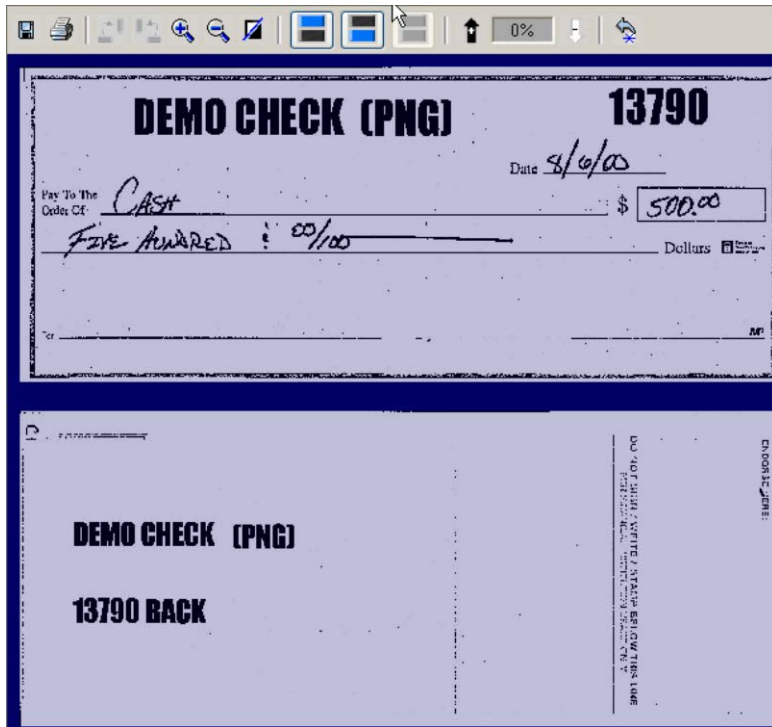
Viewing Check Images

To view check images from the Account Detail Report (Standard and Premium Reporting) or Account Activity (Micro Reporting) pages, complete the following:











1. Click the Image icon (camera) of the transaction for which you want to view a check image. The Check Viewer window appears:

Post Date ▲	Reference ID	Image	Transaction Type	Debit	Credit	Calculated Balance
04/30/2008	0000000000000000		MAINTENANCE FEE	\$20.00		\$59,307.97
05/12/2008	0000000000000000		LOAN PAYMENT	\$177.67		\$59,130.30

Detail: AUTOMATIC LOAN PAY



2. In the Check Viewer window, you can perform the following:

Buttons	Description
	Saves the document, but only in the original view. If you zoom, flip, rotate, or invert the image, you cannot save that view of the image.
	Prints the image, but only in the original view. If you rotate or invert the image, you cannot print that view of the image.
	Rotates the image clockwise 90 degrees.
	Rotates the image counter clockwise 90 degrees.
	Zooms the image to a larger size.
	Zooms the image to a smaller size until the original size is achieved.
	Flips the image from front to back or back to front.
	Inverts the image so that dark colors display as light colors and vice versa.
	If you zoomed, inverted, or rotated the image, returns the image to the original view
	Closes the Check Viewer.

Deposit Ticket Imaging

The viewing of deposit ticket images is the same as for check imaging. To view a deposit ticket image, click the Image icon (camera) for the selected deposit transaction.

[Print this page](#)


Transaction Report

To change report criteria, return to [Transaction Report Criteria](#). To save the search criteria for future use, [Create a Saved Report](#).

Report created: 8/29/2008 at 2:48 PM EDT
 Account: 490490495--*3456--dti sequence number 202--CHECKING
 Date range: 5/29/2008 to 8/29/2008
 Transactions: All transactions
 Account sort: Account number
 Detail option: Includes transaction detail
(Transactions are not displayed in order of posting.)

Download this report as:

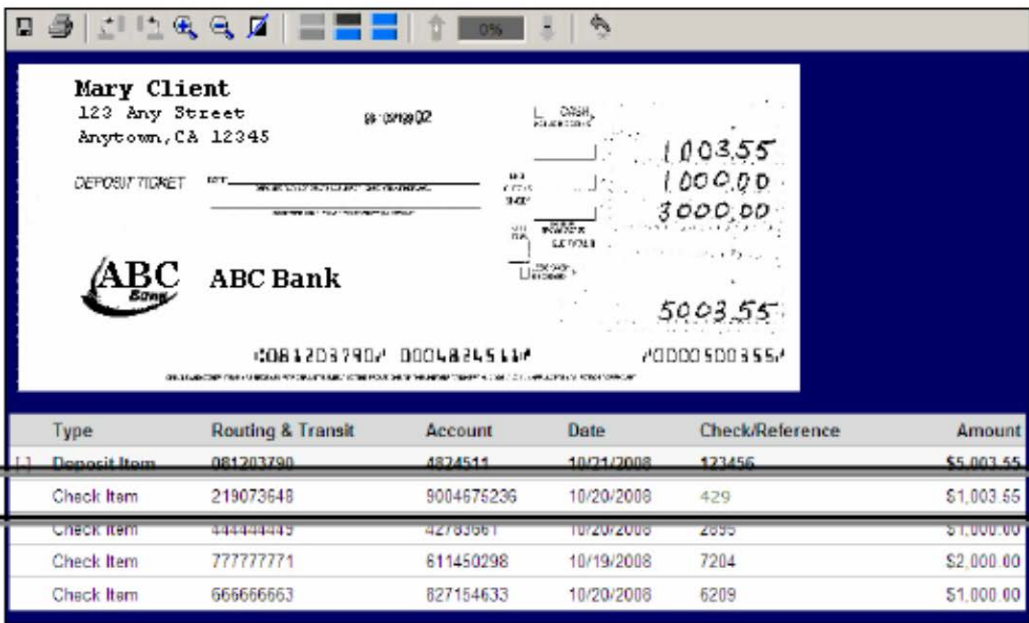
490490495 * 3456 * dti sequence number 202 * CHECKING

Post Date	Reference ID	Image	Transaction Description	Credit	Debit
8/28/2008			D POST	\$201.09	
8/28/2008	Total Calculated Credits (1 Item)			\$201.09	

[How Do I...?](#) [Terms](#) [FAQs](#)

View deposit ticket

Transaction Report Page Sample



Mary Client
 123 Any Street
 Anytown, CA 12345

DEPOSIT TICKET

ABC Bank

Type	Routing & Transit	Account	Date	Check/Reference	Amount
Deposit Item	081203790	4874511	10/21/2008	123456	\$5,003.55
Check Item	219073648	8004675236	10/20/2008	429	\$1,003.55
Check Item	44444449	42783661	10/20/2008	2895	\$1,000.00
Check Item	777777771	811450298	10/19/2008	7204	\$2,000.00
Check Item	666666663	827154633	10/20/2008	6209	\$1,000.00

Deposit Ticket Image Sample

Images of the individual items can be viewed by clicking on them.

Loan Actions Page

All loans will be displayed in the loan section of the Reports tab. All loan functions can be done through the Loan Actions page.

1. Reports tab, Loan Actions (all loans will be displayed minimized, click the arrow to expand)

The screenshot shows the Lake City Bank Business Online interface. The 'Loan Actions' page is displayed, showing a table of loans. The table has the following columns: Description, Account/Note ID, ABA/ATC, Original Balance, Current Balance, and Commitment ID. There are three main loan categories: PRESTIGE LOAN 2, PRESTIGE LOAN 1, and PRESTIGE LOAN 3. Each category has multiple rows of data and an 'Actions' dropdown menu.

Description	Account/Note ID	ABA/ATC	Original Balance	Current Balance	Commitment ID	
PRESTIGE LOAN 2	*0009	770110000				
1			\$150,000.00	\$150,000.00	1	Actions
2			\$150,000.00	\$150,000.00	2	Actions
3			\$150,000.00	\$150,000.00	3	Actions
PRESTIGE LOAN 1	*0006	770110000				
1			\$160,000.00	\$160,000.00	1	Actions
PRESTIGE LOAN 3	*2013	770110000				
1			\$170,000.00	\$170,000.00	1	Actions
2			\$170,000.00	\$170,000.00	2	Actions

2. From the actions drop down choose the desired action
 - a. Make payment – to make a loan payment to the selected loan
 - b. Request advance – (requires officer approval) to make an advance from the selected loan
 - c. Payment and Advance History – to view business online transactions of selected loan
 - d. Loan Summary – to view a one screen summary of specific note information
 - e. Loan Activity Report – to view all transactions of the selected loan

Loan Payment

1. Reports tab, Loan Actions, Actions drop-down, choose Make Payment
2. Choose the pay from account
3. Enter amount
4. If applicable, check Principal-only
5. Enter frequency, today only or change to schedule for the future or as a recurring payment
6. Click continue
7. Click Approve (if user does not have approve permission, they will click submit for approval, for another user to approve)

Loan Advance

1. Reports tab, Loan Actions, Actions drop-down, choose Request Advance
2. Enter amount
3. Choose the advance to account
4. Click continue
5. Click Approve (if user does not have approve permission, they will click submit for approval, for another user to approve)

Managing Saved Reports

Saved Reports can save you time re-entering report criteria. This is only available in packages that include the Premium Reporting service.

Note: A saved report does not save the actual data, just the criteria used to run the report.

You can manage these reports by clicking (Edit) in the navigation panel next to Saved Reports. The Manage Saved Reports page appears:

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Welcome, Reports, Transfers and Payments, Account Services, and Administration. Below this is a secondary navigation bar with links: Deposit Account Reports, Deposit Reports, Loan Reports, Credit Card Reports, Downloadable Reports, Statements, and Wire Reports. On the left side, there is a vertical navigation menu with links: Quick balance account report, Summary report, Account transaction search, Transaction report, Combined report, and Manage Saved Reports (which is highlighted). The main content area is titled "Manage Saved Reports". It contains the following text: "From this page, you can rename or delete your saved reports. You can also run a saved report directly from this page." followed by "How to create a saved report." and "How to run your saved reports." Below the text is a table with three rows. Each row has a text input field for the report description, followed by "View Report" and "Delete" links. The rows are: "Controlled Disbursement Report", "Operating Account ACH/WT Credits", and "Operating Account Checks Paid". Below the table is a "Save changes" button. At the bottom of the page, there are links for "How Do I...", "Terms", and "FAQs".

To Create a Saved Report

You can use the Create a Saved Report link on the Summary, Transaction Detail and Combined Report pages, to save frequently used report selection criteria for future use.

You can access the Summary, Transaction, and Combined Report pages by clicking the appropriate link on the Reports Section Overview page.

1. Click the Reports tab. The Reports Section Overview page is displayed.
2. Click the desired report link. The appropriate Report Criteria page is displayed.
3. Select the desired report criteria.
4. Click Generate report. The appropriate Report page is displayed.
5. Click the Create a Saved Report link. The Create a Saved Report page is displayed.
6. Type a Report name.
7. Click Save report. The report is saved and is available for selection from the Welcome page navigation bar and from the Reports page navigation bar.

Run a Saved Report

On the Manage Saved Reports page, click the View Report link for the report you wish to view. The selected report is displayed:

Welcome | **Reports** | Transfers and Payments | Account Services | Administration

Deposit Account Reports | Deposit Reports | Loan Reports | Credit Card Reports | Downloadable Reports | Statements | Wire Reports

Quick balance account report
Summary report
Account transaction search
Transaction report
Combined report
Manage Saved Reports

Saved Reports: (Edit)
Controlled Disbursement Report
Operating Account ACH/WT Credits
Operating Account Checks Paid

Quick Links:
Enhanced positive pay exceptions manager
Single check stop payment request
Multiple check stop

[Print this page](#)

Transaction Report

To change report criteria, return to [Transaction Report Criteria](#). To save the search criteria for future use, [Create a Saved Report](#).

Report created: 11/18/2008 at 1:34 PM EDT
Accounts: 550000576--*4511--CONTROL DISB OPERATING ACCT--CHECKING
550000576--*4512--CONTROL DISB PAYROLL ACCT--CHECKING
Date range: 11/18/2008
Transactions: All transactions
Account sort: Account Number
Detail option: Includes transaction detail
(All times are stated in Eastern Time.)
(Dates with times indicate intraday information.)
(Transactions are not displayed in order of posting.)

Download this report as:

550000576 · *4511 · CONTROL DISB OPERATING ACCT · CHECKING

Post Date ▼	Customer Reference	Transaction Description	Credit	Debit
11/18/2008 12:34 PM	FINAL	CONTROLLED DISB DB		\$76.17
11/18/2008 01:12 PM	FINAL	CONTROLLED DISB DB		\$112.89
11/18/2008 01:16 PM	FINAL	CONTROLLED DISB DB		\$141.89
11/18/2008 02:30 PM	FINAL	CONTROLLED DISB DB		\$240.30

Rename a Report

To rename a saved, access the Manage Saved Reports page. In the Report Description field, type the new name. Click Save changes and a confirmation appears.

Delete a Saved Report

A saved report can be deleted by clicking the Delete link on the Manage Saved Reports page for the report to be deleted. The report is deleted and a confirmation appears.

TRANSFERS AND PAYMENTS

Express Transfers

For real-time transfers that are one-to-one transfers between checking and/or savings accounts.

Entering an Express Transfer

1. In Transfers and Payments tab, click the Express Transfer Request in the Express Transfer section.

The screenshot shows a web application interface for entering an express transfer request. At the top, there is a navigation bar with tabs for 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a secondary navigation bar includes 'Scheduled Requests', 'Express Transfer', 'Book Transfer', 'Loans', 'ACH', 'File Upload', and 'Wire'. The main content area is titled 'Express Transfer - Request' and contains the following fields:

- From account: A dropdown menu.
- To account: A dropdown menu.
- Amount: A text input field with a dollar sign prefix.
- Description (optional): A text input field.
- Frequency: A dropdown menu with 'Today only' selected.

Below the fields is a 'Continue' button and links for 'How Do I...', 'Terms', and 'FAQs'. On the left side of the page, there is a sidebar with 'Express transfer request' and 'Quick Links' including 'Quick balance account report', 'Quick balance report', and 'Next scheduled requests'.

2. Complete the following fields:

Fields	Description
From	Select an account from which funds should be debited.
To	Select an account to which funds should be credited (transferred).
Amount	Enter the dollar amount of the transfer.
Description (optional)	Optional field briefly describes the account.
Frequency	Identify how often this transfer is to occur (also to set a schedule)

3. Click Continue.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | **Express Transfer** | Book Transfer | Loans | ACH | File Upload | Wire

Express transfer request
Express transfer transmit
Express transfer history

Quick Links:
Next scheduled requests

Express Transfer - Request Verification

Review this request. To transmit the request, click "Transmit." To make other express transfer requests, go to [Express Transfer - Request](#). [Edit request](#)

From account:	*2910 - PETTY CASH - Available \$107,309.48 (Balance as of: 08/02/2010 02:21:45 PM (ET) Not a guarantee of available funds.)
To account:	*2911 - Checking 2 - Available \$198,464.21 (Balance as of: 08/02/2010 02:21:45 PM (ET) Not a guarantee of available funds.)
Amount:	\$200.00
Frequency:	Today Only

To submit this request without transmitting, click [submit for approval](#).

[How Do I...?](#) | [Terms](#) | [FAQs](#)

- Click Transmit to transmit the transfer.

Note: Click Submit for Approval to hold the transfer in the transmit section, awaiting approval. **THE TRANSFER WILL NOT BE PROCESSED UNTIL APPROVED.**

Transmitting an Express Transfer

- In the navigation menu, click Express Transfer and then Express transfer transmit
- Select the check box next to the transfer request you want to send. Click Continue
- Click Transmit. The Express Transfer Transmit - Confirmation page appears.

Deleting an Express Transfer

Note: Express transfers that already have already been approved do not have the option to be deleted. Transfers are processed immediately.

- On the Transfers and Payments tab, click Express Transfer Transmit in the Express Transfer section.
- Click the link in the From Account column for the transfer request you want to delete.
- Click the Delete Request link. An Express Transfer Transmit deletion message appears.
- Click OK. The Express Transfer Transmit – Selection page appears with a confirmation of the deletion.

Book Transfer

The transfer is real time and enables one-to-many or many-to-one transfers between checking and/or savings accounts.

Setting Up a Book Transfer

- On the Transfers and Payments tab, click Book Transfer.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | **Book Transfer** | Loans | ACH | File Upload | Wire

Book transfer
 Book transfer transmit
 Book transfer template approval
 Book transfer history

Quick Links:
 Next scheduled requests

Book Transfer

To enter a book transfer request, click the radio button and click "Continue." To create a template, go to [Book Transfer Setup - Add Template](#).

Available Templates

(To view or edit template details, click the template name.)

Template Name ▲	Direction	Main account
<input type="radio"/> FUNDING	Credit	*2910 - PETTY CASH

[How Do I... Terms FAQs](#)

2. Click the Book Transfer Setup link.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | **Book Transfer** | Loans | ACH | File Upload | Wire

Book transfer
 Book transfer transmit
 Book transfer history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Book Transfer Setup - Add Template

Enter the details for this template and click "Add template". To perform other Book Transfer tasks, go to [Book Transfer](#).

Template name:

Main account:

Action: Debit - the total transfer amount is deducted from the main account and transferred to the detail accounts.
 Credit - the total transfer amount is deducted from the detail accounts and transferred to the main account.

Maximum transfer amount: \$
 (Per detail account)

Description (optional):

Detail Accounts:

Account ▲	Default Amount
<input type="text" value="▼"/>	<input type="text" value="0.00"/>
Total transfer amount: \$0.00	

[Add additional account](#)

[How Do I... Terms FAQs](#)

3. Complete the following fields:

Fields	Description
Template Name	Name of the book transfer template, up to 20 characters.
Main Account	Select an account from the drop-down list. For one-to-many accounts, this is the source

	account. For many-to-one accounts, this is the destination.
Action	Select Debit or Credit.
Maximum transfer amount \$	Enter the maximum transfer amount, which is the maximum amount of money that can be transferred to or from each account.
Description (optional)	Further identify the transactions included in the template.
Account	Select an account from the drop down list.
Default Amount	Enter an amount that is used as the default

Note: The Add additional account link may be used to add additional detail accounts to the template.

4. Click Add template to complete the transfer setup. The Book Transfer Setup Confirmation page appears.

Note: If the administrator has assigned multiple approvals for templates, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section.

Copying a Book Transfer Template

1. Access the Book Transfer page and click the Template Name of the template to be copied.

The screenshot shows the 'Book Transfer' page in a web application. The navigation menu includes 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. The 'Transfers and Payments' menu is expanded, showing 'Scheduled Requests', 'Express Transfer', 'Book Transfer', 'Loans', 'ACH', 'File Upload', and 'Wire'. The main content area is titled 'Book Transfer' and includes the following text: 'To enter a book transfer request, click the radio button and click "Continue." To create a template, go to [Book Transfer Setup - Add Template](#)'. Below this is a section titled 'Available Templates' with a sub-header '(To view or edit template details, click the template name.)'. A table with the following data is displayed:

Template Name ▲	Direction	Main account
FUNDING	Credit	*2910 - PETTY CASH

Below the table is a 'Continue' button and links for 'How Do I...', 'Terms', and 'FAQs'.

2. Click the Copy Template link
3. Enter Template name and make changes to the template as necessary.
4. If you need to add additional accounts to the template, click Add additional accounts.
5. Click Save changes.

Entering a Book Transfer

1. Access the Book Transfer Entry page:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | **Book Transfer** | Loans | ACH | File Upload | Wire

Book transfer
 Book transfer transmit
 Book transfer history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Book Transfer

To enter a book transfer request, click the radio button and click "Continue." To create a template, go to [Book Transfer Setup](#).

Available Templates

(To view or edit template details, click the template name.)

	Template Name ▲	Direction	Main account
<input type="radio"/>	Accounts Payable	Credit	*2025 - payroll
<input type="radio"/>	PAYROLL FUNDING	Credit	*2025 - payroll

[How Do I... Terms FAQs](#)

- In the Available Templates list, select a template by selecting the appropriate radio button. Click continue.
- Complete the fields for each detail account:

Fields	Description
Control amount (optional) \$	Enter the expected total of all entered account amounts.
Description (optional)	Defines the account by name
Amount	Enter the amount to be transferred for each account.

- Click Continue. The Book Transfer – Transmit Verification page appears:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | **Book Transfer** | Loans | ACH | File Upload | Wire

Book transfer
 Book transfer transmit
 Book transfer template approval
 Book transfer history

Quick Links:
 Next scheduled requests

Book Transfer – Transmit Verification

Review this request. To approve and transmit this request, click "Transmit." To select a different template, go to [Book Transfer](#).

[Edit this request](#)

Template Information

Template name: Book 100
 Credit/destination account: *2911 - Checking 2 - Available \$198,664.21
(Balance as of: 08/02/2010 02:26:08 PM (ET) Not a guarantee of available funds.)

Debit/Source Accounts

The control amount of \$0.00 does not equal the total amount of \$5,000.00. To change the values, click "Edit this request."
Balance as of: 08/02/2010 02:27:36 PM (ET) Not a guarantee of available funds.

Account ▲	Amount
*2912 - Checking 3 - Available \$225,398.20	\$5,000.00
Total transfer amount:	\$5,000.00

To submit this request without transmitting, click [submit for approval](#).

- Click Transmit. The Book Transfer – Transmit Confirmation page appears.

Note: Click Submit for Approval to hold the transfer in the transmit section, awaiting approval. THE TRANSFER WILL NOT BE PROCESSED UNTIL APPROVED.

Transmitting a Book Transfer

1. Click the Book transfer transmit link in the Book Transfer section of the Transfers and Payments tab.
2. Select the check box next to the transfer request you want to send. Click Continue. The Book Transfer Transmit - Verification page appears.
3. Click Transmit. The Book Transfer Transmit - Confirmation page appears.

Deleting a Book Transfer Request

Note: Book transfers that already have already been approved do not have the option to be deleted. Transfers are processed immediately.

1. Access the Book Transfer Transmit – Selection page.
2. Click the link in the Template column of the transfer request you want to delete. The Book Transfer Transmit - Detail page appears.
3. Click the Delete request link. A Book Transfer delete confirmation message appears.
4. Click OK. The Book Transfer Transmit - Confirmation page appears.

Viewing Book Transfer History

1. Access the Book Transfer History page:

The screenshot shows a web application interface for viewing book transfer history. The top navigation bar includes tabs for Welcome, Reports, Transfers and Payments (selected), Account Services, and Administration. Below this is a secondary navigation bar with links for Scheduled Requests, Express Transfer, Book Transfer (selected), Loans, ACH, File Upload, and Wire.

On the left side, there is a sidebar menu with the following items: Book transfer, Book transfer transmit, **Book transfer history** (highlighted), Quick Links: Transaction report, Account detail report, and Next scheduled requests.

The main content area is titled "Book Transfer History – Selection" and contains the following text: "Select required transfer history criteria and click 'Generate report.'" and "Up to 3 months of data are available; a maximum of three months may be retrieved during a single search. To retrieve a limited amount of data, select specific search criteria."

Below the text, there is a section for "Account:" with a link for "Select all" and "Deselect all". A table lists three accounts:

	ABA/TRC ▲	Account Number	Description
<input type="checkbox"/>	841841842	*2000	CHECKING 1
<input type="checkbox"/>	841841842	*2000	1Money Mkt
<input type="checkbox"/>	841841842	*2001	CHECKING 2

Below the table, there is a "Date range:" section with three radio buttons: "Specific date:", "From:", and "To:". The "From:" radio button is selected. Each radio button has a date input field (mm/dd/yyyy) and a calendar icon. The "From:" date is 03 / 09 / 2009. The "Specific date:" date is 04 / 08 / 2009. The "To:" date is 04 / 08 / 2009.

At the bottom of the main content area, there is a "Generate report" button and a footer with links for "How Do I...", "Terms", and "FAQs".

2. Choose the book transfer template for which you want to view history.

Tip: Choose the (Select all) value to view all accounts. You may also use a date range in your search.

3. Click Generate report. The Book Transfer History page appears:

Book transfer
Book transfer transmit
Book transfer history

Quick Links:
Transaction report
Account detail report
Next scheduled requests

[Print this page](#)

Book Transfer History

To change Book Transfer History criteria, return to [Book Transfer History - Selection](#).

Report created: 04/07/2009 at 11:16:20 AM (ET)
Accounts: All accounts
Date range: 03/08/2009 to 04/07/2009

(To view details, click the account)

Account	Action	Template Name	Amount	Transmitted ▼	Transmitted By	Confirmation
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	544959249
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	472420297
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	3719164630
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	3323685507
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	2352391602
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	1911070855
*2000 - CHECKING 1	Debit	FUNDING	\$1,000.00	03/31/2009	ADMIN	1963387635
Total:			\$7,000.00			

Tip: If the icon appears the template has been deleted.

4. Click the template name to view account level details of a transfer.

ACH

PPD = personal transactions

CCD = corporate transactions

Send Money = transfer from company to payee (ex. Direct Deposit of payroll)

Collect Money = transfer from destination account to company (ex. Company collecting monthly recurring payments)

Setting Up an ACH Template

1. Click Send (Collect) Money located in the ACH section of the Transfer and Payments page.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Send Money - ACH

To enter a payment request, click the radio button and click "Continue." To enter a request without using a template, go to [ACH Send Money - One Time Payment Request](#). To create a template, click [ACH Send Money Setup - Add Template](#). To add, edit or delete a file import format that can be used to import details into a template, go to [File Definitions](#).

Available Templates

To view or edit unsubmitted saved requests, go to [Saved Requests](#).

(To view or edit template details, click the template name.)

Show only templates for:

Template Name ▲	Request Type	Debit Account	Company Name/ID
<input type="radio"/> FEDERAL TAXES	Federal Tax	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYABLES	CCD Payment	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYROLL	PPD Payment	*2910 - CHECKING 1	WEBER WELDING CO / 987235125
<input type="radio"/> STATE TAXES	State Tax	*2910 - CHECKING 1	WEBER WELDING CO / 987235125

[How Do I... Terms FAQs](#)

2. Click ACH Send (Collect) Money Setup – Add Template.

3. Complete the following fields:

Fields	Description
Template Name	Name of the ACH payment template, up to 20 characters. Tip: Name this something that makes sense to you. For example: One Time Club Fees, Monthly Dues, Coffee Fund, etc.
Request type	Select the type of ACH from the drop down menu.
Co. Name/ ID	Select ACH company name and ID from the drop down list.
Template description	Further identify the transactions included in the template.
Debit account	The account the debit is originating from.
Max. Transfer Amount	Enter the maximum transfer amount, which is the maximum amount that any detailed transaction in the category can be.

4. Click Continue.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

ACH Send Money Setup - Add Template Details

Enter detail account information and click "Save template." To perform other ACH payment tasks, go to [Send Money - ACH](#)

Template Information

[Edit header information](#)

Template name: Non Exempt Payroll
 Request type: CCD Payment
 Company name/ID: WEBER WELDING CO/987235125
 Template description: Salary Emp
 Debit account: *2912 - CHECKING 3
 Maximum transfer amount: \$5,000.00

Credit/Destination Accounts

[Import Details](#)

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC	Account	Account Type	Name ▲	Detail ID (optional)	Default Amount (optional)
<input type="text"/> ABA search	<input type="text"/>	Checking ▼	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> 0.00
Additional information (optional): <input type="text"/>					Total: \$0.00

[Add additional detail row](#)

5. Complete the following fields for each credit/destination account:

Fields	Description
ABA/TRC	Enter the American Banking Association (ABA) number or transit routing code (TRC).
Account	Enter the appropriate account number.
Account Type	Select either CHECKING or SAVINGS.
Name	Enter the name of the account that should be credited.
Detail ID (optional)	Enter an ID, which is an end user assigned identification number that defines the party being credited. It could be an employee, account, or member number. For example, if this is a payroll, the identification number might be the employee number.
Default Amount (optional)	Enter the appropriate default amount, which should be equal or less than the Maximum Amount
Additional Detail	Enter detail account information

6. For each additional destination account click Add Additional Detail Row, repeat step five.

7. Click Save template.

Note: If the company requires multiple approvals for templates, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section

Copying ACH Templates

1. Access the Send (Collect) Money – ACH page.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Send Money - ACH

To enter a payment request, click the radio button and click "Continue." To enter a request without using a template, go to [ACH Send Money - One Time Payment Request](#). To create a template, click [ACH Send Money Setup - Add Template](#). To add, edit or delete a file import format that can be used to import details into a template, go to [File Definitions](#).

Available Templates

To view or edit unsubmitted saved requests, go to [Saved Requests](#).

(To view or edit template details, click the template name.) Show only templates for:

Template Name ▲	Request Type	Debit Account	Company Name/ID
<input type="radio"/> FEDERAL TAXES	Federal Tax	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYABLES	CCD Payment	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYROLL	PPD Payment	*2910 - CHECKING 1	WEBER WELDING CO / 987235125
<input type="radio"/> STATE TAXES	State Tax	*2910 - CHECKING 1	WEBER WELDING CO / 987235125

[How Do I... Terms FAQs](#)

2. Click the Template Name to be copied.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

ACH Send Money Setup – View Template Details

Review the template information. To edit this template, click "Edit template." To copy this template, click "Copy template." To delete this template, click "Delete template." To send a request using this template, go to [ACH Send Money - Request](#). To perform other ACH payment tasks, go to [Send Money - ACH](#).

For information about your limits, view [Personal Limits](#).

Template Information [Edit template](#) • [Copy template](#) • [Delete template](#)

Template name:	PAYROLL
Request type:	PPD Payment
Company name/ID:	WEBER WELDING CO / 987235125
Template description:	PAYROLL
Debit account:	*2910 - CHECKING 1
Maximum transfer amount:	\$3,500.00

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name ▲	Detail ID	Default Amount
075000022	*7987	Checking	KEN STUDENT	999999999	\$0.00
Additional information:					
075000022	*7999	Checking	KERRY STUDENT	999999999	\$0.00
Additional information:					
Total:					\$0.00

[How Do I... Terms FAQs](#)

3. Click the Copy Template link.

4. Complete Template Name, and any necessary changes.

5. Click Save changes.

ACH Edit Template

1. From the Transfers and Payments tab, click send (collect) money.
2. Click the Template Name to be edited.

ACH Send Money Setup – View Template Details

Review the template information. To edit this template, click "Edit template." To copy this template, click "Copy template." To delete this template, click "Delete template." To send a request using this template, go to [ACH Send Money - Request](#). To perform other ACH payment tasks, go to [Send Money - ACH](#).

For information about your limits, view [Personal Limits](#).

Template Information [Edit template](#) • [Copy template](#) • [Delete template](#)

Template name: PAYROLL
 Request type: PPD Payment
 Company name/ID: WEBER WELDING CO / 987235125
 Template description: PAYROLL
 Debit account: *2910 - CHECKING 1
 Maximum transfer amount: \$3,500.00

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name ▲	Detail ID	Default Amount
075000022	*7987	Checking	KEN STUDENT	999999999	\$0.00
Additional information:					
075000022	*7999	Checking	KERRY STUDENT	999999999	\$0.00
Additional information:					
Total:					\$0.00

3. Click Edit Template.
4. Make necessary changes. Save template.

Note: You can change the template information or the Credit/Destination Account information.

Entering an ACH Transaction

1. Access the ACH Send (Collect) Money page

Send Money - ACH

To enter a payment request, click the radio button and click "Continue." To enter a request without using a template, go to [ACH Send Money - One Time Payment Request](#). To create a template, click [ACH Send Money Setup - Add Template](#). To add, edit or delete a file import format that can be used to import details into a template, go to [File Definitions](#).

Available Templates

To view or edit unsubmitted saved requests, go to [Saved Requests](#).

(To view or edit template details, click the template name.) Show only templates for:

Template Name ▲	Request Type	Debit Account	Company Name/ID
<input type="radio"/> FEDERAL TAXES	Federal Tax	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYABLES	CCD Payment	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYROLL	PPD Payment	*2910 - CHECKING 1	WEBER WELDING CO / 987235125
<input type="radio"/> STATE TAXES	State Tax	*2910 - CHECKING 1	WEBER WELDING CO / 987235125

[How Do I... Terms FAQs](#)

- In the Available Templates list, select for the appropriate template.
- Click Continue. The ACH Send (Collect) Money - Request page appears:

ACH Send Money - Request

Enter required payment information and click "Continue." To schedule this request, go to [ACH Send Money - Request Schedule](#). To select a different template, return to [Send Money - ACH](#).

For information about your limits, view [Personal Limits](#).

Template Information [Edit this template](#)

Template name: PAYROLL
 Request type: PPD Payment
 Company name/ID: WEBER WELDING CO / 987235125
 Template description: PAYROLL
 Debit account: *2910 - CHECKING 1
 Maximum transfer amount: \$4,000.00 (Per detail account)
 Effective date: 08 / 21 / 2009
 Control amount (optional): \$ 0.00 (Maximum value for the entire template)

Credit/Destination Accounts [Save as draft](#)

These are the accounts which will receive the recorded amount when a payment request is transmitted. To save this request without submitting it for transmit, click "Save as draft."

Set all amounts to: \$ [Change](#)

ABA/TRC	Account	Account Type	Name ▲	Detail ID	Amount
07500022	*7987	Checking	KEN STUDENT	999999999	\$ 0.00
Additional information (optional): <input type="text"/>					
07500022	*7999	Checking	KERRY STUDENT	999999999	\$ 0.00
Additional information (optional): <input type="text"/>					
Total:					\$0.00
Variance amount:					\$0.00
(Difference between Control amount and Total.)					

[How Do I... Terms FAQs](#)

- Complete the following fields:

Fields	Description
Effective date	Accept the default or change the effective date of the transactions. 30 day maximum effective date.
Control amount	Enter the control amount for the transfer, which is the expected total of all entered detail transaction amounts.
Amount	Enter the transfer amount for each detail transaction.
Additional Information	Enter detail account addenda information.

- Click Continue.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Next scheduled requests

ACH Send Money - Transmit Verification

Review the payment information for this request. To approve and transmit this request, click "Transmit." To select a different template, go to [Send Money - ACH](#).

For information about your limits, view [Personal Limits](#).

Template Information [Edit this request](#)

Template name: PAYROLL
 Request type: PPD Payment
 Company name/ID: WEBER WELDING CO / 987235125
 Template description: PAYROLL
 Debit account: *2910 - PETTY CASH
 Effective date: 08/03/2010

Credit/Destination Accounts

The control amount of \$0.00 does not equal the total amount of \$500.00. Details with an amount value of \$0.00 will not be processed. To change the values, click "Edit this request."

ABA/TRC	Account	Account Type	Name ▲	Detail ID	Amount
075000051	*7890	Checking	CLAIRE SAVINGS	999999999	\$500.00
075000051	*7892	Checking	KEN SAVING	999999999	\$0.00
Additional information: Zero dollar transaction					
					Total: \$500.00

To submit this request without transmitting, click [submit for approval](#).

6. Click Transmit to approve and transmit the request.

Note: If the company requires multiple approvals, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section

Transmitting an ACH Payment Request

If Submit for approval was used in entering an ACH Payment complete the following steps to transmit:

1. Access the ACH Transmit – Selection page:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

ACH Transmit - Selection

To approve requests, check the appropriate requests and click "Continue." All approvals must be received for a request before it will be transmitted. To view details or delete a request, click the account.

For information about your limits, view [Personal Limits](#).

Requests Awaiting Approval/Transmit

Requests without a checkbox have already been approved by you.
[Select all](#) • [Deselect all](#) (To view details or delete a request, click the account.)

Account	Template Name	Request Type	Amount	Effective Date	Entered By	Entry Date ▲	Approval Status
<input type="checkbox"/> *2910 - CHECKING 1	EXEMPT PAYROLL	PPD Payment	\$300.00	08/21/2009	ADMIN	08/20/2009	0 of 1 received Ready to transmit

[How Do I... Terms FAQs](#)

2. Select ACH template to transmit or click Select all.
3. Click Continue.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

ACH Transmit - Verification

The requests below have been selected for approval. To approve and transmit these requests, click "Transmit." To change the requests you have selected, click "Change selections."

For information about your limits, view [Personal Limits](#).

Requests Selected for Approval/Transmit

[Change selections](#)

(To view details or delete a request, click the account.)

Account	Template Name	Request Type	Amount	Effective Date	Entered By	Entry Date ▲	Approval Status
*2910 - CHECKING 1	EXEMPT PAYROLL	PPD Payment	\$300.00	08/21/2009	ADMIN	08/20/2009	0 of 1 received Ready to transmit

[How Do I... Terms FAQs](#)

4. Click Transmit.

Deleting an ACH Payment Request

To delete a **pending** ACH payment request, complete the following. (Only transactions in a pending status can be deleted)

1. Access the ACH Transmit – Selection page:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

ACH Transmit - Selection

To approve requests, check the appropriate requests and click "Continue." All approvals must be received for a request before it will be transmitted. To view details or delete a request, click the account.

For information about your limits, view [Personal Limits](#).

Requests Awaiting Approval/Transmit

Requests without a checkbox have already been approved by you.

[Select all](#) • [Deselect all](#)

(To view details or delete a request, click the account.)

Account	Template Name	Request Type	Amount	Effective Date	Entered By	Entry Date ▲	Approval Status
<input type="checkbox"/> *2910 - CHECKING 1	EXEMPT PAYROLL	PPD Payment	\$300.00	08/21/2009	ADMIN	08/20/2009	0 of 1 received Ready to transmit

[How Do I... Terms FAQs](#)

2. Click Account link of the ACH transmit to delete.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

[Print this page](#)

ACH Transmit - Detail

To approve and transmit this request, click "Transmit." To delete this request, click "Delete request." To view details for a different request, return to [ACH Transmit - Selection](#)

For information about your limits, view [Personal Limits](#).

Template Information [Delete request](#)

Template name: PAYROLL
Request type: PPD Payment
Company name/ID: WEBER WELDING CO / 987235125
Template description: PAYROLL
Debit account: *2910 - CHECKING 1
Effective date: 08/21/2009

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name	Detail ID	Amount
075000022	*7987	Checking	KEN STUDENT	999999999	\$200.00
075000022	*7999	Checking	KERRY STUDENT	999999999	\$100.00
Total:					\$300.00

Approval History Information

Approval status: 0 of 1 received

Action	User ID	Date
Enter Request	ADMIN	08/20/2009 04:02:02 PM (ET)

3. Click Delete Request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

[Print this page](#)

ACH Transmit - Delete Verification

You have selected the following request to be deleted. Once completed, the request cannot be recovered.

Review the request selected. To delete this request, click "Delete," or go to [ACH Transmit - Detail](#)

Template Information

Template name: PAYROLL
Request type: PPD Payment
Company name/ID: WEBER WELDING CO / 987235125
Template description: PAYROLL
Debit account: *2910 - CHECKING 1
Effective date: 08/21/2009

Credit/Destination Accounts

ABA/TRC	Account	Account Type	Name	Detail ID	Amount
075000022	*7987	Checking	KEN STUDENT	999999999	\$200.00
075000022	*7999	Checking	KERRY STUDENT	999999999	\$100.00
Total:					\$300.00

Approval History Information

Approval status: 0 of 1 received - Ready to transmit

Action	User ID	Date
Enter Request	ADMIN	08/20/2009 04:02:02 PM (ET)

4. Click Delete.

Importing an ACH File into a Template

To import a file into a template, complete the following tasks:

1. From the Transfers and Payments tab, click send (collect) money.
2. Click the template name which will receive the import information.
3. Click Edit Template.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

ACH Send Money Setup – Edit Template

Edit template and detail account information and click "Save changes" or return to [ACH Send Money Setup - View Template Details](#).

Template changes will affect scheduled requests that are based on the template. Once a request is in Transmit status, it is no longer impacted by changes to the template used to create it.

For information about your limits, view [Personal Limits](#).

Template Information

Template name:

Request type: PPD Payment

Company name/ID:

Template description:
(Information that will be given to the transaction's recipients, e.g. Payroll, Gas Bill.)

Debit account:

Maximum transfer amount: \$
(Per detail account)

Credit/Destination Accounts [Import Details](#)

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." *ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

Default amount for all details (optional): \$

	ABA/TRC	Account	Account Type	Name ▲	Detail ID (optional)	Default Amount (optional)
Remove	<input type="text" value="075000022"/> ABA search	<input type="text" value="0090187907"/>	<input type="text" value="Checking"/>	KEN STUDENT	<input type="text" value="999999999"/>	\$ <input type="text" value="0.00"/>
Additional information (optional): <input type="text"/>						
Remove	<input type="text" value="075000022"/> ABA search	<input type="text" value="0019087999"/>	<input type="text" value="Checking"/>	KERRY STUDE	<input type="text" value="999999999"/>	\$ <input type="text" value="0.00"/>
Additional information (optional): <input type="text"/>						
Total:						\$0.00

[Add additional detail row](#)

[How Do I... Terms FAQs](#)

4. Click Import Details.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

File Import

Select the radio button for the file definition to use for this file import and click "Continue." To add an additional file definition, go to [Add File Import Definition](#). To return to template setup for ACH Payment, go to [ACH Send Money Setup - Edit Template](#).

File Definitions

(To view, edit, or delete a file definition, click a file definition name.)

Name ▲	Description
<input checked="" type="radio"/> NACHA	National Automated Clearing House Association file format

[How Do I... Terms FAQs](#)

5. Choose Import format or click "add file import definition" to create a different format.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH template approval
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 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

File Import - File Selection

To import a file and save detail items to the template, select the file to import, select an update option and click "Import file." To select a different definition, return to [File Import](#).

File Import Information

Service name: PPD Payment
 Template name: EXEMPT PAYROLL
 Definition name: NACHA
 Description: National Automated Clearing House Association file format
 File type: Fixed
 Match records by: ABA/TRC
 Account number
 Account type
 Account name
 ID

File to import:

Update by:
 Adding new and updating existing transactions
 Adding new transactions only
 Updating existing transactions
 Delete existing and add new transactions

[How Do I... Terms FAQs](#)

- Indicate file to import and update feature. Click Import File.
- Return to the Edit Template page to edit the individual line entries from the imported file.
- Click Save Changes.

Setting Up a One Time ACH

- Click send (collect) money from the Transfers and Payments tab.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
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 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Send Money - ACH

To enter a payment request, click the radio button and click "Continue." To enter a request without using a template, go to [ACH Send Money - One Time Payment Request](#). To create a template, click [ACH Send Money Setup - Add Template](#). To add, edit or delete a file import format that can be used to import details into a template, go to [File Definitions](#).

Available Templates

To view or edit unsubmitted saved requests, go to [Saved Requests](#).

(To view or edit template details, click the template name.)

Show only templates for:

Template Name ▲	Request Type	Debit Account	Company Name/ID
<input type="radio"/> FEDERAL TAXES	Federal Tax	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYABLES	CCD Payment	*2912 - CHECKING 3	WEBER WELDING CO / 987235125
<input type="radio"/> PAYROLL	PPD Payment	*2910 - CHECKING 1	WEBER WELDING CO / 987235125
<input type="radio"/> STATE TAXES	State Tax	*2910 - CHECKING 1	WEBER WELDING CO / 987235125

[How Do I... Terms FAQs](#)

- Click ACH Send (Collect) Money – One Time Payment Request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
 Collect money
 ACH transmit
 ACH history
 ACH file upload
 ACH file upload transmit
 ACH file upload status
 ACH file upload history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

ACH Send Money - One Time Request

Enter required payment information and click "Continue." To perform other ACH payment tasks, return to [Send Money - ACH](#).

For information about your limits, view [Personal Limits](#).

Template Information

Template name (optional):
(To save this request as a template, enter a template name.)

Request type:

Company name/ID:

Template description:
(Information that will be given to the transaction's recipients.)

Debit account:

Detail account type:
(Type of accounts to be listed in the detail area, e.g. Corporate, Personal.)

Maximum transfer amount: \$
(Per detail account)

Effective date: / /
(mm/dd/yyyy)

3. Complete the fields as required.

4. Click Continue.

Note: If a template name is used the template will be saved for future use.

5. Complete the fields as required.

6. Click Continue.

7. Click Transmit to approve and transmit the request. The ACH Transmit – Confirmation page appears.

Note: Click Submit for approval to submit the template into the approve/transmit queue.

Viewing ACH Origination History

1. In the ACH section of the Transfers and Payments section, click the ACH History link.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Next scheduled requests

ACH History Report Criteria

Select appropriate report criteria and click "Generate report."

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search. To retrieve a limited amount of data, select specific search criteria.

Account: [Select all](#) • [Deselect all](#)

	ABA/TRC	Account Number	Account Name ▲
<input checked="" type="checkbox"/>	841841842	*2910	CHECKING 1
<input checked="" type="checkbox"/>	841841842	*2912	CHECKING 3
<input checked="" type="checkbox"/>	841841842	*8421	EAST ACCOUNT
<input checked="" type="checkbox"/>	841841842	*2913	MONEY MKT 1
<input checked="" type="checkbox"/>	841841842	*2911	PETTY CASH ACCOUNT

Date type:
 Effective date
 Transmit date

Date range:
 Specific date: 08 / 20 / 2009
(mm/dd/yyyy)
 From: 07 / 21 / 2009
(mm/dd/yyyy)
 To: 08 / 20 / 2009
(mm/dd/yyyy)

[How Do I... Terms FAQs](#)

2. Choose the accounts for which you want to view history.
3. Choose the Date Type.
4. Enter the desired date or date range.
5. Click Generate Report. The ACH History Report page appears:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | **ACH** | File Upload | Wire

Send money
Collect money
ACH transmit
ACH template approval
ACH history
ACH file upload
ACH file upload transmit
ACH file upload status
ACH file upload history

Quick Links:
Next scheduled requests

[Print this page](#)

ACH History Report

To change report criteria, return to [ACH History Report Criteria](#).

(To view details, click the account)

Account	Template Name	Request Type	Amount	Effective Date	Transmitted By	Transmit Date ▼	Confirmation
*2910 - CHECKING 1	EXEMPT PAYROLL	PPD Payment	\$300.00	08/21/2009	ADMIN	08/20/2009	2030297750
*2910 - CHECKING 1	PAYROLL	PPD Payment	\$150.00	08/21/2009	ADMIN	08/20/2009	959626742
*2910 - CHECKING 1		CCD Payment	\$0.00	08/21/2009	ADMIN	08/20/2009	1379346908
*2912 - CHECKING 3	Non Exempt Payroll	CCD Payment	\$0.00	08/20/2009	ADMIN	08/20/2009	2755641053
*2910 - CHECKING 1	STATE TAXES	State Tax	\$0.00	08/20/2009	ADMIN	08/20/2009	3927866365
*2912 - CHECKING 3	Payables	CCD Payment	\$0.00	08/20/2009	ADMIN	08/20/2009	3302918239
*2911 - PETTY CASH ACCOUNT	FED TAXES	Federal Tax	\$900.00	08/07/2009	ADMIN	08/06/2009	935915653
*2910 - CHECKING 1	806 CLASS TEST	PPD Payment	\$800.00	08/07/2009	ADMIN	08/06/2009	1468534441
*2910 - CHECKING 1	806 CLASS TEST	PPD Payment	\$0.00	08/06/2009	ADMIN	08/06/2009	3742905316
*2910 - CHECKING 1	806 CLASS TEST	PPD Payment	\$0.00	08/06/2009	ADMIN	08/06/2009	1207916576

[How Do I... Terms FAQs](#)

Federal Tax Payment

The Federal Tax Payment service allows your customer to manage the origination of Federal tax payment credits in compliance with the IRS Electronic Federal Tax Payment System (EFTPS) program.

All Taxpayers using Federal Tax Payment must be enrolled in the IRS EFTPS program. For additional information on the IRS EFTPS program, go to www.eftps.gov.

Setting Up an Federal Tax Payment

1. Access the Send Money – ACH page:
2. Click the ACH Send Money Setup – Add Template link.

The screenshot shows a web application interface for setting up an ACH payment template. The navigation menu on the left includes 'Send money' (selected), 'Collect money', 'ACH transmit', 'ACH history', 'ACH file upload', 'ACH file upload transmit', 'ACH file upload status', and 'ACH file upload history'. The main content area is titled 'ACH Send Money Setup - Add Template' and contains a 'Template Information' section with the following fields:

- Template name:
- Request type:
- Company name/ID:
- Template description: (Information that will be given to the transaction's recipients.)
- Debit account:
- Detail account type:
- Maximum transfer amount: \$ (Per detail account)

A 'Continue' button is located at the bottom of the form.

3. Complete the following fields:

Fields	Description
Template name	Name of the ACH payment template, up to 20 characters. Tip: Name this something that makes sense to you. For example: Quarterly, Annual Taxes, etc.
Request type	Select the type of request for this template. Federal Tax
Company name/ID	Select ACH company name and ID from the drop down list.
Template description	Further identify the transactions included in the template
Debit account	The account the debit is originating from.
Maximum transfer amount	Enter the maximum transfer amount, which is the maximum amount that any detailed transaction in the category can be.

4. Click Continue.

ACH Send Money Setup - Add Template Details

Enter detail account information and click "Save template." To perform other ACH payment tasks, go to [Send Money - ACH](#).

The Tax Type Code information is presented as received from applicable Federal or State authorities and does not constitute legal advice. For more information, please consult your tax advisor.

Template Information [Edit header information](#)

Template name: Accounts Payable
 Request type: Federal Tax
 Taxpayer name/ID: SMITH WELDING/987000312
 Template description: Transfer
 Debit account: *2026 - Operating Account
 Maximum transfer amount: \$1,500.00

Tax Payment Information

ABA/TRC	Account Number	Account Type	EIN ▲
<input type="text"/> ABA search	<input type="text"/>	Checking ▼	<input type="text"/>
Tax Type:	Select Tax Type <input type="text"/>		

[Add additional detail row](#)

[How Do I... Terms FAQs](#)

5. Complete the following fields:

Fields	Description
ABA/TRC	The receiving institutions routing number.
Account Number	The receiving account is established by the IRS for ACH Federal tax payments.
Account Type	Checking or Savings
EIN	This is the 9-digit tax identification number as assigned by the taxing authority. The number is to be entered without dashes.
Select Tax Type	Click the link. Select the appropriate code.

Note: Click Add Additional Detail Row if you need to add an additional Tax Type Code to the template.

6. Click Save Template to retain the new Federal Tax Template.

Entering a Federal Tax Payment

Sending a Federal tax payment is just like any other ACH payment. From the Send Money – ACH page, select the Federal Tax payment template and complete the request. Then transmit the payment as usual. It’s that easy!

ACH State Tax Payment

ACH State Payments provides a means for business customers to pay their state tax payments electronically. Processing will be the same as the Federal Tax Payment, but you will choose State Tax Payment under Request Type.

Scheduled Requests

The Scheduled Requests page is used to view, edit and delete your schedule requests or request schedules, and approve a scheduled request(s) in advance.

A schedule allows you to automatically generate and place a request in the transmit queue for approval based on a combination of frequency, duration, and start date. On the Send On date, requests that have all approvals are added to the transmit queue for approval.

Requests can be scheduled for the following services:

- Express Transfer
- Funds Transfer
- Book Transfer
- Send Money (excluding Federal Tax and State Tax)
- Collect Money
- Template-based Wire Transfer
- One-time Wire Transfer
- Loan Payment

View a Scheduled Request

1. Click the Transfers and Payments tab, Next Scheduled Requests

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | ACH | File Upload | Wire

Quick Links:
Express transfer request
Book transfer
Loan payment request
Send money
Collect money
One time wire transfer entry
Template based wire transfer

[Print this page](#)

Next Scheduled Requests

Current as of: 04/16/2009 11:18:14 AM (ET)

The next scheduled requests are listed below. If you scheduled the request, you can click "Edit request" to change or delete a next request, or click "Edit schedule" to change or delete the schedule and all requests governed by the schedule, or click "View request" to view an ACH request. If you are allowed to approve the request, click the approval status link to approve or view the next scheduled request. Approval status is valid only at this time and is subject to change.

Requests will become unavailable to edit after 12:00:01 A.M. ET on the Send On date; edits cannot be completed or saved after that time.

On the Send On date, requests that have all approvals will be transmitted; requests that require additional approvals will be added to the transmit queue for approval. All approvals are required before a request is transmitted. The next request in the schedule will be listed below after the current request is transmitted.

Send On ▲	Request Type	From	To	Amount	Frequency	Approval Status
4/17/2009	Express Transfer	*2012 - Money Mkt	*2025 - payroll	\$500.00	Monthly	Edit request 1 of 1 received Edit schedule
4/24/2009	Express Transfer	*2026 - Operating Account	*2025 - payroll	\$1,000.00	Every Other Week	Edit request 0 of 1 received Edit schedule
4/24/2009	Express Transfer	*2026 - Operating Account	*2025 - payroll	\$1,000.00	Every Other Week	Edit request 1 of 1 received Edit schedule
4/30/2009	Express Transfer	*2012 - Money Mkt	*2026 - Operating Account	\$900.00	Every Other Week	Edit request 1 of 1 received Edit schedule

Note: Non-recurring ACH requests and current-day one-time wire requests are not shown on this page. The Edit schedule link is not available for one-time wire requests. The View request link is only available for ACH requests.

Fields	Description
Send On	The date that the selected request is scheduled to start.
Request Type	Service of the template.
From	A description of the account that is debited.
To	A description of the account that is credited..
Amount	The amount of the request.
Frequency	Frequency of the selected request.
Approval Status	The number of approvals received out of the number of approvals required.

Edit a Scheduled Request

Note: Must be done by the creator of the schedule.

1. From the Next Scheduled Request page, click the Edit request link associated with the request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | **Express Transfer** | Book Transfer | Loans | ACH | File Upload | Wire

Express transfer request
Express transfer transmit
Express transfer history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

Express Transfer - Edit Request

Edit request information and click "Continue." To edit the schedule that governs this request, click "Edit schedule." To delete this request, click "Delete request." To review other scheduled requests, go to [Next Scheduled Requests](#). [Edit schedule](#) • [Delete request](#)

From account: *2012 - Money Mkt

To account: *2025 - payroll

Amount: \$ 500.00

Description (optional):

Send on: 04 / 17 / 2009
(mm/dd/yyyy)

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2. Edit the request details, as needed.
3. Click Continue.
4. Click Approve.

Delete a Scheduled Request

To delete one transaction of a schedule

Note: Must be done by the creator of the schedule.

1. On the Next Scheduled Requests page, click the Edit request link associated with the request.

The screenshot shows a web interface for editing a scheduled request. At the top, there is a navigation bar with tabs for 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this is a secondary navigation bar with links for 'Scheduled Requests', 'Express Transfer', 'Book Transfer', 'Loans', 'ACH', 'File Upload', and 'Wire'. On the left side, there is a sidebar menu with 'Express transfer request' selected, and sub-links for 'Express transfer transmit' and 'Express transfer history'. Below the sidebar are 'Quick Links' for 'Quick balance account report', 'Quick balance report', and 'Next scheduled requests'. The main content area is titled 'Express Transfer - Edit Request' and contains the following fields: 'From account:' with a dropdown menu showing '*2026 - Operating Account'; 'To account:' with a dropdown menu showing '*2025 - payroll'; 'Amount:' with a text input field containing '\$ 1,000.00'; 'Description (optional):' with an empty text input field; and 'Send on:' with a date picker showing '04 / 24 / 2009' and a calendar icon. Below the date picker is a 'Continue' button. At the bottom of the form, there are links for 'How Do I...', 'Terms', and 'FAQs'. In the top right corner of the form area, there are links for 'Edit schedule' and 'Delete request'.

2. Click the Delete request link.
3. Click Delete.

Edit a Request Schedule

Note: The changes are applied to all requests associated with the schedule, including the next schedule request. Editing a schedule requires re-approval of the schedule requests. Recurring ACH payment or collection request schedule details can only be edited through the Edit schedule link by the user who set up the recurring request.

- From the Next Scheduled Requests page, click the Edit schedule link associated with the request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | **Express Transfer** | Book Transfer | Loans | ACH | File Upload | Wire

Express transfer request
 Express transfer transmit
 Express transfer history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Express Transfer - Edit Schedule

Edit schedule information and click "Continue." To delete this schedule, click "Delete schedule." To review other scheduled requests, return to [Next Scheduled Requests](#). [Delete schedule](#)

From account: *2026 - Operating Account

To account: *2025 - payroll

Amount: \$ 1,000.00

Description (optional):

Frequency: Every other week

Next send on: 04 / 24 / 2009
(mm/dd/yyyy)

End on:
 Continue indefinitely
 Continue until this date: / /
(mm/dd/yyyy)
 Continue for this many occurrences:

Processing options:
 Use the next processing date if a scheduled request falls on a non-processing date.
 Use the previous processing date if a scheduled request falls on a non-processing date.

[How Do I... Terms FAQs](#)

- Edit the schedule as needed.
- Click Continue.
- Click Approve.

Delete a Request Schedule

Use to delete an entire schedule.

- From the Next Scheduled Requests page, click the Edit schedule link associated with the request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | **Express Transfer** | Book Transfer | Loans | ACH | File Upload | Wire

Express transfer request
 Express transfer transmit
 Express transfer history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Express Transfer - Edit Schedule

Edit schedule information and click "Continue." To delete this schedule, click "Delete schedule." To review other scheduled requests, return to [Next Scheduled Requests](#). [Delete schedule](#)

From account: *2012 - Money Mkt

To account: *2025 - payroll

Amount: \$ 500.00

Description (optional):

Frequency: Monthly

Next send on: 04 / 17 / 2009
(mm/dd/yyyy)

End on:
 Continue indefinitely
 Continue until this date: 04 / 01 / 2010
(mm/dd/yyyy)
 Continue for this many occurrences:

Processing options:
 Use the next processing date if a scheduled request falls on a non-processing date.
 Use the previous processing date if a scheduled request falls on a non-processing date.

2. Click the Delete schedule link.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | **Express Transfer** | Book Transfer | Loans | ACH | File Upload | Wire

Express transfer request
Express transfer transmit
Express transfer history

Quick Links:
Quick balance account report
Quick balance report
Next scheduled requests

Express Transfer - Delete Schedule Verification

You have selected the following Express Transfer schedule to be deleted. Once completed, the schedule cannot be recovered. Deleting the schedule deletes all requests governed by the schedule, including the next scheduled request. Requests in the transmit queue are unchanged.

Review the selected schedule. To delete this schedule, click "Delete", or go to [Next Scheduled Requests](#).

From account: *2012 - Money Mkt
To account: *2025 - payroll
Amount: \$500.00
Frequency: Monthly
Next send on: 4/17/2009
End on: Continue until this date: 4/1/2010
Processing options: The next processing date if a scheduled request falls on a non-processing date.

[How Do I... Terms FAQs](#)

3. Click Delete.

Approving a Scheduled Request


To approve the next request (not the entire schedule)

1. On the Next Scheduled Requests page, click the Approval Status link associated with the request.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | ACH | File Upload | Wire

Quick Links:
Express transfer request
Book transfer
Loan payment request
Send money
Collect money
One time wire transfer entry
Template based wire transfer

 [Print this page](#)

Book Transfer Approve - Detail

To approve this request, click "Approve. To view the details for a different scheduled request, return to [Next Scheduled Requests](#).

Template Information

Template name: Accounts Payable
Credit/destination account: *2025 - payroll
Total transfer amount: \$3,000.00

Debit/Source Accounts

Account	Amount
*2026 - Operating Account	\$3,000.00

Approval History Information

Approval status: 0 of 1 received

Action	User ID	Date Time
Enter Request	ADMIN	04/16/2009 12:07:53 PM (ET)

2. Review the details of the request as needed and click Approve.

Wire

Entering a One Time Wire Transfer

1. Click One Time Wire Transfer Request in the Wire section of the Transfers and Payments tab.

One Time Wire Transfer - Request

Enter One Time Wire Transfer information as required and click "Continue."

Debit Information

Template name (optional):
(To save this transaction as a template, enter a template name.)

Wire type: Domestic wire

Account:

Send on date: 02 / 10 / 2010
(mm/dd/yyyy)

Amount:

Currency: USD

[How Do I... Terms FAQs](#)

2. Fill the following fields:

<i>Fields</i>	<i>Description</i>
Template Name	(Optional)
Account	Select the account to be debited from the drop-down list.
Send on date	Select the date for the wire transfer request to take place.
Amount	Dollar amount of the wire.

3. Click Continue.
4. Enter Required Information.

<i>Fields</i>	<i>Description</i>
Bank ID*	Enter the 9-digit bank routing and transit number.
Recipient Account *	Enter the account number to receive the wire transfer.
Bank Name*	Enter the name of the financial organization to receive the wire transfer.
Bank Address 1	Enter the bank's address.
Bank Address 2	Enter the bank's address.
Bank Address 3	Enter the bank's address.
Recipient Name*	Enter the name or department who will receive the wire transfer.

Recipient Address 1*	Enter the address for the person or department who will receive the wire transfer.
Recipient Address 2*	Enter the address for the person or department who will receive the wire transfer.
Recipient Address 3	Enter additional address information for the person or department who will receive the wire transfer.
Additional information for recipient	Enter additional information for the recipient

- Click Continue.
- Verify information is accurate, click Transmit or Submit for approval (if approvals are required).

Deleting a Pending Wire Transfer

Only wires in a pending status can be deleted by completing the following:

- Access the Wire Transfer Transmit – Selection page:

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | ACH | File Upload | **Wire**

One time wire transfer entry
 Template based wire transfer
Transmit wire
 Wire transfer setup
 Wire history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Wire Transfer Transmit - Selection

To approve requests, check the appropriate requests and click "Continue." All approvals must be received for a request before it will be transmitted.

For information about your limits, view [Personal Limits](#).

Requests without a checkbox have already been approved by you.

[Select all](#) • [Deselect all](#) (To delete or view details for a request, click on the account.)

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Entered By	Approval Status
<input type="checkbox"/> 2000 - CHECKING 1	TEST WIRE	KEN TESTER	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
<input type="checkbox"/> 2000 - CHECKING 1	TEST WIRE	KEN TESTER	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
<input type="checkbox"/> 2001 - CHECKING 2	Tim K	Tim K	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
Total:			\$300.00				

Security code (optional):

[How Do I...](#) [Terms](#) [FAQs](#)

- Select the wire transfer you want to delete by clicking the link in the Template column.
- Click Delete Request.
- Click OK.

Entering a Template Based Wire Transfer - Single Request

- Click the Template Based Wire Transfer link in the Wire section of the Transfers and Payments tab.

2. Complete the following fields:

Fields	Description
Template Name	Select the template to be used for the wire transfer. If necessary, click Details to view the details of the template.
Amount	Enter the dollar amount of the wire transfer.
Additional Information for Recipient (optional)	Enter up to 80 characters of special instructions that will accompany the transfer. This text appears on the Wire Transfer History page in BeB.
Frequency	Select the frequency of the wire

3. Click Continue.

4. Click Transmit.

Note: Click Submit for approval to submit the transaction into the approve/transmit queue.

Entering Template Based Wire Transfers - Multiple Requests

1. Access the Template based Wire Transfer page

The screenshot displays the 'Template Based Wire Transfer - Multiple Request' page. At the top, there is a navigation bar with tabs for 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below this, a secondary bar contains links for 'Scheduled Requests', 'Express Transfer', 'Book Transfer', 'Loans', 'ACH', 'File Upload', and 'Wire'. The left sidebar lists options like 'One time wire transfer entry', 'Template based wire transfer' (which is selected), 'Transmit wire', 'Wire transfer setup', and 'Wire history'. The main content area features the title 'Template Based Wire Transfer - Multiple Request' and instructions: 'Enter required wire transfer information and click "Continue." Return to [Template Based Wire Transfer - Single Request](#) to submit individual wire transactions with optional text.' Below this, there is a link for 'Personal Limits'. A section titled 'Template Based Wire Transfer Information' contains a table with two columns: 'Template Name' and 'Amount'. The table has 10 rows, each with a dropdown menu for selecting a template and a text input field for the amount. At the bottom of the page, there is a checkbox for 'Submit for processing', a text input field for 'Security code (optional)', and an 'OK' button.

2. In the Template Name field, select the appropriate templates.

3. Enter dollar amounts in the Amount field.
4. Click Continue.
5. Click Transmit.

Transmitting a Wire

1. Click Transmit Wire in the Wire section of the Transfers and Payments tab.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | ACH | File Upload | **Wire**

One time wire transfer entry
 Template based wire transfer
Transmit wire
 Wire transfer setup
 Wire history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Wire Transfer Transmit - Selection

To approve requests, check the appropriate requests and click "Continue." All approvals must be received for a request before it will be transmitted.

For information about your limits, view [Personal Limits](#).

Requests without a checkbox have already been approved by you.
[Select all](#) • [Deselect all](#) (To delete or view details for a request, click on the account.)

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Entered By	Approval Status
<input type="checkbox"/> *2000 - CHECKING 1	TEST WIRE	KEN TESTER	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
<input type="checkbox"/> *2000 - CHECKING 1	TEST WIRE	KEN TESTER	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
<input type="checkbox"/> *2001 - CHECKING 2	Tim K	Tim K	\$100.00	USD	04/01/2009	ADMIN	0 of 1 received Ready to transmit
Total:			\$300.00				

Security code (optional):

[How Do I...](#) [Terms](#) [FAQs](#)

2. Select the check box next to the wire transfer you want to send. Click Continue.

Welcome | Reports | **Transfers and Payments** | Account Services | Administration

Scheduled Requests | Express Transfer | Book Transfer | Loans | ACH | File Upload | **Wire**

One time wire transfer entry
 Template based wire transfer
Transmit wire
 Wire transfer setup
 Wire history

Quick Links:
 Quick balance account report
 Quick balance report
 Next scheduled requests

Wire Transfer Transmit - Verification

The requests below have been selected for approval. To approve and transmit these requests, click "Transmit". To change the requests you have selected, go to [Wire Transfer Transmit - Selection](#).

For information about your limits, view [Personal Limits](#).

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Confirmation Number	Approval Status
6895122001 - CHECKING 2	Tim K	Tim K	\$100.00	USD	04/01/2009		0 of 1 received Ready to transmit

[How Do I...](#) [Terms](#) [FAQs](#)

3. Click Transmit.

Viewing Wire History

1. Click Wire History in the Wire section of the Transfers and Payments tab.

[Welcome](#) | [Reports](#) | **[Transfers and Payments](#)** | [Account Services](#) | [Administration](#)

[Scheduled Requests](#) | [Express Transfer](#) | [Book Transfer](#) | [Loans](#) | [ACH](#) | [File Upload](#) | **[Wire](#)**

One time wire transfer entry
 Template based wire transfer
 Transmit wire
 Wire transfer setup
Wire history

Quick Links:
 Next scheduled requests

Wire Transfer History Report Criteria

Enter the appropriate report criteria and click "Generate report."

Up to 3 months of data are available; a maximum of three months may be retrieved during a single search. To retrieve a limited amount of data, select specific search criteria.

Account: [Select all](#) • [Deselect all](#)

	ABA/TRC	Account Number	Description ▲
<input type="checkbox"/>	841841842	*2000	1Money Mkt
<input type="checkbox"/>	841841842	*2000	CHECKING 1
<input type="checkbox"/>	841841842	*2001	CHECKING 2

Date range:

Specific date: / /
(mm/dd/yyyy)

From: / /
(mm/dd/yyyy)

To: / /
(mm/dd/yyyy)

Status: (All)
TRANSMITTED
PROCESSED
CONFIRMED
REJECTED

2. Choose the account(s) for which you want to view history.
3. Click Generate Report.

[Welcome](#) | [Reports](#) | **[Transfers and Payments](#)** | [Account Services](#) | [Administration](#)

[Scheduled Requests](#) | [Express Transfer](#) | [Book Transfer](#) | [Loans](#) | [ACH](#) | [File Upload](#) | **[Wire](#)**

One time wire transfer entry
 Template based wire transfer
 Transmit wire
 Wire transfer setup
Wire history

Quick Links:
 Next scheduled requests

[Print this page](#)

Wire Transfer History

To change report criteria, return to [Wire Transfer History Report Criteria](#).

Account	Template Name	Recipient Name	Amount	Currency	Effective Date	Status	Entered By	Approval Status
*2000 - 1Money Mkt		ken kitchen	\$1,000.00	USD	04/01/2009	Confirmed	ADMIN	1 of 1 received

[How Do I...?](#) | [Terms](#) | [FAQs](#)

4. Review the history as necessary.

Note: Columns can be resorted by clicking on column headers to resort the report results.

5. Click on Debit Account to show details, the Wire Transfer History – Detail page appears.

Multiple Approvals for Templates

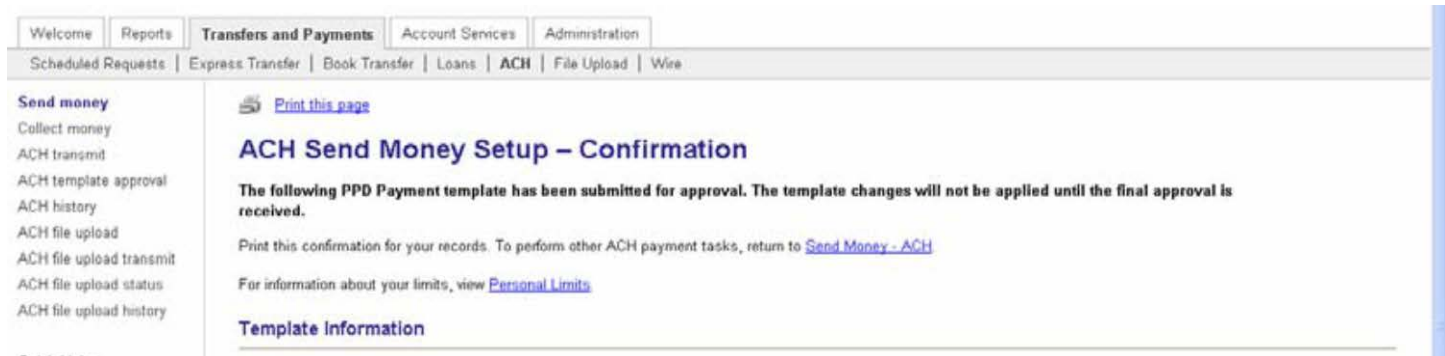
Multiple approvals for templates provide the option to require multiple approvals for template additions, modifications, and deletions. Use this feature for the following templates:

- ACH Send Money
- ACH Collect Money
- Book Transfer
- Template Based Wire Transfer

Template additions, modifications, and deletions need to be approved by another Business Online setup role that is entitled to the template’s funding account. A company should ensure that the number of approvals they require for each service does not exceed the number of users who are able to approve the request.

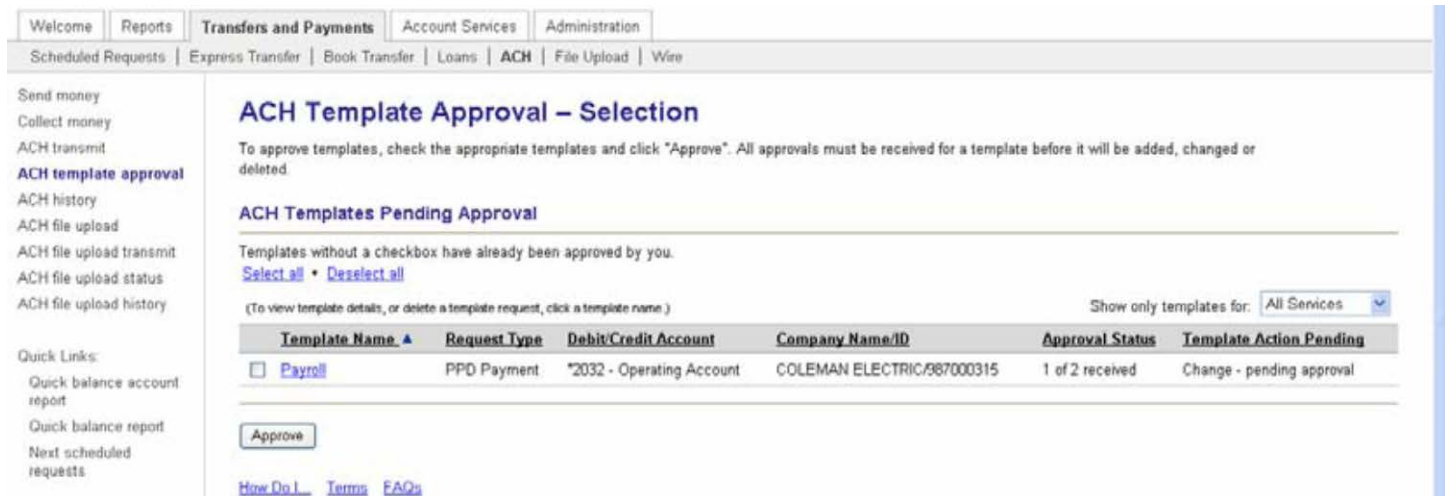
Approving Templates

When a template has been added, changed, or deleted the confirmation message will inform the user the item requires approval.



To approval a pending template complete the following:

1. Click Transfers and Payments, the Transfers and Payments page appears:
2. Click the appropriate template approval link (choose the transfer type that needs approval)



The ACH Template Approval-Selection page displays the templates that are pending approval, the number of outstanding approval, and the action that is pending (new, change, or delete.)

3. Select one (or more templates) to approve.
4. Click Approve

ACCOUNT SERVICES

Stop Payment

The Stop Payment service allows you to request a stop payment on a single check number or on a range of check numbers for a single account. It also allows you to view 90 days worth of stop payment history.

Entering a Single Check Stop Payment

1. Click the Stop payment request link in the Stop Payment section of the Account Services tab.

The screenshot shows a web interface for requesting a stop payment. At the top, there are navigation tabs: 'Welcome', 'Reports', 'Transfers and Payments', 'Account Services', and 'Administration'. Below these is a sub-menu with 'Stop Payment', 'Pos Pay', 'Positive Pay', 'Full Account Reconciliation', 'Partial Account Reconciliation', and 'Deposit Reconciliation'. The main heading is 'Stop Payment Request' with the instruction 'Enter stop payment information and click "Continue."'. The form includes the following fields and options:

- Account:** A drop-down menu.
- Expiration date (optional):** A date picker with the format (mm/dd/yyyy) and a note that it must be before 08/10/2010.
- Reason (optional):** A text input field.
- Stop a single check:** A radio button that is selected.
- Check number:** A text input field.
- Date on check:** A date picker with the format (mm/dd/yyyy).
- Payee (optional):** A text input field.
- Amount (optional):** A text input field.
- Stop a range of checks:** An unselected radio button.
- First check number:** A text input field.
- Last check number:** A text input field.

At the bottom of the form is a 'Continue' button and links for 'How Do I...', 'Terms', and 'FAQs'.

2. Select the Account on which to place the stop payment from the drop-down list.
3. Enter the expiration date of the stop payment.
4. Select the Stop a Single Check radio button.
5. Type the Check number and date on the check.
6. Payee and Amount information is optional.
7. Click Continue.

Welcome | Reports | Transfers and Payments | **Account Services** | Administration

Stop Payment | Pos Pay | Positive Pay | Full Account Reconciliation | Partial Account Reconciliation | Deposit Reconciliation

Stop payment request
Stop payment activity

Stop Payment Request - Verification

This stop payment request has not yet been submitted. To approve and submit this request, click "Submit request." To edit this request, return to [Stop Payment Request](#).

Account: *2910 - OPERATING ACCOUNT
 Check number: 1234
 Date on check: 02/10/2010
 Payee:
 Amount:
 Expiration date: 05/28/2010
 Reason: Lost

[How Do I... Terms FAQs](#)

- Click Submit request. The Stop Payment Request-Confirmation page appears.

Entering a Stop Payment on a Range of Checks

- Click the Stop payment request link in the Stop Payment section of the Account Services tab.

Welcome | Reports | Transfers and Payments | **Account Services** | Administration

Stop Payment | Positive Pay

Stop payment request
Stop payment activity

Quick Links:
 Account transaction search
 Transaction search

Stop Payment Request

Enter stop payment information and click "Continue."

Account:

Reason (optional):

Stop a single check

Check number:

Date on check: / /
(mm/dd/yyyy)

Payee (optional):

Amount (optional):

Stop a range of checks

First check number:

Last check number:

- Select the Stop a range of checks radio button.
- Type the First and Last check numbers.
- Click Continue.
- Click Submit request.

Viewing Stop Payment History

To view history of stop payments (at least 90 days is available), complete the following:

- Click the Stop payment activity link in the Stop Payment section of the Account Services tab.

Welcome | Reports | Transfers and Payments | **Account Services** | Administration

Stop Payment | Positive Pay

Stop payment request
Stop payment activity

Quick Links:
Account transaction search
Transaction search

Stop Payment Activity Report Criteria

Enter the desired criteria and click "Generate report."

Up to 3 months of data are available; a maximum of three months may be retrieved during a single search. To retrieve a limited amount of data, select specific search criteria.

Account: [Select all](#) • [Deselect all](#)

	ABA/TRC ▲	Account Number	Description
<input type="checkbox"/>	841841842	*2000	CHECKING 1
<input type="checkbox"/>	841841842	*2000	1Money Mkt
<input type="checkbox"/>	841841842	*2001	CHECKING 2

Date submitted: Specific date: 04 / 08 / 2009
(mm/dd/yyyy)

From: 03 / 09 / 2009
(mm/dd/yyyy)

To: 04 / 08 / 2009
(mm/dd/yyyy)

2. Choose the accounts for which you want to view stop payment history.
3. Click Generate report.

ACH Positive Pay

The decision window is 6:00am EST – 2:30pm EST.

[ACH Positive Pay Exceptions Status](#) page will allow you to see all exceptions for a set date range and the decision that used.

[ACH Positive Pay Originator Company Maintenance](#) page will allow you to change/view current day originator companies and change/view the rules. (This only applies for same day during the ACH decision window)

[ACH Positive Pay Payment Rules Report](#) page will display all current payment rules for a specified account.

Decisioning ACH Positive Pay Exceptions

To decision an ACH debits trying to post to the account

1. Go to Transfers and Payments tab, ACH PP exceptions manager page
2. Choose a decision of "Pay" or "Return" for each debit

Note: If "pay" is chosen you will have an opportunity to set a rule. A rule will allow future transactions (that match the set criteria) to be paid without intervention.

3. Check mark the debit that you would like to be processed or choose select all
4. Click Continue and Transmit

Positive Pay

The decision window is 9:30am EST – 1:30pm EST.

To Issue Positive Pay checks

Manual Entry

1. Go to Transfers and Payments tab, Positive Pay Issue Entry

2. Enter the required information (if issuing multiple checks, click the sequential entry box and repeat 2 and 3)
3. Click continue
4. Click Add Issue

File Upload

1. Go to Transfers and Payments tab, Positive Pay Issue File Import
2. Choose the correct file definition (these are generally created during Positive Pay training, but new ones can be created by going to the link at the top of the page File Import Definition)
3. Click Continue
4. Browse for file, Open
5. Import File
6. Confirm that the file import was successful by going to the File Import Status