



## **Commercial Cash Management Customer Experience**

### Online Banking Training Guide

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# Login Process

**Note:** The email mentioned is for any User that is set up after November 13, 2017. Users set up prior to Thursday, November 9, 2017 will log in with their existing User ID and the last 4 of the Company's TIN.

## Logging On for the First Time

Cash users that have never logged on to access NetTeller's cash management features must take the following steps to create their cash management credentials and log on.

1. Select the single sign-on (SSO) enrollment link within the bank's SSO setup email.



If the link has expired, due to seven calendar days passing or a subsequent email invalidating the selected link, you receive the following message on the *Activate Account* screen: *Your enrollment link has expired. Please contact your financial institution for assistance.*

The *Activate Account* screen appears.

2. Create your NetTeller ID and password, and then select **Continue**.

3. Review the terms and conditions.
4. Select **I agree**, and then select **Accept** to proceed.
5. Select a watermark image, and then select **Submit**.

This image appears at all future logons and on all pages in Online Banking.

6. Select **Continue** on the *Security Features* screen.
7. Select a question from each drop-down field, and then input an answer.

Verification Questions (required)

From now on we will monitor your use pattern and if we suspect it is not you logging in we will ask you to answer a few verification questions. Please take a moment to select one question from each of the three drop-down menus. Answers are not case sensitive.

Question One: What is your spouse's middle name?  
Answer: Jane

Question Two: What was the name of your first pet?  
Answer: Buddy

Question Three: Select Question...  
Answer: Select Question...  
What was the make of your first car?  
What is your youngest sibling's nickname?  
Which state did you first visit (outside the one you were born in)?  
What is your father's middle name?  
In which city did you meet your spouse?  
Which high school did your spouse attend?  
When is your father's birthday (MM/DD)?  
What is the first name of your mother's youngest sibling?  
In which city was your grandmother born (father's mother)?



Answers are not case-sensitive.

8. Select **Submit**, and then select **Confirm** on the *Settings Modification (Optional)* screen.

Settings Modification (optional)

If you would like to change the verification information you previously selected, please do so. It is not required that you change your information.

Question One: What is your spouse's middle name?  
Answer: Jane

Question Two: What was the name of your first pet?  
Answer: Buddy

Question Three: In which city did you meet your spouse?  
Answer: Anytown

Edit Confirm

If needed, **Edit** the answer before selecting **Confirm**. Once you select **Confirm**, you cannot modify questions and answers.

9. Enter or verify the email address on file, and then click **Submit**.

Enter/Update Email Address:

Email address on file: janedoe@company.com

Submit →



This is the company email address listed at the Company level. Only cash users with Full Admin rights will see this step.

## 10. Subsequent Logins

1. Enter the Single Sign-On ID you created at first login.

Login to Online Banking  [Enroll Now](#) [Test Browser](#)  
[Home](#)

Welcome to Online Banking

Click the links below for helpful information\*

[Supported Browsers](#) | [Tips for Preventing Fraud](#)

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Online Banking ID:

2. Enter your Single Sign-On password.

Login to Online Banking  [Enroll Now](#) [Test Browser](#)  
[Home](#)

**Please verify your personal image!**  
Each time you log in please verify that the image on the left is the one you selected as your Personal Identification Image.



If you have not set up your Personal Identification Image, a random image will appear and you will be prompted to select a new one when you log in.

Online Banking ID: jdoecm

Online Banking Password:

[Reset Password](#)

# Company Administrator Activities

## Creating New Cash Users

1. Navigate to **Cash Management > Users**, and then select **New CM User**.
2. Complete user information, limits, and ACH permissions.

**User Name:** Name of cash user.

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

### Administration

**No:** Cannot create or edit cash users. Cannot change NetTeller settings.

**Yes:** Full administrative rights. Can create/edit cash users, change Company email address, account pseudo names, and enroll in ESI and mobile banking.

**Partial:** Change Company email address, change account pseudo names and enroll in mobile banking. Cannot create/edit cash users or enroll in ESI.

**View:** View-only authority. Cannot change any NetTeller settings or users.

**Wire Password:** *LEAVE BLANK – Not used*

**View Position/Activity Report:** Allow user to view and print prior day activity.

**Hold User:** If selected, user will not be able to log into NetTeller.

**Access Times:** Time of day when cash user can log into NetTeller. Access times control login only; this will not end an established session.

*Please note: Not all services shown are available.*

Daily ACH Limit	<input type="text" value="\$50,000.00"/>	Per Wire Limit	<input type="text" value="\$1,000.00"/>
Transfer Limit	<input type="text" value="\$999,999,999.99"/>	Daily Wire Limit	<input type="text" value="\$10,000.00"/>
Dual Wire Control	<input type="checkbox"/>	Dual Wire Control Limit	<input type="text" value=""/>

<input checked="" type="checkbox"/> Display / Download ACH	<input checked="" type="checkbox"/> Work with ACH	<input checked="" type="checkbox"/> Import Transaction
<input checked="" type="checkbox"/> Full ACH Control	<input type="checkbox"/> Quick Edit ACH Only	<input type="checkbox"/> Update Transaction
<input checked="" type="checkbox"/> Initiate ACH	<input type="checkbox"/> Edit Recurring ACH	<input checked="" type="checkbox"/> Upload ACH
<input type="checkbox"/> Initiate Same Day ACH	<input checked="" type="checkbox"/> Delete ACH	<input checked="" type="checkbox"/> Restricted Batch Access

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

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

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

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

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

**Initiate Same Day ACH:** Allows users to initiate same day ACH batches through NetTeller.

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

**Edit Recurring ACH:** Able to set up a batch to initiate based on a selected frequency and modify that frequency.

**Upload ACH:** Upload NACHA files into NetTeller.

**Delete ACH:** Remove ACH batch from NetTeller.

**Quick Edit ACH Only:** Access to change amount and addenda information for batch transactions.

**Update Transaction:** Upload transaction file into NetTeller to change dollar amount only for matching transactions. Update will not create new transactions.

**Restricted Batch Access:** Allows cash user to flag a batch as restricted and view/work with restricted batches. Any additional cash user with restricted batch access would have access to all restricted batches.

The new cash user is placed in a **Pending Approval** status.

Once the Bank approves the new user, the user is sent the single sign-on (SSO) setup email. The user follows the prompts within the email to establish their logon credentials.

3. Complete additional settings and account selection.

Cash User Setting ?

User: Test000001

<input type="checkbox"/> Transaction Inquiry	<input type="checkbox"/> Define Non-Rep Wires	<input type="checkbox"/> Upload Positive Pay
<input checked="" type="checkbox"/> Statement Inquiry	<input type="checkbox"/> Edit Non-Rep Wires	<input type="checkbox"/> Work Positive Pay Items
<input type="checkbox"/> Current Day Balance	<input type="checkbox"/> Define Rep Wires	<input type="checkbox"/> Download ARP File
<input type="checkbox"/> Prior Day Balance	<input type="checkbox"/> Edit Rep Wires	<input type="checkbox"/> Upload ARP
<input checked="" type="checkbox"/> Stop Inquiry	<input type="checkbox"/> Define Recurring Wires	<input type="checkbox"/> Work ARP Items
<input checked="" type="checkbox"/> Stop Additions	<input type="checkbox"/> Edit Recurring Wires	<input checked="" type="checkbox"/> Transfers
<input type="checkbox"/> WORK ARP Items	<input type="checkbox"/> Transmit Wires	<input type="checkbox"/> Order Checks
		<input type="checkbox"/> Bill Payment
		<input checked="" type="checkbox"/> View Rates
		<input type="checkbox"/> ES

Select Accounts ?

<input type="checkbox"/> Select All		
<input type="checkbox"/> Inventory	<input checked="" type="checkbox"/> CK 073	<input checked="" type="checkbox"/> Payroll
<input checked="" type="checkbox"/> CK 905	<input type="checkbox"/> CK 352	<input checked="" type="checkbox"/> Business

**Transaction Inquiry:** View list of transactions.

**Statement Inquiry:** View available NetTeller statements.

**Current Day Balance:** View current balance and activity totals.

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

**Stop Inquiry:** View information on existing stop payments.

**Stop Additions:** Enter new stop payments.

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

**ES:** Enroll/un-enroll accounts in ES product.

**Transfers:** Move money between accounts.

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

**Transaction Reports – Activity, Summary, Saved:** Select which transactional reports the user can access.

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

4. Complete cash user permissions and limits at the account level.

Cash User Settings ?

User: jdoe

View Access For Account: CK 073

Per Wire Limit \$100,000.00 Daily Wire Limit \$100,000.00

Dual Wire Control  Dual Wire Control Limit \$0.00

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

Submit Cancel

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

**Edit Wire Controls:** Modify default wires settings for the account.

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

## Resetting Cash User Password

1. Navigate to **Cash Management > Users**.
2. Select **User Settings** from the **Select** drop-down menu.
3. Enter the new password, and then select **Submit**.

## Modifying Cash User Permissions

1. Navigate to **Cash Management > Users**.
2. From the **Select** drop-down menu, choose the option that correlates with the change needed.

**User Settings:** Controls password, limits, and ACH permissions.

**Default Settings:** Controls account activity permissions and account access.

**Account Settings:** If enabled, controls account activity permissions and limits at the account level.

3. Modify the needed field, and then click **Submit**.
4. Depending on the change made, the cash user may show in a Pending Approval status. Contact the bank to approve the user.

## Deleting a Cash User

1. Navigate to **Cash Management > Users**.
2. Select **Delete** from the **Select** drop-down menu.
3. Click **Delete**.

# ACH

The ACH module allows you to pay or collect money from individuals or companies. You may need ACH capabilities to send a payroll file or collect monthly dues from your customers. ACH abilities depend on your agreement with the bank.

ACH batches serve as a template, allowing you to use the batch on multiple occasions. Once the batch has been created, you initiate the batch to send the information to the bank. The bank then originates the file.

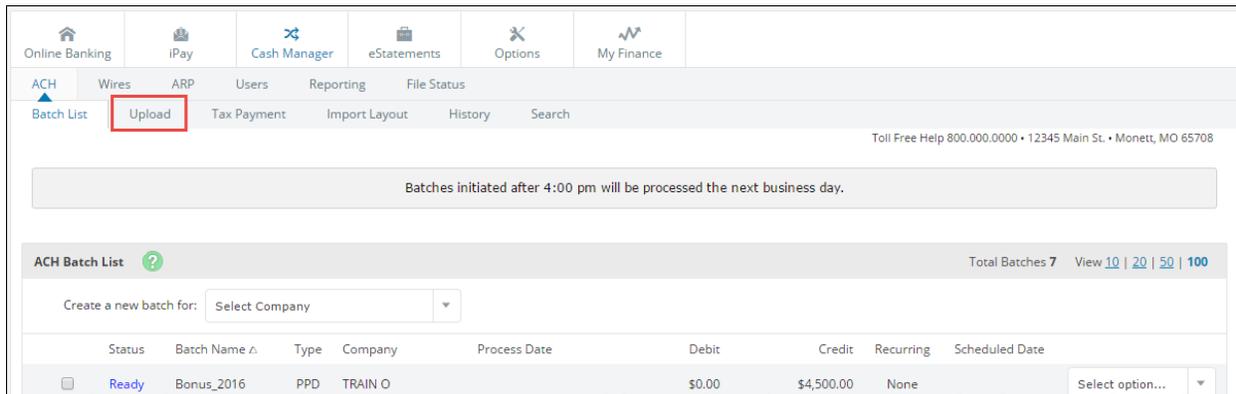
## Creating a Batch

There are a few ways a batch can be created. If you have software able to create NACHA formatted files, you can simply upload the batch. If not, you may use the manual feature and enter the information. You can also import, a file which uses a combination of upload and manual.

## NACHA File Upload

Various accounting software programs are able to create a NACHA formatted file. If you possess this software, you can upload those files to NetTeller. Before uploading to NetTeller, the file must be saved to your computer.

### 1. Select **Upload**.



The screenshot shows the NetTeller ACH Batch List interface. The 'Upload' button is highlighted with a red box. The interface includes a navigation menu with 'ACH' selected, a sub-menu with 'Upload' highlighted, and a table of existing batches. The table has columns for Status, Batch Name, Type, Company, Process Date, Debit, Credit, Recurring, and Scheduled Date. A single batch is listed with Status 'Ready', Batch Name 'Bonus\_2016', Type 'PPD', Company 'TRAIN O', Debit '\$0.00', Credit '\$4,500.00', and Recurring 'None'.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date
Ready	Bonus_2016	PPD	TRAIN O		\$0.00	\$4,500.00	None	

### 2. Click **Browse** to locate the file.



Using files with .txt file extension is recommended.

### 3. Click **Upload**.

**Upload ACH File** ?

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

CR Payroll.ach

NOTE: Maximum upload file size is 5 MB.

4. Once uploaded, the batch appears on the batch listing page.  
A generic batch name generates based on a sequence number.
5. Modify the batch name by selecting **Edit** from the drop-down menu.

**ACH Batch List** ? Total Batches 8 View [10](#) | [20](#) | [50](#) | [100](#)

Create a new batch for:

Status	Batch Name ▾	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
<input type="checkbox"/> <b>Uploaded</b>	0000052	PPD	Chihuahua Rescue		\$1,650.00	\$1,650.00	None		Select option... ▾
<input type="checkbox"/> <b>Ready</b>	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	None		Select option... ▾
<input type="checkbox"/> <b>Ready</b>	May Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	None		Select option... ▾

## Manual Creation

Batch information can be entered directly into NetTeller. You will first create a batch header and then add any needed transactions.

1. From the main ACH page, select the company for which the batch is being created from the **Create a New Batch for** drop-down menu.
2. Enter batch header information.

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

Field	Value
Batch Name *	HrlyPyr12016
SEC Code *	PPD - Prearranged Payments and Deposits
Company	Trainer Co.
Company Id *	7151515151
Discretionary Data	PAYROLL
Entry Description *	PAYROLL
Restrict Batch	<input type="checkbox"/>

Buttons: Cancel, Submit

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

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

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

**Company ID:** Identification number for ACH company. Usually Tax ID number of company.

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

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

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

### 3. Complete transaction information.

**Add Transaction**

**Transaction Information:**

Name \* John Doe      Addenda Type 00-No Addenda Information

ID Number D1234      Addenda

Amount \* 1500 . 00

Prenote       Creates a separate \$0 record of this entry.

**Receiving Financial Institution Information:**

Routing \* 011400178      Search for ABA #      Account Type Checking

Account Number \* 12345678      Transaction Type  Debit  Credit

Status  Active  Hold

**Name:** Recipient of transaction.

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

**Amount:** Dollar amount of transaction.

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

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

**Addenda:** Enter addenda information if needed.

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

**Account Number:** Enter recipient's account number.

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

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

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

#### **Quick Add**

Saves transaction information and screen refreshes to allow for entry of another transaction.

### Add Multiple

Directs to screen allowing user to enter up to 15 transactions at one time. See Add Multiple Transactions

### Import Transaction

Directs to new screen allowing user to upload a transaction file. See Importing Transactions

**Add Multiple Transactions** is a quick way to create transactions. It allows up to 15 records to be added at a time.

Enter name, ID number, ABA, account number, checking or savings designation, amount, and debit or credit designation. If needed, add addenda information.

Multi-Transaction Entry / HrlyPyr12016 ?

Prenote  Creates a separate \$0 record for each entry

	Name	ID #	Routing #	Account #	Chk Sav	Amount	DR CR
1	<input type="text" value="A Smith"/>	<input type="text" value="S9876"/>	<input type="text" value="082901855"/>	<input type="text" value="654321"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text" value="1200"/> <input type="text" value="00"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda: <input type="text"/>						
2	<input type="text" value="B Jones"/>	<input type="text" value="J5678"/>	<input type="text" value="082901855"/>	<input type="text" value="9876543"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text" value="1700"/> <input type="text" value="00"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda: <input type="text"/>						
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda: <input type="text"/>						
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/> <input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
	Addenda: <input type="text"/>						

## Import Option

The import feature gives you more flexibility with upload. Import uses a combination of upload and manual entry. The batch header information is manually entered and then transactions are imported from a file. CSV, fixed position, and tab-delimited file types can be imported into NetTeller. The file only contains transactions – no header or trailer information.

### Establishing Import Layout

Unlike NACHA formatted files, which have a standard format, information within CSV, fixed position, and tab-delimited files can vary. Before importing transactions, define where information is located within your file.

1. Select **Import Layout**.
2. Select the type of file being imported (CSV, fixed position, tab-delimited).
3. Define where information is located within the file.

If the **Transaction Code** is not known, use **Account Type** and **Transaction Type**. Enter how the **Account Type** and **Transaction Type** are defined in the file.

### CSV / Delimited (example)

CSV File Layout

Select Upload Format to Create/Edit: CSV File Layout

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

\*Note: If your file does not contain Transaction Codes, the following fields are required:

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

Save Reset Cancel

## Fixed Position (example)

Fixed Position File Layout

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

Name:	Begin: 1	End: 30	Account Number:	Begin: 37	End: 47
ID Number:	31	36	Amount:	57	67
Routing Number:	48	56	* Transaction Code:		

\*Note: If your file does not contain Transaction Codes, the following fields are required:

Account Type:	Begin: 68	End: 68	Checking Equals:	C	Savings Equals:	S
Transaction Type:	69	70	Debit Equals:	DR	Credit Equals:	CR

Save Reset Cancel

## Importing Transactions to a New Batch

1. From the main ACH page, select the company for which the batch is being created from the **Create a New Batch for** drop-down menu.
2. Enter batch header information.
3. Select **Import Record**.

The screenshot shows a web form titled "CSV File Layout". At the top, there is a dropdown menu labeled "Select Upload Format to Create/Edit:" with "CSV File Layout" selected. Below this, there are several fields for configuring the file layout:

- Name: 1 (dropdown)
- Account Number: 4 (dropdown)
- ID Number: 2 (dropdown)
- Amount: 5 (dropdown)
- Routing Number: 3 (dropdown)
- \* Transaction Code: (dropdown)

A note in a grey box states: "\*Note: If your file does not contain Transaction Codes, the following fields are required:"

Below the note, there are more fields:

- Account Type: 6 (dropdown)
- Checking Equals: C (text input)
- Savings Equals: S (text input)
- Transaction Type: 7 (dropdown)
- Debit Equals: DR (text input)
- Credit Equals: CR (text input)

At the bottom right, there are three buttons: "Save" (highlighted in green), "Reset", and "Cancel".

4. Select the file type and browse for the file.
5. Click **Import**.

The screenshot shows a dialog box titled "Import File - HrlyPyrl2016" with a question mark icon. The main text reads: "Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type." Below this, it says: "Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#)."

Under the heading "Import File Type:", there is a dropdown menu with "CSV File" selected. Below the dropdown is a text input field containing "Sample ACH Import without Offset.csv". To the left of this field is a "Choose File" button, and to the right is an "Import" button (highlighted in green).

6. Once in an **Uploaded** status, the batch appears on the batch listing page.

## Importing Transactions to an Existing Batch

1. Select **Import** from the **Select Option** drop-down menu.

The screenshot shows the 'ACH Batch List' interface. At the top, there is a header with 'ACH Batch List' and a help icon, and 'Total Batches 3 View 10 | 20 | 50 | 100'. Below the header is a form to 'Create a new batch for:' with a 'Select Company' dropdown. The main area is a table with columns: Status, Batch Name, Type, Company, Process Date, Debit, Credit, Recurring, and Scheduled Date. There are three rows of data, each with a checkbox and a 'Ready' status. A context menu is open over the first row, with 'Import' highlighted. At the bottom, there is a 'Select All' button, a 'Delete Selected' button, and an 'Initiate Selected' button.

Status	Batch Name	Type	Company	Process Date	Debit	Credit	Recurring	Scheduled Date	
<input type="checkbox"/>	Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	None	
<input type="checkbox"/>	Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	None	
<input type="checkbox"/>	Ready	HrlyPyrl2016	PPD	Trainer Co.		\$0.00	\$5,400.00	None	
					Total \$1,650.00	\$11,550.00			

2. Select the file type and browse for the file.
3. Click **Import**.

The screenshot shows the 'Import File - HrlyPyrl2016' dialog box. It contains instructions: 'Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.' and 'Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).' Below the text is a section 'Import File Type:' with a dropdown menu set to 'CSV File'. There is a 'Choose File' button, a text input field containing 'Sample ACH Import without Offset.csv', and an 'Import' button.

4. Once in an **Uploaded** status, the transactions appear in the batch.

# Initiating a Batch

## One-Time Batch

A single one-time batch can be initiated using the drop-down menu.

1. Select **Initiate** from the drop-down menu on the batch listing page.
2. Select the effective date (only available dates display).
3. If necessary, select the account to use as the offset transaction.
4. Click **Initiate**.

Initiate Batch ? Total Transactions 4 View 10 | 20 | 50 | 100 | All | Search

Batch Name: HrlyPyrl2016      SEC Code: PPD  
Company: Trainer Co.      Company Id: 7151515151  
Discretionary Data: PAYROLL      Entry Description: PAYROLL  
Restrict Batch

Name	ID Number $\Delta$	Account	Routing	Amount	CR/DR	Held
C Adams	C7890	45678	082901855	\$1,000.00	CR	
John Doe	D1234	12345678	011400178	\$1,500.00	CR	
B Jones	J5678	9876543	082901855	\$1,700.00	CR	
A Smith	S9876	654321	082901855	\$1,200.00	CR	

Total Debits: \$0.00      Total Credits: \$5,400.00

Select Effective Date: Thursday, May 26, 2016   
Select Offset Account: CK 1102   
Reset amounts to \$0.00 after processing batch:

Multiple one-time batches can be initiated at the same time.

5. From the batch list page, select multiple batches, and then click **Initiate Selected**.

ACH Batch List ? Total Batches 3 View 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch Name $\Delta$	Type	Company	Process Date	Debit	Credit	
<input checked="" type="checkbox"/>	Ready HrlyPyrl2016	PPD	Trainer Co.		\$0.00	\$5,400.00	Select option... <input type="button" value="v"/>
<input type="checkbox"/>	Ready January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	Select option... <input type="button" value="v"/>
<input checked="" type="checkbox"/>	Ready Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	Select option... <input type="button" value="v"/>

Total \$1,650.00      \$11,550.00

6. Select the desired effective date and offset account (if necessary) for each batch.

If desired, the same effective date can be applied to all batches.

## 7. Click **Initiate**.

**Quick Initiate** ?

Apply Effective Date to all Batch records?

Batch	Type	CompanyName	Reset Records*	Debit	Credit	Effective Date	Offset Account
HrlyPyr12016	PPD	Trainer Co.	<input type="checkbox"/>	\$0.00	\$5,400.00	Thursday, May 26, 2016	CK 1102
Payroll_2016	PPD	TRAIN O	<input type="checkbox"/>	\$0.00	\$4,500.00	Monday, June 6, 2016	xxxxxxxxxxxx4567 [
* Reset amounts to \$0.00 after processing batch				Total \$0.00	\$9,900.00		

## Recurring Batch

An ACH batch can be set to initiate and process based on a selected frequency. Frequency options include weekly, bi-weekly, monthly, semi-monthly, quarterly, annually, and semi-annually.

1. From the batch list page, select **Initiate** from the drop-down menu for the desired batch.
2. Select frequency, start date, expiration date, and offset account (if necessary).
3. Click **Initiate**.

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

Batch Name: Payroll\_2016      SEC Code: PPD  
Company: TRAIN O      Company Id: 123456789  
Discretionary Data: PAYROLL      Entry Description: PAYROLL  
Restrict Batch

Name	ID Number <small>▲</small>	Account	Routing	Amount	CR/DR	Held
S Cane	C9878	123456	082901855	\$1,750.00	CR	
John Doe	D1234	12345678	082901855	\$1,500.00	CR	
Jane Doe	D9876	54321	082901855	\$1,500.00	CR	
Mary Smith	S3456	4567890	082901855	\$1,500.00	CR	

Total Debits: \$0.00      Total Credits: \$6,250.00

Select Effective Date:

Frequency:

Month Day:   Initiate on last processing day of the month.

Start Date:

Expiration Date:    This payment has no expiration date.

Select Offset Account:

Reset amounts to \$0.00 after processing batch:

## Batch Approval

The ACH entitlement Full ACH Control determines whether dual control is required when creating and initiating a batch. If you have the Full ACH Control option, you are able to initiate a batch that you created. If you do not have Full ACH Control, a second user must initiate batches you uploaded/entered.

To send a batch for approval, simply select **This batch is ready for approval**. This field is found on both the **Edit** and **Quick Edit** screens.

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

Batch Name \*  SEC Code PPD  
 Company Trainer Co. Company Id \*   
 Discretionary Data  Entry Description \*   
 Restrict Batch

Name	ID Number ▲	Account	Routing	Amount	CR/DR	Held		
C Adams	C7890	45678	082901855	\$1,000.00	CR	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
John Doe	D1234	12345678	011400178	\$1,500.00	CR	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
B Jones	J5678	9876543	082901855	\$1,700.00	CR	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
A Smith	S9876	654321	082901855	\$1,200.00	CR	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

Total Debits \$0.00 Total Credits \$5,400.00

**This batch is ready for approval**

**Quick Edit** ? Total Transactions 4 View [10](#) | [20](#) | [50](#) | Search

Batch Name HrlyPyr12016 SEC Code PPD  
 Company Trainer Co. Company Id 7151515151  
 Discretionary Data PAYROLL Entry Description PAYROLL  
 Restrict Batch

Name	ID Number ▲	Amount	Account	Routing	DR CR	Held	Prenote
C Adams	C7890	<input type="text" value="1000"/> <input type="text" value="00"/>	45678	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addenda:		<input type="text"/>					
John Doe	D1234	<input type="text" value="1500"/> <input type="text" value="00"/>	12345678	011400178	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addenda:		<input type="text"/>					
B Jones	J5678	<input type="text" value="1700"/> <input type="text" value="00"/>	9876543	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addenda:		<input type="text"/>					
A Smith	S9876	<input type="text" value="1200"/> <input type="text" value="00"/>	654321	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addenda:		<input type="text"/>					

Total Debits \$0.00 Total Credits \$5,400.00

**This batch is ready for approval**

Batches awaiting approval appear in the batch list with a yellow highlight and an **Approval Pending** status.

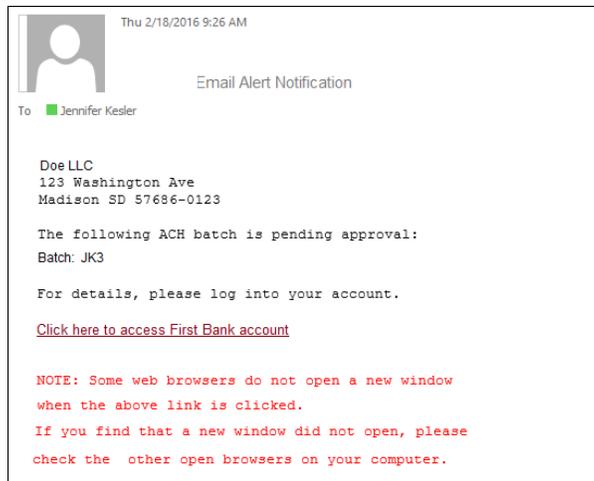
ACH Batch List							Total Batches 3	View 10   20   50   100
Status	Batch Name ▲	Type	Company	Process Date	Debit	Credit		
<input type="checkbox"/> Approval Pending	HrlyPyr12016	PPD	Trainer Co.		\$0.00	\$5,400.00	Select option... ▼	
<input type="checkbox"/> Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	Select option... ▼	
<input type="checkbox"/> Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	Select option... ▼	
					Total \$1,650.00	\$11,550.00		

Create a new batch for:

Select All Delete Selected Initiate Selected

Once the batch has been selected for Pending Approval, an alert generates and is sent to all users that have opted to receive the ACH Batch Pending Approval alert.

A user with initiate capabilities can log in to NetTeller and initiate the batch.



## Prenote Transactions

A prenote transaction allows you to send a test transaction to verify that the recipient's account information is correct before sending the actual credit or debit transaction. With NACHA, prenote transactions have specific transaction code requirements. Therefore, a normal zero-dollar amount transaction cannot be sent.

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

To create a prenote transaction:

1. Select **Edit** from the drop-down menu for the batch that contains the transaction.
2. Select **Add Transaction**.
3. Complete the transaction information.



*Recommended:* Enter \$0.01. NetTeller does not allow zero dollar transactions. A dollar amount must always be entered.

4. Select **Prenote** and then select **Hold** for the **Status** field. When **Hold** is selected, this transaction is not included in the batch if it is initiated.

5. Click **Submit**.

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

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

ACH Batch List Total Batches 4 View 10 | 20 | 50 | 100

Create a new batch for:

Status	Batch Name	Type	Company	Process Date	Debit	Credit	
<input type="checkbox"/> Ready	PNT-Payroll_2016	PPD	TRAIN O		\$0.00	\$0.00	Select option... ▼
<input type="checkbox"/> Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$4,500.00	Select option... ▼
<input type="checkbox"/> Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	Select option... ▼
<input type="checkbox"/> Ready	HrlyPyr12016	PPD	Trainer Co.		\$0.00	\$5,400.00	Select option... ▼
					Total \$1,650.00	\$11,550.00	

Select All Delete Selected Initiate Selected

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

6. Select **Quick Edit** for the batch containing the original transaction from the drop-down menu.
7. Change the dollar amount and deselect the **Held** field.

Quick Edit Total Transactions 4 View 10 | 20 | 50 | Search

Batch Name Payroll\_2016 SEC Code PPD  
 Company TRAIN O Company Id 123456789  
 Discretionary Data PAYROLL Entry Description PAYROLL  
 Restrict Batch

Name	ID Number	Amount	Account	Routing	DR CR	Held	Prenote	
S Cane	C9878	<input type="text" value="0"/> <input type="text" value="01"/>	123456	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Addenda: <input type="text"/>								
John Doe	D1234	<input type="text" value="1500"/> <input type="text" value="00"/>	12345678	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda: <input type="text"/>								
Jane Doe	D9876	<input type="text" value="1500"/> <input type="text" value="00"/>	54321	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda: <input type="text"/>								
Mary Smith	S3456	<input type="text" value="1500"/> <input type="text" value="00"/>	4567890	082901855	<input type="radio"/> <input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda: <input type="text"/>								
					Total Debits \$0.00	Total Credits \$4,500.00		

Save Return

8. Modify the dollar amount of the offset transaction if a balanced batch is required.

## Downloading a Batch

The download option in the drop-down menu allows you to copy batch information into a PDF file or NACHA formatted file.

Download the batch into a PDF to maintain a printed or electronic record of initiated batches.

Download Batch - Payroll\_2016 ?

Select a download format:

Select a field to sort by:

Select sorting order:  Ascending  Descending

ACH Transaction List							
Company Name: Tyson Computers				Batch: 000012			
Company Entry Description: PAYROLL				Effective Date: 01/01/0001			
Standard Entry Class Code: PPD							
Seq	Customer	Account	Routing	Amount	C/D	TC	Individual ID
0000005	A. Thomas	3838	082901855	1000.00	C	22	T8769
0000003	B. Jones	34567	082901855	1000.00	C	22	J6543
0000008	B. McAdams	28465	082901855	1000.00	C	22	M7309
0000004	C. Adams	76876	082901855	1000.00	C	22	A8642
0000007	G. Davis	23456	082901855	1000.00	C	22	D8642
0000001	J. Doe	98765	082901855	1000.00	C	22	D1234
0000009	J. Roberts	29826	082901855	1000.00	C	22	R8764
0000013	L. Morris	29891	082901855	1000.00	C	22	M7377
0000012	M. Peak	29387	082901855	1000.00	C	22	P3876
0000002	M. Smith	76543	082901855	1000.00	C	22	S7890
0000011	N. Norris	38229	082901855	1000.00	C	22	N7298
0000010	R. Hams	39286	082901855	1000.00	C	22	H7367
0000016	Tyson	777806	122106015	15000.00	D	27	Offset
0000014	V. Harris	88845	082901855	1000.00	C	22	H3000
0000015	W. Parker	29663	082901855	1000.00	C	22	P2300
0000006	Z. Collins	89786	082901855	1000.00	C	22	C8653

Total Credits: \$15,000.00  
Total Debits: \$15,000.00

Downloading batch information into a NACHA formatted file can also be beneficial, especially if you manually created a batch.

If a user accidentally deletes a batch, there is not a way to recover the file. The batch information would have to be re-entered; however, if you have the file saved in NACHA format, you can upload that NACHA file back into NetTeller.

Select a download format NACHA

Submit Return

101	061000146	1112228871602041402A094101FRB	ATLANTA	OVATION BANK
5200	Tyson Computers	PAYROLL	371360664	PPDPAYROLL
00000000	00000000	00000000	00000000	102230935000012
62208290185598765	0000100000D1234	J. Doe		0022309354092401
62208290185576543	0000100000S7890	M. Smith		0022309354092402
62208290185534567	0000100000J6543	B. Jones		0022309354092403
62208290185576876	0000100000A8642	C. Adams		0022309354092404
6220829018553838	0000100000T8769	A. Thomas		0022309354092405
62208290185589786	0000100000C8653	Z. Collins		0022309354092406
62208290185523456	0000100000D8642	G. Davis		0022309354092407
62208290185528465	0000100000M7309	B. McAdams		0022309354092408
62208290185529826	0000100000R8764	J. Roberts		0022309354092409
62208290185539286	0000100000H7367	R. Hamms		0022309354092410
62208290185538229	0000100000N7298	N. Norris		0022309354092411
62208290185529387	0000100000P3876	M. Peak		0022309354092412
62208290185529891	0000100000M7377	L. Morris		0022309354092413
62208290185588845	0000100000H3000	V. Harris		0022309354092414
62208290185529663	0000100000P2300	W. Parker		0022309354092415
627122106015777806	0001500000Offset	Tyson		0022309354092616
8200000016013656337600000150000000001500000371360664				02230935000012
900000100000200000016013656337600000150000000001500000				

## Copying a Batch

It may occasionally be necessary to create a batch when most of the information needed is already contained in another batch. For example, you may want to give your employees a bonus. Everyone getting the bonus is already set up within your payroll batch.

The copy feature gives you the ability to duplicate batch information into a new batch. This way, you would not have to change the amount information in your payroll file.

Copy Batch - Payroll\_2016 ?

New batch name \*

ACH Batch List ? Total Batches 4 View [10](#) | [20](#) | [50](#) | [100](#)

Create a new batch for:

Status	Batch Name	Type	Company ▾	Process Date	Debit	Credit	
<input type="checkbox"/> Ready	Bonus_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00	Select option... ▾
<input type="checkbox"/> Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00	Select option... ▾
<input type="checkbox"/> Ready	HrlyPyri2016	PPD	Trainer Co.		\$0.00	\$5,400.00	Select option... ▾
<input type="checkbox"/> Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00	Select option... ▾
					Total \$1,650.00	\$19,550.00	

## Deleting a Batch

An ACH batch serves as a template. If you have created a payroll batch, instead of having to create a batch every two weeks, you can simply modify the template and initiate when needed. Regularly used batches are not automatically purged from NetTeller. If a batch is no longer needed, you must delete it.

Use caution when deleting files. Once a file is deleted, it cannot be recovered. If a batch is deleted by accident, it must be re-uploaded or re-entered manually.



*Recommended:* Limit the delete entitlement to users.

To delete a batch:

Select **Delete** from the **Select Option** drop-down menu, and then confirm on the second screen.

The screenshot shows the 'ACH Batch List' interface. At the top, it says 'Total Batches 4' and 'View 10 | 20 | 50 | 100'. Below this is a 'Create a new batch for:' section with a 'Select Company' dropdown. The main table has columns for Status, Batch Name, Type, Company, Process Date, Debit, and Credit. Four rows are listed, each with a 'Ready' status and a 'Select option...' dropdown. The 'Delete' option is highlighted in the dropdown for the first row. At the bottom, there are buttons for 'Select All', 'Delete Selected', and 'Initiate Selected'.

Status	Batch Name	Type	Company	Process Date	Debit	Credit
Ready	Bonus_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00
Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00
Ready	HrlyPyr12016	PPD	Trainer Co.		\$0.00	\$5,400.00
Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00
Total					\$1,650.00	\$19,550.00

**OR:**

Select multiple batches, and then click **Delete Selected**. Confirm on the second screen.

The screenshot shows the 'ACH Batch List' interface with the same table as above. In this view, the checkboxes for the first, second, and third rows are checked. The 'Delete Selected' button at the bottom right is highlighted with a red box.

Status	Batch Name	Type	Company	Process Date	Debit	Credit
Ready	Bonus_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00
Ready	Payroll_2016	PPD	TRAIN O	03/01/2016	\$0.00	\$6,250.00
Ready	HrlyPyr12016	PPD	Trainer Co.		\$0.00	\$5,400.00
Ready	January Payroll	PPD	Chihuahua Rescue	09/16/2014	\$1,650.00	\$1,650.00
Total					\$1,650.00	\$19,550.00

# ACH History

Batch information displays on the **History** tab once it has been initiated and processed. To view a list of transactions included within the batch, click the **View** link.

ACH History <span>?</span>									View Range: <a href="#">7 Days</a>   <a href="#">15 Days</a>   <a href="#">30 Days</a>   <a href="#">Search</a>	
Initiated	Effective	Batch	Type	Company	Debits	Credits	Offset Account	Confirmation Number		
03/01/2016	03/21/2016	Payroll_2016	PPD	TRAIN O	\$0.00	\$4,500.00	xxxxxxxxxxxx4567 D	<a href="#">View</a>	0301160004	<a href="#">Return</a>

ACH Transaction List <span>?</span>									
Batch		Payroll_2016		Batch Code		PPD	Total Transactions <b>3</b>	View <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">All</a>   <a href="#">Search</a>	
Company		TRAIN O		Entry Description		PAYROLL			
Initiated By		JEN		Restrict Batch		<input type="checkbox"/>			
Initiated Date		03/01/2016		Confirmation Number		0301160004			
Effective Date		03/21/2016							
Name	ID Number	Account	Amount	CR/DR	Held				
John Doe	D1234	12345678	\$1,500.00	CR					
Jane Doe	D9876	54321	\$1,500.00	CR					
Mary Smith	S3456	4567890	\$1,500.00	CR					
			Total Debits \$0.00	Total Credits \$4,500.00	Offset Account	xxxxxxxxxxxx4567 D			
<a href="#">Return</a>									

# Search

To change a specific type of transaction or for a specific person, use the search option on the main ACH tab to locate and change the transaction.

Enter the desired criteria, and then click **Search**.

Search Records ?

Name

ID Number

Batch

Amount  .

Prenote

Held

Transactions can be modified or deleted from this screen. Transactions within a batch currently in an Initiated or Processed status cannot be modified until the batch returns to a Ready status.

Information Message: 4 record(s) found

Search Results ? Total Transactions 4 View [10](#) | [20](#) | [50](#) | [100](#)

Name	ID Number	Batch	Account	Amount	CR/DR	Held		
Adam Smith	S1245	January Payroll	123456	\$500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mary Smith	S3456	Payroll_2016	4567890	\$1,500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
A Smith	S9876	HrlyPyr12016	654321	\$1,200.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>
Mary Smith	S3456	Bonus_2016	4567890	\$1,500.00	CR		<a href="#">Edit</a>	<a href="#">Delete</a>

# Reporting

## Prior Day Summary

Displays balance information, float information, and activity totals for the previous business day.

Prior Day Information <span>?</span>		
View Prior Day Information for: CK 073		
<b>Prior Account Information</b>		
<b>CK 073 / Chihuahua Rescue</b>		
Close of Business.....	May 20, 2016	Prior Day Activity
		Debits      Credits
Available Balance....	19,554.77	ACH Items
Collected Balance....	44,791.42	0.00      0.00
Ledger Balance.....	44,791.42	
Hold Amount.....	0.00	Inclearing
		0.00      0.00
One-day Float.....	0.00	Over-the-counter
Two-day Float.....	0.00	0.00      0.00
Three-day Float.....	0.00	
Over 3-day Float.....	0.00	Wires
		0.00      0.00
		Transfers
		0.00      0.00
		Total
		0.00      0.00

# Current Day Summary

Displays balance information and activity totals for current business day.

Current Day Information			
View Current Day Information for: CK 073			
Current Account Information			
CK 073 / Chihuahua Rescue			
As of Date..... May 23, 2016			
		Current Day Activity	
		Debits	Credits
Available Balance...	19,554.77		ACH Items
Collected Balance...	44,791.42	0.00	0.00
Ledger Balance.....	44,791.42		
Hold Amount.....	0.00		
		Inclearing	
		0.00	0.00
		Over-the-counter	
		0.00	0.00
		Wires	
		25,236.65	0.00
		Transfers	
		0.00	0.00
		Total	
		25,236.65	0.00
		Current Day Activity	
			5,681.88-

# Prior Day Detail

Displays prior day balance information and transactions that posted to the account on the previous business day. All accounts appear.

PRIOR DAY BALANCE INFORMATION			
ACCOUNT NUMBER....:	5140 DEMAND	CLOSE OF BUSINESS.:	2/04/16
ACCOUNT NAME.....:	TYSON COMPUTERS LTD		
		TOTAL ACH ITEMS	
AVAILABLE BALANCE....:	1,632,760.23	DEBITS	CREDITS
COLLECTED BALANCE....:	1,632,760.23	.00	19,153.00
CURRENT BALANCE.....:	1,632,760.23	TOTAL INCLEARING	
HOLD AMOUNT.....:	.00	DEBITS	CREDITS
		.00	.00
ONE DAY FLOAT.....:	.00	TOTAL OVER COUNTER	
TWO DAY FLOAT.....:	.00	DEBITS	CREDITS
THREE DAY FLOAT.....:	.00	.00	.00
OVER 3 DAY FLOAT....:	.00	TOTAL WIRES	
		DEBITS	CREDITS
		.00	.00
		TOTAL TRANSFERS	
		DEBITS	CREDITS
		.00	.00
		TOTAL OF PRIOR DAY ACTIVITY	
		DEBITS	CREDITS
		.00	19,153.00
PRIOR DAY TRANSACTION			
ACCOUNT NUMBER:	5140		
TYSON COMPUTERS LTD			
POSTED	CHECK #	AMOUNT	D/C DESCRIPTION
2/04/16		19,153.00	C PAYROLL Tyson Computers
			CO ID#- 371360664
			TOTAL DEBITS... .00
			TOTAL CREDITS... 19,153.00
CURRENT DAY BALANCE INFORMATION			
ACCOUNT NUMBER....:	5140 DEMAND	CURRENT DAY ACTIVITY	
ACCOUNT NAME.....:	TYSON COMPUTERS LTD		
		TOTAL ACH ITEMS	

# Activity Report

View transactions for a specific account or several accounts at one time. Results may be shown by date range, a specific date, previous number of days, or previous business day. Report may be narrowed down further by type of transaction, amounts, and check numbers. **Save Report Criteria** allows you to retain this information to be pulled again at a future date.

CCM Transaction Activity from 4/1/2016 to 4/30/2016 ?

**Account Selection:**

<input type="checkbox"/>	Description ▲	Type	Account	Balance
<input type="checkbox"/>	15678 Reporting	Checking	*5678	\$48,431.98
<input type="checkbox"/>	5678 Reporting	Checking	*5678	\$96,927.84
<input type="checkbox"/>	785 D	Checking	*0785	\$176,367.91
<input type="checkbox"/>	951 D	Checking	*0951	\$23,599.53
<input type="checkbox"/>	9919 D	Checking	*9919	\$10,148.47
<input type="checkbox"/>	Bus Chk 789 0017	Overdraft	*0789	\$0.00
<input type="checkbox"/>	Bus DDA 1165 0003	Checking	*1165	\$579,452.61
<input type="checkbox"/>	Bus DDA 48795 0007	Checking	*8795	\$70,114.00
<input type="checkbox"/>	Bus DDA 78901 0010	Checking	*8901	\$4,936.07
<input type="checkbox"/>	Bus DDA 321321 0011	Checking	*1321	\$82,699.53

**Date Range Selection:**  Between Dates  Specific Date  Previous # of Days  Previous Business Day

From: 04/01/2016  To: 04/30/2016   05/22/2016  Display the most recent  days

**Transaction Type:** All Transactions ▼

[Hide Additional Reporting Options](#)

By Amount: Begin \$  End \$   
123 = \$123.00

By Check Number: Start  End

Subtotal per Account:

Save Report Criteria

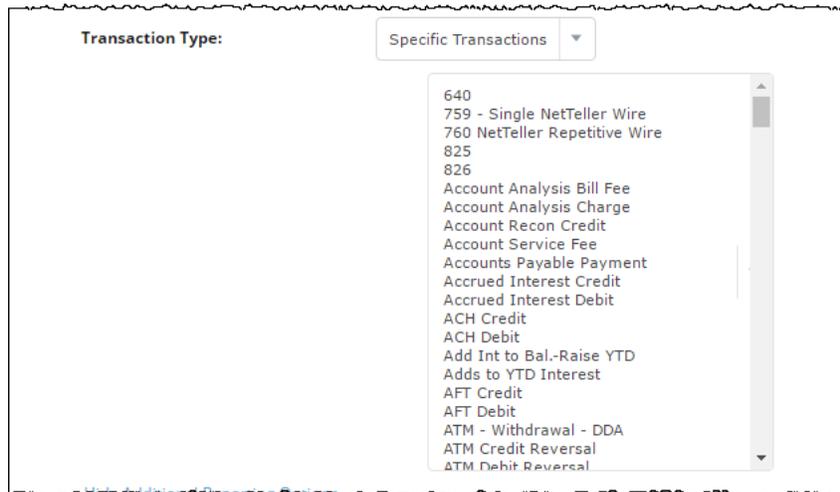
The transaction drop-down within the selection criteria allows for **All Transactions**, **Groups**, and **Specific Transactions**.

If selecting **Group**, determine which groups to view.

**Transaction Type:** Groups ▼

- All Debits
- All Credits
- All Checks
- All ACH Debits
- All ACH Credits
- All Wire Debits
- All Wire Credits

If selecting **Specific Transactions**, determine which transaction codes to view. Use your **Control** or **Shift** key to select multiple transaction codes.



Activity previous 90 days ?

[New Search](#)

1 of 4 Find | Next

S/L R2016 NT Education Bank Activity 5/23/2016  
 PO Box 8897  
 Lenexa, KS 66214

The balance column indicates the account's balance as of that transaction's posting date and time.

Account	Date	Ref Num	Tran Code	Statement Description	Debit	Credit	Balance
Business	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$48,811.01
Business	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$48,812.01
Business	04/21/2016	301160003	144	Bank to Bank transfer Fee included 2.99 Confirmation number 301160003	-102.99		\$48,813.01
Business	04/21/2016	301160001	144	Bank to Bank transfer Confirmation number 301160001	-200.00		\$48,916.00
Business	02/29/2016	916140025	144	Transf to My Vacation Account Confirmation number 916140025	-100.00		\$49,116.00
Business	02/29/2016	916140023	144	Transf to My Vacation Account Confirmation number 916140023	-100.00		\$49,216.00
		<b>Account Total</b>			<b>6</b>	<b>-\$504.99</b>	<b>\$0.00</b>
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$19,554.77
CK 073	05/20/2016		980	Pending_Debit_Transaction	-987.65		\$19,555.77
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$20,543.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-30.00		\$20,544.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$20,574.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1,000.00		\$20,575.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$21,575.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1,000.00		\$21,576.42
CK 073	05/20/2016		980	Pending_Debit_Transaction	-1.00		\$22,576.42

# Summary Report

View totals for a specific account or several accounts at one time. Results may be shown by date range, a specific date, previous number of days, or previous business day. **Save Report Criteria** allows you to retain these criteria to be pulled again at a future date.

Summary from 4/1/2016 to 4/30/2016 ?

**Account Selection:**

<input checked="" type="checkbox"/>	Description ^	Type	Account	Balance
<input checked="" type="checkbox"/>	Business	Checking	*7602	\$48,811.01
<input checked="" type="checkbox"/>	CK 073	Checking	*1073	\$19,554.77
<input checked="" type="checkbox"/>	CK 1102	Checking	*1102	\$82,219.25
<input checked="" type="checkbox"/>	CK 258	Checking	*5258	\$479,481.06
<input checked="" type="checkbox"/>	CK 352	Checking	*6352	\$546,042.27
<input checked="" type="checkbox"/>	CK 500	Checking	*2500	\$1,086,606.08
<input checked="" type="checkbox"/>	CK 654	Checking	*5654	\$645,339.33
<input checked="" type="checkbox"/>	Payroll	Checking	*1185	\$389.00

**Date Range Selection:**

Between Dates   
  Specific Date   
  Previous # of Days   
  Previous Business Day

From:

To:

Display the most recent  days

Save Report Criteria

CCM Daily Summary from 04/01/2016 to 04/30/2016 ?

[New Search](#)

1 of 9 Find | Next

NT 2016 BK738 9475 NT CCM Only  
 P O Box 807  
 Monett Mo 65708

### CCM Daily Summary

**15678 Reporting      Checking      \*5678**

Date	Total Credits	Total Debits	One Day Float	Two Day Float	Current Balance	Available Balance	Collected Balance	# of Credits	# of Debits
2016-04-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0
2016-04-02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0
2016-04-03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0
2016-04-04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0
2016-04-05	\$0.00	\$2.00	\$0.00	\$0.00	\$5,826.26	-\$442.43	\$5,826.26	0	1
2016-04-06	\$2.00	\$0.00	\$0.00	\$0.00	\$5,828.26	-\$531.71	\$5,828.26	1	0
2016-04-07	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.26	-\$531.71	\$5,828.26	0	0
2016-04-08	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.26	-\$531.71	\$5,828.26	0	0
2016-04-09	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.26	-\$531.71	\$5,828.26	0	0
2016-04-10	\$0.00	\$0.00	\$0.00	\$0.00	\$5,828.26	-\$531.71	\$5,828.26	0	0
2016-04-11	\$20,001.00	\$0.00	\$0.00	\$0.00	\$25,829.26	\$17,194.76	\$25,829.26	3	0
2016-04-12	\$28,000.00	\$2.00	\$0.00	\$0.00	\$45,827.26	\$26,170.20	\$45,827.26	2	1

## Saved Report

Access any Activity or Summary reports flagged as a saved report. From here, the report can be renamed, deleted, or viewed. **Run Report** runs the report.

Saved <span style="color: green;">?</span>				
Saved Report Name:	Report Type:			
Operations Activity	Activity	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>
All Summary	Summary	<a href="#">Run Report</a>	<a href="#">Rename</a>	<a href="#">Delete</a>

To modify the criteria information, click **New Search**.

New Search

1 of 3 Find | Next

S/L R2016 NT Education Bank Activity 5/23/2016  
 PO Box 8897  
 Lenexa, KS 66214

The balance column indicates the account's balance as of that transaction's posting date and time.

Account	Date	Ref Num	Tran Code	Statement Description	Debit	Credit	Balance
Business	05/20/2016		980	Pending_Debit_Transaction	-\$1.00		\$48,811.01
Business	05/20/2016		980	Pending_Debit_Transaction	-\$1.00		\$48,812.01
Business	04/21/2016	301160003	144	Bank to Bank transfer Fee included 2.99 Confirmation number 301160003	-\$102.99		\$48,813.01
Business	04/21/2016	301160001	144	Bank to Bank transfer Confirmation number 301160001	-\$200.00		\$48,916.00

# Settings

## Personal

Change login information.

Modify Personal Settings 

Current Email Address: jkesler@jackhenry.com

Change Email Address:

Reenter New Email Address:

Personal Watermark:  NOTE: Click on Watermark to change.

---

Online Banking Wire Password:

Enter Current

Enter New

Enter New Again

Single Sign On ID jencm

Enter New  NOTE: SSO ID must contain at least one letter, and may contain numbers and these special characters: + % @ ! \$ & \* ~. The ID must be between 4 and 12 characters.

Single Sign On Password:

Enter Current

Enter New

Enter New Again  NOTE: Password must be between 4 and 25 characters. Alpha/Numeric: Any combination of numbers and/or letters are allowed.

### Modify Personal Settings

- Change company email address (Full or Partial Administrators only). *Cash user's email address must be changed by the company administrator.*
- Change company mobile phone number for text alerts.
- Click watermark image to select new picture.

**Modify Login Information:** Change Single Sign-on ID, Single Sign-on Password, and Wire Password.

## Account

Change account names and the order in which accounts appear (Full or Partial Administrators only).

The screenshot shows the 'Deposit Accounts' management page. At the top, there is a header 'Deposit Accounts' with a help icon. Below the header, there is a dropdown menu labeled 'Select an Account Type' with 'Deposit Accounts' selected. A note below the dropdown says 'Drag and drop the account to rearrange the display order. See [keyboard instructions](#)'. The main content area is divided into two columns: 'Account Pseudo Names' and 'New Account Pseudo Names'. The 'Account Pseudo Names' column contains a list of accounts with dropdown arrows: CK 073, Payroll, CK 905, CK 352, Business, CK 500, and CK 651. The 'New Account Pseudo Names' column contains a series of empty text input boxes for editing the names.

## Display

Establish default settings for various pages within Online Banking.

The screenshot shows the 'Establish Display Defaults' configuration page. It features a list of settings with radio button options. The settings are: 'Accounts' (5, 10, 20, 50, 100, All), 'Transactions' (Since Last Statement, Last 7 days, Last 15 days, Last 30 days, All, Search History), 'ACH Batches' (10, 20, 50, 100), 'ACH Transactions' (10, 20, 50, 100), 'Wire Transfers' (10, 20, 50, 100), 'Wires-Edit/Add' (10, 20, 50, 100), 'Transfer History' (Last 7 days, Last 15 days, Last 30 days, Search History), 'ACH History' (Last 7 days, Last 15 days, Last 30 days, Search History), 'Wires History' (Last 7 days, Last 15 days, Last 30 days, Search History), 'Download Lines' (One Line, Two Lines, Three Lines, All Lines), and 'Transfer Confirmation' (Yes, No). A 'Submit' button is located at the bottom right of the form.

## Alerts

Four types of alerts exist: Event, Balance, Item, and Personal.

Alerts can be received multiple ways:

**Log In:** Link displays on the *My View* page indicating a new alert exists. Click the link to view the details of the alert.

**Email:** Receive an email containing alert information.

**Text:** Receive a text message containing alert information.

Current Event Alerts <span>?</span>		<a href="#">Edit Event Alerts</a>
<b>When the following Occurs:</b>	<b>Alert Me:</b>	
ACH Batches Initiated	With an Email	
ACH Batches Processed	With an Email	
Wires Transmitted	With an Email	
Current Balance Alerts <span>?</span>		<a href="#">Add Balance Alerts</a>
<b>When Balance In:</b>	<b>Goes:</b>	<b>Amount:</b>
CK 073	Above	\$100,000,000.00
		<b>Alert Me:</b>
		When I Log In
	<a href="#">Edit</a>	<a href="#">Delete</a>
Current Item Alerts <span>?</span>		<a href="#">Add Item Alert</a>
<b>When An Item clears:</b>	<b>Account:</b>	<b>Alert Me:</b>
There are currently no Item Alerts set up.		
Current Personal Alerts <span>?</span>		<a href="#">Add Personal Alert</a>
<b>On the Following date:</b>	<b>Remind me of:</b>	<b>Alert Me:</b>
There are currently no Personal Alerts set up.		

## Event Alerts

Watch for account activities. Event Alerts remain active until deleted.

With business accounts, it is always good to be alerted of certain transaction activity. To assist with this, JHA recommends that you enable specific event alerts.

<i>ACH Alerts</i>	<i>Misc. Alerts</i>
<i>The following ACH batch has been initiated</i>	<i>One of your entitlements has changed</i>
<i>The following ACH batch has been processed</i>	<i>Your email address has changed</i>
<i>The following ACH batch has been uninitiated</i>	<i>Your mobile number has changed</i>
<i>The following recurring ACH batch has failed initiation</i>	<i>Company email address has been changed</i>
<i>Your recurring ACH batch is about to expire</i>	<i>Company mobile number has been changed</i>
<i>Your recurring ACH batch has now expired</i>	
<i>The following ACH batch is pending approval</i>	
<i>ACH batch has been updated</i>	
<i>The following recurring ACH batch is scheduled for initiation</i>	

## Balance Alerts

Watch for when an account falls above or below a specified balance. Select the **Account Name** from the drop-down box, choose **Above/Below**, and enter an **Amount** to watch for. Balance Alerts remain active until deleted.

## Item Alerts

Watch for a specified item number to clear your account. Enter the **Item Number** and select the **Account Name** from the drop-down box. Item Alerts delete once the alert has been generated and viewed.

## Personal Alerts

To be reminded of a self-defined message on a specific date. Enter the **Date** the alert is to be active and the **Message** to include in the alert. Item Alerts delete once the alert has been generated and viewed.

# Message Center

Send and receive secure messages to your bank.

## Sending New Message

1. Select **Message Center** in top right corner.
2. Click **New**.
3. Fill out message information, and then click **Submit**.

New Message ?

From: 88826000010

Your E-mail:

Your Name: Ricki Carmichael

Subject: Refund

Attachments:

Urgency:  High  Medium  Low

Message: Hello,  
I need a refund on my charge to my savings.  
Thank you!

\*Your E-mail address will be used to notify you when you receive a reply.

Submit Reset Cancel

**From:** Your Online Banking ID.

**E-mail:** E-mail address as entered in Settings. E-mail address is used to send an automated email notifying you when the bank responds to your message.

**Name:** Full name.

**Subject:** Enter a subject for the message.

**Urgency:** The level selected flags the message accordingly.

**Message:** Enter the message.

# Security Question Challenge Process

You may be challenged if additional authentication is needed.

1. Two of the three questions are presented.
2. Answer questions, and then select **Submit**.

Notice!

Our behavioral monitoring software has detected variation in your use pattern. For your protection, we ask that you verify your identity by answering your personal questions below. Once verified, you will be directed to the page you requested. Answers are not case sensitive.

Challenge Questions:

**Question One:** What is the first name of the person you went to your prom with?  
**Answer:**

**Question Two:** What is the first name of your eldest child?  
**Answer:**

Submit Optional Authorization

## Blocked User

If unable to correctly pass the challenge after three attempts, you will be blocked from the authentication method which caused the failure. Contact your bank to be unblocked.

Blocked User

We're sorry we were unable to verify your identity. In order to protect your account we have declined your requested action and terminated your online banking session.

If you have any questions please call 970-945- during normal business hours.

Continue

## Frequently Asked Questions

**Q I don't have the ACH tab.**

- A Any of the following could cause the ACH tab from not appearing to the cash user.
- Check the NetTeller ID and Cash Management ID to make sure access to ACH functionality has been granted.
  - Check the NetTeller ID to make sure an ACH company is linked to the NetTeller ID.
  - Verify an ACH company has been set up in ACPAR.

**Q I created an ACH batch but now I can't initiate.**

- A There are a number of things that can prevent the user from being able to initiate.
- Make sure the batch is meeting the balanced/offset requirements established in ACPAR. If the batch is tied to an ACH Company that has a NetTeller offset flag of Balanced, then the batch must have credit and debit totals that equal. If the NetTeller offset flag is Offset, then the batch must have either 100% credits or 100% debits.
  - Check the Cash User ID to make sure access to Initiate ACH has been granted.
  - Check the Cash User ID to identify whether Full ACH Control is set to "Y". If Full ACH Control is set to "N", then dual control is in place and another cash user with access to Initiate ACH must finish the transaction.
  - Verify the status of the batch from the Batch List page online. The batch must be in a Ready or Uploaded status in order to initiate.
  - If the batch status displays as Processed, the batch has been processed by the FI. The cash user must wait until tomorrow to initiate again, or they can contact the FI to see if the ACH transaction can be stopped.

**Q I don't have any SEC codes to choose from.**

- A Make sure SEC codes have been activated for the ACH company in NETPAR > ACH Company SEC Code File Maintenance. You must take the Change option to activate SEC codes.

**Q I need to add a record to my batch but don't know where to go.**

- A From the Batch List under the ACH tab, choose Edit from the Select Activity drop-down box. Click Add Record.

**Q I tried to initiate a batch but it told me I've exceeded the limit.**

- A Limits for ACH are established in a couple of places. Verify these limits and raise if you feel an increase is warranted. Otherwise, user will have to wait until another day to initiate.
- Check Cash User settings to identify what their ACH limit is.
  - Check ACH Company to view the ACH company's limits.