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Users menu

The Admin and other users established with administration rights have access to the Users menu. Nonadministrators do not see the Users menu.

The Users menu allows administrators to:

- Create additional cash user profiles
- Edit cash user profiles
- Unlock cash users with excessive invalid login attempts
- Enter and modify IP addresses under Access Control option

Creating Cash Users

To create additional users, the Admin or other administrator completes the following:

Step 1: In the Business Banking tab, navigate to Users, then New CM User.



Step 2: The User Settings screen appears. This step allows the establishment of the login profile, administration level and other specific permissions. Fields marked with an asterisk require an entry. Complete the fields and click **Next**.

User Settings	0	User Functions Approvals Access
*Required fields		
Company Login ID:	gomez	
*User Name:	Anita Login 🔲 Hold User	
*User ID:	anita	
*Administration:	No 💌	
*Password (enter twice):	•••••	
Approves:	ACH Vires	
*E-mail Address:	anita@company.com	
Additional Access:	Alerts Additional Services	
	Save 🔿 Cancel 💭 Next >> 🛇	
	Save O Cancel O Next>> O	

- **Company Login ID**: HB Username established by TruStar during the enrollment process. This value cannot be changed by the user.
- User Name: Name of the individual.

- Hold User: Selecting prevents cash user from logging in.
- User ID: Cash Management ID used to log in.
- **Password**: Initial password, entered twice. User selects a new password during first time login.
- **Approves**: Permits user to finalize ACH or Wire initiation for another user who requires approval.
- **E-mail Address:** Email address used to send the user a notification when the institution replies to a message sent by that user via the Secure Message Center.
- Additional Access: Allow access to various options.

Step 3: The Functions screen appears, also known as the User Access screen. Designate specific permissions and dollar limitations. Complete the fields and click **Next**.

Transaction Controls						User	Functions Appr	ovais
Transaction Controls	0							
		Transaction Inquiry		Transfer Inquiry				
		Stop Payment Inquiry Stop Payment Additions		 Transfer Additions Bill Pay 				
		Stop Payment Additions Order Checks		Electronic Statements				
				El Electronic Olaternenta				
Cash Manager Controls	0							
		Create ACH Batches		Create One Time Wires				
		Edit ACH Batches		Edit One Time Wires				
		Initiate ACH		Create Template Wires				
		Transmit Wires		Edit Template Wires				
Aggregate ACH Limits	0							
Per Batch Lim				Day Limit:		onth Limit:	7	
\$ 1000	.00		\$ 100000	.00	\$ 1000000		.00	
Aggregate Wires Limits	0							
Per Wire Lin	nit			er Day Limit:				
			Pe \$	er Day Limit: .00	🗷 Limit = /	Available Bal	ance	
Per Wire Lin	nit				☑ Linit = /	Available Bal	lance Cancel 🕥	N
Per Wire Lin	nit					Save 🔘	Cancel 🔘	
Per Wire Lin	nit				C << Previous	Save 🔘	Cancel	
Per Wire Lin \$ 1000	nit: 00		\$.00	C << Previous	Save 🕥	Cancel	N

• Select Account to Establish Controls: All permissions and limits established on this page apply to the share selected in this drop-down field. The default is All Accounts.



Transaction Controls

This section defines user access to basic Business Banking functionality.

- Transaction Inquiry: Access to Transactions.
- **Stop Payment Inquiry**: Access to Current Stop Payment and Stop Payment History.
- Stop Payment Additions: Access to Add New Stop Payment.
- **Transfer Inquiry**: Access to Pending Transfers and Transfer History.
- Transfer Additions: Access to New Transfer.
- Electronic Statements: Access to e-statements.

Cash Management Controls

This section defines user access to Cash Management functionality.

- **Create ACH Batches**: Access to New Batch option in the ACH menu.
- Edit ACH Batches: Access to Edit option located within batch drop-down field.
- Initiate ACH: Access to Initiate option located within batch drop-down field.
- **Transmit Wires**: Access to Transmit option in wire drop-down field.
- Create One Time Wires: Access to Single Wires option in Wires menu.
- Edit One Time Wires: Access to Edit option within wire drop-down options.
- **Create Template Wires**: Access to New Template button located within Transmit Templates option.
- Edit Template Wires: Access to Edit option located within wire template dropdown options.

Aggregate ACH Limits

This section defines dollar limits for ACH activity.

- **Per Batch Limit**: Maximum dollar amount per ACH batch that can be initiated by the user.
- **Per Day Limit**: Maximum dollar amount per day that can be initiated by the user.
- **Per Month Limit**: Maximum dollar amount per month that can be initiated by the user.

Aggregate Wire Limits

This section defines dollar limits for wire activity.

- **Per Wire Limit**: Maximum dollar amount per wire that can be transmitted by the user.
- **Per Day Limit**: Maximum dollar amount per day that can be transmitted by the user.
 - Limit = Available Balance: To use the Available Balance of the share (Source Account) *instead of* the Per Day limit, select this box.

Step 4: The Approvals screen appears, also known as the User Approvals screen, which allows for dual control designations for ACH initiation and wire transmittal. Complete the fields if desired and then click **Next**.

Step 5: The Access screen appears, also known as the User Times screen, which allows time restrictions on when the user can log in. Default is **All day**. Complete the fields if desired and click **Save** to finalize user setup.

Time Access Contro	ol - Anita Login	0							U	ser Functions A	pprovals Acce
Day:	Begin	Time:		End T	lime:						
Monday	12	: 30	PM 💌	5	: 00	PM 💌	Rever on this day	I All day			
Tuesday							🖾 Never on this day	All day			
Wednesday					:		Never on this day	All day			
Thursday							🖾 Never on this day	M All day			
Friday	8	: 00	AM 💌	11	: 00	AM 💌	Never on this day	I All day			
Saturday							Never on this day	All day			
Sunday]:[Never on this day	🖾 All day			
									C << Previous	Save 🔘	Cancel
									C ex Previous	2814 ()	Cancel

- **Begin/End Time**: If the user's Business Banking access should be prevented *before* and *after* a specific time, enter those times (Central Time Zone).
- Never on this day: Click to prevent Business Banking access for the entire day (12:00 AM-11:59 PM).
- All day: Click to allow Business Banking access for the entire day (12:00 AM-11:59 PM).

Editing Cash User Profiles

Administrators can edit existing profiles in the Users menu.

The admin must edit his/her own profile to grant functionality such as ACH and wire permissions. Once modified, the admin must log out and back in to see newly granted options.

To edit a user profile:

Step 1: In the Business Banking tab, go to Users. The CM User List appears.

Step 2: Next to the desired profile, click on the **Select Option** drop-down menu, and then select from up to six options:

• User Settings: The initial User screen:

User Settings	0	User Functions Approvals Access
*Required fields		
Company Login ID:	gomez	
*User Name:	Anita Login 📃 Hold User	
*User ID:	anita	
*Administration:	No 💌	
*Password (enter twice):		
Approves:	ACH Wires	
*E-mail Address:	anita@company.com	
Additional Access:	Alerts Additional Services	
	Save 💭 Cancel 💭 Next >> 💭	
	Sare O Cancel O Next>> O	

• User Access: Also known as the Functions screen:

ct Account to Establish Controls: All Ac	counts			
Transaction Controls	0			User Functions Approvals Acc
		Transaction Inquiry	Transfer Inquiry	
		Stop Payment Inquiry	Transfer Additions	
		Stop Payment Additions	🗹 Bill Pay	
		Order Checks	Electronic Statements	
Cash Manager Controls	0			
		Create ACH Batches	Create One Time Wires	
		Edit ACH Batches	Edit One Time Wires	
		Initiate ACH	Create Template Wires	
		Transmit Wires	Edit Template Wires	
Per Batch Lir			Per Day Limit:	Per Month Limit:
\$ 1000	.00		\$ 100000 .00	\$ 1000000 .00
Aggregate Wires Limits	0			
Per Wire Lin			Per Day Limit:	
\$ 1000	.00		\$00	🗹 Limit = Available Balance
				C << Previous Save Cancel Next
				Contrained Into Canon C. Not

• User Approvals: Also known as the Approvals screen:

	Approva	al Levels	0			User Functions Approvals Access
F	unction:	Require Approvals:		Rule:		
In	itiate ACH	Yes	© No	Require 1 approval(s) if transaction exceeds \$ 500 .00		
v	/ire Transfer	Yes	© No	Require 1 approval(s) if transaction exceeds \$ 500 .00		
					C << Previous Sa	ve 🔿 Cancel 🔿 Next>> 🔿

Q et Previous Save Q Cancel Q Hext >> Q

• User Times: Also known as the Access screen: **	s screen: ** *	as the Access	known	Times: Also	User	•
---	----------------	---------------	-------	-------------	------	---

Time Access Contro	ol - Anita Login	0					User Functions Approvals Acc
Day:	Begin	Time:		End Time:			
Monday	12	: 30	PM 💌	5 00 PM 💌	Never on this day	🖾 All day	
Tuesday					Never on this day	All day	
Wednesday]:[Never on this day	All day	
Thursday					Never on this day	I All day	
Friday	8	: 00	AM 💌	11 00 AM 💌	Never on this day	I All day	
Saturday					Never on this day	All day	
Sunday]:[:	Vever on this day	🖾 All day	
							C << Previous Save C Cancel C
							Ceret Cancel (

- **Copy User**: Launches New CM User setup, with all the permissions and limits pre-populated based on the original profile. The **User Name**, **User ID**, **Password** and **E-mail Address** fields are blank.
- **Delete User**: Displays User screen of the profile. Click the **Delete** button to confirm.

Step 3: Make modifications and click Save to retain changes.

Unlocking Locked Cash Users

A cash user who sequentially enters the wrong password three times is placed in a Held status. An administrator can unlock the profile.

To unlock a cash user:

Step 1: Under the Business Banking tab, go to Users. The CM User List displays.

Step 2: The locked profile is flagged as Held. Under the **Select Option** drop-down menu, click **User Settings**.

User Name:	User Id:	Admin:	Held:	
Anita Login	anita	No	Held	Select Option
Annie Body	annie	Yes		Select Option User Settings
Carissa Reid	canssa	Yes		User Access User Approva User Times
felicia hoskins	felicia	Yes		Copy User Delete User
Gare Nicholson, and anna an anna	······································			Select Ontion

Step 3: Deselect the **Hold User** field and click **Save** to retain the change. The user may then log in with the current password.

User Settings	0
*Required fields	
Company Login ID:	gomez
*User Name:	Anita Login 📝 Hold User
*User ID:	anita
*Administration:	No
*Password (enter twice):	
Approves:	ACH Vires
*E-mail Address:	anita@company.com
Additional Access:	Alerts Additional Services
	Save Cancel Next >> C
	Save 🔾 Cancel 🔾 Next>> 🔾

Step 4: (optional) If the user needs a new password, key in new values in the **Password** field and click **Save**.

Step 5: Communicate new password to the user. User must select new password at next login.

Access Control

Administrators can restrict Business Banking login based on IP address in the Access Control option. This is done by entering IP addresses that *allow* Business Banking login; login attempts from any other IP address are prevented.



Step 1: Under the Business Banking tab, go to Users, then Access Control.

Step 2: Click Add IP Address.

IP Address Control	0			
Current IP List:		Name:	Enabled:	
				Add IP Address 🔘

Step 3: Key in the information for the IP address that *allows* Business Banking login.

IP Address Co	ontrol
IP Address Name: IP Address : Enabled:	 ● Yes ● No Submit ◆ Cancel ◆

- IP Address Name: A label for the IP entry (e.g. "Main Office").
- IP Address: Enter part or all four octets of the IP address. To establish a match on partial IP address, enter an asterisk in the second, third and/or fourth octet field.
- **Enabled**: Select Yes and then **Submit** to apply login restrictions to this IP address.

Step 4: Repeat for additional IP addresses where login is permitted.

ACH Menu

**Please note, there are additional ACH procedures that must be followed along with an ACH Agreement. Please contact TruStar FCU if you would like access to these ACH features.

The ACH menu allows the user to:

- Create an ACH batch
- Edit ACH batches
- Download ACH batches in PDF and NACHA format
- Initiate ACH batches

Creating a New ACH Batch

Step 1: In the Business Banking tab, click on ACH, then New Batch.



Step 2: The batch header creation screen appears. Complete the fields and then click **Add** to save the header and progress to the record entry screen. Alternatively, press **Save** to save the header and add records later. **Import** can be used to bring in records from a NACHA formatted file. See the Importing ACH Transactions section for details.

Nev	v Batch						
Batch Name	Payroll						
Batch Type	Payment 💌	SEC Code	PPD 💌				
Company / ID:	GomezFarms/1122334455 💌	Entry Description:	ACH Batch				
Settlement Account:	0000034837 S0010 💌	Discretionary Data:					
				Add Transaction 💭	Import Transaction(s) 🔘	Save 🔘	Cancel 🔘

- **Batch Name**: The name of the batch.
- Batch Type: Select Payment if the batch consists of credits; select Collection if the batch consists of debits.
- **Company/ID**: Select the ACH Company to use.

- Settlement Account: Select the account to act as the offset for the batch. This
 account receives the debit offset if the Type is Payment, and the credit offset if
 the Type is Collection.
- **SEC Code**: Select the appropriate SEC code based on NACHA rules.
- **Entry Description**: Enter the description for the batch. This value is part of the transaction description on the end-recipient's account. Required field.
- Discretionary Data: Enter desired discretionary data. Values entered are not seen by the end-recipient.

Step 3: If **Add** was selected on the prior screen, the header and record entry fields appear. Complete the fields and click **Quick Add** to add additional records, or **Save** to retain the record and move to the Edit Payment screen.

Information	Message: admin succe	ssfully saved Batch	Payroll 10				
New 1	Fransaction	0					
Batch Name	Payroll 10	_					
Batch Type	Payment	SEC Code	PPD				
Company / ID:	GomezFarms/1122334455	Entry Description:	ACH Batch				
Settlement Account:	0000034837 S0010	Discretionary Data:					
Name:			Routing:	₽	Amount:	0 00	Prenote
ID			Account:		Type:	Checking 💌	E Hold
Addenda:							Quick Add 🔿 Save 🔿 Cancel 🔿

- Name: Name of the recipient. Field max: 22 characters. Required field.
- **ID**: This may be the recipient's SSN/EIN, an employee ID number, or some other identifying value. Field max: 15 characters. Required field.
- Addenda: Any additional information to be included in the addenda records of the batch. Field max: 80 characters.
- Routing: Routing number of the receiving financial institution. Clicking Search icon allows a search by ABA Number, FI Name, City or State. Field max: 9 characters, numbers only. Required field.
- Account: Account number at the receiving institution. Field max: 17 characters, numbers only. Required field.
- **Amount**: Dollar amount of the transaction.
- **Type**: Indicate whether the account is a checking or savings.
- Prenote: Select if the record is to be a prenote. If selected, the Amount field must be 0.00.

- Hold: Select to prevent the transaction from being included in the ACH batch at initiation.
- **Quick Add**: Click to save the record and display new fields to enter the next record.
- Save: Click to save the record and move to the Edit Payment screen.
- **Cancel**: Click to discard the record and move to the Edit Payment screen.

Step 4: Repeat Step 3 until all desired records have been added. Click Save when finished.

Batch creation is complete. The batch displays on the ACH list.

	ayment Cash Manager	ment Mortgage	Settings	My Finance	Services			
CH Wires (Jsers							
ACH New Batch	History Searc	h						
								6404 NetTeller Prefix Lan Sdcacompcr City, SYM Member Services: 888-341-34
Bato	ch List	0						View 5 10 20 50 100 AL
Batch Name:	Status:	_	Туре:	Company:		Settlement Account:	Amount:	
Annie Batch	Ready		Payment	GomezFarms		0000034837 S0010	\$170.00	Select Option 💌
Annie's Batch	Failed C	Drigination	Rayment	GomezEarms		0000034837.50910	\$600.00	Select Option

Importing ACH Transactions

Records from a NACHA formatted .txt or .ach file can be imported during batch creation in Business Banking. NACHA formatted files can be obtained from 3rd party ACH batch creation software or by using the Download option in NetTeller for existing NetTeller-entered batches.

The Type selected during batch header creation in Business Banking determines what transactions are imported from the NACHA formatted file.

- f the Type is "Payment", only credits and associated addenda are uploaded from the NACHA file.
- If the Type is "Collection", only debits and associated addenda are uploaded from the NACHA file.

No other information from the original file is imported. The header Name, Type, Company ID, Settlement Account, SEC Code, Entry Description and Discretionary Data is designated during batch header creation in Business Banking prior to the Import.

Importing transactions on a new batch

Step 1: In the Business Banking tab, click on ACH, then New Batch.

Step 2: The batch header creation screen appears. Complete the fields and then click **Import** button.

Nev	v Batch						
Batch Name	Payroll						
Batch Type	Payment 💌	SEC Code	PPD V				
Company / ID:	GomezFarms/1122334455 💌	Entry Description:	ACH Batch				
Settlement Account:	0000034837 50010 💌	Discretionary Data:					
			Add T	Transaction 💭 🛛	Import Transaction(s) 💭	Save 🔘	Cancel 🔘

Step 3: The batch header displays. **Browse** for the NACHA formatted file, and then once targeted, click **Submit**.

Step 4: The corresponding records (either credits or debits based on Type) display and can be edited and saved in the normal manner. Any records that could not be imported are noted in the Information Message.

Edit Pay	ment Batch	0									
Batch Type	Payment Batch (Out	tgoing Credits)									
atch Name	Annie Batch		S	EC Code	PPD -						
company / ID:	GomezFarms/11	22334455 💌	Er	ntry Description:	Batch						
ettlement Account:	0000034837 S0	010 💌	Di	scretionary Data:							
atch Total:	\$235.00		Т	otal Transaction(s):	4						
									View	5 10 20 5	50 <u>100</u>
ame (select to edi	t)	Status:	ld/Check	Routing	Account	Туре		Amount	Held	Prenote	
nita DaMoney		OK	123	101001351	123455677	Chk	\$	100 . 00			Delet
enny Payme		ОК	13132	101001351	123234232	Chk	S	70.00			Delet
est 9		ок	123	071922777	000000000000987	Chk	\$	50.00			Delet
23		ОК	123	274073766	0000000000000456	Chk	s	15.00			Delet
					1						
						Save 💭 Canc	el 🔘 🗛 Add	Transaction 🔘	Import I	Payment Trans	action(s)
						2846 () (1940	10 YH	Transaction Q	publication	apinent Trans	95204(2)
					1.						

Additional records can be imported by clicking the **Import** button again and browsing for other NACHA formatted .txt or .ach files, or by clicking **Add** to manually enter records.

Importing transactions on an existing batch

Step 1: In the **Business Banking** tab, click on **ACH**. The batch list appears.

Step 2: Select **Edit** from the Select Option drop-down field. The batch must be in a Ready status in order to edit.

Batch List	0					View <u>5 10 20 50 100 AL</u>
Batch Name:	Status:	Туре:	Company:	Settlement Account:	Amount:	
Annie Batch	Ready	Payment	GomezFarms	0000034837 S0010	\$235.00	Select Option 💌
Annie's Batch	Failed Disposition	Payment	GomezFarms	0000034837 S0010	\$600.00	Select Option View
Bonus2	Parat Protog	Payment	ACH Company 1	0000034837 S0000	\$8.00	Edit Initiate Download
Copy of Appr. Batch	Ready	Collection	Gomez Farms Inc.	0000034837 S0051	\$1,616.46	Сору
						Delete

Step 3: The existing batch header and records appear. Click the Import button.

Batch Type	Payment Batch (Outgoing	Credits)								
Batch Name	Annie Batch		SEC Code	PPD .						
Company / ID:	GomezFarms/112233	4455 💌	Entry Description:	Batch						
Settlement Account:	0000034837 50010	-	Discretionary Data:							
Satch Total:	\$235.00		Total Transaction(s):	4						
								View	5 10 20 50	3 122 6
lame (select to edi	() Stat	is: Id/Che	ck Routing	Account	Туре		Amount	Held	Prenote	
Inita DaMoney	OK	123	101001351	123455677	Chk	\$	100 00	23	12	Doleta
Genny Payme	OK	13132	101001351	123234232	Chk	5	70 00	8	12	Delete
est.9	OK	123	071922777	000000000000987	Chk	\$	50 00	21	13	Deleta
23	OK	123	274073766	0000000000000456	Chk	S	15 00	21	13	Delete
				1						
					Save 🔘 Car	cel 🔘 Add	Transaction O	Import P	ayment Transa	ction(s)
							(184434CE04 ()			

Step 4: The batch header appears. **Browse** for the NACHA formatted file, and then once targeted, click **Submit**.

Upload Payment Batch	0		
Batch Type	Payment Batch (Outgoing Credits)		
Batch Name	Annie Batch	SEC Code	PPD
Company / ID:	GomezFarms	Entry Description:	Batch
Settlement Account:	0000034837 S0010	Discretionary Data:	
		ome browsers will provide a Browse button to help you find the file). ase File. No file chosen	Submit 🔘
			Subruit 🔘

Step 5: The corresponding records (either credits or debits based on Type) display and can be edited and saved in the normal manner. Any records that could not be imported are noted in the Information Message.

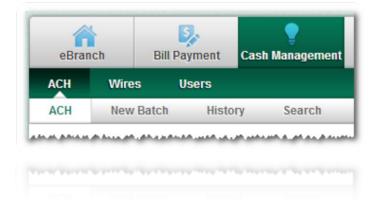
Edit Pay	ment Batch	0							
Batch Type	Payment Batch (Outgoin	(Credits)							
Batch Name	Annie Batch		SEC Code	PPD -					
Company / ID:	GomezFarms/11223	34455 💌	Entry Description:	Batch					
Settlement Account:	0000034837 50010		Discretionary Data:						
Batch Total:	\$235.00		Total Transaction(s):	: 4					
								View 5 10 20	50 <u>100 </u> A
lame (select to edi	t) Sta	tus: Id/Ch	eck Routing	Account	Туре		Amount I	leld Prenote	9
Anita DaMoney	OK	123	101001351	123455677	Chk	s	100 . 00		Delete
Kenny Payme	OK	13132	101001351	123234232	Chk	s	70.00		Delete
<u>Fest 9</u>	ок	123	071922777	0000000000000987	Chk	s	50.00		Delete
123	OK	123	274073766	0000000000000456	Chk	s	15.00		Delete
				1					
					Save 🔘	Cancel 🔘 Add	Transaction 🔘 I	mport Payment Tra	insaction(s) 🖸
						Cancel () Add	paraterio O		nincentri C

Additional records can be imported by clicking the Import button again and browsing for other NACHA formatted .txt or .ach files, or by clicking Add to manually enter records.

Editing an ACH Batch

To add a new record to an existing batch, or to make other modifications:

Step 1: Under the Business Banking tab, go to the ACH menu. The existing batches display.



Step 2: Select **Edit** from the Select Option drop-down menu next to the desired batch.

atch Name:	Status:	Type:	Company:	Settlement Account:	Amount:	
nnie Batch	Ready	Payment	GomezFarms	0000034837 S0010	\$235.00	Select Option -
nnie's Batch	Pater Department	Payment	GomezFarms	0000034837 50010	\$600.00	Select Option View Edit
onus2	Family Francis	Payment	ACH Company 1	0000034837 50000	\$8.00	Initiate
opy of Appr. Batch	Ready	Collection	Gomez Farms Inc	0000034837 50051	\$1,616.46	Copy Delete
5.16.61.1. Photos Contract . 6.90		51. A.M & R A.M. M	1.01.01.01.0.000.01.000.01.0.000.0.000.0.000.0.000.0	and be assisted with a subserved of merican	1661.A. (*** 2** HALLAS. LA AND	and the second of the second of the second of the

Step 3: Make modifications, or add or import additional transactions. Click the link under the Name column to access additional fields. Once editing is done, click **Save** to retain changes.

Edit Pay	ment Batch	0									
Batch Type	Payment Batch (Ou	tgoing Credits)									
latch Name	Annie Batch			Code	PPD •						
Company / ID:	GomezFarms/1		-	ry Description:	Batch						
Settlement Account:	0000034837 S0	010 💌		cretionary Data:							
Batch Total:	\$245.00		Tot	al Transaction(s):	5						
lame (select to edi		Status:	Id/Check	Routing	Account	Туре		Amount		5 10 20 5 Prenote	0 100 4
nita DaMoney	4	OK	123	101001351	123455677	Chk	s	100.00	neid	Frenote	Delete
lenny Payme		OK	13132	101001351	123234232	Chk	s	70.00			Delete
est 9		OK	123	071922777	000000000000000000000000000000000000000	Chk	s	50.00			Delete
			123				-				
<u>123</u>		OK		274073766	0000000000000456	Chk	s	15.00			Delete
om Ato		OK	12312	101001351	59487539847	Chk	s	10.00			<u>Delete</u>
					1						
						Save 💭 Can	cel 🔘 Add 1	ransaction 🔘	Import I	Payment Transa	action(s) 🧲

Initiating an ACH Batch

To send the ACH batch from Business Bankign for further processing, the cash user initiates the batch. Only batches with records have the Initiate option.

To initiate:

Step 1: In the **Business Banking** tab, go to the **ACH** menu. Existing batches display.

Step 2: Choose Initiate from the Select Option drop-down menu.

latch Name:	Status:	Туре:	Company:	Settlement Account:	Amount:	
nnie Batch	Ready	Payment	GomezFarms	0000034837 S0010	\$245.00	Select Option 💌
nnie's Batch	Pagest Dispersion	Payment	GomezFarms	0000034837 S0010	\$600.00	Select Option View Edit
ionus2	" generative g	Payment	ACH Company 1	0000034837 50000	\$8.00	Initiate Download
opy of Appr Batch	Ready	Collection	Gomez Farms Inc	0000034837 50051	\$1,616.46	Copy Delete
******	transing a share an and the second share an area	Arabitan Andrew and Arabita				A A ARTA POLA ARAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA

Step 3: The batch header displays, along with a number indicating the total records and dollar amount. Choose a date from the **Select Effective Date** drop-down field and click **Initiate**.

Initiate P	ayment Batch				
Batch Type	Payment Batch (Outgoing Credits)				
Batch Name	Annie Batch	SEC Code	PPD		
Company / ID:	GomezFarms/1122334455	Entry Description:	Batch		
Settlement Account:	0000034837 \$0010	Discretionary Data:			
Batch Total:	\$245.00	Total Transaction(s):	: 5		
			Select Effective Date: Select Date 💌		
			Initi	ate 🔘	Cancel 🔘

Step 4: User is returned to the ACH list. A success message displays and batch status is Initiated.

 If the user's dollar limits have been reached, a message appears indicating this fact and the status remains Ready.

See the User Approvals section for details about batch initiation requiring dual control.

User Approvals

A user's profile may be established to require another user at the company to approve and reject ACH initiations.

The user who requires approval initiates the batch as described in the Initiating an ACH Batch section. However, instead of an Initiated status, the status becomes **Pending Approval** and requires action from a second user before it is sent for processing.

Batch List	0					View <u>5 10 20 50 100 AL</u>
Batch Name:	Status:	Туре:	Company:	Settlement Account:	Amount:	
Payroll 5/31	Ready	Payment	GomezFarms	0000034837 S0010	\$5,519.47	Select Option 💌
Copy of Appr. Batch	Ready	Collection	Gomez Farms Inc.	0000034837 S0051	\$1,616.46	Select Option 💌
Payroll 1/31	Ready	Payment	GomezFarms	0000034837 S0010	\$2,154.36	Select Option 💌
Payroll 10	Ready	Payment	GomezFarms	0000034837 S0010	\$0.00	Select Option 💌
Todays Batch	Ready	Payment	GomezFarms	0000034837 S0010	\$750.00	Select Option 💌
Gopher Feed Inc	Pending Approval	Collection	Gomez Farms Inc.	0000208498 S0010	\$600.00	Select Option 💌
Rayroll.6/15	Pending Approval	Payment	GomezEarms		\$902.92	Select Option
Payral 6/15	Barding Approximation		Goractaria		100 C005	

It is the responsibility of the initial user to notify another user with approval rights that a batch needs to be approved.

To Approve a Batch:

Step 1: The second or approving user sees the Pending Approval batch upon accessing the ACH list page in Business Banking. From the Select Option drop-down menu, choose **Approve**.

	Amount:	Settlement Account:	Company:	Type:	Status:	Batch Name:
Select Option	\$5.519.47	0000034837 50010	GomezFarms	Payment	Ready	Payroll 5/31
Select Option	\$1,616.46	0000034837 S0051	Gomez Farms Inc	Collection	Ready	Copy of Appr. Batch
Select Option	\$2 154 36	0000034837 S0010	GomezFarms	Payment	Ready	Payroll 1/31
Select Option	\$0.00	0000034837 S0010	GomezFarms	Payment	Ready	Payroll 10
Select Option	\$750.00	0000034837 50010	GomezFarms	Payment	Ready	lodays Batch
Select Option	\$600.00	0000208498 S0010	Gomez Farms Inc.	Collection	Pending Approval	Sopher Feed Inc
Select Option View	\$902.92	0000034837 50010	GomezFarms	Payment	Pending Approval	Payroll 6/15
Approve Reject Download	\$245.00	0000034837 50010	GomezFarms	Payment	Initiated	Annie Batch
Copy	\$500.00	0000034837 50000	ACH Company 1	Payment	Failed Postion	dad Money

Step 2: Batch header and other summary information displays. Click **Approve**.

Company / ID:	Gomez Farms Inc./1122334455	Entry Description:	food		
Settlement Account: Batch Total:	0000208498 S0010 \$600.00	Discretionary Data: Total Transaction(s):	2		
tiated By: Annie Body	Approved By:				
			Effective Date: 01/18/2013		
				Approve 💭	Cancel

An information message displays confirming the approval and the batch status updates to Initiated. The batch records have now been sent for processing.

To Reject a Batch:

Step 1: The second or approving user sees the Pending Approval batch upon accessing the ACH list page in Business Banking. From the Select Option drop-down menu, choose **Reject**.

View 5 10 20 50 100	5				0	Batch List
	Amount:	Settlement Account:	Company:	Type:	Status:	Batch Name:
Select Option 💌	\$5.519.47	0000034837 50010	GomezFarms	Payment	Ready	Payroll 5/31
Select Option 💌	\$1,616,46	0000034837 S0051	Gomez Farms Inc	Collection	Ready	copy of Appr. Batch
Select Option 💌	\$2 154 36	0000034837 S0010	GomezFarms	Payment	Ready	Paryroll 1/31
Select Option 💌	50 00	0000034837 50010	GomezFarms	Payment	Ready	Paryroll 10
Select Option	\$750 00	0000034837 50010	GomezFarms	Payment	Ready	odays Batch
Select Option 💌	\$902.92	0000034837 S0010	GomezFarms	Payment	Pending Approval	Payroll 6/15
Select Option View	\$600.00	0000208498 50010	Gomez Farms Inc	Collection	Initiated	Jopher Feed Inc
Approve Reject Download	\$245.00	0000034837 50010	GomezFarms	Payment	Initiated	Innie Batch
Сору	5500.00	0000034837 50000	ACH Company 1	Payment	Failed Posting	And Money
	\$500.00		ACV Servery 1			

Step 2: Batch header and other summary information displays. Approving user clicks Reject.

Batch Type Batch Name Company / ID: Settlement Account: Batch Total:	Payroll 6/15 GomezFarms/1		SEC Code PPD Entry Description: test30 Discretionary Data: helio Total Transaction(s): 1	9			View <u>5 10 2</u>	<u>10 50 100 ALI</u>
Name:	Status:	Id/Check:	Routing:	Account:	Туре:	Amount:	Prenote:	Held:
hello	OK	12345	101001351	1234566	Chk	\$902.92	N	Ν
				1				
							Reject	Cancel
							Reject	Cancel (

Step 3: The batch returns to a Ready status and can be edited or deleted accordingly.

Information Mes	sage: admin successfully reject	ed Batch Payroll 6/15				
Batch I	List					View 5 10 20 50 100 AL
Batch Name:	Status:	Туре:	Company:	Settlement Account:	Amount:	
Payroll 6/15	Ready	Payment	GomezFarms	0000034837 S0010	\$902.92	Select Option 💌
hand and the fill of the second state of the second state of the second state of the second state of the second	. M & & . A		*****	في الله المحمد الله الله الله الله عن اللكلوم اللي ما الله الله عن اللي مالي اللي محمد الله.	6.6. and the 5.6 miles and the 2 miles	A. 484.5.5
						-

Downloading an ACH Batch

ACH batches can be downloaded into PDF or NACHA formats. To download:

Step 1: From the **Business Banking** tab, click **ACH**. The batch list appears.



Step 2: Select Download from the Select Options drop-down field.

atch Name:	Status:	Type:	Company:	Settlement Account:	Amount:	
ayroll 6/15	Ready	Payment	GomezFarms	0000034837 S0010	\$902.92	Select Option
ayroll 5/31	Ready	Payment	GomezFarms	0000034837 S0010	\$5.519.47	Select Option View Edit
opy of Appr Batch	Ready	Collection	Gomez Farms Inc	0000034837 S0051	\$1 616 46	Initiate
ayroli 1/31	Ready	Payment	GomezFarms	0000034837 S0010	\$2.154.36	Copy Delete
**************************************	۵. ۵	a al daughter and a balance liter be	المرجاف فالمرجمين القريب فاللاعلام وال		الطبيقية فكرهم معينده فالقر كطوركمة	and a the second and a second of a

Step 3: The batch header information appears. Click PDF or NACHA from the **Select download format** drop-down field.

Download	Payment Batch						
Batch Type	Payment Batch (Outgoing Credits)						
Batch Name	Payroll 6/15	SEC Code	PPD				
Company / ID:	GomezFarms/1122334455	Entry Description:	test309				
Settlement Account:	0000034837 \$0010	Discretionary Data:	: hello				
Batch Total:	\$902.92	Total Transaction(s):	3): 1				
	Select download format:						
			PDF Cancel C				

PDF download

Select sort order and then click Submit.

Download	Payment Batch)							
Batch Type	Payment Batch (Outgoing Credits	5)							
Batch Name	Payroll 6/15	SEC C	Code	PPD					
Company / ID:	GomezFarms/1122334455	Entry	Description:	test309					
Settlement Account:	0000034837 S0010	Discre	etionary Data:	hello					
Batch Total:	\$902.92	Total	Transaction(s):	1					
		Select a field to	o sort by:		Customer Name 💌				
		Select sorting of	order:		Ascending	Descending			
							S	ubmit 🔘	Cancel 🔘

- Select a field to sort by: Default is Customer Name. Other options: ID, Account, Amount, Routing, Hold.
- Data can be in Ascending or Descending order.

Follow the on-screen instructions to complete the download.

Download	Payment Batch	0					
Batch Type	Payment Batch (Outgoing Cr	redits)					
Batch Name	Payroll 6/15		SEC Code	PPD			
Company / ID:	GomezFarms/1122334455		Entry Description:	test309			
Settlement Account:	0000034837 S0010		Discretionary Data:	hello			
Batch Total:	\$902.92		Total Transaction(s):	: 1			
	To download: 1. Click on the link below and the PDF will open in a new window. NOTE: You must have Adobe Acrobat Reader 6 or greater installed before downloading the PDF document. Click <u>here</u> for a free copy of Adobe Acrobat Reader. ACH Download						
					Cancel 🔘		
					Cancel O		

The PDF reader loaded on the user's computer opens with the results. The PDF can be printed or saved using the standard options in the PDF reader.

Batch Type: Payment Batch						
Batch Name: Gopher Purchase		SEC Code: CC	D			
Company/ID: Gomez Gopher/Payment		Entry Description	on: Gophers			
Offset Account: 0000208503 S0025		Discretionary D	ata: more of 'em			
Batch Total: \$5,045.73		Total Transaction	on: 2			
Customer	Account	Routing	Amount	PE	z –	ID
Gopher Supply Store	987654321	301078896	45.73		Inv.	# 55555
Sellin' Gophers Inc	123456789	101001351	5000.00		Inv.	14203

NACHA download

Follow the on-screen instructions to complete the download.

Download	Payment Batch	0				
Batch Type Batch Name Company / ID: Settlement Account: Batch Total:	Payment Batch (Outgoing C Payroll 6/15 GomezFarms/1122334455 0000034837 S0010 \$902.92	SEC Code P				
			ad: e link below. Save from the dialog box.			
		To view: 1. Click or	n the link below. Open from the dialog box.			
			ACH Download			Cancel 🔘
						Cancal O
		File Download		Σ		
		Name: Type:	pen or save this file? d_temp_e13f02992311fec HTML Document cm3.netteller.net Open Sa			
		harm your o	rom the Internet can be useful computer. If you do not trust the e. <u>What's the risk?</u>	, some files can potentially e source, do not open or	y	

If **Open** is selected, the file displays in HTML (using a new browser window). The data can be copy/pasted into another document and saved as .txt (if the records will later be imported back into Business Banking).

101 101000019 1010000191012201156A094101SYM675 SYMDEV	SYM675 SYMDEV
5200Col warehouse restock 2222 CCDIn	ventory 101220010101 1101000010000048
6223220777660000102000037960800003000002222	000000480000001
62712500871200000000001234560000100000Invoice #123456A	ACME Inc 000000480000002
62710100001900000006546546540000200000Invoice# 5555555	Sugarland Sales 000000480000003
820000003000000000000030000000000000002222	10100001000048
90000010000010000003 0000000000000000000	
999999999999999999999999999999999999999	999999999999999999999999999999999999999
الجارين المحدور والاعاد من الجارية المتحالية في المان والمحالية الحرار في المحافظ الماني الم	

If **Save** is selected, the file format is .ach. To open the .ach file, the user must have .ach compatible software. Records from saved .ach files can be imported back into Business Banking.

Copying an ACH Batch

Existing batches can be copied to create a new batch. To copy:

Step 1: From the Business Banking tab, click ACH. The batch list appears.



Step 2: Select Copy from the Select Options drop-down field.

Batch Name:	Status:	Туре:	Company:	Settlement Account:	Amount:	
Payroll 6/15	Ready	Payment	GomezFarms	0000034837 S0010	\$902.92	Select Option 💌
ayroll 5/31	Ready	Payment	GomezFarms	0000034837 50010	\$5,519.47	Select Option View Edit
opy of Appr. Batch	Ready	Collection	Gomez Farms Inc	0000034837 50051	51 616 46	Initiate Download
ayroll 1/31	Ready	Payment	GomezFarms	0000034837 50010	\$2,154.36	Copy Delete

Step 3: All information from the original batch displays, except the **Batch Name**. Key in a new **Batch Name** and modify other batch header fields, then click **Save**.

	Сору Рау	ment Batch	0								
Batch Type		Payment Batch (Outgoing Cr	edits)								
Batch Name			SE	EC Code	PPD 💌						
Company / ID:		GomezFarms/11223344	55 💌 En	ntry Description:	test309						
Settlement Ad	ccount:	0000034837 50010 💌	Di	scretionary Data:	hello						
Batch Total:		\$902.92	То	otal Transaction(s):	1						
									View	5 <u>10 20 50 100</u>	ALL
Name	ld	Routing		Account	Туре			Amount	Held	Prenote	
hello	123	345 101001351		1234566	Chk		\$	902 . 92			
						1					
										Save 🔘 Cancel	0
											0

Step 4: User is returned to the batch list and sees the successfully saved message along with the new batch. Batch can be further edited and initiated using the Select Option drop-down field.

Deleting an ACH Batch

ACH batches are retained indefinitely until a user chooses the option to delete. Once a batch is deleted, it is gone. The user must recreate the batch by manually entering the header and records, or by using the Import option.

To delete a batch:

Step 1: Under the Business Banking tab, go to the ACH option. Existing ACH batches display.

Step 2: Click **Delete** under the Select Option drop-down menu next to the desired batch.

latch Name:	Status:	Type:	Company:	Settlement Account:	Amount	
Payroll 6/15	Ready	Payment	GomezFarms	0000034837 S0010	\$902.92	Select Option 💌
ayroll 5/31	Ready	Payment	GomezFarms	0000034837 50010	\$5.519.47	Select Option View Edit
opy of Appr Batch	Ready	Collection	Gomez Farms Inc	0000034837 50051	\$1 616 46	Initiate
ayroli 1/31	Ready	Payment	GomezFarms	0000034837 S0010	\$2,154.36	Copy
ىقى ئىلىر دەۋە دەرە ھەھەر ھەرەر ھەرە يەھەرە يەھەرە		المع بمناطع والله فالعماما بالمع هر		a point of the test of the test of the state		A sublic all randominations.

Step 3: The batch details display. Click the **Delete** button to finalize the removal of the batch.

Batch Type	Payment Batch (O	utgoing Credits)						
Batch Name	Payroll 6/15		SEC Code PPD					
	GomezFarms/112		Entry Description: test309					
		10	Discretionary Data: hello					
Batch Total:	\$902.92		Total Transaction(s): 1					
							View <u>5 10 2</u>	20 50 1 00 A
lame:	Status:	Id/Check:	Routing:	Account:	Туре:	Amount:	Prenote:	Held:
	ок	12345	101001351	1234566	Chk	\$902.92	Ν	N
	ок	12345	101001351	1234566 1	Chk	\$902.92	Ν	Ν
	ок	12345	101001351		Chk	\$902.92	N	
	ок	12345	101001351		Chk	\$902.92		
	ок	12345	101001351		Chk	\$902.92		

The user is redirected to the ACH list screen and a confirmation message displays.

Information Message	admin successfully dele	eted Batch Payroll 6/15				
Batch List	0					View 5 10 20 50 100 ALL
Batch Name:	Status:	Type:	Company:	Settlement Account:	Amount:	
Payroll 5/31	Ready	Payment	GomezFarms	0000034837 S0010	\$5,519.47	Select Option 💌
Copy of Appr. Batch		Collection	Gomez Earns Inc.	0000034837. \$0051	\$1,616,46	Select Option
		Collection		1 2005 26946 00000	21,619,45	and Aelest Option There are

ACH History

ACH history is available in the History option after all of the following is complete:

- 1. ACH batch initiated in Business Banking
- 2. ACH batch is processed

eBranch Bill Payment C	ash Management Mortgage	Settings My Finance	Services			
ACH Wires Users						
ACH New Batch History	Search					
						6404 NetTeller Prefix La
						Sdcacompor City, SYN Member Services: 888-341-3
						Member Services: 000-341-3
						member Services. 666-341-3
Batch History List	0				View Z	
Batch History List Batch Name:	Initiated:	Effective Date:	Ву:	Туре:	View Z	
Batch Name:	Initiated:				Company:	Days 15 Days <u>30 Days</u> <u>Searc</u> Amount:
	Initiated:				Company:	Days 15 Days 30 Days Searce Amount:
Batch Name: Pavroll 6/15	Initiated:		Anita Login	Payment	Company: 	Days 15 Days 30 Days Sear Amount:
Batch Name:	Initiated:	.03/27/2013	Anita Login	Payment	Company: 	Days 15 Days <u>30 Days</u> <u>Sear</u> Amount: \$0.00

Search

Search option allows user to locate specific records or batches that exist on the ACH List. The more values entered, the more narrowed down the results become.

eBranch Bill Payment	Cash Management Mortgage	Settings M	ity Finance Services		
CH Wires Users	tory Search				6404 NetTeller Prefix Lane Sdcacompcr City, SYM 11
Search ACH Transa	ctions		Batch Name	Amount:	Member Services: 888-341-343 Prenote: Held:
					Search Reset

- Name: Returns matching values entered in the Name field of a specific record.
- **ID Number**: Returns matching values entered in the ID field of a specific record.
- Name: Returns matching values used to name a batch.
- Amount: Returns matching dollar values entered in a specific record.
- **Prenote**: Returns records marked as Prenote.
- Held: Returns records marked as Held.

- **Search**: Conducts search based on the criteria entered.
- **Reset**: Clears the values entered.

Example search results:

Search ACH Tran	isactions _?							
Name:	Id/Check:	Batch Name:		Amount:	Prenote:	Held:		
Kenny Login	32132	Inventory Payment		\$10.00	N	Ν	Edit	Delete
Kenny Payme	5555555	Inventory		\$543.01	N	Ν	Edit	Delete
Kenny Payme	5555555	Gopher Feed Inc		\$500.00	N	Ν	Edit	Delete
Kenny Payme	5555555	Copy of Appr. Batch		\$543.01	Ν	Ν	Edit	Delete
Kenny Payme	FT0001	Payroll 1/31		\$751.01	N	Ν	Edit	Delete
Kenny Payme	13132	Annie Batch		\$70.00	N	Ν	Edit	Delete
			1					
						Cha	nge Search 💭	Reset 🔘

Records returned may have Edit or Delete options, depending on the batch status.

- **Change Search**: Returns user to the Search screen and *keeps* previous search criteria.
- **Reset**: Returns the user to the Search screen and *clears* previous search criteria.

Wires

The Wires option allows the user to:

- •
- Create, edit, and transmit single (one-time) wires
- Create and edit wire templates, and transmit from those templates

The admin user must edit his/her own profile to grant ACH permissions. Once modified, the user must log out and back in to see newly granted options.

Single Wires

A single wire is a wire created for one-time use. Once it is transmitted, it cannot be used again. This section covers how to create, edit and transmit single wires.

Creating and Transmitting a Single Wire

Step 1: In the Business Banking tab, click on Wires, and then Add Wire.

eBran	ch	Bill Pay	ment	Cash Ma	anagemen
ACH	Wires	Us	ers		
Wires	Add V	Vire	Tem	plates	History

Step 2: The wire input fields display. Complete the fields and click **Save** (to transmit later) or **Transmit**. All fields are required *except* for Remarks and second line of each Address field.

Add Wire	0	
Wire Name:		
Source Account:	0000034837 50000 💌	
Amount:	s	
Credit Account Information		
Credit Account Number:		
Credit Account Name:		
Credit Account Address:		
orean Account Address.		
City:		
State:	-	
Zip:		
Receiving FI Information		
Receiving FI ABA Number:	₽	
Receiving FI Name:		
Receiving FI Address:		
City:		
State:	-	
Zip:		
Demoder		
Remarks:		
	Save 🔿 Transmit 🜍 Cancel 🕥	
	Save Q Transmit Q Cancel Q	

- Wire Name: A label for the wire. Max characters: 40.
- **Source Account:** The share to fund the wire.
- **Amount:** The amount of the wire.

Credit Account Information

- Credit Account Number: Beneficiary's account number.
- Credit Account Name: Name of the beneficiary.
- Credit Account Address: Beneficiary's address, including City, State and Zip where designated.

Receiving FI Information

- Receiving FI ABA Number: Routing/ABA number of the financial institution where the wire will be sent.
- Receiving FI Name: Name of the financial institution where the wire will be sent.
- **Receiving FI Address:** Address of the financial institution where the wire will be sent, including City, State, and Zip where designated.
- **Remarks:** Any additional comments regarding the wire. This information is transmitted to the receiving FI and seen by the end-recipient.
- **Save:** Saves the wire and returns to the wires list. The wire can be Edited or Transmitted later.
- Transmit: Sends the wire for further processing.

Editing a Single Wire

Step 1: Under the Business Banking tab, go to the Wires menu. The existing wires display.

Step 2: Select Edit from the Select Option drop-down menu next to the desired wire.

fire Name:	Amount:	Receiving FI:	Account Number:	Status:	
usies Template	\$100.00	PREMER BANK	1234567	Pending Approval	Select Option 💌
new Wire	\$800.00	VALLEY VIEW STATE BA	123455543	Ready	Select Option 💌
lire1	\$100.00	MAINSTREET CREDIT UN	123	Transmitted	Select Option Transmit
est 2/11	\$2.11	BEACON FEDERAL	211	Transmitted	View Edit Delete

Step 3: Make modifications and click **Save** to retain changes. See the Creating a Single Wire section for field definitions. Click **Cancel** to discard changes and return to the wire list.

Transmitting a Saved Single Wire

Step 1: In the Business Banking tab, go to the Wires menu. Existing wires display.

Step 2: Select **Transmit** from the Select Option drop-down menu.

Wire Name:	Amount:	Receiving FI:	Account Number:	Status:	
Susies Template	\$100.00	PREMIER BANK	1234567	Pending Approval	Select Option 💌
Anew Wire	\$800.00	VALLEY VIEW STATE BA	123455543	Ready	Select Option 💌
Vire 1	\$100.00	MAINSTREET CREDIT UN	123	Transmitted	Select Option Transmit
est 2/11	52 11	BEACON FEDERAL	211	Transmitted	View Edit
444.4.50	and and substanting the stands and a second stand as	المرجوب معاملهم والربيد الرجان والمتراف والمرد والمروان والمروان والمروان والمروان والمروان	the part between an end of the particular second days	an added & de a de canadé de constitue de constitue de	An AM - A ATTACK MORE AND A AM

Step 3: The wire instructions display. Click Transmit.

Transmit Wire	0
Wire Name:	Anew Wire
Source Account:	0000034837 \$0000
Amount:	\$800.00
Credit Account Information	
Credit Account Number:	123455543
Credit Account Name:	Wyatt Wire
Credit Account Address:	123 Wire Lane
	Lenexa, KS 66214
Receiving FI Information	
Receiving FI ABA Number:	101001351
Receiving FI Name:	VALLEY VIEW STATE BA
Receiving FI Address:	99 Bank Lane
	OVERLAND PARK, KS 66212
Remarks:	
	Transmit 🔿 Cancel 🔿
	Transmit 🔾 Cancel 😂

Step 4: The user is returned to the Wire list, a success message displays and the wire status is Transmitted.

Wire List	0				View 5 10 20 50 100 ALL
Wire Name:	Amount:	Receiving FI:	Account Number:	Status:	
Acme Ltd	\$515.12	US CENTRAL BRIDGE FC	122345	Transmitted	Select Option 💌

Deleting a Single Wire

A single wire can be deleted depending on its status. A transmitted wire cannot be

deleted. **Step 1**: In the **Business Banking** tab, go to the **Wires** menu. Existing wires display.

Step 2: Select **Delete** from the Select Option drop-down menu.

Wire List	0				View 5 10 20 50 100 AL
Wire Name:	Amount:	Receiving FI:	Account Number:	Status:	
Acme Ltd	\$515 12	US CENTRAL BRIDGE FC	122345	Transmitted	Select Option 💌
Anew Wire	\$800.00	VALLEY VIEW STATE BA	123455543	Ready	Select Option 💌
Friday's wire	\$150 00	VALLEY VIEW STATE BA	12345678	Transmitted	Select Option Transmit
Intermediary Test	\$1.95	Beneficiary Bank	1234567	Transmitted	View Edit Delete
ومعادهم وعديرة بالمراجع بالمروح في والمحافظ المراجع في والمحافظ الم	111 M v.A. 1 A A Athanian A . 2 A A	an da da a da a da a da a da da da da a da a da d	an ann abain, an bh' abhainn dhuinn a' aire a dh'e aire de chroninnte a dach an		
					· · · · · · · · · · · · · · · · · · ·

Step 3: Verify this is the intended wire and click the **Delete** button.



The user is returned to the wire list screen and sees a confirmation message.

Templates

A template is a wire created for repeated use. Wire templates are also known as repetitive wires. Once a template is used to transmit a wire, it can be edited and/or transmitted again immediately. This section covers how to create, edit and transmit wire templates.

Creating a Template

Step 1: In the Business Banking tab, click on Wires, and then Templates.

Step 2: Any existing wire templates display. Click the New Template button.

Wire Templates	0			View <u>5 10 20 50 100 </u>
emplate Name:	Receiving FI:	Routing Number:	Account Number:	
m's template	US CENTRAL BRIDGE FC	301082688	122345	Select Option 💌
iy template2	Valley View Bank	101001351	1234	Select Option 💌
usies Template	PREMIER BANK	101003045	1234567	Select Option 💌
ly Template	Any Where Credit Uni	101001351	6736130	Select Option 💌
st template	VALLEY VIEW STATE BA	101001351	123456	Select Option 💌
		1		
				New Template

Step 3: The wire input fields display. Complete the fields and click **Save**. All fields are required *except* for Remarks and second line of each Address field.

Wire Name:	
Source Account:	0000034837 50000 💌
Credit Account Information	
Credit Account Number:	
Credit Account Name:	
Credit Account Address:	
City:	
State: Zip:	· •
∠ıp.	
Receiving FI Information	
Receiving FI ABA Number:	<u>م</u>
Receiving FI Name:	
Receiving FI Address:	
City:	
State:	
Zip:	
Remarks:	
	Save 💭 Cancel 💭
	2010 0 (2000 0

- Wire Name: A label for the wire template. Max characters: 40.
- **Source Account:** Share to fund the wire.

Credit Account Information

- Credit Account Number: Beneficiary's account number.
- Credit Account Name: Name of the beneficiary.
- Credit Account Address: Beneficiary's address, including City, State and Zip where designated.

Receiving FI Information

- Receiving FI ABA Number: Routing/ABA number of the financial institution where the wire will be sent.
- Receiving FI Name: Name of the financial institution where the wire will be sent.
- Receiving FI Address: Address of the financial institution where the wire will be sent, including City, State, and Zip where designated.
- **Remarks:** Any additional comments regarding the wire. This information is transmitted to the receiving FI and seen by the end-recipient.
- Save: Saves the template and returns to the wires list.

Editing a Template

Step 1: In the Business Banking tab, click on Wires, and then Templates.

Step 2: Select **Edit** from the Select Option drop-down menu next to the desired wire.

Wire Templates	0			View <u>5 10 20 50 100 Al</u>
Template Name:	Receiving FI:	Routing Number:	Account Number:	
Jim's template	US CENTRAL BRIDGE FC	301082688	122345	Select Option 💌
my template2	Valley View Bank	101001351	1234	Select Option Transmit
Susies Template	PREMIER BANK	101003045	1234567	View Edit Delete
	an . An A A shine a distant in sheep an An a she a sheep and		ما المعالمة المن المريقي المريقي المريقة المريقة المريقة المريقة المريقة المريقة المريقة المريقة الم	
				Delete

Step 3: Make modifications and click **Save** to retain changes. Click **Cancel** to discard changes and return to the wire list.

Transmitting Using a Template

Step 1: In the Business Banking tab, click on Wires, and then Templates.

Step 2: Select **Transmit** from the Select Option drop-down menu.

emplate Name:	Receiving FI:	Routing Number:	Account Number:	
im's template	US CENTRAL BRIDGE FC	301082688	122345	Select Option
ny template2	Valley View Bank	101001351	1234	Select Option Transmit View
iusies Template	PREMIER BANK	101003045	1234567	Edit
	****** & * **** *** ** ** * * * * * * *	and a pharmal and the pharmal a pharmal a pharmal a pharmal pharma	**************************************	And A Aud MAA, MAACOUNA A. AL

Step 3: The wire instructions display. Enter Wire Name and Amount, and then click Transmit.

Transmit Wire Template	0
Wire Name:	
Amount:	s
Template Name:	Jim's template
Source Account:	0000034837 S0000
Credit Account Information	
Credit Account Number:	122345
Credit Account Name:	Samantha Smith
Credit Account Address:	12312 South Street
	Lenexa, KS 12345
Receiving FI Information	
Receiving FI ABA Number:	301082688
Receiving FI Name:	US CENTRAL BRIDGE FC
Receiving FI Address:	123 Avenue Ave
	LENEXA, KS 12345
Remarks:	
	Transmit 💭 Cancel 💭
	Transmit Q Cancel Q

Step 4: User is returned to the wire list, a success message displays and wire status is Transmitted.

Deleting a Wire Template

Wire templates can be deleted at any time.

Step 1: In the Business Banking tab, click on Wires, and then Templates.

emplate Name:	Receiving FI:	Routing Number:	Account Number:	
m's template	US CENTRAL BRIDGE FC	301082688	122345	Select Option 💌
iy template2	Valley View Bank	101001351	1234	Select Option Transmit
usies Template	PREMIER BANK	101003045	1234567	View Edit

Step 2: Select Delete from the Select Option drop-down menu next to the desired wire.

Step 3: Verify this is the intended wire template and click the **Delete** button.

The user is returned to the wire templates screen and sees a confirmation message.

User Approvals - Wires

A user's profile may be established to require another user to approve the wire transmissions. The user who requires approval transmits the wire as described in earlier sections. However, instead of a Transmitted status, the status becomes **Pending Approval** and requires action from a second user before it is sent for processing.

To approve a wire:

Step 1: The second or approving user sees the Pending Approval wire upon accessing the Wire List page and chooses **Approve** from the Select Option drop-down menu.

Susies Template \$100.00 PREMIER BANK 1234567 Pending Approval Select	
Select	ect Option 💌
	ect Option 💌
odays wire \$515 12 US CENTRAL BRIDGE FC 122345 Transmitted Select Select	ect Option 💌

Step 2: Wire instructions display. Approving user clicks **Approve**.

Information message displays and the wire status updates to Transmitted.

Wire History

Wire history is available in the History option after all of the following is complete:

- 1. Wire transmitted in Business Banking
- 2. Wire is processed

Search

Search is a sub-option of Wire History.

			Services	gage Setting	h Management	Bill Payment
						Wires
					History	Add Wire Templ
6404 NetTeller Prefi						
Sdcacompor City, 1						
Sdcacompcr City, Member Services: 888-34						
					0	Wire Transmit Histor
Member Services: 888-34	Account Number:	Receiving FI:	Amount:	Date:	By:	Wire Transmit Histor
Member Services: 888-34 View <u>7 Days</u> 15 Days <u>30 Days</u> Se	Account Number:	Receiving FI:			By:	ame:
Member Services: 888-34 View <u>7 Days</u> 15 Days <u>30 Days</u> Se	Account Number:				By:	ame:
Member Services: 888-34 View <u>7 Days</u> 15 Days <u>30 Days</u> Se	Account Number:				By:	ame:

Upon clicking **Search**, options appear.

Wire Transmit History	0				View <u>7 Davs</u> <u>15 Davs</u> <u>30 Davs</u> S	earch	
Wire Name:	By:	Date:	Amount:	Receiving Fl	Search will use the first valid parameter found. Wire Name: By: Date: Amount: Receiving Ft:		
					Account Number: Search Reset Close		
						r	

The more values entered, the more narrowed down the results become.

- Wire Name: Searches values entered in the Wire Name field of a specific wire.
- **By**: The cash user who created the wire.
- Date: Range search based on wire transmittal. Select Equals, Before or After and then enter desired date.
- **Amount**: Select Equals, Above or Below and then enter dollars and cents.
- **Receiving FI:** Search for wires sent to a specific institution.
- Account Number: Search for wires funded by a specific Source Account.