



PatriotBank

Cash Management

User Manual



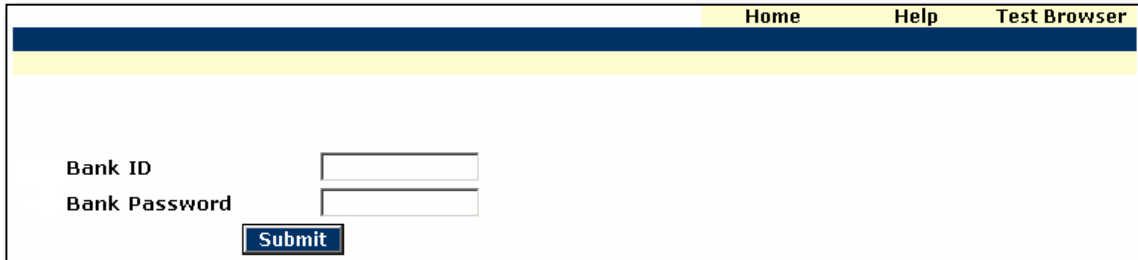
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NETTELLER LOGIN SCREEN

This is the first screen you will see when accessing your accounts from the bank's login page. The first time any company user signs on, they each will enter the same ID assigned by the bank in the ID field, and the last four digits of the company's federal tax ID number in the Password field. **All users in your company share this initial ID and Password,** so be sure to safely and appropriately communicate it between your users.

Initial Sign On (for Company)



The screenshot shows a web browser window with a dark blue header bar containing the text "Home", "Help", and "Test Browser". Below the header is a yellow horizontal bar. The main content area is white and contains the following elements:

- The text "Bank ID" followed by a white text input field.
- The text "Bank Password" followed by a white text input field.
- A blue "Submit" button located below the "Bank Password" field.

FIELD DESCRIPTIONS

Bank ID: The 12 digit number assigned by the bank during your account setup.

Password: The last four digits of the company's Tax ID Number. Passwords are case sensitive.

Home: Clicking on this tab will take you back to <insert website>

Help: At any time throughout NetTeller you can select the Help feature to view an explanation of the page and the fields on that page.

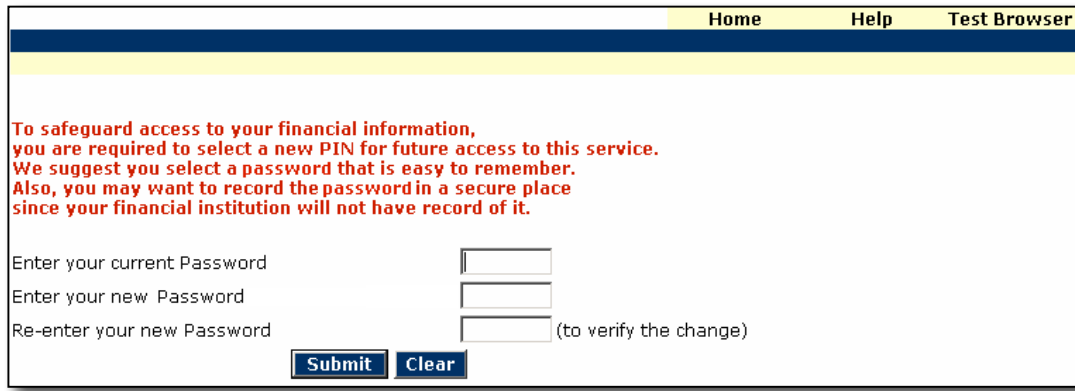
Test Browser: This feature allows you to verify that your Internet Browser supports the required encryption level of 128-bit.

PROCEDURES

- Type the appropriate eBanking ID in the ID Field, then click in or tab to the Password field.
- Type the appropriate Password in the Password field and click the Submit button.

CHANGING PASSWORD OPTIONS

The first time you sign on, or when your password has expired, you will be required to change your password for security reasons. All users in your company share this initial ID & Password, so be sure to safely and appropriately communicate it between your users.



The screenshot shows a web form for changing a password. At the top right, there are navigation links: Home, Help, and Test Browser. Below these is a yellow horizontal bar. The main content area contains the following text in red: "To safeguard access to your financial information, you are required to select a new PIN for future access to this service. We suggest you select a password that is easy to remember. Also, you may want to record the password in a secure place since your financial institution will not have record of it." Below this text are three input fields: "Enter your current Password", "Enter your new Password", and "Re-enter your new Password (to verify the change)". At the bottom of the form are two buttons: "Submit" and "Clear".

FIELD DESCRIPTIONS

Current Password: The password that has just expired, or your default password if you are a new user or have had your password reset.

Enter your new Password: The xxx digit password of your choice. This must contain xxx.

Re-enter your new password: Re-type the xxx password from the previous field.

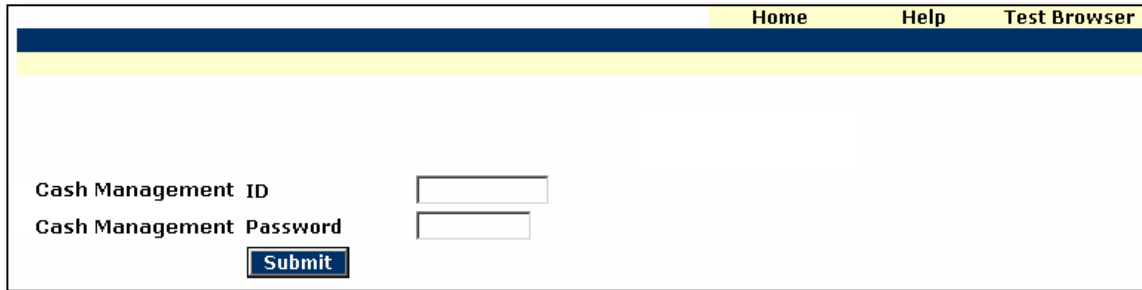
PROCEDURES

- Type the appropriate password in the current password field, then click or tab to the next field.
- Type the new xxx password of your choice, then click or tab to the next field.
- Re-enter the exact xxx password that you entered in the previous field. Click Submit.

CASH MANAGEMENT LOGIN SCREEN

Enter the Cash User ID and Password assigned by the bank. This ID is unique to each user.

Cash Management User Sign On



Home Help Test Browser

Cash Management ID

Cash Management Password

Submit

FIELD DESCRIPTIONS

Cash Management ID: The unique ID of each Cash Management User. IDs are case sensitive.

Cash Management Password: The password established for your Cash User ID. Passwords are case sensitive.

PROCEDURES

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

ACCOUNT LISTING PAGE

Account	Balance	Status
Checking Account	292.45	Select Activity ...
Operating Account	73,330.20	Select Activity ...

Customer Summary Information
2 Deposit accounts with a total balance of 73,622.65
0 Loan accounts with a total balance of 0.00

FIELD DESCRIPTIONS

Note: All available fields are displayed here. Fields enabled by user will depend on security access.

Accounts: This is the default module when you log in to eBanking. The **Main** screen lists the accounts to which you have access through eBanking.

Wires: Use this tab to access the Wires module. This is where you set up, maintain and send Wire Transfers.

ACH: Use this tab to access the ACH module to set up, maintain, and initiate ACH Batches (Payroll, Tax Payments, etc.)

ARP: Use this tab to access the Reconciliation module. This is where you upload and download files for reconciliation processing, and review Positive Pay files and exceptions.

Administration: Use this option to download a report of your Prior-Day activity. This information will update nightly.

Options: From the Options tab you can make changes to your NetTeller ID. **(Remember, if you change the initial sign on information, please communicate this change with all of your company's users.)**

Contact: If you would like to send a secure message to the bank, use the Contact option. The information you include in the message is not sent through e-mail, but rather a secure connection. Therefore, feel free to include account information in your correspondence.

Help: At any time while logged in to eBanking, you can click on Help for more information about the page you are on or modules you are using.

Privacy Policy: To view our Privacy Policy at any time, or other important links, click on the Privacy Policy tab.

Exit: Please use the Exit tab when you are finished with your eBanking session. Upon exiting, you will be directed to <insert website>

Balance: This is the account's real-time, available balance.

Status: The status of the account – New, Dormant, or Closed.

Account Listing: The accounts to which you have been given access via NetTeller will be listed.

Customer Summary Information: This will summarize the total dollar amount in your deposit accounts as well as any loan accounts displayed through NetTeller.

ACCOUNT ACTIVITY OPTIONS

Account Listing		
Account	Balance	Status
Checking Account	292.45	Select Activity ...
Operating Account	73,330.20	Select Activity ...

Select Activity ...
Transactions
Stop Payments
Transfers
Prior Day
Statements

FIELD DESCRIPTIONS

Transactions: Click on this option to view the transactions posted to your account during the current statement cycle, to search for a specific transaction, or to view your account information.

Stop Payments: Allows you to add or view stop payments for your account.

Transfers: Allows you to add, view, edit or delete account-to-account funds transfers that you have established. Transfers that have been set up by the bank may be viewed only.

Prior Day: Displays the prior day account activity for the selected account. This information will be updated nightly.

Statements: Allows you to view your account statements. Statement history is available for up to xxx months. You will start accruing statement history when you are established as an NetTeller customer.

TRANSACTIONS

Current Account: <input type="text" value="Operating Account"/>		Current Balance: 73,330.20			
		Available Funds: 73,330.20			
Current Transactions					
View Transactions Since <input type="text" value="Last statement"/>		Select Range of Transactions			
NOTE: Click on a column name to sort transactions by that column in ascending (▲) or descending (▼) order.					
Date ▼	Check No.	Account	Debits	Credits	Balance
01/30/2004	55322	CHECK 55322	(469.93)		73,330.20
01/30/2004		TRANSFER FROM SAVINGS ACCT 0131309		53.91	73,800.13
01/27/2004		ACH DEBIT	(200.00)		73,746.22
Totals:			(669.93)	53.91	
Account Details				More Details	
				Previous Statement Balance: 73,946.22	
				Yesterday's Balance: 73,330.20	

FIELD DESCRIPTIONS

Current Account: Use the drop-down menu to change which account's transactions you are viewing.

Current Balance: This is your available balance for the current day.

Available Funds: This amount may include additional balances from other account types. Click the link to see the additional balances.

View Transactions Since: By default, transactions since your last statement will display. Use the drop-down menu to view the last 7, 14, 30 or 60 days of transactions.

Select Range of Transactions: Use this option to search for a specific transaction(s) by date range, check number or dollar amount.

More Details: Click the link to view the current day's dollar amount of transaction groupings for your account. Transactions are divided by type: ACH, Inclearing, Over-the-Counter, Wires, and Transfers (see screen below).

Current Account Information		
Operating Account		
As of Date.....		Current Day Activity
		Debits Credits
Available Balance....	73,330.20	ACH Items
Collected Balance....	73,330.20	0.00 0.00
Ledger Balance.....	73,330.20	Inclearing
Hold Amount.....	0.00	0.00 0.00
Today's Activity Total ..	73,330.20	Over-the-counter
		0.00 0.00
		Wires
		0.00 0.00
		Transfers
		0.00 0.00
		Total
		0.00 0.00
Close		

STOP PAYMENTS

Accounts	Wires	ACH	ARP	Administration	Options	Contact	Help	Privacy Statement	Exit
Main	Transactions	Stop Payments	Transfers	Download	Prior Day	Statements			

View Stop Payments for:

Stop Payment List			
Payee	Date	Number	Amount
John Smith	03/18/04	1234	\$100.00 View


FIELD DESCRIPTIONS


View Stop Payments for: Using the drop-down menu, select the account for which you would like to view any stop payments.


Add Stop Payment: Select the account for which you would like to add the stop payment and then click the Add Stop Payment button. (See screen below for adding a stop payment.)


Accounts	Wires	ACH	ARP	Administration	Options	Contact	Help	Privacy Statement	Exit
Main	Transactions	Stop Payments	Transfers	Download	Prior Day	Statements			

Stop Payment Entry

 indicates a required field

Check Number: 

Amount: . 

Payee: 

Remark:

PROCEDURES

Check Number: Enter the number of the check for which you are placing the stop.

Amount: Enter the dollar amount of the check.

Payee: Enter the name of the person or company to which you issued the check.

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

STOP PAYMENT CONFIRMATION

Accounts	Wires	ACH	ARP	Contact	Help	Privacy Statement	Exit
Main	Transactions	Stop Payments	Transfers	Administration	Options	Prior Day	Statements
Stop Payment Confirmation							
March 18, 2004 10:56 AM							
Name: ADAM D SMITH							
eBanking For Business ID: admin							
Account Name: Payroll Account							
Account Number: 1321213							
Check Number: 1234							
Amount: \$100.00							
Payee: John Smith							
Remark: lost check							

Receipt of the confirmation page indicates the bank has placed the Stop Payment request on your account. No further action is necessary on your part. Please print this page for your records. Please note, to revoke a stop payment placed on your account, please call your bank directly at:

Houston:	713-400-7100
Friendswood:	281-317-8900
Memorial:	713-800-6100
Katy Freeway	713-275-6700
Dallas:	214-393-4600
Honey Grove:	903-378-7321
Ladonia:	903-367-7225
Mesquite:	972-681-9777

TRANSFERS

Accounts	Wires	ACH	ARP	Administration	Options	Contact	Help	Privacy Statement	Exit
Main	Transactions	Stop Payments	Transfers	Prior Day					

View Transfers for: Add Transfer from:

Transfer List
There are currently no scheduled transfers for this account.

FIELD DESCRIPTIONS

View Transfers for: Using the drop-down menu, select the account for which you would like to view any scheduled transfers.

Add Transfer From: Select the account for which you would like to transfer funds from.

Accounts	Wires	ACH	ARP	Administration	Options	Contact	Help	Privacy Statement	Exit
Main	Transactions	Stop Payments	Transfers	Prior Day					

New Transfer

Transfer funds from: Available Funds: 28,915.84

Transfer funds to:

Payment options: None

Amount to transfer: .

Frequency:

Date:

Memo:

PROCEDURES – Transfer Funds

Transfers funds from: This will default to the account selected on the previous screen. You may select another available account.

Transfer funds to: Select the account into which you would like to transfer funds.

Payment Options: Different payment options will be available if you are transferring to a loan account.

Amount to Transfer: Enter the dollar amount of the funds transfer.

Frequency: Choose the frequency for the funds transfer. Options include One-Time, Weekly, Bi-Weekly and Monthly. (Depending on the frequency selected, additional fields will display on the page – e.g. expiration date, day of month, etc.).

Date: Enter the date the transfer should be made.

Memo: Enter any descriptive information for the funds transfer. This information will display with the transaction and on your statement.

PRIOR DAY

Close of Business....		Prior Day Activity	
		Debits	Credits
Available Balance....	1,600.00		
Collected Balance....	6,600.00		
Ledger Balance.....	6,600.00	0.00	0.00
Hold Amount.....	0.00		
		ACH Items	
		Inclearing	
One-Day Float.....		0.00	0.00
Two-Day Float.....			
		Over the Counter	
Three-day Float....		0.00	500.00
Over 3-day Float ...			
		Wires	
		0.00	0.00
		Transfers	
		0.00	100.00
		Total	
		0.00	600.00

FIELD DESCRIPTIONS

Prior Day information: A summary of transaction dollar amounts posted to your account the previous business day. This information is updated nightly.

STATEMENTS

Home Help Test Browser		
View Statements/Notices for: <input type="text" value="Payroll Account"/>		
View Statement/Notice List		
Date	Description	View Details
02/27/2004	This is your statement	<input type="text" value="Select Activity ..."/>

FIELD DESCRIPTIONS

View Statements/Notices for: Using the drop-down menu, select the account for which you would like to view your statement.

View Statement/Notice List: Your statement activity will be available for up to xxx months through NetTeller. Next to the statement you want to view, select the view type. Options are PDF, HTML, or Text.

Home Help Test Browser			
View Statement/Notice			
Any Customer	Date 02/29/04	Page 1	
	Account Number	123456789	
CHECKING ACCOUNTS			
Account Title: Any Customer			
BUSINESS SWEEP CHECKING	Number of Enclosures	0	
Account Number 123456789	Statement Dates 02/01/04 thru 02/29/04		
Previous Balance 13.52	Days in the statement period	33	
2 Deposits/Credits 60.14	Average Ledger	21.68	
1 Checks/Debits 2.00	Average Collected	21.68	
Service Charge .00			
Interest Paid .00			
Current Balance 71.66			

Transactions By Date Posted			
Date Description	Withdrawals	Deposits Balance	
02/01 PREVIOUS BALANCE			13.52
02/25 Transfer From Checking		42.14	55.66
ACCOUNT NUMBER 123456789			
02/28 Transfer To Checking	2.00		53.66
ACCOUNT NUMBER 123456789			
02/29 Transfer From Checking		18.00	71.66
ACCOUNT NUMBER 123456789			

Electronic Banking Transaction Summary			
Date	Amount	DR/CR	
02/25 42.14 CREDIT	02/29 18.00 CREDIT		
02/28 2.00 DEBIT			

WIRES – Edit/Add

Accounts	Wires	ACH	ARP	Contact Administration	Help Options	Privacy Statement	Exit
Transmit Edit/Add							
View wires for: <input type="text" value="Payroll Account"/>							<input type="button" value="Add Wire"/>
Edit/Add Wires							
Status	Repetitive Code	Amount	Receiving Account #	Receiving Bank			
No wires were found for account Payroll Account							

FIELD DESCRIPTIONS

View Wires for: Using the drop-down menu, select the account for which you would like to view or edit wire transfers.

Add Wire: Select the account for which you want to add the wire transfer, then click the Add Wire button.

Accounts	Wires	ACH	ARP	Contact Administration	Help Options	Privacy Statement	Exit
Transmit Edit/Add							
Define New Wire for account Payroll Account							
General Wire Information							
Click here for international wire input screen							
Credit Account #/Type	<input type="text"/>					<input type="text" value="Demand"/>	
Credit Account Name	<input type="text"/>						
Credit Account Address	<input type="text"/>						
	<input type="text"/>						
Receiving Bank ABA Number	<input type="text"/>	<input type="text" value="Search for ABA #"/>					
Receiving Bank Name	<input type="text"/>						
Receiving Bank Address	<input type="text"/>						
	<input type="text"/>						
Remarks	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>						
Repetitive Wire/Code	<input type="checkbox"/>	<input type="text"/>					
Amount	<input type="text"/>						
				<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>		

PROCEDURES – Add Wire Transfer

The default entry screen for a Wire Transfer is Domestic Wire Entry. To enter an International Wire, click the 'Click here for international wire input screen' link. The additional wire fields will display (see image at bottom of page)

Credit Account #/Type: Enter the account number which you are crediting. Using the drop-down menu, select whether the account you are crediting is a Demand (Checking) or Savings account.

Credit Account Name: Enter the name of the company or person who will be receiving the wire.

Credit Account Address: Enter the address of the company or person who will be receiving the wire.

Receiving Bank ABA Number: Enter the ABA (routing) number of the bank where the credit account is held. If you do not know this number, use the 'Search for ABA #' link to search by bank name, city or state. (See ABA Lookup screens below.)

Receiving Bank Address: Enter the address of the bank to which you are sending the wire transfer.

Remarks: Enter any remarks or comments for the wire (invoice #, person's attention).

Repetitive Wire/Code: If you want this wire to be saved on NetTeller so it can be edited/sent again in the future, click the repetitive check box and enter up to a 6-character wire code. This code is to differentiate one wire from another and will not be transmitted with the wire.

Amount: Enter the amount of the wire transfer.

Submit: Click submit to complete the wire transfer entry. *NOTE: You must still Transmit the wire for it to be processed (see next section).*

International Wire Input Screen

ABA Search

Click on ABA Number to select New Search

Available ABA Numbers - Wires							
ABA#	Short Name	Bank Name	Address	City	ST	Zip	Phone#
011600062	CHITTENDEN TR VT	CHITTENDEN TRUST COMPANY	2 BURLINGTON SQUARE	BURLINGTON	VT	054010000	8026601273

ABA Search/Selection

WIRES - Transmit

Accounts		Wires		ACH		ARP		Contact	Help	Privacy Statement	Exit
Transmit		Edit/Add						Administration	Options		
Wire List											
Sequence #	Status	Amount	Repetitive	Receiving Account #	Receiving Bank						
1	Pending	\$100.00	Yes	123456	CHITTENDEN TR VT		Transmit				

FIELD DESCRIPTIONS

Transmit: The transmit option will display next to Wire Transfers ready to be sent to the bank for processing. A Wire Transfer can be transmitted only once daily, and must be transmitted on the day of processing (cutoff times apply). Future dated wires are not available. Click the Transmit link to complete the Wire Transfer process. The Transmit tab will only display to those users who have authorization to transmit Wire Transfers.

Accounts		Wires		ACH		ARP		Contact	Help	Privacy Statement	Exit
Transmit		Edit/Add						Administration	Options		
Transmit Wire Transfer From Payroll Account (Repetitive)											
Credit Account Information											
Account #/Type:		123456 / Demand									
Name:		Company XYZ									
Address:		100 Main Street Burlington, VT 05402									
Receiving Bank Information											
ABA Number:		011600062									
Name:		CHITTENDEN TR VT									
Address:		2 BURLINGTON SQUARE BURLINGTON, VT 054010000									
Wire Information											
Repetitive Code:		TEST									
Amount:		\$100.00									
Remarks:											
Receiving Bank Information											
Wire Password		<input type="text"/>									
<input type="button" value="Transmit"/>		<input type="button" value="Cancel"/>									

PROCEDURES – Transmit Wire

Wire Password: After verifying the Wire Transfer information is correct, enter your 4-digit Wire Password assigned by the bank and click Transmit.

ACH Batch List

Accounts	Wires	ACH	ARP	Contact	Help	Privacy Statement	Exit
Batch List	Search	Upload	Upload Status	Administration	Options		
							Create new batch for: <input type="text" value="Select Company"/>
ACH Batch List							
Status	Category Δ	Type	Company	Debits	Credits		
<input type="checkbox"/>	Ready	Tax FD test	CCD TEST COMPANY 1	\$100.00	\$100.00	<input type="text" value="Select Activity..."/>	
				Total	\$100.00	\$100.00	
<input type="button" value="Quick Initiate"/>							

FIELD DESCRIPTIONS

ACH Batch List: This list will contain the ACH Batches you have entered or uploaded into NetTeller.

Create new batch for: Using the drop-down menu, select the company for which you want to create a new ACH Batch.

Status: Options Include:

- Ready – The batch is ready to be initiated and sent to the bank for processing.
- Initiated – The batch has been initiated and sent to the bank for processing, but the bank has not yet processed the batch.
- Processed – The bank has processed the batch. Following the bank’s End of Day processing, the batch will return to a Ready or Pending status.
- Uploaded – The batch has been uploaded from a 3rd party software. Batches can be initiated while in uploaded status.

Category: Each batch should have a unique category name. This can be generic (Payroll) or specific (033104 Payroll).

Type: This is the class code for the ACH Batch. Use the drop-down menu to select a different standard entry class code.

Company: This is the company for which the batch has been established.

Debits: This is the total of all debit transactions for the batch. Batches must have equal debits and credits to be initiated. The dollar amounts for batches not in balance will display in red.

Credits: This is the total of all credit transactions for the batch. Batches must have equal debits and credits to be initiated. The dollar amounts for batches not in balance will display in red.

Quick Initiate: To initiate more than one batch at a time, select the batches to initiate by clicking in the box to the left of the batch. Once the batches have been selected, click Quick Initiate. You will be able to enter the effective date of each batch on the next screen.

New ACH Batch

Accounts		Wires		ACH		ARP		Contact Administration		Help Options		Privacy Statement		Exit	
Batch List		Search		Upload		Upload Status		Tax Payments							
ACH Batch Header															
Category		<input type="text"/>				Category Code		PPD - Prearranged Payments and Deposits							
Company:		TEST COMPANY 1				Company ID:		123456789							
Discretionary Data:		PAYROLL				Entry Description:		PAYROLL							
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>															

PROCEDURES – Set up a new ACH Batch

At the ACH Batch List page, click on “Create new batch for:” and select company. You will receive a batch header screen as shown above.

Complete the following fields:

Category: Enter a unique category for this batch, which can be generic (Payroll) or specific (Payroll 031504).

Category Code: Choose the correct Category Code for the batch.

Company: The company selected in the previous screen. This name, along with the Entry Description, will be transmitted with the transaction.

Company ID: The Tax ID number of the selected company.

Discretionary Data: A description of the batch.

Entry Description: This description, along with the Company Name, will transmit with the transaction.

Click Submit

ACH - Add Transactions

Edit ACH Record **Add Multiple Records**

Record Information

Name Addenda type

ID# Addenda

Amount* . Prenote

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

Receiving Financial Institution Information

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

Account# Transaction Type Debit Credit

Status Active Hold

Quick Add **Submit** **Cancel**

PROCEDURES – Add Transactions

Complete the following fields (or for multiple records, click on “Add Multiple Records” – see next section):

Name: Enter the name of the person you are going to credit or debit.

ID#: Enter the ID number of the person you are going to credit or debit. This can be a social security number, employee number, name, etc.

Amount: Enter the amount of the transaction.

Routing #: Enter the routing number for the transaction or use the search feature to look up the ABA number.

Account Number: Enter the account number to which you will be sending the transaction.

Account Type: Using the drop-down menu, choose the type of account that corresponds to the account number entered.

Transaction Type: Choose whether the transaction is a Credit or Debit.

Status: You can hold a transaction if you want the transaction to be part of the batch, but you do not want it to be paid with this batch.

Click Quick Add to enter another transaction.

Click Submit when all transactions have been entered.

ACH - Add Multiple Records

Accounts		Wires		ACH		ARP		Contact	Help	Privacy Statement	Exit
Batch List		Search		Upload		Upload Status		Administration		Options	
Tax Payments											
Category: Payroll											Prenote* <input checked="" type="checkbox"/>
Multi-Record Entry											
	Name	ID #	Routing #	Account #	Chk Sav	Amount*	DR	CR			
1	Jane Doe	555121212	101102315	123456	<input checked="" type="radio"/> <input type="radio"/>	1000.00	<input type="radio"/>	<input checked="" type="radio"/>			
2	John Doe	888945123	101102315	654321	<input checked="" type="radio"/> <input type="radio"/>	1000.00	<input type="radio"/>	<input checked="" type="radio"/>			
3	Payroll Offset		011600062	8795465421	<input checked="" type="radio"/> <input type="radio"/>	2000.00	<input type="radio"/>	<input checked="" type="radio"/>			
4					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
5					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
6					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
7					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
8					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
9					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
10					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
11					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
12					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
13					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
14					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			
15					<input checked="" type="radio"/> <input type="radio"/>		<input type="radio"/>	<input checked="" type="radio"/>			

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

PROCEDURES – Add Multiple Records

Enter the Name, ID, Routing #, Account #, Type of Account, Amount and Debit/Credit designator for each transaction.

Up to 15 transactions may be added per page.

Prenote: Select this option to have the system automatically create a separate \$0 prenote batch, which can be initiated prior to the actual batch.

Click Quick Add to add more transactions, or Submit to complete the batch.

Batch Activity

Accounts	Wires	ACH	ARP	Administration	Options
Batch List	Search	Upload	Upload Status	Tax Payments	
System Message					
Successfully submitted 3 records.					
					Add Record
ACH Record List					
Company Name	TEST COMPANY 1		Description	PAYROLL	
Category	Payroll		Category Code	PPD	
NOTE: Click on a column name to sort Records by that column in ascending (▲) or descending (▼) order.					
Name	ID Number	Account	Amount	CR/DR	Held
JANE DOE	555121212	123456	\$1,000.00	CR	Edit Delete
JOHN DOE	888945123	654321	\$1,000.00	CR	Edit Delete
PAYROLL OFFSET		830166505	\$2,000.00	DR	Edit Delete
			Total Debits \$2,000.00	Total Credits \$2,000.00	
Return					

FIELD DESCRIPTIONS

Add Record: Click Add Record to add transactions to the batch.

Return: Click return to go to the Batch List.

Accounts	Wires	ACH	ARP	Administration	Options
Batch List	Search	Upload	Upload Status	Tax Payments	
					Create new batch for: Select Company
ACH Batch List					
Status	Category ▲	Type	Company	Debits	Credits
<input type="checkbox"/>	Ready	Payroll	PPD TEST COMPANY 1	\$2,000.00	\$2,000.00
<input type="checkbox"/>	Ready	PNT-Payroll	PPD TEST COMPANY 1	\$0.00	\$0.00
<input type="checkbox"/>	Ready	Tax FD test	CCD TEST COMPANY 1	\$100.00	\$100.00
				Total \$2,100.00	\$2,100.00
Quick Initiate					
					Select Activity ... View Download Edit Quick Edit Edit Category Copy Delete Initiate

Batches in Ready status must be Initiated to send to the Bank for processing.

FIELD DESCRIPTIONS – Batch Activity Options

View: Use this option to view the transactions entered for this batch.

Download: You can download an ACH summary in .pdf format. This requires Adobe Acrobat Reader.

Edit: Allows you to edit, delete or add transactions.

Quick Edit: Enables you to change the amount, debit/credit code, hold status or prenote status.

Edit Category: Allows you to edit the unique category for this batch.

Copy: Allows you to make a duplicate of the batch.

Delete: Deletes the batch from NetTeller. **The batch will no longer exist in the batch list for future use.**

Initiate: Use this option to send the batch to the bank for processing.

ACH – Batch Initiation

Create new batch for:

ACH Batch List					
Status	Category Δ	Type Company	Debits	Credits	
<input type="checkbox"/> Ready	newbatch	PPD TEST COMPANY	\$15.00	\$15.00	<input type="text" value="Select Activity..."/>
Total			\$15.00	\$15.00	

- Select Activity...
- View
- Download
- Edit
- Quick Edit
- Edit Category
- Copy
- Delete
- Import Trans
- Initiate**

PROCEDURES – Initiate ACH

Choose **Initiate** from the drop-down menu to the right of the batch.

ACH Record List					
Company Name	TEST COMPANY		Description	PAYROLL	
Category	newbatch		Category Code	PPD	
NOTE: Click on a column name to sort Records by that column in ascending (Δ) or descending (∇) order.					
Name	ID Number	Account	Amount	CR/DR	Held
RITA	RITA	123456	\$5.00	CR	
MICHELLE	MICHELLE	65321	\$5.00	CR	
CHRIS	CHRIS	533321	\$5.00	CR	
OFFSET	OFFSET	99996555	\$15.00	DR	
Total Debits			\$15.00	Total Credits	\$15.00
Effective Date <input type="text" value="042204"/>					
Reset amounts to \$0.00 after processing batch <input type="checkbox"/>					
<input type="button" value="Initiate"/> <input type="button" value="Cancel"/>					

PROCEDURES – Initiate ACH

Enter the **Effective Date** of the batch. This is the date when the transactions will post to the accounts.

Choose **Reset amounts to \$0.00 after processing batch** if you want the dollar amounts of the transactions to be zero the next time you edit the batch.

Click **Initiate**

System Message					
Batch newbatch initiated. Confirmation: 0315040001					
Create new batch for: <input type="text" value="Select Company"/>					
ACH Batch List					
Status	Category Δ	Type Company	Debits	Credits	
Initiated	newbatch	PPD TEST COMPANY	\$15.00	\$15.00	<input type="text" value="Select Activity..."/>

A system message will display the initiated batch confirmation number.

After the bank processes the batch, the status will change to **Processed**. The next business day the batch status will return to **Ready** and the batch can then be edited or initiated again.

SEARCH ACH

Accounts				Wires		ACH		ARP		Contact	Help	Privacy Statement	Exit
Administration				Options									
Batch List	Search	Upload	Upload Status	Tax Payments									

Search Records						
Name	ID Number	Category	Amount	Prenote	Held	
Jane Doe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Search"/>						

PROCEDURES – Search ACH

You can search across all batches for a record or transaction. Enter the search criteria and click Search.

Accounts				Wires		ACH		ARP		Contact	Help	Privacy Statement	Exit
Administration				Options									
Batch List	Search	Upload	Upload Status	Tax Payments									

Search Results						
NOTE: Click on a column name to sort Records by that column in ascending (▲) or descending (▼) order.						
Name	ID Number	Category	Account	Amount	CR/DR	Held
JANE DOE	555121212	Payroll	123456	\$1,000.00	CR	Edit
JANE DOE	555121212	PNT-Payroll	123456	\$0.00	CR	Delete

The results will allow you to make changes or delete transactions from one screen, versus searching through each batch one at a time.

UPLOAD ACH

Accounts	Wires	ACH	ARP	Contact	Help	Privacy Statement	Exit	
Batch List	Search	Upload	Upload Status	Administration	Options			
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 .								
File Name:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>					

PROCEDURES – Upload ACH

File Name: Enter the file name/path or Browse for the NACHA formatted file you want to upload.

Click Upload

ACH File Upload Results			
File Name	Status	Complete	Details
batch1.ach	Done	100%	

After upload Status is 100% Complete, the uploaded batch will be the last batch on the Batch Listing page.

The batch must be **Initiated** to send to the bank for processing (**see page 20 - ACH Batch Initiation**).

TAX PAYMENTS – Federal (New)

The screenshot shows a web application interface for adding a tax payment. At the top, there is a navigation menu with links for Accounts, Wires, ACH, ARP, Administration, and Options. Below this is a sub-menu with Batch List, Search, Upload, Upload Status, and Tax Payments. The main form is titled 'Add Tax Payment' and contains the following fields:

- Category: Tax FD (text input)
- Pay to: Federal (dropdown menu)
- Company Name: Select Company (dropdown menu)
- Tax Code: 94105 - Employer's Quarterly Tax Return Federal Tax Deposit (dropdown menu)
- Taxpayer ID: (text input)
- Payment Amount: 0 (text input) and .00 (text input)
- Pay from Account: Select Account (dropdown menu)
- Receiving Routing Number: (text input) with a 'Lookup' link
- Receiving Account Number: (text input)
- Tax Period: (text input) with a calendar icon and 'mm/dd/yyyy' format
- Tax Information ID 1941 Amount: 0 (text input) and .00 (text input)
- Tax Information ID 2941 Amount: 0 (text input) and .00 (text input)
- Tax Information ID 3941 Amount: 0 (text input) and .00 (text input)

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

PROCEDURES – Add Tax Payment - Federal

Select Tax Payments from the ACH Menu and complete the following fields:

Category: Enter a unique Batch Name or Number for this tax payment.

Pay to: Using the drop-down menu, choose the Tax Authority you want to pay.

Company Name: Using the drop-down menu, choose the company for which you want to make the tax payment.

Tax Code: Click on the Lookup link and select the type of tax you are paying.

Taxpayer ID: Enter the Company's Tax ID Number.

Payment Amount: Enter the amount of the tax payment.

Pay from Account: Using the drop-down menu, select the account from which you want the funds for the tax payment debited.

Receiving Routing Number: Click on the Lookup link to select the Bank that receives Federal Tax Payments for your region. Choosing the bank will fill in the Routing and Account Number fields.

Receiving Account Number: This will fill in automatically when using the Lookup link under the Routing Number field.

Tax Period: Enter the Tax Period for which you are making the payment.

For use with Tax Code 94105 – Employer's Quarterly Tax Return

Tax Information ID 1941 Amount:

The Social Security portion of the payment.

Tax Information ID 2941 Amount:

The Medicare portion of the payment.

Tax Information ID 3941 Amount:

The Withholding portion of the payment.

Click Submit to complete the entry or Quick Add to add another Tax Payment.

You will be brought back to the ACH Batch List. The message successfully added Tax Payment will display.

You must initiate the batch to the bank for processing (see page 26 – Initiate Tax Payment).

TAX PAYMENTS – (Initiate)

ACH Batch List					
Status	Category Δ	Type	Company	Debits	Credits
<input type="checkbox"/> Ready	Tax FD May		TEST COMPANY	\$200.00	\$200.00

Create new batch for:

Select Activity...
View
Download
Edit
Delete
Initiate

PROCEDURES – Initiate ACH

Choose **Initiate** from the drop-down menu to the right of the batch.

ACH Record List					
Company Name	TEST COMPANY	Description	TRANSFERS		
Category	Tax FD May	Category Code	CCD		
NOTE: Click on a column name to sort Records by that column in ascending (Δ) or descending (∇) order.					
Name	ID Number	Account	Amount	CR/DR	Held
TEST COMPANY	123456789	123456	\$200.00	CR	
TEST COMPANY	123456789	654321	\$200.00	DR	
			Total Debits \$200.00	Total Credits \$200.00	
			Effective Date <input type="text" value="043004"/>		
			Reset amounts to \$0.00 after processing batch <input type="checkbox"/>		
			<input type="button" value="Initiate"/>	<input type="button" value="Cancel"/>	

PROCEDURES – Initiate ACH

Enter the **Effective Date** of the batch. This is the date when the transactions will post to the accounts.

Choose **Reset amounts to \$0.00 after processing batch** if you want the dollar amounts of the transactions to be zero the next time you edit the batch.

Click **Initiate**

System Message					
Batch Tax FD May initiated. Confirmation: 0316040001					
ACH Batch List					
Status	Category Δ	Type	Company	Debits	Credits
Initiated	Tax FD May		CCD MILLENNIUM	\$200.00	\$200.00

Create new batch for:

Select Activity...

A system message will display the initiated batch confirmation number.

After the bank processes the batch, the status will change to **Processed**. The next business day the batch status will return to **Ready** and the batch can then be edited or initiated again.

TAX PAYMENTS – Federal (Edit)

Create new batch for:

ACH Batch List						
Status	Category ▲	Type	Company	Debits	Credits	
Processed	Payments	PPD	MILLENNIUM	\$100.00	\$100.00	Select Activity... ▼
<input type="checkbox"/> Ready	Tax FD 94105 0304 0	CCD	ABC COMPANY	\$150.00	\$150.00	Select Activity... ▼
				Total	\$250.00	\$350.00

Select Activity...
 View
 Download
Edit
 Delete
 Initiate

PROCEDURES – Edit Tax Payment - Federal

Using the drop-down menu to the right of the batch, choose **Edit**:

Edit Tax Payment

Category	Tax FD <input type="text" value="94105 0304 0"/>	Routing Number	<input type="text" value="071036210"/>
Pay to	<input type="text" value="Federal"/>	Account Number	<input type="text" value="04236036"/>
Company Name	ABC COMPANY	Tax Period	<input type="text" value="03/01/2004"/> <input type="button" value="Lookup"/>
Tax Code	<input type="text" value="94105 - Employer's Quarterly Tax Return Federal Tax Deposit"/>		mm/dd/yyyy
Taxpayer ID	<input type="text" value="123456789"/>		
Payment Amount	<input type="text" value="150"/> . <input type="text" value="00"/>		
Pay from Account	<input type="text" value="000000831 d"/>		
Tax Information ID 1941 Amount	<input type="text" value="50"/> . <input type="text" value="00"/>		
Tax Information ID 2941 Amount	<input type="text" value="50"/> . <input type="text" value="00"/>		
Tax Information ID 3941 Amount	<input type="text" value="50"/> . <input type="text" value="00"/>		
Addenda	<input type="text" value="TXP*123456789*94105*040301*1*5000*2*5000*3*5000\"/>		

PROCEDURES – Edit Tax Payment - Federal

Edit the appropriate tax payment fields and click **Submit** to save the changes.

Note: The Company Name cannot be edited. To submit a Tax Payment for a different company, a new batch must be created.

You will be brought back to the ACH Batch List. The message 'Successfully edited Tax Payment' will display.

You must initiate the batch to the bank for processing.

TAX PAYMENTS – State (New)

Add Tax Payment

Category Tax

Pay to

Company Name Select Company

Tax Code [Lookup](#)

Taxpayer ID

Amount Type Code [Lookup](#)

Payment Amount 0 ,00

Pay from Account Select Account

Receiving Routing Number [Lookup](#)

Receiving Account Number

Tax Period mm/dd/yyyy

[Quick Add](#) [Submit](#) [Cancel](#)

PROCEDURES – Add Tax Payment - State

Select Tax Payments from the ACH Menu and complete the following fields:

Category: Enter a unique Batch Name or Number for this tax payment.

Pay to: Using the drop-down menu, choose the Tax Authority you want to pay.

Company Name: Using the drop-down menu, choose the company for which you want to make the tax payment.

Tax Code: Click on the Lookup link and select the type of tax you are paying.

Taxpayer ID: Enter the Company's Tax ID Number.

Amount Type Code: Click on the Lookup link to select the Amount Type Code for the type of tax you are paying.

Payment Amount: Enter the amount of the tax payment.

Pay from Account: Using the drop-down menu, select the account from which you want the funds for the tax payment debited.

Receiving Routing Number: Click on the Lookup link to select the Bank that receives Federal Tax Payments for your region. Choosing the bank will fill in the Routing and Account Number fields.

Receiving Account Number: This will fill in automatically when using the Lookup link under the Routing Number field.

Tax Period: Enter the Tax Period for which you are making the payment.

Click Submit to complete the entry or Quick Add to add another Tax Payment.

Click Submit to complete the entry or Quick Add to add another Tax Payment.

You will be brought back to the ACH Batch List. The message successfully added Tax Payment will display.

You must initiate the batch to the bank for processing.

TAX PAYMENTS – State (Edit)

Create new batch for:

ACH Batch List							
Status	Category	Type	Company	Debits	Credits		
<input type="checkbox"/>	Ready	Tax VT Pmt March	CCD	SMITH COMPANY	\$100.00	\$100.00	<input type="text" value="Select Activity ..."/>
<input type="checkbox"/>	Ready	051504 Payroll	PPD	SMITH COMPANY	\$200.00	\$200.00	<input type="text" value="Select Activity ..."/>
<i>Total</i>					<i>\$300.00</i>	<i>\$300.00</i>	<input type="text" value="View"/>

PROCEDURES – Edit Tax Payment - State

Using the drop-down menu to the right of the batch, choose **Edit**:

Edit Tax Payment			
Category	Tax VT <input type="text" value="Pmt March"/>	Routing Number	<input type="text" value="101102315"/> <input type="button" value="Lookup"/>
Pay to	<input type="text" value="Vermont"/>	Account Number	<input type="text" value="9876543210"/>
Company Name	SMITH COMPANY	Tax Period	<input type="text" value="03/31/2004"/> <input type="button" value="mm/dd/yyyy"/>
Tax Code	<input type="text" value="64"/> <input type="button" value="Lookup"/>		
Taxpayer ID	<input type="text" value="123456789"/>		
Amount Type Code	<input type="text" value="T"/> <input type="button" value="Lookup"/>		
Payment Amount	<input type="text" value="100"/> <input type="text" value=".00"/>		
Pay from Account	<input type="text" value="Checking 1"/>		
Addenda	TXP*123456789*64*040331*T*100.00\		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

PROCEDURES – Edit Tax Payment - State

Edit the appropriate tax payment fields and click **Submit** to save the changes.

Note: The Company Name cannot be edited. To submit a Tax Payment for a different company a new batch must be created.

OPTIONS

Personal Options

Accounts	Wires	ACH	ARP	Administration	Options
Personal	Account	Alerts			
					Reset Login Count
Personal Options					
Change		Current	New		
Password (enter twice)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal ID		916800000003	<input type="text"/>		
Change E-mail Address		<input type="text"/>			
Cash Management Password		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Management Wire Password		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>					

FIELD DESCRIPTIONS

Personal Options: Allows you to change passwords, add or edit a Personal ID, and add or edit your e-mail address. (Remember, the first password and Personal ID are shared by all users within your company. The Cash Management and wire passwords are user specific.

Reset Login Count: To clear the access counter on the Account Listing page, click the Reset Login Count link. The count will still include your current login.

Account Options

Accounts	Wires	ACH	ARP	Administration	Options
Personal	Account	Alerts			
Account Options					
Change		Current	New		
Account Pseudo Names		Payroll Account	<input type="text"/>		
		Office Account	<input type="text"/>		
		Loan	<input type="text"/>		
Number of Accounts Displayed		10			
Account Display Order		<input type="text" value="Payroll Account"/> <input type="text" value="Office Account"/> <input type="text" value="Loan"/>	<input type="button" value="↑"/> <input type="button" value="↓"/>		
<input type="button" value="Submit"/>					

FIELD DESCRIPTION

Account: Allows you to change Account Pseudo Names (nicknames), change the number of accounts displayed per page, and re-order the account display.

Alerts

Accounts	Wires	ACH	ARP	Administration	Options
Personal	Account	Alerts			
					Edit Event Alerts
Event Alert Options					
No event alerts have been set up.					
Note: Maximum of 15 Balance Alerts					Add Balance Alert
Balance Alert Options					
No balance alerts have been set up.					
Note: Maximum of 15 Item Alerts					Add Item Alert
Item Alert Options					
No item alerts have been set up.					
Note: Maximum of 15 Personal Alerts					Add Personal Alert
Personal Alert Options					
No personal alerts have been set up.					

FIELD DESCRIPTIONS

Event Alert Options: Add alerts regarding incoming/outgoing ACH or Wires, ARP Notifications, etc. These events will remain active until edited by the user.

Balance Alert Options: Choose per account to be alerted of changes in your balance. These alerts will remain active until edited by the user.

Item Alert Options: Add alerts to notify you of a particular check clearing your account. These alerts will automatically delete when the activity occurs.

Personal Alert Options: Add text alerts to notify you on the selected date. These alerts will automatically delete after the alert has occurred.