

Bank Implementation User Guide

Web Cash Express

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Introduction

The Web Cash Express product (WCE) enables the bank client to establish corporate customers as well as produce reports on the activities of those customers. The bank may set up its own users to administer customers. In addition, the bank may set up data interchange accounts and produce reports on data interchange account activity. The bank may also set up messages to display to its customers. It is to these functions that this user guide is dedicated.

Using this manual

This manual provides a basic introduction to the product as well as step-by-step instructions through the primary procedures for corporate administrative users.

Procedures for creating and maintaining organizational units, data interchange accounts, and users are provided in the following order:

- Add
- View
- Change
- Delete (where applicable)

A user can be entitled to one or more of these functions (add, view, change and delete). This manual makes no assumptions about the entitlements of the person reading the manual. The procedures in each section present product pages as they will appear to a user entitled to perform the function described.

Screen shots are interspersed throughout the manual to provide clarity.

***Note:** Many procedures have common starting points. In order to keep repetition of screen shots to a minimum, shared pages are included only for the first procedure in a set. View, change and delete sequences of pages typically start from a view option on the navigation menu. Pages shared among them will be shown only in the view procedures.*

Bank Functions

The administrative functions performed by the bank are divided into three categories:

- Home
- Bank
- Customers

These categories are accessible through buttons on the title bar (band of color) near the top of the page. When the user clicks a category button, the navigation menu along the left side is updated with the functions specific to the category.

***Note:** If the bank is entitled only to the data interchange service, the Customers button will not appear on the title bar.*

Home functions operate on information about or for the current user:

- Profile
- Password

- System requirements

Banks functions cover administration of the bank's own users, data interchange accounts, and messages displayed to customers. This involves:

- Setting up additional bank users.
- Setting up data interchange accounts.
- Defining messages to display to customers.
- Resolving locked bank user sessions.
- Producing reports of bank user and data interchange account activities.

Note: *The data interchange functions and reports are only available if the bank has the data interchange service.*

Customers functions cover administration of corporate customers. This includes:

- Setting up customers.
- Resolving locked customer sessions.
- Producing reports of customer user and daily transaction activities.

Bank Users

Bank users have the ability to:

- Create and entitle other bank users;
- Set up and maintain data interchange accounts;
- Set up and maintain messages to display to their customers;
- Set up and maintain customers, including customer information, accounts, and applications.

When a bank is set up for WCE, a product administrator ("superadmin" user ID by default) is created. This special bank user has all the privileges granted to the bank. The product administrator may add other bank users as needed to perform the responsibilities of the bank. These additional users typically have restricted responsibilities and are therefore given a subset of the entitlements granted the product administrator.

Note: *Since the bank product administrator ("superadmin") is created and maintained by Mega Corp, the superadmin cannot change its own profile.*

Since "superadmin" is the default ID used for product administrators, it is recommended that you use an ID that would be more meaningful to your enterprise. This can be done by contacting Mega Corp to request a different product administrator ID.

Generally, bank level users may be entitled to perform the following customer administrative functions:

- Establish the headquarters unit of the customer's organization.
- Create an administrator user for the customer. This allows the customer to fill in the company's organizational structure and set up additional users.
- Set up one or more services and accounts for those services for the customer.
- Establish the application input fields if the customer has the General Cash Concentration service.

Product Services

WCE provides two cash concentration services that a bank can offer its customers. One of the cash concentration services is manual; the other is automated. In addition, the data interchange service is available for banks.

General Cash Concentration (GCC), the manual cash concentration service, allows customers to initiate (and delete) transactions themselves. This can take the form of a remote location specifying an amount to transfer to a corporate concentration account or an intermediate corporate unit initiating a transaction on behalf of a remote location.

Automated Cash Concentration (ACC), the automated cash concentration service, enables the system to calculate and initiate a transaction for a remote unit based on the unit's prior day balance. The system allows manual overrides and deletions.

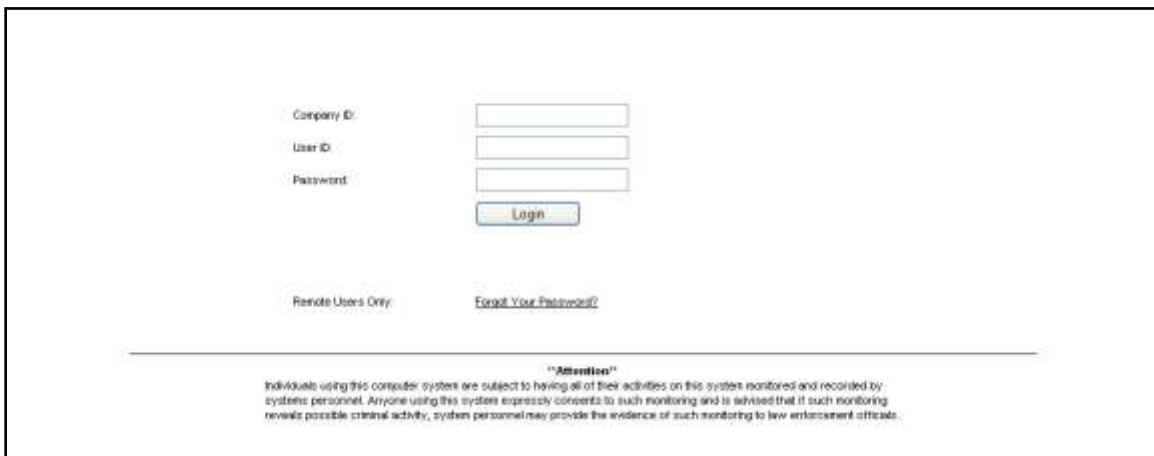
During customer setup, the bank that has contracted for both cash concentration services determines if one or both services will be available for each customer.

Data Interchange (DI), the data interchange service, allows bank administrators to set up accounts and destinations for the transport of historical transaction data files.

Beginning a Session

The Login page validates the user's login credentials (company ID, user ID, and password) before allowing access to product functions.

Note: *If a bank product administrator forgets the password, the Mega Corp representative must reset the password. All other bank users (with or without administrative entitlements) must contact the bank product administrator or a designated bank administrative user to reset their passwords.*



The screenshot shows a login form with the following elements:

- Company ID:
- User ID:
- Password:
- Login:
- Remote Users Only:
- [Forgot Your Password?](#)

Below the form, there is a section titled "Attention!" with the following text:

Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

To log on to the product:

1. Enter your company ID.
2. Enter your user ID.
3. Enter your password.

- Click the Login button. The Home page will display when your login information has been validated.

Note: A user's session will expire if the user has not provided any input for 20 minutes. (Inactivity can be caused by closing the browser without first closing the session.)

The system will prevent another user from logging on with the same user ID, displaying the message, "This user is already logged in. Please contact your system administrator for further assistance." To log in again, the user can wait for the 20 minutes to elapse or ask a product administrative user to reset their session so that they can log in immediately.

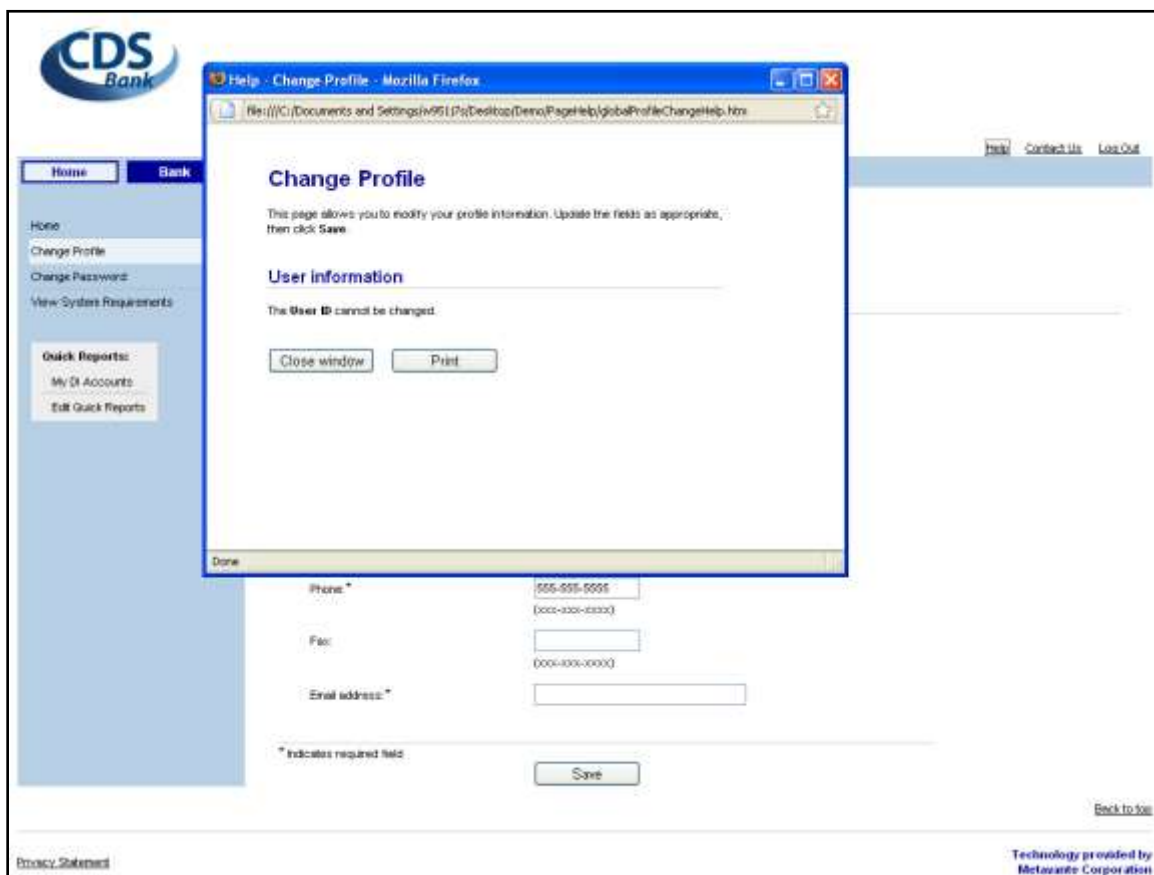


A prominent feature on each page is the title bar near the top of the screen. The three categories of administration are accessible through buttons on the title bar itself. Above the title bar are links to Help, Contact Us and Log Out.

Context-Sensitive Help

Clicking **Help** on any page displays information relevant to that page. This information provides an explanation about what is displayed on the page and, where appropriate, helps the user understand how to fill in fields which may not be self-evident or intuitive.

Help information appears in its own window, as shown in the example below.



Customer Support

Clicking **Contact Us** above the title bar presents a page displaying information needed for obtaining assistance with the product. This information includes the phone number and email address of the Customer Support staff. Like help information, contact information appears in a window that overlaps the current page.

Terminating a Session

To terminate the product session, click **Log Out** above the title bar. The Login page will reappear when the session has closed.

Note: Always remember to click **Log Out** to end a working session. Failure to do so will temporarily block attempts at re-entry.

The Home page displays after the user successfully logs in or when he clicks the Home button on the title bar. It presents the user with links to general information and user settings.

Navigation Menu

The navigation menu, located along the left side of the screen, is customized for each user based on privileges granted the user by the bank administrator and on the administrative category selected on the title bar. Similar functions are grouped together.

Personal Settings

Links on the Home navigation menu allow the user to update their profile information and modify their password. To access these functions, click **Change Profile** and **Change Password** respectively.

Note: Since the product administrator is not maintained by the bank and cannot change its own profile, the **Change Profile** menu item will not appear for the "superadmin" user.

The screenshot shows the CDS Bank website interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. In the top right corner, there are links for 'Help', 'Contact Us', and 'Log Out'. The left sidebar contains a 'Home' section with 'Change Profile' (highlighted), 'Change Password', and 'View System Requirements'. Below this is a 'Quick Reports' section with 'My DI Accounts' and 'Edit Quick Reports'. The main content area is titled 'Change Profile' with the instruction 'Enter new information and click Save'. Under 'User Information', there are input fields for: User ID (jedd123), First name* (Jane), Middle initial (H), Last name* (Auldson), Address line 1, Address line 2, City, State (dropdown menu showing '-- Select a state --'), Postal code, Phone* (555-555-5555), Fax, and Email address*. A note at the bottom left states '*Indicates required field'. A 'Save' button is at the bottom center. In the bottom right corner, there is a 'Back to top' link. The footer contains 'Privacy Statement' on the left and 'Technology provided by Metavante Corporation' on the right.

Field	Description
User ID	Unique identifier for a bank user. Must be 4-15 characters long, consisting of letters and/or numbers.
First Name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Middle Initial	A single letter
Last Name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Address Line 1	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Address Line 2	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
City	Must be 1-25 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
State	2-letter USPS state code
Postal Code	5-digit USPS zip code
Phone	10-digit telephone number in the format 000-000-0000
Fax	10-digit telephone number in the format 000-000-0000
Email Address	Must be 3-50 characters, in the format: name@domain.com

Field	Description
Password/ Confirm Password	Passwords must be 8-20 characters with at least one letter and one number in it. They can contain no more than 7 numbers. They cannot contain the same 3 characters in a row. The pound (#), dollar sign (\$), and at sign (@) are allowed characters. Passwords cannot match the user ID. Passwords cannot have been previously used.

System Requirements

To display the minimum hardware, software and browser requirements for the Web product, click **View System Requirements** on the Home page.

The screenshot displays the CDS Bank website interface. At the top left is the CDS Bank logo. A navigation bar contains tabs for 'Home', 'Bank', and 'Customers'. In the top right corner, there are links for 'Help', 'Contact Us', and 'Log Out'. On the left side, a vertical menu lists options: 'Home', 'Change Profile', 'Change Password', 'View System Requirements', and a 'Quick Reports' section with sub-links for 'My Di Accounts' and 'Edit Quick Reports'. The main content area is titled 'View System Requirements' and includes the text: 'To successfully use this product, the following minimum requirements are recommended.' Below this, there are two sections: 'Browser requirements' with a bulleted list: 'Internet Explorer version 6.0x or 7.0x', 'Screen resolution 1024 x 768', 'JavaScript enabled', and 'Cookies enabled'; and 'Hardware requirements' with the text: 'There are no specific hardware requirements.' At the bottom right of the main content area is a 'Back to Top' link. The footer contains a 'Privacy Statement' link on the left and 'Technology provided by Metavante Corporation' on the right.

Bank administration allows the bank to perform the bank-level tasks of maintaining users, maintaining data interchange accounts, maintaining messages displayed to customers, resolving session lockouts, and viewing user and data interchange account activity.

Bank User Setup

Bank User Setup functions include adding, viewing, changing, and deleting users at the bank level.

Adding a Bank User

At the time a bank is set up for WCE, one bank product administrator is created with all the privileges available to the bank. This administrator has the option of setting up additional users to share administrative responsibilities. Each user can have a personalized set of entitlements.

To add a user:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select **Add User** on the navigation menu.
3. The Add User Profile page will display. Enter the requested information for the new user and click **Continue**.

Field	Description
User ID	Unique identifier for a bank user. Must be 4-15 characters long, consisting of letters and/or numbers.
First Name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
Middle Initial	A single letter
Last Name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
Address Line 1	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
Address Line 2	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
City	Must be 1-25 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
State	2-letter USPS state code
Postal Code	5-digit USPS zip code

Field	Description
Phone	10-digit telephone number in the format 000-000-0000
Fax	10-digit telephone number in the format 000-000-0000
Email Address	Must be 3-50 characters, in the format: name@domain.com

1. The Add User Access page will display. Enter the user's initial password and click **Continue**.

The screenshot shows the 'Add User Access' page in the CDS Bank system. The page has a blue header with the CDS Bank logo and navigation tabs for 'Home', 'Bank', and 'Customers'. A left sidebar contains various user management options. The main content area is titled 'Add User Access' and includes a 'User access' section with radio buttons for 'Enabled' and 'Disabled', and input fields for 'Password*' and 'Confirm password*'. A 'Continue' button is at the bottom.

Field	Description
Login	Enabled: The bank user is permitted product access. Disabled: The bank user is denied product access.
Password/ Confirm Password	Passwords must be 8-20 characters with at least one letter and one number in it. They can contain no more than 7 numbers. They cannot contain the same 3 characters in a row. The pound (#), dollar sign (\$), and at sign (@) are allowed characters. Passwords cannot match the user ID. Passwords cannot have been previously used.

2. The Add User Entitlement page will display. Select the entitlements to grant the user and then click **Save**.

Note: If the administrator is not entitled to administer a function, n/a will appear instead of a blank checkbox.

For more information on entitlements, see *Entitlements at the end of this section*.



- [View User](#)
- [Add User](#)
- [View Data Interchange Account](#)
- [Add Data Interchange Account](#)
- [View Message](#)
- [Add Message](#)
- [Reset Session](#)
- [Data Interchange Account Report](#)
- [Activity Report](#)

- Quick Reports:**
- [My DI Accounts](#)
 - [Edit Quick Reports](#)

Add User Entitlements

Select entitlements for this user and click Save.

Currently working on: Jane H. Addison - jaddison123

Bank administration

n/a You are not entitled to grant this function.

Category	Entitled	Function
Users:	<input type="checkbox"/>	View
	<input type="checkbox"/>	Add
	n/a	Change
	<input type="checkbox"/>	Delete
Data interchange accounts:	<input type="checkbox"/>	View
	<input type="checkbox"/>	Add
	<input type="checkbox"/>	Change
	<input type="checkbox"/>	Delete
Message:	<input type="checkbox"/>	View
	n/a	Add
	<input type="checkbox"/>	Change
	n/a	Delete
User sessions:	<input type="checkbox"/>	Reset
Data interchange Account Report:	<input type="checkbox"/>	View
Activity Report:	<input type="checkbox"/>	View

Customer administration

Category	Entitled	Function
Customers:	<input type="checkbox"/>	View
	n/a	Add
	n/a	Change
	n/a	Delete
User sessions:	<input type="checkbox"/>	Reset
Activity Report:	<input type="checkbox"/>	View
Daily Report:	<input type="checkbox"/>	View

[Back to top](#)

Field	Description
Users	Access to functions for setting up, maintaining and deleting users for your corporation.
User Sessions	Access to functions for resetting a user's locked session. A locked session prevents the user from logging into the product.
Data Interchange Accounts	Access to functions for setting up, maintaining, and deleting data interchange accounts for your banks.
Message	Access to functions for setting up, maintaining, and deleting messages banks display to their customers.
Data Interchange Report	View data interchange accounts activity.
Activity Report	View activities of bank users.
Daily Report	View customer accounts activity for a particular day.
Customers	Access to functions for setting up, maintaining, and deleting customers; including users, services, and accounts set up for customers of the bank.

3. The Add User Confirmation will display when the user has been successfully added.

The screenshot shows the CDS Bank web application interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs, with 'Customers' selected. In the top right corner, there are links for 'Help', 'Contact Us', and 'Log Out'. The main content area is titled 'Add User Confirmation' and features a green confirmation message: 'Confirmed! The following user has been successfully added.' Below this, the 'User information' section displays the following details: User ID: jeddfront23, User name: Jane H. Addison. A 'Back to top' link is located at the bottom right of the main content area. On the left side, there is a vertical navigation menu with options: 'View User', 'Add User', 'View Data Interchange Account', 'Add Data Interchange Account', 'View Message', 'Add Message', 'Reset Session', 'Data Interchange Account Report', and 'Activity Report'. Below the menu is a 'Quick Reports' section with 'My DI Accounts' and 'Edit Quick Reports' buttons. At the bottom left, there is a 'Privacy Statement' link, and at the bottom right, it says 'Technology provided by Metawave Corporation'.

Viewing a Bank User

The bank can review the information and entitlements for a bank user.

To view a bank user's information:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select the user from the list by clicking the user name.

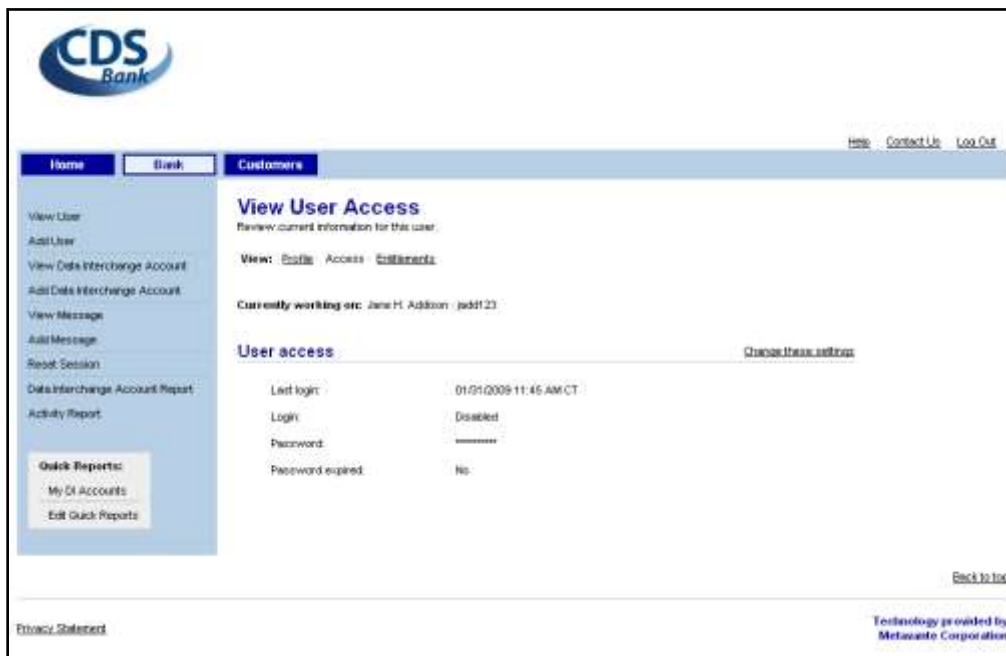
Note: By default, the list of bank users appears in ascending order by user name. You may change the order of the list by clicking any underlined column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.



3. The View User Profile page will display. To review the user's access information, click **Access**.



4. The View Bank User Access page will display. To view the user's entitlements, click **Entitlements**.



5. The View Bank User Entitlements page will display.



Changing a Bank User

The information and/or entitlements for a bank user may need to be updated from time to time. Changes are made through the View User option on the navigation menu.

Note: For more information on the fields on the Change Bank User pages, see **Adding a Bank User**.

To change a bank user:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select the user from the list by clicking the user name.
3. The View Bank User Profile page will display. To change the user's information, click **Change this profile**.
4. The Change User Profile page will display.

CDS Bank

Home | **Bank** | Customers | [Help](#) | [Contact Us](#) | [Log Out](#)

Change User Profile
Enter new information and click **Save**, or [view profile](#)

User information

User ID: jckrt23

First name*: Jane

Middle initial: H

Last name*: Adison

Address line 1:

Address line 2:

City:

State: -- Select a state --

Postal code:

Phone*: 555-555-5555
(xxx-xxx-xxxx)

Fax: (xxx-xxx-xxxx)

Email address*:

* Indicates required field

Save

[Back to top](#)

[Emergency Statement](#)

Technology provided by Metawrite Corporation

- If user profile information has changed, update the fields and click **Save**. A confirmation message will display on the page when the modifications have been saved.

Note: If you do not want to change the user profile, click [view profile](#) to return to the [View Profile](#) page.

For more information on the fields on this page, see [Adding a Bank User](#).

CDS Bank

Home | **Bank** | Customers | [Help](#) | [Contact Us](#) | [Log Out](#)

Change User Profile
Enter new information and click **Save**, or [view profile](#)

Confirmed: The requested changes have been successfully saved.

User information

6. If user access needs to be updated, navigate to the View User Access page and then click **Change these settings**. The Change User Access page will display. Modify the user's access information and then click **Save**. A confirmation message will display on the page when the modifications have been saved.

Note: For more information

The screenshot displays the CDS Bank web interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. On the right of the navigation bar are links for 'Help', 'Contact Us', and 'Log Out'. A left-hand menu lists various user management actions: 'View User', 'Add User', 'View Data Interchange Account', 'Add Data Interchange Account', 'View Message', 'Add Message', 'Reset Session', 'Data Interchange Account Report', and 'Activity Report'. Below this menu is a 'Quick Reports' section with 'My DI Accounts' and 'Edit Quick Reports' links. The main content area is titled 'Change User Access' and includes the instruction 'Enter new information and click Save, or [view access](#)'. It shows the user 'Jane H. Addison' with ID 'jadd123'. The 'User access' section has a heading and a note: 'For detailed information on valid passwords, please refer to [Help](#)'. There are two radio buttons: 'Enabled' (unselected) and 'Disabled' (selected). Below these are three input fields: 'Login', 'Password', and 'Confirm password'. A 'Save' button is positioned at the bottom center of the form area. At the bottom right of the page is a 'Back to top' link. The footer contains a 'Privacy Statement' link on the left and 'Technology provided by Metavante Corporation' on the right.

7. If user entitlements need to be updated, navigate to the View User Entitlements page and click **Change these** entitlements. Modify the user's entitlements and then click Save.



- [View User](#)
- [Add User](#)
- [View Data Interchange Account](#)
- [Add Data Interchange Account](#)
- [View Message](#)
- [Add Message](#)
- [Reset Session](#)
- [Data Interchange Account Report](#)
- [Activity Report](#)

- Quick Reports:**
- [My DI Accounts](#)
 - [Edit Quick Reports](#)

Change User Entitlements

Change entitlements and click Save, or [view entitlements](#).

Currently working on: Jane H. Addison - jaddf23

Bank administration

- User is entitled to this function, you are not entitled to remove it.
- You are not entitled to grant this function.

Category	Entitled	Function
Users:	<input checked="" type="checkbox"/>	View
	<input type="checkbox"/>	Add
	<input checked="" type="checkbox"/>	Change
	<input type="checkbox"/>	Delete
Data interchange accounts:	<input checked="" type="checkbox"/>	View
	<input type="checkbox"/>	Add
	<input checked="" type="checkbox"/>	Change
	<input type="checkbox"/>	Delete
Message:	<input checked="" type="checkbox"/>	View
	<input checked="" type="checkbox"/>	Add
	<input checked="" type="checkbox"/>	Change
	<input type="checkbox"/>	Delete
User sessions:	<input type="checkbox"/>	Reset
Data interchange Account Report:	<input checked="" type="checkbox"/>	View
Activity Report:	<input checked="" type="checkbox"/>	View

Customer administration

Category	Entitled	Function
Customers:	<input type="checkbox"/>	View
	<input checked="" type="checkbox"/>	Add
	<input checked="" type="checkbox"/>	Change
	<input type="checkbox"/>	Delete
User sessions:	<input type="checkbox"/>	Reset
Activity Report:	<input type="checkbox"/>	View
Daily Report:	<input type="checkbox"/>	View

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- A confirmation message will display on the page when the modifications have been saved.



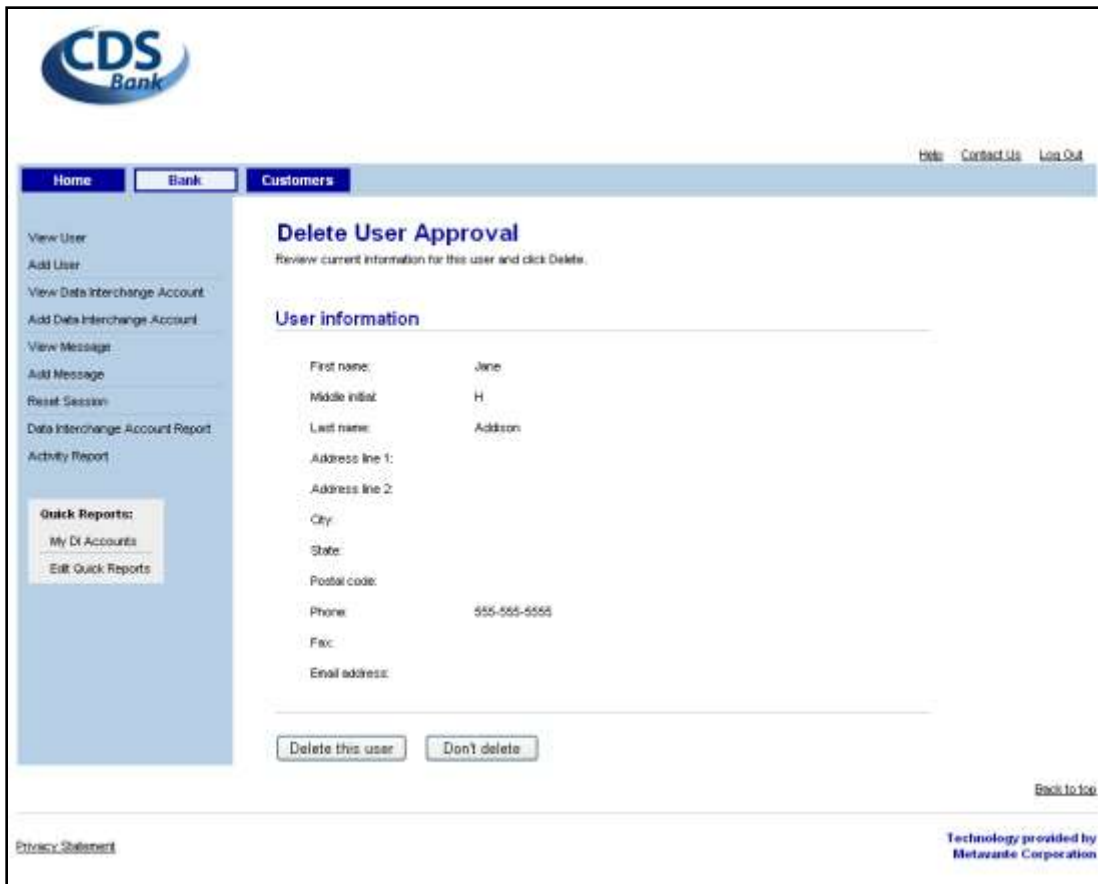
Deleting a Bank User

Occasionally, a user needs to be deleted from the system.

To delete a bank user:

- Select the **Bank** button on the title bar.
- The View User selection page will display. Select the user from the list by clicking the user name.
- The View User Profile page will display. Click **Delete this user**.
- The Delete User Approval page will display. Review the user information on the page as a final check and then click **Delete this user**.

Note: If you do not want to delete this user, click **Don't delete** to return to the View Bank User Profile page.



- When the user has been successfully deleted, a confirmation page will display.

Note: When a user is deleted from the system, it is “logically deleted”. This means that the user will no longer be displayed or accessible, but the information about the user still exists. For example, if you delete a user and immediately attempt to re-add it, the system will notify you that the user still exists. This allows a user to be recovered if necessary.

After 11 months, the user information will be “physically deleted” from the system; all the information about the user is deleted from the system and the user is permanently gone.

If it is necessary to have a user permanently deleted before the 11 months is up, a request may be made, in writing, to Mega Corp support.

Assigning and Managing Entitlements

Entitlements are privileges to product functionality. They are initially assigned to a user during setup and are updated by the administrator as needed.

Please note that an administrator can only entitle users to functions to which they themselves are entitled. If a user has an entitlement that the administrator does not have, it will be displayed as a read-only checkmark rather than as an editable checkbox. If a user does not have an entitlement and the administrator also does not have it, an “n/a” will be displayed instead of an editable checkbox.

Entitlements – Basic Definitions

View - Permits view-only access to the data.

Add - Allows the user to add the specified entity (e.g., users, customers). Granting a user the Add function automatically grants View access for the same function

Change - Allows the user to update information for an existing entity (e.g., user information). Granting a user the Change function automatically grants View access for the same function.

Delete - Permits the user to remove an existing entity (e.g., user). Granting the user the Delete function automatically grants View access for the same function.

Reset - Permits the user to reset the specified item (e.g., user session).

Data Interchange Account Setup

Data Interchange Account Setup functions include adding, viewing, changing, and deleting data interchange accounts for banks.

Adding a Data Interchange Account

To add a data interchange account:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select **Add Data Interchange Account** on the navigation menu.
3. The Add Data Interchange Account page will display. Enter the requested information for the new account and click **Save**.

Account information

ABA:*

Account number:*

Description:

Currency code:

Internal bank destinations

Assign	Destination	Custom code 1	Custom code 2
<input type="checkbox"/>	Central - 40404	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Pacific - 12345	<input type="text"/>	<input type="text"/>

External vendor destinations

Assign	Destination
<input type="checkbox"/>	Banklink
<input type="checkbox"/>	Chase
<input type="checkbox"/>	Global Payments
<input type="checkbox"/>	Melon

External SWIFT destinations

Assign	Destination	Bank Identifier Code	Prior Day Message Type	Intraday Message Type
<input type="checkbox"/>	SWIFT - 83324	<input type="text"/>	940 - Cust Msg Stmt	none
<input type="checkbox"/>	BT 942 Msgs to SWIFT - 58436	<input type="text"/>	940 - Cust Msg Stmt	none

* Indicates required field

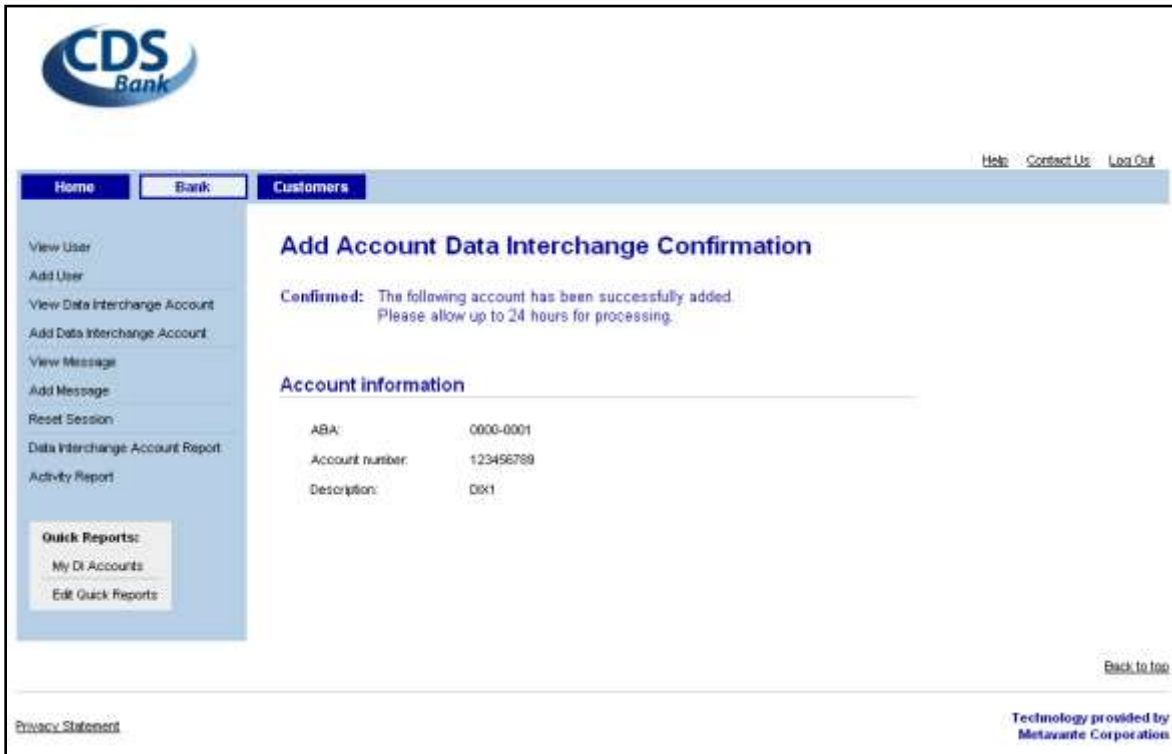
[Back to top](#)

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Field	Description
ABA	ABA number; 8 digits, in the format xxxxxxxx or xxxx-xxxx
Account number	Must be 1 – 15 characters; Valid characters include: letters, numbers, spaces, and / ' \ & # -.
Description	Descriptive name for account; 1-30 standard English characters; 1st character alphanumeric.
Currency code	Serves as a record of the currency used by the specific account.

Field	Description
Custom code 1	May also be called special code 1; may be 1-30 standard English characters
Custom code 2	Additional description; may be 1-30 standard English characters
Bank Identifier code (BIC)	International designation similar to an ABA number. May contain 8-12 alphanumeric characters. This field is required if the SWIFT option is checked.

- The Add Data Interchange Account Confirmation page will display when the account has been added.



Viewing a Data Interchange Account

The bank can review the information for data interchange accounts.

To view data interchange account information:

- Select the Bank button on the title bar then select **View Data Interchange Account** from the navigation menu.
- The View Data Interchange Account selection page will display. Select the account from the list by clicking its account number.

Note: By default, the list of data interchange accounts appears in ascending order by account number. You may change the order of the list by clicking any underlined column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

CDS Bank

Home Bank Customers

View User
Add User
View Data Interchange Account
Add Data Interchange Account
View Message
Add Message
Reset Session
Data Interchange Account Report
Activity Report

Quick Reports:
My DI Accounts
Exit Quick Reports

View Data Interchange Account

Select an account to view or search for an account.

Showing 1 - 5 of 5 accounts | First - Previous - Next - Last

Account Number	ABA	Description	Destination
12945678	0000-0001	DEK1	Banklink
8238400132	0000-0001		Chase Melan SWIFT
9192357378	0000-0001		Pacific
9433465	0000-0001		Melan
955554317	0000-0001		Central Banklink

Showing 1 - 5 of 5 accounts | First - Previous - Next - Last

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3. The View Data Interchange Account page will display.

CDS Bank

Home Bank Customers

View User
Add User
View Data Interchange Account
Add Data Interchange Account
View Message
Add Message
Reset Session
Data Interchange Account Report
Activity Report

Quick Reports:
My DI Accounts
Edit Quick Reports

View Data Interchange Account

Review current information for this account, or [view another account](#).

Account information [Change this account](#) [Delete this account](#)

ABA: 0000-0001
Account number: 12345678
Description: DI01
Currency code: US dollar - USD

Internal bank destinations

Assigned	Destination	Custom Code 1	Custom Code 2
	Central - 40404		
✓	Inbound SWIFT - 61111		
✓	Pacific - 12345	*655	extra

External vendor destinations

Assigned	Destination
	Banklink
✓	Chase
✓	Global Payments
✓	Mellan

External SWIFT destinations

Assigned	Destination	Bank Identifier Code	Prior Day Message Type	Intraday Message Type
✓	SWIFT - 63324	887054321	940 - Cust Msg Stmt	none
	ODX SWIFT - 53436			

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Changing Data Interchange Accounts

The information for data interchange accounts may need to be updated from time to time. Changes are made through the View Data Interchange Account option on the navigation menu.

Note: For more information on the fields on the Change Data Interchange Account page, see *Adding a Data Interchange Account*.

To change a data interchange account:

1. Select the Bank button on the title bar then select **View Data Interchange Account** from the navigation menu.
2. The View Data Interchange Account selection page will display. Select the account from the list by clicking its account number.
3. The View Data Interchange Account page will display. To change the user's information, click Change this account.

4. The Change Data Interchange Account page will display.

CDS Bank

Home | Bank | **Customers** | [Help](#) | [Contact Us](#) | [Log Out](#)

Change Data Interchange Account
Enter new information and click Save, or [view this account](#).

Account information

ABA:
 Account number:
 Description:
 Currency code:

Internal bank destinations

Assign	Destination	Custom code 1	Custom code 2
<input type="checkbox"/>	Central - 40404	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Inbound SWIFT - 61111	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Pacific - 12345	*955	extra

External vendor destinations

Assign	Destination
<input type="checkbox"/>	Banklink
<input checked="" type="checkbox"/>	Chase
<input checked="" type="checkbox"/>	Global Payments
<input checked="" type="checkbox"/>	Nation

External SWIFT destinations

Assign	Destination	Bank Identifier Code	Prior Day Message Type	Intraday Message Type
<input checked="" type="checkbox"/>	SWIFT - 63324	<input type="text" value="987654321"/>	940 - Cust Msg Stmt	none
<input checked="" type="checkbox"/>	BT 942 Msgs to SWIFT - 58436	<input type="text" value="987654300"/>	940 - Cust Msg Stmt	none

* Indicates required field

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5. If the data interchange account information has changed, update the fields and click **Save**. A confirmation message will display on the page when the modifications have been saved.



The screenshot shows the CDS Bank web application interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs, with 'Customers' selected. A left-hand navigation menu lists options like 'View User', 'Add User', 'View Data Interchange Account', 'Add Data Interchange Account', 'View Message', 'Add Message', 'Reset Session', and 'Data Interchange Account Report'. The main content area is titled 'Change Data Interchange Account' and includes a sub-instruction: 'Enter new information and click Save, or [view this account](#).' A purple confirmation message states: 'Confirmed: The requested changes have been successfully saved.' Below this, the 'Account information' section displays two input fields: 'ABA:' with the value '0000-0001' and 'Account number:' with the value '123456789'.

Deleting a Data Interchange Account

Occasionally, a data interchange account needs to be deleted from the system. Changes are made through the View Data Interchange Account option on the navigation menu.

To delete a data interchange account:

1. Select the **Bank** button on the title bar then select **View Data Interchange Account** from the navigation menu.
2. The View Data Interchange Account selection page will display. Select the account from the list by clicking its account number.
3. The View Data Interchange Account page will display. To delete the data interchange account, click **Delete this account**.
4. The Delete Data Interchange Account Approval page will display.

CDS Bank

Home Bank Customers Help Contact Us Log Out

Delete Data Interchange Account Approval
Review information for this account and click Delete.

Account information

ABA:	0000-0001
Account number:	12345678
Description:	DX1
Currency code:	US dollar - USD

Internal bank destinations

Assigned	Destination	Custom Code 1	Custom Code 2
✓	Inbound SWIFT - 61111		
✓	Pacific - 12345	#65	extra

External vendor destinations

Assigned	Destination
✓	Chase
✓	Global Payments
✓	Melco

External SWIFT destinations

Assigned	Destination	Bank Identifier Code	Prior Day Message Type	Intraday Message Type
✓	SWIFT - 83324	987654321	940 - Cust Msg Strt	none

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Privacy Statement Technology provided by Metavante Corporation

- Review the data interchange account information on the page as a final check and then click **Delete this account**.

Note: If you do not want to delete this account, click **Don't delete** to return to the View Data Interchange Account page.

- When the data interchange account has been successfully deleted, the View Data Interchange Account selection page will display with a message confirming the account deletion.

Note: When an account is deleted from the system, it is "logically deleted". This means that the account will no longer be displayed or accessible, but the information about the account still exists. For example, if you delete an account and immediately attempt to re-add it, the system will notify you that the account still exists. This allows an account to be recovered if necessary.

After 11 months, the account information will be “physically deleted” from the system; all the information about the account is deleted from the system and the account is permanently gone.

If it is necessary to have an account permanently deleted before the 11 months is up, a request may be made, in writing, to Mega Corp support.

CDS Bank

Home Bank Customers Help Contact Us Log Out

View User
Add User
View Data Interchange Account
Add Data Interchange Account
View Message
Add Message
Reset Session
Data Interchange Account Report
Activity Report

Quick Reports:
My DI Accounts
Edit Quick Reports

View Data Interchange Account

Select an account to view or search for an account.

Confirmed: Account 12345678 has been successfully deleted.

Showing 1 - 4 of 4 accounts | First - Previous - Next - Last

Account Number	ABA	Account Description	Destination
6208400132	0000-0001		Chase Mellon SWIFT
9192367370	0000-0001		Pacific
0433485	0000-0001		Mellon
955554317	0000-0001		Central Banklink

Showing 1 - 4 of 4 accounts | First - Previous - Next - Last

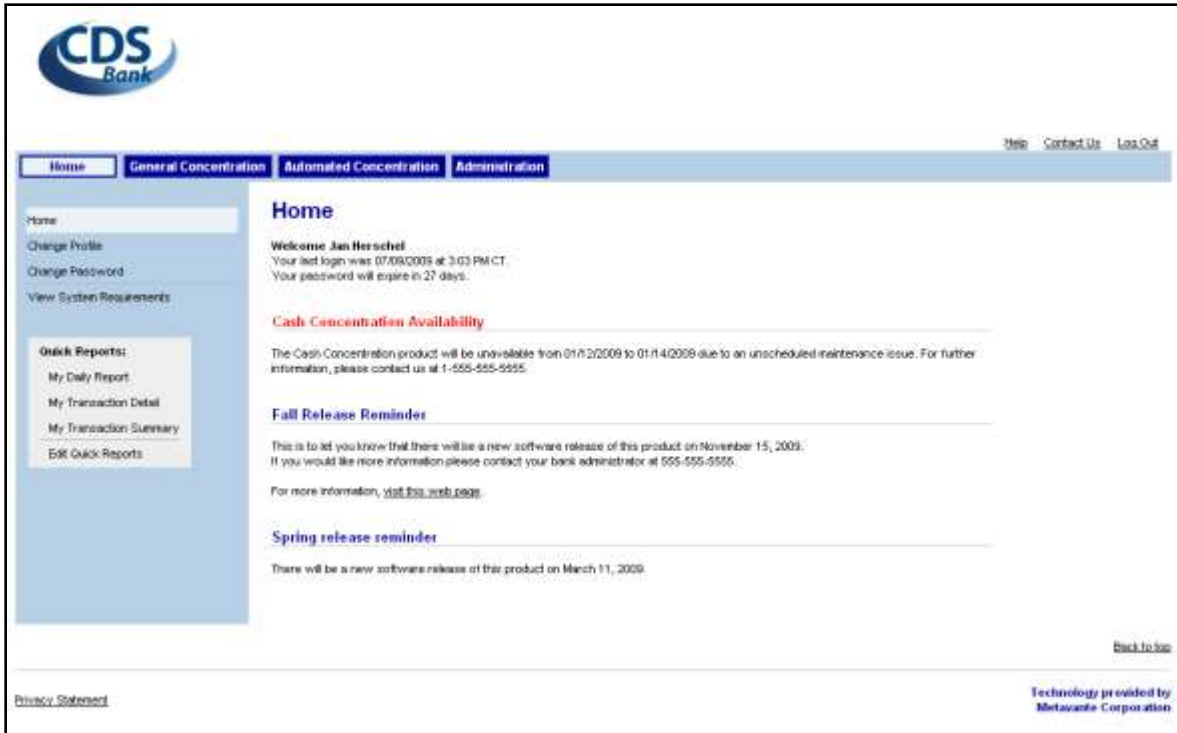
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Message Setup

Message Setup functions include adding, viewing, changing, and deleting messages that the bank will display to its customers.

Any message(s) created will appear on the Customer’s home page on the days designated for the message(s) to be displayed.



Adding a Message

To add a message:

1. Select the **Bank** button on the title bar.
2. The View User selection page will be displayed. Click **Add Message** on the navigation menu.
3. The **Add Message** page will be displayed. Enter the requested information for the message and click **Save**.

Note: If the Display option "Display this message between specific dates" is selected, Start date and End date are required fields.

CDS Bank

Home | **Bank** | Customers | [Help](#) | [Contact Us](#) | [Log Out](#)

Add Message
Enter requested information and click Save.

Message

Name*

Title*

Text*

External link:
(Presented to user as "For more information, visit this web page.")

Priority: Normal Urgent

Display: Display this message until it is deleted. Display this message between specific dates:
 Start date:
 End date:

* Indicates required field

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Field	Description
Name	Short name given to the message when it is created. (1 – 20 characters; limited to printable characters on the keyboard).
Title	Title displayed above the message on the customer home page. (255 characters maximum, limited to printable characters on the keyboard).
Text	Text of broadcast message (2000 characters maximum; limited to printable characters on the keyboard)
External link	Bank URL that provides information beyond the message text (255 characters).

Field	Description
Priority	Determines how the message is displayed on the customers Home page. Urgent messages are displayed at the top with the title in red followed by normal messages.
Display	Determines when the message will be displayed to customers. Messages can be displayed indefinitely or scheduled to be displayed between specific dates.
Start date	The date the message begins to be displayed to customers. (10 characters in the format mm/dd/yyyy. Required if message is scheduled.)
End date	The last date the message is displayed to customers. (10 characters in the format mm/dd/yyyy. Required if message is scheduled.)

- The Add Message confirmation page will be displayed when the message has been successfully added.

The screenshot displays the 'Add Message Confirmation' page in the CDS Bank system. The page features a navigation menu on the left with options like 'View User', 'Add User', and 'Add Message'. The main content area shows a confirmation message: 'Confirmed: The following message has been successfully added.' Below this, the message details are listed: Name: Fall notice, Title: Fall Release Reminder, and a text box containing the message content. The message content is: 'This is to let you know that there will be a new software release of this product on November 15, 2009. If you would like more information please contact your bank administrator at 555-555-5555.' Other details include an external link to 'www.moreinfo.com', a priority of 'Normal', and a display setting of 'Display this message until it is deleted.' The page also includes a 'Back to Top' link and a footer with 'Privacy Statement' and 'Technology provided by Metavante Corporation'.

Viewing a Message

The bank can review the messages that may be displayed to its customers.

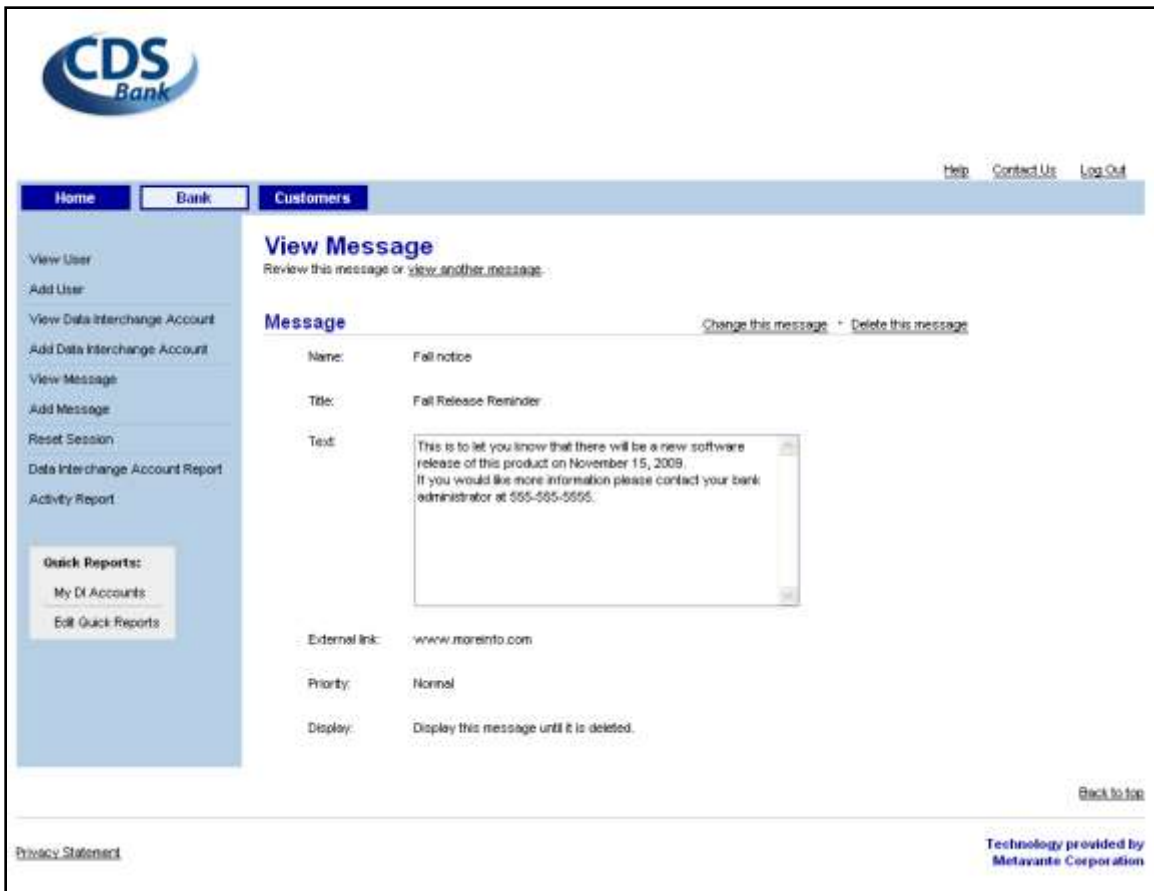
To view a message:

1. Select the **Bank** button on the title bar then select **View Message** on the navigation menu.
2. The View Message selection page will be displayed. Select the message from the list by clicking the message name.

The screenshot shows the CDS Bank interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. A left-hand menu lists various actions, with 'View Message' highlighted. The main area is titled 'View Message' and contains a table of messages. The table has four columns: Name, Start, End, and Priority. The messages are: 'Fall notice' (10/01/2009 to 11/15/2009, Normal), 'Spring notice' (03/01/2009 to 4/15/2009, Normal), 'Summer bank conversion notice' (---, Urgent), and 'Winter holiday announcement' (11/25/2009 to 12/01/2009, Normal). At the bottom right, there is a 'Back to top' link. At the bottom left, there is a 'Privacy Statement' link. At the bottom right, it says 'Technology provided by Metawave Corporation'.

Name	Start	End	Priority
Fall notice	10/01/2009	11/15/2009	Normal
Spring notice	03/01/2009	4/15/2009	Normal
Summer bank conversion notice	---	---	Urgent
Winter holiday announcement	11/25/2009	12/01/2009	Normal

3. The View Message page will be displayed with information for the selected message.



Changing a Message

The information for a message may need to be updated from time to time. Changes are made through the View Message option on the navigation menu.

To change a message:

1. Select the **Bank** tab, **View Message** from the navigation menu, then select the message you want to change.
2. On the View Message page, select **Change this message**.
3. The Change Message page will be displayed.

CDS Bank

Home | Bank | Customers | [Help](#) | [Contact Us](#) | [Log Out](#)

Change Message
Enter new information and click Save, or [view message](#).

Message

Name: Fall notice

Title: *

Text: *

External link:
(Presented to user as "For more information, visit this web page.")

Priority: Normal Urgent

Display: Display this message until it is deleted. Display this message between specific dates:

Start date:

End date:

* indicates required field

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- If the message information has changed, update the fields and click **Save**. A confirmation message will display on the page when the modifications have been saved

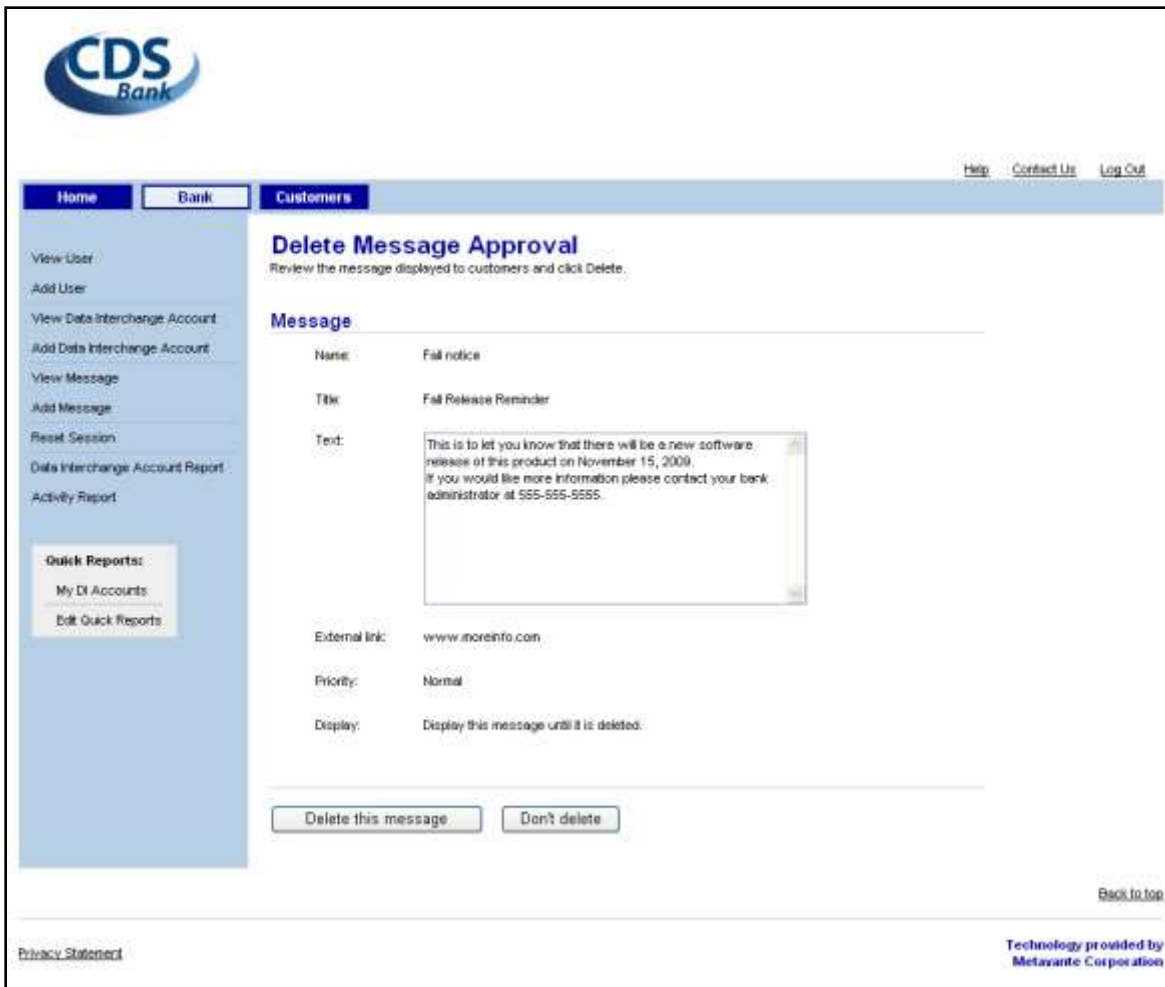


Deleting a Message

On occasion, a message may need to be deleted from the system. Messages are deleted through the View Message option on the navigation menu.

To delete a message:

1. Select the **Bank** tab, **View Message** from the navigation menu, then select the message you wish to delete.
2. The View Message page will display. To delete the message, click **Delete this message**.
3. The Delete Message Approval page will display.



4. Review the message information on the page as a final check then click **Delete this message**.
Note: If you do not want to delete this message, click **Don't delete** to return to the View Message page.
5. When the message has been successfully deleted, the View Message selection page will display with a message confirming the deletion.

The screenshot shows the CDS Bank website interface. At the top left is the CDS Bank logo. The title bar contains 'Home', 'Bank', and 'Customers' buttons. The left navigation menu includes options like 'View User', 'Add User', 'View Data Interchange Account', 'Add Data Interchange Account', 'View Message', 'Add Message', 'Reset Session', 'Data Interchange Account Report', and 'Activity Report'. The main content area is titled 'View Message' and displays a confirmation message: 'Confirmed: The message has been successfully deleted.' Below this is a table of messages:

Name	Start	End	Priority
Spina notice	03/01/2009	4/15/2009	Normal
Summer bank conversion notice	---	---	Urgent
Winter holiday announcement	11/25/2009	12/01/2009	Normal

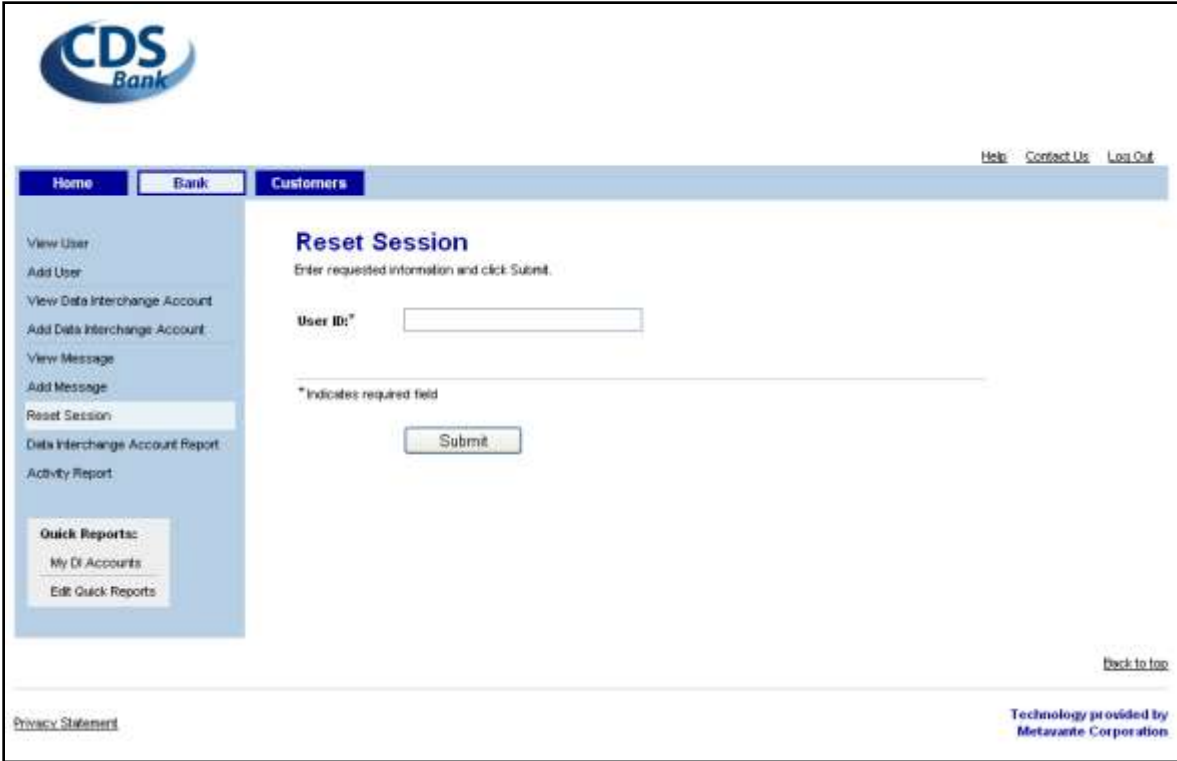
At the bottom of the page, there is a 'Privacy Statement' link on the left and 'Technology provided by Metaware Corporation' on the right.

Resetting a Bank User Session

Occasionally, a bank user's session may be locked so that they cannot log onto the product. (See details in **Beginning a Session** above.) Resetting the session will resolve the lockout so that bank users can log in immediately.

To reset a bank user session:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select **Reset Session** on the navigation menu.
3. The Reset Session page will display. Enter the bank user's login ID and click **Submit**.



Field	Description
User ID	Unique identifier for a bank user. Must be 4-15 characters long, consisting of letters and/or numbers.

4. When the user's session has been unlocked, a confirmation message will display on the page.



- [View User](#)
 - [Add User](#)
 - [View Data Interchange Account](#)
 - [Add Data Interchange Account](#)
 - [View Message](#)
 - [Add Message](#)
 - [Reset Session](#)
 - [Data Interchange Account Report](#)
 - [Activity Report](#)
- Quick Reports:**
- [My DI Accounts](#)
 - [Edit Quick Reports](#)

Reset Session

Enter requested information and click Submit.

Confirmed: Session reset successfully

User ID*

* Indicates required field

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Customer Administration

Customer Administration allows the bank to perform the customer-related tasks of setting up customers, resolving customer session lockouts, and producing reports in order to provide light customer support.

Customer Setup

Customer setup tasks include:

- Adding a customer (i.e., providing profile information and setting up an application for General Cash Concentration, if applicable, and one or more concentration accounts).
- Updating customer data as it changes.
- Deleting a customer.

Adding a customer involves the following tasks:

- Entering basic information about the corporate customer.
- Setting up the corporate headquarters unit (the unit at the top of the reporting structure).
- Creating a product administrator for the customer. This user may create additional users with their own set of entitlements.

***Note:** Since “superadmin” is the default ID used for product administrators, it is recommended that the customer select an ID for the product administrator that would be more meaningful to their enterprise.*

- Determining the services that will be enabled for the customer.
- Creating a manual cash concentration application to allow the customer to request funds transfers from the units in the customer’s reporting structure.
- Designating a concentration account for the headquarters unit.
- Setting up automated concentration transactions with override capability.
- Entering concentration account information.

Before You Begin

Preparation for adding a customer involves gathering the following information from the customer:

1. Name and street address.
2. Tax ID number.
3. Headquarter contact name, phone number, fax number and email address.
4. Support phone number and email address – Customer contact for internal support functions such as password resets and application maintenance.
5. Unit Name – Corporate account name for reporting.
6. Billing ID Number.
7. Concentration account for the corporate headquarters.
8. Application parameters (General Cash Concentration only)

The bank will set up the corporate customer’s headquarters unit. The customer administrator will set up the remaining units, intermediate and remote (lowest level in the corporate hierarchy).

Adding a Customer

Once the necessary preparation has been made and the information described above has been collected and organized, build the customer profile, select the product features to grant, and set up the customer's administrator.

Entering Customer Parameters

To add a customer, begin by entering basic customer parameters:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select **Add Customer** on the navigation menu.
3. The Add Customer Profile page will display. Enter the requested information for the new customer and click **Continue**.

The screenshot shows the 'Add Customer Profile' page on the CDS Bank website. The page has a blue header with the CDS Bank logo and navigation links for Home, Bank, and Customers. A left sidebar contains links for View Customer, Add Customer, Reset Session, Activity Report, and Daily Report, along with a 'Quick Reports' section. The main content area is titled 'Add Customer Profile' and includes a sub-header 'Customer information' with fields for Customer name, Address line 1, Address line 2, City, State (a dropdown menu), and Postal code. Below this is the 'Corporate parameters' section, which includes fields for Billing ID, Tax ID, ACH company entry description, Data retention (a dropdown menu set to 30 days), and Password change frequency (a dropdown menu set to 30 days). The 'Login option' section has two radio buttons: 'Standard login' (selected) and 'Login Express'. A 'Continue' button is at the bottom right of the form. At the bottom of the page, there are links for 'Privacy Statement' and 'Back to top', and a footer note: 'Technology provided by Metawave Corporation'.

Field	Description
Customer name	Must be 1-40 characters long. The first character must be a letter or number. Valid characters include: letters, numbers, spaces, and ~ ` ! @ # \ \$ % ^ [] { } ; : ' " , \ & * () _ - + = < > / ? .] * \$
Address line 1	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and ' -
Address line 2	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and ' -
City	Must be 1-25 characters long. Valid characters include: letters, numbers, spaces, and ' -
State	2-letter USPS state code
Postal code	5-digit USPS zip code
Billing ID	Optional unique customer identifier; upon request, it will be sent to the bank in their billing data file. Must be 1-20 characters long; valid characters include letters, numbers and hyphens.
Tax ID	Informational only
ACH company entry description	This value will be placed in the ACH batch header record for each transaction. If a value is not entered, a default value defined at the cut level will be inserted.
Data retention	The number of days that data will be available. The customer will not be able to generate reports containing data older than the period specified here.
Login option	Indicates if the customer accesses WCE through Mega Corp's login page (Standard login) or through the bank's website (Login Express).

4. The Add Customer Headquarters page will display. Enter the requested information and then click **Continue**.

Field	Descriptions
Unit ID	Unique identifier for the headquarters unit (i.e., the corporate office). Must be 4-15 characters long; valid characters include: letters and numbers.
Unit Name	Familiar identifier for the headquarters unit (e.g., "Headquarters"). Must be 1-35 characters long; valid characters include: letters, numbers, spaces, and ~ ` ! @ # \ \$ % ^ [] { } ; : ' " , \ & * () _ - + = < > / ? .] * \$
[Contact] Name	Contact person at the corporate office.
[Contact] Phone	HQ contact person's 10-digit telephone number in the format 000-000-0000
[Contact] Fax	HQ contact person's 10-digit FAX number in the format 000-000-0000
[Contact] Email address	HQ contact person's 3-50 characters, in the format: name@domain.com
[Support] Phone	The phone number that will display when the customer clicks Contact Us on any page.

Field	Descriptions
[Support] Email address	The email address that will display when the customer clicks Contact Us on any page.
Account number	Bank-assigned number for the corporate account that will receive concentration funds.
Account type	Type of concentration account: (1) checking, or (2) savings.
Account description	Familiar description for the concentration account.
ACH cut name	The cut process for the concentration account.
ACH company ID	Company identifier to be placed in the ACH batch header record.
ACH company description	Value to be placed in the ACH batch header record.

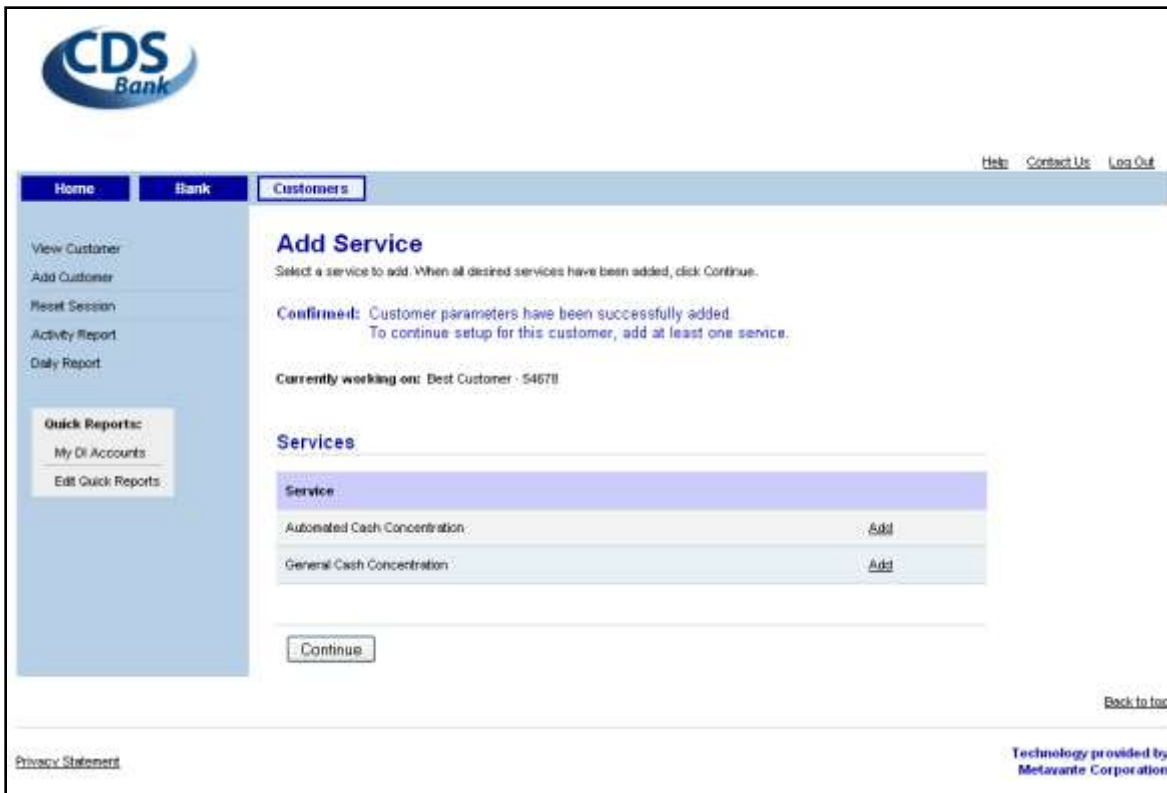
5. The Add Customer Administrator page will display. Enter the requested information and then click **Continue**.

Field	Description
User ID	Unique identifier for a corporate administrator. Must be 4-15 characters long, consisting of letters and/or numbers.
First name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Initial	A single letter
Last name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Initial	A single letter
Last name	Must be 1-32 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -
Address line 1	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & # -

Field	Description
Address line 2	Must be 1-35 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
City	Must be 1-25 characters long. Valid characters include: letters, numbers, spaces, and / ' \ & , # -
Postal code	5-digit USPS zip code
Phone	10-digit telephone number in the format 000-000-0000
Fax	10-digit telephone number in the format 000-000-0000
Email address	3-50 characters, in the format: name@domain.com
Login	Enabled: The administrator is permitted product access. Disabled: The administrator is denied product access.
Password expired	Yes: The current password has expired No: The current password is active (it has not expired). Temporary password assigned: The password has been reset and the administrator has not logged in since it was reset.
Last login	The time that the superadmin user last logged in to the product in the format mm/dd/yyyy hh:mm. Never has logged in: The superadmin has never logged in to the product.

6. When the customer information has been successfully saved, the Add Service page will display with a message indicating customer parameters have been saved.

Note: Even if the login is enabled, the administrator will not be able to log in until a welcome email with the initial password is sent to the specified **Email address**, usually after services are added for the customer.



Note: At this point, the customer parameters have been saved. You may exit customer setup and resume adding the customer at a later date by using the change pages for the information yet to be entered or selected. (See sections below on **Viewing a Customer** or **Changing**)

Adding Services

Next, select the type of service(s) that the customer will use to concentrate funds.

Adding General Cash Concentration Service

General Cash Concentration is a service that allows the customer's remote units to manually control the frequency and amount of funds transferred to corporate concentration accounts.

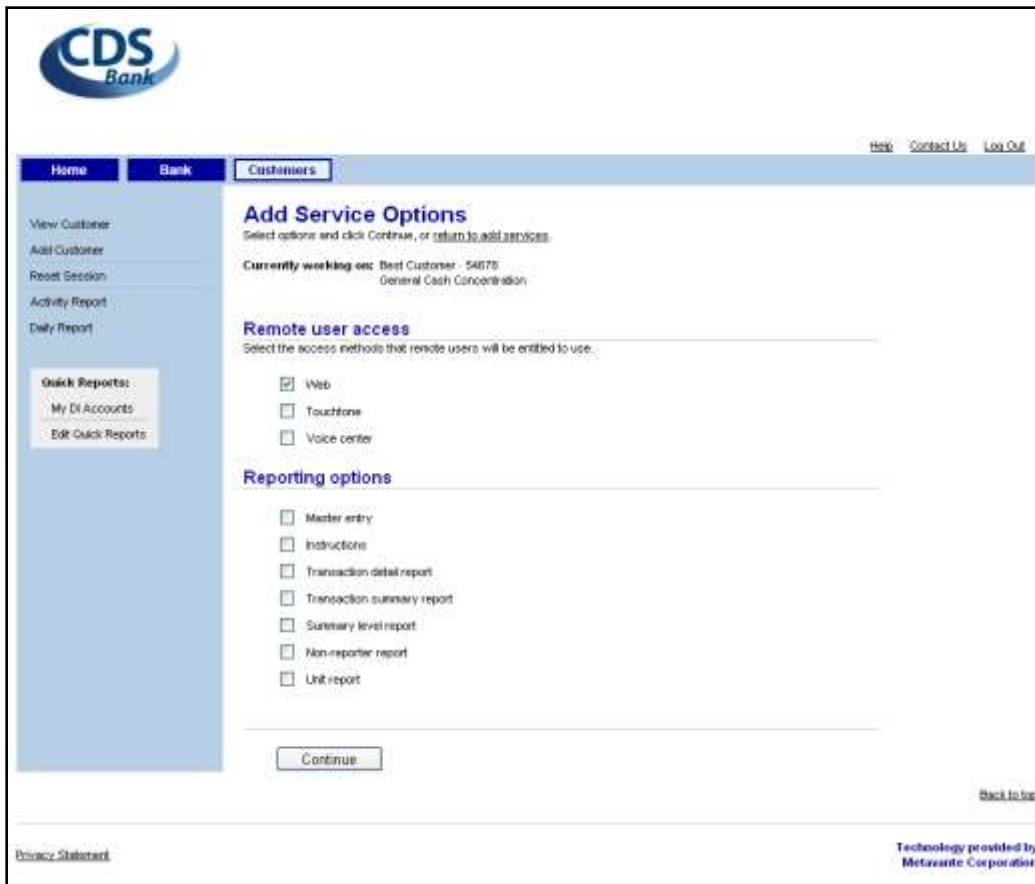
Adding General Cash Concentration service involves setting up:

- service options
- concentration accounts
- an application

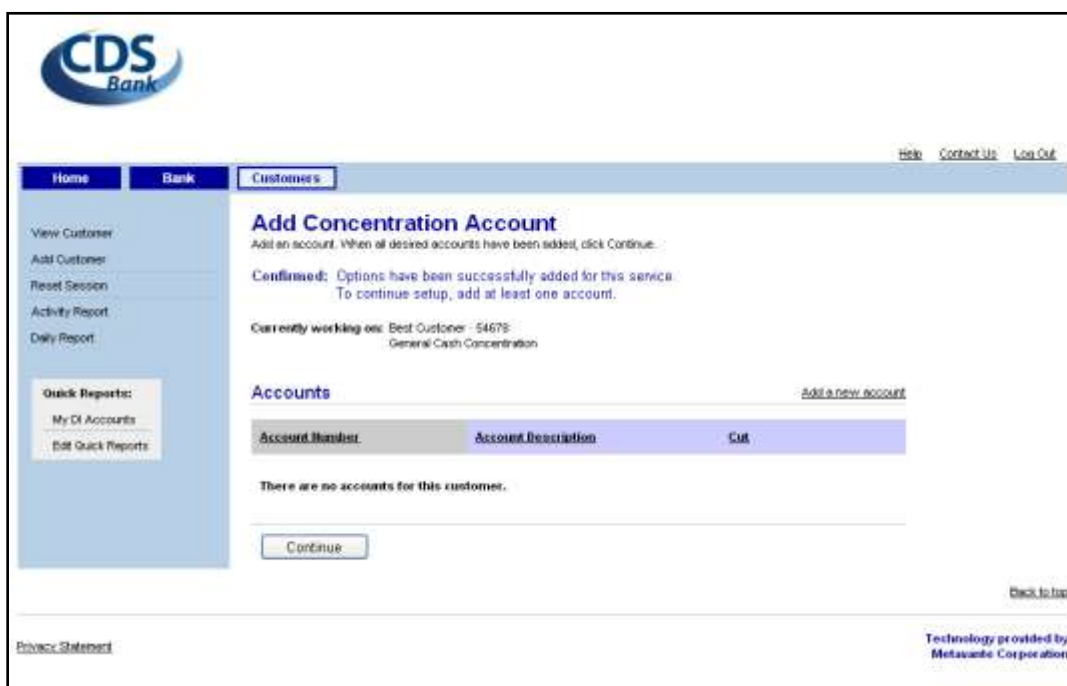
Step 1: Service Options

The first step is specifying service options.

1. Starting from the Add Service page, click **Add** for General Cash Concentration.
2. The Add Service Options page for General Cash Concentration will display. Select the product features to grant the customer and then click **Continue**.



3. The Add Concentration Account page will display, with a confirmation message indicating the service options for General Cash Concentration have been successfully added.



Step 2: Concentration Accounts

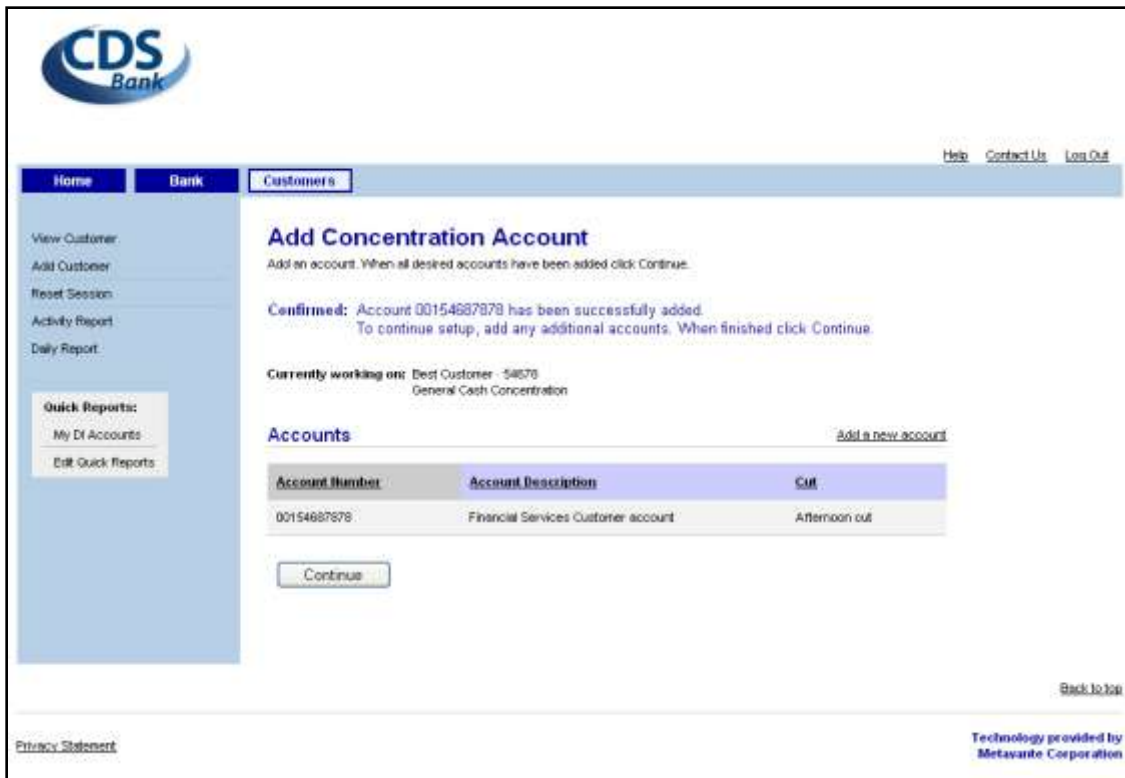
The next step is entering concentration accounts. These are corporate bank accounts that will receive funds from remote units.

To add an account:

1. On the Add Concentration Account list page, click **Add a new account**.
2. The Add Concentration Account page will display. Enter the requested information and then click **Save**.

Field	Description
Account number	Bank-assigned number for the corporate account that will receive concentration funds
Account type	Type of concentration account: (1) savings, or (2) checking
Account description	Familiar description for the concentration account
ACH cut name	Specifies the ACH cut process for the concentration account
ACH company ID	Value to be placed in the ACH batch header record
ACH company name	Value to be placed in the ACH batch header record

3. The Add Concentration Account list page will reappear, showing the newly added account and a confirmation message.



4. Repeat the steps above to add the remaining concentration accounts. When you have finished adding accounts, click **Continue**.
5. The Add Application Fields page will display with a message confirming the addition of concentration accounts.

Step 3: Application

The application consists of one or more fields entered by the customer's units each time funds are concentrated. The minimum information required is the transaction amount. Additional fields of data may be included. The customer determines the information they wish to gather with each transaction.

To set up a customer application:

1. On the Add Application Fields page, select the fields and then click **Continue**.
Note: By default, the list of fields appears in ascending order by field name. You may change the order of the list by clicking any column heading that appears as a hyperlink. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

CDS Bank

Home Bank Customers Help Contact Us Log Out

Add Application Fields
Select fields to include in the application and click Continue.

Confirmed: Accounts have been successfully added to this service.
To continue setup, add an application.

Currently working on: Best Customer - 54678
General Cash Concentration

Available fields

Include	Field Name	Field Type
<input type="checkbox"/>	Deposit Amount	Currency
<input type="checkbox"/>	Deposit Date	Date
<input type="checkbox"/>	Deposit Type	Text
<input type="checkbox"/>	Expense Date	Relative Date
<input type="checkbox"/>	Invoice Number	Text
<input type="checkbox"/>	Purchase Order Number	Whole Number
<input type="checkbox"/>	Tax Month	Monthly Date

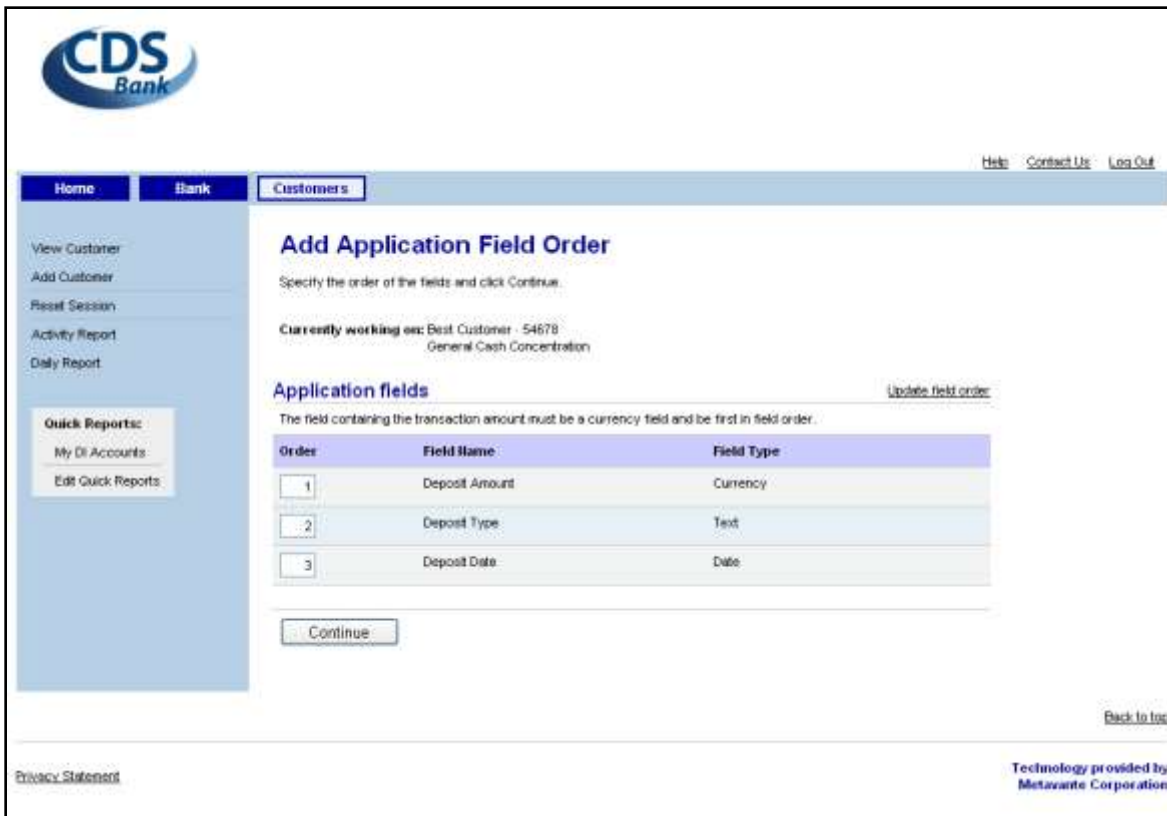
Continue

[Back to top](#)

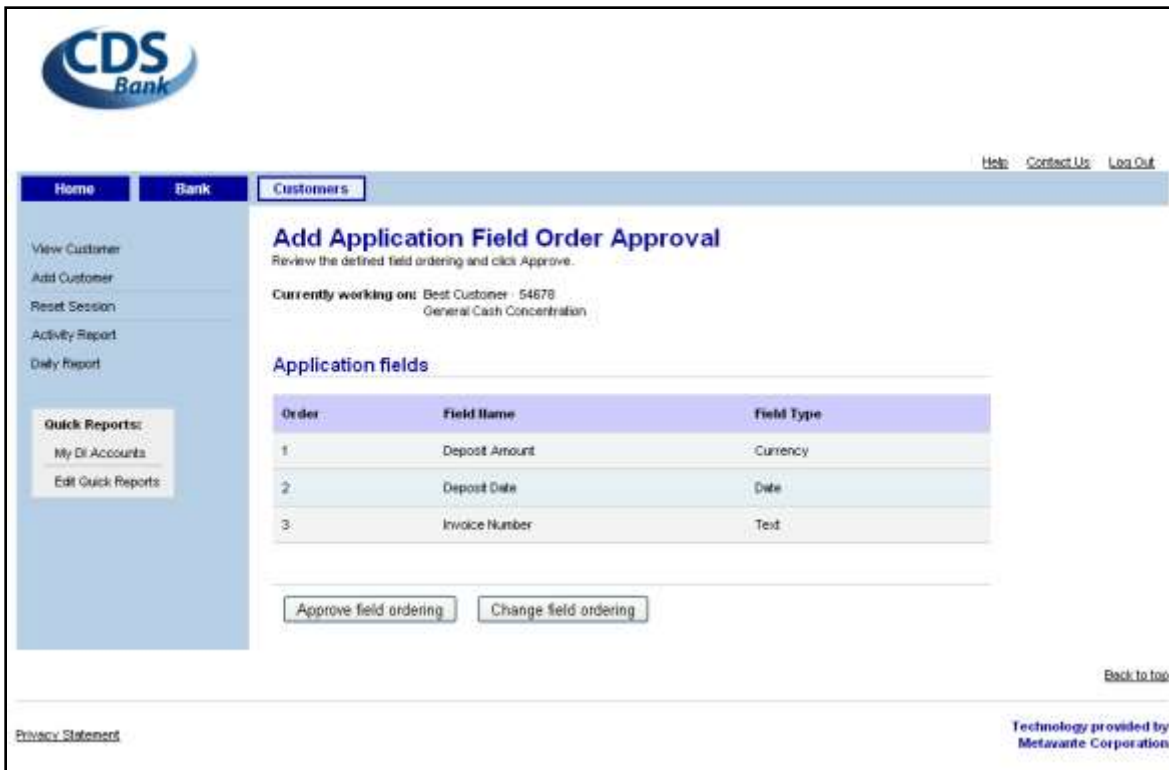
[Privacy Statement](#) Technology provided by Metavante Corporation

Field	Description
Available fields	The selected fields that will define the customer's application

- The Add Application Field Order page will display. You may change the order in which the fields are presented to the customer by renumbering the list and then clicking **Update field order**. The page will reappear with the fields in the order you indicated.



3. When you are satisfied with the field order, click **Continue**.
 4. The Add Application Field Order Approval page will display as a final check. Click **Approve field ordering**.
- Note:** If you want to rearrange the fields, click **Change field ordering** to return to the Add Application Field Order page.



- The Add Application Field Parameters page will display. Select the appropriate settings for each field and then click **Continue**.

Note: The first currency field is automatically set up as a required field.

The **Field Tip** will appear on the customer's page as a comment or helpful hint about the field itself. The tip will appear only when the user's cursor is placed on the field.

The screenshot shows the CDS Bank interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. On the left side, there is a menu with options: 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', 'Daily Report', and a 'Quick Reports' section with 'My Di Accounts' and 'Edit Quick Reports'. The main content area is titled 'Add Application Field Parameters' with the instruction 'Enter requested information and click Continue.' Below this, it says 'Currently working on: Best Customer - 54678 General Cash Concentration'. A section titled 'Field parameters' with the instruction 'Define field parameters for this application.' contains a table:

Field Name	Required	Field Dependency	Field Tip
Deposit amount	<input checked="" type="checkbox"/>	None	<input type="text"/>
Deposit date	<input type="checkbox"/>	None	<input type="text"/>

At the bottom of the main content area is a 'Continue' button. In the footer, there is a 'Privacy Statement' link on the left and 'Technology provided by Metavante Corporation' on the right.

Field	Description
Required checkbox	If checked, the customer must enter a value for the field. Otherwise, a value is optional.
Field dependency	Another field whose entry is tied to this field (i.e., if the other field is filled in, this field must also be filled in).
Field tip	Helpful text that will display next to the field. Any keyboard characters may be entered in this field.

- The Add Effective Dating Parameters page will display. Select the desired parameters and then click **Continue**.

Field	Description
Effective dating	Use default effective dates: The effective date will be calculated by the system. (The default effective date is the next day.) Allow users to enter effective dates:
Entry required	Select Yes or No if all units are to be treated the same.
Field name	The name of the effective date field as it will be presented to users.
Minimum days	The lower limit for effective dates as calculated from today. For example, 1 is tomorrow (i.e., one day from today); 3 is three days from today.
Maximum days	The upper limit for effective dates as calculated from today.
Allow effective dates on	Day-of-the-week constraints for effective dates entered by users.

- The Add Application Field Limits page will display. Enter the appropriate constraints for each field and then click **Continue**.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

Add Application Field Limits
Specify the required information for each field and click Continue.

Currently working on: Best Customer - 54678
General Cash Concentration

Field limits [Undo changes](#)

A field cannot have both minimum/maximum and valid values. Constant fields may have only one valid value.

Field Name	Entry Type	Minimum Value	Maximum Value	Valid Values
Deposit Amount	User-entered	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> Add another valid value
Deposit Type	User-entered	<input type="text"/>	<input type="text"/>	1234 <input type="text"/> 2345 Add another valid value
Deposit Date	User-entered	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> Add another valid value
Company Code	User-entered	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> Add another valid value
Total amount	User-entered	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> Add another valid value

Total transaction amount

Allow total transaction amount to be zero

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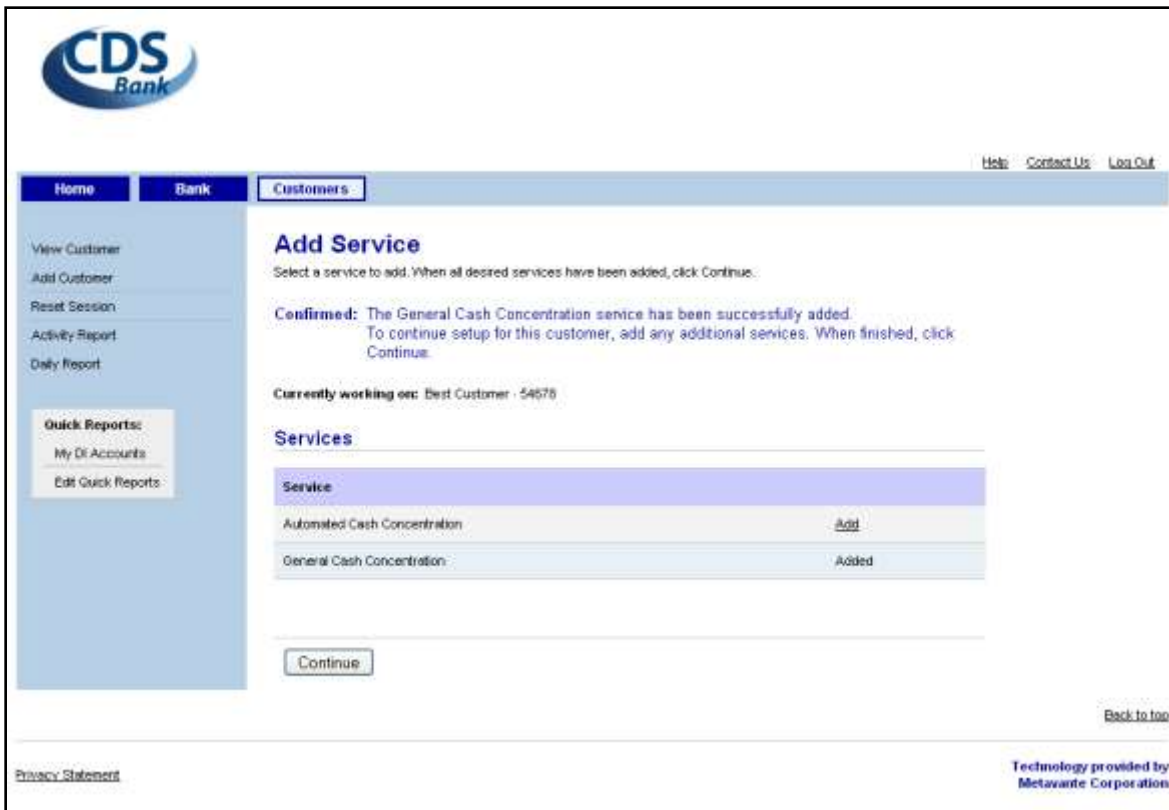
[Privacy Statement](#) Technology provided by Metavante Corporation

Field	Description
Entry type	Indicates if the field allows user input, displays a constant, or has a constant value that is not displayed to the customer.
Minimum value	The lowest value that can be entered for the field.
Maximum value	The highest value that can be entered for the field.
Valid values	A list of values from which the customer must select one.
Allow transaction amount to be zero	If checked, the customer may create a zero-dollar transaction.

- The Add Application Success Message page will display. Select or enter the message that will be displayed when the customer's transactions have been saved and then click **Save**.

Field	Description
Default message	A pre-defined message that will display when a remote user has successfully initiated a GCC transaction.
Standard message with dynamic descriptors	A pre-defined message with placeholders that will be filled in when the remote user has successfully initiated a GCC transaction.
Custom message with dynamic descriptors	An administrator-defined message with placeholders that will be filled in when the remote user has successfully initiated a GCC transaction.
Custom message	An administrator-defined message that will display when the remote user has successfully initiated a GCC transaction.

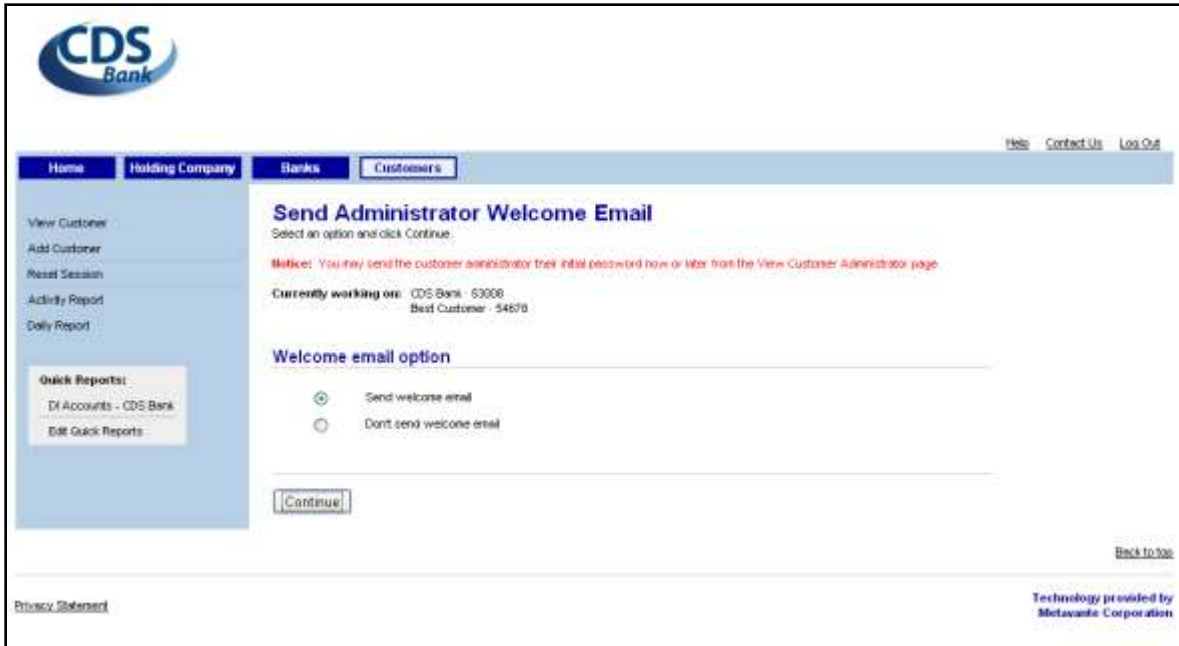
- The Add Service page will reappear; informing you that setup for General Cash Concentration service has been completed.



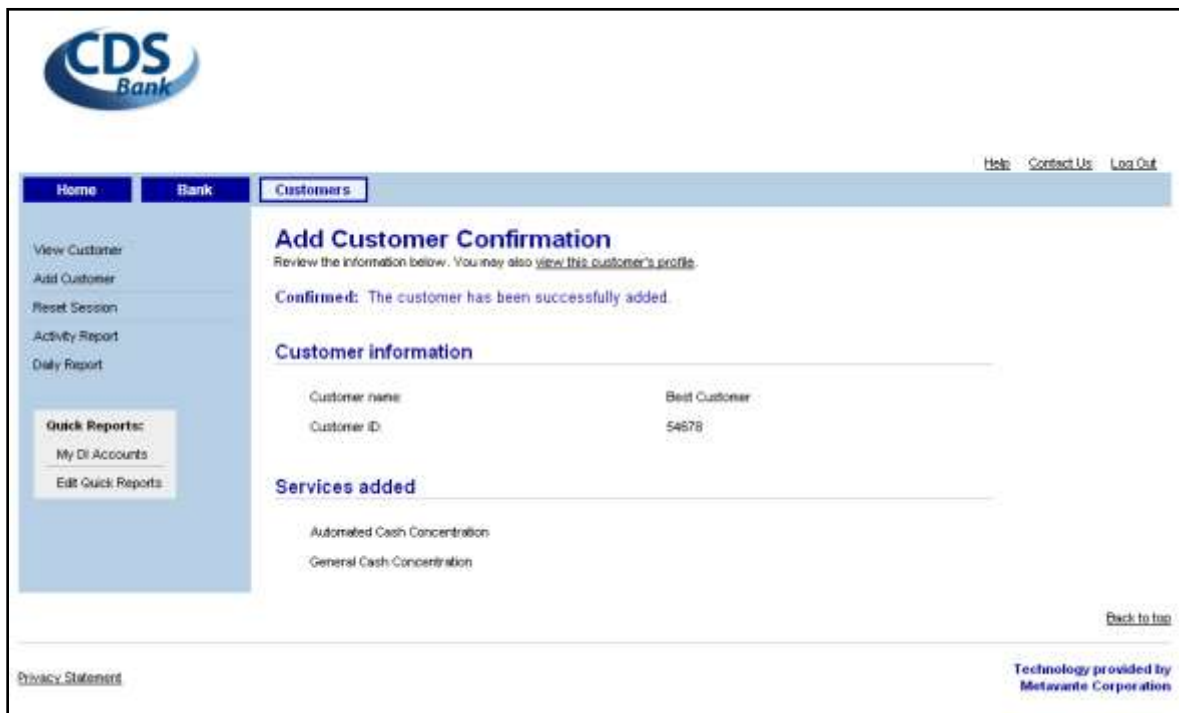
10. You may set up additional services for the customer as desired by clicking **Add** for each service. (See relevant section[s] below for instructions about adding other services.) When you have finished adding services, click **Continue**.

11. The Send Administrator Welcome Email page will display, giving the option to send the administrator their password and information about the services set up immediately, or send a Welcome email at a later date. Select an option and click **Continue**.

Note: *If the Welcome Email is not sent at this time, it may be sent at a later time through the View Customer Administrator page. Also note that the Customer Administrator will not be able to log in until a welcome email with the initial password is sent.*



12. The Add Customer Confirmation page will display, listing the services that have been set up for the customer.



Adding Automated Cash Concentration Service

Automated Cash Concentration is a service that puts more control in the hand of corporate cash managers with respect to concentration of funds from remote units.

Adding Automated Cash Concentration service involves setting up:

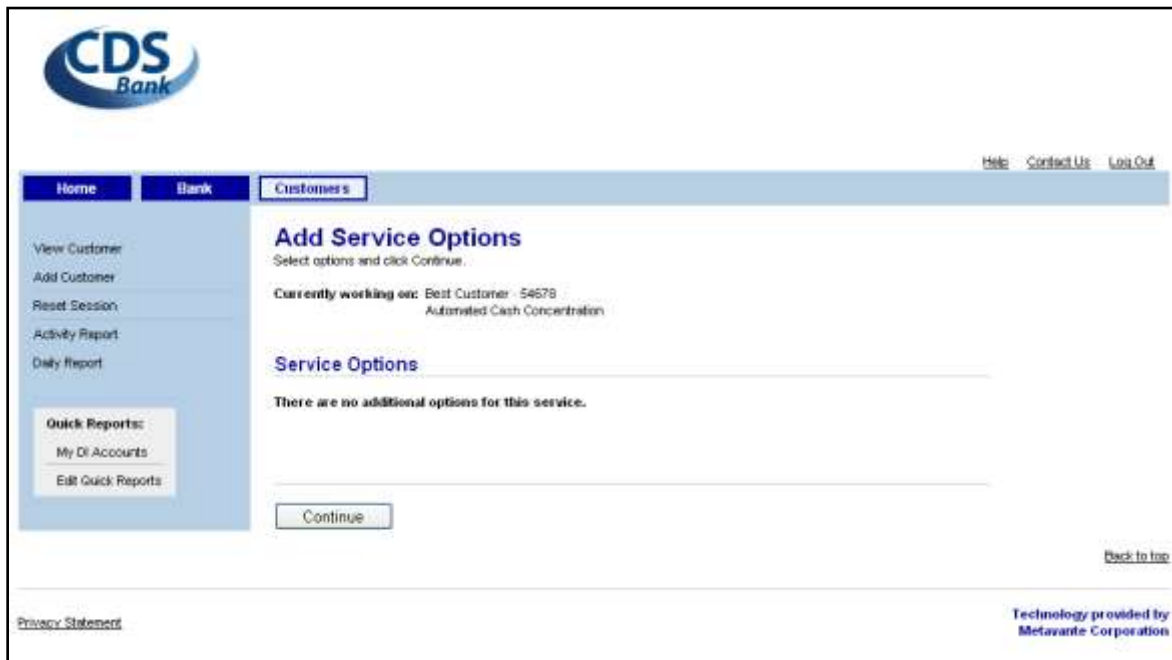
- Concentration accounts

Step 1: Service Options

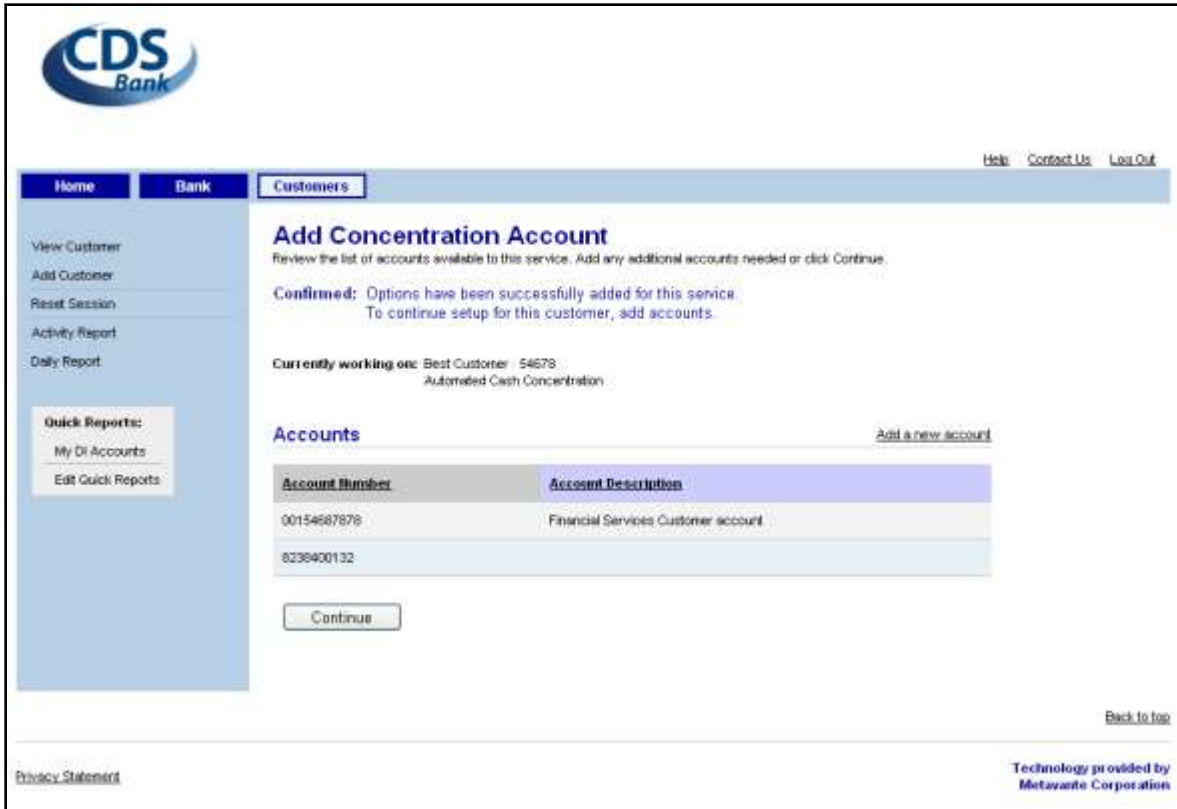
The first step is specifying service options;

1. Starting from the Add Service page, click **Add** for Automated Cash Concentration.
2. The Add Service Options page will display. There are no options to select for the service at this time. Click **Continue**.

Note: *There are no options to select for the automated concentration service at this time.*



3. The Add Concentration Account page will display, with a confirmation message indicating the service options for Automated Cash Concentration have successfully added.



Step 2: Concentration Accounts

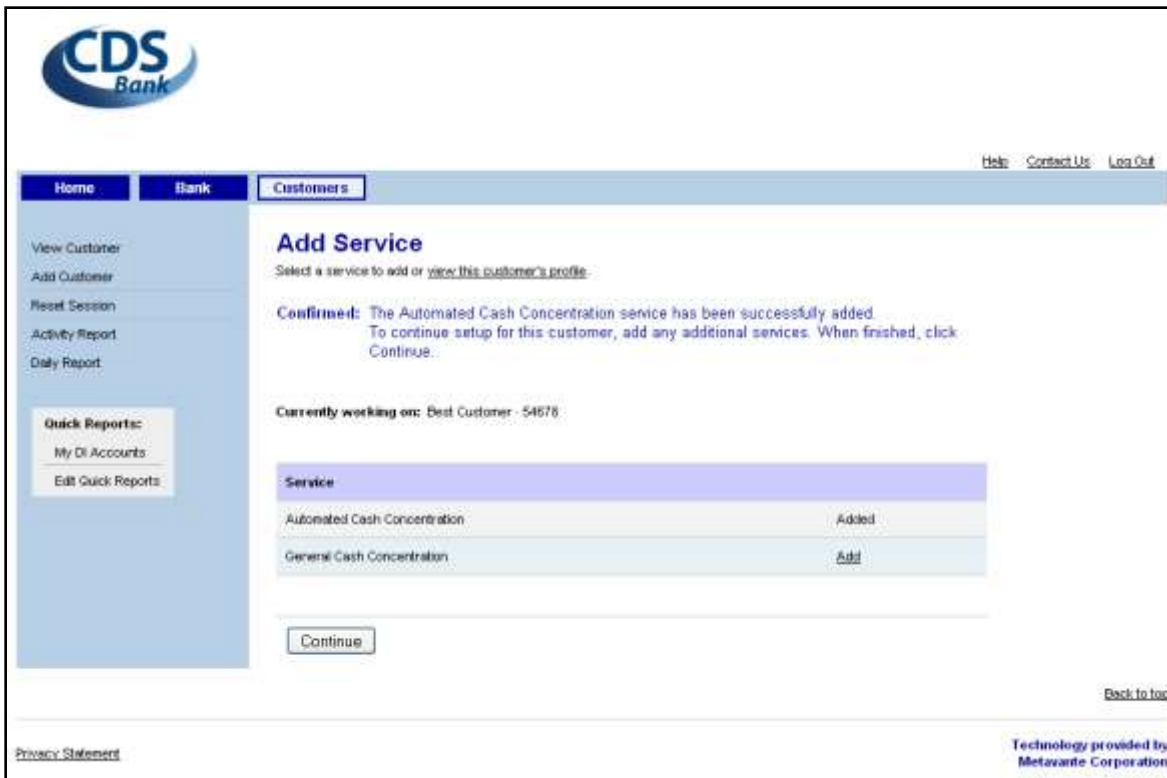
The next step is entering concentration accounts. These are corporate bank accounts that will receive funds from remote accounts.

To add an account:

1. On the Add Concentration Account list page, click **Add a new account**.
2. The Add Concentration Account page will display. Enter the requested information and then click **Save**.

Note: This is the same information that is entered for general cash concentration service accounts. See screenshot and field information above; **Step 2: Concentration Accounts**.

3. The Add Concentration Account list page will reappear, showing the newly added account and a confirmation message.
4. Repeat these steps to add the remaining concentration accounts. When you have finished adding accounts, click **Continue**.
5. The Add Service page will reappear; informing you that setup for Automated Cash Concentration service has been completed.



6. You may set up additional services for the customer as desired by clicking **Add** for each service. (See relevant section[s] for instructions about adding other services.) When you have finished adding services, click **Continue**.
7. The Send Administrator Welcome Email page will display, giving the option to send an email to the product administrator or not. Select an option and click **Continue**.
8. The Add Customer Confirmation page will display, listing the services that have been set up for the customer.

Resuming Interrupted Customer Setup

Customer setup involves a number of steps, with a potential for interruption. If your setup process is interrupted, you can generally resume it later.

Determine the point at which the interruption occurred and then follow the appropriate series of steps below.

If customer setup was interrupted before all customer parameters were saved, you must start over by selecting Add Customer from the Customers navigation menu.

If customer parameters were saved, you may resume adding the customer by using the change pages for the information yet to be entered or selected. (See the appropriate change section below.)

Viewing a Customer

The bank can review a customer's profile, entitlements, and service-related information.

To view a customer:

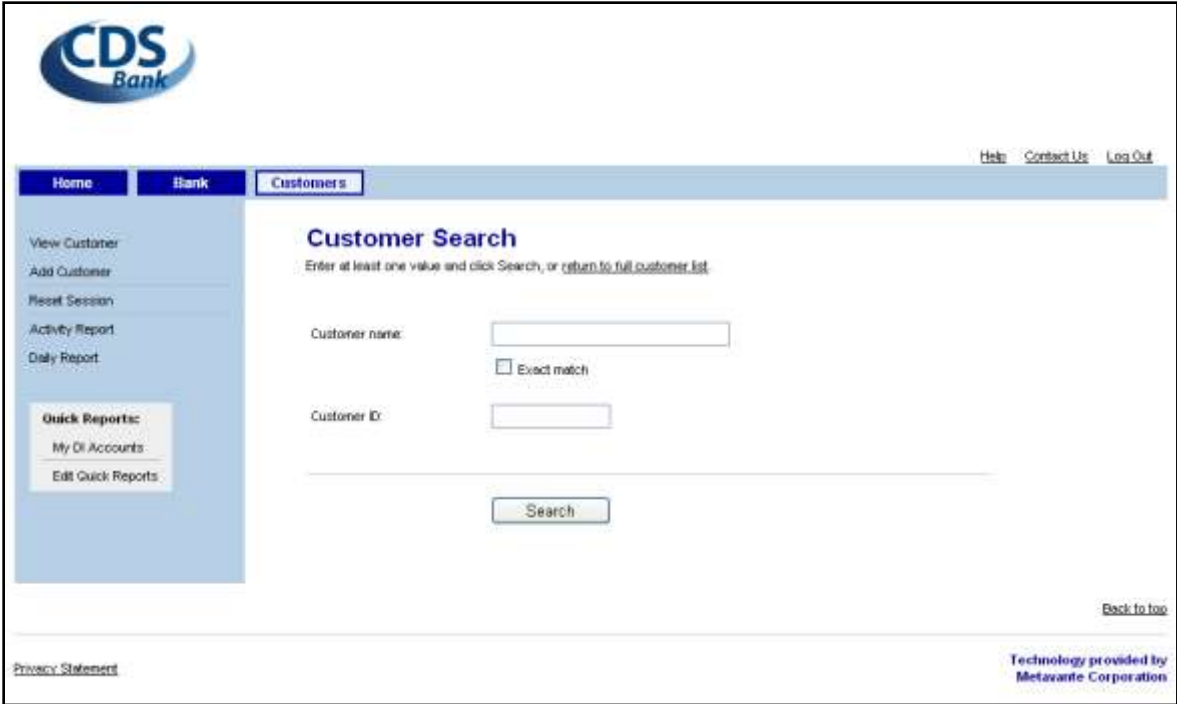
1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select the customer from the list by clicking its name. If the list is long, you may reduce the number of selections by following Steps 3-5. Otherwise, skip ahead to the next section.

Note: By default, the list of customers appears in ascending order by customer name. You may change the order of the list by clicking any column heading that appears as a hyperlink. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

The screenshot shows the 'View Customer' page in the CDS Bank system. The page has a navigation bar with 'Home', 'Bank', and 'Customers' tabs. A left sidebar contains options like 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', 'Daily Report', and 'Quick Reports'. The main content area is titled 'View Customer' and displays a table of customer information. The table has two columns: 'Customer Name' and 'Customer ID'. The table lists four customers: Best Customer (ID: 54676), Ever International (ID: 82384), Fun Enterprises (ID: 91923), and General Manufacturing (ID: 72347). The page also includes a 'Back to top' link and a footer with 'Privacy Statement' and 'Technology provided by Metavante Corporation'.

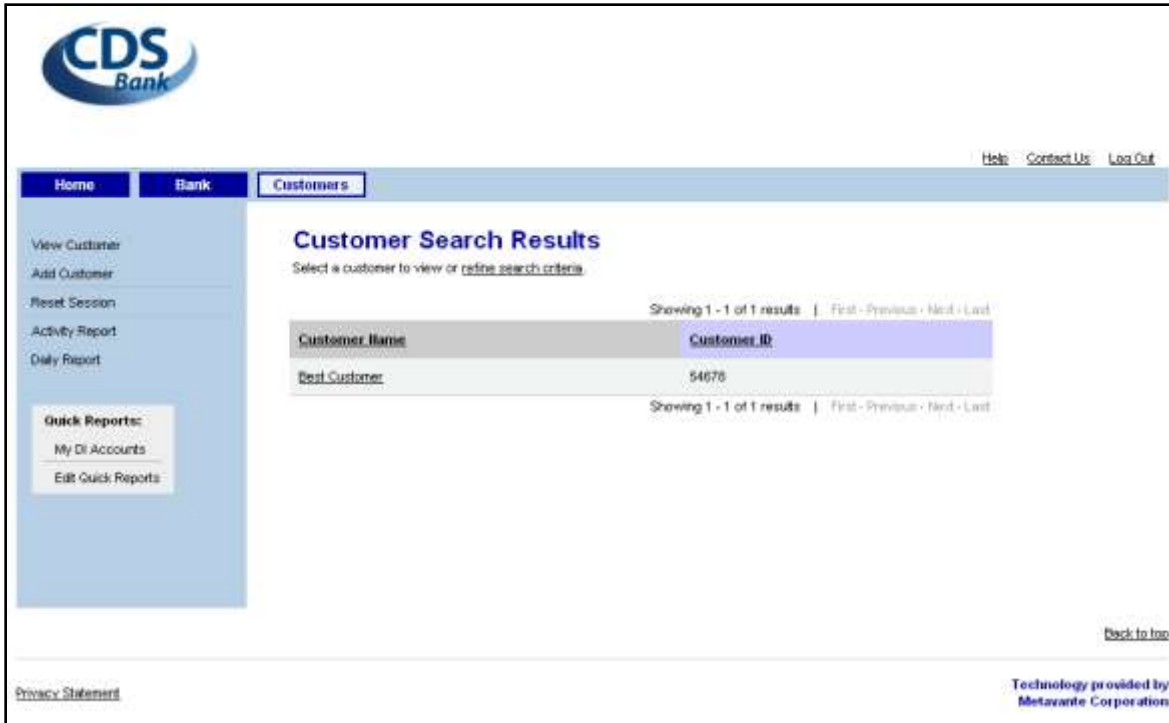
Customer Name	Customer ID
Best Customer	54676
Ever International	82384
Fun Enterprises	91923
General Manufacturing	72347

3. To narrow the list of customers, click **search for a customer**. The Customer Search page will display.



Field	Description
Customer name	Must be 1-40 characters long. The first character must be a letter or number. Valid characters include: letters, numbers, spaces, and ~ ` ! @ # \ \$ % ^ [] { } ; : " , \ & * () _ - + = < > / ? .] * \$
Customer ID	Customer identifier entered on the login page

4. Enter one or more criteria and then click **Search**. The Customer Search Results page will display.



5. Select the customer to view. If the results list does not contain the customer you want to view, you may click **refine search criteria** and retry, or click **return to full customer list** on the Customer Search page.

Viewing Customer Parameters

To view customer parameters:

1. Upon selection of a customer on the View Customer page, the View Customer Profile page will display.

CDS Bank

Home Bank Customers Help Contact Us Log Out

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My Di Accounts
Edit Quick Reports

View Customer Profile

Review the current information for this customer.

View: Profile [Headquarters](#) Administrator Services

Currently working on: Best Customer - 54678

Customer information

[Change this profile](#) [Delete this customer](#)

Customer name:	Best Customer
Address line 1:	123 Elm St
Address line 2:	Suite 500
City:	Anywhere
State:	MI - Michigan
Postal code:	48197

Corporate parameters

Billing ID:	1234567
Tax ID:	94092478245
ACH company entry description:	CASHCON
Data retention:	60 days
Password change frequency:	60 days

Login option

Uses standard login

[Back to top](#)

[Privacy Statement](#) Technology provided by **Metavante Corporation**

- To view information for the customer's headquarters unit, click **Headquarters** on the View Customer Profile page or on related view-customer pages. The View Customer Headquarters page will display.

The screenshot displays the 'View Customer Headquarters' page in the CDS Bank system. The page is structured as follows:

- Header:** CDS Bank logo on the left, and 'Help', 'Contact Us', and 'Log Out' links on the right.
- Navigation:** 'Home', 'Bank', and 'Customers' tabs are visible, with 'Customers' being the active tab.
- Left Sidebar:**
 - View Customer
 - Add Customer
 - Reset Session
 - Activity Report
 - Daily Report
 - Quick Reports:**
 - My DI Accounts
 - Edit Quick Reports
- Main Content Area:**
 - View Customer Headquarters:** Review the current information for this customer.
 - View:** Profile - Headquarters - **Administrator** - Services
 - Currently working on:** Best Customer - 54678
 - Unit information:**
 - Unit ID: 100
 - Unit name: Headquarters
 - [Change headquarters](#)
 - Contact information:**
 - Name: Alice P. Lock
 - Phone: 555-555-5555 Ext. 1234
 - Fax:
 - Email address: aplock@bestcustomer.com
 - Support information:**
 - Phone: 555-555-5556 Ext
 - Email address: support@bestcustomer.com
- Footer:**
 - [Privacy Statement](#)
 - Technology provided by Metavante Corporation
 - [Back to top](#)

- To view information for the customer's administrator, click **Administrator** on the View Customer Profile page or on related view-customer pages. The View Customer Administrator page will display.

Note: At this point, you may send a Welcome email to the product administrator with their password and service information by clicking **Send welcome email**. (See section on **Changing a Customer** below).

The screenshot shows the CDS Bank website interface. At the top left is the CDS Bank logo. In the top right corner, there are links for 'Help', 'Contact Us', and 'Log Out'. Below the logo is a navigation bar with 'Home', 'Bank', and 'Customers' tabs. The 'Customers' tab is active. On the left side, there is a sidebar menu with options: 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', and 'Daily Report'. Below this is a 'Quick Reports' section with 'My Di Accounts' and 'Edit Quick Reports' buttons. The main content area is titled 'View Customer Administrator' and includes a sub-header 'View: Profile | Headquarters | Administrator | Services'. Below this, it says 'Currently working on: Best Customer - 54678'. The 'User information' section contains a table of user details:

User ID:	superadmin
First name:	John
Middle initial:	
Last name:	Smith
Address line 1:	123 Main St.
Address line 2:	Suite 100
City:	Anywhere
State:	MI - Michigan
Postal code:	48197
Phone:	555-555-5556
Fax:	
Email address:	jsmith@corp.com
Login:	Enabled
Password expired:	Yes
Last login:	01/31/2009 11:45 AM CT

At the bottom right of the user information section, there are links: 'Send welcome email', 'Reset password', and 'Change administrator'. At the very bottom of the page, there is a 'Privacy Statement' link on the left and 'Technology provided by Metavante Corporation' on the right.

Viewing Service Settings

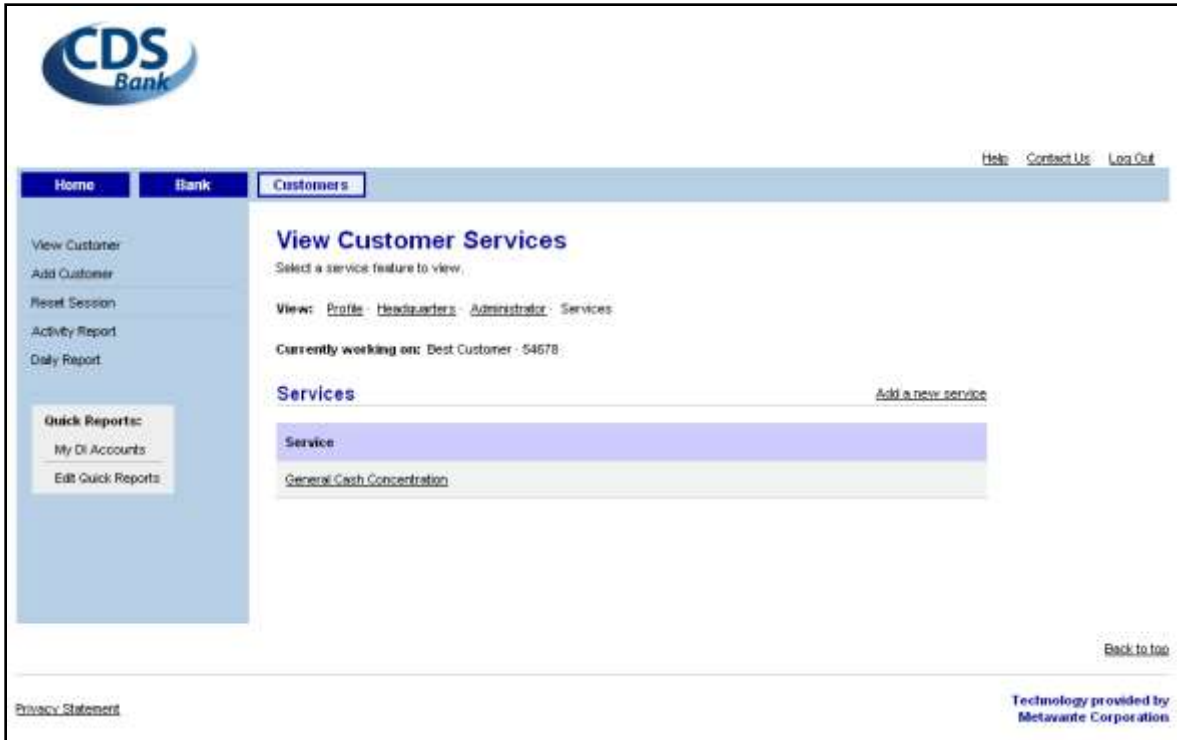
The customer's service information consists of service options, concentration accounts and (General Cash Concentration only) application information.

Service information for a particular customer is viewed by clicking **Services** on one of the following pages (covered in the preceding section):

- View Customer Profile
- View Customer Headquarters
- View Customer Administrator

The View Customer Services page will display, displaying a list of services for which the customer has been set up.

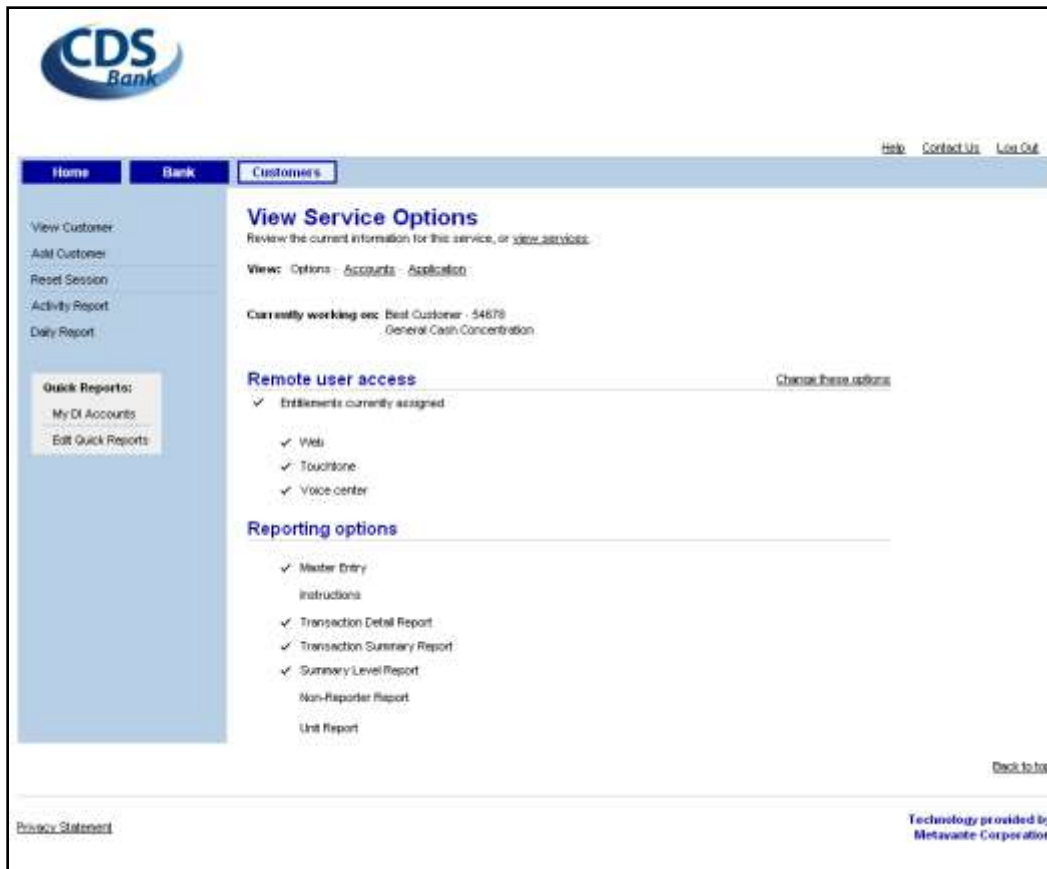
Note: Click **Add a new service** if you want to set up another service for the customer. The Add Service list page will appear. (Follow the steps described above in the **Adding Services** section.)



Service Options

To view a customer's service options:

1. Select the service by clicking its name on the View Customer Services list page or clicking **Options** on a related view-service page.
2. The View Service Options page will display.



Concentration Accounts

To view a customer's concentration accounts:

1. Select the service by clicking its name on the View Customer Services list page.
2. The View Service Options page will display. Click **Accounts**.

Note: You may also click **Accounts** on a related view-service page.

3. The View Concentration Account selection page will display. Select the account to view by clicking its account number.

Note: By default, the list of accounts appears in ascending order by account number. You may change the order of the list by clicking any column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

View Concentration Account
Select an account to view, or [view services](#).

View: [Options](#) · [Accounts](#) · [Application](#)

Currently working on: Best Customer - 54678
General Cash Concentration

Accounts [Add a new account](#)

Account Number	Account Description	Cut
00154687878	Financial Services Customer account	Afternoon
8238400132		Afternoon
8152357378		Morning

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4. The View Concentration Account page will display.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

View Concentration Account
Review current information for this account, or [view another account](#).

Currently working on: Best Customer - 54678
General Cash Concentration

Account information [Change this account](#) · [Delete this account](#)

Account number: 00154687878
Account type: Checking
Account description: Main Account

ACH information

ACH out name: Afternoon
ACH company ID: 123456
ACH company name: Financial Services Customer

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[Privacy Statement](#) Technology provided by Metavante Corporation

Application

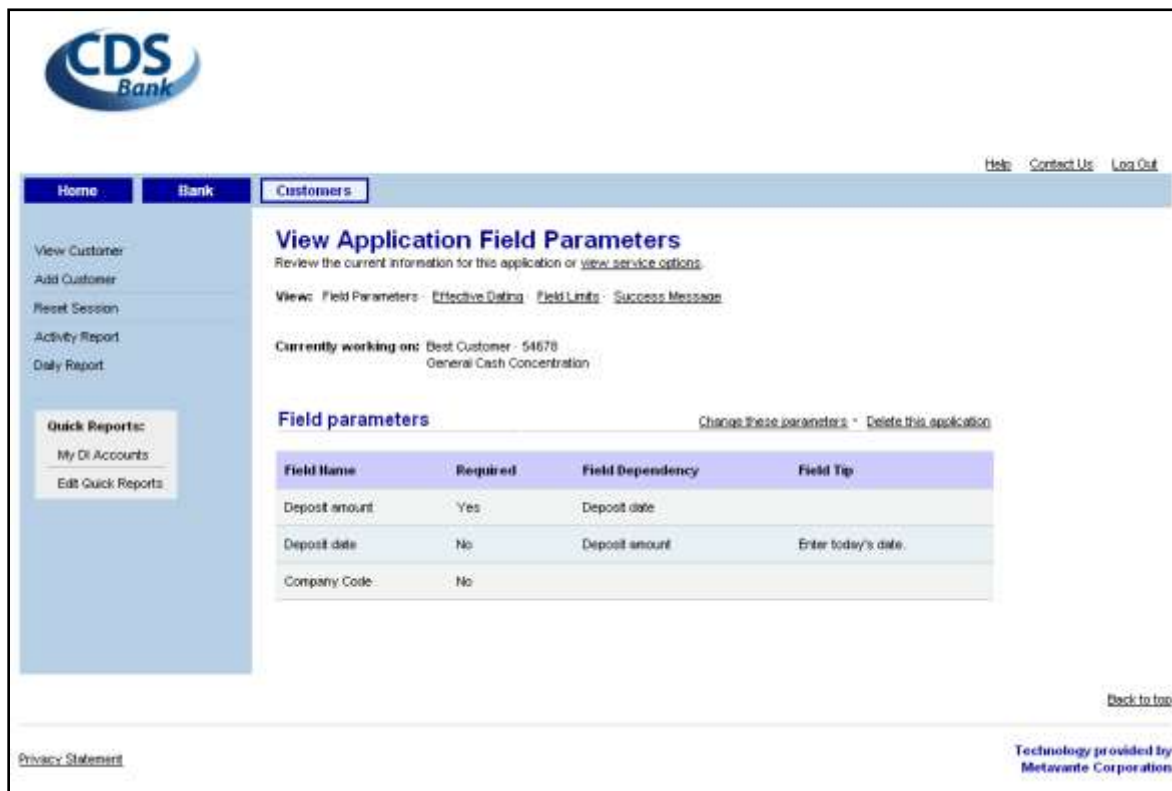
The customer's General Cash Concentration application information appears in a series of pages that are accessible by following these additional steps:

1. Select the service by clicking its name on the View Customer Services list page.
2. The View Service Options page will display. Click **Application**.

Note: You may also click **Application** on a related view-service page.

3. The View Application Field Parameters page will display.

This is the first of several related view-application pages. You can access each of these pages by clicking the appropriate link on any view-application page.



The screenshot displays the CDS Bank website interface. The main content area is titled "View Application Field Parameters" and includes a table of field parameters. The table has the following structure:

Field Name	Required	Field Dependency	Field Tip
Deposit amount	Yes	Deposit date	
Deposit date	No	Deposit amount	Enter today's date.
Company Code	No		

Field Parameters

To view application field parameters:

1. The steps above will naturally lead to the View Application Field Parameters page. The page is also available by clicking **Field Parameters** on related view-application pages.

Effective Dating

To view effective dating for the application:

1. Click **Effective Dating** on the View Application Field Parameters page or related view-application pages.
2. The View Effective Dating page will display.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Recent Session
Activity Report
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Quick Reports:
My DL Accounts
Edit Quick Reports

View Effective Dating Parameters
Review the current information for this application or [view service options](#).

View: [Field Parameters](#) - [Effective Dating](#) - [Field Limits](#) - [Success Message](#)

Currently working on: Best Customer - 54678
General Cash Concentration

Effective dating [Change these parameters](#)

Allow users to enter effective dates: Yes

Field name: Effective date

Minimum days: 1

Maximum days: 30

Allow effective dates on: Weekdays & Saturday

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Field Limits

To view application field limits:

1. Click **Field Limits** on the View Application Field Parameters page or related view-application pages.
2. The View Application Field Limits page will display.

CDS Bank

Home Bank Customers Help Contact Us Log Out

View Application Field Limits
Review the current information for this application or [view service options](#)

View: [Field Parameters](#) - [Effective Dating](#) - [Field Limits](#) - [Success Message](#)

Currently working on: Best Customer - 54678
General Cash Concentration

Field limits [Change these limits](#)

Field Name	Entry Type	Minimum Value	Maximum Value	Valid Values
Deposit Amount	User-entered	\$10.00	\$1,000,000.00	
Deposit Type	User-entered			1234 2345
Deposit Date	User-entered			
Company Code	Hidden constant			123456789

Total transaction amount
Allow total transaction amount to be zero

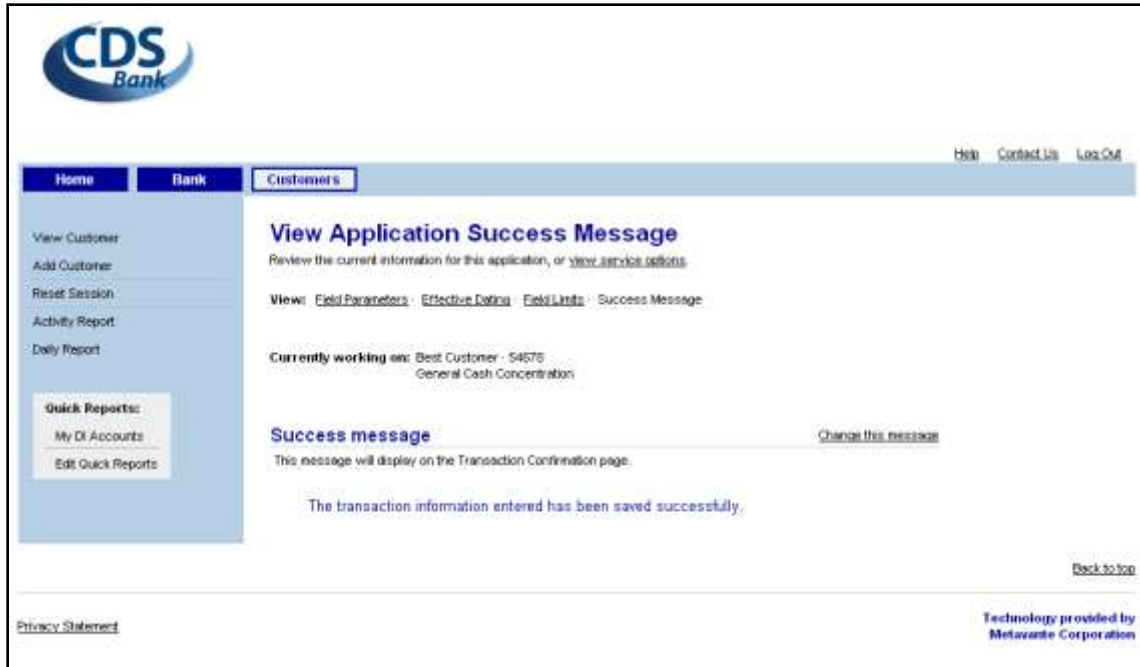
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Success Message

To view the confirmation message that will display when the customer's transaction has been initiated:

1. Click Success Message on the View Application Field Parameters page or related view-application pages.
2. The View Application Success Message page will display.



Changing a Customer

The information and/or entitlements for a customer may need to be updated from time to time. Most information entered during the add customer process can be revised as needed.

Change pages are accessed via the corresponding View Customer page.

Follow these steps to navigate to the appropriate page:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select the customer whose information you want to change by clicking the appropriate customer name.
3. The View Customer Profile page will display. Follow the instructions below to navigate to the view-customer page containing the information you want to change and then click the **Change** link to access the corresponding change-customer page.

Changing Customer Parameters

A customer's parameters are divided among three pages; Profile, Headquarters, and Administrator.

Profile

To change a customer's profile information:

1. Click **Change this profile** on the View Customer Profile page.
2. The Change Customer Profile page will display. Update the profile information that has changed and then click **Save**.

CDS Bank

Home Bank Customers Help Contact Us Log Out

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My Di Accounts
Edit Quick Reports

Change Customer Profile

Enter new information and click Save, or [view profile](#).

Currently working on: Best Customer - 54678

Customer information

Customer name: *

Address line 1: *

Address line 2:

City: *

State: *

Postal code: *

Corporate parameters

For more details on NACHA standards for ACH Company entry description, please refer to [Help](#).

Billing ID:

Tax ID: *

ACH company entry description:

Data retention: days

Password change frequency: days

Login option

Indicate whether users log in directly into the system or through the bank interface.

Standard login
 Login Express

* Indicates required field

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3. A confirmation message will display on the page when the changes have been saved.



Headquarters

To change a customer's headquarters information:

1. Click **Headquarters** on a view-customer page.
2. The View Customer Headquarters page will display. Click **Change headquarters**.
3. The Change Customer Headquarters page will display. Update the headquarters information that has changed and then click **Save**.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

Change Customer Headquarters
Enter new information and click Save, or [view headquarters](#).

Currently working on: Best Customer - 54678

Unit information

Unit ID:* 100
Unit name:* HQ

Contact information

Name:* Amanda J. Heath
Phone:* 555-555-5555 Ext:
Fax:
Email address:* ajheath@customer3.com

Support information

Phone:* 555-555-5556 Ext:
Email address:* support@customer3.com

*Indicates required field

Save

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4. A confirmation message will display on the page when the changes have been saved.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

Change Customer Headquarters
Enter new information and click Save, or [view headquarters](#).

Confirmed: The requested changes have been successfully saved.

Currently working on: Best Customer - 54678

Unit information

Administrator

To change a customer administrator's information:

1. Click **Administrator** on a view-customer page.

- The View Customer Administrator page will display. Click **Change administrator**.
- The Change Customer Administrator page will display. Update the administrator information that has changed and then click **Save**.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My Di Accounts
Edit Quick Reports

Help Contact Us Log Out

Change Customer Administrator

Enter new information and click Save, or [view administrator](#).

Currently working on: Best Customer - 54678

User information

User ID: superadmin

First name: *

Middle initial:

Last name: *

Address line 1: *

Address line 2:

City: *

State: *

Postal code: *

Phone: *
(xxx-xxx-xxxx)

Fax:
(xxx-xxx-xxxx)

Email address: *

Status: Login enabled
 Login disabled

* Indicates required field

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- A confirmation message will display on the page when the changes have been saved.

CDS Bank

Home Bank Customers

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Change Customer Administrator

Enter new information and click Save, or [view administrator](#).

Confirmed: The requested changes have been successfully saved.

Currently working on: Best Customer - 54678

User information

The Administrator's password may be changed as necessary. In addition, if the welcome message was not sent when the Administrator was created, it may be sent at any time.

To reset the Customer Administrator's password:

1. Click **Administrator** on a view-customer page.
2. The View Customer Administrator page will display. Click **Reset password**.
3. The Reset Password Approval page will display. Click **Reset password**. A temporary password will be sent to the Administrator's **Email address** and their login **Status** will be set to "Login enabled".

Note: If you do not wish to reset the Administrator's password at this time, click **Don't reset** to return to the View Customer Administrator page.



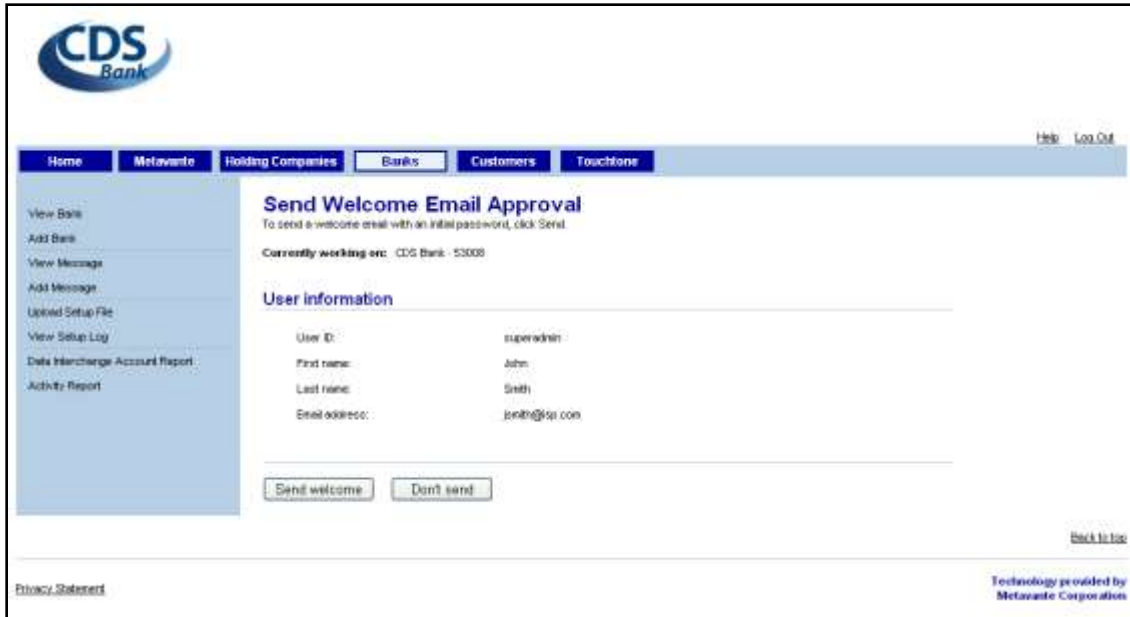
4. The View Customer Administrator page will display with a confirmation message that the Administrator's password has been reset.



To send a Welcome email to the Customer Administrator:

1. Click **Administrator** on a view-customer page.
2. The View Customer Administrator page will display. Click **Send welcome email**.
3. The Send Welcome Email Approval page will display. Click **Send welcome**.

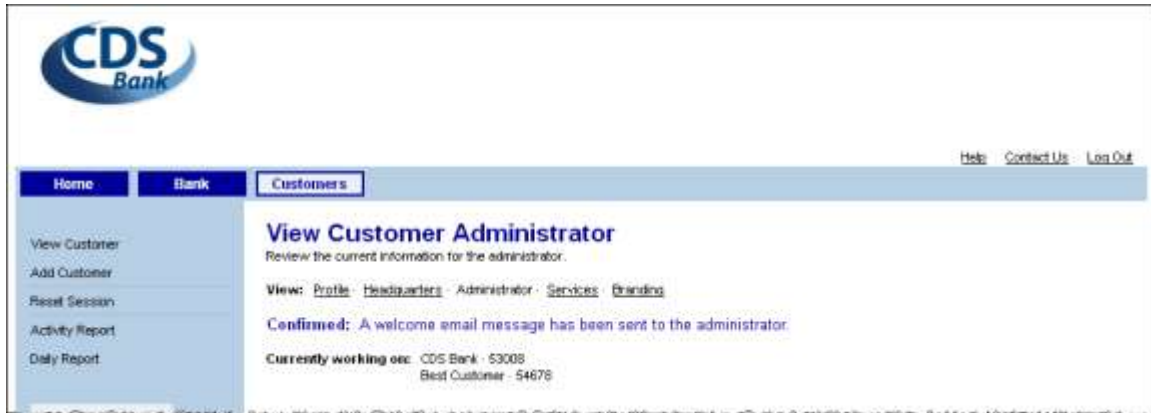
Note: If you do not wish to send the Administrator a welcome email at this time, click **Don't send** to return to the View Customer Administrator page.



Note: If a welcome email has already been sent during customer setup, a message "Caution: This user already has a password. To continue with this request, click Send." will be displayed.



4. The View Customer Administrator page will display with a confirmation message that the email has been sent.



Changing Service Settings

A customer's service settings span a number of pages, depending on the service(s).

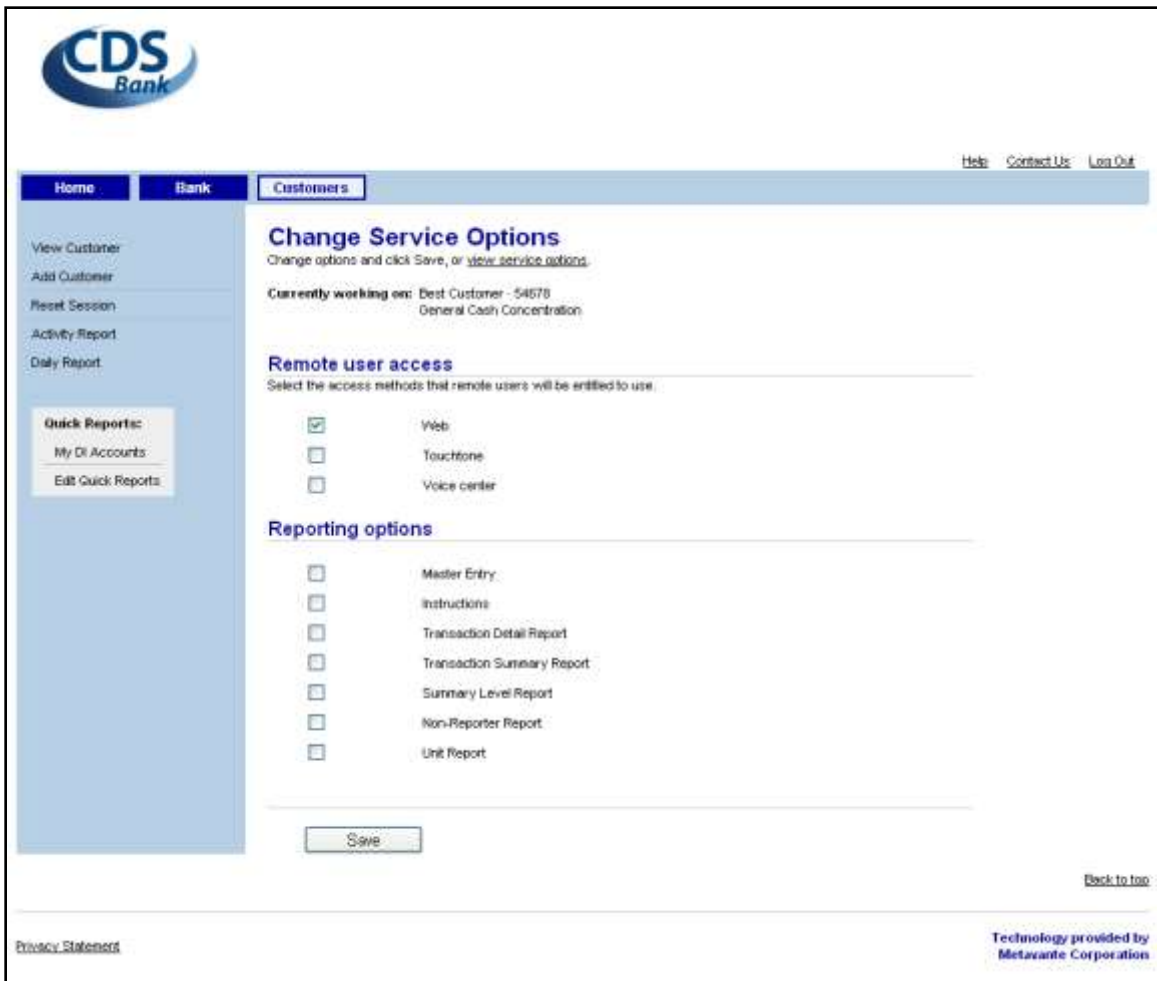
To navigate to the appropriate change-service page:

1. Click **Services** on the View Customer Profile page.
2. The View Customer Service page will display. Click the appropriate service name.
3. The View Service Options page will display.

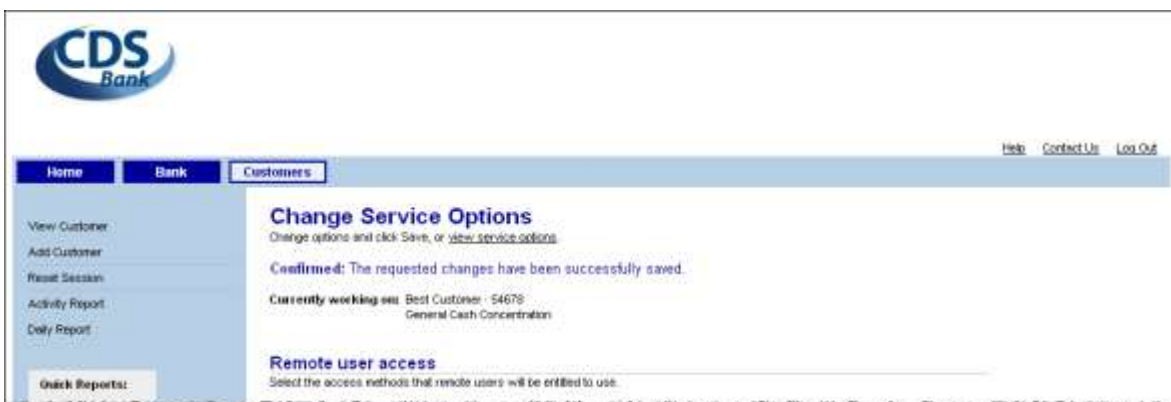
Service Options

To modify a customer's service options:

1. Click **Change these options** on the View Service Options page.
2. The Change Service Options page will display. Update the options and then click **Save**.



3. A confirmation message will display on the page when the changes have been saved.



Concentration Accounts

To modify a customer's concentration accounts:

1. Click **Accounts** on a view-service page.

- The View Concentration Account selection page will display. Select an account by clicking its account number.

Note: By default, the list of accounts appears in ascending order by account number. You may change the order of the list by clicking any column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

- The View Concentration Account page will display, displaying information for the concentration account you selected. Click **Change this account**.
- The Change Concentration Account page will display. Update the account information that has changed and then click **Save**.

The screenshot shows the CDS Bank website interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. On the right of the navigation bar are links for 'Help', 'Contact Us', and 'Log Out'. A left sidebar menu includes 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', and 'Daily Report'. Below this is a 'Quick Reports' section with 'My Di Accounts' and 'Edit Quick Reports' buttons. The main content area is titled 'Change Concentration Account' with a sub-instruction: 'Enter new information and click Save, or [view this account](#).' Below this, it states 'Currently working on: Best Customer - 54678' and 'General Cash Concentration'. The 'Account information' section contains: 'Account number: 00154687878', 'Account type: *' (a dropdown menu showing 'Checking'), and 'Account description: Account 1'. The 'ACH information' section contains: 'ACH out name: *' (a dropdown menu showing 'Afternoon'), 'ACH company ID: *' (a text box with '6564654'), and 'ACH company name: *' (a text box with 'Financial Services Customer'). A note at the bottom left of the form says '* indicates required field'. A 'Save' button is centered at the bottom of the form. At the bottom right of the page is a 'Back to top' link. At the bottom left is a 'Privacy Statement' link, and at the bottom right is the text 'Technology provided by Metavante Corporation'.

- A confirmation message will display on the page when the changes have been saved.

This screenshot shows the same 'Change Concentration Account' page as the previous one, but with a confirmation message displayed. The message reads: 'Confirmed: The requested changes have been successfully saved.' Below the message, the 'Currently working on:' information remains the same. The 'Account information' section is partially visible, showing the 'Account number' and 'Account type' fields. The 'Save' button is no longer visible, indicating the changes have been saved.

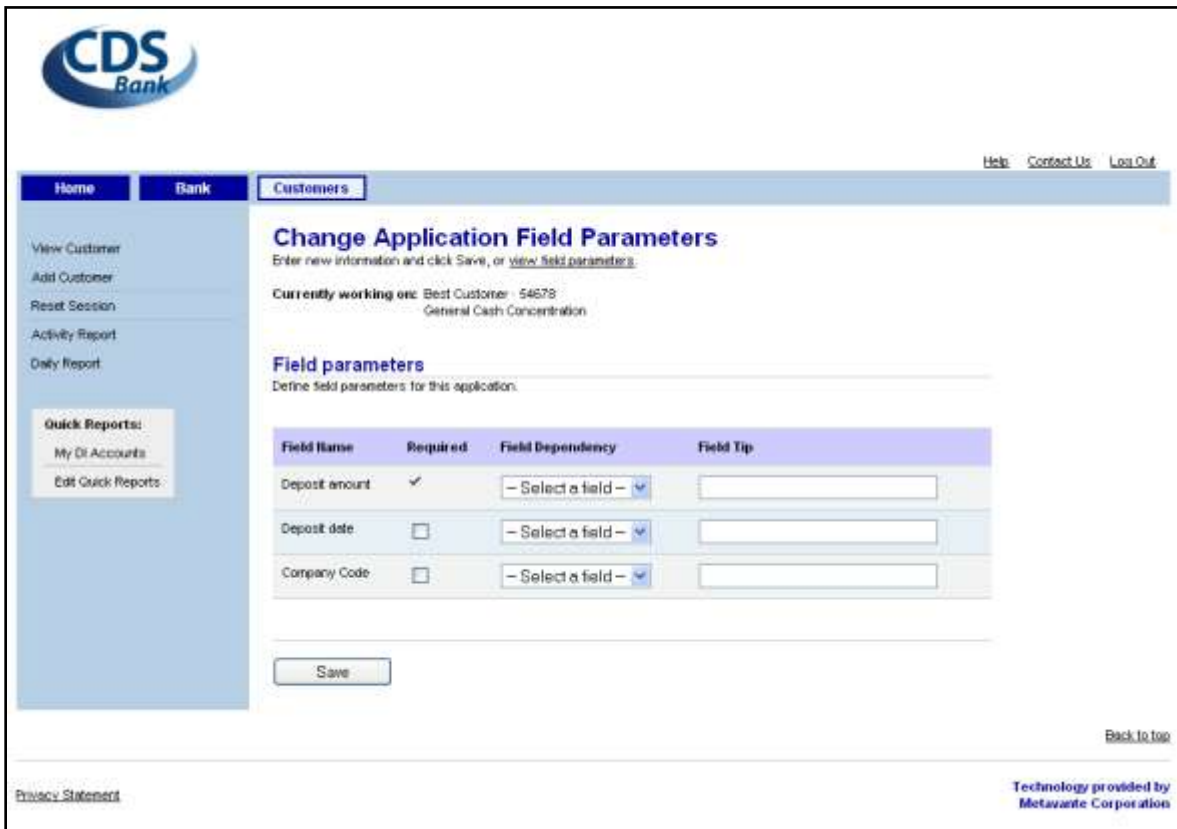
Application

The customer's General Cash Concentration application information appears in a series of pages that are accessible by clicking **Application** on a view-service page. The View Application Field Parameters page will display.

Field Parameters

To change application parameters:

1. Click **Change these parameters** on the View Application Field Parameters page.
2. The Change Application Field Parameters page will display. Update the field parameters information that has changed and then click **Save**.



The screenshot shows the CDS Bank interface for changing application field parameters. The page title is "Change Application Field Parameters" and it includes instructions to enter new information and click Save. It displays the current working on information: Best Customer: 54678, General Cash Concentration. The field parameters section includes a table with the following data:

Field Name	Required	Field Dependency	Field Tip
Deposit amount	<input checked="" type="checkbox"/>	- Select a field -	<input type="text"/>
Deposit date	<input type="checkbox"/>	- Select a field -	<input type="text"/>
Company Code	<input type="checkbox"/>	- Select a field -	<input type="text"/>

A Save button is located below the table. The page also includes a navigation menu on the left, a Privacy Statement link at the bottom left, and a Back to top link at the bottom right.

3. A confirmation message will display on the page when the changes have been saved.

Effective Dating

To change effective dating parameters:

1. Click **Effective Dating** on a view-application page.
2. The View Effective Dating Parameters page will display. Click **Change these parameters**.
3. The Change Effective Dating Parameters page will display. Update the parameters that have changed and then click **Save**.

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Change Effective Dating Parameters
Enter new information and click Save, or [view effective dating parameters](#).

Currently working on: Best Customer - 54678
General Cash Concentration

Effective dating

Use default effective dates

Allow users to enter effective dates

Entry required: Yes No

Allow customer to define for each unit

Field name:

Minimum days:

Maximum days:

Allow effective dates on:

Save

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[Privacy Statement](#) Technology provided by Metavante Corporation

4. A confirmation message will display on the page when the changes have been saved.

Field Limits

To change application field limits:

1. Click **Field Limits** on a view-application page.
2. The View Application Field Limits page will display. Click **Change these limits**.
3. The Change Application Field Limits page will display. Update the field limits that have changed and then click **Save**.

CDS Bank

Home Bank Customers

Help Contact Us Log Out

Change Application Field Limits

Enter new information and click Save, or [view field limits](#).

Currently working on: Best Customer - 54579
General Cash Concentration

Field limits [Undo changes](#)

A field cannot have both minimum/maximum and valid values. Constant fields may have only one valid value.

Field Name	Entry Type	Minimum Value	Maximum Value	Valid Values
Deposit Amount	User-entered	\$10.00	\$1,000,000.00	
				Add another valid value
Deposit Type	User-entered			1234
				2345
				Add another valid value
Deposit Date	User-entered			
				Add another valid value
Company Code	User-entered			
				Add another valid value
Total amount	User-entered			
				Add another valid value

Total transaction amount

Allow total transaction amount to be zero

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4. A confirmation message will display on the page when the changes have been saved.

Success Message

To change the success message:

1. Click **Success Message** on a view-application page.
2. The View Application Success Message page will display. Click **Change this message**.

3. The Change Application Success Message page will display. Update the message and then click **Save**.

The screenshot displays the 'Change Application Success Message' interface for CDS Bank. The page header includes the CDS Bank logo and navigation links for 'Home', 'Bank', and 'Customers'. A sidebar on the left provides navigation options such as 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', and 'Daily Report'. The main content area is titled 'Change Application Success Message' and includes a sub-header 'Enter new information and click Save, or view success message'. Below this, it indicates the current working on: 'Best Customer - 54578' and 'General Cash Concentration'. The 'Message options' section allows users to select a message format and build a success message. The 'Default message' option is selected, showing a preview: 'The transaction information entered has been saved successfully'. Below this are dropdown menus for 'Descriptor' and 'for'. The 'Custom message with dynamic descriptors' option has fields for 'Introductory phrase', 'Descriptor', 'Connecting phrase', and 'Descriptor'. A 'Save' button is at the bottom left, and a 'Back to top' link is at the bottom right. The footer contains 'Privacy Statement' and 'Technology provided by Metavante Corporation'.

4. A confirmation message will display on the page when the changes have been saved.

Deleting

Customers can be deleted from a bank. In addition, concentration accounts and applications can be deleted for customers.

Delete pages are accessed via the corresponding View page.

Note: When an entity (customer, account, application) is deleted from the system, it is “logically deleted”. This means that the entity will no longer be displayed or accessible, but the information

about the entity still exists. For example, if you delete an entity and immediately attempt to re-add it, the system will notify you that the entity still exists. This allows an entity to be recovered if necessary. Please contact Mega Corp to have an entity reinstated. The entity will be fully restored with the exception of any Quick Reports, if applicable, that may have been set up.

After 11 months, the information about the entity will be “physically deleted” from the system; all the information about the entity is deleted from the system and the entity cannot be reinstated.

If it is necessary to have an entity permanently deleted before the 11 months is up, a request may be made, in writing, to Mega Corp support.

*An **account** cannot be deleted if one or more organizational units are attached to it. An **application** cannot be deleted if one or more transactions are attached to it.*

Deleting a Customer

To delete a customer:

1. Click **Delete this customer** on the View Customer Profile page.
2. The Delete Customer Approval page will display.

The screenshot shows the CDS Bank web interface. At the top left is the CDS Bank logo. In the top right corner, there are links for [Help](#), [Contact Us](#), and [Log Out](#). Below the logo is a navigation bar with tabs for [Home](#), [Bank](#), and [Customers](#). On the left side, there is a sidebar menu with options: [View Customer](#), [Add Customer](#), [Reset Session](#), [Activity Report](#), and [Daily Report](#). Below the menu is a 'Quick Reports' section with [My DI Accounts](#) and [Edit Quick Reports](#).

The main content area is titled 'Delete Customer Approval' with a sub-header 'Review the current information for this customer and click Delete.' Below this is a section for 'Customer information' with the following details:

Customer ID:	54678
Customer name:	Best Customer
Address line 1:	123 Elm St.
Address line 2:	Suite 500
City:	Anywhere
State:	MI - Michigan
Postal code:	48197

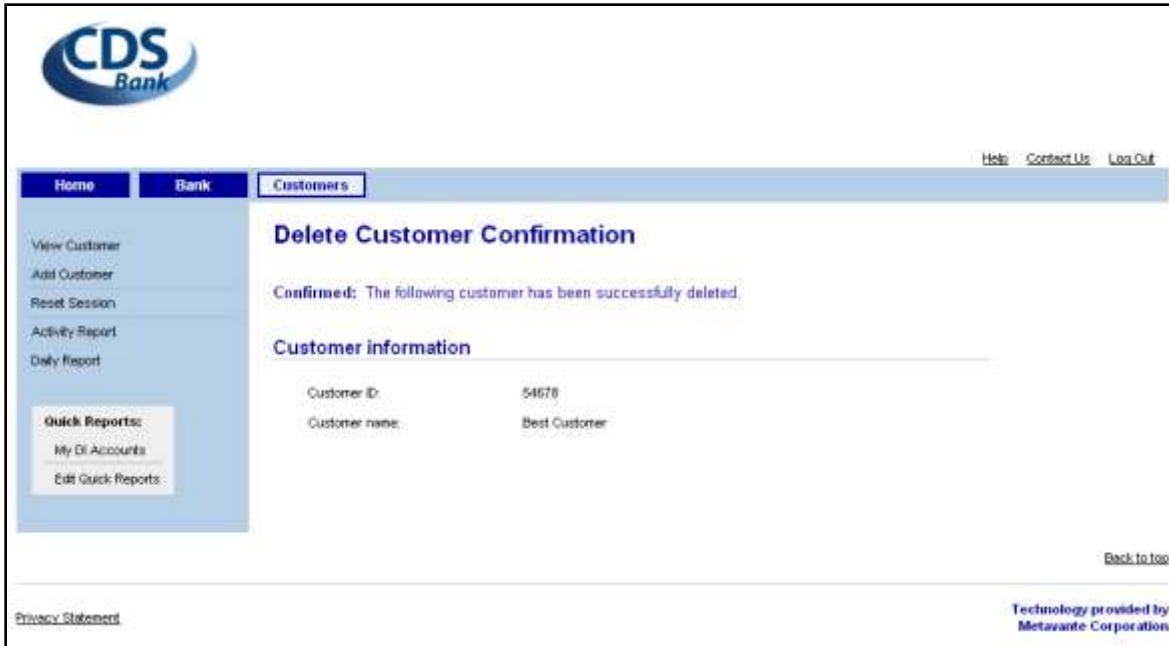
Below the customer information is a section for 'Corporate parameters' with the following details:

Billing ID:	1234567
Tax ID:	94092478245
ACH company entry description:	CASHCON
Data retention:	60 days
Password change frequency:	60 days

Below the corporate parameters is a section for 'Login option' with the text 'Uses standard login'. At the bottom of the main content area are two buttons: [Delete this customer](#) and [Don't delete](#). In the bottom right corner of the page, there is a link for [Back to top](#). At the very bottom, there is a [Privacy Statement](#) link on the left and the text 'Technology provided by Metavante Corporation' on the right.

- When you are satisfied that you have selected the correct customer to delete, click **Delete this customer**. The Delete Customer Confirmation page will display.

Note: If you do not want to delete this customer, click **Don't delete** to return to the View Customer Profile page.



Deleting Concentration Accounts

If a customer closes a corporate concentration account, the account should be deleted to avoid problems with funds transfers.

To successfully delete an account, the account cannot be attached to any organizational unit. If the account is already attached to one or more organizational units, you must have the customer attach different accounts to those organizational units. This will free up the account in question for deletion.

To delete a customer's concentration account:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select the customer from the list by clicking its name.
3. The View Customer Profile page will display. Click **Services**.
4. The View Customer Services page will display. Select a service by clicking the service name.
5. The View Service Options page will display. Click **Accounts**.
6. The View Concentration Account select page will display. Select the account to delete by clicking the appropriate account number.

CDS Bank

Home Bank Customers [Help](#) [Contact Us](#) [Log Out](#)

View Customer
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Quick Reports:
My DR Accounts
Edit Quick Reports

View Concentration Account

Select an account to view, or [view services](#).

Confirmed: Account 123456789 has been successfully deleted.

View: [Options](#) - [Accounts](#) - [Application](#)

Currently working on: Best Customer - 54678
General Cash Concentration

Accounts [Add a new account](#)

Account Number	Account Description	Cut
00154687878	Financial Services Customer account	Afternoon
8238400132		Afternoon
9192357378		Morning

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7. The View Concentration Account page will display. Click **Delete this account**.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

View Concentration Account
Review current information for this account, or [view another account](#).

Currently working on: Beef Customer - 54678
General Cash Concentration

Account information [Change this account](#) [Delete this account](#)

Account number:	00154887878
Account type:	Checking
Account description:	Main Account

ACH information

ACH out name:	Afternoon
ACH company ID:	123456
ACH company name:	Financial Services Customer

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- The Delete Concentration Account Approval page will display. Review the information to ensure you have selected the correct account to delete. To proceed with the deletion, click **Delete this account**.

Note: *If you do not want to delete this account, click **Don't delete** to return to the View Concentration Account page.*

CDS Bank

Home Bank Customers [Help](#) [Contact Us](#) [Log Out](#)

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DR Accounts
Edit Quick Reports

Delete Concentration Account Approval

Review information for this account and click Delete.

Currently working on: Best Customer - 54678
General Cash Concentration

Account information

Account number:	00154667676
Account type:	Checking
Account description:	Main Account

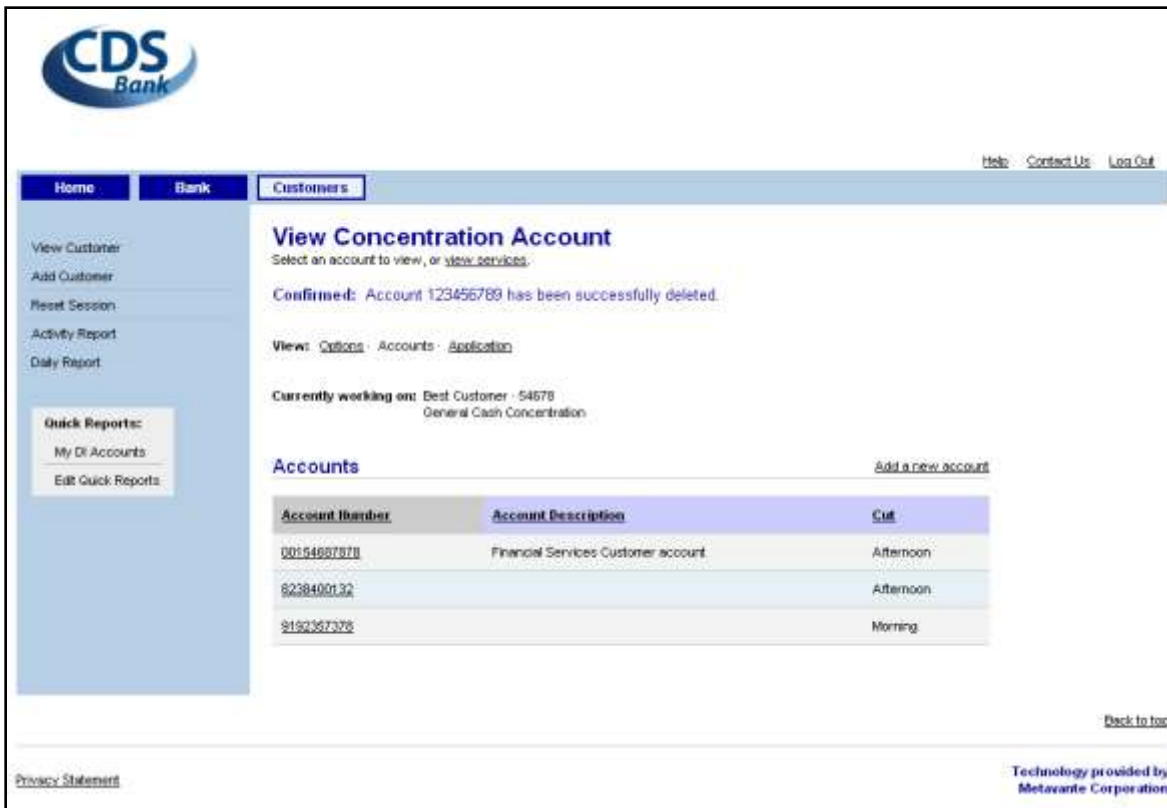
ACH information

ACH out name:	Afternoon
ACH Company ID:	123456
ACH company name:	Financial Services Customer

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9. The View Concentration Account page will reappear with a confirmation message indicating the account has been deleted.



Deleting an Application

If a customer wants to modify their application beyond what the change application process (described above) allows, the bank can delete the customer's application and then reconstruct it with the desired revisions.

The bank can delete the application as long as no transactions have been submitted. Once transactions have been entered, the user interface will not permit its deletion in order to preserve historical transactions. If in the rare situation, you need to delete a customer's application after transactions have been entered, please contact your Client Support Representative for further instructions.

To delete a customer's application:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select the customer from the list by clicking its name.
3. The View Customer Profile page will display. Click **Services**.
4. The View Customer Services page will display. Select a service by clicking the service name.
5. The View Service Options page will display. Click **Application**.
6. The View Application Field Parameters page will display. Click **Delete this application**.
7. The Delete Application Approval page will display. Review the information as a final check and then click **Delete this application**.

Note: If you do not want to delete the application, click **Don't delete** to return to the View Application Field Parameters page.

CDS Bank

Home Bank Customers

View Customer
Add Customer
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Daily Report

Quick Reports:
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Edit Quick Reports

Delete Application Approval
Review the current information for this application and click Delete.

Currently working on: Best Customer - 54678
Cash Concentration

Field Parameters

Field Name	Required	Field Dependency	Field Tip
Deposit amount	Yes	Deposit date	
Deposit date	No	Deposit amount	Enter today's date.
Company Code	No		
Effective Date	No	None	

Delete this application Don't delete

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8. The Delete Application Confirmation page will display when the application has been deleted.

CDS Bank

Home Bank Customers

View Customer
Add Customer
Reset Session
Activity Report
Daily Report

Quick Reports:
My DI Accounts
Edit Quick Reports

Delete Application Confirmation
Review the information below, or [return to view services](#).

Confirmed: This application has been successfully deleted.

Application Information

Customer name: Best Customer
Customer ID: 54678

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Resetting a Customer Session

Occasionally, a customer's session may become locked out so that user cannot log onto the product. (See details in *Beginning a Session* above.) Resetting the session will resolve the issue so that corporate users can log in immediately.

To reset a customer session:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select **Reset Session** on the navigation menu.
3. The Reset Session page will display. Enter the customer and user IDs and then click **Submit**.

The screenshot shows the CDS Bank interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' tabs. On the right of the navigation bar are links for 'Help', 'Contact Us', and 'Log Out'. A left sidebar lists 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', and 'Daily Report', with a 'Quick Reports' section below containing 'My CI Accounts' and 'Edit Quick Reports'. The main content area is titled 'Reset Session' and contains the instruction 'Enter requested information and click Submit.' Below this are two input fields: 'Customer ID*' and 'User ID*'. A note below the fields states '*Indicates required field'. A 'Submit' button is located below the fields. At the bottom right of the page is a 'Back to top' link. At the bottom left is a 'Privacy Statement' link, and at the bottom right is the text 'Technology provided by Metavante Corporation'.

Field	Description
Customer ID	Customer identifier entered on the login page
User ID	User identifier entered on the login page

4. When the session has been reset, a confirmation message will display on the page.

Bank administrators may review bank and data interchange account activities. In addition, in order to provide customer support, the bank may need to review customer activities or transfers for Automated Cash Concentration. Several reports provide this information to the bank:

- Activity Report; for both Bank and Customer
- Data Interchange Account Report
- Daily Report

Activity Report

The Activity Report allows the bank to review the activities of bank or customer users. Several report options allow the bank to set parameters on the data that will appear in the report.

Bank Activity

To produce a bank activity report:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select the **Activity Report** option in the navigation menu.
3. The Activity Search page will display. Select the report parameters and then click **Run report**.



- [View User](#)
- [Add User](#)
- [View Data Interchange Account](#)
- [Add Data Interchange Account](#)
- [View Message](#)
- [Add Message](#)
- [Reset Session](#)
- [Data Interchange Account Report](#)
- [Activity Report](#)

- Quick Reports:**
- [My DI Accounts](#)
 - [Edit Quick Reports](#)

Activity Search

Specify report criteria and click Run.

Report output

- Display on screen
- Download in PDF format
- Download in comma-delimited (CSV) format
- Download in fixed column width format

Activity

Select at least one activity. Detailed information on these activities can be found in [help](#).

- All activities
- Specific activities
 - User administration
 - Customer administration
 - Data Interchange accounts
 - User logins
 - Reports
 - Support

User

Select the user who performed the activity.

- All
- Specific
 - User ID:

Date range

- Today
- Previous day
- Current week
- Previous week
- Current month
- Previous month
- Last days
- Between specific dates
 - From:
 - To:

Result

Specify which activities to include in the report.

- All
- Successful
- Failed

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Field	Description
Activity	Allows the user to select: (1) one or more activities, or (2) all activities to appear in the report. The default is All activities
Date Range	Allows the user to narrow the date to a specific period. The period can be as short as a single day.
Report Output	Allows the user to control the report format. It should be based on how the user expects to view or process the report.
Result	Allows the user to select successful activities, failed attempts, or both to appear in the report. The default is All (both) results.
User	Allows the user to select the activities of a particular user or All users for the report.

4. The Activity Report will display.

Note: By default, the report appears in ascending order by date/time. You may change the order of the report by clicking any underlined column heading. The first time you click a different column heading, the report will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

All times shown in this report are displayed in Central Time. Users in other time zones must be aware of the offset between their time zone and Central Time.



Activity Report

Click an activity link to view details of a change, or [refine search](#).

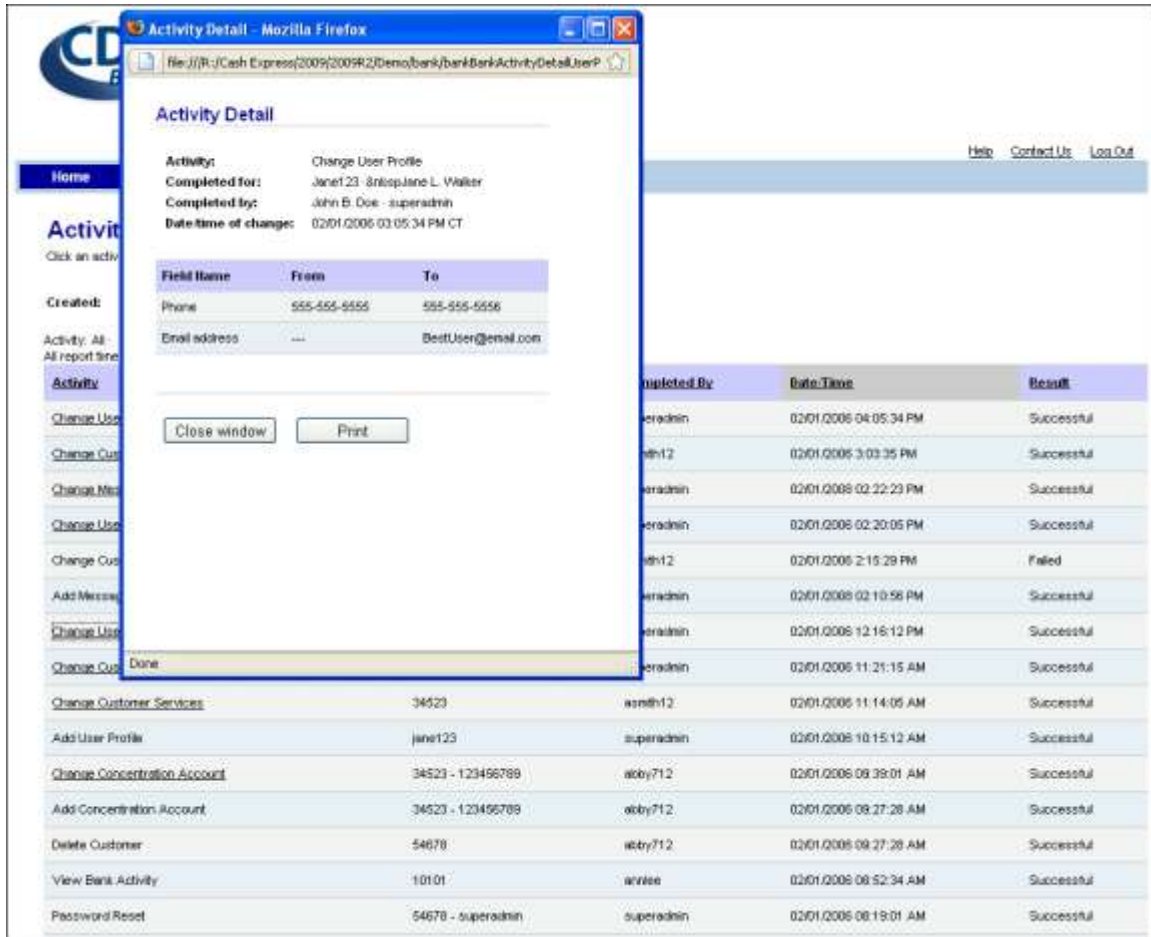
Created: 02/01/2006 at 04:31:21 PM CT

Activity: All - Completed by: superadmin - Result: All - Date range: 02/01/2006 - 02/01/2006
All report times are displayed in Central Time.

Activity	Completed For	Completed By	Date/Time	Result
Change User Access	351user	superadmin	02/01/2006 04:05:34 PM	Successful
Change Customer Profile	34523	asmith12	02/01/2006 3:03:35 PM	Successful
Change Message	53008 - Winter notice	superadmin	02/01/2006 02:22:23 PM	Successful
Change User Enrollment	351user	superadmin	02/01/2006 02:20:05 PM	Successful
Change Customer Profile	34523	asmith12	02/01/2006 2:15:29 PM	Failed
Add Message	53008 - Winter notice	superadmin	02/01/2006 02:10:56 PM	Successful
Change User Profile	jane123	superadmin	02/01/2006 12:16:12 PM	Successful
Change Customer Administrator	34523	superadmin	02/01/2006 11:21:15 AM	Successful
Change Customer Services	34523	asmith12	02/01/2006 11:14:05 AM	Successful
Add User Profile	jane123	superadmin	02/01/2006 10:15:12 AM	Successful
Change Concentration Account	34523 - 123456789	abby712	02/01/2006 09:39:01 AM	Successful
Add Concentration Account	34523 - 123456789	abby712	02/01/2006 09:27:26 AM	Successful
Delete Customer	54678	abby712	02/01/2006 09:27:26 AM	Successful
View Bank Activity	10101	annee	02/01/2006 08:52:34 AM	Successful
Password Reset	54678 - superadmin	superadmin	02/01/2006 08:19:01 AM	Successful
Change Application Field Parameters	69644	georgej	02/01/2006 08:17:33 AM	Successful
Welcome Email Sent	54678 - superadmin	superadmin	02/01/2006 08:10:03 AM	Successful
Change Application Success Message	69644	georgej	02/01/2006 08:07:43 AM	Successful
Delete User Profile	355user	superadmin	02/01/2006 08:00:22 AM	Successful
Reset Session	200user	superadmin	02/01/2006 07:49:01 AM	Failed
Login Bank User	---	johnson2	02/01/2006 07:25:34 AM	Successful

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- To view details for an underlined change activity, click its hyperlink value in the Activity column.
- The Activity Detail page will display in a pop-up window, showing basic information about the change as well as the values of fields before and after the change.



- To view different data, click **refine search** on the Activity Report page and select new report parameters on the Activity Search page. To perform another activity, click a menu item in the navigation menu or one of the buttons on the title bar.

Customer Activity

The Activity Report allows the bank to review the audited activities of a customer.

- Select the **Customers** button on the title bar.
- The View Customer selection page will display. Select **Activity Report** on the navigation menu.
- The Activity Report selection page will display. Select the customer by clicking the customer name. If the list is long, you may reduce the number of selections by following Steps 4-6. Otherwise, skip ahead to Step 7.

Note: By default, the list of customers appears in ascending order by customer name. You may change the order of the list by clicking any column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

CDS Bank

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Activity Report Select
Select a customer for the report or [search for a customer](#).

Showing 1 - 4 of 4 customers | [First](#) - [Previous](#) - [Next](#) - [Last](#)

Customer Name	Customer ID
Rest Customer	94678
Electric Utility Customer	82384
Financial Services Customer	91923
General Manufacturing Customer	72347

Showing 1 - 4 of 4 customers | [First](#) - [Previous](#) - [Next](#) - [Last](#)

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- To narrow the list of customers, click **search for a customer** on the Activity Report Select page. The Customer Search page will display.

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Customer Search
Enter at least one value and click Search, or [return to full customer list](#).

Customer name:

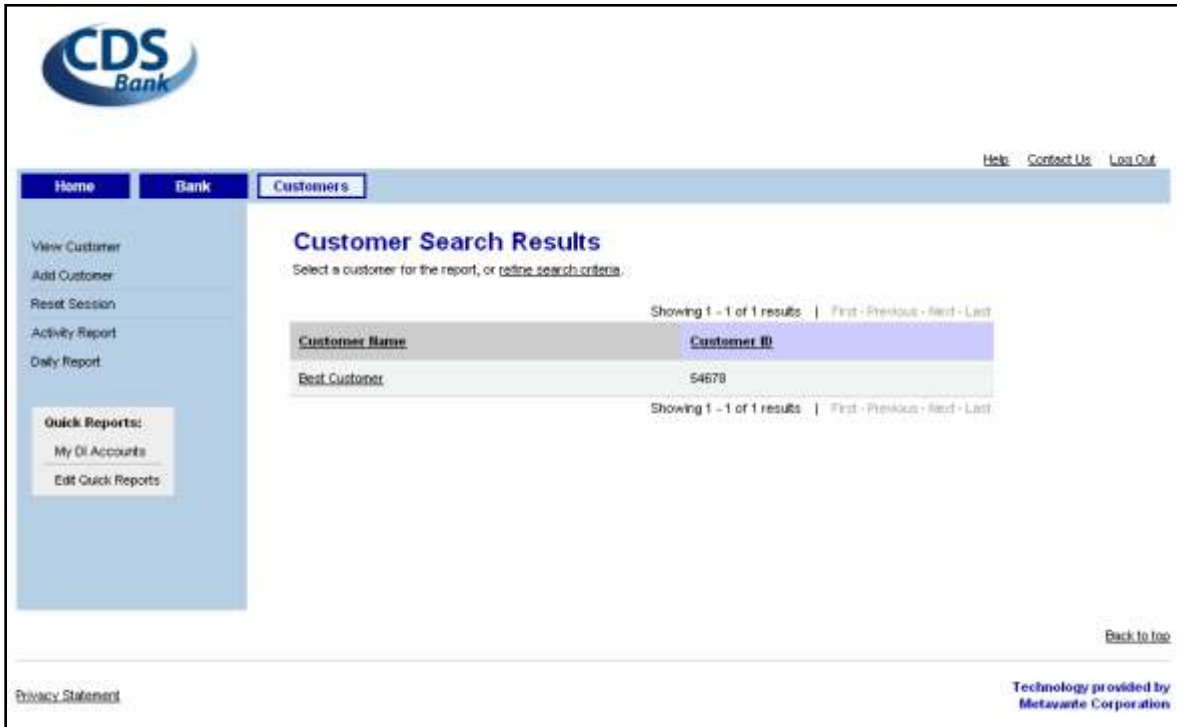
Exact match

Customer ID:

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5. Enter one or more criteria and then click **Search**. The Customer Search Results page will display.
Note: For more information about the fields on this page, see step 3 in **Viewing a Customer**.



6. Select the customer to view. If the results list does not contain the customer you want to view, click **refine search criteria** and retry, or click **return to full customer list** on the Customer Search page.
7. The Activity Search page will display. Select the constraints for the report and then click **Run report**.
8. To view details for an underlined change activity, click its hyperlink value in the Activity column.
9. The Activity Detail page will display in a pop-up window, showing basic information about the change as well as the values of fields before and after the change.
10. To view different data, click **refine search** on the Activity Report page and select new report parameters on the Activity Search page. To perform another activity, click a menu item in the navigation menu or one of the buttons on the title bar.

Data Interchange Account Report

The Data Interchange Account Report allows administrators to generate lists of Data Interchange accounts based on administrative activity and destinations. The report also allows administrators to look up information on a specific account by entering an account number or searching on part of an account number.

To produce a data interchange report:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select the **Data Interchange Account Report** option in the navigation menu.

- The Data Interchange Account Report Search page will display. Select the report parameters and then click **Run report**.

CDS Bank

Home Bank **Customers** [Help](#) [Contact Us](#) [Log Out](#)

Data Interchange Account Report Search
Specify which accounts to retrieve and click Run.

Report output

- Display on screen
- Download in PDF format
- Download in comma-delimited (CSV) format
- Download in fixed column width format

Accounts

- Include all existing (undeleted) accounts
- Only include accounts that have been added, changed, or deleted during:
 - Today
 - Previous day
 - Current week
 - Previous week
 - Current month
 - Previous month
 - Last days
 - Between specific dates:
 - From:
 - To:
- Specific account number:
 - Include all accounts containing this value

Destinations
Include accounts with the following assigned destinations.

- All destinations
- Specific destination:
 - Select a destination--
 - Central - 4040
 - Pacific - 12345
 - Banklink
 - Chase
 - Global Payments
 - Mellon
 - SWIFT - 63324

Additional Information
Select additional information to include in the report.

- Display currency codes
- Display account destinations & processing codes

[Save as a quick report](#)

[Back to top](#)

[Privacy Statement](#) Technology provided by Metavante Corporation

Field	Description
Accounts	Allows the user to select: (1) accounts that have been added, changed, or deleted within a specified time period, (2) a specific account, or (3) all accounts to appear in the report. The default is All accounts.
Additional information	Allows the user to include currency codes and/or account destinations and processing codes in the report.
Destinations	Allows the user to select: (1) all destinations, or (2) a specific destination.
Report Output	Allows the user to control the report format. It should be based on how the user expects to view or process the report.

4. The Data Interchange Account Report will display.

Note: By default, the report appears in ascending order by date/time. You may change the order of the report by clicking any underlined column heading. The first time you click a different column heading, the report will appear in ascending order by the values in that column; clicking the column heading again will reverse the order.

All times shown in this report are displayed in Central Time. Users in other time zones must be aware of the offset between their time zone and Central Time.

The screenshot displays the 'Data Interchange Account Report' interface for CDS Bank. The report is titled 'Data Interchange Account Report' and includes a sub-header 'Review the information or [refine search](#)'. The report was created on 2/03/2009 at 12:31:21 PM CT. The accounts selected are 0201/0008 - 04/01/0008, with all destinations. All report times are displayed in Central Time.

The table shows 5 accounts, with the following data:

ABA	Account	Destination	Last Action	Completed By	Date/Time	Currency	Destinations	Processing Codes
0000-0001	123456789	Account One	Change	kgsmith	02/08/2008 05:35 PM	USD	Pacific Chase Mellon SWIFT	12345 - *J00 - *#55 nil nil 00550055 - 940
0000-0001	123980001	Account Two	Add	kgsmith	02/08/2008 11:07 AM	USD	Central	40404 - WNE3 - Xagmatic Chainover Company
0000-0001	000021654564	Account Three	Change	nhjones	02/08/2008 03:49 PM	USD	Banklink Mellon	nil nil
0000-0001	4567894678	Account Four	Add	kgsmith	02/08/2008 08:12 AM	EUR	SWIFT	00550055 - 940
0000-0001	123456789	Account Five	Change	kgsmith	02/08/2008 06:27 PM	USD	Pacific Chase Mellon SWIFT	12345 - *J00 - *#55 nil nil 00550055 - 940

The interface also includes a 'Back to Top' link and a 'Privacy Statement' link at the bottom. The technology is provided by Metawave Corporation.

Daily Report

The Daily Report allows the bank to get a status of the selected day's automated transfers for a particular customer

To produce the report:

1. Select the **Customers** button on the title bar.
2. The View Customer selection page will display. Select **Daily Report** on the navigation menu.
3. The Daily Report selection page will display. Select the customer by clicking the customer name. If the list is long, you may reduce the number of selections by following Steps 4-6 for the Activity Report above.

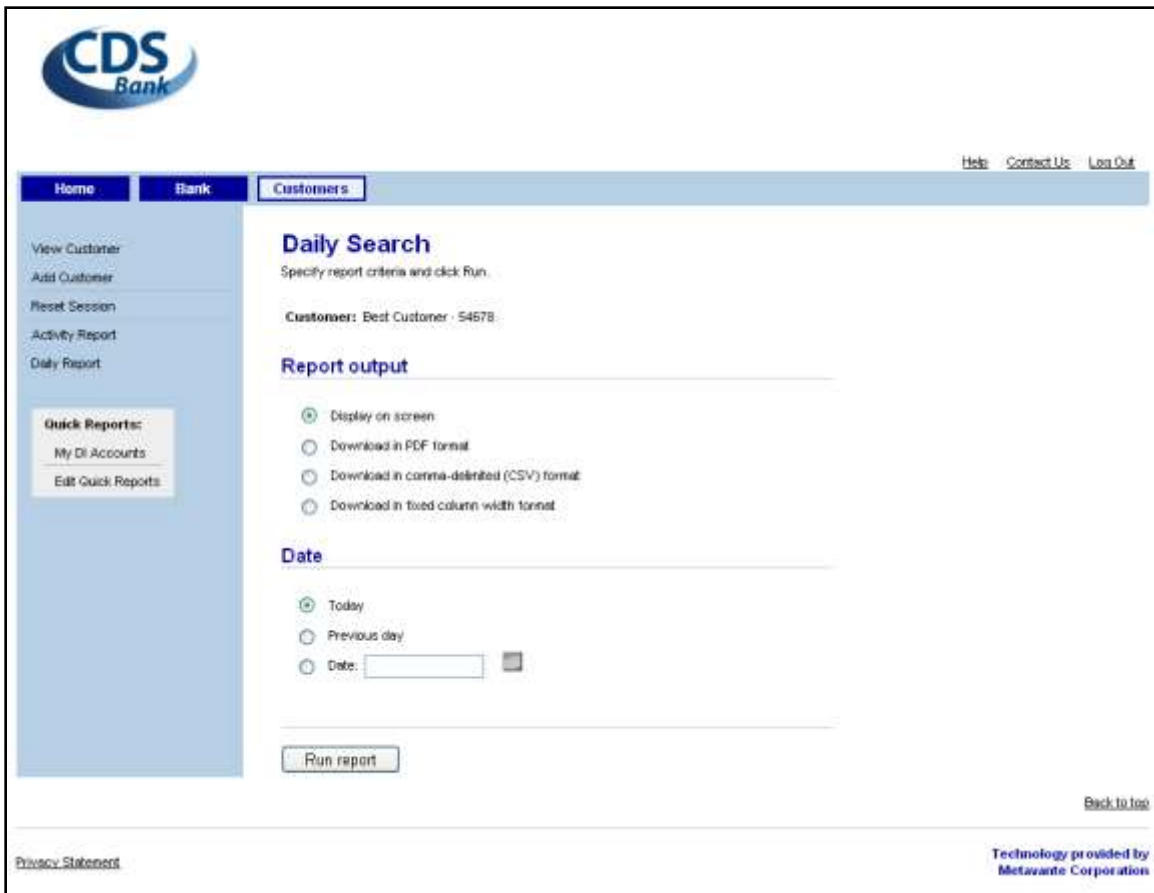
Note: By default, the list of customers appears in ascending order by customer name. You may change the order of the list by clicking any column heading. The first time you click a different column heading, the list will appear in ascending order by the values in that column; clicking the column heading again will reverse the order

The screenshot shows the CDS Bank interface. At the top left is the CDS Bank logo. A navigation bar contains 'Home', 'Bank', and 'Customers' (which is highlighted). On the right of the navigation bar are links for 'Help', 'Contact Us', and 'Log Out'. A left-hand menu lists 'View Customer', 'Add Customer', 'Reset Session', 'Activity Report', and 'Daily Report' (which is selected). Below this menu is a 'Quick Reports' section with 'My DI Accounts' and 'Edit Quick Reports'. The main content area is titled 'Daily Report Select' and includes the instruction 'Select a customer for the report or [search for a customer](#)'. Below this is a table with the following data:

Customer Name	Customer ID
Best Customer	54676
Electric Mills Customer	82384
Financial Services Customer	91923
General Manufacturing Customer	72347

At the bottom of the table, it says 'Showing 1 - 4 of 4 customers' with navigation links 'First', 'Previous', 'Next', and 'Last'. A 'Back to top' link is located at the bottom right of the page content. At the very bottom of the page, there is a 'Privacy Statement' link on the left and 'Technology provided by Metawave Corporation' on the right.

4. The Daily Search page will display. Select the options for the report and then click **Search**.



Field	Description
Date	Allows the user to view transfer data for a specific date.
Report Output	Allows the user to control the report format. It should be based on how the user expects to view or process the report.

5. The Daily Report page will display.

CDS Bank

Home Bank Customers

Help Contact Us Log Out

Daily Report

Click a Unit ID link to view details or [refine search](#).

Customer: Best Customer - 54678
 Created: 05/28/2005 at 12:31:21 PM CT
 Total number of transfers: 2

Number of units reporting: 4
 Number of units not reporting: 1

Date: 05/27/2005
 All balances are as of the previous business day.

Unit ID	Unit Name	UAI Code	Reported Balance	Prior Day Transfer	Transfer Amount	Status
1010000001	Wool Spinner	40	\$90,000.00	\$70,000.00	\$10,000.00	Pending
1010000002	Big Loom Company	(not reported)	(not reported)	\$7,456.09	\$0.00	No transfer
1010000003	Bob's Wool Inc.	15	\$101,402.67	\$0.00	\$0.00	Report only
1010000004	In Sheep's Clothing	15	\$12,000.00	\$8,231.20	\$5,000.00 [†]	Pending
1010000005	The Golden Fleece	15	\$45,754.01	\$5,211.49	\$0.00	Deleted
Total transfer amount:					\$15,000.00	

[†] Indicates that an override was performed on the calculated transfer amount.

[Back to top](#)

[Privacy Statement](#) Technology provided by Metavante Corporation

- To view details for an underlined unit, click its hyperlink value in the Unit ID column.
- The Daily Report Detail page will display in a pop-up window, showing detailed information about the transfer.
- To produce the report on a different set of options, click **refine search** and repeat Steps 4-5. To select another activity, click one of the tabs.

Quick Reports

The Quick Report feature allows the user to save frequently used report settings for future use. Once saved, the quick report can be run at any time by clicking the quick report name in the navigation menu. The user can also schedule automatic delivery of a quick report via encrypted email.

Multiple quick reports may be based on the same report settings.

Note: The Quick Report feature is only available for the Data Interchange Account Report at this time.

Adding a Quick Report

To create a quick report:

- Select the **Bank** button on the title bar.
- The View User selection page will display. Select the **Data Interchange Account Report** from the navigation menu.

3. Select report options as usual on the report search page(s). Once the desired options have been selected, click **Save as a quick report** on the final search page.

The screenshot shows a web interface for configuring report destinations. On the left is a large blue sidebar. The main content area is titled "Destinations" and includes the instruction "Include accounts with the following assigned destinations." Below this are two radio buttons: "All destinations" (selected) and "Specific destination". To the right of the "Specific destination" option is a dropdown menu with the following options: "--Select a destination--", "Central - 40404", "Pacific - 12345", "Banklink", "Chase", "Global Payments", "Mellon", and "SWIFT - 83324". Below the "Destinations" section is the "Additional information" section, which says "Select additional information to include in the report." It contains two checkboxes: "Display currency codes" (unchecked) and "Display account destinations & processing codes" (checked). At the bottom of the form are two buttons: "Run report" and "Save as a quick report". In the bottom right corner of the page, there is a "Back to top" link and a footer that reads "Technology provided by Metaware Corporation". In the bottom left corner, there is a link for "Privacy Statement".

4. The Add Quick Report page will display. Enter a unique report name of your choosing and click **Save**.

Note: *If you want to schedule automatic delivery of the report, select the desired delivery schedule and enter the email address to which the report will be delivered before clicking **Save**.*

Field	Description
Delivery Schedule	Allows user to schedule a quick report for automatic delivery. Options include: (1) no automatic delivery, (2) every day, (3) every week, or (4) every month, with a day and time specification for each option.
Report Delivery	Allows the user to specify the email destination for a scheduled quick report.
Report Name	Allows the user to assign a unique name to a quick report.

5. A confirmation page will be displayed when the report settings have been saved.



6. The quick report will display in the Quick Reports inset of the navigation menu as soon as it has been saved.
7. Click the report name in the navigation menu if you want to produce the report now.

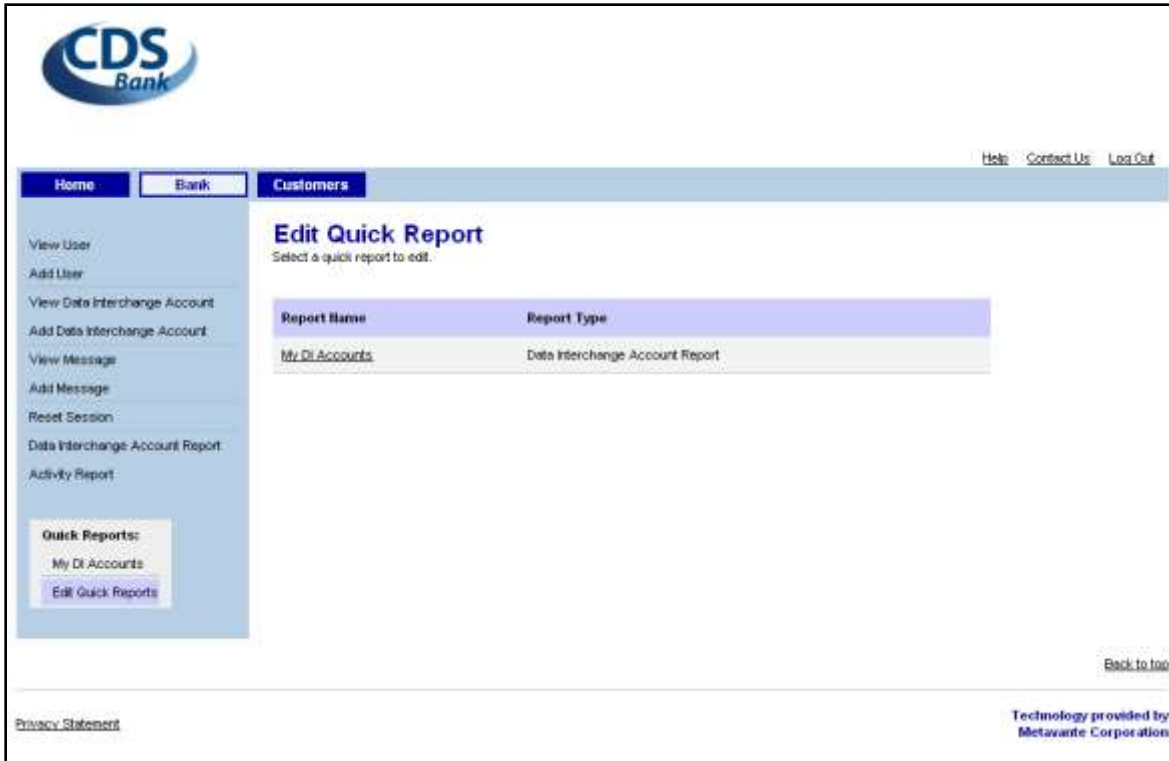
Editing a Quick Report

Quick report settings can be updated as necessary.

Revisions may include modifying data search parameters and scheduling (or unscheduling) automatic delivery of the report.

To edit the settings for a quick report:

1. Select the **Bank** button on the title bar.
2. The View User selection page will display. Select the **Edit Quick Report** in the Quick Report inset of the navigation menu.
3. The Edit Quick Report selection page will display. Select the quick report to modify by clicking its name.



4. The Edit Quick Report Parameters page will display.

Note: Several edit pages will display in sequence, allowing the user to edit both the search parameters for the report display and the name and delivery parameters for the quick report.

For more information about the fields on these quick report pages, see the section in this user guide on the specific report type or, for editing the quick report parameters, see **Adding a Quick Report** above.



- [View User](#)
- [Add User](#)
- [View Data Interchange Account](#)
- [Add Data Interchange Account](#)
- [View Message](#)
- [Add Message](#)
- [Reset Session](#)
- [Data Interchange Account Report](#)
- [Activity Report](#)

- Quick Reports:**
- [My DI Accounts](#)
 - [Edit Quick Reports](#)

Edit Quick Report Parameters

Change parameters and click [Continue](#).

Report name: My DI Accounts
Report type: Data Interchange Account Report

Report output

- Display on screen
- Download in PDF format
- Download in comma-delimited (CSV) format
- Download in fixed column width format

Accounts

- Include all existing (undeleted) accounts
- Only include accounts that have been added, changed, or deleted during:
 - Today
 - Previous day
 - Current week
 - Previous week
 - Current month
 - Previous month
 - Last days
 - Between specific dates:
From:
 - To:
- Specific account number:
 Include all accounts containing this value

Destinations

Include accounts with the following assigned destinations.

- All destinations
- Specific destination:
Central - 40404
Pacific - 12345
Banklink
Chase
Global Payments
Mellon
SWIFT - 63324

Additional information

Select additional information to include in the report.

- Display currency codes
- Display account destinations & processing codes

[Continue](#)

[Back to top](#)

- Update the report parameters as desired and then click **Save** on the final edit page. When the changes have been saved, a confirmation message will display on the page.

CDS Bank

Home Bank Customers

View User
Add User
View Data Interchange Account
Add Data Interchange Account
View Message
Add Message
Reset Session
Data Interchange Account Report
Activity Report

Quick Reports:
My DI Accounts
Edit Quick Reports

Edit Quick Report Parameters
Change parameters and click Save, or [return to preceding edit page](#).

Confirmed: The requested changes have been successfully saved.

Report information
Give this quick report an easily recognizable name.

Report name*
Report type: Data Interchange Account Report

Delivery schedule
All times are in Central Time (CT).

Do not schedule for automatic delivery

Send every day

Days:
Time:

Send every week

Day:
Time:

Send every month:

Day:
Time:

Report delivery
Applies only if scheduled above. For more information on delivery security, see [help](#).

Email address:

* Indicates required field

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[Privacy Statement](#) Technology provided by Metavante Corporation

Frequently Asked Questions (FAQs)

Is there an automated way to set up large scale customers that will have many organizational units and users?

Yes. Mega Corp has a tool for importing large scale customer setups. Please see your relationship manager for pricing and details.

I see the “Add Customer” and “View Customer” options in my menu. I don’t see a “Delete Customer” option. How do I delete a customer?

Customers may be deleted through the View Customer page. Select the Delete this customer link on the View Customer page to delete a customer.

The decision to delete a customer should not be made until you are absolutely sure that any historical data associated with that customer will never be needed.

Our bank provides direct product support for our customers. How can we make sure that the customer support contact information that the client sees will direct them to call us?

When you set up the Headquarters organizational unit, fill in your support phone number and email address under “Support Information”. The customer will also be prompted to fill in support information for each organizational unit that they set up. Instruct them to leave those fields blank. The system will then display the banks phone number and email address to all customer users under that Customer ID.

Note: If the customer fills in different information at the organizational units they set up, it will override what appears at the Headquarters unit. Leaving the fields blank at all levels below the Headquarters level will ensure that this does not happen.

How can we get hands on experience with new product features and enhancements before our customers are exposed to them?

Mega Corp offers a preview of product changes two weeks prior to the live Production date. For a fee, banks may participate in this preview. Product preview allows bank personnel to set up test scenarios and try out new features and enhancements firsthand. Any questions, issues or concerns can be resolved with Mega Corp before the bank is exposed to client calls. This puts the bank in a very favorable position to expertly support their clients when the new features go live.

Please see your relationship manager for details concerning price and participation in the Product Preview program.

Is training available?

Training is offered as part of the standard implementation process. In addition to updated user guides and release notes, webinars are conducted with each release to acquaint the banks with the upcoming new features.

Additional training is available upon request; please check with your relationship manager for pricing and availability.

What options do we have for setting the password expiration interval?

The default password expiration interval is 30 days for all customers. The bank administrator has the ability to reset the password expiration interval to 60 or 90 days for all customers of their bank.

To change the password expiration interval for individual customers, a written request must be submitted. Please contact your Implementation or Client Production Support representative to arrange any such changes.

Can the bank set limits on the transaction amounts entered by its customers?

Yes. The bank can set minimum and maximum limits ranging from \$0.00 to \$99,999,999.99.

How long does a user session remain active before it expires?

A user session will remain active for 20 minutes of inactivity before it expires. This will hold true whether the user simply provides no input to the system or closes the browser rather than logging out.

An administrator can reset the user's session to allow reentry into the application before the 20 minutes have expired.

What does the error message "This user is already logged in." mean?

As a security measure, the default setting of the system does not allow two sessions to be active at the same time for the same user credentials. This message occurs when a user attempts to log in with user credentials already in session.

Users will also get this message when they exit the application other than by clicking on the "Logout" link and attempt to log back in before the session expires. For example, if you simply closed the browser, but did not log out, your session remains in use until it expires. Any attempt to log in before the underlying user session expires will result in this error message.

Can we broadcast a message to our corporate clients?

Yes. Banks can compose multiple messages to display to their customers via the View/Add Message feature under the Bank menu tab. Upon login, all corporate-level users will see these messages displayed on their home page. Remote users do not see these messages.

Is there a limit to the number of remote locations that this product can handle?

Cash Express is designed to handle the cash management needs of large corporations. It is capable of supporting hundreds or thousands of remote locations.

What is the difference between a "superadmin" user and other users?

A superadmin user is the top administrative user in the product. There is one bank superadmin user and one customer superadmin user. By default, the superadmin user has the complete set of user entitlements granted to the bank or the bank's customer. The superadmin also automatically has access to any new features added to the product. The superadmin user can entitle any or all of these features to another user. The superadmin can be reassigned to a different user but, unlike other users, it can never be deleted.

Since bank superadmin users are maintained by Mega Corp, and corporate superadmin users are maintained by the bank, a superadmin user cannot change its own profile.

Can the "superadmin" user be named something other than "superadmin"?

Yes. "Superadmin" is the default name for the bank and corporate product administrator. Therefore, it is highly recommended that you choose a different name to be assigned when a bank or customer is created.

Once created, this name cannot be changed directly through the user interface. Please contact your Client Support representative if you want to change this.

Can a reporting unit transfer funds both automatically and manually?

No. A reporting unit can only transfer funds automatically based on daily balances or manually by user entry.

What are the branding options for this product?

There are many options available that will allow great flexibility for branding your bank. You have the choice of colors for many of the page elements in the product. The page header and footer can be branded with logos and links. By default, corporate user pages will display the branding defined at the bank level. Corporate clients can have their own branding apart from the default bank branding. Please consult your relationship manager for fees and details.

What is required to delete a concentration account?

To successfully delete an account, the account cannot be attached to an organizational unit. If the account is already attached to an organizational unit, you must have the customer attach a different account to that organizational unit. This will free up the account in question for deletion.

What is required to delete a customer's application?

As long as no transactions have been submitted, the bank can delete the application. Once transactions have been entered, the user interface will not permit its deletion in order to preserve historical transactions. If in the rare situation, you need to delete a customer's application after transactions have been entered, please contact your Client Support Representative for further instructions.