



# Cash Manager

User Guide

Revised October 2008

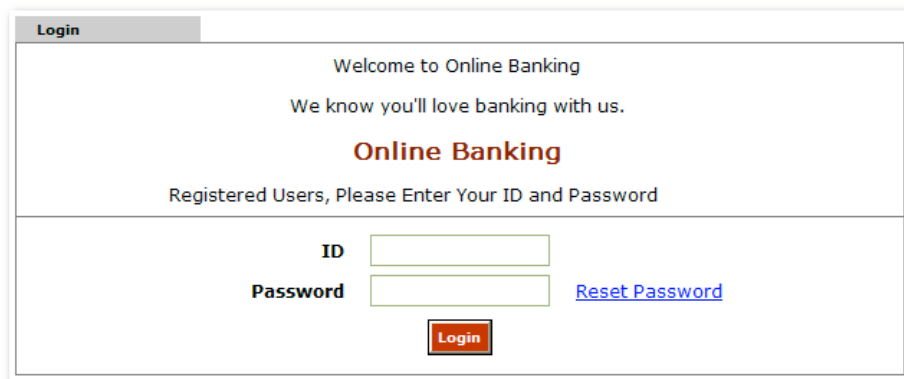
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## Logging In

Enter the ID assigned by the bank in the ID field and the last four digits of the company's Federal Tax ID number in the Password field. All users in your company share this ID and Password. Be sure to safely and appropriately communicate it between your users.

Initial Sign On (for Company)



The screenshot shows a web browser window with a tab titled "Login". The page content includes a welcome message: "Welcome to Online Banking" and "We know you'll love banking with us." Below this is the heading "Online Banking" in a larger, bold font. Underneath, it says "Registered Users, Please Enter Your ID and Password". There are two input fields: one labeled "ID" and one labeled "Password". To the right of the "Password" field is a blue link labeled "Reset Password". Below the input fields is a red button with the word "Login" in white text.

### *FIELD DESCRIPTIONS*

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

**Password:** The last four digits of the company's Tax ID Number (default).

**Reset Password:** To use this feature you must have entered an email address, Personal Question and Personal Question answer in the Options page. Click on the link if your password becomes locked and follow the instructions to reset your password.

### *PROCEDURES*

Type the appropriate ID or ID Field, then click in or tab to the Password field.

Type the appropriate Password in the Password field

Click **Submit**.

## Changing Your Password

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

**Information Message**

**Password Change Required.**

---

**Change your Password (required):**

Enter your current Password:

Enter your new Password:

Reenter your new Password:

---

**Change your ID (optional):**

Your current ID:

Enter your new ID:  NOTE: User name cannot begin with a number or contain special characters.

Reenter your new ID:

### FIELD DESCRIPTIONS

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

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

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

### PROCEDURES

Type the appropriate password in the current password field, then click or tab to the next field.

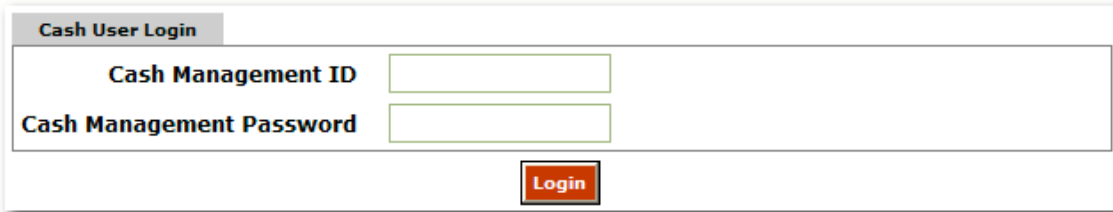
Type the new xxx password of your choice, then click or tab to the next field.

Re-enter the exact xxx password that you entered in the previous field.

Click **Submit**.

## Cash User Login Screen

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



Cash User Login	
Cash Management ID	<input type="text"/>
Cash Management Password	<input type="password"/>
<input type="button" value="Login"/>	

### *FIELD DESCRIPTIONS*

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

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

### *PROCEDURES*

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

Type the appropriate Password in the Cash Management Password field.

Click **Login**.

## Cash Management User Single Sign On

**Single Sign On**

To access your accounts, please establish a single sign on user name and password.

Create your Single Sign On User (required):

**Create your Single Sign On User Name:**  NOTE: User name cannot begin with a number or contain special characters:

**Enter your new Single Sign On Password :**

**Reenter your new Single Sign On Password :**

Upon initial login, and Cash User password change, you will be prompted to enter a new, unique Single Sign On ID and Password. This ID and Password will be used as the signon information on all subsequent logins. Each time you log in you will enter this information in the ID and Password fields versus the login for the company.

## Navigation



Note: All available modules are displayed here. Modules enabled for the user will depend on your user access.

**Options for each module are located within the tab for that module. Click the tab to access the available options for each online banking module.**

### *FIELD DESCRIPTIONS*

**Main:** Access accounts and account activities, view interest rates, and order checks.

**Bill Payment:** Establish payees, schedule and review bill payments and bill payment history.

**Cash Manager:** Access the ACH, Wire, and ARP modules, User administration, and Reporting.

**Options:** Change PIN/Password information, email address, Account settings, default Display options, and establish Alerts.

## Account Listing Page

View: [5](#) | [10](#) | [20](#) | [50](#) | [100](#) | [ALL](#) accounts per page

Deposit Accounts <span style="float: right;">?</span>			
Account (click for details)	Balance:	Status:	
<a href="#">Payroll</a>	655,509.26		Select option... <input type="button" value="v"/>
<a href="#">Operations</a>	488,387.10		Select option... <input type="button" value="v"/>
<a href="#">Accounts Payable</a>	106,065.18		Select option... <input type="button" value="v"/>
<a href="#">Missouri Offices</a>	151,434.78		Select option... <input type="button" value="v"/>
<a href="#">Kansas Offices</a>	1,447,371.86	New	Select option... <input type="button" value="v"/>

Loan Accounts <span style="float: right;">?</span>			
Account (click for details)	Balance:	Status:	
<a href="#">Inventory</a>	35,000.00	Past due	Select option... <input type="button" value="v"/>

Customer Summary Information
5 Deposit accounts with a total balance of 2,848,768.18 1 Loan accounts with a total balance of 35,000.00
You last accessed your NetTeller account on Tuesday April 22, 2008 01:11:19 PM Central Time You have accessed NetTeller 36 times since Apr 17, 2008 01:06:56 PM <a href="#">Reset this counter</a>

Note: All available fields are displayed here. Fields enabled for the user will depend on your user access.

Accounts are separated into three categories: Deposit, Loan, and Other. You will only see categories and accounts to which you have been given access.

### FIELD DESCRIPTIONS

Balance: This is the account's <available or ledger> balance.

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

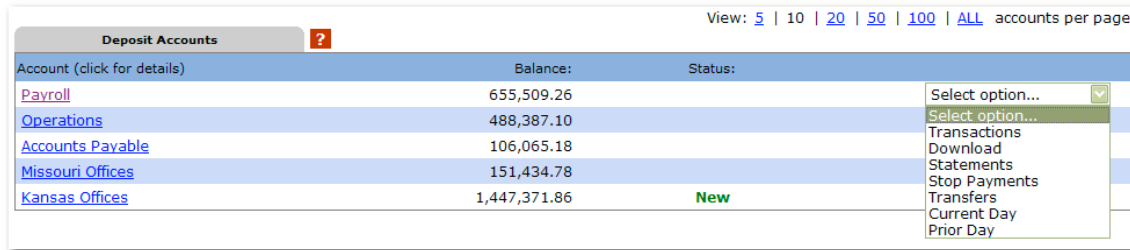
Customer Summary Information: This summarizes the total dollar amount in your deposit accounts as well as any loan accounts.

Reset Counter: Click the Reset Counter link in the Customer Summary Information section to reset the access counter.

View: Change the number of accounts displayed per page. Select a default display setting under Options > Display Settings.



## Account Activity Options



The screenshot shows a web interface for 'Deposit Accounts'. At the top right, it says 'View: 5 | 10 | 20 | 50 | 100 | ALL accounts per page'. Below this is a table with columns for 'Account (click for details)', 'Balance:', and 'Status:'. The table lists five accounts: Payroll, Operations, Accounts Payable, Missouri Offices, and Kansas Offices. The 'Kansas Offices' account has a 'New' status. To the right of the table is a dropdown menu with the following options: Select option..., Select option..., Transactions, Download, Statements, Stop Payments, Transfers, Current Day, and Prior Day.

Account (click for details)	Balance:	Status:
<a href="#">Payroll</a>	655,509.26	
<a href="#">Operations</a>	488,387.10	
<a href="#">Accounts Payable</a>	106,065.18	
<a href="#">Missouri Offices</a>	151,434.78	
<a href="#">Kansas Offices</a>	1,447,371.86	New

### *Drop-Down Menu Activities*

**Transactions:** View transactions posted to your account, view images, and search for specific transactions.

**Download:** Download transaction history in different formats (Microsoft Money, Spreadsheet, etc.)

**Stop Payments:** Add or view stop payments for your account.

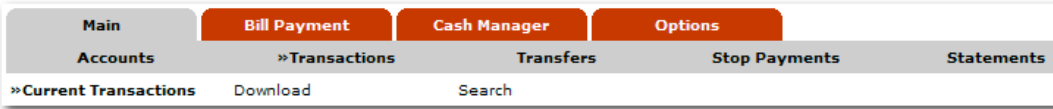
**Transfers:** Add, view, edit or delete account-to-account funds transfers. Transfers that have been set up by the bank cannot be edited or deleted.

**Current Day:** Displays current day information for the selected account. This information is updated throughout the day.

**Prior Day:** Displays prior day information for the selected account. This information is updated nightly.

**Statements:** View your account statements. Statement history is available for up to <x> months.

## Transactions



### Transactions Sub-Menu Navigation Options

**Current Transactions:** View recent transactions.

**Download:** Download transactions in to Personal or Commercial Financial Management software, or as a text file or spreadsheet.

**Search :** Search for specific transactions that have posted to your account.

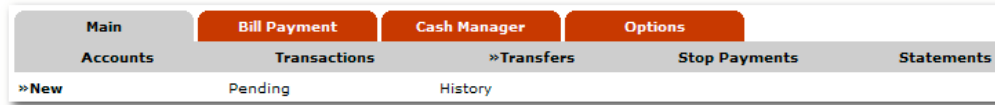
Current Transactions		View Range: Since Last Statement   <a href="#">7 Days</a>   <a href="#">15 Days</a>   <a href="#">30 Days</a>			
Date:	Ref/Check No.	Description:	Debit:	Credit:	Balance:
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 123456789	(29.00)		11,676.95
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 12345678901Q3	(1.00)		11,675.95
10/03/2006		TAXPAYMENT TRACY'S TIES CCD 857459963 187951234	(1.00)		11,674.95
10/04/2006		ACH TRACY'S TIES CCD 857459963 123456789	(4.00)		11,670.95
10/05/2006		ACH TRACY'S TIES PPD 857459963 081504651091635 857459963		5.00	11,675.95
10/10/2006		Stop Payment Charge	(20.00)		11,655.95

Transactions can be sorted by clicking on the column header. Columns available for sorting are Date, Ref/Check No., Debit, and Credit.

### FIELD DESCRIPTIONS

**View Range:** Change the number of transactions displayed. Select a default display setting under Options > Display Settings.

## Transfers



### *Transfers Sub-Menu Navigation Options*

**New:** Schedule new funds transfers.

**Pending:** View, Edit, and Delete scheduled transfers.

**History :** View processed transfers.

The image shows a web form titled 'Transfer Funds' with a red question mark icon. The form has a header with 'Transfer Funds' and a red question mark icon. Below the header, there are three tabs: 'Schedule', 'Review', and 'Finish'. The form contains the following fields:

- \* Denotes required field
- \* Transfer funds from: Accounts Payable (dropdown menu) Available Funds: 106,065.18
- \* Transfer funds to: Select option... (dropdown menu)
- Payment options: None
- \* Transfer amount: [ ] . [ ]
- \* Frequency: One Time (dropdown menu)
- \* Transfer Date: 04/23/2008 (calendar icon)
- Transfer memo: [ ]
- Submit (button)

### *PROCEDURES – Add Funds Transfer*

**Transfers funds from:** The account that will be debited for the funds transfer.

**Transfer funds to:** The account that will be credited.

**Payment Options:** Payment options are available if you are transferring to a loan account.

**Transfer Amount:** The dollar amount of the funds transfer.

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

**Transfer Date:** Enter the date that the transfer should happen.

**Transfer Memo:** Enter any descriptive information for the funds transfer. This information displays with the transaction and on your statement.

*PROCEDURES – Review and Confirm Funds Transfer*

The screenshot shows a web application window titled "Transfer Confirmation". At the top right, there are navigation tabs: "Schedule", "Review" (which is selected), and "Finish". A red question mark icon is visible next to the window title. The main content area displays the following information:

- Transfer funds from: **Accounts Payable**
- Transfer funds to: **Operations**
- Payment options: **No payment type applicable.**
- Amount to transfer: **500.00**
- Frequency: **One Time**
- Scheduled Date: **04/23/2008**
- Memo:

At the bottom of the window, there are three buttons: "Confirm", "Edit", and "Cancel".

Review the Funds Transfer information and click **Edit** to change the information, or click **Confirm** to complete the transfer.

The screenshot shows the same "Transfer Confirmation" window after the transfer has been confirmed. The navigation tabs are "Schedule", "Review", and "Finish". The main content area displays the following information:

- Current date: **April 23, 2008** Current time: **11:23:23 AM**
- Transfer from account: **Accounts Payable**
- Transfer to account: **Operations**
- 
- Transfer amount: **\$500.00**
- Date: **January 29, 2007**
- Transfer description: **Internet banking transfer**
- 
- Your transfer of funds has been scheduled.
- 
- \*\*\*\*\*
- C O N F I R M A T I O N   N U M B E R**
- 
- 0126070015
- 
- Please retain this number for your reference
- \*\*\*\*\*

At the bottom of the window, there is a button labeled "Add Another Transfer".

After confirmation a transfer summary and confirmation number display. Retain this information for your records. Click **Add Another Transfer** to enter another transfer of funds, or click **Pending** in the navigation menu to review any scheduled transfers.

## Stop Payments

The screenshot shows a software interface with a top navigation bar containing 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below this is a sub-menu bar with 'Accounts', 'Transactions', 'Transfers', '»Stop Payments', and 'Statements'. The '»Stop Payments' menu is active, showing a 'New' button and a '»Current' link. Below the navigation is a dropdown menu labeled 'View Issued Stop Payments for:' with 'Accounts Payable' selected. A table titled 'Issued Stop Payments' contains one entry:

Account:	Check Number:	Amount:	Payee:	Issue Date:
Accounts Payable	1234	\$1.00	Jerry Smith	04/21/08 <a href="#">View</a>

### Stop Payment Sub-Menu Navigation Options

**Current:** View Stop Payment placed on the selected account.

**New:** Place a new Stop Payment on the select account.

The screenshot shows the 'New Stop Payment' form. It has a title bar with 'New Stop Payment' and a help icon. The form includes a 'Note: \* Required Field' and several input fields:

- Add Stop Payment for Account:** Accounts Payable (dropdown)
- \* Check Date:** 04/23/2008 (calendar icon)
- \* Start Check Number:** (empty text box)
- \* Amount:** \$ (text box) . (text box)
- \* Payee:** (empty text box)
- Remarks:** (empty text box)

At the bottom are 'Submit' and 'Cancel' buttons. The top right of the form has 'Enter', 'Review', and 'Finish' options.

### PROCEDURES – Add a Stop Payment

**Add Stop Payment for Account:** Select the account to which you want to add the Stop Payment.

**Check Date:** Enter the date the check was issued.

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

**Amount:** Enter the dollar amount of the check.

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

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

Click **Submit** to review the Stop Payment information.

*PROCEDURES – Review and Confirm Stop Payment*

The screenshot shows a web form titled "New Stop Payment" with a red question mark icon. The form is in the "Review" stage, indicated by the "Review" tab being selected in the top right navigation bar (along with "Enter" and "Finish"). The form content includes the following fields and values:

Add Stop Payment for Account:	<b>Accounts Payable</b>
Check Date:	<b>04/23/2008</b>
Start Check Number:	<b>100234</b>
End Check Number:	<b>0</b>
Begin Amount:	<b>\$500.00</b>
End Amount:	<b>\$0.00</b>
Payee:	<b>John Q. Public</b>
Remarks:	<b>Lost Check</b>

At the bottom of the form, there are two buttons: "Edit" and "Confirm".

Review the Stop Payment information. Click **Edit** to change the information, or **Confirm** to complete the setup of the Stop Payment.

This screenshot is similar to the previous one, showing the "New Stop Payment" form in the "Review" stage. The values for the fields are:

Add Stop Payment for Account:	<b>Accounts Payable</b>
Check Date:	<b>042308</b>
Start Check Number:	<b>100234</b>
End Check Number:	<b>0</b>
Begin Amount:	<b>\$500.00</b>
End Amount:	<b>\$0.00</b>
Payee:	<b>John Q. Public</b>
Remarks:	<b>Lost Check</b>

Below the remarks field, there is a "Signature:" label followed by a horizontal line for input. At the bottom of the form, there is a single button labeled "Add Another Stop".

Follow your bank's procedures for verifying the Stop Payment. Click **Add Another Stop** to enter another Stop Payment, or click **Current** in the navigation menu to review existing Stop Payments.

**NOTE:** You must contact your bank to revoke any Stop Payments.

## Statements

The screenshot shows a software interface for viewing statements. At the top, there are navigation tabs: 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below these are sub-tabs: 'Accounts', 'Transactions', 'Transfers', 'Stop Payments', and '»Statements'. A dropdown menu labeled 'View Statements for:' is set to 'Payroll'. Below this is a 'View Statements' button with a question mark icon. The main content is a table with three columns: 'Statement Date', 'Description', and 'Select Format to View'. The table contains three rows of data.

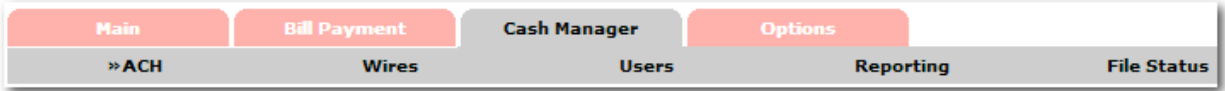
Statement Date:	Description:	Select Format to View:
09/15/2006	This is your statement	Select option...
08/15/2006	This is your statement	Select option...
07/14/2006	This is your statement	Select option...

Statement History is available for <x> days. Statements are available in three formats:

- PDF
- Text
- HTML

Use the drop-down menu next to a statement to choose the viewing format. Select a different account from the **View Statements for** drop-down menu to view a statement for another account.

## Cash Manager



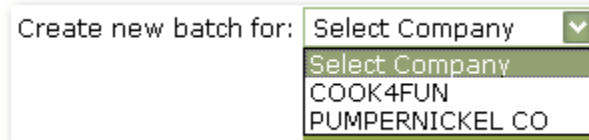
The Cash Manager tab contains all of the Cash Management functionality, including:

- ACH
- Wires
- Account Recon/Positive Pay
- User Administration
- Reporting
- File Status (for uploaded files)

## ACH

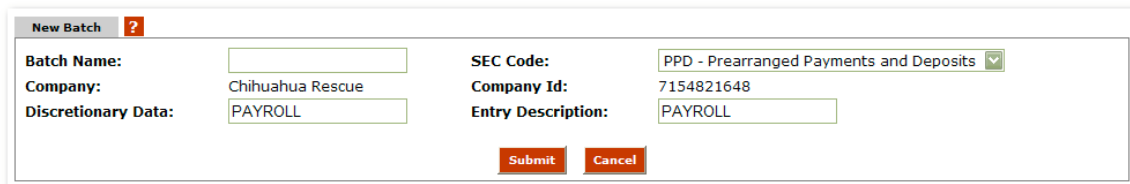
### PROCEDURES – Create an ACH Batch

**Step 1: Create New Batch.** From the main ACH Batch List page, select the company for which the batch is being created.



The screenshot shows a dropdown menu for selecting a company. The text 'Create new batch for:' is followed by a dropdown box with a downward arrow. The dropdown is open, showing a list of options: 'Select Company' (highlighted), 'COOK4FUN', and 'PUMPERNICKEL CO'.

**Step 2: Batch Header.** Enter batch header information.



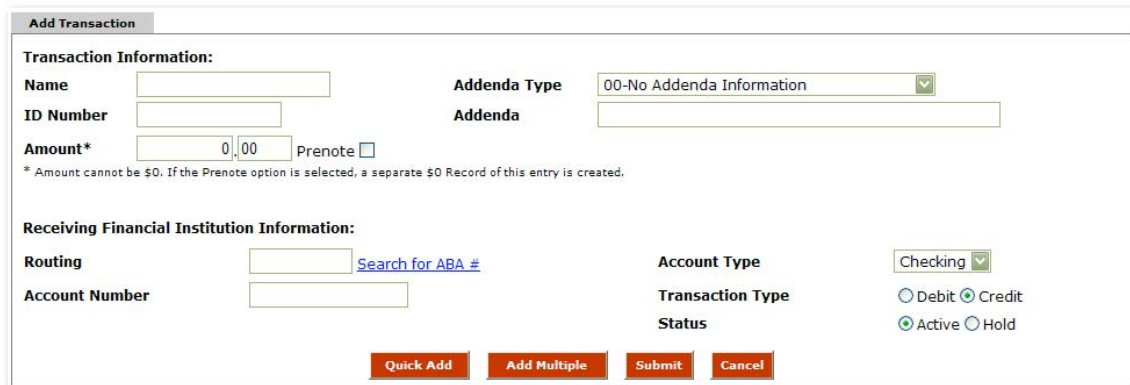
The screenshot shows the 'New Batch' form. It has a title bar with 'New Batch' and a question mark icon. The form contains the following fields and values:

Batch Name:	<input type="text"/>	SEC Code:	PPD - Prearranged Payments and Deposits
Company:	Chihuahua Rescue	Company Id:	7154821648
Discretionary Data:	PAYROLL	Entry Description:	PAYROLL

At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

**Step 3: Create Transactions.** There are three ways to add transactions; individually, by entering multiple records and by using Import Records (not commonly used.)

When adding a transaction individually the user may enter addenda information (if applicable) and search for an ABA number.



The screenshot shows the 'Add Transaction' form. It has a title bar with 'Add Transaction'. The form is divided into two main sections:

**Transaction Information:**

Name	<input type="text"/>	Addenda Type	00-No Addenda Information
ID Number	<input type="text"/>	Addenda	<input type="text"/>
Amount*	<input type="text" value="0,00"/> Prenote <input type="checkbox"/>		

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

**Receiving Financial Institution Information:**

Routing	<input type="text"/> <a href="#">Search for ABA #</a>	Account Type	Checking
Account Number	<input type="text"/>	Transaction Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit
		Status	<input checked="" type="radio"/> Active <input type="radio"/> Hold

At the bottom, there are four buttons: 'Quick Add', 'Add Multiple', 'Submit', and 'Cancel'.

**Step 3 (alternate): Add Multiple Records** is a quick way to create transactions. It allows up to 15 records to be added at a time.

**Add Transaction**

**Transaction Information:**

Name  Addenda Type

ID Number  Addenda

Amount\*  Prenote

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

**Receiving Financial Institution Information:**

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

Account Number  Transaction Type  Debit  Credit

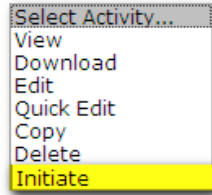
Status  Active  Hold

Data is limited to Credit/Debit Account, ABA, ID Number, Name, Amount and Checking or Savings designation.

To add addenda information or use ABA lookup, first add the record here then use the **Edit** Transaction feature.

Multi-Transaction Entry / Test ? <input type="checkbox"/> Prenote *							
	Name:	ID #:	Routing #:	Account #:	Chk Sav	* Amount:	DR CR
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> <input checked="" type="radio"/>

**Step 4: Initiate Batch.** Select **Initiate** from the drop down menu. Initiate is only available if the batch is in balance.



Select the effective date from the drop down box (only dates available for selection will display.)

Initiate Batch ? View 10 | 20 | 50 | 100 | All | Search

<b>Batch Name:</b>	Test Batch	<b>SEC Code:</b>	PPD
<b>Company:</b>	Gabby's Treats	<b>Company Id:</b>	7164946464
<b>Discretionary Data:</b>	PAYROLL	<b>Entry Description:</b>	PAYROLL

Name:	ID Number:	Account:	Routing:	Amount:	CR/DR:	Held:
Debbie Wood	3213210231	0321051231		\$700.00	CR	
Pete Hopkins	320321023	654321231		\$500.00	CR	Y
Offset	321230231	3		\$700.00	DR	

**Total Debits: \$700.00    Total Credits: \$700.00**

Select Effective Date: Wednesday, April 30, 2008

Reset amounts to \$0.00 after processing batch:

Initiate Cancel

**Batch List:** Batches already created/uploaded in NetTeller. Batches will remain on the system to be used as templates.

**ACH Statuses:**

**Ready:** Batch can be edited. If in balance it may also be initiated.

**Uploaded:** Batch has been uploaded or transactions imported.

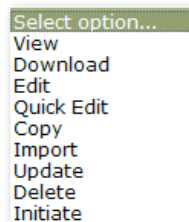
**Initiated:** Batch has been sent to Financial Institution.

**Processed:** Financial institution has moved batch to ACH warehouse.

Status:	Batch Name:	Type:	Company:	Debit:	Credit:	
<input type="checkbox"/> Ready	Payroll 5-1	PPD	Chihuahua Rescue	\$600.00	\$600.00	Select option...
Initiated	PNT-Test Batch	PPD	Gabby's Treats	\$0.00	\$0.00	Select option...
<input type="checkbox"/> Ready	Tax FD April	CCD	Gabby's Treats	\$150.00	\$150.00	Select option...
<input type="checkbox"/> Ready	Test Batch	PPD	Gabby's Treats	\$700.00	\$700.00	Select option...
Uploaded	0000004	PPD	DELUXE CHECK	\$655.87	\$0.00	Select option...
<b>Total</b>				<b>\$2,105.87</b>	<b>\$1,450.00</b>	

Initiate Selected

**Quick Initiate:** Select the checkbox for balanced batches and click **Initiate Selected**.



**View:** List of transactions within batch.

**Download:** Export batch to PDF or NACHA file format.

**Edit:** Change or add transactions to the batch.

**Quick Edit:** Change transaction dollar amounts, place hold on specific transactions. This option is commonly used when editing a payroll batch, where only the amount of the transaction changes.

**Copy:** Creates an exact duplicate of the selected batch.

**Import (optional):** Upload transactions from CSV, Tab-Delimited, Fixed Position or NACHA files.

**Update (optional):** Upload new dollar amount using Employee ID as matching field; will not create new transactions.

**Delete:** Remove batch from the system. If the batch is in initiated status, it will also delete batch from Financial Institution.

**Initiate:** Send batch information to financial institution for processing. Initiate only displays as an option if the batch is in balance.

**Upload:** Allows Cash User to upload a NACHA file into NetTeller. File must have .ach extension.

**Upload ACH File** ?

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

File Name:

**Tax Payments:** Send federal and/or state taxes (if enabled by FI) via ACH. User must already be registered with the EFTPS to use this option.

**Add Tax Payment**

Batch Tax  Receiving Institution [Lookup](#)

Pay to  Tax Period  mm/dd/yyyy

Company Name  Tax Code  [Lookup](#)

Taxpayer ID  Amount Type Code  [Lookup](#)

Payment Amount  Pay from Account

**History:** Displays ACH batches that have been initiated by the customer and processed by the Financial institution. Clicking **View** displays the transactions within the batch.

**ACH History** View [7 Days](#) | [15 Days](#) | [30 Days](#) | [Search](#)

Initiated:	Effective:	Batch:	Type:	Company:	Debits:	Credits:	Details:
<input type="button" value="Return"/>							

**Search:** Search and display any transactions within all batches that match the search criteria. Cash User can then edit/delete the transactions if needed.

**Search Records**

Name:	ID Number:	Batch:	Amount:	Prenote:	Held:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Search"/>					

## ACH Import (Optional)

**Step 1: Establish Import Layout:** If the Import Transactions option is activated, the user must populate the format layout here. In the example below a translation table is established for a CSV file. The user “tells” NetTeller which of the spreadsheet columns contain the Name, ID Number, etc.

The screenshot shows a window titled "CSV ACH File Format". At the top, there is a dropdown menu labeled "Select Upload Format to Create/Edit:" with "CSV File Layout" selected. Below this, there are several fields with dropdown menus: "Name:", "Account Number:", "ID Number:", "Amount:", "Routing Number:", and "\*Transaction Code:". A note below these fields states: "\*NOTE: If your file does not contain Transaction Codes, provide the following:". Underneath the note, there are three pairs of fields: "Account Type:" with a dropdown, "Checking Equals" with a text box, and "Saving Equals" with a text box; "Transaction Type:" with a dropdown, "Debit Equals" with a text box, and "Credit Equals" with a text box. At the bottom of the window, there are two buttons: "Save" and "Reset".

**Step 2:** Select **Import** from the Select Option drop down box.

**Step 3:** Select **Import File Type**.

**Step 4:** **Browse** for file.

**Step 5:** Click **Import**.

The screenshot shows a window titled "Import File - Payroll 5-1". The main text reads: "Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type." Below this, there is another paragraph: "Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#)." At the bottom, there are three fields: "Import File Type:" with a dropdown menu labeled "Select Format"; "Select File:" with a text box and a "Browse..." button; and an "Import" button.

## Wires



### PROCEDURES – Add a Wire Transfer

**Step 1: Edit/Add.** Choose the account for which you are adding the wire in the **Create a new wire from** drop-down menu.

A screenshot of a web application interface. The main window is titled 'Define New Wire' and contains several sections: 'General Wire Information', 'Credit Account Information' (with fields for Credit Account Number, Name, and Address), 'Receiving Bank Information' (with fields for ABA Number, Name, and Address, and a 'Search for ABA Number' link), 'Wire Information' (with a 'Remarks' field), and 'Repetitive Wire/Code' and 'Amount' fields. A 'Submit' and 'Cancel' button are at the bottom. A smaller pop-up window titled 'ABA Lookup - Wires' is overlaid on the right, showing fields for ABA Number, Bank Name, Short Name, City, and State, with green checkmarks indicating successful lookups. It also includes 'Submit' and 'Close' buttons and a legend explaining the checkmarks: a green checkmark means 'the data entered finds partial match ("Ring" will find "The Springfield Bank")' and a blue checkmark means 'the data entered must match exactly with entry in database.'

**Step 2:** Fill in the fields for the new wire:

- **Credit Account Number:** The account that will receive the wired funds.
- **Credit Account Name:** The name on the account receiving the wired funds.
- **Credit Account Address:** The address of the Credit Account.

- **Receiving Bank Information:** Enter the ABA number of the Financial Institution where the Credit Account is held. Use the Search for ABA Number feature to search for the Credit Fl. **Selecting an ABA from the Search for ABA Number option will populate all remaining Receiving Bank Information fields.**
- **Wire Information/Remarks:** Enter any information regarding the Wire Transfer. Comments can include processing instructions, invoice numbers, or any other text/numeric data.
- **Repetitive Wire/Code:** If the wire transfer should be saved as a template, click the checkbox for Repetitive Wire and assign a repetitive wire code (up to 6 characters). Wires that are not designated as Repetitive will automatically be removed from the system once transmitted and processed.

*PROCEDURES – Transmit a Wire Transfer*

To transmit a wire use the **Transmit** option.

**Step 1:** Select the checkbox to the left of the wire and choose **Transmit Selected**, or choose the **Transmit** link to the right.

Wire Name:	Sequence:	Status:	Amount:	Rep:	Account Number:	Receiving FI:	
<input type="checkbox"/> RENT	1	Ready	\$1,500.00	Y	897809	BUS BK	<a href="#">Transmit</a>
<b>Transmit Selected</b>							

**Step 2:** Enter your Wire Password and click **Transmit**.

Quick Transmit							
Wire Name:	Sequence:	Amount:	Rep:	Account Number:	Receiving FI:		
RENT	1	\$1,500.00	Y	897809	BUS BK		
Wire Password <input type="text"/>							
<b>Transmit</b> <b>Cancel</b>							

Transmitted wires display on the Transmit Wires page in an Initiated Status.

**Wire Statuses:** A NetTeller wire will be in one of the following statuses.

**Pending:** The wire can be edited, deleted or initiated.

**Initiated:** Cash User has sent the wire to Financial Institution.

**Processed:** Financial Institution has taken the option to process wire.

**Ready:** Wire needs dollar amount added to initiate.

**History:** View processed wires.

View Wire History for: Payroll

Wire History for 03/23/2008 to 04/22/2008

View [7 Days](#) | [15 Days](#) | 30 | [Search](#)

Wire Name:	Transmitted:	Amount:	Rep Code:	Receiving Account Number:	Receiving FI:
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## ARP

Upload issued items file to Financial Institution and work exception items.

**Items:** Cash User will decide whether to pay or return check items that do not match items in the issued items file.

View items for: Accounts Payable

View/Work Positive Pay Items

Check Number:	Amount:	Pay:	Details:
124	\$465.00	<input type="checkbox"/>	<a href="#">Details</a>
1234	\$500.00	<input type="checkbox"/>	<a href="#">Details</a>
123	\$550.00	<input type="checkbox"/>	<a href="#">Details</a>

[Submit](#)

**View** link allows Cash User to view more information about the item, not an image of the check.

Item Details

**Account Name:** Accounts Payable  
**Check Number:** 124  
**Amount:** \$465.00  
**Source Of Entry:** Manual  
**Exception Reason:** Item not issued  
**Updated By:**  
**When Updated:** 0:00:00 am  
**Updated From Workstation:**

[Return](#)

**Upload:** Cash User will browse for the issued items file to be uploaded into NetTeller. Cash User can upload either a Fixed Position or CSV file. Cash User can also manually enter in items.

**Upload Positive Pay Files** ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

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

Upload file for: Full Recon PosPay ▼

Upload File Type: Select option... ▼

Select File:  Browse...

Upload

## Manual Entry

Enter in issued items information directly into NetTeller without uploading a file. On Upload screen select Manual Entry from the Type drop down menu. Enter in the check number, issued date, check amount and payee.

**Upload ARP File** ?

Enter items for: Full Recon PosPay ▼

NOTE: You may enter up to 8 pages before uploading. Each page holds 11 entries.

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/> .	Debit ▼	<input type="text"/>

Upload Reset Cancel

1 2 3 4 5 6 7 8 >

**Edit Upload Format:** If Cash User is uploading a Fixed Position or CSV file they will need to establish where within their file various fields of information are contained. \*Note: Item number and item amount are required fields.

**Fixed Position:**

**Edit File Format** ?

	Begin	End				
<b>Account Number:</b>	<input type="text"/>	<input type="text"/>				
<b>Account Type:</b>	<input type="text"/>	<input type="text"/>	Chk	<input type="text"/>	Sav	<input type="text"/>
			Christmas Club	<input type="text"/>	GL	<input type="text"/>
<b>Debit / Credit:</b>	<input type="text"/>	<input type="text"/>	Debit Indicator	<input type="text"/>	Credit Indicator	<input type="text"/>
<b>Item Number:</b>	<input type="text"/>	<input type="text"/>				
<b>Item Amount:</b>	<input type="text"/>	<input type="text"/>				
<b>Issue Date:</b>	<input type="text"/>	<input type="text"/>	Date Format	<input type="text"/>		
<b>Void Date:</b>	<input type="text"/>	<input type="text"/>	Date Format	<input type="text"/>		
<b>Payee:</b>	<input type="text"/>	<input type="text"/>				
<b>Payee Address 1:</b>	<input type="text"/>	<input type="text"/>				
<b>Payee Address 2:</b>	<input type="text"/>	<input type="text"/>				
<b>Payee Address 3:</b>	<input type="text"/>	<input type="text"/>				
<b>Payee Address 4:</b>	<input type="text"/>	<input type="text"/>				
<b>Void Indicator:</b>	<input type="text"/>	<input type="text"/>	Yes Indicator	<input type="text"/>		
<b>Stop Indicator:</b>	<input type="text"/>	<input type="text"/>	Yes Indicator	<input type="text"/>		

CSV:

**Edit File Format** ?

Account Number: Select Option...  
Account Type: Select Option... Chk  Sav  Christmas Club  GL   
Debit / Credit: Select Option... Debit Indicator  Credit Indicator   
Item Number: 2  
Item Amount: 4  
Issue Date: 1 Date Format: mmdyy  
Void Date: Select Option... Date Format:   
Payee: 3  
Payee Address 1: Select Option...  
Payee Address 2: Select Option...  
Payee Address 3: Select Option...  
Payee Address 4: Select Option...  
Void Indicator: Select Option... Yes Indicator   
Stop Indicator: Select Option... Yes Indicator

Save Reset Cancel

### Steps for Uploading an ARP file

**Step 1:** Select type of file.

**Step 2:** Browse for file. Click **Upload**.

**Upload Positive Pay Files** ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

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

Upload file for: Full Recon PosPay  
Upload File Type: CSV File  
Select File: \\Kcserver\user directories Browse...

Upload

**Step 3:** Click on **View Details** link to review items.

**Uploaded Files** ?

File Name:	Format:	Type:	Related Account:	Upload Date:	Status:
Sample CSV.csv	Comma	ARP	Full Recon PosPay	04/23/2008	<a href="#">View Details</a>

Refresh List

**Step 4:** Verify the item information is correct. Select **Approval**. A file must be approved prior to uploading another issued items file.

Upload Results <span style="float: right;">?</span>				
Status:	Check Number:	Date Issued:	Payee:	Amount:
Successful	0000008000	04/20/08	Mary Smith And Bros Inc	\$2.50
Successful	0000008001	04/20/08	Joe Jones	\$3.01
Successful	0000008002	04/20/08	Al Allen	\$8.74
Successful	0000008003	04/20/08	Sue Park	\$6.78
<b>Total:</b>				<b>4 Checks \$21.03</b>

## Users

### PROCEDURES – Set up a new Cash User

**Step 1:** Select **Users** from the **Cash Manager** tab. Click **New CM User**.

The screenshot shows the 'Cash Manager' tab selected in the top navigation bar. Below it, the 'Users' sub-tab is active. A button labeled 'New CM User' is circled in red. Below the navigation, there is a 'Cash User Listing' table with the following data:

User Name:	User ID:	Status:	
Jennifer Kesler	admin	OK	Select option... ▼
Gretchen	gretchen	OK	Select option... ▼

**Step 2:** Complete the User Settings.

The 'Cash User Settings' form contains the following fields and options:

- \* Denotes required field
- \* User Name: [Text Input]
- \* User ID: [Text Input]
- \* Administration: [Dropdown Menu, currently set to 'No']
- \* Password: [Text Input]
- \* Wire Password: [Text Input]
- Allow User Download:
- Hold User:
- E-mail Address: [Text Input]
- Daily ACH Limit: [0][ ][00]
- Transfer Limit: [0][ ][00]
- Per Wire Limit: [0][ ][00]
- Display/Download ACH
- Full ACH Control
- Initiate ACH
- Edit ACH
- Upload ACH
- Delete ACH
- Import Transaction
- Update Transaction
- Restricted Batch Access

Buttons: **Submit** (orange), **Cancel** (orange)

**User Name:** Name of Cash User.

**User ID:** Sign on for Cash User.

**Administration:**

**No:** Cannot create/edit Cash Users. Cannot change settings.

**Yes:** Full administrative rights. Can create/edit Cash Users and change settings (alias, password, email and account settings.)

**Partial:** Can change NetTeller settings (alias, password, email and account settings) but cannot create/edit Cash Users.

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

**Password:** Establish a password for the Cash User. System will prompt the user to change the password at initial login and when password is reset.

**Wire Password:** 4-digit number needed to transmit a wire transfer to bank.

**Allow User Download:** Download and print prior day activity.

**Hold User:** If selected, user will not be able to log in. If user exceeds maximum login attempts, this box becomes checked. Uncheck the box and click Submit to unlock the user.

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

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

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

**Per Wire Limit:** Maximum amount user can transmit per wire.

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

**Full ACH Control:** Dual control setting for ACH. Allows Cash User to take multiple actions within a batch without requiring action from a second Cash User.

**Restricted Batch Access:** Cash User can view and work with restricted batches.

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

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

**Initiate ACH:** Send batch to Financial Institution for processing.

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

**Import Transaction:** Upload transaction file into system (CSV, Fixed Position, tab delimited and NACHA).

**Update Transaction:** Upload transaction file into ACH. Will change dollar amount only for matching transactions. Will not create new transactions.

**Step 4:** Complete the Default Settings.

The image shows two screenshots of a web application interface. The top screenshot is titled "Cash User Setting" and shows settings for a user named "admin". It contains three columns of checkboxes. The first column has: Transaction Inquiry (checked), Statement Inquiry (checked), Current Day Balance (checked), Prior Day Balance (checked), Stop Inquiry (checked), and Stop Additions (checked). The second column has: Define Non-Rep Wires (checked), Edit Non-Rep Wires (checked), Define Rep Wires (checked), Edit Rep Wires (checked), Transmit Wires (checked), PowerPay (checked), and View Rates (unchecked). The third column has: Upload Positive Pay (unchecked), Work Positive Pay Items (unchecked), Download ARP File (unchecked), Upload ARP (unchecked), Work ARP Items (unchecked), Transfers (checked), and Order Checks (checked). The bottom screenshot is titled "Select Accounts" and shows a list of accounts and offices with checkboxes. The first column has: Select All (unchecked), Inventory (checked), and Accounts Payable (checked). The second column has: Payroll (checked) and Missouri Offices (checked). The third column has: Operations (checked) and Kansas Offices (checked). At the bottom of this screen are "Submit" and "Cancel" buttons.

**Transaction Inquiry:** View list of transactions

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

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

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

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

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

**PowerPay:** Access bill pay module.

**Define Non-Rep Wires:** Create new single wire transfers.

**Edit Non-Rep Wires:** Modify/delete single wire transfers.

**Define Rep Wires:** Create wire templates.

**Edit Rep Wires:** Modify/delete wire templates.

**Transmit Wires:** Initiate wire to Financial Institution for processing.

**Full Wire Control:** Dual control for wires. Allows Cash User to take multiple actions within a wire without requiring action from a second Cash User.

**View Rates:** View Financial institution's interest rates if turned on.

**Upload Positive Pay:** Send issued items file to Financial Institution.

**Work Positive Pay Items:** Make decisions to pay/return exception items.

**ARP Options:** Does not apply to 20/20.

**Transfers:** Move money between accounts.

**Order Checks:** Reorder checks if Financial Institution has functionality turned on.

**Select Accounts:** Choose accounts that Cash User will have access to.

**Step 5:** Complete Account Settings (option must be turned on for Financial Institution).

**Cash User Settings** ?

User: admin

View Access for Account: Inventory

<input checked="" type="checkbox"/> Transaction Inquiry	<input checked="" type="checkbox"/> Define Non-Rep Wires	<input type="checkbox"/> Upload ARP File
<input checked="" type="checkbox"/> Statement Inquiry	<input checked="" type="checkbox"/> Edit Non-Rep Wires	<input type="checkbox"/> Work ARP Items
<input checked="" type="checkbox"/> Current Day Balance	<input checked="" type="checkbox"/> Define Rep Wires	<input type="checkbox"/> Download ARP File
<input checked="" type="checkbox"/> Prior Day Balance	<input checked="" type="checkbox"/> Edit Rep Wires	<input checked="" type="checkbox"/> Transfer To
<input checked="" type="checkbox"/> Stop Inquiry	<input checked="" type="checkbox"/> Transmit Wires	<input checked="" type="checkbox"/> Transfer From
<input checked="" type="checkbox"/> Stop Additions	<input checked="" type="checkbox"/> Full Wire Control	<input type="checkbox"/> PowerPay
<input type="checkbox"/> Order Checks	<input checked="" type="checkbox"/> View Transfers	

**Submit** **Cancel**

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

**Edit Access Rights:** Modify Default Access Rights for account.

## Reporting

**Prior Day:** Displays balance information, float information and activity totals for previous business day.

**Current Day:** Displays balance information and activity totals for current business day.

Current Day Information		Current Account Information	
<b>Operations / Chihuahua Rescue</b>			
As of Date..... January 26, 2007		Current Day Activity	
		Debits	Credits
Available Balance....	488,387.10		ACH Items
Collected Balance....	3,497.44-	0.00	0.00
Ledger Balance.....	488,387.10		
Hold Amount.....	0.00		Inclearing
		0.00	0.00
			Over-the-counter
		8,715.46	500,600.00
			Wires
		0.00	0.00
			Transfers
		0.00	0.00
			Total
		8,715.46	500,600.00
		<b>Current Day Activity</b>	<b>938,987.10</b>

**Position:** Displays balance information and transactions that posted to the account on the previous business day. All accounts will display.

Download Cash User	?
To download:	
1. Right-click the link below.	
2. Select <b>Save Target As...</b> from the menu.	
3. Use the dialog box to save the file in the folder you wish.	
To view:	
1. Left-click on the link below.	
<a href="#">Cash Management data</a>	

## File Status

File status tab displays all files that have been uploaded into the system and the status of the upload. This option shows both ACH and ARP files. The files drop off this list after 7 days.

Uploaded Files <span>?</span>					
File Name:	Format:	Type:	Related Account:	Upload Date: ▾	Status:
kenny.ach	NACHA	ACH	N/A	04/22/2008	Uploaded

[Refresh List](#)

## Options

Manage email addresses and passwords, account settings, display settings, and alerts.



**Personal:** Edit alias, passwords, company email address and Personal Question and Answer (used for Password Self Reset).

**Modify Personal Settings** ?

**Current Email Address:** jkesler@jackhenry.com

**Change Email Address:**

**Reenter New Email Address:**

**Password Reset Question:** college town

**Password Reset Answer:** fayetteville

---

**Modify Login Information**

**NetTeller ID** jen cm

Enter New

Enter New Again

**NOTE:** IDs must include at least one letter. Can not start with a number.

**NetTeller Password**

Enter Current

Enter New

Enter New Again

**NOTE:** Password must be AlphaNumeric 4 - 8 characters.

**Cash Management Password:** Enter Current

Enter New

Enter New Again

**NOTE:** Password must be AlphaNumeric 4 - 8 characters.

**Cash Management Wire Password:**

Enter Current

Enter New

Enter New Again

**Account:** Edit account pseudo names and change the order in which accounts display on account listing page.

Order:	Current Pseudo Name:	New Pseudo Name:
<input type="button" value="Move"/>	Inventory	<input type="text"/>
<input type="button" value="Move"/>	Payroll	<input type="text"/>
<input type="button" value="Move"/>	Operations	<input type="text"/>
<input type="button" value="Move"/>	Accounts Payable	<input type="text"/>
<input type="button" value="Move"/>	Missouri Offices	<input type="text"/>
<input type="button" value="Move"/>	Kansas Offices	<input type="text"/>

**Display:** Edit default view settings.

**Accounts:**  5  10  20  50  100  All

**Transactions:**  Since Last Statement  Last 7 Days  Last 15 Days  Last 30 Days  Search History

**Bill Pay History:**  All History  Last 7 Days  Last 15 Days  Last 30 Days  Search History

**ACH Batches:**  10  20  50  100

**ACH Transactions:**  10  20  50  100

**Wires - Transmit:**  10  20  50  100

**Wires - Edit/Add:**  10  20  50  100

**Transfer History:**  Last 7 Days  Last 15 Days  Last 30 Days  Search History

**ACH History:**  Last 7 Days  Last 15 Days  Last 30 Days  Search History

**Wire History:**  Last 7 Days  Last 15 Days  Last 30 Days  Search History

**Download Lines:**  One Line  Two Lines  Three Lines  All Lines

**Transfer Confirmation:**  Yes  No

**Alerts:** Set up Event Alerts, Balance Alerts, Item Alerts and Personal Alerts.

<b>Current Event Alerts</b>		<a href="#">?</a>	<a href="#">Edit Event Alerts</a>
When the following Occurs:		Alert me:	
<b>There are currently no Event Alerts set up.</b>			
<b>Current Balance Alerts</b>		<a href="#">?</a>	<a href="#">Add Balance Alerts</a>
When Balance In:	Goes:	Amount:	Alert Me:
<b>There are currently no Balance Alerts set up.</b>			
<b>Current Item Alerts</b>		<a href="#">?</a>	<a href="#">Add Item Alert</a>
When Item number clears:	Account:	Alert Me:	
<b>There are currently no Item Alerts set up.</b>			
<b>Current Personal Alerts</b>		<a href="#">?</a>	<a href="#">Add Personal Alert</a>
On the following date:	Remind me of:	Alert me:	
<b>There are currently no Personal Alerts set up.</b>			