



**North Carolina Department of State Treasurer
Core Banking User Manual**

Core Banking Helpdesk
919-814-3916

June 2023

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Log in to the Core Banking System (CB\$)

The Core Banking System is available Monday – Friday from 7:00 a.m. to 4:15 p.m. The system is available for view-only access all other hours.

1. Click the link to access the online banking system -
<https://www.ncdstbanking.com/index.html?module=login>

NOTE: It is recommended that you add this site to your favorites.

2. Enter your unique user ID in the **Username** field.



Login

[Forgot Username](#) | [Forgot Password](#)

Your User ID is comprised of three parts.

Let's review the following User ID in more detail: melissa@DST1234.

- **Part 1:** The first part of your ID is your NCID. In this example, the NCID is "melissa". If you do not have a NCID, please see your agency's NCID Administrator for assistance. NCID's are issued and maintained by the Department of Information Technology.
- **Part 2:** The second part is the "@" symbol. It is a required component for everyone's CB\$ User ID.
- **Part 3:** The final part is the Customer ID of your agency. If you are not sure what this is, please contact your CB\$ Administrator or the CB\$ Helpdesk. All customer IDs consist of 3 letters and 4 numbers, in that order. The letters will always be upper case. In this example, "DST1234" is the Customer ID.

Enter your NCID password in the **Password** field.



Login

Username

Password

Login

[Forgot Username](#) | [Forgot Password](#)

Your NCID password will expire **every 90 days**. You will receive an email reminder 10 days prior to your password expiration.

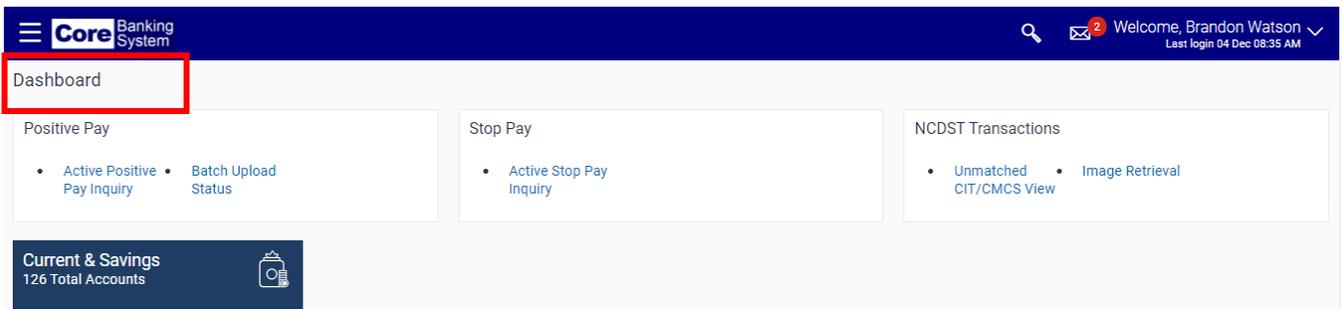
3. Click the **Sign In** button.
4. Once you sign into the system, you will see your Notifications screen.



Current Short-Term Investment Fund (STIF) account interest rates and upcoming holiday schedule messages will appear on this screen. System bulletins are created by NC Department of State Treasurer (DST) and can be seen by all users and administrators.

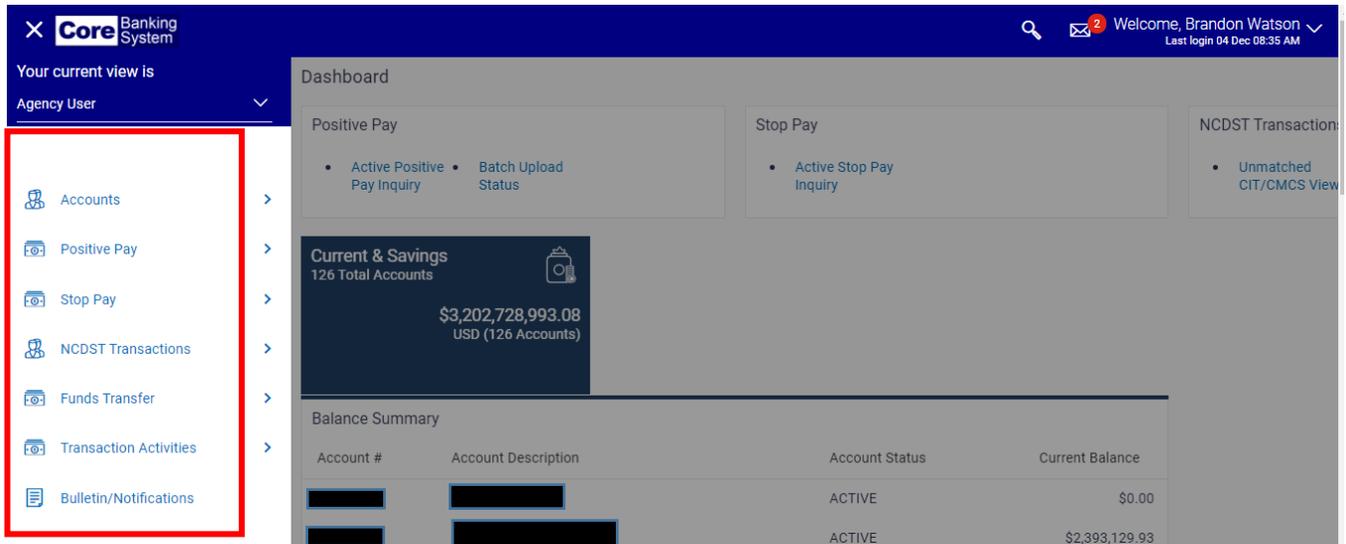
Accessing Menu Functions

1. Some functions, such as Positive Pay and Stop Pay, can be accessed via a Dashboard at the top of your screen. To get to this Dashboard from the Notification screen, simply click on the Core Banking System logo. Clicking on the Core Banking System logo also activates the Menu function designated by the three horizontal lines to the left of the Core Banking System logo.



Access to system functionality is based upon security roles. If you do not see a function that you need access to, please contact your CB\$ Administrator.

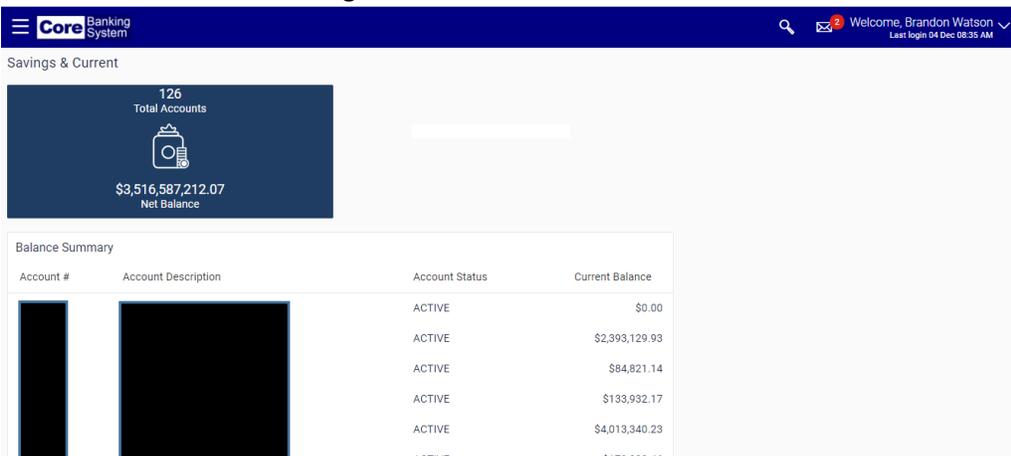
2. Clicking on the three horizontal lines (“Menu Bar”) will bring up a list of functions on the right side of your screen.



Accounts

The Accounts function provides access to three key subfunctions, “Overview,” “Account Activity” and “Statement Verification.”

1. The Overview subfunction brings up the Balance Summary screen which provides balance details for all accounts that have been assigned to the user.



Account Numbers and Account Descriptions redacted for security.

- Click on the Account Number of the account that you wish to see further information for. A screen showing Balance Details and Account Activity will display.

The screenshot displays the 'Balance Details' and 'Account Activity' sections of the Core Banking System. The 'Balance Details' section shows the selected account '1234567-Account Name' with a balance of \$84,821.14. The 'Account Info' section provides details such as the customer name 'DEPT OF STATE TREASURER', opening date '12-17-2012', and account branch 'NC DEPT OF STATE TREASURER BANKING OPERATIONS SECTION, 3200 ATLANTIC AVE, USA'. The 'Balances' section shows an available balance of \$84,821.14. The 'Account Activity' section shows a table of transactions with columns for Date, Description, Reference No, Amount, and Balance. The table includes five rows of transactions, with the first row showing a PAID WARRANT - FRB for \$111,393.00 Dr on 12-03-2020. A red box highlights the 'Account Statement' button at the bottom left of the account activity section.

Account Statements can also be accessed via this screen.

Account Activity

Allows you to search for cleared warrants, the amount of consolidated warrants or all account activity for the current period or for a specific period of time.

- Select the **Accounts** function via the Menu Bar and then **Account Activity** from the left-hand menu.

The screenshot displays the 'Accounts' menu in the Core Banking System. The menu is open, showing options for 'Overview' and 'Account Activity'. The 'Account Activity' option is highlighted with a red box. The main content area shows a summary of 'Savings & Current' accounts, including '126 Total Accounts' and a 'Net Balance' of '\$3,516,587,212.07'.

2. Select the account from the **Select Account** drop-down field.

Account Activity

Select Account **1234567-Account Name** Balance : \$7,658,920.57

Search By
Current Month

Reference Number

Amount From

Transaction Type
All

Amount To

Search Reset Back

3. Select the applicable period from the **Search By** drop-down field.

Account Activity

Select Account **1234567-Account Name** Balance : \$7,658,920.57

Search By
Current Month

Transaction Type
All

Amount To

Search Reset Back

4. Select the applicable transaction type from the **Transaction Type** drop-down field.

Account Activity

Select Account **1234567-Account Name** Balance : \$7,658,920.57

Search By
Current Month

Reference Number

Amount From

Transaction Type
All

Summary of Warrants

Cleared Warrants

Search Reset Back

Transaction Type drop-down field options include:

- **Cleared Warrants** – Provides listing of all checks paid in numeric order for a specific period of time.
- **Summary of Warrants** – Provides the total dollar amount of checks presented for the day (consolidated warrants).
- **All** - Provides all activity on the account for a specific period of time (NCFS Requisitions in and out, individual paid warrants and consolidated warrants).

5. If you selected *Specify Period* from the **Search By** drop-down field, enter the appropriate date range in the **From Date** and **To Date** fields. The date range must be within 31 days.

The screenshot shows the 'Account Activity' search page in the Core Banking System. The account selected is '1234567-Account Name' with a balance of '\$7,658,920.57'. The search criteria are set to 'Date Range'. The 'Date From' field contains '10-01-2020' and the 'Date To' field contains '10-31-2020'. Both date fields have calendar icons to their right. Below the date fields are fields for 'Reference Number', 'Transaction Type' (set to 'All'), 'Amount From', and 'Amount To'. At the bottom, there are three buttons: 'Search', 'Reset', and 'Back'.

6. Enter the exact amount when searching for a specific warrant in the **From Amount** and **To Amount** fields. Otherwise, you may enter a financial range in these fields to help locate a warrant.

The screenshot shows the 'Account Activity' search page in the Core Banking System. The account selected is '1234567-Account Name' with a balance of '\$7,658,920.57'. The search criteria are set to 'Date Range'. The 'Date From' field contains '10-01-2020' and the 'Date To' field contains '10-31-2020'. Below the date fields are fields for 'Reference Number', 'Transaction Type' (set to 'All'), 'Amount From', and 'Amount To'. The 'Amount From' field contains '\$200.00' and the 'Amount To' field contains '\$50,000.00'. At the bottom, there are three buttons: 'Search', 'Reset', and 'Back'.

7. Click the **Search** button. The account activity information displays at the bottom of the page.

Date	Description	Reference No	Amount
10-30-2020	PAID WARRANT - FRB	000MC0120304A3ZV	\$7,412.78 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304AADP	\$2,973.61 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304ABLD	\$14,612.92 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304ADG7	\$1,144.01 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304AF36	\$34,362.33 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304AGKM	\$5,251.01 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304A6J3	\$8,761.58 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304A7ZL	\$9,909.93 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304ACN7	\$2,153.46 Dr
10-30-2020	PAID WARRANT - FRB	000MC0120304AF2N	\$7,391.19 Dr

Download 

There may be more than one page of activity associated with the account. Use the page numbers located at the bottom of the screen to move between pages.

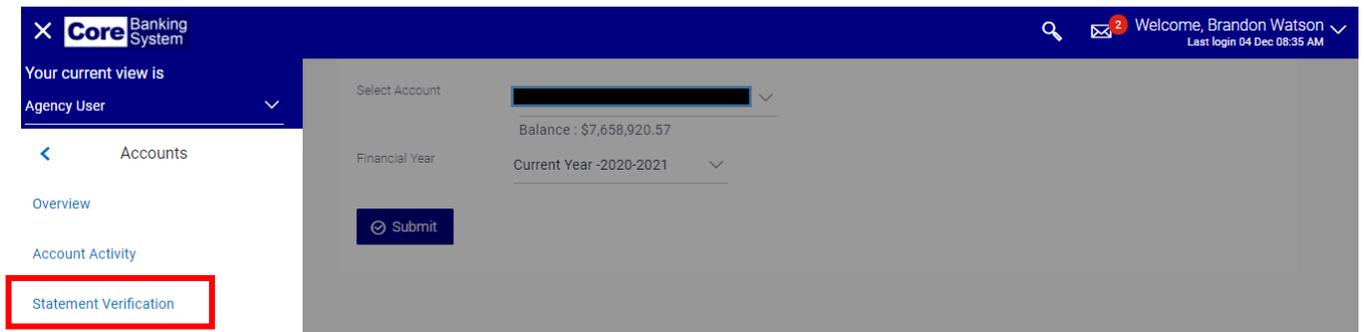
If you want to download the account activity information, click the Download button and select the appropriate format and. Your format options are CSV (Excel) or PDF.

An Account Statement is also available from this screen.

Statement Verification

Statement verifications are to be completed by the 15th of each month. For example, February’s statement needs to be reconciled by the 15th of March. Once the statement has been reconciled enter a check in the box next to the corresponding month.

1. Select the **Accounts** tab and then **Statement Verification** from the left-hand menu.



2. Select the account from the **Select Account** drop-down field.

The screenshot shows the Core Banking System interface. At the top, there is a dark blue header with the Core Banking System logo on the left and a search icon, a notification icon with the number 2, and the user name 'Welcome, Brandon Watson' with a dropdown arrow. Below the header, the 'Select Account' dropdown menu is open, showing '1234567-Account Name' and 'Balance : \$7,658,920.57'. The 'Financial Year' dropdown menu is also open, showing 'Select Financial Year'. A blue 'Submit' button is located below the dropdowns.

3. Select the fiscal year from the **Select Fiscal Year** drop-down field.

The screenshot shows the Core Banking System interface. At the top, there is a dark blue header with the Core Banking System logo on the left and a search icon, a notification icon with the number 2, and the user name 'Welcome, Brandon Watson' with a dropdown arrow. Below the header, the 'Select Account' dropdown menu is open, showing '1234567-Account Name' and 'Balance : \$7,658,920.57'. The 'Financial Year' dropdown menu is also open, showing 'Current Year -2020-2021'. A blue 'Submit' button is located below the dropdowns.

Place a check in the month's reconciled checkbox.

The screenshot shows the Core Banking System interface. At the top, there is a dark blue header with the Core Banking System logo on the left and a search icon, a notification icon with the number 29, and the user name 'Welcome, Melissa Rivenbark' with a dropdown arrow. Below the header, the 'Statement Verification' page is displayed. The 'Select Account' dropdown menu is open, showing '1234567-Account Name' and 'Balance : \$4,580,461.06'. The 'Financial Year' dropdown menu is also open, showing 'Current Year -2020-2021'. Below the dropdowns, there is a table with two columns: 'Month' and 'Reconciled'. The table lists the months from July to March, with checkboxes in the 'Reconciled' column. The checkboxes for July, August, September, October, and November are checked, while the checkboxes for December, January, February, and March are unchecked.

Month	Reconciled
July	<input checked="" type="checkbox"/>
August	<input checked="" type="checkbox"/>
September	<input checked="" type="checkbox"/>
October	<input checked="" type="checkbox"/>
November	<input checked="" type="checkbox"/>
December	<input type="checkbox"/>
January	<input type="checkbox"/>
February	<input type="checkbox"/>
March	<input type="checkbox"/>

4. Click the **Save** button.

The screenshot shows the Core Banking System interface. At the top, there is a navigation bar with the Core Banking System logo, a search icon, a notification icon with '29', and the user name 'Welcome, Melissa Rivenbark' with a dropdown arrow. Below the navigation bar, there is a table with two columns: 'Month' and 'Reconciled'. The table lists months from July to June. The 'Reconciled' column has checkboxes, with July through November checked and December through June unchecked. Below the table, there are two buttons: 'Save' and 'Back'. The 'Save' button is highlighted with a red box. There is also a scroll-up arrow in the bottom right corner.

Month	Reconciled
July	<input checked="" type="checkbox"/>
August	<input checked="" type="checkbox"/>
September	<input checked="" type="checkbox"/>
October	<input checked="" type="checkbox"/>
November	<input checked="" type="checkbox"/>
December	<input type="checkbox"/>
January	<input type="checkbox"/>
February	<input type="checkbox"/>
March	<input type="checkbox"/>
April	<input type="checkbox"/>
May	<input type="checkbox"/>
June	<input type="checkbox"/>

5. Click the **Confirm** button.

The screenshot shows the Core Banking System interface, similar to the previous one. The table has the same data, but the 'Reconciled' column now shows checked boxes for all months from July to June. Below the table, there are three buttons: 'Confirm', 'Edit', and 'Back'. The 'Confirm' button is highlighted with a red box. There is also a scroll-up arrow in the bottom right corner.

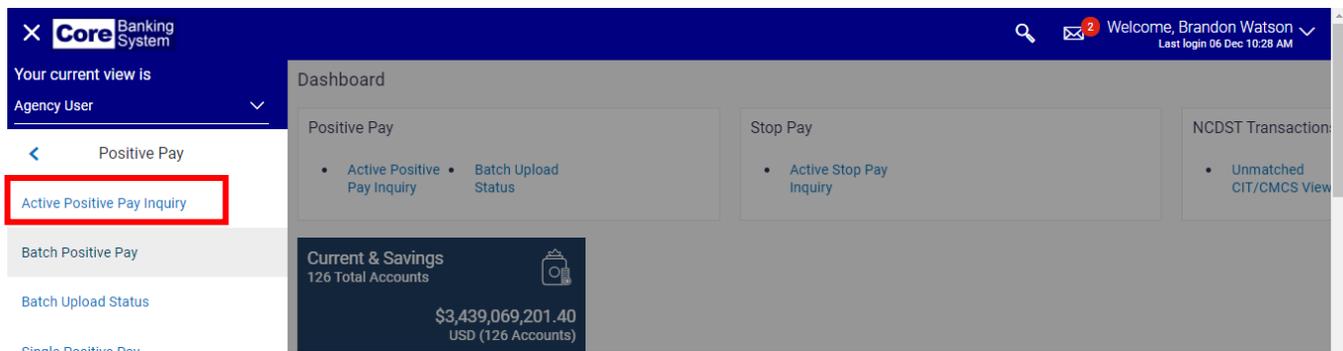
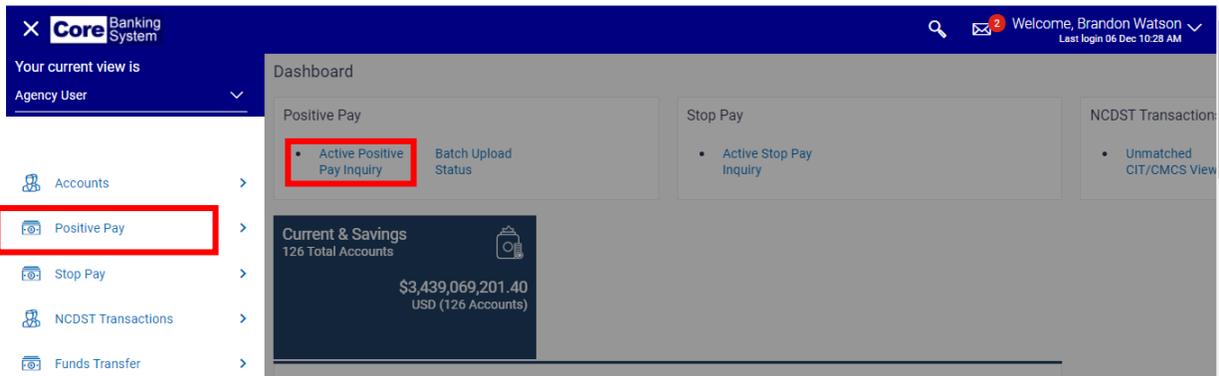
Month	Reconciled
July	<input checked="" type="checkbox"/>
August	<input checked="" type="checkbox"/>
September	<input checked="" type="checkbox"/>
October	<input checked="" type="checkbox"/>
November	<input checked="" type="checkbox"/>
December	<input checked="" type="checkbox"/>
January	<input checked="" type="checkbox"/>
February	<input checked="" type="checkbox"/>
March	<input checked="" type="checkbox"/>
April	<input checked="" type="checkbox"/>
May	<input checked="" type="checkbox"/>
June	<input checked="" type="checkbox"/>

Positive Pay

Active Positive Pay Inquiry

Use this option to determine if a Positive Pay record is active. You may view up to 200 records per inquiry.

1. Select the **Positive Pay** and then **Active Positive Pay Inquiry** from the left-hand menu or the Dashboard at the top of your screen.



2. Select the applicable account from the **Select Account** drop-down field.



3. Using the **Start Warrant Number** and **End Warrant Number** fields, you can filter which warrants are returned. These fields are optional.

The screenshot shows the 'Active Positive Pay Inquiry' interface. At the top, there is a navigation bar with the 'Core Banking System' logo and a user profile for 'Brandon Watson' with a notification icon. Below the header, the page title is 'Active Positive Pay Inquiry'. The main form area includes a dropdown menu for 'Select Account Number' with the value '1234567-Account Name'. Below this are two input fields: 'Start Warrant Number' and 'End Warrant Number', which are highlighted with a red rectangular box. Underneath these are 'From Date' and 'To Date' fields, each with a calendar icon. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Back'.

If you enter the same warrant number in both fields, your results will be limited to only the identified warrant.

If you specify a range of warrants (e.g., 12345 to 12599), only those active warrants within the specified range will be returned.

If you leave these fields blank, the system will return all warrants based upon the date range specified. Again, the system will limit the number of warrants returned on a search to 200.

4. Using the **Start Date** and **End Date** fields, specify the date range to filter your list of active warrants. These fields are optional.

This screenshot is similar to the one above, showing the 'Active Positive Pay Inquiry' form. The 'From Date' and 'To Date' fields are highlighted with a red rectangular box. The 'Start Warrant Number' and 'End Warrant Number' fields are visible above them but are not highlighted. The rest of the interface, including the account number dropdown and the 'Search', 'Clear', and 'Back' buttons, is identical to the previous screenshot.

You may restrict your date range to a single day (i.e., enter the same date in both the **Start** and **End Date** fields), or to a specified period of time. The system is designed to display only 200 active warrants at one

time; therefore, you may need to modify your date range or utilize both the warrant number and date range fields.

5. Click the **Search** button. All active warrants meeting the criteria specified displays.

End Warrant Number

From Date
11-01-2020

To Date
11-30-2020

Search Clear Back

Download

Search Results

Reference Number	Date	Payee	Remarks	Warrant Number	Amount	Status
129743043	01 Nov 2020	[REDACTED]		[REDACTED]	\$8.07	Open
129743050	01 Nov 2020	[REDACTED]		[REDACTED]	\$236.50	Open
129743058	01 Nov 2020	[REDACTED]		[REDACTED]	\$27.43	Open

6. Click the **Download** button to save the information as a CSV (Excel) file.

End Warrant Number

From Date
11-01-2020

To Date
11-30-2020

Search Clear Back

Download

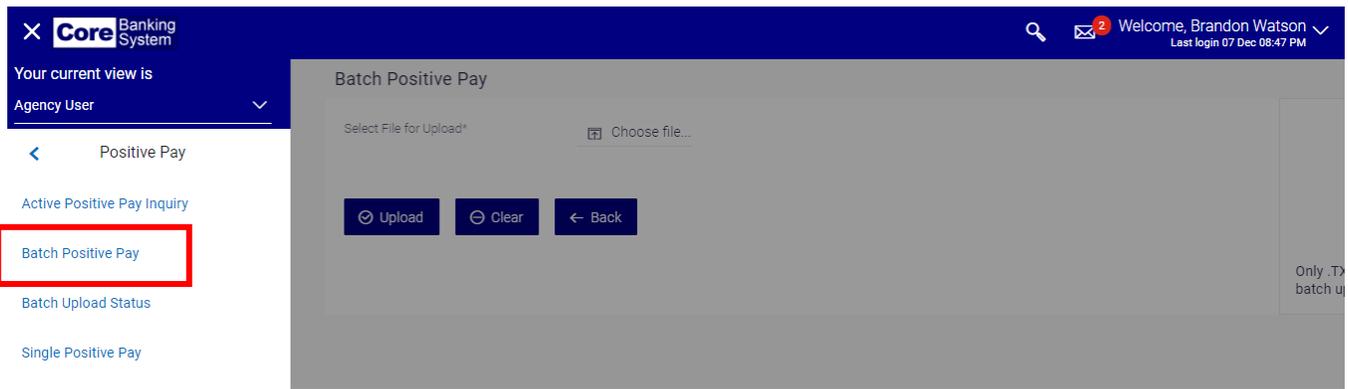
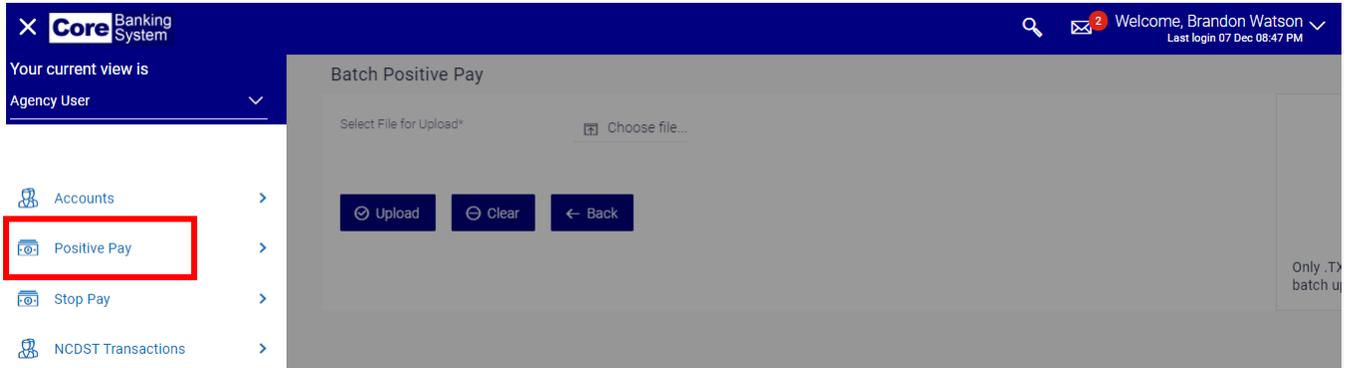
Search Results

Reference Number	Date	Payee	Remarks	Warrant Number	Amount	Status
129743043	01 Nov 2020	[REDACTED]		[REDACTED]	\$8.07	Open
129743050	01 Nov 2020	[REDACTED]		[REDACTED]	\$236.50	Open
129743058	01 Nov 2020	[REDACTED]		[REDACTED]	\$27.43	Open

Batch Positive Pay

This option allows you to upload a file of warrants into the Core Banking system.

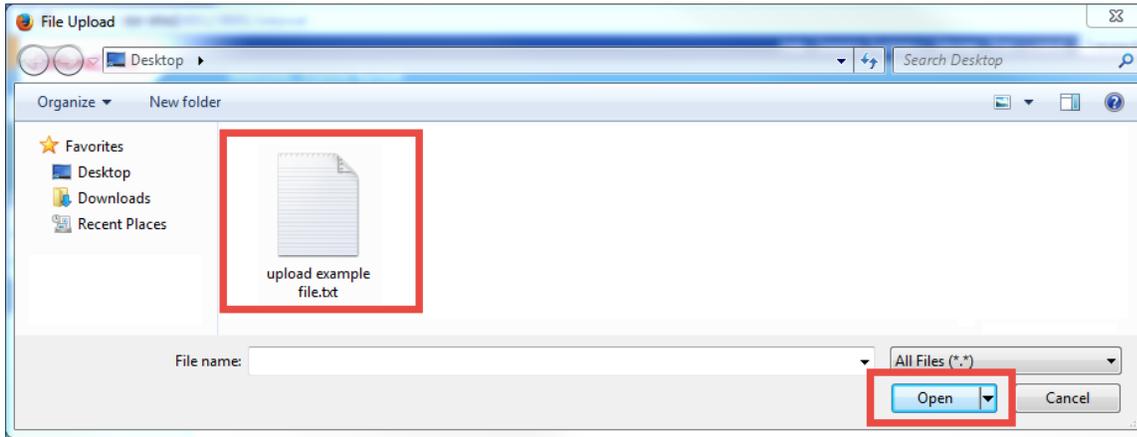
1. Select **Positive Pay** and then from the left-hand menu, then elect **Batch Positive Pay**.



2. Click **Select File for Upload**. The File Upload pop up window displays.



- From the File Upload pop-up window, select the applicable .TXT file and then click the **Open** button.



Only .txt file extension is allowed in the batch upload process.

- Verify you have attached the correct file and click **Upload** to upload the file or click **Clear** to go back and choose a different file. Once you click the **Upload** button, the file will be uploaded and processed.

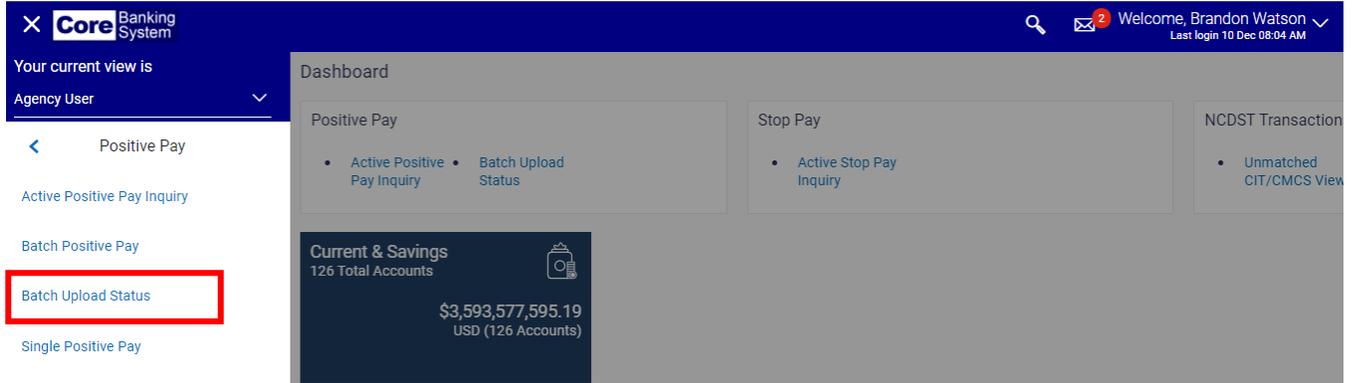
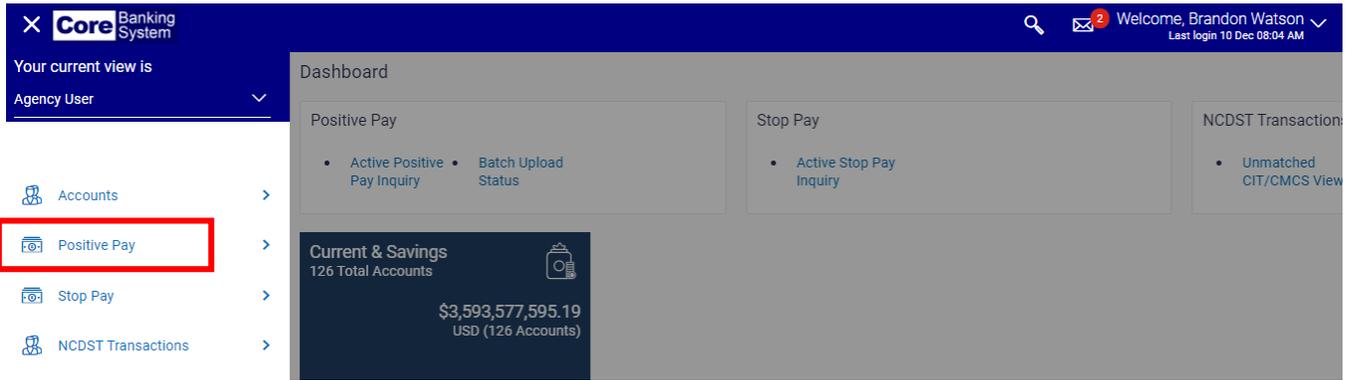


Batch files are processed daily at 10:00am. Files submitted after 10:00am will be processed the next business day.

Batch Upload Status

This option allows you to check the status of an uploaded Positive Pay file: All, Processed, Unprocessed or Error.

1. Select **Positive Pay** and then **Batch Upload Status** from the left-hand menu.



2. Select *Stop Pay Inquiry* or *Positive Pay Inquiry* from the **Inquiry For** drop-down field.



3. Select *All*, *Processed*, *Unprocessed* or *Error* from the **Search For** drop-down field.

The screenshot shows the 'Batch Upload Status' form in the Core Banking System. The form includes several fields: 'Inquiry For' (set to 'Positive Pay'), 'Search For' (set to 'All'), 'Reference Number', 'File Name', 'Start Upload Date (MM/DD/YYYY)', 'End Upload Date (MM/DD/YYYY)', and 'File Unloaded By (User)'. The 'Search For' dropdown menu is highlighted with a red box.

4. Enter the reference number in the **Reference Number** field. This field is optional. Providing a reference number will limit the results to only that inquiry.

The screenshot shows the 'Batch Upload Status' form in the Core Banking System. The form includes several fields: 'Inquiry For' (set to 'Positive Pay'), 'Search For' (set to 'All'), 'Reference Number', 'File Name', 'Start Upload Date (MM/DD/YYYY)', and 'End Upload Date (MM/DD/YYYY)'. The 'Reference Number' text input field is highlighted with a red box.

5. Enter the file name in the **File Name** field. This field is optional. Providing a file name will limit the results to only that inquiry.

Batch Upload Status

Inquiry For
Positive Pay

Search For
All

Reference Number

File Name

Start Upload Date (MM/DD/YYYY)

- 5. Using the **Start Upload Date** and **End Upload Date** fields, specify the date range to filter your inquiry. These fields are optional.

Core Banking System Welcome, Mark Carlson
Last login 11 Dec 04:00 PM

Batch Upload Status

Inquiry For
Positive Pay

Search For
All

Reference Number

File Name

Start Upload Date (MM/DD/YYYY)

End Upload Date (MM/DD/YYYY)

File Uploaded By (User)
All Users

You may restrict your date range to a single day (i.e., enter the same date in both the **Start** and **End Date** fields), or to a specified period of time.

- Enter the username or their user ID in the **File Uploaded By (user)** field. This field is optional.

Batch Upload Status

Inquiry For
Positive Pay

Search For
All

Reference Number

File Name

Start Upload Date (MM/DD/YYYY)

End Upload Date (MM/DD/YYYY)

File Uploaded By (User)
All Users

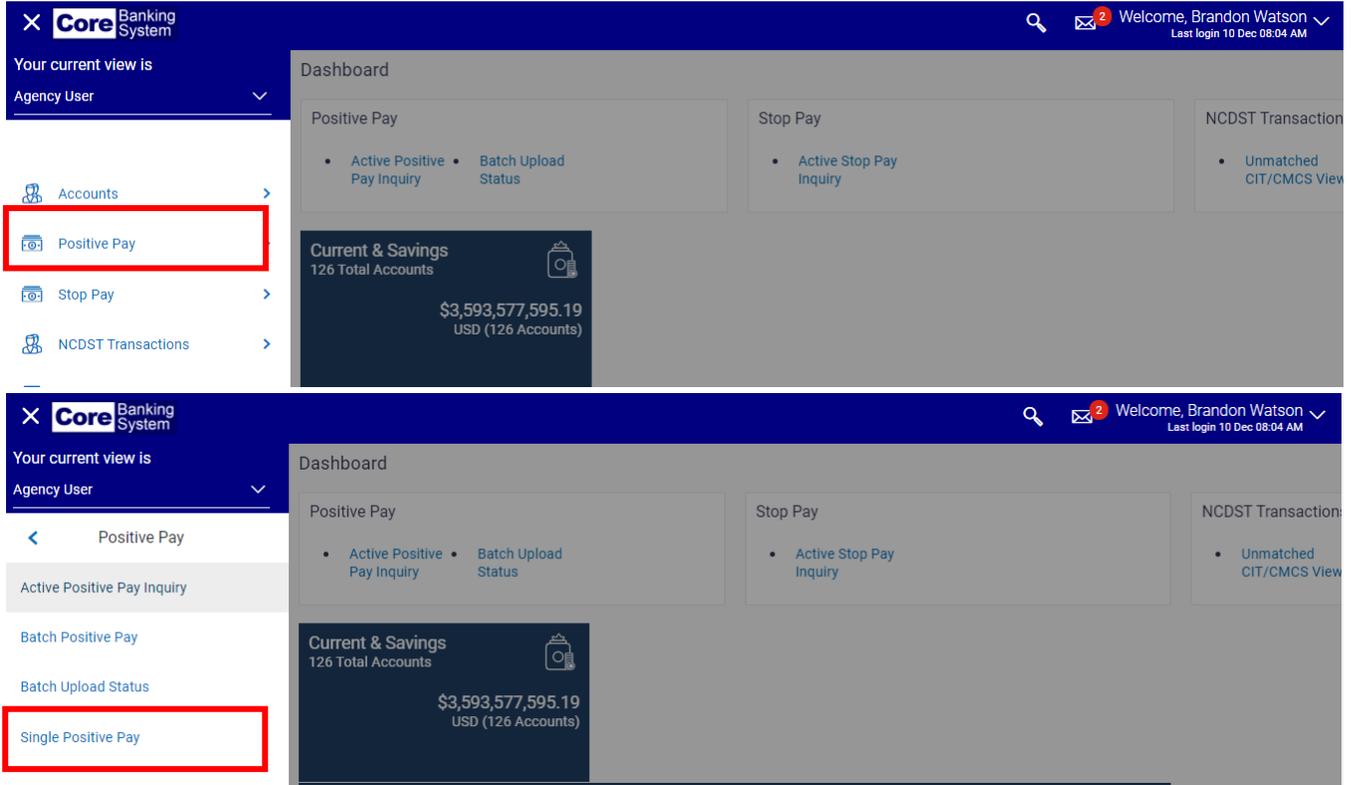
- Click the **Search** button. All files meeting the criteria specified displays. Based upon the number of returned values, you may be presented with more than one page.

Reference Number	Upload Date	Type	Uploaded By	File Uploaded	File Status
202011124104	11-Dec-2020	Positive Pay	laknight		Processed
202010126285	10-Dec-2020	Positive Pay	laknight		Processed
202008124505	08-Dec-2020	Positive Pay	kformosa		Processed
202007128798	07-Dec-2020	Positive Pay	laknight		Processed
202007128187	07-Dec-2020	Positive Pay	laknight		Processed
20200612752	06-Dec-2020	Positive Pay	laknight		Processed
202003121520	03-Dec-2020	Positive Pay	laknight		Processed
202002124901	02-Dec-2020	Positive Pay	laknight		Processed
202001123818	01-Dec-2020	Positive Pay	kformosa		Processed
202030114633	30-Nov-2020	Positive Pay	laknight		Processed

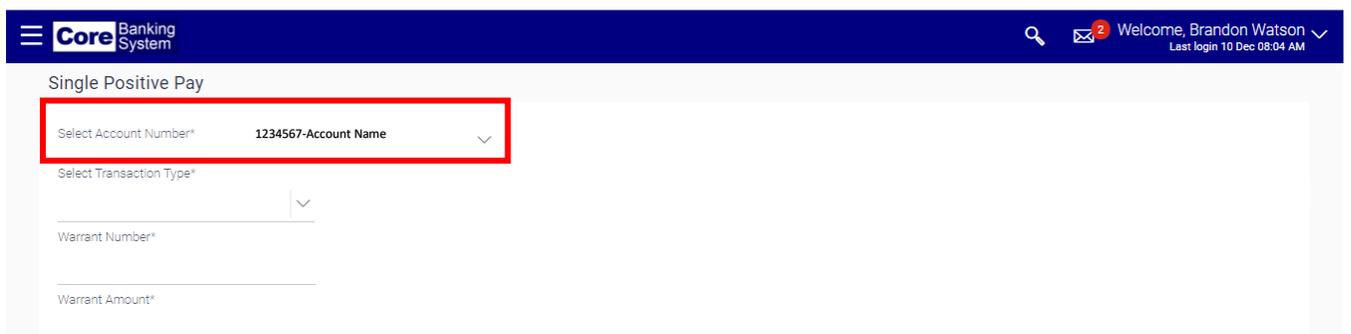
Single Positive Pay

This option allows you to add a warrant into the Core Banking System without sending a file. Single Positive Pay items are updated in Core Banking in real time.

1. Select **Positive Pay** and then **Single Positive Pay** from the left-hand menu.



2. Select the applicable account from the **Select Account** drop-down field.



3. Select **Add** from the **Select Transaction Type** drop-down field.

Single Positive Pay

Select Account Number* **1234567-Account Name** v

Select Transaction Type*
Add v

Warrant Number*

Warrant Amount*

4. Enter the warrant number in the **Warrant Number** field.

Single Positive Pay

Select Account Number* **1234567-Account Name** v

Select Transaction Type*
Add v

Warrant Number*
12345

Warrant Amount*

Issue Date*

5. Enter the amount in the **Warrant Amount** field.

Single Positive Pay

Select Account Number* **1234567-Account Name** v

Select Transaction Type*
Add v

Warrant Number*
12345

Warrant Amount*
\$500.00

Issue Date*
_____ 📅

Pavee Name

6. Enter the issue date in the **Issue Date** field. Follow the date format provided.

The screenshot shows the 'Single Positive Pay' form in the Core Banking System. The form includes the following fields and values:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Add
- Warrant Number*: 12345
- Warrant Amount*: \$500.00
- Issue Date*: 12-02-2020 (highlighted with a red box)
- Payee Name: (empty)

The top navigation bar shows the Core Banking System logo, a search icon, a notification icon with a red '2', and the user's name 'Welcome, Brandon Watson' with a dropdown arrow. The last login time is '10 Dec 08:04 AM'.

7. Enter the payee's name in the **Payee Name** field. This field is optional.

The screenshot shows the 'Single Positive Pay' form in the Core Banking System. The form includes the following fields and values:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Add
- Warrant Number*: 12345
- Warrant Amount*: \$500.00
- Issue Date*: 12-02-2020
- Payee Name: Joe Tester (highlighted with a red box)

At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Back'.

The top navigation bar shows the Core Banking System logo, a search icon, a notification icon with a red '2', and the user's name 'Welcome, Brandon Watson' with a dropdown arrow. The last login time is '10 Dec 08:04 AM'.

8. Click the **Submit** button. If you need to start over, click the **Clear** button.

The screenshot shows the 'Single Positive Pay' form in the Core Banking System. The form includes the following fields and values:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Add
- Warrant Number*: 12345
- Warrant Amount*: \$500.00
- Issue Date*: 12-02-2020
- Payee Name: Joe Tester

At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Back'. The 'Submit' button is highlighted with a red box.

The top navigation bar shows the Core Banking System logo, a search icon, a notification icon with a red '2', and the user's name 'Welcome, Brandon Watson' with a dropdown arrow. The last login time is '10 Dec 08:04 AM'.

- Verify the information is correct on the **Single Positive Pay – Verify** screen. Click the **Confirm** button to confirm the positive pay. Otherwise, click the **Back** button to make corrections.



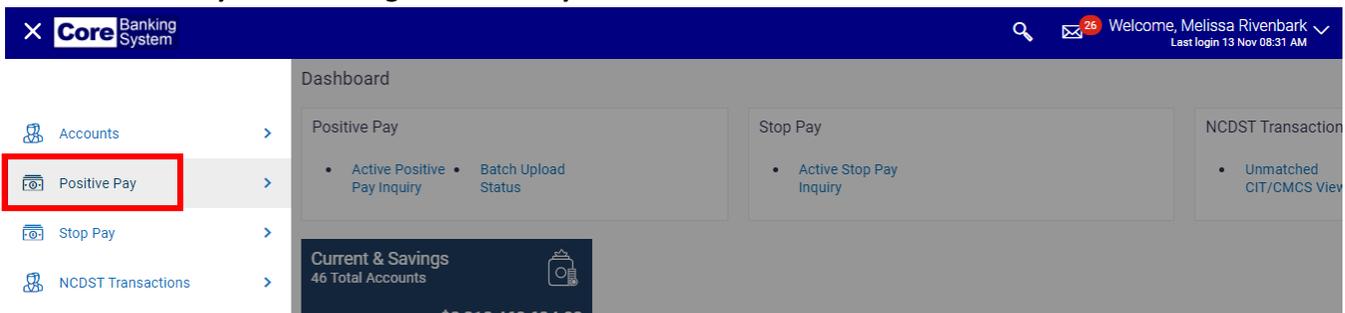
- Click the **Ok** button on the **Single Positive Pay – Confirm** screen to finalize the process.

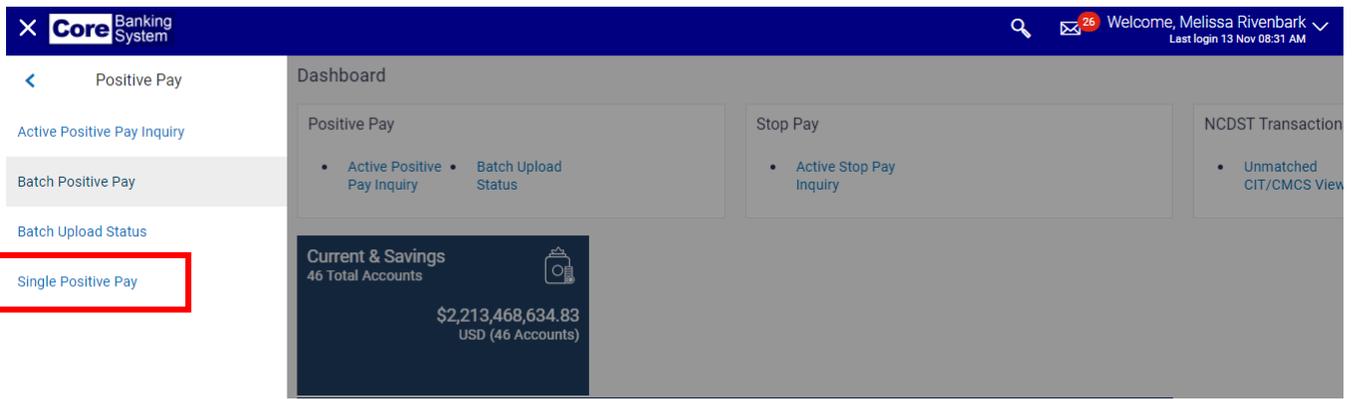


Deleting a Positive Pay Record

This option allows you to delete a warrant from the Core Banking System. The deleted item is updated in Core banking in real time. Positive Pay records should be deleted from the system when a warrant is voided.

- Select **Positive Pay** and then **Single Positive Pay** from the left-hand menu.





2. Select the applicable account from the **Select Account** drop-down field.



3. Select *Delete* from the **Select Transaction Type** drop-down field.



4. Enter the warrant number in the **Warrant Number** field.



5. Enter the amount in the **Warrant Amount** field.

The screenshot shows the 'Single Positive Pay' form in the Core Banking System. The header includes the Core Banking System logo and a user welcome message: 'Welcome, Melissa Rivenbark' with a last login time of '13 Nov 08:31 AM'. The form fields are: 'Select Account Number*' (1234567-Account Name), 'Select Transaction Type*' (Delete), 'Warrant Number*' (12345), 'Warrant Amount*' (\$100.00), and 'Issue Date*'. The 'Warrant Amount*' field is highlighted with a red box.

6. Enter the issue date in the **Issue Date** field. Follow the required date format.

The screenshot shows the 'Single Positive Pay' form with the 'Issue Date*' field highlighted by a red box. The field now contains the date '12-02-2020'. The 'Warrant Amount*' field remains at '\$100.00'. The 'Payee Name' field is empty.

7. Click the **Submit** button.

The screenshot shows the 'Single Positive Pay' form with all fields filled: 'Warrant Amount*' (\$100.00) and 'Issue Date*' (12-02-2020). At the bottom of the form, there are three buttons: 'Submit', 'Clear', and 'Back'. The 'Submit' button is highlighted with a red box.

8. Verify the information is correct and click the **Confirm** button to continue. If the information is not correct, click the **Back** button to make the necessary edits.

Single Positive Pay

Account Number

1234567

Warrant Number

12345

Warrant Amount

\$100.00

Transaction Type

Delete

Issue Date

02 Dec 2020

Payee Name

[Confirm](#) [← Back](#)

9. Click the **Ok** button on the confirmation screen to finalize the process.

Single Positive Pay

Reference Number

128589732

Your request has been submitted successfully.

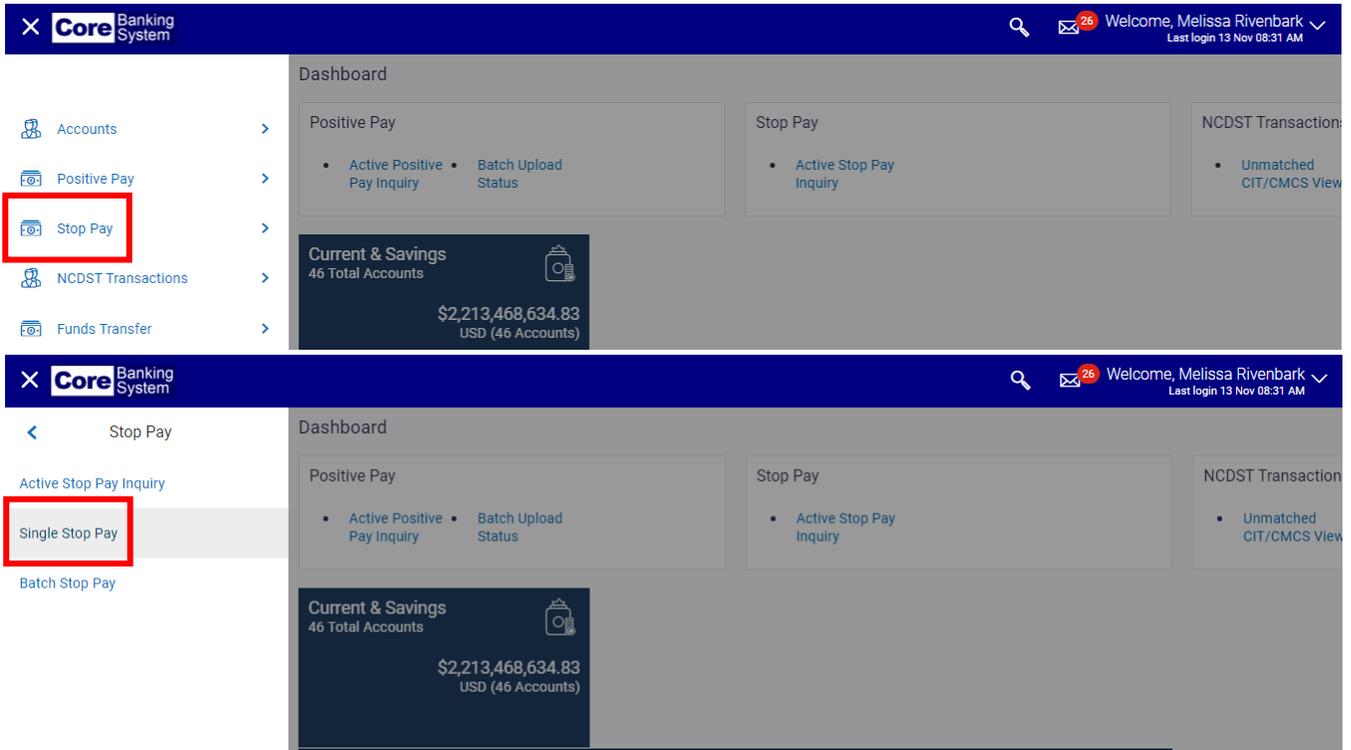
[Ok](#)

Stop Pay

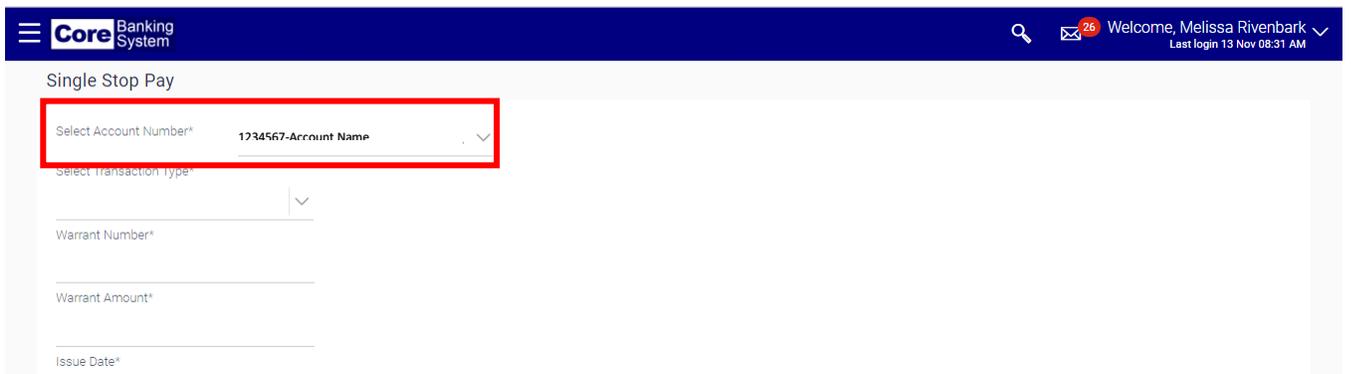
Single Stop Pay

This option allows you to add a Stop Payment on a warrant in the Core Banking System without sending a file. Single Stop Pay items are updated in Core Banking in real time. Stop Payments should only be used if the payee has notified you that the check has been lost. (Warrants that have been voided by the agency should be deleted from Positive Pay).

1. Select **Stop Pay** and then **Single Stop Pay** from the left-hand menu.



2. Select the applicable account from the **Select Account** drop-down field.



3. Select **Add** from the **Select Transaction Type** drop-down field.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Single Stop Pay

Select Account Number* 1234567-Account Name

Select Transaction Type*
Add

Warrant Number*

Warrant Amount*

4. Enter the warrant number in the **Warrant Number** drop-down field.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Single Stop Pay

Select Account Number* 1234567-Account Name

Select Transaction Type*
Add

Warrant Number*
12345

Warrant Amount*

Issue Date*

Payee Name

5. Enter the amount in the **Warrant Amount** field.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Single Stop Pay

Select Account Number* 1234567-Account Name

Select Transaction Type*
Add

Warrant Number*
12345

Warrant Amount*
\$200.00

Issue Date*

Payee Name

6. Enter the issue date in the Issue Date field.

The screenshot shows the 'Single Stop Pay' form in the Core Banking System. The form includes the following fields: 'Select Account Number*' (1234567-Account Name), 'Select Transaction Type*' (Add), 'Warrant Number*' (12345), 'Warrant Amount*' (\$200.00), 'Issue Date*' (12-01-2020), and 'Payee Name'. The 'Issue Date*' field is highlighted with a red box.

The **Payee Name** and **Stop Pay Reason** fields are optional. Contact your local CB\$ Administrator to determine if you need to capture information in these fields based upon agency needs or preference.

7. Click the **Submit** button.

8. Verify the information is correct on the **Single Stop Pay – Verify** screen. Click the **Submit** button to confirm the stop pay. Otherwise, click the **Back** button to make corrections.

The screenshot shows the 'Single Stop Pay' verification screen in the Core Banking System. The screen displays the following information: Account Number (1234567), Warrant Number (12345), Warrant Amount (\$200.00), Transaction Type (Add), Issue Date (01 Dec 2020), Payee Name, and Stop Pay Reason. At the bottom, there are two buttons: 'Confirm' and 'Back'. The 'Confirm' button is highlighted with a red box.

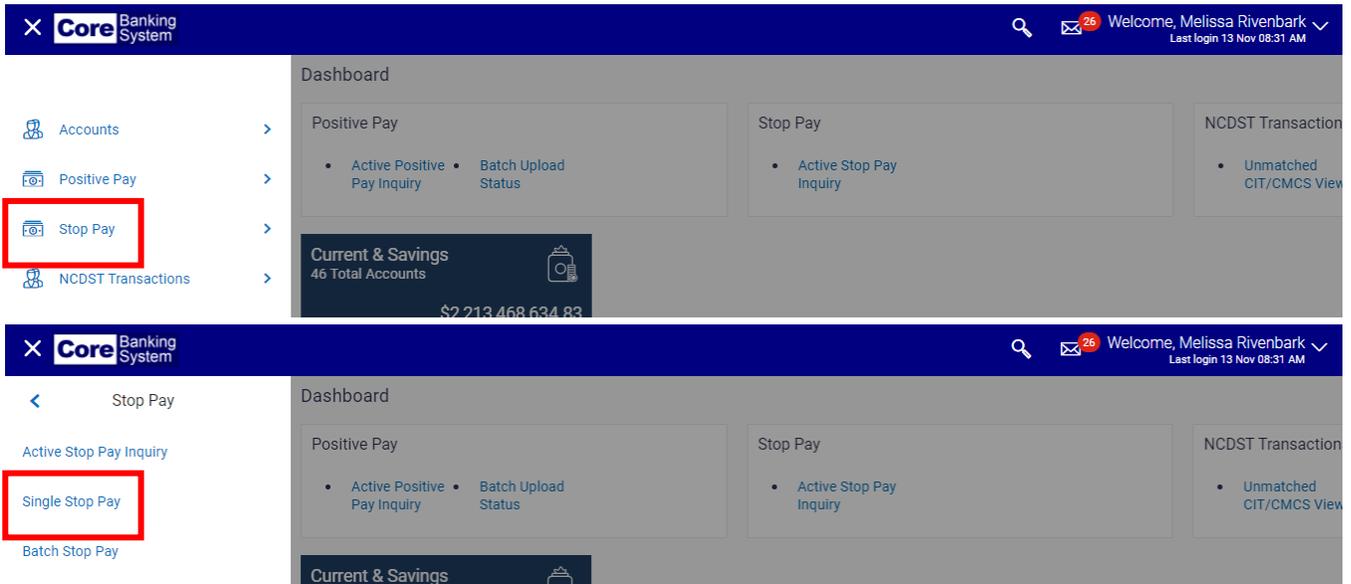
9. Click the **Ok** button on the **Single Stop Pay – Confirm** screen to finalize the process.

The screenshot shows the 'Single Stop Pay' confirmation screen in the Core Banking System. The screen displays the following information: Reference Number (714352) and a message: 'Your request has been submitted successfully.' At the bottom, there is an 'Ok' button highlighted with a red box.

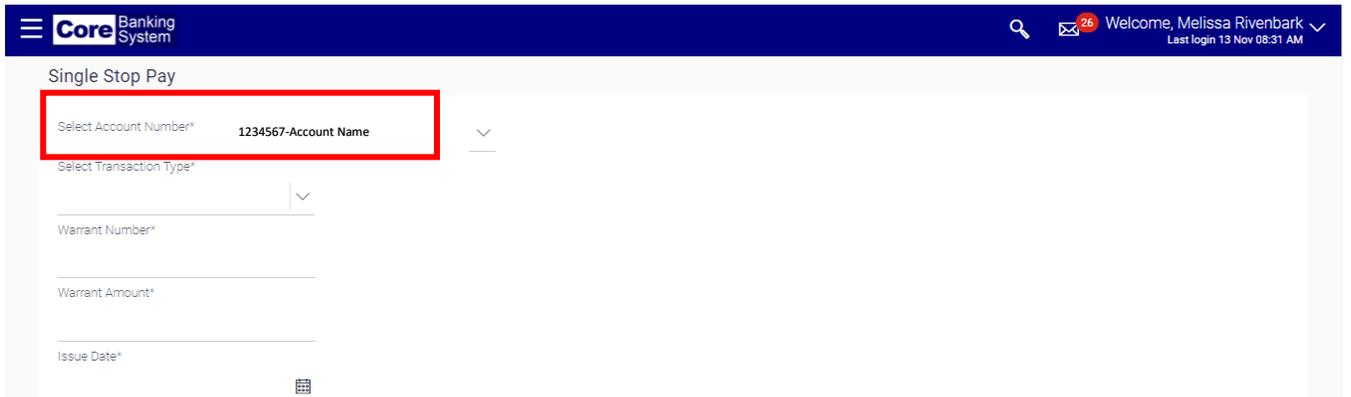
Delete Stop Pay

This option is used to delete an active Stop Pay record. For instance, the payee notifies you that the warrant has been found. The Stop Pay record can be deleted in order for the warrant to be paid.

1. Select **Stop Pay** and then **Single Stop Pay** from the left-hand menu.



2. Select the applicable account from the **Select Account** drop-down field.



3. Select **Delete** from the **Select Transaction Type** drop-down field.



4. Enter the warrant number in the **Warrant Number** field.

The screenshot shows the 'Single Stop Pay' form in the Core Banking System. The header includes the Core Banking System logo, a search icon, a notification icon with '26', and the user name 'Welcome, Melissa Rivenbark' with a dropdown arrow. Below the header, the form title 'Single Stop Pay' is displayed. The form contains several fields: 'Select Account Number*' with the value '1234567-Account Name', 'Select Transaction Type*' with the value 'Delete', 'Warrant Number*' with the value '12345' (highlighted in a red box), 'Warrant Amount*', and 'Issue Date*'. A calendar icon is visible next to the 'Issue Date*' field.

5. Enter the amount in the **Warrant Amount** field.

The screenshot shows the 'Single Stop Pay' form in the Core Banking System. The header is identical to the previous screenshot. The form fields are: 'Select Account Number*' with '1234567-Account Name', 'Select Transaction Type*' with 'Delete', 'Warrant Number*' with '12345', 'Warrant Amount*' with the value '\$200.00' (highlighted in a red box), 'Issue Date*', and 'Payee Name'. A calendar icon is visible next to the 'Issue Date*' field.

6. Enter the issue date in the **Issue Date** field.

The screenshot shows the 'Single Stop Pay' form in the Core Banking System. The header is identical to the previous screenshots. The form fields are: 'Select Account Number*' with '1234567-Account Name', 'Select Transaction Type*' with 'Delete', 'Warrant Number*' with '12345', 'Warrant Amount*' with '\$200.00', 'Issue Date*' with the value '12-02-2020' (highlighted in a red box), 'Payee Name', and 'Stop Pay Reason'. A calendar icon is visible next to the 'Issue Date*' field.

The **Payee Name** and **Stop Pay Reason** fields are optional. Contact your local CB\$ Administrator to determine if you need to capture information in these fields based upon agency needs or preference.

7. Click the **Submit** button.

- Verify the information is correct on the **Single Stop Pay – Verify** screen. Click the **Confirm** button to confirm the stop pay. Otherwise, click the **Back** button to make corrections.



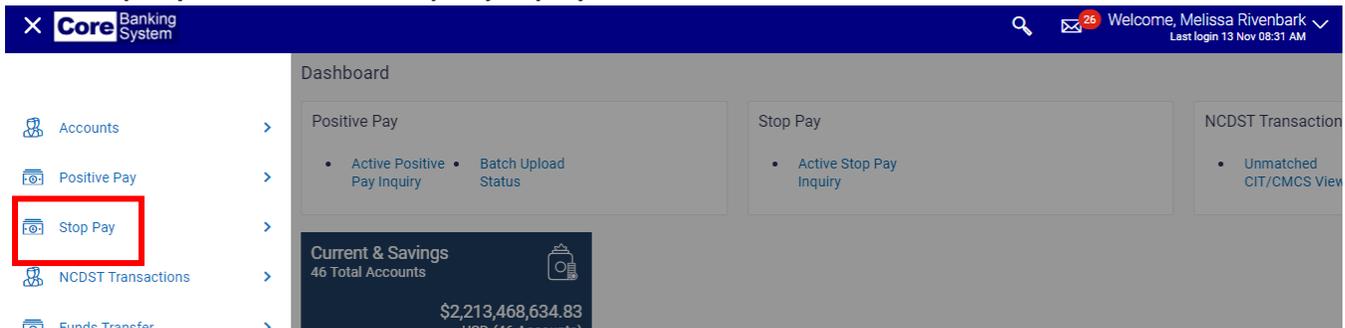
- Click the **Ok** button on the **Single Stop Pay – Confirm** screen to finalize the process.

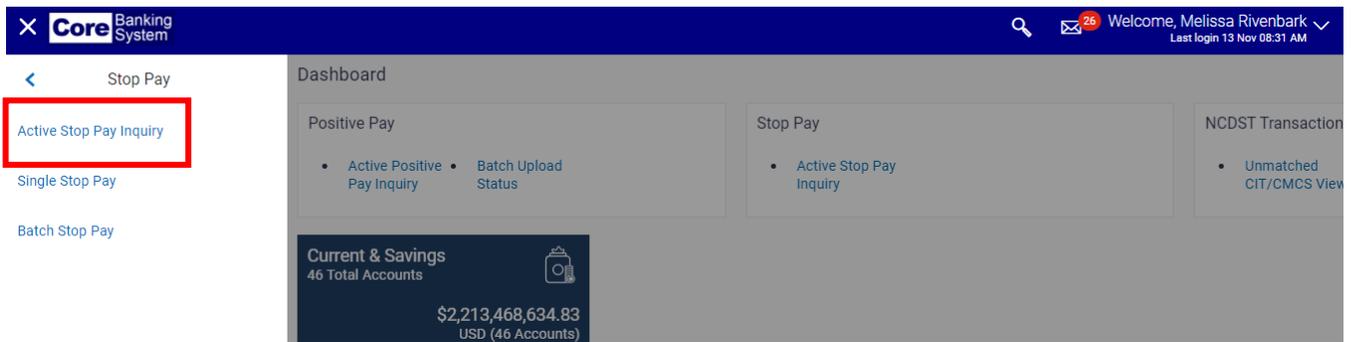


Active Stop Pay

To see if a Stop Pay record is active.

- Select **Stop Pay** and then **Active Stop Pay Inquiry** from the left-hand menu.





2. Select the applicable account from the **Select Account** drop-down field.



3. Using the **Start Warrant Number** and **End Warrant Number** fields, you can filter which warrants are returned. These two fields are optional.



If you enter the same warrant number in both fields, your results will be limited to only the identified warrant.

If you specify a range of warrants (e.g., 12345 to 12599), only those active warrants within the specified range will be returned.

If you leave these fields blank, the system will return all warrants based upon the date range specified.

4. Using the **Start Date** and **End Date** fields, specify the date range to filter your list of active warrants.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Active Stop Pay Inquiry

Select Account Number* 1234567-Account Name

Start Warrant Number

End Warrant Number

From Date
11-01-2020

To Date
11-30-2020

Search Clear Back

You may restrict your date range to a single day (i.e., enter the same date in both the **Start** and **End Date** fields), or to a specified period of time.

5. Click the **Search** button. All active warrants meeting the criteria specified displays.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Search Clear Back

Download

Search Results

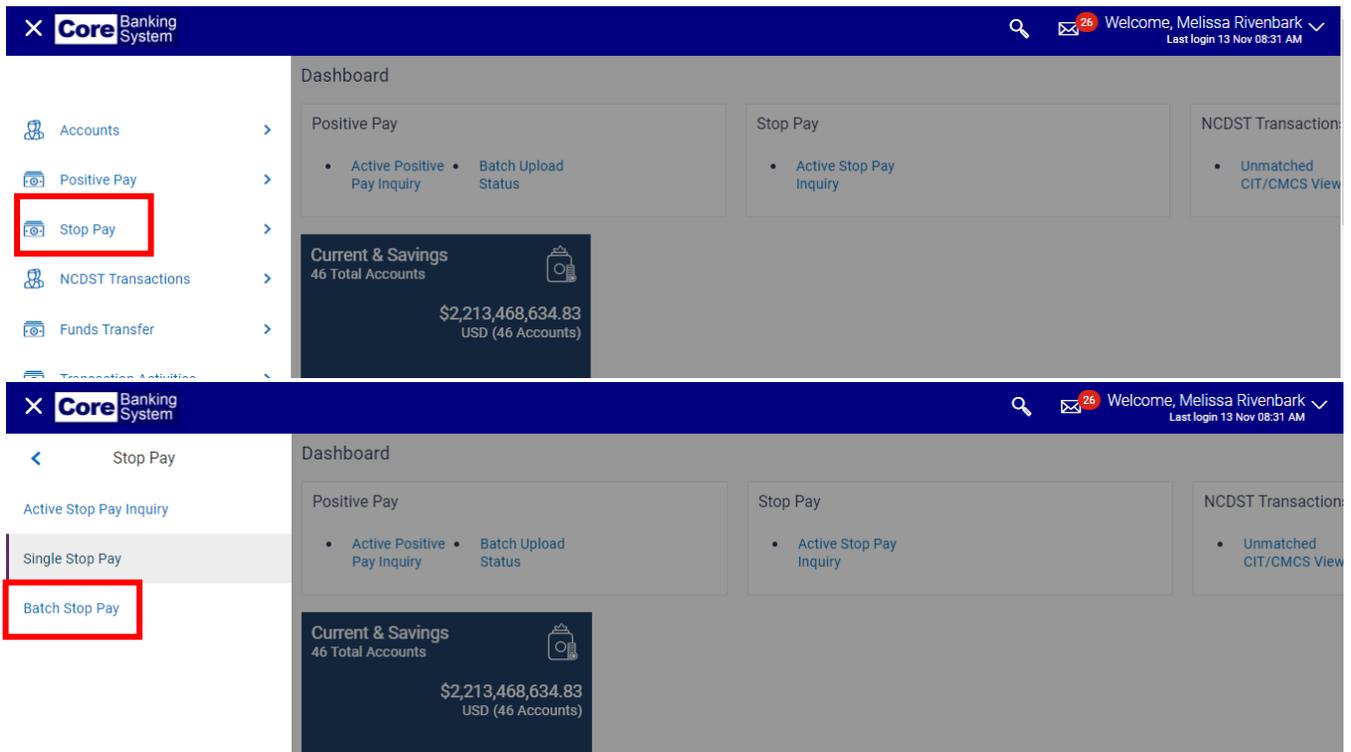
Reference Number	Date	Payee	Remarks	Warrant Number	Amount	Status
702611	06 Feb 2020			4191155	\$138.97	Open
702587	06 Feb 2020			4191255	\$52.52	Open
702861	13 Feb 2020			4191355	\$41.88	Open
702358	13 Feb 2020			4191383	\$2,791.78	Open
702356	13 Feb 2020			4191384	\$2,538.84	Open
703192	13 Feb 2020			4191462	\$516.72	Open
702545	13 Feb 2020			4191464	\$509.60	Open
702546	13 Feb 2020			4191465	\$168.00	Open
702547	13 Feb 2020			4191466	\$168.00	Open

6. Click the **Download** button to save the information as a CSV (Excel) file.

Batch Stop Pay

In the event that a number of Stop Payments need to be issued on an account a Stop Pay file can be uploaded and submitted for processing.

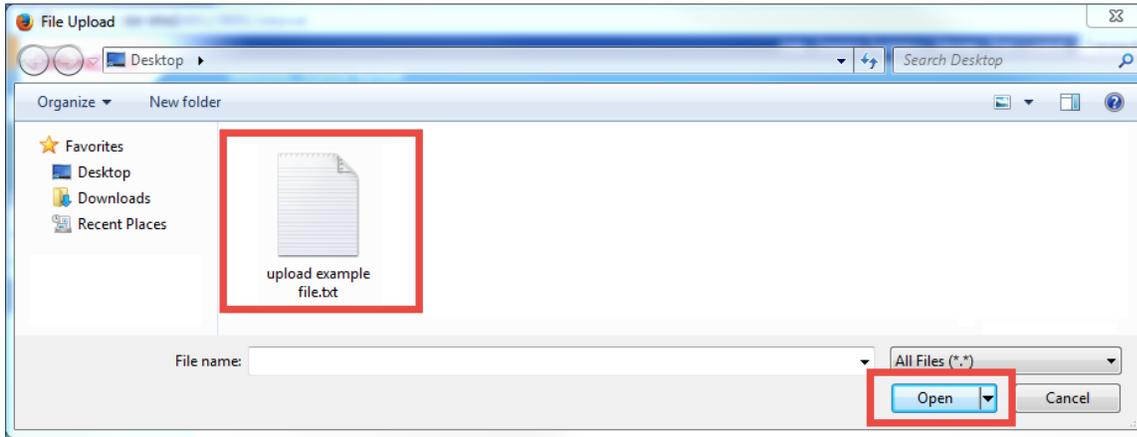
1. Select **Stop Pay** and then **Batch Stop Pay** from the left-hand menu.



2. Click the **Choose file** button under **Select File for Upload**. The File Upload pop up window displays.



3. From the File Upload pop-up window, select the applicable .TXT file and then click the **Open** button.



Only .txt file extension is allowed in the batch upload process.

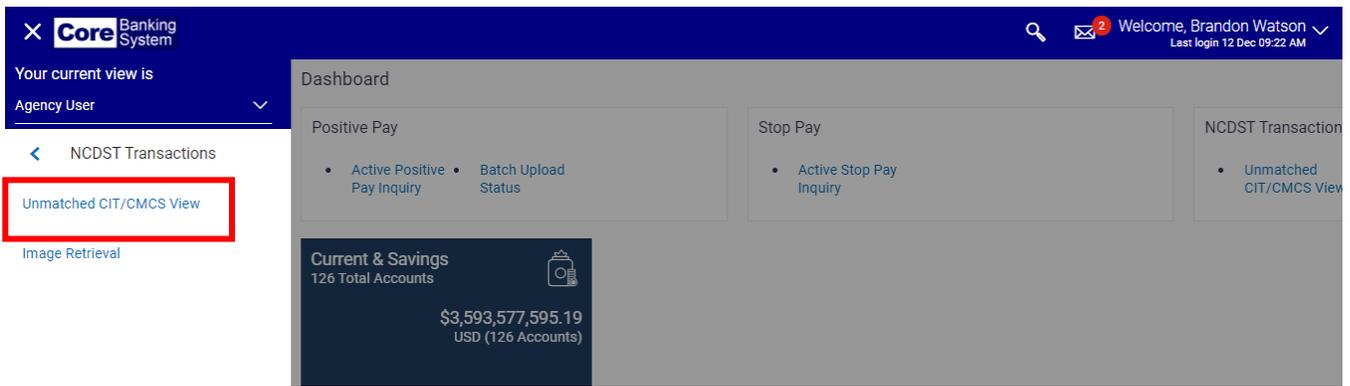
4. Verify you have attached the correct file and click **Upload** to upload the file or click **Clear** to go back and choose a different file. Once you click the **Upload** button, the file will be uploaded and processed.



Batch files are processed daily at 10:00am. Files submitted after 10:00am will be processed the next business day.

Deposit Reporting Reconciliation

This function allows you to view deposits entered in NCFs that do not match deposit information received from bank. Select **NCDST Transactions** and then **Unmatched CIT/CMCS View** in the left-hand menu.



1. Select the applicable account from the **Select Account** drop-down field. This field is required.



2. Enter a date range in the **From Date** and **To Date** fields. These fields are optional.



Using the **From** and **To Date** fields, you can restrict the number of unmatched CIT/NCFS items that display. If you leave these fields blank, all information for the selected account will display.

3. Click the **Search** button.

Select Account 1234567-Account Name

From Date(MM-DD-YYYY) 11-01-2020

To Date(MM-DD-YYYY) 11-30-2020

Search Clear Back

Note

This function enables you to get the transaction details of selected CIT Accounts. Choose the Date Range to Filter the further transaction details

4. The information displays based upon the criteria selected. Click the **Download** button to save the information in a .CSV format.

Select Account* 1234567-Account Name

From Date(MM-DD-YYYY) 11-01-2020

To Date(MM-DD-YYYY) 12-11-2020

Search Clear Back

List of Unmatched CIT/CMCS Transactions

Click to Download/Print Download Print

Posting Date	Account ID	Reference No	Sequence No	Description	Currency	Credit Amount	De
12-10-2020	0200192	000BAIT203469KQN	000ZRIN203461034	BAI BANK DEPOSIT	USD	34055.84	0.

Page 1 of 1 (1 of 1 items) 1

Note

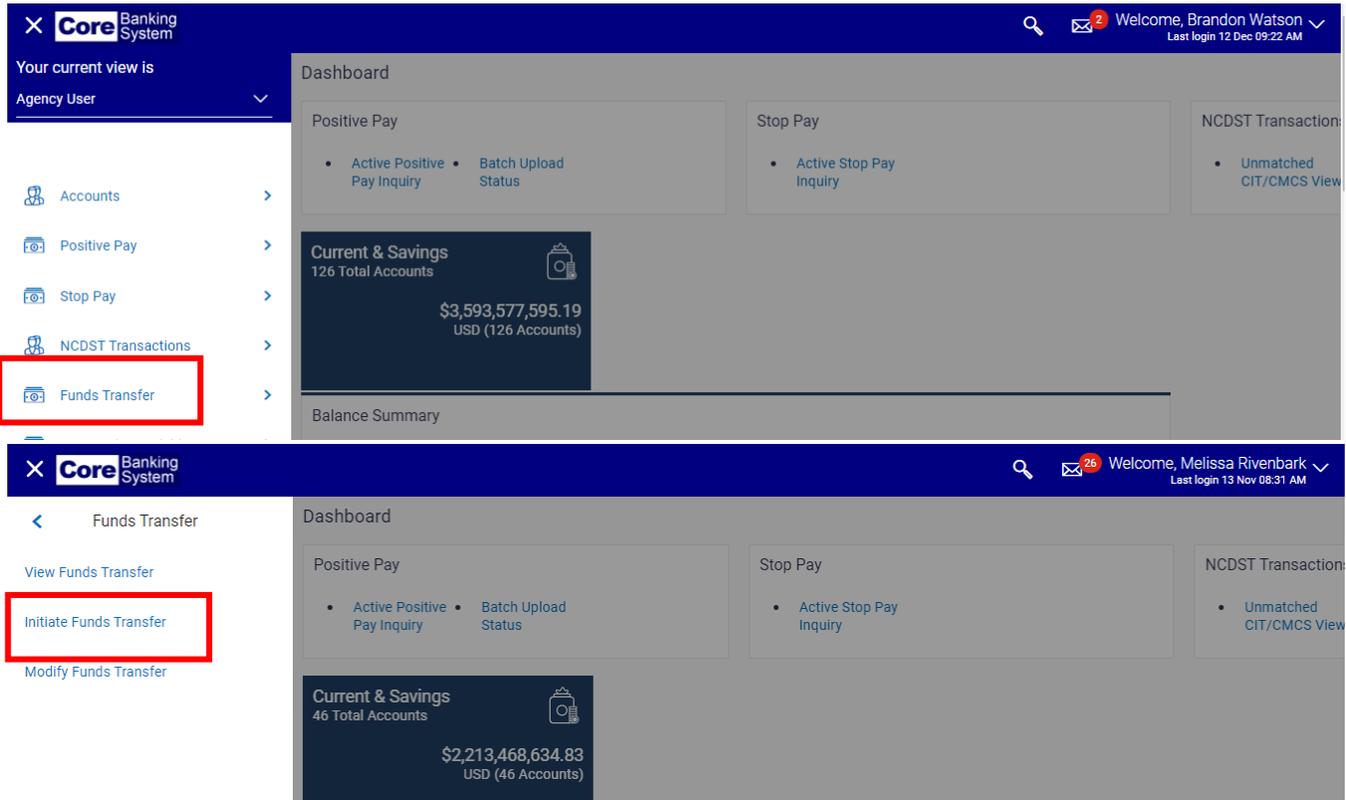
This function enables you to get the transaction details of selected CIT Accounts. Choose the Date Range to [Filter](#) the further transaction details

Funds Transfer Role

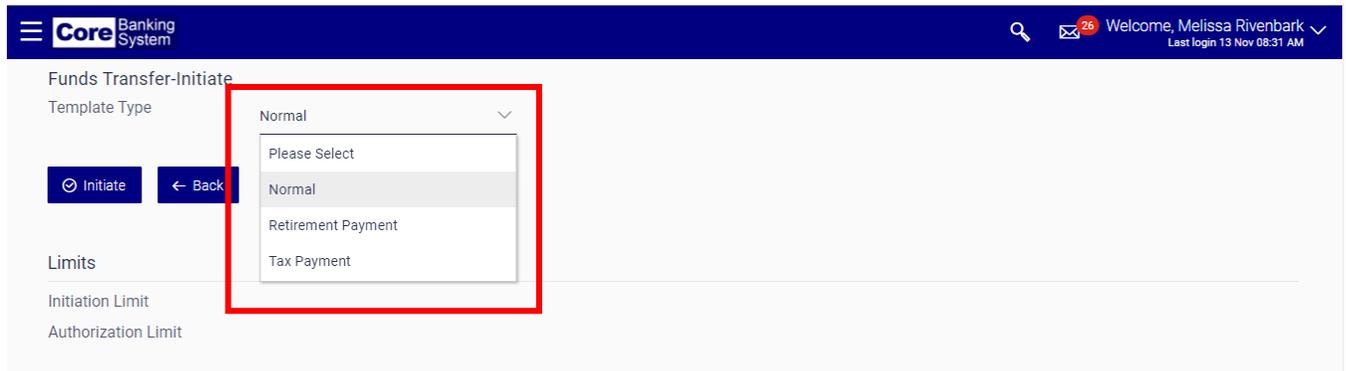
Initiating Funds Transfers

This function allows funds to be transferred from a Disbursing or STIF account to a designated bank and beneficiary on a repetitive basis. Notification of wires greater than \$25 million should be sent to DST Banking, no later than 4 pm on the day before the effective date. This can be accomplished by either emailing dst.disbursing@nctreasurer.com or by initiating and authorizing the wire on Core Banking.

Select **Funds Transfer** and then **Initiate Funds Transfer** located in the left-hand menu.



Select the applicable template from the **Select Template Type** drop-down field.



There are three (3) options to choose from when initiating a funds transfer. Each template has a unique seven (7) digit ID number. Templates have been established to send repetitive wires with specific bank information for specific purposes. Once the template ID has been selected the Source Account and Bank/Agency information will pre-fill.

Contact your agency administrator if you do not see the desired template number in the dropdown box.

Normal Template

1. Select the template from the **Template ID** drop-down field.

The screenshot shows the 'Funds Transfer-Initiate' form. The 'Template ID' field is a dropdown menu with the text 'Please Select' and a downward arrow, highlighted with a red rectangular box. Other fields include 'Template Type' (Normal), 'User Reference', 'Source Account*', 'Bank/Agency', 'Payment Details', 'Transfer Amount*', and 'Effective Date*' (12-11-2020). A search icon is visible on the right side of the form.

2. Enter your agency's assigned reference number in the **User Reference** field.

NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.

The screenshot shows the 'Funds Transfer-Initiate' form with the 'User Reference' field highlighted by a red rectangular box. The 'Template ID' dropdown now shows '1234567-Template Name'. The 'Payment Details' field contains the text 'FUND MONTHLY RET BENEFITS PD ACH'. The 'Effective Date*' is 12-11-2020. A search icon is visible on the right side of the form.

Core Banking System | Welcome, Melissa Rivenbark | Last login 13 Nov 08:31 AM

3. Enter the dollar amount in the **Transfer Amount** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields:

- Template ID: 1234567-Template Name
- Template Type: Normal
- User Reference: (empty)
- Source Account*: (blurred)
- Bank/Agency: (blurred)
- Payment Details: FUND MONTHLY RET BENEFITS PD ACH
- Transfer Amount*: \$10,000.00 (highlighted with a red box)
- Effective Date*: 12-11-2020
- Memo: (empty)

4. Enter the date the wire will be processed in the **Effective Date** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields:

- Template ID: 1234567-Template Name
- Template Type: Normal
- User Reference: (empty)
- Source Account*: (blurred)
- Bank/Agency: (blurred)
- Payment Details: FUND MONTHLY RET BENEFITS PD ACH
- Transfer Amount*: \$10,000.00
- Effective Date*: 12-11-2020 (highlighted with a red box)
- Memo: (empty)

Here are a few key reminders when considering the effective date of a funds transfer:

- Wires must be initiated and authorized by 10:00 am to be processed the same day.
- Wires with the current day's date, received after the 10:00 am deadline, will not be processed that day and may not be processed at all.
- Please be sure the value date is future dated for wires initiated/authorized after 10:00am.
- **Funds transfers will not be processed on holidays or weekends. Funds transfers entered on these days will automatically be assigned the value date of the next business day.**
- **Do not authorize wires after 4pm. Wire transfer requests may be rejected by the system if an attempt is made to authorize the request after 4pm.**

5. Click the **Initiate** button.

Funds Transfer-Initiate

Template ID	1234567-Template Name
Template Type	Normal
User Reference	
Source Account*	
Bank/Agency	
Payment Details	FUND MONTHLY RET BENEFITS PD ACH
Transfer Amount*	\$10,000.00
Effective Date*	12-11-2020
Memo	

Initiate Clear ← Back

6. Verify the information is correct and click the **Confirm** button.

NOTE: If a correction is needed, click on the **Change** button and make the necessary corrections.

Core Banking System Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

REVIEW
You initiated a request for Internal Transfer. Please review details before you confirm!

Template ID*	1234567-Template Name
Template Type	normal
User Reference	
Source Account	
Bank/Agency	
Payment Details	FUND MONTHLY RET BENEFITS PD ACH
Transfer Amount	\$10,000.00
Effective Date	11 Dec 2020
Memo	

Confirm Cancel ← Change

7. Transfer is submitted successfully.

The screenshot shows the 'Transfer Money' page in the Core Banking System. At the top, there is a confirmation message: 'CONFIRMATION Transfer Money submitted successfully.' Below this, the transfer details are listed:

- Reference Number: 12120B9BB9C1
- Status: Pending for Approval
- Template ID: 123456
- Template Type: Normal
- Source Account: [Redacted]
- Bank/Agency: [Redacted]
- Payment Details: FUND MONTHLY RET BENEFITS PD ACH
- Amount: \$10,000.00
- Effective Date: 2020-12-11
- Destination Account: 9980345

At the bottom, there is a prompt: 'What would you like to do next?'

Please contact the Core Banking Help Desk at 919-814-3916 if a funds transfer needs to be canceled after it has been initiated and authorized.

Tax Template

These templates are used to pay NC Sales and Use Taxes. NC tax payments are paid directly to the Dept. of Revenue and are considered Straight-Thru payments. These payments must be initiated and authorized at least one day prior to the effective date.

1. Select **Tax Payment** for the **Template Type**. Then select the template from the **Template ID** drop-down field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form is titled 'Funds Transfer-Initiate' and has the following fields and buttons:

- Template Type**: A dropdown menu with 'Tax Payment' selected. This field is highlighted with a red box.
- Buttons**: 'Initiate' and 'Back' buttons.
- Limits**: A section with 'Initiation Limit' and 'Authorization Limit' fields.
- Template ID**: A dropdown menu with '1234567-Template Name' selected. This field is highlighted with a red box.
- Template Type**: A dropdown menu with 'Tax Payment' selected.
- User Reference**: A text input field.

2. Enter your agency's assigned reference number in the **User Reference** field.

NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. At the top, there is a navigation bar with the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for 'Welcome, Melissa Rivenbark' with a dropdown arrow and 'Last login 13 Nov 08:31 AM'. Below the navigation bar, the form title 'Funds Transfer-Initiate' is displayed. Underneath, there is a 'Template Type' dropdown menu set to 'Tax Payment'. Below this are two buttons: 'Initiate' and 'Back'. A section titled 'Limits' contains 'Initiation Limit' and 'Authorization Limit' fields. The main form area is titled 'Funds Transfer-Initiate' and contains several fields: 'Template ID' (1234567-Template Name), 'Template Type' (Tax Payment), and 'User Reference' (highlighted with a red box). Below these are 'Source Account*' and 'Bank/Agency' fields, both of which are redacted with a grey box. The 'Payment Details' section shows 'TAX W/H PAYMENT RETIREMENT 224'. The 'Transfer Amount*' field is set to '\$1,000.00' and is also highlighted with a red box. Below this are 'Contact Information*', 'Remitter Agency Tax ID Number*', and 'Payment Tax Type Code*' fields.

3. Enter the dollar amount in the **Transfer Amount** field. Do not use commas.

This screenshot shows the same 'Funds Transfer-Initiate' form as the previous one, but with the 'Transfer Amount*' field highlighted with a red box. The value entered in this field is '\$1,000.00'. The 'User Reference' field is no longer highlighted. The 'Source Account*' and 'Bank/Agency' fields remain redacted. The 'Payment Details' section is still 'TAX W/H PAYMENT RETIREMENT 224'. The 'Contact Information*' field is now visible but empty. The 'Remitter Agency Tax ID Number*' and 'Payment Tax Type Code*' fields are also visible at the bottom of the form. A scroll-up arrow is visible in the bottom right corner of the form area.

4. Enter the name and phone number of the person to be contacted for questions regarding the transfer in the **Contact Information** field.

Funds Transfer-Initiate

Template ID	1234567-Template Name
Template Type	Tax Payment
User Reference	
Source Account*	
Bank/Agency	
Payment Details	TAX W/H PAYMENT RETIREMENT 224
Transfer Amount*	\$1,000.00
Contact Information*	
Remitter Agency Tax ID Number*	
Payment Tax Type Code*	

5. Enter the remitting agency tax ID number in the **Remitting Agency Tax ID Number** field.

Funds Transfer-Initiate

Template ID	1234567-Template Name
Template Type	Tax Payment
User Reference	
Source Account*	
Bank/Agency	
Payment Details	TAX W/H PAYMENT RETIREMENT 224
Transfer Amount*	\$1,000.00
Contact Information*	John Smith 919-999-9999
Remitter Agency Tax ID Number*	123456789
Payment Tax Type Code*	
Payment Period End Date*	

6. Enter 5-digit payment code in the **Payment Tax Type Code** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Template ID	1234567-Template Name
Template Type	Tax Payment
User Reference	
Source Account*	[Redacted]
Bank/Agency	[Redacted]
Payment Details	TAX W/H PAYMENT RETIREMENT 224
Transfer Amount*	\$1,000.00
Contact Information*	John Smith 919-999-9999
Remitter Agency Tax ID Number*	123456789
Payment Tax Type Code*	04111
Payment Period End Date*	

7. Enter the payment period end date in the **Payment Period End Date** field. This date cannot be greater than the effective date.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Source Account*	[Redacted]
Bank/Agency	[Redacted]
Payment Details	TAX W/H PAYMENT RETIREMENT 224
Transfer Amount*	\$1,000.00
Contact Information*	John Smith 919-999-9999
Remitter Agency Tax ID Number*	123456789
Payment Tax Type Code*	04111
Payment Period End Date*	12-11-2020
Effective Date*	12-15-2020

8. Enter the date the wire will be processed in the **Effective Date** field.

The screenshot shows the Core Banking System interface. The header includes the logo, user name 'Welcome, Melissa Rivenbark', and last login time '13 Nov 08:31 AM'. The form contains the following fields:

Source Account*	[Redacted]
Bank/Agency	[Redacted]
Payment Details	TAX W/H PAYMENT RETIREMENT 224
Transfer Amount*	\$1,000.00
Contact Information*	John Smith 919-999-9999
Remitter Agency Tax ID Number*	123456789
Payment Tax Type Code*	04111
Payment Period End Date*	12-11-2020
Effective Date*	12-15-2020

At the bottom, there are three buttons: 'Initiate', 'Clear', and 'Back'. The 'Effective Date' field and its value are highlighted with a red border.

Tax wires must be initiated and authorized by 4:00 pm at least 1 day prior to the effective date.

Example: Wires with a value date of November 23 must be initiated and authorized no later than 4:00pm on November 22.

9. Click on the **Initiate** button.

This screenshot is identical to the previous one, showing the same wire transfer form. In this view, the 'Initiate' button at the bottom left is highlighted with a red border.

10. Verify the information is correct and click the **Confirm** button.

NOTE: If a correction is needed click on the **Change** button and make the necessary corrections.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Source Account
[Redacted]

Bank/Agency
[Redacted]

Payment Details
TAX W/H PAYMENT RETIREMENT 224

Transfer Amount
\$1,000.00

Effective Date
15 Dec 2020

Contact Information
John Smith 919-999-9999

Remitter Agency Tax ID Number
123456789

Payment Tax Type Code
04111

Payment Period End Date
2020-12-11

Confirm Cancel Change

Please contact the Core Banking Help Desk at 919-814-3916 if a funds transfer needs to be canceled after it has been initiated and authorized.

Retirement Template

These templates are used to make retirement contributions.

1. Select **Retirement Payment** for the **Template Type**. Then select the template from the **Template ID** drop-down field.

Core Banking System

Welcome, Melissa Rivenbark
Last login 13 Nov 08:31 AM

Funds Transfer-Initiate

Template Type Retirement Payment

Initiate Back

Limits

Initiation Limit

Authorization Limit

Funds Transfer-Initiate 1234567-Template Name

Template ID Please Select

Template Type Retirement Payment

User Reference

Source Account*

2. Enter your agency's assigned reference number in the **User Reference** field.

NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Field	Value
Template ID	1234567-Template Name
Template Type	Retirement Payment
User Reference	
Source Account*	
Bank/Agency	
Payment Details	
Transfer Amount*	
Memo	
Effective Date*	12-11-2020
Remitter Agency Account Number	

3. Enter the dollar amount in the **Transfer Amount** field. Do not use commas.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Field	Value
Template ID	1234567-Template Name
Template Type	Retirement Payment
User Reference	
Source Account*	
Bank/Agency	
Payment Details	
Transfer Amount*	\$2,000.00
Memo	
Effective Date*	12-11-2020
Remitter Agency Account Number	

4. Enter the date the wire will be processed in the **Effective Date** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields:

- Template ID: 1234567-Template Name
- Template Type: Retirement Payment
- User Reference: (empty)
- Source Account*: (empty)
- Bank/Agency: (empty)
- Payment Details: (empty)
- Transfer Amount*: \$2,000.00
- Memo: (empty)
- Effective Date*: 12-16-2020 (highlighted with a red box)
- Remitter Agency Account: (empty)

Here are a few key reminders when considering the effective date of a funds transfer:

- Wires must be initiated and authorized by 10:00 am to be processed the same day.
- Wires with the current day's date, received after the 10:00 am deadline, will not be processed that day and may not be processed at all.

5. If desired, enter additional information regarding the funds transfer in the **Memo** field. This is an optional field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields:

- Template ID: 1234567-Template Name
- Template Type: Retirement Payment
- User Reference: (empty)
- Source Account*: (empty)
- Bank/Agency: (empty)
- Payment Details: (empty)
- Transfer Amount*: \$2,000.00
- Memo: This is optional (highlighted with a red box)
- Effective Date*: 12-16-2020

6. Enter account to be credited in the **Remitting Agency Account Number** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Template ID	1234567-Template Name
Template Type	Retirement Payment
User Reference	
Source Account*	
Bank/Agency	
Payment Details	
Transfer Amount*	\$2,000.00
Memo	This is optional
Effective Date*	12-16-2020
Remitter Agency Account Number*	1234567

The 'Remitter Agency Account Number*' field is highlighted with a red rectangular box.

7. Enter the payment code in the **Payment Type Code** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Payment Details	
Transfer Amount*	\$2,000.00
Memo	This is optional
Effective Date*	12-16-2020
Remitter Agency Account Number*	1234567
Payment Type Code*	1234
Employee Amount*	
Payment Period Date*	

The 'Payment Type Code*' field is highlighted with a red rectangular box.

8. Enter the dollar amount in the **Employee Amount** field.

The screenshot shows the 'Funds Transfer-Initiate' form in the Core Banking System. The form includes the following fields and values:

Payment Details	
Transfer Amount*	\$2,000.00
Memo	This is optional
Effective Date*	12-16-2020
Remitter Agency Account Number*	1234567
Payment Type Code*	1234
Employee Amount*	\$500.00
Payment Period Date*	

The 'Employee Amount*' field is highlighted with a red rectangular box. At the bottom of the form, there are three buttons: 'Initiate', 'Clear', and '< Back'.

9. Enter the payment period date in the **Payment Period Date** field. This date cannot be greater than the effective date.

The screenshot shows the Core Banking System interface. At the top, there is a navigation bar with the Core Banking System logo on the left and a user profile on the right that says "Welcome, Melissa Rivenbark" and "Last login 13 Nov 08:31 AM". Below the navigation bar is a form titled "Payment Details". The form contains several fields: "Transfer Amount*" with the value "\$2,000.00", "Memo" with the text "This is optional", "Effective Date*" with the value "12-16-2020" and a calendar icon, "Remitter Agency Account Number*" with the value "1234567", "Payment Type Code*" with the value "1234", "Employee Amount*" with the value "\$500.00", and "Payment Period Date*" with the value "11-30-2020" and a calendar icon. The "Payment Period Date*" field is highlighted with a red rectangular border. At the bottom of the form, there are three buttons: "Initiate", "Clear", and "Back".

10. Click the **Initiate** button.

This screenshot is identical to the one above, showing the same "Payment Details" form. The only difference is that the "Initiate" button at the bottom left of the form is now highlighted with a red rectangular border.

11. Verify the information is correct and click the **Confirm** button.

NOTE: If a correction is needed click on the **Change** button and make the necessary corrections.

Source Account
[Redacted]

Bank/Agency
[Redacted]

Payment Details
TAX W/H PAYMENT RETIREMENT 224

Transfer Amount
\$1,000.00

Effective Date
15 Dec 2020

Contact Information
John Smith 919-999-9999

Remitter Agency Tax ID Number
123456789

Payment Tax Type Code
04111

Payment Period End Date
2020-12-11

Confirm Cancel Change

Please contact the Core Banking Help Desk at 919-814-3916 if a funds transfer needs to be canceled after it has been initiated and authorized.

Authorizing a Funds Transfer

All initiated funds transfers must be authorized by a designated approver. Please contact your agency's Core Banking Administrator if you are not sure who is assigned to approve your funds transfers.

1. Select **Transaction Activities** and then select **Transactions**.

Core Banking System

Welcome, Mark Carlson
Last login 12 Dec 11:34 AM

Your current view is Agency User

Dashboard

Your password is about to expire in 54 days, please change your password at the earliest. [Change Password.](#)

Positive Pay

- Active Positive Pay Inquiry
- Batch Upload Status

Stop Pay

- Active Stop Pay Inquiry

NCDST Transaction

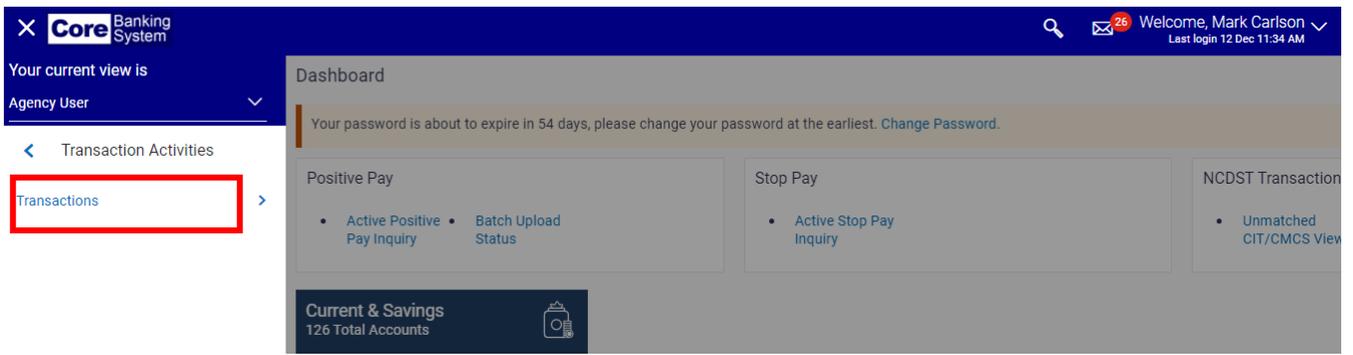
- Unmatched CIT/CMCS View

Current & Savings
126 Total Accounts

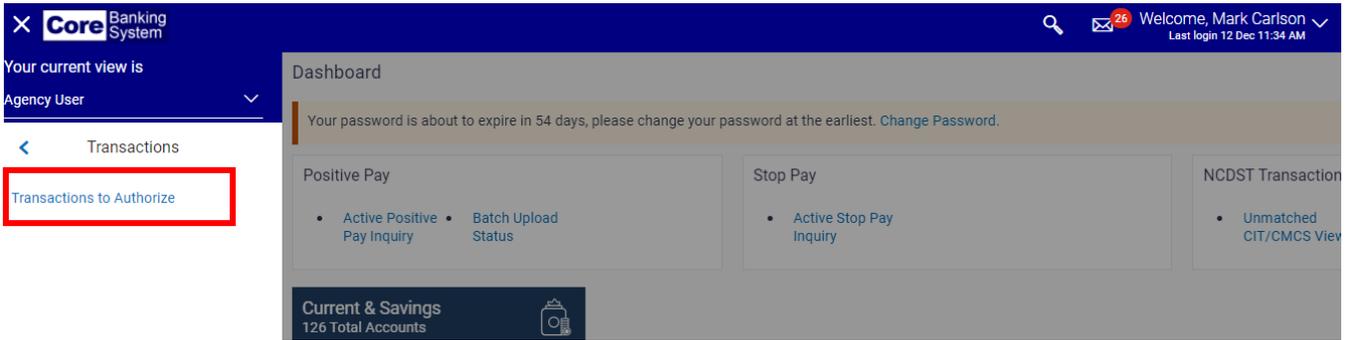
\$3,563,151,023.35
USD (126 Accounts)

Balance Summary

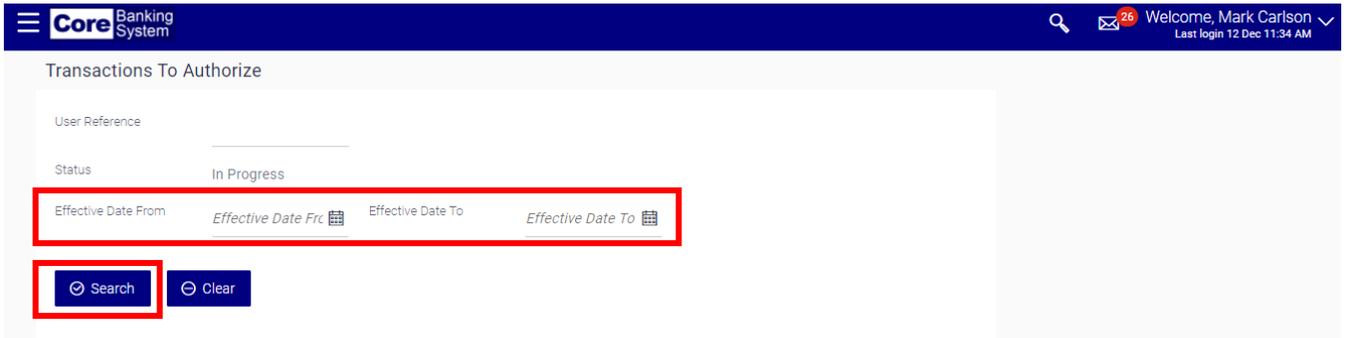
Transaction Activities



2. Select the **Transactions to Authorize** tab.



3. Enter the **Effective Date From** and **Effective Date To** dates in order to search for initiated funds transfers or just click **Search**.



4. Click the applicable reference number under the **Reference Number** column to view transaction details.

Core Banking System

Welcome, Mark Carlson
Last login 12 Dec 11:34 AM

Transactions To Authorize

User Reference

Status In Progress

Effective Date From 12/01/20 Effective Date To 12/30/20

Search Clear

Payments 0

<input type="checkbox"/>	Effective Date	Source Account	Amount	Initiated By	Reference Number	Status
<input type="checkbox"/>	15 Dec 12:00 AM		\$1,000.00	Melissa Rivenbark	1212EE9FB8CB	In Progress
<input type="checkbox"/>	11 Dec 12:00 AM		\$10,000.00	Melissa Rivenbark	12120B9BB9C1	In Progress

Page 1 of 1 (1-2 of 2 items) < 1 >

5. Once the information is verified to be correct, click on the **Approve** button located at the top of the screen.

Core Banking System

Welcome, Mark Carlson
Last login 12 Dec 11:34 AM

Authorize Funds Transfer

Approve Reject

Fund Transfer Details

Template ID*
1234567-Template Name

Template Type
Tax Payment

User Reference

Source Account

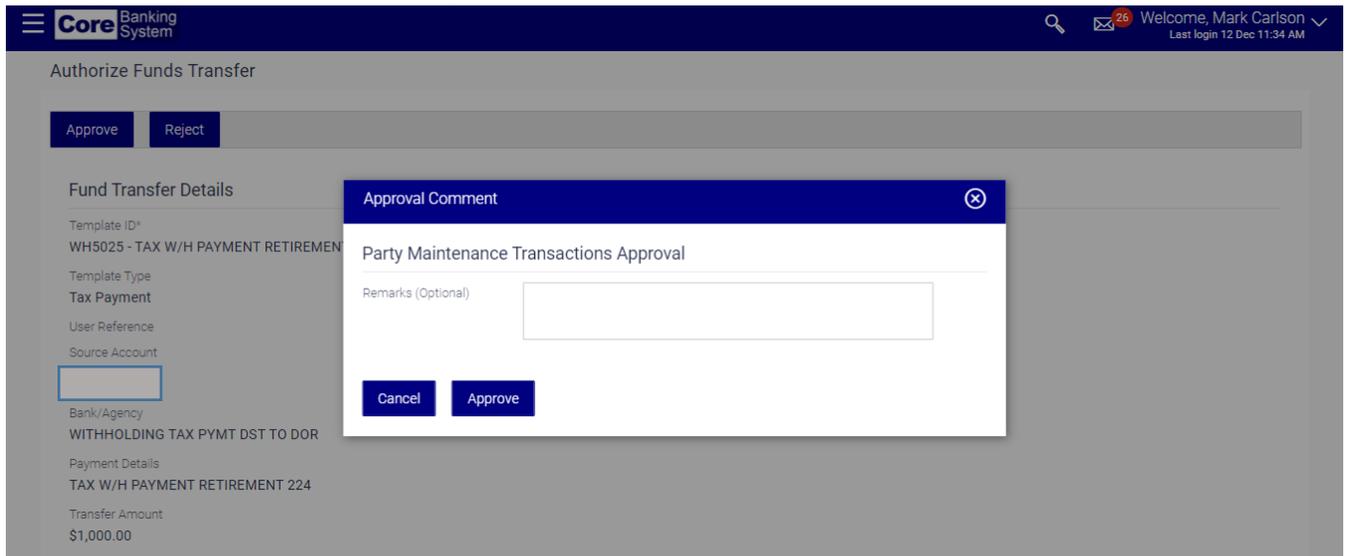
Bank/Agency

Payment Details
TAX W/H PAYMENT RETIREMENT 224

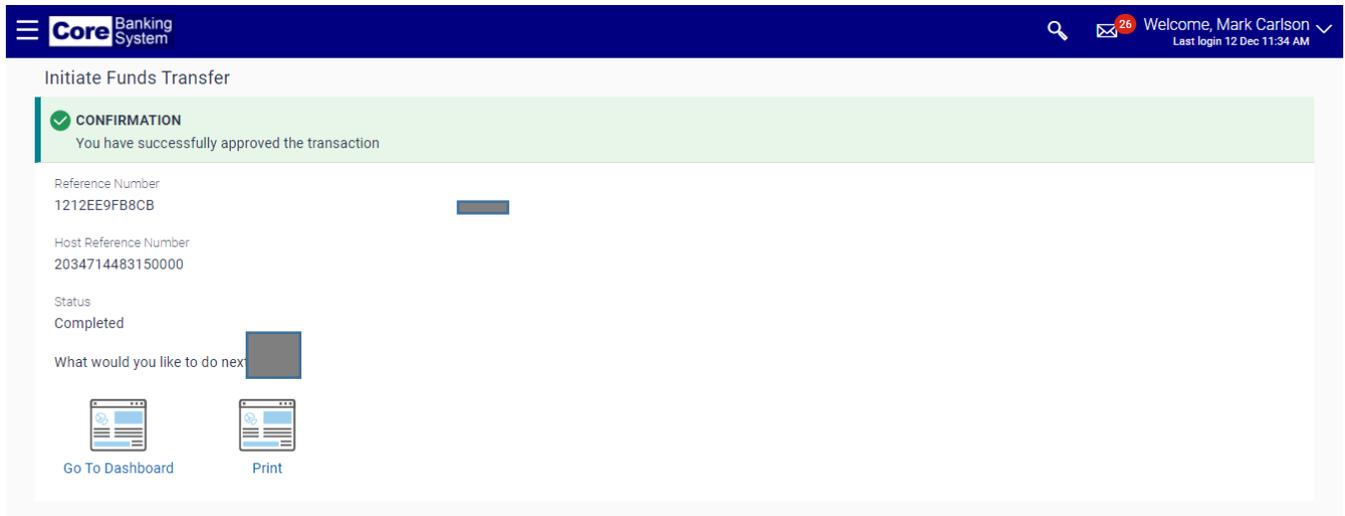
Transfer Amount
\$1,000.00

Effective Date
2020/12/15

6. Enter approval comments if necessary.



7. Funds Transfer is successfully approved.

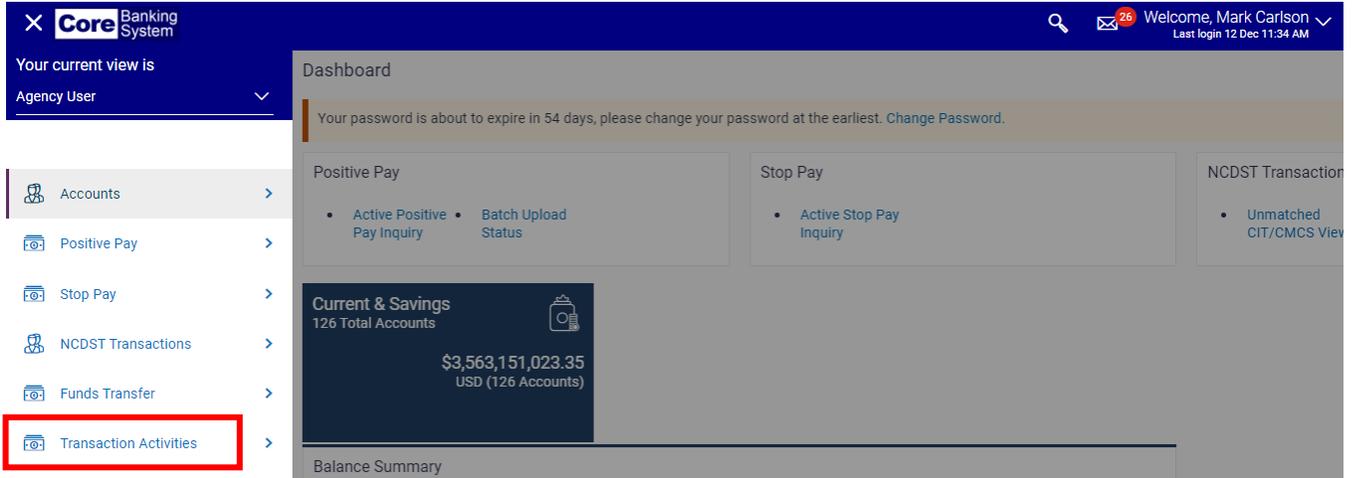


- Do not authorize wires after 4pm. Wire transfer requests may be rejected by the system if an attempt is made to authorize the request after 4pm.
- If the transaction needs to be rejected, please refer to the instructions for [rejecting a funds transfer](#) below.
- If the transaction needs to be modified, please refer to the instructions for modifying a funds transfer below.
 - [Authorizer Actions](#)
 - [Initiator Actions](#)

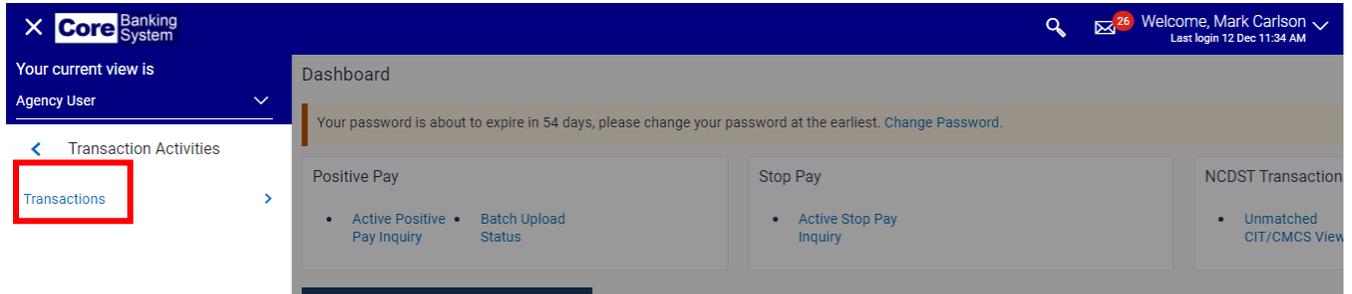
Rejecting a Funds Transfer: Authorizer Actions

This function is used when a funds transfer needs to be sent back to the initiator for corrections.

1. Select the **Transaction Activities** tab and then from the left-hand menu, select **Transactions**.

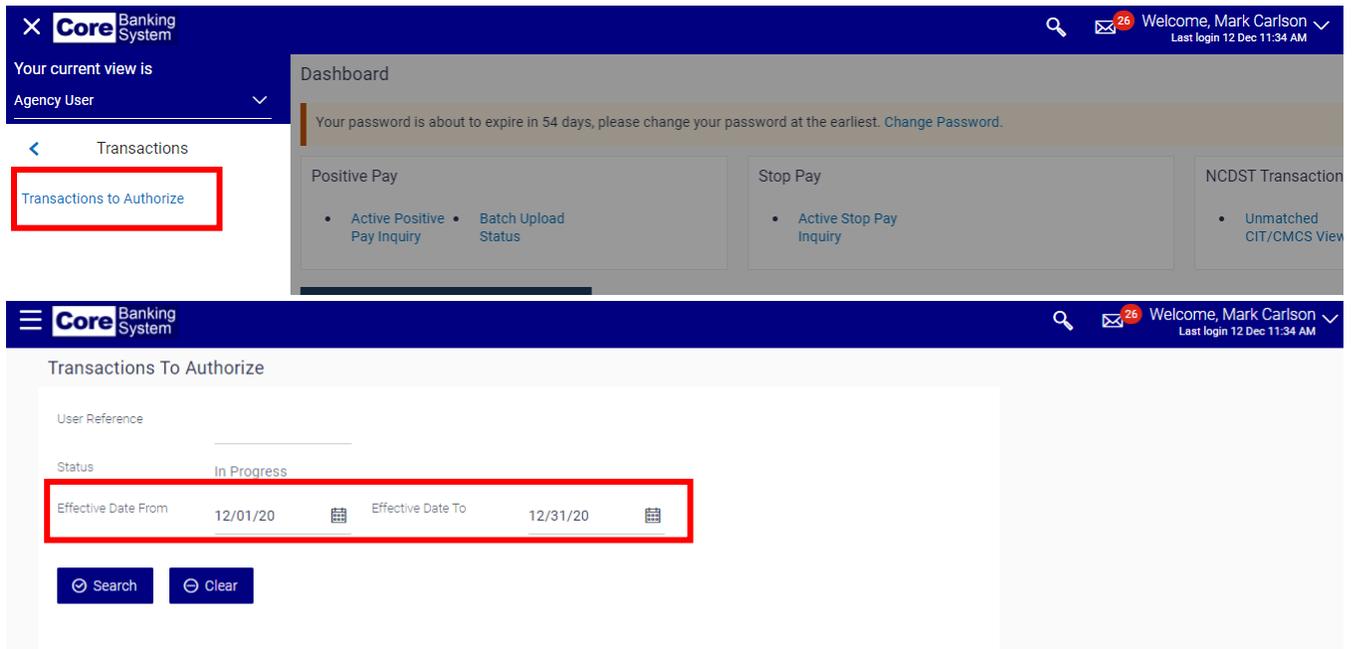


The screenshot shows the Core Banking System dashboard. The left-hand menu is visible, and the 'Transaction Activities' option is highlighted with a red box. The dashboard content includes a password expiration warning, a 'Positive Pay' section with links for 'Active Positive Pay Inquiry' and 'Batch Upload Status', a 'Stop Pay' section with 'Active Stop Pay Inquiry', and a 'Current & Savings' summary showing a balance of \$3,563,151,023.35 USD for 126 accounts.



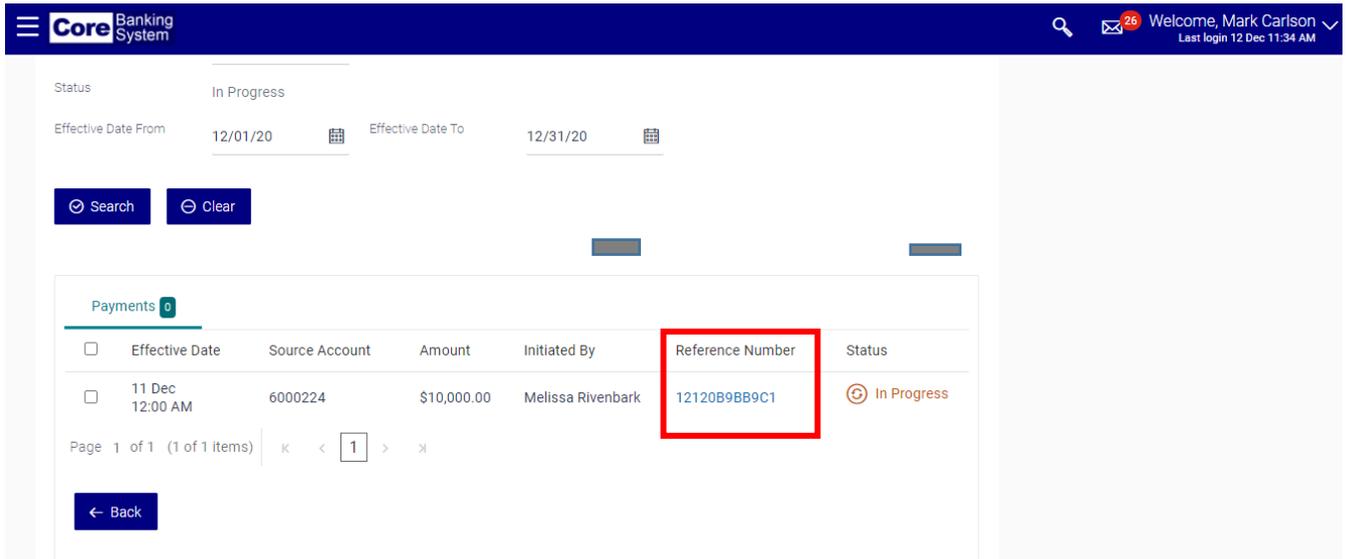
The screenshot shows the Core Banking System dashboard. The left-hand menu is visible, and the 'Transactions' option is highlighted with a red box. The dashboard content is the same as the previous screenshot, but the 'Transaction Activities' option is no longer highlighted.

2. Select the **Transactions To Authorize** tab and then complete the effective date from and to fields to search for initiated funds transfers.



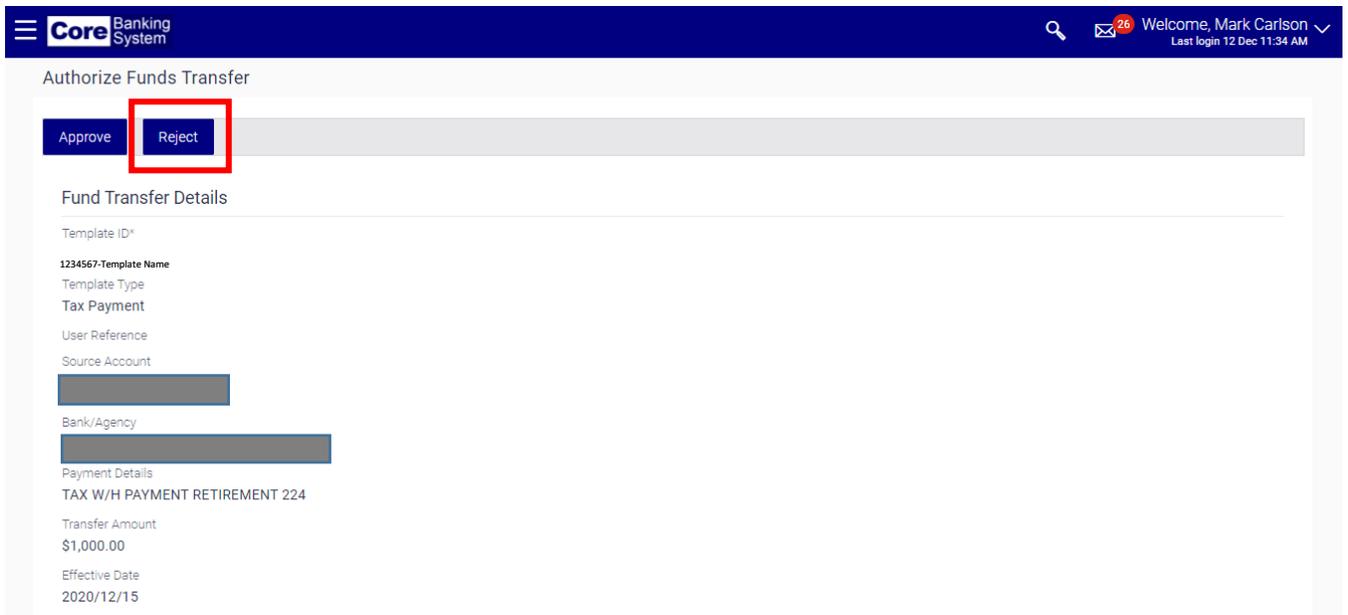
The screenshot shows the 'Transactions To Authorize' screen. The left-hand menu is visible, and the 'Transactions to Authorize' option is highlighted with a red box. The main content area shows a search form with the following fields: 'User Reference' (empty), 'Status' (set to 'In Progress'), 'Effective Date From' (set to 12/01/20), and 'Effective Date To' (set to 12/31/20). Below the search fields are 'Search' and 'Clear' buttons.

3. Click the applicable reference number under the EBanking Reference No column to view transaction details.



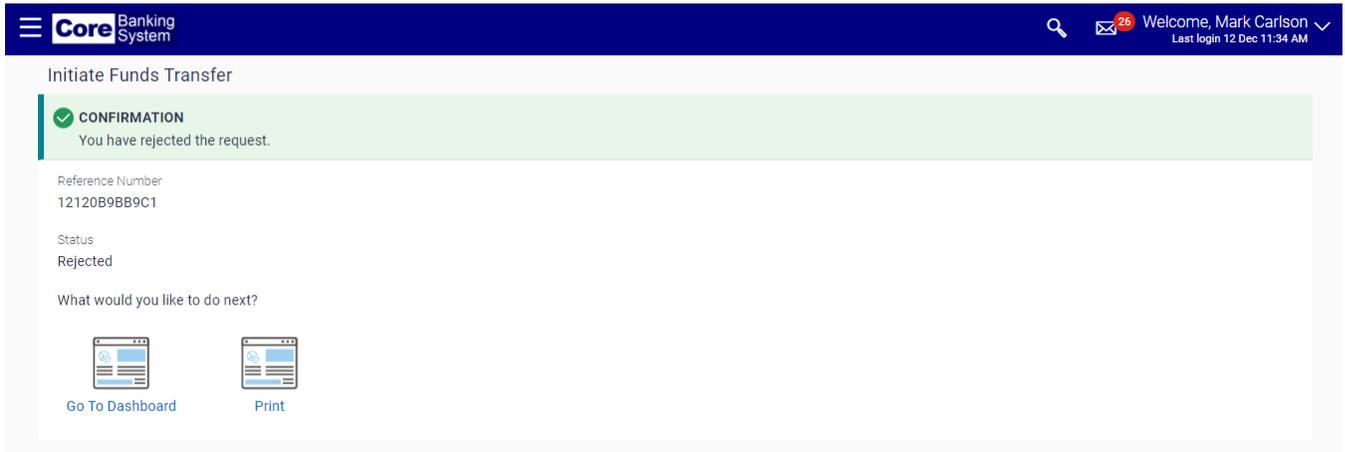
The screenshot shows the Core Banking System interface. At the top, there is a navigation bar with the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for Mark Carlson with the last login time of 12 Dec 11:34 AM. Below the navigation bar, the page displays the status 'In Progress' and search filters for 'Effective Date From' (12/01/20) and 'Effective Date To' (12/31/20). There are 'Search' and 'Clear' buttons. The main content area is titled 'Payments' and contains a table with the following columns: Effective Date, Source Account, Amount, Initiated By, Reference Number, and Status. A single row is visible with the following data: Effective Date: 11 Dec 12:00 AM, Source Account: 6000224, Amount: \$10,000.00, Initiated By: Melissa Rivenbark, Reference Number: 12120B9BB9C1, and Status: In Progress. The Reference Number column is highlighted with a red box. Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Back' button.

4. Click the **Reject** button to send the funds transfer back to the initiator to make the necessary changes to the request.



The screenshot shows the 'Authorize Funds Transfer' page in the Core Banking System. At the top, there is a navigation bar with the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for Mark Carlson with the last login time of 12 Dec 11:34 AM. Below the navigation bar, the page title is 'Authorize Funds Transfer'. There are two buttons: 'Approve' and 'Reject'. The 'Reject' button is highlighted with a red box. Below the buttons, there is a section titled 'Fund Transfer Details' which contains the following information: Template ID*, 1234567-Template Name, Template Type, Tax Payment, User Reference, Source Account, Bank/Agency, Payment Details (TAX W/H PAYMENT RETIREMENT 224), Transfer Amount (\$1,000.00), and Effective Date (2020/12/15).

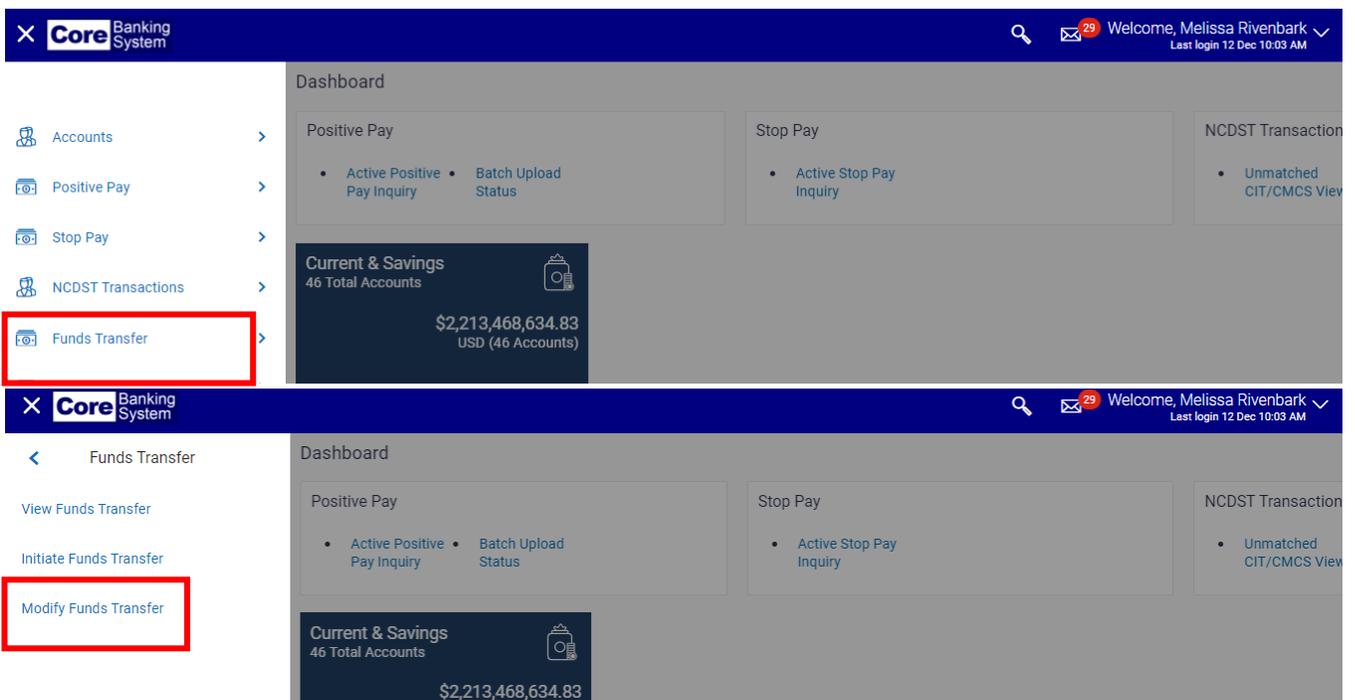
5. Funds Transfer successfully rejected.



Modifying a Funds Transfer: Initiator Actions

This function allows the initiator to make changes to a funds transfer once it has been returned by the Authorizer.

1. Select **Funds Transfer** and then **Modify Funds Transfer** from the left-hand menu.



2. Select **Rejected** from the **Status** drop down.

Core Banking System | Welcome, Melissa Rivenbark | Last login 12 Dec 10:03 AM

Modify Funds Transfer Search

User Reference

Status: Rejected

Effective Date From: Effective Date From | Effective Date To: Effective Date To

Search | Back | Clear

3. Click the **User Reference** link to retrieve the detailed information.

Core Banking System | Welcome, Melissa Rivenbark | Last login 12 Dec 10:03 AM

Modify Funds Transfer Search

User Reference

Status: Rejected

Effective Date From: Effective Date From | Effective Date To: Effective Date To

Search | Clear

Date	Initiated By	Source Account	Amount	User Reference	Status
11 Dec 2020	Melissa Rivenbark	[Redacted]	\$10,000.00	12120B9BB9C1	Rejected

Page 1 of 1 (1 of 1 items) | Back

4. On the Initiate Funds Transfer screen, make the necessary changes.

Core Banking System | Welcome, Melissa Rivenbark | Last login 12 Dec 10:03 AM

1234567-Template Name

Template Type: normal

User Reference

Source Account*

Bank/Agency

Payment Details

FUND MONTHLY RET BENEFITS PD AC†

Transfer Amount*: \$9,000.00

Effective Date*: 12-12-2020

5. Click the **Modify** button.

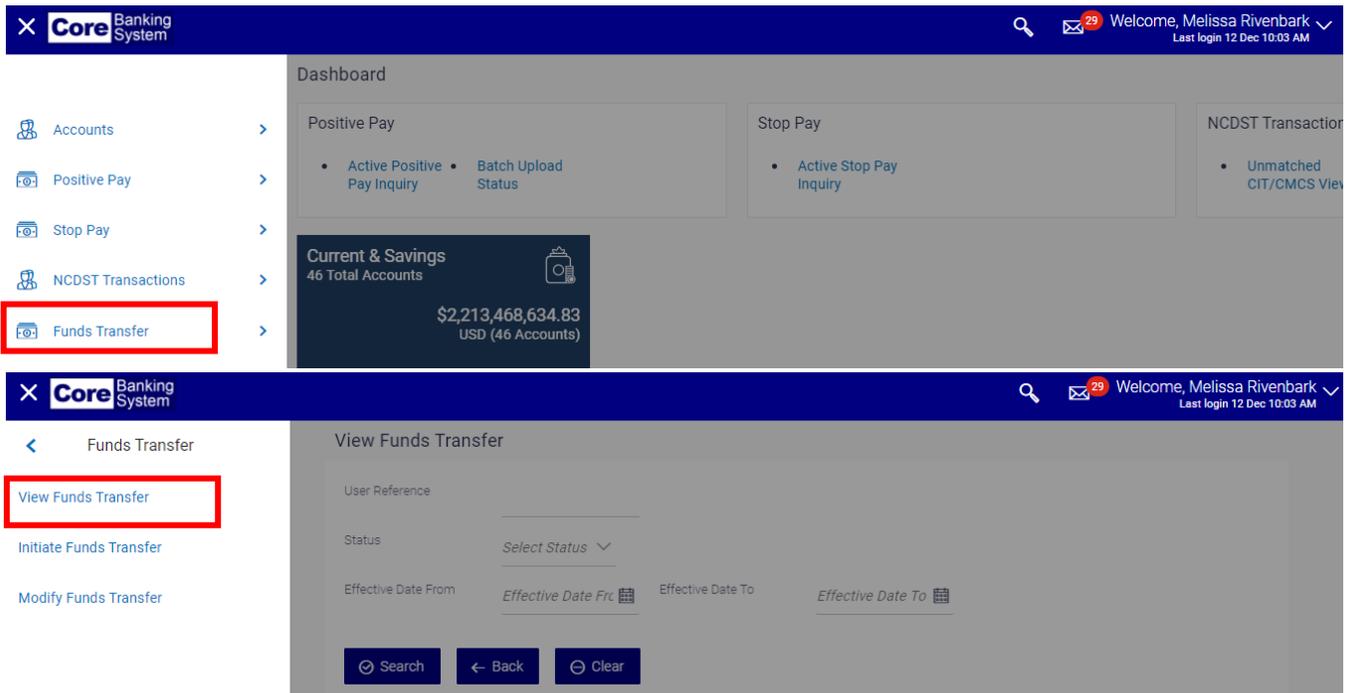


6. Click the **Confirm** button.

View Transactions

This tab allows you to view the status of all funds transfers entered in Core Banking.

1. Select **Funds Transfer** and then **View Funds Transfer** from the left-hand menu.



2. Select the appropriate status from the **Status** drop down.

View Funds Transfer

User Reference

Status **Select Status** ▾

Effective Date From Effective Date To

Select Status ▾

- Select Status
- Processed
- In Progress**
- Rejected

3. The status of all funds transfers with this status will appear under this option. If you would like to limit search results to a particular date or range of dates, complete the **Effective Date From** and **Effective Date To** fields.

View Funds Transfer

User Reference

Status **In Progress** ▾

Effective Date From **Effective Date To**

Effective Date	Initiated By	Source Account	Amount	User Reference	Status
11 Dec 2020	Melissa Rivenbark	<input type="text"/>	\$5,000.00	1212127A6233	In Progress

Page 1 of 1 (1 of 1 items)

4. Click the **User Reference** link for additional details about the funds transfer.

View Funds Transfer

User Reference

Status **In Progress** ▾

Effective Date From Effective Date To

Effective Date	Initiated By	Source Account	Amount	User Reference	Status
11 Dec 2020	Melissa Rivenbark	<input type="text"/>	\$5,000.00	1212127A6233	In Progress

Page 1 of 1 (1 of 1 items)