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.

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.

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

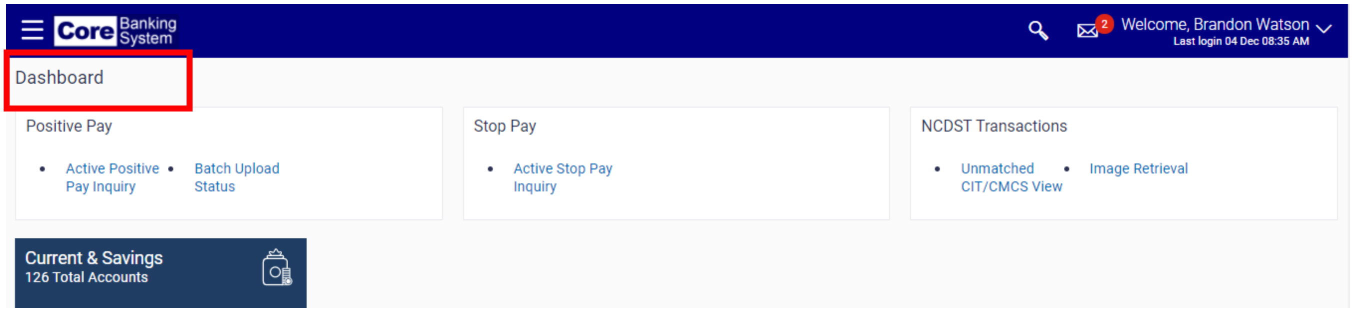
3. Click the **Sign In** button.

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.

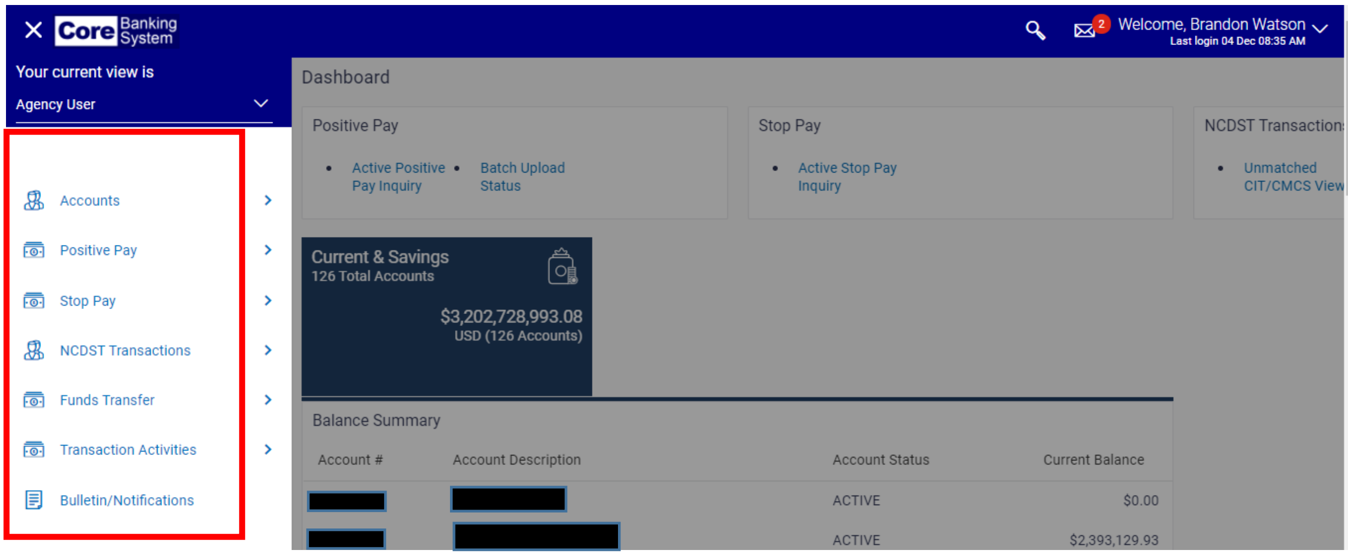
Accessing Menu Functions

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.

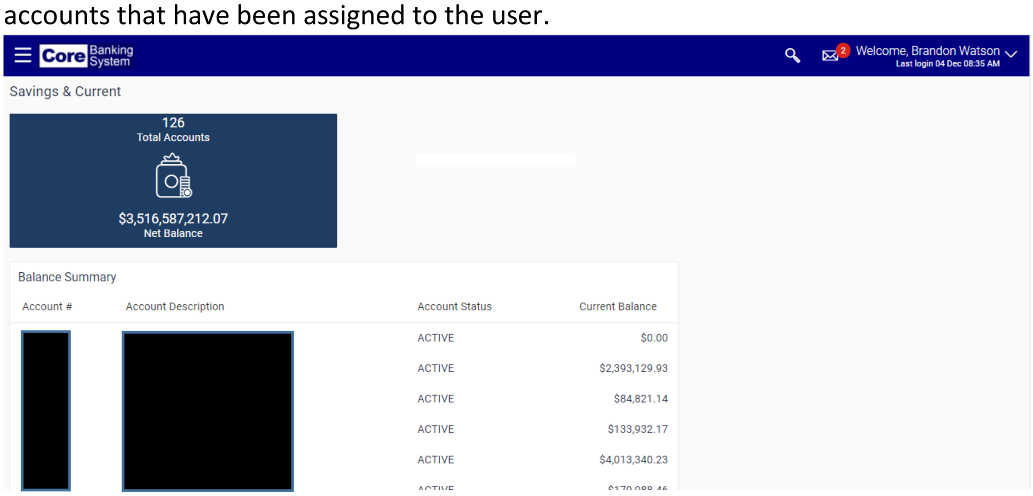
2. Clicking on the three horizontal lines ("Menu Bar") will bring up a list of functions on the right side of your screen.



Accounts

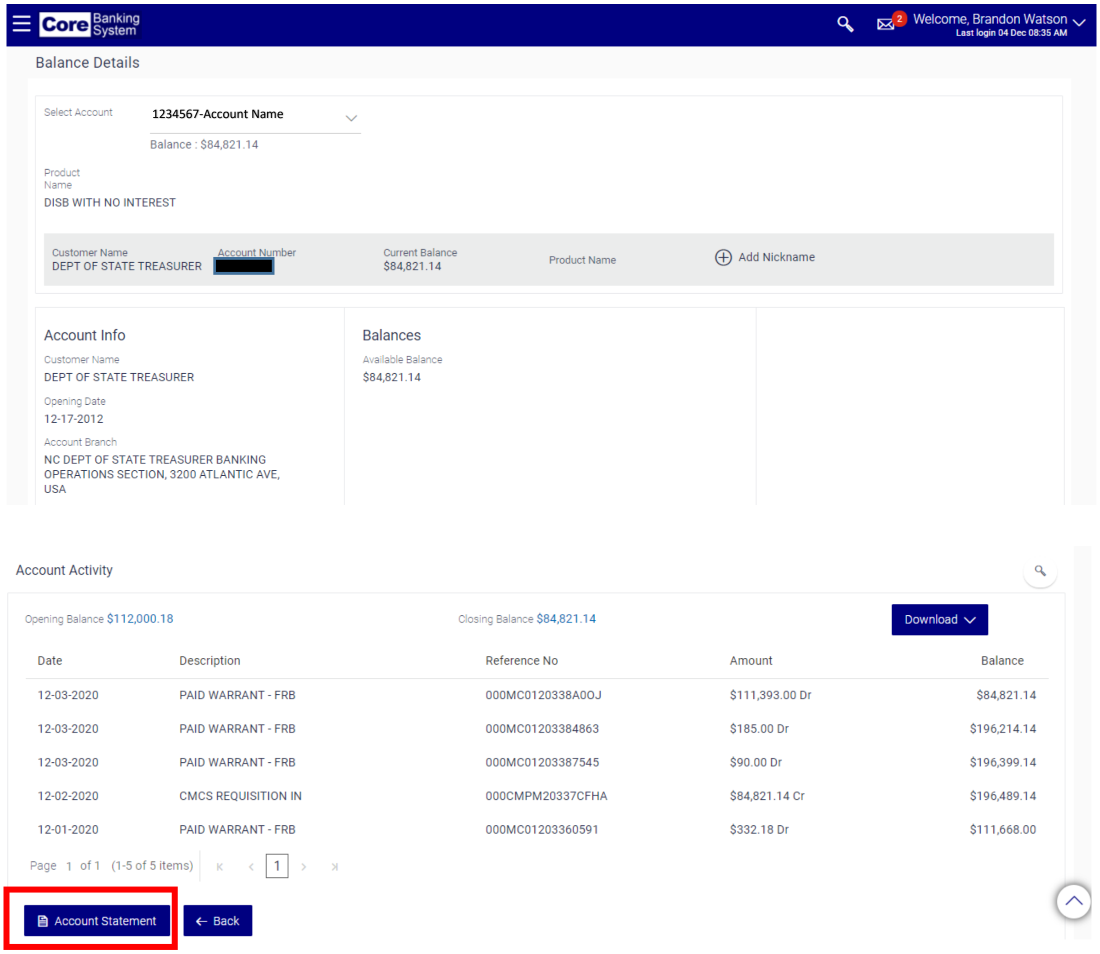
The Accounts function provides access to three key subfunctions, "Overview," "Account Activity" and "Statement Verification."

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.

2. 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.

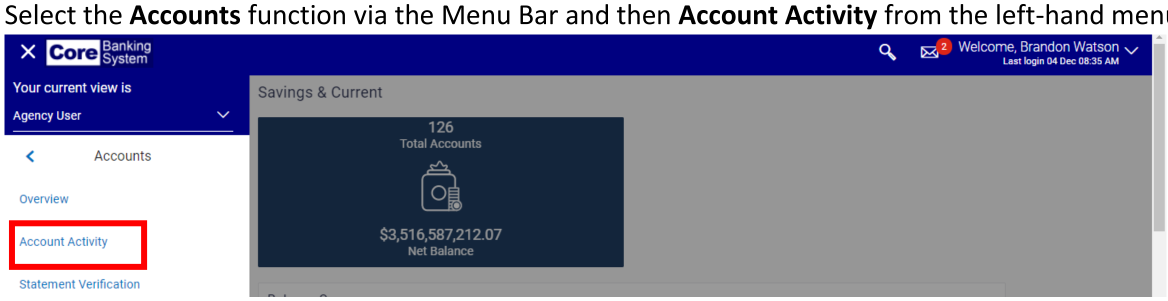


Account Statements can also be accessed via this screen.

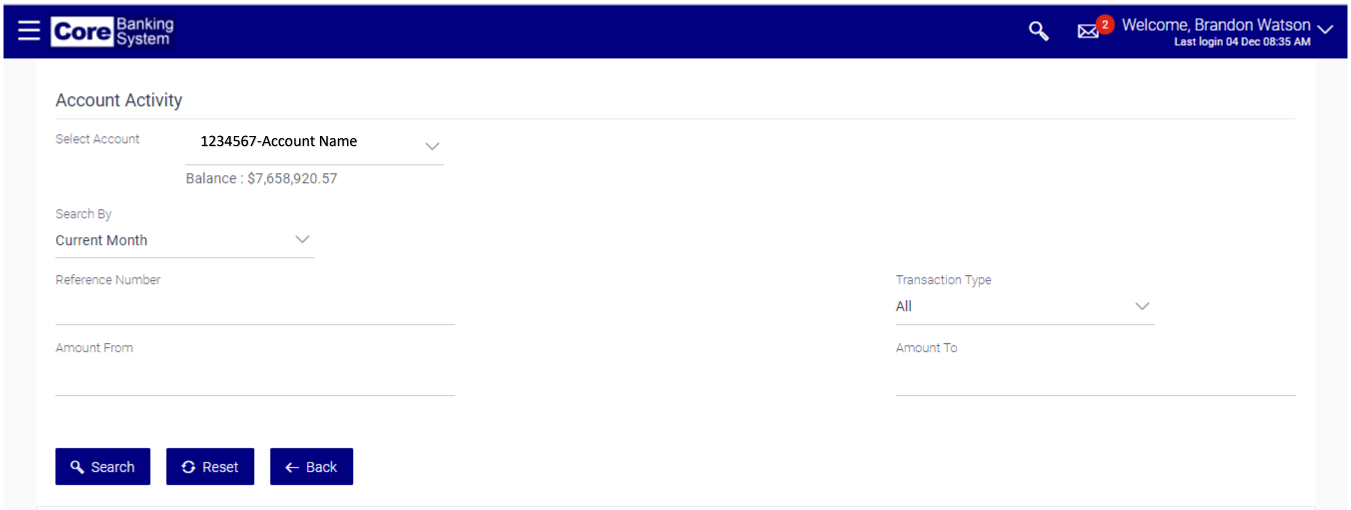
Account Activity

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.

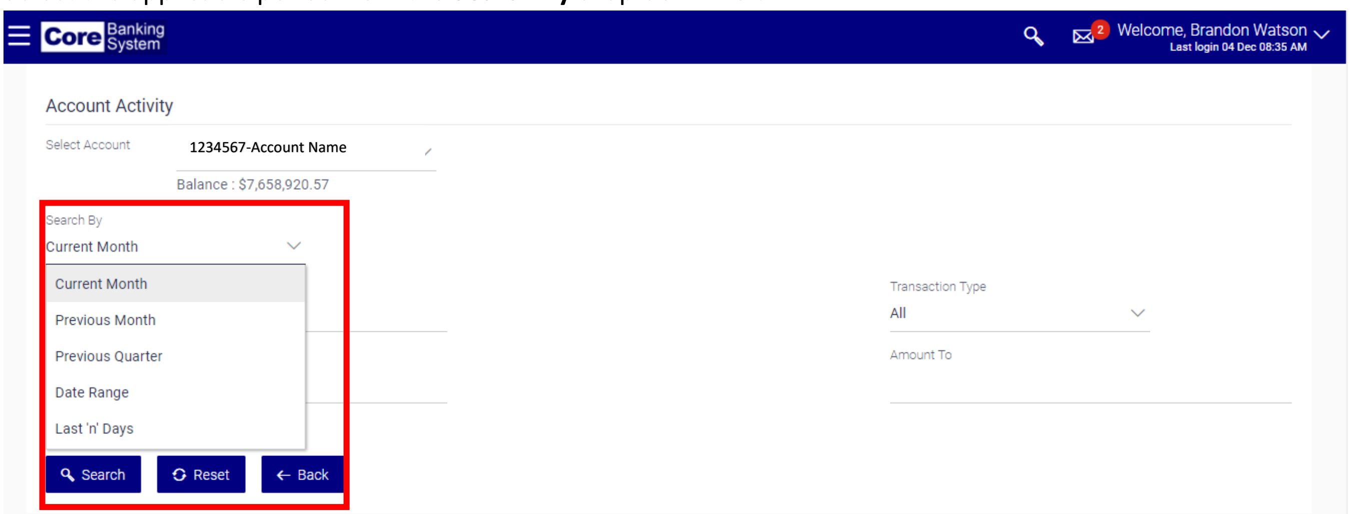
1. Select the **Accounts** function via the Menu Bar and then **Account Activity** from the left-hand menu.



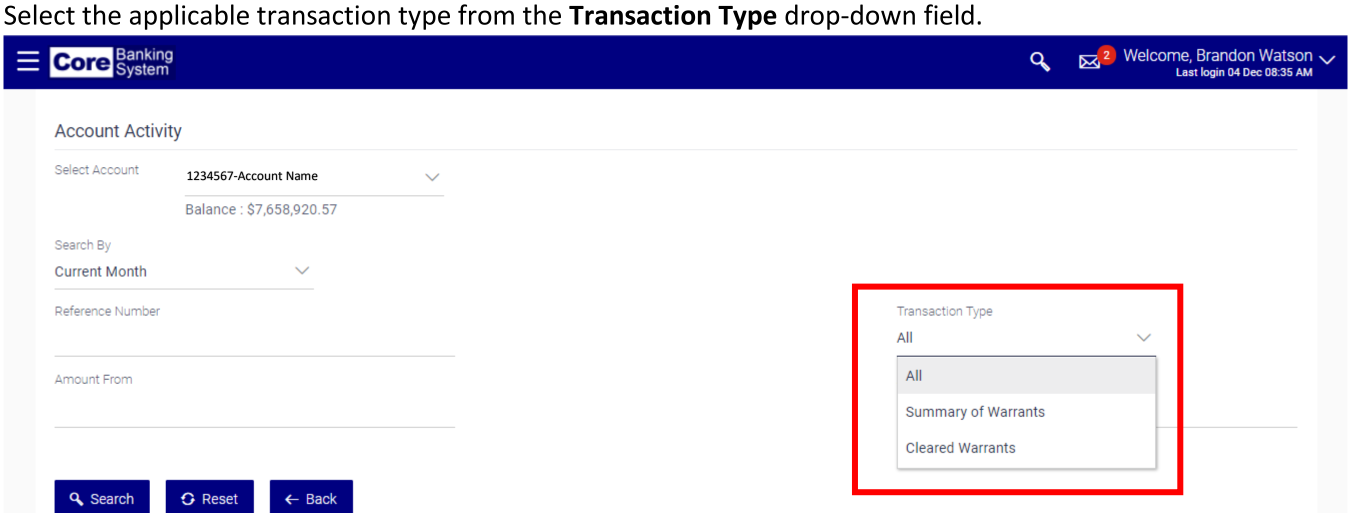
2. Select the account from the **Select Account** drop-down field.



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



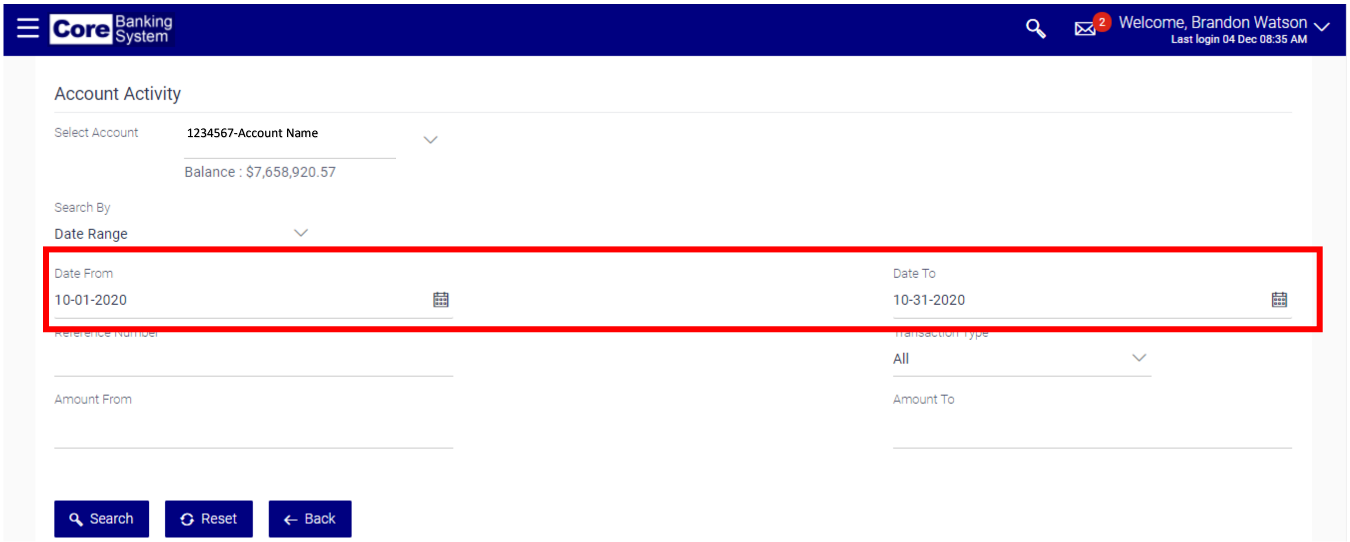
4. Select the applicable transaction type from the **Transaction Type** drop-down field.



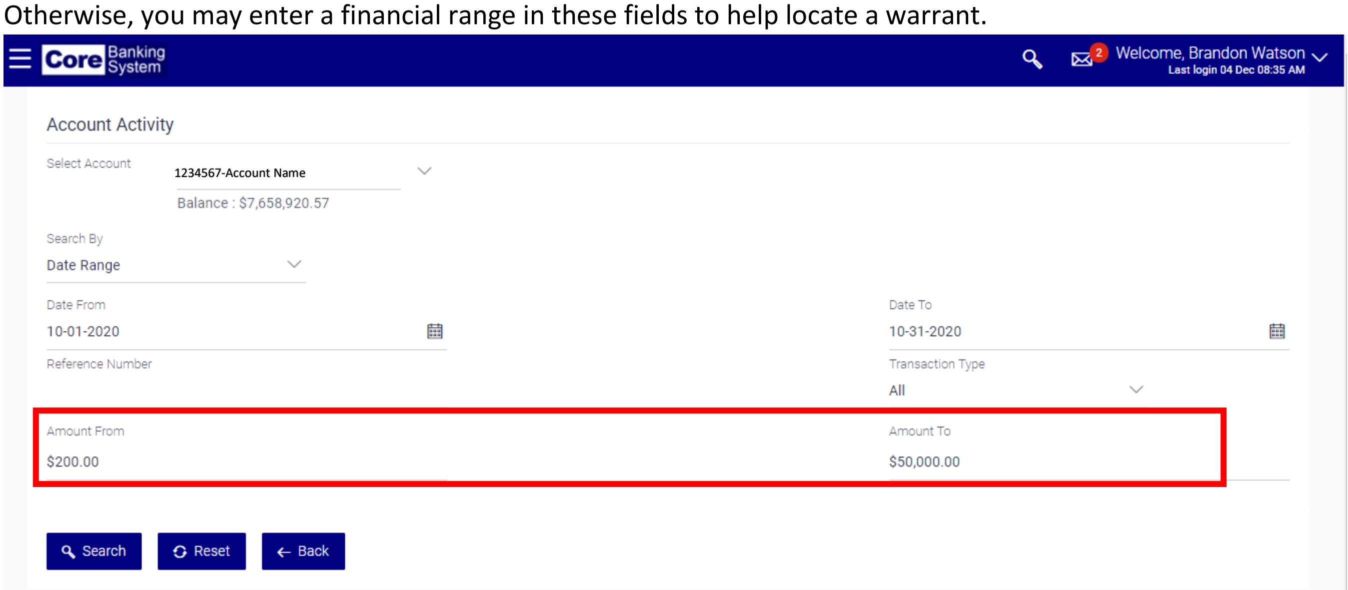
Transaction Type drop-down field options include:

- **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.



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.



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

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.

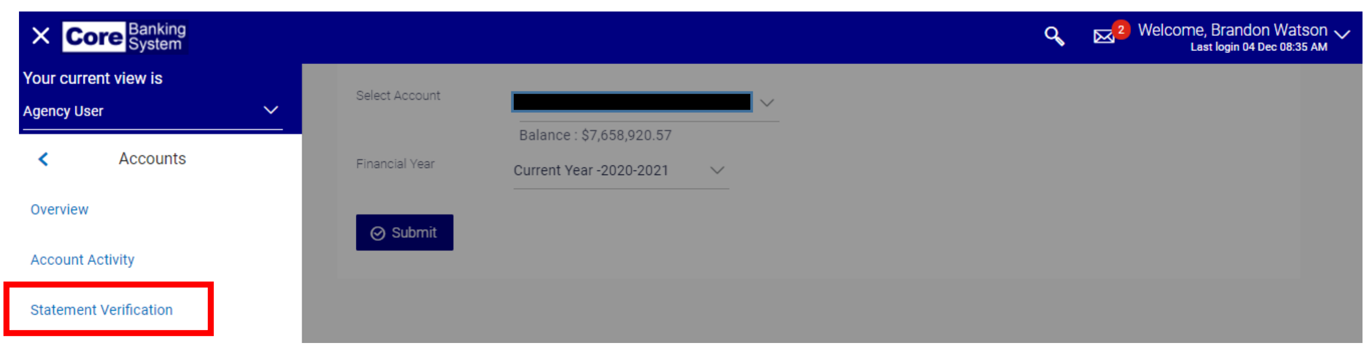
If you want to download the account activity information, click the Download button and select the appropriate format and. Your format options are CSV (Excel) or PDF.

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.

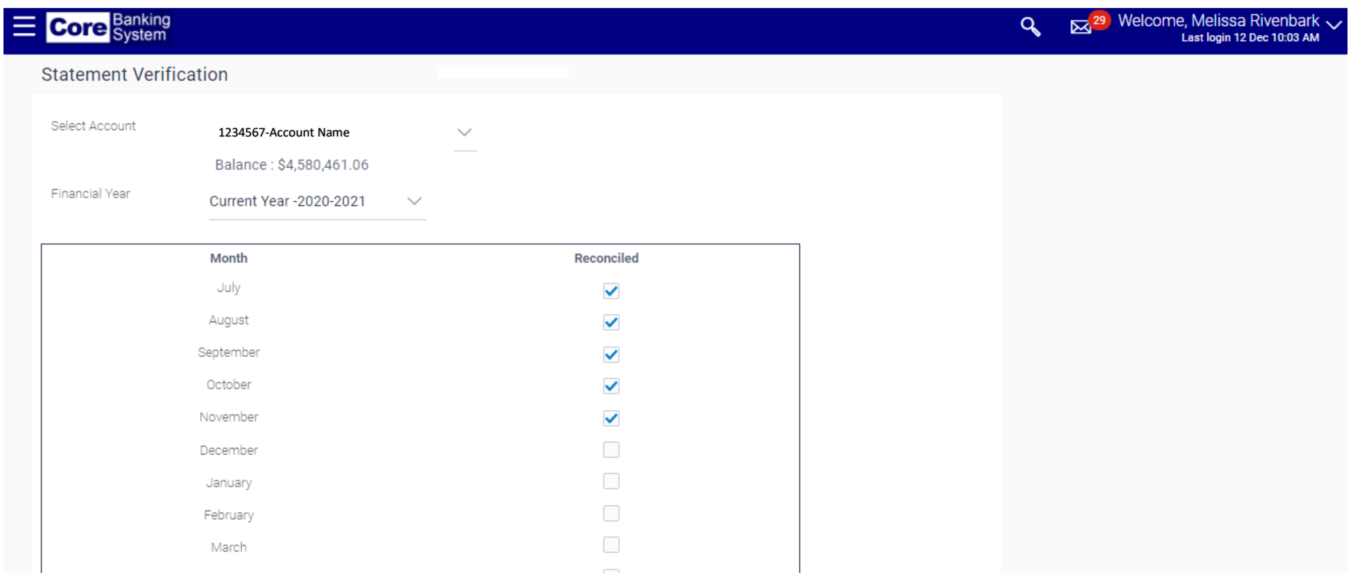
1. Select the **Accounts** tab and then **Statement Verification** from the left-hand menu.



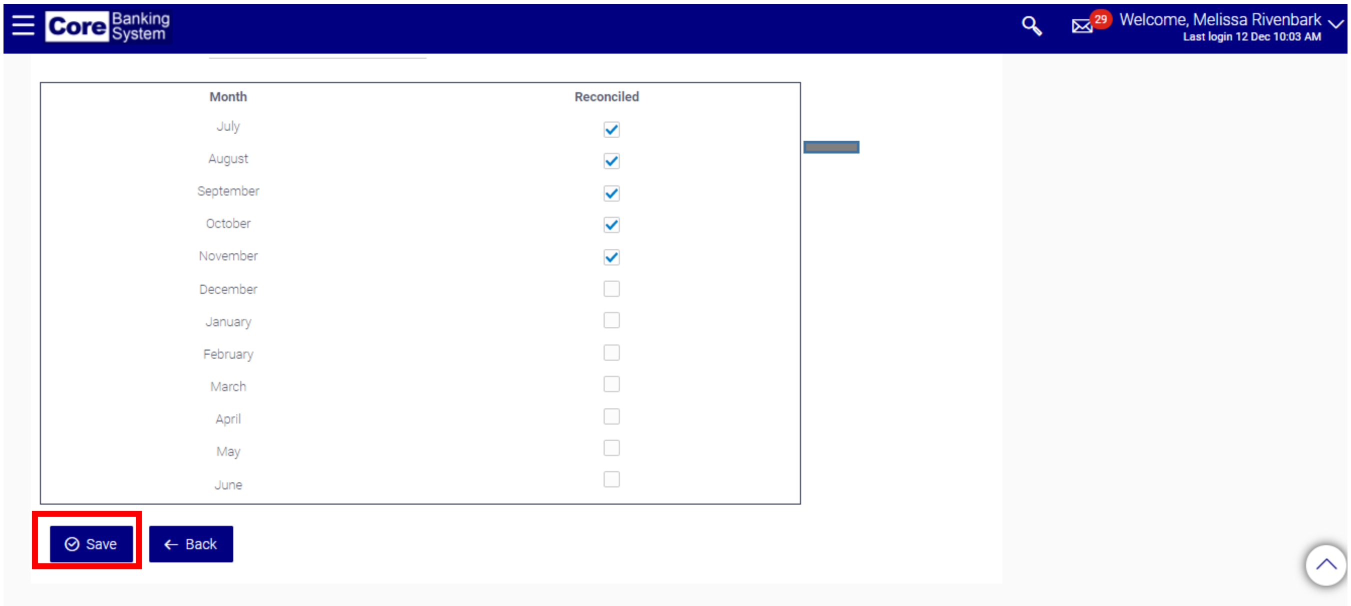
2. Select the account from the **Select Account** drop-down field.

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

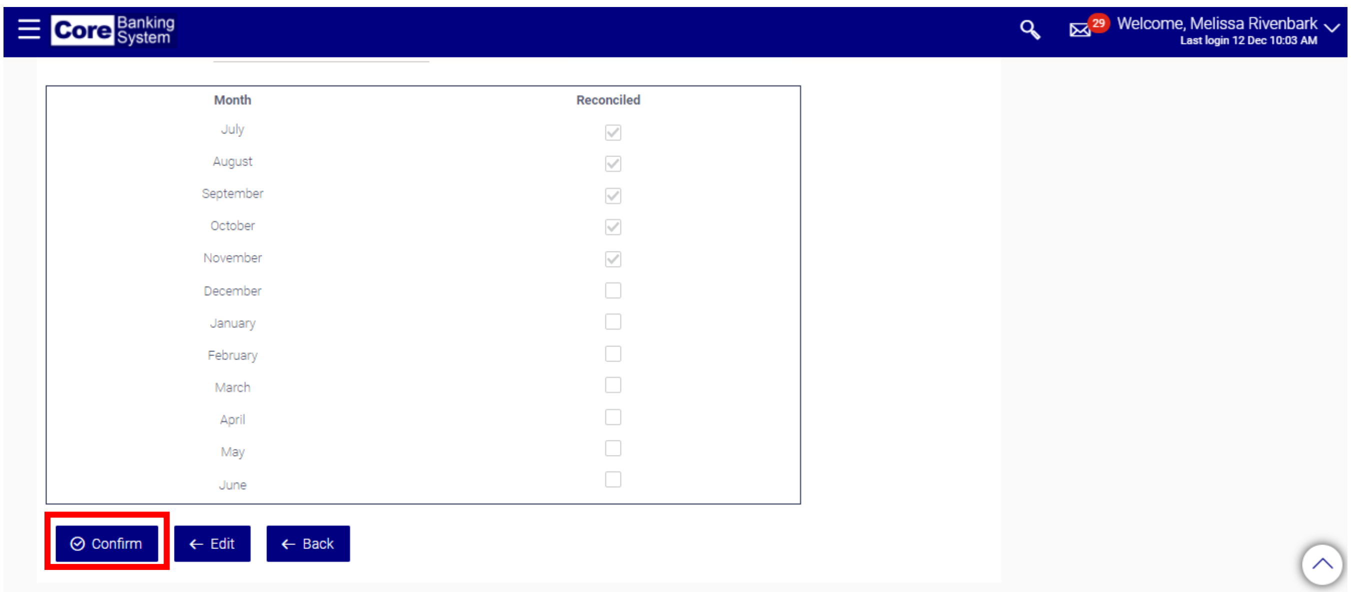
Place a check in the month's reconciled checkbox.



4. Click the **Save** button.



5. Click the **Confirm** button.

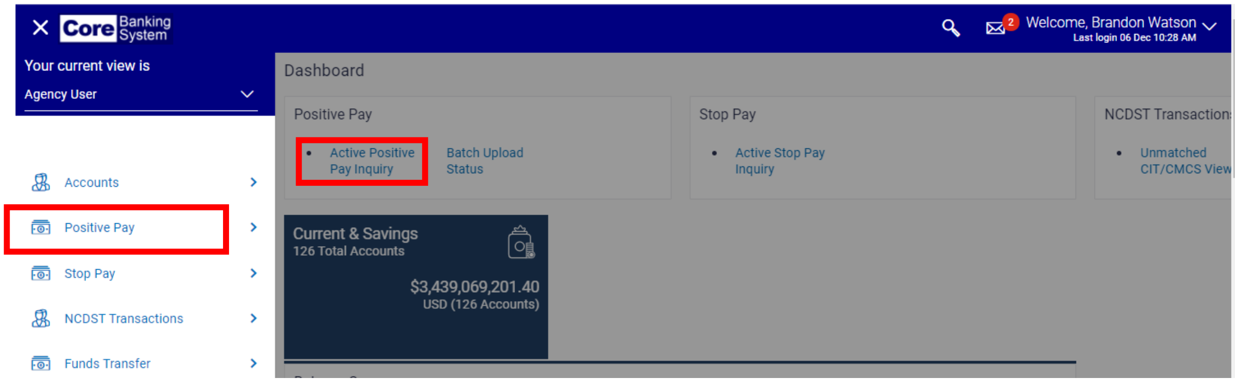


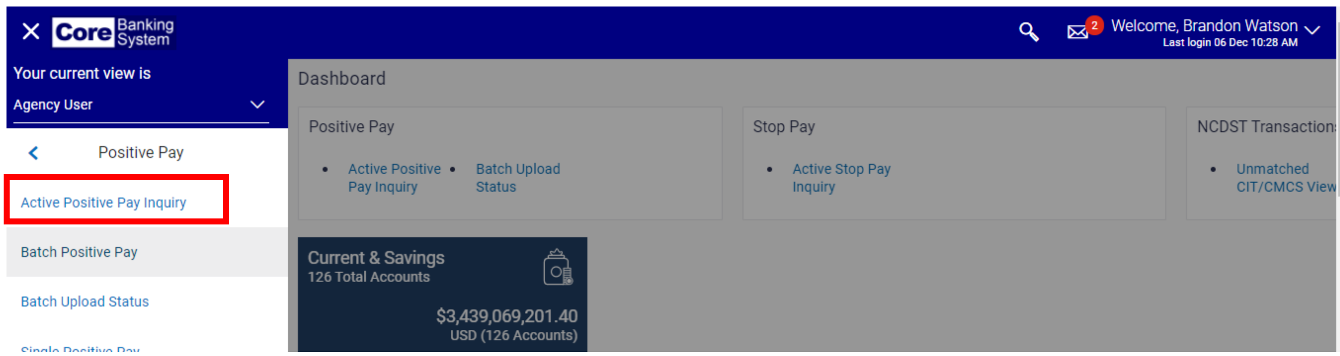
Positive Pay

Active Positive Pay Inquiry

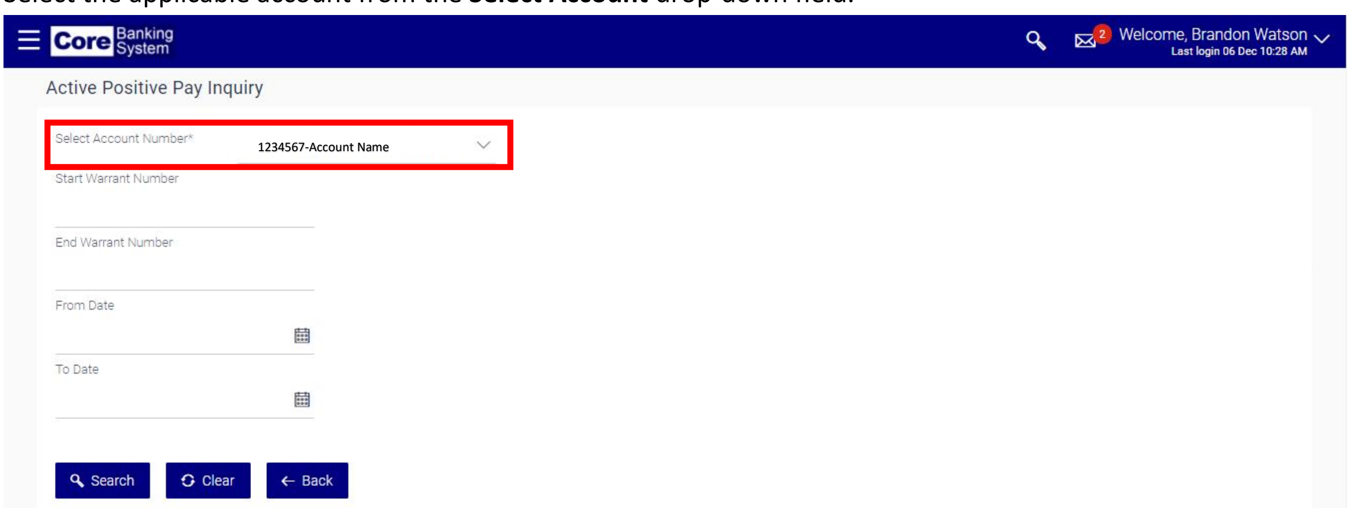
Use this option to determine if a Positive Pay record is active. You may view up to 200 records per inquiry.

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**.**

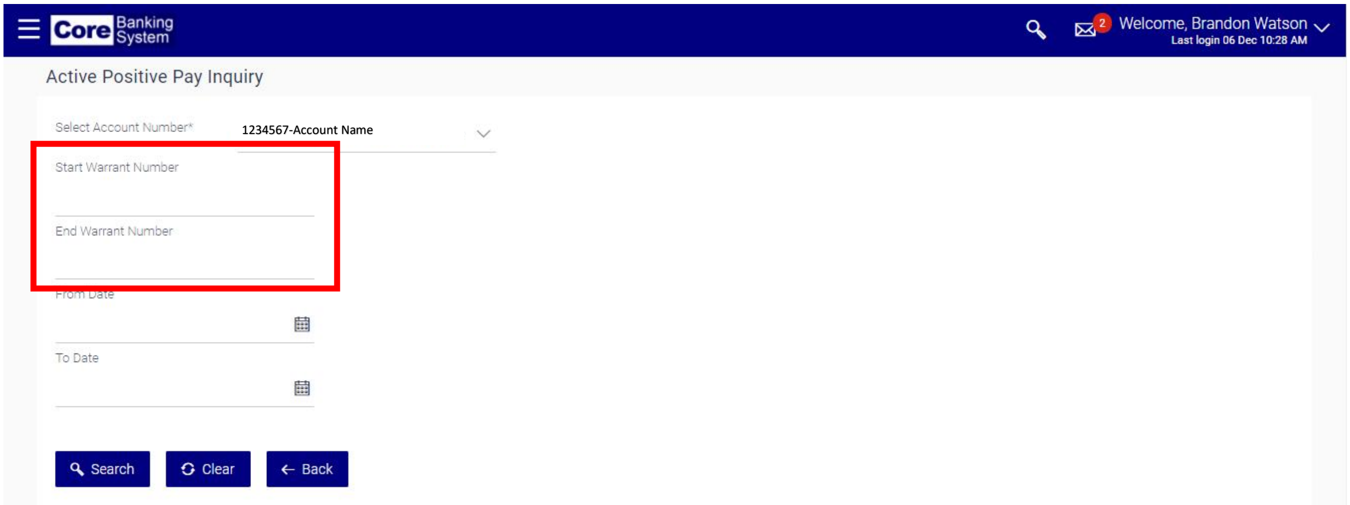




2. Select the applicable account from the **Select Account** drop-down field.



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



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

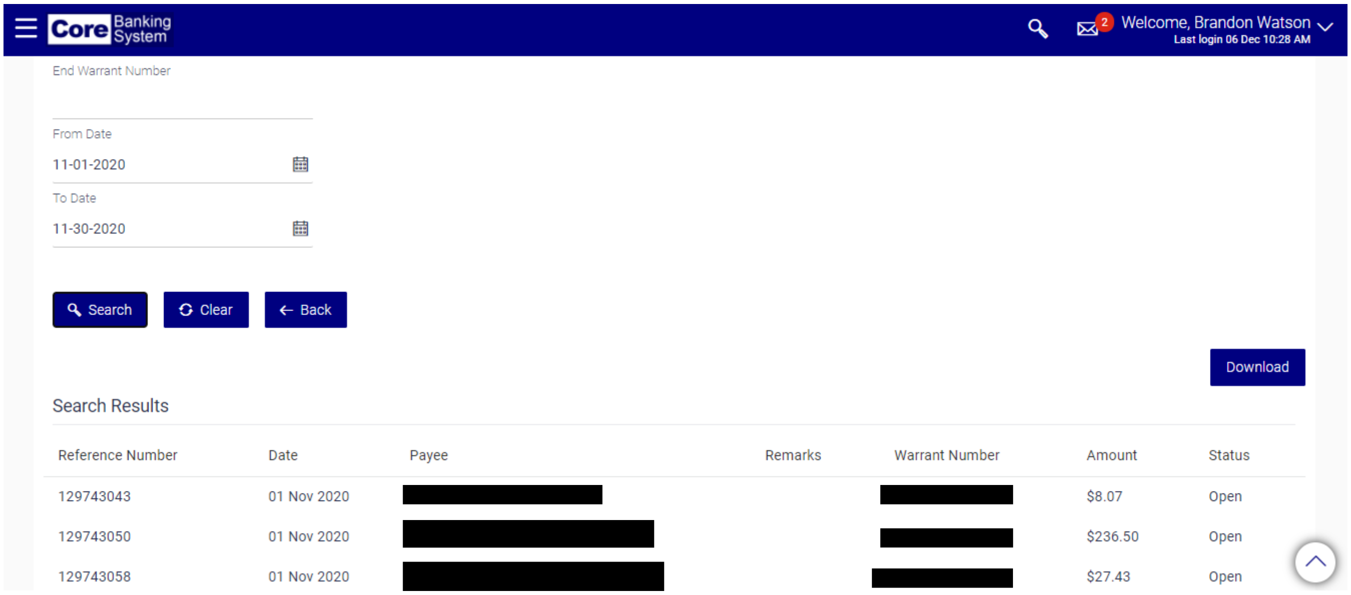
If you specify a range of warrants (e.g., 12345 to 12599), only those active warrants within the specified range will be returned.

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.

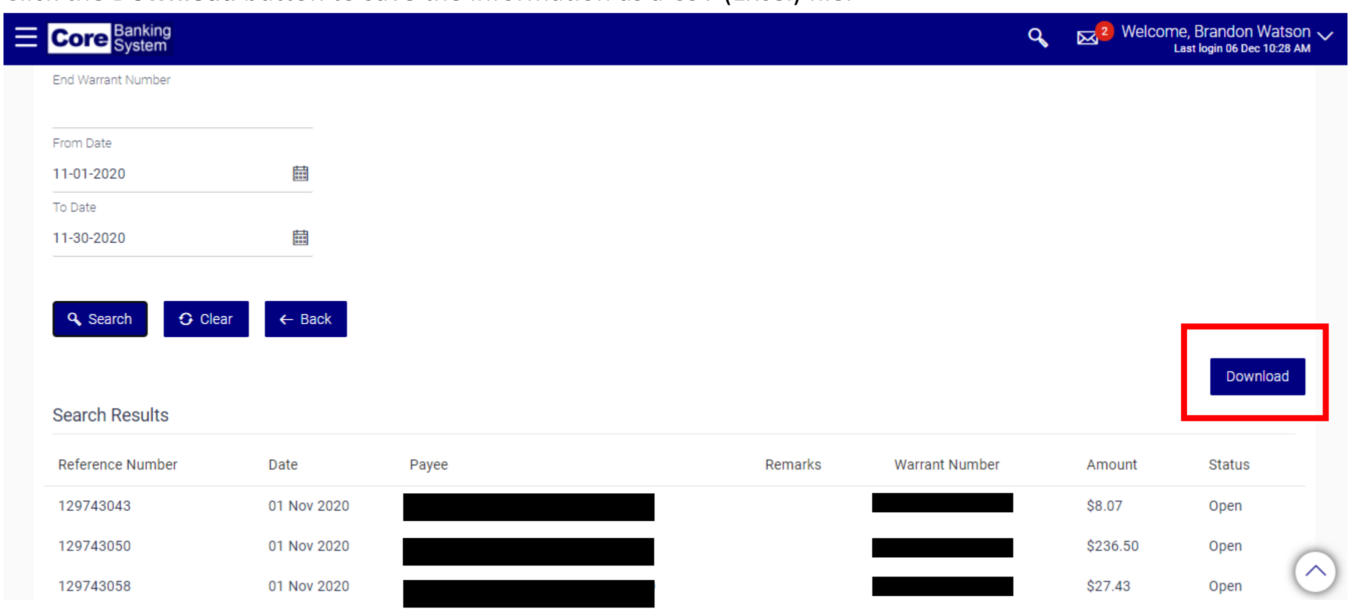
4. Using the **Start Date** and **End Date** fields, specify the date range to filter your list of active warrants. These fields are optional.

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.



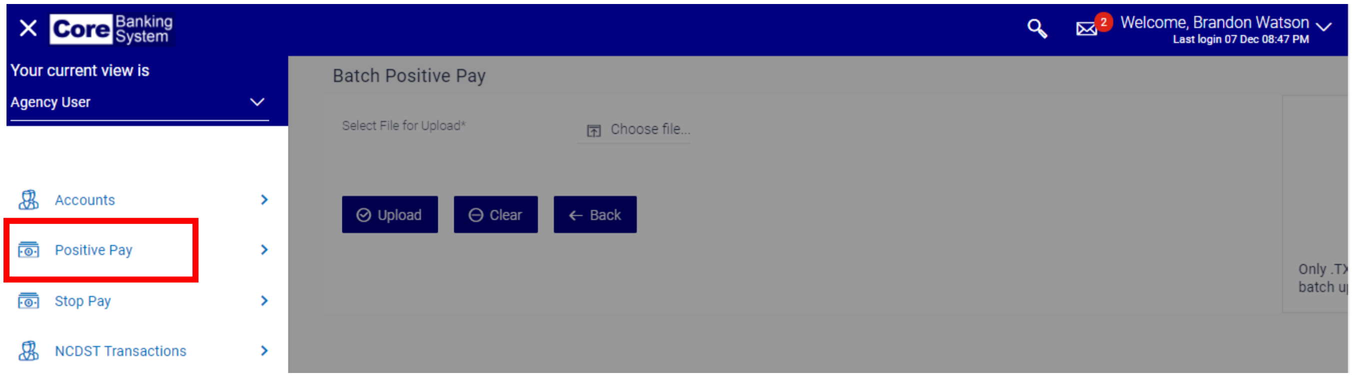
6. Click the **Download** button to save the information as a CSV (Excel) file.

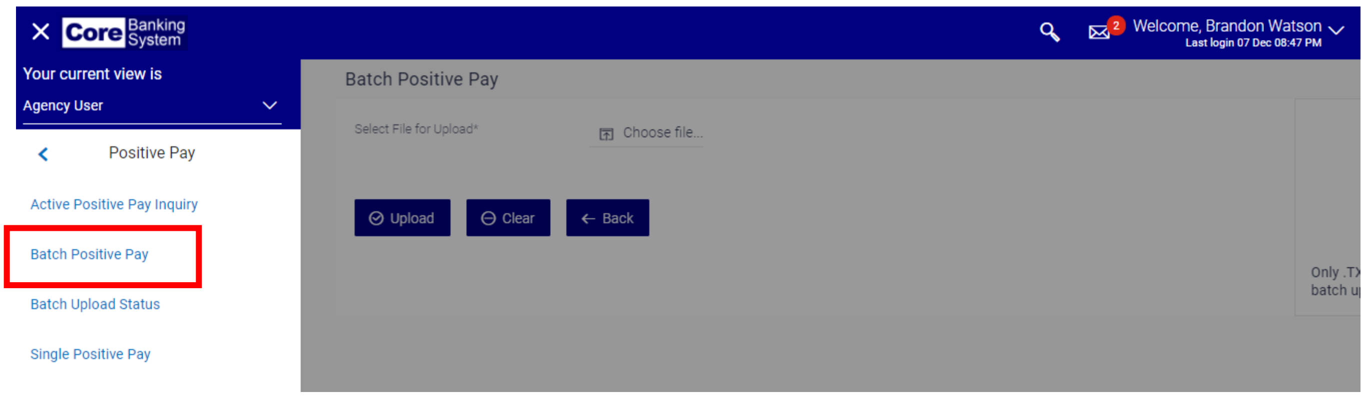


Batch Positive Pay

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

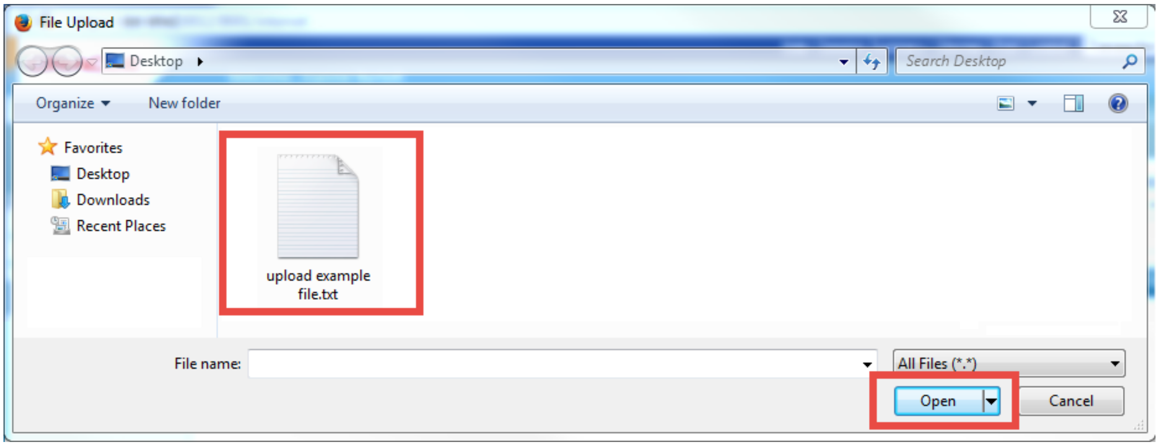
1. Select **Positive Pay** and then from the left-hand menu, then elect **Batch Positive Pay.**





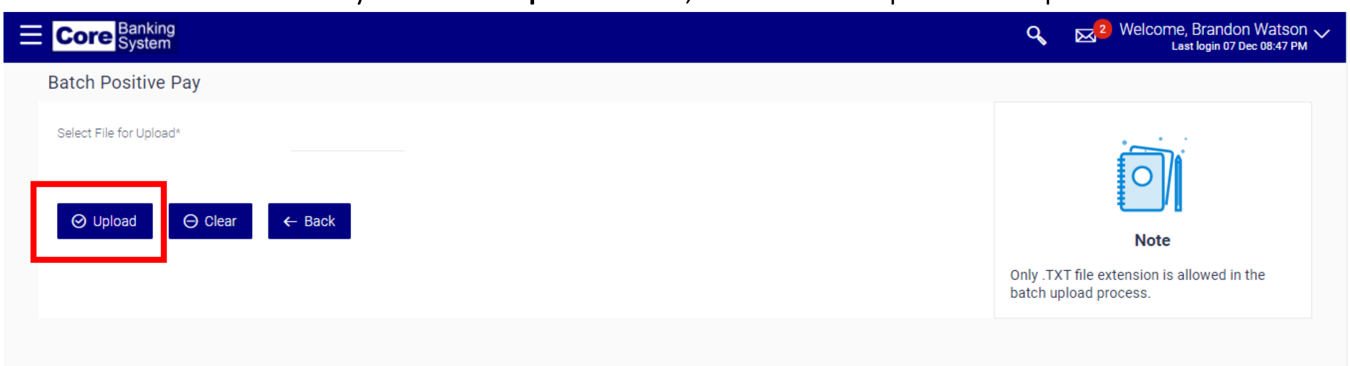
2. Click **Select File for Upload**. The File Upload pop up window displays.

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.

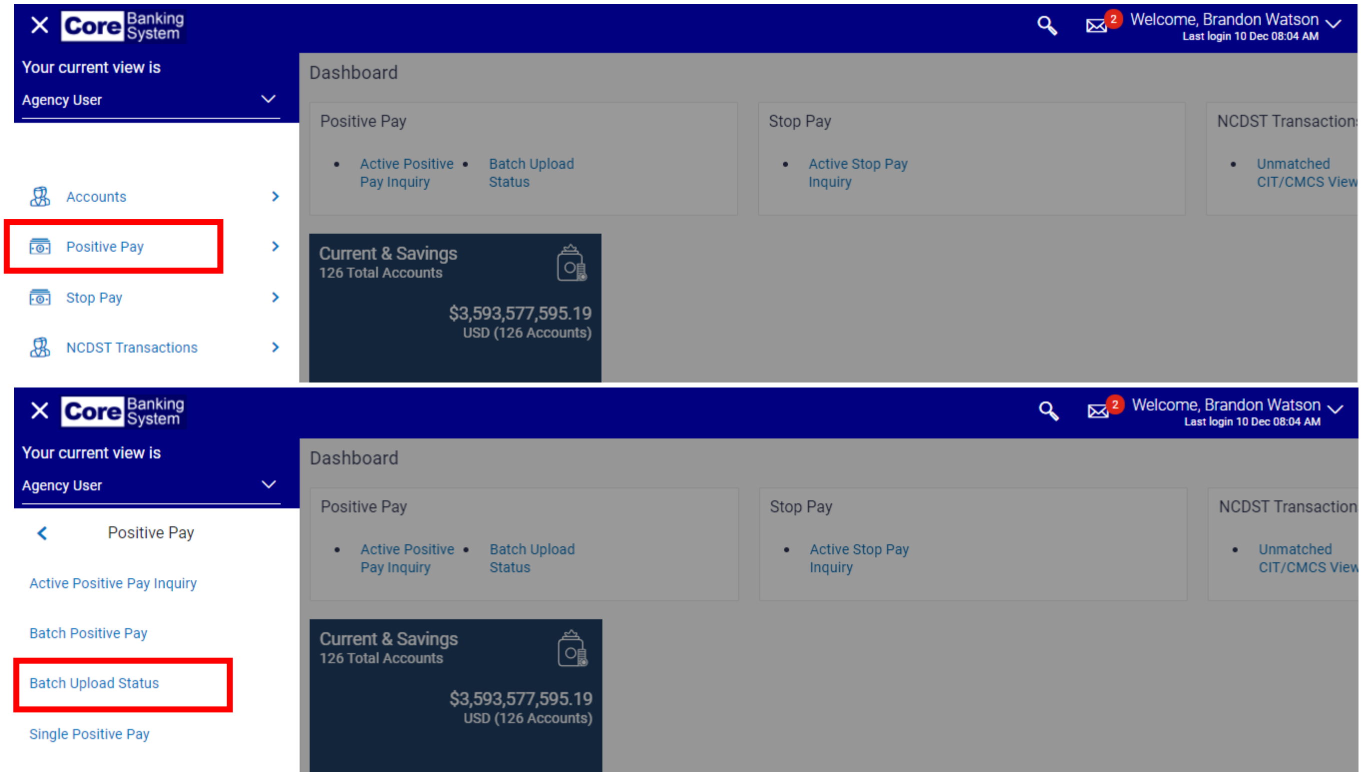


Batch files are processed daily at 10:00am. Files submitted after 10:00am will be processed the next business day.

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.

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.

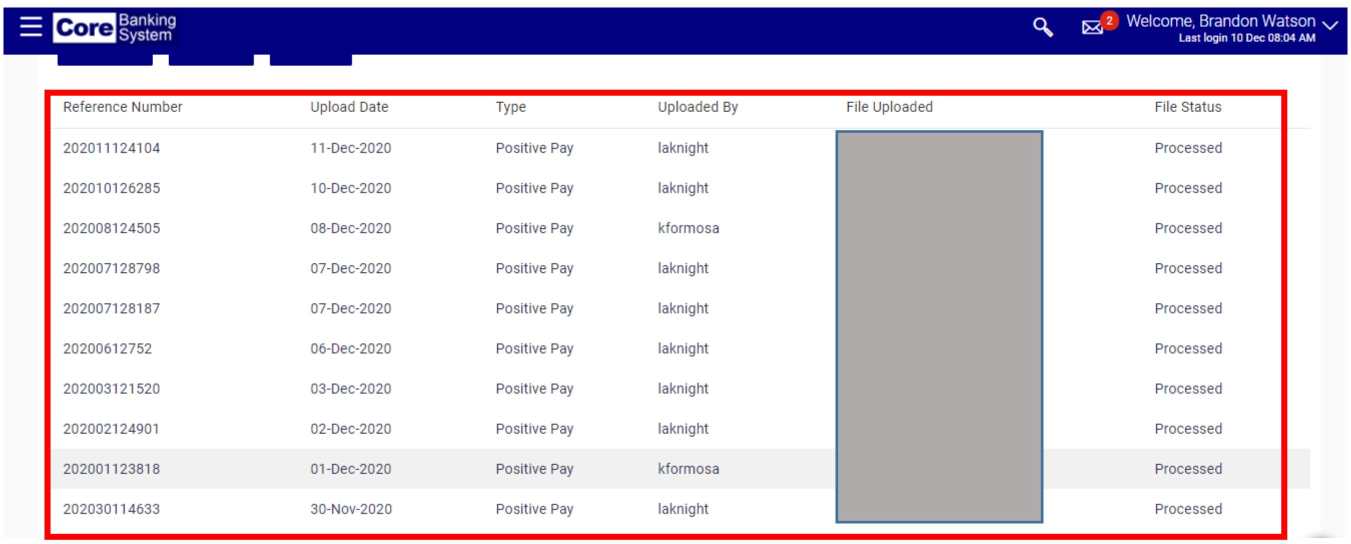
5. Enter the file name in the **File Name** field. This field is optional. Providing a file name will limit the results to only that inquiry.

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

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.

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

7. 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.

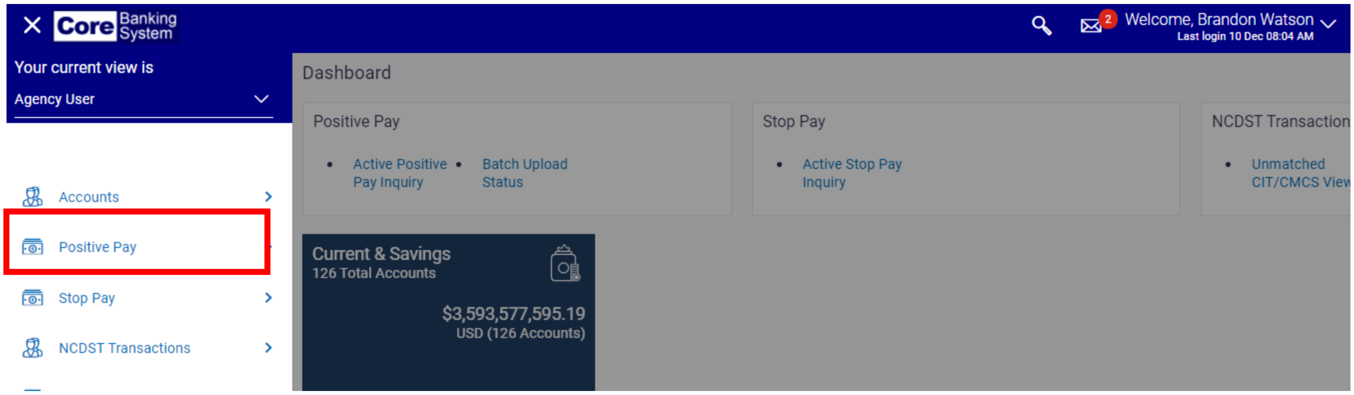


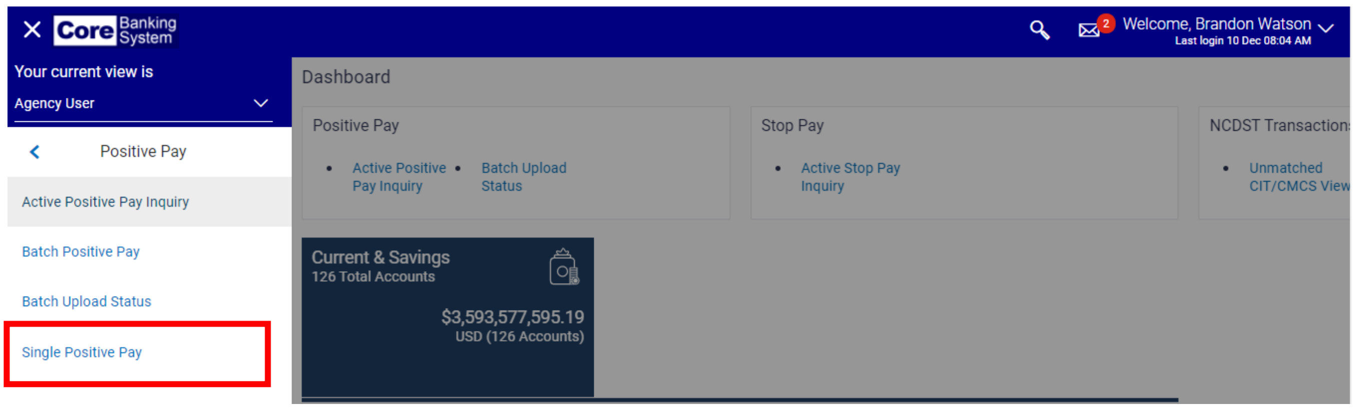
Reference Number	Upload Date	Type	Uploaded By	File Uploaded	File Status
202011124104	11-Dec-2020	Positive Pay	laknight		Processed
202010126285	10-Dec-2020	Positive Pay	laknight		Processed
202008124505	08-Dec-2020	Positive Pay	kformosa		Processed
202007128798	07-Dec-2020	Positive Pay	laknight		Processed
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

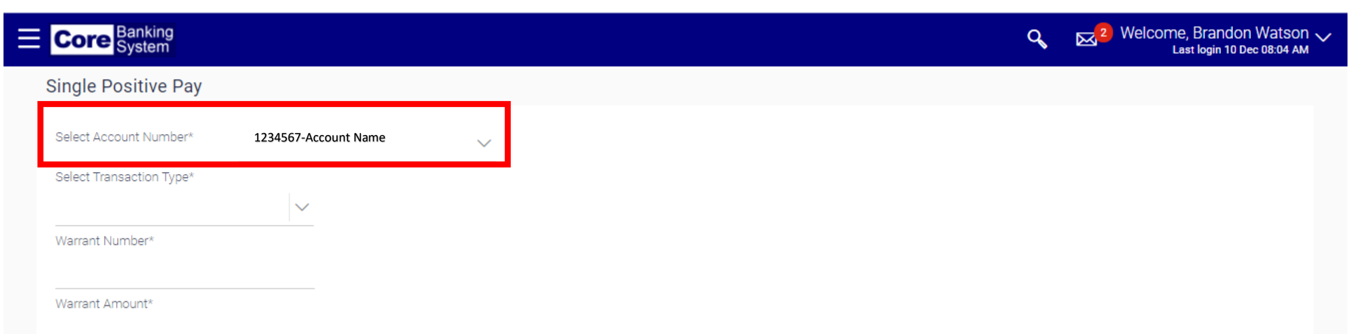
This option allows you to add a warrant into the Core Banking System without sending a file. Single Positive Pay items are updated in Core Banking in real time.

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.

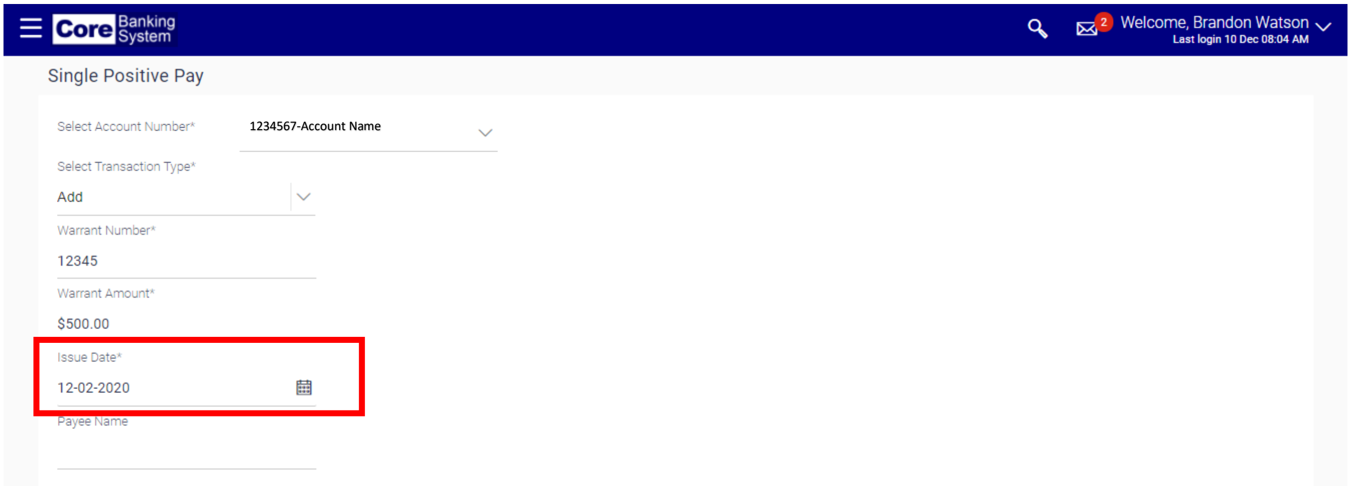


3. Select *Add* from the **Select Transaction Type** drop-down field.

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

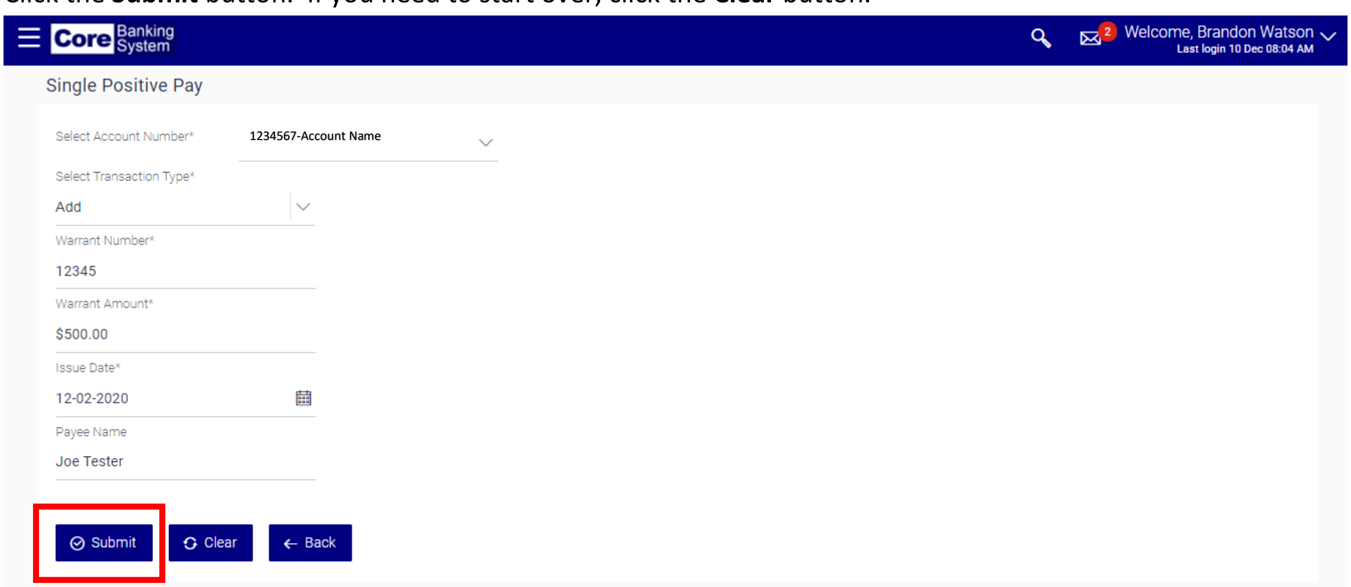
5. Enter the amount in the **Warrant Amount** field.

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



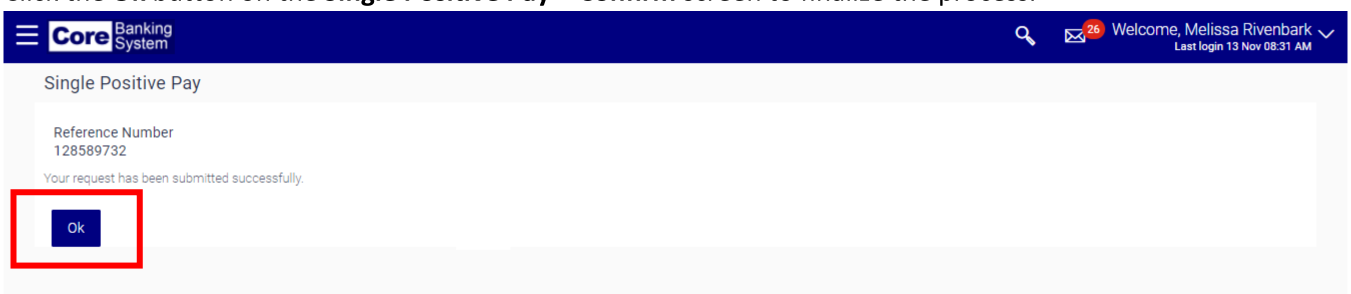
7. Enter the payee's name in the **Payee Name** field. This field is optional.

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



9. 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.

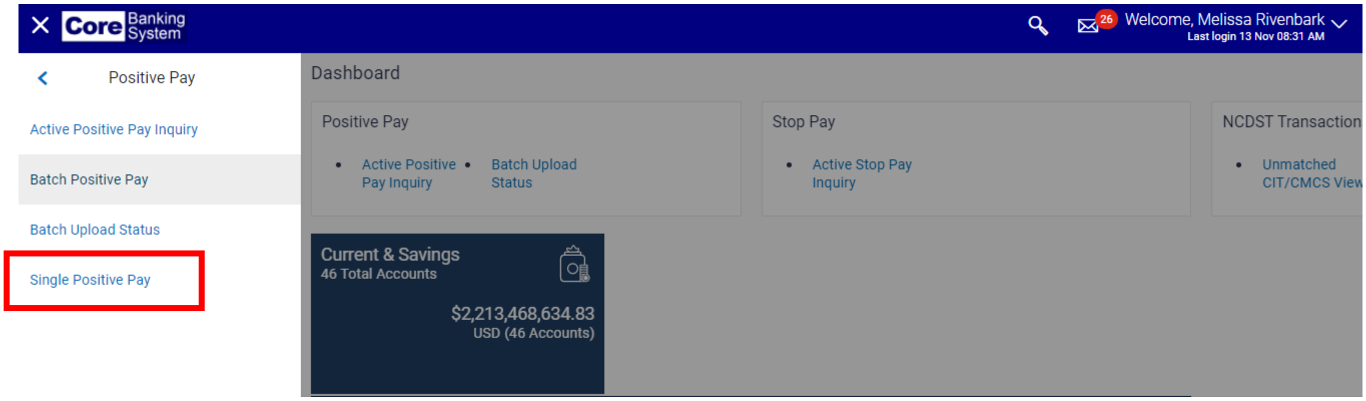
10. Click the **Ok** button on the **Single Positive Pay – Confirm** screen to finalize the process.



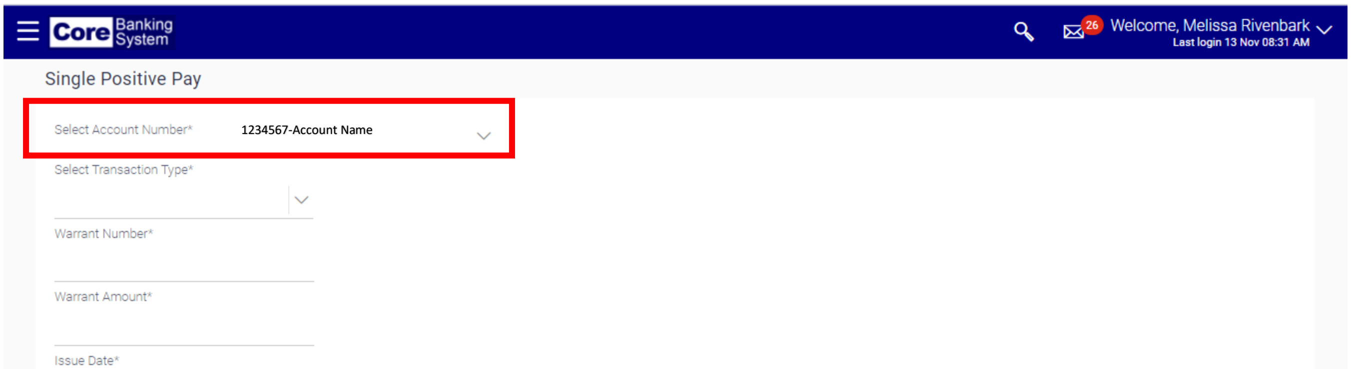
Deleting a Positive Pay Record

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.

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

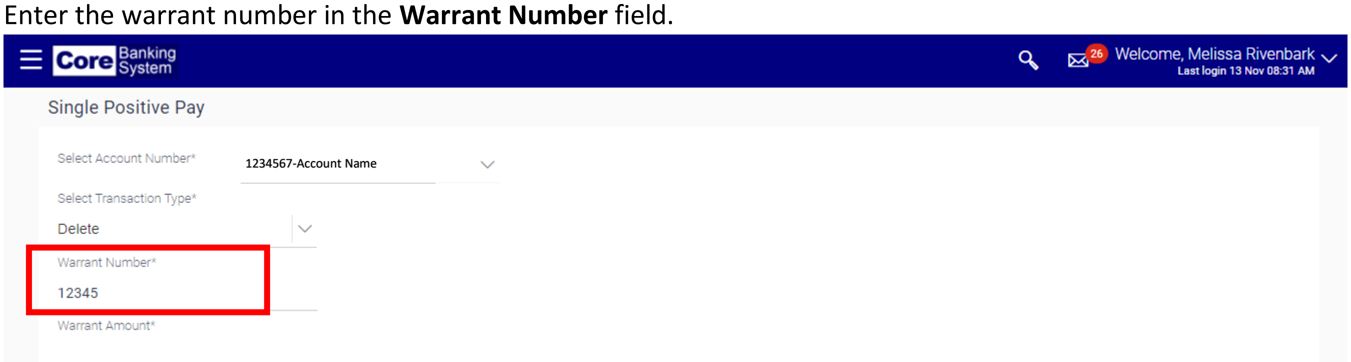


2. Select the applicable account from the **Select Account** drop-down field.



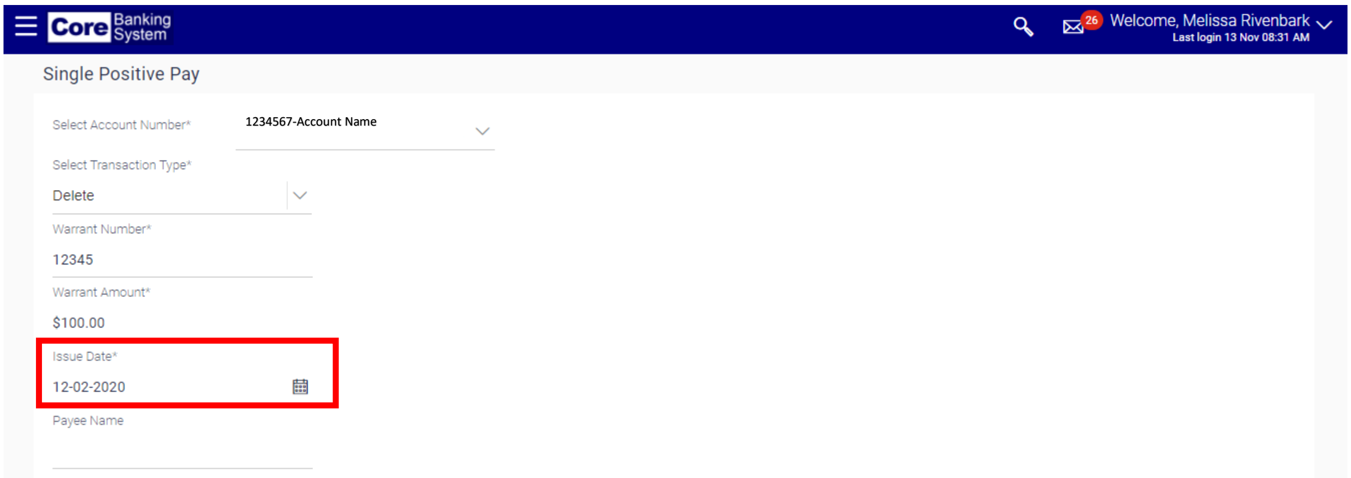
3. Select *Delete* from the **Select Transaction Type** drop-down field.

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

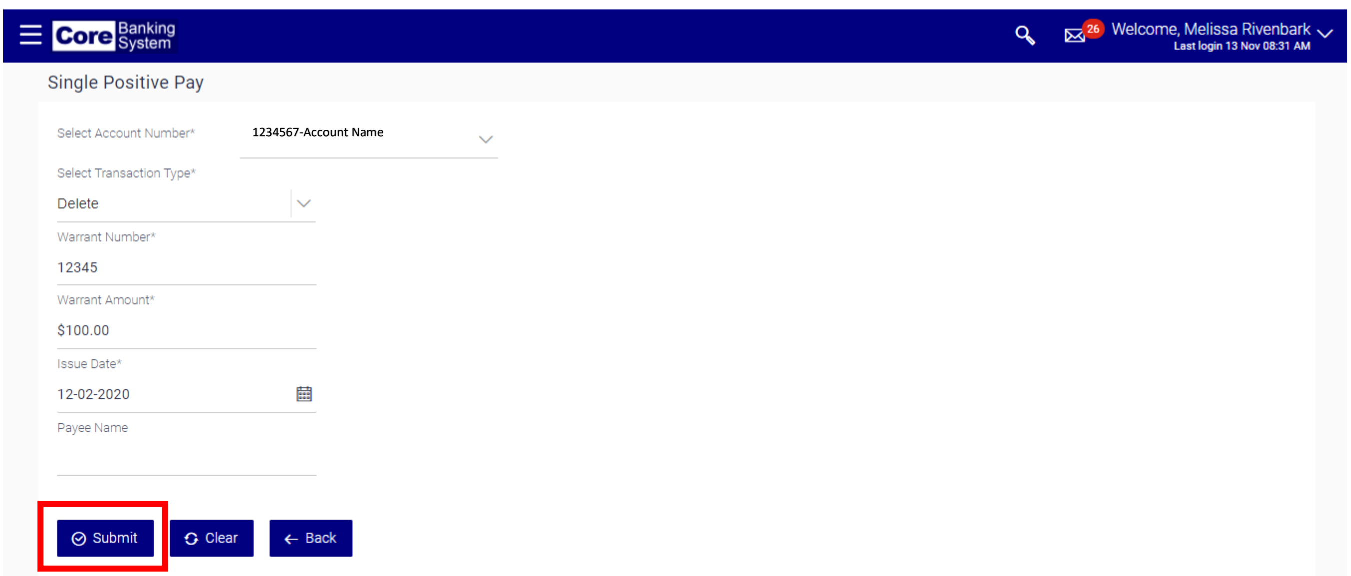


5. Enter the amount in the **Warrant Amount** field.

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



7. Click the **Submit** button.



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.

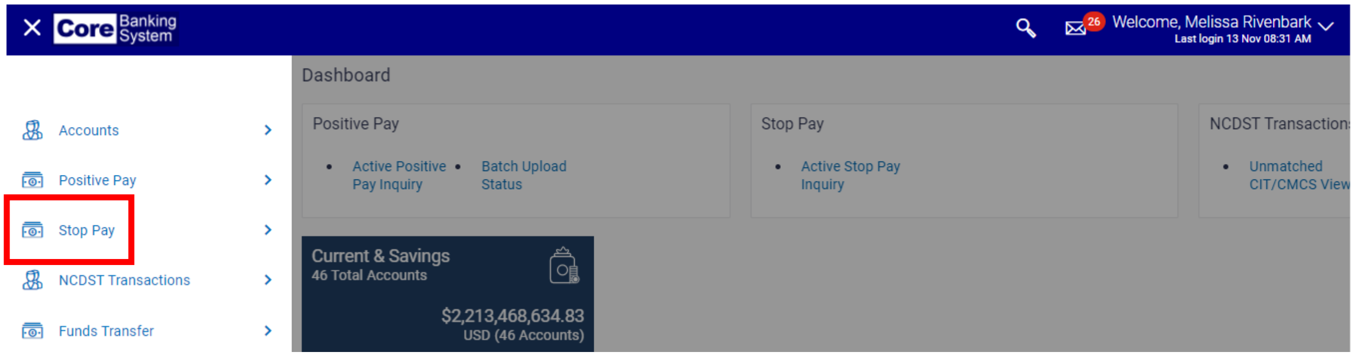
9. Click the **Ok** button on the confirmation screen to finalize the process.

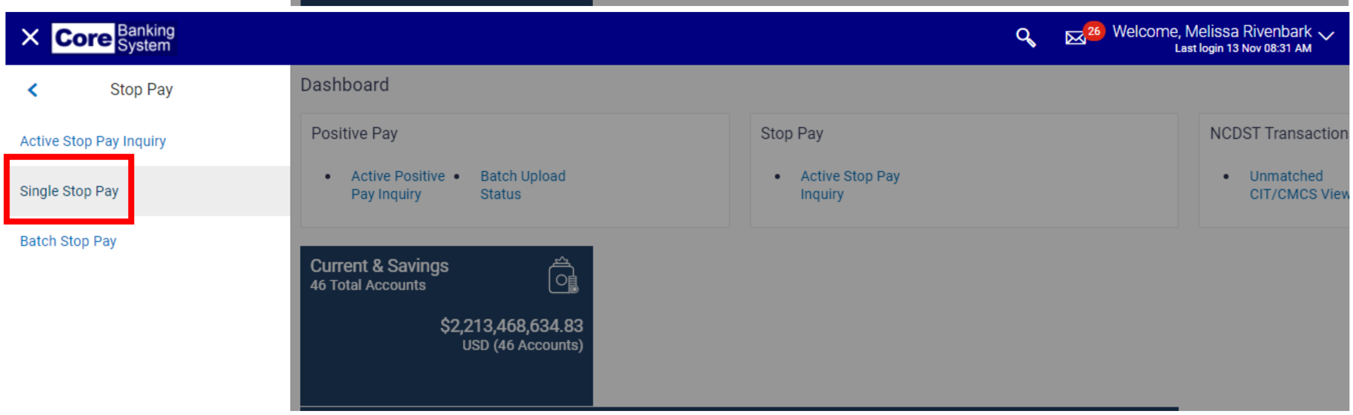
Stop Pay

Single Stop Pay

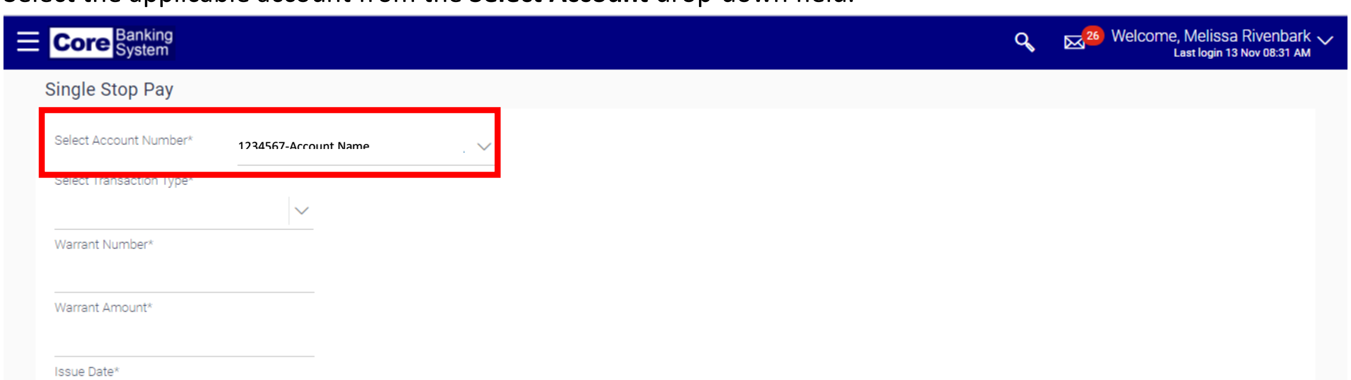
This option allows you to add a Stop Payment on a warrant in the Core Banking System without sending a file. Single Stop Pay items are updated in Core Banking in real time. Stop Payments should only be used if the payee has notified you that the check has been lost. (Warrants that have been voided by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

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



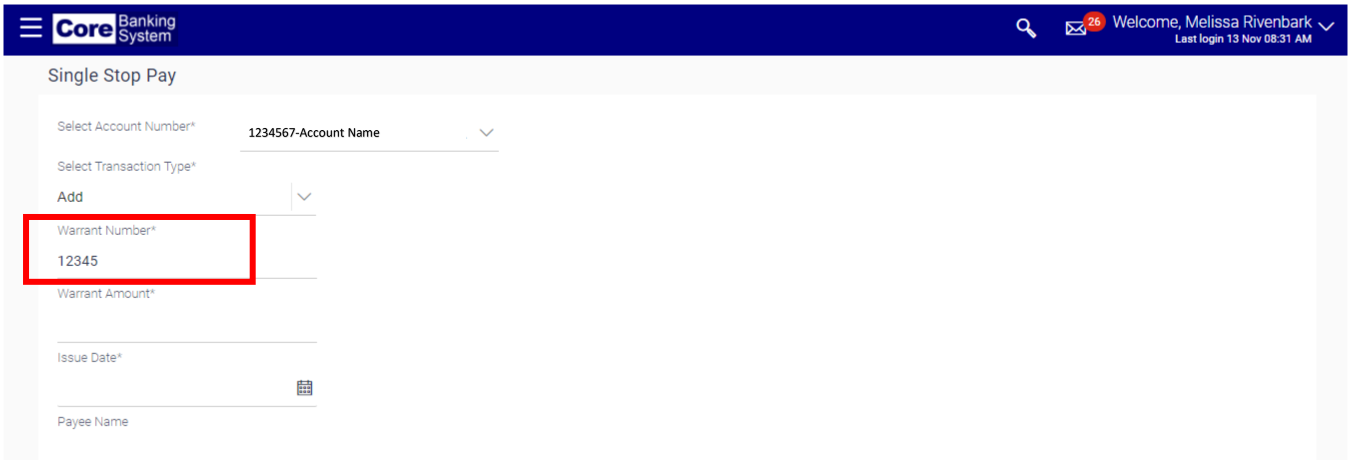


2. Select the applicable account from the **Select Account** drop-down field.

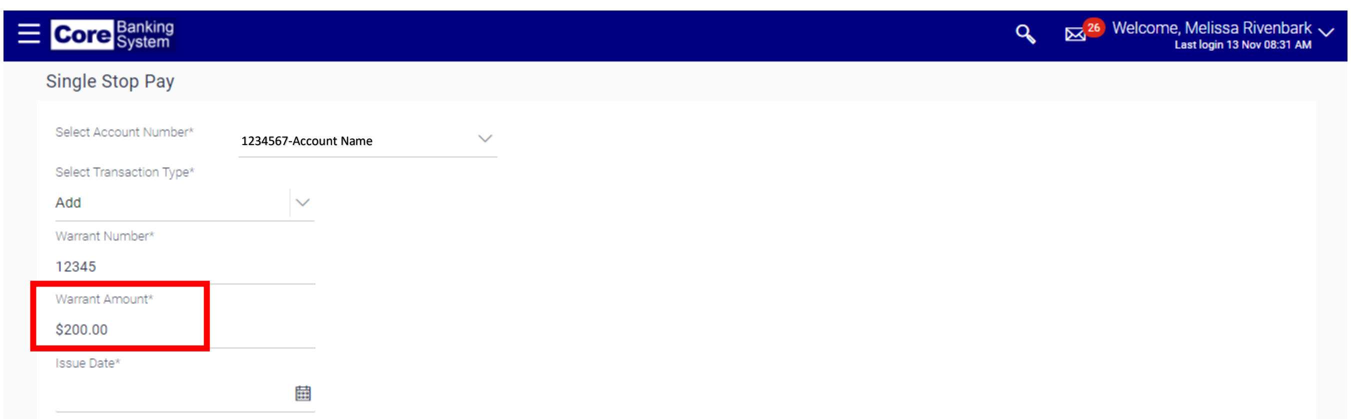


3. Select *Add* from the **Select Transaction Type** drop-down field.

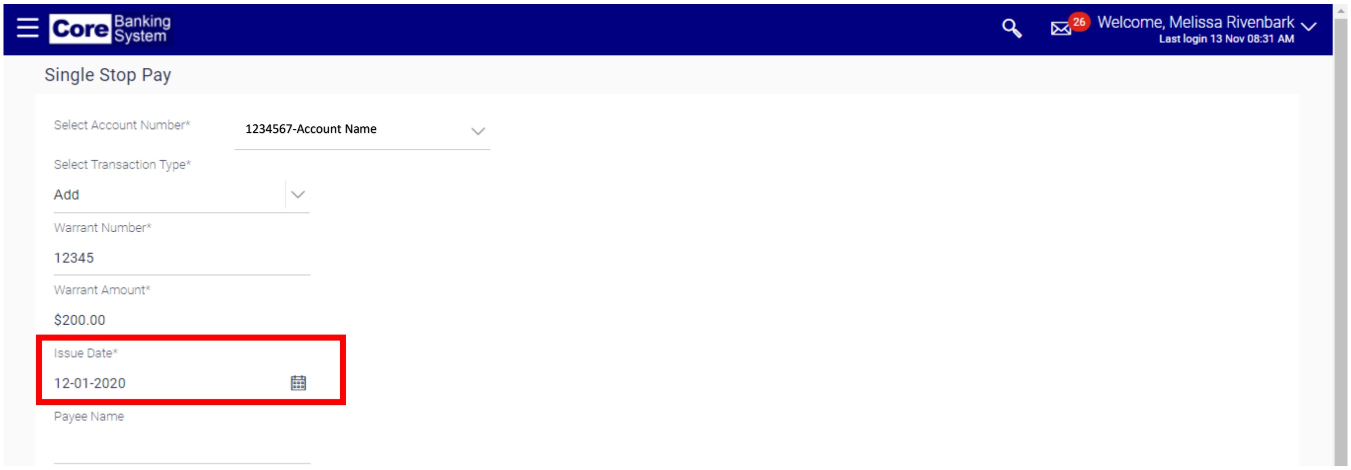
4. Enter the warrant number in the **Warrant Number** drop-down field.



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



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

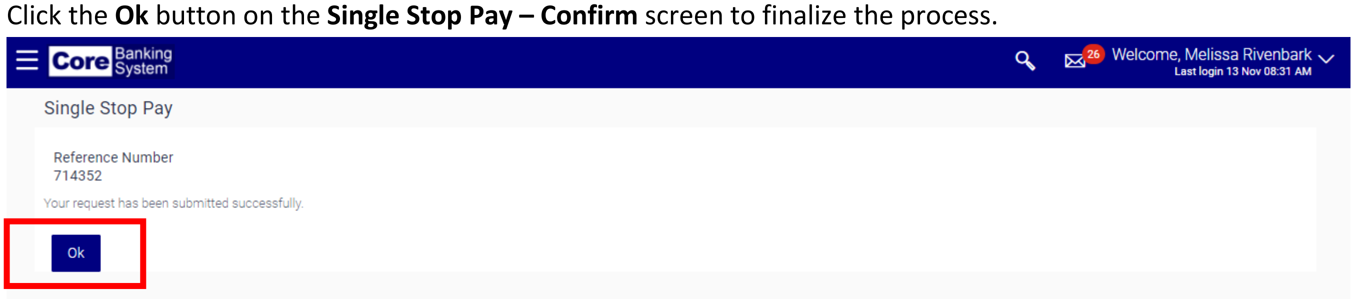


The **Payee Name** and **Stop Pay Reason** fields are optional. Contact your local CB$ Administrator to determine if you need to capture information in these fields based upon agency needs or preference.

7. Click the **Submit** button.

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.

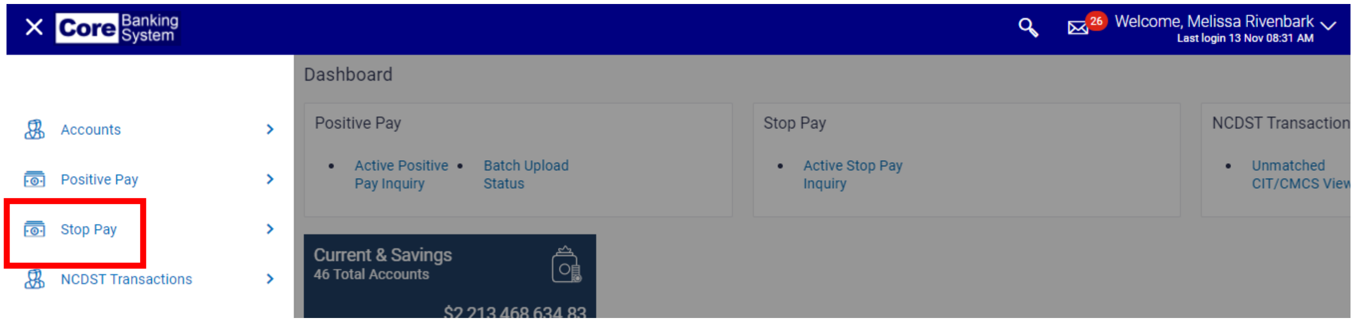
9. Click the **Ok** button on the **Single Stop Pay – Confirm** screen to finalize the process.

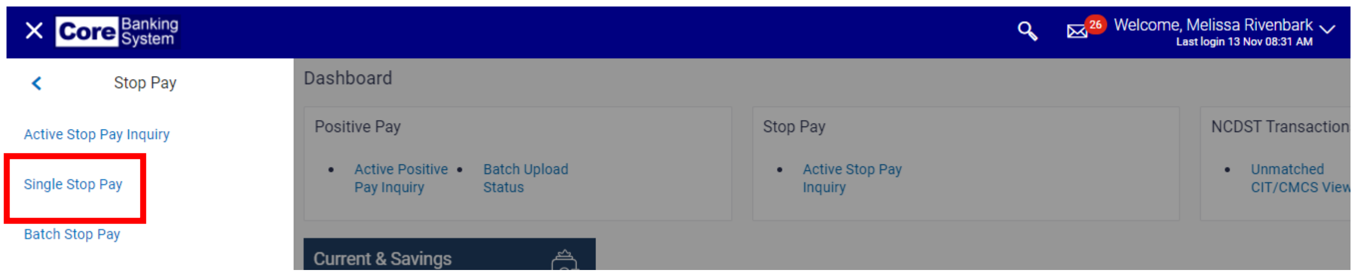


Delete Stop Pay

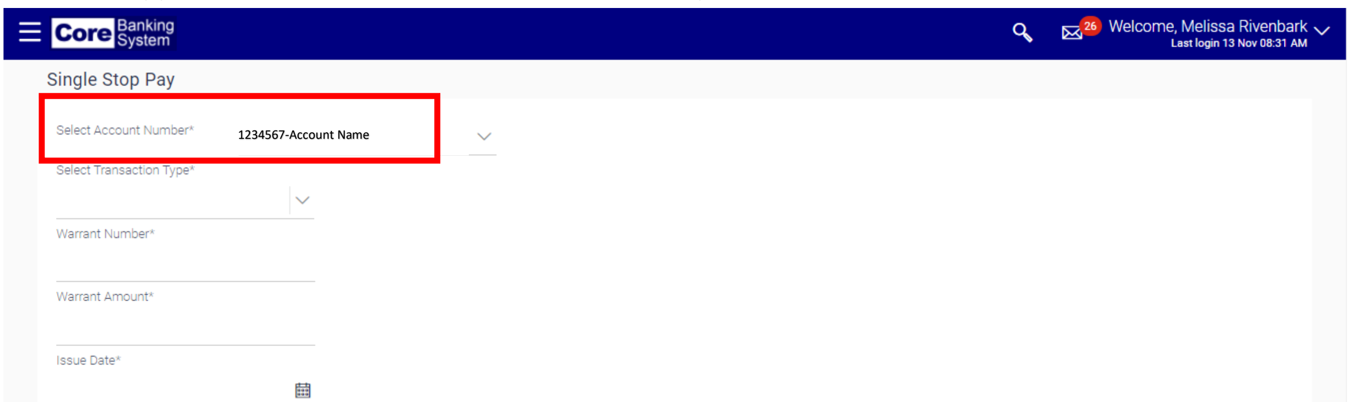
This option is used to delete an active Stop Pay record. For instance, the payee notifies you that the warrant has been found.   The Stop Pay record can be deleted in order for the warrant to be paid.

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

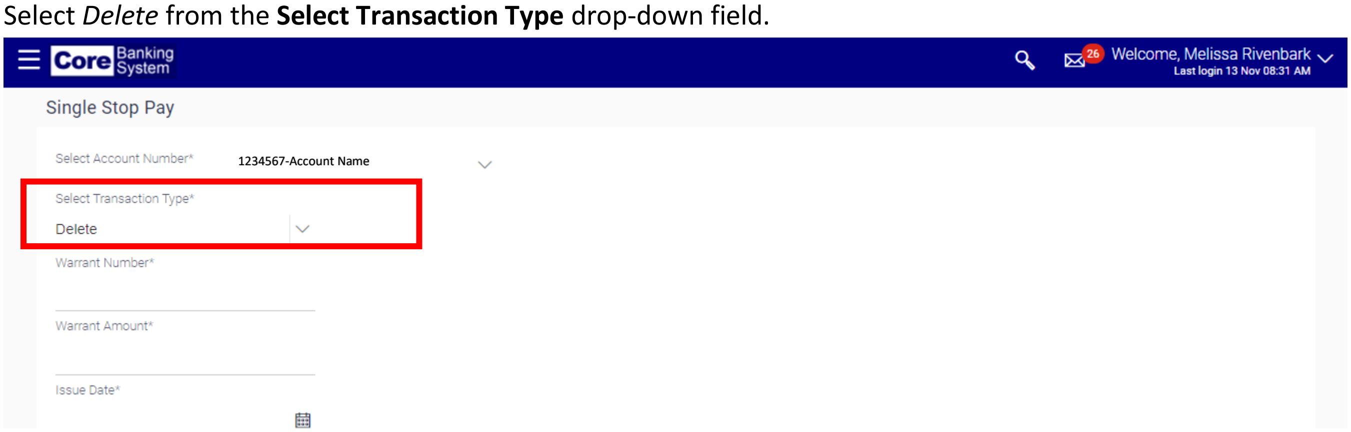




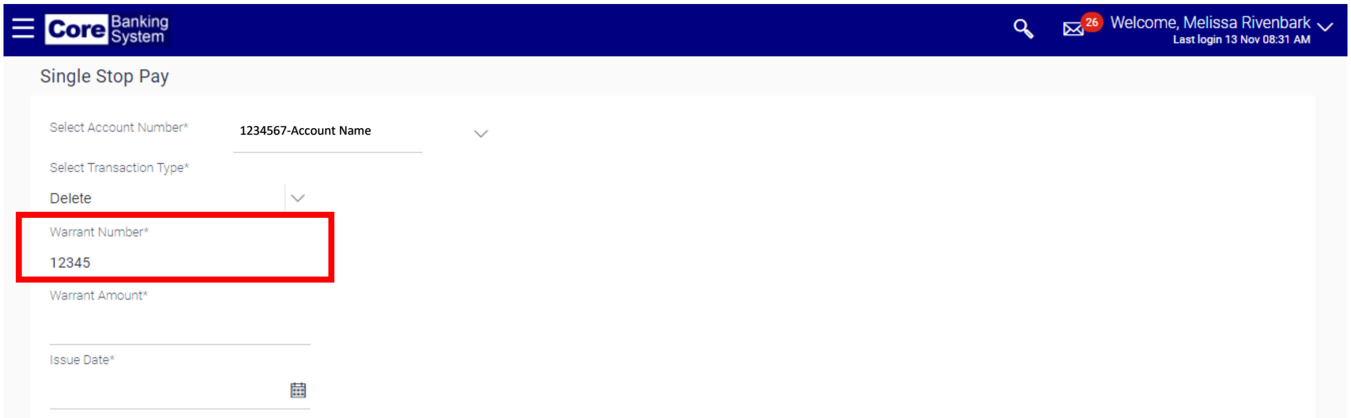
2. Select the applicable account from the **Select Account** drop-down field.



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

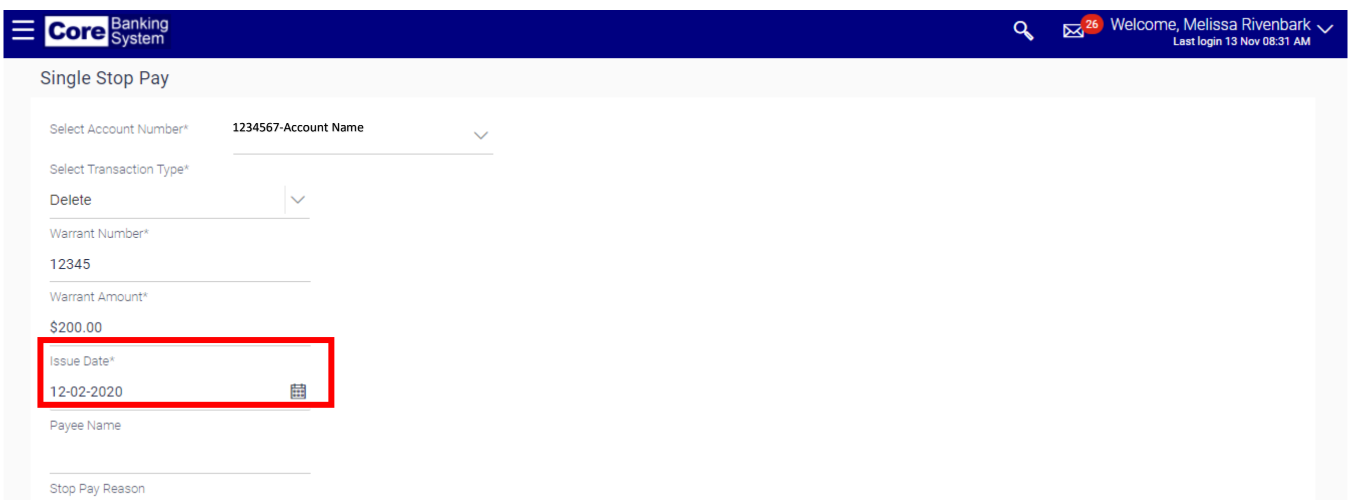


4. Enter the warrant number in the **Warrant Number** field.



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

6. Enter the issue date in 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.

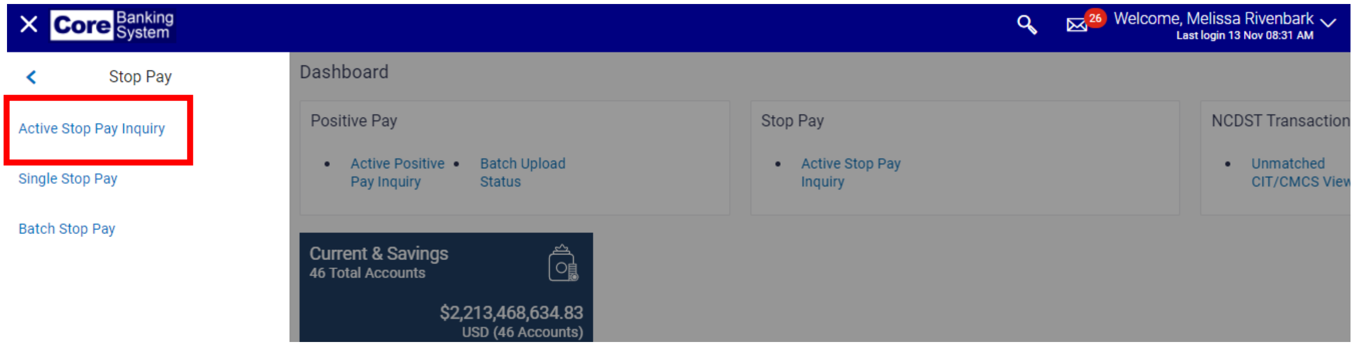
8. Verify the information is correct on the **Single Stop Pay – Verify** screen. Click the **Confirm** button to confirm the stop pay. Otherwise, click the **Back** button to make corrections.

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

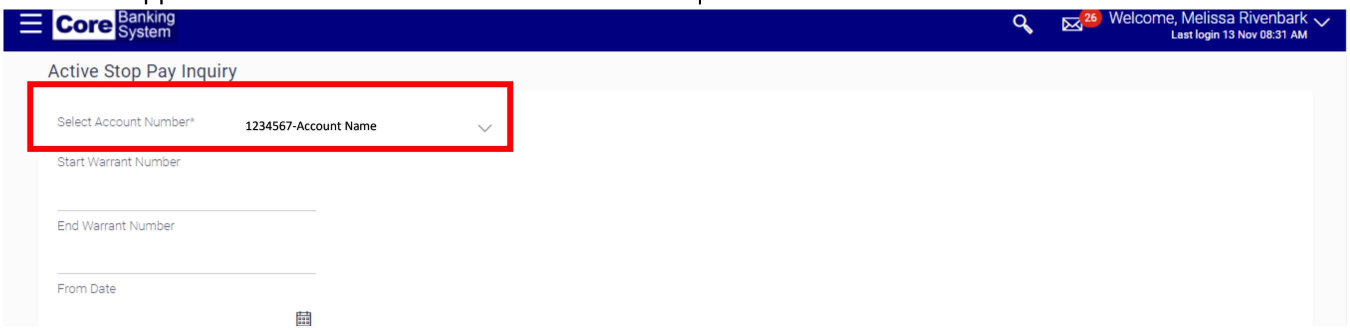
Active Stop Pay

To see if a Stop Pay record is active.

1. 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.

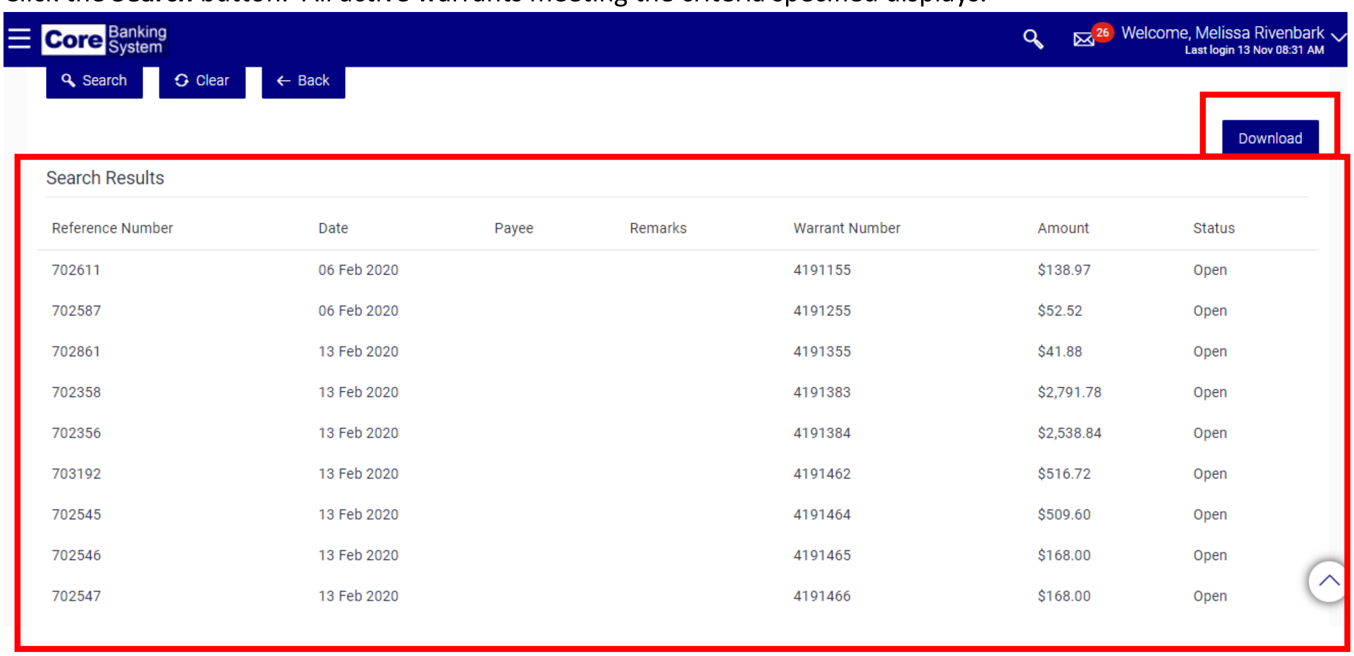
If you specify a range of warrants (e.g., 12345 to 12599), only those active warrants within the specified range will be returned.

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.

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.



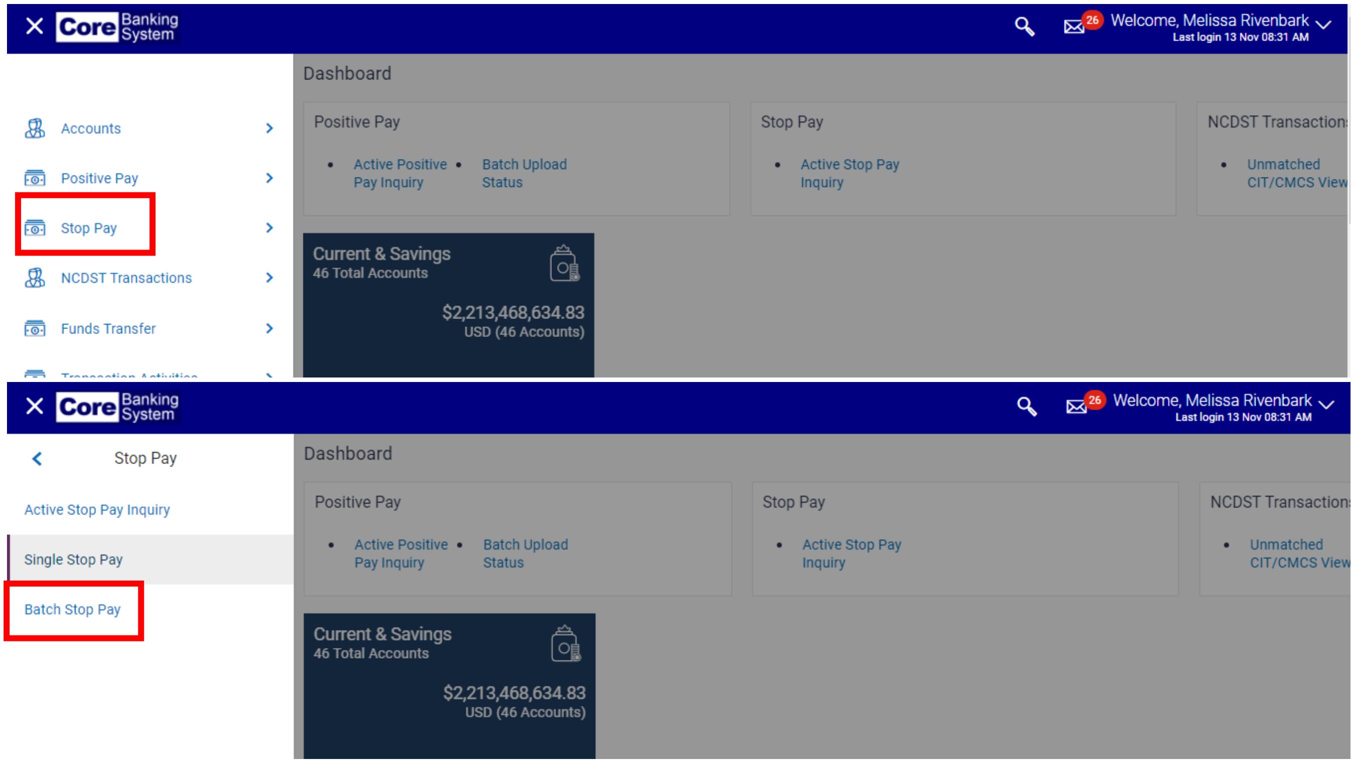
Reference Number	Date	Payee	Remarks	Warrant Number	Amount	Status
702611	06 Feb 2020			4191155	$138.97	Open
702587	06 Feb 2020			4191255	$52.52	Open
702861	13 Feb 2020			4191355	$41.88	Open
702358	13 Feb 2020			4191383	$2,791.78	Open
702356	13 Feb 2020			4191384	$2,538.84	Open
703192	13 Feb 2020			4191462	$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

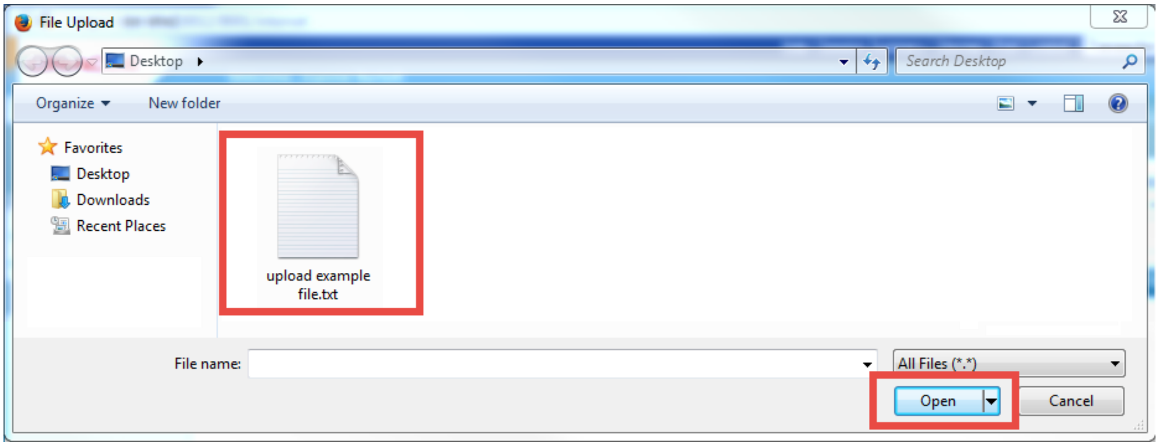
In the event that a number of Stop Payments need to be issued on an account a Stop Pay file can be uploaded and submitted for processing.

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.



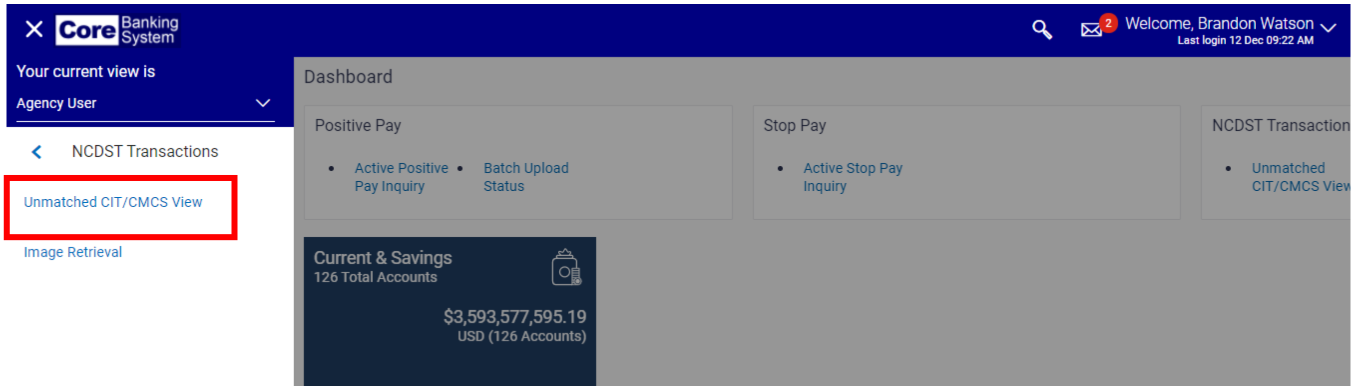
Only .txt file extension is allowed in the batch upload process.

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.

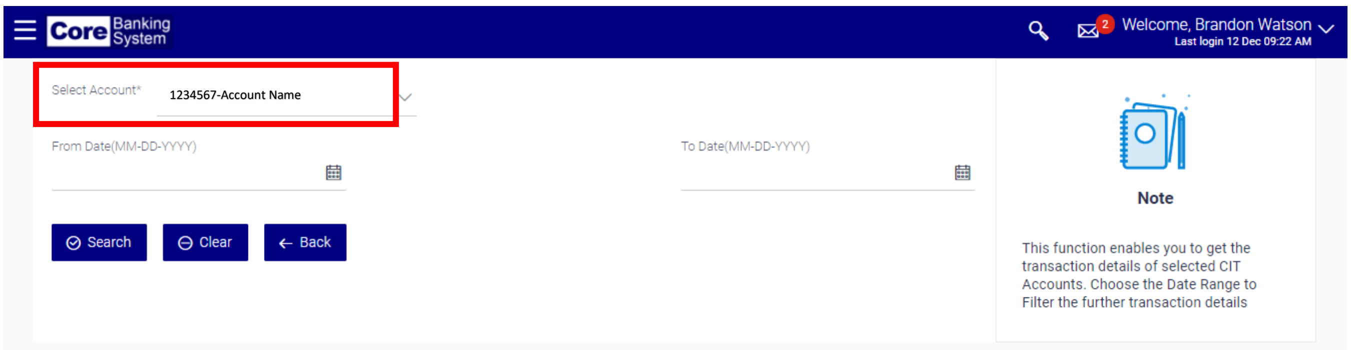
Batch files are processed daily at 10:00am. Files submitted after 10:00am will be processed the next business day.

Deposit Reporting Reconciliation

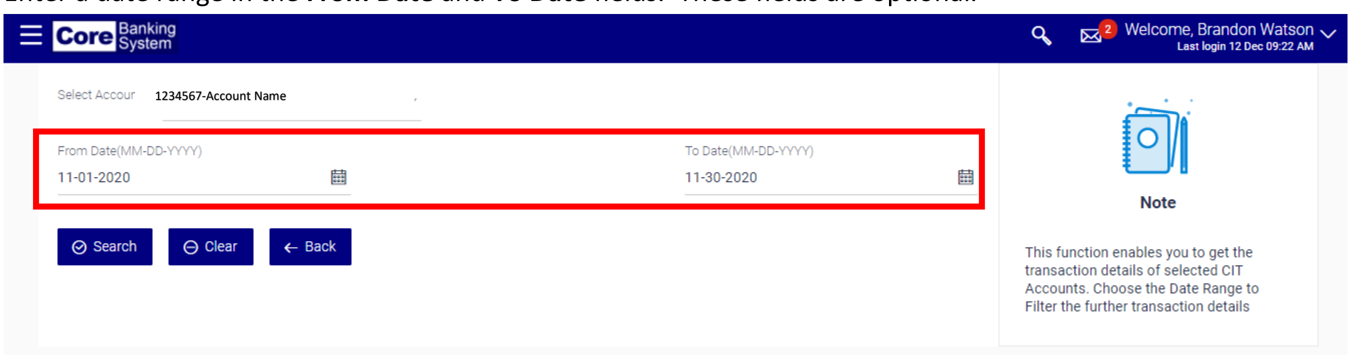
This function allows you to view deposits entered in NCFS that do not match deposit information received from bank. Select **NCDST Transactions** and then **Unmatched CIT/CMCS View in the left-hand menu.**



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

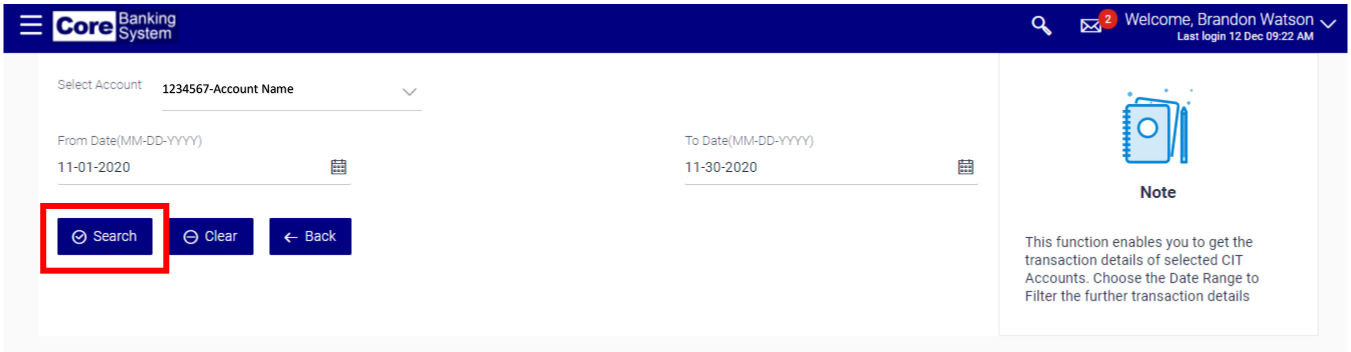


2. Enter a date range in the **From Date** and **To Date** fields. These fields are optional.

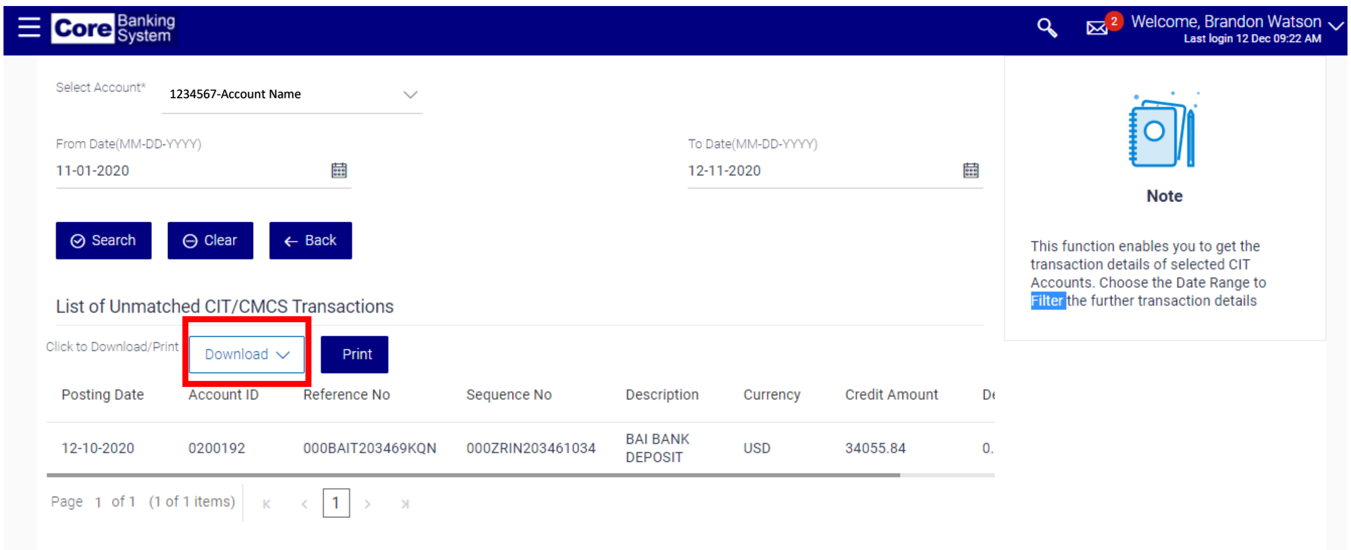


> Using the **From** and **To Date** fields, you can restrict the number of unmatched CIT/NCFS items that display. If you leave these fields blank, all information for the selected account will display.

3. Click the **Search** button.



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

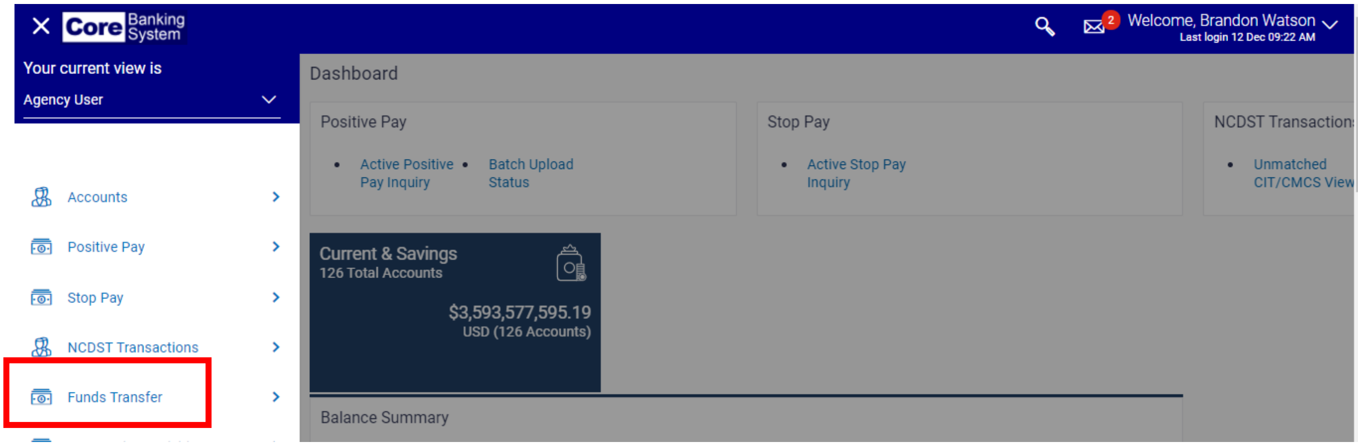


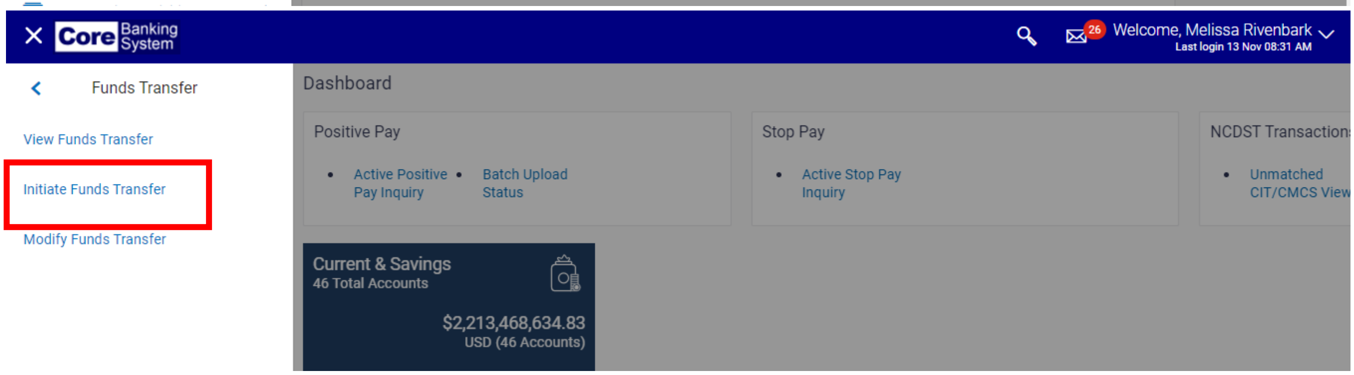
Funds Transfer Role

Initiating Funds Transfers

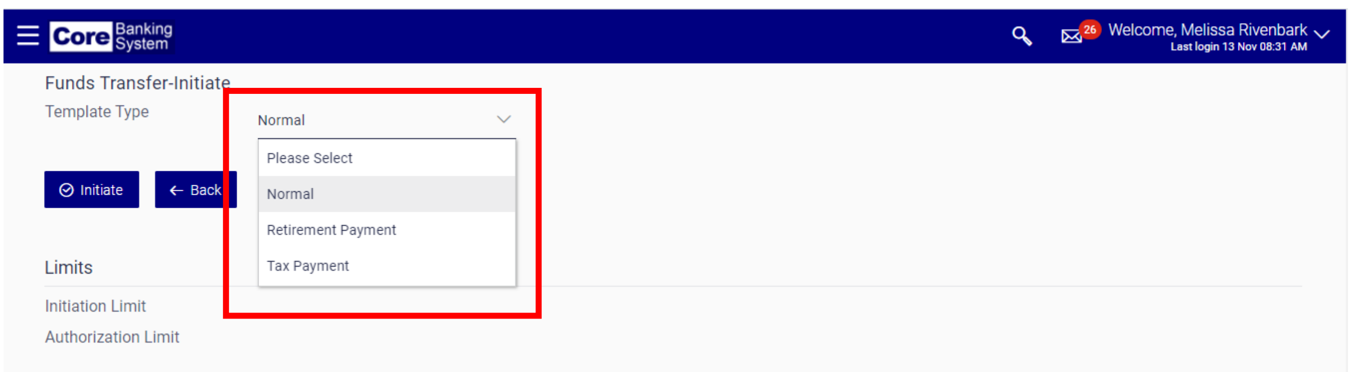
This function allows funds to be transferred from a Disbursing or STIF account to a designated bank and beneficiary on a repetitive basis. Notification of wires greater than $25 million should be sent to DST Banking, no later than 4 pm on the day before the effective date. This can be accomplished by 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.

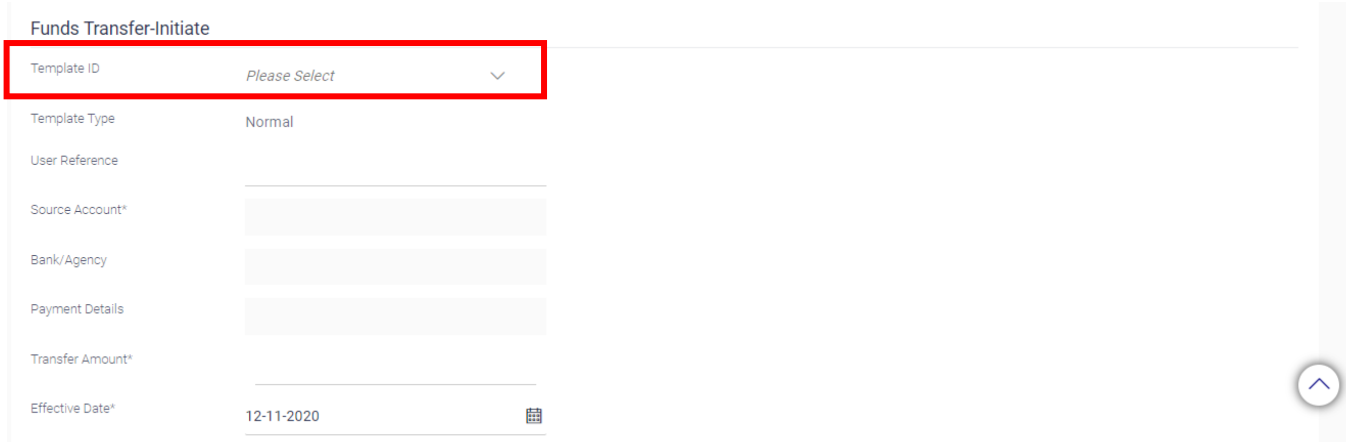


There are three (3) options to choose from when initiating a funds transfer. Each template has a unique seven (7) digit ID number. Templates have been established to send repetitive wires with specific bank information for specific purposes. Once the template ID has been selected the Source Account and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

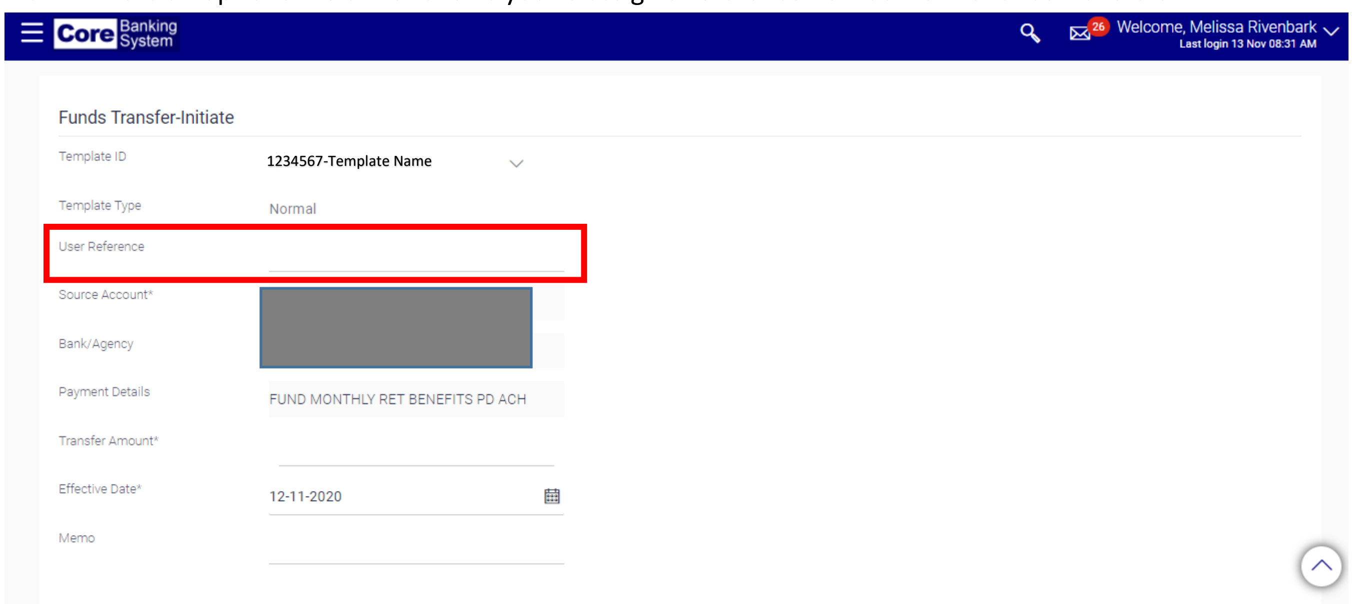
Contact your agency administrator if you do not see the desired template number in the dropdown box.

Normal Template

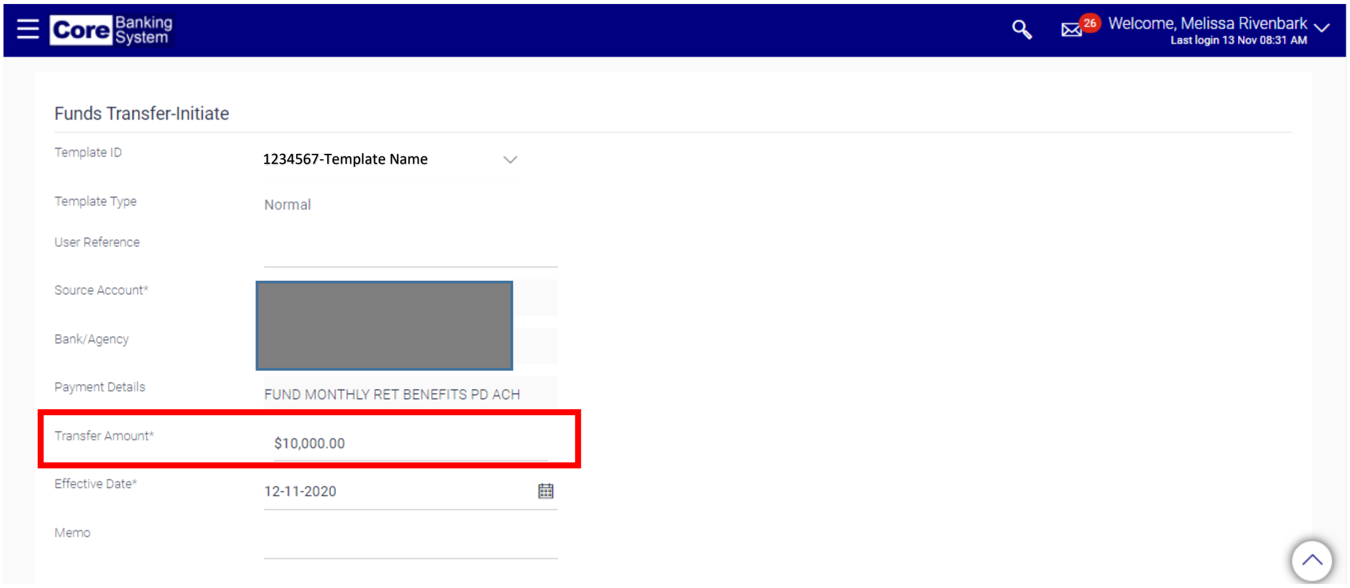
1. Select the template from the **Template ID** drop-down field.



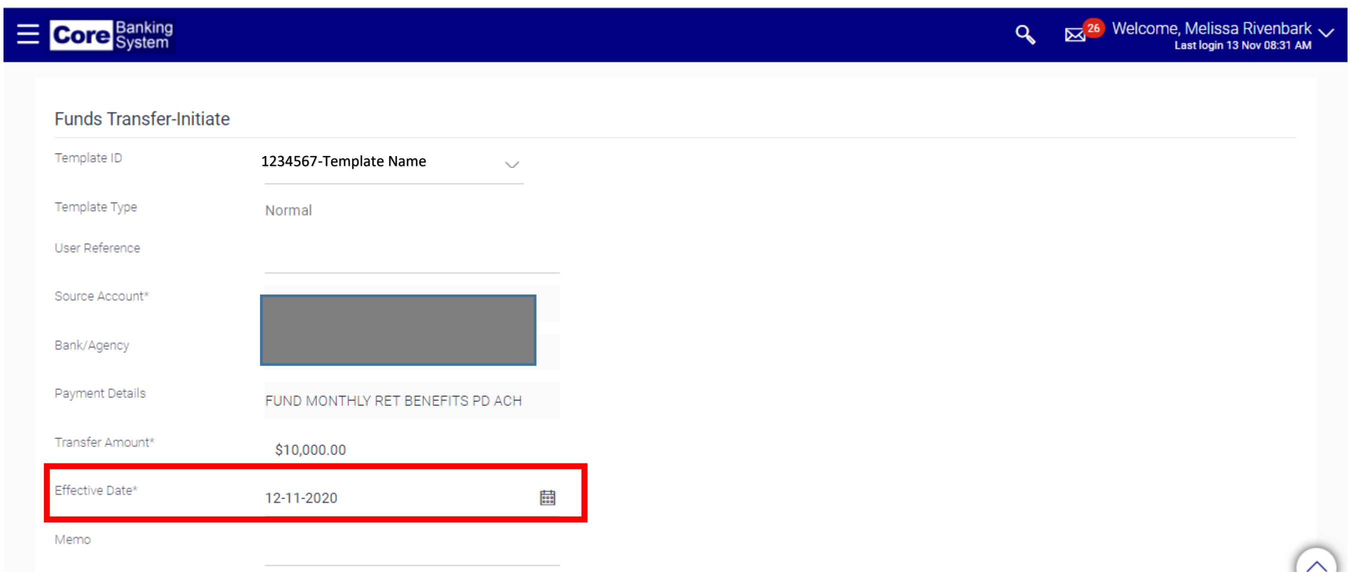
2. Enter your agency's assigned reference number in the **User Reference** field.
   NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.



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



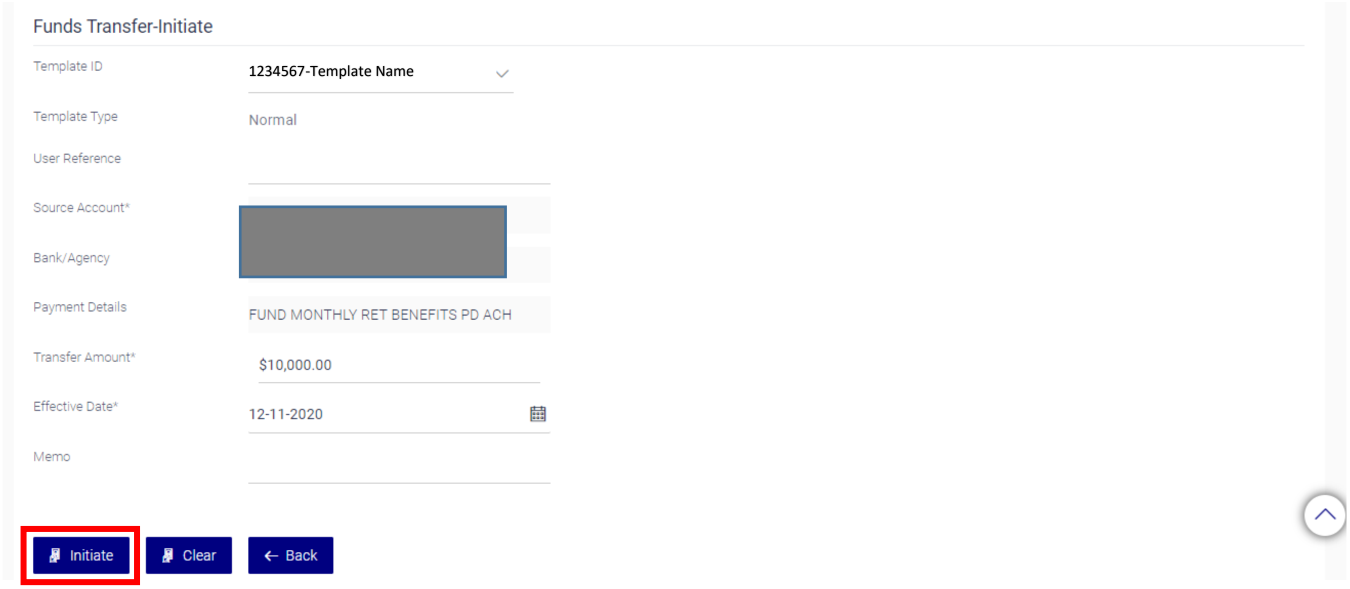
4. Enter the date the wire will be processed in the **Effective Date** field.



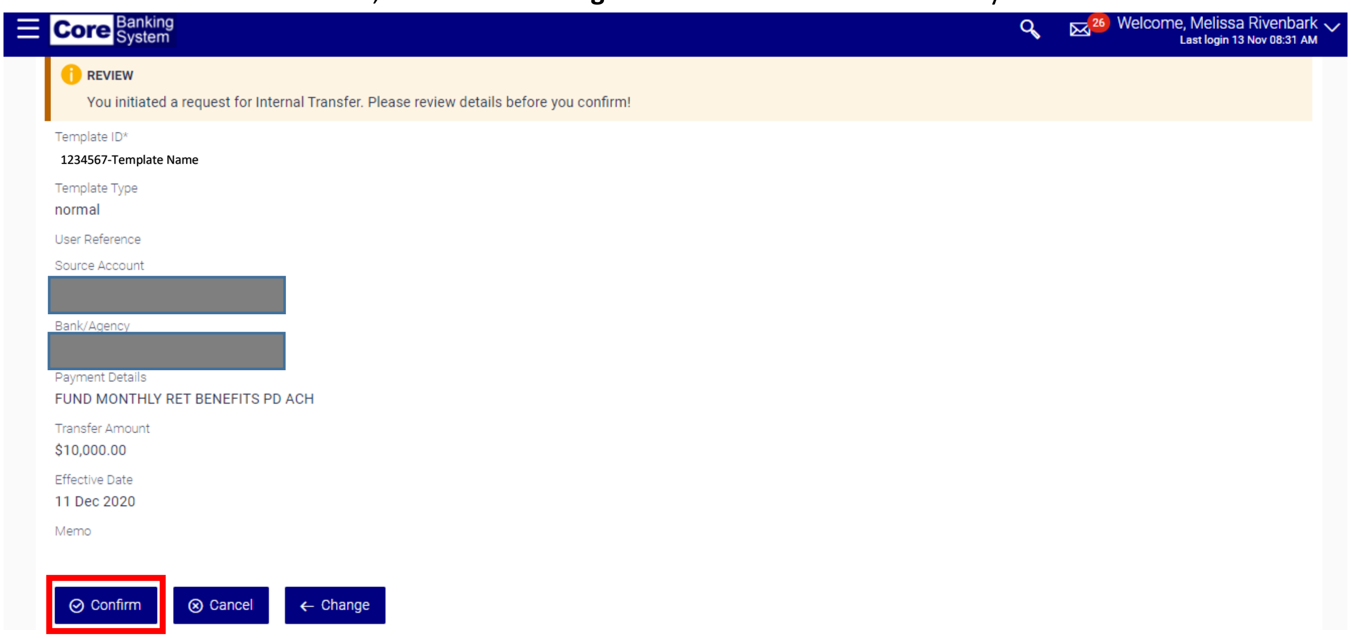
Here are a few key reminders when considering the effective date of a funds transfer:

- 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.



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.



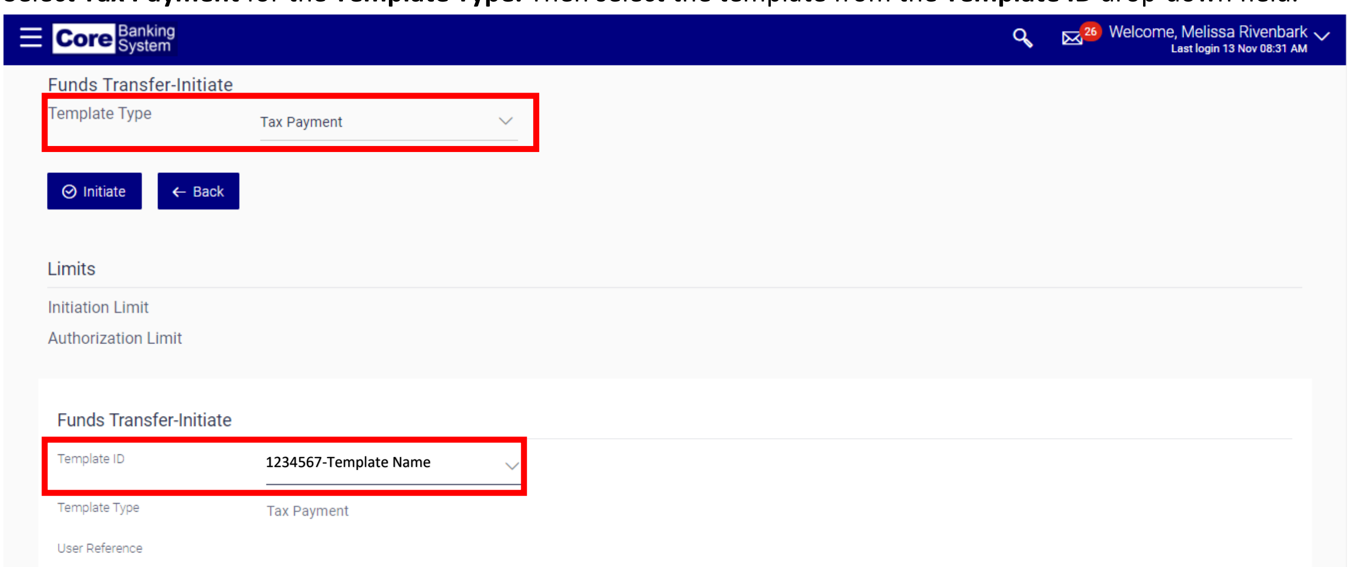
7. Transfer is submitted successfully.

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.

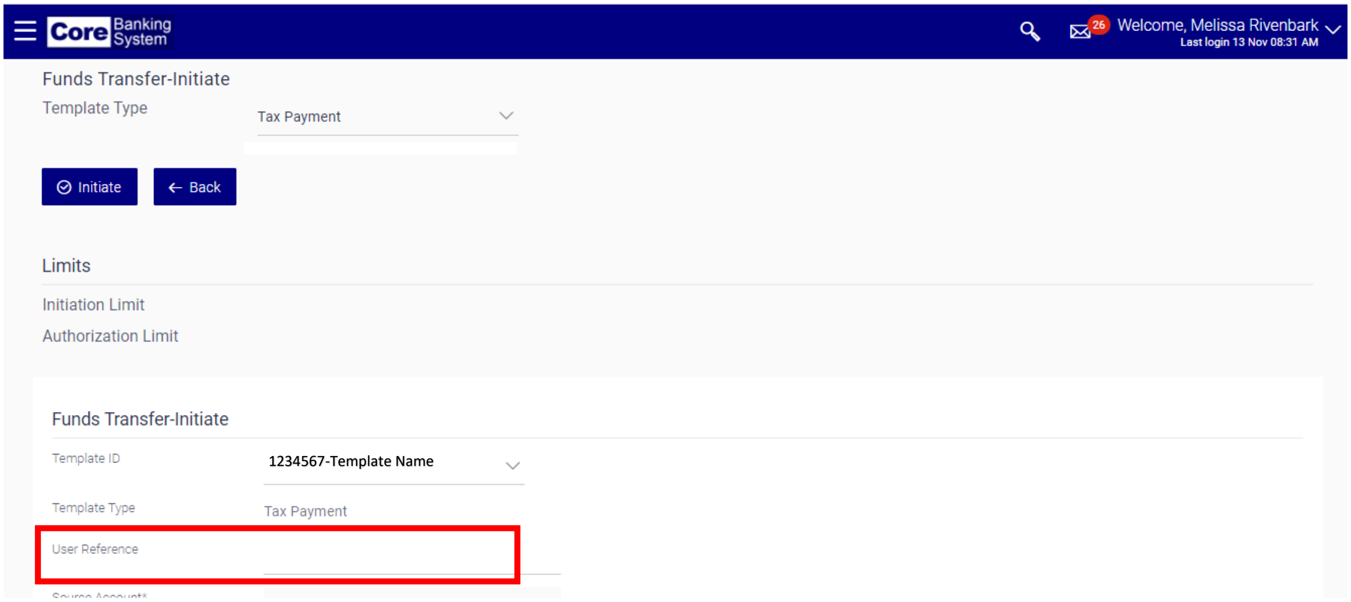
Tax Template

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.

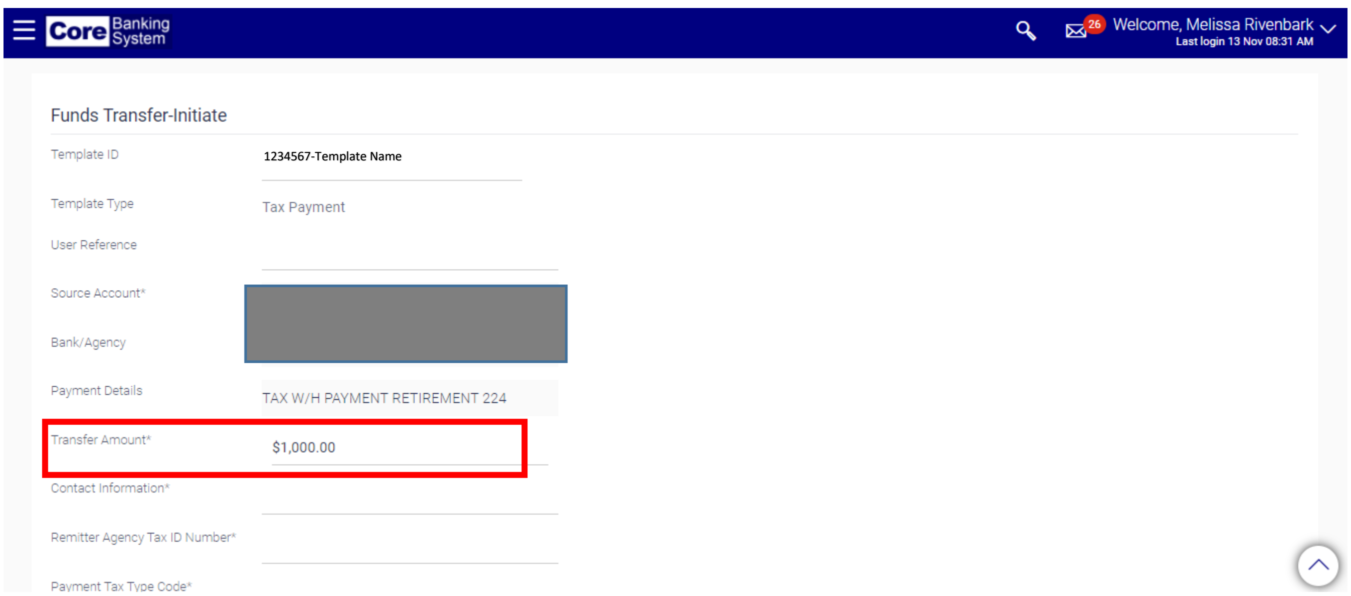
1. Select **Tax Payment** for the **Template Type.** Then select the template from the **Template ID** drop-down field.



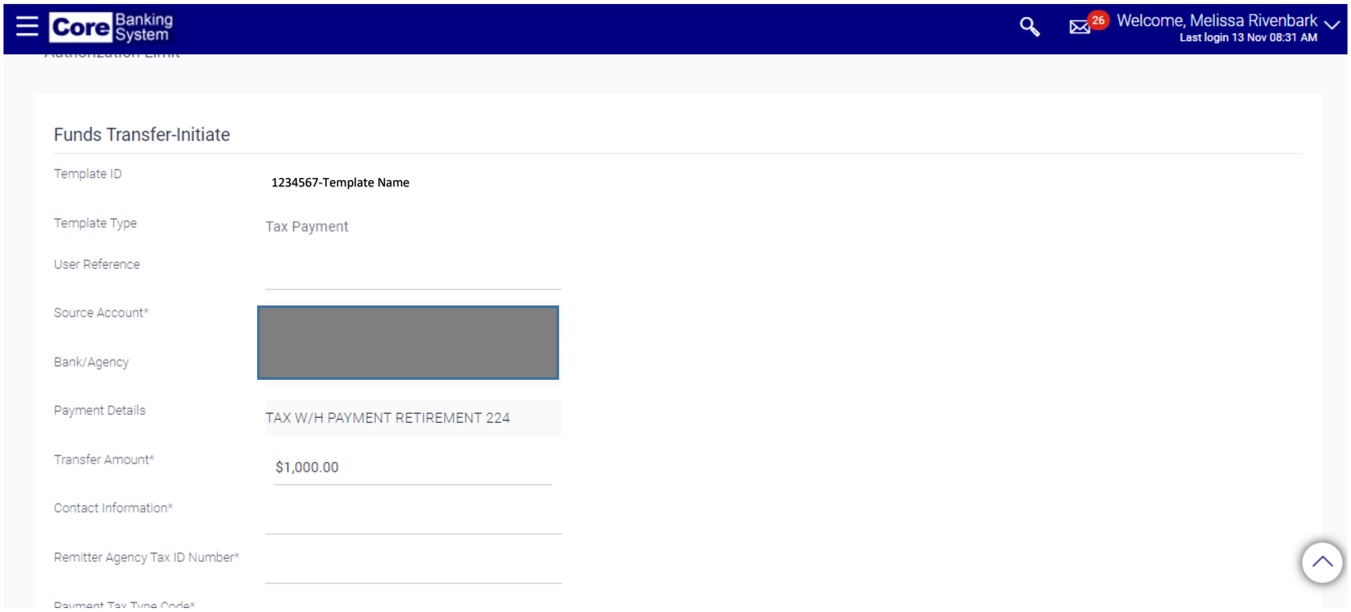
2. Enter your agency's assigned reference number in the **User Reference** field.
NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.



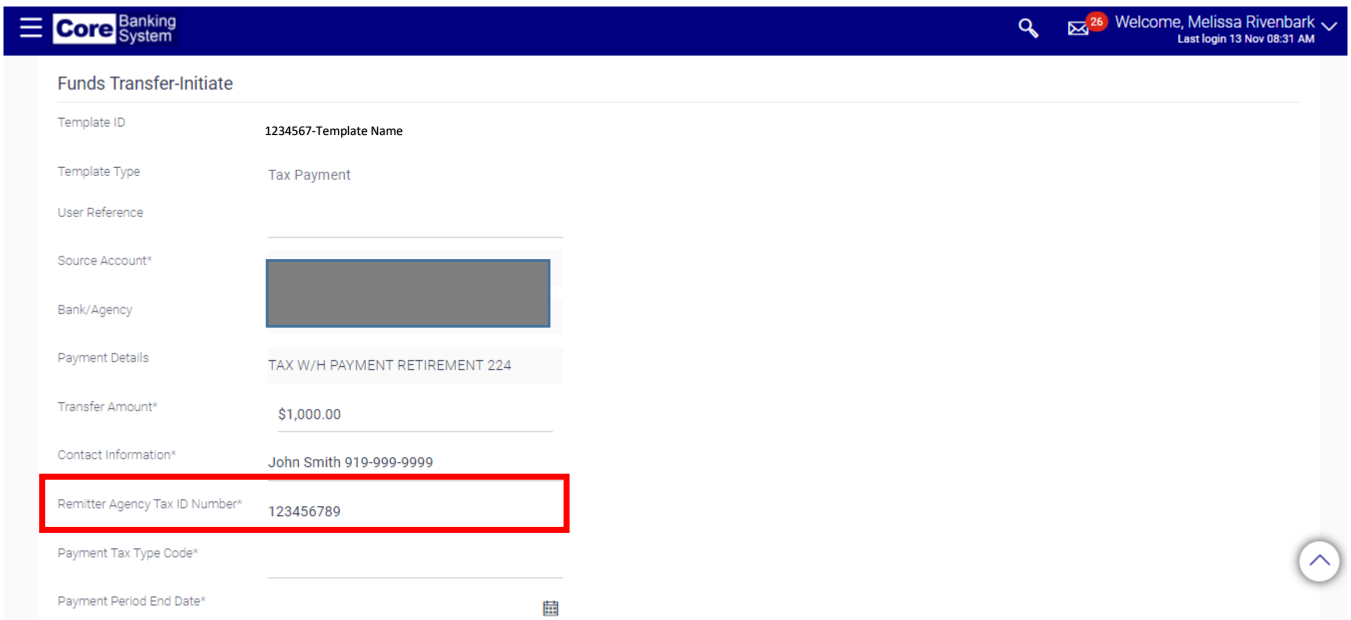
3. Enter the dollar amount in the **Transfer Amount** field. Do not use commas.



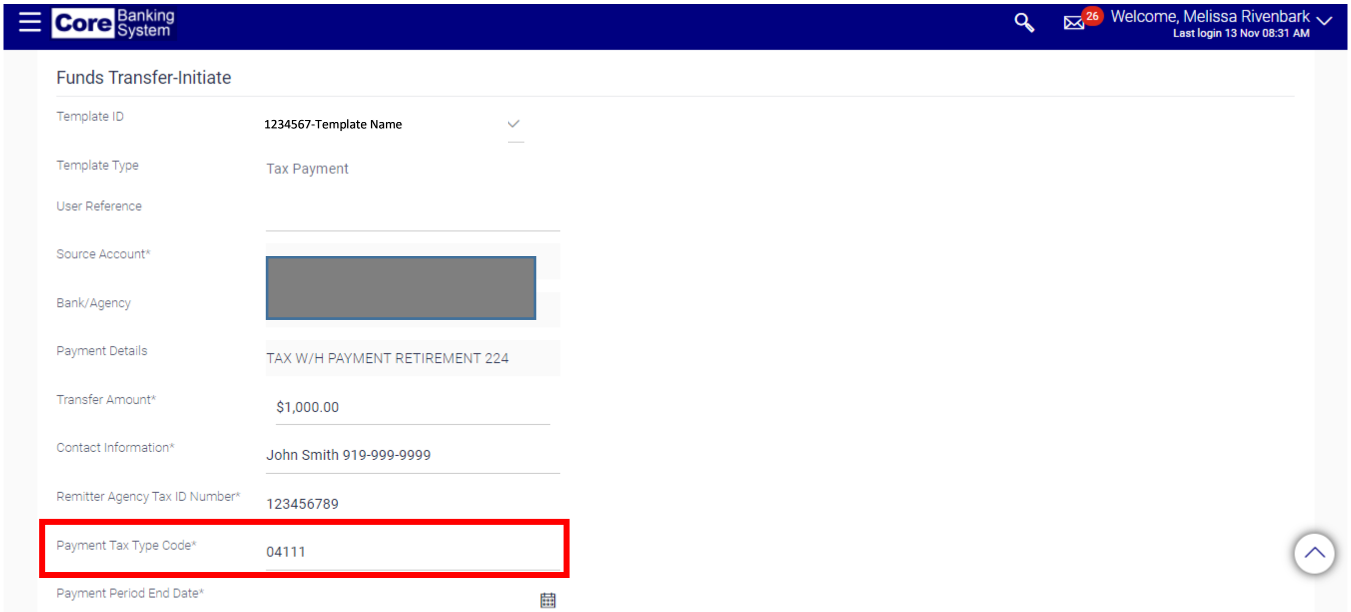
4. Enter the name and phone number of the person to be contacted for questions regarding the transfer in the **Contact Information** field.



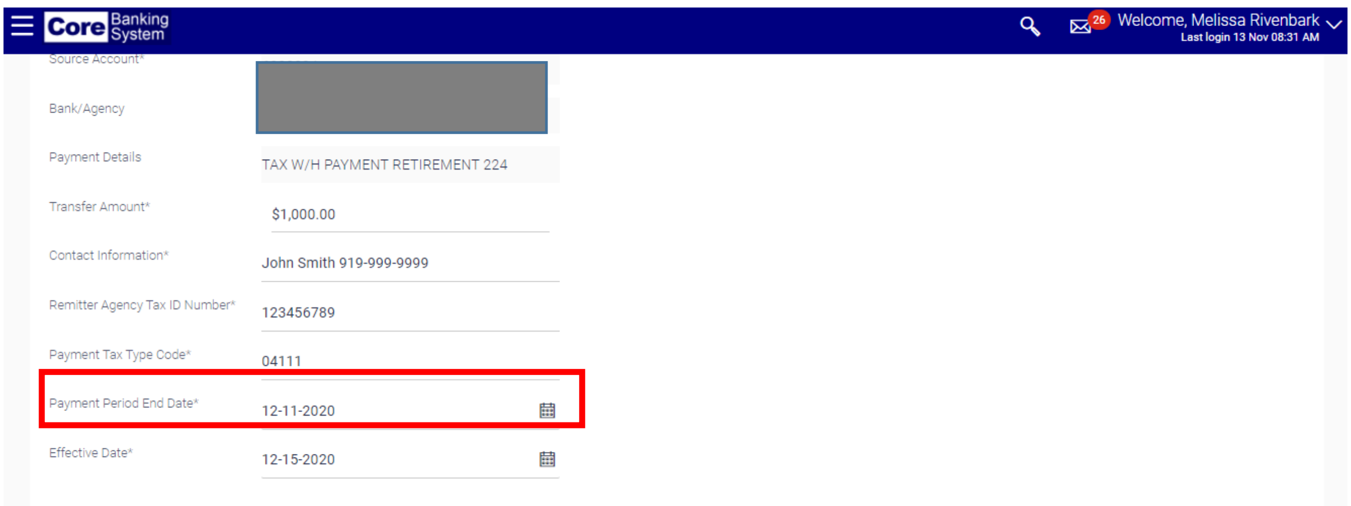
5. Enter the remitting agency tax ID number in the **Remitting Agency Tax ID Number** field.



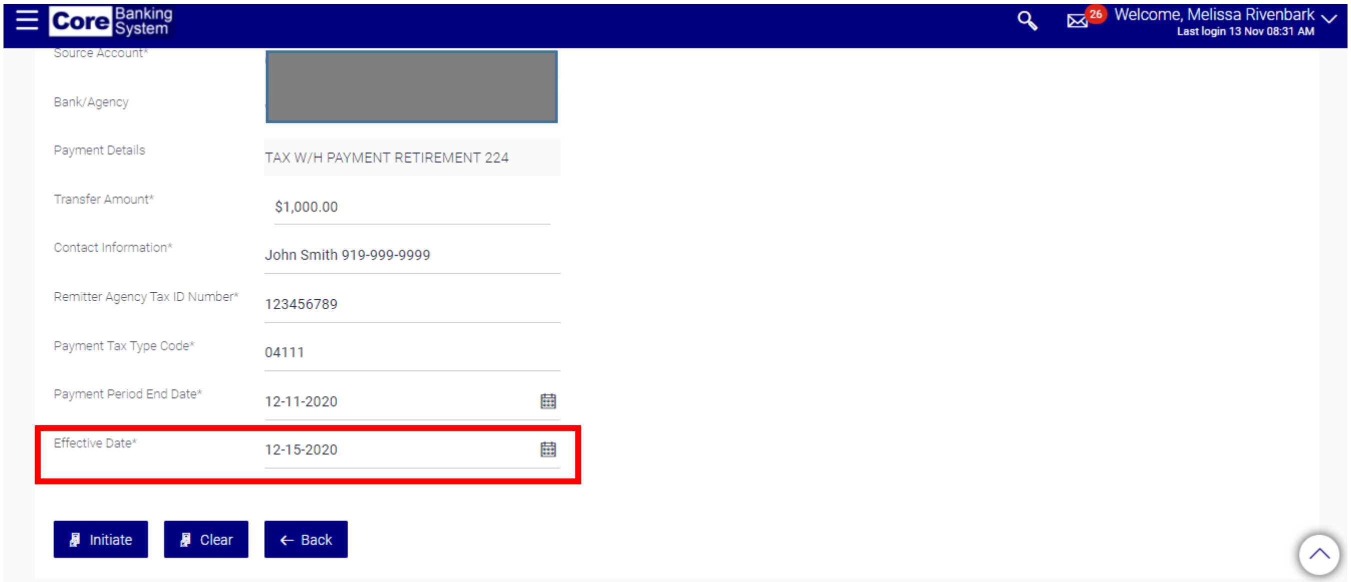
6. Enter 5-digit payment code in the **Payment Tax Type Code** field.



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



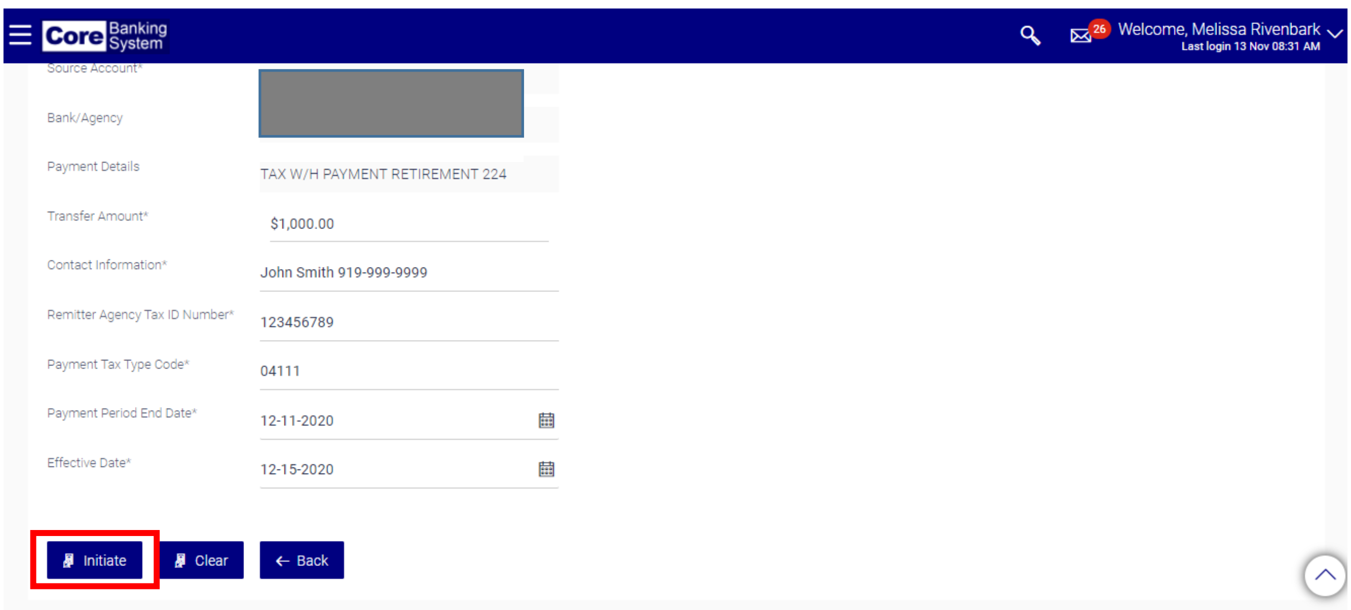
8. Enter the date the wire will be processed in the **Effective Date** field.



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.



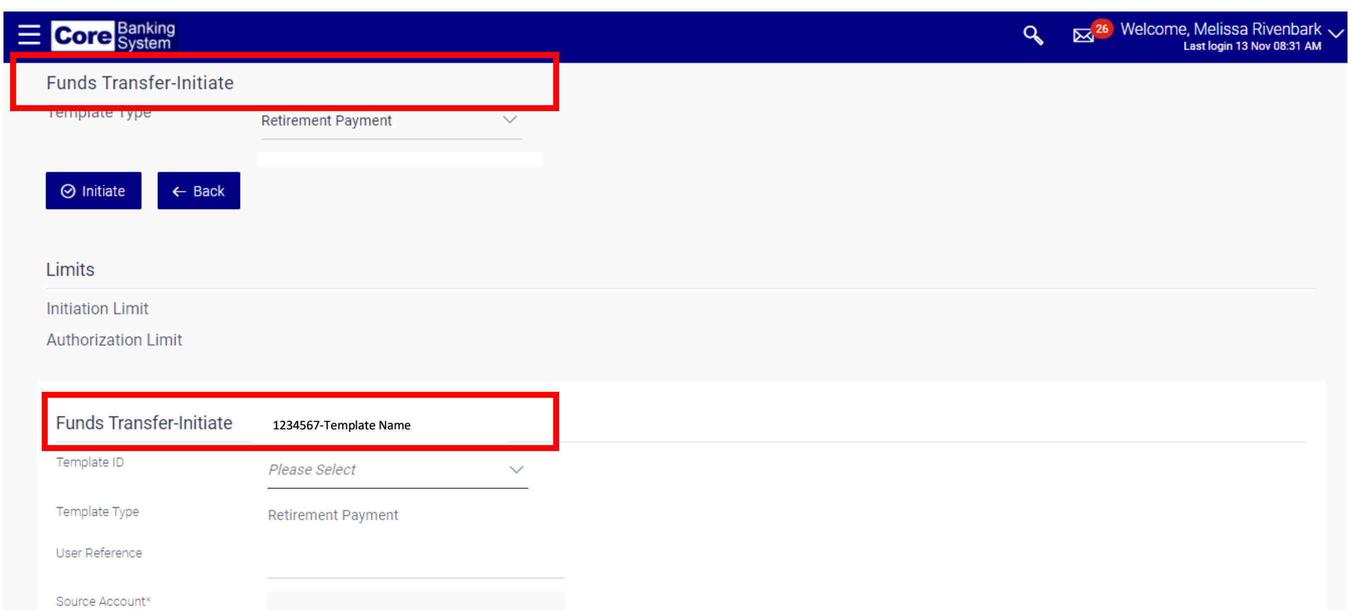
10. Verify the information is correct and click the **Confirm** button.
NOTE: If a correction is needed click on the **Change** button and make the necessary corrections.

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.

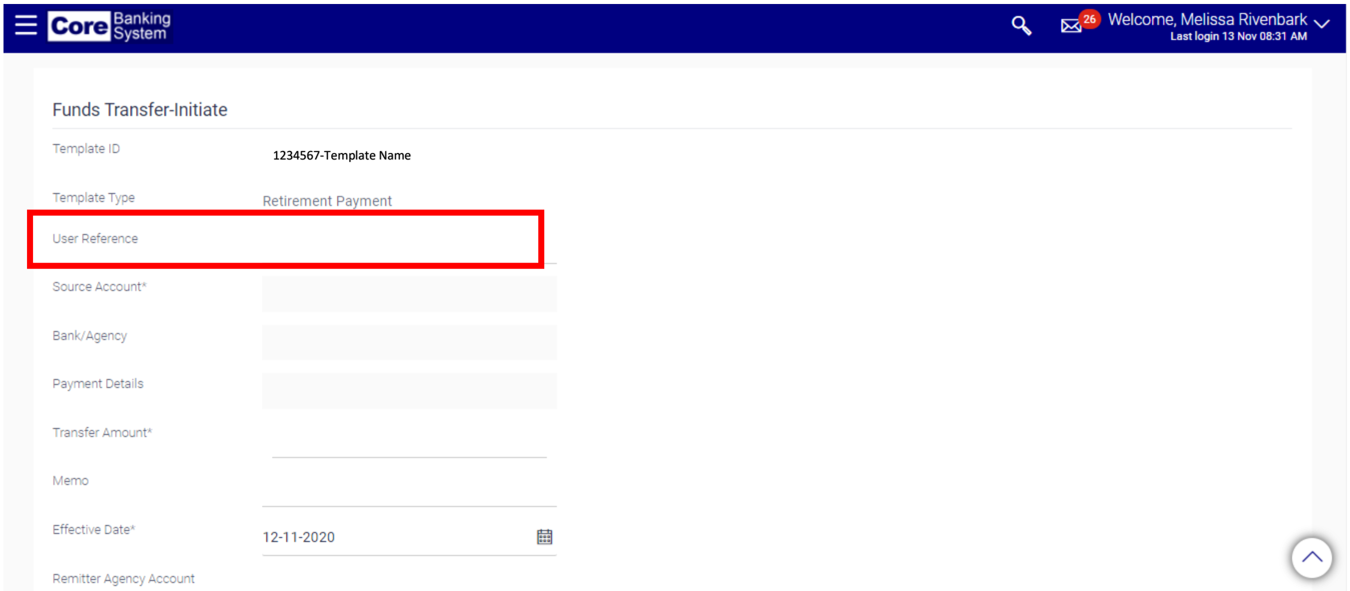
Retirement Template

These templates are used to make retirement contributions.

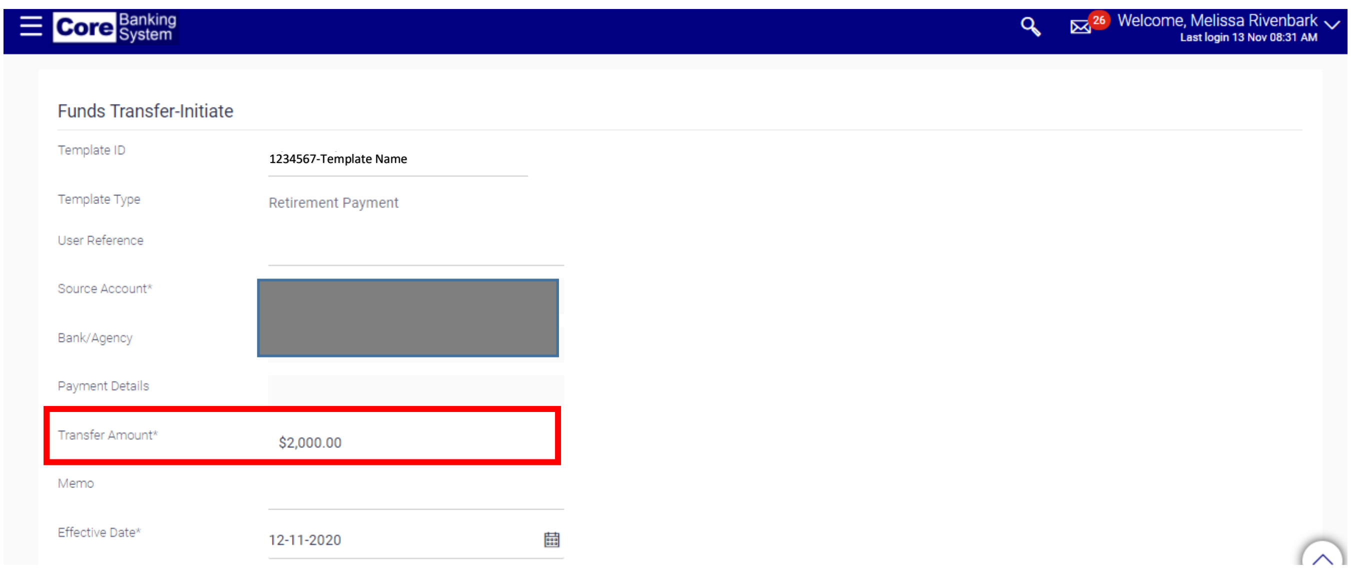
1. Select **Retirement Payment** for the **Template Type.** Then select the template from the **Template ID** drop-down field.



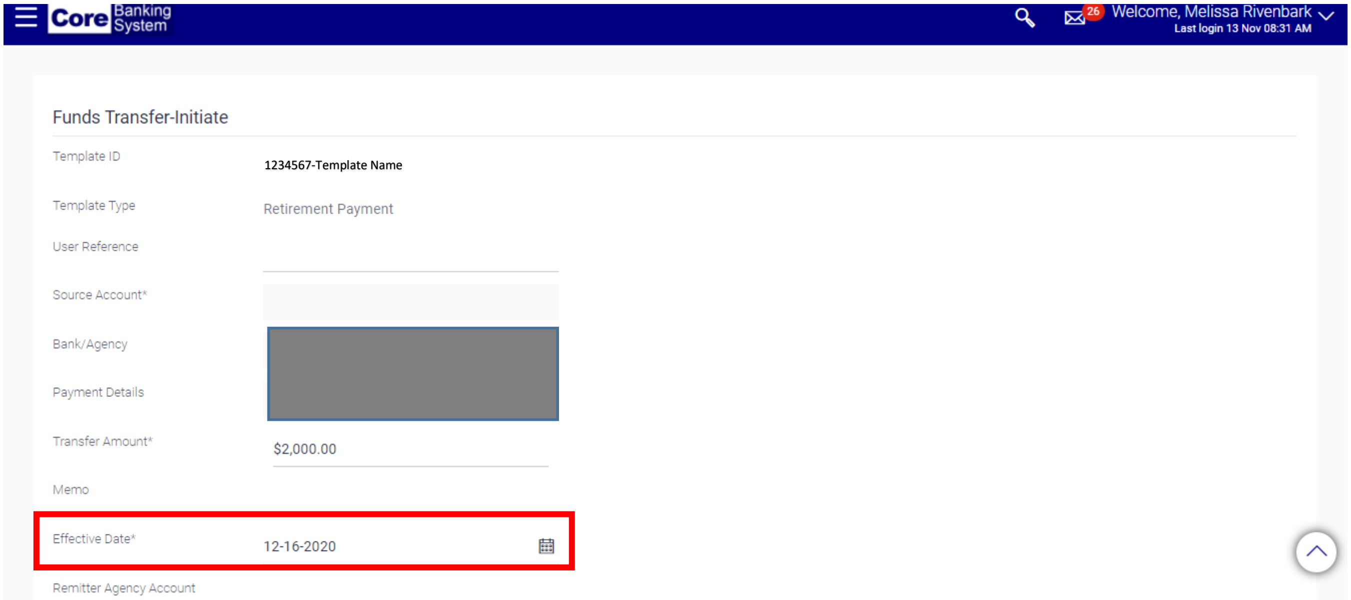
2. Enter your agency's assigned reference number in the **User Reference** field.
   NOTE: This is an optional field that allows you to assign a reference number to the funds transfers.



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



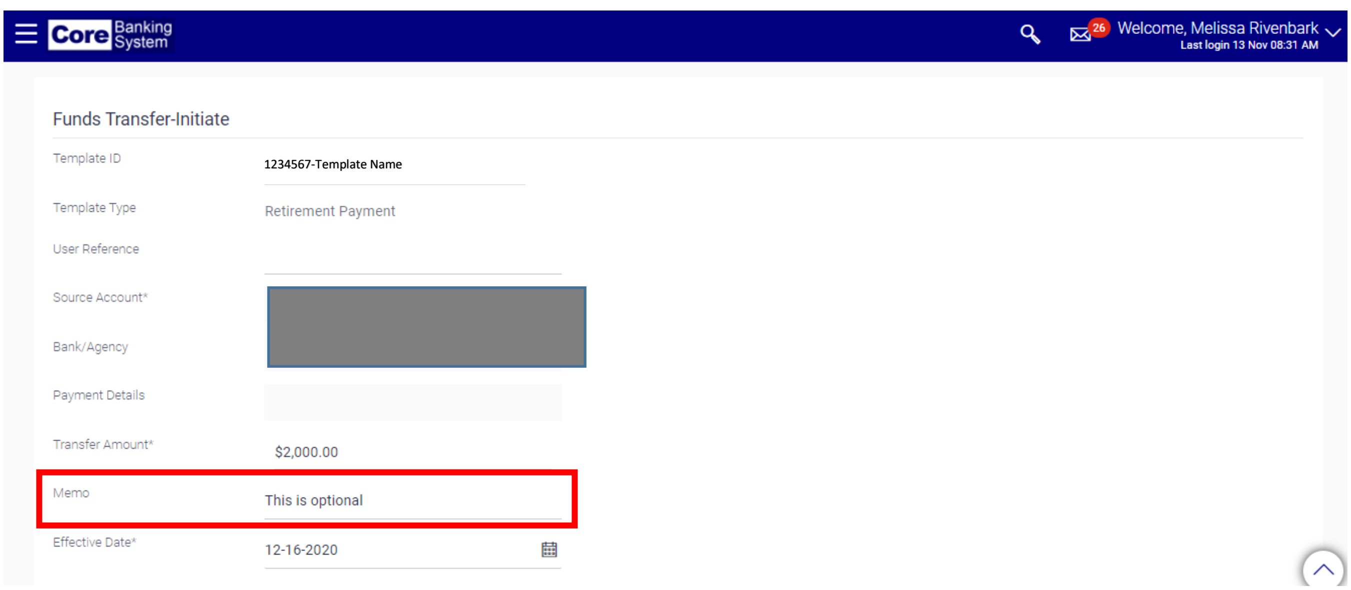
4. Enter the date the wire will be processed in the **Effective Date** field.



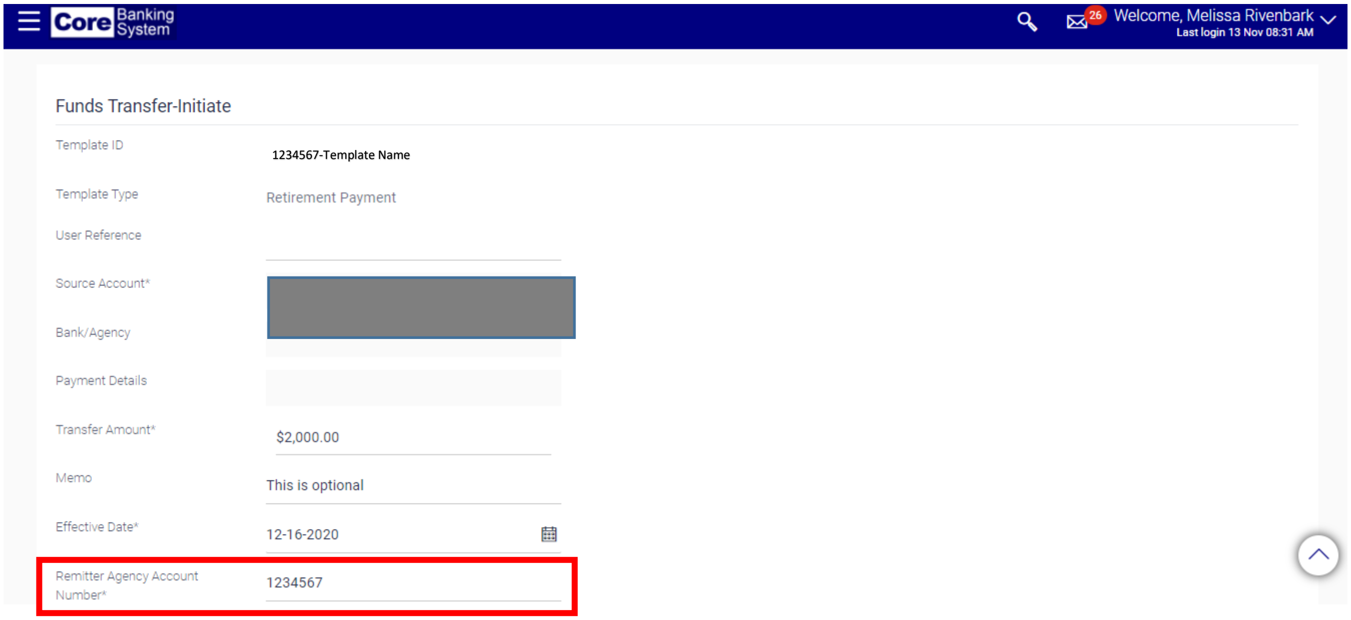
Here are a few key reminders when considering the effective date of a funds transfer:

- 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.

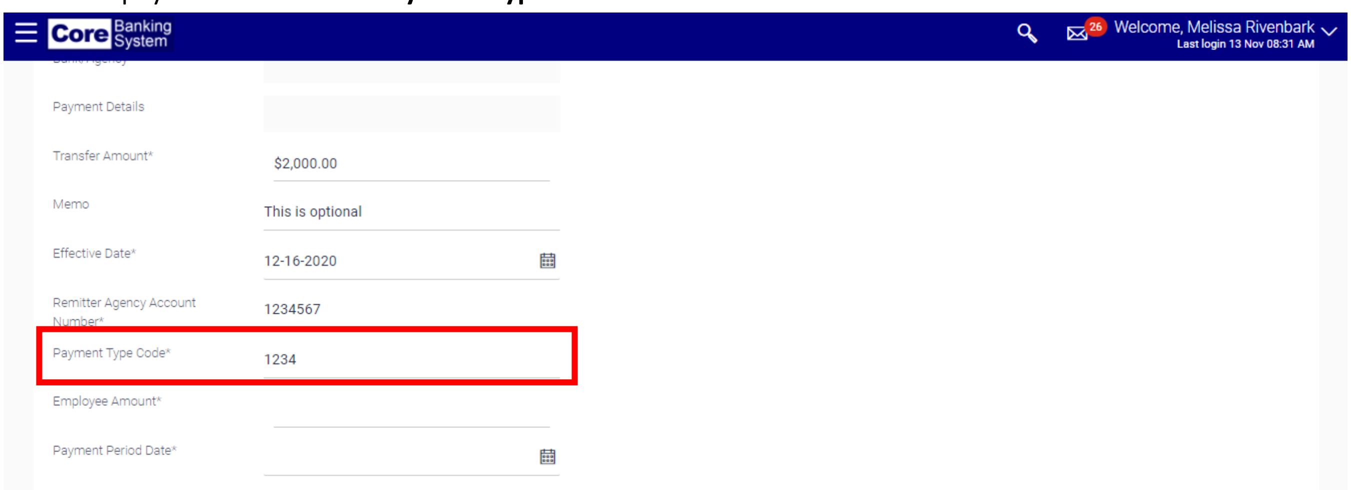
5. If desired, enter additional information regarding the funds transfer in the **Memo** field. This is an optional field.



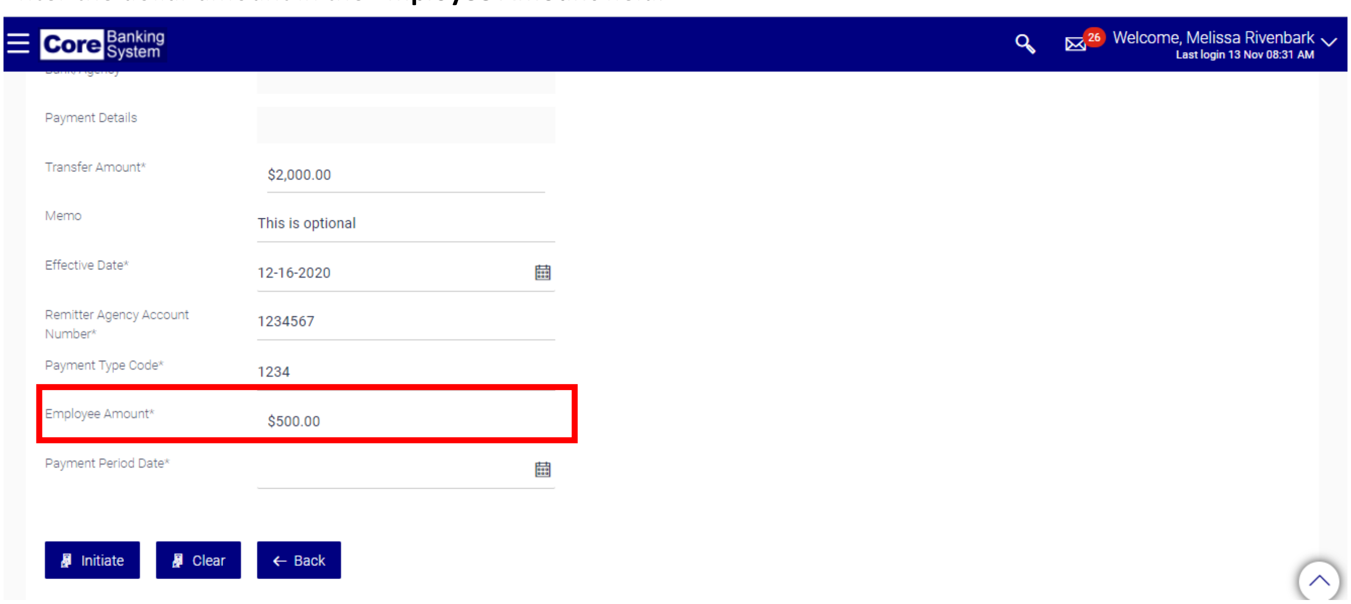
6. Enter account to be credited in the **Remitting Agency Account Number** field.



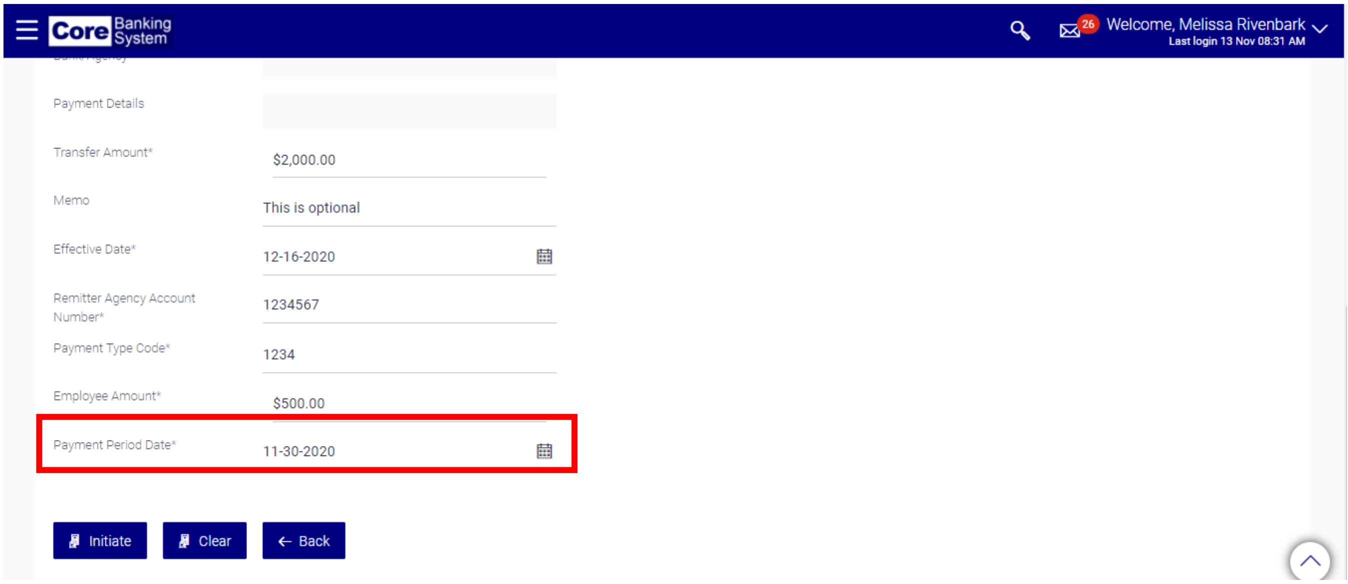
7. Enter the payment code in the **Payment Type Code** field.



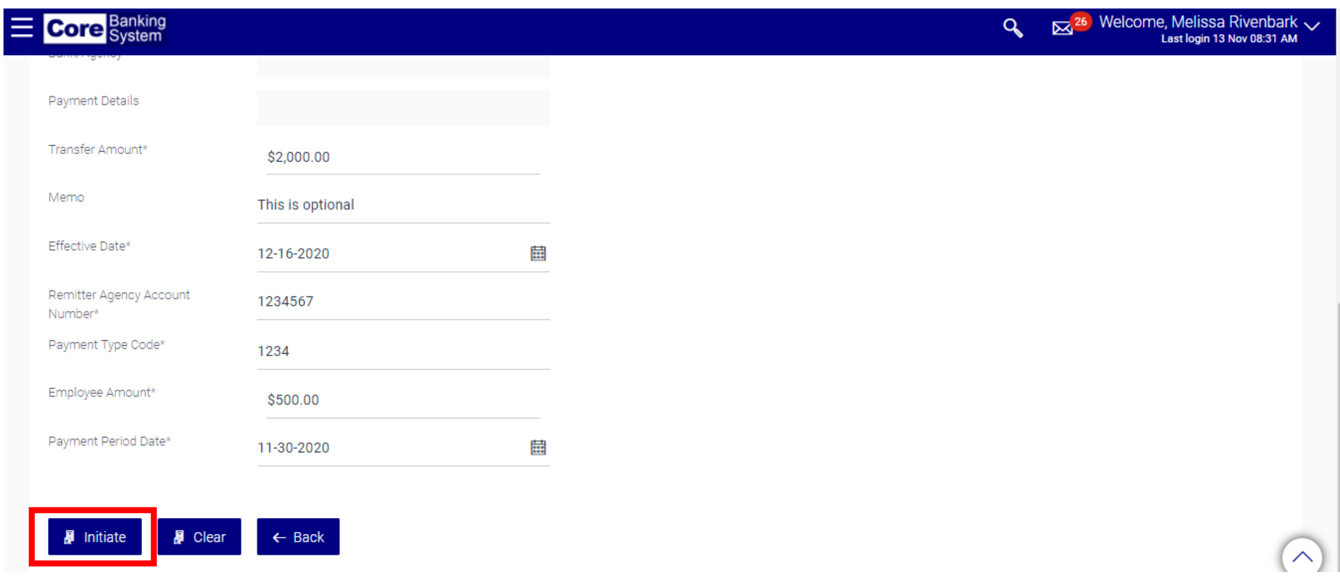
8. Enter the dollar amount in the **Employee Amount** field.



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



10. Click the **Initiate** button.



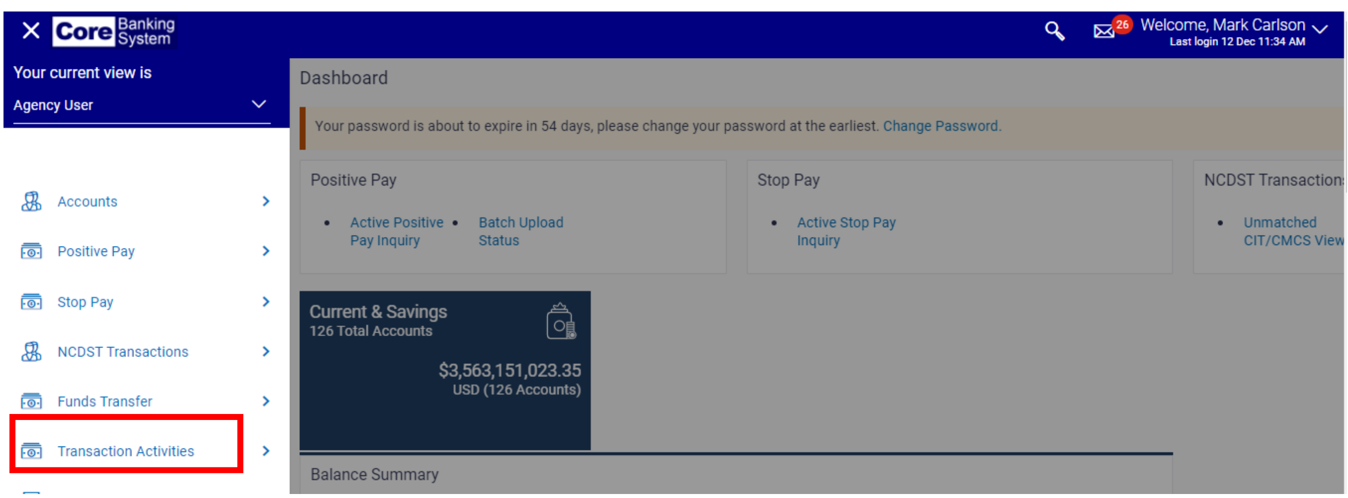
11. Verify the information is correct and click the **Confirm** button.
NOTE: If a correction is needed click on the **Change** button and make the necessary corrections.

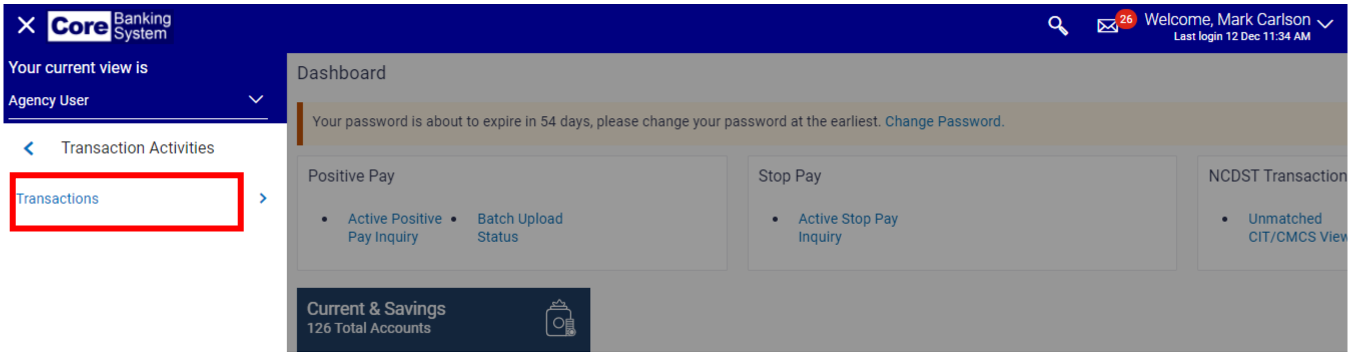
Please contact the Core Banking Help Desk at 919-814-3916 if a funds transfer needs to be canceled after it has been initiated and authorized.

Authorizing a Funds Transfer

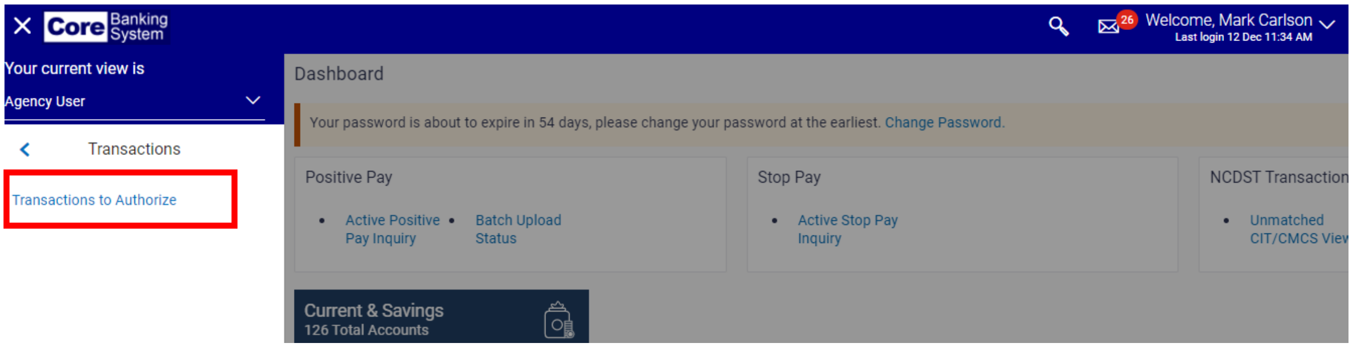
All initiated funds transfers must be authorized by a designated approver. Please contact your agency's Core Banking Administrator if you are not sure who is assigned to approve your funds transfers.

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

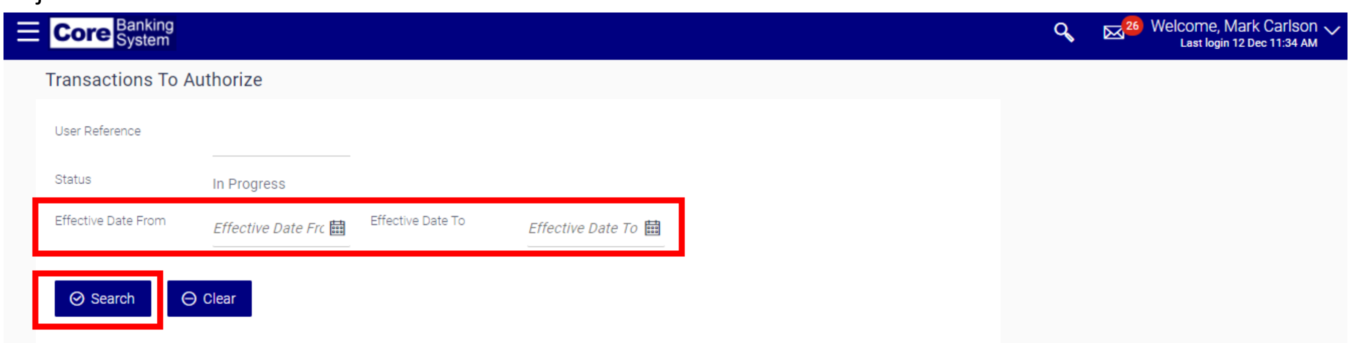




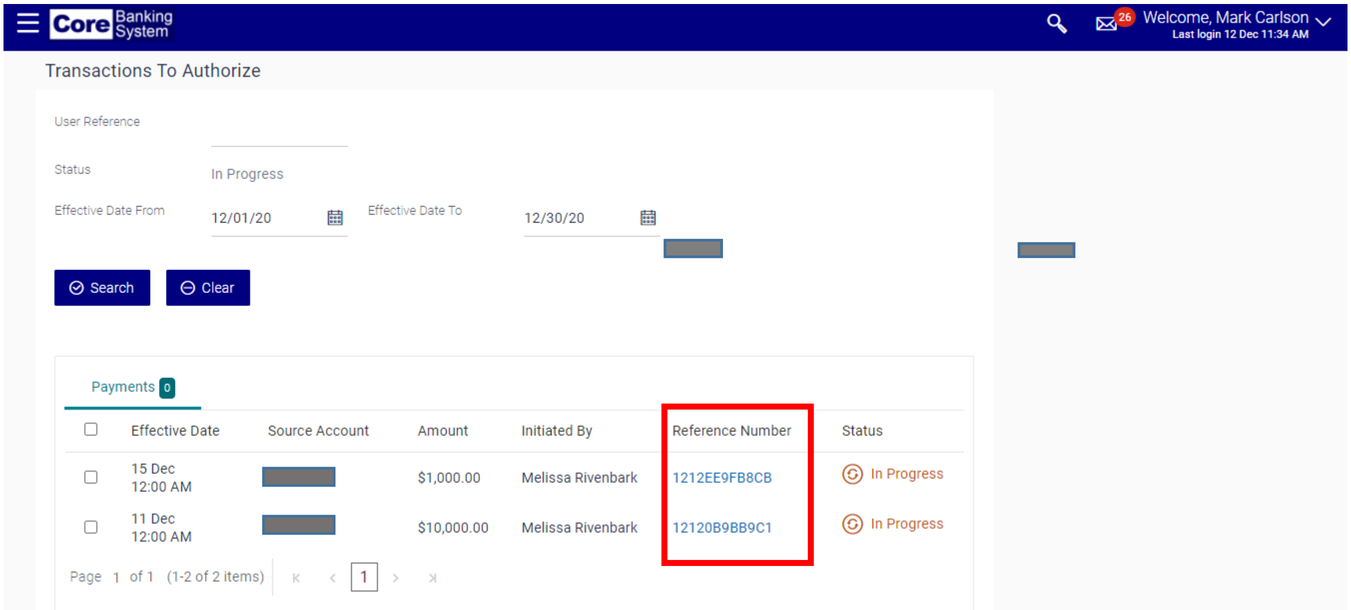
2. Select the **Transactions to Authorize** tab.



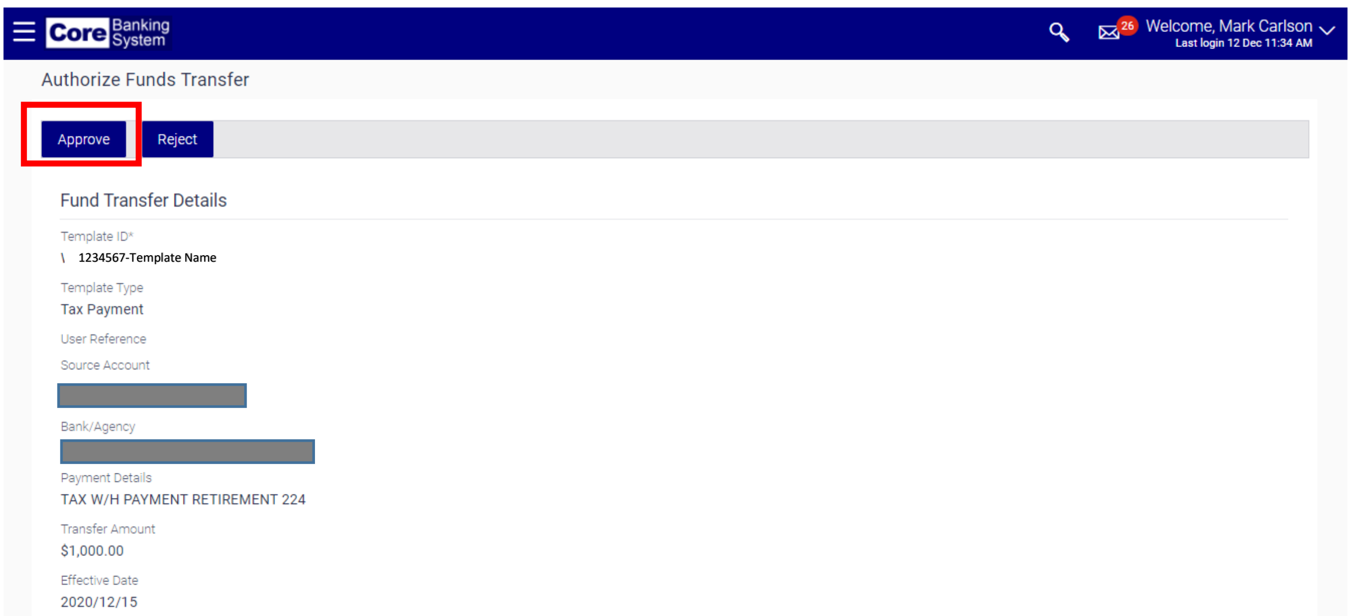
3. Enter the **Effective Date From** and **Effective Date To** dates in order to search for initiated funds transfers or just click **Search**.



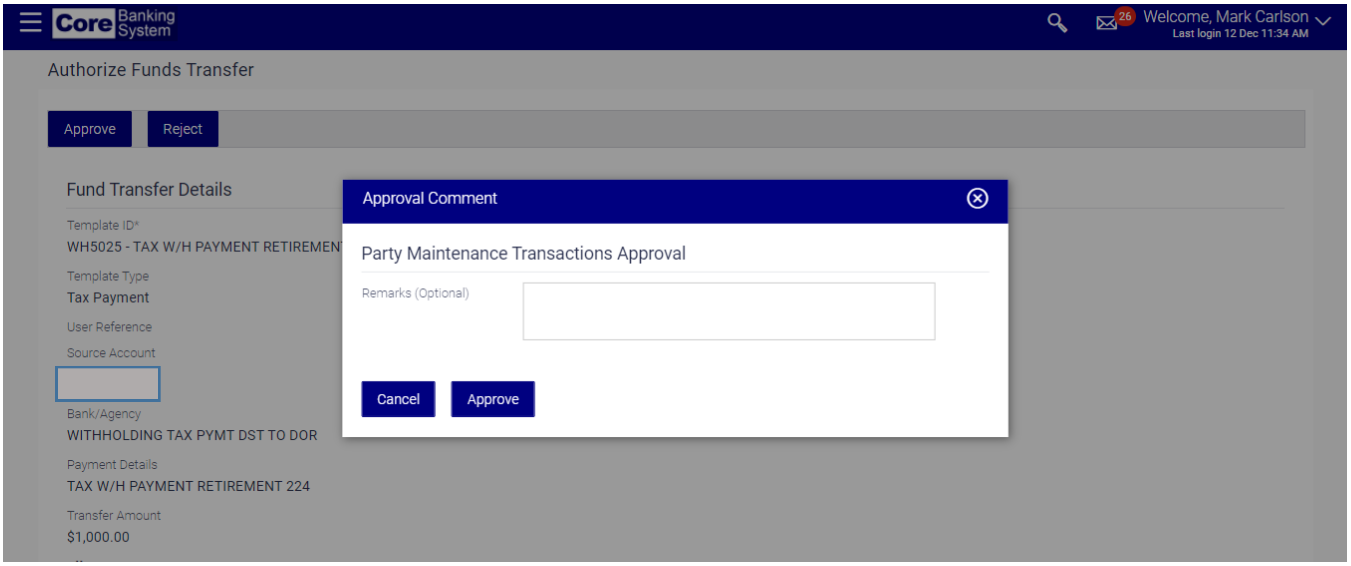
4. Click the applicable reference number under the **Reference Number** column to view transaction details.



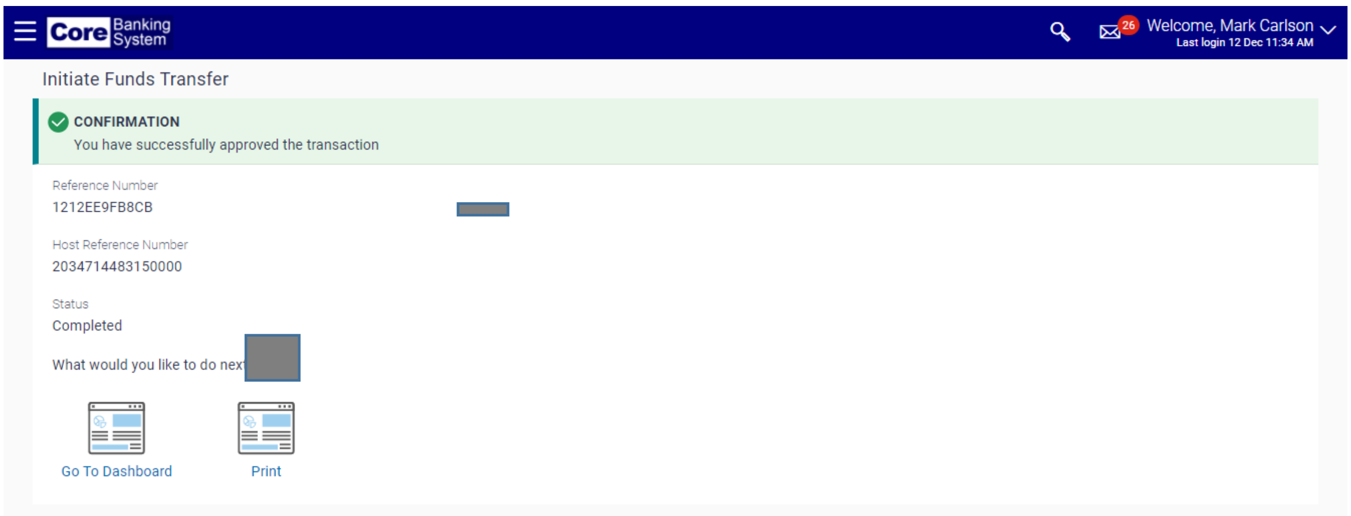
5. Once the information is verified to be correct, click on the **Approve** button located at the top of the screen.



6. Enter approval comments if necessary.



7. Funds Transfer is successfully approved.

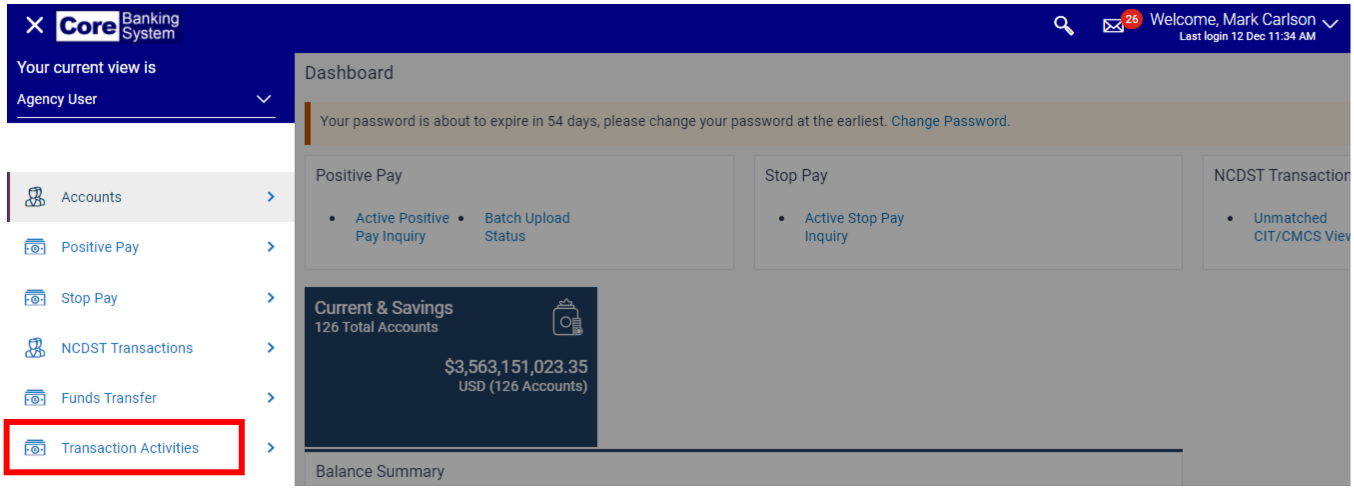


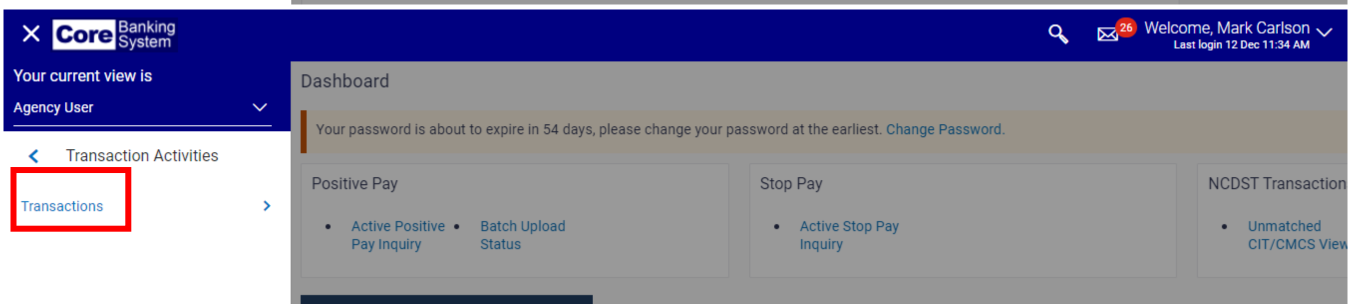
- Do not authorize wires after 4pm. Wire transfer requests may be rejected by the system if an attempt is made to authorize the request after 4pm.
- If the transaction needs to be rejected, please refer to the instructions for rejecting a funds transfer below.
- If the transaction needs to be modified,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

Rejecting a Funds Transfer: Authorizer Actions

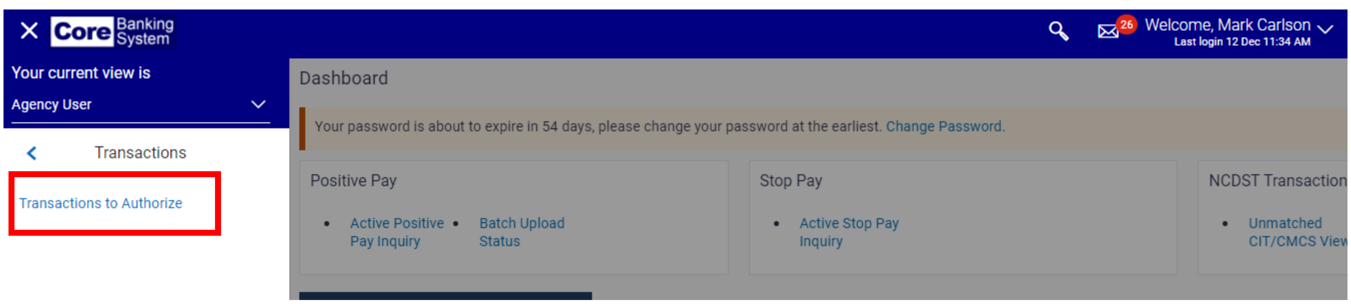
This function is used when a funds transfer needs to be sent back to the initiator for corrections.

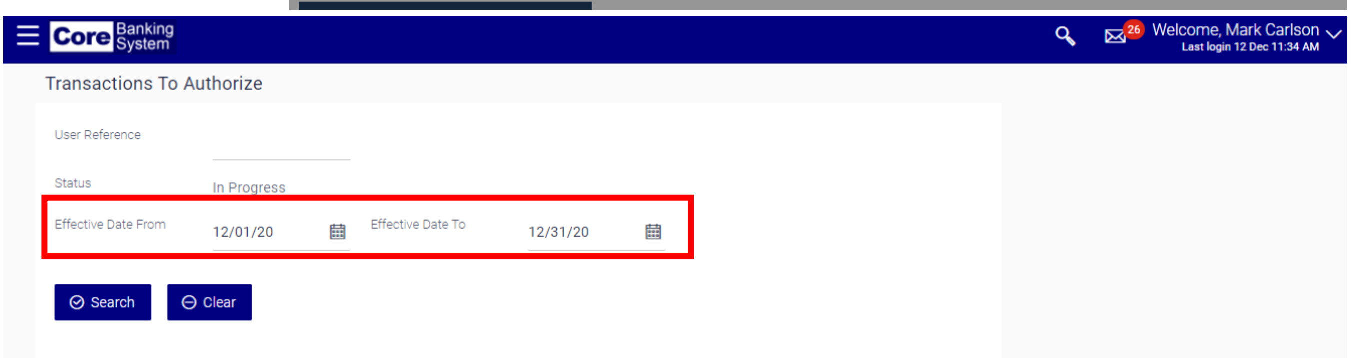
1. Select the **Transaction Activities** tab and then from the left-hand menu, select **Transactions.**



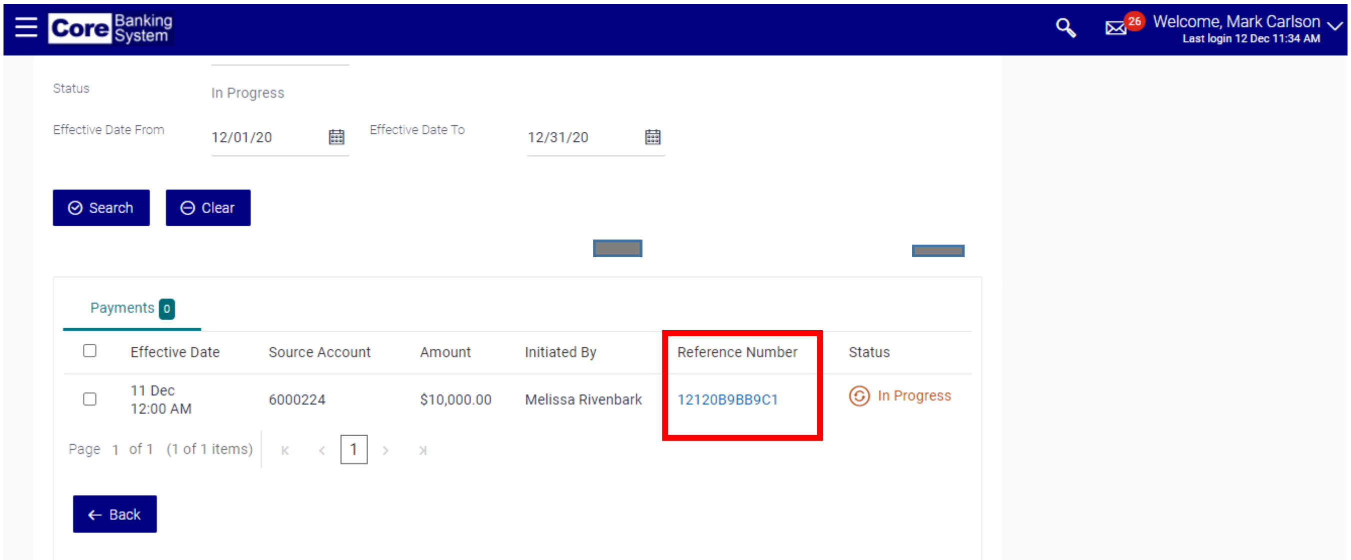


2. Select the **Transactions To Authorize** tab and then complete the effective date from and to fields to search for initiated funds transfers.

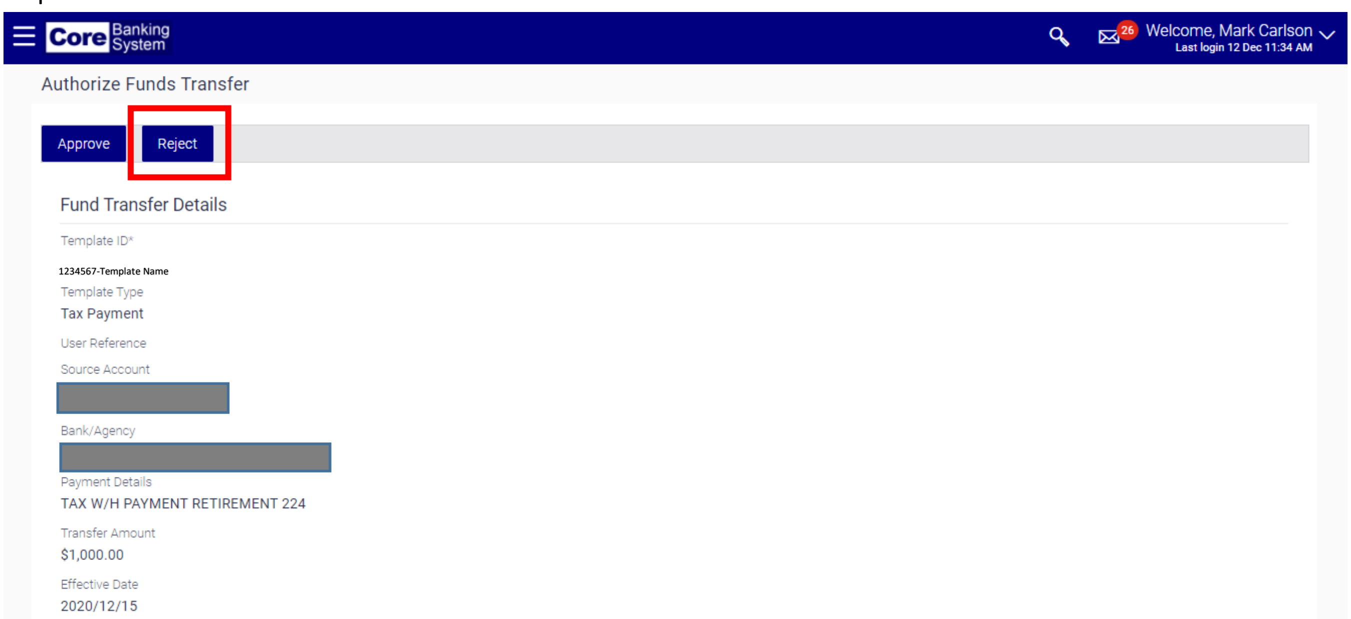




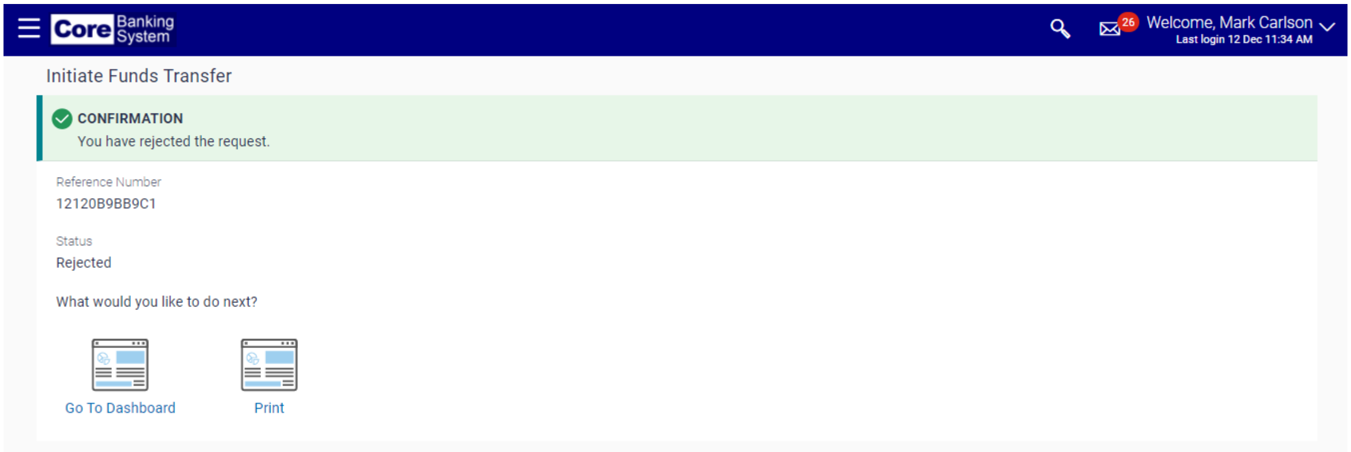
3. Click the applicable reference number under the EBanking Reference No column to view transaction details.



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



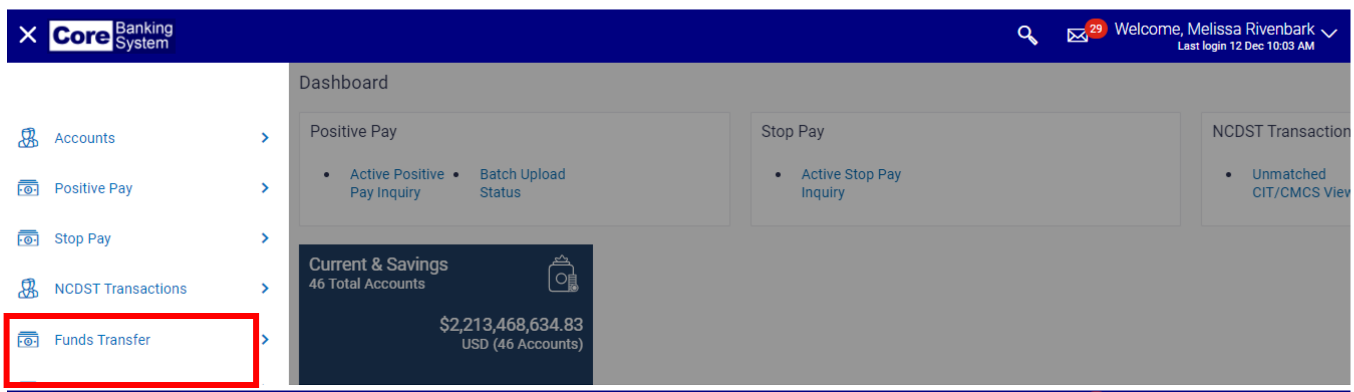
5. Funds Transfer successfully rejected.

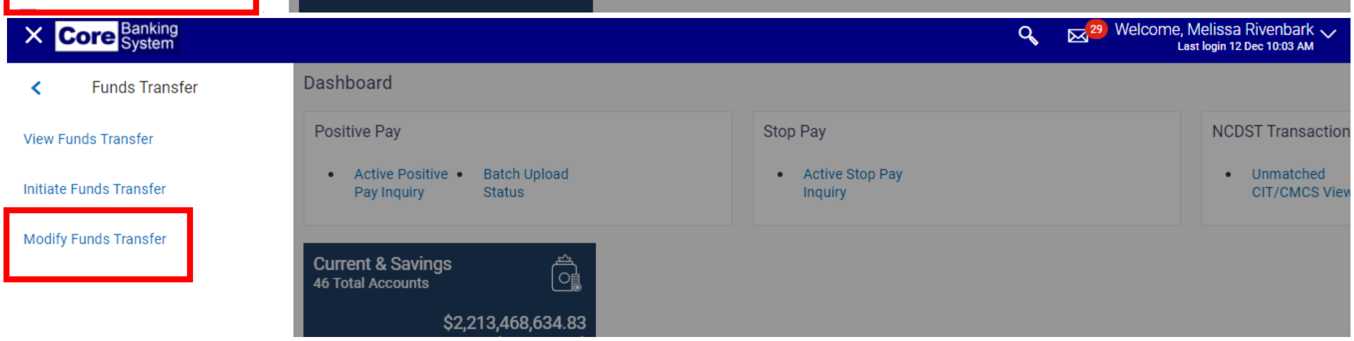


Modifying a Funds Transfer: Initiator Actions

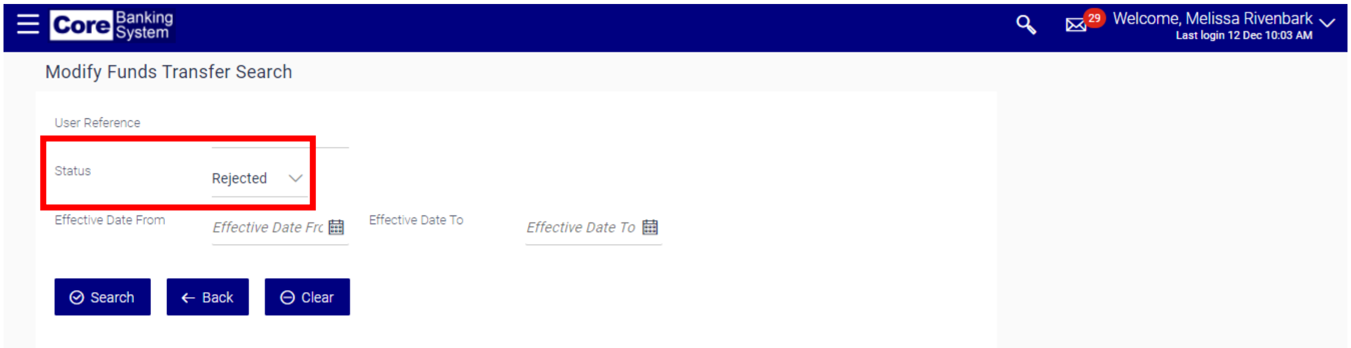
This function allows the initiator to make changes to a funds transfer once it has been returned by the Authorizer.

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

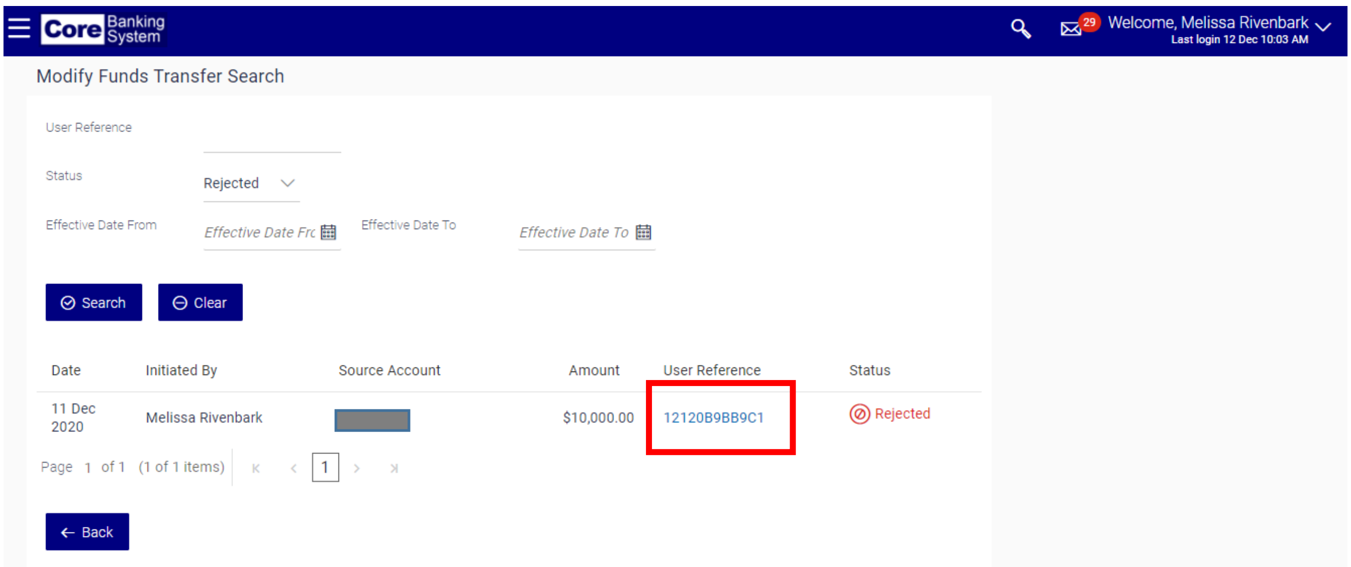




2. Select **Rejected** from the **Status** drop down.



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



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

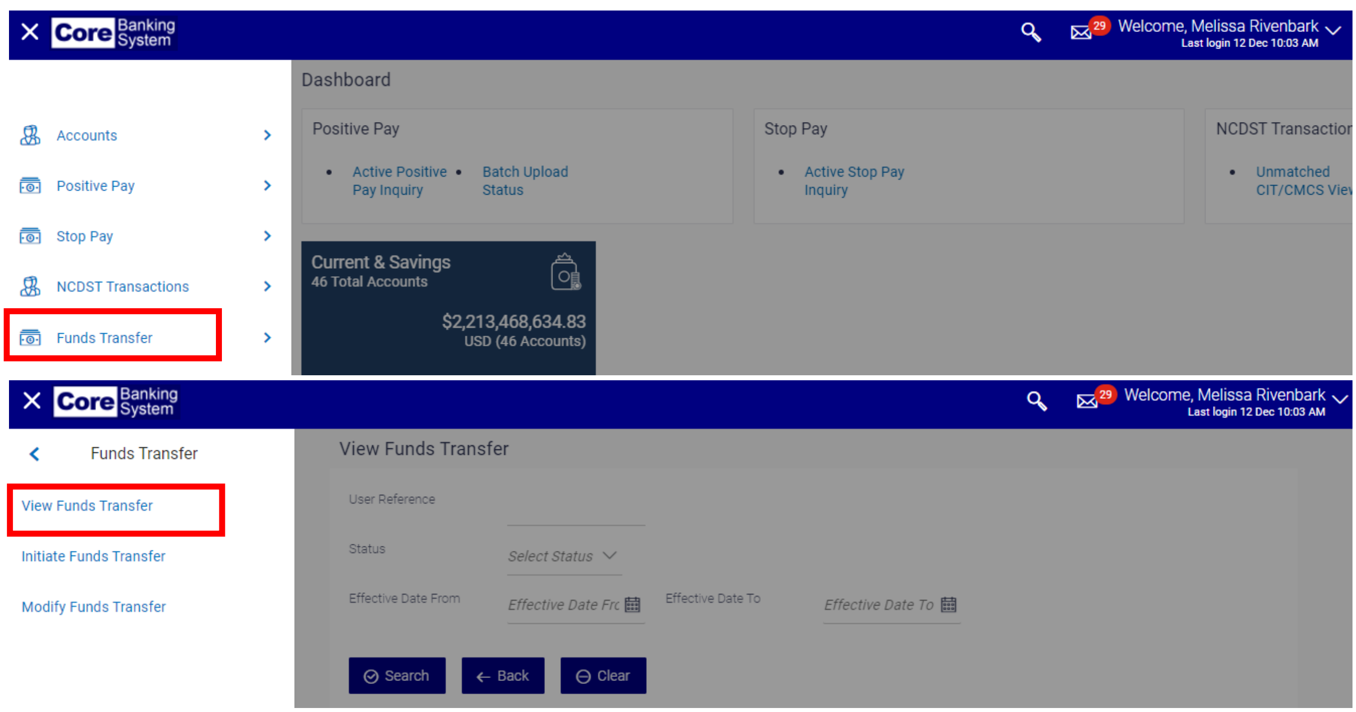
5. Click the **Modify** button.

6. Click the **Confirm** button.

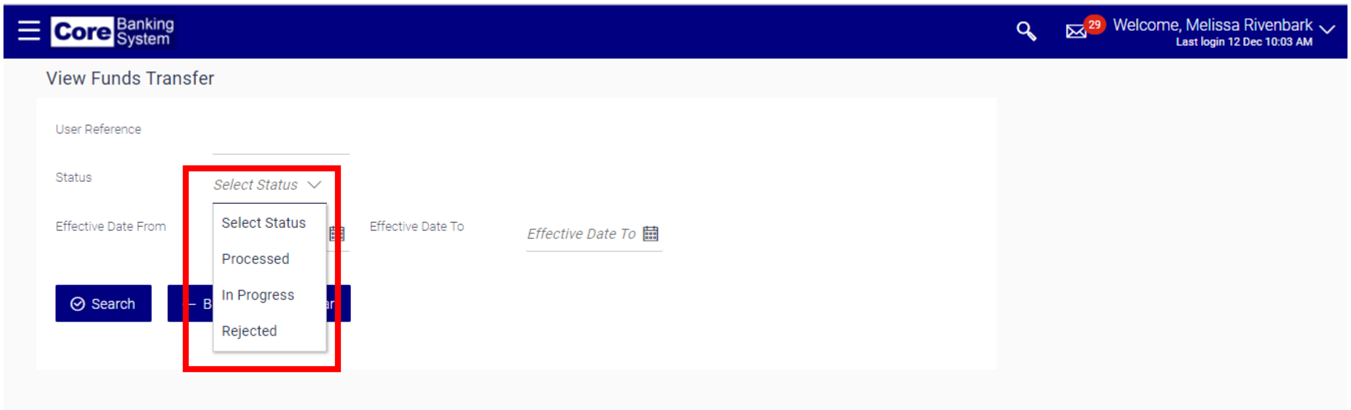
View Transactions

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

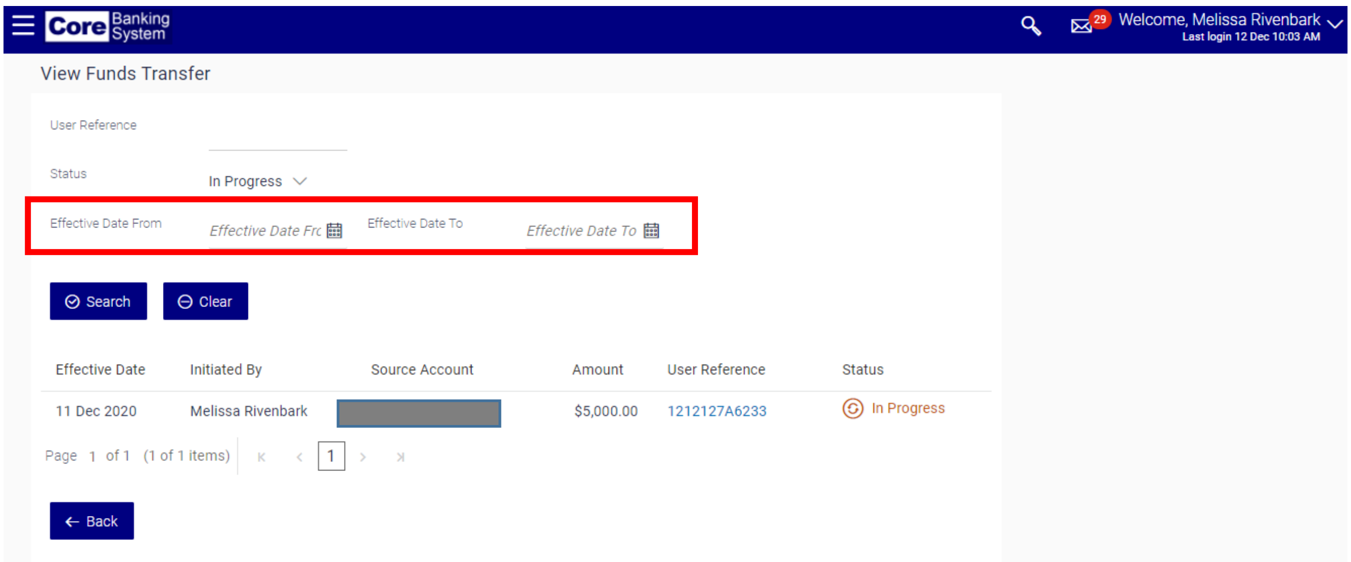
1. Select **Funds Transfer** and then **View Funds Transfer** from the left-hand menu**.**



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



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.



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