



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

 Username

 Password

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

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.

Core Banking System

Welcome, Brandon Watson
Last login 04 Dec 08:35 AM

Notifications

Notifications (2) Alerts

☐

Subject - Details

Received

☐

STIF Interest RatesSTIF Interest Rates

Interest Rates 2019-2020 Jul 2.07534, Aug 2.12908, Sep 2.04345, Oct 2.05982, Nov 2.00994, Dec 1.97960, Jan 1.88752, Feb 1.87254, Mar 1.95886, Apr 1.69240, May 1.54297, Jun 1.19532

15 Oct 2020 12:00:00 AM

☐

STIF Interest RatesSTIF Interest Rates

Interest Rates 2020-2021 Jul 1.04336, Aug 0.87557, Sep 0.63751, Oct 0.53417, Nov 0.44996

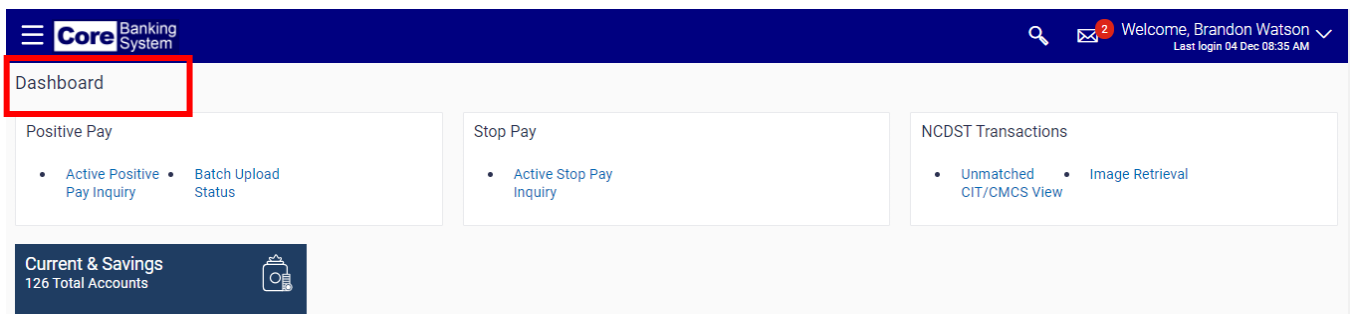
15 Oct 2020 12:00:00 AM

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

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.

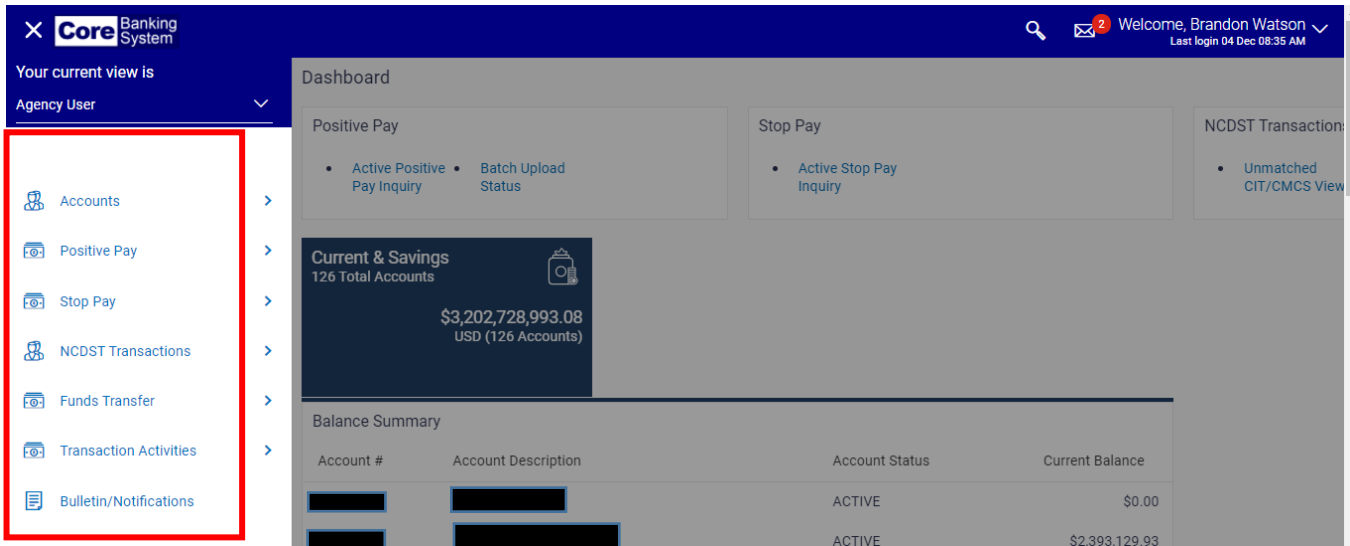
Accessing Menu Functions

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.

Savings & Current

126 Total Accounts

\$3,516,587,212.07 Net Balance

Balance Summary

Account #	Account Description	Account Status	Current Balance
[REDACTED]	[REDACTED]	ACTIVE	\$0.00
[REDACTED]	[REDACTED]	ACTIVE	\$2,393,129.93
[REDACTED]	[REDACTED]	ACTIVE	\$84,821.14
[REDACTED]	[REDACTED]	ACTIVE	\$133,932.17
[REDACTED]	[REDACTED]	ACTIVE	\$4,013,340.23
[REDACTED]	[REDACTED]	ACTIVE	\$170,000.46

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 account number 1234567, a balance of \$84,821.14, and the product name 'DISB WITH NO INTEREST'. The 'Account Activity' section shows a table of transactions with columns for Date, Description, Reference No, Amount, and Balance. The table lists five transactions from December 2020, including 'PAID WARRANT - FRB' and 'CMCS REQUISITION IN'. A red box highlights the 'Account Statement' button at the bottom left of the Account Activity section.

Balance Details

Select Account: 1234567-Account Name
Balance: \$84,821.14

Product Name: DISB WITH NO INTEREST

Customer Name: DEPT OF STATE TREASURER
Account Number: [REDACTED]
Current Balance: \$84,821.14
Product Name: [REDACTED]
Add Nickname

Account Info

Customer Name: DEPT OF STATE TREASURER
Opening Date: 12-17-2012
Account Branch: NC DEPT OF STATE TREASURER BANKING
OPERATIONS SECTION, 3200 ATLANTIC AVE, USA

Balances

Available Balance: \$84,821.14

Account Activity

Opening Balance \$112,000.18
Closing Balance \$84,821.14
Download

Date	Description	Reference No	Amount	Balance
12-03-2020	PAID WARRANT - FRB	000MC0120338A00J	\$111,393.00 Dr	\$84,821.14
12-03-2020	PAID WARRANT - FRB	000MC01203384863	\$185.00 Dr	\$196,214.14
12-03-2020	PAID WARRANT - FRB	000MC01203387545	\$90.00 Dr	\$196,399.14
12-02-2020	CMCS REQUISITION IN	000CMPM20337CFHA	\$84,821.14 Cr	\$196,489.14
12-01-2020	PAID WARRANT - FRB	000MC01203360591	\$332.18 Dr	\$111,668.00

Page 1 of 1 (1-5 of 5 items)

Account Statement Back

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 'Account Activity' option is highlighted with a red box. The main content area shows 'Savings & Current' accounts with a total of 126 accounts and a net balance of \$3,516,587,212.07.

Core Banking System

Your current view is Agency User

Accounts

Overview

Account Activity

Statement Verification

Savings & Current

126 Total Accounts

\$3,516,587,212.07 Net Balance

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

Core Banking System

Welcome, Brandon Watson
Last login 04 Dec 08:35 AM

Account Activity

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

Search By: Current Month

Reference Number

Transaction Type: All

Amount From

Amount To

Search Reset Back

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

Core Banking System

Welcome, Brandon Watson
Last login 04 Dec 08:35 AM

Account Activity

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

Search By: Current Month

Transaction Type: All

Amount From

Amount To

Reference Number

Search Reset Back

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

Core Banking System

Welcome, Brandon Watson
Last login 04 Dec 08:35 AM

Account Activity

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

Search By: Current Month

Transaction Type: All

Amount From

Amount To

Reference Number

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' page in the Core Banking System. The 'Search By' dropdown is set to 'Date Range'. The 'Date From' field is populated with '10-01-2020' and the 'Date To' field is populated with '10-31-2020'. These two fields are highlighted with a red rectangular box. Other fields visible include 'Select Account' (1234567-Account Name), 'Balance : \$7,658,920.57', 'Reference Number', 'Transaction Type' (All), 'Amount From', and 'Amount To'. At the bottom are 'Search', 'Reset', and 'Back' buttons.

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' page in the Core Banking System. The 'Search By' dropdown is set to 'Date Range'. The 'Date From' field is populated with '10-01-2020' and the 'Date To' field is populated with '10-31-2020'. The 'Amount From' field is populated with '\$200.00' and the 'Amount To' field is populated with '\$50,000.00'. These two fields are highlighted with a red rectangular box. Other fields visible include 'Select Account' (1234567-Account Name), 'Balance : \$7,658,920.57', 'Reference Number', 'Transaction Type' (All), and 'Date Range'. At the bottom are 'Search', 'Reset', and 'Back' buttons.

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

[Download](#) 

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	000MC0120304AJ3	\$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.

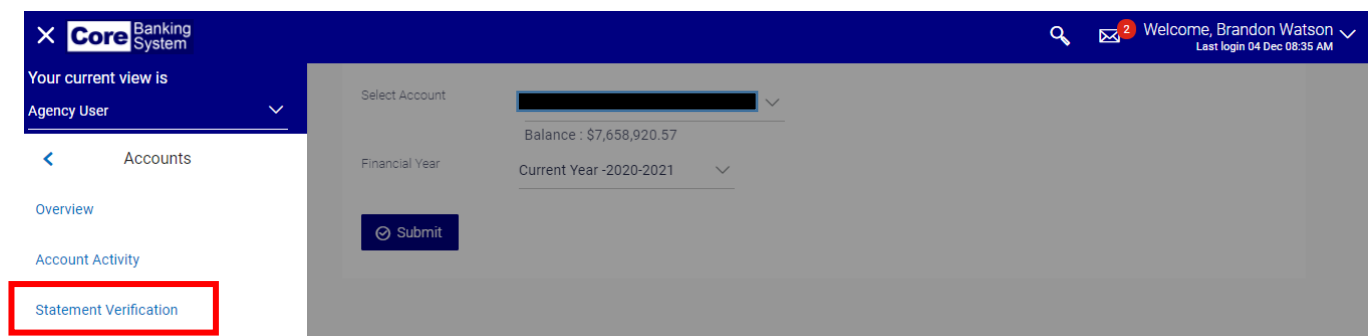
If you want to download the account activity information, click the Download button and select the appropriate format and. Your format options are CSV (Excel) or PDF.

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.

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



The screenshot shows the Core Banking System interface. On the left, a navigation menu lists 'Accounts', 'Overview', 'Account Activity', and 'Statement Verification' (which is highlighted with a red box). The main content area displays a 'Select Account' dropdown menu, the current balance of '\$7,658,920.57', and a 'Financial Year' dropdown set to 'Current Year -2020-2021'. A 'Submit' button is visible at the bottom of the main area. The top right of the interface shows a user greeting: 'Welcome, Brandon Watson' and 'Last login 04 Dec 08:35 AM'.

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

The screenshot shows the Core Banking System interface. The header includes the Core Banking System logo, a search icon, a notification icon with a red '2', and a welcome message for Brandon Watson. The main content area has a 'Select Account' dropdown menu highlighted with a red box. Below it, the account name '1234567-Account Name' and balance '\$7,658,920.57' are displayed. There is also a 'Financial Year' dropdown menu and a 'Submit' button.

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

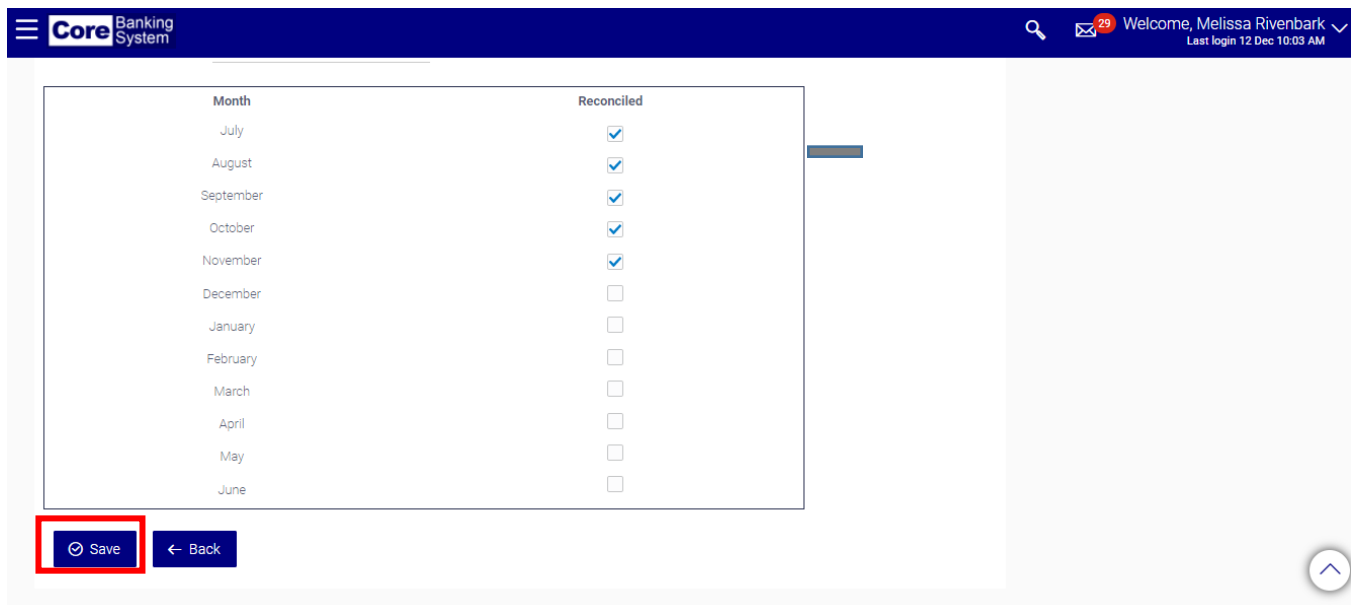
The screenshot shows the Core Banking System interface. The header is the same as the previous one. The main content area shows the 'Select Account' dropdown menu and the account details. The 'Financial Year' dropdown menu is highlighted with a red box. Below it, the current year '-2020-2021' is displayed. There is also a 'Submit' button.

Place a check in the month's reconciled checkbox.

The screenshot shows the Core Banking System interface. The header is the same as the previous ones. The main content area is titled 'Statement Verification'. It shows the 'Select Account' dropdown menu and the account details. Below that, there is a table with two columns: 'Month' and 'Reconciled'. The table lists the months from July to March. The 'Reconciled' column contains checkboxes. 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	☒
August	☒
September	☒
October	☒
November	☒
December	☐
January	☐
February	☐
March	☐

4. Click the **Save** button.

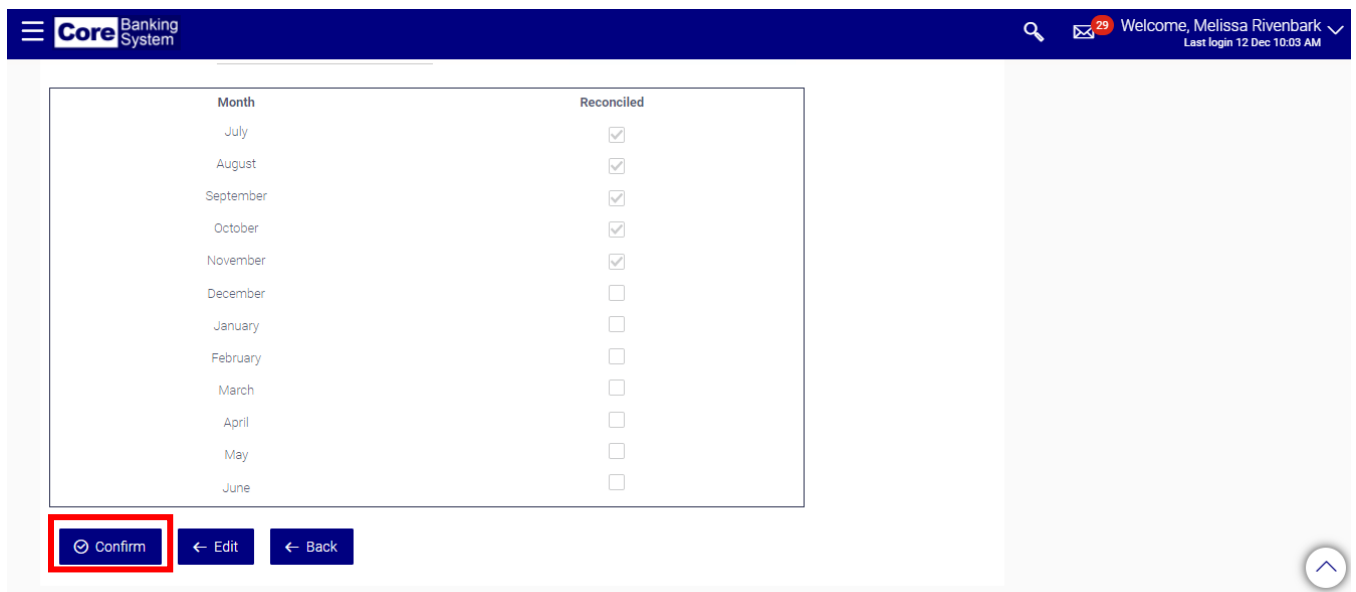


The screenshot shows the Core Banking System interface. At the top, there is a header bar with the Core Banking System logo, a search icon, a notification icon with '29', and a user profile 'Welcome, Melissa Rivenbark' with a dropdown arrow. Below the header, there is a table with two columns: 'Month' 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 bar on the right side of the table and a 'Back' button with a left arrow.

Month	Reconciled
July	☒
August	☒
September	☒
October	☒
November	☒
December	☐
January	☐
February	☐
March	☐
April	☐
May	☐
June	☐

[Save](#) [Back](#)

5. Click the **Confirm** button.



The screenshot shows the Core Banking System interface, similar to the previous one. The table has the same data. 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 bar on the right side of the table and a 'Back' button with a left arrow.

Month	Reconciled
July	☒
August	☒
September	☒
October	☒
November	☒
December	☐
January	☐
February	☐
March	☐
April	☐
May	☐
June	☐

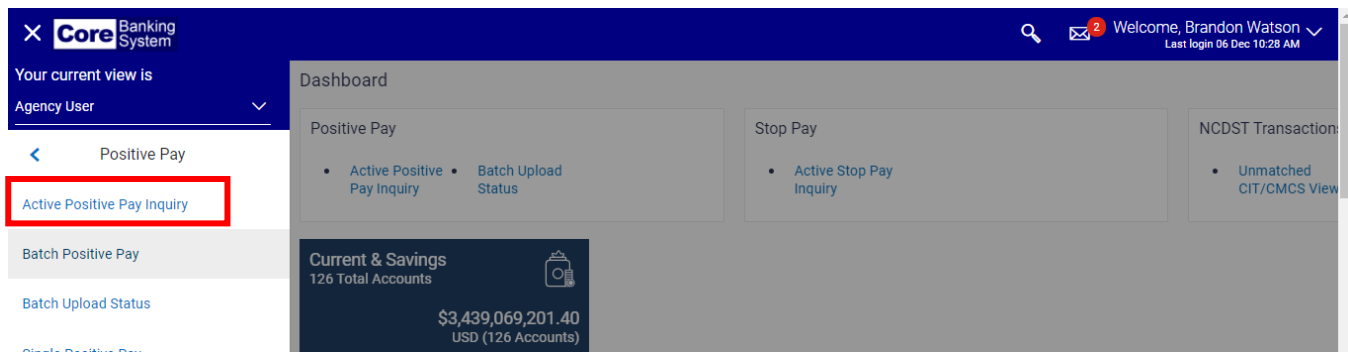
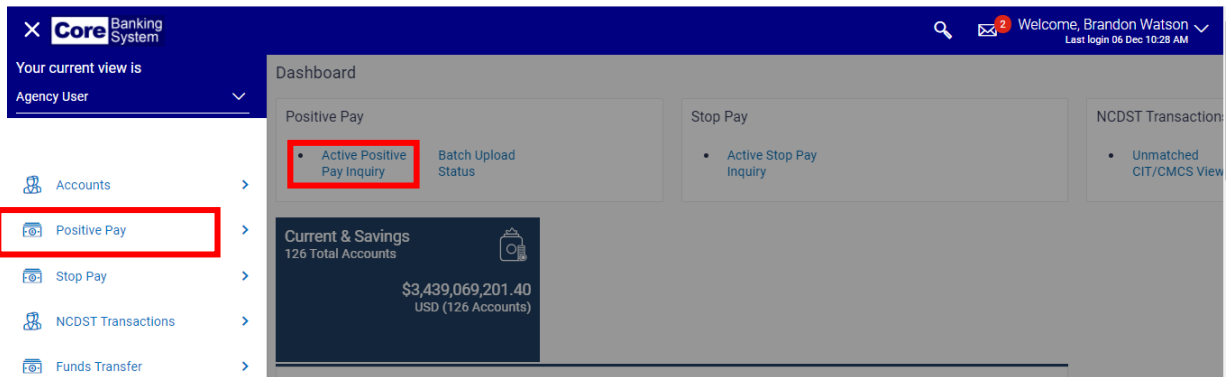
[Confirm](#) [Edit](#) [Back](#)

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.

The screenshot shows the 'Active Positive Pay Inquiry' form. The 'Select Account Number*' drop-down field is highlighted with a red box and contains the value '1234567-Account Name'. Below this field are input fields for 'Start Warrant Number', 'End Warrant Number', 'From Date', and 'To Date'. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Back'.

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 in the Core Banking System. At the top, there's a header with the Core Banking System logo and a user welcome message: 'Welcome, Brandon Watson' with a last login time of '06 Dec 10:28 AM'. Below the header, the title 'Active Positive Pay Inquiry' is displayed. The form contains several input fields: 'Select Account Number' (a dropdown menu showing '1234567-Account Name'), 'Start Warrant Number', 'End Warrant Number', 'From Date', and 'To Date'. The 'Start Warrant Number' and 'End Warrant Number' fields are highlighted with a red rectangular box. At the bottom of the form, there are three buttons: 'Search' (with a magnifying glass icon), 'Clear' (with a circular arrow icon), and 'Back' (with a left arrow icon).

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 shows the same 'Active Positive Pay Inquiry' interface as the previous one. In this view, the 'From Date' and 'To Date' fields are highlighted with a red rectangular box. The 'Start Warrant Number' and 'End Warrant Number' fields are now empty. All other elements, including the header, title, dropdown menu, and buttons, remain the same.

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.

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





Welcome, Brandon Watson
Last login 06 Dec 10:28 AM

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				\$8.07	Open
129743050	01 Nov 2020				\$236.50	Open
129743058	01 Nov 2020				\$27.43	Open

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





Welcome, Brandon Watson
Last login 06 Dec 10:28 AM

End Warrant Number

From Date
11-01-2020

To Date
11-30-2020

Search

Clear

Back

Download

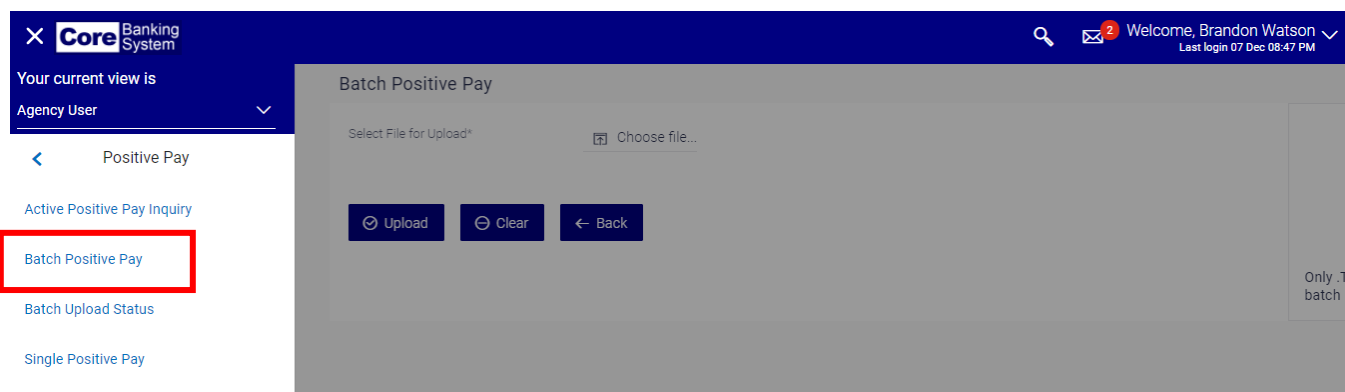
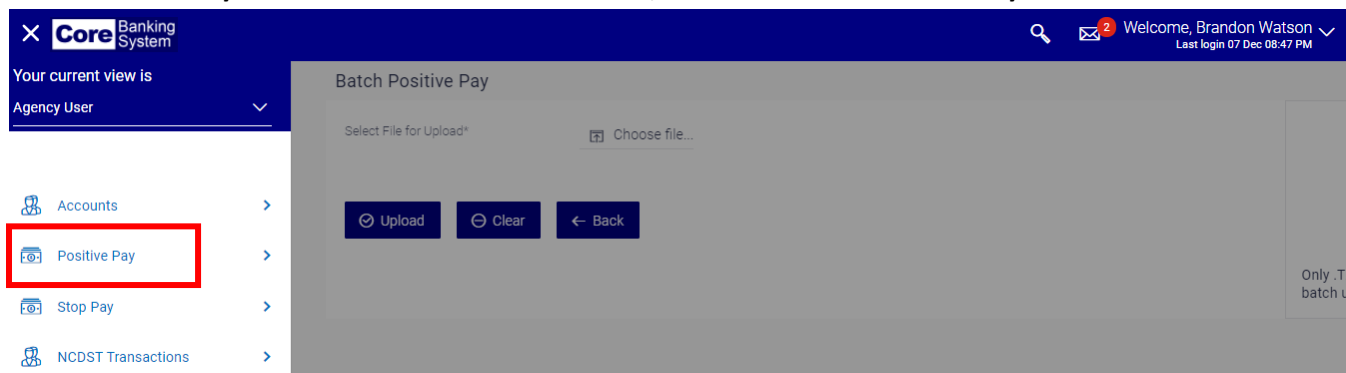
Search Results

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

Batch Positive Pay

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

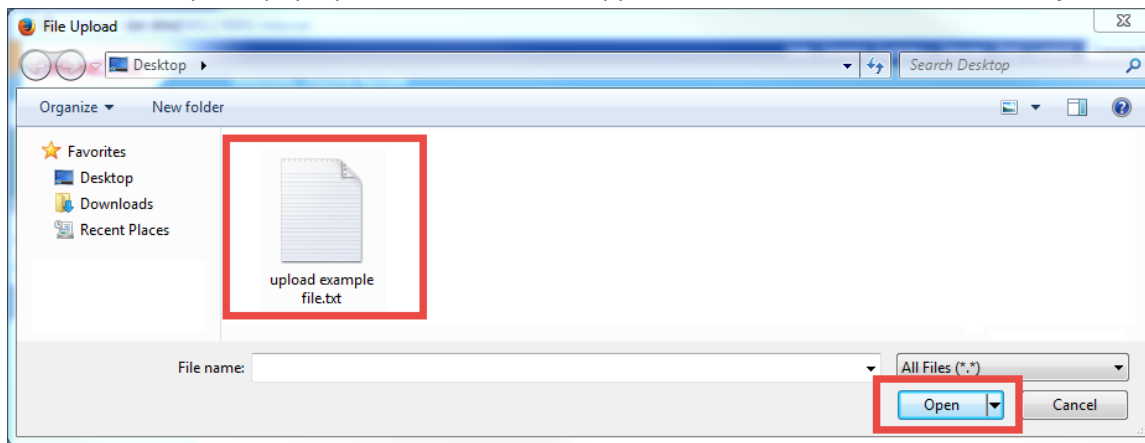
1. Select **Positive Pay** and then from the left-hand menu, then elect **Batch Positive Pay**.



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



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.

The first screenshot shows the Core Banking System dashboard for user Brandon Watson. The left-hand menu is expanded, and 'Positive Pay' is highlighted with a red box. The dashboard displays sections for Positive Pay, Stop Pay, and NCDST Transactions, along with a 'Current & Savings' summary showing 126 total accounts and a balance of \$3,593,577,595.19 USD.

The second screenshot shows the same dashboard after navigating to the 'Batch Upload Status' page. The left-hand menu is expanded, and 'Batch Upload Status' is highlighted with a red box. The dashboard content remains the same, but the left-hand menu now shows a breadcrumb trail: 'Positive Pay' > 'Batch Upload Status'.

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

The screenshot shows the 'Batch Upload Status' page for user Mark Carlson. The 'Inquiry For' drop-down field is highlighted with a red box and contains the text 'Positive Pay'. Below this field are input fields for 'Search For', 'Reference Number', and 'File Name'.

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

The screenshot shows the 'Batch Upload Status' page in the Core Banking System. The header includes the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for 'Welcome, Mark Carlson' with the last login time '11 Dec 04:00 PM'. The main form area contains several fields: 'Inquiry For' (set to 'Positive Pay'), 'Search For' (highlighted with a red box and set to 'All'), 'Reference Number' (empty), 'File Name' (empty), 'Start Upload Date (MM/DD/YYYY)' (empty with a calendar icon), 'End Upload Date (MM/DD/YYYY)' (empty with a calendar icon), and 'File Uploaded By (User)' (empty).

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.

This screenshot shows the same 'Batch Upload Status' page. In this step, the 'Reference Number' field is highlighted with a red box. The 'Search For' dropdown remains set to 'All'. The other fields ('File Name', 'Start Upload Date', 'End Upload Date', and 'File Uploaded By') are still empty.

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.

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)

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

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.

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

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.

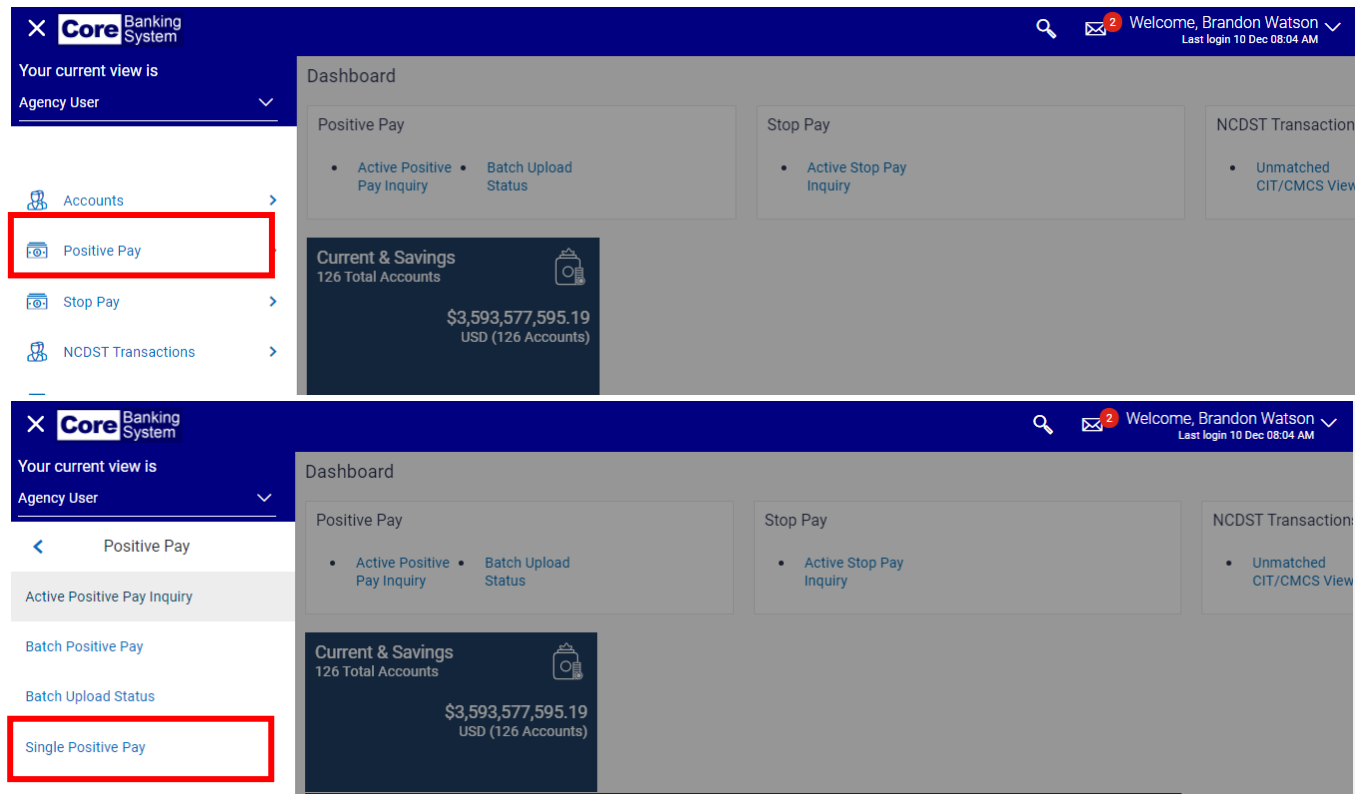
Core Banking System Welcome, Brandon Watson Last login 10 Dec 08:04 AM

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.

The image shows a screenshot of the 'Single Positive Pay' form. The 'Select Account Number*' field is highlighted with a red rectangle, showing the value '1234567-Account Name'. Below this field are other input fields: 'Select Transaction Type*', 'Warrant Number*', and 'Warrant Amount*'. The form is part of the Core Banking System interface, with the user logged in as Brandon Watson.

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





Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

Select Account Number*
1234567-Account Name

Select Transaction Type*
Add

Warrant Number*

Warrant Amount*

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





Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

Select Account Number*
1234567-Account Name

Select Transaction Type*
Add

Warrant Number*
12345

Warrant Amount*

Issue Date*

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





Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

Select Account Number*
1234567-Account Name

Select Transaction Type*
Add

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.

Core Banking System

Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

Select Account Number* 1234567-Account Name

Select Transaction Type* Add

Warrant Number* 12345

Warrant Amount* \$500.00

Issue Date* 12-02-2020

Payee Name

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

Core Banking System

Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

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

Submit Clear Back

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

Core Banking System

Welcome, Brandon Watson
Last login 10 Dec 08:04 AM

Single Positive Pay

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

Submit Clear Back

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.

Core Banking System

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

Single Positive Pay

Account Number
1234567

Warrant Number
12345

Warrant Amount
\$500.00

Transaction Type
Add

Issue Date
02 Dec 2020

Payee Name
Joe Tester

Confirm Back

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

Core Banking System

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

Single Positive Pay

Reference Number
128589732

Your request has been submitted successfully.

Ok

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.

Core Banking System

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

Dashboard

Positive Pay

- Active Positive Pay Inquiry
- Batch Upload Status

Stop Pay

- Active Stop Pay Inquiry

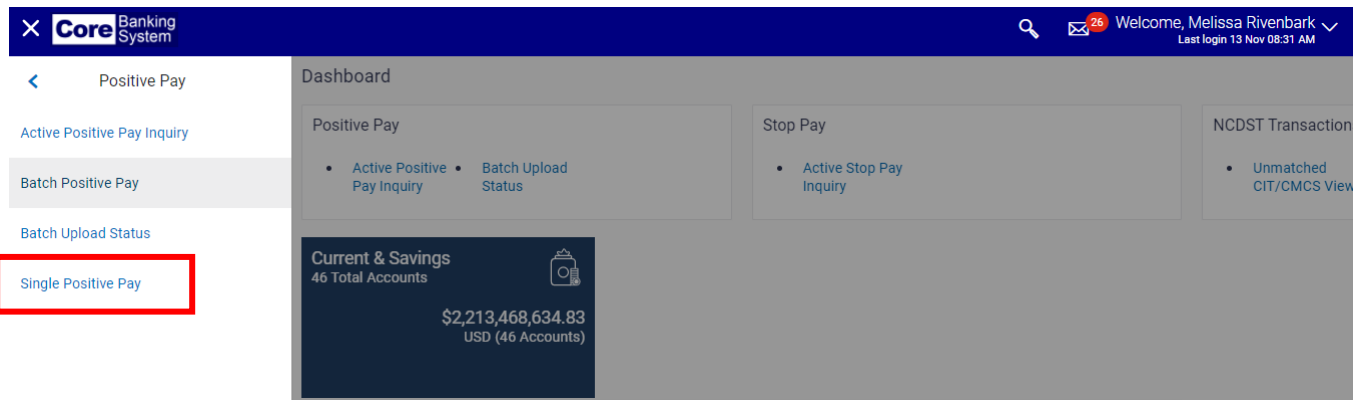
NCDST Transaction

- Unmatched CIT/CMCS View

Current & Savings

46 Total Accounts

\$2,212,468,624.82



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 as follows:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Delete
- Warrant Number*: 12345
- Warrant Amount*: \$100.00 (highlighted with a red box)
- Issue Date*: (empty)

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 value '12-02-2020' is entered in the field. The form fields are as follows:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Delete
- Warrant Number*: 12345
- Warrant Amount*: \$100.00
- Issue Date*: 12-02-2020 (highlighted with a red box)
- Payee Name: (empty)

7. Click the **Submit** button.

The screenshot shows the 'Single Positive Pay' form with the 'Submit' button highlighted by a red box. The form fields are as follows:

- Select Account Number*: 1234567-Account Name
- Select Transaction Type*: Delete
- Warrant Number*: 12345
- Warrant Amount*: \$100.00
- Issue Date*: 12-02-2020
- Payee Name: (empty)

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

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.

Core Banking System

26

Welcome, Melissa Rivenbark

Last login 13 Nov 08:31 AM

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.

Core Banking System

26

Welcome, Melissa Rivenbark

Last login 13 Nov 08:31 AM

Single Positive Pay

Reference Number

128589732

Your request has been submitted successfully.

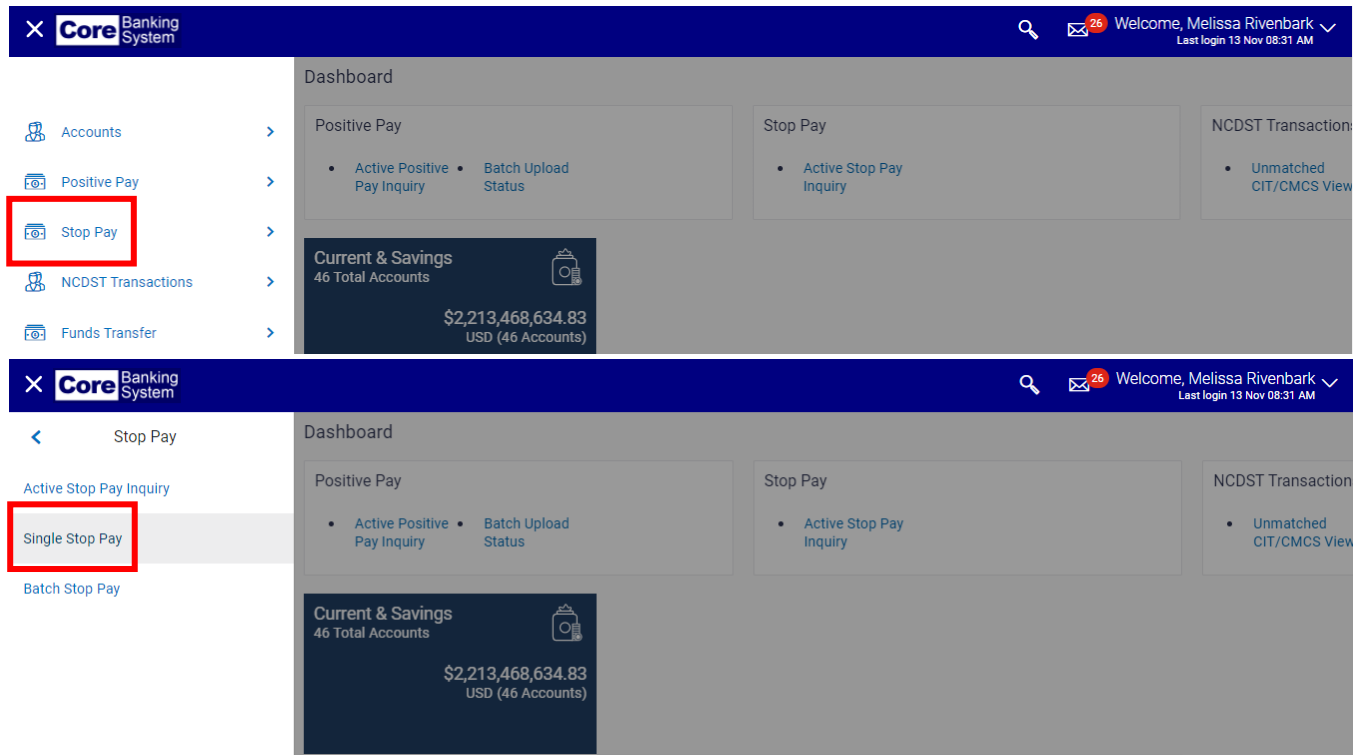
Ok

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.

The image shows the 'Single Stop Pay' form in the Core Banking System. The 'Select Account Number*' field is highlighted with a red box, showing a dropdown menu with the selected account '1734567-Account Name'. Below this field are other required fields: 'Select transaction type*', 'Warrant Number*', 'Warrant Amount*', and 'Issue Date*'. The form is set against a dark blue header with the Core Banking System logo and user information.

3. Select *Add* from the **Select Transaction Type** drop-down 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 a welcome message for Melissa Rivenbark. The form fields are: 'Select Account Number*' (1234567-Account Name), 'Select Transaction Type*' (Add), 'Warrant Number*', 'Warrant Amount*', 'Issue Date*', and 'Payee Name'. The 'Select Transaction Type*' dropdown is highlighted with a red box.

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

The screenshot shows the 'Single Stop Pay' form. The 'Warrant Number*' field is highlighted with a red box and contains the value '12345'. The 'Select Transaction Type*' dropdown still shows 'Add'. The 'Issue Date*' field has a calendar icon.

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

The screenshot shows the 'Single Stop Pay' form. The 'Warrant Amount*' field is highlighted with a red box and contains the value '\$200.00'. The 'Warrant Number*' field now contains '12345'. The 'Issue Date*' field has a calendar icon.

6. Enter the issue date in the Issue Date 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* 12-01-2020

Payee Name

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.

Core Banking System

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

Single Stop Pay

Account Number 1234567

Warrant Number 12345

Warrant Amount \$200.00

Transaction Type Add

Issue Date 01 Dec 2020

Payee Name

Stop Pay Reason

Confirm Back

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

Core Banking System

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

Single Stop Pay

Reference Number 714352

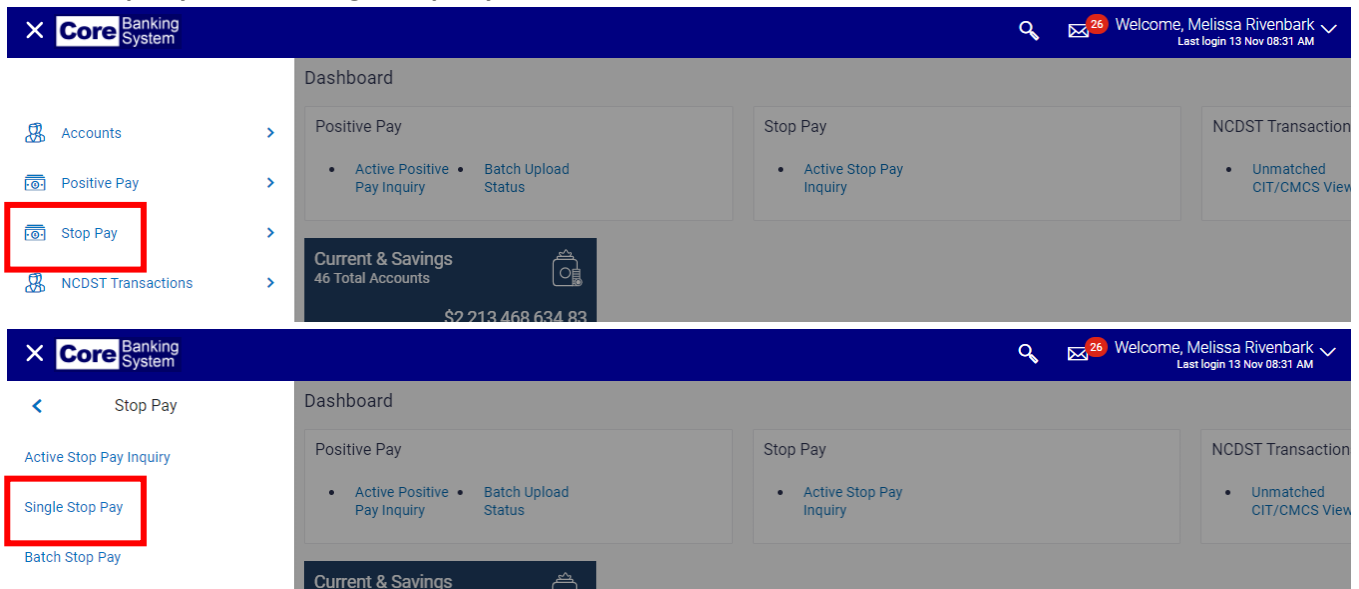
Your request has been submitted successfully.

Ok

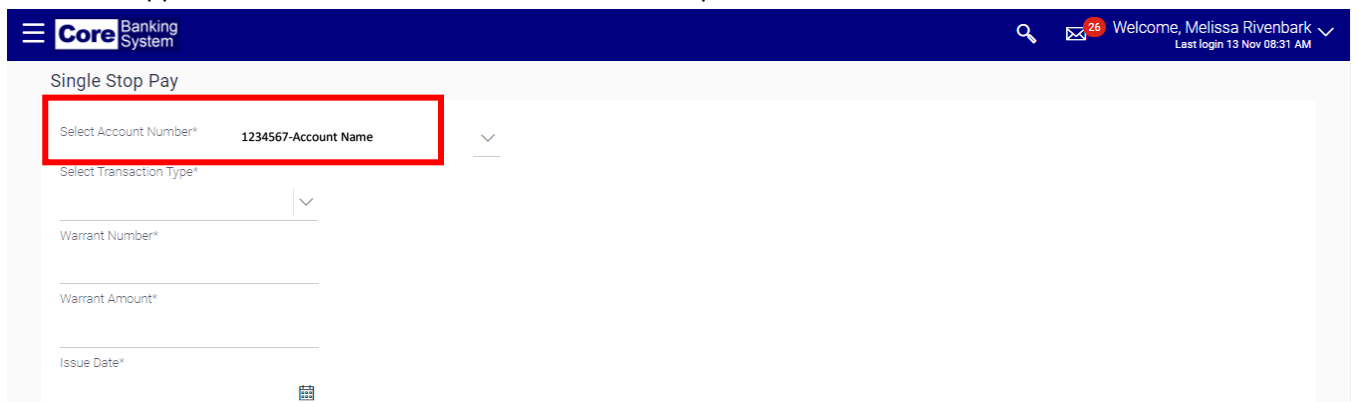
Delete Stop Pay

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.

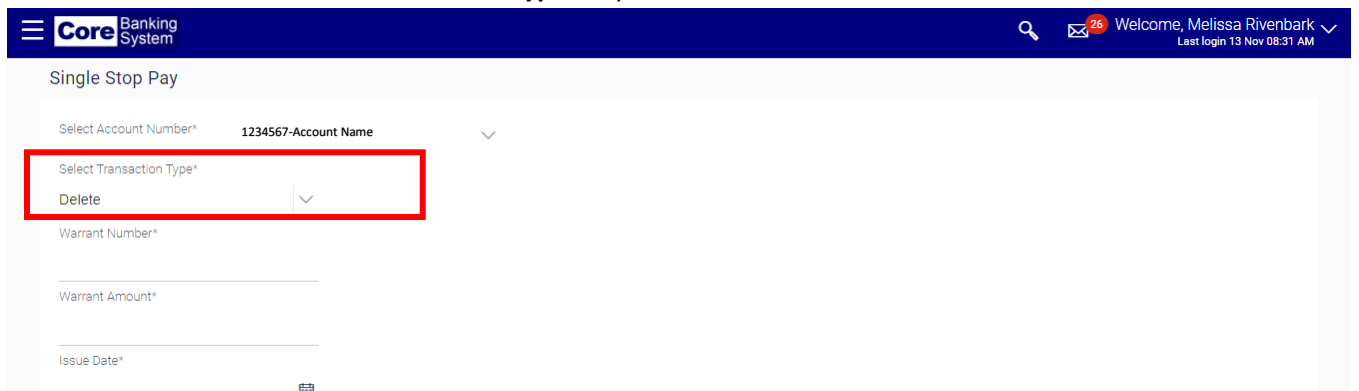
1. Select **Stop Pay** and then **Single Stop Pay** from the left-hand menu.



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 a welcome message for Melissa Rivenbark. The form fields are: 'Select Account Number*' (1234567-Account Name), 'Select Transaction Type*' (Delete), 'Warrant Number*' (12345, highlighted with a red box), 'Warrant Amount*', and 'Issue Date*'. A calendar icon is next to the 'Issue Date*' field.

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

The screenshot shows the 'Single Stop Pay' form. The 'Warrant Amount*' field is highlighted with a red box and contains the value '\$200.00'. The 'Warrant Number*' field contains '12345'. The 'Issue Date*' field has a calendar icon.

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

The screenshot shows the 'Single Stop Pay' form. The 'Issue Date*' field is highlighted with a red box and contains the value '12-02-2020'. The 'Warrant Amount*' field contains '\$200.00'. The 'Warrant Number*' field contains '12345'. The 'Payee Name' and 'Stop Pay Reason' fields are at the bottom.

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.

Core Banking System

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

Single Stop Pay

Account Number
1234567-

Warrant Number
12345

Warrant Amount
\$200.00

Transaction Type
Delete

Issue Date
02 Dec 2020

Payee Name

Stop Pay Reason

Confirm Back

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

Core Banking System

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

Single Stop Pay

Reference Number
714352

Your request has been submitted successfully.

Ok

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.

Core Banking System

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

Dashboard

Positive Pay

- Active Positive Pay Inquiry
- Batch Upload Status

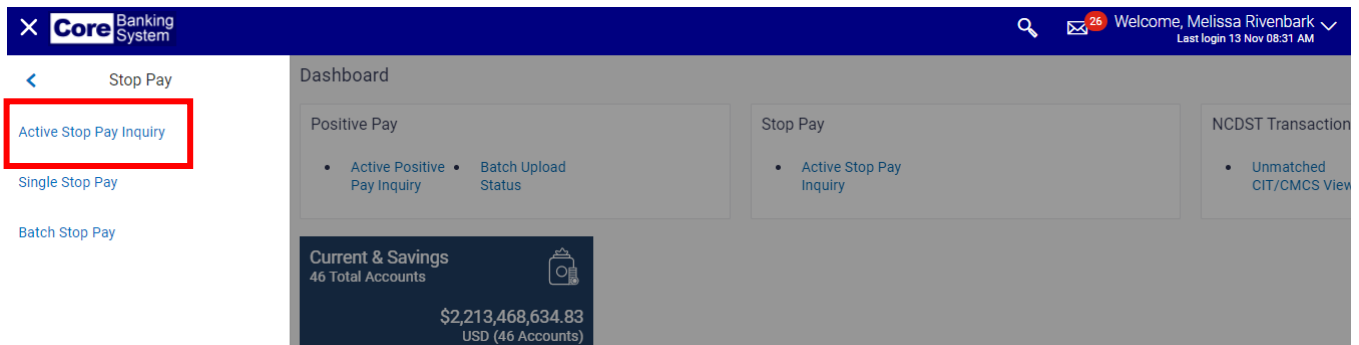
Stop Pay

- Active Stop Pay Inquiry

NCDST Transaction

- Unmatched CIT/CMCS View

Current & Savings
46 Total Accounts
\$2,213,468,634.83
USD (46 Accounts)



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

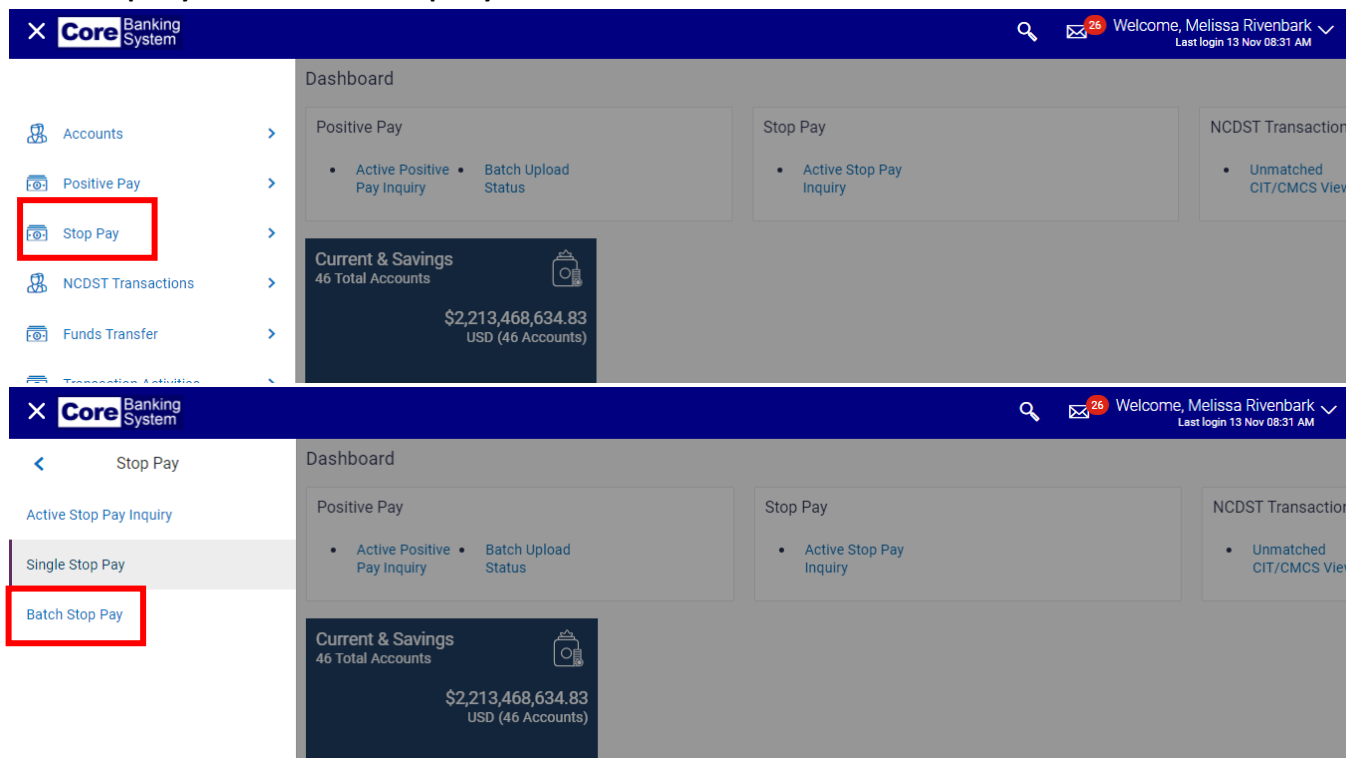
Reference Number	Date	Payee	Remarks	Warrant Number	Amount	Status
702611	06 Feb 2020			4191155	\$138.97	Open
702587	06 Feb 2020			4191255	\$52.52	Open
702861	13 Feb 2020			4191355	\$41.88	Open
702358	13 Feb 2020			4191383	\$2,791.78	Open
702356	13 Feb 2020			4191384	\$2,538.84	Open
703192	13 Feb 2020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

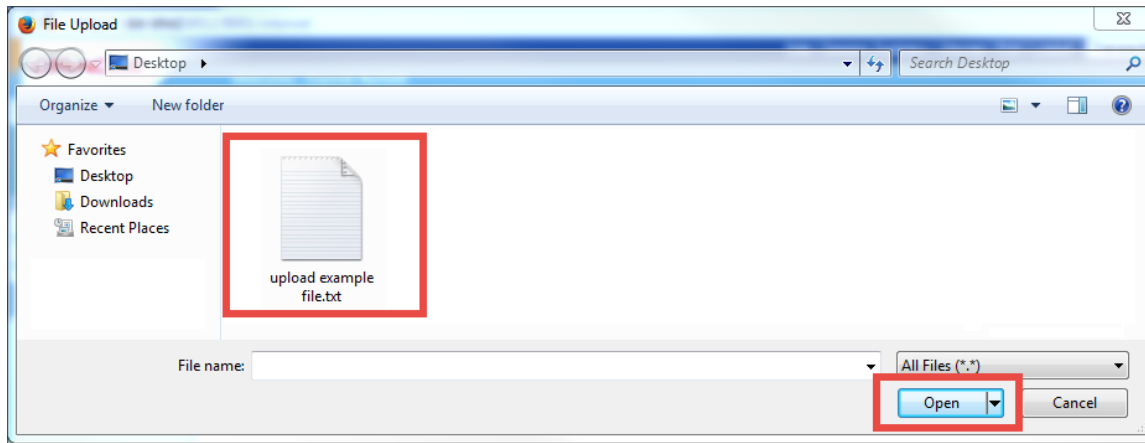
1. Select **Stop Pay** and then **Batch Stop Pay** from the left-hand menu.



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.

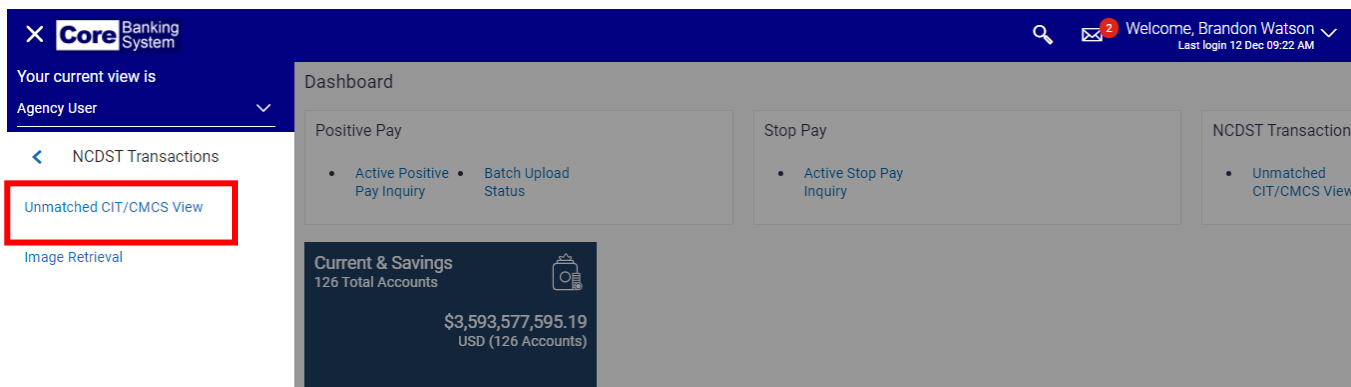
4. Verify you have attached the correct file and click **Upload** to upload the file or click **Clear** to go back and choose a different file. Once you click the **Upload** button, the file will be uploaded and processed.



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.

The screenshot shows the Core Banking System interface. At the top, there's a header with the Core Banking System logo and a user welcome message: 'Welcome, Brandon Watson' with a last login time of '12 Dec 09:22 AM'. Below the header, there's a search form. The 'Select Account' dropdown is set to '1234567-Account Name'. The 'From Date' is '11-01-2020' and the 'To Date' is '11-30-2020'. The 'Search' button is highlighted with a red box. To the right of the search form, there's a 'Note' section with a calendar icon and text: '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.

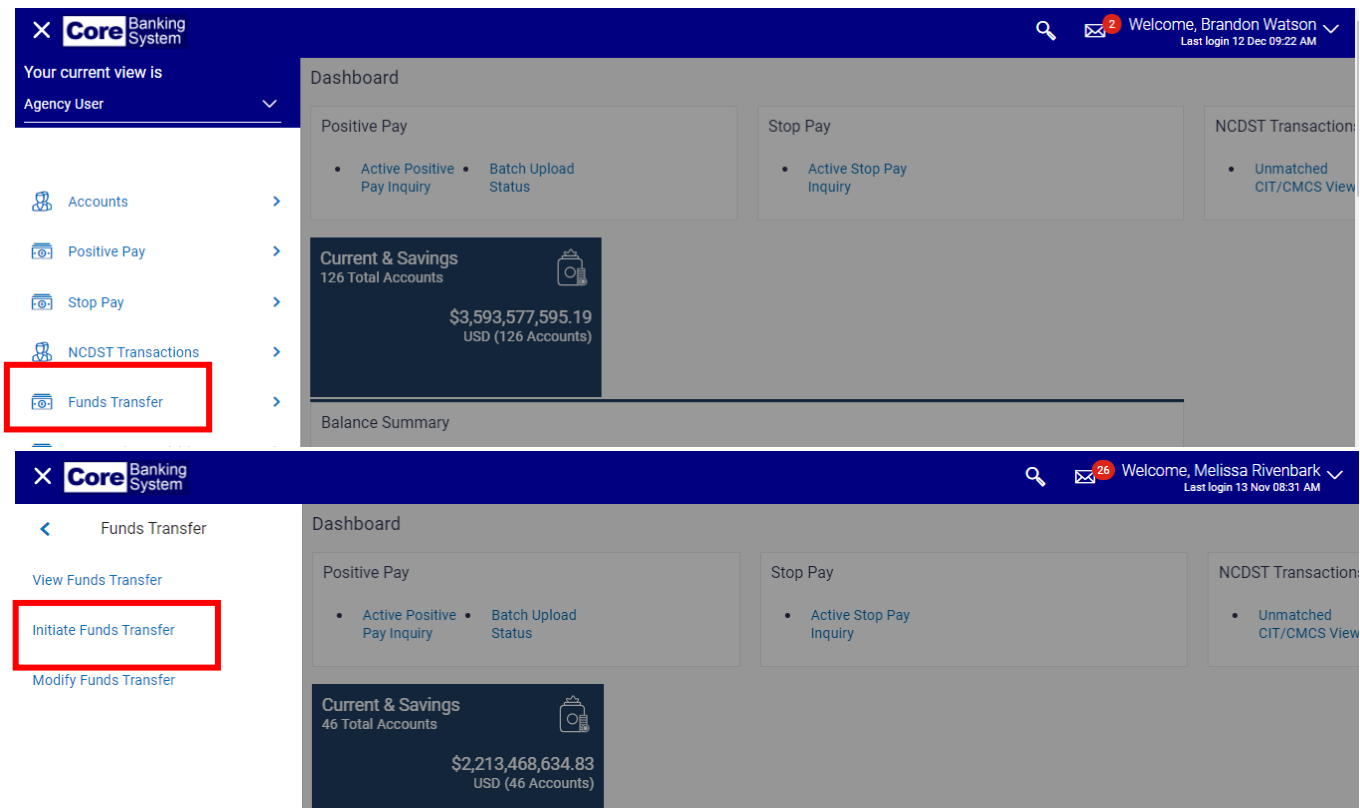
The screenshot shows the Core Banking System interface displaying search results. The 'From Date' is '11-01-2020' and the 'To Date' is '12-11-2020'. The 'Search' button is highlighted with a red box. Below the search form, there's a section titled 'List of Unmatched CIT/CMCS Transactions'. Below this section, there's a 'Click to Download/Print' area with a 'Download' button (highlighted with a red box) and a 'Print' button. Below the buttons, there's a table with the following columns: 'Posting Date', 'Account ID', 'Reference No', 'Sequence No', 'Description', 'Currency', 'Credit Amount', and 'De'. The table contains one row of data: '12-10-2020', '0200192', '000BAIT203469KQN', '000ZRIN203461034', 'BAI BANK DEPOSIT', 'USD', '34055.84', and '0.'. At the bottom of the table, there's a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and navigation buttons.

Funds Transfer Role

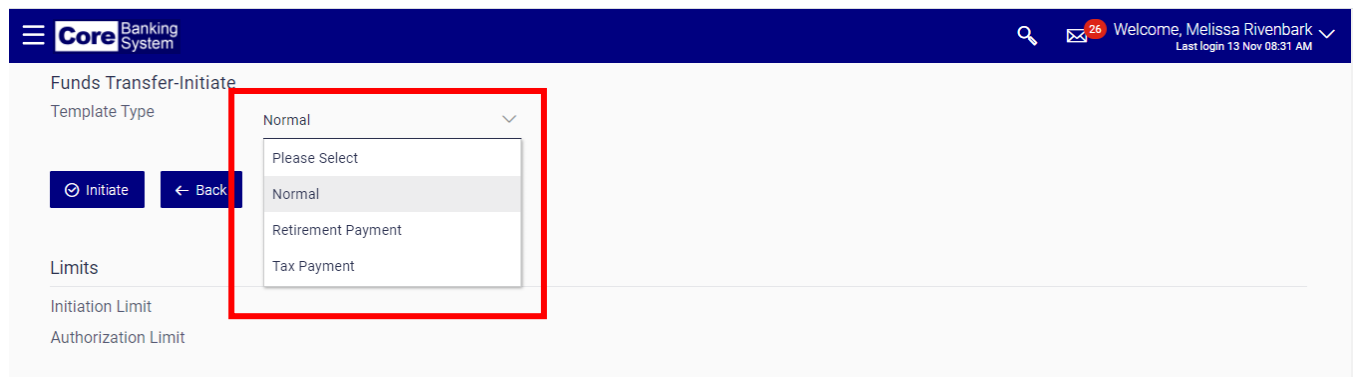
Initiating Funds Transfers

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.

Funds Transfer-Initiate

Template ID	Please Select	▼
Template Type	Normal	
User Reference		
Source Account*		
Bank/Agency		
Payment Details		
Transfer Amount*		
Effective Date*	12-11-2020	📅

⬆

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.

Core Banking System

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

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*		
Effective Date*	12-11-2020	📅
Memo		

⬆

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 fields for 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), and Memo. The 'Transfer Amount*' field is highlighted with a red box.

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 fields for 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), and Memo. The 'Effective Date*' field is highlighted with a red box.

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' confirmation page in the Core Banking System. At the top, there is a green confirmation banner with a checkmark icon and the text 'CONFIRMATION Transfer Money submitted successfully.' Below this, the page displays various transfer details in a two-column layout. The left column includes the Reference Number (12120B9BB9C1), Status (Pending for Approval), Template ID (123456), Source Account (redacted), Bank/Agency (redacted), Amount (\$10,000.00), and Destination Account (9980345). The right column includes the Template Type (Normal), Payment Details (FUND MONTHLY RET BENEFITS PD ACH), and Effective Date (2020-12-11). At the bottom, there is a prompt: 'What would you like to do next?'.

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

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' screen in the Core Banking System. The 'Template Type' dropdown menu is highlighted with a red box and set to 'Tax Payment'. Below this are 'Initiate' and 'Back' buttons. The 'Limits' section shows 'Initiation Limit' and 'Authorization Limit' fields. The 'Funds Transfer-Initiate' section at the bottom has a 'Template ID' dropdown menu highlighted with a red box, showing '1234567-Template Name'. Below this are fields for 'Template Type' (set to 'Tax Payment') and 'User Reference'.

Funds Transfer-Initiate

Template Type Tax Payment

Initiate Back

Limits

Initiation Limit

Authorization Limit

Funds Transfer-Initiate

Template ID 1234567-Template Name

Template Type Tax Payment

User Reference

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 header includes the Core Banking System logo, a search icon, a notification icon with '26', and a user greeting 'Welcome, Melissa Rivenbark' with a dropdown arrow. The form title is 'Funds Transfer-Initiate'. Below the title, there is a 'Template Type' dropdown menu set to 'Tax Payment'. There are two buttons: 'Initiate' (with a circular arrow icon) and 'Back' (with a left arrow icon). Below these buttons is a 'Limits' section with 'Initiation Limit' and 'Authorization Limit' labels. The main form area has a 'Template ID' dropdown set to '1234567-Template Name' and a 'Template Type' dropdown set to 'Tax Payment'. The 'User Reference' field is highlighted with a red rectangular box. Below this field is a 'Source Account' label.

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 header is identical to the previous screenshot. The form title is 'Funds Transfer-Initiate'. Below the title, there is a 'Template ID' dropdown set to '1234567-Template Name' and a 'Template Type' dropdown set to 'Tax Payment'. The 'User Reference' field is present but empty. Below it is the 'Source Account*' field, which is a large greyed-out area. The 'Bank/Agency' field is also present. The 'Payment Details' section shows 'TAX W/H PAYMENT RETIREMENT 224'. The 'Transfer Amount*' field is highlighted with a red rectangular box and contains the value '\$1,000.00'. Below this is the 'Contact Information*' section, which includes a 'Remitter Agency Tax ID Number*' field and a 'Payment Tax Type Code*' field. A circular arrow icon 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 fields for Template ID, Template Type, User Reference, Source Account, Bank/Agency, Payment Details, Transfer Amount, Contact Information, Remitter Agency Tax ID Number, Payment Tax Type Code, and Payment Period End Date. The 'Payment Tax Type Code' field is highlighted with a red box and contains the value '04111'.

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*	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 'Payment Period End Date' field is highlighted with a red box and contains the value '12-11-2020'. The 'Effective Date' field contains the value '12-15-2020'.

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*	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. At the top, there is a header with the system name, a search icon, a notification icon with '26', and a user welcome message 'Welcome, Melissa Rivenbark' with a dropdown arrow and 'Last login 13 Nov 08:31 AM'. The main form contains several 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), and 'Effective Date*' (12-15-2020). The 'Effective Date*' field is highlighted with a red rectangular box. At the bottom of the form, there are three buttons: 'Initiate', 'Clear', and 'Back'.

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. However, in this version, the 'Initiate' button at the bottom left is highlighted with a red rectangular box, indicating the next step in the process.

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.

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

Source Account
Bank/Agency
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.

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 fields for Template ID (1234567-Template Name), Template Type (Retirement Payment), User Reference (highlighted with a red rectangle), Source Account*, Bank/Agency, Payment Details, Transfer Amount*, Memo, Effective Date* (12-11-2020), and Remitter Agency Account. The user is logged in as Melissa Rivenbark.

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 'Transfer Amount*' field is highlighted with a red rectangle and contains the value '\$2,000.00'. The 'User Reference' field is now visible and empty. The 'Effective Date*' is 12-11-2020. The user is logged in as Melissa Rivenbark.

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 fields for Template ID (1234567-Template Name), Template Type (Retirement Payment), User Reference, Source Account*, Bank/Agency, Payment Details, Transfer Amount* (\$2,000.00), Memo, and Effective Date*. The Effective Date* field is highlighted with a red box and contains the date 12-16-2020. A calendar icon is visible next to the date field. The top navigation bar shows the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for Melissa Rivenbark with the text 'Welcome, Melissa Rivenbark' and 'Last login 13 Nov 08:31 AM'.

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 fields for Template ID (1234567-Template Name), Template Type (Retirement Payment), User Reference, Source Account*, Bank/Agency, Payment Details, Transfer Amount* (\$2,000.00), Memo, and Effective Date*. The Memo field is highlighted with a red box and contains the text 'This is optional'. The Effective Date* field is also visible and contains the date 12-16-2020. A calendar icon is visible next to the date field. The top navigation bar shows the Core Banking System logo, a search icon, a notification icon with '26', and a user profile for Melissa Rivenbark with the text 'Welcome, Melissa Rivenbark' and 'Last login 13 Nov 08:31 AM'.

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

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

Funds Transfer-Initiate

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

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

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

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*	

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

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

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*	

Initiate Clear ← 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 'Payment Details' 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*	11-30-2020

At the bottom of the form, there are three buttons: **Initiate**, **Clear**, and **← Back**. The **Payment Period Date*** field and its value '11-30-2020' are highlighted with a red rectangular box.

10. Click the **Initiate** button.

This screenshot is identical to the previous one, showing the 'Payment Details' form with the same values. However, in this image, the **Initiate** button at the bottom left is highlighted with a red rectangular box, indicating the next step in the process.

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

Bank/Agency

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

Your current view is
Agency User

Accounts

Positive Pay

Stop Pay

NCDST Transactions

Funds Transfer

Transaction Activities

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

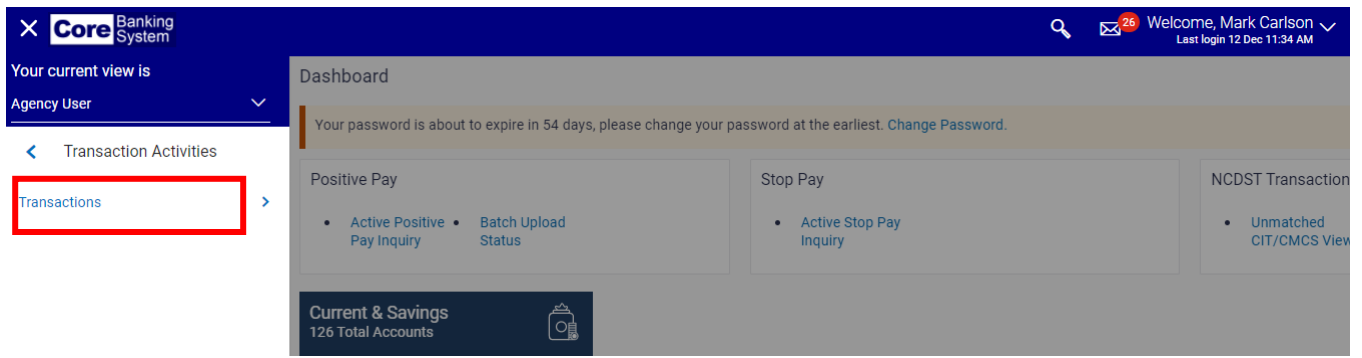
NCDST Transaction

- Unmatched CIT/CMCS View

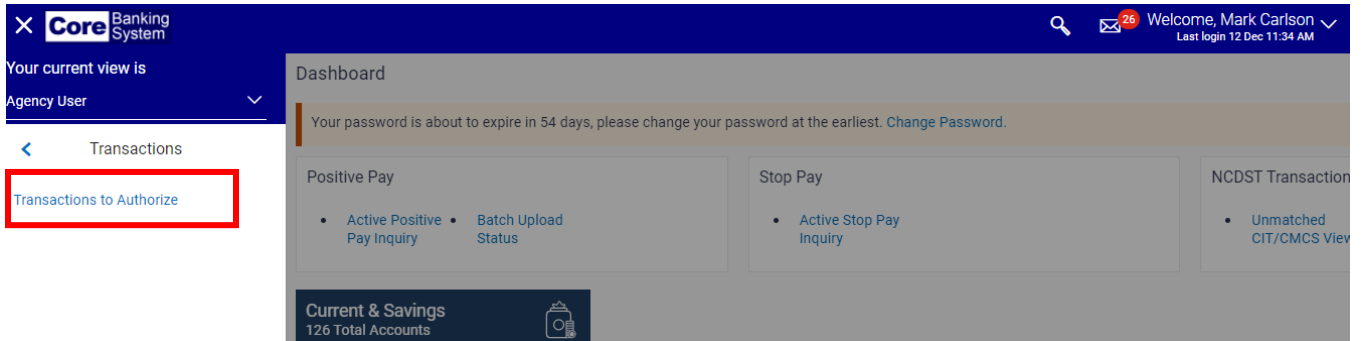
Current & Savings
126 Total Accounts

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

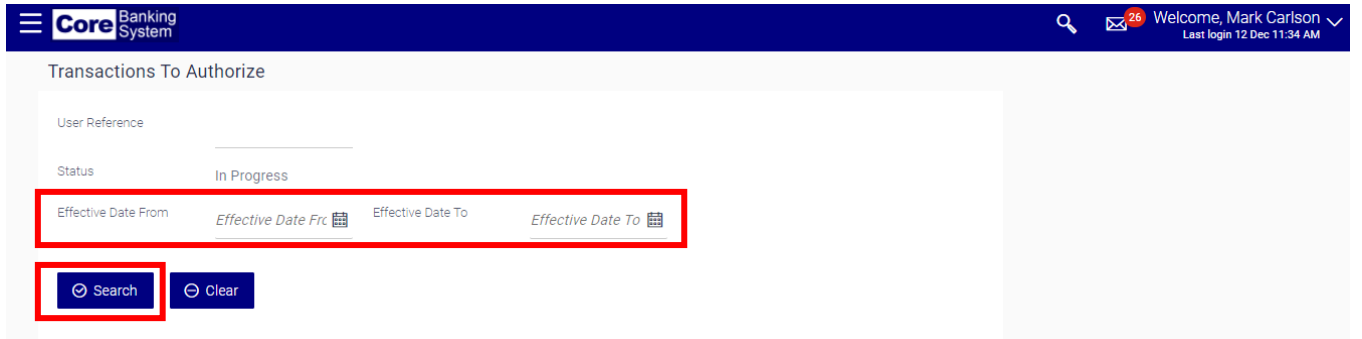
Balance Summary



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

Payments 0

☐	Effective Date	Source Account	Amount	Initiated By	Reference Number	Status
☐	15 Dec 12:00 AM	_____	\$1,000.00	Melissa Rivenbark	1212EE9FB8CB	In Progress
☐	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

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.

The screenshot shows the 'Core Banking System' interface. At the top, there's a navigation bar with the system name and a user profile for Mark Carlson. The main heading is 'Authorize Funds Transfer'. Below this are 'Approve' and 'Reject' buttons. A 'Fund Transfer Details' section on the left lists fields like Template ID, Type, Reference, and Amount. An 'Approval Comment' modal is centered, with a title bar, a close button, and a text input field for remarks. The modal title is 'Party Maintenance Transactions Approval'.

7. Funds Transfer is successfully approved.

The screenshot shows the 'Core Banking System' interface. The main heading is 'Initiate Funds Transfer'. A green confirmation banner at the top reads 'CONFIRMATION You have successfully approved the transaction'. Below this, the 'Reference Number' is 1212EE9FB8CB and the 'Host Reference Number' is 2034714483150000. The 'Status' is 'Completed'. At the bottom, there are two icons with labels: 'Go To Dashboard' and 'Print'.

- 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 first screenshot shows the Core Banking System dashboard. The left-hand menu has 'Transaction Activities' highlighted with a red box. The dashboard area shows a password expiration warning and a 'Current & Savings' summary with a balance of \$3,563,151,023.35 USD.

The second screenshot shows the same dashboard, but the left-hand menu now has 'Transactions' highlighted with a red box, indicating the next step in the navigation process.

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

The first screenshot shows the 'Transactions To Authorize' section in the Core Banking System. The left-hand menu has 'Transactions to Authorize' highlighted with a red box. The dashboard area shows a password expiration warning and a 'Current & Savings' summary.

The second screenshot shows the 'Transactions To Authorize' search interface. The 'Effective Date From' field is set to 12/01/20 and the 'Effective Date To' field is set to 12/31/20. Both date fields are highlighted with a red box. Below the date fields are 'Search' and 'Clear' buttons.

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

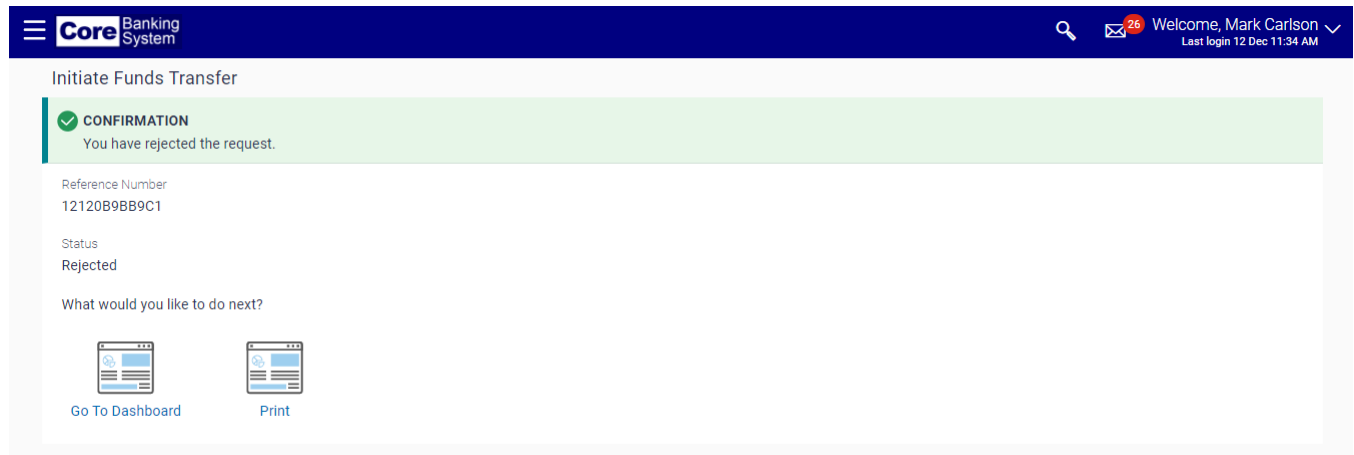
The screenshot shows the Core Banking System interface. At the top, there is a header with the Core Banking System logo, a search icon, and a user profile for Mark Carlson. Below the header, there is a section for filtering payments. The 'Status' is set to 'In Progress'. The 'Effective Date From' is '12/01/20' and the 'Effective Date To' is '12/31/20'. There are 'Search' and 'Clear' buttons. Below the filters, there is a table of payments. The table has columns: Effective Date, Source Account, Amount, Initiated By, Reference Number, and Status. The first row shows a payment on '11 Dec 12:00 AM' for '\$10,000.00' initiated by 'Melissa Rivenbark'. The 'Reference Number' '12120B9BB9C1' is highlighted with a red box. The 'Status' is 'In Progress'. Below the table, there is a 'Page 1 of 1 (1 of 1 items)' indicator and a 'Back' button.

Effective Date	Source Account	Amount	Initiated By	Reference Number	Status
11 Dec 12:00 AM	6000224	\$10,000.00	Melissa Rivenbark	12120B9BB9C1	In Progress

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' screen in the Core Banking System. At the top, there is a header with the Core Banking System logo, a search icon, and a user profile for Mark Carlson. Below the header, there is a section for authorizing funds transfers. There are two buttons: 'Approve' and 'Reject'. The 'Reject' button is highlighted with a red box. Below the buttons, there is a section for 'Fund Transfer Details'. This section contains various fields: Template ID*, Template Name (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).

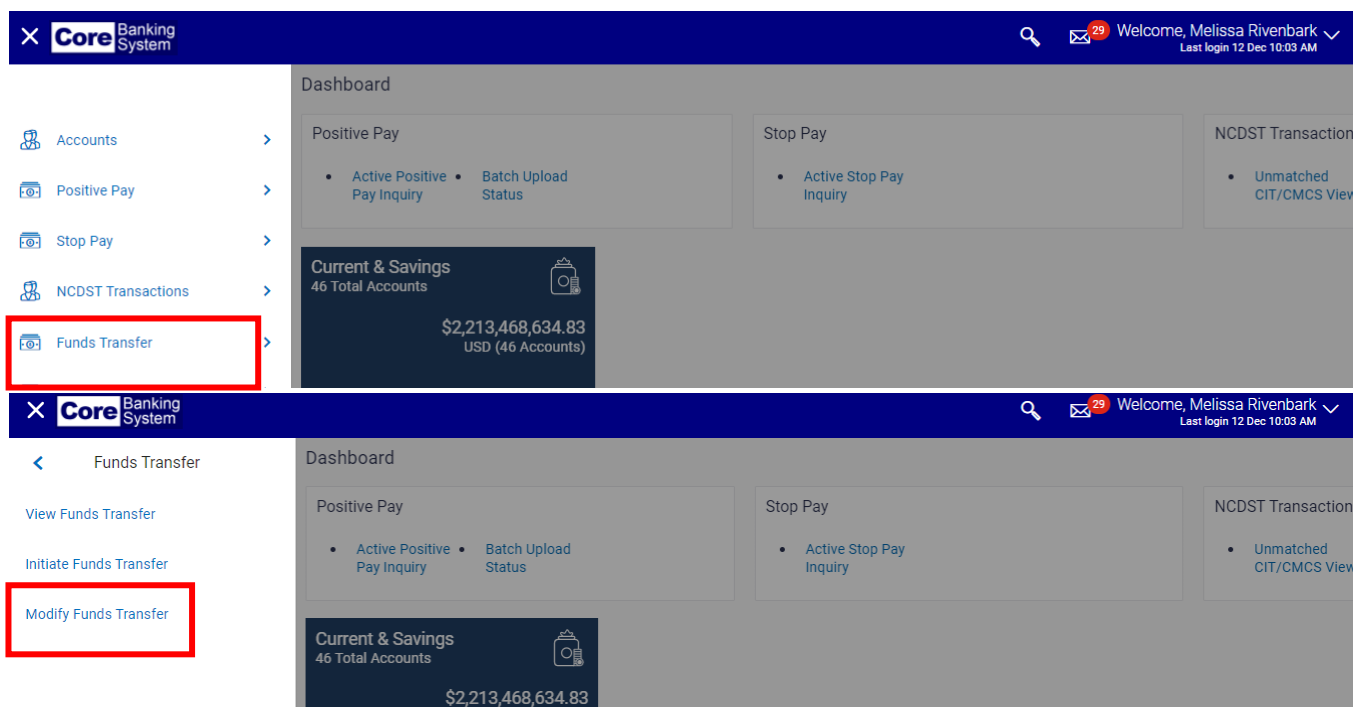
5. Funds Transfer successfully rejected.



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 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 To

Search Clear

Date	Initiated By	Source Account	Amount	User Reference	Status
11 Dec 2020	Melissa Rivenbark		\$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.

The screenshot shows the Core Banking System interface. At the top, there is a header with the Core Banking System logo, a search icon, and a user greeting: "Welcome, Melissa Rivenbark" with a dropdown arrow and "Last login 12 Dec 10:03 AM". Below the header, there is a form with the following fields: "Bank/Agency" (with a dropdown), "Payment Details" (with a dropdown), "FUND MONTHLY RET BENEFITS PD AC", "Transfer Amount*" (with a value of "\$9,000.00"), "Effective Date*" (with a value of "12-12-2020" and a calendar icon), and "Memo". At the bottom of the form, there are two buttons: "Modify" and "Back". The "Modify" button is highlighted with a red box.

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.

The first screenshot shows the Core Banking System dashboard. The left-hand menu has the following items: "Accounts", "Positive Pay", "Stop Pay", "NCDST Transactions", and "Funds Transfer". The "Funds Transfer" item is highlighted with a red box. The main content area shows a "Dashboard" with sections for "Positive Pay", "Stop Pay", and "NCDST Transactions". A "Current & Savings" section shows "46 Total Accounts" and a balance of "\$2,213,468,634.83 USD (46 Accounts)".

The second screenshot shows the "View Funds Transfer" page. The left-hand menu has the following items: "Funds Transfer" (with a dropdown arrow) and "View Funds Transfer". The "View Funds Transfer" item is highlighted with a red box. The main content area shows a form with the following fields: "User Reference", "Status" (with a dropdown menu), "Effective Date From" (with a calendar icon), "Effective Date To" (with a calendar icon), and "Effective Date To" (with a calendar icon). At the bottom of the form, there are three buttons: "Search", "Back", and "Clear".

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	[redacted]	\$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	[redacted]	\$5,000.00	1212127A6233	In Progress

Page 1 of 1 (1 of 1 items)