

Quick Reference Guide

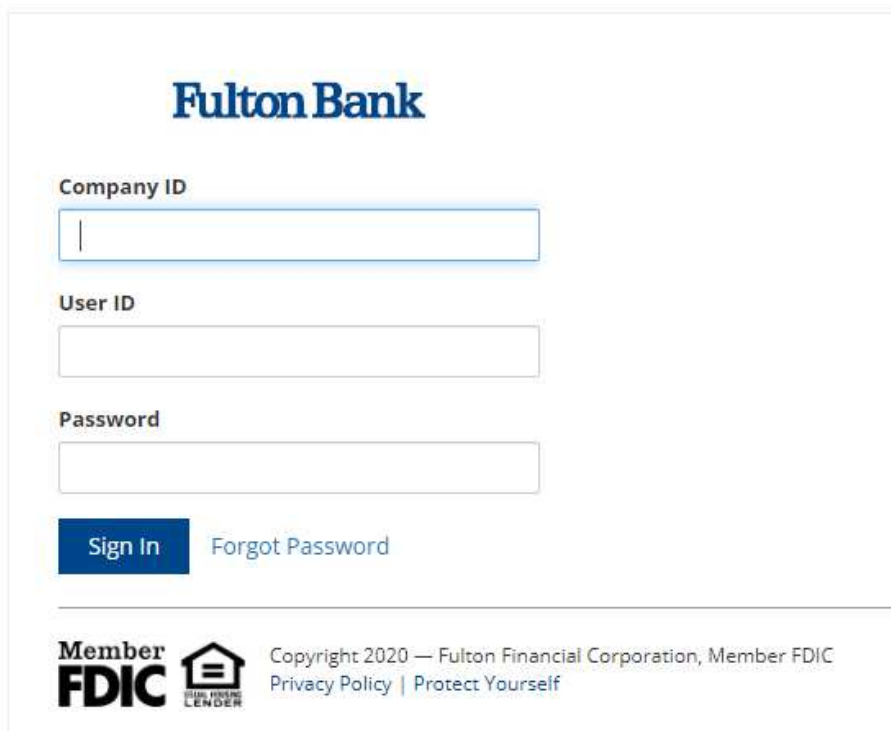
# Basic Navigation

Published on 4/10/2019

# Navigation

## Logging on

When you launch the application, the first screen you see is the Logon screen. Enter your company, user ID, and password, and then click **Sign in**.




**Fulton Bank**

Company ID

User ID

Password

[Sign In](#) [Forgot Password](#)

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## Security Questions and Forgot Passwords

Your system may be configured to prompt you for the answers to different security questions in the event you forget your password. If your system has been configured for this feature, the first time you login, you will be asked to answer a series of five security questions. You can update these security questions as desired.

1. Select the questions.
2. Enter security answers for each of the 5 questions.

## Forgot Password / Reset Password

If you have forgotten your password,

1. Enter company.
2. Enter user ID.

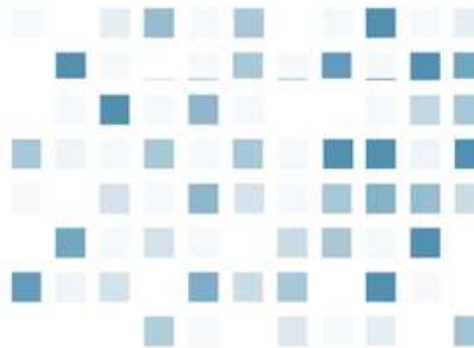
3. Click **Forgot Password**.

4. Answer security questions, and click **Submit**.

5. Enter new password, and then repeat password.

## 6. Click **Reset Password**.

The message *Password reset successful!* appears on the login page.



### **Important Note**

If you attempt to enter your password three times unsuccessfully, you will not be able to use the **Forgot Password** link. Your administrator will have to reset your password before you can access the application again.

## Home Page and Widgets

Source File: Landing Page and Widgets 1.htm

The Home Page provides the ability for you to personalize your banking experience with a group of widgets. Widgets are small components that allow you to perform a variety of common tasks such as quickly making a payment, transferring funds, stopping payment on a check, taking action on tasks, and making positive pay decisions.

The Home Page is the first screen you see after logging on to the program. If your page was configured by an administrator, you will see a series of widgets already in place.

The screenshot displays the Home Page interface with three widgets installed. At the top, the 'Home' header includes an 'Add Widget' button. The 'Notifications' widget lists four items: 'File was recently imported.', 'Rejected payments and/or transfers need your review.', 'Payments and/or Transfers await your approval.', and 'New user needs your review and approval.', each with a 'View' link. The 'Quick Transfer' widget contains input fields for 'Transfer From', 'Transfer To', 'Transfer' (07/17/2018), and 'Amount', along with a 'Submit' button. The 'Client Settings' widget features a 'Filter' dropdown set to 'Select fields', an 'All Accounts' dropdown, and a table with one record for 'BANK01'. The table has columns for 'All', 'Actions', and 'Company'. The 'All' column has a checkbox, and the 'Actions' column has a 'Modify' link. The 'Company' column contains 'BANK01'. The footer of the table shows 'Viewing 1-1 of 1 records' and 'Display 50 per page < Page 1 of >'.

## Home Page with Widgets Installed

### Note

Your organization has the ability to design custom widgets that may also be available to you. Some of these custom widgets work within the application environment, while others call up remote websites.

## Managing Widgets


You can add widgets to the Home Page, as well as move existing widgets to different locations on the page. You can also resize existing widgets and remove those you don't want to use anymore.

### To add a widget:

1. On the application Home Page, click **Add Widgets**.
2. Select the desired widget from the list.

The newly added widget appears on the page.

**To move a widget:**

1. Click the **Options** icon  in the upper right-hand corner of the widget.
2. Click **Resize**.

The widget is resized so that it takes up only half the width of the screen.

3. To return the widget to its original size, repeat Steps 1 and 2.

**To remove a widget:**

1. Click the **Options** icon in the upper right-hand corner of the widget.
2. Click **Remove**.

The widget is deleted from the screen. It can be [added](#) again as desired.

**To get help for a widget:**

Many widgets provide a help option.

Click it to see the appropriate help topic for the widget.

**Note**

If the widget has been configured to display an E-Learning video instead of standard help, the appropriate video will appear instead of help. For more information, consult your bank administrator.

## Video on Adding and Managing Widgets

Watch a video on how to add and manage widgets by clicking below:


[Video - Adding and Managing Widgets](#)






## Menus

Application features are available from the menus. On larger screens, the menus appear at the top of the screen wherever you are working in the program. For smaller screens, the menu icons appear on the left side of the screen.

### Menu Icons

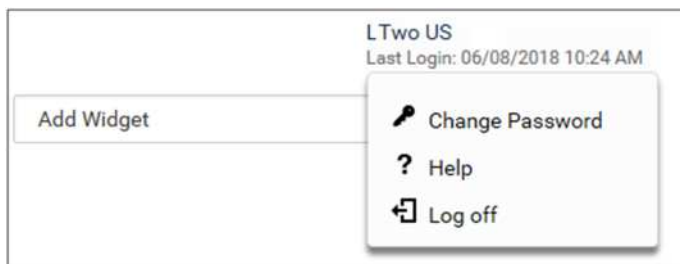
Menu icons are displayed on smaller screens and allow you to access functions for a particular area. The table below shows the menu icon and a description.

Icon	Functionality	Description
	Home Page	Provides access to the Landing or Home Page, where your customized set of widgets appear.

Icon	Functionality	Description
	Payments & Transfers	Provides access to all payment and transfer functions.
	Check Production	Provides access to all check production functions.
	Fraud/Risk Management	Provides visibility into the status of all issued checks and controls against the threat of check fraud.
	Reporting	Provides access to reports and download functionality.
	Administration & Settings	Provides access to user and role maintenance, as well as a historical record of file importation, in addition to administrative features of the application such as the beneficiary address book and alerts.

## Utilities Menu

Click the area just below the login information to change your password, get help, or log off.



Click **Change Password** to [change your current password](#).

## Help

The **Help** option opens the Help system.

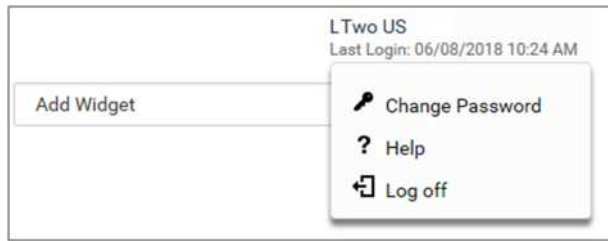
## Log off

**Log off** lets you exit the system when you are finished with a session.

## Change Password

To change your password:

1. Click the area at the top right corner of the screen, where the login information appears. This opens the **Utilities** menu.



2. Click **Change Password**.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with 'Change Password' and a close button. It contains three input fields: 'Current Password', 'New Password', and 'Repeat New Password'. Below the fields, there is a red error message: 'The new password must contain at least 6 character(s)'. At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

3. Enter your current password.
4. Enter the new password following the password rule at the bottom of the screen.
5. Reenter the new password to confirm its accuracy.
6. Click **Change Password**.

## Workspaces

Widgets are small components that allow you to perform a variety of common tasks such as quickly making a payment, transferring funds, stopping payment on a check, taking action on tasks, and making positive pay decisions. Workspaces are groupings of individual widgets.



## Payment Center

Add Widgets

### Payments List View

(+) Add a New Payment   0 Quick Entry   0 File Import   + Export   e Print

Select fields   [Advanced](#)   [Clear All](#)   Two Week Look Back x

Actions	Beneficiary	ID	Amount
View	123123	432	12.00
View	1232	431	<b>1 23,11</b>
View	Peter	410	400.00
View	Simjo	402	33300
View	Simjo	401	22200
View	Simjo	400	11100

Viewing 10 of 158 records   Display 10 records per page   < Page 1 of 16 >

Approve   Unapprove   Reject   Delete   Get Rate   Trade

### Template List View

(+) Add a New Template   + Export   e Print   0 File Import

Select fields   [Advanced](#)   [Clear All](#)   All Templates x

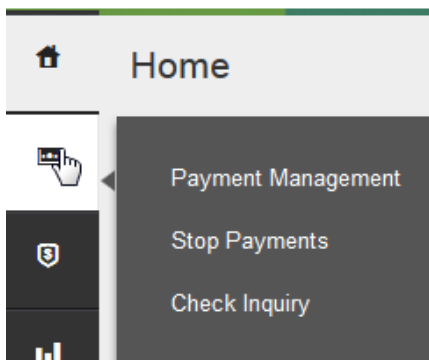
Actions	Template Name	Beneficiary	From A
View	Tests	Simjo	1122334
View	Tests	Simjo	1122334
View	Test3	SimJO	1122334
View	Test2	Simjo	1122334
View	Test1		1122334
View	htf1	demolnt23	1122334
View	ATest	Jorge	1122334

viewing 1-7 of 7 records   Display 10 records per page   < Page 0 of 1 >

Unapprove   Reject   Delete

# Working with Lists

Many functions in this application are organized in a list. For example, the Payments List View is shown below. Access the Payments List View by selecting **Payment Management** from the **Payments** menu.



## Payments Menu

Payment Center Add Widgets

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Payments List View \*

[Add a New Payment](#)
[Quick Entry](#)
[File Import](#)
[Export](#)
[Print](#)

**Transaction Totals** 
**Total Credits (1) 7,403,363.31 USD\*** | **Total Debits (3) 4,563,470.00 USD\***  
\* Totals are show in base user currency. Amounts may reflect actual or indicative amounts.

Transaction Totals by Currency

Select fields Advanced Clear All Two Week Look Back

All	Actions	Benefi...	ID	Amount	Currency	From Account	Value Date	Payment Type
<input type="checkbox"/>	View	345345345	5	8.00	USD	1122334544 ⓘ	11/09/2015	Destroyed Check
<input type="checkbox"/>	View	emp name1	4	8.00	USD	1122334544 ⓘ	11/09/2015	Payroll
<input type="checkbox"/>	View	name111	3	8.00	USD	1122334452 ⓘ	11/09/2015	Cash Concentration
<input type="checkbox"/>	View	SS Systems	2	4,563,454...	USD	1122334452 ⓘ	11/10/2015	Transfer

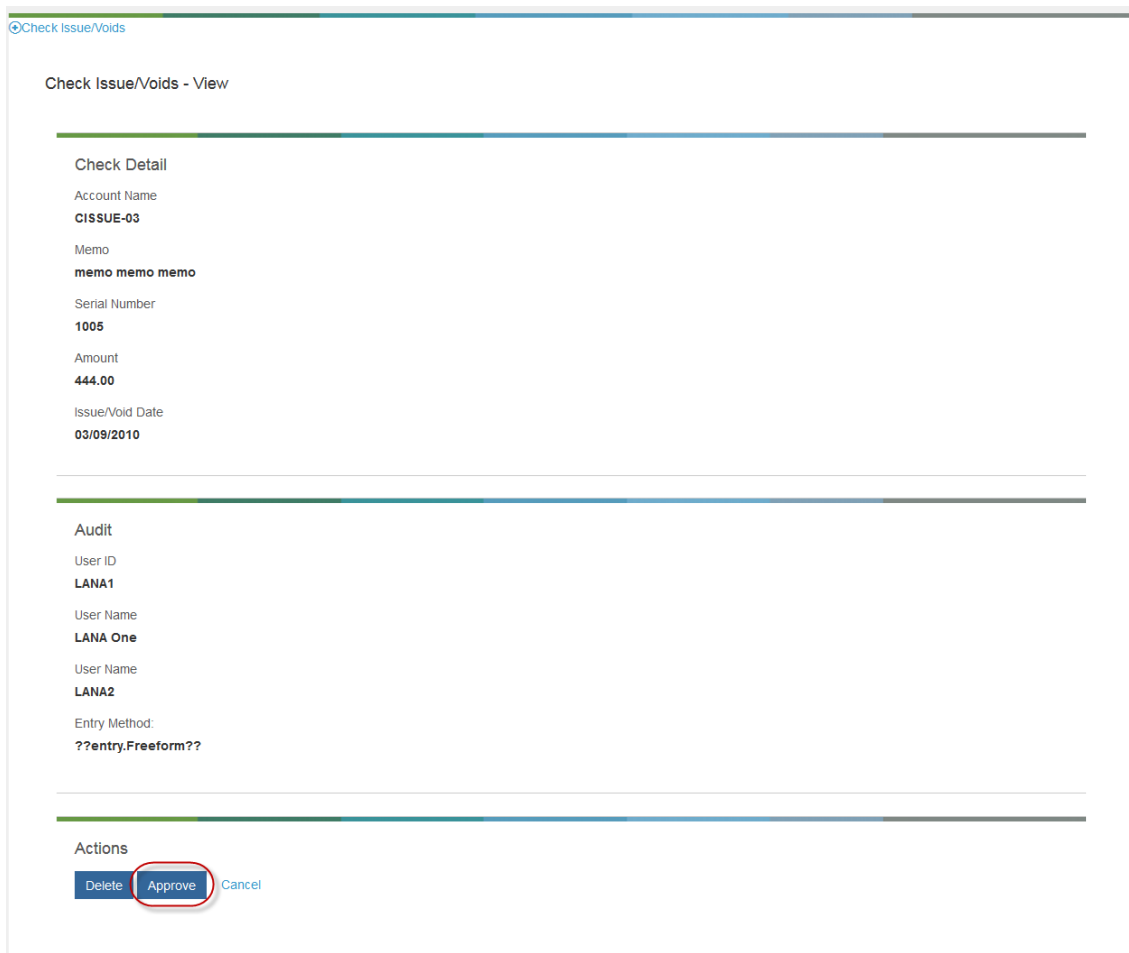
Viewing 1 - 4 of 4 records Display 10 records per page Page 1 of 1

[Approve](#)
[Unapprove](#)
[Reject](#)
[Delete](#)
[Get Rate](#)
[Trade](#)

## Payments Center - Payments List View

## Working in Detail Screens

A detail screen is typically displayed when you click **View** in the **Actions** column of a list. Buttons at the bottom of the detail screen offer actions that can be performed on the item. For example, you can delete or approve the check issue shown below by clicking the appropriate button. To exit the screen without performing an action, click **Cancel**.



Check Issue/Voids

Check Issue/Voids - View

---

Check Detail

Account Name  
**CISSE-03**

Memo  
**memo memo memo**

Serial Number  
**1005**

Amount  
**444.00**

Issue/Void Date  
**03/09/2010**

---

Audit

User ID  
**LANA1**

User Name  
**LANA One**

User Name  
**LANA2**

Entry Method:  
**??entry.Freeform??**

---

Actions

Delete Approve Cancel

## Mandatory Fields

Some of the fields on detail screens must be completed before you can save the transaction you are working on. These mandatory fields are marked with a red asterisk (\*).

Those fields not marked with an asterisk are optional.

**Note**

In the help and guide to this application, optional fields are indicated by the word *optional* in parentheses. For example:

11. (optional) Enter any internal comments. Comments will be stored with the transaction but are not forwarded with the transaction.

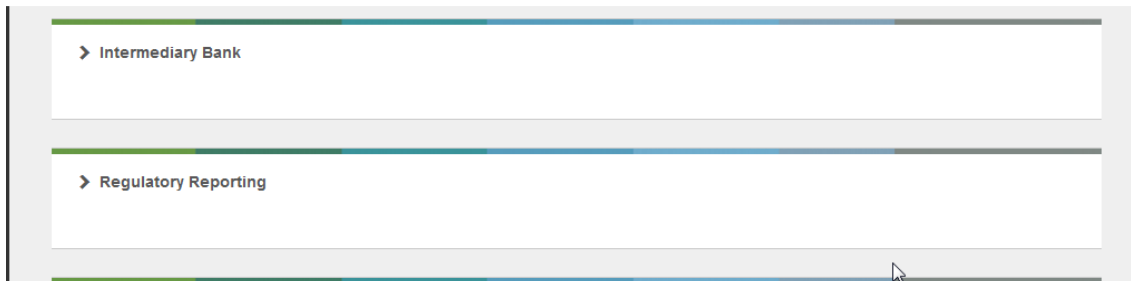
**Optional Fields**

Some detail screens let you show or hide optional fields that exist for the screen.

Click the **Show** or **Hide** button as desired.

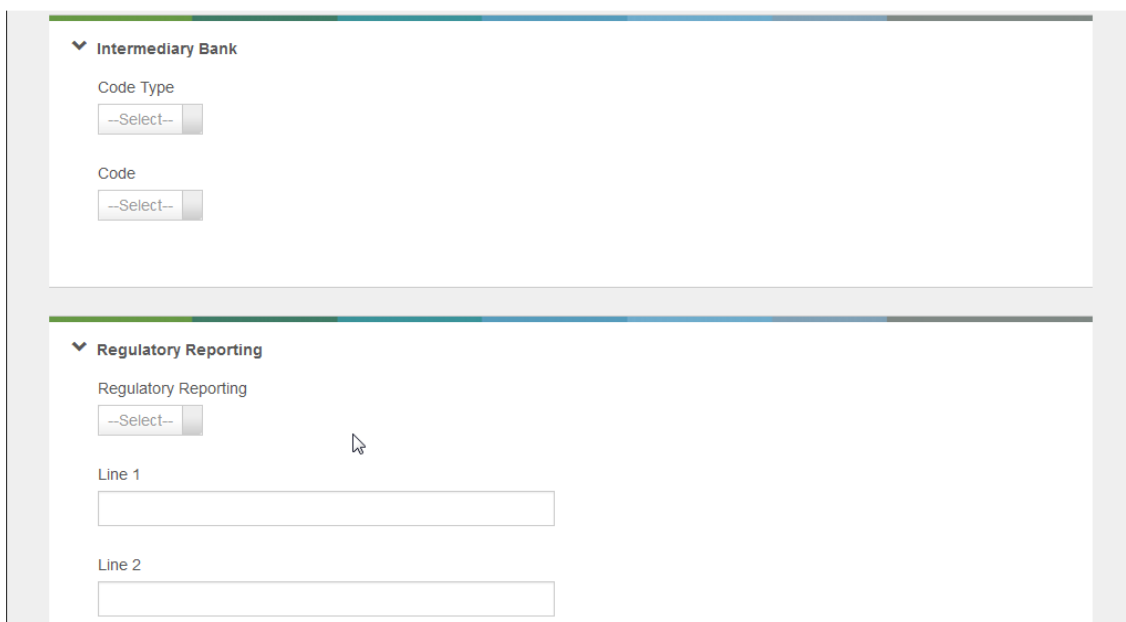
## Expanding and Collapsing Sections

You can expand or collapse a section of a detail screen by clicking the arrow button ▶ that appears to the left of the section heading. The illustration below shows a part of the [Multi-Bank Payments](#) screen. The Intermediary Bank and Regulatory Reporting sections are collapsed.



### Collapsed sections in a payment detail screen

Clicking the arrow buttons expands these sections and exposes the fields in them.



### Sections expanded

## The Audit Section

Most detail screens have an audit section. This section displays information about actions taken on the item, including the name and ID of the user who created or modified the item and the entry method by which the item was created. The audit section is located at the bottom of the screen.

**Audit**

Entered on:

**2010-03-09 16:57:11.0**

User Group:

**PAYCEU**

User ID

**LANA1**

User Name

**LANA One**

Approved 1 on:

**2010-03-09 16:59:38.0**

User Group:

**CHECK**

User ID

**LANA2**

User Name

**LANA2**

Entry Method:

**??entry.Freeform??****Note**

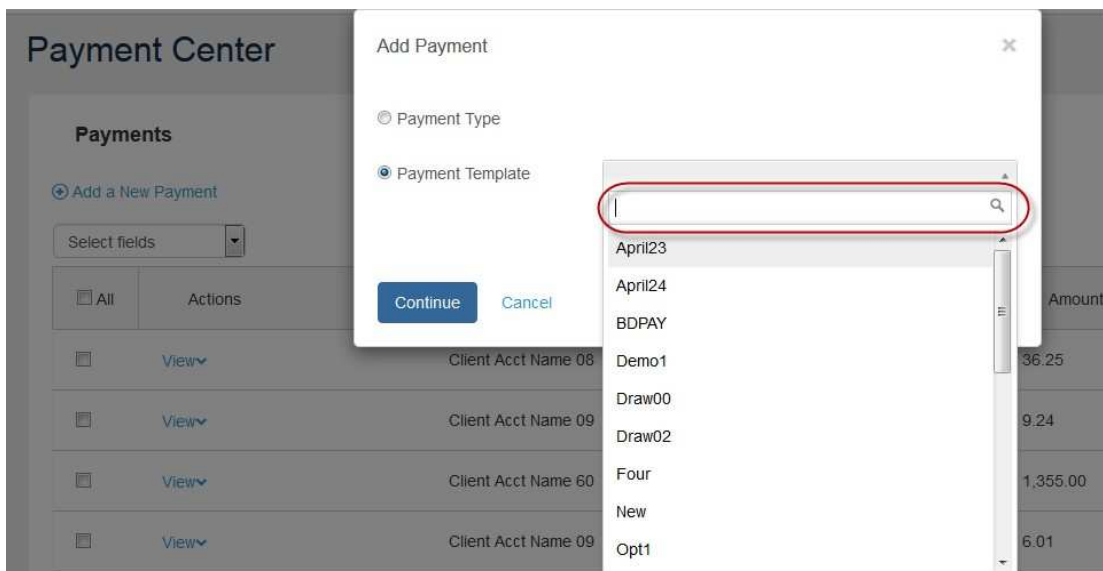
If a payment has been imported into the application with a status of *Confidential*, detail audit information will be available only to those users with permission to view confidential payment information.


## Using Drop-Downs and Lookups

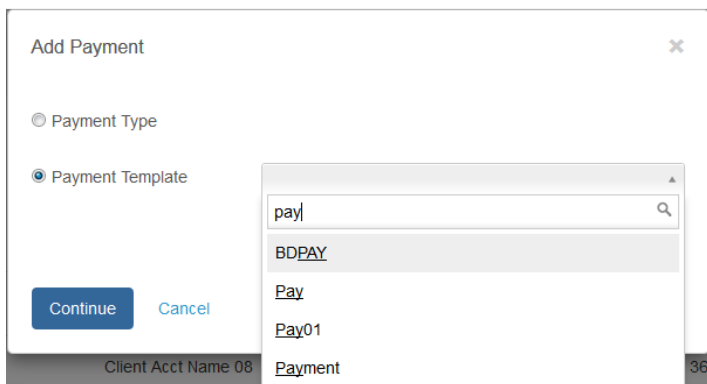
Some fields within a window allow you to select from a preexisting list of available options. These fields are marked by drop-down buttons.

**Field with drop-down button**

Click the button to display a list of options, and then select the desired one from the list.



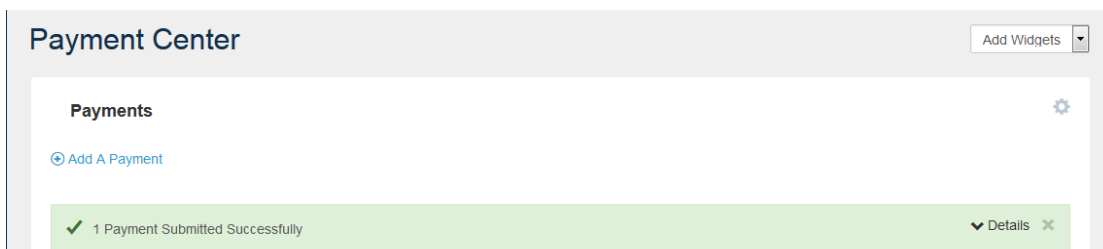
Because lists often contain many options, if you know the name or a part of the name of the item, you can type it in the field at the top of the drop-down (marked by the lookup icon ). When you start typing, the system will find all the items that match. You can then select the appropriate one from the list.



## Confirmation and Error Messages

When you perform an action on an item (such as saving, modifying, or approving a payment), a message appears at the top of the window. The message will indicate if the action was successful or there are errors that need to be corrected. You can click **Details** to see the details of the items that were successful or need your attention.

For example, the illustration below shows a message confirming that a payment was successfully submitted.



Click the **Details** drop-down to view details of the payment.

✓ 1 Payment Submitted Successfully [Details](#) ✕

Payee **Bicycles And More**

Payment Date **04/27/2015**

Payment Total **\$76.90**

Payment Account **1122334452**

Comments

Click **Details** again to hide the message.

Note that error messages and some confirmation messages appear as separate pop-up windows. Close the pop-up window by clicking **OK** or **Close**.

## Working with Reports

This section provides an overview of working with reports that have been sent to the computer screen. It discusses the basic layout of reports, plus the onscreen tools you have to work with.

### Viewing a Report

The Payment Management screen, available from the **Menu**, lets you view and filter all reports.

Actions	Report Name	Configurations	Public	Report Group	Report Subgro...
<a href="#">View</a> ▾	Current Day Ava...			Information Rep...	Current Day
<a href="#">View</a> ▾	ACH Company			Payments	Administrative
<a href="#">View</a> ▾	Exchange Rates			Payments	Administrative

Viewing 1 - 3 of 3 records      Display 10 records per page      Page 1 of 1

The available report types are

- ▮ Payment Reports
- ▮ Information Reporting Reports



**To view an existing report:**

1. Click the **Actions** drop-down for that report, and select **View**.
2. In some cases if you select **Filter**, you will need to select filter criteria and then click **View Results**. The report is displayed onscreen.

Exchange Rates

Page: 1 of 2 Automatic Zoom

**Bottomline Technologies**

**Exchange Rate Report** Jun 16, 2015 3:19:20 PM GMT

User Group **PAYCEU**

Debit Currency	Credit Currency	Up To Credit Amount	Up To Debit Amount	Rate	Market Convention
AUD	USD			0.004	Direct
AWG	HKD			0.329876	Indirect
CAD	USD			0.002	Direct
CNY	USD			0.013	Direct
EUR	USD			0.006	Direct
GBP	EUR			1.013456	Indirect
GBP	USD			0.008	Direct
USD	AED			0.279807	Direct
USD	ARS			0.281658	Indirect
USD	AUD			0.658888	Direct
USD	BDT			0.017901	Indirect
USD	BHD			2.700001	Indirect
USD	BND			0.574021	Indirect
USD	BWP			0.1	Indirect

Save Export Cancel

**Note**

Payment files can be imported as [confidential](#). A user who is not entitled to view confidential data associated with payments will see a *CONFIDENTIAL* label in reports instead of payment information.

**Bottomline Technologies**

**Payment Detail Report** Mar 9, 2017 6:48:10 PM

Company: LPUG  
 Payment ID: 13  
 Payment Type: EFT Direct Deposit

Originator Name: CAEFT0002 Long Name Test 12345-  
 Short Name: CAEFT0002 Short  
 Company ID: CAEFT0002  
 Offset Account: 123123123  
 Template:  
 Batch Description:

Originator Currency: CAD  
 Destination Currency: CAD  
 Payment Date: 3/12/17  
 Funding Account:  
 Destination Country: CA  
 Comments:


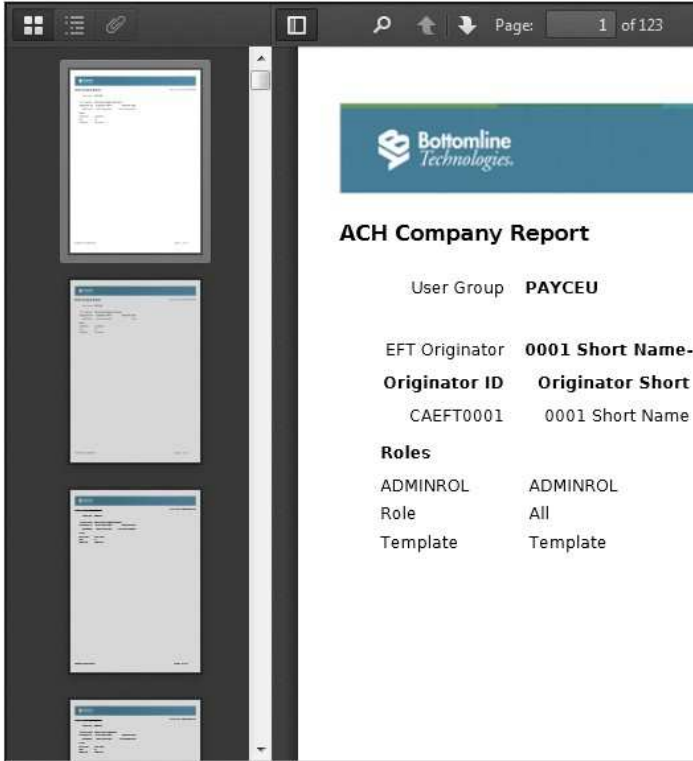
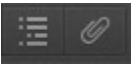

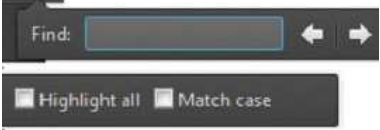
Debits: 0.00(0) Credits: 212,968.97(3) Totals: 212,968.97(4)


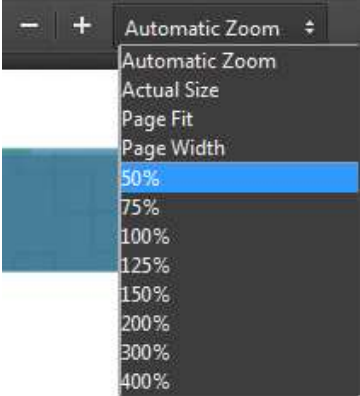



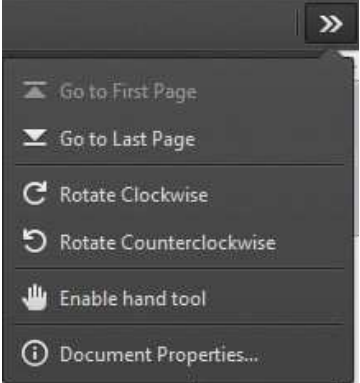
Customer Name	Customer ID	Amount	Debit / Credit	Sundry	Bank ID/Transit	Account Number	Value Date
				*** CONFIDENTIAL ***			

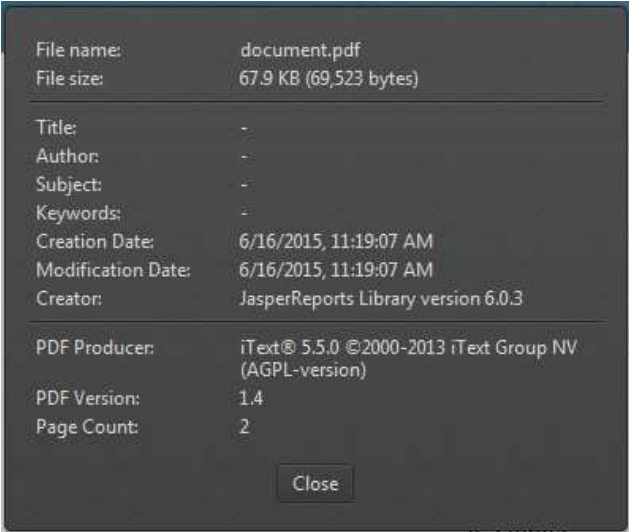
## Using the Report Icons and Buttons

The illustration above shows the Exchange Rate report, which provides an analysis of exchange rates for currencies assigned to the current company.

The icons across the top of the report window give you additional options for working with the report.

Icon	Function
	<p>The <b>Toggle Sidebar</b> icon lets you show/hide the report sidebar, which displays all pages of the report as thumbnails.</p>  <ul style="list-style-type: none"> <li>○  The <b>Show Document Outline</b> and <b>Show Document Attachments</b> icons let you display those features of a document, if available.</li> <li>○ To hide the sidebar, click the <b>Toggle Sidebar</b> icon again.</li> </ul>
 	<p>The <b>Find</b> icon lets you search for a word or phrase within the report.</p> <ul style="list-style-type: none"> <li>○ The left and right arrows allow you to find the previous and next incidence of the word or phrase.</li> <li>○ Check <b>Highlight all</b> to highlight the word or phrase as it appears in the report.</li> <li>○ Check <b>Match case</b> to match the case (capitalized or lowercase) of the word or phrase you are searching for.</li> </ul>

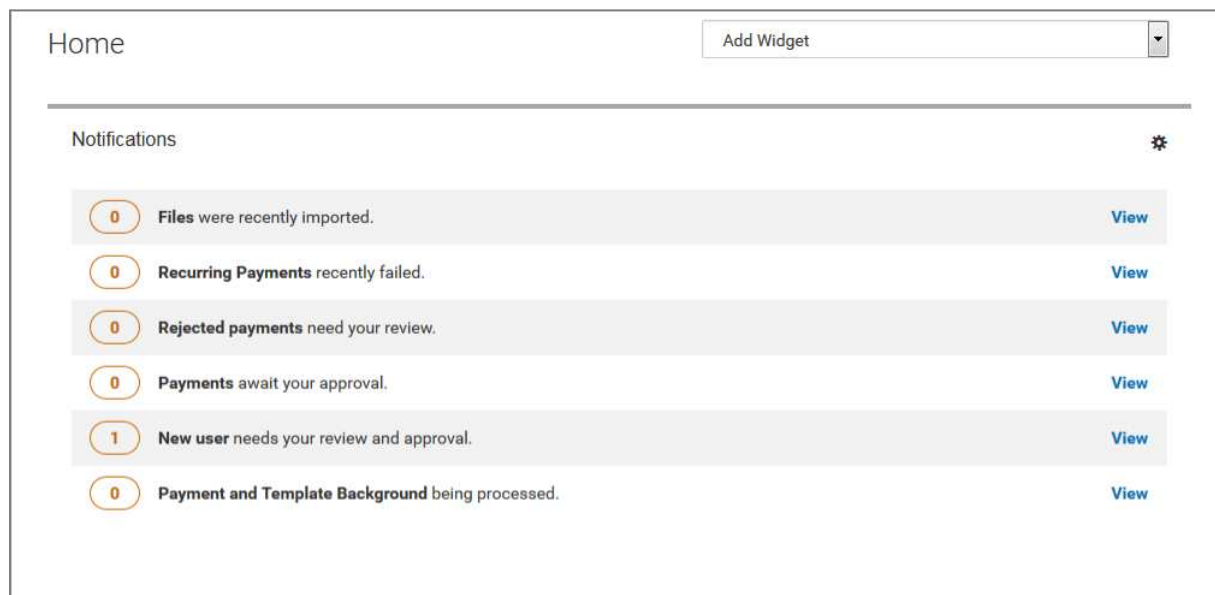
Icon	Function
	<p>The <b>Page</b> icons let you navigate through the pages of the report. You can use the arrow buttons to go from one page to another, or you can enter a page number and press <b>Enter</b> to go to the specified page.</p>
	<p>Use the plus and minus zoom icons to zoom in and out of the report image.</p> <p>Click <b>Automatic Zoom</b> to drop down a list of zoom options, including</p> <ul style="list-style-type: none"> <li>○ <b>Actual Size</b> (as the report appears in printed form)</li> <li>○ <b>Page Fit</b> (zoomed so that the whole report page appears on the screen)</li> <li>○ <b>Page Width</b> (zoomed so that the report page fills the width of the report screen)</li> <li>○ Percentages ranging from 50 to 400 percent</li> </ul>
	<p>Click the <b>Print</b> icon to print the report. A Print dialog will appear, letting you choose print options, including the printer you want to use.</p>
	<p>Click the <b>Download</b> icon to download the report to a file. A Download dialog will appear, giving you the option of opening the report using an available application or save the report to a file.</p>
	<p>Right-click the <b>Current View</b> icon to see a list of options for opening the report in a new window or tab.</p>
	<p>Click the <b>Tools</b> icon to see a list of options, which include</p> <ul style="list-style-type: none"> <li>○ <b>Go to First/Last Page</b> in the report</li> <li>○ <b>Rotate Clockwise and Rotate Counterclockwise</b>, which rotate the report image as it appears in the window</li> <li>○ <b>Enable hand tool</b>, which lets you move the report image up and down and left and right.</li> </ul>

Icon	Function
	<ul style="list-style-type: none"> <li>◦ <b>Document Properties</b>, which lists a variety of properties, including file name, file size, and creation date.</li> </ul>  <p>Click <b>Close</b> to close the Document Properties window.</p>
<p><b>Save</b></p>	<p>Click <b>Save</b> to save the report to a file or open it with an available application.</p>
<p><b>Export</b></p>	<p>Click the <b>Export</b> button to access the Export dialog box.</p> <p>From this dialog, you can export report data to a file. The report file formats are as follows: Crystal Report (.rpt), MS Word (.doc), MS Excel (.xls), Rich Text Format (.rtf), Separated Values (CSV), or XML.</p> <ol style="list-style-type: none"> <li>1. Use the drop-down menu to select the desired format.</li> <li>2. Click the <b>All Pages</b> radio button to print the whole report, or click the <b>Select Pages</b> button, and then enter a range of pages.</li> <li>3. Click <b>Export</b>.</li> </ol>

# Notifications

The Notifications widget appears on your Home Page and displays items and announcements that need your attention such as:

- The number of files that were recently imported
- The number of rejected payments that need your review
- The number of payments that need your approval
- The number of real-time payment messages that you've received. Possible messages include a receipt of a request for payment for information, receipt of a response to a request for information, or receipt of a payment acknowledgement.
- The number of user records that need your approval
- Errors with recurring transactions (scheduled payments)
- The status of large ACH batch processing (Payment and Template Background)
- Any announcements or messages from the bank (such as approaching holidays or closings) that you should be aware of



Click the **View** link to see a list of items that meet the criteria above. For example, if you click the **View** link for rejected payments, the Payment Center will appear with the transactions list filtered for rejected payments only. You can then take action on the items in the list.