

Leaders Profile

User Manual



Leaders Bank

Providing service you deserve.

TABLE OF CONTENTS

SIGN-ON	4
INITIAL SIGN-ON.....	4
CASH MANAGEMENT/ACH ORIGATION SIGN-ON	5
ACCOUNT LIST	6
TRANSACTIONS	8
<i>View Transactions</i>	8
<i>View Check and Deposit Images</i>	9
<i>Current Account Information Report</i>	10
<i>Select Range of Transactions</i>	11
DOWNLOAD TRANSACTIONS	12
VIEW/DOWNLOAD BANK STATEMENT	14
STOP PAYMENT	16
<i>View Stop Payment</i>	16
<i>Create Stop Payment</i>	17
<i>Stop Payment Confirmation</i>	18
TRANSFERS	19
<i>View Transfers</i>	19
<i>Create Funds Transfer</i>	20
<i>Funds Transfer Confirmation</i>	22
PRIOR ACCOUNT INFORMATION REPORT.....	23
BILL PAYMENT	24
VIEW PAYEE LIST.....	25
EDIT PAYEE.....	26
DELETE PAYEE.....	27
ADD PAYEE.....	28
ADD PAYMENT.....	32
QUICK PAYMENT.....	35
VIEW PAYMENT HISTORY	36
ACH.....	37
ACH BATCH LIST	37
CREATE BATCH HEADER.....	39
CREATE DETAIL RECORD	40
VIEW DETAIL RECORDS	42
DOWNLOAD DETAIL RECORDS.....	43
EDIT DETAIL RECORDS	44
DELETE DETAIL RECORDS	45
QUICK EDIT.....	46
EDIT CATEGORY	47
COPY BATCH.....	48
DELETE BATCH	49
INITIATE BATCH.....	50
QUICK INITIATE.....	51
SEARCH.....	52
UPLOAD ACH FILE	53
ADD TAX PAYMENT	54

TABLE OF CONTENTS (continued)

ARP (ACCOUNT RECONCILIATION/POSITIVE PAY)	56
VIEW/WORK ARP ITEMS	56
VIEW ARP ITEM.....	57
UPLOAD ARP FILE.....	58
ENTER ARP ITEMS	59
CASH MANAGEMENT (ADMINISTRATION)	60
VIEW CASH MANAGEMENT USERS	60
EDIT CASH MANAGEMENT USER	61
EDIT ACCOUNT ACCESS	62
DELETE CASH MANAGEMENT USER.....	63
CASH MANAGEMENT DOWNLOAD	64
OPTIONS	65
PERSONAL OPTIONS	65
ACCOUNT OPTIONS	66
ALERTS	67
<i>Edit Event Alerts</i>	68
<i>Add Balance Alert</i>	69
<i>Add Item Alert</i>	70
<i>Add Personal Alert</i>	71
DISPLAY OPTIONS	72