CD-ROM Business Statement User Guide

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About your new CD-ROM
Business Statement

Congratulations on receiving your CD-ROM Business Statement! This CD is a Windows-based statement, research, and reconcile tool provided by Community State Bank to replace the paper based-image statement you currently receive in the mail. Your new CD-ROM Business Statement functions as your very own statement and image research archive reducing some of the burden associated with maintaining accurate financial records.

This guide will walk you through the setup process and provide you with everything you need to get the most out your new product. Once you become familiar with our product, you'll wonder what you ever did without it!

BENEFITS

- ✎ Cost-Effective
- ✎ Faster Response
- ✎ Improved Access
- ✎ Space Savings

Account-Level Security Features. Each monthly CD comes with built-in security features that allow only the designated user rights to sensitive account information.

Benefits of CD-Rom Statements

CD-Rom statements are an efficient, cost-effective, electronic replacement for paper statements and check storage. You get the information you need for proof of payment, research and account reconcilement right at your fingertips each month on convenient CD-ROMs.

Who should use CD-ROM Statements?

- Businesses that want to replace cumbersome paper processes with efficient electronic processes.

- Businesses that want to reduce costs of check research and storage.

- Businesses in which multiple departments, such as cash management, accounts payable, payroll, and customer service need access to paid checks.

Chapter

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Getting Started

Your CD-ROM Business Statement is compatible with most current personal computers and operating systems. However, it is a check-and statement-research application that is designed to perform on Windows NT and newer operating systems. Considerations should be given to your operating environment. Recommended minimal system requirements are listed below:

SYSTEM REQUIREMENTS

DISPLAY
• Minimum screen resolution of 1024x768 – Supports 800x600 but is less quality

MEMORY
• Minimum system RAM of 128MB – Will operate with 64MB but performance is slow

PROCESSOR
• PIII – 500Mhz – Will run on slower machines; however, import process and general operation will be slower.

CD DRIVE
• CD drive that supports the Joliet file format

OPERATING SYSTEM AND SOFTWARE
• Windows NT 4.0 – Service Pack 4 or higher
• Windows 2000 – Service Pack 1 or higher
• Windows XP
• Internet Explorer 4.0 or higher
• Acrobat Reader version 5.0 or higher

DISK SPACE
• The amount of local hard drive space required will vary depending on the volume of check images imported.

Installing the Software

Upon receipt of your CD-ROM Business Statement, simply insert the CD into your CD or compatible drive. Windows will read the autorun.inf file on the CD and initiate the installation wizard.

Note:

To run the install program you must be signed on to your PC as an administrator. If you are on a network contact your network administrator.

The CD contains installation and viewing application software, as well as the item image and statement files. A single CD is capable of storing up to 25,000 front-and rear-item images.

Insert the CD. Once inserted, the CD will automatically launch the installation wizard. A Welcome dialog screen will prompt you to install the Director Runtime Client which will allow you to view your monthly statement and checks. To continue, click *Next*.
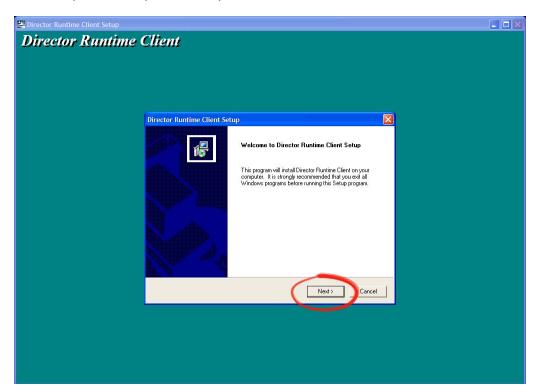

FIGURE 2.1 A Welcome dialog screen will prompt you to install the Director Runtime Client which will allow you to view your monthly statement and checks.

NOTE: The autorun feature will only run the first time you insert the CD. All subsequent times the CD is inserted, you will be prompted to log in after launching the program.

Run program locally. The next two dialog boxes ask you if you would like to install Director Runtime Client directly onto your system or run it from the CD. For a better response from your new Business CD Statement, we suggest installing both onto your machine locally.

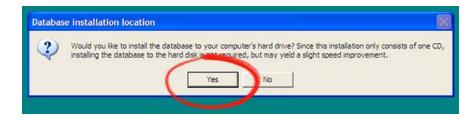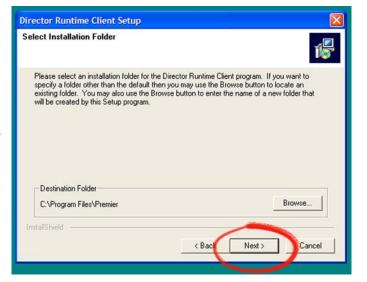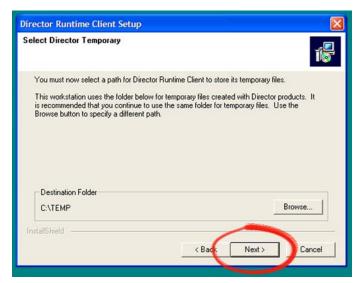Click *Yes* to the following prompts as illustrated below.

Figure 2.2 The two dialog boxes above ask you if you if you would like to install Director Runtime Client directly onto your system or run it from the CD. Click *Yes* for both dialog boxes to install the program onto your computer.

Destination and Location. The installation wizard will then prompt you to specify the destination and location of both the application and working folders. The application folders will house the Director Runtime Client executable and all related application files. The default directory for the application program and supporting files is C:\Program Files\Premier. Click *Next* to continue.
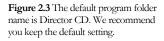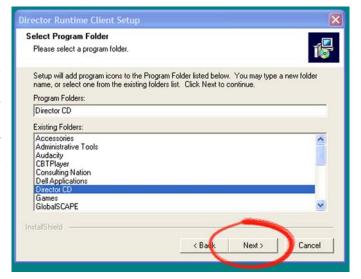
The working folder will house the temporary files. The default directory for the working folder is C:\Temp.

When an alternative drive location is desired, simply click the Browse button. This will open an explorer window in which you can select for either the application or working folder. Click *Next* to continue.
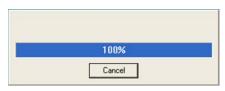
Select a Program Folder. After the destination and working folders have been specified, the installation wizard will prompt you to select the program folder name. The default program folder name is Director CD. If you wish, you can retype a new folder name and click on *Next*.

Figure 2.3 The default program folder name is Director CD. We recommend you keep the default setting.

Almost there. InstallShield will then begin the setup process. A progress completion bar percent is displayed for your convenience. During t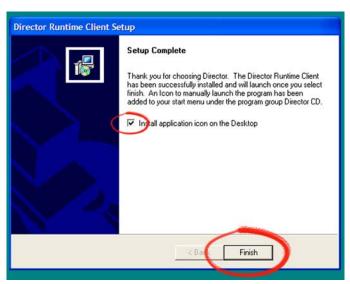his time, various system files are installed and Windows registry entries are made. The amount of time this process takes depends on the speed of your computer processor, but it should not take more than a few minutes.

Setup Complete. Once the InstallShield has completed the installation and setup of the software, click on the *Finish* button. Occasionally, if other system files were in use during the installation, or depending on the version or service-pack release of your operating system, InstallShield may caution that a restart is required to complete the installation. When this occurs, your PC will be restarted upon clicking the *Finish* button.
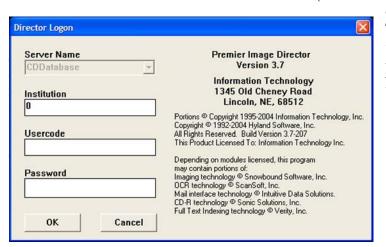
Figure 2.4
Make a shortcut on your desktop. You can easily make a shortcut on your desktop for your new software by simply clicking on the checkbox labeled "*Install application icon on the Desktop*" located in the dialog box illustrated here. →

The Logon Screen. After InstallShield has finished the installation, the Director Runtime Client application is executed and launches a logon screen that prompts you to enter a Usercode and Password. The Usercode (or username) will be the last four digits of your **Federal Tax ID Number** and the Password will be your six-digit **Account Number**.

Account-Level Security Features. The bank uses your unique account information for the Usercode and Password. Users must know their information linked to the CD to access account information.

Chapter

3

Using Director Runtime Client

Once you have installed your new software, a Director Runtime Client icon with your company's name will remain on your desktop. Whenever you want to start the program, all you need to do is double-click on the icon and the program will automatically start.

After the initial screen, the program will display a dialog box asking you to enter a Usercode and Password to access your account(s). The Usercode (or username) will be the last four digits of your **Federal Tax ID Number** and the Password will be your six-digit **Account Number**.
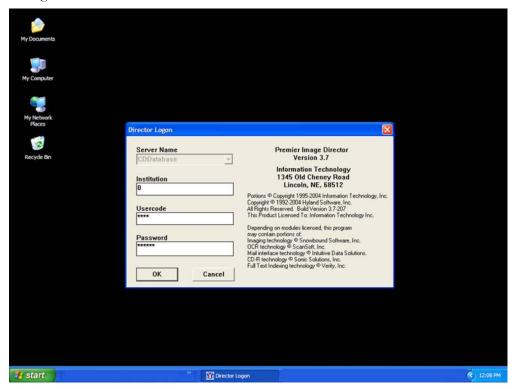

Figure 3.1 Enter your Usercode and Password to access the program.

The Main Menu

Once you have successfully logged into the program, you will see the main menu including the Document Retrieval window which will serve as the parent window. In other words, every time the program is launched, this window will always open first.
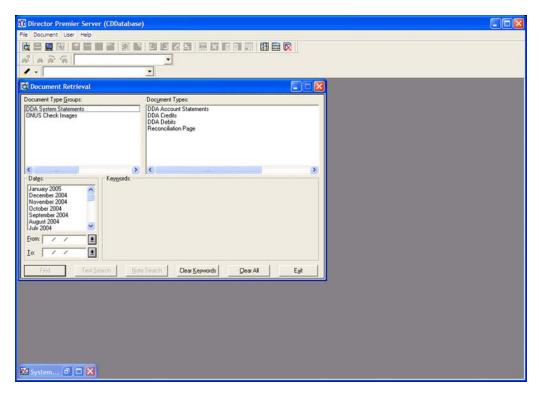

Figure 3.2 Upon program launch, the Document Retrieval window is the "parent" or main window and will serve as the main window to open all other windows while viewing your monthly statement and checks.

MAIN MENU TERMINOLOGY

DOCUMENT TYPE GROUPS (LEFT PANE) - Broad categories--Used to distinguish between your statement and your check images.

DOCUMENT TYPES (RIGHT PANE) - Specific categories--Breaks down categories into your account statement, credits, debits, and reconciliation page.

DDA SYSTEM STATEMENTS - Represents the account type you are searching for.

DDA ACCOUNT STATEMENTS - Represents the account statement(s) on this CD.

ONUS CHECK IMAGES - Represents the document type you are searching for.

DDA CREDITS - Represents any items that would have been credited or added to the account statement(s) for the month (example: deposit tickets, automatic deposits, etc.).

DDA DEBITS - Represents any items that would have been debited or subtracted from the account statement(s) for the month (example: checks, automatic withdrawals, etc.).

RECONCILIATION PAGE - A handy form that is available on this CD for you to balance your statement each month.

Chapter

4

Setting up your Printer

If you only have one printer set up on your computer, Director Runtime Client should automatically recognize it and make it your default printer. No additional setup should be required. However, if you have multiple printers set up on your computer, you may want to follow the steps below to set up your desired printer.

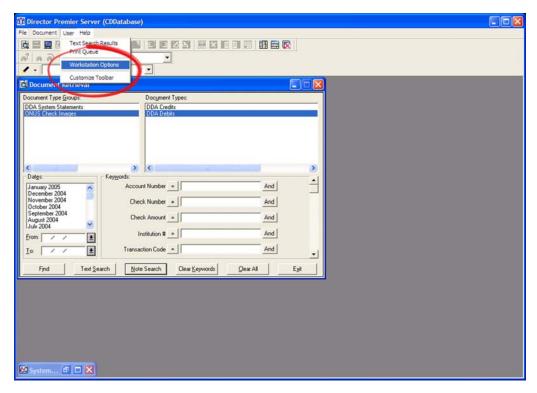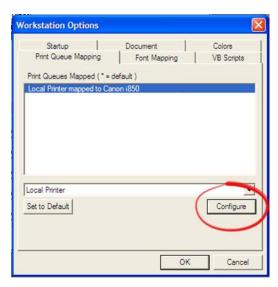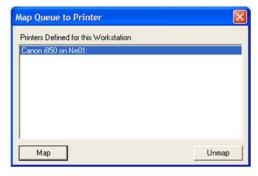**Setting your Options.** Under the *User* pull-down menu, select *Workstation Options*.

Figure 4.1 Director Runtime Client has the "look and feel" of a network program because it is based on the bank's network program.

Print Queue Mapping. The Workstation Options window opens. Select the *Print Queue Mapping* tab. The name of your default printer should be listed. If the window is blank or you would like to select a different printer, click *Configure*.

Figure 4.2 The Print Queue Mapping tab lists the default printer. To change the default, be sure to highlight the printer name and click *Configure*. →
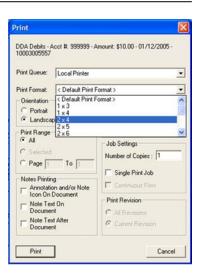
Define your Printer. This window will list all printers currently installed on your computer. Select the printer you would like to use, then click *Map*. Once you have selected printer. Click OK to close out of the Workstation Options window and you're all set!

Printing Options. When you are ready to print your documents, you have the option to print in many different formats including two-sided (duplexing). We recommend you experiment with your options to find the best option to fit your needs.

Chapter

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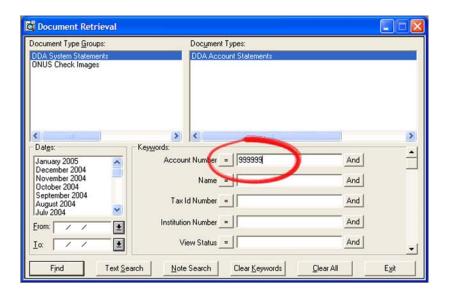
Viewing your Monthly Statement

For your convenience, there are two quick and easy ways to view and print your monthly statement:

1. In the left pane of the Document Retrieval window, select *DDA Systems Statements*. In the right pane of the Document Retrieval window, select *DDA Account Statements*.

2. Below the right pane, a new set of Keyword options are now available. Type your Community State Bank Account Number associated with this CD (see example below). Click *Find*.

3. Your statement opens in another window. Maximize the window if needed. To print your statement, either choose File>*Print* or simply choose the printer icon .

The other way to access your statement is as follows:

1. In the left pane of the Document Retrieval window, select *DDA Systems Statements*. In the right pane of the Document Retrieval window, select *DDA Account Statements*.

2. Below the left pane, select the corresponding month associated with this CD (see example below). Click *Find*.
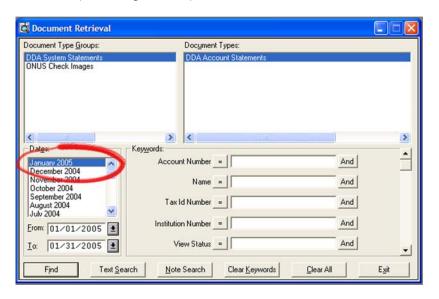

Figure 4.1 By selecting the corresponding month associated with your account, you can access your statement quickly. **Please note: Although other months show up in the window, only the current month labeled on front of the CD will be available for viewing.**

3. Your statement opens in another window. Maximize the window if needed. To print your statement, either choose File>*Print* or simply choose the printer icon [printer icon] .

Helpful Tip

As you become more familiar with the program, you will find many ways to access the information you need in a timely manner. The two examples illustrated above are the fastest most convenient ways.

I F   Y O U   N E E D   H E L P   W I T H   T H E   C D   B U S I N E S S   S T A T E M E N T ,   P L E A S E   C A L L   2 6 2 - 8 7 8 - 3 7 6 3 .

Chapter

6

Viewing & Searching your
Document Images

Community State Bank's Business CD-ROM offers multiple ways to access document images for easy reference, printing and reconciliation.

Text Search

With the Text Search option, you can perform either an external or internal search of documents.

To perform an External Search.

1. In the left pane of the Document Retrieval window, select *ONUS Check Images*. In the right pane of the Document Retrieval window, select either *DDA Credits* or *DDA Debits*.

2. At the bottom of the Document Retrieval window, click *Text Search*.

3. A window labeled External Text Search will open. Enter the search criteria you are looking for. When you are finished, click *Find*.
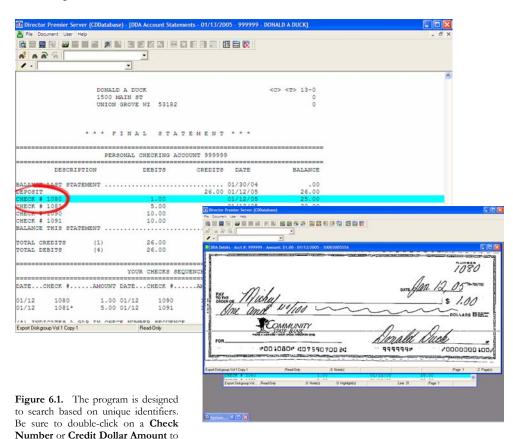
To perform an Internal Search.

1. Open your monthly statement by following one of the two options in Chapter 4.

2. Right-click anywhere within the Statement Document and select *Text Search*.

3. A window labeled Internal Text Search will open. Enter the search criteria you are looking for. When you are finished, click *Find*.

Search within your Statement

To search within your statement.

1. In the left pane of the Document Retrieval window, select *DDA Systems Statements*. In the right pane of the Document Retrieval window, select *DDA Account Statements*.

2. Below the right pane, a new set of Keyword options are now available. Type your Community State Bank Account Number associated with this CD (see example below). Click *Find*. Your statement opens in another window. Maximize the window if needed.

3. Within the statement, double-click on any *Check Number* or *Credit Dollar Amount* and the image will automatically generate a new window with the image.

4. To print your image, either choose File>*Print* or simply choose the printer icon 🖶 .

Figure 6.1. The program is designed to search based on unique identifiers. Be sure to double-click on a **Check Number** or **Credit Dollar Amount** to view the image.

Search by Date

1. In the left pane of the Document Retrieval window, select *ONUS Check Images.* In the right pane of the Document Retrieval window, select either *DDA Credits* or *DDA Debits.*

2. Below the left pane, select the corresponding month associated with this CD (see example below). Type in the date range criteria or select the arrow to the right of the date to create your specified range.
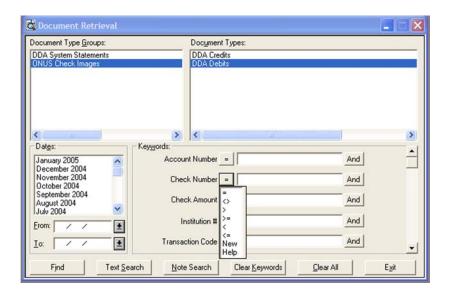
Search by Keyword

1. In the left pane of the Document Retrieval window, select *ONUS Check Images.* In the right pane of the Document Retrieval window, select either *DDA Credits* or *DDA Debits.*

2. Below the right pane, a new set of Keyword options are now available. Within that area, you can choose to search images by number of different criteria. When you are finished entering the information, click *Find.*

3. By selecting the [=] button, you can add additional search capabilities to narrow your search.

Figure 6.2.   Example: Choose *New* from the pull-down menu, a new Check Number option is now available to you. Now click on the *And* button to the right and select *Or.* This will add another Check Number option. Now pull down the *Equal Button* again and select < or >. This will allow you to search between a desired range.

Reconciliation Page

To balance your monthly statement, your new CD Business Statement also has a built-in Reconciliation Page.

To access the Reconciliation Page.

1. To get back to the Main Menu, click the *Clear All* Button in the Document Retrieval Window.

2. Below the right pane, choose Reconciliation Page. Click *Find*. A new window with the Reconciliation Page will show up.

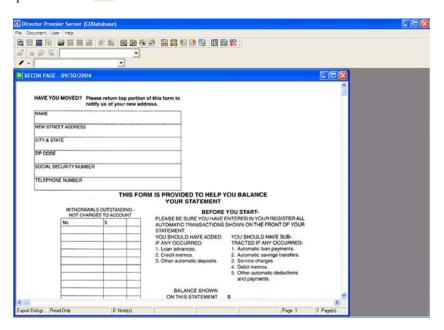3. To print the page, either choose File>*Print* or simply choose the printer icon 🖨 .

Figure 6.3.   The Reconciliation Page allows you to quickly print out and balance your monthly statement.
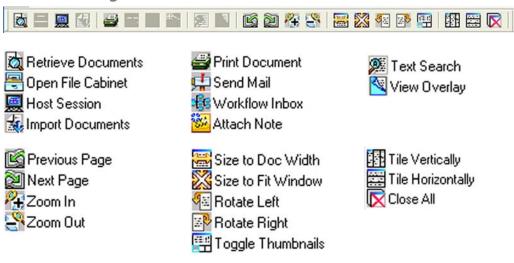
Chapter

7

The Menus

Quick Reference. As with most programs, not all menus are available at all times. This quick reference guide is available to help you remember what each icon does.

Toolbar Layout

Retrieve Documents	Print Document	Text Search
Open File Cabinet	Send Mail	View Overlay
Host Session	Workflow Inbox	
Import Documents	Attach Note	
Previous Page	Size to Doc Width	Tile Vertically
Next Page	Size to Fit Window	Tile Horizontally
Zoom In	Rotate Left	Close All
Zoom Out	Rotate Right	
	Toggle Thumbnails	

Toolbar Layout (submenu)

Text Search Options

Find First

Find Next

Find Last

Where community comes first.

FOR QUESTIONS OR COMMENTS ON COMMUNITY STATE BANK'S CD BUSINESS
STATEMENT, PLEASE CONTACT CUSTOMER SUPPORT AT 262-878-3763.

Member FDIC