

## CB\$ ELECTRONIC WARRANT (FUNDS TRANSFER) AGENCY ADMIN PROCEDURES

Whenever an agency becomes eligible to begin utilizing the Funds Transfer feature, DST will grant the Agency CB\$ Admin a new role (FTAGENCYADMIN) that allows him/her to grant users within the agency the ability to initiate electronic warrants (funds transfers).

After the new role has been granted by DST, upon Logon, the Agency CB\$ Admin will see two new menu items pertaining to Funds Transfer: 1) Initiator/Authorizer Mapping; and 2) Set Transaction Limits.

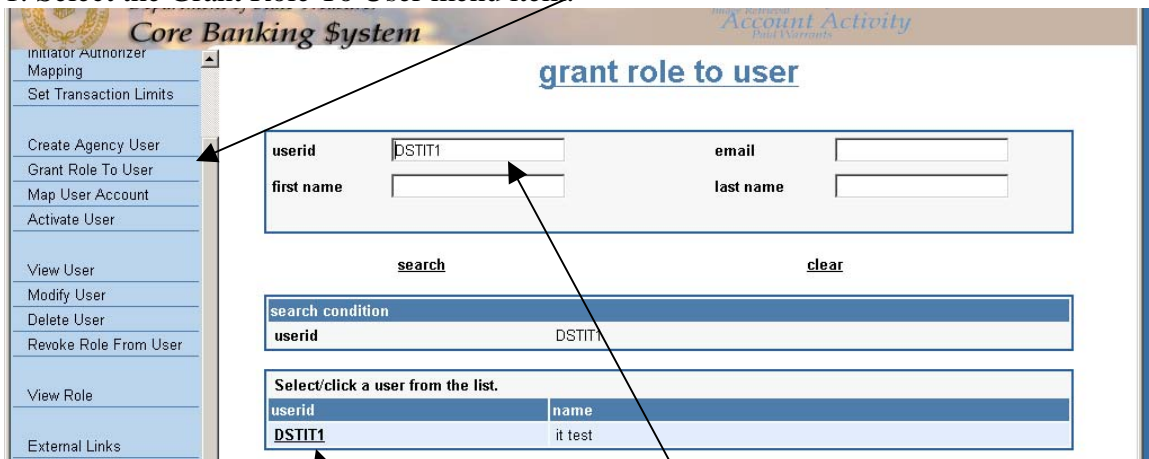


The Admin will utilize the following four functions when giving a user the ability to perform Funds Transfer transactions:

- 1) Create Agency User (unless the individual is already a current CB\$ user)
- 2) Grant Role to User
- 3) Initiator/Authorizer Mapping
- 4) Set Transaction Limits

### Grant Funds Transfer Role to agency user:

1. Select the Grant Role To User menu item



2. Either search or key the user ID of the individual.
3. Clicking on the UserID will cause the following screen to appear.

North Carolina Department of State Treasurer  
Core Banking System

Stop Payments Positive Pay Account Activity

grant role to user

user id	name
DSTIT1	it test

roles assigned to the user			
role id	role description	application	seq. nbr
AccountData	Account Data	Internet Banking	1
ImgRetrivl	Image Retrieval	Internet Banking	2
Messaging	Messaging	Internet Banking	3
Security	Security	Internet Banking	4
ViewPosStp	View Positive / Stop Pay	Internet Banking	5

roles not assigned to the user			
select	role id	role description	application
<input type="radio"/>	AGNCYADMN2	Agency Admin-Internet	Internet Banking
<input type="radio"/>	BatchUpld	Batch Upload	Internet Banking
<input type="radio"/>	DepoRepRec	Deposit Reporting Recon	Internet Banking
<input type="radio"/>	FTAGNCYADM	Funds Transfer Agency Admin	Internet Banking
<input type="radio"/>	FTROLE	FT role	Internet Banking
<input type="radio"/>	FTVIEWROLE	FT view only role	Internet Banking

4. There are three roles pertaining to Funds Transfer on the list at the bottom section of the screen available for assigning. The FTAGNCYADM role should not be assigned, as it is for use by the Agency CB\$ Admin only. Only one of the following two roles should be assigned, depending upon what the user will be doing:

- FTROLE** - Allows the user to 1) Initiate; 2) Authorize; and 3) View
- FTVIEWROLE** - Allows the user to view only

### Map Accounts

Once the Funds Transfer role has been granted, the user must be mapped to the account for which he/she can initiate/authorize/view transactions.

North Carolina Department of State Treasurer  
Core Banking System

Stop Payments Positive Pay Account Activity

map user account

Agency DEPT OF STATE TREASURER Agency ID DST3410

Agency User Name XDSTuser2 - Reavis, X-DST User2 Agency User ID XDSTuser2

Transaction Group Account Data  
Account Data  
Positive Pay  
Stop Pay  
Warrant  
**Funds Transfer**  
CIT/CMCS  
Agency Contacts

get account list

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1. Select "map accounts" from either the menu item or the item on lower right.
2. Select "Funds Transfer" from drop down list.
3. Follow the normal procedures for mapping accounts. (Accounts available for mapping will appear on the left.) Only Disbursing and STIF accounts should be mapped (not budget codes or CIT accounts).

## Map Authorizers to Initiators

Once a user has been mapped to accounts, the user must be mapped to other users for whom he/she can authorize transactions, and vice-versa.

Hint: It is best to set up and assign the “Funds Transfer” role to all users before mapping authorizers to initiators. This will allow the pick list to show all users available for mapping, and allow all users to be mapped at the same time.

**initiator authorizer mapping**

<b>Agency</b>	DEPT OF STATE TREASURER	<b>Agency ID</b>	DST3410
<b>Agency User Name</b>	XDSTuser4 - Person, Temp	<b>Agency User ID</b>	XDSTuser4
<b>Transaction Group</b>	Authorize Funds Transfer		
<b>list of</b>	Initiators		

get initiators/authorizers

End of Page

1. Select an agency user, for which to map authorizers
2. Click “get initiators/authorizers” for a pick list to choose from.
3. The following page will appear. The “unmapped” users are on the left.

**initiator mapping**

<b>Corporate</b>	DEPT OF STATE TREASURER	<b>Corporate Id</b>	DST3410
<b>Location</b>	Raleigh, NC 27603	<b>Location Id</b>	000
<b>location currency</b>			
<b>corporate user name</b>	it test	<b>corporate user id</b>	DSTIT1
<b>transaction</b>	Authorize Funds Transfer		

**list of unmapped initiators**

- NA Anurag Gupta (XDSTuser1)
- NA X-DST User2 Reavis (XDSTuser2)
- NA JODY JOYNER (XDSTuser3)

**list of mapped initiators**

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4. Selecting the unmapped users will allow them to be moved to the right (mapped users).

## Set Transaction Limits

Before a user can initiate or authorize a transaction, he/she must be assigned transaction limits. One limit is assigned for the maximum amount that can be initiated, and one amount can be assigned for the maximum amount that can be authorized.

1. Select “Set Transaction Limits” from the menu.

North Carolina  
Department of State Treasurer  
**Core Banking System**

Stop Payments  
Positive Pay  
Image Retrieval  
Account Activity  
Paid Warrants

**set transaction limits**

Agency	DEPT OF STATE TREASURER	Agency ID	DST3410
Agency User Name	XDTUser4 - Person, Temp	Agency User ID	XDTUser4

[get transaction List](#)

End of Page

2. Select the user from the drop down list. Only users that have been granted the “Funds Transfer” role will appear in the list.

3. Click on “Get Transaction List.” The following screen will appear.

North Carolina  
Department of State Treasurer  
**Core Banking System**

Stop Payments  
Positive Pay  
Image Retrieval  
Account Activity  
Paid Warrants

**set transaction limits**

Agency	DEPT OF STATE TREASURER	Agency ID	DST3410
Agency User Name	Temp Person	Agency User ID	XDTUser4

transaction type	authorization type	transaction limit
Account Activity		USD
Authorize Funds Transfer		1,000,000.00 USD
Initiate Funds Transfer	Single	1,000,000.00 USD

[back](#) [set transaction limits](#)

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4. Set the limits for each. While the default amount is \$1 million, the amounts can be changed as deemed appropriate.

5. Click on “set transaction limits” to confirm. Limits can be changed at a later date.

Help Desk: [CBS.Help@treasurer.state.nc.us](mailto:CBS.Help@treasurer.state.nc.us) Telephone (919) 508-5914.