

FedLine Applications

Training Manual
Federal Reserve Bank of Minneapolis

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Check Adjustments Application General Information

Overview of the Application

The Check Adjustments (CA) application in FedLine allows you to electronically request, update, inquire, cancel, and respond to check adjustment cases for checks processed at any Federal Reserve Bank.

As a FedLine customer, you will be receiving your check adjustment advices on your FedLine terminal rather than waiting for the delivery of the paper advice by courier or mail.

FedLine provides you:

- Same day notification of check adjustment entries that will settle through your account or your correspondent bank. Since adjustment amounts may be large, on-line notification of entries will allow your institution to make effective cash management decisions.
- The capability to copy advice information to your hard drive or a diskette, eliminating the extra space involved in storing paper advices for future reference.

After you begin receiving your adjustment advices via FedLine, your institution will be encouraged to **SEND** adjustments requests electronically over FedLine. The benefits of sending cases electronically include:

- Electronic acknowledgment that your case has been received along with the Federal Reserve reference number that has been assigned to it.
- Built in edits and field help functions in FedLine that ensure your staff provides all of the information needed to research your requests.
- The ability to check on the status of your cases electronically.
- Electronic access to all Federal Reserve offices so that you can submit adjustments electronically with any Federal Reserve office with which you deposit.

Functions Available to Financial Institutions

Case Open (CA1000)—This message allows you to request that the Federal Reserve Bank open an adjustment case. The case may be for a debit, a credit, or for specific information.

Case Status Inquiry (CA4000)—This message allows you to request the status report on a previously submitted case. Additionally, you can use this inquiry if you have not received an acknowledgment or a resolution.

Case Cancellation (CA7000)—This message is used to cancel a case that you may have solved internally or that you submitted in error.

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Functions Available to the Federal Reserve Bank ONLY

Case Open WITHOUT Entry (CA1000)—This message allows the Federal Reserve Bank to request authorization to make entry, or a request for information.

Case Acknowledgment (CA2000)—This message allows the Federal Reserve Bank to send a message that recognizes the receipt and opening of an adjustment case and provides the Fed's log number associated with the case. An acknowledgment is sent when an "F" is entered in the DTF (Document to Follow) field.

Case Open WITH Entry (CA1100)— This message allows the Federal Reserve Bank to inform the receiver that an advice of entry has been functioned for the error described.

Case Open WITH Entry (CA5100)—This message is used by the Federal Reserve Bank to inform the receiver that an entry has been functioned in response to an Adjustment Request from the receiving bank.

Case Resolution WITHO UT Entry (CA5000)—Information has been provided in response to an Adjustment Request from the receiving bank.

Case Status Inquiry Response (CA6000)—This message type allows the Federal Reserve Bank to respond to a Status Inquiry Request providing the requested information.

Eligible Institutions

All financial institutions using the FedLine software are eligible to participate and submit Check Adjustment cases for any amount over \$15.00.

Direct Access to All Federal Reserve Offices

The FedLine Check Adjustments Application enables FIs to request, update, inquire, and cancel adjustments for checks that are processed at any Federal Reserve Bank. If your institution wants direct access to another Federal Reserve Office, please contact the Minneapolis Customer Relations Help Desk at 1-888-333-7010 or (612) 204-7010 to initiate the setup process.

Contact Listing for Questions

All FedLine related questions should be directed to the Customer Relations Help Desk:

Local phone number: (612) 204-7010

WAT S phone number: 1-888-333-7010

The Customer Relations Help Desk is staffed from 7:00 a.m. to 5:45 p.m. CT, Monday through Friday, except on official Bank holidays.

All Check Adjustment Case related questions should be directed to the Check Customer Support:

Local phone number: (612) 204-6200

FAX number Primary: 612-204-6121

Secondary: 612-204-6095

WAT S phone number: 1-800-553-9656, extension 6200

FedLine Applications

All Ninth District states to contact Minneapolis FRB.
Montana WATS phone number: 1-800-823-4333, extension 3854
Montana local phone number: 447-3855
Montana FAX number: 406-447-3888

CA Posting Times for DORPs

- Post beginning at 11:00 a.m. Eastern time and hourly thereafter:
 - +/- Check corrections amounting to \$1,000,000.00 or more. These are debit and credit check corrections that represent errors discovered in the reconciliation of check deposits and errors in presented cash letters or late deliveries. Check corrections are posted hourly.
- Post after the close of Fedwire Funds Transfer System:
 - + Small dollar credit adjustments.
 - All debit adjustments and small dollar check corrections.
- For more information about posting rules, please refer to the Federal Reserve Account Management Guide published September 1998 and updated February 2001. You may access the guide online at:
<http://www.fbservices.org/accounting/fAccounting.cfm>
Choose “Customer Reference Guides” from the menu on this displayed page.
- If you have questions about posting rules, contact the Risk Department at 612-204-5858 or 1-800-553-9656 ext. 5858

Local Security Administrator

To add the CA application to a current user profile that has limited applications:

- Select **LA**—Local Administration <**Enter**>
- Select **20**—Update a User Profile <**Enter**>
- Enter the User ID you wish to update <**Enter**>
- <**Tab**> to next available line in the application code column
- Enter ‘**CA**’ and place an ‘**X**’ in the desired FUNCTION CATEGORIES

Updating FedLine Report Options

1. **HC**—Host Communications <Enter>
2. **94**—Update Report Options <Enter>

Service-ID: _____ <F6>

CA1000	CASE OPEN
CA2000	CASE ACKNOWLEDGMENT
CA4000	CASE STATUS
CA5000	CASE RESOLUTION*
CA6000	CASE STATUS RESPONSE
CA7000	CASE CANCELLATION
CA1100	CASE OPEN W/ ENTRY*
CA5100	SHORT CASE RESOLUTION*

*CA5000 is used when the Fed is responding to a request for information from customer and the CA1100 and CA5100 messages are actual accounting entries.

You will need to select each CA type message separately.

<Enter>

3. <Tab>

Process as per default settings?: N
Immediate-receipt print option: P
Storage option for subsequent processing: S
Storage characteristics: V
Report separators: FF (Form-feed before/after)

<Enter>

4. Backup Static Files in the Miscellaneous or Help Desk Applications.

Modifying Screen Defaults

Pick a Function	Check Adjustments	Date	Time																
-----MC-F6-----																			
CHOOSE A FUNCTION																			
<table border="1"><tr><td>code</td><td>name</td></tr><tr><td>03</td><td>Create CA Message</td></tr></table>				code	name	03	Create CA Message												
code	name																		
03	Create CA Message																		
<table border="1"><tr><td colspan="2">Multiple Choice</td></tr><tr><td>03</td><td>Create CA Message</td></tr><tr><td>06</td><td>Update CA Message</td></tr><tr><td>09</td><td>Verify a Message</td></tr><tr><td>15</td><td>Browse Outgoing CA Msg</td></tr><tr><td>90</td><td>Modify Screen Defaults</td></tr><tr><td>93</td><td>Set Verify Fields</td></tr><tr><td>96</td><td>Updt Appl Attrs</td></tr></table>				Multiple Choice		03	Create CA Message	06	Update CA Message	09	Verify a Message	15	Browse Outgoing CA Msg	90	Modify Screen Defaults	93	Set Verify Fields	96	Updt Appl Attrs
Multiple Choice																			
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90	Modify Screen Defaults																		
93	Set Verify Fields																		
96	Updt Appl Attrs																		

1. Select **CA**-Check Adjustments <Enter>
2. Select **90**—Modify Screen Defaults <Enter>
3. Select the following type of CA messages and update the :**RCVR** = 091000080 FRB Mpls or 092000267 FRB Helena, :**CNTC**= and :**TELE**= with the name of the contact person and telephone number at your institution.

CA1000	Case Open
CA4000	Case Status Inquiry
CA5000	Case Resolution
CA7000	Case Cancellation

<Enter> after updating each message.

The Receiver Routing Number, Name, Contact Name, and Telephone Number will be automatically displayed when creating Check Adjustment cases.

Submitting Cases for Other FIs

:SRVID: CA1000		CHECK ADJUSTMENTS – REQUEST TO OPEN A CASE	
:RCVR =	999999999	BANK OF OUR TOWN	
:SNDR =	091000080	FRB - MINNEAPOLIS	
:RESP =	097100007	RESPONDENT BANK OF OUR TOWN	
----- CASE INFORMATION -----			
:ITYP =	LNE		
:MTYP =	OPEN		
:AMT =	25.50	:ETYP =	CR
:SREF =	1231	:RREF =	:AID =
:CNTC =	JANE DOE	:TELE =	612-344-9999
:FCL =	091000080	FRB MINNEAPOLIS	
:TCL =	097100007	RESPONDENT BANK OF OUR TOWN	
:PROD =	FWD	:DTF =	:AVTP =
:COM1 =			
:COM2 =			
----- (ITEM IDENTIFICATION) -----			
:CLED =	MMDDYYYY	:CLT =	1,349,310.11
:GID =	8250	:SEQ =	510012345
:IBEF =	33.46	:IAFT =	756.62
:LAS =		:SBE =	:CURR =
----- (ITEM DETAILS) -----			
:DRBK =			
:DPBK =			
:MKR =		:PYE =	:CKNO =
:ANO =			
----- (FOR TREASURY ITEMS ONLY) -----			
:TYSM =		:TSER =	:TRCL =

When submitting CA messages for other financial institutions, enter the ABA number of the financial institution, that you want to send in for, in the Respondent Field (:RESP=) of the CA Open Case message. The settlement for any entries processed will be made to the ABA listed in the Respondent Field either through their reserve account or correspondent bank.

Steps for Creating a Check Adjustment Case

1. Select **CA**-Check Adjustments <Enter>
2. Select **03**—Create CA Message <Enter>
3. Select **CA1000 Case Open** <Enter>
Fill in appropriate information for case. <Enter>
<F10> or use the Quick Host Signon Screen. <CTRL E>
4. Select **HC**—Host Communications <Enter>
5. Select **10**—Establish a Session <Enter>
Which Session: **3**

Once Check Adjustment message has been sent to FRB, the following message will print:

>> Outgoing message URC: CA0001, Queued on Host MM/DD/YY Time<<

MSG-ID: CA1000 CASE OPEN
IN: MM/DD IIP2K TIME OUT: MM/DD IIQADJTS TIME
:SNDR=096500006 (name) FEDLINE BK TWO
:RCVR=091000080 (name) FRB MPLS

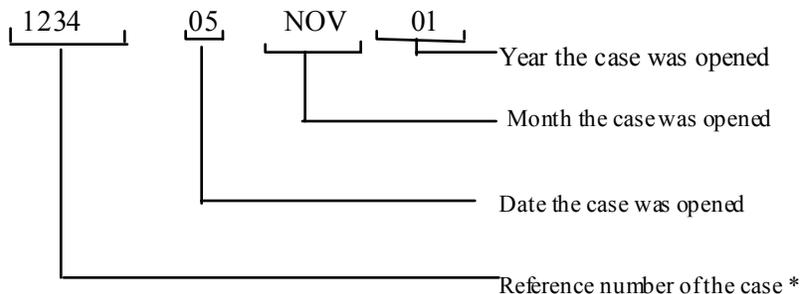
**THE ABOVE MESSAGE WAS PROCESSED (URD:CA0001)

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6. After your request to Open a Case has been received by Check Adjustments, a Case Acknowledgment (CA 2000) with the Reference Number assigned to your case will be sent.

SRVID: CA2000 CHECK ADJUSTMENTS – ACKNOWLEDGE A CASE OPEN	
:SNDR = 091000080	FRB - MINNEAPOLIS
:RCVR = 999999999	YOUR COMMUNITY BANK
:RESP =	
(CASE INFORMATION)	
:ITYP = SOR	
:MIYP = ACK	
:AMT = 854.46	:ETYP = RFI
:SREF = 1234-05NOV01	:RREF = 0001
:CNTC =	:TELE =
(CASE HISTORY)	
:NTRY = NA	
:AVDT = MMDDYYYY	
:OPEN = MMDDYYYY	
:CLOS = MMDDYYYY	
:DRCV = Y	
:COM1 =	
:COM2 =	

FRB LOG NUMBER



On occasion, the reference number of the case may be five digits. In that instance, the dash will be removed. Example: 1234505NOV01

FedLine Applications

If accounting entries are generated on the same day a case has been opened, a Case Resolution will be sent to you.

Check Adjustment Time Frame

All adjustment cases **received electronically by 3:00 p.m.** local time qualify for immediate provisional entry upon receipt of the case. This deadline applies to all dollar amounts. The receipt of attachments by the deadline is not required to qualify for immediate provisional entry. *However, attachments must be received within five days or the entry will be reversed.*

SRVID: CA5100	CHECK ADJUSTMENTS – CASE RESOLUTION
:SNDR=091000080 :RCVR=999999999 :RESP=	FEDERAL RESERVE OF MPLS YOUR COMMUNITY BANK
(CASE INFORMATION)	
:ITYP=NCH : MIYP=RESO CASE RE SOLUTION :AMT= 100.00 : SREF=1234-05NOV-01 :CNTC=ADJUSTMENTS :COM1= :COM2=	:ETYP=CR :RREF=0001 :AID =1234 :TELE=61220462006200
(CASE HISTORY)	
: NTRY=CR : AVDT= MMDDYYYY : OPEN= MMDDYYYY : CLOS= MMDDYYYY	

7. Check Adjustment cases should be monitored with either a Check Adjustment Journal or similar tracking system to ensure all differences are reconciled.

Case Acknowledgment

SRVID: CA2000		CHECK ADJUSTMENTS – ACKNOWLEDGE A CASE OPEN	
:SNDR =	09100080	FRB - MINNEAPOLIS	
:RCVR =	99999999	YOUR COMMUNITY BANK	
:RESP =			
(CASE INFORMATION)			
:ITYP =	SOR		
:MTYP =	ACK		
:AMT =	854.46	:ETYP =	RFI
:SREF =	1234-05NOV01	:RREF =	0001
:CNTC =		:TELE =	
(CASE HISTORY)			
:NTRY =	NA		
:AVDT =	NA		
:OPEN =	MMDDYYYY		
:CLOS =	NA		
:DRCV =	Y		
:COM1 =			
:COM2 =			

When you submit a Case Open (CA1000) via Fedline and you have supporting documentation to send in, indicate "F" in the DTF (Document to Follow) field. You will receive an acknowledgment (CA2000) on your Fedline printer with the information about your case and your case number for future reference. Use the acknowledgment (CA2000) as your DTF cover sheet to fax or mail your attachments.

OR

If you submit a Case Open over FedLine you can use the FedLine Adjustment Case Attachment form. This includes attachments that are mailed or faxed. The Adjustment Request form should not be sent in with attachments. You have been provided with a laminated FedLine Adjustment Case form. Please make copies of this form for your supply.

NOTE: The **BIN:** field is not used in this District.

Montana banks should submit their requests to FRB Helena.

Check Adjustments will attach a white computer-generated FedLine Check Adjustment Documentation form along with any supporting documentation required on a Case Open With Entry message sent to you.

Case Status Inquiry

1. Select **CA**—Check Adjustments <Enter>
2. Select **03**—Create CA Message <Enter>
3. Select **CA4000**

Create CA Message	Check Adjustments
SRVID: CA4000	CHECK ADJUSTMENTS—CASE STATUS INQUIRY
:SNDR=XXXXXXXXXX	(Name) XXXXXXXXXXXX
:RCVR= [REDACTED]	(Name) [REDACTED]
:RESP=	(Name)
(Case Identification)	
:MTYP = INQ Status Inquiry.	
:AMT = [REDACTED]	:ETYP =
:SREF =	:RREF =
:CNTC =	:TELE= [REDACTED]
:CLEDE = (MMDDYYYY)	

This screen is used to request the status of a previously submitted Case Open (CA1000).

Use Case Status Inquiry if a Case Acknowledgment or Case Resolution has not been received.

If you do provide the Fed's Reference Number (RREF), you do not have to include the Cash Letter or entry date (CLEDE).

**Check Adjustments—Case Status Inquiry
Field Descriptions**

RCVR **FEDERAL RESERVE BANK.** The office the original request was sent to.

RESP **ABA NUMBER OF THE RESPONDENT.**

(CASE IDENTIFICATION)

MTYP	INQ	Status inquiry.
AMT	Amount	The dollar amount of the case. (Must be greater than \$1.00.)
ETYP	Service Type	The type of service requested on the original case. (CR—Credit, DB—Debit, or RFI—Request for Information)
SREF	Sender's Ref #	Your reference number assigned to this case.
RREF	Receiver Ref #	Reference number assigned by the FRB.
CNTC	Contact	The name of the contact at your institution.
TELE	Phone Number	The phone number to be called with inquiries.
CLED	Cash Letter or Entry Date	The cash letter or entry date associated with the original request.

Cancellation

1. Select **CA**—Check Adjustments <Enter>
2. Select **03**—Create CA Message <Enter>
3. Select **CA7000**

Create CA Message	Check Adjustments
SRVID: CA7000	CHECK ADJUSTMENTS—CANCEL A CASE
:SNDR=XXXXXXXXXX	(Name) XXXXXXXXXXXX
:RCVR=	(Name)
:RESP=	(Name)
(Case Information)	
:ITYP =	
:MTYP = CNCL Cancel a Case.	
:AMT =	:ETYP =
:SREF = :RREF	=
:CNTC = :TELE	=
:CLED =(MMDDYYYY)	
(Case History)	
:NTRY =	
:OPEN =	
:COM1 =	
:COM2 =	

This screen is used to withdraw or cancel a previously submitted Case Open request.

If you provide the Fed's Reference Number (RREF), you do not have to include the Cash Letter or entry date (CLED).

**Check Adjustments—Cancel a Case
Field Descriptions**

RCVR FEDERAL RESERVE BANK. The office the original request is being sent to.

RESP ABA NUMBER OF THE RESPONDENT.

(CASE INFORMATION)

ITYP	Investigation Type <F6>	The type of case being canceled.
MTYP	CNCL	Cancel a case.
AMT	Amount	The dollar amount of the case being canceled. (Must be greater than \$1.00.)
ETYP	Service Type	The type of entry requested on the original case or information if a non-entry type request.
SREF	Sender's Ref #	Your reference number assigned to this case.
RREF	Receiver's Ref #	Reference number assigned by FRB.
CNTC	Contact	The name of the contact at the sender's institution.
TELE	Phone Number	The phone number to be called with inquiries.
CLED	Cash Letter or Entry Date	The cash letter or entry date associated with the original request.

(CASE HISTORY)

NTRY	Adjustment Entry	CR—Credit, DB—Debit, NA—Not Applicable.
OPEN	Open Date	The date the case was opened.
COMM1,2	Comment Line	Free form field to supply additional information.

**Case Open With Entry (CA1100)
(Federal Reserve Bank Only Screen)**

Create CA Message	Check Adjustments
SRVID: CA1100	CHECK ADJUSTMENTS—CASE OPEN WITH ENTRY
:SNDR=091000080 :RCVR=096400009	FRB Minneapolis (Name) FedLine Bk One
(Case Information)	
:ITYP = ENC : MTYP = Open OPEN A CASE WITH ENTRY :AMT = 60.00 :ETYP = WCR :SREF = 1234-05NOV01 :RREF = :CNTC = Check Adjustments :TELE = 61220462006200 :AID = 1234 :FCL = 096400009 FDL BK ONE :TCL = 091000080 FRB MINNEAPOLIS :PROD = FWD :DTF = M :AVTP = :COM1 = Provisional Entry :COM2 =	
(Item Identification)	
:CLED = MMDDYYYY :GID = 7052 :IBEF = 56.40 :LAS = 30.00	:CLT = 296,678.99 :TT = 8,799.87 :SEQ = 3780920 :IAFT = 25.76 :SBE = 90.00 :CURR =
(Item Details)	
:DRBK = XXXXXXXXXX :DPBK = 096400009 :MKR = Jenny Jones :ANO = 8888888777	(Name) XXXXXXXXXX :PYE = Fred Thomas :CKNO = 97654
(For Treasury Items Only)	
:TYSM =	:TSER = :TRCL =

The Federal Reserve Bank sends a Case Open With Entry when an accounting entry has been processed for an error described within the message. The message will indicate whether a credit (WCR) or debit (WDB) has been made to your account.

If there are attachments that need to be sent supporting the entry, an “M” will be in the DTF field (Document To Follow). Check Adjustments will attach the supporting documents to a FedLine Check Adjustment Documentation form and mail them to you.

**Check Adjustments—Case Open With Entry (CA1100)
Field Descriptions**

RCVR **ABA NUMBER OF THE RECEIVING BANK.**

RESP **ABA NUMBER OF THE RESPONDENT.**

(CASE INFORMATION)

ITYP	Investigation Type	<F6>
MTYP	OPEN	Case Open W/Entry
AMT	Amount	The dollar amount of this entry. (Must be greater than \$1.00)
ETYP	Service Type	WCR—Fed processed credit entry or WDB—Fed processed debit entry to your account.
SREF	Sender's Reference #	Federal Reserve's reference number assigned to this request. (Alpha/Numeric)
RREF	Receiver's Reference #	Receiver's reference number.
AID	Accounting Entry ID #	The FRB Accounting ID#, located on FRB Reserve statement, associated with an accounting entry. (CCWU/Batch/Sequence Number.)
CNTC	Contact	FRB Check Adjustment.
TELE	Phone Number	Phone number of FRB Adjustments.
FCL	From Cash Letter	The ABA number of the originator of the cash letter.
TCL	To Cash Letter	The ABA number of the receiver of the cash letter.
PROD	Product Class	Specific cash letter type in which item was presented.
DTF	Documents to Follow	Method in which additional documentation will follow. (mail, facsimile.)
AVTP	Type of Advice Being Requested	Only used for investigation type AREQ.
COM1	Comment	Additional information fields to further identify the processed entry; i.e., conditional entry, provisional entry, or item received from unknown source.
COM2	Comment	

(ITEM IDENTIFICATION)

CLED	Cash Letter or Entry Date	The cash letter or entry date associated with the request for adjustment. (MMDDYYYY)
CLT	Cash Letter Total	Cash letter total in which item in question is contained.
TT	Tape Total	Bundle total amount in which item in question is contained.
GID	Group ID#	An identifier that aids in the location of the item. The identifier of the originator within which the sequence/REF further defines the item.
SEQ	Sequence Number	The sequence number assigned by the originator of the cash letter to the item involved in the case.
IBEF	Item Before	Item preceding reported item on detail listing. If the item is the first in the bundle, 0.00 is used.
IAFT	Item After	Item following reported item on detail listing. If the item is the last in the bundle, 0.00 is used.
LAS	Listed As	The listed dollar amount of the adjustment item, bundle, or cash letter.
SBE	Should Be	The dollar amount that the item, bundle, or cash letter should have been listed.
CURR	Currency Denomination	The denomination for a foreign item drawn on other than U.S. dollars.

(ITEM DETAILS)

DRBK	Drawee Bank	The ABA of the financial institution which the check is payable at or through.
DPBK	Depositary Bank	The ABA number of the financial institution that endorsed/deposited the item.
MKR	Maker	The name of the party against whose account the check is drawn.
ANO	Account Number	Account Number of the item.
PYE	Payee	The name of the party to whom the check is made payable.
CKNO	Check #	The check number of the item.
ANO	Account #	The maker's account number—the account on which the check is payable.

**FedLine Check Adjustment Documentation
Federal Reserve Bank**

RECEIVER (RCVR) : ABA #: 096150003 NAME: FEDLINE BANK ELEVEN MPLS, MN 55480-0000 * BIN: SENDER (SNDR) : ABA#: 091000080 NAME: FEDERAL RESERVE OF MPLS P.O. BOX 291 MINNEAPOLIS, MN 55480-0291 Phone #: 612-204-6200/6200 CONTACT: ADJUSTMENTS	Receiver's Reference Number (RREF) : Date Submitted on FedLine: 03/13/01 Senders Reference Number (SREF) 1234-05NOV01 Amount: \$193.00 DR ITYP: ERR PROD: FWD
--	---

Comments: _____

Number of Pages Faxed (including cover page) _____

This form will be attached to any supporting documentation FRB Minneapolis has for Case Open With Entry or Case Open messages previously sent over FedLine.

Case Open
(This example sent by the Federal Reserve Bank)

:SRVID: CA1000			CHECK ADJUSTMENTS – REQUEST TO OPEN A CASE		
:SNDR =	091000080		FRB - MINNEAPOLIS		
:RCVR =	999999999		BANK OF OUR TOWN		
:RESP =					
----- (CASE INFORMATION) -----					
:ITYP =	PAID				
:MTYP =	OPEN				
:AMT =	913.28		:ETYP = CR		
:SREF =	1234-05NOV01		:RREF =		:AID = 000000001234
:CNTC =	John Doe		:TELE =	61220462006200	
:FCL =	999999999		FRB MINNEAPOLIS		
:TCL =	091000080		BANK OF OUR TOWN		
:PROD =	FWD		:DTE = M		:AVTP =
:COM1 =	Refer to credit dated MM/DD/YYYY ID 1129 for PIL				
:COM2 =	See attached. Original paid in totals below. Auth our charge.				
----- (ITEM IDENTIFICATION) -----					
:CLED =	03011998		:CLT =	349,310.11	:TT = 34,778.32
:GID =	8250		:SEQ =	510012345	
:IBEF =	750.00		:IAFT =	84.31	
:LAS =			:SBE =		:CURR =
----- (ITEM DETAILS) -----					
:DRBK =					
:DPBK =					
:MKR =			:PYE =		:CKNO =
:ANO =					
----- (FOR TREASURY ITEMS ONLY) -----					
:TYSM =			:TSER =		:TRCL =

When an Open Case is sent to a FI, the Fed is asking for information or authorization to charge or credit. The :ETYP=field will indicate the type of entry the FI should make to the Fed.

Case Open messages that might be sent are Investigation Types: PAID, SOR, PREQ, etc.

For the above case the payor bank states that a photo and an original item have been paid. This case is sent to the “Bank of first deposit” (BOFD) as they received credit for a PIL and the original item. The Fed is asking for authorization to charge since the BOFD was credit twice.

**Case Acknowledgment
(Federal Reserve Bank Only Screen)**

SRVID: CA2000 CHECK ADJUSTMENTS – ACKNOWLEDGE A CASE OPEN	
:SNDR = 09100080	FRB – MINNEAPOLIS
:RCVR = 99999999	YOUR COMMUNITY BANK
:RESP =	
————— (CASE INFORMATION) —————	
:ITYP = SOR	
:MIYP = ACK	
:AMT = 854.46	:ETYP = RFI
:SREF = 1234-05NOV01	:RREF = 0001
:CNTC =	:TELE =
————— (CASE HISTORY) —————	
:NTRY = NA	
:AVDT = NA	
:OPEN = MMDDYYYY	
:CLOS = NA	
:DRCV = Y	
:COM1 =	
:COM2 =	

This screen allows the Federal Reserve Bank to send an acknowledgement message that a particular case is opened and provides a reference number for the case.

**Check Adjustments—Case Acknowledgment
Field Descriptions**

RCVR **ABA NUMBER OF THE RECEIVING BANK.**

RESP **ABA NUMBER OF THE RESPONDENT.**

(CASE INFORMATION)

ITYP	Investigation Type <F6>	The type of case being acknowledged.
MTYP	ACK	Acknowledgment.
AMT	Amount	The dollar amount of the case being acknowledged. (Must be greater than \$1.00).
ETYP	Service Type	The type of service requested on the original case.
SREF	Sender's Ref #	Reference number assigned by FRB.
RREF	Receiver's Ref #	Your reference number assigned to this request.
CNTC	Contact	FRB Adjustments staff person.
TELE	Phone Number	Phone number of FRB Adjustments.

(CASE HISTORY)

NTRY	Adjustment Entry	Code showing how the case was resolved: CR—Credit, DB—Debit, NA—Not Applicable.
AVDT	Available Date	The date entry was processed to resolve the case.
OPEN	Open Date	The date the case was received and opened.
CLOS	Close Date	The date the case was closed.
DRCV	Documents Received Flag	Indicates whether documents associated with the case were received (Y, N).
COMM1,2	Comment Line	Free form field to supply additional information.

If documentation is required on the case and has not been received, you may want to remind the receiver of that fact in the comment line. If no documentation is required, flag DRCV as N and note it in the comment line.

**Case Resolution
(Federal Reserve Bank Only Screen)**

SRVID: CA5100	CHECK ADJUSTMENTS – CASE RESOLUTION
:SNDR=091000080 :RCVR=999999999 :RESP=	FEDERAL RESERVE OF MPLS YOUR COMMUNITY BANK
(CASE INFORMATION)	
:ITYP=NCH : MIYP=RESO CASE RESOLUTION :AMT= 100.00 :SREF= 1234 05NOV01 :CNT C=ADJUSTMENTS :COM1= :COM2=	:ETYP=CR :RREF=0002 :AID =1234 :TELE=61220462006200
(CASE HISTORY)	
<div style="background-color: #cccccc; padding: 5px;"> :NTRY=CR :AVDT=MMDDYYYY :OPEN= MMDDYYYY :CLOS= MMDDYYYY </div>	

If a CA1000 case open message is received by Check Adjustments and it qualifies for an immediate provisional entry, a CA5100 case resolution is sent and accounting entries are generated. You may receive additional information in the comment fields to further describe generated entries; i.e., conditional entry, as per request, provisional entry, credit for missing bundles. The message is sent to your FedLine printer.

Physical advices for resolutions are not created for Check Adjustment customers that send in the paper Adjustment Request form.

The first four digits of the Federal Reserve's Reference Number will appear on your accounting statement. Please use the FRB's Reference Number to ensure all accounting entries have been generated.

**Check Adjustments—Case Resolution
Field Descriptions**

RCVR **ABA NUMBER OF THE RECEIVING BANK.**

RESP **ABA NUMBER OF THE RESPONDENT.**

(CASE INFORMATION)

ITYP	Investigation Type	<F6>
MTYP	RESO	Case Resolution.
AMT	Amount	The dollar amount of this request. (Must be greater than \$1.00)
ETYP	Service Type	Requesting debit or credit entry to your account or information if a non-entry type request.
SREF	Sender's Reference #	Federal Reserve's reference number assigned to this request. (Alpha/Numeric)
RREF	Receiver's Reference #	Your reference number assigned to this request.
CNTC	Contact	FRB Adjustment staff person.
TELE	Phone Number	Phone number of FRB Adjustments.
COM1	Comment	Additional information fields to further identify the processed entry; i.e., conditional entry, provisional entry, or as per request.
COM2	Comment	

(CASE HISTORY)

NTRY	Adjustment Entry	Indicates the type of entry (debit/credit) that was made on the resolution of this case. If no entry was made, the NIA
AVDT	Date Available	The date the entry was processed to resolve the case. (MMDDYYYY)
OPEN	Date Opened	The date the case was opened. (MMDDYYYY)
CLOS	Date Closed	The date the case was closed. (MMDDYYYY)

Case Resolution

:SRVID: CA5000		CHECK ADJUSTMENTS – CASE RESOLUTION	
:SNDR = 09100080	FEDERAL RESERVE OF MPLS		
:RCVR = 99999999	ANYTOWN BANK		
:RESP =			
(CASE INFORMATION)			
:ITYP = AREQ			
:MTYP = RESO			
:AMT = 9,931.59	:ETYP = RFI		
:SREF = 1234-05NOV01	:RREF = 0000036855	:AID =	=00000001234
:CNTC = John Doe	:TELE = 61220462006200		
:FCL =			
:TCL =			
:PROD = FWD	:DTF = M	:AVTP =	BOTH
:COM1 = SENT COPY OF OFFSET DEBIT ADVICE			
:COM2 =			
(ITEM IDENTIFICATION)			
:CLED = MMDDYYYY	:CLT =	:TT =	
:GID =	:SEQ =		
:IBEF =	:IAFT =		
:LAS =	:SBE =	:CURR =	
(ITEM DETAILS)			
:DRBK =			
:DPBK =			
:MKR =	:PYE =	:CKNO =	
:ANO =			
(FOR TREASURY ITEMS ONLY)			
:TYSM =	:TSER =	:TRCL =	
(CASE HISTORY)			
:NTRY = NA			
:OPEN = MMDDYYYY			
:CLOS = MMDDYYYY			
:DRCV = Y			

FRB Minneapolis uses this message when responding to a CA1000 open case message without entries from a FedLine customer. **FI should expect to receive CA5000 for adjustment requests that do not require an entry (source of receipt, disposition, photo request, etc.).**

**Case Status Inquiry Response
(Federal Reserve Bank Only Screen)**

SRVID: CA6000	CHECK ADJUSTMENTS—STATUS INQUIRY RESPONSE
:SNDR= 0910-0008-0	FRB - MINNEAPOLIS
:RCVR= XXXXXXXXXX	(Name) XXXXXXXXXX
:RESP=	
----- (Case Information) -----	
:ITYP = LST	
:MTYP = RESP	
:AMT = \$100.00	:ETYP= CR
:SREF = 1234-05NOV01	:RREF= 99031302
:CLED = 03/01/98	
:CNTC = ADJUSTMENTS	:TELE= 61220462006200
----- (Case History) -----	
:NTRY = CR	
:AVDT = MMDDYYYY	
:OPEN = MMDDYYYY	
:CLOS = MMDDYYYY	
:COM1 = CLOSED WITH ENTRY	
:COM2 =	

The Federal Reserve Bank uses this screen to respond to a CA4000 Case Status Inquiry. It will provide specific information regarding whether the case is open, pending, or closed. Messages are sent to your FedLine printer.

Possible status:

- OPEN, IN PROC OF INVEST
- PENDING, DOCUMENT TO FOLL
- INVESTIGATED, CORR SENT
- PHOTOCOPY REQUESTED
- INVESTIGATED, PAYM'T REQ
- CLOSED WITH ENTRY
- CLOSED, CORR SENT
- CLOSED, PHOTO REQUESTED
- CLOSED INFO PROV TO REQ
- CLOSED PHOTO PROV TO REQ
- CLOSED CASE CANC BY REQ
- CLOSED, DUPLICATE CASE
- CLOSED, NOT OURS
- CLOSED
- RESPONSE RCVD, RSRCH REQD
- FEDLINE PEND, DOC TO FOLL

**Check Adjustments—Status Inquiry Response
Field Descriptions**

RCVR **ABA NUMBER OF THE RECEIVING BANK.**

RESP **ABA NUMBER OF THE RESPONDENT.**

(CASE INFORMATION)

ITYP	Investigation Type <F6>	Type of case being responded to.
MTYP	RESP	Status Inquiry Response
AMT	Amount	The dollar amount of the case. (Must be greater than \$1.00.)
ETYP	Service Type	Requesting debit or credit entry to your account or information if a non-entry type request.
SREF	Sender's Reference #	The reference number assigned to the case by the Federal Reserve Bank.
RREF	Receiver's Reference #	Your reference number assigned to this request.
CLED	Cash Letter or Entry Date	The cash letter or entry date associated with the request for adjustment. (MMDDYYYY)
CNTC	Contact	FRB Adjustment staff person.
TELE	Phone Number	Phone number of FRB Adjustments.

(CASE HISTORY)

NTRY	Adjustment Entry	CR—Credit, DB—Debit, NA—Not Applicable.
AVDT	Date Available	The date the entry was processed to resolve the case. (MMDDYYYY)
OPEN	Date Opened	The date the case opened. (MMDDYYYY)
CLOS	Date Closed	The date the case closed. (MMDDYYYY)
DRCV	Documents Received	Indicates whether documents associated with the case were received (Y, N).
COM1, 2	Comment Line	Free form field to supply additional information.

Cancel a Case

SRVID: CA7000	CHECK ADJUSTMENTS – CANCEL A CASE
:SNDR= 091000080	FRB - MINNEAPOLIS
:RCVR= 999999999	BANK OF OUR TOWN
:RESP=	
(CASE INFORMATION)	
:ITYP = LNE	
:MTYP = CNCL	
:AMT = 913.28	:ETYP = DB
:SREF = 1234-05NOV01	:RREF = TEST TEST
:CNTC = John Doe	
:CLED = 03011998	:TELE = 61220462006200
(CASE HISTORY)	
:NTRY = NA	
:OPEN = MMDDYYYY	
:COM1 =	
:COM2 =	

The Federal Reserve Bank uses this message when canceling a previously sent Case Open CA1000.

Reprint CA Out-Wires

1. Select CA-Check Adjustments <Enter>
2. Select **50**-Reprint CA Out-Wires <Enter>

Reprint CA Out-Wires	Check Adjustments	MM/DD/YYYY 13:05:00
=====*MC-F6*=====		
RE-PRINT OUTGOING TRANSACTIONS		
Status: --		
Dollar comparison type: --	Dollar amount: -----	
Search text: -----	Printer: -- (S=Supv, O=Outgoing)	
NOTES: 1) Search text will select on contents of the message, information you see in the audit window, and RECURRING and SCREEN IDs. See help window for Search Text for more information.		
2) Printing can be stopped by pressing the ESCAPE key.		
.....		

You can press <Enter> to reprint current day, outgoing CA messages. To reprint specific outgoing messages, fill in following fields and then press <Enter>

3. STATUS: <F6>
4. DOLLAR COMPARISON TYPE: <F6>

Multiple Choice	
eq	EQUAL this dollar amount
gt	GREATER than this dollar
lt	LESS than this dollar
ne	NOT EQUAL this dollar
ge	GREATER THAN OR EQUAL ...
le	LESS THAN OR EQUAL ...

5. DOLLAR AMOUNT:
6. SEARCH TEXT:
7. PRINTER:

S	Supervisory Printer
O	Outgoing Printer

Reprint CA In-Wires

1. Select **CA**-Check Adjustments <Enter>
2. Select **51**-Reprint CA In-Wires <Enter>

Reprint CA In-Wires	Check Adjustments	MM/DD/YYYY 13:04:12
=====*MC-F6*=====		
RE-PRINT INCOMINGTRANSACTIONS		
Report to process: -----	(F6 for choices)	
Print Delimiter: --		
Printer: -- (S=Supv, I=Incoming)		
.....		

3. REPORT TOPROCESS: <F6>

PRINT DELIMITER: Optional <F6> to choose method of separating messages on printer.

Multiple Choice	
=====	
NO	No Delimiters
DL	Draw Line before/after
FR	Form-feed before printing
FA	Form-feed after Printer
FF	Form-feed before/after
SA	Skip 1 line after printing

4. PRINTER:

S	Supervisory Printer
I	Incoming Printer

<Enter>

Export for Transmission

The Export for Transmission” function allows you to copy a file of outgoing Check Adjustments messages to a floppy diskette or another device. This can be used to transfer messages from an off-line terminal to on-line terminal for transmission.

1. Select **CA**-Check Adjustments <Enter>
2. Select **61**-Export for Transmission <Enter>

Export for Transmission	Check Adjustments	MM/DD/YYYY 09:43:32
=====TEST MODE=====		
*** CREATE A FILE FROM OUT GOING ADJUSTMENT MESSAGE ***		
File Name:	-----	
Use Device:	-----	
*** SELECTION CRITERIA ***		
Control Number Range:	--- to: ---	
Status:	-- (Blank implies any applicable status)	
Search Text:	-----	

3. FILE NAME:
4. USE DEVICE: <F6>

Multiple Choice	
A:	Floppy disk drive A:
B:	Floppy disk drive B:
IDENTIFY	External file on current drive
BLINK	Backroom LINK connection

5. CONTROL NUMBER RANGE: Blank in first field will begin at first item. Blank in second field will end at last item. (Optional.)
6. STATUS: <F6> or blank for any applicable status.
SEARCH TEXT: (Optional)
<Enter>
A message will be displayed “Please Insert a Disk in and Hit a Key.”
7. Place disk in drive <Enter>

Import & Queue CA Messages

The “Import & Queue CA Messages” function allows a file of Check Adjustments messages that were created on another processing system to be copied into an on-line terminal and queued for transmission. These imported messages cannot be updated or browsed at the on-line terminal.

1. Select **CA**-Check Adjustments <Enter>
2. Select **60**-Import & Queue CA Messages <Enter>

Import & Queue CA Msgs	Check Adjustments	MM/DD/YYYY:42:20
=====TEST MODE=====		
*** IMPORT AND QUEUE ADJUSTMENT MESSAGES ***		
File Name: -----		
(Use Alt+F10 to access the DOS directory command)		
Device: -----		

3. FILE NAME:
4. DEVICE: <F6>

Multiple Choice	
=====	
A:	Floppy disk drive A:
B:	Floppy disk drive B:
IDENTIFY	External file on current drive
BLINK	Backroom LINK connection

<Enter>

A message will be displayed “Please Insert a Disk in Drive __ and Hit a Key.”

5. Place disk in drive. <Enter>

Export Incoming Messages

The “Export Incoming Message” functions allow you to copy an incoming message onto a floppy diskette or another device.

1. Select **CA**-Check Adjustments <**Enter**>
2. Select **92**-Export Incoming Message <**Enter**>

Export Incoming Message	Check Adjustments	MM/DD/YYYY 09:44:31
=====TEST MODE=====		
PROCESS OPTIONS FOR REPORTS		
Report to process:	-----	(F6 for choices)
Please enter the following:		
Device:	-----	Copy to Name: -----

3. REPORT TO PROCESS: <**F6**>
4. DEVICE: <**F6**>

Multiple Choice	
=====	
A:	Floppy disk drive A:
B:	Floppy disk drive B:
IDENTIFY	External file on current drive
BLINK	Backroom LINK connection

5. COPY TO NAME: Enter a new name if the exported message is to be different than the FedLine name. <**Enter**>

A message will be displayed “Please Insert a Disk in __ and Hit a Key.”
6. Place disk in drive. <**Enter**>

Import Incoming Messages

The “Import Incoming Message” functions allow exported incoming messages to be copied into another FEDLINE terminal.

This function cannot be used to import a file of outgoing messages for transmission.

1. Select **CA**-Check Adjustments <Enter>
2. Select **91**-Import Incoming Message <Enter>

Import Incoming Message	Check Adjustments	MM/DD/YYYY 09:44:09
=====TEST MODE=====		
PROCESSING OPTIONS FOR IMPORTING REPORTS		
Device:-----	External Name: -----	

3. DEVICE: <F6>

Multiple Choice	

A:	Floppy disk drive A:
B:	Floppy disk drive B:
IDENTIFY	External file on current drive
BLINK	Backroom LINK connection

4. EXTERNAL NAME: Enter name of the external file to be copied <Enter>

A message will be displayed “Please Insert a Disk in Drive ___.”

6. Place disk in drive. <Enter>

Functions of Check Adjustments

- 03 Create CA Message.**
Used to create Case Open, Case Acknowledgment, Case Status Inquiry, Case Resolution, Case Status Inquiry Response, and Case Cancellation requests.
- 06 Update CA Message**
Used to change a Check Adjustment message anytime before the message has been queued for transmission.
- 09 Verify a Message**
Used to verify a Check Adjustment message entered but not queued for transmission.
- 15 Browse Outgoing CA Msg**
Used to view outgoing Check Adjustment messages.
- 18 Browse Incoming CA Msg**
Used to view incoming Check Adjustment messages.
- 50 Reprint CA Out-Wires**
Used to reprint today's outgoing Check Adjustment messages.
- 51 Reprint CA In-Wires**
Used to reprint today's incoming Check Adjustment messages.
- 60 Import & Queue CA Msgs**
Used to import a file of Check Adjustments that were created on another processing system into an on-line terminal and queued for transmission.
- 61 Export for Transmission**
Used to copy a file of outgoing Check Adjustments messages to a floppy diskette or another device.
- 90 Modify Screens Defaults**
Used to change Check Adjustment formats.
- 91 Import Incoming Message**
- 92 Export Incoming Message**
- 93 Set Verify Fields**
Used to mark the fields that require verification.
- 96 Updt CA Appl Attrs**
Used to change verification rules for Check Adjustment messages.

Request to Open a Case

Required Fields for Item Enclosed Not Listed (ENL)

ENL is used when an item/bundle was received/sent without being listed on the cash letter nor included in the cash letter total. The item/bundle should have been listed.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = ENL :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Required) :LAS = (Do Not Use)	:CLT = (Required) :TT = (Required) :SEQ = (Optional) :IAFT = (Required) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Required) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) = (Required) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER= :TRCL =

Required documentation:

- **Optional** – Copy of item (front and back)
- If **not** sending photo of item – as many of the fields marked *Optional* in the **Item Details** section must be filled out.

Request to Open a Case

Required Fields for Item Charged But Not Received or Listed Not Enclosed (LNE)

LNE is used when an item was listed and included in the cash letter total but was not received.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX	(Name) = (Required)
:RCVR=XXXXXXXXXX	(Name) = (Required)
:RESP=	(Name)
(Case Information)	
:ITYP = LNE	
:MTYP = OPEN	Open a Case.
:AMT = (Required)	ETYP = (Required)
:SREF = (Required)	:RREF = (Optional)
:CNTC = (Required)	:TELE = (Required)
:FCL = (Required)	(Name)
:TCL = (Required)	(Name)
:PROD = (Required)	:DTF = (Optional)
:COM1 = (Optional)	:AVTP =
:COM2 =	
(Item Identification)	
:CLED = (Required)	:CLT = (Required)
:GID = (**Required)	:SEQ = (Required)
:IBEF = (Required)	:IAFT = (Required)
:LAS = (Do Not Use)	:SBE = (Do Not Use)
	:TT = (Required)
	:CURR =
(Item Details)	
:DRBK = (Optional)	(Name)
:DPBK = (Optional)	(Name)
:MKR = (Optional)	:PYE = (Optional)
:ANO = (Optional)	:CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER=
	:TRCL =

Required documentation:

- **Optional** – Copy of item (front and back)
- If **not** sending photo of item – as many of the fields marked *Optional* in the **Item Details** section must be filled out.
- ** Fields required by FedLine

If combining six or more missing items in one request, details must be provided in the comments field.

Request to Open a Case

Required Fields for Encoding Errors (ENC)

ENC is used when an item was clearly encoded for an amount different than the legal amount.

Note: the AMT field must equal the difference between the LAS and SBE.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX	(Name) = (Required)
:RCVR=XXXXXXXXXX	(Name) = (Required)
:RESP=	(Name)
(Case Information)	
:ITYP = ENC	
:MTYP = OPEN Open a Case.	
:AMT = (Required)	:ETYP = (Required)
:SREF = (Required)	:RREF = (Optional) :AID = (Optional)
:CNTC = (Required)	:TELE = (Required)
:FCL = (Required)	(Name)
:TCL = (Required)	(Name)
:PROD = (Required)	:DTF = (Required) :AVTP =
:COM1 = (Optional)	
:COM2 =	
(Item Identification)	
:CLED = (Required)	:CLT = (Required) :TT = (Required)
:GID = (**Required)	:SEQ = (Required)
:IBEF = (Required)	:IAFT = (Required)
:LAS = (Required)	:SBE = (Required) :CURR =
(Item Details)	
:DRBK = (Optional)	(Name)
:DPBK = (Optional)	(Name)
:MKR = (Optional)	:PYE = (Optional) :CKNO = (Optional)
:ANO = (Optional)	
(For Treasury Items Only)	
:TSYM =	:TSER= :TRCL =

Required documentation:

- **Required** – Copy of item (front and back)
- ** Fields required by FedLine

Request to Open a Case

Required Fields for Non-Cash Item—An Item Was Included in the Cash Letter That is Not Valid (NCH)

NCH is used when an item was included in the cash letter total that is not a valid cash item and which should have zero value. Examples include a mutilated item, an empty document carrier, a deposit or control document.

Create CA Message	Check Adjustments	
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE	
:SNDR=XXXXXXXX	(Name) = <i>(Required)</i>	
:RCVR=XXXXXXXX	(Name) = <i>(Required)</i>	
:RESP=	(Name)	
(Case Information)		
:ITYP = NCH	:ETYP = <i>(Required)</i>	
:MTYP = OPEN Open a Case.	:RREF = <i>(Optional)</i>	:AID = <i>(Optional)</i>
:AMT = <i>(Required)</i>	:TELE = <i>(Required)</i>	
:SREF = <i>(Required)</i>	(Name)	
:CNTC = <i>(Required)</i>	(Name)	
:FCL = <i>(Required)</i>	:DTF = <i>(Required)</i>	:AVTP =
:TCL = <i>(Required)</i>		
:PROD = <i>(Required)</i>		
:COM1 = <i>(Optional)</i>		
:COM2 =		
(Item Identification)		
:CLEED = <i>(Required)</i>	:CLT = <i>(**Required)</i>	:TT = <i>(**Required)</i>
:GID = <i>(**Required)</i>	:SEQ = <i>(**Required)</i>	
:IBEF = <i>(**Required)</i>	:IAFT = <i>(**Required)</i>	
:LAS = <i>(Do Not Use)</i>	:SBE = <i>(Do Not Use)</i>	:CURR =
(Item Details)		
:DRBK = <i>(Optional)</i>	(Name)	
:DPBK = <i>(Optional)</i>	(Name)	
:MKR = <i>(Optional)</i>	:PYE = <i>(Optional)</i>	:CKNO = <i>(Optional)</i>
:ANO = <i>(Do Not Use)</i>		
(For Treasury Items Only)		
:TSYM =	:TSER =	:TRCL =

Required documentation:

- **Required** - The **original** non-cash item.
- ** Fields required by FedLine

Request to Open a Case

Required Fields for Requesting Source of Receipt (SOR)

SOR is used as a request to identify from whom an institution received an item, what cash letter date and total, bundle and sequence.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = SOR :MTYP = OPEN Open a Case. :AMT = <i>(Required)</i> :SREF = <i>(Required)</i> :CNTC = <i>(Required)</i> :FCL = <i>(Required)</i> :TCL = <i>(Required)</i> :PROD = <i>(Required)</i> :COM1 = <i>(Optional)</i> :COM2 =	:ETYP = <i>(Required)</i> :RREF = <i>(Optional)</i> :AID = <i>(Optional)</i> :TELE = <i>(Required)</i> (Name) (Name) :DTF = <i>(Do Not Use)</i> :AVTP =
(Item Identification)	
:CLED = <i>(Required)</i> :GID = <i>(**Required)</i> :IBEF = <i>(Required)</i> :LAS = <i>(Do Not Use)</i>	:CLT = <i>(Required)</i> :TT = <i>(Required)</i> :SEQ = <i>(Required)</i> :IAFT = <i>(Required)</i> :SBE = <i>(Do Not Use)</i> :CURR =
(Item Details)	
:DRBK = <i>(Optional)</i> :DPBK = <i>(see below*)</i> :MKR = <i>(Optional)</i> :ANO = <i>(Optional)</i>	(Name) (Name) :PYE = <i>(Optional)</i> :CKNO = <i>(Optional)</i>
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- NONE
- * :DPBK=091000080 (*FedLine requires this field be provided.*)
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Request Information on the Disposition of an Item (DISP)

DISP is used as a request to identify to whom an institution charged an item, the cash letter date and total, bundle total and sequence.

Create CA Message	Check Adjustments	
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE	
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)	
(Case Information)		
:ITYP = DISP :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Do Not Use)	:AID = (Optional) :AVTP =
(Item Identification)		
:CLED = (Required) :GID = (**Required) :IBEF = (Required) :LAS = (Do Not Use)	:CLT = (Required) :SEQ = (Required) :IAFT = (Required) :SBE = (Do Not Use)	:TT = (Required) :CURR =
(Item Details)		
:DRBK = (*See Below) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional)	:CKNO = (Optional)
(For Treasury Items Only)		
:TSYM =	:TSER=	:TRCL =

Required documentation:

- NONE
- * :DRBK=091000080 (FedLine requires this field be provided.)
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Request A Photocopy of an Item (Your Institution Is the Endorser or the Drawee) (PREQ)

PREQ is used to as a request to provide a photo/image of an item/cash letter.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = PREQ :MTYP = OPEN <i>Open a Case.</i> :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Do Not Use) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (**Required) :IBEF = (Required) :LAS = (Do Not Use)	:CLT = (Required) :TT = (Required) :SEQ = (Required) :IAFT = (Required) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- NONE
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Request Supporting or Missing Attachments to an Entry (AREQ)

AREQ is used as a request to provide a photo/image supporting an entry, or a missing attachment to an entry.

Create CA Message	Check Adjustments	
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE	
:SNDR=XXXXXXXXXX	(Name) = (Required)	
:RCVR=XXXXXXXXXX	(Name) = (Required)	
:RESP=	(Name)	
(Case Information)		
:ITYP = AREQ		
:MTYP = OPEN	Open a Case.	
:AMT = (Required)	:ETYP = (Required)	
:SREF = (Required)	:RREF = (Optional)	:AID = (Required)
:CNTC = (Required)	:TELE = (Required)	
:FCL =	(Name)	
:TCL =	(Name)	
:PROD = (Required)	:DTF = (Do Not Use)	:AVTP = (**Required)
:COM1 = (**Required)		
:COM2 =		
(Item Identification)		
:CLED = (Required)	:CLT = (Optional)	:TT = (Optional)
:GID = (Optional)	:SEQ = (Optional)	
:IBEF = (Optional)	:IAFT = (Optional)	
:LAS = (Do Not Use)	:SBE = (Do Not Use)	:CURR =
(Item Details)		
:DRBK = (Optional)	(Name)	
:DPBK = (Optional)	(Name)	
:MKR = (Optional)	:PYE = (Optional)	:CKNO = (Optional)
:ANO = (Do Not Use)		
(For Treasury Items Only)		
:TSYM =	:TSER =	:TRCL =

Required documentation:

- **NONE**
- CLED field is used for the date of the entry.
- The AID field information is the four-digit reference number on you accounting statement.
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Reverse or Investigate an Entry Made in Error (ERR)

ERR is used as a request to reverse/investigate an entry that was made in error. *Note: this ITYP should not be used as a catchall for submitting adjustment requests.*

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = ERR :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (**Required) :COM2 =	:ETYP = (Required) :RREF = (Required) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Optional) :AVTP =
(Item Identification)	
:CLEED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS = (Optional)	:CLT = (Optional) :TT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = (Optional) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Optional** – Documentation necessary for resolution.
- If not sending documentation – as many of the fields marked *Optional* in the **Item Details** section must be filled out.
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Request A Reversal or Investigation of a Possible Duplicate Entry (DUP)

DUP is used as a request to reverse/investigate an entry that appears to be a duplicate.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = DUP :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Required) :COM2 =	:ETYP = (Required) :RREF = (Required) :TELE = (Required) (Name) (Name) :DTF = (**Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS = (Optional)	:CLT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = (Optional) :TT = (Optional) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Optional** - Photocopies of duplicate entries
- **None** - if the date of the duplicate entry is provided in the CLED field and the date of the original entry, as well as the receiver's reference numbers associated with the original and duplicate entries are provided in the comments field. Otherwise, copies of both advices are required.

Request to Open a Case

Required Fields to Request Credit for a Missing Cash/Return Letter (MCL)

MCL is used as a request for credit for a cash letter that was never received, or a request for an “as of adjustment” for a delayed cash letter.

Create CA Message	Check Adjustments
SRVID: CA1000 :SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE (Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = MCL :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) = (Required) (Name) = (Required) :DTF = (Do Not Use) :AVTP =
(Item Identification)	
:CLEED = (Required) :GID = (Do Not Use) :IBEF = (Do Not Use) :LAS = (Do Not Use)	:CLT = (Optional) :TT = (Optional) :SEQ = (Do Not Use) :IAFT = (Do Not Use) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Do Not Use) :DPBK = (Do Not Use) :MKR = (Do Not Use) :ANO = (Do Not Use)	(Name) (Name) :PYE = (Do Not Use) :CKNO = (Do Not Use)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

➤ **None**

Request to Open a Case

Required Fields to Request Credit for a Missing Bundle (MBDL)

MBDL is used as a request for an entry for a bundle that was never received.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = MBDL :MTYP = OPEN Open a Case. :AMT = <i>(Required)</i> :SREF = <i>(Required)</i> :CNTC = <i>(Required)</i> :FCL = <i>(Required)</i> :TCL = <i>(Required)</i> :PROD = <i>(Required)</i> :COM1 = <i>(Optional)</i> :COM2 =	:ETYP = <i>(Required)</i> :RREF = <i>(Optional)</i> :AID = <i>(Optional)</i> :TELE = <i>(Required)</i> (Name) (Name) :DTF = (Do Not Use) :AVTP =
(Item Identification)	
:CLED = <i>(Required)</i> :GID = (Do Not Use) :IBEF = (Do Not Use) :LAS = (Do Not Use)	:CLT = <i>(Required)</i> :TT = <i>(Optional)</i> :SEQ = (Do Not Use) :IAFT = (Do Not Use) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Do Not Use) :DPBK = (Do Not Use) :MKR = (Do Not Use) :ANO = (Do Not Use)	(Name) (Name) :PYE = (Do Not Use) :CKNO = (Do Not Use)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

➤ **None**

Request to Open a Case

Required Fields for a Depository Bank to Submit A Claim for Late Return Due to a Financial Loss (LC)

LC is used as a case that says the drawee bank waited to long to return an item to a depository bank causing a loss. This investigation type usually results in a request for credit to the depository bank.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDP=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = LC :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS =	:CLT = (Optional) :TT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = :CURR =
(Item Details)	
:DRBK = (**Required) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- ** Fields required by FedLine
- **Required** original item or photocopy.
- “Substantially complete” claim of late return.
- We would prefer that late returns be handled by mail and not FedLine.

Request to Open a Case

Required Fields for a Drawee Bank to Advise the Fed that the Late Return in Question Was Submitted Timely— Late Return Disclaimer (LR)

LR is a case that says the drawee bank believes it returned an item timely. This investigation type usually results in a request for credit to the drawee bank.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = LR :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Required) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS = (Do Not Use)	:CLT = (Optional) :TT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Optional) (Name) :DPBK = (**Required) (Name) :MKR = (Optional) :ANO = (Optional)	:PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Required** original item or photocopy.
- “Substantially complete” claim of late return disclaimer.
- We would prefer that late returns be handled by mail and not FedLine.

Request to Open a Case

Required Fields for an Item in Which You Were Charged Based on a Photocopy and the Original Item, PAID ITEM (PAID)

PAID is used as a case involving an item that was refused either because it is the original or a photocopy and the other was paid.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = PAID :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Required) :COM2 = (Required)	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (**Required) :IBEF = (Required) :LAS = (Optional)	:CLT = (Required) :TT = (Required) :SEQ = (Required) :IAFT = (Required) :SBE = (Optional) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Required** - Source of receipt (both items)
- **Required** – Copy of paid item and photo (front and back)

Note: Source of receipt for original item is entered in: COM1=comment line one and two. It must include original CLED, GID, and SEQ. Source of receipt on item presented the second time is entered in the Item Identification section of the screen.

- ** Fields required by FedLine

Request to Open a Case

Required Fields for Requesting Information on an Item (INFO)

INFO is used as a request for information, usually described in the comment field.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = INFO :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Required) :COM2 = (Required)	:ETYP = (Required) :RREF = <i>(Optional)</i> :AID = <i>(Optional)</i> :TELE = (Required) (Name) (Name) :DTF = (Do Not Use) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = <i>(Optional)</i> :IBEF = <i>(Optional)</i> :LAS = <i>(Optional)</i>	:CLT = <i>(Optional)</i> :TT = <i>(Optional)</i> :SEQ = <i>(Optional)</i> :IAFT = <i>(Optional)</i> :SBE = <i>(Optional)</i> :CURR =
(Item Details)	
:DRBK = <i>(Optional)</i> :DPBK = <i>(Optional)</i> :MKR = <i>(Optional)</i> :ANO = <i>(Optional)</i>	(Name) (Name) :PYE = <i>(Optional)</i> :CKNO = <i>(Optional)</i>
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

➤ **NONE**

Request to Open a Case

Required Fields for an Item Charged in a Cash Letter in Error—Not Our Item (NOI)

NOI is used if an item was charged, erroneously.

Create CA Message	Check Adjustments
SRVID: CA1000 :SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE (Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = NOI :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Required) :IBEF = (Required) :LAS = (Do Not Use)	:CLT = (Required) :TT = (Required) :SEQ = (Required) :IAFT = (Required) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Required** - Original item

The above case should not be used for missorted returned checks.

Request to Open a Case

Required Fields for Submitting a Forgery and Requesting a Refund (FORG)

FORG is used when opening a case that involves an item that is an alleged forgery of endorsement or a missing endorsement.

Create CA Message	Check Adjustments
SRVID: CA1000 :SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE (Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = FORG :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	(Name) (Name) :ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) :DTF = (Required) :AVTP =
(Item Identification)	
:CLEED = (Required) :GID = (Optional) :IBEF = (**Required) :LAS = (Optional)	:CLT = (Optional) :TT = (Optional) :SEQ = (**Required) :IAFT = (**Required) :SBE = (Optional) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (**Required) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (**Required)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

The :ETYP=field has to be RFI—Request for Information and must have an “M” (mail) in the DTF field.

Required documentation:

- **Required** - original item and notarized affidavit of forgery

If the forgery is discovered within the normal return processing guidelines (UCC midnight deadline), you should submit the item through normal return item channels. Return forgery on a Mixed Return Letter and check unqualified.

- ** Fields required by FedLine

Request to Open a Case

Required Fields for Submit a Request to Return Funds to the Treasury (RCLM)

RCLM is used as a request to return money to the Treasury usually for a deceased payee.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=051050517 :RESP=	(Name) = (Required) (Name) = TREAS CK RECON DIV (Name)
(Case Information)	
:ITYP = RCLM :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (**Required) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS = (Optional)	:CLT = (Optional) :TT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = (Optional) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (**Required) :CKNO =
(For Treasury Items Only)	
:TSYM = (Required)	:TSER = (Required) :TRCL = (Required)

Must have an "M" (mail) in the DTF field. If there are questions regarding this program call FRB Richmond Treasury Check Operations help desk at 804-697-2605.

Required documentation:

- Payment made by cashier's check made payable to FRB Richmond and mailed to:
 - Federal Reserve Bank of Richmond**
 - Check Services Department**
 - Treasury CORE Operations B-Level**
 - P.O. Box 85111**
 - Richmond, VA 23285**
- Reclamation Request Form
- ** Fields required by FedLine

Request to Open a Case

Required Fields to Submit an Indemnified Photocopy of an Item or a Return. Your Institution Is the Endorser. (PIL)

PIL is used if a photocopy is being submitted due to a lost or destroyed item. The comments section may include a written notice in lieu of return when the photocopy cannot be obtained, or the written notice may be in a document to follow.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXX :RCVR=XXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = PIL :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = <i>(Optional)</i> :COM2 =	(Name) (Name) :ETYP = (Required) :RREF = (Required) :AID = <i>(Optional)</i> :TELE = (Required) :DTF = (Required) :AVTP =
(Item Identification)	
:CLEED = (Required) :GID = (**Required) :IBEF = <i>(Optional)</i> :LAS = <i>(Optional)</i>	:CLT = <i>(Optional)</i> :TT = <i>(Optional)</i> :SEQ = (**Required) :IAFT = <i>(Optional)</i> :SBE = <i>(Optional)</i> :CURR =
(Item Details)	
:DRBK = <i>(Optional)</i> :DPBK = <i>(Optional)</i> :MKR = (Do Not Use) :ANO = <i>(Optional)</i>	(Name) (Name) :PYE = <i>(Optional)</i> :CKNO = <i>(Optional)</i>
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- PIL (Forward Item) - One legible photocopy, back of the item must be stamped with a current endorsement and must also be indemnified.
- PIL (Return Item) - One legible photocopy marked with the phrase “notice in lieu of return” and forward collection source information (if BOFD is illegible).
- ** Fields required in FedLine

Request to Open a Case

Required Fields to Submit a Free Item. The Item Was Not Drawn on You and Not Charged. (FREE)

FREE is used when an item was found free and should not have been included in the cash letter.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = (Required) (Name) = (Required) (Name)
(Case Information)	
:ITYP = FREE :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = (Optional) :COM2 =	:ETYP = (Required) :RREF = (Optional) :AID = (Optional) :TELE = (Required) (Name) (Name) :DTF = (Required) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Optional) :IBEF = (Optional) :LAS = (Do Not Use)	:CLT = (Optional) :TT = (Optional) :SEQ = (Optional) :IAFT = (Optional) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Optional) :DPBK = (Optional) :MKR = (Optional) :ANO = (Optional)	(Name) (Name) :PYE = (Optional) :CKNO = (Optional)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Required** – Original item

Request to Open a Case

Required Fields to Request a Debit for a Cash Letter or a Return Letter Received and Not Charged (ECL)

ECL is used as a request for entry for a cash letter that was received at the correct location without entry.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = ECL :MTYP = OPEN Open a Case. :AMT = <i>(Required)</i> :SREF = <i>(Required)</i> :CNTC = <i>(Required)</i> :FCL = <i>(Required)</i> :TCL = <i>(Required)</i> :PROD = <i>(Required)</i> :COM1 = <i>(Optional)</i> :COM2 =	:ETYP = <i>(Required)</i> :RREF = <i>(Optional)</i> :AID = <i>(Optional)</i> :TELE = <i>(Required)</i> (Name) (Name) :DTF = <i>(Optional)</i> :AVTP =
(Item Identification)	
:CLED = <i>(Required)</i> :GID = (Do Not Use) :IBEF = (Do Not Use) :LAS = (Do Not Use)	:CLT = <i>(Required)</i> :TT = :SEQ = (Do Not Use) :IAFT = (Do Not Use) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Do Not Use) :DPBK = (Do Not Use) :MKR = (Do Not Use) :ANO = (Do Not Use)	(Name) (Name) :PYE = (Do Not Use) :CKNO = (Do Not Use)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

Required documentation:

- **Optional** – Copies of first / last / Cashletter

Request to Open a Case

Required Fields to Request a Debit for a Bundle Received and Not Charged (EBDL)

EBDL is used as a request for entry for a bundle that was received at the correct location with entry.

Create CA Message	Check Adjustments
SRVID: CA1000	CHECK ADJUSTMENTS—REQUEST TO OPEN A CASE
:SNDR=XXXXXXXXXX :RCVR=XXXXXXXXXX :RESP=	(Name) = <i>(Required)</i> (Name) = <i>(Required)</i> (Name)
(Case Information)	
:ITYP = EBDL :MTYP = OPEN Open a Case. :AMT = (Required) :SREF = (Required) :CNTC = (Required) :FCL = (Required) :TCL = (Required) :PROD = (Required) :COM1 = <i>(Optional)</i> :COM2 =	(Name) :ETYP = (Required) :RREF = <i>(Optional)</i> :AID = <i>(Optional)</i> :TELE = (Required) (Name) :DTF = (Optional) :AVTP =
(Item Identification)	
:CLED = (Required) :GID = (Do Not Use) :IBEF = (Do Not Use) :LAS = (Do Not Use)	:CLT = (Required) :TT = <i>(Optional)</i> :SEQ = (Do Not Use) :IAFT = (Do Not Use) :SBE = (Do Not Use) :CURR =
(Item Details)	
:DRBK = (Do Not Use) :DPBK = (Do Not Use) :MKR = (Do Not Use) :ANO = (Do Not Use)	(Name) (Name) :PYE = (Do Not Use) :CKNO = (Do Not Use)
(For Treasury Items Only)	
:TSYM =	:TSER = :TRCL =

If extra bundle is not drawn on your bank, provide drawee information in COM1 field.

Required documentation:

- **Optional** – Copy of items (front and back) or copy of detail listing

Field Information

Fields:

For all “forward” cash letters or return item letters (PROF=FWD, RTN), a Federal Reserve Office ABA number must be in either the FCL or TCL fields.

For all “fine sort” cash letters or return item letters (PROD=FFS, RFS), a Federal Reserve Office ABA number cannot be in the FCL or TCL fields.

RESP—Respondent Bank—Used only when submitting cases for other financial institutions.

ITYP—Error Investigation Type—If the item is both an encoding and a listing error, it is treated as a listing error.

Examples of NCH-Non-Cash Item—Includes an empty document carrier, a deposit or control document.

PAID—Fields COM 1 and 2 must contain original CLED, GID, and SEQ.

INFO—A request for some kind of information, usually described in the comment field.

SOR, DISP, FREE, PREQ, AREQ will always be: “ETYP=RFI”

LC requires the DPBK equal the SNDR ABA.

LR requires the DRBP equal the SNDR ABA.

SREF—Sender’s Reference Number—The identifier of the case/request as it is known to the sender of the message. Cannot contain symbols (slashes, dashes, etc.)

AID—Accounting Entry Identification Number—Identified as the IAS Seq number and located on your accounting statement..

PROD—Product Class of Item—Whenever possible provide the specific cash letter type in which the item was presented. If on the detail listing the FROM or TO bank is not FRB Minneapolis, it is a Fine Sort cash letter. When reporting errors on these cash letters, the FCL and TCL cannot be FRB Minneapolis (091000080). The FECL (Forward Electronic Cash Letter) option is not currently available.

DTF—Document To Follow—Must be a M if “ITYP=NOI, LC, LR, FREE, RCLM, and FORG.”

COM1, COM2—Free text fields. Information included in these fields for Case Opens will not be returned on the resolutions.

CLED—Provide the date the cash letter should have been/was processed. Must be any valid business date within the past twelve months.

If case does not involve cash letter date, such as AREQ, provide entry date.

For Duplicate Entry (DUP) or Photocopy and Original (PAID), the CLED should equal the second time was charged.

SEQ—Sequence Number—**9-digit DIN** (Document Identification). In the case of missing multiple, contiguous items of ten or more items, the sequence number of the first item. If less than ten items, report items separately as Case Open requests.

DRBK—Drawee Bank—The financial institution’s ABA that has the account of the item or is the payable through bank. Also known as the payee bank or the maker bank.

CURR—Currency—Must be a valid four-character swift currency code, required when “PROD=FRN.” FRB Helena is accepting Check Adjustments messages over FEDLINE regarding Canadian cash letters. FRB Minneapolis does not.

FedLine Applications

TSYM—In a case involving a Treasury check, the four-digit Symbol number printed on the check, identifying the disbursing agency.

TRCL—In a Treasury Reclamation case, the number assigned by the Treasury to the case.

TSER—In a case involving a Treasury check, the eight-digit check serial number printed on the check.

ANO—Account Number-Maker's account number. Also used for Savings Bond Serial number for cases involving EZ Clear bonds.

FedLine Applications

ADPB501U		FEDERAL RESERVE BANK OF MINNEAPOLIS			
		MM/DD/YYYY			
FEDLINE BANK ONE		0000-0000-0		PAGE	2

		* DETAIL OF OWN ACTIVITY *			

BR	BATCHREF	OFFSET FI		DEBIT	CREDIT
4270	(612) 204-6200		15280 CASH LETTER ADJUST		
	60006 0410				84.60
	50711 3028			100.00	
	50708 5996				4,808.00
	SUBTOTAL		3	100.00	4,892.60
5050	(612) 204-6200		15450 GOVMT CHECK/PMO CL		
	60758 1656		3570 17		7,726.73
	60756 1656		3566 17		10,682.77
	SUBTOTAL		2		18,409.50
4410	(612) 204-6200		15700 C/L CORRECTION		
	00032 3959				50.00
	00020 0666			50.00	
	00022 1131				85.96
	00034 0484			85.96	
	SUBTOTAL		4	135.96	135.96

This will be the last four digits of the
Check Adjustment Reference Number.

SAVINGS BOND APPLICATION (SB)

General Information Regarding U.S. Savings Bonds

SERIES EE BONDS

Series EE bonds are purchased at half the face value or denomination. Depending on issue date of the bond, Series EE bonds will earn either a guaranteed minimum rate of interest or a market-based or variable interest rate, which is based on Treasury securities. Please contact the Savings Bonds Customer Service Team at 1-800-553-BOND (2663) or 612-204-7000 for specific details. New interest rates are announced each May 1 and November 1. Bonds purchased on or after May 1, 1997 have a 3-month interest penalty applied if redeemed before five years.

INTEREST ADDED SEMIANNUALLY

Interest will be added to the value of the bonds every six months. For example, a bond purchased in June will increase in value on December 1 and on each following June 1 and December 1. When investors cash their bonds they will receive the value of the bond as of the last date interest was added. If an investor redeems a savings bond between scheduled interest accrual dates, the investor will not receive interest for the partial period. However, bonds purchased on or after May 1, 1997, will earn interest monthly, which then compounds semi-annually.

Series EE Bonds will earn interest for a total of 30 years. Current rate information may be obtained by calling 1-800-553-2663 or local (612) 204-7000.

DENOMINATIONS AVAILABLE

Denominations Available: \$50* , \$75*, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000.

SERIES EE AND E SAVINGS BONDS—MATURITY

Series E and Series EE bonds have two kinds of maturity: original maturity, the time when the bond is calculated to reach face value; and final maturity, the time when the bond will cease to earn interest.

The original maturity is based on the interest rate that prevails at the time of purchase. The following table provides several examples:

<u>Interest Rate</u>	<u>Years to Original Maturity</u>
4.0%	18 years
6.0%	12 years
7.5%	10 years

* These are not available through payroll savings.

Final maturity depends on extensions the Treasury Department has granted bonds throughout the years. Final maturity of Series E and Series EE Bonds is divided into two groups. Bonds issued from May 1941 through November 1965 have a final maturity of 40 years. Bonds issued from December 1965 to the present have a final maturity of 30 years.

Series EE Savings Bonds issued on or after May 1, 1997 have a maximum original maturity period of 17 years. If at the end of 17 years the bond has not reached face value, an automatic adjustment will be made by the Treasury.

SERIES EE SAVINGS BONDS—PURCHASE LIMITS

The annual limit on the amount of Series EE bonds an individual may buy is \$15,000, issue price (\$30,000 face value). This limit applies to the amount of bonds that may be purchased in the name of any one person in any one calendar year; it has no effect on cumulative holdings. Purchasing bonds in co-ownership form can effectively double the limit, assuming the co-owner has purchased no other bonds that year.

SERIES I BONDS

Series I Bonds are inflation-indexed savings securities designed to protect investors' purchasing power. I Bonds are accrual type bonds issued at par (face value). Interest accumulates monthly and compounds semi-annually. The principal invested and the accrued interest will be paid as part of the bond's redemption value when the bond is cashed. The I Bond's earnings rate reflects the combination of a fixed rate and an inflation rate. The fixed rate remains constant for the life of the bond, but the inflation rate can vary every six months. I Bonds can earn interest for up to 30 years. However, I bonds can not be exchanged for HH bonds.

I Bond purchases are limited to an investment of \$30,000 (face value) per Social Security Number (SSN), per calendar year. The Series I Bond purchase limit is computed separately from the limit on Series EE bond purchases. Bonds purchased and redeemed in the same calendar year are also excluded from the computation.

Denominations are \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, \$10,000.

EDUCATION SAVINGS BONDS

The education savings bond program permits qualified taxpayers to exclude, from their adjusted gross income, all or a portion of the interest earned on eligible Series EE and/or Series I Savings Bonds, issued after 1989, when used to pay for higher education expenses. To qualify for this exclusion, tuition and other eligible educational expenses must be incurred by the taxpayer, the taxpayer's spouse, or the taxpayer's dependent at certain post-secondary educational institutions. All proceeds from the bonds must be applied to educational expenses to be excludable. In addition, there are income limitations to participate in the program. Contact the IRS or local tax preparer for current income limitations.

Eligible educational expenses include tuition and fees (such as lab fees and other required course expenses) required for enrollment or attendance. Expenses relating to any course or other education involving sports, games, or hobbies are eligible only if required as part of a degree or certificate granting program. Room and board are not included as eligible expenses.

Eligible post-secondary institutions do include vocational schools that meet the standards for participation in federal financial aid. Proprietary institutions, such as beautician or secretary schools, generally do not qualify.

To exclude the bond interest from gross income, the bond must be in the name of the taxpayer or in the name of the taxpayer's spouse who pays qualified educational expenses and not in the name of the dependent.

Contact Savings Bonds Customer Service, at 1-800-553-2663 or 612-204-7000, for eligible registration options.

SERIES HH BONDS

Interest on Series HH Bonds is paid at a fixed percentage rate in ten (10) year increments. Variable market-based interest does not apply. For example, A HH bond issued in January 2002 will earn a fixed rate of 4% for the first 10 years. For the next 10 year increment, the bonds will earn the fixed interest rate in effect in 2012. Series HH bonds earn interest payments for 20 years; Series H bonds earn interest payments for 30 years. Series HH Bonds are current-income bonds that earn interest, which is paid by direct deposit, to the bond owner's bank account. Interest is paid semiannually.

They are issued only in exchange for Series EE and E Bonds with a minimum redemption value of \$500.00.

Denominations are \$500, \$1,000, \$5,000, and \$10,000.

There is no limit on the amount of Series HH Bonds that may be issued in exchange for Series E and EE Bonds.

BENEFITS TO U.S. SAVINGS BONDS

- Safe investment.
- No risk of principal.
- Easy to redeem.
- Replaceable if lost or stolen.
- No fees, no commission.
- Interest is deferred from Federal tax and exempt from State and Local income tax.
- Designed for long-term investments.
- Exchange E, EE for HH Bonds and continue the tax deferral.
 - HH Bonds earn interest for 20 years.
 - Total Deferral = 50 years.
- Save for college and enjoy tax advantages.

PAYROLL SAVINGS BONDS

As a reminder, bonds purchased through payroll deduction savings bond programs should not be ordered via FEDLINE. The Federal Reserve Bank of Minneapolis will be happy to work with your institution and your corporate customer in converting them to our service. For more information, please contact our Corporate Savings Bond Coordinators at:

Local Calls 612-204-7000

Long Distance 1-800-553-2663
(BOND)

FOREIGN AND FIDUCIARY REGISTRATIONS

As a reminder, both foreign and fiduciary registrations should not be processed over FEDLINE. When you submit automated input via FEDLINE for regular bond orders, but also send in paper batches for foreign or fiduciary registrations, you will need to remember to use a different range of batch numbers for your paper batches so that these items will not reject as duplicates of your electronic orders. Contact Savings Bonds Customer Service for the appropriate application forms.

Four Steps for Savings Bonds

1. Select **03**—Create a bond order <Enter>
Select either EE Bond or I Bond
There are two screens to create for a bond order
<ALT> + <F>
2. Select **09**—Verify bond order (Must use space bar or arrow down key to select.) <Enter>
This will retrieve the last bond order you entered. Verify the information. Press <Enter>
<ALT> + <F4> will call up the next bond order to be verified
or
<F9>
2. Select **09** – Verify bond order <Enter>
This will retrieve the first bond order you entered. Verify the information. Press <Enter>.
<F4> will call up the next bond order to be verified.
3. **21**—Collect and queue orders <Enter>
<F10> or **<CTRL> + <E>**
4. Select **HC**—Host communications <Enter>
10—Establish session **4-Bulkdata Files**

Once a savings bonds file has been transmitted to the Fed, the following message will print:

>>OUTGOING FILE: SB030401.UDT, QUEUED ON HOST MM/DD/YY 9:38:05

TO: 0912-0000-0
AN RDS AUTOMATED FILE WAS RECEIVED AT THE
FRB OF MINNEAPOLIS
ON MM/DD/YYYY AT 10:38 AM ET CONTAINING 1 BATCHES TOTALING \$25.00

SIMPLIFYING/MODIFYING THE SAVINGS BONDS APPLICATION

Pick a Function Savings Bonds MM/DD/YYYY 08:25:11

-----MC-F6-----

CHOOSE A FUNCTION

code	name
93	Update Verify Flds

Review
all three
areas

Multiple Choice

- 90 Modify Screen Default**
- > **91 SB Config Settings**
- 92 Set SB Transmit Specs
- > **93 Update Verify Flds** <

PgUp PgDn Home End:

...._

SB Config Settings

1. Select **SB**—Savings Bonds (ENTER>
2. Select **91**—**SB** Config Settings <Enter>

The configuration function allows you to set up the contact name and phone number.

SB Config Settings	Savings Bonds	MM/DD/YYYY 23:37:27

SAVINGS BONDS CONFIGURATION OPTIONS		
Default DI BRANCH NUMBER:	0000	
AGENT ACCOUNT NUMBER:	Leave Blank	
DI SAVINGS BOND CONTACT:	<input type="text" value="Your Name"/>	
PHONE:	<input type="text" value="Your Financial Institution's Phone Number"/>	
NEXT BATCH NUMBER:	001 (Check with FRB before updating.)	
NEXT FILE NUMBER:	01 (Check with FRB before updating.)	
Default EXPORT/COPY FLAG:		
Default EXPORT DRIVE:		
.....		

3. Press <Enter>

Update Verify Fields

1. Select **SB**—Savings Bonds (ENTER>
2. Select **93**—Update Verify Field <Enter>

Select either EE Bond or I Bond

Verification requirements for savings bonds can be changed to simplify the verification process.

Update Verify Flds	Savings Bonds	MM/DD/YYYY 08:24:49
-----SBSTD-----		
Batch Number:		Batch Date:
Item Within Batch:		Collected in File:
ORDER FOR SERIESEE U.S. SAVINGS BONDS		ORDER ID:
(place '@' before and after family name)		
Owner/First Named Coowner	X	
Social Security Number	X -X -X	
Bonds to Be Delivered "Care Of" Name, if different from above	*	
Address for Delivery of Bonds:		
No. and Street or Rural Route	*	
City or Town	*	
State	*	Zip Code X -
Coowner or Beneficiary, if applicable	*	
Code	*	

Delete the X from all fields marked with "*" that you no longer wish to verify. To meet the Treasury minimum requirements, X only the fields of OWNER/FIRST-Named Coowner, Social Security Number, Zip Code, Total Issue Purchase Price, and Purchase Date.

Modify Screen Defaults	Savings Bonds	MM/DD/YYYY 23:37:03L12,C20	

Batch Number:		Batch Date:	
Item Within Batch:		Collected in File:	
ORDER FOR SERIESEE U.S. SAVINGS BONDS		ORDER ID:	

BONDSORDERED			
Denom	Quantity	Issue Price	Total Issue Price
\$ 50	x	\$ 25.00	= \$ 0.00
\$ 75	x	\$ 37.50	= \$ 0.00
\$ 100	x	\$ 50.00	= \$ 0.00
\$ 200	x	\$ 100.00	= \$ 0.00
\$ 500	x	\$ 250.00	= \$ 0.00
\$ 1,000	x	\$ 500.00	= \$ 0.00
\$ 5,000	x	\$ 2,500.00	= \$ 0.00
\$ 10,000	x	\$ 5,000.00	= \$ 0.00
		Total Issue Purchase Price	= \$ X
		Purchase Date:	X / X /

Create a Savings Bond

1. Select **SB**—Savings Bonds <Enter>
2. Select **03**—Create a Bond Order <Enter>
Select either EE Bond or I Bond

Create Bond Order	Savings Bonds	MM/DD/YYYY 15:39:40
		MC-F6
BATCHNUMBER:	BATCHDATE:	
ITEM WITHIN BATCH:	COLLECTED IN FILE:	
ORDER FOR SERIES EE U.S. SAVINGS BONDS		ORDER ID:
Owner/First-Named Coowner	(place '@' before and after family name)	
Social Security Number	ROMILDA A @WILLIAMS@	
	401-27-6622	
Bonds to Be Delivered "Care Of"		
Name, if different from above		
Address for Delivery of Bonds:		
No. and Street or Rural Route	4712 BLACKBURN AVENUE	
City or Town	ASHLAND	
State	KY	Zip Code 41101-
Coowner or Beneficiary, if applicable	CHRISTOPHER D WILLIAMS	
Code	C	
CNTL#: none	STATUS:	
o..		

Owner/First-Named Coowner The individual owner of the savings bond. For this field **only**, surround the owner's last name with @ characters. Example: ROMILDA A@WILLIAMS@

Social Security Number The social security number of either the owner or the purchaser of the bond(s).

Bonds to Be Delivered "Care Of" Name, if different from above The person to whom these bonds are to be delivered, if different from the owner/coowner.

Address for Delivery of Bonds: No. and Street or Rural Route: City or Town: State: Zip Code: The address of the person to whom the bonds are to be delivered.

FedLine Applications

Coowner or Beneficiary, if applicable: Coowner or beneficiary's name.

Code: <F6>

B = Beneficiary
C = Coowner

Create Bond Order		Savings Bonds		MM/DD/YYYY 15:41:03	
BATCH NUMBER:			BATCH DATE:		
ITEM WITHIN BATCH:			COLLECTED IN FILE:		
ORDER FOR SERIES EE U.S. SAVINGS BONDS				ORDER ID:	
BONDS ORDERED					
Denom.	Quantity		Issue Price		Total Issue Price
\$ 50		x	\$ 25.00	=	\$ 0.00
\$ 75		x	\$ 37.50	=	\$ 0.00
\$ 100		x	\$ 50.00	=	\$ 0.00
\$ 200		x	\$ 100.00	=	\$ 0.00
\$ 500		x	\$ 250.00	=	\$ 0.00
\$ 1,000	2	x	\$ 500.00	=	\$ 1000.00
\$ 5,000		x	\$ 2,500.00	=	\$ 0.00
\$ 10,000		x	\$ 5,000.00	=	\$ 0.00
Total Issue Purchase Price =					\$ 1,000.00
Purchase Date:					06/19/2000
CNTL#: none		STATUS:		ACTION: T	
.....					

This is the 'Order Information' screen. This screen allows you to indicate what denominations of bonds you are ordering (FedLine calculates the Total Issue Price).

Quantity: Number of bonds purchased for each of the denominations.

Total Issue Purchase Price: The total purchase price of the entire bond order form. It should match the sum of all denomination purchase price totals as computed by FEDLINE.

Purchase Date: The order date of the bonds. Please note that the year field must contain all four characters of the year.

Note: For bond orders that have a Canadian address or bond orders for trust accounts, please send paper applications to the Fed.

Note: For I Bond orders, the denomination will equal the Issue Price.

COLLECT AND QUEUE ORDERS

Collect & Queue Orders	Savings Bonds	MM/DD/YYYY 13:56:46
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">FILE INFORMATION</div>		
DI IDENTIFICATION NUMBER:	096180002	DI NAME: FDL FOURTEEN
DI BRANCH NUMBER:	0000	AGENT ACCOUNT NUMBER
SAVINGS BOND CONTACT:	Your Name	
PHONE:	Your Financial Institution's Phone Number	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">LOCAL OPTIONS</div>		
Mark this field with an "X" to EXPORT COLLECTED FILE:		
CR/LF Option:		
EXPORT DEVICE:		
OPTIONAL EXPORT NAME:		

1. Select **SB**—Savings Bonds <Enter>
2. Select **21**—Collect and Queue Orders <Enter>
3. Enter SAVINGS BOND CONTACT: <Tab>
4. Enter PHONE NUMBER: <Enter>

FEDLINE will print a report of orders collected in the files.

SAVINGS BOND ORDER REPORT
of COLLECTED FILE
SB030801.UDT

ABA NUMBER: 096180002 BRANCH ID: 0001

NO.	OWNER	COOWNER/POD (C=co-owner) (B=POD)	SSN	PURCHASE PRICE	DATE	LAST UPDATER/VERIFIER	CONTROL
BATCH: 001							
01	JAMES T WILSON	(C) MARY R WILSON	507881287	\$600.00	03071998	Jane/Jane	030800001
BATCH TOTAL:				\$600.00			
SUMMARY DATA							
ORDERS COLLECTED:	1	BATCHES CREATED:	1	TOTAL PURCHASE PRICE:	\$600.00		
ORDERS NOT COLLECTED:	0			TOTAL PURCHASE PRICE:	\$0.00		
ORDERS PREV. PROCESSED:	0			TOTAL PURCHASE PRICE:	\$0.00		

BROWSE FILE STATUS

- 1. Select **SB**—Savings Bonds <Enter>
- 2. Select **39**—Browse File Status <Enter>

Browse File Status	Savings Bonds	MM/DD/YYYY	10:59:07
-----MC-F6*-----			
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">FILE STATUS SELECTION CRITERIA</div>			
File Name: <input style="width: 100px;" type="text"/>			
-- OR --			
File Status: <input style="width: 60px;" type="text"/>			
BulkData Appl-id: <input style="width: 70px;" type="text"/>			
File Origin : <input style="width: 60px;" type="text"/>			
.....			

3. File Name: <F6> <Enter>

OR

File Status: <F6>

	Any Status
HO	Held Offline
IP	Interrupted Processing
T	Any transmission status
TC	Transmitted Complete to Host Queue
TQ	File created and queued in PC

OR

BulkData Appl-id: BOND

OR

File Origin: <F6>

	Multiple Choice
KEY	Key Origination
EXT	External File
INC	Incoming File

EXAMPLE OF BROWSED FILE STATUS SCREEN

Browse File Status	Savings Bonds	07/16/1997	13:25:05
File Name:	SB-071601.UDT		
File entry logged on:	07/16/2000	at:	13:22:37
Status:	TC	Tran-id:	ITT 30244
Application:	SB	BulkData Appl-id:	BOND
File Origin:	KEY		
	General comments about file:		
Total dollar amount:	\$8,287.50		
Auto-export Status:			
.....			

Savings Bond Lesson One

Access the Savings Bond Application.

Enter and verify each of the following orders.

Create an EE Bond:

Order
Name of Owner: James T. Wilson
Social Security Number: 507-88-1287
Address: 12904 Park Avenue, St. Paul, MN 55101
Coowner: Mary R. Wilson
Bonds Ordered: 4 \$50.00 Bonds, 1 \$1,000.00 Bond
Total Purchase Price: \$600.00
Date Purchased: Yesterday

Order ID _____

Order
Name of Owner: Theresa M. Goulet
Social Security Number: 704-23-8975
Address: 1390 Summit Avenue, St. Paul, MN 55101
Beneficiary: Steven R. Grant
Bonds Ordered: 1 \$75.00 Bond, 1 \$500.00 Bond
Total Purchase Prices: \$287.50
Date Purchased: Yesterday

Order ID _____

Create an I Bond:

Order
Name of Owner: Lisa L. Fletcher
Social Security Number: 387-54-9987
Address: 1901 West First Street, Duluth, MN 55804
Coowner/Beneficiary: None
Bonds Ordered: 1 \$5,000.00 Bond
Total Purchase Prices: \$5,000.00
Date Purchased: Yesterday

Order ID _____

After all orders are verified, collect them into one file and send to the FED.

FOUR STEPS FOR SAVINGS BONDS	
1. Create Bond Order (03)	3. Collect and Queue Orders (21)
2. Verify Bond Order (09)	4. Host Communications Session 4

Deleting Savings Bonds

You are able to delete a savings bond order *ONLY* if the status of the order is ET (before you have verified the order). To delete an order with the status of ET, complete the following steps:

STEPS FOR DELETING A SAVINGS BOND ORDER

- Step 1.** Select **SB**—Savings Bonds <Enter>
Select the Savings Bond application from the main menu
- Step 2.** Select **06**—Update Bond Order or **09**—Verify Bond Order <Enter>
Select Update from the Savings Bond menu or verify bond order
Type in the Order—ID of the bond you wish to delete and press <Enter> or press <F4> until the order you wish to delete is on the screen.
- Step 3.** Press <F8>, select "C Cancel Transaction," press <Enter> twice.

The status of the savings bond order should now be **CN**—canceled transaction.

NOTE: If the Savings Bond file has been queued, please call the Customer Relations Help Desk and they will help you delete the file.

Recurring Savings Bonds

Recurring Savings Bonds orders can be used to help eliminate repetitive keying during the data entry process. When creating a recurring order, the purchase date must be left blank. The purchase date will be required when using a recurring template. You may leave the quantity and total issue price blank.

STEPS FOR CREATING RECURRING SAVINGS BONDS

- Step 1.** Select **30**—Add a Recurring Template <Enter>
Choose either EE Bond or I Bond
Fill in all fields except the purchase date which MUST be left BLANK <Enter>
The quantity and total value price may also be left blank.
- Enter the Key Name for the Recurring Order <ENTER>

STEPS FOR USING RECURRING SAVINGS BONDS

- Step 1.** Select 04—Use a Recurring Template <Enter>
Type in Recurring Name <Enter>
Type in Purchase Date and Quantity and Total Issue Price <Enter>
<ALT> + <F>
- Step 2.** Select 09—Verify Bond Order <Enter>. Your last bond order will be displayed.
<ALT> + <F4> Will display the next order to be verified.
<F9>
- Step 3.** Select 21—Collect and Queue Orders <Enter>
<F10> or <CTRL> + <E>
- Step 4.** Select **HC**—Host Communication <Enter>
Establish a Session 4

Note: When you use a recurring template, please check to make sure all information is correct.

Savings Bond Lesson Two

Access the Savings Bond Application.

Create as recurring bonds. Then use the recurring, verify it, and send.

Create as an EE Bond:

Order
Name of Owner: Shirley M. Mussellton
Social Security Number: 337-43-8255
Address: 1809 Marquette Avenue, Minneapolis, MN 55480
Coowner: Betsy Cane
Bonds Ordered: 6 \$50.00 Bonds
Total Purchase Price: \$150.00
Date Purchased: Yesterday

Order ID _____

Order
Name of Owner: John C. Smith
Social Security Number: 228-00-8874
Address: 500 Main Street, Mankato, MN 56001
Beneficiary: Martin W. Smith
Bonds Ordered: 2 \$50.00 Bonds, 1 \$100.00 Bond
Total Purchase Prices: \$100.00
Date Purchased: Yesterday

Order ID _____

Create as an I Bond:

Order
Name of Owner: Donald F. Travers
Social Security Number: 463-44-2298
Address: 2300 South Columbia Road, Grand Forks, ND 58201
Coowner: Darlene Richter
Bonds Ordered: 4 \$500.00 Bonds
Total Purchase Prices: \$2,000.00
Date Purchased: Yesterday

Order ID _____

After all orders are verified, collect them into one file and send to the FED.

FOUR STEPS FOR USING RECURRING SAVINGS BONDS	
1. Use a Recurring Template (04)	3. Collect and Queue Orders (21)
2. Verify Bond Order (09)	4. Host Communications—Session 4

SAVINGS BONDS OFF-LINE PC

1. Select **SB**—Savings Bonds <Enter>
2. Select **91**—SB Config Settings <Enter>
Default Export/Copy Flag: X
Default Export Drive: <F6>

A: B: Identify = hard drive Blink
--

3. Create the Savings Bond Order from the Off-line PC.
03—Create a bond order

<F9>
4. Verify the Savings Bond Order from the Off-line PC.
09—Verify a bond order

<F4> will call up the first order to be verified.

<F9>
5. Collect the Bond Orders from the Off-line PC. This procedure copies the orders to a floppy disk for transfer to the Online PC.
21—Collect and queue orders

ON-LINE PC Instructions

1. Using the diskette created from the Off-line PC, copy the file into the On-line FEDLINE PC.
Select **HC**—Host Communications <Enter>
Select **50**—Import and Queue a File <Enter>

<F9>
2. Transmit the Imported Savings Bond file to the Federal Reserve Bank.
Select **10**—Establish Session **4**—Bulkdata Files

Once a savings bond file has been transmitted to the Fed, the following message will print:

>>OUT GOING FILE: SB304001.UDT, QUEUED ON HOST MM/DD/YY 13:12:05

COLLECT AND QUEUE ORDERS—FROM AN OFFLINE FEDLINE PC

Collect & Queue Orders	Savings Bonds	MM/DD/YYYY 13:56:46
=====		
FILE INFORMATION		
DI IDENTIFICATION NUMBER:	096180002	DI NAME: FDL FOURTEEN
DI BRANCH NUMBER:	0000	AGENT ACCOUNT NUMBER
SAVINGS BOND CONTACT:	Your Name	
PHONE:	Your Financial Institution's Phone Number	
LOCAL OPTIONS		
Mark this field with an "X" to EXPORT COLLECTED FILE: X		
CR/LF Option:		
EXPORT DEVICE:	Floppy Drive A: or B:	
OPTIONAL EXPORT NAME:		

The first four fields on this screen will be completed by the FEDLINE software.

Savings Bond Contact: The name of the individual responsible for savings bonds at your financial institution.

Phone: The phone number for the savings bond contact person.

Mark this field with an "X" to EXPORT COLLECTED FILE: Place an X in this field.

CR/LF Option: Leave this field blank. No carriage returns will be used.

EXPORT DEVICE: The device name (for example the A: drive) where the file should be copied. Options are:

A:	Floppy disk drive A:
B:	Floppy disk drive B:
IDENTIFY:	External file on current drive
BLINK:	Backroom LINK connection

Optional Export Name: If you leave this field blank, FEDLINE will automatically name the file.

IMPORT AND QUEUE A FILE

Import & Queue a File	Host Communications	MM/DD/YYYY 11:10:28
=====		
GENERIC EXTERNAL FILE TRANSMISSION		
Device: <input type="text"/> (A or B)		
External Name: <input type="text"/> (File Name on the Floppy Diskette) (Use ALT + F10 to access the DOS directory command)		
FEDLINE Name: <input type="text"/> File Name (Do not include extension)		
Bulk Data Template: <input type="text" value="SBOUT"/> Select HC: Host Communication		

1. Select **HC**—Host Communications <Enter>
2. Select **50**—Import and Queue a File <Enter>

Device:

Enter the device name that contains the savings bond file.

A: Floppy disk drive A:
B: Floppy disk drive B:
IDENTIFY: External file on current drive
BLINK: Backroom LINK connection

External Name: Enter the name of the external file (this is the file you created on the offline PC). If you are unsure of the name, you may use the <ALT> + <F10> keys to access the DOS directory.

FEDLINE Name: Enter a name for the FEDLINE system to use in identifying your file. This name will appear in the file status database with the extension .UDT.

Bulk Data Template: Select SBOUT (from the multiple choice menu) for sending an outgoing savings bond file.

Functions of Savings Bonds

03—Create a Bond Order

Used to create a savings bond order.

04—Use Recurring Template

Used when savings bond has been saved as a recurring template.

***06—Update Bond Order**

Used to update or delete a savings bond order.

***09—Verify Bond Order**

Used to verify a savings bond order.

15—Browse Bond Order

Used to browse a savings bond order.

21—Collect and Queue Orders

Used to collect savings bond orders into a file.

25—Re-collect Bond Orders

Used to re-send savings bond orders.

30—Add Recurr Template

Used to save savings bond orders as recurring templates. Backup static files after you add new recurring templates.

31—Browse Recurr Template

Used to browse a recurring template.

33—Update Recurr Template

Used to update recurring template.

36—Delete Recurr Template

Used to delete a recurring template.

37—Print Recurr Template

Used to print all or selected recurring templates.

39—Browse File Status

Used to view the file status.

90—Modify Screen Defaults

Used to pre-set savings bond order files.

***At both of these functions, the bond order can be canceled if it has not been verified or collected.**

91—SB Config Settings

Used to pre-set savings bond contact and phone number.

92—Set SB Transmit Specs

Used to pre-set transmission specs.

93—Update Verify Fields

Used to mark the fields that require verification.

PROCESSING INCOMING FILES

Processing Incoming ACH Files

ACH files are available at 5:00 a.m.

Once ACH files are received, the following message will appear on your printer.

>>ACH FILE AHMMDDAI.002 received from the host on MM/DD/YY at HH:MM:SS FROM: 6910-0013-4 ASF APPLICATION SUPERVI FILE ID MODIFIER: A TO: XXXX-XXXX-X NAME OF CUSTOMER REF:

The file name AHMMDDAI.002 is broken down as follows:

AH—Automated Clearing House
MM—Month
DD—Day of file, usually previous business day
A—Modifier
I—Incoming file
.002—File extension

ACH files, once received on FedLine, may be printed, copied to an external device, marked processed, or deleted.

ACH INCOMING FILE PROCESSING		
File name:	<input type="text"/>	Status:
SELECT ONE OR MORE OF THE FOLLOWING ACTIONS (To select, type an X next to the option)		
Print File:	<input checked="" type="checkbox"/>	Report Type: <input type="checkbox"/>
Copy File to external device:	<input checked="" type="checkbox"/>	Device : CR/LF Option:
	Copy to Name:	
Mark file processed:	<input checked="" type="checkbox"/>	

Delete file: (Must be selected separately)		

FedLine Applications

To access this function from the Automated Clearing House (AH) select option **72** Process Received File.

FILE NAME: Press <F6> to display available files.

PRINT FILE: **X**

REPORT TYPE: H—Header/control file data
 C—Check file/record totals
 S—Summary of batches
 F—Full entry register report
 B—Both full report and check totals

COPY FILE TO EXTERNAL DEVICE: **X**

DEVICE: A:
 B:
 Identify
 Blink

CR/LF Option: N Standard NACHA file
 Y Modified NACHA file—each record terminated with CR/LF characters

COPY TO NAME:

MARK FILE PROCESSED: **X**

DELETE FILE: Leave blank.

NOTE: Files using the device IDENTIFY are copied to the PC's C:\FLEXPORT directory. Files stored there are not automatically deleted by FedLine.

Do not place an "X" at Delete Files or you will not be able to use the Drive a Return feature in the Automated Clearing House application.

The statement '**FILE ALREADY EXISTS DO YOU WISH TO REPLACE IT (Y/N)?**' will appear if the COPY TO NAME field contains a name already used. Press Y if you want the newly received file to write over the existing file on the hard drive.

SYSTEM RESPONSE: You will receive the message, Are you really finished processing? Press Y.

Balancing Procedures for Incoming ACH Files

1. Ensure ACH Balance Report has been received and printed.

AJO71301	FEDERAL RESERVE SYSTEM AUTOMATED CLEARING HOUSE				PAGE: 0 17:23 11/20/97			
PROC: 11/20/97			ACH END-OF-DAY BALANCE REPORT BY ABA					
SP/RP ABA: 096400009			OUTPUT FILE OPTION:					
RFI ABA:								
FILE	DATE	TIME	FILE	TOTAL	TOTAL	ITEM/ADDN STAT/		
TYP			ID	DEBITS	CREDITS	COUNT	APPL	NODE
OUT	1120	0352	1120A	203.46	1,670.91	48	A101	11,09991

2. Process incoming ACH file.

Once ACH files are received, the following message will appear on your printer.

```
>>ACH FILE AHMMDDAI.002 received from the host on MM/DD/YY at HH:MM:SS
FROM: 6910-0013-4 ASF APPLICATION SUPERVI FILE ID MODIFIER: A
TO: XXXX-XXXX-X NAME OF CUST OMER REF:
```

- Select Automated Clearing House (**AH**)
- Select **72** Process Received File

FILE NAME: Press <F6> to display available files

PRINT FILE: X

REPORT TYPE: H—Header/Control file data

C—Check file/record totals

S—Summary of batches

F—Full entry register report

B—Both full report and check totals

COPY FILE TO EXTERNAL DEVICE: X

DEVICE: A:

B:

Identify—HARDDRIVE

Blink

CR/LF OPTION: N Standard NACHA file

Y Modified NACHA file—each record terminated with CR/LF characters

COPY TO NAME:

MARK FILE PROCESSED: X

Press <Enter>

Note: Do not delete your files or you will not be able to use the FedLine Derive a Return feature.

Files using the device IDENTIFY are copied to the PC's C:\FLEXPORT directory. *Files stored there are not automatically deleted by FedLine.*

The statement "File already exists. Do you wish to replace it (Y/N)?" will appear if the COPYTO NAME: field contains a name already used. Press "y" if you want the newly received file to write over the existing file on the hard drive.

SYSTEM RESPONSE: You will receive the message. Are you really finished processing? Press <Y>

3. On the Incoming ACH Files form, fill in the Current Date, File Date, File ID, Entry/Addenda Count, Debit and Credit File Totals from printout produced by FedLine.
4. Verify information is identical to the ACH Balance Report or ACH Statement of Activity, and initial the Incoming ACH Files form.
5. Sign-off FedLine:

Press <ALTS> keys

Press <Y>

When the sign-on screen is displayed:

Press <ALT><CTRL> and to reboot the system.

6. Upload ACH file to mainframe and verify that totals are identical to the Balance Report/ACH Statement of Activity and the FedLine printout before processing. Initial the Mainframe Totals column in the Incoming ACH Files form.

Processing Incoming MICR Files—Standard Format

MICR files are available at various times depending upon your ABA and the product you are using.

Once the MICR file is received by FedLine, the following message and file summary will print for each file received.

CH=Check File 01=month 09=day 1=file modifier (1-9) I=incoming

```
>>CH FILE CH010911.001 received from the host on MM/DD/YYYY at 08:29:23
FROM: 0910-0008-0   FILE ID MODIFIER: 1
TO:    0968-0000-7
```

The following is a Check Collection Report, which is a summary of the contents of this file. The Check Collection Report is vital for MICR Balancing.

```

                                CHECK COLLECTION REPORT
                                ABA NUMBER: 091000080
                                SUMMARY
                                ---REPORT---

FILE PROCESS DATE: MM/DD/YYYY  ORIGINATING FRB PREFIX: 0910  SENDING PT. ABA: 091000080
      FILE TIME: 01:38          DESTINATION FRB PREFIX: 0910  RECVING PT. ABA: 096800007
      FILE ID: 1 (1-9)                                     RECVING PT. NM: *FEDLINE TEST
FILE
-----
FILE BATCH CNT: 2          FILE DETAILS TOT: 1,913
TOTAL # OF MICR: 2 TOTAL # OF RTRV: 0 TOTAL # OF DRSD: 0  TOT FILE DB$  TOT FILE CRS$
TOTAL # OF ACCT: 0 TOTAL # OF RTRN: 0 TOTAL # OF COMM: 0   100,818.24  0.00
```

You are now ready to process the MICR file (uploading to your in-house computer).

NOTE: If you are a Minneapolis format receiver, the Summary Report will not print.

FedLine Applications

Select **CH**—Check Services

Select **72**—Process Received File

The following screen will be displayed:

CH INCOMING FILE PROCESSING	
File name: <input type="text"/>	Status:
SELECT ONE OR MORE OF THE FOLLOWING ACTIONS	
(To select, type an X next to the option)	
Print File: <input checked="" type="checkbox"/>	
Copy File to external device: <input checked="" type="checkbox"/>	
Device :	CR/LF Option: <input type="text" value="N"/>
Copy to Name:	
Mark file processed: <input checked="" type="checkbox"/>	

Delete file: (Must be selected separately)	

FILE NAME: Press <F6> to display available files. Select the file that you want to process.

PRINT FILE: Mark this field with an X to produce an entry register print of the file.

COPY FILE TO EXTERNAL DEVICE: X

DEVICE: A:
 B:
 Identify—harddrive
 Blink

CR/LF OPTION: N Standard file format
 C Modified file, CR/LF terminators for each record

COPY TO NAME: Name of the file to be uploaded or copied.

MARK FILE PROCESSED: X

DELETE FILE: Leave blank.

Files using the device IDENTIFY are copied to the PC's C:\FLEXPORT directory. *Files stored there are not automatically deleted by FedLine.*

Files are available for processing any time after 8:00 a.m. CT except for City files that are available at noon.

Processing Incoming MICR Files—Minneapolis Format (MICX)

Once the MICR file is received by FedLine, the following message prints.

>>CH FILE CH0109A1001 received from the host on MM/DD/YYYY at 08:29:23

You are now ready to process the MICR file (uploading to your in-house computer).

Select **HC**—Host Communications

Select **73**—Process Miscellaneous Received File

The following screen will be displayed:

MISCELLANEOUS GENERIC FILE PROCESSING	
File name: <input type="text"/>	Status:
SELECT ONE OR MORE OF THE FOLLOWING ACTIONS	
(To select, type an X next to the option)	
Display File size:	File Size:
Hex-dump file:	
Copy File to external device: <input checked="" type="checkbox"/>	
	Device :
	Copy to Name:
CR/LF Option:	Record Size:
Upper Case Only:	
Mark file processed: <input checked="" type="checkbox"/>	

Delete file: (Must be selected separately)	

FILE NAME: Press <F6> to display available files. Select the file you want to process.

DISPLAY FILE SIZE:
FILE SIZE:
HEX-DUMP FILE:

COPY FILE TO EXTERNAL DEVICE: X

FedLine Applications

DEVICE: <F6> A:
 B:
 Identify
 Blink

COPY TO NAME: Name of the file to be uploaded or copied.

CR/LF OPTION: N Standard file
 Y Modified file—each record terminated with CR/LF characters

RECORD SIZE: If Y is in CR/LF option, the record size is 94.

UPPER CASE ONLY:

ASCII ONLY:

MARK FILE PROCESSED: X

DELETE FILE: Leave blank.

FedLine Applications

Cash Letter Credits

MSG-ID: G11505 CASH LETTER AVAILABILITY
IN : 02/20 CASH LET 11:05 OUT :02/20 1115G 11:05
FROM : 091000080
TO : 09650000600 FedLine Bk Two

09650000600CLTR02203CTRY	\$5,621.77 C/L DT 16	RECD	02/20
09650000600CLTR02203IMMED	\$5,621.77 1 DAY		\$0.00
09650000600CLTR02203CITY	\$1,198,196.04 C/L DT 16	RECD	02/20
09650000600CLTR02203IMMED	\$1,198,196.04 1 DAY		\$0.00

MSG-ID: G11505 CASH LETTER AVAILABILITY
IN : 02/20 CASH LET 10:31 OUT :02/20 1115G 10:31
FROM : 091000080
TO : 09650000600 FedLine Bk Two

09650000600CLTR02203RCPC	\$706,516.13 C/L DT 16	RECD	02/20
09650000600CLTR02203IMMED	\$706,516.13 1 DAY		0.00

Statistics for session 1:

Cash Letter Charges

MSG-ID: G11520 CHECK STATEMENTS
IN : 02/20 CHECK ST 11:43 OUT :02/20 1115G 11:43
FROM : 091000080
TO : 09650000600 FedLine Bk Two

09650000600ACHG02203CASH LETTERS CHARGED THIS DATE
09650000600ACHG02203CITY C/L SENT 02/20 10,747,258.95
09650000600ACHG02203 TOTAL CHARGES 10,747,258.95

MSG-ID: G115505 CASH LETTER AVAILABILITY
IN : 02/20 CASH LET 11:44 OUT :02/20 1115G 11:44
FROM : 091000080
TO : 09650000600 FEDLINE BK TWO

09650000600CLTR02203LSPD	\$1,492,588.79 C/L DT 16	RECD	02/20
09650000600CLTR02203IMMED	\$1,492,588.79 1 DAY		\$0.00

Note: This is the total of all check items sent, not just the transmitted MICR files.

Steps for Large Dollar Notification

1. Select **CH**—Check Services <Enter>
2. Select **03**—Create a message <Enter>
CHRETITM Check Return Item Notification <Enter>
<F10> or <CTRL E>
3. Select **HC**—Host Communications <Enter>
10—Establish a Session **2**—Central Application messages <Enter>

Once a large dollar check notification has been sent to the Fed, a short acknowledgment should print.

SHORT ACKNOWLEDGMENT

URC: CH0001

Cycle Date: 1203 Lterm: I1LF3GOV Seq#: 000001 Date/Time: 12031143 Apple: FT01

Large Dollar Return Notification

Section 229.33 of the Board of Governors' Regulation CC (12 C.F.R 229.33) requires that "If a paying bank determines not to pay a check in the amount of \$2,500 or more, it shall provide notice of nonpayment such that the notice is received by the depository bank by 4:00 p.m. Central Time (CT) on the second business day following the banking day on which the check was presented to the paying bank."

Create a Message	Check Services	MM/DD/YYYY 15:17:10L 3.C20
-----TEST MODE-----		
Sender ABA: XXXXXXXXX	Name: TEST BANK	
Reference #:	Type Code: 30	
Maker's Name		Acct #
Check #	Check Amt	Check Date
Payee		Reason
Drawee Bank (Payor) ABA	Name	
Bank of First Deposit (Receiver)	ABA	Name
Branch		
Endorsement Date	Trace #	
Depositor Name		Acct #
		Ref-IMAD
IMAD-key:	URC:	PDM: T/P Mode:
OMAD-Key:		
Disposition:		
LOCAL DATA:		
LOCAL NOTES:		
CNTL#: None	STATUS:	ACTION: T
.....		

	<F6>
TYPE CODE:	3004 Wire Advice of Non-Payment of Cash Item
	3006 Cancellation of Notice of Non-Payment of a Cash Item
	3009 Duplicate Notice of Non-Payment of a Cash Item
	3090 Service Msg Regarding Nonpayment Advices of Cash Items Already Sent

The first four lines of text pertain to information you will get off of the front of the check. Lines five through eight pertain to information you will get off of the back of the check.

Note: If you do not have information for a given field, please put NA in that field. If there is some question about the data, the payor bank should enter the information followed by one or more "?" question marks.

Deadline: Online endpoint 5:30 p.m. (Central time).

Large Dollar Check Notification

Access the Check Service Application. Enter and transmit the following messages.

Control# _____

Your check department has asked that you return the following item to First National Bank, Evanson, WY (102300336).

MAKER'S NAME: Burger King

ACCOUNT #: 667888

CHECK #: 3552

AMOUNT: \$4,500.23

CHECK DATE: 080396

PAYEE: YB's Electric Co.

REASON: Account Closed

BRANCH: NA

ENDORSEMENT DATE: 080496

TRACE #: NA

DEPOSITOR NAME: YB's Electric Co.

DEPOSITOR ACCT: 554164

Control# _____

Return the following item to Cache National Bank, Greeley, CO (107004996)

MAKER'S NAME: John Deere

ACCOUNT #: 524899

CHECK #: 8754

AMOUNT: \$21,053.79

CHECK DATE: 080896

PAYEE: Land Lease Inc.

REASON: NSF

BRANCH: NA

ENDORSEMENT DATE: 081296

TRACE #: 3450

DEPOSITOR NAME: Land Lease Inc.

DEPOSITOR ACCT: 59821

TWO STEPS FOR LARGE \$ NOTIFICATIONS

1. **Create a Message (03)**
CHREITM—Check Return
2. **Host Communications**

Check Returns and Retrievals General Information

Operational Procedures

One possible operational flow chart for handling these types of returns and retrievals follows:

- Step 1 — Determine your check returns from your internal overdraft and transmission reports.
- Step 2 — Complete the “Truncation/MICR Presentment Plus Return Item Request” worksheet. Please be sure to complete a separate sheet for your retrieval requests. Sample is attached.
- Step 3 — Enter and transmit the data using FedLine.

Eligible Institutions

Those institutions participating in the Federal Reserve Bank’s MICR Presentment Plus or Truncation programs may participate. Under the MICR Presentment Plus service, the Federal Reserve Bank retains your physical checks three business days. During this three-day period, you determine which checks need to be returned, notify the Fed, and the Fed will return the check for you. After the third day, the checks are returned to your institution. You do have the option of receiving the checks sorted in account number order.

The Truncation Service retains your physical items on a permanent basis. When a check needs to be returned or when you (or your customer) need a copy, a request needs to be sent to the Federal Reserve Bank. **Effective on August 2, 1999, any truncated item that you wish to return over 3 business days past its original clearing/presentment date must be submitted via FAX rather than FedLine.**

Time Frames and Fees

The following chart provides the appropriate method, deadline, and price associated with submitting check returns and retrievals.

<u>Type of Request</u>	<u>Method</u>	<u>Deadline</u>	<u>Cost</u>
Return	FEDLINE	Prior to 2:00 PM	\$1.75 per item
Return	Fax	Prior to 2:00 PM	\$3.75 per item
Retrieval	FEDLINE		\$2.25 per item
Retrieval	Fax		\$3.75 per item
Image Retrieval	Recurring		\$0.40 per item
Image Retrieval	Non-Recurring Fedline		\$1.50 per item
Image Retrieval	Non-Recurring Fax		\$3.75 per item

NOTE: Retrieval requests for items older than 60 days will be mailed by the end of the second banking day. The Helena Branch needs to receive retrieval requests by 2:00 p.m. MT in order to process and complete the request by 5:00 p.m. the same day.

CHECK SERVICES—CREATE A BATCH

Create a Batch	Check Services	MM/DD/YY 08:42:38L13,C61												
=====TEST MODE=====														
BATCH HEADER INFORMATION														
BATCH #	<input type="text"/>	LAST DETAIL STATUS <input type="text"/>												
BATCH ID	<input type="text"/>	DESCRIPTION												
BATCH TYPE														
<table> <tr> <td>ABA NUMBER:</td> <td><input type="text"/></td> <td>INSTITUTION NAME:</td> <td><input type="text"/></td> </tr> <tr> <td>CONTACT NAME:</td> <td><input type="text"/></td> <td>PHONE NUMBER:</td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">FILE PROCESS DATE:</td> </tr> </table>			ABA NUMBER:	<input type="text"/>	INSTITUTION NAME:	<input type="text"/>	CONTACT NAME:	<input type="text"/>	PHONE NUMBER:		FILE PROCESS DATE:			
ABA NUMBER:	<input type="text"/>	INSTITUTION NAME:	<input type="text"/>											
CONTACT NAME:	<input type="text"/>	PHONE NUMBER:												
FILE PROCESS DATE:														

1. Select **CH**—Check Services

2. Select **40**—Create a Batch

Batch ID: You select four characters. Alpha or numeric. This information will be used as a batch identifier. The Batch ID cannot be duplicated on the same day.

Batch Description: Free form description of the entries to be contained in this Batch.

Batch Type: RETURN—to submit Check Returns.
RETRIEVAL—to submit requests for photocopies of truncated check.

ABA Number and Institution Name: Your ABA and short name. If you are submitting returns for other institutions, you must identify which ABA is applicable for this batch.

Contact Name: The person at your institution that can answer any questions regarding this request.

Phone Number: The phone number of the listed contact person.

File Processed Date: Cash letter charge date for RETURNS; current day for Retrievals.
RETURNS cannot be more than 3 business days past its original clearing/presentation date.

3. Press **<Enter>**.

4. Press **<F4>** key for the first detail.

CHECK SERVICES—CREATE A BATCH—DETAIL RECORD—RETURN REQUEST

Create a Batch	Check Services	MM/DD/YYYY 08:43:52L10,C23		
=====TEST MODE=====				
RETURN REQUEST DETAIL RECORD				
BATCH#	DETAIL #	STATUS		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <p style="text-align: center;">BATCHID</p> <p>Transit Routing <input style="width: 100%;" type="text"/></p> <p>Dollar Amount <input style="width: 100%;" type="text"/></p> <p>Film Seq. <input style="width: 100%;" type="text"/></p> <p>Block/Seq. Number <input style="width: 100%;" type="text"/></p> <p>Return Code</p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">DESCRIPTION</p> <p>Account Number <input style="width: 100%;" type="text"/></p> <p>Check Number</p> <p>Aux-On Us <input style="width: 100%;" type="text"/></p> <p>Name</p> </td> </tr> </table>			<p style="text-align: center;">BATCHID</p> <p>Transit Routing <input style="width: 100%;" type="text"/></p> <p>Dollar Amount <input style="width: 100%;" type="text"/></p> <p>Film Seq. <input style="width: 100%;" type="text"/></p> <p>Block/Seq. Number <input style="width: 100%;" type="text"/></p> <p>Return Code</p>	<p style="text-align: center;">DESCRIPTION</p> <p>Account Number <input style="width: 100%;" type="text"/></p> <p>Check Number</p> <p>Aux-On Us <input style="width: 100%;" type="text"/></p> <p>Name</p>
<p style="text-align: center;">BATCHID</p> <p>Transit Routing <input style="width: 100%;" type="text"/></p> <p>Dollar Amount <input style="width: 100%;" type="text"/></p> <p>Film Seq. <input style="width: 100%;" type="text"/></p> <p>Block/Seq. Number <input style="width: 100%;" type="text"/></p> <p>Return Code</p>	<p style="text-align: center;">DESCRIPTION</p> <p>Account Number <input style="width: 100%;" type="text"/></p> <p>Check Number</p> <p>Aux-On Us <input style="width: 100%;" type="text"/></p> <p>Name</p>			

- Transit Routing: FEDLINE will insert your ABA number. If you are submitting returns for another financial institution, <SHIFT TAB> and key in other ABA.
- Account Number: The account number of the check you want returned. This is a mandatory field.
- Dollar Amount: The dollar amount of the check you want returned. This is a mandatory field.
- Check Number: The check number of the item you are requesting returned. This is a mandatory field.
- Film Seq.: The last seven digits of the Trace Number Field following 09100008 (Minneapolis).
The eight digits of the Standard Film Sequence Number Field (Helena).
- Aux-On Us: This is an optional field depending on the type of check being returned. But if provided, it must be numeric without spaces.
- Block/Seq. Number: This is referred to as the DIN number on your original transmission. It is a nine-digit number.
- Name: You may simply type an X in this field.
- Return Code: The reason the check is being returned. A multiple choice menu <F6> is available indicating the options. If **R99** (Miscellaneous Reason Code) is used, a description can be included in the Name field such as forgery, stolen, refer to maker, or own use.
5. Press <Enter>. If you have additional returns to submit, press <F7>; if not, press <F9>.

CHECK SERVICES—CREATE A BATCH—DETAIL RECORD—RETRIEVAL REQUEST

Create a Batch	Check Services	MM/DD/YYYY 11:36:21L10,C55
=====TEST MODE=====		
RETRIEVAL REQUEST DETAIL RECORD		
BATCH#:	DETAIL #:	STATUS
BATCHID	DESCRIPTION	
Transit Routing	<input type="text"/>	Account Number <input type="text"/>
Dollar Amount	<input type="text"/>	Check Number
Film Seq.		Aux-On Us
Block/Seq. Number		Date Cleared <input type="text"/>
Desired Response	<input type="text"/>	

Transit Routing: FEDLINE will insert your ABA number. If you are submitting requests for another financial institution, you will need to change the ABA <SHIFT TAB>.

Account Number: The account number of the check or money order. This is a mandatory field.

Dollar Amount: The dollar amount of the check you want copied. This is a mandatory field.

Check Number: The check number of the item you are requesting copied. This is a mandatory field.

Film Seq.: The last seven digits of the Trace Number Field following 09100008 (Minneapolis).

The eight digits of the Standard Film Sequence Number Field (Helena).

Aux-On Us: This is an optional field depending on the type of check to be copied. But if provided, it must be numeric without spaces.

Block/Seq. Number: This is referred to as the DIN number on your original transmission. It is a nine-digit number.

Date Cleared: The date the check was posted (cleared the Fed).

Desired Response:	ORIGINAL	Send Original Physical Item
	PHOTOCPY	Send a Photocopy of Item
	INFORMTN	Send Information about Item

6. Press <Enter> and then <F9>.

CHECKSERVICES—COLLECT A BATCH

Create a Batch	Check Services	MM/DD/YYYY 08:44,35
=====TEST MODE=====		
CHECKS BATCH COLLECTION SCREEN		
Batch ID	<input type="text"/>	Description
Report Type:	Full	Report Only
Detail Count		
Total Dollar Amount		
Request Detail List Report:		(DIRECT SENDS Batches Only)

7. Select 60—Collect a Batch

- Batch ID: Press <F6> to display available batches.
- Report Type: Select F for a Full Report. This will provide a detail listing of all the entries contained in the selected batch.
- Report Only: If you do not want to actually collect this batch for transmission, but only want a report of the entries, place an X in this field. If you do want this batch collected, please leave this field blank.
- Detail Count: You can leave this field blank and FEDLINE will calculate the count. Or you can enter the count and FEDLINE will verify that your entry is correct.
- Total Dollar Amount: You can leave this field blank and FEDLINE will calculate the amount. Or you can enter the amount and FEDLINE will verify that your entry is correct.
- Request Detail List Report: Used for FIs that direct send cash letters to other FRB districts.

8. Press <Enter> and then <F9>.

FedLine Applications

For both return and retrieval requests, FedLine will print a Checks Batch Collection report when collecting the batch into a file.

Example of a retrieval request

Checks Batch Collection							
*** Retrieval Request ***							
*** Full Detail Report ***							
Collection Report							
Batch ID -> 2222							
<u>ABA #</u>	<u>Contact</u>	<u>Batch #</u>	<u>Date</u>	<u>Status</u>			
096150003	Becky Harris	03	022796	ET			
<u>Account Number</u>	<u>Dollar Amount</u>	<u>Check Number</u>	<u>Aux-On-Us</u>	<u>Film Seq.</u>	<u>Block Seq.</u>	<u>Date Cleared</u>	<u>Desired Response</u>
0000000032977305	21.00	4033		04454192	530209667	022696	PHOTOCOPY
BATCH TOTALS —> Count = 1 Total Dollar Amount = 21.00							

Batch 2222 Collected to File CH120503.B01

CHECKSERVICES—SELECT A FILE TO TRANSMIT

Select File to Transmit	Check Services	MM/DD/YYYY 08:45:09L 8,C21
=====TEST MODE=====		
SELECT AND QUEUE A FILE FOR TRANSMISSION		
Sender ABA: <input type="text"/>	Sender Name:	
	Batch Key: <input type="text"/>	
File Name:		

9. Select 62—Select File to Transmit.

Sender ABA: Your institution's ABA. FEDLINE will complete this field automatically. <Tab>

Sender Name: Your institution's Name. FEDLINE will complete this field automatically.

Batch Key: <F6> will display all files previously collected. <Tab>

10. Press <Enter>.

The following will print:

>> Your file CH022713.UDT, has been successfully received and queued on the HOST at MM/DD/YY 10:56:43
--

11. Press <CTRL E> and establish a Session 4.

FedLine Applications

A Retrieval or Return Confirm Report will be sent after file is received by the Fed.

12/05/95 12:22	Federal Reserve Bank of Minneapolis Attn: Commercial Check Truncation Unit *** Retrieval Confirm Report ***	PGM Name: VRPB100U Page: 2
FedLine Bank One		
File Orig. ABA:	0964-0000-9	File ID Modifier: 0
File Process Date:	12/05/95	File Batch Number: 1
File Create Time:	12:16	
	<u>Amount</u>	<u>Items</u>
Reported by DFI	21.00	1
Received by FRB	<u>21.00</u>	<u>1</u>
Difference	00.00	0
Received by FRB	21.00	1
Rejected by FRB	<u>00.00</u>	<u>0</u>
To Be Processed by FRB	21.00	1

Update a Batch

If a Check Return Item or Retrieval Request Batch has not been collected, perform the following steps:

1. Select **CH**—Check Services <Enter>
2. Select **42**—Update a Batch <Enter>
 - Batch ID: <F6>
 - <Enter>
3. Batch Header Information screen is displayed, press <F4> for details
4. You can update any of the indicated.

Update a Batch	Check Services	MM/DD/YYYY	Time
=====RETURN REQUEST DETAIL RECORD=====			
BATCH# 17	DETAIL #001	STATUS ET	
BATCH ID 1256	DESCRIPTION RETURNS		
Transit Routing	096500006	Account Number	456789754
Dollar Amount	0000040.00	Check Number	005897
Film Seq.	00060859	Aux-On Us	000000000000
Block/Seq. Number	470145789	Name	Forgery
Return Code	R99		

<Enter>

5. Select **60**—Collect a Batch <Enter>
6. Select **62**—Select File to Transmit <Enter>

****If Check Batch has been collected, follow steps listed below.**

1. Select **CH**—Check Services <Enter>
2. Select **66**—Uncollect a File <Enter>
 - Batch Key: <F6>
 - Message prints “Batch XXXX Uncollected; File CH021617 Deleted”
3. Select **42**—Update a Batch <Enter>
 - Make changes
4. Select **60**—Collect a Batch <Enter>
5. Select **62**—Select File to Transmit <Enter>

Derive a Check Return Item/Retrieval Request Step Chart

1. Select **CH**-Check Services <Enter>
2. Select **04**-Derive a Return Item <Enter>

Derive a Return Item	Check Adjustments	MM/DD/YYYY 13:33:57L 30,C7
=====TEST MODE=====		
CHECKS-FILE SEARCH SELECTION CRITERIA		
FedLine File Name:	<input style="width: 150px;" type="text"/>	
OR		
External File Name:	-----	
Routing/Transit Number:	<input style="width: 150px;" type="text"/>	
Trace Number:		
Dollar Amount:	-----	
Account Number:	-----	
Microfilm Seq. Number:	-----	
Unique Item Seq. Number:	-----	
OR		
Text:	-----	
Warning: Use of any Search text field will decrease the speed of the search.		

3. FedLine File Name: Press <F6>
Select the file name that the return or retrieval is contained in.
4. A. <Tab> to Trace Number: Enter a 15-digit Trace Number. The first eight digits will be 09100008
or
B. <Tab> to Unique Item Seq. Number: Enter DIN Number <Enter>
C. The check will be displayed. If it is the correct item, press <Enter>
5. **Derive the Record—Create a (R)eturn or a re(T)rieval?**
Enter an R or T <Enter>
6. **Batch Selection—No Old Batch Available. Okay to Create a New Batch (Y/N)?** If this is the first batch for the day, you would enter Y. After you have created this return or retrieval, you can add additional items to the same batch. The next time you create a return or retrieval you will receive a prompt that asks “(U)se Batch XXXX, (N)ext Batch, (C)reate New Batch?” You can add to your current batch by entering U.
7. **Batch ID**—Four digits <Enter>
8. **Batch Description** Returns or Retrievals
9. **Contact Name** <Enter>
10. **Contact Phone Number** <Enter>
If you are adding to the current batch, you will not be prompted for a contact name or phone number.

NOTE: Submit Returns and Retrievals in separate batches.

CHECK SERVICES—CREATE A BATCH—DETAIL RECORD—RETURN REQUEST

Create a Batch	Check Services	MM/DD/YYYY 08:43:52L10,C23
=====TEST MODE=====		
RETURN REQUEST DETAIL RECORD		
BATCH#	DETAIL #	STATUS
BATCHID	DESCRIPTION	
Transit Routing	Account Number	
Dollar Amount	Check Number	
Film Seq.	Aux-On Us	
Block/Seq. Number	Name <input style="width: 100px;" type="text"/>	
Return Code <input style="width: 100px;" type="text"/>		

11. The return item will be displayed on the screen. <Tab> to the Name and Return Code fields and provide information.

Name: You may simply type an X in this field.

Return Code: Insufficient Funds RO1
 Account Closed RO2
 Invalid Account Number RO3
 Payment Stopped RO8
 Uncollected Funds RO9
 Account Frozen R16
 Other (Specify) R99*

* Use Name field to specify reason (forgery, stolen), refer to maker, or own use.

12. Press <Enter>.

13. If you have additional returns to submit, press <F4>; otherwise, <F9> to collect the batch into a file.

CHECK SERVICES—CREATE A BATCH—DETAIL RECORD—RETRIEVAL REQUEST

Create a Batch	Check Services	MM/DD/YYYY 11:36:21L10,C55
=====TEST MODE=====		
RETRIEVAL REQUEST DETAIL RECORD		
BATCH#:	DETAIL #:	STATUS
BATCHID	DESCRIPTION	
Transit Routing	Account Number	
Dollar Amount	Check Number	
Film Seq.	Aux-On Us	
Block/Seq. Number	Date Cleared	<input style="width: 100px;" type="text"/>
Desired Response	<input style="width: 100px;" type="text"/>	

11. The retrieval request will be displayed on the screen. <Tab> to the Date Cleared and Desired Response fields and provide information.

Date Cleared: The date the check was posted (cleared the Fed).

Desired Response: ORIGINAL Send Original Physical Item
 PHOTOCOPY Send a Photocopy of Item
 INFORMTN Send Information about Item

12. Press <Enter>.

13. If you have additional retrievals to submit, press <F4>; otherwise, <F9>.

BROWSE FILE STATUS

1. Select **CH**—Check Services <Enter>
2. Select **64**—Browse File Status <Enter>

Browse File Status	Check Services	MM/DD/YYYY	11:01:19
		MC-F6*	
CHECKS FILE STATUS SELECTION CRITERIA			
File Name:	<input type="text"/>		
File Status:	<input type="text"/>		
BulkData Appl-id:	<input type="text"/>		
File Origin:	<input type="text"/>		
.....			

3. File Name: <F6> <ENTER>

OR

File Status: <F6>

	Any Status
ET	File Created
IP	Interrupted Processing
RC	File received
RP	File received and processed
T	Any transmission status
TQ	File created and queued in PC

OR

BulkData Appl-id: RORR

OR

File Origin: <F6>

	Multiple Choice
KEY	Key Origination
EXT	External File
INC	Incoming File

<Enter>

EXAMPLE OF BROWSED FILE STATUS SCREEN

Browse File Status	Check Services	MM/DD/YYYY	13:05:45
<hr/>			
File Name:	CH071644.UDT		
File entry logged on:	07/16/1997	at:	13:05:21
Status:	TQ	Tran-id:	ITT30243
Application:	CH	BulkData Appl-id:	RORR
File Origin:	KEY		
General comments about file:			
CH file CH071644.UDT			
Queued for bulk data transmission, using template RORRXMIT			
Auto-export			
Status:			
...0.			

This check file was queued but not transmitted.

Functions of Check Services

03—Create a Message

Used to create messages such as Large Dollar Check Notifications.

04—Derive a Return Item

Used to create returns or retrievals from a received MICR file.

06—Update a Message

Used to update Large Dollar Check Notifications before you verify.

09—Verify a Message

Used to verify previously entered Large Dollar Check Notifications.

12—Release and Transmit Msg

Used to change the status of Large Dollar Check Notifications previously marked “Held” or “Warehoused.”

13—Group Release

Used to change the status of a group of messages for immediate release.

15—Browse Outgoing Message

Used to display outgoing messages entered.

18—Browse Incoming Message

Used to display incoming messages delivered.

27—Message Status Override

Used to override the status of any message except those with a status of “TQ” Queued for Transmission or “MC” Marked for Correction.

28—Group Override

Used to override the status of a group of messages.

39—Re-send a Message

Used to resend a previously transmitted message.

40—Create a Batch

Used to create a batch header for returns and retrieval requests.

42—Update a Batch

Used to change or add information to a batch.

44—Delete Batch Items

Used to delete individual return or retrieval requests from a batch.

46—Browse Batches

Used to display previously entered batches. Status will be ET if entered, CL if collected into a file, or TQ if selected into a file.

48—Cancel a Batch

Used to delete a previously entered batch.

50—Reprint CH Out-Wires

Used to reprint selected outgoing records.

51- Reprint CH In-Wires

Used to reprint selected incoming records

60- Collect a Batch

Used to collect return and retrieval request batches into a file.

62- Select & Queue Batches

Used to queue a file for transmission

64- Browse File Status

Used to view the status of a file.

65—Requeue a File

Used to resend a previously transmitted file.

66—Uncollect a File

Used to uncollect previously collected batches providing the status is CL.

68—Import and Queue Ext File

Used to transfer information from an outside source to FedLine.

70—Local Terminal Totals

Report of Lterm totals calculated by FedLine.

72—Process Received File

Used to process incoming MICR files.

85—Export a Message File

Used to transfer messages to an outside device.

86—Import a Message File

Used to transfer messages from an outside source.

87—Resync Host Appl Seq #

Used to match sequence numbers on host with FedLine.

90—Modify Screen Defaults

Used to change message formats.

91—CH Config Settings

Used to change configuration settings in FedLine.

92—Set CH Transmit Specs

Used to change transmission specifications.

93—Update Verify Fields

Used to mark the fields that require verification.

96—Update Check Appl Attrs

Used to change verification rules for Large Dollar Check Notifications

Miscellaneous Security Settings

You can customize some local access options to meet your institution’s needs. These changes apply to the entire FedLine system, not to a specific application.

1. Select **LA** - Local Administration. <Enter>
2. Select **99** - Misc Security Settings. <Enter>

Misc Security Settings	Local Administration	MM/DD/YYYY	14:30:07L	6,C38
=====				
LOCAL ADMINISTRATION ACCESS OPTIONS				
User’s Id will be suspended after	3	consecutive bad password retries		
User must change password every	30	days		
Verification rule	E	(use F6 key)		
Override & Release rule	E	(use F6 key)		
User-id will be signed off after	10	minutes of inactivity		
Suppress the check for “Possible KEYBOARD EAVESDROPPING”	N	(Y/N)		
Cycle-Date Rollover’s Print-delete option	F	(Full, Summary)		
.....				

Invalid Password Retries

This field specifies the maximum number of consecutive invalid sign-on attempts operators can make before their Local User ID is suspended. This prevents an unauthorized individual from trying to guess the password of a legitimate user by limiting the number of invalid password retries.

If a user has exceeded the password retry count, their Local User ID automatically becomes suspended. The Local Security Administrator then must reactivate the User-ID.

Recommendation: *three password retries*

Expiration Limit

This field specifies the maximum number of days operators can use their password before they must change it. This helps to maintain the secrecy of a password.

FedLine reminds the operators seven (7) days in advance, during the sign-on process, that their password is about to expire. This information is also printed as part of the daily routine of changing the cycle date.

If operators fail to change their password within the required time frame, their Local User ID automatically becomes expired. They must then enter a new password to successfully logon.

Recommendation: 30 days

Verification Rule

This field sets the message verification requirement. To prevent the origination of unauthorized messages, more than one individual should be involved with the processing of messages. To help you establish the level of verification appropriate for your institution, several options are available:

N No restriction on verifier; any operator can verify a message regardless of any previous processing they performed on the message (i.e., the same operator who entered the message can also verify it).

John enters a message. He can also update and verify that same message.

U The verifying operator cannot be the operator who last updated the message (i.e., the operator who verified the message cannot be the same operator who last updated the message).

John enters a transfer and Susan updates the same message. Susan cannot verify that same message, but John can.

E The verifying operator cannot be the same as the operator who entered or updated the message.

John enters a transfer and Susan updates that same transfer. Neither John nor Susan can verify that same message. Some other FedLine operator who has verify access must verify the transfer.

Recommendation: E.

Override & Release Rule

This field is used to indicate the level of restrictions to be placed on the overriding and/or releasing of messages (i.e., “Message Status Override” and “Release for Transmit”) functions. Three options are available through the Multiple Choice Selection to help you establish the override or release capabilities appropriate for your institution:

- N No restriction on override or release; that is, any operator can override or release the verification of a message regardless of any previous processing performed on that message, with the exception of messages that have a status of “TQ,” “MC,” or “CN.”
- U The operator overriding or releasing the message cannot be the operator who last updated the message.
- E The operator overriding or releasing the message cannot be the operator who updated or entered the message.

Recommendation: E

Timeout Intervals

This timeout parameter minimizes the amount of time that a terminal remains active if a user forgets to sign off. It causes the system to revert to the “FedLine Sign-On” screen after a specified amount of time during which no keystrokes have been entered at the PC.

There are two additional timeout features within FedLine.

1. When the “Set MISC Operations” function of the *Miscellaneous Support* application is set, this feature will automatically cause the monitor display to go blank during periods of inactivity to avoid damage to your PC screen through screen burnout.
2. The <ALT> and <F6> option manually performs a similar function. Press <ALT> and <F6> at any time and any place within the system to cause the monitor display to go blank and avoid screen burnout.

Timeouts do not affect message receipt. Messages can still be delivered to the PC from the FRB.

Suppress the Possible Check Keyboard for Eavesdropping

This function should be left as (N) unless you have FedLine on a Windows 95 PC, then it will be a (Y).

Cycle Date Rollover's Print Delete Option

During cycle date rollover, you have the option to print expired transactions. This field is used to print a Full <F> account of deleted transactions or a Summary <S> account of deleted transactions.

SOFTWARE MAINTENANCE/PATCHES

Overview

The FedLine software is initially delivered in several pieces: (1) manual encryption keys – these are sent in two parts, (2) the configuration diskette, and (3) the generic software. Subsequently, the Federal Reserve Bank issues upgrades (or patches) to the generic software to provide enhancements and new applications. Upgrades can be delivered via the mail on diskette or through our electronic software downloading facility known as FastPatch. **When FastPatch is used, you are responsible for exporting (copying) the upgrade to diskette.** The exported copy should be used to import the upgrade to off-line or contingency terminals and should be stored with the generic software.

FedLine contains a package of menu functions which provides a way of installing updates to its software (also known as “patches”). Patches can be distributed and installed by means of diskette or distributed to on-line terminals electronically by means of a file transmission. A patch can then be automatically installed at the on-line terminals on a pre-designated implementation date as part of the Cycle Date Rollover process. Import/export functions also allow a patch to be copied from an on-line terminal into an off-line terminal, where an additional menu function allows it to actually be installed. Each patch also contains a pre-designated “Backoff Retention Period,” during which it can be exported (or can also be de-installed from a terminal if software problems are experienced).

The FedLine software and the manual encryption keys should be stored in a secure location and *should not* be distributed to general users of FedLine.

FastPatch Requirements/Information

- At least 5 to 10 megabytes of free hard disk space must be maintained.
- Patches are generally delivered during the day and will implement during cycle-date rollover.
- You will receive a general broadcast message the day prior to alert the FedLine operator that a patch is coming.
- With each FastPatch, you receive a notice of delivery on your printer, indicating that the patch has been delivered, along with a summary of the contents of the patch. Retain these notes for your records.
- Once applied, a patch acknowledgment is automatically queued outbound on your FedLine to be sent to the Help Desk. Remember to establish a session 1 communication session to send the patch confirmation acknowledgment back to us.
- Export the patch to diskette. Exporting is necessary so you can recover from a hardware or software failure. Label the disk and store it with your other FedLine software. The patch diskettes, along with your generic set and static file backup, are used to re-install the FedLine software if necessary.
- The patch will automatically expire on a pre-set date, usually seven days after you receive it. The patch is deleted during the cycle date rollover. If you have off-line or contingency FedLine PCs, be sure to export and install on these FedLine terminals before the patch is automatically deleted.

FastPatch Processing Cycle

1. At the time that a patch file is received at your on-line terminal via electronic transmission, FedLine will:
 - Recognize it as an incoming patch by its Bulkdata file ID of “FLUP.”
 - Create a unique subdirectory for the patch.
 - Restore the compressed patch “backup file” into its individual programs, jobs, and files and place them in the unique subdirectory.
 - Create an empty subdirectory for “backoff files.”
 - Update the database to reflect the presence of the patch and its control information.

2. At the very end of performing each day’s Cycle Date Rollover, the database will be automatically reviewed for any of the following needs:
 - Any patches that are ready to be implemented (i.e., the current cycle date is equal to or beyond the patch implementation date).
 - Any patches that have been implemented and can be totally deleted (i.e., the Backoff Retention Period has newly expired).

3. When a patch has reached (or exceeded) its implementation date, the following functions will automatically be performed by daily maintenance:
 - Existing files that are affected by the patch implementation will be backed up in the patch’s BACKOFF subdirectory (*after determining that there is sufficient disk space for this backup to be performed*).
 - The patch will be installed and FedLine databases will be updated accordingly.
 - A Patch Status Message will be queued for transmission to the specified District session.
 - The patch’s Release Notes File will be printed on the supervisory printer.
 - Depending on the patch’s pre-set parameters, the terminal may automatically be rebooted as part of the installation process.

(NOTE: If the patch fails to install properly, the installation will be aborted, the patch will be automatically backed off, and appropriate messages will be sent to the supervisory printer and queued for transmission to your Federal Reserve.)

Export a Patch (81)

The “Export a Patch” function allows a patch which has been received by an on-line terminal to be exported to diskette(s) for installation on another FedLine terminal or to be retained for backup purposes on diskette. *(A patch may be exported from a terminal at any time before expiration of its backoff retention period.)*

```
Export a Patch  Local Administration  MM/DD/YYYY 15:40:37L 8,C41
=====TEST MODE=====*MC-F6*=====

EXPORT A PATCH

Patch ID: - - - - -

Patch Destination: - -

_____
```

Import a Patch (80)

The “Import a Patch” function allows a patch to be imported from diskette(s) onto an off-line or on-line FedLine terminal. **If the terminal’s current cycle date is beyond the patch’s pre-designated implementation date, the patch will automatically be implemented as part of the “Import a Patch” function.** Otherwise, the patch’s implementation will be handled automatically, on the designated implementation date, by the normal Cycle Date Rollover process. *(For off-line terminals which have not made use of the Cycle Date Rollover process, the patch can be manually implemented by means of the “Implement a Patch” procedure which follows.)*

```
Import a Patch  Local Administration  MM/DD/YYYY 09:32:29L 8,C57
=====TEST MODE=====*MC-F6*=====

IMPORT A PATCH

Floppy Drive to Import Patch From: - -

_____
```

Implement a Patch (83)

The “Implement a Patch” function allows a patch to be manually implemented, independently of its designated implementation date or when instructed by the FRB. This may be particularly useful for implementing an imported patch on a terminal where Cycle Date Rollover has not been performed on a regular basis.

```
Implement a Patch  Local Administration  MM/DD/YYYY 15:41:26L 7,C41
=====TEST MODE=====*MC-F6*=====

IMPLEMENT A PATCH

Patch ID: - - - - -

_____
```

Change Patch Date (82)

The “Change Patch Date” function allows you to delay implementation of a patch which has not yet been implemented, by changing the patch’s scheduled implementation date to a later date. ***This function should not be used without prior approval from the FRB.***

```
Change Patch Date  Local Administration  MM/DD/YYYY 15:43:05L 7,C41
=====TEST MODE=====*MC-F6*=====

CHANGE PATCH DATE

Patch ID: - - - - -

New Implementation Date: - - - - -

_____
```

Delete a Patch (84)

The “Delete a Patch” function allows deletion of a pending patch that has not yet been implemented or that has been implemented. ***This function should not be used without prior approval from the FRB.***

```
Delete a Patch  Local Administration  MM/DD/YYYY 15:43:33L 7,C41
=====TEST MODE=====*MC-F6*=====

DELETED A PATCH

Patch ID: - - - - -

_____
```

Back Off a Patch (85)

The “Back Off a Patch” function allows an implemented patch to be de-installed from the terminal. This process will restore the terminal to the previous FedLine version level that was in effect prior to patch implementation. ***This function should not be used without prior approval from the FRB.***

The backoff capability is usable only during the pre-designated backoff retention period which follows the patch’s date of actual implementation on the particular terminal. Once a patch has been reversed, it will reside in its unique subdirectory and can be re-installed by means of the “Implement a Patch” function.

```
Back Off a Patch  Local Administration  MM/DD/YYYY 09:55:17L 7,C41
=====TEST MODE=====*MC-F6*=====

BACKOFF A PATCH

Patch ID: - - - - -

_____
```

Browse Patch Status

1. Select **HD**—Help Desk <Enter>
2. Select **80**—Browse Patch Status

This function will create a listing of all FedLine patches on your PC.

Browse Patch Status	Help Desk	MM/DD/YYYY 12:15:09L15,C31
<p>DISPLAY/DUMP PATCH STATUS</p> <p>This screen will display status information for all FedLine patches on your PC.</p> <p>The report can be created when FedLine is not working by changing to the \FEDLINE2 directory and running the program FLPATBRS.</p> <p>OUTPUT OPTIONS (“X” to select)</p> <p>Screen <input type="checkbox"/> Printer <input type="checkbox"/></p> <p>.....</p>		

Output Options: Type an “X” in the output device preferred.

<Enter>

FedLine Applications

A listing of the individual patches and descriptions will follow:

PAA1		19895084	19895084	19960913	D
	Installation of AA Application				
	Hit ESC key to continue...				
PLUSTAT	2.40.63	19895377		19960913	D
	Correct LUSTAT for Sessions 2 and 5				
PNACHA96	2.40.80	19895377	19960917	19960924	D
	Changes to the NACHA rules 1996				
PDI24070	2.40.70	19895377	19895377		D
	Upgrade FedLine to version 2.40.70				
PNACHATX	2.40.80	19961029	19961029	19961107	D
	NACHA rules 1996 (TRX edition)				
PIMAGE04		19961219	19961219		D
	4th version to Dallas—16Jul96				
	Hit ESC key to continue...				

Functions of Local Administration (LA)

10—Add a User Profile

Used to add a user profile.

18—Select Default Appls

Used to redefine the meaning of ‘**.’

20—Update a User Profile

Used to update a user profile.

22—Set Session Parameters

Used to set or modify attributes for Host Communications.

24—Set Terminal Parameters

Used to set or modify attributes for Host Communications.

26—BASE SNAs BLDPU

Should not be executed without FRB approval.

28—CRYPTO KEY Maintenance

Used to manually enter encryption keys.

30—Delete a User Profile

Used to delete a user profile.

40—Browse a User Profile

Used to browse a user profile.

50—App/Function Report

Report of applications and functions defined to FedLine.

52—Install an Application

Used to install an application.

54—Remove an Application

Used to delete an application.

60—User-ID Status Report

Report of users and the status.

65—User/Access Report

Report of users and what applications and functions they have access to.

70—Display Sessions Params

Used to display Host Communication attributes.

72—Display Terminal Params

Used to display Host Communication attributes.

80—Import a Patch

Used to copy the update from a diskette which was sent to you by Federal Reserve or from an on-line terminal which exported the update.

81—Export a Patch

Used to copy a patch to a diskette for distribution to off-line terminals at your facility or to make a backup copy.

82—Change Patch Date

Used to change the date when a patch is to be automatically applied.

83—Implement a Patch

Allows an update to be applied immediately rather than on the date specified in the patch.

84—Delete a Patch

Allows you to delete a patch residing on the hard drive.

85—Back Off a Patch

Allows you to restore your FedLine software to the version level that was in effect prior to the patch's implementation.

90—Set FedLine SITE IDENT

Used to modify DI name and ABA.

96—Update Appl Attr

Used to select an application already defined into the FedLine system and display verify thresholds, LTERMs, etc.

99—Misc. Security Settings

Used to modify miscellaneous Security settings.

PC Recovery Options

Hot Backup

The fastest recovery is the “hot” or spare FedLine approach; this consists of:

- A PC with FedLine software, encryption, and communication boards already set up and ready to go.
- Your connection has already been tested.
- This PC may be located either on-site or off-site, so this method of recovery will respond to either PC failure or a site disaster, depending on its location.
- Time: less than an hour.

Traffic Re-Direction (Warm Backup)

In this case, your backup PC is at another financial institution.

- The FedLine PC is already in place, tested, and ready to go.
- You need an agreement with your partner institution that it will be your backup site; this may (or may not) be a reciprocal agreement.
- The Fed requires letters from both institutions, authorizing us to redirect your output during a contingency to a specific FedLine in your partner’s location. The letter needs to name people (and their phone numbers) who are authorized to initiate this process.
- What happens in a contingency: once authorized, the Fed will reroute your traffic to the backup Lterm at your partner’s location.
- Notification: can be by phone call, but preferably by Fax with the signature of one of the authorized individuals.
- Time: 1 to 2 hours from the time of notification.

Cold Backup

With this approach you have to:

- Requires a PC, perhaps already used for something else, encryption and communications boards, and the FedLine software on diskettes.
- Nothing is assembled. The software is not loaded. The connection has not been tested.
- Again, this PC can be located on or off-site, and so this approach will respond to FedLine PC failure or a site disaster, depending on your choice.
- Time: 2 to 4+ hours.

Alternative Recovery

- You plan to acquire the PC from a vendor and purchase the boards from the Fed at the time of a disaster. This can be sent overnight to you.
- You may have the FedLine software available on diskette.
- This method is also not tested.
- It is the least costly in direct outlays.
- Time: 12 to 36 hours, depending on time of the disaster and your distance from the Fed.

NOTE: Please keep your FedLine software in a secure location at all times.

ACH Contingency Procedures

Setting Up the Contingency Plan

Step 1

Arrange for an Alternative Processing Site

- Two financial institutions agree that during a contingency the financial institution that has been delegated as the alternate processing site will provide backup processing facilities through their FedLine.
- Alternate processing sites must be established as sending points for ACH origination and/or receiving points for ACH receipt.
- Through this agreement you have authorized another financial institution to submit an ACH file on your behalf. All files submitted for you during a contingency period will pend at the Federal Reserve Bank. You must authorize the release of the files before they will be processed.
- You should maintain legal agreements with each other specifying responsibilities and obligations.
- Written procedures should be developed, tested, and reviewed at least annually.

Step 2

Submit Legal Agreements to the Minneapolis Federal Reserve Bank

- The ACH Contingency Participating Agreement (sample follows) must be signed by both parties.
- Agreement must be in place **prior** to a contingency.
- The Federal Reserve Bank will only activate these procedures upon your request. You must submit a list of authorized individuals (Attachment A of the agreement) at your institution that can request us to activate your ACH contingency arrangements. The listing should also include authorized staff at the alternate processing site that can discuss your contingency situation.
- Send the completed Agreement and Attachment to:

Ms. Pat Hennessy
Federal Reserve Bank of Minneapolis
Electronic Payments-ACH
P. O. Box 291
Minneapolis, MN 55480-0291

Activating the Contingency Plan

Step 1

Notify ACH Customer Support at 1-888-568-7343 or (314) 444-4657 immediately of the contingency requesting that we activate your alternate processing agreement.

- You should provide the Federal Reserve Bank any information that will assist us in supporting your contingency. The following questions might help you in determining what information would be helpful.

What is the nature of your contingency? Is the contingency isolated to the FedLine PC or will your institution have to relocate?

Currently, what ACH files are being originated? Are files being imported from a diskette into FedLine? Are files being downloaded directly from a mainframe or are files being created with the FedLine software? Do you have printed copies of your FedLine recurring templates?

Is there an estimated time of recovery?

What are the telephone numbers where your staff can be reached? Who are the operations contacts at the alternate processing site and what are their telephone numbers?

- The Federal Reserve ACH staff will verify the name of the authorized individual and will verify that the legal agreements are in place.

Step 2

The Alternate Processing Site must confirm your request by sending an administrative FedLine message to the Federal Reserve Bank of Minneapolis (091000080).

- This message must specify the disabled financial institution's name and/or ABA and that the request is to authorize the Federal Reserve Bank of Minneapolis to accept the alternate processing site as the contingency location.
- Federal Reserve Bank ACH staff will also contact the alternative processing site to verify.

Step 3

Federal Reserve Bank ACH staff will notify the Customer Relations Help Desk of your contingency and will work with the alternative processing site to make the necessary FedLine modifications.

Originated ACH Files

You will need to determine how the alternative processing site will originate your ACH files: by receiving a diskette and importing the files into FedLine, by alternative processing site staff keying in the ACH data, or by your staff keying data into the alternative processing site's FedLine PC.

The alternative processing site will need to make modifications to their FedLine to originate the files. The steps required are outlined later in this chapter.

Received ACH Files

Files and advices that are waiting to be delivered to your disabled FedLine can be canceled and then remade to either your alternate processing site or to paper or magnetic tape which can then be mailed, faxed, or picked up at the Federal Reserve Bank of Minneapolis. Additional fees are assessed if you use either the paper (\$15.00) or magnetic tape (\$25.00) option.

You and your alternate processing site are responsible for agreeing on the type of output you will receive. Some FedLine customers may be able to export your files to a diskette. Others may only be able to provide paper. In all likelihood, you will probably have to post your incoming entries manually.

If it appears your contingency situation will be for an extended length of time (more than five business days) and you plan to continue using your alternate processing site, you must complete a new legal agreement (just the page regarding the receipt of ACH files) making your alternative site your ACH receiving point. By doing so, an additional discrete file will be distributed automatically to the alternate processing site (separate file of your entries).

Step 4

Returning to your Primary Site

As soon as you are prepared to reestablish processing from your site, you should notify our ACH staff that the contingency is over. ACH will modify our customer profile databases to reflect this change.

You may not use your alternate processing site for more than five business days after the occurrence of a contingency, without the prior written approval of the Minneapolis Federal Reserve Bank.

Preparations Before a Contingency

1. Once you've established procedures for a contingency, you should periodically test and practice them. Contact ACH Customer Support to arrange for test time.
2. Maintain a copy of your procedures at the alternate processing site.
3. Maintain copies of your ACH recurring templates on diskette and stored at your alternate processing site.
4. Maintain lists of important telephone numbers at home should you need to start making arrangements in the middle of the night or on weekends. If you need to contact the Federal Reserve Bank of Minneapolis between Friday at 10:00 p.m. and Sunday at 4:00 p.m., you can call our Protection Department at (612) 204-2001. The Protection Department will forward your message to the appropriate individual and we will call you back.

Alternate Processing Site—FedLine Connection—Importing ACH Files

Procedures for Modifying FedLine Settings

If you will be **importing** an ACH file to send on behalf of the financial institution in contingency (disabled ABA) you will need to complete the following:

1. Add the disabled ABA to FedLine.
From the Main Menu—Select **RA**—Local Reserve Account
Select **10**—Add a Sender Account
Key in the ABA number and the name of the disabled financial institution.
2. Modify the transmit specs to insert the Disabled ABA into the Bulkdata Header record.
From the Main Menu—Select **AH**—Automated Clearinghouse
Select **92**-Set ACH Transmit Specs
Key in the ABA number of the disabled financial institution in the Sender ABA field.
3. Follow the normal procedures for importing an ACH file.

This file will pend once it is received by the Federal Reserve Bank.

NOTE: To avoid files pending when processing your own files, repeat step 2 but key in your ABA number in the Sender ABA field prior to creating the file.

Procedures for Modifying FedLine Settings—Manually Keying ACH File

If you will be **manually keying** an ACH file to send on behalf of the financial institution in contingency (disabled ABA) you will need to complete the following:

1. Add the disabled ABA to FedLine
From the Main Menu—Select **RA**—Local Reserve Account
Select **10**—Add a Sender Account
Key in the ABA number and the name of the disabled financial institution
2. Modify the transmit specs to insert the Disabled ABA into the Bulkdata Header record
From the Main Menu—Select **AH**—Automated Clearinghouse
Select **92**—Set ACH Transmit Specs
Key in the ABA number of the disabled financial institution in the Sender ABA field.
3. If entering a **Standard Batch**, change the ABA number in the **Originating DI ID** field to the disabled ABA number (this should be displayed when pressing <F6>).
4. If entering a **Return Item Batch**, change the ABA number in the **DI ID Creating this Batch** field.
5. If entering **Notification of Change Batch**, change the ABA number in the **Originating DI ID** field.

ACH CONTINGENCY PARTICIPATION AGREEMENT

This Agreement is entered into by and between the Federal Reserve Bank of Minneapolis (“Reserve Bank”), _____ [name of disabled institution] (“Participant”), and _____ [name of contingency institution] (“Alternate Site Institution”), for the purpose of providing for origination and/or receipt of ACH files and advices (collectively “ACH files”), over FedLine by or from Alternate Site Institution on behalf of Participant in the event Participant is temporarily unable to originate or receive ACH files directly due to circumstances beyond Participant’s control (hereinafter “contingency situation”). This agreement is subject to the following terms and conditions:

1. **ALTERNATE SITE INSTITUTION**

1.1 **Designation of Alternate Site.** Participant hereby designates, in the event of a contingency situation only, Alternate Site Institution as its alternate site for the purpose of sending and/or receiving ACH files over FedLine. Participant specifically agrees that the origination or receipt of ACH files by or from Alternate Site Institution under this Agreement shall constitute origination or receipt of such files by Participant.

1.2 **Prior Notice to Reserve Bank.** Prior to origination of any files under this Agreement, an authorized individual at Participant, as set out on the attached Exhibit A, shall notify Reserve Bank of the circumstances giving rise to the contingency situation and Participant’s intention to originate ACH files at Alternate Site Institution under this Agreement. Participant agrees that Reserve Bank may take any action it deems necessary, in its discretion, to verify the authenticity of the notification. The parties further agree that the Reserve Bank may reasonably deny Participant permission to originate files under this Agreement.

1.3 **Initiation of Files.** Any file originated by Alternate Site Institution on behalf of Participant under this Agreement shall be individually approved by Participant prior to processing of the file.

1.4 **Time Limitation.** Participant shall not initiate or receive ACH files at Alternate Site Institution under this Agreement for a period of more than five (5) business days following the occurrence of the contingency situation, without the written approval of Reserve Bank.

2. **RESERVE BANK OPERATING LETTERS, REGULATIONS, AND AGREEMENTS**

2.1 Participant and Alternate Site Institution shall comply with all relevant provisions of Reserve Bank Operating Letter No. 13 and Regulation E regarding all ACH files under this Agreement. Participant and Alternate Site Institution additionally agree that all files under this Agreement shall be governed by the Federal Reserve Bank of Minneapolis Automated Clearing House (ACH) Participation Agreement, separately executed by Participant and Alternate Site Institution, and on file at Reserve Bank.

2.2 By executing this Agreement, Participant and Alternate Site Institution represent that Participant and Alternate Site Institution have read Reserve Bank’s Customer FedLine Contingency Procedures for ACH, and agree to be bound by the terms thereof.

3. INDEMNIFICATION

Participant and Alternate Site Institution agree to defend, indemnify, and hold harmless Reserve Bank against any claim, loss, or expense (including but not limited to attorneys' fees and expenses of litigation) arising out of or resulting from Reserve Bank's performance of its duties under this Agreement, except, however, any loss or expense arising solely out of Reserve Bank's failure to exercise ordinary care.

4. AMENDMENT AND TERMINATION

4.1 Amendment. This Agreement may be amended or modified only if mutually agreed upon in writing by each of the parties hereto.

4.2 Termination. Alternate Site Institution may terminate its participation in this Agreement upon thirty (30) days' written notice to Reserve Bank and Participant. Participant may terminate its participation in this agreement at any time. Reserve Bank may terminate this Agreement at any time.

Financial Institution ("Participant") Name _____

ABA Number _____

Alternate Processing Site for Origination and/or Receipt:

Institution Name _____

Address _____

ABA Number _____ Node _____

(IMPORTANT—INFORMATION AND SIGNATURES CONTINUED ON NEXT PAGE)

FedLine Applications

Options (check all that apply):

Input Method:

Imported Diskette _____

Manual Input to FedLine _____

Receipt Method:

Remake and Deliver to Node _____

Remake to Paper Mail _____

Remake to Paper FAX _____

FAX Number _____

Participant Financial Institution:

_____ R/T# _____

Authorized by: _____
Official Signature **Title**

Alternate Site Financial Institution:

_____ R/T# _____

Authorized by: _____
Official Signature **Title**

Effective Date of Agreement _____

AGREED:

FEDERAL RESERVE BANK OF MINNEAPOLIS

By: _____

Title: _____

Date: _____

Funds Transfers Contingency Procedures

Setting Up the Contingency Plan

Off-line Wire Transfers

Should your financial institution go into a contingency situation in which you lose your FedLine connection, wire transfers can be sent and received in an off-line mode immediately. To ensure a smooth transition to off-line wire transfers, please note the following:

- Keep the **Wire Transfer Customer Data Form** up to date:

This form identifies the authorized people who can originate, verify, and confirm receipt of off-line wire transfers in a contingency situation. Please keep in mind that the Federal Reserve Bank's off-line procedures require that we place a call back to the financial institution to an authorized person before the off-line wire can be sent. On incoming wires for an off-line financial institution, we can only call those individuals authorized to receive the confirmation of the receipt of an incoming wire.

If you would like a copy of your institution's current Wire Transfer Customer Data Form, please call the Funds/Securities Department at the Kansas City Federal Reserve bank (800) 333-2448 and a copy of the form will be mailed to you.

- Know where your off-line codeword lists and instructions are stored.

Second (Additional) FedLine Connections

If your financial institution owns more than one FedLine connection (same ABA number), it is possible to have the additional connections (LTERMs) defined as access points in the Federal Reserve Bank's Wire Transfer application. This would allow the additional connections to **send** wire transfers.

The Fed's Wire Transfer application is limited to allowing only one LTERM to **receive** wire transfers for an ABA. If the contingency appears as if it will last a full day or more, two steps need to be completed by our Funds staff:

1. They will need to request a reassignment of your LTERM. This process will take approximately 30-60 minutes. You will then begin receiving your incoming funds transfers on your additional FedLine connection.
2. Traffic (incoming wire transfer messages) will be redirected to your additional connection through a next-day change in the Fed's Wire Transfer application. This change remains in effect until you indicate that the contingency is over. We will require a 24-hour notice to reverse this change (directing incoming wires to your original FedLine connection).

Local Security Administration (LSA)

This information is intended for the express use of the FedLine Local Security Administrators (LSA). You should also designate a backup LSA. This is critical to ensure the ongoing operation of FedLine should the primary LSA not be available.

Generally, *the Local Security Administrator is the primary contact for FedLine and Federal Reserve Bank (FRB) security related issues.* The LSA is responsible for:

- submitting requests to obtain access to the Federal Reserve Bank's Host computer
- safeguarding encryption keys and software
- controlling access to FedLine applications
- controlling updates to FedLine software
- assign Host users

As the Local Security Administrator, you should have a general understanding of computer and communications terminology and have participated in FedLine training sessions.

The information contained in this manual is confidential and not for general distribution to other users of FedLine. It should be stored in a secured location.

Relationship Between FedLine/FRB Security

FedLine has several levels of security. They include limitations to the PC-based functionality via Local User IDs and passwords as well as the ability to control access to particular applications and to particular functions within each application. The Local Security Administrator issues the Local User IDs and controls the customized security requirements for FedLine passwords such as expiration and suspension criteria.

Access to the FRB's Host computer requires a separate set of Host computer Logon IDs and Host passwords. Host Logon IDs are called "Host User Codes" to distinguish them from FedLine Local User IDs. Host User Codes are controlled by each Federal Reserve District; you request them from the Help Desk. Copies of the required form can be found in the Appendix.

To gain access to the FRB Host computer, a FedLine user must have authority to perform functions within the PC-based Host Communication Application. In addition, FedLine requires the entry of a Host User Code and Host Password in order to transmit messages from your PC. These are verified by the FRB Host computer. If access is denied, messages cannot be transmitted to the Federal Reserve Bank for routing to other depository institutions or Reserve Bank for processing.

Information transmitted between you and the FRB is encrypted. Data encryption can be described as a process by which plain (readable) text is scrambled using a code (key) known only to the sending and receiving computers. The scrambled text appears as a meaningless string of symbols and characters until it is deciphered by the receiving computer.

The major advantages of encryption are message privacy and authentication. Data encryption prevents unauthorized individuals from tapping into the telephone line and reading or changing your messages during transmission.

The Local Security Administrator has responsibility for loading and maintaining the encryption keys for all FedLine systems, safekeeping of diskettes containing the encryption keys, and any supporting documentation. The FedLine encryption software should be maintained in a secure location.

Security and Control Guidelines

FedLine has many security features to help detect and prevent unauthorized use of the PC. To ensure maximum security, these features should be used in conjunction with your organization's established security procedures.

As the Local Security Administrator, there are additional controls which you can establish to ensure a secure FedLine environment. These include:

- Provide a secure location for your FedLine PC with access limited to authorized personnel
- Discuss security and operating procedures only with authorized personnel
- Check the printer log after performing Cycle/Date rollover to make sure that no unauthorized messages were entered into the PC
- Establish procedures to file, control, and retain your PC's hardcopy printouts
- Check the hardcopy printout to determine whether any Input Message Accountability Data (IMAD) sequence numbers or Output Message Accountability Data (OMAD) sequence numbers are missing. Perform a message retrieval for any missing sequence numbers.
- Confirm your balances for value transfer traffic with the FRBs to make sure that all value messages have been properly accounted for
- Segregate operator responsibilities within each area; no single operator should perform an entire operation
- Require operators to change their passwords periodically
- Delete Local User IDs immediately upon termination, transfer, or reassignment of staff responsibilities
- Notify the FRB's Help Desk immediately if a Host User code must be deleted or Host Password changed due to a compromised password or a change in personnel
- Keep the encryption key material in a secure location (for example, a vault compartment), accessible only to authorized personnel
- Notify the FRB's Help Desk immediately if you suspect that your encryption key is compromised
- Monitor activity of repair personnel
- Encourage operators to report any problems to management

FedLine Applications

- Perform periodic backups of files and software
- Train a backup Local Security Administrator
- Plan for disasters:
 - Off-site terminal
 - Off-site copies of files and software

LOCAL ADMINISTRATOR FUNCTIONS

Overview

The Local Security Administrator has the following capabilities:

- Add, browse, update, or delete user profiles
- Print a report of user profiles
- Set default applications
- Set or display session parameters
- Set or display terminal parameters
- Set FedLine site identification information
- Print a report of the functions within each FedLine application
- Print a report of user access levels
- Set local access options such as password expiration rules, key verification rules, and Local User ID suspension criteria
- Install or remove an application
- Manage FedLine patches (import, export, change date, implement, and back off)

The first time you sign on to FedLine, after installation, FedLine will prompt you to change the MASTER password. **Be sure to record the new MASTER password and store it in a secure location.**

SIGN ON FEDLINE STATION MM/DD/YYYY 12:34:46L 4,C19

Local User Id: ----- Password: ----- Confidential
All Rights Reserved

FEDLINE

Copyright (c) 1986, 1987, 1988, 1989, 1990, 1991, 1992
The 12 Federal Reserve Banks - An Unpublished Work

FOR AUTHORIZED New Password: ----- Verify Password: -----
USERS ONLY

When you first sign onto FedLine after installing the software, enter:

1. **'MASTER'** in the LOCAL USER ID field.
2. **'12345'** in the PASSWORD field.
3. 6-8 characters in the NEW PASSWORD field (at least 1 numeric and 1 alphabetic).
4. Same 6-8 character password in the VERIFY PASSWORD field.
5. Press **<Enter>**.

The FedLine Main Application Menu is displayed.

The MASTER User ID will allow you to access only the Local Administration (LA) and Help Desk (HD) applications. To access other applications within FedLine, use the "Add a User Profile" function in the *Local Administration* application to add your own personal User ID and capabilities or to add new operators to the system and set up their capabilities.

Once you have created your own new personal User ID with desired access privileges, you must sign off from FedLine to access any application which you have designated.

Add a User Profile

1. Select **LA** - Local Administration. <Enter>
2. Select **10** - Add a User ID <Enter>

Add a User Profile Local Administration MM/DD/YYYY 09:12:32L 0,C 1

=====*MC-F6*=====

User-id: ----- Name: -----
 Password: ----- Verify password: -----
 Current status: A Password last changed on: ----- re-try cnt:-

An 'X' designates what function category a user is allowed to access with an application. No 'X's imply non-restricted functions only.

	Application Code	Function categories					
		Inq.	E/U	V/T	A.Supv.	Supv.	Mngr.
1	--	--	--	--	---	--	--
2	--	--	--	--	---	--	--
3	--	--	--	--	---	--	--
4	--	--	--	--	---	--	--
4	--	--	--	--	---	--	--
6	--	--	--	--	---	--	--
7	--	--	--	--	---	--	--
8	--	--	--	--	---	--	--
9	--	--	--	--	---	--	--

.....

3. Fill in the required fields.
 - a. Local User ID
 1-8 characters in length. A person's first name is suggested. Spaces are not allowed nor can you duplicate Local User IDs. You can use characters A-Z and 0-9.
 - b. Operator Name
 First and last name of the operator, up to 25 characters, spaces are allowed.

- c. Password/Verify Password
6-8 characters in length—alpha and numeric. Assign an introductory password. The operators will be prompted by FedLine to change the password the first time they use their Local User ID.
- d. Current Status
Current status of user: Active, Suspended, or Expired.
- e. Password Last Changed On
This is the date the password was last changed by the operator. It will be inserted by FedLine. It is in the format of YYYYMMDD.
- f. Retry Count
This is the number of attempts by an operator to sign onto the FedLine system using an unmatched password.
- g. Application Codes
 - ** All applications
 - AA Automated Auction
 - AH Automated Clearing House
 - AS Accounting Services
 - BA National Book Entry System
 - CA Check Adjustments
 - CH Check Services
 - FT Funds Transfers
 - GI General Info Services
 - HC Host Communications
 - HD Help Desk
 - LA Local Administration
 - MS Miscellaneous Support
 - RA Local Reserve Account
 - RR Reporting and Reserves
 - SB Savings Bonds
 - SS Startup/Shutdown Control
 - TI Treasury Investment Program (TIP)
 - TT Treasury Tax and Loan (PATAX)

If you choose ** (all applications), it does not include the “LA” application.

- h. Place an X for the functions you want the operator to have access to:

Access Level	Description of Access
Inquiry	The minimal level of authority. Allows the operator to use only the browse and inquire capabilities in an application.
Entry/Update	This access level allows the operator to enter and/or update the type of message created in each application. If verification is not used, these messages may be queued for transmission upon completion.
Verify/Transmit	This access level allows the operator to verify any messages that have been entered but are not in the transmission queue because they have not been verified. You can set various parameters regarding verification, including single or dual user verify, verification thresholds, verifying accountable versus non-accountable messages, and sight verifications versus data entry verification. Once a message is verified, it is queued for transmission and cannot be updated or canceled.
Assistant Supervisor	The assistant supervisory access level gives an operator the ability to shut down an application and perform template maintenance.
Supervisor	Supervisory access allows for application start-up as well as modifying screen defaults and related information.
Managerial	This is the highest level of authority which authorizes daily cycle/date rollover, updates transmission, and configuration specifications.

The specific functions associated with each access level are detailed on the following pages. A report can be created from the **50—Application/Function Report Function** in the Local Administration Application in FedLine.

4. Press <Enter> to process.

User Access Examples

Noted below are the results of **40** -Browse A User Profile inquiry. The first example details the access level established for a LSA who has access to all authority levels. The use of the ****** denotes access to all applications except the LA—Local Administration application. This must be included as a separate application.

Browse a User Profile	Local Administration	MM/DD/YYYY 09:59:26L 0,C0					
===== TEST MODE =====							
User-id: Jane	Name: Jane S Smith						
Password:	Verify password:						
Current Status: A	Password last changed on:	re-try cnt: 0					
<p>An 'X' designates what function category a user is allowed to access with an application. No 'X's imply non-restricted functions only.</p>							
	Application Code	Function categories					
		Inq.	E/U	V/T	A.Sup v.	Sup v.	Mgr.
1	LA	X	X	X	X	X	X
2	**	X	X	X	X	X	X
3							
4							
4							
6							
7							
8							
9							

FedLine Applications

This example shows operator access to Funds and ACH only with inquiry, enter, and update authorities.

Browse a User Profile	Local Administration	MM/DD/YYYY 09:59:26L 0,C0				
===== TEST MODE =====						
User-id: John	Name: John D Doe					
Password:	Verify password:					
Current Status: A	Password last changed on:	re-try cnt: 0				
	Application Code					
	Function categories					
	Inq.	E/U	V/T	A.Supv.	Supv.	Mngr.
1	AH	X	X			
2	FT	X	X			
3						
4						
4						
6						
7						
8						
9						

FedLine Applications

This example shows operator access to Funds and ACH only with verify, transmit, and assistant supervisory authorities.

Browse a User Profile	Local Administration	MM/DD/YYYY 09:59:26L 0,C0
===== TEST MODE =====		
User-id: Betty	Name: Betty B Brown	
Password:	Verify password:	
Current Status: A	Password last changed on:	re-try cnt: 0

An 'X' designates what function category a user is allowed to access with an application. No 'X's imply non-restricted functions only.

	Application Code	Function categories					
		Inq.	E/U	V/T	A.Sup v.	Sup v.	Mngr.
1	AH			X	X		
2	FT			X	X		
3							
4							
4							
6							
7							
8							
9							

This example shows operator access to Funds and ACH with inquiry, enter, update, verify, and transmit authorities. **Dual control could still be enforced by updating the Verification Rule in the 99—Misc Security setting function.**

Browse a User Profile	Local Administration	MM/DD/YYYY 09:59:26L 0,C0
===== TEST MODE =====		
User-id: Jake	Name: Jake Williams	
Password:	Verify password:	
Current Status: A	Password last changed on:	re-try cnt: 0

Application Code	Function categories					
	Inq.	E/U	V/T	A.Sup v.	Sup v.	Mngr.
1 AH	X	X	X			
2 FT	X	X	X			
3						
4						
4						
6						
7						
8						
9						

Application/Function Report

1. Select **LA**—Local Administration
2. Select **50**—Appl/Function Report

Appl/Function Report Local Administration MM/DD/YYYY 11:08:22L 6,C38
===== *MC-F6* =====

APPLICATION & FUNCTION REPORT LIST PROGRAM

APPLICATION SELECTION:

This may tie up your printer for a few minutes. However, once the report starts, you may terminate its printing pre-maturely by hitting the Esc key.

Right now, you can either:

- 1) Enter the Application you desire (“**” implies all applications).
- or -
- 2) You may use the F6 key to choose from a multiple choice.
- or -
- 3) Hit the F9 key to return to the Function menu.

.....

3. Enter the two-letter code for the application you want printed

or

Enter ** and all applications will print.

Note: As you receive FedLine software updates, this application/function report will change.

Sample Application/Function Report

Local Name: FLAFREP		Page: 1
FLCYC DATE: MM/DD/YYYY	APPLICATION/FUNCTION REPORT	SYS DATE: MM/DD/YYYY
User ID: ROBIN		SYS TIME: 11:08:33
FL APPL: LA		INST/VER: 002/V2.60.10
LOCAL MODE: TEST		PRI ABA: 096150003

Application ID: AA Automated Auction

Inquiry functions:

AA22	Browse Customer Record
AA55	Browse Issue Activation
AA15	Browse Outgoing Message
AA32	Browse Recurr. Template
AA25	Print Customer Database
AA37	Print Recurr. Templates
AA50	Reprint AA Out-Wires

Entry/Update functions:

AA20	Add Customer Record
AA03	Create a Message
AA23	Delete Customer Record
AA54	Delete Issue Activation
AA26	Delivery Instructions
AA24	Sort Customer Database
AA56	Sort Issue Database
AA21	Update Customer Record
AA53	Update Issue Activation
AA06	Update a Message

Verify/Transmit functions:

AA12	Release for Transmit
AA09	Verify a Message

Assistant Supervisory functions:

AA30	Add Recurring Template
AA36	Delete Recurr. Template
AA33	Update Recurr. Template

Supervisory functions:

AA27	Message Status Override
AA90	Modify Screen Defaults

Managerial functions:

AA92	Modify Configuration
AA87	Resync Host Appl Seq #
AA93	Update Verify Fields
AA96	Updt AA Appl Attrs

Application ID: AH Automated Clearing House

Inquiry functions:

AH15	Browse Actv Batch Hdrs
AH39	Browse File Status
AH16	Browse Outgoing Message
AH42	Printed Reports
AH36	View Recurr Batch Hdrs
AH17	View Within Actv Batch
AH37	View Within Recur Batch

Entry/Update functions:

AH18	Cancel an Active Batch
AH32	Copy Actv Btch to Actv
AH31	Copy Recur Btch to Actv
AH03	Create an Active Batch
AH19	Delete Actv Batch Items
AH73	Import an External File
AH60	Process File Info
AH08	Quick Active Update
AH75	Rebalance External File
AH62	Remake Advices
AH50	Request Customer Info
AH06	Update Actv Batch Hdrs
AH07	Updt Within Actv Batch

Verify/Transmit functions:

AH27	Process Imported File
AH72	Process Received File
AH21	Select and Queue Batches

Assistant Supervisory functions:

AH30	Copy Actv Btch to Recur
AH33	Delete Recurring Batch
AH04	Derive a Return Item
AH38	Recurring Batch Tools

Supervisory functions:

AH28	Message Status Override
AH80	Modify Screen Defaults
AH23	Re-select and Q Batches

Managerial functions:

AH90	ACH Config Settings
AH92	Set ACH Transmit Specs

Application ID: AS Accounting Services

Inquiry functions:

AS15	Browse Outgoing Message
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Entry/Update functions:

AS03	Create a Message
AS06	Update a Message

Managerial functions:

AS27	Message Status Override
------	-------------------------

Application ID: BA Book-Entry Securities

Inquiry functions:

BA78	Activity Status Report
BA68	Browse a Sec Account
BA64	Browse CUSIP File
BA18	Browse Incoming Message
BA15	Browse Outgoing Message
BA75	CUSIP Report
BA70	Local Terminal Totals
BA37	Print Recurr Templates
BA51	Reprint BA In-Wires
BA50	Reprint BA Out-Wires
BA21	View Recurring Template

Entry/Update functions:

BA65	Add a Sec Account
BA61	Add to CUSIP File
BA03	Create a Message
BA67	Delete a Sec Account
BA63	Delete from CUSIP File
BA05	Derive a Reversal
BA85	Export a Message File

BA86	Import a Message File
BA60	Sort CUSIP File
BA69	Sort Sec Account File
BA06	Update a Message
BA66	Update a Sec Account
BA62	Update CUSIP File

Verify/Transmit functions:

BA13	Group Release
BA12	Release for Transmit
BA09	Verify a Message

Ass't Supervisory functions:

BA30	Add Recurring Template
BA36	Delete Recurr. Template
BA33	Update Recurr. Template

Supervisory functions:

BA28	Group Override
BA27	Message Status Override
BA90	Modify Screen Defaults
BA39	Re-Send a Message

Managerial functions:

BA87	Resync Host Appl Seq #
BA96	Updt BA Appl Attrs
BA93	Updt Key Verify Fields

Application ID: CA Check Adjustments

Non-restricted functions:

CA18	Browse Incoming CA Msg
CA61	Export for Transmission
CA92	Export Incoming Message
CA60	Import & Queue CA Msgs
CA91	Import Incoming Message
CA51	Reprint CA In-Wires

Inquiry functions:

CA15	Browse Outgoing CA Msg
CA50	Reprint CA Out-Wires

Entry/Update functions:

CA03	Create CA Message
CA06	Update CA Message

Verify/Transmit functions:

CA09 Verify a Message

Supervisory functions:

CA90 Modify Screen Defaults

Managerial functions:

CA93 Set Verify Fields

CA96 Updt CA Appl Attrs

Application ID: CH Check Services

Inquiry functions:

CH46 Browse Batches
CH64 Browse File Status
CH18 Browse Incoming Message
CH15 Browse Outgoing Message
CH70 Local Terminal Totals
CH51 Reprint CH In-Wires
CH50 Reprint CH Out-Wires

Entry/Update functions:

CH48 Cancel a Batch
CH60 Collect a Batch
CH40 Create a Batch
CH03 Create a Message
CH44 Delete Batch Items
CH85 Export a Message File
CH86 Import a Message File
CH66 Uncollect a File
CH42 Update a Batch
CH06 Update a Message

Verify/Transmit functions:

CH13 Group Release
CH68 Import and Queue Ext File
CH72 Process Received File
CH12 Release and Transmit Msg
CH62 Select File to Transmit
CH09 Verify a Message

Ass't Supervisory functions:

CH04 Derive a Return Item

Supervisory functions:

CH28	Group Override
CH27	Message Status Override
CH90	Modify Screen Defaults
CH39	Re-send a Message

Managerial functions:

CH91	CH Config Settings
CH65	Requeue a File
CH87	Resync Host Appl Seq #
CH92	Set CH Transmit Specs
CH93	Update Verify Fields
CH96	Updt Check Appl Attrs

Application ID: FT

Funds Transfers

Inquiry functions:

FT78	Activity Status Report
FT18	Browse Incoming Message
FT15	Browse Outgoing Message
FT70	Local Terminal Totals
FT37	Print Recurr Templates
FT51	Reprint FT In-Wires
FT50	Reprint FT Out-Wires
FT21	View Recurring Template

Entry/Update functions:

FT03	Create a Message
FT05	Derive a Reversal
FT85	Export a Message File
FT86	Import a Message File
FT06	Update a Message

Verify/Transmit functions:

FT13	Group Release
FT12	Release for Transmit
FT09	Verify a Message

Assistant Supervisory functions:

FT30	Add Recurring Template
FT36	Delete Recurr. Template
FT33	Update Recurr. Template

Supervisory functions:

FT28	Group Override
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FT27	Message Status Override
FT90	Modify Screen Defaults
FT39	Re-send a Message

Managerial functions:

FT87	Resync Host Appl Seq #
FT93	Update Verify Fields
FT96	Updt Funds Appl Attrs

Application ID: HC Host Communications

Non-restricted functions:

HC60	Dump Last XMFLASH Trace
HC90	Process Incoming Report
HC30	Process Recv'd Traffic
HC97	Report Options Listing
HC20	Terminate a Session

Inquiry functions:

HC39	Browse File Status
HC57	Browse FLIP Instruction
HC96	Browse Report Options
HC91	Browse Report Status
HC44	Browse Transmit Specs
HC70	Display Session Parm
HC72	Display Terminal Parm
HC58	FLIP Instruction Report

Entry/Update functions:

HC10	Establish a Session
HC61	Set XMFLASH Trace Mode

Verify/Transmit functions:

HC50	Import and Queue a File
HC73	Process Misc. Recv File

Supervisory functions:

HC53	Add FLIP Instruction
HC93	Add Report Options
HC40	Create Transmit Specs
HC55	Delete FLIP Instruction
HC95	Delete Report Options
HC46	Delete Transmit Specs
HC56	Update FLIP Instruction
HC94	Update Report Options

HC42 Update Transmit Specs

Managerial functions:

HC87 Set BD TRANS-ID Seq #

Application ID: HD Help Desk

Non-restricted functions:

HD22	Backup FULL FedLine
HD20	Backup Static Files
HD80	Browse Patch Status
HD81	Display FastPatch Ver.
HD70	Display Session ParmS
HD71	Display Terminal ParmS
HD66	DOS CHKDSK Utility
HD60	Dump Last XMFLASH Trace
HD40	Error Code Report
HD10	FedLine Diagnostics
HD15	FedLine Directories
HD68	Format Disk(s)
HD61	Set XMFLASH Trace Mode

Application ID: LA Local Administration

Non-restricted functions:

LA82	Change Patch Date
LA81	Export a Patch
LA83	Implement a Patch

Inquiry functions:

LA50	App/Function Report
LA40	Browse a User Profile
LA70	Display Session Params
LA72	Display Terminal Params
LA60	User-ID Status Report
LA65	User/Access Report

Entry/Update functions:

LA10	Add a User Profile
LA85	Back Off a Patch
LA84	Delete a Patch
LA30	Delete a User Profile
LA99	Misc Security Settings
LA90	Set FEDLINE SITE IDENT
LA22	Set Session Parameters
LA24	Set Terminal Parameters
LA20	Update a User Profile
LA96	Update Appl Attr

Supervisory functions:

LA26	BASE SNA'S BLDPU
LA28	CRYPTO KEY Maintenance
LA52	Install an Application
LA54	Remove an Application
LA18	Select Default Appls

Managerial functions:

LA80	Import a Patch
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Application ID: MS Miscellaneous Support

Non-restricted functions:

MS65	Backup "static" files
MS61	Printer Configuration

Inquiry functions:

MS18	Browse Frequent ABA
MS28	Browse Type/Subtype
MS19	Frequent ABA Report
MS29	Type/Subtype Report

Entry/Update functions:

MS12	Add Frequent ABA
MS22	Add Type/Subtype
MS16	Delete Frequent ABA
MS26	Delete Type/Subtype
MS60	Set MISC. Operations
MS35	Set PC's DATE Clock
MS30	Set PC's TIME Clock
MS62	Set Printer Esc Chars
MS10	Sort Frequent ABAs
MS20	Sort TYPE/SUBTYPEs
MS14	Update Frequent ABA
MS24	Update Type/Subtype

Managerial functions:

MS67	List "statics" on disk
MS66	Restore "static" files
MS55	Set Auto Dial Options
MS50	Set BLINK Options

Application ID: RA

Local Reserve Account

Inquiry functions:

RA35	Browse a Sender Account
RA65	Browse Local Memo Post

Entry/Update functions

RA10	Add a Sender Account
RA30	Delete a Sender Account
RA60	Enter Local Memo Post
RA97	Set Monitor Calculation
RA20	Update a Sender Account

Application ID: RR

Reporting and Reserves

Inquiry functions

RR32	Browse FR2900 Data
RR15	Browse Outgoing Message

RR36 FR2900 Status Report
RR34 Print FR2900 Form

Entry/Update functions:

RR03 Create a Message
RR30 Enter/Updt FR2900 Data
RR42 Estimate Reserve Req.
RR06 Update a Message

Verify/Transmit functions:

RR40 Process FR2900 Data
RR44 Re-Process FR2900 Data

Supervisory functions:

RR46 FR2900 Config Settings

Managerial functions:

RR38 Delete FR2900 Week
RR27 Message Status Override
RR92 Set FR2900 Xmit Specs

Application ID: SB

Savings Bonds

Inquiry functions:

SB15 Browse Bond Order
SB39 Browse File Status
SB31 Browse Recurr. Template
SB37 Print Recurr. Templates

Entry/Update functions:

SB03 Create Bond Order
SB06 Update Bond Order
SB04 Use Recurring Template

Verify/Transmit functions:

SB21 Collect and Queue Orders
SB09 Verify Bond Order

Assistant Supervisory functions:

SB30 Add Recurr. Template
SB36 Delete Recurr. Template
SB33 Update Recurr. Template

Supervisory functions:

SB90 Modify Screen Defaults

SB25 Recollect Bond Orders

Managerial functions:

SB91 SB Config Settings
SB92 Set SB Transmit Specs
SB93 Update Verify Flds

Application ID: SS Startup/Shutdown Control

Assistant Supervisory functions:

SS10 Shut Application Down

Supervisory functions:

SS20 Start Application Up

Managerial functions:

SS30 Cycle Date/Mode Changes

Application ID: TD Taxpayer Deposit

Inquiry functions:

TD15 Browse Outgoing Message
TD64 Browse Taxpayer ID
TD50 Reprint TD Out-Wires

Entry/Update functions:

TD61 Add Taxpayer ID
TD03 Create FTD Message
TD62 Delete Taxpayer ID
TD60 Sort Taxpayer IDs
TD06 Update a Message
TD63 Update Taxpayer ID

Verify/Transmit functions:

TD12 Release for Transmit
TD09 Verify FTD Message

Supervisory functions:

TD27 Message Status Override
TD90 Modify Screen Defaults

Managerial functions:

TD96 Update TD Attributes
TD93 Update Verify Fields

Application ID: TI Treasury Investment Program (TIP)

Inquiry functions:

TI07 Browse a Message

Entry/Update functions:

TI03 Create a Message

TI06 Update a Message

Verify/Transmit functions:

TI09 Verify a Message

Managerial functions:

TI93 Update Verify Fields

TI96 Application Attributes

Application ID: TT Treasury Tax and Loan (PATAX)

Inquiry functions:

TT15 Browse Outgoing Message

TT78 Print Local Activity

Entry/Update functions:

TT03 Create a Message

TT06 Update a Message

Verify/Transmit functions:

TT12 Release for Transmit

TT09 Verify Advice of Credit

Managerial functions:

TT96 Update TT&L Attributes

TT93 Update Verify Fields

Browse a User Profile

The “Browse A User Profile” function allows you to display information about a Local User ID. You cannot perform any maintenance function on a User Profile while browsing.

Browse a User Profile	Local Administration	MM/DD/YYYY 14:32:41L 5,C20
=====*MC-F6*=====		
USER PROFILE SELECTION CRITERIA		
USER-ID	-----	
	***** OR *****	
STATUS:	-	
	***** OR *****	
SEARCH TEXT:	-----	
.....		

1. Select **LA**—Local Administration <Enter>
2. Select **40**—Browse a User Profile <Enter>
3. Enter the user ID you wish to view,

Press <F6>,

- or -

Press <F4> to retrieve the first available User Profile.

4. Press <Enter>.

The selected User Profile is displayed.

Update a User Profile

Use this function to add or delete applications and functions. This function should also be used to update a password.

1. Select **LA** - Local Administration. <Enter>
2. Select **20** - Update a User Profile. <Enter>

Update a User Profile	Local Administration	MM/DD/YYYY 14:33:14L 5,C20
=====*MC-F6*=====		
USER PROFILE SELECTION CRITERIA		
USER-ID	-----	
	***** OR *****	
STATUS:	--	
	***** OR *****	
SEARCH TEXT:	-----	

3. Enter the user ID you wish to update. <Enter>

The selected user profile will be displayed.

4. <Tab> to the field you wish to update and make changes.
5. Press <Enter> to process.

Special Notes

- If the update is to reactivate a user who has exceeded the retry count, you must change the user status to “A” (Active) and assign a new password.
- To add an application, complete the next available line on the screen with the appropriate 2-character APPLICATION CODE and place an “X” in the desired FUNCTION CATEGORIES. Press **<Enter>** to register the change.
- You can make multiple changes to the same Local User ID. However, at least one application must remain after all changes are made. The system responds with an error message if you try to create a Local User ID without associated applications.

Delete a User Profile

The “Delete a User Profile” function allows you to remove a user profile from FedLine. Delete the Local User ID of transferred or terminated employees immediately for security purposes.

1. Select **LA** - Local Administration. <Enter>
2. Select **30** - Delete a User Profile.

```
Delete a User Profile      Local Administration      MM/DD/YYYY 08:36:30L 5,C20
=====*MC-F6*=====
                        USER PROFILE SELECTION CRITERIA

                        USER-ID      -----
                                ***** OR *****

                        STATUS:      ----
                                ***** OR *****

                        SEARCH TEXT:  -----

                        .....
```

3. Enter the user ID you wish to remove. <Enter>

The user profile will be displayed.

4. Press <Enter>.

FedLine will ask “...Are You Sure/Delete This Record”

5. Press “Y” to process.

NOTE:Be sure to back up status files after all changes to the LA—Local Administration application.

User/Access Report

This function allows you to obtain a report of the access levels for the user specified. This report lists the name, Local User ID, status, and designated access levels for all applications within FedLine. You can print a single user's access levels or all users' access levels.

1. Select **LA** - Local Administration. <Enter>
2. Select **65** - User/Access Report. <Enter>

User/Access Report	Local Administration	MM/DD/YYYY 14:33:57L 11,C17
=====		
USER/ACCESS REPORT		
To print ALL User Profiles, press the ENTER key. Otherwise, there are TWO ways to select profiles.		
1) You may print a particular user's profile.		
User-id: - - - - -		
-OR-		
2) You may print report(s) with specific user statuses and/or specific text found within the user's profile.		
Status: -		
Text: - - - - -		
Sort before printing (Y/N)?: N Field to sort: ----- Order of sort: ---		
<<<<<< PRESS ESC TO STOP PRINTING >>>>>>		
.....		

3. To print a report listing ALL User IDs, press <Enter>.

To print a report listing a particular user, type in the User-ID and press <Enter>.

To print a report by status (active, expired, suspended), type in the status code (<F6>), press <Enter>.

FedLine Applications

If you want the report sorted, type "Y" in the field Sort before Printing.

Select the field to sort by: Key = User ID, INFO = User Name, STAT = User Status

Select the Order of the Sort: A = Ascending or D = Descending

Sample User/Access Report

LOCAL NAME: LAACCRPT FLCYC DATE: MM/DD/YYYY User ID: LOROLIE FL APPL: LA LOCAL MODE: TEST	Local User Access Report FedLine Report Generator	SYS DATE: MM/DD/YYYY SYS TIME: 13:39:35 INST/VER: 001/V2.40.90 PRI ABA: 091000019				
User-id: ROBIN Name: Robin Hardisty Status: A						
Application Code	Function categories					
	Inq.	E/U	V/T	A.Supv.	Supv.	Mngr.
**	X	X	X	X	X	X
LA	X	X	X	X	X	X

User ID Status Report

Use this function to obtain a report on all or selected User IDs. This report lists the name, Local User ID, and status of users within FedLine. Unless you specify that all Local User IDs should print, only those IDs which will expire in the next seven days will print.

An abbreviated version of this report prints as part of the daily cycle change process. It lists user profiles that have either expired or are about to expire.

1. Select **LA** - Local Administration. <Enter>
2. Select **60** - User ID Status Report. <Enter>

```

User-ID Status Report  Local Administration  MM/DD/YYYY 08:37:23L 12,C13
=====*MC-F6*=====
                                USER-ID STATUS REPORT

By default, only the user profiles that are expired or are soon to be expired will be
printed. This produces a report identical to the report produced at Daily Maintenance Time.
In order to obtain a complete list of ALL User Profiles, type the word ALL in the following
field.

-----
_____

```

3. Press <Enter>.

Sample User ID Status Report

```

LOCAL NAME: FLUSERS
FLCYC DATE: MM/DD/YYYY      User I.D. Status Report      SYS DATE: MM/DD/YYYY
      User ID: ROBIN          SYS TIME: 13:26:28
      FL APPL: LA            NON-ACTIVE USERIDS OR      INST/VER: 001/V2.60.10
LOCAL MODE: TEST            EXPIRING WITHIN 7 DAYS     PRI ABA: 09100019
-----

```

Name	Userid	Current Status
Sharon Hanson	SHARON	EXPIRING in 4 days

Set Session Parameters

The “Set Session Parameters” function contains technical information about Host computer communication requirements. This information is included on the FedLine installation diskettes. This screen is provided should the technical requirements change and **should only be changed in coordination with the Federal Reserve Bank.**

1. Select **LA**—Local Administration. <Enter>
2. Select **22**—Set Session Parameters. <Enter>

Set Session Parameters	Local Administration	MM/DD/YY 10:49:21L 4,C53																											
===== TEST MODE =====																													
SESSION PARAMETERS																													
THESE VALUES SHOULD NOT BE CHANGED WITHOUT FRB APPROVAL																													
Number of LUs (sessions) defined: 5																													

***** ATTRIBUTES FOR LOGICAL UNIT (SESSION) # 1 *****																													
SESSION 1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Session attributes</th> <th style="text-align: left;">PRODUCTION</th> <th style="text-align: left;">TEST</th> </tr> </thead> <tbody> <tr> <td>LU address:</td> <td>01</td> <td>(same)</td> </tr> <tr> <td>LU type:</td> <td>M</td> <td>(same)</td> </tr> <tr> <td>LU name:</td> <td>C1L0RV01</td> <td>(same)</td> </tr> <tr> <td>Is this session encrypted? (Y/N)</td> <td>Y</td> <td>Y</td> </tr> <tr> <td>Mode-table name:</td> <td></td> <td></td> </tr> <tr> <td>Host application system name:</td> <td>C1AAIMS</td> <td>C1AAIMST</td> </tr> <tr> <td>Additional system names:</td> <td></td> <td></td> </tr> <tr> <td>LUSTAT-2 support available? (Y/N)</td> <td>N</td> <td>N</td> </tr> </tbody> </table>	Session attributes	PRODUCTION	TEST	LU address:	01	(same)	LU type:	M	(same)	LU name:	C1L0RV01	(same)	Is this session encrypted? (Y/N)	Y	Y	Mode-table name:			Host application system name:	C1AAIMS	C1AAIMST	Additional system names:			LUSTAT-2 support available? (Y/N)	N	N	
Session attributes	PRODUCTION	TEST																											
LU address:	01	(same)																											
LU type:	M	(same)																											
LU name:	C1L0RV01	(same)																											
Is this session encrypted? (Y/N)	Y	Y																											
Mode-table name:																													
Host application system name:	C1AAIMS	C1AAIMST																											
Additional system names:																													
LUSTAT-2 support available? (Y/N)	N	N																											
Description: District EPS IMS (DEPS)		Exclude from sign-all: --																											
.....																													

Set Terminal Parameters

The “Set Terminal Parameters” function contains technical information about Host computer communication requirements. This information is included on the FedLine installation diskettes. **Change the fields on this screen only in coordination with the Federal Reserve Bank.**

1. Select **LA**—Local Administration. <Enter>
2. Select **24**—Set Terminal Parameters. <Enter>

```
Set Terminal Parameters      Local Administration      MM/DD/YYYY 08:33:26L 4,C27
=====*MC-F6*=====
                          TERMINAL COMMUNICATIONS ATTRIBUTES

Line type:      M          Manual dial line
If autodial is specified, phone numbers must be too:
Production:    3960          Spare: 6668
Test:         4159

----- The following values must be FRB approved before changing -----

          SDLC Hardware:  I   IBM SDLC or compatible hardware
          Encryption Hardware:  J   Jones Common Interface
XMFLASH interrupt number:                (hex) 66
Base SNA interrupt number:                (hex) 60   (pathways/ICOT board only)
Base SNA hardware interrupt number:      (hex) 03   (pathways/ICOT board only)
Base SNA I/O address:                    (hex) 0380 (pathways/ICOT board only)
Timeout interval for session initiation:  40   seconds
Timeout interval for session termination:  20   seconds

BASE SNA 's config file name:
          C:\FEDLINE2\SNA32.PU

.....
```

Set FedLine Site Identification Information

The “Set FedLine Site Ident” function is used to enter identifying information about your institution. The following information is automatically loaded into your system as part of the installation process.

This is the nine-digit ABA number of your institution.

This is the authorized telegraphic name for your institution.

Describes Station functionality. List Multiple Choice Selections by pressing the <F6> key.

The ABA number and short name displayed on this screen is automatically inserted into the various message processing screens to reduce the number of keystrokes required to create a message.

1. Select **LA**—Local Administration. <Enter>
2. Select **90**—Set FedLine Site Ident. <Enter>

Set FedLine SITE IDENT	Local Administration	MM/DD/YYYY 14:31:25L 5,C22
=====*MC-F6*=====		
INSTALLATION IDENTIFICATION		
ABA number:	-----	
Name:	-----	
Site type:	--	
Station type:	--	

Install an Application

The “Install an Application” function allows you to install an individual application to the FedLine system. If you have an application that is unique to your institution, or if you add a standard FRB application at a later time, this function provides an easy installation method.

Before installing an application, you should have the floppy disks that contain the application files and definitions and at least one floppy drive installed on your PC.

1. Select **LA**—Local Administration. <Enter>
2. Select **52**—Install an Application. <Enter>

```
Install an Application  Local Administration  MM/DD/YYYY 14:34:40L 6,C34
=====
                INSTALL FEDLINE APPLICATION(S)

        Floppy Drive: - - -

        Application ID: - - -

SPECIAL APPLICATION IDs (FIRST ENTRY ONLY)
?? - List      all applications on the floppy disks
** - Install   “      “      “      “      “      “

        NOTE:You should return to the sign-on screen and re-enter
                FedLine before using an installed application

        .....
```

Special Notes

- In order for the inserted application to be properly installed, you must return to the Sign-On Screen and Re-Enter FedLine.
- If a user has ** access (all applications), the newly installed application will appear in their FedLine Menu, provided the application applies to the ** default. If it does not appear on their menu, the application must be separately specified in their User Profile.

Remove an Application

The “Remove an Application” function allows you to delete an unused application from the FedLine system. This function deletes both the definitions and the files of the application from the hard drive.

1. Select **LA**—Local Administration. <Enter>
2. Select **54**—Remove an Application. <Enter>

Remove an Application Local Administration MM/DD/YYYY 14:35:13L 12,C25
=====*MC-F6*=====

REMOVE A FEDLINE APPLICATION

Application ID: - -

NOTE:You should return to the sign-on screen and re-enter FedLine
to delete the application name from the FedLine menu.

	Multiple Choice
AH	Automated Clearing House
AS	Accounting Services
CH	Check Services
FT	Funds Transfers
GI	General Info Services
Esc	PgUp PgDn Home End

.....

Special Notes

- Some applications (for example, Local Administration - LA) cannot be deleted. If you select an application that cannot be deleted, you will receive an error message. Press <ESC> to continue. You will return to the input screen.
- In order for the application name to be deleted from the FedLine menu, you must return to the Sign-On Screen and Re-Enter FedLine.

FedLine Local Security Administration Lessons

1. As the Local Security Administrator (LSA) you need to segregate operator responsibilities for five new FedLine operators. Listed below are the new employees and their FedLine responsibilities. As the LSA you will need to build profiles for each employee. Give employees inquiry access for the applications they will be using.

Employee Name	FedLine Job Responsibilities
Janet Smith	Browse incoming/out going messages—Funds Create Funds Transfers Verify Funds Transfers Create/Update a TT&L Message All functions of Startup/Shutdown Control
Sam Jones	Create Funds Transfers Verify Funds Transfers Add/Update/Delete Recurring Funds Transfers Verify TT&L Message All functions relating to Host Communications
Mary Anderson	Browse/View ACH Batches and Recurrings Create ACH Active Batches Create/Update Savings Bond Orders Browse Bond Orders/Recurrings Add/Delete/Update Bond Recurrings
Paul Johnson	Select and Queue ACH Batches Process Imported/Received ACH Files Copy/Delete ACH Recurring Derive Return Items Collect and Queue Bond Orders Verify Bond Orders Recollect and Queue Bond Orders
Barbie Prophen	Assign all applications except Local Administration

**Verify that the Miscellaneous Settings—Verification Rule is “E” allowing dual control flexibility.

2. Now that you have segregated various responsibilities for your new users, have the LSA operator browse each profile to ensure that proper access has been given.

3. Your backup LSA Operator is taking a new position. You have decided to make Nelly Olson the new backup LSA Operator. Nelly has never been added as a user to FedLine. Add her profile giving her access to all FedLine applications.
4. FedLine operator, Paul Johnson, needs the Host Communications and Startup/Shutdown applications added to his FedLine profile.
5. Your operator, Nelly Olson, has forgotten her password; update the password.
6. Change Mary's menu to list the Savings Bonds application as the first choice on her menu.
7. John Doe is replacing Janet Smith. Make the appropriate profile changes.
8. One of your operators claims that FedLine is expiring her password after two consecutive attempts. Make sure that your Security Settings are set at the system recommendation of three.
9. Run a User/Access Report to review what applications and functions you have assigned to the FedLine Users.

INTERNAL AUDIT CHECKLIST

Task	Description	Reviewed
Back up the LSA	Set up more than one person with access to Local Administration. That way someone can install software, resolve user sign-on problems and access level problems when the primary LSA is not available.	
Train Backup Operators	Do not wait until your regular staff are unavailable before training backup personnel. Train the backup personnel properly and give them opportunities to use that training on a regular basis. Be sure to have backup personnel for verification functions.	
Document Normal and Contingency Procedures	Proper documentation clarifies normal operating procedures and can be used when trained personnel are not available. Documenting contingency procedures is also critical. During a contingency situation, having procedures documented will allow you to concentrate on other concerns.	
Keep the FedLine User Guide Handy	The user guide should be kept readily available for use by all operators. It is also a good idea to post a list of the FedLine contacts and their telephone numbers by the PC.	
Maintain the Software and Static File Backups	The FedLine software should be secured but readily available. Static files should be backed up any time changes are made to your FedLine System and these backups should be stored with the software. More than one person should have access to the software and copies of all disks should be kept in a secured location at your contingency site.	
Post the Cutoff Times	Prioritize work to meet the deadlines. Ensure that operators report problems to the FedLine Customer Support staff immediately. If problems are reported timely it allows more time to deal with them.	
Protect Your Equipment	Your PC is your link to your account at the Federal Reserve. Treat your computer as a delicate piece of equipment. Have the vendor telephone numbers posted and monitor vendor activity when they are working in your area. Do not let your encryption board be removed.	
Print the User Access Report	On a routine basis print and review the User Access report. It will help you determine if old IDs (employee has quit or been reassigned) are still defined to the system. It will also help you determine if you have adequate separation of duties.	

HOST USER CODES

All individuals that access the Federal Reserve host computer systems will have a unique logon ID and a password which must be changed every 30 days.

REQUIRED ACTION

1. Appoint a Local Security Administrator (LSA) and an alternate LSA at your institution. Identify them on the Logon ID request form mailed to you prior to your training session.
2. Specify the number of logon IDs required for the connection. The Federal Reserve Bank recommends a minimum of two logon IDs for each connection. The maximum number per connection is ten.
3. Return the Logon ID request form to:

Federal Reserve Bank of Minneapolis
Customer Relations Help Desk
P. O. Box 291
Minneapolis, MN 55480-0291
4. On your live date, the LSA will receive the requested number of logon IDs and passwords over the phone from the Federal Reserve Bank. The LSA assigns, distributes, and monitors the logons to the appropriate employees.
5. On your live date, a person from the Customer Relations Help Desk will help you establish a communications session. During this time, you will be using your unique logon IDs and passwords.

CHANGES/ADDITIONS/DELETIONS

1. Use the Financial Institution Host Logon ID Request Form for future logon ID additions and deletions. Use this form if you are increasing or decreasing the number of authorized users.
2. Keep this form on file as your master and make copies to fill out when changes are necessary.
3. Return this form to the Federal Reserve Bank of Minneapolis. Please allow 30 days for the changes to become effective.

If you have any questions about the Host logon IDs, contact the Customer Relations Help Desk at 1-888-333-7010.

FINANCIAL INSTITUTION HOST LOGON ID REQUEST FORM

Federal Reserve Bank of Minneapolis

Date: _____ Check One Add: _____ Delete: _____
new user(s) existing user(s)

Institution Name: _____ ABA No. _____

Institution Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Local Security Administrator (LSA): _____

Connection Node Name: _____ Lterm: _____

I. Complete this section if Adding User(s)

We request _____ number of Logon IDs.

II. Complete this section if Deleting User(s)

List the Logon ID(s) to be deleted (i.e., IIP9KF1) for this connection.

Official Authorized Signature: _____ Date: _____

Name (Print): _____ Title: _____

Return to: Federal Reserve Bank of Minneapolis
Customer Relations Help Desk
P. O. Box 291
Minneapolis, MN 55480-0291

For assistance call: Customer Relations Help Desk at (612) 204-7010 or 1-888-333-7010

Reserve Bank Use Only

Customer Relations Received: _____ By: _____

Fedline Training Evaluation

Date: _____

Course ID: _____

Please circle the appropriate number for the following items below:

A. Class/Materials Evaluation	POOR	FAIR	AVERAGE	GOOD	EXC ELLENT
Instructor's presentation	1	2	3	4	5
Instructor's knowledge	1	2	3	4	5
Value of lessons learned	1	2	3	4	5
Supplemental reference materials	1	2	3	4	5
Training manuals	1	2	3	4	5
Were your training needs met?	1	2	3	4	5
Would you recommend this class to others?	1	2	3	4	5
Overall class rating	1	2	3	4	5

B. Would you be willing to participate in a follow-up discussion on your training experience?

Your Name: _____

Institution's Name: _____

Your Phone Number: _____

C. General Comments/Improvements/Suggestions concerning the class (continue on back of page if additional room is needed). Thank you for your feedback.
