



# ExecuBanc Business Internet Banking User's Guide

**This document provides an overview of different options available within your Internet-based business cash management software.**

## Summary

|                |              |                  |                 |                |
|----------------|--------------|------------------|-----------------|----------------|
| <b>Summary</b> | Accounts     | Funds Management | File Management | Administration |
| Balances       | Transactions | Stop Payments    |                 | Documents      |

The **Summary** tab displays a list of all accounts associated with your corporate Access ID and Password. This tab is organized by account groups (i.e. Assets and Liabilities) and allows for information to be categorized. The **Summary** tab also provides concise pictures of corporate accounts, associated ledgers, available balances and credit line balances. Reference the example below. From the **Summary**, a link is provided to get additional account detail information by clicking the account nickname.

| CHECKING sorted by Product Description In Ascending Order |                  |                 |                       |
|---|------------------|-----------------|-----------------------|
| Product Description                                       | Account Nickname | Current Balance | Total Funds Available |
| BUSINESS ANALYSIS CHECKING 49102681                       | TEST 1           | 166.77          | 166.77                |
| BUSINESS ANALYSIS CHECKING 49102702                       | TEST 2           | 843.23          | 843.23                |
| <b>Total CHECKING:</b>                                    |                  | <b>1,010.00</b> | <b>1,010.00</b>       |

The **Summary** also displays “**List of Bill Payment Accounts**” (if bill payment was selected at initial setup)

- Click on **Bill Payment** to access the bill payment feature of ExecuBanc

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Summary
Accounts
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File Management
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Account Summary as of 02/23/2009 9:58 AM sorted by Group, Product Description

| Undefined Account Group sorted by Product Description In Ascending Order |                  |                 |                       |
|--|------------------|-----------------|-----------------------|
| Product Description  | Account Nickname | Current Balance | Total Funds Available |
| E-XPRESS CHECKING  | B                | 913.55          | 849.95                |
| <b>Total Undefined Account Group:</b>                                    |                  | <b>913.55</b>   | <b>849.95</b>         |

| CHECKING sorted by Product Description In Ascending Order |                  |                 |                       |
|---|------------------|-----------------|-----------------------|
| Product Description                                       | Account Nickname | Current Balance | Total Funds Available |
| BUSINESS ANALYSIS CHECKING                                | TEST ACCT 1      | 472.87          | 472.87                |
| BUSINESS ANALYSIS CHECKING                                | TEST ACCT 2      | 522.13          | 522.13                |
| <b>Total CHECKING:</b>                                    |                  | <b>995.00</b>   | <b>995.00</b>         |

**LIST OF BILL PAYMENT ACCOUNTS**  
[Click here for Bill Payment.](#)
Payments for Today \$0.00, Month \$0.00, Beyond \$0.00

Contact Us

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# Balances

|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    | Documents       |                |

The **Balance** tab provides a quick access for up-to-the minute balance information.

|  |              |                  |                                |                |        |
|--|--------------|------------------|--------------------------------|----------------|--------|
| Summary  | Accounts     | Funds Management | File Management                | Administration | Print  |
| Balances   | Transactions | Stop Payments    | Documents                      |                |        |
| TEST ACCT 1 Account Information as of 05/27/2009 4:05 PM |              |                  |                                |                |        |
| Account Information                                      |              |                  | Account Activity               |                |        |
| Average Available Balance Current Month:                 |              | 507.60           | Current Balance:               |                | 516.99 |
| Average Available Balance Previous Month:                |              | 489.88           | Pending Transfers:             |                | .00+   |
| Average Available Balance 2009:                          |              | 484.60           | Presentments:                  |                | .00+   |
| Average Available Balance 2008:                          |              | 361.06           | Anticipated Balance:           |                | 516.99 |
| Average Ledger Balance Current Month:                    |              | 507.60           | Available Funds                |                |        |
| Average Ledger Balance Previous Month:                   |              | 489.88           | Current Balance:               |                | 516.99 |
| Average Ledger Balance 2009:                             |              | 484.60           | Total Float:                   |                | .00 -  |
| Average Ledger Balance 2008:                             |              | 361.06           | Holds:                         |                | .00 -  |
| Last Deposit:  | 05/15/2009   | 1.00             | Available Balance:             |                | 516.99 |
| Last Check:  | 05/07/2009   | 1.00             | Pending Transfers:             |                | .00+   |
|  |              |                  | Presentments:                  |                | .00+   |
|  |              |                  | Anticipated Available Balance: |                | 516.99 |
|  |              |                  | Credit Line:                   |                | .00+   |
|  |              |                  | Total Funds Available:         |                | 516.99 |

## Viewing Account Balances and History

|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    | Documents       |                |

- Select the **Accounts** tab and click on the account that you want to view
- Select the **Transactions** tab to view account transactions
- Click on the applicable menu item to view the account history:

**Current Business Day** will show all activity pending today

**Previous Business Day** will show all activity posted yesterday

**Current Statement** will show all activity posted since your last account statement

**Previous Statement** will display your most recent account statement

|   |              |                  |                                |                |        |
|---|--------------|------------------|--------------------------------|----------------|--------|
| Summary                                   | Accounts     | Funds Management | File Management                | Administration | Print  |
| Balances                                  | Transactions | Stop Payments    | Documents                      |                |        |
| TEST 1                                    |              |                  |                                |                |        |
| TEST 2                                    |              |                  |                                |                |        |
| Account Information                       |              |                  | Account Activity               |                |        |
| Average Available Balance:                |              | 94.87            | Current Balance:               |                | 164.25 |
| Average Available Balance Previous Month: |              | 162.57           | Pending Transfers:             |                |        |
| Average Available Balance 2008:           |              | 173.02           | Presentments:                  |                |        |
| Average Available Balance 2007:           |              | 173.02           | Anticipated Balance:           |                |        |
| Average Ledger Balance Current Month:     |              | 94.87            | Available Funds                |                |        |
| Average Ledger Balance Previous Month:    |              | 164.25           | Current Balance:               |                | 162.57 |
| Average Ledger Balance 2008:              |              | 162.57           | Total Float:                   |                | 173.02 |
| Average Ledger Balance 2007:              |              | 173.02           | Holds:                         |                |        |
| Last Deposit:                             | 02/26/2008   | 2.00             | Available Balance:             |                | 94.87  |
| Last Check:                               | 02/29/2008   | 71.90            | Pending Transfers:             |                | 164.25 |
|   |              |                  | Presentments:                  |                | 162.57 |
|   |              |                  | Anticipated Available Balance: |                | 173.02 |
|   |              |                  | Credit Line:                   |                |        |
|   |              |                  | Total Funds Available:         |                | 173.02 |

|   |              |                  |                 |                |
|---|--------------|------------------|-----------------|----------------|
| Summary                                   | Accounts     | Funds Management | File Management | Administration |
| Balances                                  | Transactions | Stop Payments    | Documents       |                |
| Account                                   |              |                  |                 |                |
| Current Business Day                      |              |                  |                 |                |
| Previous Business Day                     |              |                  |                 |                |
| Current Statement                         |              |                  |                 |                |
| Previous Statement                        |              |                  |                 |                |
| Menu                                      |              |                  |                 |                |
| Search                                    |              |                  |                 |                |
| Account Information                       |              |                  |                 |                |
| Average Available Balance Current Month:  |              | 94.87            |                 |                |
| Average Available Balance Previous Month: |              | 164.25           |                 |                |
| Average Available Balance 2008:           |              | 162.57           |                 |                |
| Average Available Balance 2007:           |              | 173.02           |                 |                |
| Average Ledger Balance Current Month:     |              | 94.87            |                 |                |
| Average Ledger Balance Previous Month:    |              | 164.25           |                 |                |
| Average Ledger Balance 2008:              |              | 162.57           |                 |                |
| Average Ledger Balance 2007:              |              | 173.02           |                 |                |
| Last Deposit:                             | 02/26/2008   | 2.00             |                 |                |
| Last Check:                               | 02/29/2008   | 71.90            |                 |                |

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## Searching for Transactions

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|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    |                 | Documents      |

- Select the **Accounts** tab
- Click on the **Account** of the transaction that you want to view
- Click on the **Transactions** tab
- Choose **Search**
- Account information can be sorted by **Date**, **Transaction Number**, **Transaction Description**, **Debit**, **Credit**, **Check** or **Account Balance**
- To only select checks, add the check range in the **Transaction Number** search area
- Once you have chosen your search criteria, click **Submit**
- Clicking **Export** will export your search information into an export format from the available list

The screenshot shows the 'Transaction Search' interface. The 'Accounts' and 'Transactions' tabs are highlighted in red. The 'Transaction Search' form includes fields for Cycle, Transaction Type, sort by, then by, Date, Amount, Transaction Number, Export Format, and Date of Last Export. There are also 'Submit' and 'Export' buttons. A date '03/04/2008' is displayed at the bottom right.

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## Stop Payments

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|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    |                 | Documents      |

- Select the **Accounts** tab
- Choose the Account you wish to place the stop payment on
- Select the **Stop Payments** tab
- Choose **New** from the drop-down menu
- Complete the information in the *Stop Payment Template*
- Click **Submit**

The screenshot shows the 'New Stop Payment' interface. The 'New Stop Payment' tab is highlighted in red. The form includes fields for Item Date, Item Type, Number, Amount, Payee, Reason, and Comments. There are also 'Submit' and 'Export' buttons.

## Documents

|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    | Documents       |                |

The Documents tab provides the ability to view any statement from the last 12 months.

- Select the **Documents** tab
- Click **Documents Available**
- Click **e-Checking Account Statements**
- Choose the **Statement** you would like to view

|   |              |                                |                     |                |       |
|---|--------------|--------------------------------|---------------------|----------------|-------|
| Summary                                   | Accounts     | Funds Management               | File Management     | Administration | Print |
| Balances                                  | Transactions | Stop Payments                  | Documents           |                |       |
| Account Information as of 05/27/2009      |              |                                |                     |                |       |
| Account Information                       |              |                                | Documents Available |                |       |
| Average Available Balance Current Month:  | 507.60       | Current Balance:               | 516.99              |                |       |
| Average Available Balance Previous Month: | 489.88       | Pending Transfers:             | .00+                |                |       |
| Average Available Balance 2009:           | 484.60       | Presentments:                  | .00+                |                |       |
| Average Available Balance 2008:           | 361.06       | Anticipated Balance:           | 516.99              |                |       |
| Average Ledger Balance Current Month:     | 507.60       | <b>Available Funds</b>         |                     |                |       |
| Average Ledger Balance Previous Month:    | 489.88       | Current Balance:               | 516.99              |                |       |
| Average Ledger Balance 2009:              | 484.60       | Total Float:                   | .00 -               |                |       |
| Average Ledger Balance 2008:              | 361.06       | Hold:                          | .00 -               |                |       |
| Last Deposit:                             | 05/15/2009   | Available Balance:             | 516.99              |                |       |
| Last Check:                               | 05/07/2009   | Pending Transfers:             | .00+                |                |       |
|   |              | Presentments:                  | .00+                |                |       |
|   |              | Anticipated Available Balance: | 516.99              |                |       |
|   |              | Credit Line:                   | .00+                |                |       |
|   |              | Total Funds Available:         | 516.99              |                |       |

## Transferring Funds between Accounts

|          |              |                  |                 |                |
|----------|--------------|------------------|-----------------|----------------|
| Summary  | Accounts     | Funds Management | File Management | Administration |
| Balances | Transactions | Stop Payments    | Documents       |                |

- Select the **Funds Management** tab
- Choose **Transfer List** from the drop-down menu
- Select the Transfer template listed under the section that matches the funds transfer that you want to execute
- Enter the date, the amount and the “to” and “from” accounts of the desired transfer. Click **Submit**
- Transfers completed prior to 8 PM will be processed the same business day

|   |          |                          |  |  |
|---|----------|--------------------------|--|--|
| Summary                                     | Accounts | Funds Management         |  |  |
| Fund Transfer List as of 03/18/2008 2:51 PM |          |                          |  |  |
| <b>INTERNAL TRANSFERS</b>                   |          |                          |  |  |
| Transfer Description                        |          |                          |  |  |
| CHECKING TO CHECKING                        |          |                          |  |  |
| <b>Issue Transfer</b>                       |          | Transfer Date: 3/18/2008 |  |  |
| Transfer Amount:                            |          | <input type="text"/>     |  |  |
| From Account Nickname:                      |          | TEST 1                   |  |  |
| To Account Nickname:                        |          | TEST 1                   |  |  |
| Handling Instructions:                      |          | <input type="text"/>     |  |  |

## Contact Information

For additional assistance, please call Treasury Management Support **Toll-free** at (866) 750-5298 to speak to a support representative Monday – Friday between the hours of 8:00 AM and 5:00 PM or you may visit our website at [www.fnb-online.com](http://www.fnb-online.com) and view the Execubanc Video Demo on the Business Banking page.

To contact Treasury Management Support via e-mail, the address is [treasurymgmt@fnb-corp.com](mailto:treasurymgmt@fnb-corp.com).