

# Cash Management

## CONTROLLED DISBURSEMENT

The Controlled Disbursements screen allows you to view information regarding checks that will post to your account the night of viewing.

Only summary information is available.

### Viewing Controlled Disbursements

View Controlled Disbursements by following these steps:

1. On the Home Page, click the Cash Management tab and the Cash Flow Summary screen displays.

The screenshot shows the First Citizens web interface. At the top, there's a navigation bar with "First Citizens" and "BOB Advantage" on the left, and "Sign Out" on the right. Below that are tabs for "Alerts", "Messages", "Preferences", "Administration", and "Reporting". A main navigation bar includes "Home", "Accounts", "Cash Management", "Payments & Transfers", and "Customer Service". Under "Cash Management", there are sub-tabs for "Cash Flow", "Positive Pay", "Controlled Disbursement", and "Lockbox". The "Cash Flow" sub-tab is active, showing a "Reporting" button and a "Help with this Page" sidebar. The main content area has a "Using This Page" section with the text: "View key intra-day summary information about your accounts." Below this is a "Cash Flow Summary For 07/28/2006" table.

Account	Opening Ledger	Opening Available	# of Items	Total Debits	Total Credits	Interim Ledger	Interim Available
General - 12345	0.00	0.00	0	0.00	0.00	0.00	0.00
Payroll - 67891	0.00	0.00	0	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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2. On the Cash Flow screen, click the Controlled Disbursement tab and the Controlled Disbursement screen displays.

Disbursements By Presentment For 11/02/2006	
Presentment	Amount
11/02/2006 09:33 52	9,218.81

  

Disbursements By Account For 11/02/2006	
Account	Amount
OPTION CHECKING - 50102969809	678.00
OPTION CHECKING - 240114521009	250.00
MARKET RATE SAV - 51003721116	0.00
BUS CHECKING I - 51004008201	8,290.81

The Disbursements by Presentment section displays the:

- Presentment date and time
- Amount of the disbursements

The Disbursements by Account section displays the:

- Account number
- Amount of disbursements for each account

## Viewing Controlled Disbursement Summaries

Follow these steps to view disbursement summaries for a specific date:

1. Enter the date for which you want to view disbursements in the Date field.
2. Select the type of data to include in the report from the Report On drop down list.
3. Click View and the disbursements for the selected day display.