



BND Direct User Guide

2013-2014 / Edition One



Table of Contents

Logging in	7
Messaging	15
Check Management	25
Book Transfers	31
Bank Reports	47
Balance Reporting	51

Logging in for
the first time

1. Visit <https://www.banknd.web-cashplus.com/Cashplus/>
2. Enter User Name and Password that you received from BND or your Administrator
3. Click **Login**



4. Enter a new password
5. Re-Enter password
*Password must be at least 9 in length and a combination of letters and numbers.
Do not use any apostrophes (') or special characters such as ^ * () \ < > { } [] ~.*

Administration: **Change Password**

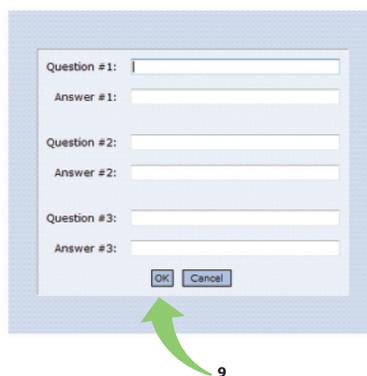
Old Password: [masked]
New Password: [masked]
Re-Enter Password: [masked]
[Ok] [Cancel]

6. Type in the Security Code. Press gray button on electronic fob provided by BND to display the security code
7. Click **OK**



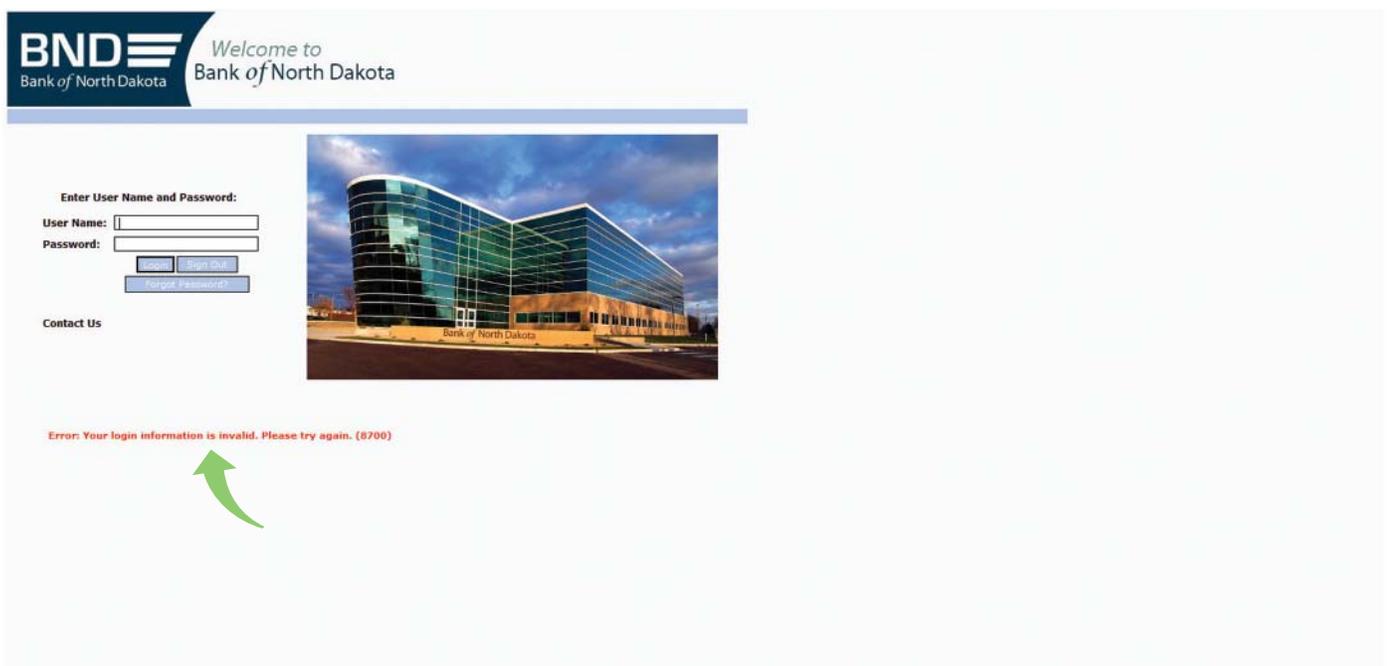
8. Complete security questions and answers. You must create your own questions and answers.
9. Click **OK**

Administration: **Security Questions For First Time Users** : Users are required to enter ALL security fields.



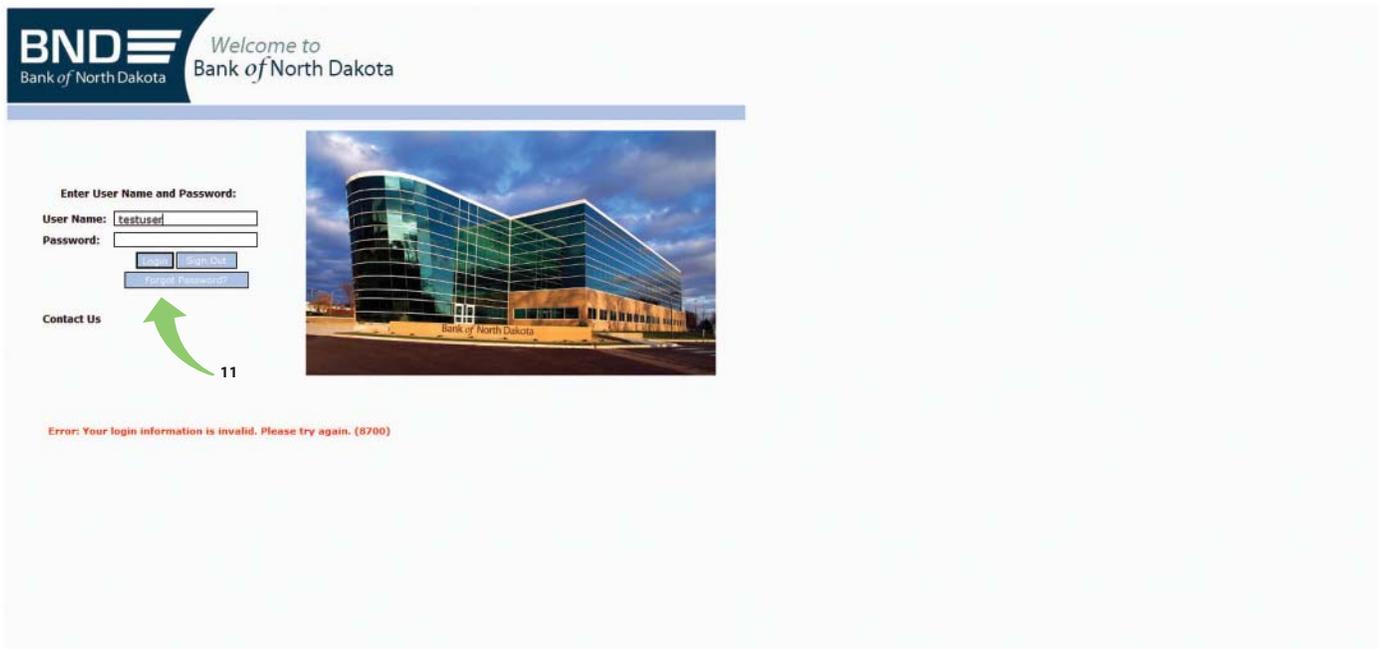
Logging in after entering password incorrectly or forgetting password

If you enter your password incorrectly, you will get an error message and the Forgot Password tab will appear.



10. Enter your user name

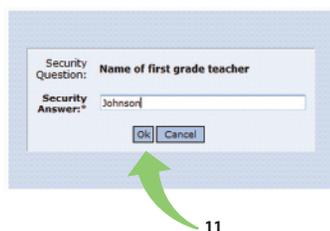
11. Click **FORGOT PASSWORD**



10. Answer security question

11. Click **OK**

Administration: Security Question : Answering the security question correctly will enable you to reset your password on the following screen.



You will get the message “Successfully answered security question. New password will be generated and emailed to address defined for the user”



14. Enter the password that was emailed to you in **OLD PASSWORD**

15. Enter a new password into the New Password and Re-Enter password lines

Administration: **Change Password**

The screenshot shows a "Change Password" dialog box with three password input fields: "Old Password:", "New Password:", and "Re-Enter Password:". Each field contains a series of asterisks. At the bottom of the dialog are "Ok" and "Cancel" buttons.

Messages

Bank of North Dakota will post messages in the Message Box (example: holiday closings, system delays, etc...)

16. Click the **LINK**

17. Click **OK** after you've read the message

The screenshot shows the Bank of North Dakota website interface. At the top left is the BND logo. A navigation menu includes: ACH, Messaging, Bank Reports, Money Transfer, Book Transfer, Commercial Loan, Administration, Check Management, Balance Reporting, BND Direct Newsfeed, User Guide, FAQs, Contact Us, Help, Home, and Logout. A 'Messages' box is highlighted with a green arrow and the number 16. The message text reads: '1. 11/7/12 Veterans Day Holiday'. To the right, a 'Welcome to BND Direct!' message states 'Last Successful Login: Wednesday November 7, 2012 at 2:00 PM'. Below this is a photograph of a modern glass-walled building. At the bottom, there are sections for 'Alerts' (stating 'You currently have no alerts.') and 'Balances' (stating 'No Account Summary Data Available').

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View Broadcast Message

View Broadcast Messages.

The dialog box displays the following information: 'Message Name: Veterans Day Holiday'. Below this is a 'Message Text' area containing the text: 'Bank of North Dakota will be closed Monday, November 12, 2012 in observance of Veterans Day.' At the bottom left, there is a checkbox labeled 'Hide'. At the bottom center, there are two buttons: 'Ok' and 'Cancel'. A green arrow points to the 'Ok' button with the number 17.

Messaging

5. Enter information into the form

6. Choose a **REASON** from the drop-down box on line 9; a pop-up confirms the reason code

7. Click **OK**

8. Click **SEND**

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ACH Messaging Bank Reports Money Transfer Book Transfer Commercial Loan Administration Check Management Balance Reporting Help Home Logout

Form Mail

Select Messaging Group
Select one of the following:
Form Mail

Messaging: **Form Mail Entry**
Form Mail Entry.

To: Electronic Banking
From: Bank of North Dakota
User Name: Electronic Banking
Sent Date: 11/06/2012
Form name: ACH Returns

1. Date 11/06/2012
2. Customer Name Bank of North Dakota
3. Contact Name Electronic Banking
4. Phone Number 701-328-0000 (Min. 1) (Max. 12)
5. PAR Number 1234567891111 (Min. 1) (Max. 14)
6. Amount 10.00 (Min. 1) (Max. 10)
7. Account Number 11122233311 (Min. 1) (Max. 20)
8. Individual Name JANE DOE (Min. 1) (Max. 25)
9. Return Reason R01
10. Date of Death
11. Other Return Reason (Min. 1) (Max. 3)

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8

You will then get a “sent secure email confirmation” screen and message that says Thank you, your request has been submitted.

9. Click CLOSE

The screenshot shows the BND web interface. At the top, there is a navigation bar with the BND logo and links for BND Direct Newsfeed, User Guide, FAQs, and Contact Us. Below this is a secondary navigation bar with tabs for ACH, Messaging, Bank Reports, Money Transfer, Book Transfer, Commercial Loan, Administration, Check Management, and Balance Reporting. The main content area is divided into two panes. The left pane is titled "Form Mail" and contains a "Select Messaging Group" section with a dropdown menu showing "Form Mail". The right pane is titled "Messaging: BLANK" and contains the text "Sent Secure e-mail confirmation." In the center of the right pane, there is a grey box with the text "Thank you, your request has been submitted." At the bottom left of the page, there is a copyright notice "© 2012 Bank of North Dakota. All Rights Reserved." and a "Close" button. A green arrow points to the "Close" button, and the number "9" is placed next to it.

10. To view what was sent, click the form name

11. Click VIEW SENT FORMS

The screenshot shows the BND web interface with the "Form Mail Summary" screen. The left pane is the same as in the previous screenshot. The right pane is titled "Messaging: Form Mail Summary" and contains the text "Messaging Customer Summary". Below this is a table with the following data:

Form Name	Destination	Copied Users
ACH Returns	Electronic Banking	
Currency Order	Electronic Banking	BND Retail

At the top of the table, there is a date and time stamp: "Wednesday November 7, 2012 8:01 AM". A green arrow points to the "Form Name" column header, and the number "11" is placed below it.

12. To view what was sent, click the desired row

13. Click **VIEW SENT FORM**

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The form that was sent to Bank of North Dakota will appear on the screen

14. Click **REPORT** to print

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Form Name: ACH Returns
Destination: Electronic Banking
Date Sent: 10/24/12

Prompt	Response
1. Date	10/24/2012
2. Customer Name	Bank of North Dakota
3. Contact Name	Electronic Banking
4. Phone Number	7013285749
5. PAR Number	1234567891
6. Amount	10.00
7. Account Number	2613145
8. Individual Name	Jane Doe Test
9. Return Reason	R01

Ordering Currency

15. Click once on **CURRENCY ORDER**

16. Click the **PLUS (+) SIGN**

The screenshot shows the BND web application interface. At the top left is the BND logo. The navigation bar includes links for ACH, Messaging, Bank Reports, Money Transfer, Book Transfer, Commercial Loan, Administration, Check Management, Balance Reporting, Help, Home, and Logout. The main content area is titled 'Messaging: Form Mail Summary' and 'Messaging Customer Summary'. On the left, there is a 'Select Messaging Group' dropdown menu with 'Form Mail' selected. The main table displays a summary of form mail messages. The table has columns for 'Form Name', 'Destination', and 'Copied Users'. The first row shows 'Returns' with destination 'Electronic Banking' and copied by 'BND Retail'. The second row shows 'Currency Order' with destination 'Electronic Banking' and copied by 'BND Retail'. A toolbar above the table contains several icons, including a plus sign (+) which is highlighted by a green arrow. The date and time 'Wednesday November 7, 2012 8:06 AM' are displayed in the top right corner of the table area. At the bottom left, there is a copyright notice: '© 2012 Bank of North Dakota. All Rights Reserved.'

17. Enter information into the form

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ACH | **Messaging** | Bank Reports | Money Transfer | Book Transfer | Commercial Loan | Administration | Check Management | Balance Reporting

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Form Mail

Select Messaging Group
Select one of the following:
Form Mail

Messaging: **Form Mail Entry**
Form Mail Entry.

To: Electronic Banking
From: Bank of North Dakota
User Name: Electronic Banking
Sent Date: 11/07/2012
Form name: Currency Order

1. DATE	11/07/2012	
2.		
3. CUSTOMER NAME	Bank of North Dakota	
4.		
5. CITY	Bismarck ND	(Min. 1) (Max. 30)
6.		
7. CONTACT NAME	Electronic Banking	
8.		
9. PHONE NUMBER	701-328-0000	(Min. 1) (Max. 12)
10.		
11. ACCOUNT NUMBER	1112223	(Min. 1) (Max. 7)
12.		
13. Special Instruction Including Pick-up	Bill Smith will pick up order tomorrow	(Min. 1) (Max. 150)
14.		

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Form Mail

Select Messaging Group
Select one of the following:
Form Mail

Messaging: **Form Mail Entry**
Form Mail Entry.

To: Electronic Banking
From: Bank of North Dakota
User Name: Electronic Banking
Sent Date: 11/07/2012
Form name: Currency Order

15. HUNDREDS	50,000.00	(Min. 1) (Max. 12)
16. FIFTIES	50,000.00	(Min. 1) (Max. 12)
17. TWENTIES	10,000.00	(Min. 1) (Max. 12)
18. TENS	5,000.00	(Min. 1) (Max. 12)
19. FIVES		(Min. 1) (Max. 12)
20. TWOS		(Min. 1) (Max. 12)
21. ONES		(Min. 1) (Max. 12)
22. CANADIAN		(Min. 1) (Max. 12)
23.		
24. NEW COIN		(Min. 1) (Max. 12)
25. DOLLARS (COIN)		(Min. 1) (Max. 12)
26. HALVES		(Min. 1) (Max. 8)
27. QUARTERS		(Min. 1) (Max. 8)

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18. Enter the total amount of your currency order in line 31

19. Click SEND

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ACH | **Messaging** | Bank Reports | Money Transfer | Book Transfer | Commercial Loan | Administration | Check Management | Balance Reporting | [Help](#) | [Home](#) | [Logout](#)

Form Mail

Select Messaging Group
Select one of the following:
Form Mail

Messaging: Form Mail Entry
Form Mail Entry.

To: Electronic Banking
From: Bank of North Dakota
User Name: Electronic Banking
Sent Date: 11/07/2012
Form name: Currency Order

24. NEW COIN	<input type="text"/>	(Min. 1) (Max. 12)
25. DOLLARS (COIN)	<input type="text"/>	(Min. 1) (Max. 12)
26. HALVES	<input type="text"/>	(Min. 1) (Max. 8)
27. QUARTERS	<input type="text" value="1,000.00"/>	(Min. 1) (Max. 8)
28. DIMES	<input type="text"/>	(Min. 1) (Max. 8)
29. NICKELS	<input type="text"/>	(Min. 1) (Max. 8)
30. PENNIES	<input type="text"/>	(Min. 1) (Max. 8)
31. SUB TOTAL	<input type="text" value="116,000.00"/>	(Min. 1) (Max. 20)
32.		
33. BND USE ONLY		
34. HANDLING FEE	<input type="text"/>	(Min. 1) (Max. 10)
35.		
36. POSTAGE	<input type="text"/>	(Min. 1) (Max. 10)
37.		

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You will then get a “sent secure e-mail confirmation” screen and message that says Thank you, your request has been submitted

20. Click CLOSE

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ACH | **Messaging** | Bank Reports | Money Transfer | Book Transfer | Commercial Loan | Administration | Check Management | Balance Reporting | [Help](#) | [Home](#) | [Logout](#)

Form Mail

Select Messaging Group
Select one of the following:
Form Mail

Messaging: BLANK
Sent Secure e-mail confirmation.

Thank you, your request has been submitted.

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21. To view what was sent, click the form name

22. Click **VIEW SENT FORMS**

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23. To view what was sent, click the desired row

24. Click **VIEW SENT FORMS**

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The form that was sent to Bank of North Dakota will appear on the screen

25. Click **REPORT** to print

The screenshot shows the Bank of North Dakota web interface. The top navigation bar includes 'ACH', 'Messaging', 'Bank Reports', 'Money Transfer', 'Book Transfer', 'Commercial Loan', 'Administration', 'Check Management', and 'Balance Reporting'. The 'Form Mail' section is active, displaying a 'Form Mail' group selection box on the left. The main content area shows a form for a Currency Order with the following details:

- To: Electronic Banking
- From: Bank of North Dakota
- User Name: Electronic Banking
- Sent Date: 11/07/2012
- Form Name: Currency Order

The form includes a list of prompts and responses:

Prompt	Response
1. DATE	11/07/2012
2.	
3. CUSTOMER NAME	Bank of North Dakota
4.	
5. CITY	Bismarck ND
6.	
7. CONTACT NAME	Electronic Banking
8.	
9. PHONE NUMBER	701-328-0000
10.	
11. ACCOUNT NUMBER	1112223
12.	
13. Special Instruction Including Pick-up	Bill Smith will pick up order tomorrow
14.	
15. HUNDREDS	50,000.00
16. FIFTIES	50,000.00
17. TWENTIES	10,000.00
18. TENS	5,000.00
19. FIVES	
20. TWOS	
21. ONES	
22. CANADIAN	
23.	

A green arrow labeled '25' points to the 'Report' button at the bottom left of the form area. The footer of the page reads '© 2012 Bank of North Dakota. All Rights Reserved.' and includes 'Report' and 'Close' buttons.

The screenshot shows a printed version of the form from the Bank of North Dakota web interface. The page is titled 'Printed on 11/7/12 8:32:20 AM'. The form details are as follows:

- Form Name: Currency Order
- Destination: Electronic Banking
- Date Sent: 11/7/12

The form includes a list of prompts and responses:

Prompt	Response
1. DATE	11/07/2012
2.	
3. CUSTOMER NAME	Bank of North Dakota
4.	
5. CITY	Bismarck ND
6.	
7. CONTACT NAME	Electronic Banking
8.	

The screenshot also shows the browser window with the URL 'https://www.bankndtest.web-cashplus.com/Cashplus/messaging' and the status bar indicating 'Unknown Zone | Protected Mode: Off'.

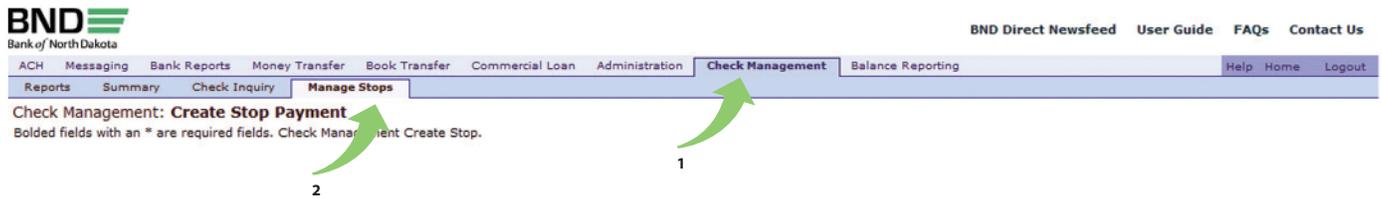
Check

Management

Stop Payments

1. Click **CHECK MANAGEMENT**

2. Click **MANAGE STOPS**



There is a 24-hour waiting period as check may have been presented prior to placing this stop request.

Select Stop Action:

Check Information

Financial Institution:

Account:*

Check No:

Stop Payment Details

Amount:

Payee:

Contact:

Phone No.: Reason Code:*

Expiration Date: Replacement Check:

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3. Choose **ACCOUNT** from drop-down box
4. Enter **CHECK NO.**
5. Complete **STOP PAYMENT DETAILS**
6. Select **REASON CODE** from drop-down box
7. Click **SUBMIT**



Check Management: **Create Stop Payment**

Bolded fields with an * are required fields. Check Management Create Stop.

There is a 24-hour waiting period as check may have been presented prior to placing this stop request.

Select Stop Action: Stop Single Check

Check Information

Financial Institution: Bank of North Dakota

Account:* [dropdown] 3

Check No: 25466

Stop Payment Details

Amount: 63.45 Issue Date: 11/21/2012

Payee: Utility Company

Contact: Sally Smith

Phone No.: 701-555-1986 **Reason Code:*** Lost

Expiration Date: 6 Months Replacement Check: [input] 6

7

Submit Cancel

8. Click OK



Check Management: Stop Status Update

Check Management Confirm Create Stop.

Check No:	25466
Tracking No.:	CM1232600001
Status:	Confirmed
Message:	Stop was placed successfully
Financial Institution:	Bank of North Dakota
Account:	
Check No:	25466
Amount:	63.45
Payee:	Utility Company
Contact:	Sally Smith
Reason Code:	Lost
Expiration Date:	05/20/2013

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8



Check Management: **View Check Management Details**
Check Management View Details.

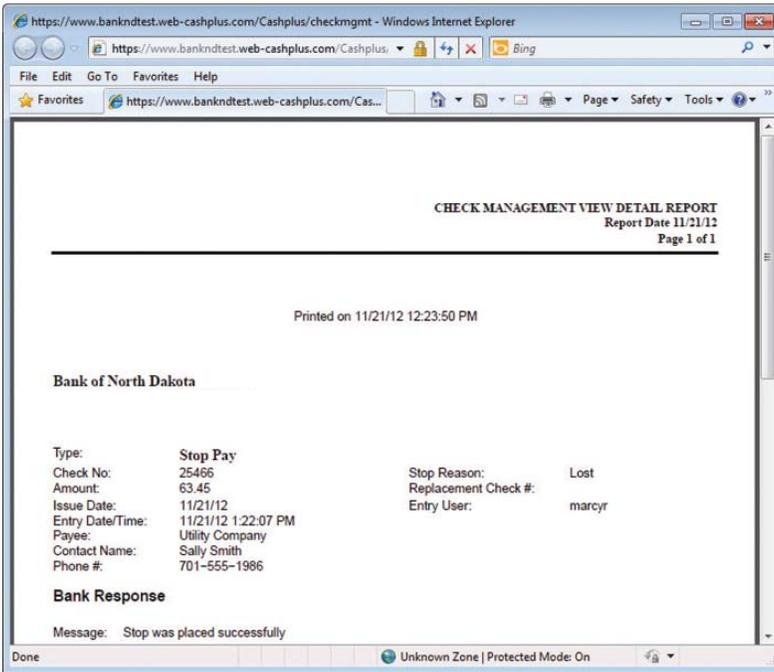
Financial Institution: Bank of North Dakota		Account:	
Request Information			
Type:	Stop Pay	Issue Date:	11/21/2012
Check No.:	25466	Reason Code:	Lost
Amount:	63.45	Replacement Check:	
Payee:	Utility Company	Phone No.:	701-555-1986
Contact:	Sally Smith	Entry Date/Time:	11/21/2012 13:22:07
Entry User:	marcyr		
Response Information			
Message:	Stop was placed successfully		
Status:	Confirmed	Stop Date:	11/21/2012
Check No.:	25466	Tracking No.:	CM12326000001
Amount:	63.45	Bank Reference:	
Payee:	Utility Company	Expiration Date:	05/20/2013



12

© 2012 Bank of North Dakota. All Rights Reserved. **Report** **Close**

12. Click **REPORT** to save or print the report details



Book Transfers

1. Click **BOOK TRANSFER**

2. Click **SINGLE TRANSFER**



The screenshot shows a form for adding a one-time single book transfer. The form fields are as follows:

- Value Date:** 11/19/2012
- Transfer Amount:** [Empty field]
- Sending Account:**
 - Financial Institution:** Bank of North Dakota
 - Account:** [Empty field]
- Receiving Account:**
 - Financial Institution:** Bank of North Dakota
 - Account:** [Empty field]

Single Transfer

3. Enter the **TRANSFER AMOUNT**
4. Click the drop-down in the **SENDING ACCOUNT** box
5. Select the **ACCOUNT** from which you will be sending
6. Click the drop-down in the **RECEIVING ACCOUNT** box
7. Choose the **ACCOUNT** to which you will be sending
8. Click **OK**

The screenshot shows the top navigation bar of the BND website with links for ACH, Messaging, Bank Reports, Money Transfer, Book Transfer, Administration, Check Management, and Balance Reporting. The 'Book Transfer' section is active, showing sub-tabs for Summary, Single Transfer, Multiple Transfers, and Reports. The main heading is 'Book Transfer: Add One Time Single Book Transfer'. Below the heading, a note states: 'Bolded fields with an * are required fields. Add One Time Single Book Transfer.'

This close-up view of the form highlights the following fields with numbered callouts:

- 3**: Points to the 'Transfer Amount:' field, which contains the value '1,000.00'.
- 4**: Points to the 'Sending Account' section, specifically the 'Account:' dropdown menu which is currently set to '- Accounts Payable'.
- 6**: Points to the 'Receiving Account' section, specifically the 'Account:' dropdown menu which is currently set to '- Payroll Account'.

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9. Click **SUBMIT** on the verification screen

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting

Summary **Single Transfer** Multiple Transfers Reports

Book Transfer: **Add One Time Single Book Transfer Verification**
Add One Time Single Book Transfer Verification.

Value Date:

Transfer Amount:

Sending Financial Institution:

Sending Account:

Receiving Financial Institution:

Receiving Account:

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The message “Error: Insufficient funds” indicates there isn’t enough money in the account from which you are transferring and you will get a failed status.

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting

Summary **Single Transfer** Multiple Transfers Reports

Book Transfer: **Book Transfer One Time Single Status Update**
Error: Insufficient funds (3005)
Book Transfer One Time Single Status Update.

Book Transfer added Tracking No. : BT1232600001

Sequence No.	Sending Account	Receiving Account	Amount	Status
1	- Accounts Payable	- Payroll Account	USD 1,000.00	Failed



If the status is listed as failed, the transfer was not completed.

The screenshot shows the BND Book Transfer Summary page. The navigation menu includes ACH, Messaging, Bank Reports, Money Transfer, Book Transfer, Administration, Check Management, and Balance Reporting. The page title is "Book Transfer: Summary" and "Book Transfer Summary Data". There are filters for "Entry Date: All" and "Entry User: All". A table displays transfer details for 11/19/2012, with a status of "Failed".

Entry Date	Value Date	Status	Type	Sending Account #	Sending Account Name	Sending Account Currency	Receiving Account #	Receiving Account Name	Receiving Account Currency	Amount	Threshold Amount	Sequence #	Entry User	Tracking
11/19/2012	11/19/2012	Failed	One Time	-----	Accounts Payable	USD	-----	Payroll Account	USD	1,000.00		1	brenda	BT1232*

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The transfer can be attempted again after there are sufficient funds in the account. If it is successful the status will be listed as processed.

The screenshot shows the BND Book Transfer One Time Single Status Update page. The navigation menu is the same as the previous screenshot. The page title is "Book Transfer: Book Transfer One Time Single Status Update" and "Book Transfer One Time Single Status Update". A message states "Book Transfer added Tracking No. : BT12334000001". A table displays the updated transfer details.

Sequence No.	Sending Account	Receiving Account	Amount	Status
1	- Accounts Payable	- Payroll Account	USD 1,000.00	Processed

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10. If the status indicates processed, click **ENVIRONMENT SETTINGS** to print the report

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer Multiple Transfers Reports

Book Transfer: **Summary**
Book Transfer Summary Data

Entry Date: All
Entry User: All

10

Entry Date	Value Date	Status	Type	Sending Account #	Sending Account Name	Sending Account Currency	Receiving Account #	Receiving Account Name	Receiving Account Currency	Amount	Threshold Amount	Sequence #	Entry User	Track
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	1,000.00		1	brenda	BT121

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11. Choose **RELATIVE** in the **QUALIFIER** drop-down box on the **VALUE DATE** line

12. Choose **TODAY** by clicking on the **BLUE BOX**

13. Click **SAVE**

Book Transfer: Summary -- Webpage Dialog

https://www.bankndtest.web-cashplus.com/Cashplus/booktransfer?service=BookTransfer&requestID=Summary&cspring=1n1-k=REPS;2dlas&ev

Book Transfer: **Summary**

Filter Settings Column Settings Sort Settings

Filter	Qualifier	Value(s)
Entry Date	All	
Value Date	Relative	Today
Status	All	
Type	All	
Sending Account Name	All	
Receiving Account Name	All	
Amount	All	
Tracking #	All	
Entry User	All	
Reference	All	
Threshold Amount	All	

11 12

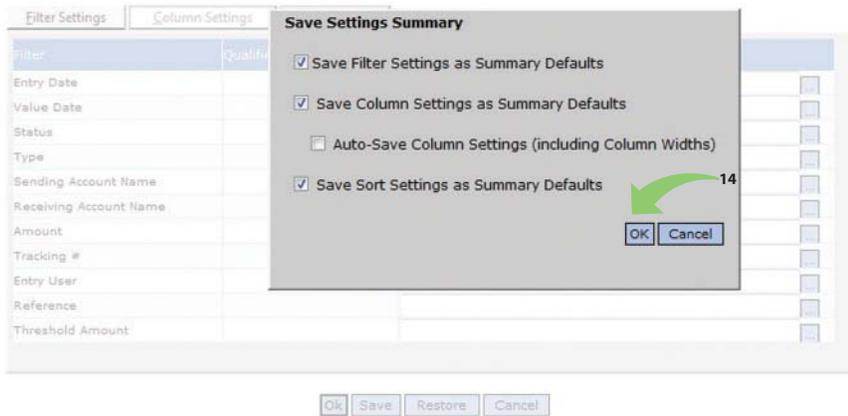
13

Ok Save Restore Cancel

https://www.bankndtest.web-cashplus.com/Cashplus/booktransfer?service=Boc Internet | Protected Mode: Off

14. Click OK

Book Transfer: Summary



15. Single-click the desired row to highlight it

16. Click REPORT

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer Multiple Transfers Reports

Book Transfer: Summary
Book Transfer Summary Data

Entry Date: All [Go]
Entry User: All [Go]

Thursday November 29, 2012 1:22 PM

Entry Date	Value Date	Status	Type	Sending Account #	Sending Account Name	Sending Account Currency	Receiving Account #	Receiving Account Name	Receiving Account Currency	Amount	Threshold Amount	Sequence #	Entry User	Track
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	1,000.00		1	brenda	BT121
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	500.00		1	brenda	BT121
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	500.00		1	brenda	BT121
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	100.00		1	4b5644	BT121

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Report Export

You can print this out for your records.

BOOK TRANSFER SUMMARY REPORT

Report Date 11/29/12

Page 1 of 1

Sending Financial Institution: All
Sending Account Name: All
Value Date From: 11/29/12 Value Date To: 11/29/12

Printed on 11/29/12 12:34:05 PM

Entry Date: 11/29/12 Value Date: 11/29/12
Status: Processed Type: One Time
Amount: 1,000.00
Sequence #: 1 Entry User: brenda
Reference: Tracking #: BT12334000001
Host Message: Transaction Successfully Processed by
Payment System

Multiple Transfers - Debiting One Account

17. Click **MULTIPLE TRANSFERS**

18. Click **DEBIT ONE ACCOUNT**

19. Select the **ACCOUNT** from which you will transfer

20. Click the drop-down in the **RECEIVING ACCOUNT** box

21. Choose the **ACCOUNT(s)** to which you will transfer

22. Enter transfer amount

23. Click **OK**

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting

Summary Single Transfer **Multiple Transfers** Reports

Book Transfer: **Add One Time One to Many** Book Transfer

Bolded fields with an * are required fields. Add One Time One To Many Book Transfer.

17

18

19

20

22

23

© 2012 Bank of North Dakota. All Rights Reserved. **OK** Cancel

24. Click **SUBMIT** on the verification screen if the information is correct

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer **Multiple Transfers** Reports

Book Transfer: **Add One Time One to Many Book Transfer Verification**
Add One Time One to Many Book Transfer Verification.

Value Date: 11/19/2012
Total Amount: USD 1,000.00
Sending Financial Institution: Bank of North Dakota
Sending Account: - Accounts Payable

Receiving Accounts:

Financial Institution	Account	Amount
Bank of North Dakota	- Payroll Account	USD 500.00
Bank of North Dakota	- Savings Account	USD 500.00

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The status will be listed as processed

25. Click **OK**

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer **Multiple Transfers** Reports

Book Transfer: **Book Transfer One Time One to Many Status Update**
Book Transfer One Time One to Many Status Update.

Book Transfer added Tracking No. : BT1233400002

Sequence No.	Sending Account	Receiving Account	Amount	Status
1	- Accounts Payable	- Payroll Account	USD 500.00	Processed
2	- Accounts Payable	- Savings Account	USD 500.00	Processed

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25



If the status is listed as processed, you can print a report of the transfers.

26. Single-click the desired row to highlight it

27. Click **REPORT**

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You can print this out for your records.

BOOK TRANSFER SUMMARY REPORT
 Report Date 11/29/12
 Page 1 of 2

Sending Financial Institution: All
Sending Account Name: All
Value Date From: 11/29/12 **Value Date To:** 11/29/12

Printed on 11/29/12 1:45:24 PM

Entry Date: 11/29/12	Value Date: 11/29/12
Status: Processed	Type: One Time
Amount: 1,000.00	
Sequence #: 1	Entry User: brenda
	Threshold #: BT1000100004

Multiple Transfers - Debiting Multiple Accounts

28. Click **MULTIPLE TRANSFERS**

29. Click **DEBIT MULTIPLE ACCOUNT**

30. Select the **ACCOUNTS** from which you will transfer

31. Click the drop-down in the **RECEIVING ACCOUNT** box

32. Choose the **ACCOUNT** to which you will transfer

33. Enter the **TRANSFER AMOUNT**

34. Click **OK**

The screenshot shows the Bank of North Dakota's online banking interface. The top navigation bar includes links for 'BND Direct Newsfeed', 'User Guide', 'FAQs', and 'Contact Us'. The main menu has options like 'ACH', 'Messaging', 'Bank Reports', 'Money Transfer', 'Book Transfer', 'Administration', 'Check Management', and 'Balance Reporting'. The 'Book Transfer' section is active, with sub-tabs for 'Summary', 'Single Transfer', 'Multiple Transfers', and 'Reports'. The 'Multiple Transfers' tab is selected, and the 'Debit Multiple Accounts' option is chosen. The form includes a 'Value Date' field set to 11/19/2012, a 'Total Amount' field set to 1000.00, and a 'Compute Total Amount' checkbox. A table titled 'Sending Accounts' lists four entries, each with a 'Financial Institution' dropdown (all set to 'Bank of North Dakota'), an 'Account' dropdown (set to 'Accounts Payable' and 'Savings Account'), and an 'Amount' of 500.00. The 'Receiving Account' section has a 'Financial Institution' dropdown set to 'Bank of North Dakota' and an 'Account' dropdown set to 'Payroll Account'. At the bottom, there is a copyright notice and 'OK' and 'Cancel' buttons.

28

29

30

31

33

34

35. Click **SUBMIT** on the verification screen if the information is correct

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer Multiple Transfers Reports

Book Transfer: **Add One Time Many to One Book Transfer Verification**
Add One Time Many to One Book Transfer Verification.

Value Date: 11/19/2012
Total Amount: USD 1,000.00

Sending Accounts:

Financial Institution	Account	Amount
Bank of North Dakota	- Accounts Payable	USD 500.00
Bank of North Dakota	- Savings Account	USD 500.00

Receiving Financial Institution: Bank of North Dakota
Receiving Account: - Payroll Account

35



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The status will be listed as processed

36. Click **OK**

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting Help Home Logout

Summary Single Transfer Multiple Transfers Reports

Book Transfer: **Book Transfer One Time Many to One Status Update**
Book Transfer One Time Many to One Status Update.

Book Transfer added Tracking No. : BT12334000003

Sequence No.	Sending Account	Receiving Account	Amount	Status
1	- Accounts Payable	- Payroll Account	USD 500.00	Processed
2	- Savings Account	- Payroll Account	USD 500.00	Processed

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OK



36

If the status is listed as processed, you can print a report of the transfers.

37. Single-click the desired row to highlight it

38. Click **REPORT**

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting

Summary Single Transfer Multiple Transfers Reports

Book Transfer: **Summary**
Book Transfer Summary Data

Entry Date: All [Go]
Entry User: All [Go]

Entry Date	Value Date	Status	Type	Sending Account #	Sending Account Name	Sending Account Currency	Receiving Account #	Receiving Account Name	Receiving Account Currency	Amount	Threshold Amount	Sequence #	Entry User	Track
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	1,000.00		1	brenda	BT122
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	500.00		1	brenda	BT122
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Savings Account	USD	500.00		2	brenda	BT122
11/29/2012	11/29/2012	Processed	One Time		Accounts Payable	USD		Payroll Account	USD	500.00		1	brenda	BT122
11/29/2012	11/29/2012	Processed	One Time		Savings Account	USD		Payroll Account	USD	500.00		2	brenda	BT122

Thursday November 29, 2012 12:46 PM

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Report Export

39. Click on the (+) SIGN

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ACH Messaging Bank Reports Money Transfer **Book Transfer** Administration Check Management Balance Reporting

Summary Single Transfer Multiple Transfers Reports

Book Transfer: **Reports Summary**
Reports Summary.

Report Type: All [Go]
Created By: All [Go]

Report Name	Report Type	Report Description	Created By
-------------	-------------	--------------------	------------

Monday November 19, 2012 10:31 AM

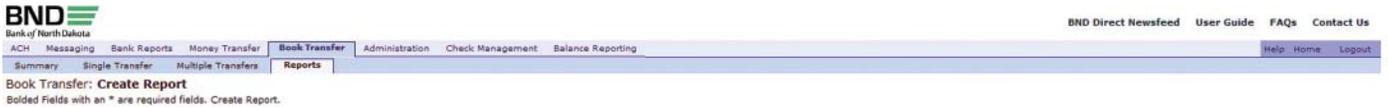
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40. Type in Report Name - A name you will choose

41. Choose **RELATIVE** in the drop down box on the value date line

42. Choose **TODAY** by clicking on blue box

43. You can either choose **PREVIEW** or **SAVE**



Filter	Qualifier	Value(s)
Entry Date	All	
Value Date	Relative	Today
Status	All	
Type	All	
Sending Financial Institution	All	
Receiving Financial Institution	All	
Sending Account Name	All	
Receiving Account Name	All	
Amount	All	
Tracking #	All	
Entry User	All	
Threshold Amount	All	



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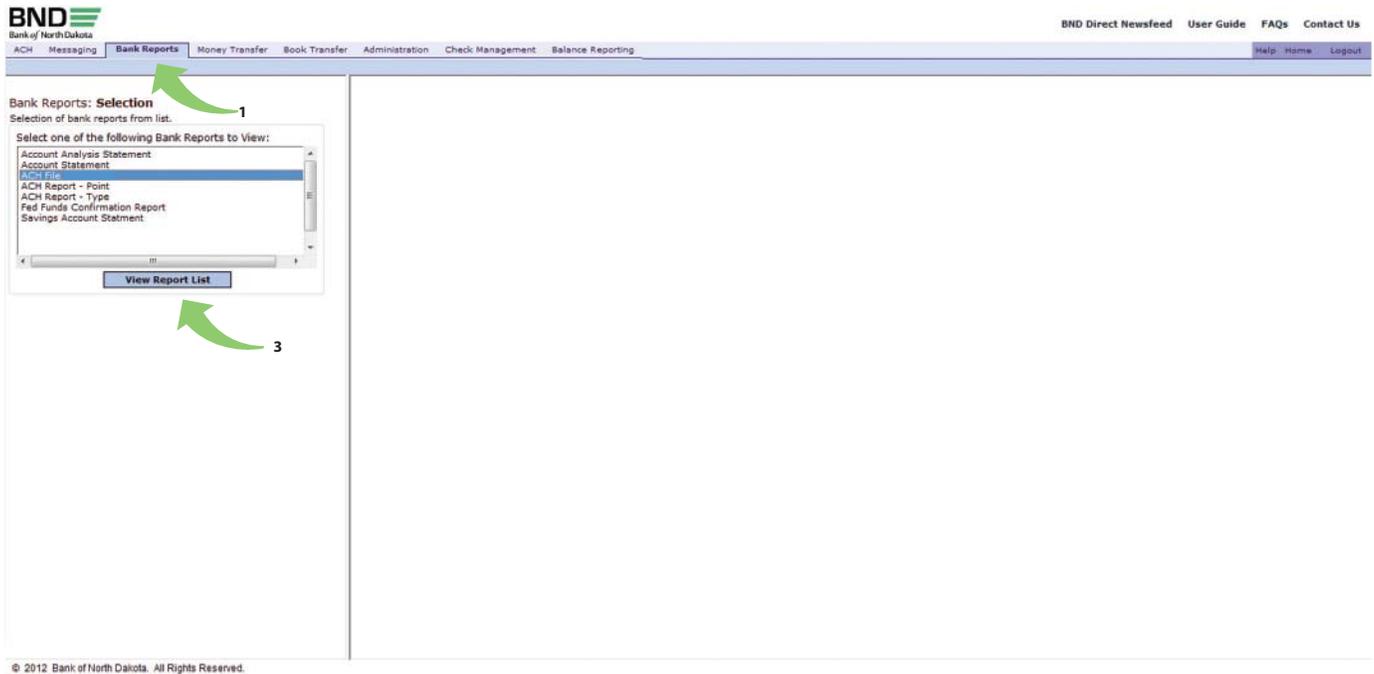
Report Date 11/30/12
Page 1 of 1

Sending Financial Institution: All
Sending Account Name: All
Value Date From: 11/28/12 **Value Date To:** 11/28/12

Printed on 11/30/12 12:28:51 PM

Bank Reports

1. Click **BANK REPORTS** to see a list of reports assigned to you
2. Highlight the bank report you want to view
3. Click **VIEW REPORT LIST**



Using the find option, you can look for specific dollar amounts in your reports. When looking for amounts of \$1,000.00 or more, the coma (,) must be used.

9. Click the **ARROW** to display the item

```

1E3140-02/R1.0 A102 PEP* DISTRIBUTION ENTREE LIST (ACH FORMAT) 11-28-12 07:09 PAGE 30
0 POINT: ADPL: REPORT TYPE: FROM DATE/WINDOW 11/28/2012 0700 TO DATE/WINDOW 11/28/2012 0700
-----
REC SERVICE COMPANY NAME DISCRETIONARY DATA COMPANY STD ENTRY CO. ENTRY CO. DESC EFF ENTRY ORIG BATCH
TYPE CLASS CODE COMPANY NAME DISCRETIONARY DATA ID CLASS DESC DATE DATE DATE BANK NUMBER
0 5 200 CSE Inc. 4410251095 CCD CSE ENERGY 112712 121128 09100001 0000028
-----
REC TRN/ASA BANK ACCT NO. AMOUNT CUSTOMER CUSTOMER DISC ADENDA TRACE
TYPE TC NUMBER BANK ACCT NO. AMOUNT ID NAME DATA IND PAR NUMBER
0 6 27 1,028.80 00037241 FARMERS 12332004206203 4206203
-----
REC SERVICE ENTRY ENTRY TOTAL CB TOTAL CB COMPANY ORIG BATCH
TYPE CLASS CODE COUNT HASH DOLLAR AMT DOLLAR AMT ID BANK NUMBER
0 8 200 000001 0009131069 1,028.80 .00 4410251095 09100001 0000028

```



Balance Report

Previous Day Summary

1. Select **BALANCE REPORTING**
2. Choose **PREVIOUS DAY SUMMARY**
3. Click the desired row
4. Click the **VIEW ACCOUNT TRANSACTIONS** to view activity

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management **Balance Reporting** Help Home Logout

Previous Day Summary Intra-day Summary Transaction Summary Type Code Group Summary Previous Day Rep Intra-day Reports

Balance Reporting: **Previous Day Account Summary**
Previous Day Summary

Date Equal To (=) 11/30/2012
Account Name
Go

Date	Account Type	Currency	Financial Institution	Account #	Account Name	Closing Ledger	Closing Avail	1 Day Float	2 + Day Float	Total Credits	Total Credits Count	Total Debits	Total Debits Count	Avg Close Avail MTD
11/30/2012	DDA	USD	Bank of North Dakota		Payroll Account	352,666.47	352,666.47	0.00	0.00	44,125.16	0	28,801.52	0	352,666.47
11/30/2012	DDA	USD	Bank of North Dakota		Accounts Payable	1,635,331.38	1,635,331.38	0.00	0.00	529,497.72	0	335,168.54	0	1,635,331.38
11/30/2012	DDA	USD	Bank of North Dakota			748,216.49	384,352.43	0.00	0.00	1,353,032.08	0	1,365,027.65	0	384,352.43
11/30/2012	DDA	USD	Bank of North Dakota			294,640.81	294,640.81	0.00	0.00	24.13	0	30,034.35	0	294,640.81
11/30/2012	Savings	USD	Bank of North Dakota			22,709,290.64	22,709,290.64	0.00	0.00	237,549.93	0	0.00	0	22,709,290.64

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Export Summary Details Report Transactions Export Report

5. Click one of the five options

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management **Balance Reporting** Help Home Logout

Previous Day Summary Intra-day Summary Transaction Summary Type Code Group Summary Previous Day Reports Intra-day Reports

Balance Reporting: **Previous Day Account Transactions**
Previous Day Transactions.

Account #: Payroll Account Currency: USD
Detail Type: Equal To (-) All Go

Summary Recap

Opening Ledger		Closing Ledger	352,666.47
Opening Avail		Closing Avail	352,666.47
1 Day Float	0.00	2 + Day Float	0.00
Total Credits	44,125.16	Total Credits Count	0
Total Debits	28,801.52	Total Debits Count	0
Current Avail		Total Float	
Current Ledger		Principal Loan Bal	
Avail Commitment Amt		Avg Close Avail MTD	352,666.47

Trans Date	Type Code	Description	Bank Ref	Customer Ref	Value Date	Credit	Debit	Text Field
11/30/2012	108	Detail Credit				44,125.16		helms checks/
11/30/2012	475	Check Paid		206977			6,014.00	Check Paid/
11/30/2012	475	Check Paid		206984			12,490.00	Check Paid/
11/30/2012	475	Check Paid		207001			1,616.02	Check Paid/
11/30/2012	475	Check Paid		207007			2,861.50	Check Paid/
11/30/2012	475	Check Paid		207008			5,820.00	Check Paid/

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Overview **Check List** Report Export Close



6. Click REPORT to view a recap of your activity

5

Previous Day Account Detail Report
Report Date 12/4/12
Page 1 of 1

Financial Institution: Bank of North Dakota
Account: - Payroll Account
Date From: 11/30/12 Date To: 11/30/12

Printed on 12/4/12 10:17:45 AM

Currency: USD

Opening Ledger		Closing Ledger	352,666.47
Opening Avail		Closing Avail	352,666.47
1 Day Float	0.00	2 + Day Float	0.00
Total Credits	44,125.16	Total Credits Count	0
Total Debits	28,801.52	Total Debits Count	0
Current Avail		Total Float	
Current Ledger		Principal Loan Bal	
Avail Commitment Amt		Avg Close Avail MTD	352,666.47

Trans Date	Type Code	Description	Bank Ref	Customer Ref	Value Date	Credit	Debit	Text Field
11/30/12	108	Detail Credit				44,125.16		helms checks/
11/30/12	475	Check Paid		206977			6,014.00	Check Paid/
11/30/12	475	Check Paid		206984			12,490.00	Check Paid/
11/30/12	475	Check Paid		207001			1,616.02	Check Paid/
11/30/12	475	Check Paid		207007			2,861.50	Check Paid/
11/30/12	475	Check Paid		207008			5,820.00	Check Paid/

This is an unaudited report and is for informational purposes only



7. Click **EXPORT** to select the file format and save location

8. Choose the **FILE FORMAT**

9. Click **OK**

10. Click **SAVE**

11. Save to a new location



Closing Ledger	352,666.47
Closing Avail	352,666.47
1 Day Float	0.00
2 + Day Float	0.00
Total Credits	44,125.16
Total Credits Count	0
Total Debits	28,001.52
Total Debits Count	0
Current Avail	
Total Float	

Intra-Day Summary

12. Click **INTRA-DAY SUMMARY**

13. Click the desired row

14. Click the **VIEW ACCOUNT TRANSACTIONS** to view activity

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management **Balance Reporting**

Previous Day Summary **Intra-day Summary** Transaction Summary Type Code Group Summary Previous Day Reports Intra-day Reports

Balance Reporting: **Intraday Account Summary**
Intraday Summary

Financial Institution: All

This information is advice only and not considered final until close of business.

Tuesday December 4, 2012 10:29 AM

Date	Account Type	Currency	Financial Institution	Account #	Account Name	Opening Ledger	Total Credits	Total Credits Count	Total Debits	Total Debits Count	Current Avail	Total Float	Current Ledger
12/04/2012	DDA	USD	Bank of North Dakota		Payroll Account	399,333.61	0.00	0	0.00	0	399,333.61	0.00	399,333.61
12/04/2012	DDA	USD	Bank of North Dakota		Accounts Payable	20,447,265.89	0.00	0	0.00	0	20,447,265.89	0.00	20,447,265.89
12/04/2012	DDA	USD	Bank of North Dakota			2,446,211.24	0.00	0	3,065,280.79	3	-619,069.55	1,778,041.11	-619,069.55
12/04/2012	DDA	USD	Bank of North Dakota			-17,559.77	0.00	0	6.00	0	-17,565.77	0.00	-17,565.77
12/04/2012	Savings	USD	Bank of North Dakota			25,716,473.28	92,323.06	2	0.00	0	25,808,796.34	0.00	25,808,796.34

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Activity intended to be posted to your account will appear on the screen
 As in the above steps you can choose report to get a recap of your activity or export to
 choose file format and save to another location.

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management **Balance Reporting** Help Home Logout

Previous Day Summary **Intra-day Summary** Transaction Summary Type Code Group Summary Previous Day Reports Intra-day Reports

Balance Reporting: **Intraday Account Transactions**
 Intraday Transactions.

This information is advice only and not considered final until close of business.

Account #: Currency: USD
 Detail Type: Equal To (=) All

Summary Recap

Opening Ledger	2,446,211.24	Closing Ledger	<input type="text"/>
Opening Avail	<input type="text"/>	Closing Avail	<input type="text"/>
1 Day Float	<input type="text"/>	2 + Day Float	<input type="text"/>
Total Credits	0.00	Total Credits Count	0
Total Debits	3,065,280.79	Total Debits Count	3
Current Avail	-619,069.55	Total Float	1,778,041.11
Current Ledger	-619,069.55	Principal Loan Bal	<input type="text"/>
Avail Commitment Amt	<input type="text"/>	Avg Close Avail MTD	<input type="text"/>

Trans Date	Type Code	Description	Bank Ref	Customer Ref	Value Date	Credit	Debit	Text Field	Running Balance
12/04/2012 00:00:00	409	Debit (Any Type)			12/04/2012		663.155.79	BND CASH LETTER	1,783,055.45
12/04/2012 00:00:00	409	Debit (Any Type)			12/04/2012		2,400.125.00	BND FED FUNDS MP INTERFACE	-617,069.55
12/04/2012 00:00:00	409	Debit (Any Type)			12/04/2012		2,000.00	PITNEY BOWES POSTAGE	-619,069.55

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Transaction Summary

15. Choose **TRANSACTION SUMMARY**

16. Select an option from the drop-down box on the box in the **TRANS DATE** line

17. Click the **BLUE BOX** in the Trans Date line to select the date

18. Click **OK**

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management Balance Reporting Help Home Logout

Previous Day Summary Intra-day Summary **Transaction Summary** Type Code Group Summary Previous Day Reports Intra-day Reports

Balance Reporting: Transaction Search

15

Filter	Qualifier	Value(s)
Financial Institution	Equal To (=)	Bank of North Dakota
Account #	Equal To (=)	- Accounts Payable
Trans Date	On or After (>=)	11/01/2012
Detail Type	All	
Type Code	All	
Type Code Group	All	
Amount	All	
Customer Ref	All	
Bank Ref	All	
Value Date	All	

16

17

18

OK Save Restore

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A recap sheet will appear on the screen

As in the above steps you can choose report to get a recap of your activity or export to choose file format and save to another location.

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ACH Messaging Bank Reports Money Transfer Book Transfer Administration Check Management **Balance Reporting** Help Home Logout

Previous Day Summary Intra-day Summary **Transaction Summary** Type Code Group Summary Previous Day Reports Intra-day Reports

Balance Reporting: **Transaction Search**

Transaction Search Summary.

Account # 0520727-Accounts Payable

Trans Date On or After (>=) 11/27/2012

Customer Ref All

As Of: 11/30/2012 22:04:00

Trans Date	Financial Institution	Type Code	Description	Bank Ref	Customer Ref	Value Date	Credit	Debit	Previous day/Intraday	Text Field
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		267006			149.52	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266892			145.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266573			132.80	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266867			172.76	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266504			158.42	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266642			158.40	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		265333			121.15	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266265			102.43	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		267079			100.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		267071			130.71	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266204			127.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		264784			126.74	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266708			225.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266885			223.44	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266946			216.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266823			250.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266987			243.79	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266997			229.17	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266860			193.99	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266938			185.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266943			179.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266746			213.00	Previous Day	Check Paid/
11/27/2012 22:07:00	Bank of North Dakota	475	Check Paid		266671			210.00	Previous Day	Check Paid/

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Close Report Export

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