

# TRANSACTIONS

## DEPOSITS, WITHDRAWALS & TRANSFERS

For all Transactions click on Following:

- ✓ Main Menu



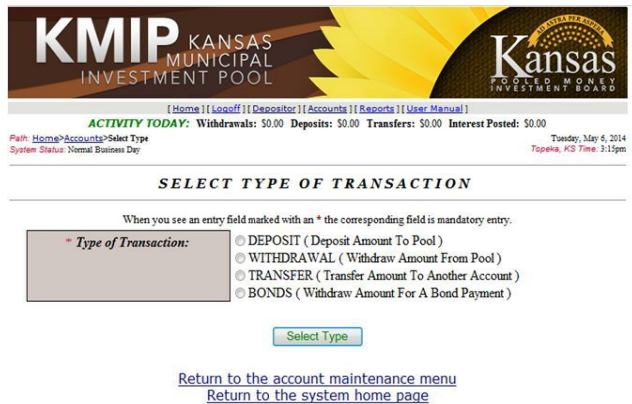
The screenshot shows the home page of the KMIP system. At the top, there is a navigation bar with links for Home, Logout, Depositor, Accounts, Reports, and User Manual. Below this, a status bar displays 'ACTIVITY TODAY: Withdrawals: \$0.00 Deposits: \$0.00 Transfers: \$0.00 Interest Posted: \$0.00' along with the date 'Tuesday, May 6, 2014' and location 'Topeka, KS Time: 3:09pm'. The main content area is titled 'Home Page' and contains a welcome message from the PMIB Kansas Municipal Investment Pool (KMIP) System Extranet. To the right of the welcome message is a list of menu items: DEPOSITOR MAINTENANCE, ACCOUNTS AND TRANSACTIONS, KMIP RATES, WEEKLY STATE INVESTMENT RATES, REPORTS, and USER MANUALS AND FAQs.

- ✓ Accounts & Transactions



The screenshot shows the 'ACCOUNT MAINTENANCE MAIN MENU'. It features a navigation bar similar to the home page. The main content area is titled 'Account Menu' and contains a description of the system's tracking capabilities for deposits and accounts. To the right is a list of menu items: SEARCH FOR ACCOUNTS, ADD A NEW ACCOUNT, CREATE A TRANSACTION, SEARCH ACCOUNT TRANSACTIONS, KMIP RATES, and HISTORICAL KMIP RATES.

- ✓ Create a Transaction



The screenshot shows the 'SELECT TYPE OF TRANSACTION' form. It includes a navigation bar and a status bar. The main content area has a heading 'SELECT TYPE OF TRANSACTION' and a note: 'When you see an entry field marked with an \* the corresponding field is mandatory entry.' Below this is a form with a 'Type of Transaction:' label and a list of radio button options: DEPOSIT (Deposit Amount To Pool), WITHDRAWAL (Withdraw Amount From Pool), TRANSFER (Transfer Amount To Another Account), and BONDS (Withdraw Amount For A Bond Payment). A 'Select Type' button is located below the options. At the bottom, there are two links: 'Return to the account maintenance menu' and 'Return to the system home page'.

# Deposits

- ✓ Click Deposit
- ✓ Click "Select Type" button
- ✓ You will see this page:

**DEPOSIT FUNDS IN A MIP ACCOUNT**

When you see an entry field marked with an \* the corresponding field is mandatory entry.

* Depositor:	Pooled Money Investment Bd
* "FROM" Account:	Funds Will Come From Outside the MIP
* Deposit "TO" Account:	... Create a New MIP Account ...
* Transfer Type:	Wire
* Effective Date:	05 / 08 / 2014
Transaction Description:	... optionally leave blank for a default description
* Transaction Amount:	... commas not visible unless entered manually
* New Account Type:	... The new account type MUST be selected ...
* New Account Description:	... Quick select a past account description ...
Transaction Comments:	

[Deposit Funds](#)

- Deposit To: You can either create a new MIP Account (overnight or fixed rate) or you can choose an existing account in the drop down box.
- Transfer Type: Wire or ACH. You no longer have to identify what bank is sending the funds to your KMIP account. However, you may want to make note of the bank in the Transaction Comments.
- Effective Date: This should be the date the funds will be credited to your KMIP account.
- Transaction Description: This is an optional field.
- Transaction Amount: Type in the amount.
- New Account Type: This field will show up ONLY if the Deposit "TO" field is marked "Create a New MIP Account". A drop down box will reflect the type of account for you to choose. If you choose an existing account in the Deposit "TO" drop down box this line will disappear.
  - If you choose a fixed rate account, two more fields will appear.
    - New Account Description: The account description is important in KMIP. This is NOT an optional field. This field will be the description of the account on your monthly statements, reports and depositor page so we recommend you input a detailed description.
    - New Account Maturity Date: Click on "Find Date" to choose an acceptable maturity date for the fixed account or type in date.
- Transaction Comments: Use this field for additional comments.

## General Notes for Deposits

You may delete a deposit AFTER it has been submitted and BEFORE it has been approved by an Authorized Representative of the PMIB. However, once approved by PMIB, you will not be able to delete this transaction. You will need to contact an Authorized Representative of the PMIB to have this transaction deleted.

# Withdrawals

- ✓ Click Withdrawal
- ✓ Click “Select Type” button
- ✓ You will see this page:

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**WITHDRAW FUNDS FROM THE MIP**

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When you see an entry field marked with an \* the corresponding field is mandatory entry.

<b>* Depositor:</b>	Pooled Money Investment Bd
<b>* Withdraw "FROM" Account:</b>	... Existing Account MUST be Chosen ...
<b>* Transfer Type:</b>	Wire
<b>* Effective Date:</b>	
<b>* Wire Definition for Transfer:</b>	... A wire definition for the transfer MUST be selected ... <a href="#">[ Add a New Definition ]</a>
<b>Transaction Description:</b>	...optionally leave blank for a default description
<b>* Amount Type:</b>	A Specific Amount
<b>* Transaction Amount:</b>	 <small>commas not visible unless entered manually</small>
<b>Transaction Comments:</b>	

- Withdraw “FROM” Account: Choose an existing account from the drop down box.
- Transfer Type: Wire.
- Effective Date: This should be the date the funds will be withdrawn from your KMIP account.
- Wire Definition for Transfer: Choose an existing definition from the drop down box or you can click “Add a New Definition” to add a new wire definition.
- Transaction Description: This is an optional field.
- Amount Type: Choose from drop down box.
  - All Principal and Interest
  - A Specific Amount
- Transaction Amount: If you chose “A Specific Amount” from the drop down box for amount type then you will need to enter the withdrawal amount here.
- Transaction Comments: Use this field for additional comments.

# Transfers

- ✓ Click Transfer
- ✓ Click “Select Type” button
- ✓ You will see this page:

**TRANSFER FUNDS WITHIN THE MIP**

When you see an entry field marked with an \* the corresponding field is mandatory entry.

* Depositor:	Pooled Money Investment Bd
* Transfer "FROM" Account:	6785 - General \$5,000,000.00
* Transfer "TO" Account:	... Create a New MIP Account ...
* Transfer Type:	Transfer
* Effective Date:	06 / 09 / 2014
Transaction Description:	<small>...optionally leave blank for a default description</small>
* Amount Type:	A Specific Amount
* Transaction Amount:	<small>commas not visible unless entered manually</small>
* New Account Type:	... The new account type MUST be selected ...
* New Account Description:	
Transaction Comments:	

[Transfer Funds](#)

- Transfer “FROM” Account: Choose an existing account from the drop down box.
- Transfer “TO” Account: Choose an existing account OR create a new account.
- Transfer Type: Automatically defaults to Transfer
- Effective Date: This should be the date the funds will be transferred.
- Transaction Description: This is an optional field.
- Amount Type: Choose from the drop down box.
  - All Principal and Interest
  - A Specific Amount
- Transaction Amount: If you chose “A Specific Amount” from the drop down box for amount type then you will need to enter the transfer amount here.
- New Account Type: This field will show up ONLY if the Transfer “TO” field is marked “Create a New MIP Account”. A drop down box will reflect the type of account for you to choose. If you choose an existing account in the Transfer “TO” drop down box this line will disappear.
  - If you choose a fixed rate account, two more fields will appear.
    - New Account Description: The account description is important in KMIP. This is NOT an optional field. This field will be the description of the account on your monthly statements, reports and depositor page so we recommend you input a detailed description.
    - New Account Maturity Date: Click on “Find Date” to choose an acceptable maturity date for the fixed account or type in date.
- Transaction Comments: Use this field for additional comments.