<u>TRANSACTIONS</u>

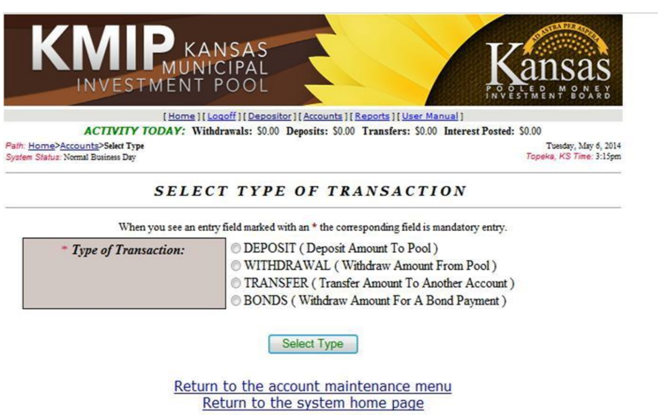
DEPOSITS, WITHDRAWALS & TRANSFERS

For all Transactions click on Following:

- ✓ Main Menu

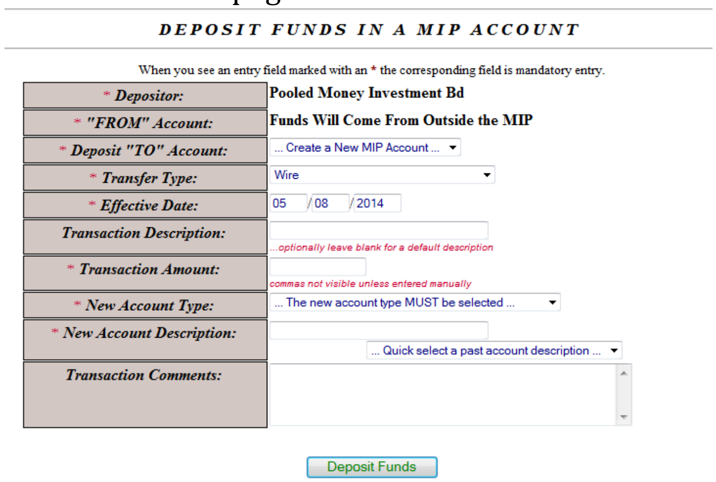
- ✓ Accounts & Transactions

- ✓ Create a Transaction



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.

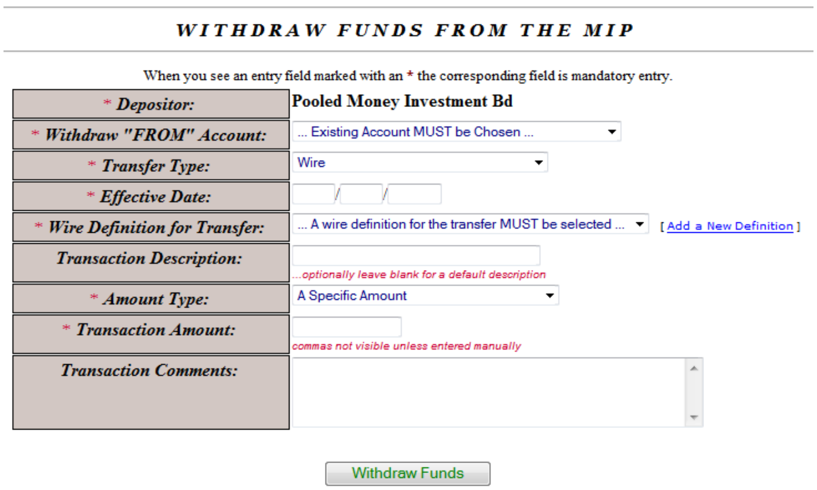
  If you choose a fixed rate account, two more fields will appear.
  - New Account Description: The account description is important in KMIP. This is NOT an optional field. This field will be the description of the account on your monthly statements, reports and depositor page so we recommend you input 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.

<u>General Notes for Deposits</u>

You may delete a deposit AFTER is 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

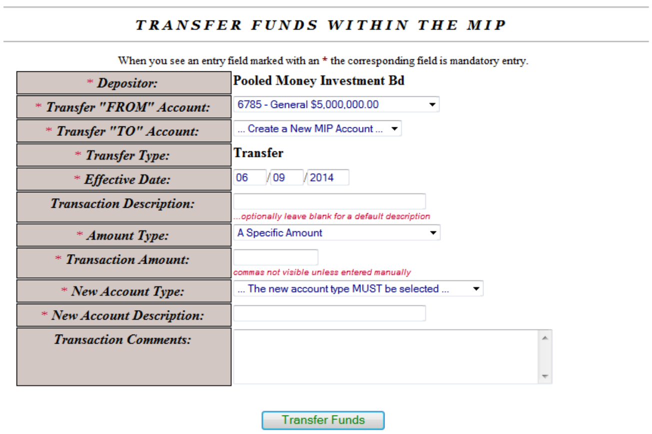
- ✓ Click Withdrawal
- ✓ Click “Select Type” button
- ✓ You will see this page:



- 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 "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.