EmpireNationalBank

Cash Management Online Task Checklist

September 19th – October 6th: Transition Preparation Period – CURRENT Cash Management Online System

User Administration
- ☐ Delete users no longer needing access: **Administration > Add/Change/Remove Users**
- ☐ Ensure current users are "Active" (Dormant users will have to be cleaned up by you on the new system)
- ☐ Update primary phone number (Primary phone number will be used for initial One-Time Security Code in the new system)*
- ☐ Update email address*

Bill Pay
- ☐ Review payees status and update as needed. Payees marked as "Inactive" will not be converted to the new system. Only "Active" payees will be converted.

Account Administration
- ☐ Companies using the **Send ACH File** module in the current system will need to contact the Electronic Banking Department (631) 348-4444 to verify that the ACH file format will be accepted by the new system

Record Retention
- ☐ Print previous ACH and Wire Transaction history (Previously initiated ACH and Wire Transactions will not migrate to the new system):
  - o For ACH: **Payments & Transfers > View ACH Activity**
  - o For Wires: **Payments & Transfers > View Wire Activity**
- ☐ Download previous Account History up to 1 year: **Account Activities & Reporting > View Account Summary**

*Contact Electronic Banking Department for changes at (631) 348-4444.

Note: For changes made after October 7th contact the Electronic Banking Department.

October 17th – October 28th: Preview and Validation Period – NEW Cash Management Online System

User Administration
- ☐ Validate that your contact information is correct: **Administration > Self Administration > Manage Contact Preferences**
- ☐ Validate that all active users migrated to the new system: **Administration > Company Administration > Manage Users**
- ☐ Establish user entitlements

Account and Transaction Validation

☐ Validate that all deposit and loan accounts are present: **Reports > Activity – Deposit Accounts *AND* Reports > Manage Loans**

☐ Validate that ACH functionality transferred (if enrolled): **Transfers and Payments > ACH > Make ACH payments/Manage templates *OR* Transfers and Payments > ACH > Collect money via ACH/Manage templates**

☐ Validate that ACH "batches" from the old system transferred to "templates" in the new system

☐ Validate that all ACH Payees transferred to the new system; review in **Templates** and ensure funding account assigned to each is accurate

☐ Validate that wire functionality transferred (if enrolled): **Transfers and Payments > Wire > Wire Money**

☐ Validate that wire recipients transferred: **Transfers and Payments > Wire > Manage Wire Templates**

October 31st: Go Live!

New System Set Up

☐ Access Cash Management Online login page at www.empirenb.com > Cash Management Online

☐ Validate account transaction activity is present: **Reports > Activity – Deposit Accounts**

☐ Establish scheduled account to account transfers

☐ Establish scheduled ACH Payments and collections transactions

☐ Establish scheduled wire transfers

☐ Validate Bill Pay 'Active' payees transferred to the new system

☐ Establish account and system alerts: **Administration > Manage Alerts**

QuickBooks/Quicken

☐ Disassociate and re-associate your Empire National Bank accounts within your Quicken or QuickBooks application

Mobile Banking

☐ Download and enroll in the new Empire National Bank Cash Management Online mobile app

☐ Contact your branch of domicile to enable mobile remote deposit feature