

U.S. Network Bank Manual

For

VEI Portal-Integrated Banking

Log into the Bank Account via Portal

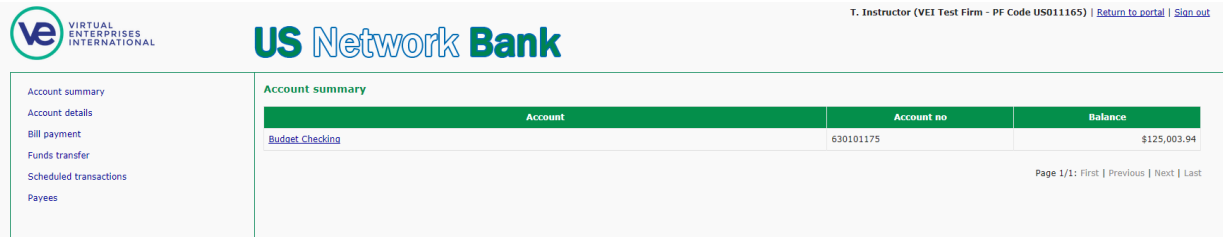
- Go to <https://portal.veinternational.org>.
- Enter your username (teacher email).
- Enter your password.
- Click **Sign In**. (See screenshot)



- Click the **Firm bank account** button.
- Look at the Firm bank account pane and see that your firm name is shown. Use the dropdown to select your firm if you have more than one firm.

Bank Account Functions

Account summary screen is displayed upon selection of the bank account. Here you will see your **Account type**, **Account no** and **Balance**. At the left is the menu pane where you select the function you wish to use. (See screenshot)



*Note: There are two link at the upper-right-hand corner of the screen. One allows you to **Return to Portal** screen, and the other is the **Sign out** to leave the account and return to the Portal Sign-in page.*

Account Details screen displays your transactions in chronological order starting with the newest at the top. Use this function to check account history. (See screenshot)

- Use the Account dropdown to select the account for which you wish to view history.
- Select the dates for the start of the search (from) and the end of the search (until), then click **Show** button.
- Note that there is a Download account details (Excel) link at the top-right corner.

- Account summary
- Account details
- Bill payment
- Funds transfer
- Scheduled transactions
- Payees

Account details

Account: Budget Checking - 630101175 [Download account details \(Excel\)](#)

Period: from 07/04/2017 until 07/05/2017 Show

Date	Name/Description	Account no	Ref#	Amount	Balance
No transactions found for the specified period					

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Add Payees

Before a payment can be set up, the payee must be added to your account.

- Click **Payees** from the menu pane. If any payees have been added, they will be displayed on this screen.
- Click **Add** link in the main window. This will display the search dialog box.

- Account summary
- Account details
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Payees > Add

Enter the payee's account number, name, city, state or a combination of these Search

The payee's account number can typically be found on a recent invoice or bill.

- Enter a search term in the box and click **Search** button. Entering **Vienna** in the box reveals the following screen:

- Account summary
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Payees > Add

Enter the payee's account number, name, city, state or a combination of these Search

The payee's account number can typically be found on a recent invoice or bill.

	Payee's name	City	State	Country	Account no
<input type="checkbox"/>	Fashion Design Vienna GmbH	Wien	Wien	Austria	106088883
<input type="checkbox"/>	Fashion Design Vienna GmbH	Wien	Wien	Austria	100000031
<input type="checkbox"/>	ODV - Office Design Vienna GmbH	Wien	Wien	Austria	100017639
<input type="checkbox"/>	Vienna 4 U OG	Wien		Austria	170034916
<input type="checkbox"/>	VIENNA OFFICE TRADING	Wien	Wien	Austria	201079381
<input type="checkbox"/>	V.I.P. - Vienna International Print Druckerel GmbH	Wien	Wien	Austria	113011308
<input type="checkbox"/>	V.I.P. - Vienna International Print Druckerel GmbH	Wien	Wien	Austria	100000091

Add

Note: a maximum of 50 payees is listed. Is the payee you are looking for not listed? You may try more specific search terms.

- Select the check box to the left of the firm(s) you wish to add to your list, then click the **Add** button. The **Your Payees** screen now displays your payees (below), and they will always be displayed when you click **Payees** in the menu pane.

- Account summary
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Your Payees

A firm or employee must be listed here as a payee to be able to pay that firm or person. Click on the "Add payee" link below to add a firm or person as your payee.

[Add payee](#)

	Payee's name	City	State	Country	Account no	Delete
<input type="checkbox"/>	Danger	Huntley	IL	USA	630213836	<input type="checkbox"/>
<input type="checkbox"/>	Affinity	Naperville	IL	USA	610413201	<input type="checkbox"/>
<input type="checkbox"/>	Antre Jones (US061446)	Ahoskie	NC	USA	630346275	<input type="checkbox"/>
<input type="checkbox"/>	Aseante Jones (US061151)	Memphis	TN	USA	630412561	<input type="checkbox"/>
<input type="checkbox"/>	Brooklyn 's Sweet N Savory Catering	Brooklyn	NY	USA	610450182	<input type="checkbox"/>
<input type="checkbox"/>	Nick Chapman (US011165)	Hometown	CA	USA	630101353	<input type="checkbox"/>
<input type="checkbox"/>	Synergy	Flint	MI	USA	610447254	<input type="checkbox"/>
<input type="checkbox"/>	Thrive	Flint	MI	USA	610413104	<input type="checkbox"/>
<input type="checkbox"/>	Tyler Fugazzie (US011165)	New York	NY	USA	630312400	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST Car Payments	Murfreesboro	TN	USA	630092737	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST CENTRAL OFFICE	Murfreesboro	TN	USA	100002332	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST Grocery	Murfreesboro	TN	USA	630071217	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST HEALTH INSURANCE	Murfreesboro	TN	USA	610467913	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST LOAN PAYMENTS	Murfreesboro	TN	USA	610015966	<input type="checkbox"/>
<input type="checkbox"/>	VEI-MIDWEST Personal Rent	Murfreesboro	TN	USA	630092729	<input type="checkbox"/>

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Bill Payment

Here is the **Bill payment** screen which displays when you select it from the menu pane.

Dialog box contents:

From account*: Select the *Pay from* account from the dropdown if using multiple accounts. Default is Budget Checking.

To payee*: Select your payee from the dropdown list. All payees you have added will be displayed.

Amount*: Type in the numeric amount that will be paid (do not enter symbols). Format is 0.00.

Currency*: From the dropdown, select the currency you wish to use for payment. If you are paying in a foreign currency, the equivalent amount in USD will be deducted from your account, and the rate will be determined by the FOREX spot rate at the time of the transaction.

Description*: Type a description of the payment (Invoice #xxy, salary for week of 10/3/13, etc.).

Process date*: You must select a future date from the dropdown calendar that appears when you click on the date field. The date will default to the current date if you skip this step and will notify you to enter a date. For immediate payment, select the next day from the dropdown calendar.

Frequency*: You may pick One time, Monthly, Quarterly, Semiannually or Annually. It is recommended that One time be used as your default.

Note: *The Maximum recurring payments button has been disabled. All transactions will need to be manually entered to avoid overdraft and nsf (insufficient funds) problems due to improper recurrence entries.*

*Upon submission of the payment, the **Scheduled transactions** screen will appear and it will list all of the transactions scheduled in this session.*

Scheduled transactions

This screen displays all transactions that are scheduled, but have not processed through the clearing house. In case of an error in your entry, you can edit or delete any transaction.

<ul style="list-style-type: none"> Account summary Account details Bill payment Funds transfer Scheduled transactions Payees 	<p>Scheduled transactions</p> <p>Account: <input type="text" value="Budget Checking - 630101175"/></p> <table border="1"> <thead> <tr> <th>Ref#</th> <th>Name/Description</th> <th>Account no</th> <th>Currency</th> <th>Amount</th> <th>Process date</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>896077</td> <td>VEI-MIDWEST LOAN PAYMENTS - Murfreesboro, TN loan application</td> <td>610015966</td> <td>USD</td> <td>25.00</td> <td>July 21, 2017 Monthly</td> <td></td> <td></td> </tr> <tr> <td>530204</td> <td>VEI-MIDWEST LOAN PAYMENTS - Murfreesboro, TN Monthly Loan Payment</td> <td>610015966</td> <td>USD</td> <td>0.01</td> <td>July 17, 2017 Monthly</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Page 1/1: First Previous Next Last</p>	Ref#	Name/Description	Account no	Currency	Amount	Process date	Edit	Delete	896077	VEI-MIDWEST LOAN PAYMENTS - Murfreesboro, TN loan application	610015966	USD	25.00	July 21, 2017 Monthly			530204	VEI-MIDWEST LOAN PAYMENTS - Murfreesboro, TN Monthly Loan Payment	610015966	USD	0.01	July 17, 2017 Monthly		
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- Edit a scheduled transaction by clicking on the pencil to the right of the transaction.
- Delete a scheduled transaction by clicking on the trash symbol in the last column. If this is done, you cannot undo the deletion.

Account Details

The Account details screen is similar to the Scheduled transactions with one difference- the Scheduled transaction screen displays transactions that are pending, but have not processed, whereas the Account details screen will display all completed transactions as below. *Note that the Edit and Delete functions are no longer available.*

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July 7, 2017	US NETWORK BANK Test transaction for teachers conference	100000000	3097802	\$125,000.00	\$125,003.94								

Functionality to view specific date periods is available from the Account details screen.

- Select the account you wish to view from the Account dropdown.
- Select the *from* date from the dropdown calendar that appears upon clicking the date field.
- Repeat this for the *until* date to select when the search should end.
- Click the **Show** button to initiate the process. Transactions for the specified period will be displayed.

TECHNICAL SUPPORT

For technical support, please contact your Regional Office. If this is an urgent request for support, please contact the National Office: techsupport@veinternational.org or phone number (212) 769-2710 to speak with Eric Spinner or Nick Chapman.