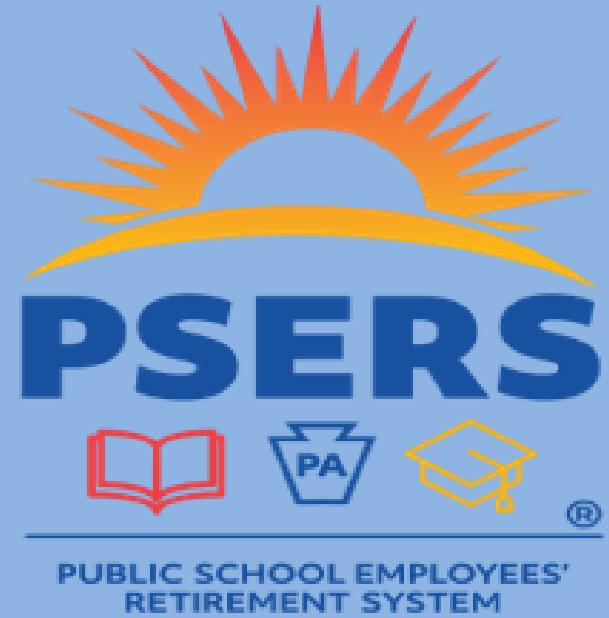


# Cash Concentration Training

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How to enter your payments  
through PNC's website





## DEBIT BLOCKS/FILTERS

If your bank has a debit block or filter on your account, you will need to update it!

Beginning with your first payment in the Cash Con system, you will be required to use the new Company ID (Sender ID) of **9331739115**.

This is the initial screen for logging onto PNC's new website.

The website is: <https://pnccashcon.solutions-corporate.com/>

Enter new  
company ID here  
– same for all  
employers!

and your user ID  
here.

PNCBANK

Welcome to **Cash Concentration**

Please enter your company ID and user ID and click Continue.

Company ID:

User ID:

**Continue**

If you are experiencing problems logging in, please contact Treasury Management at 877-824-5001, Option 1, 3 and 4.

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pnc.com PINACLE® Web

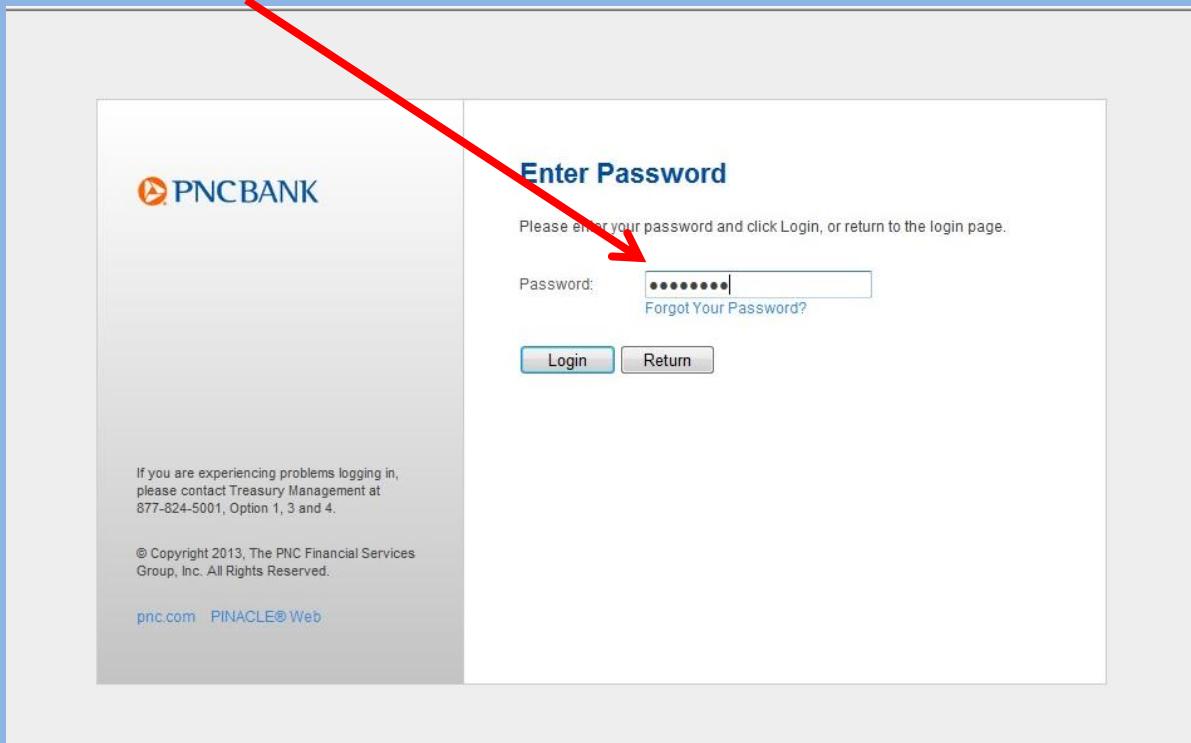
To protect your personal information, we collect your password on a separate page.

Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by systems personnel. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

*The password initially will be: psers072#*

*NOTE: This is “zero” not the letter O.*

Log on here with your password.



***NOTE: Each employer has one User ID and Password to be shared by anyone who initiates payment transactions.***

**NOTE:** Passwords now expire every 90 days, not 30 days.

This is the welcome screen that is seen upon successful completion of log on process.

***NOTE: Each employer has one User ID and Password to be shared by anyone who initiates payment transactions.***

Note the amount of time until the password expires.

The screenshot shows the PNC BANK Home page. At the top, there is a navigation bar with a house icon, 'Transactions', and 'Reports'. On the left, a sidebar menu includes 'Home' (underlined), 'Change Profile', 'Change Password', and 'View System Requirements'. The main content area is titled 'Home' and displays the following text:  
Welcome S C  
Your last login was 01/17/2014 at 08:03 AM CT.  
Your password will expire in 89 days.

A red circle highlights the password expiration message: 'Your password will expire in 89 days.'

Below this, under the 'Messages' section, it says:  
A message from your bank  
Welcome to the WEB Cash Con

At the bottom, there is a footer with links: 'How Do I?', 'Terms', and 'FAQs'.

During the log-in process, you may encounter a series of screens designed to add a layer of security to protect your banking/employer information.

The first screen is shown below. Click on the “Continue with Security Code” button.

The screenshot shows a web browser window with a light blue header bar. The main content area has a white background. In the top left corner, the PNC BANK logo is visible. On the left side of the main content, there is a grey sidebar containing the following text:

If you are experiencing problems logging in,  
please contact Treasury Management at  
877-824-5001, Option 1, 3 and 4.

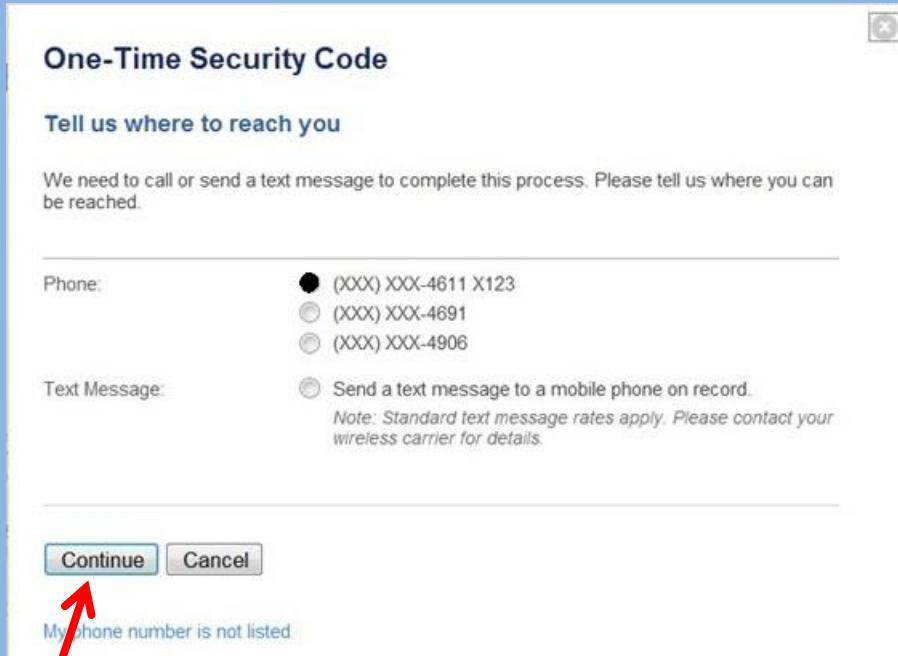
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Services Group, Inc. All Rights Reserved.

pnc.com PINACLE® Web

The main content area has a heading "Additional Authentication" in blue. Below it, a message says "An extra layer of security is needed to complete this request." A horizontal line separates this from a section titled "One-Time Security Code". This section includes an icon of a shield with a checkmark and the text: "When you continue, we will call or send a text message and ask you to enter a one-time code." A red arrow points downwards from the text above the "Continue with Security Code" button. At the bottom of this section is a blue rectangular button with the text "Continue with Security Code". Another horizontal line is at the bottom of this section, followed by a "Return" link.

This next screen will prompt you to select a phone number at which to receive an automated call from PNC.

Click on your phone number.



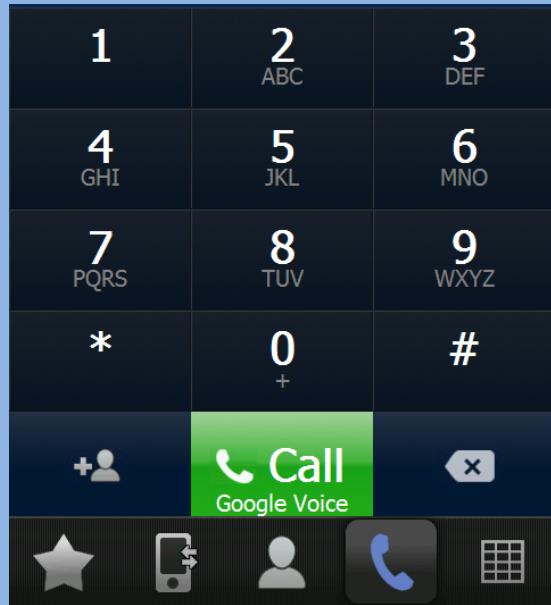
Click on “Continue” to receive an authorization code.

You will be provided with an authorization code. When you receive the phone call, enter the code when prompted.

Click on “Phone Call Completed” so the next screen will appear.

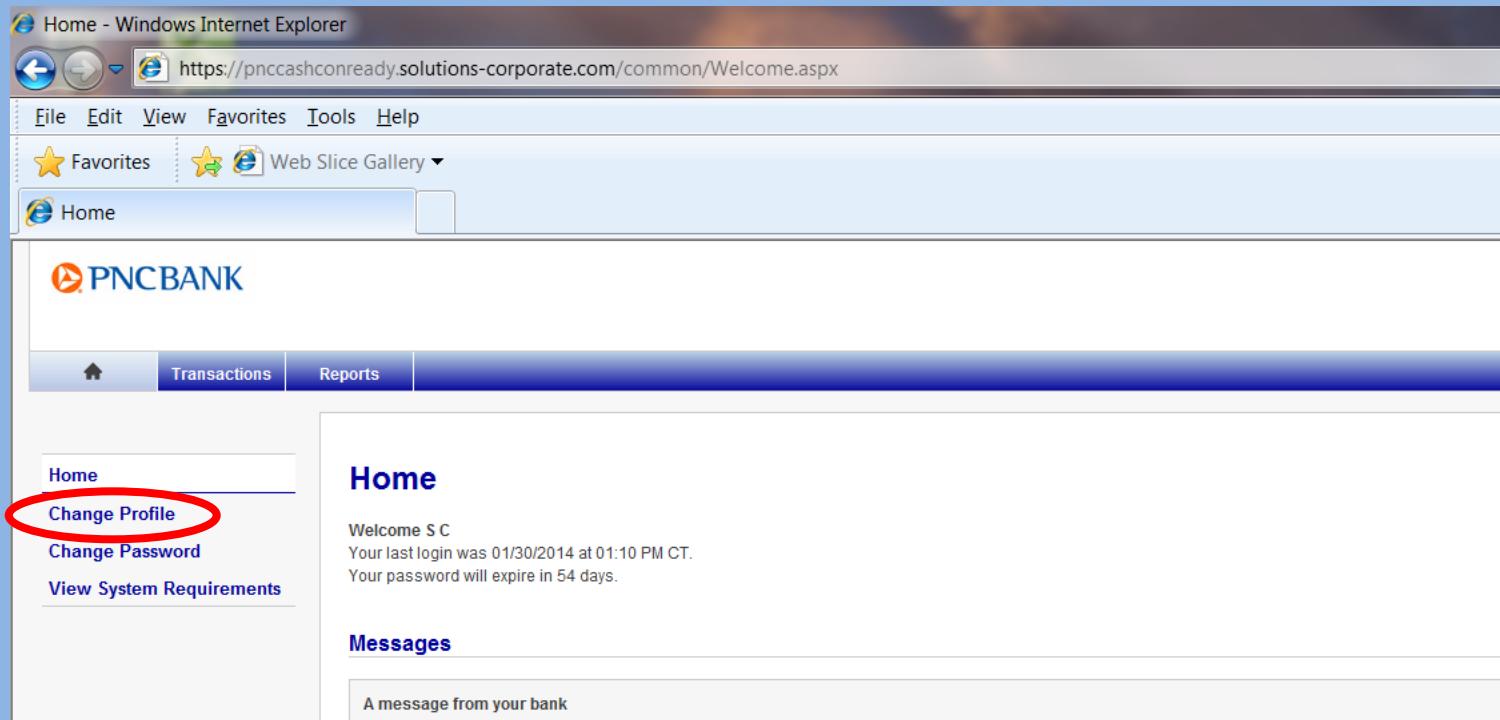


For this reason, it is imperative that **you** update your phone number(s) as needed!



***Each employer within the PNC Cash Con system is now able to do this in the new system!***

To update your profile, go to the “Home” page and click on “Change Profile.”



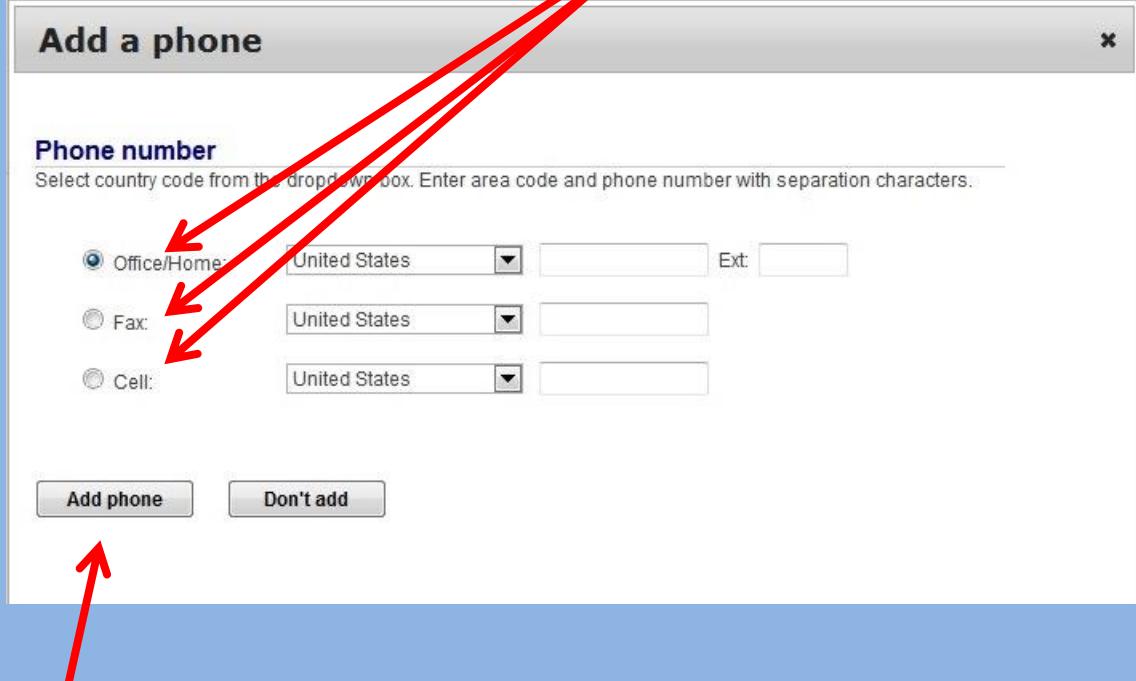
The next screen (below) will appear.

Click here to change your email address, and click here to add a phone number.

The screenshot shows the 'Change Profile' page from the PNC BANK website. The page has a blue header with the PNC logo and 'PNCBANK'. Below the header, there's a navigation bar with 'Transactions' and 'Reports' tabs. On the left, a sidebar menu includes 'Home', 'Change Profile' (which is underlined), 'Change Password', and 'View System Requirements'. The main content area is titled 'Change Profile' with the sub-instruction 'Enter new information and click Save.' Below this, there's a section for 'User information' with fields for User ID, First name, Middle initial, Last name, Address line 1, Address line 2, City, State, Postal code, and Email address. To the right of these fields is a form showing '0016SC' and 'S' and 'C' in input boxes, with a dropdown menu for 'State'. A red arrow points from the text 'Click here to change your email address, and click here to add a phone number.' to the 'Email address:' field, which is highlighted with a white box and a blue border. Below this field is a checkbox labeled 'I do not have email'. A blue arrow points from the same text to the 'Add a phone' button, which is enclosed in a blue oval. The 'Add a phone' button has a blue border and a white background. At the bottom right of the page, there's a status bar that says 'Internet | Protected Mode: Off'.

To change a phone number, click on the “Add Phone” link shown on the previous screen.

The next screen (below) should be completed in the appropriate field(s). If an extension is required, please include all digits required to dial the extension.



Click on “Add Phone” when finished and Save button on Change Profile screen.

Each PNC user should have a phone number defined.

Upon successful login, you will also want to verify your email address.

A correct and current email address will ensure that you will be able to retrieve your password if your access is disabled or locked out.

Each entity is limited to only one email address in the system.

**PLEASE REFER TO PRIOR SCREEN FOR INSTRUCTIONS ON HOW TO CHANGE YOUR PROFILE.**



## Making Payments

One of the features that you have requested is the ability to designate your payments to specific charges in your account. Currently, any payments you make are automatically applied to the oldest outstanding charges in your account. Changes to this website will allow you to designate your payments to apply to specific charges.

Payments can be applied down to a level as detailed as a specific Transaction Number (within Fund/Unit, enter Payment Amount, Transaction Type, Trans# or WR MMYYYY)

or

Payments can be applied to a detail level only as specific as Transaction Type paying the oldest due amount within the Transaction Type (within Fund/Unit, enter Payment Amount, Transaction Type, 0 in Trans# or WR MMYYYY)

or

Payments can be applied at a Fund level paying the oldest due amount within the Fund as is currently done today (within Fund/Unit, enter Payment Amount, “Oldest Open Receivable(s)” in Transaction Type, 0 in Trans# or WR MMYYYY)



## Different funds/units available for transactions:

Initiate Transaction		
Unit ID	Unit Name	Payment Type
0000016101	0016 Member Contributions	
0000016102	0016 Member POS	
0000016103	0016 Employer Contributions	
0000016104	0016 Employer POS	

**Member Contributions (101)**

These are contributions withheld by the employer for the individual employees.

**Member POS (102)**

This is the member's purchase of service that is deducted from the employee's paychecks.

**Employer Contributions (103)**

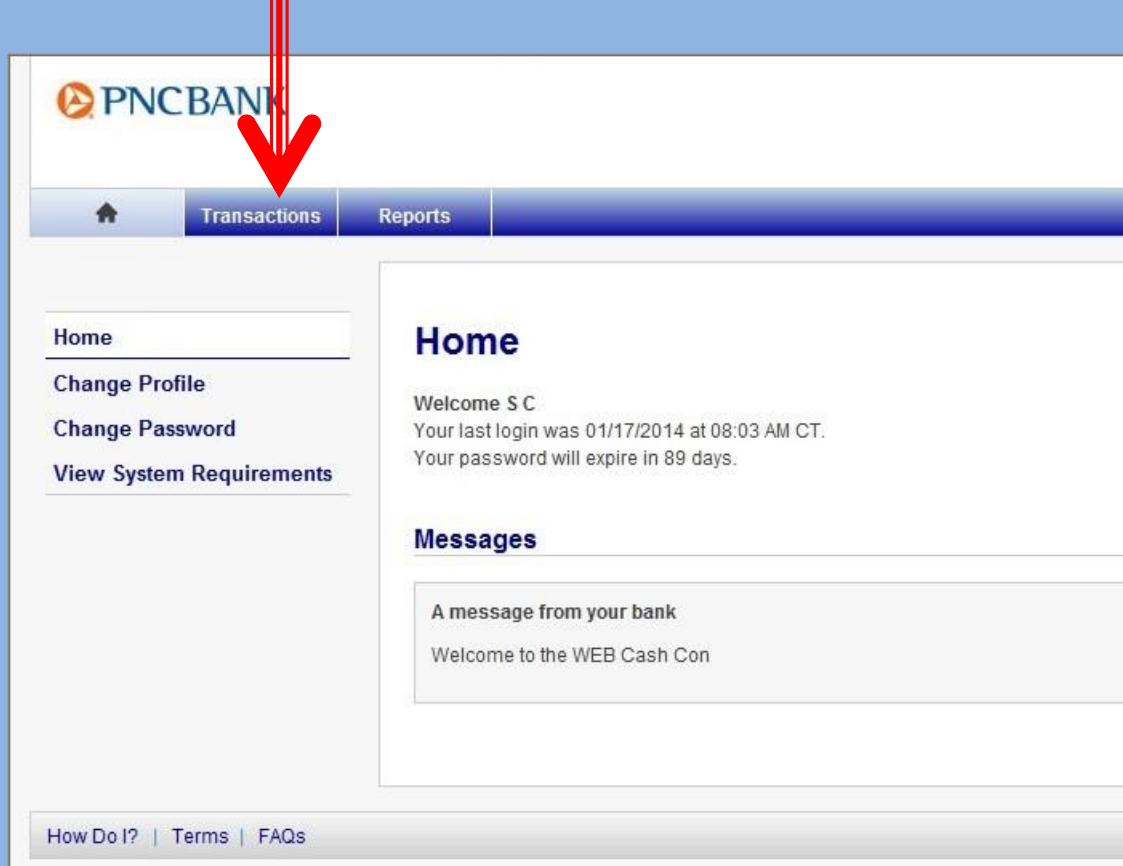
The employer's portion of retirement contributions.

**Employer POS (104)**

The employer's portion of POS.

# How To Make A Payment

To begin, click on “Transactions”.



Identify the appropriate Fund/Unit for payment. Payment information must include payment amount and transaction information. Payment effective dates are not required but will default to following business day if left blank.

Different funds

**INITIATE ALL  
PAYMENTS FROM  
THIS SCREEN!!**

Transaction information (from monthly statement of account or WR MMYYYY)

The screenshot shows the 'Initiate Transaction' screen with the following details:

Unit ID	Unit Name	Payment Amount*	Transaction To	Trans# or WR MMYYYY*	Effective Date
0000016101	0016 Employee Contributions	<input type="text"/>	<input type="button" value="-- Select a value --"/> Work Report WH Adj Balance Adj Interest Oldest Open Receivable(s)	<input type="text"/>	<input type="text"/>
0000016102	0016 Member POS	<input type="text"/>	<input type="button" value="-- Select a value --"/>	<input type="text"/>	<input type="text"/>
0000016103	0016 Employer Contributions	<input type="text"/>	<input type="button" value="-- Select a value --"/>	<input type="text"/>	<input type="text"/>

Red arrows point from the 'Unit Name' column to the 'Unit ID' column for each row, indicating the link between them. Red arrows also point from the 'Effective Date' header to the 'Effective Date' column for each row, and from the 'Trans# or WR MMYYYY\*' header to the 'Trans# or WR MMYYYY\*' column for each row.

This link designates the “specific units” method.

While this “specific units” screen is available, please do not use this link. Instead, use this current screen when entering payments and transactions.

This is the specific units screen.



**DO NOT USE THIS SCREEN TO POST PAYMENTS!!**  
**Please use prior screen to initiate all payments.**

To go back to the Available Units screen, click [here](#).

BANK

Page H

Transactions Reports

**Initiate Transaction**

Specify requested information and click Continue, or enter transactions from a list of available units.

Unit ID*	Payment Amount*	Transaction Type*	Trans# or WR MMYYYY*	Effective Date
<input type="text"/>	<input type="text"/>	<input type="button" value="– Select a value –"/> – Select a value – Work Report WH Adj Balance Adj Interest Oldest Open Receivable(s) – Select a value –	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="– Select a value –"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

This is an example of a payment for member contributions to be made to a specific Work Report:

Member Contributions							
POST DATE	TRANS TYPE	DUE DATE	TRANS #	DESCRIPTION	DUE AMT.	PAID AMT.	END BAL.
11-08-2013	WH Report	11-10-2013	1130476	Billing Rpt 2013-10	\$2,090.30	\$ 0.00	
				<i>Trans Balance</i>			\$2,090.30
12-06-2013	WH Report	12-10-2013	1142017	Billing Rpt 2013-11	\$40,819.50		
12-09-2013	Credit In		1142968	Payment Ref# - 1142968 (Auto)		(\$38,793.44)	
				<i>Trans Balance</i>			\$2,026.06

From the transaction information on the monthly statement, identify the transaction to be paid.

First, enter the payment amount under the Employee Contributions.

Then, select the transaction type and enter WR MMYYYY.

Lastly, enter the Effective Date you would like to use for the payment to be processed.

**Initiate Transaction**  
Specify requested information and click Continue, or enter transactions for specific units.

Unit ID	Unit Name	Payment Amount*	Transaction Type*	Trans# or WR MMYYYY*	Effective Date
0000016101	0016 Employee Contributions	2090.30	Work Report	102013	01/08/2014
0000016102	0016 Member POS		-- Select a value --		
0000016103	0016 Employer Contributions		-- Select a value --		

\* Indicates required field

This is an example of a payment for employer contributions to be made to a specific Work History Adjustment:

Employer Contributions							
POST DATE	TRANS TYPE	DUE DATE	TRANS #	DESCRIPTION	DUE AMT.	PAID AMT.	END BAL.
12-02-2013	Credit Out		1123196	Lump POS: SSN [REDACTED] POS [REDACTED]	\$617.69		
12-02-2013	Credit Out		1124458	Lump POS: SSN [REDACTED] POS [REDACTED]	\$2,220.97		
12-02-2013	Credit Out		1108412	Lump POS: SSN [REDACTED] POS [REDACTED]	\$50.57		
				<i>Trans Balance</i>			\$0.00
12-05-2013	WH Adj.	09-23-2013	1141030	Principal Inc FY 2013	\$1,297.80		
				<i>Trans Balance</i>			\$1,297.80

From the transaction information on the monthly statement, identify the transaction to be paid.

First, enter the payment amount under the Employer Contributions.

Then, select the transaction type and enter the Trans #.

Lastly, enter the Effective Date you would like to use for the payment to be processed.

**Initiate Transaction**  
Specify requested information and click Continue, or enter transactions for specific units.

Unit ID	Unit Name	Payment Amount*	Transaction Type*	Trans# or WR MMYYYY*	Effective Date
0000016101	0016 Employee Contributions	<input type="text"/>	<input type="button" value="– Select a value –"/>	<input type="text"/>	<input type="text"/>
0000016102	0016 Member POS	<input type="text"/>	<input type="button" value="– Select a value –"/>	<input type="text"/>	<input type="text"/>
0000016103	0016 Employer Contributions	<input type="text" value="1297.80"/>	<input type="button" value="WH Adj"/>	<input type="text" value="1141030"/>	<input type="text" value="1-31-2013"/>

\* Indicates required field

After entering all of the required information into the system, click on the “Continue” button.

**Initiate Transaction**  
Specify requested information and click Continue, or enter transactions for specific units.

Unit ID	Unit Name	Payment Amount*	Transaction Type*	Trans# or WR MMYYYY*	Effective Date
0000016101	0016 Employee Contributions	<input type="text"/>	<input type="text"/> -- Select a value --	<input type="text"/>	<input type="text"/>
0000016102	0016 Member POS	<input type="text"/>	<input type="text"/> -- Select a value --	<input type="text"/>	<input type="text"/>
0000016103	0016 Employer Contributions	1297.80	<input type="text"/> WH Adj	<input type="text"/> 1141030	<input type="text"/> 1-31-2013

\* Indicates required field

**Continue**

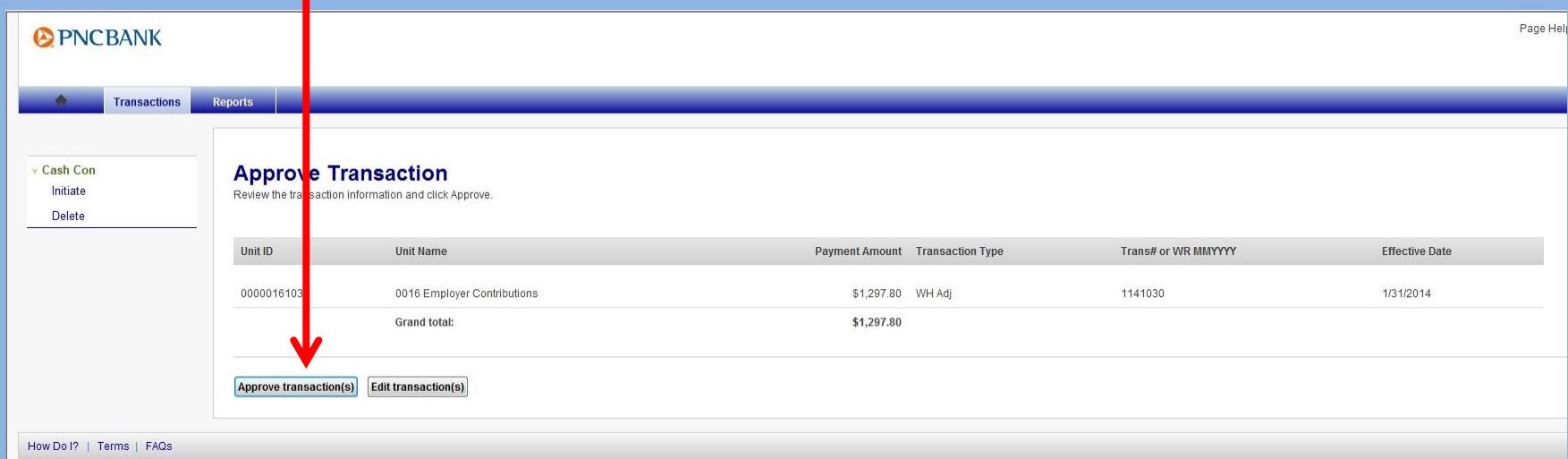


#### Notes:

- A “Trans #” of “0” (zero, not the letter “O”) will result in the credit of the oldest open receivable within the Transaction Type selected.
- If “Oldest Open Receivable” is selected as the Transaction Type, you **must** enter “0” as the “Trans #”. This will pay the Oldest Open Receivable within the fund/unit.
- A blank Effective Date will result in the payment transacting on the next business date.
- If you enter anything but a number into the “Trans# or WR MMYYYY” field, your session will automatically terminate and you will need to log in again.

The next screen will allow you to complete the transaction, review, or edit, if necessary.

Click on “Approve transaction(s)” to finish.



PNC BANK

Transactions Reports

Cash Con  
Initiate  
Delete

### Approve Transaction

Review the transaction information and click Approve.

Unit ID	Unit Name	Payment Amount	Transaction Type	Trans# or WR MMYYYY	Effective Date
0000016103	0016 Employer Contributions	\$1,297.80	WH Adj	1141030	1/31/2014
Grand total:		\$1,297.80			

Approve transaction(s) Edit transaction(s)

How Do I? | Terms | FAQs

Upon approval of the transaction, the next screen will confirm the successful completion of the entry and display a Confirmation Number:

Page

Reports

## Transaction Confirmation

Confirmed: The transaction information has been successfully saved.

All transactions are displayed in Central Time.

Confirmation Number	Unit ID	Unit Name	Payment Amount	Transaction Type	Trans# or WR MMYYYY	Effective Date	Entry Date/Time	Effective Date
27000001	0000016103	0016 Employer Contributions	\$1,297.80	WH Adj	1141030	1/31/2014	01/27/2014 10:25 AM	01/31/2014
		Grand total:		\$1,297.80				

This is an example of a payment made to the oldest Member Contributions receivables:

Member Contributions								
POST DATE	TRANS TYPE	DUE DATE	TRANS #	DESCRIPTION	DUE AMT.	PAID AMT.	END BAL.	
11-08-2013	WH Report	11-10-2013	1130476	Billing Rpt 2013-10	\$2,090.30			
12-09-2013	Credit In		1142968	Payment Ref# - 1142968 (Auto)		(\$2,090.30)		
				<i>Trans Balance</i>			\$0.00	
12-06-2013	WH Report	12-10-2013	1142017	Billing Rpt 2013-11	\$40,819.50			
12-09-2013	Credit In		1142968	Payment Ref# - 1142968 (Auto)		(\$38,793.44)		
				<i>Trans Balance</i>			\$2,026.06	
12-09-2013	Payment		1142968	Dep. Date 12/09/2013				
12-09-2013	Credit Out		1142017	Billing Rpt 2013-11	\$38,793.44			
12-09-2013	Credit Out		1130476	Billing Rpt 2013-10	\$2,090.30			
				<i>Trans Balance</i>			\$0.00	
				<i>Total:</i>	<u>\$83,793.54</u>	<u>(\$81,767.48)</u>	<u>\$2,026.06</u>	

Enter the amount of the payment for Employee Contributions.

Select the transaction type of “Oldest Open Receivable(s)”.

Enter 0 (Zero) in the Trans # or WR MMYYYY.

The Effective Date can be left blank, or a date can be entered here.

Reports

Initiate Transaction

Specify requested information and click Continue, or enter transactions for specific units.

Unit ID	Unit Name	Payment Amount*	Transaction Type*	Trans# or WR MMYYYY*	Effective Date
0000016101	0016 Employee Contributions	2026.06	Oldest Open Receivable(s)	0	
0000016102	0016 Member POS		-- Select a value --		
0000016103	0016 Employer Contributions		-- Select a value --		

Proceed as in the prior screens with the approval and confirmation screens.

## Cash Concentration – Employer POS Payments

Click “Transactions”



The system defaults to the Initiate Transaction screen

A screenshot of the 'Initiate Transaction' screen. The title 'Initiate Transaction' is at the top in blue. Below it, a sub-instruction says 'Specify requested information and click Continue, or enter transactions for specific units.' The background is white.

- On the **104 Employer POS** Fund line, enter the “**Payment Amount**” from your Employer Statement of Account, your Employer SOAD document, or your PSERS ESS (Employer Self Service) site.
- **Transaction Type:** Select “**Employer Lump POS**” from the dropdown for Employer POS.
- **Trans# or WR MMYYYY:** This field is for PSERS Transactions numbers found on your Statement of Account or on your PSERS ESS (Employer Self Service) site. Use the Transaction Number of the Employer Lump POS transaction you are paying. This will pay that specific transaction.

## **To pay multiple Employer Lump POS transactions with one payment**

Choose **Employer Lump POS** as the **Transaction Type** and enter **0** (zero) for the **Transaction Number**. The 0 tells the system to apply the payment to only Employer Lump POS transactions beginning with the oldest.

- Enter a date in the **Effective Date** box for the day you want the funds taken from your bank account. The earliest date is the next business day. A blank Effective Date will result in the payment transacting on the next business date.
- After the above information is entered, click on the “**Approve transaction(s)**” button to finish.
- Upon approval of the transaction, the next screen will confirm the successful completion of the entry and display a Confirmation number to keep for your records.

We recommend double-checking your transaction to ensure your payment was completed accurately.

However, if you find that you have completed an incorrect transaction prior to the payment effective date, you can delete the transaction and re-enter it.

From the Transactions screen, click on “Delete”.



Next, you will search for the transaction you wish to delete.

Select “All” and  
select the  
proper date(s).

Click on “Search.”

**Delete Transaction Search**  
Specify criteria and click Search.

**Reporting units**

All  
 One unit: -- Select a unit --  
 Units belonging to: -- Select a unit --

**Entry date range**

Today  
 Yesterday  
 Previous business day  
 Current week  
 Previous week  
 Current month  
 Previous month  
 Last 2 days  
 Between specific dates  
From: \_\_\_\_\_   
To: \_\_\_\_\_

**Search**

Select the transaction you wish to delete,

**Delete Transaction**

Select transactions to be deleted and click Continue. To view transaction details, click the confirmation number.

Transactions as of: 01/29/2014 at 10:49:08 AM CT

Unit ID: All - Entry date range: 01/29/2014 - 01/29/2014  
All transaction times are displayed in Central Time.

Transaction information								<a href="#">Select all</a> • <a href="#">Deselect all</a>
Delete	Confirmation Number	Unit ID	Unit Name	Transaction Total	Effective Date	Entry Date/Time	Status	
<input type="checkbox"/>	29000001	0000016102	0016 Member POS	\$8,645.11	01/30/2014	01/29/2014 10:25:00 AM	Pending	
<input type="checkbox"/>	29000002	0000016103	0016 Employer Contributions	\$7,789.12	01/30/2014	01/29/2014 10:33:20 AM	Pending	
<input type="checkbox"/>	29000003	0000016101	0016 Employee Contributions	\$7,789.56	01/30/2014	01/29/2014 10:37:06 AM	Pending	
<input type="checkbox"/>	29000004	0000016102	0016 Member POS	\$1,125.00	01/30/2014	01/29/2014 10:37:06 AM	Pending	
<input type="checkbox"/>	29000005	0000016103	0016 Employer Contributions	\$67,891.03	01/30/2014	01/29/2014 10:37:08 AM	Pending	
<input type="checkbox"/>	29000006	0000016101	0016 Employee Contributions	\$456.72	01/30/2014	01/29/2014 10:43:37 AM	Pending	

**Continue**

and click "Continue."

You will then be asked to approve the deletion of the transaction.

Click on Delete transaction(s)

## Delete Transaction Approval

Review transaction information and click Delete. To view transaction details, click the confirmation number.

Transactions as of: 01/29/2014 at 10:50:16 AM CT

Unit ID: All · Entry date range: 01/29/2014 - 01/29/2014

All transaction times are displayed in Central Time.

### Transaction information

Confirmation Number	Unit ID	Unit Name	Transaction Total	Effective Date	Entry Date/Time	Status
29000003	0000016101	0016 Employee Contributions	\$7,789.56	01/30/2014	01/29/2014 10:37:06 AM	Pending

Delete transaction(s)

Don't delete

The next screen will confirm the successful deletion of the entry and display a Confirmation Number :

## Delete Transaction Confirmation

**Confirmed:** The transaction(s) have been successfully deleted.

Unit ID: All - Entry date range: 01/29/2014 - 01/29/2014

All transaction times are displayed in Central Time.

### Transaction information

Confirmation Number	Unit ID	Unit Name	Transaction Total	Effective Date	Entry Date/Time	Status
29000003	0000016101	0016 Employee Contributions	\$7,789.56	01/30/2014	01/29/2014 10:37:06 AM	Deleted



## **Letters for Payments Made Against Specific Transactions**

When PSERS applies the payment to your account, a letter will be generated if PSERS is unable to post a payment solely in the manner requested. No more than one letter per payment will be generated. Letters could be generated for the following:

**Mismatch Payment** - The payment combination of ‘Transaction Type’ and/or ‘Trans# or WR MMYYYY’ did not match an existing transaction. The payment will be applied to open balances from past transactions for the same transaction type within the same fund.

**Excess Payment** - The payment submitted is at least \$100 greater than the amount due for the combination of ‘Transaction Type’ and/or ‘Trans# or WR MMYYYY’ identified. The excess amount will be applied to open balances from past transactions for the same transaction type within the same fund as per your payment instructions.



**Payment to a Hold or Disputed Transaction** - The payment could not be applied to the requested transaction because it is “On Hold” or “Disputed”. The payment will remain in your account as a credit balance until the transaction is released.

## Questions??

For questions about PNC's Cash Concentration system, contact  
PSERS' Employer Accounting section at [RA-PSERSEMPACCT@pa.gov](mailto:RA-PSERSEMPACCT@pa.gov).

Someone from the Employer Accounting section will assist you.