

APPENDIX E: BANKING GUIDELINES & PROCEDURES

Welcome to VEC-Online Bank!

The VEC Bank is an online banking system that enables users to make and receive payments of virtual money. As a member of PEN International's global network of online banks, VEC Bank users are able to make and receive payments to and from Virtual Enterprise participants from around the world.

Getting Started:

Every VE firm must open and maintain a VEC Bank checking account in order to engage in commerce. "Employees" must maintain a VEC Bank account in order to receive salary and to be able to pay for virtual purchases they make during their participation in the VE program.

This guide will provide you with the following:

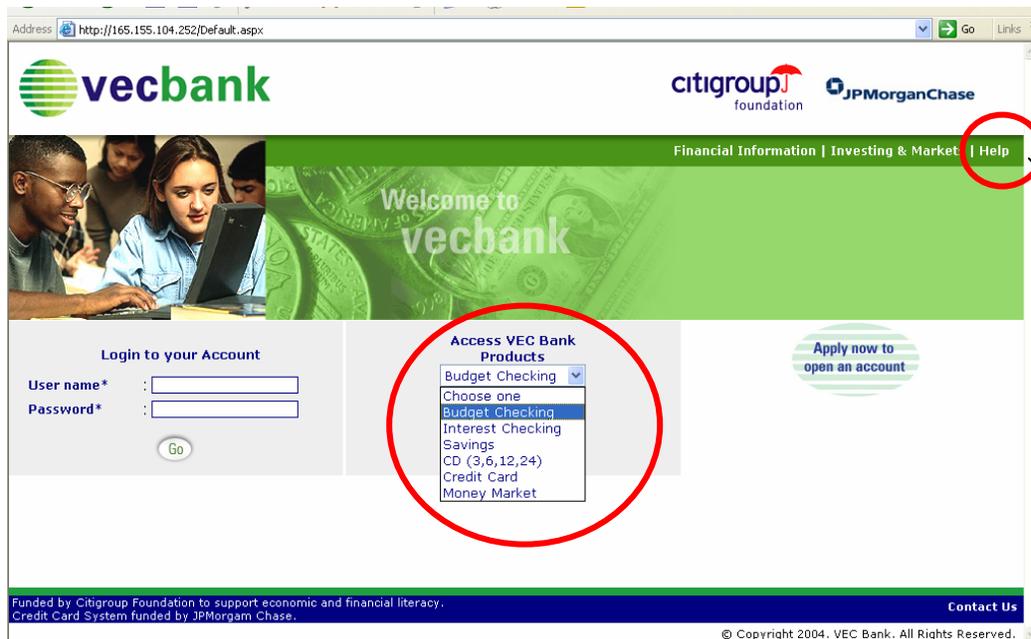
- Information on the types of banking accounts you can open.
- Procedures for Opening an Employee Checking Account.
- Procedures for Using Your Checking Account
- Procedures for Using Other Types of Accounts

Types of Banking Accounts

Before you can open an account, you must become familiar with the types of accounts that are available from the bank. Everyone **MUST** have a checking account; they **MAY** have other types of accounts (Savings, CDs, Money Market, Credit Card).

To become familiar with each type of account, go to the home page of the VEC Bank as follows:

1. Enter www.veinternational.org.
2. Click on Marketplace
3. Select Online Banking. The screen shown below will display.



4. Click on Access VEC Bank Products list

5. Select a product and read the information about it.

If while reading through the account information, you come across terms you are not familiar with, you can review the definitions by doing the following:

- Click the "Help" button on the screen above; then select "Financial Glossary."

PROCEDURES FOR OPENING AN EMPLOYEE CHECKING ACCOUNT

NOTE TO COORDINATORS:

The coordinator must open the firm account for your business. Instructions for doing so are provided in a separate document, which is available from the VEC or your central or regional office.

It is recommended that you assign a "Bank Manager" to the firm, who might be responsible for keeping a record of employee bank account numbers and passwords as well as generating "key codes" for opening employee accounts as described below.

To Generate Key Codes

A "key code," or application code, is a unique set of numbers which is generated by the banking software. In order for an employee to open an account, he/she must be provided with this set of codes. It is recommended that either the Bank Manager or the VE Instructor generate the "key codes" for each employee in the firm.

The steps for generating key codes are noted below:

1. Start your Internet Browser.
2. Enter the Virtual Enterprise URL into the address line: www.veinternational.org
 - a. Click on "E-Business Marketplace."
 - b. Click on "Online Banking."
3. Enter your user ID (VE Registration Number (Reg. No.)) in the appropriate box.
4. Enter your **manager's password** to sign in as manager.
5. Click the "Sign On" button.
6. Click the "Services" menu.
7. Click the "Generate Application Codes" link.
Note: This option is only available if you signed on with the manager's password.
8. Enter the number of employees for whom you desire codes, then click the "Generate" button.
Note: This action will generate two application codes each for the number of employees you indicated.
9. Use the "Print" button on the Web browser to print the list of key codes.
Note: These codes will be lost if you do not print them.
10. Give each employee the Registration Number (Reg. No.) and one pair of key codes.

A VE employee may open only one checking account; to do so, you, the employee, will need your **firm's** user name (registration number) and a pair of application codes, provided to you by your firm's Bank Manager or VE instructor.

To Open An Employee Checking Account

1. Enter www.veinternational.org.
2. Click on Marketplace.
3. Select Online Banking. The VEC Bank screen will display.
4. Select *Click here to Log into Your VEC bank Account*.
5. Click the *Apply now to open an account* button. You will then see the screen shown below:

6. Provide the requested information in sections 1-3. *Note: Carefully choose your type of account in Section 3. Once you make the choice, you cannot change it. Be sure to be familiar with the terms and conditions of each type of account and choose the type that best suits you.*
7. Click the *Submit Application* button to complete the application process. *Note: You will see a screen that contains your username, password and account number. Print this screen; retain one copy and provide a copy to your firm's Bank Manager or your VE instructor.*

PROCEDURES FOR USING YOUR CHECKING ACCOUNT

From your checking account, you can make payments to individuals or vendors anywhere in the world, providing they have a bank account number with a bank that is a member of the international network of practice firms. Every firm in the world that is part of this program is affiliated with a central office bank. These banks are listed in the banking software. You must identify a bank to which an individual or vendor belongs when you are making a payment.

Making Payments

Note: This procedure is used to pay all invoices (firm and personal) and payroll.

1. Log on to the bank.
2. Open your account.
3. Click the *Make a Payment* link from the navigation pane. The screen below will display.

The screenshot shows the VEC Bank website's 'Make a Payment' page. The page has a green header with the VEC Bank logo on the left and Citigroup Foundation and JPMorgan Chase logos on the right. A navigation menu on the left includes links for Home, Secure Login, Bank Accounts, Credit Card, Payments and Transfer (with 'Make a Payment' highlighted), Manage Payee, and Point Of Sale. The main content area is titled 'Make a Payment' and contains a form with the following fields and options:

- From Account ***: A dropdown menu showing 'Budget Checking - 100002139'.
- To Payee ***: A text input field, a 'Select VEC Payee' button, and a 'Select My Payee' button.
- Amount ***: A text input field, a 'Currency' dropdown menu set to 'USD', and a 'Select' button.
- Memo**: A text input field.
- Date***: A date input field showing '8/9/2006' and a 'Select' button.
- Frequency Options***: A dropdown menu set to 'One Time' and a radio button labeled 'Stop After' followed by an empty checkbox and the word 'payments'.

At the bottom of the form are 'Save' and 'Cancel' buttons. A note in the top right corner of the form area states '* Indicates required fields.'

To Pay a VEC Bank Firm: *(Note: If paying a Non-VEC Bank firm, skip to the next section- To Pay a Non-VEC Bank Firm).*

4. Make the following selections from the screen above:
 - a. Click the *From Account* drop-down box, and select the account from which you would like to make the payment.
 - b. Click the *Select VEC Payee* button. All VEC Bank customers appear (you will need to scroll to see those that do not display or you can use the *Select All Where* drop down to search for a firm or employee). Note: You can also limit the database you are searching to display only firms or employees by selecting the *Show Only* drop down and choosing *Firms* or *Employees*.

c. Click on the radio button to select the firm to be paid.

Click here to filter database by firm only or student only

Click to search by Account Number or Name

Click to select Payee

Click after you have selected the payee

Name	Acct .No.	.No.	School
VEC	100000000		NYC Central Office
VEC Lending	100002224		NYC Central Office
VEC Sales Tax	100002330		NYC Central Office
VEC Trade Fair Account	100002223		NYC Central Office
VEC Utilities	100002322		NYC Central Office

d. Click *Go* to proceed to the next screen.

Enter the amount to be paid

Select the currency type

Describe the transaction

Select the date to execute payment. Skip this step if payment is to be immediate.

Choose the number/frequency of payments and how many payments to make. Skip this step if this is a one-time payment

Click “Save” to process payment.

e. In the *Amount* field enter the amount to pay. Enter numbers separated by a decimal point (no \$ sign or commas should be used). Then select the type of currency from the “Currency” drop-down list.

f. In the *Memo* field, enter a description of the payment.

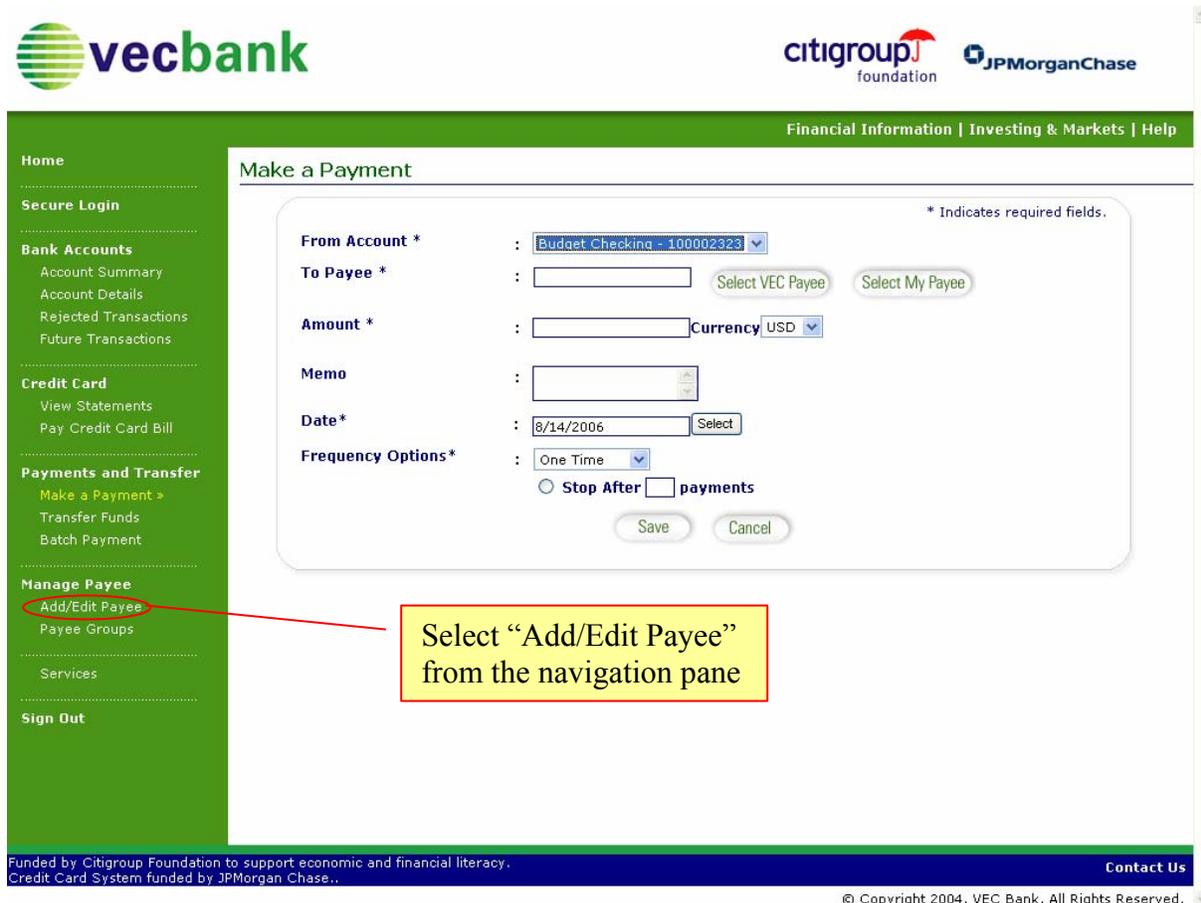
g. In the *Date* field, enter a payment date if other than the date displayed.

- h. From *Frequency Options* choose "One Time" for a single payment or any other option desired for this transaction.
Note: Multiple payments can be scheduled for Bi-weekly, Monthly, Monthly, Bi-monthly, Quarterly or Semi-annual, as well. If multiple payments are to be scheduled, select the bullet for "Stop After" and enter the number of payments to be made in the dialog box to the right. If this step is not performed, payments will continue indefinitely!
- i. Click *Save* to process the transaction, or "Cancel" to nullify the operation.
Note: FUNDS ARE NOT TRANSFERRED UNTIL 24-48 HOURS AFTER SUBMITTING TRANSACTION. However, you may review, edit, or delete your transaction by clicking on "Pending Transactions" before the 24-48 hour period has expired (see below).
- j. Click *Home* on the navigation pane.

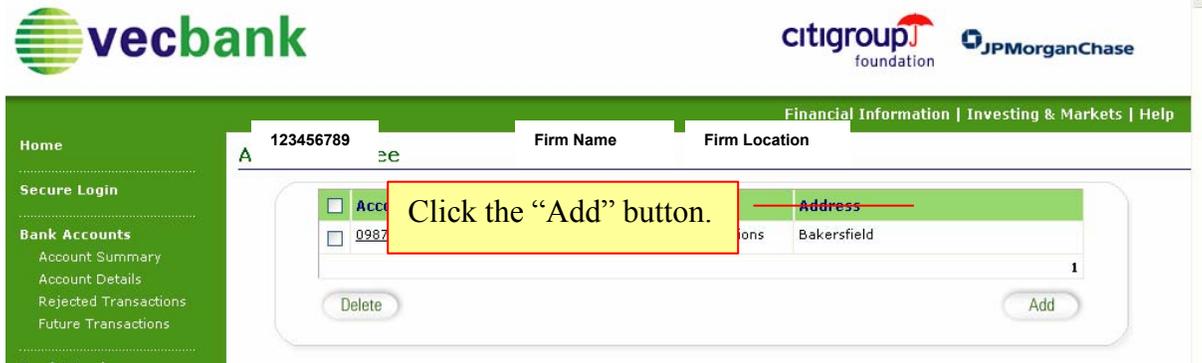
To Pay a Non-VEC Bank Firm:

To make a payment to a non-VEC Payee, you must add the payee to your payee database if you have not already done so.

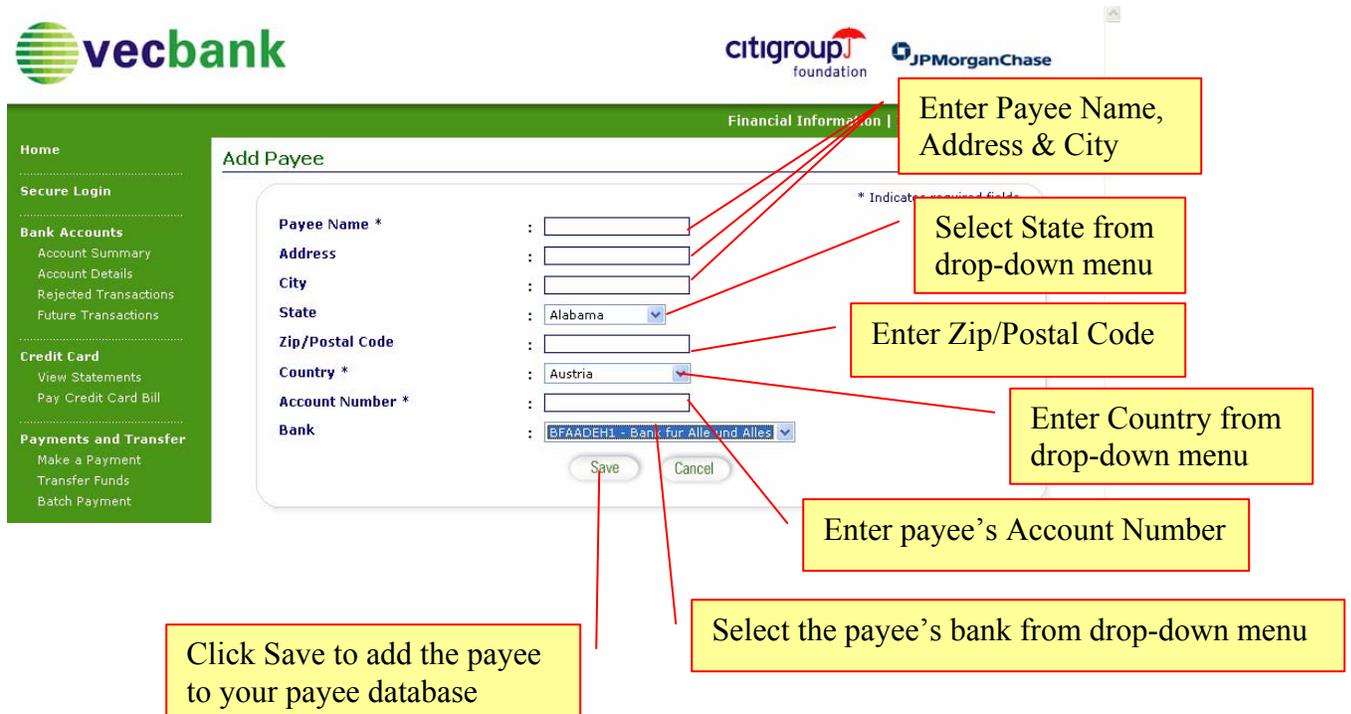
- 1. Log on to the bank.
- 2. Open your account.
- 3. Click the *Make a Payment* link from the navigation pane. The screen below will display.
 - a. Select "Add/Edit Payee" from the navigation pane.



The screen below will display. If you have added firms previously, they will be listed. Click the check box to pay a listed payee, or click the *Add* button to display the *Add Payee* screen that follows.



- Enter the *Payee Name* in the first box, the *Address* in the second, and the *City* in the third box.
- Using the drop-down list, select the *State* for the payee.
- Enter the payee's *Zip/Postal Code* in the appropriate text box.
- Using the drop-down list, select the *Country* for the payee's *Country*.
- Enter the payee's account number in the appropriate text box.
- Using the *Bank* drop-down list, select the bank where the payee's firm resides.
Note: This step must be accurate, or the transaction will not be completed when payment is attempted.
- Click *Save* to save the payee to your payee database.
- Click *Make a Payment* on the navigation pane. Proceed with entering payment information using the same method used as outlined in step 4e of the section *To Pay a VEC Bank Firm*.



Making Payments to Foreign Firms

Note: The process for making foreign payments is the same as for domestic payments, but the payment may be made in either U.S. Dollars (USD) or the currency of the payee. It is necessary to understand the result of each method of payment.

- To pay a foreign firm using **their** currency, follow the procedure outlined in step 3a of the section titled *To Pay a Non-VEC Bank Firm*. Be sure to select the currency type from the *Currency* drop-down menu. The foreign exchange calculation will be performed according to the rates in the *Forex table*. (The *Forex table* shows the foreign exchange rates in effect for VEC Bank customers. The VEC Bank *Forex table* will be updated monthly; in reality foreign exchange rates change minute by minute. The VEC Bank exchange rates can be accessed from the *Services* link on the main menu.) Your account will decrease by the U.S. Dollar equivalent of the amount of the foreign currency you will enter in the Amount dialog box as explained in step 4e in the section *To Pay a VEC Bank Firm*.
- To pay a foreign firm using U.S. Dollars:
 - a. If the invoice is denominated in U.S. Dollars: pay the amount specified in U.S. Dollars.
 - b. If the invoice is denominated in a foreign currency: refer to the VEC Bank *Forex table* or a currency conversion utility from the Internet and use the conversion rate provided to calculate the U.S. Dollar equivalent of the foreign currency amount requested. The vendor's bank will receive the payment in U.S. Dollars.

Canceling Payments

Note: This procedure is used to cancel a pending payment, and MUST be performed within 24 hours of initiating a transaction. You may also cancel a series of payments that may have been scheduled improperly. The transaction may then be rescheduled.

1. Log on to the bank site.
2. Open your account.
3. Click on *Future Transactions*.
4. Select the box to the left of the transaction you desire to cancel.
5. Click on the *Delete* button to delete the transaction.

Procedures for Using Other Types of Accounts

Creating a Credit Card Account

1. Log on to your VEC Bank account.

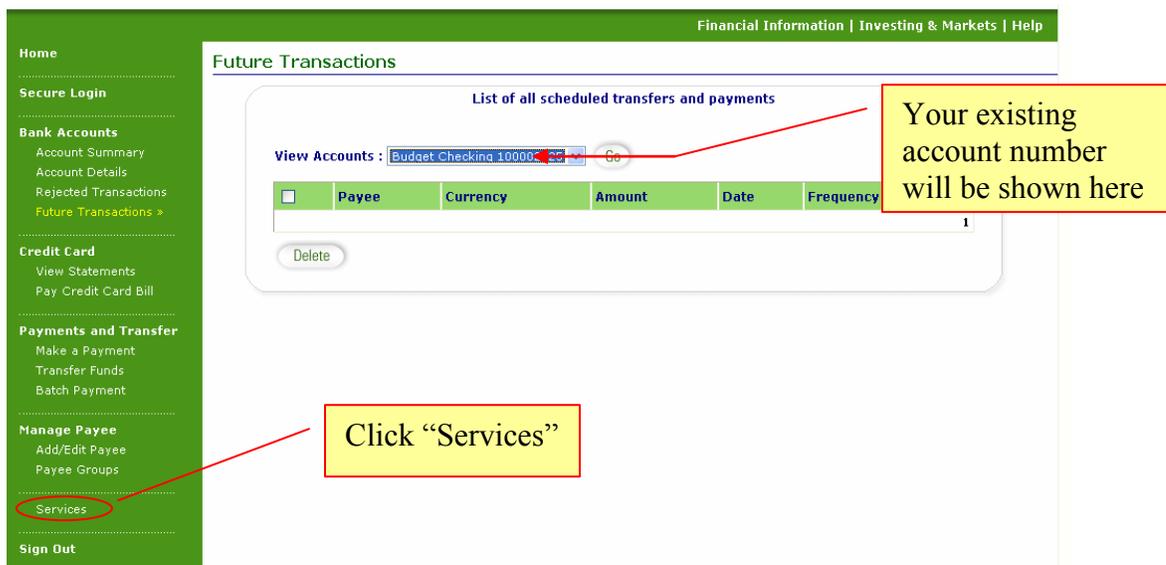
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"You have to have your heart in the business and the business in your heart."

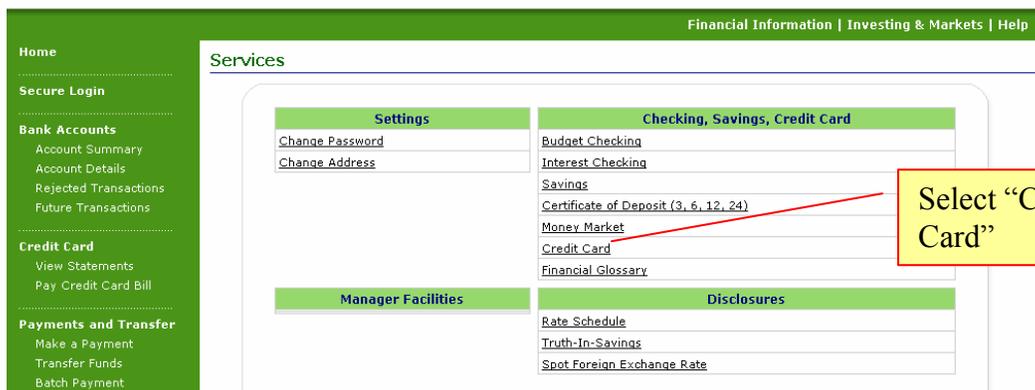
— Thomas J. Watson



2. Click on the *Services* link from the navigation pane.



3. Click the link for *Credit Card*.



4. Click *Apply Online for Credit Card*.

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— Thomas J. Watson

Home

Secure Login

Bank Accounts

- Account Summary
- Account Details
- Rejected Transactions
- Future Transactions

Credit Card

- View Statements
- Pay Credit Card Bill

Payments and Transfer

- Make a Payment
- Transfer Funds
- Batch Payment

Manage Payee

- Add/Edit Payee
- Payee Groups

JP Morgan Chase Bank - VEC Card

Credit Limit - \$5000.

View up-to-date Current, Last and Previous Statement for last 12 months online.

No additional Fees.

Payment Cycle - 15 days.

Interest Rate 18%.

Penalties Associated with non-Payments - \$30.

Trade Show Module (Standard Payment by Student and Firm charging on behalf of Student).

Password Protected.

[Apply online for Credit Card.](#)

Online application for VEC Bank Credit Card JP Morgan Chase Bank - VEC Card

Use this form to apply for opening a JP Morgan Chase Bank - VEC Card. Average burden: 5 minutes. Prior to opening an account, please refer to the [Truth-In-Savings disclosure](#).

5. Click *Submit Application*

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Credit Card

1 Account Type

Please refer [here](#) for features of our offered Credit Card (be sure to use the "back" button of your browser to come back here, so you do not lose your form information).

2 Submit application

By opening the specified Account you agree to be bound by the terms of this Agreement whether you are acting in your individual capacity, in a fiduciary capacity, or in your capacity as an officer, agent, or representative of any business entity or association with regard to any such Account. You also acknowledge receipt of and agree to be bound by our Truth-In-Savings Rate Schedule and Fee Schedule as amended from time to time and to conform to our rules, regulations, by-laws, and policies now in effect and as amended or adopted hereafter.

6. Make note of the credit card account number and password in the next screen. You will need them when you want to use your credit card for a point-of-sale purchase.

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Approval of online application for VEC Bank Account

Congratulations! Your online application for a VEC Bank Account has been approved.

Credit Card Number : 10000 [REDACTED] CreditCardPassword : [REDACTED]

Using Your Credit Card to Pay Another Firm for a Purchase

Note: This procedure is the same as that used to pay from your checking account, but you will select your credit card account from the drop-down menu.

1. Click on *Make a Payment* from the navigation pane.
2. Select the credit card account #.
3. Click on *Select VEC Payee* and select the appropriate firm from the drop-down menu.
4. Specify the amount that you want to pay.
5. Enter an appropriate memo and specify frequency as *One Time*.
6. Select the current date as the payment date.
7. Select *Save*.

Note: The transaction will be posted to the Pending Transactions and will be processed within 24 hours.