



Automated Cash Concentration (Sweep)

Use the Sweep feature to move funds at scheduled intervals from one or more accounts at other financial institutions to a single concentration account at Chevy Chase Bank.

To setup the Sweep feature, you define a Sweep Instruction. First, you define a sweep name, frequency, and concentration account. Then you set up individual transactions by selecting a disbursement account and a condition that applies to the transaction.

Depending on your setup you can also:

- Approve Sweep Instructions
- Delete a Sweep Instruction
- Override a sweep transaction amount
- Manually release a sweep

Sweep Terms and Features

The definitions below describe features and terms for Sweep Transactions.

Sweep Instructions

Define the rules, concentration and disbursement accounts, effective date, and frequency for each sweep you make.

Frequency

You specify a transaction frequency to each sweep to set the exact day, day of the week, or monthly interval when the sweep instruction is executed.

Sweep Transactions

Sweep Transactions are created when the system generates the sweep instructions that have met frequency conditions.

Disbursement Accounts

Accounts from which funds are transferred.

Concentration Accounts

The destination account for funds that are moved from the disbursement account.

Effective Date

The settlement date for transactions. This is the date when funds are transferred between bank accounts within the Automated Clearing House.

Holiday Table

Cash Concentration transactions are not processed on bank holidays. The Holiday Table provides a list of holiday dates when Chevy Chase Bank does not process transactions. Though you can create and release transactions on these dates, you cannot assign effective dates for dates listed in the Holiday Table available on the Setup screen.



1 Add a Sweep Instruction

Step Action

- 1 Click **Sweep**. The Sweep List appears.
- 2 Click **Add** on the Sweep List screen to open the Sweep Instruction screen.
- 3 Select the **Company** from the drop-down list.
- 4 Enter a **Sweep Name** (example: “Weekly Sweeps”).
- 5 Enter a **Comment** that describes the sweep.
- 6 Select the **Auto-Release Transactions** check box if you want sweep transactions generated from this instruction to be automatically released to Chevy Chase Bank for processing.
- 7 Click the **Frequency** hyperlink to open the Frequency screen. Select the frequency settings for the Sweep Instruction.
 - Select **None** if there will be no particular frequency for this sweep instruction.
 - Select **Daily** if the sweep is to occur every business day.
 - Select **Weekly**, then enter the weekly interval in the Every (..) Week(s) text box and then the day or days of the week.
 - Select **Monthly**, enter the monthly interval in the Every (..) Month(s) text box, select one or more days, or select *Last Day of the Month*.

Note: The days or dates you select will be the effective dates for the transactions. When setting a new frequency, the effective date of the first transaction is the first day that matches the day or date selection. For example, assume that on Monday, March 6 you set a sweep instruction frequency of every two weeks on Wednesday and Friday. The first transaction to occur will have an effective date of Wednesday, March 8.

- 8 Click **Save** to return to the Sweep Instruction screen.
- 9 Select the concentration account receiving the funds from the **Sweep to Account** drop-down list.

- 10 For each sweep transaction, select the **Bank** and **From Account** sending the funds.
- 11 Select the **Condition** that applies to each sweep transaction:
 - Select “**Amount of**” to enter an exact amount of a sweep.
 - Select “**Balance in Excess of**” to sweep funds in excess of the entered amount.
 - Select “**Percentage of Balance**” to generate transactions with a specified percentage of the calculated closing available balance.
- 12 Under **Amount/Percentage** enter the amount of each sweep transaction based on the conditions set. If “Percentage of Balance” was selected as the condition this amount will be a percentage. The system will automatically add a % sign to the field.

2 Approve a Sweep

Sweep Instructions, showing an “Approval Pending” status on the Sweep List screen, require approval by an authorized user.

Step Action

- 1 From the Sweep List screen, select the check box next to an Instruction with a “Pending Approval” status and click **Instruction**. The Sweep Instruction screen appears.
- 2 On the Sweep Instruction screen, click **Approve**.



3 Override a Sweep Transaction Amount

You can override a sweep transaction amount with an "Entered" status. After overriding a sweep amount, you must release the sweep.

Step Action

- 1 From the Sweep List Screen, click the **Amount** hyperlink of a sweep with an "Entered" status. The Sweep Amount Override screen appears.
- 2 Enter a new Sweep Amount and click **Save**. The Sweep Instruction screen appears.
- 3 Open the Sweep List screen and select the check box next to the sweep transaction you overrode. Click **Sweep** to release the sweep.

4 Release a Sweep

You may release a sweep transaction if it has an "Entered" status. Transaction can have an "Entered" status if the instruction does not include the Auto Release Transactions option or if you have overridden the sweep transaction amount.

Step Action

- 1 From the Sweep List screen, click the check box of a transaction with an "Entered" status.
- 2 Click **Sweep**.

5 Unrelease Sweep Transactions

Unreleasing a sweep transaction prevents a sweep transaction with a "Released" status from being processed and returns it to an "Entered" status.

Step Action

- 1 From the Sweep List screen, select the check box next to a sweep transaction with a "Released" status.
- 2 Click **Unrelease**.

6 Delete a Sweep Instruction

Step Action

- 1 From the Sweep List screen, select the check box next to an Instruction with an "Entered" status.
- 2 Click **Delete**.

7 View a Sweep History Report

Step Action

- 1 Click **Sweep** on the Service Menu.
- 2 On the Sweep List screen, click **History**.
- 3 Enter a date range and click Display.