

Cross References

Add

With the member displayed, select one of the following:

- Folders (below suffixes) > Add > Cross Reference.
- Select the Cross References folder > Add.

The system displays the Add Cross Reference window. The Add Cross Reference window is used to add a new cross reference to be used when processing electronic transactions. A cross reference is needed when the member's account number is different than the account number being used for electronic transactions such as ATM, Draft and Visa.

The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Add Cross Reference". The window contains the following fields:

- Suffix:** A dropdown menu currently displaying "00 Regular Shares (\$12,636.86)".
- ATM Account:** An empty text input field.
- Draft Account:** An empty text input field.
- Draft MICR:** An empty text input field.
- Visa Account 1:** An empty text input field.
- Visa Account 2:** An empty text input field.

An "Add" button is positioned at the bottom right of the window.

Suffix: Select the suffix from the drop down list to which the transactions are to be posted.

ATM Account: Enter the ATM account number that appears on the ATM card, if a cross reference is needed for the ATM transactions to post correctly.

Draft Account: Enter the account number portion of the Draft MICR number or from the Draft Balance Listing, if a cross reference is needed for the Draft transactions to post correctly.

Draft MICR: The system will automatically build the Draft MICR when paper drafts are posted. **(See next page.)** This may be used to post ACH transactions, especially those that are submitted with the Draft MICR rather than the account base, check digit and suffix. If an incorrect Draft MICR gets built by the system, it may be necessary to remove the Draft MICR cross reference from this window.

The Draft Account Setup window (under System Settings) has an option on the MICR Cross Reference tab which allows the system to automatically build MICR Cross References. The building of the MICR Cross Reference will happen at the time the draft suffix is opened in VIEW.

Creating the MICR Cross Reference at the time the draft account is open eliminates the need for building a cross reference manually if the member does not write any checks, or if checks clear through ACH before the first item clears as a Draft.

Visa Account 1: Enter the Visa account number that appears on the Visa card or Debit card, if a cross reference is needed for the Visa/Debit Card transactions to post correctly.

Visa Account 2: Enter the Visa account number that appears on the Visa card, if a cross reference is needed for the Visa transactions to post correctly. This field cannot be used for a Cross Reference for a Debit Card.

Select the Add button to add the cross reference to the system.

The Cross References icon now displays on the Member Summary window. Changes can be made to cross references on the system by selecting the specific cross reference. A box will display to enter the changes. (See Edit and Delete in this chapter for detailed information.)

Audit Cross Reference

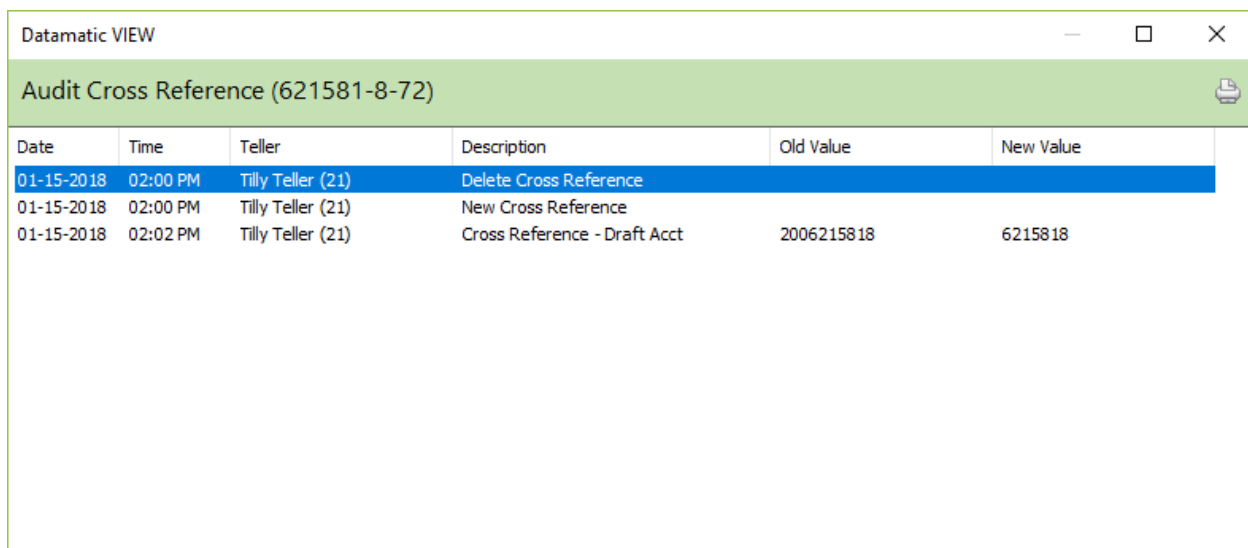
Make one of the following selections:

- [Main Ribbon or Member Ribbon > Inquiry > Audit > Cross Reference]
- Alt + I > Audit > Cross Reference

The Audit - Cross Reference option is used to view the changes done on a specific suffix with regards to account cross references.

Enter a valid account number then press enter or click on Go. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

The system displays.



Date	Time	Teller	Description	Old Value	New Value
01-15-2018	02:00 PM	Tilly Teller (21)	Delete Cross Reference		
01-15-2018	02:00 PM	Tilly Teller (21)	New Cross Reference		
01-15-2018	02:02 PM	Tilly Teller (21)	Cross Reference - Draft Acct	2006215818	6215818

The inquiry above indicates that a Draft cross reference was changed from 2006215818 to 6215818 on 1-15-2018.

Click on the printer icon in the upper right corner of the window, to print the information in the window. A window will display to make a printer selection. Select the print button, after making a printer selection.

The purging of file maintenance is done with year end processing. After the file maintenance is purged from the system, the information will no longer be displayed on the audit inquiry windows. **Examples:** On 12-31-13, file maintenance history before 1-1-13, which includes audit information, was purged from the system. On 12-31-12, file maintenance history before 1-1-12 was purged from the system.

Display

From the Member Summary window, select Cross References. This selection will only display, if a Cross Reference has been entered for this member.

Cross References						
↑ Up One Level + Add ✕ Remove						
DESCRIPTION	ATM ACCOUNT	DRAFT ACCOUNT	MICR ACCOUNT	VISA ACCOUNT 1	VISA ACCOUNT 2	DESCRIPTION
68 Heloc 6.9...	-	61226800	612268	-	-	
70 Draft Suffix	-	-	612270	-	-	
71 Draft Suffix	-	6122	612271	-	-	

The Cross References for this member is displayed.

This window can also be used to set up a new cross reference. Highlight the designated area and press enter or double click on the designated area to display the Add Cross Reference window.

Edit and Delete

To make changes to a cross reference, select the specific cross reference. The Edit Cross Reference box is displayed.

To delete a cross reference from an account, highlight the cross reference to be deleted and press the delete key. A confirmation box will be displayed. To proceed with deleting the cross reference, select yes. Otherwise, select no.

Edit Cross Reference

Datamatic VIEW

Edit Cross Reference

Account: 612-2-71

ATM Account:

Draft Account: 6122

Draft MICR: 612271

Visa Account 1:

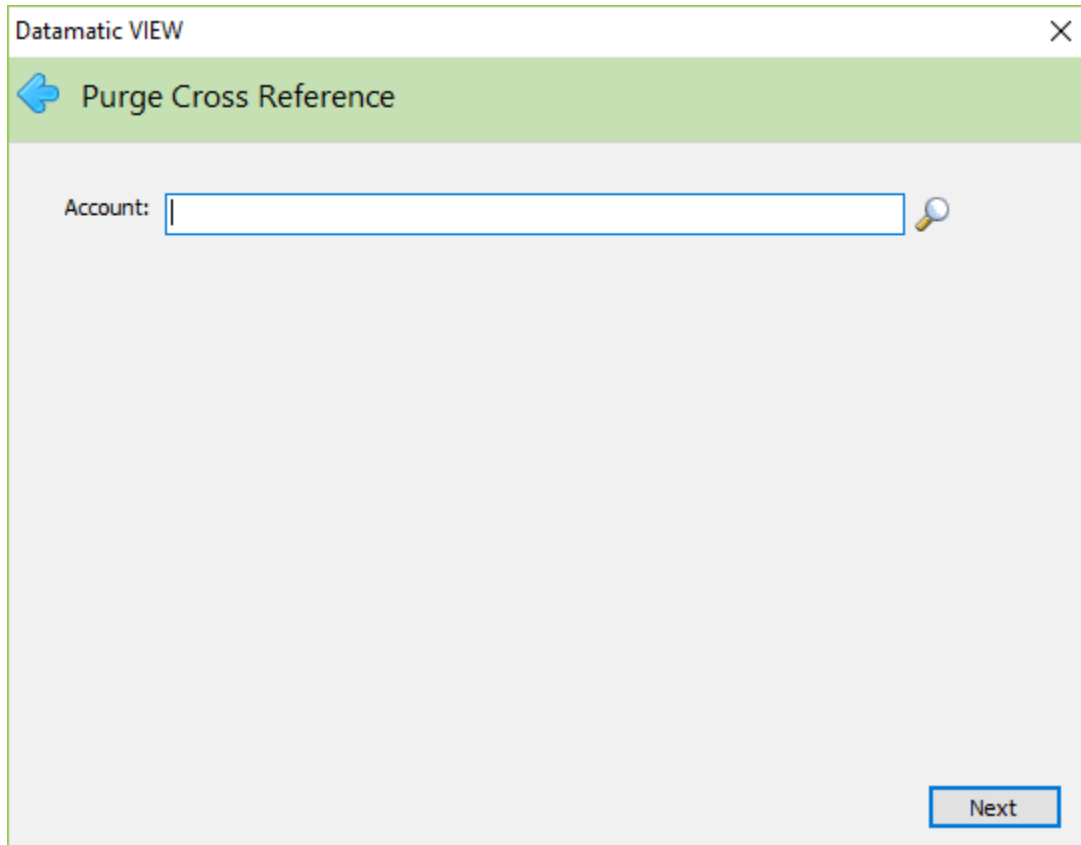
Visa Account 2:

Save

Select Save, after making any needed changes.

Purge Cross Reference

The Purge Cross Reference window is used to remove cross references that are no longer needed, as well as, to delete invalid cross references. Select [[Main Ribbon > Tools > Purge Cross Reference](#)].



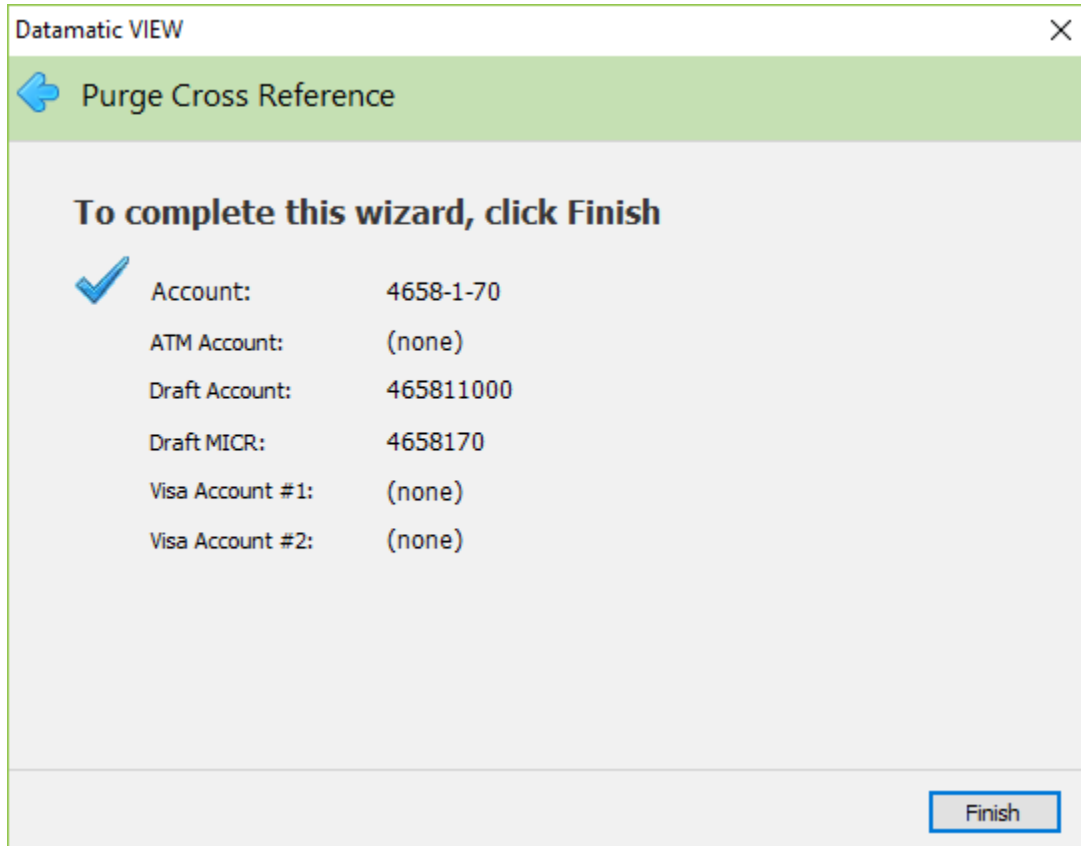
The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue left-pointing arrow icon and the text "Purge Cross Reference". The main area of the window is light gray and contains a label "Account:" followed by a text input field. To the right of the input field is a magnifying glass icon. In the bottom right corner of the window, there is a button labeled "Next".

Enter the Account Number to which the cross reference is pointing. In other words, enter the Account Number to which the system is posting or attempting to post the transaction.

If the account is not known, click on the magnifying glass to search for the account.

Continue to the next window.

The system displays.



The window displays the cross reference information that is about to be permanently removed. To proceed with the cross reference purge, select Finish. Otherwise, select the arrow in the upper left corner of the window to return to the previous window to enter another Account Number, or select Cancel not to complete the purge.

Select next to return to the last window, if changes were made. Select Finish to purge the cross reference(s) from the system.

Cross Reference References

Account Cross Reference – Refer to the Reports Manual

ACH Cross Reference – Refer to the Reports Manual

ACH/FRB Edit Report – Refer to the Operations Manual - ACH/FRB folder

Draft Account Setup – Refer to the System Settings Manual