



# Working with VIEW



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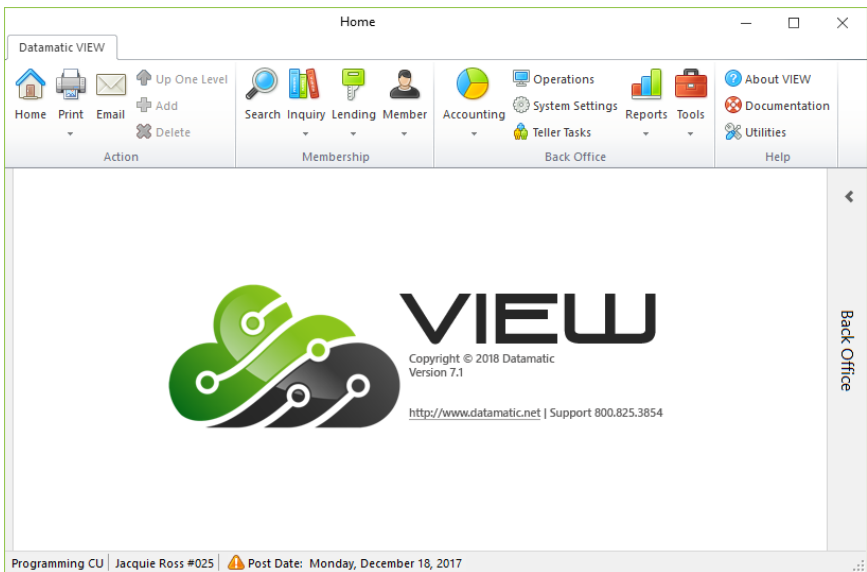
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## DATAMATIC VIEW

### Overview

The Datamatic View Screen has three sections:

- Top section with icons is called the Ribbon
- Middle section that contains content is called the Display
- Right Side panel called Back Office is transaction panel which is dependent on teller security
- Bottom section that contains the Credit Union Name, Teller Name and Number, and date is the Status Bar



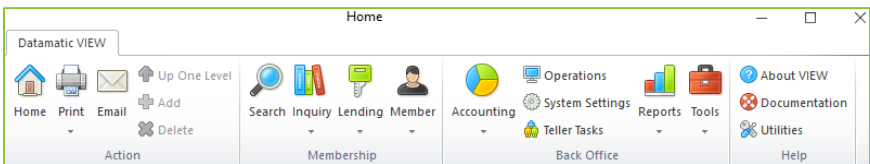
#### Note

Transaction Panel can be expanded to access the Back Office or collapsed as shown above.

## Ribbon

The Datamatic VIEW ribbon contains four ribbon groups:

- Action
- Membership
- Back Office
- Help



### User Tip


The following ribbon buttons are split menu buttons:

- Print
- Lending
- Accounting
- Reports




Split Menu Buttons have two parts. The top half of the button is clickable and the bottom half displays a drop-down menu. The first item in the drop-down menu is the same as the top half of the button.

## Action


### Home

| Button  | Comment                                     |
|---|---|
| <br>Home | Closes main window and displays home screen |


### Print

| Button  | Comment  |
|---|--|
| <br>Print<br>▼ | Split Menu Button (top) click will print the display section   |
| <br>Print<br>▼ | Split Menu Button (bottom) displays Print Selections <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <span style="float: right;">Ctrl+P</span> <hr/>                         Print...                         <hr/>                         Envelope...                         <hr/>                         Balance Information...                         <hr/>                         Last Receipt                         <hr/>                         Laser Documents...                         <hr/>                         PDF Documents...                     </div> |


### Email

| Button   | Comment                                    |
|--|--|
| <br>Email | Email button is disabled in the Home view. |


### Up One Level

| Button   | Comment  |
|--|--|
|  Up One Level | Up One Level button state depends on section that is displayed |

### Add


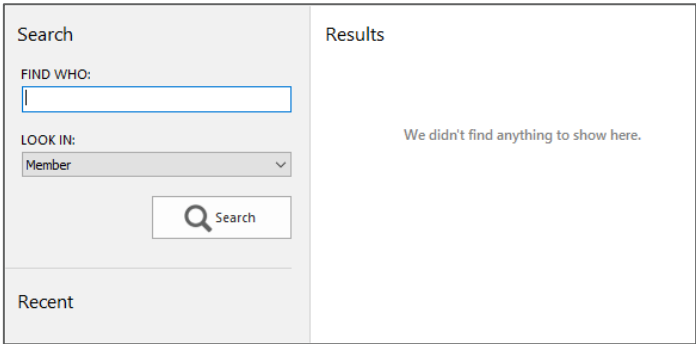
| Button  | Comment   |
|---|---|
|  Add | Add button state depends on section that is displayed |

### Delete

| Button   | Comment  |
|--|--|
|  Delete | Delete button state depends on section that is displayed |

## Membership

### Search

| Button  | Comment   |
|---|---|
|  <p>Search</p> | <p>Displays member search, results, and recently viewed members.</p> <div data-bbox="231 423 932 764">  </div> |



### User Tip


#### Find Who Search Options

- Member Number
- SSN (full or last 4)
- Last Name (full or partial)
- Last Name, First name (full or partial names)
- Business Name (full or partial)
- Primary E-mail
- Phone (Home/Business/Cell)
- Card (ATM/Debit/Credit)



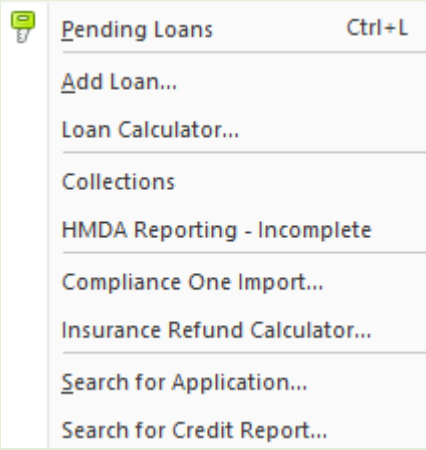
| Look In                          | Comment                               |
|----------------------------------|---------------------------------------|
| <b>Member (default)</b>          | Displays only open Members            |
| <b>Member (include closed)</b>   | Displays both open and closed Members |
| <b>Limit to Primary</b>          | Displays on Primary Names             |
| <b>Limit to Joint Name</b>       | Displays on Joint Names               |
| <b>Limit to Comaker Name</b>     | Displays on Comaker Names             |
| <b>Limit to Alternate Lookup</b> | Displays Alternate Lookup Names       |



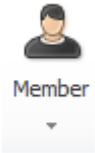
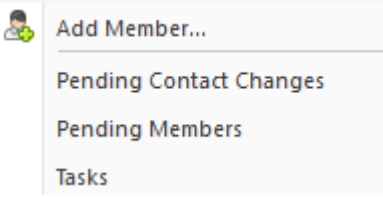
## Inquiry

| Button   | Comment   |  |
|--|---|--|
| <br>Inquiry<br>▼ | Menu drop down displays Inquiry and Audit Menus   |  |
|  | Inquiry Menu  | Audit Menu   |
|  | <ul style="list-style-type: none"> <li>Audit ▶</li> <li>ACH Warehouse...</li> <li>Credit Card...</li> <li>Debit Card...</li> <li><u>D</u>raft Clearing...</li> <li><u>G</u>eneral Ledger...</li> <li><u>H</u>istory...      Ctrl+H</li> <li><u>I</u>nternet Banking...</li> <li>IRA Totals...</li> <li>Miscellaneous...</li> <li>Name Information...</li> <li>Payroll and ACH...</li> <li><u>R</u>ecent Activity...      Ctrl+R</li> <li>Collateral...</li> <li>Collection Comments...</li> <li><u>L</u>oan Payoff...</li> <li>Loan Processing...</li> <li>Payment Change History...</li> <li>VIN / HIN..</li> <li>Previous Year to Date...</li> <li>Year to Date...</li> </ul> | <ul style="list-style-type: none"> <li>ACH Origination...</li> <li>Automatic Transfers...</li> <li>Card...</li> <li>Collateral...</li> <li>Collection...</li> <li>Credit Report...</li> <li>Cross Reference...</li> <li>Hold...</li> <li>Member...</li> <li>Name and Address...</li> <li>Payroll and ACH...</li> <li>Safe Deposit Box...</li> <li>Stop Payments - ACH...</li> <li>Stop Payments - Draft...</li> <li>Suffix...</li> <li>Teller...</li> <li>Warning Messages...</li> </ul> |

## Lending


























| Button  | Comment   |
|---|---|
|  | <p>Split Menu Button (top) click will the display Pending Loans</p>   |
|  | <p>Split Menu button (bottom) down displays Lending Functions</p>  |


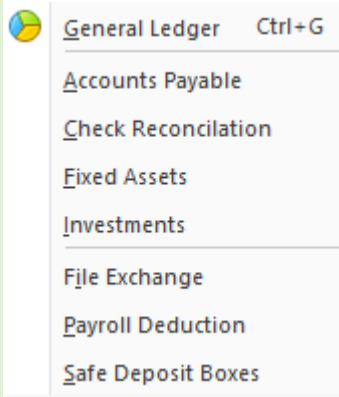
## Member

| Button  | Comment  |
|---|--|
|  <p>Member</p> | <p>Menu button drop down displays Member Functions</p>  |
























Back Office

**Accounting**



























| Button  | Comment  |
|---|--|
|  | <p>Split Menu Button (top) displays General Ledger Section with Back Office Transactions</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2e6;"> <p style="text-align: center; margin: 0;"><b>General Ledger Section</b></p> <p style="margin: 10px 0 0 20px;">General Ledger 02/2017</p> <p style="margin: 0 0 0 20px;">DESCRIPTION</p> <ul style="list-style-type: none"> <li> Accounts</li> <li> Allocations</li> <li> Journal Vouchers</li> <li> Perpetuals</li> <li> Prepaid Expenses</li> <li> Recurring Expenses</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> <li> ACH Setup</li> <li> Balancing Report</li> <li> Budget Report</li> <li> CD Interest Accrual Report</li> <li> Change Ledger Month</li> <li> Create Ledger Branch</li> <li> Dividend Accrual Report</li> <li> Financial Reports</li> <li> General Ledger Inquiry</li> <li> General Ledger Recap Inquiry</li> <li> History Detail Report</li> <li> Initialize Ledger Beginning Balance</li> <li> Journal Voucher Audit Report</li> <li> Loan Interest Accrual Report</li> <li> Prepaid Expenses Report</li> <li> Source Maintenance</li> <li> Trial Balance Report</li> <li> Update Ledger with Manually Entered JV's</li> </ul> </div> </div> |

| Button  | Comment  |
|---|--|
|  | <p>Split Menu Button (drop down) displays Accounting Functions</p>  |

## Operations

| Button   | Comment   |
|--|---|
|  Operations | <p data-bbox="317 318 606 345">Displays Operations Menu</p> <div data-bbox="317 399 946 1404"> <h3 data-bbox="338 399 494 435">Operations</h3> <p data-bbox="324 480 462 505">DESCRIPTION</p> <ul style="list-style-type: none"> <li data-bbox="324 516 782 548"> ACH/FRB</li> <li data-bbox="324 553 420 578"> Alerts</li> <li data-bbox="324 586 468 610"> ATM/Debit</li> <li data-bbox="324 618 441 643"> BSA/CIP</li> <li data-bbox="324 651 430 675"> Checks</li> <li data-bbox="324 683 516 708"> Christmas Club</li> <li data-bbox="324 716 484 740"> Credit/Debit</li> <li data-bbox="324 748 665 773"> Display/Remove/Restore Files</li> <li data-bbox="324 781 462 805"> Dividends</li> <li data-bbox="324 813 420 837"> Drafts</li> <li data-bbox="324 846 473 870"> End of Day</li> <li data-bbox="324 878 430 902"> Escrow</li> <li data-bbox="324 911 595 935"> Government Reporting</li> <li data-bbox="324 943 462 967"> Insurance</li> <li data-bbox="324 976 521 1000"> Mobile Deposit</li> <li data-bbox="324 1008 436 1032"> Notices</li> <li data-bbox="324 1040 521 1065"> Service Charges</li> <li data-bbox="324 1073 441 1097"> Services</li> <li data-bbox="324 1105 452 1130"> Transfers</li> <li data-bbox="324 1138 590 1162"> AIREs Account Lookup</li> <li data-bbox="324 1170 547 1195"> PDF Import/Export</li> <li data-bbox="324 1203 718 1227"> Prepare Transmission File From FTP</li> <li data-bbox="324 1235 547 1260"> Rewards Checking</li> <li data-bbox="324 1268 702 1292"> Service Center Update Overdrafts</li> <li data-bbox="324 1300 478 1325"> Upload File</li> </ul> </div> |

## System Settings


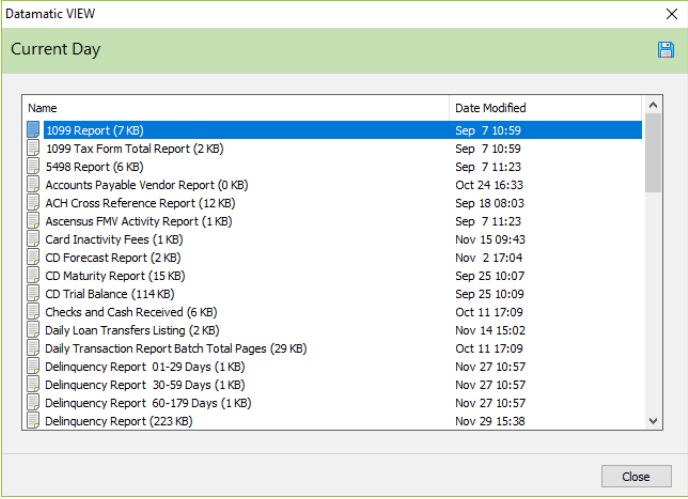

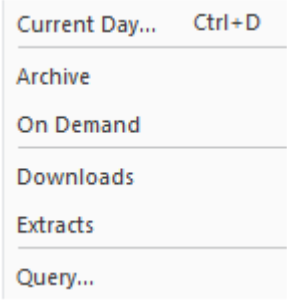
| Button  | Comment  |
|---|--|
|  System Settings | Displays System Settings Menu<br><br><h3 style="text-align: center;">System Settings</h3> <p>DESCRIPTION</p> <ul style="list-style-type: none"> <li> Action Codes</li> <li> Alerts</li> <li> Branches</li> <li> Bulletin Boards</li> <li> Certificate Profiles</li> <li> Decisions</li> <li> Documents</li> <li> Hold Types</li> <li> Indirect Dealers</li> <li> Insurance Titles</li> <li> Loan Profiles</li> <li> Packets</li> <li> Pages</li> <li> Participation Lenders</li> <li> PDFs</li> <li> Relationships</li> <li> Rewards</li> <li> Safe Deposit Boxes</li> <li> Service Charges</li> <li> Stations</li> <li> Suffix Ranges</li> <li> Tellers</li> <li> Variable Payments</li> <li> Variable Rates</li> <li> Variable Rate Indexes</li> </ul> |

## Teller Tasks


| Button   | Comment   |
|--|---|
|  Teller Tasks | <p>Button displays Teller Tasks</p> <hr/> <h3>Teller Tasks</h3> <p>DESCRIPTION</p> <ul style="list-style-type: none"> <li> Balance Teller Wizard</li> <li> Branch Totals</li> <li> Branch Totals - Miscellaneous</li> <li> Buy Cash Wizard</li> <li> Sell Cash Wizard</li> <li> Teller Checks</li> <li> Teller Totals</li> <li> Teller Totals - Miscellaneous</li> <li> Teller Transactions</li> </ul> |



## Reports

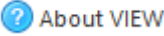
| Button   | Comment  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
|--|--|------|---------------|--------------------|-------------|-----------------------------------|-------------|--------------------|-------------|---------------------------------------|--------------|------------------------------------|--------------|-------------------------------------|-------------|-----------------------------|--------------|---------------------------|-------------|----------------------------|--------------|---------------------------|--------------|---------------------------------|--------------|-------------------------------------|--------------|--|--------------|--------------------------------------|--------------|--------------------------------------|--------------|---------------------------------------|--------------|-----------------------------|--------------|
|   | <p>Split Menu Button (top) displays Current Reports</p>  <table border="1" data-bbox="277 480 923 813"> <thead> <tr> <th>Name</th> <th>Date Modified</th> </tr> </thead> <tbody> <tr><td>1099 Report (7 KB)</td><td>Sep 7 10:59</td></tr> <tr><td>1099 Tax Form Total Report (2 KB)</td><td>Sep 7 10:59</td></tr> <tr><td>5498 Report (6 KB)</td><td>Sep 7 11:23</td></tr> <tr><td>Accounts Payable Vendor Report (0 KB)</td><td>Oct 24 16:33</td></tr> <tr><td>ACH Cross Reference Report (12 KB)</td><td>Sep 18 08:03</td></tr> <tr><td>Ascensus FMV Activity Report (1 KB)</td><td>Sep 7 11:23</td></tr> <tr><td>Card Inactivity Fees (1 KB)</td><td>Nov 15 09:43</td></tr> <tr><td>CD Forecast Report (2 KB)</td><td>Nov 2 17:04</td></tr> <tr><td>CD Maturity Report (15 KB)</td><td>Sep 25 10:07</td></tr> <tr><td>CD Trial Balance (114 KB)</td><td>Sep 25 10:09</td></tr> <tr><td>Checks and Cash Received (6 KB)</td><td>Oct 11 17:09</td></tr> <tr><td>Daily Loan Transfers Listing (2 KB)</td><td>Nov 14 15:02</td></tr> <tr><td>Daily Transaction Report Batch Total Pages (29 KB)</td><td>Oct 11 17:09</td></tr> <tr><td>Delinquency Report 01-29 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>Delinquency Report 30-59 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>Delinquency Report 60-179 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>Delinquency Report (223 KB)</td><td>Nov 29 15:38</td></tr> </tbody> </table> | Name | Date Modified | 1099 Report (7 KB) | Sep 7 10:59 | 1099 Tax Form Total Report (2 KB) | Sep 7 10:59 | 5498 Report (6 KB) | Sep 7 11:23 | Accounts Payable Vendor Report (0 KB) | Oct 24 16:33 | ACH Cross Reference Report (12 KB) | Sep 18 08:03 | Ascensus FMV Activity Report (1 KB) | Sep 7 11:23 | Card Inactivity Fees (1 KB) | Nov 15 09:43 | CD Forecast Report (2 KB) | Nov 2 17:04 | CD Maturity Report (15 KB) | Sep 25 10:07 | CD Trial Balance (114 KB) | Sep 25 10:09 | Checks and Cash Received (6 KB) | Oct 11 17:09 | Daily Loan Transfers Listing (2 KB) | Nov 14 15:02 | Daily Transaction Report Batch Total Pages (29 KB) | Oct 11 17:09 | Delinquency Report 01-29 Days (1 KB) | Nov 27 10:57 | Delinquency Report 30-59 Days (1 KB) | Nov 27 10:57 | Delinquency Report 60-179 Days (1 KB) | Nov 27 10:57 | Delinquency Report (223 KB) | Nov 29 15:38 |
| Name   | Date Modified  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| 1099 Report (7 KB)   | Sep 7 10:59  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| 1099 Tax Form Total Report (2 KB)  | Sep 7 10:59  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| 5498 Report (6 KB)   | Sep 7 11:23  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Accounts Payable Vendor Report (0 KB)  | Oct 24 16:33   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| ACH Cross Reference Report (12 KB)   | Sep 18 08:03   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Ascensus FMV Activity Report (1 KB)  | Sep 7 11:23  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Card Inactivity Fees (1 KB)  | Nov 15 09:43   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| CD Forecast Report (2 KB)  | Nov 2 17:04  |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| CD Maturity Report (15 KB)   | Sep 25 10:07   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| CD Trial Balance (114 KB)  | Sep 25 10:09   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Checks and Cash Received (6 KB)  | Oct 11 17:09   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Daily Loan Transfers Listing (2 KB)  | Nov 14 15:02   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Daily Transaction Report Batch Total Pages (29 KB)                                 | Oct 11 17:09   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Delinquency Report 01-29 Days (1 KB)   | Nov 27 10:57   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Delinquency Report 30-59 Days (1 KB)   | Nov 27 10:57   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Delinquency Report 60-179 Days (1 KB)  | Nov 27 10:57   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
| Delinquency Report (223 KB)  | Nov 29 15:38   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |
|  | <p>Split Menu Button (drop down) displays Reports Menu</p>  <ul style="list-style-type: none"> <li>Current Day... Ctrl+D</li> <li>Archive</li> <li>On Demand</li> <li>Downloads</li> <li>Extracts</li> <li>Query...</li> </ul>   |      |               |                    |             |                                   |             |                    |             |                                       |              |                                    |              |                                     |             |                             |              |                           |             |                            |              |                           |              |                                 |              |                                     |              |  |              |                                      |              |                                      |              |                                       |              |                             |              |

## Tools


| Button  | Comment  |
|---|--|
|  <p data-bbox="136 444 196 467">Tools</p> <p data-bbox="157 483 175 506">▼</p> | <p data-bbox="263 293 569 321">Button displays Tools Menu</p> <div data-bbox="437 370 838 1205" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p data-bbox="451 380 739 402">Non-Member Transactions...</p> <p data-bbox="451 428 682 451">Reverse Transactions...</p> <hr/> <p data-bbox="451 480 567 503">Calculators <span style="float: right;">▶</span></p> <hr/> <p data-bbox="451 532 735 555">OFAC Scan (Non Member)...</p> <p data-bbox="451 581 674 604">Order Credit Report...</p> <hr/> <p data-bbox="451 633 636 656">Check Encoding...</p> <p data-bbox="451 682 747 704">Set Starting Check Number...</p> <hr/> <p data-bbox="451 734 788 756">Set Internet Banking Password...</p> <p data-bbox="451 782 602 805">Set Voice PIN...</p> <hr/> <p data-bbox="451 834 620 857">Purge Account...</p> <p data-bbox="451 883 702 906">Purge Cross Reference...</p> <hr/> <p data-bbox="451 935 700 958">Cash Dispenser Status...</p> <p data-bbox="451 984 678 1006">Cash Recycler Status...</p> <p data-bbox="451 1032 660 1055">Empty Cash Recycler</p> <hr/> <p data-bbox="451 1084 825 1107">Bulletin Board <span style="float: right;">Ctrl+B</span></p> <p data-bbox="451 1133 655 1156">Change Password...</p> <p data-bbox="451 1182 554 1205">Options...</p> </div> |

## Help


### About View

| Button  | Comment   |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
|---|---|--------------|-----------------------------|------------------|--------|------------------------|--------------|--------------------------|----------------|---------|--|---------------|--------|--------|--------------------|-----------------|----|---------|----------------------|--------------|-------------------|---------------|--------|------------------|--|
|  | <p data-bbox="334 370 836 399">Button displays VIEW and Station Information</p> <div data-bbox="350 444 948 849" style="border: 1px solid gray; padding: 5px;"> <p>Datamatic VIEW <span style="float: right;">X</span></p> <p>About VIEW [JACQUIE10-PC] <span style="float: right;">🖨️ 📄</span></p> <p><b>Station Information</b></p> <table border="1" data-bbox="357 548 940 719"> <tr style="background-color: #0070C0; color: white;"> <td>Credit Union</td> <td>Programming CU (02-28-2017)</td> </tr> <tr> <td>Document Imaging</td> <td>(none)</td> </tr> <tr> <td>Download/Upload Folder</td> <td>C:\Datamatic</td> </tr> <tr> <td>Microsoft .NET Framework</td> <td>2.0.50727.8825</td> </tr> <tr> <td>Scanner</td> <td></td> </tr> <tr> <td>Signature Pad</td> <td>(none)</td> </tr> <tr> <td>Teller</td> <td>Jacquie Ross (025)</td> </tr> <tr> <td>Terminal Server</td> <td>No</td> </tr> <tr> <td>Version</td> <td>7.0 (2017.1130.1716)</td> </tr> </table> <p><b>Printer Information</b></p> <table border="1" data-bbox="370 756 927 800"> <tr> <td>Check Format</td> <td>Laser - Cut Sheet</td> </tr> <tr> <td>Check Printer</td> <td>(none)</td> </tr> <tr> <td>Check Printer ID</td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Close"/> </p> </div> | Credit Union | Programming CU (02-28-2017) | Document Imaging | (none) | Download/Upload Folder | C:\Datamatic | Microsoft .NET Framework | 2.0.50727.8825 | Scanner |  | Signature Pad | (none) | Teller | Jacquie Ross (025) | Terminal Server | No | Version | 7.0 (2017.1130.1716) | Check Format | Laser - Cut Sheet | Check Printer | (none) | Check Printer ID |  |
| Credit Union  | Programming CU (02-28-2017)   |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Document Imaging  | (none)  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Download/Upload Folder  | C:\Datamatic  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Microsoft .NET Framework  | 2.0.50727.8825  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Scanner   |   |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Signature Pad   | (none)  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Teller  | Jacquie Ross (025)  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Terminal Server   | No  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Version   | 7.0 (2017.1130.1716)  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Check Format  | Laser - Cut Sheet   |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Check Printer   | (none)  |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |
| Check Printer ID  |   |              |                             |                  |        |                        |              |                          |                |         |  |               |        |        |                    |                 |    |         |                      |              |                   |               |        |                  |  |

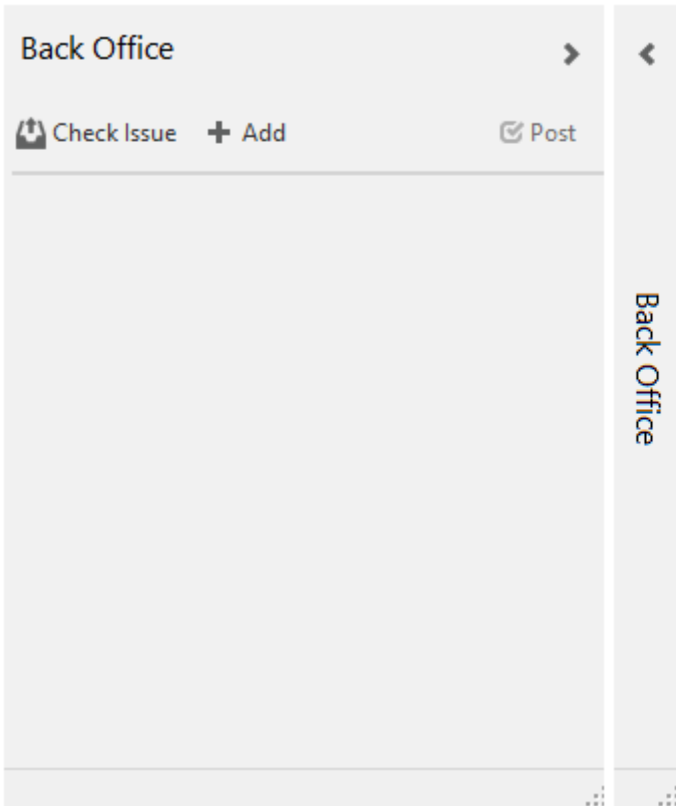
## Documentation



| Button  | Comment                            |
|---|------------------------------------|
|  Documentation | Button links to VIEW Documentation |

## Topics

| Button  | Definition   |
|---|--|
|  Utilities | Button links to Utilities that can be downloaded such as print drivers for receipt printers. |

## Back Office



| Button  | Comment                        |
|---|--------------------------------|
|  | Collapses the Transaction Pane |
|  | Expands the Transaction Pane   |

## Status Bar

Support Credit Union | Datamatic #099 | Post Date: Monday, February 20, 2017

## Shortcut Keys

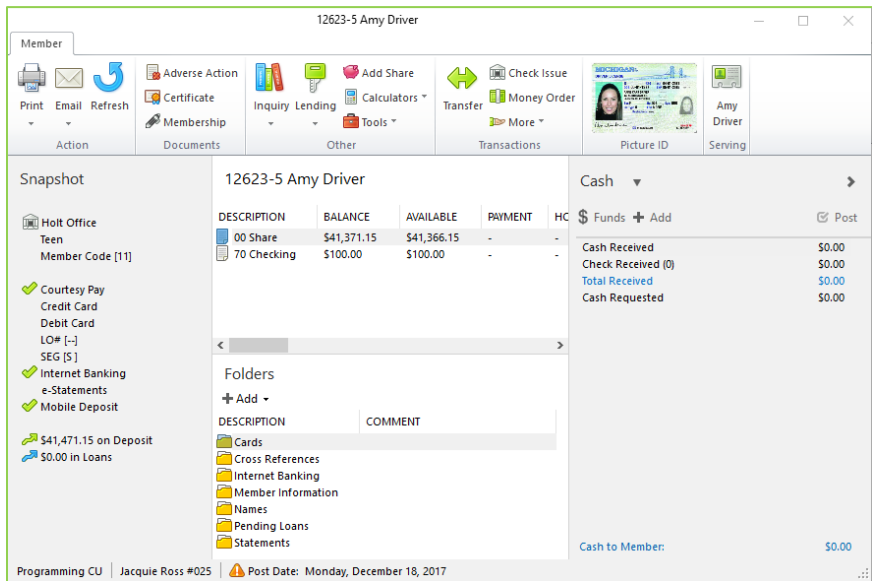
| Shortcut Key    | Comment                 |
|-----------------|-------------------------|
| <b>Ctrl + A</b> | Add Transaction         |
| <b>Ctrl + B</b> | Bulletin                |
| <b>Ctrl + D</b> | Current Day Reports     |
| <b>Ctrl + E</b> | Back Office             |
| <b>Ctrl + F</b> | Add Funds (Check Issue) |
| <b>Ctrl + G</b> | General Ledger          |
| <b>Ctrl + H</b> | History Inquiry         |
| <b>Ctrl + M</b> | Member Search           |
| <b>Ctrl + O</b> | Operations              |
| <b>Ctrl + R</b> | Recent Activity Inquiry |
| <b>Ctrl + S</b> | Post Transaction        |
| <b>Alt + P</b>  | Ribbon Print Menu       |
| <b>Alt + I</b>  | Ribbon Inquiry Menu     |
| <b>Alt + L</b>  | Ribbon Lending Menu     |
| <b>Alt + M</b>  | Ribbon Member Menu      |
| <b>Alt + A</b>  | Ribbon Accounting Menu  |
| <b>Alt + S</b>  | Ribbon System Settings  |
| <b>Alt + K</b>  | Ribbon Teller Tasks     |
| <b>Alt + R</b>  | Ribbon Reports Menu     |
| <b>Alt + T</b>  | Ribbon Tools Menu       |
| <b>Insert</b>   | Add                     |
| <b>F5</b>       | Refresh                 |

## MEMBER

### Overview

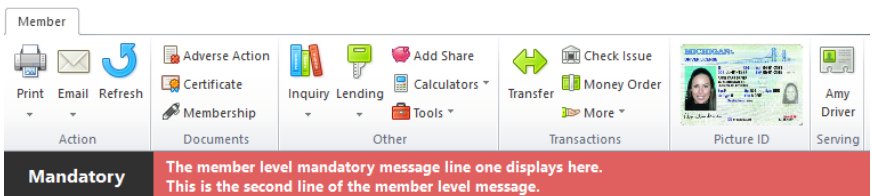
Member has seven sections:

- Ribbon
- Mandatory / Informational Message Section (displays only if a message is present)
- Snapshot
- Summary
- Transaction Panel which displays Cash Transactions / Non-Cash (ability to collapse and expand)
- Folders
- Status bar



The screenshot shows the member overview interface for '12623-5 Amy Driver'. The interface is divided into several sections:

- Ribbon:** Contains icons for Action (Print, Email, Refresh), Documents (Adverse Action, Certificate, Membership), Other (Inquiry, Lending, Add Share, Calculators, Tools), Transactions (Transfer, Money Order, More), Picture ID (Amy Driver), and Serving.
- Snapshot:** Displays account details for '12623-5 Amy Driver' under 'Holt Office Teen'. It lists 'Member Code [11]' and various services like Courtesy Pay, Credit Card, Debit Card, Internet Banking, e-Statements, and Mobile Deposit. It also shows '\$41,471.15 on Deposit' and '\$0.00 in Loans'.
- Table:** A table with columns: DESCRIPTION, BALANCE, AVAILABLE, PAYMENT, and HC. It lists two accounts: '00 Share' with a balance of \$41,371.15 and '70 Checking' with a balance of \$100.00.
- Folders:** A list of folders including Cards, Cross References, Internet Banking, Member Information, Names, Pending Loans, and Statements.
- Cash Section:** A section titled 'Cash' with a dropdown arrow. It includes a table for 'Funds + Add' with columns for 'Post' and 'Amount'. It shows 'Cash Received' (\$0.00), 'Check Received (0)' (\$0.00), 'Total Received' (\$0.00), and 'Cash Requested' (\$0.00). There is also a 'Cash to Member' entry for \$0.00.
- Status Bar:** At the bottom, it displays 'Programming CU | Jacque Ross #025 | Post Date: Monday, December 18, 2017'.



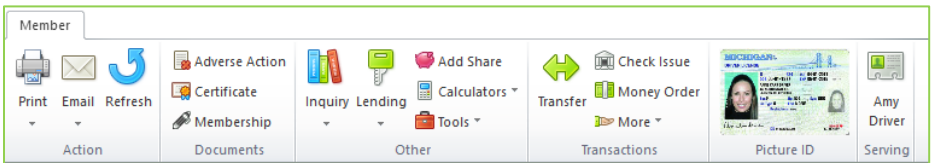
This screenshot shows the same member overview interface as above, but with a red banner at the bottom indicating a mandatory message. The banner contains the following text:

**Mandatory** The member level mandatory message line one displays here.  
This is the second line of the member level message.

## Ribbon

The Member ribbon contains six ribbon Groups:

- Action
- Documents
- Other
- Transactions
- Picture ID
- Serving






### User Tip

Member Number and Name are display in the title bar.




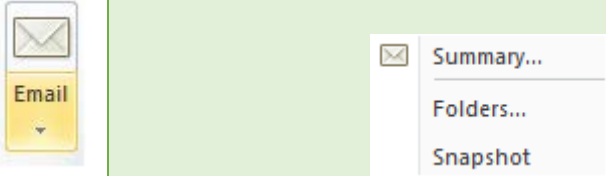

## Action

### Print

| Button  | Comment  |
|---|--|
|  | Split Button (top) prints content in the Summary section   |
|  | Split Button (bottom) displays Print Selections <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;">  <span style="float: right;">Ctrl+P</span><br/> <hr/>           Print...<br/>           Envelope...<br/>           Balance Information...<br/>           Last Receipt<br/> <hr/>           Laser Documents...<br/>           PDF Documents...<br/> <hr/>           Folders...<br/>           Snapshot...         </div> |

| Option                     | Comment   |
|----------------------------|---|
| <b>Print (varies)</b>      | Prints content that is in the main view                                       |
| <b>Envelope</b>            | Launches the Print Envelope Wizard  |
| <b>Balance Information</b> | Prints balance information on a thermal receipt printer for a specific suffix |
| <b>Last Receipt</b>        | Prints a duplicate receipt for the last transaction processed                 |
| <b>Laser Documents</b>     | Prints selected background for a laser document on the system                 |
| <b>PDF Documents</b>       | Prints selected blank PDF document on the system                              |
| <b>Folders (varies)</b>    | Prints content that is in the folder view                                     |
| <b>Snapshot</b>            | Prints content that is in the Snapshot  |


## Email

| Button  | Comment  |
|---|--|
|  | Split Button (top) emails content in the summary section |
|  | Split Button (bottom) displays email selections          |
|  | Refreshes the active screen                              |


| Option                  | Comment  |
|-------------------------|--|
| <b>Print (varies)</b>   | Generates an Email with content that is in the main view   |
| <b>Folders (varies)</b> | Generates an Email with content that is in the folder view |
| <b>Snapshot</b>         | Generates an Email with content that is in the Snapshot    |

## Documents


### Adverse Action

| Button   | Comment                            |
|--|------------------------------------|
|  Adverse Action | Launches the Adverse Action Wizard |

### Certificate



| Button  | Comment                           |
|---|-----------------------------------|
|  Certificate | Launches Print Certificate Wizard |

### Membership

| Button  | Comment                       |
|---|-------------------------------|
|  Membership | Launches Membership Agreement |

## Other

**Inquiry**

| Button  | Comment   |   |
|---|---|---|
| <br>Inquiry<br> | Menu drop down displays Inquiry and Audit Menus   |   |
|   | Inquiry Menu  | Audit Menu  |
|   | <ul style="list-style-type: none"> <li>Audit <span style="float: right;">▶</span></li> <li>ACH Warehouse...</li> <li><u>D</u>raft Clearing...</li> <li><u>H</u>istory... <span style="float: right;">Ctrl+H</span></li> <li><u>I</u>nternet Banking...</li> <li>IRA Totals...</li> <li>Miscellaneous...</li> <li>Name Information...</li> <li>Payroll and ACH...</li> <li><u>R</u>ecent Activity... <span style="float: right;">Ctrl+R</span></li> <li>Collateral...</li> <li>Collection Comments...</li> <li>Loan Payoff...</li> <li>Loan Processing...</li> <li>Payment Change History...</li> <li>VIN / HIN...</li> <li>Previous Year To Date...</li> <li>Year To Date...</li> </ul> | <ul style="list-style-type: none"> <li>ACH Origination...</li> <li>Automatic Transfer...</li> <li>Card...</li> <li>Collateral...</li> <li>Collection...</li> <li>Credit Report...</li> <li>Cross Reference...</li> <li>Hold...</li> <li>Member...</li> <li>Name and Address...</li> <li>Payroll and ACH...</li> <li>Safe Deposit Box...</li> <li>Stop Payment - ACH...</li> <li>Stop Payment - Draft...</li> <li>Suffix...</li> <li>Warning Message...</li> </ul> |

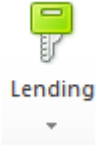
## Audit Inquiry Definitions

| <b>Option</b>                 | <b>Comment</b>                          |
|-------------------------------|---|
| <b>Audit</b>                  | Displays the Audit Menu                 |
| <b>ACH Warehouse</b>          | Launches ACH Warehouse Inquiry          |
| <b>Draft Clearing</b>         | Launches Draft Clearing Inquiry         |
| <b>History</b>                | Launches History Inquiry                |
| <b>Internet Banking</b>       | Launches Internet Banking Inquiry       |
| <b>IRA Totals</b>             | Launches IRA Totals Inquiry             |
| <b>Miscellaneous</b>          | Launches Miscellaneous Inquiry          |
| <b>Name Information</b>       | Launches Name Information Inquiry       |
| <b>Payroll and ACH</b>        | Launches Payroll and ACH Inquiry        |
| <b>Recent Activity</b>        | Launches Recent Activity Inquiry        |
| <b>Collateral</b>             | Launches Collateral Inquiry             |
| <b>Collection Comments</b>    | Launches Collection Comments Inquiry    |
| <b>Loan Payoff</b>            | Launches Loan Payoff Inquiry            |
| <b>Loan Processing</b>        | Launches Loan Processing Inquiry        |
| <b>Payment Change History</b> | Launches Payment Change History Inquiry |
| <b>VIN</b>                    | Launches VIN Inquiry                    |
| <b>Previous Year to Date</b>  | Launches Previous Year to Date Inquiry  |
| <b>Year to Date</b>           | Launches Year to Date Inquiry           |

## Audit Inquiry Definitions


| <b>Option</b>               | <b>Comment</b>                              |
|-----------------------------|---|
| <b>ACH Origination</b>      | Displays ACH Origination Audit Inquiry      |
| <b>Automatic Transfer</b>   | Displays Automatic Transfer Audit Inquiry   |
| <b>Cards</b>                | Displays Cards Audit Inquiry                |
| <b>Collateral</b>           | Displays Collateral Audit Inquiry           |
| <b>Collection</b>           | Displays Collection Audit Inquiry           |
| <b>Credit Report</b>        | Displays Credit Report Audit Inquiry        |
| <b>Cross Reference</b>      | Displays Cross Reference Audit Inquiry      |
| <b>Hold</b>                 | Displays Hold Audit Inquiry                 |
| <b>Member</b>               | Displays Member Audit Inquiry               |
| <b>Name and Address</b>     | Displays Name and Address Audit Inquiry     |
| <b>Payroll and ACH</b>      | Displays Payroll and ACH Audit Inquiry      |
| <b>Safe Deposit Box</b>     | Displays Safe Deposit Box Audit Inquiry     |
| <b>Stop Payment – ACH</b>   | Displays Stop Payment - ACH Audit Inquiry   |
| <b>Stop Payment – Draft</b> | Displays Stop Payment - Draft Audit Inquiry |
| <b>Suffix</b>               | Displays Suffix Audit Inquiry               |
| <b>Warning Message</b>      | Displays Warning Message Audit Inquiry      |

## Lending


| Button  | Comment   |
|---|---|
|  | Menu drop down displays Lending Menu  |
|   | <ul style="list-style-type: none"> <li>Add Loan...</li> <li>Loan Calculator...</li> <li>Compliance One Import...</li> <li>Insurance Refund Calculator...</li> <li>Change Line of Credit...</li> <li>Debt Protection Election...</li> <li>Extension...</li> <li>Notice of Right to Cancel...</li> <li>Open End Plan...</li> <li>Skip Payment...</li> <li>Subsequent Action...</li> <li>Search for Application...</li> <li>Search for Credit Report...</li> </ul> |

| Option                             | Comment                                   |
|------------------------------------|---|
| <b>Add Loan</b>                    | Launches Add Loan Wizard                  |
| <b>Loan Calculator</b>             | Launches Loan Calculator                  |
| <b>Insurance Refund Calculator</b> | Launches Insurance Refund Calculator      |
| <b>Change Line of Credit</b>       | Launches Change Line of Credit Wizard     |
| <b>Debt Protection Election</b>    | Launches Debt Protection Election Wizard  |
| <b>Extension</b>                   | Launches Loan Extension Wizard            |
| <b>Notice of Right to Cancel</b>   | Launches Notice of Right to Cancel Wizard |
| <b>Open End Pan</b>                | Launches Open End Plan Wizard             |
| <b>Skip Payment</b>                | Launches Skip Payment Wizard              |
| <b>Subsequent Action</b>           | Launches Subsequent Action Wizard         |
| <b>Search for Application</b>      | Launches Search for Application           |
| <b>Search for Credit Bureau</b>    | Launches Search for Credit Bureau         |

## Add Share

| Button  | Comment                   |
|---|---------------------------|
|  Add Share | Launches Add Share Wizard |

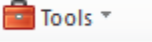
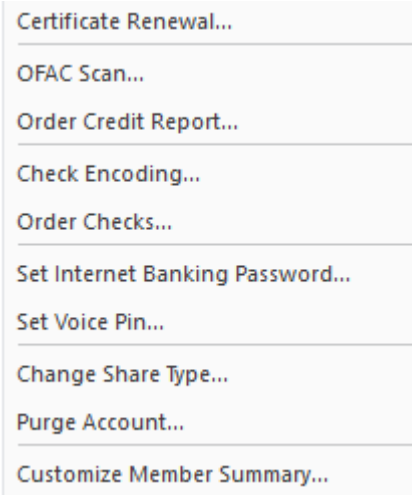
## Calculators

| Button  | Comment  |
|---|--|
|  Calculators ▾ | Menu drop down displays Tools Menu <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Loan...</p> <p>Loan Insurance Refund...</p> <hr/> <p>Average Balance...</p> <p>Certificate APY...</p> <p>Certificate Future Value...</p> <p>Interest...</p> <p>Savings APY...</p> <p>Savings Future Value...</p> <hr/> <p>Check Digit...</p> </div> |

| Option                          | Comment                                      |
|---------------------------------|--|
| <b>Loan</b>                     | Launches Loan Calculator                     |
| <b>Loan Insurance Refund</b>    | Launches Loan Insurance Refund Calculator    |
| <b>Average Balance</b>          | Launches Average Balance Calculator          |
| <b>Certificate APY</b>          | Launches Certificate APY Calculator          |
| <b>Certificate Future Value</b> | Launches Certificate Future Value Calculator |
| <b>Interest</b>                 | Launches Interest Calculator                 |
| <b>Savings APY</b>              | Launches Savings APY Calculator              |
| <b>Savings Future Value</b>     | Launches Savings Future Value Calculator     |
| <b>Check Digit</b>              | Launches Check Digit Calculator              |




## Tools

| Button  | Comment   |
|---|---|
|  | Menu drop down displays Tools Menu<br><br> |


| Option                               | Comment                                    |
|--------------------------------------|--|
| <b>Set Internet Banking Password</b> | Launches Internet Banking Password Wizard  |
| <b>Set Voice Pin</b>                 | Launches Set Voice Pin Wizard              |
| <b>Certificate Renewal</b>           | Launches Certificate Renewal Wizard        |
| <b>Change Share Type</b>             | Launches Change Share Type Wizard          |
| <b>Check Encoding</b>                | Launches Check Encoding Form               |
| <b>OFAC Scan</b>                     | Launches OFAC Scan Screen                  |
| <b>Order Checks</b>                  | Launches Order Checks Wizard               |
| <b>Purge Account</b>                 | Launches Purge Account Wizard              |
| <b>Customize Summary</b>             | Launch screen to customize summary columns |

## Transactions


### Transfer

| Button  | Comment                  |
|---|--------------------------|
| <br>Transfer | Launches Transfer Wizard |

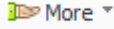
### Check Issue

| Button  | Comment                     |
|---|-----------------------------|
|  Check Issue | Launches Check Issue Wizard |

### Money Order




| Button  | Comment                     |
|---|-----------------------------|
|  Money Order | Launches Money Order Wizard |

**More**

| Button  | Comment  |
|---|--|
|  | <p>Menu button displays more transactions wizards</p> <div data-bbox="434 444 857 889" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Loan Closeout...</p> <p>Share Closeout...</p> <hr/> <p>IRA Disbursal...</p> <p>Loan Disbursal...</p> <p>Manual Dividend...</p> <p>Safe Deposit Box Payment...</p> <p>Travelers Check...</p> <hr/> <p>Passbook Print</p> <p>Reverse Transaction</p> </div> |

| Option                          | Comment                                  |
|---------------------------------|--|
| <b>Share Closeout</b>           | Launches Share Closeout Wizard           |
| <b>Loan Closeout</b>            | Launches Loan Closeout Wizard            |
| <b>Ira Disbursal</b>            | Launches Ira Disbursal Wizard            |
| <b>Loan Disbursal</b>           | Launches Loan Disbursal Wizard           |
| <b>Manual Dividends</b>         | Launches Manual Dividends Wizard         |
| <b>Safe Deposit Box Payment</b> | Launches Safe Deposit Box Payment Wizard |
| <b>Travelers Checks</b>         | Launches Travelers Checks Wizard         |
| <b>Reverse Transaction</b>      | Launches Reverse Transaction Wizard      |

## Picture ID



| Button   | Comment   |
|--|---|
|   | <p>Displays current Picture ID thumbnail.</p>   |
|   | <p>Displays expired Picture ID thumbnail when expiration date is before credit union date.</p>  |
|  | <p>Displays Add icon if there is no Picture ID on file. Button launches the name and address form for the user to add the Picture ID.</p> |



### User Tip

Double clicking on the picture ID will display the picture at a larger size.

## Serving

| Button  |   | Comment   |
|---|---|---|
|  <p>Amy<br/>Driver<br/>Serving</p> |  <p>Amy Driver<br/>- Joint<br/>Serving</p> | <p>Displays the member name the user is serving. Name types other than Primary will display the Name Type description or the Officer Title after the name. Button launches the Name and Address Form.</p> |


## Snapshot

The first items to display in the snapshot are any flagged items that may pertain to the member. The second section varies on the member information setup.

| Field        | Action  |
|--------------|---|
| Entity       | Displays in Snapshot if value other than (none) |
| Member Class | Displays in Snapshot if value other than (none) |
| Member Code  | Displays in Snapshot if value other than (none) |







The third group displays up to 10 services the member may or may not have based on the Member Snapshot setup followed by Total on Deposit and Total Loans.



### Snapshot

 **Collections**

Branch [South Pennsylvania]  
 Class [DECU Level 4]

**Alert - Debit Pre Authorizations**

-  ATM Round Up
- Courtesy Pay
-  Credit Card
-  Debit Card
- LO# [AA]
- SEG [-]
-  Internet Banking
-  e-Statements
-  Mobile Deposit

 \$15,525,283.27 on Deposit  
 \$144,944.06 in Loans



## User Tip



Flagged items:

- Charged Off
- Sar Level
- Collections
- Deceased Message
- Member has no open suffixes



Indicates member has the service.

No checkmark indicates member does NOT have the service.  
Discretionary data values will be displayed in [] brackets.

## Summary


12623-5 Amy Driver

| DESCRIPTION   | BALANCE    | AVAILABLE  | PAYMENT | OWNERSHIP  | DELINQUENT | NEXT PAYMENT | HOLDS |
|---|------------|------------|---------|------------|------------|--------------|-------|
|  00 Share    | \$6,500.00 | \$6,495.00 | -       | Individual | -          | -            | -     |
|  70 Checking | \$1,500.00 | \$1,500.00 | -       | Individual | -          | -            | -     |



### User Tip

- To Display a suffix inquiry, double-click on the suffix in the Summary section.
- Right Click menus are available on each suffix.


















| Description  | Available  | Available/Delinquent | Balance    |
|--|------------|----------------------|------------|
|  00 Share<br><div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">           Recent Activity...<br/>           Audit Inquiry...<br/>           History Inquiry...<br/>           Print...         </div> | \$4,995.00 | \$4,995.00           | \$5,000.00 |



## Folders

The Folders section displays Member Folders based on the following criteria.

| Folder Description     | Always Displays | Security Access Needed to Display | Only Displays if information exists | Optional Software |
|------------------------|-----------------|-----------------------------------|-------------------------------------|-------------------|
| ACH Origination        |                 | ✓                                 | ✓                                   |                   |
| Automatic Transfers    |                 |                                   | ✓                                   |                   |
| Cards                  |                 | ✓                                 | ✓                                   |                   |
| Check and Debit Holds  |                 |                                   | ✓                                   |                   |
| Collateral Tracking    |                 |                                   | ✓                                   |                   |
| Collections            |                 |                                   | ✓                                   | ✓                 |
| Cross Reference        |                 |                                   | ✓                                   |                   |
| Document Images        |                 |                                   | ✓                                   | ✓                 |
| Internet Banking       |                 |                                   | ✓                                   | ✓                 |
| Member Information     | ✓               |                                   |                                     |                   |
| Notes                  |                 |                                   | ✓                                   |                   |
| Names                  | ✓               |                                   |                                     |                   |
| Payroll and ACH Splits |                 |                                   | ✓                                   |                   |
| Pending Loans          | ✓               | ✓                                 |                                     |                   |
| Safe Deposit Boxes     |                 |                                   | ✓                                   |                   |
| Statements             | ✓               |                                   |                                     |                   |
| Stop Payments          |                 |                                   | ✓                                   |                   |
| Tasks                  |                 |                                   | ✓                                   |                   |
| Warning Messages       |                 |                                   | ✓                                   |                   |

| Folders  |                                   |
|--|-----------------------------------|
| + Add ▾  |                                   |
| DESCRIPTION  | COMMENT                           |
|  ACH Origination        |                                   |
|  Automatic Transfers    |                                   |
|  Cards                  |                                   |
|  Check and Debit Holds  |                                   |
|  Collateral Tracking    |                                   |
|  Cross References       |                                   |
|  Internet Banking       |                                   |
|  Member Information     | * New Member since 01-01-2017 *   |
|  Names                  | * Address Changed on 02-17-2017 * |
|  Notes                  |                                   |
|  Payroll and ACH Splits |                                   |
|  Pending Loans          |                                   |
|  Safe Deposit Boxes     |                                   |
|  Statements             |                                   |
|  Stop Payments          |                                   |
|  Tasks                  | * Expired Task *                  |
|  Warning Messages       |                                   |



### Note

Comments may appear in the comment column next to the folder if relevant.



### User Tip

- Folder Heading will change to the current folder when user double clicks the folder to display detail.
- Toolbar strip is displayed in Folder Heading based on user security.
- Right click menus are available on all folders.

### Folder Toolbar

| Button  | Comment   |
|---------|---|
| + Add ▾ | Add drop down menu allows user to add folders to the list below |

### Folder Detail Toolbar



| Button         | Comment  |
|----------------|--|
| ↑ Up One Level | Up One Level button state depends on section that is displayed |

| Button | Comment   |
|--------|---|
| + Add  | Add button state depends on section that is displayed |

| Button   | Comment  |
|----------|--|
| ✕ Remove | Remove button state depends on section that is displayed |


**Names**


↑ Up One Level   + Add   ✕ Remove

| DESCRIPTION   | NAME       | NAME TYPE |
|---|------------|-----------|
|  Member        | DAVID ROSS | Primary   |
|  06 Loan 5.25% | HYLA ROSS  | Joint     |

Audit Inquiry...

---

 Add...

 Delete

---

Print

**Transactions Panes - Cash Transaction / Non-Cash**

| Button | Comment  |
|--------|--|
| ➤      | Collapses the Transaction Pane                                     |
| ➤      | Expands the Transaction Pane                                       |
| ▼      | Arrow down switches between Cash and Non-Cash Transactions Screens |

Cash Transactions ▼ ➤

---

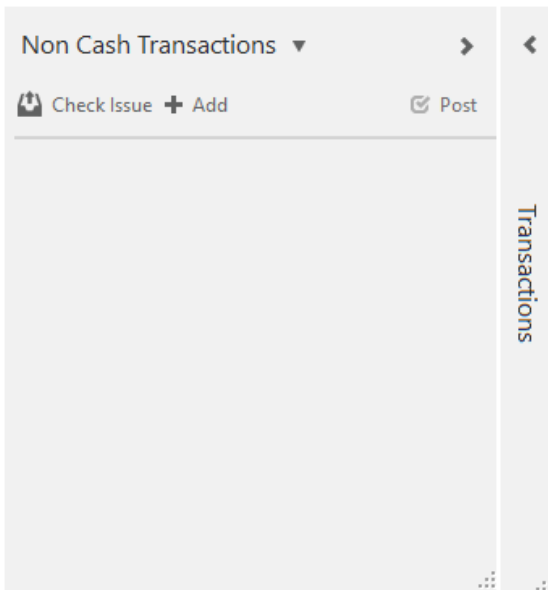
\$ Funds + Add ☑ Post

---

|                    |        |
|--------------------|--------|
| Cash Received      | \$0.00 |
| Check Received (0) | \$0.00 |
| Total Received     | \$0.00 |
| Cash Requested     | \$0.00 |

Cash to Member: \$0.00



### User Tip

**Ctrl + A** launches the Add Transaction Wizard

**Ctrl + E** Back Office Transaction Pane Displays

**Ctrl + F** launches Funds or Check Issue Button Click

**Ctrl + S** Post the Transaction

### Status Bar

|                      |                |                                       |
|----------------------|----------------|---------------------------------------|
| Support Credit Union | Datamatic #099 | Post Date: Wednesday, January 4, 2017 |
|----------------------|----------------|---------------------------------------|

## Shortcut Keys

| Shortcut Key    | Comment                                   |
|-----------------|---|
| <b>Ctrl + A</b> | Add Transaction                           |
| <b>Ctrl + E</b> | Non-Cash Transactions                     |
| <b>Ctrl + F</b> | Add Funds (Cash, Checks & Cash Requested) |
| <b>Ctrl + H</b> | History Inquiry                           |
| <b>Ctrl + K</b> | Check Issue Wizard                        |
| <b>Ctrl + N</b> | Money Order Wizard                        |
| <b>Ctrl + R</b> | Recent Activity Inquiry                   |
| <b>Ctrl + S</b> | Post Transaction                          |
| <b>Ctrl + T</b> | Transfer Funds Wizard                     |
| <b>Alt + E</b>  | Ribbon Email Menu                         |
| <b>Alt + I</b>  | Ribbon Inquiry Menu                       |
| <b>Alt + M</b>  | Ribbon More Menu                          |
| <b>Alt + P</b>  | Ribbon Print Menu                         |
| <b>Alt + T</b>  | Ribbon Tools Menu                         |
| <b>Insert</b>   | Add                                       |
| <b>+</b>        | Tab key in transaction                    |
| <b>F5</b>       | Refresh                                   |



## Notes

