

Miscellaneous Transaction Account Setup

The Miscellaneous Transaction Account Setup is used to assign teller cash transaction codes where the offset is to a general ledger account. By using these codes, it is not necessary to know the actual general ledger account number, just the code. There are six different tabs on the window with specific miscellaneous codes listed on each tab. ****Note:** When changes are made to this window that does not involve the DR/CR indicators, any staff member that is logged into VIEW will need to logout and log back in to see the changes.

After making changes on the Miscellaneous Transaction Setup window which involves changing the DR/CR indicator, **it is necessary to stop and start the online system.** This changes the DR/CR designation so the teller's cash will not be out of balance. It would be a good idea to make these changes before any transactions have been processed for the day. A warning message (shown below) will be displayed after selecting save. Decide to proceed with the change or not by selecting yes or no.

Warning Message - Warning: If you have changed any code from a debit to credit or credit to debit, or if any Miscellaneous Transactions have been posted today, this may cause your ledger to be out of balance from End of Day. Are you sure you want to change the Miscellaneous Transaction Setup? Yes or No

As far as changes to the General Ledger Account, Posting Location or Posting Method, whatever is on the system when End of Day is processed is what the system will use for posting. If the DR/CR indicator is changed during the day, after transactions have been processed, this may cause out of balance situations. It would be wise to make changes to this before any transactions have been processed for the day, as recommended above.

Code	Description	DR/CR	Account	Posting Location	Posting Method
24		CR		Main Office	Post Detail
25		CR		Main Office	Post Detail
26		CR		Main Office	Post Totals
27		CR		Main Office	Post Totals
28		DR		Main Office	Post Detail
29		DR		Main Office	Post Detail

Credit Card Payment:

Save

Figure 1

Use the Tab key, arrow keys or click on the appropriate area to add (or change) the “Debit” or “Credit” indicator or the general ledger account in the “Account” column or to select (or change) the “Posting Location” or “Post Method” on the Miscellaneous Transaction Setup window.

Select the Save button, to save the changes.

Code

Definition: This field represents the system transaction code that will be used when this transaction is selected on either the Add Transaction window or when using the Non-Member Transaction wizard.

Purpose: The Transaction Codes are used when cash funds are to be the offset to a general ledger account.

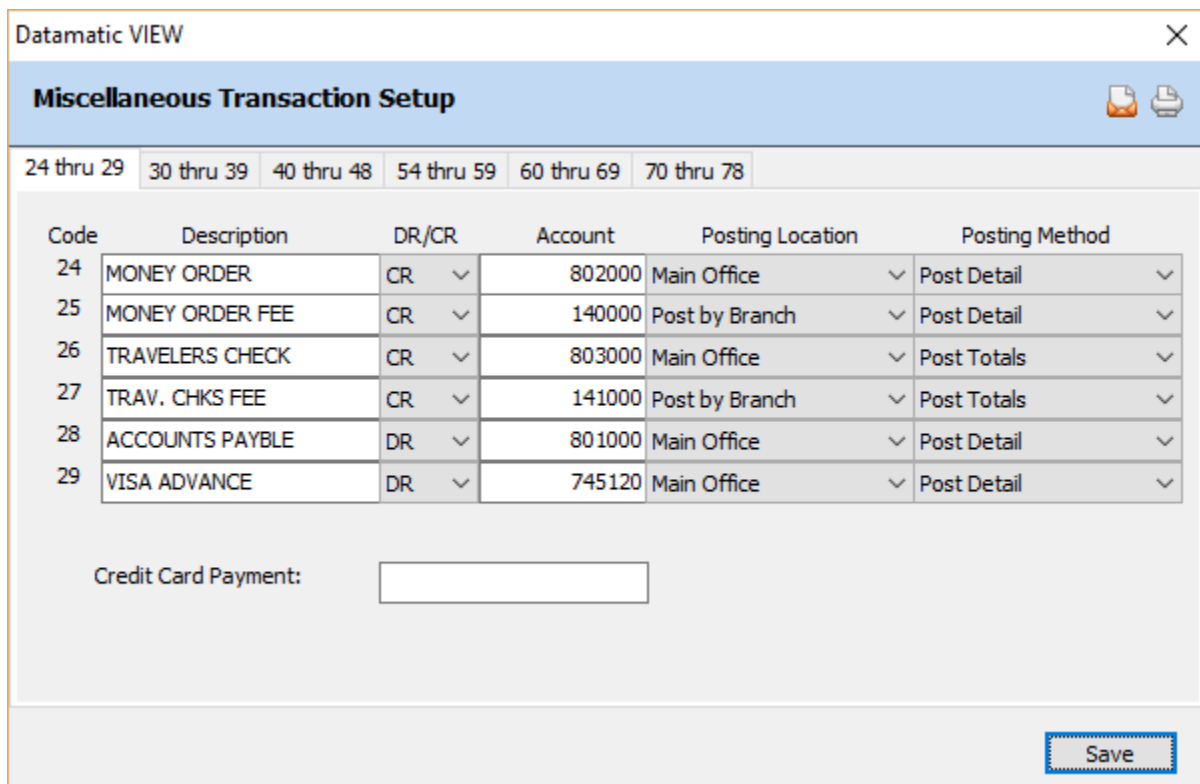


Figure 2

This is an example only. Each credit union will decide how this screen will be setup.

The descriptions entered in the “Description” column on the above window are displayed as the selections when “Miscellaneous” is chosen as the “Account” on the Add Transaction window. The “Code” will not be displayed unless the code is entered in the description area.

Examples:

1. Member is purchasing a Money Order for \$50.00 with cash. The Miscellaneous Transaction selection is Money Order. Member will be charged a \$1.00 fee. The Miscellaneous Transaction selection is Money Order Fee.

Date	Account	Transaction	Amount	Fee
11-02-2010	Miscellaneous	MONEY ORDER (Credit)	\$50.00	
11-02-2010	Miscellaneous	MONEY ORDER FEE (Credit)	\$1.00	

Figure 3

2. Member is purchasing Travelers Checks for \$150.00. A \$2 fee will also be assessed. The money is to be withdrawn from member's share account. The transactions are Withdrawal, Travelers Cks (Miscellaneous Transaction) and Travelers Cks Fee (Miscellaneous Transaction) respectively.

Date	Account	Transaction	Amount	Fee
11-02-2010	00 Regular Shares (\$2,907.70)	Withdrawal	\$152.00	
11-02-2010	Miscellaneous	TRAVELERS CHECK (Credit)	\$150.00	
11-02-2010	Miscellaneous	TRAV. CHKS FEE (Credit)	\$2.00	

Figure 4

Related Functions: All Miscellaneous Tran Codes appear on the Teller Totals - Miscellaneous Transaction window under Teller Tasks. They can also be found in each teller's Daily Transaction Report.

Description

Definition: This field consists of fifteen (15) alpha or numeric characters that are accessed when a Miscellaneous Transaction Code is entered. These descriptions are used rather than the description on the teller screen, if the Posting Method of “Post Totals” is selected. See “Posting Method”, for more information. (**Note: A message of “Invalid Account Description” will be displayed after selecting save, if the maximum number of characters in the description field has been exceeded.)

Values: User defined.

Purpose: This field is used for an additional description when a Miscellaneous Transaction Code is entered. This description shows in general ledger, Display Teller, system JV Posting, and Transaction reports from End of Day.

Example below.

Code	Description	DR/CR	Account	Posting Location	Posting Method
60	BONDS	CR	745010	Main Office	Post Detail
61	ALLOW LOAN LOSS	CR	719000	Main Office	Post Detail
62	MASTERCARD ADVC	CR	745120	Main Office	Post Detail
63		CR		Main Office	Post Totals
64	PAYROLL CHECKS	CR	807000	Main Office	Post Detail
65		CR		Main Office	Post Detail
66		CR		Main Office	Post Detail
67	WIRE TRANS FEE	CR	161000	Main Office	Post Detail
68		CR		Main Office	Post Detail
69		CR		Main Office	Post Detail

Figure 5

DR/CR

Definition: This field determines whether the Tran Code is a debit or credit transaction to or from the general ledger account.

Values: CR = The system will CREDIT the assigned general ledger account.
DR = The system will DEBIT the assigned general ledger account.

Purpose: This field allows the user the flexibility of assigning a debit or credit to each Transaction Code.

Example: If a DR is entered, the system will debit the assigned general ledger account number. If a CR is entered, the system will credit the assigned general ledger account number.

Account

Definition: This field represents the general ledger account number associated with the Tran Code.

Values: Six (6) digit general ledger number.

Purpose: Assigning a general ledger account allows the system to automatically insert the correct general ledger number based on the Tran Code that is entered. This alleviates the employee from having to enter a general ledger account at the time of the transaction.

Posting Location

Definition: This field determines which location (main office, branch or specific branch) the entry will be posted.

Values: Main Office
Post by Branch
Post to Branch 1, 2, etc.

Purpose: This field is used for those credit unions with Branch Accounting optional software.

Related Functions: If Main Office is selected, whenever the miscellaneous transaction is updated, the system will offset the entries to the six-digit general ledger number listed. If Post by Branch is selected, the system posts to the branch number specified on the **BASIC SECURITY** window for each teller under [Main Ribbon > System Settings > Tellers](#). If Post to Branch 1, 2, etc. is selected, the system will post the transaction to the specific branch entered.

Posting Method

Definition: This field determines whether individual entries or a total of all entries will display in general ledger.

Values: **Post Totals** - All entries for the specific Tran Code will post as one total entry in general ledger.

Post Detail - All entries for the specific Tran Code will post individually in general ledger.

If **“Post Detail”** is selected as the Posting Method, the transaction description will be used, if entered. Otherwise, if **“Post Totals”** is used, the system will use the Miscellaneous Transaction Setup description.

Purpose: This field allows the user the flexibility of assigning which entries will post individually and which will post as one total.

Credit Card Payment

Definition: This is for credit unions that process credit card payments and use a third-party vendor for their credit card program. By entering the Miscellaneous Transaction Code used for credit card payments in this field, this adds a **“Credit Card Payment”** selection to the Add Transaction window. (See the “Cards” chapter in the Member Services Manual for additional information.)

After entering the Miscellaneous Transaction Code in this field, the **“Credit Card Payment”** transaction type will display on the Add Transaction window for all members. This selection is only valid if there is a credit card in the Card Information folder for the member. A message of “No credit cards found” will be displayed if the **“Credit Card Payment”** selection is made and no credit card information has been entered for the member.

A report called “Visa Payment Report (VS201-01)” is generated with End of Day processing for credit card payments made using the **“Credit Card Payment”** selection. For credit unions using the import/export credit card files feature on the system, an extract is also created with End of Day processing of the payments made since the last extract was created to send to the credit card vendor. See examples of the report on the next page.

Tlr	Screen	Account	Name	Member	Visa Account	Payment	Description
3	19	32-3-00	Alan	Ross	2222-2200-0000-0001	\$150.00	
3	18	555555-2-00	ANNABELLE	MEMBER	2222-2200-0000-0001	\$100.00	Transfer From: 555555-2-00
Total Payments						\$250.00	
Grand Total Payments						\$250.00	

Figure 6

For credit unions not using the import/export credit card files feature on the system, only the report will be generated with End of Day processing. A message of **“Invalid BIN”** will display next to the transaction on the right side of the report. The credit union must have procedures to get the payment information to the vendor. See example of the report below.

Tlr	Screen	Account	Name	Member	Visa Account	Payment	Description
3	31	32786-6-00	AMY M	MEMBER	4321-1111-2222-3333	\$100.00	*** Invalid BIN
Total Payments						\$0.00	
----- <Page Break> -----							
21	30	501-7-00	Judith	Yates	5897-4000-0000-1236	\$50.00	*** Invalid BIN
Total Payments						\$0.00	
Grand Total Payments						\$0.00	

Figure 7