

Statement Message Setup

The Statement Message Setup is used to enter a message that will display on the member statements. The message entered will be included in the Datamatic statement jobs and on the Datamatic version of e-statements.

****Note:** The security option under [\[Main Ribbon > System Settings > Tellers > Specific Teller > System tab > Set Receipt/Statement Message\]](#) for the employee must be set to “permitted”, to be able to make changes on this window.

This is a free form typing area for the credit union to input a message to the membership, if desired. This message will be printed on the statements. Make sure that the message and other options on this screen are entered and processed before selecting the screen to create the statements or statement tape/file/extract.

****Note:** It is not necessary to change the message and/or options before monthend is processed; just before the statement job is run. Also, the ? is not valid in the “Message” area.

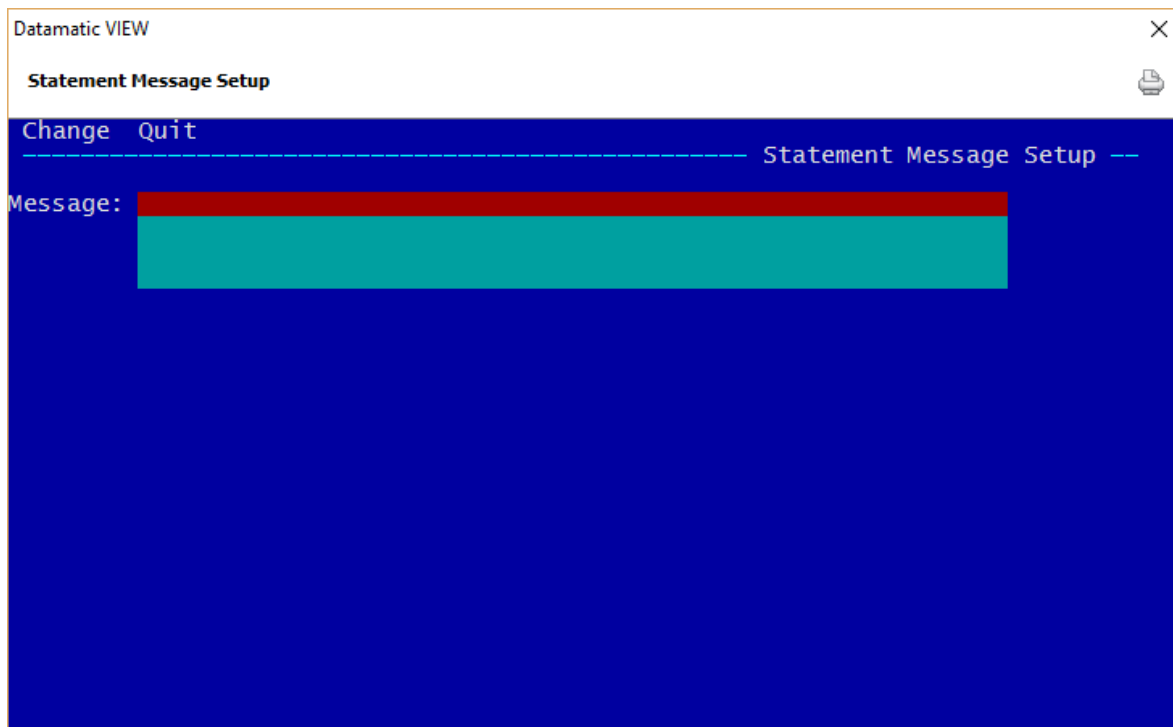


Figure 1

After making changes to the statement message, press enter. Press enter a second time to process the screen and save the changes. The screen will close and return to the System Settings window.

The “**Statement Message Setup**” is also a selection under [\[Main Ribbon > Reports > On Demand > Statements\]](#) then after selecting a printer option, the Statement Menu screen is displayed. Security for “**Reports**” and “**Reports (Order)**” must be checked (for permitted) in order to have access to this screen.