Cash Check for Member

To cash a check for a member (either on-us or drawn off another financial institution), first display the member in the Member Summary area. Enter the amount of the check in the **Checks Received** area. See example below.

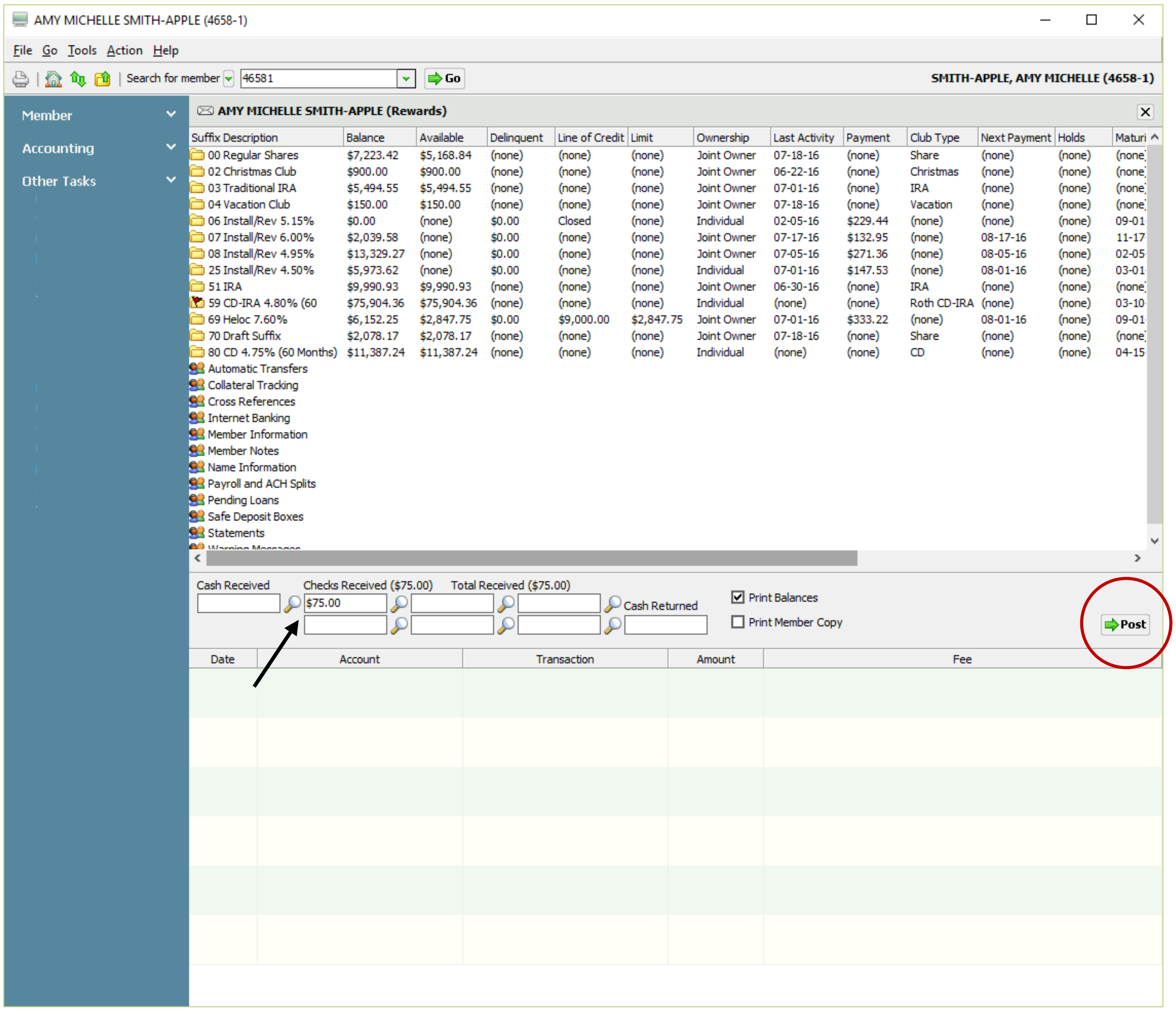


Figure 1

If the **check is drawn off another financial institution** either do **Ctrl + S** or click on **Post** to post the transaction. The system will display a message of **"Cash to member: $xx.xx"**. Press enter or click on OK to complete the transaction.

If the **check is an on-us check** (suffix 70-74, Line of Credit loan suffix or Health Savings Account suffix), after entering the amount of the check either press enter or click on the magnifying glass.

The system displays the **Check Detail** box.

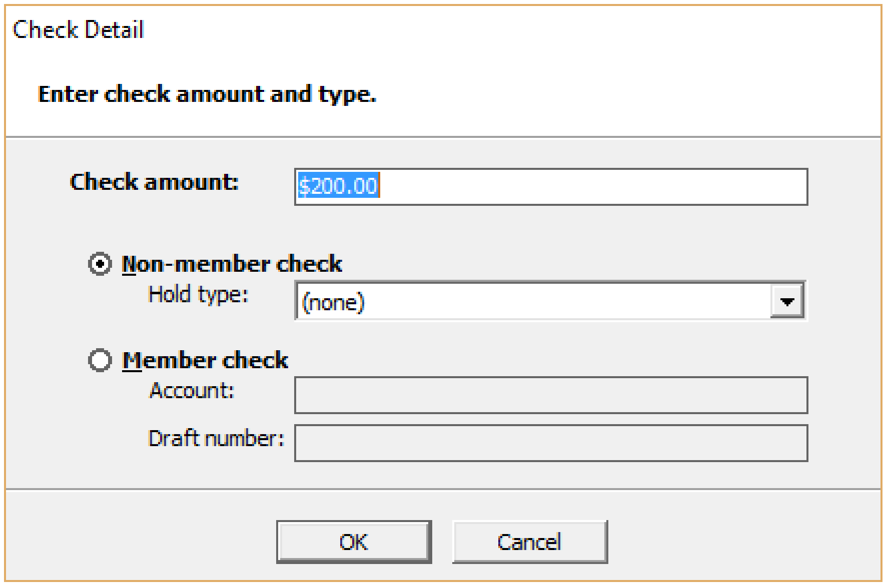


Figure 2

Select the **"Member Check"** option and enter the Account Number (Account Base, Check Digit and Suffix) and the Draft Number. See example below.

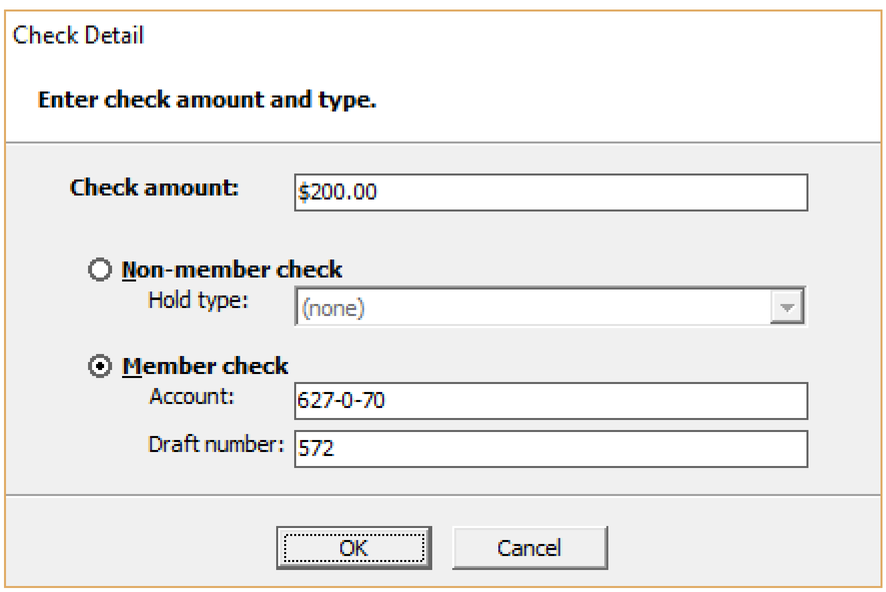


Figure 3

Select OK. Post the transaction by doing a **Ctrl + S** or click on the **Post** icon.

The system displays a box that indicates the "Transaction Completed Successfully" and to give the member $200.00. Select OK.

****Note:** The system will check for stop payments that match the information entered. See example below.

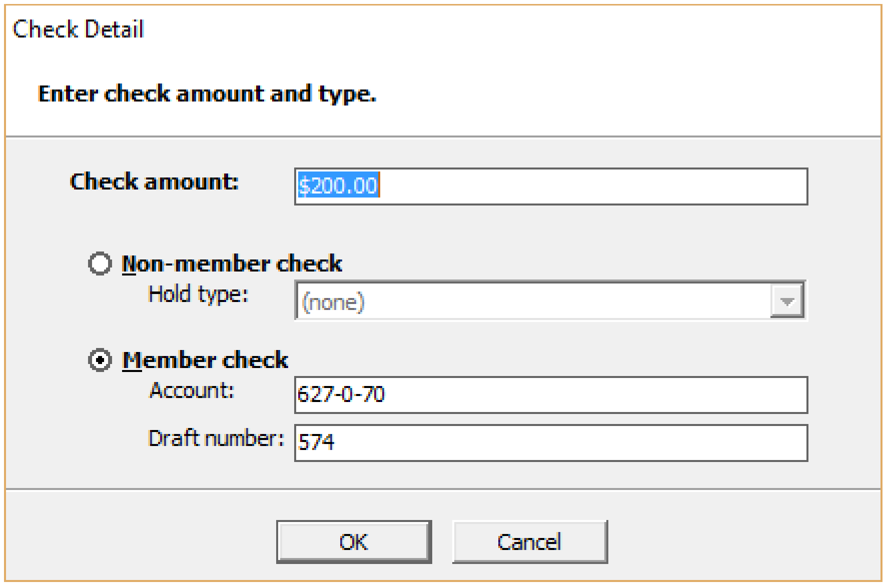
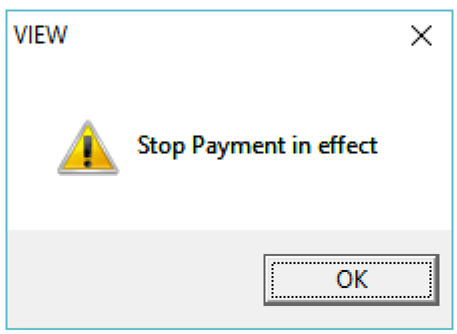


Figure 4

Select OK. The system displays.



Press enter then click on **cancel** at the Check Detail window to return to the Member Summary window. With the check amount highlighted press the "delete" key to remove the amount from the **Checks Received** box.