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.

AMY MICHELLE SMITH-APP	PLE (4658-1)										_		×
<u>File Go</u> <u>T</u> ools <u>A</u> ction <u>H</u> elp													
🕒 🚠 🏚 🔨 Search for member 🗟 46581 🔽 🗭 🖬 💿								(4658-1)					
Member 🗸 🗸	AMY MICHELLE SMITH-APPLE (Rewards)												
Accounting Y Other Tasks Y	Solink Cess grading 00 Regular Shares 00 Z Christmas Club 03 Traditional IRA 04 Vacation Club 06 Instal/Rev 4.50% 07 Instal/Rev 4.50% 05 Instal/Rev 4.50% 51 Instal/Rev 4.50%	\$7,223.42 \$900.00 \$5,494.55 \$150.00 \$0.00 \$2,039.58 \$13,329.27 \$5,973.62 \$0.00 \$0.00	xvalable \$5,168.84 \$900.00 \$5,494.55 \$150.00 (none) (none) (none) (none) (none)	(none) (none) (none) (none) \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	(none) (none) (none) (none) Closed (none) (none) (none) (none)	(none) (none) (none) (none) (none) (none) (none) (none)	Joint Owner Joint Owner Joint Owner Joint Owner Individual Joint Owner Individual	07-18-16 06-22-16 07-01-16 07-01-16 07-05-16 07-05-16 07-05-16 07-01-16 05-20 16	(none) (none) (none) (none) \$229.44 \$132.95 \$271.36 \$147.53 (none)	Christmas IRA Vacation (none) (none) (none) (none) IRA	(none) (none) (none) (none) (none) 08-17-16 08-05-16 08-01-16 (none)	(none) (none) (none) (none) (none) (none) (none) (none)	(none; (none; (none; (none; 09-01: 11-17: 02-05: 03-01: (none; (none;
	Si JIRA Si GOJRA 4.80% (60 Si GOJRA 4.80% (60 OTaft Suffx Si GO La 7.5% (60 Months) Automatic Transfers Collateral Tracking Cross References Cross References Name Information Rember I	\$9,990.93 \$75,904.36 \$6,152.25 \$2,078.17 \$11,387.24 Received (\$75	\$9,990.93 \$75,904.36 \$2,847.75 \$2,078.17 \$11,387.24	(none) (none) (none) (none) (none) (none)	(none) (none) \$9,000.00 (none) (none) 00)	(none) (none) \$2,847.75 (none) (none)	Joint Owner Individual Joint Owner Joint Owner Joint Owner Individual	06-30-16 (none) 07-01-16 07-18-16 (none) nt Balances nt Balances nt Member Copy	(none) (none) \$333.22 (none) (none)	IRA Roth CD-IRA (none) Share CD	(none) (none) 08-01-16 (none) (none)	(none) (none) (none) (none) (none)	(none) 03-10 09-01 (none) 04-15
	Date	Account		Tra	nsaction		Amount			Fee			

Figure 1

If the <u>check is drawn off another financial institution</u> 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 <u>check is an on-us check</u> (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.

Cash Check for Member

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

Enter check amount and type.					
\$200.00					
<u>Non-member check</u> Hold type: (rece)					
(((((((((((((((((((
·					
OK Cancel					

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.

Check Detail				
Enter check amount and type.				
Check amount:	\$200.00			
O <u>N</u> on-member Hold type:	check (none)			
• Member chec	k			
Draft number	62/-0-70 :: 572			
	OK Cancel			

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.

Check Detail					
Enter check amount and type.					
Check amount:	\$200.00				
O Non-member check					
Hold type:	(none)				
⊙ <u>M</u> ember check					
Account:	627-0-70				
Draft number:	574				
[OK Cancel				

Figure 4

Select OK. The system displays.

VIEW	×
<u>^</u>	Stop Payment in effect
	ОК

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.