

Check Issue Wizard

Select one of the following:

- Action on the Menu Bar then Check Issue.
- Ctrl + K

The **Check Issue Wizard** is displayed. The Check Issue Wizard is used to issue a single check with a withdrawal from a member's share account or add-on to a loan account.

****Note:** To issue multiple checks at the same time, use the Back Office Transactions window.

The system displays.

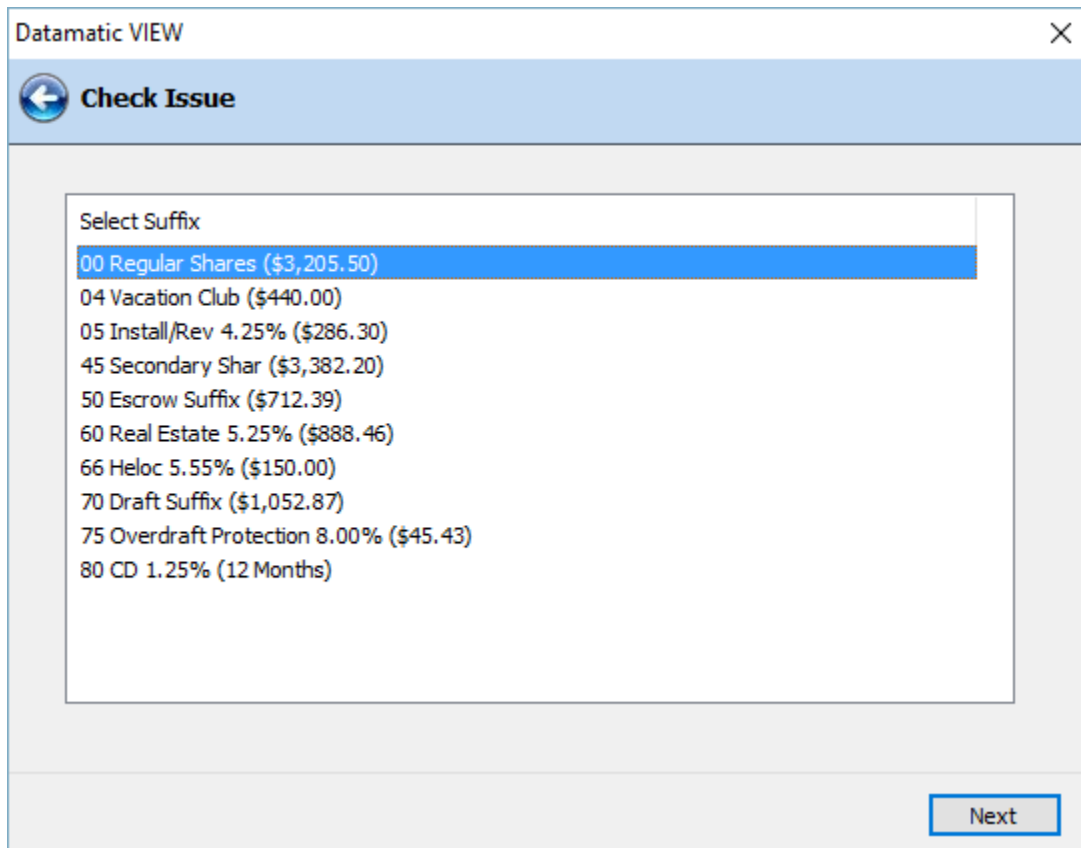


Figure 1

Select the suffix from which the funds will be withdrawn. Continue to the next window.

If a loan suffix is selected as the withdrawal account in the Check Issue Wizard, this transaction will not reset the “Paid to Date” field on the loan. Other methods of processing an “add-on” to only increase the balance of a loan are to use either the Back Office Transactions window and select “Iss - Add On” or use the Transfer Funds Wizard. These transactions will also not reset the “Paid to Date” field. Also, selecting “Issue” for the Transaction Type on the cash transaction window will not reset the “Paid to Date” field.

The system displays.


Datamatic VIEW

Check Issue

Account Balance: \$3,382.20

Check Amount:

Memo:

Effective Date: 05-02-2016 

Next

Figure 2

Enter the following information:

Check Amount - The amount of the check.

Memo - A description (displays in history). (optional) Maximum 25 spaces.

Effective Date - An effective date for the withdrawal transaction. (optional)

****Note:** The Account Balance displayed is the current balance in the account not the available balance.

Continue to the next window. The system displays.

Figure 3

Click on the drop down box to the right of the **“Payable To”** line to select one of pre-defined selections, if desired. The selections in the drop down box are as follows:

- ⇒ **Custom** - This is used to manually enter the information for the check.
- ⇒ **Third Party + Primary** - (default) - This will allow the user to type in the Payable To information with the remitter line automatically filled in with **“RE: primary member’s name”**. The remitter can be changed or moved to another line, if needed.
- ⇒ **Primary + Address** - The primary member’s name and address are automatically filled in for the check. The information can be changed, if needed.
- ⇒ **Joint + Address** – The joint name 1 type (on the 00 suffix) name and address are automatically filled in for the check. The information can be changed, if needed. ****Note:** If there is not a joint name type 1 on the 00 suffix, this selection will not be displayed.

****Note:** A maximum of 50 spaces per line and 4 lines is allowed for check printing. After selecting Next, the system will alert the user if the number of spaces has been exceeded by displaying the message **“Line too long”** and highlighting the text. Make the appropriate changes, if this occurs.

If the **“Payable To”** line is two lines long, the user can change the Payable To option to **“Custom”** and type the information for the check or move the remitter line.

The check will be printed as the information appears in the **“Payable To”** area. The second, third or fourth line can be used for the remitter, if desired. **Example:** Re: John Smith

Also, when a blank line is left between the payee(s) and a “remitter”, the check will be printed with the blank line. In other words, the checks will print as shown on the Payable To window. This will work in both the Check Issue Wizard and for loan document checks.

****Note:** It may be necessary to “cut and paste” the remitter line in order for the blank line to appear on the printed check. See example below.

Datamatic VIEW

Check Issue

Payable To: Third Party + Primary

RE: MICHAEL P GREEN

Next

Figure 4

Continue to the next window. The system displays.

Figure 5

Use the arrow keys to make a selection or click on the appropriate option. **This is applicable for transfers from a share suffix only.** The transfer fee is withdrawn from the “from” suffix. This window will not display for check issues from a loan suffix.

****Note:** For check issues from a loan suffix, this window will not be displayed.

The default selection on the Check Issue Fee window is determined as follows:

- ⇒ If the default amount for Check Issues on the Automated Fee Setup window is greater than \$0.00, the Check Issue Fee window will default to “Yes”. However, the user can select “No - do not apply a fee”, if applicable.
- ⇒ If the default amount for Check Issues on the Automated Fee Setup window is \$0.00 (blank), the Check Issue Fee window will default to “No”. However, the user can select “Yes - apply a fee for this transaction”, if applicable.
- ⇒ If Relationship Administration is used and the Check Issue Fee field is set to “Exempt”, regardless of what is on the Automated Fee Setup window, the Check Issue Fee window will default to “No”.

Continue to the next window.

The fee amount can be changed on this window, if a different amount is to be applied. The default fee amount is setup by selecting:

System Administration
Automated Fee Setup

See the System Administration Manual for more information.

The system displays a window to preview the information entered in the wizard. If necessary, click on the "Back Arrow" in the upper left corner to return to any of the previous windows and make changes.

The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a blue header with a back arrow icon and the text "Check Issue". The main content area has a light gray background and contains the following text:

To complete this wizard, click Finish

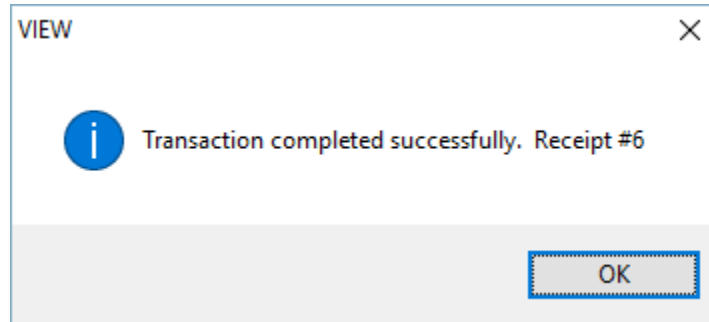
✓ Account: 619-7-45
 Check Amount: \$500.00
 Fee: (none)
 Memo: TUITION
 Effective Date: 05-02-2016
 Payable To: MICHIGAN STATE UNIVERSITY

At the bottom right of the window is a button labeled "Finish".

Figure 6

Select Next to preview the changes made. Select Finish to post the withdrawal transaction and check issue fee, if applicable, (or loan add-on) and print the check.

The system displays.



Select OK.

Check Issue Wizard (Receipt - Fee) information for laser and thermal receipts:

- ⇒ The **member copy** will only show the withdrawal for the check and the fee but it will not show the offsetting entry to the general ledger.
- ⇒ The **credit union copy** will show the withdrawal for the check and the fee and the offsetting entry to the general ledger.

Receipts printed on Dot Matrix printers will show the offsetting entry to the general ledger for both the member and credit union copy.

References

System Administration - Teller Administration (under specific teller then General tab - **Maximum Check Issue amount**).