

Manual Dividend Wizard

Select Action on the Menu Bar then Manual Dividend. The **Manual Dividend Wizard** is displayed. The Manual Dividend Wizard is used to enter information for the system to calculate the APYE (Annual Percentage Yield Earned), pay the dividend to the suffix and make the offsetting entry to the applicable general ledger account. The APYE will be included on the member statements.

Continue to the next window. The system displays.

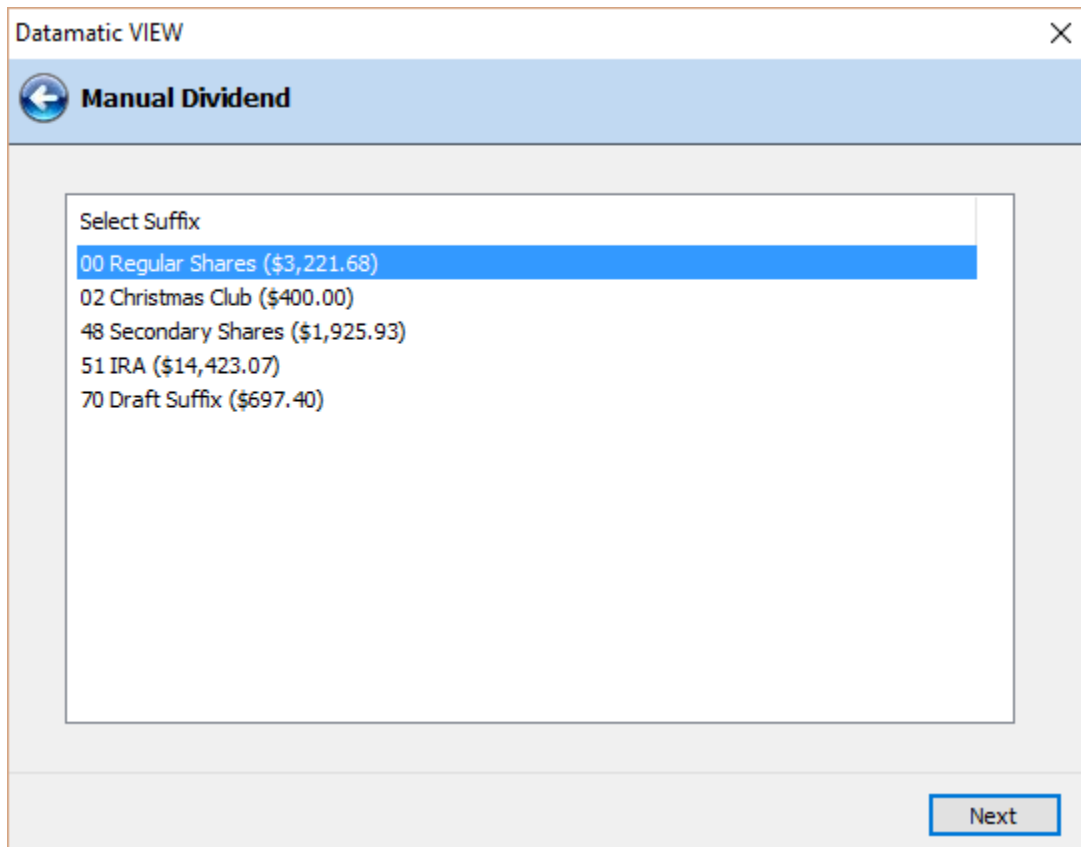


Figure 1

A list of the share suffixes for the member is displayed.

Select the suffix for which the dividend will be paid. Continue to the next window.

The system displays.

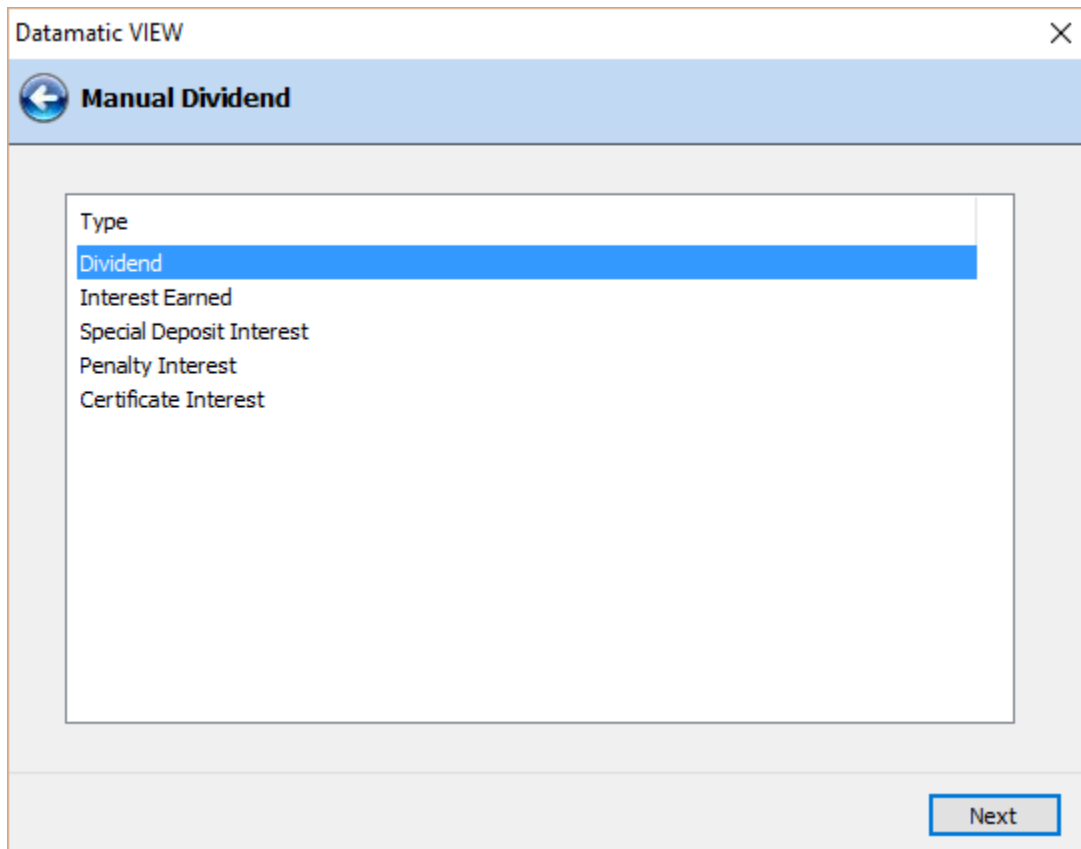


Figure 2

Select the applicable “Dividend Type” for the dividend being paid.

The dividend type determines the transaction code used by the system and the wording used on the history inquiry window for the suffix.

- Dividend (TC 107)
- Interest Earned (TC 117)
- Special Deposit Dividend (TC 127)
- Penalty Interest (TC 137)
- Certificate Dividend (TC 147)

Use the arrow keys to highlight the dividend type and press enter to continue to the next window.

The system displays.

Datamatic VIEW

Manual Dividend

Dividend Amount:

Memo:

In order to compute the APYE for statement printing, please enter the start and end date for the dividend period.

Start Date:

End Date:

Figure 3

The “Dividend Amount” will be brought forward from the suffix inquiry window. This amount can be changed, if a different dividend amount is going to be paid. Also, enter a description, if desired. This will display on the history inquiry window, if entered.

The system will automatically fill in the Last Dividend Date (representing the date that dividends were last paid by the system plus one day) in the Starting Date field.

****Note:** If dividends have not been paid by the system yet, (or if a dividend was not earned in the last dividend period) the Starting Date will default to the Date Opened. Make changes to the starting date, if necessary.

Today’s date will automatically be filled in for the Ending Date field. If necessary, enter an earlier date to be used to calculate the APYE.

Continue to the next window.

The system displayed.

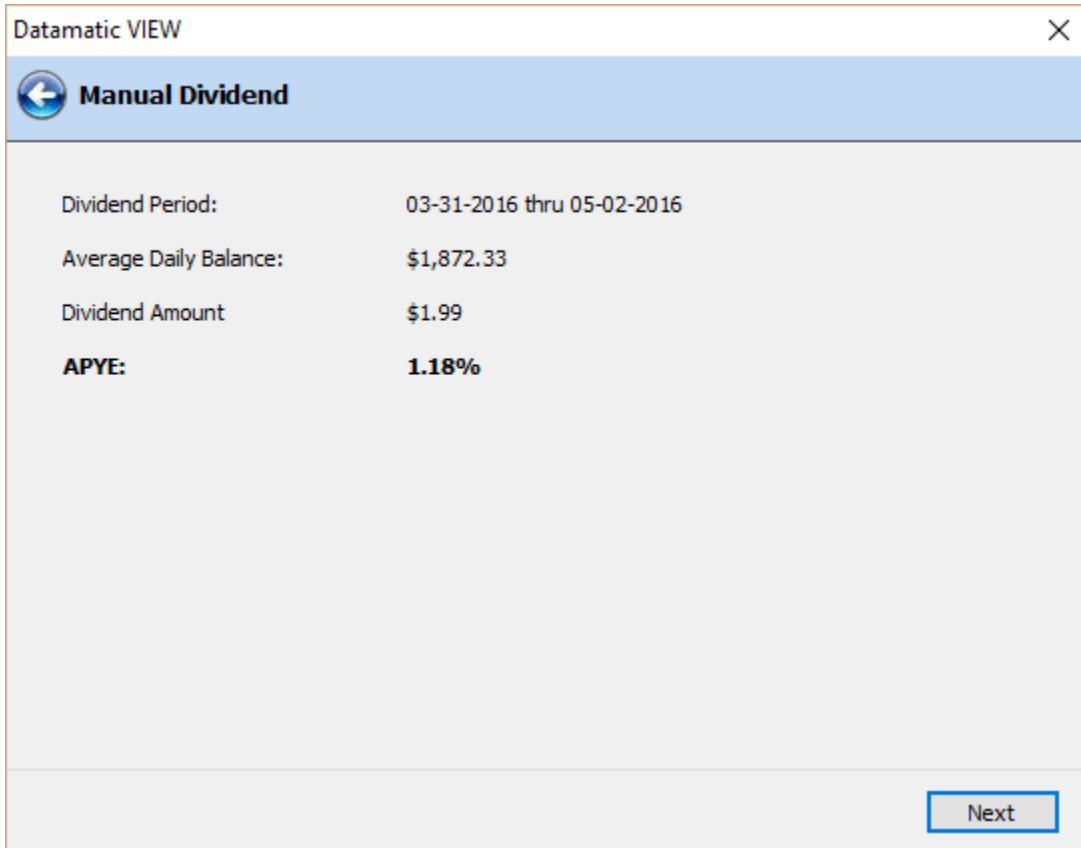


Figure 4

The system displays the calculated APYE (Annual Percentage Yield Earned) percentage. Continue to the next window.

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

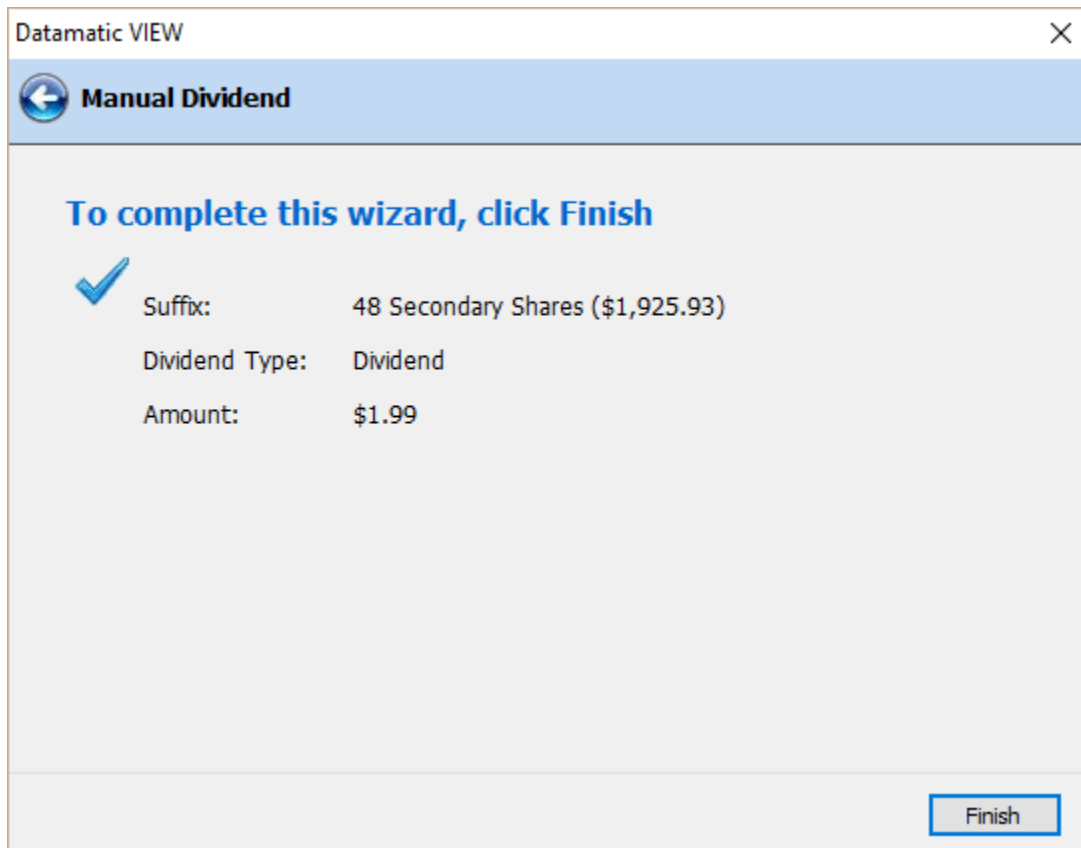


Figure 5

Select Next to preview the changes made. Select Finish to post the dividend or interest to the suffix and make the offsetting entry to the applicable general ledger account.

****Note:** After finishing the wizard, the system will reduce the accrued field on the suffix inquiry by the amount of the dividend paid.