

Miscellaneous Transactions

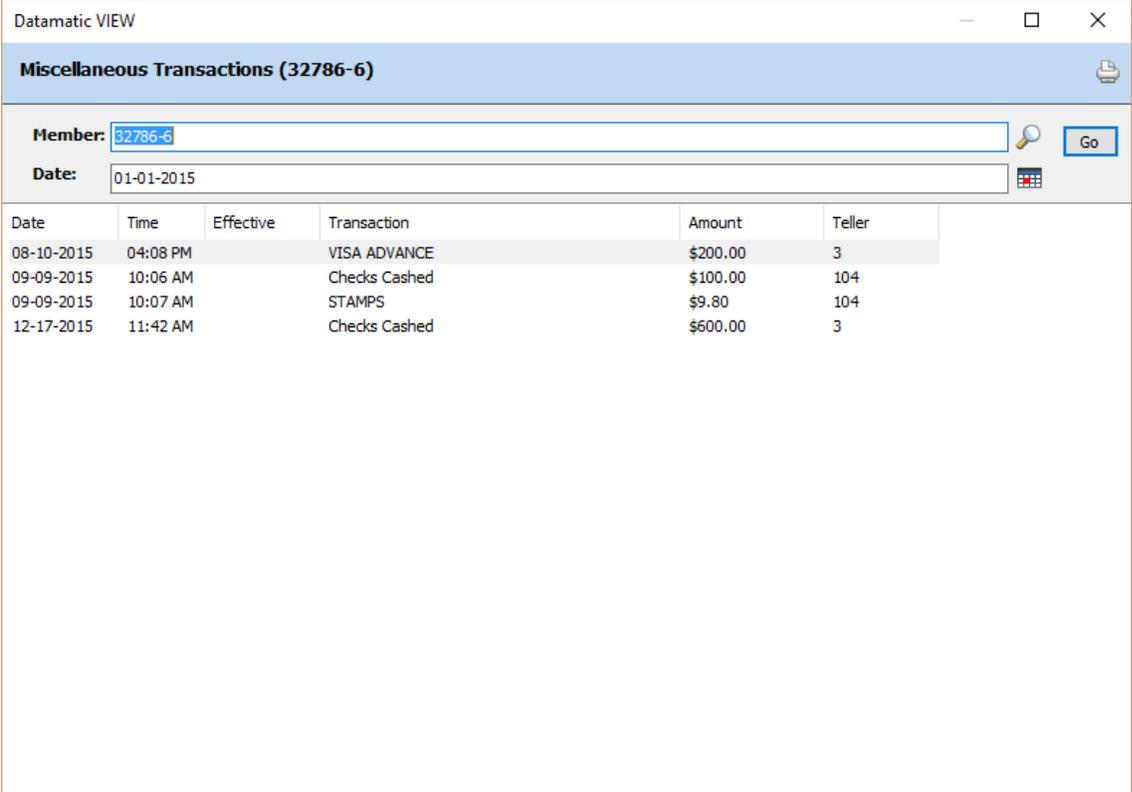
Miscellaneous Transaction Inquiry

From the “Other Inquiries” window (Ctrl + I), select “Miscellaneous Transaction Inquiry”. The Miscellaneous Transaction Inquiry option is used to view the Miscellaneous Transactions processed for a specific member on or after a specific date.

Enter a member number (account base and check digit) and a valid date (if different than the beginning of the current quarter) then press enter or click on Go. The date entered represents how far back for the system to check the history.

If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number.

The system displays.



The screenshot shows a window titled "Datamatic VIEW" with a subtitle "Miscellaneous Transactions (32786-6)". Below the subtitle are two input fields: "Member:" with the value "32786-6" and "Date:" with the value "01-01-2015". To the right of the Member field is a magnifying glass icon and a "Go" button. To the right of the Date field is a calendar icon. Below the input fields is a table with the following data:

Date	Time	Effective	Transaction	Amount	Teller
08-10-2015	04:08 PM		VISA ADVANCE	\$200.00	3
09-09-2015	10:06 AM		Checks Cashed	\$100.00	104
09-09-2015	10:07 AM		STAMPS	\$9.80	104
12-17-2015	11:42 AM		Checks Cashed	\$600.00	3

A callout box on the right side of the window points to the "X" button in the title bar, containing the text: "To exit the window, either click on the X or press Esc."

Figure 1

A list of the Miscellaneous Transactions processed under the member number on or after the date entered will be displayed.

Click on the “printer icon” in the upper right corner of the window, to print the information in the window. A window will display to make a printer selection. Select the “print” button, after making a printer selection.

Miscellaneous Transaction

With the member displayed, enter the “Cash Received”, “Checks Received” and “Cash Returned”, if applicable. Next, do one of the following:

- Ctrl + A to display the Add Transaction window.
- Highlight the blue and white transaction area of the window then press enter or double clicking on this area to display the Add Transaction window.
- Select Action on the Menu Bar then Add Transaction.

The system displays.

The screenshot shows a window titled "Add transaction" with a sub-section "Account" that says "Select a suffix from the list below." Below this is a list of account options:

- 00 Regular Shares (\$6,405.70)
- 02 Christmas Club (\$560.00)
- 05 Install/Rev 5.50% (\$217.39)
- 06 Install/Rev 6.50% (\$150.00)
- 51 IRA (\$13,555.24)
- 55 CD-IRA 3.75% (24 Months)
- 68 Heloc 8.40% (\$88.69)
- 70 Draft Suffix (\$3,198.70)
- 81 CD 2.00% (12 Months)
- 98 HSA Share (\$1,922.29)
- Credit Card Payment
- Cross Account
- Miscellaneous

The "Miscellaneous" option is circled in red. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Figure 2

Select “Miscellaneous” from the list by either double clicking on Miscellaneous or using the arrow keys to highlight Miscellaneous then pressing enter.

****Note:** See the “Non-Member Transaction” chapter in this manual for processing transactions for a non-member.

Next, the system displays a list of the miscellaneous transactions that have been setup by the credit union. The descriptions entered on the Miscellaneous Transaction Account Setup window will be displayed here. Make a selection from the list.

The system displays.

Figure 3

Amount: Enter the dollar amount for the transaction, if different than the amount displayed.
 Example: Enter 350 (press Tab key) = \$350.00

If cents are being used in the transaction amount, use the decimal point.
 Example: Enter 225.50 (press Tab key) = \$225.50

Description: For a Money Order, tab to the Description field and enter the payee information to be printed on the Money Order. The payee can be blank, if desired. For other Miscellaneous Transactions, tab to the Description tab and enter a description, if desired.

Date: The default is today's date. Enter a different date (in the past) to effective date the transaction, if necessary.

Change the transaction **Amount** (if different), enter a **Description** (if desired) and change the **Date** (if needed). Press enter.

Repeat this process until all of the transactions have been entered. See example below.

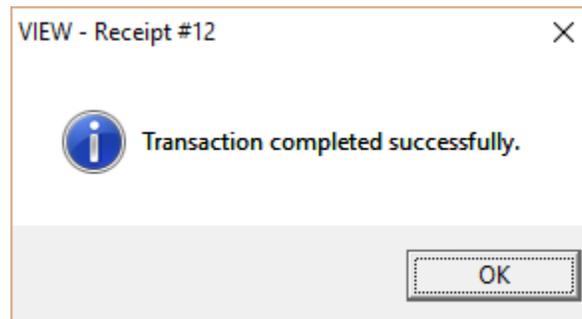
Date	Account	Transaction	Amount	Fee
05-02-2016	Miscellaneous	MONEY ORDER (Credit)	\$350.00	
05-02-2016	Miscellaneous	MONEY ORDER FEE (Credit)	\$2.00	

Figure 4

After all the transactions have been entered, the transactions can be posted. To **“Post”** the transactions, do one of the following:

- Click on the “Post” icon to the right of the Checks Issued boxes.
- Ctrl + S
- Select “Action” on the Menu Bar then Post Transaction.

The system displays.



Select OK to complete the transaction(s). The receipt(s) will be printed, as well as, the Money Order(s), if the credit union is setup to print Money Orders.

Click on the **“Close Member”** box or press **“Ctrl + F4”** when finished with this member. The Standard Window (Member Search) will display.

Miscellaneous Transaction Reference

Miscellaneous Transaction Account Setup – Refer to the System Administration Manual