

## Money Orders

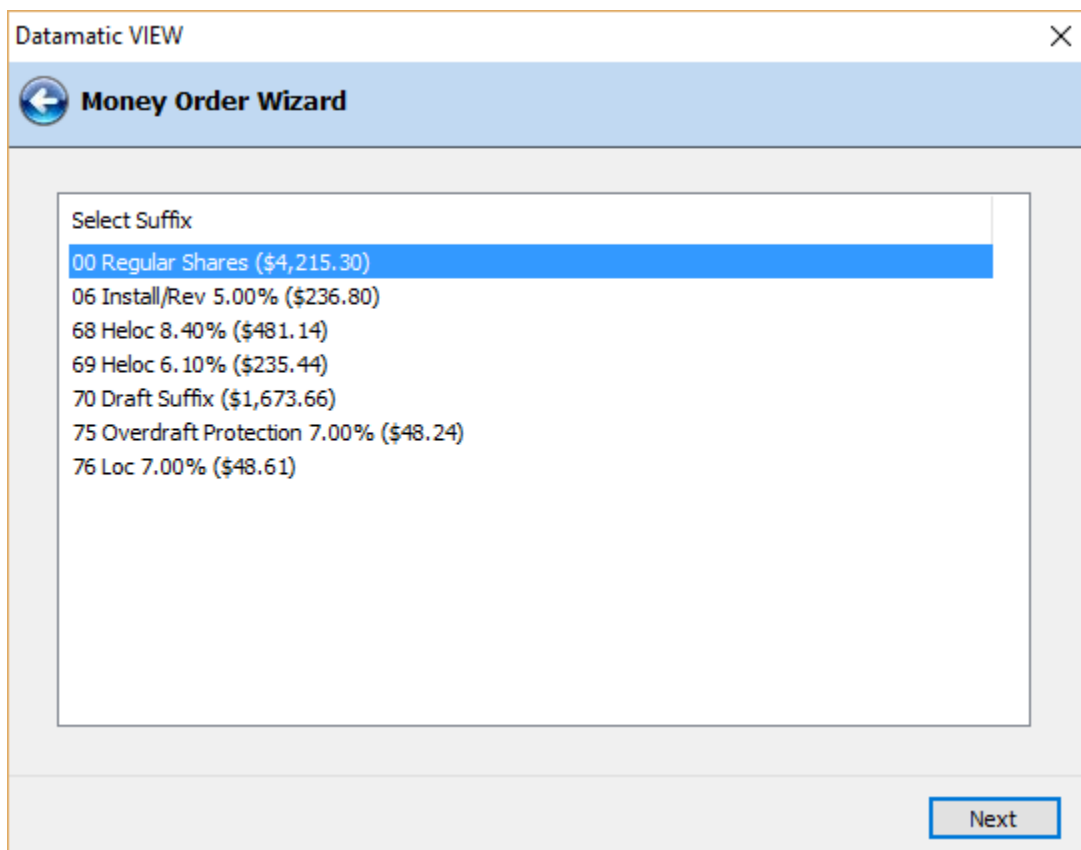
Money Orders can be issued by using one of the following:

- Ctrl + N - (described in this chapter)
- Action on Menu Bar then Money Order - (described in this chapter)
- Action on Menu Bar then Add Transaction (Ctrl + A or double click in Transaction area) - Select "Miscellaneous" as the Account selection. (See the Miscellaneous Transactions chapter)
- Non-Member Transaction window. (See the Non-Member Transactions Chapter)

With the member displayed, select Action on the Menu Bar then Money Order or press Ctrl + N. The **Money Order Wizard** is displayed. The Money Order Wizard can be used to process a money order transaction for a member with the money order and fee, if applicable, completed in one transaction. The funds must be withdrawn from one of the member's share suffixes.

To process a money order transaction with cash, either deposit the cash to one of the member's share suffixes then use the Money Order Wizard or, use the Add Transaction pane and select the appropriate miscellaneous transaction.

The system displays.



**Figure 1**

Select the share suffix from which the funds will be withdrawn.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

The system displays.


Datamatic VIEW

**Money Order Wizard**

Account Balance: \$4,215.30

Amount:

Payable To:

Effective Date: 02-24-2016 

Next

**Figure 2**

Enter the following information:

**Amount** - The amount of the money order purchase. Do not include fee amount.

**Payable To** - Enter the payee information to be printed on the Money Order. The payee can be blank, if desired.

The History Inquiry and Statement will show **“Money Order”** on the first description line and the **“Payable To”** information will show on the second description line, if entered.

**Effective Date** - An effective date for the withdrawal transaction. The default date is today’s date.

**\*\*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

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 **This is applicable for transfers from a share suffix only.** The money order fee is withdrawn from the “from” suffix.

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

- ⇒ If the default amount for Money Orders on the Automated Fee Setup window is greater than \$0.00, the 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 Money Orders on the Automated Fee Setup window is \$0.00, the 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 Money Order Issue Fee window will default to “No”. The Check Issue Fee field applies to the Money Order Wizard also.

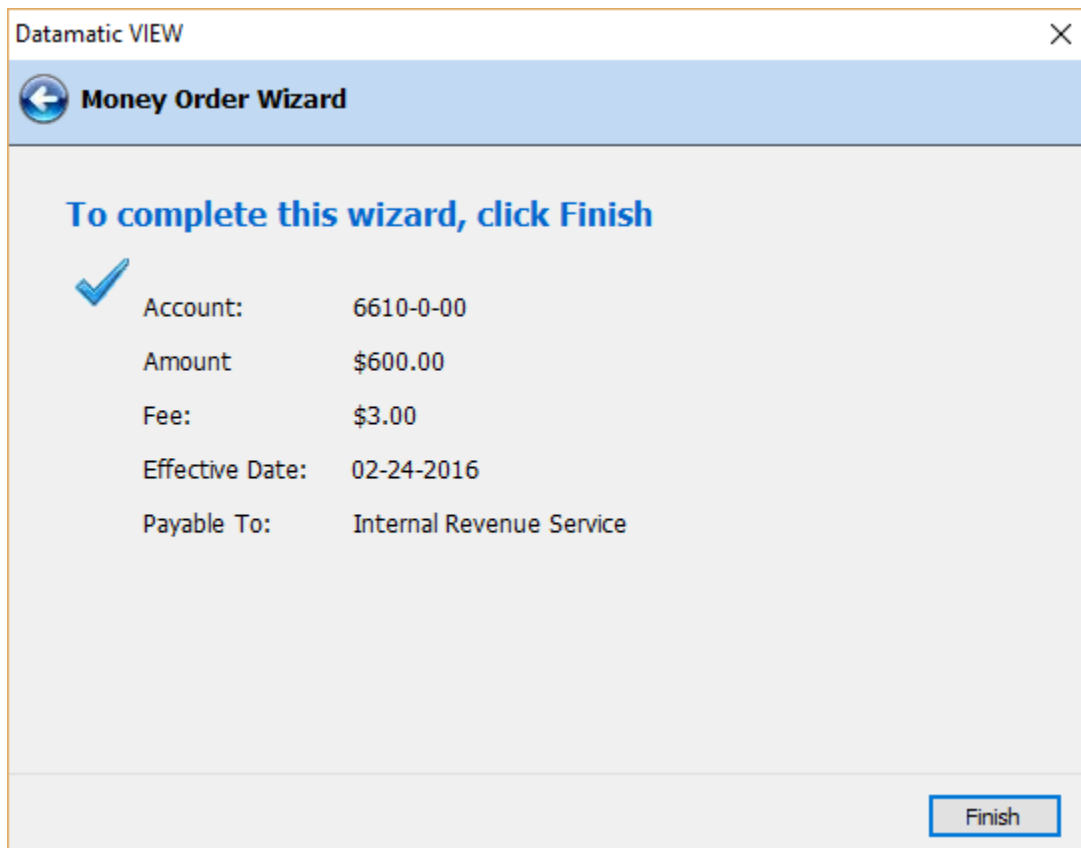
Continue to the next window.

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 System Administration Manual for details - Automated Fee Setup.

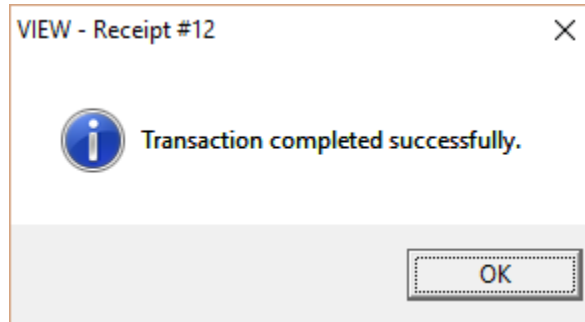
The system displays a window to preview the information entered in the wizard. If necessary, click on the arrow in the upper left corner to return to any of the previous windows and make changes.



**Figure 4**

Select Next to preview the changes made. Select Finish to post the withdrawal transaction and money order fee, if applicable, and print the receipt. If the credit union is setup to print Money Orders, the Money Order will also be printed.

The system displays.



Select OK.

**Additional Information**

For credit unions that print the Money Orders, the name displayed in the upper right corner in VIEW will print on the Money Order as the **Remitter**. The remitter will also print on the credit union copy of the Money Order. In the example below, Carolyn R Member is a joint owner and since her name was selected in the member search, her name will print as the remitter.

If a primary name is selected in the member search, the primary member’s name will print as the remitter.

	MONEY ORDER	123456
ABC Credit Union 1234 Main St Big City, MI 48999-1234		
	5-21-2015	\$400.00
**FOUR HUNDRED AND NO/100		
INTERNAL REVENUE SERVICE		
<b>Remitter: Carolyn R Member</b>		
2724-12345	123456789	

**Figure 5**