Non-Member Transactions

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NON-MEMBER TRANSACTIONS

Overview

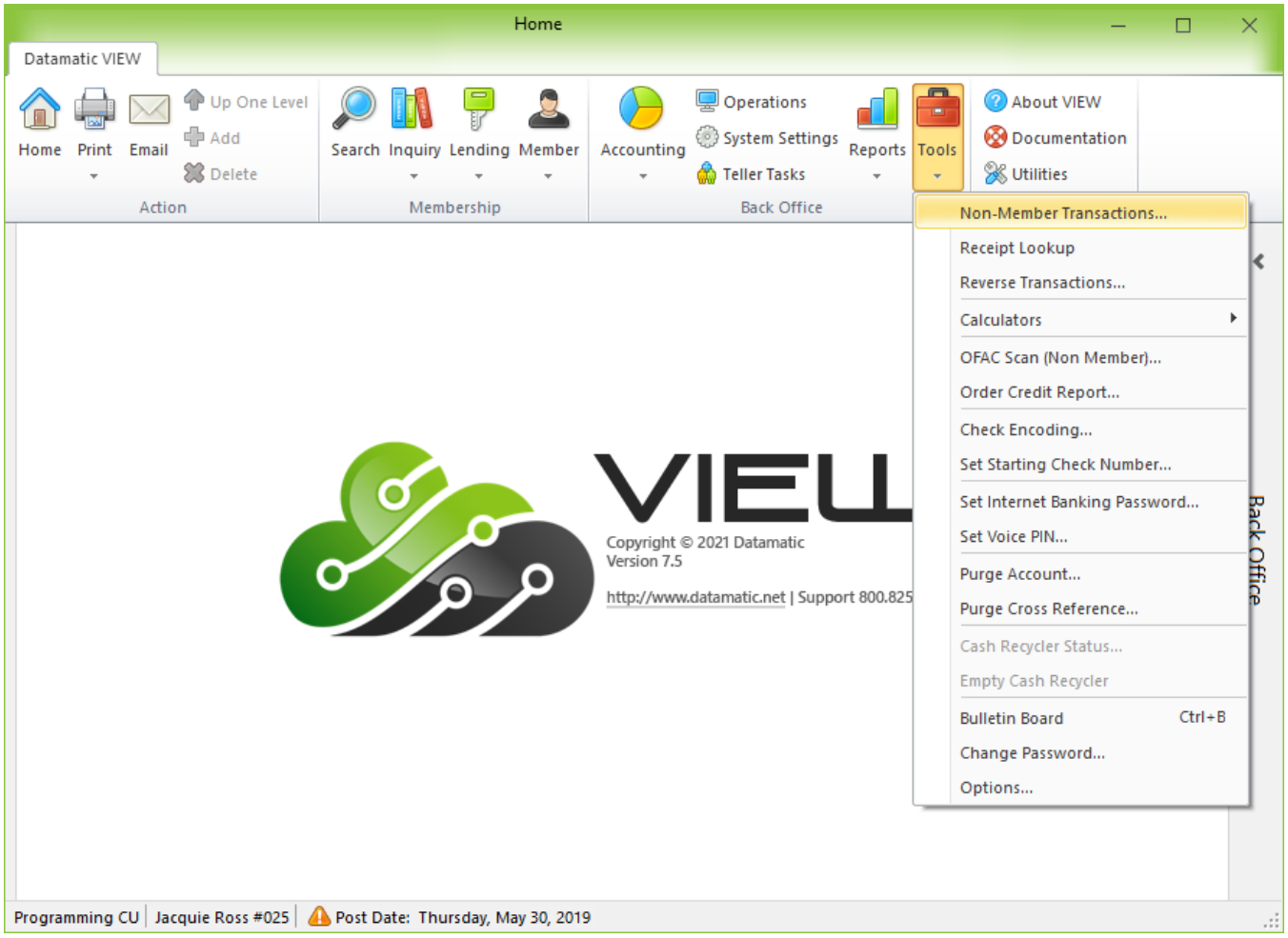
Non-Member Transaction screen was designed to process transactions for non-members. These types of transactions include the following:

- Check Cashing (including On-Us Checks)
- Credit Union Defined Miscellaneous Transaction

The Non-Member Transactions screen will prompt the user to obtain information to perform an OFAC Only Scan or both the OFAC and FinCEN scan.

Screen Definitions

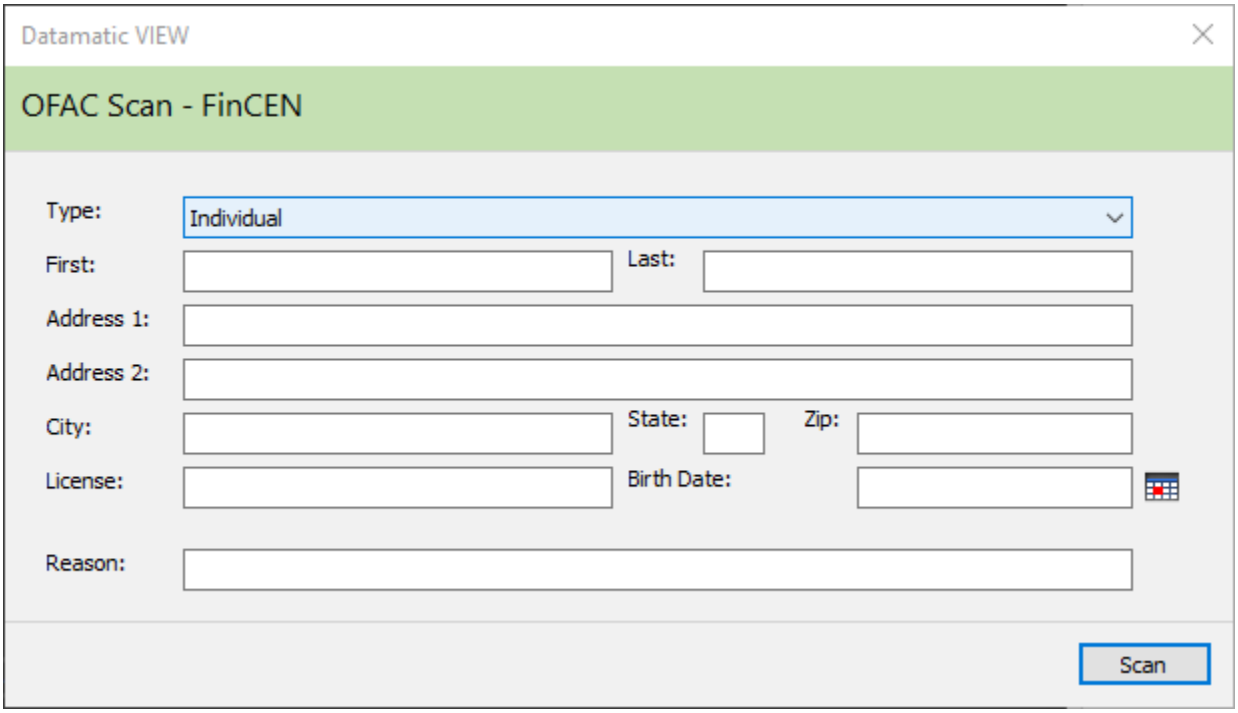
The Non-Member Transactions screen can be launched from the **Main Ribbon > Tools > Non-Member Transactions**.



Based on the Transaction Setup in System Settings, the non-member transaction screen displays the on-Member Transaction – OFAC Screen or the OFAC-FinCEN Screen.

OFAC Scan – FinCEN

The OFAC Scan – FinCEN screen collects the information to scan against the OFAC list before proceeding to the Non-Member Transaction Screen. For FinCEN, all information entered on the screen is retained for 6 months and is scan during the routine FinCEN scans.

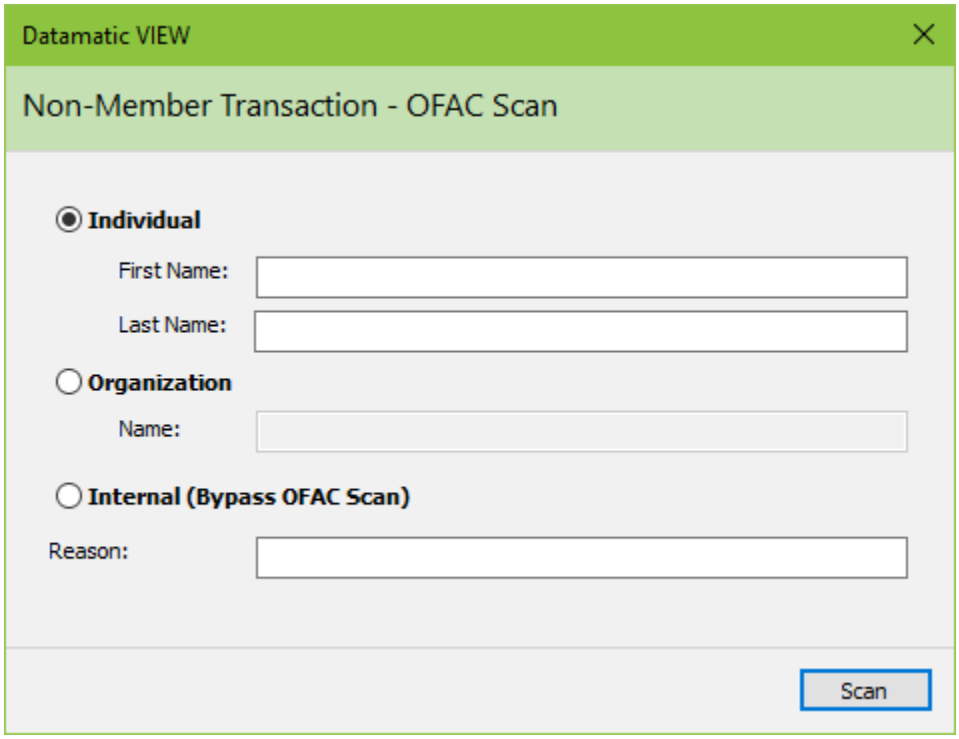


Field	Comments		
Type	Select type of scan requested		
		Individual	First and Last Name
		Organization	Name of Organization
		Internal – Bypass OFAC and FinCEN Scans	Disables all fields
Reason	Reason for non-member transaction (Coins, Wire In/Out, Money Order)		

Note

OFAC hits will display at the time of the transaction. FinCEN hits will display later during routine FinCEN scans.

Non-Member Transaction - OFAC Scan



Field	Comments		
Type	Select type of scan requested		
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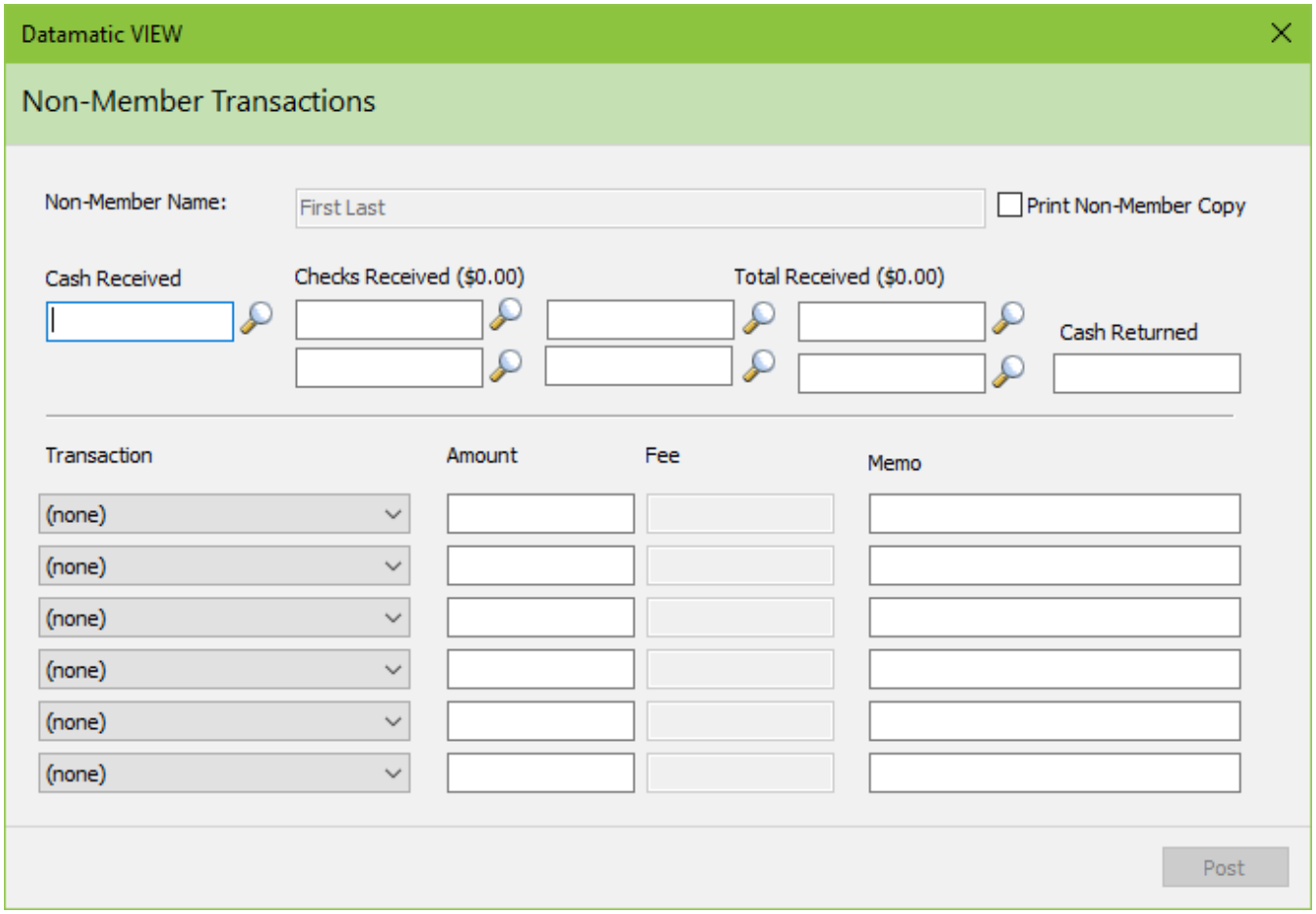
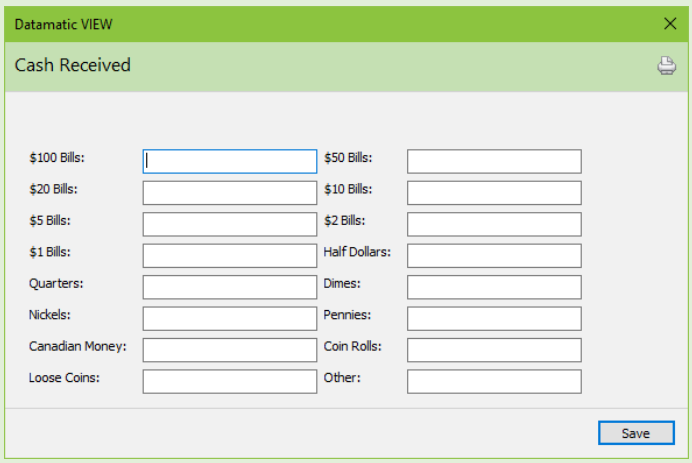
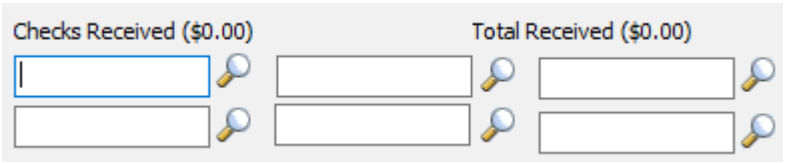
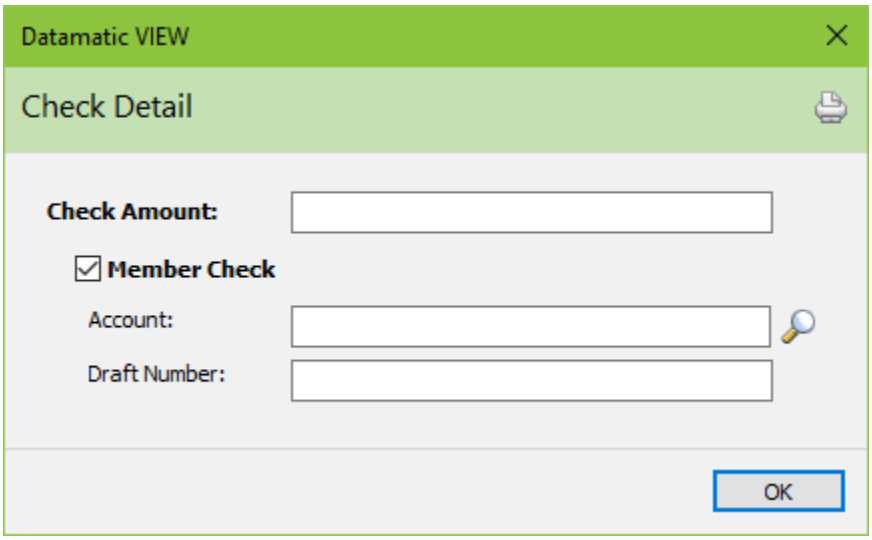
Non-Member Transaction



Field	Comments
Non-Member Name	Name carried forward from the OFAC/OFAC-FinCEN Screen. Prints on receipts and as the Remitter on money orders issued.
Print Non-Member Copy	Allows user to print a receipt of the transaction
Cash Received	The magnifying glass allows user to enter the cash denominations of the cash received.



Field	Comments
	There are 6 Check Received fields. Each field has a magnifying glass that launches the Check Detail Screen. This screen allows the user to clear the check as a member "on-us" check. As the user enters checks, the Checks Received ($0.00) total will increase.

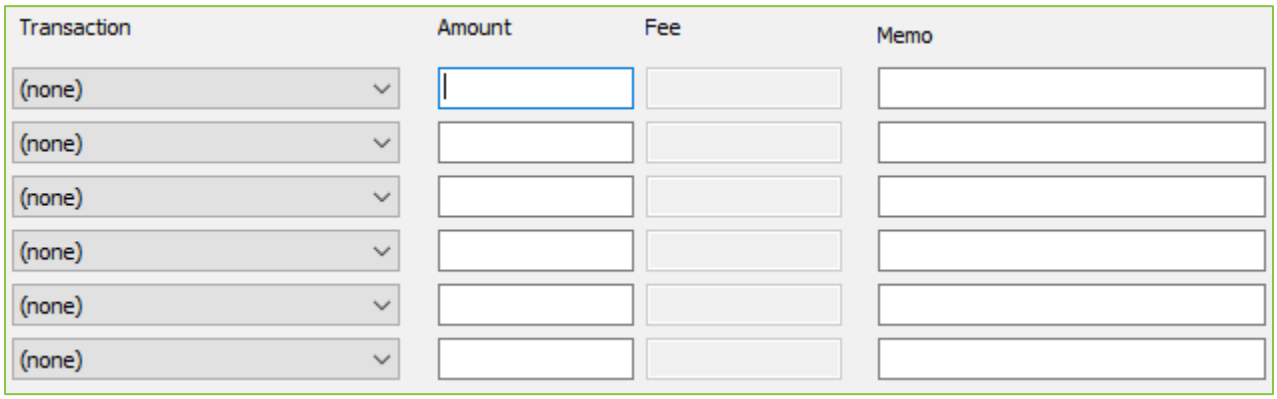


Cash Returned	Amount of cash to returned to customer

User Tip

Total Received is the sum of the Cash and Checks Received.

Field	Comments



Field	Comments
Transaction	Drop Down selections are Credit Union Defined in the Miscellaneous Transaction Setup in System Settings. Typically, these are cash entries that are posted to Ledger Account through the teller line like money orders or fees.
Amount	Transaction Amount
Fee	Field is enabled for Fees like Money Orders and Travelers Checks.
Memo	Description **Important** Text that is entered in the Memo field will print as the **Payable To** on the Money Orders. Leave the field blank if the **Payable To** must be blank.

Post	Enabled when transaction is allowed to be posted

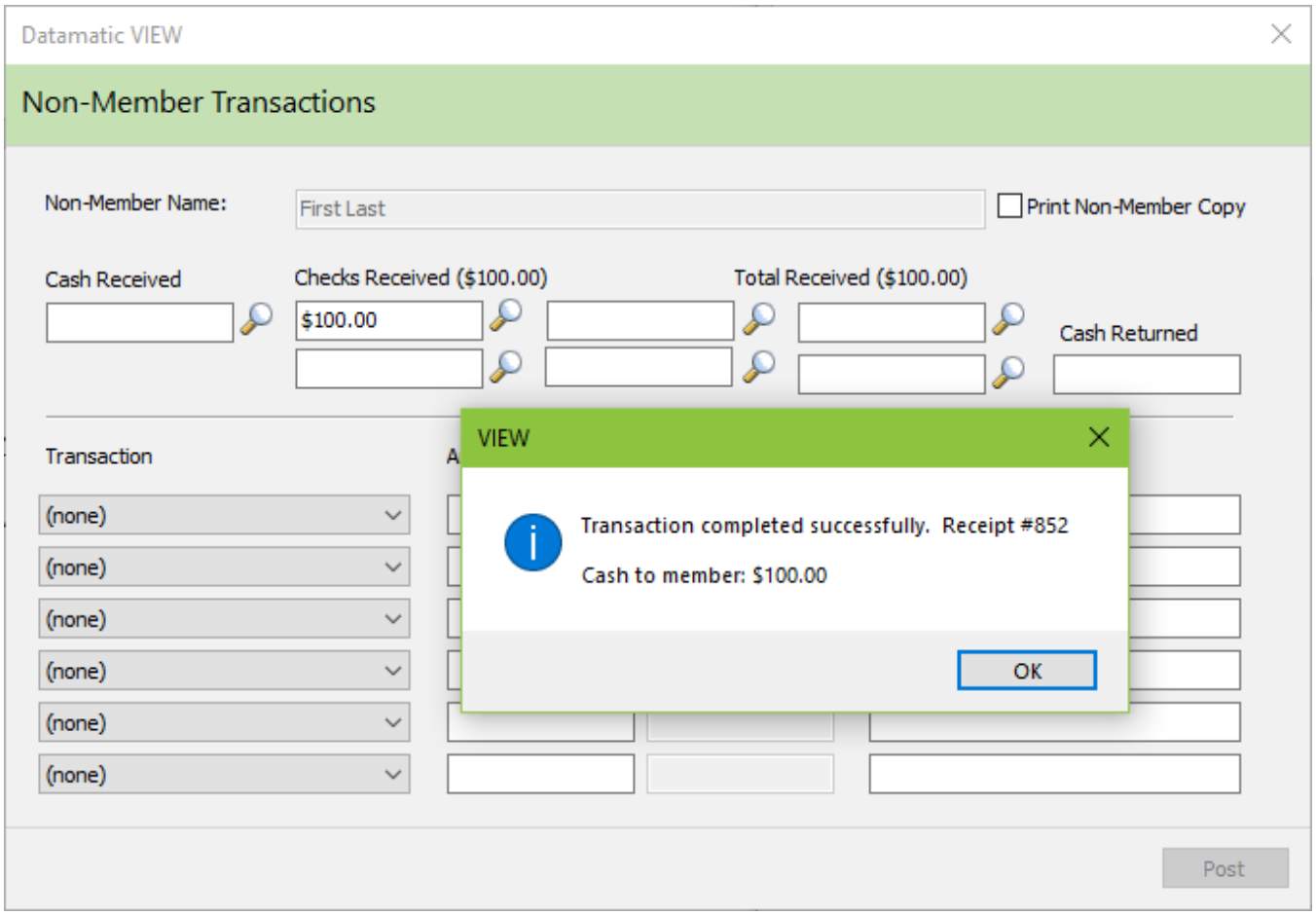
Transaction Examples

Check Cash (Drawn from another Institution)

Step 1 – Complete the OFAC Scan Only or OFAC/FinCEN screen

Step 2 – Enter the amount of the check in Checks Received Box 1

Step 3 – Click Post



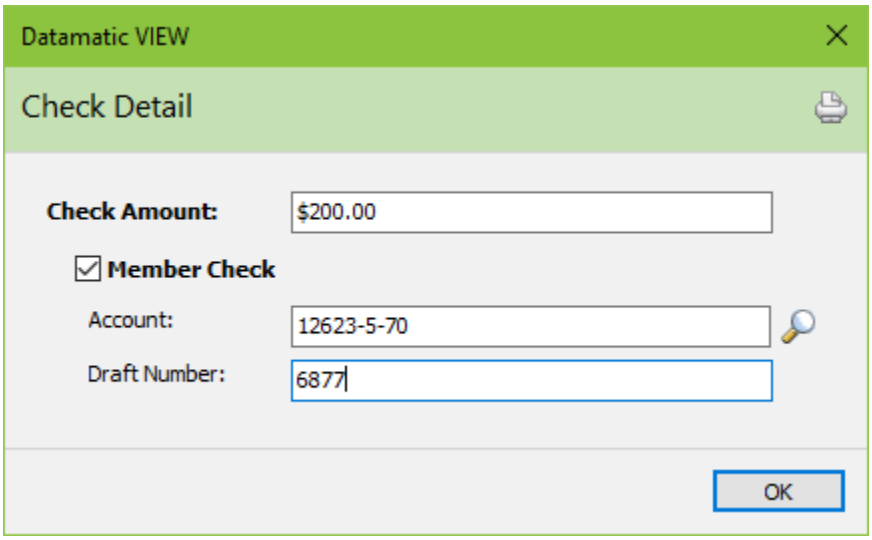
Check Cash (On-Us Check)

Step 1 – Complete the OFAC Scan Only or OFAC/FinCEN screen

Step 2 – Enter the amount of the check in Checks Received Box 1

Step 3 – Enter or click magnifying glass

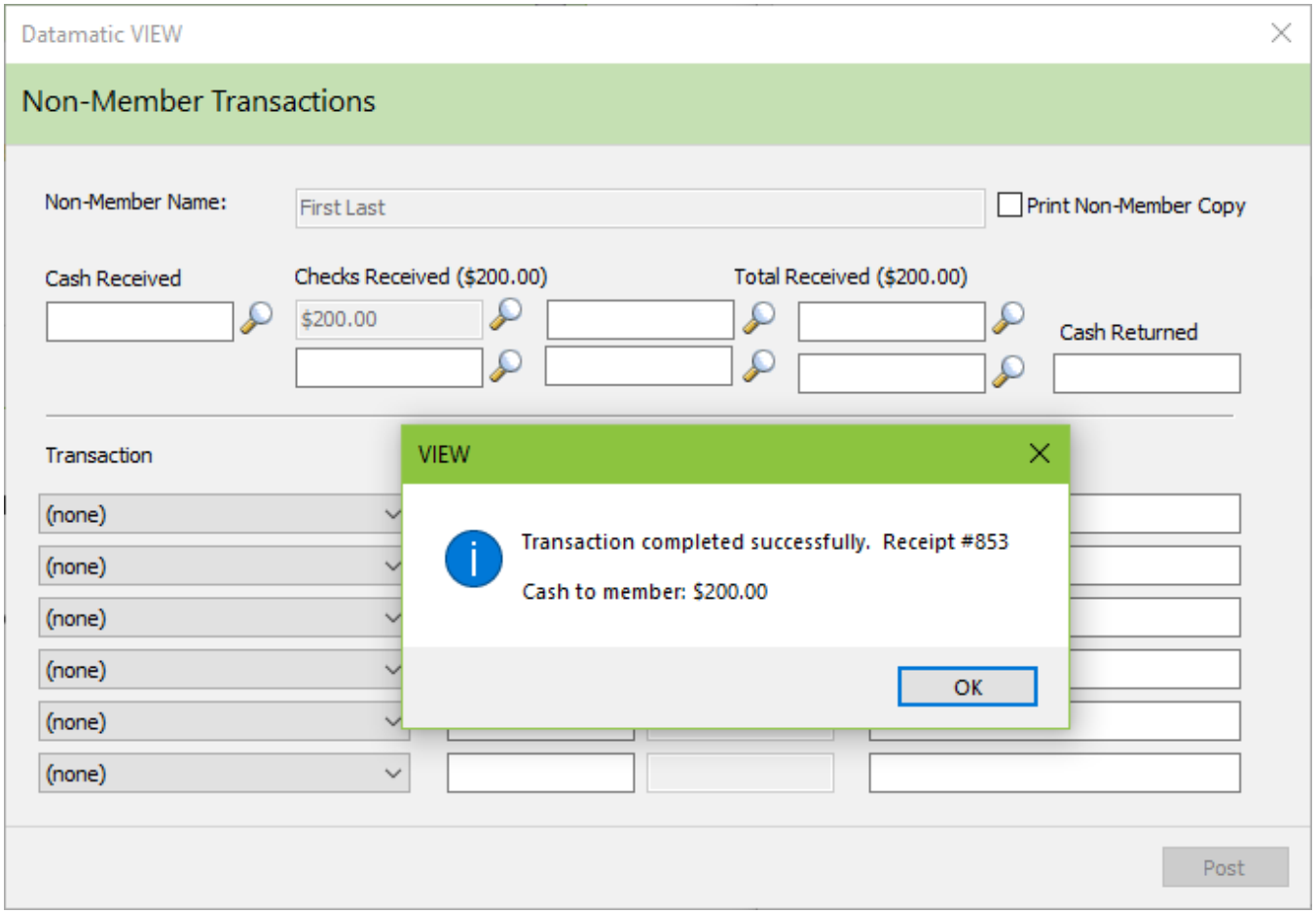
- Check **Member Check** checkbox
- Enter Member Account Number of the On-Us Check
  - Suffix 70-74, Line of Credit Suffixes or Health Saving Account Suffixes
- Enter Draft Number of the On-Us Check



Step 4 – Click OK to Check Detail Screen

Step 5 – Click Post

System will prompt user to print a member copy of the receipt.



Note

The Check Received Field is disabled when the Check Detail screen has been completed.

Important

System displays a message if a Stop Payment or Warning Message is in place.

Miscellaneous Transaction (Money Order)

Step 1 – Complete the OFAC Scan Only or OFAC/FinCEN screen

Step 2 – Enter any Cash and/or Checks Received

Step 3 – Enter any Cash Returned

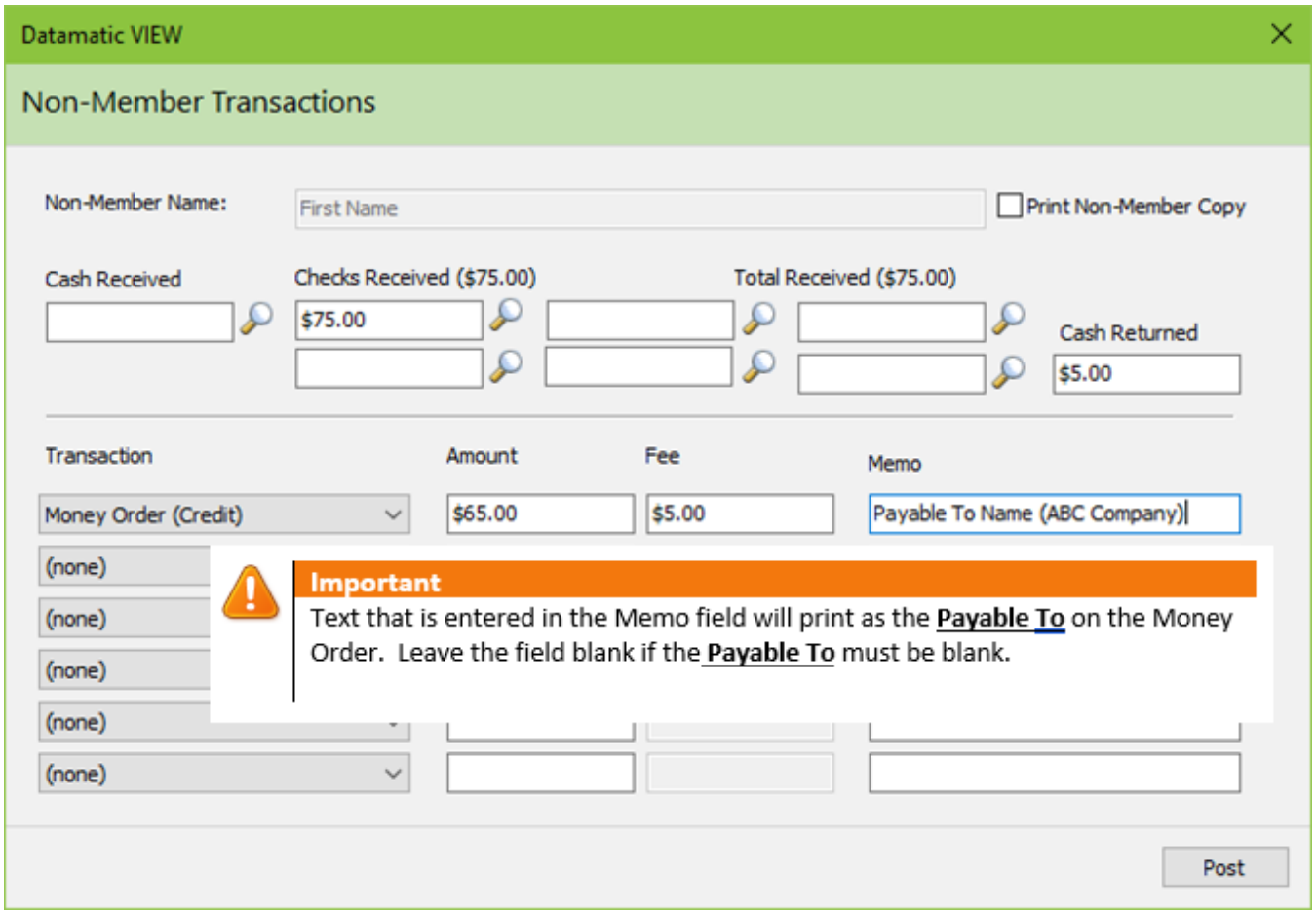
Step 4 – From the Transaction Drop-down Field select Money Order

- System will enable the fee field and default the fee with the Credit Union defined fee. This fee is based off the Automated Fee Setup in System Settings. This is only available for Money Orders and Travelers Checks.

Step 5 – Verify the Amount and Fee

- System populates the amount in the first transaction field based off the Cash and Checks Received and Cash Returned.

Step 6 – Enter Memo if desired



Step 6 – Click Post

System will prompt user to print a member copy of the receipt.