

Non-Member Transactions



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Non-Member Transactions | Overview

TABLE OF CONTENTS

NON-MEMBER TRANSACTIONS	3
Overview	3
Screen Definitions	4
OFAC Scan – FinCEN	5
Non-Member Transaction - OFAC Scan	6
Non-Member Transaction	7
Transaction Examples	10
Check Cash (Drawn from another Institution)	10
Check Cash (On-Us Check)	11
Miscellaneous Transaction (Money Order)	13



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.

Datamatic V/EW/	Home		– 🗆 X
Home Print Email Control Control Cont	Search Inquiry Lending Member Membership	Accounting Compositions Accounting Compositions Accounting Compositions Composit	About VIEW
		Copyright © 2021 Datamatic Version 7.5	Receipt Lookup Reverse Transactions Calculators OFAC Scan (Non Member) Order Credit Report Order Credit Report Check Encoding Set Starting Check Number Set Internet Banking Password Set Voice PIN Purge Account Purge Account
Programming CU Jacquie Ross #025	Post Date: Thursday, May 30, 2019		Cash Recycler Status Empty Cash Recycler Bulletin Board Ctrl+B Change Password Options



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.

Datamatic VIEV	V	\times
OFAC Scan	- FinCEN	
Type:	Individual ~]
First: Address 1:	Last:]
Address 2:]
City:	State: Zip:]
License:	Birth Date:	
Reason:]
	2	Scan

Field	Con	nments				
Туре	Sele	ect type of scan requested				
		Individual	First and Last Name			
		Organization Name of Organization				
		Internal – Bypass OFAC and FinCEN Scans	Disables all fields			
Reason	Rea	son for non-member transaction (Coins, Wire I	n/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

Datamatic VIEW		\times
Non-Member Tra	ansaction - OFAC Scan	
Individual		_
Last Name:		
○ Organization		
Name:		
🔿 Internal (Bypa	ss OFAC Scan)	
Reason:		
	Scan	

Field	Comments						
Туре	Sele	lect type of scan requested					
		Individual	Individual First and Last Name				
		Organization Name of Organization					
		Internal – Bypass OFAC and FinCEN Scans	Disables all fields				
Reason	Reas	son for non-member transaction (Coins, Wire I	n/Out, Money Order)				



Non-Member Transaction

Datamatic VIEW					×
Non-Member Trans	actions				
Non-Member Name:	First Last			Print Non-Member Copy	
Cash Received	Checks Received (\$0.0	o) D	Total Received (\$0.00)	Cash Returned	
Transaction	Amour	nt Fee	Memo		
(none)	~				
(none)	\sim				
(none)	\sim				
(none)	~				
(none)	~				
(none)	~				
				Post	

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	Allows user to print a receipt of the transaction				
	The magnifying glass 🔎 allows user to enter the cash denominations of the cash received.					
		Datamatic VIEW	×			
		Cash Received	9			
Cash Received		\$100 Bills: \$50 Bills: \$20 Bills: \$10 Bills: \$20 Bills: \$10 Bills: \$5 Bills: \$2 Bills: \$1 Bills: \$2 Bills: Quarters: Half Dollars: Quarters: Dimes: Nickels: Pennies: Canadian Money: Coin Rolls: Loose Coins: Other:				
			Save			



Non-Member | Screen Definitions

Field		Comments
Checks Received (\$0.00)	Total Received (\$0.00)	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.
	Datamatic VIEW Check Detail	× e
	Check Amount: Member Check Account: Draft Number:	
Cash Returned	Amount of cash to returned to custome	ок



User Tip

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

Cash Received	Checks Received (\$225.00))	Total Rec	eived (\$275.00)	
\$50.00	\$150.00	\$75.00) <i>P</i> [$\left \right\rangle$
	$\square \qquad \bigcirc \qquad \bigcirc$] 🔎 []



Non-Member | Screen Definitions

				omments	
Transaction		Amount	Fee	Memo	
(none)	~	l			
(none)	~				
(none)	~				
(none)	~				
(none)	~				
(none)	~				
ield	Comments Drop Down selection	ns are Credit I	Jnion Defined in	the Miscellaneous Transaction Set	up in
Field Transaction	Comments Drop Down selection System Settings. Typ	ns are Credit I pically, these	Jnion Defined in are cash entries	the Miscellaneous Transaction Set hat are posted to Ledger Account t	up in throug
Field Fransaction Amount	Comments Drop Down selection System Settings. Typ the teller line like mo Transaction Amount	ns are Credit I pically, these oney orders o	Jnion Defined in are cash entries or fees.	the Miscellaneous Transaction Set that are posted to Ledger Account t	up in throug
Field Fransaction Amount Fee	Comments Drop Down selection System Settings. Typ the teller line like me Transaction Amount Field is enabled for F	ns are Credit I pically, these oney orders o Fees like Mon	Jnion Defined in are cash entries or fees. ey Orders and Tr	the Miscellaneous Transaction Set hat are posted to Ledger Account t avelers Checks.	up in throug



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

Datamatic VIEW			×
Non-Member Transa	actions		
Non-Member Name: Cash Received	First Last Checks Received (\$100.00)	Total Received (\$100.00)] Print Non-Member Copy
Q.	\$100.00		Cash Returned
Transaction	A		×
(none)		Transaction completed successfully. Receipt	t #852
(none)	~	Cash to member: \$100.00	
(none)	~		ОК
(none) (none)	~		
			Post



Non-Member | Transactions Examples

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

Datamatic VIEW		×
Check Detail		4
Check Amount:	\$200.00	
Member Check		
Account:	12623-5-70	\sim
Draft Number:	6877	
	[ОК

Step 4 – Click OK to Check Detail Screen



Non-Member | Transactions Examples

Step 5 – Click Post

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

Datamatic VIEW	\times
Non-Member Transactions	
Non-Member Name: First Last Print Non-Member Of Cash Received Checks Received (\$200.00) Total Received (\$200.00) Image: Second sec	Сору
Transaction VIEW (none)	
	Post



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.



Non-Member | Transactions Examples

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

Datamatic VIEW		×
Non-Member Trans	actions	
Non-Member Name:	First Name Print Non-Member Copy	
Cash Received	Checks Received (\$75.00) Total Received (\$75.00) \$75.00 \$> \$> Cash Returned \$> \$> \$> \$> \$>	
Transaction	Amount Fee Memo	
Money Order (Credit)	\$65.00 \$5.00 Payable To Name (ABC Company)	
(none)	Important	
(none)	Text that is entered in the Memo field will print as the Payable To on the Money	
(none)	Order. Leave the field blank if the Payable To must be blank.	
(none)	· · · · · · · · · · · · · · · · · · ·	
(none)		
	Post	

Step 6 – Click Post

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