

Transfer Funds Wizard

With the member displayed, select one of the following:

- Ctrl + T
- Action on the Menu Bar then Transfer Funds.

The **Transfer Wizard** is displayed. The Transfer Wizard is used to transfer funds between suffixes within the same member or to a different member number. This can be used to transfer funds from one suffix to another suffix.

To transfer funds from multiple suffixes and/or to multiple suffixes, use the “Deposit (Transfer)” and (Withdrawal (Transfer)” transactions in the Add Transaction wizard or use the Back Office Transactions window.

The system displays.

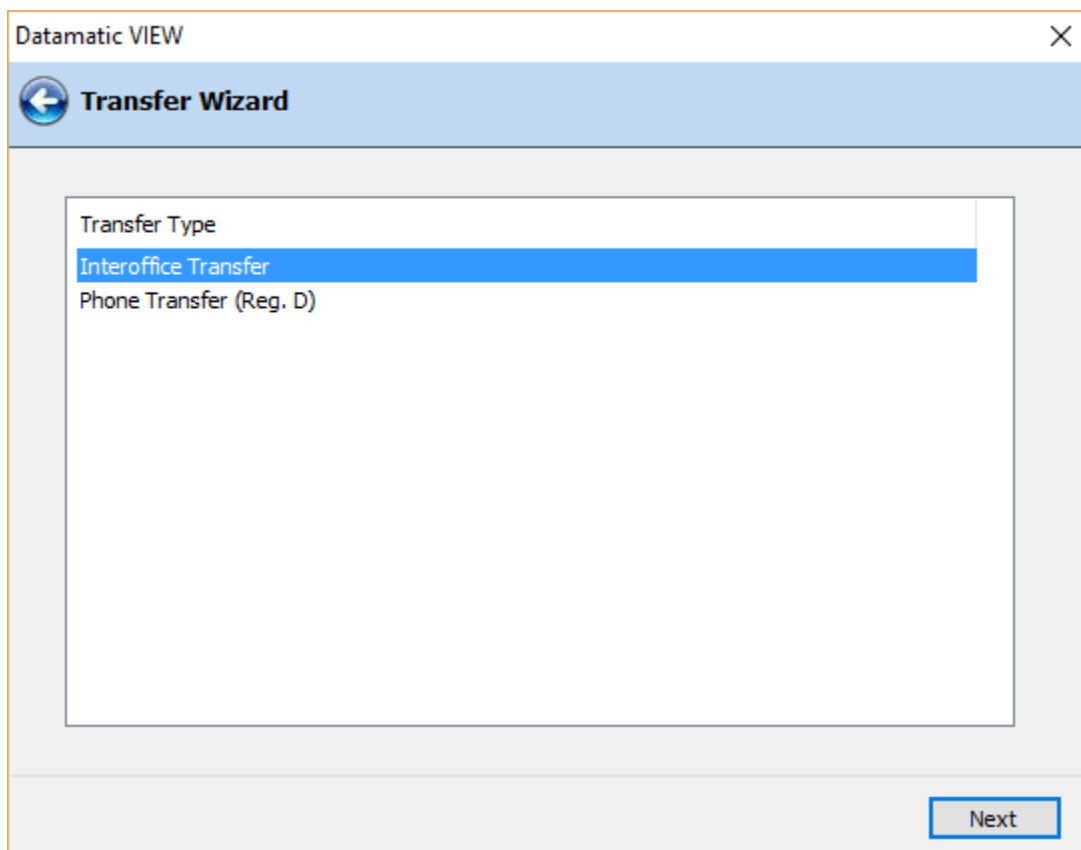


Figure 1

Select the type of transfer to be completed. Continue to the next window.

The system displays.

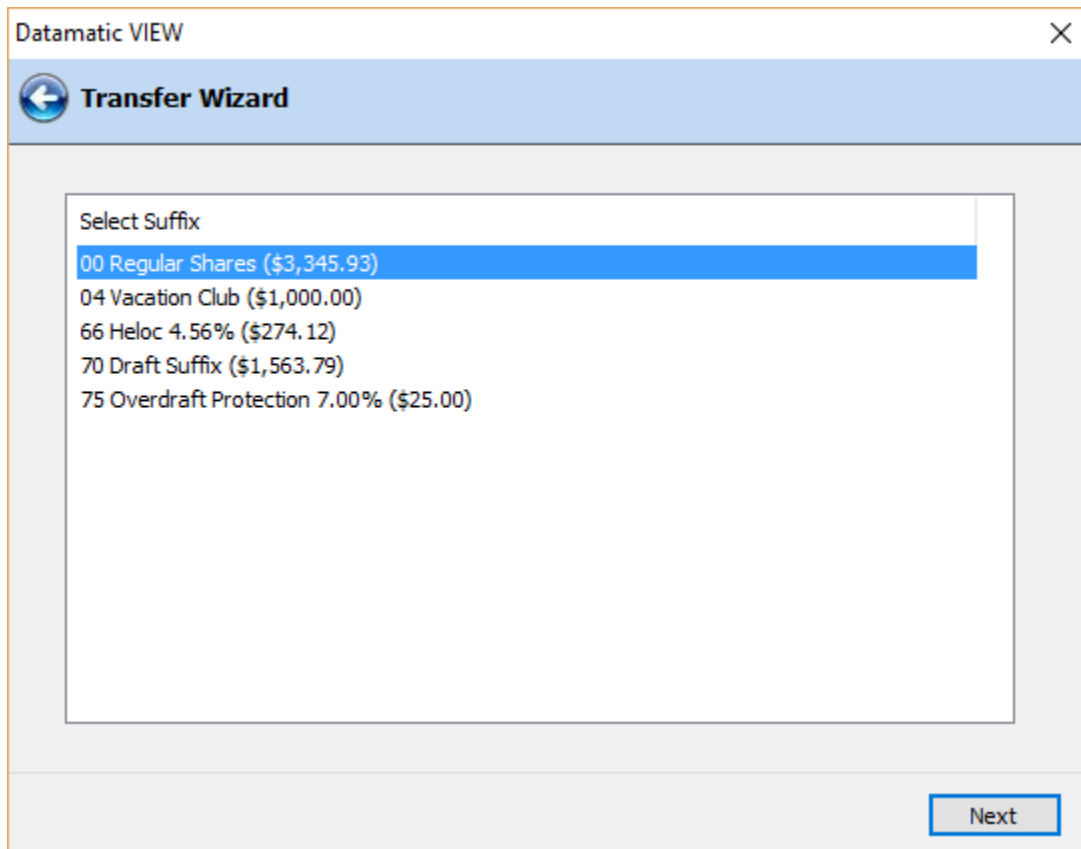


Figure 2

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

If a loan suffix is selected as the “from” account using the Transfer Funds Wizard, after the transaction is posted the “Paid to Date” field will not be reset. The only effect on the loan is that the balance in the loan will be increased.

Transfers are allowed “from” an HSA Single, HSA Single CD, HSA Family or HSA Family CD using the Transfer Funds Wizard. However, transfers are not allowed “from” IRA or CD-IRA, etc., suffixes. Use either the IRA Disbursal Wizard or the Back Office Transactions window for these transactions.

The system displays.

The number of **Phone Transfers (206 tran code)** made by the member is displayed in the Transfer (MTD) field when the Transfer Type of "Phone Transfer (Reg D)" is selected. This will allow the staff to see how many phone transfers have been completed in the current month to determine if a fee will be accessed at the time of the phone transfer.

Datamatic VIEW X

← **Transfer Wizard**

From Account: TRAN LE NGUYEN (29622-8-00)

Account Balance: \$3,245.93

Transfers (MTD): 1

Transfer Amount:

Memo:

Print Balances: Yes ▼

Print Member Copy: No ▼

Figure 3

Enter the Transfer Amount and a Memo, if desired. The memo will appear on the member's statement, recent activity and history inquiries. The **"Print Balances"** option allows the teller/employee to choose whether or not balances will be printed on the receipts for this transfer transaction. The default is "yes" for balances to be printed on the receipts. Select "no" from the drop down box, if the balances are not to be printed. It is "all or nothing" (member copy and credit union copy) as far as printing balances.

****Note:** The **"Print Member Copy"** option allows the staff to choose whether or not the member's copy of the transaction receipt will be printed. This is for thermal receipt users only. For phone transfers, the default option can be setup under Teller Administration (Options tab) for each employee under System Administration. Regardless of the default chosen, the staff will be able to change the member receipt option when processing a phone transfer.

The current balance in the account that the funds are being transferred from is displayed. An "Override Required" message will display at the end of the Transfer Funds Wizard after selecting finish, if there are insufficient funds available to complete the transfer.

Continue to the next window.

The system displays.

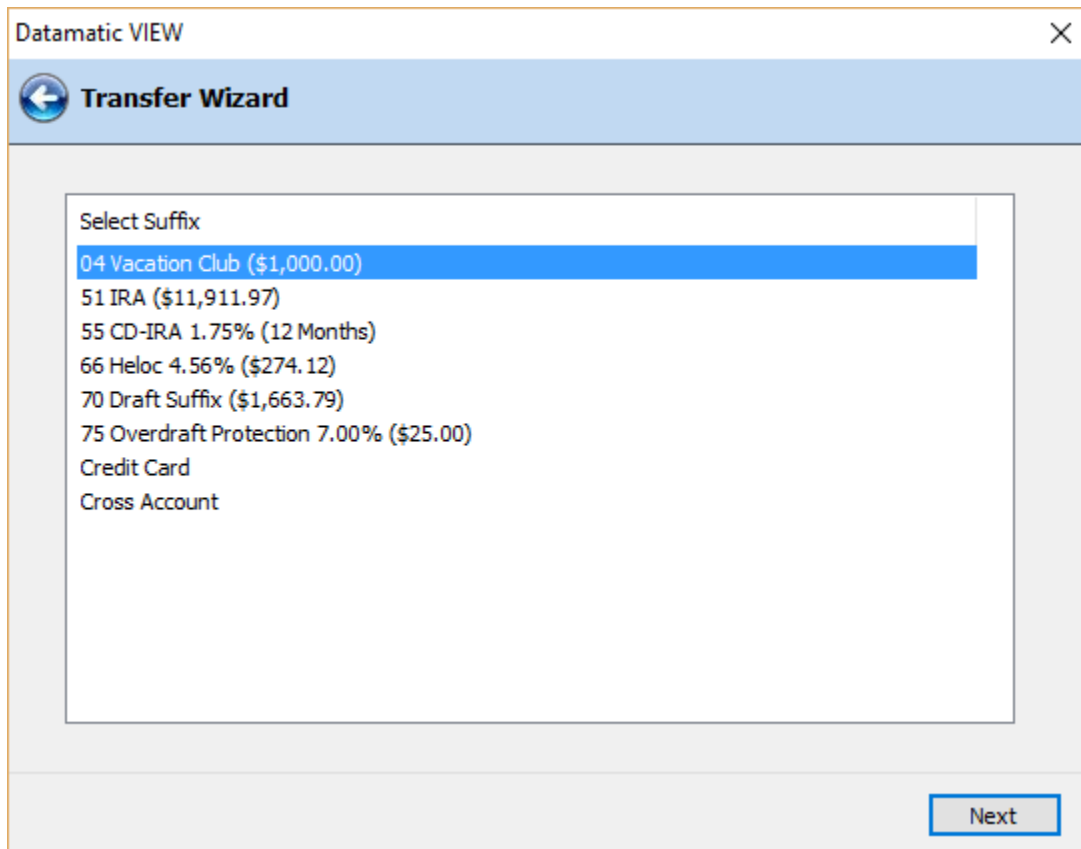


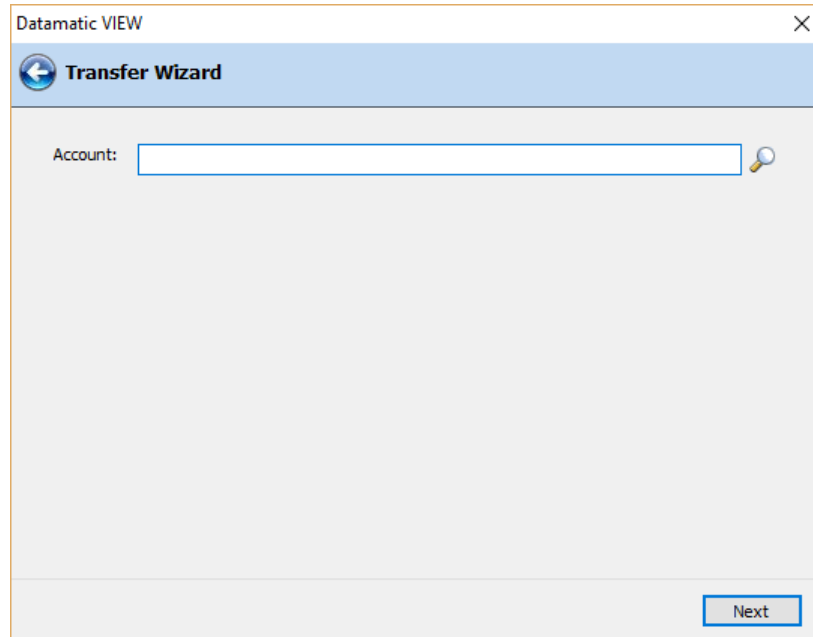
Figure 4

Select the suffix to which the funds will be transferred, if within the same member number. Select **“Cross Account”**, if a cross member transfer is being processed.

Continue to the next window.

For transfers to an IRA suffix, only the applicable IRA Contribution Types will be displayed for selection purposes on the IRA Contribution window in this wizard. Also, the IRA Contribution Type window will only be displayed (after the Transfer to Description window), if a suffix coded as a Traditional IRA, Roth IRA, CD-IRA, Roth CD-IRA, etc., is selected as the “Transfer To” suffix in the Transfer Funds Wizard.

If a “Cross Account” transfer is being completed, the system displays.

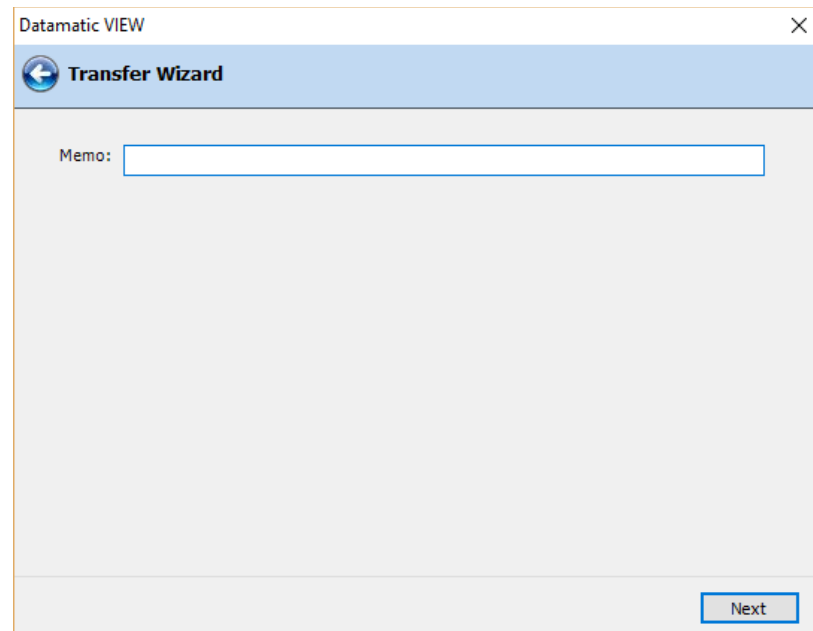


The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a blue header with a left-pointing arrow icon and the text "Transfer Wizard". The main area of the window contains a label "Account:" followed by a text input field. To the right of the input field is a magnifying glass icon. At the bottom right of the window is a "Next" button.

Figure 5

Enter the account number to which the funds will be transferred. If the account number is unknown, click on the magnifying glass to search for the account number.

If a suffix was selected on the previous window, (or upon selecting Next on the window above), the system displays.



The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a blue header with a left-pointing arrow icon and the text "Transfer Wizard". The main area of the window contains a label "Memo:" followed by a text input field. At the bottom right of the window is a "Next" button.

Figure 6

Enter a memo, if desired. Continue to the next window.

The system displays.

Datamatic VIEW

Transfer Wizard

Yes - Apply a fee for this transaction.

Fee Amount:

No - Do not apply a fee.

Next

Figure 7

Select the appropriate option to charge or not charge a fee for this transfer. **This is applicable for transfers from a share suffix only.** The transfer fee is withdrawn from the “from” suffix.

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

- ⇒ If the default amount for Interoffice Transfers or Phone Transfers on the Automated Fee Setup window is greater than \$0.00, the Transfer Funds Fee window will default to “Yes”. However, the user can select “No - do not apply a fee”, if applicable.
- ⇒ If the default amount for Interoffice Transfers or Phone Transfers on the Automated Fee Setup window is \$0.00 (blank), the Transfer Funds Fee window will default to “No”. However, the user can select “Yes - apply a fee for this transaction”, if applicable.

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 the System Administration Manual for more information.

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

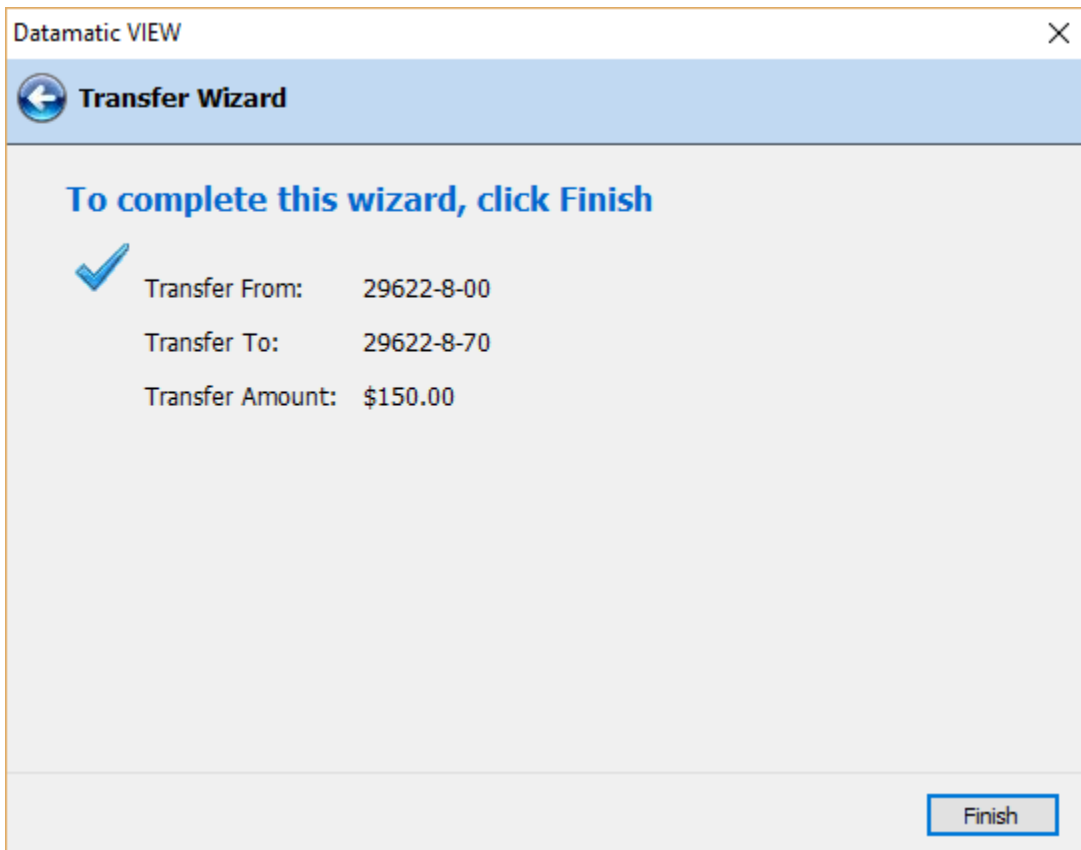
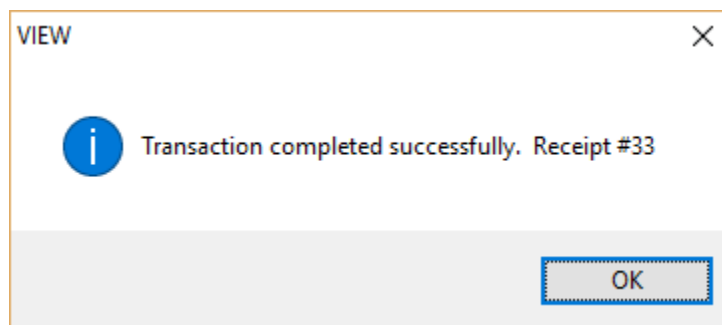


Figure 8

Select Next to preview the changes made. Select Finish to post the transfer transaction and transfer fee, if applicable, and print the receipt.

The system displays.



Select OK.

Transfer Funds Wizard (Receipt - Fee) information for laser and thermal receipts:

- ⇒ **Laser Receipts** - The *member copy* will only show the Withdrawal-Trf, Deposit-Trf and the Withdrawal for the fee but it will not show the offsetting entry to the general ledger.
The *credit union copy* will show the Withdrawal-Trf, Deposit-Trf and the withdrawal for the Fee. An extra receipt will be printed that only has the offsetting entry to the general ledger.
- ⇒ **Thermal Receipts** - The *member copy* will only show the Withdrawal-Trf, Deposit-Trf and the withdrawal for the fee but it will not show the offsetting entry to the general ledger.
The *credit union copy* will show the Withdrawal-Trf, Deposit-Trf, withdrawal for the fee and the offsetting entry to the general ledger.

Receipts printed on Dot Matrix printers will show the offsetting entry to the general ledger for both the member and credit union copy.

Credit Card Payments - Third Party Vendor

See the “**Card Information**” chapter in the Member Services Manual for information on the steps to be completed first in order to use the credit card payment feature.

Another option for processing credit card payments has been added to the Transfer Wizard. On the “Transfer To” window, select “**Credit Card**”.

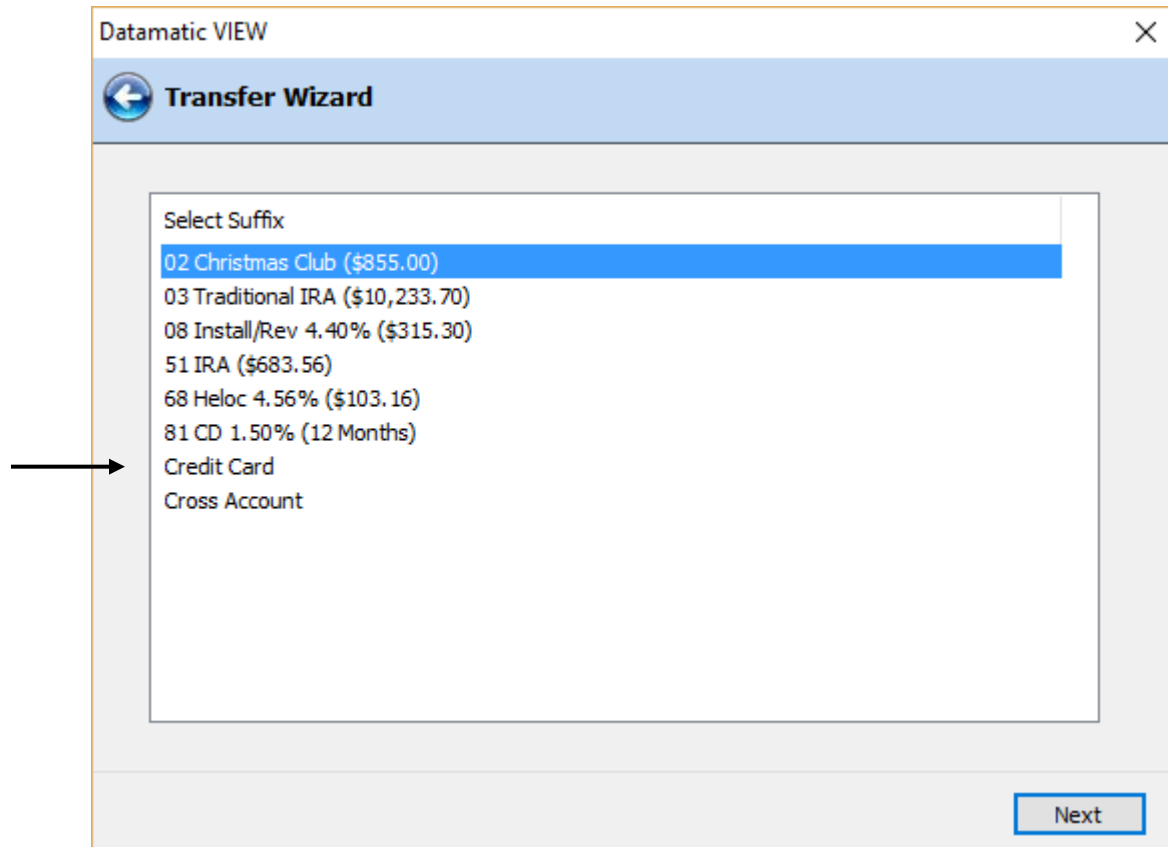


Figure 9

Continue to the next window.

The system displays the member number for the displayed member. Enter a different member number or click on the magnifying glass to search for a different member number, if needed.

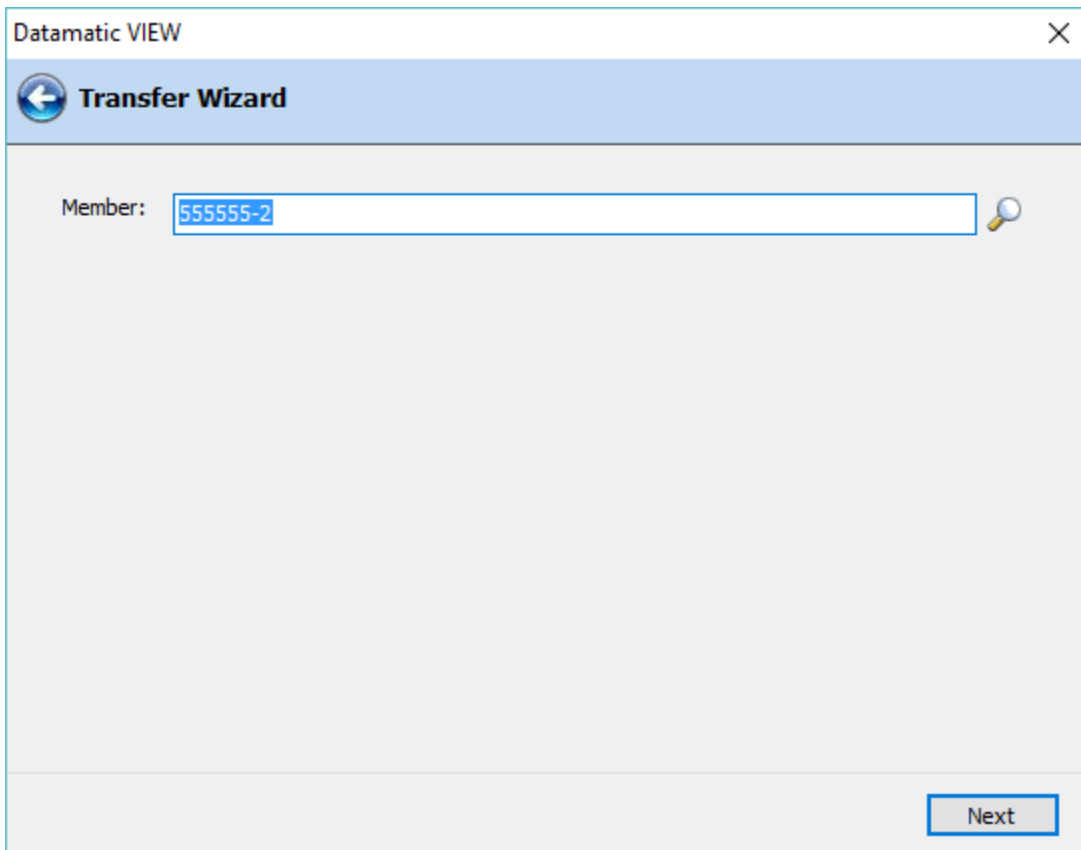


Figure 10

Continue to the next window.

The system displays.

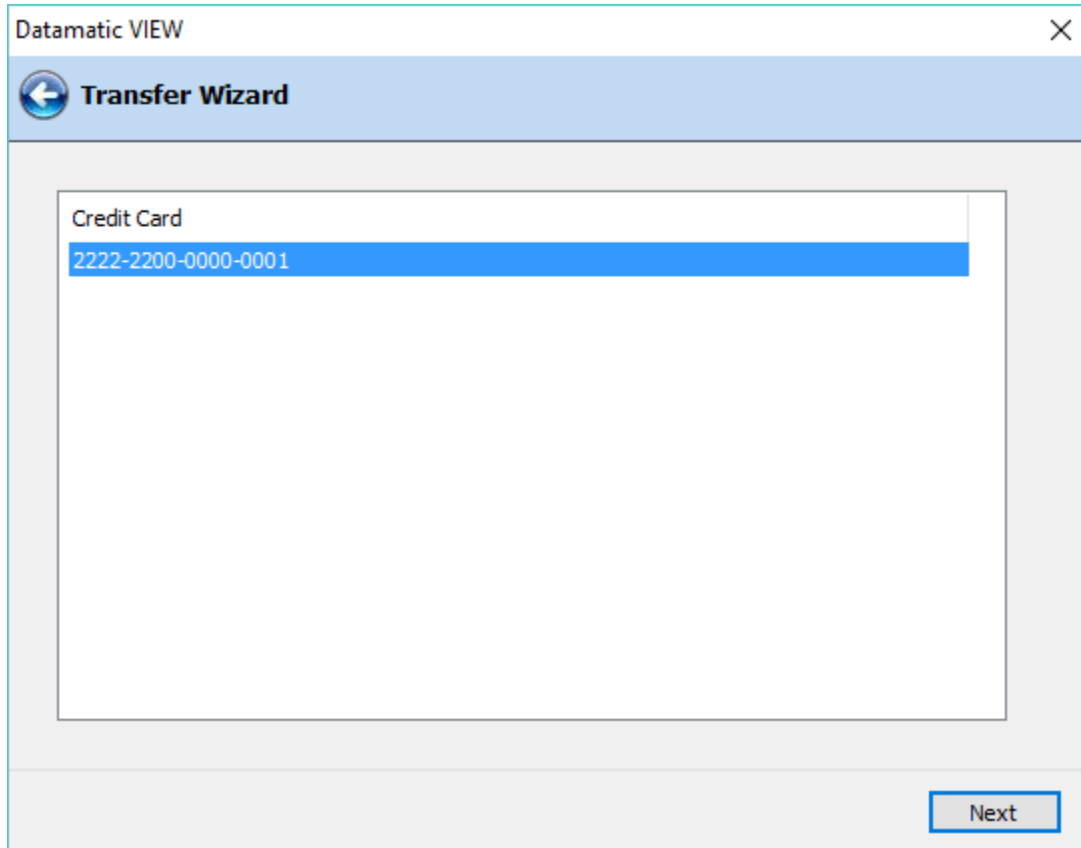


Figure 11

Select the appropriate credit card (if more than one) and continue to the next window. Enter a memo (optional) and continue to the next window. Make the appropriate selection to charge a transfer fee or not. Continue to the next window.

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

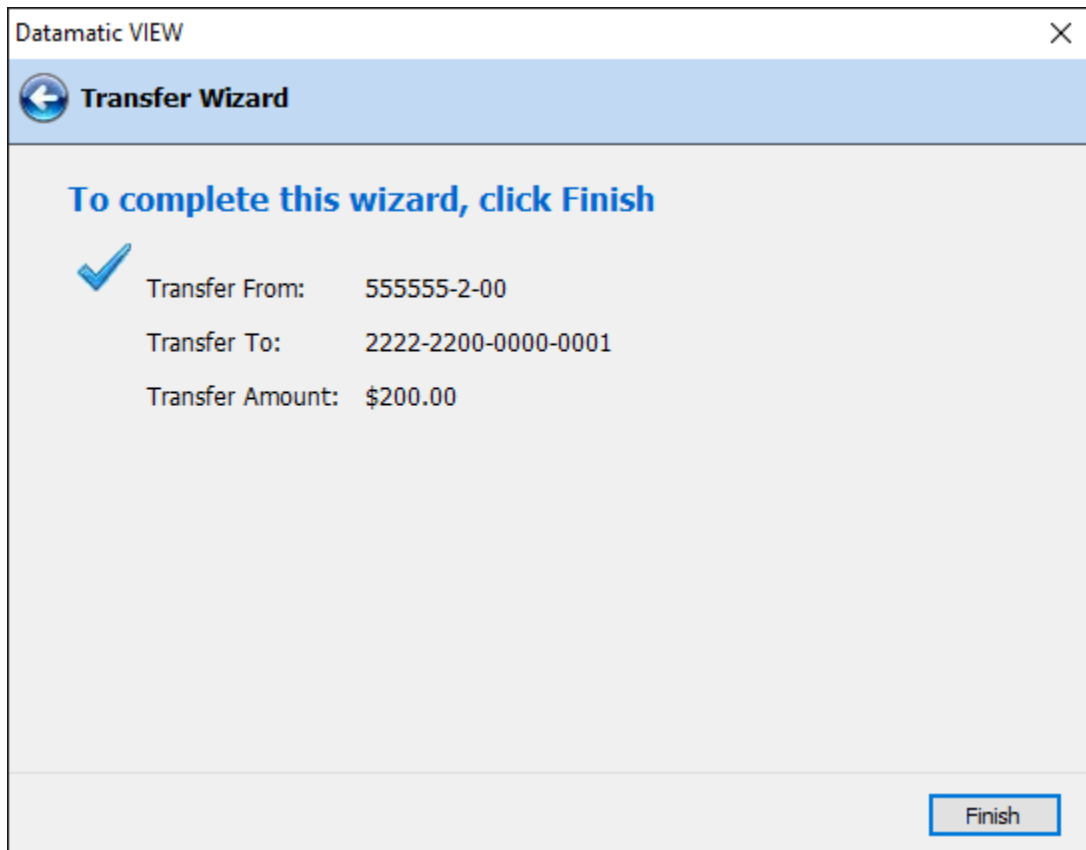
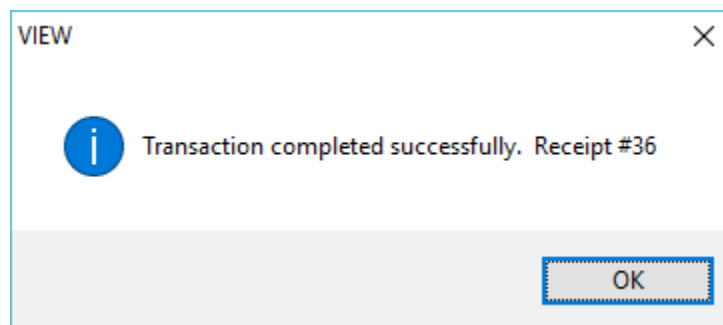


Figure 12

Select Next to preview the changes made. Select **"Finish"** to post the transfer transaction and transfer fee, if applicable, and print the receipt.

The system displays.



Select OK.

An extract will be created automatically with End of Day processing of the credit card payments made since the last extract was created. The extract will be located in the "Download" folder in the Extracts window (under Other Tasks on Navigation Bar or Go on Menu Bar). The name of the extract is "VisaPmt_XXXX". (XXXX = date) Double click on the extract to download to a PC (C:\Datamatic folder). Follow instructions from the Third Party Vendor to get the file to them.

Also, see the "Add Transaction" chapter in this manual. The Add Transactions window can also be used to process a credit card payment.

Transfers Reference

Monthend Phone Transfer Service Charges – Refer to the System Administration Manual - Under Service Charge Administration.

Phone Transfer Service Charges – Refer to the Operations Manual - Service Charges folder.

System Administration – Refer to the System Administration Manual - Credit Union Setup then Transfer Descriptions on Name and Address tab.

Teller Options – Refer to the System Administration Manual in Teller Administration (Options tab) for a specific employee.