

Travelers Checks

Travelers Checks can be issued by using one of the following:

- 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)
- Action on Menu Bar then Travelers Check - (described in this chapter)
- Non-Member Transaction window. (See the Non Member Transactions Chapter)

With the member displayed, select Action on the Menu Bar then Travelers Check. The **Travelers Check Wizard** is displayed. The Travelers Check wizard can be used to process a travelers check transaction for a member with the travelers check and fee, if applicable, completed in one transaction. The funds must be withdrawn from one of the member’s share suffixes.

The system displays.

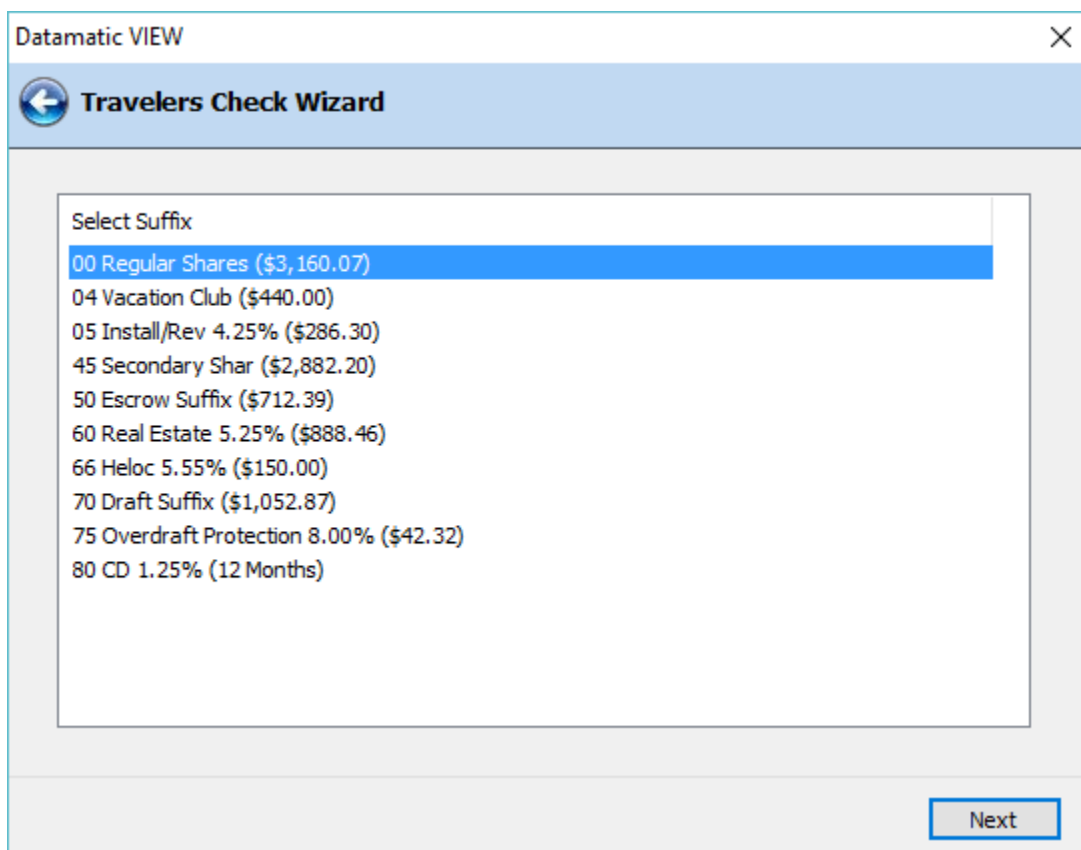


Figure 1

Select the share suffix from which the funds will be withdrawn.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

The system displays.


Datamatic VIEW

Travelers Check Wizard

Account Balance: \$2,882.20

Amount:

Memo:

Effective Date: 05-03-2016 

Next

Figure 2

Enter the following information:

Amount - The amount of travelers checks being purchased. Do not include fee amount.

Memo - A description. (optional)

The History Inquiry and Statement will show **“Traveler’s Checks”** on the first description line and the **“Memo”** information will show on the second description line, if entered.

Effective Date - An effective date for the withdrawal transaction. (optional)

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 **This is applicable for transfers from a share suffix only.** The travelers check fee is withdrawn from the “from” suffix.

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

- ⇒ If the default amount for Travelers Checks 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 Travelers Checks 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 Travelers Check Issue Fee window will default to “No”. The Check Issue Fee field applies to the Travelers Check 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.

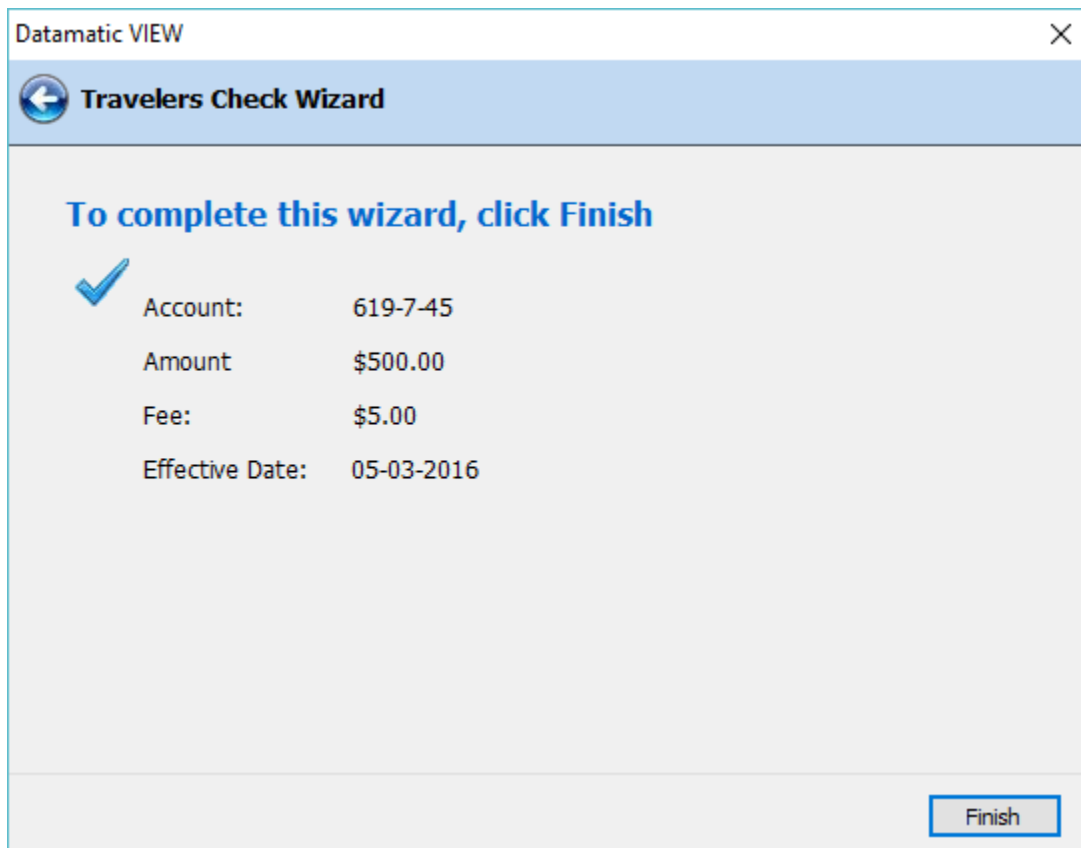
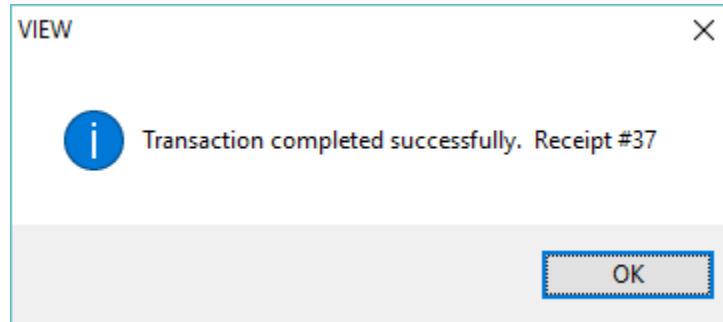


Figure 4

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

The system displays.



Select OK.