



Working with VIEW



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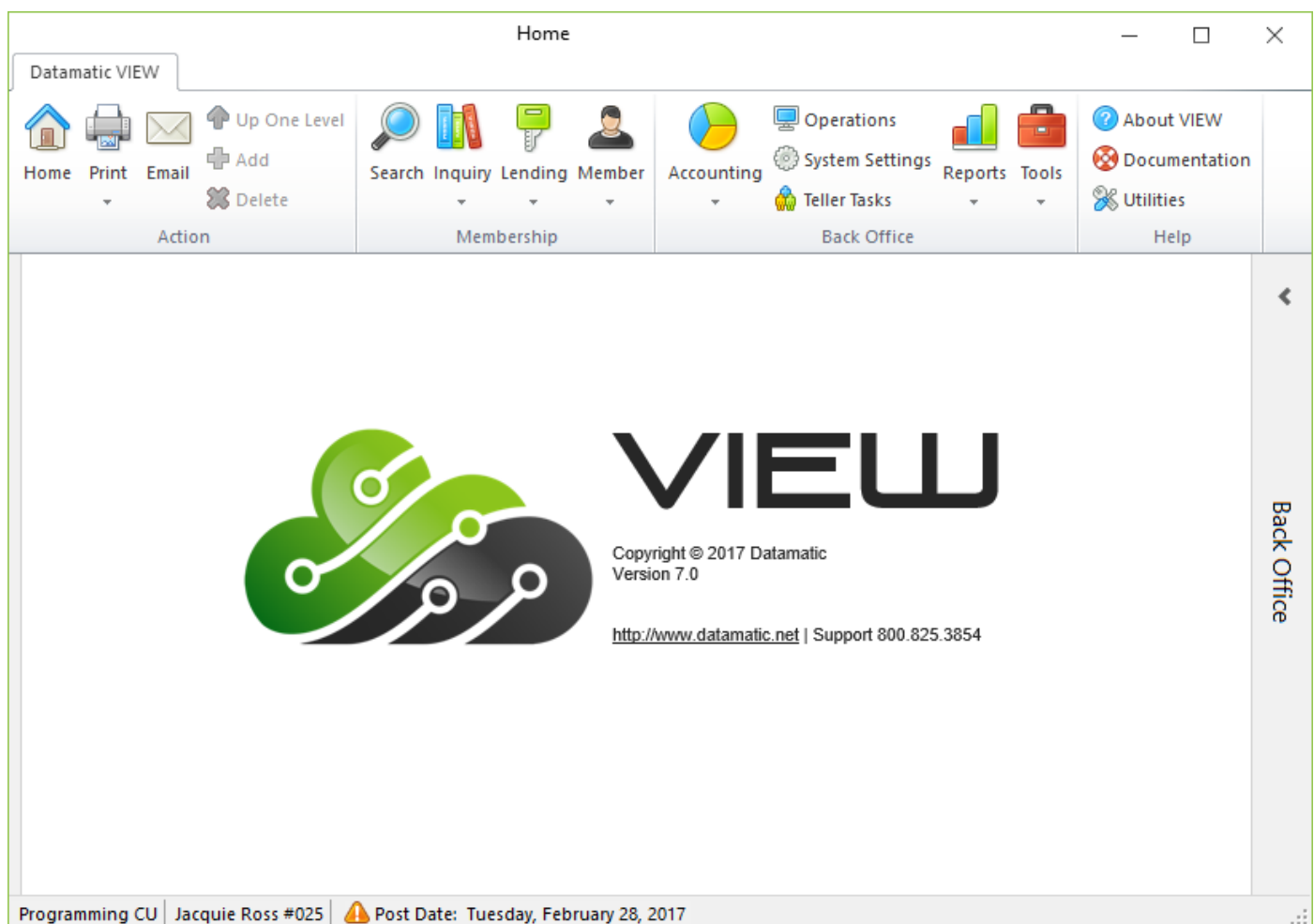
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DATAMATIC VIEW

Overview

The Datamatic VIEW screen has three sections.

- Top section with icons is called the Ribbon
- Middle section that contains content is called the Display
- Right Side panel called Back Office is transaction panel which is dependent on teller security
- Bottom section that contains the Credit Union Name, Teller Name and Number, and date is the Status Bar



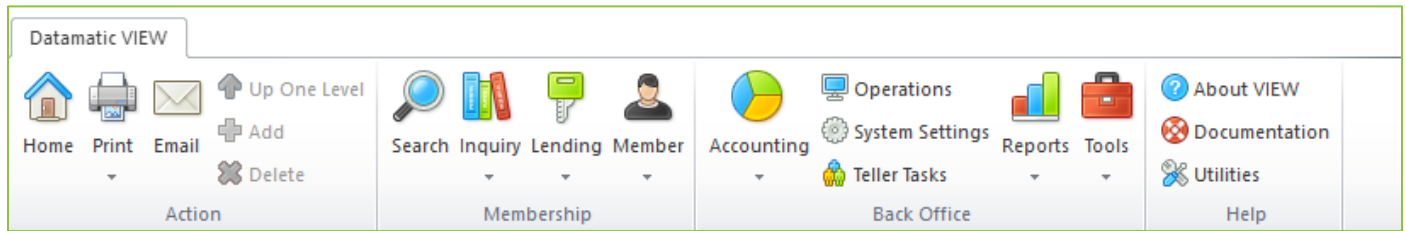
Note

Transaction Panel can be expanded to access the Back Office or collapsed as show above.

Ribbon

The Datamatic VIEW ribbon contains four ribbon groups.

- Action
- Membership
- Back Office
- Help



User Tip


The following ribbon buttons are split menu buttons:

- Print
- Lending
- Accounting
- Reports

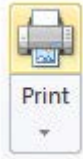
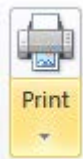

Split Menu Buttons have two parts. The top half of the button is clickable and the bottom half displays a drop-down menu. The first item in the drop-down menu is the same as the top half of the button.

Action


Home

Button	Comment
 <p>Home</p>	Closes main window and displays home screen


Print

Button	Comment
	Split Menu Button (top) click will print the display section
	Split Menu Button (bottom) displays Print Selections <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  Ctrl+P <hr/> Print... <hr/> Envelope... <hr/> Balance Information... <hr/> Last Receipt <hr/> Laser Documents... <hr/> PDF Documents... </div>


Email

Button	Comment
 <p>Email</p>	Email button launches Microsoft Outlook and fills the body of the email with information listed in the Display section. Home screen will display a blank email message.


Up One Level

Button	Comment
 Up One Level	Up One Level button state depends on section that is displayed

Add


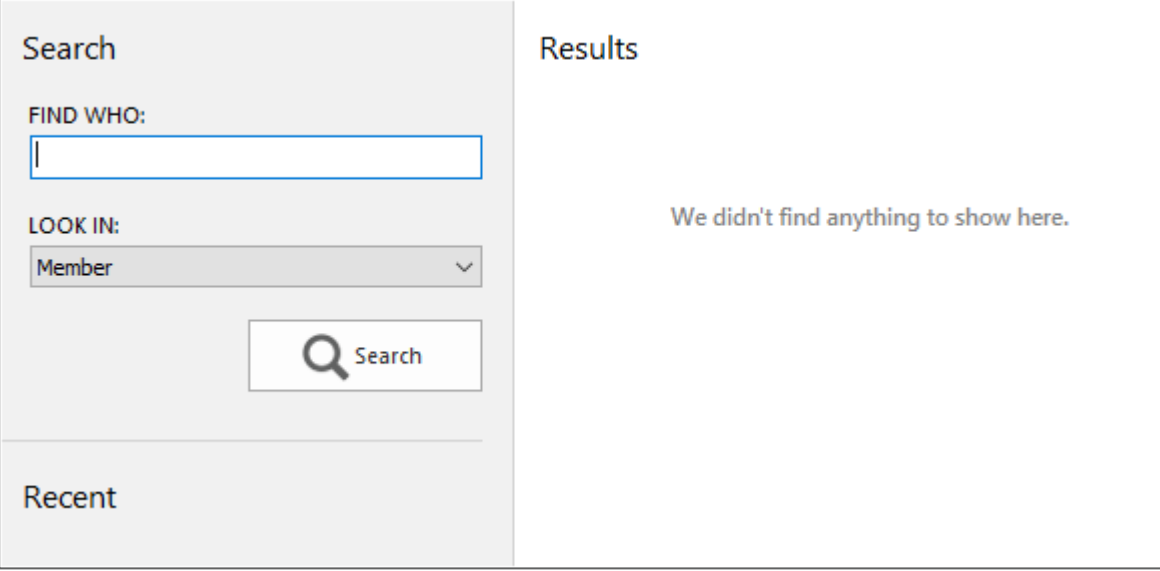
Button	Comment
 Add	Add button state depends on section that is displayed. Allows user to add items.

Delete

Button	Comment
 Delete	Delete button state depends on section that is displayed. Allows user to delete items.

Membership

Search

Button	Comment
 Search	Displays member search, results, and recently viewed members 




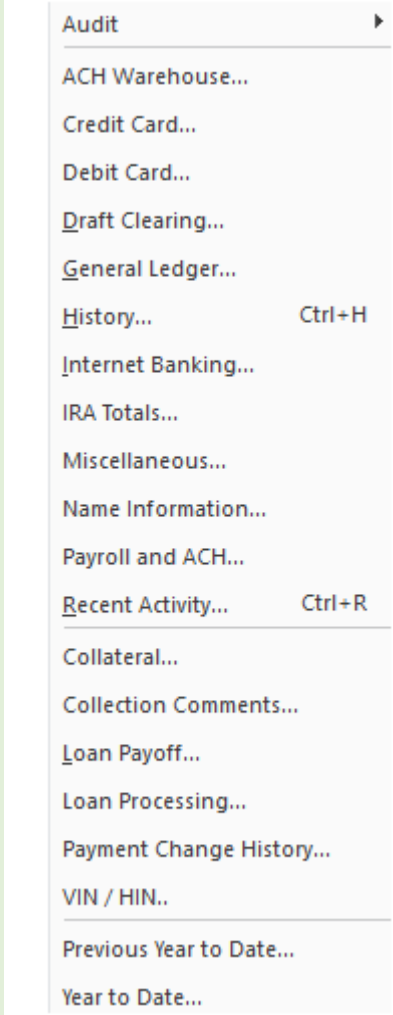
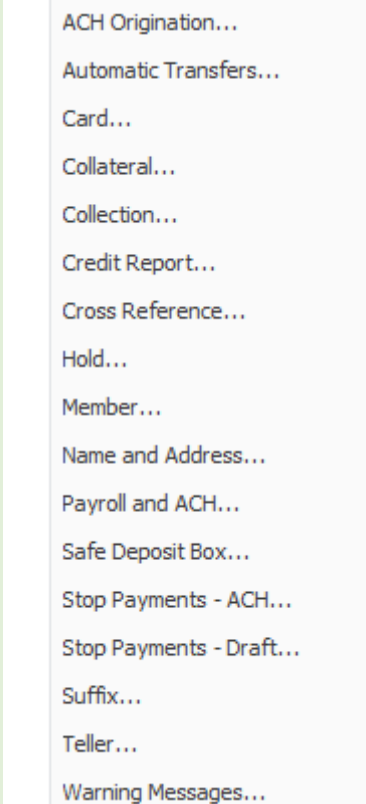
User Tip

Find Who Search Options



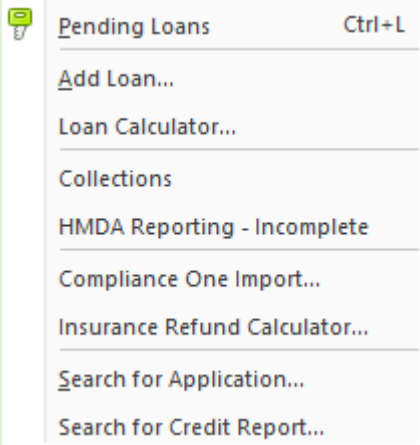
- Member Number
- SSN (full or last 4)
- Last Name (full or partial)
- Last Name, First name (full or partial names)
- Business Name (full or partial)
- Primary E-mail
- Phone (Home/Business/Cell)
- Card (ATM/Debit/Credit)

Field	Comment
Look In	Filter Selections
	Member (default)
	Member (include closed)
	Limit to Primary
	Limit to Joint Name
	Limit to Comaker Name
	Limit to Alternate Lookup

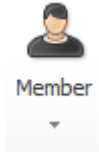
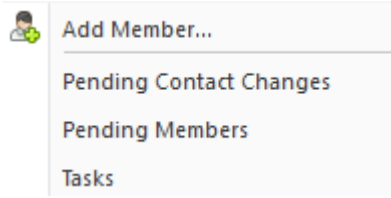
Inquiry

Button	Comment	
 Inquiry ▼	Menu drop down displays Inquiry and Audit Menus	
	Inquiry Menu	Audit Menu
	 <ul style="list-style-type: none"> Audit ▶ ACH Warehouse... Credit Card... Debit Card... Draft Clearing... General Ledger... History... Ctrl+H Internet Banking... IRA Totals... Miscellaneous... Name Information... Payroll and ACH... Recent Activity... Ctrl+R Collateral... Collection Comments... Loan Payoff... Loan Processing... Payment Change History... VIN / HIN.. Previous Year to Date... Year to Date... 	 <ul style="list-style-type: none"> ACH Origination... Automatic Transfers... Card... Collateral... Collection... Credit Report... Cross Reference... Hold... Member... Name and Address... Payroll and ACH... Safe Deposit Box... Stop Payments - ACH... Stop Payments - Draft... Suffix... Teller... Warning Messages...

Lending



Button	Comment
	Split Menu Button (top) click will the display Pending Loans
	Split Menu button (bottom) down displays Lending Functions <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;">  </div>

Member



























Button	Comment
	Menu button drop down displays Member Functions <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;">  </div>

Back Office
























































































































































Accounting

Button	Comment
	<p>Split Menu Button (top) displays General Ledger Section with Back Office Transactions</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2e6;"> <p style="text-align: center; margin: 0;">General Ledger Section</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="margin: 0;">General Ledger 02/2017</p> <p style="margin: 5px 0 0 0;">DESCRIPTION</p> <ul style="list-style-type: none"> Accounts Allocations Journal Vouchers Perpetuals Prepaid Expenses Recurring Expenses </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 10px;"> <ul style="list-style-type: none"> ACH Setup Balancing Report Budget Report CD Interest Accrual Report Change Ledger Month Create Ledger Branch Dividend Accrual Report Financial Reports General Ledger Inquiry General Ledger Recap Inquiry History Detail Report Initialize Ledger Beginning Balance Journal Voucher Audit Report Loan Interest Accrual Report Prepaid Expenses Report Source Maintenance Trial Balance Report Update Ledger with Manually Entered JV's </div> </div> </div>
	<p>Split Menu Button (drop down) displays Accounting Functions</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2e6;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p><u>G</u>eneral Ledger Ctrl+G</p> <hr/> <p><u>A</u>ccounts Payable</p> <p><u>C</u>heck Reconciliation</p> <p><u>F</u>ixed Assets</p> <p><u>I</u>nvestments</p> <hr/> <p><u>F</u>ile Exchange</p> <p><u>P</u>ayroll Deduction</p> <p><u>S</u>afe Deposit Boxes</p> </div> </div> </div>











Operations

Button	Comments
 Operations	Displays Operations Menu
<div style="text-align: center;"> <p>Operations</p> <p>DESCRIPTION</p> <ul style="list-style-type: none">  ACH/FRB  Alerts  ATM/Debit  BSA/CIP  Checks  Christmas Club  Credit/Debit  Display/Remove/Restore Files  Dividends  Drafts  End of Day  Escrow  Government Reporting  Insurance  Mobile Deposit  Notices  Service Charges  Services  Transfers  ARES Account Lookup  PDF Import/Export  Prepare Transmission File From FTP  Rewards Checking  Service Center Update Overdrafts  Upload File </div>	

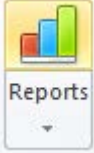

System Settings

Button	Comments																																																				
 System Settings	Displays System Settings Menu																																																				
<div style="text-align: center; margin-bottom: 20px;"> <h3>System Settings</h3> </div> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left; width: 50%;">DESCRIPTION</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td> Action Codes</td> <td> Account Closeout Reason Setup</td> </tr> <tr> <td> Alerts</td> <td> ACH Payroll Institution Setup</td> </tr> <tr> <td> Branches</td> <td> Add Member Default Setup</td> </tr> <tr> <td> Bulletin Boards</td> <td> Automated Accruals Setup</td> </tr> <tr> <td> Certificate Profiles</td> <td> Automated Fee Setup</td> </tr> <tr> <td> Decisions</td> <td> Automated Operations Calendar Setup</td> </tr> <tr> <td> Documents</td> <td> Automated Operations Setup</td> </tr> <tr> <td> Hold Types</td> <td> Automated Transaction Setup</td> </tr> <tr> <td> Indirect Dealers</td> <td> Back Office Transaction Setup</td> </tr> <tr> <td> Insurance Titles</td> <td> Balance Teller Title Setup</td> </tr> <tr> <td> Loan Profiles</td> <td> Business Checking Type Setup</td> </tr> <tr> <td> Packets</td> <td> Card Design Setup</td> </tr> <tr> <td> Pages</td> <td> Card Program Setup</td> </tr> <tr> <td> Participation Lenders</td> <td> Cash Account Setup</td> </tr> <tr> <td> PDFs</td> <td> Cash Dispenser Setup</td> </tr> <tr> <td> Relationships</td> <td> Cash Recycler Setup</td> </tr> <tr> <td> Rewards</td> <td> Check and Receipt Format Setup</td> </tr> <tr> <td> Safe Deposit Boxes</td> <td> Check Ordering Setup</td> </tr> <tr> <td> Service Charges</td> <td> Check Register Setup</td> </tr> <tr> <td> Stations</td> <td> Collections Setup</td> </tr> <tr> <td> Suffix Ranges</td> <td> Courtesy Pay Setup</td> </tr> <tr> <td> Tellers</td> <td> Credit Bureau Setup</td> </tr> <tr> <td> Variable Payments</td> <td> Credit Grade Setup</td> </tr> <tr> <td> Variable Rates</td> <td> Credit Union Setup</td> </tr> <tr> <td> Variable Rate Indexes</td> <td> Daily Report Selection Setup</td> </tr> </tbody> </table>		DESCRIPTION		 Action Codes	 Account Closeout Reason Setup	 Alerts	 ACH Payroll Institution Setup	 Branches	 Add Member Default Setup	 Bulletin Boards	 Automated Accruals Setup	 Certificate Profiles	 Automated Fee Setup	 Decisions	 Automated Operations Calendar Setup	 Documents	 Automated Operations Setup	 Hold Types	 Automated Transaction Setup	 Indirect Dealers	 Back Office Transaction Setup	 Insurance Titles	 Balance Teller Title Setup	 Loan Profiles	 Business Checking Type Setup	 Packets	 Card Design Setup	 Pages	 Card Program Setup	 Participation Lenders	 Cash Account Setup	 PDFs	 Cash Dispenser Setup	 Relationships	 Cash Recycler Setup	 Rewards	 Check and Receipt Format Setup	 Safe Deposit Boxes	 Check Ordering Setup	 Service Charges	 Check Register Setup	 Stations	 Collections Setup	 Suffix Ranges	 Courtesy Pay Setup	 Tellers	 Credit Bureau Setup	 Variable Payments	 Credit Grade Setup	 Variable Rates	 Credit Union Setup	 Variable Rate Indexes	 Daily Report Selection Setup
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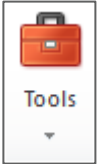
Teller Task

Button	Comment
 Teller Task	<p>Button displays Teller Tasks</p> <p>Teller Tasks</p> <p>DESCRIPTION</p> <ul style="list-style-type: none">  Balance Teller Wizard  Branch Totals  Branch Totals - Miscellaneous  Buy Cash Wizard  Sell Cash Wizard  Teller Checks  Teller Totals  Teller Totals - Miscellaneous  Teller Transactions

Reports

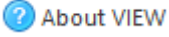
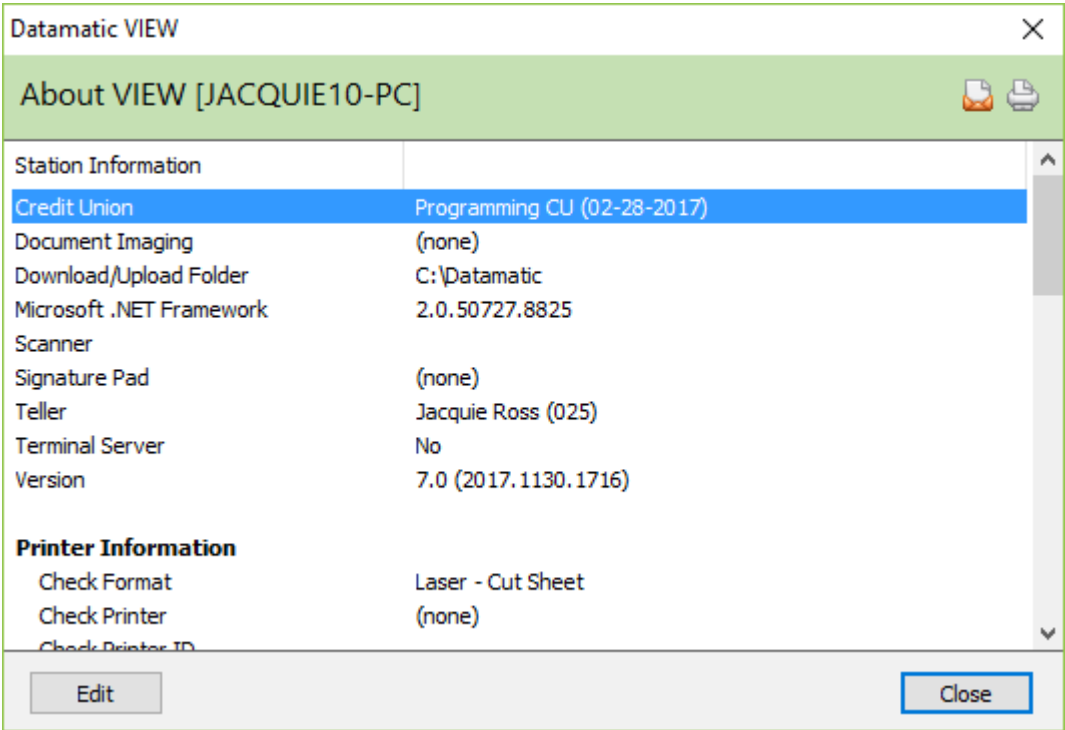
Button	Comment																																				
	<p>Split Menu Button (top) displays Current Reports</p> <div data-bbox="289 432 1468 1276" style="border: 1px solid #ccc; padding: 5px;"> <p>Datamatic VIEW X</p> <p>Current Day 📄</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Date Modified</th> </tr> </thead> <tbody> <tr><td>📄 1099 Report (7 KB)</td><td>Sep 7 10:59</td></tr> <tr><td>📄 1099 Tax Form Total Report (2 KB)</td><td>Sep 7 10:59</td></tr> <tr><td>📄 5498 Report (6 KB)</td><td>Sep 7 11:23</td></tr> <tr><td>📄 Accounts Payable Vendor Report (0 KB)</td><td>Oct 24 16:33</td></tr> <tr><td>📄 ACH Cross Reference Report (12 KB)</td><td>Sep 18 08:03</td></tr> <tr><td>📄 Ascensus FMV Activity Report (1 KB)</td><td>Sep 7 11:23</td></tr> <tr><td>📄 Card Inactivity Fees (1 KB)</td><td>Nov 15 09:43</td></tr> <tr><td>📄 CD Forecast Report (2 KB)</td><td>Nov 2 17:04</td></tr> <tr><td>📄 CD Maturity Report (15 KB)</td><td>Sep 25 10:07</td></tr> <tr><td>📄 CD Trial Balance (114 KB)</td><td>Sep 25 10:09</td></tr> <tr><td>📄 Checks and Cash Received (6 KB)</td><td>Oct 11 17:09</td></tr> <tr><td>📄 Daily Loan Transfers Listing (2 KB)</td><td>Nov 14 15:02</td></tr> <tr><td>📄 Daily Transaction Report Batch Total Pages (29 KB)</td><td>Oct 11 17:09</td></tr> <tr><td>📄 Delinquency Report 01-29 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>📄 Delinquency Report 30-59 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>📄 Delinquency Report 60-179 Days (1 KB)</td><td>Nov 27 10:57</td></tr> <tr><td>📄 Delinquency Report (223 KB)</td><td>Nov 29 15:38</td></tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Close</p> </div>	Name	Date Modified	📄 1099 Report (7 KB)	Sep 7 10:59	📄 1099 Tax Form Total Report (2 KB)	Sep 7 10:59	📄 5498 Report (6 KB)	Sep 7 11:23	📄 Accounts Payable Vendor Report (0 KB)	Oct 24 16:33	📄 ACH Cross Reference Report (12 KB)	Sep 18 08:03	📄 Ascensus FMV Activity Report (1 KB)	Sep 7 11:23	📄 Card Inactivity Fees (1 KB)	Nov 15 09:43	📄 CD Forecast Report (2 KB)	Nov 2 17:04	📄 CD Maturity Report (15 KB)	Sep 25 10:07	📄 CD Trial Balance (114 KB)	Sep 25 10:09	📄 Checks and Cash Received (6 KB)	Oct 11 17:09	📄 Daily Loan Transfers Listing (2 KB)	Nov 14 15:02	📄 Daily Transaction Report Batch Total Pages (29 KB)	Oct 11 17:09	📄 Delinquency Report 01-29 Days (1 KB)	Nov 27 10:57	📄 Delinquency Report 30-59 Days (1 KB)	Nov 27 10:57	📄 Delinquency Report 60-179 Days (1 KB)	Nov 27 10:57	📄 Delinquency Report (223 KB)	Nov 29 15:38
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Tools


Button	Comment
	<p>Button displays Tools Menu</p> <div data-bbox="753 422 1149 1255" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none"> Non-Member Transactions... Reverse Transactions... Calculators ▶ OFAC Scan (Non Member)... Order Credit Report... Check Encoding... Set Starting Check Number... Set Internet Banking Password... Set Voice PIN... Purge Account... Purge Cross Reference... Cash Dispenser Status... Cash Recycler Status... Empty Cash Recycler Bulletin Board Ctrl+B Change Password... Options... </div>

Help


About View

Button	Comment
	<p data-bbox="391 428 938 457">Button displays VIEW and Station Information</p> <div data-bbox="399 499 1458 1224">  </div>

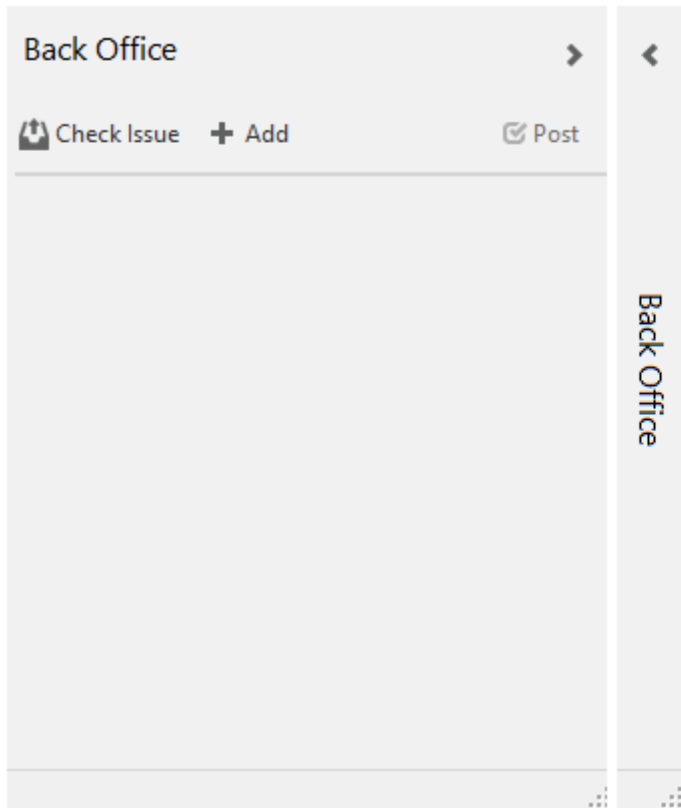
Quick Reference

Button	Comment
 Documentation	Button links to VIEW Documentation

Topics

Button	Comment
 Utilities	Button links to Utilities that can be downloaded such as print drivers for receipt printers.

Back Office Panel



Button	Comment
>	Collapses the Transaction Pane
<	Expands the Transaction Pane

Status Bar

Support Credit Union | Datamatic #099 | Post Date: Monday, February 20, 2017

Shortcut Keys

Shortcut Key	Comment
Ctrl + A	Add Transaction
Ctrl + B	Bulletin
Ctrl + D	Current Day Reports
Ctrl + E	Back Office
Ctrl + F	Add Check Issue
Ctrl + G	General Ledger
Ctrl + H	History Inquiry
Ctrl + M	Member Search
Ctrl + O	Operations
Ctrl + R	Recent Activity Inquiry
Ctrl + S	Post Transaction
Alt + A	Ribbon Accounting Menu
Alt + I	Ribbon Inquiry Menu
Alt + K	Ribbon Teller Task
Alt + L	Ribbon Lending Menu
Alt + M	Ribbon Member Menu
Alt + P	Ribbon Print Menu
Alt + R	Ribbon Reports Menu
Alt + T	Ribbon Tools Menu
Insert	Launches an Add window dependent on cursor focus
F5	Refresh

MEMBER




Overview




Member has seven sections



- Ribbon
- Mandatory / Informational Message Section (displays only if a message is present)
- Snapshot
- Summary
- Transaction Panel which displays Cash Transactions / Non-Cash (ability to collapse and expand)
- Folders
- Status bar




12623-5 Amy Driver





Member


 Print
 Email
 Refresh
Action


 Adverse Action
 Certificate
 Membership
Documents

 Inquiry
 Lending
Other







 Add Share
 Calculators
 Tools
Other

 Transfer
 Check Issue
 Money Order
 More
Transactions

 Picture ID
Picture ID

 Amy Driver
Amy Driver
Serving

Snapshot

-  Holt Office
- Teen
- Member Code [11]
-  Courtesy Pay
- Credit Card
- Debit Card
- LO# [-]
- SEG [S]
-  Internet Banking
- e-Statements
-  Mobile Deposit
-  \$41,471.15 on Deposit
-  \$0.00 in Loans

12623-5 Amy Driver

DESCRIPTION	BALANCE	AVAILABLE	PAYMENT	HC
00 Share	\$41,371.15	\$41,366.15	-	-
70 Checking	\$100.00	\$100.00	-	-

Folders

+ Add




DESCRIPTION	COMMENT
Cards	
Cross References	
Internet Banking	
Member Information	
Names	
Pending Loans	
Statements	




Cash



\$ Funds + Add	Post
Cash Received	\$0.00
Check Received (0)	\$0.00
Total Received	\$0.00
Cash Requested	\$0.00
Cash to Member:	\$0.00




Programming CU | Jacque Ross #025 | Post Date: Monday, December 18, 2017





Member

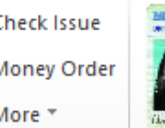
 Print
 Email
 Refresh
Action


 Adverse Action
 Certificate
 Membership
Documents

 Inquiry
 Lending
Other

 Add Share
 Calculators
 Tools
Other

 Transfer
 Check Issue
 Money Order
 More
Transactions

 Picture ID
Picture ID

 Amy Driver
Amy Driver
Serving

Mandatory

The member level mandatory message line one displays here.

This is the second line of the member level message.

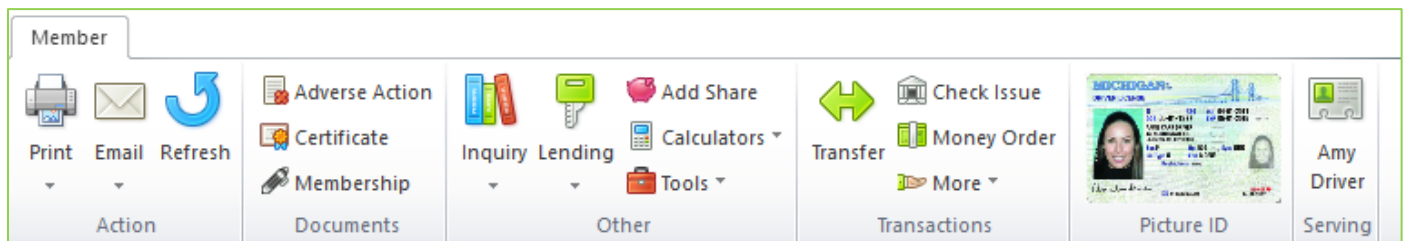
DATAMATIC

Page 21

Ribbon

The Member ribbon contains six ribbon Groups

- Action
- Documents
- Other
- Transactions
- Picture ID
- Serving

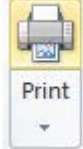




User Tip

Member Number and Name are display in the title bar.

Action



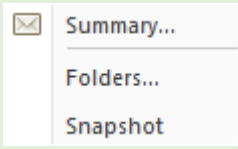

Print

Button	Comment
	Split Button (top) prints content in the Summary section
	Split Button (bottom) displays Print Selections <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;">  Print... Ctrl+P <hr/> Envelope... Balance Information... Last Receipt <hr/> Laser Documents... PDF Documents... <hr/> Folders... Snapshot... </div>

Print Menu Definition

Option	Comment
Print (varies)	Prints content that is in the main view
Envelope	Launches the Print Envelope Wizard
Balance Information	Prints balance information on a thermal receipt printer for a specific suffix
Last Receipt	Prints a duplicate receipt for the last transaction processed
Laser Documents	Prints selected background for a laser document on the system
PDF Documents	Prints selected blank PDF document on the system
Folders (varies)	Prints content that is in the folder view
Snapshot	Prints content that is in the Snapshot

Email

Button	Comment
	Split Button (top) emails content in the summary section
	Split Button (bottom) displays email selections 
	Refreshes the active screen

Email Menu Definition


Option	Comment
Print (varies)	Generates an Email with content that is in the main view
Folders (varies)	Generates an Email with content that is in the folder view
Snapshot	Generates an Email with content that is in the Snapshot

Documents


Adverse Action

Button	Comment
 Adverse Action	Launches the Adverse Action Wizard

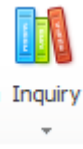
Certificate

Button	Comment
 Certificate	Launches Print Certificate Wizard

Membership

Button	Comment
 Membership	Launches Membership Documents

Other
Inquiry

Button	Comment	
 <p>Inquiry</p>	Menu drop down displays Inquiry and Audit Menus	
	<p style="text-align: center;">Inquiry Menu</p> <div data-bbox="386 508 776 1369"> <ul style="list-style-type: none"> Audit ▶ ACH Warehouse... <u>D</u>raft Clearing... <u>H</u>istory... Ctrl+H <u>I</u>nternet Banking... IRA Totals... Miscellaneous... Name Information... Payroll and ACH... <u>R</u>ecent Activity... Ctrl+R Collateral... Collection Comments... Loan Payoff... Loan Processing... Payment Change History... VIN / HIN... Previous Year To Date... Year To Date... </div>	<p style="text-align: center;">Audit Menu</p> <div data-bbox="1003 508 1360 1276"> <ul style="list-style-type: none"> ACH Origination... Automatic Transfer... Card... Collateral... Collection... Credit Report... Cross Reference... Hold... Member... Name and Address... Payroll and ACH... Safe Deposit Box... Stop Payment - ACH... Stop Payment - Draft... Suffix... Warning Message... </div>

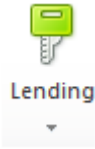
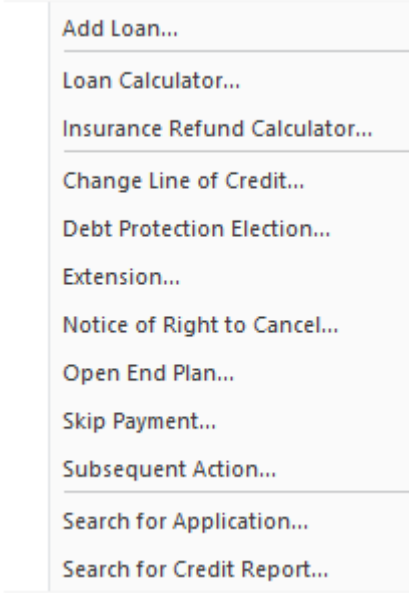
Inquiry Menu Definition

Option	Comment
Audit	Displays the Audit Menu
ACH Warehouse	Launches ACH Warehouse Inquiry
Draft Clearing	Launches Draft Clearing Inquiry
History	Launches History Inquiry
Internet Banking	Launches Internet Banking Inquiry
IRA Totals	Launches IRA Totals Inquiry
Miscellaneous	Launches Miscellaneous Inquiry
Name Information	Launches Name Information Inquiry
Payroll and ACH	Launches Payroll and ACH Inquiry
Recent Activity	Launches Recent Activity Inquiry
Collateral	Launches Collateral Inquiry
Collection Comments	Launches Collection Comments Inquiry
Loan Payoff	Launches Loan Payoff Inquiry
Loan Processing	Launches Loan Processing Inquiry
Payment Change History	Launches Payment Change History Inquiry
VIN	Launches VIN Inquiry
Previous Year to Date	Launches Previous Year to Date Inquiry
Year to Date	Launches Year to Date Inquiry

Audit Inquiry Menu Definition


Option	Comment
ACH Origination	Displays ACH Origination Audit Inquiry
Automatic Transfer	Displays Automatic Transfer Audit Inquiry
Cards	Displays Cards Audit Inquiry
Collateral	Displays Collateral Audit Inquiry
Collection	Displays Collection Audit Inquiry
Credit Report	Displays Credit Report Audit Inquiry
Cross Reference	Displays Cross Reference Audit Inquiry
Hold	Displays Hold Audit Inquiry
Member	Displays Member Audit Inquiry
Name and Address	Displays Name and Address Audit Inquiry
Payroll and ACH	Displays Payroll and ACH Audit Inquiry
Safe Deposit Box	Displays Safe Deposit Box Audit Inquiry
Stop Payment – ACH	Displays Stop Payment - ACH Audit Inquiry
Stop Payment – Draft	Displays Stop Payment - Draft Audit Inquiry
Suffix	Displays Suffix Audit Inquiry
Warning Message	Displays Warning Message Audit Inquiry

Lending


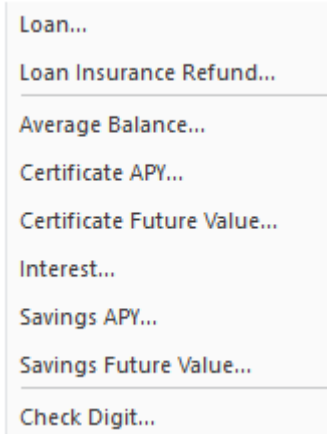
Button	Comment
 <p>Lending</p>	<p>Menu drop down displays Lending Menu</p> 

Option	Comment
Add Loan	Launches Add Loan Wizard
Loan Calculator	Launches Loan Calculator
Insurance Refund Calculator	Launches Insurance Refund Calculator
Change Line of Credit	Launches Change Line of Credit Wizard
Debt Protection Election	Launches Debt Protection Election Wizard
Extension	Launches Loan Extension Wizard
Notice of Right to Cancel	Launches Notice of Right to Cancel Wizard
Open End Pan	Launches Open End Plan Wizard
Skip Payment	Launches Skip Payment Wizard
Subsequent Action	Launches Subsequent Action Wizard
Search for Application	Launches Search for Application
Search for Credit Bureau	Launches Search for Credit Bureau

Add Share

Button	Comment
 <p>Add Share</p>	Launches Add Share Wizard

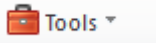
Calculators

Button	Comment
 Calculators ▾	Menu drop down displays Tools Menu 

Calculators Menu Definition

Option	Comment
Loan	Launches Loan Calculator
Loan Insurance Refund	Launches Loan Insurance Refund Calculator
Average Balance	Launches Average Balance Calculator
Certificate APY	Launches Certificate APY Calculator
Certificate Future Value	Launches Certificate Future Value Calculator
Interest	Launches Interest Calculator
Savings APY	Launches Savings APY Calculator
Savings Future Value	Launches Savings Future Value Calculator
Check Digit	Launches Check Digit Calculator

Tools


Button	Comment
	Menu drop down displays Tools Menu <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Certificate Renewal... OFAC Scan... Order Credit Report... Check Encoding... Order Checks... Set Internet Banking Password... Set Voice Pin... Change Share Type... Purge Account... Customize Member Summary... </div>

Tool Menu Definition


Option	Comment
Certificate Renewal	Launches Certificate Renewal Wizard
OFAC Scan	Launches OFAC Scan Screen
Order Credit Report	Launches the Order Credit Report Screen
Check Encoding	Launches Check Encoding Form
Order Checks	Launches Order Checks Wizard
Set Internet Banking Password	Launches Internet Banking Password Wizard
Set Voice Pin	Launches Set Voice Pin Wizard
Change Share Type	Launches Change Share Type Wizard
Purge Account	Launches Purge Account Wizard
Customize Summary	Launches screen to customize summary columns

Transactions


Transfer

Button	Comment
 Transfer	Launches Transfer Wizard

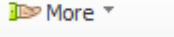
Check Issue

Button	Comment
 Check Issue	Launches Check Issue Wizard

Money Order

Button	Comment
 Money Order	Launches Money Order Wizard




More

Button	Comment
	<p>Menu button displays more transactions wizards</p> <div data-bbox="776 516 1133 947" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Loan Closeout...</p> <p>Share Closeout...</p> <hr/> <p>IRA Disbursal...</p> <p>Loan Disbursal...</p> <p>Manual Dividend...</p> <p>Safe Deposit Box Payment...</p> <p>Travelers Check...</p> <hr/> <p>Passbook Print</p> <p>Reverse Transaction</p> </div>

More Menu Definition

Option	Comment
Loan Closeout	Launches Loan Closeout Wizard
Share Closeout	Launches Share Closeout Wizard
Ira Disbursal	Launches Ira Disbursal Wizard
Loan Disbursal	Launches Loan Disbursal Wizard
Manual Dividends	Launches Manual Dividends Wizard
Safe Deposit Box Payment	Launches Safe Deposit Box Payment Wizard
Travelers Checks	Launches Travelers Checks Wizard
Reverse Transaction	Launches Reverse Transaction Wizard

Picture ID



Button	Comment
 <p>Picture ID</p>	<p>Displays current Picture ID thumbnail.</p>
 <p>Picture ID</p>	<p>Displays expired Picture ID thumbnail when expiration date is before credit union date.</p>
 <p>Add</p> <p>Picture ID</p>	<p>Displays Add icon if there is no Picture ID on file. Button launches the name and address form for the user to add the Picture ID.</p>



User Tip

Double clicking on the picture ID will display the picture at a larger size.

Serving

Button		Comment
 Amy Driver Serving	 Amy Driver - Joint Serving	<p>Displays the member name the user is serving. Name types other than Primary will display the Name Type description or the Officer Title after the name. Button launches the Name and Address Form.</p>


Snapshot

The first items to display in the snapshot are any flagged items that may pertain to the member. The second section varies on the member information setup.

Field	Action
Entity	Displays in Snapshot if value other than (none)
Member Class	Displays in Snapshot if value other than (none)
Member Code	Displays in Snapshot if value other than (none)







The third group displays up to 10 services the member may or may not have base on the Member Snapshot setup followed by Total on Deposit and Total Loans.


Snapshot


 Collections

Branch [South Pennsylvania]
Class [DECU Level 4]

Alert - Debit Pre Authorizations



-  ATM Round Up
- Courtesy Pay
-  Credit Card
-  Debit Card
- LO# [AA]
- SEG [-]
-  Internet Banking
-  e-Statements
-  Mobile Deposit

 \$15,525,283.27 on Deposit

 \$144,944.06 in Loans



User Tip

-  Flagged items:
 - Charged Off
 - Sar Level
 - Collections
 - Deceased Message
 - Member has no open suffixes
 -  Indicates member has the service
- No checkmark indicates member does NOT have the service
- Discretionary data values will be displayed in [] brackets.

Summary


12623-5 Amy Driver

DESCRIPTION	BALANCE	AVAILABLE	PAYMENT	OWNERSHIP	DELINQUENT	NEXT PAYMENT	HOLDS
 00 Share	\$6,500.00	\$6,495.00	-	Individual	-	-	-
 70 Checking	\$1,500.00	\$1,500.00	-	Individual	-	-	-



User Tip


















- To Display a suffix inquiry double click on the suffix in the Summary section
- Right Click menus are available on each suffix

Description	Available	Available/Delinquent	Balance
 00 Share <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Recent Activity... Audit Inquiry... History Inquiry... Print... </div>	\$4,995.00	\$4,995.00	\$5,000.00

Folders

The Folders section displays Member Folders based on the following criteria.

Folder Description	Always Displays	Security Access Needed to Display	Only Displays if information exists	Optional Software
ACH Origination		✓	✓	
Automatic Transfers			✓	
Cards		✓	✓	
Check and Debit Holds			✓	
Collateral Tracking			✓	
Collections			✓	✓
Cross Reference			✓	
Document Images			✓	✓
Internet Banking			✓	✓
Member Information	✓			
Notes			✓	
Names	✓			
Payroll and ACH Splits			✓	
Pending Loans	✓	✓		
Safe Deposit Boxes			✓	
Statements	✓			
Stop Payments			✓	
Tasks			✓	
Warning Messages			✓	

Folders	
DESCRIPTION	COMMENT
 ACH Origination	
 Automatic Transfers	
 Cards	
 Check and Debit Holds	
 Collateral Tracking	
 Cross References	
 Internet Banking	
 Member Information	* New Member since 01-01-2017 *
 Names	* Address Changed on 02-17-2017 *
 Notes	
 Payroll and ACH Splits	
 Pending Loans	
 Safe Deposit Boxes	
 Statements	
 Stop Payments	
 Tasks	* Expired Task *
 Warning Messages	



Note

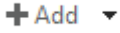
Comments may appear in the comment column next to the folder if relevant.



User Tip

- Folder Heading will change to the current folder when user double clicks the folder to display detail.
- Toolbar strip is displayed in Folder Heading based on user security
- Right click menus are available on all folders

Folder Toolbar

Button	Comment
	Add drop down menu allows user to add folders to the list below

Folder Detail Toolbar

Up One Level

Button	Comment
↑ Up One Level	Up One Level button state depends on section that is displayed

Add

Button	Comment
+ Add	Add button state depends on section that is displayed

Delete

Button	Comment
✘ Remove	Remove button state depends on section that is displayed

Names

↑ Up One Level + Add ✘ Remove

DESCRIPTION	NAME	NAME TYPE
Member	DAVID ROSS	Primary
06 Loan 5.25%	Hyla ROSS	Joint

Audit Inquiry...

+ Add...

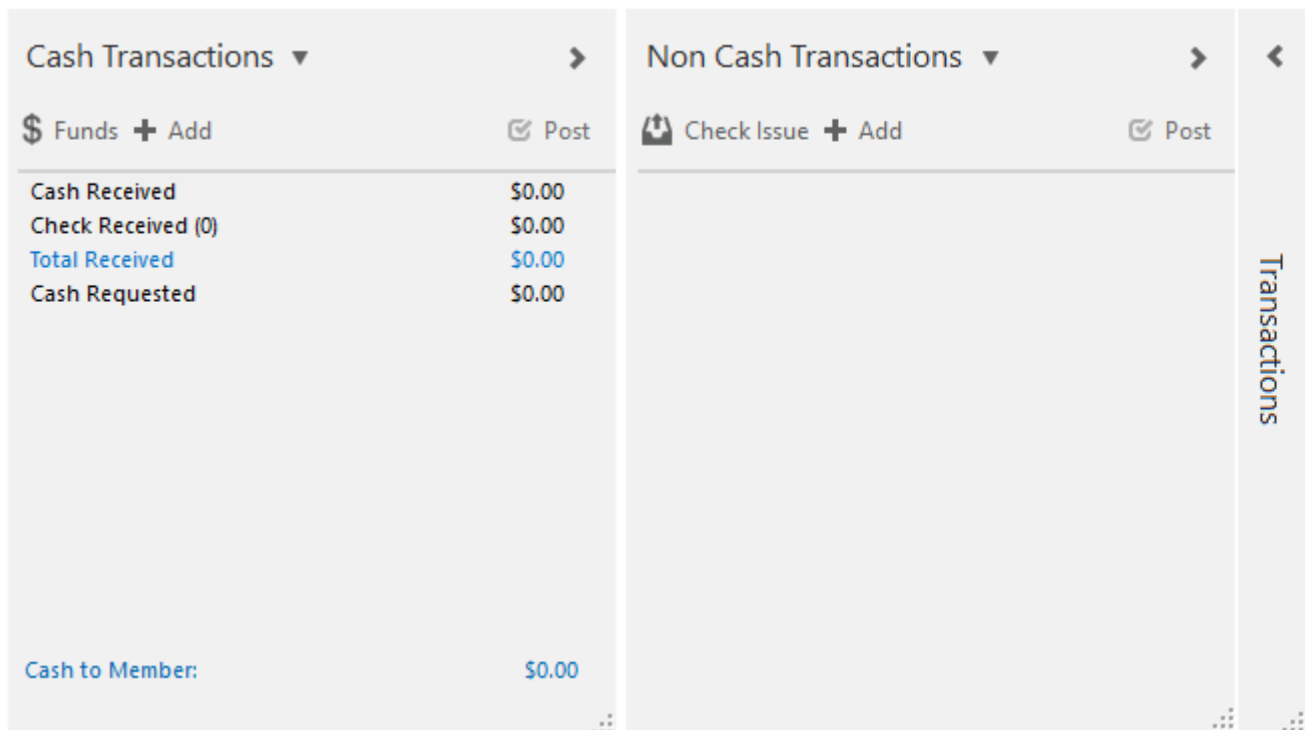
✘ Delete

Print

Transactions Panels

Cash Transaction / Non-Cash

Button	Comment
>	Collapses the Transaction Pane
<	Expands the Transaction Pane
▼	Arrow down switches between Cash and Non Cash Transactions Screens



The screenshot displays two transaction panels side-by-side. The left panel is titled 'Cash Transactions' and features a dropdown arrow and a right-pointing arrow. It includes a '\$ Funds + Add' button and a 'Post' button. The list shows: Cash Received (\$0.00), Check Received (0) (\$0.00), Total Received (\$0.00), and Cash Requested (\$0.00). At the bottom, it shows 'Cash to Member: \$0.00'. The right panel is titled 'Non Cash Transactions' and features a dropdown arrow, a right-pointing arrow, and a left-pointing arrow. It includes a 'Check Issue + Add' button and a 'Post' button. A vertical label 'Transactions' is positioned on the far right edge of the right panel.



User Tip

- Ctrl + A** launches the Add Transaction Wizard
- Ctrl + E** Back Office Transaction Pane Displays
- Ctrl + F** launches Funds or Check Issue Button Click
- Ctrl + S** Post the Transaction

Status Bar

Support Credit Union	Datamatic #099	Post Date: Wednesday, January 4, 2017
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Shortcut Keys

Shortcut Key	Comment
Ctrl + A	Add Transaction
Ctrl + E	Non-Cash Transactions
Ctrl + F	Add Funds (Cash, Checks & Cash Requested)
Ctrl + H	History Inquiry
Ctrl + K	Check Issue Wizard
Ctrl + N	Money Order Wizard
Ctrl + R	Recent Activity Inquiry
Ctrl + S	Post Transaction
Ctrl + T	Transfer Funds Wizard
Alt + P	Ribbon Print Menu
Alt + E	Ribbon Email Menu
Alt + I	Ribbon Inquiry Menu
Alt + T	Ribbon Tools Menu
Alt + M	Ribbon More Menu
Insert	Insert Key will launch Add screen which is dependent on cursor focus
+	Tab key in transaction
F5	Refresh