
AFT & CFT

Automated Funds Transfer & Check Funds Transfer

INTRODUCTION

Automatic Funds Transfer (AFT) is a feature that automatically performs member transfers on a recurring basis. Transfers can be made from one account suffix to another, or even between different members. Loan Payments, IRA distributions and normal share-to-share transfers can all be accomplished through AFT. With AFT, a member can:

- ⇒ Automatically make loan payments from a checking or savings account
- ⇒ Transfer money regularly from a savings account to a child's or spouse's savings account
- ⇒ Make regular deposits into a Christmas Club or Vacation Club savings account

A companion to AFT, **Check Funds Transfer (CFT)** is used to transfer funds from an account directly to a credit union check. The check is printed using the CU*BASE Automated/Mail Check printing system, and can be mailed directly to any address as directed by the member. With CFT, a member can:

- ⇒ Transmit money to a child away at college by sending a check to a bank in another state
- ⇒ Receive required IRA distributions in the form of an easy-to-deposit credit union check

Your credit union can also choose to **allow members to set up and maintain their own AFT and/or CFT records via It's Me 247 Online Banking**. This feature gives members more control of their own accounts, and was designed to reduce significantly the amount of time required for credit union staff to assist members with these adjustments.

Even in a small credit union, AFT processing handles an average of 50 transactions per day—over 13,000 transactions each year. In larger organizations, it often is responsible for well over 100,000 transactions annually, making it one of your credit union's most important efficiency and member service tools.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
http://www.cuanswers.com/client_reference.php
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OVERVIEW

Automatic transfers, both AFT and CFT, can be configured by the credit union to occur during beginning-of-day or end-of-day processing. If configured to run end-of-day, you can also configure whether on the first business day after a weekend or holiday, transfers will be processed one additional time prior to the start of business, to catch anything that was missed over the weekend. Any transfers that can be completed will do so at that time, and then the normal transfer process will be repeated at end of day that evening.

- To change this configuration online credit unions will need to contact a CSR for assistance. Self Processors can use OPER #10, #1, then press Enter to move to the second configuration screen. Uncheck “run skipped days at BOD” to deactivate this feature.

Automatic transfers are handled a little differently depending on whether the transfer is to a share account or a loan account, and whether the loan is a mortgage or not.

AFT SHARE-TO-LOAN TRANSFERS (NON-MORTGAGE LOANS)

With loan transfers, if the required transfer amount is greater than the available funds, only the amount of available funds will be transferred. In addition, any amount not satisfied will be updated in the *Past Due Transfer Amount* field on the AFT record, and if the AFT record is configured properly, the system will try to transfer the *Past Due Transfer Amount* daily until satisfied.

Two settings control whether or not additional transfers are made to satisfy past due transfers: Payment Date Control and Delinquency Control. See Page 9 for additional details on using these settings.

When the first attempt to make the transfer is made, the system adds 1 to the *No. Transfer Cycles Made* and moves the *Next Transfer Date* forward one period. The *Past Due Transfer Amt* field shows the amount still due to satisfy the transfer. On subsequent days, the system may attempt to take additional funds, but the *No. Transfer Cycles Made* and the *Next Transfer Date* fields are not affected.

For example, say an AFT was set up to transfer \$500 monthly to a loan account. The following timeline shows transfers made and the “catch up” actions performed when the member did not have the full amount available for transfer:

# Transfer Cycles Made	Date	Action Taken	Past Due	Further Action Required
1	Feb. 10	Transferred \$500 Advanced <i>Next Transfer Date</i> to 3/20	<i>Past Due Transfer Amt</i> = \$0	Do nothing else
2	Mar. 10	Transferred \$200 Advanced <i>Next Transfer Date</i> to 4/10	<i>Past Due Transfer Amt</i> = \$300	Search for \$300 every day
	Mar. 16	Transferred \$300 No change to <i>Next Transfer Date</i>	<i>Past Due Transfer Amt</i> = \$0	Do nothing else
3	Apr. 10	Transferred \$500	<i>Past Due Transfer Amt</i> = \$0	Do nothing else

		Advanced <i>Next Transfer Date</i> to 5/10		
4	May 10	Transferred \$0 Advanced <i>Next Transfer Date</i> to 6/10	<i>Past Due Transfer Amt</i> = \$500	Search every day for \$500
	May 20	Transferred \$400 No change to <i>Next Transfer Date</i>	<i>Past Due Transfer Amt</i> = \$100	Keep looking every day for \$100

# Transfer Cycles Made	Date	Action Taken	Past Due	Further Action Required
5	June 10	Transferred \$600 Advanced <i>Next Transfer Date</i> to 7/10	<i>Past Due Transfer Amt</i> = \$0	Do nothing else
6	July 10	Transferred \$500 Advanced <i>Next Transfer Date</i> to 8/10	<i>Past Due Transfer Amt</i> = \$0	Do nothing else

NOTE: If a member wishes to make loan payments through AFT, it is generally recommended that payments not be made through other areas on the system, such as through teller posting or phone transfers. Depending on how the AFT record was set up, that can cause conflicts with how AFT determines whether or not a transfer is required. See Page 9 for instructions on handling loan payments through AFT.

Transfers will not be made to loans with a \$0.00 balance (such as an LOC or credit card where nothing is currently owed).

AFT SHARE-TO-LOAN TRANSFERS (MORTGAGES)

Automated transfers to mortgage loans are handled a little differently than transfers to other types of loans. As described above, for other types of loan payment transfers, the AFT program will always try to play “catch-up” whenever there are insufficient funds in the account to cover the entire payment. For 365 loans, that’s not a problem; the system can be set up to keep trying day after day, and not to move the loan’s payment due ahead until the entire regular payment is satisfied. However, for 360-calc type loans this causes a problem because multiple payments are not allowed during the same month.

Therefore, the AFT posting programs will first look at the interest calc type on the loan category before posting an AFT payment. For the 360-calc type (type 3), the system will not attempt to transfer funds until the *entire* amount is in the Transfer From account. **In other words, no partial transfers will be allowed.** However, the system will keep looking each day at the Transfer From account until there are sufficient funds for the *entire* transfer (*including escrow*) and then make the full payment.

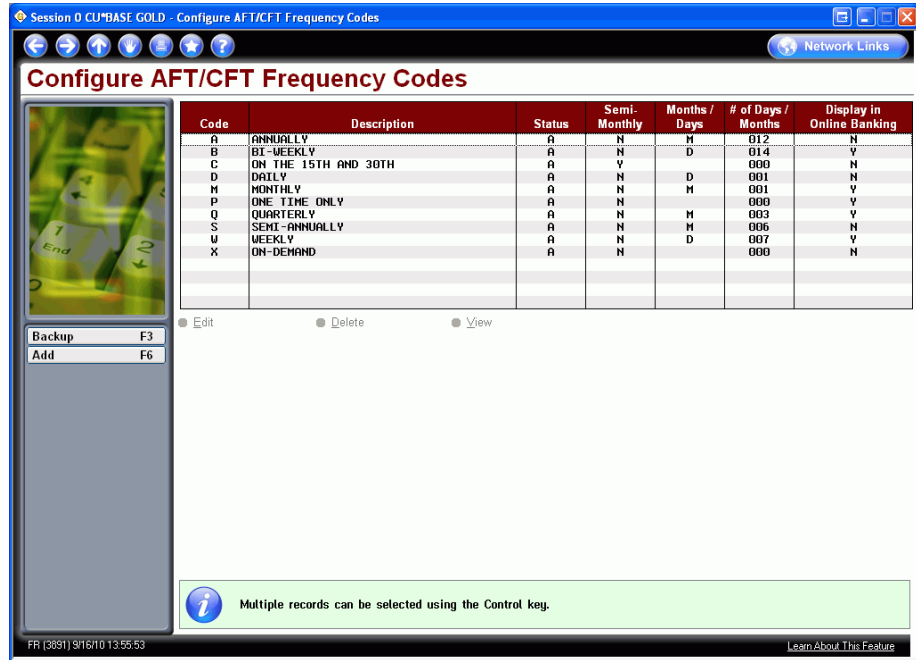
*For more information about the special nature of mortgage loans that use the 360-day interest calculation type, please refer to the separate “CU*BASE Mortgage Products: 360-Day Interest Calculation” booklet. That booklet also describes setting up a special mortgage payment savings account with an AFT “sweep” to the mortgage loan.*

AFT SHARE-TO-SHARE TRANSFERS (OR CFT TRANSFERS)

With share transfers, the transfer is attempted just once each period. If the required transfer amount is greater than available funds, only the amount of available funds will be transferred, and the system will not try the transfer again to make up the difference. The same is true for all CFTs.

CONFIGURING AFT/CFT TRANSFER FREQUENCY CODES

MNCNFC #4 "Auto Transfer Frequency Config"



Here is a list of frequency codes that are allowed by this credit union.

The next screen is used to show (Edit or View) frequency codes that are used by AFT and CFT records, such as “Weekly” or “Monthly” or other commonly-used periods of time. You can also specify which of the codes will be available to members when setting up automated transfers in **It’s Me 247** (if activated).

You can also use F6-Add to add a new frequency, such as a semi-monthly AFT.

*For complete details, including a discussion about AFT frequency codes refer to CU*BASE GOLD Online Help. (Click the [Learn About This Feature](#) link in the lower right hand corner of this screen).*

F6-Add from the Previous Screen

Session 0 CU*BASE GOLD - Configure AFT/CFT Frequency Codes

Configure AFT/CFT Frequency Codes Add

Frequency code

Description

Method

Display in online banking

Backup	F3
Update	F5
Cancel	F7

FR (3892) 10/12/10 07:31:08 [Learn About This Feature](#)

After selecting F6-Add, you will come to the screen shown above. Here you can select a Method, either to “Specify Days/Months” for a once a period of times (days or months) or “Semi-Monthly By Day” to select a twice monthly transfer (a transfer will then occur on each of the dates). (Both options are showing following this screen.)

Specify Days/Months Selected

Session 0 CU*BASE GOLD - Configure AFT/CFT Frequency Codes

Configure AFT/CFT Frequency Codes Add

Frequency code

Description

Method

Transfer frequency M = Months

Display in online banking

Backup	F3
Update	F5
Cancel	F7

FR (3892) 10/12/10 07:40:15 [Learn About This Feature](#)

Here you select the Transfer frequency of Days or Months and select the day or month. Then enter a number into either the *Months* or *Days* field to define the length of time represented by the code—use any number from 1 to 12 for monthly frequencies, or from 1 to 31 for daily frequencies.

Semi-Monthly By Day Selected

Session 0 CU*BASE GOLD - Configure AFT/CFT Frequency Codes

Configure AFT/CFT Frequency Codes Add

Frequency code

Description

Method **2 = Semi-Monthly By Day**

Transfer day 1

Transfer day 2

Display in online banking

Backup F3
Update F5
Cancel F7

FR (3882) 9/16/10 13:59:10 [Learn About This Feature](#)

After selecting the Semi-Monthly by Day selection, you will need to select the two days of the month when the transfer will occur.

It is recommended that if you select the Semi-Monthly by Day option, that your Description include the days of the Transfer. The member will see the two transfer days, however, not the Description.

SETTING UP AFT OR CFT

INSTRUCTIONS

MNUPTD #4 "Update Auto Transfer Information"

Transfer to account base

Transfer from account base DANIEL

Transfer To			Transfer From				
Account	Sequence #	Priority	Account	Amount	Next Date	Frequency	Trans Made
2--000	01		1234-000	200.00	Aug 03, 2008	B	0 of 1
1234-607	01	1	1234-000	197.00	Nov 27, 2008	B	0 of 110
AUTO CHECK	01		1234-000	25.00	Nov 07, 2008	M	0 of 999

(1685) 10/31/08 15:37:17 [Learn About This Feature](#)

This is the first screen used to create or modify instructions for Automated Funds Transfer (AFT) or Check Funds Transfer (CFT) records. To see records already set up for a member, enter an account base in one of the *Transfer* fields at the top of the screen and use Enter.

*For complete details, refer to CU*BASE GOLD Online Help.*

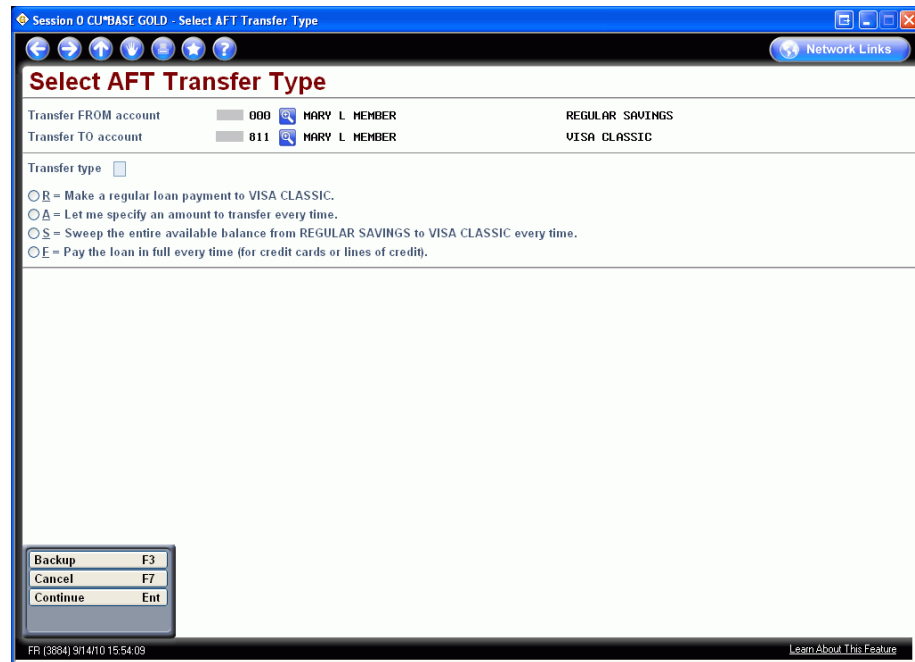
(Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.

If you select to create or edit an existing AFT, CU*BASE will walk you through the process step by step, with each screen assisting you with a separate aspect of the configuration process.

AUTOMATED FUNDS TRANSFER (AFT)

F5-Add AFT or Option "Change" on existing AFT record:

First Screen



The first screen will assist you in determining the type of AFT transfer. The screen is conditional depending on which kind of account the funds are transferred to. The example above is what you will see if you transfer fund to a credit card loan or open end loan account. **(Transfers to other accounts will reflect a transfer to that type of account and may not say specifically "VISA Classic" as shown in this explanation.)**

- If a **closed end loan account** is selected, "F=Pay the loan in full every time (for credit cards or lines of credit)" will not appear.
- If the transfer account is a **savings account** the then "R=Make a regular loan payment to (loan account)" will also not appear, in addition to "F=Pay the loan in full every time (for credit cards or lines of credit)" payment selection.

There are several ways you can set up the record, depending on how much the member wants to transfer. After entering the account numbers, you will be presented with as many as four options (see note above):

R = Make a regular loan payment to VISA CLASSIC.

R = Make a regular loan payment to SECURED CL END.

- Select this option if the member wants to transfer enough to advance the loan payment date ahead a month. (This will be the minimum payment on an open-end loan, such as a credit card.) The recommended Frequency, selected on the next screen, is monthly.

A = Let me specify an amount to transfer every time.

- Select this option to pay a certain amount every time. Then enter the exact amount into the amount field on the next screen. To avoid the loan going delinquent, this amount should be at least equal to the minimum payment each month, or the equivalent if performing transfers multiple times during the month (such as for a Weekly transfer frequency).

S = Sweep the entire available balance from REGULAR SAVINGS to VISA CLASSIC every time.

- Use this option to do a balance sweep and transfer the entire amount of the To: account to the From account. See following *Full Balance Sweep* section on page 14 for more information.

E = Pay the loan in full every time (for credit cards or lines of credit).

- Select this option if the member wants to pay the credit card balance off *in full* every time. Regardless of the actual credit card balance at the time the transfer is made, AFT will transfer the amount printed in the New Balance field of the billing statement. That New Balance amount will be deducted from the designated *Transfer From* account. The recommended frequency with this method is Monthly.

Second Screen (make regular loan payment selected)

If you selected to pay a certain amount, this field would be input capable, allowing you to enter the specific amount.

Enter the secondary transaction description to identify the transfer and select whether to show this on the To: account.

Check this box for AFTs used for collections purposes so that members cannot change the AFT transfer online.

The available fields on the second screen are conditional based on the payment selection on the previous screen.

For complete details, refer to CU*BASE GOLD Online Help.
 (Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.)

If an IRA or HSA account is selected, the third screen will allow for the entry of the appropriate transfer code.

- **NOTE:** Withholding percentages allow whole numbers only (such as 5% or 31%). If your state requires an odd percentage (such as 4.25% or 10.93%), then calculate withholding based on the payout distribution amount and enter that into the amount field instead.

For complete details, refer to CU*BASE GOLD Online Help.
 (Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.

Fourth Screen – Payment and Delinquency Controls

The fourth screen will allow you to determine frequency rules and how the transfer should be handled in case of a delinquency.

*For complete details, refer to CU*BASE GOLD Online Help.
(Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.*

SPECIAL INSTRUCTIONS FOR TRANSFERS FROM CERTIFICATES

A member can use an AFT to automatically transfer dividend payments from a certificate account to another savings account (or via check using a CFT). The system is set up so that for non-IRA certificates, the AFT/CFT system will not dip into the principal balance on the CD - only available funds (dividends paid) will be allowed to be transferred.

For IRA certificates (IRAFLG=I) where a member is taking a payout distribution, CU*BASE will allow funds to be pulled from the certificate's principal balance until the account is depleted. Although this does make it more difficult to evaluate your credit union's certificate portfolio, some credit unions prefer to allow their members to pull their required minimum distribution from a current CD rather than move the funds to a regular savings account.

SPECIAL INSTRUCTIONS FOR AFT LOAN PAYMENTS (NON-MORTGAGES)

When a member chooses to pay off a loan using an automated service, rather than making payments manually using traditional methods, it can be a challenge to set up the transfer process so that the loan is paid according to the member's wishes. The automated service (in this case an AFT) must make assumptions based on how the member wants the loan repaid. These assumptions are based on either the actual terms of the loan account, including scheduled payment date and amount, or the instructions in the AFT record.

For example, does the member want the automated transfer to kick in only when he forgets to send a check? Does the member wish to pay more than the required loan payment each month, and if so, what happens when there aren't enough funds? Should the system try to make up the entire difference, or should it only worry when the loan actually becomes delinquent?

The way an AFT behaves in this case is contingent on its Payment and Delinquency controls configured on the fourth AFT configuration screen.

*For complete details on the rules of Payment and Delinquency Rules, refer to CU*BASE GOLD Online Help.
(Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.*

Special Instructions for AFT Mortgage Payments

As described in the separate "CU*BASE Mortgage Products: 360-Day Interest Calculation" booklet, when setting up AFT transfers to mortgage loans (360-day interest calc. type only), you will need to follow these guidelines:

- Transfer *Frequency* must be set to Monthly (M), and the transfer date should generally be the 1st of the month.
- **In most cases, select to “Pay the loan in full every time.”** This will cause CU*BASE to pull the correct payment amount each time, including escrow. *(Therefore, as the escrow amount changes over time, this record will not need to be maintained.)*
- If the member wants to pay extra on his mortgage each month, you may enter a transfer amount that is higher than the regular payment plus escrow. **However, keep in mind that CU*BASE will not post the payment until that entire amount is in the mortgage savings account.** (It will *not* pull just the required amount and skip the overpayment.) In other words, if the member doesn’t put the extra in his savings account, the system won’t make the payment at all! You will also need to maintain this record every time adjustments are made that would change the payment amount (such as an escrow adjustment).
- **It is recommended that you** select a Payment & Delinquency setting of “Make this payment every time, no matter whether I’m behind or whether a payment is made via another channel.” With these settings, the AFT record stands completely independent of the loan account itself, and the system will always try to satisfy the transfer amounts and dates as set up in the AFT. If the AFT is set up properly, this configuration helps to make sure that if the loan gets behind, the AFT system will work to get the loan caught up again, as funds become available. Although these settings are best for most situations, there may be some exceptions for special circumstances:

FULL BALANCE SWEEPS

Some members may wish to set up an automated transfer to move the entire balance of the sweep account to the transfer account. A member might set up this sort of transfer to handle months, for example where they are paid five times, so that they can pay extra towards the principal of the loan. With selection of “Sweep the entire available balance,” the AFT knows to transfer all funds in the transfer from account to the transfer to account, with the exceptions noted on the second transfer screen (shown on the screen below). These include:

- “Minimum amount to transfer each time” (The transfer will not be made until the from account has this amount)
- “Take only increments of” (to ensure each transfer is a set amount)
- “After sweep, leave behind” (to ensure that the from account is not depleted below a minimum level – could be used with accounts requiring a minimum balance.)

Sweep Exceptions

Session 0 CU*BASE GOLD - Automatic Funds Transfer Maintenance

Automatic Funds Transfer Maintenance UPDATE

Transfer FROM account: 000 MARY MEMBER REGULAR SAVINGS
 Transfer TO account: 600 TOM J MEMBER SECURED CL END

Transfer type: S Sweep the entire available balance from REGULAR SAVINGS to SECURED CL END every time.

Frequency: MONTHLY
 Next transfer date: Sep 24, 2010 [MMDDYY] Transfer day: 14
 End transfers: 3 (1 = End as of date, 2 = After maximum # of transfers 999, 3 = Never end)

Loan payment: 407.64
 Loan balance: 43,751.91

Optional secondary transaction description: _____
 Show secondary description in the TO account

Miscellaneous Controls	Status of Transfers
<input type="checkbox"/> Lock record to prevent changes in online banking	# of transfer cycles made
Priority: N/A	Maximum # of transfers: 999
	# of transfers remaining: 999
	Past due transfer amount: 0.00
	Last transfer amount: 0.00

Sweeping Available Balance Options

Minimum amount to transfer each time: 0.00
 Take only increments of: 0.00
 After sweep, leave behind: 0.00

Last maintained: Sep 13, 2010 By: ;V

FR (3885) 9/20/10 15:17:19 [Learn About This Feature](#)

Full balance sweeps give you additional conditions for the AFT Transfer.



CHECK FUNDS TRANSFER (CFT)

F6-Add CFT or Option "Change" on an existing CFT record:

Session 0 CU*BASE GOLD - Check Funds Transfer Maintenance

Check Funds Transfer Maintenance ADD

Transfer from account IRA/HSA code

Payable To

Override master/alternate address

Processing Options

Priority
Check amount
Frequency
Next transfer date [MMDDYY]
Transfer day
 Waive auto check fee

Status of Transfers

of checks transferred
Maximum # of transfers
of transfers remaining
 Allow partial check
Past due transfer amount
Last transfer amount

Checks From IRA Accounts Only

IRA payout distribution
Federal income withholding % (no decimal points allowed) or Amount (optional)
State income withholding % (no decimal points allowed) or Amount (optional)

Withholding percentages allow whole numbers only (such as 5% or 31%). If your state requires an odd percentage (such as 4.25% or 10.93%), then calculate the withholding based on the payout distribution amount and enter that into the amount field instead.

FR (1687) 4/16/12 10:58:47 [Learn About This Feature](#)

This screen is used to create or modify a CFT record. There are some fields which cannot be edited when setting up a new CFT record, but will allow changes once the record has been set up.

A CFT transaction is referred to as both a “transfer” and a “check” because funds are transferred out of a member’s account and used to create a credit union check. Checks are printed using the CU*BASE Automated/Mail Check printing system (MNPRTC #22).

- **NOTE:** Withholding percentages allow whole numbers only (such as 5% or 31%). If your state requires an odd percentage (such as 4.25% or 10.93%), then calculate withholding based on the payout distribution amount and enter that into the amount field instead.

*For complete details, refer to CU*BASE GOLD Online Help.*

(Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.

CONFIGURING FEES FOR AUTO-GENERATED CHECKS

MNCNFD, Option #17, "Printed Check Fee Config"

Session 0 CU*BASE GOLD - Check Fee Configuration

Check Fee Configuration

Teller/Phone Check Fees

Activate check fees
Fee amount
of free items
Transaction description
Fee income G/L #
Purge

Fee Waivers

Aggregate savings Aggregate loans
Low age High age
Waive if OTB accounts present Credit Loan Savings ATM Debit
 Allow fee to be manually waived

CFT Auto Check Fees

Activate check fees
Transaction description
Fee amount
Fee income G/L #
 Charge IRA account
If no, charge div appl
 Use waivers

Cancel F7
Bypass F8

FR (1744) 11/21/08 08:38:05 [Learn About This Feature](#)

This screen is used to configure fees for printing credit union checks, via the Teller or Phone system as well as via the CFT system. You may elect to configure fees for either method, or both, as desired.

CFT Auto Check Fees will be assessed when the check is generated during daily automated transfer processing, not when it is printed. The fee amount will be added to the check transfer amount.

For example, if a CFT record is set up for a \$50.00 check, and the CFT check fee is \$2.00, a total of \$52.00 will be taken from the member's account, with the \$2.00 posted to the designated Fee Income G/L account.

The *Fee Waivers* fields on this screen are used by both the Teller/Phone fee system and the CFT fee system. It is not possible to use different waivers for each area; however, by leaving the *Use waivers* flag unchecked, you may elect not to use the waivers at all when processing CFT checks.

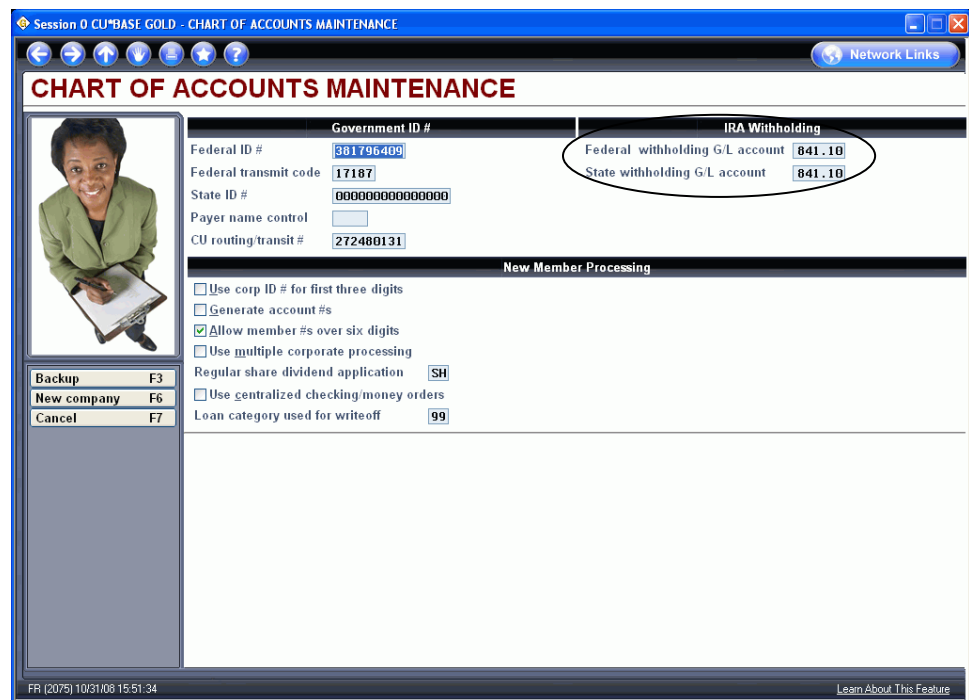
*For complete details, refer to CU*BASE GOLD Online Help. (Click the [Learn About This Feature](#) link in the lower right hand corner of this screen.*

CONFIGURING WITHHOLDING G/LS FOR IRA DISTRIBUTIONS

If you are setting up AFT or CFT records for the purpose of handling IRA Payout Distributions, and the member wishes to take advantage of Federal or State Income tax withholding, the following setting will need to be configured in order for the system to post the withholding to the correct G/L account:

MNGELE #2 "Chart of Accounts Maintenance"

Enter a Corporate ID and use Enter to display the second screen:



Enter the General Ledger account numbers to which Federal and State withholding amounts should be posted. The process is similar to backup withholding on dividend payments.

NOTE: Withholding transactions will be coded with IRA Code "B" for Federal and "K" for State.

SAMPLE TRANSACTION HISTORY

The following samples show transaction history on an IRA account that is set up for automatic payout distribution. Both Federal and State withholding have been configured.

CFT Transfer from an IRA Account with both Federal and State Withholding and CFT Check Fee:

Tran Date	Amount	IRA Code	Current Balance	Transaction Description	Transfer Account	ID
6/25/01	800.00	W	37850.00	AUTO. CHECK TRANSFER		89
6/25/01	120.00-	B	37730.00	CFT FED INC WITHHOLD		
6/25/01	30.00-	K	37700.00	CFT ST INC WITHHOLD		
6/25/01	1.00-	0	37699.00	CFT CHECK FEE		

AFT Transfer from an IRA Account with both Federal and State Withholding:

Tran Date	Amount	IRA Code	Current Balance	Transaction Description	Transfer Account	ID
6/25/01	800.00	W	37850.00	AUTO. FUNDS TRANSFER	704600-000	89
6/25/01	120.00-	B	37730.00	AFT FED INC WITHHOLD		
6/25/01	30.00-	K	37700.00	AFT ST INC WITHHOLD		

AFT / CFT REPORTS

"AUTOMATIC FUND TRANSFER FILE LISTING"

This report shows a complete listing of all AFT and CFT records that have been set up for your members. It can be produced on demand using the "Member Auto Transfer Report" command on menu MNRPTB.

6/19/98 13:50.40		CU*BASE TEST CREDIT UNION (TD) AUTOMATIC FUND TRANSFER FILE LISTING							LATTR	Page DAWNM	1
Transfer to Account #	SEQ	Freq	Transfer Amount	Next Transfer	Next Pay Date	Loan Payment	Delq Balance	Partial Payment	Transfer Fr. Account	IRA Payout	
1111-772	00	M	70.00	6/12/98		.00	.00	.00	1111-000		
8888-000	00	M	500.00	7/01/98		.00	.00	.00	8888-601	Y	
20000-700	00	P	.00	7/20/98	6/20/98	265.59	.00	66.61	20000-000		
34000-000	00	M	200.00	5/12/98		.00	.00	.00	34000-015	Y	
34111-000	01	M	200.00	5/12/98		.00	.00	.00	61111-015	Y	
61111-000	00	M	320.00	5/12/98		.00	.00	.00	61780-050	Y	
AUTO CHECK	00	D	25.00	5/13/98		.00	.00	.00	1232-000		
AUTO CHECK	00	M	62.00	6/12/98		.00	.00	.00	34005-015	Y	
AUTO CHECK	01	M	120.00	6/12/98		.00	.00	.00	1232-000		
AUTO CHECK	00	M	100.00	6/12/98		.00	.00	.00	34005-000		
AUTO CHECK	01	M	250.00	5/21/98		.00	.00	.00	34005-015	Y	
AUTO CHECK	00	M	30.00	5/21/98		.00	.00	.00	61780-050	Y	
AUTO CHECK	02	M	25.00	5/21/98		.00	.00	.00	61780-050	Y	
AUTO CHECK	00	M	500.00	7/01/98		.00	.00	.00	20187-000		

14 - RECORDS ON THE AUTOMATIC ACCOUNT TRANSFER FILE

*** FREQUENCY CODES ***

A - ANNUALLY
 B - BI-WEEKLY
 D - DAILY
 M - MONTHLY
 P - ONE TIME ONLY
 Q - QUARTERLY
 S - SEMI-ANNUALLY
 W - WEEKLY
 X - ON-DEMAND

"MEMBER AUTOMATIC ACCOUNT TRANSFER TRANSACTION REGISTER"

The *Member Automatic Account Transfer Transaction Register* is automatically produced on a daily basis to list detail of transfers performed. The *Tran Flag* column will indicate the transfer type:

- D=Delinquent Transfer
- P=Partial Payment Transfer
- T= Configured Transfer

10/02/11 49.08		MEMBER AUTOMATIC ACCOUNT TRANSFER TRANSACTION REGISTER					TAT1	Page USER OPER	1
10/02/11	49.08	10/03/11							
D=DELINQUENT TRANSFER P=PARTIAL TRANSFER T=CONFIGURED TRANSFER									
TRAN FLAG	ACCOUNT NO.	TR DATE	TRAN AMOUNT	DEPOSIT	WITHDRAW	PREVIOUS BALANCE	CURRENT BALANCE	DESCRIPTION	TRACER NUMBER
T	1-110	10/02/11	330.00	49	330.00	2134.95	1804.95	AUTO. FUNDS TRANSFER	1-610
T	1-610	10/02/11	330.00	29	330.00	9452.52	9157.90	AUTO. FUNDS TRANSFER	1-110
T	1-000	10/02/11	467.29	49	467.29	3741.29	3274.00	AUTO. FUNDS TRANSFER	1-605
T	1-605	10/02/11	467.29	29	467.29	15032.18	14631.77	AUTO. FUNDS TRANSFER	1-000
T	7-000	10/02/11	211.78	49	211.78	2594.48	2382.70	AUTO. FUNDS TRANSFER	7-610
T	7-610	10/02/11	211.78	29	211.78	1519.56	1316.18	AUTO. FUNDS TRANSFER	7-000
T	0-110	10/02/11	500.00	49	500.00	3412.72	2912.72	AUTO. FUNDS TRANSFER	0-011
T	0-011	10/02/11	500.00	29	500.00	876.71	1376.71	AUTO. FUNDS TRANSFER	0-110
T	0-110	10/02/11	100.00	49	100.00	2912.72	2812.72	AUTO. FUNDS TRANSFER	0-050
T	0-050	10/02/11	100.00	29	100.00	510.49	610.49	AUTO. FUNDS TRANSFER	0-110
T	6-110	10/02/11	390.66	49	390.66	2457.80	2067.14	AUTO. FUNDS TRANSFER	6-605
T	6-605	10/02/11	390.66	29	390.66	13974.33	13642.77	AUTO. FUNDS TRANSFER	6-110
T	8-000	10/02/11	250.00	49	250.00	44715.66	44465.66	AUTO. FUNDS TRANSFER	8-045
T	8-045	10/02/11	250.00	29	250.00	2302.79	2552.79	AUTO. FUNDS TRANSFER	8-000

"MEMBER AUTOMATIC ACCOUNT TRANSFER TRANSACTION ERROR REGISTER"

The *Member Automatic Account Transfer Transaction Error Register*, also produced automatically on a daily basis, will indicate transfers scheduled but not performed, with associated reason codes:

- D=Transfer made & deleted
- F=Frozen account
- I=Invalid account
- N=No available funds
- P=Payment control waiver
- Z=Zero transfer or net
- C=Credit card N/A
- S = Insufficient funds for full payment
- O=Current Balance (CURBAL) >= \$10M

TRAN FLAG	FROM ACCT. #	TO ACCT. #	TR DATE	AMOUNT	BALANCE	PAST DUE	NX PAY DIE
N	4-000	4-693	11/01/11	374.82	.00	374.82	11/01/11
N	3-000	3-693	10/07/11	62.89	.00	62.89	10/07/11
N	7-110	7-610	10/14/11	28.74	.00	28.74	10/14/11
N	7-000	6-715	10/15/11	75.50	.00	75.50	10/15/11
N	7-000	6-715	10/30/11	257.16	.00	257.16	10/30/11
N	1-000	1-715	11/01/11	645.28	.00	645.28	11/01/11
N	0-030	5-645	10/24/11	.46	.00	.46	10/24/11
N	6-000	6-645	10/07/11	28.00	.00	28.00	10/07/11
N	3-000	3-900	10/07/11	600.00	.00	600.00	10/07/11
N	2-110	2-715	10/28/11	300.00	102.48-	300.00	10/28/11
N	0-110	0-706	11/01/11	81.50	.00	81.50	11/01/11
N	4-110	4-610	10/02/11	307.03	.00	307.03	11/02/11
N	4-110	4-645	11/01/11	32.33	.00	32.33	11/01/11
N	4-000	4-866	10/05/11	174.79	.00	174.79	10/05/11
N	4-000	4-705	10/05/11	8075.00	.00	8075.00	10/05/11
N	7-110	7-645	10/15/11	2.13	212.39-	2.13	10/15/11
N	5-111	5-610	10/07/11	155.56	.00	155.56	10/07/11
N	5-111	5-900	10/07/11	80.00	.00	80.00	10/07/11
N	5-111	5-693	10/07/11	100.00	.00	100.00	10/07/11
N	5-000	5-705	11/01/11	512.00	.00	512.00	11/01/11
N	7-050	7-715	10/07/11	28.59	.00	28.59	10/07/11
N	3-000	3-645	11/01/11	6058.78	.00	6058.78	11/01/11
N	3-000	3-715	11/01/11	4464.00	.00	4464.00	11/01/11
S	2-051	2-790	10/01/11	657.69	347.24	.00	10/01/11
S	0-110	0-790	10/01/11	320.00	1.45	.00	10/01/11

HINT: When viewing your OUTQ lists, the User Data for both the AFT Register and the AFT Error Register is **TAT**.

"MEMBER AUTOMATIC ACCOUNT TRANSFER NOTIFICATION REGISTER"

The Member Automatic Account Transfer Notification Register (TAT3) lists transfers to 360 that were out of the ordinary. These might be due to the following reasons:

- Member is making a principal only payment
- Member makes a payment, then makes an additional payment toward the next month
- Member made a payment and is paying an additional amount toward principal only

TAT3 makes it easy for the credit union to keep track of 360 loan payments made via AFT that are different from the payment schedule (see description section). The credit union can use this report to proactively make sure that mortgage payments differing from the expected payment made via AFT are being applied according to the members' wishes, or they can use it to research member questions about AFT payments made on 360 mortgages.

TRAN FLAG	ACCOUNT NO.	TR DATE	AMOUNT	TRAN TYPE	DEPOSIT	WITHDRAW	PREVIOUS BALANCE	CURRENT BALANCE	DESCRIPTION	TRACER NUMBER
	101194-710	12/07/10	1400.00	29		1400.00	56983.28	55826.64	PAY AHEAD PAYMENT	101194-710
	101194-710	12/07/10	1400.00	29		678.43	56505.07	55826.64	ADDED PRINC. PAYMNT	101194-710

END OF REPORT

ALLOWING AFT/CFT MAINTENANCE IN "IT'S ME 247"

Your credit union can choose whether or not to allow members to set up and maintain their own AFT and/or CFT records via **It's Me 247** Online Banking. This feature gives members more control of their own accounts, and was designed to reduce significantly the amount of time required for credit union staff to assist members with these adjustments.

You can choose to activate maintenance on just AFT, CFT, or both. If your credit union does not typically offer CFT unless specifically requested by a member, you could choose not to allow CFT maintenance in **It's Me 247**. If a member has an existing AFT or CFT record set up, he would be able to view it in the list in **It's Me 247**, but the edit and delete features would not be allowed on that record.

Note: Existing AFTs will be displayed on the Transfer Money page even if you elect not to allow members to modify them. Likewise, CFTs will appear in the Electronic Deposits section even if you do not allow your members to edit them.

SAMPLE ONLINE BANKING CFT (CHECK FUNDS TRANSFER) SCREENS

If activated, the new feature will be available via the "Schedules Check Transfers" button from the My Accounts page. On the first screen they will see a list of existing CFTs. They will also be able to create new CFTs from this screen.

Cartoon City FCU Preferences Create My Security Help Logout

It's Me 247
Online Banking

My Messages My Accounts New Accounts Pay My Bills E-Statements Buy a CD Contact Us

Automatic Check Transfers

Current Automatic Check Transfers

	Mail To	Amount	Frequency	Next Transfer Date	End Date Option
	JOHN MEMBER	\$100.00	BI-WEEKLY	11/1/2008	11/30/2008

[Create new check transfer](#)

Page will timeout in 19:54

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I Have 325 Points

My Accounts
Account Summary
Transfer Money
Nicknames
Scheduled Check Transfers
Electronic Deposits
Checks Cleared
Check Stop Payment

If they select “Create new check transfer” they will see the following window where they can enter in details about their Check Fund transfers. This is similar to the screen the member sees when he or she edits an existing CFT.

The screenshot displays the online banking interface for Cartoon City FCU. At the top, there is a navigation bar with links for 'Cartoon City FCU', 'Preferences', 'Create My Security', 'Help', and 'Logout'. Below this is a banner for 'It's Me 247 Online Banking' with a photo of a woman. A secondary navigation bar contains icons for 'My Messages', 'My Accounts', 'New Accounts', 'Pay My Bills', 'E-Statements', 'Buy a CD', and 'Contact Us'. The main content area features a sidebar with 'My Accounts' and various account management options. The central focus is the 'Add Automatic Check Transfer' form, which includes fields for account selection, payee information, transfer amount, frequency, and dates. A 'Next' button is visible at the bottom of the form. A badge in the top right corner indicates 'I Have 325 Points'. At the bottom, there is a security notice and a 'CU*SECURE' logo.

Cartoon City FCU Preferences Create My Security Help Logout

It's Me 247 Online Banking

My Messages My Accounts New Accounts Pay My Bills E-Statements Buy a CD Contact Us

Add Automatic Check Transfer

I Have 325 Points

Transfer from account: 000 - OWNERSHIP SHARE: \$9,964.82

Payable to: John Member

Mail to address: 123 Easy Street

City: Anycity

State: MI

City: Anycity

State: MI

Zip code: 49000

Amount to transfer: 100.00

Frequency: BI-WEEKLY

Date of transfer: 11/01/2008

No End Date:

Final transfer date: 11/30/2008

Number of transfers:

Next Cancel

Page will timeout in 13:26

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NCUA

Once they have entered in the information about their CFT, including payee, amount and transfer dates, they will come to the following screen to accept their CFT.



Your existing home banking/ARU *Check Withdrawal Minimum* and *Maximum* amounts will be honored when setting up a new CFT record, to prevent checks that are unreasonably small or large.

Frequency codes come from your credit union's configuration (see Page 6) and you can choose which of your codes will be available from **It's Me 247**.

Important: Remember that if you allow members to create new CFT records, you will need to use the Print Auto/Mail Checks feature (MNPRTC) every day to print any CFT checks that have been generated during nightly processing.

Finally, in the fourth step, the member schedules the automatic funds transfer by selecting the amount of the transfer and what kind of payment the member will make. Below is the verbiage a member will see if he or she pays toward a credit card with a sweep account (all selections shown).

The screenshot shows the 'Movin' my money around' page. The header includes 'Beta Test Credit Union', 'It's Me 247 Online Banking', and user navigation links like 'Preferences', 'Help', and 'Logout'. A navigation bar contains icons for 'My Messages', 'My Accounts', 'New Accounts', 'Pay My Bills', 'E-Statements', 'Certificates', 'Contact Us', and 'Go Mobile!'. The main content area is titled 'Movin' my money around' and includes a 'Print' button. A sidebar on the left lists 'My Accounts' options: Account Summary, Transfer Money (selected), Nicknames, Scheduled Check Transfers, ACH Transactions, Checks Cleared, Check Stop Payment, Check Withdrawal, Get IRA Advice, Dividend/Interest, and Downloads. The main content area has a 'CU*SECURE' logo at the bottom left. The transfer setup steps are:

- Step 1. When do I want it to happen?
- Step 2. Where am I getting the money?
- Step 3. Where's it going?
- Step 4. How much do I want to transfer?
 - Enter the amount you want to transfer:
 - I'd like to transfer this amount every time: [input]
 - Make my standard credit card payment
 - Pay my credit card balance in full
 - Sweep the available balance from my Regular Savings
 - Choose other optional features:
 - Only sweep if balance is more than: [input]
 - After sweep, leave behind: [input]
 - Take only increments of: [input]

 A 'Continue with transfer' button is at the bottom right. On the right side, a summary box titled 'What I have so far:' shows:

- When? Monthly Starting On 10/01/2010 And Never Ending
- From where? 000 - Regular Savings: \$29,224.99
- To where? 900 - Mastercard Clas: \$117.85
- How much? Available Balance

If the member selects **Continue with My Transfer** after creating a transfer, the following confirmation screen will appear allowing them to finalize the acceptance of the transfer.

The confirmation screen is titled 'So far, so good! One more step and you're done!'. It features a sidebar on the left with the same 'My Accounts' menu as the previous screen, with 'Transfer Money' selected. The main content area displays the transfer details:

- How much? \$500.00
- From where? 000 - OWNERSHIP SHARE: \$9,964,828.84
- To where? 002 - CHRISTMAS CLUB: \$12,147.00
- When? BI-WEEKLY starting on 11/01/2008 and never ending

 At the bottom of the details box are 'Accept' and 'Back' buttons. Below this is a section titled 'Current Scheduled Transfers' which states: 'You currently have no automatic transfers scheduled.'

Once the transfer is completed, it appears at the bottom of the transfer page. The automated transfer can then be edited or deleted, if desired.

This button let's the member edit the existing AFT.

This button let's the member delete the existing AFT.

Get IRA Advice
Dividend/Interest
Downloads

Step 2. Where am I getting the money?
Step 3. Where's it going?
Step 4. When do I want it to happen?

[Verify my transfer](#)

Current Scheduled Transfers

	Transfer From	Transfer To	Amount	Frequency	Next Transfer Date	End Date Option
	DUDLEY D DORIGHT - OWNERSHIP SHARE	DUDLEY D DORIGHT - CHRISTMAS CLUB	\$500.00	BI-WEEKLY	11/1/2008	No End Date

Page will timeout in 5:43

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RULES FOR "IT'S ME 247" MAINTENANCE

- Changes made by members will be logged with the date and an Employee ID of 96; this date and ID will be visible when you view or edit the AFT/CFT record from CU*BASE. Edits, additions, and deletions done via **It's Me 247** will also write a record to the CUFMNT maintenance file, using Employee ID 96.
- Only transfers *from* a member's account will be displayed in **It's Me 247**. For example, if John Member regularly transfers funds to his daughter, Mary Member, only John will be able to see and edit the AFT record.
- When changes are being made or a new record set up, **It's Me 247** will honor the existing *Intra-Member Transfers* and *Use Transfer Control* flags in ARU configuration:
 - ⇒ If *Intra-Member Transfers* are not allowed, the member will only be allowed to set up an AFT to transfer to one of his or her own accounts (same account base).
 - ⇒ If *Intra-Member Transfers* are allowed, the member can set up an AFT to transfer to another member account.
 - ◆ If *Transfer Control* is also activated, when setting up a new AFT the member will be able to choose from a drop-down list showing only the accounts to which they are allowed to transfer in **It's Me 247**. These accounts are set up using the "Update ARU/Online Transfers" command on MNUPDT. (NOTE: Existing AFTs can be edited regardless of the *Transfer Control* setting.)
 - ◆ If *Transfer Control* is not used, the member can enter any account number as the transfer to account (for privacy reasons, there will be no visual confirmation of the other member's name, however).
- For transfers to make loan payments:

- ⇒ Payment controls from the loan category configuration will be honored by **It's Me 247** when setting up a new AFT record. For example, if partial payments are not allowed by the loan category, **It's Me 247** will require the member to check the *Always make standard loan payment amount* flag. If payment date controls are used (*Payment prior to first payment date* and *Payment prior to 20th* for mortgages), **It's Me 247** will ensure that an appropriate transfer date is selected.
- ⇒ **It's Me 247** will also honor the *Allow payments via Audio/Home Banking* flag from the loan category configuration. If payments are not allowed via **It's Me 247**, then the AFT maintenance system will not display that loan account in the "Transfer To" drop-down list. (However, if an AFT is already set up, the member can make adjustments to that record.)
- **It's Me 247** will NOT allow a new AFT/CFT to transfer *from* an IRA account. (However, a member could adjust the settings on an existing IRA distribution transfer.)
- If an IRA share is chosen as a *Transfer To* account, IRA code "C" (current-year deposit) will be used on the CU*BASE AFT record.
- **It's Me 247** will not allow transfers *from* any certificate account. For transfers *to* a certificate, the system will honor the *Add Funds to CD* flag on the CD Type configuration (if No, the certificate will not be shown in the Transfer To account drop-down list).
- New AFT records will use your credit union's default settings for the *Payment Date Control* and *Delinquency Control* settings.
- The "Delete" feature will have one confirmation screen that shows the AFT/CFT details and requires the member click an additional button to delete the record. Again, a record will appear in CUFMNT under Employee ID 96.
- For CFTs, the system will honor the existing *Check withdrawal minimum* and *maximum* amounts set up in ARU configuration (contact a Client Service Representative if you are not sure of your current settings). This will prevent a member from setting up a new CFT with an unreasonably large or small check amount. You can also specify what the setting for the *Allow partial check* flag on the CFT record should be for all new CFT records (see below).
- If your credit union has configured CFT check printing fees (see Page 17), **It's Me 247** will automatically display a message on the confirmation screen noting the fee amount:

"A fee of \$xx.xx will be withdrawn from the designated "From" account each time a check is printed and mailed."

ACTIVATING AFT/CFT VIA “IT’S ME 247”

If you wish to activate either AFT or CFT maintenance (or both) for your members, online clients should contact a Client Service Representative. The following options are available:

<i>Option</i>	<i>Description</i>
Allow AFT Maintenance	Allow members to edit, create, and delete AFT records in It’s Me 247 .
Allow CFT Maintenance	Allow members to edit, create, and delete CFT records in It’s Me 247 .*
CFT Allow Partial Checks	If CFT maintenance is allowed, you can specify the default setting for the Allow partial check flag on the CFT record (described on Page 16).
Check Withdrawal Minimum Maximum	Allows you to specify a range to prevent unreasonable check amounts. This applies both to new CFT records as well as to checks requested through the “Request Check” feature on the It’s Me 247 transfers screen (if activated).

*NOTE: Existing AFT/CFTs always show in online banking even if members cannot modify them. If AFT is activated but CFT is not, members will still be able to see any CFT records already set up for them, but no maintenance will be allowed.

Self processing credit unions can set these flags using the ARU/Online Banking Configuration feature on MNOP09 (OPER # 10, then #8).

You will also need to decide which of your configured transfer frequency codes (see Page 6) should not be displayed for members in **It’s Me 247**. By default all codes will appear; we recommend you NOT display any unusual codes such as “One Time Only” or “On Demand” that might be confusing to the member and cause invalid transfers to be set up.