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# 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
- ⇒ If configured, make payments to and from accounts that are not on CU\*BASE (foreign financial institutions)

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.

**Revision date: November 18, 2016**

For an updated copy of this booklet, check out the Reference Materials page of our website:  
<https://www.cuanswers.com/resources/doc/cubase-reference>  
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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, and 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 11 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 Next Transfer Date to 3/20	Past Due Transfer Amt = \$0	Do nothing else
2	Mar. 10	Transferred \$200 Advanced Next Transfer Date to 4/10	Past Due Transfer Amt = \$300	Search for \$300 every day
	Mar. 16	Transferred \$300 No change to Next Transfer Date	Past Due Transfer Amt = \$0	Do nothing else
3	Apr. 10	Transferred \$500 Advanced Next Transfer Date to 5/10	Past Due Transfer Amt = \$0	Do nothing else
4	May 10	Transferred \$0 Advanced Next Transfer Date to 6/10	Past Due Transfer Amt = \$500	Search every day for \$500
	May 20	Transferred \$400 No change to Next Transfer Date	Past Due Transfer Amt = \$100	Keep looking every day for \$100
5	June 10	Transferred \$600 Advanced Next Transfer Date to 7/10	Past Due Transfer Amt = \$0	Do nothing else
6	July 10	Transferred \$500 Advanced Next Transfer Date to 8/10	Past Due Transfer Amt = \$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 11 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.

## **SCHEDULED AFTs WITH ACCOUNTS SET UP WITH THE ACCOUNTS THAT ARE NOT ON CU\*BASE**

If configured in the Account-to-Account (A2A) configuration, scheduled transfers can be made to and from accounts with A2A relationships on CU\*BASE. Special rules apply with these sorts of transfers.

If configured in the “Off Trial Balance” (OTB) configuration, direct transfers (scheduled AFTs) can be made to these types of accounts. Special rules apply to these types of transfers.

Refer to the Account-to Account (A2A) Transfers and “Off Trial Balance” (OTB) booklets for more details:

- [https://www.cuanswers.com/pdf/cb\\_ref/A2ATransfers.pdf](https://www.cuanswers.com/pdf/cb_ref/A2ATransfers.pdf) (A2A booklet)
- [https://www.cuanswers.com/pdf/cb\\_ref/O-OTBPhase2.pdf](https://www.cuanswers.com/pdf/cb_ref/O-OTBPhase2.pdf) (OTB booklet)

Also refer to these Answer Book items:

- [Can I schedule recurring Automated Funds Transfers \(AFTs\) to and from accounts that set up with the CU\\*BASE Off Trial Balance \(OTB\) feature?](#)
- [Can I schedule recurring Automated Funds Transfers \(AFTs\) to and from accounts that are set up with the CU\\*BASE Account-to-Account \(A2A\) feature?](#)
- [How is the Priority setting in Automated Funds Transfer \(AFT\) handled when the transfer is to or from an account that is not a CU\\*BASE account?](#)
- [How should I handle outgoing AFTs to an account not on CU\\*BASE \(set up with the Account to Account \(A2A\) feature or the “Off Trial Balance” \(OTB\) feature if the From account is a certificate, IRA, or HSA account?](#)
- [What happens when there are insufficient funds for a scheduled recurring Automated Funds Transfer \(AFT\) when the transfer is to an “off the books” \(A2A or OTB\) account? What happens when there are insufficient funds for the desired transfer amount?](#)

- [What reports can I use to monitor my Automated Funds Transfers \(AFTs\) with accounts that are not on CU\\*BASE?](#)
- [How do I identify transactions in the TRANSF file that are to or from A2A or OTB accounts?](#)
- [My credit union has activated scheduled Automated Funds Transfers \(AFTs\) with the CU\\*BASE Account to Account feature. How do I turn this feature off?](#)
- [My credit union has activated scheduled Automated Funds Transfers \(AFTs\) with the CU\\*BASE “Off Trial Balance” \(OTB\) feature. How do I turn this feature off for all OTB products?](#)

Also refer to page 27 for pictures of what the members sees when they set up an AFT to these types of accounts and page 10 for what setting up these AFTs looks like in CU\*BASE.

## **AFTS AND OVERDRAFT PROTECTION**

Overdraft protection will not be used to satisfy an AFT.

# CONFIGURING AFT/CFT TRANSFER FREQUENCY CODES

## “Auto Transfer Frequency Config” on the General Configuration (MNCNFC) menu

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

Code	Description	Status	Semi-Monthly	Months / Days	# of Days / Months	Display in Online Banking
A	ANNUALLY	A	N	M	012	N
B	BI-WEEKLY	A	N	D	014	Y
D	DAILY	A	N	D	001	Y
M	MONTHLY	A	N	M	001	Y
P	ONE TIME ONLY	A	N		000	N
Q	QUARTERLY	A	N	M	003	N
R	RIGHT AWAY	A	N		000	Y
S	SEMI-ANNUALLY	A	N	M	006	N
W	WEEKLY	A	N	D	007	Y
X	ON-DEMAND	A	N		000	N

Edit   
  Delete   
  View

 Multiple records can be selected using the Control key.


FR (3891)

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 *Add* (F6) 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  on the bottom of this screen to access the help.

### “Add” (F6) from the Previous Screen

Session 0 CU\*BASE GOLD Edition - Configure AFT/CFT Freq

Frequency code

Description

Method  Semi-monthly by day  Specify days/months

Display in online banking

Update

Navigation icons: back, forward, up, down, print, refresh, help, search, @

FR (3892)

After selecting *Add* (F6), 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). You can also select whether this frequency can be selected when a member sets up an AFT online (if allowed by your credit union).

### “Semi-Monthly By Day” Selected

Session 0 CU\*BASE GOLD Edition - Configure AFT/CFT Freq

Frequency code

Description

Method  Semi-monthly by day  Specify days/months

Transfer day 1

Transfer day 2

Display in online banking

Update

Navigation icons: back, forward, up, down, print, refresh, help, search, @

FR (3892)

After selecting *Semi-monthly by day* selection, you will need to select the two days of the month when the transfer will occur. This allows for CU\*BASE to make transfers on two specific days during the month (for example the 1<sup>st</sup> and the 15<sup>th</sup>). If this method is selected, enter the Transfer day 1 and Transfer day 2.

It is recommended that if you select *Semi-monthly by day*, that your Description include the days of the Transfer to allow for clarity of the days the transfers will happen. (Members creating AFTs online will see the two transfer days but not the Description.)

### “Specify Days/Months”

The screenshot shows a software window titled "Session 0 CU\*BASE GOLD Edition - Configure AFT/CFT Freq". The window contains the following fields and controls:

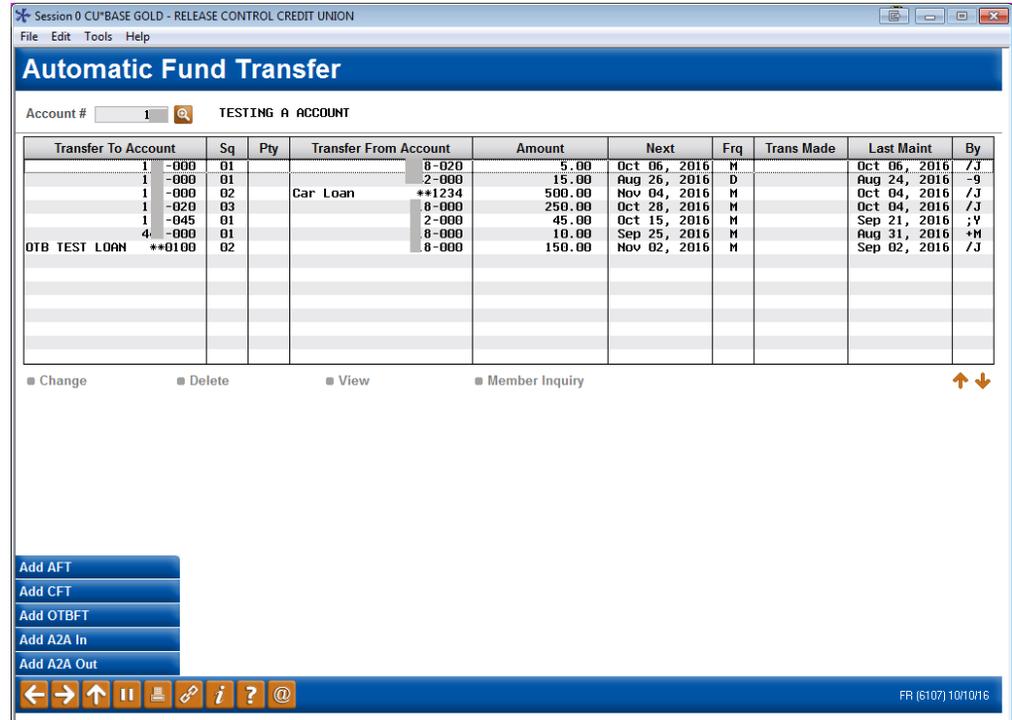
- Frequency code:** A text input field.
- Description:** A text input field.
- Method:** Two radio buttons: "Semi-monthly by day" (unselected) and "Specify days/months" (selected).
- Transfer frequency:** A numeric input field containing "000", followed by two radio buttons: "Days" (unselected) and "Months" (unselected).
- Display in online banking:** A checkbox that is currently unchecked.
- Update:** A blue button.
- Navigation bar:** A row of icons including back, forward, up, down, print, refresh, help, and search.
- FR (3892):** A small text label in the bottom right corner.

With this selection, enter a number into either the *Months* or *Days* field (cannot use both) 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.

# SETTING UP AFT OR CFT

## INSTRUCTIONS

### “Update Auto Transfer Information” on Update Functions 1 (MNUPDT) menu



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 the Account # field at the top of the screen and use Enter.

*Refer to CU\*BASE Online Help for more information on using this screen.*

Click  on the bottom of this screen to access the help.

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.

- NOTE: Additional buttons may appear on this screen once an account number is entered and Enter is used. (These are show in the example above.) The “Add OTBFT” button appears conditionally if the member has an account set up with the CU\*BASE “Off Trial Balance” feature and direct payments are activated in the OTB configuration. The “Add A2A In” and “Add A2A Out” buttons appear if the member has an account with a CU\*BASE Account-to-Account (A2A) feature and if AFTs to and/or from these accounts these accounts is activated in the A2A configuration. These accounts appear with asterisks in front of the account number. If any of these buttons are selected, the employee will first advance to a screen

allowing them to select the A2A or OTB account before advancing to the second AFT screen. *Learn more about A2A and OTB AFTs on page 5.*

## AUTOMATED FUNDS TRANSFER (AFT)

### “Add AFT” (F5) or “Change” on existing AFT record

#### First Screen

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Select AFT Transfer Type

 ADD

Transfer FROM account 000 MARY MEMBER REGULAR SAVINGS

Transfer TO account 900 MARY MEMBER MC CLASSIC

Transfer type:

Make a regular loan payment to MC CLASSIC.

Let me specify an amount to transfer every time.

Sweep the entire available balance from REGULAR SAVINGS to MC CLASSIC every time.

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

Continue

FR (3684) 5/30/13

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, *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** is selected, *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):

- Make a regular loan payment to MC CLASSIC.
- Make a regular loan payment to FIX MORT 5 - 30.

- Make this selection 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.

Let me specify an amount to transfer every time.

- Make this selection 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).

Sweep the entire available balance from INT PLUS CHECKI to FIX MORT 5 - 30 every time.

- Make this selection 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 16 for more information.

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

- Make this selection 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 and were adding a new AFT, 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.

**Automatic Funds Transfer Maintenance** UPDATE

Transfer FROM account: 110 JOHN G MEMBER  
 Transfer TO account: 705 JOHN G MEMBER  
 Transfer type: R Make a regular loan payment to FIX MORT 5 - 30.

Transfer amount: 409.52  
 Frequency: MONTHLY  
 Next transfer date: Mar 01, 2013 [MMDDYY] Transfer day: 01 [MMDDYY]  
 End transfers:  End as of date  After maximum # of transfers  Never end

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: 20
Priority: 1	Maximum # of transfers: 999
	# of transfers remaining: 999
	Past due transfer amount: 0.00
	Last transfer amount: 409.52
	Last maintained: Jun 09, 2011 By 23

Unlock Fields  
 Continue

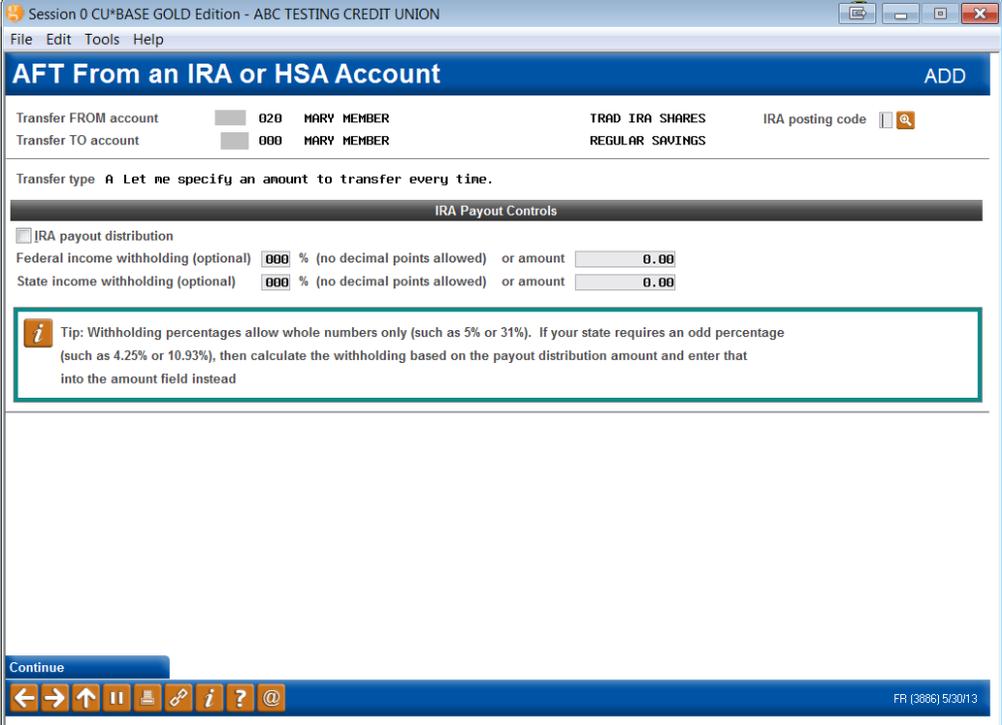
FR (3885) 5/30/13

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

Refer to CU\*BASE Online Help for more information on the fields on this screen.

Click  on the bottom of this screen to access the help.

If an IRA or HSA account is selected, the third screen will allow for the entry of the appropriate transfer code. If the From: account is an IRA, you will see the additional fields below.



Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### AFT From an IRA or HSA Account ADD

Transfer FROM account  MARY MEMBER TRAD IRA SHARES  
Transfer TO account  MARY MEMBER REGULAR SAVINGS IRA posting code

Transfer type **A** Let me specify an amount to transfer every time.

IRA Payout Controls

IRA payout distribution

Federal income withholding (optional)  % (no decimal points allowed) or amount   
State income withholding (optional)  % (no decimal points allowed) or amount

 Tip: 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

Continue

FR (3006) 5/30/13

- **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.

Refer to CU\*BASE Online Help for more information on using this screen. Click  on the bottom of this screen to access the help.

## Fourth Screen – Payment and Delinquency Controls

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### AFT Payment on a Loan or LOC Account UPDATE

Transfer FROM account  JOHN G MEMBER INT PLUS CHECKI  
Transfer TO account  JOHN G MEMBER FANNIE MORTGAGE

Transfer type **R** Make a regular Loan payment to FANNIE MORTGAGE.

#### Payment & Delinquency Controls

Selection  0 = Use the default settings configured in the loan category

1 = Make this payment every time, no matter whether I'm behind or whether a payment is made via another channel.

2 = Make this payment ONLY if a payment is not made another way.

3 = Make this payment ONLY if a payment is not made another way, and pay enough to catch up my loan completely.

4 = Make this payment every time. If the loan becomes delinquent, make transfers every day until the loan is caught up.  
(This setting is recommended only for loans that cannot be paid ahead.)

Payment date control  Delinquency control

Unlock Fields Hover the mouse over each item for a more detailed explanation of how the flags will be set for each choice.

Continue

Navigation icons: back, forward, up, down, search, help, refresh, print, home, @

FR (3687) 5/30/13

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

This screen is skipped if the AFT is being made with an account using the CU\*BASE Account to Account (A2A) or CU\*BASE “Off Trial Balance” (OTB) features. Refer to page 5 for more information.

*Refer to CU\*BASE Online Help for more information on the fields on this screen. Click  on the bottom of this screen to access the help.*

## 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 RULES FOR AFTs TO ACCOUNTS THAT ARE NOT ON CU\*BASE

Special rules apply to accounts that are made to accounts using the CU\*BASE Account-to-Account (A2A) and CU\*BASE “Off Trial Balance” (OTB) features. (These are scheduled transfers with accounts at outside financial institutions.)

Links to booklets and Answer Book items related to making scheduled transfers with these types of accounts can be found on page 5 of this booklet.

## 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 Online Help. Click  on the bottom of this screen to access the help..*

## 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 Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Automatic Funds Transfer Maintenance UPDATE

Transfer FROM account  JOHN G MEMBER INT PLUS CHECKI  
 Transfer TO account  JOHN G MEMBER FANNIE MORTGAGE

Transfer type S Sweep the entire available balance from INT PLUS CHECKI to FANNIE MORTGAGE every time.

Frequency  MONTHLY Loan payment 468.82  
 Next transfer date  [MMDDYY] Transfer day  Loan balance 93,280.81  
 End transfers  End as of date  [MMDDYY]  
 After maximum # of transfers   
 Never end

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 15
Priority <input type="text" value="1"/>	Maximum # of transfers 999
Sweeping Available Balance Options	
Minimum amount to transfer each time <input type="text" value="0.00"/>	# of transfers remaining 999
Take only increments of <input type="text" value="0.00"/>	Past due transfer amount 0.00
After sweep, leave behind <input type="text" value="0.00"/>	Last transfer amount 468.82
Last maintained May 30, 2013 By ;Y	

FR (3885) 5/30/13

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

## CHECK FUNDS TRANSFER (CFT)

“Add CFT” (F6) or “Change” on an existing CFT record:

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Check Funds Transfer Maintenance ADD

Transfer from account  IRA/HSA code

Payable To

Override master/alternate address

Processing Options	Status of Transfers
Priority <input type="text" value="00"/>	# of checks transferred
Check amount <input type="text" value="0.00"/>	Maximum # of transfers <input type="text" value="000"/>
Frequency <input type="text" value=""/>	# of transfers remaining
Next transfer date <input type="text" value="000000"/> [MMDDYY]	<input type="checkbox"/> Allow partial check
Transfer day <input type="text" value="00"/>	Minimum check amount <input type="text" value="0.00"/>
<input type="checkbox"/> Waive auto check fee	Last transfer amount <input type="text" value="0.00"/>
Checks From IRA Accounts Only	
<input type="checkbox"/> IRA payout distribution	
Federal income withholding (optional) <input type="text" value="000"/> % (no decimal points allowed) Or amount <input type="text" value="0.00"/>	
State income withholding (optional) <input type="text" value="000"/> % (no decimal points allowed) Or amount <input type="text" value="0.00"/>	

**i** Tip: 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) 5/30/13

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 (**Print Auto/Main Checks** on the Member Communication (MNPRTC) menu).

- **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.

Refer to CU\*BASE Online Help for more information on the fields on this screen. Click  on the bottom of this screen to access the help.

# CONFIGURING FEES FOR AUTO-GENERATED CHECKS

## “Printed Check Fee Config” on the General Configuration (MNCNFD) menu

Session 0 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Check Fee Configuration UPDATE

Credit union **ABC TESTING CREDIT UNION**

#### Teller/Phone Check Fees

Activate check fees  
Transaction description **CHECK W/D FEE**  
Fee amount **1.00**  
Fee income G/L # **150.00**  
# of free items **000**  
Purge  Daily  Monthly

#### Fee Waivers

Aggregate savings **9,999,999.99**  
Aggregate loans **9,999,999.99**  
Low age **001**  
High age **099**  
Waive if OTB accounts present:  Credit  Loan  Save  ATM  Debt  
 Allow fee to be manually waived

#### CFT Auto Check Fees

Activate check fees  
Transaction description  
Fee amount **0.00**  
Fee income G/L #  
 Charge IRA account  
If no, charge div appl   
 Use waivers

Skip

FR (1744) 5/30/13

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.

*Refer to CU\*BASE Online Help for more information on the fields on this screen. Click  on the bottom of this screen to access the help.*

# 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:

## “Chart of Accounts Maintenance” on the General Ledger (MNGELE) menu

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

Government ID #		IRA Withholding	
Federal ID #	<input type="text"/>	Federal withholding G/L account	841.10
Federal transmit code	<input type="text"/>	State withholding G/L account	841.10
State ID #	0000000000000000		
Payer name control	<input type="text"/>		
CU routing/transit #	<input type="text"/>		

New Member Processing			
<input type="checkbox"/> Use corp # for first three digits			
<input checked="" type="checkbox"/> Generate account #s	If 'Y', last account used	000040310	Increment by 001
<input checked="" type="checkbox"/> Allow member #s over six digits			
<input type="checkbox"/> Use multiple corporate processing			
Regular share dividend application	SH		
<input checked="" type="checkbox"/> Use centralized checking/money orders			

New Company

FR (2075)

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** on the Reports B (MNRPTB) menu.

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		CREDIT UNION							TAT1	Page USER OPER	1
RUN ON 10/03/11		MEMBER AUTOMATIC ACCOUNT TRANSFER TRANSACTION REGISTER									
D=DELINQUENT TRANSFER P=PARTIAL TRANSFER T=CONFIGURED TRANSFER											
TRAN FLAG	ACCOUNT NO.	TR DATE	AMOUNT	TYPE	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 DTE
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.

12/07/10 51.09		CREDIT UNION		TAT3		PAGE 1			
RUN ON 12/08/10		MEMBER AUTOMATIC ACCOUNT TRANSFER NOTIFICATION REGISTER						USER OPER	
TRAN FLAG	ACCOUNT NO.	TR DATE	TRAN AMOUNT TYPE	DEPOSIT	WITHDRAW	PREVIOUS BALANCE	CURRENT BALANCE	DESCRIPTION	TRACER NUMBER
-710		12/07/10	1400.00 29		1400.00	54983.28	55826.64	PAY AHEAD PAYMENT	101194-710
-710		12/07/10	1400.00 29		678.43	54505.07	55826.64	ADDED PRINC. PAYMNT	101194-710

\*\*\*END OF REPORT\*\*\*

## AFT REPORTS FOR AFTs WITH ACCOUNTS THAT ARE NOT ON CU\*BASE

Separate reports record schedule transfers with accounts that are using the CU\*BASE Account-to-Account and CU\*BASE “Off Trial Balance” (OTB) features. These are accounts at foreign financial institutions. Refer to page 5 for more details and to the specific Answer Book items below.

[What reports can I use to monitor my Automated Funds Transfers \(AFTs\) with accounts that are not on CU\\*BASE?](#)

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# ALLOWING AFT/CFT MAINTENANCE IN “IT’S ME 247”

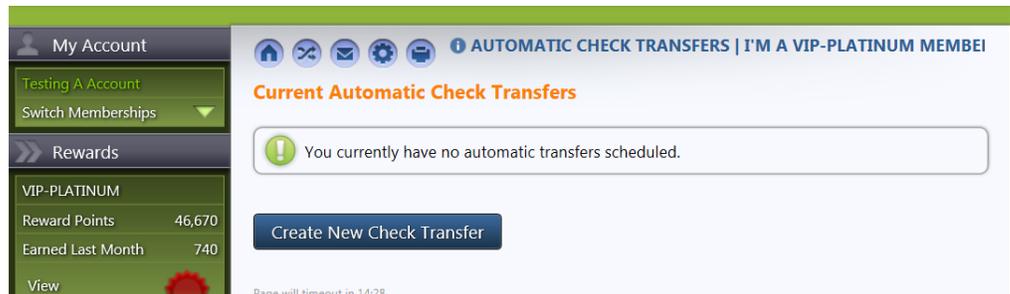
Your credit union can choose whether or not to allow members to set up and maintain their own AFT and/or CFT records via **It’s Me 247** Online Banking. This feature gives members more control of their own accounts, and was designed to reduce significantly the amount of time required for credit union 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, members will see *Schedule Check Transfers* in the “My Accounts” section.



If they select *Create new check transfer* members will move to the transfer screens. In the “Where’s it going?” they will be presented a screen to enter in the address of the person to receive the check.

My Account

Testing A Account  
Switch Memberships

Rewards

VIP-PLATINUM  
Reward Points 46,670  
Earned Last Month 740  
View Point Details

Quick Pay

Enroll in Bill Pay

Messages

Messages 3

Members

BANKING ON THE GO WITH MOBILE WEB BANKING

AUTOMATIC CHECK TRANSFER | I'M A VIP-PLATINUM MEMBER

### Add Automatic Check Transfer

Set up my transfer:

Step 1. When do I want it to happen?

Step 2. Where am I getting the money?

Step 3. Where's it going?

Enter the name and address of the payee:

Payable to:

Mail to address:

City:

State code:

Zip code:

Step 4. How much do I want to transfer?

Continue Cancel

Page will timeout in 14:44

What I have so far:

When?  
Monthly  
Starting On  
And Never Ending  
From Where?  
000 - Regular Savings:  
\$80,310.66  
To Where?  
How Much?

In the next step they enter the amount of the check and complete the transaction. (See image on previous page for the completed check transfer record.)

My Account

Testing A Account  
Switch Memberships

Rewards

VIP-PLATINUM  
Reward Points 46,670  
Earned Last Month 740  
View Point Details

Quick Pay

Enroll in Bill Pay

Messages

Messages 3

AUTOMATIC CHECK TRANSFER | I'M A VIP-PLATINUM MEMBER

### Add Automatic Check Transfer

Set up my transfer:

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:

\$ 100. x

What I have so far:

When?  
Monthly  
Starting On  
And Never Ending  
From Where?  
000 - Regular Savings:  
\$80,310.66  
To Where?  
John Member  
123 Main Street  
Anycity, MI 49000  
How Much?  
\$100.

Once they have entered all the information about their CFT, including payee, amount and transfer dates, they will use the Accept button to set up the 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 7) 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 **Print Auto/Mail Checks** on the Member Communication (MNPRTC) menu every day to print any CFT checks that have been generated during nightly processing.

## SAMPLE ONLINE BANKING AFT (AUTOMATED FUNDS TRANSFER) SCREENS

If activated, the new feature will be available via the Transfer Wizard under "Pay and Transfer." On this page they can view their existing transfers and create a new transfer.

Members set up an automated transfer using the same process they set up a regular transfer, only in the last step they schedule the transfer.

In the first step, the member schedules the automatic funds transfer by selecting the frequency of the transfer (weekly, monthly, etc.).

*A Start On date is required for all scheduled transfers.*

The screenshot displays the online banking interface for a VIP-Platinum member. The top navigation bar includes icons for home, search, messages, settings, and help, along with the text "TRANSFER MONEY | I'M A VIP-PLATINUM MEMBER". The main heading is "Movin' My Money Around", followed by a brief explanation of the transfer process. The "Set up my transfer:" section is divided into four steps: "Step 1. When do I want it to happen?", "Step 2. Where am I getting the money?", "Step 3. Where's it going?", and "Step 4. How much do I want to transfer?". Step 1 includes radio button options for "Right Away", "Bi-Weekly", "Monthly", "One Time Only", "Quarterly", and "Weekly". Below the steps is a "Memo:" field and a checkbox labeled "Show on the 'To' account also". On the right side, a yellow box titled "What I have so far:" lists "When?", "From Where?", "To Where?", "How Much?", and "Memo:". The left sidebar contains sections for "My Account" (Testing A Account, Switch Memberships), "Rewards" (VIP-PLATINUM, Reward Points: 46,670, Earned Last Month: 740, View Point Details), "Quick Pay" (Enroll in Bill Pay), "Messages" (3 messages), and "Members". A "NEED A REMINDER? TRY eALERTS" banner is also visible at the bottom of the sidebar.

In **Step 2: Where am I getting the money?** and **Step 3: Where is it going?**, the member selects the account the money is being transferred from and the account the money is being transferred to.

**My Account**

Testing A Account  
Switch Memberships

**Rewards**

VIP-PLATINUM  
Reward Points 46,670  
Earned Last Month 740  
View Point Details

**Quick Pay**

Enroll in Bill Pay

Messages

Messages

**Members**

NEED A REMINDER? TRY ALERTS

**TRANSFER MONEY | I'M A VIP-PLATINUM MEMBER**

**Movin' My Money Around**

From here you can move money between available accounts, just complete four easy steps. Specify the timeframe of the transfer, select the source and destination accounts, and you're practically finished! All that's left is telling us how much to transfer. At any point in the process you can track your progress using the summary on the right.

**Set up my transfer:**

**Step 1. When do I want it to happen?**

**Step 2. Where am I getting the money?**

**Step 3. Where's it going?**

Pick the account where you want to put the money:

**My CU accounts:**

- 000 - Regular Savings: \$80,310.66
- 045 - Save To Win: \$20.92
- 110 - Regular Checkin: \$0.00
- \*\*3456 - Mortgage Loan: \$203,067.55
- \*\*0100 - Otb Test Loan: (\$2,500.00)
- \*\*2045 - Signature Loan: \$1,255.55
- \*\*1111 - Test Instituati: \$0.00

**Other member accounts:**

Enter account number  -

Enter first three letters of last name  ?

**My accounts at other financial institutions:**

- Mary Member - Car Loan

**Step 4. How much do I want to transfer?**

Memo:

Show on the "To" account also

**What I have so far:**

**When?**  
Monthly  
Starting On  
And Never Ending

**From Where?**  
000 - Regular Savings:  
\$80,310.66

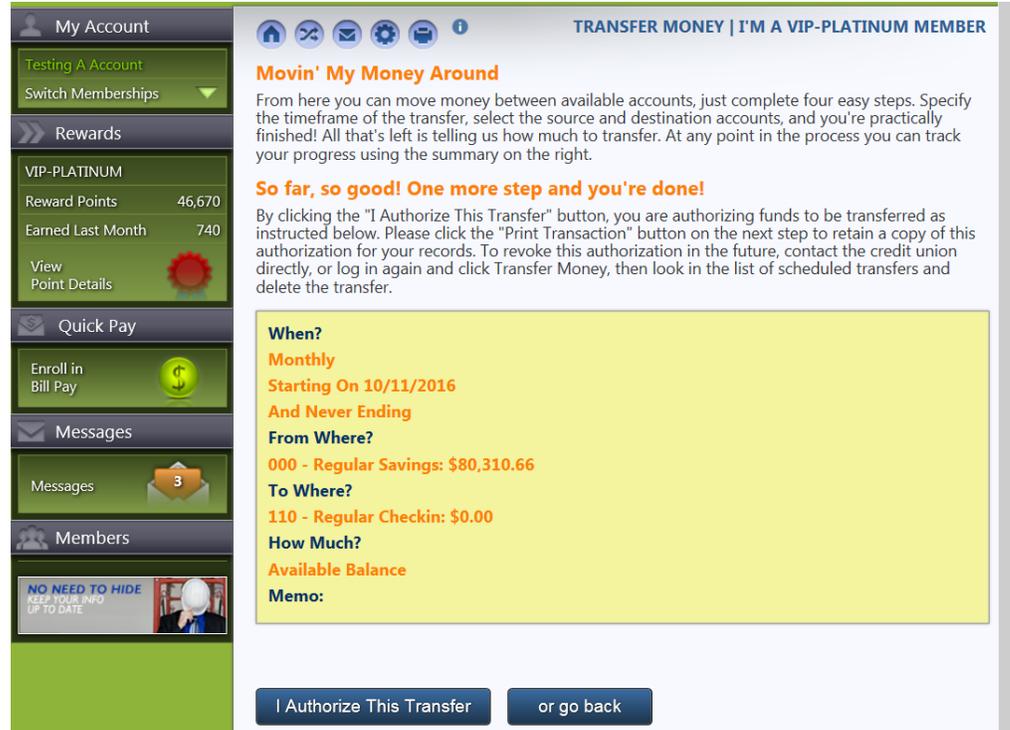
**To Where?**  
**How Much?**  
**Memo:**

Accounts with beginning with asterisks indicate that this is an account using the "Off Trial Balance" (OTB) feature. Refer to more information about AFTs to these types accounts later in this section.

Accounts with In the "My accounts at other financial institutions" indicate that this is an account using the CU\*BASE A2A feature. Refer to more information about AFTs to these types accounts later in this section.

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.

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.



Members select **I Authorize this Transfer** to finalize the scheduling of the AFT.

### Additional step required for A2A transfers

Members scheduling transfers to accounts set up with the CU\*BASE Account-to-Account feature see additional messaging:

 If you authorize this transfer, electronic transactions will be initiated with your other financial institution according to the instructions shown above. You should expect to see the funds in the "Transfer To" account within 3 business days of the date on which the transfer is initiated. Timing will vary depending on the institution. Automated transfers may be initiated on the first subsequent business day following a holiday or other non-business day. If you wish to cancel a future transfer, you must do so at least one day before the next regularly scheduled transfer date. Once a transfer is initiated, it cannot be cancelled by the credit union.

**I authorize the credit union to initiate an electronic transaction to the financial institution indicated above.**

 **Required**

They additionally need to check the "I authorize" box in order to authorize the transfer.

Refer to page 5 for more information on this type of account.

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.

Memo:

Show on the "To" account also

Continue with transfer

Current Scheduled Transfers

		Transfer From	Amount	Transfer To	Frequency	Next Transfer Date	End Date Option
		Mary S Member - Daily Checking	Available Balance	Mary S Member - Visa - Daily	Monthly	1/11/2013	No End Date
		Mary S Member - Daily Checking	Loan Payoff	Mary S Member - Mg - Odd Items	Monthly	1/28/2013	No End Date
		Mary S Member - Daily Checking	Loan Payoff	Mary S Member - Visa - Daily	Monthly	1/28/2013	No End Date

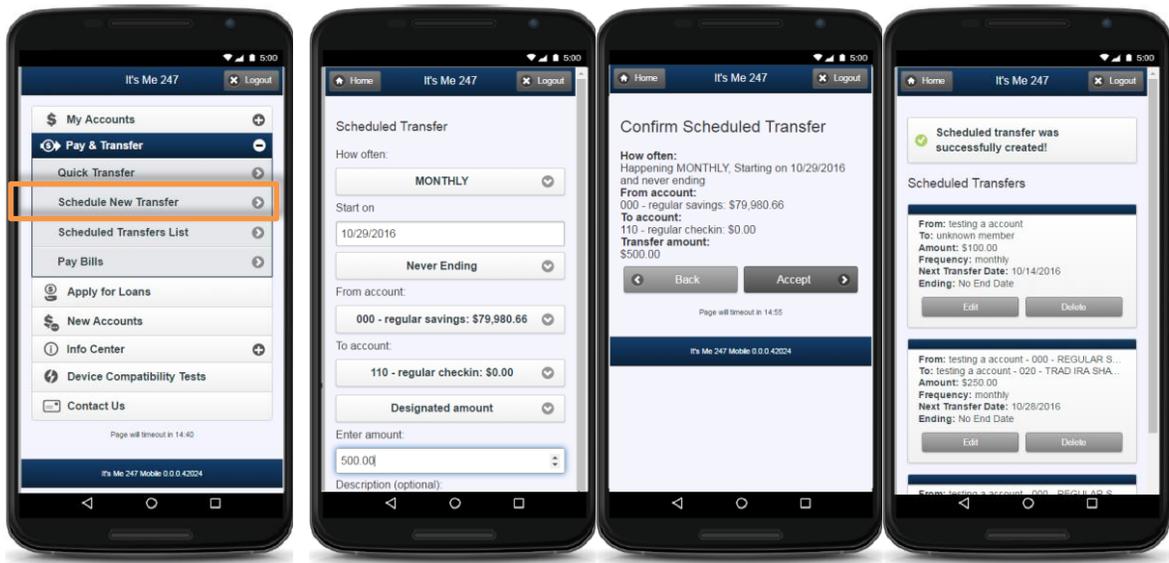
This button lets the member edit the existing AFT.

This button lets the member delete the existing AFT.

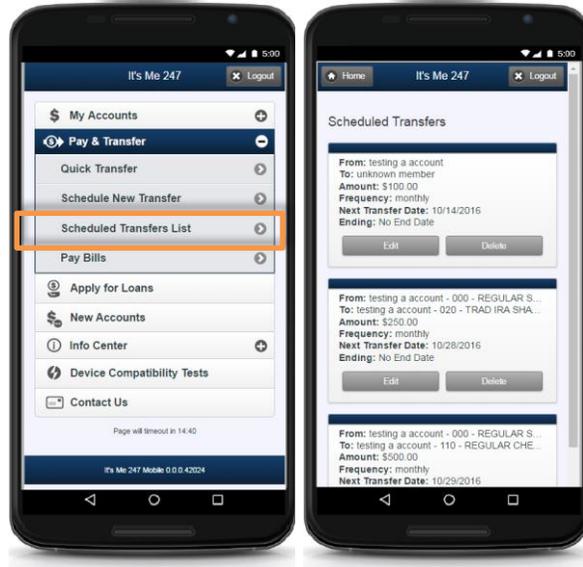
## MOBILE WEB BANKING

Members can also schedule AFTs on their phones or other mobile devices in Mobile Web Banking, which is the banking interface used by the FREE CU\*Answers Mobile App. (This follows the same configuration settings and permissions that are used for **It's Me 247**.)

To schedule Automated Funds Transfers, members use "Schedule New Transfer."



To edit, delete and view scheduled AFTs, members use “Scheduled Transfer List.”



If your credit union allows AFTs for external financial institutions set up with the CU\*BASE Account-to-Account feature, members will be able to schedule transfers to these accounts in Mobile Web Banking using the Automated Funds Transfer feature.

## 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 *Inter-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 *Inter-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.
    - ◆ 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 made to loan payments:
  - ⇒ Payment controls from the loan category configuration will be honored by **It's Me 247** when setting up a new AFT record. 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.
- **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.
- "Delete" 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 19), **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."**
- **Scheduled transfers to accounts at other financial institutions:** Special rules apply for AFTs made to accounts that use the CU\*BASE Account to Account and "Off Trial Balance" (OTB) features. Refer to page 5 for more information.

## 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 <b>It’s Me 247</b> .
Allow CFT Maintenance	Allow members to edit, create, and delete CFT records in <b>It’s Me 247</b> .*
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 17).
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 <b>It’s Me 247</b> transfers screen (if activated).

\*NOTE: Existing AFTs always show in online banking even if members cannot modify them. If CFT is not activated, members will not see any CFT records.

*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 7) should not be displayed for members in **It’s Me 247**. It is recommended that you do 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.

## ACTIVATING THE ABILITY FOR MEMBERS TO MAKE SCHEDULED AFTS WITH ACCOUNTS NOT ON CU\*BASE

Credit unions can elect to allow members to make, edit and delete scheduled AFTs to and from accounts at foreign financial institutions that are set up using the CU\*BASE Account-to-Account and CU\*BASE “Off Trial Balance” (OTB) features. The ability to schedule AFTs with these accounts is activated in the configuration screens for these features. Learn more in the Answer Book items linked to below.

- [Can I schedule recurring Automated Funds Transfers \(AFTs\) to and from accounts that set up with the CU\\*BASE Off Trial Balance \(OTB\) feature?](#)
- [Can I schedule recurring Automated Funds Transfers \(AFTs\) to and from accounts that are set up with the CU\\*BASE Account-to-Account \(A2A\) feature?](#)