COOP National Shared Branch Teller Training

Shared Branching from CU*BASE through the FSCC or CUSC Shared Branch Network

INTRODUCTION

This booklet gives an overview of the steps required to process teller transactions through the FSCC or CUSC Shared Branch network. It also includes a list of supported transactions.

> *If your credit union is interested in using the FSCC Acquirer or CUSC Acquirer interface, please contact a Client Service Representative for assistance getting started, setting up the required configurations, and testing everything before implementation.*

CONTENTS

GETTING STARTED

SUPPORTED FEATURES

The CU*BASE interface to the FSCC/CUSC Acquirer system supports the following types of transactions:

- Basic account inquiries: member verification information, share and loan account balances, and the 10 most recent transactions ("mini statement")
- Deposits and withdrawals on share/savings accounts
- Deposits and withdrawals on draft/checking accounts
- Loan payments
- Cash loan disbursements (depending on the loan)
- Transferring funds from one account to another (as long as the accounts are not the same account type)
- Miscellaneous receipts
- Check disbursements from a savings, checking or loan account
- Endorse deposited checks (special check endorsing printer required)
- Transaction reversals (same-day)
- Reverse Lookup

The Action Codes supported include*:
- M = Miscellaneous Receipt
- C = Check Deposit
- T = Transfer
- W = Withdrawal transfer**
- D = Deposit Transfer **
- I = Inquiry

*These codes go into the Proc Code field.

**The W and D codes are for situations where the member has two different account numbers (not sub-accounts) and is transferring between them. You will still perform the transaction the same as usual with a cash withdrawal and cash deposit, but the new codes let you inform the member's CU that a transfer took place.

The system also supports the following informational codes*
- 1 = Loan interview
- 2 = Loan close
- 3 = Loan distribution
- 4 = Documentation notification
- 5 = Vehicle inspection
- 6 = New sub-account
- 8 = Card reorder
- 9 = Check reorder
- A = Address change
- F = Force post (approval required)
- V = Check Authorization

The system is set up to perform only one transaction at a time. However, once you authenticate a member, you can post one transaction after another

until you exit that session. This enables you to perform several transactions for the same member without having to enter the member's account and authorization information over and over.

Features *not* supported through this interface:

- Cannot look up a member's account number. If the member cannot provide his or her account number, transactions cannot be posted for that member. You can however, use the reverse lookup and enter the member's Social Security Number (SSN), a MICR account number, or the member's birth date and the last four of the SSN to find the account number.

Ultimately, the issuer (member's home credit union) determines exactly what types of transactions are allowed on an individual account. So if a savings account has been frozen from withdrawals, you will not be able to post a withdrawal from that savings account. Likewise, if a loan account is not set up to allow cash disbursements through the shared branch network, you will not be allowed to post a withdrawal from that loan.

CONFIGURATION

In order to use the FSCC/CUSC Acquirer software a special configuration must be completed which includes G/L account information and other details needed for the interface. **Contact a Client Service Rep. for assistance.** (Also refer to the Appendix on Page 33 for more information.)

TCD INTERFACE

If your credit union uses Teller Cash Dispensing machines for normal CU*BASE teller activity, the FSCC/CUSC Acquirer system will interface with that TCD the same way as normal CU*BASE teller transactions do.

> *Please refer to the separate TCD reference booklets available on our website for more information on supported TCD interfaces.*

TELLER DRAWER INTERFACE

All teller transactions performed through the FSCC/CUSC Acquirer software will interface with the teller drawer exactly the same as transactions posted through the normal CU*BASE Teller Processing software. You can use normal Teller Drawer Control auditing features for balancing.

Below is an example of the Teller Drawer Audit screen showing three deposit transactions posted through the FSCC/CUSC Acquirer software, along with a few normal teller transactions on credit union members:

Notice that the account number of a shared branch member is in a different format than your credit union's own members.

CONSIDERATIONS FOR SELF PROCESSING CREDIT UNIONS

The CUSC/FSCC Acquirer software was intended to be used by both online credit unions as well as for our self processing credit union partners. Self processors will need a communications link between the credit union and CUSC/FSCC (this activity cannot be funneled through the CU*Answers Extended Business Network).

Also see the Appendix on Page 35 for a list of daily and weekly tasks.

POSTING A TELLER TRANSACTION

Following are step by step instructions for posting typical types of transactions through the FSCC/CUSC Acquirer Shared Branch Network interface. Once you have accessed the member's account, shown below, you can process several different types of transactions:

- For Posting a Deposit, refer to page 12.

- For Using the Reverse Lookup, refer to page 10.

- For Posting a Cash Withdrawal/Disbursement, refer to page 15.

- For Transferring Funds, refer to page 17.

- For Cashing Checks, refer to page 18.

- For Miscellaneous Receipts, refer to page 20.

- For Check Withdrawal, refer to page 22.

- For Account Inquiries, refer to page 24.

Assisting Joint Owners

If you need to withdraw funds for a joint owner, you will need to access the account through the member and verify the joint owner through Inquiry. Joint owners have restrictions on the types of transactions that they are allowed to do through Shared Branching. For example, they cannot do a cash or check withdrawal.

ACCESSING THE MEMBER ACCOUNT

1. Choose *Teller Posting* from the Member Service (MNSERV) menu.

After entering your Employee ID, select *SB Network* (F15).

2. Enter your Employee ID and password, and then use *SB Network* (F15) on the lower right of the screen to proceed.

Enter the two-character state (such as MI for Michigan) and press Enter to display only those CUs. (Click the lookup button to choose from a list of states.)

Or enter the first few letters of the credit union name in the *Jump to Name* field and press Enter to scroll quickly to the first name that matches.

3. Double-click to select the member's credit union from the list.

The system will automatically pull all share and loan account information, so this field needs to be changed only when you wish to limit the account data that is pulled. If you enter a SSN, this field will change to an R for the reverse SSN lookup.

4. Use the fields at the bottom of the screen to enter the member's account number and specify whether this is a member, joint owner, or non-member.

- You can select to search by account or by Social Security Number. See page 10 for details.

5. The *Select Request* field displays the type of accounts that will be pulled available for transactions. **This will default automatically to pull both share and loan accounts, so leave it as "B" unless you need to change the setting.**

> *To change the setting, click the lookup button* 🔍 *to see a list of available options. The following window will appear:*
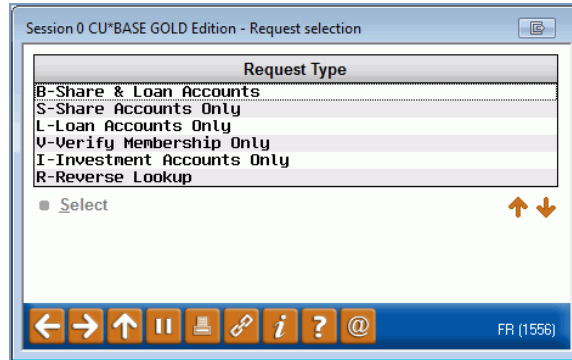

> *Double-click on the desired option to select it and return to the previous screen.*

6. After, use **Enter** to proceed to the next screen.

This screen is currently used to verify the SSN of a joint owner. This information is not saved in the system past the day it is entered.

Data entered on this screen is saved for the day of the transaction and prints on the Shared Branching Transactions report shown on page 32. NOTE: You may only enter one item on this screen.
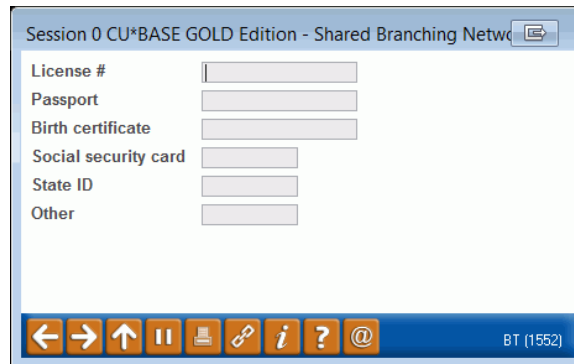
7. If performing a transaction for **a joint owner**, enter a **SSN**. Otherwise, after verifying the member's identity manually, you can press **Enter** to skip this screen and proceed.

> *It may take a few seconds while member information is verified and account information is pulled.*

Use the steps shown on the following pages to post a deposit, a withdrawal, transfer funds, process miscellaneous receipts, receive loan advances, withdraw money from a share account with a check, process account inquiries, and reverse transactions.

REVERSE LOOKUP

You can also search for an account by entering the member's Social Security Number (SSN), the MICR account #, or both the member's birth date and last four digits of the SSN. (For the last reverse lookup two pieces of information are needed.)

On the first screen, choose *Reverse Lookup* (R) for the *Select Request* field.

Then enter your information:

- The entire SSN of the member
- The MICR account number of the check
- The birth date of the member and the last four digits of the member's Social Security number.

Press Enter.

From the next screen select the individual on the account in front of you.

- Different information about the member will appear at the top of the screen depending on the information used in the reverse lookup.
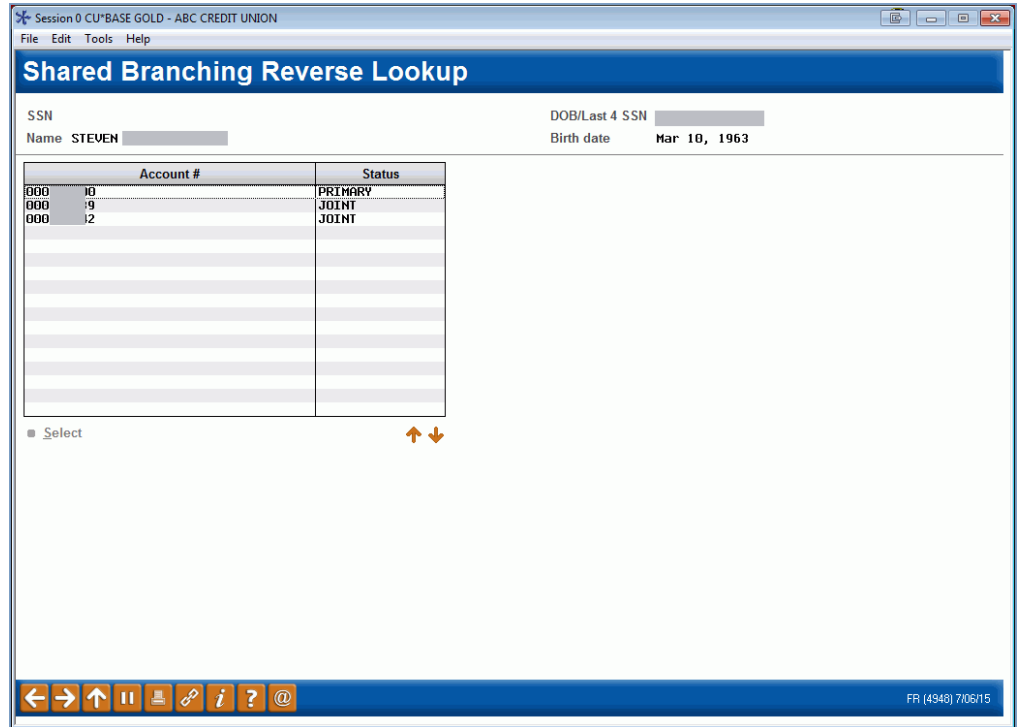
You will return to the initial selection screen with the account number populated.

POSTING A DEPOSIT

After performing the steps under "Accessing the Member Account" on Page 7, the Funds In screen shown below will appear. Use the following steps to post a deposit to one of the member's accounts.

> IMPORTANT: Only one deposit can be done per transaction. If the member wants to deposit funds into two accounts, you will need to process it as two transactions. See below for further instructions.

HINT: Click the arrow next to the *Check Type* field for valid choices, which include the following:

I=Immediate or L=Local (See note below for more information.)

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION
File Edit Tools Help

Shared Branching Network

Account #

Member Information		Credit Union Information	
Name		Name	
Address		Address	
Phone	Account type 1 = Individual	Phone	
SSN ***-*	Birth date Dec 17, 1980	R&T #	
Drivers lic 705			
Email @hotmail.com			
Message Heather formerly Heather -			

Funds In		Outside Checks/Drafts				
		Check #	Account #	R&T #	Check Amount	Check Type
Cash	0.00			0000000000	0.00	
Total outside checks	0.00			0000000000	0.00	
Total available funds	0.00			0000000000	0.00	
				0000000000	0.00	
				0000000000	0.00	
				0000000000	0.00	
				0000000000	0.00	
				0000000000	0.00	

Page 001

Endorse Check
Date Calculator
Deposit/Withdrawal
Record Selections

ℹ Only 1 deposit can be done per transaction. Depositing funds into 2 accounts requires 2 transactions.

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1. Use the **Cash** field to enter the total amount of cash coming in for this transaction.

2. Use the **Outside Checks/Drafts** fields for information about any checks coming in for this transaction (use Page Down to enter more than 8 checks), including the following details:

- Check number
- Account number
- R&T number *(from the MICR line of the check)*
- Check amount
- Check type *(used to determine hold days)*

> *IMPORTANT: Only check cashing can be done per this transaction. If a member also wants to withdrawal or deposit funds, this will need to be done as a separate transaction.*

Note on Check Type
When depositing a check, you can select a *Check Type* of either "Immediate," "Local," " Business," or "Payroll." This selection is presented in the message file with the transaction to the member credit union, which determines the number of hold days, if selected. Check holds are determined as follows:

- If the teller flags the check for "Immediate" availability, then the funds will not be held and will be immediately available to the member.

- If the teller flags the check for a "Local" hold, then funds will be held for the number of days configured in the member credit union's Issuer Configuration screen. *Online credit unions can contact a Client Service Representative to adjust this configuration. Self-processing credit unions can adjust this configuration in OPER 10 > 28, option 14. Please note that regardless of the hold configured here, $200 will be automatically released on the next business day as required by Regulation CC.*

- If the teller selects "Business" then the funds will be held with the same hold rules as "Local" (see above), but will be sent as business checks. (NOTE: Checks marked as "Business" can only be sent by themselves.)

- If the teller selects "Payroll," then the funds will be held with the same hold rules as "Local" (see above), but will be sent as payroll checks. (NOTE: Only five payroll checks are allowed in one batch.)

3. Press **Enter** to refresh the screen and calculate total funds in.

4. Repeat steps 2 and 3 as many times as needed until all checks are logged.

5. Use **Deposit - *W/D*** (F10) to proceed to the next screen.

If cash or checks were entered on the Funds In screen, no withdrawals will be allowed here.

6. On this screen, enter the <u>full</u> Funds In amount into a <u>single account</u>.

> *The entire Funds In amount must be deposited during this transaction. If the member wants cash back, once this transaction has been posted you can proceed to post a separate withdrawal transaction. Also, you cannot deposit part of the funds into a savings account and part into a checking account during the same transaction.*

7. Press **Calculate Cash Back/Enter** to refresh the screen, verifying that *Cash back to member* shows as 0.00.

8. When ready, use **Post** (F5) to post the transaction.

9. If the transaction was completed, the following confirmation window will appear:

10. Press **Enter** to return to the Funds In screen.

11. Perform any additional transactions this member needs.

   OR

   Use the up arrow to exit this member and return to the initial teller posting screen.

A teller receipt will be produced as usual, with a notation "FSCC" or "CUSC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.

POSTING A CASH WITHDRAWAL / DISBURSEMENT

After performing the steps under "Accessing the Member Account" on page 5, the Funds In screen shown below will appear. Use the following steps to post a withdrawal from one of the member's accounts.

IMPORTANT: Only one withdrawal can be done per transaction. If the member wants to withdraw funds from two accounts, you will need to process it as two transactions. See below for further instructions.

1. Withdrawals cannot be posted if cash or checks are entered on the Funds In screen; therefore, leave all fields blank and use **Deposit - W/D** (F10) to proceed directly to the next screen.

Withdrawals will be allowed only if no cash or checks were entered on the Funds In screen.

2. On this screen, enter the full amount to be withdrawn from a <u>single account</u>.

> *You cannot withdraw funds from more than one account at a time.*

3. Press **Calculate Cash Back/Enter** to refresh the screen, calculating *Cash back to member*.

> *NOTE: The system will not verify available balance at this time. This is done when the transaction is posted.*

4. When ready, use **Post** (F5) to post the transaction.

5. If the transaction was completed, the following confirmation window will appear:

6. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

Use the backup arrow to exit this member and return to the initial teller posting screen.

> *A teller receipt will be produced as usual, with a notation "FSCC" or "CUSC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

TRANSFERRING FUNDS

After performing the steps under "Accessing the Member Account" on Page 7, the Funds In screen shown below will appear. Use the following steps to transfer funds from one account to another.

- IMPORTANT NOTE: This is the only supported method to transfer funds using the FSCC or CUSC Acquirer software.

1. Transfers cannot be posted if cash or checks are entered on the Funds In screen; therefore, leave all fields blank and use **Deposit - W/D** (F10) to proceed directly to the next screen.

2. Enter the dollar amount in the account you would like to transfer the money **from**. Enter the dollar amount in this field only.

3. Enter a **T** (for Transfer) in the *Proc Code* field next to the account that you would like to transfer the dollar amount **to**. Enter a T in this field only.

Do not enter a Proc Code "T" next to both accounts.

4. Press **Calculate Cash Back/Enter** to refresh the screen and calculate the transfer amount.

> *NOTE: The system will not verify available balance at this time. This is done when the transaction is posted.*

5. Press **_Post_** (F5) to post the transaction.

6. If the transaction was completed, the following confirmation window will appear:

7. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

   OR
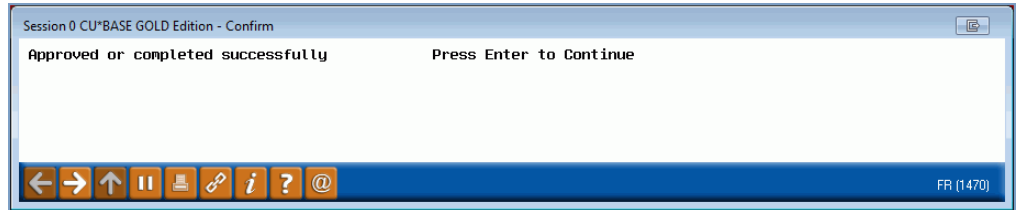
   Use the up arrow to exit this member and return to the initial teller posting screen.

   > *A teller receipt will be produced as usual, with a notation "FSCC" or "CUSC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

CASHING CHECKS

After performing the steps under "Accessing the Member Account" on page 7, the Funds In screen will appear. Use the following steps to cash member checks.

1. On the Funds In screen, enter the check information.

HINT: Click the arrow next to the *Check Type* field for valid choices, which include the following:

I=Immediate or L=Local (see note on next page for more information.)

2. Use the Outside Checks/Drafts fields for information about the checks coming in for this transaction (use Page Down to enter more than 8 checks), including the following details:
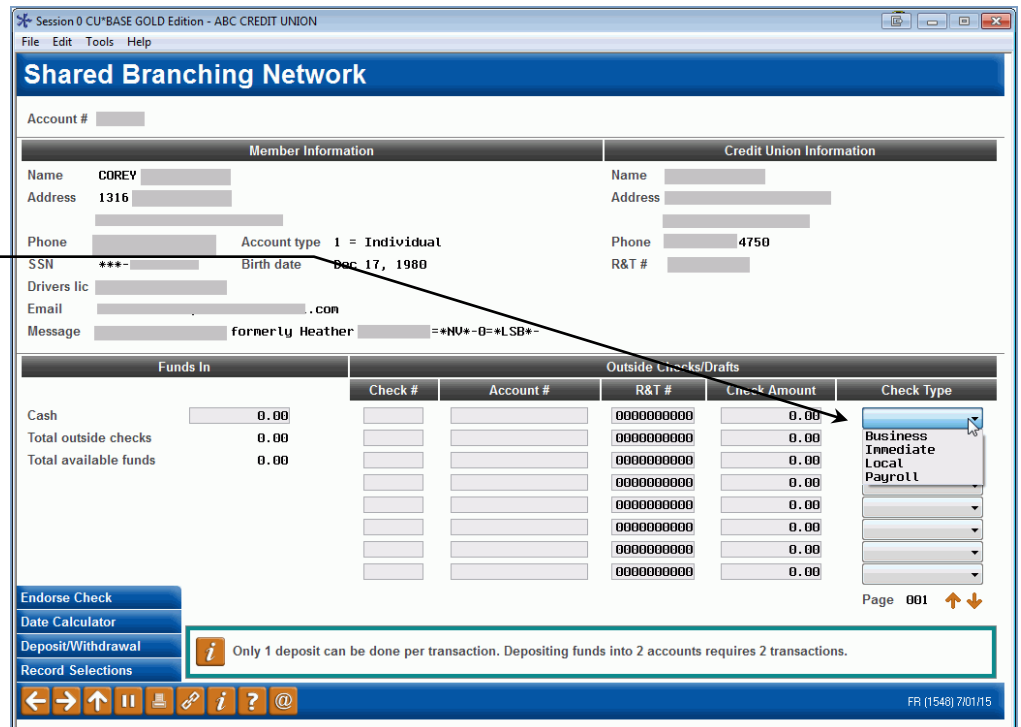
- ♦ Check number
- ♦ Account number
- ♦ R&T number *(from the MICR line of the check)*
- ♦ Check amount
- ♦ Check type (used to determine hold days (see note on following page)

> *IMPORTANT: Only check cashing can be done per this transaction. If a member also wants to withdrawal or deposit funds, this will need to be done as a separate transaction.*

Note on Check Type
When depositing a check, you can select a *Check Type* of either "Immediate," "Local," " Business," or "Payroll." This selection is presented in the message file with the transaction to the member credit union, which determines the number of hold days, if selected. Check holds are determined as follows:

- If the teller flags the check for "Immediate" availability, then the funds will not be held and will be immediately available to the member.

- If the teller flags the check for a "Local" hold, then funds will be held for the number of days configured in the member credit union's Issuer Configuration screen. *Online credit unions can contact a Client Service Representative to adjust this configuration. Self-processing credit unions can adjust this configuration in OPER 10 > 28, option 14. Please note that regardless of the hold configured here, $200 will be automatically released on the next business day as required by Regulation CC.*

- If the teller selects "Business" then the funds will be held with the same hold rules as "Local" (see above), but will be sent as business checks. (NOTE: Checks marked as "Business" can only be sent by themselves.)

- If the teller selects "Payroll," then the funds will be held with the same hold rules as "Local" (see above), but will be sent as payroll checks. (NOTE: Only five payroll checks are allowed in one batch.)

3. Press Enter to refresh the screen and calculate the total funds in.

4. Press **Deposit - W/D** (F10) to proceed to the Deposits/Withdrawals screen.

5. Enter a **V** (for Verification) in the Proc Code area for the account that will cover the amount of the checks.

6. Press **Post** (F5) to post the transaction.

7. If the transaction was completed, the following confirmation window will appear.
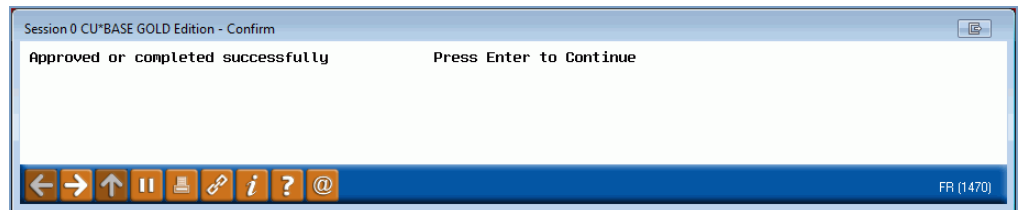
8. Press Enter to return to the Funds In screen and perform any additional transactions this member needs.

    OR

    Use the up arrow to exit this member and return to the initial teller posting screen.

    > *A teller receipt will be produced as usual, with a notation "CUSC" or "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction. A check will print as well.*

MISCELLANEOUS RECEIPTS

After performing the steps under "Accessing the Member Account" on Page 7, the Funds In screen will appear. Use the following steps to process miscellaneous receipts.

1. On the Funds In screen, enter the cash amount.

2. Press **Deposit - W/D** (F10) to proceed to the Deposits/Withdrawals screen.

3. Place an **R** in the Proc Code for the account that will cover the transaction.

4. Press **Post** (F5).

5. Enter the amount, code, receipt description and GL Description. Press **Post** (F5) to post the transaction.

6. If the transaction was completed, the following confirmation window will appear:

```
Session 0 CU*BASE GOLD Edition - Confirm                                    [≡]
Approved or completed successfully          Press Enter to Continue



←  →  ↑  II  ⎙  🔗  i  ?  @                                          FR (1470)
```

7. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

   OR

   Use the up arrow to exit this member and return to the initial teller posting screen.

   > *A teller receipt will be produced as usual, with a notation "FSCC" or "CUSC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

CHECK WITHDRAWAL

After performing the steps under "Accessing the Member Account" on Page 7, the Funds In screen will appear. Use the following steps to withdraw money from a savings account, a share account, or a loan account with a check.

> *The loan account must allow disbursements for you to be able to make a check withdrawal from that account.*

1. On the Funds In screen, press or click **Deposit - W/D** (F10) to proceed to the Deposits/Withdrawals screen.

2. In the account field enter the dollar amount the member wants to withdraw.

3. Enter a **C** (for Check) in the Proc Code field next to this account.
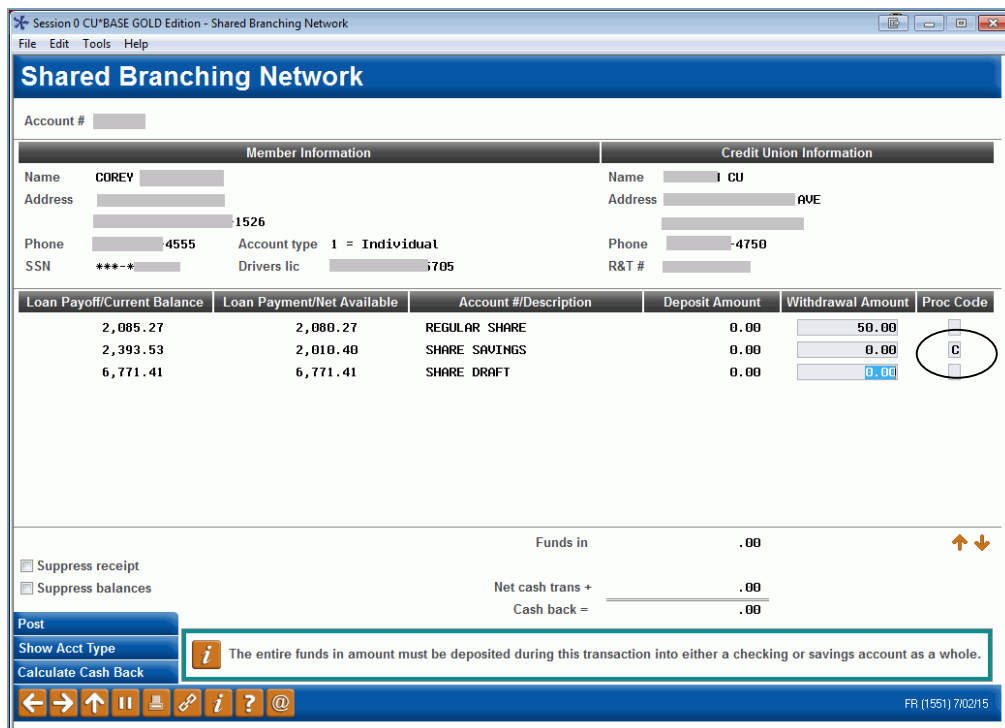
4. Press **Calculate Cash Back/Enter** to refresh the screen and calculate the cash back to the member.

5. Use **Post** (F5).

> *No cash or checks are allowed in the Funds In screen during this process.*

6. The next screen allows you to change the address of the recipient of the check. Then use **Post** (F5).

7. Then you will move through a series of OFAC screens followed by the confirmation screen. This screen indicates that the transaction has been approved by the member's credit union. If the transaction was completed, the following confirmation window will appear:
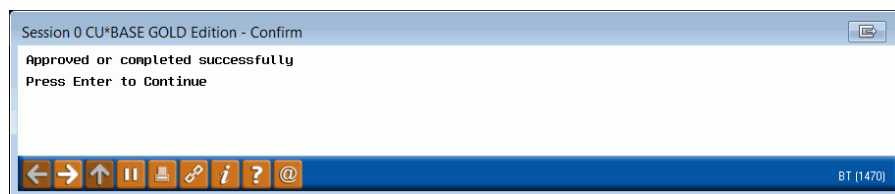
Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

Use the up arrow to exit this member and return to the initial teller posting screen.

A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction. A check will print at this time as well.

ACCOUNT INQUIRIES

After performing the steps under "Accessing the Member Account" shown on Page 7, the Funds In screen will appear. Use the following steps to perform inquiries on the member's accounts, including balance information and recent transactions.

1. On the Funds In screen, press or click **Deposit - W/D** (F10) to proceed to the Deposits/Withdrawals screen.

2. Enter an **I** (for Inquiry) into the *Proc Code* field next to the account on which you wish to inquire and press **Show Account Type** to proceed.

Sample Inquiry: Savings Account

Sample Inquiry: Certificate Account (Investment Account)

Sample Inquiry: Loan Account

Use *Reversals* (F10) to reverse a transaction posted **today** on this account. (See Page 19 for details.)

3. To view a "mini statement" of recent transactions, use ***Transactions*** (F9).

4. Select the date range or number of days or number of transactions you would like to view from the selection screen.

- The maximum number of days you can request is 31 and the maximum number of transactions is 100.

5. The following screen shows the transaction listing.
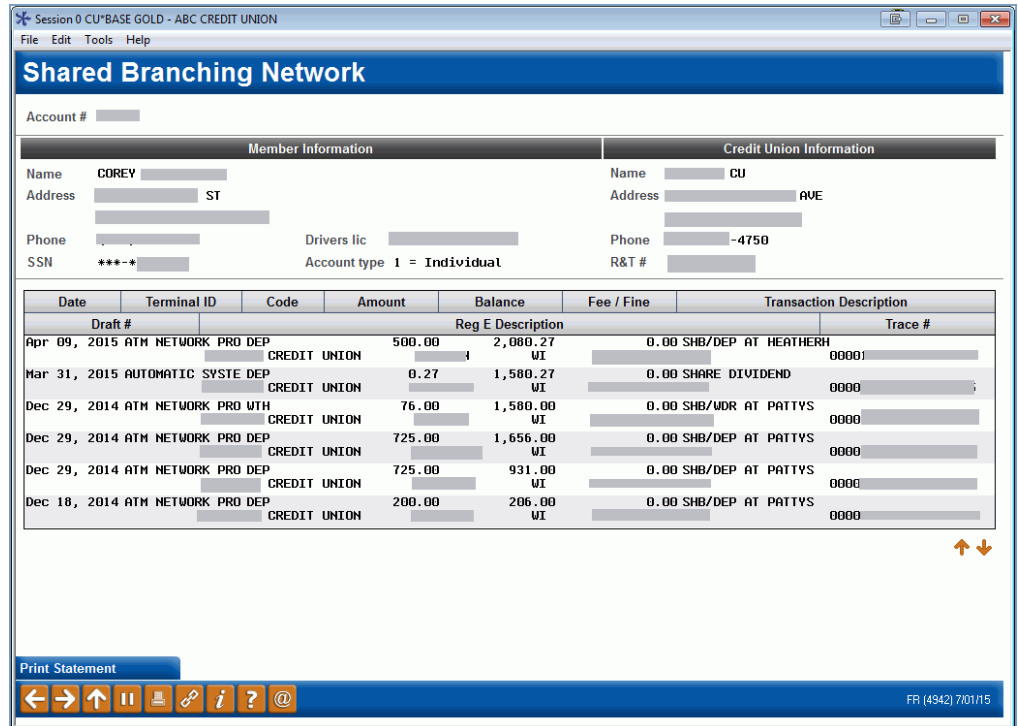
6. When done with inquiries, use **the backup arrow** as needed to return to the Deposits/Withdrawals screen and proceed with any additional transactions (or use **the up arrow** to exit this member and return to the initial teller posting screen).

7. Or Use *Print Statement* (F10) to print a statement of the transactions and move to the print statement screen
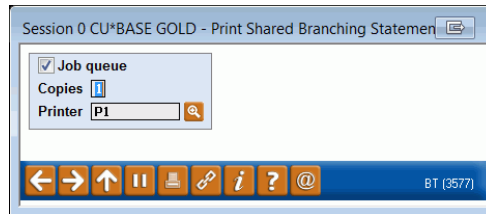
8. Press **Enter**.

A statement like the one following will print.

```
   7/01/15                    ABC CREDIT CU                      PAGE     1
                   SHARED BRANCHING STATEMENT OF ACCOUNT
JOHN MEMBER
                                     ABC CREDIT CU
1316 WEST ST                       123 EAST STREET
ANYCITY, MI 40999                  ANYCITY, MI 49001
  Transaction Detail
 Date        Transaction Code     Terminal ID      Trans Amount      Balance
/Draft Number        Description                              Share Amount
/Reg-E                                                        Fee Amount
 04/09/2015        DEP          ATM NETWORK PRO       500.00       2080.27
                        SHB/DEP AT HEATHERH                        .00
ABC CREDIT UNION      ANYCITY      MI     123 EAST STREET          .00
 03/31/2015        DEP          AUTOMATIC SYSTE         .27       1580.27
                        SHARE DIVIDEND                            .00
```

REVERSING TRANSACTIONS

The system can be used to reverse any transaction performed by your credit union on the **current day** only.

> *For previous-day reversals, contact the member's home credit union (the issuer) and request that an adjustment be made to the member's account. A journal entry may also need to be made by your accounting department to offset your shared branch settlement G/L.*

Remember that you should reverse only those transactions that were **performed by you**. Reversing another teller's transactions will cause your teller drawer to be out of balance.

1. If necessary, access the member's account (use the steps on Page 7).

   > *CU*TIP: If you just posted the transaction and are still in that member's account, you do not need to exit first.*

2. When the Funds In screen appears, use **Deposit - W/D** (F10).

3. Enter an **I** (for Inquiry) into the *Proc Code* field next to the account where the original transaction was posted and press **Enter**.

4. Use **Reversals** (F10) to display the following screen:

5. Select the transaction to be reversed and use **Select** (or press **Enter**). The following confirmation window will appear:

```
Session 0 CU*BASE GOLD Edition - Confirm

Enter to Continue with Reversal
OR...CMD/8 to Bypass

Skip

← → ↑ ‖ 🖨 🔗 i ? @                                    BT (1472)
```

6. Press **Enter** again to proceed. The transaction information will be sent to FSCC/CUSC for approval. Once the approval is received, the following window will appear:


```
Session 0 CU*BASE GOLD Edition - Confirm

Reversal has been approved
Press Enter to Continue

← → ↑ ‖ 🖨 🔗 i ? @                                    BT (1470)
```

> *If a reversal is not approved, you will need to contact the member's own credit union and request an adjustment to the member's account. Then use* **Adjust Teller Drawer/Audit Keys** *on the Member Account Adjustment Tools (MNADJ) menu to adjust your teller drawer.*

7. Press **Enter** to continue and proceed to correct your teller drawer. The following window will appear next:


```
Session 0 CU*BASE GOLD Edition - Shared Branching Network  - Adjust Telle...

Account base        [          ]
Teller/drawer ID    AA
Vault ID            01

┌─────────────────────────────────────────────┐
│  i   For current-day transactions only.      │
└─────────────────────────────────────────────┘

← → ↑ ‖ 🖨 🔗 i ? @                                    FR (3120)
```
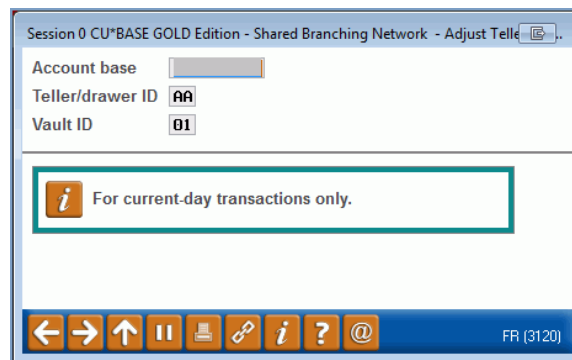
8. Verify your teller ID and press **Enter** to proceed. The following screen will appear showing transactions you posted today:

Shared Branching Network - Adjust Teller Drawer

Account base ▢▢▢▢▢ S/B **
Teller/drawer ID AA FEP TESTING ▢▢▢
Vault ID 01
Transaction date Jul 06, 2015

Key	Account Base	Type	Apl.	Audit Key Type	Amount	Process Time	Mbr. Trans.
00030	3			OUTSIDE CHECK	500.00	9:19:17	NO
00031	3			DEPOSIT/PYMNT	1,000.00	9:19:32	NO

■ Select

FR (3123) 7/06/15
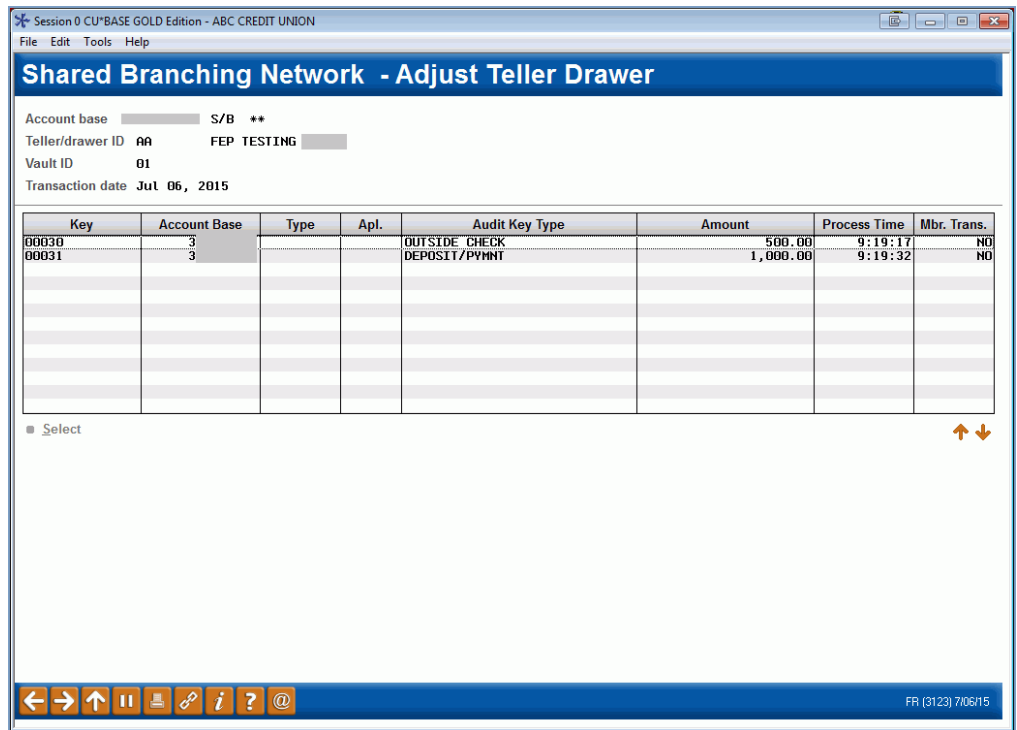
9. Select the dollar amount for the transaction and press **Enter**. The following message will appear along the bottom edge of the screen as confirmation:

5107-Audit Key Deleted, no Transaction to Reverse.

10. When done, use the up arrow to return to the initial teller posting screen.

ENDORSING CHECKS

Endorsing checks requires a special check endorsing printer. Checks can be endorsed after they have been deposited by using **Endorse check** (F1) on the Funds In screen (shown on Page 12).

Endorsement can also be done for a batch of checks at the same time using a separate menu option. This is helpful for credit unions that have one centralized endorsing printer to take care of all incoming checks from multiple tellers.

> *Of course, checks can still be endorsed manually independent of CU*BASE if you prefer.*

"CUSC/FSCC Acquirer - Endorse Chks" on the Vault Control (MNHTEL) menu
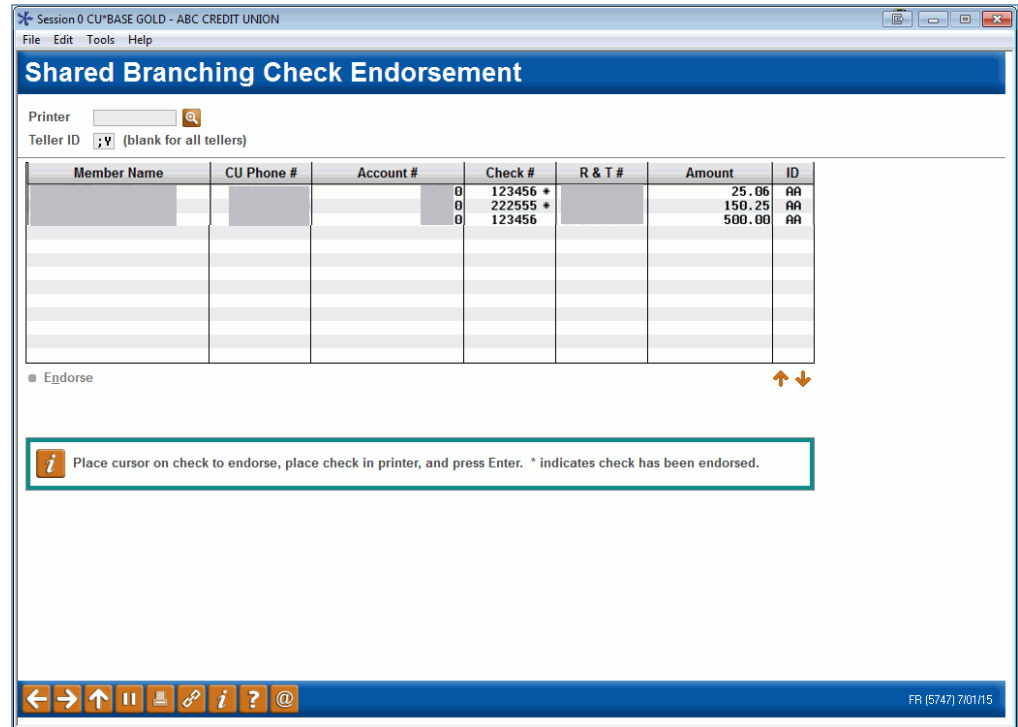
Place the check in the endorsing printer. Select the check in the list and select *Endorse*. Check information will print on the back of the check:

```
CU*ANSWERS TEST CREDIT UNION (CU)
           TELLER# 01
 TEST CENTERS/GRAND RAPIDS,MI
    6000 28TH STREET SE SUITE 100
   10/18/11 16:37:05 SEQ # 056618
 CR TO THE ACT OF WITHIN NAMED PAYEE
           ACCT# 169
          <<222222222>>
        CU*BASE TEST CU
```

Once the check has been endorsed, an asterisk will appear in the far right column of the screen. If you select the same check again, you will get a warning message that will allow you to endorse it again if needed, or cancel if the wrong check was selected by mistake.

REPORTING

The Daily CU*SPY Report, Shared Branch Network Transactions (LSBNTRN), shows all Shared Branching transactions for the day.

```
 2/01/12  10:06.57                          CU*ANSWERS TEST CREDIT UNION (CU)                    LSBNTRN        Page    1
    RUN ON    2/01/12                         SHARED BRANCH NETWORK TRANSACTIONS                                USER

 EMP   TRACE CREDIT UNION              R & T     ACCOUNT NBR       MEMBER ID *          TIME       DEPOSIT      WITHDRAWAL

 +6 018851 ABC TEST CU OF ABCD        222222222 1180=000                             12:51:09          .00           2.10
 +6 018901 ABC TEST CU OF ABCD        222222222 1180=000                             13:48:12          .00           3.21
 +6 018951 ABC TEST CU OF ABCD        222222222 1960=786                             13:56:30        20.01 *         .00
 +6 018952 ABC TEST CU OF ABCD        222222222 1960=771                             13:57:19        30.01           .00
 +6 017801 ABC TEST CU OF ABCD        222222222 1353507=000                          14:06:56          .00           1.50
 +6 019051 ABC TEST CU OF ABCD        222222222 1960=771                             14:14:00         3.33           .00




 01 027751 ABC TEST CU OF ABCD        222222222 1431=000                              9:11:30       400.00           .00
 01 034701 ABC TEST CU OF ABCD        222222222 1180=000         D-111LICENSE         9:40:58          .00          50.00
 01 034751 ABC TEST CU OF ABCD        222222222 2001=000         S-22222              9:41:51       500.00           .00
 01 034851 ABC TEST CU OF ABCD        222222222 1180=000         D-123456789012349    9:51:12          .00         100.00
 01 034901 ABC TEST CU OF ABCD        222222222 1180=001         P-123456789012349    9:52:14     1,500.00           .00
 01 034902 ABC TEST CU OF ABCD        222222222 1180=000         P-123456789012349    9:52:51         1.00           .00
 01 021051 ABC TEST CU OF ABCD        222222222 1180=000                             10:50:02       100.00           .00
```

- The MEMBER ID column includes information that was entered on the Member Verification screen shown on page 9.

APPENDIX

CONFIGURING FSCC ACQUIRER

OPER, #10 Credit Union Configuration 1, then #28, then #5-CUSC/FSCC Acquirer Configuration.

Field Descriptions

| Field Name	Description
Pseudo term	This number is assigned by FSCC.
ISO #	This number is assigned by FSCC.
Processor Code	This number is assigned by FSCC.
Network ID	This number is assigned by FSCC.
Acquirer R/T #	The routing number of the acquiring institution (the credit union performing the transaction). This field is required.
Settlement G/L Account	The general ledger number to which the shared branching transactions should be posted. This field is required.
Fee G/L Account	The general ledger number to which the processing fee (if any) should be posted. Leave the field blank if there is no processing fee.
Processing fee	The fee charged to the member's home credit union by the acquirer to perform the requested transaction. Leave the field blank (0.00) if there is no processing fee.

CONFIGURING CUSC ACQUIRER

OPER, #10 Credit Union Configuration 1, then #28, then #5-CUSC/FSCC Acquirer Configuration.

Field Descriptions

Field Name	Description
Pseudo term	This number is assigned by CUSC.
ISO #	This number is assigned by CUSC.
Processor Code	This number is assigned by CUSC.
Network ID	This number is assigned by CUSC.
Acquirer R/T #	The routing number of the acquiring institution (the credit union performing the transaction). This field is required.
Settlement G/L Account	The general ledger number to which the shared branching transactions should be posted. This field is required.
Fee G/L Account	The general ledger number to which the processing fee (if any) should be posted. Leave the field blank if there is no processing fee.
Processing fee	The fee charged to the member's home credit union by the acquirer to perform the requested transaction. Leave the field blank (0.00) if there is no processing fee.

OPER #1 Back Office Products: Rec/Post, then #14, then #17, then #1 CUSC & CUSC (Aquirer)
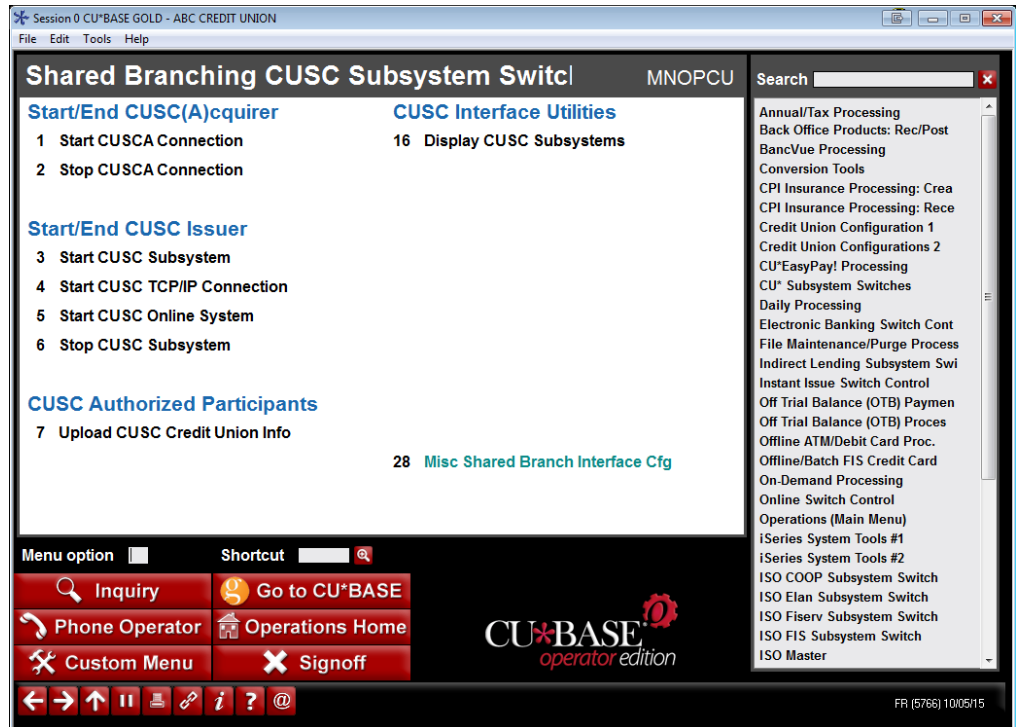
Weekly

Each Monday morning CUSC requires that you upload information about your credit union to refresh their master list of credit union names for the shared branch CU list used in the teller system. From this menu take option 7 to upload the Shared Branching CU File.
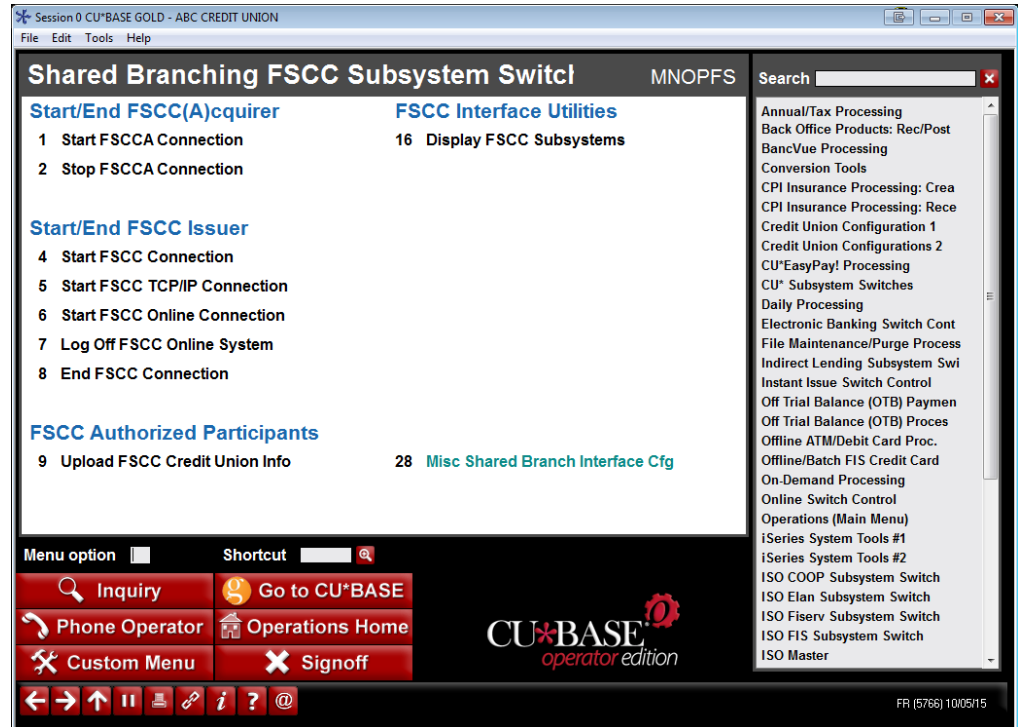
> *This should be run every Monday morning before the business day starts. Changes are normally not made by CUSC until the weekend for Monday morning loading.*

Daily

In order to perform shared branch transactions, each day you must activate the switch that connects your credit union to the CUSC network.

From this menu for CUSC, select option **1 Start CUSCA Connection** to start the connection to the CUSC switch. If you wish to disconnect from the CUSC switch, select option **2 Stop CUSCA Connection**.

OPER #1 Back Office Products: Rec/Post, then #14, then #17, then #2-FSCC & FSCC (A)quirer

Weekly

Each Monday morning FSCC requires that you upload information about your credit union to refresh their master list of credit union names for the shared branch CU list used in the teller system. From this menu take option 9 to upload the Shared Branching CU File.

> *This should be run every Monday morning before the business day starts. Changes are normally not made by FSCC/CUSC until the weekend for Monday morning loading.*

Daily

In order to perform shared branch transactions, each day you must activate the switch that connects your credit union to the FSCC network.

From this menu, select option **1 Start FSCCA Connection** to start the connection to the FSCC switch. If you wish to disconnect from the CUSC switch, select option **2 Stop FSCCA Connection**.