YEAR-END 2006 | CU*BASE® Software Upgrade

Online Credit Unions	Self Processing Credit Unions
December 11, 2006	**December 18-19, 2006***

Happy holidays! The year-end release normally comprises mostly tax-related, behind-the-scenes changes, but this year we have a few choice tidbits you'll want to pass on to your staff. Remember our handy coding system:

Immediate Effect

Changes automatically in place on the day the release is implemented.

Must be Activated

Your CU must make a decision either to activate it or modify configuration parameters. May require contacting a CSR.

Team Implementation

Work with CU*Answers before implementation.

Updated online help ⌐, including the "What's New" summary list of all changes, will be included when you receive the release.

Shared Branch Settlement Report

A new tool for credit unions using CU*BASE shared branching! This report is designed to give G/L balances for a selected date, comparing the home credit union G/L balance against the partner credit union G/L balance. This new report, which will be available from the MNGELE menu, should be helpful when performing shared branch settlement tasks.

📖 | Refer to the booklet, "CU*BASE Shared Branching" for details.

Member Statement Audit Inquiry

If your credit union processes member statements through Sage Direct, Inc., you will now have a new resource at hand to answer member questions about the delivery of monthly statements. Sage and CU*Answers have recently invested in the newest generation of processing and tracking technology that, in addition to increasing processing reliability and security, provides us with a wealth of data on how a particular member's statement has been handled.

Now when you use the **F20-Statements** feature in Inquiry and Phone Operator, you can choose to proceed directly to the member's statement, or choose the new Statement Audit inquiry feature. You'll be able to see the number of pages printed, number and type of inserts included, total package weight—even the date when a member's statement was dropped at the Post Office! This new inquiry/audit feature should be a great help at the beginning of the month when members start calling about their statements.

If your credit union doesn't currently use Sage Direct for statement processing, this is yet another reason to consider a switch. No other provider can give you this type of statistical information right from CU*BASE, and the systems used by Sage include state-of-the-art features to increase reliability and security, including two-dimensional bar coding. And remember that only Sage allows you to do targeted marketing through your monthly statements using CU*BASE Selective Statement Inserts features. Contact Gary Sage (mailto:garysage@sagedirect.com) or talk with a CU*BASE sales representative today for more information!

Miscellaneous Enhancements

- **Loan Statement Notices Enhancement** - If you use this feature to print billing notices/payment coupons for your HELOC or other loan products, you can now specify a title for the notice when you

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print them. In addition, these notices can now be printed for any loan product, even MEMBER5 closed-end loans. *Refer to the "Loan Statement Notices" booklet for more details.*

- **Online Credit Cards Enhancement** - When performing account adjustments on credit card loans, you will now be able to use Tran Code 85 (Credit/Post Payment) with the "FC" code to refund interest <u>charged</u> to the member and reduce interest YTD while satisfying payment requirements. This would be used when you want to avoid having the account charged again the following month. *(Remember that credit card loans are unique, in that finance charges are added to the loan balance. Because the account requires that the full balance be paid to avoid a finance charge, if you don't classify the credit as a payment, you can actually bring the account to zero, but CU*BASE would still think the payments haven't met the full requirement.)*

- **Tax Forms to Use Alternate Addresses** - In addition to the usual tax-related adjustments in the year-end release, we have changed the programs that print tax forms and create the IRS tax file so that they will use any alternate address on file for the member at the time forms are generated. However, the member's name from the MASTER record will still be used to ensure the forms comply with IRS regulations.

- **ADDITION** **Credit Report Request Enhancement** - Since the format used by CASS Certification and the format expected by the credit bureaus when pulling credit reports is not always the same, we have added a new feature to the Request Credit Report screen. Use the **F13-FlipAddr** feature to swap the contents of the ADDR1 and ADDR2 fields (i.e., to switch the position of the street address and the apartment number, for example). Only that credit report request is affected, not the master member address.

Other minor enhancements and miscellaneous fixes will be noted in the online help "What's New" topic when the release is implemented.

Special Tax Related Note For Credit Unions Already Offering HSA Accounts

If your credit union is offering HSA accounts, remember that some states (such as Wisconsin) do not recognize HSAs as non-taxable, which means the member must report dividends earned on their HSA account to the state. However, it is the <u>member's</u> responsibility to report the dividends, not the credit union's.

To make sure that the member has the information needed to report properly, your member statements can be configured to print YTD Dividends Paid along with the account information on the statement. **If you do not already include this information on your statements, please contact a Client Service Representative and request a change to your configuration prior to the end of December.** Self Processors can make this change using Statement Configuration (OPER #10, then #5 - check the *Reporting criteria* option to proceed to the correct screen).

Special Note to Staff Using "Know Your Member" Features

For our online credit unions, effective this month, we have changed the date on which all of the calculations are done to populate the Know Your Members and Teller & Cash Activity Analysis suite of products (MNMGMA and MNHTLA). Currently this is done on the 1st day of each month. However, the length of time it takes to handle this intensive process for all online credit unions is making it difficult to complete daily processing in a timely manner on the first day of the month.

Instead, from this point on, we will process this data no later than the first Saturday of each month. (It could be even earlier depending on the day of the week on which the month begins.) Since we use end-of-month data from the previous month anyway, the results will be exactly the same; you will just need to wait a little while longer to see data from last month.