Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: **Allegan Credit Union**

Primary Contact Name: **Chris Harris**

Primary Contact Phone Number: **(269) 512-7502**

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MEMBER FACING							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated.	Y	4	4	1	1	The functionality and implementation worked well and was pretty easy. We generally accept reg d risk as a credit union and to have another spot to point out how they cannot use their account is a larger reputation risk to us.
It's Me 247 Mobile version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated	Y	4	4	1	1	The functionality and implementation worked well and was pretty easy. We generally accept reg d risk as a credit union and to have another spot to point out how they cannot use their account is a larger reputation risk to us.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
It's Me 247 Mobile version	If you allow promise deposits, have someone process a transaction from the Mobile version of It's Me 247		N	NA	NA	NA	NA	Our CU does not offer promise deposits.
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the "Show previous scores" button is no longer available.		N	NA	NA	NA	NA	Our CU currently does not have this feature enabled.
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the educational section at the bottom displays a link to anualcreditreport.com.		N	NA	NA	NA	NA	Our CU currently does not have this feature enabled.
L E N D I N G / C O L L E C T I O N S								
20	Understanding that this may not be possible, if you can, use this option to change the loan category of a member's current credit card account. This now allows you to move the old balances to the new rate. If you can do this transaction, verify the resulting account and adjustments if applicable.		N	NA	NA	NA	NA	CU was not able to change loan category for credit card
579	Print the participation loan analysis report with the new selection criteria start date, including closed loans and by investor. Verify that the report gives you the information you expect		Y	4	4	1	1	I was able to pull this information regarding the Fannie Loans that our CU sold. The reporting worked but we hold no portion of the loans so it isn't very functional for us.
579	Set up the participation loan analysis report for automation. Verify that it runs appropriately at the selected time.		Y	4	4	4	2	No issues.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
590	Generate a detail and summary participation loan trial balance report. Enter in a previous reported date into the 'Include closed loans with last reported date greater than or equal to' field. Confirm that no older closed records appear on the report.		Y	4	4	3	2	We only have sold RE in this analysis but it could be helpful for us if we choose to recapture any of the loans through refinancing.
15	Update member information to block an individual from using a skip-a-pay program. If you have any programs running, verify that the option cannot be taken for that member.		Y	5	5	4	4	I would like to have our collection dept. implement this step when members become not in good standing at the CU.
1075	If possible, use this new tool to re-assign the collector ID on certain accounts. Enter the current and new collector ID. When taking update, review the number of records and confirm the records meet your expectation.		Y	4	4	1	1	We only have one collector at the CU. There is no one to reassign to but the changes I made to test worked fine.
2 or 53	Change the ECOA code for any business/commercial loan application in the pipeline to W.		N	NA	NA	NA	NA	We do not process business loans.
12	While creating credit cards, attempt to edit the expiration date throughout the card order. Monitor your credit card order at your vendor to ensure the expiration date is correct on their system. In addition, try working credit card loans that are up for review. Notice that maintaining the review date of the loan has no effect on the expiration date of the card.		N	NA	NA	NA	NA	We do not have in-house credit cards

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
374 and 1962	We hope you don't have compromised cards during the beta. However, if you do, please try this new option to update a CAMS file and create a compromised card file for use to communicate to your members. Contact Austin in the QC department for assistance as needed.		N	NA	NA	NA	NA	
52 or shortcut FORMS	Choose the print blank forms button and verify that all forms are displayed properly. Print a form from each column to verify the selection is working properly.		Y	3	3	3	3	Tested a form. No issues.
M E M B E R S E R V I C E								
21	Print forms that have been configured to print for additional signers/joint owners and verify that the appropriate forms are printed accurately.		Y	4	5	3	5	It displayed all joint info accurately.
1	Have tellers work with management to verify the currently serving window is showing the accurate joint owners for various membership designations. Check with management to find which membership designations should not display.		Y	4	4	4	4	No issues
3	When opening an account, note and try out the option to add a nickname at account opening		Y	3	3	3	3	No issues.
6	Have users with and without file maintenance permissions in Special Security access the OTB maintenance screen within member inquiry. Verify that only those with permissions are able to edit the data.		N	NA	NA	NA	NA	All employees have file maintenance permissions.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
31	Post a same day reversal of a check disbursed from teller to verify that the check record has been voided appropriately in the check inquiry accessed from tool 203. In the check record, verify all the fields in the check detail record to assure they are correct – status, reconcile date, tracer information showing employee. Also check for verification the following day that your checks are in balance.		Y	5	5	5	5	Very nice!
31	If you can or need to reverse a check issued from an IRA account, also check to make sure that the IRA balance file remains in balance with the account.		N	NA	NA	NA	NA	No checks cut so far.
636	Print your check disbursement register on a daily basis to verify that corporate checks and money orders remain in balance.		Y	5	5	5	5	So far so good.
M A N A G E M E N T								
751	If you want to give the member a warning for excessive Reg D withdrawals, activate the Generate Red D message in online banking in this option. Update the message text per your CU policy or leave the default if desired.		Y	4	4	3	2	The message was easy to update and it viewed correctly. It is our CU's decision to not push Reg D compliance very heavily.
1005	Even if you do not currently use wrap up codes, configure the codes and assign a few employees to use them during the beta period. Verify that only the employees assigned are receiving the prompt on phone inquiry.		Y	3	5	4	4	Started the implementation now that we are able to identify the most applicable employees. Will continue to collect the data to see if it is something we can implement change from.
261	Choose one or more misc. forms and configure to print copies for additional signors/joint owners. Let your staff know when configured so that they can print some of these forms to verify.		Y	4	4	4	4	Printed with no issues.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
523	Select a membership designation where you want to eliminate joint owners from displaying on the 'Currently Serving' window. Work with your tellers to enter accounts with various membership designations and verify that the expected owners appear in the currently serving window.		Y	2	2	2	2	No issues
A U D I T I N G								
633	Set up the Bank Secrecy Act report for report automation. At a minimum. Verify the report for appropriate selection criteria after it's run.		Y	4	4	4	4	Printed with no issues.
633	Run the Bank Secrecy Act report with different selection criteria and verify the results.		Y	4	4	4	4	Verified.
159	Use the new inquiry of CU File Maintenance. Use the different functions and sort options on the screen and verify your results.		Y	5	5	5	5	Very nice dashboard. Will use a lot.
159	Try selecting the fields set for critical monitoring to review any changes for auditing purposes		Y	5	5	5	5	No issues
B A C K O F F I C E – I N V E S T M E N T S								
252	Enter the configuration for FASB codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		Y	4	4	4	1	Codes carried over correctly. No need to add new ones. Tested adding and went smoothly.
253	Enter the configuration for investment GL codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	4	4	4	1	Codes carried over correctly. No need to add new ones. Tested adding and went smoothly.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
254	Enter the configuration for investment types. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		Y	5	5	5	2	Types carried over. Created and deleted with no problems.
255	Enter the configuration for investment variable rate codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	5	5	5	2	We do not have variable type codes but added and deleted with no problems.
256	Enter the configuration for investment vendors. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	5	5	5	2	Everything appears to be correct. No problems with the fictitious broker.
406	Go to the investment inquiry option and view the data to verify everything looks as expected. Also verify that there is no ability to maintain investment information from this tool.		Y	5	4	3	1	I maintain a spreadsheet that contains data elements such as term and rate to help identify weighted averages and trends in yields and life. If this is for viewing purposes only, I would like something more granular and purposeful otherwise I will just spend my time in tool #993.
993	After the release, please go to this option and verify that all data on your investments displays as expected. Pay special attention to FDIC and CUSIP as these fields were split from one to separate fields, current par, current unit price and settlement price. Also use the new sorting and filtering options to verify the new functionality.		Y	1	2	3	4	All the investment FDIC #s were inputted in the misc. field so I will need to update accordingly. I updated a few investments to test with no issues.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
993	Please work with investments as you normally would. Add new investments, maintain existing information or add information not previously entered. Save and come back in to ensure all your entries saved as expected.		Y	4	4	3	5	I have processed and closed applicable investments. Everything appears to be working correctly.
993	If you have investments that have call or coupon reset dates, enter the information into the new fields provided for this information.		N	NA	NA	NA	NA	We have no callable investments at this time.
993	Add any FDIC or CUSIP information to your investment portfolio by maintaining them through this option.		Y	5	5	5	5	All the investment FDIC #s were inputted in the misc. field so I will need to update accordingly. I updated a few investments to test with no issues.
1970	Use the new payment processing functionality to record any payments on investments. Once posted, please verify your GL entries as well as the history on the investment.		Y	4	4	4	4	Very cool!
895	If possible, update the investment market prices. Also try all the filtering and column sorting on this screen to verify it's working as expected. Also use the new filters on this options for call dates and coupon reset dates once you have that information entered in your portfolio.		N	NA	NA	NA	NA	The initial uploading of investments has the price of the investments skewed. Unable to test.
652	Print the investment register/schedule and verify the report. Use different selection options to see the varying report criteria.		Y	4	4	4	4	Register printed accurately.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
407	Print your investment maturity analysis report using different selection criteria and verify results.		Y	5	5	5	4	Very cool report to help see our ladder a different way.
408	Run your Investment trial balance report. Try out the customized report heading and the new sort options and verify your results.		Y	4	4	4	4	Works fine. Not a fan of titling reports for lack of consistency/retrieval if an auditor examiner every re-requests a report you labeled yourself.
316	Use this feature to accrue your investment income. Creating the workfile, working with the workfile and posting options are all now available from this option. Please verify the accrual calculations for the selected period to verify they post as expected.		Y	3	3	3	3	Seems like an extra step to "post work file" if I eventually need to post the template in tool #61 anyways. Works fine though.
BACK OFFICE – ACCOUNTS PAYABLE								
61	Work with the new search feature on the journal entry screen. Try to use all the column sorting features also now available		Y	5	3	3	1	No need to search templates because ours all fit on one screen.
998	Soon after release before turning on approval functionality, enter invoice information into the Accounts payable system for payment		Y	5	5	5	5	Process has not changed and will continue to utilize tool #998

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	Scan an invoice for archival and once scanned, retrieve it using the View invoice option.		N	NA	NA	NA	NA	We only have one branch and scanning invoices will not be part of our procedures.
106	View all open accounts payable items from the vendor inquiry to verify information		Y	4	4	4	4	No issues.
1910	View the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	5	5	5	No issues.
1910	Select items to pay using Save/Prepare to Pay.		Y	4	4	4	5	A select all option would be nice
1920	Approve items for payment. Try selecting all items or individual items. When approvals are not activated, still try to access to verify it's not available.		Y	5	5	5	5	No issues

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1961	Process payments on invoice items. Pay items individually and try the new Pay all options as well. Use the filters to select items you want to pay. If the invoice has been scanned, retrieve the image from this option to verify retrieval.		Y	4	4	4	4	There is no back or up button availability. The only way to exit is to choose "done".
990	Review the account payable history maintenance on invoice items that have been paid. Verify the check information and other detail related to the invoice as well as the YTD paid information for that vendor.		Y	3	3	3	3	No issues.
60	Verify the GL entry associated with your paid invoices to assure accuracy.		Y	5	5	5	5	No issues.
1900	Activate the approval process for Accounts payable, even if this is a temporary measure for the beta period. Include activation of the e-mail process and an e-mail address that can be used as a from address for your internal e-mails for approval. Configuration will include setting up specific employees allowed to approve by vendor and limit. If you have an agreement with Magic Wrighter for A2A transactions, also activate the ACH option here as well even if only for the beta period.		Y	4	4	4	4	Activated for the Beta. No A2A
327	Configure an e-mail address for any Accounts Payable approvers so that they can receive an e-mail from the system. To do this, select the employee ID and choose Employee Profile.		Y	3	3	3	2	Still not sold on the approver functionality as it will be two separate times these people need to approve. Once on the invoice and another on the system. Being that are of our bills are paper files and the extra time it would take to load, this will

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Select a few vendors that you need to pay. Configure some to have default approvers and others that will not have a default.		Y	4	4	4	2	See above.
990	If you have a contract for A2A with Magic Wrighter, please configure at least one vendor to pay via ACH. If you do not have information for an active vendor, you can set up a temporary vendor with an employee account to process a small payment for verification. If the ACH credits to their credit union account, you can also verify the receipt of the transaction.		N	NA	NA	NA	NA	Do not have magic wrighter.
998	After turning on approval functionality, enter invoice information into the Accounts payable system for payment for a vendor with and another without a default approver. Confirm that the invoice with a default approver receives an e-mail when the invoice is entered.		Y	4	4	4	2	Entered with no issues. No email was generated in the regular/junk folders.
1910	Use the filters to display the invoice items you want to see. Assign an approver to an invoice that does not have one. Use the send reminder to approver option for an invoice with an approver. Confirm that the approver gets an email when a reminder is sent and when a new approver is assigned via this function.		Y	3	3	3	2	Email functionality did not work.
106	With approvals turned on, view all open accounts payable items from the vendor inquiry to verify information		Y	4	4	3	4	Will use the function but the new set up does not create any additional value for us.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	With approvals turned on, view the invoice details for an item. Use the toggle and sort options available on the screen.		Y	4	4	2	2	I don't have a need to sort much due the lack of volume our CU has in open payables.
1910	Select items and use Save/Prepare to Pay. With approvals active, verify that only approved invoices are available for selection		Y	3	3	3	2	Seems like a lot of different places to go vs the old system.
1920	Approve items for payment. Verify that each approver only sees the invoices assigned to them. Approve single items as well as all items at once.		Y	3	3	3	1	Will keep our approval process through the hard copy.
1920	View a scanned invoice image from this option		Y	2	2	2	1	Too long of a process to scan, save review, approve, sent to pay, pay, and post compared to paper copies in the old system.
1961	Process payments on invoices. Verify the payment on individual items, filtered selection or all ACH or all check items		Y	4	4	2	2	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Review the accounts payable history on both check and ACH paid vendors. Verify the payment history, ACH/check details, and YTD paid information		Y	3	3	3	2	Good to know the system posted correctly.
60	Check the GL history on items paid by both check and ACH.		Y	3	3	3	2	
60	Watch the ACH for your settlement entry on any invoices paid by ACH. Reconcile the GL account configured for your clearing account.		N	NA	NA	NA	NA	
134	Print the accounts payable open payable report. Check for accuracy.		Y	4	4	4	2	
135	Print the accounts payable check history report. Check for accuracy.		Y	4	4	4	4	I could see this more from an internal audit standpoint where I could verify checks cut were to appropriate vendors for the appropriate amounts.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
136	Print the account payable vendor listing. Check for accuracy.		Y	5	5	5	3	Will probably only pull list to complete annual vendor due diligence.
990	Select a vendor and then the A/P history maintenance. Review any imaged invoices using the smart link view e-Document button. This should return all scanned invoices for that vendor		Y	4	4	1	1	Will not scan invoices after the beta.
990	Select a vendor and then the A/P history maintenance. Select a specific invoice and select 'View invoice Image". This should only return the selected invoice image.		Y	4	4	1	1	Will not scan invoices after the beta.
B A C K O F F I C E – M I S C								
158 and 32	If you have a need for a supplemental vault configure a new vault and make sure all options are available and function properly – inquiry, transfer, etc.		Y	5	5	5	5	Have a supplemental vault for the coin machine.
32	Even if you do not need another supplemental vault with an "Other" classification, as you work through transfers, inquiries, etc., verify that the option is available any place that ATM is allowed for selection.		Y	4	4	4	4	No issues.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
		Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable					
355	If you offer RDC or Direct mail and you utilize electronic hold groups, use this option to determine if your electronic hold groups should be used for deposits from this function. Make sure you determine all the settings for tolerance amounts and # days as well.	N	NA	NA	NA	NA	We do not offer RDC
849	If you want to utilize holds on RDC or imported files for direct mail post, configure your desired holds in this tool.	N	NA	NA	NA	NA	Our CU does not offer RDC.
341	Use the direct mail post options for manual entry, imported files and RDC if possible. Verify that the holds and edit capability for holds is following your configuration setting used in the 2 steps above.	N	NA	NA	NA	NA	Our CU does not offer RDC.
1005	If possible within your credit union policy, turn on the new post negative option for ACH (re-post only). Also set the maximum negative limit to use for the override	N	NA	NA	NA	NA	Not within our policy and did not run into any instances where I could test.
983	If you have turned on the neg balance override for ACH and have the opportunity to override an account and re-post an ACH transaction, please verify that it posts correctly within the limit set for max amounts. (If you have the ability to reduce the limit temporarily to verify it will only post when allowed, that would be helpful as well, but we understand that this option may be tougher to validate in a live environment)	N	NA	NA	NA	NA	Not within our policy and did not run into any instances where I could test.

M A R K E T I N G / C E O

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1975	Take a look at this new option to identify members that are close to moving to the next Tiered Services level. Use the export and common bond options to learn more about the members. You can also use Member Connect here if you want to produce a file for marketing these members.		Y	2	4	2	2	We have tiered services on out project list for 2018 but the functionality works well.
509	Check out the Member Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports		Y	5	5	4	4	Very good dashboard.
104	Check out the Account Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports		Y	5	5	2	2	I don't have an instance where I would need retention data by account. I utilize the membership info for my NMD value when running my ALM tests.
536	Check out the Money Movement Analysis Dashboard for the latest functions for filtering, sorting, and exports		Y	5	5	5	5	This is dashboard is new to me but AWESOME!
977	Check out the Where Your Members Branch Dashboard for the latest functions for filtering, sorting, and exports		Y	2	NA	2	4	Just opened our first branch recently. No data to analyze just yet.
515	Check out the Member Transaction Analysis Dashboard for the latest functions for filtering, sorting, and exports		Y	4	2	2	2	Our highest transaction is "no label". I would like that category to be our smallest so we can define more of the transactions. Not sure if it's something the CU or CUA needs to configure.
697	Check out the Products and Services by Member Dashboard for the latest functions for filtering, sorting, and exports		Y	3	3	3	3	Good info.
846	Check out the Teller Activity by Time of Day Dashboard for the latest functions for filtering, sorting, and exports		Y	3	3	3	3	Good info. Only the summary tab displayed data.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
844	Check out the Teller Activity by Day of Month Dashboard for the latest functions for filtering, sorting, and exports		Y	3	3	3	3	Good info and we hope to utilize this in future scheduling.
D A T A B A S E A D M I N I S T R T O R								
100	Try using query with our new tables coming all member accounts and closed member accounts. Table names are MBRNACCTSQ and MBRNCLACQ.		Y	4	5	5	5	**The new names should be more user friendly, but I love this feature.**
1980	Check out the dashboard that summarizes your QUERYXX library. Manage your queries from here.		Y	4	2	2	3	**I don't think I understand the uses for this dashboard enough to grade it.**
1105	Check out the new Payveris Dashboard for bill pay detailing the payment information		Y	5	5	5	5	**Prior to this dashboard, I had my call center review the TEPPSTV reports in spy to make calls off of but this is much more efficient for my staff.**
1106	Check out the new Payveris Dashboard for subscriber information to see what information you can glean from the data.		Y	3	4	3	2	**This can potentially be a good tool for management to identify demographics and broad trends but apart from an annual checkup, I am not sure how often this will be utilized by our CU. Some sort of aggregation of the membership would be welcome. As an example: 56% of our bill pay users are between the age of 18-24 would be a great stat to direct marketing efforts.**

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
100	Review the changes to the WRAPUP table after you're configured for wrap-up to see the new fields 'call duration'. Use this information to analyze your phone activity for those employees required to enter the data.		Y	5	5	4	5	Just implemented wrap up codes with the beta. Happy with the results and data provided.

G E N E R A L   C O M M E N T S

The new AP functionality does not appeal to me as a small CU. We have all our back office operations in one location so the paper route still seems more efficient to me. The only plus I can see is a larger potential for cash forecasting to hold open payable until their true due date to better manage my cash. I'm trying to think through how working with auditors/examiners to verify approvals will go. In our old way, the initials are right on the invoice stapled to the check stub which was verified by a third employee. The AP paid history report shows the list of invoices paid and contains a column with the approver's info but it still leaves the image out of the hands of the auditors and will either have to have them or us dig through prodoc to find. Willing to elaborate if needed.

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: **First Financial Credit Union**

Primary Contact Name: **Kathleen Fahrenwald**

Primary Contact Phone Number: **773-565-2000 ext 0122**

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely	
4	Very	
3	Somewhat	
2	Slightly	
1	Not at all	
N/A	Not applicable	

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MEMBER FACING							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated.	Y	5	5	5	5	Completed and works.
It's Me 247 Mobile version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated	Y	5	5	5	5	Completed and works.
It's Me 247 Mobile version	If you allow promise deposits, have someone process a transaction from the Mobile version of It's Me 247						n/a

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the "Show previous scores" button is no longer available.							n/a
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the educational section at the bottom displays a link to anualcreditreport.com.							n/a
L E N D I N G / C O L L E C T I O N S								
20	Understanding that this may not be possible, if you can, use this option to change the loan category of a member's current credit card account. This now allows you to move the old balances to the new rate. If you can do this transaction, verify the resulting account and adjustments if applicable.		Y	5	5	5	5	This Is very easy. It would be great if a similar feature was made for changing VISA balances between buckets; ie. purchases, cash advances, and balance transfers.
579	Print the participation loan analysis report with the new selection criteria start date, including closed loans and by investor. Verify that the report gives you the information you expect		Y	5	5	5	5	
579	Set up the participation loan analysis report for automation. Verify that it runs appropriately at the selected time.		Y	5	5	5	5	
590	Generate a detail and summary participation loan trial balance report. Enter in a previous reported date into the 'Include closed loans with last reported date greater than or equal to' field. Confirm that no older closed records appear on the report.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
15	Update member information to block an individual from using a skip-a-pay program. If you have any programs running, verify that the option cannot be taken for that member.		Y	5	5	5	5	Great. Works well. Cannot process a skip.
1075	If possible, use this new tool to re-assign the collector ID on certain accounts. Enter the current and new collector ID. When taking update, review the number of records and confirm the records meet your expectation.		Y	5	5	5	5	This is great. Much much easier.
2 or 53	Change the ECOA code for any business/commercial loan application in the pipeline to W.							n/a
12	While creating credit cards, attempt to edit the expiration date throughout the card order. Monitor your credit card order at your vendor to ensure the expiration date is correct on their system. In addition, try working credit card loans that are up for review. Notice that maintaining the review date of the loan has no effect on the expiration date of the card.							In process of testing
374 and 1962	We hope you don't have compromised cards during the beta. However, if you do, please try this new option to update a CAMS file and create a compromised card file for use to communicate to your members. Contact Austin in the QC department for assistance as needed.							n/a

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
52 or shortcut FORMS	Choose the print blank forms button and verify that all forms are displayed properly. Print a form from each column to verify the selection is working properly.	Y					
M E M B E R S E R V I C E							
21	Print forms that have been configured to print for additional signers/joint owners and verify that the appropriate forms are printed accurately.	Y	5	5	5	5	
1	Have tellers work with management to verify the currently serving window is showing the accurate joint owners for various membership designations. Check with management to find which membership designations should not display.	Y	5	5	5	5	
3	When opening an account, note and try out the option to add a nickname at account opening	Y	5	4	2	2	
6	Have users with and without file maintenance permissions in Special Security access the OTB maintenance screen within member inquiry. Verify that only those with permissions are able to edit the data.	N					
31	Post a same day reversal of a check disbursed from teller to verify that the check record has been voided appropriately in the check inquiry accessed from tool 203. In the check record, verify all the fields in the check detail record to assure they are correct – status, reconcile date, tracer information showing employee. Also check for verification the following day that your checks are in balance.	Y	5	5	5	5	

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
31	If you can or need to reverse a check issued from an IRA account, also check to make sure that the IRA balance file remains in balance with the account.						n/a
636	Print your check disbursement register on a daily basis to verify that corporate checks and money orders remain in balance.	Y	4	4	4	5	
M A N A G E M E N T							
751	If you want to give the member a warning for excessive Reg D withdrawals, activate the Generate Red D message in online banking in this option. Update the message text per your CU policy or leave the default if desired.	Y	5	5	5	5	
1005	Even if you do not currently use wrap up codes, configure the codes and assign a few employees to use them during the beta period. Verify that only the employees assigned are receiving the prompt on phone inquiry.	N					Found it difficult to implement on the fly with staff since we use another CRM. Plan on rolling out a more detailed procedure in the future.
261	Choose one or more misc. forms and configure to print copies for additional signors/joint owners. Let your staff know when configured so that they can print some of these forms to verify.	Y	5	5	5	5	This feature is well overdue.
523	Select a membership designation where you want to eliminate joint owners from displaying on the 'Currently Serving' window. Work with your tellers to enter accounts with various membership designations and verify that the expected owners appear in the currently serving window.	N					
A U D I T I N G							

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
633	Set up the Bank Secrecy Act report for report automation. At a minimum. Verify the report for appropriate selection criteria after it's run.		Y	5	5	5	5	
633	Run the Bank Secrecy Act report with different selection criteria and verify the results.		Y	5	5	5	5	
159	Use the new inquiry of CU File Maintenance. Use the different functions and sort options on the screen and verify your results.		Y	5	4	5	5	
159	Try selecting the fields set for critical monitoring to review any changes for auditing purposes		Y	5	5	5	5	
BACK OFFICE – INVESTMENTS								
252	Enter the configuration for FASB codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		Y	5	5	5	5	
253	Enter the configuration for investment GL codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	5	5	5	5	
254	Enter the configuration for investment types. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely, 4 Very, 3 Somewhat, 2 Slightly, 1 Not at all, N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
255	Enter the configuration for investment variable rate codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	5	5	5	5	
256	Enter the configuration for investment vendors. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	5	5	5	5	
406	Go to the investment inquiry option and view the data to verify everything looks as expected. Also verify that there is no ability to maintain investment information from this tool.		Y	5	5	5	5	Nice to have the ability to view without maintaining ability.
993	After the release, please go to this option and verify that all data on your investments displays as expected. Pay special attention to FDIC and CUSIP as these fields were split from one to separate fields, current par, current unit price and settlement price. Also use the new sorting and filtering options to verify the new functionality.		Y	5	5	5	5	
993	Please work with investments as you normally would. Add new investments, maintain existing information or add information not previously entered. Save and come back in to ensure all your entries saved as expected.		Y	5	5	5	5	
993	If you have investments that have call or coupon reset dates, enter the information into the new fields provided for this information.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
993	Add any FDIC or CUSIP information to your investment portfolio by maintaining them through this option.		Y	5	5	5	5	Overall the investment side has some great changes.
1970	Use the new payment processing functionality to record any payments on investments. Once posted, please verify your GL entries as well as the history on the investment.		Y	5	5	5	5	Love it.
895	If possible, update the investment market prices. Also try all the filtering and column sorting on this screen to verify it's working as expected. Also use the new filters on this options for call dates and coupon reset dates once you have that information entered in your portfolio.		Y	5	5	5	5	Great.
652	Print the investment register/schedule and verify the report. Use different selection options to see the varying report criteria.		Y	5	5	5	5	
407	Print your investment maturity analysis report using different selection criteria and verify results.		Y	5	5	5	5	
408	Run your Investment trial balance report. Try out the customized report heading and the new sort options and verify your results.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
316	Use this feature to accrue your investment income. Creating the workfile, working with the workfile and posting options are all now available from this option. Please verify the accrual calculations for the selected period to verify they post as expected.		Y	5	5	5	5	
BACK OFFICE – ACCOUNTS PAYABLE								
61	Work with the new search feature on the journal entry screen. Try to use all the column sorting features also now available		Y	4	4	4	5	
998	Soon after release before turning on approval functionality, enter invoice information into the Accounts payable system for payment		Y	5	5	4	5	Really easy to follow
1910	Scan an invoice for archival and once scanned, retrieve it using the View invoice option.		Y	5	5	5	5	
106	View all open accounts payable items from the vendor inquiry to verify information		Y	5	5	5	5	Great way to check for errors and omissions.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	View the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	4	4	4	Straightforward and easy.
1910	Select items to pay using Save/Prepare to Pay.		Y	5	5	3	4	
1920	Approve items for payment. Try selecting all items or individual items. When approvals are not activated, still try to access to verify it's not available.		Y	5	5	5	5	This is going to be a hit with the auditors.
1961	Process payments on invoice items. Pay items individually and try the new Pay all options as well. Use the filters to select items you want to pay. If the invoice has been scanned, retrieve the image from this option to verify retrieval.		Y	4	4	4	4	
990	Review the account payable history maintenance on invoice items that have been paid. Verify the check information and other detail related to the invoice as well as the YTD paid information for that vendor.		Y	5	5	5	4	

The rating scale legend:
- 5 Extremely
- 4 Very
- 3 Somewhat
- 2 Slightly
- 1 Not at all
- N/A Not applicable

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
				Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable			
60	Verify the GL entry associated with your paid invoices to assure accuracy.	Y	4	4	4	5	
1900	Activate the approval process for Accounts payable, even if this is a temporary measure for the beta period. Include activation of the e-mail process and an e-mail address that can be used as a from address for your internal e-mails for approval. Configuration will include setting up specific employees allowed to approve by vendor and limit. If you have an agreement with Magic Wrighter for A2A transactions, also activate the ACH option here as well even if only for the beta period.	Y	4	4	5	4	Did not use ACH yet. Still trying to get ACH directions from a vendor to utilize. CUA was one that we requested this from and they did not respond.
327	Configure an e-mail address for any Accounts Payable approvers so that they can receive an e-mail from the system. To do this, select the employee ID and choose Employee Profile.	Y	5	5	5	5	
990	Select a few vendors that you need to pay. Configure some to have default approvers and others that will not have a default.	Y	4	4	4	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	If you have a contract for A2A with Magic Wrighter, please configure at least one vendor to pay via ACH. If you do not have information for an active vendor, you can set up a temporary vendor with an employee account to process a small payment for verification. If the ACH credits to their credit union account, you can also verify the receipt of the transaction.		N					
998	After turning on approval functionality, enter invoice information into the Accounts payable system for payment for a vendor with and another without a default approver. Confirm that the invoice with a default approver receives an e-mail when the invoice is entered.		Y	4	4	4	4	
1910	Use the filters to display the invoice items you want to see. Assign an approver to an invoice that does not have one. Use the send reminder to approver option for an invoice with an approver. Confirm that the approver gets an email when a reminder is sent and when a new approver is assigned via this function.		Y	4	4	4	5	
106	With approvals turned on, view all open accounts payable items from the vendor inquiry to verify information		Y	5	5	4	5	
1910	With approvals turned on, view the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	5	4	5	

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)
5   Extremely
4   Very
3   Somewhat
2   Slightly
1   Not at all
N/A   Not applicable

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	Select items and use Save/Prepare to Pay. With approvals active, verify that only approved invoices are available for selection	Y	5	5	4	5	
1920	Approve items for payment. Verify that each approver only sees the invoices assigned to them. Approve single items as well as all items at once.	Y	5	5	5	5	
1920	View a scanned invoice image from this option	Y	5	5	5	5	
1961	Process payments on invoices. Verify the payment on individual items, filtered selection or all ACH or all check items	Y	4	5	4	5	
990	Review the accounts payable history on both check and ACH paid vendors. Verify the payment history, ACH/check details, and YTD paid information	Y	5	4	4	5	Just checks.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)
5 Extremely
4 Very
3 Somewhat
2 Slightly
1 Not at all
N/A Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
60	Check the GL history on items paid by both check and ACH.		Y	5	4	5	5	
60	Watch the ACH for your settlement entry on any invoices paid by ACH. Reconcile the GL account configured for your clearing account.		N					
134	Print the accounts payable open payable report. Check for accuracy.		Y	5	5	5	4	
135	Print the accounts payable check history report. Check for accuracy.		Y	5	5	5	5	
136	Print the account payable vendor listing. Check for accuracy.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Select a vendor and then the A/P history maintenance. Review any imaged invoices using the smart link view e-Document button. This should return all scanned invoices for that vendor		N					
990	Select a vendor and then the A/P history maintenance. Select a specific invoice and select 'View invoice Image'. This should only return the selected invoice image.		N					
B A C K O F F I C E – M I S C								
158 and 32	If you have a need for a supplemental vault configure a new vault and make sure all options are available and function properly – inquiry, transfer, etc.							
32	Even if you do not need another supplemental vault with an "Other" classification, as you work through transfers, inquiries, etc., verify that the option is available any place that ATM is allowed for selection.							
355	If you offer RDC or Direct mail and you utilize electronic hold groups, use this option to determine if your electronic hold groups should be used for deposits from this function. Make sure you determine all the settings for tolerance amounts and # days as well.							

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
		5 Extremely **4** Very **3** Somewhat **2** Slightly **1** Not at all N/A Not applicable						
849	If you want to utilize holds on RDC or imported files for direct mail post, configure your desired holds in this tool.		N					n/a
341	Use the direct mail post options for manual entry, imported files and RDC if possible. Verify that the holds and edit capability for holds is following your configuration setting used in the 2 steps above.		N					n/a
1005	If possible within your credit union policy, turn on the new post negative option for ACH (re-post only). Also set the maximum negative limit to use for the override		Y	5	5	5	5	
983	If you have turned on the neg balance override for ACH and have the opportunity to override an account and re-post an ACH transaction, please verify that it posts correctly within the limit set for max amounts. (If you have the ability to reduce the limit temporarily to verify it will only post when allowed, that would be helpful as well, but we understand that this option may be tougher to validate in a live environment)		Y	5	5	5	5	
M A R K E T I N G / C E O								
1975	Take a look at this new option to identify members that are close to moving to the next Tiered Services level. Use the export and common bond options to learn more about the members. You can also use Member Connect here if you want to produce a file for marketing these members.							n/a

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
509	Check out the Member Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports	Y	5	5	5	5	
104	Check out the Account Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports	Y	5	5	5	5	
536	Check out the Money Movement Analysis Dashboard for the latest functions for filtering, sorting, and exports	Y					
977	Check out the Where Your Members Branch Dashboard for the latest functions for filtering, sorting, and exports	Y	5	5	5	5	
515	Check out the Member Transaction Analysis Dashboard for the latest functions for filtering, sorting, and exports	Y					
697	Check out the Products and Services by Member Dashboard for the latest functions for filtering, sorting, and exports	Y					
846	Check out the Teller Activity by Time of Day Dashboard for the latest functions for filtering, sorting, and exports	Y	5	5	5	5	
844	Check out the Teller Activity by Day of Month Dashboard for the latest functions for filtering, sorting, and exports	Y	5	5	5	5	
DATABASE ADMINISTRTOR							
100	Try using query with our new tables coming all member accounts and closed member accounts. Table names are MBRNACCTSQ and MBRNCLACQ.						

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)
5   Extremely
4   Very
3   Somewhat
2   Slightly
1   Not at all
N/A   Not applicable

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1980	Check out the dashboard that summarizes your QUERYXX library. Manage your queries from here.	Y	5	5	5	5	**Makes it easier to maintain queries especially to see old ones.**
1105	Check out the new Payveris Dashboard for bill pay detailing the payment information	Y	5	5	5	5	
1106	Check out the new Payveris Dashboard for subscriber information to see what information you can glean from the data.	Y	5	5	5	5	
100	Review the changes to the WRAPUP table after you're configured for wrap-up to see the new fields 'call duration'. Use this information to analyze your phone activity for those employees required to enter the data.						Still need to work on this to make it useful for staff.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

G E N E R A L   C O M M E N T S

w

18

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: **Kellogg Community Credit Union**

Primary Contact Name: **Matt Gurney**

Primary Contact Phone Number: **W: 269 968-9251 ext. 2364/C: 269 832-1960**

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely		
4	Very		
3	Somewhat		
2	Slightly		
1	Not at all		
N/A	Not applicable		

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
MEMBER FACING							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated.	N					We are working with some internal policy decisions on our Reg. D compliancy and so the task to warn members of excessive Red. D transfers will not be tested by us.
It's Me 247 Mobile version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated	N					We are working with some internal policy decisions on our Reg. D compliancy and so the task to warn members of excessive Red. D transfers will not be tested by us.
It's Me 247 Mobile version	If you allow promise deposits, have someone process a transaction from the Mobile version of It's Me 247	N					We are working with some internal policy decisions on our Reg. D compliancy and so the task to warn members of excessive Red. D transfers will not be tested by us.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the "Show previous scores" button is no longer available.	Y	5	5	3	3	Lending would like to know why you decided not to offer the credit history to the member.
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the educational section at the bottom displays a link to anualcreditreport.com.	Y	5	5	5	5	Link worked correctly.
L E N D I N G / C O L L E C T I O N S							
20	Understanding that this may not be possible, if you can, use this option to change the loan category of a member's current credit card account. This now allows you to move the old balances to the new rate. If you can do this transaction, verify the resulting account and adjustments if applicable.	Y	5	5	4	3	Two warnings were given but the change was successful.
579	Print the participation loan analysis report with the new selection criteria start date, including closed loans and by investor. Verify that the report gives you the information you expect	Y	4	4	3	3	
579	Set up the participation loan analysis report for automation. Verify that it runs appropriately at the selected time.	Y	3	1	1	1	The report was set up but didn't run when it was scheduled.
590	Generate a detail and summary participation loan trial balance report. Enter in a previous reported date into the 'Include closed loans with last reported date greater than or equal to' field. Confirm that no older closed records appear on the report.	Y	5	4	4	4	

Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
15	Update member information to block an individual from using a skip-a-pay program. If you have any programs running, verify that the option cannot be taken for that member.		Y	5	5	3	3	
1075	If possible, use this new tool to re-assign the collector ID on certain accounts. Enter the current and new collector ID. When taking update, review the number of records and confirm the records meet your expectation.		Y	5	5	1	1	We use a different method for assigning cases in our collections department. This isn't necessarily helpful to a small collections department.
2 or 53	Change the ECOA code for any business/commercial loan application in the pipeline to W.		Y	N/A	1	2	1	Loan config default = 1 but 1 is not an option in the drop down. 821018-Code states invalid. 348576-Code 1 is accepted by system. Code W is not accepted. States invalid.
12	While creating credit cards, attempt to edit the expiration date throughout the card order. Monitor your credit card order at your vendor to ensure the expiration date is correct on their system. In addition, try working credit card loans that are up for review. Notice that maintaining the review date of the loan has no effect on the expiration date of the card.		Y	4	4	4	5	We had to reconfigure "Use Review Date for Disbursements" in Tool #458 for entire credit union, and then tested credit cards successfully. NOTE: Instructions DID NOT IDENTIFY TOOL #458 & this made tests unsuccessful at first. Add "TOOL #458"
374 and 1962	We hope you don't have compromised cards during the beta. However, if you do, please try this new option to update a CAMS file and create a compromised card file for use to communicate to your members. Contact Austin in the QC department for assistance as needed.		N					We began this task but Austin encountered problems that he is still working out.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
52 or shortcut FORMS	Choose the print blank forms button and verify that all forms are displayed properly. Print a form from each column to verify the selection is working properly.		Y	5	5	3	3	Forms displayed and printed properly
MEMBER SERVICE								
21	Print forms that have been configured to print for additional signers/joint owners and verify that the appropriate forms are printed accurately.		Y	4	4	2	2	This is not a significant improvement over what the MSRs are doing now.
1	Have tellers work with management to verify the currently serving window is showing the accurate joint owners for various membership designations. Check with management to find which membership designations should not display.		Y	5	5	1	1	
3	When opening an account, note and try out the option to add a nickname at account opening		Y	5	3	1	1	This is not a significant improvement over what the MSRs are doing now.
6	Have users with and without file maintenance permissions in Special Security access the OTB maintenance screen within member inquiry. Verify that only those with permissions are able to edit the data.		Y	5	5	3	3	
31	Post a same day reversal of a check disbursed from teller to verify that the check record has been voided appropriately in the check inquiry accessed from tool 203. In the check record, verify all the fields in the check detail record to assure they are correct – status, reconcile date, tracer information showing employee. Also check for verification the following day that your checks are in balance.		Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely / 4 Very / 3 Somewhat / 2 Slightly / 1 Not at all / N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
31	If you can or need to reverse a check issued from an IRA account, also check to make sure that the IRA balance file remains in balance with the account.		Y	5	5	5	5	
636	Print your check disbursement register on a daily basis to verify that corporate checks and money orders remain in balance.		Y	5	5	5	5	
M A N A G E M E N T								
751	If you want to give the member a warning for excessive Reg D withdrawals, activate the Generate Red D message in online banking in this option. Update the message text per your CU policy or leave the default if desired.		N					We are working with some internal policy decisions on our Reg. D compliancy and so the task to warn members of excessive Red. D transfers will not be tested by us.
1005	Even if you do not currently use wrap up codes, configure the codes and assign a few employees to use them during the beta period. Verify that only the employees assigned are receiving the prompt on phone inquiry.		Y	4	4	3	3	Our call center manager is reviewing the feature and will give it a test beyond the beta to determine if it is a feature that we want to use.
261	Choose one or more misc. forms and configure to print copies for additional signors/joint owners. Let your staff know when configured so that they can print some of these forms to verify.		Y	4	4	2	2	This is not a significant improvement over what the MSRs are doing now.
523	Select a membership designation where you want to eliminate joint owners from displaying on the 'Currently Serving' window. Work with your tellers to enter accounts with various membership designations and verify that the expected owners appear in the currently serving window.		Y	5	5	1	1	
A U D I T I N G								

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
633	Set up the Bank Secrecy Act report for report automation. At a minimum. Verify the report for appropriate selection criteria after it's run.		Y	1	1	1	1	There was no quick way to setup the automation from tool 633. I did see where you can view the settings.
633	Run the Bank Secrecy Act report with different selection criteria and verify the results.		Y	5	3	1	1	It is just as simple to enter the date range compared to pre-determined ranges. Past 30-day period worked; however, specify range gave an error CPA0702.
159	Use the new inquiry of CU File Maintenance. Use the different functions and sort options on the screen and verify your results.		Y	5	5	3	2	This is a great way to search for system changes. I really like the account # search feature.
159	Try selecting the fields set for critical monitoring to review any changes for auditing purposes		Y	5	3	3	2	It was difficult to test as all fields were set as critical monitoring.
BACK OFFICE – INVESTMENTS								
252	Enter the configuration for FASB codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		N					We will not be able to test any of the investment tasks as we do not currently participate in this program.
253	Enter the configuration for investment GL codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		N					
254	Enter the configuration for investment types. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
255	Enter the configuration for investment variable rate codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful	N					
256	Enter the configuration for investment vendors. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful	N					
406	Go to the investment inquiry option and view the data to verify everything looks as expected. Also verify that there is no ability to maintain investment information from this tool.	N					
993	After the release, please go to this option and verify that all data on your investments displays as expected. Pay special attention to FDIC and CUSIP as these fields were split from one to separate fields, current par, current unit price and settlement price. Also use the new sorting and filtering options to verify the new functionality.	N					
993	Please work with investments as you normally would. Add new investments, maintain existing information or add information not previously entered. Save and come back in to ensure all your entries saved as expected.	N					
993	If you have investments that have call or coupon reset dates, enter the information into the new fields provided for this information.	N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely / 4 Very / 3 Somewhat / 2 Slightly / 1 Not at all / N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
993	Add any FDIC or CUSIP information to your investment portfolio by maintaining them through this option.		N					
1970	Use the new payment processing functionality to record any payments on investments. Once posted, please verify your GL entries as well as the history on the investment.		N					
895	If possible, update the investment market prices. Also try all the filtering and column sorting on this screen to verify it's working as expected. Also use the new filters on this options for call dates and coupon reset dates once you have that information entered in your portfolio.		N					
652	Print the investment register/schedule and verify the report. Use different selection options to see the varying report criteria.		N					
407	Print your investment maturity analysis report using different selection criteria and verify results.		N					
408	Run your Investment trial balance report. Try out the customized report heading and the new sort options and verify your results.		N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
316	Use this feature to accrue your investment income. Creating the workfile, working with the workfile and posting options are all now available from this option. Please verify the accrual calculations for the selected period to verify they post as expected.		N					
B A C K O F F I C E – A C C O U N T S P A Y A B L E								
61	Work with the new search feature on the journal entry screen. Try to use all the column sorting features also now available		Y	5	5	3	1	This is not a feature that we would use.
998	Soon after release before turning on approval functionality, enter invoice information into the Accounts payable system for payment		Y	5	5	5	5	
1910	Scan an invoice for archival and once scanned, retrieve it using the View invoice option.		N					
106	View all open accounts payable items from the vendor inquiry to verify information		Y	5	5	5	4	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	View the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	3	5	5	There are still invoices missing that can only be seen if you know the voucher number.
1910	Select items to pay using Save/Prepare to Pay.		Y	5	5	5	5	Would like to see a grand total of all invoices I've entered before selecting item. I'd like to see if new balance matches calculator tape I've made.
1920	Approve items for payment. Try selecting all items or individual items. When approvals are not activated, still try to access to verify it's not available.		Y	5	5	5	5	When not activated invoices are not available.
1961	Process payments on invoice items. Pay items individually and try the new Pay all options as well. Use the filters to select items you want to pay. If the invoice has been scanned, retrieve the image from this option to verify retrieval.		Y	5	3	5	5	Would like to be able to print checks in column order. It would be nice to have an option as to what order checks print.
990	Review the account payable history maintenance on invoice items that have been paid. Verify the check information and other detail related to the invoice as well as the YTD paid information for that vendor.		Y	5	3	3	5	History is now from oldest to newest instead of most recent right on top.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
60	Verify the GL entry associated with your paid invoices to assure accuracy.		Y	5	5	5	5	I used this function to verify an invoice.
1900	Activate the approval process for Accounts payable, even if this is a temporary measure for the beta period. Include activation of the e-mail process and an e-mail address that can be used as a from address for your internal e-mails for approval. Configuration will include setting up specific employees allowed to approve by vendor and limit. If you have an agreement with Magic Wrighter for A2A transactions, also activate the ACH option here as well even if only for the beta period.		Y	3	5	5	5	Most issues have been resolved that we found. Still sporadic issues with selecting vendor or selecting all.
327	Configure an e-mail address for any Accounts Payable approvers so that they can receive an e-mail from the system. To do this, select the employee ID and choose Employee Profile.		Y	5	5	5	5	
990	Select a few vendors that you need to pay. Configure some to have default approvers and others that will not have a default.		Y	5	5	5	5	If a vendor doesn't have a default approver it is very time consuming to select one during the invoice approval process. Need to be able to select multiple invoices.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	If you have a contract for A2A with Magic Wrighter, please configure at least one vendor to pay via ACH. If you do not have information for an active vendor, you can set up a temporary vendor with an employee account to process a small payment for verification. If the ACH credits to their credit union account, you can also verify the receipt of the transaction.	Y	5	5	4	3	ACH payment does not include invoice #. I think this could be an issue.
998	After turning on approval functionality, enter invoice information into the Accounts payable system for payment for a vendor with and another without a default approver. Confirm that the invoice with a default approver receives an e-mail when the invoice is entered.	Y	5	5	5	5	
1910	Use the filters to display the invoice items you want to see. Assign an approver to an invoice that does not have one. Use the send reminder to approver option for an invoice with an approver. Confirm that the approver gets an email when a reminder is sent and when a new approver is assigned via this function.	Y	3	4	4	4	Approval reminder emails not received. Only able to select one approval for invoices one at a time. Very time consuming.
106	With approvals turned on, view all open accounts payable items from the vendor inquiry to verify information	Y	5	5	3	2	
1910	With approvals turned on, view the invoice details for an item. Use the toggle and sort options available on the screen.	Y	5	5	5	4	

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	Select items and use Save/Prepare to Pay. With approvals active, verify that only approved invoices are available for selection		Y	5	5	5	4	
1920	Approve items for payment. Verify that each approver only sees the invoices assigned to them. Approve single items as well as all items at once.		Y	5	5	5	4	
1920	View a scanned invoice image from this option		N					
1961	Process payments on invoices. Verify the payment on individual items, filtered selection or all ACH or all check items		Y	5	5	5	4	
990	Review the accounts payable history on both check and ACH paid vendors. Verify the payment history, ACH/check details, and YTD paid information		Y	5	5	4	4	Approver not showing on AP history report. This will be an issue for audits.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
60	Check the GL history on items paid by both check and ACH.		Y	5	5	5	5	
60	Watch the ACH for your settlement entry on any invoices paid by ACH. Reconcile the GL account configured for your clearing account.		Y	5	5	4	4	
134	Print the accounts payable open payable report. Check for accuracy.		Y	5	5	3	3	
135	Print the accounts payable check history report. Check for accuracy.		Y	5	3	3	4	Approver not showing. This will be an issue with audits.
136	Print the account payable vendor listing. Check for accuracy.		N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Select a vendor and then the A/P history maintenance. Review any imaged invoices using the smart link view e-Document button. This should return all scanned invoices for that vendor		N					
990	Select a vendor and then the A/P history maintenance. Select a specific invoice and select 'View invoice Image". This should only return the selected invoice image.		N					
B A C K O F F I C E – M I S C								
158 and 32	If you have a need for a supplemental vault configure a new vault and make sure all options are available and function properly – inquiry, transfer, etc.		Y	5	5	5	5	Created supplemental vault for the Pennfield coin machine.
32	Even if you do not need another supplemental vault with an "Other" classification, as you work through transfers, inquiries, etc., verify that the option is available any place that ATM is allowed for selection.		Y	5	5	5	5	Verified.
355	If you offer RDC or Direct mail and you utilize electronic hold groups, use this option to determine if your electronic hold groups should be used for deposits from this function. Make sure you determine all the settings for tolerance amounts and # days as well.		N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
849	If you want to utilize holds on RDC or imported files for direct mail post, configure your desired holds in this tool.		N					
341	Use the direct mail post options for manual entry, imported files and RDC if possible. Verify that the holds and edit capability for holds is following your configuration setting used in the 2 steps above.		N					
1005	If possible within your credit union policy, turn on the new post negative option for ACH (re-post only). Also set the maximum negative limit to use for the override		Y	4	5	5	4	
983	If you have turned on the neg balance override for ACH and have the opportunity to override an account and re-post an ACH transaction, please verify that it posts correctly within the limit set for max amounts. (If you have the ability to reduce the limit temporarily to verify it will only post when allowed, that would be helpful as well, but we understand that this option may be tougher to validate in a live environment)		Y	5	4	5	5	Override report not accurate. This should be an option for share draft exceptions as well.
M A R K E T I N G / C E O								
1975	Take a look at this new option to identify members that are close to moving to the next Tiered Services level. Use the export and common bond options to learn more about the members. You can also use Member Connect here if you want to produce a file for marketing these members.		N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
509	Check out the Member Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be. Only time will tell.
104	Check out the Account Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be.
536	Check out the Money Movement Analysis Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be. Only time will tell.
977	Check out the Where Your Members Branch Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be. Only time will tell.
515	Check out the Member Transaction Analysis Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be. Only time will tell.
697	Check out the Products and Services by Member Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be.
846	Check out the Teller Activity by Time of Day Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be.
844	Check out the Teller Activity by Day of Month Dashboard for the latest functions for filtering, sorting, and exports		Y	4	4	3	3	This is great data to have. Right now though I do not know how useful it will be.
D A T A B A S E A D M I N I S T R T O R								
100	Try using query with our new tables coming all member accounts and closed member accounts. Table names are MBRNACCTSQ and MBRNCLACQ.		Y	5	5	5	5	This is a great feature to add. It would be nice to have more fields included. The source field helps identify additional fields.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1980	Check out the dashboard that summarizes your QUERYXX library. Manage your queries from here.		Y	5	5	5	5	Another improvement to help manage dashboards and identify needed permission levels.
1105	Check out the new Payveris Dashboard for bill pay detailing the payment information		N					We do not use Payveris.
1106	Check out the new Payveris Dashboard for subscriber information to see what information you can glean from the data.		N					We do not use Payveris.
100	Review the changes to the WRAPUP table after you're configured for wrap-up to see the new fields 'call duration'. Use this information to analyze your phone activity for those employees required to enter the data.		Y	5	3	3	2	Just another Query file to view wrap up data. If it is helpful that would be determined by review or wrap up.

G E N E R A L   C O M M E N T S

Beta Test Checklist

Please complete and score each task and note any comments you may have regarding each task.

Credit Union Name: **Rogue River Credit Union**

Primary Contact Name: **Diane Kilgore**

Primary Contact Phone Number: **616-887-8262 x227**

Thank you for helping us test the software improvements of release 17.10!

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

			Did you complete the task?	How easy was the task?	Are you satisfied with the results you received?	How helpful will the task be to staff?	How likely are you to perform the task after beta?	
		5 Extremely						
		4 Very						
		3 Somewhat						
		2 Slightly						
Tool	**Task**	1 Not at all						**Comments/ Explanation of Rating**
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5	
MEMBER FACING								
Sample tool	*Sample task*		*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
It's Me 247 Desktop version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated.		Y	5	3	N/A	5	Per Jason, the Reg D message may not be popping because my account is not in the Reg D file yet and needs to go into EOD. The message did show today but is surrounded by 2 other messages which could cause the member to miss it.
It's Me 247 Mobile version	Have employees transfer funds in online banking and check the message for excessive Reg D transfers once you have it activated		Y	5	5	N/A	5	The message did show today very clearly. It did not have the other 2 messages surrounding it like homebanking so it was in your face to be read. I liked it!
It's Me 247 Mobile version	If you allow promise deposits, have someone process a transaction from the Mobile version of It's Me 247		N					We do not have this feature.

1

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the "Show previous scores" button is no longer available.		N					We did not have this feature.
It's Me 247 Desktop version	If you display credit scores in online banking, make sure that the educational section at the bottom displays a link to anualcreditreport.com.		N					We did not have this feature.
L E N D I N G / C O L L E C T I O N S								
20	Understanding that this may not be possible, if you can, use this option to change the loan category of a member's current credit card account. This now allows you to move the old balances to the new rate. If you can do this transaction, verify the resulting account and adjustments if applicable.		N					We do not offer this feature.
579	Print the participation loan analysis report with the new selection criteria start date, including closed loans and by investor. Verify that the report gives you the information you expect		N					We do not have participation loans.
579	Set up the participation loan analysis report for automation. Verify that it runs appropriately at the selected time.		N					We do not have participation loans.
590	Generate a detail and summary participation loan trial balance report. Enter in a previous reported date into the 'Include closed loans with last reported date greater than or equal to' field. Confirm that no older closed records appear on the report.		N					We do not have participation loans.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
15	Update member information to block an individual from using a skip-a-pay program. If you have any programs running, verify that the option cannot be taken for that member.		N					We do not offer skip a pay
1075	If possible, use this new tool to re-assign the collector ID on certain accounts. Enter the current and new collector ID. When taking update, review the number of records and confirm the records meet your expectation.		Y	5	3	3	N/A	It was easy to move accounts from one id to another but when I tried to do moves back using multiple options it moved too many accounts. Sarah Pavuk is working on this issue. We only have one collector so we won't be using this feature.
2 or 53	Change the ECOA code for any business/commercial loan application in the pipeline to W.		Y	3	3	5	5	Talked to Sarah Pavuk who said you know that the ECOA code 2 in the update screen for the bus. Accts. is giving a message to change it and that this edit will be removed. I understand that we will use the new codes going forward and can change existing accounts manually. (We currently have a person reviewing business accounts so we will use the new codes when applicable.
12	While creating credit cards, attempt to edit the expiration date throughout the card order. Monitor your credit card order at your vendor to ensure the expiration date is correct on their system. In addition, try working credit card loans that are up for review. Notice that maintaining the review date of the loan has no effect on the expiration date of the card.		N					10/16/17-Talked to Austin and found out that we had the review date control flag turned on in our Visa loan categories. Now that it is turned off, this will allow this feature to work going forward.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
374 and 1962	We hope you don't have compromised cards during the beta. However, if you do, please try this new option to update a CAMS file and create a compromised card file for use to communicate to your members. Contact Austin in the QC department for assistance as needed.	N					10/16/17 Talked to Austin and got a better understanding of how this process will work for our CU. Tina, our EFT coordinator will check with FIS to see how we get a CAMS file in excel format for uploading. We do see that this function will provide account numbers, phone numbers, etc. to help contact the members.
52 or shortcut FORMS	Choose the print blank forms button and verify that all forms are displayed properly. Print a form from each column to verify the selection is working properly.	Y	5	5	1	1	We only print these forms with member account information; we don't keep blank forms on hand.
MEMBER SERVICE							
21	Print forms that have been configured to print for additional signers/joint owners and verify that the appropriate forms are printed accurately.	Y	5	5	5	5	Okay.
1	Have tellers work with management to verify the currently serving window is showing the accurate joint owners for various membership designations. Check with management to find which membership designations should not display.	Y	5	5	5	5	Okay.
3	When opening an account, note and try out the option to add a nickname at account opening	Y	5	5	5	5	Okay.
6	Have users with and without file maintenance permissions in Special Security access the OTB maintenance screen within member inquiry. Verify that only those with permissions are able to edit the data.	Y	5	5	4	4	This feature works good.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
		5 Extremely **4** Very **3** Somewhat **2** Slightly **1** Not at all **N/A** Not applicable						
31	Post a same day reversal of a check disbursed from teller to verify that the check record has been voided appropriately in the check inquiry accessed from tool 203. In the check record, verify all the fields in the check detail record to assure they are correct – status, reconcile date, tracer information showing employee. Also check for verification the following day that your checks are in balance.		Y	5	5	5	5	Yeah, this works beautiful!
31	If you can or need to reverse a check issued from an IRA account, also check to make sure that the IRA balance file remains in balance with the account.		N					I'm not able to test this transaction.
636	Print your check disbursement register on a daily basis to verify that corporate checks and money orders remain in balance.		Y	5	5	5	5	This gets reconciled daily and is staying in balance.
M A N A G E M E N T								
751	If you want to give the member a warning for excessive Reg D withdrawals, activate the Generate Red D message in online banking in this option. Update the message text per your CU policy or leave the default if desired.		Y	5	3	N/A	5	See comments from page 1.
1005	Even if you do not currently use wrap up codes, configure the codes and assign a few employees to use them during the beta period. Verify that only the employees assigned are receiving the prompt on phone inquiry.		Y	5	5	4	4	I expect us to implement this in the next 1-2 years. We have a lot of changes going on with our name change and upcoming merger so it'll be on the burner for a future project.
261	Choose one or more misc. forms and configure to print copies for additional signors/joint owners. Let your staff know when configured so that they can print some of these forms to verify.		Y	5	5	1	1	We don't use the miscellaneous forms that are configured on CU*BASE at this time but this was tested and 2 copies do print when the flag is turned on.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
523	Select a membership designation where you want to eliminate joint owners from displaying on the 'Currently Serving' window. Work with your tellers to enter accounts with various membership designations and verify that the expected owners appear in the currently serving window.		Y	5	5	3	3	We may use this feature once our business accounts (DBA's and Corporations) are reviewed so that the business name doesn't display for the DBA accounts.
A U D I T I N G								
633	Set up the Bank Secrecy Act report for report automation. At a minimum. Verify the report for appropriate selection criteria after it's run.		Y	5	4	4	4	Check in am on 10/19/17 that the report the two reports were created. They did not get created this morning on the 18th so I should have put the 17th in the report date. I will check on the reports tomorrow to see that the 2 were created.
633	Run the Bank Secrecy Act report with different selection criteria and verify the results.		Y	5	5	4	4	Okay.
159	Use the new inquiry of CU File Maintenance. Use the different functions and sort options on the screen and verify your results.		Y	3	2	4	4	The Gold tab key jumps incorrectly (this is now fixed). I can't look for the CHSTAT field quickly. I will call in tomorrow and talk to a rep. (I did report the field names to Heather that are listed in the Balancing made easy booklet which I don't see in field list.
159	Try selecting the fields set for critical monitoring to review any changes for auditing purposes		Y	5	5	5	5	The best thing I like about this screen is that I can access September as well as October. I'm not sure if this is new or not but if it is kudo's to everyone.
B A C K O F F I C E – I N V E S T M E N T S								
252	Enter the configuration for FASB codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.		Y	5	5	5	5	I'm not sure what changed on this feature but it seems to work the same as before.
253	Enter the configuration for investment GL codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful		Y	2	1	5	5	The add code function gave me a display message after entering an invalid GL and leaving some GL's at zero; invalid message stayed even though the GL's were fixed. Reported on 10/17/17.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely / 4 Very / 3 Somewhat / 2 Slightly / 1 Not at all / N/A Not applicable — Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
254	Enter the configuration for investment types. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful.	Y	5	5	5	5	I'm not sure what changed on this feature but it seems to work the same as before.
255	Enter the configuration for investment variable rate codes. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful	Y	5	5	1	1	I'm not sure what changed on this feature but it seems to work the same as before. We don't use this code for any of our investments.
256	Enter the configuration for investment vendors. If you need to maintain any existing codes or add new one, please do so. If not, if you could add a fictitious one and then delete, it would be helpful	Y	5	5	5	5	I'm not sure what changed on this feature but it seems to work the same as before.
406	Go to the investment inquiry option and view the data to verify everything looks as expected. Also verify that there is no ability to maintain investment information from this tool.	Y	5	1	5	5	I'm not able to view the same investment in two different sessions; the second screen locks up. This has been reported to Rachel. All other fields look correct.
993	After the release, please go to this option and verify that all data on your investments displays as expected. Pay special attention to FDIC and CUSIP as these fields were split from one to separate fields, current par, current unit price and settlement price. Also use the new sorting and filtering options to verify the new functionality.	Y	5	5	5	5	This issue with the FDIC and CUSIP partial entered numbers is fixed and works like before.
993	Please work with investments as you normally would. Add new investments, maintain existing information or add information not previously entered. Save and come back in to ensure all your entries saved as expected.	Y	4	3	4	5	I believe the descriptions on the drop down box for the interest calc type 365 and 366 is incorrect so I've sent an e-mail to Rachel to review the verbiage. Both types did calculate correctly using 365 days when I tested them after the fix went in.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
993	If you have investments that have call or coupon reset dates, enter the information into the new fields provided for this information.		Y	5	5	3	3	I don't use call dates on our investments but it was easy to add them to my TEST investment as well as coupon reset dates.
993	Add any FDIC or CUSIP information to your investment portfolio by maintaining them through this option.		Y	5	5	5	5	Worked correctly.
1970	Use the new payment processing functionality to record any payments on investments. Once posted, please verify your GL entries as well as the history on the investment.		Y	5	3	3	4	The payments posted to the correct investments and update the correct investment history screens. The GL amounts also posted correctly. However, I was confused when my GL description only said "Post Investment Payment" but after talking this out with Rachel I understand that I can put the name of the investment in the description myself so that it shows in my GL history.
895	If possible, update the investment market prices. Also try all the filtering and column sorting on this screen to verify it's working as expected. Also use the new filters on this options for call dates and coupon reset dates once you have that information entered in your portfolio.		Y	5	5	5	5	The new select/sort features made updating the market prices much faster.
652	Print the investment register/schedule and verify the report. Use different selection options to see the varying report criteria.		Y	5	5	5	5	This report seemed to give me the same information as before.
407	Print your investment maturity analysis report using different selection criteria and verify results.		Y	5	5	5	5	This report seemed to give me the same information as before.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
408	Run your Investment trial balance report. Try out the customized report heading and the new sort options and verify your results.	Y	5	1	5	5	The trial balance worked fine for my EOM September without the extra heading but now I used the heading and received a QSYSOPER message and reported it to Rachel 10/17/17 at EOD. She believes it's because I put a comma in my description and is getting with a programming today.
316	Use this feature to accrue your investment income. Creating the workfile, working with the workfile and posting options are all now available from this option. Please verify the accrual calculations for the selected period to verify they post as expected.	Y	5	3	4	4	The printer issue reported is now working to print the workfile but see note above in red for tool #993 for the 365/366 calc. types.
B A C K O F F I C E – A C C O U N T S P A Y A B L E							
61	Work with the new search feature on the journal entry screen. Try to use all the column sorting features also now available	Y	5	5	3	3	Issue reported w/ number of lines in Gold verse emulator are off by 3. The new sort feature came in handy in locating the 3 missing JE's from the issue above. This issue was fixed.
998	Soon after release before turning on approval functionality, enter invoice information into the Accounts payable system for payment	Y	5	5	5	5	Worked fine.
1910	Scan an invoice for archival and once scanned, retrieve it using the View invoice option.	Y	5	5	5	5	Once Dave Etterman got the new document type loaded and my authority completed then it was an easy task.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)
5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
106	View all open accounts payable items from the vendor inquiry to verify information		Y	5	5	5	5	Okay.
1910	View the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	5	5	5	Okay.
1910	Select items to pay using Save/Prepare to Pay.		Y	5	5	5	5	Okay.
1920	Approve items for payment. Try selecting all items or individual items. When approvals are not activated, still try to access to verify it's not available.		Y	5	5	5	5	My biggest issue is learning the flow of the screens with the approval codes on. It may be helpful to change the label on this code to read "AP 2b: Approve…" just so that we get the flow from 1910 to 1920 when approver is turned on.
1961	Process payments on invoice items. Pay items individually and try the new Pay all options as well. Use the filters to select items you want to pay. If the invoice has been scanned, retrieve the image from this option to verify retrieval.		Y	4	3	5	5	I do like the new screens and will have the ACH piece in place by 10/10/17 to try this feature too. There are some items outstanding to be completed but overall like what I see.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Review the account payable history maintenance on invoice items that have been paid. Verify the check information and other detail related to the invoice as well as the YTD paid information for that vendor.		Y	5	5	5	5	Okay.
60	Verify the GL entry associated with your paid invoices to assure accuracy.		Y	5	5	5	5	Okay.
1900	Activate the approval process for Accounts payable, even if this is a temporary measure for the beta period. Include activation of the e-mail process and an e-mail address that can be used as a from address for your internal e-mails for approval. Configuration will include setting up specific employees allowed to approve by vendor and limit. If you have an agreement with Magic Wrighter for A2A transactions, also activate the ACH option here as well even if only for the beta period.		Y	4	4	5	5	I didn't' think I would use this feature at first but after talking to my CEO who likes to see all invoices and approve them we may continue to use this feature in conjunction with the scanned invoice feature and A2A features. I anticipate her to be working away from the office more and this would allow her to approve while offsite. 😊
327	Configure an e-mail address for any Accounts Payable approvers so that they can receive an e-mail from the system. To do this, select the employee ID and choose Employee Profile.		Y	5	5	5	5	My e-mails are now unblocked.
990	Select a few vendors that you need to pay. Configure some to have default approvers and others that will not have a default.		Y	5	5	5	5	Since we will use this feature I do plan to set up the default approves which will save some time using the approval system.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	If you have a contract for A2A with Magic Wrighter, please configure at least one vendor to pay via ACH. If you do not have information for an active vendor, you can set up a temporary vendor with an employee account to process a small payment for verification. If the ACH credits to their credit union account, you can also verify the receipt of the transaction.		N					I received notification from Magic Wrighter that A2A will be ready on 10/10/17. I hope to use this ASAP after the start date to test this feature. A2A has not started yet for our CU, waiting on MW & CUA to get an update.
998	After turning on approval functionality, enter invoice information into the Accounts payable system for payment for a vendor with and another without a default approver. Confirm that the invoice with a default approver receives an e-mail when the invoice is entered.		Y	5	5	5	5	Even though my e-mails are being blocked I can view them the next morning to see that they were sent. I plan to fix my e-mail issue and retest this week.
1910	Use the filters to display the invoice items you want to see. Assign an approver to an invoice that does not have one. Use the send reminder to approver option for an invoice with an approver. Confirm that the approver gets an email when a reminder is sent and when a new approver is assigned via this function.		Y	5	5	5	5	Works great now that my e-mails are unblocked.
106	With approvals turned on, view all open accounts payable items from the vendor inquiry to verify information		Y	5	5	5	5	Okay.
1910	With approvals turned on, view the invoice details for an item. Use the toggle and sort options available on the screen.		Y	5	5	5	5	Okay.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1910	Select items and use Save/Prepare to Pay. With approvals active, verify that only approved invoices are available for selection		Y	5	5	5	5	Okay.
1920	Approve items for payment. Verify that each approver only sees the invoices assigned to them. Approve single items as well as all items at once.		Y	5	4	4	4	Okay.
1920	View a scanned invoice image from this option		Y	5	5	5	5	Okay.
1961	Process payments on invoices. Verify the payment on individual items, filtered selection or all ACH or all check items		Y/N					Verified for check only and they are good.
990	Review the accounts payable history on both check and ACH paid vendors. Verify the payment history, ACH/check details, and YTD paid information		Y/N					Verified for check only and they are good.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
				Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable			
60	Check the GL history on items paid by both check and ACH.	Y/N					Could only verify check at this time and they are good.
60	Watch the ACH for your settlement entry on any invoices paid by ACH. Reconcile the GL account configured for your clearing account.	N					A to A option still not available with Magic-Wrighter.
134	Print the accounts payable open payable report. Check for accuracy.	Y	5	4	3	2	I typically pay the invoices the same day I add them on CU*BASE however I may change my process to utilize this report.
135	Print the accounts payable check history report. Check for accuracy.	Y	5	4	3	2	Same answer as above.
136	Print the account payable vendor listing. Check for accuracy.	Y	5	4	3	3	I used this report about a few months ago to suspend/delete all vendors that were not being used. It came in very helpful because of the last paid date on the report.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely 4 Very 3 Somewhat 2 Slightly 1 Not at all N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
990	Select a vendor and then the A/P history maintenance. Review any imaged invoices using the smart link view e-Document button. This should return all scanned invoices for that vendor		Y	5	3	5	5	My invoice is sideways so I need to figure out how to scan it so it displays correct the first time, I can turn on the rotate button to help.
990	Select a vendor and then the A/P history maintenance. Select a specific invoice and select 'View invoice Image". This should only return the selected invoice image.		Y	5	3	5	5	Okay.
B A C K O F F I C E – M I S C								
158 and 32	If you have a need for a supplemental vault configure a new vault and make sure all options are available and function properly – inquiry, transfer, etc.		Y	5	5	1	1	We won't need this function however I tested it for a coin machine #777.
32	Even if you do not need another supplemental vault with an "Other" classification, as you work through transfers, inquiries, etc., verify that the option is available any place that ATM is allowed for selection.		Y	5	5	1	1	Same as above. History Inquiry looks correct.
355	If you offer RDC or Direct mail and you utilize electronic hold groups, use this option to determine if your electronic hold groups should be used for deposits from this function. Make sure you determine all the settings for tolerance amounts and # days as well.		N					We don't use these functions.

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
849	If you want to utilize holds on RDC or imported files for direct mail post, configure your desired holds in this tool.	N					We do not have RDC at this time.
341	Use the direct mail post options for manual entry, imported files and RDC if possible. Verify that the holds and edit capability for holds is following your configuration setting used in the 2 steps above.	N					We do not have RDC at this time.
1005	If possible within your credit union policy, turn on the new post negative option for ACH (re-post only). Also set the maximum negative limit to use for the override	Y	5	1	4	1	It was easy to turn on this new feature.
983	If you have turned on the neg balance override for ACH and have the opportunity to override an account and re-post an ACH transaction, please verify that it posts correctly within the limit set for max amounts. (If you have the ability to reduce the limit temporarily to verify it will only post when allowed, that would be helpful as well, but we understand that this option may be tougher to validate in a live environment)	Y	3	5	5	1	I rated this a 3 because I turned on the wrong configuration options which wasted time testing however this function will be very helpful for clients who want to use this feature. I know that Xtend BK will use this feature for some of their clients. Please clarify the option to update in the release document.
MARKETING / CEO							
1975	Take a look at this new option to identify members that are close to moving to the next Tiered Services level. Use the export and common bond options to learn more about the members. You can also use Member Connect here if you want to produce a file for marketing these members.	N					We do not have tiered services turned on.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

5	Extremely
4	Very
3	Somewhat
2	Slightly
1	Not at all
N/A	Not applicable

Tool	Task	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
509	Check out the Member Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports	Y	4	3	3	2	The information is interesting but I'm not sure how we would use this information.
104	Check out the Account Retention by year Opened Dashboard for the latest functions for filtering, sorting, and exports	Y	4	3	3	2	The information is interesting but I'm not sure how we would use this information.
536	Check out the Money Movement Analysis Dashboard for the latest functions for filtering, sorting, and exports	Y	4	4	5	5	Yes, we'll be using this screen to help see large amounts of money going in and out of accounts.
977	Check out the Where Your Members Branch Dashboard for the latest functions for filtering, sorting, and exports	Y	4	4	5	5	Yes, we'll be using this screen to help see where our member's go to share branching locations.
515	Check out the Member Transaction Analysis Dashboard for the latest functions for filtering, sorting, and exports	Y	4	2	2	2	The information is interesting but I'm not sure how we would use this information.
697	Check out the Products and Services by Member Dashboard for the latest functions for filtering, sorting, and exports	Y	N/A				We don't have Tiered Services turned on so it was helpful to see the "Important" note on the screen.
846	Check out the Teller Activity by Time of Day Dashboard for the latest functions for filtering, sorting, and exports	Y	5	3	4	4	We have been using the teller activity reports by time of day and day of the week to determine teller coverage. We will use both tools 846 and 844.
844	Check out the Teller Activity by Day of Month Dashboard for the latest functions for filtering, sorting, and exports	Y	5	4	4	4	We have been using the teller activity reports by time of day and day of the week to determine teller coverage. We will use both tools 846 and 844.
D A T A B A S E A D M I N I S T R T O R							
100	Try using query with our new tables coming all member accounts and closed member accounts. Table names are MBRNACCTSQ and MBRNCLACQ.	**Y**	**5**	**2**	**2**	**1**	I can't think of any reason to use these files at this time. There doesn't seem to be enough information by itself however it may be helpful when combining it with other files.

Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)
5 Extremely
4 Very
3 Somewhat
2 Slightly
1 Not at all
N/A Not applicable

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest) 5 Extremely / 4 Very / 3 Somewhat / 2 Slightly / 1 Not at all / N/A Not applicable	Did you complete the task? Y/N	How easy was the task? 1-5	Are you satisfied with the results you received? 1-5	How helpful will the task be to staff? 1-5	How likely are you to perform the task after beta? 1-5	Comments/ Explanation of Rating
1980	Check out the dashboard that summarizes your QUERYXX library. Manage your queries from here.		Y	5	3	5	5	**I wish I could select more than one query to delete at a time.**
1105	Check out the new Payveris Dashboard for bill pay detailing the payment information		Y	5	5	5	5	**Nice! ☺ This screen contains a ton of ways to sort and view this information. I can see that we'll be able to market to member's who have loans at other institutions very easily.**
1106	Check out the new Payveris Dashboard for subscriber information to see what information you can glean from the data.		Y	5	5	2	2	**I'm not sure how this information for subscribers will work yet but seeing who the top 10 users are is very interesting.**
100	Review the changes to the WRAPUP table after you're configured for wrap-up to see the new fields 'call duration'. Use this information to analyze your phone activity for those employees required to enter the data.		Y	5	5	1	1	I only rated this feature a one because we won't implement this now however during our merger process I will talk to management about this tool and how it will help us. I do think we will implement it in the next year.

G E N E R A L   C O M M E N T S