

# Accounting Top Ten Focus Group

Ideas for Improving CU\*BASE General Ledger  
Tools for Accountants

**Welcome back!**

April 24, 2013

1. **Fox Communities CU** – Appleton, WI
2. **Progressive CU** – New York, NY
3. **Detroit Metropolitan CU** – Detroit, MI
4. **Honor CU** – St Joseph, MI
5. **Alpena Alcona Area CU** – Alpena, MI
6. **Day Air Credit Union** – Kettering, OH
7. **Frankenmuth CU** – Frankenmuth, MI
8. **Heartland CU** – Springfield, IL
9. **Superior Choice CU** – Superior, WI
10. **CorePlus FCU** – Norwich, CT
11. **Heartland CU** – Madison, WI

## The Top 10 Accounting Teams

- Round 1: Introductions
  - Give your Name, CU, City/State and a fun fact about yourself
- Round 2: Staffing
  - How many employees at your CU and how many in accounting?
  - What responsibilities do you have at your CU?
- Round 3: Learning and Sharing
  - Name your top 2 CU\*BASE accounting areas (A/P, investments, etc.) that you would like to be a champion for change
  - Name one thing your accounting dept. does that you do not use CU\*BASE (maybe something in Excel?)

## Round Table Greetings

- FEP changes foundation elements of our software to set the stage for the future growth of our clients and our entire network
- FEP expands, reorganizes, and standardizes fields in many key member files, including balance amounts and dates in account and transaction files
- ING will upgrade both the client software (LegaSuite) as well as the look and feel of the CU\*BASE GOLD user interface.
- Bottom line, FEP/ING requires the focus of the majority of our development, testing, and documentation teams

## What is FEP/ING ?



**Adjustment for FEP/ING**

While we focus more of our development resources on the 2013-2014 file expansion project, we will continue working on these Top 10 projects, just at a slower pace. See individual project statuses below.

# Upcoming Enhancements

Projects that will remain in development during FEP/ING, or are slated for a release coming soon

- G/L History Inquiry Facelift 13.0
  - TR Report Enhancement 13.0
    - TR Posting File
    - Budget Rewrite
  - Enhanced Security from GLHIST
- Additional Enhancements to MNGELE #1
  - Misc. Report Enhancements

# **G/L History Inquiry Facelift**

Simplify the inquiries from MNGELE #10  
13.0 release



# General Ledger

MNGELE

- Menus**
  - ACH/Payroll Processing
  - Auditing Functions
  - Back Office
  - Check Processing
  - Check/ATM Processing
  - Collection Processing
  - Configuration Functions
  - CU\*BASE Main Menu
  - CU\*BASE Report Builder 1
  - CU\*BASE Report Builder 2
- Speed Sequences**
  - Account Maintenance
  - Acct Adjustment (Coded)
  - Acct Adjustment (Full)
  - Add Club Members
  - ATM Check Digit Calc
  - Calc Number of Days
  - Calculate Check Digit
  - Change Printer Outque
  - Close Memberships/Accts
  - Collateral - VIN# Lookup

## General Ledger Processing

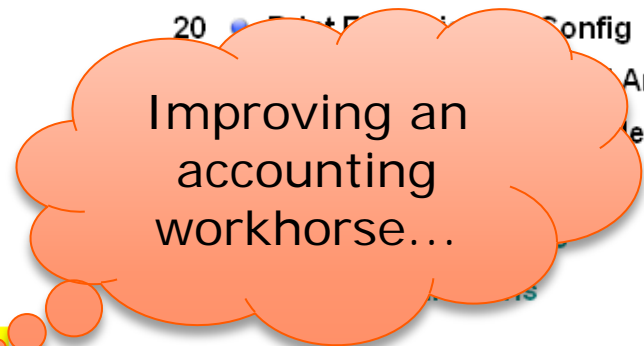
- 1 • Create/Post Journal Entries
- 2 • Chart of Accounts Maintenance
- 3 • Work With CU Budget
- 4 • Financial Report Configuration
- 5 • Update Change Fund Summary
- 6 • Update Teller Drawer Summary
- 7 • End of Month Processing
- 8 • Calc/Post Adjustmnt for Delq Lns

## General Ledger Inquiries

- 9 • Smart Operator: Daily Ops Log
- 10 • Journal History Inquiry
- 11 • Trial Balance G/L Verification
- 12 • Vault G/L Verification
- 13 • CU Check Disbursements

## Print Functions

- 16 • Print CU Financials
- 17 • Print GL Trial Balance (monthly)
- 18 • Print GL History (daily)
- 19 • Print GL Chart of Accounts
- 20 • Print Financial Statement Config



## Additional Menus

- 27 \* Member Inquiry Functions
- 28 \* GL/Acct Report Functions



Menu option ☐ Speed sequence

Search for:

- Redesigned selection screen easier to understand
- G/L account is now a lookup
- No more confusing buttons!

Session 0 CU\*BASE GOLD - General Ledger Inquiry Dashboards

Cancel F7

Trial Balance Inq F12

Corporate ID 01 | CREDIT UNION

Branch # 00 ALL BRANCHES  
Use 00 to see all branches. (Only available if viewing entries already posted to the G/L.)

G/L account #

Start date Feb 22, 2013 [MMDDYYYY]

Show only ☒ Entries already posted to the G/L ☐ Journal entries generated but not yet posted

Data to analyze ☒ Transaction history ☐ Month-end G/L account balances

(4979) [Learn About This Feature](#)

## Adding Power, Reducing Confusion



# General Ledger Transaction Inquiry

POSTED

G/L # 739.00-00 CHANGE FUND

Last post month/year Feb 2013 Current acct bal

1,646,455.63

Date	Br	ID	ID #	Seq #	Description	Src #/Ck #	Debit	Credit	Resulting Balance
2/14/2013	15	TR	000001	2376	OUTSIDE CHECK-01		0.00	4,472.85	1,664,913.89
2/14/2013	15	TR	000001	2377	C/U CHECK TOTAL		1,655.21	0.00	1,666,569.10
2/14/2013	17	TR	000001	2378	VAULT 17 - SUPP-R E02		0.00	19,900.00	1,646,669.10
2/14/2013	17	TR	000001	2379	DAILY TCR E01 / TELLER 11		0.00	1,043.00	1,645,626.10
2/14/2013	17	TR	000001	2380	DAILY TCR E02 / TELLER 11		5,846.00	0.00	1,651,472.10
2/14/2013	17	TR	000001	2381	LOAN DEPARTMENT PROCESSIN		0.00	600.00	1,650,872.10
2/14/2013	17	TR	000001	2382	TELLER PROCESSING		476.37	0.00	1,651,348.47
2/14/2013	17	TR	000001	2383	TELLER PROCESSING		264.42	0.00	1,651,612.89
2/14/2013	17	TR	000001	2384	TELLER PROCESSING		170.00	0.00	1,651,782.89
2/14/2013	17	TR	000001	2385	TELLER PROCESSING		0.00	10.00	1,651,772.89
2/14/2013	17	TR	000001	2386	LOAN DEPARTMENT PROCESSIN		600.00	0.00	1,652,372.89
2/14/2013	17	TR	000001	2387	TELLER PROCESSING		504.89	0.00	1,652,877.78
2/14/2013	17	TR	000001	2388	TELLER PROCESSING		1,074.91	0.00	1,653,952.69
2/14/2013	17	TR	000001	2389	TELLER PROCESSING		0.00	1,691.00	1,652,261.69
2/14/2013	17	TR	000001	2390	TELLER PROCESSING				2,161.69
2/14/2013	17	TR	000001	2391	TELLER PROCESSING				3,653.50
2/14/2013	17	TR	000001	2392	TELLER PROCESSING				5,157.54
2/14/2013	17	TR	000001	2393	TELLER PROCESSING				5,242.54
2/14/2013	17	TR	000001	2394	E/C- REV. CHECKING DEPOSI	453			4,473.54
2/14/2013	17	TR	000001	2395	OUTSIDE CHECK-01				4,786.05
2/14/2013	17	TR	000001	2396	C/U CHECK TOTAL				4,886.05

View Batch Comments Change Description

Time to take better advantage of the graphical interface and larger screen size

Session 0 CU\*BASE GOLD - GENERAL LEDGER TRANSACTION INQUIRY

**G/L Transaction Inquiry**

POSTED

Corp ID 1 CU\*BASE CREDIT UNION  
J/E date May 04, 2011  
J/E ID # PL 1

Journal Entry Detail

Seq #	Branch #	G/L Account	Debit	Credit	Description
1	1	899.00	100,000.00	0.00	BUSCHKE
2	1	716.02	0.00	100,000.00	BUSCHKE
3	1	899.00	216,000.00	0.00	LINDOM
4	1	716.02	0.00	216,000.00	LINDOM
5	1	899.00	99,000.00	0.00	TELFORD
6	1	716.02	0.00	99,000.00	TELFORD
7	1	899.00	48,000.00	0.00	RICHARDSON
8	1	716.02	0.00	48,000.00	RICHARDSON
9	1	899.00	118,655.00	0.00	GARPTEL
10	1	716.02	0.00	118,655.00	GARPTEL

Backup F3  
New Account F6  
End F7

FR (204) 50011 16:20:25

Learn About This Feature

Highlighted rows indicate batch has comments

New Account F6 Cancel F7 Search History F9 Analysis F15

- Broader tool with dual capability (inquiry and search)
- Initial screen is General Ledger Transaction Inquiry (previous slide)
- Use F9=Search History to drill down on G/L history by J/E ID, Seq #, Debit/Credit/Balance amount, etc. (next slide)

General Ledger Batch Inquiry				POSTED
Corporate ID	1	CREDIT UNION		
J/E date	Feb 14, 2013			
J/E ID #	XT 021213	7,211 records in batch		
Filter By				
Find a	N/A	amount from	0.00	to 0.00 (For exact match, use FROM amount only)
Seq #		Branch #		G/L acct # Description

## Listening to Ideas from Beta Credit Unions

## General Ledger Batch Inquiry

POSTED

Corporate ID 1 CREDIT UNION  
 J/E date Feb 14, 2013  
 J/E ID # XT 021213 7,211 records in batch

Filter By

Find a N/A amount from 0.00 to 0.00 (For exact match, use FROM amount only)

Seq # Branch # G/L acct # Description

## Inquiry Results

Sequence #	Branch #	G/L Account	Debit	Credit	Description
2381	17	739.00	0.00	600.00	LOAN DEPARTMENT PROCESSIN
2382	17	739.00	476.37	0.00	TELLER PROCESSING
2383	17	739.00	264.42	0.00	TELLER PROCESSING
2384	17	739.00	170.00	0.00	TELLER PROCESSING
2385	17	739.00	0.00	10.00	TELLER PROCESSING
2386	17	739.00	600.00	0.00	LOAN DEPARTMENT PROCESSIN
2387	17	739.00	504.89	0.00	TELLER PROCESSING
2388	17	739.00	1,074.91	0.00	TELLER PROCESSING
2389	17	739.00	0.00	1,691.00	TELLER PROCESSING
2390	17	739.00	0.00	100.00	TELLER PROCESSING
2391	17	739.00	1,491.81	0.00	TELLER PROCESSING
2392	17	739.00	1,504.04	0.00	TELLER PROCESSING
			85.00	0.00	TELLER PROCESSING
			0.00	769.00	E/C- REV. CHECKING DEPOSI
			0.00	9,687.49	OUTSIDE CHECK-01
			100.00	0.00	C/U CHECK TOTAL

View information  
for a specific  
general ledger  
batch



Backup F3 New Account F6 Cancel F7 Max Screen F9

## General Ledger Inquiry Dashboards

POSTED - ALL

Corporate ID 01 CREDIT UNION

Branch # 00 ALL BRANCHES

G/L account 739.00 CHANGE FUND

Filter By

Find a N/A amount from 0.00 to 0.00 (For exact match, use FROM amount only)

Date [MMYYYY] Branch [ ] Msg [ ]

## Inquiry Results

Date	Br	Net Debit	Net Credit	Ending Balance	Budget	Msg
Jan 2013	15	0.00	0.00	0.00	0.00	
Jan 2013	15	0.00	5,359.42	34,303.56	0.00	
Jan 2013	16	0.00	1,360.00	1,254.98	0.00	
Jan 2013	17	0.00	0.00	0.00	0.00	
Jan 2013	17	119,117.41	0.00	119,117.41	0.00	
Jan 2013	18	0.00	0.00	0.00	0.00	
Jan 2013	55	0.00	0.00	0.00	0.00	
Feb 2013	01	0.00	412,806.84	873,870.26	0.00	
Feb 2013	02	0.00	3,536.96	45,360.32	0.00	
Feb 2013	03	0.00	33,626.68	109,055.73	0.00	
Feb 2013	04	50,329.98	0.00	113,826.47	0.00	
Feb 2013	05	0.00	18,270.21	129,976.77	0.00	
Feb 2013	06	0.00	1,118.88	134,923.98	0.00	
Feb 2013	08	0.00	5,046.69	24,231.25	0.00	
Feb 2013	10	0.00	10,386.64	66,518.90	0.00	

View transactions

View Month-end  
G/L account  
balances

New Account F6

Cancel F7

Max Screen F9

Purpose F21

Procedures F22

# Teller Detail Audit ("TR") Report

Improving the TR Analysis Report  
13.0 release

- New selection criteria by Origin, Branch, G/L account, Offset G/L, Tran code or Tran type
- Easier research on G/L entries affected by member transaction
- Better labeling of fields on the report
- Sets the stage for adding identifying fields to allow for future drill-downs to corresponding transaction records

Session 0 CU\*BASE GOLD - Teller Detail Audit Report

**Teller Detail Audit Report**



Cancel F7

Report Options	Response	
Month/year to process	Feb 2013	[MMYY]
Closing date	Feb 17, 2013	[MMDDYYYY]
Transaction origin	<input type="checkbox"/> (M/T)	Optional
Member/transaction branch #	<input type="checkbox"/> (01-99, 01-99)	Optional
Transaction code/type	<input type="checkbox"/> (01-99, 01-99)	Optional
Member G/L account #	705.10	Optional
Offset G/L account #	<input type="checkbox"/>	Optional

☒ Job queue  
 Copies 1  
 Printer P1

(5015) 2/25/13 16:23:41

[Learn About This Feature](#)

## Enhancements to "TR" Report

- Report is easier to read

### MNGELE #21 Print TR System Journal Analysis

2/17/13 10.30.34		CREDIT UNION					LAUDT1	PAGE		
RUN ON 2/18/13		TR JOURNAL ANALYSIS FOR MEMBER TRANSACTIONS					USER KARENS			
		FOR: 2/13/13								
TRANSACTION ORIGATION		01		TELLER PROCESSING						
GENERAL LEDGER ACCOUNT		701.00		SIGNATURE LOAN PARTIAL SECURED						
TRANSACTION CODE 23		LOAN DISBURSEMENTS								
TRANSACTION TYPE 60		FINE PAYMENT								
CO/BR	ACCOUNT	TRANS	INTEREST	PRINCIPAL	TRANS	RESULTING	TRANSFER	EM BR	SUBSD	
	NUMBER	AMT	PAID	PAID	DATE	BALANCE	ACCOUNT	DESCRIPTION	ID ID TIME G/L	
01/03	43 I-645	30.00			2/13/13	230.18		DELQ. FINE PAYMENT	MA 10 15.30 131.02	
TOTAL	-	30.00						TELLER PROCESSING		
01/08	43 I-646	60.00			2/13/13	6214.82		DELQ. FINE PAYMENT	08 01 14.20 131.02	
TOTAL	-	60.00						TELLER PROCESSING		

*The programming for this report sets the stage for adding identifying fields to allow for future drilldowns from the TR journal entry to member transactions .....*

## Enhancements to "TR" Report

## Do You Understand TR Analysis?

- It's more than how a \$10 deposit ends up in the G/L – when you understand how the system does debits and credits, you can also help management understand transactional databases and all they can tell you
- Most of you know you can run a report and spend some time on explaining how TR journal entries are calculated, but what if you could click right from the inquiry to the transactions that make up the debit or credit?
- We will help you to follow that trail of breadcrumbs by developing a tool that ties TR entries to the member transactions

## New TR Posting Database



# Budget Rewrite

Review and redesign the budget tool from MNGELE #3

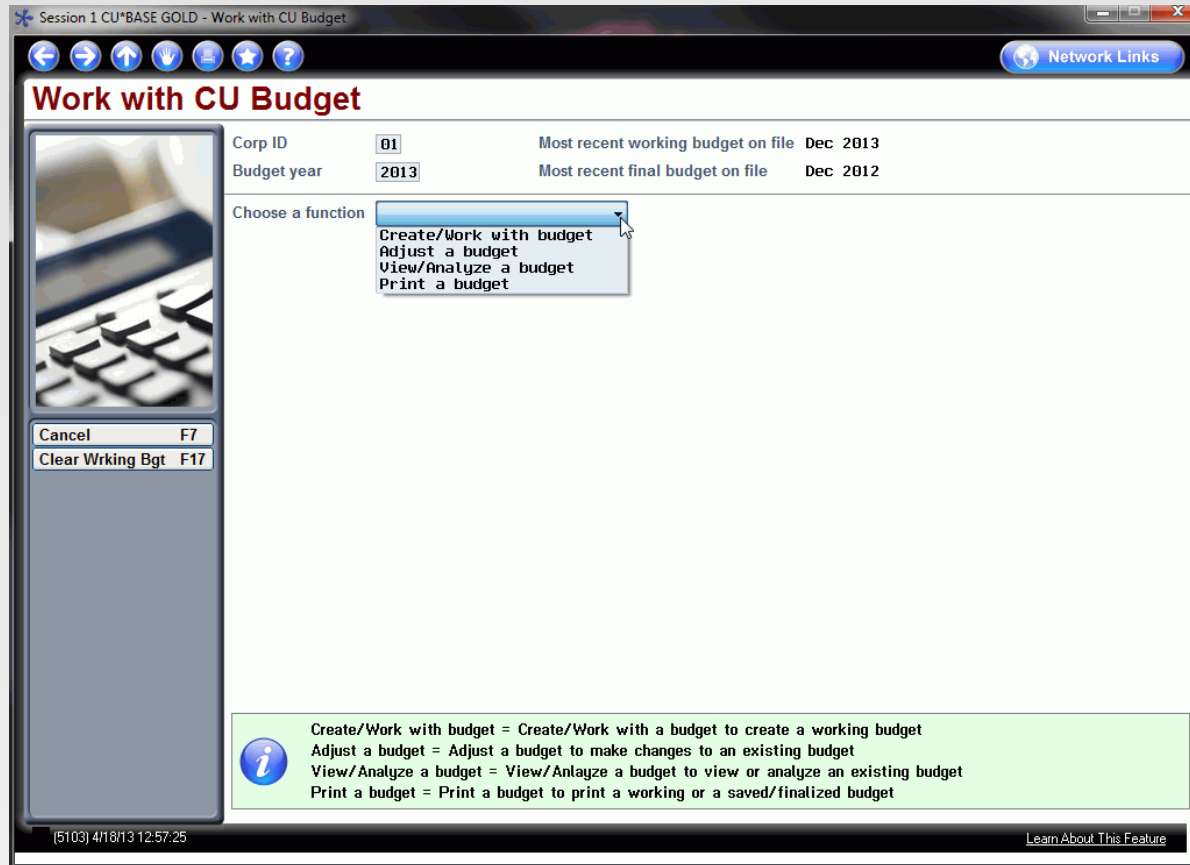
- In response to our offer in last year's focus group, a few credit unions took us up on our offer to input their 2013 budgets in CU\*BASE
  - Day Air
  - Detroit Metro
  - Credit Union Plus
  - Ohio Catholic
  - Frankenmuth
  - Community
- Helped us to better understand how credit unions budget
- Budgeting by branch is important
- Need to budget for assets and liabilities

## **What we learned from entering Credit Union budgets**

- Define budget groups (groups of G/L accts)
- Expand the budget to model or set rules by category or even one G/L at a time
- Enhanced methods for calculation the budget: daily average, monthly average, parallel
- Budget for assets and liabilities
- Work the budget in multiple passes by G/L type (income, expense, assets, liabilities)
- Create a budget dashboard with more data and variance analysis
- Add upload capability
- More audits along the way, big picture verification

## **Budget Rewrite Ideas**

- More user friendly with new front screen to indicate what to do with the budget



## Budget Rewrite

*Work in progress: Sample screen shown is subject to change*

- Work the budget by G/L type (income, expense, asset, liability) in multiple passes

Session 1 CU\*BASE GOLD - Create/Work with CU Budget

**Create/Work with CU Budget** WORKING BUDGET

Corp ID 01  
 Budget year 2013  
 Fill in budget figures for Jan 2013 to Dec 2013 [MMYYYY]  
 Branch/location Select 00 selected

Choose which G/L account type to populate in this pass Income

Budget groups to populate Select 003 selected  
 OR G/L accounts to populate Select 000 selected

Budget with ☐ No change OR + 1.250 %  
 Figures to use in calculation ☒ Actual ☐ Budget  
 Month range to use in calculation Jan 2012 to Dec 2012 [MMYYYY]  
 Calculation method ☒ Monthly average ☐ Daily average ☐ Parallel months

☐ Also populate all remaining G/L accounts of this type  
 Budget with ☒ No change OR + 0.000 %  
 Figures to use in calculation ☒ Actual ☐ Budget  
 Month range to use in calculation Jan 2012 to Dec 2012 [MMYYYY]  
 Calculation method ☒ Monthly average ☐ Daily average ☐ Parallel months

Backup F3  
 Upload Budget F15  
 Continue Ent

[5107] 4/18/13 13:06:38 [Learn About This Feature](#)

## Budget Rewrite

*Work in progress: Sample screen shown is subject to change*

- Budget figures calculated this pass

Session 1 CU\*BASE GOLD - Budget Figures Calculated This Pass

**Budget Figures Calculated This Pass**

Corp ID 01 Branch  000 selected Calculated this pass  
 For period Jan 2013 to Dec 2013 [MMYYYY] Budget group  03 selected # G/L accounts 135 25%  
 Description contains  G/L account  000 selected Amount 10,130.88-  
 Jump to G/L account  # records 30,612

G/L Acct	Br	Description	Jan-Dec / 2013 Working Budget	Jan-Dec / 2012 Actual Amount	Variance	
111-00	1	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	203,205.13-	203,205.13	100.00%
111-00	2	I.E. DELQ. LOANS 90 DAYS AND OVER	37,182.43-	37,284.29-	101.86	.27%
111-00	3	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	119,690.87-	119,690.87	100.00%
111-00	4	I.E. DELQ. LOANS 90 DAYS AND OVER	90,491.11-	90,739.02-	247.91	.27%
111-00	5	I.E. DELQ. LOANS 90 DAYS AND OVER	76,074.49-	76,282.89-	208.40	.27%
111-00	6	I.E. DELQ. LOANS 90 DAYS AND OVER	92,777.33-	93,031.52-	254.19	.27%
111-00	7	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
111-00	8	I.E. DELQ. LOANS 90 DAYS AND OVER	92,711.03-	92,965.03-	254.00	.27%
111-00	9	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
111-00	10	I.E. DELQ. LOANS 90 DAYS AND OVER	69,621.17-	69,811.91-	190.74	.27%
111-00	11	I.E. DELQ. LOANS 90 DAYS AND OVER	51,746.53-	51,888.29-	141.76	.27%
111-00	12	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
111-00	13	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
111-00	14	I.E. DELQ. LOANS 90 DAYS AND OVER	542.06-	543.53-	1.47	.27%
111-00	15	I.E. DELQ. LOANS 90 DAYS AND OVER	2.70-	2.70-	0.00	.00%
111-00	16	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
111-00	17	I.E. DELQ. LOANS 90 DAYS AND OVER	0.00	0.00	0.00	.00%
Total of 2376 selected records			1,046,522.05-	2,170,253.27-	1,123,731.22	51.78%

View

Backup F3  
 Save Pass F10  
 Combine Br F12  
 Budget To Date F18

(5111) 4/18/13 13:10:17 [Learn About This Feature](#)

## Budget Rewrite

Work in progress: Sample screen shown is subject to change

# Enhance Security from GLHIST

By storing username, employee ID and workstation

- For journal entries posted via MNGELE #1, write out to the GLHIST file
  - **WHO:** User name, employee ID of the person who posted the batch
  - **WHERE:** Workstation ID where the batch was posted
  - **WHEN:** Processing date, system time, effective post date
- Will allow for better auditing of activity in the G/L as well as more flexibility in how the JE ID can be used to identify batches

Available Fields			
Field	Text	Length	Decimal
GHWKSTN	Workstation	10	
GHUSRNAM	User Name	10	
GHEMPLID	Employee ID	2	

## Enhance Security from GLHIST

# **Additional Enhancements to MNGELE #1**

Create/Post Journal Entries

- Ability to identify template batches separate from regular batches
- Do not allow posting of journal entry batches designated as a template
- Skip Saturday/Sunday for recurring journal entry batches
- Expand the description field and/or allow source to be an alphanumeric field

## Additional Enhancements to MNGELE #1

Session 0 CU\*BASE GOLD - Maintain Journal Entries

**Maintain Journal Entries**

Jump to seq #  Go Corp ID 1 Effective posting date Mar 03, 2012 Using J/E ID BR Using J/E # 1234

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1		Go	0.00	0.00		
2		Go	0.00	0.00		
3		Go	0.00	0.00		
4		Go	0.00	0.00		
5		Go	0.00	0.00		
6		Go	0.00	0.00		
7		Go	0.00	0.00		
8		Go	0.00	0.00		
9		Go	0.00	0.00		
10		Go	0.00	0.00		
11		Go	0.00	0.00		
12		Go	0.00	0.00		
13		Go	0.00	0.00		
14		Go	0.00	0.00		
15		Go	0.00	0.00		
16		Go	0.00	0.00		
17		Go	0.00	0.00		
18		Go	0.00	0.00		
19		Go	0.00	0.00		
20		Go	0.00	0.00		

Records imported: 0  
Records in error: 0

Debit: 0.00  
Credit: 0.00  
Net: 0.00

**Special Posting Features**

Status: Active  
Reversing: No  
Year end:  
Recurring:

Special F1 Post F2 New J/E F6 Import Entries F11 Bypass F12 Suspend J/E F18

FR (2122) 3/21/12 12:50:14 Learn About This Feature

We'd include the option to hide template batches here, so all you see is what's waiting for your attention

Session 0 CU\*BASE GOLD - Work With Journal Entries

### Work With Journal Entries

Create Journal Entry or Position To

Create or change J/E:  Corp ID:   
 Effective posting date:  J/E ID:   
 Reversal date:  Recurring date:

Work with Existing Journal Entries

Corp ID	Effective Date	ID	ID #	Reversal Date	Recurring Date	Year End Y/N	Status	Description
1	Dec 17, 2011	TR	00001			N	A	INTR ACCRUAL - G/L #701.00
1	Dec 31, 2011	DH	41208		Jan 31, 2012	N	A	DEFERRED COMP #1291
1	Dec 31, 2011	DH	50131		Jan 31, 2012	N	A	MIN BALANCE/AGGR FEES
1	Dec 31, 2011	DH	50201		Jan 31, 2012	N	S	VIP REBATES
1	Dec 31, 2011	DH	50331			N	A	GIFT CARD SALES
1	Dec 31, 2011	DH	60301		Jan 31, 2012	N	A	WRITE OFF INTEREST
1	Dec 31, 2011	DH	70208		Jan 31, 2012	N	A	ALLOWANCE FOR BOUNCE PROT
1	Dec 31, 2011	DH	70703		Jan 31, 2012	N	A	MEMBERS FIRST
1	Dec 31, 2011	DH	71009		Jan 31, 2012	N	A	RES STUDENT LOAN INT
1	Dec 31, 2011	DH	81002		Jan 31, 2012	N	A	FHLB VOR RATE LN ACCRUAL
1	Dec 31, 2011	DH	90706		Jan 31, 2012	N	A	NMS QUARTERLY GAIN
1	Dec 31, 2011	DH	90708		Jan 31, 2012	N	A	PLAN 7872

Change Copy Delete  
Rename Post

Use Enter to refresh this screen if the batch list is  
 Create New / Change: Fill in Corp ID, Effective  
 Position To: Fill in at least the Corp ID and the

New flag here will identify template batches

CU\*BASE GOLD - Maintain Journal Entry

### J/E Batch Special Instructions

Corp ID: 1  
 Effective posting date: Feb 18, 2008  
 J/E ID: DH  
 J/E ID #: 72706

J/E Batch Description  
 Default description: CREDIT CARD STL

J/E Batch Reversal Information  
 Reversal date:

J/E Batch Recurring Information  
 Recurring code: D = Daily  
 Next recurring date: Feb 19, 2008   
☐ Last day of month  
 Recurring frequency: 1 (Days: 1-31, Months: 1-12)

Bypass F12


New field here to flag a recurring batch to skip non-business days

## Additional ideas for MNGELE #1

- Investment Trial Balance Enhancements (13.1 release)
  - Enhanced selection criteria and added sort options
  - Option to print Detail Report, Summary Report or both
- Trial Balance G/L Verification
  - Dashboard format with added selection criteria
  - Analysis functions added for “Averages by Product” or “Averages by Day”
- General Ledger Trial Balance
  - Allow to run by a day range instead of just by months
  - Lookup of G/L accounts added

**Report Enhancements Coming Soon**

- Schedule month end reports to run automatically
- Includes custom reports created with Report Builder

From: CU Answers Client News  
To: CU Answers Client News  
Cc:   
Subject: Automated Monthly Reports

ATTENTION ONLINE AND SELF-PROCESSING CREDIT UNIONS



The Automated Reports & Queries feature makes it fast and easy to run monthly reports, but it's not a "set it and forget it" kind of thing.

While the reports do run automatically, it's still important to check in CU\*Spy under the "All Reports" tab each month to be sure they were produced and that someone didn't accidentally change your settings or remove your report entirely from automation.

## Automated Reports and Queries

- First wave of CU\*BASE reports started with the 12.0 release included (along with many others):
  - Member Trial Balance/Member Name and Address Listing
  - General Transaction Register
  - Member Account Adjustments
  - Investment Trial Balance
  - General Ledger Trial Balance by Date
  - Member File Maintenance Report
- Phase 2 reports on hold for FEP/ING:
  - Subsidiary Trial Balance
  - Print Check Register
  - Print Investment Register
  - Accrued Dividend Summary – CDs
  - Verify IRA Balances Report

## Automated Reports and Queries

# **Next Accounting Top Ten Projects**

- **Dream Accounts Payable Check**
  - Single invoice number to print on check, multiple user post checks at same time, customer number on stub
- **Accounts Payable via ACH**
  - Allow vendor payments in the Accounts Payable system to be made via ACH
- **Investment Enhancements**
  - Re-work the investment screens and work file processing
- **Accounts Payable Archived Invoices**
  - Store in eDOC vault and link to the A/P vendor record in CU\*BASE
- **Subsidiary Enhancements**
  - New subsidiary type for accrued income, consolidate monthly processing for all subsidiary types

## **Future Accounting Projects**

- **Financial Report Enhancements**
  - Allow PDFs and expand # of columns
- **Updates to daily G/L History Report**
  - Output to look more like a monthly G/L history report with beginning and ending balances for date range
- **“Where Your Members ACH” dashboard**
  - Analyzes who the CU will be paying via ACH
- **Improvements to ACH Processing**
  - Phone Operator show negative balance limit
  - Display ACH amount on ACH distribution screen
  - Don't allow prior day reversals without an override
- **Revamp Accounts Payable system**
  - Re-design screens and improve flow of screens
  - ??

## **Future Accounting Projects (cont.)**


- Accounts Payable – Link to Invoice

Session 1 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

## Open Payables Maintenance Add

Corp ID 01 Vendor 2 CONSUMER'S ENERGY  
Sequence # 00000 PO BOX 30090

 **e-Document Strategies**  
(Click for more info)



LANSING MI 489097590 N

### Invoice Information



Invoice #  ☒ Purchase order   
Date Apr 22, 2013 [MMDDYY] Due date 000000 [MMDDYY]

Enter information below for single item

### Invoice Detail


Assigned to branch # 01 Expense/credit description   
Expense amount 0.00 To G/L account    
- Or -  
Credit G/L amount 0.00 To G/L account  

Sequence	Invoice #	Location	Debit	Credit	Description

Invoice(s) total 0.00

Multiple Details Delete Skip Duplicates Subsidiary Inquiry Vendor Inquiry

 (1649) 4/22/13

# Future 40+Clicks to eDOC Project

- Accounts Payable – Link to Invoice by Vendor or Invoice #

The screenshot displays the 'A/P History Maintenance' window from the 'Session 1 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION' application. The interface is divided into two main panes. The left pane shows a table of existing vouchers, while the right pane provides a form to add or edit a record.

**Table Data (Left Pane):**

Voucher/Check #	Seq #	Date	Invoice/ACH Trace #	G/L #	Debit Amount
033001	00001	Apr 18, 2013	123	293.04	652.83
033001	00002	Apr 18, 2013	456	282.00	352
192481	00001	Feb 13, 2013		253.00	593
190887	00001	Jan 18, 2013		253.00	36
174168	00001	Apr 19, 2012		253.00	359
148092	00001	Dec 06, 2010		253.00	581
138230	00001	May 20, 2010		253.00	676
138230	00002	May 20, 2010		253.00	76
138230	00003	May 20, 2010		253.00	684
138129	00001	May 18, 2010		253.00	85
138129	00002	May 18, 2010		253.00	546

**Form Data (Right Pane):**

Corp ID: 01  
Vendor: 2 CONSUMER'S ENERGY

Check/voucher #: 033001 Sequence #: 00001

Voucher code: Voucher (not paid)  
Status: Active  
Branch #: 01  
Expense G/L: 293.04  
Credit G/L:   
Invoice #: 123  
Date: Apr 18, 2013 [MMDDYY]  
Due date: May 18, 2013 [MMDDYY]  
P/O #:   
Debit amount: 652.83  
Credit amount: 0.00  
Check/voucher date: Apr 18, 2013 [MMDDYY]  
Description:   
  
If adding a history record manually, be sure to complete at least the following fields: Voucher code, Debit amount (or Credit amount), Check/voucher date, and Description.

Buttons: New Vendor, Delete

Footer: (5) 4/22/13


# Future 40+Clicks to eDOC Project

- Subsidiaries – Link to Insurance/Maintenance Agreements

Session 1 CU\*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

### Fixed Asset Item Maintenance

Item # 00001 Description THERMAL PRINTER Purchase date Apr 01, 2002  e-Document Strategies  
(Click for more info)

Total cost 14,474.59 Monthly expense 14.46  
Accum Depr. 524.41 ☐ Recalculate  
Net book value 14,999.00 Salvage value 1.00

Months remaining Original term 36 Start date Aug 2002 [MMYY]  
Unit cost 525.41 Depr. method SL Quantity 1 ☒ Tag #'s  
Category 00003 Branch # 3 Department 00000

Vendor code 00000 - Or - Vendor description UNKNOWN

#### G/L Information

Asset G/L # 774.00 Expense G/L# 266.00  
Acc Depr G/L# 775.00 Gain/loss G/L # 410.00

#### Insurance and Maintenance Information

PO/ID # Invoice # Agreement type ☐ Insurance ☐ Maintenance

Agent/vendor # 00000 - Or - Name  
Insured value/contract cost 0.00 Policy/contract #  
Expiration date [MMDDYY]

Delete  
Adjustment  
History

← → ↑ ↓ ⌂ 🔗 ⓘ ? @ (1957) 4/22/13

Future 40+Clicks to eDOC  
Project

- Purpose and procedures on G/L accounts
- Serial numbers and tag numbers for fixed assets
- Contact lists for investments
- Comments
  - On G/L Trial Balance for out of balance conditions
  - On Change Fund verification for out of balance conditions
  - On investments
  - Other comments
- Setting up special financial reports to help with balancing
- Canned queries for balancing
- Report notes in CU\*Spy
- Wire tracking
- Average Daily Balance Calculator
- ...What else do you like?

**Things that are often overlooked**

**Now Let's Hear  
From You**

- Please continue to provide comments on the Accounting Top Ten page of the Gividends website
- Checkout the website <http://gividends.com/category/top-ten-priorities-2012/>



# Accounting Top Ten website

From: Keegan Daniel  
To: Keegan Daniel  
Cc: Randy Karnes; Geoff Johnson; Karen Sorensen  
Subject: Accounting Top 10 Focus Group Proposals

Sent: Tue 3/19/2013 1:17 PM

### ***Accounting Top Ten Focus Group Proposals***

*As a new addition to the Accounting Top 10 focus group in 2013, we will be accepting ideas for topics that the Focus Group can brainstorm on. Time will be set during the event so that you will be given time to speak to the attendees, discuss your ideas, and lead the discussions within the focus group.*

*We will select 3 – 4 ideas from the submissions and alert you ahead of time in order to prepare for your presentation, and group discussion. In order to submit topics to be considered, please submit your ideas in email to Keegan Daniel ([kdaniel@cuanswers.com](mailto:kdaniel@cuanswers.com)) for review.*

*Proposals must be submitted by **April 12, 2013** to be considered.*

*Any questions, please do not hesitate to ask.*

**Keegan Daniel** | CU\*Answers Management Services | Manager / Gividends |

P: 616.285.5711 x209 | T: 800.327.3478 | F: 616.285.7284 | [kdaniel@cuanswers.com](mailto:kdaniel@cuanswers.com) |

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- New technique introduced this year for sharing accounting ideas with the group
- Proposals submitted via email
- Time to brainstorm on some of these ideas ....

## **Focus Group Proposals**

- Dacia Grimm (Heartland Springfield)
  - Overhaul of Accounts Payable system
- Deanna Dahling (Day Air)
  - ACH enhancements
  - Accounts Payable improvements
  - Misc. General Ledger and other enhancements
- Tracy Sanders (Honor)
  - Additional enhancements to MNGELE #1
  - Subsidiary enhancements (MNGLFA)
  - Accounts Payable invoices in eDOC vault

## Focus Group Proposals