

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: Nick Mapes

Primary Contact Phone Number: (269)441-5758

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

Tool

Task

M E M B E R F A C I N G							
<i>Sample tool</i>	<i>Sample task</i>	Y	3	2	4	5	<i>This feature will really make processing much easier for tellers.</i>
569	Update the option for allowing personal information to the new option Direct Update with two factor (text/email) .	Y	5	5	5	5	We will be turning on this feature within the next week or so. We are excited to see what CU*Answers includes in future releases!
It's Me 247	Login to Online Banking and navigate to the Personal Information Page. Ensure all phone numbers and email are listed as options to receive the one-time code.	Y	5	5	5	5	It would be nice to have phone numbers that are listed as previous not be shown in the listing of phone numbers.
It's Me 247	Walk through the 2 Factor process using both text and email and update Personal Information and ensure the information is updated properly	Y	5	5	5	5	
It's Me 247	Verify that all products configured in the rate boards continue to show in online banking	Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating			
		5	4	3	2	1				
		Extremely	Very	Somewhat	Slightly	Not at all				
		N/A	Not applicable	Y/N	1-5	1-5	1-5	1-5	1-5	
506	On first day of release, verify that the settings for online banking access for certificates and shares are still configured as expected			Y	5	5	5	5		
470	On first day of release, verify that the settings for online banking access for loans are still configured as expected			Y	5	5	5	5		
It's Me247	If possible and you have configured share draft secured loans during the beta period, access from Online Banking, confirm that online Share Draft Loan can be selected. Continue through the loan process and confirm the maximum amount allowed matches the available balance on the draft account. Confirm the limits of the loan match what is configured in the loan product. Finalize the loan through Online banking process, in CUBASE confirm the loan was created.			Y	5	5	5	5	We look forward to releasing this new self-serve options to our members via OLB.	
L E N D I N G										
659	If printing loan statement notices, try the new flag to mask account numbers. If you don't need to print statements for members, but have a loan category with a small group of loans that could be tested, use the masking feature to review the printed results as simply a test of the new function.			Y	5	5	5	1		
119 and 570	If you have any deferred government backed loans link the deferred loan suffix to the original participation loan record. Confirm that any added suffix appears when inquiring on the participation loan via Tool 570			N	5	5	1	1	We do not have deferred government backed loans so we were unable to complete this task.	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating		
		5	4	3	2	1			
		Extremely	Very	Somewhat	Slightly	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	
297	Create a Preview Escrow Analysis for an individual account, or selected Loan Categories or selected Dividend Applications. If Loan Categories selected – confirm the lookup only returns those categories that allow escrow accounts. If DIVAPL selected– confirm the lookup only shows escrow products. Confirm that only 1 selection can be used (individual account, loan category or DIVAPL). Confirm the confirmation window is presented and correctly identifies the Loan Category(ies) or DIVAPL(s) selected.			Y	3	3	2	5	Created a Preview Escrow Analysis for an individual account only
297	Preview Analysis Dashboard- Select a record and then attempt all the available functions onscreen. View History – will bring you to the Historical data for the analysis. View Project – will bring you to the Projected data for the analysis. Member Inquiry – will take you to the Member Inquiry screen. View Escrow Record will take you to the Escrow Disbursement Record screen. Exclude – temporarily removes the record from the dashboard. Select Refresh to return record onscreen. Toggle Payment will show the current PITI Payment (Old payment) and the projected PITI Payment (New payment) Select some or all the analysis on screen to print			Y	2	1	1	1	The functions all work but I do not like how the analysis prints to a queue and you have to select the print box and print selected or choose print all. Then you have to choose a printer. These are extra steps that do not add anything to the process but actually create more work.

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										
297	If you have reason to prepare a Create Escrow Analysis Confirm that the Printer options and Member Payment Date Change fields are enabled. Confirm that a confirmation window is presented. Review the new PESCAN and PESCAC reports confirm information matches the escrow analysis statement.			Y		3		3		3		5	Can confirm that the Printer options and member Payment Date Change fields are enabled. Cannot review either report.
476	Check out the new options on the written off loan dashboard for determining recovery amounts in a specific time period. Try each one of the options to review recovery amounts.			Y		5		5		5		5	
476	Use this new feature to assist with your 5300 reporting for recoveries. Set your filters and save a copy for future reference. Exit the program and retrieve the filters to make sure they saved as expected.			Y		5		5		5		5	
1340	If possible, create a 1Click offer and assign an approval ID to the offer. Confirm that only those employee IDs with Loan Underwriting authority are presented.			Y		5		5		5		5	Being able to select an approver is beneficial! We would like to see the ability to input/change the interviewer. In our reporting and on the account, whomever created the 1Click Offer in Cu*BASE is still listed as the Interview/Employee. In our process, this person usually is not part of our Lending Team.
2	Confirm that the assigned approval ID appears when viewing the 1Click offer details.			Y		5		5		5		5	This is very beneficial to the 1Click Lending Program as it allows you to input who has approved this request. Our only suggestion would be to include the ability to add/change the interviewer.
Notify CU*A	Contact the Imaging team to set up the ability to use the request forms functionality in the lending workflow (this is also in the Management section).			Y									Imaging has been contacted and this feature should be ready on 3/29

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		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	
2	Work through the loan application process. When completing the loan application, if there are documents needed from the borrower/co-borrower, request documents via the request button. Note that the setup will need to be done with Imaging prior to this working. See step listed above.	Y	5	5	5	5	KCCU utilizes ProDOC Package Manager. While this is a great feature to have within the loan application, we prefer to request documents through Package Manager rather than CU*BASE. This way when it is submitted by the member it is already included within the package. If we weren't using ProDOC Package Manager, this would be a great solutions for this!
Contact CU*A for setup of Share Draft secured loan forms	If you want to offer share draft secured loans with a loan agreement, contact LenderVP/Imaging to configure the form.	Y					
777	If possible, enable share secured lending with a new or unique share draft product. Establish the loan product, interest rate margin and fee.	Y					Options worked and calculated as expected.
E F T							
11	Check out the new tool to temporarily raise debit card sig and PIN limits. If possible, try this on approved employee accounts and have them attempt to use the temporary limit amount.	Y	5	5	5	5	We don't anticipate using this feature often, but in a one-off situation, it is nice to know that we can utilize this feature for our members.
11	When time period expires, verify that limit is set back to original limit after the first purchase.	Y	5	5	5	5	
1024	If you haven't already, set up MCC groups for your credit union to be used with a credit card cashback program. You can start by copying from the master MCC groups and adjust as desired or you can start from scratch and choose your own set of codes	N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
1550	If possible, add a program for credit card cash back using one of your MCC groups configured above. WARNING: If you do not want the program to run at end of month, make sure the program is not attached to a loan category or the program is deleted prior to month end		Y	5	5	5	5
1550	Use the expense estimator on existing or new CC Cash Back program codes to determine expense based on various configurations. You can vary the rate, the MCC group, minimum and maximum amounts, and selected loan categories. If you have an existing program, you can also use this estimator on accounts already enrolled. WARNING: If you are creating a program only to verify the estimator, it's best to delete the program before month end or make sure it's in suspended status to make it evident it's not an active program		Y	5	5	5	5
458	If you want to activate a new Credit Card Cash back program for a loan category, enter the program code into the loan category configuration. At month end, review reports on the first of the month to verify expected results. WARNING: This step should not be taken if you are not ready to activate the cash back feature		N				
Before EOM	If you have been working in the Credit Card Cash back program maintenance, you may want to delete any fictitious or testing programs to avoid having them print on your reports. This will also ensure no one has tied them to products in error.		N				
							We currently offer a Credit Card Cash Back program.
							We did not create any testing programs.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating	
		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	
	First of Month reports	If you have an existing or new program for credit card cash back, review the month end reports to verify expected results.	Y	5	5	5	5	
T E L L E R / M E M B E R S E R V I C E								
	Inquiry/Phone/Other	When using the tracker review from multiple access points, note that the sort now shows the most recent entries first.	Y	5	5	5	5	Trackers being organized by most recent first is very helpful when reviewing - especially for our Loss Prevention Team.
	Notify CU*A	Notify us if you would like to set a different hold for business or payroll checks deposited with national shared branching. Confirm that the holds processed are held for the expected number of days.	N					
	3	When opening an account, notice the new option for marketing club enrollment on the upper left. Check this box if you would like to include this option in your workflow.	Y	5	5	5	5	
	3	When opening a checking account, note the MICR line displaying on the screen. Verify the accuracy of the MICR for your credit union on this account.	Y	5	5	5	5	MICR

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									
Inquiry/Phone	Check out the new access points for advice based on Consumer Lending on Reputation (CLR). These can be found in the new tab “Decision Advice.” If possible, use “Get Advice” to see available CLR Codes configured by your Credit Union. To View results of the CLR Path use “See Advice.” Please confirm the results show when selecting “See Advice.”	Y	5	5	5	5						
1	Check out the new access points for advice based on Consumer Lending on Reputation (CLR). These can be found in the new tab “Decision Advice”. If possible, use “Get Advice” to see available CLR Codes configured by your Credit Union. To View results of the CLR Path use “See Advice.” Please confirm the results show when selecting “See Advice.”	Y	5	5	5	5						
3	Check out the new CLR access also added to the account opening process.	Y	5	5	5	5						
Inquiry/Phone/Teller	Review the new P2P enrollment status showing on the screen accessed with the Online Banking button. The status here can be verified in tool 14 where it also shows the status.	Y	5	5	5	5						
Inquiry/Phone/Teller	Review the A2A status shown on the participation/products tab and any detailed relationships if active. You can verify the data displaying by comparing to tool 14	Y	5	5	5	5						

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating		
		5	Extremely	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
		4	Very						
		3	Somewhat						
		2	Slightly						
		1	Not at all						
		N/A	Not applicable						
Teller	After changes have been made to configure additional holds on large check amounts (see the Management section), review holds on accounts. Make sure holds are following the configured amounts. If the hold is over the newly configured large dollar amount, verify it has been calculated correctly		N						We do not utilize the automatic holds feature based on item amount.
Teller	Review check hold information printing on receipts. Make sure they are displaying correctly.		Y						
341	Verify the hold days that populate in when doing a direct mail post for accuracy. If importing a batch, verify the additional hold days apply to all deposits over the newly configured large dollar amount		Y	5	5	5	1		We do not utilize the folds feature within direct mail posting because we have turned off the receipt generation, so the tellers will process any deposits that need a hold through regular Teller processing.
RDC	Verify deposit holds placed on RDC deposits.		Y						
ATM	Verify deposit holds placed against ATM deposits for accuracy.		Y						

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
919	Remove an uncollected hold from an account. Verify the hold was removed by looking at available funds.		Y				
Inquiry / Phone Op – uncollected funds	Verify the Reg CC deposit amount was released after the configured number of days.		Y				
1600	If enabled, have a teller (or tellers) print a user defined check from Xpress Teller.		N				We did not enable this feature as we do not utilize user defined checks.
1600	If enabled, have a teller or tellers print a check to another branch.		Y				
M A N A G E M E N T							
1033	Use this new option to see the list of processors and services for your credit union		Y	5	5	3	3
							Helpful tool that has all our vendor info to view.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
849	Review your check holds and if possible, use the new feature that will set additional days for check amounts above a large dollar amount threshold in the automated hold configuration.		N				
355	If possible, add an additional number of hold days for check amounts above a large dollar amount threshold.		N				
323	If possible, configure a new check type for use in Xpress teller.		N				
326	If you are able to configure a new check type, attach the new user-defined check type to existing printer(s) at your credit union so tellers can print to these devices.		N				

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						
1775	If possible, enable a teller or tellers to print user-defined checks using Xpress Teller and have them use the function to verify the check processes as expected.			N					
1775	If possible, allow tellers to print checks/money orders at other branch locations.			Y	3	5	1	1	With testing, I cannot think of a situation where a staff member would need to print a check to another branch. Additionally, I don't know if it is our CU*BASE check printer set up, but it was difficult to determine which check printer I was printing to. This listing also included printers IDs such as receipt printers, HOLDKG, etc. If a user doesn't know what they are looking for or what they are looking at it is very confusing and could cause issues. I do not foresee the cu using this feature.
777	Choose a product and check the prompt for marketing club enrollment to make it a part of your account opening flow.			Y	5	5	5	5	
3	Have employees open an account where the product is set to default the marketing club prompt. Make sure it defaults to Y and pops the screen as indicated.			Y	5	5	5	5	

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
3	For products not configured with the marketing club prompt, verify that the account opening flow is defaults with the checkbox unchecked.		Y	5	5	5	5
963 (or 777)	Review the savings/checking product configuration and look at the new structure of the screen where account information is separated into a separate tab.		Y	5	5	5	5
Notify CU*A	Contact the Imaging team to set up the ability to use the request forms functionality in the lending workflow (this is also in the Lending section).		Y				
B A C K O F F I C E							
1874	Work your invalid accounts from this new dashboard instead of the PACHSU report. (You can still print the PACHSU report if you like for archival if you want it for reference).		Y	5	5	5	5
202	Review your Chart of Accounts and add any new GLs as needed. Use the search functions at the top of the screen.		Y	5	5	5	5

Tool	Task	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?	Comments/ Explanation of Rating
		5	4	3	2	1						
		Extremely	Very	Somewhat	Slightly	Not at all						
		N/A	Not applicable	Y/N	1-5	1-5	1-5	1-5				
176	Review your branch office configurations and update branch description and address if needed. (Do not suspend or delete current branches or change other fields as this may affect processing)			Y	5	5	5	5				
1773	Access new tool and add budget groups as needed.			Y	5	5	5	5				
60	Use the new search feature on general ledger inquiry to look for BOTH debit and credit amounts with a various criteria.			Y	5	3	3	3				The debit and credit filter feature would be more helpful if there was an option to view both debits and credits for a specific amount together.
60	Select a G/L with a batch to view, select the options for “Entries already posted to G/L” and “Month-end G/L account balances”. On the next page try the new search option for both debit and credit items.			Y	5	3	3	3				I don't know that we have a need for month end figures broken down by branch. I don't think we will use the “J/E generated but not yet posted” feature, either. The debit and credit filter feature would be more helpful if there was an option to view both debits and credits for a specific amount together.
998	Take the tool to review all open invoices. Confirm the content and number of items per vendor. Enter the invoice to see the detail items.			Y	4	4	4	4				
998	Create new invoices using the enhanced tool. Use the features to add multiple expenses as applicable, re-order the sequence, insert or delete lines and verify results including the total invoice.			Y	4	4	4	4				

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
998	Create templates for recurring invoices so that you do not have to re-enter all the data every time. To do so, enter new invoice, select the vendor and then check the template flag. If the vendor already has outstanding invoices, you can take the “New Template” option on the vendor screen. Verify that the template flag displays correctly when viewing items for that vendor.	N					
998	Use the new template option to create a new invoice. After setting up a template, use the copy feature to start the new entry and make the necessary adjustments.	N					
1900	If your credit union uses a CU credit card account for expenses, use this tool to set up a clearing GL so that payments to the credit card account can be expensed to vendors and paid directly to the credit card instead of printing a check.	N					
1032	Once the configuration above is complete, use this tool to make an Accounts Payable payment to a credit union credit card and record the purchases from individual vendors. Enter payment information and credit card payment information to post.	N					
990	Verify the payment history to each vendor processed on the previous payment from tool 1032 to verify that the history displays accurately.	N					

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											
73	Use the new copy feature to record information on wires that are recurring and have the same information as previous wires.	Y	5	5	5	1	I don't know that Accounting would use this – it sounds like a Retail function to me? Unless we can test with an incoming wire to see what changed in beta					
981	Go to the wire tracking option to review the new sort options for each column.	Y	5	5	5	5	Sorting is helpful. Clicking on “Show Pending” just brought me back to the home screen, though. I am unsure of the intended function.					
GENERAL COMMENTS												

Beta Test Checklist

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



Credit Union Name: Parkside Credit Union

Primary Contact Name: Heathor Balazy

Primary Contact Phone Number: 734.525.0700 X 1200

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

Tool

Task

M E M B E R F A C I N G							
<i>Sample tool</i>	<i>Sample task</i>	Y	3	2	4	5	<i>This feature will really make processing much easier for tellers.</i>
569	Update the option for allowing personal information to the new option Direct Update with two factor (text/email) .	Y	3	3	5	5	Good option to stop account takeovers
It's Me 247	Login to Online Banking and navigate to the Personal Information Page. Ensure all phone numbers and email are listed as options to receive the one-time code.	Y	4	4	5	5	Provides better account security
It's Me 247	Walk through the 2 Factor process using both text and email and update Personal Information and ensure the information is updated properly	Y	5	5	5	5	Works well no issues for members
It's Me 247	Verify that all products configured in the rate boards continue to show in online banking	N					Don't have Bizlink247

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating	
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all		
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5	
506	On first day of release, verify that the settings for online banking access for certificates and shares are still configured as expected		Y	4	4	4	4	Quick tool for updating
470	On first day of release, verify that the settings for online banking access for loans are still configured as expected		Y	4	4	4	4	Like to option of being able to change by loan category
It's Me247	If possible and you have configured share draft secured loans during the beta period, access from Online Banking, confirm that online Share Draft Loan can be selected. Continue through the loan process and confirm the maximum amount allowed matches the available balance on the draft account. Confirm the limits of the loan match what is configured in the loan product. Finalize the loan through Online banking process, in CUBASE confirm the loan was created.		N					This is not a product we currently offer
L E N D I N G								
659	If printing loan statement notices, try the new flag to mask account numbers. If you don't need to print statements for members, but have a loan category with a small group of loans that could be tested, use the masking feature to review the printed results as simply a test of the new function.		Y	4	4	4	4	Masking provides added security for our members
119 and 570	If you have any deferred government backed loans link the deferred loan suffix to the original participation loan record. Confirm that any added suffix appears when inquiring on the participation loan via Tool 570		N					No deferred government back loans

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		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
297	Create a Preview Escrow Analysis for an individual account, or selected Loan Categories or selected Dividend Applications. If Loan Categories selected – confirm the lookup only returns those categories that allow escrow accounts. If DIVAPL selected– confirm the lookup only shows escrow products. Confirm that only 1 selection can be used (individual account, loan category or DIVAPL). Confirm the confirmation window is presented and correctly identifies the Loan Category(ies) or DIVAPL(s) selected.	N					Parkside does not currently offer escrow accounts on our Home Equity products.
297	Preview Analysis Dashboard- Select a record and then attempt all the available functions onscreen. View History – will bring you to the Historical data for the analysis. View Project – will bring you to the Projected data for the analysis. Member Inquiry – will take you to the Member Inquiry screen. View Escrow Record will take you to the Escrow Disbursement Record screen. Exclude – temporarily removes the record from the dashboard. Select Refresh to return record onscreen. Toggle Payment will show the current PITI Payment (Old payment) and the projected PITI Payment (New payment) Select some or all the analysis on screen to print	N					Parkside does not currently offer escrow accounts on our Home Equity products.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all	
		N/A Not applicable	Y/N	1-5	1-5	1-5	1-5
297	If you have reason to prepare a Create Escrow Analysis Confirm that the Printer options and Member Payment Date Change fields are enabled. Confirm that a confirmation window is presented. Review the new PESCAN and PESCAC reports confirm information matches the escrow analysis statement.		N				Parkside does not currently offer escrow accounts on our Home Equity products.
476	Check out the new options on the written off loan dashboard for determining recovery amounts in a specific time period. Try each one of the options to review recovery amounts.		Y	3	3	3	I am not sure our staff is processing correctly. Will need more staff training to utilize this tool properly.
476	Use this new feature to assist with your 5300 reporting for recoveries. Set your filters and save a copy for future reference. Exit the program and retrieve the filters to make sure they saved as expected.		N				We don't use this report for 5300, may start if we can get figures in order. Hasn't been used properly.
1340	If possible, create a 1Click offer and assign an approval ID to the offer. Confirm that only those employee IDs with Loan Underwriting authority are presented.		N				Currently use Sync1
2	Confirm that the assigned approval ID appears when viewing the 1Click offer details.		N				Currently use Sync1
Notify CU*A	Contact the Imaging team to set up the ability to use the request forms functionality in the lending workflow (this is also in the Management section).						Currently use Sync1

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating			
		5	Extremely	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	
		4	Very							
		3	Somewhat							
		2	Slightly							
		1	Not at all							
		N/A	Not applicable							
2	Work through the loan application process. When completing the loan application, if there are documents needed from the borrower/co-borrower, request documents via the request button. Note that the setup will need to be done with Imaging prior to this working. See step listed above.	Y	4	4	4	4		Worked well, especially pushing to IDOC vault		
Contact CU*A for setup of Share Draft secured loan forms	If you want to offer share draft secured loans with a loan agreement, contact LenderVP/Imaging to configure the form.							Currently use Sync1		
777	If possible, enable share secured lending with a new or unique share draft product. Establish the loan product, interest rate margin and fee.	N						Currently use Sync1		
E F T										
11	Check out the new tool to temporarily raise debit card sig and PIN limits. If possible, try this on approved employee accounts and have them attempt to use the temporary limit amount.	Y	5	5	5	5		Love this update. All staff love this update! It was not easy to set calendar reminder to go back and change it.		
11	When time period expires, verify that limit is set back to original limit after the first purchase.	Y	5	5	5	5		Works perfectly. Nice efficiency.		
1024	If you haven’t already, set up MCC groups for your credit union to be used with a credit card cashback program. You can start by copying from the master MCC groups and adjust as desired or you can start from scratch and choose your own set of codes	N						Do not currently have cashback program but opportunity for the future. Currently use Scorecard rewards from FIS		

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	4	3	2	1						
		Extremely	Very	Somewhat	Slightly	Not at all						
		N/A	Not applicable									
1550	If possible, add a program for credit card cash back using one of your MCC groups configured above. WARNING: If you do not want the program to run at end of month, make sure the program is not attached to a loan category or the program is deleted prior to month end						N					
1550	Use the expense estimator on existing or new CC Cash Back program codes to determine expense based on various configurations. You can vary the rate, the MCC group, minimum and maximum amounts, and selected loan categories. If you have an existing program, you can also use this estimator on accounts already enrolled. WARNING: If you are creating a program only to verify the estimator, it’s best to delete the program before month end or make sure it’s in suspended status to make it evident it’s not an active program						N					
458	If you want to activate a new Credit Card Cash back program for a loan category, enter the program code into the loan category configuration. At month end, review reports on the first of the month to verify expected results. WARNING: This step should not be taken if you are not ready to activate the cash back feature						N					
Before EOM	If you have been working in the Credit Card Cash back program maintenance, you may want to delete any fictitious or testing programs to avoid having them print on your reports. This will also ensure no one has tied them to products in error.						N					

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		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
First of Month reports	If you have an existing or new program for credit card cash back, review the month end reports to verify expected results.		N				
T E L L E R / M E M B E R S E R V I C E							
Inquiry/Phone/Other	When using the tracker review from multiple access points, note that the sort now shows the most recent entries first.		Y	5	5	5	5
Notify CU*A	Notify us if you would like to set a different hold for business or payroll checks deposited with national shared branching. Confirm that the holds processed are held for the expected number of days.						
3	When opening an account, notice the new option for marketing club enrollment on the upper left. Check this box if you would like to include this option in your workflow.		Y	5	5	5	5
3	When opening a checking account, note the MICR line displaying on the screen. Verify the accuracy of the MICR for your credit union on this account.		Y	4	4	4	4

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		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
Inquiry/Phone	Check out the new access points for advice based on Consumer Lending on Reputation (CLR). These can be found in the new tab "Decision Advice." If possible, use "Get Advice" to see available CLR Codes configured by your Credit Union. To View results of the CLR Path use "See Advice." Please confirm the results show when selecting "See Advice."		N				Not currently using, but may add soon
1	Check out the new access points for advice based on Consumer Lending on Reputation (CLR). These can be found in the new tab "Decision Advice." If possible, use "Get Advice" to see available CLR Codes configured by your Credit Union. To View results of the CLR Path use "See Advice." Please confirm the results show when selecting "See Advice."						
3	Check out the new CLR access also added to the account opening process.						
Inquiry/Phone/Teller	Review the new P2P enrollment status showing on the screen accessed with the Online Banking button. The status here can be verified in tool 14 where it also shows the status.		Y	5	5	5	It's nice to have all the information in one area.
Inquiry/Phone/Teller	Review the A2A status shown on the participation/products tab and any detailed relationships if active. You can verify the data displaying by comparing to tool 14		Y	5	5	5	Helps to know what to offer to members based on what they already have.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating		
		5	Extremely	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
		4	Very						
		3	Somewhat						
		2	Slightly						
		1	Not at all						
		N/A	Not applicable						
Teller	After changes have been made to configure additional holds on large check amounts (see the Management section), review holds on accounts. Make sure holds are following the configured amounts. If the hold is over the newly configured large dollar amount, verify it has been calculated correctly		N						
Teller	Review check hold information printing on receipts. Make sure they are displaying correctly.								
341	Verify the hold days that populate in when doing a direct mail post for accuracy. If importing a batch, verify the additional hold days apply to all deposits over the newly configured large dollar amount		Y	3	3	1	1		Do not use the mail/direct transaction Processing often. Most checks that are mailed in require investigation on the account to find out where it goes. Easier to post directly to the account.
RDC	Verify deposit holds placed on RDC deposits.		Y	3	3	1	1		We usually only place holds on RDC manually on a case-by-case situation. All checks over approved amount goes to review. Don't think we would use this going forward.
ATM	Verify deposit holds placed against ATM deposits for accuracy.		Y	4	4	4	4		Holds were accurate.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating		
		5	Extremely	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
		4	Very						
		3	Somewhat						
		2	Slightly						
		1	Not at all						
		N/A	Not applicable						
919	Remove an uncollected hold from an account. Verify the hold was removed by looking at available funds.	Y	4	4	4	4	Holds are working as they should be.		
Inquiry / Phone Op – uncollected funds	Verify the Reg CC deposit amount was released after the configured number of days.	Y	4	4	4	4	Reg CC holds are falling off as configured.		
1600	If enabled, have a teller (or tellers) print a user defined check from Xpress Teller.	N					No Xpress teller at this time		
1600	If enabled, have a teller or tellers print a check to another branch.						I love this option but not configured for xpress teller yet		
M A N A G E M E N T									
1033	Use this new option to see the list of processors and services for your credit union	Y	5	5	5	5	Helpful in vendor management		

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating	
		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	
849	Review your check holds and if possible, use the new feature that will set additional days for check amounts above a large dollar amount threshold in the automated hold configuration.		Y	4	4	4	1	NO configured checks hold at this time, but may reconsider
355	If possible, add an additional number of hold days for check amounts above a large dollar amount threshold.		Y	4	4	4	1	NO configured checks hold at this time, but may reconsider
323	If possible, configure a new check type for use in Xpress teller.							Do not currently have Xpress Teller
326	If you are able to configure a new check type, attach the new user-defined check type to existing printer(s) at your credit union so tellers can print to these devices.							Do not currently have Xpress Teller

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating
		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
1775	If possible, enable a teller or tellers to print user-defined checks using Xpress Teller and have them use the function to verify the check processes as expected.		N				Do not currently have Xpress Teller
1775	If possible, allow tellers to print checks/money orders at other branch locations.		N				Do not currently have Xpress Teller
777	Choose a product and check the prompt for marketing club enrollment to make it a part of your account opening flow.		Y	5	5	5	This is something that has made account opening much easier
3	Have employees open an account where the product is set to default the marketing club prompt. Make sure it defaults to Y and pops the screen as indicated.		Y	5	5	5	Ensures this step is not missed in the workflow.

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating			
		5	Extremely	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	
		4	Very							
		3	Somewhat							
		2	Slightly							
		1	Not at all							
		N/A	Not applicable							
3	For products not configured with the marketing club prompt, verify that the account opening flow is defaults with the checkbox unchecked.			Y	5	5	5	5		Easy to use
963 (or 777)	Review the savings/checking product configuration and look at the new structure of the screen where account information is separated into a separate tab.			Y	4	4	4	4		Easy to process
Notify CU*A	Contact the Imaging team to set up the ability to use the request forms functionality in the lending workflow (this is also in the Lending section).									
B A C K O F F I C E										
1874	Work your invalid accounts from this new dashboard instead of the PACHSU report. (You can still print the PACHSU report if you like for archival if you want it for reference).			Y	4	3	4	5		Tool works great but does not allow for NOC's to be completed within the same tool
202	Review your Chart of Accounts and add any new GLs as needed. Use the search functions at the top of the screen.			Y	4	4	4	4		

Tool	Task	Rate each item on a scale of 1-5. (5 = highest, 1 = lowest)					Comments/ Explanation of Rating		
		5	4	3	2	1			
		Extremely	Very	Somewhat	Slightly	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	
176	Review your branch office configurations and update branch description and address if needed. (Do not suspend or delete current branches or change other fields as this may affect processing)			Y	5	5	5	5	
1773	Access new tool and add budget groups as needed.			Y	5	5	5	5	This tool is used monthly to review previous subsidiary entries, it is very easy to use
60	Use the new search feature on general ledger inquiry to look for BOTH debit and credit amounts with a various criteria.			Y	4	4	5	5	When searching for previous JE’s this tool is very handy. The only issue is that you have to page up to see the entire entry
60	Select a G/L with a batch to view, select the options for “Entries already posted to G/L” and “Month-end G/L account balances”. On the next page try the new search option for both debit and credit items.			Y	5	3	3	4	
998	Take the tool to review all open invoices. Confirm the content and number of items per vendor. Enter the invoice to see the detail items.			Y	3	4	4	5	Would like to see a “back” button once in the invoice screen. I’ve been booted out several times when viewing individual invoices.
998	Create new invoices using the enhanced tool. Use the features to add multiple expenses as applicable, re-order the sequence, insert or delete lines and verify results including the total invoice.			Y	3	3	4	5	When entering a credit, a warning to check the credit box would be helpful. Also, a back button would alleviate being kicked out of the tool.

Tool	Task	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?	Comments/ Explanation of Rating
		5 Extremely	4 Very	3 Somewhat	2 Slightly	1 Not at all						
		N/A	Not applicable	Y/N	1-5	1-5	1-5	1-5				
998	Create templates for recurring invoices so that you do not have to re-enter all the data every time. To do so, enter new invoice, select the vendor and then check the template flag. If the vendor already has outstanding invoices, you can take the “New Template” option on the vendor screen. Verify that the template flag displays correctly when viewing items for that vendor.			Y	5	4	3	3				It is easy to use. I’m not sure how often I would use this because the information varies greatly on monthly invoices for the most part.
998	Use the new template option to create a new invoice. After setting up a template, use the copy feature to start the new entry and make the necessary adjustments.			Y	5	5	4	4				This works very well. I cannot delete a template and I would like to see this as an option.
1900	If your credit union uses a CU credit card account for expenses, use this tool to set up a clearing GL so that payments to the credit card account can be expensed to vendors and paid directly to the credit card instead of printing a check.			N								Not currently using this but may in the future.
1032	Once the configuration above is complete, use this tool to make an Accounts Payable payment to a credit union credit card and record the purchases from individual vendors. Enter payment information and credit card payment information to post.			N								
990	Verify the payment history to each vendor processed on the previous payment from tool 1032 to verify that the history displays accurately.			Y	5	5	5	5				This works very 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						
73	Use the new copy feature to record information on wires that are recurring and have the same information as previous wires.	Y		3	3	3	3		
981	Go to the wire tracking option to review the new sort options for each column.	Y		4	4	4	4		
GENERAL COMMENTS									