Beta Test Checklist

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

Credit Union Name: **Partnership Financial Credit Union**

Primary Contact Name: **Brian Peterson**

Primary Contact Phone Number: **847-455-2693**

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.*
Online Banking	Once you have configured the new email in Tool #569, access online banking and update your personal information. Confirm that a notification email is sent to the email address input in Tool #569.						
Online Baking	Once you have configured the new email in Tool #569, access online banking and submit a secure message. Confirm that a notification email is sent to the email address input in Tool #569.						
Online Banking	After configuring an overpayment percentage through tool 458, sign into an OLB account with an active credit card in the configured category and try to process a payment resulting in a balance over the configured overpayment limit. Confirm that it stops you from overpaying beyond the configured percentage.	N	N/A	N/A	N/A	N/A	We do not have online credit cards.
LENDING							

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
589	Try the new export option on the Participation Loan Settlement Activity Report. Verify that the export file is populated as expected.		N	N/A	N/A	N/A	N/A	We do not export participation loans
579	Try the new export option on the Participation Loan Analysis Report. Verify that the export file is populated as expected.		N	N/A	N/A	N/A	N/A	We do not export participation loans.
989	For Collections or other reasons, try out the new ACH lock feature in the ACH distribution record to stop members from changing the distributions in online banking. If you don't have member accounts to work with, try out the function for staff members and verify that online banking is locking the feature properly from the locked ACH records.							
Work with Imaging Team	Work with the Imaging team to configure a group of forms to be used with the new 1Click Unfunded offer.							We are testing 1Click loans now. It is too soon to report findings.
100	Create a list of accounts to use for the new Unfunded 1Click Offers. We would suggest that you run first for some staff members so they can validate process through online banking.							We are testing 1Click loans now. It is too soon to report findings.
245	Configure a preferred Dealer for your unfunded offer. Confirm the Dealer name and address are accurate before creating the new 1Click offer. These will be available to the member in online banking.							We are testing 1Click loans now. It is too soon to report findings.

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
1045	Create a batch of new Unfunded 1Click offers. Consider issuing the offer to some internal staff members so they can review the process in online banking.						We are testing 1Click loans now. It is too soon to report findings.
2	After submitting the new batch of Unfunded 1Click offers check Tool #2 '1Click Offers' Tab. Confirm the offers are showing, select one of the offers and view offer details. Confirm the offer details match the selections made during the creation process.						We are testing 1Click loans now. It is too soon to report findings.
Online Banking	Log into online banking and confirm the offer is showing correctly. Confirm the Rate, Term, and Payment are correct. Select the preferred dealer and accept the offer.						We are testing 1Click loans now. It is too soon to report findings.
2	After accepting the offer in Online Banking use Tool #2 in CU*Base to confirm the 1Click Offer moved from the '1Click Offer' Tab and is now showing in the 'Pending' Tab.						We are testing 1Click loans now. It is too soon to report findings.
458	Select a Credit card loan category. Continue/enter to the third configuration page and configure a percentage for the "Overlimit Amount" to limit the amount that can be overpaid by the member through OLB or ARU. If you don't desire this change long-term for your members, work with staff members with a short-term change to verify this process in online banking during the beta period.	N	N/A	N/A	N/A	N/A	We do not have online credit cards.
245	Add a new or edit an existing Indirect Dealer. Confirm that the new fields of Email Address, Financial Institution Account and Routing Number, and Comments are present and editable. Confirm that only Dealer Number and Dealer Name are required fields.	N	N/A	N/A	N/A	N/A	We do not have any indirect dealer relationships.

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
750	Add Working a Loan Application to the list of Processes to Auto-display contact information change alert. Work a loan application where the member's contact information has changed. Confirm that the alert is presented.						
1080	If you collect HMDA data in CUBASE confirm that the Save/Update button has been removed and that simply clicking the page up/down or forward arrow saves the data newly entered.						
458	If your management has made the decision to offer the Principal Curtailments on Delinquent Interest Only loans feature and your credit union policy will allow for this change in payment postings - work with Lender VP to change your interest only loan category. If a change is made, monitor member payment activity.						
B A C K O F F I C E							
649	Try out the export option for the GL history report. Try different selection criteria and verify that your results match the reports generated						
1041	Use the new "Force post Disbursements to Credit Cards" tool when working daily credit card exceptions. Review accounts that are frozen, secured funds, or overlimit balances to confirm tool posts transactions without overrides needed. Also confirm that employees without override status can not post through this tool.	N	N/A	N/A	N/A	N/A	We do not have online 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
1048	Each day, use this new corporate check/money order reconciliation tool to balance previous day's corporate checks. Review the tool again after any necessary adjustments to verify any differences have been resolved.		Y	5	5	3	2	We get this GL balance on our financials report using tool 640. We compare the balance to the tool 636 report. We store both reports in CUSpy for viewing to be paperless. We probably won't use it daily but it is faster than running the report if we want to check on the numbers quickly.
1900	Review accounts payable workflow controls. Verify that any configured emails are currently showing as expected and are no longer editable.		Y	4	4	2	2	We have confirmed the intended changes were made. The Email address is no longer editable by employees. The email address is not edited often, but now is more inconvenient to make changes without CUAnswers assistance.
A2A reports	Each day, review your A2A reports LMBRA2AEXP and LMBRA2ACP run in end of day. Check for additional exceptions that may be on the exception report. Check the posting report for all posted A2A transactions for that day which have been sent and confirmed.		N	N/A	N/A	N/A	N/A	We do not have A2A features set up.
TELLER / MEMBER SERVICE								
551	Select **Update New Member Comment Configuration** and confirm proper defaulted message. If possible, update the new member message. Monitor the new message is properly writing within member comments with new memberships.							
Member Inquiry	When working with a member, try searching for their account using the new search fields. Try using the advance search for DBA, driver's license, etc. Pay special attention to hyphenated names or names including apostrophes.		Y	5	4	4	5	I found a few accounts using this new feature that I could not find otherwise. I wish it was in Phone Op so I didn't have to switch back after finding the account.

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
1005	Review the changes in teller workflow controls. Make sure any changes save appropriately and function as configured. If you have either vertical or native receipts configured, test changes to receipt summary by changing the configured settings for primary or joint owners							
1775	If using Xpress teller, work through the controls and make changes to receipt summary by updating the configuration for primary or joint owners. Verify the receipts print according to configured settings in Xpress Teller		N	N/A	N/A	N/A	N/A	We do not use Xpress Teller.
1005	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for all receipt channels. Once setup, use tool 1005 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings in Teller.		N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
1	If you have turned on Native receipts with the Imaging team, process various transactions through Teller. Verify that it launches the transaction display. Verify the details and the printed receipt.		N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
Member Inquiry/Phone Op	If you have turned on Native receipts with the Imaging team, review a member's recent transactions. Reprint a receipt and verify that any receipts AFTER turning on Native launches the application. Verify the details and the printed receipt.		N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.

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
Phone Operator	If you have turned on Native receipts with the Imaging team, process various transactions through Phone Operator (Wire, Transfers, SB Transfers, Misc. Receipts). Verify that it launches the transaction display. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
30/492	If you have turned on Native receipts with the Imaging team, process various account adjustments either tool. Verify that it launches the transaction display. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
31	If you have turned on Native receipts with the Imaging team, Verify the receipt application launches upon reversing a member's transaction. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
50	If you have turned on Native receipts with the Imaging team, disburse loan funds using Tool 50. Verify that it launches the transaction display. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
353	If you have turned on Native receipts with the Imaging team, process various effective-date adjustments. Verify that it launches the transaction display. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.

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
516	If you have turned on Native receipts with the Imaging team, process various transactions through Member Transfers. Verify that it launches the transaction display. Verify the details and the printed receipt.	N	N/A	N/A	N/A	N/A	We are not yet setup for native receipts.
1600	If you use Xpress Teller, try searching for a member's account using the new search fields. If applicable, try using the advance search for DBA, Driver's License, etc. Pay special attention hyphenate names or names with apostrophes.	N	N/A	N/A	N/A	N/A	We do not use Xpress Teller.
1047	Review the new tool for HSA balance information. Choose multiple member accounts in a view-only mode and verify the data is displayed accurately.	N	N/A	N/A	N/A	N/A	We do not have any HSA accounts.
1049	Review your online banking settings without the risk of maintenance capability. See your credit union options from this new view only tool.						
989	Use the new lookup and global search functionality now available in ACH maintenance. Try the 'Find GL" options, the global search, and the account suffix lookup as you maintain ACH records.						
3	Once configured for CU*Forms, open a new membership. Confirm the new CU*Forms pop-up is showing instead of the previous member forms pop-up. Select 'Start Forms Now' and confirm you are redirected in a web browser to CU*Forms. Once finished in CU*Forms, return to CU*Base to finish the membership opening process.						Currently testing

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
3	Create new sub-accounts for a membership, Savings, Checking, or CD. Confirm the new CU*Forms pop-up is presented to you. Select the 'Not Ready Yet' button. Confirm you are returned to the next step in the account opening process.							Currently testing
21	Confirm the new 'Go to CU*Forms' button is showing on the screen. Click on the button and confirm you are redirected in a web browser to CU*Forms.							Currently testing
3 and 15	When opening or editing a membership listed as a foreign citizen, mark the appropriate reporting option new with this release. Options are no reporting, standard reporting for 1099, or 1042S reporting (make sure your credit union will be utilizing 1042S before making this selection).							Currently testing
M A N A G E M E N T								
592	Work through the risk analysis workflow as you normally would, however, include a risk limit that your credit union would like to meet. Proceed through the tool verifying that the proper highlight occurs when you exceed this limit or are under the limit.							
1051	Check the new canned query to review NSF transactions by day. Use this tool to help research if you want to look for recurring fees.	Y	3	4	3	5	I wish it was more like a regular tool than a query screen. Then the dates could be defaulted and have dropdown ability to easily select dates. Or using other filters for non-query users would be easier (i.e. specific account)

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
1044	Use this new tool to identify logins for online banking by IP address. Search by either account base or IP address to review for research or look for fraudulent activity.		Y	5	4	5	5	Nice and easy. I would like it to count/group daily logins like tool 565 does.
159	Try the new export option on the CU File Maintenance Inquiry Dashboard. Try different filter selections and verify the export pulls in the filtered data as expected.							
569, ACH On-Demand Posting	If possible, try the new feature to allow ACH on-demand posting with the new flag turned off for "Base deposit (seq 99) suffix must have sufficient funds for fee in advance, without the incoming deposit." If possible, have staff members try the on-demand posting option with the available balance both available and not available.		N	N/A	N/A	N/A	N/A	We do have this feature turned on.
1033	Try the new export option for your vendor/processor information in this tool. Verify the data in the export file in your QUERYXX library.							
Work with Imaging	Work with the Imaging Team to set up the new CU*Forms option to use CU*Forms when opening new memberships and accounts.							Currently testing. Not complete yet. But seems to be working as expected so far.

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
574	Enter a maximum debt to income value. Continue to the next screen in the process. On the next screen select the new 'Show DTI' button. Confirm the Credit Score column changes to show the DTI for each account. Select the 'Show Credit Score' button and confirm the DTI column changes to show the credit score for each account.							
574	Select a group of loans to create a package to be sold to an investor. Work through the package creation process and keep track of package information. A good way to do this is to view the summary of the package before final sale and take a screenshot. If applicable and when ready, finalize the sale.		N	N/A	N/A	N/A	N/A	We do not sell our loans.
1046	Confirm previously sold packages are showing in the new tool. Confirm the Package value, Amount Sold, Number of loans, and number of members matches what you selected during the package creation. View the package summary and confirm the details of the package match the screenshot you took during the package creation.		N	N/A	N/A	N/A	N/A	We do not sell our loans.
1046	View comments on the package. If not available, confirm you receive the message on screen indicating no comments available for the package selected.		N	N/A	N/A	N/A	N/A	We do not sell our loans.
1046	If desired, delete an existing package. This cannot be undone! Confirm you receive the warning pop-up screen indicating the deletion of the package. Confirm the package name in the pop-up matches the package you selected to delete. Confirm the sold amount on the pop-up matches the amount sold of the package selected. Once the package is deleted confirm the package is no longer showing in Tool #1046.		N	N/A	N/A	N/A	N/A	We do not sell our 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
569	Select the Online/Mobile Web Banking Features. If possible, change the Allow maintenance of personal info by member for online banking to Reviewed update. This will require the personal information updates by the member to be reviewed by your staff in Tool #13 – Work Online Banking Apps/Requests. On the bottom of the screen there is a new field to configure an email address. Use this to add the email that you would like to receive notifications when a member updates their personal information or when a secured message is sent through online banking. Only one email can be configured here.							
569	Select the Contact Us Features option. Verify the Contact Us Feature is activated. If not, consider turning this on to verify the functionality.							
Online Banking	Once you have configured the new email in Tool #569, see the online banking section of the checklist for validation of e-mails.							
140 and 1098	Confirm that you see the expected configurations in these tools for online banking and audio response for your credit union.							

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
140	If you would like to make any changes to differentiate online banking or ARU configurations, contact us to assist with those changes. When updated, verify the functionality in both online banking and ARU systems.							
Contact CU*A	If you have members who are listed as foreign citizens and you would like them included in either 1099INT or 1042S processing for IRS reporting, contact us to activate the new flag to activate this reporting option. Work with your team on your procedure for reporting options when opening or editing memberships marked as foreign citizens (see member service section for related items)							
A U D I T								
E F T								
1042	Review the new maintenance tool to set up retailer groups with specific retailers. This about future reward programs you may use and set up retailer information using the 'Where your Members Shop' feature to see how retailer name and location information is received							Will test soon.

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
11 and 12	• Verify the Master address displays on the Card/PIN Order screen for a new card when the **Master address** is in effect. • Order a new/reordered card using the 'Change' option to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.							Just tested our 2nd card after the 1st did not return address to normal. Results are unknown right now.
11 and 12	• Verify the Alternate Address displays on the Card/PIN Order screen for a new card when the **Alternate Address** is in effect. • Order a new card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.							Just tested our 2nd card after the 1st did not return address to normal. Results are unknown right now.

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
11 and 12	• Verify a member with an address flagged as **Wrong/Incorrect Address**, displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.							Will test shortly
11 and 12	• Verify a member with an address flagged as **Foreign Address,** displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.							Will test shortly

S E C U R I T Y   A D M I N I S T R A T O R

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
327	Review the change in tool access. Adjust any employee access to use the new view options for HSA and other new tools as well as grant access as appropriate for the view options of online banking and ARU configurations.							
D A T A B A S E A D M I N I S T R T O R								
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.

Thank you for helping us test the software improvements of release 24.05!

Credit Union Name: **Shoreline Credit Union**

Primary Contact Name: **Nathan Grossenbach**

Primary Contact Phone Number: **920-482-3765**

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

5	Extremely
4	Very
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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.*
Online Banking	Once you have configured the new email in Tool #569, access online banking and update your personal information. Confirm that a notification email is sent to the email address input in Tool #569.	Nathan	5	5	5	5	Removes us needing to monitor T13, so huge help.
Online Baking	Once you have configured the new email in Tool #569, access online banking and submit a secure message. Confirm that a notification email is sent to the email address input in Tool #569.	Nathan	5	5	5	5	
Online Banking	After configuring an overpayment percentage through tool 458, sign into an OLB account with an active credit card in the configured category and try to process a payment resulting in a balance over the configured overpayment limit. Confirm that it stops you from overpaying beyond the configured percentage.	Nathan	5	5	5	5	Good tool for curtailing an unknown issue that popped up when we moved to in-house credit.
LENDING							

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589	Try the new export option on the Participation Loan Settlement Activity Report. Verify that the export file is populated as expected.		Nathan	5	5	5	5	
579	Try the new export option on the Participation Loan Analysis Report. Verify that the export file is populated as expected.		Nathan	5	5	5	5	
989	For Collections or other reasons, try out the new ACH lock feature in the ACH distribution record to stop members from changing the distributions in online banking. If you don't have member accounts to work with, try out the function for staff members and verify that online banking is locking the feature properly from the locked ACH records.		Steve	5	5	3	3	Rarely run into issues with members updating their own distributions, but when we do we'll now be able to control it on an individual leve.
Work with Imaging Team	Work with the Imaging team to configure a group of forms to be used with the new 1Click Unfunded offer.		Brandon					Working with CUA to configure the form for this section
100	Create a list of accounts to use for the new Unfunded 1Click Offers. We would suggest that you run first for some staff members so they can validate process through online banking.		Nathan	5	5	5	5	This part is done.
245	Configure a preferred Dealer for your unfunded offer. Confirm the Dealer name and address are accurate before creating the new 1Click offer. These will be available to the member in online banking.		Nathan					

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
1045	Create a batch of new Unfunded 1Click offers. Consider issuing the offer to some internal staff members so they can review the process in online banking.		Nathan					
2	After submitting the new batch of Unfunded 1Click offers check Tool #2 '1Click Offers' Tab. Confirm the offers are showing, select one of the offers and view offer details. Confirm the offer details match the selections made during the creation process.		Nathan					
Online Banking	Log into online banking and confirm the offer is showing correctly. Confirm the Rate, Term, and Payment are correct. Select the preferred dealer and accept the offer.		Nathan					
2	After accepting the offer in Online Banking use Tool #2 in CU*Base to confirm the 1Click Offer moved from the '1Click Offer' Tab and is now showing in the 'Pending' Tab.		Nathan					
458	Select a Credit card loan category. Continue/enter to the third configuration page and configure a percentage for the "Overlimit Amount" to limit the amount that can be overpaid by the member through OLB or ARU. If you don't desire this change long-term for your members, work with staff members with a short-term change to verify this process in online banking during		Nathan	5	5	5	5	
245	Add a new or edit an existing Indirect Dealer. Confirm that the new fields of Email Address, Financial Institution Account and Routing Number, and Comments are present and editable. Confirm that only Dealer Number and Dealer Name are required fields.		Nathan	5	5	3	3	

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
750	Add Working a Loan Application to the list of Processes to Auto-display contact information change alert. Work a loan application where the member's contact information has changed. Confirm that the alert is presented.		Nathan					Added, need it to be tested.
1090	If you collect HMDA data in CUBASE confirm that the Save/Update button has been removed and that simply clicking the page up/down or forward arrow saves the data newly entered.		Andrea	N/A	N/A	N/A	N/A	
458	If your management has made the decision to offer the Principal Curtailments on Delinquent Interest Only loans feature and your credit union policy will allow for this change in payment postings - work with Lender VP to change your interest only loan category. If a change is made, monitor member payment activity.		N/A					
B A C K O F F I C E								
649	Try out the export option for the GL history report. Try different selection criteria and verify that your results match the reports generated		Steve	5	5	5	5	
1041	Use the new "Force post Disbursements to Credit Cards" tool when working daily credit card exceptions. Review accounts that are frozen, secured funds, or overlimit balances to confirm tool posts transactions without overrides needed. Also confirm that employees without override status can not post through this tool.		Steve	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
1048	Each day, use this new corporate check/money order reconciliation tool to balance previous day's corporate checks. Review the tool again after any necessary adjustments to verify any differences have been resolved.	Steve	5	5	5	5	
1900	Review accounts payable workflow controls. Verify that any configured emails are currently showing as expected and are no longer editable.	Steve	5	5	5	5	
A2A reports	Each day, review your A2A reports LMBRA2AEXP and LMBRA2ACP run in end of day. Check for additional exceptions that may be on the exception report. Check the posting report for all posted A2A transactions for that day which have been sent and confirmed.	Steve					No Reports founds
TELLER / MEMBER SERVICE							
551	Select **Update New Member Comment Configuration** and confirm proper defaulted message. If possible, update the new member message. Monitor the new message is properly writing within member comments with new memberships.	Lisa	5	5	5	5	Very easy and convenient
Member Inquiry	When working with a member, try searching for their account using the new search fields. Try using the advance search for DBA, driver's license, etc. Pay special attention to hyphenated names or names including apostrophes.	Nathan/Lisa	5	5	5	5	Much needed for business accounts, long names. Thank you!

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
1005	Review the changes in teller workflow controls. Make sure any changes save appropriately and function as configured. If you have either vertical or native receipts configured, test changes to receipt summary by changing the configured settings for primary or joint owners		Lisa					
1775	If using Xpress teller, work through the controls and make changes to receipt summary by updating the configuration for primary or joint owners. Verify the receipts print according to configured settings in Xpress Teller		Lisa					
1005	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for all receipt channels. Once setup, use tool 1005 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings in Teller.		Brandon	5		5	5	==Signature capture is not working correctly, will no always allow signature on withdrawals when only for withdrawals is selected. Sent to Beta team==
1	If you have turned on Native receipts with the Imaging team, process various transactions through Teller. Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon	5	4	5	5	Works as advertised, support for Co-op shared branch receipts would be nice though.
Member Inquiry/Phone Op	If you have turned on Native receipts with the Imaging team, review a member's recent transactions. Reprint a receipt and verify that any receipts AFTER turning on Native launches the application. Verify the details and the printed receipt.		Brandon	5	5	5	5	Works as advertised

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
Phone Operator	If you have turned on Native receipts with the Imaging team, process various transactions through Phone Operator (Wire, Transfers, SB Transfers, Misc. Receipts). Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon					Unable to test SB Transfers, MISC receipts works great, ==waiting on wire to come through.==
30/492	If you have turned on Native receipts with the Imaging team, process various account adjustments either tool. Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon	5	5	5	5	
31	If you have turned on Native receipts with the Imaging team, Verify the receipt application launches upon reversing a member's transaction. Verify the details and the printed receipt.		Brandon	5	5	5	5	Works as advertised.
50	If you have turned on Native receipts with the Imaging team, disburse loan funds using Tool 50. Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon	5	5	5	5	Brad tested, all good.
353	If you have turned on Native receipts with the Imaging team, process various effective-date adjustments. Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon					We do not use this on the operations side \ Slim says they do not use it in accounting. Consumer lending does not use. ==(Can't use on split rate, maybe try on fixed loan, maybe try on Andrea's RV)==

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
516	If you have turned on Native receipts with the Imaging team, process various transactions through Member Transfers. Verify that it launches the transaction display. Verify the details and the printed receipt.		Brandon	5	5	5	5	Did several, came out perfect.
1600	If you use Xpress Teller, try searching for a member's account using the new search fields. If applicable, try using the advance search for DBA, Driver's License, etc. Pay special attention hyphenate names or names with apostrophes.		Lisa					
1047	Review the new tool for HSA balance information. Choose multiple member accounts in a view-only mode and verify the data is displayed accurately.		Lisa	5	5	5	5	Data displayed correctly
1049	Review your online banking settings without the risk of maintenance capability. See your credit union options from this new view only tool.		Nathan	5	5	3	3	Only 1 or 2 people use this for us, but definitely helpful for larger orgs.
989	Use the new lookup and global search functionality now available in ACH maintenance. Try the 'Find GL" options, the global search, and the account suffix lookup as you maintain ACH records.		Steve	5	5	5	5	Will make lookup much easier
3	Once configured for CU*Forms, open a new membership. Confirm the new CU*Forms pop-up is showing instead of the previous member forms pop-up. Select 'Start Forms Now' and confirm you are redirected in a web browser to CU*Forms. Once finished in CU*Forms, return to CU*Base to finish the membership opening process.		Lisa/Brandon					Need more forms configured before we can turn on formflow to test this. Brandon/Justin to work on getting more forms.

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
3	Create new sub-accounts for a membership, Savings, Checking, or CD. Confirm the new CU*Forms pop-up is presented to you. Select the 'Not Ready Yet' button. Confirm you are returned to the next step in the account opening process.		Lisa/Brandon					<mark>Need more forms configured before we can turn on formflow to test this.</mark>
21	Confirm the new 'Go to CU*Forms' button is showing on the screen. Click on the button and confirm you are redirected in a web browser to CU*Forms.		Lisa/Brandon					<mark>Need more forms configured before we can turn on formflow to test this.</mark>
3 and 15	When opening or editing a membership listed as a foreign citizen, mark the appropriate reporting option new with this release. Options are no reporting, standard reporting for 1099, or 1042S reporting (make sure your credit union will be utilizing 1042S before making this selection).		Lisa/brandon					No options to select, did not show up in maintain or open new
M A N A G E M E N T								
592	Work through the risk analysis workflow as you normally would, however, include a risk limit that your credit union would like to meet. Proceed through the tool verifying that the proper highlight occurs when you exceed this limit or are under the limit.		Nathan	5	5	5	5	Actually didn't know about this tool before, I like it and the addition of the risk parameter is a nice touch.
1051	Check the new canned query to review NSF transactions by day. Use this tool to help research if you want to look for recurring fees.		Nathan	5	5	5	5	Nice for our staff who don't know how to use query, and especially having the date formatted already in the query is nice. Maybe update the early parameter from 2000-01-01 to something more current if possible.

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
1044	Use this new tool to identify logins for online banking by IP address. Search by either account base or IP address to review for research or look for fraudulent activity.		Nathan	5	4	3	4	This is good info to have in the right case, not sure how often we would use it. I think the timestamp is as important as the IP given how many different locations one can access OLB and the different IP for each location.
159	Try the new export option on the CU File Maintenance Inquiry Dashboard. Try different filter selections and verify the export pulls in the filtered data as expected.		Nathan	5	5	5	5	This will replace a current practice with custom query, very nice.
569, ACH On-Demand Posting	If possible, try the new feature to allow ACH on-demand posting with the new flag turned off for "Base deposit (seq 99) suffix must have sufficient funds for fee in advance, without the incoming deposit." If possible, have staff members try the on-demand posting option with the available balance both available and not available.		Nathan	5		5	5	Need to try this as Shoreline has their DD's auto posted. But, the box is unchecked.
1033	Try the new export option for your vendor/processor information in this tool. Verify the data in the export file in your QUERYXX library.		Nathan					
Work with Imaging	Work with the Imaging Team to set up the new CU*Forms option to use CU*Forms when opening new memberships and accounts.		Brandon/Lisa					In progress.

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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
574	Enter a maximum debt to income value. Continue to the next screen in the process. On the next screen select the new 'Show DTI' button. Confirm the Credit Score column changes to show the DTI for each account. Select the 'Show Credit Score' button and confirm the DTI column changes to show the credit score for each account.		Nathan	5	5	5	5	
574	Select a group of loans to create a package to be sold to an investor. Work through the package creation process and keep track of package information. A good way to do this is to view the summary of the package before final sale and take a screenshot. If applicable and when ready, finalize the sale.		Nathan	5	3	4	4	We do sell participations, so this is a helpful tool that can help remove much of the manual analysis in excel.
1046	Confirm previously sold packages are showing in the new tool. Confirm the Package value, Amount Sold, Number of loans, and number of members matches what you selected during the package creation. View the package summary and confirm the details of the package match the screenshot you took during the package creation.		Nathan					
1046	View comments on the package. If not available, confirm you receive the message on screen indicating no comments available for the package selected.		Nathan					
1046	If desired, delete an existing package. This cannot be undone! Confirm you receive the warning pop-up screen indicating the deletion of the package. Confirm the package name in the pop-up matches the package you selected to delete. Confirm the sold amount on the pop-up matches the amount sold of the package selected. Once the package is deleted confirm the package is no longer showing in Tool #1046.		Nathan					

The rating scale legend:

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
569	Select the Online/Mobile Web Banking Features. If possible, change the Allow maintenance of personal info by member for online banking to Reviewed update. This will require the personal information updates by the member to be reviewed by your staff in Tool #13 – Work Online Banking Apps/Requests. On the bottom of the screen there is a new field to configure an email address. Use this to add the email that you would like to receive notifications when a member updates their personal information or when a secured message is sent through online banking. Only one email can be configured here.		Lisa/Brandon	5	5	5	5	Works as advertised.
569	Select the Contact Us Features option. Verify the Contact Us Feature is activated. If not, consider turning this on to verify the functionality.		Nathan	5	5	5	5	
Online Banking	Once you have configured the new email in Tool #569, see the online banking section of the checklist for validation of e-mails.		Nathan	5	5	5	5	Works great and removes a staff member from constantly popping into tool 13. Great idea.
140 and 1098	Confirm that you see the expected configurations in these tools for online banking and audio response for your credit union.		Nathan	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
140	If you would like to make any changes to differentiate online banking or ARU configurations, contact us to assist with those changes. When updated, verify the functionality in both online banking and ARU systems.		Nathan	5	5	5	5	
Contact CU*A	If you have members who are listed as foreign citizens and you would like them included in either 1099INT or 1042S processing for IRS reporting, contact us to activate the new flag to activate this reporting option. Work with your team on your procedure for reporting options when opening or editing memberships marked as foreign citizens (see member service section for		N/A					
A U D I T								
E F T								
1042	Review the new maintenance tool to set up retailer groups with specific retailers. This about future reward programs you may use and set up retailer information using the 'Where your Members Shop' feature to see how retailer name and location information is received		Nathan	5	5	5	2	This feature would have been great before. We offer 5x rewards on credit when shopping at specific merchants in our community. This was a huge excel project quarterly. Now AMpliFI does it 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
11 and 12	• Verify the Master address displays on the Card/PIN Order screen for a new card when the **Master address** is in effect. • Order a new/reordered card using the 'Change' option to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Steve	5	5	5	5	
11 and 12	• Verify the Alternate Address displays on the Card/PIN Order screen for a new card when the **Alternate Address** is in effect. • Order a new card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Steve	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
11 and 12	• Verify a member with an address flagged as **Wrong/Incorrect Address**, displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Steve	5	5	1	1	We would require the correct address to be on file before ordering a card. Maybe used in an odd one off situation.
11 and 12	• Verify a member with an address flagged as **Foreign Address,** displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		N/A					

S E C U R I T Y   A D M I N I S T R A T O R

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
327	Review the change in tool access. Adjust any employee access to use the new view options for HSA and other new tools as well as grant access as appropriate for the view options of online banking and ARU configurations.		Nathan	5	5	5	5	
D A T A B A S E A D M I N I S T R T O R								
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: **TBA Credit Union**

Primary Contact Name: **Christie Dompierre**

Primary Contact Phone Number: **231-932-5056**

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.*
Online Banking	Once you have configured the new email in Tool #569, access online banking and update your personal information. Confirm that a notification email is sent to the email address input in Tool #569.	Y	5	5	1	1	The team that works these did not want email notifications as well. They rotate checking the queue so had me turn this feature off.
Online Baking	Once you have configured the new email in Tool #569, access online banking and submit a secure message. Confirm that a notification email is sent to the email address input in Tool #569.	Y	5	5	1	1	The team that works these did not want email notifications as well. They rotate checking the queue so had me turn this feature off.
Online Banking	After configuring an overpayment percentage through tool 458, sign into an OLB account with an active credit card in the configured category and try to process a payment resulting in a balance over the configured overpayment limit. Confirm that it stops you from overpaying beyond the configured percentage.	N					We will be sure to test this for the next round of beta and do plan to utilize it!
LENDING							

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
589	Try the new export option on the Participation Loan Settlement Activity Report. Verify that the export file is populated as expected.		Y	5	5	4	4	Can use to validate when paying monthly bill for credit reports.
579	Try the new export option on the Participation Loan Analysis Report. Verify that the export file is populated as expected.		Y	5	5	3	3	Unsure if will use.
989	For Collections or other reasons, try out the new ACH lock feature in the ACH distribution record to stop members from changing the distributions in online banking. If you don't have member accounts to work with, try out the function for staff members and verify that online banking is locking the feature properly from the locked ACH records.							<mark>Waiting on feedback from internal collections team.</mark>
Work with Imaging Team	Work with the Imaging team to configure a group of forms to be used with the new 1Click Unfunded offer.							Started working with the lendervp team week of 4/8. Looking forward to testing!
100	Create a list of accounts to use for the new Unfunded 1Click Offers. We would suggest that you run first for some staff members so they can validate process through online banking.							(in progress)
245	Configure a preferred Dealer for your unfunded offer. Confirm the Dealer name and address are accurate before creating the new 1Click offer. These will be available to the member in online banking.							(in progress)

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
1045	Create a batch of new Unfunded 1Click offers. Consider issuing the offer to some internal staff members so they can review the process in online banking.							(in progress)
2	After submitting the new batch of Unfunded 1Click offers check Tool #2 '1Click Offers' Tab. Confirm the offers are showing, select one of the offers and view offer details. Confirm the offer details match the selections made during the creation process.							(in progress)
Online Banking	Log into online banking and confirm the offer is showing correctly. Confirm the Rate, Term, and Payment are correct. Select the preferred dealer and accept the offer.							(in progress)
2	After accepting the offer in Online Banking use Tool #2 in CU*Base to confirm the 1Click Offer moved from the '1Click Offer' Tab and is now showing in the 'Pending' Tab.							(in progress)
458	Select a Credit card loan category. Continue/enter to the third configuration page and configure a percentage for the "Overlimit Amount" to limit the amount that can be overpaid by the member through OLB or ARU. If you don't desire this change long-term for your members, work with staff members with a short-term change to verify this process in online banking during the beta period.	N						We will be sure to test this for the next round of beta and do plan to utilize it!
245	Add a new or edit an existing Indirect Dealer. Confirm that the new fields of Email Address, Financial Institution Account and Routing Number, and Comments are present and editable. Confirm that only Dealer Number and Dealer Name are required fields.	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
750	Add Working a Loan Application to the list of Processes to Auto-display contact information change alert. Work a loan application where the member's contact information has changed. Confirm that the alert is presented.	Y	5	5	5	5	Great new feature, thanks! Will this also work with loan apps submitted online?
1080	If you collect HMDA data in CUBASE confirm that the Save/Update button has been removed and that simply clicking the page up/down or forward arrow saves the data newly entered.	N					
458	If your management has made the decision to offer the Principal Curtailments on Delinquent Interest Only loans feature and your credit union policy will allow for this change in payment postings - work with Lender VP to change your interest only loan category. If a change is made, monitor member payment activity.	N					Will discuss/test in round 2.
BACK OFFICE							
649	Try out the export option for the GL history report. Try different selection criteria and verify that your results match the reports generated	Y	5	5	3	3	
1041	Use the new "Force post Disbursements to Credit Cards" tool when working daily credit card exceptions. Review accounts that are frozen, secured funds, or overlimit balances to confirm tool posts transactions without overrides needed. Also confirm that employees without override status can not post through this tool.	N					Will discuss/test in round 2.

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
1048	Each day, use this new corporate check/money order reconciliation tool to balance previous day's corporate checks. Review the tool again after any necessary adjustments to verify any differences have been resolved.		Y	5	5	5	5	• We had an old FI relationship show on the dashboard (C2) when we haven't had trax since 1995. • First reaction from Accounting: "Thank you! I love this!!!!!!!!!!!!!!!!!!!"
1900	Review accounts payable workflow controls. Verify that any configured emails are currently showing as expected and are no longer editable.		Y	5	5	5	5	
A2A reports	Each day, review your A2A reports LMBRA2AEXP and LMBRA2ACP run in end of day. Check for additional exceptions that may be on the exception report. Check the posting report for all posted A2A transactions for that day which have been sent and confirmed.		Y	5	5			Unsure how helpful this will be, we've only have 2 exceptions over the past few months. Will continue to collect feedback.
T E L L E R / M E M B E R S E R V I C E								
551	Select **Update New Member Comment Configuration** and confirm proper defaulted message. If possible, update the new member message. Monitor the new message is properly writing within member comments with new memberships.		Y	5	3	3	3	Haven't decided if we want to change the message or not.
Member Inquiry	When working with a member, try searching for their account using the new search fields. Try using the advance search for DBA, driver's license, etc. Pay special attention to hyphenated names or names including apostrophes.		y	5	5	5	5	SO much better, thanks! only feedback was Tellers having to get used to tabbing through the middle initial field.

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
1005	Review the changes in teller workflow controls. Make sure any changes save appropriately and function as configured. If you have either vertical or native receipts configured, test changes to receipt summary by changing the configured settings for primary or joint owners		Y	5	5	5	5	
1775	If using Xpress teller, work through the controls and make changes to receipt summary by updating the configuration for primary or joint owners. Verify the receipts print according to configured settings in Xpress Teller							Do not use Xpress teller.
1005	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for all receipt channels. Once setup, use tool 1005 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings in Teller.							We do not require signature for withdrawals under $1K and would not want that prompt turned on.
1	If you have turned on Native receipts with the Imaging team, process various transactions through Teller. Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
Member Inquiry/Phone Op	If you have turned on Native receipts with the Imaging team, review a member's recent transactions. Reprint a receipt and verify that any receipts AFTER turning on Native launches the application. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.

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
Phone Operator	If you have turned on Native receipts with the Imaging team, process various transactions through Phone Operator (Wire, Transfers, SB Transfers, Misc. Receipts). Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
30/492	If you have turned on Native receipts with the Imaging team, process various account adjustments either tool. Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
31	If you have turned on Native receipts with the Imaging team, Verify the receipt application launches upon reversing a member's transaction. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
50	If you have turned on Native receipts with the Imaging team, disburse loan funds using Tool 50. Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
353	If you have turned on Native receipts with the Imaging team, process various effective-date adjustments. Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.

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
516	If you have turned on Native receipts with the Imaging team, process various transactions through Member Transfers. Verify that it launches the transaction display. Verify the details and the printed receipt.							Sent ticket to imaging on 4/12 regarding native receipts.
1600	If you use Xpress Teller, try searching for a member's account using the new search fields. If applicable, try using the advance search for DBA, Driver's License, etc. Pay special attention hyphenate names or names with apostrophes.							Do not use Xpress Teller.
1047	Review the new tool for HSA balance information. Choose multiple member accounts in a view-only mode and verify the data is displayed accurately.		Y	5	3	3	3	
1049	Review your online banking settings without the risk of maintenance capability. See your credit union options from this new view only tool.		Y	5	5	5	5	This is great! We are trying to tighten down access to full configuration screens, so this will be a great options for leaders to just view current settings.
989	Use the new lookup and global search functionality now available in ACH maintenance. Try the 'Find GL' options, the global search, and the account suffix lookup as you maintain ACH records.		Y	5	5	5	5	
3	Once configured for CU*Forms, open a new membership. Confirm the new CU*Forms pop-up is showing instead of the previous member forms pop-up. Select 'Start Forms Now' and confirm you are redirected in a web browser to CU*Forms. Once finished in CU*Forms, return to CU*Base to finish the membership opening process.							Cannot test CU*Forms yet due to not having Managed Services.

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
3	Create new sub-accounts for a membership, Savings, Checking, or CD. Confirm the new CU*Forms pop-up is presented to you. Select the 'Not Ready Yet' button. Confirm you are returned to the next step in the account opening process.							Cannot test CU*Forms yet due to not having Managed Services.
21	Confirm the new 'Go to CU*Forms' button is showing on the screen. Click on the button and confirm you are redirected in a web browser to CU*Forms.							Cannot test CU*Forms yet due to not having Managed Services.
3 and 15	When opening or editing a membership listed as a foreign citizen, mark the appropriate reporting option new with this release. Options are no reporting, standard reporting for 1099, or 1042S reporting (make sure your credit union will be utilizing 1042S before making this selection).							We are not signed up for 1042S tax forms yet, will discuss internally. We do have 23 members flagged as foreign citizens.
M A N A G E M E N T								
592	Work through the risk analysis workflow as you normally would, however, include a risk limit that your credit union would like to meet. Proceed through the tool verifying that the proper highlight occurs when you exceed this limit or are under the limit.							Waiting on feedback from internal lending team.
1051	Check the new canned query to review NSF transactions by day. Use this tool to help research if you want to look for recurring fees.							Waiting on feedback from internal member service team.

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
1044	Use this new tool to identify logins for online banking by IP address. Search by either account base or IP address to review for research or look for fraudulent activity.		Y	5	5	5	5	
159	Try the new export option on the CU File Maintenance Inquiry Dashboard. Try different filter selections and verify the export pulls in the filtered data as expected.		Y	5	5	3	3	
569, ACH On-Demand Posting	If possible, try the new feature to allow ACH on-demand posting with the new flag turned off for "Base deposit (seq 99) suffix must have sufficient funds for fee in advance, without the incoming deposit." If possible, have staff members try the on-demand posting option with the available balance both available and not available.		N					Will test when given the opportunity.
1033	Try the new export option for your vendor/processor information in this tool. Verify the data in the export file in your QUERYXX library.		Y	5	5	1	1	Unsure of use case for this?
Work with Imaging	Work with the Imaging Team to set up the new CU*Forms option to use CU*Forms when opening new memberships and accounts.							Cannot test CU*Forms yet due to not having Managed Services.

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
574	Enter a maximum debt to income value. Continue to the next screen in the process. On the next screen select the new 'Show DTI' button. Confirm the Credit Score column changes to show the DTI for each account. Select the 'Show Credit Score' button and confirm the DTI column changes to show the credit score for each account.							<mark>Waiting on feedback from internal lending team.</mark>
574	Select a group of loans to create a package to be sold to an investor. Work through the package creation process and keep track of package information. A good way to do this is to view the summary of the package before final sale and take a screenshot. If applicable and when ready, finalize the sale.							<mark>Waiting on feedback from internal lending team.</mark>
1046	Confirm previously sold packages are showing in the new tool. Confirm the Package value, Amount Sold, Number of loans, and number of members matches what you selected during the package creation. View the package summary and confirm the details of the package match the screenshot you took during the package creation.							<mark>Waiting on feedback from internal lending team.</mark>
1046	View comments on the package. If not available, confirm you receive the message on screen indicating no comments available for the package selected.							<mark>Waiting on feedback from internal lending team.</mark>
1046	If desired, delete an existing package. This cannot be undone! Confirm you receive the warning pop-up screen indicating the deletion of the package. Confirm the package name in the pop-up matches the package you selected to delete. Confirm the sold amount on the pop-up matches the amount sold of the package selected. Once the package is deleted confirm the package is no longer showing in Tool #1046.	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
569	Select the Online/Mobile Web Banking Features. If possible, change the Allow maintenance of personal info by member for online banking to Reviewed update. This will require the personal information updates by the member to be reviewed by your staff in Tool #13 – Work Online Banking Apps/Requests. On the bottom of the screen there is a new field to configure an email address. Use this to add the email that you would like to receive notifications when a member updates their personal information or when a secured message is sent through online banking. Only one email can be configured here.		Y	5	5	1	1	We are happy with requiring 2-Factor for personal info changes and would prefer to keep this as a self-service option. We've built a query to pull in all contact changes via OLB to then perform outreach to see if changes are need to other memberships.
569	Select the Contact Us Features option. Verify the Contact Us Feature is activated. If not, consider turning this on to verify the functionality.		Y	5	5			When will the Custom option be available? We recently got feedback from members frustrated that certain special characters were not permitted and there was no character limit provided.
Online Banking	Once you have configured the new email in Tool #569, see the online banking section of the checklist for validation of e-mails.		Y	5	5	1	1	Do not plan to use email notification.
140 and 1098	Confirm that you see the expected configurations in these tools for online banking and audio response for your credit union.		Y	5	5	3	3	We'll likely keep the configs the same for both.

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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
140	If you would like to make any changes to differentiate online banking or ARU configurations, contact us to assist with those changes. When updated, verify the functionality in both online banking and ARU systems.		N					No plans to make changes currently.
Contact CU*A	If you have members who are listed as foreign citizens and you would like them included in either 1099INT or 1042S processing for IRS reporting, contact us to activate the new flag to activate this reporting option. Work with your team on your procedure for reporting options when opening or editing memberships marked as foreign citizens (see member service section for related items)							Will discuss internally and reach out if we want this turned on.
A U D I T								
E F T								
1042	Review the new maintenance tool to set up retailer groups with specific retailers. This about future reward programs you may use and set up retailer information using the 'Where your Members Shop' feature to see how retailer name and location information is received		Y	5	5	5	5	Excited to test this more! Created a test retailer group using a local grocery store that we partner with on co-op events and they have two locations in TC.

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
11 and 12	• Verify the Master address displays on the Card/PIN Order screen for a new card when the **Master address** is in effect. Works! • Order a new/reordered card using the 'Change' option to override address. (Jane will test this next week) • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. (Jane will test next week) • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE. (Jane will test next week)		Y					<mark>Master address displays for a new card. Will test bullets 2-4 next week.</mark>
11 and 12	• Verify the Alternate Address displays on the Card/PIN Order screen for a new card when the **Alternate Address** is in effect. • Order a new card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		N					<mark>Will test when situation happens.</mark>

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
11 and 12	• Verify a member with an address flagged as **Wrong/Incorrect Address**, displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.							<mark>CU address did display for member flagged as wrong address. Will test bullets 2-4 when situation happens.</mark>
11 and 12	• Verify a member with an address flagged as **Foreign Address,** displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.	Y	5					<mark>Address did default to CU address. Will test when situation comes up.</mark>

S E C U R I T Y   A D M I N I S T R A T O R

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
327	Review the change in tool access. Adjust any employee access to use the new view options for HSA and other new tools as well as grant access as appropriate for the view options of online banking and ARU configurations.		Y	5	5	5	5	Thank you for more view only options and keep them coming!

D A T A B A S E   A D M I N I S T R T O R

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

I thought the LenderVP and Imaging teams would be reaching out to me for testing 1click un-funded pre-approvals and native receipts- so I apologize for not jumping on that outreach sooner.

Beta Test Checklist

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

Credit Union Name: **Thornapple Credit Union**

Primary Contact Name: **Courtney Stonehouse**

Primary Contact Phone Number: **269-948-8369**

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
M E M B E R F A C I N G							
Sample tool	*Sample task*	*Y*	*3*	*2*	*4*	*5*	*This feature will really make processing much easier for tellers.*
Online Banking	Once you have configured the new email in Tool #569, access online banking and update your personal information. Confirm that a notification email is sent to the email address input in Tool #569.	Y	5	4	2	3	
Online Baking	Once you have configured the new email in Tool #569, access online banking and submit a secure message. Confirm that a notification email is sent to the email address input in Tool #569.	N					
Online Banking	After configuring an overpayment percentage through tool 458, sign into an OLB account with an active credit card in the configured category and try to process a payment resulting in a balance over the configured overpayment limit. Confirm that it stops you from overpaying beyond the configured percentage.	N					
L E N D 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
589	Try the new export option on the Participation Loan Settlement Activity Report. Verify that the export file is populated as expected.		Y					Gave access to tool will update on usage
579	Try the new export option on the Participation Loan Analysis Report. Verify that the export file is populated as expected.		Y					Gave access to tool will update on usage
989	For Collections or other reasons, try out the new ACH lock feature in the ACH distribution record to stop members from changing the distributions in online banking. If you don't have member accounts to work with, try out the function for staff members and verify that online banking is locking the feature properly from the locked ACH records.		Y	5	5	5	5	
Work with Imaging Team	Work with the Imaging team to configure a group of forms to be used with the new 1Click Unfunded offer.		N					We do not use one click offers.
100	Create a list of accounts to use for the new Unfunded 1Click Offers. We would suggest that you run first for some staff members so they can validate process through online banking.		N					
245	Configure a preferred Dealer for your unfunded offer. Confirm the Dealer name and address are accurate before creating the new 1Click offer. These will be available to the member in online banking.		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
1045	Create a batch of new Unfunded 1Click offers. Consider issuing the offer to some internal staff members so they can review the process in online banking.		N					
2	After submitting the new batch of Unfunded 1Click offers check Tool #2 '1Click Offers' Tab. Confirm the offers are showing, select one of the offers and view offer details. Confirm the offer details match the selections made during the creation process.		N					
Online Banking	Log into online banking and confirm the offer is showing correctly. Confirm the Rate, Term, and Payment are correct. Select the preferred dealer and accept the offer.		N					
2	After accepting the offer in Online Banking use Tool #2 in CU*Base to confirm the 1Click Offer moved from the '1Click Offer' Tab and is now showing in the 'Pending' Tab.		N					
458	Select a Credit card loan category. Continue/enter to the third configuration page and configure a percentage for the "Overlimit Amount" to limit the amount that can be overpaid by the member through OLB or ARU. If you don't desire this change long-term for your members, work with staff members with a short-term change to verify this process in online banking during the beta period.		Y					Looking into to make sure it is something we want to do
245	Add a new or edit an existing Indirect Dealer. Confirm that the new fields of Email Address, Financial Institution Account and Routing Number, and Comments are present and editable. Confirm that only Dealer Number and Dealer Name are required fields.		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
750	Add Working a Loan Application to the list of Processes to Auto-display contact information change alert. Work a loan application where the member's contact information has changed. Confirm that the alert is presented.		Y					
1080	If you collect HMDA data in CUBASE confirm that the Save/Update button has been removed and that simply clicking the page up/down or forward arrow saves the data newly entered.		N					I do not have this tool so I assume we do not do it
458	If your management has made the decision to offer the Principal Curtailments on Delinquent Interest Only loans feature and your credit union policy will allow for this change in payment postings - work with Lender VP to change your interest only loan category. If a change is made, monitor member payment activity.		N					
BACK OFFICE								
649	Try out the export option for the GL history report. Try different selection criteria and verify that your results match the reports generated		Y	5	5	5	5	
1041	Use the new "Force post Disbursements to Credit Cards" tool when working daily credit card exceptions. Review accounts that are frozen, secured funds, or overlimit balances to confirm tool posts transactions without overrides needed. Also confirm that employees without override status can not post through this tool.		Y					

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
1048	Each day, use this new corporate check/money order reconciliation tool to balance previous day's corporate checks. Review the tool again after any necessary adjustments to verify any differences have been resolved.		Y	5	5	5	5	
1900	Review accounts payable workflow controls. Verify that any configured emails are currently showing as expected and are no longer editable.		Y	5	5	5	5	
A2A reports	Each day, review your A2A reports LMBRA2AEXP and LMBRA2ACP run in end of day. Check for additional exceptions that may be on the exception report. Check the posting report for all posted A2A transactions for that day which have been sent and confirmed.		Y	5	5	5	5	
T E L L E R / M E M B E R S E R V I C E								
551	Select **Update New Member Comment Configuration** and confirm proper defaulted message. If possible, update the new member message. Monitor the new message is properly writing within member comments with new memberships.		Y	5	5	5	5	
Member Inquiry	When working with a member, try searching for their account using the new search fields. Try using the advance search for DBA, driver's license, etc. Pay special attention to hyphenated names or names including apostrophes.		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
1005	Review the changes in teller workflow controls. Make sure any changes save appropriately and function as configured. If you have either vertical or native receipts configured, test changes to receipt summary by changing the configured settings for primary or joint owners		Y	5	5	5	5	
1775	If using Xpress teller, work through the controls and make changes to receipt summary by updating the configuration for primary or joint owners. Verify the receipts print according to configured settings in Xpress Teller		Y	5	5	5	5	
1005	If using vertical receipts, Contact Imaging Solutions to setup Native Receipts for all receipt channels. Once setup, use tool 1005 to change settings including prompt for a signature capture (always & only for withdrawals) and masking member name and account number. Verify the receipts print according to configured settings in Teller.		Y	5	5	5	5	
1	If you have turned on Native receipts with the Imaging team, process various transactions through Teller. Verify that it launches the transaction display. Verify the details and the printed receipt.		Y	5	5	5	5	
Member Inquiry/Phone Op	If you have turned on Native receipts with the Imaging team, review a member's recent transactions. Reprint a receipt and verify that any receipts AFTER turning on Native launches the application. Verify the details and the printed receipt.		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
Phone Operator	If you have turned on Native receipts with the Imaging team, process various transactions through Phone Operator (Wire, Transfers, SB Transfers, Misc. Receipts). Verify that it launches the transaction display. Verify the details and the printed receipt.	Y	5	5	5	5	
30/492	If you have turned on Native receipts with the Imaging team, process various account adjustments either tool. Verify that it launches the transaction display. Verify the details and the printed receipt.	Y	5	5	5	5	
31	If you have turned on Native receipts with the Imaging team, Verify the receipt application launches upon reversing a member's transaction. Verify the details and the printed receipt.	Y	5	5	5	5	
50	If you have turned on Native receipts with the Imaging team, disburse loan funds using Tool 50. Verify that it launches the transaction display. Verify the details and the printed receipt.	Y	5	5	5	5	
353	If you have turned on Native receipts with the Imaging team, process various effective-date adjustments. Verify that it launches the transaction display. Verify the details and the printed receipt.	Y	5	5	5	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	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
516	If you have turned on Native receipts with the Imaging team, process various transactions through Member Transfers. Verify that it launches the transaction display. Verify the details and the printed receipt.		Y	5	5	5	5	
1600	If you use Xpress Teller, try searching for a member's account using the new search fields. If applicable, try using the advance search for DBA, Driver's License, etc. Pay special attention hyphenate names or names with apostrophes.		Y	5	5	5	5	
1047	Review the new tool for HSA balance information. Choose multiple member accounts in a view-only mode and verify the data is displayed accurately.		Y	5	5	5	5	
1049	Review your online banking settings without the risk of maintenance capability. See your credit union options from this new view only tool.		Y	5	5	5	5	
989	Use the new lookup and global search functionality now available in ACH maintenance. Try the 'Find GL" options, the global search, and the account suffix lookup as you maintain ACH records.		Y	5	5	5	5	Could you add a format field for how the GL needs be laid out
3	Once configured for CU*Forms, open a new membership. Confirm the new CU*Forms pop-up is showing instead of the previous member forms pop-up. Select 'Start Forms Now' and confirm you are redirected in a web browser to CU*Forms. Once finished in CU*Forms, return to CU*Base to finish the membership opening process.		Y	5	5	5	5	

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	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						
3	Create new sub-accounts for a membership, Savings, Checking, or CD. Confirm the new CU*Forms pop-up is presented to you. Select the 'Not Ready Yet' button. Confirm you are returned to the next step in the account opening process.	Y	5	5	5	5	
21	Confirm the new 'Go to CU*Forms' button is showing on the screen. Click on the button and confirm you are redirected in a web browser to CU*Forms.	Y	5	5	5	5	
3 and 15	When opening or editing a membership listed as a foreign citizen, mark the appropriate reporting option new with this release. Options are no reporting, standard reporting for 1099, or 1042S reporting (make sure your credit union will be utilizing 1042S before making this selection).	N					
M A N A G E M E N T							
592	Work through the risk analysis workflow as you normally would, however, include a risk limit that your credit union would like to meet. Proceed through the tool verifying that the proper highlight occurs when you exceed this limit or are under the limit.	N					We do not use this tool
1051	Check the new canned query to review NSF transactions by day. Use this tool to help research if you want to look for recurring fees.	Y	5	5	5	5	

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1044	Use this new tool to identify logins for online banking by IP address. Search by either account base or IP address to review for research or look for fraudulent activity.	Y	5	5	5	5	
159	Try the new export option on the CU File Maintenance Inquiry Dashboard. Try different filter selections and verify the export pulls in the filtered data as expected.	Y	5	5	5	5	
569, ACH On-Demand Posting	If possible, try the new feature to allow ACH on-demand posting with the new flag turned off for "Base deposit (seq 99) suffix must have sufficient funds for fee in advance, without the incoming deposit." If possible, have staff members try the on-demand posting option with the available balance both available and not available.	Y	5	5	5	5	
1033	Try the new export option for your vendor/processor information in this tool. Verify the data in the export file in your QUERYXX library.	Y	5	5	3	3	
Work with Imaging	Work with the Imaging Team to set up the new CU*Forms option to use CU*Forms when opening new memberships and accounts.	Y	5	5	5	5	

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574	Enter a maximum debt to income value. Continue to the next screen in the process. On the next screen select the new 'Show DTI' button. Confirm the Credit Score column changes to show the DTI for each account. Select the 'Show Credit Score' button and confirm the DTI column changes to show the credit score for each account.	Y	5	3	1	1	We do not sell loans
574	Select a group of loans to create a package to be sold to an investor. Work through the package creation process and keep track of package information. A good way to do this is to view the summary of the package before final sale and take a screenshot. If applicable and when ready, finalize the sale.	Y	5	3	1	1	
1046	Confirm previously sold packages are showing in the new tool. Confirm the Package value, Amount Sold, Number of loans, and number of members matches what you selected during the package creation. View the package summary and confirm the details of the package match the screenshot you took during the package creation.	Y	5	5	1	1	We do not sell loans
1046	View comments on the package. If not available, confirm you receive the message on screen indicating no comments available for the package selected.	Y	5	5	1	1	
1046	If desired, delete an existing package. This cannot be undone! Confirm you receive the warning pop-up screen indicating the deletion of the package. Confirm the package name in the pop-up matches the package you selected to delete. Confirm the sold amount on the pop-up matches the amount sold of the package selected. Once the package is deleted confirm the package is no longer showing in Tool #1046.	N					

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
569	Select the Online/Mobile Web Banking Features. If possible, change the Allow maintenance of personal info by member for online banking to Reviewed update. This will require the personal information updates by the member to be reviewed by your staff in Tool #13 – Work Online Banking Apps/Requests. On the bottom of the screen there is a new field to configure an email address. Use this to add the email that you would like to receive notifications when a member updates their personal information or when a secured message is sent through online banking. Only one email can be configured here.		Y	5	5	2	2	We had this before and set up MFA instead
569	Select the Contact Us Features option. Verify the Contact Us Feature is activated. If not, consider turning this on to verify the functionality.		Y	5	5	5	5	
Online Banking	Once you have configured the new email in Tool #569, see the online banking section of the checklist for validation of e-mails.		Y	5	5	5	5	
140 and 1098	Confirm that you see the expected configurations in these tools for online banking and audio response for your credit union.		Y	5	5	5	5	

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140	If you would like to make any changes to differentiate online banking or ARU configurations, contact us to assist with those changes. When updated, verify the functionality in both online banking and ARU systems.		N					
Contact CU*A	If you have members who are listed as foreign citizens and you would like them included in either 1099INT or 1042S processing for IRS reporting, contact us to activate the new flag to activate this reporting option. Work with your team on your procedure for reporting options when opening or editing memberships marked as foreign citizens (see member service section for related items)		N					
A U D I T								
E F T								
1042	Review the new maintenance tool to set up retailer groups with specific retailers. This about future reward programs you may use and set up retailer information using the 'Where your Members Shop' feature to see how retailer name and location information is received							Gave access to this tool will update on usage

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11 and 12	• Verify the Master address displays on the Card/PIN Order screen for a new card when the **Master address** is in effect. • Order a new/reordered card using the 'Change' option to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Y	5	5	5	5	
11 and 12	• Verify the Alternate Address displays on the Card/PIN Order screen for a new card when the **Alternate Address** is in effect. • Order a new card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Y	5	5	5	5	

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11 and 12	• Verify a member with an address flagged as **Wrong/Incorrect Address**, displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button to override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Y	5	5	5	5	
11 and 12	• Verify a member with an address flagged as **Foreign Address,** displays the Credit Union's address on a new card order. • Order a new/reordered card using the 'Change' button override address. • Verify the updated address is updated on your vendor's portal after batch maintenance is sent. • A day later or after the second batch maintenance is sent, verify the address on your vendor's portal is 'reset' to the member's address in effect on CU*BASE.		Y	5	5	5	5	

S E C U R I T Y   A D M I N I S T R A T O R

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327	Review the change in tool access. Adjust any employee access to use the new view options for HSA and other new tools as well as grant access as appropriate for the view options of online banking and ARU configurations.		Y	2	2	3	3	I don't see these options in this tool
D A T A B A S E A D M I N I S T R T O R								
G E N E R A L C O M M E N T S								