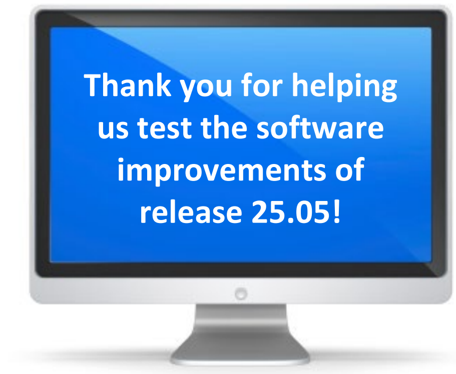
Beta Test Checklist

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



Credit Union Name: **MyUSA Credit Union**

Primary Contact Name: **Lauri Roy**

Primary Contact Phone Number: **513-420-5827**

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.*
458	For a loan category where the loan type is NOT ‘E’, ‘C’, or ‘M’, verify that the new setting is not visible on the Audio/PC Banking page.	Y	5	5	5		
458	For a loan category where the loan type is ‘E’, ‘C’, or ‘M’, verify that the new setting is visible on the Audio/PC Banking page.	Y	5	5	5		
458	For any loan category or categories that you want to prevent being paid off (i.e. paid to a $0 balance) via online/mobile banking, check the box on this setting and save your change. Make sure that no loans of these categories are paid to a $0 balance through online banking.	Y	5	5	5		
Inquiry	Review member statement audit inquiry to see new type “G” for member mortgage statement audit information.	Y					We did not see the new Type G

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
L E N D I N G							
Notify CU*A	Contact the Imaging team to set up the ability to use CU*Forms in the lending workflow.						Not using CU*Forms
2	Navigate through the lending workflow. Use CU*Forms throughout the lending process to generate the members corresponding loan documents.						Not using CU*Forms
52	Practice going out to CU*Forms and working through the formFLOW using the "Go To CU*Forms" button.						Not using CU*Forms
1090	Confirm you are able to use the "Prefill" button at the top of the page to fill in applicant/application information automatically.	Y	5	5	5	5	
507	Enter the Tool and view the updated screen title and subtitle.						No access
T E L L E R / M E M B E R S E R V I C E							

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

5	Extremely
4	Very
3	Somewhat
2	Slightly
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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
Inquiry/Phone Operator	Navigate to the transaction inquiry screen for a member's checking account. Look for a check transaction with a non-standard trace number for the transaction description. Attempt to view the check and verify the appropriate edit message is displayed.	Y					Receiving new pop-up message, no information displayed. Not sure what non-standard trace means. Was not able to verify. The check does not show or pull up
20	Access tool 20 to perform subaccount maintenance on a member with a loan account. Click the Loan Coverages button to adjust either insurance or debt protection. Enter a new selection into the Payment Protection field and click the new "Save/Done" button to save your selection. Confirm changes saved correctly.	Y	5	5	5	1	
31	Access tool 31 Reverse Tran/Adjust Drawer and review the new verbiage on the screen reading "Xtend Shared Branch Member".	Y	5	5	5	5	
14	If possible, edit A2A relationships and confirm that you are unable to enter A2A relationships that share the same account and routing number.	Y	5	5	5	5	Would not let me add a new w/same info, but if you edit an existing it does not recognize rt # and account # are the same
570	Confirm that Escrow accounts in tool 570 correctly populate the "Disbursements Payable To" field.						No access
912	Access tool 912 to review the Safe Deposit box Maintenance dashboard. Confirm that you can toggle between all boxes, and only those available by using the "Show available/All" button at the bottom of the screen.	Y	5	5	5	5	

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

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

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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
912	Assign a custom fee to a Safe Deposit box in tool 912 and confirm that when you go back into the record, the Fee Level shows as "Custom Fee Applied"	Y	4	4	4	4	
1096	Access tool# 1096 and select "Add Sweep Relationship." Enter valid account information for the operating and investment account fields, press Enter. Ensure the two new options are available (Fixed amount from operating account and same amount as the original transfer). If possible, add a new sweep relationship utilizing the new options, along with existing options, and ensure the transfer amounts are correct after end of day processing.						We do not use sweep accounts
1097	Access tool# 1097 (view only) and highlight an existing sweep relationship (single click). Click "View" and ensure the two new options are visible (Fixed amount from operating account and same amount as the original transfer).						We do not use sweep accounts
5	Access tool# 5, ensure the "Assigned to employee ID" field has an employee ID with open follow-ups. Use the lookup for "Tracker Type" and select a tracker type to filter the follow-ups and only display those with that tracker type. Then, highlight (single click) a follow-up to be reassigned, click "Reassign follow-up." A pop-up window should appear. Enter another employee ID or use the lookup to select an employee ID. Then, click "Reassign." Change the "Assigned to employee ID" field to the employee ID that was used for reassigning. Ensure the follow-up displays.	Y	4	4	4	4	Love this!! So simple now!

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
1058	If possible, use tool 1058 to edit a Member Connect Message or Signature line. Confirm the changes are reflected when member connect messages are sent out.						
158	Select "EDIT" on an existing ITM supplemental vault configuration. Verify that the 4 new selection parameters "Allow over payment via check", "Applies to LOC/Credit Card Loans", "Allow partial payment via check" & "Applies to LOC/Credit Card Loans" are all set to No by default.						We do not use ITM's
158	If possible and you have an ITM, change the settings on the ITM vault to allow over payment via check. At the ITM attempt to do a payment over the regular payment amount and make sure it is allowed. Set the flag to No and make sure an overpayment is not allowed. Change the partial payment setting to Allow partial payment via Check. At the ITM attempt to do a check payment for less than a regular payment amount. Make sure the payment is allowed. Set the flag to NO and make a partial check payment is denied. If possible, apply these setting to LOC/Credit Card loans. Make sure the check payment is allowed / disallowed as applicable.						We do not use ITM's
892	If possible, Add an account to the ITM blocklist. Attempt to access that account via the ITM.						We do not use ITM's

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
146	Use tool to view Debit BIN setting for '*Default for order card flag (ATM/debit cards)*' is checked to indicate the BIN is defaulted to order a card. If you use Instant Issue, have the 'Default for order card flag (ATM/debit cards)' unchecked so it is turned off. Contact Cards and Payments department to configure.	N	5	4	5	1	I could not check or un-check the box to configure the BIN. No access. It seems easy, though
11	Notice when a debit card is ordered, the 'Order card' field is checked. If you had Cards and Payments department turn off the 'Default for order card flag' in the BIN, the 'Order card' in Tool 11 should be unchecked and will not order a card through the vendor.	Y	5	5	5	5	
1042	Configure a retailer group and add retailers, using at least a retailer name. Also test combinations adding retailers with and without a city/state.						We don't use retailer groups
1550	After a Retailer Group is configured, configure a Credit Card Cash Back Program code, using the Retailer Group that you configured. Use the Expense Estimator to run test runs.						We don't use retailer groups
20	If the Credit Card Cash Back program is configured, enroll credit card accounts, using Tool 20 and check the 'Enroll in cash back rewards' flag. Since you need to enroll each member, maybe enroll just a couple of employees to test it.						We don't use cash back program

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

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4	Very
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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
EOM	If configured and posting CCCB, verify reports on the 1st of the month for accuracy. PCRDPRNTG, PCRDPRNTR, PCRDPRNTE							We do not use
1320	Confirm you can either create a new program or edit an existing program and select the option for "Retailer Group". Confirm that it allows you to save with the "Retailer Group" option selected.							We do not use retailer groups
BACK OFFICE								
60	Use tool 60 to access the General Ledger Transaction Inquiry for a specific GL account and click the search history button. Try to locate a specific transaction using the "Both Credit and Debits" search option, and a dollar amount. Confirm the search returns both credits and debits for that amount.		Y	5	5	5	5	
Reports	Review the End of day ACH reports and confirm that new report LACHDMD is present and contains the ACH transactions posted on demand the previous day.		Y	5	5	5	5	
643	Access tool 643 Print Fed ACH Transmission Summary and set a date range, confirm that printer information remains the same.		Y	5	5	5		
GENERAL COMMENTS								

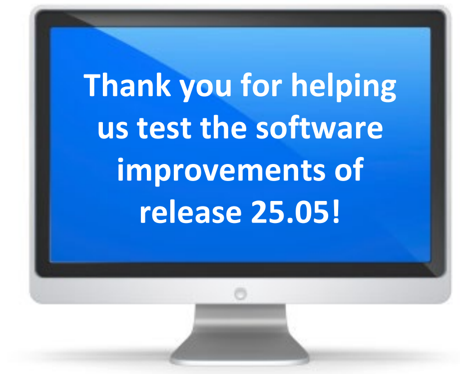
Rate each item on a scale of 1-5.
(5 = highest, 1 = lowest)

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

Beta Test Checklist

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



Credit Union Name: **Partnership Financial**

Primary Contact Name: **Betty Fallos**

Primary Contact Phone Number: **847-410-9971**

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.*
458	For a loan category where the loan type is NOT ‘E’, ‘C’, or ‘M’, verify that the new setting is not visible on the Audio/PC Banking page.						Did not test this feature
458	For a loan category where the loan type is ‘E’, ‘C’, or ‘M’, verify that the new setting is visible on the Audio/PC Banking page.						Did not test this feature
458	For any loan category or categories that you want to prevent being paid off (i.e. paid to a $0 balance) via online/mobile banking, check the box on this setting and save your change. Make sure that no loans of these categories are paid to a $0 balance through online banking.						Did not test this feature
Inquiry	Review member statement audit inquiry to see new type “G” for member mortgage statement audit information.						Did not test this feature

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
LENDING							
Notify CU*A	Contact the Imaging team to set up the ability to use CU*Forms in the lending workflow.						Did not test this feature Not using Lending Forms in base we use Sync 1
2	Navigate through the lending workflow. Use CU*Forms throughout the lending process to generate the members corresponding loan documents.						Did not test this feature
52	Practice going out to CU*Forms and working through the formFLOW using the “Go To CU*Forms” button.						Did not test this feature
1090	Confirm you are able to use the “Prefill” button at the top of the page to fill in applicant/application information automatically.						Did not test this feature
507	Enter the Tool and view the updated screen title and subtitle.						Did not test this feature
TELLER/MEMBER SERVICE							

Rate each item on a scale of 1-5.
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4	Very
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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
Inquiry/Phone Operator	Navigate to the transaction inquiry screen for a member's checking account. Look for a check transaction with a non-standard trace number for the transaction description. Attempt to view the check and verify the appropriate edit message is displayed.	Y	5	5	5	5	
20	Access tool 20 to perform subaccount maintenance on a member with a loan account. Click the Loan Coverages button to adjust either insurance or debt protection. Enter a new selection into the Payment Protection field and click the new "Save/Done" button to save your selection. Confirm changes saved correctly.						Did not test this feature
31	Access tool 31 Reverse Tran/Adjust Drawer and review the new verbiage on the screen reading "Xtend Shared Branch Member".						We are not in the Shared Branching Network.
14	If possible, edit A2A relationships and confirm that you are unable to enter A2A relationships that share the same account and routing number.						We do not use A2A transactions
570	Confirm that Escrow accounts in tool 570 correctly populate the "Disbursements Payable To" field.						We do not have Escrow Accounts
912	Access tool 912 to review the Safe Deposit box Maintenance dashboard. Confirm that you can toggle between all boxes, and only those available by using the "Show available/All" button at the bottom of the screen.	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
912	Assign a custom fee to a Safe Deposit box in tool 912 and confirm that when you go back into the record, the Fee Level shows as "Custom Fee Applied"		Y	4	4	4	4	
1096	Access tool# 1096 and select "Add Sweep Relationship." Enter valid account information for the operating and investment account fields, press Enter. Ensure the two new options are available (Fixed amount from operating account and same amount as the original transfer). If possible, add a new sweep relationship utilizing the new options, along with existing options, and ensure the transfer amounts are correct after end of day processing.		Y	5	5	5	5	
1097	Access tool# 1097 (view only) and highlight an existing sweep relationship (single click). Click "View" and ensure the two new options are visible (Fixed amount from operating account and same amount as the original transfer).		Y	5	5	5	5	
5	Access tool# 5, ensure the "Assigned to employee ID" field has an employee ID with open follow-ups. Use the lookup for "Tracker Type" and select a tracker type to filter the follow-ups and only display those with that tracker type. Then, highlight (single click) a follow-up to be reassigned, click "Reassign follow-up." A pop-up window should appear. Enter another employee ID or use the lookup to select an employee ID. Then, click "Reassign." Change the "Assigned to employee ID" field to the employee ID that was used for reassigning. Ensure the follow-up displays.		Y	5	5	5	5	

M A N A G E M E N T

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
1058	If possible, use tool 1058 to edit a Member Connect Message or Signature line. Confirm the changes are reflected when member connect messages are sent out.							Did not test this feature We do not use Member Connect
158	Select "EDIT" on an existing ITM supplemental vault configuration. Verify that the 4 new selection parameters "Allow over payment via check", "Applies to LOC/Credit Card Loans", "Allow partial payment via check" & "Applies to LOC/Credit Card Loans" are all set to No by default.							We do not have ITM machines
158	If possible and you have an ITM, change the settings on the ITM vault to allow over payment via check. At the ITM attempt to do a payment over the regular payment amount and make sure it is allowed. Set the flag to No and make sure an overpayment is not allowed. Change the partial payment setting to Allow partial payment via Check. At the ITM attempt to do a check payment for less than a regular payment amount. Make sure the payment is allowed. Set the flag to NO and make a partial check payment is denied. If possible, apply these setting to LOC/Credit Card loans. Make sure the check payment is allowed / disallowed as applicable.							Did not test this feature
892	If possible, Add an account to the ITM blocklist. Attempt to access that account via the ITM.							Did not test this feature

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
146	Use tool to view Debit BIN setting for '*Default for order card flag (ATM/debit cards)'* is checked to indicate the BIN is defaulted to order a card. If you use Instant Issue, have the 'Default for order card flag (ATM/debit cards)' unchecked so it is turned off. Contact Cards and Payments department to configure.	Y	5	5	5	5	
11	Notice when a debit card is ordered, the 'Order card' field is checked. If you had Cards and Payments department turn off the 'Default for order card flag' in the BIN, the 'Order card' in Tool 11 should be unchecked and will not order a card through the vendor.	Y	5	5	5	5	
1042	Configure a retailer group and add retailers, using at least a retailer name. Also test combinations adding retailers with and without a city/state.						Did not test this feature We do not do this.
1550	After a Retailer Group is configured, configure a Credit Card Cash Back Program code, using the Retailer Group that you configured. Use the Expense Estimator to run test runs.						Did not test this feature
20	If the Credit Card Cash Back program is configured, enroll credit card accounts, using Tool 20 and check the 'Enroll in cash back rewards' flag. Since you need to enroll each member, maybe enroll just a couple of employees to test it.						Did not test this feature We do not have a cash back program

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
EOM	If configured and posting CCCB, verify reports on the 1st of the month for accuracy. PCRDPRNTG, PCRDPRNTR, PCRDPRNTE							Did not test this feature
1320	Confirm you can either create a new program or edit an existing program and select the option for "Retailer Group". Confirm that it allows you to save with the "Retailer Group" option selected.							Did not test this feature
BACK OFFICE								
60	Use tool 60 to access the General Ledger Transaction Inquiry for a specific GL account and click the search history button. Try to locate a specific transaction using the "Both Credit and Debits" search option, and a dollar amount. Confirm the search returns both credits and debits for that amount.		Y	5	5	5	5	Working Now.
Reports	Review the End of day ACH reports and confirm that the new report LACHDMD is present and contains the ACH transactions posted on demand the previous day.		Y	5	5	5	5	
643	Access tool 643 Print Fed ACH Transmission Summary and set a date range, confirm that printer information remains the same.		Y	5	5	5	5	
GENERAL COMMENTS								

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

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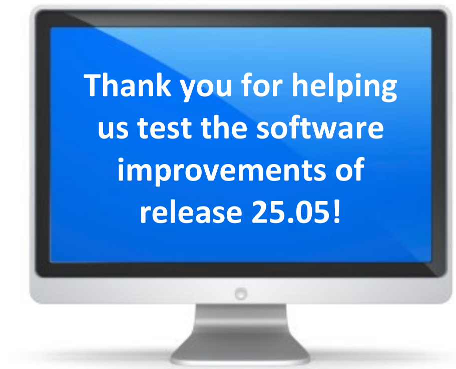

Credit Union Name: **Polish American Federal Credit Union**

Primary Contact Name: **George Kurzatkowski**

Primary Contact Phone Number: **248-619-0440 EXT 138**

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

5	**Extremely**
4	**Very**
3	**Somewhat**
2	**Slightly**
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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.*
458	For a loan category where the loan type is NOT ‘E’, ‘C’, or ‘M’, verify that the new setting is not visible on the Audio/PC Banking page.	N					Did not test this feature
458	For a loan category where the loan type is ‘E’, ‘C’, or ‘M’, verify that the new setting is visible on the Audio/PC Banking page.	N					Did not test this feature
458	For any loan category or categories that you want to prevent being paid off (i.e. paid to a $0 balance) via online/mobile banking, check the box on this setting and save your change. Make sure that no loans of these categories are paid to a $0 balance through online banking.	N					Did not test this feature
Inquiry	Review member statement audit inquiry to see new type “G” for member mortgage statement audit information.	N					Did not test this feature

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
L E N D I N G								
Notify CU*A	Contact the Imaging team to set up the ability to use CU*Forms in the lending workflow.		N					Did not test this feature
2	Navigate through the lending workflow. Use CU*Forms throughout the lending process to generate the members corresponding loan documents.		N					Did not test this feature
52	Practice going out to CU*Forms and working through the formFLOW using the “Go To CU*Forms” button.		N					Did not test this feature
1090	Confirm you are able to use the “Prefill” button at the top of the page to fill in applicant/application information automatically.		N					Did not test this feature
507	Enter the Tool and view the updated screen title and subtitle.		N					Did not test this feature
T E L L E R / M E M B E R S E R V I C E								

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
Inquiry/Phone Operator	Navigate to the transaction inquiry screen for a member's checking account. Look for a check transaction with a non-standard trace number for the transaction description. Attempt to view the check and verify the appropriate edit message is displayed.	N					Did not test this feature
20	Access tool 20 to perform subaccount maintenance on a member with a loan account. Click the Loan Coverages button to adjust either insurance or debt protection. Enter a new selection into the Payment Protection field and click the new "Save/Done" button to save your selection. Confirm changes saved correctly.	N					Did not test this feature
31	Access tool 31 Reverse Tran/Adjust Drawer and review the new verbiage on the screen reading "Xtend Shared Branch Member".	N					Did not test this feature
14	If possible, edit A2A relationships and confirm that you are unable to enter A2A relationships that share the same account and routing number.	N					Did not test this feature
570	Confirm that Escrow accounts in tool 570 correctly populate the "Disbursements Payable To" field.	N					Did not test this feature
912	Access tool 912 to review the Safe Deposit box Maintenance dashboard. Confirm that you can toggle between all boxes, and only those available by using the "Show available/All" button at the bottom of the screen.	N					Did not test this feature

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
912	Assign a custom fee to a Safe Deposit box in tool 912 and confirm that when you go back into the record, the Fee Level shows as "Custom Fee Applied"		N					Did not test this feature
1096	Access tool# 1096 and select "Add Sweep Relationship." Enter valid account information for the operating and investment account fields, press Enter. Ensure the two new options are available (Fixed amount from operating account and same amount as the original transfer). If possible, add a new sweep relationship utilizing the new options, along with existing options, and ensure the transfer amounts are correct after end of day processing.		N					Did not test this feature
1097	Access tool# 1097 (view only) and highlight an existing sweep relationship (single click). Click "View" and ensure the two new options are visible (Fixed amount from operating account and same amount as the original transfer).		N					Did not test this feature
5	Access tool# 5, ensure the "Assigned to employee ID" field has an employee ID with open follow-ups. Use the lookup for "Tracker Type" and select a tracker type to filter the follow-ups and only display those with that tracker type. Then, highlight (single click) a follow-up to be reassigned, click "Reassign follow-up." A pop-up window should appear. Enter another employee ID or use the lookup to select an employee ID. Then, click "Reassign." Change the "Assigned to employee ID" field to the employee ID that was used for reassigning. Ensure the follow-up displays.		N					Did not test this feature

M A N A G E M E N T

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
1058	If possible, use tool 1058 to edit a Member Connect Message or Signature line. Confirm the changes are reflected when member connect messages are sent out.	N					Did not test this feature
158	Select “EDIT” on an existing ITM supplemental vault configuration. Verify that the 4 new selection parameters “Allow over payment via check”, “Applies to LOC/Credit Card Loans”, “Allow partial payment via check” & “Applies to LOC/Credit Card Loans” are all set to No by default.	N					Did not test this feature
158	If possible and you have an ITM, change the settings on the ITM vault to allow over payment via check. At the ITM attempt to do a payment over the regular payment amount and make sure it is allowed. Set the flag to No and make sure an overpayment is not allowed. Change the partial payment setting to Allow partial payment via Check. At the ITM attempt to do a check payment for less than a regular payment amount. Make sure the payment is allowed. Set the flag to NO and make a partial check payment is denied. If possible, apply these setting to LOC/Credit Card loans. Make sure the check payment is allowed / disallowed as applicable.	N					Did not test this feature
892	If possible, Add an account to the ITM blocklist. Attempt to access that account via the ITM.	N					Did not test this feature

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
146	Use tool to view Debit BIN setting for '*Default for order card flag (ATM/debit cards)*' is checked to indicate the BIN is defaulted to order a card. If you use Instant Issue, have the 'Default for order card flag (ATM/debit cards)' unchecked so it is turned off. Contact Cards and Payments department to configure.	N					Did not test this feature
11	Notice when a debit card is ordered, the 'Order card' field is checked. If you had Cards and Payments department turn off the 'Default for order card flag' in the BIN, the 'Order card' in Tool 11 should be unchecked and will not order a card through the vendor.	N					Did not test this feature
1042	Configure a retailer group and add retailers, using at least a retailer name. Also test combinations adding retailers with and without a city/state.	N					Did not test this feature
1550	After a Retailer Group is configured, configure a Credit Card Cash Back Program code, using the Retailer Group that you configured. Use the Expense Estimator to run test runs.	N					Did not test this feature
20	If the Credit Card Cash Back program is configured, enroll credit card accounts, using Tool 20 and check the 'Enroll in cash back rewards' flag. Since you need to enroll each member, maybe enroll just a couple of employees to test it.	N					Did not test this feature

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

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EOM	If configured and posting CCCB, verify reports on the 1st of the month for accuracy. PCRDPRNTG, PCRDPRNTR, PCRDPRNTE	N					Did not test this feature
1320	Confirm you can either create a new program or edit an existing program and select the option for “Retailer Group”. Confirm that it allows you to save with the “Retailer Group” option selected.	N					Did not test this feature
B A C K O F F I C E							
60	Use tool 60 to access the General Ledger Transaction Inquiry for a specific GL account and click the search history button. Try to locate a specific transaction using the “Both Credit and Debits” search option, and a dollar amount. Confirm the search returns both credits and debits for that amount.	Y	5	5	5	5	
Reports	Review the End of day ACH reports and confirm that new report LACHDMD is present and contains the ACH transactions posted on demand the previous day.	Y	5	5	5	5	
643	Access tool 643 Print Fed ACH Transmission Summary and set a date range, confirm that printer information remains the same.	Y	5	5	5	5	
G E N E R A L C O M M E N T S							

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

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

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

5	Extremely
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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