

Back Office Support During Your Conversion with XTend SRS Bookkeeping Services

To:
From:

Date:

CU*Answers staff understands that the first few weeks following a conversion will be very hectic for your back office staff. To help alleviate some of the pressures of your daily Accounting functions, CU*Answers and Xtend will provide two months of support after your conversion to CU*BASE. This memo does not encompass ongoing SRS Bookkeeping services you may have contracted for.

Following is a list of tasks that will be completed by SRS on a daily basis. SRS staff will work with you prior to conversion to establish procedures, timelines and incorporate your internal policies with these tasks. The daily settlement and exception items include associated journal entries.

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|---|--|
| Load YTD GL Balances for month prior to conversion | Online credit card balancing |
| ATM Daily Balancing and Settlement | National Shared Branching reconciliation |
| ACH Daily Processing (exceptions/NSF items) | ACH Daily Settlement |
| Share Draft Exceptions and Daily Postings | Share Draft Daily Settlement |
| Change Fund (Cash) Balancing | Corporate Check/Money Order Reconciliation |
| Suspense Account Monitoring | |
| ACH exceptions for debits only for first 30 days (after 30 days, SRS will handle both debits and Credits) | |

The tasks listed below will be handled by your credit union staff. Please tell us who is assigned to these tasks currently, so we can provide the appropriate training after conversion.

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| Payroll Processing | |
| Payroll Settlement | |
| Outside Check Deposits | |
| Subsidiary Processing (Fixed Assets, Prepaids,
Accrued Expenses) | |
| Investment Subsidiary | |
| Daily Vault Balancing | |
| OTB Credit Card Reconciliation | |
| Bank and Corporate accounts reconciliation | |
| Any other monthly reconciliation tasks | |
| Participation Lending | |
| Accounts Payable | |
| EOM entries and Board reports | |
| ACH distributions | |
| Balance TCDs (Teller Cash Dispensers) | |
| FR2900 Financial Statement Configuration | |
| 5300 Call Report | |
| XTend shared branching settlement at EOM | |

The employees listed above should be the primary individuals responsible for the tasks. Your CU*Answers Conversion Team will ensure these individuals are trained adequately during live week. Any additional backup training will be the responsibility of the credit union. If management prefers CU*Answers to train the backup staff, those staff members should be available during the primary training sessions.

This list represents the essential daily and monthly tasks and is by no means all-inclusive. Please let us know if there are any tasks your staff performs that are not listed here.

C U Signature _____ **Date** _____