
Reissuing Cards

For Card Expiration Update and Optional Maintenance File to Vendor

INTRODUCTION

This tool allows credit unions to update ATM, debit, and credit card expiration dates in a batch. The tool will list cards according to a range of expiration dates, allowing the user to verify which cards should actually be reissued. Credit unions charge a fee for the reissue of these cards. These fees can be set up for individual BINs but also have the capability to be waived per member, if you so desire.

Does your online card vendor require your credit union to send a file of reissued card orders? This new feature can do that as well. With a simple configuration change, credit unions can send maintenance to their vendors and update expiration dates at the same time.

This booklet is organized in two sections.

- *If you want to use this to update the expiration dates of your cards and do not need to send a maintenance file to your vendor, use Option 1 on **page 3**.*
- *If your vendor requires a maintenance file when you update expiration dates, use Option 2 on **page 9**.*
- **NOTE:** Both sections cover charging a fee/waiver of fee to members.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
http://www.cuanswers.com/client_reference.php
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OPTION 1: REISSUING CARDS ONLY (WITHOUT SENDING FILE TO VENDOR)


Use these directions if you want to use this tool to update expiration dates of ATM, debit, and credit cards only and do not want to use this feature to also send a file of maintenance information to your vendor.

CONFIGURATION

Certain configuration settings allow expiration update only. Contact a Client Services Representative for assistance. *Self processors, these configuration settings are in the Vendor Maintenance.*

The BIN configuration also includes settings to allow expiration update only. This configuration also allows you to charge a fee, enter a fee amount and fee G/L, and enter a fee transaction description. You can also select whether or not to charge a fee for each card. *Online clients, you may view your BIN configuration via **Tool #146 ATM/Dbt/Crdt: BIN Config Inquiry**.* Contact a Client Services Representative for assistance in changing your configuration.

Card Expiration			
Card expiration process	<input type="radio"/> Update expiration dates & process card reissues	<input checked="" type="radio"/> Expiration dates only	
<input checked="" type="checkbox"/> Charge fee for reissued cards	Fee amount <input type="text" value="10.00"/>	G/L account <input type="text" value="870.00"/>	Transaction description <input type="text" value="CARD REISSUE FEE"/>
<input type="checkbox"/> Multiply fee amount by # of cards	(Fees will post to the funding account)		

Refer to Online Help for assistance with these fields. Click  while working on this screen.

QUESTIONS ABOUT FEES

Can I charge a fee per card? You can select whether to charge a fee for each card or just one fee per account. For example, if account #1234 had two cards, and your fee was \$10.00, you could select whether to charge this member \$10.00 or \$20.00 for the service.

Can I charge a zero-dollar fee? The screen does allow you to enter a zero-dollar fee so that the process is documented with a non-monetary transaction on the member's statement and e-statement.

What sub account is charged the fee? What happens if the member does not have sufficient funds to cover the fee?

For credit cards, the fee is charged to the credit card. Since this is an addition to the charges, the member is always charged the fee.

For ATM/Debit cards, the fee is charged to the funding account for the card. If the member does not have enough funds in this account to cover the fee, the fee will not be charged. This will appear as an exception on the Exception Fee Posting Report (PESTM3X).

THE PROCESS

Use **Tool #147 ATM/Dbt/Crdt: Card Expiration Processing** to begin the process of updating the expiration dates of the cards.

ATM/Dbt/Crdt: Card Expiration Processing (Tool #147)

BIN	BIN Type	BIN Description	Exp Mos	PIN Vendor	SIG Vendor	Expiration Process	Card Reissue Fee		
							Fee	Description	Amount
	CREDIT	VISA CLASSIC	36	FIS	FIS	Update expiration only	N		0.00
	CREDIT	VISA GOLD	36	FIS	FIS	Update expiration only	N		0.00
	CREDIT	BUS PLATINUM	36	FIS	FIS	Update expiration only	N		0.00
	CREDIT	VISA PLATINUM	36	FIS	FIS	Update expiration only	N		0.00
	DEBIT	DEBIT CARD 2	36	COOP	COOP	Update expiration only	N		0.00
	CREDIT	MASTERCARD CLAS	36	FIS	FIS	Update expiration only	N		0.00
	DEBIT	DEBIT CARD	36	COOP	COOP	Update expiration only	N		0.00
	CREDIT	MASTERCARD GOLD	36	FIS	FIS	Update expiration only	N		0.00
	DEBIT	BUSINESS DEBIT	36	COOP	COOP	Update expiration only	N		0.00
	ATM	ATM CARD	36	COOP	COOP	Update expiration only	N		0.00
	ATM	ATM CARD 2	36	COOP	COOP	Update expiration only	N		0.00

1. From the entry screen, select the range of card expiration dates you wish to review. This will default to the next month, but the range can be expanded to include more than one month or a previous month.
2. Select the BIN whose cards you wish to review and use the Select option. You will view BINs for credit cards, as well as ATM and Debit cards, depending on your system.
3. The following screen will appear as the cards are decrypted for use with this feature:

Card Reissue Update Screen

If you do not want a card expiration date to be updated, check the box in the Skp column.

If your credit union is charging a fee, leave this box checked to charge the fee. Uncheck if you do not wish to charge the fee.

Click *Print* (F21) to generate a preliminary report of cards that will be issued prior to posting the final batch. This is the same report you will generate at final posting.

This button (F10) will toggle you between cards whose expiration dates will be updated and all cards.

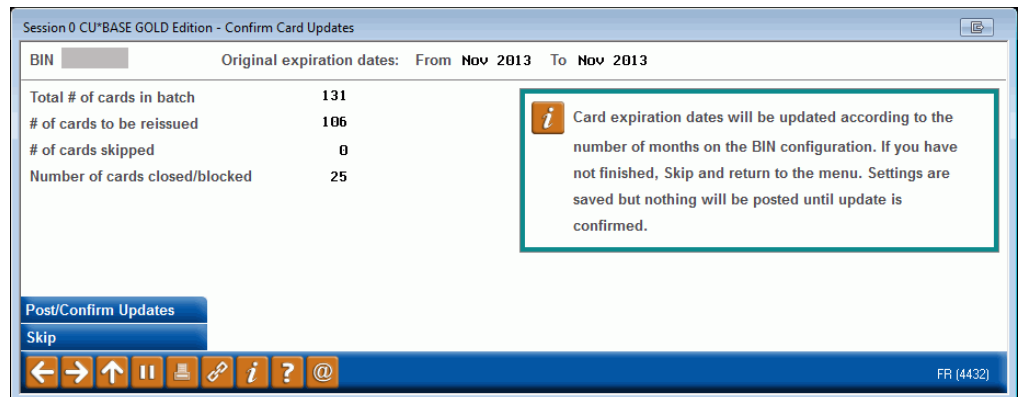
Skp	Charge Fee	Card #	St	Account #	Name 1	Name 2	New Exp	Last Used	#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1		-846 BENJ			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846 MICH			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846 DEBR			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9		-846 STEV			12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846 DIAN			12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846 STEV			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846 KARE			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846 MARI			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846 JAME			12/16	0/00/00	01

Column Descriptions

Column	Description
Skp (Skip)	If this checkbox is checked, the expiration date of this card will not be updated. Certain card statuses and block codes will cause this checkbox to be automatically checked.
Charge Fee	If your credit union charges a fee, check this box to charge a fee. Uncheck if you do not wish to charge a fee for the selected account. <i>Credit unions who do not charge a fee can disregard this column.</i> <ul style="list-style-type: none"> NOTE: A credit union can charge a zero-dollar or non-monetary fee.
Card #	The ATM/Debit or credit card number.
St (Status)	A code in this field indicates that the card has an account status code or a block code, such as "High Balance Account." See page 17 for a listing of codes and their explanations.
Account	The funding account associated with the ATM or credit card
Name 1, Name 2	The names that will be embossed on the card, listed in the Name 1 and Name 2 lines on the Card Maintenance screen
New Ext/Show Old	This toggles between the new and current expiration date.
Last Used	The last date that transactions were processed on the card.
#	The number of cards whose expiration dates will be updated. Some accounts may have multiple cards. (The BIN configuration determines if one or multiple fees will be assessed for multiple cards.)

4. Work the cards listed on the screen. You may exit this screen and then return to continue working the list though a series of days until you have worked the entire list. The update of the card expiration date will not be processed until you have completed working the list.
 - Place a check in the *Skip* column for cards whose expiration dates you do not want to update.
 - i. **NOTE:** Some cards will be automatically blocked due to a code in the Status column. The expiration dates of these cards cannot be updated, and the checkmark cannot be removed. Some codes allow updating of expiration dates, such as cards with a high balance or cards that are marked as having a wrong address. For these cards, you must check the checkbox so that the expiration dates of these cards are not updated. **(See page 17 for a list of these codes.)**
 - You may wish to review an individual account, perhaps to view the address or account history. Select the card from the list and use *Inquiry* to view the account attached to the card..
 - You may wish to perform maintenance on a card, for example to reissue multiple cards or to add a new name to the card reissue. Select the card and use *Maintenance*. Then you may wish to record your actions for future research in a Tracker entry by using *Tracker Review*.
 - At any time, you can print a preliminary report of your results by using *Print* (F21).
 - **NOTE:** You may enter and exit this screen as many times as you want to work the listing. Continue to the following steps when you are ready to post your work.
5. Once you have worked your list and checked all the card numbers you wish to block from reissue, use **Process Updates** (F5) (see previous page) to move to the final confirmation screen.

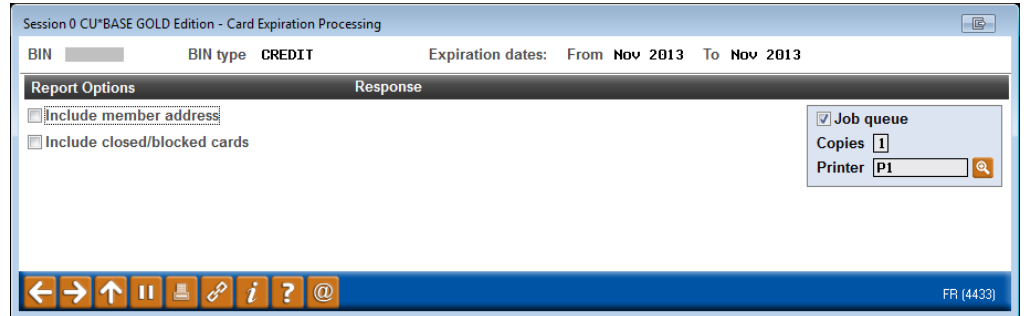
Final Confirmation Screen



6. The final confirmation screen lists the number of cards in the batch, as well as the number of cards whose expiration dates will be updated. The screen also includes information on fees, cards skipped, and cards blocked. Use **Post/Confirm** (F5) (on the previous screen) to continue.

- **NOTE:** The dates are updated immediately after clicking *Post/Confirm* (F5).

7. Select the criteria for the data that will appear on the report. Select whether to add member addresses or blocked cards to the report. You will have the option to return to this screen to print additional reports.



8. Press Enter to generate the report. This report is identical to the report you create by using *Print* (F21) from the screen where you work the cards. See the reports beginning on page 15 for examples. Reports print immediately.

While the review date is generally updated when the expiration date is updated, this is not the case with accounts with a loan category marked for 1098 reporting (such as your HELOC loans). Only the card expiration date will be updated when the batch update is placed for these cards.

9. At End-of-Day, the final reports are also generated and archived in CU*SPY. These reports contain information on all cards that were included in the processing, including both blocked and unblocked cards.

PRINTING REISSUE REPORTS WHILE WORKING THE CARDS

You can generate reissue reports listing the number of cards processed and reissued at two times during the reissue process: while you are processing the reissue order and when you process the final posting.

While you are working your list, you can use *Print* (F21) to print a preliminary report listing the cards that will be reissued. See the reports beginning on page 15 for examples.

Click *Print* (F21) to generate a report including information on cards that will be issued prior to posting the final batch.

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Card Expiration Processing

Update Card Expiration Dates

BIN: [redacted] BIN type: CREDIT

Expiration: From Dec 2013 To Dec 2013

Position to card: [redacted]

Skp	Charge Fee	Card #	St	Account #	Name 1	Name 2	New Exp	Last Used	#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1		-846	BENJ		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846	HICH		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846	DEBR		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846	STEV		12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846	DIAN		12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846	STEV		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846	KARE		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846	MARI		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846	JAME		12/16	0/00/00	01

Inquiry Card Maintenance Tracker Review

Process Updates Show All Print Charge All Charge None Show Old Expiration

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OPTION 2: REISSUING CARDS AND SENDING FILE TO VENDOR

Use these directions if you want to use the tool to update the expiration dates of your ATM, debit and credit cards **as well as to send a file of this maintenance information to your vendor.**


CONFIGURATION

Certain configuration settings allowing expiration updates *as well as the sending of a maintenance file* are required for this option. Contact a Client Services Representative for assistance. *Self processors, these configuration settings are in the Vendor Maintenance screen.*

The BIN configuration includes settings to allow for the expiration update and reissue of the maintenance file. It also allows you to charge for the service, enter a fee amount, a fee G/L, and a fee transaction description. (See Questions about Fees section below.)

*Online clients, you may view your BIN configuration via **Tool #146 ATM/Dbt/Crd: BIN Config Inquiry.*** Contact a Client Services Representative for assistance in changing your configuration.

Card Expiration			
Card expiration process	<input checked="" type="radio"/> Update expiration dates & process card reissues	<input type="radio"/> Expiration dates only	
<input checked="" type="checkbox"/> Charge fee for reissued cards	Fee amount <input type="text" value="10.00"/>	G/L account <input type="text" value="87.00"/>	Transaction description <input type="text" value="DEBT CRD REISSUE FEE"/>
<input type="checkbox"/> Multiply fee amount by # of cards	(Fees will post to the funding account)		

Refer to Online Help for assistance with these fields. Click  while working on this screen.

QUESTIONS ABOUT FEES

Can I charge a fee per card? You can select whether to charge a fee for each card or just one fee per account. For example, if account #1234 had two cards, and your fee was \$10.00, you could select whether to charge this member \$10.00 or \$20.00 for the service.

Can I charge a zero-dollar fee? The screen does allow you to enter a zero-dollar fee so that the process is documented with a non-monetary transaction on the member's statement and e-statement.

What sub account is charged the fee? What happens if the member does not have sufficient funds to cover the fee?

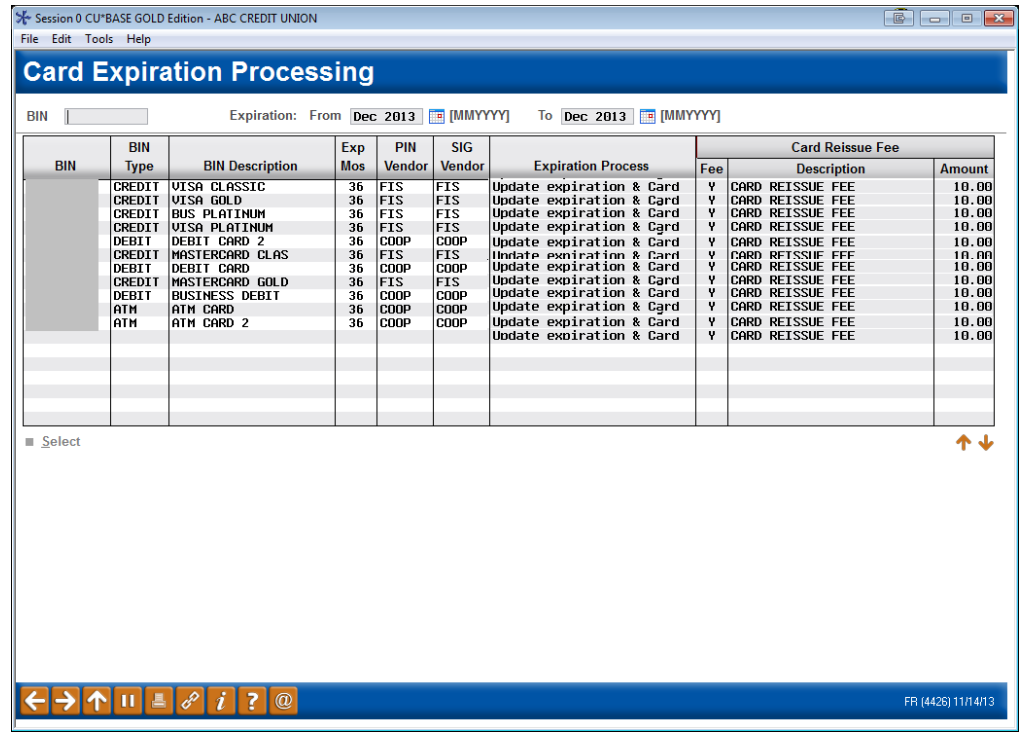
For credit cards, the fee is charged to the credit card. Since this is an addition to the charges, the member is always charged the fee.

For ATM/Debit cards, the fee is charged to the funding account for the card. If the member does not have enough funds in this account to cover the fee, the fee will not be charged. This will appear as an exception on the Exception Fee Posting Report (PESTMTN3X).

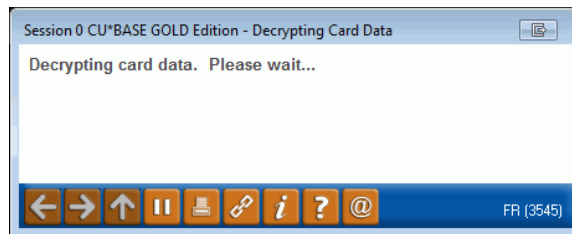
THE PROCESS

Use **Tool #147 ATM/Dbt/Crdt: Card Expiration Processing** to begin the process of updating the card expiration dates.

ATM/Dbt/Crdt: Card Expiration Processing (Tool #147)



1. From the entry screen, select the range of card expiration dates you wish to review. This will default to the next month, but the range can be expanded to include more than one month or a previous month.
2. Select the BIN whose cards you wish to review and use the Select option. You will view BINs for credit cards, as well as ATM and Debit cards, depending on your system.
3. The following screen will appear as the cards are decrypted for use with this feature:



Card Reissue Update Screen

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION
File Edit Tools Help

Card Expiration Processing

Update Card Expiration Dates

BIN: [REDACTED] BIN type: CREDIT
Expiration: From Dec 2013 To Dec 2013
Position to card: [REDACTED]

Skp	Charge Fee	Card #	St	Account #	Name 1	Name 2	New Exp	Last Used	#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1		-846 BENJ			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846 MICH			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846 DEBR			12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9		-846 STEV			12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846 DIAN			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846 STEV			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846 KARE			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846 MARI			12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846 JAME			12/16	0/00/00	01

Inquiry
 Card Maintenance
 Tracker Review

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If you do not want a card expiration date to be updated, check the box in the Skp column.

If your credit union is charging a fee, leave this box checked to charge the fee. Uncheck if you do not wish to charge the fee.

Click *Print* (F21) to generate a preliminary report of cards that will be issued prior to posting the final batch. This is the same report you will generate at final posting.

This button (F10) will toggle you between cards whose expiration dates will be updated on all cards.

Column Descriptions

Column	Description
Skp (Skip)	If this checkbox is checked, the expiration date of this card will not be updated. Certain card statuses and block codes will cause this checkbox to be automatically checked.
Charge Fee	If your credit union charges a fee, check this box to charge a fee. Uncheck if you do not wish to charge a fee for the selected account. <i>Credit unions who do not charge a fee can disregard this column.</i> <ul style="list-style-type: none"> NOTE: A credit union can charge a zero-dollar or non-monetary fee.
Card #	The ATM/Debit or credit card number.
St (Status)	A code in this field indicates that the card has an account status code or a block code, such as "High Balance Account." See page 17 for a listing of codes and their explanations.
Account	The funding account associated with the ATM or credit card
Name 1, Name 2	The names that will be embossed on the card, listed in the Name 1 and Name 2 lines on the Card Maintenance screen
New Ext/Show Old	This toggles between the new and current expiration date.
Last Used	The last date that transactions were processed on the card.
#	The number of cards that will be reissued Some accounts may have multiple cards. (The BIN configuration determines if one or multiple fees will be assessed for multiple cards.)

4. Work the cards listed on the screen. You may exit this screen and then return to continue working the list though a series of days until you have worked the entire list. The cards will not be processed until you have completed working the list.
 - Place a check in the “Skp” column for cards you do not want to reissue.
 - i. **NOTE:** Some cards will be automatically blocked due to a code in the Status column. The expiration dates of these cards cannot be updated, and the checkmark cannot be removed. Some codes allow updating of expiration dates, such as cards with a high balance or cards that are marked as having a wrong address. For these cards, you must check the checkbox so that these cards are not reissued. **(See page 17 for a list of these codes.)**
 - You may wish to review an individual account, perhaps to view the address or account history. Select the card from the list and use Inquiry to view the account attached to the card..
 - You may wish to perform maintenance on a card, for example to reissue multiple cards or add a new name to the card reissue. Select the card and use Maintenance. Then you may wish to record your actions for future research in a Tracker entry by using Tracker Review.
 - At any time, you can print a preliminary report of your results by using *Print* (F21).
 - **NOTE:** You may enter and exit this screen as many times as you want to work the listing. Continue to the following steps when you are ready to post your work.
5. Once you have worked your list and checked all the card numbers you wish to block from reissue, use **Process Updates** (F5) (see previous page) to move to the final confirmation screen.

Final Confirmation Screen

Session 0 CU*BASE GOLD Edition - Confirm Card Updates

BIN [redacted] Original expiration dates: From Dec 2013 To Dec 2013

Total # of cards in batch	3
# of cards to be reissued	3
# of cards skipped	0
Number of cards closed/blocked	0

i Card expiration dates will be updated according to the number of months on the BIN configuration. If you have not finished, Skip and return to the menu. Settings are saved but nothing will be posted until update is confirmed.

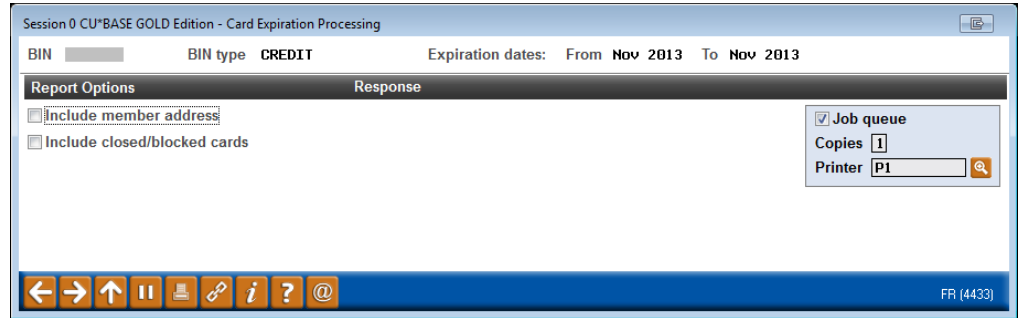
Post/Confirm Updates
Skip

Navigation icons: ← → ↑ || 🖨️ 🔗 ⓘ ? @

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6. The final confirmation screen lists the number of cards in the batch, the number of cards whose expiration dates will be updated, and the number of cards that will be included in the maintenance file. The screen also includes information on fees, cards skipped, and cards blocked. Use **Post/Confirm** (F5) (on the previous screen) to continue.

- **NOTE:** The dates are updated immediately after clicking F5-Post/Confirm.
7. Select the criteria for the data that will appear on the report. Select whether to add member addresses or blocked cards to the report. You will have the option of returning to this screen to print additional reports.



8. Press Enter to generate the report. This report is identical to the report you create by using *Print* (F21) from the screen where you work the cards. See the reports beginning on page 15 for examples. Reports print immediately.

While the review date is generally updated when the expiration date is updated, this is not the case with accounts with a loan category marked for 1098 reporting (such as your HELOC loans). Only the card expiration date will be updated when the batch reissue is placed for these cards.

9. At End-of-Day, the final reports are also generated and archived in CU*SPY. These reports contain information on all cards that were included in the processing, including both blocked and unblocked cards.

PRINTING REISSUE REPORTS WHILE WORKING THE CARDS

While you are processing the reissue order and when you process the final posting, you can generate reissue reports listing the number of cards processed and reissued at two times during the reissue process.

While you are working your list, you can use *Print* (F21) to print a preliminary report listing the cards that will be reissued. See the reports beginning on page 15 for examples.

Click *Print* (F21) to generate a report including information on cards that will be issued prior to posting the final batch. This is the same report that is generated once *Add/Update* (F5) is selected.

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Card Expiration Processing

Update Card Expiration Dates

BIN: [redacted] BIN type: CREDIT

Expiration: From Dec 2013 To Dec 2013

Position to card: [redacted]

Skp	Charge Fee	Card #	St	Account #	Name 1	Name 2	New Exp	Last Used	#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1		-846	BENJ		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846	HICH		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7		-846	DEBR		12/16	10/17/13	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846	STEV		12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0		-846	DIAN		12/16	12/03/11	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846	STEV		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8		-846	KARE		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846	MARI		12/16	0/00/00	01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6		-846	JAME		12/16	0/00/00	01

Inquiry Card Maintenance Tracker Review

Process Updates Show All Print Charge All Charge None Show Old Expiration

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REPORTS

Update Card Expiration (UNPANREIL-1)

```

2/17/12 15:21.21                                CU*BASE CREDIT UNION                                UPANREIL-1                                PAGE
RUN ON 2/17/12RD EXPIRATION PROCESSING          UPDATE CARD EXPIR-UPDATE CARD EXPIRATION DATES  RE REPORT                                USER ALYCIAM
BIN: 640705000 BIN TYPE: ATM MONTHS TO EXPIRE: 36 EXPIRATION DATE RANGE: 1/2012 to 1/2012
CARD REISSUE FEE DESCRIPTION: WAIVED REISSUE FEE CARD REISSUE FEE: Y .00
INCLUDE MEMBER ADDRESS: N INCLUDE CLOSED/BLOCKEDCARDS: N

```

SKIP	FEE	CARD NUMBER	STATUS	ACCOUNT NAME 1	NAME 2	OLD EXP.	LAST NO USED CARD
N	Y	66666666666666666666		1111-110 LARRY R MEMBER		01/12 11/19/11	1
N	Y	66666677777777777777		2222-000 PAUL M MEMBER		01/12 1/01/12	1
N	Y	66666677777777777722		23333-000 RENEE MEMBER		01/12 10/05/11	1
N	Y	66666677777777777733		24444-000 NICOLE E MEMBER		01/12 10/05/11	1
N	Y	66666677777777777744		29999-000 DEBRA S MEMBER		01/12 12/24/11	1
N	Y	66666677777777777755		30000-000 ALEXANDRIA J MEMBER		01/12 11/21/11	1
N	Y	66666677777777777766		30001-000 ANNE M MEMBER		01/12 10/02/07	1

```

TOTAL NUMBER OF CARDS IN BATCH .: 7
NUMBER OF CARDS TO BE UPDATED .: 7 NUMBER OF FEES TO BE POSTED: 7 TOTAL FEES: .00
NUMBER OF CARDS SKIPPED . . . .: 0
NUMBER OF CARDS CLOSED/BLOCKED .: 0
NUMBER OF CARDS WITH ALT ADDRESS: 0

```

*** END OF REPORT ***

(Alternate) Update Card Expiration with Address (UNPANREIL-1)

You must check "Include member address" on the Report Selection screen to receive this version of the report.

```

2/28/12 11:34.58                                CU*BASE CREDIT UNION                                UPANREIL-1                                PAGE
RUN ON 2/28/12RD EXPIRATION PROCESSING          UPDATE CARD EXPIR-UPDATE CARD EXPIRATION DATES  RE REPORT                                USER ALYCIAM
BIN: 488825 BIN TYPE: CREDIT MONTHS TO EXPIRE: 36 EXPIRATION DATE RANGE: 3/2012 to 3/2012
CARD REISSUE FEE DESCRIPTION: VISA REISSUE FEE CARD REISSUE FEE: Y 5.00
INCLUDE MEMBER ADDRESS: Y INCLUDE CLOSED/BLOCKEDCARDS: Y

```

SKIP	FEE	CARD NUMBER	STATUS	NAME	ADDRESS	EXPIRES	EMBOSSED LINE 1	EMBOSSED LINE 2	CARD USED	# CARDS
Y	N	9999990010001111	*D	DAVID L MEMBER	1050 S ABC RD	03/12	DAVID L MEMBER		12/09/11	1
		3333-866			ANYCITY, MI 400000000					
Y	N	9999990010001111	*D	DAVID L MEMBER	1050 S ABC RD	03/12	SHARON MEMBER		12/09/11	1
		3333-866			ANYCITY, MI 400000000					
N	Y	9999990010003333		DAWN M OTHERMEMBER	39529 ABC ST	03/12	DAWN M OTHERMEMBER		12/30/11	1
		2222-866			ANYCITY, MI 400000000					

Update Card Expiration (Old and New Expiration Dates) (UNPANREIL-2)

2/17/12 15:21:21	CU*BASE CREDIT UNION	UPANREIL-2	PAGE																																																																									
RUN ON 2/17/12RD EXPIRATION PROCESSING BIN: 640705000 BIN TYPE: ATM MONTHS TO EXPIRE: 0 EXPIRATION DATE RANGE: 1/2012 to 1/2012 CARD REISSUE FEE DESCRIPTION: WAIVED REISSUE FEE CARD REISSUE FEE: Y .00	UPDATE CARD EXPIR-UPDATE CARD EXPIRATION DATES	RE REPORT	USER ALYCIAM																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SKIP</th> <th>FEE</th> <th>CARD NUMBER</th> <th>STATUS</th> <th>ACCOUNT</th> <th>OLD EXP.</th> <th>NEW EXP.</th> <th>NO. CARD</th> <th>COMMENT</th> </tr> </thead> <tbody> <tr><td>N</td><td>Y</td><td>66666666666666666666</td><td></td><td>1111-110</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777777</td><td></td><td>2222-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777722</td><td></td><td>23333-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777733</td><td></td><td>24444-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777744</td><td></td><td>29999-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777755</td><td></td><td>30000-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> <tr><td>N</td><td>Y</td><td>66666667777777777766</td><td></td><td>30001-000</td><td>01/12</td><td>01/15</td><td>1</td><td></td></tr> </tbody> </table>	SKIP	FEE	CARD NUMBER	STATUS	ACCOUNT	OLD EXP.	NEW EXP.	NO. CARD	COMMENT	N	Y	66666666666666666666		1111-110	01/12	01/15	1		N	Y	66666667777777777777		2222-000	01/12	01/15	1		N	Y	66666667777777777722		23333-000	01/12	01/15	1		N	Y	66666667777777777733		24444-000	01/12	01/15	1		N	Y	66666667777777777744		29999-000	01/12	01/15	1		N	Y	66666667777777777755		30000-000	01/12	01/15	1		N	Y	66666667777777777766		30001-000	01/12	01/15	1					
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TOTAL NUMBER OF CARDS IN BATCH .: 7 NUMBER OF CARDS TO BE UPDATED .: 7 NUMBER OF CARDS SKIPPED: 0 NUMBER OF CARDS CLOSED/BLOCKED .: 0 NUMBER OF CARDS WITH ALT ADDRESS: 0				NUMBER OF FEES TO BE POSTED: 7		TOTAL FEES: .00																																																																						
*** END OF REPORT ***																																																																												

Reissue Fee Posting Report (UNPANREIP)

2/17/12 15:21:21	CU*BASE CREDIT UNION	UPANREIP	PAGE																																																									
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Reissue Fee Exceptions Report (UNPANREIP)

2/28/12 11:35:02	CU*BASE CREDIT UNION	UPANREIP	PAGE																																	
RUN ON 2/28/12	REISSUE FEE EXCEPTIONS	REISSUE FEE EXCEPTIONS	USER ALYCIAM																																	
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STATUS CODES

Following is a key for the codes that might appear in the Status (ST) column.

<i>Account Codes</i>		
<i>Code</i>	<i>Description</i>	<i>Block from Reissue</i>
*M	Membership is closed.	Block from reissue
*A	Account record is closed.	Block from reissue
*D	Duplicate Card	Block from reissue
*C	Closed Card (an X credit card status)	Block from reissue
*2	*The second name is missing on the Card Maintenance screen.	Block from reissue
*3	*The third name is missing on the card.	Block from reissue
*4	*The fourth name is missing on the card.	Block from reissue
*5	*The fifth name is missing on the card.	Block from reissue
*6	*The sixth name is missing on the card.	Block from reissue
*7	*The seventh name is missing on the card.	Block from reissue
*8	*The eighth name is missing on the card.	Block from reissue
*9	*The ninth name is missing on the card.	Block from reissue
<i>Block Codes</i>		
A	Invalid Address	Allow
B	Bankruptcy	Allow
C	One Cycle Delinquent	Block from reissue
D	Deceased	Block from reissue
F	Fraud	Block from reissue
G	Marital Problems	Block from reissue
H	High Balance	Allow
I	VIP (Very Important Person)	Allow
J	Collection Account	Block from reissue
K	Closed – Per Institution	Block from reissue
L	Lost Account	Block from reissue
N	Closed – Annual Fee Not Paid	Block from reissue
P	Past Due 5 days	Allow
Q	Charge Off	Block from reissue
S	Stolen Account	Block from reissue
U	Credit Counseling	Block from reissue
V	Closed – See File	Block from reissue
W	Closed – Transfer Balance	Block from reissue
X	Closed – Per Cardholder	Block from reissue
Y	Collection – Legal Pursuit Pick-Up	Block from reissue

Z	Cardholder Dispute	Allow
AD	Lost/Stolen-Capture	Block from reissue
AE	Fraud-Capture	Block from reissue
AK	Restricted-Capture	Block from reissue
AL	Bad Debt-Capture	Block from reissue
ND	Lost/Stolen	Block from reissue
NE	Fraud	Block from reissue
NK	Restricted	Block from reissue
NL	Bad Debt	Block from reissue

* The name in question is missing from the Card Maintenance screen (the screen allows for a primary, secondary, and seven additional optional names), and without a name in this field, a card cannot be reissued for this person.