

RECEIVE INFORMATION FROM ALLOYA
CHECK THROUGHOUT THE DAY
UPDATED SEPTEMBER 2025

NOTES:

- YOU CAN FILTER FOR ANY ONE PARTICULAR TYPE OF TRANSACTION OR AMOUNT BY USING THE “FILTER” BUTTON AND ENTERING INFO INTO THE APPROPRIATE SEARCH FIELD.

TO FIND WIRES:

- THE “PENDING ACTIVITIES” AREA OF THE ALLOYA HOME SCREEN WILL SHOW ANY INCOMING/OUTGOING WIRES THAT NEED WORKING. “TRANSACTIONS” ARE OUTGOING AND “ACKNOWLEDGEMENTS” ARE INCOMING. CLICK ON THE NUMBER BELOW THE TITLE.
- THE “CREDIT UNION DASHBOARD” SHOWS ALL PENDING ACTIVITY. CLICK ON THE ROW WITH ACTIVITY TO BRING UP A LISTING BELOW. CLICK ON INDIVIDUAL TRANSACTIONS BELOW TO BRING UP THEIR TRANSACTION DETAILS.
- FOLLOW THE “POST MEMBER WIRE INSTRUCTIONS” ON THE INTRANET.

TO FIND SHARE DRAFT CLEARING:

- CLICK ON “ACCOUNT HISTORY”
- CLICK “FILTER”
- CHANGE “START” AND “ENDING” DATES TO LAST BUSINESS DATE.
- IN “Transaction Description” FIELD TYPE C/L THEN THE “FILTER” BUTTON BELOW.
- CLICK ON “PRINT”
- TOTAL THE DEBIT AMOUNTS ON THE PRINTOUT AND THIS WILL BE THE “SHARE DRAFT CLEARING AMOUNT” TO VERIFY TO CU*ANSWERS.

FRIDAYS OR LAST DAY OF MONTH:

- CLICK ON “ACCOUNT HISTORY”
- CLICK “FILTER”
- LOOK FOR ***DEBITS AND CREDITS*** WITH THE DESCRIPTION
“ACH-COOP SETTLEMNT / MAPDESTMT” & “ACH-COOP SETTLEMNT / MCISESTMT”
- THERE ARE USUALLY THREE OR FOUR OF THESE.
- OPEN TOOL #61 IN CU*ANSWERS.
- DOUBLE-CLICK ON THE JV LABELED “CO-OP EST ACH SETTLEMENT.”
- REPLACE THE AMOUNTS WITH THE AMOUNTS IN ALLOYA.
 - FOR ALLOYA DEBITS:
 - DEBIT 740-22 AND CREDIT ALLOYA 740-01
 - FOR ALLOYA CREDITS:
 - DEBIT ALLOYA 740-01 AND CREDIT 740-22
- CLICK ON “SPECIAL” BUTTON IN THE BOTTOM LEFT CORNER OF THE SCREEN.
- ENTER THE NEXT BUSINESS DATE AS IN THE REVERSAL DATE BOX.
- CLICK ON BACK ARROW.
- PRINT JV THEN POST.

THIS SHOULD CREATE A REVERSING ENTRY THAT SHOULD BE POSTED ON THE NEXT BUSINESS DATE.

INVESTMENTS:

- CLICK ON “ACCOUNT MANAGEMENT ” THEN “ACCOUNT HISTORY.”
- ON RIGHT HAND SIDE OF SCREEN UNDER “OTHER” CLICK “ACCOUNT HISTORY.”
- LOOK FOR MISC. ACH’S/CREDITS FROM INVESTMENTS (BANKS/CREDIT UNIONS) SUCH AS: Sauk Valley/MONTHLY SIMPLICD INT, Etc. THAT NEED TO BE POSTED BY THE PRESIDENT. PRINT THESE AND GIVE TO PRESIDENT.

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MISCELLANEOUS:

1. “CO-OP WORLD INTERCHANGE” WILL SHOW UP AS ACH-EFUNDS CORP / MDB
ICCFEE
 DEBIT 740-01
 CREDIT 150-03

2. “ADP PAYROLL FEES” WILL SHOW UP AS ACH-ADP PAYROLL FEES / ADP – FEES
 DEBIT 290-02
 CREDIT 740-01

3. “ST OF MI IRA TAX DEPOSIT” WILL SHOW UP AS ACH-SOM / MITREASBUS
 DEBIT 801-19
 CREDIT 740-01

4. “MASTERCARD ADJUSTMENT” WILL SHOW UP AS ACH-CU COOPERATIVE /
COOPFSRxx
 DEBIT/CREDIT 740-01
 DEBIT/CREDIT 260-03

5. “CUNA GAP PAYMENT” WILL SHOW UP AS ACH-TruStage / GAP PYMT
 SEE GAP ACCOUNTING PROCEDURE ON INTRANET

6. “CASH ADVANCE SETTLEMENT” WILL SHOW UP AS ACH-Worldpay / COMB. DEP
 DEBIT 740-01
 CREDIT 760-02

7. “DEBT PROTECTION CREDIT FROM TRUSTAGE” WILL SHOW UP AS
 ACH-TruStage / DP PYMT
 **SEE INTRANET INSTRUCTIONS FOR THIS: INTRANET/ACCOUNTING/
MISCELLANEOUS/DEBT PROTECTION CREDIT FROM TRUSTAGE**