

Today's Date _____

Completed By _____

DAILY ACCOUNTING STEPS***RETENTION 1 AUDIT PERIOD*****UPDATED AUGUST 2026******ATTACH ANY BALANCING CALCULATOR TAPES AND/OR REPORTS TO THESE STEPS.****FORMS CAN BE FOUND ON **INTRANET**.****THROUGHOUT THE DAY CHECK ALLOYA FOR WIRES/INVESTMENTS. FRIDAYS CHECK FOR CO-OP EST. BILLINGS.****

(SEE INTRANET - "RECEIVE INFORMATION FROM ALLOYA...")

1 CHANGING PRINTER OUTQ FOR START OF DAY**TOOL #198** (CHANGE PRINTER OUTQ ASSIGNMENT)ENTER THE PRINTER YOU WISH TO REASSIGN **MG01L04**ENTER THE OUTQ TO ASSIGN TO THE PRINTER **PRINTMG**REPEAT THE PROCESS BUT REASSIGNING THE OUTQ TO **MG01L04**(ON MONDAYS - CYCLE THE OUTQ BACK TO **PRINTMG** AND THEN **MG01L04** AGAIN /
THIS WILL MAKE SURE THE WEEKEND REPORTS PRINT)**2 SEPARATE DAILY REPORTS**

FIND THE ROUTING LOG WITHIN THE REPORTS.

3 PRINT COURTESY PAY REPORTS (GIVE TO COLLECTOR)**TOOL #982** (WORK COLLECTIONS)

CHECK MARK - "WORK WITH NEGATIVE BALANCE ACCOUNTS"

NUMBER OF DAYS NEGATIVE FROM **1** TO **99999**

PRESS ENTER

WAIT FOR CALC TO COMPLETE

CLICK ON "COLLECTIONS REPORTS"

CHECK MARK - "NEGATIVE BALANCE ACCOUNTS"

SORT BY - CHECK MARK "NEGATIVE BALANCE DAYS"

DAY RANGES**1** THROUGH **9****10** THROUGH **29****30** THROUGH **45****46** THROUGH **999**

PRINT CONVERSATIONS - CHECK "NO"

PRINTER - **INSTANTMG**

PRESS ENTER

PRINT REPORT-CAN BE FOUND IN CU*BASE TIME-OUT OPTIONS / CU*SPY DAILY REPORTS

ENTER REPORT NAME - "**LCOLLT**" IN TOP BOXSELECT **TODAYS** DATE FOR BEGINNING AND ENDING RANGE!

CLICK ON SEARCH (MAY TAKE A FEW MINUTES/TRIES BEFORE REPORT SHOWS UP)

CHOOSE REPORT "**LCOLLT COLLECTIONS FILE.LISTING.INS**" AND CHECK "**PDF**"CLICK ON "**COMBINE SELECTED REPORTS FOR PRINT USING**"

PRINT IN LANDSCAPE FORMAT/ SINGLE-SIDED FOR COLLECTOR.

SAVE IN SHAREPOINT/STAFF FOLDER AS "COURTESY PAY" (REPLACE OLD VERSION).

4 PRINT QUERY REPORTS**TOOL #100** (CU*BASE REPORT BUILDER)

OPTION 9

NAME - **HSANEG**

LOCATION - QUERYMG

ENTER

(SCAN TO KRIS / THEN SHRED)

OPTION 9

NAME - **EMPDELCEND**

LOCATION - QUERYMG

ENTER

OPTION 9

NAME - **EMPDELLOC**

LOCATION - QUERYMG

ENTER

*(GIVE BOTH OF THESE REPORTS TO TONI)***5 PRINT NEW AND REFINANCED REVOLVING LOANS****TOOL #554** (NEW/REFINANCED LOAN HISTORY)

PROCESS DATE: MONTH OF BALANCING DATE(S)

LOAN TYPES: CHECK ALL THREE / LOAN BALANCES: **ALL**

DISB DATE RANGE - (FROM DATE OF DAILY THAT YOU ARE WORKING TO YESTERDAY)

PRINT: **DETAIL AND SUMMARY**

CHOOSE PRINTER AND "ENTER"

*NEED TWO COPIES (TONI/LOANS)***6 PRINT MEMBER NOTICES****TOOL #653** (PRINT LASER MEMBER NOTICES)

PRINT THE FOLLOWING TYPES OF NOTICES:

(ARROW DOWN TO SEE IF MORE REPORTS NEED TO BE PRINTED)

CERTIFICATE MATURITY (LISA)**DELINQUENCY REMINDER** (COLLECTOR)**ONLY COURTESY PAY WITH A NUMBER** FOLLOWING THE TITLE (COLLECTOR)

AFTER PRINTING:

FOR ALL OTHER NOTICES, CLICK ON EACH ONE, CHANGE PRINTER TO **"HOLDMG"**
WHEN ALL SELECTED, HIT "ENTER" (THEY WILL NOT PRINT)**7 DISTRIBUTE REPORTS AND NOTICES**

8	RECEIVE E-REPORTS (VISA)	
----------	---------------------------------	--

OPEN "OUTLOOK"

LOOK FOR E-MAIL FROM FIS.SecureFile@fisglobal.com

EREPORTS **YYMMDD-078782-P1CS.PDF** / THIS ONE WORKED DAILY

EREPORTS **YYMMDD-CHJOURNAL-078782-P1CS.PDF** (1ST DAY OF THE MONTH-GIVE TO SAM)

EREPORTS **YYMMDD-CAM_CANALERT.PDF** - PRINT @ MG02L01 (FOR SAM)

DOUBLE CLICK E-MAIL

DOUBLE CLICK PDF ATTACHMENT IN UPPER LEFT

THESE NEED TO BE SAVED IN THE SHAREPOINT/ACCOUNTING - DOCUMENTS FOLDER LISTED BELOW:

MUSKEGON FEDERAL CREDIT UNION/ACCOUNTING - DOCUMENTS/E-Reports/(current year and month folder)

CLICK SAVE ICON, AND IF THE FOLDER YOU NEED IS NOT LISTED ON POP-UP SCREEN,

CLICK "CHOOSE A DIFFERENT FOLDER" AND SAVE IN THE ABOVE LOCATION

OPEN THE "**YYMMDD-078782-P1CS.PDF**" FILE

THE FILE SHOULD OPEN WITH THE "ADOBE ACROBAT READER" PROGRAM

WITHIN THE REPORT LISTING SECTION ON THE RIGHT SIDE, FIND YOUR REPORTS TO PRINT

RIGHT CLICK ON IT, THEN CHOOSE "PRINT SECTION"

VERIFY PRINTER IT IS PRINTING TO AND CLICK "PRINT"

TIP: USE "CONTROL + F" KEY COMBINATION TO FIND REPORTS IF NEEDED.

REPORTS TO BE PRINTED DAILY (IF AVAILABLE/RECEIVED)

(PRINT WHEREVER SAM IS LOCATED)

____ **A2DLYINV** ACH RETURNED ITEMS
 ____ **BC207-01** TRANSFER OF BALANCE PROFILE
 ____ **BC460-15** PAYMENTS TO STOLEN ACCOUNTS
 ____ **BC460-18** OUTSTANDING TEMPORARY STOLEN (*DOUBLE-SIDE*)
 ____ **BC583-01** DAILY AUTH ACTIVITY (*DOUBLE-SIDE*)
 ____ **BC9080-06** SELECTED ONLINE MAINTENANCE
 ____ **PCBK9-01 OR 02** ACH RETURNS / UNPOSTED

(THESE ARE FOR THE ACCOUNTING)

____ **PC450-XX** BANKCARD STATISTICAL (**ACCT**) **PRINT PAGE 1 ONLY!**
 ____ **BC476-01** BANKCARD GL DATA CENTER ACCOUNTING TOTALS (**ACCT**)
 ____ **LP201-01** TRANSACTION REJECTS (**CHERI**)
 ____ **LP202-01** TRANSACTION REJECTS (**CHERI**)
 ____ **PCB600-05** TOTAL FIS SETTLEMENT

(AND FOR THE PERSON WORKING COLLECTIONS)

PRINT THE FOLLOWING REPORTS IF THE REPORT DATE IS THE LAST DAY OF THE MONTH
OR THE COLLECTOR MAKES A REQUEST FOR TODAY'S:

____ **BC460-37 thru BC460-41** EXPANDED AGING REPORTS

9 BALANCE ATM & MASTERCARD

WITHIN "SHAREPOINT" / "ACCOUNTING GROUP" / "DOCUMENTS", OPEN "WORKSHEET CO_OP TERMIN..." SPREADSHEET.

DOWNLOAD CO-OP REPORTS USING "RECEIVE/PRINT ATM REPORTS" PROCEDURE.

USE "ATM BALANCING TIPS" PROCEDURE FOR ITEMS/SECTIONS TO PRINT & NUMBERS TO USE!

GO TO INTRANET - "ACCOUNTING FORMS AND PROCEDURES" - "ATM BALANCING TIPS"

(TIPS SHOULD COVER STEPS "a" THRU "g")

a CU*ANSWERS REPORT: LPANTX2 ATM/DEBIT TRANSACTIONS

PLACE *NET TOTAL FOR Stl SETTLEMENT DATE: THE DATE YOU ARE WORKING-xx/xx/xx*

Pst POST DATE: THE SAME DATE YOU ARE WORKING - xx/xx/xx (BOTH YESTERDAY'S DATES) IN BOX 1.

b CU*ANSWERS REPORT: LPANTX2 ATM/DEBIT TRANSACTIONS

PLACE *NET TOTAL FOR Stl SETTLEMENT DATE: (TODAYS DATE!) - xx/xx/xx*

Pst POST DATE: THE SAME DATE YOU ARE WORKING - xx/xx/xx IN BOXES 2 & 3

c BOX 4 NOT USED

BOXES 5 AND 6 ARE AMOUNTS FROM PREVIOUS DAY. SHOULD PRE-FILL

d CO-OP REPORT: EFBPT030-RP01 (MAY BE MULTIPLE REPORTS)

PLACE *AUTOMATED FUNDS MOVEMENT ENTRY DR* IN **BOX 7**

PLACE *AUTOMATED FUNDS MOVEMENT ENTRY –SPONS SRCHG DR* IN **AUTOMATED FUNDS MOVEMENT ENTRY BOX(ES)** LOCATED BELOW FORM "TOTALS"

NOTE: THIS WILL BE ATM TERMINAL FEE INCOME ON JV

e PREVIOUS PAGE OF SAME REPORT EFBPT030-RP01

HOLTON - TERMINAL CKI312

PLACE *TERMINAL ACTIVITY TOTALS CKI300 DEBIT* IN **BOX 8**

PLACE *TERMINAL ACTIVITY TOTALS CKI300 CREDIT* IN **BOX 9**

(NOTE: LOOK FOR TRANSFERS (XFRS) ON ATM SETTLEMENT RECEIPT ATTACHED TO "ATM DEPOSIT SETTLEMENT FORM")

IF TRANSFER, PUT AMOUNT IN BOX LOCATED BELOW CREDIT AMOUNT

LAKETON - TERMINAL CKI313

PLACE *TERMINAL ACTIVITY TOTALS CKI311 DEBIT* IN **BOX 10**

PLACE *TERMINAL ACTIVITY TOTALS CKI311 CREDIT* IN **BOX 11**

(NOTE: LOOK FOR TRANSFERS (XFRS) ON ATM SETTLEMENT RECEIPT ATTACHED TO "ATM DEPOSIT SETTLEMENT FORM")

IF TRANSFER, PUT AMOUNT IN BOX LOCATED BELOW CREDIT AMOUNT

SUSPENSE:

PLACE *+TOTAL NEW SUSPENSE DEBIT* IN **BOX 12**

PLACE *+TOTAL NEW SUSPENSE CREDIT* IN **BOX 13**

BOXES 14 & 15 WILL PRE-FILL AMOUNTS FROM PREVIOUS DAY

f (CO-OP NETWORK ADJUSTMENTS) CO-OP REPORT: EFBPD040-RP02

IF THERE ARE ANY, THEY WILL BE ON REPORT "EFBPD040-RP02"

IF IT'S A DEBIT (DEDUCTING FROM MEMBER), PLACE AMOUNT IN **BOX 16**

CREDITS WILL GO IN **BOX 17**. ADJUST MEMBERS ACCOUNT USING 740-21 AS OFFSET G/L.

g MASTERCARD FINANCIAL FEES

USING REPORT "EF500509-RP01" (MAY BE MULTIPLE REPORTS WITHIN GTWY.DAILYH01 & GTWY.DAILYH02)

PLACE MASTERCARD FINANCIAL FEES CREDIT AMOUNT(S) IN "MASTERCARD FINANCIAL FEES" BOX(ES) ON BALANCING FORM. THIS WILL BE ATM MASTER MONEY INCOME.

(THESE WILL GET STAPLED TO JE)

h TOTAL BOTH COLUMNS DOWN / NET WILL BE IN BOX 18

COLUMN TOTALS SHOULD BE THE SAME. CLICK PRINT.

i GENERAL LEDGER BALANCE

TOOL #61 - OPEN JV LABELED "ATM TEMPLATE" (VERIFY EFFECTIVE DATE).

ENTER & POST. **TOOL#60** - PLACE NEW ACCOUNT BALANCE OF #740-21

IN BOX 20 AND IN STEP #18 ON "DAILY ACCOUNTING STEPS"

j TOTAL SHOULD BE ZERO

SUBTRACT **BOX 20** FROM **BOX 19**

(*SHOULD BE ZERO UNLESS THERE ARE ADJUSTMENTS*)

IF NO ADJUSTMENT & BALANCE IS NOT ZERO:

IN CU*ANSWERS CLICK (") - *THE TIMEOUT SYMBOL*

GOTO CU*Spy Daily Reports

For "Report Name" ENTER **PRCNXX1**

"Date" SHOULD GO BACK TO PREVIOUS BUSINESS DATE

CLICK "Search"

A REPORT SHOULD GENERATE SHOWING ALL UNPOSTED ENTRIES.

USING TOOL #492, MAKE THE FOLLOWING MEMBER ADJUSTMENTS:

DEBIT TRANSACTION - POST AS A DEBIT TO MEMBER USING OFFSET GL 740.21

CREDIT TRANSACTION - POST AS A CREDIT TO MEMBER USING OFFSET GL 740.21

USE DATE AND MERCHANT LISTED AS DESCRIPTION.

STAPLE RECEIPT(S) TO REPORT AND FILE IN DAILY.

k START NEW DAY

CLICK ON "START NEW DAY"

EXIT

SAVE CHANGES - YES

POST

ATTACH "LPANTX2", "AUTOMATED FUNDS MOVEMENT TERMINAL ACTIVITY" & HOLTON/LAKETON SETTLEMENT SHEETS TO THE BACK OF THE "ATM/DEBIT BALANCING FORM" AND

FILE IN ACCOUNTING DESK DRAWER IN "ATM SETTLEMENT" FILE.

10 VERIFY VAULT CASH BALANCES

SHORTCUT - **TOOL #60** (GL JOURNAL HISTORY INQUIRY)

GL ACCT **(01) 739-00 & (02) 739-00**

COMPARE BALANCES TO REPORT **"PHTCL3"**

SET ASIDE **"PHTCL3"** FOR STEP #16

11 VERIFY MISCELLANEOUS ACCOUNTS

TOOL #60 (GL JOURNAL HISTORY INQUIRY)

(PRINT OUT EACH GL SCREEN FOR CINEMA AND STAMPS)

CINEMA GL **790-04**

STAMPS GL **790-06**

VERIFY CD DIVIDEND GL **870-97** (MUST BE AT 0) ____

PHONE SCREEN - VERIFY BALANCE OF ACCT 999-000 = \$45, 999-001 = \$5) ____

CALL THE BRANCH TO GET STAMP AND CINEMA TOTALS AND WRITE THEIR

TOTALS ON THAT GL PRINT OUT. **ASK ABOUT TSR'S (CIN/POP/CHKS/WES).**

PULL BINDER WITH TICKETS FROM CENTER ISLAND TO VERIFY TOTALS.

WITHIN "SHAREPOINT" / "ACCOUNTING GROUP" / "DOCUMENTS", OPEN "Tickets"

ENTER TOTALS

BALANCE TO EACH GL PRINT OUT

ONCE IN BALANCE: PRINT THE TICKET STAMP VERIFICATION SHEET, EXIT OUT,
AND SAVE THE CHANGES YOU MADE.

ATTACH YOUR PRINT OUTS & VERIFICATION SHEET TO THESE STEPS.

12 MAKE MISC JOURNAL ENTRIES

Open:

Sharepoint/Accounting Group/Documents/Journal Vouchers/Daily Journal Entries

Use "BLANK JV" tab

CREATE A JOURNAL ENTRY FROM ANY YELLOW VOUCHERS YOU MAY RECEIVE.

BOOK ANY VISA GIFT CARD OR TRAVEL MONEY SALES FROM ANY SHEETS

YOU ARE GIVEN.

LOOK THRU THE ALLOYA ACTIVITY OF THE DAY YOU ARE BALANCING.

IF YOU SEE ANY OF THE FOLLOWING ENTRIES AND BOOK THEM:

ACH-Worldpay / COMB. DEP. ID:2

ACH-EFUNDS CORP / MDB ICCFEE ID:29

ACH-CU COOPERATIVE / COOPFSR30 ID:29

USE THE COPY AND PASTE SECTION TO THE RIGHT OF THE J.V.

STAPLE ANY YELLOW VOUCHERS AND BACKUP DOCS TO JOURNAL ENTRY FORM.

13 BALANCE CASHIER'S CHECKS / MONEY ORDERS

PRINT **TWO** CHECK REGISTERS / ONE EACH FOR BANK **C3** AND **M3**.

TOOL #636 (PRINT CHECK DISBURSEMENT REGISTER)

TYPE: **DETAIL**

PROCESS DATE MM/YYYY

DATED FROM MMDDYYYY TO MMDDYYYY (**DATE(S) CHECKS WERE RAN**)

CHECKMARK **ALL "CHECK STATUSES"** BOXES

PRESS ENTER 2 TIMES

PLACE NEXT STARTING NUMBER FOR BOTH LOCATIONS ON **FRONT PAGE OF CHECK REGISTER**.

COMPARE BEGINNING SEQUENCE NUMBERS TO WRITTEN #'S FROM PREVIOUS DAY.

SORT HOLTON CHECK STUBS IN WITH LAKETON STUBS BY CHECK #, LOW TO HIGH,

PULLING OUT MONEY ORDERS (SORT THESE SAME WAY) AND ADD UP ALL CHECK STUBS TOGETHER.

VERIFY THE TOTALS OF CHECK/M.O. STUBS TO THE **"OUTSTANDING CHECKS FOR"**

AMOUNTS ON **"LCKTB"** SHOWN ON **DAILY** CHECK REGISTERS.

ATTACH THE CALCULATOR TAPES TO THE REPORTS (**LCKTB**)

NOW BALANCE TO THE GENERAL LEDGER BY:

PRINT **TWO** CHECK REGISTERS / ONE EACH FOR BANK **C3** AND **M3**.

TOOL #636 (PRINT CHECK DISBURSEMENT REGISTER)

TYPE: **SUMMARY**

PROCESS DATE MM/YYYY

DATED FROM **JUNE 1 2017** TO **PREVIOUS BUSINESS DAY**.

CHECKMARK **ONLY "OUTSTANDING CHECKS"** BOX.

PRESS ENTER 2 TIMES.

FROM THE MONEY ORDER REPORT, ADD THE "CHECKS OUTSTANDING FOR"

TO "CHECKS CLEARED FOR" AND COMPARE TOTAL TO G/L ACCOUNT **805-10**.

PLACE CHECKMARK NEXT TO TOTAL AND STAPLE TO BACK OF

DAILY CHECK REGISTER (FOR M.O.) AND FILE IN **"MONEY ORDER"** FOLDER.

FROM THE CASHIER CHECK REPORT, ADD THE "CHECKS OUTSTANDING FOR"

TO "CHECKS CLEARED FOR" AND COMPARE TOTAL TO G/L ACCOUNT **805-00**.

PLACE CHECKMARK NEXT TO TOTAL.

VERIFY THE "NOT RECONCILED" AMOUNTS ON REPORT **"PCKRXX"** (CORP DRAFT RECONCILIATION)

ARE ALL ZEROS.

STAPLE THE OUTSTANDING CHECKS **SUMMARY** REPORT AND THE **"PCKRXX"**

(CORP DRAFT RECONCILIATION) REPORTS TO BACK OF DAILY CHECK REGISTER AND

FILE IN **"CREDIT UNION CHKS OUT"** FOLDER."

STAPLE EACH BATCH OF MONEY ORDERS AND CHECKS SEPARATELY AND

FILE EACH IN CABINET MARKED "MONEYGRAM CHECKS AND MONEY ORDERS"

14 ACH

Use "ACH" tab of previously opened Daily Journal Entries file.

PRINT E-MAILS:

OPEN "OUTLOOK"

LOOK FOR E-MAIL(S) FROM: "FEDERAL RESERVE BANK SERVICES@SYS.FRB.ORG"

DOUBLE CLICK ATTACHMENT "report.txt"

OPEN AND PRINT. DELETE EMAIL.

VERIFY DEBITS/CREDITS BALANCE:

USING ONLY THE DATE YOU'RE DOING THE ACCOUNTING FOR,

MATCH THE AMOUNTS FROM "**PACHD**" REPORTS TO THE AMOUNTS IN THE
"SUMMARY **RECEIVED**" SECTION OF THE "ACH ADVICE SETTLEMENTS"
RECEIVED VIA E-MAIL FROM FEDERAL RESERVE BANK SERVICE.

PULL ACH FOLDERS FOR PREVIOUS DAY'S REPORTS.

YOU MAY NEED TO ADD MULTIPLE "**PACHD**" REPORT AMOUNTS **-or-**

"FED REPORT" AMOUNTS TOGETHER. IF MULTIPLE FED REPORT
AMOUNTS ARE USED, BOOK EACH "FED" AMOUNT SEPARATELY ON JV'S.

HIGHLIGHT MATCHED AMOUNTS.

ALL COMPLETED SHEETS GET PAPER CLIPPED TOGETHER AND KEPT IN THE FILE.

MAKE JOURNAL ENTRIES:

IF DEBIT ON THE REPORT - DEBIT 740-11 AND CREDIT 740-01

IF CREDIT ON THE REPORT - DEBIT 740-01 AND CREDIT 740-11

MAKE JOURNAL ENTRIES FOR ACH RETURNS:

WITHDRAWAL/DEBIT: DEBIT 740-01/CREDIT 870-11

DEPOSIT/CREDIT: DEBIT 870-11/CREDIT 740-01

(NOTE: THE REPORT TOTAL OF "**TACHD5**" + "TOTAL DEBIT ERROR" AMOUNT
OF "**PXACH**", MINUS TOTAL WDL RETURNS AND ANY **POSTED** DEPOSITS FROM
THE LATE "**PXACH**" FILE (TIME-STAMPED AROUND 4PM) WILL BE
YOUR SUSPENSE AMOUNT FOR 870-11 ON DAILY ACCOUNTING #18)
STAPLE REPORTS TOGETHER & FILE IN "ACH RETURNS" FILE IN ACCOUNTING DRAWER.

15	SHARE DRAFT CLEARING
-----------	-----------------------------

Use "CHECKS" tab of previously opened Daily Journal Entries file.

BOOK THE SHARE DRAFT CLEARING AMOUNT LABELED
"RECEIVE/TRANSLATE DRAFTS NET TOTALS" ON "RNDT1XX"
MAKE JOURNAL ENTRIES:

DEBIT 740-31/CREDIT 740-01

BALANCE REPORT TO ALLOYA:

SEE INSTRUCTIONS: "RECEIVE ALLOYA INFORMATION" ON INTRANET
MATCH THE PRINT OUT FROM ALLOYA (ADD DEBIT AMOUNTS UP-ATTACH TAPE
TO ALLOYA SHEET) TO GL ACCOUNT 740-31 (TOOL #60)
IF THERE IS A RECONCILING ITEM, PRINT GL & ATTACH TO THESE STEPS.
FILE ALLOYA SHEET IN DESK DRAWER UNDER "CENTRAL/CENCORP"

SHARE DRAFT RETURNS:

VERIFY THE AMOUNT ON REPORT "SNDT1XX" TO GL ACCOUNT 870-45 (TOOL #60) AND
PUT A CHECKMARK NEXT TO THAT AMOUNT ON "SNDT1XX" THAT YOU VERIFIED.
IF THERE IS A RECONCILING ITEM, PRINT GL & ATTACH TO THESE STEPS.

MAKE JOURNAL ENTRY IF CHECKS WERE RETURNED:

(BOOK THE AMOUNT FROM REPORT "SNDT1XX")

DEBIT 740-01/CREDIT 870-45

VERIFY GL ACCOUNT 870-02:

IF THERE WERE RETURNS:

SUBTRACT THE AMOUNT ON REPORT "SNDT1XX" FROM THE "COMBINED
TOTALS" DEBIT AMOUNT ON REPORT "LNDET" AND VERIFY THIS AMOUNT
TO GL ACCOUNT 870-02 (TOOL #60) **USING THE BALANCE ON THE
FIRST LINE OF THE LAST BUSINESS DATE**. ATTACH ADDING MACHINE
TAPE AND GL PRINT OUT TO THESE STEPS.

FILE REPORTS "SNDT1XX" AND "LNDET" IN "SHARE DRAFT RETURNS"
FILE FOLDER LOCATED IN ACCOUNTING DESK DRAWER.

16 CHECK 21 / RTP CO-OP S/B & MAKE JOURNAL ENTRIES

A REPORT SHOWING THE TOTAL SCANNED CHECKS IS GIVEN TO ACCOUNTING FROM BOTH LOCATIONS (HOLTON VIA SCAN).

CHECKS SCANNED TODAY ARE THE CHECKS TAKEN IN PREVIOUS DAY(S).

VERIFY EACH BRANCHES "TOTAL TRANSIT" AMOUNTS FROM THE CURRENT DAY'S REPORTS TO "OUTSIDE CHECKS" AMOUNT LOCATED ON REPORT "PHTCL3" -

(AFTER A WEEKEND - ADD FRIDAY & SATURDAY FOR HOLTON CHECKS)

AFTER BALANCING, "PHTCL3" CAN BE SHREDDDED.

PLACE CURRENT DAYS SCANNED CHECKS REPORT IN CHECK 21 FOLDER FOR THE NEXT DAY.

USE AMOUNTS FROM PREVIOUS DAYS SCANNED CHECKS FOR J.E., THEN FILE IN THAT DAYS DAILY WORK.

MAKE JOURNAL ENTRIES:

CREDIT AMOUNTS FOR EACH BRANCH ARE THE "TOTAL TRANSIT" AMOUNTS FROM THE PREVIOUS DAYS **SCANNED CHECK REPORTS**.

DEBIT 740-01(01) (TOTAL OF BOTH BRANCHES)

CREDIT 740-10(01) LAKETON

CREDIT 740-10(02) HOLTON

CREDIT 740-23(01) RDC CHECK DEPOSITS (SEE BELOW)

RDC DEPOSITS:

GOTO TOOL #1650 IN CU*ANSWERS

CLICK ON "ICL SETTLEMENT" TAB

USE PREVIOUS BUSINESS DAY (TO AND FROM)

CLICK "SEARCH"

CLICK ON "ICL_SETTLEMENTxxxxxxxxx.ICL"

CLICK "COMBINED SELECTED REPORTS FOR PRINT USING"

SCROLL TOWARDS END OF REPORT AND USE THE

"Totals for Mobile (888);" (IF ANY) AMOUNT FOR RDC DEPOSIT AMOUNT ON JV.

VERIFY "Grand Total for all Branches" AMOUNT MATCHES ALLOYA WIRE AMOUNT.

TOTAL DEPOSITS SHOULD EQUAL "CHECK DEPOSIT" AMOUNT IN ALLOYA.

RTP DEPOSITS:

LOGIN TO CORPONE

GOTO: APPS / MEMBERSMART / CLICK ON "THE ONE ACCOUNT DOLLAR AMT LINK"

RTP SETTLEMENT DEPOSIT FOR BUSINESS DAY BALANCING.

POST TOTAL AMOUNT(S) SETTLED FOR BUSINESS DAY YOU'RE BALANCING.

DEBIT 740-12

CREDIT 740-20

CO-OP SHARED BRANCHING:

USE CU*ANSWERS DAILY REPORT LCOSTXN (TOTAL DEBITS/CREDITS COLUMNS).

USE A NET FIGURE IF EACH COLUMN HAS AN AMOUNT.

IF AMOUNT IS POSITIVE		IF AMOUNT IS NEGATIVE	
DEBIT	740-19	DEBIT	740-01
CREDIT	740-01	CREDIT	740-19

18 BALANCE OUT CLEARING ACCOUNTS AFTER POSTING

TOOL #60 (GL JOURNAL HISTORY INQUIRY)

** PRINT WITH ATTACHING TAPE IF OUTSTANDING ITEMS EXIST.*

740-11 ACH CLEARING _____ (SHOULD EQUAL REPORT LACHDMD) - OR -
TOOL #1925 RAN W/YESTERDAYS DATE 'YYYY-MM-DD' ON LINES 2 & 3)

740-31 SHARE DRAFT CLEARING (SHOULD BE ZERO)

801-12 VISA GIFT CARD (SHOULD EQUAL MOST RECENT ACTIVITY)

801-16 VISA TRAVEL (SHOULD EQUAL MOST RECENT ACTIVITY)

870-13 ATM SUSPENSE (SHOULD BE ZERO)

870-15 CHECKS-OUT SUSPENSE (SHOULD BE ZERO)

** 870-11* ACH SUSPENSE ZERO/ _____

** 740-21* ATM TIMING DIFF _____ TOTAL FP/FMR _____

1- 739-02 CHANGE FUND-ATM (SHOULD MATCH END BAL ON RECEIPT TAPE) _____

2- 739-03 CHANGE FUND-ATM (SHOULD MATCH END BAL ON RECEIPT TAPE) _____

1- 740-10 CURRENT DAYS SCANNED CHECKS REPORT _____

2- 740-10 CURRENT DAYS SCANNED CHECKS REPORT _____

740-12 BALANCE OF CORP ONE FOR DAY BALANCING _____

790-03 RETURNED CHECKS (ON MONDAY & ON THE FIRST DAY OF THE
MONTH, GIVE TO PERSON WORKING NSF CHECKS) _____

19 VERIFY VISA PAYMENTS AND ADVANCES

Use "VISA" tab of previously opened Daily Journal Entries file.

TOOL #649 - PRINT GL HISTORY ON ACCOUNTS **760-02** AND **801-08** FOR
FILL IN PERIOD BEGINNING AND ENDING DATES (PREVIOUS BUSINESS DAY(S)).
SELECT G/L ACCOUNT

CHECKMARK BOTH THE "POSTED" AND "SORT IN ACCOUNT ORDER"

CLICK "PRINT AND RETURN" BUTTON IN BOTTOM LEFT. _____

CASH ADVANCES:

ADD CASH ADVANCES AND COMPARE TO GL HISTORY FOR 760-02.

CASH ADVANCES, SETTLEMENT RECEIPT(S), AND GL HISTORY GET
STAPLED TO VISA ACCOUNTING SUMMARY. _____

VERIFY ALL SETTLEMENT RECEIPT AMOUNTS AGAINST THE CASH ADVANCE G/L
HISTORY ACTIVITY FOR THE CORRESPONDING BRANCH FOR THAT PARTICULAR DAY.

VISA PAYMENTS IN PROCESS:

VERIFY ALL PAYMENTS WERE TRANSMITTED BY ADDING
PREVIOUS DAY(S) (**TOTBBE1**) REPORTS TOGETHER AND BALANCING
TO THE G/L HISTORY FOR **801-08**. DISCARD GL PRINTOUT AFTER BALANCING. _____

VISA PAYMENTS IN PROCESS REC'D BY FIS:

LOCATE BATCHES PERTAINING TO "PAYMENTS IN PROCESS" AMOUNT
ON "BALANCING SUMMARY REPORT." THESE SHOULD BE DATED END OF DAY
FROM 2 BUSINESS DAYS AGO (OR OLDER) & 3PM (15:00HRS) FROM YESTERDAY.
BALANCE TO THE AMOUNT ON REPORT **BC476-01**.
STAPLE THESE BATCHES TO THE VISA "DATA CENTER ACCOUNTING TOTALS" REPORT
PLACE THE OTHER BATCHES IN VISA PAYMENTS FOLDER AFTER BALANCING 801-08. _____

TOOL #61 POST VISA ENTRIES

GET AMOUNTS FOR YOUR "VISA JOURNAL ENTRY" FROM THE VISA
"DATA CENTER ACCOUNTING TOTALS" REPORT.

FOR THE "SETTLE" AND "LOANS" JV AMOUNTS, YOU WILL NEED TO
"NET" THE CREDIT AND DEBIT AMOUNTS LISTED ON THE REPORT.

BC476-01		ASSOC	CORP 00003X SUBCORP 078782 INST		PROC DT: 2025/05/07	ENV: PRD	REQ: EPC
BC476-01			BANKCARD GENERAL LEDGER			RUN DATE: 05/07	
CORP: 3X SUB-CORP: 078782			DATA CENTER ACCOUNTING TOTALS				
CURR	GL UNIT	ACCOUNT	DEBIT AMOUNT		CREDIT AMOUNT		BALANCE
840	003X	0000 1001SETTLE			25,424.98		24,625.75 0.00 ✓
840	003X	0000 1001SETTLE	799.23				0.00
840	003X	0000 1010LOANS			11,019.64		16,597.21 0.00 ✓
840	003X	0000 1010LOANS	27,616.85				0.00

TOOL#60 AFTER POSTING, VERIFY BALANCES IN:

- GL 702-00 TO THE TOTAL ON PAGE 1 BC450-A03D "THIS PERIOD"
- GL 801-08 TO THE TOTAL OF ANY OPEN PAYMENT BATCHES
- GL 760-02 TO THE TOTAL OF ANY OPEN CASH ADVANCE BATCHES

20	PRINT TRIAL BALANCE SHEET	
-----------	----------------------------------	--

TOOL #640 (PRINT CU FINANCIALS)
REPORT 1 - ENTER
ENTER (TWICE)
STAPLE ALL PAGES TOGETHER
REVIEW / VERIFY GL BALANCES ON GL'S:
740-10 THRU 740-22
801-01 THRU 801-17
870-03 THRU 870-99

VERIFY NET FINANCIALS AT ZERO

GIVE TO TONI (SCAN IF SHE IS GONE FOR THE DAY).

21	VISA CASH ADVANCES	
-----------	---------------------------	--

PAPERCLIP TODAY'S CASH ADVANCES AND PLACE IN VISA PMT CASH ADVANCE FOLDER
LOCATED IN ACCOUNTING DRAWER.