# Teller Miscellaneous Advances

## In CU\*BASE Teller Processing

## INTRODUCTION

The teller **Miscellaneous Advances** system makes it possible to post a cash transaction and offset a G/L account. When a member asks for a credit card cash advance, you can post it without having to create a check! You can even use it to pay for lunch for your staff meeting by advancing funds from a petty cash G/L account.

Misc. Advances are basically the opposite of Misc. Receipts. When the system processes a Misc. Receipt, it credits an assigned G/L account and debits cash. **The Miscellaneous Advances system will simply** *debit* **an assigned G/L and** *credit* **cash.** The cash can then be given to the member, deposited, used to make a loan payment, purchase a Misc. Receipt, print a money order, or perform any other teller transaction like any other cash.

Misc. Receipts create an accounts payable that your credit union must settle with a third party, such as a travelers check company or even the CU itself when charging for something like copy fees. Misc. Advances create an accounts *receivable* that must be settled with a third party such as Visa, which owes the CU for the money given out against the card, or the CU itself when drawing against petty cash.

Miscellaneous Advances are posted using a new Process Code on the initial Teller Posting screen. After the advance is posted, the teller can take the cash and either give it back to the member, or proceed to post a member deposit, make a loan payment, or even purchase a Misc. Receipt as usual with that cash.

*NOTE:* For tracking and balancing purposes, a new audit key is being added and will appear on the teller audit key inquiry screen and related reports.

#### Revision date: February 3, 2014

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# STEP BY STEP: POSTING COMMON MISC. Advance Transactions

### POSTING A CREDIT CARD CASH ADVANCE

*Example:* A member comes in and requests a withdrawal of \$500 as a cash advance from his Visa card. The credit union does <u>not</u> charge a fee for this request.

- 1. Post a Misc. Advance for 0.00, using the configured code that represents the Visa receivable G/L account.
- 2. Give cash back to the member, or perform another teller transaction to deposit the funds per the member's wishes.
- 3. When funds are received from Visa, post a journal entry for \$500.00 to offset the Visa receivable G/L.

*Example:* A member comes in and requests a withdrawal of \$500 as a cash advance from his Visa card. The credit union charges a \$2.00 fee for this service.

- 1. Post a Misc. Advance for 0.000, using the configured code that represents the Visa receivable G/L account.
- 2. Post a Misc. Receipt for \$2.00, using the configured code that represents the appropriate fee income account for cash advances.
- 3. Give \$500.00 cash back to the member, or perform another teller transaction to deposit the funds per the member's wishes.
- 4. When funds are received from Visa, post a journal entry for \$502.00 to offset the Visa receivable G/L.

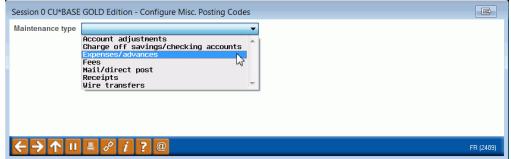
# Advancing Funds on a Pending Deposit (Posting an Account Negative)

*Example:* A member comes in to ask why his ATM deposit has not posted yet. He has a receipt. The ATM network is down and we are waiting for posting to catch up. The CU manager wishes to give the member \$50 against his deposit and then will clear it against ATM deposits when they are posted.

- 1. Post a Misc. Advance for 50.00, using the configured code that represents the ATM suspense G/L account.
- 2. Give cash back to the member, or perform another teller transaction to deposit the funds per the member's wishes.
- 3. After the ATM deposit is posted to the member account, manually post an Account Adjustment to offset funds back against the suspense G/L account.

# CONFIGURING MISCELLANEOUS Advance Codes

Misc Posting Codes Config" on the General Configuration 1 (MNCNFC) menu

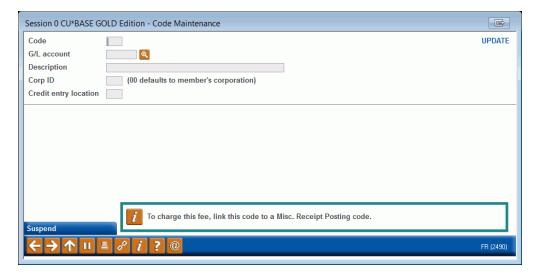


To set up Misc. Advance codes, choose *Expenses/advances* on this initial screen and use Enter to proceed to the next screen.

Status	Code	G/L #	Description	
	GE	G/L #	REVERSE MEMBERSHIP/ENTRY FEE	
A	MP	145.48	MORTGAGE PROMOTION	
A	ADV	702.90	CREDIT CARD ADVANCE	
A	BND	727.02	SAVINGS BOND REDEMPTION	
A	BPP	269.60	BENEFITS PLUS \$25 CKING PROMO 8/05	
A	BRR	739.80	BIRCH RUN RECYCLER - MEIJER	
A	CAN	738.50	CANADIAN CASH	
A	CCK	733.00	CANADIAN CHECK RECEIVABLE	
Ä	COI	738.20	COIN COUNTER	
s	CSH	738.00	PETTY CASH	
Ā	ESR	739.81	ESSEXVILLE RECYCLER - MEIJER	
A	INT	810.93	PREPAID INTEREST	
A	PDF	111.39	PAYDAY FEES	
A	PDL	701.39	PAYDAY LOAN	
A	PST	261.20	POSTAGE	
A	SUR	361.20	MEMBER SURVEY	
A	TCF	132.00	TRAVEL MONEY REV FEE	
A	TCS	810.70	TRAVEL MONEY UNLOAD CARD	
A	TIT	261.55	TITLE FEE - LOAN STEAL	
A	999	999.99	SELECT G/L ACCOUNT #	

On this second screen, you may select an existing code and click Select to modify it, or use *Add New Code* (F6) to create a new one. The screen shown below will appear next.

NOTE: These are the same codes used when printing Misc. CU Checks (**"Print Miscellaneous Checks"** on the Member Service (MNSERV) menu), so you will likely have some codes already set up.



Complete all fields as appropriate and use Enter to save.

For field descriptions, please refer to CU\*BASE Online Help (click *while working in these screens.* 

# **POSTING A MISCELLANEOUS ADVANCE**

#### Session 0 CU\*BASE GOLD Edition - Shared Branching File Edit Tools Help **Teller Processing** Privacy controls are ON ABC TESTING CREDIT UNION Credit union ID Masking Questions Vault ID 01 Account # Q This workstation is CU Staff Process code Misc advances -Account type 000 Search Criteria Last name First name DBA name SSN/TIN 6 diaits Card # Account Employee # Reference CU\*TIP: Advances can be posted for non-members too, if activated for nonmember services. See the separate booklet, "Non-Member Teller Services," for i If using either the "Check" or "Money Order" process code, use the account type field to specify the account from which funds should be taken. details. Device Config Transaction Desc Non-Member Svcs SB Network Transfer Close Accounts Drawer Control/Audit n Mbrship/Account Rate Inquiry $\mathbf{\uparrow}$ 11 土 8 i ? @

#### "Teller Line Posting" on the Member Service (MNSERV) menu

To post a miscellaneous advance, after entering an account number on the initial teller posting screen, choose Process Code Misc. Advances (A). Use Enter to proceed to the next screen.

-	OLD Edition - Shared Branc	hing			
File Edit Tools Help					
Shared Bran	iching			Miscella	aneous Advances
Member	MARY MEMBER		Cash back	0.00	
Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Code - OR - G/L #       Q	Advance Description	G/L Desc		
Post Advance Bal Fwd/New Member Bal Fwd/This Member	8 i ? @			^↓	(1 <del>5</del> 33) 7/22/1 3

Complete all fields across for each misc. advance transaction to be posted.

(For field descriptions and other tips, please refer to CU\*BASE Online Help

by clicking **[**].

When done, use *Post Advance* (F5) to post the transaction(s) and return to the initial teller processing screen. At this point you could take cash out of the drawer and give it to the member, or proceed to post another member transaction, entering the cash amount onto the Teller Funds In screen.

#### Sample Receipt

Below is an example of the receipt printed when posting a Misc. Advance for a member:

		VISA ADVAN	CE	500.00
	7/06/06	01	15:26	92
1	55190 FRED Q	. MEMBER		

# **TRACKING MISC. ADVANCES**

Similar to Misc. Receipts, a new teller Audit Key Type will be used to track individual Misc. Advance transactions. This will affect both the Teller Audit inquiry function as well as various reports. There is also a special Misc. Advances analysis report showing all advances throughout the month or for a particular date range.

### AUDIT KEY INQUIRY

"Teller Line Posting on the Member Service (MNSERV) menu, then "Drawer Control/Audit" (F24), then "Audit" (F3)

		Session 0 C File Edit To		D Edition - Sł	hared Branchi	ng				- • ×
If you wish to see only advances, choose Audit Key		Teller /	\udit /	Chang	e Fund	Analysis	;			
		Teller ID 92	CU*ANSWE	rs programm	I	Processing date	Today Prior	r Branch/va	ault # 📵 🍳	
		Transaction a	mount from	(	0.00	То	0.00			
		Processing tir	ne from			То				
		Audit key type Receipt ID	Misc Adv	vances	•	Account base Delete flag	Active Delete	ed 💿 Both		
		Teller ID   92	Time 14:19:54		Aud Misc Advar		MR/MA Descri	ption Account #	Transaction Amount 250.00	Delete Flag
		Show Alternate	ort	<i>P</i> i ? (	0			TOLAT	230.0	(484) 7/22/1 3

### **DAILY TELLER CLOSING REPORTS**

A new section will be added to the daily Teller Closing Transaction Audit Report (LTLAU2) showing Misc. Advances, similar to the existing Misc. Receipts section.

### MISC. ADVANCES ANALYSIS REPORT

#### "Misc Advance Monthly Analysis" on the Vault Control (MNHTEL) menu

Session 0 CU*BASE GOLD Edition - ABC TESTING	CREDIT UNION		
File Edit Tools Help	formation		
miscenaneous Advance in	ormation		
Miscellaneous Advance Inf Report Options Month-end reporting period Account base Day range from Day range to Teller ID Miscellaneous advance type code G/L account # Sort selection	Response Jul 2013 m (MMYY) Dol Dol Date	Optional Optional Optional Optional Optional	Job queue Copies 1 Printer P1
← → ↑ II = & i ? @			FR (753) 07/22/13

This report, which is similar to the Misc. Receipts Analysis report, can be run as needed to monitor Misc. Advances activity.

The report can be set up to show only a specific type of advance (such as Visa or MasterCard advances, petty cash advances, etc.), or you may elect to list only advances posted during a specific date range. You may also choose to sort items by date, teller ID, account number, Misc. Advance code or G/L account number.

When ready, use Enter to generate the report.

Report	Sample
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10/13/03 15:39:28 ** SORTED BY DATE/TIME						U*BASE TEST CREDIT UN NEOUS ADVANCES INFORM	LMA	PAGE	1		
						AS OF 10/13/03					
PROC	ESS	ACCT	MISC				G/L	u	ТІЬІТҮ		
DATE	TIME	BASE	CODE	TELLER	AMOUNT	TRANS DESCRIPTION	G/L #	ACCOUNT NUMBER	PAYEE		
PROCESSIN	G DATE 1	0/06/03									
10/06/03	16:05:40	996854	999	13	5.00	TEST MISC ADV	870.00	TEST MISC ADV	TEST MISC ADVANCE		
10/09/03	16:27:28	995395	ADV	08	500.00	CASH ADVANCES	702.20		TESTPERSON 995395		
10/09/03	16:40:15	996597	ADV	08	400.00	CASH ADVANCES	702.20		SMITH 996597		
10/10/03	11:34:10	998216	ADV	L2	50.00	CASH ADVANCES	702.20		MEMBERSMA 998216		
10/10/03	13:46:28	998360	ADV	75	1700.00	CASH ADVANCES	702.20		JONES 998360		
10/10/03	17:24:34	998919	ADV	L2	2000.00	CASH ADVANCES	702.20		BLUE 998919		
10/10/03	17:44:04	999232	SVB	M5	316.24	REDEEMED SAVINGS B	729.51		GREEN 9959232		
10/10/03	18:35:18	992599	ADV	L2	200.00	CASH ADVANCES	702.20		992599 BROWN		
* TOTAL F	OR 10/10/03				\$5171.24*	8*					
* GRAND	TOTAL				\$5171.24*	8*					