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# FSCC Acquirer Teller Training

## Shared Branching from CU\*BASE through the FSCC Shared Branch Network

### INTRODUCTION

This booklet gives an overview of the steps required to process teller transactions through the FSCC Shared Branch network. It also includes a list of supported transactions.

*If your credit union is interested in using the FSCC Acquirer interface, please contact a Client Service Representative for assistance getting started, setting up the required configurations, and testing everything before implementation.*

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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](http://www.cuanswers.com/client_reference.php)  
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# GETTING STARTED

## SUPPORTED FEATURES

The CU\*BASE interface to the FSCC Acquirer system supports the following types of transactions:

- ◆ Basic account inquiries: member verification information, share and loan account balances, and the 10 most recent transactions (“mini statement”)
- ◆ Deposits and withdrawals on share/savings accounts
- ◆ Deposits and withdrawals on draft/checking accounts
- ◆ Loan payments
- ◆ Cash loan disbursements (depending on the loan)
- ◆ Transferring funds from one account to another (as long as the accounts are not the same account type)
- ◆ Miscellaneous receipts
- ◆ Check disbursements from a savings, checking or loan account
- ◆ Endorse deposited checks (special check endorsing printer required)
- ◆ Transaction reversals (same-day)
- ◆ Reverse Social Security Lookup

The system also supports the following informational codes\*

- 1 = Loan interview
- 2 = Loan close
- 3 = Loan distribution
- 4 = Documentation notification
- 5 = Vehicle inspection
- 6 = New sub-account
- 8 = Card reorder
- 9 = Check reorder
- A = Address change
- F = Force post (approval required)
- W = Withdrawal Transfer \*\*
- D = Deposit Transfer \*\*

\*These codes go into the Proc Code field.

\*\*The W and D codes are for situations where the member has two different account numbers (not sub-accounts) and is transferring between them. You will still perform the transaction the same as usual with a cash withdrawal and cash deposit, but the new codes let you inform the member's CU that a transfer took place.

The system is set up to perform only one transaction at a time. However, once you authenticate a member, you can post one transaction after another until you exit that session. This enables you to perform several transactions for the same member without having to enter the member's account and authorization information over and over.

Features *not* supported through this interface:

- ◆ Cannot look up a member's account number. If the member cannot provide his or her account number, transactions cannot be posted for that member. You can however, use the Reverse Social Security Lookup and enter the member's SSN to find the account number.

Ultimately, the issuer (member's home credit union) determines exactly what types of transactions are allowed on an individual account. So if a savings account has been frozen from withdrawals, you will not be able to post a withdrawal from that savings account. Likewise, if a loan account is not set up to allow cash disbursements through the shared branch network, you will not be allowed to post a withdrawal from that loan.

## TELLER DRAWER INTERFACE

All teller transactions performed through the FSCC Acquirer software will interface with the teller drawer exactly the same as transactions posted through the normal CU\*BASE Teller Processing software. You can use normal Teller Drawer Control auditing features for balancing.

Below is an example of the Teller Drawer Audit screen showing three deposit transactions posted through the FSCC Acquirer software, along with a few normal teller transactions on credit union members:

Notice that the account number of a shared branch member is in a different format than your credit union's own members.

Session 0 CU\*BASE GOLD - Teller Audit / Change Fund Analysis

**Teller Audit / Change Fund Analysis**

Teller ID 92 CU\*ANSWERS PROGRAMMI Branch/vault # 01 Processing date 1 Today 2 = Prior

Transaction amount from 0.00 to 0.00

Processing time from to

Audit key type ALL

Account base

Receipt ID

Delete flag B A = Active D = Deleted B = Both

Teller ID	Time	Audit Key	Audit Key Type	MR/MA Description	Account	Transaction Amount	Delete Flag
32	12:57:07	7	Withdraw/Disbur	523556803	523556803	25.00	
32	12:57:08	8	Cash Out	523556803	523556803	25.00	
32	12:57:27	9	Withdraw/Disbur	523556803	523556803	26.00	
32	12:57:30	10	Cash Out	523556803	523556803	26.00	
32	12:57:51	13	Cash In	523556803	523556803	5.00	
32	12:57:54	14	Deposit/Payment	523556803	523556803	5.00	
32	14:34:52	15	Cash In	523556803	523556803	5.00	
32	14:34:55	16	Deposit/Payment	523556803	523556803	5.00	
32	14:55:38	19	Cash In	60006	60006 - 000	5.00	
32	14:55:38	22	Deposit/Payment	60006	60006 - 000	5.00	
32	16:00:10	11	Withdraw/Disbur	523556803	523556803	50.00	

Print receipt Retrieve e-Receipt image

Total

FR (484) 2/28/12 13:47:10 Learn About This Feature

# POSTING A TELLER TRANSACTION

Following are step by step instructions for posting typical types of transactions through the FSCC Acquirer Shared Branch Network interface. Once you have accessed the member's account, shown below, you can process several different types of transactions:

- For Posting a Deposit, refer to page 9.
- For Using the Reverse Lookup, refer to page 8.
- For Posting a Cash Withdrawal/Disbursement, refer to page 12.
- For Transferring Funds, refer to page 14.
- For Cashing Checks, refer to page 15.
- For Miscellaneous Receipts, refer to page 15.
- For Check Withdrawal, refer to page 17.
- For Account Inquiries, refer to page 18.

## ACCESSING THE MEMBER ACCOUNT

1. From the MNSERV menu, choose option #1-Teller Posting.

After entering your Employee ID, select F15-SBNetwork.

Session 0 CU\*BASE GOLD - Shared Branching

### Teller Processing

Employee ID  Password   
Credit union ID  CU\*BASE CREDIT UNION  
Account base  Name ID  Vault ID 01  
Process code F - Funds In/Serving Primary Member Account type 000

Privacy controls are OFF  
 Masking  Questions  
This workstation is Call Center

Search Criteria


Last name  First name  DBA name   
SSN/TIN  Employee #  Reference   
Account  Credit card

NOTE: When working with Non-Member Services and a partially masked SSN, you must type the SSN rather than selecting a row from the list.

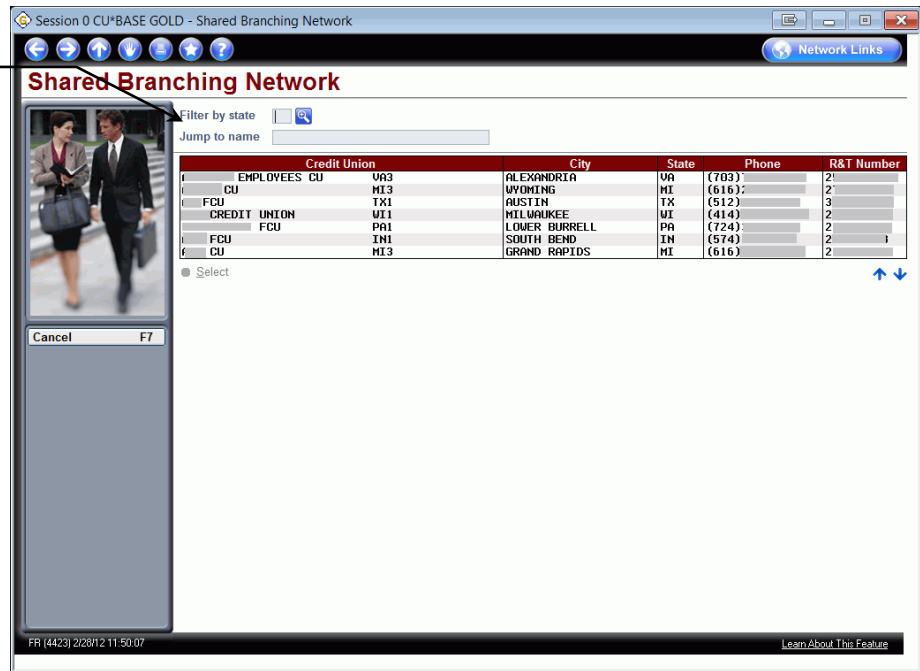
Cancel F7 Comments F9 Device Config F10 Transaction Desc F11 Transfer F13 Non-Member Svcs F14  
SB Network F15 Close Accounts F22 Rate Inquiry F23 Drawer Ctrl/Audit F24

FR (3248) 2/27/12 16:45:05 [Learn About This Feature](#)

2. Enter your Employee ID and password, then use **F15-SB Network** on the left of the screen to proceed.

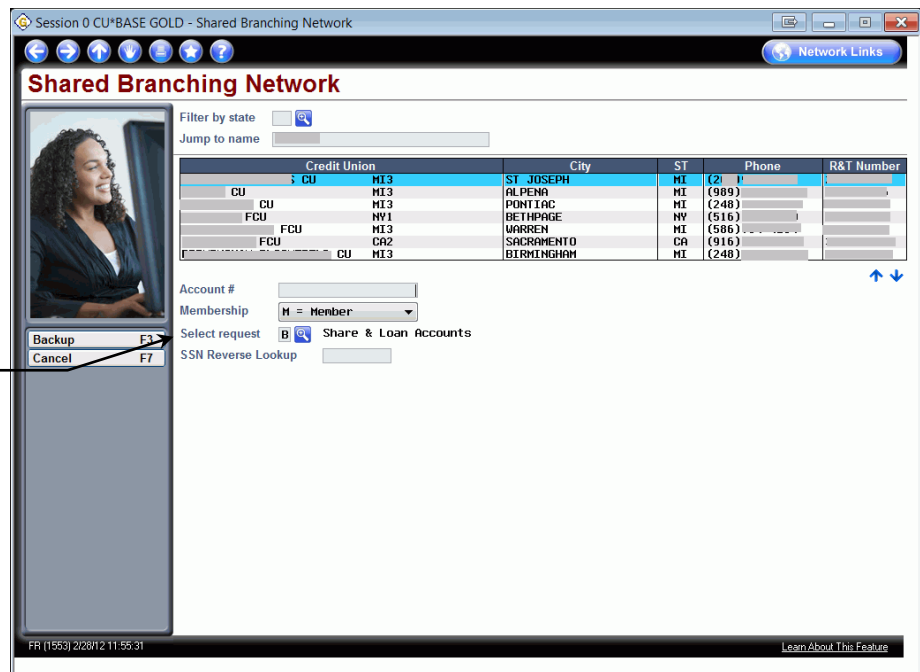
Enter the two-character state (such as MI for Michigan) and press Enter to display only those CUs. (Click the lookup button  to choose from a list of states.)

Or enter the first few letters of the credit union name and press Enter to scroll quickly to the first name that matches.



3. Double-click to select the member's credit union from the list.


The system will automatically pull all share and loan account information, so this field needs to be changed only when you wish to limit the account data that is pulled. If you change to do a reverse SSN lookup, this will change to an R.

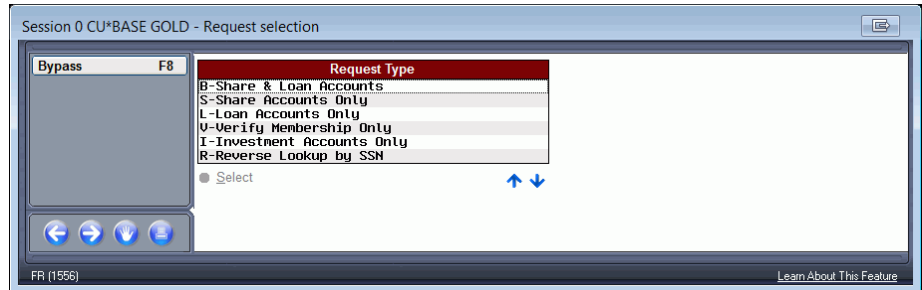


4. Use the fields at the bottom of the screen to enter the member's account number and specify whether this is a member, joint owner, or non-member.

- You can select to search by account or by Social Security Number. See page 8 for details.

- The *Request* field displays the type of accounts that will be pulled available for transactions. **This will default automatically to pull both share and loan accounts, so leave it as “B” unless you need to change the setting.**

To change the setting, click the lookup button  to see a list of available options. The following window will appear:



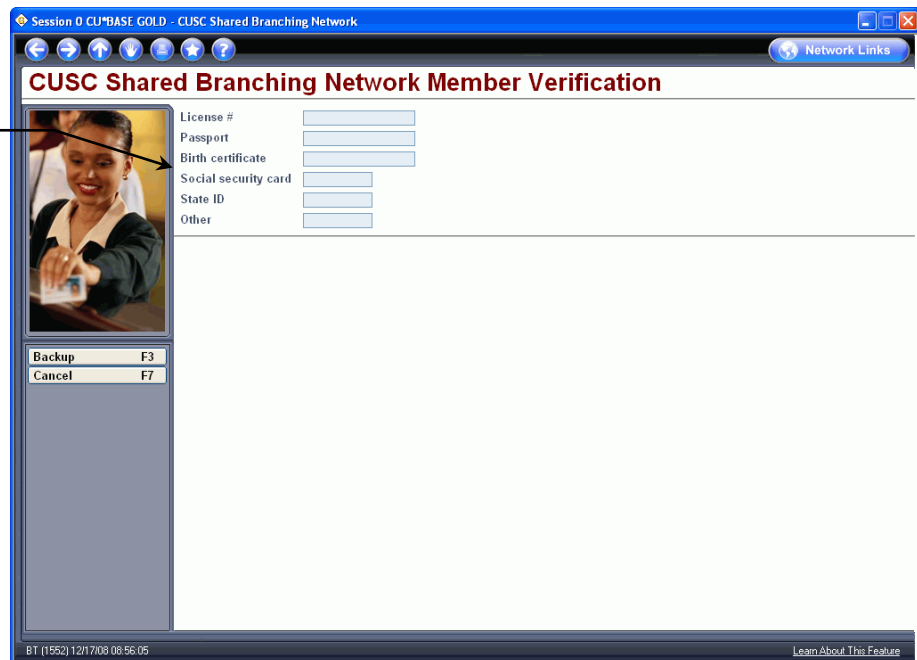
Double-click on the desired option to select it and return to the previous screen.

- After, use **Enter** to proceed to the next screen.

This screen is currently used to verify the SSN of a joint owner. This information is not saved in the system past the day it is entered.

Data entered on this screen is saved for the day of the transaction and prints on the Shared Branching Transactions report shown on page 25.

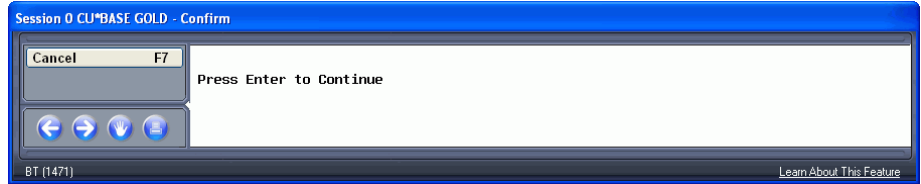
NOTE: You may only enter one item on this screen.



- If performing a transaction for a **joint owner**, enter a **SSN**. Otherwise, after verifying the member’s identity manually, you can press **Enter** to skip this screen and proceed.

It may take a few seconds while member information is verified and account information is pulled.

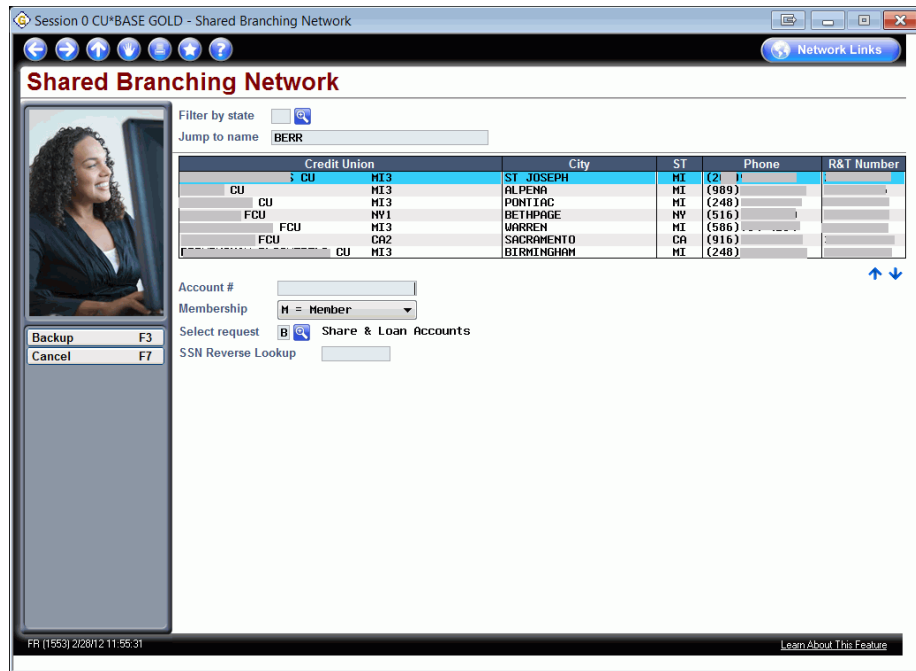
- A confirmation screen will appear. Press Enter to move to the next screen



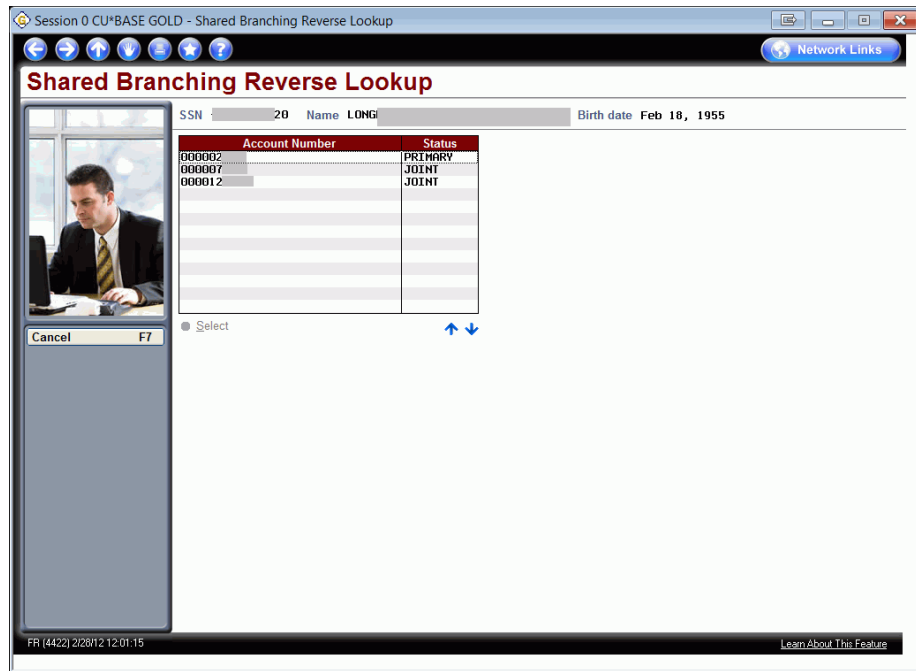
Use the steps shown on the following pages to post a deposit, a withdrawal, transfer funds, process miscellaneous receipts, receive loan advances, withdraw money from a share account with a check, process account inquiries, and reverse transactions.

## REVERSE SOCIAL SECURITY LOOKUP

You can also search for an account by entering the person's Social Security Number. From the initial search screen, enter a Social Security Number in the SSN Reverse Lookup field.



From the next screen select the individual on the account in front of you.



You will return to the initial selection screen with the account number populated.

## POSTING A DEPOSIT

After performing the steps under “Accessing the Member Account” on page 5, the Funds In screen shown below will appear. Use the following steps to post a deposit to one of the member’s accounts.

**IMPORTANT:** Only one deposit can be done per transaction. If the member wants to deposit funds into two accounts, you will need to process it as two transactions. See below for further instructions.

HINT: Click the arrow next to the **Check Type** field for valid choices, which include the following:

I=Immediate  
or L=Local  
(See note below for more information.)

1. Use the **Cash** field to enter the total amount of cash coming in for this transaction.
2. Use the **Outside Checks/Drafts** fields for information about any checks coming in for this transaction (use Page Down to enter more than 8 checks), including the following details:
  - ◆ Check number
  - ◆ Account number
  - ◆ R&T number (*from the MICR line of the check*)
  - ◆ Check amount
  - ◆ Check type (*used to determine hold days*)

**IMPORTANT:** Only check cashing can be done per this transaction. If a member also wants to withdrawal or deposit funds, this will need to be done as a separate transaction.

### Note on Check Type

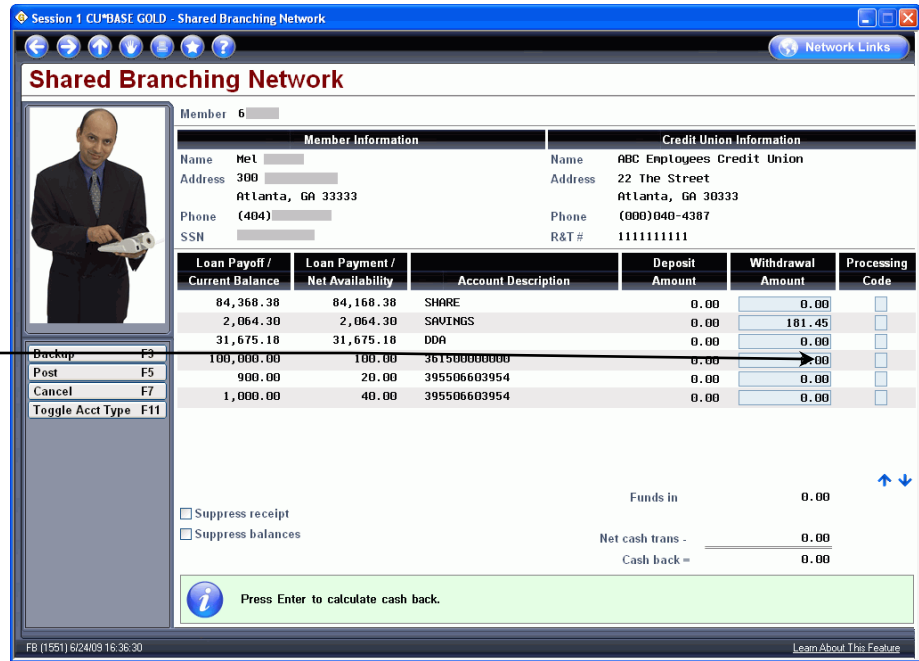
When depositing a check, you can select a Check Type of either “Immediate” or “Local”. This selection is presented in the message file with the transaction to the member credit union, which determines the number of hold days, if selected. Check holds are determined as follows:

- If the teller flags the check for “Immediate” availability, then the funds will not be held and will be immediately available to the member.
- If the teller flags the check for a “Local” hold, then funds will be held for the number of days configured in the member credit union’s Issuer Configuration screen. *Online credit unions can contact a Client Service Representative to adjust this configuration. Self-processing credit unions can adjust this configuration in OPER 10 > 28, option 14. Please note that regardless of the hold configured here, \$200 will be*

automatically released on the next business day as required by Regulation CC.

3. Press **Enter** to refresh the screen and calculate total funds in.
4. Repeat steps 2 and 3 as many times as needed until all checks are logged.
5. Use **F10-Deposit - W/D** to proceed to the next screen.

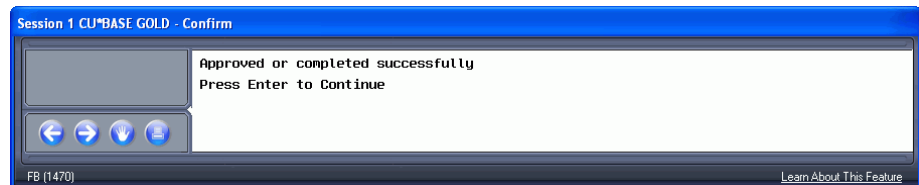
If cash or checks were entered on the Funds In screen, no withdrawals will be allowed here.



6. On this screen, enter the full Funds In amount into a single account.

*The entire Funds In amount must be deposited during this transaction. If the member wants cash back, once this transaction has been posted you can proceed to post a separate withdrawal transaction. Also, you cannot deposit part of the funds into a savings account and part into a checking account during the same transaction.*

7. Press **Enter** to refresh the screen, verifying that *Cash back to member* shows as 0.00.
8. When ready, use **F5-Post** to post the transaction.
9. If the transaction was completed, the following confirmation window will appear:



10. Press **Enter** to return to the Funds In screen.

11. Perform any additional transactions this member needs.

OR

Use **F7-Cancel** to exit this member and return to the initial teller posting screen.

*A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

## POSTING A CASH WITHDRAWAL / DISBURSEMENT

After performing the steps under "Accessing the Member Account" on page 5, the Funds In screen shown below will appear. Use the following steps to post a withdrawal from one of the member's accounts.

*IMPORTANT: Only one withdrawal can be done per transaction. If the member wants to withdraw funds from two accounts, you will need to process it as two transactions. See below for further instructions.*

Session 1 CU\*BASE GOLD - Shared Branching Network

### Shared Branching Network

Member 61

Member Information				Credit Union Information	
Name	Met		Name	ABC Employees Credit Union	
Address	300		Address	22 The Street	
	Atlanta, GA 30333			Atlanta, GA 30333	
Phone	(404)		Phone	(000)040-4387	
SSN		Birth date	Jan 15, 1960	R&T #	1111111111
Email	n. @enail.com				

Message  
VIP Member|=Happy Birthday| This is to test the message

Funds In					
Cash	0.00	Total outside checks	0.00	Total available funds	0.00

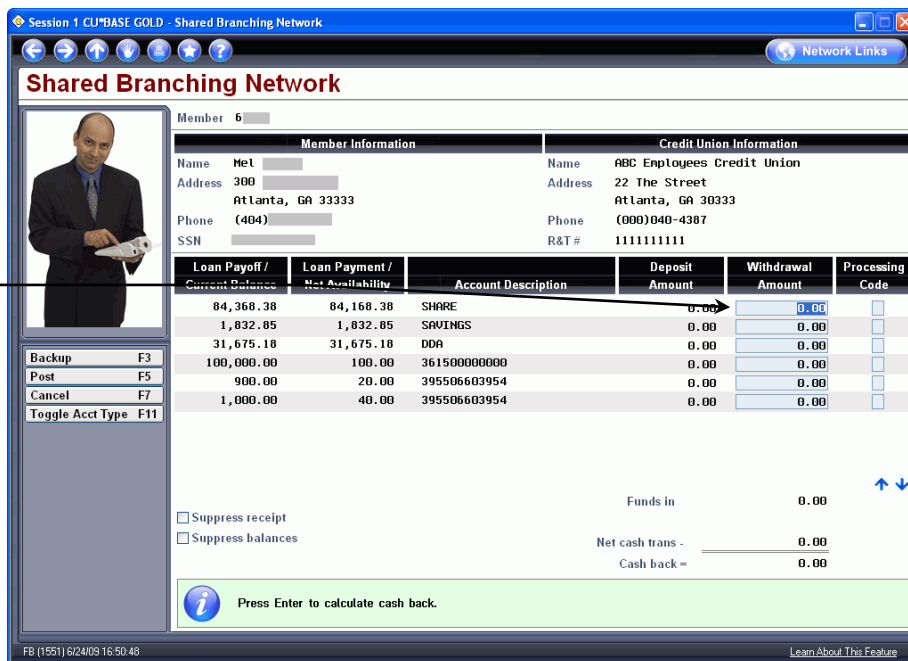
Outside Checks/Drafts				
Check #	Account #	R&T #	Check Amount	Check Type
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None
		000000000	0.00	None

Page 001

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1. Withdrawals cannot be posted if cash or checks are entered on the Funds In screen; therefore, leave all fields blank and use **F10-Deposit - W/D** to proceed directly to the next screen.

Withdrawals will be allowed only if no cash or checks were entered on the Funds In screen.



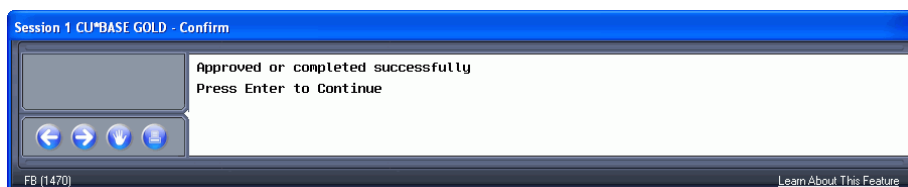
2. On this screen, enter the full amount to be withdrawn from a single account.

*You cannot withdraw funds from more than one account at a time.*

3. Press **Enter** to refresh the screen, calculating *Cash back to member*.

*NOTE: The system will not verify available balance at this time. This is done when the transaction is posted.*

4. When ready, use **F5-Post** to post the transaction.
5. If the transaction was completed, the following confirmation window will appear:



6. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

Use **F7-Cancel** to exit this member and return to the initial teller posting screen.

*A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

## TRANSFERRING FUNDS

After performing the steps under “Accessing the Member Account” on page 5, the Funds In screen shown below will appear. Use the following steps to transfer funds from one account to another.

1. Transfers cannot be posted if cash or checks are entered on the Funds In screen; therefore, leave all fields blank and use **F10-Deposit - W/D** to proceed directly to the next screen.
2. Enter the dollar amount in the account you would like to transfer the money **from**. Enter the dollar amount in this field only.
3. Enter a **T** (for Transfer) in the *Proc Code* field next to the account that you would like to transfer the dollar amount **to**. Enter a T in this field only.

Do not enter a Proc Code “T” next to both accounts.

The screenshot shows the 'Shared Branching Network' interface. It includes a member profile for 'Met' and 'ABC Employees Credit Union'. Below this is a table of accounts with columns for 'Loan Payoff / Current Balance', 'Loan Payment / Not Availability', 'Account Description', 'Deposit Amount', 'Withdrawal Amount', and 'Processing Code'. The 'Processing Code' column has a circled 'I' in the second row. A callout box points to this field with the text 'Do not enter a Proc Code “T” next to both accounts.' Below the table is a 'Funds in' section with a '0.00' value and a 'Net cash trans' field. At the bottom, there is a green bar with the text 'Press Enter to calculate cash back.'

Loan Payoff / Current Balance	Loan Payment / Not Availability	Account Description	Deposit Amount	Withdrawal Amount	Processing Code
04,368.38	04,168.38	SHARE	0.00	100.00	I
2,064.30	2,064.30	SAVINGS	0.00	0.00	
31,675.18	31,675.18	DDA	0.00	0.00	
100,000.00	100.00	36150000000	0.00	0.00	
900.00	20.00	395506603954	0.00	0.00	
1,000.00	40.00	395506603954	0.00	0.00	

4. Press **Enter** to refresh the screen and calculate the transfer amount.

**NOTE:** The system will not verify available balance at this time. This is done when the transaction is posted.

5. Press **F5-Post** to post the transaction.
6. If the transaction was completed, the following confirmation window will appear:

The screenshot shows a confirmation window titled 'Session 1 CU\*BASE GOLD - Confirm'. It contains the text 'Approved or completed successfully' and 'Press Enter to Continue'. There are navigation buttons at the bottom left and a 'Learn About This Feature' link at the bottom right.

- Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

Use **F7-Cancel** to exit this member and return to the initial teller posting screen.

*A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

## CASHING CHECKS

FSCC does not allow check cashing. Follow the instructions above for depositing the check and then withdrawing the funds in two separate transactions.

## MISCELLANEOUS RECEIPTS

After performing the steps under "Accessing the Member Account" on page 5, the Funds In screen will appear. Use the following steps to process miscellaneous receipts.

- On the Funds In screen, enter the cash amount.

Session 1 CU\*BASE GOLD - Shared Branching Network

### Shared Branching Network

Member 60

Member Information		Credit Union Information	
Name	Met	Name	ABC Employees Credit Union
Address	300 Atlanta, GA 33333	Address	22 The Street Atlanta, GA 30333
Phone	(404)	Phone	(000)040-4387
SSN		R&T #	111111111

Loan Payoff / Current Balance	Loan Payment / Net Availability	Account Description	Deposit Amount	Withdrawal Amount	Processing Code
84,368.38	84,168.38	SHARE	0.00	0.00	U
2,064.30	2,064.30	SAVINGS	0.00	0.00	
31,675.18	31,675.18	DDA	0.00	0.00	
100,000.00	100.00	361500000000	0.00	0.00	
900.00	20.00	395506603954	0.00	0.00	
1,000.00	40.00	395506603954	0.00	0.00	

Suppress receipt  
 Suppress balances

Funds in 0.00

Net cash trans - 0.00

Cash back = 0.00

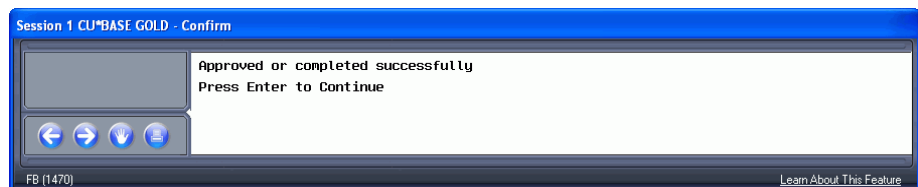
Press Enter to calculate cash back.

FB [1951] 6/24/09 16:12:40

- Press **F10-Deposit - W/D** to proceed to the Deposits/Withdrawals screen.
- Place an **R** in the Proc Code for the account that will cover the transaction.



4. Press **F5-Post**.
5. Enter the amount, code, receipt description and GL Description. Press **F5-Post** to post the transaction.
6. If the transaction was completed, the following confirmation window will appear:



7. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

Use **F7-Cancel** to exit this member and return to the initial teller posting screen.

*A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction.*

## CHECK WITHDRAWAL

After performing the steps under “Accessing the Member Account” on page 5, the Funds In screen will appear. Use the following steps to withdraw money from a savings account, a share account, or a loan account with a check.

*The loan account must allow disbursements for you to be able to make a check withdrawal from that account.*

1. On the Funds In screen, press or click **F10-Deposit - W/D** to proceed to the Deposits/Withdrawals screen.
2. In the account field enter the dollar amount the member wants to withdraw.
3. Enter a **C** (for Check) in the Proc Code field next to this account.

Session 1 CU\*BASE GOLD - Shared Branching Network

Shared Branching Network

Member 6

Member Information			Credit Union Information		
Name	Met		Name	ABC Employees Credit Union	
Address	300		Address	22 The Street	
	Atlanta, GA	30333		Atlanta, GA 30333	
Phone	(404)		Phone	(000)040-4387	
SSN			R&T #	1111111111	

Loan Payoff / Current Balance	Loan Payment / Net Availability	Account Description	Deposit Amount	Withdrawal Amount	Processing Code
04,368.38	04,168.38	SHARE	0.00	50.00	C
2,064.30	2,064.30	SAVINGS	0.00	0.00	
31,675.18	31,675.18	DDA	0.00	0.00	
100,000.00	100.00	361500000000	0.00	0.00	
900.00	20.00	395506603954	0.00	0.00	
1,000.00	40.00	395506603954	0.00	0.00	

Backup F3  
Post F5  
Cancel F7  
Toggle Acct Type F11

Suppress receipt  
 Suppress balances

Funds in 0.00  
Net cash trans - 0.00  
Cash back = 0.00

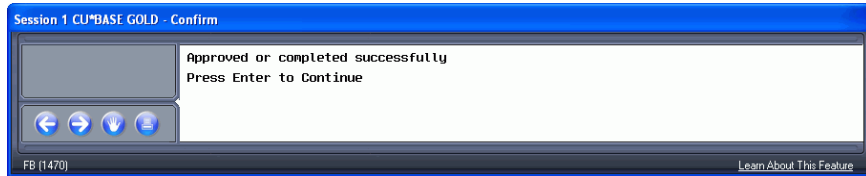
Press Enter to calculate cash back.

FB (1551) 6/24/09 16:14:59

4. Press **Enter** to refresh the screen and calculate the cash back to the member.
5. Press **F5-Post**.

*No cash or checks are allowed in the Funds In screen during this process.*

6. The confirmation screen is displayed. This screen indicates that the transaction has been approved by the member’s credit union.
7. Press **F5-Post** to post the transaction.
8. If the transaction was completed, the following confirmation window will appear:



9. Press **Enter** to return to the Funds In screen and perform any additional transactions this member needs.

OR

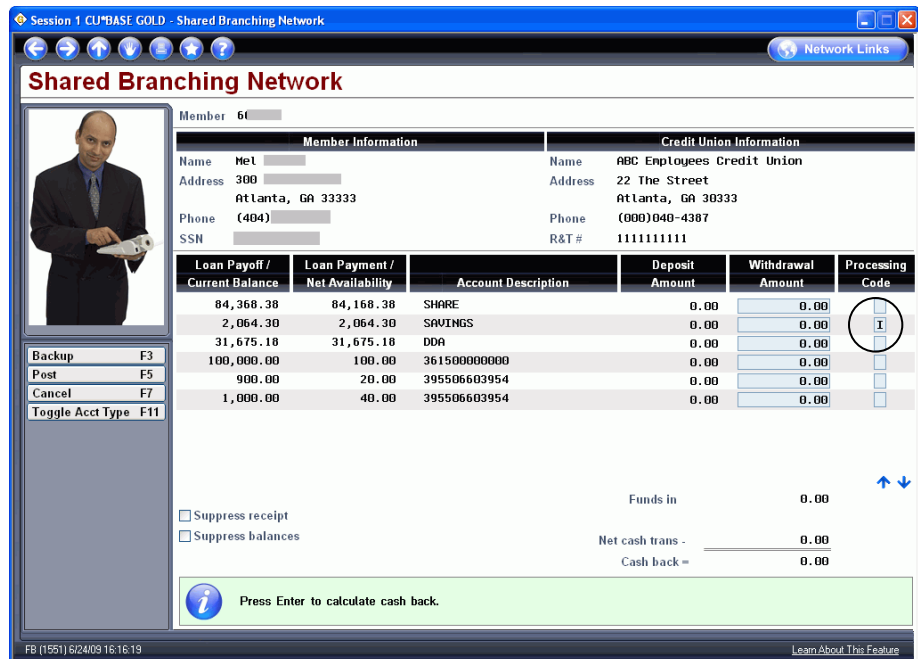
Use **F7-Cancel** to exit this member and return to the initial teller posting screen.

*A teller receipt will be produced as usual, with a notation "FSCC" and the foreign credit union's R&T number at the bottom of the receipt to denote a shared branch transaction. A check will print at this time as well.*

## ACCOUNT INQUIRIES

After performing the steps under "Accessing the Member Account" shown on page 5, the Funds In screen will appear. Use the following steps to perform inquiries on the member's accounts, including balance information and recent transactions.

1. On the Funds In screen, press or click **F10-Deposit - W/D** to proceed to the Deposits/Withdrawals screen.



2. Enter an **I** (for Inquiry) into the *Proc Code* field next to the account on which you wish to inquire and press **Enter** to proceed.

## Sample Inquiry: Savings Account

Use F10-Reversals to reverse a transaction posted **today** on this account. (See Page 19 for details.)

Member Information		Credit Union Information	
Member	6	ABC Employees Credit Union	
Name	Met	22 The Street	
Address	300	Atlanta, GA 30333	
Phone	(404)	Phone (000)040-4387	
Birth date	Jan 15, 1960	R&T# 111111111	
Member SSN		Account Information	
Email	n. @enail.com	Account	76
Message		Opened	Feb 10, 2003
		Current balance	31,675.18
		Available balance	31,675.18

Joint Owner(s)	Birth Date	SSN	Email Address
Mary Jones	Oct 12, 1964	555-44-1234	naryj@enail.com

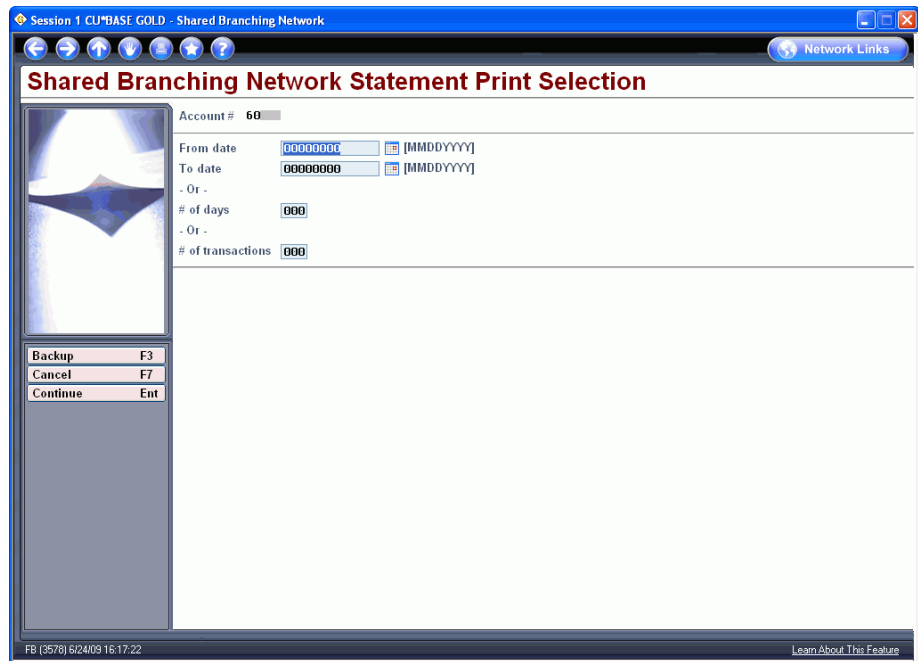
## Sample Inquiry: Loan Account

Member Information		Credit Union Information	
Member	6	ABC Employees Credit Union	
Name	Met	22 The Street	
Address	300	Atlanta, GA 30333	
Phone	(404)	Phone (000)040-4387	
Member SSN		R&T# 111111111	

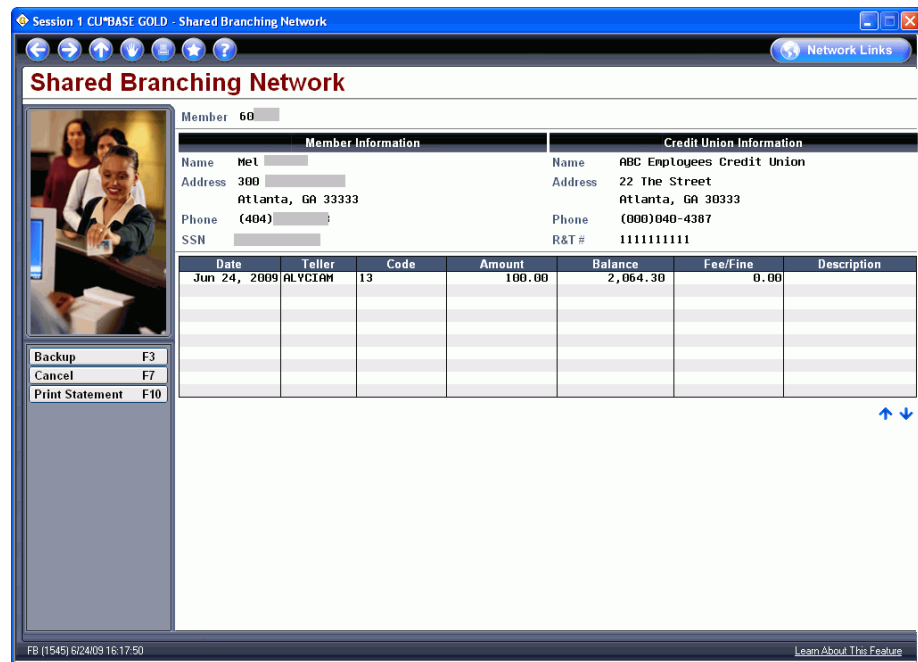
Account Information			
Account	566	3	
G/L account		Opened	0/00/0000
Current balance	8.16	Interest rate	0.0000
Available balance	10,008.16	Disburse limit	10,000.00
Regular payment	40.00	Next payment	Mar 02, 2009
Payoff amount	1,000.00		

Joint Owner(s)	Birth Date	SSN	Email Address
Frank	Jun 30, 1954		f. @enail.com
Mary	Oct 12, 1964		naryj@enail.com

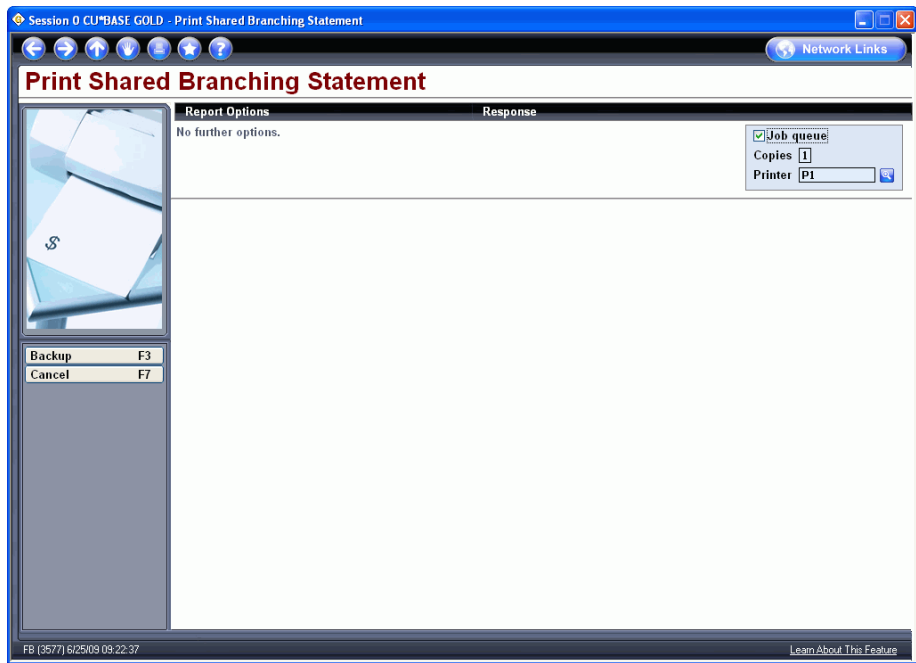
- To view a “mini statement” of recent transactions, use **F9-Transactions**.
- Select the date range or number of days you of transactions you would like to view from the selection screen.



- This screen shows the transactions fitting the criteria entered on the previous screen on this member's account.



- When done with inquiries, use **F3-Backup** as needed to return to the Deposits/Withdrawals screen and proceed with any additional transactions (or use **F7-Cancel** to exit this member and return to the initial teller posting screen).
- Or Use **F10-Print Statement** to print a statement of the transactions and move to the print statement screen



A statement like the one following will print.

66666-026	TRANSFER WITHDRAWAL	100.00	84368.38
66666-036	TRANSFER DEPOSIT	100.00	2064.30
66666	CASH BACK	.00	

# REVERSING TRANSACTIONS

The system can be used to reverse any transaction performed by your credit union on the **current day** only.

*For previous-day reversals, contact the member's home credit union (the issuer) and request that an adjustment be made to the member's account. A journal entry may also need to be made by your accounting department to offset your shared branch settlement G/L.*

Remember that you should reverse only those transactions that were **performed by you**. Reversing another teller's transactions will cause your teller drawer to be out of balance.

1. If necessary, access the member's account (use the steps on Page 5).

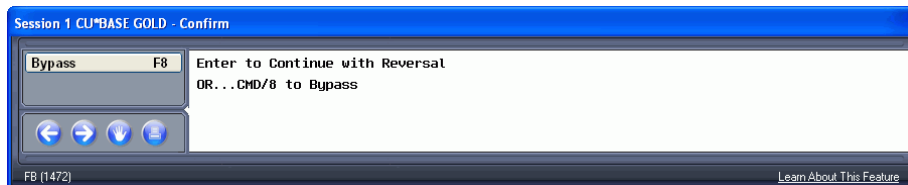
*CU\*TIP: If you just posted the transaction and are still in that member's account, you do not need to exit first.*

2. When the Funds In screen appears, use **F10-Deposit - W/D**.
3. Enter an **I** (for Inquiry) into the *Proc Code* field next to the account where the original transaction was posted and press **Enter**.
4. Use **F10-Reversals** to display the following screen:

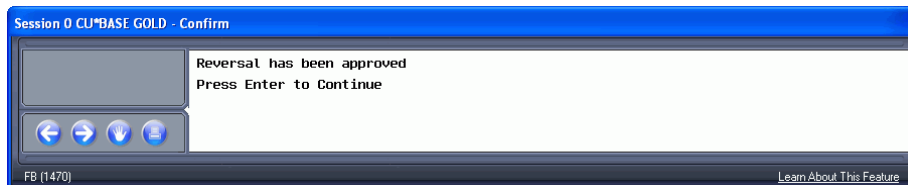
The screenshot displays the 'Shared Branching Network' interface. At the top, it shows 'Session 1 CU\*BASE GOLD - Shared Branching Network'. Below the title bar, there are navigation icons and a 'Network Links' button. The main content area is divided into two sections: 'Member Information' and 'Credit Union Information'. The 'Member Information' section includes fields for Name, Address, Phone, and SSN. The 'Credit Union Information' section includes fields for Name, Address, Phone, and R&T#. Below these sections is a table with columns for Teller, Date, Time, Account Type, Amount, and Description. The table contains three rows of transaction data. At the bottom left, there are buttons for 'Backup' (F3) and 'Cancel' (F7). At the bottom right, there is a 'Select' button and a 'Learn About This Feature' link.

Teller	Date	Time	Account Type	Amount	Description
ALYCIAM	Jun 24, 2009	16:12:25	36	100.00	Share/Loan Transfer
RICKP	Jun 10, 2009	16:19:50	36	5.00	Cash Withdrawal
RICKP	Jun 03, 2009	21:15:03	36	5.00	Cash Withdrawal

5. Select the transaction to be reversed and click **Select** (or press **Enter**). The following confirmation window will appear:



6. Press **Enter** again to proceed. The transaction information will be sent to FSCC for approval. Once the approval is received, the following window will appear:

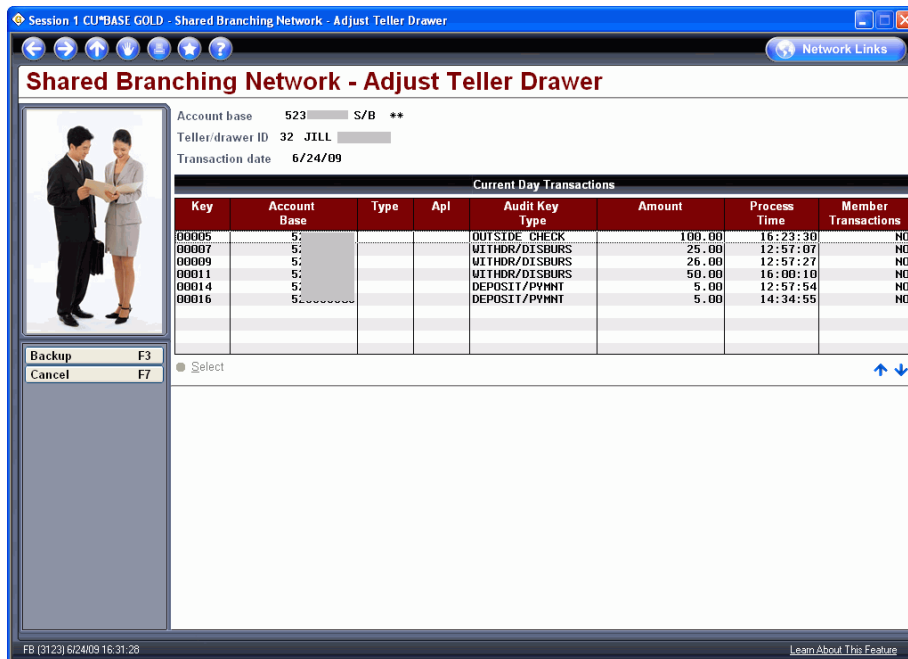


*If a reversal is not approved, you will need to contact the member's own credit union and request an adjustment to the member's account. Then use the CU\*BASE "Adjust Teller Drawer/Audit Keys" tool on the MNADJ menu to adjust your teller drawer.*

7. Press **Enter** to continue and proceed to correct your teller drawer. The following window will appear next:



8. Verify your teller ID and press **Enter** to proceed. The following screen will appear showing transactions you posted today:



- Select the audit key (or keys) for the transaction you reversed and click **Delete Audit Key...** (or press **Enter**). The following message will appear along the bottom edge of the screen as confirmation:

**5107 - Audit Key Deleted, no Transaction to Reverse.**

*Important! If the audit key is not deleted at this time, the drawer can still be balanced using the Adjust Teller Drawer/Audit Keys feature on the MNADJ menu. After deleting the audit key this way, however, you will also need to manually post the settlement entry.*

- When done, use **F7-Cancel** to return to the initial teller posting screen.

# REPORTING

The Daily CU\*SPY Report, Shared Branch Network Transactions (LSBNTRN), shows all Shared Branching transactions for the day.

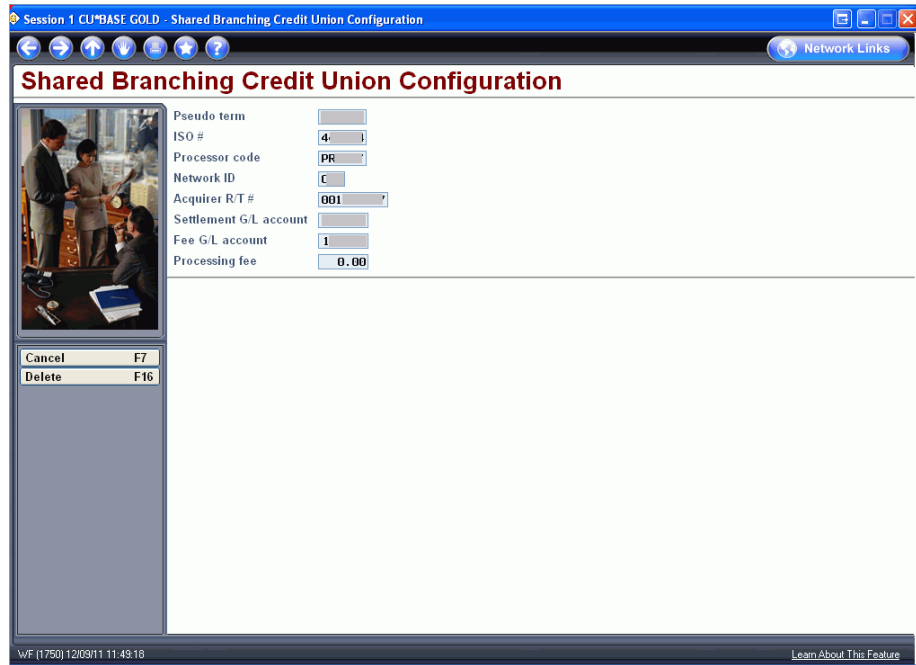
2/01/12 10:06.57		CU*ANSWERS TEST CREDIT UNION (CU)				LSBNTRN	Page	1
RUN ON 2/01/12		SHARED BRANCH NETWORK TRANSACTIONS					USER	
EMP	TRACE CREDIT UNION	R & T	ACCOUNT NBR	MEMBER ID *	TIME	DEPOSIT	WITHDRAWAL	
+6	018851 ABC TEST CU OF ABCD	222222222	1180=000		12:51:09	.00	2.10	
+6	018901 ABC TEST CU OF ABCD	222222222	1180=000		13:48:12	.00	3.21	
+6	018951 ABC TEST CU OF ABCD	222222222	1960=786		13:56:30	20.01 *	.00	
+6	018952 ABC TEST CU OF ABCD	222222222	1960=771		13:57:19	30.01	.00	
+6	017801 ABC TEST CU OF ABCD	222222222	1353507=000		14:06:56	.00	1.50	
+6	019051 ABC TEST CU OF ABCD	222222222	1960=771		14:14:00	3.33	.00	
01	027751 ABC TEST CU OF ABCD	222222222	1431=000		9:11:30	400.00	.00	
01	034701 ABC TEST CU OF ABCD	222222222	1180=000	D-1111LICENSE	9:40:58	.00	50.00	
01	034751 ABC TEST CU OF ABCD	222222222	2001=000	S-22222	9:41:51	500.00	.00	
01	034851 ABC TEST CU OF ABCD	222222222	1180=000	D-123456789012349	9:51:12	.00	100.00	
01	034901 ABC TEST CU OF ABCD	222222222	1180=001	P-123456789012349	9:52:14	1,500.00	.00	
01	034902 ABC TEST CU OF ABCD	222222222	1180=000	P-123456789012349	9:52:51	1.00	.00	
01	021051 ABC TEST CU OF ABCD	222222222	1180=000		10:50:02	100.00	.00	

- The MEMBER ID column includes information that was entered on the Member Verification screen shown on page 7.

# APPENDIX

## CONFIGURING FSCC ACQUIRER

OPER #1 Back Office Products: Rec/Post, then #14, then #17, then 28, then #15-CUSC/FSCC Acquirer Configuration

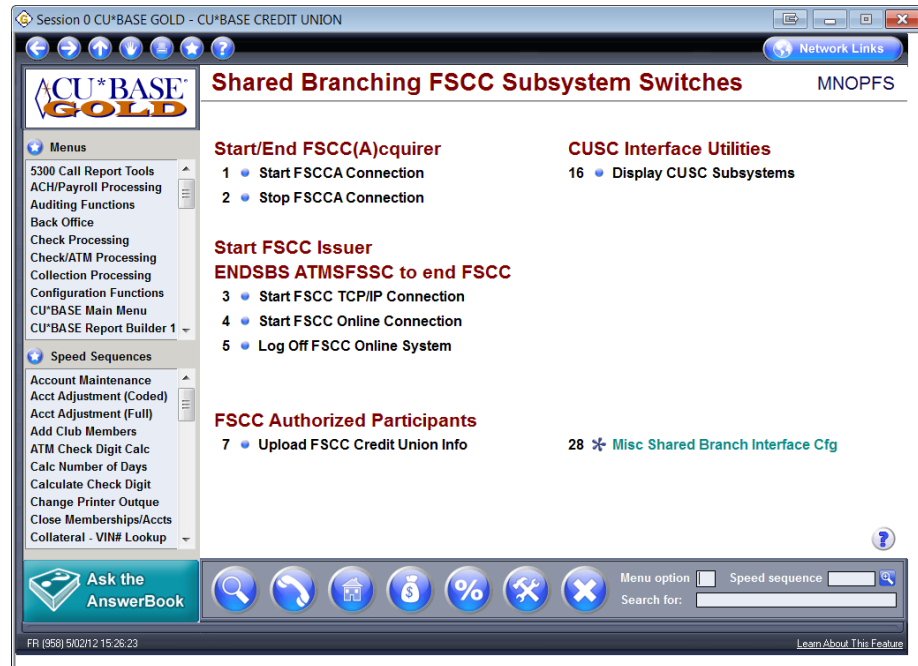


### Field Descriptions

<i>Field Name</i>	<i>Description</i>
Acquirer R/T #	The routing number of the acquiring institution (the credit union performing the transaction). This field is required.
Settlement G/L #	The general ledger number to which the shared branching transactions should be posted. This field is required.
Fee G/L #	The general ledger number to which the processing fee (if any) should be posted. Leave the field blank if there is no processing fee.
Processing fee	The fee charged to the member's home credit union by the acquirer to perform the requested transaction. Leave the field blank (0.00) if there is no processing fee.

# DAILY/WEEKLY TASKS FOR SELF PROCESSING CREDIT UNIONS

OPER #1 Back Office Products: Rec/Post, then #14, then #17, then 28, then #2-FSCC & FSCC (A)quirer



## Weekly

Each Monday mornings CUSC requires that you upload information about your credit union to refresh their master list of credit union names for the shared branch CU list used in the teller system. From this menu take option 7 to upload the Shared Branching CU File.

*This should be run every Monday morning before the business day starts. Changes are normally not made by CUSC until the weekend for Monday morning loading.*

## Daily

In order to perform shared branch transactions, each day you must activate the switch that connects your credit union to the CUSC network. From this menu, select option **3 Start Connection** to start the connection to the CUSC switch. If you wish to disconnect from the CUSC switch, select option **4 Stop Connection**.