

Menu Changes

Attention: CU*BASE Employee Security Officers

Online CUs	CU*NorthWest/CU*South	Self Processing CUs
July 13, 2014	July 13, 2014	July 14 & 15, 2014

To Do BEFORE the Release

During the week *prior* to the release, print a report showing your current employee menu security settings. This will make it much easier to know whose security will need to be adjusted once the release goes in.

1. From the Auditing Functions menu (MNAUDT), choose “Employee Security Audit Report”
2. Choose Menu Security Audit Report and pick a printer (use HOLDxx if you don’t need a hard copy)
3. Use Enter, then on the next screen enter a menu name (use the list of menus on the following pages as a guide)
4. If only one option on that menu will be changing, enter that option #; otherwise leave the *Menu option* field blank and the report will include all options on that menu, as follows:

4/09/10 14:07:54	TEST CREDIT UNION	LEMPAU10	PAGE 1
RUN ON 4/09/10	EMPLOYEE SECURITY AUDIT REPORT	USER DAWNM	
	AS OF 4/09/10		
*** MENU SECURITY - MNGELE General Ledger			
EMP	MENU OPTIONS Y = ENABLED, BLANK = ENABLED, N = NOT AUTHORIZED, * = NOT A MENU OPTION		
ID	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29		
AA ANNIE ANSWERS	N N Y N	N N * Y N N N N * * N N N N Y Y N * * * * * * * *	
BB BETSY EMPLOYEE	Y N N	N * N N N N * * N Y N Y Y N * * * * * * * *	
BR BILL TESTING	N N N N	N * Y N N N * * N Y N N Y N * * * * * * * *	
B1 JANE VANPERSON	Y N N	* N N N Y * * N Y Y Y N Y N * * * * * * * *	
B2 JOHN A TELLER	Y N Y N	* Y N N N * * N N N N N N N * * * * * * * *	
CH CARRIE HELPER	Y N N Y	N * N N N N Y * * N N N Y N N N * * * * * * * *	

5. Repeat for all menus that are changing with this release

To Do AFTER the Release

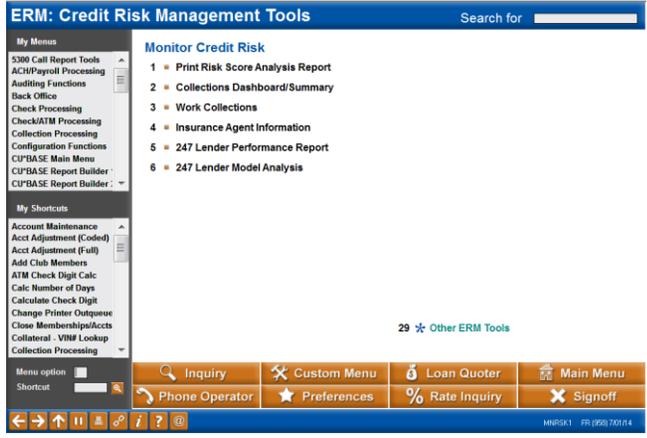
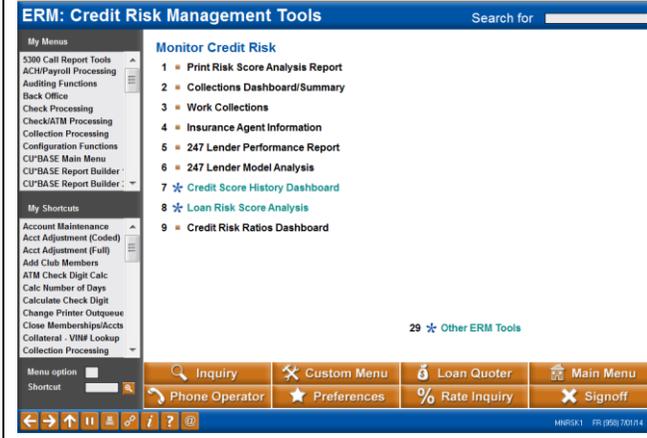
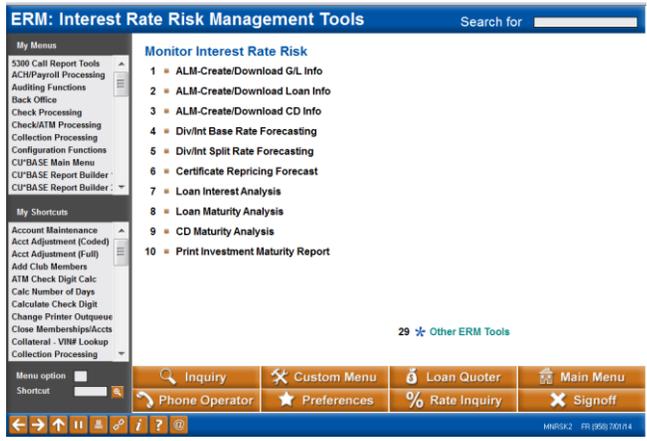
Compare the menu changes on the following pages to your report, looking for which employees previously had access to those options. If necessary, after the release goes in use the “CU*BASE Employee Security” feature to adjust employee access to these commands.

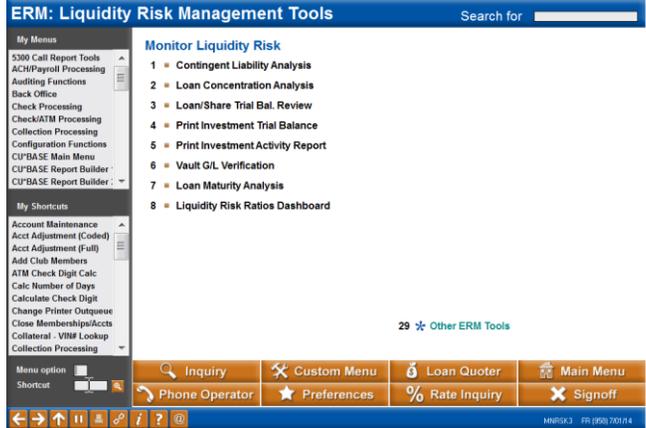
1. From the Management Processing/Active Beta Tests menu (MNMGMT), choose “CU*BASE Employee Security”
2. Use “Menu Security” to access the Update Menu Security screen
3. Use “Alternate View” to sort the list by menu name
4. Type the menu name and use Enter to display all users who currently have access to that menu
5. Select one or more users in the list (hold Ctrl and click to select multiple names), then use Edit to adjust access to individual menu commands

Remember that if a person already had access to the commands on a particular menu, new commands added to that menu will be set up to allow access (checked) for that person automatically.

Menu Changes

Menu Name	Old Menu	New Menu	Comments
<p>MNBACK</p>			<ul style="list-style-type: none"> Added AIRES/ALM/File Downloads (goes to MNFILE menu) Added Auditing Functions (goes to MNAUDT menu) Added Member Account Adjustments (goes to MNADJ menu) Inserted #18 Reset Employee ID Password
<p>MNGELE</p>			<p>Reorganized the “Audit Functions” and “Additional Menus” sections</p> <ul style="list-style-type: none"> Renumbered #24 Audit Promise Deposits Activity (was #26) Added #25 Research the TR Journal Entry AIRES/ALM/File Downloads goes to menu MNFILE Auditing Functions goes to menu MNAUDT Other Back Office Functions goes to menu MNBACK

Menu Name	Old Menu	New Menu	Comments
MNRSK1	 <p>ERM: Credit Risk Management Tools</p> <p>Search for _____</p> <p>My Menus</p> <p>3300 Call Report Tools ACH/Payroll Processing Auditing Functions Back Office Check Processing Check/ATM Processing Collection Processing Configuration Functions CU*BASE Main Menu CU*BASE Report Builder CU*BASE Report Builder</p> <p>My Shortcuts</p> <p>Account Maintenance Acct Adjustment (Coded) Acct Adjustment (Full) Add Club Members ATM Check Digit Calc Calc Number of Days Calculate Check Digit Change Printer Outqueue Close Memberships/Accts Collateral - VIMF Lookup Collection Processing</p> <p>29 * Other ERM Tools</p> <p>Menu option <input type="checkbox"/> Shortcut _____</p> <p>Inquiry Custom Menu Loan Quoter Main Menu Phone Operator Preferences % Rate Inquiry Signoff</p> <p>MNRSK1 FR (95) 70114</p>	 <p>ERM: Credit Risk Management Tools</p> <p>Search for _____</p> <p>My Menus</p> <p>3300 Call Report Tools ACH/Payroll Processing Auditing Functions Back Office Check Processing Check/ATM Processing Collection Processing Configuration Functions CU*BASE Main Menu CU*BASE Report Builder CU*BASE Report Builder</p> <p>My Shortcuts</p> <p>Account Maintenance Acct Adjustment (Coded) Acct Adjustment (Full) Add Club Members ATM Check Digit Calc Calc Number of Days Calculate Check Digit Change Printer Outqueue Close Memberships/Accts Collateral - VIMF Lookup Collection Processing</p> <p>29 * Other ERM Tools</p> <p>Menu option <input type="checkbox"/> Shortcut _____</p> <p>Inquiry Custom Menu Loan Quoter Main Menu Phone Operator Preferences % Rate Inquiry Signoff</p> <p>MNRSK1 FR (95) 70114</p>	<ul style="list-style-type: none"> Added #7 Credit Score History Dashboard Added #8 Loan Risk Score Analysis <p>(Both temporarily go to the MNMGMT Active Beta menu)</p> <ul style="list-style-type: none"> Added #9 Credit Risk Ratios Dashboard (goes to the same feature as MNRISK #29 or MN5300 #16)
MNRSK2	 <p>ERM: Interest Rate Risk Management Tools</p> <p>Search for _____</p> <p>My Menus</p> <p>3300 Call Report Tools ACH/Payroll Processing Auditing Functions Back Office Check Processing Check/ATM Processing Collection Processing Configuration Functions CU*BASE Main Menu CU*BASE Report Builder CU*BASE Report Builder</p> <p>My Shortcuts</p> <p>Account Maintenance Acct Adjustment (Coded) Acct Adjustment (Full) Add Club Members ATM Check Digit Calc Calc Number of Days Calculate Check Digit Change Printer Outqueue Close Memberships/Accts Collateral - VIMF Lookup Collection Processing</p> <p>29 * Other ERM Tools</p> <p>Menu option <input type="checkbox"/> Shortcut _____</p> <p>Inquiry Custom Menu Loan Quoter Main Menu Phone Operator Preferences % Rate Inquiry Signoff</p> <p>MNRSK2 FR (95) 70114</p>	 <p>ERM: Interest Rate Risk Management Tools</p> <p>Search for _____</p> <p>My Menus</p> <p>3300 Call Report Tools ACH/Payroll Processing Auditing Functions Back Office Check Processing Check/ATM Processing Collection Processing Configuration Functions CU*BASE Main Menu CU*BASE Report Builder CU*BASE Report Builder</p> <p>My Shortcuts</p> <p>Account Maintenance Acct Adjustment (Coded) Acct Adjustment (Full) Add Club Members ATM Check Digit Calc Calc Number of Days Calculate Check Digit Change Printer Outqueue Close Memberships/Accts Collateral - VIMF Lookup Collection Processing</p> <p>29 * Other ERM Tools</p> <p>Menu option <input type="checkbox"/> Shortcut _____</p> <p>Inquiry Custom Menu Loan Quoter Main Menu Phone Operator Preferences % Rate Inquiry Signoff</p> <p>MNRSK2 FR (95) 70114</p>	<ul style="list-style-type: none"> Added #11 Int Rate Risk Ratios Dashboard (goes to the same feature as MNRISK #29 or MN5300 #16)

Menu Name	Old Menu	New Menu	Comments
<p>MNRSK3</p>			<ul style="list-style-type: none"> Added #8 Liquidity Risk Ratios Dashboard (goes to the same feature as MNRISK #29 or MN5300 #16)