Open Sub Account Configuration Worksheet

Refer to BANNO.NEWSUBCREATE.V1.CONFIG

# Account Exclusions

Account level warnings or account types which disqualify the member from opening a new share through this program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter Name** | **Parameter Description** | **Default Value** | **CU Response** |
| Account Warnings to Exclude: | Enter a list containing only numeric values along with commas or dashes. Any account with one of the warning codes in the list will not be allowed to open shares using this functionality.  **Valid Values:** 0-999 or Blank  Blank = nothing to exclude | Blank |  |
| Account Types to Exclude | Enter a list containing only numeric values along with commas or dashes. Any account that is one of the account types in the list will not be allowed to open shares using this functionality.  **Valid Values**: 0-9999 or Blank  Blank = nothing to exclude | Blank |  |

# Funding

Determine if the new account should be funded at the time of opening.

|  |  |  |  |
| --- | --- | --- | --- |
| Require Funding | When the **Require Funding** option is enabled, the Banno user will be required to fund the new share upon creation, regardless of whether the selected share type has a required minimum balance.  **Valid Options:** Checked or Unchecked | Unchecked - No |  |
| Minimum Funding Amount | If ‘**Require funding’** is checked, enter a minimum funding amount. This value will be displayed to the user along with the share type’s minimum balance requirement. If the minimum funding amount entered here is greater than the share type’s minimum balance requirement, it will serve as the minimum opening balance.  **Valid Values:** 0.01-999,999.00 |  |  |

# Name Records

Determine whether the member should be allowed to copy existing name records from elsewhere on the account to the new share or create new name records at the account level or under the new share.

|  |  |  |  |
| --- | --- | --- | --- |
| Allow Name Record Addition | When **Allow Name Record Addition** is enabled, additional parameters will be made available for creating new names and copying existing names.  **Valid Options:** Checked or Unchecked | Unchecked - No |  |
| Copying Existing Names |  |  |  |
|  | If ‘**Allow name record addition**’ is checked, determine whether the member can copy current name records from existing shares. If so, specify what types of name records.  **Share Names Valid Options:** Checked or Unchecked  **Share Name Type Valid Values**: 0-9999 | Shares names:  Unchecked - No |  |
| Valid **Share** name types: |  |
|  | If ‘**Allow name record addition**’ is checked, determine whether the member can copy current name records from existing loans. If so, specify what types of name records.  **Loan Names Valid Options:** Checked or Unchecked  **Loan Name Types Valid Values:** 0-9999 | Loans names:  Unchecked - No |  |
| Valid **Loan** name types: |  |
| Creating New Names |  |  |  |
| Name Level | Determine if any new name records should be created under the Account level or the Share level.  **Valid Values:** Account or Share | Account level |  |
| Number of New Names Allowed | Determine how many new name records can be created by the user.  0 = do not allow new name additions  1-2 = allow up to 2 new name additions  **Valid Values:** 0-2 | 0 |  |
| Safe Name Types | If ‘**Number of new names allowed’** is set to **1 or 2**, list the name record types that are allowed to be added automatically by the program.  **Valid Values:** 0-30 |  |  |

# Name Records - Continued

|  |  |  |  |
| --- | --- | --- | --- |
| Unsafe Name Types | If ‘**Number of new names allowed’** is set to **1 or 2,** list the name record typesthe program will *not* automatically add. Instead, they will be stored in a tracking record to be reviewed by the CU and manually created.  **Valid Values:** 0-30 |  |  |
| Unsafe Name Tracking Type | If ‘**Unsafe name types’** is set**,** identify the tracking type which will be used to store unsafe name record information for later review. (Tracking record mapping to be provided or completed by CU.)  **Valid Values:** 30-99 |  |  |

# CU Staff Email Communication

This is an email that will be sent to a CU staff member/ group notifying them of any copied name record discrepancies.

|  |  |  |  |
| --- | --- | --- | --- |
| CU Email Address for Name Copy Issues | If you’ve opted to allow the copying of name records from existing shares or loans over to the new share, then an email will be sent to this CU email address when a name copied under the new share matches any other share or loan name records by SSN but the address is different.  **Valid Values**: valid email  (i.e. @domain.com) | Blank |  |
| CU Email Subject for Name Copy Issues | The CU email subject line to be used by the program for copying name record address mismatch alerts.  **Valid Values**: anything | Blank |  |

# Dividend Rate Information

Determine if the program should display rate information for the new share being created and if the rate should be populated on the new share.

|  |  |  |  |
| --- | --- | --- | --- |
| Display Rates | When the **Display rates** optionis enabled, dividend rates pertaining to the new share being created will be displayed to the member.  **Valid Options:** Checked or Unchecked | Unchecked - No |  |
| Set Share Div Rate for Fill-ins | This controls whether the Dividend Rate on the Share Record will be set when creating new shares.  **Valid Options:** Checked or Unchecked | Unchecked - No |  |

# Share Groups

Determine how the shares will be categorized/ grouped, which share types will be allowed, how many of each share type will be allowed, and what share ID will be assigned upon share creation.

|  |  |
| --- | --- |
| **About Share Groups 00-19:**  You need to Fill out Information for **at least one** Share Group so that the program will have a share type to open:  For each Share group (00-19), you will need to complete the following: Share Group Display Name, Share Types, ID Range, and Max Shares. (If you have more than 10 groups, let us know and we will work with you to collect the additional group details needed for configuration.)  For each Share group you can list up to 100 different Share types with the same, or different, ID range for each Share type. | |
| Share Group Display Name | The ‘category’ name for this group of shares  **Valid Values:** Savings, Checking, CDs, Premium Shares, etc. |
| Share Types | The valid share types which the member may select from for this group. Only Share Types defined in Share Defaults AND which have a properly defined dividend type can be used.  **Valid Values**: 2-digit or 4 digit share type, i.e. 00 or 0000 |
| ID Range | For each Share type listed, a Share ID range will need to be specified for the program to use when assigning a Share ID to the new share. The program will assign the lowest available ID in the range to the new Share. If the member already has Share(s) with IDs representing all available IDs in the range for a specific Share type then that Share type will not be offered as an option to the member. The ID range listed for any given Share type must be listed as a 4-digit starting and ending value separated by a dash (i.e: ‘0001-0005’) or as a comma delimited list (i.e: 0001,0003,0005) or a combination of both (i.e: 0001,0003-0009).  **Valid Values**: 0001-9999 |
| Max Shares | For each Share type listed, identify the max number of shares allowed under the membership account. The number entered here also takes existing, open shares on the account into consideration.  **Valid Values**: 1-99 or Blank  Blank = unlimited number of shares allowed |

## Share Group 00 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 01 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 02 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 03 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 04 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 05 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 06 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 07 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 08 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Share Group 09 -- Display Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Share Type | ID Range | Max Shares |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

# Terms and Conditions

For each Share group, there is a corresponding “Terms and Conditions” Letter file which is displayed to the member when they select that Share group. You may define what will display by reviewing/ updating the Letter files named “BANNO.NEWSUBACCT.TERMS.[00-19]”.

|  |  |
| --- | --- |
| Terms and Conditions | The Letter files, if they don’t already exist, are created for each Share group via the configuration program. Each Letter file has the following default information / instructions:  Data will be displayed as written. The following HTML tags may be utilized to facilitate text formatting:  <h1>, <h2>, <h3>, <h4>, <h5>, <h6>, <b>, <strong>, <i>, <u>, <ul>, <ol>, <li>, <br>, <p> and <hr>  Avoid the use of double quotes or special characters in your messages.  For backwards compatibility, a single blank line will be interpreted as a new line and two blank lines in a row will be interpreted as a new paragraph.  When setting up your terms and conditions, use the ruler as a guideline. Do not extend past the end of the line (120 characters).  If you create the Terms and Conditions Letter file contents via another program and then cut/paste the contents into the Letter file, be sure to paste the contents as plain text only. |

# Banno Parameters

The following will be used for setup in Banno.

|  |  |  |  |
| --- | --- | --- | --- |
| **Info Type** | **Description** | **Default** | **CU Response** |
| Link Title | Enter the text for the link the members will see to begin the process. | Open a sub account |  |
| Link Description | Short Description of the link, shown below the Link Title. | Open a new sub account now. |  |
| Banno Live? | Is the CU currently LIVE to members with either Banno Online or Banno Mobile?  Enter “Yes” or “No” |  | |
| Test Users | **If Banno Live?** Is **“YES”**, list Banno usernames of users that will test Open Sub Account before enabling the feature for all users. |  | |