CAMPUS USA credit union

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KB0011052 - **Latest Version** ⌄   ♡   **Actions** ⌄

Reference Guide- Transactions

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- CR Transactions require a destination. Example: Cash and Check Deposit- CR SD KR SD
- Transfer to another account AND cash transactions- Complete the cash transaction FIRST or post as two separate transactions. *Processing the transfer first will prompt the Transactors from the incorrect account*
- To reduce the potential of error and fraud, if funds are disbursed for $2500 or more, a Supervisor must override the transaction and verify the cash, if applicable

TRANSACTION	TRANSACTION CODES	GL LOOK-UP	COMMENT/INFO
Bond Redemption - Primary Member	BR + Destination (SD or CD)		
Bond Redemption - Joint Member *Process Joint Member bonds in account **123456***	BR + Destination (SD Y or CD)		
Buy Money	CR GL	TX	Sell #/Buy #
Cash Advance - CAMPUS Member	**Deposit:** SD SC GL **Payment** - Regular**:** LP LC GL **Payment** - Principal: PP LC GL *If a payment is being applied to a CAMPUS Credit Card, do not use LC*	CASHADV.0	**SC/LC:** Cash Advance **Additional Comment:** VCA or MCA
Cash Advance - Non-Member	CD GL	CASHADV.0	NON MBR + First and Last Name
Cash Advance - Shared Branching	**Symitar**: CD GL **SBO:** CR SD	CASHADV.0	SBO + First and Last Name
Cash Deposit	CR SD		
Cash Withdrawal	SW CD		
Cash and Check Deposit	CR SD KR SD		

Cash, Check, On-Us Deposit	CR SD KR ON SD		
Cashier Check *Employee signature required based on signing limit- may require Specfile Check Request- Over Limit to be completed*	**IRA Accounts:** SW KO **All Other Accounts:** KO SW		IRA Account Types require the SW to come first to allow for withholdings, if applicable
Charge-Off - Loan	Source + LP		
Charge-Off - Share	Source + SD		
Charge-Off - No Share/Loan ID	Source + GL	CHARGEOFF.0	CO Acct# + First and Last Name
Check Cashing	KR CD SC *Check cashing must be fully processed separately from other transactions*		Comment: "Check Cashing" must be placed in Savings *Checks payable to businesses, estates, or trusts cannot be cashed*
Check and On-Us Cashing	KR ON CD SC *Check cashing must be fully processed separately from other transactions*		Comment: "Check Cashing" must be placed in Savings *Checks payable to businesses, estates, or trusts cannot be cashed*
Check Deposit	KR SD		Business/Trust checks must be processed in a Business/Trust acct
Coin Deposit	SD SC GL	COIN	Coin
CUNA Payments	Source + GL	CUNA.0	Member's last name
Dividend - Posting	SV		Closing share/CD- Select Closing Dividend
Exchange Check *Replacing an ONUS check with a CAMPUS Certified check*	KD ON + CR GL *for the Fee* *Must replicate the ONUS check payee and remitter*	EXCHECK	Exchange check fee must be paid in cash
Express Loan – Withdrawal	LA CD		Do not change prompts within the transaction
Express Loan - Transfer to Share	LA X SD		Do not change prompts within the transaction
Gift Card	MS SW		
HELOC – Payment	Source + LP		If paying loan balance to $0, email _MortgageServicing account number, paperwork provided and copy of check, if applicable. Member must pay a Satisfaction Fee if closing
HELOC – Withdrawal	LA CD		Do not change prompts within the transaction
HELOC - Transfer to Share	LA X SD		Do not change prompts within the transaction
Loyalty Gift *Manager approval required*	SD SC GL	LOYALTY.0	Loyalty Gift *After the deposit, increase **YTD Dividend** & **Dividend From Open** in the share deposited to

Loan Payment - Regular *External Mortgages– View Procedure- External Mortgages*	Source + LP		
Loan Payment - Principal *External Mortgages– View Procedure- External Mortgages*	Source + PP		
Money Found in Lobby	CR GL	MISCINC.0	Cash found in lobby
Mortgage Payoff - Fax Fee	Source + GL	FAXFEE	
Mortgage Payoff - Satisfaction Fee	Source + GL	SATFEE	Must be charged when closing/paying off a mortgage
Mortgage Payoff - Closing Cost Reimb.	Source + GL	CLOSINGRMB.0	Account #-Loan #
Non-Member - Check Cashing + Fee *ONUS checks $50 or more*	ON GL CD *In a Blank Home Screen*	ONUS	**Write on back of check:** ID #, DOB, Exp. Date & non-member right thumbprint **Check Charge Off:** Any amt. **Verify Member Sig:** $500 or more **OFAC:** More than $3000 *Checks must be payable to non-member*
Non-Member - Check Cashing - No Fee *ONUS checks under $50*	ON CD *In a Blank Home Screen*		**Write on back of check:** ID #, DOB, Exp. Date & non-member right thumbprint **Check Charge Off:** Any amt. **Verify Member Sig:** $500 or more **OFAC:** More than $3000 *Checks must be payable to non-member*
Non-Member - Certified CK Cashing + Fee *ONUS checks $50 or more*	KR GL CD *In a Blank Home Screen*	ONUS	**Write on back of check:** ID #, DOB, Exp. Date & non-member right thumbprint **Check Charge Off:** Any amt. **Verify Member Sig:** $500 or more **OFAC:** More than $3000 *Checks must be payable to non-member*
Non-Member - Certified CK Cashing + No Fee *ONUS checks under $50*	KR CD *In a Blank Home Screen*		**Write on back of check:** ID #, DOB, Exp. Date & non-member right thumbprint **Check Charge Off:** Any amt. **Verify Member Sig:** $500 or more **OFAC:** More than $3000 *Checks must be payable to non-member*
Official Check *Employee signature required based on signing limit- may require Specfile Check Request- Over Limit to be completed*	**IRA Accounts:** SW KD **All Other Accounts:** KD SW		IRA Account Types require the SW to be first to allow for withholdings, if applicable
On-Us (CAMPUS Certified) Check Deposit	KR SD		**Verify check status (IC)**

On-Us (CAMPUS Certified) Check Cashing	KR CD SC *Check cashing must be fully processed separately from other transactions*		Verify check status (IC) Comment: "Check Cashing" must be placed in Savings *Checks payable to businesses, estates, or trusts cannot be cashed*
On-Us Check Deposit	ON SD		
On-Us Check Cashing	ON CD		*Checks payable to businesses, estates, or trusts cannot be cashed*
On-Us Check Not Cleared *Supervisor Only*	ON GL	CHECKADJ.0	On-Us check not cleared
Sell Money	CD GL	TX	Selling User ID/Buying User ID
Staff Lunch Check	KD GL	STAFFLUNCH	BR# + Staff Lunch
Stop Payment - Draft	SP + SW *for the Fee*		
Title Fees **ONLY** use if member is paying Florida title fees out of pocket	SW GL	FLTITLE.0	17-digit VIN
Transfer - Share - Same Acct	SW X SD		
Transfer - Share - Different Acct	SW X SD Y		
Transfer – Share – Different Acct **ONLY** use if a member does NOT want the acct # displayed in the transaction history	SW SD Y SC SC Y *Must be completed in this exact order*		Transfer
Transfer - Loan Payment - Same Acct	SW X LP		
Transfer - Loan Payment - Different Acct	SW X LP Y		
Transfer – Loan Payment – Different Acct **ONLY** use if a member does NOT want the acct # displayed in the transaction history	SW LP Y SC LC Y *Must be completed in this exact order*		Transfer
Transfer - Loan Principal - Same Acct	SW X PP		
Transfer - Loan Principal - Different Acct	SW X PP Y		

RECEIPT OPTIONS- when accessing another account within a transaction
- **Print on main receipt:** Member's conducting a transaction on their own account
- **Print on separate receipt:** Transaction that includes multiple account owners and both are present
- **Print on main receipt but suppress balance:** Person conducting the transaction is **Not** on the account

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