

TARGET USER

CUtoolkit is highly effective for credit unions facing the following challenges:

- Need to account for Certificate of Deposit type investments on an accrual basis
- Manually preparing documents for reporting
- Manually posting payment info to spreadsheet subsidiary ledgers

KEY BENEFITS

Certificate investments subsidiary maintenance time and effort is significantly reduced over a manual system.

Complete payment history maintained with automated accrual calculation.

Full line of audit capabilities that ensure the proper amount of income is received.

Full complement of reports:

- Outstanding certificates
- New certificates
- Closed certificates
- Interest payment recap
- Maturity analysis
- Export for auditor confirmations
- Accrual variance
- Income variance
- Negative accrual

SYSTEM REQUIREMENTS

- MS Access 2000 or higher
- Pentium 500 MHz or higher
- SVGA Display or higher
- 30 MB – hard disk available

OVERVIEW

The fundamental purpose for maintaining subsidiary records for your certificate investments is to ensure that:

- Institutions and certificates are uniquely identified
- Income payments are historically tracked and verified.

CUtoolkit provides screens that are optimized for fast and intuitive data entry/maintenance. In addition, CUtoolkit's methodology incorporates various audit functions/reports to help ensure that income payments are being received timely and in the proper amounts.

THE PROCESS

CUtoolkit automates the entire subsidiary maintenance process for your certificate investments. Your step-by-step process will generally follow a monthly routine to:

1. Add institution(s) for any new/first-time institution

- Name
- Address
- URL
- Contact information, phone, e-mail, notes

2. Add certificate(s) opened in the current month:

- Open date
- Close date
- Principal balance
- Rate
- Account number from institution
- Broker

3. Post payments received during the month:

- Post payments by institution name or account number
- Batch payments by date deposited
- Retain payment information
- Payments to closed certificates can be restricted

4. Print reports to document your results for the month

5. Process Month-end to close month and prepare system to process for the subsequent month

Credit Union **Next Level Group FCU**

	11/30/2002			
	Count	Total	Accr Int	Rate
Outstanding	156	15,446,813.00	192,475.86	4.265%
New	0			
Closed	6	595,000.00		4.391%

- Institution
- Certificates
- Payments
- Reports
- Setup
- Exit
- About

The main screen conveniently displays your current month's totals.

Your initial setup and configuration is easy – your parameter settings are all listed on this one screen.

Next Level Group FCU Set Up 11/30/2002

Inc variance on closed CDs

Shortage min \$15.00
 Overage max \$1.00
 Days back 45

AIR variance on open CDs

Max accrual days 31

Negative accrued interest

Report?

Default - certificate data entry

Balance \$99,000.00
 Broker

Maturity Analysis

	Mos	Month ending
1)	3	2/28/2003
2)	12	11/30/2003
3)	24	11/30/2004
4)	36	11/30/2005
5)	48	11/30/2006
6)	60	11/30/2007

- Edit Setup
- Deposit Bank
- Institution Type
- Broker Information
- Month end
- Company Name

On this screen you will maintain the information on each institution you invest with.

Next Level Group FCU
Institution Information
11/30/2002
←

Ref: 4900 **Date Added:** 07/21/1999 **Type:** Bank

Name: 1st Aloha Bank

Address: 2164 35th Avenue

City: Honolulu


State: HI **Zip:** 96814


Contact:


Ph: **Ext:** **Fax:**


URL: **e-mail:**


Note:

 **New**

 **Edit**

 **Delete**

 **History**

 **Print**

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Ref: 4900
←

Inst: 1st Aloha Bank

Open Certificates

Cert #	Open	Close	Rate	Balance	Rec'd to Date
2	11/15/2002	11/15/2003	3.000	99,000	

Closed Certificates

Cert #	Open	Close	Rate	Balance	Rec'd to date
1	07/21/1999	07/20/2000	6.120	99,000	

From the institution screen your history of certificates with the institution is readily available – for open and closed certificates.

Certificate Information
11/30/2002

Next Level Group FCU

Inst: 1st Aloha Bank **Ref:** 4900.2
Acct #: 54654654 **Bal:** 99,000.00 **Broker:** NLG

Open: 11/15/2002	Rate: 3.000
Close: 11/15/2003	Basis: 365
Days Open: 365	
Post payments: <input checked="" type="checkbox"/>	

Notes:
Old Ref:

Interest to Date	Last Payment
Actual: 95.72	Date: 11/20/2002
Calculated: 122.05	Amount: 95.72
Acc Int Rec: 26.33	Check Ref: 6578

Display: All

The certificate screen maintains the particular information on your certificate.

You can easily see the history of your income payments received at the click of a button.

In addition to the actual payments received, the monthly system calculated amounts are also displayed.

Calculated Interest History

Ref: 4900.2 **Inst:** 1st Aloha Bank
Open: 11/15/2002 **Acct #:** 54654654
Close: 11/15/2003 **Bal:** 99,000.00

Date	Payment Ref	Batch	Pmt Rec'd	Bank
11/20/2002	6578	26	95.72	C

Month	Balance	Days	Rate	Calculated Inc	Status
11/30/2002	99,000.00	15	3.000	122.05	

Payments

Next Level Group FCU Payments
11/30/2002

Batch information

Batch: 27	Bank: PAC	Batch Total: 16,583.15
Date: 11/25/2002	Count: 1	To Post: 15,687.90

Add Edit Print Tab Stops Delete Post

Payment detail

Name	Ref #	Account #	Amount	Pmt info
1st Alpha Bank	4900.2	54654654	895.25	654654

Payments are posted via this easy to use screen.

Certificates are easily selected by the institution's name, account number or by the reference number assigned by CUtoolkit.