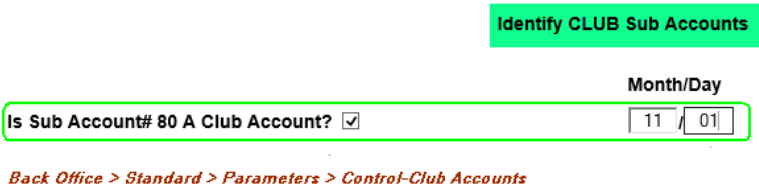



CAMS-ii Club Accounts Processing Checklist

Use this checklist to guide you through processing Club Accounts. Recommend that you print this document using the Print icon on the Adobe Reader toolbar. Mark the check box in the Completed column as you finish each step.

- ➔ If you are processing your club accounts at a *month-end or quarter-end*, which is the recommended method, use Steps 1, 2 and 4.
- ➔ If you are processing your club accounts at a time *other than at a month-end or quarter-end*, use Steps 2, 3, and 4.
- ➔ If you print checks instead of transferring the club account proceeds to the members' accounts, see Step 5.

 Club Accounts Processing occurs during next-day batch processing.

Step #	Task	Completed
1	<p>1. Go to Back Office > Standard > Parameters > Control-Club Accounts.</p> <p>2. In the Identify CLUB Sub Accounts section, schedule <i>only</i> those sub accounts that you want to process/distribute.</p> <p>For example: If you want sub account 80 (in this example, one of your club accounts) to process and disburse funds on November 1st, select the check box and type the date as indicated here:</p> <div style="text-align: center;">  <p>The screenshot shows a form titled "Identify CLUB Sub Accounts". It includes a checkbox labeled "Is Sub Account# 80 A Club Account?" which is checked. To the right, there is a "Month/Day" field with "11" in the month box and "01" in the day box. Below the form, the breadcrumb path "Back Office > Standard > Parameters > Control-Club Accounts" is visible.</p> </div> <p>3. Schedule any other Club Account sub-accounts that want to process.</p> <p>4. Click Accept to save changes.</p>	<input type="checkbox"/>
2	<p> Use this step only if you want dividends to post to your members' club accounts prior to processing the club accounts; otherwise, skip this step and go to Step 3.</p> <p>If you are processing club accounts on a <i>date other than a month- or quarter-end</i>:</p> <p>You must set the Dividend Rate Table for the club accounts that you are processing to D Daily (On Demand) for both Calculation Frequency and a Posting Frequency as appears in the following:</p>	<input type="checkbox"/>

Dividend Rates Maintenance

Table Number

Table Description

Calculation Frequency

Calculation Method

Posting Frequency

Day of Period to Post

Inquiry Code

Applicable Sub Accounts: 80

Back Office > Standard > Parameters > Dividends > Dividend Rates Maint



If you change the dividend rate table, return it to its original settings after you process the club accounts and before your next batch processing occurs.

1. Go to **Back Office > Standard > Batch Processing > Batch Parameters > Next Business/Posting Day Requests**
2. Verify that **Process/Create Club Check Register** is set to **S-Store Report in DRM** in, as appears in the following:

3

IRA DISTRIBUTIONS	<input type="text" value="S - Store Report in DRM"/>
PROCESS/CREATE CLUB CHECKS REGISTER	<input type="text" value="S - Store Report in DRM"/>
SET/RESET LOAN AUTO DISTRIBUTION	<input type="text" value="S - Store Report in DRM"/>

Back Office > Standard > Batch Processing > Batch Parameters > Next Business/ Posting Day Requests



4

1. Go to **Back Office > Standard > Batch Processing > Batch Parameters > Create Job Log** and create a Job Log.
2. Go to the Document Retrieval Manager and open the Jobs Log Report and make sure that **PROCESS/CREATE CLUB CHECKS REGISTER** appears as Next-Day job.



5

If you are printing checks...

1. Verify the totals in the Club Checks Register against your G/L totals on the next day.
2. Print the club checks from CAMS-ii (Back Office > Standard > Check Processing > Club Accounts).

