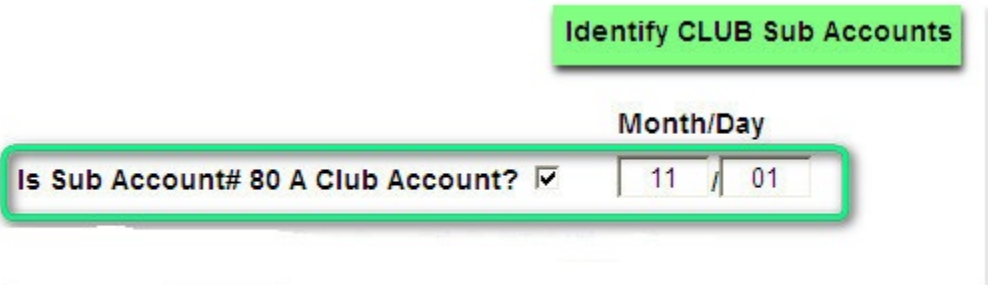




CAMS-ii Club Accounts Processing Checklist

Use this checklist to guide you through processing Club Accounts. We 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.

Step #	Task	Completed
1	<p>Set the Control- Club Accounts parameters in CAMS-ii at Back Office > Standard > Parameters > Control-Club Accounts.</p> <ul style="list-style-type: none"> • In the Identify CLUB Sub Accounts section, schedule only those sub accounts that you want to process/distribute. <ul style="list-style-type: none"> ◦ For example: if you want sub account 80 (one of your club accounts) to process and disburse funds on November 1st, select the check box and type the date as indicated here: <div style="text-align: center; margin: 10px 0;">  </div> <p style="color: red; font-size: small;"><i>Back Office > Standard > Parameters > Dividend Rates Maint.</i></p> <p>IMPORTANT: This function occurs during next-day batch processing; therefore, in the example above, you would set the 11/01 date <i>before</i> batch processing occurs on 10/31 for club distributions to go to your members on 11/01.</p> <ul style="list-style-type: none"> • Click Accept to save changes. 	<input type="checkbox"/>
2	<p>IMPORTANT: Use this step only if you want dividends to post to your members' club accounts prior to processing the club accounts.</p> <ul style="list-style-type: none"> • If you are processing club accounts on a <i>date other than a month or quarter end</i>: <ul style="list-style-type: none"> • 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 posting frequency as appears in the following: 	<input type="checkbox"/>

	<div style="text-align: center; border: 1px solid black; padding: 5px; background-color: #90EE90; margin-bottom: 10px;"> Dividend Rates Maintenance </div> <p> Table Number <input type="text" value="13"/> Table Description <input type="text" value="Club Test Account On Demand"/> Calculation Frequency <input type="text" value="D - Daily(On Demand)"/> Calculation Method <input type="text" value="E - On the Daily Balance"/> Posting Frequency <input type="text" value="D - Daily(On Demand)"/> Day of Period to Post <input type="text" value="N - Post Dividends on First Day of Next Period"/> Inquiry Code <input type="text" value="F - Daily"/> Applicable Sub Accounts: 80 </p> <p style="font-size: small; color: gray;">Back Office > Standard > Parameters > Dividends > Dividend Rates Maint</p> <p>IMPORTANT: If you change the dividend rate table, please return it to its original settings after you process club accounts.</p>							
3	<p>Verify that Process/Create Club Check Register is set to S-Store Report in DRM in Back Office > Standard > Batch Processing > Batch Parameters > Next Business/Posting Day Requests, as appears in the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">IRA DISTRIBUTIONS</td> <td style="padding: 2px;"><input type="text" value="S - Store Report in DRM"/></td> </tr> <tr> <td style="padding: 2px;">PROCESS/CREATE CLUB CHECKS REGISTER</td> <td style="padding: 2px;"><input type="text" value="S - Store Report in DRM"/></td> </tr> <tr> <td style="padding: 2px;">SET/RESET LOAN AUTO DISTRIBUTION</td> <td style="padding: 2px;"><input type="text" value="S - Store Report in DRM"/></td> </tr> </table> <p style="font-size: small; color: gray;">Back Office > Standard > Batch Processing > Batch Parameters > Next Business/ Posting Day Requests</p>	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"/>	
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"/>							
4	<p>On the Next Day--if you are printing checks--verify the totals in the Club Checks Register against your G/L totals</p>							
5	<p>If you are printing checks, print the club checks from CAMS-ii (Back Office > Standard > Check Processing > Club Accounts).</p>	