

Club Accounts

Club Accounts are not processed on-demand. They are processed via end-of-period batch processing, preferably at month or quarter-end.

With club accounts, you can:

- Print disbursement checks
- Leave the funds in the club account
- Transfer the funds to a share account, or
- Transfer the funds to a draft account.

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Before Processing Club Accounts

Before processing club accounts:

1. Review and/or set the Control-Club Account parameters at Back Office > Standard > Parameters > Control-Club Accounts
2. Access and read the Club Account Checklist on this screen or from the link at the bottom of this screen to guide you through Club Account Processing.
3. Check the **Days In Week (for Batch Processing)** setting in the Control-Master parameters (Back Office > Standard > Parameters > Control-Master).
 - If the **Days In Week (for Batch Processing)** setting is set to 5 (five), *you cannot disburse Club*

Accounts on a Saturday or Sunday.


- If the **Days In Week (for Batch Processing)** setting is set to 7 (seven), you *can* disburse Club Accounts on any day.

 Do not change the **Days In Week (for Batch Processing)** setting unless instructed to do so by CBS Support.



Review and/or Set the Club Account Parameters



Review and/or set these parameters *before* processing Club Accounts to ensure that the club accounts are processed per your club account agreements..

 You may have made changes in your club accounts since the last time that they were disbursed, so it's always good to review the settings before you process the club accounts.

To set club account parameters:

1. On the Level One menu, click **Back Office**. The Back Office > Standard menu appears.
2. On the Level Three menu, click **Parameters**. The scrolling Level Four Parameters menu appears.
3. On the Level Four menu, click **Control - Club Accounts**. The Club Accounts Control Data screen appears.
4. Set your parameters based on the following definitions. Click **Accept**.

Parameter	Definitions/Settings
Print Member's Address On Check	Select this check box if you want the address on the check. Clear this check box to indicate that the member addresses do not appear on the check.
Print Department Code On Check	Select this check box if you want the department code on the check. Clear this check box to indicate that the department code does not appear on the check.
Close Club Account Automatically	Select this check box if you want the account closed after processing club check if the <i>Retain This Amount In Account</i> parameter is zero. Clear this check box to indicate that the club account does

	not close automatically.
Retain This Amount In Account:	Type the amount the minimum amount that must remain in the club account. For example, if the amount is \$20.00 and the member has \$40.00 in the club account when the club accounts process, the member's club account distribution is \$20.00.
Minimum Check Amount:	Type the minimum amount for a club account check. For example, the minimum amount is \$ 5.00; a member has \$24.00 in the club account; the retention amount is \$20.00. The member does not receive a club account check because there is only \$4.00 in the account available for distribution as a club account check.
Disburse Method Default	Determines how the proceeds from the club account are disbursed. Options are: <ul style="list-style-type: none"> • Disburse Funds by Check • A-Leave Funds in the Account • D-Transfer Funds to a Draft Account • S-Transfer Funds to a Share Account
Check Comment Lines	Type the text that you want to appear on the voucher portion of the club account checks.  This is optional.
Identify CLUB Accounts:	Select the check box or boxes for each sub- account designated as a club account for distribution  Before distributing (using either transfer option or check printing) club accounts, you must identify only the club account types that you are distributing at that time before scheduling the club accounts for distribution in batch processing. Batch processing distributes all selected club account types.



Check Club Account Disbursement Method

Each Club Account Disbursement Method is set in each member's Club Account Details screen.

The options are:

- -by Check
- A-Leave Funds in the Account
- D-Transfer Funds to a Draft Account
- S-Transfer Funds to a Share Account

Account Details	
92-CHRISTMAS CLUB	
BOTTOM	Backup Withholding
Beneficiaries	ACH Stop Payments
Beginning Balance	<input type="text"/>
Statement Beginning Balance	<input type="text"/>
Dividends Posted-YTD	0.00
Dividends Posted- Previous Year	0.00
Last Deposit Amount	2.34
Unapplied Funds	0.00
Account Status	A - Active <input type="button" value="v"/>
Membership Fee Been Paid?	<input type="checkbox"/>
Member's Home Branch	01 - CBS & SUPPORT <input type="button" value="v"/>
Dividend Disburse Method	A - Add Dividend to Account
Club Accounts Disbursement Method	S - Transfer Funds to a Share Account <input type="button" value="v"/>
Type of Share	92 - CHRISTMAS CLUB SHARES <input type="button" value="v"/>
Use Honor Fee Feature?	<input checked="" type="checkbox"/>

Club Account Details screen > Club Accounts Disbursement Method

Schedule the Club Account Types to Distribute Funds

Schedule only those club account types that you want to distribute. Recommend that you verify club account parameters to make sure they are correct.

 Note that you can also add a special comment for club checks.

The settings are at Back Office > Standard > Parameters > Control-Club Accounts > Identify Club Accounts section.

Identify CLUB Account Types		
	Is This A Club Account?	Month/Day (Disburse Date)
Type# 15 HSA SHARE	<input type="checkbox"/>	<input type="text"/>
Type# 80 Escrow Account	<input type="checkbox"/>	<input type="text"/>
Type# 92 HOLIDAY CLUB	<input checked="" type="checkbox"/>	11 / 01
Type# 93 ESCROW ACCOUNT	<input type="checkbox"/>	<input type="text"/>

[Back Office > Standard > Parameters > Control-Club Accounts](#)


Example: If you want to process club accounts to pay on October 24, set the Month/Day to 10/24 on October 23rd before batch processing runs on October 23 in Back Office > Standard > Parameters > Control-Club Accounts, > Identify CLUB Account Types section.



Set Dividend Rate Tables

You have two options setting dividend rate tables, depending on when you want to disburse the club account funds.

1. **During a month-end or quarter end batch processing:** Set the frequency and posting frequency to either monthly or quarterly on the dividend rate tables for *ONLY* the club accounts that you are processing.
2. **On a date other than a month or quarter end:** Set the dividend rate table for *ONLY* the club accounts that you are processing to **D Daily (On Demand)** for both calculation frequency and posting frequency.

 If you change any dividend rate tables, note which dividend rate tables you changed and the original calculation and posting frequencies because you *MUST* reset them after processing club accounts. Dividend Rate tables are at Back Office > Standard > Parameters > Dividend Rates Maint.



Set Batch Parameters

1. **Process/Create Club Check Register** at Back Office > Standard > Batch Processing > Batch Parameters
2. **Verify the totals** If you are printing checks. in the Club Checks Register against your GL total and

Check totals,




3. **Print the club checks** from CAMS-ii (Back Office > Standard > Check Processing > Club Accounts.)



CAMS-ii Club Accounts Processing Checklist

Use this checklist to guide you through processing Club Accounts. Use **Print** on the CAMS-ii HELP menu to print this checklist, or you can access and print a PDF version of this list from the link that immediately follows this list.

Select the check box in the **Completed** column as you finish each step.

Step #	Task	Completed
1.	<p>Check the Days In Week (for Batch Processing) setting in the Control-Master parameters (Back Office > Standard > Parameters > Control-Master).</p> <ul style="list-style-type: none"> ● If the Days In Week (for Batch Processing) setting is set to 5 (five), you <i>cannot disburse Club Accounts on a Saturday or Sunday.</i> ● If the Days In Week (for Batch Processing) setting is set to 7 (seven), you <i>can</i> disburse Club Accounts on any day. <p> Do not change the Days In Week (for Batch Processing) setting unless instructed to do so by CBS Support.</p>	<input data-bbox="1446 1089 1511 1155" type="checkbox"/>
2.	<p>Set the Control- Club Accounts parameters in CAMS-ii at Back Office > Standard > Parameters > Control-Club Accounts.</p> <ol style="list-style-type: none"> 1. In the Identify CLUB Account Types section, schedule only those account types that you want to process/distribute. For example: if you want account type 80 (one of your club accounts) to process and disburse funds on November 1st, select the check box and type the date as indicated in the following example:  Club account processing occurs during next-day batch processing. Using this example, you must set the Month/Day to 11 / 01 on or before October 31 for club distributions to go to your members on 11/01. 2. Click Accept to save changes. 	<input data-bbox="1446 1484 1511 1549" type="checkbox"/>
3.	<p> If you want dividends to post to your members' club accounts prior to processing the club accounts, use the following.</p>	

- If you are processing club accounts on a *date other than a month or quarter end*, you must set the Dividend Rate Table for the club account types that you are processing to **D Daily (On Demand)** for both calculation frequency and posting frequency as they appear in the following:

Dividend Rates Maintenance

Table Number

Table Description

Calculation Frequency ▼

Calculation Method ▼

Posting Frequency ▼

Day of Period to Post ▼

Inquiry Code ▼

Upper Limit 1 Age

Upper Limit 1 Override Balance

Base Balance

Applicable Account Types **Shares: 92**

Back Office > Standard > Parameters > Dividend Rates Maint

 If you change the dividend rate table, ensure that you return it to its original settings after you process club accounts.



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:

4.


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




5. On the Next Day — if you are printing checks— verify the totals in the Club Checks Register against your GL totals



6.	If you are printing checks, print the club checks from CAMS-ii (Back Office > Standard > Check Processing > Club Accounts).	
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*Was this topic helpful? **Yes** or **No**? If you answer **Yes**, please let us know what is helpful. If you answer **No**, please suggest ways to improve it. *