Account Management System (AMS) User Manual
# Table of Contents

**CHAPTER 1: GETTING STARTED** ................................................................. 4  
FIRST TIME LOGIN ................................................................................ 5  
ACCESSING AMS THROUGH SSO ............................................................ 8  
LOGGING OUT OF AMS ........................................................................ 11  

**CHAPTER 2: ACCOUNTS** ...................................................................... 12  
ACCOUNT OVERVIEW ........................................................................... 13  
VIEWING ACCOUNTS ACTIVITIES ......................................................... 17  
VIEWING ACCOUNT DETAILS ................................................................. 19  
VIEWING STATEMENTS ......................................................................... 22  

**CHAPTER 3: TRANSFERS** ..................................................................... 23  
SHARE TO SHARE TRANSFER ............................................................... 24  
SHARE TO LOAN TRANSFER ................................................................. 26  
MEMBER TO MEMBER TRANSFER ....................................................... 29  

**CHAPTER 4: INVESTMENTS** ............................................................... 31  
SUPER 30 ............................................................................................ 32  
SUPER 30 NOTICE .............................................................................. 36  
CERTIFICATES OF DEPOSIT ................................................................ 38  

**CHAPTER 5: LOANS** .......................................................................... 41  
DEMAND LOAN ADVANCE REQUEST .................................................... 42  
TERM LOAN ADVANCE REQUEST ......................................................... 44  

**CHAPTER 6: REPORTS** ....................................................................... 47  
DEMAND LOAN ADVANCE HISTORY ...................................................... 48  
TERM LOAN HISTORY REPORT ............................................................ 52  
CERTIFICATE REQUEST HISTORY ......................................................... 56  
FUNDS TRANSFER HISTORY ................................................................. 59  
MEMBER TO MEMBER TRANSFER HISTORY ....................................... 62  

Account Management System (CACU) - User Guide 2
About This Guide

This guide provides detailed instructions to the member credit union user for using CACU’s Account Management System (AMS) integrated with CoreSoft developed by VSoft Corporation.

Audience

This guide is intended for use by the employees of the member credit union.

Version

This guide corresponds to Version 1.0.0 of the Account Management System (AMS).

Support Services

If you have a question about the system or need assistance, please contact CACU at (800) 292-6242.
Chapter 1
Getting Started

Contents

FIRST TIME LOGIN ........................................................................................................................................... 5
ACCESSING AMS THROUGH SSO ..................................................................................................................... 8
LOGGING OUT OF AMS ....................................................................................................................................... 11
First Time Login

Use the following procedure to log in to the Single Sign On (SSO) application for the first time after receiving the temporary User ID and Password from CACU.

Steps

To log in to the SSO application for the first time:

1. Launch the URL [https://sso.corpam.org](https://sso.corpam.org) in a new browser. The system displays the Login screen as shown below:

2. Enter the **User ID** and temporary **Password** received from CACU in the respective fields provided.

3. Click **Login**.

4. You will receive an email with a **One Time Passcode** (OTP) to be entered.

5. Click **Submit**. The system displays the screen to change password and set security questions as shown below.
6. Select the **Security Questions** and enter the **Answers** appropriately in the fields provided.
Note: A sample with filled in data is shown below.

Note: To view the answers of the questions, click the icon beside the answer.

7. Click Submit. The system displays a confirmation message as shown below and takes you back to the login page to enter your credentials.
Accessing AMS through SSO

Use the following procedure to access the AMS application through SSO.

Steps
To log in to the SSO application:
1. Launch the URL https://sso.corpam.org in a new browser. The system displays the Login screen as shown below:

   ![Login Screen]

   - Enter the User ID and Password.
   - Click Login.
   - You will receive an email with a One Time Passcode (OTP). Enter as shown in the screen below.

   ![OTP Input Screen]

   - Click Submit.
5. The system will ask you to answer one of your challenge questions as shown below.

5. Enter the answer and click **Submit**. The system will display the SSO landing page shown below.

6. From the left navigation pane, click **Account Management**.

   **Note:** The system takes you to the AMS landing page, the “Overview” screen for Accounts, as shown below.
Note: Under Summary the system will display the total balances for shares, loans, and CDs.

To refresh account balances, click the button.
Logging Out of AMS

Use the following procedure to log out of the AMS application.

Steps

To log out of the AMS application:

1. Click **Log Out** on the top right corner of the title bar as shown below.

2. The system displays the following pop-up window.

   ![Pop-up Window]

   **Confirm**
   Are you sure you want to logout?

   - Click **Yes** to log out of the application. The system logs you out of the application and provides a page to close the tab as shown below.
   - Click **No** to close the pop-up screen.

3. You have the following choices:
   - Click **No** to close the pop-up screen.
   - Click **Yes** to log out of the application. The system logs you out of the application and provides a page to close the tab as shown below.

You have successfully logged out of this service. Please close this tab to return to your Single Sign On portal.

Close Tab
Chapter 2

Accounts

Contents

ACCOUNT OVERVIEW ........................................................................................................... 13
VIEWING ACCOUNT ACTIVITIES ....................................................................................... 17
VIEWING ACCOUNT DETAILS ........................................................................................... 19
VIEWING STATEMENTS ..................................................................................................... 22
Account Overview

The Overview screen will be displayed immediately after a member logs into the AMS application and serves as the AMS landing page. This page will display all the associated accounts of the member and provides information about the aggregate balances for all accounts.

The user can view a summary of all accounts related to Shares, Certificate of Deposits and Loans on the top-right corner of the screen just below the title bar.

Note: The member can refresh the Account Overview screen by clicking Refresh Account Information as shown above.

The various sections of the Account Overview screen are detailed below.

Shares - This section shows the details of the share accounts held by a member. The detailed information includes Account Number, Description and Current Balance. The below screen illustrates the details of Shares.
To view the details of a particular share account, click the icon. The following screen displays the detailed view of a share account.

To close the detailed view, click the icon as shown in the above screen.
Certificates of Deposit (CD) - This section shows the details of the CD accounts held by a member. The detailed information includes Account Number, Description and Current Balance. The below screen illustrates the details of CDs.

![Certificates of Deposit](image)

To view the details of a particular CD account, click the icon. The following screen displays the detailed view of a CD account.

![Certificates of Deposit](image)

To close the detailed view, click the icon as shown in the above screen.
Loans - This section shows the details of the Loan accounts held by a member. The detailed information includes Account Number, Description and Current Balance. The below screen illustrates the details of Loans.

To view the details of a particular Loan account, click the icon. The following screen displays the detailed view of a Loan account.

To close the detailed view, click the icon as shown in the above screen.
Viewing Account Activities

Use the following procedure to view the detailed account activities of the member’s account.

Steps

To view account activities:

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Accounts ➔ Activities/Details. The system displays the Activities/Details screen.
3. Select the account for which the user wants to view the activities from the drop down box in the upper right corner. The system displays the current business day activity of the selected account.
4. To view the account Activities (which is loaded by default when Activities/Details is selected) for a particular period, select the required date range.
5. Click **Find**. The system displays all the account activities for the selected period as shown.

![Account Management System](image)

**Note:** To do an advanced search, click **Advanced Filters**. The system displays the below screen.

![Advanced Filters](image)

The **Advanced search** can be done by using any one of the following methods:

- Only enter an **Amount Range**
- Only select a **Transaction Code** from the dropdown selection
- Enter an **Amount Range** and also select a **Transaction Code** from the dropdown selection

6. Click **Find**. The system displays all the requested account activities.
## Viewing Account Details

Use the following procedure to view the details of an individual account of the member.

### Steps

To view account details:

1. Log in to the AMS application. The system displays the **Accounts Overview** screen.

2. From the left navigation pane, click **Accounts → Activities/Details**. The system displays the **Activities/Details** screen as shown below.

3. Select the account for which the user wants to view the **Account Details** from the drop down box in the upper right corner. The system displays the current business day activity of the selected account.
4. Click the **Account Details** tab as shown. The system displays the below screen.

**Note:** Sample **Account Details** for different account types are shown below:

**Screen for CD Accounts**

**Screen for Loan Accounts**
Screens for Share Accounts
Viewing Statements

Use the following procedure to view statements.

Steps

1. Log in to the AMS application. The system displays the **Accounts Overview** screen.
2. From the left navigation pane, click **Accounts** → **Statements**. The system displays the **Statements** screen.
3. Select the date range for which you want to view the Statements.
4. Click **View**.
Chapter 3

Transfers

Contents

SHARE TO SHARE TRANSFER ................................................................. 24
SHARE TO LOAN TRANSFER ................................................................. 26
MEMBER TO MEMBER TRANSFER ....................................................... 29
Share to Share Transfer

This feature allows a member to transfer funds between different share accounts of the same member.

Steps
1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Transfers → Share to Share. The system displays the Share to Share transfer screen as shown below.

3. Under From select the Share account number from which the funds will be transferred.
4. Under To select the Share account number to which the fund will be deposited.
5. Enter the amount in the Amount field and select the date when the transfer will take place in the On field as shown below.
6. Click **Submit**. A review and confirmation screen is displayed as shown below.

![Review Share to Share Transfer]

7. Click **Confirm** and a confirmation screen is displayed as shown below.

![Funds Transfer Request has been successfully sent for processing]
Transfers

Share to Loan Transfer

This feature allows a member to transfer funds from share accounts to loan accounts of the same member.

Steps

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Transfers ➔ Share to Loan. The system displays the Share to Loan transfer screen as displayed below.

8. Under From select the Share account number from which the funds will be transferred.
9. Under To select the Loan account number to which the payment will be made.
4. Under **Loan Payment Type** the member has the option to transfer **Principal and Interest**, **Interest Only** or **Principal Only** as shown below.

![Share to Loan]

5. Once a **Loan Payment Type** is selected, the **Amount** fields will automatically populate with current balances. The user can adjust the amounts in these fields if necessary.

6. Click **Submit**. A **Review and Confirmation** screen is displayed as shown below.

![Review Share to Loan Transfer]
7. Click **Confirm**, and the following confirmation screen is displayed.

**Funds Transfer Request has been successfully sent for processing**

$112.00

**From** Funds Advantage  01016000
Balance: 7,114,000.00

**To** Demand Loan  30610000 Balance: 7,738.00

**Loan Payment Type** Principal & Interest

**Principal Amount** 112.00

**Interest Amount** 0.00

**On** 07/14/2017

[Make Another Request]
Member to Member Transfer

This feature allows the user to transfer funds to other CACU members.

Steps

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Transfers → Member to Member. The system will display the Member to Member transfer screen as shown below.

3. Under Recipient Routing Number select the routing number of the recipient.
4. Enter the amount in the Amount field.
5. Select the date when the transfer will take place in the On field.
6. Enter any instructions in Special Instruction(s) field.
7. Click **Submit**, and the **Review Member to Member Transfer** screen is displayed.

8. Click **Confirm**, and the following confirmation screen is displayed.
Chapter 4
Investments

Contents

SUPER 30 ........................................................................................................... 32
SUPER 30 NOTICE ............................................................................................ 36
CERTIFICATES OF DEPOSIT ............................................................................. 38
Super 30

Members can use this screen to transfer funds from a share account to the Super 30 Account.

Steps
1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Investments → Super 30. The system displays the Super 30 screen as shown below.

3. Under From select the share account from where the funds are to be transferred.
4. Under To the Super 30 Account will display as default.
5. Enter the Amount in the amount field.
6. Select the date on which the funds transfer will take place in the On field.
7. Select No for Do you want to setup a notice on the account if a notice on funds is not needed at the time of investment.
8. Click **Submit**, a review screen is displayed as shown below.

![Review Super 30 Transfer](image)

9. Verify all the details and click **Confirm**, the below confirmation screen is displayed.

![Funds Transfer Request has been successfully sent for processing](image)
10. If the Member wishes to setup a notice for the Super 30 account, select **Yes** in **Do you want to setup a notice on the account** after Step 6 above. The below screen is displayed.

**Note:** The notice amount must be in increments of $10,000 and notice date must be a minimum of 30 days from today’s date, which the calendar will automatically populate.

11. Enter the **Notice Amount**.

12. Click **Submit**, a review screen is displayed as shown below.

### Super 30

<table>
<thead>
<tr>
<th>From</th>
<th>Corporate Funds</th>
<th>1010000 Balance:2,778,330.09</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Super 30</td>
<td>1030000 Balance:230,000.00</td>
</tr>
<tr>
<td>Amount</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>On</td>
<td>07/14/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Do you want to setup a notice on the account?**

- Yes
- No

**Notice Date**

- 08/14/2017

**Notice Amount**

- 10,000

---

**Review Super 30 Transfer**

Review and confirm the transfer details before submitting for process.

<table>
<thead>
<tr>
<th>From</th>
<th>Corporate Funds</th>
<th>1010000 Balance:2,778,330.09</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Super 30</td>
<td>1030000 Balance:230,000.00</td>
</tr>
<tr>
<td>Amount</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>On</td>
<td>07/14/2017</td>
<td></td>
</tr>
<tr>
<td>Notice Amount</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Notice Date</td>
<td>08/14/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Submit**  **Edit**
13. Verify all the details and click **Confirm**. The confirmation screen is displayed as shown below, displaying confirmations for both the investment and notice.

**Funds Transfer Request has been successfully sent for processing**

- **From**: Corporate Funds: 1010000 Balance: 2,778,330.09
- **To**: Super 30 1030000 Balance: 230,000.00
- **On**: 07/14/2017

**Instruction created successfully.**

- **$20,000.00**
- **$10,000.00**

- **Notice Date**: 08/14/2017
Super 30 Notice

A member can use the following procedure for the Super 30 Account to place funds on notice or view existing notices on the Super 30 account.

Steps

To Setup Notice:

1. Log in to the AMS application. The system displays the **Accounts Overview** screen.
2. From the left navigation pane, click **Investments → Super 30 Notice**. The system displays the **Setup New Notice** screen.

![Setup New Notice Screen](image)

**Note:** The member is shown amount available to place on notice as displayed above.

3. To view existing notices, scroll down to the **Notice History** section as shown below.

![Notice History](image)

**Total:** 10,000.00
4. To setup a new notice, select the **Account**, **Notice Date** and enter the **Amount**.

![Account, Notice Date, Amount](image)

**Note:** The notice amount must be in increments of $10,000 and notice date must be a minimum of 30 days from today's date.

5. Click **Submit**. The system displays the following confirmation message at the top of the screen.

![Instruction created successfully.](image)

**Note:** If the Notice Amount is not in increments of $10,000, the system displays the following message:

![The requested Notice Amount must be in multiple of :10000.00](image)

**Note:** If the Notice Amount is greater than the Available Notice Amount, the system displays the following message:

![The requested Notice amount must be between 10000.00 and 180000.00 and must be in multiple of 10000.00](image)
Certificates of Deposit

Member can use this screen to invest in CACU Certificates of Deposit.

Steps

The following steps need to be followed to invest in a Certificate of Deposit.

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Investments → Certificate of Deposit. The system displays the Certificates of Deposit screen as shown below.

3. Select the type of CD account under Product field as shown below.
When a standard (Monthly Pay, Pay at Maturity, or Semi-Annual Pay) Certificate is selected, the below screen is displayed:

4. Select the **Account Term**  
**Note:** The dividend rate will automatically populate once an Account Term is selected.

5. Enter the **Principal Amount**.

6. Click **Submit**. The system displays the confirmation screen as shown below.
When a Special Callable Step Up Certificate is selected the below screen is displayed:

5. Enter the **Principal Amount**.

6. Click **Submit**. The new account is created for the Step Up Certificate.

   **Note:** Click the **Coupon Schedule** link to display the list of interest rate schedule for the CD as displayed below.
Chapter 5
Loan Requests

Contents

DEMAND LOAN ADVANCE REQUEST ............................................................... 42
TERM LOAN ADVANCE REQUEST ............................................................... 44
Demand Loan Advance Request

This feature allows member users to request an overnight demand loan.

Steps

1. Log in to the AMS application. The system displays the Accounts Overview screen.

2. From the left navigation pane, click Loan Request ➔ Demand Loan. The system displays the Demand Loan screen as shown below.

3. Enter the loan amount in the Requested Advance Amount as shown below.
4. Click **Submit.** The system displays the pending confirmation message as shown below.

**Note:** Loan requests will be submitted to CACU for approval. All loan requests will be reviewed within two hours and an email notification will be sent to users with Loan authority upon approval.
Term Loan Advance Request

This feature allows the member users to request a term loan.

Steps

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Loan Request → Term Loan. The system displays the Term Loan request screen as shown below.

3. Select the Product.
4. Select the Product Code.
5. Click Submit. The system displays the screen below.
6. Enter the **Account Term**. Please note the **Interest Rate** will populate automatically upon selection of the account term.

7. Enter the **Loan Amount**.

8. Click **Submit**. The system displays the following confirmation message:

---

### Confirm

<table>
<thead>
<tr>
<th>Product</th>
<th>Term Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Category</td>
<td>LOAN</td>
</tr>
<tr>
<td>Product Code</td>
<td>080</td>
</tr>
<tr>
<td>Available Balance</td>
<td>2,000,000.00</td>
</tr>
<tr>
<td>Account Term</td>
<td>7-Day</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>1.91%</td>
</tr>
<tr>
<td>Loan Amount</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

---

**Notice:** Fixed term loans may be subject to prepayment penalties.
9. Click **Ok** if you want to proceed; the system displays the following confirmation message.

**Note:** Loan requests will be submitted to CACU for approval. All loan requests will be reviewed within two hours and an email notification will be sent to users with Loan authority upon approval.

Term Loan Added successfully and pending approval with application no. 1600057212000

<table>
<thead>
<tr>
<th>Product</th>
<th>Term Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary RTN</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>7-Day</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>1.91%</td>
</tr>
<tr>
<td>Maturity Date</td>
<td>07/21/2017</td>
</tr>
</tbody>
</table>

Make Another Request
# Chapter 6
## Reports

### Contents

<table>
<thead>
<tr>
<th>Report</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demand Loan Advance History</td>
<td>48</td>
</tr>
<tr>
<td>Term Loan History Report</td>
<td>52</td>
</tr>
<tr>
<td>Certificate Request History</td>
<td>56</td>
</tr>
<tr>
<td>Funds Transfer History</td>
<td>59</td>
</tr>
<tr>
<td>Member to Member Transfer History</td>
<td>62</td>
</tr>
</tbody>
</table>
Demand Loan Advance History

This report displays detailed information for demand loan advances requested over a given date range. This report displays the “Requested Date,” “Requested Amount” and “Status” for each loan advance request along with other details. This feature also enables the user to search a loan advance request with the help of a search option.

**Note:** The member has the option to download the report in CSV, Excel, or PDF formats. Print is also an option.

**Steps**

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Reports ➔ Loan Advance History. The system displays the Demand Loan Advance Request History screen as shown below.

![Demand Loan Advance Request History](image1)

3. Select From and To dates.

![Demand Loan Advance Request History](image2)

4. Click View. The system displays the following report.
### Demand Loan Advance Request History

**From:** 06/29/2017  
**To:** 06/30/2017

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Product Desc</th>
<th>Member RTN</th>
<th>Member Name</th>
<th>Account Number</th>
<th>Requested Amt</th>
<th>Status</th>
<th>Requested Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>061</td>
<td>Demand Loan</td>
<td>123456789</td>
<td>John Smith</td>
<td>123456789012</td>
<td>10.00</td>
<td>MovedToQueue</td>
<td>06/29/2017</td>
</tr>
<tr>
<td>061</td>
<td>Demand Loan</td>
<td>123456789</td>
<td>Jane Doe</td>
<td>123456789012</td>
<td>10,000.00</td>
<td>MovedToQueue</td>
<td>06/29/2017</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries.
5. To view the details of a particular loan advanced request, click the icon as shown in the screen below.

6. To close the detailed view, click the icon as shown in the screen below.
7. To search a particular Loan Advance Request use the Search box provided in the top right corner of the Results section as shown below.
Term Loan History Report

This report displays detailed information of the term loan history over a given date range. This feature also enables the member to search a particular term loan with the help of a search option.

**Note:** The member has the option to download the report in **CSV, Excel, or PDF** formats. **Print** is also an option.

**Steps**

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Reports → Term Loan History Report. The system displays the Term Loan History Report screen as shown below.

3. Select **From** and **To** dates.

---

**Reports / Term Loan History Report**

**Term Loan History Report**

- **From:** 06/29/2017
- **To:** 06/30/2017

**View**
4. Click View. The system displays the following report.

![Image of Term Loan History Report]

**Term Loan History Report**

<table>
<thead>
<tr>
<th>Primary RTN</th>
<th>Member Name</th>
<th>Application Number</th>
<th>Product Code</th>
<th>Product Type Id</th>
<th>Product Description</th>
<th>Date and Time of the request</th>
<th>Loan Account Number</th>
<th>Requested Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>080</td>
<td>Term Loan</td>
<td>05/29/2017</td>
<td></td>
<td></td>
<td>150,200.00</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
5. To view the details of a particular Term Loan, click the icon as shown in the below screen.

6. To close the detailed view, click the icon as shown in the below screen.
7. To search a particular Term Loan use the **Search** box provided in the top right corner of the **Results** section as shown below.
Certificate Request History

This report displays detailed information of Certificate of Deposit requests over a given date range. This feature also enables the member to search for a particular CD request with the help of a search option.

**Note:** The member has the options to download the report in CSV, Excel, or PDF formats. Print is also an option.

**Steps**

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Reports → Certificate Request History. The system displays the Certificate Request History screen as shown below.

3. Select From and To dates.

4. Click View. The system displays the following report.
5. To view the details of a particular Certificate Request, click the icon as shown in the screen below.

6. To close the detailed view, click the icon as shown in the screen below.
7. To search a particular Certificate Request use the **Search** box provided in the top right corner of the **Results** section as shown below.

<table>
<thead>
<tr>
<th>Primary RTN</th>
<th>Account Name</th>
<th>Account Number</th>
<th>Product Type Id</th>
<th>Product Description</th>
<th>Requested Date</th>
<th>Opening Date</th>
<th>Maturity Date</th>
<th>Principal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCU</td>
<td></td>
<td>013</td>
<td>Monthly Pay Certificate</td>
<td>07/14/2017</td>
<td>07/17/2017</td>
<td>07/15/2019</td>
<td>45,003.00</td>
<td></td>
</tr>
<tr>
<td>FCU</td>
<td></td>
<td>013</td>
<td>Monthly Pay Certificate</td>
<td>07/14/2017</td>
<td>07/17/2017</td>
<td>07/16/2018</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>FCU</td>
<td></td>
<td>013</td>
<td>Monthly Pay Certificate</td>
<td>07/14/2017</td>
<td>07/14/2017</td>
<td>01/14/2020</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>FCU</td>
<td></td>
<td>013</td>
<td>Monthly Pay Certificate</td>
<td>07/14/2017</td>
<td>07/14/2017</td>
<td>07/16/2018</td>
<td>10,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries
Reports

Funds Transfer History

This report displays detailed information of the funds transfers performed over a given date range. This feature also enables the member to search for a particular transfer with the help of a search option.

Note: The member has the options to download the report in CSV, Excel, or PDF formats. Print is also an option.

Steps

1. Log in to the AMS application. The system displays the Accounts Overview screen.
2. From the left navigation pane, click Reports → Funds Transfer History. The system displays the Funds Transfer History screen as shown below.

3. Select From and To dates.

4. Click View. The system displays the following report.
5. To view the details of a particular Fund Transfer, click the icon as shown in the below screen.

6. To close the detailed view, click the icon as shown in the below screen.
7. To search a particular Funds Transfer use the **search box** provided in the top right corner of the **Results** section as shown below.
Member to Member Transfer History

This report displays detailed information of the Member to Member Transfers performed over a given date range. This feature also enables the member to search for a particular transfer with the help of a search option.

**Note:** The member has the options to download the report in CSV, Excel, or PDF formats. Print is also an option.

**Steps**

1. Log in to the AMS application. The system displays the Accounts Overview screen.

2. From the left navigation pane, click Reports → Member to Member Transfer History. The system displays the Member to Member Transfer History screen as shown below.

3. Select From and To dates.

4. Click View. The system displays the following report.
5. To view the details of a particular Member to Member Transfer, click the icon as shown in the screen below.

6. To close the detailed view, click the icon as shown in the screen below.
7. To search a particular Member to Member Transfer, use the **Search** box provided in the top right corner of the **Results** section as shown below.