



U L T R A D A T A.®

**Statements
User Manual**

Edition 1.5

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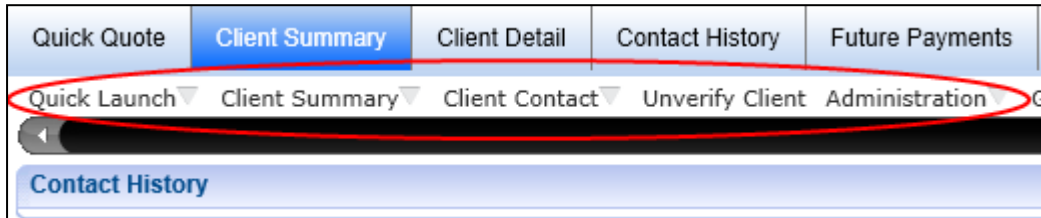
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Accessing the pages and programs in this manual

There are a number of ways to access the pages and programs described in this manual. The following methods are most frequently used within Ultracs:

Sliding Menu

The sliding menu is displayed above the main work area of Ultracs. It contains a list of menu items and may contain drop-down menus with further items.

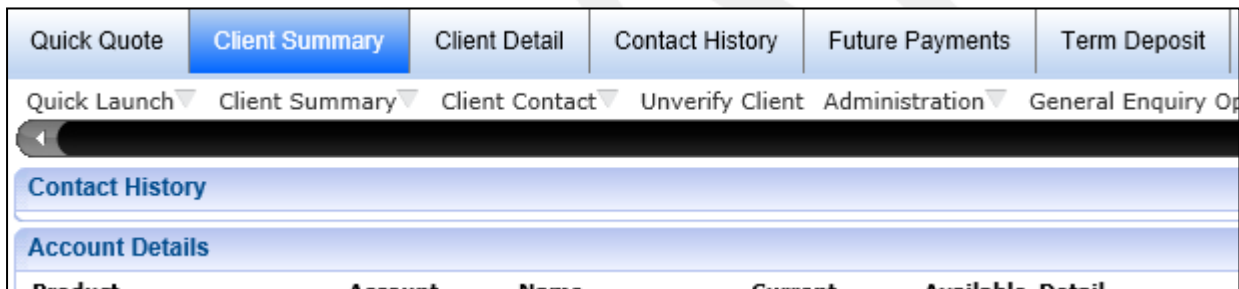


If there are more menu items that will fit across the screen, a slider is displayed. Move the slider (under the menu) if you cannot see the menu item you are looking for.

Your system administrator will most likely create menus for different groups of operators to give you quick access to a list of pages and programs that you most commonly use. To access a page or program from the sliding menu, simply click on the appropriate menu item, or in the case of a drop-down menu, extend the menu and then click on the appropriate item from this drop-down list. The corresponding page or program will open in the main working area of the screen.

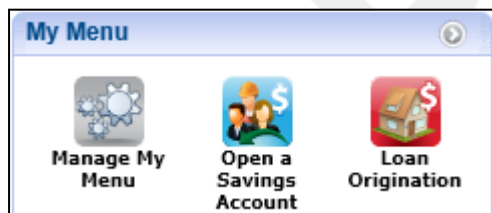
Tabbed Pages

Some products and functionality may present information in a series of tabbed pages.



In this example there are page tabs for Quick Quote, Client Summary, Client Detail, Contact History, Future Payments and Term Deposit. The Client Summary is the page currently selected and the tab is highlighted. The page tabs can be used to quickly move from one page to another. Click on the page tab to go to the page you want. Refer to the appropriate manual for the product in question.

My Menu

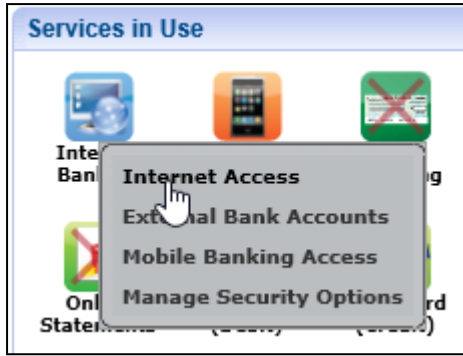


The **My Menu** widget can be found on the right-hand side of the Ultracs main menu.

You are able to add to this widget any pages or programs that you commonly use and would like to access quickly by using the **Manage My Menu** icon.

See the *Getting Started in Ultracs User Manual* for information on this feature.

Services in Use



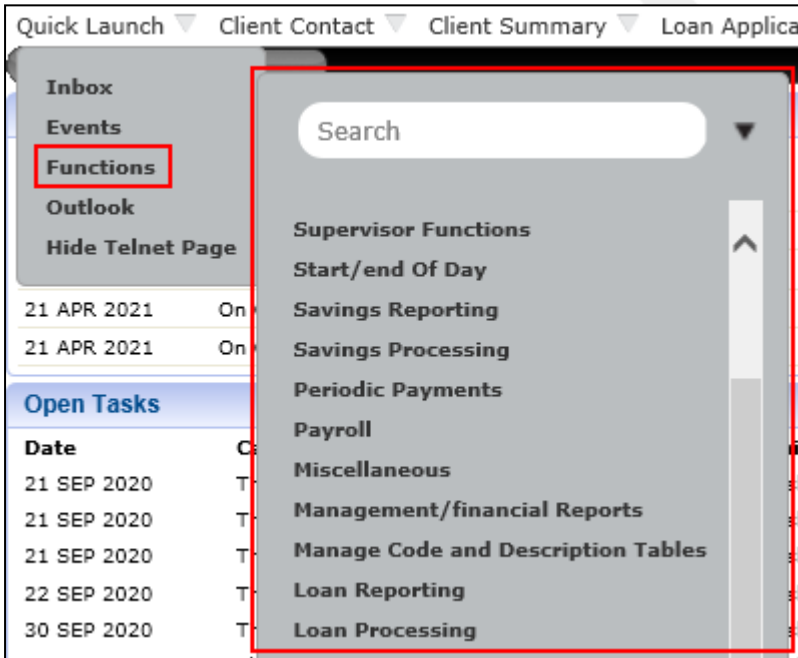
The **Services in Use** widget contains a number of icons for different services (or products) that may be available to a client. This widget is only displayed when a client is 'in focus'. Click on any of the services icons to view a pop-up menu of pages, programs and functions related to the service.

See the *Getting Started in Ultracs User Manual* for information on this feature.

Functions Menu

The **Functions** menu is accessed by clicking on the 'Quick Launch' drop-down menu item on the sliding menu and then selecting **Functions**. The menus displayed are dependent on your individual settings.

From this menu, you can access programs via the Ultracs 'Telnet Hosting' function and front-end pages that have been converted from host-based programs.



Introduction to the Statements User Manual

This section covers:

- Who is this document for?
- What is a Statement?
- How is this Manual Arranged?
- Related Documentation

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Who is this document for?

This manual has been designed for staff involved in the setting up and production of statements. This manual's primary purpose is to provide detailed information on the Client Statements and Account Statements.

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What is a Statement?

A statement is a record of transactions and shows their effect on account balances over a specified period of time. It will list the credits and debits that took place over the relevant time period and show any interest added to or charged, as well as the fees that have been applied.

The Ultracs statement processing functionality allows for statements to be created on either a client basis (i.e. where accounts for the client are grouped together to create a single statement), or on an account basis (i.e. where an individual statement is produced for each account. These statementing systems are respectively known as:

- **Client Statements**
- **Account Statements.**

Your financial institution may use only one of these methods, or both statementing methods.

Client Statements may be produced as a 'flat file' for delivery to, and formatting by, a mailing house. Flat file statements also provide the opportunity to include detailed fee disclosure information and allow for the automatic grouping of client statements with associated material, e.g. brochures and disclosure statements, by use of the OMR Hopper module.

How is this Manual Arranged?

This manual is split into three sections:

- **Client Statements**
- **Account Statements**
- **Statements - Additional Information.**

The **Statements - Additional Information** section provides information on shared programs (i.e. those used by both Client Statements and Account Statements) as well as information on related statementing processes. This includes information on the following:

- Charge Card Statements
- Continuing Credit Statements
- Loan Statements
- OAS Reporting Database - Statement Archiving
- OMR Hoppers
- Fee Disclosure on Statements

Where appropriate, you may be directed to other manuals that provide additional detailed information on some of these processes.

This manual does not cover detailed information that is specific to other systems. For example, it does not cover the process of requesting a statement from My Viewpoint nor does it cover Billing Cycles and how interest is charged and posted for Charge Cards. For information of this nature, refer to the appropriate product manual. Refer to **Related Documentation** for list of manuals that may be helpful.

Related Documentation

This document cross-references the following manuals, which you may need to refer to for additional information:

- *Charge Cards User Manual*
- *Continuing Credit User Manual*
- *DPID User Manual*
- *Financial Administration User Manual*
- *General Purpose Fees User Manual*
- *Getting Started in Ultracs User Manual*
- *Interactive Voice Response (IVR) User Manual*
- *Loan Maintenance User Manual*
- *Loan Reporting User Manual*
- *My Viewpoint Product Overview User Manual*
- *OAS Reporting Database User Manual*
- *Scheduler User Manual*
- *System Administration User Manual*
- *Transaction Fees User Manual*
- *Ultracs Flat File Format for both Standard and Credit Card Statements*



The *Ultracs Flat File Format for both Standard and Credit Card Statements* is a technical document and should be located with the other user manual documents.

Contact Ultradata Support if you do not have this file.

1. Client Statements

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Client Statements Overview

This section covers:

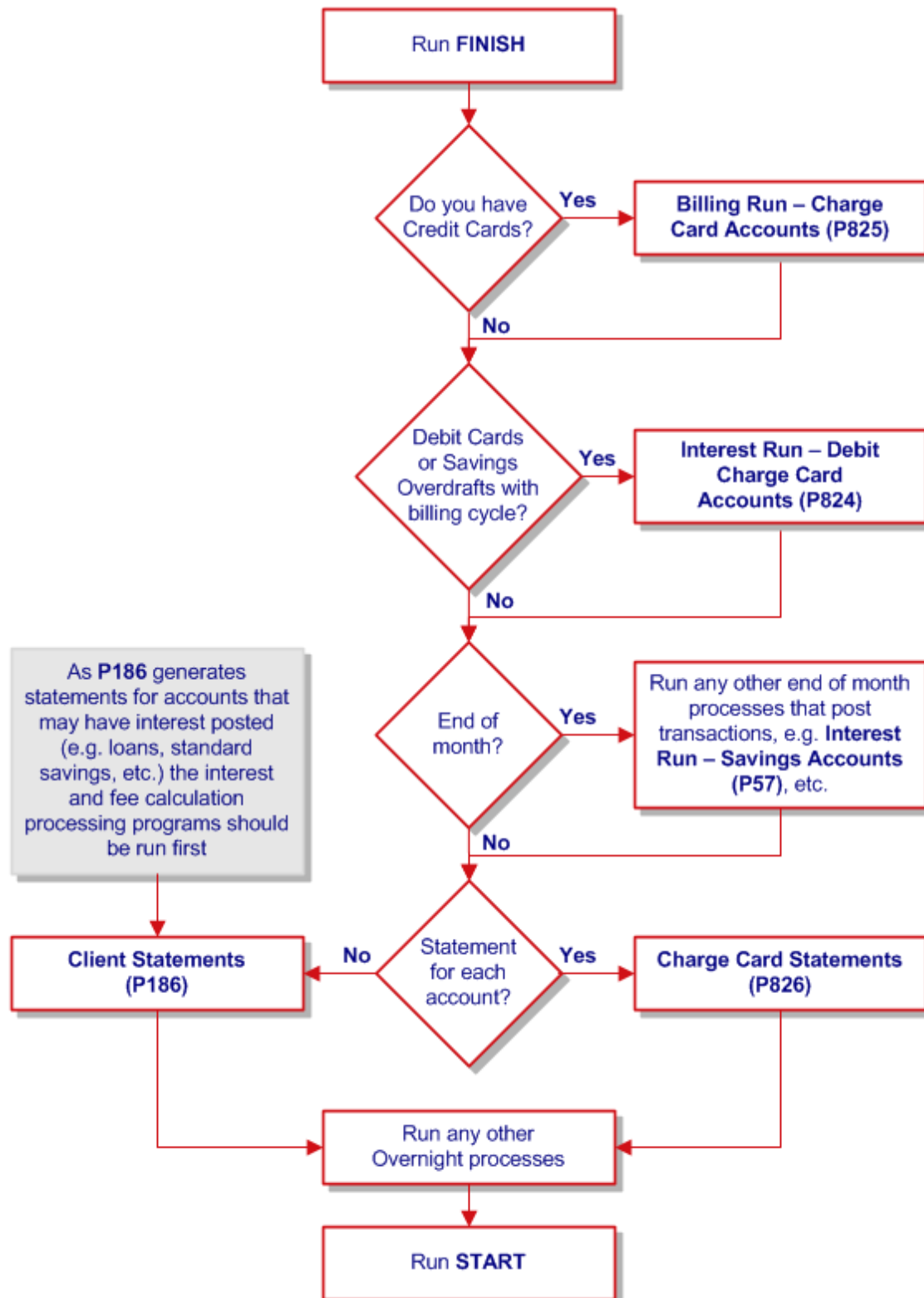
- The Billing Cycle / Statement Process
- Printing Statements without Operator Intervention
- Client Statements (P186) Process Overview
- Statement Selection Process
- Statement Examples

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The Billing Cycle / Statement Process

Client Statements are generated as part of a process that may also include interest calculations and possibly account statement generation as part of a billing and statementing process.

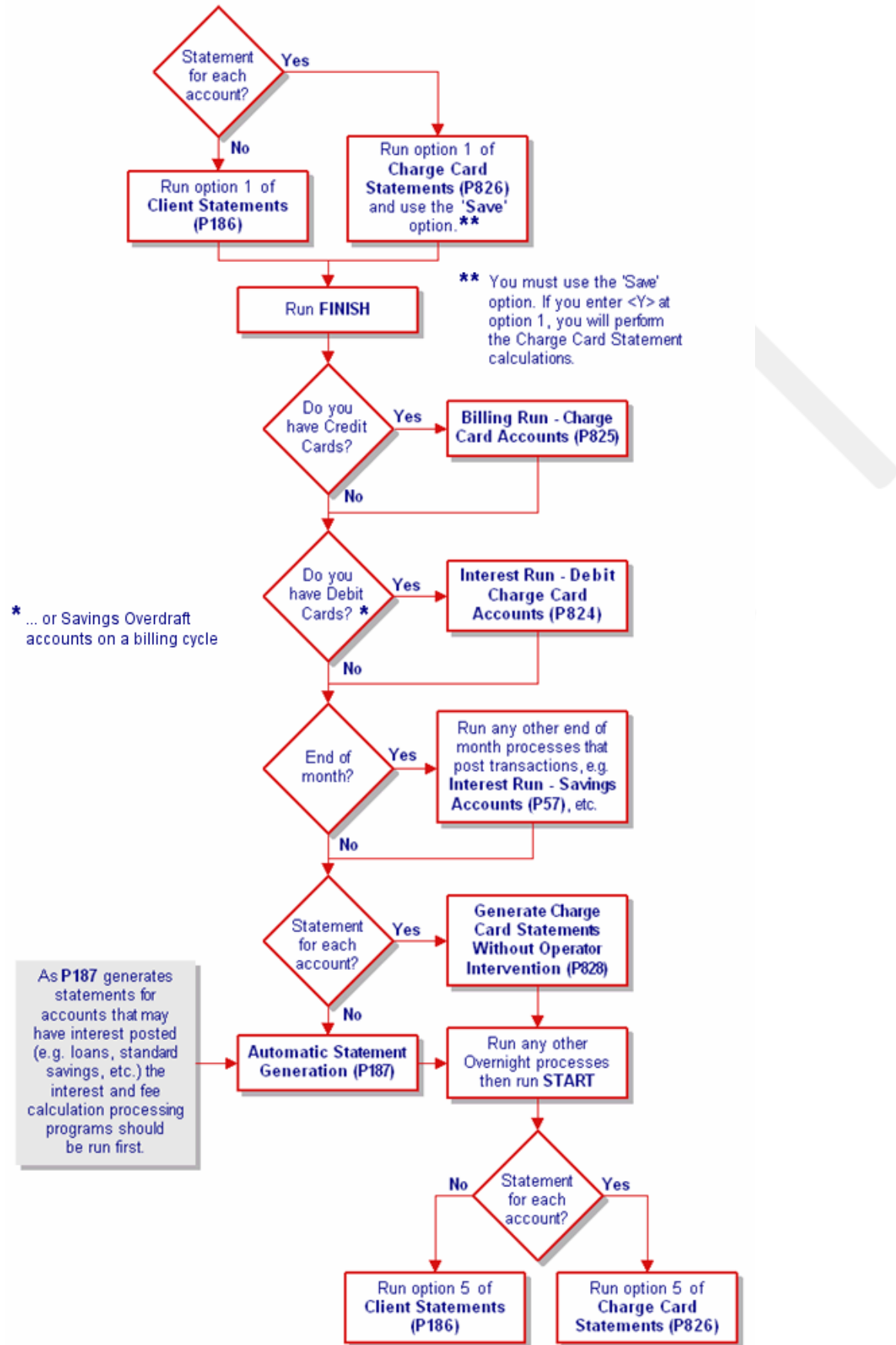
The following diagram shows how the **Client Statements (P186)** client statementing program is used in this process and how it relates to other programs, for example **Charge Card Statements (P826)**, which is used to generate account-based statements for charge cards.



You will need to go through the process twice if you have both client statements and individual account based statements.

Printing Statements without Operator Intervention

The following diagram shows the billing / statement process if you use the option to produce statements without operator intervention.



Client Statements (P186) Process Overview

You may generate client statements using the **Client Statements (P186)** program. These statements may include the transaction details of the accounts owned by the client as well as those that are related to the client, for example, joint accounts where the client is not the primary account owner, and where the client has an authority to operate another client's account.

Inclusion of account / transaction details on a client statement is based on the statementing flags set against the account for each client related to the account. For example, in case of a joint account, the client statement generated for a joint owner may include the account/transaction details only if the particular client is marked to receive the statement for that account.

The **Client Statements (P186)** program allows you to define various parameters to determine the type of statement run (for example, 'Diary run' for only the clients who have a diary statement due), which clients are to receive their statements for that run, and the information that would be included. For example, you may choose to include or exclude an Interest Summary on the statements.



Note that the Interest Summary information is often provided on statements at the end of the tax year (for example, end of June statements) in order to provide information to customers to use for their tax returns.

Use the **Maintain Client Diary Statements (P75C)** program to diarise the clients who would prefer to have their statements at a specific interval, for example, a particular day on each month (provided statements are run on a daily basis) and for the clients who own 'Non-Billing' Overdraft accounts.

Print Ready and Flat File Formats

You may either print the statements directly to a printer, or produce as 'flat file' to be sent to your printing house for the production of statements.

Print Ready Statements

The formatting of the statements that are directly printed from **Client Statements (P186)** is pre-determined. There is a limited ability to determine what information is included on statements and the presentation format, other than to include or exclude content such as an interest summary on the statement, etc. This functionality is controlled by the Statement Parameter Definition options of **P186**.

Flat File Statements

Flat files include a large amount of data; the information to be included on the statement, the format and the level of details to be included are entirely within the control of your financial institution and the printing/ mailing house.



You control the layout of the statements in conjunction with your printing house. It is your financial institution's responsibility to determine the output format of disclosure information produced on the statements.

Refer to *Ultracs Flat File Format for both Standard and Credit Card Statements* for details of the file structure and statement data provided in the statement available in the flat file.



The *Ultracs Flat File Format for both Standard and Credit Card Statements* is a technical document and should be located with the other user manual documents.

Contact Ultradata Support if you do not have this file.

The flat file option will output a data flat file into a UNIX directory set up on installation or upgrade of your system.

Flat File Statements and Fee Disclosure

The flat file option is also required along with General Purpose Fees if fee disclosure on statements is required.

Flat File Statements and OMR Hopper

The **OMR (Optical Mark Recognition) Hopper** module is used with the statements flat file option to allow your mailing house to include brochures and other material with the client statements.

The OMR Hopper programs enable you to maintain OMR Hopper Bins (storage bin connected to Mailing House mailing machine for brochures) and enter predefined lists of clients against each Hopper Bin therefore controlling which clients receive which publications. The OMR Hopper program can be accessed from the OMR Hopper Menu (**M_OMR.HOPPER**).

Interest Summary on Client Statements

Owned and Non-Owned Accounts

If the interest summary is included on statements it will always include all accounts 'Owned' by a client and MAY also include the interest earned on 'Non-Owned' accounts, i.e., accounts to which the client has a signatory relationship. You may choose to include this information by entering 'Yes' to the **Include interest earned on NON-OWNED Accounts** question in the **Client Statements (P186)** program.

Example:

A sample client (named "A Client", being client number 1234 in the example below) is a signatory to account 4444S1 in the name of A B C Business.

If the **Include interest earned on NON-OWNED Accounts** parameter is set to 'Yes', the interest summary section of the client's statement would include account 4444S1 and would look similar to the one shown below.

Interest summary for 2019/2020 year		
Account	Name	Interest earned
1234S1	A Client	\$10.00
9876S2	A & B Client	\$20.00
4444S1	A B C Business	\$30.00

If the **Include interest earned on NON-OWNED Accounts** parameter is set to 'No', the interest summary section of the client's statement would look similar to the one shown below.

Interest summary for 2019/2020 year		
Account	Name	Interest earned
1234S1	A Client	\$10.00
9876S2	A & B Client	\$20.00

Additional Information on Interest on Statements

Interest details included on the client's statements (either on print ready or flat file format) contains details for all accounts related to the client, and not just specifically accounts that may have transactional information included on this statement. For example, the client may have an account which they elect not to include on their statement, such as a joint account. The interest details of that account will still be included. Interest on closed accounts that earned interest within the interest reporting year will also be included, even though that account will no longer be included on the statement. Note that the full amount of interest for joint accounts will be included in the statements for all joint account holders who receive a statement.

Another example is where clients have term deposits and are not receiving statements for those accounts. Interest from those accounts will also be included.

It is also extremely important that statements produced by printing houses from the flat file data format include a full breakdown of the interest details in a similar format as used in the **Statement Examples**.

While the flat file data includes a “total interest” figure for the client, this simply represents a total of the itemised interest details. This will not provide sufficient information for tax purposes, as they may also need to include interest and withholding tax details on tax returns, and does not allocate the interest to each account owner. For example, a client who has both an individual and joint account (refer to Example 4 of the Statement Examples) may need to identify the appropriate portion of the total interest to include on their tax return.

Other Sources for Interest Information

The interest information is also available to clients through other channels, such as:

- **IVR / Phone banking.** This provides a total interest figure for accounts owned by the client, and may therefore not be sufficient to provide a breakdown by account for the customer to use on their tax return.
- **My Viewpoint.** This provides the ability for the client to see interest and withholding tax details for their accounts. For more information, see the *My Viewpoint Product Overview User Manual*.
- **Interest Advices.** This can be produced using the **Interest Advice Notices (P700)** program. For more information, see the *Financial Administration User Manual*.
- **Interest Details.** This can be accessed from the **Client Summary** page using the **INT** link in the **Account Details** widget header. For more information, see the *Getting Started in Ultracs User Manual*.

Statement Selection Process

This section is provided for your reference and describes the processes performed on the background to select the clients and the accounts related to the clients that are to be statemented.

Base selection

The following steps are performed to filter and select a base set of clients before checking each individual client for statementing.

1. All the clients are selected (or)
2. If a selection process that may consist of a list of client numbers or a list of account keys is provided then that process is used to filter the clients for subsequent processing. This is only available if it is a 'Normal Statement' run.

Check the Clients to be Statemented

The following steps are performed to identify the clients to be statemented:

3. If the account key has been supplied then the Client Number is selected.
4. Bypass this Client if there are no accounts to statement.
5. If the run is a purely 'Billing Statement' run, all clients that do not have a billing account are omitted.
6. If the run is purely a 'Normal Statement' run:
 - All clients who do have billing accounts are omitted.
 - All clients who satisfy the following conditions are omitted:
 - Are outside of the Client Number range, if this is set.
 - Are outside of the postcode range, if this is set.
 - Are outside of the department range, if this is set.
 - Either have a class or do not have a class, dependent on the settings.
 - Either have or do not have a product type, dependent on the settings.
 - Either have or do not have a 'mail code', dependent on the settings.

Check each account for selected clients

The following steps are performed to identify the accounts of the clients selected from previous steps that are to be statemented:

7. Each account attached to this client is checked and will be omitted from statementing if:
 - It is a billing account and the cycle date is not the same day as the statement date.
 - It is for a credit card.
 - It is flagged as 'Do Not Statement'.
 - The Client does not have a 'Diary' statement set up and the account has been statemented within the last month. The system caters for the differing numbers of days in the months.
 - The 'exclude' flag is set and it has a zero balance and no transactions.
 - The account has already been statemented by this client.
 - It is a passbook account and that type of account is excluded from statementing.

Statement Examples

The following are the sample client statements with varying account structures demonstrating statements, which may be produced for customers with accounts of varying ownership structures. Note that these are only sample statements for demonstration purposes; the formatting and structure of your statements might be different from those shown below.

The name and address (normally shown at the top of the statement) is the name of the client receiving the statement and their correspondence address. The name and address information is picked up when the statement is printed (e.g. during Step 4 of the **Client Statements (P186)** program, and not when the statement data is generated in Step 2. Refer to **Creating Client Statements with P186** for additional information.

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Example 1 - Individual Client – Individual Accounts

Mr J Smith (client no. 8765) has 2 accounts (S1 and S2) in his own name. The interest for both accounts is shown on the statement.

Mr J Smith 1919 Malvern Road MALVERN EAST VIC 3145
--

Statement for Client 8765

Account 8765S1 in the name of J Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 8765S2 in the name of J Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year			
Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
8765S1	J Smith	\$100.00	\$0.00
8765S2	J Smith	\$100.00	\$0.00

Example 2 - Individual Client – Joint Account only

Mr B Jones (client no. 4567) has an S1 account held in joint names. Mr Jones is the Primary Joint account holder. The interest shown on the statement is the total amount of interest for the joint account.

Mr B Jones 1919 Malvern Road MALVERN EAST VIC 3145
--

Statement for Client 4567

Account 4567S1 in the name of B & C Jones				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year			
Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
4567S1	B & C Jones	\$100.00	\$0.00

Example 3 - Individual Client – Joint Account only

Mrs C Jones (client no. 4568) has a single S1 joint account. Mrs Jones is the Secondary Joint account holder 2. The Primary Joint holder is B Jones (client no. 4567). The interest shown on the statement is the total amount of interest for the joint account.

Mrs C Jones 1919 Malvern Road MALVERN EAST VIC 3145

Statement for Client 4568

Account 4567S1 in the name of B & C Jones				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year			
Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
4567S1	B & C Jones	\$100.00	\$0.00

Example 4 - Individual Client – Individual & Joint Account

Mr A Smith (client no. 1234) has an S1 account in his own name. Mr Smith is also the Secondary Joint account holder on an S2 account with B Smith (client no. 9876).

The interest shown on the statement includes all of the interest for the individual and joint accounts.

Mr A Smith 1919 Malvern Road MALVERN EAST VIC 3145
--

Statement for Client 1234

Account 1234S1 in the name of A Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 9876S2 in the name of B & A Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year			
Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
1234S1	A Smith	\$100.00	\$0.00
9876S2	B & A Smith	\$100.00	\$0.00

Example 5 - Individual Client – 2 x Joint Accounts & Individual

Mrs B Smith (client no. 9876) has the following accounts:

- An S1 account in her own name
- Mrs Smith is the Primary Joint account holder on an S2 account with A Smith (client no. 1234) who is the Secondary Joint Account holder
- Mrs Smith is the Secondary Joint account holder on an S3 account with C Brown (client no. 4545) who is the Primary Joint account holder.

The interest shown on the statement includes all of the interest for the individual and joint accounts.

Mrs B Smith 1919 Malvern Road MALVERN EAST VIC 3145

Statement for Client 9876

Account 9876S1 in the name of B Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 9876S2 in the name of B & A Smith				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 4545S3 in the name of C Brown & B Smith

Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year

Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
9876S1	B Smith	\$100.00	\$0.00
9876S2	B & A Smith	\$100.00	\$0.00
4545S3	A Person & B Smith	\$100.00	\$0.00

Example 6 - Individual Client – Joint Account & Signatory on a Business Account

Mr A Black (client no. 7645) is the Primary Joint account holder of an S1 with E Black.

Mr Black is also the signatory an S3 business account for A B C Business (client no. 9898).

The interest shown on the statement includes both Mr Black's account and the business account for which he is a signatory.

Mr A Black 1919 Malvern Road MALVERN EAST VIC 3145
--

Statement for Client 7645

Account 7645S1 in the name of A & E Black				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 9898S3 in the name of A B C Business				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year			
Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
7645S1	A & E Black	\$100.00	\$0.00
9898S3	A B C Business	\$100.00	\$0.00

Example 7 - Individual Client – 2 x Joint Accounts & Individual & another account which is only included on the interest details (as is now closed)

Mrs B Grey (client no. 5555) has the following accounts:

- An S1 account in her own name
- An S2 account in which Mrs Grey is the Primary Joint account holder with A Grey
- An S4 account in which Mrs Grey is the Secondary Joint account holder with C Gold (client no. 666) who is the Primary Joint account holder.

Mrs Grey closed an S3 account held in her own name. This account earned interest during the year but before the start of the statementing period being reported. The S3 account does not show in the Account section as there were not transactions within the statementing period; however the account is listed in the Interest Summary. The interest is therefore the total of all accounts, individual, joint and closed.

Mrs B Grey
1919 Malvern Road
MALVERN EAST VIC 3145

Statement for Client 5555

Account 5555S1 in the name of B Grey				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 5555S2 in the name of B & A Grey				
Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Account 6666S4 in the name of A Gold & B Grey

Date	Description	Debit	Credit	Balance
1/3/07	Account opening balance			\$500.00
1/3/07	Deposit		\$100.00	\$600.00
2/3/07	ATM Withdrawal	\$200.00		\$400.00
31/3/07	Closing account balance			\$400.00

Interest summary for 2019/2020 year

Account Number	Name of Account	Interest Earned	Withholding Tax Deducted
5555S1	B Grey	\$100.00	\$0.00
5555S2	B & A Grey	\$100.00	\$0.00
5555S3	B Smith	\$100.00	\$0.00
6666S4	A Gold & B Grey	\$100.00	\$0.00

Creating Client Statements with P186

This section covers:

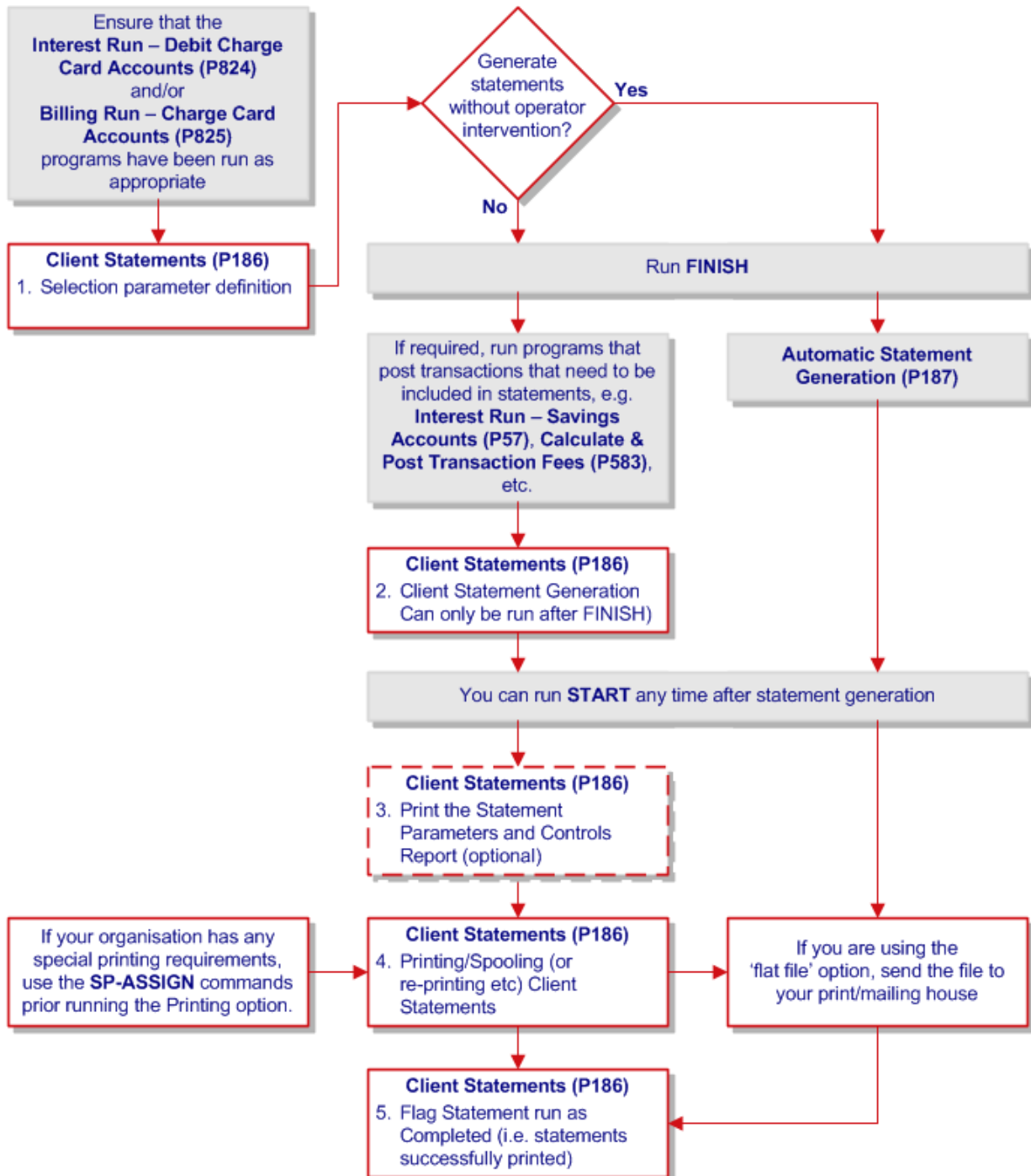
- Client Statements (P186)
 - Accessing the Client Statements (P186) Program
 - Statement Parameter Definition
 - Client Statement Generation
 - Print the Statement Parameters and Controls Report
 - Printing/Spooling (or re-printing etc) Client Statements
 - Flag Statement run as COMPLETED (all successfully printed)
- Additional Information on P186

Client Statements (P186)

The **Client Statements (P186)** program allows you to generate and print statements for clients. A client statement may include details of more than one account and may also include both accounts owned by the client and optionally include 'non-owned' accounts, for example, accounts for which the client is a signatory.

While **P186** is the main program used to generate client statements, the process involves a number of other programs. The following diagram shows the stages in running **P186** and how the process relates to other programs:

Client Statement Process Flow



Accessing the Client Statements (P186) Program

The following steps show you how to access the **Client Statements (P186)** program. Each stage within the client statementing process will be examined individually and generally must be run in the sequence displayed in the initial screen. Refer to the **Client Statement Process Flow** diagram for additional information.

Step 1 Access the **Client Statements (P186)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

This will display the Client Statementing menu options.

Client Statementing Menu

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
<p><input type="checkbox"/> 1 Statement parameter definition (includes message, sequence, etc) (may be run at any time prior to step 2 below)</p> <p><input type="checkbox"/> 2 CLIENT Statement GENERATION (can only be run after FINISH)</p> <p><input type="checkbox"/> 3 Print the Statement PARAMETERS and CONTROLS report</p> <p><input type="checkbox"/> 4 PRINTING/SPOOLING (or re-printing etc) CLIENT Statements</p> <p><input type="checkbox"/> 5 Flag Statement run as COMPLETED (all successfully printed)</p> <p>Select an option (1-5 or END)</p>		

Step 2

Enter one of the following at the **Select an option (1-5 or END)** prompt:

- **<1> - Statement parameter definition (includes message, sequence, etc)**
This option allows you to tailor client statements to your financial institution's requirements. This option determines which clients and accounts are to be included in the statement run. You must ensure the previous statement run has been 'Finalised' before you can change these parameters. You can run this option at any time prior to Client Statement Generation.
- **<2> - CLIENT Statement GENERATION (can only be run after FINISH)**
This option generates the statements using the parameters set in Option 1. This program clears previous statement data and creates a new statement file. Statements are sorted into the correct sequence and the accounts that have been statemented are updated.
- **<3> - Print the Statement PARAMETERS and CONTROLS report**
This option produces a report of all the parameters loaded in Option 1 Statement Parameter Definition.
- **<4> - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements**
This option allows you to print statements or produce a flat file for forwarding to a mailing house. After the initial printing, you can reprint the statements provided the statement run has not been finalised.
- **<5> - Flag Statement run as COMPLETED (all successfully printed)**
This completes the process and allows you to do another statement run. You should not use this option if you have not printed the statements or produced a flat file using Option 4.
- **<ESC> or END** - To leave the program.

Statement Parameter Definition

This option allows you to tailor client statements to your financial institution's requirements for statements. This option determines which clients and which accounts will be selected for statementing in Option 2 as well as the sort sequence and provides the opportunity to add a message to all statements.

Before running this option, the previous statement run must be 'Finalised'. You can run this option at any time prior to Client Statement Generation. The Statement Parameter Definition settings have 5 options.

Step 3

After selecting the **Statement Parameter Definition** option, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
<p>There are 5 pages (screens) of parameters controlled by this process (i.e. Step 1)</p> <ol style="list-style-type: none">1. Which Clients get Statements2. General Statement parameters3. General Statement parameters4. Print Sequence for Statements5. Maintain the Common Message <p>You may START this process at any above # or press RETURN to page through from 1-5.</p> <p>Enter page # (1-5), RETURN, or END</p>		

From the **Enter page # (1-5), RETURN, or END** prompt, select one of the following:

- **<1> - Which Clients get Statements**
You can also access this option by pressing **<ENTER>**.
This option selects the clients who would get the statements. You must ensure the previous statement run has been 'Finalised' before you can select another list of clients. Go to **Which Clients get Statements** for the next Step.
- **<2> - General Statement parameters**
Use this option to define the parameters that would govern the statement generation. This option will take you to **Page 2 of 5**.
- **<3> - General Statement parameters**
Use this option to define the parameters that would govern the statement generation. This option will take you to **Page 3 of 5**.
- **<4> - Print Sequence for Statements**
Use this option to set or modify the sort order for statements. This option will take you to **Page 4 of 5**.
- **<5> - Maintain Common Message**
Use this option to add a message to all statements. This option will take you to **Page 5 of 5**.
- **<ESC> or END** - Press **<ESC>** or enter **END** to return to the **Client Statementing Menu** at Step 2.

Which Clients get Statements

Step 4

After selecting this option, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Determine which CLIENTS are to receive Statements		Page 1 of 5
Select one of the following:		
(B)illing run - Statement all Clients who have billing accounts and any Client on a Diary who has passed their 'Diary' due date.		
(C)ombined run - Statement all Clients		
(D)iary run - Only statement Clients who have passed their 'Diary' due date.		
(N)ormal run - Statement Clients who do not have billing accounts and any Client on a Diary who has passed their 'Diary' due date.		
NOTE other Client selection criteria is available		
IDENTIFY this Statement run (B,C,D,N)		<input type="text" value="N"/>
		\ available

Select one of the following options at the **IDENTIFY this Statement run (B,C,D,N)** prompt:

- **** - To include statements for all clients who have billing accounts plus any clients on a Diary who have passed their 'Diary' due date.
- **<C>** - To include statements for all clients.
- **<D>** - To include statements only for clients on a Diary who have passed their 'Diary' due date.
- **<N>** - To include statements for clients who do not have billing accounts plus any clients on a Diary who have passed their 'Diary' due date.

Note there are additional selection criteria with this option.



Clients may be allocated to a Diary Statement date using the **Maintain Client Diary Statements (P75C)** program.

Step 5 If you changed the Statement Run option in the previous Step the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt is displayed.

- Enter **<Y>** to continue, or go to the next Step if you do not see this prompt.

Step 6 At the **Press RETURN to continue (or END)** prompt:

- Press **<ENTER>** to continue to either:
 - **Page 1 of 5** (Step 7) if you selected the **<N>**ormal option at Step 4.
 - For all other options, go to **Page 2 of 5** (Step 10).
- Press **<ESC>** or enter **END** to return to the **Client Statementing Menu** at Step 2.

Step 7

This page is only displayed if you selected <N>ormal statements at Step 4.

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Determine which CLIENTS are to receive Statements		Page 1 of 5
Those WITHIN Client No. range (n-n) : ALL		
Those WITHIN Post Code range (n-n) : ALL		
Those WITHIN Department range (n-n) : ALL		
Those WITH Classification code(s) : ALL		
Those WITHOUT Classification code(s) : N/A		
Those WITH Product (Acct) type(s) : ALL		
Those WITHOUT Product (Acct) type(s) : N/A		
Those WITH Statement Mail code(s) : ALL		
Those WITHOUT Statement Mail code(s) : N/A		
- enter ALL, a range of numbers (n-n), or RETURN to leave as is.		
- or 1 of : SELECT file, QSELECT file item, or GET-LIST list		
NOTE using a Select process will disable the 'Diary' statements		

This page allows you to select parameters that control which clients will be included based on the following:

- Client number range
- Postcode range
- Department range
- Classification codes
- Product types, e.g. S1, S2 etc.
- Statement Mail codes.

Do one of the following at each setting:

- Enter **ALL** to include everyone within that range.
- Enter a range, e.g. 1-2500, or one or more separated by a space, e.g. 2000 3000.
- Press <ENTER> to leave the current setting.
- Use a **SELECT** file, **QSELECT** file item or **GET-LIST** to select only those included in that list. Refer to the *Retrieve Training Manual* for additional information.



If you enter a one or more **Product Type** codes, clients with billing accounts will be automatically excluded.

If you use a **SELECT** file, **QSELECT** file item or **GET-LIST**, 'Diary' statements will be disabled.

Step 8

If you change any options in the previous Step you will be asked to verify the change at the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt.

- Enter <Y> to continue, or go to the next Step if you do not see this prompt.

Step 9

At the **Press RETURN to continue (or END)** prompt:

- Press **<ENTER>** to continue and then go to Page 2 of 5 (Step 10), or
- Enter **END** to return to the **Client Statementing Menu** at Step 2.

Page 2 of 5**Step 10**

This is the first page unless you selected **<N>**ormal statements at Step 4.

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Further parameters governing Statement production		Page 2 of 5
MINIMUM number of transaction lines a CLIENT must have before receiving a Statement (0-n) : 0		
Statement Passbook-covered Accounts ? (Y/N) : N/A		
Full or 1-line Abbreviation ? (FULL/ABBREV) : N/A		
Abbreviation : N/A		
Print TOTAL INTEREST earned by Client in tax year ? (Y/N) : Y		
Current year upto 30 JUN 07 or Previous year upto 30 JUN 06 (C/P) : P		
Include interest earned on NON-OWNED Accounts ? (Y/N) :		
Include a comment against the Account heading for each S/I account where the Client's Tax File Number has been quoted ? (Y/N) : N		
Comment narrative : N/A		
Include a comment where the Tax File # has NOT been quoted ? (Y/N) : Y		
Comment narrative : (Tax File # NOT quoted)		
- press RETURN to leave data as is, ^ to restart again from top of page.		

Use the following table to complete the details on this page:

MINIMUM number of transaction lines a CLIENT must have before receiving a Statement (0-n)	This option is not currently used.
Statement Passbook-covered Accounts ? (Y/N)	Enter <Y> to include passbook accounts or <N> to exclude passbook accounts. If you enter <Y> es, you need to complete the Full or 1-line Abbreviation field. If passbook accounts are not in use, 'N/A' is displayed and this field is read-only.
Full or 1-line Abbreviation ? (FULL/ABBREV)	This field is only used if you entered <Y> es in the Statement Passbook-covered Accounts field. Enter FULL to show the details in the statement in full, or ABBREV to use the notation entered in the 'Abbreviation' field. If passbook accounts are not in use, 'N/A' is displayed and this field is read-only.

<p>Abbreviation</p>	<p>This field is only completed if you entered ABBREV in Full or 1-line Abbreviation field.</p> <p>It is the message that is printed on the statement to indicate additional detail is recorded in the client's passbook, for example, "Your transactions for this account are recorded in your passbook".</p> <p>If passbook accounts are not in use, 'N/A' is displayed and this field is read-only.</p>
<p>Print TOTAL INTEREST earned by Client in tax year ? (Y/N)</p>	<p>Enter <Y> to include the total interest for the current or previous year.</p> <p>If you enter <N> the next 2 fields are bypassed.</p> <p>Take care with the choice made with this option at the end of the financial year. If the statements are produced on the night of the end of financial year (i.e. when Option 2 of P186 is run), then enter <Y> for the current financial year.</p> <p>If statements are produced on the 1st of the month (i.e. the next working day), then enter <N> to use the previous financial year.</p>
<p>Current year upto 30 JUN yy or Previous year upto 30 JUN yy (C/P)</p>	<p>This field is only completed if you entered <Y>es in the 'Print TOTAL INTEREST...' field.</p> <ul style="list-style-type: none"> • Enter <C> for the current year, or • Enter <P> for the previous year.

Include interest earned on NON-OWNED Accounts ? (Y/N)

This field is only completed if you entered <Y>es in the 'Print TOTAL INTEREST...' field. Do one of the following:

- Enter <Y> to include accounts that are not owned by the client, e.g. accounts for whom the client is a signatory.

A confirmation message will be displayed:

Interest on NON-OWNED accounts was EXCLUDED last time total interest earned by client was printed on statements.
Are you sure you want to INCLUDE interest on NON-OWNED (ATO) accounts?

Enter <Y> to continue or <N> if you want to revise your selection.



The first part of this message is displayed if non-owned accounts were previously excluded. This is the standard setting for most financial institutions.

Including non-owned accounts will result in a total interest figure that may be higher than the amount to be included in a client's tax return. You should notify clients if you change this option.

- Enter <N> to include only accounts belonging to the client. If you are upgrading from an earlier version of Ultracs, using the <N>o option will give similar results to earlier versions of the Client Statementing program.

A confirmation message will be displayed:

Are you sure you want to EXCLUDE interest on NON-OWNED (ATO) accounts?

Enter <Y> to continue or <N> if you want to revise your selection.



Excluding non-owned accounts is the standard setting for most financial institutions.

If the last interest run included non-owned accounts, there will be an additional line indicating the change in status.

If clients have been receiving statements with total interest including non-owned accounts, you should advise clients of the change otherwise some clients may deduct the value interest from of non-own accounts from the total figure when entering details into their tax returns.

<p>Include a comment against the Account heading for each S/I account where the Client's Tax File Number has been quoted ? (Y/N)</p> <p>Comment narrative</p>	<p>Enter <Y> to include a comment against each S and I account if the client's Tax File Number has been quoted, or enter <N> if a comment is not required.</p> <p>The 'Comment narrative' is only required if you entered <Y> in the previous field. Press <ENTER> to accept the default comment or enter a new comment.</p>
<p>Include a comment where the Tax File # has NOT been quoted ? (Y/N)</p> <p>Comment narrative</p>	<p>Enter <Y> to include a comment against each S and I account if the client's Tax File Number has not been quoted, or enter <N> if a comment is not required.</p> <p>The 'Comment narrative' is only required if you entered <Y> in the previous field. Press <ENTER> to accept the default comment or enter a new comment.</p>

- Step 11** If you change any options in the previous Step you will be asked to verify the change at the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt.
- Enter <Y> to continue, or go to the next Step if you do not see this prompt.
- Step 12** At the **Press RETURN to continue (or END)** prompt:
- Press <ENTER> to continue and then go to **Page 3 of 5** (Step 13), or
 - Press <ESC> or enter **END** to return to the **Client Statementing Menu** at Step 2.

Page 3 of 5

<p>Step 13</p>	<p>PD614.QA4 P186 CLIENT STATEMENTS 15 AUG 06</p>
	<p>Step 1 - Statement parameter definition (includes message, sequence, etc)</p> <p>Further parameters governing Statement production Page 3 of 5</p> <p>EXCLUDE from statements ZERO-balance 'S' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y</p> <p>EXCLUDE from statements ZERO-balance 'L' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y</p> <p>EXCLUDE from statements ZERO-balance 'I' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y</p> <p>Do you require the current conditions of ALL STATEMENTED Term Deposits to be RE-STATEMENTED in preparation for the next run ? (Y/N) : N</p> <p>- press RETURN to leave data as is, ^ to restart again from top of page.</p>

- The first 3 questions on this page ask if you want to exclude S, L and/or I Type accounts if the balance of the account is zero and there has been no transactions activity.
Enter <Y>es to exclude the accounts or <N>o to include the accounts.
- The final question on this page asks if you want to include on the statement all Term Deposits (I Type accounts) regardless of whether there has been transaction activity or not.
Enter <Y> to include all Term Deposits or <N>o to exclude Term Deposits without transaction activity.
The <Y> option will load a non-value transaction on the Term Deposit account to force the statementing of that account on the next run.

Step 14 If you change any options in the previous Step you will be asked to verify the change at the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt.

- Enter <Y> to continue, or go to the next Step if you do not see this prompt.

Step 15 At the **Press RETURN to continue (or END)** prompt:

- Press <ENTER> to continue and then go to **Page 4 of 5** (Step 16), or
- Press <ESC> or enter **END** to return to the **Client Statementing Menu** at Step 2.

Page 4 of 5

Step 16 This page determines the sort sequence for statements.

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Determine SEQUENCE in which Statements will be printed		Page 4 of 5
Sequence Choices available 1 = CLIENT NUMBER 2 = ALPHABETICAL (BY NAME) 3 = POST CODE 4 = DEPARTMENT NUMBER 5 = MEMBER TYPE 6 = BRANCH (AGENT) 7 = PAYROLL IDENTIFIER 8 = CLIENT MAIL CODE 9 = NATIONAL PRE SORT PLAN	SEQUENCE will be as follows 1st order : 9 NATIONAL PRE SORT PLAN 2nd order : 3 POST CODE 3rd order : 2 ALPHABETICAL (BY NAME) 4th order : N/A 5th order : N/A	
- press RETURN to leave as is, enter a number (1-9), or ^ to start again.		

You can specify a sort sequence with up to 5 sort levels. There are 9 sequence options available. These are:

- Client Number
- Alphabetical (by name)
- Post Code
- Department Number
- Member Type
- Branch (Agent)
- Payroll Identifier
- Client Mail Code
- National Pre Sort Plan

If you use the Australia Post National Barcode Presort Plan (NBPP) service, choose National Pre Sort Plan as the first option.

If not using the National Barcode Presort Plan, there may still be discounts available for mail sorted into Post Code order.



Check with your mailing/print house to determine if there are any special requirements for statement sequencing.

Step 17 If you change any options in the previous Step you will be asked to verify the change at the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt.

- Enter <Y> to continue, or go to the next Step if you do not see this prompt.

Step 18 At the **Press RETURN to continue (or END)** prompt:

- Press <ENTER> to continue and then go to **Page 5 of 5** (Step 19), or
- Press <ESC> or enter **END** to return to the **Client Statementing Menu** at Step 2.

Step 19 This page allows you to enter the details of a message to be added to all statements.

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Maintenance of common STATEMENT MESSAGE (up to 10 lines)		Page 5 of 5
THERE IS NO COMMON STATEMENT MESSAGE ON FILE !		
Line 1 = Line 2 = Line 3 = Line 4 = Line 5 = Line 6 = Line 7 = Line 8 = Line 9 = Line 10 =		
Enter L to LOAD a new Message or RETURN to exit back to menu		
Your choice ? (L/RETURN)		

If there is an existing message, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 1 - Statement parameter definition (includes message, sequence, etc)		
Maintenance of common STATEMENT MESSAGE (up to 10 lines)		Page 5 of 5
The existing COMMON STATEMENT MESSAGE reads as follows		
Line 1 = Ask about our new FlexWay credit card with 0% interest Line 2 = for the first 6 months. Line 3 = Line 4 = Line 5 = Line 6 = Line 7 = Line 8 = Line 9 = Line 10 =		
Enter L to LOAD a new Message A to ALTER existing Message D to DELETE existing Message or RETURN to exit back to menu		
Your choice ? (L/A/D/RETURN)		

Enter one of the following:

- Enter <L> to load a new message and then go to Step 20.
- Enter <A> to alter the existing message and then go to Step 20.
- Enter <D> to delete the existing message and then enter <Y>es to confirm the deletion of the message.
- Press <ENTER> to continue and then go back to Step 2.

Step 20

Enter the message:

- You can enter up to 10 lines for your message.
- If required, press <ENTER> to go to the next line.
- If you have finished your message before Line 10, type **END** in a blank line to complete the message.

Step 21

After completing the message, enter <Y> at the **VERIFY ! OK to UPDATE changes as above ? (Y/N)** prompt.

Step 22

At the **Press RETURN to continue (or END)** prompt:

- Press <ENTER> or enter **END** to return to the **Client Statementing Menu** at Step 2.

Client Statement Generation

The Client Statement Generation process can only be run after **FINISH** and uses the parameters previously set in Option 1.

This process clears previous statement data and creates a new statement file. Statements are sorted into the correct sequence and the accounts that have been statemented are updated.

Step 3

After selecting the **Client Statement Generation** option, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 2 - CLIENT Statement GENERATION (can only be run after FINISH)		
Run Type	Normal STATEMENTS	
Run Details	ALL CLIENTS WITH 'NORMAL' ACCOUNTS	
VERIFY above details are correct (Y/N) <input type="checkbox"/>		



If the last statementing process was not finalised, a message similar to the following will be displayed:

```
Previous Statement run (for 15 AUG 06) NOT YET flagged as COMPLETED !
Another 'STEP 2' cannot be run until the above successfully completed.

ESC/RETURN: exit message
```

If you see this message, press <ESC> or <ENTER> and complete the last statementing process.

At the **VERIFY above details are correct (Y/N)** prompt, enter:

- <Y> to generate the statements, or
- <N> if the Run Type and Run Details are incorrect and then go back to the **Statement Parameter Definition** option to update the parameters.

Step 4

You are now given the option to change the Statement Date.

```
PD614.QA4 P186      CLIENT STATEMENTS      15 AUG 06
Step 2 - CLIENT Statement GENERATION (can only be run after FINISH)

Run Type      Normal STATEMENTS
Run Details   ALL CLIENTS WITH 'NORMAL' ACCOUNTS

Determine the Statement DATE - please READ the following notes
a) today within the System = 15 AUG 06 (earliest available DATE)
b) latest acceptable DATE = 22 AUG 06 (i.e. 7 days from today)
c) the date of any batch postings made since FINISH was run (e.g. INTEREST
   etc) must be taken into account when determining the Statement DATE
d) do NOT enter (or bypass) a future date upon which START will run

STATEMENT DATE 15 AUG 06
```

The screen will indicate the earliest and latest dates that you can use. The earliest available date will be the current system date.

At the **Statement Date** prompt:

- Press <ENTER> to accept the statement date shown on the screen, or
- Enter a later date. You can enter a date up to 7 days later than the current system date provided the days between are non-working days. The purpose of this option is to produce statements on non-working days.



Do not enter a date on or after the next proposed **START** date.

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 2 - CLIENT Statement GENERATION (can only be run after FINISH)		
Run Type Normal STATEMENTS Run Details ALL CLIENTS WITH 'NORMAL' ACCOUNTS		
Determine the Statement DATE - please READ the following notes a) today within the System = 15 AUG 06 (earliest available DATE) b) latest acceptable DATE = 22 AUG 06 (i.e. 7 days from today) c) the date of any batch postings made since FINISH was run (e.g. INTEREST etc) must be taken into account when determining the Statement DATE d) do NOT enter (or bypass) a future date upon which START will run		
STATEMENT DATE 15 AUG 06		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Confirm Statements to be dated 15 AUG 06 </div>		
Response (Y/N) <input type="checkbox"/>		

Step 5 A confirmation message is displayed.

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Confirm Statements to be dated 15 AUG 06 </div>
Response (Y/N) <input type="checkbox"/>

Enter <Y> at the **Response (Y/N)** prompt.

Step 6 Confirmation is now required before generating the statements.

FINAL QUESTION About to commence STATEMENT GENERATION. OK to process ? (Y/N)
Response (Y/N) <input type="checkbox"/>

Enter <Y> at the **Response (Y/N)** prompt.

The statement generation progress will be displayed on the screen:

```

PD614.QA4 P186      CLIENT STATEMENTS      15 AUG 06
Step 2 - CLIENT Statement GENERATION (can only be run after FINISH)

Run Type      Normal STATEMENTS
Run Details   ALL CLIENTS WITH 'NORMAL' ACCOUNTS

Statement generation progress
Action                                     Status
Clearing previous STATEMENT data          COMPLETED
Create the STATEMENT data                  55235 COMPLETED
Calculate the Page information on 'Statemented' account 19316 COMPLETED
Updating ACCOUNTS that have been 'Statemented' 7200
Sorting STATEMENTS into required sequence  19316 COMPLETED
  
```

Step 7

Your screen will look similar to the following when the statement generation process has completed:

```

PD614.QA4 P186      CLIENT STATEMENTS      15 AUG 06
Step 2 - CLIENT Statement GENERATION (can only be run after FINISH)

Run Type      Normal STATEMENTS
Run Details   ALL CLIENTS WITH 'NORMAL' ACCOUNTS

Statement generation progress
Action                                     Status
Clearing pr                                     PLETED
Create the                                     35 COMPLETED
Calculate t                                     16 COMPLETED
Updating AC                                     PLETED
Sorting STA                                     16 COMPLETED

Commenting                                     3 COMPLETED
00:01:32
00:00:05
00:02:56
00:00:11

STATEMENT GENERATION COMPLETED AT 11:25
Total duartion time (HH.MM.SS) = 00:04:44
Press ESC/RETURN to go back to Menu

ESC/RETURN: exit message
  
```

Press <ESC> or <ENTER> to return to the **Client Statementing Menu** at Step 2.

Print the Statement Parameters and Controls Report

Use this option to print a report of all the statement parameters and other information. This step is optional and can be run at any time after the statement has been generated and before the statement run is finalised.

The report will show the following details:

- The parameters as set in Option 1.
- Statement Generation Statistics (time taken, number of clients processed, number of clients to get a statement, number of accounts statemented, page statistics, etc.)
- Account Controls (the number and totals of each Account Type statemented).

Step 3

After selecting the **Print the Statement PARAMETERS and CONTROLS Report** option, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 3 - Print the Statement PARAMETERS and CONTROLS report		
STATEMENT DATE =	15 AUG 06	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">FINAL QUESTION OK to print PARAMETERS/CONTROLS report ? (Y/N)</div>		
		Response (Y/N) <input type="checkbox"/>

- Enter <Y> to print the report.

Step 4

After the report is printed, a message will be displayed on the screen:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 3 - Print the Statement PARAMETERS and CONTROLS report		
STATEMENT DATE =	15 AUG 06	
Spooler Entry #2714		
REPORT printed (4 pages) Press RETURN to continue		

- Press <ENTER> to return to the **Client Statementing Menu** at Step 2.

Example of the Report produced by Option 3

Parameters

PD614.QA4186	STATEMENT RUN : 15 AUG 06	PARAMETERS AND CONTROLS	Printed 15 AUG 06	Page 1
P A R A M E T E R S				
WHICH CLIENTS WERE ELIGIBLE TO RECEIVE STATEMENTS		SORTING SEQUENCE SPECIFIED		
Those WITHIN Client No. range (n-n) : ALL		by NATIONAL PRE SORT PLAN		
Those WITHIN Post Code range (n-n) : ALL		by POST CODE		
Those WITHIN Department range (n-n) : ALL		by ALPHABETICAL (BY NAME)		
Those WITH Classification code(s) : ALL				
Those WITHOUT Classification code(s) : N/A				
Those WITH Product (Acct) type(s) : ALL				
Those WITHOUT Product (Acct) type(s) : N/A				
Those WITH Statement Mail code(s) : ALL		COMMON MESSAGE (FOR START OF EACH STATEMENT)		
Those WITHOUT Statement Mail code(s) : N/A				
Client DIARY Statements Due are included		NO MESSAGE LOADED.		
GENERAL STATEMENT PARAMETERS AND NARRATIVES ETC.				
MINIMUM number of transaction lines a CLIENT must have before receiving a Statement (0-n) : 0				
Statement Passbook-covered Accounts ? (Y/N) : Y				
Full or 1-line Abbreviation ? (FULL/ABBREV) : ABBREV				
Abbreviation : Refer to your Passbook for Account details				
Print TOTAL INTEREST earned by Client? (Y/N) : Y				
Current or Previous tax year ? : PREVIOUS				
Include a comment against the Account heading for each S/I account where the Client's Tax File Number has been quoted ? (Y/N) : Y				
Comment narrative : (Tax File # quoted)				
Include a comment where the Tax File # has NOT been quoted ? (Y/N) : Y				
Comment narrative : (Tax File # NOT quoted)				
EXCLUDE from statements ZERO-balance 'S' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y				
EXCLUDE from statements ZERO-balance 'L' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y				
EXCLUDE from statements ZERO-balance 'I' accounts that have had NO transaction activity since they were last statedemented ? (Y/N) : Y				
Do you require the current conditions of ALL STATEMENTED Term Deposits to be RE-STATEMENTED in preparation for the next run ? (Y/N) : Y				

Statement Generation Statistics

PD614.QA4186

STATEMENT RUN : 15 AUG 06 PARAMETERS AND CONTROLS

Printed 15 AUG 06

Page 2

S T A T I S T I C S

STATEMENT GENERATION STATISTICS

Time taken for generation (HH:MM:SS) : 00:04:44
Number of Clients processed (read) : 55235
Number of Clients to get a Statement : 19316
Total number of Statement pages : 23955
Total number of Accounts statemented : 32581
Average number of pages per Statement : 1.2402
Average number accounts per Statement : 1.6867
Highest number pages for any Client : 14
Client number with the highest pages : 2120
Number Clients with 1-page statement : 15837
Number Clients with 2-page statement : 2669
Number Clients with 3-page statement : 592
Number Clients with 4-page statement : 148
Number Clients with 5-page statement : 43
Number Clients with 6-page statement : 13
Number Clients with 7-page statement : 6
Number Clients with 8-page statement : 3
Number Clients with 9-page statement : 3
Number Clients with 10 (or more) pages : 2

```
-----  
| Client # 190092 |  
|                 |  
|      23955     |  
|      pages     |  
|      will be   |  
|      printed   |  
|      here      |  
|                 |  
| Client # 700121 |  
|                 |  
|-----|
```

Account Controls (number of accounts statemented and total balance)

SAVINGS ACCOUNTS STATEMENTED			LOAN ACCOUNTS STATEMENTED			INVESTMENT ACCOUNTS STATEMENTED		
Type	Number	Total Balance	Type	Number	Total Balance	Type	Number	Total Balance
S1	2,814	5,145,721.82	L3	40	2,138,879.58-	I5	1	0.00
S2	429	723,413.31	L13	2	247,648.06-	I11	1	11,000.00
S3	989	687,933.61	L14	62	4,107,836.34-	I12	1	152.70
S4	3,292	1,974,704.70	L17	293	21,370,287.13-	I24	47	311,880.12
S5	466	3,284,883.49	L20	1,006	7,371,570.06-	I30	3,012	69,825,469.15
S6	13	7,903.67	L23	41	4,803,066.24-	I50	9	1,345,353.87
S7	174	144,825.95	L25	32	1,899,247.35-			
S8	11,017	19,334,927.14	L26	7	452,170.81-			
S9	1,716	3,443,518.28	L27	4	208,490.03-			
S10	330	7,781,374.96	L28	2	116,856.12-			
S11	13	682,290.92	L40	4	431,215.54-			
S13	3	1,046.00	L41	4	852,952.14-			
S18	220	63,032.54	L48	20	2,369,056.92-			
S19	8	22,414.13	L60	322	37,921,279.56-			
S20	1,528	897,464.65	L61	51	5,858,513.49-			
S21	456	4,030,442.87	L62	51	5,188,681.41-			
S23	91	1,238,025.99	L63	11	1,361,831.78-			
			L70	1	482,727.30-			
			L71	1	182,185.99-			
			L81	1,040	95,705,775.67-			
			L82	1,728	18,496,091.03-			
			L83	55	7,148,520.65-			

SAVINGS ACCOUNTS STATEMENTED			LOAN ACCOUNTS STATEMENTED			INVESTMENT ACCOUNTS STATEMENTED		
Type	Number	Total Balance	Type	Number	Total Balance	Type	Number	Total Balance
			L84	845	116,157,180.37-			
			L85	38	4,991,183.48-			
			L88	16	1,516,486.70-			
			L89	275	19,065,376.62-			
GRAND TOTALS	23,559	49,463,924.03		5,951	360,445,110.37-		3,071	71,493,855.84

Printing/Spooling (or re-printing etc) Client Statements

Use this option to control the statement printing/spooling process or to reprint statements provided the statement run has not been finalised. If you do not do your own printing, this option is also used to produce the flat file of the statement information for forwarding to an external mailing house.



If you are printing your statements in-house and have any special printing set up requirements, you need to issue the appropriate **SP-ASSIGN** or **SETPTR** commands prior to running this option.

Step 3

After selecting the **PRINTING/SPOOLING (or re-printing etc) CLIENT Statements Report** option, your screen will look similar to the following:

Print/Spool Options menu

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE = 15 AUG 06		
OPTIONs available are		No. of Pages -----
1.	PRINT/SPOOL the COMPLETE Statement run	23955
2.	PRINT/SPOOL the 1ST HALF of Statements	11978
3.	PRINT/SPOOL the 2ND HALF of Statements	11977
4.	Restart PRINT/SPOOL of COMPLETE Statement run	
5.	Restart PRINT/SPOOL of 1ST HALF of Statements	
6.	Restart PRINT/SPOOL of 2ND HALF of Statements	
7.	RE-PRINT Statements for specific Clients	
8.	Produce statements in Flat File Format	
Select an OPTION (1-8) or END		
NOTE: Options 2/3 and 5/6 allow you to logically spread PRINTING over two (2) Line Printers		

Enter one of the following at the **Select an OPTION (1-8) or END** prompt:

- **<1>** - To print or send to the spooler all statements in the run. Go to **Send to Print/Spool... (Options 1 to 3)** for the next Step.
- **<2>** - To print or send to the spooler the first half of the statements. This is always used with Option 3. Go to **Send to Print/Spool... (Options 1 to 3)** for the next Step.
- **<3>** - To print or send to the spooler the second half of the statements. This is always used with Option 2. Go to **Send to Print/Spool... (Options 1 to 3)** for the next Step.
- **<4>** - To restart the printing or spooling of the statement run from a specified client number to the end of the run. This option would be used if you previously printed using Option 1 but need to reprint, e.g. due to a large number of damaged statements. Go to **Restart Print/Spool... (Options 4 to 6)** for the next Step.
- **<5>** - To restart the printing or spooling of the first half of the statements from a specified client number. This option would be used if you previously printed using Option 2 but need to reprint, e.g. due to a large number of damaged statements. Go to **Restart Print/Spool... (Options 4 to 6)** for the next Step.
- **<6>** - To restart the printing or spooling of the second half of the statements from a specified client number. This option would be used if you previously printed using Option 3 but need to reprint, e.g. due to a large number of damaged statements. Go to **Restart Print/Spool... (Options 4 to 6)** for the next Step.
- **<7>** - To reprint statements for specific clients. This option would be used if you have a small number of damaged statements that require reprinting. You may enter several client numbers or a single range of client numbers. Go to **Re-Print Statements for Specific Clients (Option 7)** for the next Step.
- **<8>** - To produce a flat file of the statement data for sending to a mailing house. Go to **Produce Statements in Flat File Format (Option 8)** for the next Step.
- **END** - Enter **END** to leave this option and return to the **Client Statementing Menu** at Step 2.

Restart Print/Spool... (Options 4 to 6)

Step 4

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
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Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements

STATEMENT DATE = 15 AUG 06

Option 5 - Restart PRINT/SPOOL of 1ST HALF of Statements

NOTE: You will now be asked to supply a single CLIENT Number from which the Statement printing will be RE-STARTED.

This should be a CLIENT Number that has been printed.

Enter starting CLIENT number -

This example shows the screen after selecting Option 5. The process for Options 4 to 6 is the same.

- Enter the client number from which printing will resume.
The program will validate the client number you enter against the data in the file and ensure that there is a statement for the client.

The remaining Steps are the same as for Options 1 to 3. Go to **Send to Print/Spool... (Options 1 to 3)** for the next Step.

Re-Print Statements for Specific Clients (Option 7)

Step 5

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
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Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements

STATEMENT DATE = 15 AUG 06

Option 7 - RE-PRINT Statements for specific Clients

Enter CLIENT Number(s) one at a time in any order (END when finished)

CLIENT No. =

NOTE: for your FIRST ENTRY ONLY, you may supply a range of CLIENT numbers in nnn-xxx format (e.g. 123-155) and I shall re-print relevant Statements

NOTE: do NOT use this facility for TOO LARGE a range (e.g. more than 1000) !

- At the **CLIENT No. =** prompt, enter an individual client number, e.g. 152271 or a range of client numbers separated by a dash, e.g. 152271-152775. Note that you can only enter a range of numbers if the statements were sorted by client number.
- After pressing <ENTER> you are taken to a new line where you can enter another client number, or enter **END** when you have finished entering the client numbers.

The program will validate the client numbers entered account against the data and ensure that there is a statement for each client.

The remaining Steps are the same as for Options 1 to 3. Go to **Send to Print/Spool... (Options 1 to 3)** for the next Step.

Send to Print/Spool... (Options 1 to 3)

Step 6

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE = 15 AUG 06		
Option 2 - PRINT/SPOOL the 1ST HALF of Statements (11978 Pages)		
Do you require a dummy ALIGNMENT STATEMENT printed ? (Y/N/END)		

This example shows the screen after selecting Option 2. The process for Options 1 to 3 is the same.

If you want to perform a test print:

- Ensure the correct paper is loaded in the printer and then enter <Y> at the **Do you require a dummy ALIGNMENT STATEMENT printed ? (Y/N)** prompt.
- At the **Do you require a further dummy ALIGNMENT STATEMENT printed ? (Y/N/END)** prompt, enter:
- Enter <N> if the print was successful.
- Enter <Y> if you need to perform another test print.
- Enter **END** to return to the **Client Statementing Menu** at Step 2.

If you do not need to perform a test print:

- Enter <N> at the **Do you require a dummy ALIGNMENT STATEMENT printed ? (Y/N)** prompt.

Step 7

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE = 15 AUG 06		
Option 2 - PRINT/SPOOL the 1ST HALF of Statements (11978 Pages) PRINTING/SPOOLING assignment and control		
It is your responsibility to ensure that any SP-ASSIGN/SETPTR commands needed to control your spooled output (e.g. to TAPE or a HOLD FILE) are issued prior to the Statement printing process. You may have already issued such commands or you may enter TCL command(s) now and I shall ensure that they are EXECUTED. TCL commands (up to 3) to be issued PRIOR to SPOOLING		
Command # 1 =		
Command # 2 =		
Command # 3 =		
Enter a valid TCL command or RETURN if no more required.		

- Although it is preferable that you have already entered the appropriate commands for **SP-ASSIGN** or **SETPTR** before entering this option, you have the ability to enter up to three commands prior to printing. For example, the command to send the print job to a hold file is **SP-ASSIGN HS**.
- Press <ENTER> to continue if you are already set to print.

Step 8

Enter <Y> at the **FINAL QUESTION OK to commence PRINT/SPOOL? (Y/N)** prompt.

Your progress will be shown on the screen:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE = 15 AUG 06		
Option 2 - PRINT/SPOOL the 1ST HALF of Statements (11978 Pages) Now processing statements You will be informed as each 100 pages are spooled		
Interim Spool File closure # 1 (each 500 pages)		
Number of PAGES spooled = 1000 Spooler Entry #2839		



There may be more pages actually printed/spooled than displayed at the top of the screen.

Step 9

When the print/spooling process has completed, your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE = 15 AUG 06		
Option 2 - PRINT/SPOOL the 1ST HALF of Statements (11978 Pages) Now processing statements You will be informed as each 100 pages are spooled		
Interim Spool File closure # 19 (each 500 pages)		
Number of PAGES spooled = 12812 Spooler Entry #2859		
STATEMENT PRINT/SPOOL COMPLETED at 04:31pm Total duration time (HH:MM:SS) = 00:05:36		
ESC/RETURN: exit message		

- Press <ENTER> to return to the **Client Statementing Menu** at Step 2.

Produce Statements in Flat File Format (Option 8)

This option will produce a data flat file into a UNIX directory set up on installation or upgrade of your system.

Once the flat file has been created, you can send the file to your mailing house by various methods including FTP or by using 'tar' Flat File to Tape (P186.TAR) to write the data to tape or other media suitable for the mailing house.

Step 10

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
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Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements

STATEMENT DATE = 15 AUG 06

Option 8 - Produce statements in Flat File Format

FINAL QUESTION OK to commence? (Y/N)

Enter <Y> at the **FINAL QUESTION. OK to commence ? (Y/N)** prompt.



There is no feedback during the file creation process. This process may take a long time.

Step 11

When the process is completed your screen will look similar to the following:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 4 - PRINTING/SPOOLING (or re-printing etc) CLIENT Statements		
STATEMENT DATE =	15 AUG 06	
Option 8 - Produce statements in Flat File Format		
Flat File completed		
ESC/RETURN: exit message		

- Press <ENTER> to return to the **Print/Spool Options** menu at Step 3.

Flag Statement run as COMPLETED (all successfully printed)



DO NOT run Option 5 to flag statements as COMPLETE unless all statements have been successfully produced. Contact Ultradata Support if your statement run is not successful and you need the statement run to be 'rolled back'. See also **Additional Information on P186**.

Step 3

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 5 - Flag Statement run as COMPLETED (all successfully printed)		
STATEMENT DATE =	15 AUG 06	
READ THE FOLLOWING VERY CAREFULLY !		
Once you have replied COMPLETE to the question below, you may no longer access (i.e. print) the Statements contained in above run !		
You should ONLY enter COMPLETE when ALL the Statements contained within the above run have been fully (and successfully) printed !!		
Enter word COMPLETE to FLAG above run as COMPLETED -		
(or simply press RETURN to exit back to Statement menu)		

At the **Enter word COMPLETE to FLAG run as COMPLETED** – prompt:

- Enter **COMPLETE** to finalise the run, or
- Press <ENTER> to continue. You will be returned to the **Client Statementing Menu** at Step 2.

Step 4

After entering **COMPLETE** you are required to verify your choice.

FINAL VERIFICATION Are you ABSOLUTELY certain? (Y/N) <input type="checkbox"/>

- Enter <Y> to confirm completion.

Step 5

A message to confirm the completion of the statement run is displayed:

PD614.QA4 P186	CLIENT STATEMENTS	15 AUG 06
Step 5 - Flag Statement run as COMPLETED (all successfully printed)		
STATEMENT DATE = 15 AUG 06		
READ THE FOLLOWING VERY CAREFULLY !		
Once you have replied COMPLETE to the question below, you may no longer access (i.e. print) the Statements contained in above run !		
You should ONLY enter COMPLETE when ALL the Statements contained within the above run have been fully (and successfully) printed !!		
Enter word COMPLETE to FLAG above run as COMPLETED - COMPLETE		
(or simply press RETURN to exit back to Statement menu)		
STATEMENT RUN is now FLAGGED -COMPLETED		
ESC/RETURN: exit message		

- Press <ESC> or <ENTER> to continue. You will be returned to the **Client Statementing Menu** at Step 2.

Additional Information on P186

If there is a problem with the processing of statements between Steps 2 and 4 of the **Client Statements (P186)** program, or with **Automatic Statement Generation (P187)**, and you need to re-do the statement run, DO NOT use Option 5 of **P186** to finalise the statement run.

If you cannot resolve any issues that are preventing the completion of the statement run, you need the unsuccessful statement run to be 'rolled back' so you can start again, please contact Ultradata Support to 'undo' the statement run.

DRAFT

Other Programs used with Client Statements

This section covers:

- Maintain Client Diary Statements (P75C)
- 'tar' Flat File to Tape (P186.TAR)
- Automatic Statement Generation (P187)

The following program is used with Client Statements and also Account Statements.

- Maintain Client/Account Statement Mail Codes (P73)

This program is described in the **Statements - Additional Information** section of this manual.

Maintain Client Diary Statements (P75C)

The **Maintain Client Diary Statements (P75C)** program is used to enable client statements to be generated on a regular periodic basis.

Statements for clients with diary entries will be generated by **Client Statements (P186)** with the first statement run after 'Next Due' date shown in **P75C**.

Step 1

Access the **Maintain Client Diary Statements (P75C)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

PD614.QA4 P75C	Maintain Client Diary Statements	17 AUG 06
Client Number	<input type="text"/>	
Client Name		
Address		
Last Statemented		
Next Due		
Frequency (nD or nM)		
		\ client

Step 2

Enter the **Client Number** or press <ESC> to leave the program.

After entering the client number, the client name and address details will be displayed along with the Last Statemented and Next Due dates (if applicable), and the frequency.

PD614.QA4 P75C		Maintain Client Diary Statements	17 AUG 06
Client Number	10010		
Client Name	MR K J Williams		
Address	899 Highpoint Place COMO WEST NSW 2226		
Last Statented	15 AUG 2006		
Next Due	15 SEP 2006		
Frequency (nD or nM)	1M		
Change, Delete, Save or END			

If the Frequency has not been set, then the Next Due date field will be blank.

Step 3

Enter one of the following at the **Change, Delete, Save or END** prompt:

- **<C>** to change the Next Due date and Frequency. Go to Step 4.
- **<D>** to delete the Diary Statement. This option is not displayed if the Frequency has not been set. After entering **<D>**, enter **<Y>** to confirm the deletion. You will be returned to Step 2.
- **<S>** to save the changes and then enter **<Y>** to confirm the update. You will be returned to Step 2.
- **END** or press **<ESC>** to return to the Client Number field and then go back to Step 2.

Step 4

Enter the **Next Due** date for the next statement.

Step 5

Enter the **Frequency**. This may be in the form:

- **nnnD** for the number of days. nnn is a value between 1 and 365, e.g. enter 14D for a statement each fortnight. This option may only be viable if you normally process statements on a daily basis.
- **nnM** for the number of months. nn is a value between 1 and 12, e.g. enter 3M for a statement every 3 months.

After entering the frequency, you are returned to Step 3.

'tar' Flat File to Tape (P186.TAR)

The 'tar' Flat File to Tape (P186.TAR) program is used to send the flat file containing the statements data to a mailing house.

Although this program is primarily intended to send the statements flat file to a mailing house (e.g. by disk), it may be used for any file and not just statements files.

Step 1

Access the 'tar' Flat File to Tape (P186.TAR) program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

PD614.QA4 P186.TAR	'tar' Flat File to Tape	17 AUG 06
Tape drive #		
File to be Copied		
1 = Normal Statements, 2 = Billing Statements, 3 = Credit Card statements		
\ available		

Step 2

Enter the drive number in the 'Tape drive #' field, or <\> to select the drive type from a list.

Step 3

Enter one of the following statementing option file types:

- <1> for Normal Statements
- <2> for Billing Statements
- <3> for Credit Card Statements
- <\> to select the statement type from a list.

Tape drive # MT1 /dev/rnt1.4

File to be Copied 1 "normstatements"

1 = Normal Statements, 2 = Billing Statements, 3 = Credit Card statements

FINAL QUESTION OK to commence? (Y/N)

Step 4

Enter <Y> at the **FINAL QUESTION OK to commence? (Y/N)** prompt to start the copy process.

Automatic Statement Generation (P187)

Use the **Automatic Statement Generation (P187)** program to produce client-based statements with minimal operator intervention. The statements are initially selected using Option 1 of **Client Statements (P186)**. **P187** replaces Steps 2 to 4 of the **P186** statementing process.

After setting up the statement run parameters using Option 1 of **P186** you (or an IDPC) can use **P187** to access those saved details to generate the statements, and produce statements as a 'flat file' for printing or forwarding to a mailing house.

P187 may be run after **FINISH** and before **START** by either an operator in your financial institution or by an IDPC accessing the financial institution's Ultracs account.

When it is confirmed that all statements have been produced, Option 5 of the **P186** program is run to flag the statement run as complete.

Refer to **Printing Statements without Operator Intervention** in the **Client Statements Overview** section for information on how **P187** is used with **P186** and associated programs.

Step 1 Ensure that statement run parameters have been set up using Option 1 of **Client Statements (P186)**. This can be done at any time ahead of using **P187**.

Step 2 After **FINISH** and any billing and interest charging programs have been run, access the **Automatic Statement Generation (P187)** program.
Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

PD614.QA4 P187	Automatic Statement generation	17 AUG 06
Run Type	Normal STATEMENTS	
Run Details	ALL CLIENTS WITH 'NORMAL' ACCOUNTS	
For Statement Date	17 AUG 06	
<input type="text" value="FINAL QUESTION OK to commence? (Y/N)"/>		

Step 3

Enter <Y> at the **FINAL QUESTION OK to commence? (Y/N)** prompt.

- Your progress will be displayed on the screen as the statement run progresses.

```
PD614.QA4 P187           Automatic Statement generation           17 AUG 06

Run Type           Normal STATEMENTS
Run Details        ALL CLIENTS WITH 'NORMAL' ACCOUNTS
For Statement Date 17 AUG 06
Now processing the statement creation

                Statement generation progress
                Action                               Status
Clearing previous STATEMENT data           COMPLETED
Create the STATEMENT data                   300
```

- When the statement run has completed, the program will terminate.

Step 4

After the successful completion of the statement run, use Option 5 of the **Client Statements (P186)** program to 'complete' the run.



DO NOT flag the statement run as COMPLETE unless all statements have been successfully produced. Contact Ultradata Support if your statement run is not successful and you need the statement run to be 'rolled back'.

Maintain Client/Account Statement Mail Codes (P73)

The **Maintain Client/Account Statement Mail Codes (P73)** program is applicable to both Client Statements and Account Statements. Refer to the **Statements - Additional Information** section for the details of how to use this program.

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2. Account Statements

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Account Statements Overview

This section covers:

- What are Account Statements?
 - Transaction Lists
 - Formal and Informal Statements

DRAFT

What are Account Statements?

Account Statements provide statements for clients for individual accounts. This differs from client statements which produce a statement for all relevant accounts for a client in a single process.

Account Statements may be in one of the following forms:

- Transaction Lists
- Formal Statements
- Informal Statements.

Transaction Lists

A Transaction List is a list of client account transactions between two nominated dates and may be generated on an ad hoc basis for internal use (e.g. for a loans officer) or for a client.

The transaction list is normally generated first and then printed later.

Transaction lists can contain already statemented items and are driven by date parameters.

How Are Transaction Lists Produced?

- The initial transaction list request can be generated via the **Generate 'Transaction List' Requests (P71)** or **Request a Statement or Print Transaction List (ATSTAT)** programs using the Transaction List 'T' option, or by the IVR telephone banking system.
Requests made by **P71** and **ATSTAT** are printed later using **Print Requested Transaction Lists (P72)**.
- **ATSTAT** also provides for the option of printing transaction lists immediately using the Transaction List 'L' option.
- Requests for transaction lists from the IVR telephone banking system may be printed by **Print Requested Transaction Lists (P72IVR)** or **Print Requested Transaction Lists (P72)** depending on how your system is set up.
- My Viewpoint users may have the option of printing transaction lists using the **Statements** option from the **Accounts** menu.
- Transaction lists may also be produced for all the clients who have specified account types at selected branches using the **Print Transaction List of Member Accounts (P72X)** program.

Transaction List Examples

Example 1 - Transaction List for 2 x Joint Accounts

This example is for Mr S Preston (client no. 711449). Mr Preston is the Primary Joint account holder of the S10 and L48 accounts included in this Transaction List. The Transaction List is for the period 01 Jun 2006 to 30 Jun 2006.

While interest is shown as posted transactions to the accounts, the Transaction List does not provide a summary of the interest paid.

PD614.QA4		Ultradata Financial Services, 311 The Kingsway COMO WEST 2226				Printed at 02:16pm		21 AUG 2006		
Transaction BEGIN Date		01 JUN 2006		DATE JOINED		BR/AGENT				
Transaction END Date		30 JUN 2006		30 AUG 05		7				
CLIENT No.		711449		Stephen John Preston						
S10 - CASH MANAGEMENT S J Preston, D J Green										
EFF DTE	CODE	POSTED	BR	OP	DESCRIPTION	DEBIT	CREDIT	BALANCE	CHQ NO.	
		01JUN06			OPENING BALANCE			46,010.20		
52	07JUN06	20	1		TRANSFER (AUTH 52366)	1,822.14		44,188.06		
	07JUN06	20	1		To 711449L48			PERIODIC PAY		
	07JUN06	20	1		LOC MINIMUM REPAYMENT					
34	30JUN06	20	5		INTEREST CREDIT		137.32	44,325.38		
	30JUN06				CLOSING BALANCE			\$44,325.38		
L48 - LINE OF CREDIT S J Preston, D J Green										
EFF DTE	CODE	POSTED	BR	OP	DESCRIPTION	DEBIT	CREDIT	BALANCE	ARRRAPS BAL	CHQ NO.
		01JUN06			OPENING BALANCE			150,017.49-		
83	02JUN06	20	15		PERSONAL CHEQUE	880.00		150,897.49-		536956
83	05JUN06	20	15		PERSONAL CHEQUE	104.50		151,001.99-		536957
32	07JUN06	20	1		TRANSFER (AUTH 52366)		1,822.14	149,179.85-210,840.00adv		
	07JUN06	20	1		From 711449S10			PERIODIC PAY		
	07JUN06	20	1		LOC MINIMUM REPAYMENT					
	08JUN06	20	11		From 1822.14 to 1858.88 due 07JUL2006			PAYMENT ALTERED		
83	15JUN06	20	15		PERSONAL CHEQUE	1,570.10		150,749.95-		536958
83	21JUN06	20	15		PERSONAL CHEQUE	794.20		151,544.15-		536959
83	21JUN06	20	15		PERSONAL CHEQUE	2,115.00		153,659.15-		536960
83	22JUN06	20	15		PERSONAL CHEQUE	1,835.65		155,494.80-		530345
53	30JUN06	20	5		LOAN INTEREST	944.85		156,439.65-210,840.00adv		
	30JUN06				CLOSING BALANCE			\$156,439.65-		
MR S J Preston 66 Highpoint Place COMO WEST NSW 2226						Should you have any queries please ring 02 5555 3211 during normal office hours.				

Example 2 - Transaction List for 2 x Joint Accounts Using ATSTAT and the 'Basic' Option

When using ATSTAT to produce a Transaction List using the **Transaction List on the Line Printer (immediate)** option you can specify that only 'Basic' transaction information is included.

This example shows the same client, account and transaction period as Example 1, however it does not include the effective date of transactions, transaction code, branch and operator codes or the arrears balance (where applicable). This reduced level of detail may be appropriate for general account enquiries.



Refer to the **Other Programs used with Account Statements** section for information on ATSTAT.

POSTED	DESCRIPTION	DEBIT	CREDIT	BALANCE	CHQ NO.
PD614.QA4 Ultradata Financial Services Printed at 02:42pm, 21 AUG 2006 311 The Kingsway COMO WEST 2226					
Transaction BEGIN Date 01 JUN 2006 DATE JOINED BR/AG Transaction END Date 30 JUN 2006 30 AUG 05 7					
CLIENT No. 711449 Stephen John Preston S10 - CASH MANAGEMENT S J Preston, D J Green					
01JUN06	OPENING BALANCE			46,010.20	
07JUN06	TRANSFER (AUTH 52366)	1,822.14		44,188.06	
07JUN06	To 711449L48			PERIODIC PAY	
07JUN06	LOC MINIMUM REPAYMENT				
30JUN06	INTEREST CREDIT		137.32	44,325.38	
30JUN06	CLOSING BALANCE			\$44,325.38	
L48 - LINE OF CREDIT S J Preston, D J Green					
01JUN06	OPENING BALANCE			150,017.49-	
02JUN06	PERSONAL CHEQUE	880.00		150,897.49-	536956
05JUN06	PERSONAL CHEQUE	104.50		151,001.99-	536957
07JUN06	TRANSFER (AUTH 52366)		1,822.14	149,179.85-	
07JUN06	From 711449S10			PERIODIC PAY	
07JUN06	LOC MINIMUM REPAYMENT				
08JUN06	From 1822.14 to 1858.88 due 07JUL2006			PAYMENT ALTERED	
15JUN06	PERSONAL CHEQUE	1,570.10		150,749.95-	536958
21JUN06	PERSONAL CHEQUE	794.20		151,544.15-	536959
21JUN06	PERSONAL CHEQUE	2,115.00		153,659.15-	536960
22JUN06	PERSONAL CHEQUE	1,835.65		155,494.80-	530345
30JUN06	LOAN INTEREST	944.85		156,439.65-	
30JUN06	CLOSING BALANCE			\$156,439.65-	
MR S J Preston 66 Highpoint Place COMO WEST NSW 2226					
Should you have any queries please ring 02 5555 3211 during normal office hours.					

Formal and Informal Statements

Formal Statements

A Formal Statement will include only those transactions that have not been included on a previous Formal Statement.



There may be legal ramifications on the presentation of a formal statement that are not applicable to informal statements and transaction lists.

Informal Statements

An Informal Statement is an interim statement that may be produced between Formal Statements. Transactions that appear on an Informal Statement will also appear on the next Formal Statement.

How Are Formal and Informal Statements Produced?

- Both Formal and Informal statements can be requested via the **Generate 'Statement of A/C' Requests (P74)** program or using the **Statement of Account** option available in **ATSTAT**.
- The statements are then printed after **FINISH** using the **Account Statements (1_up, 1 account) (P76)** program.

Formal Statements are also produced automatically each time **P76** is run and when one of the following occurs:

- The number of transactions for 'Page Full' has been reached. This is specified on the **Maintain Savings Account Definition, Maintain Term Deposit Account Definition** or **Maintain Loan Account Definition** page.
- The Statement Due Date has been reached. This may be specified in the **P60M - Account Maintenance** page for each client/account. The setting of the **Due Date** and **Frequency in Days/Frequency in Months** fields in **P60M** performs a Statement Diary type function.
- The client/accounts are included in the selection criteria of Step 1 of the **Account Statements (1_up, 1 account) (P76)** program.

Who Gets the Statement?

Only clients who are flagged to receive statements when the account is opened or in the **P60M - Account Maintenance** page will have Account Statements produced for them. This field is initially set using the **Statements** check box in the **Client Parameters** section of the **Open Savings Account** process. This is set in the **Statement for Client** field in the **P60M - Account Maintenance** page.

With joint accounts, only one of the clients needs to be flagged to receive Account Statements. Should there be more than one client flagged to receive Account Statements, then all flagged clients will receive a statement every time either a Formal or Informal statement is requested using **Generate 'Statement of A/C' Requests (P74)**, or when Formal Statements are included automatically in **Account Statements (1_up, 1 account) (P76)** selection process.

Should a statement be requested in **P74** using a client number and the client is not flagged to receive statements, that client still does not receive a statement. Account Statements will however be produced for all the clients that are flagged to receive them.

Account Statement Example

Example 1 - Account Statement 2 x Individual Accounts

This example is for G H Ruby (client no. 48432). Ms Ruby has 2 accounts included in the Account Statement run, these are her S2 and S8 accounts. In this example of a Formal Statement, all previously unstatemented items until the run date on 21 Aug 06 are included. An Informal Statement would have a similar layout.

Note that each different account will create a new statement; therefore there may be a large number of statements for the same client if all accounts were included in the statement run.

Unless shown as a transaction entry, interest is not normally displayed on the statements, i.e. the statements do not provide a summary of the interest paid.

The format and some of the content for account statements can be customised and this is normally done on installation of the Account Statement product. This may include custom information in the statement header or at the top of the statement as well as the transaction detail section. If you need to make any changes content and layout of the statements other than formatting changes, contact Ultradata Customer Support.

G H RUBY		PAGE 1			
113-115 HOLME ST					
EARLWOOD NSW 2206					
Account: 48432S2 DIRECT SAVER		BRANCH 2			
G H RUBY					
Statement Begin Date : 01AUG06		Statement End Date : 21AUG06			
EFFECT.	POSTED	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
	01AUG06	Opening Account Balance			3,487.01
	03AUG06	b2b: TAX OFFICE PAYMENTS	100.00		3,387.01
	03AUG06	Ibank PPAY Ref-680158566778060 #001426770			
	04AUG06	XFR FROM 105557295		520.00	3,907.01
	11AUG06	XFR FROM 105557295		520.00	4,427.01
10AUG	14AUG06	b2b: TAX OFFICE PAYMENTS	100.00		4,327.01
10AUG	14AUG06	Ibank PPAY Ref-680158566778060 #001516667			
	17AUG06	b2b: TAX OFFICE PAYMENTS	100.00		4,227.01
	17AUG06	Ibank PPAY Ref-680158566778060 #001517880			
	18AUG06	XFR FROM 101555295		520.00	4,747.01
	21AUG06	Closing Account Balance			4,747.01
Please check your statement for errors. If you find an error, please contact the Ultradata Financial Services Customer Service Centre on 1800 555 5555					

G H RUBY
113-115 HOLME ST
EARLWOOD NSW 2206

PAGE 1

Account: 48432S8 MASTER
G H RUBY

BRANCH 2

Statement Begin Date : 01AUG06 Statement End Date : 21AUG06

EFFECT.	POSTED	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
	01AUG06	Opening Account Balance			15,142.94
	02AUG06	XFR TO 101555456	20.00		15,122.94
	02AUG06	PPAY To-G H DOMELL, S J BACELLI			
	02AUG06	XFR	80.00		15,042.94
	02AUG06	PPAY To-S J BACELLI, G H DOMELL			
	02AUG06	XFR TO 655001 125424441	700.00		14,342.94
	02AUG06	Ibank PPAY To-GH DOMELL & SJ BACELLI Ref-48432S8 DRAWINGS			
	02AUG06	Drawings			
	04AUG06	XFR TO 101555063	520.00		13,822.94
	04AUG06	XFR TO 655001 590302014	740.00		13,082.94
	04AUG06	PPAY To-G H DOMELL & S BACELLI Ref-48432S8			
	04AUG06	PPAY To-G H DOMELL & S BACELLI Ref-48432S8			
	07AUG06	XFR TO 655001 112848544	295.47		12,787.47
	07AUG06	PPAY To-JOHN PINNDRLEES Ref-48432S8 WAGES John			
	07AUG06	Pinanderlees			
	07AUG06	XFR TO 655001 106238918	582.00		12,205.47
	07AUG06	Ibank PPAY To-Duke Mannix Ref-48432S8 WAGE Duke Mannix			
08AUG	09AUG06	AP#47409 TO G H DOMELL & S J RASEL	287.40		11,918.07
08AUG	09AUG06	NO PAYER DETAIL ON FILE			
	09AUG06	AP#27572 TO G H JUDE	20.00		11,898.07
	09AUG06	AP#28272 TO S J GIGGLEY	80.00		11,818.07
	09AUG06	AP#51610 TO GH DOMELL & SJ Ras	700.00		11,118.07
	09AUG06	NO PAYER DETAIL ON FILE			
	11AUG06	XFR TO 101555063	520.00		10,598.07
	11AUG06	XFR TO 655001 590302014	740.00		9,858.07
	11AUG06	PPAY To-G H DOMELL & S BACELLI Ref-48432S8			
	14AUG06	XFR TO 655001 112848544	295.47		9,562.60
	14AUG06	PPAY To-JOHN PINNDRLEES Ref-48432S8 WAGES John			
	14AUG06	Pinanderlees			
	14AUG06	XFR TO 655001 106238918	582.00		8,980.60
	14AUG06	Ibank PPAY To-Duke Mannix Ref-48432S8 WAGE Duke Mannix			
15AUG	16AUG06	XFR TO 655001 690133921	287.40		8,693.20
15AUG	16AUG06	PPAY To-G H DOMELL & S J BACELLI Ref-48432S8			
	16AUG06	XFR TO 101004456	20.00		8,673.20
	16AUG06	PPAY To-G H JUDE			
	16AUG06	XFR	80.00		8,593.20
	16AUG06	PPAY To-S J WIGGLEY			

G H RUBY
113-115 HOLME ST
EARLWOOD NSW 2206

PAGE 2

Account: 48432S8 MASTER
G H RUBY

BRANCH 2

Statement Begin Date : 01AUG06 Statement End Date : 21AUG06

EFFECT.	POSTED	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
	16AUG06	XFR TO 655001 125423491	700.00		7,893.20
	16AUG06	Ibank PPAY To-GH DOMELL & SJ BACELLI Ref-48432S8			
	16AUG06	DRAWINGS Drawings			
	18AUG06	XFR TO 101555063	520.00		7,373.20
	18AUG06	XFR TO 655001 590302014	740.00		6,633.20
	18AUG06	PPAY To-G H DOMELL & S BACELLI Ref-48432S8			
	21AUG06	XFR TO 655001 112848544	295.47		6,337.73
	21AUG06	PPAY To-JOHN PINNNDERLEES Ref-48432S8 WAGES John			
	21AUG06	Pinnerlees			
	21AUG06	XFR TO 655001 106238918	582.00		5,755.73
	21AUG06	Ibank PPAY To-Duke Mannix Ref-48432S8 WAGE Duke Mannix			
	21AUG06	Closing Account Balance			5,755.73

Please check your statement for errors. If you find an error, please contact
the Ultradata Financial Services Customer Service Centre
on 1800 555 5555

Transaction Lists

This section covers:

- Generate 'Transaction List' Requests (P71)
- Print Requested Transaction Lists (P72)
- Print Requested Transaction Lists (P72IVR)
- Print Transaction List of Member Accounts (P72X)

DRAFT

Generate 'Transaction List' Requests (P71)

Use the **Generate 'Transaction List' Requests (P71)** program to generate a transaction list for a client between two dates, or generate a list for all transactions on file. This program may be run at any time.

The transactions included in the list may include those that have already been stated (i.e. included in a 'Formal' statement). Transactions are held on file until periodically archived and purged.



Transaction Lists may also be requested using **ATSTAT**. Refer to **Statement Requests using ATSTAT** in the **Other Programs used with Account Statements** section for details.

After the list is generated, it is printed using **Print Requested Transaction Lists (P72)**.

Step 1

Access the **Generate 'Transaction List' Requests (P71)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

PD614.QA4 P71	GENERATE 'TRANSACTION LIST' REQUESTS	17 AUG 06
(Printed on the Line Printer by P72)		
Enter CLIENT No. (or END)		
		\ client

Step 2

Do one of the following at the **Enter CLIENT No. (or END)** prompt:

- Enter the client number, or
- Enter **END** or press **<ESC>** if you have finished using this program.

Step 3

If the client number you entered is for a client on a Diary Statement, your screen will show the 'Next Due' date for the statement and the statement 'Frequency':

```
PD614.QA4 P71          GENERATE 'TRANSACTION LIST' REQUESTS          17 AUG 06
(Printed on the Line Printer by P72)

Client # 711206

      Sean Joseph Olive
      1905 Mill Pond Road

      COMO WEST NSW 2226

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 SEP 06      FREQUENCY: 1M

Continue with your request ? (Y/N)
```

Skip this Step if you do not see the message.



Diary Statements are used with Client Statements to allow particular clients to receive statements for a set period or on a specified date using **Maintain Client Diary Statements (P75C)**. You can still generate a transaction list for a client receiving Client Statements. Refer to the **Client Statements** section for additional information.

Diary Statements may also be applied to individual accounts and are set up using the **P60M - Account Maintenance** page. Refer to the **Other Programs used with Account Statements** section for additional information.

- Enter <Y> at the **Continue with your request ? (Y/N)** prompt if you still want to produce a transaction list.

Step 4

You are now asked to select the Accounts to be included in the Transaction List:

```

PD614.QA4 P71          GENERATE 'TRANSACTION LIST' REQUESTS          17 AUG 06
(Printed on the Line Printer by P72)

Client # 711206

Sean Joseph Olive
1905 Mill Pond Road

COMO WEST NSW 2226

ALL ACCOUNTs - Client 711206 - Olive, S J
Account Name (incl Related)  A/c Balance  XRef #
S8 S J Olive                204.54-  101057000
L81 S J Olive                252,535.27- 101057002
2 choices

SPACE:de/select *:all RETURN:complete ESC:exit
  
```

- Press <SPACE> to select or deselect accounts, or
- Enter an asterisk < * > to select all accounts.
- When you have finished your selections, press <ENTER> to continue.

The selected accounts will be displayed on the screen:

```

Request a TRANSACTION LIST for the following Accounts ...
S8 L81

Enter a START DATE from which transactions will be listed -
(Press RETURN for ALL transactions on file)
  
```

Step 5

Do one of the following at the

Enter a START DATE from which transactions will be listed - (Press RETURN for ALL transactions on file) prompt:

- Enter a Start Date for the Transaction List and then go to Step 6, or
- Press <ENTER> for all transactions on file and then go to Step 7.



If transactions are not archived and purged on a regular basis, the 'ALL' transactions option could result in a very large statement.

Step 6

Do one of the following at the

Enter an END DATE for transaction the listing (RETURN for today) prompt:

- Enter the End Date for the Transaction List, or
- Press <ENTER> for all transactions up to today's date.

Step 7

Press <ENTER> at the **TRANSACTION LIST request generated Press RETURN** prompt and then go back to Step 2.



Use **Print Requested Transaction Lists (P72)** when you are ready to print the statements that have been requested.

Print Requested Transaction Lists (P72)

Use the **Print Requested Transaction Lists (P72)** to print Transaction List statements that have previously been requested using **Generate 'Transaction List' Requests (P71)**. Depending on how your system is set up, **P72** may also include Transaction List statements requested via the IVR telephone banking module.

This program may be run at any time as required.



If this program is run between **FINISH** and **START** you will be logged out of the system on completion of the production of the Transaction Lists.

Step 1

Access the **Print Requested Transaction Lists (P72)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

The program runs automatically. There is no user intervention required. A message is shown on the screen when the printing is complete.

```
PD614.QA4 P72          PRINT REQUESTED TRANSACTION LISTS          18 AUG 06
3 REPORT(s) in progress .....
Spooler Entry #5361

COMPLETED.

[ULTRACS] press ANY KEY to continue
```

Step 2

Press any key to return to the menu.

Print Requested Transaction Lists (P72IVR)

Print Requested Transaction Lists (P72IVR) may be used to print Transaction List statements previously requested via the Interactive Voice Response (IVR) telephone banking module. This program is essentially the same as **Print Requested Transaction Lists (P72)**.

When the IVR telephone banking module is installed, a decision is made whether to use **P72** to produce Transaction List statements requested via IVR, or to produce statements separately using **P72IVR**.



If your system is set up to produce Transaction List statements requested via IVR using **P72** rather than **P72IVR**, you will receive the message 'Your IVR statements are not produced by this program!'.

Contact Ultradata Support if you need to change the program used to produce Transaction List statements requested via IVR.

Refer to the *Interactive Voice Response (IVR) User Manual* for additional information on the IVR system.

Step 4

You now need to select the Account Types for inclusion. At the **ENTER ACCOUNT TYPES OR 'RETURN' FOR ALL** prompt, do one of the following:

- Press <ENTER> for all accounts.
- Enter the Account Types you want included, separating each Account Type with a space.
- Enter <S> for all savings accounts, <L> for all loan accounts or <I> for all investment accounts.
- Enter <\> to select the Account Types from a List.

Step 5

At the **SELECT THE ORDER REQUIRED ALPHA OR NUMERIC ?** prompt, do one of the following:

- Enter <A> to sort the Transaction List statements into alphabetical order, or
- Enter <N> > to sort the Transaction List statements into numerical order.

Your screen will look similar to the following:

PD614.QA4 P72X	PRINT TRANSACTION LIST OF MEMBER ACCOUNTS	17 AUG 06
RANGE OF AGENTS SELECTED - AGENT 1		
ACCOUNT TYPES SELECTED - S		
ENTER TRANSACTION START DATE - 01 AUG 06		
ENTER TRANSACTION FINISH DATE - 17 AUG 06		
SELECT THE ORDER REQUIRED ALPHA OR NUMERIC ? A		
FINAL QUESTION - IS ALL OF THE ABOVE CORRECT ? (Y/N)		

Step 6

Enter <Y> at the **FINAL QUESTION - IS ALL OF THE ABOVE CORRECT ? (Y/N)** prompt.

Your progress will be displayed on the screen:

```
PD614.QA4 P72X          PRINT TRANSACTION LIST OF MEMBER ACCOUNTS          17 AUG 06
RANGE OF AGENTS SELECTED - AGENT 1
ACCOUNT TYPES SELECTED   - S

ENTER TRANSACTION START DATE - 01 AUG 06
ENTER TRANSACTION FINISH DATE - 17 AUG 06

SELECT THE ORDER REQUIRED ALPHA OR NUMERIC ? A

NOW SELECTING THE ACCOUNTS REQUIRED      NOTE: Can be Long-running !!!
ACCOUNTS PROCESSED = 6200
```

The program will terminate when the transaction lists have been printed.

Formal and Informal Statement Requests

This section covers:

- Generate Statement Requests (P74)
- Account Statements (1_up, 1 account) (P76)
 - Selection of Accounts to be statemented
 - Maintenance of common Statement message
 - Definition & storage of print sequence
 - Printing (or re-printing) the Statements
 - Finalise (update any Formal statements)

DRAFT

Generate Statement Requests (P74)

Use the **Generate Statement Requests (P74)** program to generate requests for Formal and Informal statements on an ad hoc basis for one or more accounts belonging to a client.

Informal Statements may be generated back to the last purge date; however the default option is to include transactions since the last Formal Statement.

This program may be run at any time.

After the statement request is generated, it is printed after **FINISH** using the **Account Statements (1_up, 1 account) (P76)** program.



Statements may also be requested using **ATSTAT**. Refer **Statement Requests using ATSTAT** in the **Other Programs used with Account Statements** section for details.

Specify the Client and Accounts for the Statement Request

The first part of the process is to specify the client and accounts for the Account Statement request.

Step 1

Access the **Generate Statement Requests (P74)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

```
PD614.QA4 P74          GENERATE 'STATEMENT OF A/C' REQUESTS          18 AUG 06
(Printed on Statement stationery by P76)
Enter CLIENT No. (or END)

\ client
```

Step 2

Do one of the following at the **Enter CLIENT No. (or END)** prompt:

- Enter the client number, or
- Enter **END** or press **<ESC>** if you have finished using this program.

Step 3

If the client number you entered is for a client on a Diary Statement, your screen will show the Next Due date for the statement and the statement frequency:

```
PD614.QA4 P74          GENERATE 'STATEMENT OF A/C' REQUESTS          18 AUG 06
(Printed on Statement stationery by P76)

Client # 10010

      Kristopher James Williams
      899 Highpoint Place

      COMO WEST NSW 2226

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 SEP 06    FREQUENCY: 1M

Continue with your request ? (Y/N)
```

Skip this Step if you do not see the message.



Diary Statements are used to allow particular clients to receive statements for a set period or on a specified date. You can still generate a statement request for a client on a Diary Statement.

For Client Statements, Diary Statements are set up using **Maintain Client Diary Statements (P75C)**. For individual accounts (i.e. Account Statements), use the **P60M - Account Maintenance** page.

- Enter <Y> at the **Continue with your request ? (Y/N)** prompt if you still want to produce a transaction list.

Step 4

You are now asked to select the Accounts to be included in the Transaction List:

```

PD614.QA4 P74          GENERATE 'STATEMENT OF A/C' REQUESTS          18 AUG 06
  (Printed on Statement stationery by P76)

Client # 10010

      Kristopher James Williams
      899 Highpoint Place

      ALL ACCOUNTs - Client 10010 - Williams, K J
      Account Name (incl Related)      A/c Balance      XRef #
      S5  K J Williams                  4,541.37      101016012
      S6  K J Williams                  2,496.75      101065586
      I5  K J Williams                   0.00         101026339
      I11 K J Williams                  11,000.00     101051312
      I30 K J Williams                  23,023.66     101054346
      L81 K J Williams                   0.00         101065669
      522921 S1  C M Green, K Fielding    2,104.07     101001637
      713701 S18 Ajax Industries Pty Ltd ACME T  5,000.00     101065634
      713286 S18 C A Smith                740.50       101064658
      713699 S19 Ajax Group               12,500.00    101065621
      1109315 I30 Candide Nominees Pty Ltd  66,058.08    100044551
  
```

11 choices

SPACE:de/select *:all RETURN:complete ESC:exit

- Press <SPACE> to select or deselect accounts, or
- Enter an asterisk <*> to select all accounts.
- When you have finished your selections, press <ENTER> to continue.

The selected accounts will be displayed on the screen:

PD614.QA4 P74	GENERATE 'STATEMENT OF A/C' REQUESTS	18 AUG 06
(Printed on Statement stationery by P76)		
Client #	10010	
	Kristopher James Williams 899 Highpoint Place COMO WEST NSW 2226	
Request a STATEMENT OF A/C for the following Accounts ...		
I30	1109315I30	
Is this request for a FORMAL or INFORMAL Statement ? (F/I)		
FORMAL :	Un-statemented entries which are NOT subsequently re-statementable.	
INFORMAL:	Statement for any nominated period (no effect on subsequent prints)	



If you selected an individual account and that account has a Diary Statement loaded, you will again be asked if you want to continue. This is similar to Step 3. You must enter <Y> to continue your statement request and display the option to select Formal or Informal Statements.

Step 5

At the **Is this request for a FORMAL or INFORMAL Statement ? (F/I)** prompt, enter:

- <F> if this is a request for a Formal Statement. A Formal Statement will include transactions that have not been included on a previous Formal Statement; however you will not be able to include these transactions on a subsequent Formal Statement request. Refer to **Request for a Formal Statement** for the next Step.
- <I> to include transactions for a nominated period. This can include transactions that have been included on a previous Formal Statement and those that have not previously statemented. Go to Step 6.

Request for Informal Statement

Step 6 After selecting the Informal Statement option at Step 5, your screen will look similar to the following:

```
PD614.QA4 P74          GENERATE 'STATEMENT OF A/C' REQUESTS          18 AUG 06
(Printed on Statement stationery by P76)

Client # 10010

      Kristopher James Williams
      899 Highpoint Place

      COMO WEST NSW 2226

Request a STATEMENT OF A/C for the following Accounts ...
I30 1109315I30

INFORMAL Statement FROM date = DATE OF PREVIOUS STATEMENT
                   TO  date = STATEMENT DATE WHEN PRINTED

Press RETURN for the default dates as indicated or specify your own period.
```



See **Specify the Client and Accounts for the Statement Request** for the preceding Steps.

Do one of the following at the **FROM date** prompt:

- Press <ENTER> to accept the default period, i.e. from the previous Formal Statement.
- Enter a date for the start of the period. This date may be any date to the last purge date.

Step 7 Do one of the following at the **TO date** prompt:

- Press <ENTER> to accept the default period, i.e. to the date on which the account statement will be printed. This is the date the **Account Statements (1_up, 1 account) (P76)** program is run.
- Enter a date for the end of the period. This date may be any date after the date on or after the 'FROM date'.

Step 8 Enter <Y> at the **VERIFY. OK to generate INFORMAL STATEMENT OF A/C requests ? (Y/N)** prompt.

Step 9 A confirmation message is displayed to indicate that the request has been generated:

```
STATEMENT OF A/C requests generated          Press RETURN
```

- Press <ENTER> to continue. You are returned to the **Enter CLIENT No. (or END)** prompt at Step 2.

Request for a Formal Statement

Step 6 After requesting a Formal Statement, your screen will look similar to the following:

PD614.QA4 P74	GENERATE 'STATEMENT OF A/C' REQUESTS	18 AUG 06
(Printed on Statement stationery by P76)		
Client #	5744	
	ALINA BROWN	
	9 ALEXANDRIA ST	
	ALEXANDRIA NSW 2015	
Request a STATEMENT OF A/C for the following Accounts ...		
S4 S5		
	Is this request for a FORMAL or INFORMAL Statement ? (F/I)	F
VERIFY. OK to generate FORMAL STATEMENT OF A/C requests ? (Y/N)		



See **Specify the Client and Accounts for the Statement Request** for the preceding Steps.

Step 7 Enter <Y> at the **VERIFY. OK to generate FORMAL STATEMENT OF A/C requests ? (Y/N)** prompt.

Step 8 A confirmation message is displayed to indicate that the request has been generated:

STATEMENT OF A/C requests generated	Press RETURN
-------------------------------------	--------------

- Press <ENTER> to continue. You are returned to the **Enter CLIENT No. (or END)** prompt at Step 2.



Use **Account Statements (1_up, 1 account) (P76)** any time after FINISH has been run when you are ready to print the requested Account Statements.

Account Statements (1_up, 1 account) (P76)

The **Account Statements (1_up, 1 account) (P76)** program is used to print Account Statements on a periodic basis. Statements will be generated for any of the following:

- Accounts selected in the 1st Stage of Option 1 of **Account Statements (1_up, 1 account) (P76)**
- Any outstanding requests generated by the **Generate Statement Requests (P74)** program
- Statement "page full" request. The Page Full count is specified for each Account Type on the **Maintain Savings Account Definition, Maintain Term Deposit Account Definition** or **Maintain Loan Account Definition** page
- Any Account Statements for individual accounts whose due date is past as specified on the **P60M - Account Maintenance** page.

The **Account Statements (1_up, 1 account) (P76)** program must be run after **FINISH**. If Account Statement requests are made on a regular basis, it is likely that the running of this program would be run on a daily basis.

Statements produced show the client's name and address, the account type and branch. Transactions are described and listed as debit and credit items. Statement messages are also printed at the bottom of the statement.

Step 1

Access the **Account Statements (1_up, 1 account) (P76)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
(START OF PROCESS)    1  Selection of Accounts to be statemented
                      2  Maintenance of common Statement message
                      3  Definition & storage of print sequence
                      4  Printing (or re-printing) the Statements
(END OF PROCESS)      5  Finalise (update any Formal statements)

Select an option (1-5 or END)
```

Step 2

Enter one of the following at the **Select an option (1-5 or END)** prompt:

- **<1> - Selection of Accounts to be statemented**

This option allows you to specify the statement date. It is preferable that the statements be run for the current date however you do have the limited options to use an earlier date or a date in the future. You may also specify the Account Types to be included in the statement run.

Previous statement runs must be finalised before using this option.

- **<2> - Maintenance of common Statement message**

Use this option to set up a message that will appear on all statements or statements for nominated Account Types.

- **<3> - Definition & storage of print sequence**

This option controls the sequence in which the statements will be printed. This option must be run at least once before using Option 4.

- **<4> - Printing (or re-printing) the Statements**

This option controls the printing process. You can commence printing from the beginning, resume printing from a nominated statement or reprint specific statements.

You can continue to print or reprint statements until the next time Option 1 is run.

- **<5> - Finalise (update any Formal statements)**

This completes the process and allows you to do another statement run. You should not use this option if you have not printed the statements. The system is updated to flag accounts to indicate that a Formal statement has been produced to prevent transactions from being included on future Formal statements.

- **<ESC> or END** - To leave the program.

Selection of Accounts to be statemented

This option allows you to specify the statement date. It is preferable that the statements be run for the current date however you do have the limited options to use an earlier date or a date in the future. You may also specify the Account Types to be included in the statement run.

Step 3

After choosing the **Selection of Accounts to be statemented** option, your screen will look similar to the following:

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 1 Selection of Accounts to be statemented		
STATEMENT SELECTION PROCESS:		
We must now determine the date of this Statement run. This would normally be TODAY's date, but may be altered to cover the following circumstances.		
(A) FUTURE DATE: e.g. if today is Saturday 29th June and you require that the statements be dated 30th June. In such a case, you must NOT bypass any date upon which the SYSTEM WILL RUN.		
(B) A PAST DATE: This may be up to 14 days ago, but cannot be prior to the previous Statement run. (Adds time to selection process)		
STATEMENT DATE = 18 AUG 06		
Press RETURN to accept STATEMENT DATE as shown or enter your alternative.		

Do one of the following at the **STATEMENT DATE =** prompt:

- Press <ENTER> to accept the date shown. This will be the current processing date. Go to Step 5.
- Enter a date in the past. This may be up to 14 days ago but cannot be before the previous statement run.
- Enter a date in the future. This must be a date before the next system working date otherwise statements are unlikely to reflect the actual state of accounts for the date entered. This option may be used if you want to allow for non-working days between the statement run date and the next working day.

Step 4

The following message is displayed if you enter an alternate date:

VERIFY ALTERNATE DATE CORRECT ? (Y/N)

- Enter <Y> to continue, or
- Enter <N> if you need to revise the date and then go back to Step 3.

Your screen will look similar to the following:

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 1 Selection of Accounts to be statemented		
STATEMENT SELECTION PROCESS:		STATEMENT DATE = 04 AUG 06
We must now determine those Accounts to be statemented in this run.		
Accounts to be statemented may originate from any of these sources		
<ol style="list-style-type: none">1. Specific FORMAL or INFORMAL requests (loaded by 0STAT or P74)2. Automatically generated requests via P505's PAGE-FULL function3. Those Accounts for which a DIARY STATEMENT is loaded and now due4. Optional specification of certain Account Type(s) to be included		
Those Accounts originating from sources 1-3 are automatically included in this run. You must now determine whether or not source 4 is required. If source 4 is required, then the selection process may take more time.		
ANY ADDITIONAL SPECIFICATION BY ACCOUNT TYPE(S) ? (Y/N)		

There are 4 options shown on the screen indicating from where accounts to be statemented are sourced. The first 3 options are always included, i.e.:

- Any outstanding requests for either Formal or Informal Account statements loaded via **ATSTAT** or **P74**,
- Automatically generated "Page-Full" statements, and
- Accounts with Diary Statement dates that are now due.

These represent the normal daily Account Statement requests that would be printed each day. The forth option is to include selected Account Types. You would use this option on a periodic basis to send Account statements to all clients should you be using Account Statements (rather than Client Statements).

Step 5

At the **ANY ADDITIONAL SPECIFICATION BY ACCOUNT TYPE(S) ? (Y/N)** prompt:

- Enter **<N>** if you do not want to include specific Account Types and then go to Step 13, or
- Enter **<Y>** to produce Account Statements for specific Account Types and then go to the next Step.

Step 6

Your screen will look similar to the following:

```

PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
-----
OPTION:  1  Selection of Accounts to be statemented
-----
STATEMENT SELECTION PROCESS:          STATEMENT DATE = 04 AUG 06
-----
CONVENTIONS:

(A) You will be prompted for specific Account types. Reply may be a single
    type (eg S6), multiples (eg S6 S8), or an entire type (L for all loans)
(B) You then determine the statement method for the selected type(s).
(C) The above A-B process may be repeated as many times as required.

NOTE: All statements generated by this process are FORMAL. They contain
      transactions from the date that each Account was last statemented.
NOTE: Any Account that has a zero balance and has received a FORMAL statement
      on (or since) the A/c's LAST TRANSACTION DATE will NOT receive another.

Press RETURN to continue or END to exit
  
```

At the **Press RETURN to continue or END to exit** prompt:

- Press <ENTER> to continue, or
- Enter **END** or press <ESC> to leave the program.

Step 7

After electing to continue in the previous Step, you will be asked to specify the Account Types:

```

PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
-----
OPTION:  1  Selection of Accounts to be statemented
-----
STATEMENT SELECTION PROCESS:          STATEMENT DATE = 04 AUG 06
-----
ACCOUNT TYPE(S) =

Sample replies:  S6,  I7 I8,  L,  or  END
  
```

Do one of the following at the **ACCOUNT TYPE(S) =** prompt:

- Enter one or more Accounts of the same type, separating each Account Type with a <SPACE>, e.g. S1 S2 S3. You will have the opportunity to add accounts of a different type after Step 12.
- You may include all accounts of a particular type by specifying the type letter, e.g. enter <S> to specify all loan Account Types.
- Enter <|> to select Accounts from a list. The Accounts must all be of the same Type, e.g. all S Type.



After entering the Account Types, you will be asked to specify a 'Method' relating to the account activity.

You will also have the option to repeat this process with additional account selections which may have a different activity method.

- After entering the Account Types, go to Step 8.

Step 8

```

PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 1  Selection of Accounts to be statemented
STATEMENT SELECTION PROCESS:          STATEMENT DATE = 04 AUG 06

ACCOUNT TYPE(S) = S1 S2 S3 S4 S5

METHODS AVAILABLE TO DETERMINE WHO GETS A STATEMENT ...

1  All Accounts in the above section.
2  Those that have NOT BEEN STATEMENTED since a NOMINATED DATE.
3  Those that have had SOME ACTIVITY since their LAST STATEMENT.
4  Those that have had SOME ACTIVITY since a NOMINATED DATE.

METHOD (1-4, END or RETURN)
  
```

Enter one of the following at the **METHOD (1-4, END or RETURN)** prompt:

- <1> to include all accounts in the selection shown on the screen and then go to Step 10.
- <2> to include only the accounts that have not been statemented since a nominated date and then go to Step 9.
- <3> to include only the accounts that have some activity since their last statement and then go to Step 10.
- <4> to include only the accounts that have had some activity since a nominated date and then go to Step 9.
- Press <ENTER> if you want to change the Account Type selection and then go back to Step 7.
- Enter **END** or press <ESC> to leave the program.

Step 9

Enter the appropriate date at the **NOMINATED DATE =** prompt.

Step 10

At the **EXCLUDE those Accounts that have an active DIARY STATEMENT ? (Y/N)** prompt:

- Enter <Y> to exclude accounts that have a future Diary Statement statementing date, or.
- Enter <N> to include accounts that have a future Diary Statement statementing date.

Step 11

Enter <Y> at the **VERIFY. OK to incorporate the above in this Statement run ? (Y/N)** prompt.



If you enter <N>, the current selection of accounts will be discarded and you will have the opportunity to re-select accounts again (if desired). If you nominate to re-select accounts, you will be returned to Step 7.

Step 12

At the **SELECTION INCORPORATED. ANY MORE ACCOUNT TYPE(S) ? (Y/N)** prompt:

- Enter <Y> if you want to add additional account selections and then go back to Step 7, or
- Enter <N> to continue without additional account selections.

Step 13

After you have finished with account selection, your screen will look similar to the following:

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 1 Selection of Accounts to be statemented		
STATEMENT SELECTION PROCESS:		STATEMENT DATE = 04 AUG 06
Accounts to be statemented may originate from any of these sources		
<ol style="list-style-type: none"> 1. Specific FORMAL or INFORMAL requests (loaded by 0STAT or P74) 2. Automatically generated requests via P505's PAGE-FULL function 3. Those Accounts for which a DIARY STATEMENT is loaded and now due 4. Optional specification of certain Account Type(s) to be included 		
FINAL QUESTION †		
READY TO COMMENCE. VERIFY. OK to process ? (Y/N)		

- Enter <Y> at the **READY TO COMMENCE. VERIFY. OK to process ? (Y/N)** prompt.



If you enter <N>, the details will not be saved and you will be returned to Step 2.

After entering <Y>, the account selection process will begin and progress will be displayed on the screen. After the selection process has been completed, your screen will look similar to the following:

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 1 Selection of Accounts to be statemented
IN PROGRESS ...
Clearing previous STATEMENT file data .... DONE.
Now gathering all STATEMENT requests ..... DONE. (Number = 6239)
Now gathering all DIARY STATEMENTS due ... DONE. (Number = 5)
Now obtaining other Accounts specified ... DONE. (Number = 12)

TOTAL NUMBER OF ACCOUNTS TO BE STATEMENTED = 6252

COMPLETED at 04:00pm. Duration (HH.MM.SS) = 00:01:54
Press RETURN or END
```

Step 14 At the **Press RETURN or END** prompt:

- Press <ENTER> to return to the Statementing menu at Step 2, or
- Enter **END** or press <ESC> to leave the program.

Maintenance of common Statement message

This option will allow you to set up a "common" message that will appear on all statements, or a specific message for a nominated Account Type. While you can load the same or different messages for multiple Account Types, you can only do so 1 Account Type at a time.

If you want to delete an existing message, create a new message with no content.

Step 3

After selecting the **Maintenance of common Statement message** option, your screen will look similar to the following:

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 2  Maintenance of common Statement message

You may select a specific account type (eg. S1, L3, etc) to load a
message against, or simply press <RETURN> to load a common message.

If a message is loaded against an account type, all accounts of that
type will have that message printed, whilst all other accounts will
have the common message printed.

The following account types currently have messages loaded :- None

Enter account type, or RETURN for common -

\ available
```



If there are messages loaded against individual Account Types, the Account Types will be shown on the screen:

```
The following account types currently have messages loaded :-
S1  S5  S10

Enter account type, or RETURN for common -
```

At the **Enter account type, or RETURN for common** prompt:

- To load a message against a specific Account Type, enter a single Account Type, e.g. S1 or enter <\> to select the Account Type from a list.
- To load a common message to appear on all statements, press <ENTER>.



The process for creating individual Account Type messages and common messages is the same.

Step 4

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 2 Maintenance of common Statement message (to appear at THE END of every S1 Statement)		
RULES Maximum of 10 (ten) lines available, each up to 79 characters. Press RETURN to indicate message finished before the 10th line. You must determine your own indentation from left-hand column. Enter END at any point to terminate and return to the menu.		
NO EXISTING MESSAGE ON FILE.		
Do you wish to load a new STATEMENT MESSAGE ? (Y/N)		



If there is an existing message, it will be shown on the screen:

THE EXISTING STATEMENT MESSAGE READS AS FOLLOWS

Ask about our free investment seminars.

- To create a new message (or delete an existing message), enter <Y> at the **Do you wish to load a new STATEMENT MESSAGE ? (Y/N)** prompt.

Step 5

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  2  Maintenance of common Statement message
          (to appear at THE END of every S5 Statement)

RULES  Maximum of 10 (ten) lines available, each up to 79 characters.
       Press RETURN to indicate message finished before the 10th line.
       You must determine your own indentation from left-hand column.
       Enter END at any point to terminate and return to the menu.

ENTER THE MESSAGE LINE BY LINE.  DON'T EXCEED MAXIMUM AS INDICATED BY .....
..... line 1 .....
```

To create a new message:

Enter the message using the following rules as a guide:

- Messages may have up to 10 lines with each line up to 79 characters.
- Take care when approaching the end of a line. You will be taken to the beginning of the next line when you run out of space and cannot return to the previous line.
- Press <ENTER> in a blank line to finish the message before the 10th line.
- If required, enter spaces to create your own indentation from the left.
- Enter **END** at the beginning of a line to terminate the message and return to the menu.

To delete an existing message:

- Press <ENTER> in the blank first line, and then enter <Y> at the **VERIFY. OK to DELETE the STATEMENT MESSAGE as above ? (Y/N)** prompt. You will be returned to the Account Statements options at Step 2.

Step 6

When finished, you will be asked to verify the new message:

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 2 Maintenance of common Statement message (to appear at THE END of every Statement)		
RULES Maximum of 10 (ten) lines available, each up to 79 characters. Press RETURN to indicate message finished before the 10th line. You must determine your own indentation from left-hand column. Enter END at any point to terminate and return to the menu.		
ENTER THE MESSAGE LINE BY LINE. DON'T EXCEED MAXIMUM AS INDICATED BY		
Ask about our free financial planning seminars. These are held each month at your local branch of Scope Financial Services. Phone 9555 9901 to reserve a place on the next seminar.		
VERIFY. OK to load new STATEMENT MESSAGE as above ? (Y/N)		

- If the message is satisfactory, enter <Y> at the **VERIFY. OK to load new STATEMENT MESSAGE as above ? (Y/N)** prompt.
- A confirmation message is displayed. Press <ENTER> to return to the Account Statements options at Step 2.

Definition & storage of print sequence

This option controls the sort sequence of the statements. You must run this option at least once before printing your statements using Option 4.

Step 3

After selecting the **Definition & storage of print sequence** option, your screen will look similar to the following:

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  3  Definition & storage of print sequence                    Dated 04 AUG 06

NOTE THE FOLLOWING:

This function, which must be run at least once for every set of statements,
allows you to define the order in which statements will be printed/spooled.

The sequence that you specify is used by the System to SORT the statements
which are then stored (SAVE-LIST) for multiple use by the printing option.

You may choose to use this function to alter an already-established sequence
that you now require, for whatever reason, to be stored in a different order.

This is the FIRST entry for this statement run.  You MUST define a sequence.
-----

Press RETURN to proceed with sequence definition, or END to exit
```

- Press <ENTER> to define the print sequence.

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  3  Definition & storage of print sequence                    Dated 04 AUG 06

Now select the INITIAL sequence in which the statements will be printed

  1 = ACCOUNT NO. (CLIENT)
  2 = ALPHABETICAL (BY NAME)
  3 = POST CODE
  4 = DEPARTMENT NUMBER
  5 = MEMBER TYPE
  6 = BRANCH (AGENT)
  7 = PAYROLL IDENTIFIER
  8 = NPSP CODE
  9 = MAIL CODE
 10 = NUMBER OF PAGES                      Sequence ? (1-10) =

NOTE Customary, but not compulsory, to use MAIL CODE as INITIAL sequence.
Your previous definition of sequence(s) was specified as follows ...
  INITIAL sequence:  NPSP CODE
  SECONDARY sequence: ACCOUNT NO. (CLIENT)
```

Step 4

Specify the sort **Sequence**. The number of levels available will depend on the choices you make. There are 10 sequence options available. These are:

- Account Number
- Alphabetical (by name)
- Post Code
- Department Number
- Member Type
- Branch (Agent)
- Payroll Identifier
- NPSP Code (National Pre Sort Plan)
- Mail Code

For most organisations, your first sequence order would be MAIL CODE. This used to group statements for mailing or not mailing (e.g. where the address is unknown, statements for staff, etc.). This code is maintained using the **Maintain Client/Account Statement Mail Codes (P73)** program.

If you use the Australia Post National Barcode Presort Plan (NBPP) service, choose NPSP Code as the next option.

If not using the National Barcode Presort Plan, there may be discounts available for mail sorted into Post Code order.

Step 5

After you have made your sort selections, enter <Y> at the **VERIFY. OK to process the sequence as above ? (Y/N)** prompt.

When the process is complete, the sequence will be saved as a Select List and the details will be displayed on the screen:

```

PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 3  Definition & storage of print sequence          Dated 04 AUG 06

Now select the INITIAL sequence in which the statements will be printed
INITIAL  sequence:  MAIL CODE
SECONDARY sequence:  NPSP CODE
TERTIARY sequence:  ACCOUNT NO. (CLIENT)

NOW ABOUT TO PROCEED WITH SELECTION AND STORAGE.

SELECTION in progress
6252 record(s) selected to SELECT list #0.

6252 record(s) SAVED to SELECT list "PD614.QA4.STATEMENTS".

COMPLETED at 03:55pm.   Duration (HH.MM.SS) = 00:00:13

Press RETURN or END

```

Step 6

Press <ENTER> or enter **END** at the **Press RETURN or END** prompt to return to the Account Statements options at Step 2.

Printing (or re-printing) the Statements

This option is used for either printing or re-printing account statements.



If you have any special printing set up requirements, you need to issue the appropriate **SP-ASSIGN** commands prior to running this option.

Step 3

After selecting the **Printing (or re-printing) the Statements** option, your screen will look similar to the following:

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  4  Printing (or re-printing) the Statements          Dated 04 AUG 06

Existing COMMON STATEMENT MESSAGE reads as follows ....

Please check your statement for errors. If you find an error, please contact
the Scope Customer Service Centre on 1800 555 5555.

Do you wish to alter/delete the COMMON MESSAGE ? (Y/N)
```

Note the display of the 'Common' message for all accounts set using option 2, **Maintenance of common Statement message**.

- If you want to change the Common Message statement, enter <Y>. You will be taken to Option 2. Refer to **Maintenance of Common Statement Message** for additional information.
- If you are happy with the current Common Message, enter <N>.

Step 4

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  4  Printing (or re-printing) the Statements          Dated 04 AUG 06

Select a PRINT option from the following ....

1  Commence printing from the beginning of the Statements
2  Resume printing from a nominated point within the Statements
3  Re-print Statement(s) for specific nominated Account(s) only

OPTION ? (1-3 or END)
```

Enter one of the following options:

- <1> - To commence printing from the beginning. Go to Step 8.
- <2> - To resume printing from a nominated point within the statements. Go to Step 5.
- <3> - To reprint Statement(s) for specific nominated account(s) only. Go to Step 7.
- <ESC> or **END** - To return to the options list at Step 2.

Resume printing from a nominated point

Step 5	PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
	OPTION: 4	Printing (or re-printing) the Statements	Dated 04 AUG 06
RESUME STATEMENT PRINTING (at other than the beginning of the Statements)			
You must now nominate an Account (eg 1234S1) from which printing will resume.			
ACCOUNT =			

Printing will start from the account number specified regardless of the sort sequence and continue to the end of the existing sequence.

- Enter the Account number from which printing will resume. The program will validate this account against the data to ensure that there is a statement for the account.

Step 6

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 4 Printing (or re-printing) the Statements		Dated 04 AUG 06
RESUME STATEMENT PRINTING (at other than the beginning of the Statements)		
You must now nominate an Account (eg 1234S1) from which printing will resume.		
ACCOUNT = 1073560s8.1		
A/C NAME = T M SMART		
VERIFY. OK to resume from above Account ? (Y/N)		

- Enter <Y> at the **VERIFY. OK to resume from above Account ? (Y/N)** to resume printing of the statements and then go to Step 8.

Reprint Statement(s) for specific nominated account(s)**Step 7**

PD614.QA4 P76	ACCOUNT STATEMENTS (1_up, 1 account)	18 AUG 06
OPTION: 4 Printing (or re-printing) the Statements		Dated 04 AUG 06
ENTRY OF SPECIFIC ACCOUNT NUMBERS FOR STATEMENT RE-PRINTING		
Simply enter the Accounts one at a time in any order (END when finished)		
Account =		

- At the **Account =** prompt, enter the account (Client Number and Account Type, e.g. 1073560S8.1) whose statement is to be reprinted.
- After pressing <ENTER> you are taken to a new line where you can enter another account, or enter **END** when you have finished entering accounts. Go to Step 8.

The program will validate this account against the data and ensure that there is a statement for the account.

Printing the statements (cont...)**Step 8**

At the **Do you require any dummy ALIGNMENT STATEMENT printed ? (Y/N)** prompt:

- Enter <Y> if you want to have a dummy print to check for statement alignment on your printer, and then go to Step 9.
- Enter <N> if you don't want a dummy print and then go to Step 11.

Step 9

Perform the alignment test print as follows:

- Enter the product type of your choice for the alignment test at the **Enter the PRODUCT TYPE (i.e. S, L or I) to be used for the alignment test** prompt.
- Load the printer with the correct stationery and then press <ENTER> at the **Press RETURN when the STATEMENT stationery is loaded on the Printer** prompt.
- If the print as satisfactory, enter <Y> at the **Dummy ALIGNMENT STATEMENT print for the ... type OK ? (Y/N)** prompt.
- If required, repeat this process for other Product Types by entering <Y> at the **Print dummy ALIGNMENT STATEMENT for another product type ? (Y/N)** prompt, otherwise enter <N>.

Step 10

Enter <Y> at the **OK to proceed with printing ? (Y/N)** prompt.



If you enter <N>, the program will be terminated.

Step 11

```

PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 4  Printing (or re-printing) the Statements          Dated 04 AUG 06

PRINT/SPOOL PROCESS ABOUT TO COMMENCE ....

Now let's think about SPOOLING.  I need to know whether you
want the Statements printed immediately they are processed.

If you reply Y to the question below, then I shall issue the SP-ASSIGN commands
necessary to ensure that Statements are printed immediately they are processed.

However, if you wish to personally control the manner in which the Statements
are SPOOLED (e.g. to TAPE), then you should have issued any SP-ASSIGN commands
prior to commencing P76.  Then your logical reply to the question would be N.

Do you want ME to control IMMEDIATE printing ? (Y/N)
  
```

At the **Do you want ME to control IMMEDIATE printing ? (Y/N)** prompt:

- Enter <Y> to print using program controlled settings, or
- Enter <N> to use the printer controls you have previously issued using the **SP-ASSIGN** command.

The print process will begin and the progress will be displayed on the screen. When the print process is complete, the program will terminate.

Step 12

After printing is completed, press <ESC> or <ENTER> to continue. The program will terminate.

Finalise (update any Formal statements)

The statements must have been printed before this option can be run, however you can continue to print or re-print until you select and complete this option. This final question must be answered in order to be able to perform a new statement run.

This option also updates the Account file to indicate that a Formal statement has been produced for each of the accounts included in the run. This will prevent the transactions being statemented again on another Formal statement.

This option must be run before you can re-use Option 1 to generate a new statementing run list; however you can continue to reprint statements until Option 1 has been re-run.

Step 3

After selecting the **Finalise (update any Formal statements)** option, your screen will look similar to the following:

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION:  5  Finalise (update any Formal statements)          Dated 04 AUG 06

This function updates the ACCOUNT file for FORMAL Statements so that
such Accounts will not have transactions statemented more than once.

The Statements must have been printed before this Option can be run,
however you may continue to print or re-print until the next Option 1.

This step MUST be run before you can run another Option 1 Selection.

VERIFY.   OK to finalise this Statement run ? (Y/N)
```

Enter <Y> at the **VERIFY. OK to finalise this Statement run ? (Y/N)** to finalise the Statement run.

```
PD614.QA4 P76          ACCOUNT STATEMENTS (1_up, 1 account)          18 AUG 06
OPTION: 5  Finalise (update any FORMAL statements)          Dated 04 AUG 06

This function updates the ACCOUNT file for FORMAL Statements so that
such Accounts will not have transactions statemented more than once.

The Statements must have been printed before this Option can be run,
however you may continue to print or re-print until the next Option 1.

This step MUST be run before you can run another Option 1 Selection.

FINALISATION in progress ....

COMPLETED at 09:52am.   Duration (HH.MM.SS) = 00:00:18
ANOTHER STATEMENT RUN (Option 1) MAY NOW BE INITIATED.

Press RETURN or END
```

Step 4

Press <ENTER> or enter **END** to continue and then go back to Step 2.

Other Programs used with Account Statements

This section covers:

- Diary Statements for Accounts using P60M - Account Maintenance
- Statement Requests using ATSTAT

The following program is used with Client Statements and also Account Statements.

- Maintain Client/Account Statement Mail Codes (P73)

This program is described in the **Statements - Additional Information** section of this manual.

Diary Statements for Accounts using P60M - Account Maintenance

If Account Statements are required on a specific statement cycle, the relevant information can be entered into the **P60M - Account Maintenance** page for the specified client/account.

P60M - Account Maintenance *Mandatory Fields

Account ID: 60664 60664S1 H M YELLOW

Account Details

Account Name Suffix:

Extended Name: -- Please Select --

Alternate Description:

Tax Account Category: Joint

Number to Sign: 1

Special Requirements:

Branch/Agent: 4-BLUEX BR4

Source of Funds: Internal Transfer

Account Verified:

Alternate Fees Account:

Threshold Account:

Statements

Select Statement option: None Due Date Number of Transactions

Save Cancel

The **Due Date** and **Number of Transactions** options are used to set up a 'Diary Statement' for an individual account.

To set up a specific statement cycle for an account, follow these steps:

- Step 1** Bring the client in focus. The **Client Summary** screen for the client is displayed.
- Step 2** Click on **Account Maintenance** on the sliding menu. This may be contained within a sub-menu within the **Client Summary** drop-down menu, and may have a slightly different label. The **P60M - Account Maintenance** page will display with the **Client** already populated.

P60M - Account Maintenance *Mandatory Fields

Client: 55238 Account number: -- Please Select --

Select

Cancel

- Step 3** In the **Account number** drop-down list, select the account that you want to maintain.

Step 4

Click **Select**.

The available maintenance options for the account will display.

P60M - Account Maintenance

Client: 55238 Account number: 55238S1 A E RED

Select **Reset**

No.	Option
1	Maintain Clients for this Account
2	Delete a Client from this Account
3	Maintain Account details

Cancel

Step 5

Click on **3** in the **No.** column to select the **Maintain Account details** option.

The current account details will display.

P60M - Account Maintenance

Account ID: 55238 55238S1 A E RED

Account Details

Account Name Suffix: -- Please Select --

Extended Name: Individual

Tax Account Category: Individual

Number to Sign: 1

Special Requirements: 3-YELLOW BR3

Branch/Agent: Internal Transfer

Source of Funds: Account Verified

Alternate Fees Account:

Threshold Account:

Statements

Select Statement option: None Due Date Number of Transactions

Save **Cancel**

Step 6

In the **Select Statement option** field, select one of the following options and enter the applicable details:

None	<p>No statements will be generated for the account.</p> <p>No additional details are required.</p>
Due Date	<p>Statements</p> <p>Select Statement option: <input type="radio"/> None <input checked="" type="radio"/> Due Date <input type="radio"/> Number of Transactions</p> <p>Due Date: 30 SEP 2019</p> <p>Frequency in Days: <input type="text"/></p> <p>Frequency in Months: <input type="text" value="1"/></p> <p>The next statement will be generated on the Due Date entered and then subsequently according to the value entered in either the Frequency in Days field or the Frequency in Months field.</p>
Number of Transactions	<p>Statements</p> <p>Select Statement option: <input type="radio"/> None <input type="radio"/> Due Date <input checked="" type="radio"/> Number of Transactions</p> <p>Transactions to Statement: <input type="text" value="50"/></p> <p>A statement will be generated each time the number of transactions specified in the Transactions to Statement field is reached.</p>

Step 7

Click **Save**.

The account details are updated.

DRAFT

Statement Requests using ATSTAT

What do you want to do?

- **Request a Transaction List to be printed later**
- **Request a Transaction List to be printed immediately**
- **Request an Informal Statement**

An Informal Statement can include transactions that have been included on a previous Formal Statement and those that have not previously stated.

- **Request a Formal Statement**

Note, you will not be able to request a Formal Statement if you select any credit/debit card 'S' type accounts.



Card numbers are masked in all output from the **Request a Statement or Print Transaction List (ATSTAT)** program.

Request a Transaction List to be printed later

Step 1

Bring the client into focus.

The **Client Summary** screen for the client is displayed.

Step 2

Click **@STAT Function** on the sliding menu. This may be contained within the **Client Summary** drop-down menu, and may have a slightly different label.

The **Request a Statement or Print Transaction List (ATSTAT)** program will display with the client details displayed.

- If there is no Diary Statement in effect, the available request options and the **Type of Request** prompt will display.

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
        ANN ELIZABETH REID
        12 CRINIGAN RD
        BAYSWATER VIC 3153

Type of Request
T = TRANSACTION LIST by P72 on the Line Printer
S = STATEMENT OF A/C by P76,P826 on Statement stationery (T/S/L/P) ?
L = TRANSACTION LIST on the Line Printer (immediate)
P = STATEMENT OF A/C in Passbook Printer (immediate)
```

Skip to Step 4.

- If there is a Diary Statement in effect, a caution message will be displayed on the screen.

```

Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 OCT 19      FREQUENCY: 1M

Continue with your request ? (Y/N)

```

Proceed to Step 3.



You can also access the **Request a Statement or Print Transaction List (ATSTAT)** program directly.



The client will be automatically populated if you access the program from the **@STAT Function** menu item on the sliding menu.

If you access the **Request a Statement or Print Transaction List (ATSTAT)** program directly, you will need to enter the client number at the **Enter CLIENT No. (or END)** prompt.

Step 3

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Continue with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request, or
- <N> if a statement is no longer required. You will be returned to the **Enter CLIENT No. (or END)** prompt and then press <ESC> or enter **END** to leave the program.

Step 4

Enter <T> at the **Type of Request** prompt to select the **TRANSACTION LIST** by P72 on the **Line Printer** option.

A list of the client's accounts is displayed:

```

Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
Client # 55238
ANN ELIZABETH REID
12 CRINIGAN RD
BAYSWATER VIC 3153

  ALL ACCOUNTS - Client 55238 - REID, A E
  Account Name (incl Related)  A/c Balance  XRef #
  S1  A E REID                 631,311.66  100031531
  S1.1 A E REID                 200.00     100075969
  S2  A E REID                 651,701.59  100034869
  S5  A E & T REID             662,564.17  100031529
  S23 A E REID                 184,999.49  100075825
  S30 A E REID                 84,099.23   100075902
  L30 A E REID                  0.00       100075840
  L41 A E REID                  0.00       100075839
  8 choices
SPACE:de/select *:all RETURN:complete ESC:exit
  
```

Step 5

Select the accounts to be included in the Transaction List:

- Use the arrow keys and pressing <SPACE> for each account, or
- Enter <*> to select all accounts.

Press <ENTER> to finish the selection process.

The accounts selected are displayed on the screen:

```

Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
Client # 55238
ANN ELIZABETH REID
12 CRINIGAN RD
BAYSWATER VIC 3153

Request a TRANSACTION LIST for the following Accounts ...
S1 S2 S5

Enter a START DATE from which transactions will be listed -
(Press RETURN for ALL transactions on file)
  
```

Step 6

At the **Enter a START DATE from which transactions will be listed – (Press RETURN for ALL transactions on file)** prompt, either:

- Enter the date from which the list will begin, or
- Press <ENTER> to include all transactions on file.

Step 7

If you entered a start date in the previous step, the **Enter an END DATE for the transaction listing (RETURN for today)** prompt is displayed. Either:

- Press <ENTER> to have all transactions listed up to today, or
- Enter a date up to which the transactions will be included.

The transaction list request is generated, ready to be printed using the **Print Requested Transaction Lists (P72)** program:

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Request a TRANSACTION LIST for the following Accounts ...
S1 S2 S5

Enter a START DATE from which transactions will be listed - 01 AUG 19
(Press RETURN for ALL transactions on file)

Enter an END DATE for transaction the listing (RETURN for today) - 31 AUG 19

TRANSACTION LIST request generated          Press RETURN
```

Request a Transaction List to be printed immediately

Step 1

Bring the client into focus.

The **Client Summary** screen for the client is displayed.

Step 2

Click **@STAT Function** on the sliding menu. This may be contained within the **Client Summary** drop-down menu, and may have a slightly different label.

The **Request a Statement or Print Transaction List (ATSTAT)** program will display with the client details displayed.

- If there is no Diary Statement in effect, the available request options and the **Type of Request** prompt will display.

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Type of Request
T = TRANSACTION LIST by P72 on the Line Printer
S = STATEMENT OF A/C by P76,P826 on Statement stationery (T/S/L/P) ?
L = TRANSACTION LIST on the Line Printer (immediate)
P = STATEMENT OF A/C in Passbook Printer (immediate)
```

Skip to Step 4.

- If there is a Diary Statement in effect, a caution message will be displayed on the screen.

```

Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 OCT 19      FREQUENCY: 1M

Continue with your request ? (Y/N)

```

Proceed to Step 3.



You can also access the **Request a Statement or Print Transaction List (ATSTAT)** program directly.



The client will be automatically populated if you access the program from the **@STAT Function** menu item on the sliding menu.

If you access the **Request a Statement or Print Transaction List (ATSTAT)** program directly, you will need to enter the client number at the **Enter CLIENT No. (or END)** prompt.

Step 3

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Continue with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request, or
- <N> if a statement is no longer required. You will be returned to the **Enter CLIENT No. (or END)** prompt and then press <ESC> or enter **END** to leave the program.

Step 4

Enter <L> at the **Type of Request** prompt to select the **TRANSACTION LIST on the Line Printer (immediate)** option.

The following prompt is displayed:

```

Ultracs.Demo ATSTARrequest a Statement or Print Transaction List 04 SEP 19
-----
Client # 55238

ANN ELIZABETH REID
12 CRINIGAN RD

BAYSWATER VIC 3153

Type of Request
T = TRANSACTION LIST by P72 on the Line Printer
S = STATEMENT OF A/C by P76,P826 on Statement stationery (T/S/L/P) ? L
L = TRANSACTION LIST on the Line Printer (immediate)
P = STATEMENT OF A/C in Passbook Printer (immediate)

Print TRANSACTION LIST with BASIC transaction information? (Y/N)
  
```

Step 5

Enter <Y> at the **Print TRANSACTION LIST with BASIC transaction information? (Y/N)** prompt.



By entering <Y>es, the Transaction List will include a reduced level of detail which may be suitable for general enquiries. This option does not include the effective date of transactions, transaction code, branch and operator codes or the arrears balance (where applicable).

Enter <N>o if you want the additional information included. This will produce a Transaction List with the same detail generated by **Generate 'Transaction List' Requests (P71)**.

A list of the client's accounts is displayed:

```

Ultracs.Demo ATSTARrequest a Statement or Print Transaction List 04 SEP 19
-----
Client # 55238

ANN ELIZABETH REID
12 CRINIGAN RD

BAYSWATER VIC 3153

ALL ACCOUNTs - Client 55238 - REID, A E
-----
Account Name (incl Related)  A/c Balance  XRef #
S1      A E REID                631,311.66  100031531
S1.1    A E REID                   200.00     100075969
S2      A E REID                651,701.59  100034869
S5      A E & T REID             662,564.17  100031529
S23     A E REID                184,999.49  100075825
S30     A E REID                 84,099.23   100075902
L30     A E REID                   0.00       100075840
L41     A E REID                   0.00       100075839
-----
8 choices
SPACE:de/select *:all RETURN:complete ESC:exit
  
```

Step 6

Select the accounts to be included in the Transaction List:

- Use the arrow keys and pressing **<SPACE>** for each account, or
- Enter **<*>** to select all accounts.

Press **<ENTER>** to finish the selection process.

The accounts selected are displayed on the screen:

```

Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

Request a TRANSACTION LIST for the following Accounts ...
S1 S2 S23

Enter a START DATE from which transactions will be listed -
(Press RETURN for ALL transactions on file)
  
```

Step 7

At the **Enter a START DATE from which transactions will be listed – (Press RETURN for ALL transactions on file)** prompt, either:

- Enter the date from which the list will begin, or
- Press **<ENTER>** to include all transactions on file.

Step 8

If you entered a start date in the previous step, the **Enter an END DATE for the transaction listing (RETURN for today)** prompt is displayed. Either:

- Press **<ENTER>** to have all transactions listed up to today, or
- Enter a date up to which the transactions will be included.

The Transaction List is printed and a confirmation message is displayed on the screen:

```

TRANSACTION LIST request printed      Press RETURN
  
```

Request an Informal Statement

Step 1

Bring the client into focus.

The **Client Summary** screen for the client is displayed.

Step 2

Click **@STAT Function** on the sliding menu. This may be contained within the **Client Summary** drop-down menu, and may have a slightly different label.

The **Request a Statement or Print Transaction List (ATSTAT)** program will display with the client details displayed.

- If there is no Diary Statement in effect, the available request options and the **Type of Request** prompt will display.

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

T = TRANSACTION LIST by P72 on the Line Printer
S = STATEMENT OF A/C by P76,P826 on Statement stationery (T/S/L/P) ?
L = TRANSACTION LIST on the Line Printer (immediate)
P = STATEMENT OF A/C in Passbook Printer (immediate)

Type of Request
```

Skip to Step 4.

- If there is a Diary Statement in effect, a caution message will be displayed on the screen.

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 OCT 19      FREQUENCY: 1M

Continue with your request ? (Y/N)
```

Proceed to Step 3.



You can also access the **Request a Statement or Print Transaction List (ATSTAT)** program directly.



The client will be automatically populated if you access the program from the **@STAT Function** menu item on the sliding menu.

If you access the **Request a Statement or Print Transaction List (ATSTAT)** program directly, you will need to enter the client number at the **Enter CLIENT No. (or END)** prompt.

Step 3

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Continue with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request, or
- <N> if a statement is no longer required. You will be returned to the **Enter CLIENT No. (or END)** prompt and then press <ESC> or enter **END** to leave the program.

Step 4

Enter <S> at the **Type of Request** prompt to select the **STATEMENT OF A/C by P76,P826 on Statement stationery** option.

A list of the client's accounts is displayed:

Ultracs.Demo ATSTARrequest a Statement or Print Transaction List				04 SEP 19
Client # 55238				
ANN ELIZABETH REID 12 CRINIGAN RD BAYSWATER VIC 3153				
ALL ACCOUNTS - Client 55238 - REID, A E				
Account Name (incl Related)	A/c Balance	XRef #		
S1 A E REID	631,311.66	100031531		
S1.1 A E REID	200.00	100075969		
S2 A E REID	651,701.59	100034869		
S5 A E & T REID	662,564.17	100031529		
S23 A E REID	184,999.49	100075825		
S30 A E REID	84,099.23	100075902		
L30 A E REID	0.00	100075840		
L41 A E REID	0.00	100075839		
8 choices				
SPACE:de/select *:all RETURN:complete ESC:exit				

Step 5

Select the accounts to be included in the Statement:

- Use the arrow keys and pressing <SPACE> for each account, or
- Enter <*> to select all accounts.

Press <ENTER> to finish the selection process.



If you select any credit/debit card 'S' type accounts, you will only have the option of an Informal Statement.

If you do not select any credit/debit card 'S' type accounts, you will have the choice of a Formal Statement or an Informal Statement.

Next >

- Statement of Account - One Account Selected
- Statement of Account - More than One Account Selected
- Statement of Account - Credit/Debit Card Accounts

Statement of Account - One Account Selected

Step 6

If there is a Diary Statement in effect, a caution message will be displayed on the screen.

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 SEP 19      FREQUENCY: 1M

Persevere with your request ? (Y/N)
```

- Skip to Step 7 if you do not see this message.

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Persevere with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request and then go to the next step, or
- <N> if a statement is no longer required.

Step 7

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

      Is this request for a FORMAL or INFORMAL Statement ? (F/I)

FORMAL : Un-statemented entries which are NOT subsequently re-statementable.
INFORMAL: Statement for any nominated period (no effect on subsequent prints)
```

Enter <I> at the **Is this request for a FORMAL or INFORMAL Statement ? (F/I)** prompt to request an Informal Statement.

Your screen will look similar to the following:

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

INFORMAL Statement FROM date = DATE OF PREVIOUS STATEMENT (31 AUG 19)
                    TO  date = STATEMENT DATE WHEN PRINTED

Press RETURN for the default dates as indicated or specify your own period.
```

Step 8 Do one of the following at the **FROM date** prompt:

- Press <ENTER> to accept the default period, i.e. from the previous Formal Statement.
- Enter a date for the start of the period. This date may be any date from the last purge date onwards.

Step 9 Do one of the following at the **TO date** prompt:

- Press <ENTER> to accept the default period, i.e. to the date on which the account statement will be printed. This is the date on which the **Account Statements (1_up, 1 account) (P76)** program will be run.
- Enter a date for the end of the period. This date may be any date from the 'FROM date' onwards.

Step 10 Enter <Y> at the **VERIFY. OK to generate INFORMAL STATEMENT OF A/C request ? (Y/N)** prompt.

A confirmation message is displayed to indicate that the request has been generated:

```
STATEMENT OF A/C request generated      Press RETURN
```

Statement of Account - More than One Account Selected

Step 6

After selecting more than one account at Step 5, your screen will look similar to the following:

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client #  55238
          ANN ELIZABETH REID
          12 CRINIGAN RD
          BAYSWATER VIC 3153

Request a STATEMENT OF A/C for the following Accounts ...
S1 S2 S5

          Is this request for a FORMAL or INFORMAL Statement ? (F/I)

FORMAL  : Un-statemented entries which are NOT subsequently re-statementable.
INFORMAL: Statement for any nominated period (no effect on subsequent prints)
```

Enter <I> at the **Is this request for a FORMAL or INFORMAL Statement ? (F/I)** prompt to request an Informal Statement.

Your screen will look similar to the following:

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client #  55238
          ANN ELIZABETH REID
          12 CRINIGAN RD
          BAYSWATER VIC 3153

Request a STATEMENT OF A/C for the following Accounts ...
S1 S2 S5

INFORMAL Statement  FROM date = DATE OF PREVIOUS STATEMENT
                   TO  date = STATEMENT DATE WHEN PRINTED

Press RETURN for the default dates as indicated or specify your own period.
```

Step 7

Do one of the following at the **FROM date** prompt:

- Press <ENTER> to accept the default period, i.e. from the previous Formal Statement.
- Enter a date for the start of the period. This date may be any date from the last purge date onwards.

Step 8

Do one of the following at the **TO date** prompt:

- Press <ENTER> to accept the default period, i.e. to the date on which the account statement will be printed. This is the date on which the **Account Statements (1_up, 1 account) (P76)** program will be run.
- Enter a date for the end of the period. This date may be any date from the 'FROM date' onwards.

Step 9

Enter <Y> at the **VERIFY. OK to generate INFORMAL STATEMENT OF A/C requests ? (Y/N)** prompt.

A confirmation message is displayed to indicate that the request has been generated:

```
STATEMENT OF A/C requests generated          Press RETURN
```

Statement of Account - Credit/Debit Card Accounts

Step 6

If you selected only one credit/debit card 'S' type account and it has a Diary Statement in effect, a caution message will be displayed on the screen.

```

Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 SEP 19      FREQUENCY: 1M

Persevere with your request ? (Y/N)
  
```

- Skip to Step 7 if you do not see this message.

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Persevere with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request and then go to the next step
- <N> if a statement is no longer required.

Step 7

Ultracs.Demo ATSTAR Request a Statement or Print Transaction List 18 FEB 20

Client # 55238 [00]

ANN ELIZABETH REID
12 CRINIGAN RD

BAYSWATER VIC 3153

Request a STATEMENT OF A/C for the following Accounts ...
S1 S2 S5

INFORMAL Billing Cycle Date = DATE OF PREVIOUS STATEMENT

Press RETURN for the date as indicated or specify another BILLING DATE.

Do one of the following at the **INFORMAL Billing Cycle Date** prompt:

- Press <ENTER> to accept the default period, i.e. from the date of the previous statement.
- Enter a date for the start of the period. This date may be any date from the last purge date onwards.

Step 8

Enter <Y> at the **VERIFY. OK to generate INFORMAL STATEMENT OF A/C request ? (Y/N)** prompt.

A confirmation message is displayed to indicate that the request has been generated:

STATEMENT OF A/C requests generated Press RETURN

Request a Formal Statement

You can only request a Formal Statement when no credit/debit card 'S' type accounts are selected in the account selection process.

Step 1

Bring the client into focus.

The **Client Summary** screen for the client is displayed.

Step 2

Click **@STAT Function** on the sliding menu. This may be contained within the **Client Summary** drop-down menu, and may have a slightly different label.

The **Request a Statement or Print Transaction List (ATSTAT)** program will display with the client details displayed.

- If there is no Diary Statement in effect, the available request options and the **Type of Request** prompt will display.

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

Type of Request
T = TRANSACTION LIST by P72 on the Line Printer
S = STATEMENT OF A/C by P76,P826 on Statement stationery (T/S/L/P) ?
L = TRANSACTION LIST on the Line Printer (immediate)
P = STATEMENT OF A/C in Passbook Printer (immediate)
```

Skip to Step 4.

- If there is a Diary Statement in effect, a caution message will be displayed on the screen.

```
Ultracs.Demo ATSTARequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 OCT 19      FREQUENCY: 1M

Continue with your request ? (Y/N)
```

Proceed to Step 3.



You can also access the **Request a Statement or Print Transaction List (ATSTAT)** program directly.



The client will be automatically populated if you access the program from the **@STAT Function** menu item on the sliding menu.

If you access the **Request a Statement or Print Transaction List (ATSTAT)** program directly, you will need to enter the client number at the **Enter CLIENT No. (or END)** prompt.

Step 3

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Continue with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request, or
- <N> if a statement is no longer required. You will be returned to the **Enter CLIENT No. (or END)** prompt and then press <ESC> or enter **END** to leave the program.

Step 4

Enter <S> at the **Type of Request** prompt to select the **STATEMENT OF A/C by P76,P826 on Statement stationery** option.

A list of the client's accounts is displayed:

Ultracs.Demo ATSTARrequest a Statement or Print Transaction List				04 SEP 19
Client # 55238				
ANN ELIZABETH REID 12 CRINIGAN RD BAYSWATER VIC 3153				
ALL ACCOUNTS - Client 55238 - REID, A E				
Account Name (incl Related)	A/c Balance	XRef #		
S1 A E REID	631,311.66	100031531		
S1.1 A E REID	200.00	100075969		
S2 A E REID	651,701.59	100034869		
S5 A E & T REID	662,564.17	100031529		
S23 A E REID	184,999.49	100075825		
S30 A E REID	84,099.23	100075902		
L30 A E REID	0.00	100075840		
L41 A E REID	0.00	100075839		
8 choices				
SPACE:de/select *:all RETURN:complete ESC:exit				

Step 5

To select the accounts to be included in the Statement, use the arrow keys and press <SPACE> to select the accounts. Press <ENTER> to finish the selection process.



If you select any credit/debit card 'S' type accounts, you will only have the option of an Informal Statement.

If you do not select any credit/debit card 'S' type accounts, you will have the choice of a Formal Statement or an Informal Statement.

Step 6

If you selected only one account and it has a Diary Statement in effect, a caution message will be displayed on the screen.

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

CAUTION: This Account has a DIARY STATEMENT loaded as follows
NEXT DUE: 15 SEP 19      FREQUENCY: 1M

Persevere with your request ? (Y/N)
```

- Skip to Step 7 if you do not see this message.

If a Diary Statement is due within the next few days, it may be appropriate to advise the client that a statement is due. An ad hoc statement request may no longer be necessary.

At the **Persevere with your request ? (Y/N)** prompt, enter one of the following:

- <Y> to continue with the statement request and then go to the next step
- <N> if a statement is no longer required.

Step 7

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----

Client # 55238

      ANN ELIZABETH REID
      12 CRINIGAN RD

      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

      Is this request for a FORMAL or INFORMAL Statement ? (F/I)

FORMAL : Un-statemented entries which are NOT subsequently re-statementable.
INFORMAL: Statement for any nominated period (no effect on subsequent prints)
```

Enter <F> at the **Is this request for a FORMAL or INFORMAL Statement ? (F/I)** prompt to request a Formal Statement.

Your screen will look similar to the following:

```
Ultracs.Demo ATSTARRequest a Statement or Print Transaction List      04 SEP 19
-----
Client # 55238
      ANN ELIZABETH REID
      12 CRINIGAN RD
      BAYSWATER VIC 3153

Request a STATEMENT OF A/C for Account - S1

      Is this request for a FORMAL or INFORMAL Statement ? (F/I) F

VERIFY. OK to generate FORMAL STATEMENT OF A/C request ? (Y/N)
```

Step 8

Enter <Y> at the **VERIFY. OK to generate FORMAL STATEMENT OF A/C request ? (Y/N)** prompt.

A confirmation message is displayed to indicate that the request has been generated:

```
STATEMENT OF A/C request generated      Press RETURN
```

Maintain Client/Account Statement Mail Codes (P73)

The **Maintain Client/Account Statement Mail Codes (P73)** program is applicable to both Client Statements and Account Statements. Refer to the **Statements - Additional Information** section for the details of how to use this program.

DRAFT

3. Additional Information

This section contains information programs that are used in both the Client Statements and Account Statements as well as related statementing processes.

DRAFT

Statements - Additional Information

This section covers:

- Programs and Processes that are Common to Both Client and Account Statements
 - Maintain Client/Account Statement Mail Codes (P73)
 - Statement Diaries
- Charge Card Statements
- Continuing Credit Statements
- Loan Statements
- Loyalty Module
- OAS Reporting Database - Statement Archiving
- Flat File Statements
- OMR Hoppers
- Fee Disclosure on Statements

Programs and Processes that are Common to Both Client and Account Statements

The following programs and functions are used by both Client Statements and Account Statements:

- Maintain Client/Account Statement Mail Codes (P73)
- Statement Diaries

Maintain Client/Account Statement Mail Codes (P73)

The **Maintain Client/Account Statement Mail Codes (P73)** program is used to create Statement Mail Codes and assign these codes to clients.



You can also assign a mail code to a client using the **Mail Code** field in the **Other 2** tab page in Client Details. For more information, see the *Getting Started in Ultracs User Manual*.

Mail Codes may be used to group statements for mailing or not mailing, e.g. where the address is unknown, statements for staff, etc. There are 10 Mail Codes from 0 to 9. Code '0' is 'mail the statement' and cannot be changed.

This program cannot be used to suppress statements, but it does allow you to easily remove statements that should not be distributed with the bulk of your statements by grouping them together.

There is a default Mail Code used for Client Statements and this code is also applied as the default Mail Code for new accounts.

Mail Codes may be used by **Account Statements (1_up, 1 account) (P76)** when generating Account Statements, or **Client Statements (P186)** or **Automatic Statement Generation (P187)** when generating Client Statements or by **Charge Card Statements (P826)** when generating Charge Card Statements. It is applied when the Mail Code is used in the sort sequence for statement production in any of those programs. The Mail Code is most effective when it is the first item in the sort sequence.

P73 may be used at any time before starting the statement generation process.

Step 1

Access the **Maintain Client/Account Statement Mail Codes (P73)** program.

Refer to **Accessing the pages and programs in this manual** for information on the ways to access this program.

PD614.QA4 P73	MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES	21 AUG 06
The STATEMENT MAIL CODE is used to determine the overall sequence in which statements are printed. The code may NOT be used to suppress statements.		
Enter a CLIENT Number (or END to exit)		
(Enter a ? to maintain the MAIL CODE descriptions)		
		\ (client)

Step 2

Enter one of the following at the **Enter a CLIENT Number (or END to exit)** prompt:

- <?> to maintain mail code descriptions and then go to Step 3.
- A client number to maintain the mail code assigned to a client and then go to Step 5.
- **END** or press <ESC> to leave the program.

Step 3

PD614.QA4 P73 MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES 21 AUG 06

The STATEMENT MAIL CODE is used to determine the overall sequence in which statements are printed. The code may NOT be used to suppress statements.

You may now load or alter the 9 available Statement Mail Codes (0 is fixed).

RULES: Enter RETURN to leave any description as is.
Do not exceed maximum length of 36 characters.
Pass through all codes, even if not required.

EXISTING DESCRIPTIONS :

0 =	MAIL THE STATEMENT (Normal)
1 =	DO NOT MAIL (STAFF)
2 =	DO NOT MAIL (DON'T WANT)
3 =	DO NOT MAIL (NON-CURRENT ADDR)
4 =	MONTHLY STATEMENTS
5 =	
6 =	
7 =	
8 =	
9 =	DO NOT MAIL (DEAD LETTER OFFICE)



You cannot alter code '0' Mail the Statement. This is the default mail code.

Do one of the following:

- Press <ENTER> to keep the current description.
- Enter a new Mail Code Description up to 36 characters.

Step 4

After updating or passing through all nine editable Mail Codes, the **VERIFY. OK to update descriptions as above ? (Y/N)** prompt is displayed.

- Enter <Y> to update the Mail Code Descriptions and then go back to Step 2.

Step 5

After entering the client number, your screen will look similar to the following:

```
PD614.QA4 P73      MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES      21 AUG 06
-----
The STATEMENT MAIL CODE is used to determine the overall sequence in which
statements are printed.  The code may NOT be used to suppress statements.
-----
CLIENT 10010 - K Williams
Client : (default)  MAIL CODE: 0  MAIL THE STATEMENT (Normal)

          Select Option
-----
1 Display all existing Mail Code(s) connected to CLIENT 10010
2 Alter Mail Code for the CLIENT (to affect new Accounts)
3 Alter Mail Code for ONE of the above Client's ACCOUNTS
4 Alter Mail Code for ALL of the above Client's ACCOUNTS
5 Finished with this CLIENT - access another
          5 choices
-----
SPACE/RETURN:select current choice  ESC:exit
```

Enter one of the following at the **Select Option** menu:

- <1> - To display all existing Mail Codes for the client. Go to Step 6.
- <2> - To alter the default Mail Code for the client. This will be applied to any new accounts created for the client. Go to Step 7.
- <3> - To alter the Mail Code for one of the client's accounts. Go to Step 10.
- <4> - To alter the Mail Code for all of the client's accounts. This will change Mail Code for all of the existing accounts but will not change the default Mail Code which is used to create new accounts. Go to Step 14.
- <5> - To return to the **Enter a CLIENT Number (or END to exit)** prompt. Go back to Step 2.

Step 6

After selecting Option 1 your screen will look similar to the following:

```
PD614.QA4 P73      MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES      21 AUG 06
-----
The STATEMENT MAIL CODE is used to determine the overall sequence in which
statements are printed.  The code may NOT be used to suppress statements.
-----
CLIENT 10010 - K Williams

Client : (default)   MAIL CODE: 0   MAIL THE STATEMENT (Normal)
Account : S5         MAIL CODE: 4   MONTHLY STATEMENTS
Account : S6         MAIL CODE: 4   MONTHLY STATEMENTS
Account : I5         MAIL CODE: 5   QUARTERLY STATEMENTS
Account : I11        MAIL CODE: 5   QUARTERLY STATEMENTS
Account : I30        MAIL CODE: 5   QUARTERLY STATEMENTS
Account : L81        MAIL CODE: 5   QUARTERLY STATEMENTS

END OF DISPLAY - Press RETURN or END to exit
```

- Press <ENTER> to return to the Select Option menu and then go back to Step 5, or
- Enter **END** or press <ESC> to leave the program.

Step 7

After selecting Option 2 your screen will look similar to the following:

```
PD614.QA4 P73      MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES      21 AUG 06
-----
The STATEMENT MAIL CODE is used to determine the overall sequence in which
statements are printed.  The code may NOT be used to suppress statements.
-----
CLIENT 10010 - K Williams
Client : (default)  MAIL CODE: 0  MAIL THE STATEMENT (Normal)
Client's default code ONLY
affects new Accounts opened
from this point in time !!!
-----
\ available |
```



The client's default Mail Code will be applied to new accounts opened for the client. It will not affect existing accounts.

- At the **MAIL CODE:** prompt, enter the appropriate Mail Code or press <\> to select the Mail Code from a list.

Step 8

After entering the Mail Code, the **VERIFY. OK to update CLIENT as above ? (Y/N)** prompt is displayed.

- Enter <Y> to update the Mail Code.

Step 9

A confirmation prompt is displayed:

```
Client : (default)  MAIL CODE: 5  QUARTERLY STATEMENTS
CHANGE MADE - Press RETURN or END to exit
```

- Press <ENTER> to return to the Select Option menu and then go back to Step 5, or
- Enter **END** or press <ESC> to leave the program.

Step 10

After selecting Option 3 your screen will look similar to the following:

```

PD614.QA4 P73      MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES      21 AUG 06
-----
The STATEMENT MAIL CODE is used to determine the overall sequence in which
statements are printed.  The code may NOT be used to suppress statements.

CLIENT 10010 - K Williams
Client : (default)  MAIL CODE: 5  QUARTERLY STATEMENTS

Which A/C ? (e.g. S5)

\ available
  
```

- Enter the account number to be modified at the **Which A/C ?** prompt, or enter <\> to select the account from a list. Your screen will be updated to show the selected account:

```

CLIENT 10010 - K Williams
Account : S6          MAIL CODE: 4  MONTHLY STATEMENTS
  
```

Step 11

At the **MAIL CODE:** prompt, enter the appropriate Mail Code or press <\> to select the Mail Code from a list.

Step 12

After entering the Mail Code, the **VERIFY. OK to update...Account as above ? (Y/N)** prompt is displayed.

- Enter <Y> to update the Mail Code.

Step 13

A confirmation prompt is displayed:

```

Account : S6          MAIL CODE: 5  QUARTERLY STATEMENTS
CHANGE MADE - Press RETURN or END to exit
  
```

- Press <ENTER> to return to the Select Option menu and then go back to Step 5, or
- Enter **END** or press <ESC> to leave the program.

Step 14

After selecting Option 4 your screen will look similar to the following:

```

PD614.QA4 P73      MAINTAIN CLIENT/ACCOUNT STATEMENT MAIL CODES      21 AUG 06
-----
The STATEMENT MAIL CODE is used to determine the overall sequence in which
statements are printed.  The code may NOT be used to suppress statements.

CLIENT 10010 - K Williams
Alter ALL Accounts :      MAIL CODE:

\ available

```

- At the **MAIL CODE:** prompt, enter the appropriate Mail Code or press <|> to select the Mail Code from a list.

Step 15

After entering the Mail Code, the **VERIFY. OK to update ALL Client...s Accounts ? (Y/N)** prompt is displayed.

- Enter <Y> to update the Mail Code.

Step 16

A confirmation prompt is displayed:

```

CLIENT 10010 - K Williams
Alter ALL Accounts :      MAIL CODE: 4      MONTHLY STATEMENTS
Updating A/c :  S5      S6      IS      I11      I30      L81
ALL CHANGES MADE - Press RETURN or END to exit

```

- Press <ENTER> to return to the Select Option menu and then go back to Step 5, or
- Enter **END** or press <ESC> to leave the program.

Statement Diaries

Statements may be produced according to a 'Statement Diary' if the statements are required on a specific date or a time interval that is different to that used for most clients.

Both Client Statements and Formal Account Statements may be produced according to a diary date/period. The process by which this is done is quite different for Client Statements and Account Statements.

For Client Statements, Statement Diary dates and periods are maintained for each client using the **Maintain Client Diary Statement (P75C)** program.

For Account Statements, the next Statement Due Date and Statement Frequency can be specified for individual client accounts using the **P60M - Account Maintenance** page.

Additional Information:

- Refer to **Maintain Client Diary Statement (P75C)** in the **Other Programs Used with Client Statements** section for information about setting statement dates or statement frequencies for Client Statements.
- Refer to **Diary Statements for Accounts using P60M - Account Maintenance** in the **Other Programs Used with Account Statements** section for information about setting statement dates or statement frequencies for individual accounts.

Charge Card Statements

Depending on how your system was set up on installation of the Charge Card module, you may use specific Charge Card statementing programs for producing Charge Card Statements, or you may use the standard statementing programs (e.g. Client Statements (P186) or Automatic Client Statement Generation (P187)).

The Charge Card statementing programs that are used if the standard statementing programs are not used are:

Charge Card Statements (P826)

This is the standard Charge Card Statementing program and is similar in operation to the **Client Statements (P186)** program.

Generate Charge Card Statements Without Operator Intervention (P828)

This program is used to generate statement data without operator intervention in a similar way that **Automatic Client Statement Generation (P187)** is used.

Refer to the *Charge Cards User Manual* for detailed information on how to use **P826** or **P828**.

The *Charge Card User Manual* also contains information on how these programs are used with the **Client Statements (P186)** program. This information is also covered in the **Client Statements Overview** section of this manual.

The *Charge Card User Manual* also provides information on Billing Cycles and associated programs used to calculate interest charges associated with Charge Cards (where appropriate).

Continuing Credit Statements

The Continuing Credit module provides its own programs for generating billing information and producing statements. Programs that you will need to use as part of a statementing system when the Continuing Credit module is installed include:

Interest Run - Continuing Credit Accounts (P836)

The **Interest Run - Continuing Credit Accounts (P836)** program is used to calculate and post interest as well as calculate the minimum repayment required for Continuing Credit billing accounts.

Continuing Credit Statements (P837)

The **Continuing Credit Statements (P837)** program is used to print statements for Continuing Credit billing accounts due to be statemented (provided **P836** has been run). This program performs a similar to the **Client Statements (P186)**.

Refer to the *Continuing Credit User Manual* for information on **P836** and **P837**.

Loan Statements

The following page and program may provide useful information for loan and overdraft accounts although they would not be part of the normal statementing process:

Append Redraw Available Amount on Loan Statement

The **Append Redraw Available Amount on Loan Statement** page can be used each month to include redraw available balances on loan account statements.



The operators who can access the **Append Redraw Available Amount on Loan Statement** page is determined by the function security level assigned to the **UL554** function.

For more information on function security levels, see the 'Maintain Function page' section in the *System Administration User Manual*.

Any loan account that is eligible for redraw will have the redraw available balance calculated, and printed on the loan account statement as a non-value transaction with the narrative "REDRAW AVAILABLE \$XXX.XX".

Note that this program will only update loan accounts that are registered for redraw. You can register a loan account for loan redraw from the **General Details** page in the **Loan Maintenance Options** screen. See the *Loan Maintenance User Manual* for more information.

Step 1

Access the **Append Redraw Available Amount On Loan Statement** page.

The following screen is displayed:

Append Redraw Available Amount on Loan Statement *Mandatory Fields

A non-value transaction narration will appear on every Clients loan account that is eligible for redraw and with an amount greater than zero. Narration reads "Redraw Available \$xxxx.xx".

Confirm OK to proceed? Yes No

Cancel



If this program has already been run this month, the following message is displayed:

Process for current month has been completed on 10 Sep 2017. Re-run not allowed.

Step 2

In the **Confirm OK to proceed?** field, select 'Yes'.

The **Process** button will display.

Append Redraw Available Amount on Loan Statement *Mandatory Fields

A non-value transaction narration will appear on every Clients loan account that is eligible for redraw and with an amount greater than zero.
Narration reads "Redraw Available \$xxxx.xx".

Confirm OK to proceed? Yes No

Process Cancel

Step 3

Click **Process**.

The request will be sent to the Scheduler for processing as a background Long Running Process job.

Once the loan accounts are updated, a notification will display.

For more information on the Long Running Processes functionality, see the *Scheduler User Manual*.

Report on Un-Statemented Accounts (UL754)

The **Report on Un-Statemented Accounts (UL754)** program will print a report of all loans or overdrafts that have not received a statement for a specified period of time. Time parameters can be entered for continuing credit loans with charge cards, continuing credit loans without charge cards and fixed sum loans. For more information, refer to the *Loan Reporting User Manual*.

Loyalty Module

The Loyalty Module is an optional system that allows you to provide cash rewards for specified expenditure on card accounts. The system is primarily intended for use with credit cards and the calculation of the cash reward is usually performed monthly to coincide with an end-of-month statementing cycle.

Calculate & Post Cash Rewards (P580)

The **Calculate & Post Cash Rewards (P580)** program calculates the number of points earned in the posting period and then posts the rewards to the client's Cash Rewards account.

A Summary Report is produced which provides totals of the Cash Rewards posted. A corresponding value must be processed to the appropriate General Ledger or by using running **Post 'Batch' Run Results to General Ledger (P56GL)**.

Loyalty Statementing

Loyalty point and reward details may be shown on client's statements if they are generated using the flat file format.

The following Loyalty Points information is available from the flat file:

- the opening balance points value for the account
- the points earned this month
- any additional points accumulated this month
- any bonus points earned this month
- the value of points redeemed this month
- the closing balance of points for this account and
- the loyalty level.

Refer to the *Loyalty Module User Manual* for additional information.

OAS Reporting Database - Statement Archiving

The OAS Reporting Database System allows for the automatic archiving of statements each time a statement run is processed. When required, any of the archived statements can be retrieved for individual clients.



OAS Statement Archiving is not available when the Online Statements module is installed.

The programs used for the online archiving of statements include:

OAS - Statement Parameter Maintenance (OAS.SMAINT)

This program is used to maintain statement archive parameters.

OAS - Statements Archive Recovery (OAS.RECOVER)

This program is used to archive previously failed statement documents.

OAS Document Viewer

The OAS Document Viewer allows you to search for archived documents and statements and view these from within Ultracs.

Refer to the *OAS Reporting Database User Manual* for more information on archiving including Statement Archiving.

Flat File Statements

The term 'flat file statements' is used to describe a data extract file which is the output from the Client Statementing process which is normally used for delivery of information to a printing bureau. The file can be transmitted electronically or written to tape or another storage medium acceptable to the printing bureau.

The printing bureau will be responsible for:

- Creating the Mixed Mass Mailing report required by Australia Post in order to obtain postage discounts.
- Generating the OMR marks to ensure (a) the integrity of mail processing, and (b) to enable selective brochures to be inserted by the mailing machine. Refer to **OMR Hoppers** for additional information.
- The insertion of the Delivery Point Identifier (DPID). Refer to the *DPID User Manual* for additional information.
- The printing of the Australia Post Barcode.
- The delivery of the statements to the appointed mailing house.

The content and format of the flat file is standardised for all organisations. The specification has been developed to handle the requirements of **Fee Disclosure on Statements** and the format is designed to ensure that the space requirements of the file are realistic. Refer to the separate document titled *Ultracs Flat File Format for Both Standard and Credit Card Statements* for details of the file structure and statement data provided in the statement available in the flat file.

In addition, if you are using the optional **Loyalty Module**, the details of Loyalty points and rewards may be included in the flat file statement. Refer to **Loyalty Module** for additional information.

Refer to the **Client Statements** section of this manual for additional information on how flat file statements are generated.

OMR Hoppers

The OMR Hopper programs are only relevant to your organisation if you generate Client Statements in a Flat File format. A hopper is a storage bin connected to a Mailing House mailing machine. The hopper contains the brochures that are mailed to your clients. The brochures and hopper contents are agreed with your Mailing House before the processing of the statements.

The OMR Hopper programs enable you to maintain OMR Hopper Bins and enter predefined SELECT lists of clients against each Hopper Bin, therefore controlling which clients receive which publications. You can also switch Hopper Bins on and off for individual clients rather than a list of clients.

The programs associated with OMR Hoppers include:

OMR Hopper Maintenance (P186.10)

This program allows you to define and maintain descriptions for up to 10 Hopper Bins. The names of the Hopper Bins defined in your system should match the contents of the Hopper Bins at your mailing house.

Apply OMR Hopper Selections (P186.11)

This program allows you to allocate a pre-defined SELECT list against each Hopper Bin defined on the system. The SELECT list specifies a group of clients. If you don't want to allocate Hopper Bins to groups of clients, you can use **Apply OMR Hopper Bins to a Client (186.12)** to allocate Hopper Bins to individual clients.

Apply OMR Hopper Bins to a Client (P186.12)

Use this program to allocate Hopper Bins to individual clients (rather than to a group of clients).

Switch OFF OMR Hopper Bins for all Clients (P186.13)

This program enables you to switch off a Hopper Bin for all clients currently assigned to the Hopper Bin. This means none of those clients will receive the publications in that Hopper Bin.

You can switch off individual Hopper Bins, or you can switch off all Hopper Bins globally.

Refer to the *System Administration User Manual* for additional information on OMR Hoppers.

Fee Disclosure on Statements

Fee disclosure on statements requires the **General Purpose Fees** module and the production of Client Statements in a 'flat file' format. This will allow the display of a breakdown of fees charged to each client account.

Each fee must be flagged in order to be included. On the **Maintain Fee Definitions** page, the **Produce 0\$64 Enquiries** field must be set to 'Yes'. This instructs the system to record the appropriate information to be used in both the **0\$64 - Fee Posting Enquiry** general enquiry option as well as for statements.

The following information will be provided for Flat File Statements:

- The Delivery Channel (Transaction Type)
- The number of each type of transaction undertaken for the fee charging period(s)
- The amount actually charged for each type of transaction
- The cost of each transaction
- The effect of any free transaction threshold
- The effect of any rebate scheme
- Total Fee deducted from transaction account
- Fee and Rebate Description / narration / message
- The fee 'exemption' flag
- The fee 'disclosure exemption' flag
- Insufficient Funds method flag / narration.

When fees are disclosed, the fee details and description will enable clients to clearly understand the fees that apply to their accounts during the charging period.



It is the responsibility of your financial institution, in conjunction with your mailing/printing house, to determine the output format of the fees disclosure information printed on the statements.

Refer to the *General Purpose Fees User Manual* for additional information on the General Purpose Fees functionality.