

PACSUPER MEMBER ACCOUNTS CONSOLIDATION CHECKLIST

To be used where a member has 2 or more accounts and the accounts to be closed have last review's balance.

NOTE: The Target Account Number should be the record with the earlier start date

Member Fullname:	
Dummy Number(s):	
Target Member Number:	
Amalgamation Date:	
Requested by (officer):	

	PROCESS	DONE BY	DATE DONE
1	Print Total Accounts Value from Accounts Journal for the consolidated account as at today's date. Making sure the same amount is transferred to the active account		
2	Member personal data and update both accounts to have the same details before consolidating (Making sure old account has the current account details)		
3	Enter account that is to be closed i) Go member; account transaction history; click Consolidate ii) Enter Target account; tab and click Go		
4	Check names again to make sure all correct before clicking OK		
	Check status of the consolidated account to be "Closed"		
	<ul style="list-style-type: none"> Notes will automatically generate in the closed account Copy notes from closed account and paste in Active account 		

NOTE:

You are unable to reverse a consolidation once processed.

If accidentally processed into the wrong account, please contact PacSuper Support for advice on how to correct this.

Checked and approved by: _____ Date: ___/___/___