

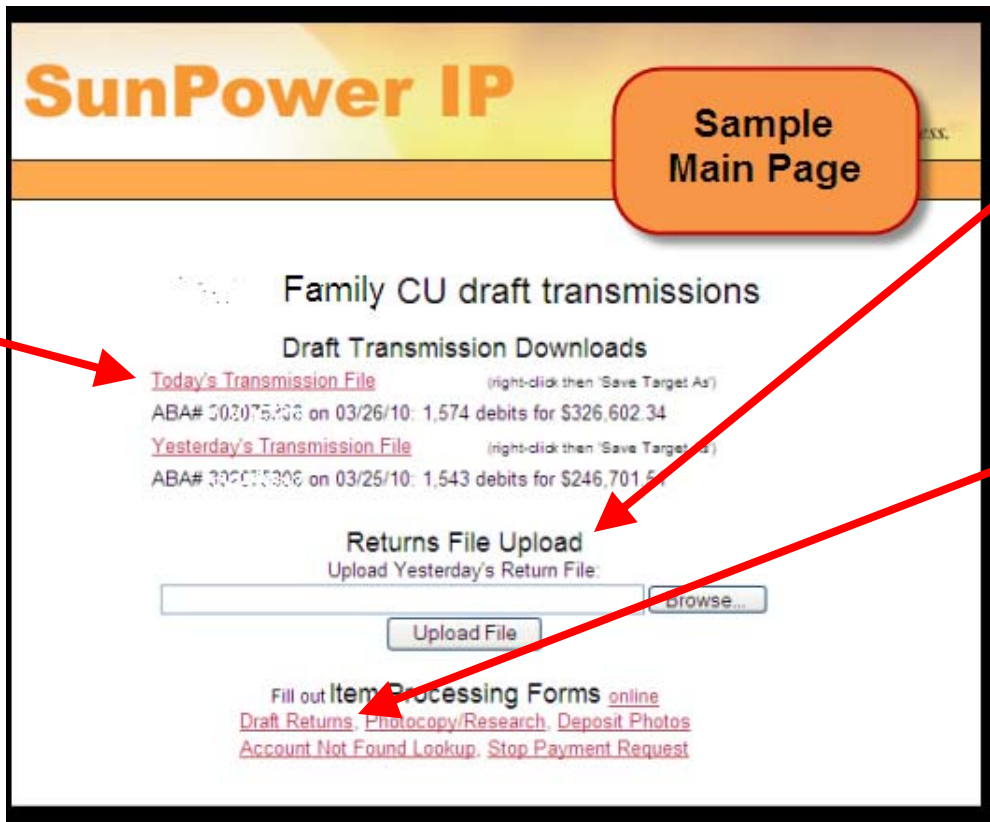
December 2010

The SunPower IP System is used for downloading cleared share draft files, uploading share draft return files, and submitting other share draft return information.

System Access

Application Portal access is available under the MEMBERS button on our homepage – www.suncorp.coop, or directly from <https://sunapps.suncorp.coop>. Login information (username, password, etc.) is provided and maintained by Credit Union Security Administrators.

Main SunPower IP Screen



File Downloads
Current day file is not available until mid-afternoon
Credit union will receive email notification with file totals when file is available for download

Return File Uploads
Locate automated return file on your system, and upload to SunCorp

OR

Manually Created Returns
Use the online draft return form to create return file if needed
See Page 2 for Details

Credit union will receive a confirmation message when the returns have been accepted by the System

Manually Created Returns Procedures

SunPower IP System Quick Reference Card – Page 2

The Date button will default to the appropriate day based on the current time

All past day (late) returns, and additions to an existing return file will be submitted using this option

Only one return file per day is allowed. Any additions to file should be sent via this option.

Please Note! To remove items from an existing return, call Returns (720)540-4600.

If you have more than one account due to mergers, select your account from the drop down box

Use this option to create return file based on entering trace numbers

Example of trace number entry screen

WARNING: Past day or late returns may not be honored by depository bank!

Online Drafts Return Form

When creating returns from Today's or Yesterday's transmission, all fields on this form will be populated with data.

When creating past days or late returns, all fields on this form will need to be completed manually.

Trans. Date	Sequence/Trace	Account Number	Check #	Amount	Reason
03/29/10	12398798	986754345	6630	71.04	NSF
03/29/10	55598711	636385421	7851	200.00	Closed Account
03/29/10	65685233	256389898	6297	6.30	NSF
Count:	3		Total:	277.34	

Final step in submitting manually created returns

Use drop down box to modify Return Reason if necessary