
Using Teller Cash Dispensers/Recyclers (TCDs/TCRs) with CU*BASE

INTRODUCTION

This booklet covers how to use Teller Cash Dispenser (TCD) and Teller Cash Recyclers (TCR) software with CU*BASE and covers configuring the supplemental vault in CU*BASE, posting and receiving funds, and balancing.

CONTENTS

CONFIGURING THE TCD OR TCR SUPPLEMENTAL VAULT ON CU*BASE	2
POSTING CASH OUT/IN	3
POSTING CASH IN TO A TCR (COOP NATIONAL SHARED BRANCH TRANSACTIONS ONLY)	3
BALANCING YOUR TCD OR TCR	4
TRANSFERRING CASH - BRANCH VAULT AND THE SUPPLEMENTAL VAULT	4
BALANCING YOUR TELLER DRAWER	5
BUYING OR SELLING CASH - TELLER DRAWER AND SUPPLEMENTAL VAULT	6
WHAT IF YOU WANT TO KEEP CASH OR COIN IN THE TELLER DRAWER?	7
WHAT IF YOUR DRAWER IS STILL OUT OF BALANCE?	7

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For an updated copy of this booklet, check out the Reference Materials page of our website:
http://www.cuanswers.com/client_reference.php
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CONFIGURING THE TCD OR TCR SUPPLEMENTAL VAULT ON CU*BASE

Configure the TCD or TCR as an “Other” supplemental vault in CU*BASE. This allows for the buying and selling of cash (from the TCD, TCR, the bank vault, and the teller drawer) to remain in balance in the CU*BASE system.

ATM/Supplemental Vault Location Config. (Tool #158) > “Other” (O) Selected

Vault type	0 OTHER				
Vault #	977				
Machine location	NEW TCD W/O INTERFACE	Contact name	PAULINE CONTACT PERSON		
Address line 1	THIS BRANCH LOCATION	Phone #	616-555-7878		
Address line 2	AND THIS ADDRESS LINE 2	GL account	870.00		
City	AND THIS CITY	State	MI	Corp ID	01
Zip code	49508 1111	Branch/location #	01		

POSTING CASH OUT/IN

You will use the Main Teller Posting screen in CU*BASE to post your transactions. With some TCD or TCR software vendors, once you post a transaction, the *Cash Out* field in CU*BASE will be taken by the TCD or TCR software and will be used by that software to determine the cash back or dispense amount. (Refer to your TCD or TCR software vendor for details.)

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Individual Account

Comments on File

Cash Name **JOHN G MEMBER**
 Account #

Outside checks Inhouse checks
 Total funds in Outside checks Hold days Type

I'm a VIP-PLATINUM member!
(click for more info)

Loan Payoff or Current Balance	Loan Payment or Net Available	Description	Acct Type	Deposit Amount	IRA HSA	Withdrawal Amount	IRA HSA	Proc Code	JO
2,819.15	2,814.15	REGULAR SAVINGS	000	0.00		0.00			
2,082.12	2,063.65	CHECKING	110	0.00		150.00			
5,314.94	128.11	USED VEHICLES	610	0.00					
68,674.87	380.29	FIX MORT 5 - 30	705	0.00					
89,969.09	468.82	FANNIE MORTGAGE	790	0.00					

Suppress receipt Suppress balances

Verify Member	Bal Forward/This Mbr	Phone Operator	Total funds in	0.00	Post
Trans Override	Unlock # Items	Show Nicknames	Check cash fee	0.00	Refresh Cash Back
Post	Sales Tools	Show Card #	Transaction net total	150.00	Deposit Calculator
Misc Receipts	In-House Checks	Procedures	Cash back	150.00	
Bal Forward/New Mbr	Outside Checks				

Some vendors use the amount in the *Cash Out* field. Refer to your vendor for details.

(3104) 11/23/15

The TCD or TCR software then determines the denominations used and handles the actual dispense made in the transaction.

As far as CU*BASE is concerned transactions between your TCD or TCR and teller drawer are considered cash in/out activity that you settle by performing a cash transfer at the end of the day.

POSTING CASH IN TO A TCR (COOP NATIONAL SHARED BRANCH TRANSACTIONS ONLY)

For COOP National Shared Branch transactions, you may not take a direct cash in transaction to your TCR (neither dollars nor coin). Instead post a regular cash in transaction to your teller drawer, and then sell the cash from your teller drawer to your TCR supplemental vault. (Refer to the following page for instructions.)

BALANCING YOUR TCD OR TCR

TRANSFERRING CASH - BRANCH VAULT AND THE SUPPLEMENTAL VAULT

When you need to transfer cash between your branch vault and the supplemental vault configured on CU*BASE use **Tool #32 Teller/Vault Cash Transfers & Inquiry**. Then select *Branch vault* to *Supplemental vault* (ATM/TCD/TCR) or vice versa.

Teller/Vault Cash Transfers & Inquiry (Tool #32)

Session 0 CU*BASE GOLD - Teller / Vault Cash Transfers

From: Teller drawer
 Branch vault
 Supplemental Vault (ATM, TCD, TCR, other)
 Bank

To: Teller drawer
 Branch vault
 Supplemental Vault (ATM, TCD, TCR, other)
 Bank

Inquiry

FR (6411)

Press Enter to move to the next screen.

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Teller / Vault Cash Transfers Branch Vault to Supplemental Vault

From To

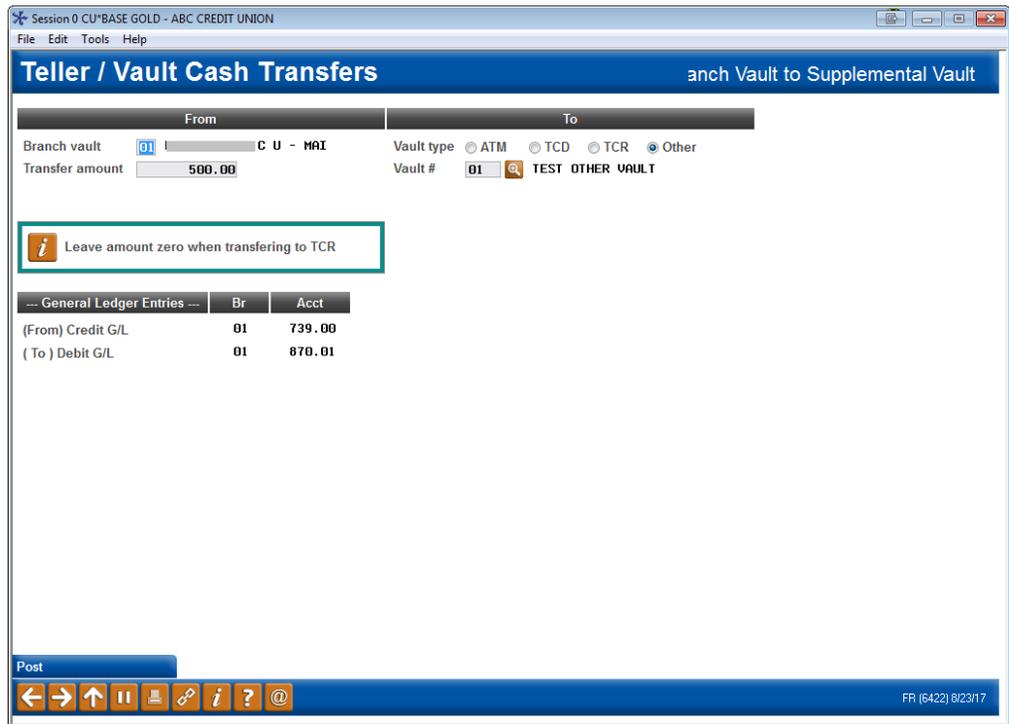
Branch vault Vault type ATM TCD TCR Other

Transfer amount Vault #

i Leave amount zero when transferring to TCR

FR (6422) 8/23/17

Enter a branch number and the the amount to purchase. Select “Other” and the specific Other vault associated with your TCD or TCR. Use Enter to refresh the screen.



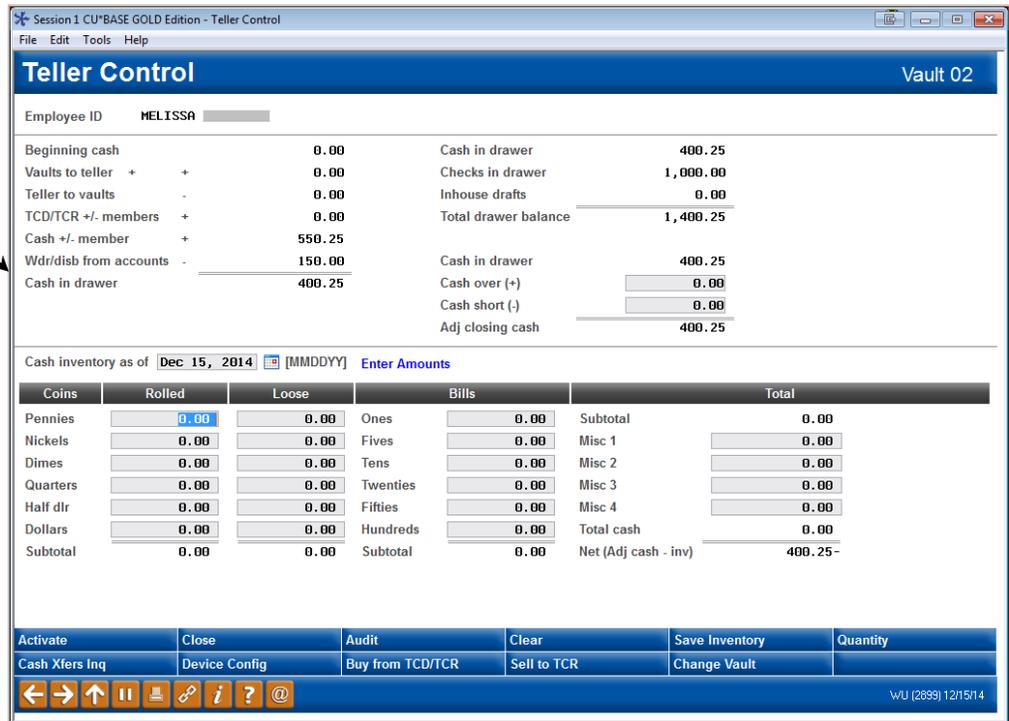
Use *Post* to post the transaction.

BALANCING YOUR TELLER DRAWER

As far as CU*BASE is concerned transactions between your TCD or TCR and teller drawer are considered cash in/out activity that you settle by performing a cash transfer at the end of the day.

Below is an example of the teller drawer before the buy is made.

The *Cash in drawer* field is found here on the screen.

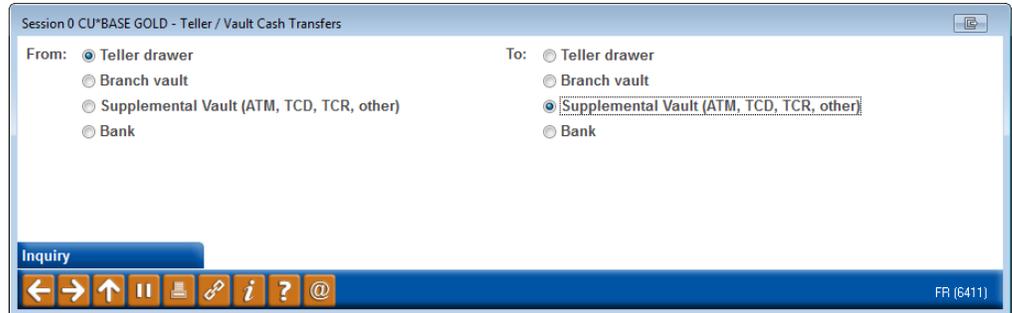


The Cash in drawer field should equal the total from your TCD or TCR software plus any physical cash or coin that you keep in your teller drawer. If you do not keep any cash or coin in your teller drawer, this should equal the total from the TCD or TCR software.

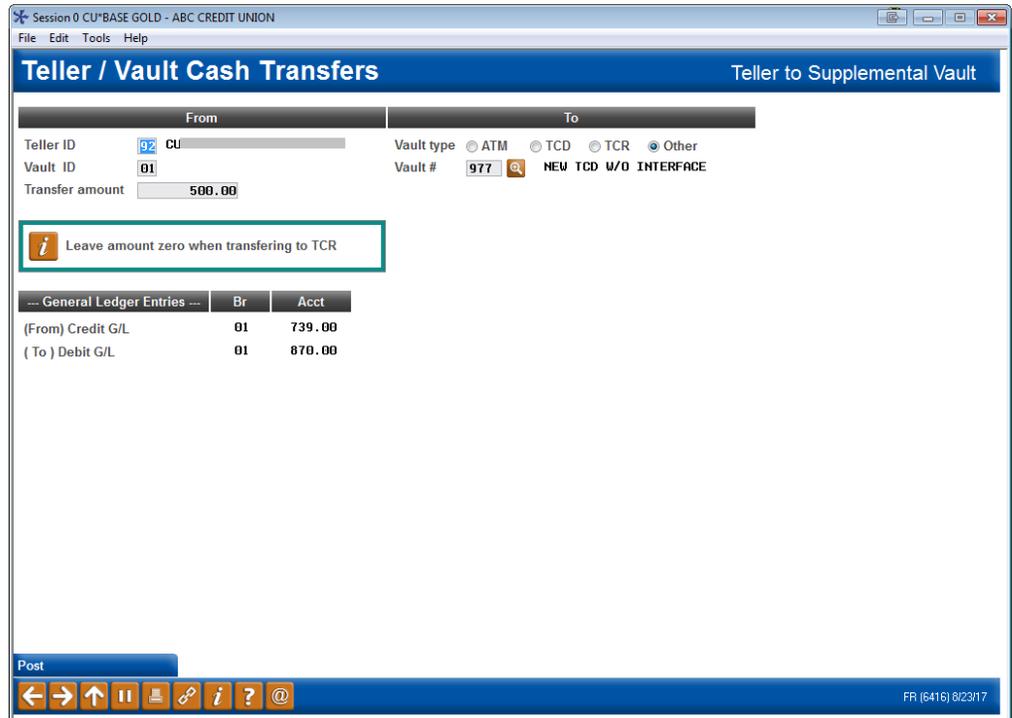
BUYING OR SELLING CASH - TELLER DRAWER AND SUPPLEMENTAL VAULT

To buy or sell funds from the teller drawer to the supplemental vault configured in CU*BASE, use **Tool #32 Teller/Vault Cash Transfers & Inquiry** and select *Teller Drawer to Supplemental vault (ATM/TCD/TCR)* or vice versa.

Teller/Vault Cash Transfers & Inquiry (Tool #32)



Press Enter and enter the *Transfer amount*. Select “Other” and the specific Other vault associated with your TCD or TCR. Use Enter to refresh the screen.



Use *Post* (F5) to complete the transfer.

Below is an example of the Teller Drawer Audit screen once the transfer is made. Notice that the *Cash in drawer* amount is now zero.

The *Cash in drawer* field is now zero

Session 1 CU*BASE GOLD Edition - Teller Control
File Edit Tools Help

Teller Control Vault 02

Employee ID MELISSA

Beginning cash	0.00	Cash in drawer	0.00
Vaults to teller +	0.00	Checks in drawer	1,000.00
Teller to vaults -	400.25	Inhouse drafts	0.00
TCD/TCR +/- members +	0.00	Total drawer balance	1,000.00
Cash +/- member +	550.25		
Wdr/disb from accounts -	150.00	Cash in drawer	0.00
Cash in drawer	0.00	Cash over (+)	0.00
		Cash short (-)	0.00
		Adj closing cash	0.00

Cash inventory as of Dec 15, 2014 [MMDDYY] Enter Amounts

Coins	Rolled	Loose	Bills	Total
Pennies	0.00	0.00	Ones 0.00	Subtotal 0.00
Nickels	0.00	0.00	Fives 0.00	Misc 1 0.00
Dimes	0.00	0.00	Tens 0.00	Misc 2 0.00
Quarters	0.00	0.00	Twenties 0.00	Misc 3 0.00
Half dlr	0.00	0.00	Fifties 0.00	Misc 4 0.00
Dollars	0.00	0.00	Hundreds 0.00	Total cash 0.00
Subtotal	0.00	0.00	Subtotal 0.00	Net (Adj cash - inv) 0.00

Activate Close Audit Clear Save Inventory Quantity
Cash Xfers Inq Device Config Buy from TCD/TCR Sell to TCR Change Vault

WU (2699) 12/15/14

WHAT IF YOU WANT TO KEEP CASH OR COIN IN THE TELLER DRAWER?

If you store cash or coin in your teller drawer, the *Cash in drawer* field (shown above) would not be zero. It should instead equal your physical drawer total after you have performed the cash transfer for the daily TCD total.

WHAT IF YOUR DRAWER IS STILL OUT OF BALANCE?

If your teller drawer is still out of balance, refer to your TCD or TCR automated processing software for available balancing tools to identify possible errors in processing.