



Using Teller Cash Dispensers/Recyclers (TCDs/TCRs)

INSIDE THIS GUIDE:

This guide describes how to use Teller Cash Dispenser (TCD) and Teller Cash Recyclers (TCR) software with CBX and how to configure the supplemental vault in CBX, posting and receiving funds, and balancing.

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Configuring the TCD or TCR Supplemental Vault on CBX

Configure the TCD or TCR as an “Other” supplemental vault in CBX. 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 CBX system.

Tool #158 ATM/Supplemental Vault Location Config. > Add > Other

Supplemental Vault Device Configuration

Vault type ☐ OTHER

Vault # 01

Machine location TEST TELLER LINE

City TEST CITY State MI

ZIP code 12345 4321

Contact name ANY PERSON Phone # 1234567890

G/L account 739.01 Corp ID 01 Branch/Location # 01

☒ Allow tellers to buy bulk cash from this vault ☒ Allow tellers to sell bulk cash to this vault

To balance your vault and make transfers to and from this vault directly from teller (see section starting on page 4, be sure to check both *Allow tellers to buy bulk cash from this vault* and *Allow tellers to sell bulk cash to this vault*.

NOTE: If you leave these checkboxes unchecked, employees who have access to **Tool #32 Teller/Vault Cash Transfers & Inquiry** will still be able to make transfers to and from this supplemental vault (as allowed by that tool). These boxes in the Supplemental Vault configuration simply allow and easier access to the screens within this tool from within the Teller screens and provide additional controls, such as defaulting the teller ID. See page 4 for more details.

Posting Cash Out/In

You will use the Main Teller Posting screen in CBX to post your transactions. With some TCD or TCR software vendors, once you post a transaction, the *Cash Back* field in CBX 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.)

Tool #1 Teller Line Posting

MEMBER Account #

BASIC SERVICE Member
More info

Cash 0.00

Outside checks 0.00

Inhouse checks 0.00

Total funds in 0.00

Total funds in 0.00

Check cash fee 0.00

Transaction net total 150.00

Cash back 150.00

Refresh Cash Back

Post

Outside checks 0.00

Hold days 01 Type

☐ Suppress balances

☐ Suppress receipt

Loan Payoff or Current Balance

Loan Payment or Net Available

Description

Account Type

Deposit Amount

IRA HSA

Withdrawal Amount

IRA HSA

Proc Code

JO

6,549.01

6,544.01

REGULAR SAVINGS

000

0.00

150.00

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

As far as CBX 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

As far as CBX 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.

Teller Control (Tool #1 > Drawer Control/Audit)

Teller Control

Employee ID: CU*ANSWERS PROGRAMMING SUPPORT

Beginning cash	0.00	Cash in drawer	422,330.84	
Vaults to teller	+	0.00	Checks in drawer	243,923.20
Teller to vaults	-	0.00	Inhouse drafts	36.22
Teller to teller	-	0.00	Total drawer balance	666,290.26
TCD/TCR +/- members	+	0.00		
Cash +/- member	+	442,216.26	Cash in drawer	422,330.84
Wdr/disp from accounts	-	31,796.52	Cash over (+)	0.00
Cash in drawer		422,330.84	Cash short (-)	119,000.00
			Adj closing cash	303,330.84

Cash Inventory as of: Jun 02, 2025 Enter Amounts

Coins: _____ Rolled: _____ Loose: _____ Bills: _____ Total: _____

- 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.

When you need to transfer cash between your branch vault and the supplemental vault configured on CBX, use either the **Buy from Supp Vault** or **Sell to Supp Vault** buttons on the Teller Audit screen (shown above). These buttons can be used at any other time to buy or sell to or from the vault.

- NOTE: To make transfer from teller to your vault requires that the corresponding *Allow tellers to buy bulk cash from this vault* and/or *Allow tellers to sell bulk cash from this vault* boxes are checked in the Supplemental Vault configuration. (See page 3.) If these checkboxes are unchecked in the Supplemental vault configuration, employees who have access to **Tool #32 Teller/Vault Cash Transfers & Inquiry** will still be able to make transfers to and from this supplemental vault (as allowed by that tool).

Selling Funds to the Supplemental Vault form Teller Audit

Selecting the **Sell to Supplemental Vault** button on the Teller Audit screen shown previously will move you to the screen shown below.

Teller/Vault Cash Transfers (Tool #1 > Drawer Control/Audit > Sell to Supp Vault)

Teller / Vault Cash Transfers

Teller to Supplemental Vault

From: Teller ID: _____ Vault ID: _____ Transfer amount: 0.00

To: Vault type: ☐ ATM ☐ TCD ☐ ITM ☐ TCM ☐ TCR ☐ Other Vault #: _____

Leave amount zero when transferring to TCR OR TCM

Here you can enter an amount to transfer on the left and select the “Other” *Vault type* and the specific *Vault #* on the right. (The *Teller ID* field on the left defaults to the correct teller and cannot be changed.)

Use Enter to refresh the screen. You will move to the following screen.

Teller/Vault Cash Transfers (Tool #1 > Drawer Control/Audit > Sell to Supp Vault > Enter)

Post >

From

To

Teller ID 92 CU*ANSWERS PROGRAMMING

Vault ID 01

Transfer amount 150.00

Vault type ☐ ATM ☐ TCD ☐ ITM ☐ TCM ☐ TCR ☒ Other

Vault # 101 DYNACASH 1

💡 Leave amount zero when transferring to TCR OR TCM

--- General Ledger Entries ---	Br	Acct
(From) Credit G/L	01	739.00
(To) Debit G/L	01	870.00

Use **Post** to complete the transfer.

Buying Cash from the Supplemental Vault to Teller Audit

You can also buy cash (transfer cash) to the Teller Audit screen (shown on page 4) by selecting **Buy from Supp Vault**. You will see the same screens used when selling to the vault, except that the vault and teller will be on the opposite sides.

Making Transfers to and From the Supplemental Vault Using Tool #32 Teller/Vault Cash Transfers & Inquiry

You can also use **Tool #32 Teller/Vault Cash Transfers & Inquiry** to transfer funds to and from your supplemental vault. After selecting the tool, you will advance to the screen shown below. Select Teller drawer or Branch vault to Supplemental vault (TCD/TCR) or vice versa.

Teller/Vault Cash Transfers (Tool #32)

CBX - Teller / Vault Cash Transfers

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

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

Inquiry

Navigation icons: < > ↑ || 🔗 ⓘ ? @ (6411)

Then use Enter, and you will advance to the screens shown in the previous section.

If you elect to make a transfer via this method, you will need to enter the teller ID for the transfer.

- NOTE: The boxes on the Supplemental Vault configuration screen (shown on page 3) do not need to be checked in order to make transfers using this tool.

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 on page 5) 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.