
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.

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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

Session 0 CU*BASE GOLD - ABC CREDIT UNION
File Edit Tools Help

Supplemental Vault Device Configuration Update

Vault type: O OTHER

Vault #: 010

Machine location: HH TEST TELLER LINE

City: TEST CITY State: MI

ZIP code: 54321 1234

Contact name: ANY PERSON

Phone #: [REDACTED]

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

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To make 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 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

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.

Teller Audit 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.

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

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) 400.25-

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

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When you need to transfer cash between your branch vault and the supplemental vault configured on CU*BASE use either the **Buy from Supplemental Vault** or **Sell to Supplemental 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 2.) If these checkboxes 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 FROM TELLER AUDIT

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

Selling to the Supplemental Vault from Teller (1)

Session 0 CU*BASE GOLD - ABC CREDIT UNION
File Edit Tools Help

Teller / Vault Cash Transfers

Teller to Supplemental Vault

From		To	
Teller ID	92	Vault type	<input checked="" type="radio"/> ATM <input type="radio"/> TCD <input type="radio"/> TCM <input type="radio"/> TCR <input type="radio"/> Other
Vault ID		Vault #	<input type="text"/> 🔍
Transfer amount	0.00		

i Leave amount zero when transferring to TCR OR TCM

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Here you can enter an amount to transfer on the left and select the “0” *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.

Selling Cash to the Supplemental Vault from Teller (2)

Session 0 CU*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Teller / Vault Cash Transfers

Teller to Supplemental Vault

From		To	
Teller ID	92 CU	Vault type	<input type="radio"/> ATM <input type="radio"/> TCD <input type="radio"/> TCR <input checked="" type="radio"/> Other
Vault ID	01	Vault #	977 NEW TCD W/O INTERFACE
Transfer amount	500.00		

i Leave amount zero when transferring to TCR

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

Post

Navigation icons: back, forward, up, down, print, search, help, @

FR (6416) 8/23/17

Use *Post* (F5) 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

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 or Branch vault to Supplemental vault (TCD/TCR)* or vice versa.

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

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

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

Inquiry

Navigation icons: back, forward, up, down, print, search, help, @

FR (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 2) 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 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.