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# Using Teller Cash Recyclers (TCRs) with CU\*BASE

## Integrated Approach without Middleware

### INTRODUCTION

With this approach, Teller Cash Recycler (TCR) integration is handled without middleware. Many of the day to day and weekly activities associated with TCR processing are handled by an external software. With this option, inventory and recycler activity is also not tracked by CU\*BASE.

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For an updated copy of this booklet, check out the Reference Materials page of our <http://www.cuanswers.com/resources/doc/cubase-reference/>  
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# TWO INTEGRATION OPTIONS

## INTEGRATED WITHOUT MIDDLEWARE

This TCR option is covered in this booklet.

With this approach, TCR integration is handled without middleware. Many of the day to day and weekly activities associated with TCR processing are handled by the external software. (Refer to your vendor for details.)

With this option, inventory and recycler activity is not tracked by CU\*BASE. As far as CU\*BASE is concerned transactions involving the TCR are considered cash in/out activity within a teller drawer, and you settle by performing a cash transfer at the end of the day.

At the end of the day, the TCR software provides a transaction log and an amount to purchase (or sell) to balance the teller drawer. The teller then uses the CU\*BASE cash transfer feature to balance their drawer. Additionally, the CU\*BASE cash transfer software is used to balance the TCR and the bank vault as needed.

The TCR does need to be configured in CU\*BASE as an ATM. This way the cash transfers between the teller drawer and the TCR and the TCR and the bank vault to be recorded. The setting of inventory, denominations and dispense audit functions are not handled by CU\*BASE.

This approach is covered in the beginning of this booklet.

## INTEGRATED WITH MIDDLEWARE

With this approach, all transactions, transfers, balancing, and reporting are handled using CU\*BASE and either a legacy or Lutzwolf middleware. Additionally the adding of bills and the denominations are set using CU\*BASE. The TCR must be configured as a TCR in CU\*BASE.

Refer to the “Teller Cash Recycler (TCR) User Guide – Integration with Middleware” booklet for details on the approach.

# CONFIGURING THE TCR DEVICE

When using the non-integrated TCR model, the TCR is configured as an ATM supplemental vault in CU\*BASE. It is not configured as a TCR supplemental vault.

This allows for the buying and selling of cash (from the TCR, the bank vault and the teller drawer) to remain in balance in the CU\*BASE system.

## **ATM/Supplemental Vault Location Config. (Tool #158), then “Other” (0) Selected**

Supplemental Vault Device Configuration		Update	
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
Zip code	49508 1111	Corp ID	01
		Branch/location #	01

# POSTING CASH OUT

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

The screenshot shows the 'Individual Account' window for 'JOHN G MEMBER'. It includes a summary table with columns for Loan Payoff or Current Balance, Loan Payment or Net Available, Description, Acct Type, Deposit Amount, IRA HSA, and Withdrawal Amount. Below the table is a summary section with fields for Total funds in, Check cash fee, Transaction net total, and Cash back, along with buttons for Post, Refresh Cash Back, and Deposit Calculator.

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					

Summary Section:

Total funds in	0.00	Post
Check cash fee	0.00	Refresh Cash Back
Transaction net total	150.00	Deposit Calculator
Cash back	150.00	

Some vendors use the amount in the *Cash Out* and *Total Funds In* fields. Refer to your vendor for details.

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

As far as CU\*BASE is concerned transactions between your 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 WITH COOP NATIONAL SHARED BRANCH TRANSACTIONS

For COOP National Shared Branch transactions (CUSC and FSCC previously), 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 TCR

## TRANSFERRING CASH BETWEEN YOUR BRANCH VAULT AND THE SUPPLEMENTAL VAULT (TCR)

When you need to transfer cash between your branch vault and TCR use **Tool #32 Teller/Vault Cash Transfers & Inquiry** and select *Branch vault* to *Supplemental vault (ATM/TCD/TCR)*.

(In this example, we transfer cash from a branch vault to a TCR; however, you would also use this process to transfer cash from your TCR to your branch vault.)

### 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

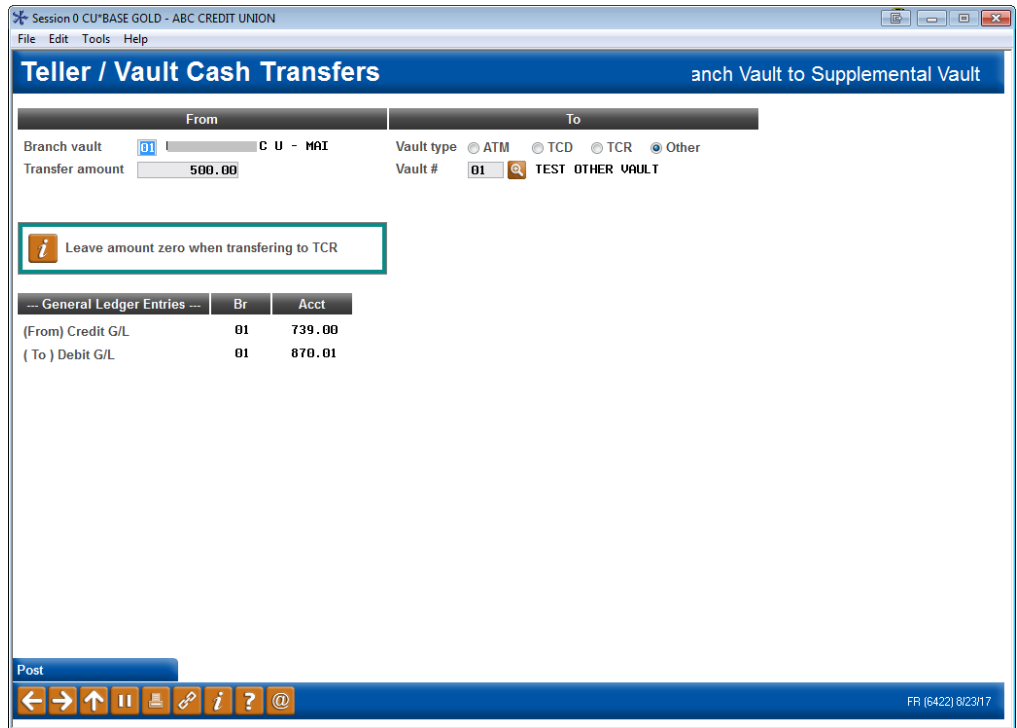
Branch vault  Vault type  ATM  TCD  TCR  Other

Transfer amount 0.00 Vault #

Leave amount zero when transferring to TCR

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Enter a branch number and the the amount to purchase. Select “Other” and the specific Other vault associated with your non-integrated 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 TCR and teller drawer are considered cash in/out activity that you settle by performing a cash transfer at the end of the day.

- Refer to your non-integrated TCR software to determine if you need to transfer cash between your supplemental vault and teller drawer in order to balance your teller drawer.

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

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

The screenshot shows the 'Teller Control' window for 'Vault 02' with Employee ID 'MELISSA'. The summary table shows a 'Cash in drawer' of 400.25. Below this is a 'Cash inventory as of Dec 15, 2014' table with columns for Coins (Pennies, Nickels, Dimes, Quarters, Half dlr, Dollars), Bills (Ones, Fives, Tens, Twenties, Fifties, Hundreds), and Total. The 'Cash in drawer' field is highlighted in the summary table.

Employee ID	MELISSA		Vault 02	
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	

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-

The Cash in drawer field should equal the total from your non-integrated 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 non-integrated TCR software.

- NOTE: The Buy from TCD/TCR button is not used with this approach. (See picture above.)

## BUYING CASH FROM THE TELLER DRAWER TO THE SUPPLEMENTAL VAULT (TCR)

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)*.

(In this example, we transfer cash from a teller drawer to a TCR; however, you would also use this process to transfer cash from your TCR to your teller drawer.)

### 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 and enter the *Transfer amount*. Select “Other” and the specific Other vault associated with your non-integrated TCR. Use Enter to refresh the screen.

Session 0 CU\*BASE GOLD - ABC CREDIT UNION

File Edit Tools Help

Teller / Vault Cash Transfers Teller to Supplemental Vault

From To

Teller ID 02 Vault type  ATM  TCD  TCR  Other

Vault ID 01 Vault # 01 TEST OTHER VAULT

Transfer amount 500.00

Leave amount zero when transferring to TCR

General Ledger Entries	Br	Acct
(From) Credit G/L	01	739.00
( To ) Debit G/L	01	870.01

Post

FR (6416) 8/23/17

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 the Teller wants to Keep Cash or Coin in the Teller Drawer?

In the event that you do 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 TCR total.

## WHAT IF YOUR DRAWER IS OUT OF BALANCE?

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