

C3 Financial Administrative Reporting



©2017 logicpath

Institution Reports

- Branch Dashboard
 Denomination Detail/Teller Detail
- Inst. Cash Ending Vs. Usage
- Guidance Vs Actual Report
- Cash Dashboard
- Monthly Branch Cash
- Usage Comparison
- Performance Review
- Requisition Variance
- Requisition Status Audit Report



Guidance Vs Actual

Branch Number	Branch Name	Requisition Id	Туре	Denomination	Date Submitted	Delivery Date	Guidance	Fulfill Total	Total Cash Fulfilled in Service Period	Cash Ending at Service Period End	Residual Following Guidance	Service Period Start	Service Period End	Order Notes
I	APALACHEE PARKWAY	207819	Order	Hundreds	3/10/2020	3/11/2020	0	30,000	30,000	144,000	114,000	3/11/2020	3/18/2020	
1	APALACHEE PARKWAY	207819	Order	Ones	3/10/2020	3/11/2020	1,100	3,000	3,000	8,350	6,450	3/11/2020	3/18/2020	
I	APALACHEE PARKWAY	207889	Deposit	Fifties	3/11/2020	3/11/2020	35,000	25,000	(25,000)	34,250	24,250	3/11/2020	3/18/2020	
I	APALACHEE PARKWAY	207889	Deposit	Twenties	3/11/2020	3/11/2020	0	108,000	(108,000)	165,960	273,960	3/11/2020	3/18/2020	
I	APALACHEE PARKWAY	207889	Deposit	Tens	3/11/2020	3/11/2020	5,000	3,000	(3,000)	11,440	9,440	3/11/2020	3/18/2020	
1	APALACHEE PARKWAY	207889	Deposit	Fives	3/11/2020	3/11/2020	5,000	5,000	(5,000)	9,205	9,205	3/11/2020	3/18/2020	
2	DOWNTOWN	207805	Order	Hundreds	3/9/2020	3/9/2020	530,000	250,000	550,000	365,700	345,700	3/11/2020	3/18/2020	extra brinks run for Folmars
2	DOWNTOWN	207805	Order	Fifties	3/9/2020	3/9/2020	5,000	0	10,000	23,700	18,700	3/11/2020	3/18/2020	extra brinks run for Folmars
2	DOWNTOWN	207805	Order	Twenties	3/9/2020	3/9/2020	28,000	0	30,000	60,960	58,960	3/11/2020	3/18/2020	extra brinks run for Folmars
2	DOWNTOWN	207839	Order	Hundreds	3/10/2020	3/11/2020	130,000	550,000	550,000	365,700	(54,300)	3/11/2020	3/18/2020	ordered extra \$300,000. in 100'
2	DOWNTOWN	207839	Order	Fifties	3/10/2020	3/11/2020	0	10,000	10,000	23,700	13,700	3/11/2020	3/18/2020	ordered extra \$300,000. in 100'
2	DOWNTOWN	207839	Order	Twenties	3/10/2020	3/11/2020	18,000	30,000	30,000	60,960	48,960	3/11/2020	3/18/2020	ordered extra \$300,000. in 100'
2	DOWNTOWN	207839	Order	Tens	3/10/2020	3/11/2020	0	5,000	5,000	18,650	13,650	3/11/2020	3/18/2020	ordered extra \$300,000. in 100'
2	DOWNTOWN	207840	Deposit	Tens	3/10/2020	3/11/2020	3,000	0	5,000	18,650	10,650	3/11/2020	3/18/2020	
2	DOWNTOWN	207840	Deposit	Fives	3/10/2020	3/11/2020	6,500	2,500	(2,500)	8,230	4,230	3/11/2020	3/18/2020	
2	DOWNTOWN	207840	Deposit	Ones	3/10/2020	3/11/2020	3,600	2,500	(2,500)	6,031	4,931	3/11/2020	3/18/2020	
3	NORTH MONROE	207778	Order	Hundreds	3/5/2020	3/12/2020	60,000	0	(20,000)	74,500	154,500	3/12/2020	3/19/2020	03/05/2020 order \$5,600.00
ŧ.	WEST TENNESSEE	207801	Order	Hundreds	3/9/2020	3/10/2020	0	40,000	14,000	60,700	46,700	3/10/2020	3/17/2020	
1	WEST TENNESSEE	207801	Order	Fifties	3/9/2020	3/10/2020	5,000	10,000	(2,000)	23,350	30,350	3/10/2020	3/17/2020	
1	WEST TENNESSEE	207801	Order	Twenties	3/9/2020	3/10/2020	526,000	250,000	250,000	44,600	320,600	3/10/2020	3/17/2020	
1	WEST TENNESSEE	207802	Deposit	Hundreds	3/9/2020	3/10/2020	0	26,000	14,000	60,700	46,700	3/10/2020	3/17/2020	
1	WEST TENNESSEE	207802	Deposit	Fifties	3/9/2020	3/10/2020	0	12,000	(2,000)	23,350	25,350	3/10/2020	3/17/2020	
	WEST TENNESSEE	207802	Deposit	Tons	3/9/2020	3/10/2020	3,000	3,000	(3.000)	11 500	11 500	3/10/2020	3/17/2020	

- The Guidance Vs Actual Report Designed to view positive or negative residual cash balances if guidance was followed
- Green Line: Represents that cash ending Balance IF you had followed guidance.



Monthly Branch Cash

A	U	U U	U	L
nstitution Monthly Cash Analysis				
nstitution / Region / Branch	Average Daily Cash	Service Schedule Target	Average Daily Usage	Average Days Cash
Capital City Bank	\$203,506	\$190,896	(\$102)	98.7
egion 01	\$123,646	\$64,556	\$1,232	91.9
ROOKSVILLE	\$112,605	\$71,065	(\$1,105)	82.3
Dec-2019	\$99,191	\$133,036	(\$5,592)	17.7
Jan-2020	\$121,018	\$62,851	(\$743)	162.9
Feb-2020	\$107,841	\$80,985	(\$1,011)	106.7
Mar-2020	\$122,369	\$7,389	\$2,925	41.8
LORAL CITY	\$143,587	\$103,546	(\$501)	53.9
Dec-2019	\$134,502	\$7,651	\$3,029	44.4
Jan-2020	\$134,245	\$4,319	\$1,710	78.5
Feb-2020	\$145,616	\$226,464	(\$3,794)	38.4
Mar-2020	\$159,983	\$175,748	(\$2,947)	54.3
IVERNESS	\$112,556	\$12,375	\$4,899	36.3
Dec-2019	\$101,872	\$2,935	\$1,162	87.7
Jan-2020	\$115,865	\$17,402	\$6,889	16.8
Feb-2020	\$104,671	\$15,141	\$5,994	17.5
Mar-2020	\$127,815	\$14,022	\$5,551	23.0
UNCOAST	\$143,699	\$69,250	\$5,045	115.8
D 0040	000 0000	C404.000	(60.500)	40.2

- The Institution Monthly Branch Report provides a summary of average daily balance, cash demand and inventory levels rolled up by month.
- Also displays amount of Cash ending target including Safety Stock for the Service Interval.
- Average Daily Usage: Average Usage plus safety Stock



Usage Comparison Report

Usage Comparison Analysis

Cet	o Demo Da	alabase main			Period 1: 2/1/20	020 - 2/28/2020	Period 2: 3/1	/2020 - 3/21/202	0
Region	Branch ID	Branch Name	Branch	Denom ID	Denomination	Period 1 Avg	Period 2 Avg	Change In	Change In
			Number			Daily Usage	Daily Usage	Dollars	Percent
Region 01	59	BROOKSVILLE		77		(1,047)	2,785	(3,832)	-366%
				1	hundreds	(763)	(163)	(600)	-79%
				2	fifties	(75)	(123)	48	64%
				3	twenties	630	1,130	(500)	79%
				4	tens	13	64	(51)	392%
				5	fives	66	119	(53)	80%
				6	twos	(176)	(173)	(3)	-2%
				7	ones	29	65	(36)	124%
				8	dollarcoin	0	0	0	
				10	halves	0	0	0	
				11	quarters	(24)	(26)	2	8%
				12	dimes	(5)	(2)	(3)	-60%
				13	nickels	(1)	(1)	0	0%
				14	pennies	(1)	(1)	0	0%
				15	remainder	0	0	n	

- Compare Usage Date for 2 different time periods. Select Period 1, Period 2 enter in the date range
- Difference in Usage from one period to another.
- See change in Dollar and percentage



Performance Review

Report Name:	Data Review
Prepared for:	JD Bank
Region(s):	JD Bank
Branch(es):	12 Carlyss, 15 Eunice, 3 Iowa, 1 Jennings Main, 91 Jennings Robert Ave., 92 Jennings West Division, 5 Kinder, 20 Lafayette, 2 Lake Arthur, 14 Lake Charles Big Lake, 11 Lake Charles Hwy 14, 8 Lake Charles Kirby, 6 Lake Charles McNeese, 13 Lake Charles Morganfield, 10 Lake Charles Nelson, 16 Mamou, 7 Moss Bluff, 21 New Iberia, 22 Opelousas, 9 Sulphur, 18 Ville Platte 4 Welsh, 19 Westlake
Denomination(s);	Hundreds, Fifties, Twenties, Tens, Fives, Ones
From Date:	12/1/2019
To Date:	2/29/2020
Report Run Date/Time:	3/22/2020 10:15:11 PM

Branch Name	Cash Minimum	Goal	Cash Maximum	Avg Cash Maintained
	309,300	348,396	505,012	712,128
	172,522	220,552	324,883	730,693
	586,650	742,296	1,018,626	631,819
	200,095	486,450	550,210	542,431
	13,620	165,514	151,668	224,283
	10,590	201,483	173,576	149,54
	253,050	489,436	623,149	453,114
	185,910	199,432	255,466	232,51
	103,698	227,679	258,190	295,27
	89,520	276,682	286,206	331,12
	623,637	1,846,722	2,131,765	751,41
	355,838	1,251,511	1,429,392	868,82
	148,120	806,597	962,354	627,00
	161,994	409,080	463,377	434,94
	221,214	341,698	433,839	405,02
	199,878	298,871	322,742	599,89
	215,278	569,959	703,866	770,204
Nam Isazia	7.004	20 277	02 AE0	120 500

- Select Filter Parameters
- The Performance Review is a workbook to support external and internal data reviews while detailing cash positions relative to minimum and maximum cash ranges. Best viewed in Excel.



Institution Cash Ending Vs. Usage



- The Usage vs. Cash Ending & chart illustrates the difference between the actual daily cash ending and the actual daily usage over the specified date range.
- Yellow Line: Represents your Cash Ending at the Branch
- Green Line: Represents that Customer Usage
 - Above the zero is customer outflow
 - Below the zero is customer inflow
- High Spikes in the data that is not a trend helps to identify data issues.



Requisition Variance

- This report will display how closely the branch followed guidance when placing an order/deposit.
- Variance by % and \$ amount will display.
- A note associated to why they did not follow C3 Guidance recommendation

Requisition Variance

Region Name	Branch Name	Req Type	Req ID	Expected Date	Denom Name	Denom Guidance	Denom Submitted	Variance From	Variance From	Notes
						Amount	Amount	Guidance Dollars	Guidance Percent	
Tulsa Central	31st & Garnett	Order	19840	11/11/2019		\$104,600	\$65,000	(\$39,600)	-37.9%	
	Brookside	Order	19808	11/6/2019		\$7,000	\$13,000	\$6,000	85.7%	Ordering extra for change orders.
					hundreds	\$0	\$0	\$0	0.0%	
					fifties	\$5,000	\$5,000	\$0	0.0%	
					twenties	\$0	\$0	\$0	0.0%	
					tens	\$0	\$5,000	\$5,000	100.0%	
					fives	\$2,000	\$2,000	\$0	0.0%	
						20	es 666	A1 000	100.00/	



Branch Dashboard

										_				_					
	Institutio	n Regions	Branches	Logistics	Users	R	oles	Activity	Upload										
C^{2}	Branch	Requisitions		Ledger E	Entry			Branch Dasl	hboard										
LJ		J	Institution R	eports	Cen	tral I	Requisi	tions											
Financial																			
Branch Summary	APALACHEE	E PARKWA	XY #1					View:	Branch I	Das	hboard								
4/7/19 - 5/7/19		-		м						R	enorts –								
	Select Historical	Range: select	a period	•					L		DECTONE			1	1	1	1	1	1
Cash Ending		4/7	/2019	5/7/2019							REGIONS	-		L.	L				
6006 070	Enter Start and E	nd Dates: <u>97</u>	/2015	3/7/2013							District 1	•	ļ		BRAN	BRANCHES	BRANCHES	BRANCHES	BRANCHES
\$220,978	Date	Cash Ending	Order	Deposit	Usage		_				District 02	►			BROC	BROOKSVILLE (#	BROOKSVILLE (#77)	BROOKSVILLE (#77)	BROOKSVILLE (#77)
\$160.266	Sun 04/07/2019	\$205,969				^		AVG Cash Er	nding: \$22		District 03	►			FLOR	FLORAL CITY (#8	FLORAL CITY (#84)	FLORAL CITY (#84)	FLORAL CITY (#84)
¥100,200	Mon 04/08/2019	\$302,558			\$96,589			MAX Usage:	(\$49,525)		District 04	►			SUNC	SUNCOAST SPRIM	SUNCOAST SPRINGHTLL (#	SUNCOAST SPRINGHTLL (#	SUNCOAST SPRINGHTLL (#7
\$310.632	Tue 04/09/2019	\$310,632			\$8,074			Goal: \$260,0	9104,303 000		District 05	•			SUNS	SUNSHINE GROV	SUNSHINE GROVE (#78)	SUNSHINE GROVE (#78)	SUNSHINE GROVE (#78)
4,	Wed 04/10/2019	\$213,338	\$46,900	\$172,000	\$27,806		_				District 06	- F	ļ	μ.	30113	SONSHINE GROVE	Solisinine Grove (#76)	Solisinine Grove (#76)	SONSHINE GROVE (#70)
Usage	Thu 04/11/2019	\$238,704			\$25,366						District 07	•	ł						
TAL	Fri 04/12/2019	\$189,179			(\$49,525)						District 08			L					
\$516,020	Sat 04/13/2019	\$202,315			\$13,136						District 09	÷.		L					
x	Sun 04/14/2019	\$202,315									District 10	Ľ.							
(\$49,525)	Mon 04/15/2019	\$264,875			\$62,560						District 10			L					
/G	Tue 04/16/2019	\$263,419			(\$1,456)						District 11	1		L					
\$16,645	Wed 04/17/2019	\$169,302	\$8,200	\$110,100	\$7,783						District 12	•		L					
Limits	Thu 04/18/2019	\$160,266			(\$9,036)		Sele	cted dates: 4	4/7/19 -		District 13	•		L					
IN	Fri 04/19/2019	\$177,087			\$16,821						District 14	•		L					
\$115,000	Sat 04/20/2019	\$203,183			\$26,096						District 15								
al	Sun 04/21/2019	\$203,183			176 406						District 16	•							
\$260,000	Mon 04/22/2019	\$2/9,669			\$/6,486						District 17	•							
AX	Ned 04/23/2019	\$296,650	¢52,100	¢160,100	\$19,101														
\$200,000	Wed 04/24/2019	\$218,403	\$53,100	\$160,100	\$20,5/3														
	Fri 04/26/2019	\$227,500			(\$35,304)	\checkmark													
	C=h 04/07/2010	\$101.047			(+040)														
	Totals: 5	\$7,036,347	\$162,950	\$582,200	\$516,020														
	Averages: Minimum:	\$160,266	\$40,738	\$145,550	\$10,045														
	Maximum:	\$310,632																	

- Verify you see your Branch
- Verify all Orders/Deposits
- Toggle between branches via the reports dropdown
- Cash Ending Total
 - Cash Ending Totals (populated via automated file)
- Orders/Deposits (Non Customer Transactions)
 - Entered thru Branch requisition
 - Order : cash coming in from money supplier
 - Deposits Cash shipped back to money supplier
- Usage (Customer Demand)
 - () indicates outflow day, no () inflow day.

The Data is displayed in the ledger; This is not where it is entered.





Dashboard Breakdown

Navigating to Denomination Detail



View Dashboard by Denom

Enter Start and End Dates: 4/17/2019 🗾 5/17/2019 🗐 🕇 Go Expand all denoms. Collapse all denoms. Cash Ending Mon 04/29/2019 \$273,852 \$821 Tue 04/30/2019 \$300,121 \$26,: ^ Wed 05/01/2019 \$205,972 (\$8.8 \$54,750 Thu 05/02/2019 \$215,961 \$9.9 \$189,380 Fri 05/03/2019 (\$26.5 \$180.647 (\$8,7 Sat 05/04/2019 Sun 05/05/2019 \$180.647 \$282,411 \$101, Mon 05/06/2019 Tue 05/07/2019 \$302,739 \$20,3 Wed 05/08/201 \$207,418 \$44,600 \$171,300 \$31,3 \$1, Hundreds: \$88,200 \$40,000 Fifties: \$27,500 \$10.000 \$9, Twenties: \$53,600 \$158,000 \$24,! Tens: \$5,610 \$3,000 (\$2,1 \$7,105 \$200 (\$4 Fives: Twos: \$40 (\$1 Ones: \$6,836 \$2,000 (\$1,3 \$836 \$1 coins: Half Dollars: \$62 < > \$6,951,538 \$666,500 \$442,463 Total: \$181,750 Average: \$224,243 \$36,350 \$133,300 \$14,273 Hundreds \$62,235 \$40,000 (\$5,961) \$25,805 \$1,979 Fifties: \$12,500 Twenties: \$98,888 \$118,800 \$18,128 Tens: \$7,694 \$4,000 \$440 Fives: \$7,053 \$2,500 \$2,100 \$1 \$123 Twos \$1 \$6,304 \$2,500 (\$83) Ones: \$1 coins: \$839 **\$**9 Half Dollars: \$65 Quarters: \$4,474 \$1,800 (\$239) \$875 Dimes: \$2,287 (\$52) \$**300** (\$14) Nickels: \$722

Looks like ledger, click on any day/ averages to see Denominational Breakdown



Cash Dashboard



- The Cash Dashboard is a high level report that offers a quick view of the branches from the perspective of:
 - the top five cash ending,
 - top five usage
 - top five inventory.
- Also available on the Cash Dashboard is the Total Institution Cash vs. Target. This report shows the total Cash Ending of the Institution versus the calculated Target for the Institution.



Service Schedule Review

List all Branches by Region

Ceto Demo Database Main

- How many times a week cash is received and day of the week
- Displays Ruleset.

Service Schedule R	eview												
Branch	Recurring Period	Carrier	Wk	Mon	Tue	Wed	Thu	Fri	Default Carrier Order	Lead Days Order	Default Carrier Deposit Name	Lead Days Deposit	Validate Bundle
ALA	ACHUA												
JONESVILLE (19)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
NEWBERRY (20)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
MILLHOPPER (94)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
ALACHUA (96)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
HIGH SPRINGS (97)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
MAIN STREET (95)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
APALACH	EE PARKWAY												
APALACHEE PARKWAY (1)	Weekly	Brinks	1			•			Brinks Order	0	Brinks Deposit	0	Yes
MONTICELLO (8)	Weekly	Brinks	1				٠		Brinks Order	0	Brinks Deposit	0	Yes
CRAWFORDVILLE (44)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
PERRY (74)	Weekly	Brinks	1			•			Brinks Order	0	Brinks Deposit	0	Yes
MADISON (75)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
E	BELL												
BRANFORD (9)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes
CROSS CITY (16)	Weekly	Brinks	1				•		Brinks Order	0	Brinks Deposit	0	Yes





User Roles and Permission

List all Users, Role and Branch Permissions

	Doug Hengstebeck	k hengstebeck.doug@ccbg.com	All	•	•	•	•	•	•	•	•	• •	•		• •	• •	• •	• •	• •	•	•	•	•	•	•	• •	• •	•	• •	• •	• •	• •	• •	• •	•	•	•	•	•	•
_	Julieta Mercedes	mercedes.julieta@ccbg.com	All	•	•	•	•	•	•	•	•	• •	•	•	•	• •	• •	• •	• •	•	•	•	•	•	•	• •	•	•	•	• •	•	• •	• •	•	•	•	•	•	•	•
_	Nancy Messer	Messer.nancy@ccbg.com	All	•	•	•	•	•	•	•	•	•		•	•	•	• •	•	• •	•	•	•	•	•	•	• •	•	•	•	• •		• •	• •	•	•	•	•	•	•	•
	Rod Mayo	Mayo.Rod@ccbg.com	All	•	•	•	•	•	•	•	•	•	•	•	•	•	• •	•	• •	•	•	•	•	•	•	• •	•	•	•	• •		•	• •	•	•	•	•	•	•	•
	Aaron Haynes	haynes.aaron@ccbg.com	5												•	•	• •	•	• •																					_
	Aaron Little	Little.aaron@ccbg.com	1																																\top					
	Aleshia Terry	Terry.Aleshia@ccbg.com	1																							•									\top					
	Alisa Blankenship	blankenship.alisa@ccbg.com	1						•																										\top					_
	Allan Watson	Watson.Allan@ccbg.com	1									\top																							\top					
_	Alyson Anderson	anderson.alyson@ccbg.com	1			\top	\top		+	+		+	+														+					\top	•	•	\top					
_	Amanda Lane	Lane.Amanda@ccbg.com	1			\square	+		\top	+		+	+		+			\top	•	•	\neg	\neg					+		\top			+		+	+					
_	Amber Hall	hall.amber@ccbg.com	1						+			+	+										•				+							+	+					
_	Amy Taylor	Taylor.Amy@ccbg.com	1			•			+	1		+	+								\neg						+							+	+					
_	Andrea Lanier	lanier.andrea@ccbg.com	1			\square			\top			+	+													•	•							+	+					
_	Angela Wilson	Wilson.Angela@ccbg.com	1			+	+	+		+	+		+	-	+	+	+			+	-	-					+	+				-			•	-	-	-		_

Security - User's Role and Permissions Review

©2017 logicpath

Requisition Audit Status Report

Branch Name	Req ID	Туре	Current Status	Current Delivery Date	Next Order Date	Last Updated On	Modified BY	Notes	Full Filled Total
31st & Garnett	19704	Order	Approved	10/17/2019	10/18/2019	10/16/2019 9:49 AM	JakebNavarro		
		Order	Fulfilled	10/17/2019	10/18/2019	10/17/2019 9:53 AM	JakebNavarro		15900.00
	19712	Order	Approved	10/18/2019	10/21/2019	10/17/2019 9:56 AM	JakebNavarro	20k in hundreds per client request	
		Order	Fulfilled	10/18/2019	10/21/2019	10/18/2019 10:53 AM	JakebNavarro	20k in hundreds per client request	97400.00
	19728	Order	Approved	10/21/2019	10/23/2019	10/18/2019 11:56 AM	JakebNavarro		
		Order	Fulfilled	10/21/2019	10/23/2019	10/24/2019 11:32 AM	JakebNavarro		56400.00
	19760	Order	Approved	10/25/2019	10/28/2019	10/24/2019 11:33 AM	JakebNavarro		
		Order	Fulfilled	10/25/2019	10/28/2019	10/25/2019 11:51 AM	JakebNavarro		149350.00
	19767	Order	Approved	10/28/2019	10/30/2019	10/25/2019 11:53 AM	JakebNavarro		
		Order	Fulfilled	10/28/2019	10/30/2019	10/29/2019 11:51 AM	JakebNavarro		17750.00
	19785	Order	Approved	10/30/2019	11/01/2019	10/29/2019 11:53 AM	JakebNavarro		
		Order	Fulfilled	10/30/2019	11/01/2019	11/2/2019 11:20 AM	JakebNavarro		118900.00
	19804	Order	Approved	11/04/2019	11/06/2019	11/2/2019 11:21 AM	JakebNavarro		
		Order	Fulfilled	11/04/2019	11/06/2019	11/6/2019 1:11 PM	JakebNavarro		143500.00
	19840	Order	Submitted	11/11/2019	11/13/2019	11/8/2019 12:49 PM	JakebNavarro		
		Order	Fulfilled	11/11/2019	11/13/2019	11/13/2019 8:43 AM	JakebNavarro		69750.00
	19849	Order	Approved	11/14/2019	11/15/2019	11/13/2019 8:45 AM	JakebNavarro		

 Every time a requisition is status it is stamped with an audit of who changed the status, date and time.



How to Increase Cash Recommendations

Ways to increase cash recommendation

- Increase Floors (guidance adjustment)
- Increase Safety stock (Contact Account Manager)
- Increase requested Amount in requisition Screen.
- Order Thru Central Requisitions if needed



Increase Guidance Adjustment

			oning cogo								
Institution Regions Brar	nches Logistics	Users Roles	Activity Upload	I	nstitution	Regions	Branches	Logistics	Users oor Manag	Roles A	tivity Uploa
Institution Name:		Phone #			Name		Numb	er	Total Floor	Hundreds	Fifties
				APALACHI	EE PARKW.	AY 1			0	0	0
Institution Name	Phone # (850) 402-7074		Fax # (805) 402-	DOWNTOW	VN	2			0	0	0
capital day ballik	(000) 102 / 0/ 1		(000) 102	NORTH MO	ONROE	3			0	0	0
				WEST TEN	NESSEE	4			0	0	0
				CHATTAH	OOCHEE	6			47,645	10,000	5,000
(850) 402-7074				HAVANA		7			0	0	0
Fax: (805) 402-7459				MONTICEL	.LO	8			0	0	0
Operation Parameters		•		BRANFORI	D	9			0	0	0
Financial Inputs		3	Guidance Settings	CHIEFLAN	D	11			0	0	0
Fixed Deliveries?			4 et Floors	INGLIS		12			0	0	0
Carry Cost: 0.00125	%	-	Suppress Guid	BRONSON		13			0	0	0
			Suppress Ledg	<	••	· · ·				40.000	7 000
		L	X	543 8:46:03 AM	- Exported	to: Open in	image editor	1			

- 1. Institution Tab
- 2. Highlight Institution
- 3. Guidance Settings
- 4. Increase floor amount will allow you to place an EXTRA reserve into the forecast.



Increase Requisition requested column

<u>п</u> 						Admin	Billing	LogOut	Help							
	Institution	Regions	Branches	Logistics	Users	Roles	Activity	Upload								
		Servic	e Interval				Fulfill Da	te								
	From: 3/25/202	20	🔲 То: 🚺	1/2020												
	L															
			F	Requisition Stat	us Informat	ion										
	R	equisition	Status			Zero Requ	isition(Opti	ional)								
	🖲 Submit 🤇	Approve	Cancel C	Fulfill		Zero Requisition(Optional)										

Denomination Detail								
Denomination	Recommendation	Request	Fulfill					
Hundreds	20000	40000	0					
Fifties	5000	50000	0					
Twenties	0	30000	0					
Tens	0	0	0					
Fives	0	0	0					
Twos	Guidance Suppressed	0	0					
Ones	0	0	0					
\$1 coins	Guidance Suppressed	0	0					
Half Dollars	Guidance Suppressed	0	0					
Quarters	0	0	0					
Dimes	0	0	0					
Nickels	0	0	0					
Pennies	0	0	0					
Totals:	\$25,000	\$120,000	\$0					



Order Centrally

Institution Regions Branches	5 Logistics	Users	Roles	Activity	Upload		
Branch Requisitions	Ledger Er	itry		Branch Das	hboard		
Institution	n Reports	Centr	al Requisi	itions			
Filters							
Select Requisitions from	3/26/2020		to 04/02/	2020	Befree	sh	
Filter results by Requisition stage:	UnService	d 🔾 Serviced					
Filter results by Requisition type:	Order N	-					
Filter results by Branch type:	All 💊	•					
Filter results by Region:	All	\sim					
Filter results by Carrier Ruleset:			\sim				
	Actio	าร					
Set Status of Selected Requisitions	to: OSubn	nit 🔿 Approve	e 🔿 Cance	el 🔘 Fulfill	Sav	<u>e</u>	
Charle All - Uncharle All							
						_	

Requisitions							
Branch Name	Branch Type	Region 🔻	Next Delivery Date	Order Type	Recommendation	Action	
Clovis	Branch	Metro	4/2/2020	Order	\$40,000	<u>Edit</u>	
Delano	Branch	Metro	4/2/2020	Order	\$767,000	<u>Edit</u>	
Dinuba	Branch	Central Valley	3/27/2020	Order	\$753,250	Edit	
East Hills	Branch	Metro	4/2/2020	Order	\$0	<u>Edit</u>	
Exeter	Branch	Central Valley	4/2/2020	Order	\$0	<u>Edit</u>	
Fillmore	Branch	So Cal	4/2/2020	Order	\$0	<u>Edit</u>	
Hanford	Branch	Central Valley	3/27/2020	Order	\$171,000	Edit	
Lindsay	Branch	Central Valley	4/2/2020	Order	\$0	Edit	~

- 1. Central Requisition Tab
- 2. Un-serviced
- 3. Guidance for what to order for each branch.
- 4. Place bulk Orders for all Branches.

