

logicpath

C3 Financial Branch Maintenance

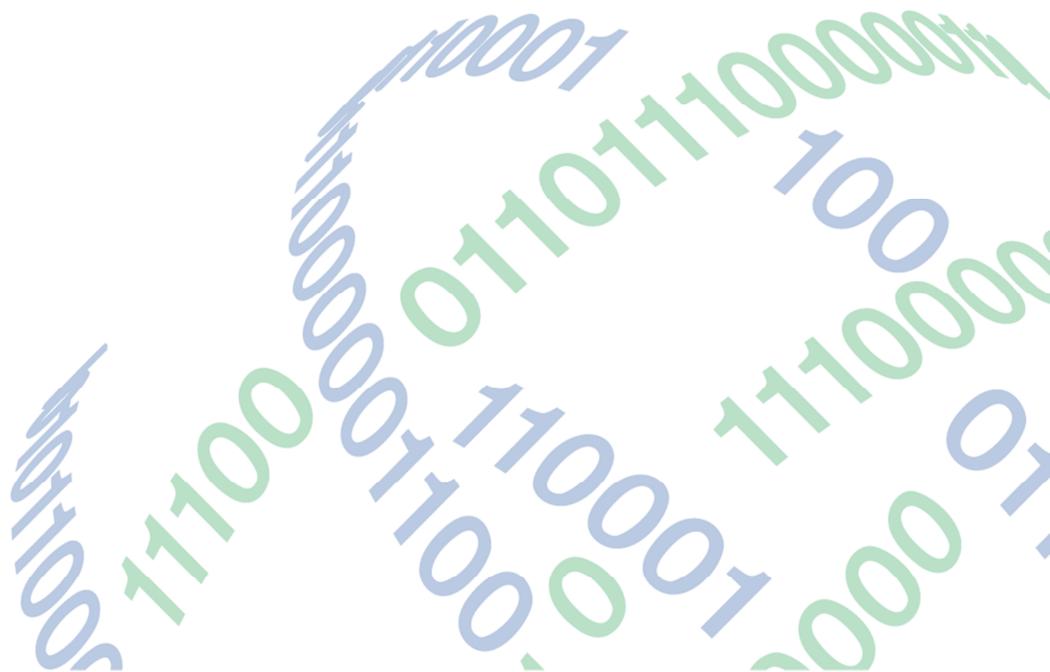
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Managing Branches

The Branch is the entity level where most cash data is maintained. The majority of the Institution administration will be done at the Branch level.

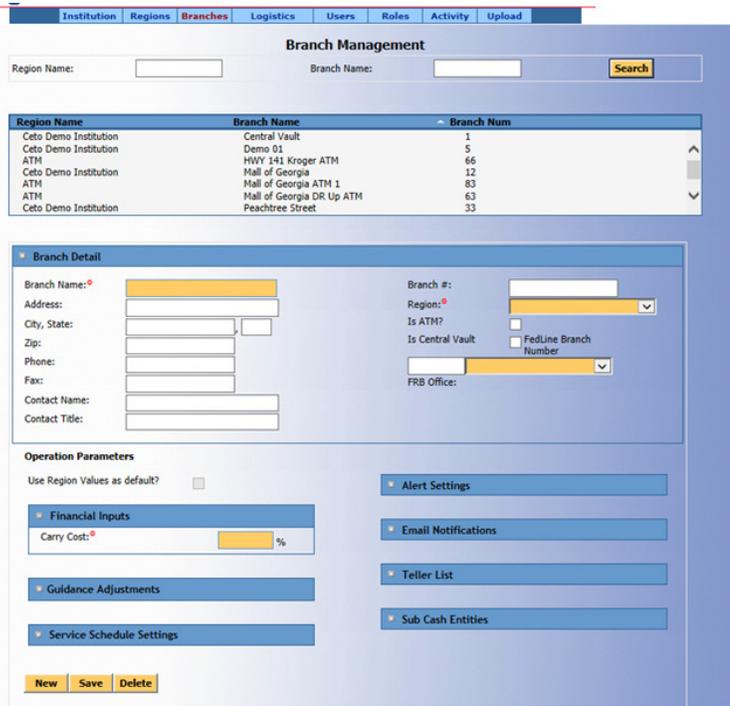
Accessing the Branch Management Screen

At the top of the Branch Dashboard, click the Branches tab, the third to the left on the administration menu bar, select the Branch name in the Branch listing at the top of the page.



From this screen you are able to add, edit, and delete Branches.

Adding Branches



Click the "New" button at the bottom of the screen

Basic Branch Information:

The Name of the branch and the Region the Branch belongs to are required to create a new branch. The remaining detail information is optional, but entering all requested information assists logicpath with maintaining your application.

The "Branch #" is a required field for Institutions that are uploading cash ending information. Input the numbering system used by your institution. If your institution does not use a numbering system, assign a sequential numerical character to the Branch. i.e. Main Branch is 1; Big City Branch is 2.



Alpha Characters are not recognized by C3 Financial for branch number.

Is ATM

This checkbox indicates whether a Cash Entity is a Branch or an ATM.

For billing purposes, please check this box if the entity being tracked is an ATM.

Operation Parameters for the Branch

C3 Financial offers several operation parameters that increase tracking capability, offer cash level guidance and alert management to cash swings.

Enter the appropriate Operation Parameters for the Branch (Please see Institution Operation Parameters). If you would like your Region Operation Parameter Values to apply to the Branch, place a check in the "Use Region Values as default?"

logicpath recommends setting Operation Parameters at the Branch level, rather than Region or Institution, to reach cash level optimization.

Please note, checking "Use Region Value" will only apply the Region's values for Financial Inputs. All other Operation Parameters for the Branch must be entered.

- ★ A User for a new branch cannot be given permission to the branch until the branch exists in C3 Financial.

The remaining fields can be entered for more detailed User management, but are not required for a User to login to the C3 Financial.

After the appropriate fields are populated click the "Save" button at the bottom of the window.

- ★ Always click Save after completing an action!

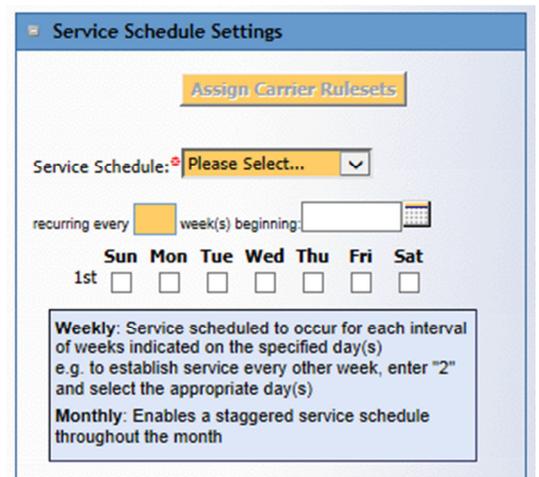
ReqCurrencySM © Settings

These settings allow C3 Financial to calculate deposit and order recommendations based on specific carrier and schedule.

Carrier

This drop down menu specifies the carrier used by the branch. C3 Financial uses this field to determine the correct bundle size for order and deposit recommendations. To set up a customized carrier, see the Carrier section.

Custom Carriers can be used in central ordering systems where the carrier allows you to break fed bundles.



Service Lead Time

This field refers to the amount of time it takes for an order to be processed by the carrier and delivered to the branch or ATM. . The Service Lead Time represents the cut-off date for ordering cash. If a branch or ATM submits an Order or Deposit request after this cut-off date, a soft warning will appear on the Order Screen.

The Service Lead Time is stated in full 24-hour periods. Making a cash order on Tuesday and receiving it on Thursday, will yield a 1 as the Service Lead Time.

Service Schedule

This drop down menu specifies the ordering frequency for your branch or ATM, weekly or monthly.

For weekly shippers, choose "Weekly" in the drop down menu and enter 1 in the "recurring every" field and leave the "week(s) beginning" field blank.

For bi-weekly shippers, "Weekly" in the drop down menu and enter 2 in the "recurring every" field and enter the next shipment date "week(s) beginning" field.

For monthly shippers, choose the "Monthly" in the drop down menu.

★ You must set the service schedule in order for C3 Financial to calculate your shipment amounts.

If the branch ships once or more a week, choose "Weekly." After selecting "Weekly", select the day(s) the delivery(ies) is received.

If the branch ships every other week or monthly, select "Monthly". The Service Calendar will expand to display numbered weeks. Select the week(s) or day(s) the branch receives a shipment. Finally, using the calendar input the date the next shipment is to arrive.

Service Calendar

This defines what days of the week an order and/or deposit is physically received in the branch or ATM.

If a branch or ATM receives more than 1 shipment per week, choose weekly and check every day a shipment is received.

If a branch or ATM receives monthly shipments, put a check mark in the appropriate day of the appropriate week.

Once these fields are populated, click the "Save" button at the bottom of the page.

Optional Parameters

Alert Settings

The Minimum, Maximum and Goal are cash amounts that can be set for the Branch Managers.



The Minimum represents the amount that management does not want the branch to go below, usually operational cash. The Minimum is initially calculated using the operational information provided during the application set-up. This information is housed in the Cash Limits section (see below).

The Maximum represents the cash amount that management does not want the Branch to go above.

The Goal represents the cash amount management expects the Branch to achieve.

The Minimum and Maximum Thresholds are warning systems that notify management in the event that a Branch comes within the specified percentage of the Minimum or Maximum balance. This field is stored as a decimal number (15% = .15). If a Branch gets within the predetermined threshold of the Minimum or Maximum balance then an email can be sent to any address entered in the Email Notification section of Branch information screen.

Email Notifications

Enter the e-mail addresses of appropriate staff to receive an alert when the Minimum or Maximum Threshold is reached. A maximum of three alert addresses can be entered.

The screenshot shows a form titled "Email Notifications" with three input fields labeled "Email Address 1:", "Email Address 2:", and "Email Address 3:".

Cash Limits

The Cash Limits area allows you to track the teller, ATM and cash dispenser make-up of a branch. This information is useful when determining the minimum cash ending limit for the branch.

Full-time Tellers: Enter the total number of tellers or cash boxes that could be working on the busiest day and the maximum drawer close allowed.

Part-time Tellers: Enter the total number of ATMs that are serviced by the branch and the average weekly load into each.

Miscellaneous: Enter the total number of dispensers/recyclers that are serviced by the branch and the average weekly load into each.

After the fields are populated click the "Save" button to save the Branch.

Editing Branches

After editing the appropriate fields click the "Save" button at the bottom of the page.

★ Depending on your contract, deleting inactive branches may reduce your monthly invoice!

The screenshot shows a form titled "Sub Cash Entities" containing a table with two columns: "Total Count" and "\$ Amount Per".

	Total Count	\$ Amount Per
Average Full-time Tellers:	<input type="text"/>	<input type="text"/>
Atms in CE:	<input type="text"/>	<input type="text"/>
Cash disp. Machines(CDM's, TCR, etc.):	<input type="text"/>	<input type="text"/>



Deleting Branches

If a Branch no longer exists, it can be deleted. A deleted Branch cannot be retrieved without technical support. Deleting should be done with great care. To delete a Branch, select the Branch from the Branch listing and then click the "delete" button at the bottom of the screen. This displays a warning message asking if you are sure you want to delete, click "OK" to delete or "Cancel" to cancel the deletion.

