BEST PRACTICES FOR CREATING ATM BRANCH DASHBOARDS

Purpose: This document discusses best practices for creating ATM Branch Dashboards.

What is the benefit for tracking ATM's as separate Branch Dashboards?

The customer usage recognized on these dashboards will be pure demand on the ATM versus a combination of branch demand and ATM demand. Recommendations to replenish the ATM are more exact than bundling them with the branch orders.

When should ATM Branch Dashboards be created?

ATM's are tracked as Branch Dashboards ONLY when daily cash ending for all of the denominations in that ATM are provided. Additionally, requisitions are required to be maintained on a regular basis just as a Branch would (different requisition business practices are described below).

How is an ATM Branch Dashboard created?

Site setup will be identical to a Branch site setup. However, for reporting purposes, ATM's tracked as Branches will be in their own separate Region.

Recording Requisitions for ATM Branch Dashboards:

There are two scenarios for tracking requisitions for ATM Branch Dashboards:

1. Cassette Swap:
   -In this scenario, new cassettes are 'swapped' out with old, used cassettes. The residual in the used cassettes will need to be fulfilled as a Deposit requisition. The total denomination amount in the new cassette is recorded as an Order requisition.

   **If this is the scenario, the 'Is ATM?' must be checked, along with the 'Uses Cassette Swap' (inside Guidance Adjustments) within the Branches tab.

2. Replenish:
   -In this scenario, the depleted denomination will be filled back to the maximum or the target level for this cassette. It is not necessary to record the residual amount. The total fill amount is fulfilled as an Order requisition.

   **If this is the scenario, the 'Is ATM?' must be checked, within the Branches tab.