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## BEST PRACTICES FOR TRACKING CENTRAL VAULT BRANCHES

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**Purpose:** This document explains the best practices for understanding and tracking the use of Central Vault (CV) Branches.

**Explanation:**

A CV is a Branch that serves as a central distribution of cash among all of the other Branches and ATM's (if applicable). The cash source for the Branches is the CV Branch. In other words, when Branches place Orders and Deposits, they will place it through the CV and then the CV ships directly from the inventory on hand, or requests the cash to be shipped to the CV then to the Branches, or directly to the Branches. The Order and Deposit activity performed by the Branches is the customer usage seen at the CV location. The cash source for the CV Branch is typically the FED, correspondent bank, or another cash supplier relationship.

\*Please note: A CV Branch should not be confused with a Parent Child Relationship, which is discussed in another 'Best Practices' document.

**What is the importance of tracking a CV Branch?**

As the bulk of the institution's excess cash is often maintained at the CV location, it represents the best opportunity for cash reduction. By understanding the Branch usage on the CV cash inventory, the recommendations for Ordering from and Depositing back to the cash supplier will help maintain CV cash levels optimally.

**Best Practices for preparing CV Branches in the application:**

CV Branches should be prepared on the site like any other Branch. The cash ending for this Branch will be collected like all other branches.

Tracking Requisitions for the CV Branch:

If the goal is to forecast the Branch demand on the CV cash, then the only requisitions to be collected are FED shipments to and from the CV. Branch Orders and Deposits are omitted because the inflow and outflow of cash from the Branch shipments will be its customer usage.

