

# logicpath

## C3 Financial

### Administrator Manual

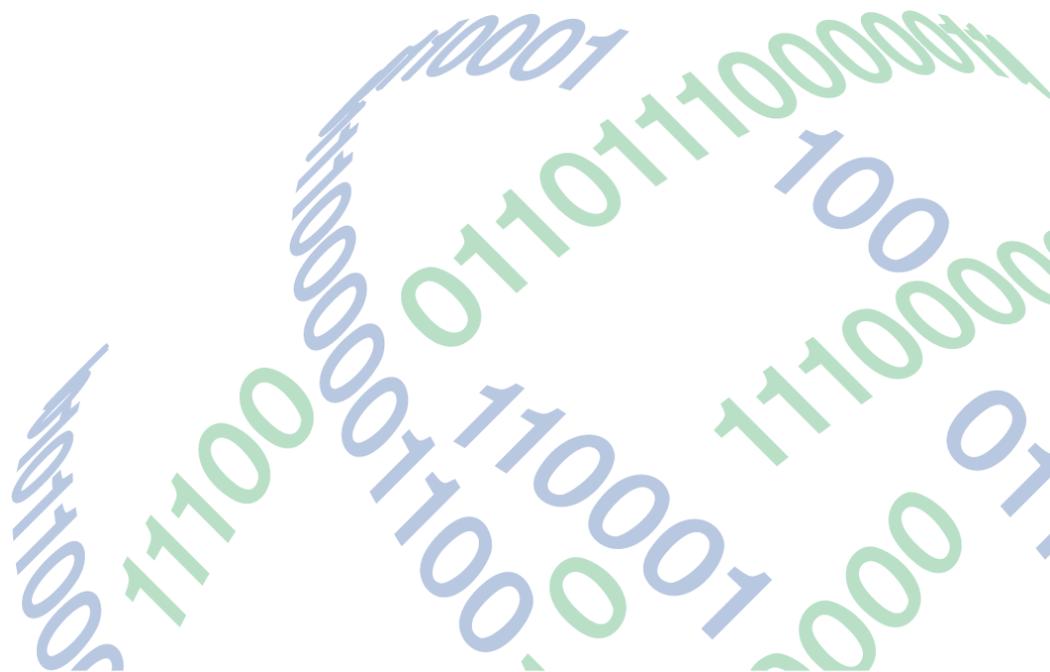
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# TABLE OF CONTENTS

- Section I – What is C3 Financial ..... 1
  - Institution Organization ..... 1
    - Holding Company ..... 1
    - Institution ..... 1
    - Region ..... 1
    - Branch ..... 1
- Section II – Basic Administration ..... 2
  - Managing the Institution ..... 2
    - Accessing the Institution Management Screen ..... 2
  - Adding Institutions ..... 2
    - Basic Institution Information: ..... 2
    - Operation Parameters ..... 3
  - Editing Institutions ..... 3
  -  Deleting Institutions ..... 3
  - Managing Regions ..... 3
    - Accessing the Region Management Screen ..... 3
  - Adding Regions ..... 4
    - Basic Region Information: ..... 4
  - Editing Regions ..... 4
  -  Deleting Regions ..... 4
  - Managing Branches ..... 5
    - Accessing the Branch Management Screen ..... 5
  - Adding Branches ..... 5
    - Basic Branch Information: ..... 6
    - Operation Parameters for the Branch ..... 6
    - Guidance Adjustments ..... 7
  - Service Schedule Settings ..... 7
    - Assign Carrier Ruleset ..... 7
    - Service Schedule ..... 8
    - Service Calendar ..... 8
    - Alert Settings ..... 8
    - Email Notifications ..... 9
    - Teller List ..... 9
    - Sub Cash Entities ..... 9

Editing Branches .....	9
✎ Deleting Branches .....	10
Managing Roles.....	10
Roles.....	10
Administrator (A) .....	10
Vice-President (VP) .....	10
Branch Manager (BM).....	11
Accessing the Role Management Screen .....	11
Adding Roles .....	11
Assigning Permissions .....	12
Editing Roles.....	12
✎ Deleting Roles .....	12
Managing Logistics.....	12
Accessing the Logistics Management Screen.....	12
Adding a Money Supplier or Ruleset.....	13
Accessing the User Management Screen.....	17
Adding Users .....	17
Assigning Permissions .....	18
✎ Deleting Users.....	19
Section III– Uploading Data.....	19
Uploading Data (Only used with When the CET are not Automation) .....	19
Accessing Upload .....	19
Upload.....	19
Section IV – Central Ordering.....	20
Accessing Central Orders .....	20
Touring the Central Orders Tab .....	20
Using Central Orders.....	23
Centrally Managed Ordering.....	24
Section V – Reporting.....	25
Administrative Reports .....	25
Navigating the Reports .....	25
Cost Benefit Analysis.....	25
Usage Variance .....	26
Cash Variance.....	26
Institution Reports .....	26

Accessing the Institution Reports .....	26
Using the report parameters .....	27
Exporting the Institution Reports .....	27
Cash Dashboard .....	27
Monthly Branch Cash .....	27
Institution CE vs. Usage.....	28
Requisition by Denom.....	29
Section VI - Logging Out.....	30

## Section I – What is C3 Financial

The C3 Financial is an inventory management system that assists cash managers in optimizing cash levels based on customer demand. Any cash entity, where money is kept in a non-interest earning status, can be tracked in C3 Financial. This includes branches, ATMs and cash vaults.

The tools provided make it possible for Cash Managers to track Orders, Deposits and Cash Ending on a daily basis. Using these three variables, C3 Financial calculates customer Usage on a given day and recommends cash order amounts based on cash demand. Additionally, a multitude of Reports and Charts can be generated that illustrate the branch, ATM or cash vault cash management performance.

### Institution Organization

C3 Financial allows financial institutions of all sizes to manage branch cash easily. The following is the organizational chart for the financial institution. At the top of the chart is the largest business unit flowing down to the smaller units. The four units are:

#### Holding Company

A Holding Company in C3 Financial is any company that owns 2 or more institutions.

#### Institution

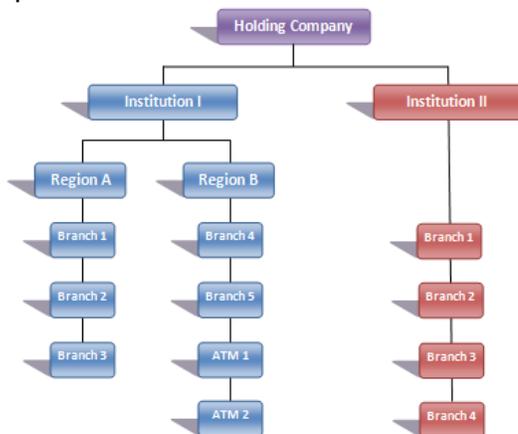
Institution is commonly the first level within C3 Financial. The institution represents each individual financial company, i.e. bank, credit union, savings institution.

#### Region

Some Institutions' structure includes Regions, which are groups of branches often separated by geographical location or branch type. Regions allow multiple Branch Vice Presidents' (BVP) to manage their group of branches.

#### Branch

Branch is a single cash service entity; i.e. branch, ATM, central vault. All branch information is available at this classification.



## Section II – Basic Administration

### Managing the Institution

The Institution, by default, will be created by a logicpath consultant during implementation.

#### Accessing the Institution Management Screen

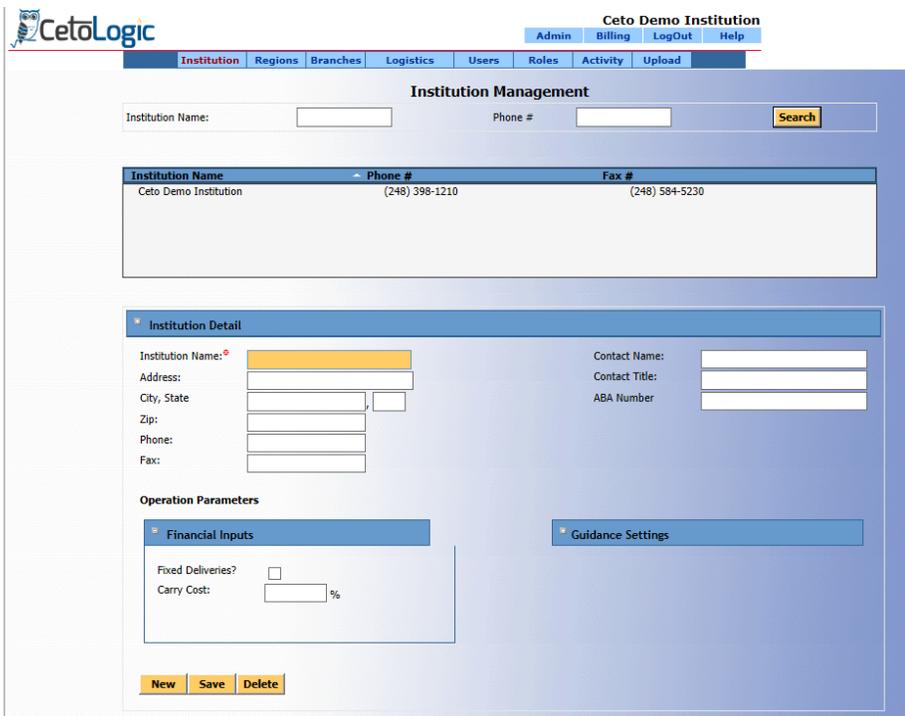
At the top of the Branch Dashboard, click the Institution tab on the far left of the Administration menu bar, select the Institution’s name in the Institution listing at the top of the page.



From this screen you will be able to add, update and adjust your institution’s settings.

### Adding Institutions

Click the “New” button at the bottom of the screen to add a new institution.



#### Basic Institution Information:

Required fields are labeled with a red asterisk. The information required to create a new institution is Institution Name. However, please fill out as many details about the institution is possible



## Operation Parameters

### Financial Inputs

Financial Inputs are used for calculating the Cost Benefit associated with using the C3 Financial, as well as optimum shipment cycles for each branch. These numbers should be reviewed every six months.

### Delivery Cost

The Delivery Cost is the cost your institution spends to ship cash to the branch. This may be entered at the institution, region or branch level, depending on your carrier contract.

★ Always click Save after completing an action!

### Carry Cost

The Carry Cost is the cost of keeping excess cash in the branch. Usually this cost is the interest rate at which your institution could invest this money.

### Guidance Settings

Guidance Settings are the denomination minimums for each branch. We will discuss using Set Floors in Section III: Managing the Branches.

After these fields are populated, click "Save" at the bottom of the page to add the Institution to the Institution listing.

## Editing Institutions

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

### Deleting Institutions

Do not delete an Institution under any circumstances, as all information associated with that Institution will be deleted, i.e. Regions, Branches, ATMs, Tellers.

## Managing Regions

A Region is used to organize Branches into more manageable groups. Regional division is a decision to be made by the management team for the institution.

### Accessing the Region Management Screen

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

★ Regions are useful for large Institutions that have multiple managers overseeing specific areas.

Institution	Regions	Branches	Logistics	Users	Roles	Activity	Upload
Branch Requisitions		Ledger Entry			Branch Dashboard		
Institution Reports			Central Requisitions				

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



## Adding Regions

Click the "New" button, at the bottom of the screen, to create a new Region.

### Basic Region Information:

The Name of the Region and the Institution the Region belongs to are required to create a new Region. Please fill out as many details as possible for the Region. Fill in the appropriate Operation Parameters (Please see Institution Operation Parameters). If you would like your Institution's Operation Parameter Values to be applied to the Region, place a check in the "Use Institution Values as default?" box.

After these fields are populated, click "Save", at the bottom of the page, to add the Region to the Region listing.

★ Always click Save after completing an action!

## Editing Regions

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

### Deleting Regions

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



## 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.

**Ceto Demo Institution**

Admin Billing LogOut Help

Institution Regions **Branches** Logistics Users Roles Activity Upload

**Branch Management**

Region Name:  Branch Name:  **Search**

Region Name	Branch Name	Branch Num
Ceto Demo Institution	Central Vault	1
Ceto Demo Institution	Demo 01	5
ATM	HWY 141 Kroger ATM	66
Ceto Demo Institution	Mall of Georgia	12
ATM	Mall of Georgia ATM 1	83
ATM	Mall of Georgia DR Up ATM	63
Ceto Demo Institution	Peachtree Street	33

**Branch Detail**

Branch Name:  Branch #:

Address:

City, State:

Zip:

Phone:

Fax:

Contact Name:

Contact Title:

Region:

Is ATM?

Is Central Vault  FedLine Branch Number

FRB Office:

**Operation Parameters**

Use Region Values as default?

**Financial Inputs**

Carry Cost:  %

**Guidance Adjustments**

**Service Schedule Settings**

**Alert Settings**

**Email Notifications**

**Teller List**

**Sub Cash Entities**

**New Save Delete**



### 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.



### Guidance Adjustments

The Guidance Adjustments allow you to input operational floors, by denomination and temporarily inflate the cash recommendations, as well as Order/Deposit recommendations.

#### Floor

The Floors represents the minimum cash ending for each denomination.

Floor adjustments can be made at the Branch level or the Institution level.

To make changes at the Branch level, access the Branch Management screen, highlight the appropriate branch in the directory, make changes to the Floor settings and click Save at the bottom of the screen.

To make changes at the Institution level, access the Institution Management screen, highlight the appropriate institution in the directory, make changes to the appropriate branches and click Save Floor Settings at the bottom of the screen.

Guidance Adjustments		
	Floor	Buffer
Hundreds:	53000	25%
Fifties:	41000	26%
Twenties:	40000	25%
Tens:	7500	25%
Fives:	5000	0%
Twos:	0	0%
Ones:	1000	0%
Bait:	0	0%
Mutilated:	0	0%
\$1 coins:	0	0%
Eisenhowers:	0	0%
Half Dollars:	0	0%
Quarters:	50	0%
Dimes:	50	0%
Nickels:	50	0%
Pennies:	50	0%
Remainder:	0	0%

### Service Schedule Settings

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

#### Assign Carrier Ruleset

This button 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 logistic maintenance section.

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

For a weekly shipper, there is 1 possible shipment each week. Entering the number 1 into the recurring every field will bring the cash ending levels to the operational minimum within 1 week. Next would be to check the day of the week the cash is delivered.

**Service Schedule Settings**

[Assign Carrier Rulesets](#)

Service Schedule: Please Select...

recurring every 1 week(s) beginning: [Calendar Icon]

**Sun Mon Tue Wed Thu Fri Sat**  
 1st

**Weekly:** Service scheduled to occur for each interval of weeks indicated on the specified day(s) e.g. to establish service every other week, enter "2" and select the appropriate day(s)

**Monthly:** Enables a staggered service schedule throughout the month



### 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.

### 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).

Alert Settings		
Goal:	<input type="text"/>	
	<b>Minimum</b>	<b>Maximum</b>
Threshold:	0%	0%
<input type="button" value="▲"/> <input type="button" value="▼"/>		
Total Cash:	<input type="text"/>	<input type="text"/>

★ logicpath: With the customer request, logicpath will be happy to provide minimum , maximum and goals, based on the usage at the branch.

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.

- ★ The values that are determined in the Minimum, Maximum and Goals, will display on the summary section of the branch dashboard.

### 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:".

### Teller List

The Teller List will display the list of tellers that is included 'in the Automation Cash Ending File.

### Sub Cash Entities

The Sub Cash Entities 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 two forms. The top form is titled "Teller List" and has a table with columns "Name" and "Number". Below the table is an "add" button and two input fields. The bottom form is titled "Sub Cash Entities" and has a table with columns "Total Count" and "\$ Amount Per". The rows are "Average Full-time Tellers:", "Atms in CE:", and "Cash disp. Machines(CDM's, TCR, etc.):".



## 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.

## Managing Roles

Roles define what users can and cannot do and what users can view. In order to log into the C3 Financial, a user must have a role. The first step to managing users is to understand the roles.

### Roles

There are three primary roles used in the C3 Financial application: Administrator (A), Vice-President (VP), and Branch Manager (BM). While most features will be usable by all roles, there are some features that are limited based upon the role. Care needs to be taken when assigning roles to ensure that users have access to the appropriate areas in C3 Financial and are restricted from areas they are not permitted to view.

Role	Institution Set-up	Manage Users	Manage Roles	Data Entry	ReqCurrency	Branch Reports	Branch Charts	Management Reports	Upload Function
Administrator	X	X	X	X	X	X	X	X	X
Vice-President	V			X	X	X	X	X	X
Branch Manager				X	X	X	X		

C3 Financial allows for unlimited number of roles. Roles are controlled by the Administrator and can be added, edited and deleted.

### Administrator (A)

The Administrator is an individual within the institution who oversees the maintenance of operational features such as institution, region and branch parameters. This role is also responsible for the maintenance of users and appropriate role delegation. The Administrator has full access to C3 Financial and can view, edit and delete all data in the application. This person should be someone who understands the structure of the financial institution and the levels of access that each user should be granted.

- ★ Assign at least two Administrators' to an institution
- ★ During the implementation period, you can assign roles to users based on their role within the Financial Institution.

### Vice-President (VP)

The Vice-President is a person, or group of persons, in the institution who oversees the Branches or Region(s). The VP has access to global reports and the Upload Functionality. This role has the same capabilities as the Administrator, but cannot add, edit, delete or view the Institution parameters, Users, or Roles.



### Branch Manager (BM)

The Branch Manager is the individual responsible for the management of cash at the Branch. This role has access to branch charts and reports, but does not have access to Institution and Region information, Users, Roles, global reports or the upload functionality.

### Accessing the Role Management Screen

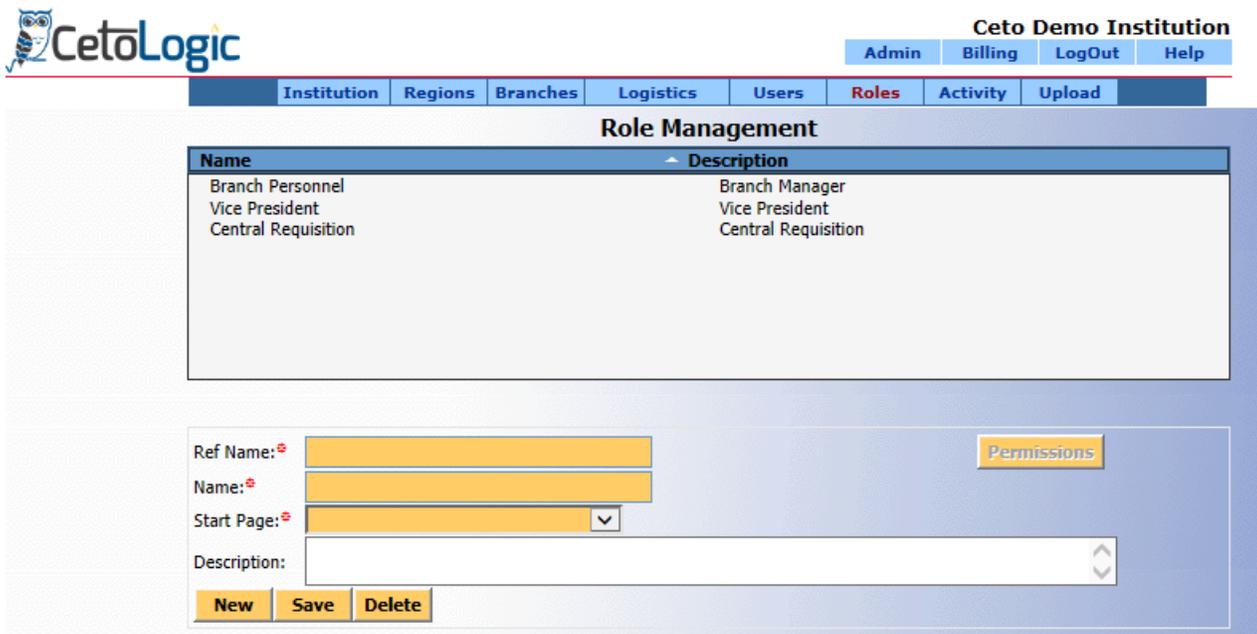
At the top of the Branch Dashboard click the Roles tab in the center of the administration menu bar. From this screen you are able to add, edit and delete Roles.



### Adding Roles

Click "New" on the bottom of the screen to create a new role.

★ Creating new roles offers limitless access levels in C3 Financial.



The following fields are required:

1. Ref Name: This field is the abbreviation for the role and will appear on the User management screen when selecting a Role for a User. (BM)
2. Name: This is the full name of the Role. (Branch Manager)
3. Start Page: This sets the first page a User will see after logging in when associated with this Role.

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



### Assigning Permissions

After a new Role is created click the "Permissions" button to open the Roles Permission screen. Check the appropriate actions for the role to perform and features for the role to view. Click the "Save" button to save the Permissions for this Role.

<b>Save</b> <b>Close</b>	
<b>Activity</b>	<input checked="" type="checkbox"/> view
<b>Activity Upload</b>	<input type="checkbox"/> view
<b>Advanced Reports</b>	<input type="checkbox"/> Institution Cash <input type="checkbox"/> Branch <input type="checkbox"/> Institution Requisition <input type="checkbox"/> Executive Dashboards <input type="checkbox"/> Public
<b>Branches</b>	<input checked="" type="checkbox"/> view <input type="checkbox"/> save <input type="checkbox"/> delete
<b>Central Requisitions</b>	<input type="checkbox"/> View
<b>Global Reports</b>	<input checked="" type="checkbox"/> view
<b>Institution</b>	<input checked="" type="checkbox"/> view <input type="checkbox"/> save <input type="checkbox"/> delete
<b>Ledger Entry</b>	<input type="checkbox"/> View
<b>Manage Roles</b>	<input type="checkbox"/> view <input type="checkbox"/> save <input type="checkbox"/> delete
<b>Manage Users</b>	<input type="checkbox"/> view <input type="checkbox"/> save <input type="checkbox"/> delete
<b>Order Workflow - Approve</b>	<input checked="" type="checkbox"/> Approve To Approve <input checked="" type="checkbox"/> Approve To Submit <input checked="" type="checkbox"/> Approve To Cancel <input checked="" type="checkbox"/> Approve To Fulfill
<b>Order Workflow - Cancel</b>	<input checked="" type="checkbox"/> Cancel To Cancel <input checked="" type="checkbox"/> Cancel To Submit <input checked="" type="checkbox"/> Cancel To Approve <input checked="" type="checkbox"/> Cancel To Fulfill
<b>Order Workflow - Fulfill</b>	<input checked="" type="checkbox"/> Fulfill To Fulfill <input checked="" type="checkbox"/> Fulfill To Submit <input checked="" type="checkbox"/> Fulfill To Approve <input checked="" type="checkbox"/> Fulfill To Cancel
<b>Order Workflow - Submit</b>	<input checked="" type="checkbox"/> Submit To Submit <input checked="" type="checkbox"/> Submit To Approve <input checked="" type="checkbox"/> Submit To Fulfill <input checked="" type="checkbox"/> Submit To Cancel
<b>Regions</b>	<input checked="" type="checkbox"/> view <input type="checkbox"/> save <input type="checkbox"/> delete

### Editing Roles

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

#### Deleting Roles

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

★ Only the Administrator has the ability to add, edit or delete Roles

### Managing Logistics

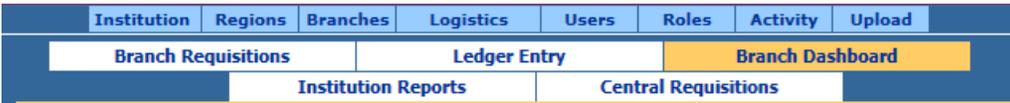
The Logistics Management screen allows you to define specific cash carriers to be assigned to the branches. Setting the appropriate bundles/strap size for a denomination will yield Order/Deposit recommendations that carrier specific.

### Accessing the Logistics Management Screen

Select the Logistics tab to the center on the of the administration menu bar.

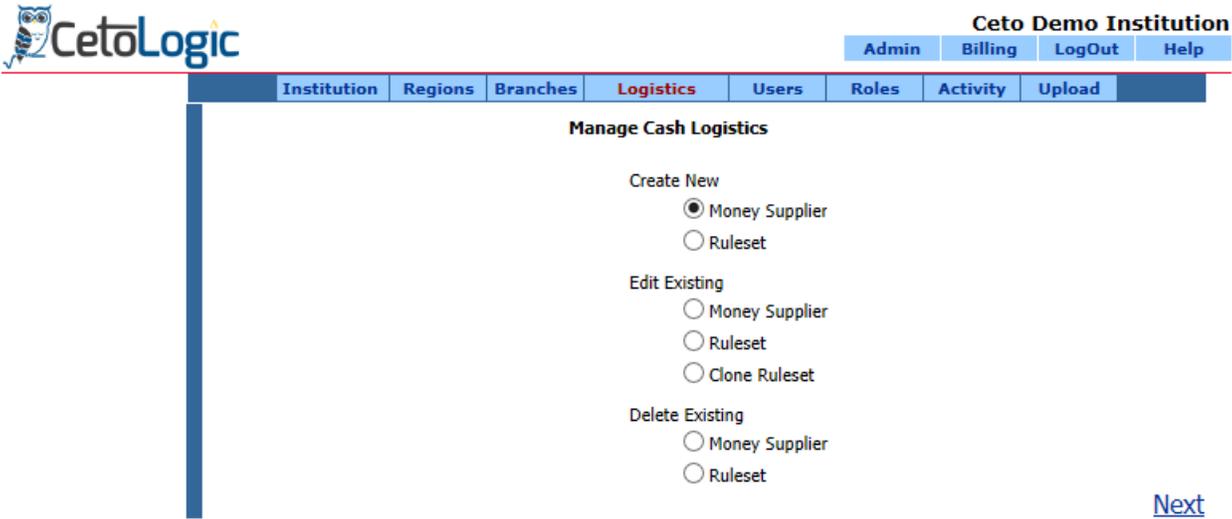


From this screen you are able to add, edit and delete Money Suppliers and rulesets.

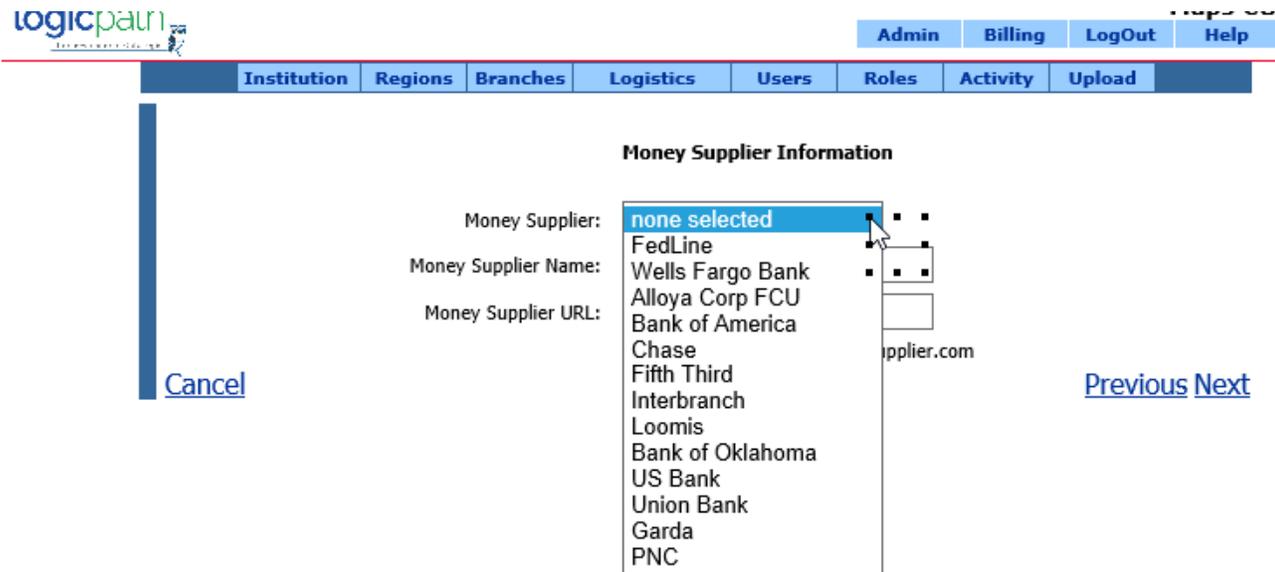


### Adding a Money Supplier or Ruleset.

Under the first section "Create New" select Money Supplier or ruleset.



Select the Money Supplier from the drop down.



Then you can give the ruleset a unique name for your institution if you like.

**Money Supplier Information**

Money Supplier: **FedLine** ▼

Money Supplier Name:

Money Supplier URL:

Example: <http://www.moneysupplier.com>

[Cancel](#) [Previous](#) [Next](#)

Select from the available list of denominations on the left hand side of the screen, highlight and click the arrow over to the right to access the denominations that your institution will be ordering or depositing in. Once they are on the used side you can click next so that you can define the bundle amount.

**Money Supplier Default Denominations**

Available Denominations: hundreds, fifties, twenties, tens, fives, twos, ones, dollarcoin, eisenhower

Used Denominations: (empty)

**Money Supplier Default Denominations**

Available Denominations: halves, quarters, dimes, nickels, pennies, mutilated, misc

Used Denominations: hundreds, fifties, twenties, tens, fives, twos, ones, dollarcoin, eisenhower

[Cancel](#) [Previous](#) [Next](#) [Next](#)

The following fields are required:

Type in the valid bundle amount for each Money Supplier that you setup.



Institution Regions Branches Logistics Users Roles Activity Upload

**Money Supplier Default Bundles**

Denomination Name	Bundle Size
Hundreds	\$ 100
Fifties	\$ 50
Twenties	\$ 20
Tens	\$ 10
Fives	\$ 5
Twos	\$ 2
Ones	\$ 1
\$1 coins	\$ 1

Cancel Previous Finish

Once you Money Supplier is setup, you can now setup the ruleset for an order/deposit for each money supplier.

Institution Regions Branches Logistics Users Roles Activity Upload

**Money Supplier Default Bundles**

Denomination Name	Bundle Size
Hundreds	\$ 100
Fifties	\$ 50
Twenties	\$ 20
Tens	
Fives	
Twos	
Ones	
\$1 coins	

**Create a ruleset for this Money Su...**

 You have now created a money supplier? Would you like to create a ruleset for this money supplier?

To use a money supplier, at minimum two rulesets must be created; one for an order and one for a deposit.

Cancel

Select Add New Ruleset



**Institution** **Regions** **Branches** **Logistics** **Users** **Roles** **Activity** **Upload**

**Manage Cash Logistics**

Create New  
 Money Supplier  
 Ruleset

Edit Existing  
 Money Supplier  
 Ruleset  
 Clone Ruleset

Delete Existing  
 Money Supplier  
 Ruleset

[Next](#)

Next define the rules for this ruleset. You will need to create 2 rulesets for each carrier at minimum. An order ruleset and a deposit ruleset.

- Select Money Supplier: of the one you just setup
- Select a carrier from the drop down.
- Name the ruleset.
- Validate Bundles: By checking yes will only allow the user to order in valid bundle amounts that have been defined in this screen.
- Cut Off time for ordering. Used for alerts when the order is placed outside the cutoff time.
- Deliver Cost: Used for reporting purposed.
- Requisition Type: determines calculation for what to ship back or order depending on the ruleset.

**Institution** **Regions** **Branches** **Logistics** **Users** **Roles** **Activity** **Upload**

**Ruleset Information**

Select Money Supplier: Fedline

Select a Carrier: Loomis

Ruleset Name: Loomis Order

Example: Loomis – Order

Validate Bundles?

Cutoff Time for Ordering (days): 2

Delivery Cost: 75

Requisition Type:  Order  Deposit

[Cancel](#) [Previous](#) [Next](#)



## Managing Users

A User Account gives your end user the ability to login to the C3 Financial application. If a User Account does not exist for a person, then that person cannot login.

### Accessing the User Management Screen

At the top of the Branch Dashboard, click the "User" tab to the center on the administration menu bar.



### Adding Users

Click the "New" button at the bottom of the page to create a new User.

The screenshot shows the CetoLogic User Management interface. At the top left is the CetoLogic logo. To the right is the text 'Ceto Demo Institution' with a sub-menu containing 'Admin', 'Billing', 'LogOut', and 'Help'. Below this is a navigation bar with tabs for 'Institution', 'Regions', 'Branches', 'Logistics', 'Users', 'Roles', 'Activity', and 'Upload'. The 'Users' tab is selected. The main content area is titled 'User Management' and contains a search form with fields for Username, First Name, Last Name, Email, and Role, and a 'Search' button. Below the search form is a table of users:

First Name	Last Name	Phone	Email
Rosemary	Atwell		Rosemary_atwell@cetodemo.org
Danny	Blevins		danny_blevins@cetodemo.org
Sharon	Blower		sharon_blower@cetodemo.org
Marc	Boudrie	ext256	mboudrie@cetologic.com
Southwest	Branch		ana_nunez@cetodemo.org
Waterford	Branch		yvette_mcdonald@cetodemo.org
Cathy	Burnham		cathy_burnham@cetodemo.org

Below the table are two forms: 'Application Attributes' and 'Personal Info'. The 'Application Attributes' form has fields for Username, Password, Confirm Password, Role, and checkboxes for 'Receive C3 Correspondence?' and 'Locked?'. The 'Personal Info' form has fields for First Name, Last Name, Email, and Phone #, and a 'Notes' text area. At the bottom left are buttons for 'New', 'Save', and 'Delete'.



The following six fields are required to create a new user:

**User Name:** This field designates the User's login. This should always be the end-users email address. If the end-user does not have an email address, follow the email naming convention for the Institution, i.e. Joe Smith at Any Institution is a teller; his email would be joe.smith@anyinstitution.com.

1. Password: There are no application guidelines for password creation.
2. Follow your management's guideline for password security.
3. Role: This is a drop down field that shows the Roles available to the User.
4. First Name
5. Last Name
6. Email Address: In most cases, this should mirror the User Name field and will automatically fill itself out when the User Name is entered. If a user has a non-institution email they would like to be contacted at, it should be entered here.

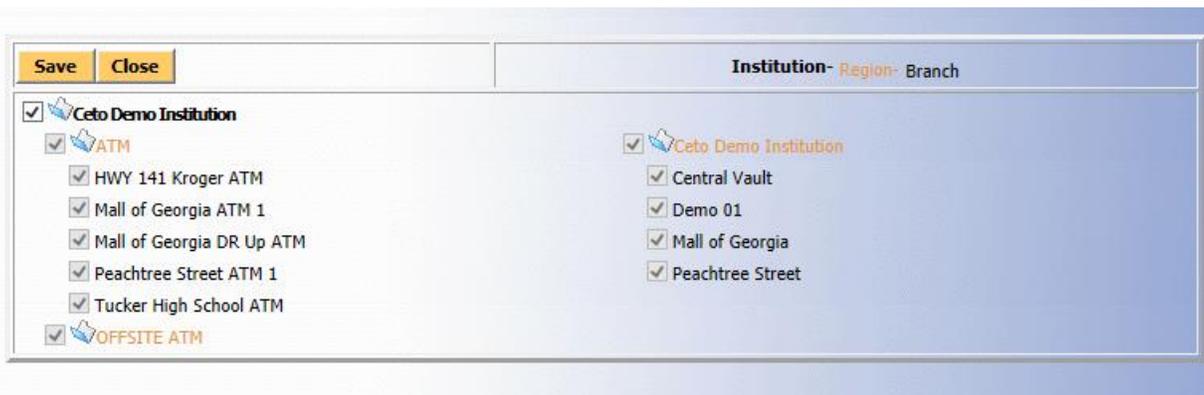
★ A User for a new branch cannot be given permission to the branch until the branch exists in C3 Financial.

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.

### Assigning Permissions

After saving the new User, click the "Permissions" button to open the user permission screen.



Select the check box next to the Institution name if the User should have permission to all Regions and Branches. Click the folder next to the Institution name to expand for more options. If Regions exist it will be displayed. Select the check box next to a Region(s) if the User should have permission to all the Branches within the Region(s). Click on the Region to display more options. Select the appropriate Branch(es) if the user should have access to the Branch(es).



### Deleting Users

If a User no longer needs access to the C3 Financial, the User can be deleted. A deleted User cannot be retrieved without technical support. Deleting should be done with great care. To Delete a User, select the User and click the "Delete" button at the bottom of the page. This will display a warning message asking if you are sure you want to delete, click "OK" to delete or "Cancel" to cancel the delete.

★ Only the Administrator has the ability to add, edit or delete Users.

## Section III– Uploading Data

### Uploading Data (Only used with When the CET are not Automation)

The Upload feature is exclusive to the Administrator and Vice-President roles. This feature allows branch, teller and denomination cash data to be directly imported to the web application without manual user input. It is useful for any Institution with a large amount of cash data to be entered data into C3 Financial

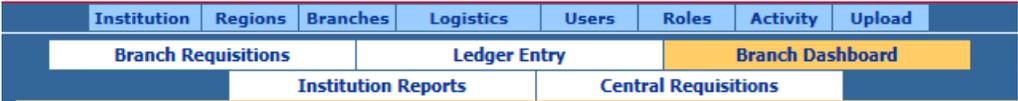
To use the Upload feature, obtain the upload templates from logicpath. Each template consists of four areas: Branch/Teller Information, Cash Ending Information, Order and Deposit information. When entering data all cells must have a placeholder, in other words, zeros should be entered in the absence of data. If you use the Teller upload template, each teller can be entered using a different worksheet within the same workbook. It is important to double check the Branch/Teller numbers. Save the completed file to the hard drive or network.

★ Most upload modules DO NOT import Order and Deposit. These will need to be manually entered by the Branch, using one of the manual entry methods.

★ The Upload feature is only available for the Administrator and VP roles.

### Accessing Upload

At the top of the Branch Dashboard, click the Upload tab to the right side of the administration menu bar. A new window will open that will allow you to upload your data.



### Upload

Click on the "Browse" button next to the File field. A file window will appear, navigate to the file saved on your computer or network. Select the file name and click the "Open" button. Once the file name is populated in the File field, click "Upload". The upload procedure can take anywhere from ten seconds to a few minutes depending on the size of the Institution and the number of days to upload.



## Section IV – Central Ordering

The Central Orders tab allows Institutions to consolidate individual Branch Orders and Deposits for centralized submission to the cash supplier, i.e. The Federal Reserve Bank, Armored Car or Correspondent Institution.

There are two basic types of central ordering: Centralized Ordering and Centrally Managed Ordering. In a Centralized Ordering scenario, the cash ordering position makes all decisions for the Institution. In a Centrally Managed Ordering scenario, the cash ordering position submits Branch order requests.

### Accessing Central Orders

At the top of the Branch Dashboard, click the white tab labeled Central Orders.



### Touring the Central Orders Tab

The Central Orders tab is broken into three sections: Filters, Actions and Orders.

**Filters**

Select Requisitions from: 03/19/2014 to 3/24/2014 [Refresh](#)

Filter results by Requisition stage:  UnServiced  Serviced

Filter results by Requisition type: Order

Filter results by Branch type: All

Filter results by Region: All

Filter results by Requisition status: All

Filter results by Carrier Ruleset:

**Actions**

Set Status of Selected Requisitions to:  Submit  Approve  Cancel  Fulfill [Save](#)

[Print Selected Requisitions](#)

[Delete Selected Requisitions](#)

[Generate Requisition Extract File\(s\)](#)

[Check All](#) [Uncheck All](#)

Requisitions								
	Id	Delivery Date	Branch	Order Type	Guidance	Requested	Status	Action
<input type="checkbox"/>	10253	3/20/2014	Central Vault	Order	\$98,000	\$98,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10245	3/20/2014	HWY 141 Kroger ATM	Order	\$80,000	\$80,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10246	3/20/2014	Mall of Georgia	Order	\$55,050	\$55,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10254	3/20/2014	Mall of Georgia ATM 1	Order	\$44,000	\$44,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10256	3/20/2014	Mall of Georgia DR Up ATM	Order	\$178,000	\$178,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10248	3/20/2014	Peachtree Street	Order	\$2,000	\$2,500	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10247	3/20/2014	Tucker High School ATM	Order	\$120,000	\$120,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>



## Filters

The Filters section allows you to change the view at the bottom of the screen.

Filters	
Select Requisitions from	03/19/2014 to 3/24/2014 <a href="#">Refresh</a>
Filter results by Requisition stage:	<input type="radio"/> UnServiced <input checked="" type="radio"/> Serviced
Filter results by Requisition type:	Order ▼
Filter results by Branch type:	All ▼
Filter results by Region:	All ▼
Filter results by Requisition status:	All ▼
Filter results by Carrier Ruleset:	▼

### Filter Results by type of Order: UnServiced versus Serviced

UnServiced shows branches that have not yet submitted an Order or Deposit for this week.

The UnServiced view is generally used in Centralized Ordering.

Serviced shows branches that have submitted an Order or Deposit request for this week.

The Service view is generally used in Centrally Managed

### Ordering.

Filter Results by Order Type: All, Order, Deposit

All shows both Orders and Deposits. Order shows only Orders.

Deposit shows only Deposits.

### Filter Results by Branch Type: All, Branch and ATM

All shows both Branches and ATMs. Branch shows only Branches.

ATM shows only ATMs.

### Filter Results by Region: All, Individual Regions

All shows all Regions.

Individual Region names will show only that Region.

### Additional Settings for Filters

When the Serviced radio button is chosen, the Filter section offers two more filters: Select Orders from and Filter by Order Status.

Select Orders from allows you to change the date range of the Orders section.

Filter by Order Status: All, Submitted, Approved, Fulfilled and Cancelled.



*Actions*

The Actions section allows you to change the status of multiple Orders and/or Deposits at the same time.

Actions	
Set Status of Selected Requisitions to:	<input type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill <a href="#">Save</a>
<a href="#">Print Selected Requisitions</a>	
<a href="#">Delete Selected Requisitions</a>	
<a href="#">Generate Requisition Extract File(s)</a>	

*Additional Setting for Actions*

When the Serviced radio button is chosen, the Action section offers two more options: Print Selected Orders and Delete Selected Orders.

Print Selected Orders allows you to send the appropriate Orders/Deposits to a print screen. From this print screen, you will be able to send directly to a printer or export to another file format.

Delete Selected Orders allows you to delete the appropriate Orders/Deposits from the Orders section and the Branch Orders page of the assigned Branch or ATM>

*Orders*

The Orders section allows you to view pending and historical Orders/Deposits.

[Check All](#) [Uncheck All](#)

Requisitions								
	Id	Delivery Date	Branch ▼	Order Type	Guidance	Requested	Status	Action
<input type="checkbox"/>	10253	3/20/2014	Central Vault	Order	\$98,000	\$98,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10245	3/20/2014	HWY 141 Kroger ATM	Order	\$80,000	\$80,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10246	3/20/2014	Mall of Georgia	Order	\$55,050	\$55,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10254	3/20/2014	Mall of Georgia ATM 1	Order	\$44,000	\$44,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10256	3/20/2014	Mall of Georgia DR Up ATM	Order	\$178,000	\$178,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10248	3/20/2014	Peachtree Street	Order	\$2,000	\$2,500	Approved	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	10247	3/20/2014	Tucker High School ATM	Order	\$120,000	\$120,000	Approved	<a href="#">Edit</a> <a href="#">Delete</a>

This section allows you choose the Orders/Deposits that you will be working with.

This section allows you to edit or delete individual Orders/Deposits. Hovering over the Requested or Fulfilled amounts in this section will show the denomination mix for that Order or Deposit.

Each column can be sorted by clicking the column heading.



## Using Central Orders

### *Centralized Ordering*

#### *Picking up Order Recommendations*

On the day that you make a cash order to the Federal Reserve Bank or another cash carrier, access the Central Orders tab. The default Filter view is UnServiced, Order, All Branches, All Regions.

In the Orders section, place a check mark by each Order you intend to make that day.

In the Actions section, change the Status to Submitted by clicking the radio button next to Submitted and click Save.

A message will appear stating that these orders are not being tied to a parent order. Click Yes to continue.

A message will appear stating that the status has changes and asking if you would like to go to Serviced view. Click Yes to continue.

Above the Orders section, click Check All to select the Orders you have just moved to Submitted status.

In the Actions section, choose Print Selected Orders. This will open a separate window to view all the Orders for that day. You have option to print directly from this screen or export to another file format.

Once you have completed printing or exporting, close that window to return to the Central Orders screen.

The Orders you have just printed will still be checked. In the Actions section, change the Status to Approved by clicking the radio button next to Approved and click Save.

This will move the Orders off the screen.

### *Fulfilling Orders*

On the day that the Orders arrive at the Branch or ATM, access the Central Order tab.

- ★ You may choose to have the Branches Fulfill Orders from their Branch Orders tab, please see the User Guide for directions.

In the Filters section, change the view to Serviced and the Order Status to Approved. Click Refresh to view the changes.

In the Orders section, place a check mark by each Order that was received that day.

In the Actions section, change the Status to Fulfilled by clicking the radio button next to Fulfilled and click Save.

This will move all received Orders to Fulfilled status and enter them into the appropriate Activity Ledgers.



## Centrally Managed Ordering

### *Picking up Order Requests*

On the day that you make a cash order to the Federal Reserve Bank or another cash carrier, access the Central Orders tab. The default Filter view is UnServiced, Order, All branches, All Regions.

In the Filters section, change to Serviced. The default Filter view will switch to Order, All Branches, All Regions and Submitted.

In the Orders section, place a check mark by each Order you intend to make that day.

In the Actions section, choose Print Selected Orders. This will open a separate window to view all the Orders for that day. You have option to print directly from this screen or export to another file format.

Once you have completed printing or exporting, close that window to return to the Central Orders screen.

The Orders you have just printed will still be checked. In the Actions section, change the Status to Approved by clicking the radio button next to Approved and click Save.

This will move the Orders off the screen.

### *Fulfilling Orders*

On the day that the Orders arrive at the Branch or ATM, access the Central Order tab.

- ★ You may choose to have the Branches Fulfill Orders from their Branch Orders tab, please see the User Guide for directions.

In the Filters section, change the view to Serviced and the Order Status to Approved. Click Refresh to view the changes.

In the Orders section, place a check mark by each Order that was received that day.

In the Actions section, change the Status to Fulfilled by clicking the radio button next to Fulfilled and click Save.

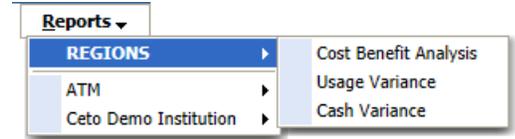
This will move all received Orders to Fulfilled status and enter them into the appropriate Activity Ledgers.



## Section V – Reporting

### Administrative Reports

Administrative reports are typically assigned to the Vice President and Administrator roles. These reports encompass the entire institution and give quick snapshots of each Branch’s performance.



### Navigating the Reports

On the Report Navigation menu, hover over the Institution or Region to expand the reporting menu. Click on the report you wish to view.

### Cost Benefit Analysis

The Cost Benefit Analysis displays the savings that each branch could incur annually if managed towards the C3 Financial Target. This report calculates the difference between the Average Cash Ending and the Average Target amount from each branch. Based upon the interest rate provided, C3 Financial calculates an annual interest income resulting from freeing up these funds.

**NOTE:** The target is demand only and does not include the safety stock.

**Ceto Demo Institution**
View: Cost Benefit Analysis

Enter Start and End Dates:    Reports ▾

Delivery Cost:

[Current 30 Days](#) [Prev. 60 Days](#) [Prev. 90 Days](#)

Region	Cash			Cash Orders (* : supplier)		
	AVG Ending	AVG Target	Annualized Interest Savings	Actual	Rec.	Annualized Cost Savings
<u>ATM</u>	\$453,006	\$407,072	\$377	26	0	\$1,922
<u>Ceto Demo Institution</u>	\$1,112,398	\$988,942	\$5,309	16	0	\$13,613
TOTALS:	\$1,565,404	\$1,396,014	\$5,686	42	0	\$15,535

This report also calculates the difference between the Actual Number of Orders/Deliveries and the Target Number of Orders/Deposits to produce an annual savings in Deposit Costs. After the Cost Benefit and Deposit Costs are derived, a total Annualized Savings is calculated across each branch. This number is then displayed at the bottom of the report as a total Institution Savings.

The default date range is the current 30 day Period. Additionally, two other quick link data ranges are available, previous 60 day and previous 90 days. Much like the Branch Dashboard, the calendar function allows you to customize this report.



### Usage Variance

The Usage Variance Analysis compares the actual cash Usage for the current 30 day period to the usage for the prior two consecutive 30 day periods for each branch in the institution. Use this report to analyze overall Usage for each branch and look for trends in customer usage. A floating end date is used to track average trends for successive 30 day periods.

Ceto Demo Institution				View: Usage Variance Analysis				
Enter Start and End Dates:				2/15/2014	3/17/2014	+ Go		Reports
2/15/2014 - 3/17/2014		1/16/2014 - 2/15/2014			12/17/2013 - 1/16/2014			
Region	Usage	Usage	Diff.	% change	Usage	Diff.	% change	
ATM	(\$2,602,840)	(\$2,403,840)	\$199,000	8.28%	(\$2,346,780)	\$256,060	10.91%	
<u>Ceto Demo Institution</u>	(\$2,567,874)	(\$2,390,893)	\$176,981	7.40%	(\$2,451,332)	\$116,542	4.75%	
<b>TOTALS:</b>	<b>(\$5,170,714)</b>	<b>(\$4,794,733)</b>	<b>\$375,981</b>	<b>7.84%</b>	<b>(\$4,798,112)</b>	<b>\$372,602</b>	<b>7.77%</b>	

### Cash Variance

The Cash Variance Analysis compares the Average Cash Ending for the previous 30 day period against the prior two consecutive 30 day periods. The variances and their percentage of changes are also calculated. These variances are useful in showing the cash management progress or lack of progress for branch. Depending on the need of the branch, a steadily decreasing Average Cash Ending could be positive or negative. Each branch is different and should be treated independently based upon customer Usage. A floating end date is utilized to track average trends for successive 30 day periods.

Ceto Demo Institution				View: Cash Variance Analysis				
Enter Start and End Dates:				2/15/2014	3/17/2014	+ Go		Reports
2/15/2014 - 3/17/2014		1/16/2014 - 2/15/2014			12/17/2013 - 1/16/2014			
Region	Avg. Cash	Avg. Cash	Diff.	% change	Avg. Cash	Diff.	% change	
ATM	\$450,148	\$460,736	(\$10,588)	(2.30%)	\$488,712	(\$38,564)	(7.89%)	
<u>Ceto Demo Institution</u>	\$1,101,002	\$1,090,459	\$10,543	.97%	\$1,293,462	(\$192,460)	(14.88%)	
<b>TOTALS:</b>	<b>\$1,551,150</b>	<b>\$1,551,195</b>	<b>(\$45)</b>	<b>.00%</b>	<b>\$1,782,174</b>	<b>(\$231,024)</b>	<b>(12.96%)</b>	

### Institution Reports

The Institution Reports are typically assigned to the Vice President and Administrator roles. Much like the Administrative Reports, these reports offer branch performance information across the entire Institution. These reports are exportable to several different formats.

### Accessing the Institution Reports

At the top of the Branch Dashboard, click the white tab labeled Institution Reports.



Institution	Regions	Branches	Logistics	Users	Roles	Activity	Upload
Branch Requisitions		Ledger Entry			Branch Dashboard		
Institution Reports			Central Requisitions				

Using the report parameters

Each report offers different levels of Branch, Region and/or date selection. Using the drop down available, the report can be scaled to the appropriate type, area or date range. Once you have made the selections, click View Report on the right hand side of the report.

Printing the Institution Reports

Using the printer icon at the top of the report, you can print directly to your printer.

Exporting the Institution Reports

In the Select a format drop down, choose the appropriate format and click Export. Available formats include: XML, CSV, PDF, MHTML, XLS,TIF and WRD



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 and top five inventory. Clicking on one of these three will show all the branches in the Institution.

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.

**NOTE:** The target is demand only and does not include the safety stock.

The date range for this report is the most current 60 days.

Monthly Branch Cash

The Monthly Branch Cash report shows a summary of the Average Cash Ending, Average Target, Average Daily Usage and Average Days of Cash (on hand) by branch, by month.

The date range for this report is the beginning of data collection to present.

**NOTE:** The target is demand only and does not include the safety stock.



Institution Name: All      Region Name: All, ATM, Ceto Demo Institution      View Report  
 From Year-Month: December      To Year-Month: February

1 of 1      Page Width      Find | Next      Select a format      Export

### Institution Monthly Cash Analysis

All

Institution/Region/Branch Name	Year	Month	Average Daily Cash	Average Daily Target	Average Target Variance (%)	Average Daily Usage	Average Days of Cash
Ceto Demo Institution							
<input type="checkbox"/> ATM			\$80,869	\$69,217		(\$11,942)	8
<input type="checkbox"/> Ceto Demo Institution			\$280,704	\$231,115		(\$18,058)	20
<input type="checkbox"/> OFFSITE ATM			\$40,330	\$36,507		(\$6,566)	11
<b>Bank Average</b>			<b>\$126,280</b>	<b>106,069</b>		<b>(\$11,411)</b>	<b>13</b>
<b>Bank Totals</b>	<b>Year</b>	<b>Month</b>	<b>Total Average Daily Cash</b>	<b>Total Average Daily Target</b>	<b>Total Average Target Variance (%)</b>		
<input type="checkbox"/> Ceto Demo Institution							

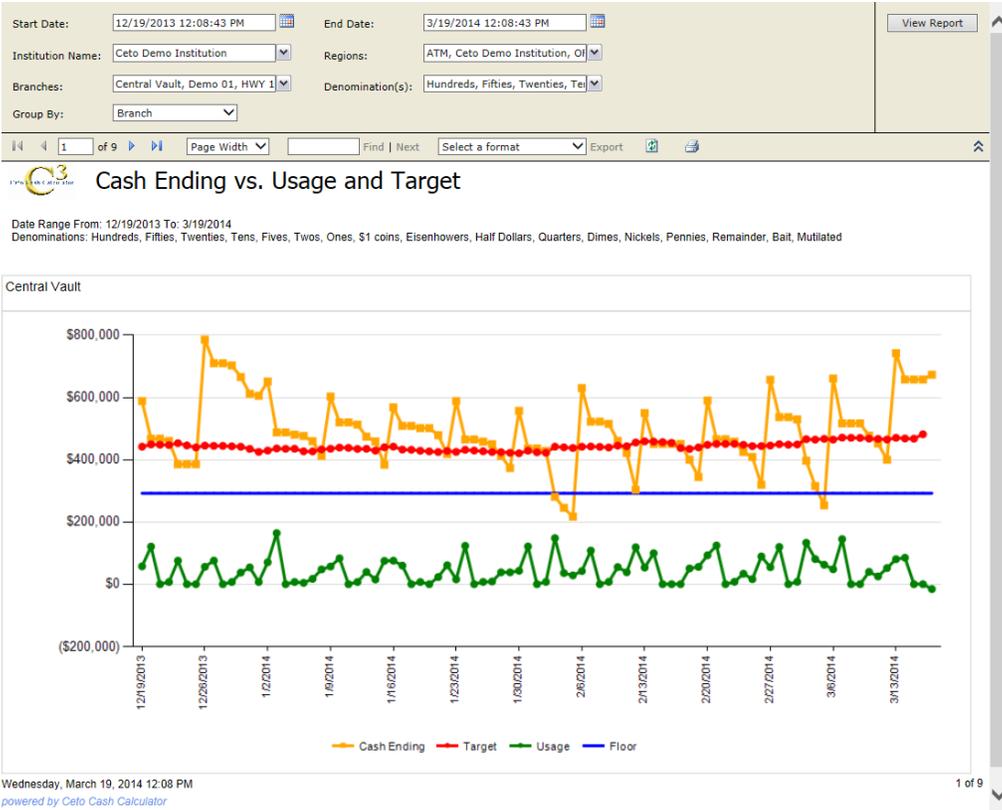
Report Run Date: 3/19/2014 12:07:03 PM  
 Powered by Ceto Cash Calculator

### Institution CE vs. Usage

The Institution CE vs. Usage report allows you to pull the Cash Ending vs. Usage and Target chart for each branch in a single window.

**NOTE:** The target is demand only and does not include the safety stock.





## Requisition by Denom

The Requisition by Denom report is a tabular report that provides detailed denomination level information about a branch's requisitions.

Region: ATM, Ceto Demo Institution, Of Requisition Status: Fulfilled

Delivery Date From: 3/5/2014 Delivery Date To: 3/19/2014

Entity Type (Branch/ATM): Branches Requisition Type (Order/Deposit): Order, Deposit

Requisition Value (Guidance/Submitted/Fulfilled): Submitted Values

1 of 2 Page Width Find Next Select a format Export

### Requisitions by Denomination

Date Range from Wednesday, Mar 5, 2014 to Wednesday, Mar 19, 2014  
Regions: ATM, Ceto Demo Institution, OFFSITE ATM  
Order Status: Fulfilled  
Type(s): Order, Deposit  
Entity Type(s): Branches  
Requisition Value Type: Submitted Values

Branch Name	Branch Num	Req ID	Req Type	Delivery Date	COIN								NOTE							Requisition Total		
					\$1 coins	Eisenhowers	Half Dollars	Quarters	Dimes	Nickels	Pennies	Coin Totals	Hundreds	Fifties	Twenties	Tens	Fives	Twos	Ones		Note Totals	
Central Vault	1	10139	Ord	03/06/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$302,000	\$75,000	\$60,000	\$15,000	\$3,000	\$0	\$0	\$455,000	\$455,000
		10203	Ord	03/13/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$314,000	\$70,000	\$20,000	\$13,000	\$5,500	\$0	\$0	\$422,500	\$422,500
Demo 01	5	10126	Ord	03/05/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,000	\$40,000	\$14,000	\$6,000	\$1,500	\$0	\$0	\$235,500	\$235,500
		10186	Ord	03/12/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$138,000	\$50,000	\$28,000	\$10,000	\$6,500	\$0	\$2,500	\$235,000	\$235,000
Mall of Georgia	12	10132	Ord	03/06/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126,000	\$55,000	\$20,000	\$2,000	\$2,000	\$0	\$500	\$205,500	\$205,500
		10196	Ord	03/13/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$40,000	\$40,000
Peachtree Street	33	10134	Ord	03/06/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$4,000	\$0	\$0	\$0	\$500	\$24,500	\$24,500
		10188	Ord	03/13/14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$0	\$1,000	\$0	\$0	\$0	\$21,000	\$21,000
Total					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,114,000	\$305,000	\$146,000	\$52,000	\$18,500	\$0	\$3,500	\$1,639,000	\$1,639,000	

Wednesday, March 19, 2014 12:11 PM  
powered by Ceto Cash Calculator



At the top of the report, in addition to the regular report parameters, you can also view requisitions by Requisition Status: Submitted, Approved, Fulfilled and Canceled and Requisition Value: Recommended Values, Submitted Values and Fulfilled Values.

## Section VI - Logging Out

Click the "Log Out" button in the top right corner of the window to securely exit the program. If a user does not log out, it is possible for a non-authorized user to access the website.

