

logicpath

C3 Financial

User's Manual

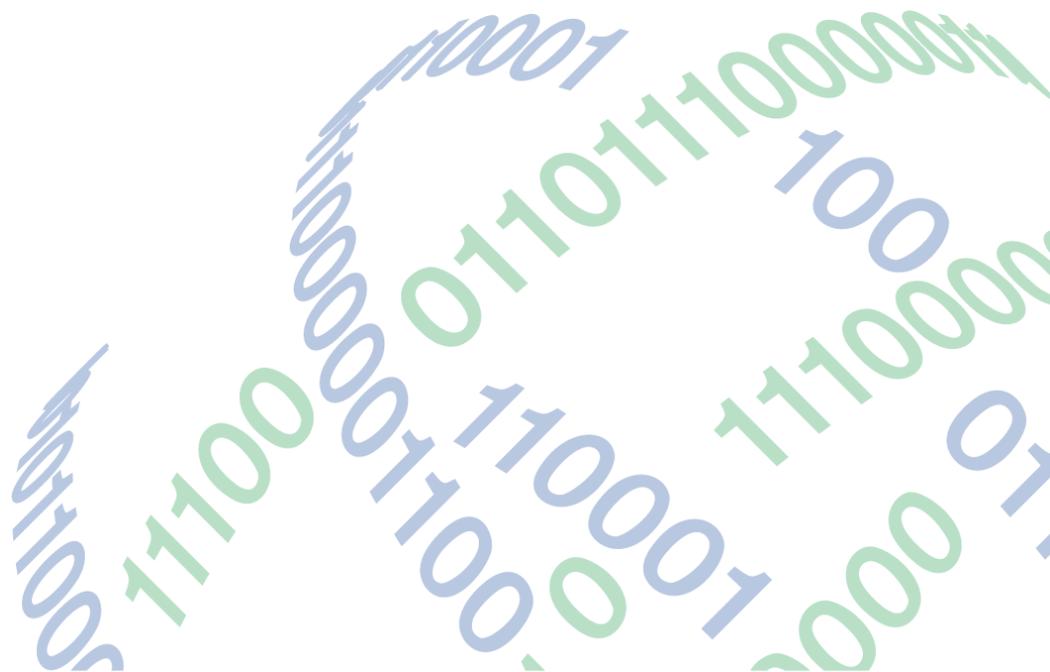
3325 Paddocks Pkwy, Ste 400
Suwanee GA 30024

☎ 1.877.495.0687

☎ 678.679.5191

✉ info@logicpath.com

🌐 www.logicpath.com



Copyright 2020 logicpath Corporation

All rights reserved. No part of this C3 Financial manual may be reproduced by any means be it electronic, mechanical, photocopying, recording or otherwise, without the prior written permission of logicpath Corporation.

This document is confidential. All information contained herein is the proprietary to logicpath Corporation and has been made available to your financial institution.

TABLE OF CONTENTS

- Section I - What is C3 Financial 6
- Section II - Touring the Branch Dashboard 7
 - Logging In 7
 - Branch Dashboard..... 8
 - Date Ranges 8
 - Changing the Date Range..... 9
 - Activity Ledger 9
 - Cash Ending:..... 9
 - Order: 9
 - Deposit:..... 9
 - Usage:..... 9
 - Totals: 10
 - Averages: 10
 - Minimum:..... 10
 - Maximum:..... 10
 - Brand Snapshot..... 10
 - Average Cash Ending: 10
 - Maximum Usage: 10
 - Average Target:..... 10
 - Goal (optional setting): 10
 - Usage 11
 - Actual Daily Usage: 11
 - Net Period Usage: 11
 - Average Daily Usage 11
- Max Usage: Max Usage is found two places on the Branch Dashboard. First, on the Branch Snapshot it is the second bar on the chart. Second, it is the green line on the Activity Ledger. This number represents the highest amount of cash given out to customers in a single day over the specified period. In essence, Max Usage is the worst-case scenario for cash inventory demand. Logicpath has found that the Max Usage day very rarely, if ever, happens two days in a row and almost never occurs three days consecutively. Knowing how much cash inventory could potentially leave the branch on a given day and which day it is likely to happen allows you to prepare!..... 11
- Branch Summary..... 12
- Section III - Understanding the Calculations 13



Usage 13

 Actual Daily Usage:..... 13

 Net Period Usage:..... 13

 Average Daily Usage: 13

 Max Usage: 13

 Target 13

 Minimum Limit:..... 13

 Usage:..... 13

 Service Schedule: 14

 Order/Deposit Recommendations 14

Net User 14

Section IV - Cash Ending Data Entry 15

 Cash Ending..... 15

 Order:..... 15

 Deposit:..... 15

 Ledger Entry 16

 Basic Cash Ending Data Entry..... 17

A word about tracking denominations... 18

 Teller/ATM Data Entry 18

 Total Drawer Data Entry (no denominations) 18

 Denomination Level Teller/ATM Entry 18

 Single-Day Entry 19

Total Cash Ending Entry (no denominations) 20

 Denomination Level Cash Ending Entry 21

 Use Previous Day 21

 Teller/ATM Data Entry 22

 Total Drawer Data Entry (no denominations)..... 22

 Denomination Level Teller/ATM Entry 22

 Correcting Data 22

Section V - Cash Shipments..... 23

 Accessing Branch Orders..... 24

 Using Branch Requisitions 24



- Decentralized Ordering 24
- Picking up Order Recommendations 24
- Fulfilling an Order 25
- Picking up Deposit Recommendations 26
- Fulfilling a Deposit..... 26
- Centralized Ordering..... 27
- 29
- Picking up Deposit Recommendations..... 29
- Fulfilling a Deposit..... 30
- Editing, Canceling, Deleting or Printing Orders and Deposits..... 30
- Section VI - Managing the Branch..... 31
- Branch Management Screen..... 31
- Accessing the Branch Management Screen 31
- Basic branch information:..... 31
- Is ATM 31
- Operation Parameters 31
- Financial Inputs: 31
- Target Adjustments..... 32
- Floor Management 101 32
- Service Schedule Settings: 33
- Optional Operation Parameters..... 33
- Section VII - Reporting 35
- Reports..... 35
- Denomination Detail 35
- Using the Denomination Detail Report..... 35
- Charts 36
- Order vs. Recommendation..... 36
- Cash Ending vs. Usage & Target..... 36
- Using the Cash Ending vs. Usage & Target Chart 37
- Denomination Breakdown..... 37
- Trend Analysis..... 38
- The EOQ Calculator 38



Days of Cash on Hand..... 39

Economic Order Quantity (EOQ):..... 39

Section VIII - Logging Out..... 40

A Glossary of Useful Terms 40

Actual Daily Usage 40

Average Daily Usage 40

Branch Dashboard:..... 40

Branch Snapshot: 40

Branch Summary:..... 40

Carrier: 40

Carry Cost:..... 40

Cash Ending:..... 40

Centralized Ordering 40

Client Identification: 41

Current Operational Period: 41

De-Centralized Ordering: 41

Deposit:..... 41

Denomination Remainder:..... 41

Expected Date:..... 41

Floor:..... 41

File Upload: 41

Fulfill: 41

Goal:..... 41

Manual Entry:..... 41

Max Usage: 41

Maximum:..... 41

Minimum: 42

Net Period Usage: Net..... 42

Net Supplier: 42

Net User: 42

Order:..... 42

Order Cost:..... 42

Remainder:..... 42



Request: 42

Service Lead Time: 42

Service Schedule: 42

Target: 42

Target Adjustment Buffer 42

Teller Buy and Sell: 43

Teller Drawer Total: 43

Usage: 43

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.

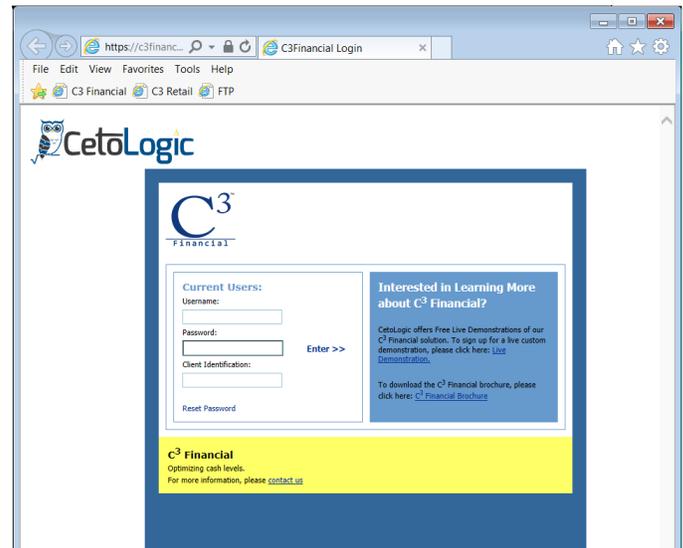


Section II - Touring the Branch Dashboard

Logging In

To access the C3 Financial, direct the web browser to c3financial.logicpath.com. Once the page loads, enter your user name, password and client identification in the left panel. The username is generally your mail address and the password is assigned during the Institution setup process. If your username is an email address, the client identification field will auto-populate. If your username is in another format, you will need to enter the client identification. Once the username and password have been entered, click the Enter>> button to log into the website.

- ★ Username and password questions should be directed to the Administrator.



Branch Dashboard

The first screen displayed upon login is the Branch Dashboard. It displays the most frequently used information in one easy and accessible view.

Ceto Demo Institution
Admin Billing LogOut Help

Institution Regions Branches Logistics Users Roles Activity Upload

Branch Requisitions Ledger Entry Branch Dashboard
Institution Reports Central Requisitions

Demo 01 #5 View: Branch Dashboard

Select Historical Range: Previous 30 Day Period Reports

Enter Start and End Dates: 1/14/2014 2/14/2014 Go

Date	Cash Ending	Order	Deposit	Usage
Tue 01/14/2014	\$439,895			(\$14,034)
Wed 01/15/2014	\$461,535	\$60,000	\$2,300	(\$36,060)
Thu 01/16/2014	\$432,752			(\$28,783)
Fri 01/17/2014	\$401,295			(\$31,457)
Sat 01/18/2014	\$397,420			(\$3,875)
Sun 01/19/2014	\$397,420			(\$2,612)
Mon 01/20/2014	\$397,420			
Tue 01/21/2014	\$403,860			\$9,052
Wed 01/22/2014	\$454,962	\$73,000	\$50	(\$21,848)
Thu 01/23/2014	\$428,196			(\$26,766)
Fri 01/24/2014	\$370,879			(\$57,317)
Sat 01/25/2014	\$358,991			(\$11,888)
Sun 01/26/2014	\$358,991			(\$2,614)
Mon 01/27/2014	\$371,747			\$15,370
Tue 01/28/2014	\$377,913			\$6,166
Wed 01/29/2014	\$457,708	\$100,000		(\$20,205)
Thu 01/30/2014	\$450,734			(\$6,974)
Fri 01/31/2014	\$367,182			(\$83,552)
Sat 02/01/2014	\$344,408			(\$22,774)
Sun 02/02/2014	\$344,408			
Totals:	\$11,852,135	\$468,500	\$2,350	(\$659,508)
Averages:	\$370,379	\$93,700	\$1,175	(\$20,609)
Minimum:	\$260,571			
Maximum:	\$461,535			

Selected dates: 1/14/14 - 2/14/14

AVG Cash Ending: \$370,379
MAX Usage: (\$83,552)
AVG Target: \$279,582
Goal: \$305,000

Branch Summary
2/12/14 - 3/12/14

Cash Ending
AVG \$308,065
MIN \$192,695
MAX \$525,797

Usage
TOTAL (\$748,472)
MAX (\$103,510)
AVG (\$25,809)

Limits
MIN \$70,000
Goal \$305,000
MAX \$450,000

Date Ranges

The first piece of information to note when looking at the Branch Dashboard is the end date at the top of the screen. This date is the last date the cash ending was entered into the system. The start date defaults to 30 days prior. This time period is known as the current operational period. Industry trends have shown that a 30 day window is the optimum predictor of cash usage and need, therefore all the information viewed on the Branch Dashboard and subsequent charts will default to the current operational period.

- ★ You can refresh the Branch Dashboard to the current operational period by click the gold Branch Dashboard tab in the upper right of the screen.



Changing the Date Range

There are three options for changing the date range:

1. At the top of the Branch Dashboard, manually enter new dates in the start date or end date and click "Go." The page will refresh to the new date range.
 2. At the top of the Branch Dashboard, click the calendar to the right of either the start date or end date field(s), select the desired day and click "Go." The page will refresh to the new date range.
 3. At the top of the Branch Dashboard, the drop down box titled "Historical Ranges," offers four options for quick refresh dates: "Current 30 day Period," "Previous 30 day Period," "Last Year's 30 day Period," "Previous Christmas Season." Clicking any of these options will automatically refresh the Branch Dashboard with the appropriate time period.
- ★ Previous Christmas Season opens the date range of Thanksgiving Day to just after the New Year, which allows you to review customer trends during that period.

Activity Ledger

The Activity Ledger, in the center of the Branch Dashboard, is a quick view of your branch's cash position, broken down by day:

Cash Ending:

Cash ending is the total end of day cash balance in the branch. This number includes the vault, teller line and any cash dispensers or ATMs that are filled by the vault.

Order:

Order represents the cash shipped to the branch from an outside source. An outside source includes the Federal Reserve Bank, a Cash Supplier or another branch in the same institution.

Deposit:

Deposit represents the cash shipped from the branch to an outside source. As with orders, an outside source includes the Federal Reserve Bank, a Cash Supplier or another branch in the same institution.

- ★ Orders and Deposits must be entered on the day they are received or shipped out.

Usage:

Usage is the net cash amount customers take out of or bring to the branch on a daily basis. The usage calculation for each day represents "Actual Daily Usage". If the calculation is negative, this represents an outflow of cash to customers. If the calculation is positive, this represents a net inflow of cash from customers.

There are four types of Usage in C3 Financial. We will discuss how to use those calculations later in this chapter.

At the bottom of the Activity Ledger, there are four lines summarize the above information.



Totals:

Displays the total of all Cash Endings, Orders, Deposits and Usage for the specified period. The total Usage represents the Total Net Usage for that period.

Averages:

Displays the average of all Cash Endings, Orders, Deposit and Usage for the specified period. The average Usage represents the Average Daily Usage for that period.

Minimum:

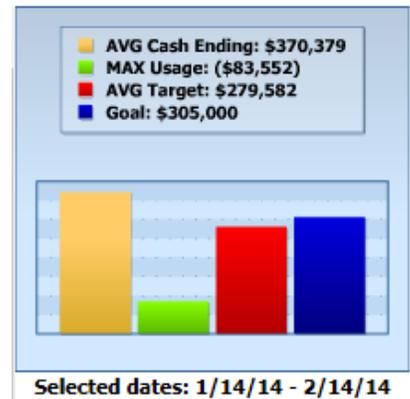
Displays the minimum Cash Ending experienced during the specified period.

Maximum:

Displays the maximum Cash Ending experienced during the specified period.

Brand Snapshot

The Branch Snapshot, on the right side of the Branch Dashboard, displays cash statistics for the specified date range in the Activity Ledger. The default view is the current operational period. The Branch Snapshot is a visual representation of branch performance:



Average Cash Ending:

The gold bar represents the Average Cash Ending, which is the average of the daily Cash Ending balance for the specified date range.

Maximum Usage:

The green bar represents the Maximum Usage, which is the highest cash outflow day for the specified date range.

Average Target:

The red bar represents the Average Target. This target does not include safety stock. It reflect the Cash Usage only.

Goal (optional setting):

The blue bar represents the goal, which is the cash ending goal set by your management team. This, along with the Average Target, is the ideal cash ending for your branch. This is an optional setting.

- ★ When looking at the Branch Snapshot, if your Average Target is higher than your Average Cash Ending, check for a data entry error!



Usage

Usage refers to customer demand for cash inventory. The Usage calculations within C3 Financial allow you to learn more about your customer habits and trends. Usage is the basis for all target calculations and order recommendations offered by C3 Financial.

There are four types of usage:

Actual Daily Usage: Actual Daily Usage is found on the final column of the Activity Ledger for each day. This number represents the net amount of cash inventory the customers took out of or brought to the branch on a given day. Reviewing the Actual Daily Usage shows the customer cash need trends.

Net Period Usage: Net Period Usage is found at the bottom of the Activity Ledger. It is the final column on the Totals line. This number represents the total net amount of cash inventory the customers took out of or brought to the branch over the specified period. This number shows the volume of cash demand the branch experiences over time.

Average Daily Usage: Average Daily Usage is found at the bottom of the Activity Ledger. It is the final column on the Averages line. This number represents the average daily customer demand on the branch's cash inventory over the specified period. In the most basic of calculations, this number provides good insight to how much cash you might need for the coming week.

Max Usage: Max Usage is found two places on the Branch Dashboard. First, on the Branch Snapshot it is the second bar on the chart. Second, it is the green line on the Activity Ledger. This number represents the highest amount of cash given out to customers in a single day over the specified period. In essence, Max Usage is the worst-case scenario for cash inventory demand. Logicpath has found that the Max Usage day very rarely, if ever, happens two days in a row and almost never occurs three days consecutively. Knowing how much cash inventory could potentially leave the branch on a given day and which day it is likely to happen allows you to prepare!



Branch Summary

On the left side of the Branch Dashboard, the Branch Summary offers a quick reference to current operational information. The Branch Summary is locked into place no matter what page you are viewing. The date range for the Branch summary is always the current operational period. There are three sections on the Branch Summary:

Cash Ending:

Displayed are the average, minimum and maximum cash ending amounts for the current operational period.

Usage:

Displayed is the net period, maximum and average usage amounts for the current operational period.

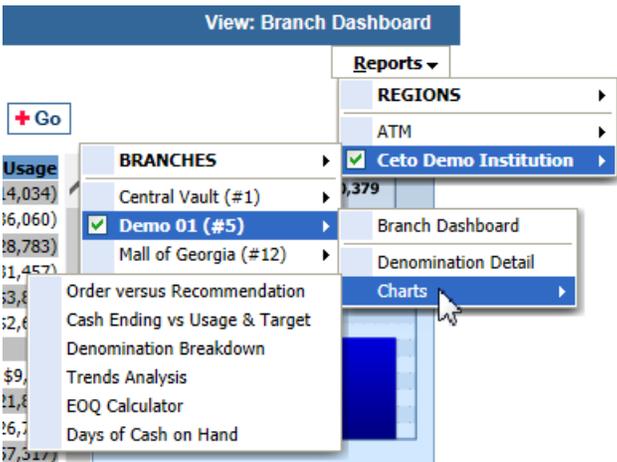
Limits:

Displayed are the minimum, goal and maximum limit amounts, which are amounts set by management.

Branch Summary 2/12/14 - 3/12/14	
Cash Ending	
AVG	\$308,065
MIN	\$192,695
MAX	\$525,797
Usage	
TOTAL	(\$748,472)
MAX	(\$103,510)
AVG	(\$25,809)
Limits	
MIN	\$70,000
Goal	\$305,000
MAX	\$450,000

Reports Dropdown

The Reports Dropdown allows you to navigate through each branch and its various charts and reports. The Reports Dropdown will always be on the screen, but navigation between branches will be limited by the permission level assigned.



reviewing.

Reports Dropdown

Place your mouse pointer over the Reports Dropdown on the top right of the Branch Dashboard. A box will drop down displaying the Branches and/or Regions you have permission to view. Move your mouse pointer down the branch or region name and another box will expand to your right. Continue moving your mouse pointer through the levels to your destination.

★ If you manage more than one branch, use the drop down menu at the top to jump to the next branch you

Branch Dashboard: allows the user to view the Branch Dashboard for the selected branch.

Denomination Detail: allows you to view your branch activity ledger by denomination or values of currency.



Charts: allows you to select from an assortment of charts that show the cash management performance of the branch.

Tellers: Allows the users to see the denomination break down in any drawer or any given day.

Section III - Understanding the Calculations

To assist cash managers, C3 Financial performs three calculations on a daily basis. If the branch is tracking denominations, C3 Financial performs these calculations at the denomination level.

Usage

Usage refers to customer demand on a branch's cash inventory. By becoming familiar with the Usage calculations for a branch, it is possible to predict cash inventory need and trends:

Actual Daily Usage:

Actual Daily Usage is calculated based on the previous cash ending, the current cash ending and any order/deposit received or shipped on a given day. This usage type represents the net amount of cash the customers took out of or brought into the branch on a given day.

Net Period Usage:

Net Period Usage is calculated by looking at a defined date range. This usage type represents the total net amount of cash the customers took out of or brought into the branch during the defined date range. The Branch Summary reflects the current operational period.

Average Daily Usage:

Average Daily Usage is calculated by looking at a defined date range and calculating the average of the Actual Daily Usage during that date range. The Branch Summary reflects the current operational period.

Max Usage:

Max Usage is the highest single outflow day during a defined date range. This is an actual number. The Branch Summary reflects the current operational period.

Target

The Target is the suggested average cash ending for a branch, as calculated by C3 Financial. The Target is calculated on a daily basis, by looking at three factors:

Minimum Limit:

The Minimum Limit is found on the bottom of the Branch Summary. This number represents the lowest cash ending a branch should experience.

Usage:

The four usage types are reviewed to determine cash inventory need. Since the Target is heavily based on customer usage, it is a self-adjusting number.



Service Schedule:

C3 Financial reviews the branch's service schedule to determine the length of time between shipments.

Order/Deposit Recommendations

Order and Deposit Recommendations are calculated based on the Target calculations and the current cash position. Recommendations at the denomination level will keep the branch's denomination mix in line with customer usage.

During extreme usage periods, Order and Deposit Recommendations will adjust to return the branch to the Target level.

Net User

A Branch with a negative usage number is called a net user of cash. In this scenario, more cash leaves the branch in the customers' hands than comes in on deposit.

As a net user branch, carefully balancing denomination mix based on usage, helps reduce cash levels further, without putting the branch at risk of running out.

Net Users experience their highest cash ending balance day when they receive cash orders. The lowest cash ending day typically occurs the day before the cash order arrives. Depending on the number of tellers and their limits, the vault may appear empty at this time.

Net Supplier: A Branch with a positive usage number is called a net supplier of cash. In this scenario, more cash enters the branch from customer deposits than leaves in customer hands.

As a net supplier, it is common to have one or two denominations that are considered usage. In this case, deposits will be offset by small order to replace these denominations.

Unlike net users, net suppliers experience their highest cash ending balance the day before a deposit is made. The lowest cash ending then coincides with the day the deposit is made.



Section IV - Cash Ending Data Entry

Three pieces of data are required to maintain the calculations in C3 Financial: Cash Ending, Order and Deposit.

Cash Ending: Cash ending is the total end of day cash balance in the branch. This number includes the vault, teller line and any cash dispensers or ATMs that are filled by the vault. This must be entered on a daily basis.

Order: Order represents the cash shipped to the branch from an outside source. An outside source includes the Federal Reserve Bank, a Cash Supplier or another branch in the same institution. This must be entered on the day it is received.

Deposit: Deposit represents the cash shipped from the branch to an outside source. An outside source includes the Federal Reserve Bank, a Cash Supplier or another branch in the same institution. This must be entered on the day it is shipped out.

Institutions have the option of tracking this information at the total cash or denomination level. For denomination level tracking, all denominations must be entered for Cash Ending, Order and Deposit.

Institutions also have the option of tracking teller drawer data. Entering teller drawer data will allow you to view Usage calculations at the teller level. Teller drawer data does not roll up to the branch cash.

Data can be entered into C3 Financial using one of two manual entry methods or by file upload. Manual entry options will be discussed on the following pages. Since the file upload functionality is permission based and usually completed by the Institution Administrators and Vice-Presidents, it is discussed in the Administrators Manual.

Both cash ending data entry options are accessed by clicking the "Ledger Entry" tab at the top of your C3 Financial window. Orders and Deposits will be entered using the Order page. This will be covered in Section V: Cash Shipments.

- ★ Teller tracking may be used to optimize cash levels in ATMs or monitor maximum drawer limits on the teller line.



Ledger Entry

The Ledger Entry screen is similar to a spreadsheet.

Ceto Demo Institution

Admin | Billing | LogOut | Help

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

Branch Requisitions | Ledger Entry | Branch Dashboard

Institution Reports | Central Requisitions

Demo 01 #5 | Select Branch: Demo 01 #5

Enter Start and End Dates: 3/1/2014 | 3/14/2014 | +Go | +Submit

Activity Period: Saturday Mar. 1 - Friday Mar. 14, 2014

Expand all denoms. Collapse all denoms.

				Cash Ending	Order	Deposit	
Sat 03/01/2014	By Denom.	By Teller/ATM	Notes	275693	0	0	X
Sun 03/02/2014	By Denom.	By Teller/ATM	Notes	275693	0	0	X
Mon 03/03/2014	By Denom.	By Teller/ATM	Notes	216743	0	0	X
Tue 03/04/2014	By Denom.	By Teller/ATM	Notes	192695	0	0	X
Wed 03/05/2014	By Denom.	By Teller/ATM	Notes	408417	235500	5550	X
Thu 03/06/2014	By Denom.	By Teller/ATM	Notes	379425	0	0	X
Fri 03/07/2014	By Denom.	By Teller/ATM	Notes	334155	0	0	X
Sat 03/08/2014	By Denom.	By Teller/ATM	Notes	293849	0	0	X
Sun 03/09/2014	By Denom.	By Teller/ATM	Notes	293849	0	0	X
Mon 03/10/2014	By Denom.	By Teller/ATM	Notes	285566	0	0	X
Tue 03/11/2014	By Denom.	By Teller/ATM	Notes	296768	0	0	X
Wed 03/12/2014	By Denom.	By Teller/ATM	Notes	525797	235000	0	X
Thu 03/13/2014	By Denom.	By Teller/ATM	Notes	Use Previous Day		Enter Data	
Fri 03/14/2014	By Denom.	By Teller/ATM	Notes	Use Previous Day		Enter Data	

Branch Summary 2/12/14 - 3/12/14

Cash Ending

AVG: \$308,065

MIN: \$192,695

MAX: \$525,797

Usage

TOTAL: (\$748,472)

MAX: (\$103,510)

AVG: (\$25,809)

Limits

MIN: \$70,000

Goal: \$305,000

MAX: \$450,000

★ Ledger Entry can open an infinite date range, but the larger the date range, the slower the system will work.

The default date range is the current two weeks. To change the date range, manually enter new date(s) in the Start and/or End Date fields or use the calendar to choose a date and click "Go".



Basic Cash Ending Data Entry

Click the red "Enter Data" text for the day(s) you wish enter.

Total Cash Ending Entry (no denominations)

Enter the Cash Ending for the specified day in the first column. Click "Submit" to the right of the date range fields to enter your cash ending data into the Activity Ledger.

Denomination Level Cash Ending Entry

Click the magnifying glass next to "By Denomination" for the date you wish to enter cash ending data to expand the denomination fields. Enter the total cash ending at the top of the first column, as well as the appropriate denomination cash ending in the fields below.

If the Remainder is a negative number, review the cash ending data for errors.

		Cash Ending	Order	Deposit
Wed 03/12/2014	By Denom.	525797	235000	0
	By Teller/ATM			
	Hundreds:	291300	138000	0
	Fifties:	100500	50000	0
	Twenties:	96140	28000	0
	Tens:	20950	10000	0
	Fives:	9260	6500	0
	Twos:	2522	0	0
	Ones:	561	2500	0
	Bait:	2000	0	0
	Mutilated:	987	0	0
	\$1 coins:	183	0	0
	Eisenhowers:	0	0	0
	Half Dollars:	450	0	0
	Quarters:	150	0	0
	Dimes:	627	0	0

Click "Submit" to the right of the date range fields to enter your cash ending data into the Activity Ledger.

Use Previous Day

Cash Ending balances must be carried forward over weekends and holidays. Click "Use Previous Day" to copy the previous day's Cash Ending totals to the selected date. Click "Submit" to save your work.

- ★ If you manage more than one branch, use the drop down menu at the top to jump to the next branch you are entering data for!



A word about tracking denominations...

Tracking your cash ending, orders and deposits by denomination allows C3 Financial to calculate usage by denomination. It is important to consider the teller drawers when entering denomination detail. Based on the number of drawers and their limits, you probably have more cash on the floor than you realize. For more accurate usage calculations, teller denominations must be included your cash ending totals.

Teller/ATM Data Entry

In order to calculate Usage properly, teller/ATM data must be entered daily and include Drawer, Buy and Sell.

Drawer: This is the total drawer cash ending for the day.

Buy: This is the total of all vault to teller buys for the day.

Sell: This is the total of all teller to vault sells for the day.

Click the magnifying glass next to "By Teller/ATM" for the specified date you wish to enter data. This opens a new window displaying a list of tellers/ATM's.

★ Tellers/ATM's must be set-up on the Branch Management screen in order to enter data.

Total Drawer Data Entry (no denominations)

Click the blue "Enter Data" text next to the appropriate teller(s). Enter the drawer total and any buys or sells for that date. Click "Submit" in the upper right corner of the screen.

Denomination Level Teller/ATM Entry

Click the blue "Enter Data" text next to the appropriate teller(s). Click the magnifying glass next to the teller/ATM to expand the denomination fields. Enter the total drawer amount at the top of the first column, as well as the appropriate denominations in the fields below. Repeat this step for Buy and Sell.

If the Remainder is a negative number, review the cash ending data for errors.

Click "Submit" again to save your work.



Single-Day Entry

From the Ledger Entry screen, click the appropriate date on the left-hand side of the screen to access the Single Day Data Entry screen.

CetoLogic Ceto Demo Institution

Admin Billing LogOut Help

Institution Regions Branches Logistics Users Roles Activity Upload

Branch Requisitions Ledger Entry Branch Dashboard

Institution Reports Central Requisitions

Demo 01 #5 Select Branch: Demo 01 #5

Enter Start and End Dates: 3/1/2014 3/14/2014 + Go + Submit

Activity Period: Saturday Mar. 1 - Friday Mar. 14, 2014

Expand all denoms. Collapse all denoms.

				Cash Ending	Order	Deposit	
Sat 03/01/2014	By Denom.	By Teller/ATM	Notes	275693	0	0	X
Sun 03/02/2014	By Denom.	By Teller/ATM	Notes	275693	0	0	X
Mon 03/03/2014	By Denom.	By Teller/ATM	Notes	216743	0	0	X
Tue 03/04/2014	By Denom.	By Teller/ATM	Notes	192695	0	0	X
Wed 03/05/2014	By Denom.	By Teller/ATM	Notes	408417	235500	5550	X
Thu 03/06/2014	By Denom.	By Teller/ATM	Notes	379425	0	0	X
Fri 03/07/2014	By Denom.	By Teller/ATM	Notes	334155	0	0	X
Sat 03/08/2014	By Denom.	By Teller/ATM	Notes	293849	0	0	X
Sun 03/09/2014	By Denom.	By Teller/ATM	Notes	293849	0	0	X
Mon 03/10/2014	By Denom.	By Teller/ATM	Notes	285566	0	0	X
Tue 03/11/2014	By Denom.	By Teller/ATM	Notes	296768	0	0	X
Wed 03/12/2014	By Denom.	By Teller/ATM	Notes	525797	235000	0	X
Thu 03/13/2014	By Denom.	By Teller/ATM	Notes	Use Previous Day		Enter Data	
Fri 03/14/2014	By Denom.	By Teller/ATM	Notes	Use Previous Day		Enter Data	



To change the date in this window, click the arrows, in the upper right of the page, to move to the previous or next day. The calendar, in the upper right of the page, allows you to find a specific day. General Notes are also available at the bottom of this view, allowing comments to be entered for a particular day.

Demo 01 #5 Select Branch: **Demo 01 #5**

Activity Date: **Wednesday March 12, 2014** Select Date: ◀ previous  next ▶

	Cash Ending	Order	Deposit	
	<input type="text" value="525797"/>	<input type="text" value="235000"/>	<input type="text" value="0"/>	<input type="button" value="+ Submit"/>
Denom. Totals:	525,795	235,000	0	
Remainder:	2	0	0	

General Notes:

Optional Fields: **By Denomination**  **By Teller/ATM** 

Today's Date: **Mon Mar 17, 2014**
Last Updated: **Thu Mar 13, 2014**

Total Cash Ending Entry (no denominations)

Enter the total Cash Ending in the first column. Click "Submit" to the right of the Deposit field to enter your cash ending data into the Activity Ledger.

Demo 01 #5 Select Branch: **Demo 01 #5**

Activity Date: **Wednesday March 12, 2014** Select Date: ◀ previous  next ▶

	Cash Ending	Order	Deposit	
	<input type="text" value="525797"/>	<input type="text" value="235000"/>	<input type="text" value="0"/>	<input type="button" value="+ Submit"/>
Denom. Totals:	525,795	235,000	0	
Remainder:	2	0	0	

General Notes:

Optional Fields: **By Denomination**  **By Teller/ATM** 

Today's Date: **Mon Mar 17, 2014**
Last Updated: **Thu Mar 13, 2014**



Denomination Level Cash Ending Entry

Click the magnifying glass next to "By Denomination" at the bottom of the screen to expand the denomination fields. Enter the total cash ending at the top of the first column, as well as the appropriate denomination cash ending in the fields below.

Demo 01 #5 Select Branch: **Demo 01 #5**

Activity Date: **Wednesday March 12, 2014** Select Date: ◀ previous next ▶

	Cash Ending	Order	Deposit
	525797	235000	0
Hundreds:	291300	138000	0
Fifties:	100500	50000	0
Twenties:	96140	28000	0
Tens:	20950	10000	0
Fives:	9260	6500	0
Twos:	2522	0	0
Ones:	561	2500	0
Bait:	2000	0	0
Mutilated:	987	0	0
\$1 coins:	183	0	0
Eisenhowers:	0	0	0
Half Dollars:	450	0	0
Quarters:	150	0	0
Dimes:	627	0	0
Nickels:	100	0	0
Pennies:	65	0	0
Denom. Totals:	525,795	235,000	0
Remainder:	2	0	0

+ Submit

General Notes:

Optional Fields: **By Denomination** **By Teller/ATM**

Today's Date: **Mon Mar 17, 2014**
 Last Updated: **Thu Mar 13, 2014**

If the Remainder is a negative number, review the cash ending data for errors.

Click "Submit" to the right of the Deposit field to enter your cash ending data into the Activity Ledger.

Use Previous Day

Cash Ending balances must be carried forward over weekends and holidays. Click "Use Previous Day" to the left-hand side of the Cash Ending field to copy the previous day's Cash Ending totals to the selected date. Click "Submit" to save your work.



Teller/ATM Data Entry

In order to calculate Usage properly, teller/ATM data must be entered daily and include Drawer, Buy and Sell.

Drawer: This is the total drawer cash ending for the day.

Buy: This is the total of all vault to teller buys for the day.

Sell: This is the total of all teller to vault sells for the day.

Click the magnifying glass next to "By Teller/ATM" at the bottom of the screen. This opens a new window displaying a list of tellers/ATM's.

★ Tellers/ATM's must be set-up on the Branch Management screen in order to enter data.

Total Drawer Data Entry (no denominations)

Click the blue "Enter Data" text next to the appropriate teller(s). Enter the drawer total and any buys or sells for that date. Click "Submit" in the upper right corner of the screen.

Denomination Level Teller/ATM Entry

Click the blue "Enter Data" text next to the appropriate teller(s). Click the magnifying glass next to the teller/ATM to expand the denomination fields. Enter the total drawer amount at the top of the first column, as well as the appropriate denominations in the fields below. Repeat this step for Buy and Sell.

If the Remainder is a negative number, review the cash ending data for errors.

Click "Submit" again to save your work.

Correcting Data

The Ledger Entry and Teller Entry screens allow you to correct data entry errors in two ways:

Field Overwrite

Overwrite the current data with the corrected numbers. Click "Submit" to save your work.

To remove data from a field, enter a zero. Click "Submit" to save your work.

To remove data from a field, enter a zero. Click "Submit" to save your work.

Data Deletion

A date/Teller row may be deleted entirely. A deleted date/Teller row cannot be retrieved. Deleting should be done with great care.

To delete a date of data, click the "X" at the end of the row. After clicking this button, the date will return to its initial state. Click "Enter Data" and enter the corrected data. Click "Submit" to save your work.



Section V - Cash Shipments

Branch Orders is C3 Financial’s Order and Deposit recommendation page. Order and Deposit Recommendations are calculated based on the Target calculations and the current cash position. Recommendations at the denomination level will keep the branch’s denomination mix in line with customer usage.

During extreme usage periods, Order and Deposit Recommendations will adjust to return the branch to the Target level.

The Branch Requisitions screen is the data entry portal for order and deposit information.

Branch Requisitions	Ledger Entry	Branch Dashboard						
Institution Reports		Central Requisitions						
Demo 01 #5		Select a branch: Demo 01						
Click here to go to the website for FedLine Click here to go to the website for Strap Sizes								
Filters								
Select Requisitions from:	3/3/2014	to 3/31/2014 Submit						
Requisition Type:	All							
Requisition Status:	Submit Approve Fulfill Cancel							
Actions								
<input type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill Save								
Check All Uncheck All	* denotes Requisitions that have notes.							
Requisitions								
	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	10186	3/12/2014	Order	\$234,000	\$235,000	\$235,000	Fulfilled	Edit Delete
<input type="checkbox"/>	10126	3/5/2014	Order	\$235,500	\$235,500	\$235,500	Fulfilled	Edit Delete
Add New Requisition Delete Selected Requisitions Print Selected Requisitions Generate Requisition Extract File(s)								



Accessing Branch Orders

From anywhere in the application Click the Branch Requisition tab on the upper left-hand of the screen. This will open the Branch Requisition screen.

Using Branch Requisitions

Decentralized Ordering

Picking up Order Recommendations

On the day that you make a cash order to the Federal Reserve Bank or another cash carrier, click the blue "Add New Requisition" text on the bottom left of the screen. This will open the Branch Requisition screen.

Branch Requisitions		Ledger Entry	Branch Dashboard
Institution Reports		Central Requisitions	
Demo 01 #5			
Misc Requisition Information			
Type	Carrier Ruleset	Notes	
<input checked="" type="radio"/> Order <input type="radio"/> Deposit	Strap Size_Order-1	Click Here to Enter a Note	
Requisitions Service Interval Date Range			
Service Interval		Fulfill Date	
From:	3/19/2014	To:	3/26/2014
Requisition Status Information			
Requisition Status		Zero Requisition(Optional)	
<input checked="" type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill		<input type="checkbox"/> No requisition required	
Denomination Detail			
Denomination	Recommendation	Request	Fulfill
Hundreds	0	0	0
Fifties	0	0	0
Twenties	0	0	0
Tens	0	0	0
Fives	1500	1500	0
Twos	Guidance Suppressed	0	0
Ones	500	500	0
\$1 coins	Guidance Suppressed	0	0
Eisenhowers	Guidance Suppressed	0	0
Half Dollars	Guidance Suppressed	0	0
Quarters	1000	1000	0
Dimes	0	0	0
Nickels	0	0	0
Pennies	0	0	0
Totals:	\$3,000	\$3,000	\$0

[Save \(Submit\)](#)

[Cancel](#)



The Service Interval at the top of the screen will default to cover the dates between the upcoming armored car shipment delivery date and the next armored car delivery date. If the User experiences a circumstance to order outside the normal branch delivery schedule, the service interval date range can be extended or shortened. The guidance will account for the expected customer demand throughout the entire temporarily created service interval.

Under Order Type make sure that the radio button is highlighted for Order.

Recommendations for Orders will be given, by denomination, in the center of the screen. The recommendations will also auto-populate the Request column. The Request column refers to the cash order that you intend to make.

Make edits to the Request column, as needed, and click Save at the bottom left of the screen.

Fulfilling an Order

On the Branch Orders page, place a check mark in the box to the left side of the appropriate Order. If for any reason, your Order does not occur on the correct date or comes in differing denominations than submitted, click Edit to make the adjustments to the date or denominations.

To make the entry into the Activity Ledger, set the status of the Order to Fulfilled in the Action area at the top of the screen and click Save to the right of the Actions area.

A quick look at the Activity Ledger will verify that the Order has been entered into C3 Financial.

The screenshot displays the 'Branch Requisitions' interface. At the top, there are navigation tabs for 'Branch Requisitions', 'Ledger Entry', and 'Branch Dashboard'. Below these are sub-tabs for 'Institution Reports' and 'Central Requisitions'. The main header shows 'Demo 01 #5' and a dropdown menu for 'Select a branch' with 'Demo 01' selected. There are two links: 'Click here to go to the website for FedLine' and 'Click here to go to the website for Strap Sizes'. A 'Filters' section allows selecting requisitions from '3/3/2014' to '3/31/2014' with a 'Submit' button. It also includes dropdowns for 'Requisition Type' (set to 'All') and 'Requisition Status' (with options: Submit, Approve, Fulfill, Cancel). Below the filters is an 'Actions' section with radio buttons for 'Submit', 'Approve', 'Cancel', and 'Fulfill', followed by a 'Save' button. At the bottom, there are 'Check All' and 'Uncheck All' links, and a note: '* denotes Requisitions that have notes.' The main table, titled 'Requisitions', has the following data:

	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	10227	3/19/2014	Order	\$3,000	\$3,000	\$0	Submitted	Edit Delete
<input type="checkbox"/>	10186	3/12/2014	Order	\$234,000	\$235,000	\$235,000	Fulfilled	Edit Delete
<input type="checkbox"/>	10126	3/5/2014	Order	\$235,500	\$235,500	\$235,500	Fulfilled	Edit Delete



Picking up Deposit Recommendations

On the day that you ship cash back to the FBR or another cash carrier, click the blue "Add New Requisition" text on the bottom left of the screen. This will open the Branch Requisition page.

The Service Schedule dates at the top of the screen will default to your next scheduled service interval. To change this date, manually enter a new dates or use the calendar to the right side of the From and To date boxes to pick the correct days.

Under Order Type make sure that the radio button is highlighted for Deposit.

Recommendations for Deposits will be given, by denomination, in the center of the screen. The recommendations will also auto-populate the Request column. The Request column refers to the deposit that you intend to make.

★ Save will also display the Status you chose.

Make edits to the Request column, as needed, and click Save at the bottom left of the screen.

Fulfilling a Deposit

On the Branch Orders page, place a check mark in the box to the left side of the appropriate Deposit. If for any reason, your Deposit does not occur on the correct date or is shipped out in differing denominations than submitted, click Edit to make the adjustments to the date or denominations.

Branch Requisitions		Ledger Entry		Branch Dashboard	
		Institution Reports		Central Requisitions	
Demo 01 #5					
Misc Requisition Information					
Type	Carrier Ruleset	Notes			
<input checked="" type="radio"/> Order <input type="radio"/> Deposit	Strap Size_Order-1	Click Here to Enter a Note			
Requisitions Service Interval Date Range					
Service Interval		Fulfill Date			
From: 3/19/2014 To: 3/26/2014					
Requisition Status Information					
Requisition Status			Zero Requisition(Optional)		
<input checked="" type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill			<input type="checkbox"/> No requisition required		
Denomination Detail					
Denomination	Recommendation	Request	Fulfill		
Hundreds	0	0	0		
Fifties	0	0	0		
Twenties	0	0	0		
Tens	0	0	0		
Fives	1500	1500	0		
Twos	Guidance Suppressed	0	0		
Ones	500	500	0		
\$1 coins	Guidance Suppressed	0	0		
Eisenhowers	Guidance Suppressed	0	0		
Half Dollars	Guidance Suppressed	0	0		
Quarters	1000	1000	0		
Dimes	0	0	0		
Nickels	0	0	0		
Pennies	0	0	0		
Totals:	\$3,000	\$3,000	\$0		

[Save \(Submit\)](#)

[Cancel](#)

Branch Requisitions		Ledger Entry		Branch Dashboard				
		Institution Reports		Central Requisitions				
Demo 01 #5								
					Select a branch Demo 01			
Click here to go to the website for FedLine Click here to go to the website for Strap Sizes								
Filters								
Select Requisitions from		to		Submit				
3/3/2014		3/31/2014						
Requisition Type:		All						
Requisition Status:		<input type="checkbox"/> Submit <input type="checkbox"/> Approve <input type="checkbox"/> Fulfill <input type="checkbox"/> Cancel						
Actions								
<input type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill Save								
Check All Uncheck All * denotes Requisitions that have notes.								
Requisitions								
	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	10227	3/19/2014	Order	\$3,000	\$3,000	\$0	Submitted	Edit Delete
<input type="checkbox"/>	10186	3/12/2014	Order	\$234,000	\$235,000	\$235,000	Fulfilled	Edit Delete
<input type="checkbox"/>	10126	3/5/2014	Order	\$235,500	\$235,500	\$235,500	Fulfilled	Edit Delete



To make the entry into the Activity Ledger, set the status of the Deposit to Fulfilled in the Actions area at the top of the screen and click Save to the right of the Actions area.

A quick look at the Activity Ledger will verify that the Deposit has been entered into C3 Financial.

Centralized Ordering

Picking up Order Recommendations

On the day that you make a cash order to the Accounting Department or other cash ordering personnel, click the blue "Add New Requisition" text on the bottom left of the screen. This will open the Branch Requisition page.

The Service Interval at the top of the screen will default to cover the dates between the upcoming armored car shipment delivery date and the next armored car delivery date. To change this date, manually enter a new date or use the calendar to the right side of the From and To date boxes to pick the correct day.

Under Order Type make sure that the radio button is highlighted for Order. Recommendations for Orders will be given, by denomination, in the center of the screen. The recommendations will also auto-populate the Request column. The Request column refers to the cash order that you intend to make.

Make edits to the Request column, as needed, and click Save at the bottom left of the screen.

At this stage, if the Accounting Department or cash ordering personnel must approve the Order prior to sending the request to the FRB or cash carrier, they will move the Order status to Approve.

Branch Requisitions		Ledger Entry		Branch Dashboard	
Institution Reports			Central Requisitions		
Demo 01 #5					
Misc Requisition Information					
Type	Carrier Ruleset	Notes			
<input checked="" type="radio"/> Order <input type="radio"/> Deposit	Strap Size_Order-1	Click Here to Enter a Note			
Requisitions Service Interval Date Range					
Service Interval		Fulfill Date			
From:	3/19/2014	To:	3/26/2014		
Requisition Status Information					
Requisition Status			Zero Requisition(Optional)		
<input checked="" type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill			<input type="checkbox"/> No requisition required		
Denomination Detail					
Denomination	Recommendation	Request	Fulfill		
Hundreds	0	0	0		
Fifties	0	0	0		
Twenties	0	0	0		
Tens	0	0	0		
Fives	1500	1500	0		
Twos	Guidance Suppressed	0	0		
Ones	500	500	0		
\$1 coins	Guidance Suppressed	0	0		
Eisenhowers	Guidance Suppressed	0	0		
Half Dollars	Guidance Suppressed	0	0		
Quarters	1000	1000	0		
Dimes	0	0	0		
Nickels	0	0	0		
Pennies	0	0	0		
Totals:	\$3,000	\$3,000	\$0		
		Save (Submit)		Cancel	



Fulfilling an Order

On the Branch Orders page, place a check mark in the box to the left side of the appropriate Order. If for any reason, your Order does not occur on the correct date or comes in differing denominations than submitted, click Edit to make the adjustments to the date or denominations.

To make the entry into the Activity Ledger, set the status of the Order to Fulfilled in the Action area at the top of the screen and click Save to the right of the Actions area.

A quick look at the Activity Ledger will verify that the Order has been entered into C3 Financial.

Branch Requisitions		Ledger Entry		Branch Dashboard				
Institution Reports			Central Requisitions					
Demo 01 #5		Select a branch		Demo 01				
Click here to go to the website for FedLine Click here to go to the website for Strap Sizes								
Filters								
Select Requisitions from		3/3/2014	to	3/31/2014	Submit			
Requisition Type:		All						
Requisition Status:		<input type="checkbox"/> Submit <input type="checkbox"/> Approve <input type="checkbox"/> Fulfill <input type="checkbox"/> Cancel						
Actions								
<input type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill Save								
Check All		Uncheck All		* denotes Requisitions that have notes.				
Requisitions								
	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	10227	3/19/2014	Order	\$3,000	\$3,000	\$0	Submitted	Edit Delete
<input type="checkbox"/>	10186	3/12/2014	Order	\$234,000	\$235,000	\$235,000	Fulfilled	Edit Delete
<input type="checkbox"/>	10126	3/5/2014	Order	\$235,500	\$235,500	\$235,500	Fulfilled	Edit Delete



Picking up Deposit Recommendations

On the day that you ship cash back to the Accounting Department or other cash ordering personnel, click the blue "Add New Requisition" text on the bottom left of the screen. This will open the Branch Requisition page.

The Expected Service Date at the top of the screen will default to your next scheduled delivery. To change this date, manually enter a new date or use the calendar to the right side to pick the correct day.

Under Order Type make sure that the radio button is highlighted for Deposit.

Recommendations for Deposits will be given, by denomination, in the center of the screen. The recommendations will also auto-populate the Request column. The Request column refers to the deposit that you intend to make.

Make edits to the Request column, as needed, and click Save at the bottom left of the screen.

Branch Requisitions		Ledger Entry		Branch Dashboard	
		Institution Reports		Central Requisitions	
Demo 01 #5					
Misc Requisition Information					
Type	Carrier Ruleset	Notes			
<input checked="" type="radio"/> Order <input type="radio"/> Deposit	Strap Size_Order-1	Click Here to Enter a Note			
Requisitions Service Interval Date Range					
Service Interval		Fulfill Date			
From:	3/19/2014	To:	3/26/2014		
Requisition Status Information					
Requisition Status			Zero Requisition(Optional)		
<input checked="" type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input type="radio"/> Fulfill			<input type="checkbox"/> No requisition required		
Denomination Detail					
Denomination	Recommendation	Request	Fulfill		
Hundreds	0	0	0		
Fifties	0	0	0		
Twenties	0	0	0		
Tens	0	0	0		
Fives	1500	1500	0		
Twos	Guidance Suppressed	0	0		
Ones	500	500	0		
\$1 coins	Guidance Suppressed	0	0		
Eisenhowers	Guidance Suppressed	0	0		
Half Dollars	Guidance Suppressed	0	0		
Quarters	1000	1000	0		
Dimes	0	0	0		
Nickels	0	0	0		
Pennies	0	0	0		
Totals:	\$3,000	\$3,000	\$0		

[Save \(Submit\)](#)

[Cancel](#)



Fulfilling a Deposit

On the Branch Orders page, place a check mark in the box to the left side of the appropriate Deposit. If for any reason, your Deposit does not occur on the correct date or is shipped out in differing denominations than submitted, click Edit to make the adjustments to the date or denominations.

To make the entry into the Activity Ledger, set the status of the Deposit to Fulfilled in the Actions area at the top of the screen and click Save to the right of the Actions area.

A quick look at the Activity Ledger will verify that the Deposit has been entered into C3 Financial.

The screenshot shows the 'Branch Requisitions' interface. At the top, there are tabs for 'Branch Requisitions', 'Ledger Entry', and 'Branch Dashboard'. Below these are 'Institution Reports' and 'Central Requisitions'. The main header shows 'Demo 01 #5' and a dropdown for 'select a branch' set to 'Demo 01'. There are two links: 'Click here to go to the website for FedLine' and 'Click here to go to the website for Strap Sizes'. The 'Filters' section includes 'Select Requisitions from' with a date range from 3/3/2014 to 3/31/2014 and a 'Submit' button. Below this are dropdowns for 'Requisition Type' (set to 'All') and 'Requisition Status' (with options: Submit, Approve, Fulfill, Cancel). The 'Actions' section has radio buttons for 'Submit', 'Approve', 'Cancel', and 'Fulfill', followed by a 'Save' button. At the bottom, there are 'Check All' and 'Uncheck All' links, and a note: '* denotes Requisitions that have notes.' Below this is a table of requisitions:

Requisitions								
	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	10227	3/19/2014	Order	\$3,000	\$3,000	\$0	Submitted	Edit Delete
<input type="checkbox"/>	10186	3/12/2014	Order	\$234,000	\$235,000	\$235,000	Fulfilled	Edit Delete
<input type="checkbox"/>	10126	3/5/2014	Order	\$235,500	\$235,500	\$235,500	Fulfilled	Edit Delete

Editing, Canceling, Deleting or Printing Orders and Deposits

Orders and Deposit can be edited, canceled, deleted or printed even after they are Fulfilled. This allows you to quickly make corrections to the Order History.

Access the Branch Orders page by clicking the Branch Order tab at the top of the window. Place a check mark in the box to the left side of the appropriate Order or Deposit.

Edit: Click Edit on the right side of the Order or Deposit line. This takes you to the original Order or Deposit screen. Make the appropriate edits. Click Save.

Cancel: Set the status of the Order or Deposit to Canceled in the Action area at the top of the screen.

Delete: Click Delete on the right side of the Order or Deposit line. You will be asked to confirm the deletion. Click Yes to continue or No to the delete.

Printing Order and Deposit

Orders and Deposits can be printed for faxing, phoning or filing purposes.

Access the Branch Orders page by clicking the Branch Order tab at the top of the window.

Place a check mark in the box to the left side of the appropriate Order(s) or Deposit(s).

Click Print Selected Orders to open a new window for printing and exporting.

If you are printing both Orders and Deposits, click the appropriate type in the Order Type dropdown and click View Report.



Section VI - Managing the Branch

Armed with the basic principles of C Financial, we can now look at managing your branch and its cash levels.

Branch Management Screen

The Branch Management Screen allows you to update the contact information and operation parameters for your branch.

Accessing the Branch Management Screen

At the top of the Branch Dashboard, click the Branches tab in the center of the blue administration menu bar.



Click your branch name in the branch listing box to view or edit the following information:

Basic branch information:

Branch name, address, number, and primary contact information

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

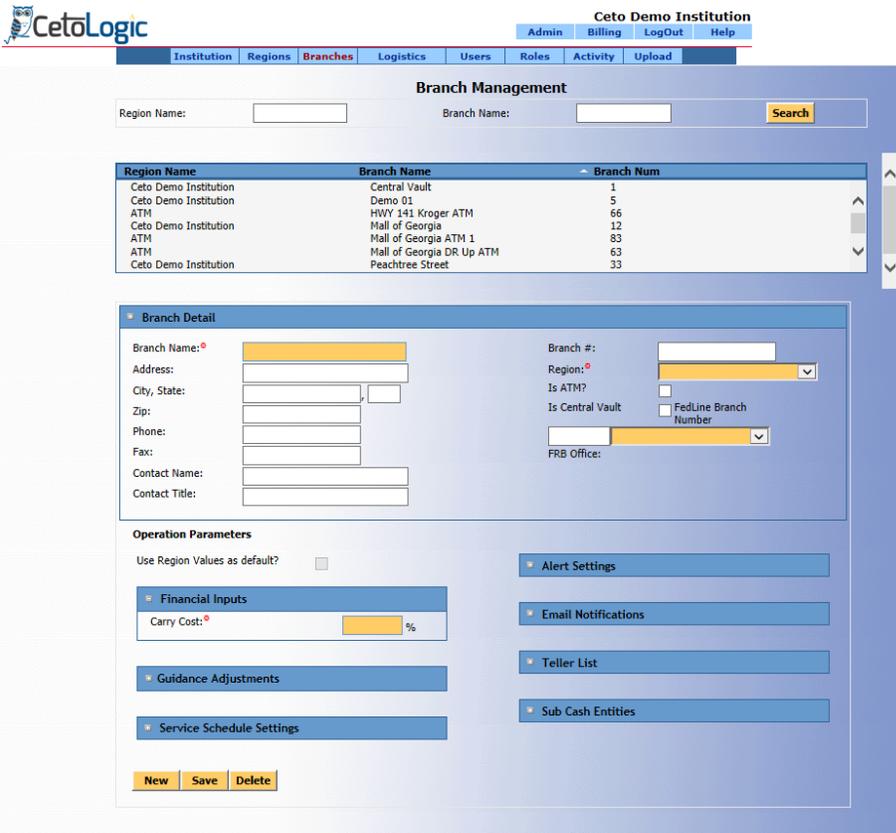
C3 Financial offers several option parameters that increase tracking capability, offer cash level guidance and alert management to cash swings.

If "Use Region Value" is checked, C3 Financial will only apply the Region's values for Financial Inputs. All other Operation Parameters for the Branch must be entered.

Financial Inputs:

These are the costs associated with carrying cash.

Carry Cost is the interest that could potentially be earned on excess cash levels.



Target Adjustments

The Guidance Engine that runs C3 Financial’s ReqCurrencySM module offers recommendations that guide your cash ending balance toward the target. The Target Adjustments area allows you to set and manage denomination minimums (floors) as well as buffer denominations during high usage time periods.

Floor represents the minimum cash ending for each denomination. The Floor is the base of the Target calculation.

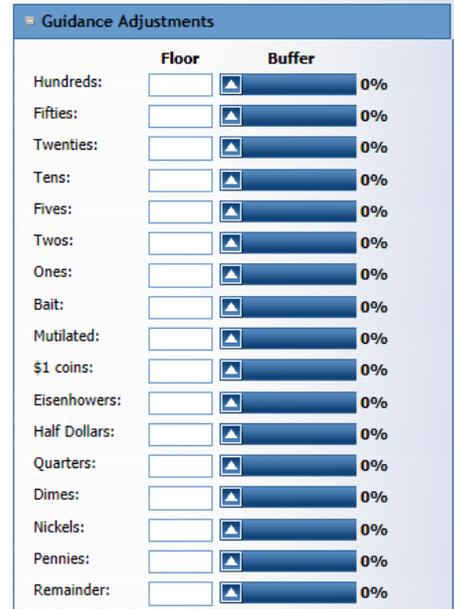
Buffer allows the Target and ReqCurrency calculations to be increased up to 100%, for brief periods. It is important to remember to return the buffers to 0% once the need for increased cash has diminished. This will bring your cash levels back down to the Target.

Increasing the Target Adjustment Buffers

Left Click and hold the mouse pointer over the selected denomination and slide the bar to the desired percentage.

Once you have adjusted the appropriate denominations, click “Save” at the bottom of the page.

To check the changes, navigate back to the Branch Orders tab and review the order and deposit recommendations.



Floor Management 101

During the initial implementation, the floors are set based on the denomination level usage, available to Logicpath. Adjustments will need to be made as the branch changes its operational make-up. The Floors should be reviewed every 6 months for accuracy.

There are several things to consider when making adjustments to the floors:

- The Average Daily Usage, by denomination, for the branch.
- The number of devices (cash dispensers, recyclers and ATMs) a branch manages.

The first number to take into consideration will be the overall minimum cash ending for the branch. Using the Denomination Detail Report and Average Daily Usage, determine the denomination percentage of the total Average Daily Usage by dividing the denomination usage by the total Average Daily Usage. Apply these percentages to the overall minimum cash ending for the branch.

Once the Usage percentages have been applied to the overall minimum cash ending, review the operational make-up of the branch against the percentages, paying careful attention to the top three denominations. A branch with several devices will need to have the top three denominations rebalanced based on the number



and type of device. For example, a branch that fills an ATM loaded with only \$20's, will need to have the floor for \$20's increased to account for the amount that is loaded into the machine on a weekly basis.

Service Schedule Settings: These can only be set at the branch level. These settings allow C3 Financial to calculate deposit and order recommendations based on a specific carrier and schedule.

Service Schedule 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.

Service Calendar 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.

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

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

Optional Operation Parameters

Alert Settings

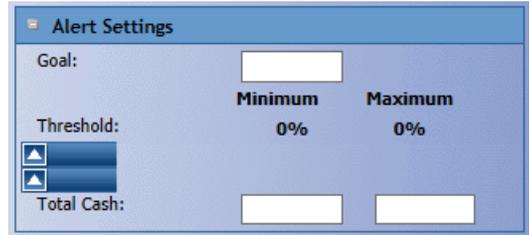
The Minimum, Maximum and Goal amounts are cash ending indicators that can be set for branch managers. These are fixed numbers and must be reviewed periodically for accuracy.

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 amount that management does not want the branch to go above.

The Goal represents the current cash level management expects a branch manager to achieve.

Minimum and Maximum Thresholds are warning systems that notify your institution's 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).



- ★ Logicpath suggest not using a Goal to convey cash level expectation, as it is a fixed number. The Target is an excellent communication of cash level expectation because it fluctuates as the customer base changes.

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 allows the branch to track cash at the teller level. Enter the teller name and number into the fields and click "Add." After the teller is added, click "Save" to finalize the addition. This will enable the teller for this branch.

The screenshot shows a form titled "Teller List" with an "add" button and two input fields labeled "Name" and "Number".

Teller level tracking has no effect on the overall branch cash ending tracking.

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.

- ★ The Teller Section can be used to track ATM usage!

ATMs in CE: Enter the total number of ATMs that are serviced by the branch and the average weekly load into each.

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

Once the desired fields are populated, click the "Save" button to save the branch.



Section VII - Reporting

Reports

Denomination Detail

The Denomination Detail Report shows the Activity Ledger by denomination. To display a day's denomination detail, click on the date's row you wish to see. This view provides access to each denominations usage by Cash Ending, Orders, and Deposits.

The default date range for this report is the most current 30 days. To change the date range, manually enter new dates in the start date and end date or use the calendar, to the right of each field, to select dates and click "Go" to refresh the page. The historical selection menu allows you to jump quickly to a new time period.

Using the Denomination Detail Report

The Denomination Detail Report can be used to determine the most optimized cash mix for your vault. At the bottom of the chart, click on the "Average" line. The average denomination detail will drop down. The Usage column shows the average daily customer usage, by denomination.

Demo 01 #5 View: Denomination Detail				
Select Historical Range: <input type="text" value="select a period ..."/> Reports ▾				
or				
Enter Start and End Dates: <input type="text" value="2/16/2014"/> <input type="text" value="3/16/2014"/> <input type="button" value="Go"/>				
<input type="checkbox"/> Expand all denoms. <input type="checkbox"/> Collapse all denoms.				
Date	Cash Ending	Order	Deposit	Usage
Sun 02/16/2014	\$228,160			(\$2,8)
Mon 02/17/2014	\$228,160			
Tue 02/18/2014	\$230,536			\$5,
Wed 02/19/2014	\$385,784	\$196,000		(\$40,7
Thu 02/20/2014	\$367,008			(\$18,7
Fri 02/21/2014	\$298,987			(\$68,0
Sat 02/22/2014	\$276,864			(\$22,1
Sun 02/23/2014	\$276,864			(\$2,8
Mon 02/24/2014	\$279,857			\$5,1
Tue 02/25/2014	\$253,401			(\$26,4
Wed 02/26/2014	\$420,324	\$208,000	\$1,050	(\$40,0
Thu 02/27/2014	\$415,666			(\$4,6
Fri 02/28/2014	\$312,156			(\$103,5
Sat 03/01/2014	\$275,693			(\$36,4
Sun 03/02/2014	\$275,693			(\$2,8
Mon 03/03/2014	\$216,743			(\$56,1
Tue 03/04/2014	\$192,695			(\$24,0
Wed 03/05/2014	\$408,417	\$235,500	\$5,550	(\$14,2
Thu 03/06/2014	\$379,425			(\$28,9
< >				
Total:	\$9,747,845	\$874,500	\$6,600	(\$597,203)
Hundreds:	\$5,003,800	\$570,000		(\$380,800)
Fifties:	\$1,887,850	\$180,000		(\$130,700)
Twenties:	\$1,931,200	\$82,000		(\$52,160)
Tens:	\$450,610	\$25,000		(\$22,440)
Fives:	\$205,575	\$12,000		(\$11,960)
Twos:	\$3,070			\$8
Ones:	\$85,673	\$3,500		(\$3,160)
\$1 coins:	\$4,483			(\$95)
Eisenhowers:				
Half Dollars:	\$4,122			\$446
Quarters:	\$54,935	\$2,000	\$5,000	\$1,619
Dimes:	\$23,671		\$1,000	\$1,223
Nickels:	\$6,089		\$400	\$382
Pennies:	\$2,842		\$200	\$229
Bait:	\$48,000			
Mutilated:	\$21,638			\$205
Remainder:	\$3,032			
Average:	\$336,133	\$218,625	\$3,300	(\$20,593)



Charts

Order vs. Recommendation

The Order vs. Recommendation chart compares three pieces of order/deposit data: C3 Financial’s guidance, the branch’s processed and the carrier’s fulfillment amounts. The radio button in the center at the top of the chart allows you to switch between order and deposit amounts for the specified date range.

The chart will display up to 8 orders/deposits. This is helpful when determining the order/deposit habits of the branch.

The default date range is the most current 30 days. To change the date range, manually enter new dates in the start date and end date or use the calendar, to the right of each field, to select dates and click “Go” to refresh the page. You can also use the historical range drop down to automatically refresh to a new time period.



Cash Ending vs. Usage & Target

The Usage vs. Cash Ending & Target chart illustrates the difference between the actual daily cash ending and the actual daily usage over the specified date range. The red line dividing the two is the Target; which is the amount of cash C3 Financial calculates as the optimum cash ending for your branch.

The default date range is the most current 30 days. To change the date range, manually enter new dates in the start date and end date or use the calendar, to the right of each field, to select dates and click “Go” to refresh the page. You can also use the historical range drop down to automatically refresh to a new time period.



★ Cash ending points that hit the zero line indicate a day with missing data. Conversely, a usage point that is abnormally high can indicate an order entered on the wrong day.



Using the Cash Ending vs. Usage & Target Chart

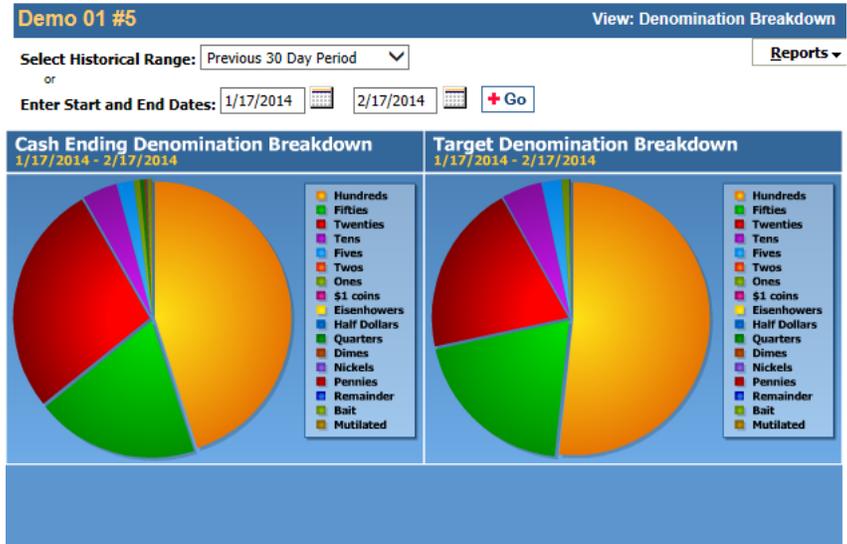
The Usage vs. Cash Ending & Target Chart can be used to determine how effectively you are managing your cash. A chart with a large distance between the Cash Ending and Target lines shows that you are carrying more cash than needed to supply your customers. On the other hand, a chart that has only a little space between the cash ending and target or the two lines intersect shows that you are keeping the correct amount of cash in your branch to supply your customers. This situation is the ultimate goal.

Denomination Breakdown

The Denomination Breakdown chart shows a graphical view of the information contained in the Denomination Detail report. The pie chart on the left illustrates the denomination cash ending for the last day data was entered and the pie chart on the right illustrates the denomination usage for the most recent 30 day period.

These pie charts assist in achieving the optimum denomination mix, based on your customer demand.

The default date range is the most current 30 days. To change the date range, manually enter new dates in the start date and end date or use the calendar, to the right of each field, to select dates and click "Go" to refresh the page. You can also use the historical range drop down to automatically refresh to a new time period.



★ Optimizing every denomination in your branch will help you bring your cash levels down even more!



Trend Analysis

The Trend Analysis Chart illustrates the change in your Average Cash Ending and Average Target over the specified date range. The radio buttons at the top of the chart allow you to look at your trends over three moving averages; 7-day, 14-day and 30-day.

The default date range is the most current 30 days. To change the date range, manually enter new dates in the end date or use the calendar, to the right of each field, to select dates and click "Go" to refresh the page. You can also use the historical range drop down to automatically refresh to a new time period

Using the Trend Analysis Chart

The Trend Analysis Chart can be used to determine how much your Cash Ending and Average Target have decreased or increased. Ideally, both lines should mirror one another. If either line begins to rise or lower, the other should mimic its motion.



The EOQ Calculator

This chart plots the calculation of the Economic Order Quantity for the previous 30 day period. This powerful tool allows the user to calculate what effect a prospective change in inventory variables will have on the institution's order patterns. The inventory variables are Carry Cost and Delivery 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 at. The Delivery Cost is the cost your branch spends to and from ship cash to the branch. Usually this cost is the armored car expense. By changing these variables in the calculator and clicking "Calculate," the EOQ Calculator will recommend a new order amount and number of Orders.

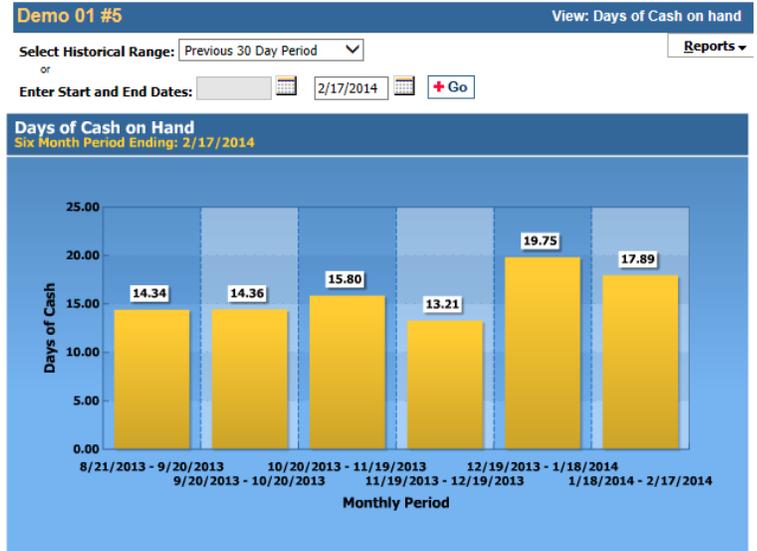


If the Cash Amount is a negative number, your branch is a Net Cash User and the recommended amount is in Deposit into the branch. If the Cash Amount is a positive, your branch is a Net Cash Supplier and the recommended amount is an Order total.

Days of Cash on Hand

This chart is a visual representation of your cash inventory; the amount of cash on hand versus the amount of cash needed for one day of operation. This chart is used to show you how well your branch is managing your cash inventory. C3 Financial assists you in keeping enough cash in the branch to service customers until the next shipment is received. A weekly shipper's optimum number of days of cash on hand is eight to nine. A bi-weekly shipper is optimized with sixteen to seventeen days.

The default date range is the most current 30 days. To change the date range, manually enter new dates in the end date or use the calendar, to the right of each field, to select dates and click "Go" to refresh the page. You can also use the historical range drop down to automatically refresh to a new time period.



Economic Order Quantity (EOQ):

Cash has two costs associated with its maintenance. The first is the cost of ordering, which declines on a per-dollar basis. The second is the cost of maintaining, which increases with the amount of cash that is kept at the branch. EOQ calculates the optimum Order Amount determined by the actual or expected total cash usage.

Using the EOQ Calculator on a quarterly basis will help you determine the most cost effective Order schedule.



Section VIII - Logging Out

Click the log out button to securely exit the program. If a user does not log out, it is possible for a non-authorized user to access the website.

A Glossary of Useful Terms

Activity Ledger: A quick view of the branch cash position, broken down by day.

Actual Daily Usage: Actual Daily Usage is found on the final column of the Activity Ledger for each day. This number represents the net amount of cash inventory the customers took out of or brought to the branch on a given day. Reviewing the Actual Daily Usage shows the customer cash need trends.

Average Daily Usage: Average Daily Usage is found at the bottom of the Activity Ledger. It is the final column on the Averages line. This number represents the average daily customer demand on the branch's cash inventory over the specified period. In the most basic of calculations, this number provides good insight to how much cash you might need for the coming week.

Branch Dashboard: The first screen displayed upon login is the Branch Dashboard. It displays the most frequently used information in one easy and accessible view.

Branch Snapshot: The Branch Snapshot displays cash statistics for the specified date range in the Activity Ledger. The Branch Snapshot is a visual representation of branch performance.

Branch Summary: The Branch Summary offers a quick reference to current operational information. The Branch Summary is locked into place no matter what page you are viewing. The date range for the Branch summary is always the current operational period.

Carrier: The Carrier specifies the branch's armored car or cash delivery service. C3 Financial uses this field to determine the correct bundle size for recommendations.

Carry Cost: The cost of maintaining cash at the Cash Entity. The most important component of this is the funding rate, but costs such as insurance should also be included. We recommend that a longer term investment horizon be considered when developing a re-investment rate for estimating carry cost.

Cash Ending: Cash ending is the total end of day cash balance in the branch. This number includes the vault, teller line and any cash dispensers or ATMs that are filled by the vault.

Centralized Ordering: The process of ordering cash for all branches from a single location is considered Centralized Ordering. Typically, the action of ordering is done by the Accounting Department or the Central Vault.



Client Identification: The Client Identification is one of 3 fields required when logging into the C3 Financial. If your username is your email address, you will not need to enter a Client Identification, it will auto populate for you.

Current Operational Period: This period refers to the last day a cash ending was entered minus thirty days.

De-Centralized Ordering: In a de-centralized ordering process, each branch or entity will order cash independently from the institution.

Deposit: Deposit represents the cash shipped from the branch to an outside source. As with orders an outside source including the Federal Reserve Bank, a Cash Supplier or another branch in the same institution.

Denomination Remainder: The unallocated portion of Cash Ending at the Cash Entity level. This updates as part of the submit process and applies to Cash Ending, Orders In and Deliveries Out. This field is updated programmatically when the record is saved.

Expected Date: The Expected Date refers to the next date an Order or Deposit is supposed to occur. The number can be manipulated for emergency service or special requests.

Floor: The minimum cash ending for each denomination. The Floor is the base of the Target calculation

File Upload: File Upload is the process of entering cash ending data into the Cash Calculator using a computer generated file.

Fulfill: Fulfill refers to the physical act of receiving an Order or shipping out a Deposit.

Goal: A subjective goal for Average Cash Ending by branch/entity. The Goal is by Cash Entity and reflects a management expectation that is established. The Goal does not reflect a maximum amount but instead a targeted average. This replaces Cash Limits, which have previously guided cash management at the Cash Entity. Ultimately, the Goal and the Average Target should be equal. However, the Goal can be used as an interim guide to track progress of a Cash Entity in achieving their Average Targets over time.

Manual Entry: Manual entry is the process of entering cash ending data into the Cash Calculator via the computer keyboard.

Max Usage: Max Usage is found two places on the Branch Dashboard. First, on the Branch Snapshot it is the second bar on the chart. Second, it is the green line on the Activity Ledger. This number represents the highest amount of cash given out to customers in a single day over the specified period. In essence, Max Usage is the worst-case scenario for cash inventory demand.

Maximum: A maximum cash amount that a Cash Entity should have on hand at any point in time. This would be equal to cash limits previously established for Cash Entities.



Minimum: The Minimum of Cash Ending that the institution would like to see in a particular Cash Entity. This can be subjective, but should be calculated by using of number of teller drawers and the cash totals of those drawers. The minimum would also include a vault total if a separate cash vault exists in the branch

Net Period Usage: Net Period Usage is found at the bottom of the Activity Ledger. It is the final column on the Totals line. This number represents the total net amount of cash inventory the customers took out of or brought to the branch over the specified period. This number shows the volume of cash demand the branch experiences over time.

Net Supplier: A Branch with a positive usage number is called a net supplier of cash. In this scenario, more cash enters the branch from customer deposits than leaves in customer hands.

Net User: A Branch with a negative usage number is called a net user of cash. In this scenario, more cash leaves the branch in the customers' hands than comes in on deposit.

Order: Order represents the cash shipped to the branch from an outside source. An outside source includes the Federal Reserve Bank, a Cash Supplier or another branch in the same institution.

Order Cost: The cost of receiving Orders or shipping out Deposits. This should include all external costs but may include an internal cost of preparation, balancing cost or other costs associated with shipping in or delivering cash out.

Remainder: The Remainder is associated with the Cash Ending. The remainder refers to any amount of the Cash Ending that is not classified by a denomination. The remainder can represent bait, mutilated or miscellaneous denominations.

Request: Request refers to the amount of cash that you are ordering from an outside entity or the amount that you plan to deposit back to an outside entity.

Service Lead Time: The Service Lead Time is the number of full days between ordering and receiving cash.

Service Schedule: The Service Schedule represents the frequency of shipments, as well as the physical day they arrive in the branch.

Target: The Target is the suggested average cash ending for a branch. The Target is calculated by denomination on a daily basis for each branch. The Target is calculated using three factors: Minimum Limit, Usage and Service Schedule.

Target Adjustment Buffer: During periods of sharply increased usage, the holiday season for example, denominations may need to be temporarily increased. The Target Adjustment Buffers allow up to a 50% increase in the suggested total for each denomination.



Teller Buy and Sell: The buys and sells that have occurred from and to the teller drawer with another teller or vault throughout the day. These files are similar to Orders and Deposits at the Branch level.

Teller Drawer Total: The Cash Ending drawer total for the teller or vault being tracked at the Cash Entity.

Usage: Usage refers to customer demand for cash inventory. The Usage calculations within C3 Financial allow you to learn more about your customer habits and trends. Usage is the basis for all target calculations and order recommendations offered by C3 Financial.

