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Bank Ordering Process (with ATM Dashboards)

Bank branches will use Branch Requisitions when entering Orders and Shipments (deposits) into the C3 Financial application.

C3 Financial will provide “Guidance” for cash orders and deposits by denomination and help each branch maintain appropriate levels of cash by denomination.

It is extremely important to record transactions in C3 Financial on the day in which they occur. Otherwise, usage will be calculated incorrectly which will result in incorrect “Guidance.”

Ordering for Branch and ATM

When ordering for a Branch and ATM you will place an order on the Branch dashboard then the ATM dashboard following the standard “Submitting Orders” process on each dashboard. For Instructions on entering orders/deposits please reference the “C3 Financial Document Ordering Processing Guide”. When your order arrives at the branch it will include the cash order for the ATM. Moving the cash to the ATM can either be done the same day or on a later day. Follow the appropriate steps below:

Transfer made to ATM - Same day

If you transfer the ATM order to the ATM the same day the cash arrives you fulfill the order on the branch dashboard for only the branch order amount (not including the ATM order) and you fulfill the order on the ATM Dashboard for what the ATM ordered.

1. When your order arrives at the branch, Login to C3 Financial and go to Branch Requisitions.
2. Choose the Dashboard you need to fulfill the Requisition for. (You should fulfill the branch order then the ATM order). Click on “Edit” in the action section of the corresponding order. (You must update each requisition individually).
3. Click the “Fulfill” option button in the Requisition Status section.

The screenshot shows the C3 Financial Branch Requisitions interface. At the top, there are navigation tabs: Branch Requisitions (highlighted), Ledger Entry, and Branch Dashboard. Below these is a sub-tab for Institution Reports. A dropdown menu shows 'Main Office #1' selected, with a 'Select a branch' dropdown set to 'Main Office'. A link 'Click here to go to the web site for Y Mellon' is visible. A red box with '1.' points to this link. Below is a 'Filters' section with date pickers for 'Select Requisitions from' (11/27/2012) and 'to' (12/25/2012), a 'Submit' button, and a 'Requisition Status' dropdown menu with options: Submit, Approve, Fulfill, and Cancel. A red box with '2.' points to the 'Fulfill' option. Below the filters is an 'Actions' section with radio buttons for Submit, Approve, Cancel, Fulfill, and a 'Save' button. A red box with '3.' points to the 'Fulfill' radio button. At the bottom, there are links for 'Check All' and 'Uncheck All', and a note '* denotes Requisitions that have notes.' Below this is a table of Requisitions.

	Id	Delivery Date	Type	Guidance	Requested	Fulfilled	Status	Action
<input type="checkbox"/>	19554	12/11/2012	Order	\$82,125	\$85,500	\$0	Submitted	Edit Delete
<input type="checkbox"/>	19469*	12/4/2012	Deposit	\$27,100	\$0	\$0	Fulfilled	Edit Delete
<input type="checkbox"/>	19461*	12/4/2012	Order	\$20,025	\$52,000	\$52,000	Fulfilled	Edit Delete
<input type="checkbox"/>	19364*	11/27/2012	Deposit	\$32,425	\$4,650	\$4,650	Fulfilled	Edit Delete
<input type="checkbox"/>	19354*	11/27/2012	Order	\$40,000	\$75,000	\$75,000	Fulfilled	Edit Delete

4. Verify the fulfill date is the date the order arrived at the Branch and ATM
5. Verify and make any needed changes to the fulfilled amount. The fulfilled amount for the branch should be the total amount of cash that arrived at the branch less what you transfer to the ATM the same day. The fulfill amount for the ATM should be what you transferred from the order that arrived at the branch into the ATM.
6. Note any discrepancies between the requested amount and fulfilled amount.
7. Click Save (Fulfill) this will record the order in your branch activity.



Main Office #1

Misc Requisition Information	
Type	Notes
Order	Click Here to Enter a Note 5.

7.

Requisitions Service Interval Date Range		
Service Interval	Fulfill Date	
From: 12/11/2012	To: 12/18/2012	12/11/2012

Requisition Status Information	
Requisition Status	Zero Requisition(Optional)
<input type="radio"/> Submit <input type="radio"/> Approve <input type="radio"/> Cancel <input checked="" type="radio"/> Fulfill	<input type="checkbox"/> No requisition required

6.

Denomination Detail			
Denomination	Recommendation	Request	Fulfill
Hundreds	50000	50000	50000
Fifties	0	0	0
Twenties	28000	30000	30000
Tens	3000	3000	3000
Fives	0	0	0
Twos	0	0	0
Ones	1100	1500	1500
\$1 coins	0	1000	1000
Eisenhowers	0	0	0
Half Dollars	0	0	0
Quarters	0	0	0
Dimes	0	0	0
Nickels	0	0	0
Pennies	25	0	0
Totals:	\$82,125	\$85,500	\$85,500

4.

8.

[Save \(Fulfill\)](#) [Cancel](#)

- Repeat the steps for the ATM Dashboard

Transfer made to ATM - later date

If you do not move the ATM order to the ATM the same day the cash arrives you fulfill the order on the branch dashboard for the entire amount received (branch cash and ATM cash). On the day you transfer the cash to the ATM you create and fulfill a **Deposit** on the branch dashboard for the amount you transfer to the ATM and you fulfill the **Order** on the ATM dashboard for the amount transferred.



1. When your order arrives at the branch Login to C3 Financial and go to Branch Requisitions.
2. Choose the Dashboard you need to fulfill the Requisition for.
3. Click on “Edit” in the action section of the corresponding order.
4. Click the “Fulfill” option button in the Requisition Status section.
5. Verify the fulfill date it the date the order arrived or was transferred.
6. Update fulfill amount for the total amount your branch received including the ATM order.
This should be the total amount that was added to your vault.
7. Note any discrepancies between the requested amount and fulfilled amount, including the ATM order.
8. Click Save (Fulfill) this will record the order in your branch activit
9. When you are ready to transfer money to your ATM login to C3 Financial and click on Branch Requisitions.
10. Choose the Branch Dashboard from the dropdown menu.
11. Click on “Add New Requisition”.
12. Change the radio button to “Deposit” type.
13. Change the Service Interval “From” and “To” date to the current date.
14. Click the “Fulfill” option button in the Requisition Status section
15. Change the Fulfill date to the current date.
16. Fill in what you are transferring to the ATM in the fulfilled column.
17. Click Save (Fulfill) this will record the order in your branch activity.
18. Return to Branch Requisitions and choose the ATM Dashboard from the dropdown.
19. Click on “Edit” in the action section of the corresponding order.
20. Click the “Fulfill” option button in the Requisition Status section.
21. Verify the fulfill date it the date the money was transferred to the ATM.
22. Update fulfill amount for the total amount you transferred to the ATM order. This should match the deposit you made on the branch.



23. Note any discrepancies between the requested amount and fulfilled amount, including the ATM order.

24. Click Save (Fulfill) this will record the order in your branch activity.

Please note the sequential order of the steps, which is pertinent for receiving accurate guidance.

