



logicpath™

# C3 Financial Administrator Manual

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# LOGICPATH

# C3 Financial

# Administrator Manual

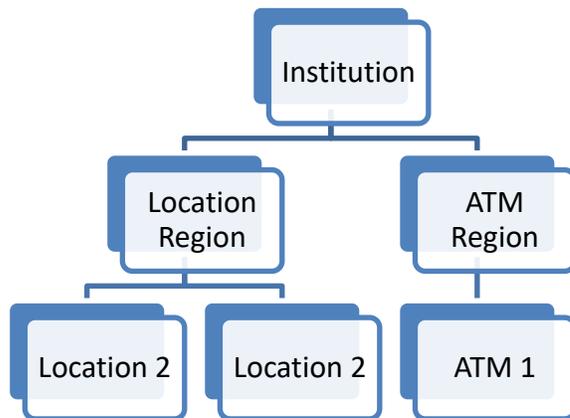
## SECTION I – WHAT IS C3 FINANCIAL?

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 daily. 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. Integration with 3 party money Supplier and Armor cars are also available thru using C3 Financial.

## 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.



## 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.

## Location

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

## SECTION II – CLIENT ADMINISTRATION

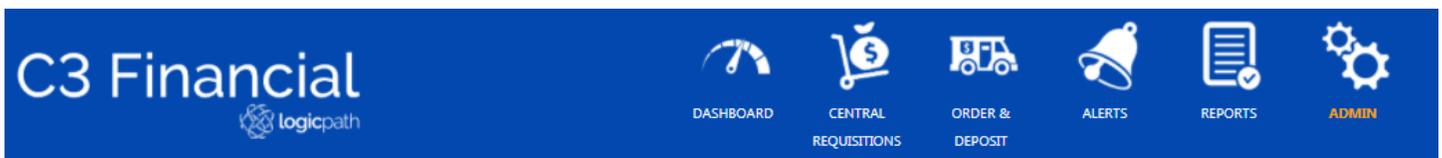
### Hierarchy

#### Managing the Institution

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

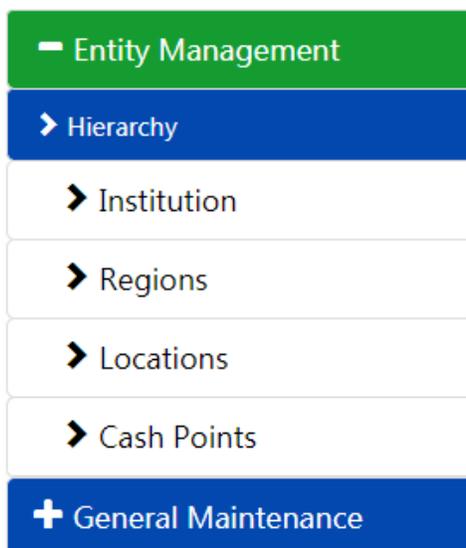
#### Accessing the Institution Management Screen

At the top of the Branch Dashboard, click the Admin tab on the far right of the Administration menu bar. This tab is available as long as the permission is assigned to the Role of the User logging in.



From this screen you will be able to add, update and adjust your institution's settings by drilling down the Hierarchy from the Entity Management. Each section of the Hierarchy can be edited here.

### Client Administration



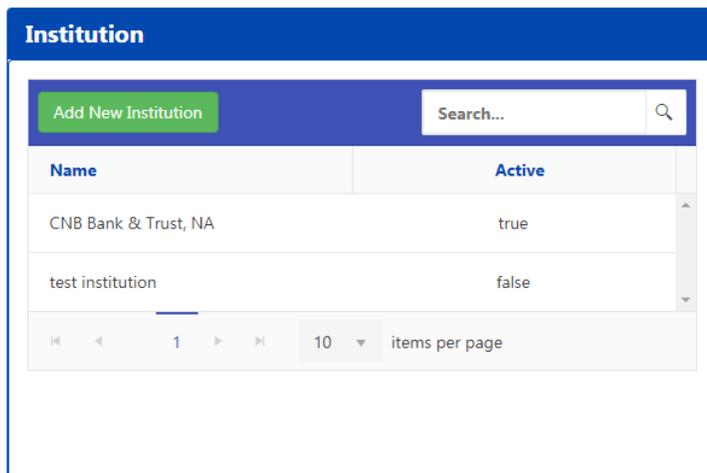


### Adding Institutions

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

### Details

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. The information is broken out into 3 tabs. Details, O/D Configuration and Calendar

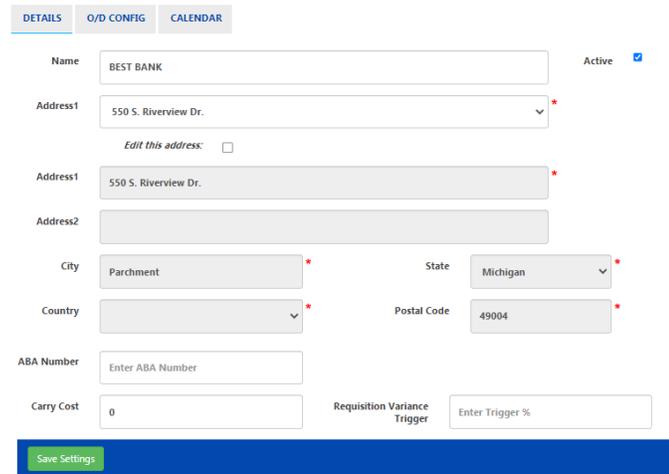


**Institution**

Add New Institution Search...

Name	Active
CNB Bank & Trust, NA	true
test institution	false

1 10 items per page



DETAILS O/D CONFIG CALENDAR

Name: BEST BANK Active

Address1: 550 S. Riverview Dr. \*

Edit this address:

Address1: 550 S. Riverview Dr. \*

Address2:

City: Parchment \* State: Michigan \*

Country: \* Postal Code: 49004 \*

ABA Number: Enter ABA Number

Carry Cost: 0 Requisition Variance Trigger: Enter Trigger %

Save Settings

### Details

#### Contact Information

#### ABA Number

Bank Routing Number, needed when uploading order to the Fed thru C3 Financial

#### 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.

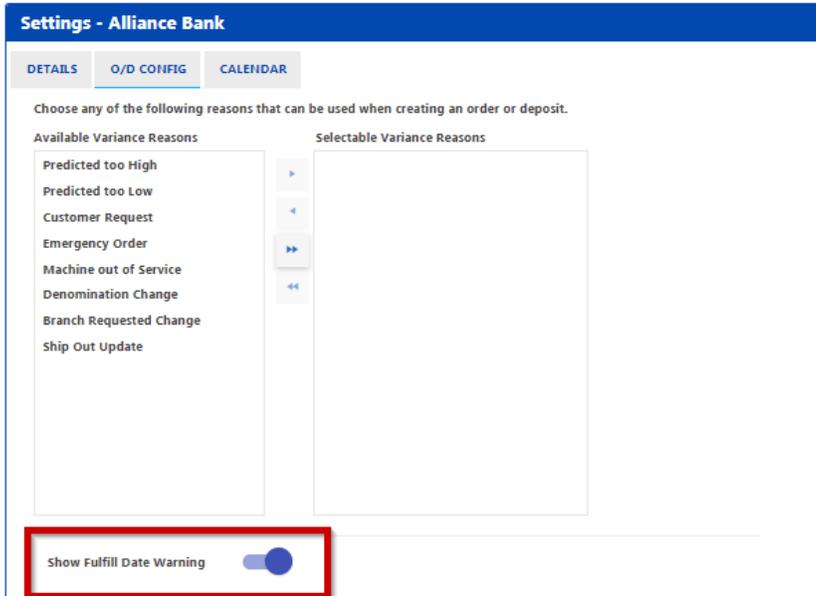
#### Requisition Variance Trigger

This percent will force the User to place a note if the Orders/Deposits go above the % defined here.

 Always click Save Settings after completing an action!

### O/D Config

If Variance reasons are selected for this Institution, the User can use those selected here for explanation when placing an Order/Deposit



**Settings - Alliance Bank**

DETAILS | **O/D CONFIG** | CALENDAR

Choose any of the following reasons that can be used when creating an order or deposit.

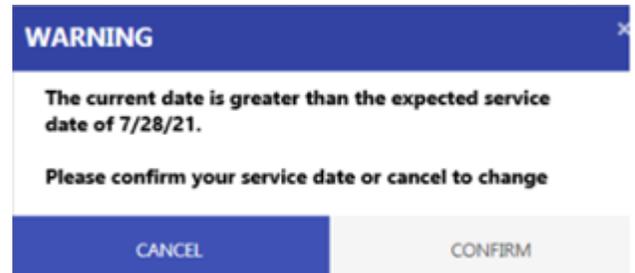
Available Variance Reasons

- Predicted too High
- Predicted too Low
- Customer Request
- Emergency Order
- Machine out of Service
- Denomination Change
- Branch Requested Change
- Ship Out Update

Selectable Variance Reasons

Show Fulfill Date Warning

**CONFIGURATION** – At the Institution Level under O/D Config tab there is a setting called “Fullfill Message” that when enabled will prompt user to check the FULFILL date if they are fulfilling service date that is not EQAUL to Current Date.



**WARNING**

The current date is greater than the expected service date of 7/28/21.

Please confirm your service date or cancel to change

CANCEL CONFIRM

### Calendar

A Closure Calendar is et at the Institution level (Parent Level). All Regions and Location will follow this calendar but can be changed at the Location or Region is closure is different.

**DETAILS** | **CALENDAR**

The following calendar shows the dates **CNB Bank & Trust, NA** is closed. Dates in a filled in circle are dates where this entity is currently closed.

Year:

JULY 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FRIDAY, JULY 30, 2021

\* US federal holidays are set to closed by default

### 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. All Location must be assigned to a Region. Reports can then be filtered by regions as well.

#### Details

Name Region

Assign to the Institution

Make Active or Inactive

**Regions**

Name	Institution	Active
Region 1	CNB Bank & Trust, NA	true

**Settings - North**

**DETAILS** | **CALENDAR**

Institution:

Name:   Active

**Calendar**

A Closure Calendar is set at the Institution level (Parent Level). All Regions and Location will follow this calendar but can be changed at the location or Region is closure is different

**Settings - Region 1**

DETAILS
CALENDAR

The following calendar shows the dates **Region 1** is closed. Dates in a filled in circle are dates where this entity is currently closed.

Year:

◀
▶
**JULY 2021**

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FRIDAY, JULY 30, 2021

\* US federal holidays are set to closed by default

Save Calendar

## Managing Locations

The Location is the entity level where most cash data is maintained. The majority of the Institution administration will be done at the Branch level.

### Location Detail

- Contact Information
- Region, assign all locations to a region for ease of filtering and running reports
- Name of Location ID: Location Number
- FRB Number and Office only need to be filled in if location orders to the Fed
- Type: Select Location, Atm or Central Vault
- Min/Max cash Level can be entered and will generate alerts when the location reached those limits.
- Time Zone: Client Time Zone
- **ALL fields in red are required.**

Settings - ATM Carlinville 4

DETAILS

DENOM CONDITIONS

SERVICE SCHEDULE

CASH POINTS

USERS

Region:

Name:  \* ID:  \*

Type:  Active:

Address1:  \*  
Edit this address:

Address1:  \*

Address2:

City:  \* State:  \*

Country:  \* PostalCode:  \*

Timezone:  \*

FRB Branch Number:  FRB Office:

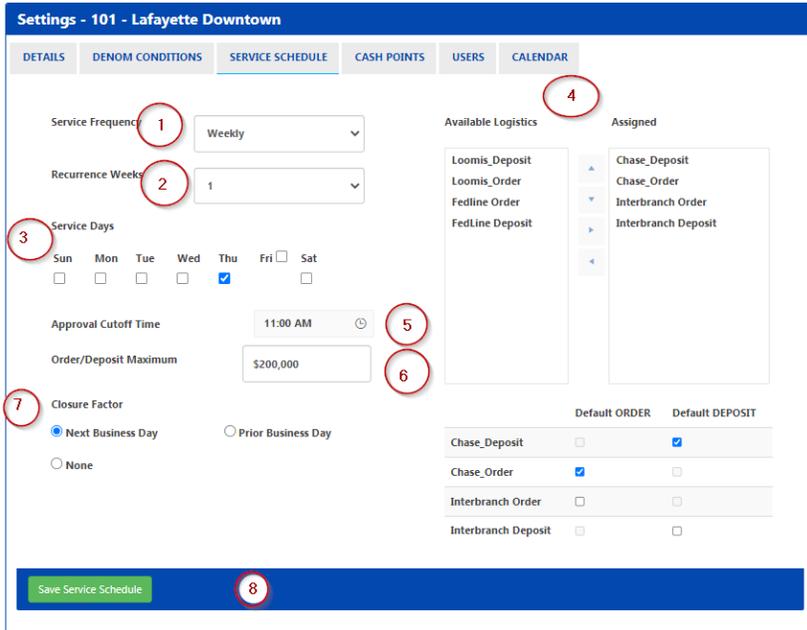
Min Cash Level:  Max Cash Level:

*Location – Denomination Conditions*

Settings - Blairsville					
DETAILS	DENOM CONDITIONS	SERVICE SCHEDULE	CASH POINTS	USERS	CALENDAR
Denom	Floor	Standing Order	Ceiling	Confidence	Forecast
Hundreds	\$0	\$0		90%	<input checked="" type="checkbox"/>
Fifties	\$0	\$0		90%	<input checked="" type="checkbox"/>
Twenties	\$0	\$0		90%	<input checked="" type="checkbox"/>
Tens	\$0	\$0		90%	<input checked="" type="checkbox"/>
Fives	\$0	\$0		90%	<input checked="" type="checkbox"/>
Twos	\$0	\$0		90%	<input checked="" type="checkbox"/>
Ones	\$0	\$0		90%	<input checked="" type="checkbox"/>
\$1 coins	\$0	\$0		90%	<input checked="" type="checkbox"/>
Eisenhowers	\$0	\$0		90%	<input checked="" type="checkbox"/>
Half Dollars	\$0.00	\$0.00		90%	<input checked="" type="checkbox"/>

- **Floor:** Extra Reserve above Safety stock can be entered here
- **Standing Order:** Place an amount for an ATM or other Location Device that makes a weekly standing order. This amount can be chosen when placing an order.
- **Ceiling:** Place a Max amount can be ordered at one time for this denom. If Guidance is above this amount the ordered amount will be replaced with the ceiling defined here.
- **Confidence Level:** The Confidence Interval is the Service Level percentage that is used to calculate Safety stock for each denomination for a branch.
- **Forecast:** Turn on/off a denomination from going thru forecast by using the slide bar.

*Location – Service Schedule*



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.

1. **Service Frequency:** Branch Delivery Schedule
2. **Recurrence Weeks:** How Often
3. **Service Days:** Day of week of Delivery
4. **Logistics:** Packing Info Defined in Logistic
  - Configured in General Maintenance
  - All Locations must have One Default Order - Deposit
5. **Approval Cut Off:** Will generate alert to Users
  - **OPTIONAL (Alert only if user is subscribed to it by role)**
6. **Order/Deposit Maximum:** Will not allow user to enter more than the defined amount - **OPTIONAL**
7. **Closure Factor:** If delivery day falls on a closure day configured in Calendar tab above, the default delivery day will be the option selected.

*Location – Cash Points*

Settings - 131 1 - Rensselaer DU					
DETAILS	DENOM CONDITIONS	SERVICE SCHEDULE	CASH POINTS	USERS	CALENDAR
Name	Cash Point File ID	Cash Point Type			
Drawer 13111	13111	Teller Drawer	▼	Save	Deactivate
Drawer 13112	13112	Teller Drawer	▼	Save	Deactivate
Drawer 13114	13114	Teller Drawer	▼	Save	Deactivate
Drawer 13117	13117	Teller Drawer	▼	Save	Deactivate
Vault 13126	13126	In-branch Vault	▼	Save	Deactivate

**Name:** Cashpoint Name

**File Identifier:** Number associated with the location

**Cash Point Type:** Identifies which type of device the drawer represents. Can Filter Reports by Cash Point Type

- To change the cash point type, select from the dropdown menu
- Add New Cash Point: Allows to add a new cash point not in the file
- Deactivate: Any cash point can be deactivated if applicable

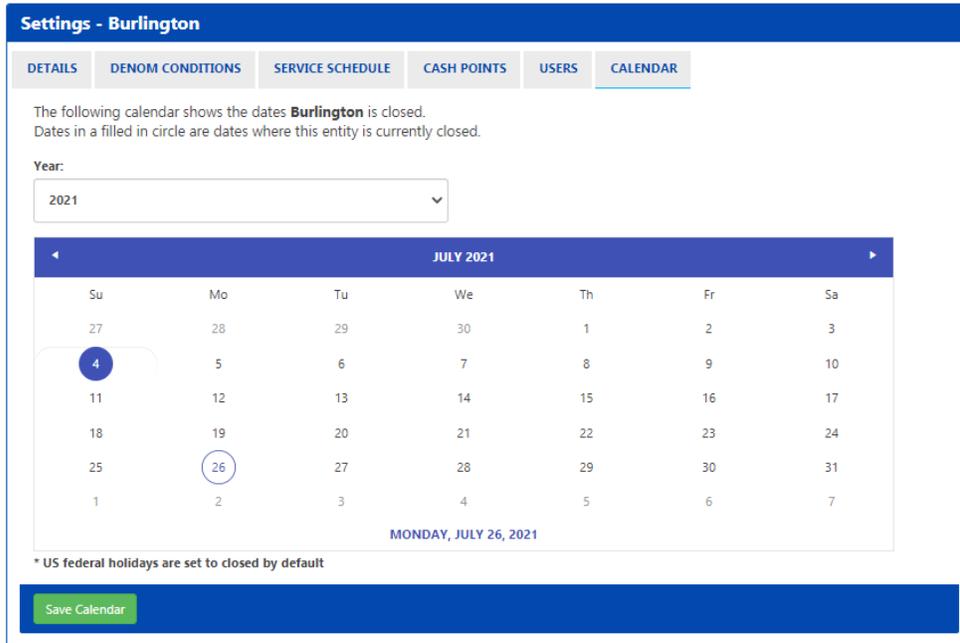
*Location Users*

Settings - Burlington					
DETAILS	DENOM CONDITIONS	SERVICE SCHEDULE	CASH POINTS	USERS	CALENDAR
<input type="text" value="Search"/>					
First Name	Last Name	Role			
Katie	Banicki	Admin			
Kristen	Barnhart	Admin			
Katie	Beyer	Regional			
Cali	Draffkorn	Location User			
Kim	Holt	Admin			

This is a list only and cannot be edited here.  
 All changes are made in the General Maintenance Users Screen.

**Location – Calendar**

Defined Banking Centers Closure Days



**Settings - Burlington**

DETAILS DENOM CONDITIONS SERVICE SCHEDULE CASH POINTS USERS **CALENDAR**

The following calendar shows the dates **Burlington** is closed.  
 Dates in a filled in circle are dates where this entity is currently closed.

Year: 2021

JULY 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

MONDAY, JULY 26, 2021

\* US federal holidays are set to closed by default

Save Calendar

- Highlight the day of each month that the Location is closed.
- After Closed days are highlighted be sure to click save.
- When placing an order for his Location If delivery day falls on a closure day the default delivery day will be the option selected in the Service Schedule Tab.

**Cash Points**

List Assigned to each Location

Cash Points				
Add New Cash Points		Search...		
Name	ID	Type	Location	Active
ATM Conn. - 255	1	In-branch ATM	Carlinsville	false
Branch Vault - 283	1	In-branch Vault	Carlinsville	false
ITM - 1 - 700	1	ITM	ITM Hillsboro 2	true

Edits can be made to the

- Name
- Type
- Client ID
- Location
- Active vs Inactive

**Settings - UnknownTeller - 1001 - 1053**

Name:  Location:

Type:  Active:

Client Identifier:

## General Maintenance

### Logistics

Defines Ordering and Packing Information

Logistics					
Name	Money Supplier	Carrier	Leadtime	PackagingType	Type
Fedline	Fedline	Loomis	2	Fed Strapped	Order
Loomis	Loomis	Loomis	2	Loose	Order
test	Fedline	Loomis	5	Fed Strapped	Order
Tina's	US Bank	Loomis	2	Currency x 100 Count	Both

[Add New Logistics](#)

### Modify [Fedline] Details

**Logistics Name**

**Type**

**Money Supplier**

**Carrier**

**Packaging Type**

[Show Denom Details](#)

**Leadtime**

**Shipment Cost**

[Save](#)

- **Logistic Name:**
- **Money Supplier:** Who is supplier of the money
- **Type:** Order, Deposit or Both
- **Carrier:** Armor Car Carrier
- **Packaging Type:** Fed Strap, Fed Bundle, Loose, X100
- **Lead Time:** Days in advance the order is to be placed (will trigger alert)
- **Shipment:** Cost: Delivery Cost
- **Show Denom Details:** Will expand to show you the denom packing defined

## Logistic Maintenance

## Customize Packing Information

### Modify [Interbranch Transfer - Orders] Details

Logistics Name	<input type="text" value="Interbranch Transfer - Orders"/>
Type	Order ▼
Money Supplier	Fedline ▼
Carrier	Loomis ▼
Packaging Type	Loose ▼ tester 🔍
Leadtime	Select Packaging Type
Shipment Cost	NO DATA FOUND. DO YOU WANT TO ADD A NEW PACKAGE TYPE - 'TESTER' ? <a href="#">ADD NEW</a>

[Save](#)

- To Create a Customize Packing type, Type out a new name in the Packing Type Field.
- Message received: No data found do you want to add a new packing type?
- Select [ADD NEW](#)

## Alerts Library

Alerts are assigned to Roles

Select Preview to see the message of the Alert when it is delivered

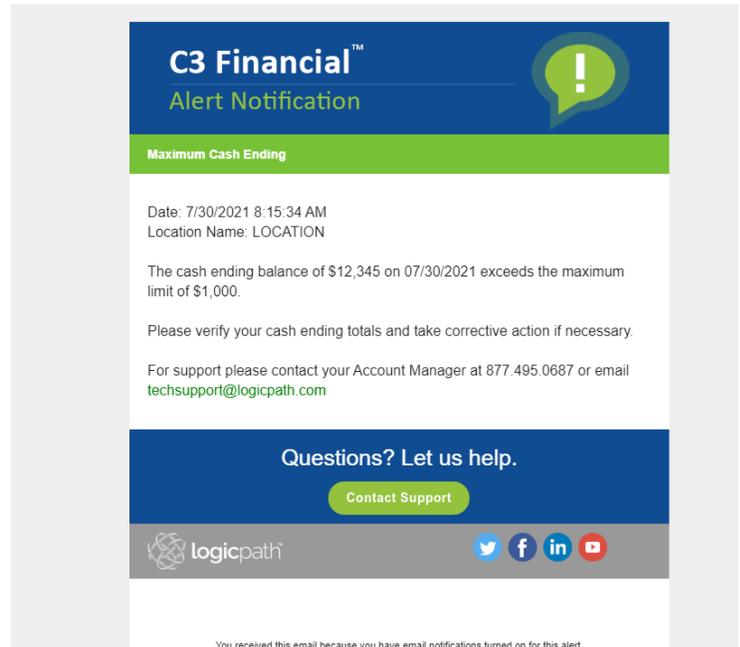
Assign	Alert	In-App Message	Email Message
<input checked="" type="checkbox"/>	Cash Order Due Email <input checked="" type="checkbox"/> In-App Display <input checked="" type="checkbox"/>	The deadline for your cash order is approaching	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Missing Cash Ending(s) Email <input checked="" type="checkbox"/> In-App Display <input checked="" type="checkbox"/>	Cash endings are missing for the most recent %s days	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Suspicious Cash Demand Email <input checked="" type="checkbox"/> In-App Display <input checked="" type="checkbox"/>	Check cash usage - demand is not typical	<a href="#">Preview</a>

[Save Alert Permissions](#)

Select Preview to see the message of the Alert when it is delivered

**Email Message**

- **In- App Message:** Alert received in C3 Financial
- **Email Message:** Alert received via email.
- **Review in-app** message and Email Message.



**C3 Financial™**  
Alert Notification

**Maximum Cash Ending**

Date: 7/30/2021 8:15:34 AM  
Location Name: LOCATION

The cash ending balance of \$12,345 on 07/30/2021 exceeds the maximum limit of \$1,000.

Please verify your cash ending totals and take corrective action if necessary.

For support please contact your Account Manager at 877.495.0687 or email [techsupport@logicpath.com](mailto:techsupport@logicpath.com)

Questions? Let us help.

Contact Support

You received this email because you have email notifications turned on for this alert.

**Reports Library**

Reports are assigned to the Users by Assigned Roles

**Reports**

**Institution Cash**

- Cash Analysis
- Cash Ending vs Usage
- Location Activity
- Order and Deposit Audit

**Institution Requisition**

- Guidance versus Actual Residual
- Orders and Deposits Audit Status
- Orders and Deposits by Denomination
- Orders and Deposits Variances

**Cash Entity**

- Service Schedule Review

Save Client Report Settings

## Roles Maintenance

Roles define what users can and cannot do and what users can view. 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 four primary roles used in the C3 Financial application: Administrator (A), Vice-President (VP), Location User (BM) and Central Approver. 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. Please see Document on “Roles”

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.

### *Location User*

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.

### *Central Approver*

The Central Requisition Role is the individual responsible for approving / placing orders.

*Role Management Detail and Permissions Tab*  
*See Roles Permissions documentation*

**Admin Details**

DETAILS
PERMISSIONS
ALERTS
REPORTS

**Name**

**Description**

**Landing View**

Save Admin Details
Delete Admin Role

**Admin Details**

DETAILS
PERMISSIONS
ALERTS
REPORTS

Application View	Permission
Alerts	<input checked="" type="checkbox"/> View
Central Requisitions	<input checked="" type="checkbox"/> Approve <span style="float: right;"><input checked="" type="checkbox"/> Cancel</span> <input checked="" type="checkbox"/> Fulfill <span style="float: right;"><input checked="" type="checkbox"/> Submit</span> <input checked="" type="checkbox"/> View
Client Admin	<input checked="" type="checkbox"/> View
Client Alerts	<input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span>
Client Denoms	<input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span>
Client Logistics	<input checked="" type="checkbox"/> Add <span style="float: right;"><input checked="" type="checkbox"/> Delete</span> <input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span>
Client Reports	<input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span>
Client Roles	<input checked="" type="checkbox"/> Add <span style="float: right;"><input checked="" type="checkbox"/> Delete</span> <input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span>
Client Users	<input checked="" type="checkbox"/> Add <span style="float: right;"><input checked="" type="checkbox"/> Delete</span> <input checked="" type="checkbox"/> Edit <span style="float: right;"><input checked="" type="checkbox"/> View</span> <input checked="" type="checkbox"/> Password Reset

### Roles (Alerts and Details tab)

Reports and Alerts can be assigned to a Role from the Reports/Alerts Library

**Admin Details**

DETAILS

PERMISSIONS

ALERTS

REPORTS

Alert

- Cash Order Due
- Missing Cash Ending(s)
- Suspicious Cash Demand

Save Admin Alerts

**Admin Details**

DETAILS

PERMISSIONS

ALERTS

REPORTS

Report	Description
<input checked="" type="checkbox"/> Order and Deposit Audit	Order and deposit audit based on service schedule.
<input checked="" type="checkbox"/> Location Activity	
<input checked="" type="checkbox"/> Cash Analysis	
<input checked="" type="checkbox"/> Orders and Deposits by Denomination	
<input checked="" type="checkbox"/> Guidance versus Actual Residual	
<input checked="" type="checkbox"/> Service Schedule Review	
<input checked="" type="checkbox"/> Orders and Deposits Variances	
<input checked="" type="checkbox"/> Orders and Deposits Audit Status	

Save Admin Reports

### User Maintenance (Add/Edit Users)

Add New User Button

Highlight User to Edit

+ Users					
Search					
	First Name	Last Name	Role	Email	Status
<input checked="" type="checkbox"/>	CNBBank	Admin	Admin	klai@logicpath.com	Active
<input type="checkbox"/>	McKay	Barnes	Admin	mbarnes@cnbil.com	Active
<input type="checkbox"/>	Jeanie	Glass	Branch	jglass@cnbil.com	Active
<input type="checkbox"/>	Angela	Levora	Admin	alevora@cnbil.com	Active
<input type="checkbox"/>	Kim	Murray	Admin	kmurray@cnbil.com	Active
<input type="checkbox"/>	Maureen	Oswald	Admin	moswald@cnbil.com	Active
<input type="checkbox"/>	Paula	Terry	Admin	pterry@cnbil.com	Active
<input type="checkbox"/>	Kelly	Wood	Admin	kwood@cnbil.com	Active

Add New User

#### Edit - CNBBank Admin

**Username**  \*

**Password**

**First Name**  \*

**Last Name**  \*

**Email**  \*

**Phone**  **Ext**

**Role:**  \*

**Entities**  CNB Bank & Trust, NA (Institution) \*

- Region 1 (Regions)
  - Carlinville (Locations)
  - Carlinville 2 (Locations)
  - Carlinville 3 (Locations)
  - ATM Carlinville 4 (Locations)
  - Carlinville Vault (Locations)

Username: Email Address

Password: They define upon login

Role:

Entities: Must be assigned to at least ONE branch.

### 3<sup>rd</sup> Party Mapping

Used to map Integration with Car Carrier and Federal Reserve (Done during Implementation) Needs to be updated when new branches added or process changes.

**Third Party Mapping**

Location	#	FRB Branch #	FRB Office	FRB Office Code
Cranston Banking Center	3	<input type="text"/>	Select Location ▼	<input type="text"/>
Janesville Banking Center	2	<input type="text"/>	Select Location ▼	<input type="text"/>
Beloit Main Banking Center	1	<input type="text"/>	Select Location ▼	<input type="text"/>
Roscoe Banking Center	6	<input type="text"/>	Select Location ▼	<input type="text"/>
Belvidere Banking Center	12	<input type="text"/>	Select Location ▼	<input type="text"/>
Perryville Banking Center	9	<input type="text"/>	Select Location ▼	<input type="text"/>
11th Street Banking Center	7	<input type="text"/>	Select Location ▼	<input type="text"/>

Save Details

### Inbound Files Settings

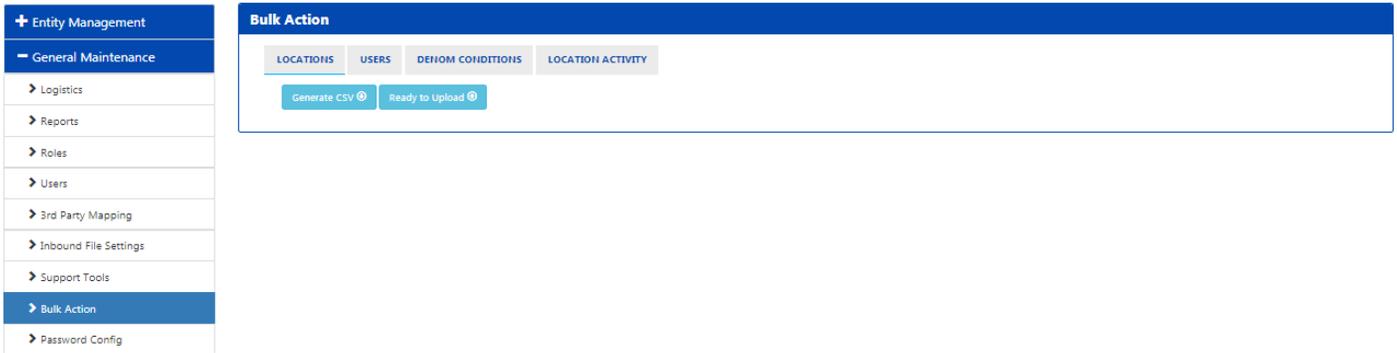
Map or Ignore Locations, Denom Conditions or Cash Points (Done during Implementation unless your process changes)

Mapping Details						
LOCATIONS	DENOMINATIONS	CASH POINTS				
Cash Point	Location	Client Location File ID	Client Cash Point File ID	Type	Ignore Cash Point	
TCR - 1 - 690	Carlinsville	5	19	Cash Recycler	<input type="checkbox"/>	
ITM Conn. - 725	Carlinsville	5	20	ITM	<input type="checkbox"/>	
ATM Conn. - 255	Carlinsville	5	21	In-branch ATM	<input type="checkbox"/>	
UnknownTeller - 12 - 697	Carlinsville	5	22	Teller Drawer	<input type="checkbox"/>	

## Bulk Upload

Update Denom Conditions by Generating a CSV File or Guide me thru

### Client Administration



The screenshot displays the 'Bulk Action' section of the LogicPath Client Administration interface. On the left is a navigation menu with 'Bulk Action' highlighted. The main area features a 'Bulk Action' header and four tabs: 'LOCATIONS', 'USERS', 'DENOM CONDITIONS', and 'LOCATION ACTIVITY'. Below these tabs are two buttons: 'Generate CSV' and 'Ready to Upload'.

- Used to upload Locations, Users, Denom Conditions, or location Activity
- For each area you can download a file to edit and save
- Then upload in bulk
- For Denom conditions you can chose to do so in Bulk

## Support Tools

If a Cash Point needs to be cleared back to zero, you can select your filters to clear the cash point.

### Client Administration

<b>+ Entity Management</b>	<b>Support Tools</b>
<b>- General Maintenance</b>	<b>Action:</b> Reset Cash Ending Balance
➤ Logistics	<b>Start Date:</b> <input type="text"/> <input type="text"/>
➤ Reports	<b>End Date:</b> <input type="text"/> <input type="text"/>
➤ Roles	<b>Branch:</b> Select a Branch
➤ Users	<input type="button" value="Reset Branch Cash Ending"/>
➤ 3rd Party Mapping	<b>Cash Point Types:</b> Select Cash Point Types
➤ Inbound File Settings	<b>Cash Point IDs:</b> Select Cash Points
➤ <b>Support Tools</b>	<input type="button" value="Reset Cash Point(s) Cash Ending"/>
➤ Bulk Action	

## SECTION III – CENTRAL ORDERING

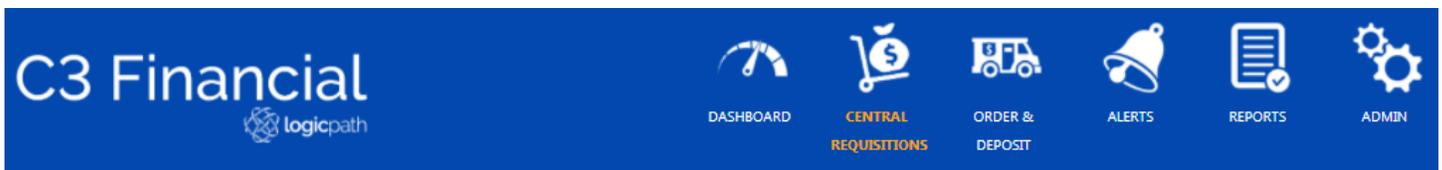
The Central Orders tab allows Institutions to consolidate individual Branch Orders and Deposits for centralized submission to the cash supplier, i.e. The Federal Reserve Bank, Armored Car or Correspondent Institution.

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

“Central Requisitions” tab from the blue-ribbon tool bar.

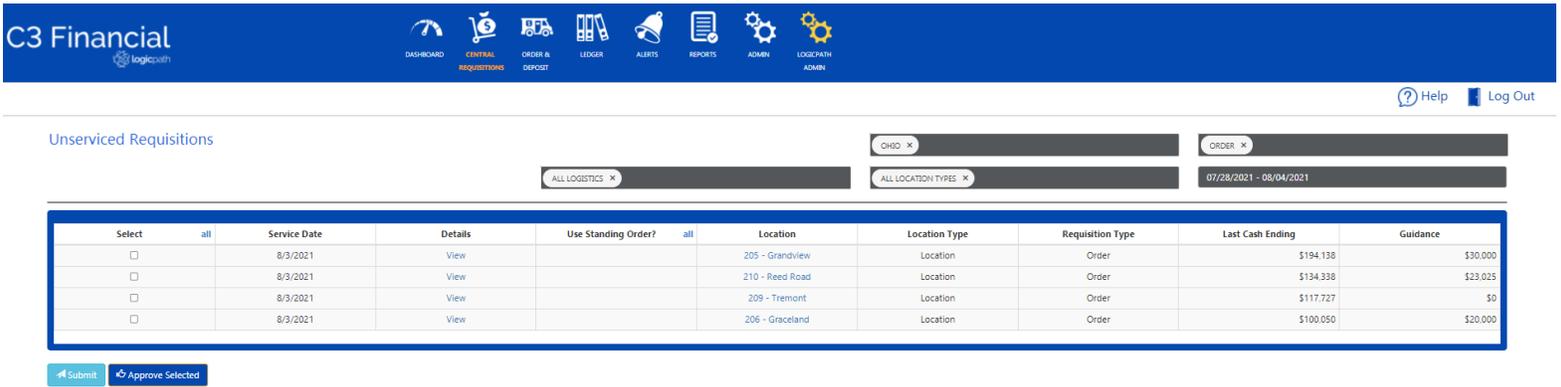
User must be assigned a role to access this tab.



#### Overview:

- Orders/Deposits can be managed centrally.
- They can be viewed, Edited, Fed-line file Extracted, Printed or status changes.
- A Users Role determines access to Central Requisition

## Central Requisition Un-Serviced



Select	all	Service Date	Details	Use Standing Order?	all	Location	Location Type	Requisition Type	Last Cash Ending	Guidance
<input type="checkbox"/>		8/3/2021	<a href="#">View</a>			205 - Grandview	Location	Order	\$194,138	\$30,000
<input type="checkbox"/>		8/3/2021	<a href="#">View</a>			210 - Reed Road	Location	Order	\$134,338	\$23,025
<input type="checkbox"/>		8/3/2021	<a href="#">View</a>			209 - Tremont	Location	Order	\$117,727	\$0
<input type="checkbox"/>		8/3/2021	<a href="#">View</a>			206 - Graceland	Location	Order	\$100,050	\$20,000

Submit Approve Selected

- Display upcoming cash recommendations for locations within filtered date range. Requisitions can be submitted by central approver.
- Click on “View” or “Location” hyperlink and it will open the requisition.
- Filters Include Regions, Type, Logistics, and date range
- Select a requisition or select all button to submit or Approve Requisitions
- The “Select All” button, will allow users to select and status all requisitions in bulk that are displayed on the screen.
- Standing Orders: Can also be chosen in bulk
  - Users can check a box or all to submit requisitions using standing orders. A box in the standing order will only display if the standing order is configured in the Location Maintenance Screen
- Once Submitted/Approved the Orders will move below to the Serviced Requisitions
- Last Cash Ending and Guidance will display

Central Requisition Un-Serviced View Descriptive Guidance

Select	all	Service Date	Details
<input type="checkbox"/>		8/3/2021	View
<input type="checkbox"/>		8/3/2021	View
<input type="checkbox"/>		8/3/2021	View
<input type="checkbox"/>		8/3/2021	View

Descriptive guidance shows the variables behind the Guidance.  
Click on "View" to open expected requisition.

Select	all	Service Date	Details	Use Standing Order?	all
<input type="checkbox"/>		8/3/2021	Close		

DENOMINATION DETAILS		
DENOMINATIONS	GUIDANCE	REQUESTED
Hundreds	\$30,000	\$30,000
Fifties	\$0	\$0
Twenties	\$0	\$0
Tens	\$0	\$0
Fives	\$0	\$0

Click on the denomination value and descriptive Guidance will display.

Descriptive Guidance

- Last Cash ending Captures and date.
- Cash In Transit for Order and Deposits
- Expected Demand for Service Period
- Safety Stock
- Last Year Demand for last year service period
- Ave Daily Demand last 90 days

Hundreds		
Last Cash Ending:	\$65,100	7/27/2021
In Transit (Order):	\$0	
In Transit (Deposit):	\$0	
Expected Demand:	(\$65,047)	7/28/2021 - 8/10/2021
Safety Stock:	\$32,782	80%
Last Year Period Demand:	(\$29,800)	7/28/2020 - 8/10/2020
AVG Daily Demand (90 Day):	\$3,377	

Close

### Central Requisition Serviced

Displays all history requisitions within filters selected

Status of O/D can be done in Bulk

#### Serviced Requisitions

07/14/2021 - 08/11/2021

Select	all	Service Date	Details	Id	Location	Location Type	Requisition Type	Guidance	Requested	Variance	Fulfilled	Status
<input type="checkbox"/>		7/30/2021	<a href="#">View</a>	5306	311 - Morgantown	Location	Order	\$45,000	\$57,000	\$12,000	\$0	Submitted
<input type="checkbox"/>		7/30/2021	<a href="#">View</a>	5183	115 - Elston	Location	Deposit	\$283,300	\$285,650	\$2,350	\$0	Submitted
<input type="checkbox"/>		7/29/2021	<a href="#">View</a>	5294	141 - Flora	Location	Order	\$15,200	\$40,200	\$25,000	\$0	Submitted
<input type="checkbox"/>		7/29/2021	<a href="#">View</a>	5296	114 - Lafayette Station	Location	Order	\$0	\$11,600	\$11,600	\$0	Submitted
<input type="checkbox"/>		7/29/2021	<a href="#">View</a>	5256	357 - Greenfield	Location	Deposit	\$23,600	\$12,500	\$11,100	\$0	Submitted
<input type="checkbox"/>		7/29/2021	<a href="#">View</a>	5234	603 - Munster 45th	Location	Deposit	\$6,300	\$41,000	\$34,700	\$0	Submitted
<input type="checkbox"/>		7/28/2021	<a href="#">View</a>	5303	809 - Harlan	Location	Deposit	\$53,300	\$1,100	\$52,200	\$0	Submitted
<input type="checkbox"/>		7/28/2021	<a href="#">View</a>	5302	501 - Muncie Downtown	Location	Deposit	\$202,600	\$203,000	\$400	\$0	Submitted
<input type="checkbox"/>		7/28/2021	<a href="#">View</a>	5304	303 - Avon	Location	Deposit	\$80,000	\$41,500	\$38,500	\$0	Submitted
<input type="checkbox"/>		7/28/2021	<a href="#">View</a>	5300	306 - Mooresville	Location	Deposit	\$132,100	\$205,600	\$73,500	\$0	Submitted

**Details:** View will open and allow you to view and or edit the requisition. Click close when finished viewing

**ID:** will open the requisition so that edits can be made

Generate Fed-line Extract File to upload to the Fed.

See Fed-line (Documentation)

## Fed-Line Extract File

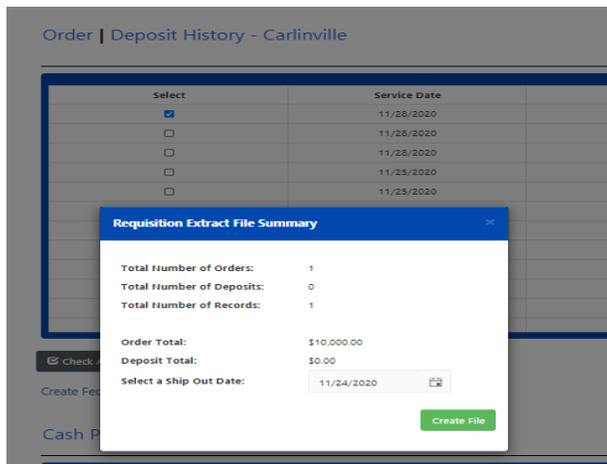
Upload Order/Deposit to Fed. Only Requisitions setup with Fed-line can be selected to generate a fed File.

### Serviced Requisitions

Service Date	Details	Id	Loc
1/22/2021	<a href="#">View</a>	8452	Car
1/11/2021	<a href="#">View</a>	7669	Car
1/19/2021	<a href="#">View</a>	7817	Carli

Select requisitions to upload to Fed and create Fed-line Extract File

### Create Fedline Extract File



Order | Deposit History - Carlville

Select	Service Date
<input checked="" type="checkbox"/>	11/25/2020
<input type="checkbox"/>	11/25/2020
<input type="checkbox"/>	11/25/2020
<input type="checkbox"/>	11/25/2020
<input type="checkbox"/>	11/25/2020

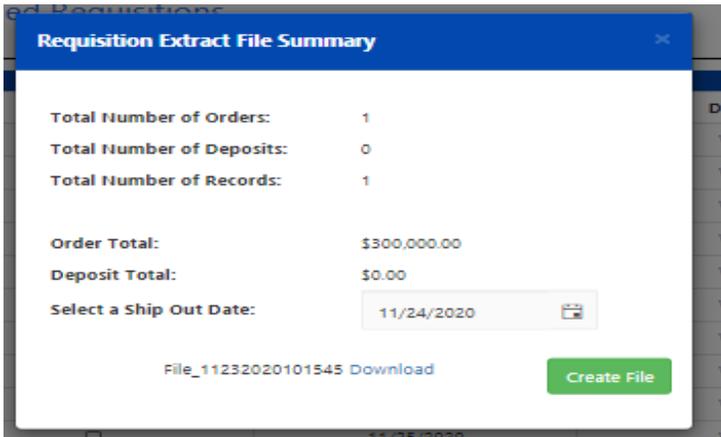
**Requisition Extract File Summary**

Total Number of Orders: 1  
 Total Number of Deposits: 0  
 Total Number of Records: 1

Order Total: \$10,000.00  
 Deposit Total: \$0.00

Select a Ship Out Date:

Enter Fed Ship Out Date and create file



Download file to Network  
 Log into Fed and upload

## SECTION IV – Dashboard

View Cash Position

**Ledger**

EXPORT TO EXCEL

Drag a column header and drop it here to group by that column

Date	Cash Ending	Order	Deposit	Usage
Tuesday, 12/22/2020	\$620,226.00	\$0.00	\$0.00	\$6,810.00
Wednesday, 12/23/2020	\$608,996.00	\$0.00	\$0.00	(\$11,230.00)
Thursday, 12/24/2020	\$531,148.00	\$0.00	\$0.00	(\$77,848.00)
Friday, 12/25/2020	\$542,460.00	\$0.00	\$0.00	\$11,312.00
Saturday, 12/26/2020	\$542,460.00	\$0.00	\$0.00	\$0.00
Sunday, 12/27/2020	\$542,460.00	\$0.00	\$0.00	\$0.00
Monday, 12/28/2020	\$542,460.00	\$0.00	\$0.00	\$0.00
Tuesday, 12/29/2020	\$580,998.00	\$0.00	\$0.00	\$38,538.00
<b>Total:</b>	<b>\$7,305,616</b>	<b>\$408,380</b>	<b>\$0</b>	<b>(\$292,266)</b>
<b>Average:</b>	<b>\$235,665</b>	<b>\$13,174</b>	<b>\$0</b>	<b>(\$9,428)</b>
<b>Min:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$148,604)</b>
<b>Maximum:</b>	<b>\$620,226</b>	<b>\$367,880</b>	<b>\$0</b>	<b>\$38,538</b>

- CET: all the cash in the BRANCH at the end of the day
  - Includes all your Drawers and devices that are closed out daily
  - Pulled from your Core Teller Platform and uploaded automatically.
- Orders/Deposit (entered thru Order/Deposit Icon)
  - Orders: Cash Shipment IN
  - Deposits: Cash Shipment out
  - Displays on dashboard once they have been fulfilled (transaction Completed)

- Usage: Calculated from CET, Orders and Deposits

## Branch Dashboard – Denomination Detail

To see detail by denomination, click on the arrow next to date to expand

### Ledger

Date	Cash Ending	Order	Deposit	Usage
Monday, 8/30/2021	\$272,463.00	\$0.00	\$0.00	\$42,203.00
Tuesday, 8/31/2021	\$209,139.00	\$1,650.00	\$80,000.00	\$15,026.00
<b>Denom</b>	<b>Cash Ending</b>	<b>Order Total</b>	<b>Deposit Total</b>	<b>Usage</b>
Remainder	\$0.00	\$0.00	\$0.00	\$0.00
Hundreds	\$88,600.00	\$0.00	\$40,000.00	\$10,900.00
Fifties	\$25,400.00	\$0.00	\$10,000.00	\$750.00
Twenties	\$53,360.00	\$0.00	\$30,000.00	\$3,260.00
Tens	\$5,020.00	\$0.00	\$0.00	(\$120.00)
Fives	\$8,830.00	\$0.00	\$0.00	\$230.00
Twos	\$44.00	\$0.00	\$0.00	(\$6.00)
<b>Total</b>	<b>\$7,626,814</b>	<b>\$47,150</b>	<b>\$501,400</b>	<b>\$408,720</b>
<b>Average</b>	<b>\$254,227</b>	<b>\$1,572</b>	<b>\$16,713</b>	<b>\$13,624</b>
<b>Mix</b>	<b>\$184,730</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$21,855)</b>
<b>Maximum</b>	<b>\$361,928</b>	<b>\$33,675</b>	<b>\$171,150</b>	<b>\$67,937</b>

## Branch Dashboard – Cash Point Detail

Ledger

Date	Cash Ending	Order	Deposit	Usage	Cash Points																																																												
Saturday, 6/26/2021	\$216,766	\$0	\$0	\$0	7	Delete																																																											
<table border="1"> <thead> <tr> <th>CASH ENDING</th> <th>CASH POINTS</th> <th>ORDER/DEPOSIT</th> </tr> <tr> <th>Name</th> <th>ID</th> <th>Balance</th> <th>Buyz</th> <th>Sells</th> <th>Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>Drazer 20502</td> <td>20502</td> <td>\$0.000</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Drazer 20503</td> <td>20503</td> <td>\$7,296</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Drazer 20504</td> <td>20504</td> <td>\$5,269</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Drazer 20505</td> <td>20505</td> <td>\$5,992</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Drazer 20506</td> <td>20506</td> <td>\$5,799</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Drazer 20507</td> <td>20507</td> <td>\$2,981</td> <td>\$0</td> <td>\$0</td> <td>Teller Drazer</td> <td>Delete &gt;</td> </tr> <tr> <td>Vault 20516</td> <td>20516</td> <td>\$103,429</td> <td>\$0</td> <td>\$0</td> <td>In-branch Vault</td> <td>Delete &gt;</td> </tr> </tbody> </table>							CASH ENDING	CASH POINTS	ORDER/DEPOSIT	Name	ID	Balance	Buyz	Sells	Type		Drazer 20502	20502	\$0.000	\$0	\$0	Teller Drazer	Delete >	Drazer 20503	20503	\$7,296	\$0	\$0	Teller Drazer	Delete >	Drazer 20504	20504	\$5,269	\$0	\$0	Teller Drazer	Delete >	Drazer 20505	20505	\$5,992	\$0	\$0	Teller Drazer	Delete >	Drazer 20506	20506	\$5,799	\$0	\$0	Teller Drazer	Delete >	Drazer 20507	20507	\$2,981	\$0	\$0	Teller Drazer	Delete >	Vault 20516	20516	\$103,429	\$0	\$0	In-branch Vault	Delete >
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Sunday, 6/27/2021	\$216,766	\$0	\$0	\$0	7	Delete																																																											
Monday, 6/28/2021	\$267,896	\$0	\$0	\$51,130	7	Delete																																																											
Tuesday, 6/29/2021	\$296,170	\$11,900*	\$0	\$16,774	8	Delete																																																											
Wednesday, 6/30/2021	\$317,308	\$0	\$0	\$21,138	8	Delete																																																											
Thursday, 7/1/2021	\$316,725	\$0	\$0	(\$563)	8	Delete																																																											
Friday, 7/2/2021	\$309,652	\$0	\$0	(\$7,073)	8	Delete																																																											

ID	Name	Balance	Buyz	Sells	Type
20502	Drazer 20502	\$0.000	\$0	\$0	Teller Drazer
	Murderki	\$1,500	\$0	\$0	
	Fees	\$900	\$0	\$0	
	Taxes	\$1,140	\$0	\$0	
	Tip	\$100	\$0	\$0	
	Food	\$500	\$0	\$0	
	Tux	\$0	\$0	\$0	
	Shoe	\$176	\$0	\$0	
	\$1 coins	\$0	\$0	\$0	
	Expenses	\$0	\$0	\$0	

To see Cash Point detail, click on the Ledger Icon on the top left of the dashboard then the Cash points Tab.

All Cash Points for the date selected will display.