

Safe Deposit Boxes

For Credit Unions with Safe Deposit Boxes, the system offers ways to keep track of the rented and available boxes, charge annual fees, print notices and generate reports. Some of the features are in this chapter. Check the References at the end of this chapter for other safe deposit box items.

Select Safe Deposit Boxes from [Main Ribbon > Accounting](#). The system displays.



Figure 1

Rented

The Rented folder selection can be used to display a list of all the safe deposit boxes currently on the system. The maximum number of boxes that can be entered is 2,000.

Example of window.

Member	Box	Size	Amount Due	Date Due
Double click here to add a new safe deposit box...				
ABBOTT, JACK C (333345-7)	162	large	\$30.00	11-01-2011
ANDERSON, PAULA R (623-9)	100	small	\$10.00	10-01-2011
APPLE-SMITH, AMY MICHELLE (4658-1)	111	medium	\$20.00	10-01-2011
Bank, Penny (667700-9)	104	Medium	\$20.00	03-01-2012
BARNES, MARSHA A (752-6)	141	x-large	\$40.00	10-01-2011
Bigelow, Linda (29-9)	181	5x7	\$40.00	03-31-2012
Breeze, Summer (65988-8)	110	x-large	\$40.00	11-01-2011
Breonna Honkala Trust (91-9)	122	medium	\$20.00	06-01-2011
BROWN, CAROL L (627-0)	171	large	\$30.00	10-01-2011
CARUSS, MARTHA L (25144-7)	119	medium	\$20.00	12-01-2011
DUNCAN, RANDLE L (791-4)	173	x-large	\$40.00	12-01-2011
Emm, Auntie (60562-6)	115	medium	\$20.00	05-01-2012
Emm, Auntie (60562-6)	130	small	\$10.00	08-01-2011
Gates, Charles (13400-7)	155	large	\$30.00	03-01-2012
Gates, Rachel (58621-4)	117	small	\$10.00	05-01-2012
Gert, Tessa (443322-3)	170	large	\$30.00	08-01-2011
GOOSE-SMITH, SILLY (554422-6)	118	small	\$10.00	11-01-2011
Jacob, John (1001-7)	152	small	\$10.00	07-01-2011
Jay, Ryan (992424-2)	158	Large	\$30.00	08-01-2011
JONES, CINDY LOU (66334-4)	159	large	\$30.00	12-01-2011
JONES, RICHARD P (615-5)	150	medium	\$20.00	11-01-2011
JONES, ROBERT (2-6)	105	small	\$10.00	11-01-2011
Krumm, Easten (711-2)	125	large	\$30.00	06-01-2011
LUCAS, RHONDA (33334-4)	160	large	\$30.00	12-01-2011
MEMBER, AMY M (32786-6)	108	small	\$10.00	12-01-2011
MEMBER, GLORIA P (614-8)	130	small	\$10.00	10-01-2011
MEMBER, JOSHUA L (612-2)	106	small	\$10.00	10-01-2011
MEMBER, MARVIN M (61057-6)	102	large	\$30.00	12-01-2011
MILLER, GEORGE R (610-6)	180	large	\$30.00	10-01-2011
MORGAN, JENNIFER K (32333-7)	156	medium	\$20.00	11-01-2011
MORGAN, KELLY P (555553-7)	157	medium	\$20.00	11-01-2011
MURPHY, MICHAEL S (8888-0)	107	medium	\$20.00	10-01-2011
NEWMAN, NICHOLAS V (555554-5)	163	x-large	\$40.00	11-01-2011
NEWMAN, NICKY ANGELA (621-3)	174	large	\$30.00	11-01-2011
NGUYEN, TRAN LE (29622-8)	172	medium	\$20.00	11-01-2011
Oakley, Annie (621581-8)	134	large	\$30.00	03-01-2012
Pocket, Polly (266-7)	165	x-large	\$40.00	03-19-2012
Reisland, Linda (6672-0)	151	medium	\$20.00	03-01-2012
Riccker, Jamie (182-6)	175	small	\$10.00	11-01-2012
Shubert, Karen (221-2)	109	medium	\$20.00	07-01-2012
SMITH, CONNIE L (727-8)	124	medium	\$20.00	10-01-2011
Taylor, Andy (241460-5)	161	medium	\$20.00	07-01-2011

Figure 2

The “Double click here to add a new safe deposit box...” line can be used to add a new safe deposit box record for a member. ****Note:** If a safe deposit box record is added here, it will also display in the Member Summary window for the member under Safe Deposit Boxes. Also, if a safe deposit box record is added under the member, it will be displayed in this window.

Right click in the list area to display the following selections:

- Add Safe Deposit Box
- Edit Safe Deposit Box
- Remove Safe Deposit Box

****Note:** Double clicking on a safe deposit box record is another method of displaying the Edit Safe Deposit Box window. Also, highlighting a safe deposit box record and pressing the “Delete” key is another method of removing a safe deposit box record.

Safe Deposit Box Fees

Select Safe Deposit Box Fees and the **Safe Deposit Box Fee Wizard** is displayed. This option can be used to post safe deposit box fees to the member's accounts for a specific due date.

Before posting Safe Deposit Box Fees, enter the general ledger number for the fees to be posted. This can be found by selecting:

- System Administration
- Automated Transaction Setup

Select the **"Ledger Offsets"** tab. Enter the Ledger Number, and Description, if desired. For credit unions with the Branch Accounting optional software, select a Post Method of Main Office or By Branch.

Continue to the next window. The system displays.

Figure 3

The default for the "Due Date" is today's date. Enter the appropriate date, if fees are to be posted for a different date. ****Note:** Do not complete this wizard until you are ready to post the withdrawals from the member's share suffixes for the fee. The fees will be posted on the date that the wizard is completed, regardless of the Due Date entered.

Continue to the next window.

****Note:** The Due Date corresponds to the “Date Due” entered on the member level. Member names will display on the next window with a “Date Due” equal to the due date entered on the window on the previous page. Also, member names with fees before the date entered that have not been posted will be displayed.

The system displays.

Name	Due Date
<input checked="" type="checkbox"/> Bank, Penny (667700-9)	03-01-2017
<input checked="" type="checkbox"/> Gates, Charles (13400-7)	03-01-2017
<input checked="" type="checkbox"/> Kringle, Kris (556-1)	02-03-2017
<input checked="" type="checkbox"/> Oakley, Annie (621581-8)	03-01-2017
<input checked="" type="checkbox"/> Oakley, Annie (621581-8)	03-01-2017
<input checked="" type="checkbox"/> Reiland, Linda (6672-0)	03-01-2017

Figure 4

The default is for all the names to be selected for fees to be posted. If a fee is not to be posted for a specific member(s), remove the checkmark from the member’s name by either using the arrow keys to highlight the name and pressing the spacebar or clicking on the box. ****IMPORTANT:** Fees will not be posted for member names not checked.

****Note:** When the Safe Deposit Box Fee job is run, members with a safe deposit box and the “Withdrawal From” field filled in with “none”, no fee will be assessed for these boxes. Also, these members will not be displayed in this wizard.

Continue to the next window.

Other Information: The system posts each fee transaction individually to the general ledger account and also includes the box number (see paragraph below). In other words, the transactions are not posted as one lump amount.

If no description is entered on the Automated Transaction Setup window for Safe Deposit Box Fees, the system will show a description of **“Safe Box: Box #”** in General Ledger. If a description is entered, that description will show in General Ledger for each fee posted.

The transactions will be included on the **“Daily Transaction Report”** for the employee who ran the safe deposit box fee job.

The system displays a window to preview the information entered in the wizard. Use the scroll bar to view information not displayed on the window. If necessary, select the **“Back Arrow”** in the upper left corner to return to any of the previous windows and make changes.

Select next to return to the preview window. Select Finish to post the fees to the member’s suffixes.

After selecting **“Finish”**, all exception transactions (one at a time) will be displayed indicating why the safe deposit box fee cannot be posted. The same messages will display that a teller would receive if they were processing the transaction.

Examples:

- The suffix is closed.
- The suffix is locked.
- There are insufficient funds to cover the fee.**
- Warning Message override required.**
- Delinquent loan override required.**

Select **“Cancel”, to not override the fee being posted to the member’s suffix. The member(s) will display on the **“error”** list that will be generated.

After all the exceptions have been addressed, an error list will be displayed, if any fees could not be posted for whatever reason. Use the printer icon to print the list so that each rejected item can be researched and a determination made as to how each item will be handled.

Example of error list.

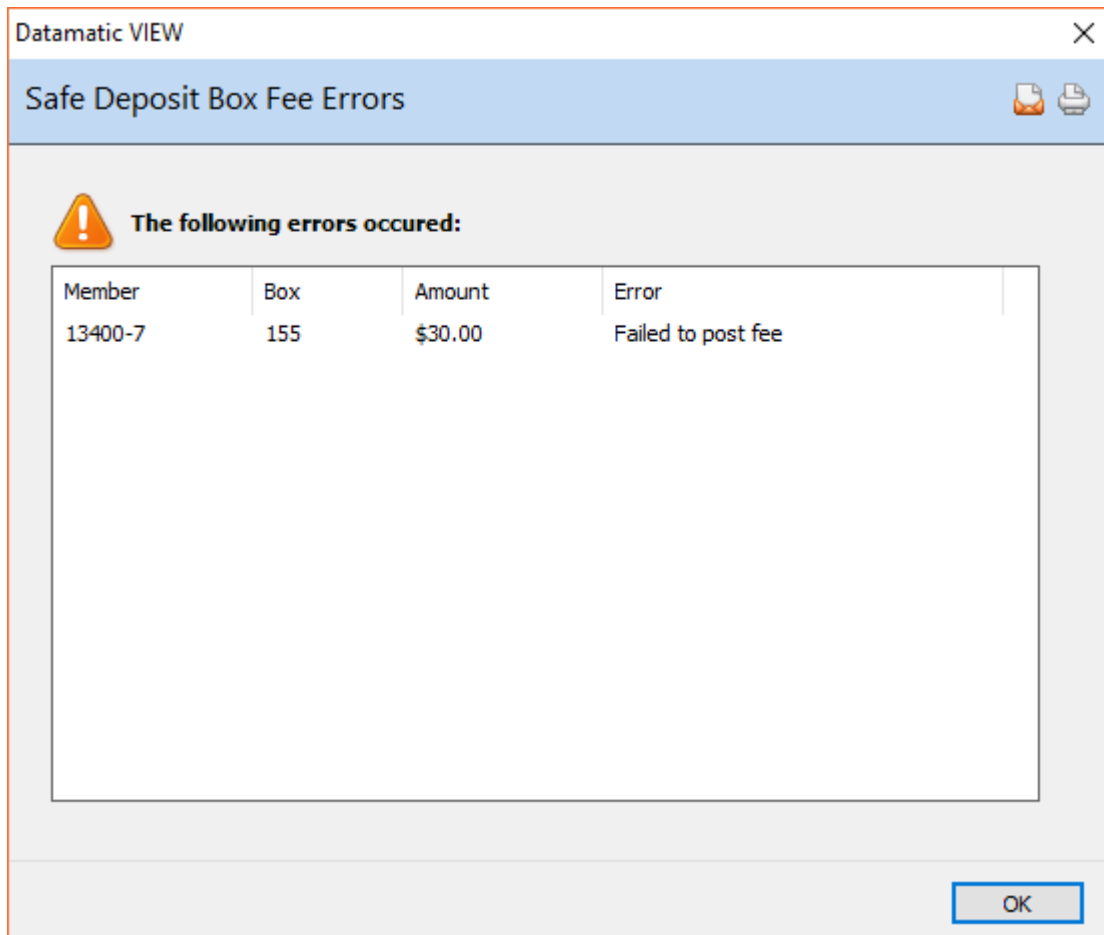


Figure 5

A list of the members that the fee could not be posted is displayed. After researching the reason(s) for not posting, make the appropriate changes to the safe deposit box record for the member.

Examples: Change the suffix for the fee to be posted.
 Unlock the suffix for the fee to be posted.

After making changes, the safe deposit box fee wizard can be run again or the fee could be posted to the member's suffix using the "**Safe Deposit Box Payment**" option under Action on the Menu Bar.

****Note:** After the fee job has been run and the fee is posted to the member's suffix, the "Date Due" on the member record for the Safe Deposit Box will be incremented by one year.

Safe Deposit Box Notices

The Safe Deposit Box Notices option can be used to print safe deposit box notices to be mailed to the members.

The employees will need the security option for Operations (on the Basic Security tab) set to “permitted” in order to be able to print these notices.

****Note:** Before Safe Deposit Box notices can be printed, the safe deposit box information must be added to the member record. (See “Add to Member” in this chapter for more information.) Also, the notice must be designed (and the data fields mapped) on the system. (See the System Administration Manual “Page Administration” and “Document Administration” for more information.)

The **Safe Deposit Box Notice wizard** is displayed. Continue to the next window. The system displays.

****Note:** The Due Date corresponds to the “Date Due” entered on the member level. Member names will display on the next window with a “Date Due” equal to the due date entered on the window to the left. Also, member names with a “Date Due” before the date entered will be displayed.

Figure 6

The default for the “**Due Date**” is today’s date. Enter the appropriate date, if notices are to be printed for a different date.

Filter: The “Filter” field allows the user to instruct the system to sort out notices for specific safe deposit boxes. The selections are as follows:

- ⇒ **None** - To print notices for everyone with a safe deposit box (except for boxes marked for no notice).
- ⇒ **Withdrawal Suffix** - To print notices for boxes with a suffix in the “Withdrawal From” field.
- ⇒ **Withdrawal - none** - To print notices for boxes without a suffix in the “Withdrawal From” field.

Continue to the next window.

****Note:** After the safe deposit box fee job has been run, the “Date Due” on the member record for the Safe Deposit Box will be incremented by one year.

The system displays.

Name	Due Date
<input checked="" type="checkbox"/> Lake View Paddle Boats	04-01-2016
<input checked="" type="checkbox"/> Milken, Ronnie	04-01-2016
<input checked="" type="checkbox"/> Pocket, Polly	03-19-2016
<input checked="" type="checkbox"/> Simons, Peter	04-01-2016
<input checked="" type="checkbox"/> Yates, Judith	04-01-2016

Next

Figure 7

The default is for all the names to be selected for notices to be printed. If a notice is not to be printed for a specific member(s), remove the checkmark from the member's name by either using the arrow keys to highlight the name and pressing the spacebar or clicking on the box. ****IMPORTANT:** Notices will not be printed for member names not checked.

Safe Deposit Box Notices can be generated for boxes both with a suffix entered in the "Withdrawal From" field or with "none" in this field.

Also, if a specific safe deposit box(es) is marked as "No" for "Send Notice", the member will be excluded from the above list.

Continue to the next window.

The system displays.

Figure 8

The system displays the Safe Deposit Box documents that have been setup on the system. Select the appropriate document to be used, if more than one form has been setup.

Make a printer selection from the drop down box and enter the number of copies of each notice to be printed, if more than one.

Continue to the next window.

The system displays a window to preview the information entered in the wizard. If necessary, select the back arrow in the upper left corner of the window to return to any of the previous windows and make changes.

Select next to return to the preview window. Select Finish to begin printing the Safe Deposit Box notices.

Safe Deposit Box Report

The Safe Deposit Box Report selection can be used to generate a report for either “**Rented**” boxes or “**Available**” boxes, as needed.

After making a printer selection, the system displays.

```

Datamatic VIEW
Safe Deposit Box Report
Print Quit
----- Safe Deposit Box Report -----
Report Type          (Rented Boxes) R
Fee Due Date         4-27-2016
Select Renewal Month (All) █
Select Box Size      █
  
```

Figure 9

Report Type: Make the appropriate selection for the Report Type.

- A = Available Boxes
- R = Rented Boxes

Fee Due Date: If applicable, enter the fee due date for safe deposit boxes to appear on the report to be generated. This field can be blanked out if no specific due date is desired. The default is today’s date.

Select Renewal Month: Make the appropriate selection for the Renewal Month.

- A = All
- 1 = January
- 2 = February, etc.

Select Box Size: To order the report for a specific box size, enter the box size. This option can be used for either rented or available boxes. This is case sensitive and must be entered exactly as it shows in VIEW. This space can be left blank, if no specific box size is needed on the report.

After entering or selecting the information, press enter. Select “Yes” in the upper right corner of the screen to process and press enter again. The report will be generated and print based on the printer selection.

Examples of Reports.

Name in Backup folder: Safe Deposit Box - Available

Box Number	Box Size	Box Number	Box Size	Box Number	Box Size	Box Number	Box Size	Box Number	Box Size
184	small	185	small	186	small	187	small	188	small
189	small	190	small	195	large	198	x-large	199	x-large
200	x-large	202	large	203	large	204	large	205	large
206	medium	207	medium	208	medium	209	medium	210	medium

Figure 10

Name in Backup folder: Safe Deposit Box - Rented

Box Number	Account	Name	Box Size	Notice	Suf	Renewal	Fee	Due Date	Comments
103	616-3	MARSHA A THOMAS-GREEN	large	Y	70	11	30.00	11-01-2016	
110	65988-8	Summer M Breeze	x-large	Y	00	11	40.00	11-01-2016	
113	630-4	GRACE E ZIMMER	large	Y	00	11	30.00	11-01-2016	
118	554422-6	SILLY GOOSE-SMITH	small	Y	70	11	10.00	11-01-2016	
127	1333-4	Andi Mc Coy	medium	Y	71	11	20.00	10-01-2016	
130	743-5	Susie Minor	small	Y	00	11	10.00	11-01-2016	
150	615-5	RICHARD P JONES	medium	Y	70	11	20.00	11-01-2016	
156	32333-7	JENNIFER K MORGAN	medium	Y	00	11	20.00	11-01-2016	
157	555553-7	KELLY P MORGAN	medium	Y	00	11	20.00	11-01-2016	
163	555554-5	NICHOLAS V NEWMAN	x-large	Y	00	11	40.00	11-01-2016	
172	29622-8	TRAN LE NGUYEN	medium	Y	00	11	20.00	11-01-2016	
174	621-3	NICKY ANGELA NEWMAN	large	Y	00	11	30.00	11-01-2016	
175	182-6	Jamie Riccker	small	Y	00	11	10.00	10-01-2016	
191	881-3	Ben Weasley	large	Y	00	11	30.00	11-01-2016	
Total Fees:							330.00		
Total Delinquent Fees:							0.00		

Figure 11

Safe Deposit Box - Rented									
04/27/2016		Safe Deposit Box Report					PAGE 1		
Support Credit Union (1)		(Rented Boxes)					REPORT NO. CR209-01		
Box Number	Account	Name	Box Size	Notice	Suf	Renewal	Fee	Due Date	Comments
110	65988-8	Summer M	Breeze	x-large	Y	00 11	40.00	11-01-2016	
116	622-1	MARK A	MILLER	x-large	Y	00 10	40.00	10-01-2016	
128	556-1	Kris	Kringle	x-large	Y	00 02	40.00	02-03-2017	
141	752-6	MARSHA A	BARNES	x-large	Y	00 10	40.00	10-01-2016	
163	555554-5	NICHOLAS V	NEWMAN	x-large	Y	00 11	40.00	11-01-2016	
165	266-7	Polly	Pocket	x-large	Y	00 03	40.00	03-19-2016	Past Due
173	791-4	RANDLE L	DUNCAN II	x-large	Y	00 12	40.00	12-01-2016	
196	9922-6	Peter	Simons	x-large	Y	00 04	40.00	04-01-2016	Past Due
197	621581-8	Annie	Oakley	x-large	Y	00 12	40.00	12-12-2016	
Total Fees:							360.00		
Total Delinquent Fees:							80.00		

Figure 12

Safe Deposit Box References

Add to Member - Refer to the Member Services Manual

Audit Safe Deposit Box - Refer to the Member Services Manual

Automated Transaction Setup - Refer to the System Administration Manual

Display and Edit - Refer to the Member Services Manual

Safe Deposit Box Payment - Refer to the Transaction Processing Manual

Safe Deposit Box Administration - Refer to the System Administration Manual