

Cash Dispensers

Cash Dispensers is an optional software package.

This document contains information on the Cash Dispenser setup through the Datamatic System (in VIEW) in order to begin using cash dispensers.

- ⇒ [\[Main Ribbon > System Settings > Tellers\]](#) - assigning and setting up teller number(s)
- ⇒ [\[Main Ribbon > System Settings > Miscellaneous Transaction Codes\]](#) - assigning codes for Cash Dispenser Transactions.
- ⇒ [\[Main Ribbon > System Settings > Cash Dispenser Setup\]](#) - dispenser options.
- ⇒ [\[Main Ribbon > About VIEW > Edit button\]](#) for workstations.

Also included is information on Cash Dispenser Cash Breakdowns, the Dispensing window, Cash Dispenser Status window, Teller Totals - Miscellaneous Transaction, Reports and General Information.

Teller Setup

Each Cash Dispenser needs to be assigned a teller number. Datamatic suggests using 901, 902, 903, etc.

[\[Main Ribbon > System Settings > Tellers > Add\]](#)

Fill in the information on the “General” tab and mark the box for “Transactions (Cash)” which means “Permitted” on the “Basic” tab. For cash dispensers at a branch location(s), specify the appropriate “Teller Branch” on the “General” tab.

****Note:** After the cash dispenser(s) is setup as a teller and the credit union is licensed by Datamatic, the cash dispenser(s) will begin working. Therefore, it is recommended to have the licensing step done last.

Using Cash Dispensers is workstation based not based on signon.

Cash Dispenser Setup

[Main Ribbon > System Settings > Cash Dispenser Setup]

Figure 1

Cash Dispensed (Credit): Select the Miscellaneous Transaction (code) to be used by the system when cash is dispensed from a cash dispenser. The GL attached to the Miscellaneous Transaction is usually the same as the “Cash Dispensed (Debit)”.

Cash Dispensed (Debit): Select the Miscellaneous Transaction (code) to be used by the system for offsetting the “Cash Dispensed (Credit)”. The GL attached to the Miscellaneous Transaction is usually the same as the “Cash Dispensed (Credit)”.

****Note:** The **Miscellaneous Transaction Codes** are setup under [Main Ribbon > System Settings > Miscellaneous Transaction Codes] and maintained there. The credit and debit general ledger account is used each time cash is dispensed from a cash dispenser. This account should be zero after all debits and credits are posted with End of Day processing. This should be verified each morning.

Disburse \$100 Bills Starting At: Enter the dollar amount where the credit union chooses to have \$100 dollar bills be automatically dispensed. A four-digit maximum can be entered in this field. ****Note:** The default is \$500, if nothing is entered.

Example: If 400 is entered, and the amount dispensed is \$450, then one \$100 bill will be automatically dispensed. If \$635 is dispensed, then three \$100 bills will be automatically dispensed. The remaining amount is dispensed in smaller denominations.

Select the Save button, to process the window.

Other Information - Cash Dispenser Cash Breakdowns

The following is information on the cash breakdown used when money is dispensed from a cash dispenser. This is for machines with one's, five's, ten's, twenties (two bins), and one hundred dollar bills. ****Note:** A different algorithm is used, if fifties are put in the machine rather than two bins for twenties.

This is the breakdown for cash dispensed that is less than the amount entered for the "Disburse \$100 Bills Starting At" option under [\[Main Ribbon > System Settings > Cash Dispenser Setup\]](#).

\$ 5.00 1 x Five
 \$ 10.00 2 x Five
 \$ 20.00 1 x Ten, 2 x Five
 \$ 30.00 2 x Ten, 2 x Five
 \$ 40.00 1 x Twenty, 1 x Ten, 2 x Five
 \$ 50.00 2 x Twenty, 1 x Ten
 \$ 60.00 2 x Twenty, 1 x Ten, 2 x Five
 \$ 70.00 2 x Twenty, 2 x Ten, 2 x Five
 \$ 80.00 3 x Twenty, 1 x Ten, 2 x Five
 \$ 90.00 3 x Twenty, 2 x Ten, 2 x Five
 \$100.00 4 x Twenty, 1 x Ten, 2 x Five

Examples: Cash dispensed = \$380.00
 3 x 100 category = \$300.00
 1 x 80 category = \$80.00

****Note:** See the "Disburse \$100 Bills Starting At" option under [\[Main Ribbon > System Settings > Cash Dispenser Setup\]](#) for the amount being used by the credit union to indicate the amount when \$100's will automatically be dispensed.

Station Setup (for each workstation to have access to a cash dispenser)

[Main Ribbon > About VIEW > Edit button]

In order to access the “**Edit**” button, the employee logged in must have the box for Station Administration marked which means “Permitted” for security to access. This security option is under [Main Ribbon > System Settings > Tellers > System tab > Station Administration]. Otherwise, the “Edit” button is grayed out.

Figure 2

Dispenser Ip: Enter the IP address of the cash dispenser to be used by the workstation.

Dispenser Setup: Select the appropriate option for the workstation. The options are:

- ⇒ Right Side
- ⇒ Left Side

Dispenser Teller: Enter the teller number of the cash dispenser to be used by the workstation.

Select the Save button, to process the window.

Dispensing window

After posting a transaction for which cash is being returned, this window is displayed.

Transaction completed successfully

Cash to Member \$199.99

\$100 Bills:	<input type="text"/>	\$50 Bills:	<input type="text"/>
\$20 Bills:	<input type="text" value="8"/>	\$10 Bills:	<input type="text" value="2"/>
\$5 Bills:	<input type="text" value="3"/>	\$1 Bills:	<input type="text" value="4"/>
Coins:	<input type="text" value="0.99"/>		

Dispense Cancel

****Note:** If 50's are used in the cash machine(s) then this field will not be grayed out.

Figure 3

****Note:** This window displays the “Number” of bills to be dispensed not the “Amount” of money being dispensed.

This window is for example only. The window displayed for a specific credit union will depend on what denominations are setup, as well as, if the coin dispenser feature was purchased.

The bill breakdown default is hard coded and not credit union defined. The number of bills dispensed can be changed on this window, if desired. This must be done prior to selecting the “**Dispense**” button.

To dispense the money, select the “**Dispense**” button. To cancel dispensing the funds from the cash dispenser and use money from the teller’s drawer, select Cancel. This will cancel dispensing the money from the cash dispenser. It does not cancel the transaction.

Example: Withdrawal from share - Post the transaction and the “Dispensing” window is displayed. After selecting the “Dispense” button, the system will generate the following entries:

- ⇒ Credit the "Cash Dispenser - Credit" GL on the Miscellaneous Transaction Setup window. (This offsets the withdrawal transaction for the teller.)
- ⇒ Debit the "Cash Dispenser - Debit" GL on the Miscellaneous Transaction Setup window. (This offsets the "Cash Dispenser - Credit" so that the GL will be zeroed out.)
- ⇒ Credit to the Fund Teller GL.

Status window

To display the status window, select the following:

[Main Ribbon > Tools > Cash Dispenser Status]

****Note:** This selection will only be displayed for credit unions licensed for Cash Dispensers.

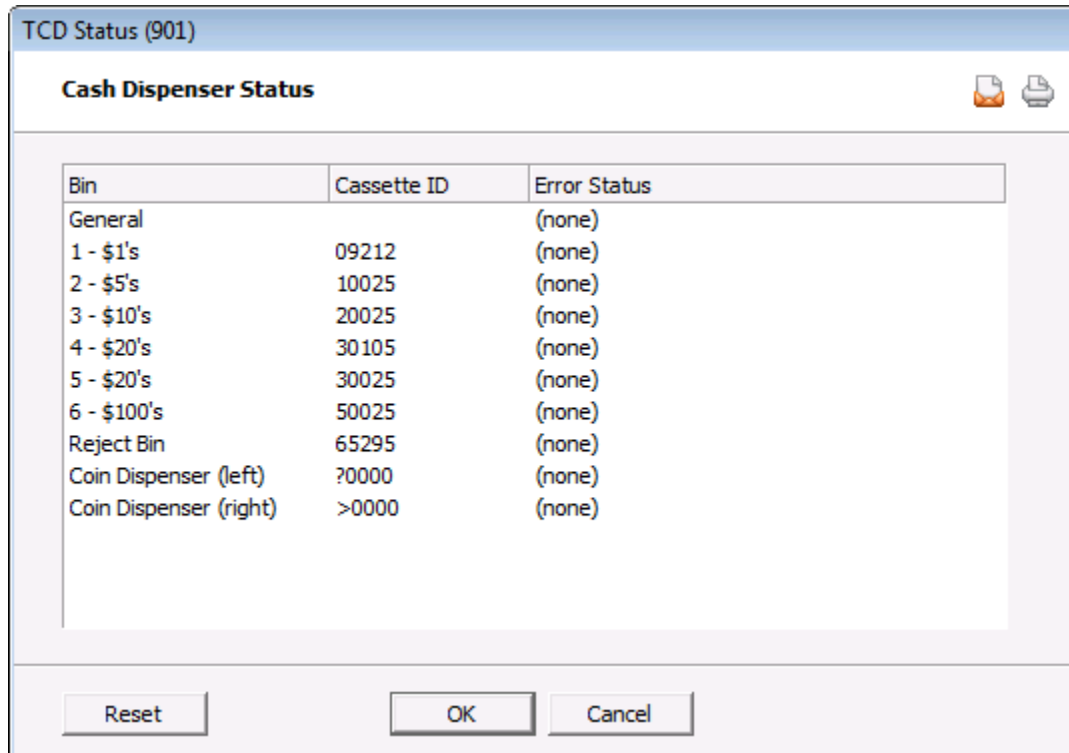


Figure 4

This will show the status of each bin. The statuses are determined by the cash dispenser company. There are six denomination bins and a reject bin. The reject bin contains bills that could not be verified and dispensed.

Strapping (assigning denominations to the bins) is done when machine(s) is being setup by the vendor technician.

A "Coin Dispenser(s)" is optional.

Generally, no 50's are used. Most common is a regular 20's bin and an alternate 20's bin.

****Note:** If two bins are used for twenties, and the cash dispenser machine is set up correctly at the credit union, cash will be dispensed evenly from both bins. This is so that one bin is not emptied before the other.

Teller Totals - Miscellaneous Transaction

When signed on to the teller number for a Cash Dispenser, the transactions done for that day can be displayed. These transactions will be the “Cash Dispenser - Debit” Miscellaneous Transactions. (**Note: The “Cash Dispenser - Credit” Miscellaneous Transactions will display on the Teller Totals - Miscellaneous Transaction report for the teller that completed the transaction.)

Select Ctrl + R then Teller Totals - Miscellaneous Transaction.

Other Reports

All the reports that can be viewed or printed for a teller can also be done for the Cash Dispenser teller(s). (Ctrl + R)

Daily Transaction Report (CR020-06) generated with End of Day processing - This gives a breakdown of the transactions for each teller including the cash dispenser teller(s).

General Information

- The credit union decides how often the cash dispenser(s) is replenished and balanced.
- After adding cash to the cash dispenser, log in to VIEW under the Cash Dispenser Teller and use the “Buy Cash Wizard”. This will credit the Change Vault GL and debit the Fund Teller GL.
- [\[Main Ribbon > System Settings > Cash Account Setup\]](#) - For credit unions that do not use the Branch Accounting optional software, this is where the different branch cash accounts are setup.
- Datamatic does not keep track of the number of bills in each cassette.
- An error message is displayed in VIEW when a bin is low on bills. A fatal error message will be displayed for mechanical problems.
- Right or Left dispensing from a cash dispenser - This is done in VIEW Setup for the workstation. Select the “Cash Dispenser” tab.
- For credit unions allowing tellers to buy money from a cash dispenser (rather than directly from the vault), entries would need to be made as follows:

Teller:	Buy Cash Wizard
Cash Dispenser Teller:	Sell Cash Wizard