

## Cash Recyclers

Cash Recyclers is an optional software package. In addition to dispensing cash, a cash recycler also takes in cash.

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

- ⇒ [\[Main Ribbon > System Settings > Tellers\]](#) - assigning and setting up teller number(s)
- ⇒ [\[Main Ribbon > System Settings > Cash Recycler Setup\]](#) - options for dispensing and receiving cash.
- ⇒ [\[Main Ribbon > About VIEW > Edit button\]](#) for workstations.

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

## Teller Setup

Each Cash Recycler needs to be assigned a teller number. The tellers will be used for the Administrator functions of the cash recycler.

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

Fill in the information on the "General" tab and check the "Transactions (Cash)" option (which means permitted) on the "Basic" tab. For cash recyclers at a branch location(s), specify the appropriate "Teller Branch" on the "General" tab.

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

Using Cash Recyclers is workstation based not based on signon.

### Miscellaneous Transaction Setup

The credit union will need to setup four Miscellaneous Transaction Codes to be used for Cash Recycler transactions. [Main Ribbon > System Settings > Miscellaneous Transaction Codes](#)] These are the transaction codes that will be used to transfer money from the teller to the recycler and from the recycler to the teller. Datamatic recommends setting the general ledger accounts to post to suspense and using the Posting Method of "Post Total". The entries should always balance after all debits and credits are posted with End of Day processing. This should be verified each morning.

The credit union can use any of the Miscellaneous Codes that are not being used. The following window is for example purposes only.

**\*\*Note:** Datamatic recommends that the "Descriptions" shown in the example below be used by the credit union.

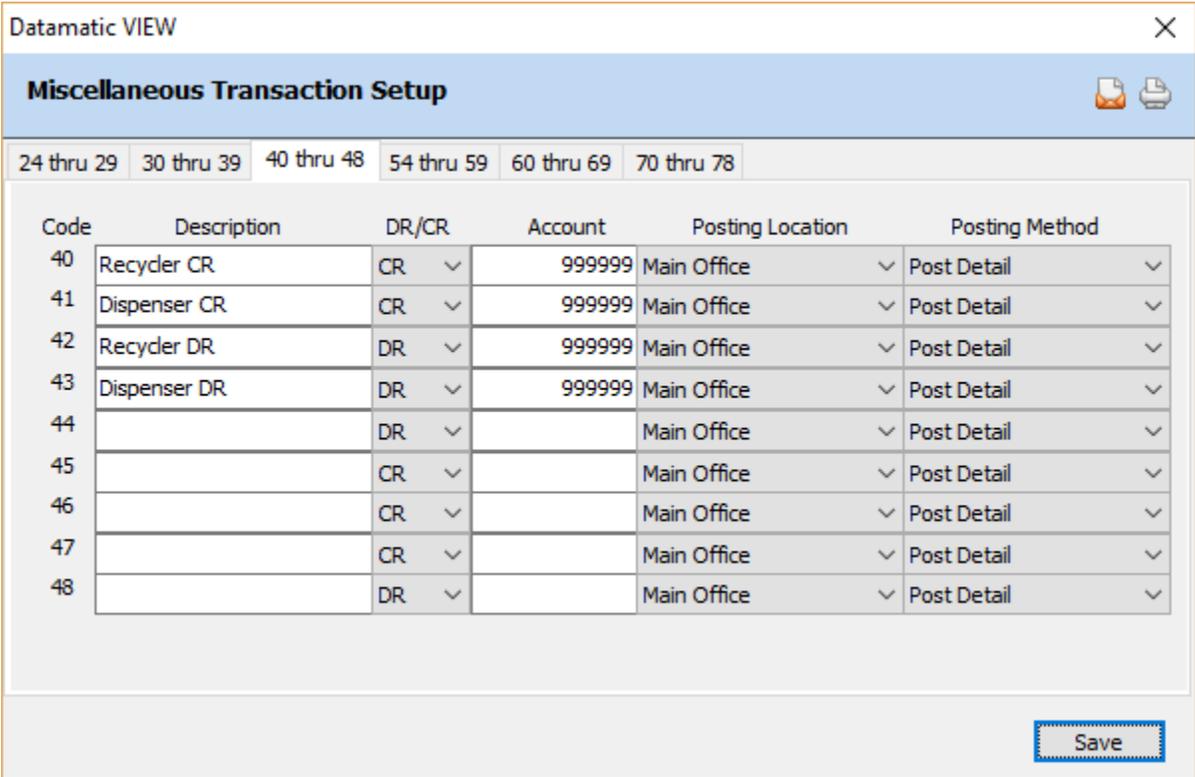


Figure 1

## Cash Recycler Setup

[Main Ribbon > System Settings > Cash Recycler Setup]

Figure 2

### Options Tab

**Auto Mix Type:** This allows the credit union to choose how cash will be dispensed. The options are as follows:

- Legacy - Last \$20 (1 x \$10, 2 x \$5)
- Standard - Use Highest Currency Available

**Disburse \$100 Bills Starting At:** This allows the credit union to choose the point where \$100 dollar bills are automatically dispensed. A four-digit maximum can be entered in this field. **\*\*Note:** If using a cash recycler, this is a required field.

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

**Disburse \$50 Bills Starting At:** This allows the credit union to choose the point where \$50 dollar bills are automatically dispensed. A four-digit maximum can be entered in this field. **\*\*Note:** If using a cash recycler, this is a required field.

**Cash Disbursed (Credit):** Select the Miscellaneous Transaction Code to be used for a Cash Disbursed (Credit). Miscellaneous Transaction Codes are used to transfer money between the tellers to the recycler and from the recycler back to the tellers.

**Cash Disbursed (Debit):** Select the Miscellaneous Transaction Code to be used for a Cash Disbursed (Debit). Miscellaneous Transaction Codes are used to transfer money between the tellers to the recycler and from the recycler back to the tellers.

**Cash Received (Credit):** Select the Miscellaneous Transaction Code to be used for a Cash Received (Credit). Miscellaneous Transaction Codes are used to transfer money between the tellers to the recycler and from the recycler back to the tellers.

**Cash Received (Debit):** Select the Miscellaneous Transaction Code to be used for a Cash Received (Debit). Miscellaneous Transaction Codes are used to transfer money between the tellers to the recycler and from the recycler back to the tellers.

### Duress Dispense Tab

The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Cash Recycler Setup". Below the sub-header are two tabs: "Options" and "Duress Dispense". The "Duress Dispense" tab is active and contains six input fields, each labeled with a bill denomination and "(count):". The labels are: "\$100 Bills (count):", "\$50 Bills (count):", "\$20 Bills (count):", "\$10 Bills (count):", "\$5 Bills (count):", and "\$1 Bills (count):". Each label is followed by an empty text input box. At the bottom right of the window is a "Save" button.

**Figure 3**

Enter the count of how many of each bill will be dispensed when the duress button is activated on the cash recycler. This would be used in case of a robbery. It is recommended to talk to the manufacturer on their recommendation.

Select the "Save" button, to save any changes made to the window.

## VIEW Setup (for each workstation to have access to a cash recycler)

Start button (lower left corner of the PC monitor)  
 All Programs  
 Datamatic  
 VIEW Setup

Datamatic VIEW

Station Setup

General Receipts Checks Cash Dispenser **Cash Recycler**

Recycler Port: (none)

Recycler IP:

Recycler Side: Left Side

Recycler Coin Port: (none)

Recycler Coin IP:

Recycler Teller:

Beta Features Save

**Figure 4**

**Recycler Port:** Select the appropriate COM port that is being used on the PC for the cash recycler. It has been suggested to use the “real” serial port for the cash recycler. The setup window will only allow valid COM ports to be selected.

**\*\*Note:** The lower port number should be the real serial port and the higher number should be the USB converter. This information should be obtained by the credit unions equipment technician or the Talaris technician during the installation and testing.

**Recycler IP:** Enter the Recycler IP address.

**Recycler Side:** Select the appropriate option for the workstation. The options are:

- ⇒ Right Side
- ⇒ Left Side

**Recycler Coin Port:** Select the appropriate COM port that is being used on the PC for the Coin Dispenser, if applicable. It has been suggested to use the USB converter for the coin dispenser. The setup window will only allow valid COM ports to be selected.

**Recycler Coin IP:** If applicable, enter the Recycler Coin IP address.

**Recycler Teller:** Enter the teller number of the cash recycler to be used by the workstation.

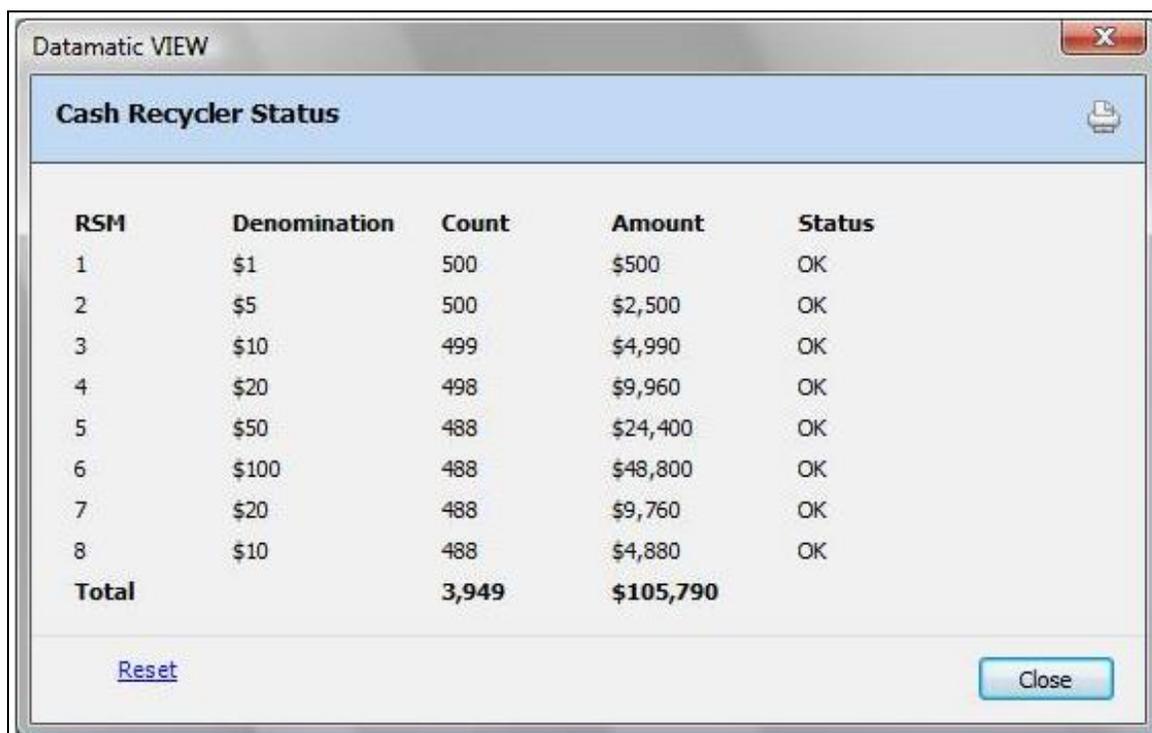
Select the Save button, to process the window.

## Cash Recycler Status

At this point, everything should be setup. Now, login to VIEW as a regular teller.

The next step is to display the Cash Recycler Status window under [Main Ribbon > Tools > Cash Recycler Status]. If an error is received, close the window and try again. When a valid status window is displayed, the status window should show that the recycler is empty. The following picture is for example purposes only and is after money has been added to the recycler.

**\*\*Note:** If VIEW is locking up, this indicates a possible serial communication issue such as wrong COM ports or cables unplugged, etc.



RSM	Denomination	Count	Amount	Status
1	\$1	500	\$500	OK
2	\$5	500	\$2,500	OK
3	\$10	499	\$4,990	OK
4	\$20	498	\$9,960	OK
5	\$50	488	\$24,400	OK
6	\$100	488	\$48,800	OK
7	\$20	488	\$9,760	OK
8	\$10	488	\$4,880	OK
<b>Total</b>		<b>3,949</b>	<b>\$105,790</b>	

Figure 5

After the Recycler is communicating with the PC, the next step is to buy cash for the Recycler.

## Buy Cash Procedure

In order to buy cash, login to VIEW as the Cash Recycler Teller for which cash is being added. Use the **Buy Cash Wizard** under [Main Ribbon > Teller Tasks > Buy Cash Wizard] to purchase cash from the vault. This will affect the Ending Cash for the Cash Recycler Teller. The next step is to load the cash in the Cash Recycler.

While still logged in as the Cash Recycler Teller, display the Cash Recycler Status window under [Main Ribbon > Tools > Cash Recycler Status]. (\*\*Note: This selection will only be displayed for credit unions licensed for Cash Recyclers.) See example below.



RSM	Denomination	Count	Amount	Status
1	<a href="#">Empty</a>	500	\$500	OK
2	<a href="#">Empty</a>	500	\$2,500	OK
3	<a href="#">Empty</a>	499	\$4,990	OK
4	<a href="#">Empty</a>	498	\$9,960	OK
5	<a href="#">Empty</a>	488	\$24,400	OK
6	<a href="#">Empty</a>	488	\$48,800	OK
7	<a href="#">Empty</a>	488	\$9,760	OK
8	<a href="#">Empty</a>	488	\$4,880	OK
<b>Total</b>		<b>3,949</b>	<b>\$105,790</b>	

Reset    Load    Normalize    Close

**Figure 6**

Notice that there are additional links for the Administrator functions when logged in as the Cash Recycler Teller. Compare to Figure 5.

Click on the **“Load”** link. There will be a prompt to insert the cash and load the dispenser portion of the Cash Recycler. Once the recycler is loaded, it will display the Total Cash. This should be verified by pulling another Cash Recycler Status from the Tools menu in VIEW. **Also, verify that the Ending Cash under Teller Tasks then Teller Totals matches the cash total in the Cash Recycler.**

Bills and coin can be purchased from the vault either separately or at the same time. The steps above are showing only bills being purchased. The concept will also work, if purchased at the same time. See the next section (Coin Dispenser) in this document for purchasing coin from the vault.

**\*\*Note:** Buying cash is always a two-step process. First use the Buy Cash Wizard then load the physical cash in the recycler and/or coins in the dispenser.

There are eight RSM's (Roll Storage Module) in the Cash Recycler. The bills are rolled up on the applicable roller as money is received and dispensed from these same rolls. The maximum number of bills on each roller is 650.

#### **Other links on the Cash Recycler Status Window**

- **Empty:** The empty link next to the RSM can be used to dispense all bills from that roller.
- **Reset:** See the manufacturer's instructions on when to use the reset link.
- **Normalize:** Even though the maximum count of bills is 650 per roll, the recommendation is for a percentage of that 650. Currently, the Normalize Bill Count is set to 400. If the machine is getting close to being full, click on this link and the machine will dispense any extra over and above 400. Sell the extra money to the vault that the machine dispensed.

## Coin Dispenser

A “Coin Dispenser” is optional and separate from the Cash Recycler machine. (This is not a coin “Counter”.)

If coins are being added to the coin dispenser, run a Buy Cash Wizard to purchase the coins from the vault. This will increase the Ending Cash for the Cash Recycler Teller. Next, load the coins in the coin dispenser. There is no easy way to count the coins in the dispenser. Read the values from each “stack” on the physical Coin Dispenser. **Verify that the Ending Cash for the recycler equals the dollar amount on the Cash Recycler Status window plus the total amount of coin in the coin dispenser. These two figures must be added together to balance to the Ending Cash figure.**

**\*\*Note:** Buying cash is always a two-step process. First use the Buy Cash Wizard then load the physical cash in the recycler and/or coins in the dispenser.

### Other Information

Any loose coin from a member’s deposit must be put in the Teller’s drawer and added to the Teller’s Ending Cash not the Recycler Teller’s Ending Cash. It is never put into the coin dispenser. See the “**Cash Received**” section of this document for more information.

Once the Cash Recycler has been loaded with bills, and the Coin Dispenser loaded with coins (if applicable), transactions can be processed.

## Cash Back Transactions

When a transaction is processed that results in cash back, the system will automatically display the denomination box with the default count of bills to be dispensed. The example below shows \$150 in cash back.

Datamatic VIEW

Transaction completed successfully. Receipt #642

\$100 Bills:	<input type="text"/>	\$50 Bills:	<input type="text"/>
\$20 Bills:	<input type="text" value="7"/>	\$10 Bills:	<input type="text" value="1"/>
\$5 Bills:	<input type="text"/>	\$1 Bills:	<input type="text"/>

Figure 7

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

If the teller does not want to dispense the cash back from the recycler and wants to give the cash back from their teller drawer, click on the **Red X** to close the denomination box. This will cancel dispensing the money from the recycler but does not cancel the transaction. The Teller’s Ending Cash will be reduced not the Cash Recycler Teller’s Ending Cash.

If the teller does want to dispense from the recycler, the number of default bill counts can be changed if desired, or the teller can accept the bills calculated by the recycler. Click on the appropriate box(es) next to the bills to change the number of bills to the count desired. This must be done prior to selecting the “**Dispense**” button. **\*\*Note:** The teller cannot change the denomination of coins dispensed by the Coin Dispenser.

<b>Example:</b>	\$50 Bills:	1	\$50.00
	\$20 Bills:	3	\$60.00
	\$10 Bills:	2	\$20.00
	\$5 Bills:	3	\$15.00
	\$1 Bills:	5	<u>\$ 5.00</u>
			\$150.00

To dispense the money, select the “**Dispense**” button. The coins, if applicable, will be dispensed and the Cash Recycler will dispense the specified bills.

## Cash Received Transactions

When cash is given to the teller for a deposit or loan payment, etc., the teller has the option of processing the transaction to the teller’s drawer (as in a traditional teller), or to the recycler. To process the transaction to the teller’s drawer, enter the cash received in the standard **Cash Received** box.

Date	Account	Transaction	Amount	Fee

Figure 8

Continue entering the information for the transaction(s) being processed. Post the transaction when finished.

To process the transaction to the recycler (bills only), click on the magnifying glass next to the Cash Received box.

Figure 9

This will display the **Cash Received details box**.

(Continued on the next page.)

**Figure 10**

Next, the teller should stack the bills in the recycler slot on the machine and select the **“Deposit”** button. The system will display the following message:



**Figure 11**

The recycler will count the denominations and display a total in the **“Cash Recycler”** field on the Cash Received window. While it is doing this and if it receives a poor conditioned bill, the machine will dispense the bill(s) back to the teller. The teller can either try straightening out the bill(s) and putting it back in the recycler slot on the machine and selecting the **“Deposit”** button again or add it manually. The **“Deposit”** button can be selected as many times as needed. The machine will either accept the bill(s) and add it to the total or will dispense it back again to the teller.

The portion of the deposit that is in good clean bills should go into the Recycler teller totals and does not need to be totaled up. Enter (total up) any poor condition bills AND coins in that are entered manually in the bottom portion of the window. It does not matter which box (from \$100 Bills to Other) is used to enter the additional cash.

Poor condition bills and all coin will go into the Teller's drawer and the Teller's Ending Cash will increase. However, the total taken in by the Cash Recycler will increase the Recycler's Ending Cash.

Datamatic VIEW

**Cash Received**

Cash Recycler:

\$100 Bills:  \$50 Bills:

\$20 Bills:  \$10 Bills:

\$5 Bills:  \$2 Bills:

\$1 Bills:  Half Dollars:

Quarters:  Dimes:

Nickels:  Pennies:

Canadian Money:  Coin Rolls:

Loose Coins:  Other:

After the cash for the transaction has been received in either the Cash Recycler field and/or the bottom portion of the window, select the "Save" button.

\$100 (Cash Recycler)  
 \$120.75 (Other cash and coins)  
 Equal = \$220.75 Cash Received.

Figure 12

Select the "Save" button and the system will update the Cash Received box and grey out the field to indicate that the cash came from the details window. Complete the offset transaction(s) as normal by using the Add Transaction wizard. Afterwards, post the transaction.

Cash Received:  Checks Received (\$0.00):  Total Received (\$220.75):

Cash Returned:

Print Balances  Print Member Copy

Date	Account	Transaction	Amount	Fee

Figure 13

## Cash Exchange Transactions

This is an example of cash being exchanged using the Recycler. Member would like five 20's in exchange for a \$100 bill. There are a couple ways that this can be done.

The first way is to process a deposit and withdrawal transaction.

The second way would be to do the following:

1. Display the member.
2. Select the magnifying glass next to the Cash Received box and follow the procedures to load the cash in the Recycler.
3. Verify the Cash Received (see Figure 13 for example) and click on the grey X (Close Member) to close the member.
4. Closing the member after cash is in the recycler will display the Cash Disbursed box (see Figure 7). Specify the denominations to be dispensed. Click on the **"Dispense"** button.

## Teller Totals - Miscellaneous Transaction

When signed on to the teller number for a Cash Recycler, the transactions done for that day can be displayed. Select [\[Main Ribbon > Teller Tasks > Teller Totals - Miscellaneous Transaction\]](#).

### Other Reports

All the reports that can be viewed or printed for a teller can also be done for the Cash Recycler teller(s).

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

### General Information

- The credit union decides how often the cash recycler(s) is replenished and balanced.
- See the **User's Guide** and **Operating Manual** that came with the cash recycler for what occurs when a roll is low on bills or when there are mechanical problems.
- The entries generated by the system for a cash withdrawal from a share are as follows:
  - Credit the Miscellaneous Dispenser CR GL. (This offsets the withdrawal transaction by the teller.)
  - Debit the Miscellaneous Dispenser DB GL.
  - Credit to the Fund Teller GL.
- The entries generated by the system for a deposit of cash to a share are as follows:
  - Debit the Miscellaneous Recycler DB GL. (This offsets the deposit transaction by the teller.)
  - Credit the Miscellaneous Recycler CR GL.
  - Debit to 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.