

Safe Deposit Boxes

Safe Deposit Boxes - Inventory List

The Safe Deposit Boxes selection under [\[Main Ribbon > System Settings\]](#) allows the credit union to keep track of the safe deposit boxes and check as to whether or not specific boxes have been rented or are available to be rented. The maximum number of boxes that can be entered is 2,000.

Safe Deposit Boxes must be added to the inventory list prior to adding a safe deposit box for a member. Only available boxes in the inventory may be selected in the Add Safe Deposit Box Wizard.

After making the selection, the system displays the inventory of safe deposit boxes on the system. If the credit union adds more safe deposit boxes, the additional boxes will need to be added to the inventory. On the other hand, if the credit union gets rid of some safe deposit boxes, the boxes will need to be deleted from the inventory.

Example below.

BOX	STATUS	SIZE	AMOUNT DUE
001T	Rented	Large	\$30.00
002Tel	Rented	small	\$10.00
100	Rented	small	\$10.00
101	Rented	large	\$30.00
102	Rented	large	\$30.00
103	Rented	large	\$30.00
104	Rented	medium	\$20.00
105	Rented	small	\$10.00
106	Rented	small	\$10.00
107	Rented	medium	\$20.00
108	Rented	small	\$10.00
109	Rented	medium	\$20.00
110	Rented	x-large	\$40.00
111	Rented	medium	\$20.00
112	Rented	large	\$30.00
113	Rented	large	\$30.00
114	Rented	small	\$10.00
115	Rented	medium	\$20.00
116	Rented	x-large	\$40.00
117	Rented	medium	\$20.00
118	Rented	small	\$10.00
119	Rented	medium	\$20.00
120	Available	large	\$30.00
121	Rented	small	\$10.00
122	Rented	medium	\$20.00

This window can be used to make changes to an existing safe deposit box in the inventory, add a new safe deposit box to the inventory or to delete a safe deposit box from the inventory that is no longer at the credit union.

To add a new safe deposit box to the inventory, select Add from the Safe Deposit Boxes window.

The Add Safe Deposit Box Inventory window is displayed.

Box Number: The Box Number is credit union defined. Up to 10 positions are allowed which can be alphabetical or numeric.

Box Size: The Box Size is credit union defined. Up to 8 positions are available which can be alphabetical or numeric.

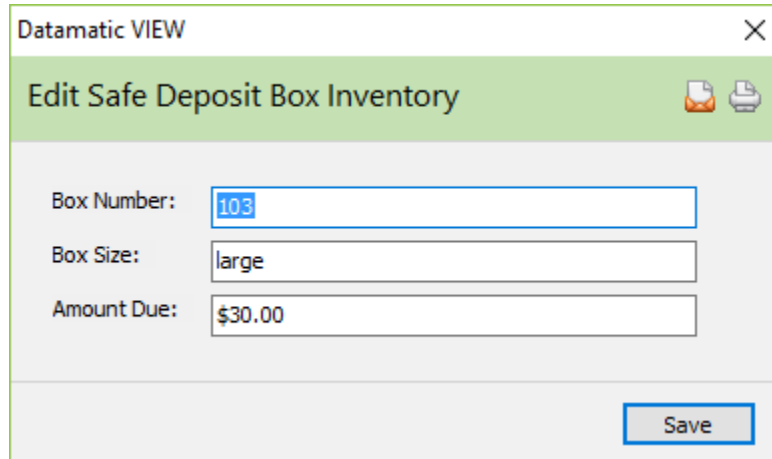
Example: small, medium or large, etc.
 3 x 5, 4 x 8, etc.

Amount Due: Enter the amount of the fee for the safe deposit box.

Select Save to save the changes.

To make a change to an existing safe deposit box in the inventory, highlight the safe deposit box and press enter or double click on the safe deposit box.

The Edit Safe Deposit Box Inventory window is displayed.



The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area containing the text "Edit Safe Deposit Box Inventory" and two icons (a folder and a printer). The main content area is light gray and contains three input fields:

- Box Number: 103
- Box Size: large
- Amount Due: \$30.00

A "Save" button is located at the bottom right of the window.

The Box Number cannot be edited. If the Box Number needs to be changed, it will be necessary to remove the safe deposit box from the inventory list and add it back on with the correct Box Number.

The Box Size and Amount Due can be edited, if needed. Select Save after making changes.

To delete a safe deposit box, highlight the safe deposit box and press the delete key. A window is displayed asking **Are you sure you want to delete 'xxxxxxxxx'?** Select the appropriate answer of yes or no.

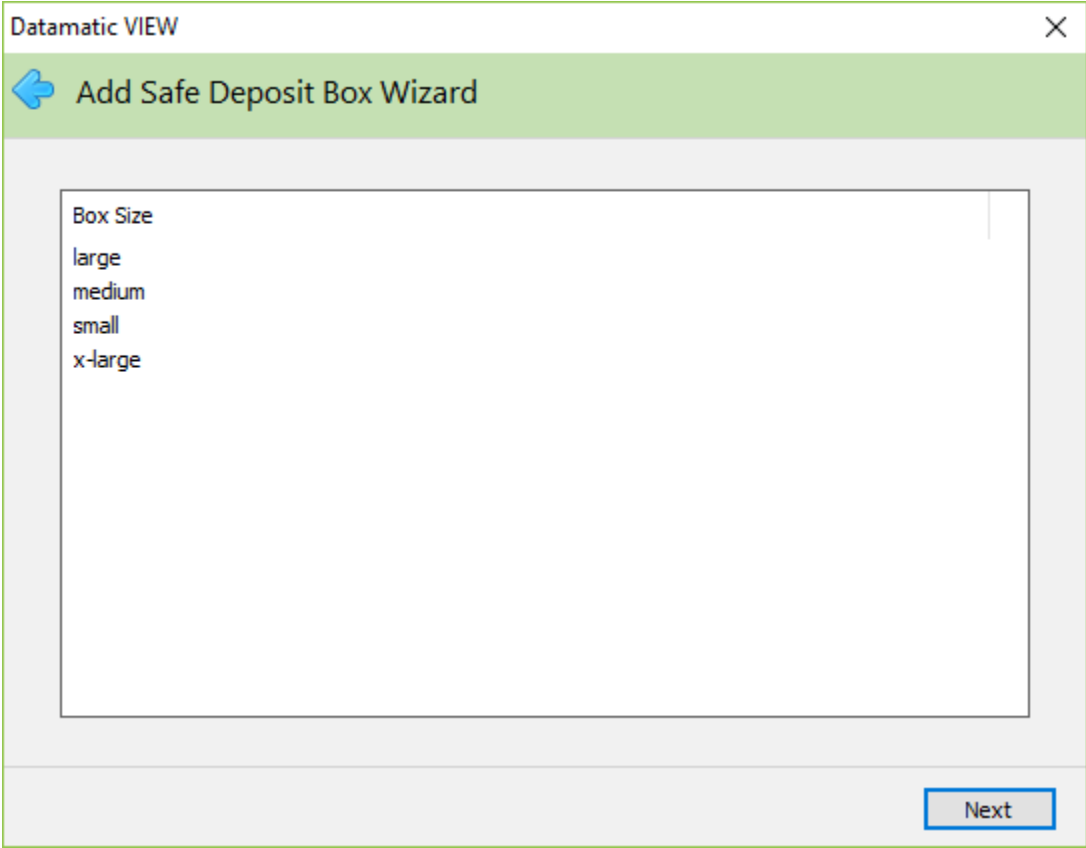
Add to Member

With the member displayed, select one of the following:

- Folders (below suffixes) > Add > Safe Deposit Box.
- Select the Safe Deposit Box folder > Add.

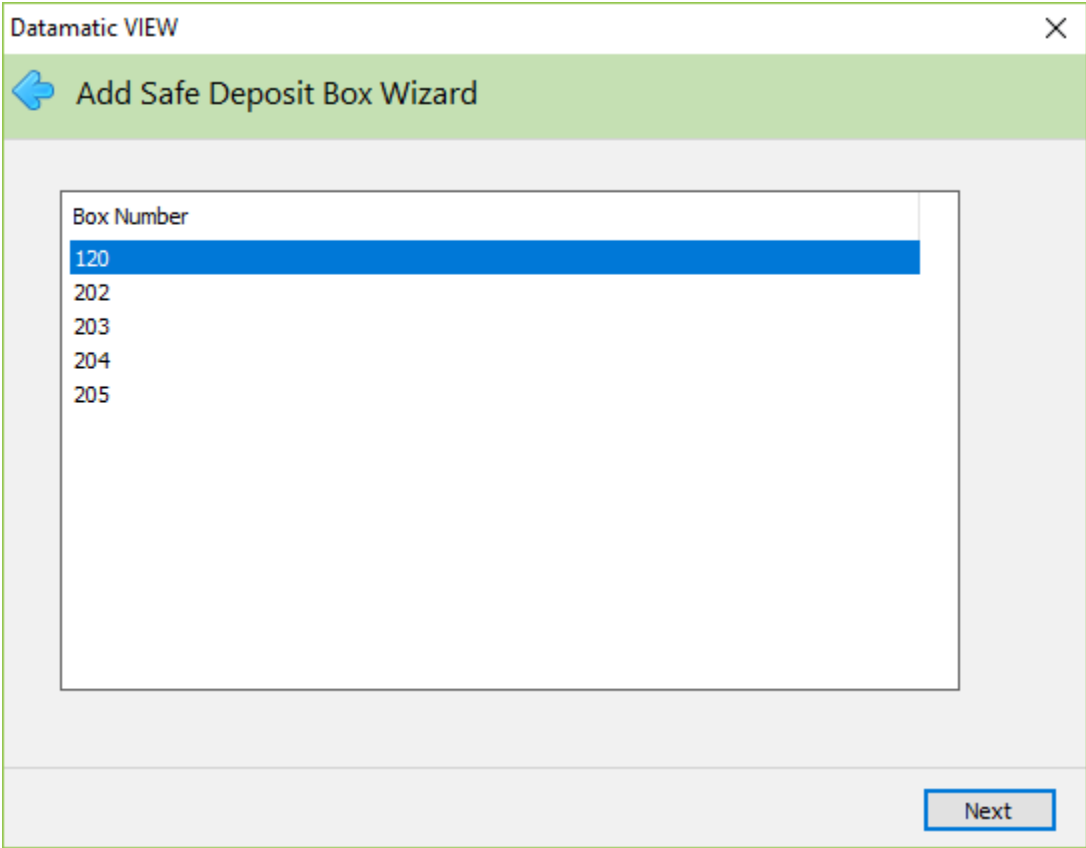
The Add Safe Deposit Box Wizard is displayed. This is used to add a new Safe Deposit record to the system for a member. The maximum number of safe deposit boxes per member is 99.

The system displays.



Select the Box Size chosen by the member. The available box sizes in the inventory list will be displayed from which to make a selection. Continue to the next window.

The system displays.



Select the Box Number assigned to the member. Only the available box numbers (based on the box size selection on the previous window) will be displayed from which to make a selection.

Continue to the next window.

The system displays.

Datamatic VIEW

← Add Safe Deposit Box Wizard

Withdrawal from: (none) ▾

Amount Due: \$30.00

Date Due: 📅

Renewal Month: ▾

Send Notice: ▾

Next

Select the share suffix from which the safe deposit box fee is to be withdrawn and the terms for the safe deposit box rental.

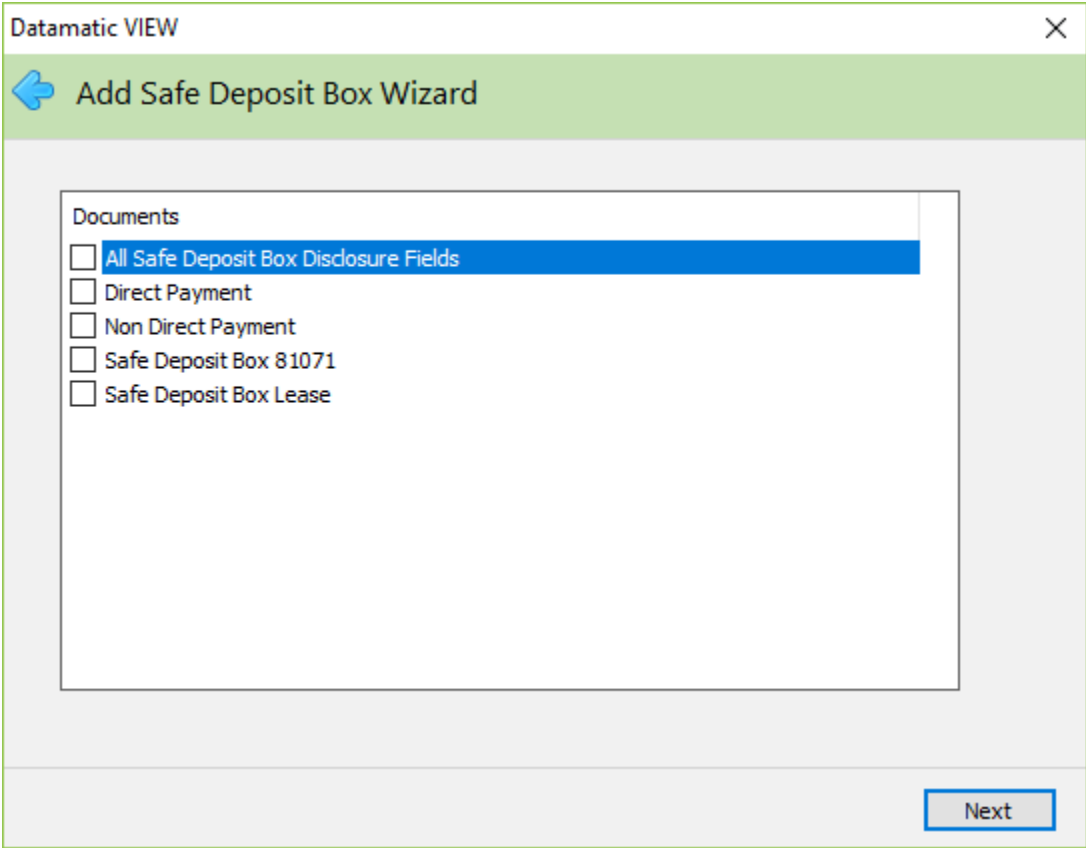
Select none as the Withdrawal from account, if member opts to pay the fee themselves rather than have the credit union automatically deduct the fee from one of their share suffixes.

The Amount Due is automatically filled in and based on the amount entered in the inventory list for the box number selected on the previous window.

If the Send Notice field is set to no, the safe deposit box will be excluded from the list when the Safe Deposit Box Notice job is run.

Continue to the next window.

The system displays.



If at least one safe deposit box form is setup on the system, select the specific safe deposit box document to be printed.

Continue to the next window.

The system displays.

Datamatic VIEW

← Add Safe Deposit Box Wizard

To complete this wizard, click Finish

✓

Member:	624-7
Name:	KIMBERLY M ANDREWS
Box Number:	120
Box Size:	large

Finish

If necessary, select the Back Arrow in the upper left corner to return to any of the previous windows and make changes before selecting the Finish button.

Select Finish and the PDF will be displayed. The data for the mapped fields will be filled in. Enter any missing information in the blank fields, if applicable. Select the printer icon on the PDF window to print the document.

The Safe Deposit Boxes icon now displays on the Member Summary window. Changes can be made to safe deposit boxes on the system by selecting the specific safe deposit box record. A box will display to enter the changes.

Also, after finishing the wizard, the box number will change from **Available** to **Rented** under [\[Main Ribbon > System Settings > Safe Deposit Boxes folder\]](#).

Audit Safe Deposit Box

Make one of the following selections:

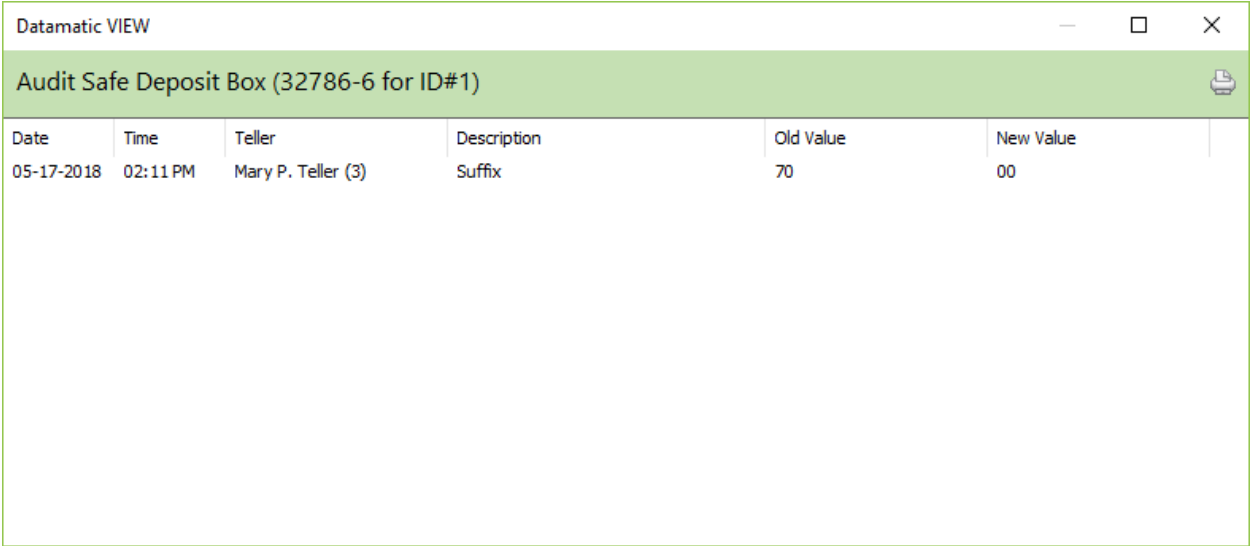
- [\[Main Ribbon or Main Ribbon > Inquiry > Audit > Safe Deposit Box.](#)
- Alt+ I > Audit > Safe Deposit Box.

The Audit - Safe Deposit Box selection is used to display any changes made to the safe deposit box information for a specific box for a member.

Enter a valid member number and an ID (1-99) then press enter or click on Go. If the member number is not known, click on the magnifying glass to the right of the Member field to search for the member number.

The first box entered on the system would be ID 1, the second box entered would be ID 2, etc.

The system displays.



Date	Time	Teller	Description	Old Value	New Value
05-17-2018	02:11 PM	Mary P. Teller (3)	Suffix	70	00

The purging of file maintenance is done with year end processing. After the file maintenance is purged from the system, the information will no longer be displayed on the audit inquiry windows. **Examples:** On 12-31-13, file maintenance history before 1-1-13, which includes audit information, was purged from the system. On 12-31-12, file maintenance history before 1-1-12 was purged from the system.

Display

From the Member Summary window, select Safe Deposit Boxes. This selection will only display, if Safe Deposit Box information has been entered for this member.

Safe Deposit Boxes						
↑ Up One Level + Add ✕ Remove						
BOX NU...	BOX SIZE	RENEWAL M...	AMOUNT	DATE DUE	NOTICE	WITHDRAWAL ...
134	large	March	\$75.00	03-01-2019	Yes	00 Regular Sha
197	x-large	December	\$40.00	12-12-2018	Yes	00 Regular Sha

The safe deposit box information for this member is displayed.

This window can also be used to set up a new safe deposit box. Click on the Add icon in the ribbon.

Edit and Delete

To make changes to a safe deposit box, select the specific safe deposit box. The Edit Safe Deposit Box window is displayed.

To delete a safe deposit box from an account, highlight the safe deposit box to be deleted and press the delete key. A confirmation box will be displayed. To proceed with deleting the safe deposit box, select yes. Otherwise, select no.

Edit Safe Deposit Box

Box Number:	157
Box Size:	medium
Withdrawal From:	00 Regular Shares (\$2,603.78)
Amount Due:	\$20.00
Due Date:	11-01-2018
Renewal Month:	November
Send Notice:	Yes

[Save](#)

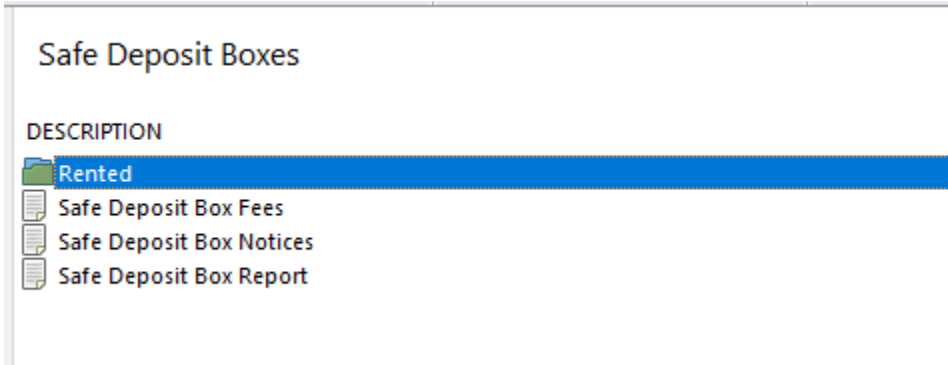
The Box Number and cannot be changed in this window. If a different safe deposit box is assigned to the member, it will be necessary to delete the safe deposit box record under the member and use the Add Safe Deposit Box wizard to add the correct box.

If the Send Notice field is set to no, the safe deposit box will be excluded from the list when the Safe Deposit Box Notice wizard is run.

Select the Save button, after making any needed changes.

Safe Deposit Boxes

Select [Main Ribbon > Accounting > Safe Deposit Boxes]. The system displays.



Rented folder

Displays information on all rented boxes.

Safe Deposit Boxes - Rented

MEMBER	NAME	BOX	SIZE	AMOUNT DUE	DATE DUE
2-6	ROBERT JONES	105	small	\$10.00	11-01-2018
29-9	Linda Bigelow	181	5x7	\$45.00	07-01-2018
91-9	Breonna Honkala Trust	156	medium	\$20.00	04-01-2019
182-6	Jamie Riccker	175	small	\$10.00	10-01-2018
221-2	Karen Shubert	109	medium	\$20.00	07-01-2018
223-8	Ronnie Milken	182	small	\$10.00	04-01-2019
266-7	Polly Pocket	165	x-large	\$40.00	03-19-2019
501-7	Judith Yates	101	large	\$30.00	04-01-2019
556-1	Kris Kringle	128	x-large	\$50.00	02-03-2019
612-2	JOSHUA L MEMBER	106	small	\$10.00	10-01-2018
615-5	RICHARD P JONES	150	medium	\$20.00	11-01-2018
616-3	MARSHA A THOMAS-GREEN	103	large	\$30.00	11-01-2018
619-7	MICHAEL P GREEN	195	large	\$30.00	10-01-2018
621-3	NICKY ANGELA NEWMAN	174	large	\$30.00	11-01-2018
622-1	MARK A MILLER	193	large	\$30.00	10-01-2018
622-1	MARK A MILLER	116	x-large	\$40.00	10-01-2018
623-9	PAULA R ANDERSON	100	small	\$15.00	10-01-2018
624-7	KIMBERLY M ANDREWS	208	medium	\$20.00	04-01-2019
627-0	CAROL L BROWN	171	large	\$30.00	10-01-2018
630-4	GRACE E ZIMMER	113	large	\$30.00	11-01-2018

This window can also be used to set up a new safe deposit box. Click on the Add icon in the ribbon.

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 [\[Main Ribbon > System Settings > Automated Transaction Setup\]](#).

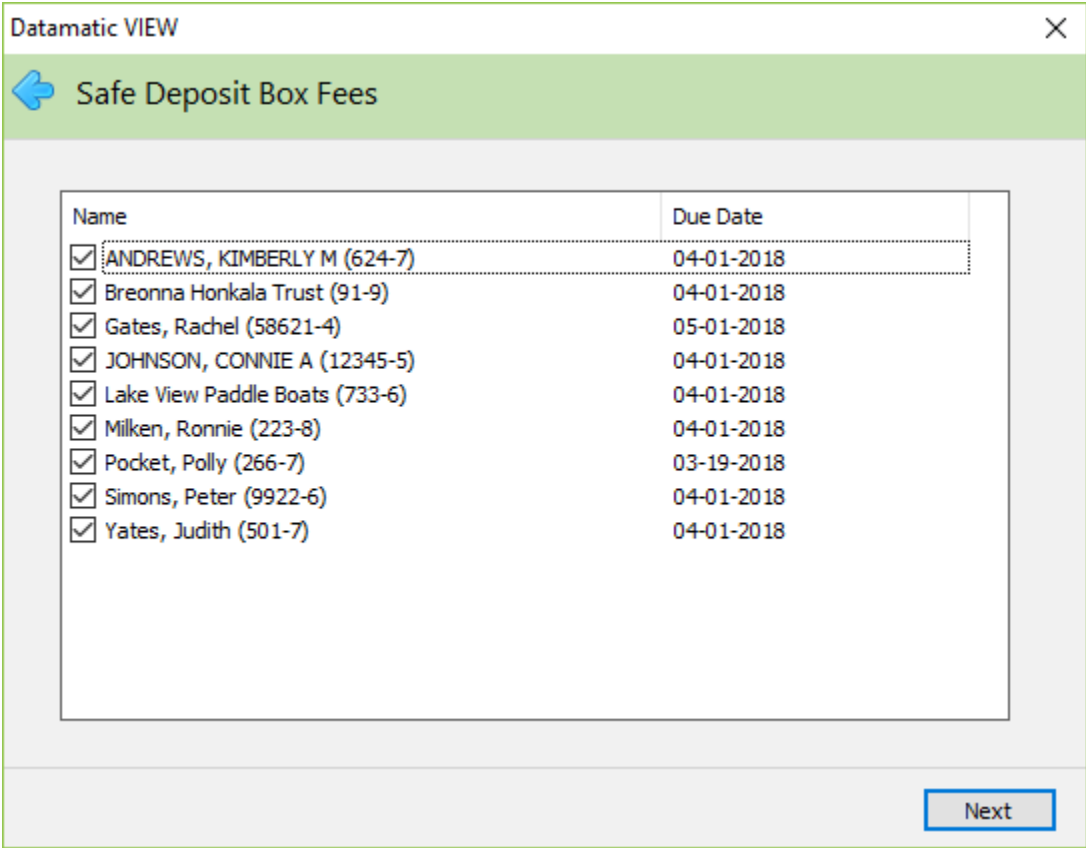
Select the Ledger Offsets tab. Enter the Ledger Number, and Description, if desired. For credit unions with the Branch Accounting optional software, select a Post Method of Main Office or By Branch.

Continue to the next window. The system displays.

The default for the Due Date is today's date. Enter the appropriate date, if fees are to be posted for a different date. 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.

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.

Continue to the next window. The system displays.



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.

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.

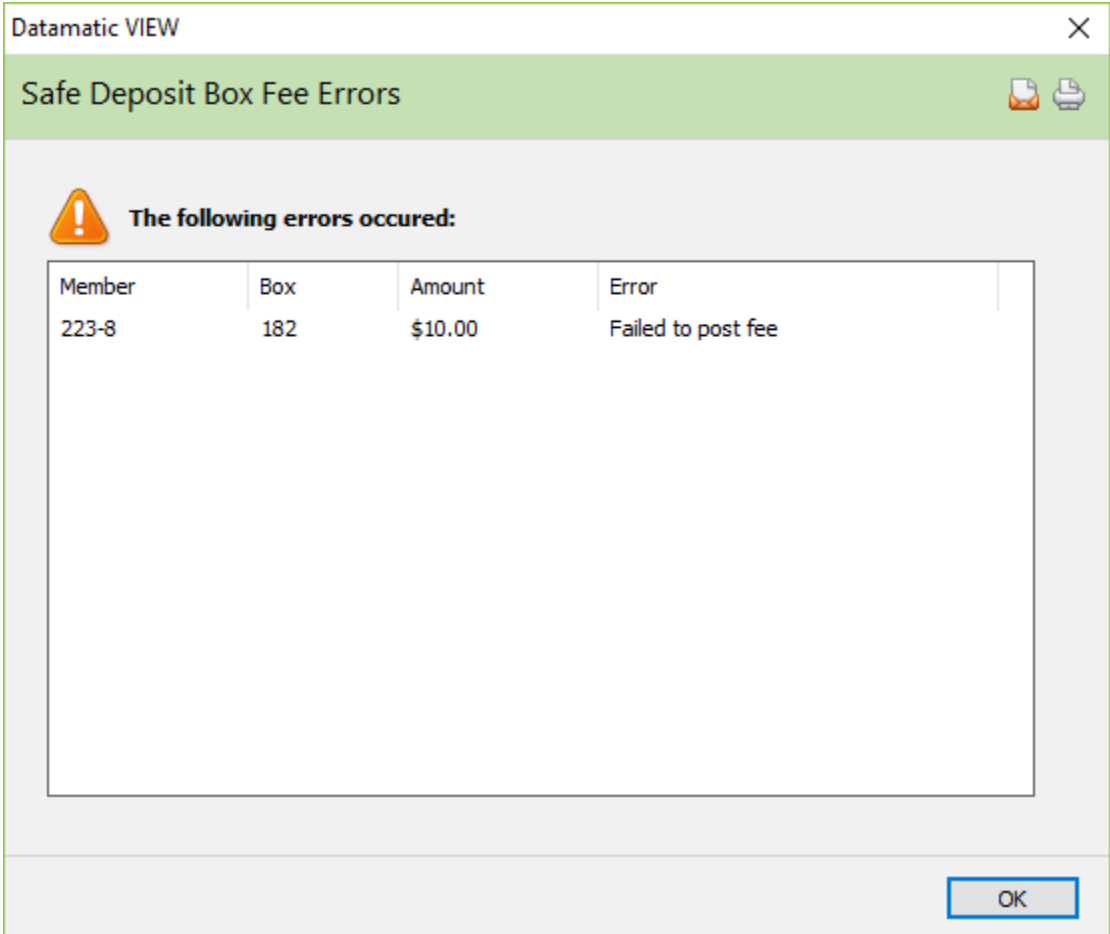
After selecting Finish, all exception transactions (one at a time) will be displayed indicating why the safe deposit box fee cannot be posted. The same messages will display that a teller would receive if they were processing the transaction.

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.



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 [\[Member Ribbon > More > Safe Deposit Box Payment\]](#).

 **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 Notice 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.

Before Safe Deposit Box notices can be printed, the safe deposit box information must be added to the member record. (See Add to Member section in this chapter for more information.) Also, the notice must be designed (and the data fields mapped) on the system. (See the System Settings Manual - Pages chapter and Documents chapter for more information.)

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

The screenshot shows a software window titled "Datamatic VIEW" with a close button in the top right corner. Below the title bar is a green header area with a blue back arrow icon and the text "Safe Deposit Box Notice". The main content area contains two input fields: "Due Date:" with a text box containing "07-01-2018" and a calendar icon to its right, and "Filter:" with a dropdown menu showing "(none)". At the bottom right of the window is a "Next" button with a dotted border.

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

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.

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.

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"/> Bigelow, Linda	07-01-2018
<input checked="" type="checkbox"/> Dolby, Monica	06-01-2018
<input checked="" type="checkbox"/> Jacob, John	07-01-2018
<input checked="" type="checkbox"/> Krumm, Easten	06-01-2018
<input checked="" type="checkbox"/> Shubert, Karen	07-01-2018
<input checked="" type="checkbox"/> Taylor, Andy	07-01-2018

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.

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 is 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                10-01-2018
Select Renewal Month       (All) █
Select Box Size            █
  
```

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

Datamatic VIEW

Safe Deposit Box - Available (1 KB)

05/18/2018 Support Credit Union (1) Safe Deposit Box Report (Available Boxes) PAGE 1 REPORT NO. CR209-01

Box Number	Box Size	Box Number	Box Size	Box Number	Box Size	Box Number	Box Size	Box Number	Box Size
120	large	185	small	186	small	187	small	188	small
189	small	190	small	199	x-large	200	x-large	202	large
203	large	204	large	205	large	209	medium	210	medium

Name in Backup folder: Safe Deposit Box - Rented (March Due Date)

Datamatic VIEW

Safe Deposit Box - Rented (1 KB)

05/18/2018 Support Credit Union (1) Safe Deposit Box Report (Rented Boxes) PAGE 1 REPORT NO. CR209-01

Box Number	Account	Name	Box Size	Notice	Suf	Renewal	Fee	Due Date	Comments
104	667700-9	Penny Bank	Medium	Y	00	03	20.00	03-01-2019	
134	621581-8	Annie Oakley	large	Y	00	03	75.00	03-01-2019	
151	6672-0	Linda Reisland	medium	Y	0	03	65.00	03-01-2019	
155	13400-7	Charles Gates	large	Y	00	03	30.00	03-01-2019	
165	266-7	Polly Pocket	x-large	Y	00	03	40.00	03-19-2019	
198	2233-5	Ghost Writer Associates	x-large	Y	00	03	40.00	03-01-2019	
Total Fees:							270.00		
Total Delinquent Fees:							0.00		

(Small boxes)

Datamatic VIEW

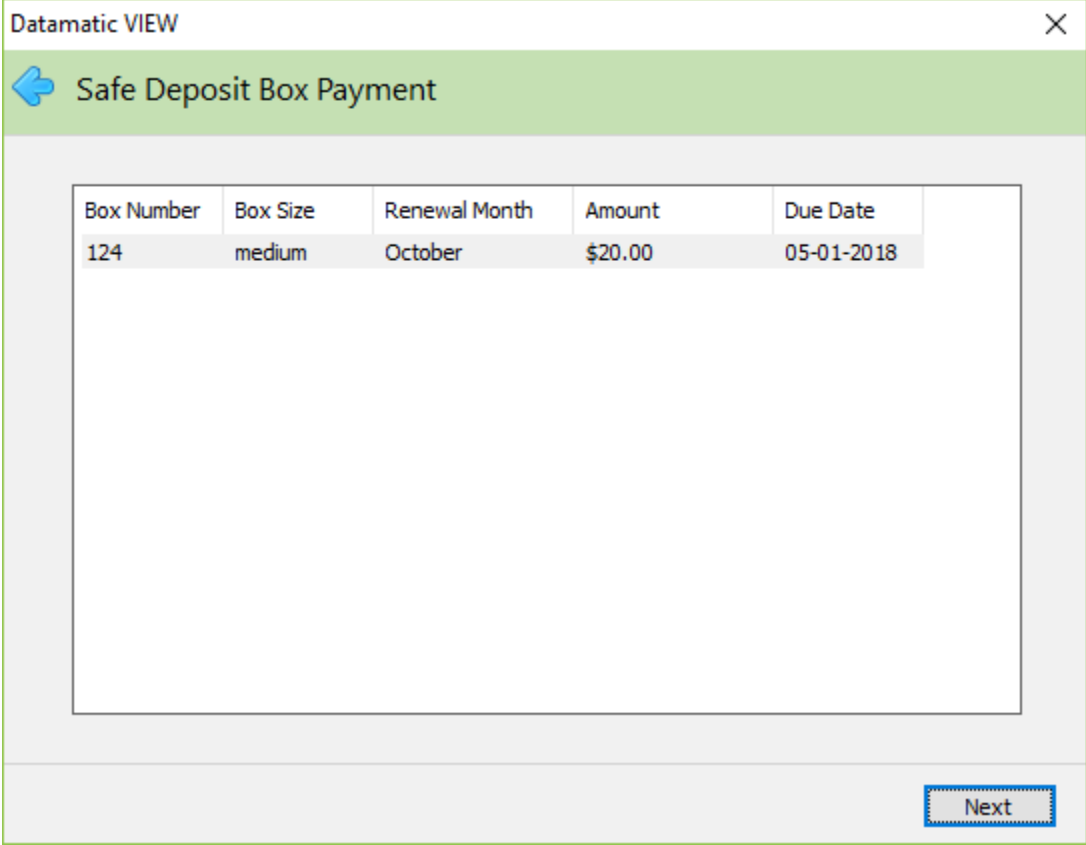
Safe Deposit Box - Rented (3 KB)

05/18/2018 Support Credit Union (1) Safe Deposit Box Report (Rented Boxes) PAGE 1 REPORT NO. CR209-01

Box Number	Account	Name	Box Size	Notice	Suf	Renewal	Fee	Due Date	Comments
002Tel	11152-6	Douglas Cove Treasure Hut	small	Y	00	01	10.00	01-01-2019	
100	623-9	PAULA R ANDERSON	small	Y	00	10	15.00	10-01-2018	
105	2-6	ROBERT JONES	small	Y	00	01	10.00	11-01-2018	
106	612-2	JOSHUA L MEMBER	small	Y	00	10	10.00	10-01-2018	
108	32786-6	AMY M MEMBER	small	Y	00	12	10.00	12-01-2018	
114	701701-5	Shelley Nelson Warner	small	Y	00	08	10.00	08-01-2018	
117	58621-4	Rachel Gates	small	Y	70	05	10.00	05-01-2019	
118	554422-6	SILLY GOOSE-SMITH	small	Y	70	11	10.00	11-01-2018	
121	709-6	Jenna McDonald	small	Y	00	10	10.00	10-01-2018	
123	1001-7	John Jacob	small	Y	00	08	200.00	08-01-2018	
130	743-5	Susie Minor	small	Y	00	11	10.00	11-01-2018	
130	60562-6	Auntie Emm	small	Y	00	08	10.00	08-01-2018	
152	1001-7	John Jacob	small	Y	00	07	10.00	07-01-2018	
175	182-6	Jamie Riccker	small	Y	00	11	10.00	10-01-2018	
182	223-8	Ronnie Milken	small	Y	00	04	10.00	04-01-2018	Past Due
184	6584-7	Doug McKenzie Ball	small	Y	00	11	10.00	11-01-2018	
Total Fees:							355.00		
Total Delinquent Fees:							10.00		

Safe Deposit Box Payment

Select [Member Ribbon > More > Safe Deposit Box Payment]. The Safe Deposit Box Payment Wizard is displayed.



This option is used to individually process a fee for a Safe Deposit Box for a member. Select the appropriate safe deposit box, if more than one.

Continue to the next window.

The system displays:

Datamatic VIEW

← Safe Deposit Box Payment

Select Suffix

- 00 Regular Shares (\$1,772.55)
- 02 Christmas Club (\$360.00)
- 50 Escrow Suffix (\$806.63)
- 66 Heloc 6.67% (\$84.41)
- 70 Draft Suffix (\$1,023.78)
- 98 HSA Share (\$1,544.82)

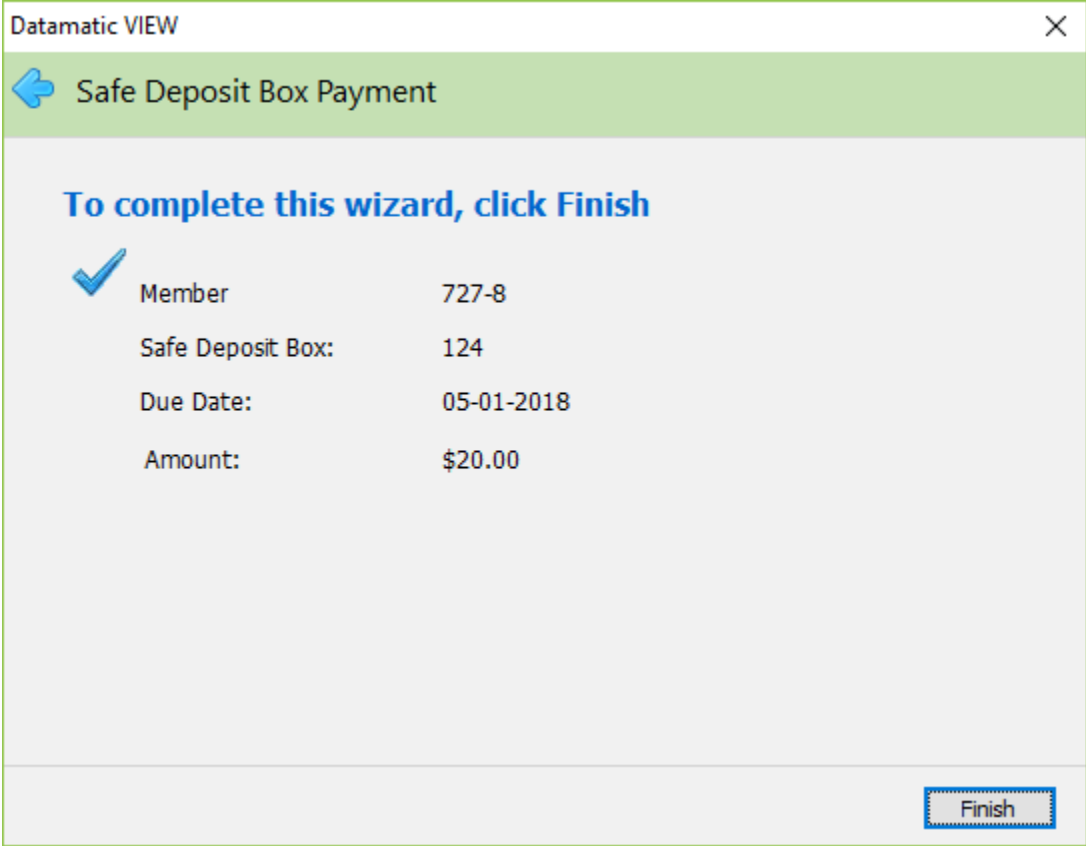
Next

The system will automatically withdraw the funds from the suffix entered on the Safe Deposit Box record for the member and credit the general ledger account for safe deposit box fees.

If none is selected as the Withdrawal from account for the safe deposit box in VIEW, a window will be displayed next to select the account suffix from which the funds for the fee will be withdrawn. Deposit any cash and/or checks brought in by the member to a share suffix then select the Safe Deposit Box Payment option to make the payment for the fee.

Continue to the next window.

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



Select Finish to post the transaction.

After the safe deposit box payment has been 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 Reference

Automated Transaction Setup - Refer to the System Settings Manual