Safe Deposit Boxes

The Safe Deposit Boxes selection 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.
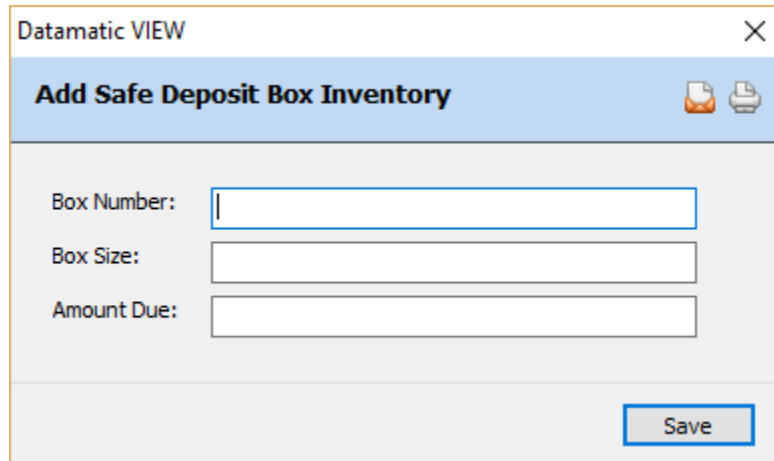
System Settings - Safe Deposit Boxes

BOX	STATUS	SIZE	AMOUNT DUE
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

Figure 1

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

Add Safe Deposit Box

To add a new safe deposit box, click on the Add icon on the ribbon.

Figure 2

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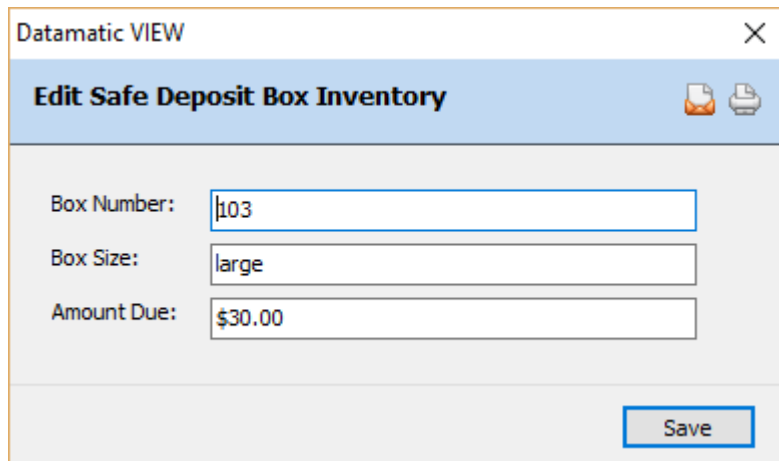
> Example: small, medium or large, etc.
>   3 x 5, 4 x 8, etc.

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

Select Save to save the changes.

Edit Safe Deposit Box

To edit a safe deposit box, double click on the safe deposit box.

Figure 3

TIP: 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.
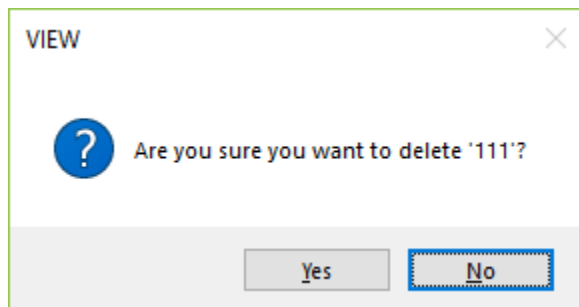
The **Box Size** and **Amount Due** can be edited, if needed.

Make the needed changes then select Save.

Delete Safe Deposit Box

To delete a safe deposit box, click on the delete icon on the ribbon.

To proceed with deleting the safe deposit box, select yes. Otherwise, select no.

Reference

Safe Deposit Box chapter - refer to Member Services Manual