

Teller ID and Branch Enhancement

With the growth of credit unions and the creation and acquisition of more branch offices, many of you have asked for a greater number of, and greater flexibility with, Teller IDs. This is how we are changing CAMS-ii™ to meet your requests.

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IMPORTANT: It is imperative that you read this document in its entirety.

What are the major benefits?

- Simpler cash drawer management via Cash Drawer Maintenance in Back Office
- Easier Teller ID security
- More Teller IDs available
- One Teller ID per user regardless of physical location
- Prevents assigning an incorrect terminal number to the wrong branch if the Internet Explorer browser loses its Microsoft® Windows® cookies
- Prevents the loss of teller cash drawer information because of failure to log off/sign off the CAMS-ii system
- No need to use floater Teller IDs
- Eliminates the need to *log in* to Teller IDs for Vault, TCD/TCRs, and ATMs for *transactions and balancing*.

What we've done so far

With the December 2018 update, we began preparing your CAMS-ii system to allow more Teller IDs. We are removing the connection between the Branch and the Teller ID, and we asked you to link the Terminal ID to a Branch. These changes built the foundation for you to increase the number of Teller IDs from 99 to 9999 with the next CAMS-ii major release.

What's Next?

With the next major release — version 5.5.0, scheduled for the second Quarter 2019 — you will see:

- Instead of switching Teller IDs when you go to a different branch, you will use the same Teller ID at every branch.
- New Cash Drawer choices at Login are based on the cash drawer type settings in Teller ID Maintenance.
- Cash Drawer settings on the Teller ID Maintenance to track Default Cash Drawer and Last Cash Drawer Used.
- A new interface for managing the addition, change, and deletion of Cash Drawers: Teller, ATM, TCR/TCD, and Vault.
- Changes to the Teller Transaction Summary report.
- Added to the Teller ID Maintenance screen permissions for different cash drawer types: Teller, ATM, TCR/TCD, and Vault.
- The G/L suffix for *cash* will be on the cash drawer instead of the Teller ID.
- The over/short G/L suffix is based on the Teller ID for Cash Drawer type **A-Teller**. Vaults, TCD/TCR, and ATM are now based on the *cash drawer* for those types of cash drawers and *not* based upon the Teller ID that is signed into the cash drawer.

What do I need to do before these changes take place?

The following section describes tasks that you must perform and planning considerations for this change to CAMS-ii.

Maintain the Terminal IDs

All the terminal records **must be set up** to include the branch/office number that indicates the terminal's actual physical location. We originally announced these programs and deployed them in November and December of 2018.

Note: If you **have only one office (no branch offices)**, you do not need to assign the terminal to the office. All the main/sole office's branch terminals will automatically be set to Branch 01 with the implementation of the CAMS-ii version 5.5.0 release.

IMPORTANT: If you have more than one branch office, you **MUST** Assign each Terminal to a branch. Ensure that you have all your terminals assigned to the correct branch; otherwise, your G/L activity may not get posted to the preferred G/L account.

To add the branch number to the Terminal Number.

Ensuring that the Teller is logged off the Terminal...

1. Go to Back Office > Standard > Parameters > Terminal Assignments. The Terminal Assignments navigation screen appears.
2. Scroll to the Terminal Number to which you want to add a Branch Number.
3. Click the Terminal Number that you want to maintain. The Terminal Maintenance screen appears.

Terminal Assignments						
Terminal Number	Terminal Location	Receipt Printer	Check Printer	Disclos Printer	Inquiry Printer	Teller ID
0660				999	999	0000
0661				999	999	0000
0662				000	000	0000
0663				999	999	0000
0664				999	999	0000
0671				999	999	0000
0672				999	999	0000

Terminal Assignments screen

4. From the **Branch Number** drop-down list, select the Branch Number for the Terminal Number.

Terminal Maintenance

Terminal Number

Branch Number

Location/Description

Terminal Type

Touch Screen

Check Scanner

Car/Lar

OCR Scanner

ID Scanner

Signature Pad

Default Printer

Inquiry Printer

Receipt Format

Receipt Printer

Receipt Copies

Check Printer

Check Printer Line Number

Loan Disclosure Printer

Loan Application Printer

Terminal Maintenance Screen

5. Click **Accept**.

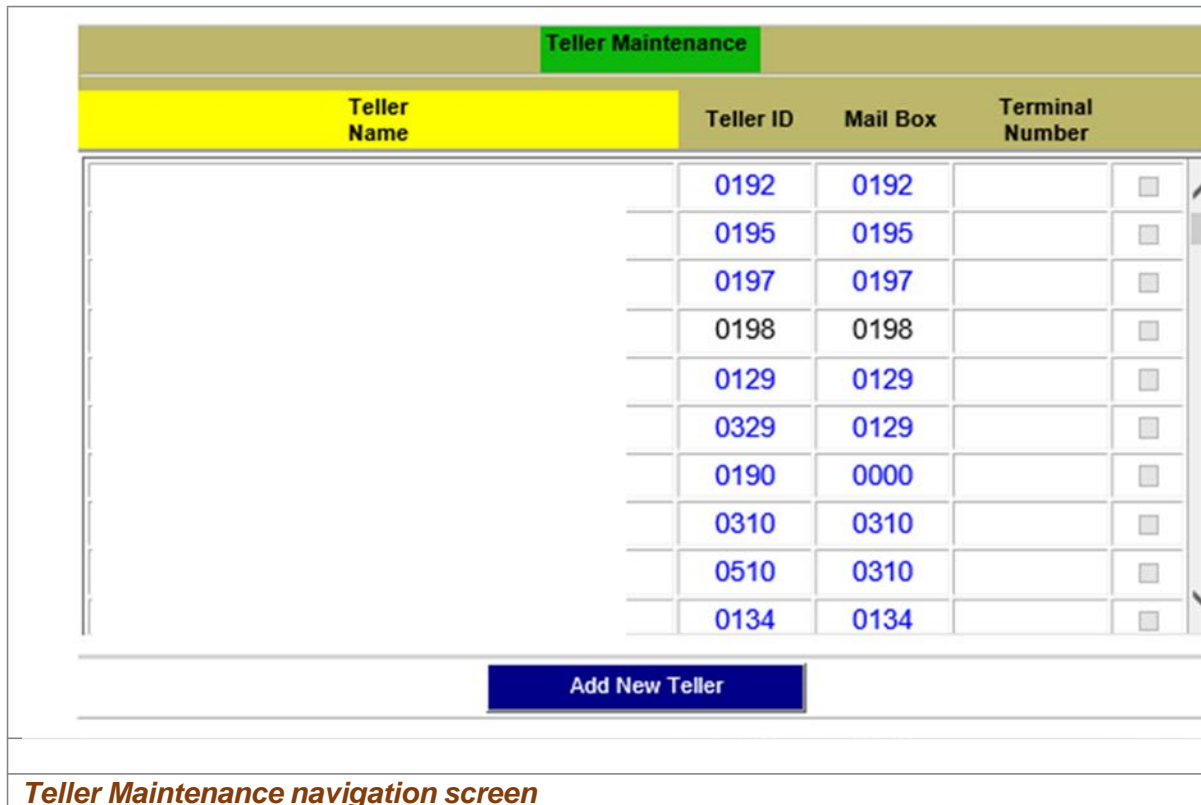
Verify the Teller ID Cash Drawer Indicator

In Teller ID Maintenance (Back Office > Standard > Parameters) determine which Teller IDs do not need a cash drawer and update the **Teller Cash Drawer Indicator** to N-No Cash Drawer; determine which Teller IDs require a cash drawer and set them to **X-Cash Drawer-Do NOT Ask for Opening Cash**.

Note: Consult the April 19, 2019 CBS Message Center announcement for information concerning the X and Y cash drawer indicators. The Y option will be eliminated in the final release.

To change the Teller Cash Drawer Indicator:

1. Go to Back Office > Standard > Parameters > Teller ID Maintenance.
2. In the Teller Maintenance navigation screen, click the Teller ID you want to change.



The screenshot displays the 'Teller Maintenance' screen. At the top, there is a green header bar with the text 'Teller Maintenance'. Below this is a table with four columns: 'Teller Name' (highlighted in yellow), 'Teller ID', 'Mail Box', and 'Terminal Number'. The table contains ten rows of data. At the bottom of the table area, there is a blue button labeled 'Add New Teller'.

Teller Name	Teller ID	Mail Box	Terminal Number
	0192	0192	<input type="checkbox"/>
	0195	0195	<input type="checkbox"/>
	0197	0197	<input type="checkbox"/>
	0198	0198	<input type="checkbox"/>
	0129	0129	<input type="checkbox"/>
	0329	0129	<input type="checkbox"/>
	0190	0000	<input type="checkbox"/>
	0310	0310	<input type="checkbox"/>
	0510	0310	<input type="checkbox"/>
	0134	0134	<input type="checkbox"/>

Add New Teller

Teller Maintenance navigation screen

3. In the Teller Maintenance Screen, change the Teller Cash Drawer Indicator drop- down list to X-Cash Drawer-Do NOT Ask for Opening Cash or N-No Cash Drawer.

Teller Maintenance

Teller Identification	<input type="text" value="0196"/>
Teller Name	<input type="text" value="CBS Documentation"/>
Personal Account Number	<input type="text" value="0"/>
GL Account Suffix	<input type="text" value="0"/>
Mailbox Number	<input type="text" value="0196"/>
Teller Birthday	<input type="text"/>
Last Password Change	<input type="text" value="02/07/2019"/>
Has Override Authority	<input type="text" value="0 - No Override Authority"/>
Is Notebook Moderator	<input checked="" type="checkbox"/>
Teller Active Flag	<input checked="" type="checkbox"/>
Show Teller Cross Sell	<input checked="" type="checkbox"/>
Use Dual Authentication	<input type="checkbox"/>
Teller Cash Drawer Indicator	<input type="text" value="N - No Cash Drawer"/>
Loan Approval Amount Limit	<input type="text" value="0.00"/>
Loan Authorization	<input type="text" value="7 - Originate and Setup and Funding"/>
Transaction Out Limit	<input type="text" value="9,999,999.99"/>

Teller Maintenance screen

4. Click **Accept**.

What do I do to get ready for this change?

IMPORTANT: This is information that you need to gather, **not implement**, before the change. This information will be extremely helpful when the change occurs.

- *Make a list* of how many Teller IDs that you need to support your staff.
Note: We recommend no more than one Teller ID per staff member.
- Determine how many cash drawers that you need based on type: Teller, ATM (if you *currently* use an ATM Teller ID), TCR/TCD, and Vault, as appropriate.
- Determine which Teller IDs (which are now linked to tellers, not locations) need access to which cash drawer types: Teller, ATM, TCR/TCD, and Vault?
- Determine which Cash Drawers require Denomination Tracking.
- If you have shared floating Teller IDs, we recommend that you create a Teller ID for each user.

We will post the instructions for this change to the CBS Message Center with the announcement of the CAMS-ii version 5.5.0.

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