Safe Deposit Box

Safe Deposit Box Administration

The Safe Deposit Box Administration selection under System Administration 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.

![Safe Deposit Box Inventory Table]

**Figure 1**

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, highlight “Double click here to add a new safe deposit box inventory” and press enter or double click on the selection.

The **Add Safe Deposit Box Inventory** window is displayed.

![Add Safe Deposit Box Inventory](image)

**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.
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.

![Edit Safe Deposit Box Inventory](image)

**Figure 3**

Make the needed changes then select **Save**.

To **“Remove”** 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 remove ‘xxxxxxxxxxxx’?” Select the appropriate answer of “yes” or “no”.

Also, right clicking on an existing safe deposit box will display the following options:
Add to Member

Select one of the following:

- Right click in the “Suffix Description” area. Select “Add” then “Safe Deposit Box”.
- Select Action on the Menu Bar then Add then Safe Deposit Box.
- Select the “Safe Deposit Boxes” Member Information icon. Double click in the area indicated which instructs “Double click here to add a new safe deposit box...”.

The Add Safe Deposit Box Wizard is displayed. The Add Safe Deposit Box Wizard is used to add a new Safe Deposit record to the system for a member.

**Note:** If the member is displayed and the wizard is started using one of the first two methods above, then the window below will not be displayed. The Box Size window will be the first to be displayed.

Continue to the next window. The system displays.

![Add Safe Deposit Box Wizard](image)

**Figure 4**

Continue to the next window.
The system displays.

![Add Safe Deposit Box Wizard](image)

**Figure 5**

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.

**Figure 6**

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.

![Add Safe Deposit Box Wizard]

**Figure 7**

Select the share suffix from which the safe deposit box fee is to be withdrawn and the terms for the safe deposit box rental.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

Continue to the next window.
The system displays.

![Add Safe Deposit Box Wizard](image)

**Figure 8**

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.

![Add Safe Deposit Box Wizard](image)

**Figure 9**

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” in the inventory list under System Administration.
Audit Safe Deposit Box

Make one of the following selections:

- “Other Inquiries” under Member on the Navigation Bar
- Go on the Menu Bar then “Other Inquiries”
- Ctrl + I

Next select the Audit folder then 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.

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

The system displays.

![Image of Audit Safe Deposit Box window](image)

**Figure 10**

To exit the window, either click on the X or press Esc.
**TIP:** 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.

![Figure 11](image)

The safe deposit box information for this member is displayed. The maximum number of safe deposit boxes per member is 99.

**Note:** This window can also be used to set up a new safe deposit box. Highlight the designated area and press enter or double click on the designated area to display the Add Safe Deposit Box Wizard.

**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. (see Figure 12)

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

Figure 12

Select the “Save” button, after making any needed changes.

**Note:** The “Box Number” and “Box Size” 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.

**Note:** 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.
Safe Deposit Boxes

Select Safe Deposit Boxes from Member on the Navigation Bar. The system displays.

Figure 13
Safe Deposit Boxes

The Safe Deposit Boxes folder selection can be used to display a list of all the safe deposit boxes currently on the system. The maximum number of boxes that can be entered is 2,000.

Example of window.

![Safe Deposit Box List](image)

**Figure 14**

The “Double click here to add a new safe deposit box...” line can be used to add a new safe deposit box record for a member. **Note:** If a safe deposit box record is added here, it will also display in the Member Summary window for the member under Safe Deposit Boxes. Also, if a safe deposit box record is added under the member, it will be displayed in this window.

Right click in the list area to display the following selections: Add Safe Deposit Box Edit Safe Deposit Box Remove Safe Deposit Box

**Note:** Double clicking on a safe deposit box record is another method of displaying the Edit Safe Deposit Box window. Also, highlighting a safe deposit box record and pressing the “Delete” key is another method of removing a safe deposit box record.
**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:

- System Administration
- 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.

![Datamatic VIEW](image)

**Figure 15**

The default for the “Due Date” is today’s date. Enter the appropriate date, if fees are to be posted for a different date. **Note:** 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.

Continue to the next window.
**Note:** 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.

The system displays.

![Datamatic VIEW](image)

**Figure 16**

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.

**Note:** 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.

![Datamatic VIEW]

**Figure 17**

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 the “Safe Deposit Box Payment” option under Action on the Menu Bar.

**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.

**Note:** Before Safe Deposit Box notices can be printed, the safe deposit box information must be added to the member record. (See “Add to Member” in this chapter for more information.) Also, the notice must be designed (and the data fields mapped) on the system. (See the System Administration Manual “Page Administration” and “Document Administration” for more information.)

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

Figure 18

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

**Note:** 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.

![Safe Deposit Box Notice dialog box](image)

**Figure 19**

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.

![Safe Deposit Box Notice](image)

**Figure 20**

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 selection can be used to generate a report for either “Rented” boxes or “Available” boxes, as needed.

After making a printer selection, the system displays.

![Safe Deposit Box Report](image)

**Figure 21**

**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

![Figure 22](image)

Name in Backup folder: Safe Deposit Box - Rented

![Figure 23](image)

![Figure 24](image)
Safe Deposit Box Payment

With the member displayed, select Action on the Menu Bar then Safe Deposit Box Payment. The Safe Deposit Box Payment Wizard is displayed.

Figure 25

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:

![Safe Deposit Box Payment](image)

**Figure 26**

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.

![Datamatic VIEW](image)

**Safe Deposit Box Payment**

**To complete this wizard, click Finish**

- Member: 888444-7
- Safe Deposit Box: 129
- Due Date: 12-01-2016
- Amount: $30.00

**Figure 27**

Select “Finish” to post the transaction.

**Note:** 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 Administration Manual