NCR

CXBanking
OptiVLM Vault Balance 10.1
User Reference Guide

Build 5014
Version 10.1
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Revision Record

Date	Page No.	Description of Change
March2023	All	Formatting Changes
April 2023	All	Replaced all 9.x screenshots with the latest 10.1 Navigation
April 2023	8 to 10	Added EPSS login & logout info to access VB into sections 1.1.3 1.1.4 and 1.1.5
April 2023	18 to 36	Rearranged Coffers & Qualities to create new section Logs per 10.1 navigation

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Conventions used in this help documentation

The conventions used in this help documentation are shown in the table below. Introductory information, e.g. what the doc is about, its audience, prerequisites

TABLE 1: CONVENTIONS

Convention	Use
Green Text	Indicates a link to the top of the current section. These links can be clicked to quickly navigate through this document. (In some cases, you may need to hold the CTRL key to click the link)
Blue Text	Indicates a link to a different topic or section. These links can be clicked to quickly navigate through this document. (In some cases, you may need to hold the CTRL key to click the link)
→	The "arrow" sign indicates a menu choice. **For example**, "*Choose File →* ***Open***" means "click the File menu, and then click Open."
	Used to warn users of potential problems or to take caution when making changes to settings and parameters.
	Tips or information that may help use the functionality.

1 Introduction to Vault Balance

OptiVLM (Vault Logistics Management) is a multi-module solution. See below table "OPTIVLM MODULES". OptiVLM integrates with OptiSuite (OptiCash, OptiNet, and OptiVault) data to provide multi-user access to real-time updated information regarding currency inventory and orders as they move between financial institutions, central banks or other cash sources, and armoured car networks.

TABLE 2: OPTIVLM MODULES

Module	Description
Invoice Validation	Compares invoices related to cash transportation activities with activity records from OptiSuite. Invoice Validation searches for discrepancies in services rendered, amounts transported, and applied billing rates.
Carrier Web	Provides an interface for carriers (armoured car vendors) to access and update order status. Carrier Web also provides branches access to information regarding authorized carrier personnel.
Vault Balance	Utilizing OptiSuite activity, Vault Balance provides real-time updates for your vaults' balances and activity.

OptiVLM is hosted and managed by the financial institution, but the different modules may be accessed and operated by external users including the vaults and armoured car vendors.

This User Guide is concerned with the Vault Balance module. For user information relative to the Invoice Validation or the Carrier Web interfaces, please refer to the respective guides.

	Caution: OptiVLM is a live application. Changes that are made in the application are permanent and can affect the operation of the system. There are limited undo capabilities for the users; therefore, be sure to consult this manual before deleting or changing system parameters.

1.1 Getting Started

Vault Balance is a web-based application that automatically updates itself in real-time based on OptiSuite activity. As currency moves among the various cashpoints (ATMs, Branches, Vaults), Vault Balance will reflect the real-time activity.

1.1.1 Screen Resolution

Because OptiVLM runs in a browser, the user may choose any valid desktop resolution, and OptiVLM will resize automatically. 1024x768 resolution and larger is recommended to minimize scrolling on some of the screens containing large amounts of information.

1.1.2 Navigation Tips

When using OptiVLM, avoid using the Back and Forward buttons in the browser. All navigation should occur within the application via the menu or icons thereby insuring the successful processing of the OptiVLM system.

1.1.3 Accessing Vault Balance
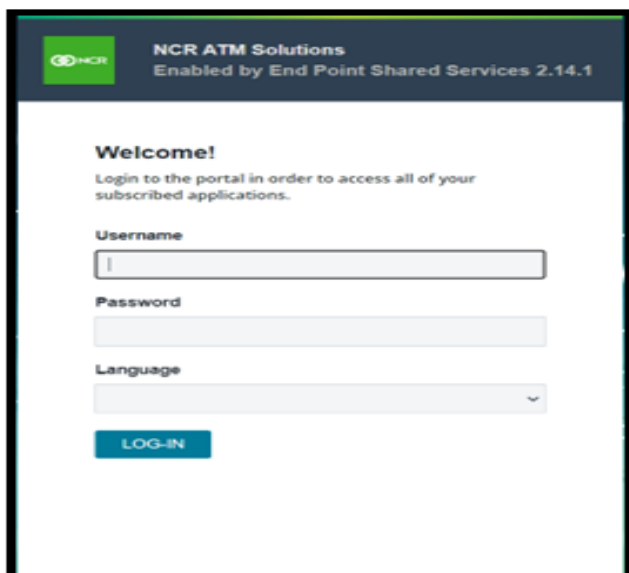
To start using the application, first type in the required EPSS Application OptiVLM URL into your browser and then proceed to access Vault Balance with provided user ID and password. Make sure to correctly enter the credentials as more than five (5) incorrect attempts will block your account. If you don't have user ID and password please contact your administrator.

Users can be added from *Shared Services > User Management* by admin.

	Suggestion: Save the EPSS Application URL in the Favorites folder for easier future access.

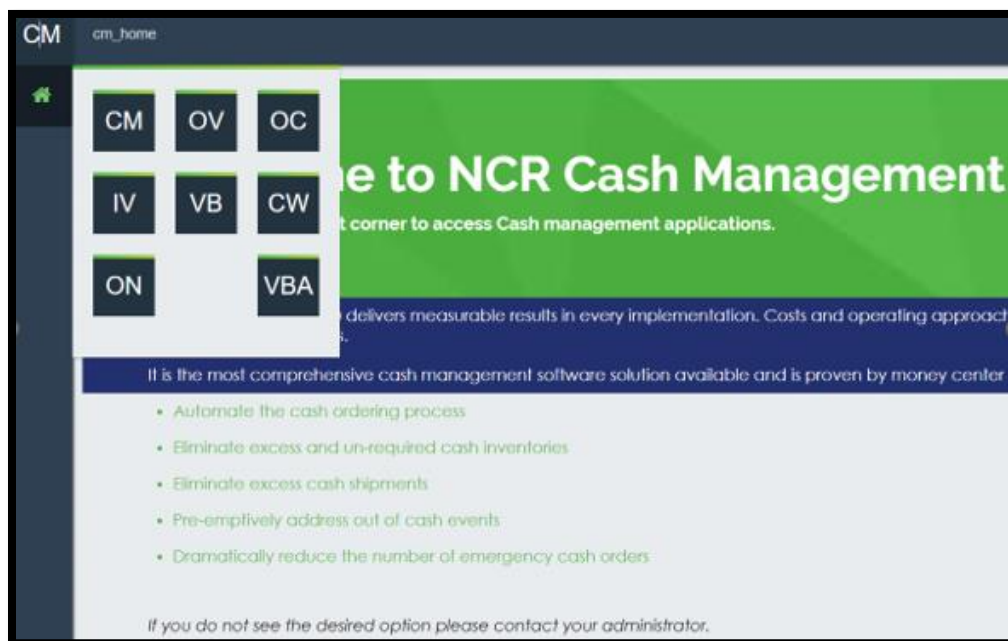### 1.1.4 Opening Vault Balance

EPSS Application will launch within the browser. Security is supplied through external authentication via your systems network logon. If you are not already logged in via network authentication you will be prompted for a username and password. To log in, enter your Username and Password and click **Login**.

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After a successful login, user will be directed to the Cash Management Dashboard screen, as shown below. To enter Vault Balance, click on the **'VB'** button located in the App Launcher. App launcher is the icon at top left of the screen which allows users to switch between the application to which user has access to.

Note: If you don't see the desired application which you are trying to access reach out to your administrator so the access can be provisioned.

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1.1.5 Logging out of EPSS

Users can log out by either closing the browser or using an external authentication method. Alternatively, users can click on the Logout button found in the User Menu Item Icon located among the menu options on the lower left-hand side of the screen.

1.2 Interface Overview

The following section will provide examples of the Vault Balance interface pages, functionality, purpose, and/or use of each page. This section is a reference when working with the application on a daily basis.

In order to keep this manual as succinct as possible, This section provides a detailed description of the user interface. Other chapters throughout the manual will then refer to the appropriate section of the user interface to avoid having duplicate screen images and text.

This chapter has been broken out into different sections to make it easier for readers to find the information they are seeking. The General topics are broken into the main Tabs or functions with all associated information under those sections.

Below is an overview of the information that will be discussed, along with hyperlinks to each topic.

- Main Menu Tabs
- Common Vault Balance Icons and Buttons
- Date Selector

1.2.1 Main Menu Tabs

The user can control Vault Balance operations through the main menu tabs as shown below. After selecting the menu items, additional options are displayed, until a final menu option is reached, allowing full access to all functions.

FIGURE 1: MAIN MENU TABS

[Return to: Interface Overview](#)

TABLE 3: MAIN MENU TABS

| Tabs	Description
Dashboard	Shows all Vaults with current cash status/movement for each funding source (ATM, Branch, Commercial, Central Bank, Vaults, Other and Internal Funding Source). Each vault listing is hyperlinked to access details by denomination type and quality.
Settings	Accesses the parameters and settings associated with Vault Balance. Available to Admin users only.
Alerts	Links to listings for both Active and Historical alerts.
Coffers and Qualities	The Coffer functionality enables users to group cash based on the mapping of workflow and quality, for example, a two-way mapping of ATM Replace Cash/Fit quality, resulting in the creation of a coffer.
Logs	Log provides access to tracking system events
Logged in as:	Shows the User ID presently logged in.

[Return to: Interface Overview](#)

1.2.2 Common Vault Balance Icons and Buttons

Some common icons and buttons are used throughout the application with which the user should become familiar. Table 4: OptiVLM-Vault Balance Icons gives an overview of these icons and their functions.

TABLE 4: OPTIVLM-VAULT BALANCE ICONS

Icon	Description
	New Icon: Add a new record.
	View Icon: View a specific record.
	Update Icon: Update a specific record.
	Delete Icon: Delete the associated record.
	Return to: Returns the User to the previous screen
	Write to/Enter: This takes the user to the Balance Entry screen.
	Delete: Delete Record or item
	Export to CSV: Exports screen contents to a .csv report for external analysis
	Export to PDF: Exports screen contents to a .pdf report for external analysis
	Select the **English** language
	Select the **Spanish** Language
	Select the **Thai** Language
SAVE	**Save**: Allows changes made on the screen to be permanently saved to the appropriate file

Return to: Interface Overview

1.2.3 Date Selector

In several areas of the application, it may be necessary to select or change a date for reports, orders, etc. The Date Selector is located under *Settings -> Logs -> System Event Logs*. The **To** and **From Date** fields use the Date Selectors.

FIGURE 2: DATE SELECTOR
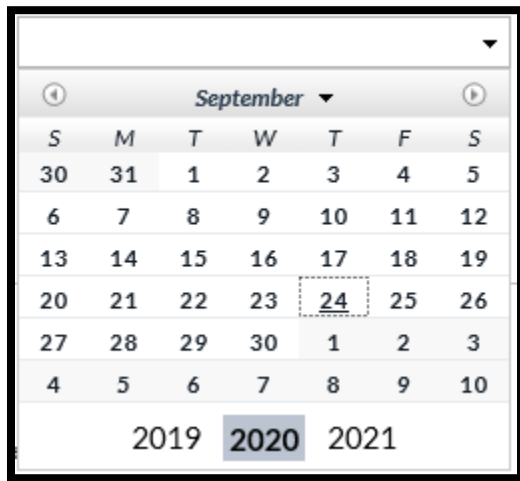
Return to: Interface Overview

TABLE 5: DATE SELECTOR DESCRIPTION

Field	Description
	Moves the Calendar 1 month forward or backward
Dates	Selects the date of the month to be searched for
Years	Specifies the year to be searched

2 Dashboard

The Dashboard provides a real-time summary of all cash flows to and from the different sources for each vault. From the Dashboard, the user can hyperlink to individual vaults to access detailed information. Users can also export to file (CSV) for detailed analysis or report generation.

FIGURE 3: DASHBOARD SCREEN

TABLE 6: DASHBOARD FIELD DESCRIPTIONS

Field	Description
Date	Reflects current Day, Month, Year, and Time for transaction status
Currency Tabs	An individual tab for each currency utilized in the different vaults will be displayed. Users can navigate by clicking on each tab.
Vault	The hyperlinked ID of all Vaults to which the user has access. Hyperlink takes the user to the **Vault Details** screen where the user can view detailed balance and transaction amounts.
Opening Balance	Vault total Opening Balance for the period. When a vault is closed, its verified closing balance becomes the opening balance of the next period.
Funding Source	Currency travelling In/Out of each vault from/to the different source types. ● ATM ● Branch ● Commercial Customers ● Central Bank

	• Vaults • Other • Internal Adjustments
Closing Balance	Vaults projected Closing Balance based upon Opening Balance plus or minus all ongoing currency movement
Export Full	Exports balance information for all vaults to a file.
Export OptiVault	Exports balance information to a file that matches OptiVault input format.
Export to PDF	Exports screen contents to a .pdf report for external analysis
Denomination (Vault Details only)	Shows the currency denomination (note or coin) that the detail relates to. **Examples**: $100 notes, 10 Euro notes, 50 Peso coins, etc.
Quality (Vault Details only)	Shows the note quality the detail relates to. (Fit, Unknown, Normal, and Soiled for example)

Return to: Dashboard

2.1 Quick Adjust

OptiVLM Vault Balance operates by taking a beginning balance and updating that as system updates occur. Occasionally, this balance may become out of sync with real-world cash position and then the users will update the balance in OptiVLM Vault Balance. The Quick Adjustment page is used to accomplish this for coffer balances in "**Internal**" or "**Ignored**" coffers (those not part of the primary balance totals).

Note: This page may be enabled or disabled by your administrator.

FIGURE 4: QUICK ADJUST SCREEN

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TABLE 7: QUICK ADJUST FIELD DESCRIPTION

Field	Description
Denomination	Shows the currency denomination (note or coin) that the detail relates to. __Examples__: $100 notes, 10 Euro notes, 50 Peso coins, etc.
Coffer	Coffer and quality for this record.
Current Balance	Current Balance by Denomination and Coffer
Current N/A Balance	Not Available Current Balance by Denomination and Coffer
Closing Balance	New Balance by Denomination and Coffer
Closing N/A Balance	New Not Available Balance by Denomination and Coffer

2.2 Balance Adjustment

OptiVLM Vault Balance operates by taking a beginning balance and updating that as system updates occur. Occasionally, this balance may become out of sync with real-world cash position and then the users will update the balance in OptiVLM Vault Balance. The Balance Adjustment page is used to update a single detail balance.

Note: This page may be enabled or disabled by your administrator.

FIGURE 5: BALANCE ADJUSTMENT SCREEN

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TABLE 8: BALANCE ADJUSTMENT FIELD DESCRIPTION

Field	Description
Denomination	Shows the currency denomination (note or coin) that the detail relates to. Examples: $100 notes, 10 Euro notes, 50 Peso coins, etc.
Coffer	Coffer and quality for this record.
Current Balance	Current Balance by Denomination and Coffer
Current N/A Balance	Not Available Current Balance by Denomination and Coffer
New Balance	New adjusted balance value entered by the user
New N/A Balance	Not Available New adjusted balance value entered by the user

3 Coffer and Qualities

Coffer functionality allows users to create groupings of cash based on mapping of workflow and quality such as **ATM Replace Cash/Fit** quality would be two-way mapping thus creating a coffer. Coffers run parallel to the default Dashboard, but it reflects balances by the various coffers as opposed to the Funding Source breakdown reflected on the default Dashboard.

Users can create as many coffers as required, and they can designate a coffer as the default coffer. By mapping coffers to a combination of a workflow and a quality, it guarantees once a new order comes into Vault Balance the related Coffer Balance can be updated at the same time by following the workflow/quality mapping.

TABLE 9: COFFER DASHBOARD FIELD DESCRIPTIONS

Field	Description
Date	Reflects current Day, Month, Year, and Time for transaction status
Currency Tabs	An individual tab for each currency utilized in the different vaults will be displayed. Users can navigate by clicking on each tab.
Vault	The hyperlinked ID of all vaults to which the user has access. Hyperlink takes the user to the **Vault Details** screen where the user can view detailed balance and transaction amounts.
Total	Vault total Opening Balance for the period. When a vault is closed, its verified closing balance becomes the opening balance of the next period.
Coffer Tabs	Vault Balance comes with the "**Default**" coffer in which all amounts will flow unless mapped to new coffers setup by users. Displayed examples of other coffers are "**ATM**", "**Commercial**", and "**Vault Return**"

Return To: Coffer and Qualities

3.1 Vault Details

Vault Details provides the same detail as the Dashboard screen in terms of cash movement and funding sources. Vault Details also provides pertinent detail regarding cash movement and funding sources at the Denomination and Quality level. For field, descriptions See: TABLE 6: DASHBOARD FIELD DESCRIPTIONS

FIGURE 6: VAULT DETAILS SCREEN

Return To: Coffer and Qualities

TABLE 10: VAULT DETAILS ICON MENU

Icon	Name	Description
	RETURN TO DASHBOARD	Links user back to main **Dashboard** screen
	VAULT SETTINGS	Links user to **Vault Settings** screen. See: Vault Settings
	ALERT HISTORY	Links to **Alert History** screen. Alerts are filtered by the appropriate Vault ID. See Alert History.
	BALANCE HISTORY	Links to the filtered listing of **Closing Balances** sorted by date. See The Balance History section.
	PROCESS CASH	Links to **Process Cash** screen. See: The Process Cash screen
	FORCE-CLOSE	Links to screen for the user to enter **Closing Balances** by denomination and close the vault manually. See the Force-Close screen
	EXPORT TO PDF	This generates the contents of the **Vault Details** to generate the Vault Balance report in PDF format
	COFFER BALANCE	Links to the Coffer Balance page for the Vault.
	MASTER COFFER BALANCE	Opens the **Master Coffer Balance** report of the vault by Master Coffer and Currency/Denomination

Icon	Name	Description
	VAULT LOG	Links to a page that displays the history of actions taken on the Vault. (i.e. Force closes, balance adjustments, etc.)

3.2 Vault Settings

Vault Settings allows Users to schedule automated **Closing Times** for a vault by day of the week. On the selected day and time, OptiVLM will attempt to close the vault automatically. Unresolved alerts (common error states – for example balance less than zero) would prevent the vault close. Any activity transpiring after the saved time would count towards the following balance period.

FIGURE 7: VAULT SETTINGS SCREEN
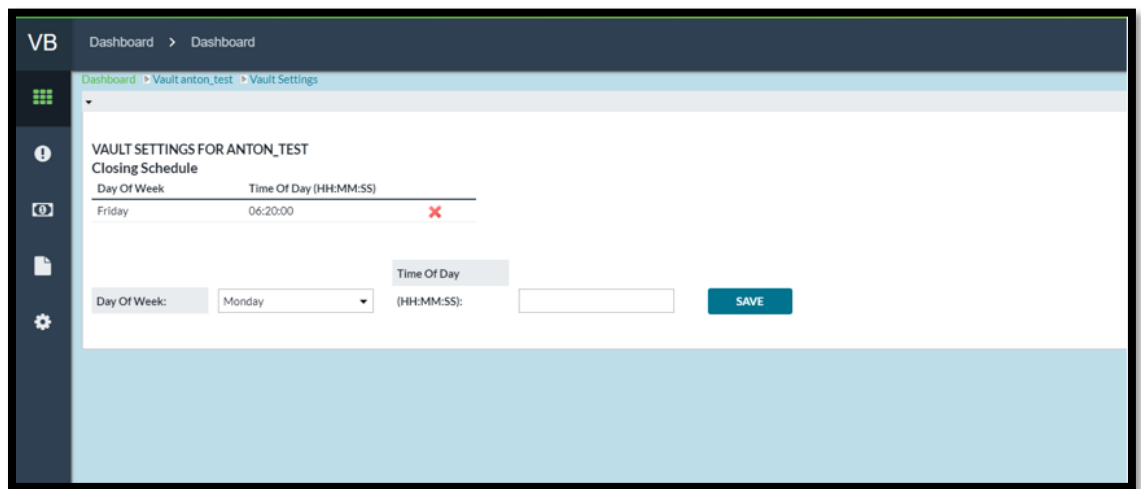
Return To:Coffer and Qualities

TABLE 11: VAULT SETTINGS FIELD DESCRIPTIONS

Field	Description
Day of Week	Preformatted dropdown where User can select Monday - Sunday
Time of Day (HH:MM:SS)	Input field for the user to enter **Closing time** for the selected Day of the Week. Format of time must be HH:MM:SS

Return To: Coffer and Qualities

3.3 Process Cash By Quality or Coffer

Process Cash function allows users to manually change amounts from one denomination and quality to a different denomination and quality. Usually, this is due to internal vault actions which would not be reflected in the Order record.

For example, if a container comes into the vault with mixed denominations or varying qualities, subsequently, once the cash has been sorted, it can be entered here as the resulting amounts per quality and denomination. Cash can be processed from denomination/coffer combinations to others.

FIGURE 8: PROCESS CASH

Return To: Coffer and Qualities

TABLE 12: PROCESS CASH FIELD DESCRIPTIONS

Field	Description
Denomination (From and To)	Users select from the pre-populated dropdown of all available denominations
Coffer (From and To)	Users select from the dropdown to designate both the **TO** and the **FROM** coffers utilized in the processing of cash.
Amount (From and To)	User inputs desired amount
Reset Values (From and To)	Removes all input values and selections and allows the user to begin again.
Reason	A text box where the user can enter the reason for processing the Cash. It is then stored in the Vault Log.

Return To: Coffer and Qualities

3.4 Force-Close

Force-Close allows users to enter detailed balances for the vault to be closed. These balances will override the current balances. Balances and activity will be archived and a new period is opened with these as the new Opening Balance. Balances entered here are assumed to be fully verified and are not intended to be modified later in any way (instead adjustments would be made to the current balance if necessary). Force Close allows users to close the vault even when there are active Alerts.

FIGURE 9: FORCE CLOSE

TABLE 13: FORCE-CLOSE FIELD DESCRIPTIONS

Field	Description
Closing Balance	Total Closing Balance by Denomination and Coffer
Closing N/A Balance	Not Available Balance by Denomination and Coffer
Force-close Reason	Open text field for the VB user to enter the reason (why the balances were manually entered thus forcing a closing on the vault).

Return To:Coffer and Qualities

3.5 Cash Qualities

Settings→Cash Qualities navigates to a listing of all currently used cash qualities. Common qualities include **Fit, Normal, Unknown,** and **Soiled**. For usage inside Vault Balance, each quality may be assigned a custom name, but it must be equated to quality definitions in OptiCash and OptiVault for transactions from those applications to process correctly in OptiVLM – Vault Balance.

FIGURE 10: CASH QUALITIES SCREEN

Return To: Coffer and Qualities

TABLE 14: CASH QUALITIES FIELD DESCRIPTIONS

Field	Description
Name	User-assigned name for a quality to be used
Field	**Description**
Export Value	Each user-defined quality must be associated with one of the standard four qualities used by OptiVault when exported: ● Fit ● Normal ● Unknown ● Soiled (Do Not Export) for internal vault/institution usage and will not be associated with any of the four standard qualities for exporting purposes.
OptiCash Quality ID	OptiCash actions (primarily Orders) may refer to the quality of cash involved. This field specifies which quality in OptiCash is equivalent to this quality.
OptiVault Quality ID	OptiVault actions (primarily Orders) refer to the quality of cash involved. This field specifies which quality in OptiVault is equivalent to this quality.

Sort Order	The setting determines in what order the quality is listed inside of the Vault. The lowest number gives the highest priority and will be listed first.

3.5.1 Create New Qualities
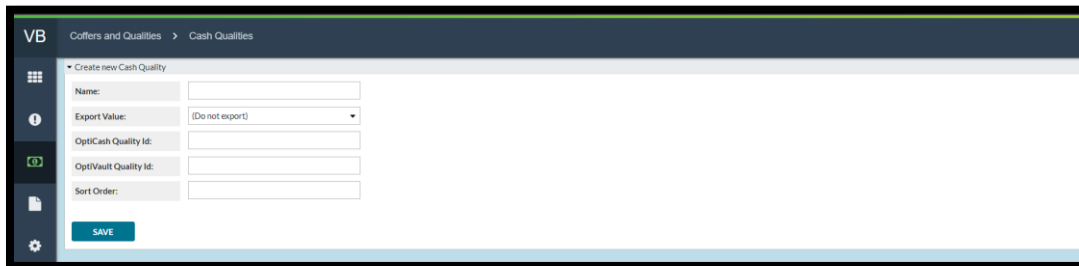
By clicking on the **New Cash Quality** icon ⬛ at the bottom of the *Settings→Cash Qualities* screen, the user will be navigated to the **Create New Cash Qualities** screen. For field, description see **Error! Reference source not found.**.
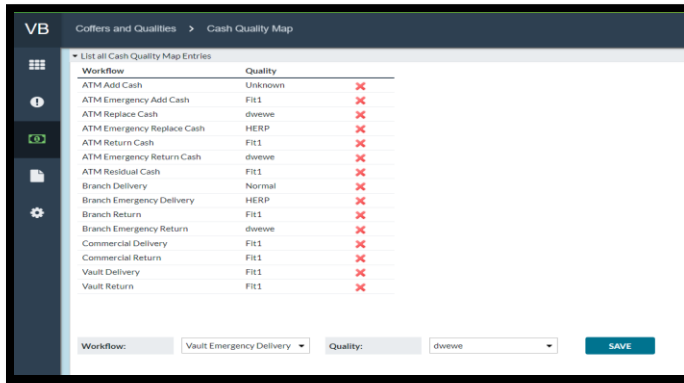
FIGURE 11: CREATE NEW CASH QUALITIES SCREEN

3.6 Cash Quality Map

Settings→Cash Quality Map provides access for defining how **Cash Qualities** will be used in OptiVLM – Vault Balance. **Cash Quality Map** is available to override the quality designation of cash in orders that may specify differently or specify no quality at all. If an entry is made here for a particular workflow, then all movements of cash in that way will be recorded against the balance of the specified quality. If no entry is made, then Vault Balance will record the movements against qualities specified elsewhere (usually in the order itself). **For example**, if a Branch Return order specifies that it has qualities "**Fit**" and "**Soiled**", but the vault manager wishes to initially treat all Branch Returns as "**Unknown**" quality, then a Cash Quality Map entry would be used to say that Branch Returns are Unknown quality within Vault Balance.

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FIGURE 12: CASH QUALITIES MAP SCREEN

TABLE 15: CASH QUALITY MAP FIELD DESCRIPTIONS
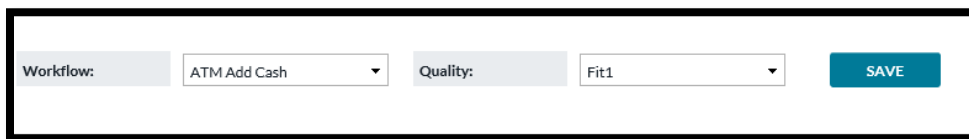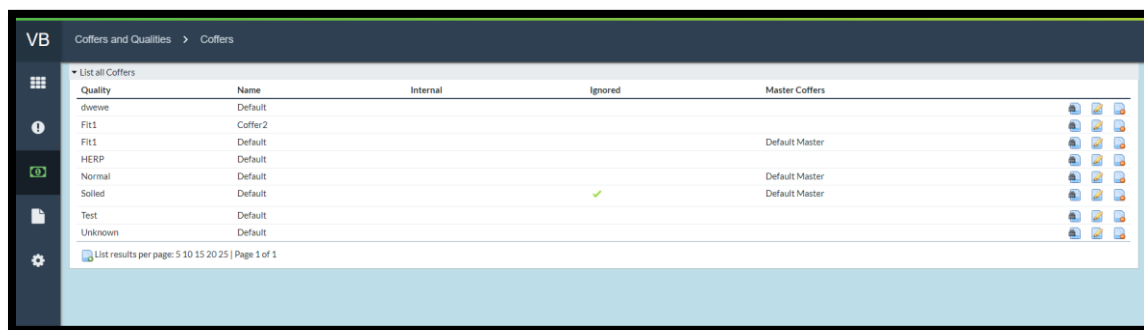
Field	Description
Workflow	A unique listing of each workflow that has been mapped to a particular Quality
Quality	A unique quality that has been mapped to a workflow. Different qualities can be mapped to multiple workflows. Workflows can only be mapped to a single Quality at any given time.
✖	Removes the existing Workflow-to-Quality mapping

3.6.1 Create New Cash Quality

The bottom of the **Cash Quality** page provides the ability to map remaining and unmapped Workflows to Qualities. Users can select the **Workflow** from the appropriate dropdown, select the desired **Quality**, and click **SAVE**. The mapping will then be added to the Cash Quality Map listing.

FIGURE 13: CREATE A NEW CASH-QUALITY MAP

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TABLE 16: CASH QUALITY MAP FIELD DESCRIPTIONS

Field	Description
Workflow	A unique listing of each workflow that has been mapped to a particular Quality
Quality	A unique quality that has been mapped to a workflow. Different qualities can be mapped to multiple workflows. Workflows can only be mapped to a single Quality at any given time.
Coffer	Denotes the Coffer that the combination of Workflow and Quality has been mapped to
✖	Removes the existing Coffer

Return To: Coffer and Qualities

3.7 Coffers

Settings→Coffers provides a listing of all existing coffers. Coffers are unique mapping of **Workflow** to **Cash Quality** to facilitate financial institution tracking of cash by designations.

FIGURE 14: LIST ALL COFFERS SCREEN

Return To: Coffer and Qualities

TABLE 17: LIST ALL COFFERS FIELD DEFINITIONS

Field	Description
Name	Name of each uniquely defined Coffer
Quality	The cash quality that is assigned to the Coffer.
Internal	Check the box to designate if the Coffer is only used Internally.

Ignored	Check the box to designate if the Coffer is ignored when calculating the total on the Coffer Balance Page. Please note this change affects the total row only in the coffer balance page and PDF, not to any other balance pages or PDF.
Master Coffer	The name of Master Coffer that this Coffer belongs to.

Return To: Coffer and Qualities

3.7.1 Create New Coffer
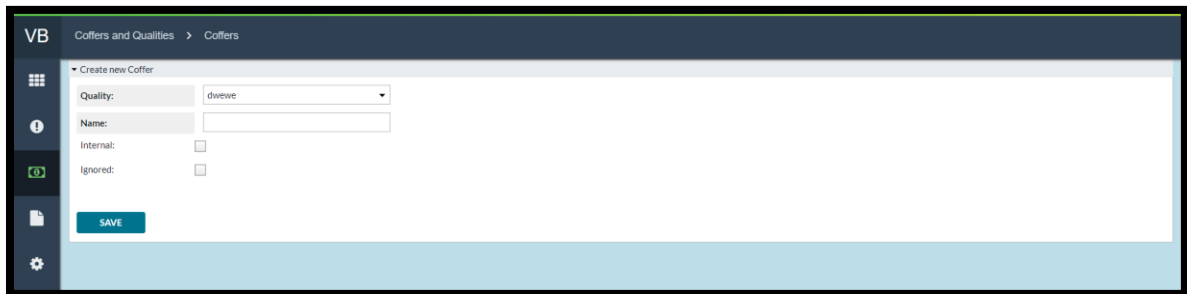
By clicking on the **New Coffer** icon at the bottom of the *Settings→Coffers* screen, the user will be navigated to the **Create New Coffer** screen. For field description see Table 14 CASH QUALITIES FIELD DESCRIPTIONS

FIGURE 15: CREATE A NEW COFFER

Return To: Coffer and Qualities

3.8 Balance Action Map

Settings→Balance Action Map defines how Vault Balance will treat and reconcile cash movements. Vault Balance handles each workflow separately, and it also provides the ability to break down each workflow into its sub-parts. The Balance Action Map defines how Vault Balance should modify balances at each point in the chain.

A workflow consists of States that an order can be in at a given time, and Tasks are actions that may be performed from a given State. In the example diagram below, black text in bubbles is **States**, while red text next to arrows represents **Tasks**. For instance, Orders can be '**Ordered**' by OptiSuite users but a supervisor has to '**Approve**' the order before it goes on to be transmitted to the carrier.

Workflows can be uniquely defined for order types: ATM Add, ATM Replace, ATM Emergency Add, ATM Emergency Replace, Branch Delivery, Branch Return, Branch Emergency Delivery, Branch Emergency Return, Commercial Client Delivery,

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Commercial Client Return, Vault Delivery, Vault Return, Emergency Vault Delivery, Emergency Vault Return, ATM Return Cash and ATM Emergency Return.

Additionally, a Balance Action Map entry is necessary when ATM Residual information is input into OptiCash (this does not follow a workflow).

FIGURE 16: EXAMPLE OF AN ORDER WORKFLOW REQUIRING A BALANCE ACTION MAP
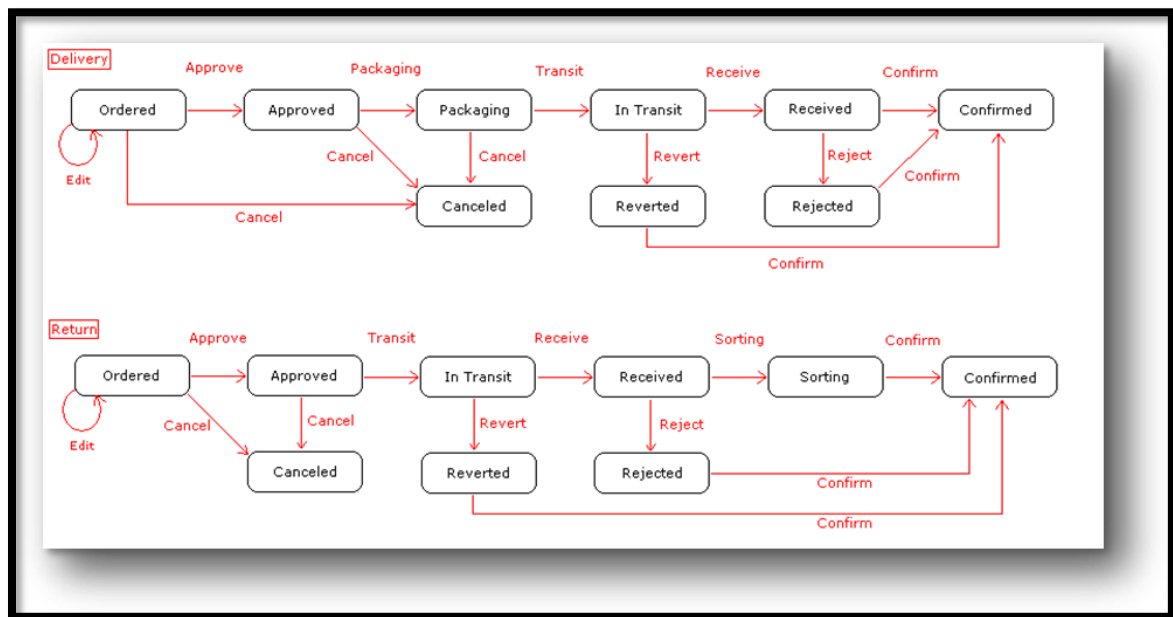
Return To: Coffer and Qualities

The Balance Action Map in Vault Balance determines what action will be taken with the cash at each task occurrence. **For example**, when a vault holds an order and it goes to state "**In Transit**" the Admin user may determine that at that point the Balance Action should be to *subtract* the In Transit amount from the vault balance.

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FIGURE 17: BALANCE ACTION MAP SCREEN

Return To: Coffer and Qualities

TABLE 18: BALANCE ACTION MAP FIELD DESCRIPTIONS

Field	Description
Filter by Workflow	Allows Users to filter the listing of Balance Action Map entries according to workflow.
Workflow	Displays the workflow to which the Balance Action will apply.
From State	Shows the beginning state for the action being defined. Valid States will vary by institution.
To State	Shows the final state for the action being defined. Valid States will vary by institution.
Export Full	This option exports all of the Balance Action Maps into a CSV file. This allows the user to edit the file to add/remove Balance Action maps and then reload it into Vault Balance, making it easier to do multiple changes at once.
Coffer	If a Coffer has been defined for a particular Workflow/Quality combination, it will be denoted in this column.
Balance Action	Determines what should be done with the Vault Balance amount. Add, Subtract, or None. Some state changes may increase (Add) or decrease (Subtract) the balance whereas others would trigger no change (None).
N/A Balance Action	Determines what should be done with the Vault Balance amount. Add, Subtract, or None. Some state changes may increase (Add) or decrease (Subtract) the balance whereas others would trigger no change (None).
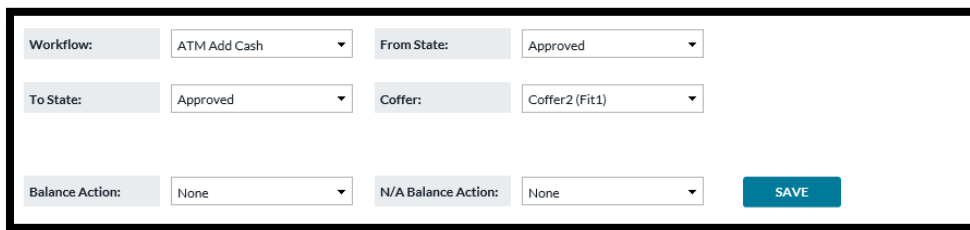
Import Balance Action Map	Allows the user to upload the desired Balance Action Maps to Vault Balance in CSV format.
	Note: The contents of the file will overwrite what is currently there, rather than simply adding the contents of the file.

Return To: Coffer and Qualities

3.8.1 Create A New Balance Action Map Entry

New Balance Action Map entries may be established by filling in the fields in the blue section at the bottom of the **Balance Action Map** screen and clicking **SAVE**.

FIGURE 18: CREATE NEW BALANCE ACTION MAPS

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4 Logs

4.1 System Event Log

Settings→System Event Log provides access to tracking system events. Often these are generated as a result of the real-time interaction of Vault Balance with OptiSuite. User modifications to balances are also recorded here.

FIGURE 19: SYSTEM EVENT LOG SCREEN
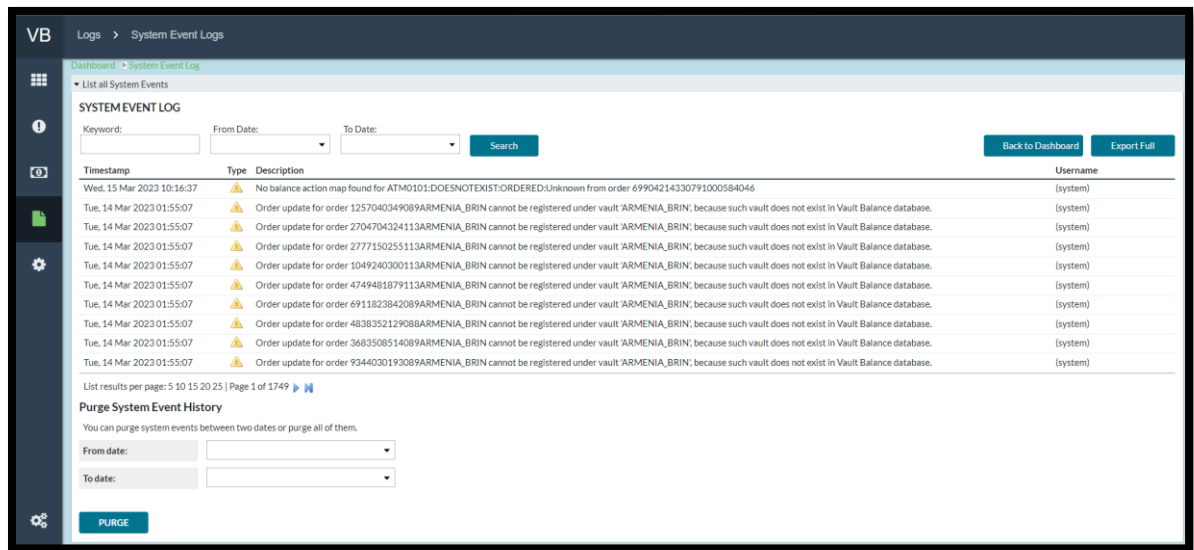
Return To: Logs

TABLE 19: SYSTEM EVENT LOG FIELD DESCRIPTIONS

Field	Description
Timestamp	Shows system generated Timestamp for when each item occurred and generated a log entry.
Type	Icons show the nature of the log entry. Three icons may occur: ![info icon] Denotes the entry is merely informational ![warning icon] Denotes an occurrence that may require user investigation/action ![error icon] Denotes a warning associated with an error such as there is not a proper **Balance Action Map** associated with the occurrence that generated the Log. User interaction will be necessary
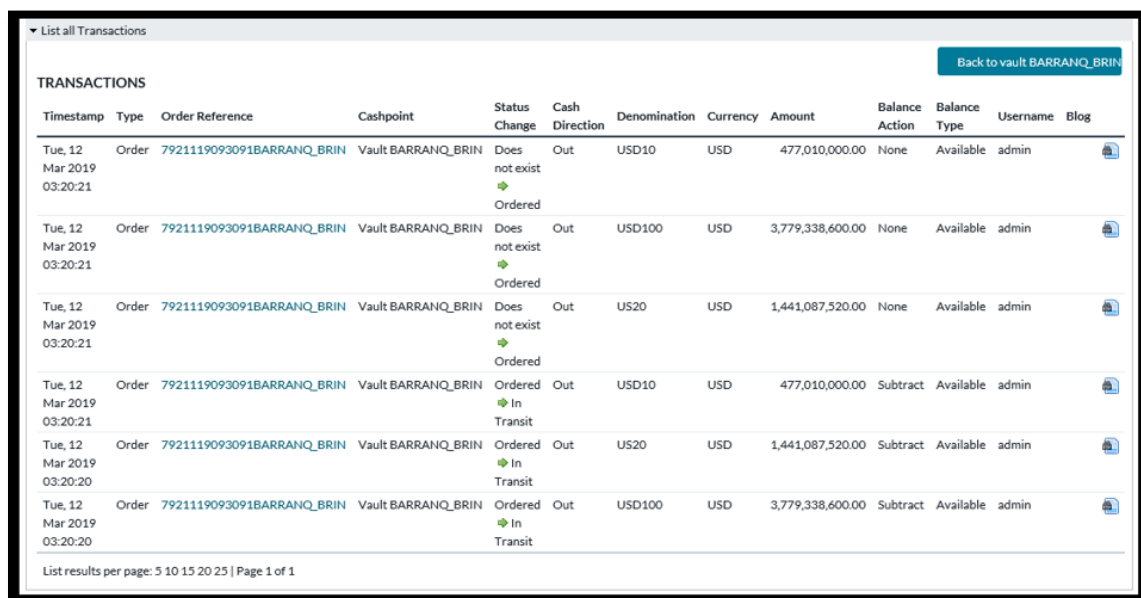
Description	Lists the actual log definition line describing the occurrence and the associated cashpoints
Username	Will show the Vault Balance user that has interacted with or resolved the occurrence.
Keyword	Allows the user to search the **Event Log** and return only those results that contain the keyword. Useful for searching events tied to a specific Order Reference number.
From and To Dates	Allows the user to search the **Event Log** entries by Date.
Purge System Event History	Allows the user to purge the Logs in the specified Date range or delete all Logs by leaving the fields blank.

Return To: Logs

4.1.1 Transactions List

Totals and Sub-totals on the **Vault Details** screen are hyperlinked. The hyperlinks navigate the user to the **Transactions List** page which details all the individual transactions that combine to make the Total or Sub-total. Users may see the same order occur multiple times on the transaction list as they progress through the workflow.

FIGURE 20: VAULT DETAILS TRANSACTION LIST

Return To: Logs

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TABLE 20: VAULT TRANSACTION LIST FIELD DEFINITIONS

Field	Description
Timestamp	Date and time the **Transaction** was entered into the system
Type	Order, Adjustment, etc.
Order Reference	Unique order reference number. This field is hyperlinked to navigate to the "**Show Opti Order**" screen
Cashpoint	The Cashpoint ID of the order source/destination
Status Change	Shows both the prior and current workflow status of each order
Cash Direction	Cash flow direction relative to the Vault.
Denomination	Denomination of this record
Currency	Currency of this record
Amount	Transaction amount
Balance Action	The effect, if any, this transaction had on the vault balance: Add, Subtract, or None.
Username	Username of the user who initiated the transaction
Blog	Field showing OptiSuite Blog details associated with the transaction
	Navigates to the Show Transaction field which lists unique details for the transaction (See FIGURE 21: SHOW TRANSACTION SCREEN)
Balance Type	Indicates whether this transaction affects the Available or Unavailable balance.
Order (Show Transaction screen only)	Same as the Order Reference number defined above
Cashpoint Type (Show Transaction screen only)	Cashpoint type of the source/destination of the order (ATM, Branch, Vault, Internal or Commercial)
Quality (Show Transaction screen only)	Cash quality designated for the Transaction.

FIGURE 21: SHOW TRANSACTION SCREEN

Return To: Logs

4.1.2 Show Opti Order Screen

The hyperlinked Order Reference number on the **Transaction List** screen and the hyperlinked **Order field** on the **Show Transaction** screen both navigate to the **Show Opti Order** screen. This screen shows detailed information about each unique order.

FIGURE 22: SHOW OPTI ORDER SCREEN

TABLE 21: VAULT TRANSACTION LIST FIELD DEFINITIONS

Field	Description
Schedule Type	**Type of order:** Normal/Planned or Emergency/Unplanned
Action Type	**Type of order:** Delivery, Return, Add Cash to ATM, etc.
Username	Username of the person who entered the order
Info Source	OptiCash or OptiVault
From Type	Type of cashpoint the cash will originate in; Vault, Branch, ATM, or Commercial
From ID	Unique cashpoint ID of the "**From**" location
To Type	Type of cashpoint the cash will go to; Vault, Branch, ATM, or Commercial
To ID	Unique cashpoint ID of the "**To**" location
Order Reference	Unique OptiSuite reference number for the order
Order Date	Date stamp of order origination
Order Time	Timestamp of order origination
Due Date	Date stamp of order due date
State Expire Timestamp	Time/Date current Workflow state will Expire
Order Source	Manual, Auto-Commit Recommendation, etc.
Denomination ID	Denomination ID of each denomination in the order
Amount	Total amount by currency, denomination, and quality
Quality	Note quality of each denomination/currency
Currency	Currency ISO code for each denomination in the order
Order Log Entries Timestamp	Timestamp of each workflow action performed to the order that occurs in the Log
Username	Username of the person who performed each unique action
Task ID	Each workflow task that has occurred in reference to the unique order
From State	Each workflow task moves an order from one Workflow State to another. "**From state**" is the original state in each task

To State	Each workflow task moves an order from one Workflow State to another. "**To state**" is the state resulting from each task action
Blog	Blog messages associated with each task occurrence.

Return To: Logs

4.1.3 Balance History

The Balance History screen provides a historical view of balances for previous periods. Clicking on one of the hyperlinked dates loads a Vault Details screen with the balance details for the selected period.

FIGURE 23: BALANCE HISTORY SCREEN

Return To: Logs

5 Settings

The settings menu is a gateway for controlling the parameters and settings that modify the various functions of OptiVLM – Vault Balance.

Note: Settings items are only available to the Admin user.

FIGURE 24: SETTINGS MENU
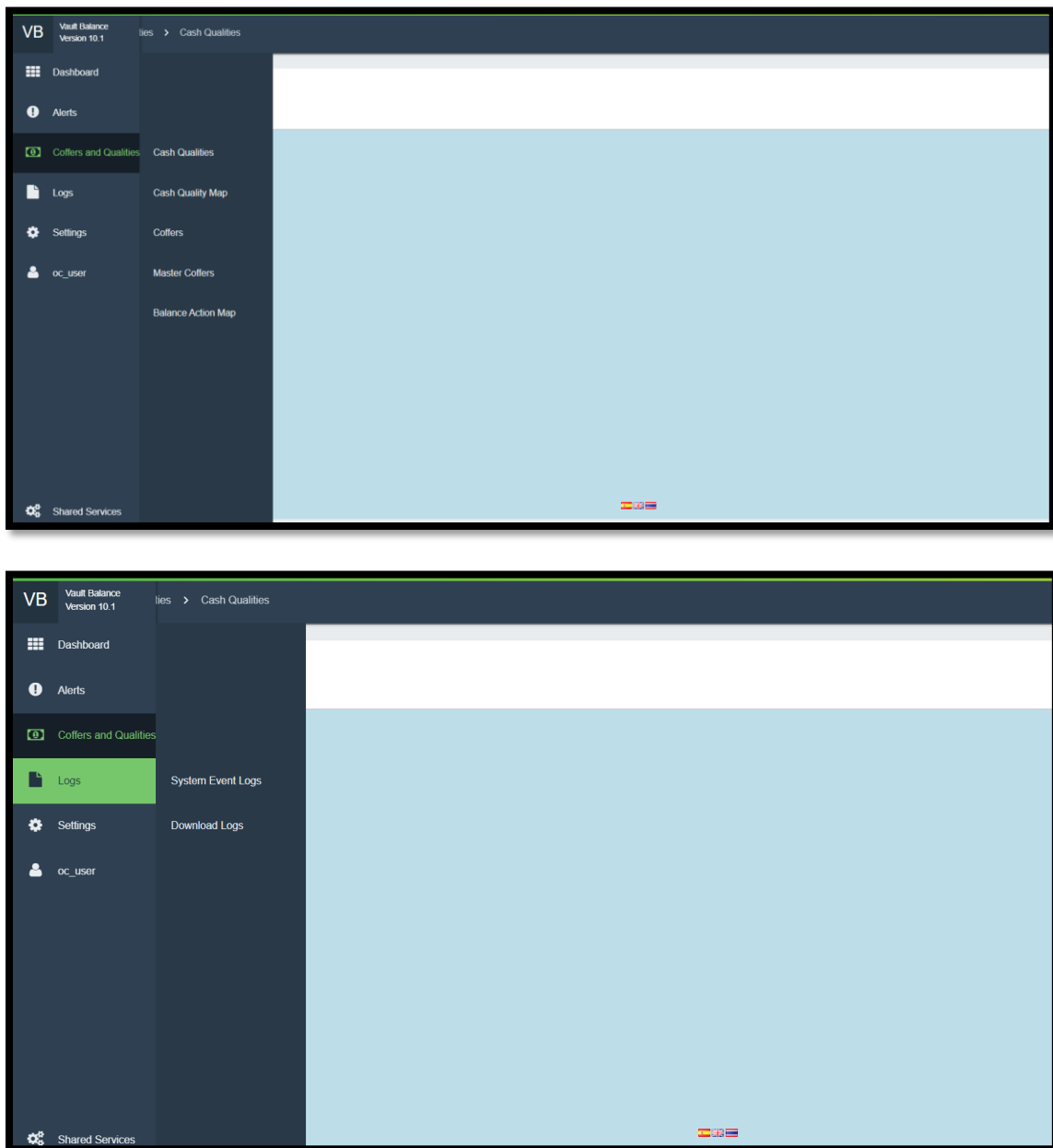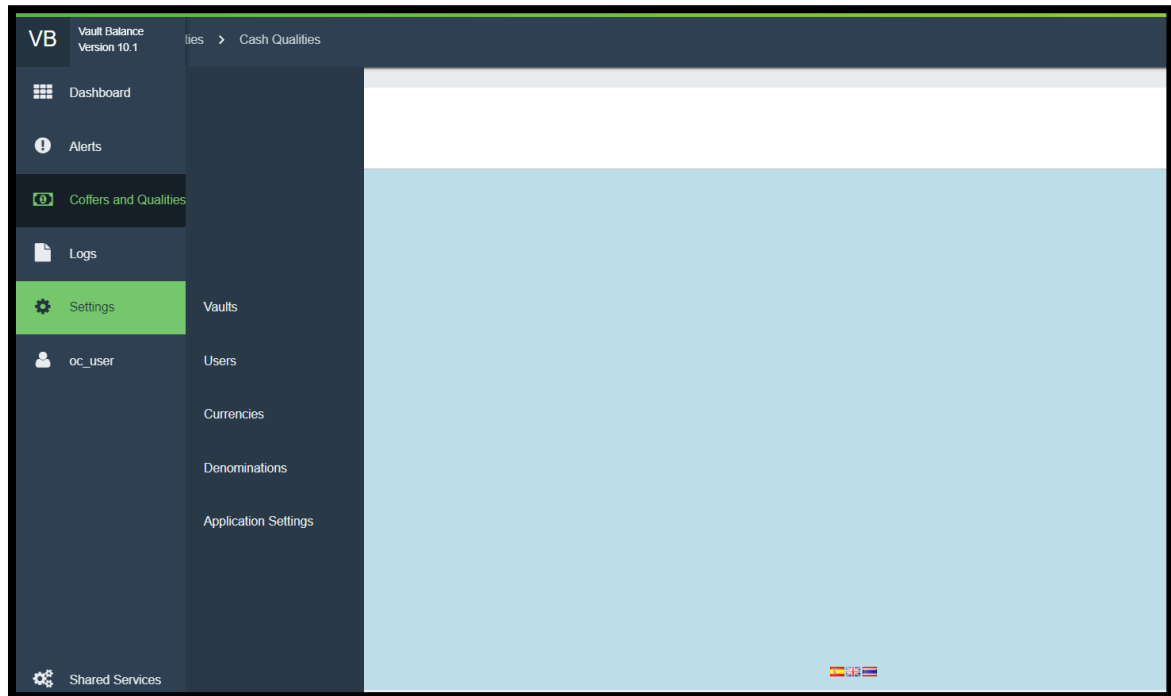
5.1 Vaults

Settings→Vaults navigates to a listing of all currently established vaults. Balances will be tracked for these vaults.

FIGURE 25: VAULTS SCREEN

TABLE 22: VAULT SCREEN

| Field	Description
Central Bank	Yes or No: This vault represents a Central Bank location. If yes, transactions to/from this vault will be marked in the Central Bank activity category, instead of with other vault transactions.
Currencies	Displays the Currencies that are assigned to the Vault
Denominations	Displays the Denominations that are assigned to the Vault
Coffers	Displays the Coffers that are available to the Vault
Close Timestamp	The timestamp of the last time the Vault was closed

Return To: Settings

5.1.1 Create New Vaults

By clicking on the **New Vault** icon ![icon] at the bottom of the *Settings->Vaults* page, new vaults can be created. Only the name is required. OptiVLM - Vault Balance interacts with OptiSuite and necessary vault definitions are defined in OptiVault. To apply actions in OptiSuite to this vault, the name entered here must match the IDs of the vault as it is entered both in OptiVault and OptiCash (depot). In addition to entering a Name, the user is also able to assign Currencies, Denominations and Coffers to the Vault using checkboxes.

FIGURE 26: CREATE NEW VAULT SCREEN
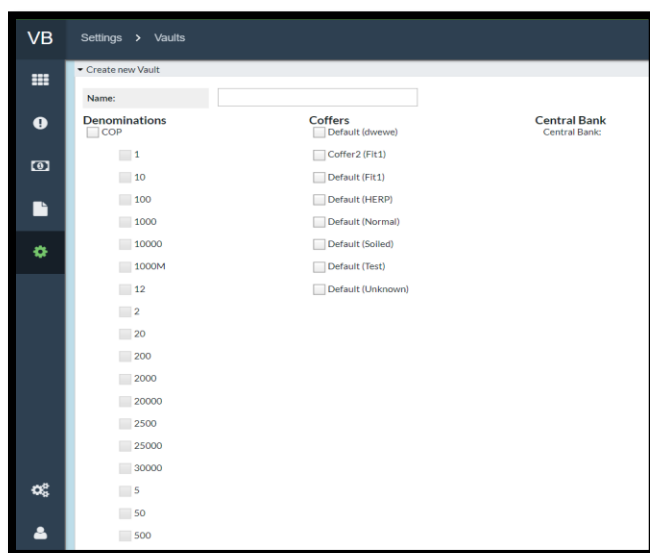
5.2 Master Coffers

Master Coffer is a way of grouping order amounts from multiple qualities/coffers into a single container. By clicking on the **New Coffer** icon [icon] at the bottom of the *Settings→Master Coffer* screen, the user will be navigated to the **Create New Master Coffer** screen.
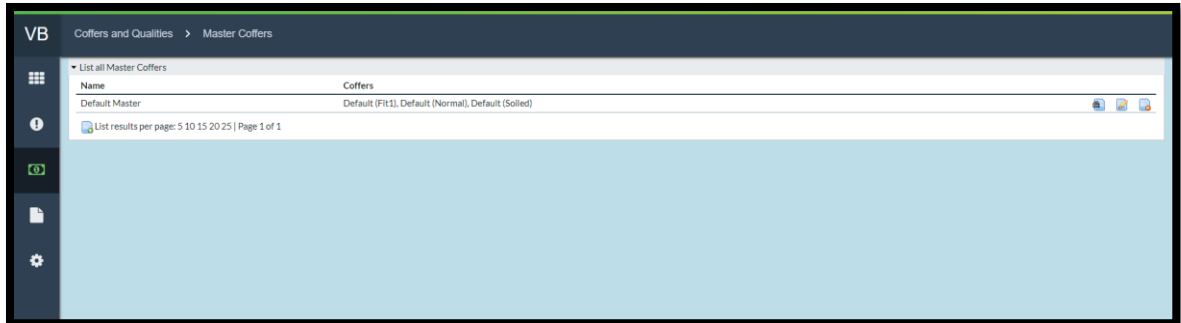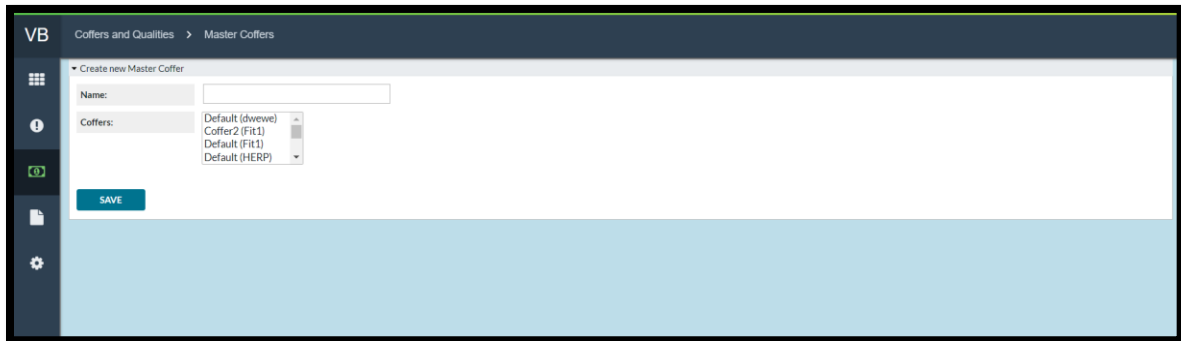
FIGURE 27: MASTER COFFERS

FIGURE 28: MASTER COFFER CREATION

Return To: Settings

5.2.1 Users

Settings→Users navigate to a listing of all currently established Users.
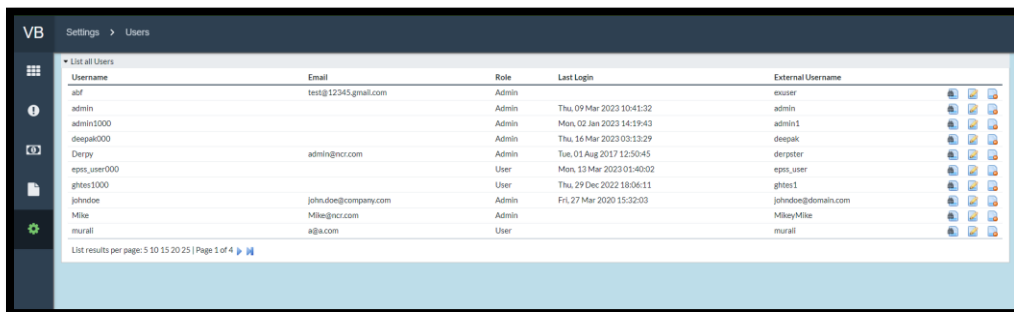
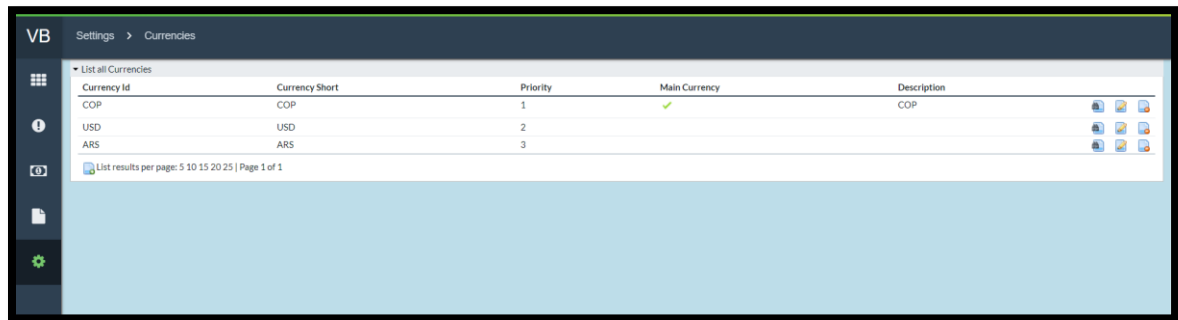*FIGURE 29: USER SCREEN*

TABLE 23: USERS FIELD DESCRIPTIONS

Field	Description
Username	Unique Username assigned per user
Email	Email account associated with each username
Role	Shows the assigned roles for the username. ● Admin ● User **Note**: Choosing the **'Admin'** role will grant access to Settings functions and all vaults. Choosing the **'User'** role will limit access to selected vault(s) and prevent Settings manipulation.
Last Login	Shows the last date/time the user logged into Vault Balance
External Username	When using External Authentication for login purposes, the external username associated with the account will be displayed.
Vault Access **Add A Vault** **(new user creation only)**	When creating users, Administrators will grant access to specific vault(s) using the dropdown in the **New User Creation Vault Access** screen.
Allow Internal Adjustments	Yes/No radio button to allow the created user to do Internal Adjustments.
Allow Quick Adjustments	Yes/No radio button to allow the user to do Quick Adjustments.

Return To: Settings

5.3 Currencies

Settings→Currencies provides access for listing the Currencies that are handled in OptiSuite and will be tracked and balanced in Vault Balance. Users may also prioritize the currencies in terms of processing and may denote a "**Main Currency**".

FIGURE 30: CURRENCIES SCREEN

Return To: Settings

TABLE 24: CURRENCIES FIELD DESCRIPTIONS

Field	Description
Currency ID	The 3-character ID associated with each currency and as defined in OptiSuite
Currency Short	Short name for each currency
Description	Description of the currency
Main Currency	Denotes the primary currency and is most important for processing. Denoted with the icon: ✔
Priority	A unique priority for the currency. The priority of the currencies defines the main/lesser relationship for the currencies dispensed at the cashpoints. The priority of the currency decreases as the numeric value of the priority increases. So priority value of 1 is the highest and will be defined for the main currency.

Return To: Settings

5.3.1 Create New Currencies

By clicking on the **New Currency** icon 📄 at the bottom of the *Settings→Currencies* screen, the user will navigate to the **Create New Currency** Screen. Users can select from the pre-filled dropdown of Currency IDs, fill in the other fields and click **SAVE**. For field definitions see TABLE 24: CURRENCIES FIELD DESCRIPTIONS

FIGURE 31: CREATE NEW CURRENCY SCREEN

Return To: Settings

5.4 Denominations

Settings→Denominations provides access for defining the denominations that will be tracked and balanced via Vault Balance.

FIGURE 32: DENOMINATIONS SCREEN

Return To: Settings

TABLE 25: Denominations Field Descriptions

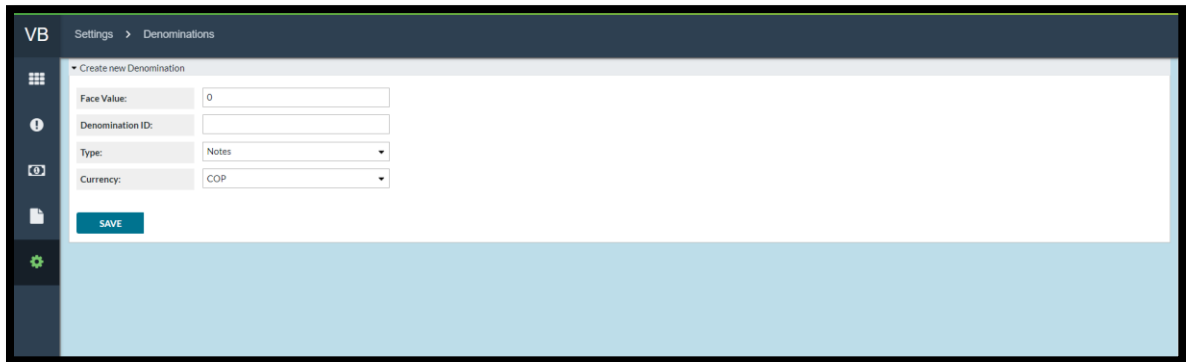| Field	Description
Face Value	Defines the value of each denomination. **For example**, A 1-USD note would have a 1 value for **Face Value**
Denomination ID	Sets the denomination ID used by Vault Balance. This field should be coordinated with definitions throughout OptiSuite.
Type	Denotes either Note or Coin
Currency	Selects the Currency with which the Denomination is associated.

Return To: Settings

5.4.1 Create New Denominations

By clicking on the **New Denomination** icon at the bottom of the *Settings→Denominations* screen, the user will be navigated to the **Create New Denominations** screen. Users will have to fill in the fields, select the appropriate values in the dropdown menus, and click **SAVE**. For field definitions see TABLE 25: Denominations Field Descriptions.

FIGURE 33: CREATE NEW DENOMINATIONS SCREEN
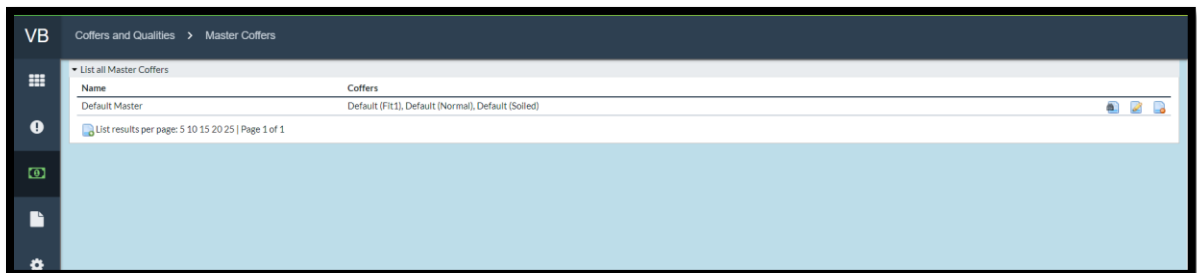

Return To: Settings

5.4.2 Master Coffer

Master Coffer is a way of grouping order amounts from multiple qualities/coffers into a single container. By clicking on the **New Coffer** icon at the bottom of the *Settings→Master* Coffer screen, the user will be navigated to the **Create New Master Coffer** screen.

FIGURE 34: MASTER COFFER

FIGURE 35: MASTER COFFER CREATION

5.5 Application Settings

FIGURE 36: APPLICATION SETTINGS

TABLE 26: APPLICATION SETTINGS DESCRIPTIONS

| Field	Description
License Institution Name	Displays the Institution name that the product is licensed to.
Balance Report Font Size	Allows the user to set the Font size on the PDF version of the **Balance Report** to make things more readable if the report contains numerous or few columns.
Auto-fix summary Balance Closing Value	Turn on a process that will ensure that the values in the **Summary Balance** page and **Balance** pages will be consistent, as problems could arise if there is a large amount of data change at the same time.
Check Balance records inconsistency (scheduled)	Checks the balances and summary balances for inconsistencies when checked. If it is checked it will be constantly checked, uncheck it to stop the process.
Process orders queue (scheduled)	Check to have VB constantly updated with orders from OptiSuites. Unchecking this will allow the user to stop accepting orders/updates in VB until the option is checked again.

Summary & Vault balance report columns	Allows the user to choose which columns will be outputted in the export files.
Coffer Balance report columns	Allows the user to choose which columns will be outputted when exporting Coffer Balances.
Include internal coffer in coffer total amount	Yes/No option to choose whether or not Coffers marked as Internal will be included in the Coffer total.
Enable Views for Coffer Balance	Drop down box allows the user to choose if the Coffer Balance, Master Coffer Balance, or Both are enabled in the application.
System Event Logging	Allows the user to choose the level of logging the application will generate. Info, Debug, Warning or Error.

Return To: Settings

6 Database Upgrades

This page will exhibit the SQL Queries for upgrades, if required, and enable the user to verify whether an upgrade is necessary.

FIGURE 37: DATABASE UPGRADE SCREEN
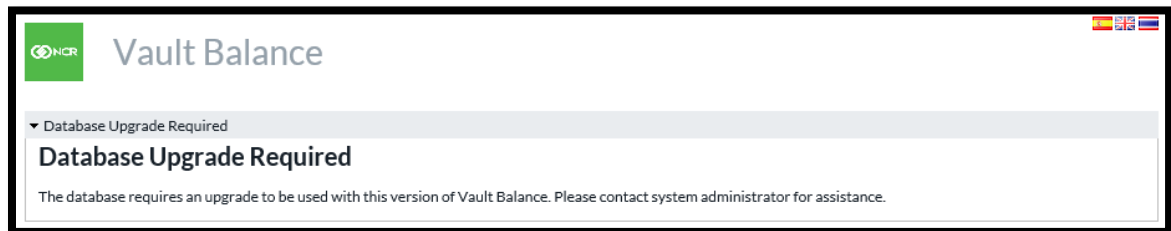
Return To: Database Upgrades

7 Alerts

Settings>Alerts is a gateway menu to view either **Active Alerts** or **Alerts History.** There are two types of Alerts: **Vault** and **Order**.

- **Vault alerts** pertain to issues with the vault such as Negative Vault Balance which would likely point to a timing or bookkeeping issue.

- **Order alerts** pertain to orders and their statuses.

7.1 Active Alerts

FIGURE 38: ACTIVE ALERTS SCREEN

Return to: Alerts

TABLE 27: Alerts Field Descriptions

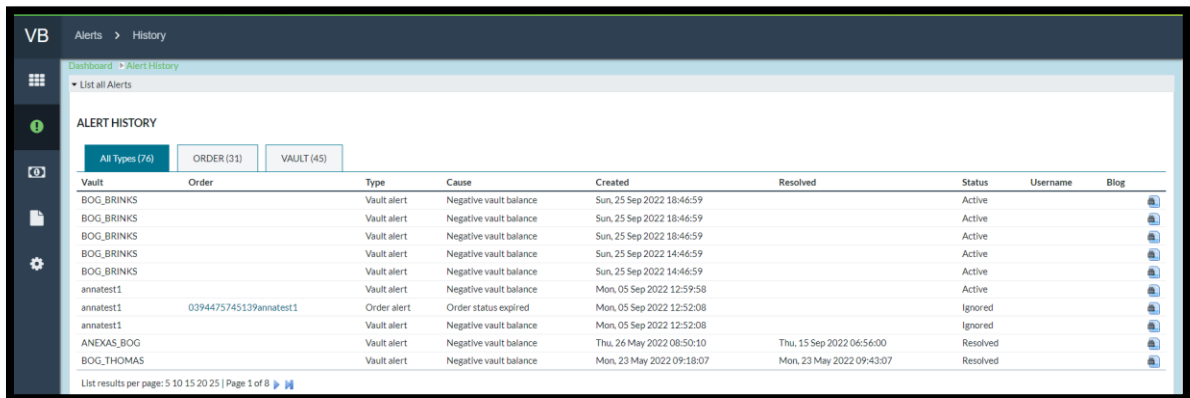| Field	Description
All Types (tab)	Shows All Alerts regardless of the type
Order (tab)	Shows Alerts associated with Orders
Vault (tab)	Shows Alerts associated with Vaults
Vault	Vault for which the alert has occurred
Order	Order ID number if the alert is associated with an order
Type	Type of Alert: **Vault** or **Order**
Cause	Reason for Alert occurrence
Created	Timestamp for generation of Alert
Resolved	Timestamp for resolution of the cause of the Alert

Status	Current Status; Active, Ignored or Resolved
Username	The username of the user investigating or has resolved the Alert
Blog	Blog of notes entered by user during investigation and resolution of Alerts.

Return to: Alerts

7.2 Alerts History

The Alert History screen shows the same information as the **Active Alerts** screen but limits its returned information to only those with Resolved status.

FIGURE 39: ALERTS HISTORY SCREEN

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CXBanking, OptiVLM Vault Balance 10.1, User Reference Guide
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