



FPSGOLD

CIM GOLDTeller

Table of Contents

CIM GOLDTeller Overview	9
Administrative Screens	10
File Functions	10
Operator Information	11
CIM GOLDTeller Screen Details	13
Setup	18
Security System	20
Company Options Screen	21
Rules for Valid Passwords	27
Institution Name	28
Employee Number Length	28
Days to Force Employee Password Change	28
Minutes Without Activity to Close Terminal	29
Minimum Length of Password (5-40)	29
Customer Service Security	30
Force Alpha-Numeric Passwords	30
Force Special Characters in Passwords	30
User Defined Fields field group	31
User Defined Field Type 1 - 5	31
User Defined Field Length 1 - 5	32
User Defined Field Description 1 - 5	32
Security Reports Screen	32
History tab	33
Changes to Display field group	34
CIM GOLD Employee Security	34
CIM GOLD Profile Security	35
Customer Service Cross Reference	35
EFT GOLD Options	35
Employee Details	35
Employee Password Reset	35
Employee Field Level Security	35
System Security	35



Options	35
Profile Field Level Security	36
Teller Details	36
Terminal Violation Reset	36
Selection Criteria field group	36
Start Date	36
End Date	36
Start Time	36
End Time	36
Changed by Employee#	36
History List View	37
Access tab	37
Employees	38
Tellers	38
CIM GOLD Profiles	38
System Profiles	38
Search	38
Include field group	38
Details	38
Teller Information	38
CIM GOLD	39
System	39
Field Level	39
Profile Assignments	39
All Assigned Profiles	39
Report on Effective Security	40
Exclude Inactive/Terminated Employees	40
Access List View	40
Securables tab	40
CIM GOLD	40
System	41
Field Level	41
Include field group	41
Employees	41
Profiles	41
Effective Security	41



Profile Assignments	41
Exclude Inactive/Terminated Employees	42
Securables List View	42
Employee/Profile Listing tab	42
Include field group	42
Employees	42
Profiles	42
Exclude Inactive/Terminated Employees	42
Sort By	42
Reset Passwords Screen	43
Rules for Valid Passwords	45
Search	46
Selection List	46
Reset Violations Screen	47
Number	48
Name	49
User Name	49
Enhanced User Name	49
Location	49
Security Setup Screen	49
Employee tab	51
CIM GOLD Profile tab	54
System Profile tab	56
CIM GOLD tab	59
System tab	61
System Security Details	63
Field Level tab	83
Subscribe to Mini-Applications Screen	84
Screens List View	85
Description	85
Cost per Month per User	85
Terminated Employee Deletion Screen	85
Display	86
Search	86
Selection List	86
Software, Server, and Files	87



Administrator Options 90

 Account Signatures 90

 Form/Font Configuration 95

 Menu Design 95

 PC Branch Settings 98

 PC Institution Settings 100

 Settings Page One tab 101

 Settings Page Two tab 107

 CTR & Cash Dispenser Defaults 111

 Institution Options (Inquiry Only) 111

 Print Form Design 111

 Profile Speed Key Assignments 111

 System Configuration 113

 System Field Dictionary 114

 Transaction Design 116

 View/Modify Droplists 120

 MICR Check Printing 121

 Creating MICR Checks for Use in CIM GOLDTeller 121

 Create MICR Line 128

 Creating MICR Check Ranges 130

 Set Option to Print MICR Checks 133

 Running Transactions for MICR Checks 133

 Counter Checks 138

 Counter Check Form Design 139

 Create MICR Line for Counter Checks 144

 Printing Counter Checks and Deposit Slips 145

 Printer Setup 149

 Remote Override 152

How to... 156

 Use Keystrokes 157

 Log On 158

 Log Off 159

 Run a Transaction 162

 Mass Loan Payments (600/50/0) 163

 Retirement Distribution (1230) 169

 Automatically Close Cards When Closing Deposit Account 171



Use Email Receipts	172
Modify CIS Fields in GOLDTeller	173
Use Monetary Instrument Reporting	174
Functions	175
Clear CIS Search Information	176
Go Back to Interrupted Transaction	177
Interrupt a Transaction	178
Item List	179
Print Output Display	180
Repeat Last Transaction	181
Repeat Last Transaction and Fields	182
Reprint Receipt	183
Reverse Last Transaction	184
Administrator Options	185
Operator Functions	186
Print Functions	187
Teller Total Functions	189
SubTotals with Cash Counter	189
Check Writer	193
Currency Transaction Report	195
Journal/Forwarding	203
Non Customer Transaction Log	208
Notice of Delayed Availability	210
OFAC	213
Calculator	214
Display GOLDTeller32 CIM Version	215
Display GOLDTeller 32 CIM What's New	216
Display Keyboard Shortcuts	217
Test Override	218
PC Calculate Check Digit	219
Options	220
CIS Search (F9)	221
Multiple Transactions (F10)	222
Client Services	227
FPS GOLD Teller Capture User's Guide	228
Introduction	229



Images and Storage	229
Purchase	229
Required Components	229
Item Types and Virtual Slips	230
Processing Transactions	233
Transaction Process Overview	233
Teller Capture Transaction Example	233
Viewing Images	239
Viewing Scanned Images from the Journal Log	240
Viewing Scanned Images from Deposit Account History	240
Viewing Scanned Images from Loan Account History	243
Corrections/Cancellations/Errors	247
Foreign Checks	249
Non-MICR Items	250
Add/Edit Items from Teller Journal (Ctrl+J)	250
Remove Scanned Items	251
Balancing and Scanned Item Compare	253
Transmission of X937 Files	260
Teller Capture Totals Screen	261
X937 Research	262
X937 Research Screen	262
Report Type Options	262
Search Fields	263
Source Fields	264
Search Results list view	264
View and Print Images	266
X937 ISO Check Image Research Screen	269
OnUs Check Clearing	276
Image Replacement Document (IRD)	277
Requirements	277
Creating an IRD	277
Create IRD Example	280
Virtual Signature	283
Form Samples	298





CIM GOLDTeller Overview

CIM GOLDTeller is a convenient tool that allows tellers to quickly access customer data and run transactions on their accounts. It works seamlessly with CIM GOLD, allowing the teller to view other screens and information, and then quickly return to GOLDTeller.

GOLDTeller is a robust system that can be set up according to each teller's needs.

The information in this document will explain the various setup options and requirements of GOLDTeller, as well as explain how to perform many functions within GOLDTeller.



Administrative Screens

Teller System > Administrative in the CIM GOLD tree view

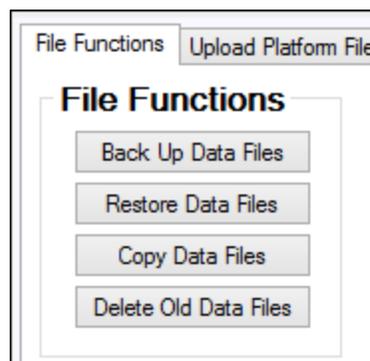
Administrators can manage institution-wide tasks using the two screens located on the CIM GOLD tree view:

- [File Functions](#) such as file backup, restoration, copy, and deletion
- [Operator Information](#) such as teller override authority, monetary limits, speed keys, PC monetary totals, and print options

File Functions

Teller System > Administrative > File Functions in the CIM GOLD tree view

You can easily back up, copy, delete, and restore data files using File Functions (found on the CIM GOLD tree view under Teller System > Administrative > File Functions). See the example below.



Back Up Data Files

This function allows you to easily back up institution GOLDTeller files. FPS GOLD recommends backing up these files every week. This function does require security. A user with appropriate security can back up files and will also receive reminder messages to prompt them to do so. If working in a server environment, all other users must be logged off GOLDTeller for a backup to occur. The newly backed-up file will be placed at the same path location as the current file. Reference the file directories to identify this location.

The file names will follow this format:

GOLDTLR.001

OPERS.001

PLATFORM.001

Restore Data Files

This function provides a tool to quickly identify and restore a backup file. Upon selecting <Restore Data Files>, a prompt will be shown asking if you want to restore GOLDTLR, OPERS, and/or PLATFORM backup files. Depending on the file(s) chosen, a dialog box will be shown displaying the backup or copied files. You can then select/highlight a specific file to be restored. Click <Restore> to load the selected file.

Copy Data Files

This function assists in creating a copy of the GOLDTeller.DAT, OPERS.DAT, or Platform.ISM files. A prompt will be shown asking if you want to make a copy of each one of these files. If <YES> is selected, a copy of that file is created and placed at the same path location where the original file is located.



File names will follow this format:

GOLDTLR.CPY
 OPERS.CPY
 PLATFORM.CPY

Delete Old Data Files

This function provides a utility to quickly identify and delete old data files. Upon selecting <Delete old data files> a prompt will be shown asking if you want to delete GOLDTLR, OPERS, and/or PLATFORM backup files. Depending on the file(s) chosen, a dialog box will be shown displaying the backup or copied files. You can then select/highlight specific files for deletion. Once all the files you want have been highlighted, click <Delete> to remove those files. A "Delete All" selection is also available to conveniently delete all backup or copied files.

Operator Information

Teller System > Administrative > Operator Information in the CIM GOLD tree view

You can easily view and change teller setup information using the Operator Information screen. See the example below.

The screenshot shows the 'Operator Information' window with the following details:

- Operator Information** | Speed Keys | PC Totals | Print Options | Miscellaneous (Read Only)
- Enhanced User Name: **KARENT**
- Legacy User Name: **KARENT** | Teller Number: **2660**
- Teller PC Status: Signed On
- Override Authority: Teller | Language: English
- Override Required for Correction: [Dropdown] | Remote Override Priority: 0
- Automatically Fill Account List on Account Entry | Next Day Mode
- Always Show Logon Information Dialog (Not Recommended)
- Skip File Backup Date Message
- Offline Monetary Limits**
 - Cash In: [Field] | Cash Out: [Field]
 - Check In: [Field] | Check Out: [Field]
 - Journal In: [Field] | Journal Out: [Field]
- Full Name: [Field] | Password: [Masked]
- Setup With All Host Security
- Host Online Monetary Limits**
 - Cash In: 5,000.00 T | Cash Out: 5,000.00
 - Check In: 9,999,999.99 T | Check Out: 9,999,999.99
 - Journal In: 999,999,999.99 T | Journal Out: 999,999,999.99
- Buttons: Delete, Create, Clear, Update Host Limits for All Opers, Save, Close



Operator Information contains data pertinent to individual tellers. Operator information is used to verify that the teller is valid. Operator information indicates the override level assigned to each teller, teller transaction limits, whether a teller can receive and process a remote override, and other teller-specific options.

- **Teller PC Status:** Shows the current status of the highlighted user. There are three possible statuses:
 - Signed On
 - Signed Off Temporarily
 - Signed Off Permanently

NOTE

This is the where a user, with appropriate security and while logged on to the same Opers.dat file, may log off another CIM GOLDTeller user by selecting "Signed Off Permanently" or "Signed Off Temporarily."

- **Override Authority:** The use of Remote Override allows a teller performing a transaction, requiring an override above their own specified level, to send that transaction electronically to another employee signed on CIMGOLD for a remote override. Use the **Override Authority** drop-down list to select the appropriate override level for the user.
- **Override Required for Correction:** Select, from the drop-down list, the override required for the user to perform correction transactions.
- **Remote Override Priority:** An officer needing override authority must have a value of 1 in this field.
- **Automatically Fill Account List on Account Entry:** When entering the account number on a transaction all accounts for, the IRS owner on the account entered will be shown automatically in the account list, if this box is marked.
- **Next Day Mode:** Field shows as checked if the user logged on with an effective date in the future.
- **Always Show Logon Information Dialog:** If this field is checked, the Logon Information prompt to always be shown. This prompt allows a cash drawer amount to be entered, if other than zero, and to mark for Next Day Processing as needed. It is recommended that when tellers are regularly signing-on under a Next Day Processing on the teller sign-on environment, that this box be marked; otherwise, it is recommended that the setting remain unchecked. Transaction condition #52, Teller Signing on With a Future Date, must be allowed.
- **Skip File Backup Date Message:** Check this box if you want to prevent this message from displaying when tellers sign on: "Bad Date Getting the Last Backup Date." This message displays when someone signs on to GOLDTeller or clicks <Back Up Data Files> on the Teller System > Administrative > File Functions screen.
- **Monetary Limits:**
 - **Offline:** Teller monetary limits while in offline mode.
 - **Host Online:** Teller monetary limits while communicating with the host (online). The **T**, **S**, or **O** next to these amounts is the override level required for the limits.

<Update Host Limits for All Opers> Click this button to update the host limits for all operators who are using this opers.dat file.



CIM GOLDTeller Screen Details

Main GOLDTeller Menu Bar

At the top of the main CIM GOLDTeller screen are menus. See the following sections for more information concerning each of these menus:

[Functions](#)

[Speed Keys](#)

[Options](#)

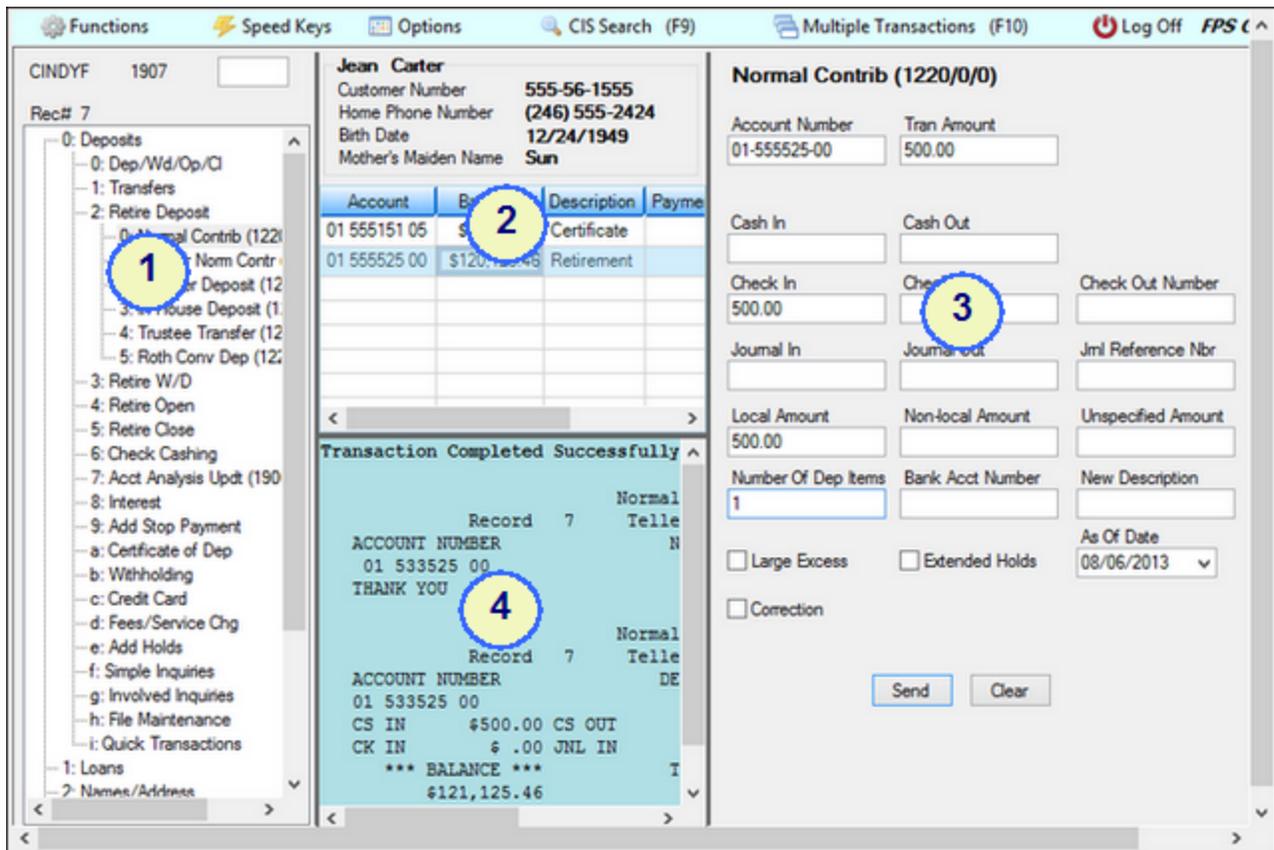
[CIS Search](#)

[Multiple Transactions](#)

[Log Off](#)

The Teller Screen

Below the menus is the main CIM GOLDTeller screen. This screen can be divided into four quadrants, as shown below:



1. The first quadrant displays the teller name and number at the top, followed by a list of all the transactions available to the teller. To change which transactions are displayed here, use the Functions > Administrator Options > [Menu Design screen](#).



The transactions are divided into their categories, and then categories within categories, such as:

1. Deposits
2. Retirement Deposits
0. Normal Contribution (1220/0/0)

Transactions end with their respective transaction code on the end (such as 1220/0/0 in the example above). Click the transaction you want to run in this list, and the transaction will be displayed in the [third quadrant](#).

 *TIP:* In the field to the right of the teller name, you can type the transaction you want to run by typing the number/letter in front of each category. For example, if you wanted to run the Loan Payment transaction, you would type "100" for 1: Loans, 0: Loan Payments, 0: Loan Pmt (600/0/0).

NOTE

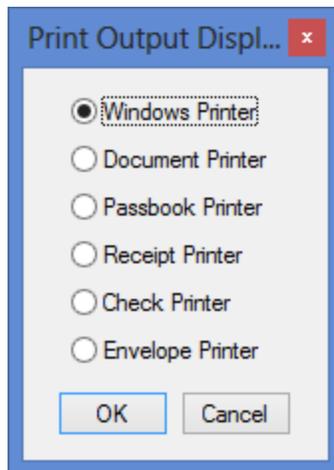
These numbers are based on each teller menu, so they may not be the same.

2. The second quadrant displays information concerning the customer that has been selected. To select a customer, use the [CIS Search](#) function (press <F9>). To clear out any information in this field group and run a transaction for a different customer, press <Shift> + <F9> or select "Clear CIS Search Information" from the Functions menu.

When you click an account listed below the name information, that account will be automatically filled in the third quadrant (Transaction Display) in the **Account Number** field of the transaction selected from the menu.

3. This quadrant displays the transaction that was selected in [quadrant 1](#). When all information is correctly entered on the transaction, click <Send> and the results of the transaction will be displayed in quadrant 4. Also see the [Running Transactions](#) topic.
4. This quadrant is also known as the Output Display. This quadrant displays the results of any transaction run in quadrant 3. You can print this information by pressing <Ctrl> + P, and then selecting how you want to print the information, as shown below:





The paths for these printers are entered on the [Printer Defaults tab](#) on the System Configuration screen.

Right-Click Menu

Right-click on an account in the list to open a menu that gives you quick access to account-related features. These features are explained below the following example.



KARENT 2160

Rec# 1

0: Deposits

- 0: Dep/Wd/Op/Cl
- 0: Deposit (1120/0/0)
- 1: Jnl Cr To Close (1780/4)
- 2: Withdrawal (1130/0/0)
- 3: Open Account (1100/0/0)
- 4: Close (1190/0/0)
- 5: Dep Xfer Ln Paymnt (11)
- 1: Transfers
- 2: Retire Deposit
- 3: Retire W/D
- 4: Cim Goldteller Cls (1009/83/)
- 5: Close (1190/0/0)
- 6: Retire Open
- 7: Retire Close
- 8: Check Cashing
- 9: Acct Analysis Updt (1900/2)
- a: Interest
- b: Add Stop Payment
- c: Certificate of Dep
- d: Withholding
- e: Credit Card
- f: Fees/Service Chg
- g: Add Holds
- h: Simple Inquiries
- i: Involved Inquiries
- j: File Maintenance
- k: Quick Transactions

Aaron B Smith

Customer Number 540-12-1234
Home Phone Number (707) 427-3508 EXT 21
Birth Date 07/07/1982
Mother's Maiden Name

Account	Balance	Description
01 0000084 03		HSA CHECKING, NO IMA
01 000008		HSA CHECKING, NO IMA
01 030177		1-YEAR TIME DEPOSIT
01 0301773 07		1-YEAR TIME DEPOSIT
01 0301774 05		
01 0301775 02		
01 0301777 08		
01 0301778 06		
01 0301779 04		
01 0301780 02		
80 0700017 00		
01 0301781 00		
01 0700035 08		
01 0700041 06		
80 0700018 08		
01 0000095 09	\$2	
01 0700078 08	\$1	

Deposit

Account Number 01-0301773

Cash In

Check In

Local Amount

View Description

Correction

Automatic Account Inquiry Failed

Menu Item	What It Does
Goto Account Information	Takes you to the Account Information screen for the selected account.
Goto Account History	Takes you to the History screen for the selected account.
Show Account Names	Opens a list of names linked to the selected account.
Print Customer Label	Displays the mailing address linked to the selected account in the Output Display below the account list. Click Ctrl+P to print the label.
Refresh Balances	If you have run transactions on any of the accounts in the list, click here to display the current balances on those accounts.
View Signatures	Opens File Services Plus so you can view signature captures.
Upload and Link Signatures	Opens File Services Plus so you can save and link signature captures.



Edit	Opens an editing menu so you can edit or copy information in the list.
Printing	Opens a printing menu, including printer settings, preview, and setup.
Export	Opens a menu so you can export information to Report Manager or to a text file.
Auto Resize	Opens a menu so you can resize the account list.
Find	Opens a dialog box box so you can search for information in the account list.



Setup

Before you can begin using CIM GOLDTeller, you must first download GOLDTeller for CIM GOLD and then set up certain files and functions in GOLDTeller according to your needs.

Software and licenses are required for each computer using GOLDTeller. CIM GOLD and GOLDTeller for CIM GOLD must be purchased for every teller. You must download CIM GOLD before downloading CIM GOLDTeller.

To download CIM GOLDTeller:

Go to FPS GOLD's secure site: www.fps-gold.com. If you do not have a user ID or password to log onto the secure site, contact your [FPS GOLD banking consultant](#).

1. Click the **Software Download** link on the left side of the welcome page of the secure site, as shown below:



3. Click the GOLDTeller® for **CIM GOLD / GOLDTeller® Platform** link. A message is displayed at the bottom of the browser window asking you if you want to run or save PFWGOLDTellerCIMPlatform.exe from secure.fps-gold.com.
4. Click <Run>. You may receive a message stating that this download is from an untrusted site. Click <Yes> on that message.
5. Complete the steps to finish downloading CIM GOLDTeller.



When the download is complete, you can log onto CIM GOLD, and then complete the rest of the setup process, as described in the following sections:

[Security Setup](#)

[Software Server Files](#)

[Printer Setup](#)

[System Configuration - Files](#)

[Operator.dat File](#)

[Speed Keys](#)

[Remote Override](#)

[GOLDTIlr.dat File](#)

[PC Branch Setup](#)

[PC Institution Settings](#)

[System Field Dictionary](#)

[View/Modify Forms](#)

[Transaction Design](#)

[Menu Design](#)

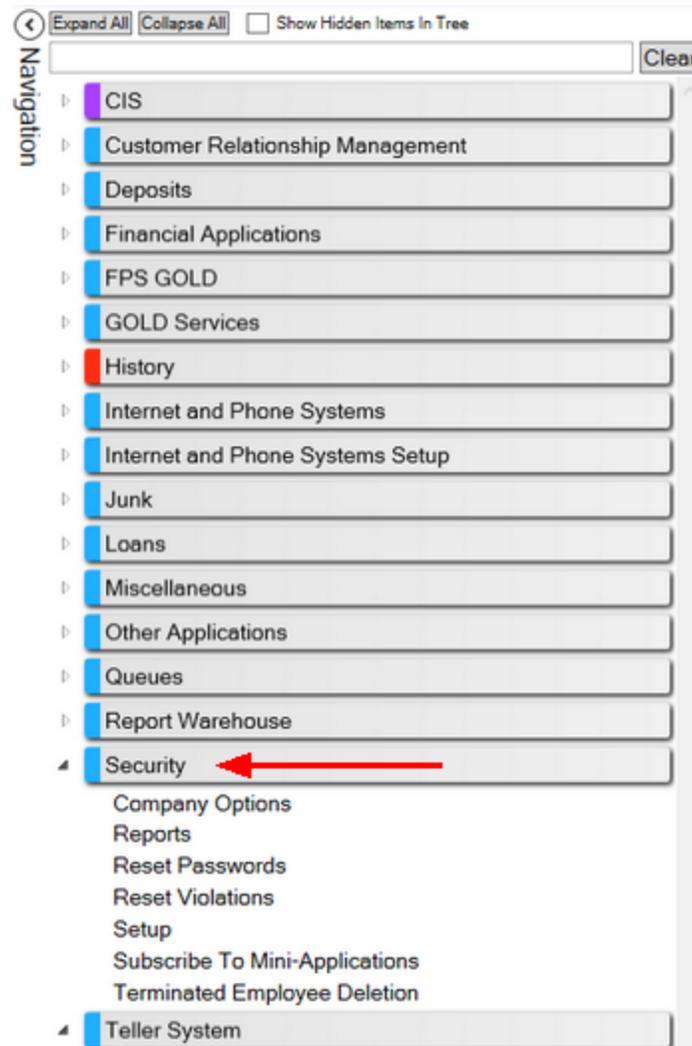
[Back-up Files](#)

[Options Menu](#)



Security System

Before you can use CIM GOLD, security must be set up for each employee who will use CIM GOLD. Security for CIM GOLD is set up in the CIM GOLD application under Security in the left tree view, as shown below.



See any of the following topics for more information concerning the screens under Security:

- [Company security options](#)
- [Reports](#)
- [Reset Passwords](#)
- [Reset Violations](#)
- [Setup](#)
- [Subscribe to Mini-Applications](#)
- [Terminated Employee Deletion](#)



The following list shows the order in which security must be set up within CIM GOLD so that security will work properly for your institution and employees.

NOTE

FPS GOLD must add security for your institution's Security Administrator before employee security setups can begin.

1. [Subscribe to Mini-Applications](#) - Before security setup, your institution must subscribe to all applications and screens your institution will use.
2. [Company Options](#) - The fields on this screen define your institution name, length of employee numbers and passwords, days to force security code (password) changes, and minutes of inactivity to timeout CIM GOLD and other FPS GOLD products. Company Options are found on the CIM GOLD Security > Company Options screen.
3. [Setup](#) - Contains setup fields for employee, profile, teller security, CIM GOLD screens, and field-level security. If your institution chooses to use profiles, they must be set up before setting up individual employees.

Also see the [FPS GOLD Employee Profiles section in the Security Management](#) user guide for security information specifically for FPS GOLD employees.

Company Options Screen

Security > Company Options

Overview of Security

Before using CIM GOLD and other FPS GOLD product applications, security must be set up for your institution and its employees. The CIM GOLD Security screens are used to set up the following:

- Company security options
- Security for employees and tellers
- Security for CIM GOLD screens
- Security for system screens such as GOLDTeller and GOLDView
- CIM GOLD Field Level Security

The following list specifies the order in which security must be set up within CIM GOLD so that security will work properly for your institution and employees.

1. **Subscribe to Mini-Applications** - Your institution must subscribe to all applications and screens your institution will have access to before you can set up security.
2. **Company Options** - The options on this screen let you define your institution name, length of employee numbers and passwords, days to force security code (password) changes, and minutes of inactivity to time out CIM GOLD and other FPS GOLD products. Company Options are found on the CIM GOLD Security > Company Options screen.



3. **Setup** - Contains setup fields for employee, profile, teller security, CIM GOLD screens, system screens, and Field Level Security. If your institution chooses to use profiles, they must be set up before setting up individual employees.

Some of the features available in the CIM GOLD Security system are listed below.

- You can create profile groups to set up employees with similar security clearance. For example, all tellers could be set up with the same security access.
- You can set up multiple profiles per employee.
- You can specify a length of time after which password changes are forced.
- Users can select their own security codes (passwords).
- You can grant users one of three levels of security: File Maintenance, Inquiry, and None (no access).
- You can set the length of time an FPS GOLD program can remain inactive before automatically locking the program and requiring a password to be entered.
- You can grant specified FPS GOLD customer service employees defined levels of security access.
- You can delete security for terminated employees.
- You can delete unused profiles.
- Reports for changes made to the Security System are FPSDR218, Security Change Report, and Online Report.

Setting Up Company Options

To set up your company's security options:

1. Enter your institution name in the **Institution Name** field.
2. In the **Employee Number Length** field, enter a number between 4 to 10. (For example, if you enter 8 here, all employee numbers must be eight digits long.)
3. In the **Days to Force Employee Password Change** field, enter a number between 15 and 99 (or 9999, never expires) to define the default number of days between forced password changes for your institution. The recommendation is to force a password change at least every 90 days. This company default can be overridden during individual employee setup.

Password changes are forced after the specified length of time. This feature protects your institution from fraudulent use of a security code for any extended period. Should a security code be violated, the user could immediately create a new security code. If the violation goes undetected, the violated code is only usable until the Days to Force Employee Password Change days are reached.

4. In the **Minutes Without Activity to Close Terminal** field, enter the number of minutes for your institution's default that will trigger a timeout for users. A minimum of 5 and maximum of 60 minutes must be entered; the system will not accept a number outside that range. This company default can be overridden during individual employee setup.

The first time a user attempts to enter anything on an FPS GOLD screen after the timeout value has expired, a timeout window will be displayed, and the user must enter their user name and password in order to continue.

This feature, also called an "inactivity logoff," increases security by locking FPS GOLD programs that are not in "active" use.



5. In the **Minimum Length of Password** (security code) field, enter the minimum password (security code) length for your institution's default, a minimum of 5 and maximum of 40. If a number outside this range is entered, an error icon will appear next to this field. When hovering the cursor over the icon, the following message will appear: "Must be between 5 and 40." If employees attempt to set passwords (security codes) with fewer characters than the minimum you specify in this field, they will receive the following error: "PASSWORD IS NOT LONG ENOUGH OR INVALID SPACES IN PASSWORD."
6. If left blank, the **Customer Service Security** field will allow all FPS GOLD support employees access to your institution files. A check mark will turn on the customer service security option, and you are given the option to select the security access granted for FPS customer service employees. You must select the FPS GOLD support employees from the Customer Service list; only those selected will be able to access and support your institution.
7. If you check the **Force Alpha-Numeric Passwords** field, all employees must use both letters and numbers in their passwords (security codes). If the field is left blank, employees can enter any variation of letters and/or numbers they want without restrictions.
8. When the **Force Special Characters in Passwords** field is checked, all employees will be required to have at least one special character in their passwords (security code). If the field is left blank, special characters will not be required in passwords.

For user names and passwords, all printable characters and embedded spaces are now allowed. (See the table below.) User names are not case sensitive. Passwords are case sensitive. Leading and trailing spaces will be ignored.



Characters Allowed in Passwords and User Names	
Alphanumeric characters	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Special characters	- = , . / \ ! @ # \$ % ^ & * () _ + < > ? : " ' { } [] ; ' ,

9. **User Defined Fields** are designated fields tied to each employee's security setup that can be used for any purpose within an institution. For example, an institution could set up a field to show the title of the employee, date of hire, birth date, etc.
10. For each **User Defined Field** implemented, enter the **Data Type** (Numeric or Alpha-Numeric), field Length, and **Field Description**. Each user-defined field set up at an institution will show on the Employee setup tab.

WARNING

Once the User Defined Fields are set up, they cannot be removed or changed.

The reset password function is located in CIM GOLD Security > Reset Password. When an employee cannot remember their password, the security administrator can reset the password to the employee's user name. The employee would then log in using their user name as a password. The employee will then be prompted to provide a new password. If a user has violated a terminal by entering the password incorrectly three times and can't remember the password, first reset the violated terminal, and then reset the employee password. FPS GOLD recommends that only a limited number of employees be given the ability to reset passwords.

To reset a password, click on the employee's name in the list and click <Reset Employee Password>, then click <Yes> on the Verify Action dialog box.

Only one employee can be reset at a time. Once the password has been reset, an employee has 12 hours to sign on using their user name as the password. At then next logon, the employee will be required to set a new password.



Navigation

Expand All Collapse All Show Hidden Items In Tree

Search

Reset Employee Password

User Name	Full Name	Emp #	Enhanced Username
DARCY	Dena Orozco	206	DARCY
RALTEST	raltest7	8500	raltest
SKNTEST	Shaun Nyman	8501	skntest

Setting Passwords

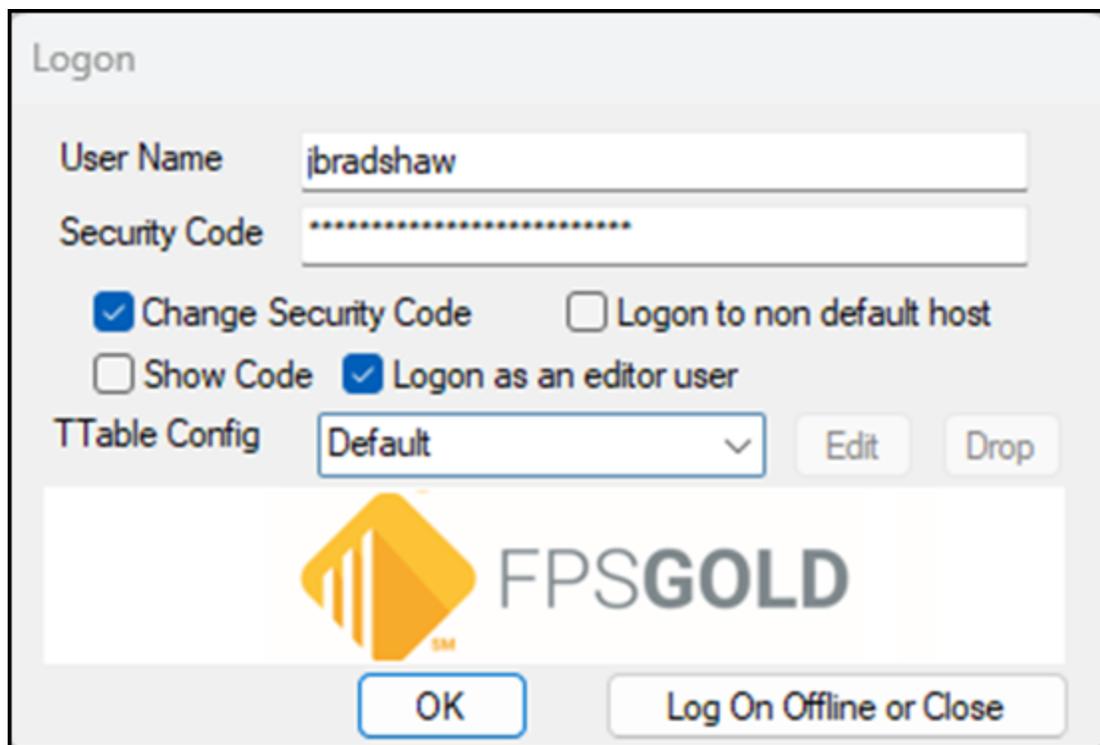
For new employees, the password (security code) for their first sign-on will be the same as their assigned user name, and they will be forced to change them. The password they choose will be ruled based on the setup password fields in the Company Options menu. The password will automatically expire after the designated time selected to force an employee password change at your institution.



On the day the password is forced to change, the employee will log on to the system as usual and enter their current password. The program will then generate a Password Change dialog box that will prompt the employee to enter a new password (twice). A password can only be changed after the correct current code has been entered.

The system keeps track of the last five passwords for each user name. You cannot reuse a previously used password until at least five new passwords have been used. On the sixth password change, you are able to reuse the first password that was used.

If, at any time, you want to change your password, log on as you normally would. Enter your **User Name**, current **Security Code** (password), mark the **Change Security Code** (password) box, and click <OK>. The recommendation is for an employee to change their security code if they suspect that their password has been compromised.



Logon

User Name

Security Code

Change Security Code Logon to non default host

Show Code Logon as an editor user

TTable Config

 FPSGOLD

The system will display a Password Change dialog box asking you for the new password (security code).



When changing a password, the system requires the user to enter the new code twice. This is to verify that the user entered the new password correctly.

See Also:

[Rules for Valid Passwords](#)

Rules for Valid Passwords

For user names and passwords, all printable characters and embedded spaces are allowed. (See the table below.) User names are not case sensitive. Passwords are case sensitive. Leading and trailing spaces will be ignored.

Characters Allowed in Passwords and User Names	
Alphanumeric characters	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Special characters	- = , . / \ ! @ # \$ % ^ & * () _ + < > ? : " ' { } [] ; '

Types of Passwords Not Allowed

The following table lists the kinds of passwords that are *not* valid. Based on the settings on the Company Options screen, users will have to follow these rules when creating passwords.



Password Length	A Password Is <i>Not</i> Valid If . . .
Any length	<ul style="list-style-type: none"> The new password is the same as the current password or any of the last 5 previous passwords (regardless of case). The Force Special Characters in Passwords field is checked and the new password doesn't contain a special character. The Force Alpha-Numeric Passwords field is checked and the new password doesn't contain at least one number and one letter. The new password is shorter than the value in the Minimum Length of Password field. The new password is empty. The new password has ascending or descending sequences (sequences are found by splitting the password with a blank space). For example, "12 cba" is not valid, but "12 abc" is.
More than 8 characters	<ul style="list-style-type: none"> The new password contains the user name (regardless of case). The new password has a sequence of 5 or more consecutive ascending or descending characters. For example, "LONGabcdePASSWORD" and "LONG54321PASSWORD" are not valid, but "LONGabcdPASSWORD" is valid. The new password has 4 or more consecutive identical characters. For example, "long 1111 password" is not valid.
8 characters or less	<ul style="list-style-type: none"> The password is fewer than 5 characters. There are 3 or more characters that are the same as the last non-blank character. For example, "11121" is not valid. There are 4 or more characters that are the same as the first non-blank character. For example "1211118" is not valid. Characters 1–4 are the same as 5–8, or 2–4 are the same as 5–7, or 3–5 are the same as 6–8, or 1–3 are the same as 4–6. For example "abcdabcd" is not valid. There are more than 3 blank characters in the password. See "Characters Allowed in Passwords" above.

Institution Name

Enter your Institution name in this field.

Employee Number Length

Enter the number of digits allowed in an employee number. The length can range from four to 10 digits and cannot be changed once it is set.

Days to Force Employee Password Change

Enter a number between 15 and 9999 that defines the number of days between forced password changes for employees at your institution. 9999 means the password will never expire.

Password changes are forced after the specified length of time. This feature protects your institution from fraudulent use of a security code for any extended period. Should a security code be violated, the user could



immediately assign themselves a new security code. If the violation goes undetected, the violated code is only usable until the Days to Force Employee Password Change days are reached.

If you change the value in this field, the change is applied to all new employees added after the change. To change the password expiration deadline for your current employees, use the **Password Expiration** field on the Security > Setup screen, Employee tab for each employee.

Minutes Without Activity to Close Terminal

Enter the default number of minutes for your institution that will trigger a timeout for users. A minimum of 5 and maximum of 60 minutes must be entered; the system will not accept a number outside that range. The default is 20 minutes.

The first time a user attempts to enter anything on an FPS GOLD screen after the timeout value has expired, a timeout window will be displayed, and the user must enter their user name and password in order to continue.

This feature, also called an "inactivity logoff," increases security by locking FPS GOLD programs that are not in "active" use. Should a user need more or less time before timeout occurs, the security officer can override the default and enter any length of time up to 546 minutes on the Employee Definition screen.

Minimum Length of Password (5-40)

Enter the minimum password (security code) length for your institution's default, a minimum of 5 and maximum of 40. If employees attempt to set passwords (security codes) with fewer characters than the minimum you specify in this field, they will receive the following error: "PASSWORD IS NOT LONG ENOUGH OR INVALID SPACES IN PASSWORD."

User-Selected Security Code

On the day security codes are forced to change, employees will log on to the system as normal and enter their old security codes. The computer will then ask them to enter a new security code (twice). Security codes can be changed only after the correct current security code has been entered.

The system keeps track of the last five security codes for each user name. You cannot reuse a previously used security code until at least six new security codes have been used. On the seventh time, you are allowed to reuse the old security code.

If at any time you want to change your security number, log on as you normally would. Enter all of the information you normally would as you sign on, except click the **Change Security Code** box. The system will display a dialog box asking you for the new security code.

When changing a security code, the system requires the user to enter the code twice. The reason for this is to verify that the user did in fact enter the number he or she wanted. One typo could cause a lot of confusion.

See Also:

[Rules for Valid Passwords](#)



Customer Service Security

If this field is left blank, all FPS GOLD support employees can access your institution files. A check mark will turn on the Customer Service Security option, and you will need to select the security access you want to grant for specific FPS customer service employees on the Customer Service tab. Only those selected will be able to access your files.

FPS GOLD Only: NCC Security employees can add an FPS GOLD employee to the list with proper authorization.

Force Alpha-Numeric Passwords

If you check this box, all employees must use both letters and numbers in their passwords (security codes). If the field is left blank, employees can enter any combination of letters and numbers without restrictions.

User-Selected Security Code

On the day security codes are forced to change, employees will log on to the system as normal and enter their old security codes. The computer will then ask them to enter a new security code (twice). Security codes can be changed only after the correct current security code has been entered.

The system keeps track of the last six security codes for each user name. You cannot reuse a previously used security code until at least six new security codes have been used. On the seventh time, you are allowed to reuse the old security code.

If at any time you want to change your security number, log on as you normally would. Enter all of the information you normally would as you sign on, except click the **Change Security Code** box. The system will display a dialog box asking you for the new security code.

When changing a security code, the system requires the user to enter the code twice. The reason for this is to verify that the user did in fact enter the number wanted. One typo could cause a lot of confusion.

See Also:

[Rules for Valid Passwords](#)

Force Special Characters in Passwords

When this field is checked, all employees will be required to have at least one special character in their passwords (security code). If the field is left blank, special characters will not be required in passwords.

User-Selected Security Code

On the day security codes are forced to change, employees will log on to the system as normal and enter their old security codes. The computer will then ask them to enter a new security code (twice). Security codes can be changed only after the correct current security code has been entered.



The system keeps track of the last six security codes for each user name. You cannot reuse a previously used security code until at least six new security codes have been used. On the seventh time, you are able to reuse the old security code.

If at any time you want to change your security number, log on as you normally would. Enter all of the information you normally would as you sign on, except click the **Change Security Code** box. The system will display a dialog box asking you for the new security code.

When changing a security code, the system requires the user to enter the code twice. The reason for this is to verify that the user did in fact enter the number he or she wanted. One typo could cause a lot of confusion.

See Also:

[Rules for Valid Passwords](#)

User Defined Fields field group

User Defined Fields are designated fields tied to each employee's security setup that can be used for any purpose within an institution. For example, an institution could set up a field to show the title of the employee, date of hire, birth dates, etc.

For each User Defined Field implemented, enter the **Data Type** (Numeric or Alpha-Numeric), field **Length**, and **Field Description**. Each User Defined field set up at an institution will show on the Employee setup tab.

WARNING

Once the User Defined Fields are set up, they cannot be removed or changed.

See the following topics:

[User Defined Field Type 1 - 5](#)

[User Defined Field Length 1 - 5](#)

[User Defined Field Description 1 - 5](#)

User Defined Field Type 1 - 5

User-defined fields are designated fields tied to each employee's security setup that can be used for any purpose within an institution. For example, an institution could set up a field to show the title of the employee, date of hire, birth dates, etc.

For each User-defined field implemented, enter the **Data Type** (Numeric or Alpha-Numeric), field **Length**, and **Field Description**. Each User Defined field set up at an institution will show on the Employee setup tab.



WARNING

Once the User Defined Fields are set up, they cannot be removed or changed.

User Defined Field Length 1 - 5

User-defined fields are designated fields tied to each employee's security setup that can be used for any purpose within an institution. For example, an institution could set up a field to show the title of the employee, date of hire, birth dates, etc.

For each User-defined field implemented, enter the **Data Type** (Numeric or Alpha-Numeric), field **Length**, and **Field Description**. Each User Defined field set up at an institution will show on the Employee setup tab.

WARNING

Once the User Defined Fields are set up, they cannot be removed or changed.

User Defined Field Description 1 - 5

User-defined fields are designated fields tied to each employee's security setup that can be used for any purpose within an institution. For example, an institution could set up a field to show the title of the employee, date of hire, birth dates, etc.

For each User-defined field implemented, enter the **Data Type** (Numeric or Alpha-Numeric), field **Length**, and **Field Description**. Each User Defined field set up at an institution will show on the Employee setup tab.

WARNING

Once the User Defined Fields are set up, they cannot be removed or changed.

Security Reports Screen

Use security reports to view and print reports for security setup and changes made for CIM GOLD screen access (including GOLDView, GOLDTeller, etc.), employee and teller information, and field-level security.

NOTES

- Both afterhours reports [FPSDR218](#) and the [System Security Change Report](#) must be used to audit changes to security. FPSDR218 shows all changes to CIM GOLD Profiles and Employee Security changes to CIM GOLD screens. System



Security shows all changes to Company Options, System Profiles, and Employee Security changes to System screens.

- If any security changes show file maintenance to inactive screens when you have made other security changes, the inactive screens are no longer used, and the security is automatically turned off by default by FPS GOLD during your changes.

Tabs

Selection criteria are specific for each tab, based on the function of the screen. The tabs are briefly explained below.

- The [History tab](#) is used to report and print changes made to CIM GOLD Security using CIM GOLD. You can limit searches to profiles, to employee and teller details, or to other criteria.
- The [Access tab](#) allows you to select any employees, profiles, or tellers and display or print the access that has been granted in CIM GOLD Security. You can also refine your search to include only some or all of the access for employee details, CIM GOLD, System, teller details, and field-level security. If multiple profiles are assigned, the "effective" security will be determined.
- The [Securables tab](#) allows you to select any applications, Systems, or screens and display or print the employees and profiles that have been granted security for them in CIM GOLD Security. The report can also display employees and CIM GOLD profiles that are restricted by field-level security. If multiple profiles are assigned, the "effective" security will be determined.
- The [Employee/Profile Listing tab](#) allows you to include employees and profiles and to generate and print a detail report of employee/profile setup information (Employee Numbers, Employee or Profile Type, Status, User Name, Timeout, and Password Expiration). The report will also show which employees are sharing CIM GOLD or System profiles. You can sort the information by Full Name, System Profile, Employee/Profile Number, Password Expiration, Status, Timeout, Employee/Profile Type, and User/Profile Name.

History tab

The History tab is used to report and print changes made to CIM GOLD Security using CIM GOLD. You can limit searches to profiles, to employee and teller details, or to other criteria. The search results will be shown on the screen. You can view the report by clicking the <Print Preview > button; click <Print> to print the report.

To search for changes made to CIM GOLD security:

1. Click on one or more checkboxes in the Changes to Display field group.

NOTE

Searching with multiple criteria will take a little more time.



2. To view changes for a specific date range, enter or select the [Start Date](#) and [End Date](#).
3. Enter the [Start Time](#) and [End Time](#) to view changes for a specific time frame.
4. Enter an employee number in the [Changed by Employee#](#) field to view specific changes made by a user.
5. Click <Search> to perform the selected search.

Buttons

<Clear> Click this button to clear the screen and start over with a new search. The search results and all sections will be removed from the screen, and the date and time will be changed back to the pre-selected date and times for today.

<Search> Click this button after you have made all the selections necessary for your search.

<Print Preview> Click this button after the search has been performed to see a preview of the report that can be printed. The details for both the Key and Data fields will be shown on the report. Right click in the print preview to open a pop-up menu with Find, Increase Zoom, and Decrease Zoom. You can also use <Ctrl>+<F> to find data within the print preview.

<Print> Click this button after the search has been performed to print the results of your search on a report. The details for both the Key and Data fields will be shown on the report. To view before printing, click <Print Preview>.

NOTES

- Both afterhours reports [FPSDR218](#) and the [System Security Change Report](#) must be used to audit changes to security. FPSDR218 shows all changes to CIM GOLD Profiles and Employee Security changes to CIM GOLD screens. System Security shows all changes to Company Options, System Profiles, and Employee Security changes to System screens.
- If any security changes show file maintenance to inactive screens when you have made other security changes, the inactive screens are no longer used, and the security is automatically turned off by default by FPS GOLD during your changes.

Changes to Display field group

Use these fields to define a search for changes made to security access.

CIM GOLD Employee Security

Check this box if you want to find history items that show changes made to CIM GOLD Employee security.



CIM GOLD Profile Security

Check this box if you want to find history items that show changes made to CIM GOLD Profile security.

Customer Service Cross Reference

Check this box to require FPS GOLD employees to be added to your institution's security. Once this is set, you must indicate which profile you want your FPS GOLD support staff to be tied to. All FPS GOLD employees who are required to help you with your files must be set up in the list on the Customer Service tab.

Check the box and save changes. The Customer Service tab will be added to your screen.

EFT GOLD Options

Check this field to view changes made to EFT GOLD settings. This will show the EFT GOLD security operator limits and EFT GOLD options. All past history is available according to your history limits.

Employee Details

Check this box if you want to display employee details.

Employee Password Reset

Check this box if you want to find Employee Password Reset history items.

Employee Field Level Security

Check this box if you want to find history items that show changes made to Employee Field Level security.

System Security

Check this box if you want to find history items that show changes made to System security. System security consists of all other FPS PC products, including GOLDTeller, GOLDView, etc.

Options

Changes made to employee and Profile options will be shown when you check this box.



Profile Field Level Security

Check this box if you want to find history items that show changes made to Profile Field Level security.

Teller Details

Check this box if you want to display teller details.

Terminal Violation Reset

Check this box if you want to find Terminal Violation Reset history items.

Selection Criteria field group

Use these fields to limit your search to certain dates and times, or to the employee who made changes.

Start Date

Enter the start date to search for a file maintenance change, addition, or drop in the selected record.

End Date

Enter the end date to search for a file maintenance change, addition, or drop in the selected record.

Start Time

Enter the start time to search for a file maintenance change, addition, or drop in the selected record.

End Time

Enter the end time to search for a file maintenance change, addition, or drop in the selected record.

Changed by Employee#

If you know it, enter the employee number of the employee who made the change, addition, or drop you want to find in the selected record.



History List View

This list view displays the results of the search criteria you entered above. The following explains the information under each column.

- **Change Category:** This column displays the type of record that was changed, added, or dropped. The results for the search are based on the selections made in the Changes to Display field group.
- **Date and Time:** This column displays the date and time a change, addition, or drop occurred on the selected record.
- **Action:** This column shows that the record was updated, added, or dropped. For records where data is changed, you will see "Add" for new records, "Update" for changes, and "Drop" for deleted records.
- **Changed By:** This column displays the name and number of the employee that made the add, change, or drop to the record.
- **Key Fields:** This column shows how many items are in the change. If you click on the arrow, you can view which record the changes were made to. When you print the report, these items will automatically print.
- **Data Fields:** This column shows how many items are in the change. If you click on the arrow, you can view the changes that were made. The old and new data are reported on the list. When you print the report, these items will automatically print.

Access tab

Use the Access tab to select employees, profiles, or tellers and view or print the access that has been granted to them in CIM GOLD Security. You can also limit your search to only include some or all of the access for employee details, CIM GOLD, System, teller details, and field-level security. If multiple profiles are assigned, the "effective" security will be determined.

Finding a Name

To quickly find a name in the list view:

1. Click on the appropriate radio button (Employees, Tellers, CIM GOLD Profiles, or System Profiles) to find a specific user name, teller name, or profile name.
2. Enter part of the name in the **Search** field.

When you click on a different radio button at the top left, the search criteria are removed.

To view security for employees, tellers, or profiles:

1. Select the appropriate radio button.
2. Select any combination of the Include fields to include that information in the report.
3. Select one name from the list view.
or
Select multiple names by holding holding the <Ctrl> key down and clicking on the names.
4. Click **<Run Report>**.

The results will display on the right side of the screen. Right click in the print preview to open a pop-up menu with Find, Increase Zoom, and Decrease Zoom. You can also use <Ctrl>+<F> keys to find data within the print preview. You can print the results by clicking the **<Print>** button.



Employees

Select this option to display employees in the list view below.

Tellers

Select this option to show tellers in the list view below.

CIM GOLD Profiles

Select this option to show CIM GOLD Profiles in the list view below.

System Profiles

Select this option to show System Profiles in the list view below. System security consists of all other FPS GOLD PC products, including GOLDTeller, GOLDView, etc.

Search

Enter a portion of the employee's user name or the profile name for a quick search. Use this feature to find a specific user name, teller name or profile name based on the radio button selection.

Include field group

Use these fields to specify the information you want in your report. You can select any combination of the choices to create one report with all data.

Details

Check or uncheck this box to show or hide the employee information details such as name, profiles status, and user-defined fields. The setup for this type of security is handled on the Setup screen, Employee tab. To select more than one employee from the list, click on the names while holding the <Ctrl> key down.

Teller Information

Check or uncheck this box to show or hide the details for your tellers. The setup for this type of security is handled on the Setup screen on the Teller tab. Only employees who will be processing monetary transactions to accounts need to be set up as tellers. Information such as name, employee number, transaction limits, and override authority will display. To select more than one name from the list, click on the names while holding the <Ctrl> key down.



CIM GOLD

Check or uncheck this box to show or hide the CIM GOLD screens that employees have security to. The System also shows whether employees are tied to profiles. The setup for this type of security is handled on the Setup screen on the CIM GOLD tab and can be done by specific employee or profile. To select more than one name from the list, click on the names while holding the <Ctrl> key down.

System

Check or uncheck this box to show or hide the System screens that employees have security rights to. The System also shows whether employees are tied to profiles. The setup for this type of security is handled on the Setup screen on the System tab and can be done by specific employee or profile. To select several employees from the list, click on the names while holding the <Ctrl> key down. System security consists of all other FPS PC products, including GOLDTeller, GOLDView, etc.

Field Level

Check or uncheck this box to show or hide the fields that employees have security to. The setup for this type of security is handled on the Setup screen on the CIM GOLD tab and can be done by specific employee or profile. To select more than one name from the list, click on the names while holding the <Ctrl> key down.

Profile Assignments

Check this box to run a report for profile security and add the employees' names and numbers to the report to show who is tied to specific profiles.

When running a report on an employee, you will be able to report the profiles that are tied to employees.

All Assigned Profiles

When this field is checked, the employee's individual security will print as well as the security for each profile assigned to the employee. This field works only when printing Effective Security for an employee and is used in conjunction with the [CIM GOLD](#) and [System](#) fields in the [Include field group](#).

If the **CIM GOLD** and/or the **System** field is selected, the **All Assigned Profiles** field will print the profile's security settings for either CIM GOLD and/or System, depending on what is selected. This new field saves the user from having to run another report with the [CIM GOLD Profiles](#) or the [System Profiles](#) radio button field selected and then having to match the profiles with the employees.

The report will show the Effective security of the employee followed by the Individual Security and Profiles security, in that order.



Report on Effective Security

Check this box if you want the report to determine what the effective security is for your selection. If this box is not checked, only individual security will be reported.

Exclude Inactive/Terminated Employees

When this box is checked, no Inactive or Terminated employees will show on the report.

Access List View

To select more than one employee from the list, click on the names while holding the <Ctrl> key down. When you have made your search selection, click <Run Report>. The results will show on the right side of the screen.

Securables tab

The Securables tab allows you to select an application, System, or screen and view or print which employees or profiles have been granted security to them in CIM GOLD Security. You can also show which employees are restricted by field-level security.

If multiple profiles are assigned to an employee, the employee's "effective" security will be determined.

To view the people or profiles assigned security to specific screens:

1. Select either **CIM GOLD**, **System**, or **Field Level Security**.
2. Select **Employees** and/or **Profiles**.

Based on the application you select, the screens in the list will change.

3. Checkmark the screens you want to include on the report.
4. To expand the list view, click on the + sign.
5. To select all screens in the expanded list, click on the box next to the main tree item.
6. When you have made your search selection, click <Run Report>.

The results will display on the right side of the screen. The report shows the employees and/or profiles that have security to the selected screens. The report also shows whether they have INQ (inquiry) or F/M (file maintenance) rights to the screen.

Right-click in the print preview to use the Find, Increase Zoom, and Decrease Zoom features. You can also use <Ctrl>+<F> keys to find data within the print preview. You can print the results by clicking <Print>.

CIM GOLD

Check this box to show the CIM GOLD screens that employees have security to. It also shows whether employees are tied to profiles. The setup for this type of security is handled on the setup screen on the CIM



GOLD tab and can be done by specific employee or profile. To select more than one employee from the list, click on the names while holding the <Ctrl> key down.

System

Select this option to show the System screens that employees have security to. It also shows whether employees are tied to profiles. The setup for this type of security is handled on the setup screen on the System tab and can be done by specific employee or profile. To select certain employees from the list, click on the names while holding the <Ctrl> key down.

Field Level

Select this option to show the fields that employees have security to. The setup for this type of security is handled on the Setup screen on the Field Level tab and can be done by specific employee or profile. To select more than one employee from the list, click on the names while holding the <Ctrl> key down.

Include field group

Use these fields to display employees, profiles, or both on the report.

Employees

Check this box to display employees who have access to certain screens and also to display those who are restricted by field-level security. You can select both **Employees** and [Profiles](#).

Profiles

Check this box to display profiles that have access to certain screens and also to display profiles restricted by field-level security. You can select both [Employees](#) and **Profiles**. If you check this box, both the profile and profile assignments will display.

Effective Security

Check this box to report the Effective Security for the selected criteria. When checked, effective security will be reported. When not checked, only individual security will be reported.

Profile Assignments

This box is automatically checked when you click on [Profiles](#). Your report will show profiles and which employees are assigned to each profile.



Exclude Inactive/Terminated Employees

When this box is checked, no Inactive or Terminated employees will be shown on the report.

Securables List View

To select more than one employee from the list, click on the names while holding the <Ctrl> key down. When you have made your search selection, click <Run Report>. The results will display on the right side of the screen.

Employee/Profile Listing tab

Use the fields on this tab to include employees and/or profiles and view or print a detail report of employee and profile setup information (Employee Numbers, Employee or Profile Type, Status, User Name, Timeout, and Password Expiration). The report will also show which employees are sharing CIM GOLD profiles. You can sort the information by Full Name, System Profile, Employee/Profile Number, Password Expiration, Name, Status, Timeout, Employee/Profile Type, and User/Profile Name.

Include field group

Select one or more of the fields in this group to include them on the report.

Employees

Check this box to display employees who have access to certain screens and also to display those who are restricted by field-level security. You can select both **Employees** and [Profiles](#).

Profiles

Check this box to display employees who have access to certain screens and also to display those who are restricted by field-level security. You can select both [Employees](#) and **Profiles**.

Exclude Inactive/Terminated Employees

When this box is checked, no Inactive or Terminated employees will show on the report.

Sort By

Select from the drop-down list to sort the report by that field. The options are defined below.

All sorts will be ordered first by the selection and then by full name. Regardless of sort order, the report will show the number, type, name, full name, status, CIM GOLD profile, System profile, timeout, and password expiration for each employee listed.



Sort Options

- **CIM GOLD Profile:** All the employees in the list will be ordered by CIM GOLD Profile and then by full name.
- **Full Name:** All the employees in the list will be ordered by the employee full name and/or System Profile Description.
- **System Profile:** All the employees in the list will be ordered by the shared System Profile Name. Blanks (which mean not sharing a System Profile Name) sort to the top, followed by those employees sharing a System Profile Name.
- **Number:** All the employees in the list will be ordered by Employee/System Profile Name.
- **Password Expiration:** All the employees in the list will be ordered by Password Expiration days, from least to greatest.
- **Status:** All the employees in the list will be ordered alphabetically by Status first and then by Full Name and/or Profile Description.
- **Timeout:** All the employees in the list will be ordered by Timeout values, from least to greatest.
- **Type:** All the items in the list will be ordered by employee or profile type, with employees first.
- **User/Profile Name:** All the employees in the list will be ordered by the employees' user names and then by full name.

Reset Passwords Screen

Security > Reset Passwords

The Reset Passwords screen is located in CIM GOLD Security > Reset Passwords.

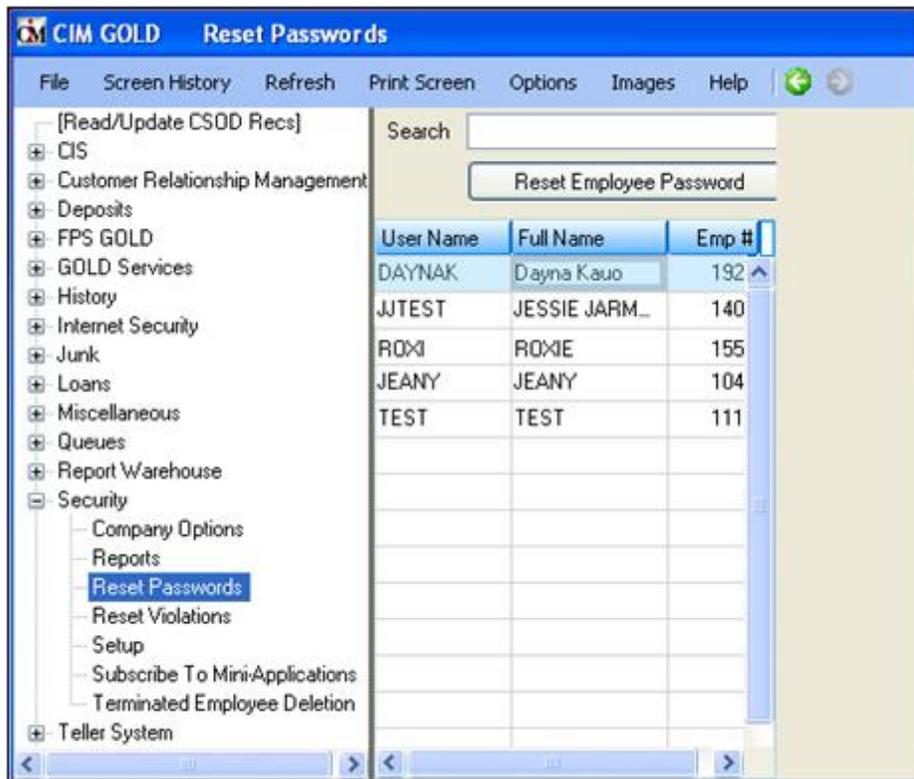
FPS GOLD *cannot* reset passwords for your employees. A security administrator at your institution must handle this function. Only one employee can be reset at a time.

If a user has violated their security by entering the password incorrectly three times and can't remember the password, first reset the restricted employee, and then reset the employee password. FPS GOLD recommends that only a limited number of employees be given the ability to reset passwords.

To change an employee's password:

1. Click on the employee's name in the list.
2. Click <Reset Password>, then click <Yes> on the Verify Action dialog.
3. Enter the employee's Enhanced User name as the new password.
4. The employee can then log in within 12 hours using their user name, in all lower case, as a password.
5. The employee will then be prompted to provide a new password.





Reset Passwords Screen

FPS GOLD Only: Editor users do not have security to this function.

Setting Passwords

For a new employee, the password (security code) for the first sign-on will be the same as the assigned Enhanced User name in lower case, and the employee will be forced to change it. The Security > Company Options screen controls rules for setting up new passwords (see the [Rules for Valid Passwords](#)). The password will automatically expire after the designated time selected to force an employee password change.

On the day the password is forced to change, the employee will log on to the system as usual and enter their current password. The program will then generate a Password Change dialog that will prompt the employee to enter a new password (twice). A password can be changed only after the correct current password has been entered.

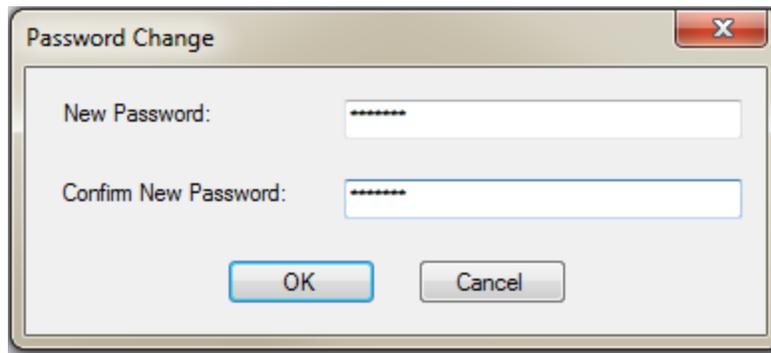
To change your own password:

1. Log on as you normally would.
2. Enter your **User Name**.
3. Enter your current **Security Code** (password).
4. Mark the **Change Security Code** (password) box.
5. Click <OK>.





The system will display a Password Change dialog box asking you for the new password (security code).



6. Enter the new code twice to verify that the password was entered correctly.

See the [rules for valid passwords](#).

See also:
[Security System](#)

Rules for Valid Passwords

For user names and passwords, all printable characters and embedded spaces are allowed. (See the table below.) User names are not case sensitive. Passwords are case sensitive. Leading and trailing spaces will be ignored.

Characters Allowed in Passwords and User names	
Alphanumeric characters	abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Special characters	- = , . / \ ! @ # \$ % ^ & * () _ + < > ? : " { } [] ; ' `



Types of Passwords Not Allowed

The following table lists the kinds of passwords that are *not* valid. Based on the settings on the Company Options screen, users will have to follow these rules when creating passwords.

Password Length	A Password Is Not Valid If . . .
Any length	<ul style="list-style-type: none"> • The new password is the same as the current password or any of the last 4 previous passwords (regardless of case). • The institution setting Force Special Characters in Passwords is checked and the new password doesn't contain a special character. • The institution setting Force Alpha-Numeric Passwords is checked and the new password doesn't contain at least one number and one letter. • The new password is shorter than the value in the institution setting Minimum Length of Password. • The new password is empty. • The new password has ascending or descending sequences (sequences are found by splitting the password with a blank space). For example, "123 cba" is not valid, but "123abc" is.
More than 8 characters	<ul style="list-style-type: none"> • The new password contains the user name (regardless of case). • The new password has a sequence of 5 or more consecutive ascending or descending characters. For example, "LONGabcdePASSWORD" and "LONG54321PASSWORD" are not valid, but "LONGabcdPASSWORD" is valid. • The new password has 4 or more consecutive identical characters. For example, "long 1111 password" is not valid.
8 characters or less	<ul style="list-style-type: none"> • The password is fewer than 5 characters. • There are 3 or more characters that are the same as the last non-blank character. For example, "11121" is not valid. • There are 4 or more characters that are the same as the first non-blank character. For example "1211118" is not valid • Characters 1–4 are the same as 5–8, or 2–4 are the same as 5–7, or 3–5 are the same as 6–8, or 1–3 are the same as 4–6. For example "abcdabcd" is not valid. • There are more than 3 blank characters in the password. • See "Characters Allowed in Passwords" above.

Search

To find a user name quickly in the list below, begin typing the name in this field.

Selection List

This field displays a list of employees whose passwords you can change.

To change a password:

1. Select a name in this list.
2. Click <Reset Employee Password>.
3. Click <Yes> on the Verify Action dialog box.



Reset Violations Screen

Security > Reset Violations

The Reset Violations screen is located in CIM GOLD Security > Reset Violations. Use this screen to reset a password violation if one of the following occurs:

- the user has entered an incorrect password three consecutive times while attempting to log in;
- the user has been inactive for 90 days or more.

A user cannot sign on to any FPS GOLD product until the violation has been cleared. FPS GOLD recommends that only a limited number of employees be given security to reset violated terminals.

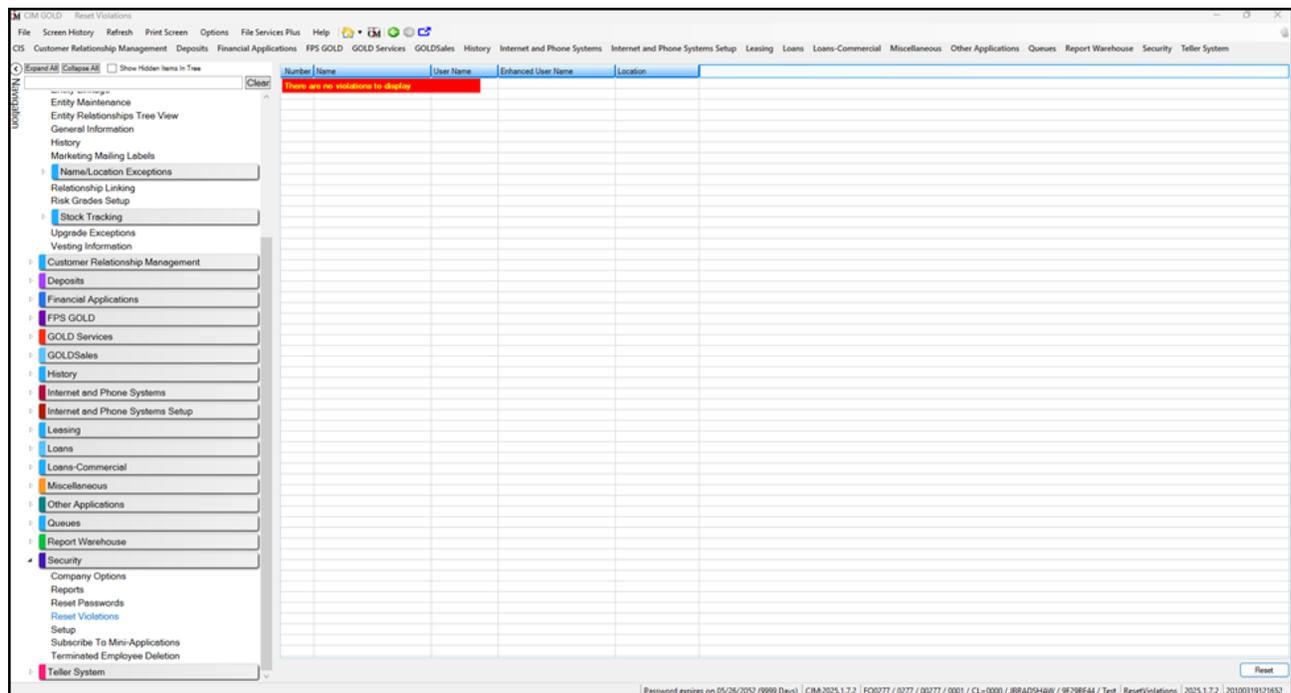
NOTE

FPS GOLD *cannot* reset security violations for your employees. An employee at your institution must reset them.

If there are no security violations when you open the Reset Violations screen, you will see the message “There are no violations to display” in a red box at the top of the screen. See the following example.

FPS GOLD ONLY

Editor users do not have security to this function.



Reset Violations Screen without a Violation

If there are security violations, they will be listed on the screen. See the following example.



Number	Name	User Name	Enhanced User Name	Location
2477	Jacob Bradshaw Non-Editor User	JBRACD92	Jbradshaw2	DefaultCnlEmp

Reset Violations Screen without a Violation

To clear a violation:

1. Highlight the name in the list.
2. Click the <Reset> button on the bottom of the screen.

The reset will clear the violation, and the user can attempt to log in again with their current password.

Changing a Password

Resetting violations does not change the password to the user name. A password is only reset to the user name by resetting the password on the [Employee](#) screen in Security Setup or on the [Reset Passwords](#) screen. Use this method if a user forgets his or her password.

Setting Timed Logoff

The Security > Company Options screen contains a field called **Minutes Without Activity to Close Terminal**. Each institution can set this field for any given employee to a number of minutes. When that amount of time has passed without any activity, the system automatically logs the employee off the terminal. That employee must then sign on to the system again following the normal procedure.

Number

This field displays the teller number for the user who caused the violation.

For instructions on how to use this screen, see the [overview topic](#).



Name

This field displays the name of the employee with the security violation.

User Name

This field displays the user name of the user who caused the violation. This field is used on CIM GOLD screens and afterhours reports.

For instructions on how to use this screen, see the [overview topic](#).

Enhanced User Name

This field displays the long user name (if your institution has entered this data) for the employee with the violation.

This name is only used in security. The [User Name](#) field is used on CIM GOLD screens and afterhours reports.

Location

This field displays the PC VTAM location for the user with the violation.

For instructions on how to use this screen, see the [overview topic](#).

Security Setup Screen

Before you can use CIM GOLD, each employee who will use CIM GOLD must have security to the screens or specific fields they will use.

NOTE

FPS GOLD must add security for your institution's Security Administrator before employee security setups can begin. Some security settings can only be changed by a Security Administrator.

Overview of CIM GOLD Security

Security for CIM GOLD is set up on several CIM GOLD screens. The following list shows the order in which security must be set up within CIM GOLD so that security will work properly for your institution and employees.

1. [Subscribe to Mini-Applications](#) - Before security setup, your institution must subscribe to all applications and screens your institution will use.



2. [Company Options](#) - The fields on this screen define your institution name, length of employee numbers and passwords, days to force security code (password) changes, and minutes of inactivity to timeout CIM GOLD and other FPS GOLD products. Company Options are found on the CIM GOLD Security > Company Options screen.
3. Institution defaults for CIM GOLD Customer Index Bubble, [CIM GOLD Teller](#) (for [Menu](#) and [Speed Keys](#)), and Document Imaging (for Firebird Signatures).
4. **Security > Setup** - Contains setup fields for [employee](#), [profile](#), [teller security](#), [CIM GOLD screens](#), [System screens](#), and [field-level security](#). If your institution chooses to use profiles, they must be set up before setting up individual employees.

What Is a Security Profile?

On the [CIM GOLD Profile tab](#) and [System Profile tab](#), you can set up security profiles. Profiles save time and ensure that security settings are the same for all employees with the same duties (such as all tellers or all loan officers). A profile is set up one time and then linked to all employees that require the same security access. For example, the security access for all tellers could be set up under the profile name "Teller." The "Teller" profile would then be linked to each employee who requires access to the security given under the "Teller" profile.

Profiles save time because you set up security only once for a group of employees that would require the same security clearance. Also, if a security change is needed for a group of employees that share the same profile, you can change the security one time on the profile, rather than changing each individual employee's security.

NOTE

FPS GOLD client services representatives have inquiry-access only to institution security. We *cannot* release password violations or reset passwords for your institution at any time. An employee at your institution must handle these types of security issues.

Using the Security Setup Screen

Use the Security Setup screen to assign screen-level or field-level security to individual employees and tellers. You can also create security profiles for groups (such as the loan department) and then assign individual employees to those groups. All individuals assigned to the same group profile will then have the same security settings.

Note: This section gives overviews and how-to information on using Security Setup. For help on an individual field on the Security Setup screen, click in the field and press the <F1> key on your keyboard.

This section describes how to set up:

- [Company Security options](#).



Employee tab

Use the fields on the Employee tab of the Security > Setup screen to set up employee security.

NOTE

FPS GOLD *cannot* reset passwords or security violations for your employees.

Setting Up an Employee

To set up security for an employee, create a new employee. You can also copy security to a new employee or from one existing employee to another.

To create a new emp employee:

1. On the [Security Setup screen](#), select **Employees** and click <New>.

The screenshot shows the 'Employee' tab in the Security Setup application. On the left, there is a list of employees with columns for User Name, Full Name, Emp #, Enhanced Username, and Status. The 'TESTER' employee is selected. On the right, the form for editing the selected employee is displayed. The form includes the following fields and options:

- Employee Number: 1241
- User Name: TESTER
- Enhanced User Name: ChetTester
- Full Name: Chester T. Tester
- Job Title: Loan Officer
- Email Address: chettester@FirstBank.com
- Status: Active (dropdown menu)
- Phone Number: 801 123 1234
- Extension: 123144
- Interface Profile: <Institution Defaults> (dropdown menu)
- Timeout Minutes: 30
- Password Expiration: 90
- Soft Token Key: Assigned (checkbox), Retrieved (checkbox), Assign (button), Remove (button)
- System Profile Membership table:

Number	Name	Description	Member?
- CIM GOLD Profile Membership table:

Name	Description	Status	Member?
LOAN OFFICER		Active	<input type="checkbox"/>

A 'Save Changes' button is located at the bottom right of the form.

2. In the "Create a new Employee" dialog box, type a new **Employee Number**, **User Name**, **Enhanced User Name**, and **Full Name**. The fields on the dialog box are explained in the table below.

NOTE

After you click <OK>, you cannot change the **Employee Number** for this employee. You can only delete this employee and start over. To do this, change the employee **Status** to



"Terminated" and delete the employee using the [Terminated Employee Deletion screen](#).

Field Name	Number of Characters	Purpose	Editable?
Employee Number	variable—established on the Company Options screen	identify the employee within the organization	No. See the Note above.
User Name	maximum of eight alphanumeric characters	shown on reports and screens	Yes, if Display Effective Security is not checked
Enhanced User Name	up to 40 characters	used to log on to FPS GOLD products	Yes

3. Click <OK>.
4. On the Employee tab, enter the remaining data. The **Status** drop-down list will show the default “Active” status. Select another status if necessary.
5. An **Interface Profile** is used to determine the settings an employee should use for the following three functions: CIM GOLD Customer Index Bubble, Menus and Speed Keys in CIM GOLD Teller, and Document Imaging (for Firebird Signatures).
6. **Timeout Minutes** are defaulted from the Company Options screen. If the length of time is not appropriate for the new employee, you can enter 5 to 60 minutes.
7. **Password Expiration** is defaulted from the Company Options screen. If an employee needs more or fewer days between password (security code) changes, enter a number between 15 and 99 here. You can also enter 9999 for a password that never expires.
8. **SoftToken Key** is a two-step authentication that can be used in EFT GOLD for wires for added security. If your institution has selected **Require SoftToken Authentication** on the EFT GOLD Wire Options screen, enter the appropriate information in this field. For more information on using this feature, see the [EFT GOLD User's Guide](#) in DocsOnWeb. **Note:** If your institution uses the Web-based version of EFT GOLD, this field does not apply.
9. If this employee will use a **System Profile**, select the appropriate profile(s) from the list below by checking the box in the **Member?** column.



10. If this employee will use a **CIM GOLD Profile**, select the appropriate profile(s) from the list below by checking the box in the **Member?** column.

CIM GOLD and System Profiles must be set up before you can use the profile name on an employee security setup.

11. Enter the appropriate information in the **User Defined** fields that your organization may have set up on the Company Options screen.
12. Click **<Save Changes>**.

If the employee being set up is also a teller, continue to the Teller tab. If the employee is not a teller and is not using CIM GOLD or System Profiles, go to the [CIM GOLD](#) and System tabs to set the appropriate security.

<Reset Password> This button should only be used when employees forget their passwords. Clicking this button gives employees 12 hours to enter their user name as their password before the system will force them to create a new password. Giving employees security to the Reset Password mini-application allows them to reset passwords but does not allow them to change any security. The temporary password will be the same as the Enhanced User Name in lower case.

For example, John Doe's user name is JOHND. He would enter "JOHND" in the **User Name** field and "johnd" as the password. When he clicks **<OK>**, a Security Code Update window will display. To save the new code, John Doe would then enter a new password in the **Enter New Password** and **Re-enter New Password** fields and click **<OK>**.

If a password is changed using this method, the password will remain valid until the next Password Expiration interval is reached or the employee forces a password change when logging in to CIM GOLD.

To copy employee security to a new employee:

1. If the **Display Effective Security** box has a checkmark, click on it to remove it.
2. Select the employee in the list, then click **<Copy to New>** to copy the security settings from the selected employee to a new employee. All the security, including profiles, will be copied to the new employee. (This does *not* copy Teller information.)
3. Make any adjustments to the new employee's individual security as needed.
4. Click **<Save Changes>**.

To copy security from one existing employee to another:

1. If the **Display Effective Security** box has a checkmark, click on it to remove it.
2. Select the employee you will copy from in the list, then click **<Copy to Existing>**.
The "Select Existing Employee to Copy to" dialog box opens.



The screenshot displays the 'Employee' setup screen. At the top, there are tabs for 'Employee', 'Teller', 'CIM GOLD', 'System', and 'Field Level'. Below these are radio buttons for 'Employees' and 'Tellers', and checkboxes for 'CIM GOLD Profiles', 'System Profiles', and 'Display Effective Security'. A search bar and buttons for 'New', 'Delete', 'Copy to New', and 'Copy to Existing' are present. The main area is divided into a table of existing employees and a form for the new employee's details. The 'Select Existing Employee to Copy to' dialog box is open, showing a list of employees with the following data:

Username	Full Name	Number	Enhanced Username	Status	Timeout	Password Expiration
9F29BF44	Jacob Bradshaw..	2478	jbradshaw3	Active	60	9999
BETHTEST	bethrest Test US..	2723	bethrest	Active	60	9999
DBROWN	Doug Brown - No..	2164	dbrown	Active	60	9999
DKAUO	Dayna TEST US..	2231	dkauo	Active	60	9999
JBLETH	James Bleth	1260	jbleth	Active	30	90
JBRADSH2	Jacob Bradshaw..	2477	jbradshaw2	Active	60	9999
POPEYE	Dena Orozco	1886	POPEYE	Active	60	90
SHARONB2	Sharon TEST US..	8925	sharonb2	Active	60	9999
TERESAF	Teresa (Editor)	111	TERESA	Active	60	90

The main form fields are: Employee Number (8400), User Name (ABULLARD), Enhanced User Name (abullard), Full Name (Alan Bullard), Job Title (CLO IV/Lending Team Lead), Email Address (abullard@beebank.com), Status (Inactive), Phone Number (208 402 4887 Extension 8400), Interface Profile (LOAN OFFICER), and Timeout Minutes (30). At the bottom right, there is a 'Save Changes' button.

- In the dialog box, select the employee you want to copy to. All the security, including profiles, will be replaced for the employee you are copying to. (This does *not* copy Teller information.)
- Make any adjustments to the new employee's individual security as needed.
- Click <Save Changes>.

Deleting an Employee

You can't use the <Delete> button on this screen to remove an employee from the system. This prevents you from accidentally deleting an employee.

To delete an employee:

- Select "Terminated" from the **Status** drop-down list.
- Open the Security > [Terminated Employee Deletion](#) screen and delete them from the system.

See Also:

[CIM GOLD Profile tab](#)

[System Profile tab](#)

[CIM GOLD tab](#)

CIM GOLD Profile tab

Use the fields on this tab to set up CIM GOLD profiles. Any CIM GOLD profiles that already exist on the system will be shown in the list view.



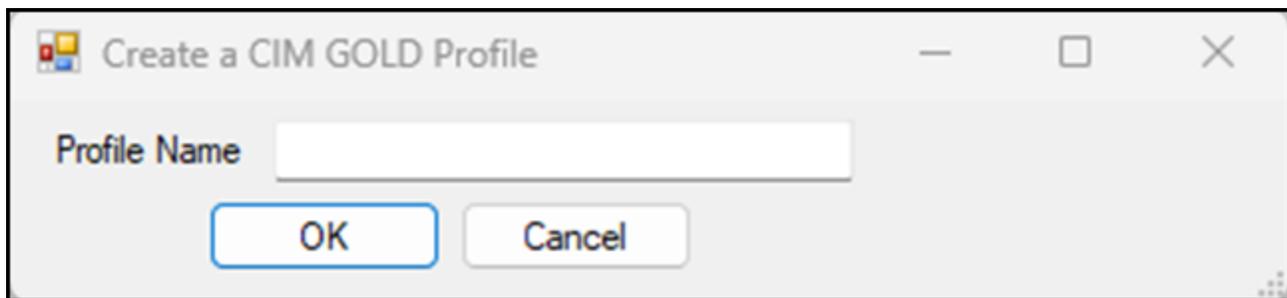
For information on how profiles work and why they are useful, see "[What Is a Security Profile?](#)" in the Security Setup Screen overview section.

Creating a CIM GOLD Profile

You can copy from an existing profile or create a new one.

To create a CIM GOLD profile:

1. On the Security Setup screen, select the **CIM GOLD Profiles** radio button and click <New>.
2. In the "Create a CIM GOLD Profile" dialog box, type a new **Profile Name** and click <OK>. CIM GOLD Profile names can have up to 12 characters.



3. The new Profile Name will be added to the bottom of the profile list with the default "Active" Status. The new profile name will also be added to the **CIM GOLD Profile Membership** list on the [Employee](#) setup tab and can be selected for employees that will be tied to a profile.
4. On the CIM GOLD tab, select all applications and screens the profile will need to use, then click <Save Changes>. The **Search** field allows you to enter data to find the security setting. If found in the main heading list, the main heading is highlighted. See the example below.



5. If you use field-level security restrictions, open the Field Level tab, select restrictions for the profile, then click <Save Changes>.



Copying a CIM GOLD Profile

To copy a profile:

1. Select a CIM GOLD profile from the list.
2. Click <Copy to New> to copy the security settings from an existing CIM GOLD profile to a new one.
3. Make any necessary adjustments to the new profile.
4. Click <Save Changes>.

Deleting a CIM GOLD Profile

To delete a profile:

1. Make sure the profile is not attached to any employees. Otherwise, you will get an error message that tells you employees are assigned to it.
2. Select the CIM GOLD profile and click <Delete>.

See Also:

[Employee tab](#)

[System Profile tab](#)

[CIM GOLD tab](#)

System Profile tab

Use the fields on this tab to set up security for all FPS GOLD products not listed on the CIM GOLD tab. Only employees with proper security (such as a Security Administrator) can set up system profiles.

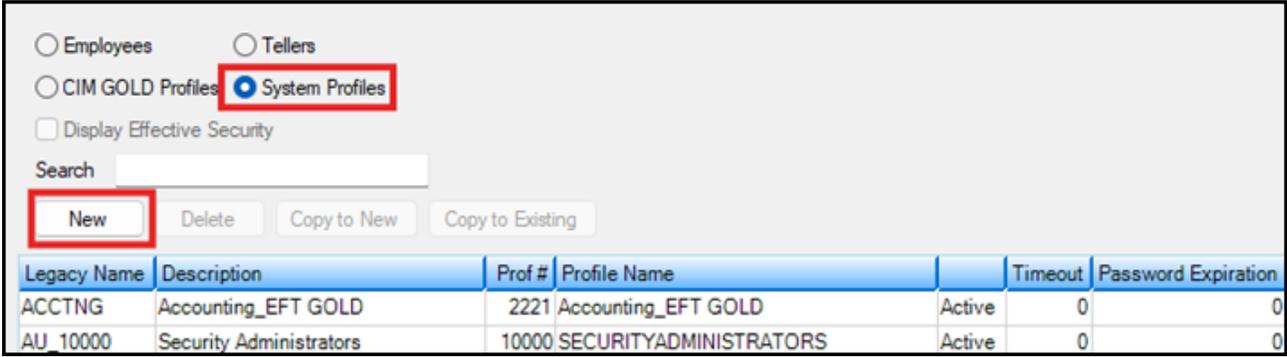
For information on how profiles work and why they are useful, see "[What Is a Security Profile?](#)" in the Security Setup Screen overview section.

Creating a System Profile

You can copy from an existing profile or create a new one.

To create a System profile:

1. On the Security Setup screen, select **System Profiles**, then click <New>.



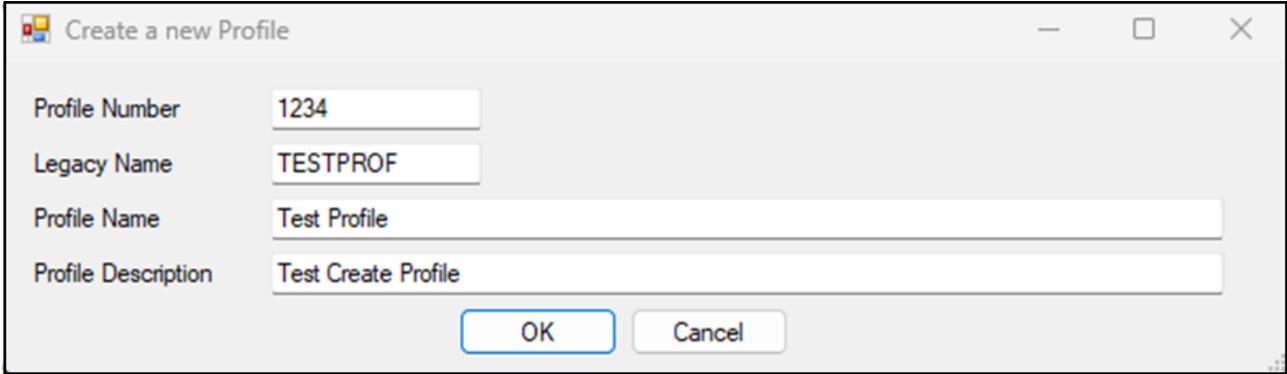
The screenshot shows the Security Setup screen with the following elements:

- Radio buttons for **Employees**, **Tellers**, **CIM GOLD Profiles**, and **System Profiles**. The **System Profiles** option is selected and highlighted with a red box.
- A checkbox for **Display Effective Security** is unchecked.
- A search field with the label "Search".
- Buttons for **New**, **Delete**, **Copy to New**, and **Copy to Existing**. The **New** button is highlighted with a red box.
- A table with the following data:

Legacy Name	Description	Prof #	Profile Name	Timeout	Password Expiration
ACCTNG	Accounting_EFT GOLD	2221	Accounting_EFT GOLD	Active	0
AU_10000	Security Administrators	10000	SECURITYADMINISTRATORS	Active	0



2. In the Create a new Profile dialog box, enter the appropriate information in the fields (see the example below). FPS GOLD recommends that you designate an employee number range to use for System , such as 9900–9989. The name assigned to the profile will be listed in the System Profile drop-down list on the Employee setup tab and can be selected for employees that will be tied to a profile. A System **Legacy Name** can have up to eight characters. It cannot be the same as any other profile or user name. The **Profile Name** and **Profile Description** can be up to 40 characters long and can be used to further define the profile. When you have finished entering information, click <OK>.



The screenshot shows a dialog box titled "Create a new Profile". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog contains four text input fields:

- Profile Number: 1234
- Legacy Name: TESTPROF
- Profile Name: Test Profile
- Profile Description: Test Create Profile

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

The new profile will be shown in the profile list with the default “Active” Status.

3. On the System tab, select all functions the profile will need to use, then click <Save Changes>.

After profiles have been set up, create individual employee security on the [Employee tab](#), and tie each employee setup to the appropriate profiles.

Copying a System Profile

To copy a profile:

1. Select a System profile from the list.
2. Click <Copy to New> to copy the security settings from an existing System profile to a new one.
or
Click <Copy to Existing> to copy the security settings from one existing System profile to another.
3. Make any necessary adjustments to the new profile.
4. Click <Save Changes>.

Deleting a System Profile

To delete a profile:

1. Make sure the profile is not attached to an employees. Otherwise, you will get an error message that tells you employees are assigned to it.
2. Open the Security > [Terminated Employee Deletion](#) screen and delete the profile.



EFT GOLD Security Groups

Add employees to EFT GOLD security profiles based on the actions they need to perform in EFT GOLD. The actions and functions the profiles control in EFT GOLD are explained below.

IMPORTANT

The predefined System Profiles used for EFT GOLD *should not* be changed in any way. If they are changed, your user security functions will not work.

Within EFT GOLD, the security groups are found under Administrative Options > Users/Groups. The example below is sorted alphabetically. Your profile numbers and descriptions may not match these.

WireAdminSecurityGroup
WireCanOverrideTransactionErrors
WireMessageReaderGroup
WireMessageUpdaterGroup
WireOfacApproverGroup
WireOfacWhitelistUpdaterGroup
WireUserAdminSecurityGroup
WireUserSecurityGroup
WireViewFrbBalanceSecurityGroup

Predefined EFT GOLD User Profiles

WireAdminSecurityGroup

The users in this group have access to all Admin functions except Users. The menu items secured by this option are found on the menu under Management, Options, Custom Rules, Alerts, OFAC Whitelist, and System Logs.

WireCanOverrideTransactions

Users in this group can approve wires but not OFAC suspects. Dual control is used, so approvers cannot approve their own submitted wires. The user's limits are used when this action is processed.

WireMessageReaderGroup

Users in this group can view FRB wire messages. "FRB Messages/View FRB Messages" is found on the menu.

Click  to open the menu.

WireMessageUpdaterGroup



Users in this group can create and send FRB messages. If you can create and send messages, you can also view them if you do not remove WireMessageUpdaterGroup from the WireMessageReaderGroup.

"FRB Messages/View FRB Messages" is found on the menu. Click  to open the menu.

WireOfacApproverGroup

Users in this group can approve OFAC suspects, but not wires.

WireOfacWhitelistUpdaterGroup

Users in this group can approve OFAC suspects and add names to your Whitelist.

WireUserAdminSecurityGroup

The users in this group have access to Users functions on the menu under Admin > Users/Groups > Users Tab.

WireUserSecurityGroup

Every user that is going to access anything in EFT GOLD needs to be in this group. The billing for EFT GOLD is based on the users with this security.

WireViewFrbBalanceSecurityGroup

Users in this group can view your institution's FRB balance on the Dashboard. Without this security, the user cannot see the balance information.

GOLDDeploy Security Groups/Profiles

The predefined System Profiles used for GOLDDeploy should not be changed in any way. If they are, your user security functions will not work. Add employees to these profiles based on the actions they need to perform in GOLDDeploy. The actions and functions the profiles control in GOLDDeploy are explained below.

DeployAdministrator

The users in this group have access to design parameters and options for deployment of FPS GOLD® software to your users. Users in this group are administrators, deployers, and viewers. They don't need any other security settings.

Deployer

The users in this group have access to schedule and deploy FPS GOLD software releases to your users. Users in this group can also view all screens.

DeployUser

The users in this group can only view the schedules and options that are set up but cannot make changes.

See Also:

[Employee tab](#)

[CIM GOLD Profile tab](#)

[CIM GOLD tab](#)

CIM GOLD tab

Use the fields on the CIM GOLD tab of the Security > Setup screen to set up CIM GOLD security for your employees. Some CIM GOLD applications also require some security settings on the System tab. CIM GOLD security is used for the screens; System security is used for functions within the screens and for financial applications.



Setting Up CIM GOLD Security

Before any employee can access CIM GOLD, security clearance must be set up for that employee. CIM GOLD security can be set up on individual employees and/or on . The profiles can be tied to employees who require the same security clearance to perform their job duties. If multiple profiles are tied to an employee, Effective Security can be viewed.

To set up CIM GOLD access for an employee or profile:

1. On the Security Setup screen, select **Employees** or **CIM GOLD Profiles**.
2. Select the CIM GOLD tab.
3. In the **Security Setup list view**, select the employee or CIM GOLD Profile for which security is being set up or changed.

The screenshot shows the Security Setup interface with the following components:

- Navigation:** Employees, Tellers, **CIM GOLD Profiles** (selected), System Profiles, System Profiles.
- Options:** Display Effective Security
- Search:** Search field, New, Delete, Copy buttons.
- Profile List Table:**

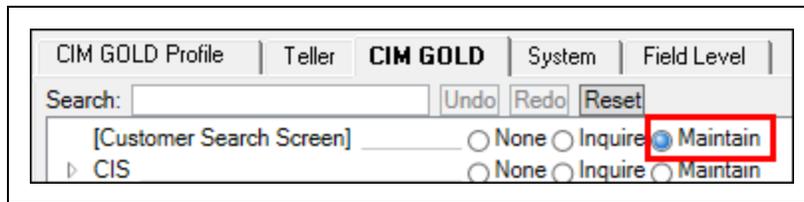
Name	Status	Desc
	Active	
ALL F/M	Active	
CIMSECADM	Active	jur
CIMSECAD2	Active	
CINDY TEST	Active	
CINDY TEST	Active	
CONNECTL...	Active	
COPY TEST	Active	
- Application List:**
 - [Customer Search Screen] None Inquire Maintain
 - CIS None Inquire Maintain
 - Customer Relationship Management None Inquire Maintain
 - Deposits None Inquire Maintain
 - GOLD Services None Inquire Maintain
 - History None Inquire Maintain
 - Internet and Phone Systems None Inquire Maintain
 - Internet and Phone Systems Setup None Inquire Maintain
 - Loans None Inquire Maintain
 - Miscellaneous None Inquire Maintain
 - Other Applications None Inquire Maintain
 - Queues None Inquire Maintain
 - Report Warehouse None Inquire Maintain
 - Security None Inquire Maintain
 - Teller System None Inquire Maintain
- Buttons:** Undo, Redo, Reset, Save Changes.

4. Select **Inquire** or **Maintain** on each item listed below the applications to which the employee or CIM GOLD Profile should have access. If no access is allowed, select **None**.

NOTE

If you want employees to have security to change User Preferences under the Options menu at the top of the CIM GOLD screen, you must select "Maintain" for the first item, [Customer Search Screen], on the CIM GOLD tab. See the example below.





5. When you have finished making selections, click **<Save Changes>**.

See Also:

[Employee tab](#)

[CIM GOLD Profile tab](#)

[System Profile tab](#)

System tab

Use the fields on the System tab on the [Security > Setup screen](#) to set up security for all other FPS GOLD products not listed on the CIM GOLD tab for your employees. Some CIM GOLD applications also require some security settings on the System tab. CIM GOLD security is used for the screens; System security is used for functions within the screens and for financial applications.

Setting Up System Security

The System tab is used to set up security for employees and profiles that need to have access to all other FPS GOLD programs that are not listed on the CIM GOLD tab. The System tab will be disabled if you have not selected **Employees** or **System Profiles**.

Many of the applications listed on the System security tab are obsolete and have been programmed to be used in CIM GOLD, such as GOLD ExceptionManager and IRS GOLD. However, you must select the **Maintain** radio button for the **FPS PC Applications** function on the System tab to grant access to CIM GOLD. There are also other functions in PC Applications which can control access to CIS, employee and officer names, as well as other PC applications. Obsolete menus have been removed from this documentation.

Applications and functions are listed in alphabetical order. Set each option for access for each employee or profile.

To set up System security:

1. On the Security > Setup screen, select either the **Employees** or **System Profiles** radio button.
2. In the list view on the left side of the screen, select the employee or profile you want to set up.
3. Select the System tab, as shown below.



Employees Tellers
 CIM GOLD Profiles System Profiles
 Display Effective Security

Search:

User Name	Full Name	Emp #	Enhanced Username
IONCOIN	Ione Coin	330	IONCOIN
IONTCR	Ione TCR	230	IONTCR
IONVAULT	Ione Vault	130	IONVAULT
IRRATM	Irrigon ATM	450	IRRATM
IRRCOIN	Irrigon Coin	350	IRRCOIN
IRRTCR	Irrigon TCR	250	IRRTCR
IR RVAULT	Irrigon Vault	150	IR RVAULT
JARBOGAS	Jeremy Arbogast	1263	jarbogast
JBAILEY	Jeff Bailey	1100	jbailey
JBARNETT	Jessica Barnett	4000	jbarnett
JBERRY	Jennifer Berry	8302	jberry
JBLETH	James Bleth	1260	jbleth
JBOWLES	John Bowles	1262	jbowles
JBRADSH2	Jacob Bradshaw Non...	2477	jbradshaw2
JBRADSHA	Jacob Bradshaw Edito...	2476	jbradshaw
JCOX	Jolene Cox	9000	jcox
JDEZELLE	Janet Dezelle	1106	jdezelle
JFROST	Jack Frost	6079	jfrost
JHALL	Jennifer Hall	4002	jhall
JHANSEN	Joeli Hansen	6101	jhansen
JHART	Jay Hart	7303	jhart
JLATHROP	Jared Lathrop	8301	jlathrop
JMARTIN	Jill Martin	1150	martin
JMAYA	Jaqueline Maya	5004	jmaya
JMAYNARD	Janet Maynard	5001	maynard
JMILLER	Jeanneine Miller	2002	jmiller
JMULVIHI	Jessica Mulvihill	8603	mulvihill
JOHATM	John Day ATM	452	JOHATM
JOHCOIN	John Day Coin	352	JOHCOIN
JOHNH	John Hiatt TEST USER	2265	johnh
JOHOFFST	John Day Offsite ATM...	552	JOHOFFST
JOHTCR	John Day TCR	252	JOHTCR
JOHVAULT	John Day Vault	152	JOHVAULT

Employee | Teller | CIM GOLD | **System** | Field Level

Search:

- Account Merchant List None Inquire Maintain
- Accounting Report Writer None Inquire Maintain
- Accounts Payable None Inquire Maintain
- Accounts Receivable None Inquire Maintain
- Additional Loan Security None Inquire Maintain
- Allow Customer Support Access None Inquire Maintain
- Alter Terminal for Payroll None Inquire Maintain
- Commercial Loan Menu None Inquire Maintain
- Core File Synchronization None Inquire Maintain
- Core Tools None Inquire Maintain
- Customer Information File None Inquire Maintain
- Deposit Document Preparation None Inquire Maintain
- Deposit System None Inquire Maintain
- Electronic Teller Journal None Inquire Maintain
- Event Letter Parameters None Inquire Maintain
- Financial Options None Inquire Maintain
- Fixed Assets None Inquire Maintain
- FPS PC Applications None Inquire Maintain
- Fps-change Terminal Options None Inquire Maintain
- Funds Distribution None Inquire Maintain
- General Institution Options None Inquire Maintain
- General Ledger System None Inquire Maintain
- GL GOLD None Inquire Maintain
- GOLD Exception Manager None Inquire Maintain
- GOLD Miner Downloads None Inquire Maintain
- GOLD Phone Processing None Inquire Maintain
- GOLD Services None Inquire Maintain
- GOLD Teller Security None Inquire Maintain
- GOLD Trak Loan Tracking System None Inquire Maintain
- GOLD View None Inquire Maintain
- GOLD View 32 None Inquire Maintain
- Item Posting Rejects None Inquire Maintain
- Loan System None Inquire Maintain
- Materials Management None Inquire Maintain
- Office Management None Inquire Maintain
- Old Office Management System None Inquire Maintain
- Organization Options None Inquire Maintain
- Payroll Management None Inquire Maintain
- PC Check Image Utilities None Inquire Maintain
- Prpts0 None Inquire Maintain
- Report Warehouse Menu None Inquire Maintain
- Report Writer None Inquire Maintain
- Reports and Dacosys Options None Inquire Maintain
- Security Management None Inquire Maintain
- System Print Program None Inquire Maintain
- Utility Programs None Inquire Maintain
- Web Security None Inquire Maintain

3. Select **Inquire** or **Maintain** on each item listed below applications to which the employee or profile should have access. If no access is allowed, select **None**. "Inquire" means the employee can view information on the screen but cannot change it. "Maintain" means an employee can view and change information on the screen.
4. When you have finished making selections, click **<Save Changes>**.

For a list of all security options on this tab and a short description, see [System Security Details](#).

See Also:
[Employee tab](#)



[CIM GOLD Profile tab](#)
[System Profile tab](#)

System Security Details

The following tables list all possible security options on the [System tab](#) of the Security > Setup screen. Only specific security personnel at your institution can set up these screens for employees. These options affect which applications employees have access to, as well as other features and functions within applications.

Account Merchant List - OBSOLETE

[Accounting Report Writer](#)

[Accounts Payable](#)

Accounts Receivable - OBSOLETE

Additional Loan Security - OBSOLETE

[Allow Customer Support Access](#)

[Alter Terminal for Payroll](#)

Commercial Loan Menu - OBSOLETE

[Core File Synchronization](#)

[Core Tools](#)

Customer Information File - OBSOLETE

Deposit Document Prep System - OBSOLETE

Deposit System - OBSOLETE

Electronic Teller Journal - OBSOLETE

Event Letter Parameters - OBSOLETE

[Financial Options](#)

[Fixed Assets](#)

[FPS PC Applications](#)

Fps-Change Terminal Options - OBSOLETE

Funds Distribution - OBSOLETE

[General Institution Options](#)

[General Ledger System](#)

[GL GOLD](#)

[GOLD ExceptionManager](#)

[GOLD Miner Downloads](#)

GOLDPhone Processing - OBSOLETE

[GOLD Services](#)

[GOLD Teller Security](#)

[GOLDTrak Loan Tracking System](#)



[GOLDView](#)

[GOLDView 32](#)

Item Posting Rejects - OBSOLETE

Loan System - OBSOLETE

Materials Management - OBSOLETE

Office Management - OBSOLETE

Old Office Management System - OBSOLETE

Organization Options - OBSOLETE

[Payroll Management](#)

[PC Check Image Utilities](#)

Prrpts0 - OBSOLETE

[Report Warehouse Menu](#)

Report Writer - OBSOLETE

[Reports and Dacosys Options](#)

[Security Management](#)

[System Print Program](#)

Utility Programs - OBSOLETE

[Web Security](#)

Accounting Report Writer - Application 50		
Bit #	Function Name	Function
03	Dictionary	
01	Run Reports	
02	Set Up Reports	

Accounts Payable - Application 7		
Bit #	Function Name	Function
15	**DROP	6,10
17	**DROP Function OBSOLETE	
36	Ach Invoice Verification	16
39	Ach Pmt Threshold Verification	16
30	Capital Approval	
06	Cash Planning	4
18	Category Codes	



Accounts Payable - Application 7		
61	Change Client Number	66
12	Check Reconciliation	32
05	Check Register	27
27	Contract File	
38	Control Statement Register	43
14	Dist. Screen Formats	9/10
10	Distribution Profile	5/6
31	Emp. Code in Responsibility	
04	Flag Invoices for Payment	8, 12, 15
22	Inventory Product	
23	Inventory Product Spcl Changes	
08	Invoice Payee	30
24	Item Profiles	
28	Location Profiles	
29	Multiple File Changes	1-6 / 2-6
62	Only Post To Term Table Office	30, 34
09	Post Recurring Payments	34
03	Print Checks	20
3	Print Control Statements	36
02	Print Reports	
26	Print Requests	1-5 / 2-5, 15
13	Recurring Payments	13/14
01	Report Formats	59-2
16	Report Writer	63
20	Responsibility File	1-3 / 2-3
33	Restrict Detail Fields	18, 30
64	Run Report Writer Reports	63-1, 63-7
25	Screen Formats	
63	Set Up Report Writer Reports	63-2, 63-3, 63-4, 63-6
19	Ship To Locations	1-1 / 2-1
07	Transaction Processing	29/30



Accounts Payable - Application 7		
32	Vendor Alternate Payee	2-4, 18
21	Vendor File	1-4 / 2-4, 17/18
35	Vendor Master Ach Screen	17/18, <F2>
11	Void Checks	24
37	Void Control Statements	40

Accounts Receivable - **OBSOLETE**

Additional Loan Security - **OBSOLETE**

Allow Customer Support Access - Application 30

Bit #	Function Name	Function
01	Allow Customer Support Access	

Alter Terminal for Payroll - Application 30

Bit #	Function Name	Function
01	Access	Alter terminal institution and office number

Commercial Loan Menu - **OBSOLETE**

Core File Synchronization

Bit #	Function Name	Function
01	Download Security	

Core Tools

Bit #	Function Name	Function
01	Access	

Customer Information File - **OBSOLETE**

Deposit Document Prep System - Application 4 - **OBSOLETE**

Deposit System - Application 4 - **OBSOLETE**



Electronic Teller Journal - **OBSOLETE**Event Letter Parameters - **OBSOLETE**

Financial Options - Application 18

Bit #	Function Name	Function
16	Account Number Structure	
05	Accounts Payable	3/4
06	Accounts Receivable	
61	Change Client Number	66
01	Company Name/Accounting Prds	
02	Financial Options	
04	Inventory	
07	Payroll Options	5/6
03	Requisition/Purchase Order	

Fixed Assets - Application 33

Bit #	Function Name	Functions
01	Access to Program	Gives access to the Fixed Assets system (Application 33) in GOLDVision.
61	Change Client Number	To access clients other than 0 (zero) in the Fixed Assets system, the Maintain radio button must be selected for this option. This is mainly for FPS GOLD use.
05	Distribution Profiles (F8)	
63	Report Writer Report Setup	63-2, 63-3, 63-4, 63-6
64	Report Writer Run Report	63-1, 63-7

FPS PC Applications - Application 57

Bit #	Function Name	Function
01	Access to PC Applications	WinTerm, GOLDTeller, GOLDPrint, GOLDView, G/L GOLD, GOLDVision, GOLDWriter, GOLD ExceptionManager, GOLDAcquire, CIM GOLD, IRS GOLD
40	Allow Gateway to Alter Terminal	GOLDGateway



FPS PC Applications - Application 57		
41	Chat/remote = F.Remote = I	Access to use chat and remote override
19	CheckWriter Change/add Checks	CheckWriter
22	CheckWriter Change/add Docs	CheckWriter
18	CheckWriter List Checks	CheckWriter
21	CheckWriter List Docs	CheckWriter
20	CheckWriter Print Checks	CheckWriter
27	CIM Can See Employee Dep Accounts	CIM GOLD
38	CIM Can See Employee Dep History	CIM GOLD
33	CIM Can See Employee Ln Accounts	CIM GOLD
39	CIM Can See Employee Ln History	CIM GOLD
42	CIM GOLD Document Imaging	CIM GOLD
24	CIM Security Setup	CIM GOLD
26	CIM Subscription Setup	CIM GOLD
25	CIM User Defined Help Setup	CIM GOLD
02	CIS Access to Emp/offcr Name	CIS (in CIM GOLD)
29	EFTGOLD Access	EFT GOLD
31	EFTGOLD Approve Wires	EFT GOLD
32	EFTGOLD Change Options	EFT GOLD
30	EFTGOLD Submit Wires	EFT GOLD
36	EFTGOLD View Inbound Wires	EFT GOLD
37	EFTGOLD View Outbound Wires	EFT GOLD
28	EFTGOLD Wire Limits	EFT GOLD
23	Eis/dsr Email Setup	Executive Reports
50	File Services Access Settings	File Services Plus
46	File Services Attach Files	File Services Plus
47	File Services Delete Files	File Services Plus
52	File Services Edit Metadata	File Services Plus



FPS PC Applications - Application 57		
51	File Services Export Files	File Services Plus
53	File Services F/M Cache Folder	File Services Plus
49	File Services Stats / History	File Services Plus
48	File Services Transfer Files	File Services Plus
45	File Services Utility Access	File Services Plus
34	GOLDAcquire Access	GOLDAcquire
35	GOLDAcquire Upload	GOLDAcquire
44	GOLDEventLetters Access	GOLD EventLetters
43	GOLDLink Skip / Delete Loan	GOLDLink
11	GOLDWriter Access	GOLDWriter
05	Imaging Acquire From Scanner	GOLDDocument Imaging
14	Imaging Change Group	GOLDDocument Imaging
15	Imaging Change Subgroup	GOLDDocument Imaging
03	Imaging Create Database	GOLDDocument Imaging
12	Imaging Create Group	GOLDDocument Imaging
13	Imaging Create Subgroup	GOLDDocument Imaging
09	Imaging Delete Images	GOLDDocument Imaging
16	Imaging Export Images	GOLDDocument Imaging
07	Imaging Import Images	GOLDDocument Imaging
08	Imaging Modify Image Info	GOLDDocument Imaging
04	Imaging Open Database	GOLDDocument Imaging
10	Imaging Print	GOLDDocument Imaging
17	Imaging Properties	GOLDDocument Imaging
6	Imaging Select Scanning Source	GOLDDocument Imaging
55	Pci Card Vault	
56	Transaction Memo Maintenance	
54	View Entire Card Number	

Fps-Change Terminal Options - Application 24 - OBSOLETE



General Institution Options		
Bit #	Function Name	Functions
01	Access	
02	Batch Reports Fiche/print	
09	External G/L Posting Setup	
06	General Ledger Autopost Setup	
08	General Ledger Cross Reference	
11	Ledgers Control	
12	Ledgers Defaults	
10	Make an Available Account	
03	Print Batch Reports Options	
07	Print G/L Autopost Parameters	
13	Rate Tiers Processing	
05	Rates Tables Processing	
04	Teller Information Processing	

General Ledger System - Application 1		
Bit #	Function Name	Functions
13	Account Budget F/M	72, 76, 83/84
26	Account Defaults	79/80
03	Account File Maintenance	53/54, 57/58
16	Account Number Structure	5/6
29	Allow Acct Drop with Bal/Trans	54, 58
30	Allow G/L Sweeps	95/96, 99
31	Allow Online Br and Comp Bal	90
15	Budget Rec Disp/Del/Prep/Spred	72, 76, 83/84
25	Calculate Avg Daily Balance	78
11	Close Balances to Next Year	64
01	Company Options Definitions	1/2



General Ledger System - Application 1		
27	Copy a Control Group	86
02	Custom Report Definitions	41/42
20	Custom Report Line Detail	40
24	Custom Report Messages	69/70
21	Define Group of Reports	55/56
28	Distribution Profile, Branch Allocation Table	87/88, 91/92,
14	Employee Report Security	81/82
23	Enter Client Number	66
19	Organizational Chart	36
12	Post From Other Applications	68
09	Print Custom Reports	24, 28, 32, 32-1, 32-2, 32-4
10	Print Custom Reports Outofbal	24, 28, 32
08	Print Standard Reports	19/20,
64	Reserved	
22	Statement Pre-requisites	59/60
18	Sub-Account Titles	21/22, 25/26, 29/30, 32-5
04	Trans Dsply/Corr/Drop/Xfer	11/12
05	Trans F-M/Delete/Xfer/Clsd Grp	12
17	Transaction Deletion	16
06	Transaction Entry	8
07	Transaction Entry Past/Future	8

GL GOLD

Bit #	Function Name	Function
01	Access	

GOLD Services - Application 8

Bit #	Function Name	Function
-------	---------------	----------



GOLD Services - Application 8		
21	ATM Comparative Totals OBSOLETE	
12	Bank table Inquiry OBSOLETE	
13	Bond Redemption OBSOLETE	
20	Calculate Date or Days OBSOLETE	
07	Check Recon Detail/Summary OBSOLETE	
09	Check Recon Mass Deletes OBSOLETE	
08	Check Recon Print Reports OBSOLETE	
11	Check Recon Transmission Hist OBSOLETE	
10	Check Recon Void Checks OBSOLETE	
31	Comp Track Branch Setup	100, then 107/108
34	Comp Track Calculation (INQ)	100, then 113
33	Comp Track Default Setup	100, then 111/112
28	Comp Track Hist Summary (INQ)	100, then 101
29	Comp Track History Detail	100, then 103/104
30	Comp Track Pay Setup	100, then 105/106
32	Comp Track Teller Setup	100, then 109/110
22	Deposit Audit Confirmation OBSOLETE	
19	Deposit Event Setup OBSOLETE	
17	Field Level Security (Loans - APR screen) OBSOLETE	
01	G/L Autopost Setup OBSOLETE	
16	Holiday Scheduling (Loan Past Due Notices) OBSOLETE	
04	IRS Create Returns (F/M) OBSOLETE	
05	IRS Delete All Returns (INQ) OBSOLETE	
02	IRS Information Returns OBSOLETE	
03	IRS Print All Returns (INQ) OBSOLETE	
18	Loan Additional Fields Services OBSOLETE	
23	Loan Audit Confirmation OBSOLETE	
06	Online ACH Posting OBSOLETE	



GOLD Services - Application 8		
14	Online ATM Journal OBSOLETE	
27	Privacy Options OBSOLETE	
15	Store/Forward Display/Print OBSOLETE	
24	System Printing OBSOLETE	
25	WWW ACH Batch Queue OBSOLETE	
26	WWW ACH Security OBSOLETE	
40	Cp2 Rule Setup	
44	Delinquency Demand Days	
43	Fee Code G/L Account Ident.	
35	GOLD Exceptions Options	
39	Insurance G/L Account Ident.	
42	Loan Type G/L Account Ident.	
45	Next Check Nbr – Access	
46	Next Check Nbr – All Offices	
41	Office Information Setup	
38	WWW Administrator Setup	
54	WWW Allow Delete Admin Setup	
51	WWW Allow Email Address Change	
48	WWW Allow F/M on 49–51 Only	
50	WWW Allow Logon Unrestricting	
49	WWW Allow Password Generation	
37	WWW Institution Ownerships	
52	WWW Multi Factor Authenticate	
53	WWW Multi Factor Collect	
36	WWW Security System Options	
47	WWW Switch Personal to Company	

GOLDPhone Processing - Application 35 - **OBSOLETE**

GOLD ExceptionManager		
Bit #	Function Name	Function
15	Allow Change To Transaction	
16	Allow Other User Pref Setup	



GOLD ExceptionManager		
10	Can Post Loan Items	
4	Create Notification of Change	
17	May Make Posting Decisions	
11	Officer/employee Acct Access	
2	Process Exception Items	
13	Z Allow Save/remove Selections OBSOLETE	
8	Z Calibrate Printer OBSOLETE	
6	Z Create a Chargeback Item OBSOLETE	
5	Z Create a Return Item (noinq) OBSOLETE	
7	Z Print Reports and Notices OBSOLETE	
9	Z Save Notice Headers OBSOLETE	
12	Z User List Maintenance OBSOLETE	

GOLD Teller Security		
Bit #	Function Name	Function
14	Allow Changing Institutions	Change Institutions
04	Check Imaging	
09	Clear/Synchronize Totals	Clear PC Totals/Synchronize PC Totals With Host Totals
16	Database Backup/Restore	Backup Data Files/Restore Data Files/Delete Data Files
05	Forms Design	View/Modify Forms and Droplists
15	GOLD Teller Platform	Platform Session
12	Jrnl Search on Other Opers	Journal/Forward on Other Operators
03	PC Institution Settings	PC Institution Settings
01	Operator File	Operator Information
36	Platform Delete/Merge Sessions	
35	Platform File Directories	
34	Platform Options	
37	Platform Sales Tracking	



GOLDTeller Security		
33	Platform Setup	
08	Print Configuration	Form/Font Configuration
11	Signature Capture	Signature Capture and Display
02	System Configuration	System Configuration
10	System Fields Dictionary	System Field Dictionary
06	Tran Design/Profile Speed Keys	Transaction Design
07	Menu Design/Transaction Selection Design	Menu Design
13	Upload/Download Data File	Upload File to Host/Download File to Host
19	Counter Check Form Designer	
20	Counter Check Printing	
17	PC Branch Settings	PC Branch Settings
38	Platform Image Offline Files	
18	View/Modify Droplists	View/Modify Droplists

GOLDTrak Loan Tracking System		
Bit #	Function Name	Function
58	148 Access Apr Screens	
36	Access F1833, Plaza Savings	
29	Access To Appl. On Dead File	
7	Access To Docprep (pf2) Screen	
34	Access To F4385 - Allow Docs	
1	Access To GOLDTrak System	
37	Administrative Security	
44	Agent Screen Access	
18	Allow Unlk Of Lock, Table Flds	
17	Allow Update of 'lock' Group	
30	Allow Update to Default Number	
2	Appl. Inquiry, F/m, or New	
35	Appraisers I=select, F=change	
22	Appraisers Table #3	
46	Branch Manager Override	
38	Branch No. Control On New Apps	



GOLDTrak Loan Tracking System		
39	Branch Supervisor Security	
45	Broker, input, no Status	
23	Brokers Table #4	
5	Build Document Formats (pf2)	
6	Formula Setup (pf2)	
43	Formula Test Mode Access	
54	Freddie Mac Order Screen	
56	Internet Queue Security	
53	Inventory Queue Drop Security	
19	Literal Cnst & Table Acc (pf2)	
28	Literal Constants Access #0	
21	Loan Officers Table #2	
20	Loan Programs and Office Tab#1	
41	Loan Que Printing	
50	Lock Group 10 Access	
51	Lock Group 11 Access	
52	Lock Group 12 Access	
47	Lock Group 7 Access	
48	Lock Group 8 Access	
49	Lock Group 9 Access	
3	Modify Group Input Formats	
10	Move Info To Servicing Files	
33	New X-add Fm,limit Inq- Tables	
24	Override All Lock Security	
31	Override Off # Limits - Tables	
32	Override Status Code - Tables	
16	PC Forms Upload	
11	Print Document Params. (pf2)	
9	Print Documents	
12	Print Field Names (pf2)	
8	Print Formulas (pf2)	
13	Print Input Groups (pf2)	
15	Process Formula Calculations	



GOLDTrak Loan Tracking System		
55	Release Formulas New Fmlas	
4	Rename Field Names (pf2)	
14	Report Writer Access From Here	
42	Secondary Marketing	
57	Unlock Application Security	
27	Verification Of Deposits #8	
25	Verification Of Employments #6	
26	Verification Of Mortgages #7	
40	Wire Screen Access	

GOLD Miner Downloads		
Bit #	Function Name	Function
64	Administrator User	
01	CIF Download	
06	Deposit Download	
09	GOLDMiner Billing Download	
04	GOLDPhone Download	
07	GOLDTrak Deposit Download	
03	GOLDTrak Download	
05	Loan Download	
08	Loan Payee Download	

GOLDView		
Bit #	Function Name	Function
02	Access to Deposit Reports	
03	Access to General Ledger Rpts	
06	Access to GOLDView Reports	
01	Access to Loan Reports	
05	Access to Payroll Reports	
04	Access to Teller Reports	

GOLDView 32		
Bit #	Function Name	Function



GOLDView 32		
02	Access to Deposit Reports	
03	Access to General Ledger Rpts	
01	Access to Loan Reports	
05	Access to Payroll Reports	Payroll File Maintenance Report, FPSDR145
08	Access to Restricted Reports	Employee Deposit Statements, FPSDR199 based on Warehouse index category
07	Access to Special Reports	Reports FPS GOLD processes, such as loan drops
04	Access to Teller Reports	
06	Access to Warehouse Reports	Reports processed by FPS GOLD requiring a separate ISO file

Loan System - OBSOLETE

Materials Management - OBSOLETE

Office Management - OBSOLETE

Old Office Management System - OBSOLETE

Organization Options - OBSOLETE

Payroll Management - Application 11		
Bit #	Function Name	Function
43	Alternate Posting	1-15/2-15
41	Batch Reports	
61	Change Client Number	66
13	Check Reconciliation	40
11	Co Emp Pay Change/F1 - Emp Mstr	13<F1>/14<F1>, 38
21	Company Benefits	1-5/2-5
19	Company Deductions	1-3/2-3
18	Company Earnings	1-2/2-2
28	Company User Fields	1-12/2-12
33	Daily F/M	59.1.1
16	Dept Employee Changes	58



Payroll Management - Application 11		
37	Distribution	59.1.6
08	Emp. Benefits	33/34
04	Emp. Earnings/Deductions	21/22, 25/26
06	Emp. Evaluation	
36	Emp. Not Posted and Balancing	59.1.4, 59.1.13
03	Emp. Payroll History	17
05	Emp. Profile	
15	Employee Master	13/14, 13<F1>/14<F1>, 13<F2>/14<F2>, 13<F7>/14<F7>, 13<F10>/14<F10>, 13<F8>/14<F8>
34	Employee Master and Labels	59.1.2, 59.1.10
29	Employee Number Change	1-13/2-13
49	Employee Pay Amounts	13<F1>/14<F1>
35	Employee Pay Information	59.1.3, 59.1.5, 59.1.7, 59.1.9, 59.1.11, 59.1.14, 59.1.15, 59.1.18, 59.1.20, 59.1.21, 59.1.22
50	Employee User Field 1	41/42
51	Employee User Field 2	41/42
52	Employee User Field 3	41/42
53	Employee User Field 4	41/42
54	Employee User Field 5	41/42
42	FTE Report	59.1.19
23	Job Cost Codes	
25	Job Description File	1-9/2-9
27	Job Status File	1-11/2-11
44	Monthly Tax Liability	
26	Pay Grade File	1-10/2-10
10	Payroll Adjustments	12
17	Payroll Cycles	1-1/2-1
09	Payroll Posting - F/M	8, 15/16
38	Position Control and Budget	59.1.8
30	Position Control Budget Info	
24	Position Control File	
55	Post Rate Changes	20, 24
40	Posting Errors	59.1.12



Payroll Management - Application 11		
12	Print Payroll Checks	36
02	Print Reports	59-1.34-42 / 59.2.34-42
22	Project Codes	1-6/2-6
01	Report Formats	59.2.34-42
07	Report Writer	63.1-63.7
63	Report Writer Report Setup	63.2-63.4
64	Report Writer Run Report	63.1, 63.7
20	Tax Tables	1-4/2-4
39	Time Cards	59.1.16
14	Void Checks	44, 48

PC Check Image Utilities		
Bit #	Function Name	Function
06	Modify Auto Print Options	
03	Process Check Exceptions	
02	View Check Exceptions	
01	View Check History	
05	View Check Image Options	
04	View Check Images	

Prrpts0 - OBSOLETE

Report Warehouse Menu - Application 53		
Bit #	Function Name	Functions
03	Print Position Selection	37/38
02	Report/Line/Index Selection	31/32, 33/34, 35/36
01	Warehouse Directory	1/2
04	Warehouse Options	39/40

Report Writer - OBSOLETE



Reports and Dacosys Options		
Bit #	Function Name	Function
02	Report Functions	
01	Update Functions	

Security Management - Application 19		
Bit #	Function Name	Function
01	Administrative Functions	
04	Appl. Programmer Functions	
06	Inquiry Access	
03	Print Requests (2, 3, 4)	<F9>, then 2, 3, or 4
05	Reset Security Code	<F11> Reset Emp. Password
02	Reset Security Violation (F9)	<F9>
64	System Programmer Functions	

System Print Program		
Bit #	Function Name	Function
01	Access	

Utility Programs - Application 10 - **OBSOLETE**

Web Security		
Bit #	Function Name	Function
16	Allow Customer Blog	Web banking
02	Allow Software Downloads	Web banking
13	Allow Ticket Submission	Web banking
01	Allow Web Logon/training	Web banking
14	Allow Wo Prioritization	Web banking
06	EIS All	Web banking
12	EIS Branch	Web banking
07	EIS Division a	Web banking
08	EIS Division B	Web banking
09	EIS Division C	Web banking



Web Security		
10	EIS Region	Web banking
11	EIS State	Web banking
05	E-work Orders	Web banking
15	Executive Files	Web banking
04	Executive Information System	Web banking
03	Knowledge Base Access	Web banking



Field Level tab

The Field Level tab on the [Security > Setup screen](#) is used to set up *restricted* file maintenance to specific data fields for employees. In order to use this feature, employees must first be set up with CIM GOLD application and screen security using the [CIM GOLD tab](#) before any field-level security can be tied to them. If an employee is tied to a CIM GOLD profile, the profile name is used to set up restricted access in Field Level Security. If multiple profiles with different field-level security are tied to an employee, all the secured fields from all profiles will be restricted for the employee.

If the Field Level Security feature is not going to be used by your institution, no work is required with this screen. When "Maintain" access is given to applications and screens, all the fields are file maintainable until they have been restricted individually or on a profile setup using this screen.

NOTE

Field Level Security is for CIM GOLD applications and does not correspond with any other PC product.

The Field Level Security screen is organized into two sections. The **Restricted Fields** list view shows all the fields that are restricted for the employee or profile selected. The **All Fields** list view is used to restrict the specific fields for an employee or profile based on **Record Type**.

The **Record Type** dictates what fields are available for the specified type. For example, CSPI is for CIS Customer Profile. The records are the same as the records used in GOLDWriter and system history. For a list of record types and descriptions, see the Master Records section in the help file.

If your institution uses field-level security for employees, CIM GOLD profiles, and tellers, use the following instructions for setup and changes.

For details on how to use any of the fields on this tab, click in the field and press <F1>.

Setting Up Field-level Security

To set up or change field-level security for employees and profiles, complete the following steps.

1. Select **Employees**, **CIM GOLD Profiles**, or **Tellers** on the left side of the screen.
2. Select the appropriate employee, profile, or teller from the list.
3. Make sure that "Display Effective Security" is unchecked. (If this box is checked, the check boxes for the available fields for a specific record will not be visible or available to check.)
4. Click on the Field Level tab.
5. Select the **Record Type** from the drop-down list; all fields in the selected record will be shown.
6. Click on the **Restrict** box next to the field to restrict access and add it to the list of **Restricted Fields**.
7. Click <**Save Changes**> after restrictions are made for each Record Type.



If any fields need to be unrestricted, select them on the **Restricted Fields** list (use the <Ctrl> button on your keyboard to select multiple fields). Then click <Clear Selected Restrictions> and <Save Changes>.

The screenshot displays the 'Restricted Fields' configuration screen. On the left, there is a list of employees with columns for 'Number' and 'Full Name'. The main area is divided into two tables: 'Restricted Fields' and 'All Fields'. The 'Restricted Fields' table has columns for 'Record', 'Field', and 'Field Description'. The 'All Fields' table has columns for 'Restrict', 'Field', and 'Field Description'. A 'Clear Selected Restrictions' button is positioned below the 'Restricted Fields' table, and a 'Save Changes' button is at the bottom right of the window.

Subscribe to Mini-Applications Screen

Security > Subscribe to Mini-Applications

The Subscribe to Mini-Applications screen allows you to designate which applications and screens your institution will have access to in CIM GOLD. If a screen is not subscribed to, it will not be listed on the CIM GOLD Security Setup screen to give security access to. You must have proper security to access this screen.

The screens are listed in alphabetical order, which is the same way they appear in the CIM GOLD navigation tree. Please be aware that some applications and screens may have a billable fee for their use. You can see which screens are billable by clicking on a screen listed on the Subscribe to Mini-Applications screen; the price for using that screen will appear in the Cost per Month per User field at the bottom of the screen. The Description field will provide a short description of the application or screen selected.

Most screens can be unsubscribed to if you uncheck the box next to the screen. When unsubscribing to a screen, all security given to employees and CIM GOLD Profiles for that screen will be deleted. Use caution when unsubscribing to a screen; if a screen is unsubscribed to in error, all employees and CIM GOLD Profiles will need to be set up for security to the screen again. If a screen is required and cannot be unsubscribed to, you will get an error if you uncheck the box.

NOTE



Employees already signed on to the system can view a newly subscribed screen by deleting their cache. If they wait until the following day, they will be able to view the screen on their first sign on.

The list view displays all screens available to your institution. To subscribe to any screen, check the box next to it. The **Description** field gives a short description of the highlighted screen. The **Cost per Month per User** field shows the cost, if any, of the highlighted screen each month for each person using it.

After selecting all the screens you want to subscribe to, click <Save Changes>.

NOTE

Your institution must subscribe to a screen before that screen will appear in Security Setup or in the CIM GOLD navigation tree for any user. As new screens are added to the list, they are advertised in a release notification.

Unsubscribing

To unsubscribe from a screen, remove the check in its box by clicking on it. If you unsubscribe to any screen, you will see a warning when you click <Save Changes>: "Warning! You are unsubscribing to at least one mini-application. This action will remove all security to these mini-applications for every person and every profile! Do you REALLY want to continue?" Click <Yes> to continue or <No> to cancel and return to the screen.

See also:

[Security Setup System](#)

Screens List View

This list view displays all screens available to your institution. To subscribe to any screen, check the box next to it. After selecting all the screens you want to subscribe to, click <Save Changes>.

Description

This field gives a short description of the highlighted screen.

Cost per Month per User

This field shows the cost, if any, of the highlighted screen each month for each person using it.

Terminated Employee Deletion Screen

Security > Terminated Employee Deletion



This screen is used to delete terminated employees and obsolete System Profiles and must be given very limited security. CIM GOLD profiles can be deleted on the Setup screen once they are inactive.

WARNING

All employee CIM GOLD screen access and employee details will be removed when an employee is deleted using this function. This is a final action and cannot be undone.

Only employees with "Terminated" status will be shown on this screen.

To delete terminated employees, complete the following steps.

1. Select one or more employees to delete. You can select several employees by holding down the <Ctrl> key.
2. After selecting all the employees you want to delete, click <Delete Terminated Employee>.
3. Verify deletion by clicking <Yes> on the Confirm Delete dialog.

If the employee is tied to profiles, the employee will be removed from the profile; the profile is not affected. If the employee is also a teller, the teller record andopers.dat information are also deleted.

Deleted employees will be shown on the Security > Reports > History screen.

See also:

[Security System](#)

Display

Select **Employees** to delete terminated employees from the system. Select **System Profiles** to delete profiles that are not tied to any users. Only profiles that are orphaned will be shown in the list.

Search

To find a username quickly in the list below, begin typing the name in this field.

Selection List

This field displays a list of employees whose passwords you can change. To delete an employee, select a name in this list and click <Delete Terminated Employee>.



Software, Server, and Files

Software and licenses must be purchased for every teller who uses CIM GOLDTeller. However, you only need to download CIM GOLD because CIM GOLDTeller is part of CIM GOLD.

The current versions of software are located on the FPS GOLD secure website under Software Download (https://secure.fps-gold.com/menu_download.htm.) You will need a user name and security code to access the secure website.

In order for GOLDTeller to work, first set up the following:

- A **DB4Server** (recommended). FPS GOLD helps you install a DB4Server at each of your branches at your institution. Or, you may need only one DB4 Server for your entire institution.

NOTE

FPS GOLD highly recommends you have a DB4Server set up at each branch. Typically, the DB4Server resides on a separate PC. The main purpose of a DB4Server is to share customized files with work station PCs. This keeps the files on work stations current and consistent. When using a DB4Server, CIM GOLDTeller will be loaded as a client on each workstation.

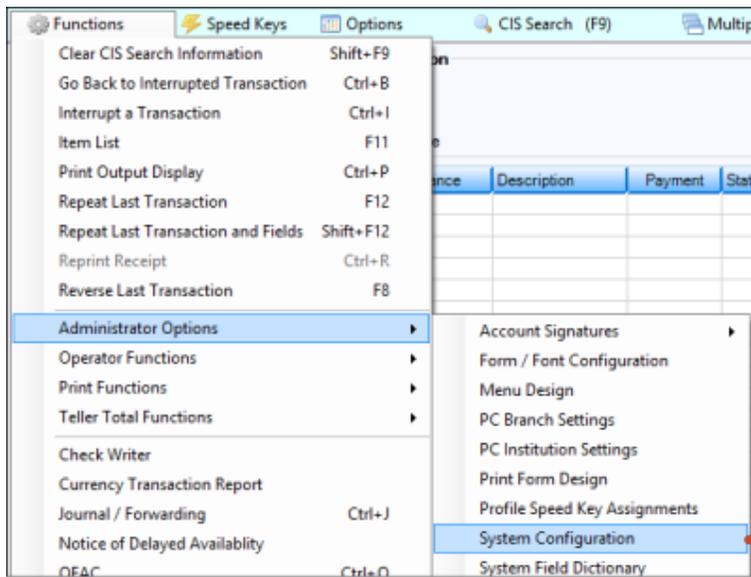
FPS GOLD recommends that the DB4Server be a separate server machine that is not used as a functioning GOLDTeller PC; however, it can be an active machine that is also being used to run GOLDTeller. If the server resides on an active GOLDTeller PC, that PC will be the "lead" machine, and it will need to be turned on during working hours. A document that details how to set up a PC as a DB4Server is available from FPS GOLD. For more information, contact FPS GOLD.

- Create the following files that should reside on the shared teller server (DB4Server):
 - GOLDTllr.dat file (or the dat file): A customized file for receipts, passbooks, checks, screens, codes, balance sheets, and options;
 - Opers.dat file (or the opers file): A customized file for teller setup and speed keys;
 - TnnnnDyymmdd.jlg file: A file for journal files.
- Set up your file directories so that individual GOLDTeller machines point to these shared files on the DB4Server using the steps below.

To connect your CIM GOLDTeller to the DB4Server:

1. Open CIM GOLD and click on Teller System > GOLDTeller > Functions > Administrator Options > [System Configuration](#):





System Configuration

File Directories | Printer Defaults | Miscellaneous (This Computer Only!!!)

Opers.dat File (Tellers)

Server Name: Path on server:

Goldtllr.dat File (GOLDTeller)

Server Name: Path on server:

Journal "TnnnDyymmdd.jlg" Files

Server Name: Path on server:

On each GOLDTeller machine, enter the path to the shared files on the server.

- Enter the DB4 server name in the **Opers.dat File**, **Goldtllr.dat File**, and **Journal Files** fields, as well as the path where that server name is found. This is the server name given to you by FPS GOLD. It is usually DB4.

You should regularly save and back up the GOLDTllr.dat file and the Opers.dat file. See [File Functions](#) for information on how to back up these files.

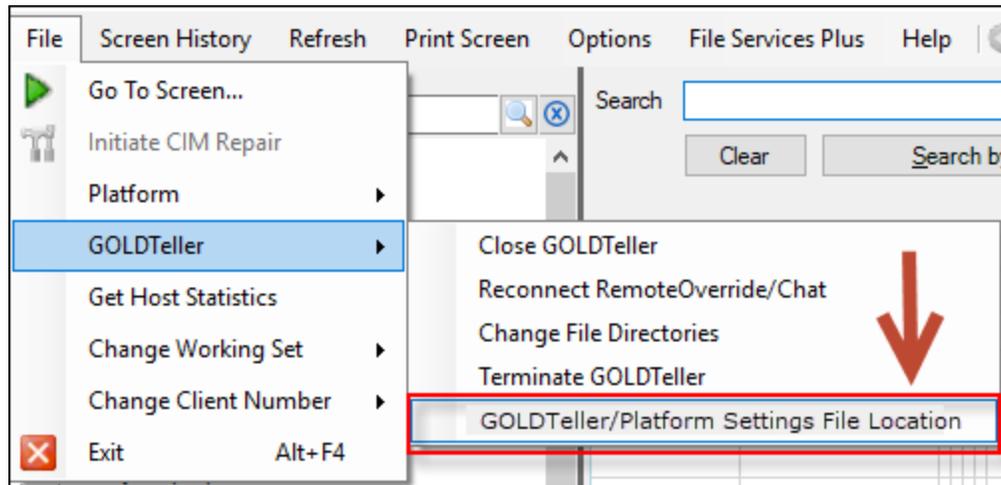
Setting File That Does Not Require Admin Rights

Your institution can also use a setting file for file directories, printers, and options that does not require administrative rights to make changes. To allow users to make their own changes, they need System Security and appropriate folder access for permissions. The folder location for the settings file will be saved in the Local



Machine portion of the Registry and needs to be set up once for each machine by an administrator. It is the responsibility of your institution to ensure that your users have read and write access to this new folder if you allow them to make changes to the information.

In the CIM GOLD main menu, click on File > GOLDTeller > GOLDTeller/Platform Settings File Location to set the settings file location. (See the example below.) You must be logged on to Windows as an administrator and run CIM GOLD as an administrator to open this dialog box.



Once set, users on the machine can change their files, directories, and printers with the appropriate security using the Change File Directories menu item.

Security for the GOLDTeller Directories is set in System Security > GOLDTeller Security > System Configuration.

Security for the Platform Directories is set in System Security > GOLDTeller Security > GOLDTeller Platform Security > GOLDTeller Platform and System Security > GOLDTeller Security > Platform File Directories.



Administrator Options

CIM GOLDTeller Functions menu > Administrator Options

The functions under Administrator Options require special security. These options are for administrators to set up menus, transactions, options, and other important conditions needed for employees to use GOLDTeller. See the following links for more information on each of these functions:

- [Account Signatures](#)
- [Form/Font Configuration](#)
- [Menu Design](#)
- [PC Branch Settings](#)
- [PC Institution Settings](#)
- [Print Form Design](#)
- [Profile Speed Key Assignments](#)
- [System Configuration](#)
- [System Field Dictionary](#)
- [Transaction Design](#)
- [View/Modify Droplists](#)
- [MICR Check Form Designer](#)
- [MICR Next Check Number](#)

Account Signatures

CIM GOLDTeller Functions menu > Administrator Options > Account Signatures

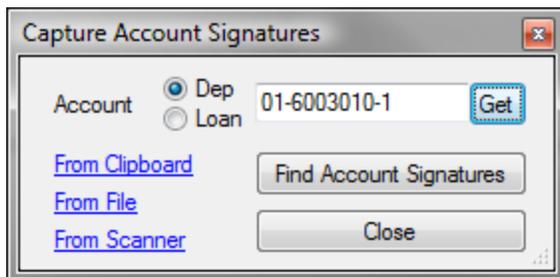
CIM GOLDTeller® offers Capture Account Signatures, which assists in quickly and easily linking customer signatures and/or images to accounts. When the signatures are linked, you can set up specific transactions to show these images while the teller is processing the transactions. Capture Account Signatures uses CIM GOLD® GOLDDocument Imaging® in capturing and displaying these images. Please refer to the CIM GOLDTeller® Setup document, section CIM GOLD® GOLDDocument Imaging® Instructions, for step-by-step setup information.

Capture Signatures

To capture account signatures:

1. Select Functions > Administrator Options > Account Signatures > Capture Signatures.

The following dialog box displays:



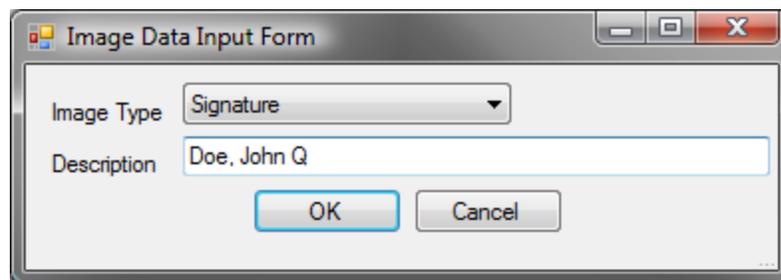
2. Enter the account number, marking the appropriate account type, and click <Get>.



NOTE

Confirm that the account number entered is the desired account. This function does not verify that the account is an existing account on the system. As a result, you may link an image to a non-existent account.

3. Choose the source, by clicking the hypertext, from which the signature will be captured.
 - From Clipboard: Signature was captured and is currently saved to the Microsoft Office Clipboard.
 - From File: Signature was captured and saved on a PC or network folder.
 - From Scanner: Signature will be scanned and captured via scanning equipment.
4. Enter the Description and Image Type in the Image Data Input Form and click <OK>.



The screenshot shows a dialog box titled "Image Data Input Form". It has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there are two main input fields: "Image Type" and "Description". The "Image Type" field is a dropdown menu currently showing "Signature". The "Description" field is a text box containing the text "Doe, John Q". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

NOTE

A recommended description entry is Last Name, First Name Middle Name (as seen above). Following this format will allow users to later easily search signatures by name (description), rather than account number, if desired. The Image Type should remain as "Signature."

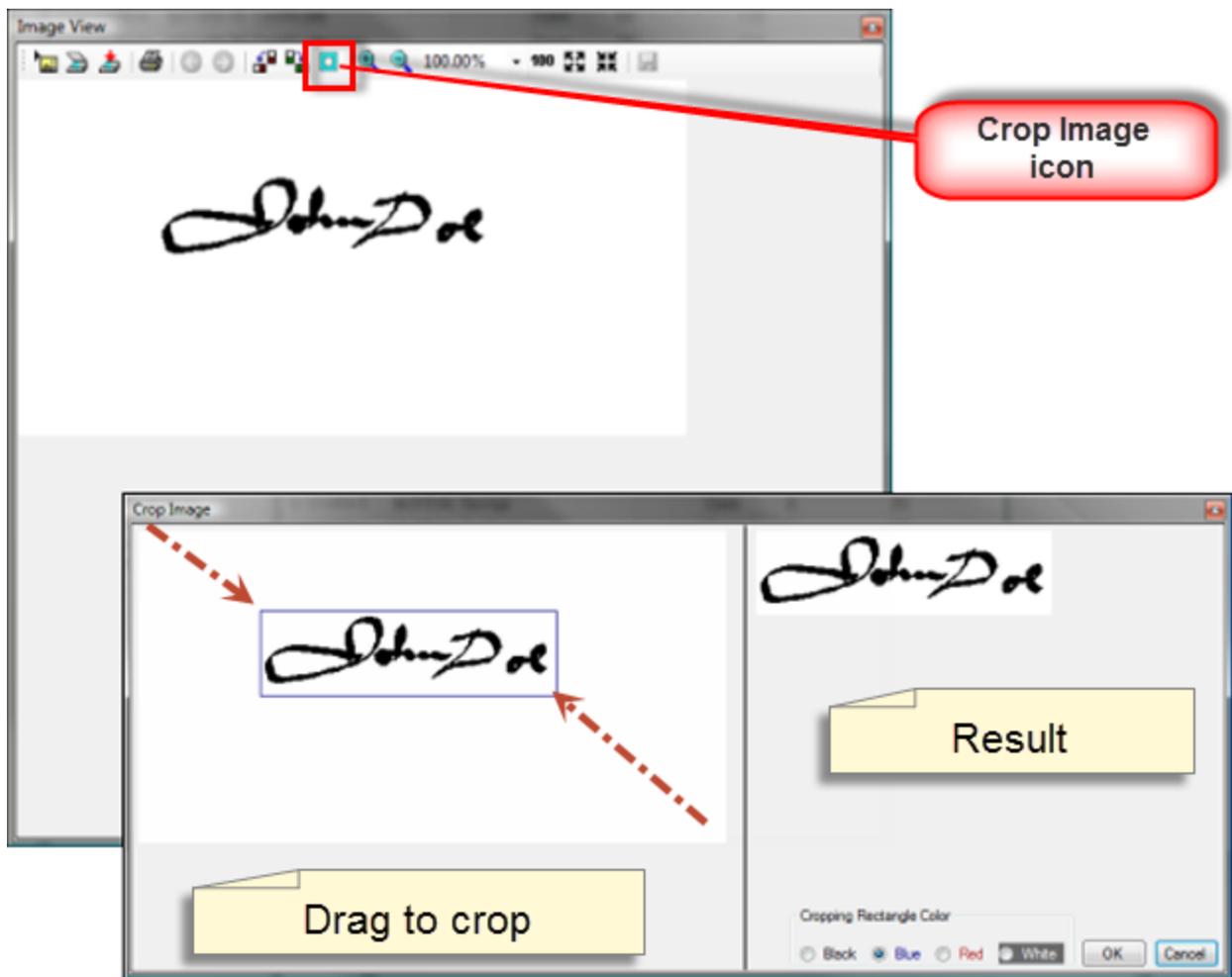
The signature image will then be displayed by the Image View function box.

5. Click the Crop Image icon to cleanup and resize the signature image.

From the Crop Image display, use the Cropping Rectangle to position and resize the signature image.

6. Click and drag a corner of the cropping rectangle to reposition it. Do the same on the opposite corner. The right-hand view shows how the signature image will appear.





7. Press <OK> once the signature image is displayed as desired.

The Image View will now show the newly cropped image as well.

8. To save the image, click the <Save> icon ; then click the Close Icon , which will then display a dialog box box indicating that the image was saved successfully.

Find Signatures

Use Find Account Signatures to manage existing signature images. Signature images may be viewed, printed, copied, or deleted using the Account Images dialog box box.



To search by account:

1. Enter the Branch and Account number and click <Find Matching Images>. All images linked to that account will be displayed.

To search by description:

1. Enter the description and click <Find Matching Images>, which will display all signatures with that description.

NOTE

As was previously mentioned, a recommended entry format is Last Name, First Name Middle Name, such as "Doe, John Q."

To search by Tax ID:

1. Enter the Tax ID number and click <Find Matching Images>, which will retrieve all signatures linked to the Tax ID number.

NOTE

The Tax ID number search references only IRS Owner numbers and their accounts.

To search by Last Name and/or First Name :



1. Enter the name and click <Find Matching Images>, which will retrieve signatures linked to a matching name.

NOTE

The name searches only reference IRS Owner names and their accounts.

From the search results box, highlight the desired imaged. This will activate the <View>, <Print>, <Copy>, and <Delete Image> buttons.

Display Signature

Signatures and driver's licenses can be shown on specific transactions as tellers process them. You can make the signature image appear upon entering the account number in the teller transaction.

To set up this signature display:

1. Select Functions > Administrator Options > Transaction Design.
2. Select the transaction you want to customize.
3. Click <Options>, **Display Signature**.

The screenshot shows the 'Transaction Entry Options' dialog box. The 'Tran Code' is 1006 / 0 / 0 and the 'Description' is 'Account Inquiry'. The 'Transaction Type' is set to 'Credit Transaction'. The 'Transaction Amount Type' is set to 'None'. The 'Default Output Destination' is 'Display'. The 'Offline Receipt Form', 'Default Check Form', 'Default Passbook Form', and 'Default Header Form' are all set to 'None'. The 'Host Classes' section has several checkboxes, all of which are unchecked. The 'Host Level' is 0. The 'Override Required' section has 'No Override Required' selected. The 'Display Signature' checkbox is checked and highlighted with a red box. Other options include 'Host Only', 'PM Transaction', 'Don't Automatically Bring Up Check Writer For This Tran', 'Synchronize Teller Totals After This Transaction', 'No Fill', 'Fill CheckIn with (TranAmt - CashIn + CashOut)', 'Fill CashOut with (CheckIn + CashIn - TranAmt)', 'If CheckIn or CashOut is filled in, then Transmit Immediately', 'Print Item List after Tran has run', 'Print Endorsement on Individual Checks In', 'Disable Check Out Number Field (Auto filled from Host)', 'Send Inquiry after Account Entry', and 'Disable use of Override required for Correction'. The 'Number of Receipts' is 0 and the 'Background Color' is grey with a 'Change Color...' button. The 'OK' and 'Cancel' buttons are at the bottom right.



Form/Font Configuration

CIM GOLDTeller Functions menu > Administrator Options > Form/Font Configuration

This function allows the changing of fonts that are used on certain forms. Generally, FPS GOLD sets up the forms and fonts.

Menu Design

GOLDTeller Functions menu > Administrator Options > Menu Design

Menu Design allows you to customize the [Transaction menu tree](#).

You can customize the following menu types:

1. Default – All tellers use the same menu. This menu may also be customized.
2. Individual – Each teller may have his or her own menu assignment.
3. Profile – A security group can be customized for tellers assigned to a specified profile.

The hierarchy of menus used is Individual Menu, Profile Menu, and then Default Menu. Before making changes, determine the type and name of the menu to create or edit.

- **Default Menu** - This is the menu displayed and selected when first accessing this option. The Default Menu is generally used if only one menu is used per institution. All tellers initially default to this menu.
- **Profile Menu** - This option enables a menu to be set up that multiple tellers could share. This allows a menu to be customized to fit a particular job description, and then each teller under that description will share it. To select this menu, click the radio button <Profile Menu>. From the drop-down list, select the profile name, which will now allow for menu setup or maintenance.

NOTE

A profile must first be set up in CIM GOLD Security before the profile may be selected and assigned to a teller.

- **Individual Menu** – This menu enables individual tellers to have a customized GOLDTeller menu. To select this menu, click the radio button **Individual Menu** and then select the desired user from the drop-down list.



NOTE

An individual teller must first be setup with [security](#) before he or she may be selected and assigned an individual teller menu.

- <Copy Current Menu> – Use this option to quickly copy an existing menu to another individual or profile. The default menu may also be selected and updated.

To copy a menu:

1. Select the menu you want to copy in the Menu Design list view on the left of the screen.
2. Click <Copy Current Menu>. The following dialog box displays:

3. Click the radio button next to the type of menu (Profile, Individual, or Default) you want to copy the menu to, then click <Copy>. For the copy to take effect, click <Save Current Menu>.

To delete a menu:

1. Select the menu you want to delete in the Menu Design list view on the right of the screen.
2. Click <Delete Current Menu> to remove all menu records for the selected menu.
3. A confirmation dialog box will display. Click <Yes> to delete the menu.

Adding Categories and Transactions

You can add categories and transactions to a menu. See the illustration below.

Category Levels

- 1st Level Category – Cashiers Checks etc. is an example of a 1st Level Category.
- 2nd Level Category – No Account is an example of a 2nd Level Category.

To add a 1st or 2nd Level Category:

1. Highlight the position in the menu where the new category name will be added. The new category will be inserted *after* the highlighted menu category.
2. Type a label for the new category in the 1st Level Category text box or in the 2nd Level Category text box.
3. Click <Add>, which will show the new category name in green and its menu position.
4. Click <Save Current Menu> to keep this new category name.



GOLD Teller Functions menu > Administrator Options > Menu Design Screen

To add a transaction:

1. Highlight the position in the menu where the transaction needs to be placed. The new transaction will be inserted *after* the highlighted menu transaction.
2. In the Available Transactions List, highlight the transaction, then click <Add Transaction>. The proposed addition will now appear in the menu in green.
3. Click <Save Current Menu> to keep the new transaction.

NOTE

A category or transaction can be repositioned within the menu by dragging and dropping it. An item that has been moved displays in red.

Changes made to individual transactions are handled in [Transaction Design](#).

Deleting or Renaming a Category or Transaction

To delete a category or transaction from the menu:



You can delete a category or transaction from the menu. You can rename a category but not a transaction.

1. Right-click on the item, which will open a new menu. Click "Delete Menu Item" or "Rename Menu Item."
2. Click <Save Current Menu> to keep your changes.

Creating a New Menu

After creating a new individual or profile in Security Setup, the user may now select that desired profile or Individual from the appropriate drop-down list. Upon selecting the desired name or profile, if no existing menu is found, the institution default will be used as a beginning template. Transactions may now be added or removed as needed.

Available Menus List

This list at the bottom right of the screen displays a complete record of all existing menus currently found on the GOLDTllr.dat file being used by the PC. Highlight any listed user to see the related menu.

PC Branch Settings

GOLDTeller Functions menu > Administrator Options > PC Branch Settings

The PC Branch Settings dialog box allows for individual branch setups to be used on the [Currency Transaction Report](#), on the Delayed Availability Report, and on receipt printing. See the example below.



Use the Office Information screen (GOLDServices > Office Information in the CIM GOLD tree view) to set up office information. You can then bring these settings over into the PC Branch Settings by clicking <Update from Host> on the PC Branch Settings dialog box.

The following information explains fields on the PC Branch Settings dialog box box:

- **Disable Update** – If the box is checked in the "Disable Update" column, branch information will not be updated upon clicking <Update from Host>.
- **Title** – This is the title of the employee at your bank who is responsible for your bank's CTR forms. Examples of a title would be "Bank Manager" or "Vice President."
- **Preparer** – Employee responsible for all your CTR forms.
- **Contact** – Employee responsible for questions concerning your bank CTR forms.
- **Drop** – To drop a branch from the branch list, highlight the branch and click <Drop>.

PC Institution Settings

CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings

Use the PC Institution Settings to set up specific ways your institution wants to use CIM GOLDTeller. Only those employees with proper security can access this screen.

To access PC Institution Settings, select Functions menu > Administrator > PC Institution Settings. The following is an example of this screen:



PC Institution Settings

Settings Page One | Settings Page Two | CTR & Cash Dispenser Defaults | Institution Options (Inquiry Only)

Institution Name In Heading:

Logon/Logoff

- Use As Of Date on Logon
- Disable Allow Cash Drawer To Be Automatically Filled In
- Disable Download Transactions At Logon
- Disable Allow Next Day Processing
- Default To Do A Final Logoff At Logoff
- Default To Use An Adding Machine At Final Logoff
- Disable "Don't Clear Currency Fields" At Final Logoff
- Write Log On/Off. Subtotal Transaction to Journal
- Disable Check For Online When Host Is Down
- Show Dialog Before And After Each Online check

Teller Trans Timeout Value (Seconds):

Totals/Journals

- Default To Print Teller Journals At Final Logoff
- Default To Print Teller Totals At Final Logoff
- Default To Print Balance Sheet At Final Logoff
- Disable Synchronize PC Teller Totals At Logon
- Disable Synchronize Totals At Final Logoff
- Synchronize After Each Transaction
- Disable Synchronize Totals After Forwarding
- Be Able To Stop Synchronize After Forwarding
- Use Alternate Journal Printer
- Default Aviohm/Nexus Printer to Journal Roll

Totaling Field Misc 1:

Totaling Field Misc 2:

Totaling Field Misc 3:

Number of Days to Keep Journals:

Transaction Field Defaults

- Disable Use These As Defaults
- Default Penalty to Yes
- Default Passbook to Yes
- Default Correction to Yes
- Default Overdraft to Yes

Other Field Defaults

- Disable Use These As Defaults
- Default Field 210 to Yes
- Default Field 211 to Yes
- Default Field 212 to Yes
- Default Field 213 to Yes

F-Keys

- Disable F8 Correction Key
- Disable F12 Repeat Transaction Key
- Disable Shift-F12 Repeat Transaction with Fields Key
- F11 Will Replace a Non-Zero Transaction Amount

Date/Time Transactions Last Updated from Host:

See the following sections for more information concerning each the fields on the tabs on this screen:

[Settings Page One tab](#)

[Settings Page Two tab](#)

[CTR & Cash Dispenser Defaults tab](#)

[Institution Options \(Inquiry Only\) tab](#)

Settings Page One tab

CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings

See the following example of the Settings Page One tab on the [PC Institution Settings screen](#) in CIM GOLDTeller, followed by field descriptions.



PC Institution Settings

Settings Page One | Settings Page Two | CTR & Cash Dispenser Defaults | Institution Options (Inquiry Only)

Institution Name In Heading:

Logon/Logoff

- Use As Of Date on Logon
- Disable Allow Cash Drawer To Be Automatically Filled In
- Disable Download Transactions At Logon
- Disable Allow Next Day Processing
- Default To Do A Final Logoff At Logoff
- Default To Use An Adding Machine At Final Logoff
- Disable "Don't Clear Currency Fields" At Final Logoff
- Write Log On/Off. Subtotal Transaction to Journal
- Disable Check For Online When Host Is Down
- Show Dialog Before And After Each Online check

Teller Trans Timeout Value (Seconds):

Totals/Journals

- Default To Print Teller Journals At Final Logoff
- Default To Print Teller Totals At Final Logoff
- Default To Print Balance Sheet At Final Logoff
- Disable Synchronize PC Teller Totals At Logon
- Disable Synchronize Totals At Final Logoff
- Synchronize After Each Transaction
- Disable Synchronize Totals After Forwarding
- Be Able To Stop Synchronize After Forwarding
- Use Alternate Journal Printer
- Default Aviohm/Nexus Printer to Journal Roll

Totaling Field Misc 1:

Totaling Field Misc 2:

Totaling Field Misc 3:

Number of Days to Keep Journals:

Transaction Field Defaults

- Disable Use These As Defaults
- Default Penalty to Yes
- Default Passbook to Yes
- Default Correction to Yes
- Default Overdraft to Yes

Other Field Defaults

- Disable Use These As Defaults
- Default Field 210 to Yes
- Default Field 211 to Yes
- Default Field 212 to Yes
- Default Field 213 to Yes

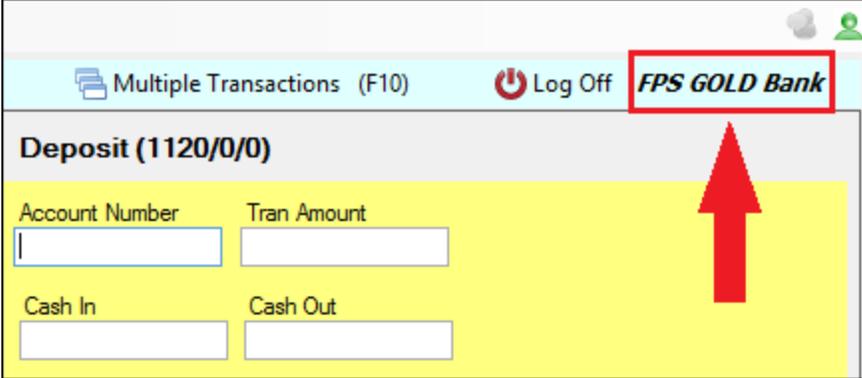
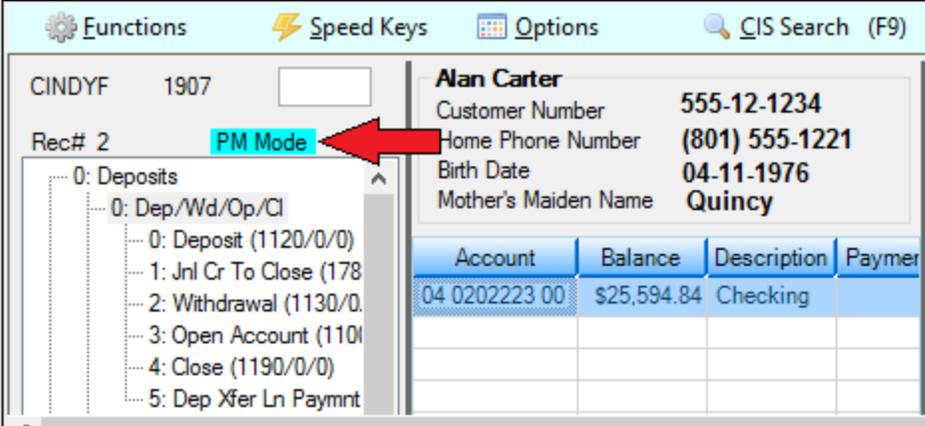
F-Keys

- Disable F8 Correction Key
- Disable F12 Repeat Transaction Key
- Disable Shift-F12 Repeat Transaction with Fields Key
- F11 Will Replace a Non-Zero Transaction Amount

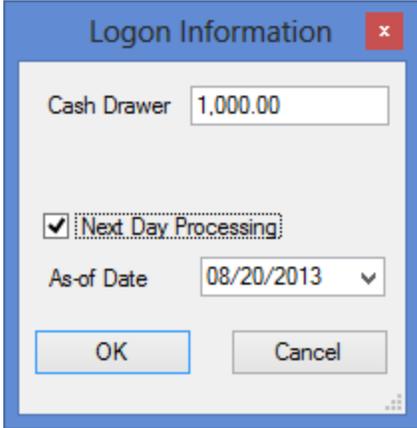
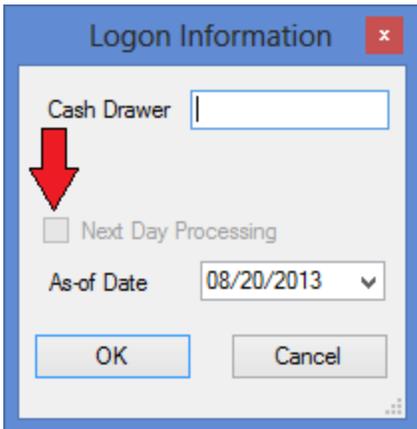
Date/Time Transactions Last Updated from Host:

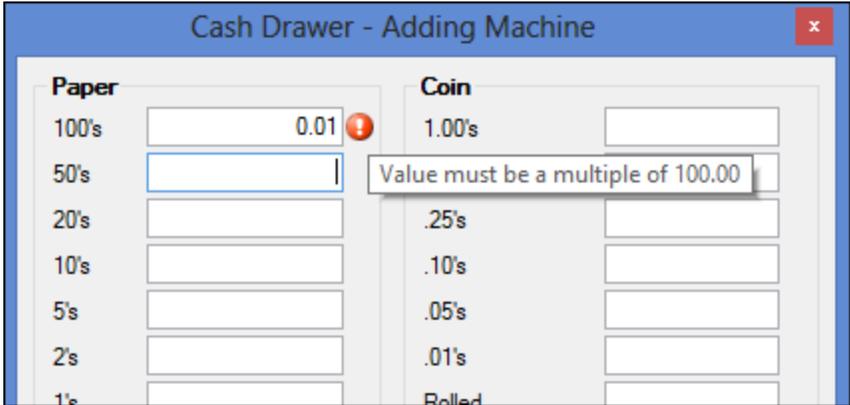
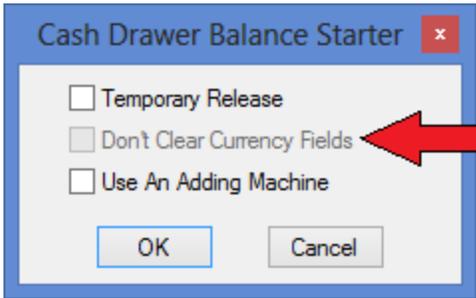
Field	Description
Institution Name in Heading	Enter the name of your institution the way you want it to be displayed in CIM GOLDTeller. The name of the institution is displayed in the upper-right corner of the menu bar, to the right of the Log Off function. See the example below.



Field	Description
	
<p>Logon/Logoff field group</p>	
<p>Use As Of Date on Logon</p>	<p>This option is for tellers who process transactions for the next business day. Some institutions stop processing transactions for the current day after 3 p.m. However, they do process transactions with an As-of Date for the next day after 3 p.m. This is called next-day processing or PM Mode. When processing transactions in PM Mode, you will see "PM Mode" at the top of the transaction list, as shown below:</p>  <p>When tellers initially log on to CIM GOLDTeller, a Logon Information box is displayed, as shown below. If the teller checks the Next Day Processing box on this dialog box, the As-of Date becomes file maintainable, but only if this option (Use As Of Date on Logon) is checked. If this option is not checked, then that date cannot be changed.</p>



Field	Description
	 <p>If the Next Day Processing box is checked, you must enter a future date in the As-of Date field. The date you enter in the As-of Date will be the default As-of Date on all transactions. However, once processing a transaction, you can change that date.</p>
Disable Allow Cash Drawer To Be Automatically Filled In	<p>If this option is selected, the cash drawer is not automatically filled in by the system when logging off for the day. The teller must manually enter their cash amount.</p>
Disable Download Transactions At Logon	<p>This option is not operable. We force updates on all transaction changes that are made.</p>
Disable Allow Next Day Processing	<p>If this option is selected, tellers will not be able to process transactions in next-day processing mode (also known as PM Mode). The Next Day Processing box on the Logon Information dialog box will be disabled, as shown below. For more information on PM Mode, see the Use As Of Date on Logon option above.</p> 
Default To Do A Final Logoff At Logoff	<p>Select this option if you want a final logoff to be the default when logging off. If this option is not selected, a temporary logoff will be the default. For more information about logging off CIM GOLDTeller, see the Log Off section.</p>

Field	Description
<p>Default To Use An Adding Machine At Final Logoff</p>	<p>If this option is selected, the Cash Drawer screen that is shown when performing a final log off functions similarly to an adding machine, where you can use your numbers pad on the keyboard to enter exact amounts.</p> <p>For example, if this option is <i>not</i> set, and you enter "1" in the 100's field, the system knows that the one means 1 hundred dollar bill, and adds up the number as "100" in the total. If this option <i>is</i> on, you would need to enter "100.00" and the system would total it as "100.00." If you enter "1," the system assumes ".01" and gives you an error provider, as shown below:</p> 
<p>Disable "Don't Clear Currency Fields" At Final Logoff</p>	<p>When this option is selected, tellers will be forced to enter cash amounts on the Cash Drawer - Counter screen at final sign-off. The Don't Clear Currency Fields box will be grayed out on the dialog box that appears when logging off, as shown below. This option is not used for temporary releases. This option was added to avoid any potential problems from forced balancing of cash. If this option is not selected, tellers have the option of not clearing out any of the currency fields on the Cash Drawer - Counter screen by selecting the Don't Clear Currency Fields checkbox.</p> 
<p>Write Log On/Off. Subtotal Transaction to Journal</p>	<p>Gives institutions the option of writing the Sign On/Off and the Subtotal transactions (tran code 1005) to the GOLDTeller Journal Log (<Ctrl> + J). This information may help with questions when balancing.</p>
<p>Disable Check For Online When Host Is</p>	<p>This determines if GOLDTeller will check to verify if the host is back online.</p>



Field	Description
Down	
Show Dialog Before And After Each Online Check	This determines if a dialog box will display when going offline and online with the host.
Teller Trans Timeout Value (Seconds)	This determines the time (in seconds) before GOLDTeller will try to communicate with the host before completing the transaction offline.
Totals/Journals field group	
Default To Print Teller Journals At Final Logoff	This determines if a default option will be set up to print teller totals for the teller at final logoff.
Default To Print Teller Totals At Final Logoff	This determines if a default option will be set up to print teller totals for the teller at final logoff.
Default To Print Balance Sheet At Final Logoff	This determines if a default option will be set up to print a balance sheet for the teller at final logoff.
Disable Synchronize PC Teller Totals At Logon	This determines if the PC teller totals will be synchronized with the host teller totals at logon.
Disable Synchronize Totals At Final Logoff	This determines if the PC teller totals will be synchronized with the host teller totals at logoff.
Synchronize After Each Transaction	This will synchronize totals after each transaction. FPS GOLD recommends that you only set this on the retirement distribution, transaction 1230.
Disable Synchronize Totals After Forwarding	This determines if PC teller totals will be synchronized after journal forwarding has been completed.
Be Able to Stop Synchronize After Forwarding	This allows the teller to stop synchronizing totals after journal forwarding is completed.
Use Alternate Journal Printer	This allows you to print a journal report to a printer different than the one designated for documents. A dialog box will appear that will allow you to select another printer.
Default Axiohm/Nexus Printer to Journal Roll	Check this checkbox field if you want the journal roll to print to the default (Axiohm or Nexus printer).



Field	Description
Totaling Fields Misc 1 - 3	These are the field names for the miscellaneous fields on the balance sheet. These fields can be used for unfit currency, Susan B. Anthony dollars, or other currency.
Number of Day to Keep Journals	This indicates the number of days to keep journal files. These records can be kept from 1 to 99 days.
Transaction Field Defaults field group	These fields enable you to determine defaults that can be used in GOLDTeller on all transactions of the type selected. If you want to use these defaults for individual transactions, set them up through the Transaction Design function. There are five fields here. The first field, Don't Use These as Defaults , tells the system to not use the following four fields. The following four fields are used to default transaction fields to checkmark (yes). They are Default Penalty to Yes , Default Passbook to Yes , Default Correction to Yes , and Default Overdraft to Yes . For example, when transactions that have a penalty option are accessed, the penalty box will automatically be checked if Default Penalty to Yes is checked on this screen.
Other Field Defaults	These fields work the same as the Transaction Field Defaults . Other Fields are fields that mean something different depending on the transaction accessed.
F-Keys field group	If you check these fields, the function of the F-keys on your keyboard change as indicated in the field labels.
<Date/Time Transactions Last Updated from Host> Button	<p>Click this button to view the date and time that the .dat file you are pointing to was last updated with transaction changes from FPS GOLD. When any changes are made to existing transactions, such as adding a new field or adding a new transaction, they need to be downloaded to your .dat file. This downloading is an automated process.</p> <p>There may be times when you need to override this date to get prior transaction changes downloaded. When this is necessary, press <Ctrl> + <Shift> and click this button to override the date signoff. When you sign back on, the transactions that are downloaded will be shown on your screen.</p>

Settings Page Two tab

CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings

See the following example of the Settings Page Two tab on the [PC Institution Settings screen](#) in CIM GOLDTeller, followed by field descriptions.



PC Institution Settings

Settings Page One | **Settings Page Two** | CTR & Cash Dispenser Defaults | Institution Options (Inquiry Only)

Check Writer

- Disable Check Writer on Functions Menu
- Disable Cancel and other fields of Check Writer
- Disable Automatically Bring Up Check Writer
- Disable Fill Check Writer with CIS
- Disable Skip Choice Dialog If Default Check Form Exists
- Update Check Reconciliation Record on Host
- Use MICR Check Writer Feature (Online Only)
 - Only Allow MICR Checks To Be Generated
- Disable Payee Lines 5 and 6

Customer Labels

	Column	Row
Left Label X:	11	Left Label Y: 14
Right Label X:	50	Right Label Y: 12

- Default Print Customer Label To Loan Account
- Default Print Customer Label To Right

Passbooks

- Disable Skip Choice Dialog If Default Passbook Form Exists
- Number of Passbook Lines: 50
- Allow Passbook Line Number Entry When Turning Page

GOLDTrakPC

- Check for GOLDTrakPC Checks to be printed
 - Allow Officer Override
 - Allow Supervisor Override
 - Allow Teller Override
 - Make Informational Only

Overrides/Chat

- Disable Use Overrides on Host Security Functions
- Disable Save Last Used Teller And ComputerName For Remote Override
- Ignore Overrides for Dollar Limits
- Remote Override Timeout: 20

Signatures

- Use Explorer for Signature Display
- Max Signature Size: 2000

Miscellaneous

- Include Date on Output Print
- Skip Auto Showing Customer Status on Entry View
- Force Calculate Withholding Button on 1230 Transaction
- Use Print Driver When "Use Printer Codes" is Checked (Graphics)
- Use the Whole PrinterName (don't strip off <on???)>
- Match Base Printer Name for Terminal Server Client
- Snap to Form Design Grid
- Snap to Transaction Design Grid
- Snap to Transaction Design Grid Width: 4
- Snap to Transaction Design Grid Height: 4
- Copies of the Bond Redemption Report: 0
- Print Two Copies of Funds Availability Form
- Require SSN on Cashin or Cashout

Receipt Handling

- Automatically Check E-Mail Receipt
- Automatically Check Text Receipt

Date/Time Transactions Last Updated from Host

Save Close

Field	Description
Check Writer Fields	
Disable Check Writer on Functions Menu	This checkbox can disable Check Writer from the Functions menu. When checked, Check Writer will only automatically appear when the Check Out field is entered on a transaction.
Disable Cancel and other fields of Check Writer	When this field is checkmarked, the ability to cancel Check Writer will be disabled when Check Writer is called after the completion of a Check Out transaction. The <Cancel> button, <Exc> key, and clock icon will all be disabled. Tellers will be forced to click <OK> in order for Check Writer to complete the transaction.
Disable Automatically Bring Up Check Writer	This determines if Check Writer will automatically come up after a transaction is completed.
Disable Fill Check Writer with CIS	If this option is checked, Check Writer will not pull CIS information. You will have to fill in the fields manually.
Disable Skip Choice Dialog If Default Check Form Exists	This determines if a choice dialog box will be shown for check types.



Update Check Reconciliation Record on Host	Check this field to update the payee name on checks in Check Reconciliation.
Use MICR Check Writer Feature (Online Only)	This determines whether you will be able to use MICR Check Printing , which means you use blank check stock for teller-created checks. The use of MICR checks in CIM GOLDTeller is only available in online mode. MICR check printing will be disabled in offline mode and will revert to offline check printing, so you will need to keep preprinted forms on site in case of communication disruption.
Only Allow MICR Checks To Be Generated	If this option is checked, you will only be able to create MICR checks. When you are offline, no checks can be created.
Disable Payee Lines 5 and 6	When this field is checked, users can only enter information in lines 1–4 on the Check Writer input screen. Use this option if you do not use or need these additional lines on your check format.
Customer Labels Fields	
Left Label X and Y Right Label X and Y	This is the setup for envelopes. Two different setups are available. There are four boxes providing the X and Y label coordinates to indicate where to start the print.
Default Print Customer Label To Loan Account	This will set the default to always print an envelope for a loan account for the Print Envelope function.
Default Print Customer Label To Right	This will set the default to always print an address on the right-hand side of the envelope for the Print Envelope function.
Passbooks Fields	
Disable Skip Choice Dialog If Default Passbook Form Exists	This determines if a choice dialog box will appear if the passbook form exists.
Number of Passbook Lines	This determines the number of lines available for passbooks. When a passbook transaction is run and the teller enters the number of the line on which to begin the printing in the passbook, the system validates that there are sufficient lines in the passbook so that the printing will not exceed the length of the passbook. If an invalid number is entered, an error message will be displayed which states, "Passbook Line Number Must Be Between 1 and X." "X" equals the value entered in this field (the total number of passbook lines).
Allow Passbook Line Number Entry When Turning Page	Allows a passbook line number to be entered when turning to a new page in the passbook.
GOLDTrak PC Fields	
Check for GOLDTrak PC Checks to be printed	This option causes the system to check the GOLDTrak PC program for any checks that needed to be printed before closing GOLDTeller. The checks can be printed from Check Writer.
Allow Officer Override	This option allows you to require an officer override before GOLDTrak PC checks can be written from Check Writer in the GOLDTeller program.
Allow Supervisor Override	This option allows you to require a supervisor override before GOLDTrak PC checks can be written from Check Writer in the GOLDTeller program.
Allow Teller Override	This option allows you to require a teller override before GOLDTrak PC checks can be written from Check Writer in the GOLDTeller program.



Make Informational Only	This option makes Check Writer informational only when printing GOLDTrak PC checks from GOLDTeller.
Overrides/Chat Fields	
Disable Use Overrides on Host Security Functions	This determines if overrides are used on functions dealing with host security. Some examples of this are Transaction Selection Design, Transaction Design, System Configuration, and Operator Information. This option does not apply to overrides coming from the host on hold codes or transaction conditions.
Disable Save Last Used Teller And Computer Name For Remote Override	This field is now obsolete.
Ignore Overrides for Dollar Limits	Check this box if you do not want to look at dollar limits on overrides
Remote Override Timeout	This is the timeout value allowed while doing a remote override before the override will fail.
Signatures	
Use IExplorer for Signature Display	This checkbox allows your institution to get signatures for GOLDTeller transactions from a third party by entering the path for them in the field below.
Max Signature Size	Enter the maximum signature size based on your third-party vendor's electronic signature size.
Miscellaneous Fields	
Include Date on Output Print	This will display the date at the top of the Output Display screen when something is printed to it.
Skip Auto Showing Customer Status on Entry View	If this field is checked, the customer's status will not automatically display.
Force Calculate Withholding Button on 1230 Transaction	If this field is checked, the teller cannot proceed with a retirement distribution before they see if there is any withholding for the customer.
Use Print Driver When "Use Printer Codes" is Checked (Graphics)	This determines if printer codes will be used if Use Printer Codes is checked.
Use the Whole Printer Name (don't strip off <on???)>	This option allows you to use the whole printer name when printing.
Snap to Form Design Grid	Check this box to turn on grid lines on a form design screen
Snap to Transaction Design Grid	Check this box to turn on grid lines on a transaction design screen
Snap to Transaction Design Grid Width	Enter the width of the transaction design grid.
Snap to Transaction Design Height	Enter the height of the transaction design grid.
Copies of the Bond Redemption Report	Enter the number of copies of the Bond Redemption Report that should be created. If a number is not entered, only one copy will print. To get two copies,



	enter "1" in this field.
Print Two Copies of Funds Availability Form	Check this box to print two copies of the Notice of Delayed Availability form.
Require SSN on Cashin or Cashout	If this box is checked, the SSN/EIN field is required when the transaction involves cash in or cash out.

CTR & Cash Dispenser Defaults

CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings

The fields under the Currency Transaction Report Institution Defaults are used to set up default information for the Currency Transaction Report. In each of the fields, enter the appropriate data. The Print Offset X, Y and Print Preview Offset X, Y fields are used to facilitate the proper printing of the Currency Transaction Report. In order to use this feature, institution option CTRO must be set.

Institution Options (Inquiry Only)

CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings

The fields on this tab display various options set for your institution; you cannot change these settings. If you need more information about these fields, please contact your FPS GOLD banking consultant.

Print Form Design

CIM GOLDTeller Functions menu > Administrator Options > Print Form Design

This function allows for the definition of forms (such as balance sheet, journal report, checks, and teller totals) to be created or modified. Due to the distinctive and complex layout of forms and their setups, FPS GOLD makes these kinds of changes for your institution.

Profile Speed Key Assignments

CIM GOLDTeller Functions menu > Administrator Options > Profile Speed Keys Assignments

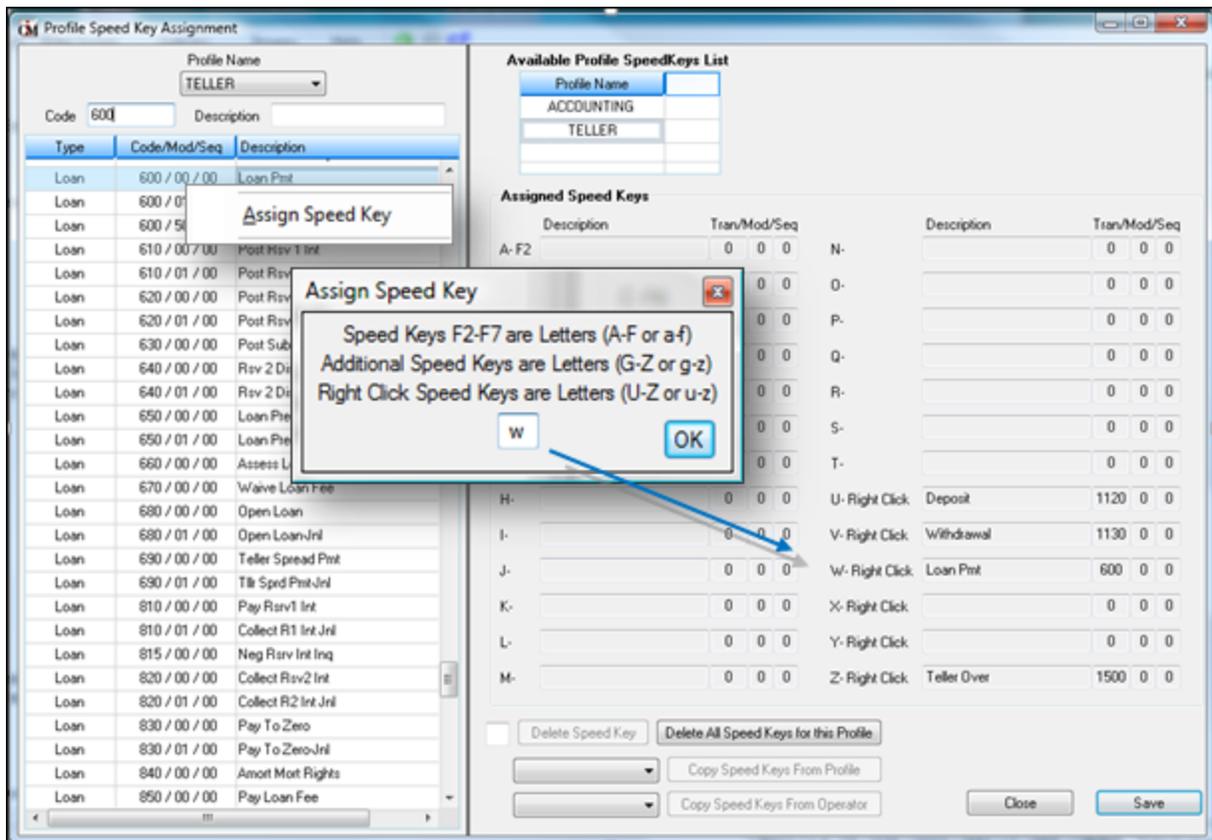
Assign Speed Keys

You can quickly and easily assign speed keys to a profile and then to individual employees.

To assign speed keys to a CIM GOLD profile:

1. Select a profile from the **Profile Name** drop-down list.
2. Locate the transaction and right-click over it.
3. Select <Assign Speed Key>, and the screen opens.
4. Enter the letter associated with the desired speed key and click <OK>.
5. Click <Save> to keep your changes.





To add a speed key profile to an employee:

1. Select the **Employees** radio button on the Security Setup screen.
2. Uncheck **Display Effective Security**.
3. Double-click on the employee name in the list to open the Employee record.
4. On the Employee tab, use the drop-down list to select the appropriate profile name for the **Interface Profile** field.



Employee	Teller	CIM GOLD	System	Field Level
Employee Number	1241			
User Name	TESTER			
Enhanced User Name	ChetTester			
Full Name	Chester T. Tester			
Job Title				
Email Address				
Status	Active	Phone Number		Extension
Interface Profile	TELLER			
Timeout Minutes	30			
Password Expiration	90	Reset Password		
SoftToken Key	<input type="checkbox"/> Assigned	<input type="checkbox"/> Retrieved	Assign	Remove

Delete Speed Key

To delete an existing speed key assignment:

1. Place the corresponding letter in the **Delete Speed Key** field at the bottom of the screen.
2. Click <Delete Speed Key>. The speed key will be removed when you click <Save>.

Copy Speed Keys

Existing speed keys setups, for both profiles and individual users, can be quickly copied to a selected profile.

To copy a speed key:

1. From either the profile or individual drop-down list, select the speed key setup you want to copy.
2. Click <Copy Speed Keys from Profile/Operator>.

System Configuration

CIM GOLD Teller Functions menu > Administrator Options > System Configuration

System Configuration displays the paths where data files are stored. The files can be on a network or an individual PC. The operator, GOLD Teller, and journal data file configurations are found here.

Operator Data File (Opers.dat)

Individual operator or teller information is stored in this file.

GOLD Teller Data File (Goldtllr.dat)

Your institution's customized GOLD Teller information is stored in this file. It is referred to as the GOLD Teller.dat file. FPS GOLD keeps a copy of this file at the Provo facility.

Journal Data Files

Journal information is stored in this file. Storing journal files on a network is beneficial because it allows you to move from PC to PC within the network without losing your PC totals.



Printer Defaults

Determine and indicate here the printer to be used by the user's Display, Document, Passbook, Receipt, Check, Envelope, or Alternate Journal Print Destinations.

Miscellaneous

Selections are available for mass loan payments, disable options, and other default preferences. Please note that selections made on the miscellaneous tab affect just that current computer.

System Field Dictionary

CIM GOLDTeller Functions menu > Administrator Options > System Field Dictionary

The System Field Dictionary is used to create fields to be utilized for drop boxes on transactions. The value entered on the field can be used to populate a field on the system. Once the field is created, it is available to be used in View/Modify Drop Lists.

An example of a helpful drop list is for retirement distributions. The IRS code for the distribution type (i.e., death, normal or premature) is selected from the drop box and populates the distribution field on the system. You can limit the distribution codes to the distribution types your institution supports in the View/Modify Drop Lists function.

To begin, select from the Function menu Administrator Options/System Field Dictionary.

To add a new field:

1. Click <New>.
2. In the **Field Name** field, enter the new field to be created.

NOTE

If more than one field will be grouped for a drop box, type the same first few characters for each field name. This way, they will be grouped together in the list box and easily accessed when selecting them for the drop-down list.



Field Name	ID or Length	Source	Type	Constant Data (shows on screen)	Short Data (sends to host)
AbstractingFee	15	Constant	Standard	Abstracting Fee	014
AccountHead	5	Constant	Standard	Other	25
AcctHead	5	Constant	Standard	Acct#	
AcctHeadDep	9	Constant	Standard	Dep Acct#	
AcctHeadGL	11	Constant	Standard	G/L ACCOUNT	
AcctHeadLn	10	Constant	Standard	Loan Acct#	
AcctHeadXF	15	Constant	Standard	Xfer From Acct#	
AcctHeadXT	13	Constant	Standard	Xfer To Acct#	
AmountHead	6	Constant	Standard	AMOUNT	
AsOfDate	1000	Tran input block	Standard		
BAL01C	839	Tran input block	Standard		
BAL01CH	4	Constant	Standard	0.01	
BAL05C	838	Tran input block	Standard		
BAL05CH	4	Constant	Standard	0.05	
BAL100C	834	Tran input block	Standard		
BAL100CH	4	Constant	Standard	1.00	
BAL100P	827	Tran input block	Standard		
BAL100PH	6	Constant	Standard	\$100's	
BAL10C	837	Tran input block	Standard		
BAL10CH	4	Constant	Standard	0.10	
BAL10P	830	Tran input block	Standard		
BAL10PH	5	Constant	Standard	\$10's	

Change or Add a Field Dictionary Entry

Field Name Source Constant Data

ID or Length Type Short Data

Find

3. Leave the **ID or Length** field blank. The system will automatically fill it in with the length of the field name. Change this only if you want to shorten the field name.
4. Enter the description in the **Constant Data** field. This description will display in the drop-down list. The drop-down list can show only approximately 20 characters.
5. In the **Short Data** field, enter the value to be sent to the system to populate a host field.
6. Click <Save> to save the field into the list box.

NOTE

The fields in the list box show in alphabetical and case order.

To copy a field to create a new field:

1. Highlight the field in the list box to be copied.
2. Click <Copy>.
3. The **New Field** box will appear populated with the information for the copied field.
4. The only field needed is the **Field Name**; enter the new field name.
5. Click <Save>.

To edit an existing field:

1. Highlight the field in the list box to be edited.



2. Click <Edit>.
3. Edit the information.
4. Click <Save>.

To delete an existing field:

1. Highlight the field, from the list box, to be deleted.
2. Click <Delete>.

NOTE

The field will be deleted from the drop-down list as well.

Transaction Design

CIM GOLDTeller Functions menu > Administrator Options > Transaction Design

Transaction Design (**GOLDTllr.dat**) allows customized maintenance on individual transactions. This can be used to rename the transaction, rename a field on the transaction, or set options on the transaction.

NOTE

For all new transactions added by FPS GOLD, you must use this function to adjust the data on the screen based on how you format your transactions.

In Transaction Design, the Available Transactions List is the complete list of transactions found in CIM GOLDTeller. Maintenance done to a transaction through this utility will affect the menu(s) that transaction is tied to. Refer to Menu Design to review menu setups.

Transactions are composed of a transaction number: transaction number / modifier / sequence. All FPS GOLD default transactions have a 0 (zero) sequence number.

Transactions can be copied to create a new transaction. A new transaction will have a new sequence number assigned to it. A copied transaction allows certain fields to be individualized without changing its main functionality.



Transaction Design

Options Save Save New Close Deposit (1120/0/0)

Code Description

Available Transactions List

Type	Code/Mod/Seq	Description
Deposit	1460 / 00 / 00	Credit Card Adv.
Deposit	1450 / 00 / 00	Credit Card Pay
Deposit	1029 / 00 / 00	Credit History Inq
Deposit	1045 / 00 / 00	Currency Tran Inq
Deposit	1033 / 00 / 00	Cust Dir Xfer Inq
Deposit	1010 / 03 / 00	Cust Label Left
Deposit	1010 / 02 / 00	Cust Label Right
Deposit	1018 / 00 / 00	Customer History
Deposit	1010 / 00 / 00	Customer Info
Deposit	1010 / 01 / 00	Customer Label
Loan	210 / 01 / 00	Dealer Int Decr-Jn
Loan	200 / 01 / 00	Dealer Int Incr-Jn
Loan	2600 / 06 / 00	Death Claim Pymt
Loan	2606 / 00 / 00	Death Claim Quote
Loan	510 / 58 / 00	Def Int Decr-Jnl
Loan	500 / 58 / 00	Def Int Incr-Jnl
Loan	510 / 55 / 00	Def Interest Decr
Loan	2600 / 11 / 00	Deferment
Loan	2600 / 13 / 00	Deferment By Code
Loan	2270 / 01 / 00	Deferment Inquiry
Loan	2270 / 02 / 00	Deferment Notice
Loan	500 / 55 / 00	Deferred Int Incr
Deposit	1006 / 01 / 00	Dep Detail Inquiry
Deposit	1019 / 01 / 00	Dep New To Old In
Deposit	1019 / 00 / 00	Dep Old To New In

Account Number Tran Amount

Cash In Cash Out

Check In Journal In

Local Amount

New Description As Of Date

Correction Transmit Cancel

Journal Out Book Line Number Soc Sec#/federal

Large Excess Check Out Number Bank Acct Number

Unspecified Amount Non-local Amount Jml Reference Nbr

Passbook Balance Number Of Dep

Check Out Passbook

Extended Holds

Delete Preview

A transaction can be quickly located by using the scroll bar to the right of the Available Transactions List box. If you know the transaction's code or part of the transaction description, enter the transaction number in the field "Code" or enter part of the transaction description in the "Description" field, to quickly find the desired transaction.

Highlight the desired transaction, which will populate the transaction detail and transaction grid on the right. Make any necessary changes and click <Save>.

Only new transactions, which have been copied and saved, may be deleted from the Available Transaction List. When you want to delete such a transaction, highlight and click <Delete>. You may also [right-click] the transaction, which will enable a screen that allows you to select "Delete Selected Transaction".

To copy an existing transaction, creating a new transaction:

1. Highlight the existing transaction from the Available Transaction List.
2. Click <Save New>
The new transaction will now be found in the complete Available Transactions List.
3. Make any adjustments to this new transaction. Follow the Field Change process in making these changes.
4. Click <Save> when finished.



To use this newly copied/created transaction, you will need to add it to a menu. Refer to the [Menu Design](#) section on how to add the transaction to a menu.

Field Change

1. Highlight the transaction to be changed on the left. This will display the transaction grid and detail to the right.
2. If properties on an individual field need to be changed, [right-click] inside of that field; a new GOLDTeller Transaction Field Properties screen will be shown.

- **Field Name:** Rename field or enter new field name.
- **PC Hide Field:** Hide field on transaction
- **Default Field to Yes:** If applicable, this will allow an option to be defaulted to "On" or "Yes". Example: Penalty, Passbook, or Overdraft.



- **Field Type:** Allows you to change the type of data that is entered. Edit (data is entered)
- **Checkbox** (marked "On" or "Off") or
- **Drop List** (data selected may only come from drop list). Select the drop list to be used from the given selection.
- **Description Position:** Change the location where the name of the field is displayed on the transaction.
- **Copy to Field:** Based on the transaction, certain values can be copied into another field.

NOTE

The remaining fields are display only.

Transaction Entry Options

To make transaction level changes, click <Options> from the Transaction Design screen.

The Transaction Entry Options screen is a combination of inquiry fields and maintainable fields.

Use this screen to require an override along with the appropriate override level, or mark "Display Signature" to prompt the transaction to display any captured signatures linked to the selected account.

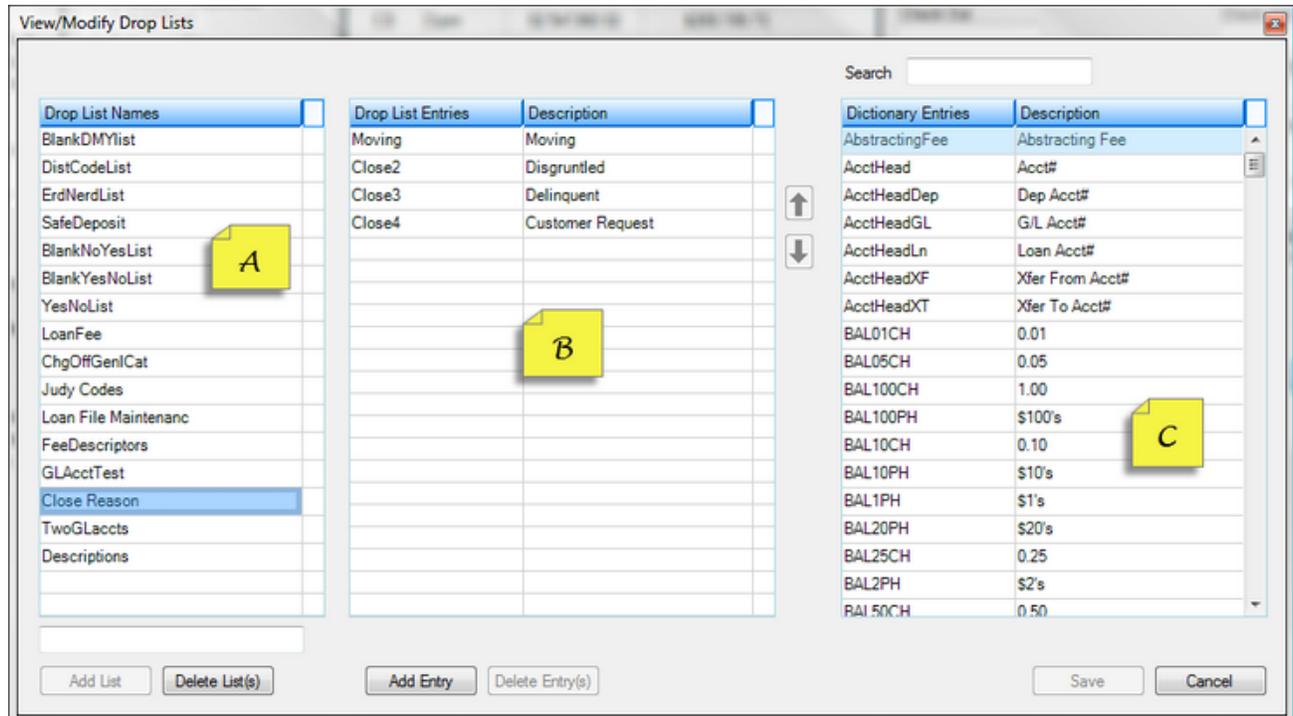
If you need to make changes to this screen, it is best that you speak with your FPS GOLD Banking Consultant before you make them.



View/Modify Droplists

Functions menu > Administrator Options > View/Modify Droplists

Use a drop list to provide a quick list of available options for a specific field within a transaction. The drop list helps to assure accuracy and controls what content may be entered into that field. A drop list can be added to most fields found on transactions. Once a drop list has been placed on a field, the user must choose from that range of options.



Drop List Names (Section A): Lists all current drop lists available and allows users to create or delete drop lists.

- Create a New List - Enter the name of the new drop list in the field above the [Add List] button. Click <Add List>.
- Modify an Existing List - Highlight the drop list in box A; make necessary changes in box B
- Delete an Existing List - Highlight the drop list in box A; click <Delete List(s)>

Drop List Entries (Section B): Highlight the drop list name in Section A, which will populate the drop list detail in Section B. In Section B, fields can be added to the drop list from Section C. Fields found in Section C are defined in the System Field Dictionary. From Section C, select the field to be moved to Section B. The field in Section C can be highlighted and then click <Add Entry> in Section B. Rather than click <Add Entry>, you may also double-click the field in Section C, which will move the field over to Section B. Use the up/down arrows in Section B to arrange the desired order of the fields within the drop list. Once all desired fields have been placed in Section B, click <Save>. An entry is easily removed by highlighting it and clicking <Delete Entry(s)>.



Dictionary Entries (Section C): Use the [Search Box] at the top of Section C to quickly locate a desired field. As you enter information into the search box field, the search is narrowed to match that which is being typed in the box. Once again, fields found here in Section C are created, modified, or deleted from the System Field Dictionary.

MICR Check Printing

CIM GOLDTeller Functions menu > Administrator Options > MICR Check Form Designer

Blank checks can be set up in CIM GOLDTeller to print MICR (magnetic ink character recognition) checks.

The use of MICR checks in CIM GOLDTeller is only available in online mode. MICR check printing will be disabled in offline mode and will revert to offline check printing. When using MICR checks, tellers *should not* enter a check number on any check-out transactions, including those run using [Multiple Transaction](#) mode. The system will determine the next check number to be used based on your institution's setup. We recommend that you disable maintenance of the check-out number on all transactions and create new offline transactions to be used with preprinted checks in the event that you cannot communicate with FPS GOLD.

NOTE

This currently works for all Check Out transactions. You must create check formats for all types of checks you intend to use on blank check stock.

To set up this feature for your institution, you must have security setup for each user on the Security > Setup screen, System tab, then expand the GOLDTeller Security node and select the **Maintain** radio button for **Forms Design**.

Setup by FPS GOLD is *not* required for this feature to work for your institution. You must have the blank check stock needed for each type of check you want to use, and you must have a check printer available for tellers using CIM GOLDTeller.

To use MICR checks, complete the following processes:

- [Create MICR checks](#) using the MICR Check Form Designer
- [Create check ranges](#) for MICR checks for each branch
- Turn on the [PC Institution option](#) indicating that MICR checks can be used
- [Run transactions](#) with the MICR check printing function

Creating MICR Checks for Use in CIM GOLDTeller

CIM GOLDTeller Functions menu > Administrator Options > MICR Check Form Designer

In order to print MICR checks from CIM GOLDTeller, you must use the MICR Check Form Design to create how you want the MICR checks to look and print. This function is similar to other check formatting programs within CIM GOLD (Deposits Check Printing, Loans Check Printing, Accounts Payable Check Printing).

To design a new MICR check:

1. Click Functions > Administrator Options > MICR Check Form Designer in CIM GOLDTeller to open the MICR Check Form Design screen. See the following example:



Select a Check Format

- 01-0001 - Bank Check (MICR) O...
- 01-0002 - Cashiers Check (MIC...
- 01-0003 - Money Order (MICR) - ...
- 01-0005 - Bank Check 2
- 01-0010 - Branch Check
- 01-0015 - Inst Bank Check
- 01-0016 - (copy of) 01-0015 - Inst

Format Settings

Format **1** Sub Format **2**

Description: Cashiers Check (MICR) Two

Width (Inches): 7.00 Height (Inches): 3.30

Image Path (displayed below to facilitate check design):

Current GoldTeller Check Printer: **Send To OneNote 2013**

Buttons: New Format, Copy Format..., Delete Format, Save Format, Close, Page Settings, Create MICR

Available Print Field Labels (drag and drop)

Field	Field Description
CWAAct	Account Number
CWChkAmt	Check Amount
WKCAMT	Check Amount - Legal
CWDate	Check Date
CWDesc	Check Description
WKIMAG	Check Logo Image
CWChkNum	Check Number
CWPayee1	Payee 1
CWPayee2	Payee 2
CWPayee3	Payee 3
CWPayee4	Payee 4
CWPayee5	Payee 5
CWPayee6	Payee 6
CWRemitter	Remitter

Print Preview, Print Test, Display Grid Lines (1" bold), User defined text

Design Area Fields:

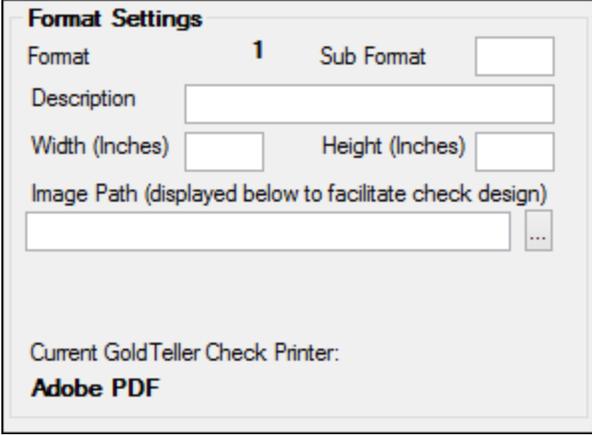
- Remitter
- Check Date
- Check Number
- Pay To:
- Check Amount
- Payee 1
- Payee 2
- Payee 3
- Check Amount - Legal
- Check Description
- T:\Doc_Dept\Cindy\Desktop\Desktp\stuff\Logos\smallfpsgoldlogo.png
- T:\Doc_Dept\Cindy\Desktop\Desktp

MICR Line: @ 1 22334455 20 654321 2 1#XXXXXXXX

CIM GOLDTeller > Functions menu > Administrator Options > MICR Check Form Designer

2. Click <New Format> to design a check from scratch.
3. Or click <Copy Format> if you want to copy an already-saved format, make changes to it, and save it with a new format number. The fields in the Format Settings field group are now editable, as shown below.





Format Settings

Format **1** Sub Format

Description

Width (Inches) Height (Inches)

Image Path (displayed below to facilitate check design)
 ...

Current GoldTeller Check Printer:
Adobe PDF

4. The **Format** field is prefilled with a system-entered format number. Enter a number you want to assign to this check format in the **Sub Format** field.
5. Enter a description for that format in the **Description** field (such as bank checks, subsidiary checks, cashier's checks).
6. Enter the **Width** and **Height** for this check format. You can find the information for the width and height on the outside of the box your checks come in.
7. For easier field alignment in the format area, an image of one of your checks can be placed in the background. You can scan and save one of your existing checks as an image in .jpg, .png, .bmp, or other image format. Click the browse button  under **Image Path (displayed below to facilitate check design)** and find where you saved the check image. The image is only for formatting purposes. This image will not appear on printed checks.
8. The **Current GoldTeller Check Printer** field displays the default printer where the checks will be printed. If you want to change this printer, you will need to change your Windows default printer. For more information on how to change your default printer, see the <F1> help from your Windows desktop and search for "change default printer."

NOTE

You must use a laser printer to print MICR encoded checks, because MICR encoding must be printed with a special magnetic ink only available for laser printers. (This is a legal requirement of the Check 21 Act.)

9. Select the fields you want on the check grid by dragging and dropping the fields listed in the Available Print Field Labels box into the grid view, as shown below. Place the field where you want it to print on the check.



Format Settings

Format **1** Sub Format **2**

Description: Cashiers Check (MICR) Two

Width (Inches): 7.00 Height (Inches): 3.30

Image Path (displayed below to facilitate check design):

Current GoldTeller Check Printer: **Adobe PDF**

Buttons: Delete Format, Save Format, Close, Page Settings, Create MICR

Display Grid Lines (1" bold) User defined text

Field	Field Description
CWAacct	Account Number
CWChkAmt	Check Amount
WKCAMT	Check Amount - Legal
CWDate	Check Date
CWDesc	Check Description
WKIMAG	Check Logo Image
CWChkNum	Check Number
CWPayee1	Payee 1
CWPayee2	Payee 2
CWPayee3	Payee 3
CWPayee4	Payee 4
CWPayee5	Payee 5
CWPayee6	Payee 6
CWRemitter	Remitter

Check Grid Fields:

- Remitter
- Check Date
- Check Number
- Check Amount
- Payee 1
- Payee 2
- Payee 3
- Check Amount - Legal
- T:\Doc_Dept\Cindy\Desktop\Desktop
- 22334455: 20 654321 21XXXXXXXX

- Once the field is placed on the check grid, you can manually drag on the sides and top of the field box to increase or decrease the size of the field. Or you can right-click the field box and manually enter the size of the box in the **Width** and **Height** fields on the Sizeable Label Properties, as shown in the following example.



The screenshot shows the 'Sizeable Label Properties' dialog box for 'Field0049'. The dialog is titled 'Sizeable Label Properties' and has a blue border. It contains the following fields and controls:

- Location in hundredths of inches - Horizontal:** 230
- Vertical:** 131
- Size in hundredths of inches - Width:** 398
- Height:** 20
- Font:** Arial
- Points:** 10
- Use font height as the label height
- Align text to the:** Left, Center, Right
- Text color:** Black
- Checkbox1
- Checkbox2
- Checkbox3
- StringData1:** CWPayee1
- StringData2:** 0
- StringData3:** (empty)
- StringData4:** (empty)
- Allow file maintenance on this field
- Remove this label from the form
- OK** and **Cancel** buttons.

11. To delete a field on the check grid that you no longer want, click it and then press the <Delete> key on your keyboard. Or right-click on the field box, and check the Remove this label from the form box on the Sizeable Label Properties box.

 **TIP:** For graphical fields, such as a check logo image (WKIMAG) or a signature, you select where the system pulls the graphic by right-clicking the graphic field on the grid. This causes the Sizeable Label Properties box to be displayed, as shown below. Notice that the Path for logo image field is available (this field only appears for graphic fields). Click the browse icon  and find the location of the graphic you want to use. Click <OK> and then <Print Preview> to see how the graphic looks on your checks. You can increase/decrease the size of the graphic box.



Sizeable Label Properties

Field0016

Check Logo Image

Location in hundredths of inches - Horizontal 431 Vertical 86

Size in hundredths of inches - Width 125 Height 20

Font Arial ... Points 10

Use font height as the label height

Align text to the Left Center Right Tab Order 0

Text color ... Checkbox1
 Checkbox2
 Checkbox3

StringData1
WKIMAG

StringData2
0

StringData3

Path for logo image

Allow file maintenance on this field

Remove this label from the form

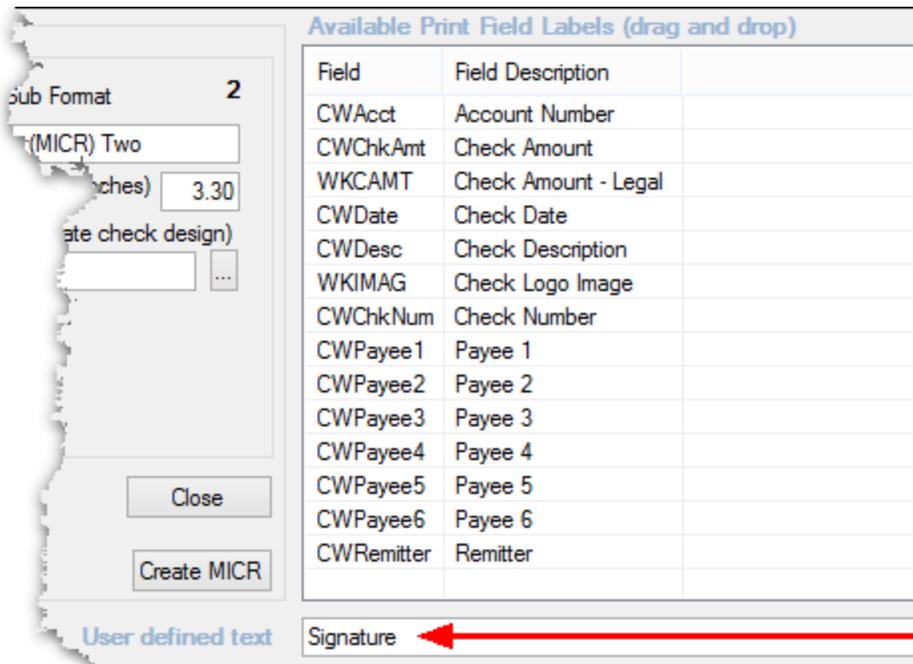
OK Cancel

12. Continue adding fields to the check grid in the places you want those fields to print on the actual check.

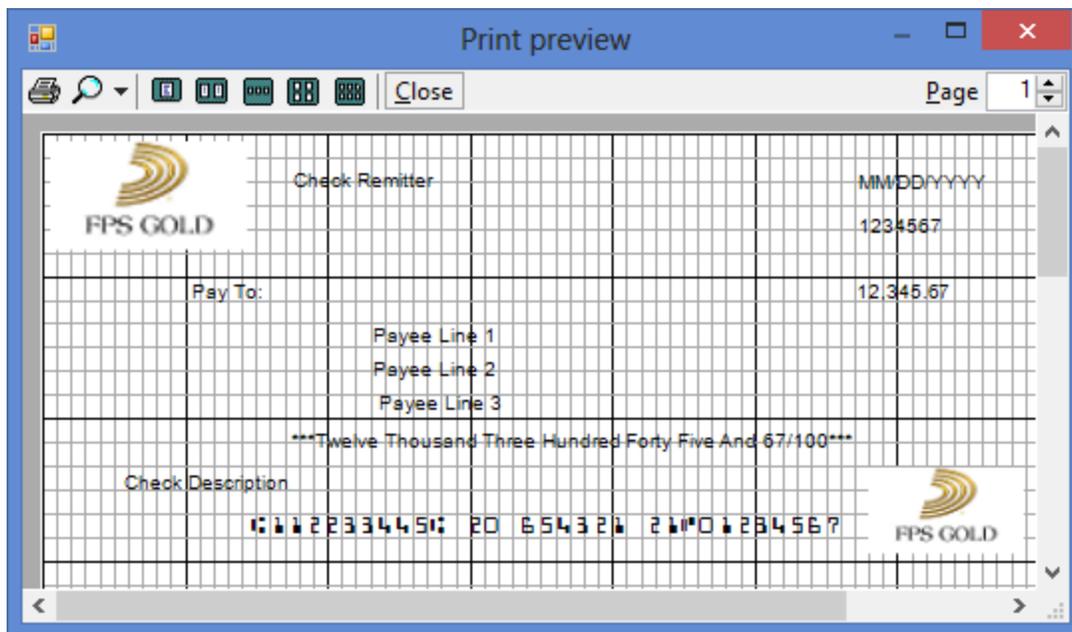
NOTE

You can add custom messages or labels by using the **User defined text** box, and then dragging and dropping that information into the grid, as shown below. This can be done multiple times to add any data you want to the check.





13. When all fields have been added and the check looks correct, click <Save Format>. The <Create MICR> button is enabled when you click <Save Format>.
14. Click <Create MICR>, enter the MICR number that will print on the bottom of the check, then click <Save Format> again. For more information on this feature, see [Create MICR Line](#).
15. Click <Page Settings> and select the page size for check printing. You can select either Letter (8.5 x 11") or Legal (8.5 x 14").
16. Click <Print Preview> or <Print Test> to see what your check format will look like. In the example below, the field **Display Grid Lines (1" bold)** was selected.



Now you can set up a [check range](#) to use this format and [run transactions](#) for these MICR checks.



See Also:[Create MICR Line](#)[Creating MICR Check Ranges](#)[Set Option to Print MICR Checks](#)[Running Transactions for MICR Checks](#)

Create MICR Line

Every check needs a MICR line, which is the line used to uniquely identify the bank and account number where the check comes from. MICR checks require special fonts to be downloaded to your PC, as well as special printers. Government regulations require that MICR fonts meet ANSI and ABA (X9.27-1995) banking standards. If you do not currently have this font loaded on your PC, you will not be able to print MICR checks. For more information on how to download this font, contact your FPS GOLD banking consultant.

What Is MICR?

Magnetic Ink Character Recognition (MICR) is the common machine language specification for the paper-based payment transfer system. It consists of magnetic ink-printed characters of a special design that can be recognized by high-speed magnetic recognition equipment. This series of readable characters provides the receiving party with information needed for processing the check, including the check number, bank routing number, checking account number, and, in some cases, the amount of the check.

In addition to their unique fonts, MICR characters may be printed with a magnetic ink or toner. Magnetic printing is used so the characters can be read reliably, even when they have been overprinted with other marks, such as cancellation stamps. Newer scanners can read MICR lines when regular ink is used; however, older scanners may not pick up the MICR line.

MICR characters are printed in the form of an E-13B or CMC-7 font. Each font series is made up of a series of numbers and symbols specifically designed for readability on check sorting machines that read at extremely high rates of speed. The symbols provide a beginning and ending point for each group of numbers, allowing the machine to quickly determine what each series of numbers signifies. Line placements, character placement, skew, and quality are critical components of printing MICR. The line must be positioned precisely on the check to be in the MICR clear band area.

WARNING

Printing a MICR line requires that you have special MICR fonts loaded on each machine that will be printing MICR checks. Printers generally print all check information, not just the MICR line, using the same ink. Your institution's internal systems and IT departments control the printers, ink, file path, and fonts; these are not controlled by FPS GOLD.

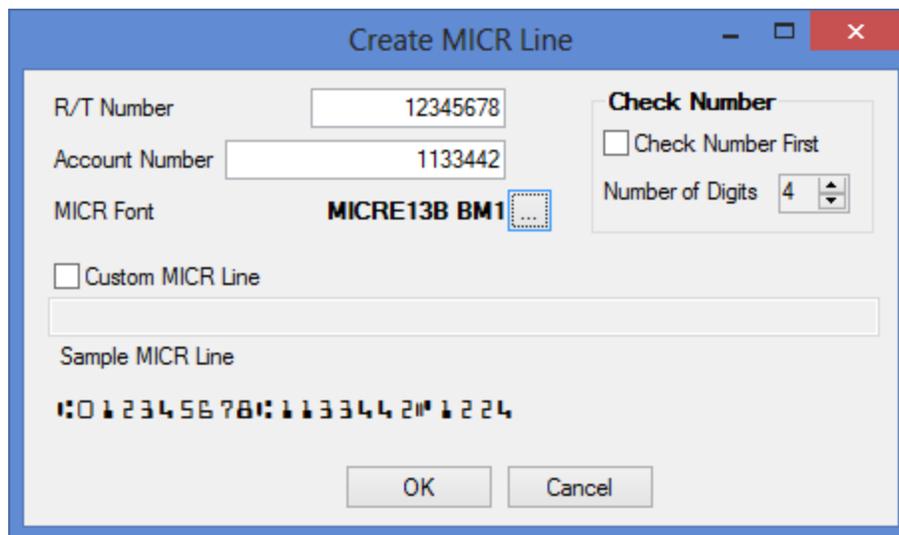
The following is an example of where MICR lines are found on checks:



	Check Remitter	MM/DD/YYYY
		1234567
Pay To:		12,345.67
	Payee Line 1	
	Payee Line 2	
	Payee Line 3	
Twelve Thousand Three Hundred Forty Five And 67/100		
Check Description		
⑆000 ⑆23456⑆ ⑆36470⑆ ⑆23456⑆ ←		

To include the MICR line on a [check format](#):

1. Click <Create MICR> on the [MICR Check Form Design](#) screen. The Create MICR Line dialog box is displayed, as shown below.



The dialog box titled "Create MICR Line" contains the following fields and options:

- R/T Number**: Text box containing "12345678"
- Account Number**: Text box containing "1133442"
- MICR Font**: Dropdown menu showing "MICRE13B BM1" with a browse icon.
- Check Number**: Section with a checkbox for "Check Number First" (unchecked) and a "Number of Digits" spinner set to "4".
- Custom MICR Line**: A checkbox (unchecked) with an empty text box below it.
- Sample MICR Line**: A text box displaying the MICR line: ⑆0 ⑆2345678⑆ ⑆1133442⑆ ⑆224
- Buttons**: "OK" and "Cancel" buttons at the bottom.

2. Enter the routing number used for your bank in the **R/T Number** field.
3. Enter the **Account Number** you use to print checks for your bank.
4. Click the browse icon  and select the MICR font you use to print checks. You can also modify the font size.
If a MICR font is not listed as one of the font choices, you need to add it by downloading it to your Windows font folder. Contact your FPS GOLD banking consultant if you need help finding a good font to use.
5. If you want to create a custom MICR line, click the **Custom MICR Line** box and then enter the number you want to use for the MICR line in the field below the **Custom MICR Line** checkbox.
6. If you want the next available check number to come before the routing and account numbers, check the **Check Number First** box. The Sample MICR Line displays how this affects the MICR line.
7. If the checks you are using have a different number of digits for the Check Number besides 4, enter that number in the **Number of Digits** field.



5. Enter the initial check number to want to start with in the Check Number field. If this number is not included in the range of checks you enter in the Start and End Check Range fields, you will receive an error message that states this starting number must be within the range.
6. Enter the starting check number for this range in the Start Check Range field.
7. Enter the ending check number for this range in the End Check Range field. If this value is exceeded during the check printing process, CIM GOLDTeller will stop and require administrative actions to continue.
8. Click <OK>. The check range you set up will be displayed in the list view on the Get Next Check Number Admin screen.

Locking/Unlocking a Check Number Range

You can lock a check number or range of numbers to prevent it from being used for MICR checks until another administrator unlocks the check number or range.

To lock a check number range:

1. Select the check number range you want to lock in the list view.
2. Click <Lock Selected Check Item>. A locked check range is indicated by a red color in the list view, as shown in the [example above](#).

To unlock a check number:

1. Select the check number or range you need to unlock.
2. Click <Unlock Selected Check Item>.

Increment and Unlock Checks

You can also increment and unlock a check number. This should generally only be done if an error has occurred that requires a check number to be advanced and unlocked. This is an automated process that happens during check printing in CIM GOLDTeller.

To increment and unlock checks:

1. Select the check range you want to increment and unlock from the list view.
2. Click the <Increment & Unlock Selected Check Item>.

If a check error has occurred and a check sequence has been advanced by mistake, you can reverse (subtract) the check number and unlock the check number.

To reverse and unlock a check number:

1. Select the check number or range you need to reverse and unlock from the list view.
2. Click <Reverse & Unlock Selected Check Item>.

WARNING

Reversing and unlocking a check number should be done as a last resort to fix an error because it may cause an error in [Check Reconciliation](#). Every effort has been made to perform this process during CIM GOLDTeller check printing if an error has occurred.

Resetting a Check Number or Check Range

Sometimes when preparing to print a MICR check in CIM GOLDTeller, the teller requests the next available check number, and that check number exceeds the bounds (the check range). In this case, check printing will be halted until it is fixed.



The Reset Check Number and Range dialog box allows you to reset a check number or range so that normal MICR check printing can proceed.

To reset a check number:

1. From the Get Next Check Number Admin screen, select the check range you want to renumber in the list view.
2. Click <Reset Selected Check# and/or Range(s)>.

The Reset Check Number and Range screen is displayed, as shown below.

3. Enter the new check number or the range of check numbers in the designated fields, then click <OK>.

NOTE

If you are only resetting the check number, it is not necessary to adjust the check ranges.

Deleting a Check Range

You can delete a check number range, if necessary.

WARNING

You cannot reverse the deletion. You should never delete active MICR check ranges.

To delete a check number range:

1. Click on the Functions menu > Administrative Options > MICR Next Check Number.
2. In the Get Next Check Number Admin dialog box, select the range you want to delete.
3. Click <Delete Selected Check Range>. Or right-click and select <Delete Selected Check Range> from the pop-up menu.

Refresh the Grid

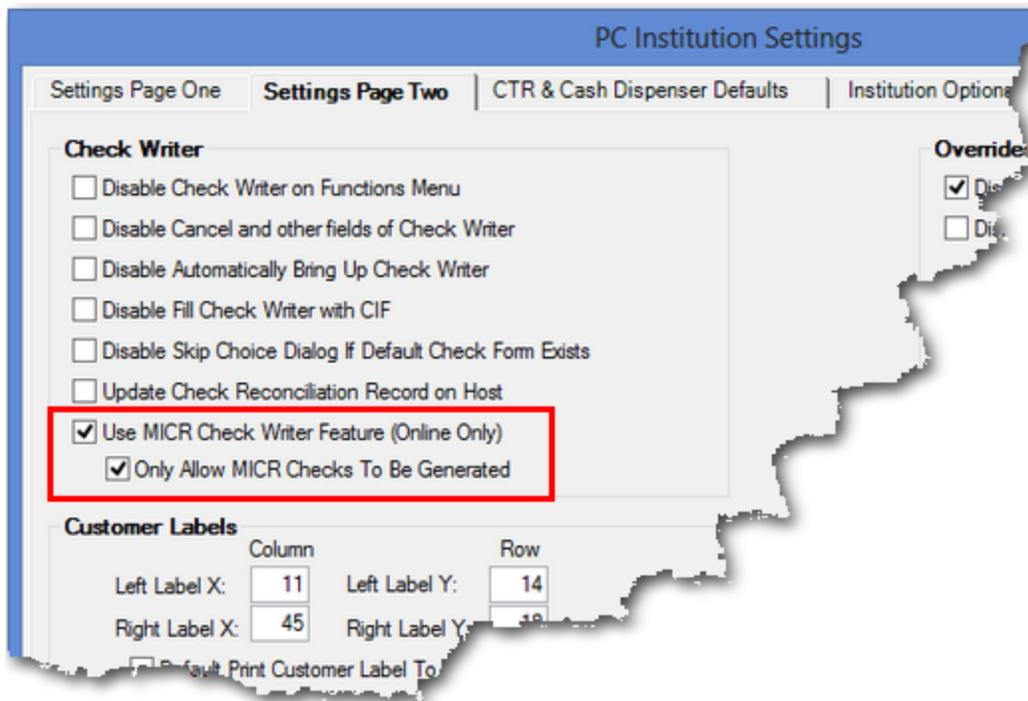
Click <Refresh Grid> to re-read and refresh all the current MICR check number setups.



Set Option to Print MICR Checks

CIM GOLDTeller Functions menu > Administrator Options > [PC Institution Settings](#), Settings Page Two

In order to print MICR checks, you select an option on the PC Institution Settings screen, as shown below.



Check the **Use MICR Check Writer Feature (Online only)** box to use MICR checks with Check Writer. If you also check the **Only Allow MICR Checks to be Generated** box, you will not be able to create any checks if you are offline.

See Also:

[MICR Check Printing](#)

Running Transactions for MICR Checks

With the [MICR option](#) turned on, your [check format](#) set up, and [check number or ranges](#) verified, you are ready to run transactions and print MICR checks.

1. In CIM GOLDTeller, process a transaction that requires a **Check Out**, such as the one shown below using Withdrawal (tran code 1130) .



CINDYF 1907	Jane Doe Customer Number 123-45-6789 Home Phone Number (718) 465-6265 Birth Date 05/18/1948 Mother's Maiden Name	Withdrawal (1130/0/0)																																	
Rec# 1	<table border="1"> <thead> <tr> <th>Account</th> <th>Balance</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>52 110346 01</td> <td>\$4,439.97</td> <td>Consumer Loan</td> </tr> <tr> <td>004 0202223 00</td> <td>\$25,569.84</td> <td>Checking</td> </tr> </tbody> </table>	Account	Balance	Description	52 110346 01	\$4,439.97	Consumer Loan	004 0202223 00	\$25,569.84	Checking	<table border="1"> <thead> <tr> <th>Account Number</th> <th>Tran Amount</th> <th>Soc Sec#/Federal ID</th> </tr> </thead> <tbody> <tr> <td>04-0202223-00</td> <td>50.00</td> <td></td> </tr> <tr> <td>Cash Out</td> <td>Check Out</td> <td>Check Out Number</td> </tr> <tr> <td></td> <td>50.00</td> <td></td> </tr> <tr> <td>Journal Out</td> <td>Phone Transaction</td> <td>New Description</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>As Of Date</td> <td>Fee Amount</td> <td>Descriptor</td> </tr> <tr> <td>08/13/2013</td> <td></td> <td></td> </tr> </tbody> </table>	Account Number	Tran Amount	Soc Sec#/Federal ID	04-0202223-00	50.00		Cash Out	Check Out	Check Out Number		50.00		Journal Out	Phone Transaction	New Description				As Of Date	Fee Amount	Descriptor	08/13/2013		
Account	Balance	Description																																	
52 110346 01	\$4,439.97	Consumer Loan																																	
004 0202223 00	\$25,569.84	Checking																																	
Account Number	Tran Amount	Soc Sec#/Federal ID																																	
04-0202223-00	50.00																																		
Cash Out	Check Out	Check Out Number																																	
	50.00																																		
Journal Out	Phone Transaction	New Description																																	
As Of Date	Fee Amount	Descriptor																																	
08/13/2013																																			
<ul style="list-style-type: none"> 0: Deposits <ul style="list-style-type: none"> 0: Dep/Wd/Op/Ci 0: Deposit (1120/0/0) 1: Jnl Cr To Close (1780/4/0) 2: Withdrawal (1130/0/0) 3: Open Account (1100/0/0) 4: Close (1190/0/0) 5: Dep Xfer Ln Paymnt (1160) 1: Transfers <ul style="list-style-type: none"> 2: Retire Deposit 3: Retire W/D 4: Retire Open 5: Retire Close 6: Check Cashing 7: Acct Analysis Updt (1900/2/0) 8: Interest 9: Add Stop Payment a: Certificate of Dep b: Withholding c: Credit Card d: Fees/Service Chg e: Add Holds f: Simple Inquiries g: Involved Inquiries h: File Maintenance i: Quick Transactions 1: Loans 2: Names/Address 3: G/L Debit/Credit 4: Teller/Vault 	<p>Automatic Account Inquiry:</p> <p>04 0202223 00 DEP DETAIL INQUIRY 550-50-5554 Carter A1 ID# BIRTHDATE: 09-03-1958 0171 EXTREME CHECKING (IMAGES) FEATURES SET IN DT LAST ACT 08-14-2013 OPENED 02-1 CUR BAL 25,544.84 RATE 2 AVL BAL 25,794.84 # NEG/YTD PAY BAL 25,544.84 # NEG/LTD AVG COL 25,622.53 RIN CHK Y YTD INT 390.09 RIN CHK L UNF .00 RIN ACH Y OTC .00 RIN ACH L MON HLD .00 NSF/UCF Y</p>	<input type="checkbox"/> Correction <input type="checkbox"/> Penalty <input checked="" type="checkbox"/> Overdraft																																	
		<input type="button" value="Send"/> <input type="button" value="Clear"/>																																	

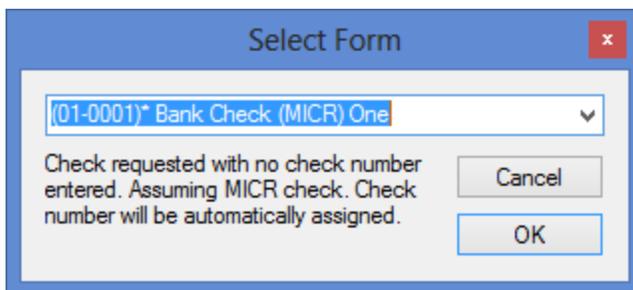
- Enter the parameters for the transaction, and then click <Send>.

IMPORTANT

Do not enter the **Check Out Number**. If a check number is entered, the system assumes that a pre-printed check is being requested, and the MICR check printing will be bypassed. When this field is left blank, the system assumes you are processing a MICR check. If you know you will always be using MICR checks, you can disable maintenance on all the **Check Out Number** fields from transactions (using the [Transaction Design](#) function). However, you need to consider what your procedures will be in the event of being offline when running transactions.

After you click <Send>, the Select Form dialog box box is displayed, as shown below.





3. Select the check format you want to use from the drop-down list, then click <OK>. → *Remember:* Check formats are set up on the [MICR Check Form Design](#). The formats set up on that screen are the ones displayed in this drop-down list.
4. Click <OK> and Check Writer is displayed, as shown below.



Check Writer - (01-0001) Money Order

Account and Type

Deposit Loan G/L

Account

Date ▾

Check Number

Check Amount

Printing a MICR check. Check number modification is not allowed.

Payee Line 1

Payee Line 2

Payee Line 3

Payee Line 4

Payee Line 5

Payee Line 6

Memo

Remitter

More Travel Check Nbrs

Disable Automatic OFAC Lookup

Cash Purchaser Information

Purchaser Tax ID

Purchaser Name: Last, First

Date of Birth

Tran Code/Modifier **0-0**

Purchaser Physical Address

Line 1

Line 2

City State ZIP -

Identification Document

ID Number State

ID Type

Date Issued ▾ Date Expires ▾

** Required Fields*

Check Writer Screen

Notice that the **Check Number** field is not file maintainable. All other fields are open for file maintenance.

- Complete the Check Writer details, then click <OK>. OFAC will be called, and the names will be automatically sent to the lookup screen. If there are no OFAC matches, the OFAC screen will flash as it opens and closes, and then the check writer will continue its normal processing.

If there are any matches, your tellers need to validate the results and decide whether to continue processing the check. These matches will continue to be shown in CIM GOLD on the OFAC history screen. See the example below.



OFAC Search						
Lookup Name						
<input type="text"/>						
<input type="button" value="Search"/>						<input type="button" value="Print"/>
7 Matches Found						
Matched Name	M/A	Match Type	Master Name if the Matched Name is an Alias	Master ID	Alias ID	
Osama BIN LADEN	A	SDGT	Usama bin Muhammad bin Awad BIN LADIN	6365	4771	
Osama BIN LADIN	A	SDGT	Usama bin Muhammad bin Awad BIN LADIN	6365	4772	
Saddam HUSAYN	A	IRAQ2	Saddam Hussein AL-TIKRITI	7843	5644	
Saddam HUSSAIN	A	IRAQ2	Saddam Hussein AL-TIKRITI	7843	5645	
Saddam HUSSEIN	A	IRAQ2	Saddam Hussein AL-TIKRITI	7843	5646	
Saddam HUSSEIN	A	IRAQ2	Saddam Hussein AL-TIKRITI	7843	5647	
Saddam HUSSEIN	A	IRAQ2	Saddam Hussein AL-TIKRITI	7843	5648	
Master Name			Master ID	Master Type	Master Sanctions Program	Master Title
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias Names	Type	Remarks	Alias ID	Master Remarks		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address	City	Country	Remarks	Address ID		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Vessel Type	Vessel Owner			Vessel Tonnage		
<input type="text"/>	<input type="text"/>			<input type="text"/>		
Vessel Flag	Vessel Call Sign			Vessel Gross Registered Ton		
<input type="text"/>	<input type="text"/>			<input type="text"/>		

If you decide to proceed with the transaction:

1. Close the OFAC dialog box.
2. On the Check Writer screen, click on the **Disable Automatic OFAC Lookup** field to select it. See the example below.
3. Click <OK> to finish the process.

If you decide not to proceed with the transaction:

1. Click <Cancel>.



Check Writer - (01-0001) cashiers check

Account and Type

Deposit Loan G/L

Account

Date

Check Number

Check Amount

Printing a MICR check. Check number modification is not allowed.

Payee Line 1

Payee Line 2

Payee Line 3

Payee Line 4

Payee Line 5

Payee Line 6

Memo

More Travel Check Nbrs

Disable Automatic OFAC Lookup

The check is printed as designated.

A record of the check is sent to [Check Reconciliation](#).

Counter Checks

The counter check printing feature allows you to print laser checks for your customers onsite. This feature can replace the need to purchase new account check kits and individual MICR counter checks. Use the Counter Check Form Designer screen to set up check formats, which tell the system the size of the check, what data is available, and where on a check to place the data, such as the MICR line, customer information, bank information, and signature lines.

IMPORTANT

This is an administrative screen, so access to it should be limited.

With the Counter Check Form Designer printing process, you can do the following:

- build your own institution parameters (formats) that control the specifics of the checks being printed, including the size of the check and where on a check data is placed;
- copy formats to quickly create new formats;
- view check data prior to printing;
- print logos, customer information, and MICR lines, so you can use blank check paper instead of pre-printed checks;
- control who has access to set up or change formats;
- control the printing of checks through employee security, which can be set to allow employees to print counter checks.

Counter Check Form Designer Option and Security



To set up this feature for your institution, you must submit a work order request to turn on the option. There is a one-time \$1,200.00 cost for your organization to use this feature.

Once the option has been turned on by FPS GOLD, you will need to have security set up for each user to view (Inquire) and/or change (Maintain) the design.

To set up maintenance security:

1. In CIM GOLD, open the Security > Setup screen.
2. Select the System tab, then click on "GOLDTeller Security" to open the fields under it.
3. Select the **Maintain** radio button for **Counter Check Form Designer**.
4. Select the **Maintain** radio button for **Counter Check Printing** for users that will be printing the checks. See the example below.

Employee	Teller	CIM GOLD	System	Field Level
Search: <input type="text"/> Undo Redo Reset				
<input checked="" type="checkbox"/> GOLDTeller Security <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				
<input type="radio"/> Allow Changing Institutions <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				
<input type="radio"/> Check Imaging <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				
<input type="radio"/> Clear / Synchronize Totals <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				
<input checked="" type="radio"/> Counter Check Form Designer <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				
<input type="radio"/> Counter Check Printing <input type="radio"/> None <input type="radio"/> Inquire <input checked="" type="radio"/> Maintain				

Security Setup Screen in CIM GOLD

Counter Check Form Designer Hints

The form designer works in much the same way as the MICR check form designer. Some enhancements have been made to make designing a form a bit easier.

- Select multiple fields on the form by drawing a box around the desired fields. You know a field is selected if it is red.
- Hold down the left <Ctrl> key to select multiple fields on the form.
- Ctrl+V will make a copy of all selected fields and place them just below and to the right of the original field. You do not need to do a Ctrl+C before the Ctrl+V. The selected fields are not copied to the clipboard; they are simply copied to the form.
- Design the first check on the form the way you want it, and after you are satisfied with the first check, you can then copy the fields.

See Also:

[Counter Check Form Design](#)

[Printing Counter Checks](#)

Counter Check Form Design

Before your institution can begin to print counter checks, you must set up check formats. FPS GOLD has assigned **format 6** for counter checks. Sub-formats can be used if different check formats need to be printed, such as personal or business checks where the check numbers are leading or following the routing and account numbers. Your institution then uses the formats to specify where and what data is printed on a check.

An "industry standard" MICR font should be purchased and saved in the fonts folder on the PC of each user who will be printing MICR checks. All users at the institution must use the same font.



In addition to the font, you must have the blank check stock needed for each type of check you want to use, and you must have a check printer available for tellers using CIM GOLDTeller.

After you have the font, check stock, and printer available, use the Counter Check Form Design screen (shown below) to set up your check formats.

To design counter checks:

1. Click <New Format> to design a check from scratch.
2. Or click <Copy Format> if you want to copy an already-saved format, make changes to it, and save it with a new format number.
3. Use the information after the screen example below to complete the check setup.
4. Click <OK> to save changes or <Cancel> to close the screen without changes.

Counter Check Form Design

Select a Check Format

Check Format
06-0005 - test 2
06-0006 - Test
06-0007 - (copy of) 06-0006 - Test

Format Settings

Format: **6** Sub Format: **6**

Description:

Width (Inches): Height (Inches):

Image Path (displayed below to facilitate check design):

Current GoldTeller Check Printer: **OneNote (Desktop)**

Buttons: New Format, Copy Format.., Delete Format, Save Format, Close

Options: Don't Show on Select Form, Page Settings, Create MICR

Print Preview, Print Test, Display Grid Lines (1" bold)

Available Print Field Labels (drag and drop)

Field	Field Description
CWAcct	
WKIMAG	Check Logo Image
CWChkNum	Check Number
CWOwner1	Owner 1
CWOwner2	Owner 2
CWOwner3	Owner 3
CWOwner4	Owner 4

User defined text (drag and drop)

Grid Design: A grid with several rectangular fields containing the text: Owner 1, Owner 2, Owner 3, Owner 4, and Check Number.

CIM GOLDTeller > Functions > Administrator Options > Counter Check Form Designer

Buttons and Fields

This screen contains the following buttons and fields.



Button or Field	How to Use It
<New Format>	To create a new format, click this button and then enter a format number between 0001 and 9999 in the Format field.
<Save Format>	Click this button to save the new format. It is added to the Select a Check Format list view.
<Copy Format>	Click this button to quickly copy and modify a format that has already been created. See "Modifying a Check Format" below for more information.
<Delete Format>	To delete a format, select the format from the Select a Check Format list view, then click this button. A dialog box opens for verification. Click <Yes> to delete the format.
<Save Format>	After creating a new format, copying a format, or modifying a format, click this button to save it.
Don't Show on Select Form	Mark this field if the selected Counter Check Form should not be shown as an available form for printing on the Counter Check Writer screen Select Form list.
<Print Preview>	Click this button to view how data will actually appear on a check. This is helpful, for example, to see if the size of data would overlap other data, to see where asterisks display, and how an account number would be displayed.
<Print Test>	Click this button to print a test check. The purpose for printing a test check is to be sure the printer is set up correctly and that the check format is printing everything in the correct places. The Print Test is the most accurate view of how a check format will be printed.
<Create MICR>	If you print on blank check paper, you must print the Magnetic Ink Character Recognition (MICR) data on your checks. Selecting a format and clicking this button opens the Create MICR Line dialog box. See Create MICR Line for Counter Checks for more information.
Format Settings field group	
These fields are used to set up basic information pertaining to individual formats. Each format can have unique settings so that different-size checks can be used.	
Format	FPS GOLD has assigned format 6 for counter check printing. Sub-formats can be used if different checks are created for the various types available. The institution then uses the formats to specify where and what data is printed on a check.
Description	This field is used to enter a brief description for the type of check you are setting up. For example, you could enter "Personal CK 4-Up Format" or "Business Ck 3-Up Format." This description appears on the Counter Check Writer screen to indicate what type of check is to be printed.
Width (Inches) Height (Inches)	The Width and Height fields are used to enter the size of the check paper you are printing on, using decimals when necessary. For example, enter "8.5" for the width and "11" for the height.
Image Path	When you want to scan an image or check to be used as an overlay, a logo, or signature and save it to a file, this field allows you to locate the scanned file and import it to the format. Click the browse button to the right  to open the Open dialog box to locate the file.



Button or Field	How to Use It
	<p>Scanning checks lets you see an image of the actual check for field and logo placement. Scanned logos and signatures actually print on a check, so you can use blank check paper. The system can open the following file types: BMP, JPG, GIF, TIFF, and PNG. The scanned check can be used to design your new one.</p> <p>For checks, this feature is helpful when you are determining where data should be placed on the format. The system <i>does not</i> print the scanned check; it just displays it on the grid so you can see where to place the data fields.</p>
	<p>Available Print Fields</p> <p>To place a field on the check, drag and drop the field from this section to the check format grid. You can use any or all fields and can use them multiple times on the same check. TIP: Use the <Shift> or <Ctrl> keys to select multiple fields and drag them all at one time. Use the arrow keys on your keyboard to move the fields on the grid.</p> <p>As you are placing data on the check, be sure to allow for margins, logo, signature lines, and MICR line.</p>
CWAcct	This is the account number the check is being printed for. The account number does not need to be placed on the check, but you may want to use it on a stub for your customer's information.
WKIMAG Check Logo Image	Placement and size of this field allows for a logo image to be placed on the check. You must right click on this field to select the Path for the logo image that is placed in a folder all users printing the check format can reach on your network.
Check Number	This is the number that is printed on the check and can be up to six digits long. This number is based on what is entered as the starting number when checks are printed. As each check is printed, the system increments the check number by one.
CKWOwner Owner 1–4	These are the fields associated with the name and address information taken from the account that is entered when checks are printed. Owner Lines 1–3 are required on the form or an error will generate when the check is printed. Owner line 4 is optional.

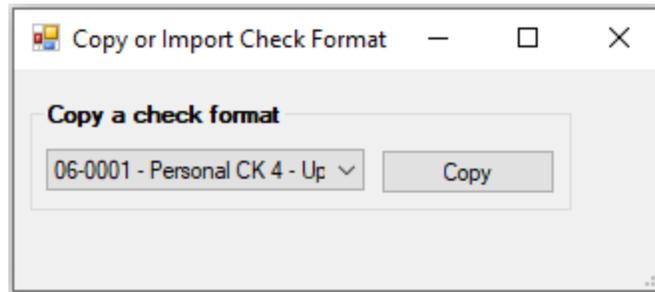
Modifying a Check Format

You can quickly copy and modify a format that has already been created.

To copy a format:

1. Click <Copy Format> on the Counter Check Form Design dialog box. The Copy or Import Check Format dialog box opens.





2. Select the number of the format you want to copy, then click <Copy>. This immediately copies the format and displays the data.
3. Enter the new format number into the **Format** field of the Check Format Setup screen. The words "(copy of)" and the name of the format you copied are displayed in the **Description** field.
4. Clear and change the description for the new format.
5. Make any other modifications, such as which fields to display on the check, and click <Save Format>.

Changing Placed Fields

You can change the size, font, alignment, and color of the text in the fields. You can also delete fields from the format.

To change text properties:

1. Right-click on fields placed in the grid to open the **Sizeable Label Properties** dialog box (see the example below).
2. Use the fields on the dialog box to change text properties.
3. Click <OK> to save your changes and close the dialog box.

To remove a field from the check design:

1. Mark the **Remove This Label from the Form** field.
OR
2. Click on the field and press the <Delete> key.



Sizeable Label Properties

Field0020

Check Logo Image

Location in hundredths of inches - Horizontal Vertical

Size in hundredths of inches - Width Height

Font ... Points

Use font height as the label height

Align text to the Left Center Right

Text color ...

Checkbox1

Checkbox2

Checkbox3

StringData1

StringData2

StringData3

Path for logo image

Apply account number mask (if applicable) ...

Allow file maintenance on this field

Remove this label from the form

Tab Order

Create MICR Line for Counter Checks

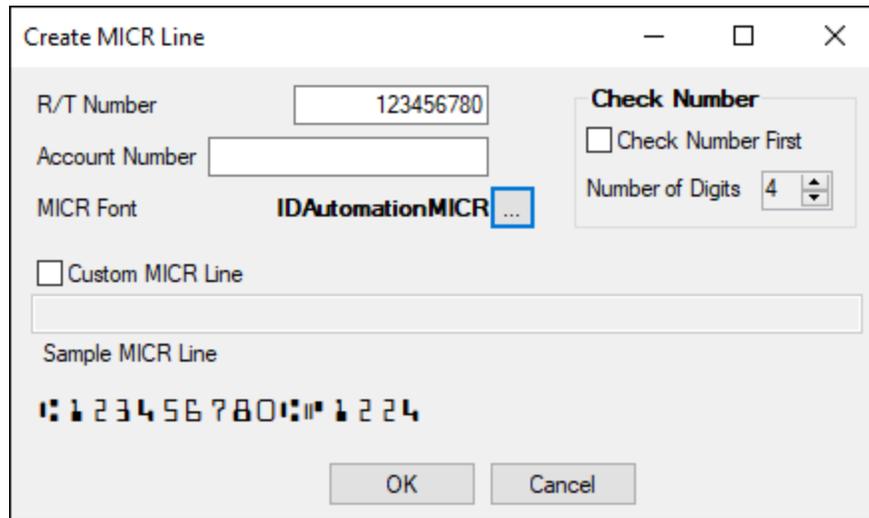
Creating a MICR line for counter checks is similar to the process for [creating MICR lines](#) for other checks. Use the Create MICR Line dialog box to enter the routing/transit number and the MICR font. You can also control whether the check number displays at the beginning of the MICR line and the number of digits that appear in the account number. For counter checks, you will only need to enter your organization's routing/transit number, and the account number will be filled in when the checks are printed.

It is assumed that the MICR line will always be the last line on each check formatted. This is how the system knows when to increment the check number. The fields on this dialog box are explained below.

To create a MICR line for counter checks:

1. Click <Create MICR> on the Counter Check Form Design dialog box. The Create MICR Line dialog box opens (shown below).
2. Enter information in the fields, using the table below as a guide.
3. When you have finished, click <OK> to save your changes.





Field	How to Use It
R/T Number	Your organization's routing/transit number will be defaulted from the Institution Option ROUT. This is the first MICR line data to print on the checks, unless the Check Number First field is marked.
Account Number	Not used for counter check printing.
Check Number First	Check this box if you want the check number to be printed before the R/T number for the checks that use this check format. This would be done if you are setting up a business check. If the checks are for personal accounts, the check box should be left blank.
Number of Digits	Not used for counter check printing. There will be a maximum of six digits based on the starting check number entered when the checks are printed.
MICR Font	Browse to the file on the PC where you have stored the MICR font you want to use to print checks using this format. You must have saved the font on your PC before you can add it to this format. The computer that is used to print the checks must also have the font on it in order to print the check correctly.
Custom MICR Line	Not used for counter check printing. To create a new format, click this button and then enter a format number between 0001 and 9999 in the Format field.

Printing Counter Checks and Deposit Slips

Before you can print counter checks or deposit slips, you must have proper security and design them. See [Counter Checks](#) for more information.

To print counter checks or deposit slips:

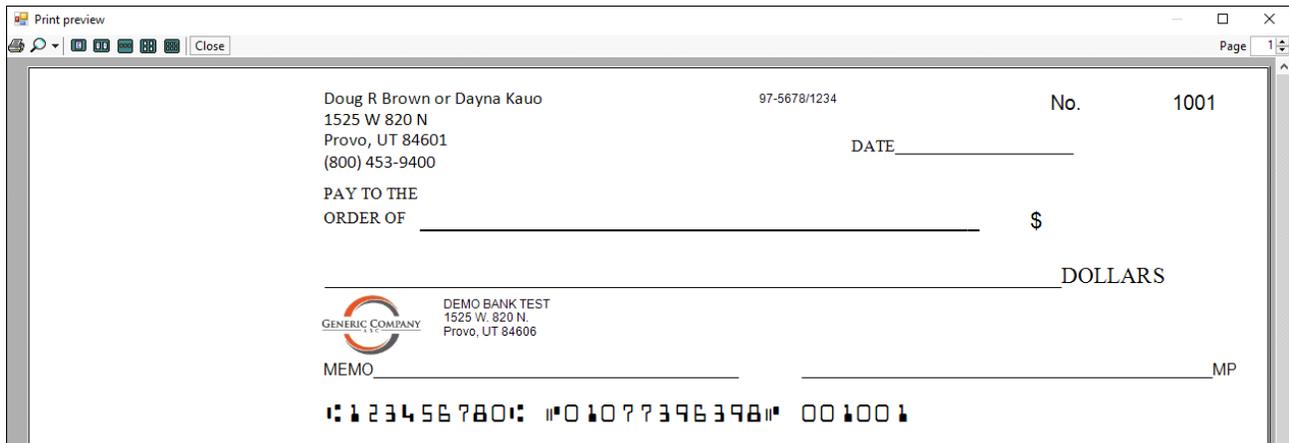
1. Select "Counter Check Writer" from the Functions menu in CIM GOLD > Teller System > GOLDTeller. The following dialog box opens.



- **Number of Pages** - Enter the number of counter check or deposit slip pages that should be printed.
 - Each check will automatically be sequentially numbered from the beginning check number.
 - Each page will print the number of checks that are set up on the format selected.
- **<Select Form>** The first Check Form will default. If your organization sets up multiple counter check forms, you can select another form by using this function.
- **<Print Preview>** If you need to view the checks prior to printing, click this button. See the example below.
- **<Print>** will print the counter checks or deposit slips as entered to the user's Check Printer that is set up in GOLDTeller.

3. After you have successfully printed the checks or deposit slips, you can <Close> the Counter Check Writer function window.

The following is an example of what print preview of a check format would look like. In this example, the option to Display Grid Lines is set.



CIM GOLDTeller > Functions > Counter Check Writer > Print Preview

The following example shows four printed checks on one page.



Doug R Brown or Dayna Kauo 97-9878/1234 No. 1001
 1525 W. 820 N.
 Provo, UT 84601 DATE _____
 (800) 453-9400

PAY TO THE
 ORDER OF _____ \$ _____
 _____ DOLLARS

 DEMO BANK TEST
 1525 W. 820 N.
 Provo, UT 84606

MEMO _____ MP

⑆ 23456780⑆ ⑆01077396398⑆ 001001

Doug R Brown or Dayna Kauo 97-9878/1234 No. 1002
 1525 W. 820 N.
 Provo, UT 84601 DATE _____
 (800) 453-9400

PAY TO THE
 ORDER OF _____ \$ _____
 _____ DOLLARS

 DEMO BANK TEST
 1525 W. 820 N.
 Provo, UT 84606

MEMO _____ MP

⑆ 23456780⑆ ⑆01077396398⑆ 001002

Doug R Brown or Dayna Kauo 97-9878/1234 No. 1003
 1525 W. 820 N.
 Provo, UT 84601 DATE _____
 (800) 453-9400

PAY TO THE
 ORDER OF _____ \$ _____
 _____ DOLLARS

 DEMO BANK TEST
 1525 W. 820 N.
 Provo, UT 84606

MEMO _____ MP

⑆ 23456780⑆ ⑆01077396398⑆ 001003

Doug R Brown or Dayna Kauo 97-9878/1234 No. 1004
 1525 W. 820 N.
 Provo, UT 84601 DATE _____
 (800) 453-9400

PAY TO THE
 ORDER OF _____ \$ _____
 _____ DOLLARS

 DEMO BANK TEST
 1525 W. 820 N.
 Provo, UT 84606

MEMO _____ MP

⑆ 23456780⑆ ⑆01077396398⑆ 001004

Printed Counter Checks



Printer Setup

CIM GOLDTeller Functions menu > Administrator Options > System Configuration > Printer Defaults tab

This section explains how to set up your printers in CIM GOLDTeller as well as various features of the printing options.

Printer Destinations in GOLDTeller (Operator Mode)

Seven different types of documents are defined in GOLDTeller. They are Display, Document, Passbook, Receipt, Check, Envelopes, and Alternate Journal Print Destination. It is necessary to set up printer destinations for the seven types before you print from GOLDTeller.

To set up printer destinations in GOLDTeller:

1. On the Functions menu, select Administrator Options > System Configuration > Printer Defaults tab. See the example below.



System Configuration

File Directories **Printer Defaults** Miscellaneous (This Computer Only!!!)

Display Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Document Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Passbook Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Receipt Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Check Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Envelope Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Alternate Journal Print Destination
 Windows Printer: Display
 Use Printer Codes Light#: 0 Printer Type: None

Save Close

2. In the **Destination** field for the document type you want to set up, click the down arrow and select the **Windows Printer** driver you want to use from the drop-down list.
3. Select **Use Printer Codes** if the document type requires additional setup information. If you do not need additional setup information, go to step 6.
4. In the **Printer Type** field, click the down arrow and select the GOLDTeller printer you need to use from the drop-down list.
5. If a Lexmark printer has been selected in the **Printer** field, enter a number (1–4), if required, or use the up and down arrows in the **Light** field to designate a number. The light number indicates which print job will be printed next.
6. Repeat this process for the remaining six document types. Set the printer destination to "Display" for all document types not used.
7. Click <Save> and then <Close>.

IMPORTANT



The Display document type should have its destination set to "Display." This will allow you to view other document types before actually printing them..



Remote Override

Security > Setup in the CIM GOLD tree view

Remote Override allows a teller to send a transaction electronically to another employee for the override.

To set up remote override security for system profiles:

1. Click Security > Setup in the CIM GOLD tree view.
2. Select the **System Profiles** radio button, then click on the System tab.
3. Select the a Profile Name in the list view on the left.
4. On the System tab, click on the triangle at the left of FPS PC Applications.
5. Select one of the radio buttons next to the "Chat/remote" option:
 - **N** (No Access)
 - **I** (Remote Override Access Only)
 - **F** (Chat and Remote Override Access).

Profile Name	Description	Prof #	Description
FPS EMPL	FPS Security	8888	FPS EMPL
G9998	Converted from 1...	9998	G9998LONG
GVSECAD2	Goldvision Sec Inq	9002	GVSECAD2
GVSECAD3	Goldvision Sec A...	9003	GVSECAD3
GVSECADM	Goldvision Sec A...	9001	GVSECADM
NEW ACCT	New Accounts	7000	NEW ACCT
ONE TEST	Sharon 2nd Test	8946	ONE TEST
PROF786	Profile #786	786	PROF786
SHARONTE	Sharon 2nd Test	8000	SHARONTE
TELLER	TELLERS PROF.	2	TELLER
TELLERS	Tellers	1	TELLERS
TEST F/M	Profile #2001	2001	whatever delete it
TESTING	just a test	2232	TESTING
TESTING2	testing profile	3346	TESTING2
TOTALSEC	Total Security	3242	Total Security
WOW	wow	3	wow

Setting Up Teller Override Authority

You can set up override authority for a teller when you add the teller to system so that the teller can accept a remote override from another teller .

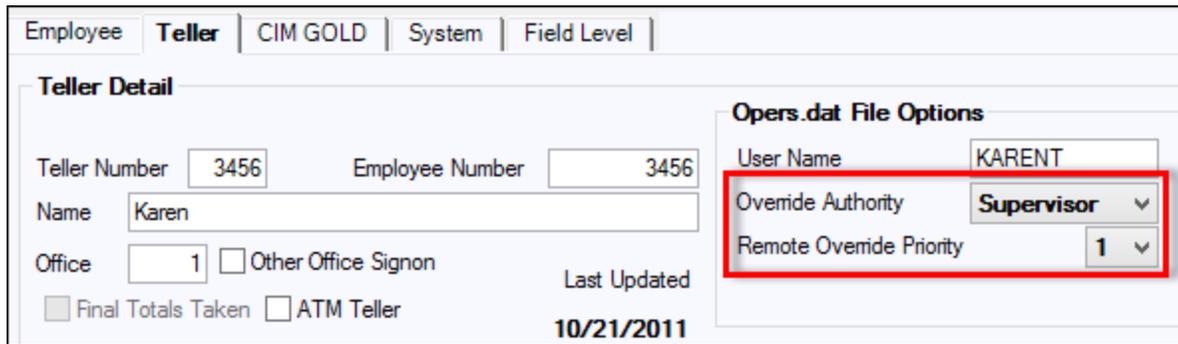
If an employee can receive and approve a remote override and does not use GOLDTeller, see the setup instructions in the CIM GOLDTeller® Setup document, page 15, for help in setting up the user. They must be signed on to CIM GOLD to be able to do overrides.

To set up remote override authority for tellers:

1. Click Security > Setup in the CIM GOLD tree view.
2. Select the **Tellers** radio button, then click on the Teller tab.
3. Select the teller in the list view on the left.
4. On the Teller tab, enter "1" in the **Remote Override Priority** field. If the field is 0, no remote override will be sent to this teller.



5. Click on the drop-down arrow for the **Override Authority** field and select the appropriate authority level.

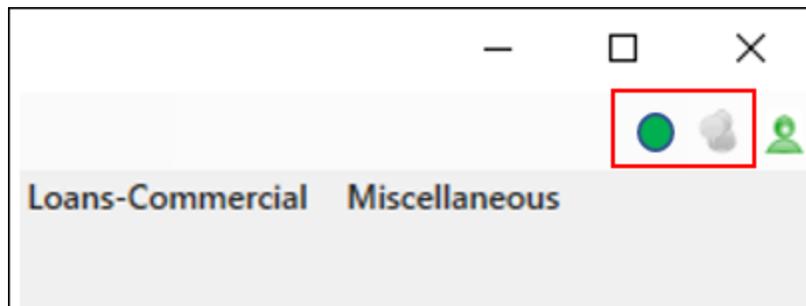


The screenshot shows the 'Teller Detail' section of the CIM GOLD system. The 'Override Authority' field is highlighted with a red box, showing 'Supervisor' selected from a dropdown menu. Other fields include Teller Number (3456), Employee Number (3456), Name (Karen), Office (1), and Last Updated (10/21/2011).

Security > Setup Screen, Teller Tab

Remote Override/Chat Indicator

When Chat and Remote Override features are active, the indicators outlined below will be highlighted:



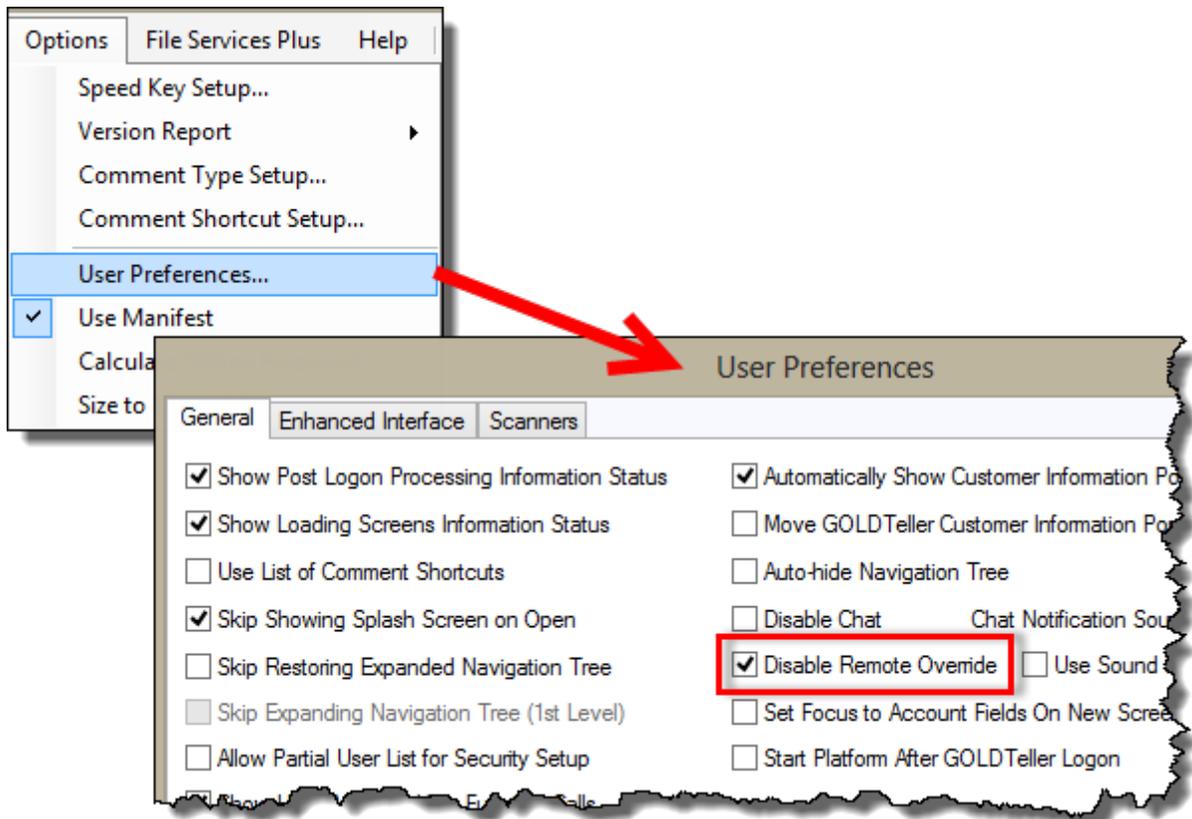
Disabling Remote Overrides

Sometimes a user who is set up to override transactions may want to suppress or stop overrides from coming to them. This is important when an officer goes to lunch or leaves their desk and won't be available.

To disable remote overrides:

1. Click on Options in the main CIM GOLD menu bar at the top of the screen.
2. Select User Preferences.
3. Mark **Disable Remote Override** to deactivate overrides.

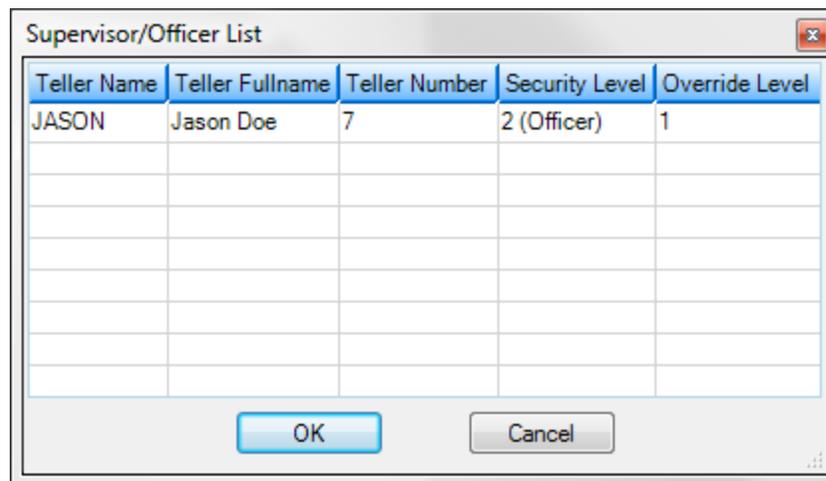




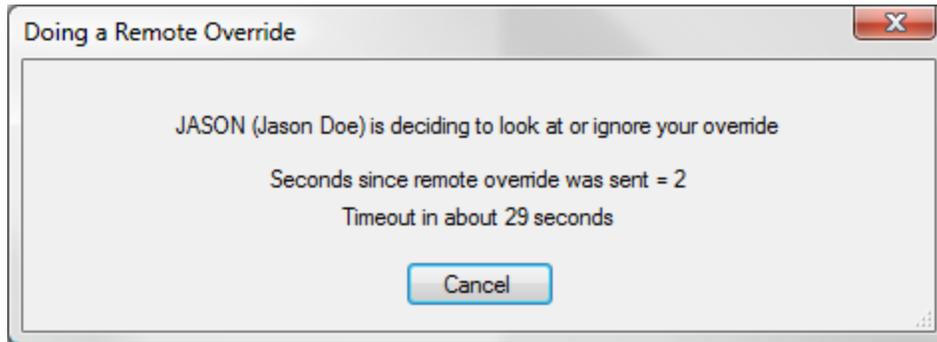
Requesting a Remote Override

Upon sending a transaction that requires an override, a prompt will appear indicating that an override is required. If the user does not have the override level necessary to do the override, they can click <Remote Override>, which will provide a list of users who are available (signed into CIM GOLD) and have the necessary override level.

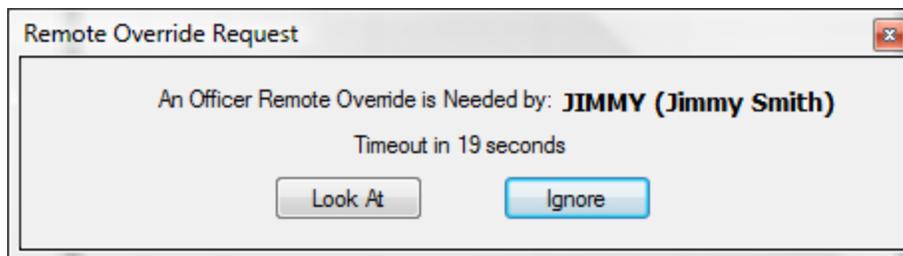
Highlight the user in the list and click <OK>.



The teller sending the transaction and requesting the override will see the following prompt:



The user receiving the override request will see this prompt:



The user then has a choice to look at the transaction and then enter their credentials to override it, or to ignore it. The prompts alert the users that they have 30 seconds before the override will time out.



How to...

The following sections give step-by-step instructions for common procedures using CIM GOLDTeller.

[Use Keystrokes](#)

[Log On](#)

[Log Off](#)

[Run a Transaction](#)

[Use Email Receipts](#)

[Modify CIS Fields in GOLDTeller](#)



Use Keystrokes

You can use keyboard shortcuts to perform some functions in CIM GOLDTeller. The following is a list of FPS GOLD keystrokes that are standard in CIM GOLDTeller.

Keystroke	Keystroke
<Esc>	Closes the active window (same as Cancel).
<F1>	Opens online help window.
<F2> through <F7>	Accesses (user-defined) speed key for a transaction.
<F8>	Reverses last transaction (displays last transaction with correction mode activated).
<F9>	Displays the Selection for Transaction Entry menu.
<F10>	Starts a customer session.
<F11>	Displays the Item List.
<Shift> + <F12>	Repeats last transaction with previous data (displays last transaction with data from previous transaction in the fields).

See Also:

[Profile Speed Key Assignments](#)



Log On

When CIM GOLDTeller is opened, a logon prompt dialog box opens. You must log on before you can do anything else. When you log on for the first time each day, you will need to enter your user name, security code (same code used for administrative mode so that you are logged onto the administrative mode at the same time), a cash drawer amount, and a foreign cash drawer amount, if applicable. When you log on after a temporary logoff, you will only need to enter your user name and security code.

The Logon dialog box also provides the ability to change your security code or the as of logon date. In addition, you can change the mode that you are working in to next day processing or offline mode, if needed.

As of Date	The As Of Date field on the Logon screen is accessible if your institution uses next day processing. Or you can use this option on all transactions for a given day. For example, if your institution is open on Saturdays for business, but you do not process on Saturdays, you can use this option to perform transactions on Saturday with Monday as the processing date.
Next Day Processing	The Next Day Processing option allows you to log on after a daily "cutoff time" or to work on Saturday with Monday processing. If you use this option, you will need an As of Date (greater than today's date). Transactions will be run offline, so you will need to forward all items the next day that you log on live.
Logging on in Offline Mode	The Logon In Offline Mode option allows you to log on to GOLDTeller and work within the program, but you will not be able to communicate with the host or have access to host-based functions (administrative sessions).

See Also:

[Log Off](#)

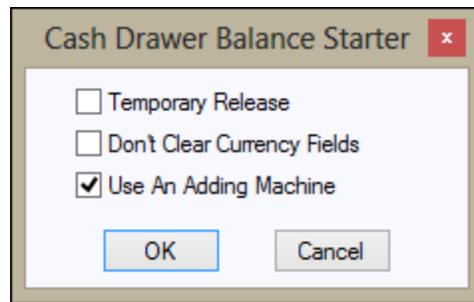


Log Off

To log off of CIM GOLDTeller, click the <Log Off> button at the top right of the screen:



The following dialog box displays:



Select one of the available options, then Press <Enter> or click <OK>. The options are explained below.

NOTE

These options are available only if they have been set in [PC Institution Settings](#)

- **Temporary Release:** If you are leaving your workstation for an extended period of time, such as lunch, and are returning the same day, use this option to log off temporarily.
- **Don't Clear Currency Fields:** When this option is selected, tellers must enter cash amounts on the Cash Drawer - Counter screen at final sign-off. The **Don't Clear Currency Fields** box will be grayed out on the dialog box that appears when logging off, as shown below. This option is not used for temporary releases. This option was added to avoid any potential problems from forced balancing of cash. If this option is not selected, tellers have the option of not clearing out any of the currency fields on the Cash Drawer - Counter screen by selecting the Don't Clear Currency Fields checkbox.
- **Use An Adding Machine:** If this option is selected, the Cash Drawer screen that is shown when performing a final logoff functions similarly to an adding machine, so you can use your numbers pad on the keyboard to enter exact amounts. For example, if this option is not set, and you enter "1" in the 100's field, the system knows that the one means 1 hundred dollar bill, and adds up the number as "100" in the total. If this option is on, you would need to enter "100.00," and the system would total it as "100.00." If you enter "1," the system assumes ".01" and displays an error, as shown below:



Paper		Coin	
100's	0.01	1.00's	
50's		.25's	
20's		.10's	
10's		.05's	
5's		.01's	
2's		Rolled	
1's			

End-of-Day Release

At the end of a day, teller totals are taken. This can only be done when a final release is performed.

To perform a final release:

1. Deselect **Temporary Release**.
2. Select **Use An Adding Machine**.
3. Click <OK>. The Adding Machine screen displays:

Paper		Coin	
100's	500.00	1.00's	
50's	50.00	.50's	
20's		.25's	
10's		.10's	
5's		.05's	
2's		.01's	
1's		Rolled	
Marked			

Misc. Fields	
Misc Cash 1	
Misc Cash 2	
Misc Cash 3	

Teller Short	0.00
Teller Over	0.00
Physical Cash Total	550.00
Host Cash Drawer	550.00
Difference	0.00

OK Cancel



4. Click <OK> on this screen. The Balance Sheet screen displays:

Balance Sheet			
Marked	0.00	ONUS Check	0.00
100's	500.00		
50's	50.00	Journal In	0.00
20's	0.00	Deposit Out	0.00
10's	0.00	Loan Out	0.00
5's	0.00	G/L Out	0.00
2's	0.00	System Deposit In	0.00
1's	0.00	System Loan In	0.00
1.00's	0.00	System G/L In	0.00
.50's	0.00	= **Total A**	0.00
.25's	0.00		
.10's	0.00	Journal Out	0.00
.05's	0.00	Deposit In	0.00
.01's	0.00	Loan Out	0.00
Rolled	0.00	G/L In	0.00
All Misc	0.00	Money Order Out	0.00
= Ending Cash	550.00	Cashier Check Out	0.00
- Beg Cash	550.00	Traveler Check Out	0.00
= Net Cash	0.00	System Deposit Out	0.00
		System Loan Out	0.00
+ Check In	0.00	System G/L Out	0.00
- Check Out	0.00	**Total B**	0.00
= **Total**	0.00	= **Total B - Total A**	0.00
		Total - (Total B - Total A)	0.00
<input type="checkbox"/> Print Teller Journals <input checked="" type="checkbox"/> Print Teller Totals <input checked="" type="checkbox"/> Print Balance Sheet <input type="checkbox"/> Print New Description			
The Totals Are In Balance			<input type="button" value="OK"/> <input type="button" value="Cancel"/>

5. Select **Print Teller Totals**.

6. Click <OK>. The teller totals will print.

See Also:

[Log On](#)

[Teller Totals](#)



Run a Transaction

Transactions in CIM GOLDTeller vary depending on your institution options and on what kind of information is needed to run the transaction. The layout of the screen can also vary because your institution can design the screen. This section gives the steps for running a simple Cash Deposit transaction as an example of how to run a transaction.

Before you run a transaction, select the customer's name by pressing <F9> or clicking on <CIS Search> on your toolbar. Select the customer name, which will populate the list of accounts for the customer and facilitate the processing of transactions. You can also just enter the account number on the transaction instead of doing a search.

To run a Cash Deposit transaction:

The numbers on the screen example below correspond to the following steps.

1. Select a transaction in the transactions list.
2. Double-click on the account you want to run the transaction on.
3. Enter the customer's identification number in the **Soc Sec#/Federal ID** field. If the customer is the IRS owner on the account, you not have to enter this data.

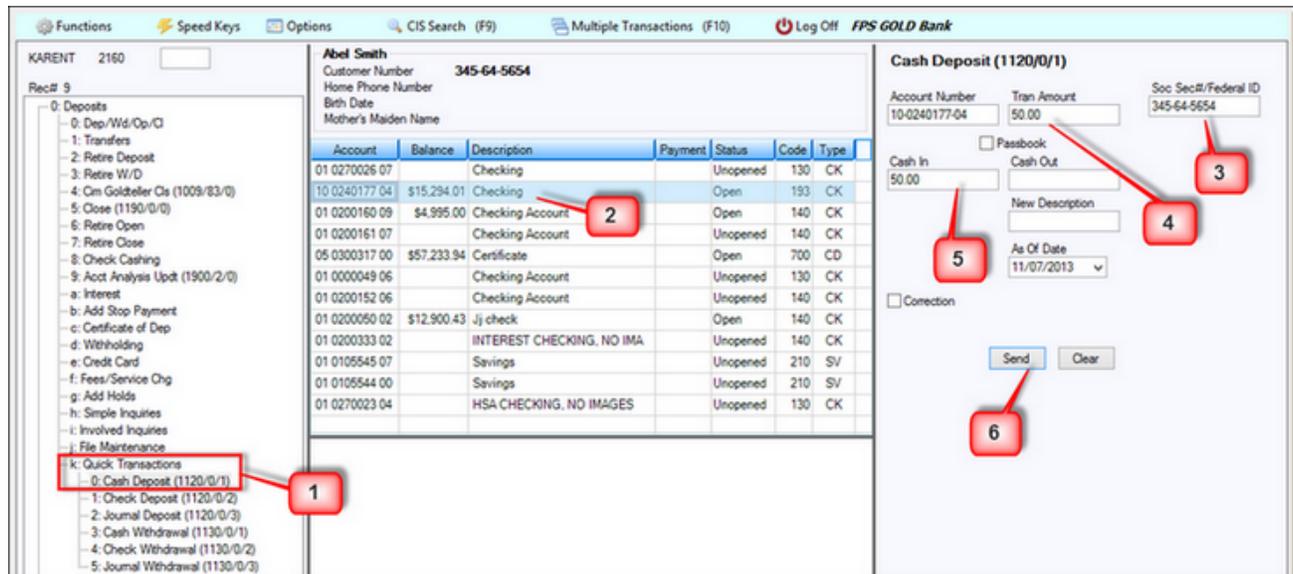
 **TIP:** You can copy and paste the number from the customer information section in the middle of the screen.

4. Enter the total amount of the transaction in the **Tran Amount** field.
5. Enter the **Cash In** amount.

NOTE

You can also enter a brief description of the transaction in the **New Description** field and check **Passbook** or **Correction** if they apply to the transaction.

6. When you have finished entering information, click <Send>.



The screenshot shows the FPS GOLD Bank interface for running a Cash Deposit transaction. The interface includes a top toolbar with 'Functions', 'Speed Keys', 'Options', 'CIS Search (F9)', 'Multiple Transactions (F10)', and 'Log Off FPS GOLD Bank'. The main area is divided into three sections:

- Left Sidebar:** A list of transactions under 'Rec# 9'. The 'Cash Deposit (1120/0/1)' option is highlighted with a red box labeled '1'.
- Middle Section:** Customer information for 'Abel Smith' (Customer Number 345-64-5654) and a list of accounts. The selected account is '10 0240177 04' (Checking Account) with a balance of \$15,294.01, highlighted with a red box labeled '2'.
- Right Section:** Transaction details for 'Cash Deposit (1120/0/1)'. Fields include 'Account Number' (10-0240177-04), 'Tran Amount' (50.00), and 'Soc Sec#/Federal ID' (345-64-5654), with the latter highlighted by a red box labeled '3'. Other fields include 'Cash In' (50.00, highlighted by '5'), 'Cash Out', 'New Description', 'As Of Date' (11/07/2013), and checkboxes for 'Passbook' and 'Correction'. A 'Send' button is highlighted by a red box labeled '6'.

The receipt displays under the account information section in the middle of the screen.



```

Transaction Completed Successfully:
MOV-NXT PROD: BUSINESS CHECKING ACCOUNT

Receipt:

Record  Teller  Date      Time
   11    2160   11/07/2013  10:59:12
ACCOUNT NUMBER  XX XXXXX77 04
Smith Abel
DEP AMOUNT           $50.00
BALANCE             $15,444.01

Deposit Receipt Ad Message

Smith Abel           DEP           $50.00
Cash Deposit
Record  Teller  Date      Time
   11    2160   11/07/2013  10:59:12
ACCT  10 0240177 04  BAL           $15,444.01
CS IN           $50.00  CS OT           $ .00
CK IN           $ .00   CK OT           $ .00
JN IN           $ .00   JN OT           $ .00

```

NOTE

On transactions 1450 (Card Payment) and 1460 (Card Advance), card numbers are masked in compliance with Payment Card Industry Data Security Standards. For more information, see FPS GOLD PCI Compliance.

See Also:

[Currency Transaction Report](#)

[Appendix D - Transaction Code Information](#) in DocsOnWeb

[Multiple Transactions \(F10\)](#)

Mass Loan Payments (600/50/0)

Use the Mass Loan Payments screen to quickly process many transactions for many different accounts. This function is especially useful if your institution has one employee or a small number of employees responsible for



entering loan payments on accounts. For example, if you receive many loan payment checks each day in the mail, an employee can use this screen to enter that information for each account.

The Mass Loan Payments function allows you to perform loan payment transactions 600 (and 2600) and 690 and payments with principal decreases. With Mass Loan Payments, you can perform multiple loan payment transactions of the following types:

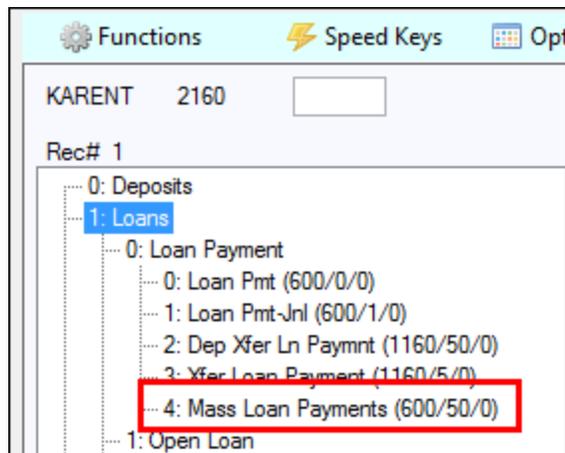
- Regular Payment
- Bulk Activity Payment
- Regular Payment with Additional Principal
- Spread Payment
- Spread Payment with Reserve
- Mail-in Payment
- Walk-in Payment

Processing Mass Loan Payments

You can add payments for multiple accounts at one time. However, you can only process one type of payment at a time. Once you select one of seven Payment Transaction types listed above, you must send all of the transactions of that type before you can select another type.

To perform mass loan payment transactions:

1. Select "Mass Loan Payments (600/50/0)" from the Loans menu in CIM GOLDTeller:



NOTE

If Mass Loan Payments does not appear in your transaction list, someone with security access will need to add it. See [Setup > Administrator Options > Menu Design](#) for information on how to set up your transaction list.

The Mass Loan Payments screen opens:



- In the Payment Transaction field group, select the type of transaction you want to run.

If you are entering many transactions, group the transactions by type. For example, if you have a pile of loan payments that are from walk-in payments, mail-in payments, and regular payments, you would group the mail-in payments together and process those; then group the walk-in payments and process those; and then group the regular payments and process those.

Hint: Select the transaction type first. If you enter account information first, and then change the transaction type, the system will ask you if you want to clear all transactions. You will either have to process the transactions with the transaction type that was already selected, or you will lose all the information you entered and be forced to enter it again using the transaction type you need.

- Enter an account number in the **Account Number** field.
- Enter the payment amount in the **Tran Amount** field.
- Click on **Check**, **Journal**, or **Cash** to specify the method of payment.
- If the payment is being made by check, enter the check number in the **Check-In Number** field.
- Enter information specific to the transaction type you selected in Step 2:
 - If this is a spread payment (tran code 690), enter the principal amount in the **Principal** field and the interest amount in the **Interest** field.



- If this is a spread payment (tran code 690) and you need an extra field to enter another amount, such as escrow, click the **Spread Payment With Reserve** radio button. The **Reserve1** field will appear below the **Principal** field.

Account Number	Tran Amount
01-123123-01	100.00
Principal	Interest
85.00	5.00
Reserve1	Check-In Number
10.00	100200301

- Enter the extra amount in **Reserve1**, if necessary.
 - If this is a **Regular Payment with Additional Principal Field** transaction, enter the amount of the additional principal in the **Additional Principal** field. This field does not appear on the screen until you select the **Regular Payment with Additional Principal Field** radio button.
 - Similarly, if you are running a **Spread Payment** or **Spread Payment with Reserve Field** transaction, enter the appropriate payment information in the **Principal**, **Interest**, and **Reserve 1** fields.
8. Click <Add Tran>. *Hint:* If using the number keypad to quickly enter account information, press the <+> key. The information, including a running total in green, will be displayed on the right-hand side of the screen.

Account Nbr	Tran Amount	Type	Principal	Interest	Reserve1	Status
01-123123-01	100.00	Check	85.00	5.00	10.00	
Totals:	100.00		85.00	5.00	10.00	

The columns in the list view change according to the type of transaction.

NOTE

If this is a spread payment (tran code 690) and the amounts do not add up when you click the <Add Tran> button, a message will display stating that the amounts do not add up. You must fix the amounts before you continue.

The system will do a pre-test of a regular payment with additional principal before processing the transaction to be sure that both the payments and the principal decrease will work. If an override is needed, both the payment (tran code 600) and the principal decrease (tran code 510 field credit) will be rejected.

9. Enter any other payments of the same type that you need to enter.

NOTE

After you click <Add Tran>, you cannot change the Payment Transaction type until you click <Send>.



10. Click <Send>. All the loan payments that can be processed without an override will be sent to the host and processed.

When the transaction is finished, the screen will display accepted and rejected loan payments.

Account Nbr	Tran Amount	Type	Principal	Interest	Status
01-123123-01	300.00	Check	260.00	40.00	Transaction Failed: SOV - REQUIRED FOR THIS TRAN

If a payment is rejected, the reason displays in the Status column. See the following section for information on handling rejected transactions.

You can pPrint a report of the transactions by clicking either <Print Bank Report> or <Print Tran Report>.

11. When you have completed processing a group of accounts and want to begin processing another group, click <Clear All Trans>. A warning dialog box opens. If you click <Yes>, the screen will become blank and return to default settings.

Handling Rejected Transactions

Loan payments that require a teller or supervisor override will reject.

You can either click <Remove Tran> to delete a rejected payment or process an override.

WARNING

Checking one of the override checkboxes will post all pending transactions in the list view with the override; you can't select one at a time and send them individually.

To process an override:

1. Click the **TOV** checkbox for teller override or **SOV** checkbox for supervisor override.
2. Click <Retry Rejects> and then <Send>. The Override Required dialog box opens.
3. Enter the necessary information.

NOTE

If you know beforehand that certain items will require an override, it would be faster to process those items together in a separate batch (for instance, payments that have been sent from the collection department).

You can print a report of all rejected items by clicking <Print Report>.

Loan Payment Notes

- When posting a payment on a loan that is two or more payments past due for this tran code, the system requires a teller override (TOV).



- For contract collections, late charges included in the regular payment are shown in the seller history as a separate item. If a correction transaction is processed on the same day and for the same amount as the 600 transaction regular payment, both transactions are cancelled. Otherwise, the correction will show on the [Afterhours Processing Exceptions Listing \(FPSRP013\)](#).
- When posting a payment on a payment method 5 loan that is higher or lower than the actual amount, the system will require a TOV and display one of the following messages: "TOV AMT TOO LOW -- PMT IS \$XXX.XX" or "TOV AMT TOO HIGH -- PMT IS \$XXX.XX."
- For payment methods 0, 1, 2, and 7, when posting a payment on a loan that has received a partial payment, the system requires a teller override (TOV).
- When making a reversal of a payment tran (600), if one or more 500s and/or 510s were posted after the payment was posted, all the 500s and 510s *must* be reversed prior to the reversal tran (608). If one or more 500s and/or 510s were posted and you only want to reverse one particular transaction (and not the payment), you don't have to reverse all of the transactions posted after that transaction, just that transaction itself.

Options: The following institution options are available when posting loan transactions:

- OPT 8 BSOV: Allows you to bypass the supervisor override when posting payments for payment method 6 where the borrower pays more than the scheduled amount (if the loan has not been sold to an investor).
- OPT Y CFEE: Requires a TOV when posting a payment if miscellaneous fees are due on the loan. (This option is available for all payment methods.)
- OPT Y BTOV: Stops the requirement for a TOV when posting a loan payment for an amount greater than the payment amount. This was created for processing mass payments; however, it also works with regular loan payments. (This option is only available with payment method 5 loans.)
- OP01 BKPM: Bankruptcy (**Hold Code** 4 and 5):
 - Allows a principal decrease (tran code 510/518)
 - Allows a principal increase (tran code 500/508)
 - Allows a pay-off (tran code 580)
 - Allows a loan payment (incl. auto payments) (tran code 600/608)
 - Allows a "teller spread" payment (tran code 690/698)
 - Allows payment of late charges (tran code 550/558)
 - Allows waiving of late charges (tran code 570/578)
 - Allows VSI Add (tran code 870/878)
 - Allows VSI Cancel (tran code 890/898)
 - Allows assessing of misc. fees (tran code 660/668)
 - Allows a payment of misc. fees (tran code 850/858)
 - Allows waiving of miscellaneous fees (tran code 670/678)
 - Allows a partial payment (tran code 510/508 to field 33)
 - Allows an automatic payment
- OP01 PIWD: Allows interest to be paid only in full-day increments for payment method 6 loans. If this option is set, when a payment is posted (600 transaction code only), interest will only be paid in full-day increments. For example, if the per diem is \$5.50, only multiples of \$5.50 would be paid to interest (\$5.50, \$11.00, \$16.50, etc.), up to the full amount of interest owed. Any remaining amount will be applied to principal. If the amount paid is less than the per diem, no interest will be paid. The result of this option will be a more accurate **Date Last Paid To**.

Example:

Given:
 Principal balance: \$3,816.10
 Loan rate: 30.0000%
 Interest base: 365
 Per diem: \$3.14
 Interest for 30 days: \$97.34



P/I constant: \$264.00

A payment of \$100.00 divided by the per diem of \$3.14 will be 31. The per diem multiplied by 31 is \$97.34. The remainder of the payment (\$2.66) will be applied to the principal.

- OP02 APCO: Charge-Offs (Hold Code 2):
 - Allows a loan payment (including auto payments) (tran code 600/608)
 - Allows a "teller spread" payment (tran code 690/698)
 - Allows payment of late charges (tran code 550/558)
 - Allows waiving of late charges (tran code 570/578)
 - Allows VSI Add (tran code 870/878)
 - Allows VSI Cancel (tran code 890/898)
 - Allows assessing of misc. fees (tran code 660/668)
 - Allows a payment of miscellaneous fees (tran code 850/858)
 - Allows waiving of miscellaneous fees (tran code 670/678)
 - Allows an automatic payment
- OP03 ACCO Charge-Offs: (Hold Code 2):
 - Allows a principal decrease (tran code 510/518)
 - Allows a principal increase (tran code 500/508)
 - Allows a pay-off (tran code 580)
- OP03 PM07: Allows you to bypass the supervisor override when posting payments for payment methods 0 and 7 where the borrower pays more than the scheduled amount (if the loan has not been sold to an investor).

Retirement Distribution (1230)

When you process a Retirement Distribution (transaction code 1230), the withholding amount displays on the GOLDTeller screen so you can use it to balance the transaction.

Example: A customer wants to withdraw \$1000.00 from their retirement account.

To process this transaction:

1. Enter the Transaction Amount on the transaction, then click <Calculate Withholding>.

The following dialog box box is shown after the withholding is calculated using the settings on the account.

	Amount to Customer	Transaction Amount	Net Withholding
<input checked="" type="radio"/>	1,000.00	1,111.11	111.11
<input type="radio"/>	900.00	1,000.00	100.00

2. Ask how much the customer wants. In this example, there are two options:
 - the withholding can be computed on the \$1000.00 withdrawal amount, to give the customer \$1000.00;
 - the customer can receive the net of the withholding, which is \$900.00.



As you can see, the withholding amount is different based on the Amount to Customer.

3. Select the appropriate amount in the dialog box box.

The **Tran Amount** field and the new field **Calculated Withholding** are prefilled.

4. Tellers should enter the amount to the customer from the dialog box box above in the **Cash**, **Check**, or **Journal Out** fields to make the transaction balance. See the following example.

John Doe
 Customer Number 123-34-5667
 Home Phone Number (801)555-1212
 Birth Date 11/10/1953
 Mother's Maiden Name Smith

Account	Balance	Description	Payment	Status	Code
01 70007000 7	\$17,379.19	Cd		Open	

Retirement Distrib (1230/0/0)

Account Number 01-70007000-7
 Tran Amount 1,111.11 (prefilled)
 Penalty
 Passbook
 Cash Out 1,000.00 (manually entered)
 Cash In
 Check In Number
 Check Out
 Calculated Withholding 111.11 (prefilled)
 Check Out Number
 Journal Out
 Journal In
 Jml Reference Nbr
 Penalty Amount
 New Description
 As Of Date 11/30/2014
 IRS Distribution Code B - Designated Roth Distribution
 Correction

Withholding Inquiry Successful:
 01 70007000 9 W/HLDING AMT INQ
 000528810 Doe J(

CUST AMT	W/D	W/HOLDING
1,000.00	1,111.11	111.11
900.00	1,000.00	100.00

NOTE

We recommend that tellers click the <Calculate Withholding> button on the transaction for every distribution. You can require tellers to click it before they can proceed with the transaction. To do this, check the **Force Calculate Withholding Button on 1230 Transaction** field (GOLDTeller Functions menu > Administrative Options > PC Institution Settings > Settings Page Two, Miscellaneous field group). See the following example.



PC Institution Settings

Settings Page One | **Settings Page Two** | CTR & Cash Dispenser Defaults | Institution Options (Inquiry Only)

Check Writer

- Disable Check Writer on Functions Menu
- Disable Cancel and other fields of Check Writer
- Disable Automatically Bring Up Check Writer
- Disable Fill Check Writer with CIS
- Disable Skip Choice Dialog If Default Check Form E
- Update Check Reconciliation Record on Host
- Use MICR Check Writer Feature (Online Only)
 - Only Allow MICR Checks To Be Generated

Customer Labels

	Column		Row
Left Label X:	<input type="text" value="0"/>	Left Label Y:	<input type="text" value="0"/>
Right Label X:	<input type="text" value="0"/>	Right Label Y:	<input type="text" value="0"/>

- Default Print Customer Label To Loan Account
- Default Print Customer Label To Right

Passbooks

- Disable Skip Choice Dialog If Default Passbook Form
 - Number of Passbook Lines
- Allow Passbook Line Number Entry When Turning Page

GOLDTrakPC

- Check for GOLDTrakPC Checks to be printed
 - Allow Officer Override
 - Allow Supervisor Override
 - Allow Teller Override

Overrides/Chat

- Disable Use Overrides on Host Security Functions
- Disable Save Last Used Teller And ComputerName For Remote Overrides
- Ignore Overrides for Dollar Limits
 - Remote Override Timeout

Signatures

- Use IE Explorer for Signature Display

Max Signature Size

Miscellaneous

- Include Date on Output Print
- Skip Auto Showing Customer Status on Entry View
- Force Calculate Withholding Button on 1230 Transaction
- Use Print Driver When "Use Printer Codes" is Checked (Graphics)
- Use the Whole PrinterName (don't strip off <on???)>
- Match Base Printer Name for Terminal Server Client
- Snap to Form Design Grid
- Snap to Transaction Design Grid
 - Snap to Transaction Design Grid Width
 - Snap to Transaction Design Grid Height
 - Copies of the Bond Redemption Report

Automatically Close Cards When Closing Deposit Account

When a deposit account is closed, the system will find and close all cards to which that account is linked, if there are no other open accounts tied to the card. If there are cards that cannot be closed, the transaction will be canceled, and you will need to handle them manually.



Use Email Receipts

CIM GOLDTeller allows you to email receipts to customers rather than printing paper receipts. You must be using the new email address record in order to use this feature. Institution Option P0E0 (Use New Email Addresses) must be set. To use the new email address record, a conversion must be processed on your CIS file. Contact your Account Manager for more information. Once this conversion is completed, you can set an additional Institution Option to begin using the email receipts feature at your bank. CIM GOLD version 15.1 or higher must be installed.

NOTE

A printer must be selected in your GOLDTeller Receipt Printer configurations. Email receipts will not work if you print to your display.

Institution Option (EMRT- Email Receipts) must be set to allow tellers the option to email receipts to your customers. Second receipts will still be printed as they currently are.

A check box, **E-Mail Receipt?**, will be shown on the bottom of each teller transaction that requires an account number. An option to automatically check this field on all transactions is found in [PC Institution Settings Page Two](#).

Email Address Rules

The email addresses of the SSN entered on the transaction or the email addresses of the Account IRS Owner will be presented to the teller in a drop-down list. After a conversation with the client, the teller must select one of the email addresses from the list.

- o Email addresses cannot be entered during the transactions. Only addresses on file can be used.
- o If there are no addresses on file for the customer, a message displays. The transaction continues, and regular receipts will be printed.
- o If the teller is set up to display receipt information, no email addresses will be presented.

Email Sender Information

Alert #209 will be used for the receipt transaction email. You must send in a work order for the Web addition. The receipt that gets emailed is in the same format as your printed paper receipt.



Modify CIS Fields in GOLDTeller

Click the following link for information on how to modify CIS fields in GOLDTeller.

[Modifying CIS Fields in GOLDTeller](#)



Use Monetary Instrument Reporting

Click the following link for information on how to use Monetary Instrument Reporting.

[Monetary Instrument Reporting](#)



Functions

CIM GOLDTeller Functions menu

Each of the functions listed under the Functions menu in [CIM GOLDTeller](#) is described in the following sections.

[Clear CIS Search Information](#)

[Go Back to Interrupted Transaction](#)

[Interrupt a Transaction](#)

[Item List](#)

[Print Output Display](#)

[Repeat Last Transaction](#)

[Repeat Last Transaction and Fields](#)

[Reprint Receipt](#)

[Reverse Last Transaction](#)

[Administrator Options](#)

[Operator Functions](#)

[Print Functions](#)

[Teller Total Functions](#)

[Check Writer](#)

[Currency Transaction Report](#)

[Journal/Forwarding](#)

[Notice of Delayed Availability](#)

[OFAC](#)

[Calculator](#)

[Display GOLDTeller32 CIM Version](#)

[Display GOLDTeller 32 CIM What's New](#)

[Display Keyboard Shortcuts](#)

[Test Override](#)

[PC Calculate Check Digit](#)



Clear CIS Search Information

CIM GOLDTeller Functions menu > Clear CIS Search Information

Select this option to clear the fields in the Personal Information field group, as shown below. This clears any CIS search that was entered, and you can search and select another customer for whom you'd like to run a transaction, as explained in the [CIS Search](#) topic.

Account	Balance	Description	Payment	St



Go Back to Interrupted Transaction

CIM GOLDTeller Functions menu > Go Back to Interrupted Transaction

Select this option from the Functions menu and the system bring up an interrupted transaction just as you last left it. This function only works if you have already interrupted a transaction, as explained below.

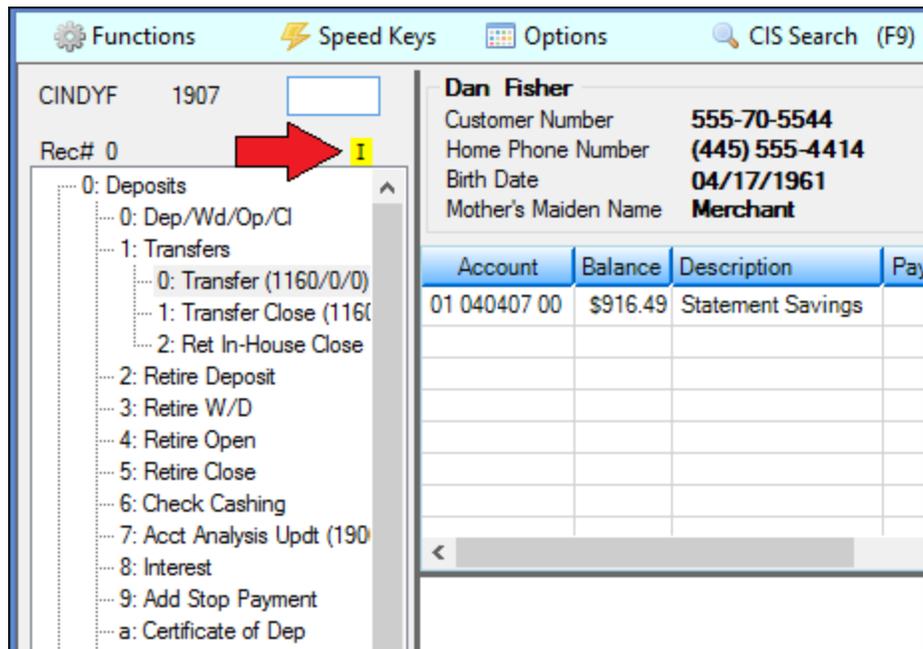


Interrupt a Transaction

CIM GOLDTeller Functions menu > Interrupt a Transaction

You may have occasions when you need to interrupt a transaction and do something else before returning back to the transaction to complete the process. If you select the Interrupt a Transaction function (or press <Ctrl> + I) while a transaction is displayed, the system will freeze the transaction you are working on, thereby allowing you to access a different transaction in CIM GOLDTeller or access a different screen in CIM GOLD.

To indicate that a transaction has been interrupted, a yellow-highlighted "I" will be displayed at the top of the transaction list in GOLDTeller, as shown below.



To return to the transaction, press <Ctrl> + B (or select "Go Back to Interrupted Transaction" from the Functions menu).



Item List

CIM GOLDTeller Functions menu > Item List

Select the Item List function (or press <F11>) to bring up an easy-to-enter ledger that tracks and totals monetary denominations or journal entries deposited with a transaction. It is required on the [Multiple Transaction](#) mode.

If you use MICR checks, the Checks Out **Nbr** field is not on the screen. See the example below.

If your institution requires a description on check transactions 1410–1440, enter the description in the **New Description** field. (A description is required if your bank uses Institution Option BDSC, Require Description on 1410–1440 Check Transactions.)

See Also:

[Creating MICR Checks for Use in CIM GOLDTeller](#)
[Run a Transaction](#)

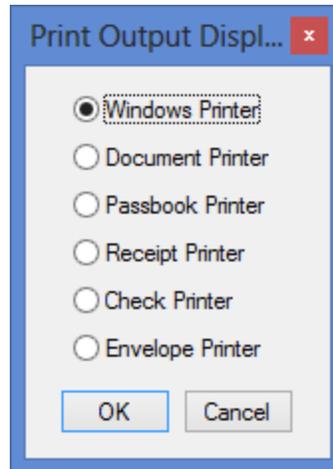


Print Output Display

CIM GOLDTeller Functions menu > Print Output Display

If you want to print the transaction information that is displayed in the [Output Display box](#) after a transaction has been run, select "Print Output Display" from the Functions menu (<Ctrl> + P), or right-click the Output Display and select "Print."

The Print Output Display dialog box is displayed, allowing you to select how you want to print the information: to a Windows printer, document printer, a receipt printer, or more, as shown below:



The paths for these printers are entered on the [Printer Defaults tab](#) on the System Configuration screen.



Repeat Last Transaction

CIM GOLDTeller Functions menu > Repeat Last Transaction

Select this option or press <F12> to perform the last transaction that was last run. All fields will be blank on the transaction. See [Running Transactions](#) for more information.

 *TIP:* Pressing <F12> again will place the data entered in the first field on the previous transaction in this transaction's first field. Each time <F12> is pressed; the next field will be filled with the data entered in the previous transaction. This is similar to the Repeat Last Transaction and Fields function (see below).



Repeat Last Transaction and Fields

CIM GOLDTeller Functions menu > Repeat Last Transaction and Fields

Repeat Last Transaction and Fields (<Shift> + <F12>) causes the previous transaction to be shown with the fields populated with the previous transaction's data.



Reprint Receipt

CIM GOLDTeller Functions menu > Reprint Receipt

After a transaction has been processed, before another transaction is performed, a copy of the receipt can easily be reprinted by pressing <Ctrl> + R. To reprint a receipt for a transaction performed prior to the last transaction, use [Journal Forwarding](#) to identify the desired transaction.



Reverse Last Transaction

CIM GOLDTeller Functions menu > Reverse Last Transaction

Reverse Last Transaction (<F8>) causes the last transaction performed to appear with the Correction field checked (or not checked, if correcting a correction).



Administrator Options

CIM GOLDTeller Functions menu > Administrator Options

The functions under Administrator Options require special security. These options are for administrators to set up menus, transactions, options, and other important conditions needed for employees to use GOLDTeller. See the following links for more information on each of these functions:

[Account Signatures](#)

[Form/Font Configuration](#)

[Menu Design](#)

[PC Branch Settings](#)

[PC Institution Settings](#)

[Print Form Design](#)

[Profile Speed Key Assignments](#)

[System Configuration](#)

[System Field Dictionary](#)

[Transaction Design](#)

[View/Modify Droplists](#)

[MICR Check Form Designer](#)

[MICR Next Check Number](#)



Operator Functions

CIM GOLDTeller Functions menu > Operator Functions

Click List Operators to open a list of all the employees who can use CIM GOLDTeller. Click Operator Information to open the [Operator Information](#) dialog box.



Print Functions

CIM GOLDTeller Functions menu > Print Functions

Use these functions to set up print defaults.

Print Check Endorsement

Enables a user to print a check endorsement for your institution. This function can be repeated for multiple checks.

Print Custom Label

Provides an interface for a user to quickly enter and print custom label information.

Print Envelope

Prints envelope labels for loan and deposit accounts.

Print Non-Transaction Receipt

Enables a user to easily and quickly print a non-transaction receipt.



Print Non-Transaction Receipt

Account and Type

Deposit Loan G/L

Account 01-129999-02

Amount Info Line 1

Date Info Line 2

Time Info Line 3

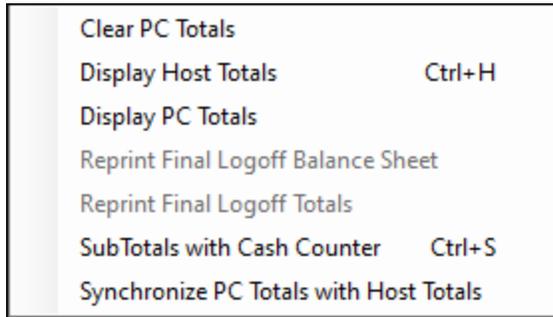


Teller Total Functions

CIM GOLD Teller Functions menu > Teller Total Functions

At the end of a day, teller totals are taken. This can only be done when a final release is performed.

When you click on "Teller Total Functions," the menu below opens.

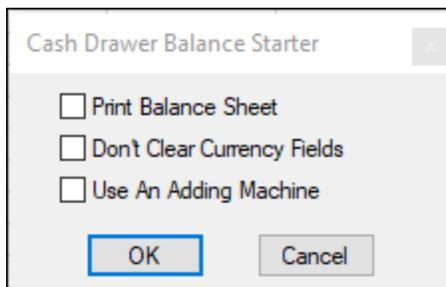


[SubTotals with Cash Counter](#)

SubTotals with Cash Counter

CIM GOLD Teller Functions menu > Teller Total Functions > SubTotals with Cash Counter

When you click on "SubTotals with Cash Counter," the Cash Drawer Balance Starter dialog box opens.



Select one of the available options, then Press <Enter> or click <OK>. The options are explained below.

NOTE

These options are available only if they have been set in [PC Institution Settings](#)

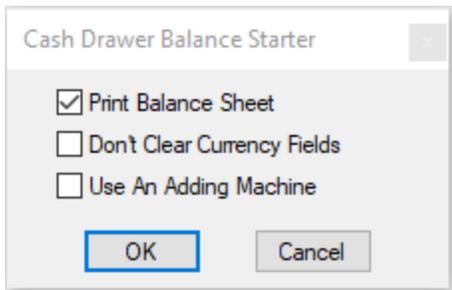
- **Print Balance Sheet:** See the steps below for instructions on using this feature.
- **Don't Clear Currency Fields:** When this option is selected, tellers must enter cash amounts on the Cash Drawer - Counter screen at final sign-off. The **Don't Clear Currency Fields** box will be grayed out on the dialog box that appears when logging off, as shown below. This option is not used for temporary releases. This option was added to avoid any potential problems from forced balancing of cash. If this option is not selected, tellers have the option of not clearing out any of the currency fields on the Cash Drawer - Counter screen by selecting the Don't Clear Currency Fields checkbox.



- **Use An Adding Machine:** If this option is selected, the Cash Drawer screen that is shown when performing a final logoff functions similarly to an adding machine, so you can use your numbers pad on the keyboard to enter exact amounts. For example, if this option is not set, and you enter "1" in the 100's field, the system knows that the one means 1 hundred dollar bill, and adds up the number as "100" in the total. If this option is on, you would need to enter "100.00," and the system would total it as "100.00." If you enter "1," the system assumes ".01" and displays an error, as shown below:

To print Subtotals to a Balance Sheet:

1. Select **Print Balance Sheet** and click <OK>



Cash Drawer Balance Starter

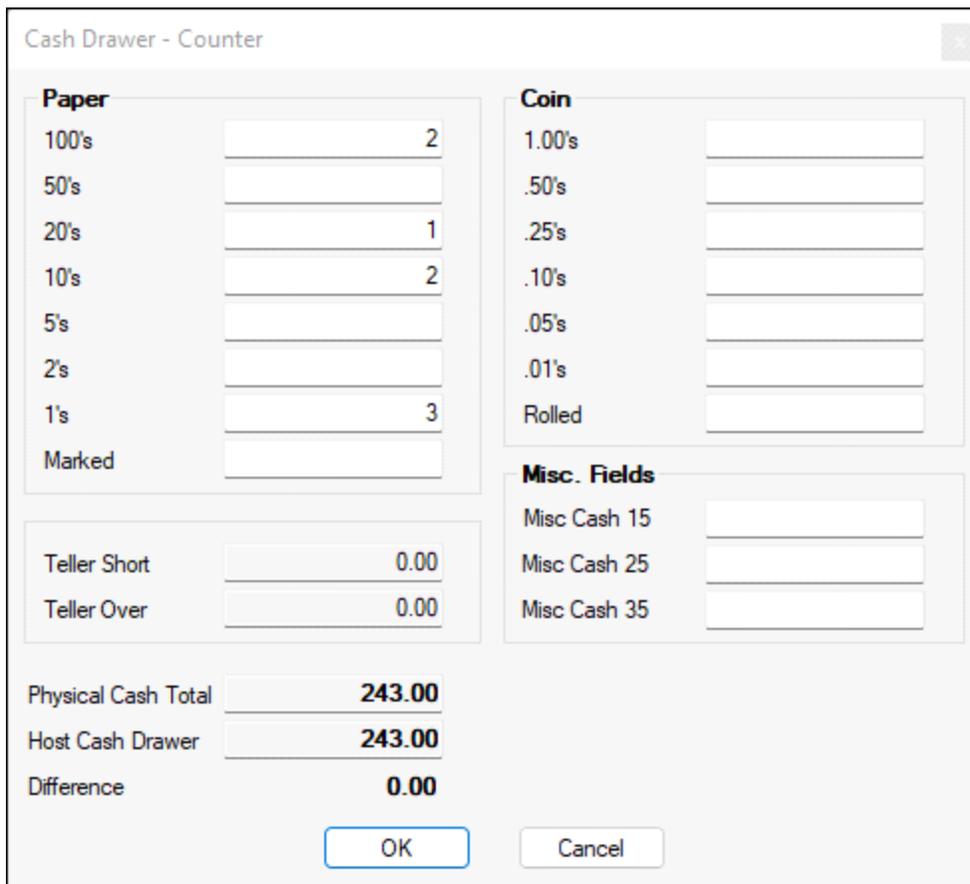
Print Balance Sheet

Don't Clear Currency Fields

Use An Adding Machine

OK Cancel

2. Enter your Cash Drawer information and click <OK>. The Cash Drawer - Counter dialog box opens.



Cash Drawer - Counter

Paper		Coin	
100's	2	1.00's	
50's		.50's	
20's	1	.25's	
10's	2	.10's	
5's		.05's	
2's		.01's	
1's	3	Rolled	
Marked			

Misc. Fields	
Misc Cash 15	
Misc Cash 25	
Misc Cash 35	

Teller Short	0.00
Teller Over	0.00
Physical Cash Total	243.00
Host Cash Drawer	243.00
Difference	0.00

OK Cancel



Your Balance Sheet screen will display with the **Print Balance Sheet** field selected, as shown below.

Balance Sheet			
Marked	0.00	ONUS Check	0.00
100's	0.00		
50's	0.00	Journal In	0.00
20's	0.00	Deposit Out	0.00
10's	0.00	Loan Out	0.00
5's	0.00	G/L Out	0.00
2's	0.00	System Deposit In	0.00
1's	0.00	System Loan In	0.00
1.00's	0.00	System G/L In	0.00
.50's	0.00	= **Total A **	0.00
.25's	0.00		
.10's	0.00	Journal Out	0.00
.05's	0.00	Deposit In	0.00
.01's	0.00	Loan In	0.00
Rolled	0.00	G/L In	0.00
All Misc	11,818.18	Money Order Out	0.00
= Ending Cash	11,818.18	Cashier Check Out	0.00
- Beg Cash	11,818.18	Traveler Check Out	0.00
= Net Cash	0.00	System Deposit Out	0.00
		System Loan Out	0.00
+ Check In	0.00	System G/L Out	0.00
- Check Out	0.00	**Total B **	0.00
= **Total**	0.00	= **Total B - Total A**	0.00
		Total - (Total B - Total A)	0.00
		<input checked="" type="checkbox"/> Print Balance Sheet	
The Totals Are In Balance			
		OK	Cancel

3. Click <OK> to print the Balance Sheet.



BALANCE SHEET				
<u>Teller Number</u>	<u>Inst</u>	<u>From</u>	<u>Date</u>	<u>Time</u>
8925	180	HOST	08/26/2022	10:17:13
			ONUS Checks	\$0.00
Marked			Teller Over	\$0.00
\$100's	\$0.00		Teller Short	\$0.00
\$50's	\$0.00			
\$20's	\$0.00		Jrnl In	\$0.00
\$10's	\$0.00		Dep Out	\$0.00
\$5's	\$0.00		Loan Out	\$0.00
\$2's	\$0.00		G/L Out	\$0.00
\$1's	\$0.00		Sys Dep In	\$0.00
1.00	\$0.00		Sys Ln In	\$0.00
0.50	\$0.00		Sys G/L In	\$0.00
0.25	\$0.00	(=)	TotalA	\$0.00
0.10	\$0.00			
0.05	\$0.00		Jrnl Out	\$0.00
0.01	\$0.00		Dep In	\$0.00
Rolled	\$0.00		Loan In	\$0.00
Mutilated	\$0.00		G/L In	\$0.00
Misc Cash	\$11,818.18		Mny Ord Out	\$0.00
Vault Total	\$0.00		Csh Chk Out	\$0.00
(=) End Cash	\$11,818.18		Trav Chks Out	\$0.00
(-) Beg Cash	\$11,818.18		Sys Dep Out	\$0.00
			Sys Ln Out	\$0.00
(=) Net Cash	\$0.00	(=)	Sys G/L Out	\$0.00
(+) Check In	\$0.00		TotalB	\$0.00
(-) Check Out	\$0.00		TotalB-TotalA	\$0.00
(=) Total	\$0.00	Total-(TotalB-TotalA)		\$0.00
	=====			=====
Teller Signature				
	Fps Teller			

See Also:

[Log Off](#)

[Teller Totals](#)

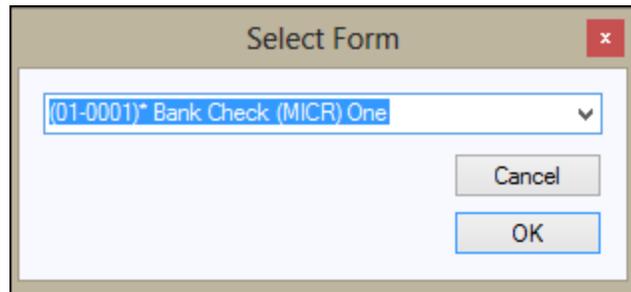


Check Writer

CIM GOLDTeller Functions menu > Check Writer

This function allows you to print checks on the check destination printer without creating a transaction.

1. Select "Check Writer" from the Functions menu. The Select Form dialog box will display.



2. Click the down arrow and select a check form from the drop-down list.
3. Click <OK>. The Check Writer dialog box will display.



Check Writer - (01-0001) Money Order

Account and Type

Deposit Loan G/L

Account

Date ▾

Check Number

Check Amount

Printing a MICR check. Check number modification is not allowed.

Payee Line 1

Payee Line 2

Payee Line 3

Payee Line 4

Payee Line 5

Payee Line 6

Memo

Remitter

More Travel Check Nbrs

Disable Automatic OFAC Lookup

Cash Purchaser Information

Purchaser Tax ID

Purchaser Name: Last, First

Date of Birth ▾

Tran Code/Modifier **0-0**

Purchaser Physical Address

Line 1

Line 2

City State ZIP -

Identification Document

ID Number State

ID Type

Date Issued ▾ Date Expires ▾

** Required Fields*

4. Fill in the appropriate information for the check type. This information will be transferred to the actual check.
5. Click <OK>. The check will print to the check destination. If the check destination is a printer, the Ready to Print Check dialog box will display (if option is turned on).
6. Click <OK>. The check will print.

NOTE

FPS GOLD suggests that this function be secured and only used when a reprint of a check is required. No audit trail is created for this function, and no corresponding transaction is processed.



Currency Transaction Report

CIM GOLDTeller Functions menu > Currency Transaction Report

The Currency Transaction Report totals all currency transactions made during the day for each Social Security number. It must be filed by your institution online using the BSA website or through Verafin. All accounts that have the same IRS owner Social Security number will be combined. Once you fill out the information on this screen, you can click <Print Preview> to view the information in its finished form.

This screen will also be enabled automatically if the customer is over limit when transactions are processed.

To open the Currency Transaction Report screen, select "Currency Transaction Report" from the CIM GOLDTeller Functions menu. See the examples below.

Part I

The screenshot shows a web-based form titled "Currency Transaction Report" with a window title bar. The form is divided into sections: "Part I Person Involved in Transaction" (selected), "Part II", and "Part III".

Part I Person Involved in Transaction (Name Seq 1):

- 2 a Person conducting transaction on own behalf
- b Person conducting transaction for another
- c Person on whose behalf transaction was conducted
- d Courier Service (private)
- 3 Multiple Transactions
- 4 Individual's last name or entity's legal name: Unknown, (with "Check" and "If Entity" checkboxes)
- 5 First Name: Unknown,
- 6 Middle Name:
- 7 Gender: (dropdown)
- 8 Alternate Name:
- 9 Occupation or type of business:
- 9a NAICS Code: (with "NAICS Lookup" button)
- 10 Address: Unknown,
- 11 City: Unknown,
- 12 State: Unknown, 13 Zip Code: Unknown, +4
- 14 Country: Unknown, (dropdown)
- 15 SSN/EIN: Unknown, 16 TIN type: (dropdown)
- 17 Birthdate: Unknown, (dropdown)
- 18 Contact phone number: Ext.
- 19 E-Mail address:
- 20 Form of identification used to verify identity: Unknown
 - Driver's license/State ID
 - Passport
 - Alien Registration
 - Other ID
- Number: Country: Issuing State:
- Acct Seq: Account number:
- 21 Cash in amount for individual or entity listed in item 4:
- 22 Cash out amount for individual or entity listed in item 4:

Right sidebar:

- Account Name Search:
- Keys for Read SSN / EIN / IDN:
- Day of Week: (dropdown)
- Seq (type):
- Read:
- Formatted SSN / EIN / IDN:

Bottom navigation:

- < Previous Page
- Next Page >
- Print Preview
- Close
- Save

Teller System > GOLDTeller > Functions > Currency Transaction Report

The following notes apply to Part 1:

- If no Social Security Number is entered on the transaction, Box 2a will be marked.
- There is no limit to the number of names on this form.



- The system populates Box 18 with the first contact phone number found in this order: home, cell, work.
- The **Alien Registration** field for Item 20 is the same as the Non-Citizen ID.
- If the state entered in the **Issuing State** field for Box 20 is in the United States, then the **Country** field will be populated automatically.
- Account numbers are repeated for both Box 21 and Box 22 when deposits and withdrawals have been processed for the same SSN.
- Up to 30 accounts can be printed on the form.

Part II

Part II Amount and Type of Transaction(s). Check all boxes that apply.			
*23 Date of transaction <input type="text"/> Transaction date			
24 <input type="checkbox"/> Armored car (FI Contract) <input type="checkbox"/> ATM <input type="checkbox"/> Mail Deposit or Shipment <input type="checkbox"/> Night Deposit <input type="checkbox"/> Aggregated transactions			
*25 CASH IN: (in U.S. dollar equivalent)		*27 CASH OUT: (in U.S. dollar equivalent)	
Populated by FPS GOLD			
a Deposit(s)	\$ <input type="text"/> .00	a Withdrawal(s)	\$ <input type="text"/> .00
b Payment(s)	<input type="text"/> .00	b Advance(s) on credit (including markers)	<input type="text"/> .00
c Currency received for funds transfer(s) out	<i>file maintainable</i> <input type="text"/> .00	c Currency paid from funds transfer(s) in	<i>file maintainable</i> <input type="text"/> .00
d Purchase of negotiable instrument (s)	<input type="text"/> .00	d Negotiable instrument(s) cashed	<input type="text"/> .00
e Currency exchange(s)	<input type="text"/> .00	e Currency exchange(s)	<input type="text"/> .00
f Currency to prepaid access	<input type="text"/> .00	f Currency from prepaid access	<input type="text"/> .00
g Purchases of casino chips, tokens and other gaming instruments	<input type="text"/> .00	g Redemption(s) of casino chips, tokens, TITO tickets and other gaming instruments	<input type="text"/> .00
h Currency wager(s) including money plays	<input type="text"/> .00	h Payment(s) on wager(s) (including race and OTB or sports pool)	<input type="text"/> .00
i Bills inserted into gaming devices	<input type="text"/> .00	i Travel and complimentary expenses and book gaming incentives	<input type="text"/> .00
z Other (specify):	<input type="text"/> <input type="text"/> .00	j Payment for tournament, contest or other promotions	<input type="text"/> .00
		z Other (specify):	<input type="text"/> <input type="text"/> .00
Total Cash in	\$ <input type="text"/> .00	Total Cash out	\$ <input type="text"/> .00
26 Foreign Cash in <input type="text"/>	Foreign Country <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
28 Foreign Cash out <input type="text"/>	Foreign Country <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
Based on teller transaction for foreign cash			

Currency Transaction Report, Part II

The following notes apply to Part II:

- Box 23 is the Transaction Date.
- Box 24 is not populated by FPS GOLD.



- Boxes 25a, 27a, and the **Total Cash In** and **Total Cash Out** are populated by FPS GOLD. Boxes 25a–e and 27a–e (highlighted in the example above) are file maintainable. You can move the cash amounts to the appropriate category. FPS GOLD has not programmed for all transaction codes.
- 26 and 28 are based on the teller transaction for foreign cash.
- You can add an unlimited number of accounts to other names on the report.

Part III

Part III Financial Institution Where Transaction(s) Takes Place 1 of 1

*37 Type of financial institution: **Depository institution**
 Other (specify):

*29 Primary federal regulator: **Federal Deposit Insurance Corporati**

38 If 37a - Casino/Card Club is checked, indicate type (check only one) **Not populated by FPS GOLD**
 State licensed casino Tribal authorized casino Card club Other

*30 Legal name of financial institution: **Gooseberry Financial**

31 Alternate name, e.g. trade name, DBA: **Test for Gooseberry**

*32 EIN:

*33 Address: **1525 W 820 N**

*34 City: **Provo**

*35 State: **UT**

*36 ZIP Code: **84601**

39 Financial institution ID type:
 ID number:

*40 Contact office: **River Valley**

*41 Phone number: **(801) 555-5555** Ext. **Not populated by FPS GOLD**

*42 Date Filed: **Not populated by FPS GOLD**
 (Date filed will be auto-populated when the form is signed.)

Currency Transaction Report, Part III

The following notes apply to Part III:

- Items 29-37 (out of order on the form) are populated from PC institution settings.
- Items 40 and 41 are populated from branch settings.

Adding Additional Names to the Form



You can add additional names to the form using the account entered on line 20. A button in the top right corner of the screen, <Account Name Search>, will be enabled when an account number is entered on the form. (See the example below.) If you add additional Cash In and Cash Out amounts on lines 21 and 22, you will need to manually add them to Part II of the form. Fields **b**, **c**, **d**, and **e** are open for file maintenance for lines 25 and 27.

To use this feature, complete the following steps:

1. In line 20, enter the account number to be used.

NOTE

Once an account has been entered, it cannot be changed. If it is left blank and cash in or out is entered, you cannot add an account.

2. Select the proper name sequence in the **Name Seq** field at the top right corner of the screen.
3. Click <Account Name Search> to get the list of names linked to the account entered in Step 1.
4. Double-click the appropriate name on the Names Linked to Account dialog box.

All the current CIS information will be automatically populated on the form for the name sequence selected.

The screenshot displays the 'Part I Person Involved in Transaction' form. At the top right, the 'Name Seq' dropdown is set to '1'. A red callout '3' points to the 'Account Name Search' button. Below the form, a dialog box titled 'Names Linked to Deposit Account: 1 200508' is open, showing a list of names and relationships. A red callout '4' points to the name 'Mr James G Washington Jr' which has a checkmark in the 'IRS' column. At the bottom of the form, the 'Account number' field is set to '1 200508', with a red callout '1' pointing to it. A red callout '2' points to the 'Name Seq' dropdown.

Name	Relationship	IRS
Jessie Lynn Jarman	Co-Owner	<input type="checkbox"/>
Mr James G Washington Jr	Owner	<input checked="" type="checkbox"/>
Jaxon Ellis Washington III	Co-Owner	<input type="checkbox"/>
Mr Jaret Evan Washington Jr	Beneficiary	<input type="checkbox"/>
Dr Melissa Anne Washington Jr.	Beneficiary	<input type="checkbox"/>
Ms Judy Annie Washington Jr	Co-Owner	<input type="checkbox"/>
Joseph Washington	Authorized Signer	<input type="checkbox"/>
Ellis George Washington	Authorized Signer	<input type="checkbox"/>
George Washington	Owner	<input type="checkbox"/>
Gertrude Washington	Co-Owner	<input type="checkbox"/>
Glen Washington	Co-Owner	<input type="checkbox"/>

Currency Transaction Report Account Name Search



Requirements

Banks and other financial institutions are required to file a Currency Transaction Report for each transaction involving more than \$10,000 in cash. The IRS requires all Currency Transaction Reports to be filed with them within 15 days of receipt. However, some persons and entities are exempt from this rule, such as the following:

- another bank in the United States;
- any federal, state or local government (including the District of Columbia, U.S. territories and possessions, and various tribal government authorities);
- any listed corporation whose stock is traded on the New York Stock Exchange or the American Stock Exchange (Excluding stock listed on the Emerging Company Marketplace of the American Stock Exchange);
- any listed corporation whose stock is designated as a Nasdaq National Market Security listed on the Nasdaq Stock Market (excluding stock issued under the separate Nasdaq Small-Cap Issue heading); or
- any consolidated subsidiary of a listed corporation that files combined federal income tax returns.

Please review your institution's requirements and procedures for creating and sending Currency Transaction Reports to BSA. Currency Transaction Reports are stored on the FPS GOLD system for seven days. You must have your own long-term retention plan for the forms you file with BSA.

NOTE

Foreign cash in and cash out are not captured for this report.

For more information concerning the Currency Transaction Report, visit the BSA website.

Institution option (NCTR, New CTR Form) must be set to use this form. The cumulative total of cash transactions throughout the day should be logged by the Social Security number of the person conducting the transaction at the teller window. If your tellers do not enter the SSN for the person, the IRS owner on the account will be logged as the one doing business. We suggest you review your policy and procedures to make sure you are in compliance. You may need to add the **SSN** field to your teller transactions in order to use it. The following 33 transactions currently have this field on them:

- 1120, DEP Deposit
- 1130, WDR Withdrawal
- 1190, CLS Close
- 1400, CCN Check Cash No Hold
- 1400, CCO Cash Check On-Ups
- 1400, CCH Cash Check-Hold
- 1400, OTC Hold On-Ups
- 1410, MON Money Order
- 1410, AMO Account Money Order
- 1410, MOF Money Order F/M
- 1420, TCK Travelers Check
- 1420, ATC Acct Travelers Chk
- 1420, TCF Travelers Chk F/M
- 1430, ECK Exchange Checks
- 1430, AEC Acct Exchange Chks
- 1430, ECF Exchange Check F/M
- 1430, ECK Exchange Checks/2
- 1440, CCK Cashiers Check
- 1440, ACC Account Cashrs Chk



- 1440, CCF Cashiers Check F/M
- 1450, CCP Credit Card Pay
- 1450, CPC Credit Crd Pay-Acct
- 1460, CCA Credit Card Adv.
- 1460, CAC Credit Card Adv-Acct
- 1480, BND Bond Cashing
- 1480, BND Bond Redemption
- 1490, XCT Exchange To U.S.
- 1490, XCF Exchange Fm U.S.
- 1490, XWD Exchange Withdrawal
- 1490, XDP Exchange Deposit
- 1490, XFC Xchg Frgn To Frgn
- 1800, GLD G/L Debit
- 1810, GLC, G/L Credit

NOTE

On transactions 1450 (Card Payment) and 1460 (Card Advance), card numbers are masked in compliance with Payment Card Industry Data Security Standards. For more information, see FPS GOLD PCI Compliance.

Institution option (CTRA, CTR Amount) was created to allow your institution to set the CTR form limit. Previously, the limit was cash amounts over \$10,000.00, but you can now set it at a lower limit if you want to gather customer information for the form before the required \$10,000.00 limit. If you want to set these two options for your institution, please submit a work order.

The data fields that are required on the form are populated automatically from the CIS file based on the SSN. If no SSN is entered on an account transaction, the IRS owner information will be used. The physical address tied to the customer will be used; if one is not available, the address information on the form will be left blank. We will add email addresses, phones, and other data to the form when it is available. Some of the fields present on the form are not available on transactions or on our system, so they have been disabled.

The following example of the PC Institution Settings dialog box, CTR & Cash Dispenser Defaults tab shows the new fields highlighted.



The screenshot shows the 'PC Institution Settings' dialog box with the 'CTR & Cash Dispenser Defaults' tab selected. The 'Currency Transaction Report Institution Defaults' section contains the following fields:

- Disable Use Currency Transaction Report
- Disable Show Cash By Account Numbers
- Name: Gooseberry Financial
- Address: 1525 West 820 North
- City: Gooseberry
- State: UT ZIP: 84654 ZIP + 4: BSA: 1
- Phone: (800) 453-9400 Print Offset: X: 0 Y: 0
- SSN: Print Preview Offset: X: 0 Y: 0
- MICR: 554654
- Title: Vice President
- Preparer: Bud Lembeck
- Contact: Dee White Schnute
- Type of financial institution: Depository institution
- Primary federal regulator: Federal Deposit Insurance Corporation (FDIC)
- Alternate name, e.g. trade name, DBA: Test for Gooseberry

The 'COMM Port Options for Cash Dispenser' section contains the following fields:

- Use a Cash Dispenser
- Port: COM2
- Baud Rate: 9600
- Data Bits: 8
- Parity: None
- Stop Bits: 1
- Flow: DTR/DSR RTS/CTS XON/XOFF

At the bottom, there is a status bar with 'Date/Time Transactions Last Updated from Host' and 'Save' and 'Close' buttons.

PC Institution Settings Dialog, CTR & Cash Dispenser Defaults Tab (Functions > Administrator Options > PC Institution Settings)

The fields highlighted on the screen above need to be filled out to pre-populate the bank information on page three of the CTR form.

NOTE

Tellers can minimize this screen if they need to access another transaction before finishing the document.

The CTR form enters branch information using the PC Branch Settings dialog box. The name of the office and the phone number are used on the CTR in fields 40 and 41. See the following example.



PC Branch Settings

Branch Number	Branch Name	Disable Update
1	River Valley	<input type="checkbox"/>
2	Springville	<input type="checkbox"/>
4	Highland	<input checked="" type="checkbox"/>
8	VALLEY VIEW	<input type="checkbox"/>

Branch Number 1 Update from Host

Name

Address

City

State ZIP ZIP + 4

Phone

Title

Preparer

Contact

PC Branch Settings Dialog Box

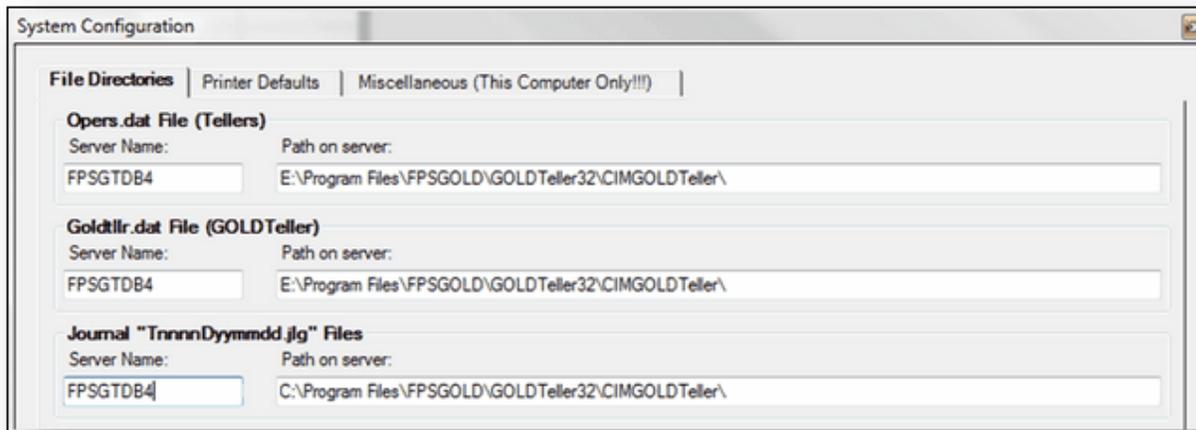


Journal/Forwarding

CIM GOLDTeller Functions menu > Journal / Forwarding

Journal Files

Each transaction that has been processed through the CIM GOLD, GOLDTeller system is tracked and recorded through PC files called Journal Files. Journal files are located either on the DB4Server or on the individual PC where those transactions were performed. System Configuration controls where the journal files will be placed through the following marked path:



Journal files can be available for any number of days your institution can store. Each institution can choose to extend these days by changing the setting in PC Institution Settings. The journal files are named using an individual teller's number and the date transactions were performed.

To access GOLDTeller, Journal Files, select Functions from the Tool Bar. From the Functions drop-down menu, select Journal / Forwarding or use fast keys Ctrl + J. This will open the Journal Log dialog box box.

- **My Today's Transactions:** The Journal Log will allow the current user to view a summary of his or her transactions for the day by selecting <My Today's Transactions>. This selection is a standard predefined selection. You can set up a variety of selections based on what your tellers need for balancing throughout the day.
- **Print Report:** Facilitates the printing of any selection of Journal Report to a specified printer
- **Print Preview:** Generates an online preview of the selected journal report
- **Print Check In Detail:** Check this box to print the F11 item list checks on the report selected.



12:33:47	1120/0	09 0201936 03	650.00	Check Deposit <1120/0/2>
		Total Checks In:	650.00	
		Check In Detail:	150.00	
			375.25	
			124.75	

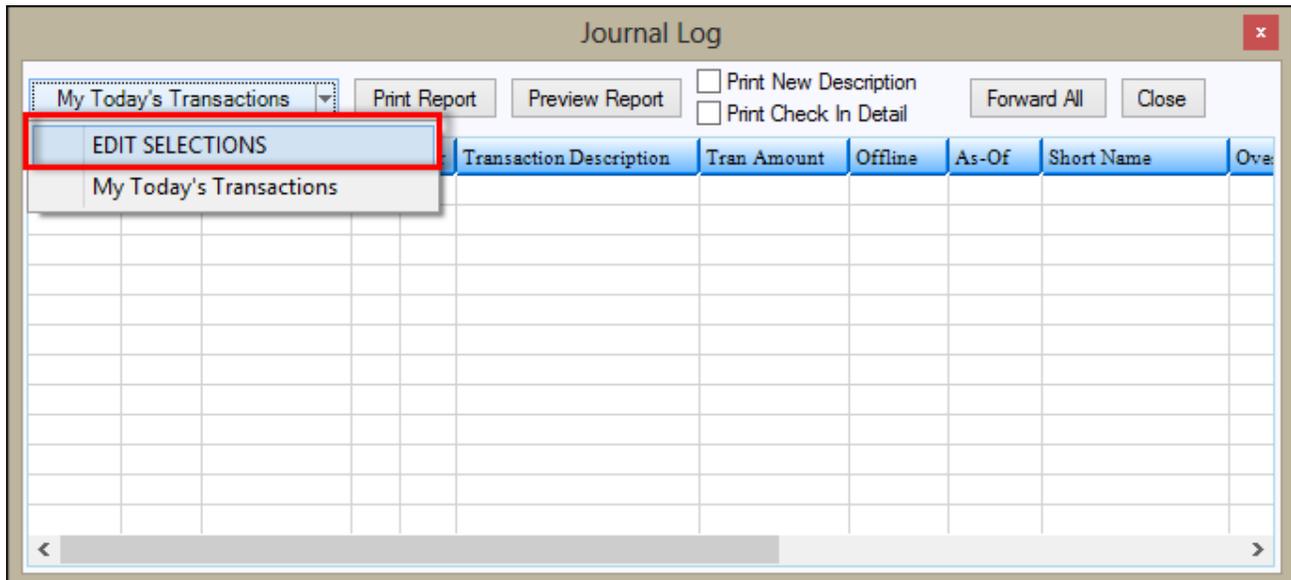
- **Print New Description:** Check this box to print the transaction description entered by the teller at the time of the transaction.

12:37:11	1440/1	09 0201936 03	300.00	Cashier's Check <1440/1/0>
				New Description: Waived Fee

- **Forward All:** Forwards all transactions, performed in an offline status, to the host.

Edit Selections

Selecting "Edit Selections" opens the Journal Scan Information dialog box. This box allows the user to alter/vary from the default selection options. The default settings, which "My Today's Transactions" uses, include all online and offline transactions done during the current day.



If you want to set up additional Journal Selections, type a new name in the **Selection Name** field, update the needed selection parameters, and click <OK>. This will save this new selection as a future choice option. The example below shows a selection being created to include only transactions done offline.



Journal Scan Information

Selection Name Office Information Transactions Only ▾

Teller Name KARENT (2160) (Karen Todd) ▾

Search teller indicated above
 Search all tellers
 Search multiple other tellers M

Online
 Offline: no forward attempted
 Offline: forward accepted
 Offline: forward rejected
 Offline: cannot forward
 Offline: timed-out transactions

Search date indicated below
 Search today's date
 Search prior weekday's date
 Search all dates

Search for overrides only
 Search for checks in only
 Start with last record

Search Criteria

	Start	End
Record Number	<input type="text"/>	<input type="text"/>
Tran Amount	<input type="text"/>	<input type="text"/>
Tran Code	<input type="text"/>	<input type="text"/>
Tran Modifier	<input type="text"/>	<input type="text"/>
Tran Sequence	<input type="text"/>	<input type="text"/>
Deposit Acct Nbr	<input type="text"/>	<input type="text"/>
Loan Acct Nbr	<input type="text"/>	<input type="text"/>
G/L Acct Nbr	<input type="text"/>	<input type="text"/>
Date	<input type="text" value="11/14/2013"/> ▾	<input type="text" value="11/14/2013"/> ▾
Time	<input type="text" value="00:00:00"/>	<input type="text" value="23:59:59"/>

Save Selection
Delete Selection
OK
Cancel

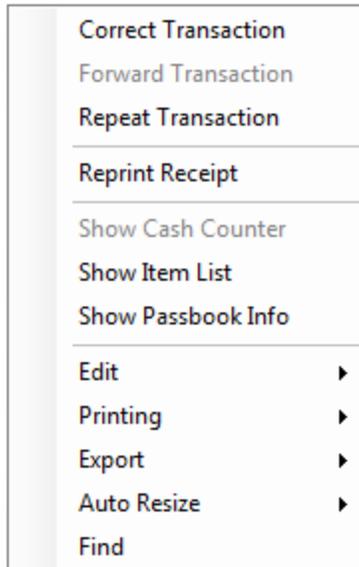
Journal Log

The Journal Log dialog box lists all transactions that fall within specified parameters.



The screenshot shows the 'Journal Log' window. At the top, there are buttons for 'My Today's Transactions', 'Print Report', 'Preview Report', and 'Forward All'. Below these are checkboxes for 'Print New Description' and 'Print Check in Detail'. The main area is a table with columns: 'Index', 'Receipt', 'Date/Time', 'Ors', 'Curr', 'Transaction Description', 'Trans Amount', 'Offline', 'As-Of', 'Short Name', 'Overridden By', 'Message', 'New Description', 'Account', 'Older Account', 'Scan Identifier', and 'Override Reason'. Two transactions are visible: one for 'Login <1600-0-0>' and another for 'Deposit <1120-0-10>'. A context menu is open over the second transaction, listing options like 'Correct Transaction', 'Forward Transaction', 'Repeat Transaction', 'Reprint Receipt', 'Reprint Passbook', 'E-Mail Receipt', 'Show Cash Counter', 'Show Item List', 'Show Scanned Items', 'Add/Edit Scanned Items', and 'Remove Scanned Items'.

In most cases, you will select "My Today's Transactions." Once those transactions have been listed, you can then highlight a specific transaction. To view the transaction detail, you can also right-click on the transaction, which will open a pop-up menu.



This pop-up menu allows the user to do the following tasks:

- **Correct Transaction:** Populates original transaction detail with the offsetting "Correction" box automatically marked or unmarked, depending on whether the original transaction was a correction itself.
- **Forward Transaction:** If the highlighted transaction was done in an offline setting, this option will forward only this transaction to the host. Other offline transactions will not be forwarded. Selecting "Forward All" in the Journal Log will forward all offline transactions.
- **Repeat Transaction:** Original transaction detail is populated into the transaction detail screen for immediate use.
- **Show Cash Counter:** This option allows you to view a screen where the teller's cash has been entered. This data will stay in the record until it is cleared out.



- **Show Item List:** If an item list was used for the highlighted transaction, this option will display those entries as they were originally entered.



Non Customer Transaction Log

The names on this log are used to screen non-customer transactions against your institution's FinCEN 314a file. This log is a way for you to keep track of transactions performed for individuals that do not include an account and get them screened as required. An example of this kind of transaction is cashing a check for a non-bank customer without using an account number. Other examples include money order purchases, cashier's checks, and so forth.

Non-customer Transaction Log								
Tran Date	Tran Time	Tran Code	Tran Mod	Description	Tran Amount	Teller Nbr	Payor Name	Payee Name
2/18/2016	7:34:34 AM	1400	1	Check Cash No Hold (1400/1/0)	111.00	0899		
Non-customer Transaction Log Search Search Begin Date: 8/18/2015 Search End Date: 2/18/2016 Search Tran Code: <input type="text"/> Search: <input type="button" value="Search"/>								
Date	Time	Tran Code	Tran Mod	Description	Tran Amount	Teller	Payor Name	Payee Name
02/12/2016	10:07:48	1400	1	Cashed a check	123.00	899	Jim Shorts	Barb Wire
02/12/2016	13:52:14	1400	1	Check Cash No Hold (1400/1/0)	91.00	899	Sam I Am	Cat In The Hat
02/12/2016	14:09:21	1440		Cashiers Check (1440/0/0)	50.00	899	Chicken Little	Henny Penny

The screen pre-fills some of the information from the last transaction the teller ran. The columns on the screen are as follows:

- **Date:** This is the date of the transaction to add to the log.
- **Time:** This is the time of the transaction to add to the log.
- **Tran Code:** This is the transaction code.
- **Tran Mod:** This is the transaction modifier.
- **Description:** This is the description of the transaction.
- **Tran Amount:** This is the total amount of the transaction.
- **Teller:** This is the number of the teller who performed the transaction.
- **Payor Name:** This is the name of the person from whom you received checks or cash for the transaction.
- **Payee Name:** This is the name of the person to whom checks or cash was paid by the transaction.

If you do not access this screen after the transaction, you can manually enter all the data for the transaction.

The PC Institution Setting **Disable Repeat F12 Transaction Key** must be *unmarked* for the Non-Customer Transaction Log function to work because the log gathers some information from the last transaction run. The PC Institution settings are located in GOLDTeller under the Functions menu > Administrator Options.

The FinCEN List

The FinCEN list follows slightly different rules. This list is only made available to banks. The bank receives a 314a request, usually every two weeks, but possibly more or less than that. They have 14 days to report the results of the search. The search should only occur once for a specific FinCEN list. The search must include a search of accounts on file for up to 12 months, and of transactions that are not linked to an account for the last 6 months.

The FinCEN list is not guaranteed to be nationwide and may be regional. Therefore, banks may not all receive the same list. Accordingly, we will have each bank upload its own FinCEN list, and we will process it when we



receive it. Each bank will search its own list. FPS GOLD has no access to the lists. They are stored on your bank's database.

A screen is available in CIM GOLD to enable you to upload your bank's FinCEN 314a list. It is found under Miscellaneous/FinCEN 314a. Once you download the file, you can process a screening against your non-customer list and CIS. These files will be screened each time they are loaded.

There is a GOLDTeller function available to facilitate the entries of 314a transactions for non-customer transactions.

Institutions may use the FinCEN list to assess risk before opening accounts, but are not required to do so. For our purposes, new account OFAC searches will not search the FinCEN list.

Requirements for Record Retention

Banks must keep the following information about each FinCEN list to verify that they are in compliance with FinCEN reporting:

- date of the request;
- tracking numbers within the request;
- date the request was searched.

If positive matches, also keep the following information:

- the date matches were reported;
- the accounts and transactions that were identified in the match process.

This information must be kept for five years.



Notice of Delayed Availability

CIM GOLDTeller Functions menu > Notice of Delayed Availability

This function allows you to manually print the Availability Form. The notice informs the customer that the check(s) deposited will not be available until a certain time designated by your institution. The notices can be printed for various reasons, including the following:

- A check you deposited/cashed was previously returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- The checks you deposited/cashed on this day exceed \$5,525.00.
- Your account is a new account (opened less than 30 days).
- An emergency, such as a failure of communications or computer equipment, has occurred.

If you enter a valid account number to begin, the name and address information will be populated with the mailing label for the account. The **Date of Deposit** defaults to today, but it can be changed to any valid date. When you print the form, the account number will be masked.



NOTICE OF DELAYED AVAILABILITY

TO:	FROM: m bank 2514 Via Tejon Palos Verdes Estates, CA 90274 (310) 375-9000
-----	--

Account Number: _____ Date of Deposit: 06/02/2022

CASE BY CASE

EXCEPTION / EXTENDED

We are delaying the availability of \$ _____ from this deposit.

_____ will be available on the	business day after the day of your deposit*.
_____ will be available on the	business day after the day of your deposit*.
_____ will be available on the	business day after the day of your deposit*.
_____ will be available on the	business day after the day of your deposit*.

We are taking this action because:

- A check you deposited/cashed was previously returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- The checks you deposited/cashed on this day exceed \$5,525.00.
- Your account is a new account (opened less than 30 days).
- An emergency, such as failure of communications or computer equipment, has occurred.
- We believe a check you deposited/cashed as described below, will not be paid for the following reasons:

(Amount of check, drawer of check, other check information)

- We received notice that the check is being returned unpaid.
- We have confidential information that indicates that the check may not be paid.
- We have been notified that the check has been lost or damaged in collection.
- We are unable to verify endorsement.
- The check is drawn on an account with repeated overdrafts.
- There are erasures or other apparent alterations on the check.
- The check is postdated or has a stale date.
- The check has an invalid routing and/or account number.
- Information from the paying bank indicates that the check may not be paid.
- Other: _____

See the note below.

*If you did not receive this notice at the time you made the deposit and the check you deposited is paid, we will refund to you any fees which we assessed for overdrafts or returned checks that result solely from the additional delay that we are imposing. To obtain a refund of such fees, contact the banking center where your account is held.

Completed By: _____ Verified by: _____



NOTE

Your institution can change the total in the checks deposited/cashed field from the \$5000 default. To change this amount, submit a request for a new amount in LGEA - Uncollected Funds Large Excess, or in LGXA - Large Excess Amount if you want an amount larger than \$9,999.99. If an amount is in LGXA, it is used. If LGXA is blank, LGEA is used.

Transactions with Uncollected Funds Holds will automatically cause the Notice of Delayed Availability dialog box to be shown. The dialog box will be shown after the deposit transaction has been processed and receipts have been printed. All fields on the notice, except the Account Number and Date, can be file maintained. The TO: box is filled with the standard mailing label information used for statements and forms. The FROM: box is filled with the PC institution Option information for the CTR Form. The Amount and Day fields are filled using your institution's uncollected funds rules.

The following options apply to the Notice of Delayed Availability and the uncollected funds schedule:

- Institution option NHEX: Prints the Exception/Extended section of the notice when the **Large Extend** or **Exception** box is marked.
- Institution Option PNDA: Prints both the case-by-case and Exception/Extended sections of the notice. If NHEX is not set, this form will be printed for every uncollected funds hold even if the **Large Extend** or the **Exception** box is not marked (Case-by-case holds). If both are set, the form will only print when the check boxes are marked (Exception holds).
- Institution Option UFCS: Show Uncollected Funds Schedule on Receipts. Set this option to show the Uncollected Funds Schedule in the teller output display, and you can request programming so that you can print this information on the back of your receipts. If PNDA is also set, the form will print.
 - Institution option SAUF: Secured Account Format on UCF Schedule. Set this option to mask the account number when printing the schedule on the receipt (when UCFS is set).
 - Institution option NSSN: Don't Print SSN or Tax ID on UCF Receipt. Set this option to exclude the printing of this information on the receipt (when UCFS is set).



OFAC

CIM GOLDTeller Functions menu > OFAC

The Office of Foreign Assets Control publishes a list of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers.

Customer name information can be quickly weighed against this list for possible matches.

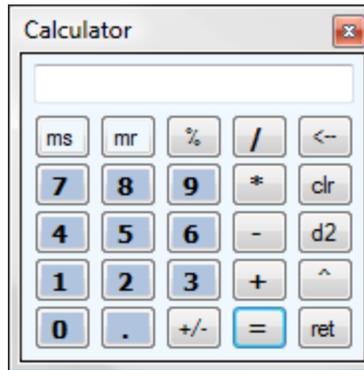
Access the OFAC application by selecting 'OFAC' from the Functions menu or by pressing <Ctrl> and <O> simultaneously.



Calculator

CIM GOLDTeller Functions menu > Calculator

Calculations can be performed by selecting "Calculator" from the Functions menu. Calculations can be typed, using the keyboard or numeric keypad, or performed with the mouse through point-and-click commands.



Display GOLDTeller32 CIM Version

CIM GOLDTeller Functions menu > Display GOLDTeller32 CIM Version

Select "Display GOLDTeller32CIM Version" to quickly view and identify the version currently installed on your machine.



Display GOLDTeller 32 CIM What's New

CIM GOLDTeller Functions menu > Display GOLDTeller 32 CIM What's New

Select "Display GOLDTeller32CIM Whats New" to quickly view the latest changes to CIM GOLDTeller.



Display Keyboard Shortcuts

CIM GOLDTeller Functions menu > Display Keyboard Shortcuts

A list of common keyboard short cuts can be quickly referenced by selecting this function or by pressing <Shift> and <K> simultaneously. This list of common shortcuts can also be printed, by pressing <Print> on the Display Keyboard Shortcuts dialog box box, for convenience.

Common Shortcuts

Feature	Key(s)
CIS search	F9, Alt+C
Clear Personal Information & Account List	Shift+F9
Clear the transaction	Escape
Display Host Totals	Ctrl+H
Functions menu	Alt+F
Go back to interrupted transaction	Ctrl+B
Help	F1
Interrupt a transaction	Ctrl+I
Item list	F11
Journal/Forwarding	Ctrl+J
Keyboard shortcuts	Ctrl+K
Multiple transaction mode	F10, Alt+M
Next field	Tab
Options menu	Alt+O
OFAC	Ctrl+O
Previous field	Shift+Tab
Print preview output window	Ctrl+P
Repeat last transaction	F12
Repeat last transaction with fields	Shift+F12
Reprint receipt	Ctrl+R
Reverse last transaction	F8
Send the transaction	Enter
Single transaction mode	F10, Alt+T
Speed keys menu	Alt+S
SubTotals with Cash Counter	Ctrl+S
User-defined speed keys	F2-F7

Account Number Field Shortcuts

Feature	Key(s)
Autofill office or acct with leading zeros	-
Get next account nbr from the list	Down arrow
Get prior account nbr from the list	Up arrow

Amount Fields Shortcuts

Feature	Key(s)
Next field	+, Tab
Previous field	/, Shift+Tab

Multiple Transaction Shortcuts

Feature	Key(s)
Go to tran code quick entry	*
Next field	+, Tab
Previous field	/, Shift+Tab

Item List Fields Shortcuts

Feature	Key
Add amount to a list	+
Advance to next field	+
Advance to next list	*

Print Close



Test Override

CIM GOLDTeller Functions menu > Test Override

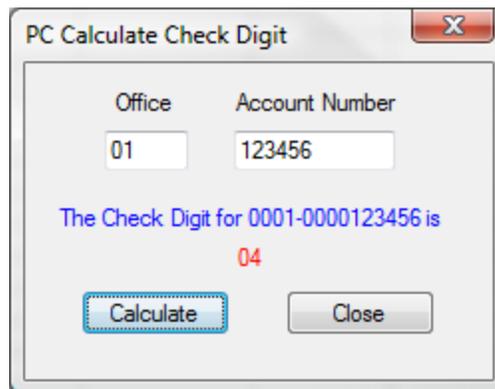
This function allows you to check the override function.



PC Calculate Check Digit

CIM GOLDTeller Functions menu > PC Calculate Check Digit

The check digit of an account number can be quickly calculated by selecting "PC Calculate Check Digit" from the Function menu.



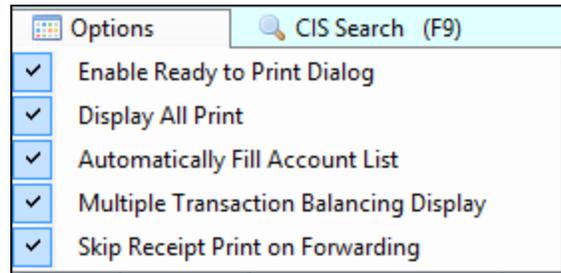
The screenshot shows a dialog box titled "PC Calculate Check Digit" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Office" with the value "01" and "Account Number" with the value "123456". Below these fields, the text "The Check Digit for 0001-0000123456 is" is displayed in blue, followed by the check digit "04" in red. At the bottom of the dialog, there are two buttons: "Calculate" and "Close".



Options

CIM GOLDTeller Options menu

The items on the CIM GOLDTeller Options menu allow you to set up defaults for transactions and printing.



- **Enable Ready to Print Dialog:** A function in GOLDTeller brings up a dialog box every time something is printed from GOLDTeller. The dialog box states "Ready to Print Display." The item will not be printed until you click <OK> on this dialog box. This gives you time to make the necessary preparations for printing, if needed.
- **Display All Print:** Displays all documents that are sent to the printer in the Output Display.
- **Automatically Fill Account List:** When you enter the account number on a transaction, all accounts for the IRS owner will be shown automatically in the account list.
- **Multiple Transaction Balancing Display:** The Balancing Display dialog box will automatically be displayed when <Send> is clicked for a transaction.
- **Skip Receipt Print on Forwarding:** If you select this option, a receipt will not automatically print when you complete a transaction.



Multiple Transactions (F10)

CIM GOLDTeller Multiple Transactions menu

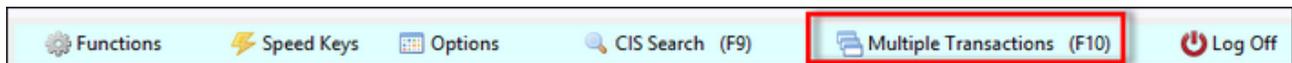
Use Multiple Transactions when you will be processing more than one transaction for a customer with one funding type, such as a check. Example: a deposit to a savings account and a loan payment.

If your institution uses MICR checks, this function is not allowed for Check Out transactions when you are offline. You do not enter check numbers in the Check Out fields at any time when using MICR checks.

Running Multiple Transactions

To run multiple transactions:

1. Select **Multiple Transactions** from the CIM GOLDTeller tool bar or press <F10>. See the example below.



NOTE

If the Multiple Transactions option is not activated at the top of your tool bar, you must submit a work order and have FPS GOLD turn on the option (MTRN) before it will be made available

2. Select the customer's name by pressing <F9> or clicking on <CIS Search> on your toolbar. Selecting the customer name will populate the list of accounts for the customer and facilitate the processing of transactions.
3. Under **Total Amounts – F11 For Item List**, input any **Cash In** or **Out** totals, as well as **Checks**.
4. Press <F11> if you want to open the Item List and enter detailed input amounts. See the example below.



FPSGOLD 9999

- 0: Deposits
- 1: Loans
- 2: Names/Address
- 3: G/L Debit/Credit
- 4: Teller/Vault
- 5: Official Check
- 6: Account# Inq
- 7: Wires
- 8: Account Analysis
- 9: Safe Deposit Boxes
- a: Check Digit Inq
- b: Miscellaneous
- c: TT&L Payment

John Doe
 Customer Number 123-45-6987
 Home Phone Number (435) 529-2345
 Birth Date 11/03/1978
 Mother's Maiden Name Lembeck

Account	Balance	Description	Payment	Status	Code	Type
01 2001095 3	\$5,000.00	Savings		Open	10	SV
01 800766 06	\$233,712.75	Loan	1,066.49	Open	17	LN
80 1000417 6	\$2,500.00	Checking		Open	1051	CK

Total Amounts - F11 For Item List

Cash In: 310.00 Checks: 837.33 Local Hold:
 Out: 15.00 Unspecified:

Use 1,132.33

Transaction Account Amount

Item List

<p>Checks In</p> <p>4</p> <p>Total: 837.33</p> <p>101.56</p> <p>203.75</p> <p>423.23</p> <p>108.79</p>	<p>Checks Out</p> <p>Exchange Check</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Nbr</th> <th>Amount</th> <th>Fee</th> <th>New Description</th> </tr> </thead> <tbody> <tr> <td colspan="4">Total:</td> </tr> </tbody> </table>	Nbr	Amount	Fee	New Description	Total:				<p>Cash In</p> <p>Total: 310.00</p> <p>100s 100.00</p> <p>50s 100.00</p> <p>20s 60.00</p> <p>10s 50.00</p> <p>5s</p> <p>2s</p> <p>1s</p> <p>Coin</p>	<p>Cash Out</p> <p>Total: 15.00</p> <p>100s</p> <p>50s</p> <p>20s</p> <p>10s</p> <p>5s</p> <p>2s</p> <p>1s 15.00</p> <p>Coin</p>	<p>Journal In</p> <p>Total:</p>	<p>Journal Out</p> <p>Total:</p>
Nbr	Amount	Fee	New Description										
Total:													

Select Source Account for Checks Out

Checks out from acct

Get Last Item List

Net: 1,132.33

5. The total transaction amount is now seen (in the example above, **Use 1,132.33**).
6. After you enter the Cash In/Out and Checks In information, use the Transaction Menu to select the transaction to allocate the monies (such as **Use 1,132.33**).

NOTE

You need to add any necessary hold amounts for the check items deposited before you begin processing individual transactions. Enter any **Local Hold** or **Unspecified** amounts in the designated fields.

In the example below, a loan payment transaction (600 / 0 / 0) was selected, and the account number and payment amount were entered.



Total Amounts - F11 For Item List

Cash Checks

In 310.00 837.33 Local Hold

Out 15.00

Loan Pmt (600/0/0)

Account Number Tran Amount Skip Balance

01-800766-06 1066.49

Sub-limit Code As Of Date

 11/04/2011 ▼

Correction

Before → **Use 1,132.33**

Transaction	Account	Amount

After → **Use 65.84**

Transaction	Account	Amount
Loan Pmt (600/0/0)	01-800766-06	1,066.49

7. Once the loan payment transaction information has been entered, click <Add>. This will put the loan payment transaction below in the transaction queue. Also, the amount to be allocated has been reduced by the loan payment, leaving \$65.84 to be used.
8. Select the next transaction from the transaction menu on the left of the screen.
9. Enter the transaction information and click <Add>.

If any funds are left to be allocated, the amount will be shown as **Use 123.45**. If the transactions total more than the amount the customer gave you, it will be shown as **Get 123.45**. When all transactions balance, the <Send> button will become active.

10. To process the transactions, click <Send>.

If the option "Multiple Transaction Balancing Display" is checked (under the **Options** menu at the top of the screen), the Balancing Display will automatically be displayed when <Send> is clicked.

11. Click <OK> again to process the transactions.



Transaction Description	?	Type	Account Nbr	Acct Balance	Cash In	Checks In	Journal In	Cash Out	Checks Out	Journal Out	Tran Amount	Local Hold	Unspecified
Loan Pmt (600/0/0) [600]		CR	L 1 800766	233,712.75	310.00	756.49	0.00	0.00	0.00	0.00	1,066.49	0.00	0.00
Deposit (1120/0/0) [1120]		CR	K 80 1000417	2,500.00	0.00	80.84	0.00	15.00	0.00	0.00	65.84	0.00	0.00
Totals					310.00	837.33	0.00	15.00	0.00	0.00	1,132.33	0.00	0.00
												Total Holds	
												Requested	0.00
												Applied	0.00
												Difference	0.00

Notes on Using the Multiple Transaction Balancing Display

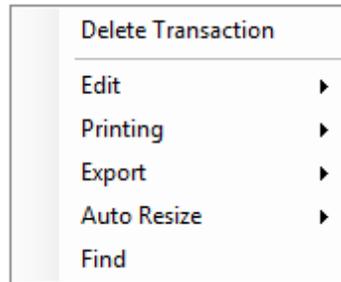
- Each individual transaction submitted that involves an override will require the override information to be entered, so you may have to enter this information multiple times.
- An individual receipt will print for each transaction that was added during the Multiple Transaction process.
- If it is determined that a correction needs to be made, a correction must be processed for each individual transaction. The Multiple transaction cannot be used.
- **Journal Forwarding:** A transaction number is assigned to each transaction in the list and will include an additional sequence number for each of the individual transactions. In the example below, notice that transaction #4 has three individual transactions listed as 4.1, 4.2, and 4.3.

Teller	Record	Date/Time	Ovr	Corr	Transaction Description	Tran Amount	Offline	As-Of	Short Name
9999	1	11/07/2011 08:20:03		<input type="checkbox"/>	Logon <1600/0/0>	13,280.00		11/07/2011	
9999	2.1	11/07/2011 08:42:08		<input type="checkbox"/>	Loan Pmt <600/0/0>	2,229.83		11/07/2011	
9999	2.2	11/07/2011 08:42:13		<input type="checkbox"/>	Deposit <1120/0/0>	220.17		11/07/2011	
9999	3	11/07/2011 09:22:15		<input type="checkbox"/>	Teller Signoff <1620/0/0>	13,680.00		11/07/2011	
9999	4.1	11/07/2011 09:31:35		<input type="checkbox"/>	Loan Pmt (Csh/Chk) <600/0/0>	1,050.00		11/07/2011	
9999	4.2	11/07/2011 09:31:39		<input type="checkbox"/>	Deposit <1120/0/0>	1,000.00		11/07/2011	
9999	4.3	11/07/2011 09:31:43		<input type="checkbox"/>	Deposit <1120/0/0>	450.00		11/07/2011	

To delete a transaction that has been added to the transaction list:

1. Hover your cursor over the transaction and [right-click] to display a new menu.
2. Click <Delete Transaction> to remove the transaction.



**See Also:**

[Run a Transaction](#)



Client Services

When you encounter problems using CIM GOLDTeller, your institution's liaison should contact your institution's Client Services representative. Use the following link to find information on how to contact your representative.

[Client Services User Guide](#)



FPS GOLD Teller Capture User's Guide

FPS GOLD partners with Jaguar Software for our Teller Capture scanning product. The Jaguar software is used for imaging transaction slips (deposit, withdrawal, G/L, loan coupon) and checks, as teller transactions are processed through CIM GOLDTeller. Image files in the X.93.7 format are created and stored on a server at FPS GOLD.

The information in this document will explain the various setup options and requirements of FPS GOLD Teller Capture, as well as how to use it.



Introduction

The following list gives an overview of how FPS GOLD Teller Capture works.

- Each teller station PC requires a check scanner.
- Transaction slip formats are predefined and should be used for transactions to autofill the account number, personal information for the IRS owner, and the account list.
- Customization for documents used should be customized and tested before going live on Teller Capture. See the [Transaction Slip Samples](#) at the end of this user's guide for required formats.
- If you choose not to scan transaction slips, the account number will need to be manually entered before you begin transactions.
- Virtual slips will be created when monetary amounts are entered in the **Cash In, Cash Out, Check Out, Journal In, and Journal Out** fields. There is also a field, **Create Virtual Transaction Tickets when Ticket not Scanned** (found on the CIM GOLD Teller Functions menu > Administrator Options > PC Institution Settings screen). If this field is checked, Virtual Tickets will be created for Deposit, Withdrawal, Loan Payment, G/L Credit, and G/L Debit transactions.
- Each Transaction must be in balance before proceeding to the next.
- Optional scanner endorsement printing can be done at the time of the transaction. Virtual endorsements are required.
- The Scan Identifier Compare will automatically come up at final logoff so scan errors and differences can be caught prior to cash balancing and final logoff.
- Procedures need to be in place to balance Checks In for your tellers, branches, and the institution before you consider your bank balanced each day.
- FPS GOLD will separate your transit checks from your on-us items.
- Transit checks will be forwarded to the Federal Reserve Bank (FRB) or your correspondent processor.
- Image Replacement Document (IRD) printing for charged back checks.

See the following sections for more information.

Images and Storage

Images for transactions that are processed using Teller Capture will automatically be attached to the history on deposit and loan accounts. All checks are viewable for each transaction processed from the Teller Capture. Optionally, deposit and withdrawal slip images can be shown on your customer statements in addition to their check images.

Purchase

Contact your FPS GOLD Client Services Account Manager to obtain a price quote for the FPS GOLD Teller Capture product. After you have purchased the licenses for Teller Capture, transaction slips for your organization will need to be customized and then tested by FPS GOLD to be used with the Jaguar scanning software.

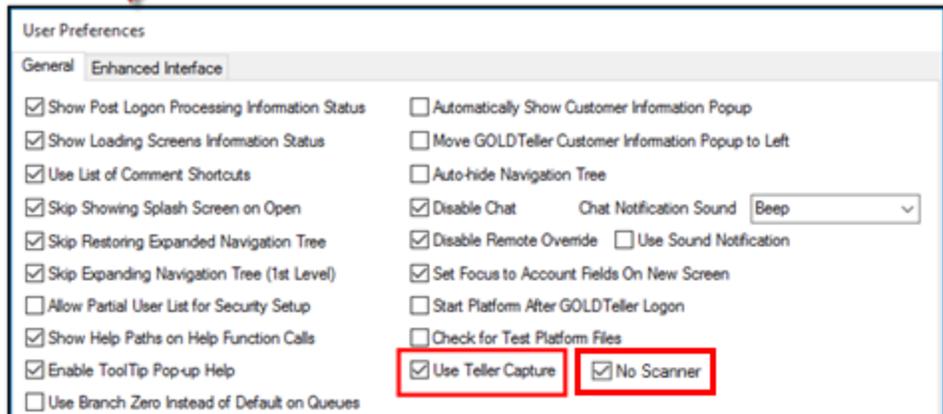
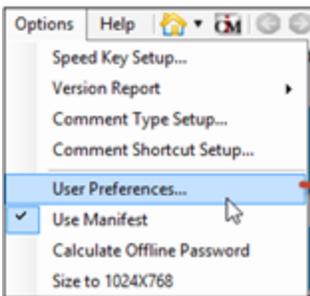
Required Components

Before Teller Capture can be turned on for your organization, options and machines must be properly updated as follows:

- Institution Option S937 (Sierra X937 Check Processing) must be turned on.
- Each teller who will be processing transactions using Teller Capture will need to be on CIM GOLD software version 2022.3.16.1 or higher.
- The Image Statement options must be set at the account level to receive check images on statements.
- To print deposit slips on statements, Institution Option DPSI (Show Deposit Slip Images) must be set.



- To print withdrawal slips on statements, Institution Option WDLS (Show Withdrawal Slip Images) must be set.
- Each teller station PC that will be used for scanning must have a check scanner attached. Please inquire with your Client Services Account Manager (CSAM) for a list of scanners currently compatible with Teller Capture. Most scanners with Ranger – Silver Bullet Technology can be used, but they need to be tested to verify compatibility. Additional setup costs will be charged for a scanner that is not currently compatible. Please work with FPS GOLD to ensure scanner compatibility before you purchase them.
- Subscribe to the X937 Research screen and the [Teller Capture Totals](#) screen.
- Teller stations that will be scanning transactions must mark the **Use Teller Capture** field in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). See the example below.
- If you need to view items in Teller Capture but you have no scanner, you must also mark **No Scanner** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). See the example below.



Options Menu > User Preferences > General Tab

Item Types and Virtual Slips

Each item scanned is required to have a specific Item Type in order to process correctly. Some transactions will designate the Item Type based on the transaction being run. If you are scanning transaction slips (deposit, withdrawal, or loan slips), each type of slip must be customized so the scanner can pick up the correct Item Types to fill in when transactions are processed. The list below is how Teller Capture identifies the Item Types. (This field is in the check detail record 25 in position 80.)



Item Types

0	Deposited Check	5	Cash Out
1	On-us check (killed/cashed)	6	Check Out (MO CC BC TC)
2	Deposit	7	Journal In
3	Withdrawal	8	Journal Out
4	Cash In	9	Loan Coupon

When tellers will fill in fields on the Item List (F11), virtual slips will be created as necessary based on transaction type and fields populated. See the example below of a Cash Out virtual slip.

Cash Out

\$100.00

ABA = 123456780
Serial# = 0

Account = 690112839

⑆ 123456780 ⑆
690112839⑆
0 ⑆0000010000⑆

Virtual Cash Out Slip

If the **Create Virtual Transaction Tickets when Ticket not Scanned** field (found on the CIM GOLD Teller Functions menu > Administrator Options > PC Institution Settings screen) is checked, Virtual Tickets will be created for Deposit, Withdrawal, Loan Payment, G/L Credit, and G/L Debit transactions.

The following is an example of a Virtual Deposit Slip:



Deposit

Tran Code: 1120-0

Date = 2/16/2022 15:26:55

ABA = 123456780

Serial# = 0

Account# = 610000668

On Us Check: \$2,014.95

Transit Check: \$5,066.43

Cash Out: \$500.00

Journal In: \$600.00

Amount: **\$7,181.38**

⑆ 123456780⑆

610000668⑆

0 ⑆0000 718138⑆

Virtual Deposit Slip



Processing Transactions

The following sections explain how to process transactions using Teller Capture.

[Transaction Process Overview](#)

[Teller Capture Transaction Example](#)

Transaction Process Overview

To begin the scanning process:

1. Select the appropriate transaction from the CIM GOLD Teller transaction menu.

If a deposit or withdrawal slip or loan coupon is used, the account number will be populated on the transaction from the item type scanned. The full account number needs to be written on the tickets, including all leading zeros. If slips are not used, the account number will need to be manually entered on the transaction.

2. Place the transaction items in the scanner hopper and select <Scan Items (Alt+I)>.

The Teller Capture screen will be shown as items are scanned.

If there are read errors with an item scanned, any fields that need repair will be highlighted in yellow after the scan is completed.

To repair read errors:

1. Enter the correct information as indicated.
2. Click <Update>.
3. Click <Complete> to continue with the transaction.

After all items are scanned and necessary repairs are made, Item List (F11) will be displayed. Input Checks Out, Cash In, Cash Out, Journal In, and Journal Out as necessary for the transaction and click <OK>. The selected transaction will be populated with information based on the type of items scanned and any Item List input. If additional fields need to be populated, use Item List (F11) or manually enter fields on the transaction.

To process the transaction:

1. Click <Send>.

The items scanned will be attached to the transaction on the Teller Journal and on the history of the account.

Teller Capture Transaction Example

The following example shows a Deposit transaction that has a deposit slip, checks in, cash out, and a journal in.

1. The Deposit transaction 1120/0/0 is selected from the transaction menu.



The screenshot shows the CIM GOLDTeller software interface. At the top, there are menu items: Functions, Speed Keys, Options, CIS Search (F9), Multiple Transactions (F10), Scan Items (Alt+I) (highlighted with a red box), and Log Off. The user is logged in as DAYNAK 1920. The main window is titled "Deposit (1120/0/10)".

On the left, there is a menu with "0: Deposits" selected and highlighted with a red box. Below it, a list of transaction types is shown, including "0: Deposit (1120/0/10)", "1: Withdrawal (1130/0/0)", "2: Check Cashing", "3: Acct Cash Exchange (1491)", "4: Open Account (1100/0/0)", "5: Close Account (1009/83/0)", "6: Bond Cashing", "7: Cross App Deposit (1120/0/)", "8: Transfer - Acct to Acct (116)", "9: Add Check Stop Payment (1)", "a: HSA Normal Contrib (1220/1)", "b: HSA Employer Contr (1220/)", "1: Cashier's Check", "2: Money Order", "3: PrePaid Gift Card", "4: Safe Deposit Boxes", "5: Fees and Service Charges", and "6: Visa Payment".

In the center, there is a "Personal Information" section with fields for Customer Number, Home Phone Number, Birth Date, and Mother's Maiden Name. Below this is a table with columns: Account, Balance, Description, and Payment.

On the right, there is a "Deposit (1120/0/10)" form with fields for Account Number, Tran Amount, Skip Balance, Cash In, Cash Out, Soc Sec# / Fed ID, Check In, # of Checks In, Journal In, Journal Out, Next Day Hold Amt, 2nd Day Hold Amt, Large Excess, Extended Hold, New Description, and Correction.

CIM GOLDTeller - Deposit Transaction (1120/0/0) Selected

- The deposit slip and checks are loaded in the scanner. If the **Create Virtual Transaction Slips when Slip not Scanned** field (found on the CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings screen) is checked, a virtual deposit slip will be created.



Teller Check Scanner with Transaction Slips and Checks Loaded

- The items are scanned by clicking <Scan Items>(Alt+I) on the CIM GOLDTeller Screen. The Teller Capture screen is shown as the items are being scanned. If any misreads occur, the items that had read errors will be indicated (see a. in the example below).
- The item indicating an error is selected to fix the misread(s). As misread errors are completed, select <Update> to save the input for the misread item. The example below shows that the check amount was a misread.

Teller Capture

Teller Capture



Item Type: Transit Check

Seq#	Check #	Amount	Account#
5		1810.25	7610000668
6	5120005	410.25	01234567891011
7	1049	0	01701239557
8	08003481	1000.00	0898032908

Listing Misreads (1) Suspects

Test Transit
Test Transit
Test Transit
Test Transit

Date 2.4.2022 1049

PAY TO THE ORDER OF Test Transit \$ 400.00
Four hundred DOLLARS

MEMO TRAN 140013 Transit Check

⑆ 23456780⑆ ⑆ 01701239557⑆ 001049

⑆ 123456780⑆ ⑆ 01701239557⑆ ⑆ 1049 \$ 400.00

Ticket

Complete
Scan
Update

Debits: \$1,410.25 Credits: \$1,810.25 Use ENTER to set field values, then choose Update.

Teller Capture Screen, 4 Items Scanned, Showing Misreads (1)



Teller Capture

Item Type: Deposit

Seq #	Check #	Amount	Account #
5		1810.25	7610000668
6	5120005	410.25	01234567891011
7	1049	400.00	01701239557
8	08003481	1000.00	0898032908

Debits: \$1,810.25 Credits: \$1,810.25

Item retrieved successfully.

Teller Capture Screen, 4 Items Scanned with Misreads Fixed, Updated, and Ready to Compare

The first item scanned is highlighted. The items in the list are in the order they were scanned and will remain in this order.

Each item can be verified by selecting the item from the Item Listing. If any of the data was read incorrectly, it can be repaired by changing the field and clicking <Update> to save changes.

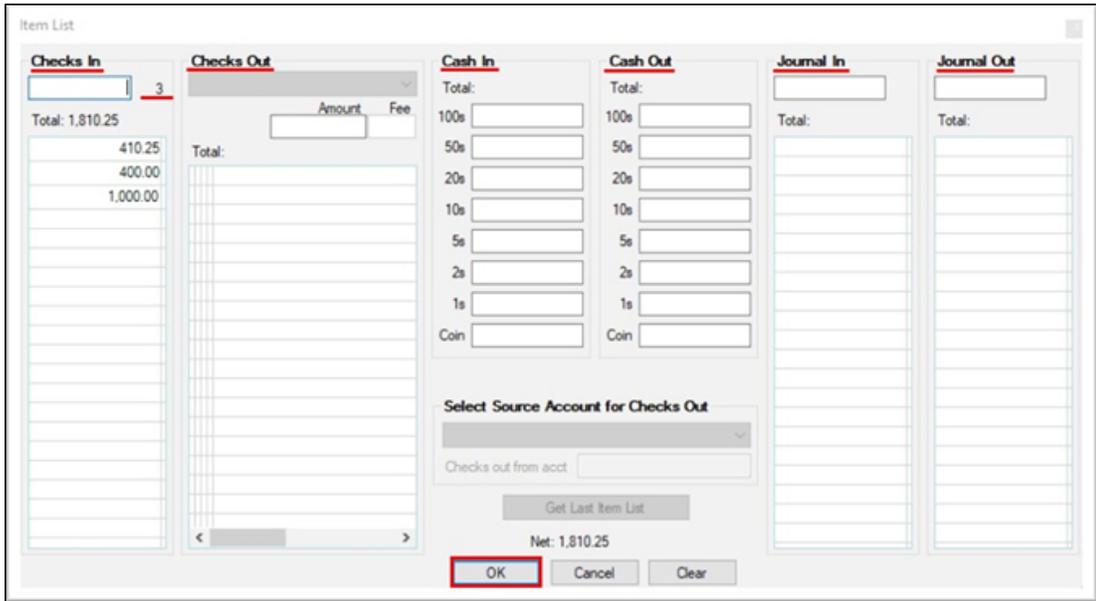
Note: The total of Debits and Credits does not match in this example. However, if there is any Cash In/Out, Journal In / Out, these amounts may not match, and the additional Credit amounts will be entered on the Item List (F11) for the transaction.

The total amount of Check In items should be matched here to the total amount of Debits. If the amount is incorrect, there may be a misread on an amount that needs to be found and updated, or the amount on the tape total for the check in portion of the deposit may be written incorrectly. The teller should find and fix check amount errors before the transaction is completed.

5. When the images are verified and correct, click <Complete>.

The GOLDTeller Item List (F11) screen will be enabled. The scanned checks are populated in the Checks In column. Here the Checks Out, Cash In/Out, and Journal In/Out fields are manually entered as applicable for the transaction.





CIM GOLD Teller > Item List (F11)

6. Click <OK> to continue with the transaction.

Based on the account number scanned and amounts entered on the Item List <F11>, the account number and the monetary fields will be automatically populated on the transaction.

7. Enter any other data necessary, such as the Journal Reference number or Uncollected Funds Holds (UCF).

8. Click <Send> to process the transaction. See the example below.

If you get to this point and find you need to scan additional items or fix an error for the transaction, click the <Re-Open Scan> button, and the Teller Capture screen will open.

If you get to this point and find that you need to cancel the transaction or start over completely, click the <Clear> button. This will clear the transaction and delete the scanned items from the Teller Capture database.



Deposit (1120/0/10)

Account Number	Tran Amount	<input type="checkbox"/> Skip Balance	
7610-000668	1810.25		
Cash In	Cash Out	Soc Sec# / Fed ID	
Check In	# of Checks In	Journal In	Journal Out
1,810.25	3		
Next Day Hold Amt	2nd Day Hold Amt		
<input type="checkbox"/> Large Excess	<input type="checkbox"/> Extended Hold		
New Description			
<input type="checkbox"/> Correction			

CIM GOLDTeller - Deposit Transaction (1120/0/0), Ready to Send

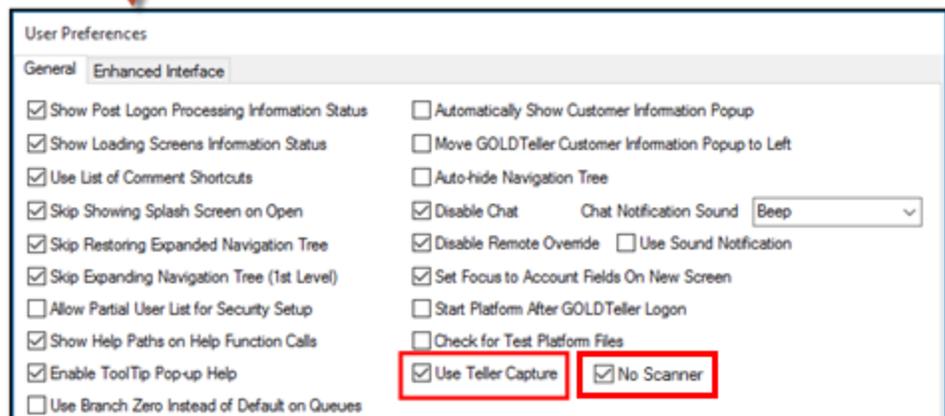
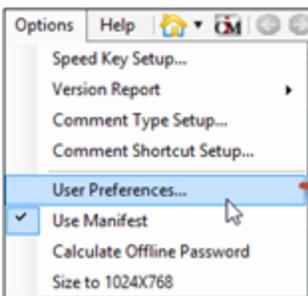


Viewing Images

Once a transaction is processed, the items scanned for the transaction can be viewed in the Journal File and on the history of the account.

NOTE

If you will be scanning slips on transactions, you must check **Use Teller Capture** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). If you need to view items in Teller Capture but you have no scanner, you must check **No Scanner** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). Use of either option requires a Teller Capture Database license. See the example below.



Options > User Preferences > Use Teller Capture Option

IMPORTANT

If the **Use Teller Capture** box is not checked, scanned items cannot be viewed until the day after the transaction was processed. The day transactions are processed, the images are only stored and viewed through the Teller Capture Web server. The next day, the images are viewed using the FPS GOLD X937 server. If you want to view images but do not scan items, click the **No Scanner** box, too.

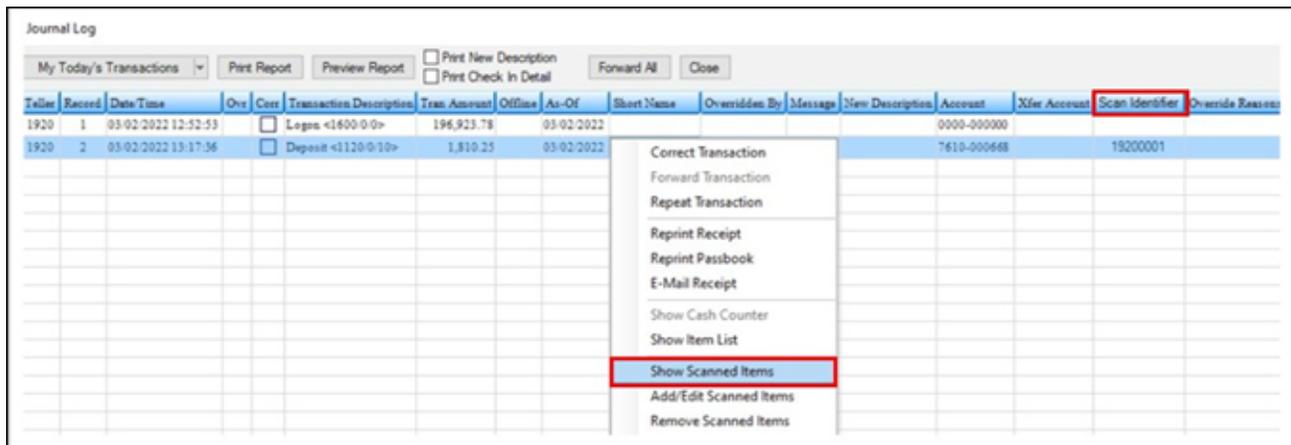


Viewing Scanned Images from the Journal Log

To view scanned images from the Journal Log:

1. Open the Journal File in GOLDTeller (Functions > Journal Forwarding (Ctrl + J)).
2. Right-click on the transaction.

The right-click menu opens, as shown below.



CIM GOLDTeller > Functions > Journal Forwarding (Ctrl + J)

3. Select "Show Scanned Items."
4. View the scanned items for the transaction.

NOTE

If you will be scanning slips on transactions, you must check "Use Teller Capture" in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). If you need to view items in Teller Capture but you have no scanner, you must check "No Scanner" in User Preferences (CIM GOLD > Options menu > User Preferences, General tab).

Viewing Scanned Images from Deposit Account History

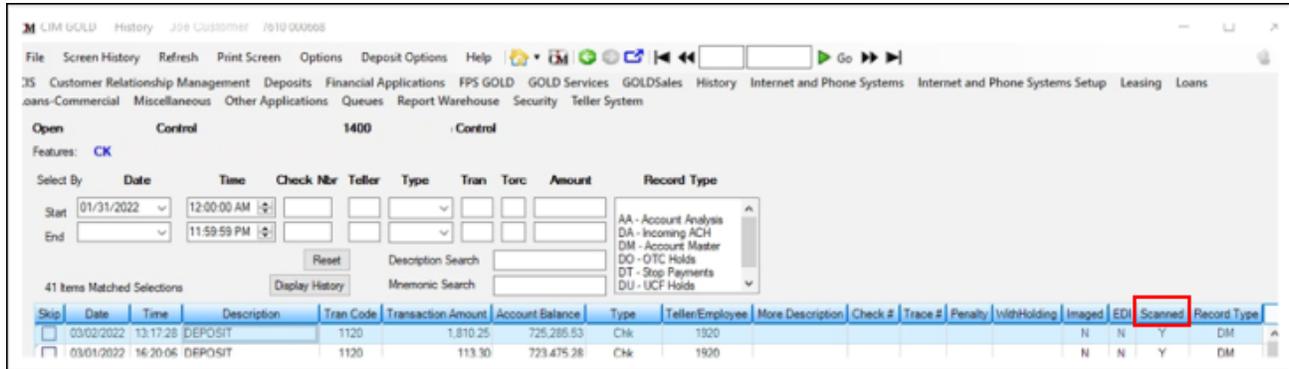
This section explains how to view scanned images from the Deposit Account History screen.

Note: The <Show Scanned Items> button will only be available to view current day scanned images if the **Use Teller Capture** checkbox is checked (found in CIM GOLD > Options menu > User Preferences, General tab). Before you can use this option, you must have a Teller Capture Database license. Scanned images for a previous date may be viewed without this option checked.



To view scanned images from Deposit Account History:

1. Go to the account history screen in CIM GOLD Deposits.



CIM GOLD > Deposits > Account Information > History

2. Access the history for the date(s) of the transaction.

Note: The Scanned column shows a “Y” when items have been scanned for a transaction.

3. Double-click on the transaction to view the History Detail screen.



History Detail 7610 000668

Transaction Date and Time		Transaction Type and Description			
Switch Date	Switch Time	Transaction	Modifier	Torc	Type
Date	03/02/2022	Time	13:17:28	1120	Chk
As of Date		DEPOSIT			
Last File Maintenance	By				
Recurring ATM/POS? N					

Transaction Credentials		Override Information	
FPS?	Y	Officer Override?	N
Teller	1920	Supervisor Override?	N
Terminal	T1	Teller Override?	N
Skip?	N	Override Teller	
Telephone?	N	Check Number	
		Trace Number	

Transaction Amounts		File Maintenance Data				
Amount Field	Amount	FM Field	Description	Repeat	Old Data	New Data
Tran Amount	1,810.25	DMCRBL	Current Balance		723,475.28	725,285.53
Check In	1,810.25	DMDTCC	Date Last Customer C		03/01/2022	03/02/2022
# Dep Items	3	DMDTLT	Date Last Transactio		03/01/2022	03/02/2022
Scanned Items ID	19200001	DMDTLA	Date of Last Activit		03/01/2022	03/02/2022
		DMDTAC	Date Last Accrued		03/01/2022	03/02/2022
		DMHIBL	Cycle High Balance		723,475.28	725,285.53
		DMMDDP	MTD Deposits		751,338.48	753,148.73
		DMYDDP	Fiscal YTD Deposits		751,338.48	753,148.73
		DMDTLD	Date Last Deposit		03/01/2022	03/02/2022
		DMLDAM	Amount Last Deposit		113.30	1,810.25
		DMDPCY	Nbr Deposits In Cycl		54	55
		DMDICY	Nbr Deposits Items I		401	404
		DMDYDD	Calendar YTD Deposits		846,286.10	848,106.44

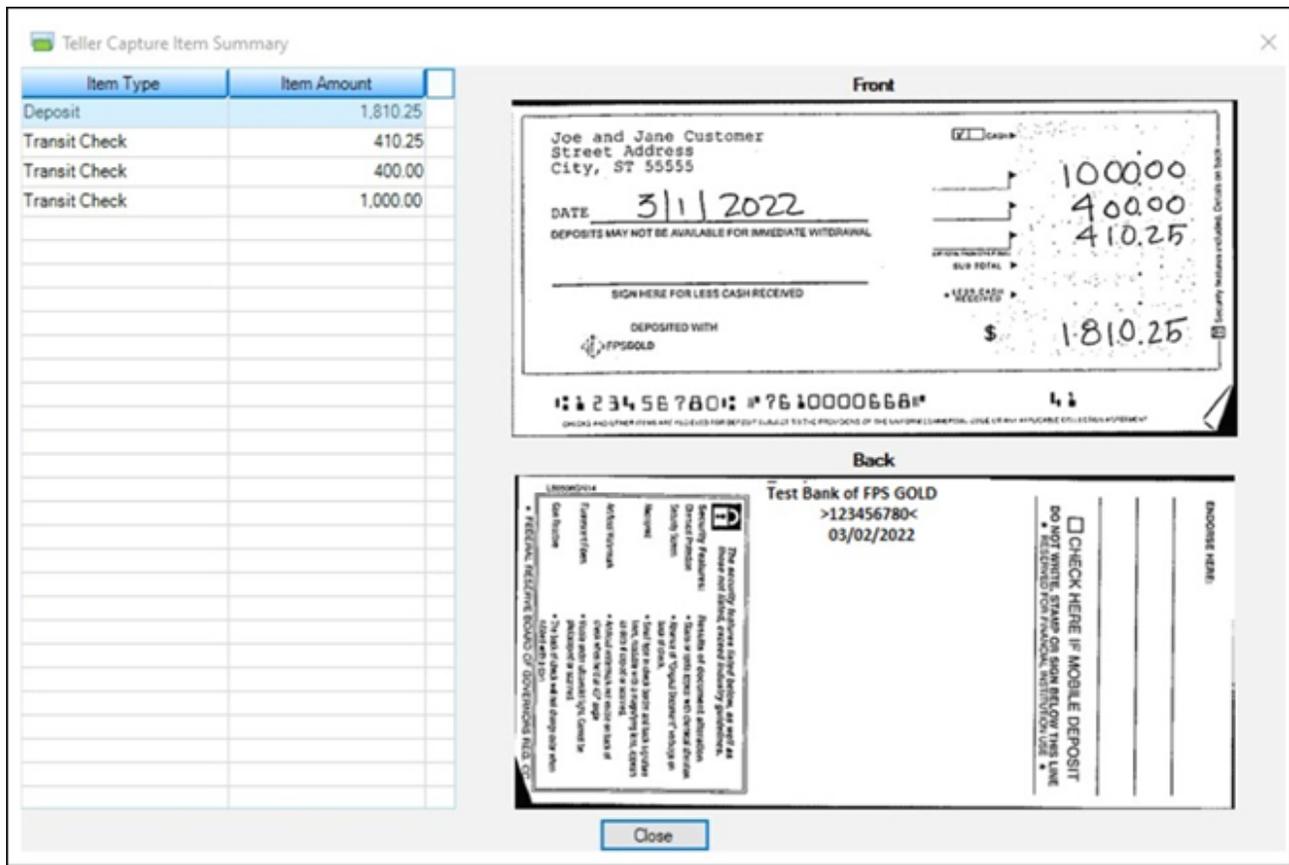
Show Scanned Items 

Page Setup Print Preview Print Close Save Changes

CIM GOLD > Deposits > Account Information > History, History Detail

- To view the images, click <Show Scanned Items>.
- All images scanned and virtual tickets will be listed for the transaction in the order that they were scanned. Click on each item to see the image.





Teller Capture Item Summary Screen, as Shown from Teller Journal (Ctrl+J) and History, Displaying a Deposit Slip

Viewing Scanned Images from Loan Account History

This section explains how to view scanned images from the Loan Account History screen.

Note: The <Show Scanned Items> button will only be available to view current day scanned images if the **Use Teller Capture** checkbox is checked (found in CIM GOLD > Options menu > User Preferences, General tab). Before you can use this option, you must have a Teller Capture Database license. Scanned images for a previous date may be viewed without this option checked.

To view scanned images from Loan Account History:

1. Go to the account history screen in CIM GOLD Loans.
2. Access the history for the date(s) of the transaction.
3. Double-click on the transaction to view the History Detail.



The screenshot displays the 'Detailed History' tab for a loan account. The main window shows a list of transactions with the following columns: Date, Time, Teller, Type, Description, Tran Origination Code, Has Note, Skip On Stmt, Skipped By, Skipped On, Skip On Inv Rpts, and Scanned. The 'Scanned' column contains 'Y' for several transactions. Below the list, there is a 'History Detail' window for a specific transaction, showing transaction information, notes, amounts, and file maintenance data. A 'Show Scanned Items' button is highlighted in the bottom right corner of the 'History Detail' window.

Date	Time	Teller	Type	Description	Tran Origination Code	Has Note	Skip On Stmt	Skipped By	Skipped On	Skip On Inv Rpts	Scanned
03/03/2022	16:34:51	1920	JN	0600 REGULAR PAYMENT	0-						Y
03/03/2022	16:34:51	1920	JN	0600 REGULAR PAYMENT	0-						Y
03/03/2022	16:34:51	1920	JN	0600 REGULAR PAYMENT	0-						Y
03/03/2022	16:34:51	1920	JN	0600 REGULAR PAYMENT	0-						Y
03/03/2022	16:34:50	1920	JN	0602 BAP PMT SUMMARY...	0-						Y

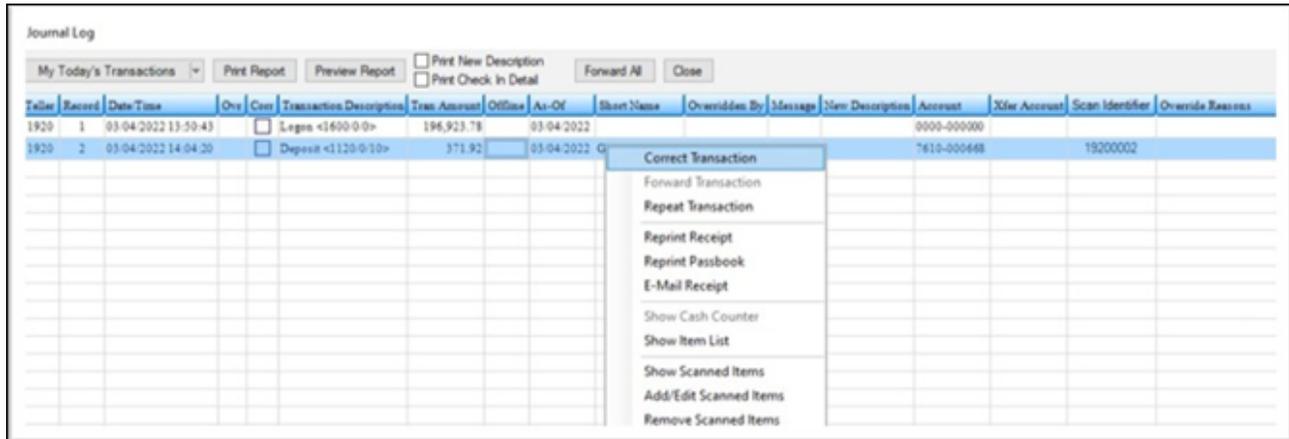
CIM GOLD > Loans > Account Information > History, Detailed History tab

4. To view the images, click <Show Scanned Items>.
5. All scanned items and virtual tickets will be listed for the transaction in the order that they were scanned. Click on each item to see the image.



Corrections/Cancellations/Errors

When a transaction is processed with scanned items and it is corrected from the Teller Journal (Ctrl+J), the scanned items are deleted from the database. This means that the items must be rescanned using the appropriate transaction.



Journal Log

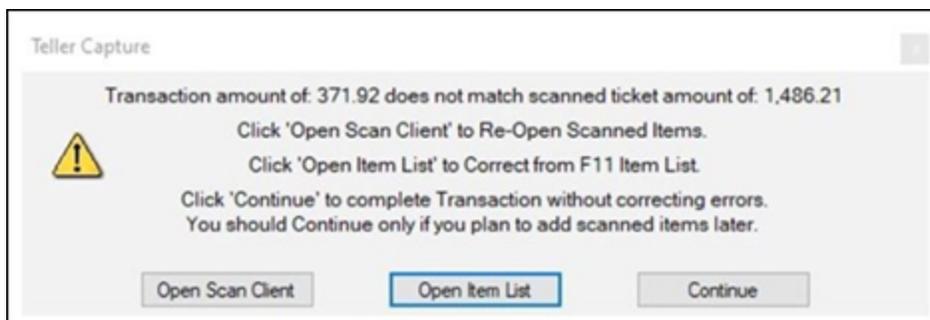
If a transaction is canceled on the GOLDTeller screen after its items were scanned, the scanned items will be deleted from the database.

Handling Errors

You can correct scanning errors and delete duplicate scans after scanning has completed.

To correct scanning errors:

1. If an error was made during the scan process or on the F11 screen, return to the scan by clicking <Open Scan Client> from the dialog shown below.
2. If the error is on the F11 screen, click <Open Item List>.
3. Fix any errors, then click <Continue>.



To return to the scan for any reason before the transaction is processed:

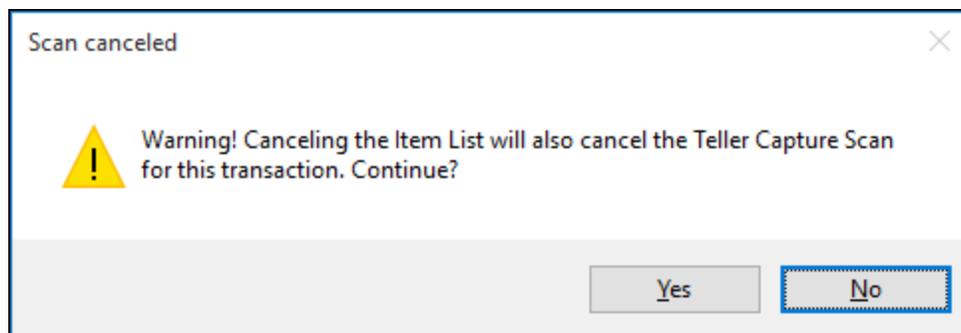
1. Click <Re-Open Scan> (see the example below).



2. Fix the errors on the scan.
3. Click <Complete>.
4. Validate the F11 again.
5. Click <OK>.
6. Click <Send> to send the transaction.

To cancel a scan:

1. Click <Cancel> on the F11 screen. The “Scan Canceled” warning will display (see below).

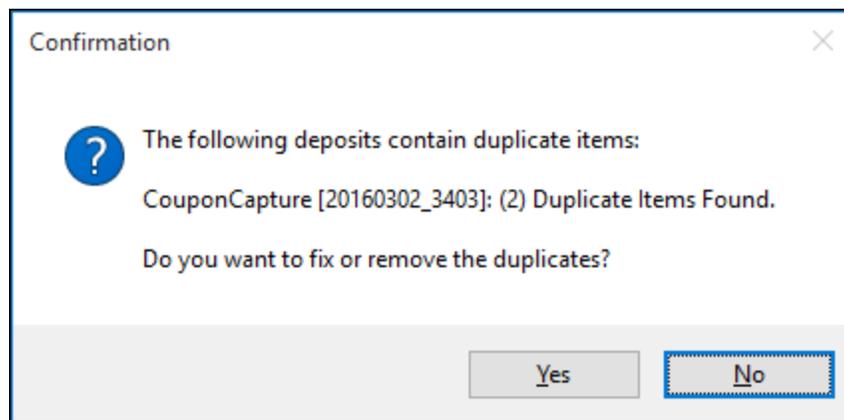


2. Click <Yes> to cancel the scan. Items scanned will be cleared from the database and will need to be rescanned.
OR
Click <No> to keep the F11 screen open.

Handling Duplicates

A Confirmation dialog box will display if duplicate items are scanned (see below).



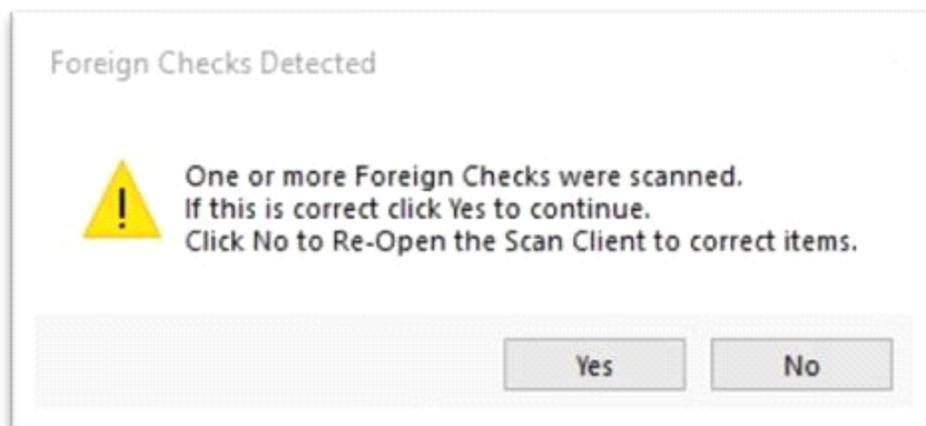


To remove duplicate scans:

1. Click <Yes> to remove the duplicates.
OR
Click <No> to keep the duplicates and send both in the x937.

Foreign Checks

When the scan client assigns a check type as Foreign, the Foreign Checks Detected dialog will display when the scan client is closed (see below).



Foreign Checks Detected Dialog

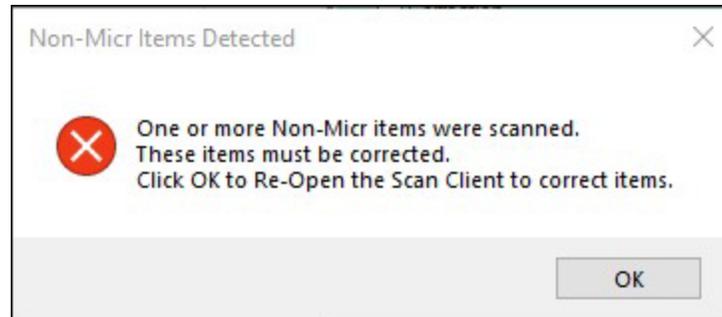
To continue or correct Item Type:

1. Click <Yes> to continue the transaction.
OR
If the foreign item type is incorrect, click <No> to open the scan client and retype the item to the correct Item Type.



Non-MICR Items

When a Non-Micr Item Type is assigned to a scanned item, the Non-Micr Items Detected dialog will display when the scan client is closed (see below).



Non-MICR Items Detected Dialog

To correct this Item Type:

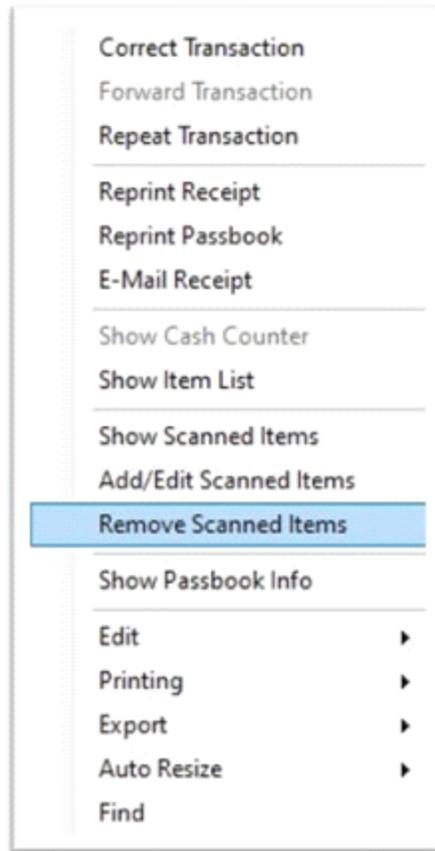
1. Click <OK> to open the scan client
2. Locate the incorrect item.
3. Select **Change the Item Type** to the correct selection.
4. Click <Update> and <Complete>.
5. Complete and the transaction and click <Send>.

Add/Edit Items from Teller Journal (Ctrl+J)

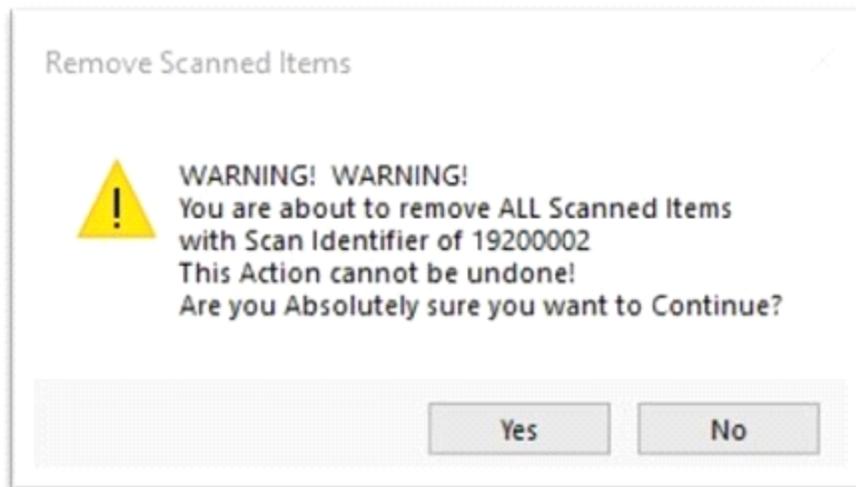
When you have a large transaction with many checks to scan, you can run the transaction and print a receipt for your customer. Then later, when you have time for the large scan, you can go to the Teller Journal (Ctrl+J), right click on the transaction, and select "Add/Edit Items." The scan client will display, and the checks will scan for the X937 file. Check items must balance back to the amount of the original transaction. If they do not, you will need to correct the transaction and process it again with the correct dollar amount scanned.

Note: To use this option, the deposit slip must be scanned with the original transaction, or the "Create Virtual Transaction Tickets when Tickets Not Scanned" option must be used. This places a deposit slip image that will allow for the Check In scan "Add/Edit Items" from the Teller Journal.





Right-Click Menu

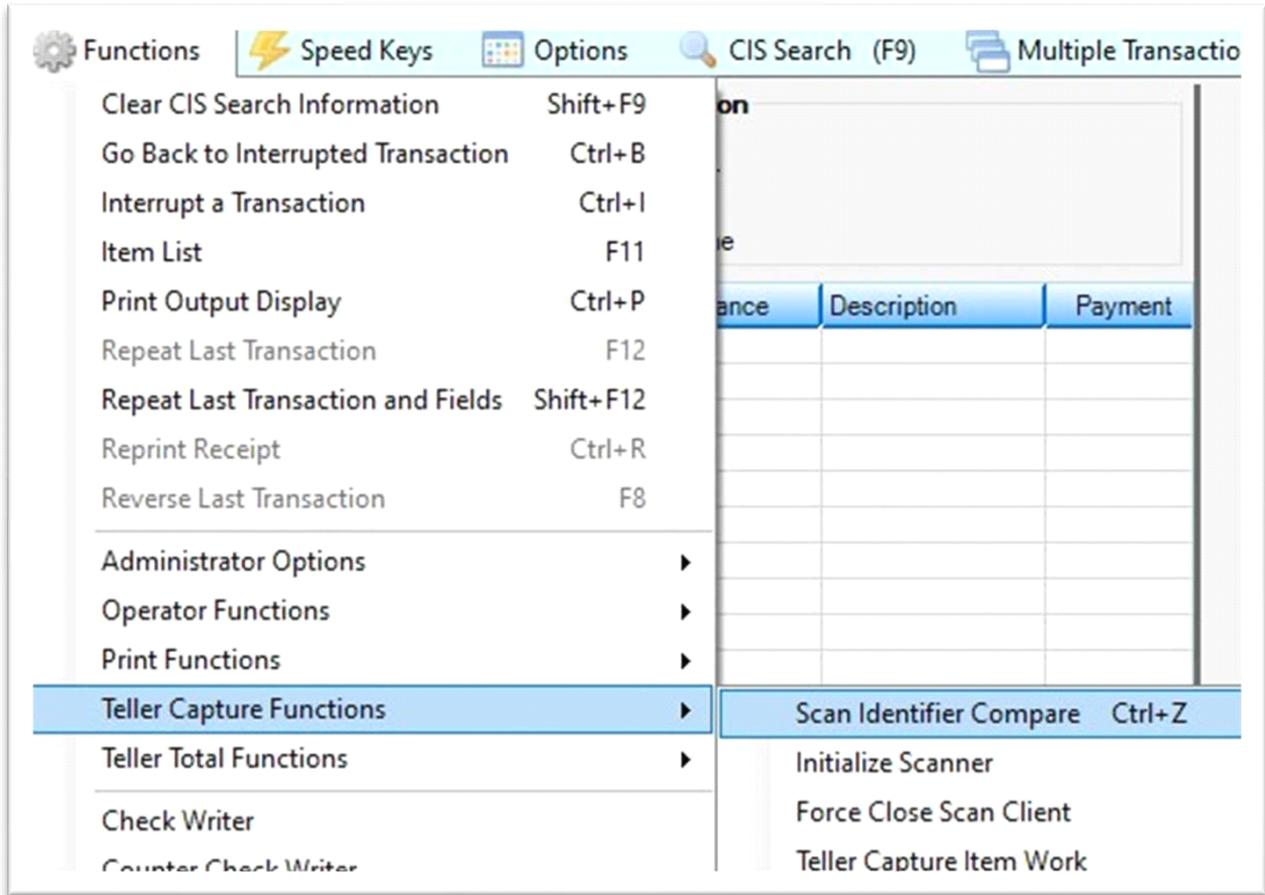


Remove Scanned Items Warning



Balancing and Scanned Item Compare

The Scan Identifier Compare (Ctrl+Z) function compares all items that have been scanned by a user in the Teller Capture database to the Teller Journal (Ctrl+J) on the DB4 server. This function will locate any Scan Identifier items that do not match from the database to the journal. Each user can only perform the Scan Identifier Compare Function for their own files and not for other users.



GOLDTeller > Functions > Teller Capture Functions > Scan Identifier Compare (Ctrl+Z)

You can perform a Scan Identifier Compare (Ctrl+Z) anytime during the day, and it will automatically occur when you are doing the Final Sign-Off and balancing for the day. You should also perform this function anytime you think a transaction may not have processed properly, anytime you experience communication issues during a transaction, and as you subtotal balance throughout the workday.



Cash Drawer Balance Starter

Temporary Release

Don't Clear Currency Fields

Use An Adding Machine

OK Cancel

**GOLDTeller - Final Logoff Cash Drawer
Balance Starter**

When the Scan Identifier Compare function is performed, your subtotals will automatically pull and be displayed in the Teller Output, and the Scan Identifier Compare screen will be displayed.

The Scan Identifier Compare will display errors (highlighted in fuchsia) and the number of errors (indicated in red). These are items in the Teller Capture database that are not on the Teller's Journal. The Check In Total and On Us Posted Total should be compared to the CKIN and ONUS subtotals displayed for any differences.

Display Host Totals Completed Successfully:
SUB TOTALS TELLER 0277/1920 03-08-2022

CSIN		CSOT	1,750.00
CKIN	1,145.00	CKOT	
JNIN		JNOT	
DPIN	895.00	DPOT	1,500.00
LNIN		LNOT	
GLIN		GLOT	
NETC	193,673.78	ONUS	1,500.00
MOIN		MOOT	
CCIN		CCOT	
TCIN		TCOT	
SDIN		SDOT	
SLIN		SLOT	
SGIN		SGOT	

Teller Capture Scan Identifier Compare

Teller 1920

Item Type	Account Number	Amount	Scan Identifier	
Deposit	7610087319	395.00	19200001	
Transit Check	103549111	600.00	19200001	
Transit Check	1234567891011	45.00	19200001	
Cash Out	7610087319	250.00	19200001	
On Us Kill Check	7610000668	1,500.00	19200002	
Cash Out	7610000668	1,500.00	19200002	
Deposit	7610087319	500.00	19200004	X
Transit Check	2985006300	500.00	19200004	X
Deposit	7610087319	500.00	19200005	
Transit Check	2985006300	500.00	19200005	

1 Scan Identifier Errors

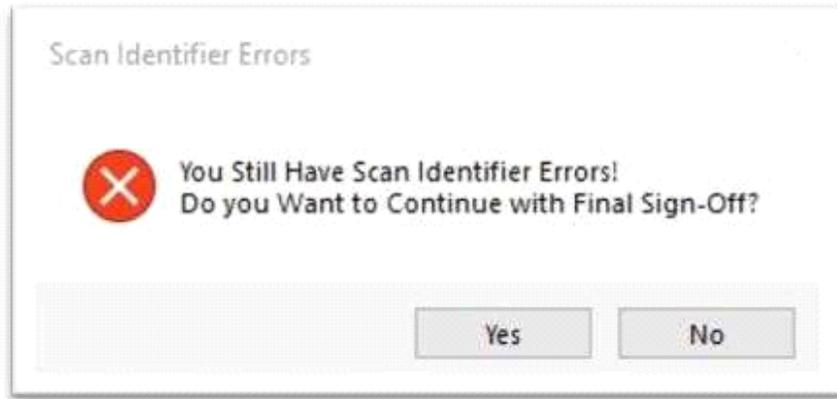
Transit	1,645.00	4
On Us	0.00	0
Foreign	0.00	0
Check In Total	1,645.00	4
On Us Posted Total	1,500.00	1

Re-Compare Close

Teller Capture Scan Identifier Compare – With Errors

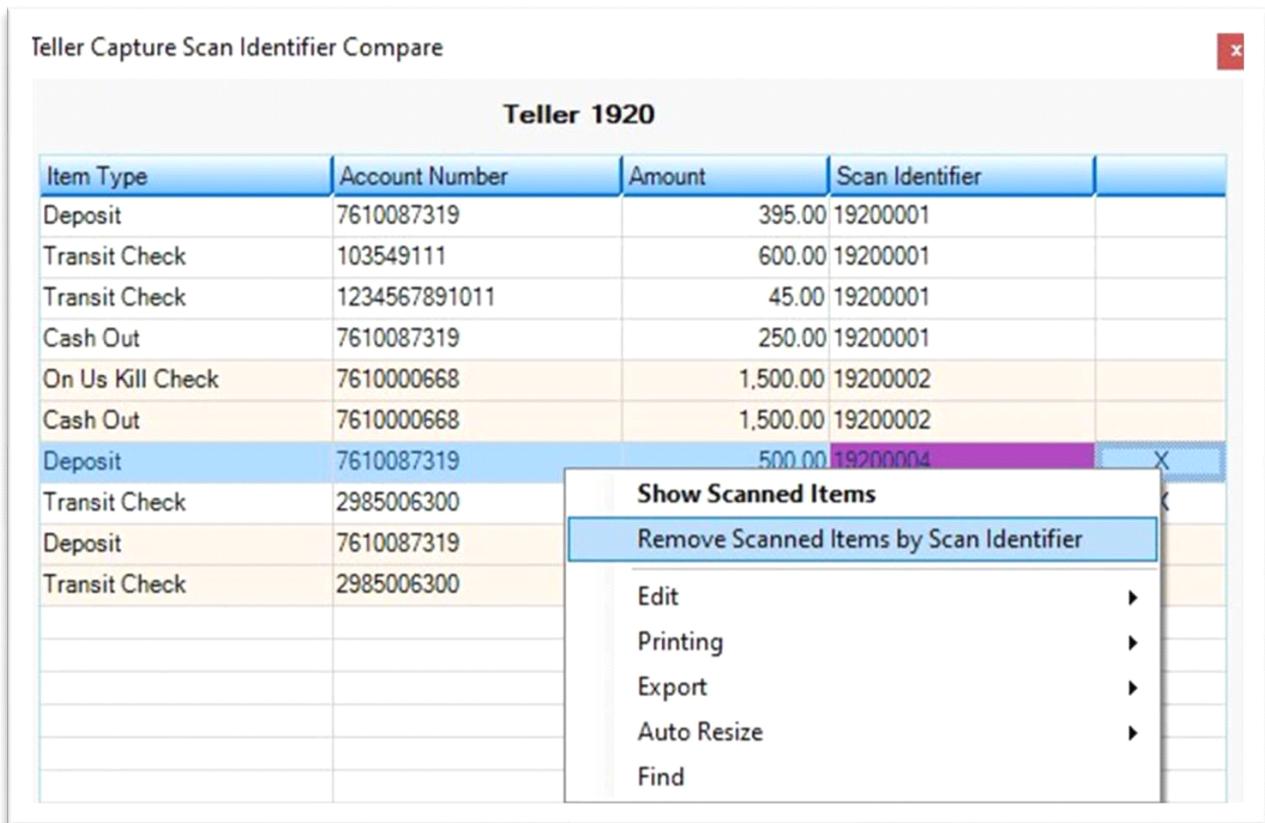
When the Scan Identifier Compare is displayed at Final Sign-Off and you click <Close> with errors still indicated, the following error message will display. Clicking <Yes> will allow you to continue your Final Sign-Off. Clicking <No> will close the error message and allow you to start the Final Sign-Off balancing process again. Typically, you should not complete your Final Sign-Off with any Scan Identifier Errors present.





Final Sign-Off Teller Capture Scan Identifier Compare Error

Scanned items can be displayed with a double-click or by right-clicking and selecting “Show Scanned Items.” To remove errors, right-click the item and select “Remove Scanned Items by Scan Identifier.” Typically, you will want to review and remove the items that indicate errors. If any errored items should be in a transaction but are not, you will need to remove the items and rerun the transaction.



Teller Capture Scan Identifier Compare Right-Click Menu

When “Remove Scanned Items by Scan Identifier” is selected, the “Remove Scanned Items” warning will be displayed. If you click <Yes>, all items that share the same Scan Identifier will be deleted from the Teller Capture database. If you click <No>, the warning will close, and the scanned items will not be removed.



Teller Capture Scan Identifier Compare

Teller 1920

Item Type	Account Number	Amount	Scan Identifier	
Deposit	7610087319	395.00	19200001	
Transit Check	103549111	600.00	19200001	
Transit Check	1234567891011	45.00	19200001	
Cash Out	7610087319	250.00	19200001	
On Us Kill Check	7610000668	1,500.00	19200002	
Cash Out	7610000668	1,500.00	19200002	
Deposit	7610087319	500.00	19200004	X
Transit Check	2985006300	500.00	19200004	X
Deposit	7610087319	500.00	19200005	
Transit Check	2985006300	500.00	19200005	

Re-Compare

 Do you want to Re-Compare?

Teller Capture Scan Identifier Compare – Re-Compare Dialog

After errors are removed and a Re-Compare is completed, you will see the check totals in balance, as shown below.



Display Host Totals Completed Successfully:
SUB TOTALS TELLER 0277/1920 03-08-2022

Item Type	Account Number	Amount	Scan Identifier
Deposit	7610087319	395.00	19200001
Transit Check	103549111	600.00	19200001
Transit Check	1234567891011	45.00	19200001
Cash Out	7610087319	250.00	19200001
On Us Kill Check	7610000668	1,500.00	19200002
Cash Out	7610000668	1,500.00	19200002
Deposit	7610087319	500.00	19200005
Transit Check	2985006300	500.00	19200005

Transit	1,145.00	3
On Us	0.00	0
Foreign	0.00	0
Check In Total	1,145.00	3
On Us Posted Total	1,500.00	1

Teller Capture Scan Identifier Compare – No Errors and Balanced

IMPORTANT

Tellers should always compare the Check In Total and On Us Posted Total to the CKIN and ONUS subtotals displayed for any differences, even when there is not an error message on the Scan Identifier Compare. If there is a difference, the teller will need to review their check items to locate the check item. Depending on the item and transaction causing the out of balance, a transaction correction or Teller Journal Add/Edit Scanned Items may need to be completed.

At this point, you can click <Close> on the Teller Capture Scan Identifier Compare. At the final log off, your Cash Drawer – Adding Machine dialog box will then be displayed, and you can finish your cash balancing and click <OK> to log off for the day.



Cash Drawer - Adding Machine

Paper		Coin	
100's	193,000.00	1.00's	
50's	300.00	.50's	
20's	300.00	.25's	
10's		.10's	
5's		.05's	
2's		.01's	0.78
1's	73.00	Rolled	
Marked		Misc. Fields	
Teller Short	0.00	Glory	
Teller Over	0.00	New Money	
		Mutilated	
Physical Cash Total	193,673.78		
Host Cash Drawer	193,673.78		
Difference	0.00		

Cash Drawer - Adding Machine at Final Logoff

IMPORTANT

The Scan Identifier Compare uses Web services. The length of time it takes for the compare to run will depend on the number of items scanned, the number of transactions, and communication speeds for each PC/office. Please be patient while this function runs and do not try to exit CIM GOLD or GOLDTeller during the process.



Transmission of X937 Files

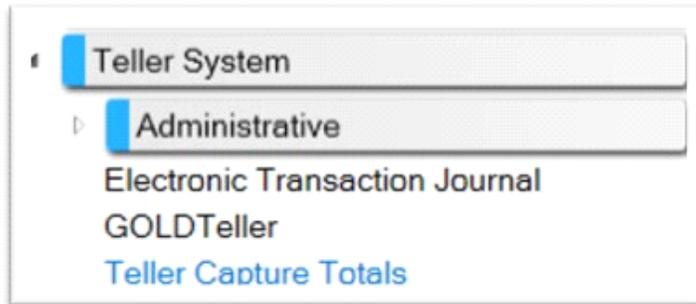
The transmission of X937 files will be customized for each organization. After FPS GOLD receives the daily file, it will be separated by transit items and on-us items. Transit items will be sent out to FRB or the correspondent processor, and on-us items will be processed. X937 files are stored on a server at FPS GOLD to be used for X937 Research, image viewing/printing, and Image Replacement Documents (IRD).



Teller Capture Totals Screen

Your institution must first subscribe to this screen and give security to the appropriate staff.

The Teller Capture Totals screen is found in the CIM GOLD menu under Teller System. See the following example.



Date	Cashed #	Cashed \$	On Us #	On Us \$	Transit #	Transit \$	On Us/Transit #	On Us/Transit \$	Total #	Total \$
03/23/2022	68	38,038.93	136	137,789.16	413	609,424.22	549	747,213.38	617	785,252.31
03/21/2022	18	21,659.95	151	78,561.42	413	294,823.01	564	373,384.43	582	395,044.38
03/14/2022							0	0.00	0	0.00
03/10/2022	1	200.00			4	173.54	4	173.54	5	373.54
03/08/2022	4	2,976.18	29	12,893.78	54	47,611.89	83	60,505.67	87	63,481.85
03/03/2022	83	64,736.73	189	295,406.96	408	1,487,124.68	597	1,782,531.64	680	1,847,268.37

Teller Capture Totals Screen

The report is a totals-only report that shows the totals for transit, on-us, and cashed checks for the bank for each day. You must access this screen every day to get the totals calculated and saved for each day. Totals are calculated at the time the screen is accessed. You can view today's totals throughout the day, and the totals will be updated each time. Today's totals are bolded. You can right-click in the screen to print the data.

This report is used to balance your daily file to the work the tellers have processed. The amounts on this report are gathered on the teller capture server before they are sent for the split-off of transit checks and the on-us checks are posted. The amounts should be verified with the alert you receive after the file is uploaded for posting at the end of the day.

Once the file has been posted, use the X937 Research screen (found in the CIM GOLD menu under Miscellaneous) for any other research you may need to do. This research screen can also be used for research on your inclearing items.



X937 Research

There are two screens you can use for X937 research:

- [X937 Research Screen](#)
- [X937 ISO Check Image Research Screen](#)

This help includes information on using both screens. Click a link above to jump to the help for that screen.

X937 Research Screen

For complete information on the Teller Capture system, see the [Teller Capture User's Guide](#).

Your institution must first subscribe to this screen and give security to the appropriate staff.

Use the X937 Research screen to balance, research, and audit the work that is processed using Teller Capture X937 files. The X937 files are stored on your Sierra server and are accessible through this screen. There is a set daily function that will get them uploaded to our central X937 file for processing. For Teller Capture, all slips and checks that are scanned by your tellers are viewable in various ways by selecting the desired format from the **Report Type** drop-down list.

Additionally, the X937 Research Screen can be used to view various X937 source files, such as ATM Capture, Branch Capture, Inclearings, Merchant Capture, and Mobile Deposit when your institution uses the Institution Option S937 - Sierra X937 Check Processing. When this option is used, FPS GOLD will create a Check Image ISO file each month for your institution to download for long-term storage. To learn more about the X937 Check Image ISO files, please see the X937 ISO Check Image Research help document.

Results of your searches can be viewed and/or printed individually or in groups. When you select a new Report Type, the screen will be cleared for your new search parameters.

To find and view specific scanned items:

1. From the Source field group, select Source file type(s) to search. At least one Source must be selected.
2. Click on the arrow at the right of the **Report Type** field and select an option. For information on the [Report Type options](#), see the table below.
3. Enter information in the search fields at the top of the screen. For information on the [search fields](#), see the table below.
4. View and print the results in the list view. For details, see the sections below on [View and Print Images](#) and [Search Results list view](#).

Report Type Options

The **Report Type** choices are explained in the table below.

X937	This report is used for banks that use either teller or branch capture. It shows all the X937 items we received for your bank. This includes deposit slips, withdrawal slips, and loan coupons if you include them in your scans. A date range can be used on this search in addition to all the other search parameters on the screen.
-------------	---



Teller Capture All Items	<p>This is a teller capture search only and is used to view all the items that were scanned on a specific date. No other search criteria are available for this selection. The original search will be shown in teller number order, scan ID, and in the order the tickets were scanned. In addition, there will be a color grid indicating the start and end of each transaction.</p> <p>If you sort any of the columns, the color will stay with the line item and will not be with each piece of the transaction. To go back to view the full transaction, click <Search> again.</p>
Teller Capture All Checks	<p>This is a teller capture search only and is used to view all the check items that were scanned on a specific day. No other search criteria are available for this selection. This search includes both on-us and transit checks but does not include cashed on-us checks. The total for this selection is shown in the list view at the bottom of the screen.</p>
Teller Capture On-Us Items	<p>This is a teller capture search only and is used to view all the on-us checks for a specific day. This does not include on-us checks cashed. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.</p>
Teller Capture Transit Items	<p>This is a teller capture search only and is used to view all the transit checks for a specific day. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.</p>
Teller Capture All Checks Totals Only	<p>This is a teller capture search only and is used to view all the teller capture check totals for a specific day. No other search criteria are available for this selection. The totals shown on the screen are for on-us and transit items. This selection can be used to balance your check totals for the day.</p>

Search Fields

The Search Criteria fields at the top of the screen are explained in the table below.

Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
End Date	Enter the last date you want to use if you are processing the X937 report type for multiple days. This field will be disabled if the report type cannot be processed for multiple days.
Amount	Enter the beginning and ending amount(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the amount.
Check Number	Enter the beginning and ending check number for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by check number.
Account Number	Enter the beginning and ending office and account number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by account number.
Trace Number	Enter the beginning and ending trace number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the trace number.
Routing Number	Enter the routing transit number you want to search for. These fields will be disabled if the report type cannot be searched by the routing number.



Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
Teller Capture Scan ID	Enter the scan ID for the selected search criteria. Using this search allows you to review all the items for the specified transaction.
<Search>	Click this button when you have completed the entry of the report and the search data.
<Clear>	Click this button to clear the data and all the search parameters to enter a new search.

Source Fields

The Source fields to the right of the search criteria fields at the top of the screen are explained in the table below. At least one Source file type must be selected to search. You can easily use **Select All** to search all Source types or **Deselect All** to select one or multiple Source types.

ATM Capture	These are images for check items that have been scanned at your ATMs. FPS GOLD must receive these files for them to be viewable on this screen.
Branch Capture	These are images for items you have sent to FPS GOLD from your Branch Capture file(s) when Teller Capture is not used. Typically, you will only have Branch Capture items or Teller Capture items, but not both. FPS GOLD must receive these files for them to be viewable on this screen.
Inclearings	These are the images of your Inclearing items that are sent from your correspondent bank or the Federal Reserve Bank (FRB) to FPS GOLD for processing. FPS GOLD must receive these files for them to be viewable on this screen.
Merchant Capture	These are images of your clients' Merchant Capture files. FPS GOLD must receive these files for them to be viewable on this screen.
Mobile Deposit	These are the images of your Mobile Deposit items. FPS GOLD must receive these files for them to be viewable on this screen.
Teller Capture	These are images for the Teller Capture items your tellers have processed using Teller Capture. Typically, you will only have Teller Capture items or Branch Capture items, but not both. FPS GOLD must receive these files for them to be viewable on this screen.
Undefined	These are images for the items that do not fall into the categories above. However, when items are not defined as one of the other source types they will not be viewable on this screen.

Search Results list view

The columns in the list view are explained in the table below.

Account Number	This is the account number for each item in the selection. This field is blank for Transit Checks.
-----------------------	--



Date	This is the date for each item in the selection. Multiple selection Report types will show multiple dates in this column.
Check Number	This is the check number for the items in the selection. Items that do not carry a check number, such as deposit and cash item types, will be blank. If the scan did not correctly read the check number, this field could also be blank.
Amount	This is the amount for the items in the selection.
Payer Bank Routing	This is the routing transit for the item in the list. For on-us items, this will be your bank's routing transit number. It will be shown on all on-us checks and other on-us tickets, such as deposit and cash item types.
Teller	This is the teller number that processed the teller capture transaction. When the teller number is not available based on the Report Type, this field will be blank.
Item Type	This is the item type that was sent through in the teller capture transaction. If you send us item types in your X937 for deposit and withdrawal slips, this field will be populated with that information. (This field is in the check detail record 25 in position 80. 2 = Deposit 3 = Withdrawal.)
Trace/Scan ID	<p>This is the number that gets tied to the transactions in the list. It will be the identification number of the teller transaction when using teller capture and will be the trace number for X937 files.</p> <p>When you click the "List all items w/ Scan ID" feature from the right-click menu, the system displays all items that share the same Scan ID as the one currently selected. This feature is only available for items with source type TellerCapture.</p>
Image Token	This is the number assigned to the image for retrieval of images on this screen, deposit history, loan history, and on your website.
Drop Eligible	When checked, this checkbox indicates that the pre-drop process was run to determine which images could be dropped from deposit history, based on the image retention setting on each account. This X937 Research screen will show transaction images as long as your institution prescribes. A different process is run to clear out the X937 database.
TOTAL	If a total is available for the Report Type selected, it will be shown in a grid at the bottom of the screen.



View and Print Images

To view one image:

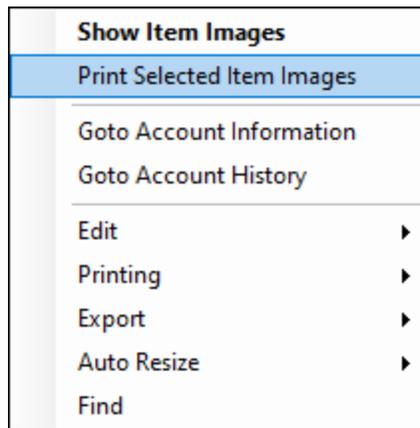
1. Double-click on the item in the list. You can zoom, rotate and print the item.

NOTE

This function does not print substitute (IRD) checks.

To view multiple images:

1. Right-click on the first item in the list that you would like to view.
2. Click on "Show Item Images" in the dialog that opens.



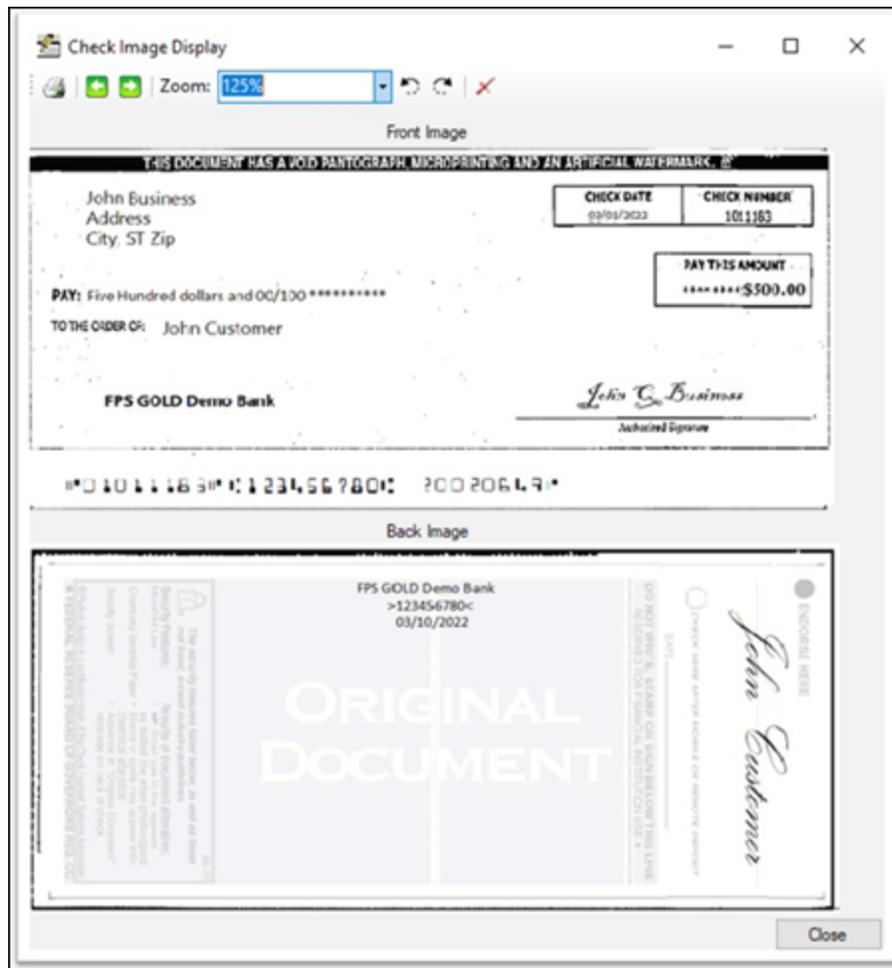
3. Click the right arrow to move down through the list, and click the left arrow to move up. You can also zoom, rotate, and print each item one at a time.

NOTE

This function does not print substitute (IRD) checks.

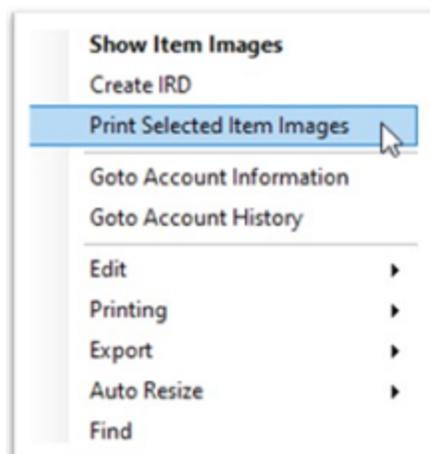
The dialog below opens.





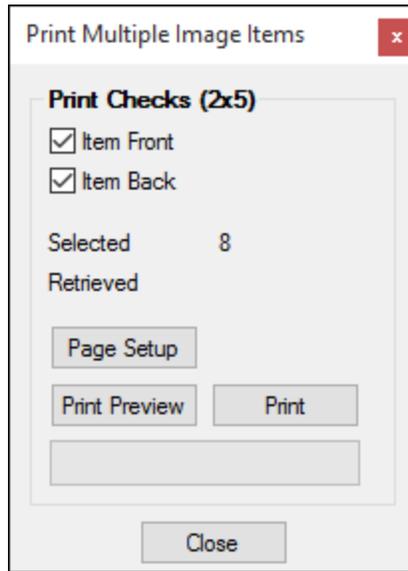
To print multiple images:

1. Select the items from the list that you want to print images for.
2. Click on "Print Selected Item Images."



The dialog below opens.





3. Make selections for item front and back, then click <Print>.

NOTE

This function does not print substitute checks, Image Replacement Document (IRD). To learn more about the IRD options, please see the [Image Replacement Document \(IRD\) section of the Teller Capture User Guide in DocsOnWeb.](#)



X937 ISO Check Image Research Screen

For complete information on the Teller Capture system, see the Teller Capture User's Guide in DocsOnWeb.

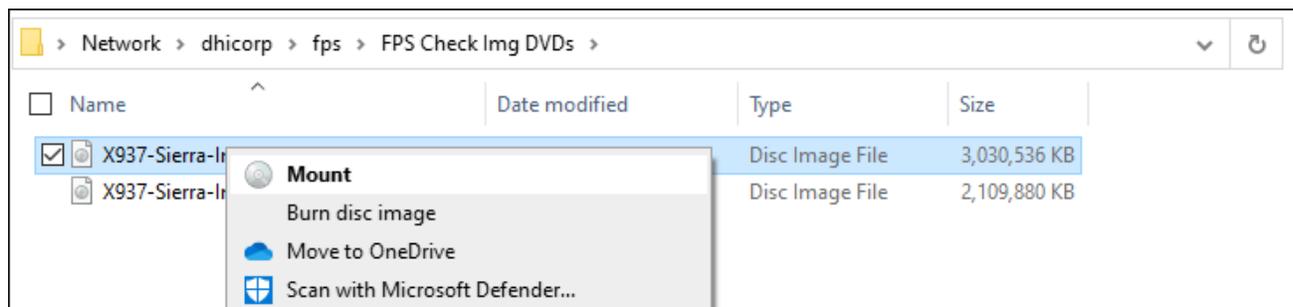
Your institution must first subscribe to this screen and give security to the appropriate staff.

Use the X937 ISO Check Image Research screen to research and view images stored on the X937 Check Image ISO file(s) you receive each month for your Teller Capture, Branch Capture, and other Image Source types used by your institution. The X937 Check Image ISO files are compiled for you to download each month for long-term storage. These files can be accessed and viewed on the X937 ISO Check Image Research screen. Institution Option S937 – Sierra X937 Check Processing must be set for your organization to receive X937 Check Image ISO files and use this screen.

Results of your searches can be viewed and/or printed individually or in groups. When you select a new Report Type, the screen will be cleared for your new search parameters.

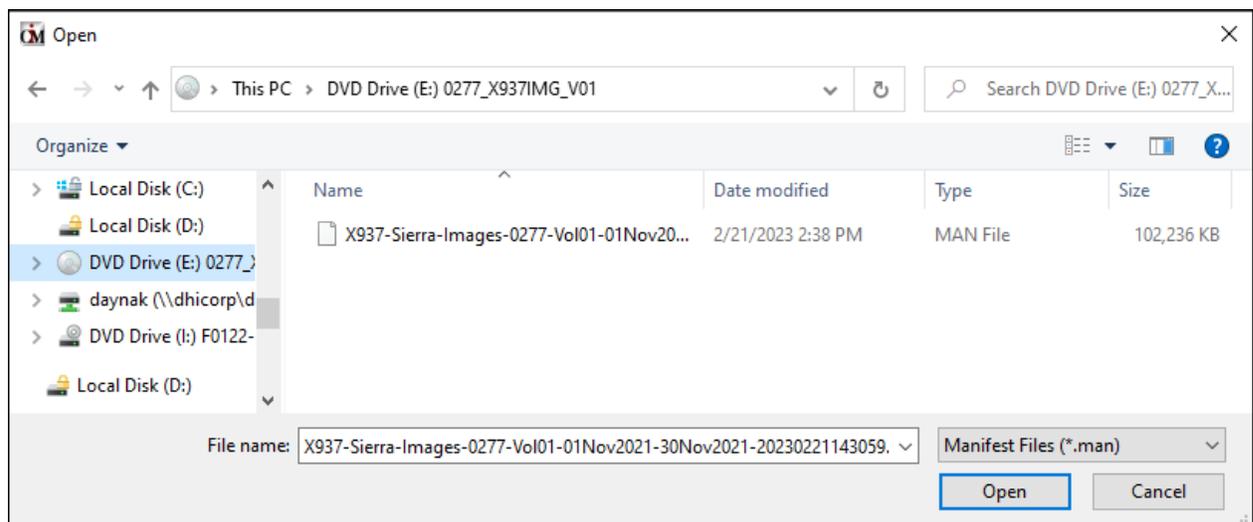
To find and view specific X937 Check Image ISO items:

1. Locate and Mount the X937 Check Image ISO to your PC from the location it is stored at your institution.



Mounting an ISO from a Network Location

2. On the X937 ISO Check Image Research Screen, select the mounted ISO manifest file and click <Open>.



Mounted X937 ISO File



The screenshot shows the 'ISO X937 Search Criteria' form. The 'Report Type' is set to 'X9.37'. There are input fields for 'Start' and 'End' with dropdown menus for 'Date' and 'Amount'. There are also input fields for 'Check Number', 'Account Number', 'Trace Number', and 'Routing Number'. A 'Teller Capture Scan ID' field is present. The 'Source' field has a 'Select All' checkbox and several other checkboxes: 'ATM Capture', 'Branch Capture', 'Inclearings', 'Merchant Capture', 'Mobile Deposit', 'Teller Capture', and 'Undefined'. There is a 'Load Manifest File' button and a 'Search' button. Below the form, the current manifest file path is 'E:\X937-Sierra-Images-0277-Vol01-01Nov2021-30Nov2021-20230221143059.man'. Image archive dates are '11/01/2021 through 11/30/2021'. Total check items are '178,390'. Volume number is '01'. Current routing number is '123456780'. A status bar at the bottom shows columns: Account Number, Date, Check Number, Amount, Payer Bank Routing, Teller, Item Type, Trace / Scan ID, Source.

X937 ISO Check Image Research Screen with ISO Manifest File Loaded

3. In the Source field group, select Source file type(s) to search. At least one Source must be selected.
4. Click on the arrow at the right of the **Report Type** field and select an option. For information on the [Report Type options](#), see the table below.
5. Enter information in the search fields at the top of the screen. For information on the [search fields](#), see the table below.
6. View and print the results in the list view. For details, see the sections below on [View and Print Images](#) and [Search Results list view](#).

Note: If your organization processes large volumes of check items each month, we suggest you limit your search criteria by Source type, Date range, or any other options that would limit your search results as often as possible to prevent long wait times and freezing your PC.

Report Type Options

The **Report Type** choices are explained in the table below.

X937	This report is used for banks that use either teller or branch capture. It shows all the X937 items we received for your bank. This includes deposit slips, withdrawal slips, and loan coupons if you include them in your scans. A date range can be used on this search in addition to all the other search parameters on the screen.
Teller Capture All Items	<p>This is a teller capture search only and is used to view all the items that were scanned on a specific date. No other search criteria are available for this selection. The original search will be shown in teller number order, scan ID, and in the order the tickets were scanned. In addition, there will be a color grid indicating the start and end of each transaction.</p> <p>If you sort any of the columns, the colors will stay with the line item and will not be with each piece of the transaction. To go back to view the full transaction, click <Search> again.</p>
Teller Capture All Checks	This is a teller capture search only and is used to view all the check items that were scanned on a specific day. No other search criteria are available for this selection. This search includes both on-us and transit checks but does not include cashed on-us checks. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture On-Us Items	This is a teller capture search only and is used to view all the on-us checks for a specific day. This does not include on-us checks cashed. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.



Teller Capture Transit Items	This is a teller capture search only and is used to view all the transit checks for a specific day. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture All Checks Totals Only	This is a teller capture search only and is used to view all the teller capture check totals for a specific day. No other search criteria are available for this selection. The totals shown on the screen are for on-us and transit items. This selection can be used to balance your check totals for the day.

Search Fields

The search criteria fields at the top of the screen are explained in the table below.

Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
End Date	Enter the last date you want to use if you are processing the X937 report type for multiple days. This field will be disabled if the report type cannot be processed for multiple days.
Amount	Enter the beginning and ending amount(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the amount.
Check Number	Enter the beginning and ending check number for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by check number.
Account Number	Enter the beginning and ending office and account number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by account number.
Trace Number	Enter the beginning and ending trace number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the trace number.
Routing Number	Enter the routing transit number you want to search for. These fields will be disabled if the report type cannot be searched by the routing number.
Teller Capture Scan ID	Enter the scan ID for the selected search criteria. Using this search allows you to review all the items for the specified transaction.
<Search>	Click this button when you have completed the entry of the report and the search data.
<Clear>	Click this button to clear the data and all the search parameters to enter a new search.

Search Results list view

The columns in the list view are explained in the table below.

Account Number	This is the account number for each item in the selection. This field is blank for Transit Checks.
-----------------------	--



Date	This is the date for each item in the selection. Multiple selection Report types will show multiple dates in this column.
Check Number	This is the check number for the items in the selection. Items that do not carry a check number, such as deposit and cash item types, will be blank. If the scan did not correctly read the check number, this field could also be blank.
Amount	This is the amount for the items in the selection.
Payer Bank Routing	This is the routing transit for the item in the list. For on-us items, this will be your bank's routing transit number. It will be shown on all on-us checks and other on-us tickets, such as deposit and cash item types.
Teller:	This is the teller number that processed the teller capture transaction. When the teller number is not available based on the Report Type, this field will be blank.
Item Type	This is the item type that was sent through in the teller capture transaction. If you send us item types in your X937 for deposit and withdrawal slips, this field will be populated with that information. (This field is in the check detail record 25 in position 80. 2 = Deposit 3 = Withdrawal.)
Trace/Scan ID	This is the number that gets tied to the transactions in the list. It will be the identification number of the teller transaction when using teller capture and will be the trace number for X937 files. When you click the "List all items w/ Scan ID" feature from the right-click menu, the system displays all items that share the same Scan ID as the one currently selected. This feature is only available for items with source type TellerCapture.
Image Token	This is the number assigned to the image for retrieval of images on this screen, deposit history, loan history, and on your website.
Drop Eligible	When checked, this checkbox indicates that the pre-drop process was run to determine which images could be dropped from deposit history, based on the image retention setting on each account. This X937 Research screen will show transaction images as long as your institution prescribes. A different process is run to clear out the X937 database.
TOTAL	If a total is available for the Report Type selected, it will be shown in a grid at the bottom of the screen.



View and Print Images

To view one image:

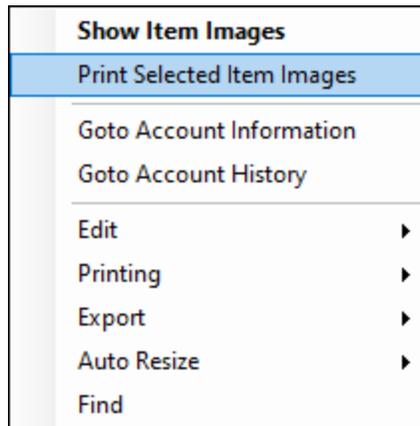
1. Double-click on the item in the list. You can zoom, rotate, and print the item.

NOTE

This function does not print substitute (IRD) checks.

To view multiple images:

1. Right-click on the first item in the list that you would like to view.
2. Click on "Show Item Images" in the dialog that opens.



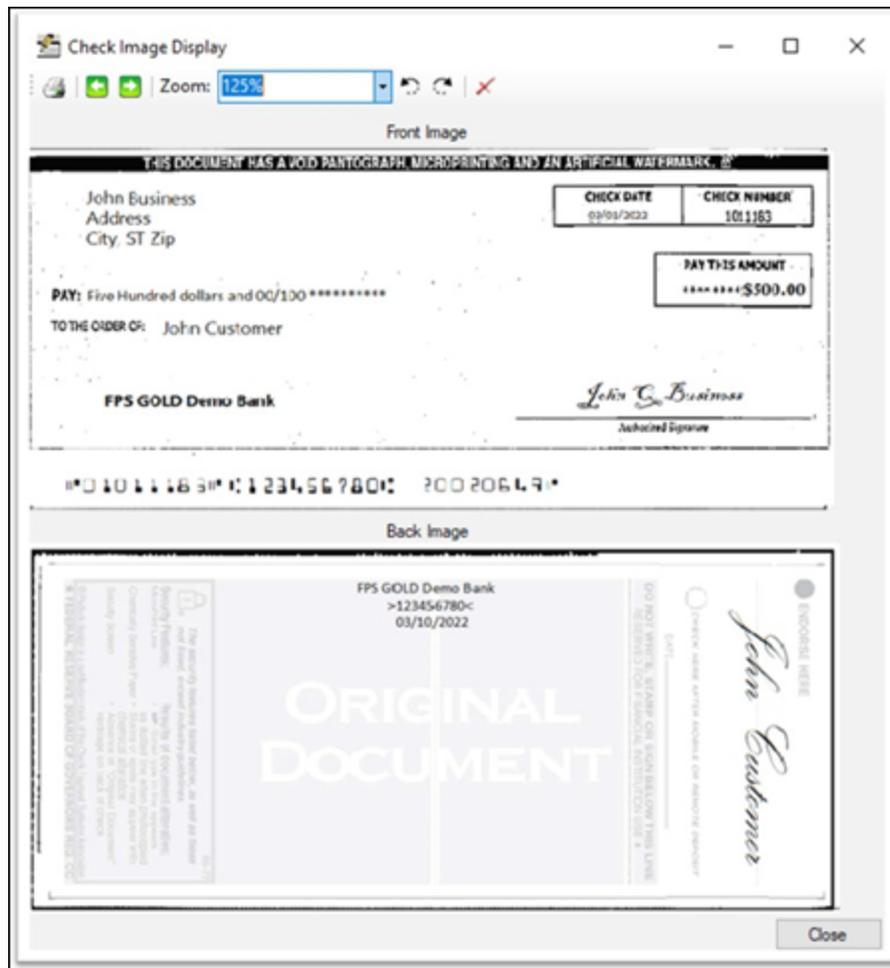
3. Click the right arrow to move down through the list, and click the left arrow to move up. You can also zoom, rotate, and print each item one at a time.

NOTE

This function does not print substitute (IRD) checks.

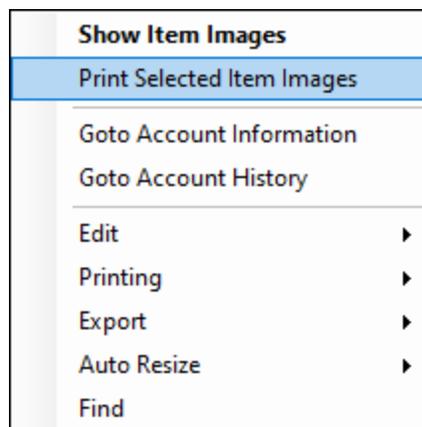
The dialog below opens.





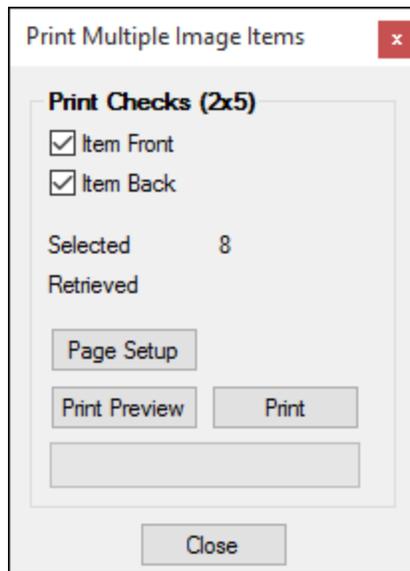
To print multiple images:

1. Select the items from the list that you want to print images for.
2. Click on "Print Selected Item Images."



The dialog below opens.





3. Make selections for item front and back, then click <Print>.

NOTE

This function does not print substitute (IRD) checks.



OnUs Check Clearing

On-us checks from internal teller transactions are given a Transaction Code (tran code) of 1130.6 when they are processed from X937 files sent to FPS GOLD from your organization.

Tran code 1130.6 on-us items will be sent to GOLD ExceptionManager (GEM) for the same reject reasons as checks posting from FRB. The 1130.6 checks can be handled through GEM by either posting the item to the account or by returning the item and processing a charge back to the account the check was credited to. When a return option is selected in GEM for an on-us 1130.6 item, the Create Charge Back dialog box displays (see below). When Teller Capture is used, Image Replacement Documents (IRD) can be created from the X937 Research Screen in CIM (CIM > Miscellaneous > X937 Research). See the X937 Research Image Replacement Document (IRD) section in this guide.

57 R	R	7610 000668	-100.00	1130.6 CHK
52 HP		7610 000668	-44.00	1130.6 CHK
51 HP		7610 000668	-14,513.04	1130.6 CHK

Create?

 An item requires a charge back. Do you want to create it now?

Create Charge Back Message When 1130.6 Items Are Returned in GEM



Image Replacement Document (IRD)

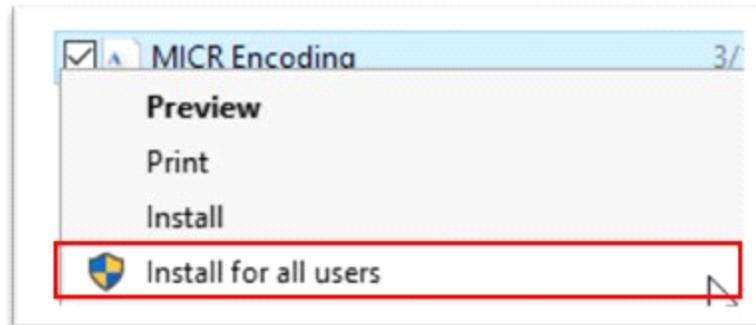
An Image Replacement Document (IRD) is a negotiable instrument that represents the digital reproduction of an original paper check. As a negotiable payment instrument in the United States, an IRD maintains the status of a "legal check" in lieu of the original paper check as authorized by the Check Clearing for the 21st Century Act (also known as the Check 21 Act). When your organization uses the FPS GOLD Teller Capture system, IRDs can be created through the X937 Research.

Your institution may need to create an IRD when a check item is deposited with your bank where you are the Bank of First Deposit (BOFD) and the item is rejected by the paying bank. At times your bank may be both the BOFD and the paying bank. When you create an IRD, it should be sent to your customer with a Charge Back Notice from GOLD ExceptionManager in CIM GOLD.

Requirements

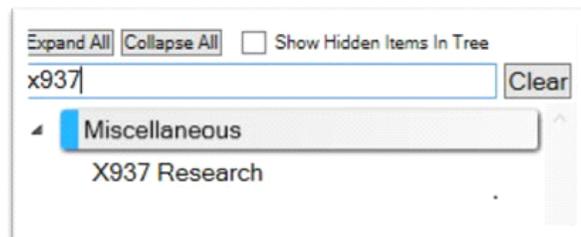
Before creating IRDs, you will need to have the following fonts installed on all PCs for all users that will create IRDs. FPS GOLD will provide these fonts to your organization as part of the Teller Capture package.

- MICR
- Encoding
- OCRA-A
- OCRA-A Extended



Creating an IRD

1. Select "X937 Research" from the Miscellaneous menu in CIM GOLD.



CIM GOLD Navigation Tree > X937

2. Select "X937" as the Report Type.

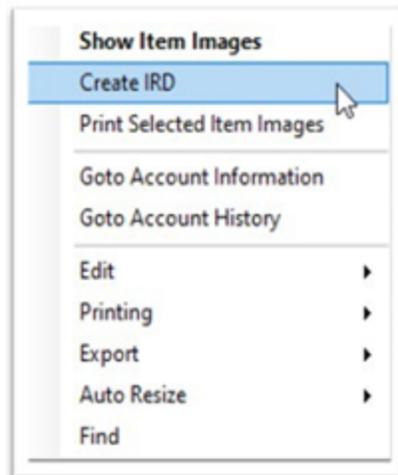


3. Enter the Search Criteria you are using to locate the item. You must enter a date or date range and select a Source or Select All to use the Search Criteria.
4. Click <Search>.

Search Criteria							Teller Capture Scan ID	Source
Report Type X9.37								<input type="checkbox"/> Select All
	Date	Amount	Check Number	Account Number	Trace Number	Routing Number	<input checked="" type="checkbox"/> ATM Capture	
Start	03/10/2022	500.00	0	0	0	0	<input type="checkbox"/> Branch Capture	
End	03/10/2022	500.00	9999999999999999	9999	9999999999	9999999999999999	<input type="checkbox"/> Inclearings	
							<input type="checkbox"/> Merchant Capture	
							<input type="checkbox"/> Mobile Deposit	
							<input checked="" type="checkbox"/> Teller Capture	
							<input type="checkbox"/> Undefined	
							<input type="button" value="Search"/>	<input type="button" value="Clear"/>

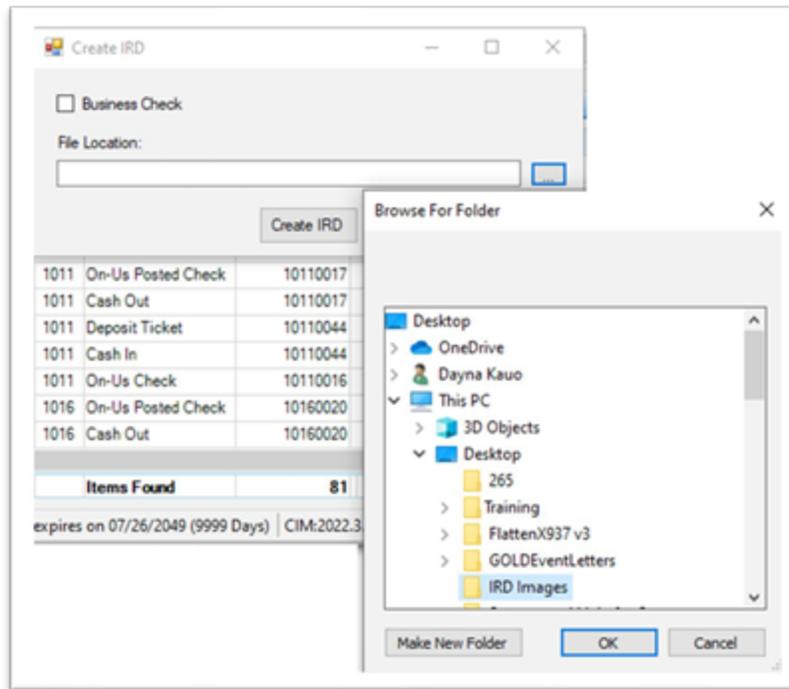
CIM GOLD > Miscellaneous > X937 Research Screen, With Search Criteria

5. When the check is located, double-click or right-click and select "Show Item Images" to verify it is the correct check item image for your IRD.
6. Right-click on the check item and select "Create IRD."



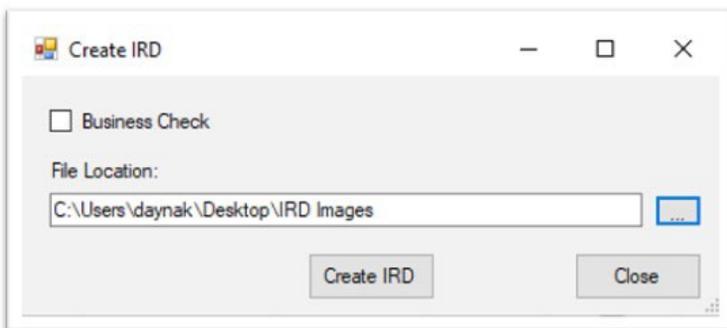
7. The first time you create an IRD, you will need to set a File Location. (See the example below.) Once a file location is set, the location will be the default for the PC.



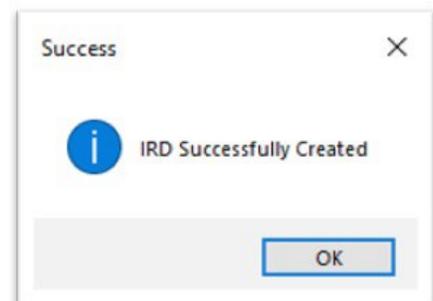


Create IRD, First-Time File Location Setup

8. Review the MICR Line of the physical check and compare the **Routing Number, Account Number, Check Number,** and **Amount** fields, then change anything that might be incorrect.
9. Mark **Business Check** if the IRD is being created for a business check format. If it is a personal check, leave this unmarked.
10. Click <Create IRD>.
11. When the IRD has been created, you will receive an “IRD Successfully Created” message.
- 12.



Create IRD, With File Location Set



IRD Successfully Created

The IRD created of the image selected will be in a .pdf format and saved to the File Location you have set for your PC.

12. Navigate to the File Location and print the IRD.



Create IRD Example

The example below shows an IRD being created for \$500.00 for a business account check that was deposited on 3/10/2022.

The screenshot shows the 'X937 Research' screen in the FPS GOLD Teller Capture system. The interface includes a menu bar, a search criteria form, and a table of check items. A context menu is open over a check item, with 'Create IRD' highlighted. Red callouts 1-5 point to various UI elements:

- 1: Title bar (CIM GOLD X937 Research)
- 2: Report Type dropdown menu
- 3: Search Criteria form (Date, Amount, Check Number, Account Number, Trace Number, Routing Number, Teller Capture Scan ID, Source)
- 4: Search button
- 5: Create IRD menu item

Account Number	Date	Check Number	Amount	Payer Bank Routing	Teller	Item Type	Trace / Scan ID	Source	Image Token	Drop Eligible
035890	3/10/2022					On-Us Posted Check	10160020	TellerCapture	1833043	<input checked="" type="checkbox"/>
033626	3/10/2022					On-Us Posted Check	20010025	TellerCapture	1833323	<input checked="" type="checkbox"/>
023317	3/10/2022					On-Us Posted Check	90100023	TellerCapture	1836889	<input checked="" type="checkbox"/>
000092	3/10/2022					On-Us Posted Check	71020016	TellerCapture	1835886	<input checked="" type="checkbox"/>
000092	3/10/2022					On-Us Posted Check	71020017	TellerCapture	1835888	<input checked="" type="checkbox"/>
002682	3/10/2022					On-Us Posted Check	71020022	TellerCapture	1835899	<input checked="" type="checkbox"/>
052244	3/10/2022					On-Us Posted Check	51060014	TellerCapture	1834645	<input checked="" type="checkbox"/>
048630	3/10/2022					Transfer Ticket	87000002	TellerCapture	1836485	<input type="checkbox"/>
001540	3/10/2022					Transfer Ticket	61010008	TellerCapture	1835607	<input type="checkbox"/>
046061	3/10/2022					Transfer Ticket	53000003	TellerCapture	1835323	<input type="checkbox"/>
027306	3/10/2022					Transfer Ticket	60040025	TellerCapture	1835539	<input type="checkbox"/>
060049	3/10/2022					Transfer Ticket	51060045	TellerCapture	1834728	<input type="checkbox"/>

X937 Research Screen. Right-click on check item to create IRD.



THIS DOCUMENT HAS A VOID PANTOGRAPH, MICROPRINTING AND AN ARTIFICIAL WATERMARK.

John Business
Address
City, ST Zip

CHECK DATE: 03/01/2022
CHECK NUMBER: 1011183

PAY THIS AMOUNT
*****\$500.00

PAY: Five Hundred dollars and 00/100 *****
TO THE ORDER OF: John Customer

FPS GOLD Demo Bank

John Q. Business
Authorized Signature

⑥ ← ①0 ①0 ①① ①8 ③①①① ①① ①23456780① ②0020649①

Routing Number	Account Number	Check Number	Amount
123456780	20020649	0101183	500.00

Business Check ⑦

File Location:
C:\Users\daynak\Desktop\IRD Images

⑧ Create IRD Close

Create IRD Dialog with Business Check Type Selected

Success

⑨ i IRD Successfully Created

OK



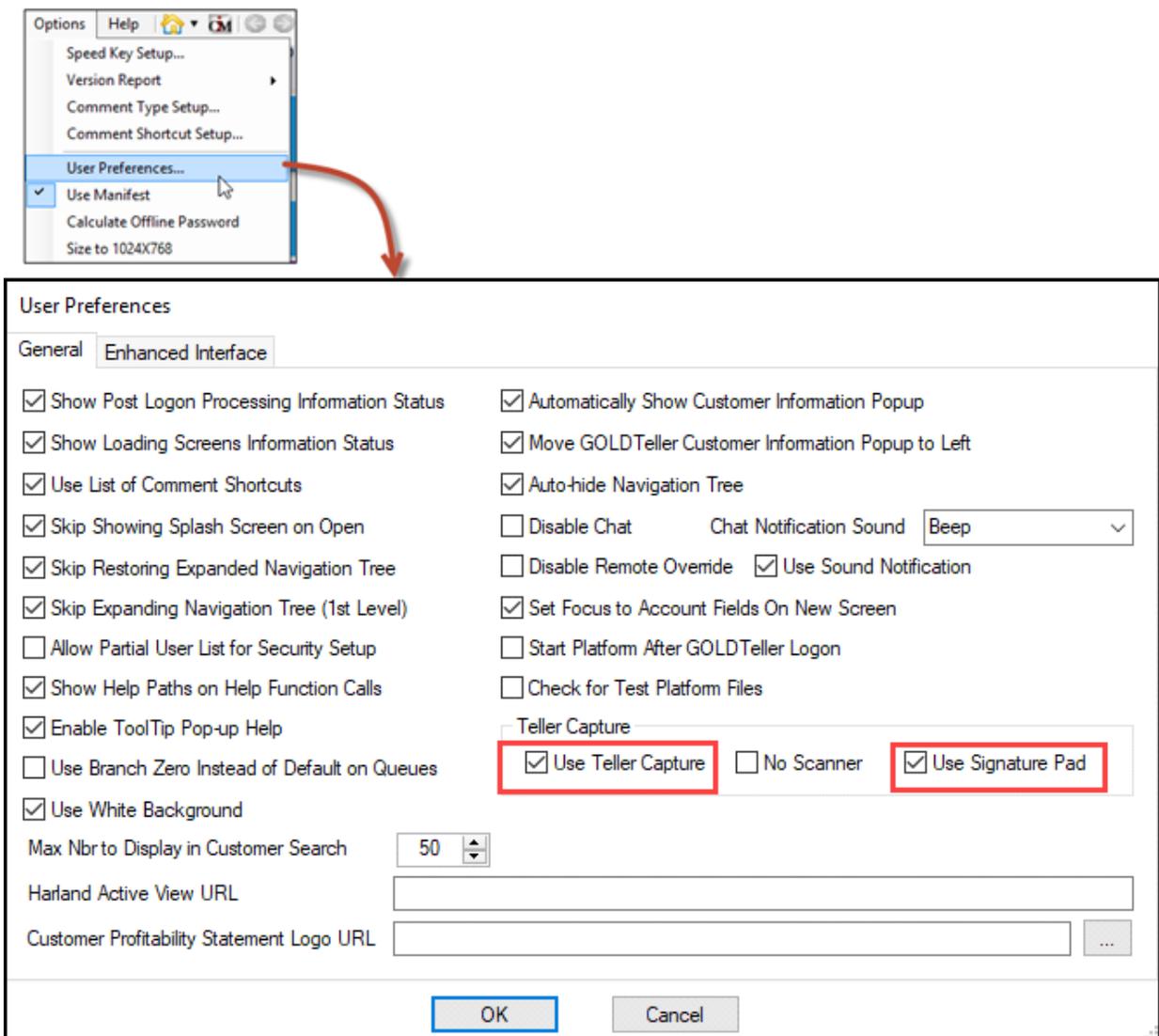
Virtual Signature

Teller Capture incorporates the ability to use a Topaz Signature Pad device to capture your customers' signatures when Cash Out, Check Out, or Journal Out fields are populated on transactions. Using this option allows your organization to be paperless on transactions that would typically require a slip to be scanned with a customer signature.

Required Components

Before Virtual Signatures can be captured, your organization must:

- Have the July 2024 version of CIM GOLD or newer loaded on PCs that will be using a signature pad.
- Have an FPS GOLD-approved Topaz Signature Pad connected to the teller machines that will be capturing signatures on Teller Capture transactions.
- Mark the User Preferences checkboxes **Use Teller Capture** and **Use Signature Pad**, as shown below.



Supported Topaz Signature Pads that can be used with Teller Capture:

- T-LBK766SE-BHSB-R, SignatureGem LCD 4X5 – Model Number 58
- T-L460-HSB-R, SigLite 1X5 – Model Number 15
- T-L462-HSB-R, SignatureGem LCD 1X5 – Model Numbers 11 & 12
- T-LBK57GC-BHSB-R, SignatureGem Color 5.7 – Model Number 57

Transaction Flow with Virtual Signature

The following example is a Withdrawal transaction (1130/0/0) with Cash Out.

1. The Withdrawal transaction 1130/0/0 is selected from the transaction menu.
2. Fill in the transaction fields as applicable.
3. <Send> the transaction.

Note: When running a transaction with Check In items, you must **Scan Items** (Alt+I) after the transaction is selected. See Processing Transactions in the CIM GOLD Teller Capture User's Guide for full transaction scanning instructions.

The screenshot displays the CIM GOLD Teller interface. On the left is a menu with options like '0: DEMO', '1: Withdrawal (1130/0/0)', and '2: Cash Check On Us (1400/2)'. The main area shows customer information for 'Johnny Utah' (Customer Number: 123-45-6789, Birth Date: 07/20/1977) and a table of accounts. The 'Withdrawal (1130/0/0)' form is active, showing 'Account Number' 01-150595-5, 'Tran Amount' 50.00, and 'Cash Out' 50.00. A 'Send' button is visible at the bottom.

Account	Balance	Description	Payment	Stat
02 152839 3	\$16.03	Johnny Checking		Oper
01 060427 2	\$3,237.72	Jesse Savings		Oper
01 060497 5	\$10,209.96	Joint Savings		Oper
01 150595 5	\$43,497.12	Johnny Checking		Oper
02 153817 8	\$10,283.29	Johnny Savings		Oper
01 101610 2	\$186,046.32	Checking		Oper
02 154071 1	\$2,024.03	HSA Checking		Oper
01 705994 08	\$2,091.90	Loan Account	180.39	Oper
01 700042 03	\$20,334.87	Loan	312.31	Oper
00 702909 07	\$14,632.53	Harley	332.98	Oper
00 490094 02	\$6,135.89	HELOC	-48.95	Oper

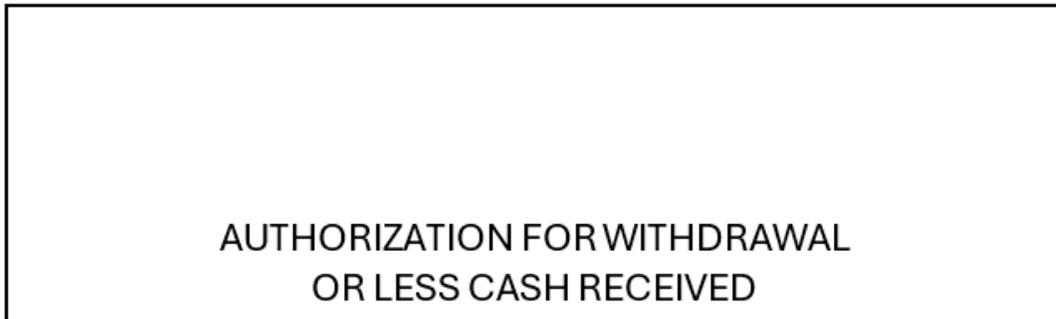
CIM GOLD Teller – Withdrawal Transaction (1130/0/0) Selected

4. Upon sending the transaction, the Virtual Signature dialog will be displayed for your teller, and your customer will see the following message on the Topaz Signature Pad.



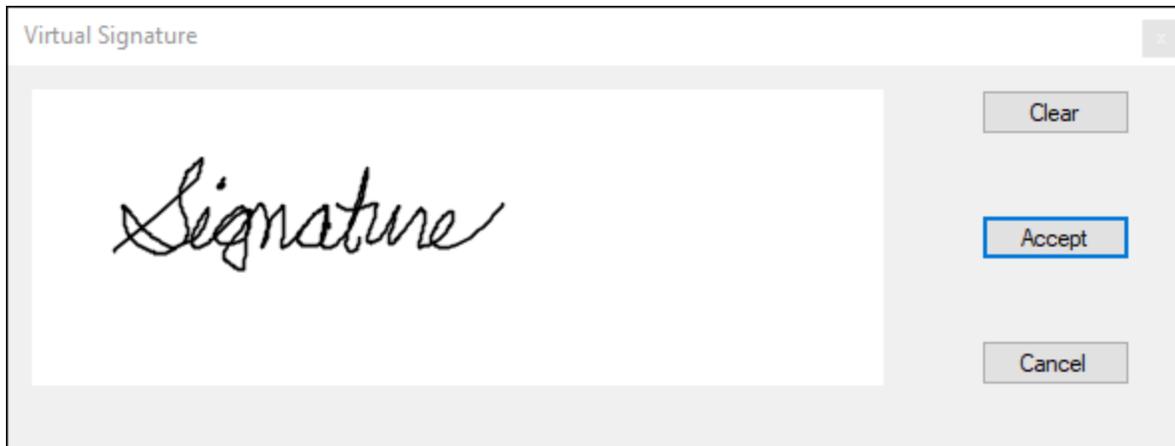


CIM GOLDTeller – Virtual Signature Dialog – Teller View



Topaz Signature Pad – Customer View

Note: The teller can see the signature in real time as the customer signs.



CIM GOLDTeller – Virtual Signature Dialog - Teller view with Signature

- When the customer signs and clicks **<Accept>** on the signature pad, the transaction will be sent.

Virtual Signature Buttons



Clear

When clicked, the signature will be cleared from the pad and the Virtual Signature Due. <Clear> can be clicked by the teller or the customer.

Accept

When clicked, the transaction will be sent, and the signature will show on all virtual tickets accompanying the transaction. <Accept> can be clicked by the teller or the customer.

Cancel

When clicked, the transaction will be sent, and "Signature Cancelled By Teller" will be displayed on all virtual tickets accompanying the transaction. <Cancel> can only be clicked by the teller.

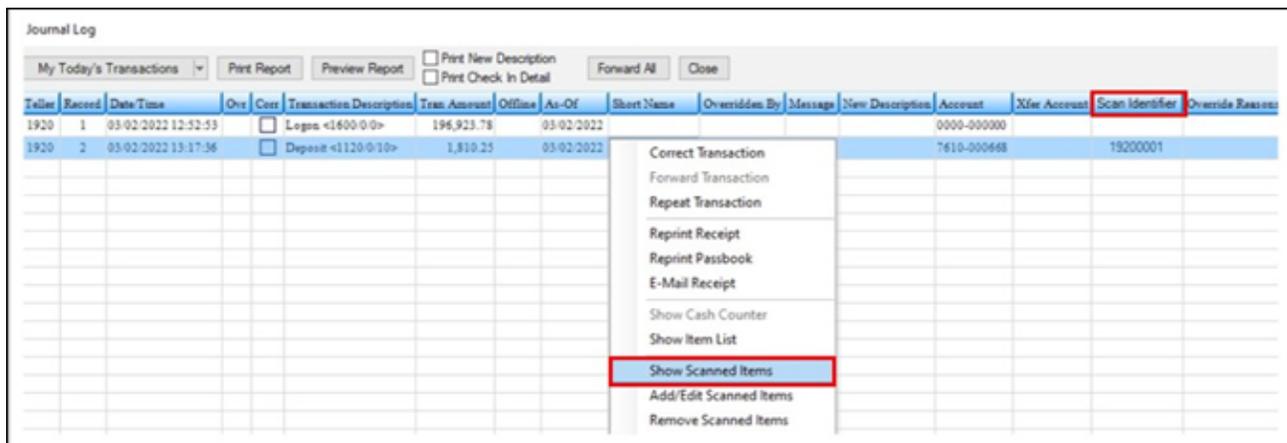


Viewing Virtual Tickets with Signature from the Journal Log

To view scanned images from the Journal Log:

1. Open the Journal File in GOLDTeller (Functions > Journal Forwarding (Ctrl + J)).
2. Right-click on the transaction.

The right-click menu opens, as shown below.



CIM GOLDTeller > Functions > Journal Forwarding (Ctrl + J)

3. Select "Show Scanned Items."
4. View the scanned items for the transaction.



1430 / 01	AEC - Account exchange checks
1430 / 02	ECF - Exchange checks - F/M
1430 / 03	ECK - Exchange checks / 2
1480	BND - Bond cashing
1500	TOR - Teller over
1501	FTO - Teller over foreign cash
1510	TSH - Teller short
1511	FTS - Teller short foreign cash
1520	VCD - Vault cash debit (reduce vault cash)
1521	VTF - Vault to foreign teller
1530	VCC - Vault cash credit (increase vault cash)
1531	VFF - Vault from foreign teller
1540	TCD - Teller cash debit (reduce teller cash)
1541	FCD -Foreign teller cash debit
1550	TCC - Teller cash credit (increase teller cash)
1551	FCC - Foreign teller cash credit
1555	BOC - Batch out checks
1559	CTB - Cash/Check to bank
1560	VCT - Vault cash to bank
1570	VFB - Vault cash from bank
1570 / 01	VCC - Vault cash
1572	VTB - Vault cash to branch
1573	VFB - Vault cash from branch



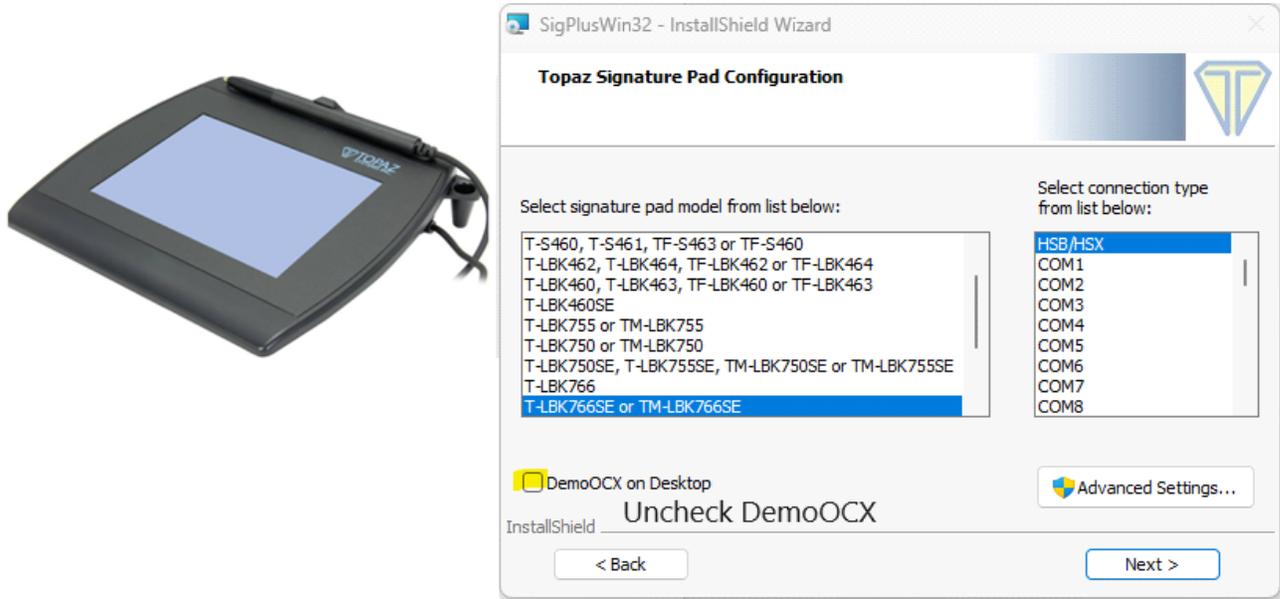
1800	GLD - General Ledger debit
1800 / 01	GLO - General Ledger debit
1800 / 02	EOD - Exception Offset Debit
1800 / 83	CGL - Journal G/L transfer (G/L debit and G/L credit)
1810	GLC - General Ledger credit
1811	Rejected Paid - Automatic Journal Out
1812	Rejected Paid - Automatic Journal In



Topaz Signature Pads and Drivers

Below are the Topaz Signature Pad devices and driver information that FPS GOLD has programmed to work with the Teller Capture Virtual Signature.

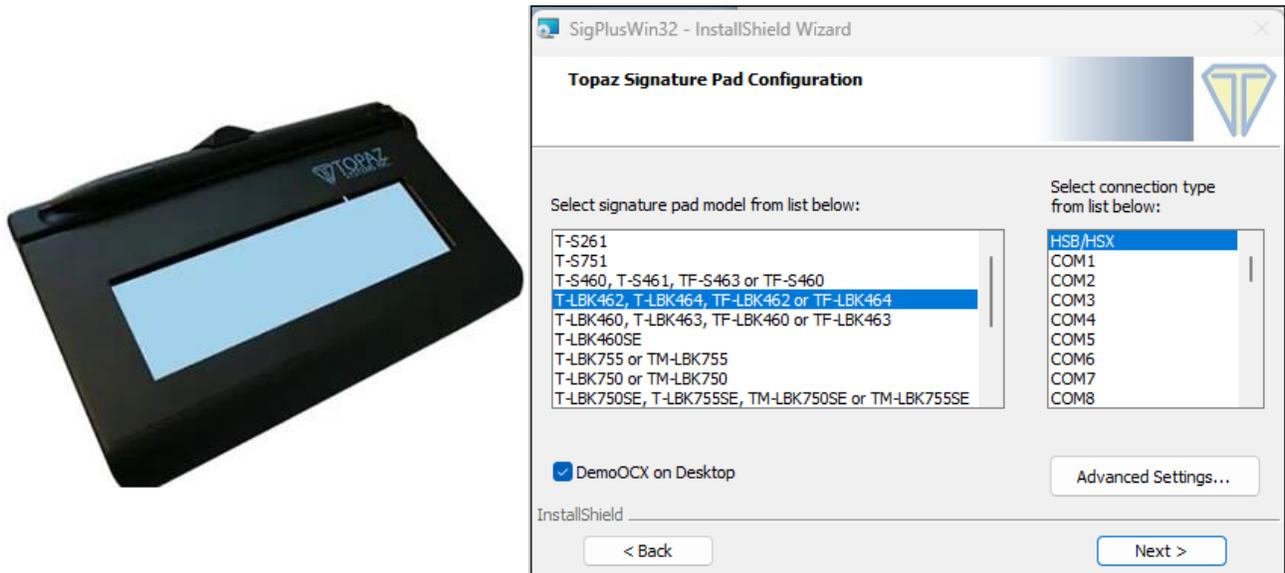
T-LBK766SE-BHSB-R, SignatureGem LCD 4X5 – Model Number 58 and corresponding driver:



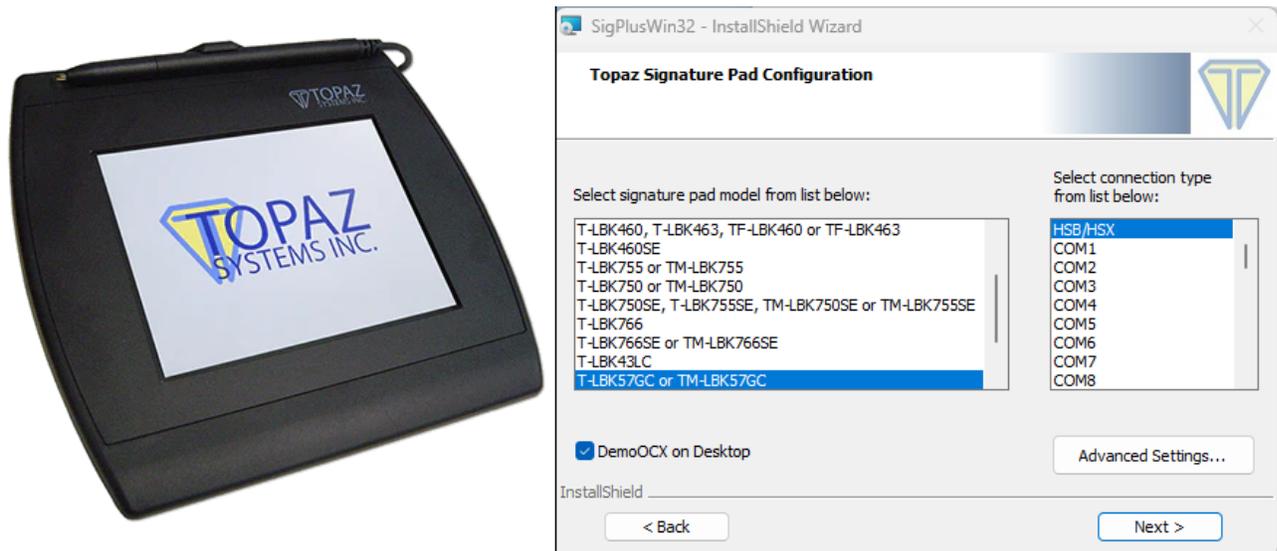
T-L460-HSB-R, SigLite 1X5 – Model Number 15 and corresponding driver:



T-L462-HSB-R, SignatureGem LCD 1X5 – Model Numbers 11 & 12 and corresponding driver:



T-LBK57GC-BHSB-R, SignatureGem Color 5.7 – Model Number 57 and corresponding driver:



Driver Install Information

The following links and information will assist your IT department in the installation of the Topaz Signature Pads.

SDK Guide: <https://www.topazsystems.com/software/download/sigplusnet.pdf>

User guide: https://topazsystems.com/userguides/Topaz_Universal_User_Guide.pdf

Link to driver: <https://www.sigpluspro.com/index.html>

1. Select corresponding signature pad model (see image below).

Download Topaz SigPlus Software and Drivers

Find the first few digits of the model number listed on the back of your Topaz electronic signature pad. Select from the list below. Then, choose the full model number from the selections that appear.

T-L
T-S
TD-
T-C
TF-
TM-
T-R



T-L Model Numbers

T-LBK460-BSB-R	T-LBK462-KAB-R	T-LBK766-BBSB-R
T-LBK460-BSB-RC	T-LBK462-KB-R	T-LBK766SE-BHSX-R
T-LBK460-HSX-R	T-L462-HSB-R	T-LBK766-BHSX-R
T-LBK460-HSB-R	T-L462-B-R	T-LBK766SE-BHSB-R
T-LBK460SE-HSB-R	T-LBK750SE-BHSB-R	T-LBK766-BHSB-R
T-LBK460-B-R	T-LBK750-BHSB-R	T-LBK766SE-BTB1-R
T-LBK460-BT2-R	T-LBK750SE-BTB1-R	T-LBK766SE-WFB1-R
T-L460-HSB-R	T-LBK750SE-WFB1-R	T-LBK766-WFB1-R
T-L460-B-R	T-LBK750-WFB1-R	T-LBK43LC-BSB-R
T-LBK462-BSB-R	T-LBK755SE-BBSB-R	T-LBK43LC-HSB-R
T-LBK462-BSB-RC	T-LBK755-BBSB-R	T-LBK57GC-BBSB-R
T-LBK462-HSX-R	T-LBK755SE-BHSB-R	T-LBK57GC-BHSX-R
T-LBK462-HSX-RG	T-LBK755-BHSB-R	T-LBK57GC-BHSB-R
T-LBK462-HSB-R	T-LBK755SE-BTB1-R	T-LBK57GC-BTB1-R
T-LBK462-KAHSB-R	T-LBK755SE-WFB1-R	T-LBK57GC-WFB1-R
T-LBK462-KHSB-R	T-LBK755-WFB1-R	
T-LBK462-B-R	T-LBK766SE-BBSB-R	

2. Follow the required steps below to Download SigPlus driver(s).

Note: Only one driver type should be installed on each PC at a time.

© 2025 FPS GOLD. All rights reserved.

Last updated: 5/12/2025

Required Steps



Step 1

Download the Topaz SigPlus software for use with your Topaz signature pad to your computer's desktop. **Right-click on the "Download SigPlus" icon displayed here**, select "Save Link As", and choose the desktop as the save location to begin the download.



Step 2

NOTE: For pad models ending in "HSX-R" or "HSX-RG", select "HSB (USB Type)" during software installation. For other models, select your correct suffix or connection type.

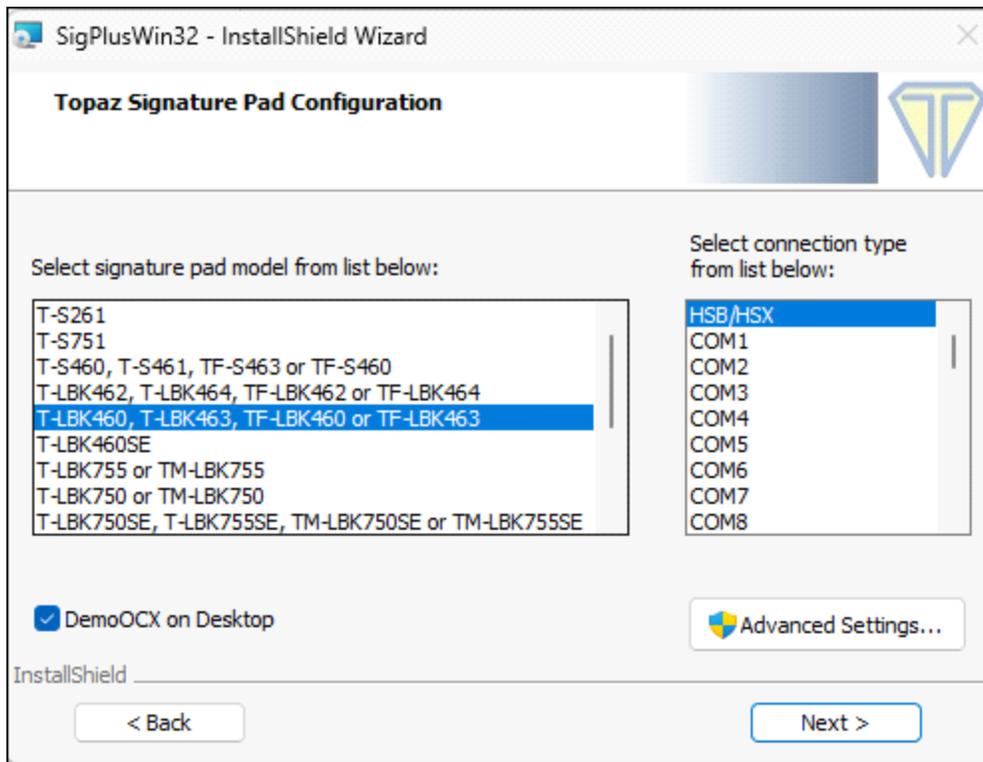
Double-click on the SigPlus icon on your desktop (similar to the one displayed here) to begin installation. Depending on your security settings, you may need to login to Windows as an "Administrator" to begin the installation, or right-click on the SigPlus icon and select "Run as administrator".

When prompted, select "Yes" to place the Topaz test utility DemoOCX on your desktop. If needed after installation, SigPlus will be found in your C:\Windows\SigPlus folder.

After installation, test your pad's functionality and proper set-up using DemoOCX. Once functionality is confirmed, proceed with popular downloads below or view Topaz's complete software offerings.

3. Select the corresponding signature pad model and click <Next> to move through the installation process.





Note: Uncheck the DemoOCX option to avoid a demo program being installed.



Form Samples

The following pages show to-scale examples of the Deposit, G/L, Loan, and Withdrawal slips that you will be provided to use for scanning transactions with Teller Capture.

[To-Scale Form Samples](#)

