

# Cash Vault: Ordering Cash

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My Apps

My Account

## Welcome to Loomis Direct



### ICO PLUS

Loomis Currency and Coin system provides the ability to order online based on pre set lead days, configurations and limits.

After logging into Loomis Direct, click the ICO Plus tile on your homepage.



You will be taken to the ICO Plus module. You may be taken straight to the order cash screen. If not, hover your mouse over the left-hand menu to expand the menu.

You can lock the left-hand menu in an expanded position by clicking the menu icon.

- Orders
- Create Order

- Orders List
- Shipments
- Reports

Click **Orders** and then select **Create Order** to start a cash order.



## Order Details

< CANCEL

REVIEW ORDER

Location

Group

Location

()

Status

Ordering

Lead Days: 0

Prep Days: 0

Cutoff Time: 0

Delivery Days Are:

Grand Total

\$0

Please, complete some information

1 Group 2 Location

Select Group

Please Select A Group

BACK

CANCEL

NEXT

Select the **Group** for your order from the list in the drop-down menu. Then, click **Next**.

Please note, depending on your user settings, you may bypass this step.



## Order Details

< CANCEL

REVIEW ORDER

Location



Group

0

Status

Ordering

Lead Days: 0

Prep Days: 0

Cutoff Time: 0

Delivery Days Are:

Grand Total

\$0

Please, complete some information



Group



Location

Select Location

Sort by: ☐ Location ID ☒ Location Name

Please Select A Location

BACK

CANCEL

NEXT

Select the **Location** for your order from the list in the drop-down menu.

Click **Next** to continue.

Please note, depending on your user settings, you may bypass this step.



## Order Details

Location

Milwaukee WI (5920)

Status

Ordering

Lead Days: 0

Prep Days: 1

Cutoff Time: 10:00 AM CST

Delivery Days Are:  
FRI

Holiday Factor: Next Day

Grand Total

\$0

On this screen, start by setting your **Delivery Date**. The earliest available delivery date will be pre-selected for you. You can update that delivery date by clicking the pencil icon and choosing a later date from the calendar.

Earliest Delivery Day: Fri 08/01/2025

Delivery Date: Fri 08/01/2025

< CANCEL

REVIEW ORDER



Group



Location

### Fit Bill

| Value | Amount                          |
|-------|---------------------------------|
| \$1   | <input type="text" value="\$"/> |
| \$2   | <input type="text" value="\$"/> |
| \$5   | <input type="text" value="\$"/> |
| \$10  | <input type="text" value="\$"/> |
| \$20  | <input type="text" value="\$"/> |
| \$50  | <input type="text" value="\$"/> |

### Rolled

| Description | Value | Amount                          |
|-------------|-------|---------------------------------|
| Penny       | \$1   | <input type="text" value="\$"/> |
| Nickel      | \$2   | <input type="text" value="\$"/> |
| Dime        | \$5   | <input type="text" value="\$"/> |
| Quarter     | \$10  | <input type="text" value="\$"/> |
| Half        | \$10  | <input type="text" value="\$"/> |
| SBA         | \$25  | <input type="text" value="\$"/> |

On the left side of the screen, you will see the **Cutoff Time** for an order as well as how many days in advance (**Lead/Prep Days**) you must order. The information on this guide is just an example, please see the actual information on your profile for delivery information.



## Order Details

< CANCEL

REVIEW ORDER

Location

[Blurred location text]

Earliest Delivery Day: Fri 08/01/2025

Delivery Date: Fri 08/01/2025

Group

Location

Milwaukee WI (5920)

Enter the **Amounts** of the cash you need to order. Please note the increments that must be ordered in the **Value** column. Scroll to the bottom of the screen to see if you have more options for ordering.

When you are finished filling in the fields, you will see the total of your order on the left-hand side of the screen. Click **Review Order**, at the top or bottom of the screen, to continue.

Grand Total  
**\$1,780**

### Fit Bill

| Description | Value | Amount                               |
|-------------|-------|--------------------------------------|
| \$1         | \$1   | <input type="text" value="\$ 100"/>  |
| \$2         | \$2   | <input type="text" value="\$"/>      |
| \$5         | \$5   | <input type="text" value="\$ 500"/>  |
| \$10        | \$10  | <input type="text" value="\$ 1000"/> |
| \$20        | \$20  | <input type="text" value="\$"/>      |
| \$50        | \$50  | <input type="text" value="\$"/>      |

### Rolled

| Description | Value | Amount                              |
|-------------|-------|-------------------------------------|
| Penny       | \$1   | <input type="text" value="\$ 10"/>  |
| Nickel      | \$2   | <input type="text" value="\$ 20"/>  |
| Dime        | \$5   | <input type="text" value="\$ 50"/>  |
| Quarter     | \$10  | <input type="text" value="\$ 100"/> |
| Half        | \$10  | <input type="text" value="\$"/>     |
| SBA         | \$25  | <input type="text" value="\$"/>     |



## Order Details

Location

Milwaukee WI (5920)

Status

Ordering

Lead Days: 0

Prep Days: 1

Cutoff Time: 10:00 AM CST

Delivery Days Are:  
FRI

Holiday Factor: Next Day

## ICO Plus

Delivery Date: Fri 08/01/2025

LOCATION:

Milwaukee WI (5920)

| Fit Bill                   |         | Rolled                 |        |
|----------------------------|---------|------------------------|--------|
| Description                | Amount  | Description            | Amount |
| \$1                        | \$100   | Penny                  | \$10   |
| \$5                        | \$500   | Nickel                 | \$20   |
| \$10                       | \$1,000 | Dime                   | \$50   |
| Fit Bill Subtotal: \$1,600 |         | Quarter                | \$100  |
|                            |         | Rolled Subtotal: \$180 |        |

TOTAL

\$1,780

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On this screen, review your order details. If everything looks correct, click **Submit Order**. If you need to edit anything, click **Back**.

After submitting the order, you will be shown a confirmation screen. On that confirmation screen, you can choose to print the order for your records.

# Thank You

## Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

