

Creating a Change Order – Recurring

Hover over Create, click **Create Change Order**.

Welcome to the DTS Service ...

:: DTS Message Center
You have no current messages

:: Quick Menu
[Create a Change Order](#)

From the drop down select the location that you want to create a change order for.

Upcoming Orders: 5677 - 45th Ave (Recurring)

Location

Or

Search by #

Recurring change orders will automatically display for the following 35 days in the preloaded denominational breakdown a company administrator has placed in DTS Connex for the displayed location.

Hello, Admin User from Training - Change Orders

Upcoming Orders: 5677 - 45th Ave (Recurring)

Location

[New Order](#) [Print Upcoming Orders](#)

Or Search by # [Search](#)

Fri 9/17/2021 Requested Delivery Date DTS Confirmation #: Pending **Recurring**

\$1,248.00 [Edit Order](#) [Cancel Order](#)
Order can be edited or cancelled until 9/15/2021 8:00:00 PM ET

Notes	1s	2s	5s	10s	20s	50s	100s
	\$400.00	\$0.00	\$400.00	\$200.00	\$200.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$0.00	\$8.00	\$20.00	\$20.00	\$0.00	\$0.00

Mon 9/20/2021 Requested Delivery Date DTS Confirmation #: Pending **Recurring**

\$418.00 [Edit Order](#) [Cancel Order](#)
Order can be edited or cancelled until 9/16/2021 8:00:00 PM ET

Notes	1s	2s	5s	10s	20s	50s	100s
	\$100.00	\$0.00	\$200.00	\$100.00	\$0.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$1.00	\$2.00	\$5.00	\$10.00	\$0.00	\$0.00

Notice the “Recurring” status in the upper right-hand corner. This tells you the order has not been edited and will go to cut off at 8pm EST the night before the bank’s cutoff date displayed for placing change orders unless edited or cancelled.

Click **Edit** to make changes to the order for delivery.

Enter the increments needed for each denomination for the Change Order. Click **Save Order** to proceed.

Hello, Admin User from Training - Change Orders

Edit Order

Location: 5677 - 45th Ave (Recurring) Delivery 9/17/2021 ...

Enter the value of each denomination you would like to order (for example \$100 or \$15,000):

Notes		Coins	
1s	<input type="text" value="500"/>	Pennies	<input type="text" value="0.00"/>
5s	<input type="text" value="400.00"/>	Nickels	<input type="text" value="8.00"/>
10s	Cannot be ordered per company policy	Dimes	<input type="text" value="20.00"/>
20s	<input type="text" value="200.00"/>	Quarters	<input type="text" value="20.00"/>
50s	Cannot be ordered per company policy	Half Dollars	Cannot be ordered per company policy
100s	Cannot be ordered per company policy	Dollars	Cannot be ordered per company policy

Note: Delivery date cannot be edited. If you don't want an order on the selected date, please cancel the order.

Order Total: 1,148.00

[Calculate](#) [Clear Amounts](#) [<< Cancel Changes](#) [Save Order](#)

Note the "Recurring" status has changed to "One Time" denoting the order has been changed from the original recurring request.

Upcoming Orders: 5677 - 45th Ave (Recurring)

Location
Or
Search by #

Fri 9/17/2021 Requested Delivery Date DTS Confirmation #: 0567700026 **One Time**

\$1,148.00
Order can be edited or cancelled until 9/16/2021 9:25:00 AM local time (for location).

Notes	1s	2s	5s	10s	20s	50s	100s
	\$500.00	\$0.00	\$400.00	\$0.00	\$200.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$0.00	\$8.00	\$20.00	\$20.00	\$0.00	\$0.00

Mon 9/20/2021 Requested Delivery Date DTS Confirmation #: Pending **Recurring**

\$418.00
Order can be edited or cancelled until 9/16/2021 8:00:00 PM ET

Notes	1s	2s	5s	10s	20s	50s	100s
	\$100.00	\$0.00	\$200.00	\$100.00	\$0.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$1.00	\$2.00	\$5.00	\$10.00	\$0.00	\$0.00

Also note, the date and time for additional changes or deletion has been updated to the bank's cutoff date and time for this order to be placed using DTS Conex.

During the edit process, you may be required to provide a reason for the increase or decrease. Select a predetermined reason for the edit from the drop down and add any additional notes as needed. Click **Save** when done.

Reason

Additional Information

If you need to Cancel this change order; follow the steps below.

To Cancel a Change Order click **Cancel Order**. This action cannot be undone. Please follow the instructions for Creating a Change Order- One Time if a recurring order is cancelled by mistake.

Upcoming Orders: 5677 - 45th Ave (Recurring)

Location

New Order

Print Upcoming Orders

Or

Search by #

Search

Fri 9/17/2021 Requested Delivery Date DTS Confirmation #: 0567700026 **One Time**

\$1,148.00 [Edit Order](#) [Cancel Order](#)

Order can be edited or cancelled until 9/16/2021 9:25:00 AM local time (for location).

Notes	1s	2s	5s	10s	20s	50s	100s
	\$500.00	\$0.00	\$400.00	\$0.00	\$200.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$0.00	\$8.00	\$20.00	\$20.00	\$0.00	\$0.00