

Welcome to PTG BOLD

Banking OnLine Deposits

Your Main Objectives | Prepare a daily online banking deposit
Tasks to be performed with 100% accuracy

1. Prepare the Workspace
2. Print-out Deposit Instruction Sheet (PTG BOLD Job Aid)
3. Sort cash and checks by corporate location

TASK 3

sort cash and checks by corporate location

Task 3.1 Sort Checks by Corporate Location



Open the Checks Folder to find the Payments to be Deposited.

click to play
audio message



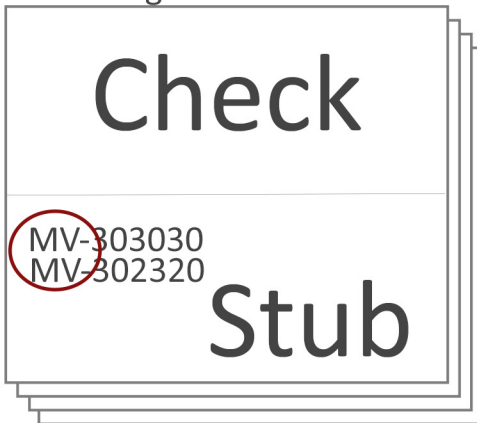
3.1 Sorting MI & OH Checks

M indicates the payment is for Ohio

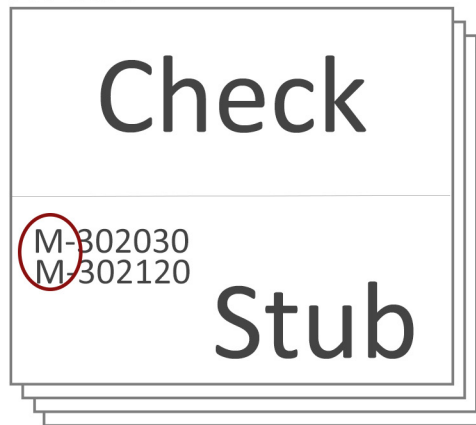
MV indicates the payment is for Michigan

BOTH If there are both M's and MV's on the check stub,

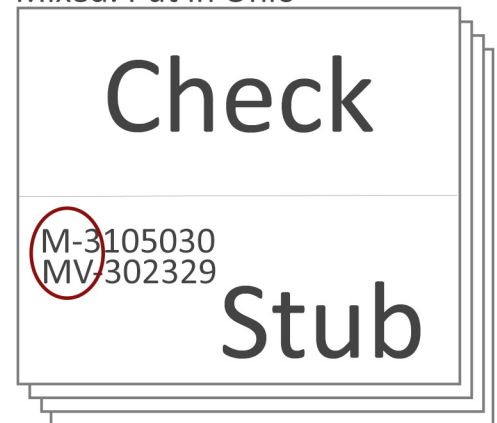
For Michigan



For Ohio



Mixed: Put in Ohio



Task 3.2 Cash can be placed in the deposits folder or given to Sandy

Task 3.3 Place Canadian Checks in the Deposits Folder



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Task 4.1 Play Audio Message



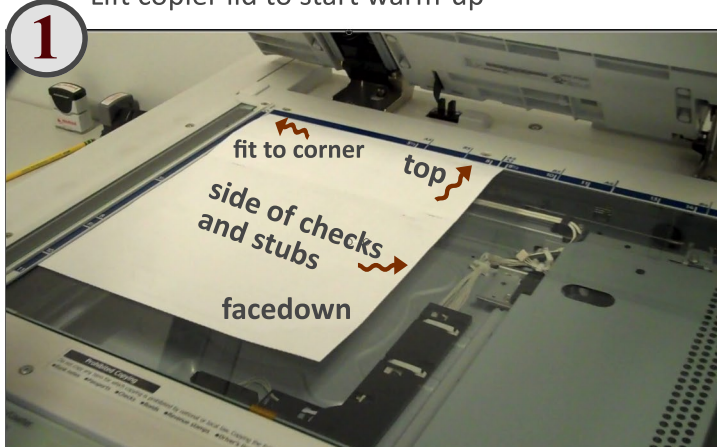
TASK 4

photocopy checks by company

NOTE: When you are finished copying all checks for both companies, you will have five stacks of papers.

1. Michigan Checks
2. Michigan Copies
3. Ohio Checks
4. Ohio Copies
5. Stubs for both companies.

Lift copier lid to start warm-up



- 2** Keeping the stacks separated, begin with Michigan.
NOTE: You are copying checks with stubs by location.

Step 1. Check for security dots.
These are usually along the bottom in three places.



 click to play
video message

- 3** If the check **DOES** have security dots:

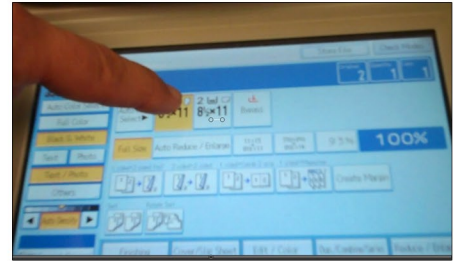
Step 1. Cover Security Dots with Post-it Notes
Tear Post-its Into three strips, cover dots. Copy as in Step 3.

- 4** If **NO** security dots:

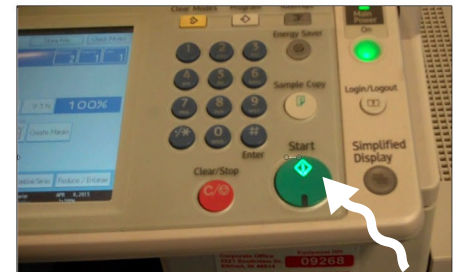
Step 1. Place check with its stub(s) facedown on the glass.

Step 2. Close the lid.

Step 3. Press 8 1/2" X 11" paper size.



Step 4. Press **START**



Step 5. Remove copy. Check it against the originals to be sure it copied correctly. If it did, lay it facedown to form a new pile of copies.



Step 6. Place the check facedown to form a new pile of completed Michigan Checks.

Step 7. Place the stub(s) in a separate pile.

- 5** After copying Michigan's Checks, Repeat the process for the Ohio checks.

When you finish all checks, Keeping all five stacks separate, move the paperwork to the accounting desk.

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Task 5.1 Play
Audio Message



TASK 5

calculate check totals for each company
and prepare paper calculator tape

1 Prepare Calculator

Step 1. Press the "ON" Button

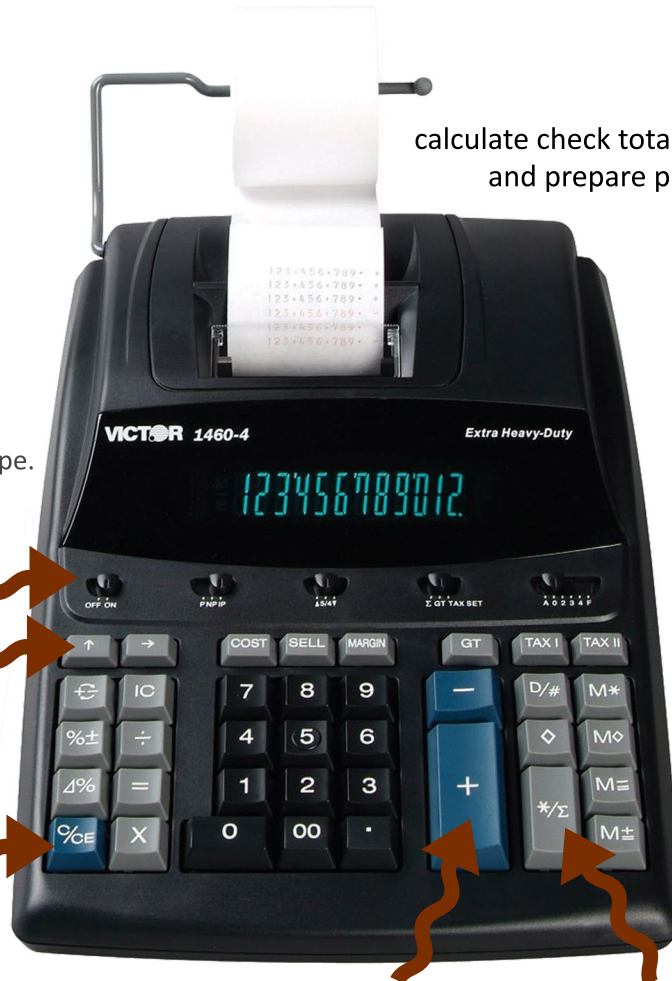
Step 2. Press "C" to Clear the Total

Step 3. Press "UP" Button to advance tape.

Step 1.1 Turn "ON"

Step 1.3 and 2.8
Advance Tape

Step 1.2 Clear Memory



2 Add up the totals of all Michigan Checks

Step 1. Take the first Michigan Check.

Step 2. Enter the total amount of the check into the calculator.

Step 3. Verify the display matches the check.

Step 4. Press the plus (+) button to start the process.

Step 5. Place the check facedown in a new pile.

Step 6. Repeat this process for each of the Michigan checks, adding each one to the top of the pile.

Step 7. When all checks have been entered and verified, press the Calculate Button " $*/\Sigma$ " to generate a total of all the Michigan Checks received.

Step 8. Press the "UP" arrow several times to advance the tape enough to be able to tear it off cleanly.

Step 9. Tear off the tape.

Step 10. Write MI and the date on the top of the tape to show this was the total amount of the Michigan checks received on this date.

Step 11. Put the tape with the pile of Michigan checks and set them aside.

Step 2.4 Add to Total

Step 2.7 Total all checks.

3 Add up the totals of all Ohio Checks

Note: Repeat this process for the Ohio checks. When you tear off the tape, write OH and date at the top of the tape to show this was the total amount of the Ohio checks received on this date.

Then, put the tape with the pile of Ohio checks and set them aside.

Important Note: You will use these calculator tapes later to verify against the Deposit Report that is generated by the Banking Online Deposit System. It is imperative each step of this process is done with 100% accuracy.

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Banking OnLine Deposits

TASK 6

accessing the banking online deposit system

Task 2.1 Play
Audio Message

Task 2.2 Login to the
Accounting Computer

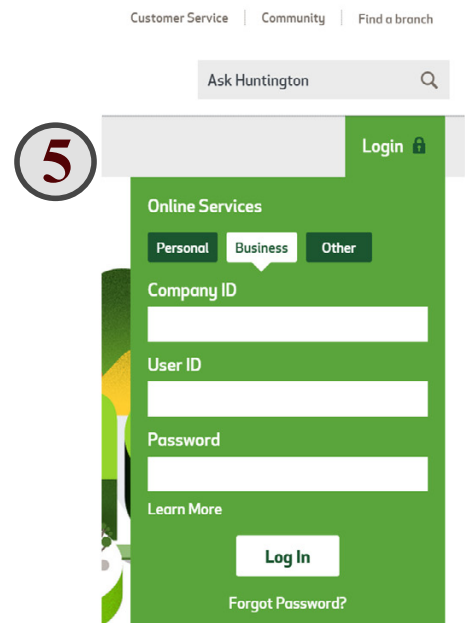
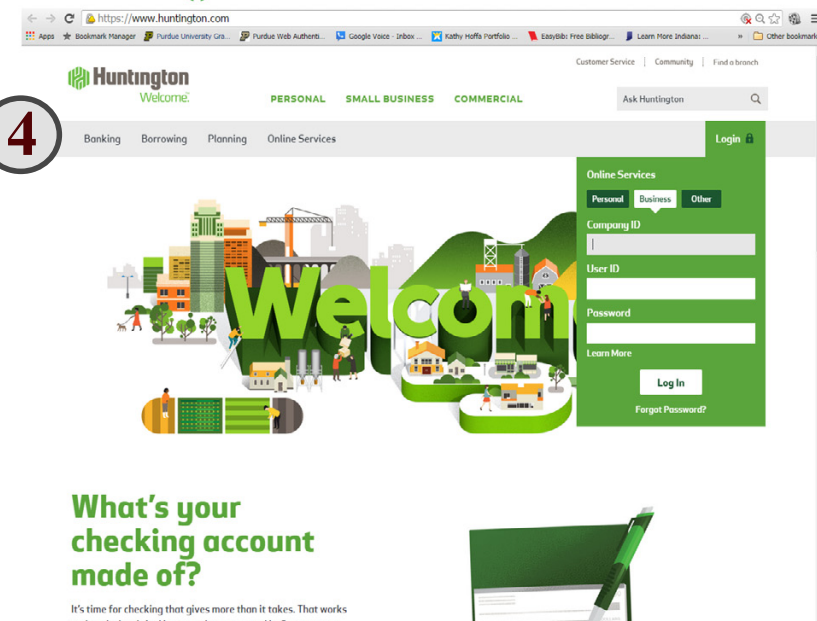
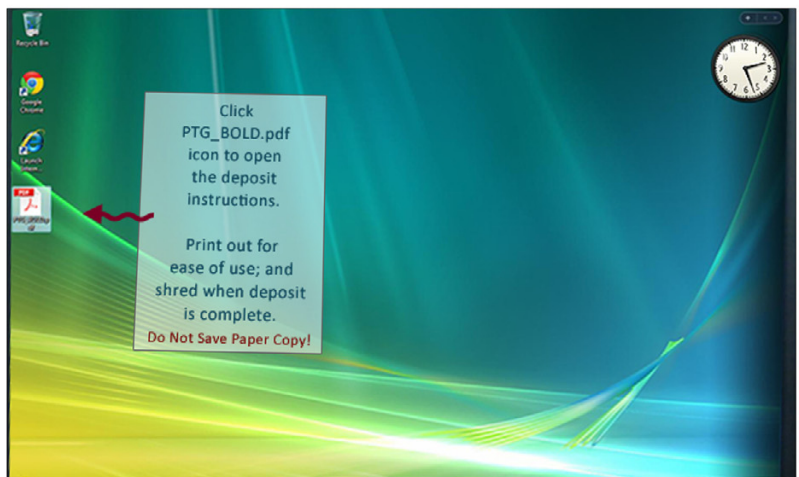
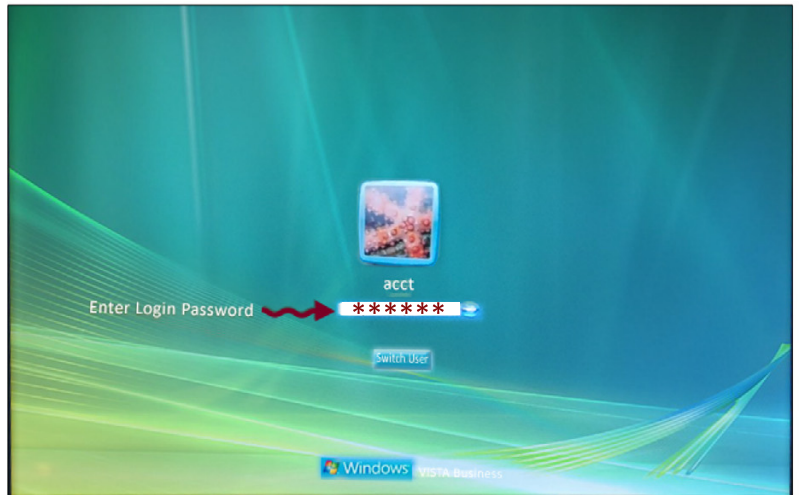
Steps to Login to the Accounting Computer

- 1 a. Verify ACCT Screen (see image).
b. Enter **Password** (see image).
c. Press **ENTER** or Click **Arrow** to Login

2 Task 2.3 Open the PTG BOLD Job Aid by double clicking the PTG_BOLD.pdf Icon as shown in the image to the right.

NOTE: You are launching the job aid because the login information is embedded in it. If it is still open, simply click the bookmark for Task 6 and it will bring you to this page.

Click the icon below to see the login information.



Welcome to PTG BOLD

Banking OnLine Deposits

TASK 7

login to banking online deposits with FOB

Task 2.1 Play
Audio Message

1 Step 7.1 Enter User Pin First

Security Token Verification ?

PIN & Token Number

USER PIN

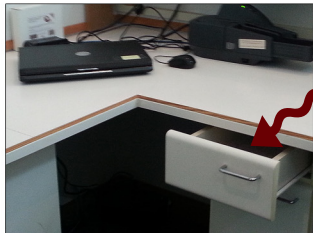


Press white button on your token to get
the token number.

CONTINUE

Forgot Your Token PIN?

2 Step 7.2 Press White Button



FOB

3 Step 7.3 Number will display.



FOB



4 Step 7.4 Finally, enter the token number displayed on the FOB

Security Token Verification ?

PIN & Token Number

**** Token Number



Press white button on your token to get
the token number.

CONTINUE

Forgot Your Token PIN?

Welcome to PTG BOLD

Banking OnLine Deposits

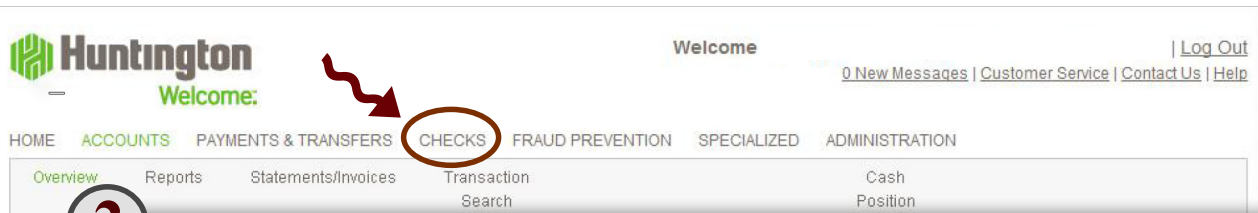
TASK 8

setting up the online deposit for Michigan

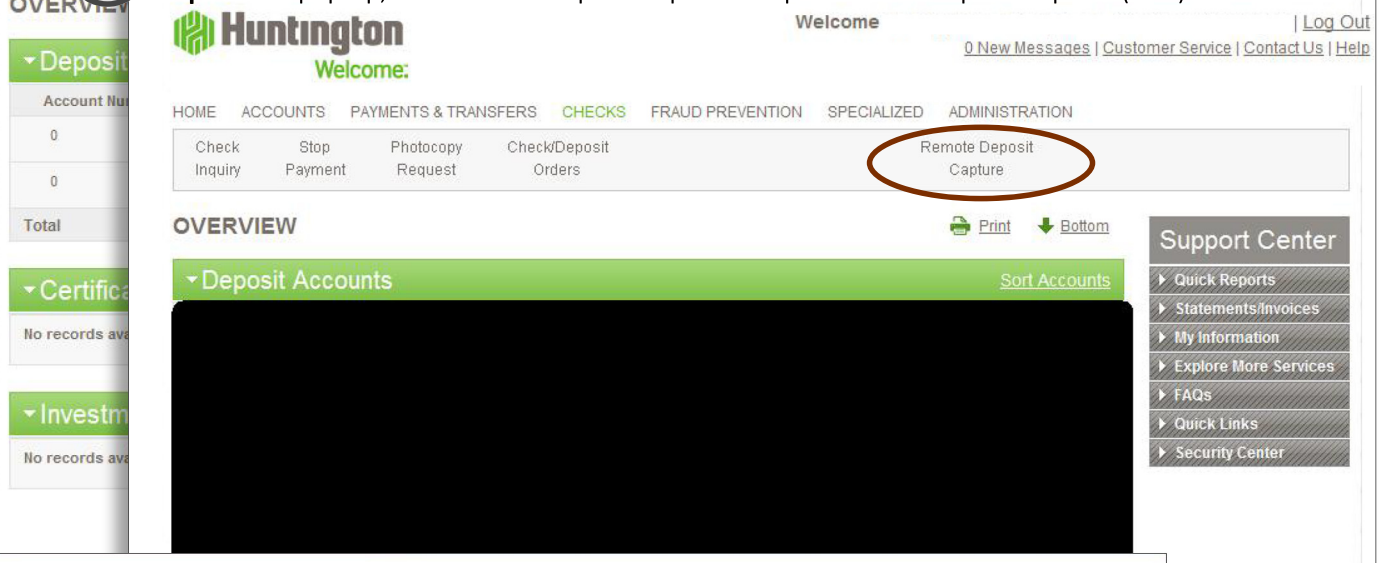
Task 4.1 Play
Audio Message



1 Step 8.1 Mouse over Checks

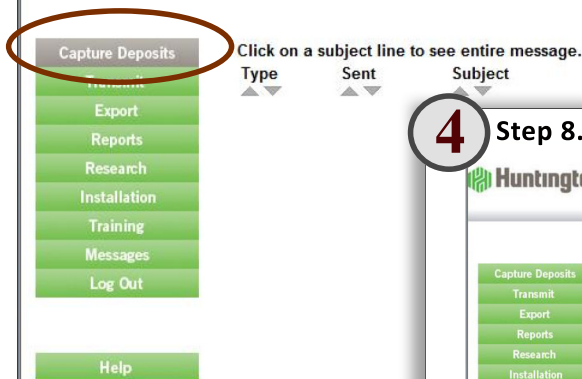


2 Step 8.2 On pop-up, click Remote Deposit Capture to open Remote Deposit Capture (OCP) screen

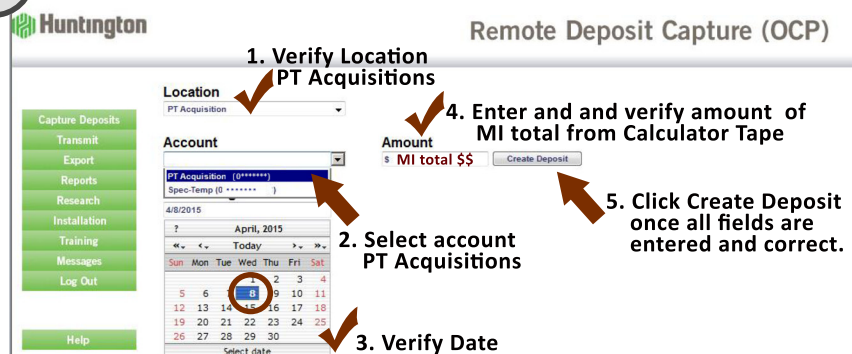


3 Step 8.3 On pop-up, click Remote Deposit Capture to pop-up Initial Deposit Screen

Remote Deposit Capture (OCP)



4 Step 8.4 Five things are important in this screen.



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TASK 9

Task 9.1 Play
Audio Message



scan MI checks, verify amounts

1 Turn portable check scanner ON by pressing the large button on the side of the machine.

2 **NOTE:** You are scanning the individual Michigan checks into the system now.

Step 1. Alphabetize Michigan checks and copies.

Step 2. Make sure stack is orderly.

Step 3. Place checks into far side of the Scanner with the fronts facing away from you.

Step 4. Press the Scanning button at the bottom of the Scanning screen on the accounting laptop.

Step 2.3 Checks should be placed facing away from you on the far side of scanner. Click photo to activate video.



Huntington

Rescan
Flip
Delete
Details

Capture Deposits
Transmit
Export
Reports
Research
Installation
Training
Messages
Log Out

Help

Amount: \$1
Account #: 0
Credit Date: 20150408
User:
Location: PT Acquisition

Deposit Ticket

Total: 0.00
Remaining: 1.

Place documents in the scanner, and click the Scanning button...

PT Acquisition (0)		PT Acquisition			
Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount
1	1	5	0		1

Scanning Keying Scanner Info Close

0 Items Loaded

3:13:49 PM 0:00

Done

Trusted sites | Protected Mode: Off 100%

Welcome to
PTG BOLD

TASK 10

correcting mis-scans and
releasing the deposit

Task 10.1 Play
Audio Message




- 1
- Step 1.1** When scanning is complete a window will open showing the results of the scan.

NOTE: If a line has a red “X” in the Ready column, the check did not scan.

Step 1.2 Find the check

Step 1.3 Enter the correct amount in the Amount Column

Step 1.4 Press the “ENTER” key (Return Key) on your keyboard



Rescan

Flip

Delete

Details

Capture Deposits

Transmit

Export

Reports

Research

Installation

Training

Messages

Log Out

Help

4/3/2015

PAY TO THE ORDER OF

Thousand Hundred Cents \$ DOLLARS

MEMO:

SECURITY FEATURES: MICHO PRINT TOP & BOTTOM BORDERS COLORED PATTERN - ARTIFICIAL WATER/MARK ON REVERSE SIDE - MISSING FEATURES INDICATES A COPY

Total: 8894.39

Remaining: 17316.88

Press 'Enter' to advance to the next error.

PT Acquisition (01472743266) - PT Acquisition

	Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount
	✓	1				Total
	✓	2	024211			1292.10
	✓	3	980151			7602.28
	X	4	164944			0.00

Red “X”

Check information is in this area for each check.


Step 1.3
Enter your correction here.

- 2
- NOTE:** The Ready column should now show all green checkmarks and the yellow area should be have turned to green. The message should read as shown in the image to the right.

Step 2.1 When everything is balanced, click the Close icon and the Close Transaction box will pop-up.

Step 2.2 Verify Release is Checked.

- 3
- Step 3.1** Click OK to release the transaction.



Rescan

Flip

Delete

Details

Scanning

Key

Scanner Info

Close

4/3/2015

PAY TO THE ORDER OF

Thousand Hundred Cents \$ DOLLARS

MEMO:

SECURITY FEATURES: MICHO PRINT TOP & BOTTOM BORDERS COLORED PATTERN - ARTIFICIAL WATER/MARK ON REVERSE SIDE - MISSING FEATURES INDICATES A COPY

Total:

Remaining:

Deposit is balanced and ready to be closed.

PT Acquisition (01472743266) - PT Acquisition

	Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount
	✓	1				
	✓	2				
	✓	3				

Step 2.1

Step 2.2

Close Transaction

Ready for Release

Defer

Release

Delete

Transaction will be held as an "Existing Deposit"

Transaction will be transmitted to central site

Entire transaction will be deleted

OK

Cancel

Step 3.1

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TASK 11

releasing and transmitting
the Michigan deposit

Task 11.1 Play
Audio Message

- 1
- Once the deposit is released, the Remote Deposit Capture Screen appears with the deposit highlighted in blue.
NOTE: The Status shows “Released”.
Step 11.1 Click the transmit button.

Capture Deposits

Transmit

Export

Reports

Research

Installation

Training

Messages

Log Out

Help

Remote Deposit Capture (OCP)

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Released	PT Acquisition	\$1.	4/8/2015	N/A	N/A	PT Acquisition		True

Transmit

Delete

Show all transmissions

Show just released

Show released and recently transmitted.

Daily Deposit Limits

NOTE: Clicking the Transmit button sends the deposit information to the bank. When it is done, you will receive a confirmation screen with a success message.

Remote Deposit Capture (OCP)

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Acknowledged	PT Acquisition (0 .6)	\$1	4/8/2015	4/8/2015	4/8/2015 3:26 PM	PT Acquisition		True

Transmit

Delete

Show all transmissions

Show just released

Show released and recently transmitted.

Daily Deposit Limits

- 2
- Step 2.1**
Click the View Report Button.
The report will be prepared.

NOTE: You may see a status message.

Your report is being prepared, this may take several minutes.

- 3
- Step 3.1**
Click the Printer Icon.

- Step 3.2**
The Print Window will pop-up.
Click “OK”.

The report be printed to the copier/printer/scanner/fax in the copier room.

- Step 3.3**
Retrieve Deposit Report and put it in the pile with the Michigan Checks and copies.

Deposit Detail (By Deposit) Report

Remote Deposit Reports

Report Created on 4/8/2015 3:26:54 PM

Presenter:

Location(s): PT Acquisition

(*) = Please See Adjustment Report For

Research Id	Aux OnUs	Transit Routing	Account Number
1-1			
1-2			
1-3			

Total Item Count: 3 ~ Total Deposit Amount: \$1.00

Print

Printer: Gastelner DSc525

Status: Ready

Type: Gastelner MPC2500/DSc525 PCL 6

Print Range: All

Page Handling: 1

Page Scaling: Shrink to Printable Area

Print to file

Properties

Document and Markups

Preview: Composite

Units: Inches

Zoom: 96%

Step 3.2 Click OK

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TASK 12

creating the Ohio Deposit

- 1** **Step 12.1** Once the Michigan Deposit Report has printed, you will be returned to this screen.
- Step 12.2** Set aside all of the Michigan paperwork.
- Step 12.3** Take the Ohio Checks and copies and prepare the checks to go through the scanner by making sure they are in alphabetical order and are all facing up.
- Step 12.4** When you are ready to begin, click the Capture Deposits Button in the left menu and repeat the same process you used for the Michigan checks **beginning with Task 8 Step 3.**

Step 12.4

Huntington Remote Deposit Capture (OCP)

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Acknowledged View Report View Images	PT Acquisition (0.00)	\$1	4/8/2015	4/8/2015	4/8/2015 2:26 PM	PT Acquisition		True

Transmit Delete

☒ Show all transmissions
☐ Show just released
☐ Show released and recently transmitted.

Daily Deposit Limits

NOTE: The Ohio Deposit is exactly the same process as the Michigan Deposit process. The only difference will be that two screens will reflect that the Michigan Deposit has been transmitted. These two screens will appear as shown below.

Task 11 Step 1 Deposit Capture Screen before Transmission

Huntington Remote Deposit Capture (OCP)

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Released	PT Acquisition (0.00)	\$1	4/8/2015	4/8/2015	4/8/2015 2:26 PM	PT Acquisition		True

Transmit Delete

☒ Show all transmissions
☐ Show just released
☐ Show released and recently transmitted.

Daily Deposit Limits

Task 11 Step 2 Deposit Capture Screen after Transmission

Huntington Remote Deposit Capture (OCP)

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Acknowledged View Report View Images	PT Acquisition (0.00)	\$1	4/8/2015	4/8/2015	4/8/2015 2:26 PM	PT Acquisition		True

Transmit Delete

☒ Show all transmissions
☐ Show just released
☐ Show released and recently transmitted.

Daily Deposit Limits

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TASK 13

organize paperwork | log-out
shut down | tidy workspace

- 1
- Step 13.1** Once finished with the processing of the deposits for both companies you should verify you have:

 1. Checks attached to copies with a Deposit Report and a Calculator Tape for each company
 2. A pile of detached stubs
 3. The PTG BOLD Start-Up Guide
 4. The PTG BOLD Job Aid

Step 13.2 Log out of the Online Banking System by clicking the log-out button at the bottom of the left menu.

Step 13.2

Click Log Out

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance
Deposit	Acknowledged (View Report) (View Images)	PT Acquisition (91472743296)	\$1932.09	4/22/2015	4/22/2015	4/22/2015 2:20 PM	PT Acquisition		True
Deposit	Acknowledged (View Report) (View Images)	PT Acquisition (91472743296)	\$26211.27	4/22/2015	4/22/2015	4/22/2015 2:08 PM	PT Acquisition		True

Step 13.3 Click the “X” in the upper left corner of every open window to get back to the entry screen.

END OF PROJECT TASKS:
Please shut down and close the Accounting Computer and make sure the check scanner is turned off.

Step 13.4 Paperwork
Staple Michigan’s Deposit paperwork all together in the upper left corner
Staple Ohio’s Deposit paperwork all together in the upper left corner
Place the Deposit paperwork in the Deposits folder and return it to the Folder Tray
Shred all detached check stubs and both the PTG BOLD Start-up and the Job Aid

Step 13.4 Workspace
Please return the workspace to the condition it was when you arrived.
If no one is in the building, please turn out the lights and lock the front door.

Thank you!

