

# 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

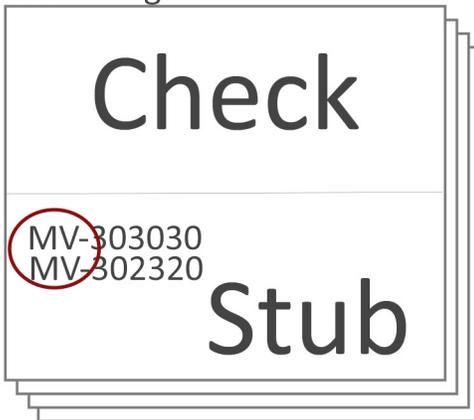
### 3.1 Sorting MI & OH Checks

**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,

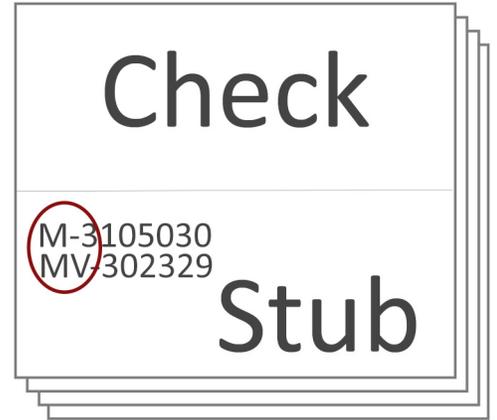
For Michigan



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



# Welcome to PTG BOLD

Banking OnLine Deposits

Task 4.1 Play  
Audio Message



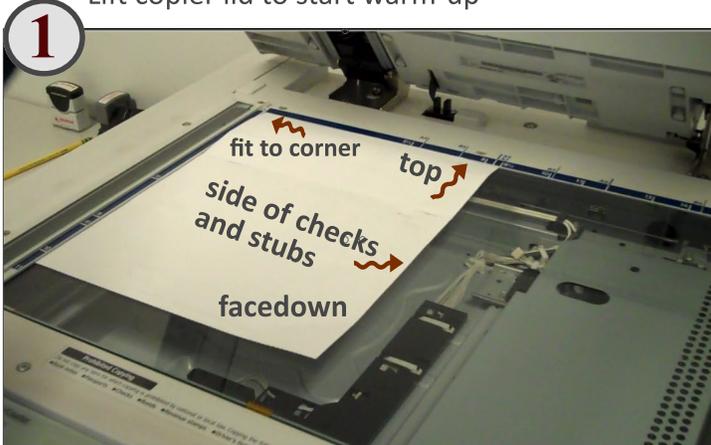
## TASK 4

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:

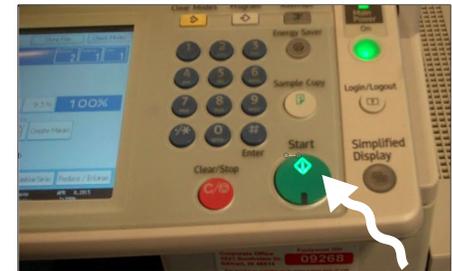
**Step 1.** Cover Security Dots with Post-it Notes  
Tear Post-its Into three strips, cover dots. Copy as in Step 3.

**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

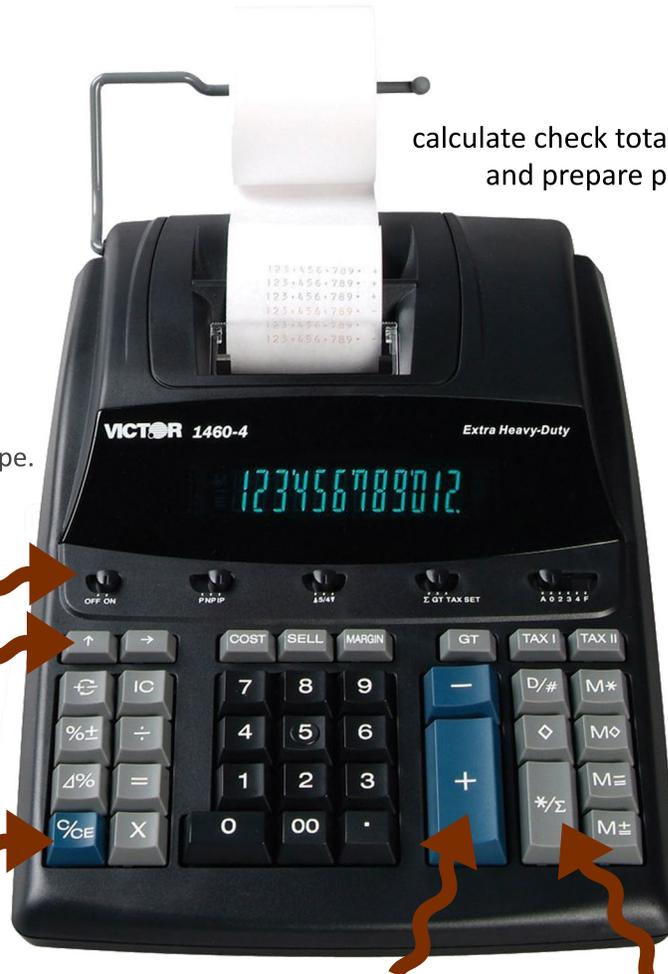
### 1 Prepare Calculator

- 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



Step 2.4 Add to Total

Step 2.7 Total all checks.

### 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.

### 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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## TASK 6

accessing the banking online deposit system

Task 2.1 Play  
Audio Message

Task 2.2 Login to the  
Accounting Computer

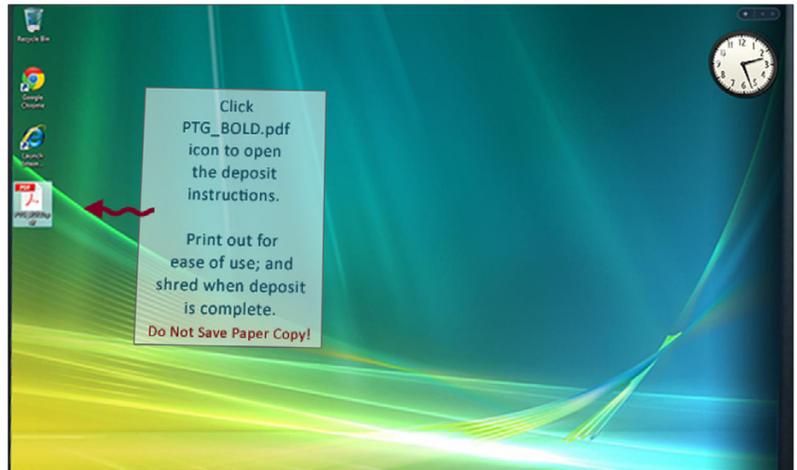
### Steps to Login to the Accounting Computer

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

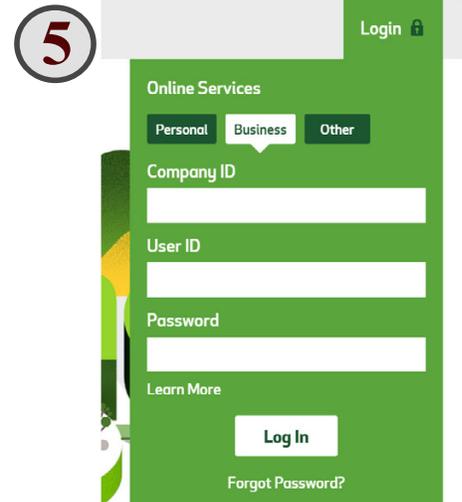


- 2 Task 2.3 Open the PTG BOLD Job Aid by double clicking the PTG\_BOLD.pdf icon as shown in the image to the right.

**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.



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## 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



### 3 Step 7.3 Number will display.



### 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?

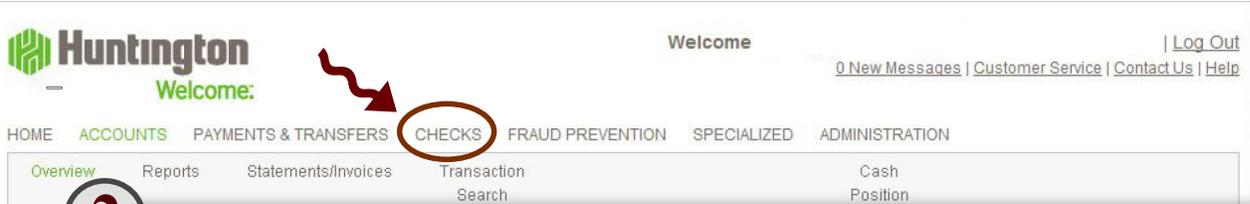
# Welcome to PTG BOLD Banking OnLine Deposits

## TASK 8

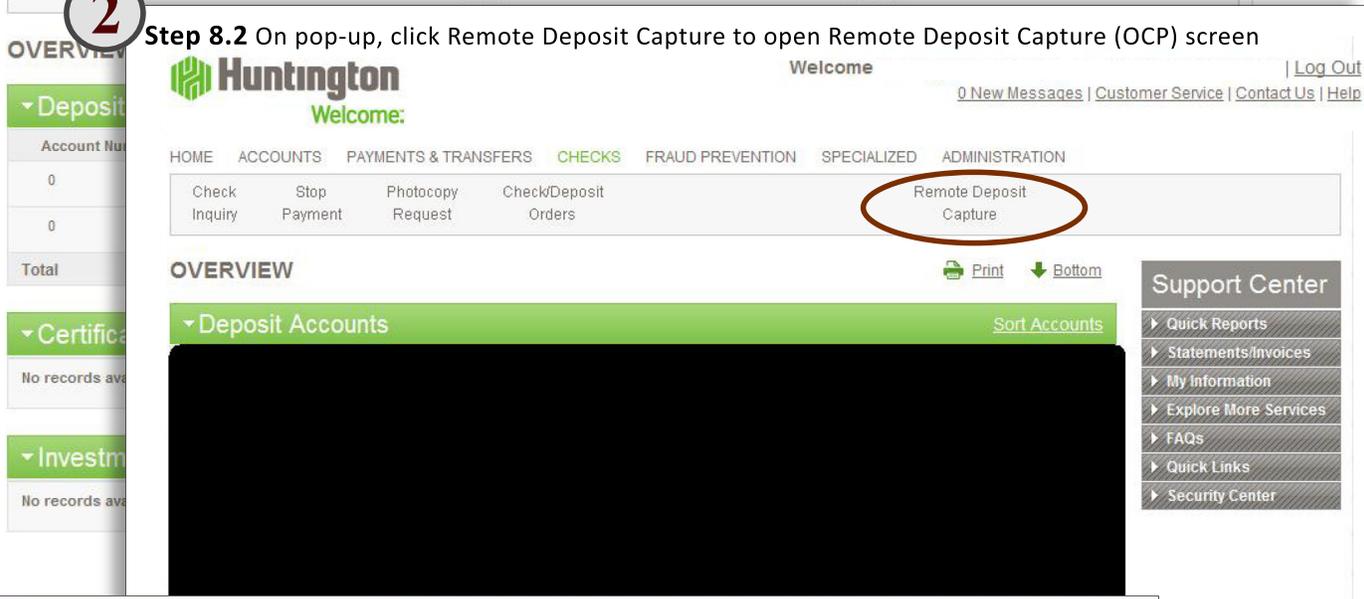
setting up the online deposit for Michigan

Task 4.1 Play Audio Message 

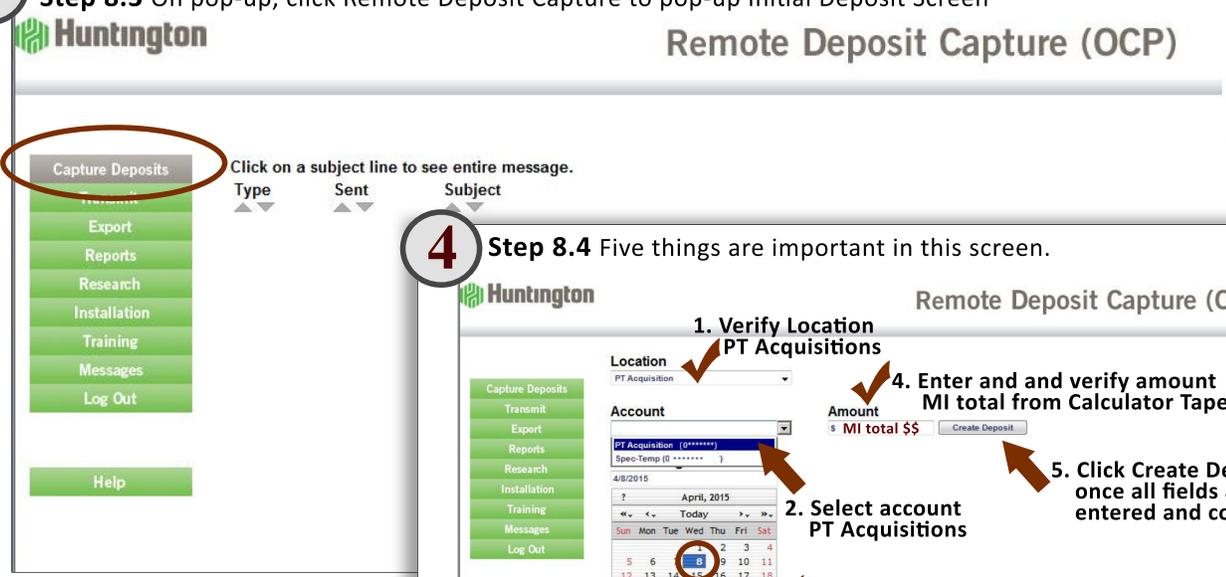
**1** Step 8.1 Mouse over Checks



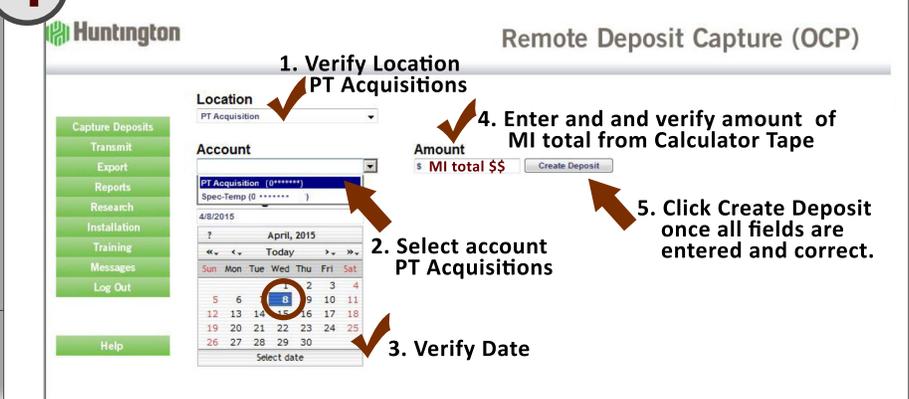
**2** Step 8.2 On pop-up, click Remote Deposit Capture to open Remote Deposit Capture (OCP) screen



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



**4** Step 8.4 Five things are important in this screen.



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## TASK 9

scan MI checks, verify amounts

Task 9.1 Play  
Audio Message



**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**

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...

Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount
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%

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## TASK 10

correcting mis-scans and releasing the deposit

Task 10.1 Play Audio Message 

1

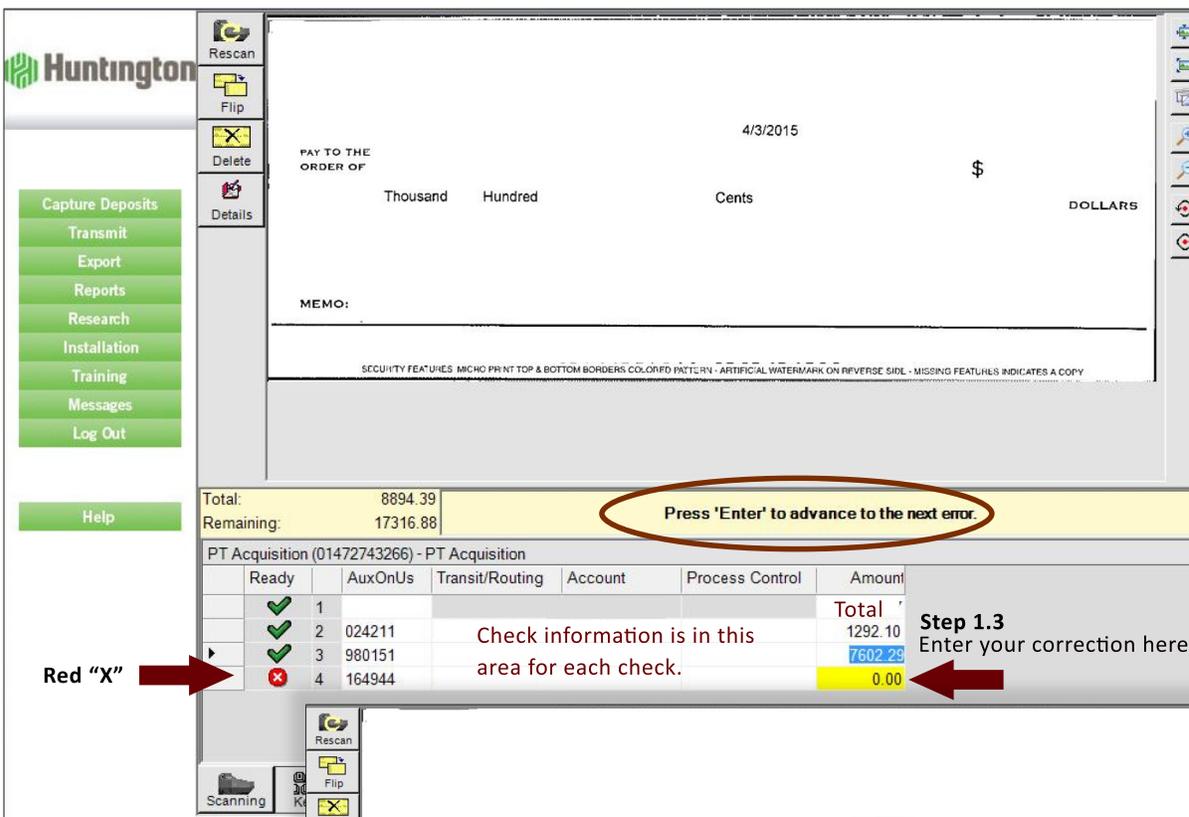
**Step 1.1** When scanning is complete a window will open showing the results of the scan.

**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



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

2

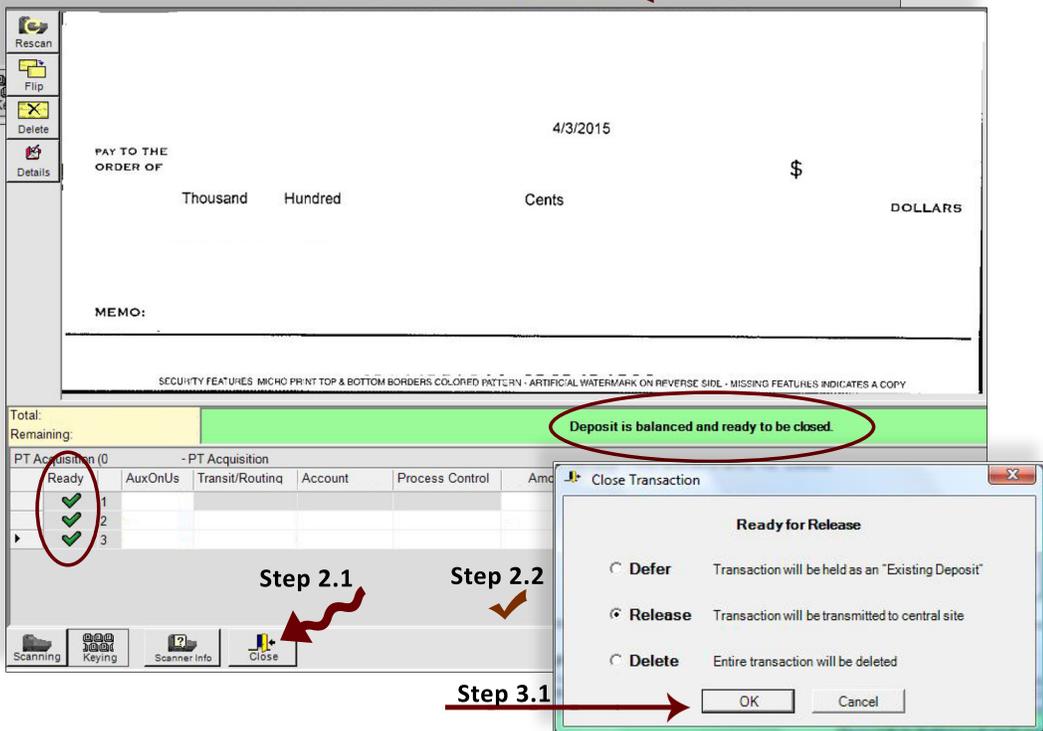
**NOTE:** The Ready column should now show all green checkmarks and the yellow area should be have turned to green. The message should read as shown in the image to the right.

**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.



Deposit is balanced and ready to be closed.

**Step 2.1** **Step 2.2**

**Step 3.1**

Ready for Release

- Defer Transaction will be held as an "Existing Deposit"
- Release Transaction will be transmitted to central site
- Delete Entire transaction will be deleted

OK Cancel

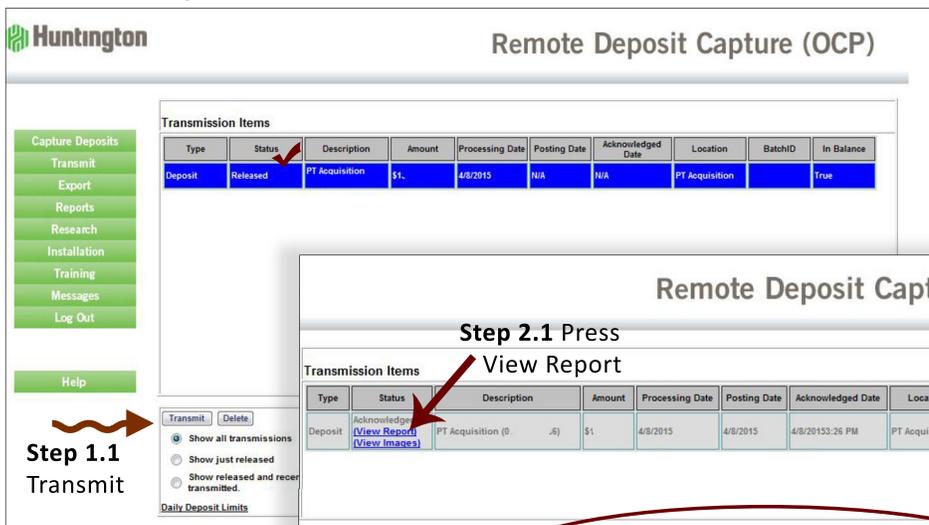
# Welcome to PTG BOLD Banking OnLine Deposits

## TASK 11

releasing and transmitting  
the Michigan deposit

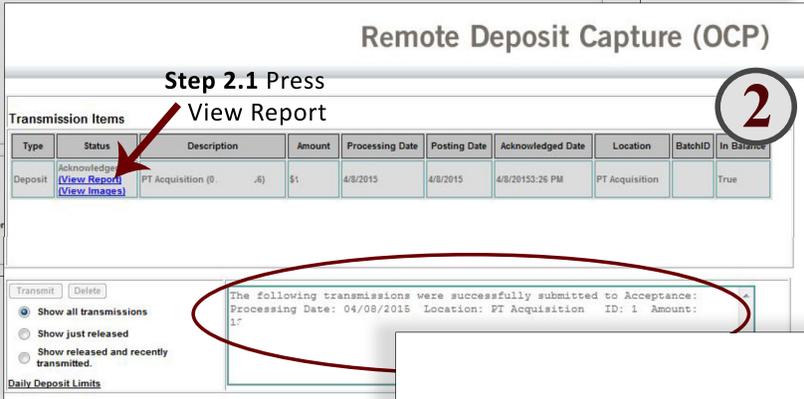
Task 11.1 Play Audio Message 

- 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.



**Step 1.1**  
Transmit

**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.



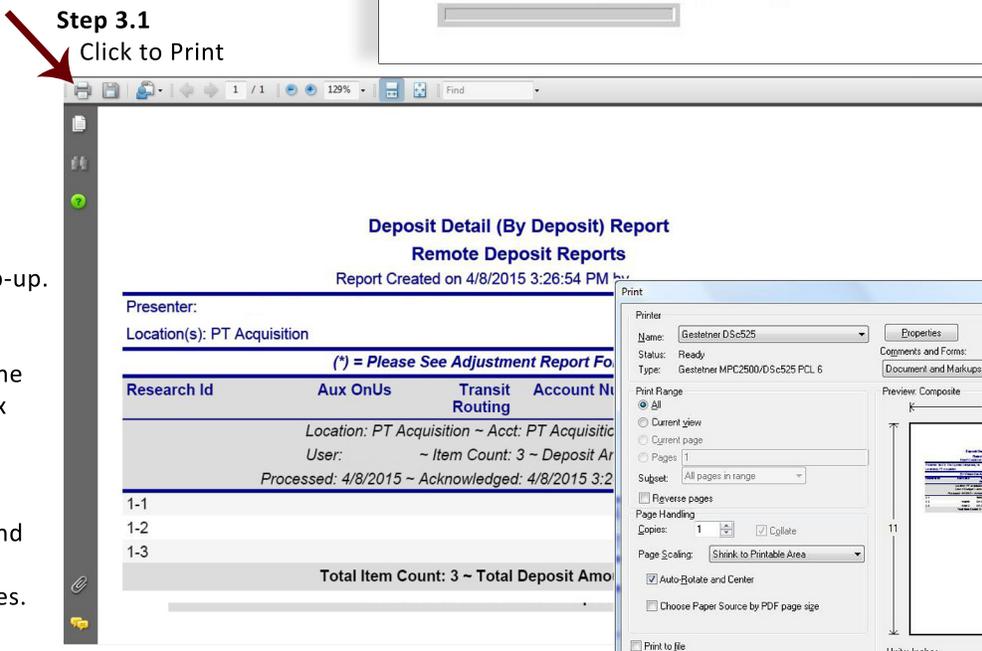
**Step 2.1**  
Press View Report

- 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.**

- Click to Print  
Click the Printer Icon.  
The Print Window will pop-up. Click "OK".



**Step 3.1**  
Click to Print

**Step 3.2**  
Click OK

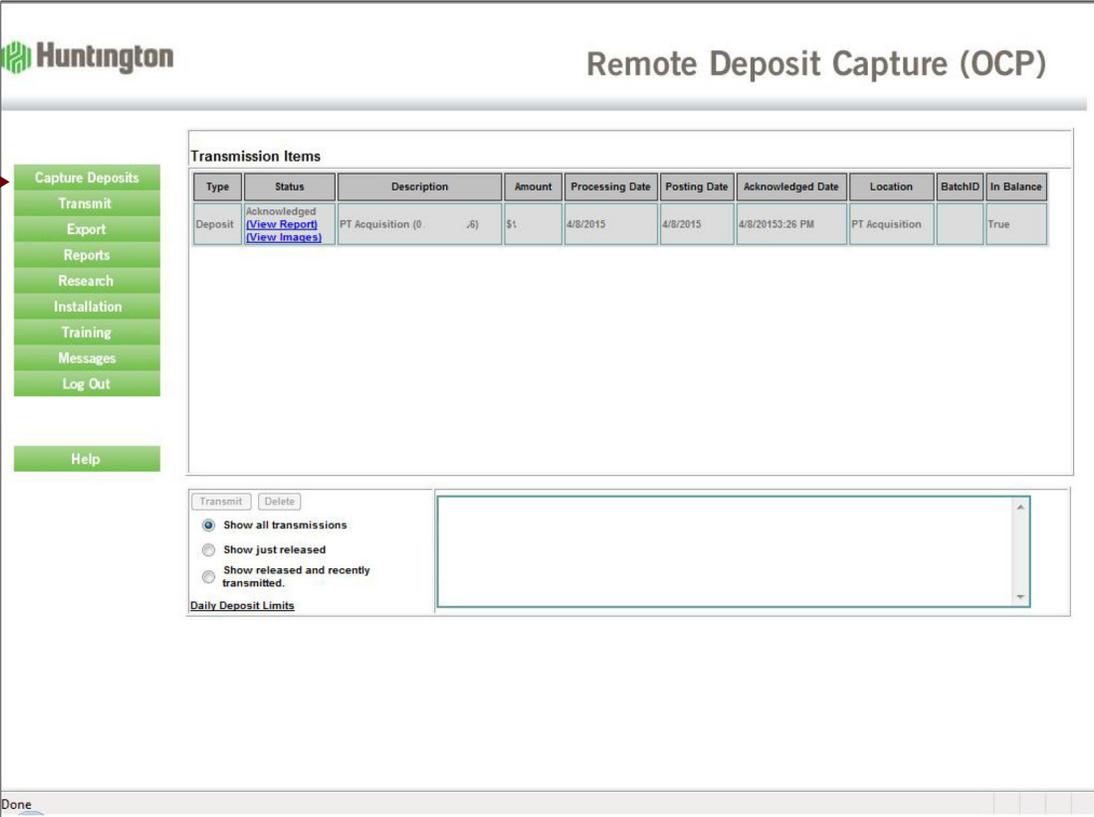
The report be printed to the copier/printer/scanner/fax in the copier room.

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

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**PTG BOLD**  
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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.**

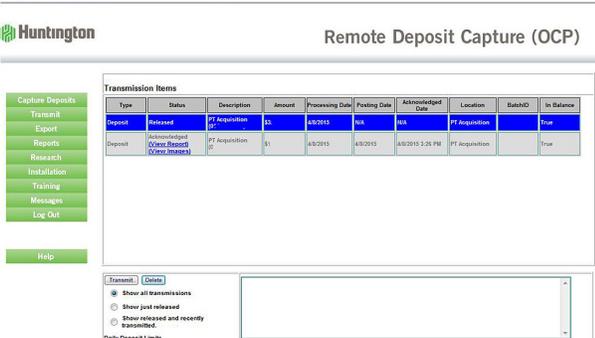


**Step 12.4** →

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 2:26 PM	PT Acquisition		True

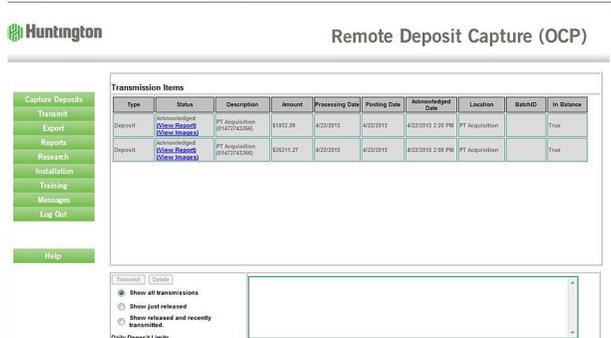
**NOTE:** The Ohio Deposit is exactly the same process as the Michigan Deposit process. The only difference will be that two screens will reflect that the Michigan Deposit has been transmitted. These two screens will appear as shown below.

Task 11 Step 1 Deposit Capture Screen before Transmission



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

Task 11 Step 2 Deposit Capture Screen after Transmission



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

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## TASK 13

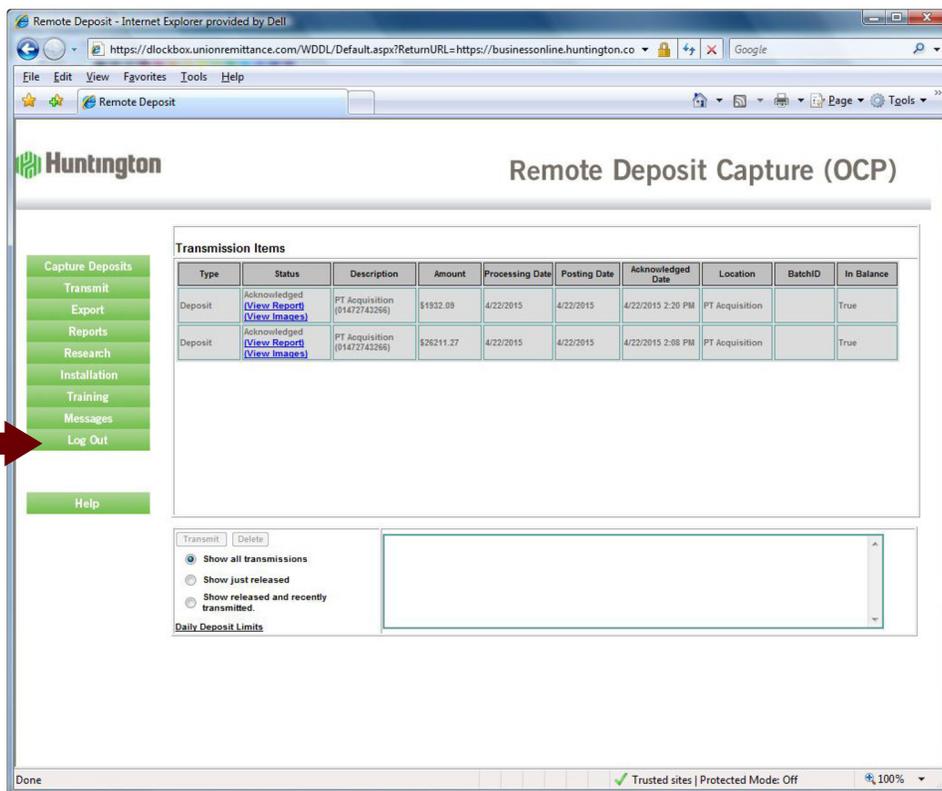
organize paperwork | log-out  
shut down | tidy workspace

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

**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!