

PRELIMINARY START-UP SHEET

Welcome to PTG BOLD

Banking OnLine Deposits

IMPORTANT SECURITY NOTICE: This Preliminary Start-up Sheet will guide you through the first 2 steps of the Deposit process. Take it with you to the accounting office. You will need it to login to the accounting computer. Shred it when you are done with it. DO NOT KEEP A COPY. Print a new one when needed.

Task 1.1 Play
Audio Message



Task 1.2 Print
Preliminary
Start-up Sheet

Task 1.3 Go to
Accounting Office

Building 1

Building 2

Copier Room
Accounting Office

Task 1.4 Prepare the Work Space



Checks and
Deposits Folders

MATERIALS CHECKLIST

(Bring the print-out of this Start-Up Sheet to Building 2 with you)

Accounting Office Desk

1. Accounting Laptop Computer
2. Portable Check Scanner
3. Desktop Calculator with Paper Tape
4. Writing Utensil (either on accounting desk or in copier room)
5. Stapler (either on accounting desk or in copier room)
6. Checks Folder with Cash and Checks Received (see image)
7. Deposits Folder (see image)

Copier Room

8. Sticky Notes
9. Printer/Copier/Scanner/Fax Machine
10. Shredder

Checks & Deposits Folder Tray

Checks Folder: You will find the Cash and Checks to process in this folder.

Deposits Folder: This folder is where you will place any cash or Canadian Checks from the Checks folder.

You will also place all of your processed Michigan and Ohio Deposits in the Deposits Folder after you have completed the deposit.

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

ONLINE DEPOSIT TASK LIST

1. Prepare the Workspace
2. Access Deposit Instruction Sheet (PTG BOLD Job Aid)
3. Sort cash and checks by corporate location
4. Photocopy Michigan and Ohio Checks
5. Calculate Check Totals and Create Paper Tape Michigan and Ohio
6. Login to the banking portal
7. Enter deposits into the banking portal by location
8. Prepare paperwork for the paper file system
9. Submit reports to appropriate personnel via scanner
10. File and dispose of paperwork appropriately

TASK 1 preparation

PRELIMINARY START-UP SHEET, TASK 2

Welcome to PTG BOLD

Banking OnLine Deposits

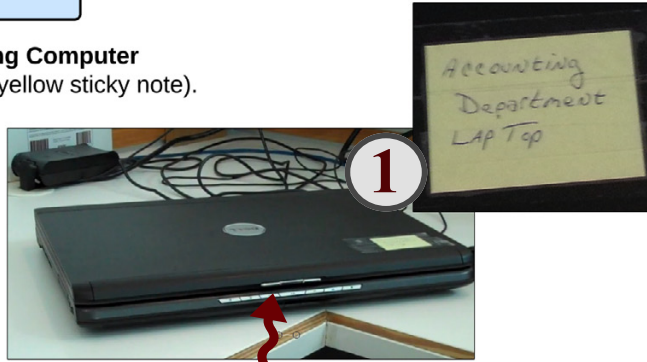
Task 2.1 Play Audio Message



Task 2.2 Login to the Accounting Computer

Steps to Login to the Accounting Computer

1. Identify the correct laptop (yellow sticky note).
2. Open the laptop.



Open

2

3. Press the Start Button (top row, center).

3 Turn On



4. Once the login screen comes up:
 - a. Verify ACCT Screen
 - b. Enter **Password**
 - c. Press **ENTER** or Click **Arrow** to Login



click to hear password

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.

Congratulations! You have successfully completed the first part of the PTG Banking OnLine Deposit (BOLD) process. Your guide through the next steps will be the PTG Bold Job Aid.

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

ONLINE DEPOSIT TASK LIST

1. Prepare the Workspace
2. Access Deposit Instruction Sheet (PTG BOLD Job Aid)

IMPORTANT SECURITY NOTICE: The PTG Bold Job Aid will guide you through the rest of the Deposit process. It will help you to print it out so you have it handy, but, it also contains some images and audio and video instructions in case you get stuck. So, you may want to keep it open on the computer. Shred the printed copy when you are done with it.

TASK 2

accessing PTG_Bold Job Aid

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