Remote Check Deposit On-Site

and

Desktop Procedures

Effective July 9, 2013
Welcome to
Deposit On-Site
Web Edition
What's in this tutorial?
Welcome to Deposit On Site

Create New Deposit

Operator Alerts

Messages
- click here to download the driver.
Enter the total amount of the deposit, including decimal point.

Important! Load up to 5 checks at a time into the automatic document feeder of the check scanner.

After the last check is scanned you may add another 5 checks to the feeder.
Click the **Start Capture** button
after you have loaded up to 5 checks in the scanner.
Checks will now automatically be scanned and show in this list.

Items in Red indicate an error and a correction must be made by clicking on the item.
Type of error will be indicated in the top left of the window.
You can enter the correct amount as entered on the check, including any decimal amount.
Once updated, you may hit the ‘enter’ key or click ‘Save/Next Error’.
Notice how the ‘Complete’ button is in Red? This means there is another problem.
The top bar shows the ‘Declared amount’ the ‘Current amount’ based the scanned images and the ‘Balancing difference’.
Update the 'Declared amount' to the 'Current Amount' and click 'Save'.
After clicking 'Save' button, the 'Complete' button is now green.
Click the **OK** button

Popup window asks you to complete the deposit

Pop up window asks you to complete the deposit
Note that it will only say “The deposit was successfully completed”

Status will show ‘open-balanced’ until transmitted to the bank by the Customer Supervisor.
REMOTE CHECK DEPOSIT ON SITE STEPS:

- Scan the checks and all supporting documentation as PDF files, and endorse back of checks using your Department endorsement stamp.
- Detach each check from any correspondence and other documentation.

Prepare Journal Entry

1. In the Description field, enter detail of reason for deposit to the bank. Add Receipt Number from the Bank. It usually starts with DEP00XX.

2. The first Journal Entry line will be populated automatically by the System once Description Line has been completed.

3. In the category field: select your Department Category. Example- GW Remote Deposit- Athl.

4. In the Debits:
   Debit –Account 11111- PNC BANK CHECKING-GENERAL FUNDS.

5. In the Credits:
   Credit –Your Department Accounting String – Use the pertaining Revenue account to record your Department’s deposit.

6. Go Hit the Paper Clip Icon to attach the copy of the report from the remote deposit on-site session “DEP00XXX”.

7. Complete the following fields by clicking on the tab key:
- Seq # will be automatically populated: 10
- Category: Enter Journal or J
- Description: Enter Backup or B
- Data Type: File or F
- File or URL: Browse to select your PDF file
- Select file and click Submit
- Has been the file uploaded successfully: Select yes, and open file to review it.

8. Hit the Reserve Funds Bar.

9. To Submit the Journal Entry for approval hit the Approve Bar.

Please See Exhibit A. for more details
Entity Name: Journal Entry

Acct Desc  WORKING CAPITAL.PNC BANK CHECKING-GENERAL FUND.GENERAL ADMINISTRATIVE PROGRAM.CURRENT o ERATIONS.GEI

E'ost  6pprove  Line Qnlldown  T Agcounts.
Chec Funds  Reserve Fuod>  View Reults  Change Period...

Has the file been uploaded successfully?