



Depositing Checks
Via PNC
Deposit On Site

General Information

- A Smart Safe has or will be installed at your location. The installation of this safe will help with cash management and eliminate the need to go to the bank on a daily basis.
- With the advent of this new process, you will need to deposit the checks you previously would have taken to the bank to deposit via the PNC App.
 - App will be installed on your Eby Brown tablet
 - Mark will contact you with your log in credentials and installation instructions
- The following slides illustrate how to deposit the checks via the app, many of you may already do this with your personal bank's app. Many of the steps are the same.

PNC

Deposit On-Site Mobile

Company ID

Operator ID

Password

[Forgot Password](#)

Version:1.1.0-18

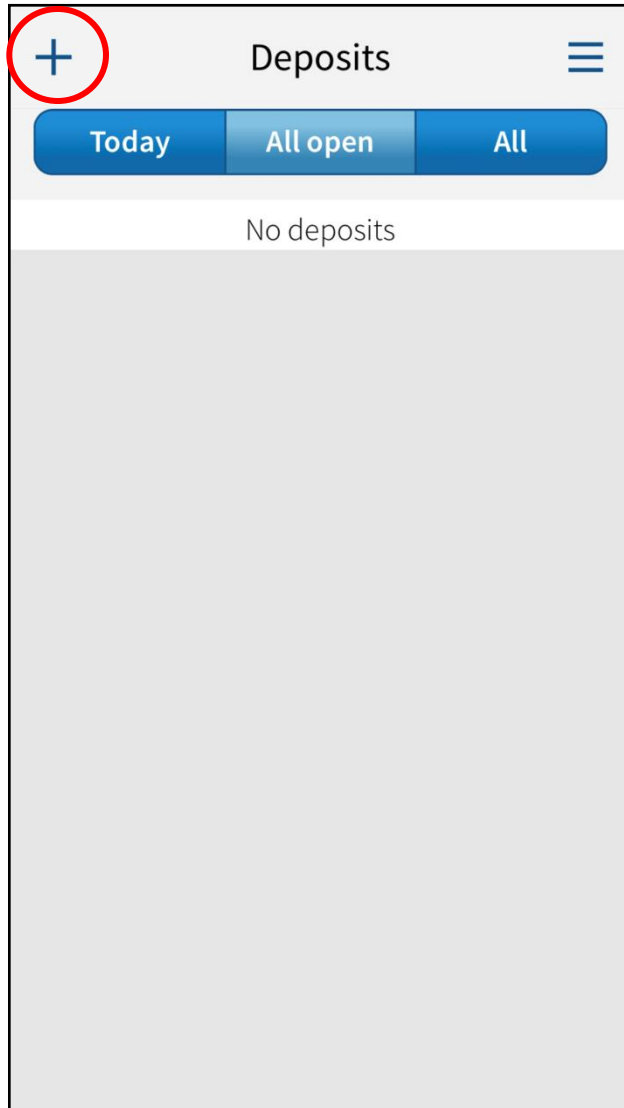
Submit

Clear memory


Log In Screen

Company ID: 702686
Operator ID: fuelmart_ _ _
Password: Station1!

- Fields with red indicators are required



Screen 1

- From this screen you will be able to view your batches
- Enter new batches
- The Menu () allows you to refresh the app, add a deposit, and log out

Creating a Deposit Batch:

- To create a new batch, click on the + symbol in the top left corner of the screen

< Add Deposit ≡

1/3/18

Location Not Set>

Account Select a location

Invoice Number

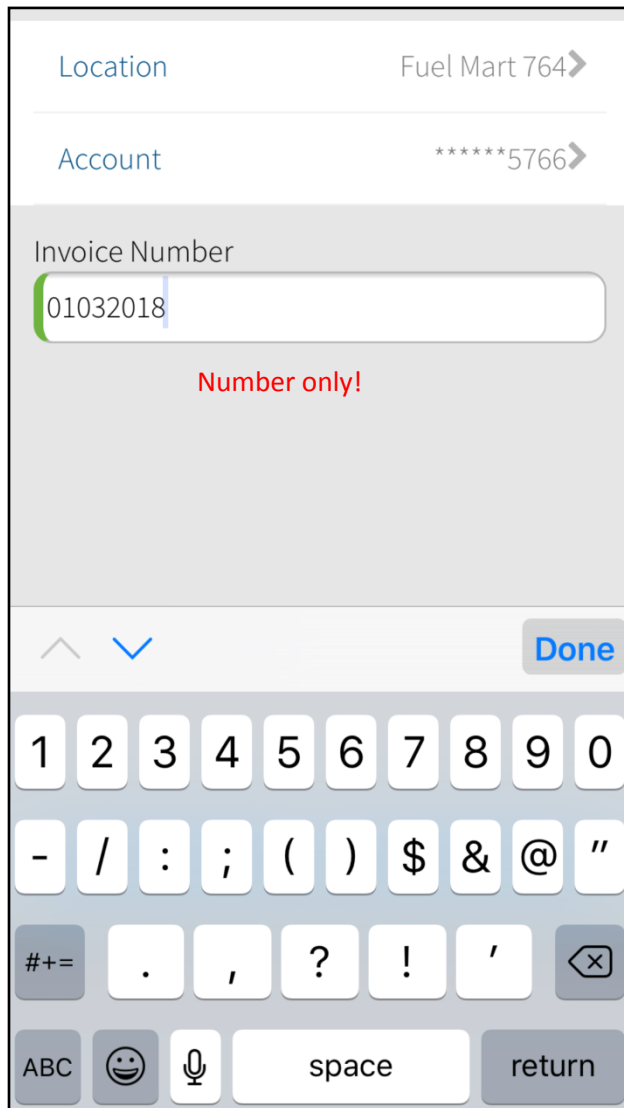
[Text Input Field with green cursor]

Save

Screen 2: Creating a Batch

- Location: you will need to select your location. Do so by clicking on the words “Not Set”. The app will automatically fill in your location for you.
- Account: you will also need to select your account. There is only one account available to you and the app fills in this for you as well.

Screen 2 Con't.



Location Fuel Mart 764>

Account *****5766>

Invoice Number

01032018

Number only!

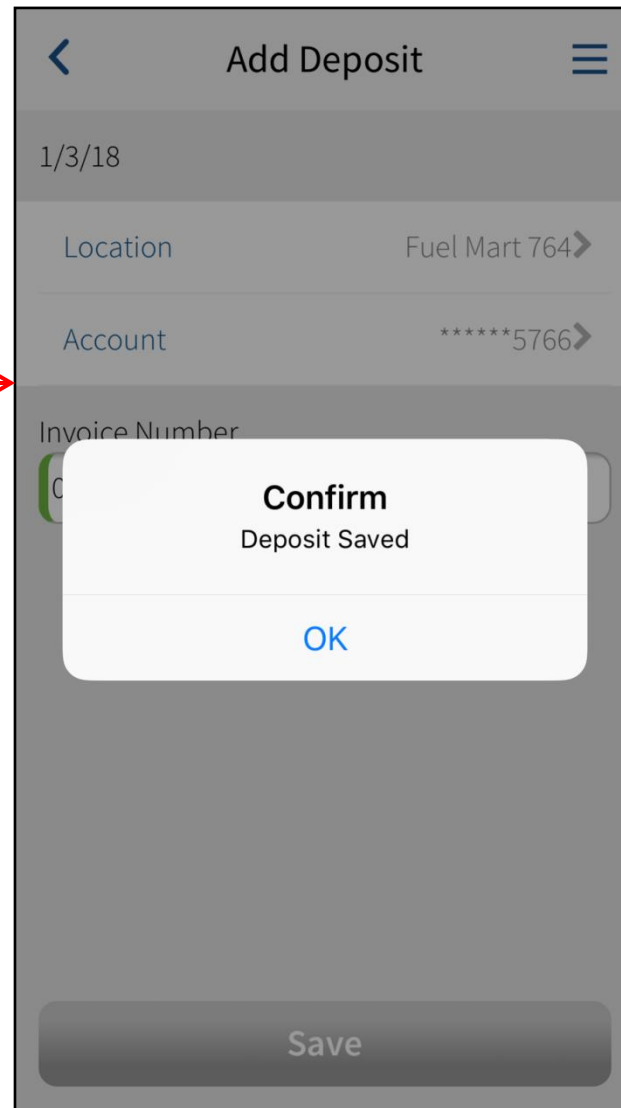
Done

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

#+= . , ? ! ' < >

ABC ☺ 🎤 space return



< Add Deposit ☰

1/3/18

Location Fuel Mart 764>

Account *****5766>

Invoice Number

0

Confirm


Deposit Saved

OK


Save


- Invoice Number: put the date for the business day you working on (same date as the PDI paperwork).
 - Only enter numbers, do not include –'s or /'s
 - For example: January 3, 2018 would be entered as 01032018.
- Click OK to confirm the creation of your deposit batch


Screen 3: Adding Items To A Batch

[<](#) Deposits Actions 

Deposit number: 5975
Deposit created: 1/3/18
Account: *****5766
Location: Fuel Mart 764
State: Open-Incomplete
Owner: Fuelmart 764 (702686fuelmart764)
Invoice Number: 01032018
Total: \$0.00

 Add Item

 View Items

 Submit

- This is where you will enter the individual check numbers, amounts, and images.
- You can also review items that you have already entered to check their accuracy.
- To add a check, click “Add Item”

Screen 4: Entering/Scanning A Check

< Actions Add Item

Amount *

\$0.00

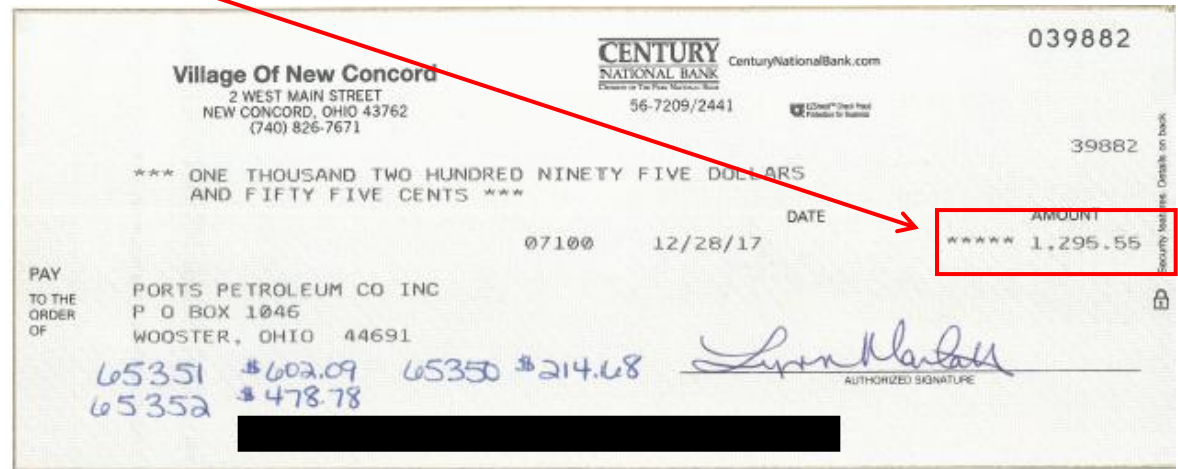
Front of check

Back of check

Complete

Clear

1. Enter the amount of the check in the Amount field. (This is a required field).
 - You do not need to type the decimal point, only the numbers.





Screen 4: Capturing An Image of The Check

2. Follow the on screen prompts to take a picture of both the front and back of your check.

< Actions Add Item ≡

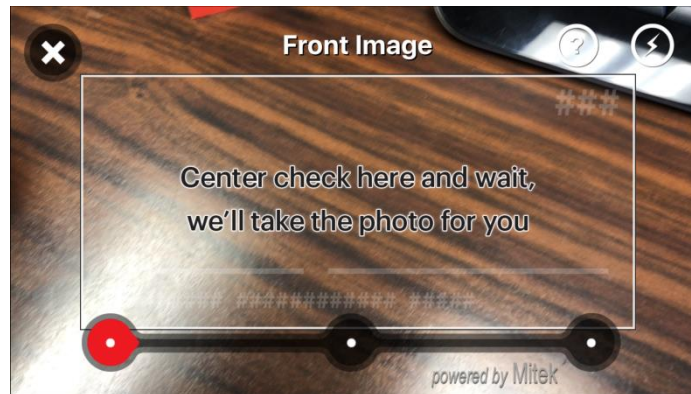
Amount *

 Front of check

 Back of check

Complete

Clear



< Actions Add Item ≡

Amount *





Complete

Clear

3. Click “Complete”

← Actions Add Item ≡

Amount *
\$1,295.55





Complete

Clear

4. This check is ready to submit.

← Edit Item ≡

Item sequence: 4
Created: 1/3/18, 11:10 AM
Amount: \$5,761.76

Amount *
\$1,295.55

Submit

- Important: you may be asked to confirm the dollar amount on individual checks you deposit.
- The dollar amount will already be filled in, just double check the amount to make sure that it matches the amount on the check.

< Deposits

Actions

≡

Deposit number: 5975

Deposit created: 1/3/18

Account: *****5766


Location: Fuel Mart 764


State: Open-Incomplete


Owner: Fuelmart 764 (702686fuelmart764)

Invoice Number: 01032018

Total: \$8,082.95

 Add Item

 View Items

 Submit

< Cancel

Submit

≡

Do you wish to submit this deposit?

Deposit number: 5975

Account: *****5766

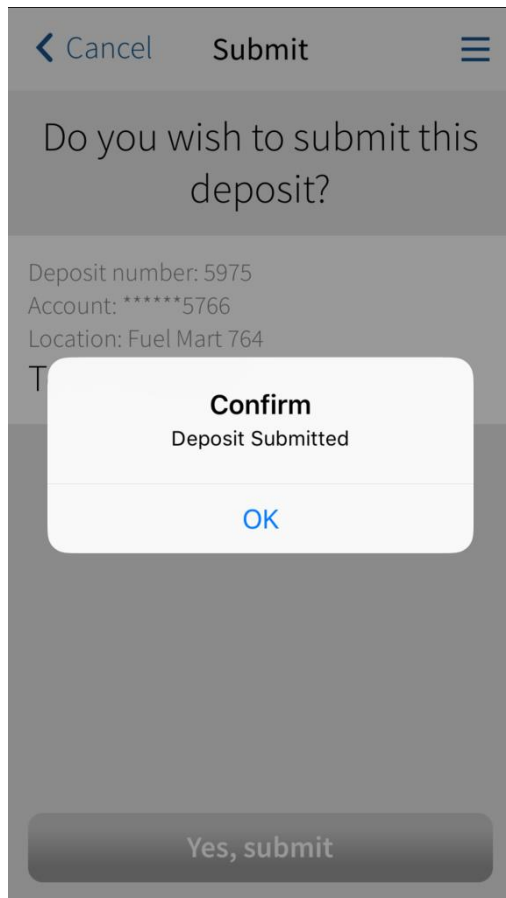
Location: Fuel Mart 764

Total: \$8,082.95

Yes, submit


5. After you have entered all of your checks for the day, add them up to make sure that the total of the checks matches the total that the app has calculated.

6. Now you are ready to submit your entire deposit batch.



7. Confirmation screen shows you that you have submitted the batch successfully.

Final Steps

[<](#) Deposits Actions 

Deposit number: 5975

Deposit created: 1/3/18

Account: *****5766


Location: Fuel Mart 764


State: Open-Incomplete


Owner: Fuelmart 764 (702686fuelmart764)

Invoice Number: 01032018

Total: \$8,082.95

 Add Item

 View Items

 Submit

- Make sure to take note of the “Deposit number”.
- After you have entered all of your checks and submitted your deposit batch. Paper clip all of the day’s checks together and write the “Deposit number” on a post it.
- Stick the post it to the paper clipped checks and mail them to the office EACH DAY.
- You can use your business reply envelopes and please make sure to write CREDIT on the envelope somewhere.
- They will verify that the checks have been posted through to the bank.