# MAKING A DEPOSIT – PROVIDING THE DEPOSIT INFORMATION
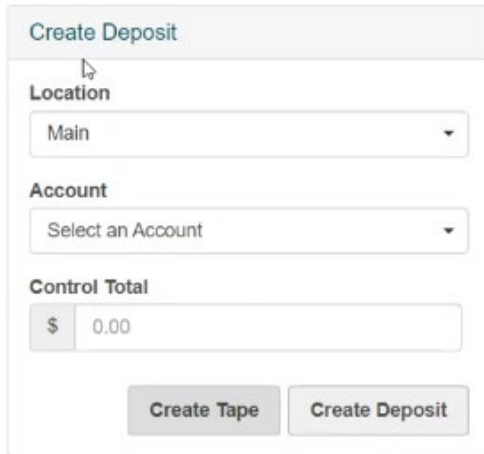
1. On the home page, there will be a section labeled <u>Create Deposit</u>, as shown below.



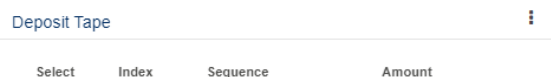**Location:** The location in which the transactions are being deposited.

**Account:** The account in which the deposit is being made into.

**Control Total:** The total amount of the deposit.

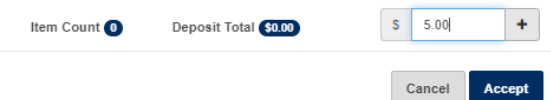2. Click <u>Create Tape</u>. - **Optional**
   **Note**: the Create Tape button will not be available until the first three fields are completed.
3. Enter the amount of each individual item. To add items, click the plus sign "**+**" beside the amount or use the <u>enter</u> key on your keyboard.

4. If an amount is entered incorrectly or needs to be removed, select the box next to the item(s) that need to be corrected and click the three dots at the top of this section. To remove these items, click Remove Selected. If the amount is incorrect, replace with the correct amount in the amount field.

Deposit Tape ⋮

| Select | Index | Sequence | Amount |
|--------|-------|----------|--------|
| ✓ | 1 | | $ 5.00 |

Select All
Deselect All
Remove Selected

5. Once all the items have been entered and are correct, click Accept and the system will calculate the control total for you.

Deposit Tape ⋮

| Select | Index | Sequence | Amount |
|--------|-------|----------|--------|
| ☐ | 1 | | $ 5.00 |
| ☐ | 2 | | $ 12.00 |
| ☐ | 3 | | $ 3.00 |

Item Count 3    Deposit Total $20.00    $ Item Amoun +

Cancel    Accept