

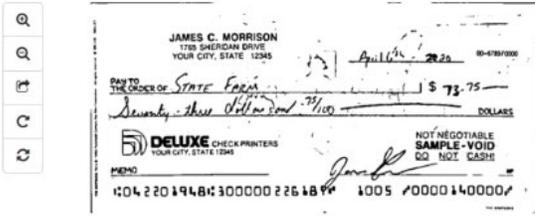
MAKING A DEPOSIT – BALANCING DEPOSITS

1. If a deposit does not match the control total provided, the system will direct you to a screen labeled Balance Deposit.

Note: All deposits must be in balance in order to be deposited to BancFirst.

2. To balance the deposits, there are two options.
 - a. Edit the Control Total field to match the Debit Total. Once the Control Total matches the Debit Total, click Save Changes. The Review button will turn blue and allow you to move to the next step.
 - b. Update the amount of a singular item. Click on the item and verify that the amount displayed matches the check displayed in the window. If the amounts do not match, edit the amount to make the line item match the displayed check. After the amount is updated, it will automatically update the Debit Total. If both the Control Total and Debit Total match, click Save Changes and the Review button will turn blue.

Capture Items
Correct Items
Balance Deposit
Review Deposit



Sequence #631392000030

Deposit Information

✔ All changes have been saved successfully!

Debit Total	\$100.74
Difference	\$0.00
Control Total	<input style="width: 80%;" type="text" value="\$ 100.74"/>

Capture
Save Changes
Review

All Items 3

Amount Edited 1

CAR Warnings 0

Amount	Sequence	Routing	Account	Serial	
\$ 3.99	631392000010	063000199	123456789	03586	<input type="checkbox"/>
\$ 23.00	631392000020	000067894	1234567890123	1025	<input type="checkbox"/>
\$ 73.75	631392000030	042201948	300000226187	1005	<input type="checkbox"/>