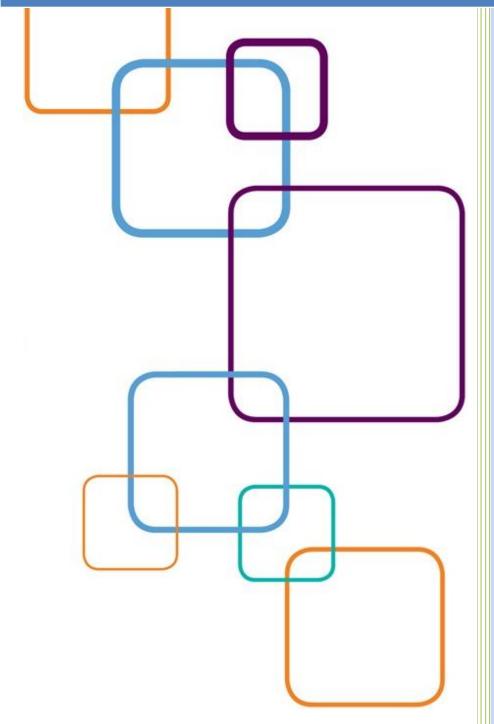


2014

mySBV.deposit – Cash Deposit Processing



Bjorn Cockrell

SBV Services (Pty) Ltd: User Guide

Version 1.2

mySBV.deposit – Cash Deposit | 2014 Processing

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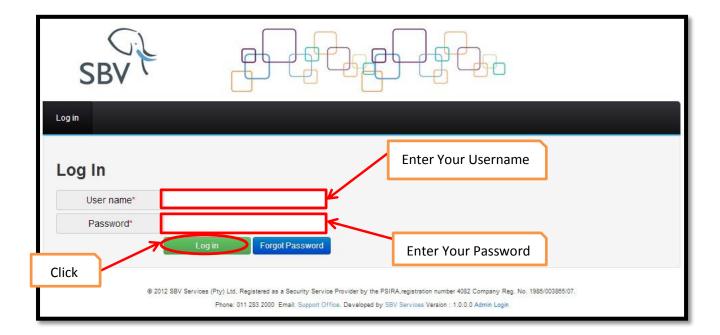
mySBV.deposit

The objective of the mySBV Cash Management System is to design and implement a system that will:

- Deliver market leading cash processing and handling related products to the retail and bulk cash market
- Improve commercial business intent in the cash handling industry,
- Improve workflow elements within the SBV cash management and processing lifecycle, and
- Enter into new commercial markets and establish new cash processing concepts.

Log in to mySBV

Open mySBV form your browser



- Enter your username and password
- Click on log in.

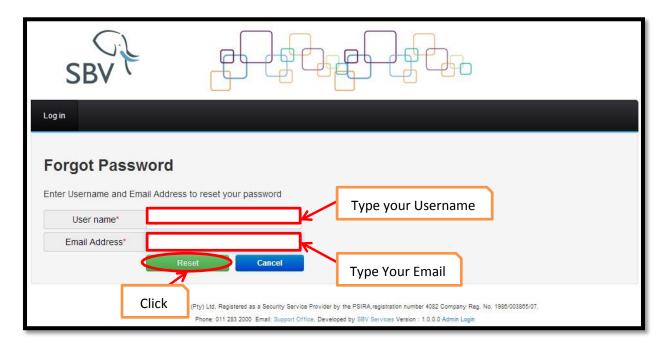
Guide

Forgot Password

If you are unable to remember you password you can click on Forgot Password. Follow the steps that follow and click on reset.



Click on Forgot Password

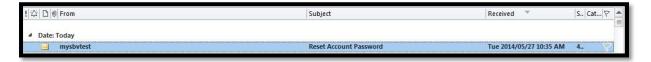


Enter your username in the Username field

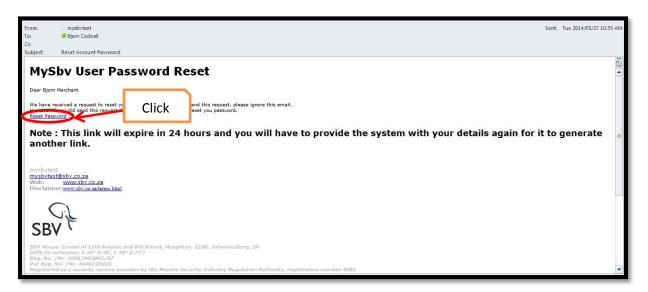
- Type your Email in the Email address field
- · Click on Reset



The system will prompt you that an email was sent to your mail address.



- You will receive an email from mysbvtest (the name of the email will change as soon as we go live)
- Open the email



Click on the link within the email to proceed to the Password Rest screen in mySBV.



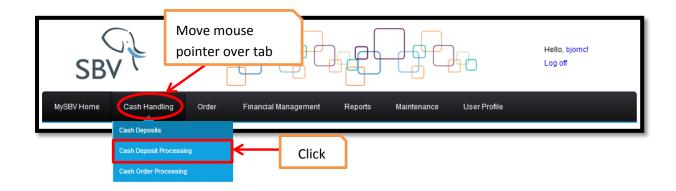
- Enter your new password
- Confirm your new password
- Click on Reset Password

Once the user as reset the password, the new password can be used to log the user into the system.

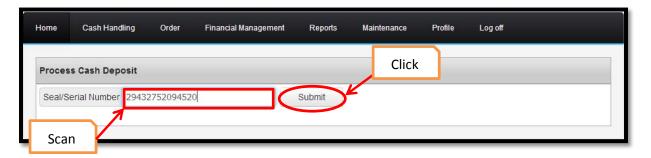
Processing a Cash deposit

When a mySBV deposit is received by SBV the user will use cash deposit processing to process the cash received for the Merchant via CIT.

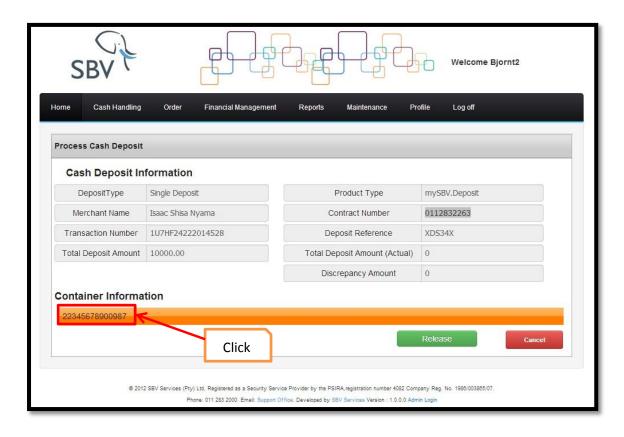
Cash Deposit Processing - Single Deposit



- Move the mouse pointer over Cash Handling to display the drop down menu
- Click on Cash Deposit Processing

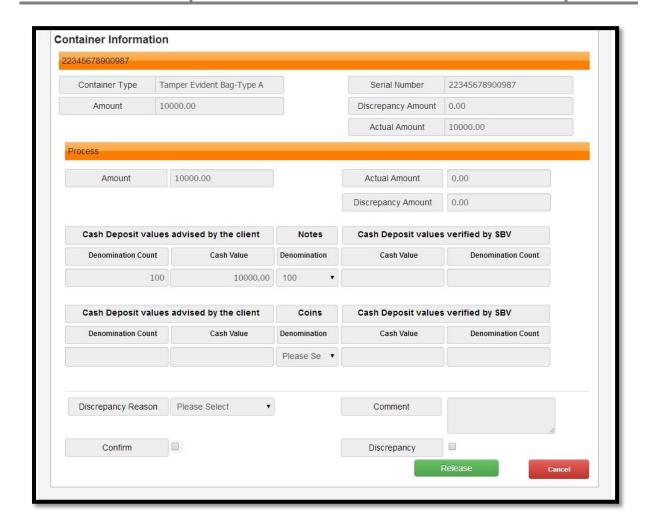


- Scan the deposit Seal\serial number
- Click on submit



The deposit information screen will display:

Click on the container seal number listed in the orange tab to expand the Container information

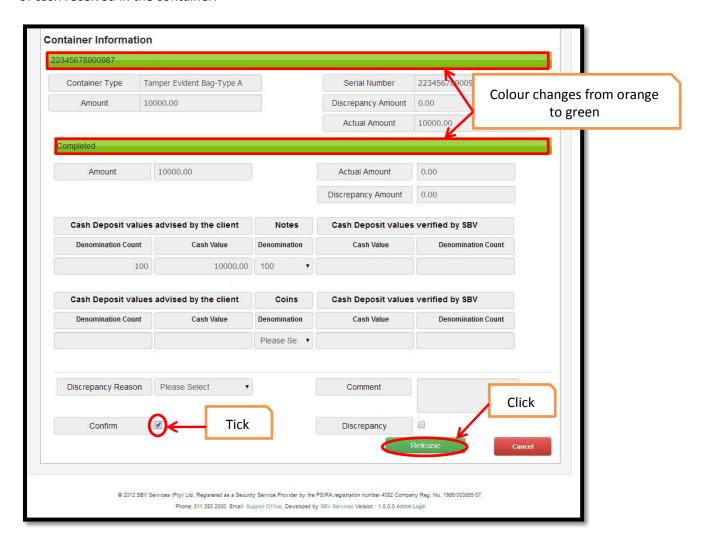


The full deposit denomination screen will now be displayed. This screen will display the said to contain amount as stipulated by the merchant. The user can confirm the deposit or enter a discrepancy here.

- If the deposit balances, tick the confirm box
- If a discrepancy is detected, tick the Discrepancy box

Deposit balanced

A Deposit is considered balance when the said to contain amount corresponds with the total amount of cash received in the container.



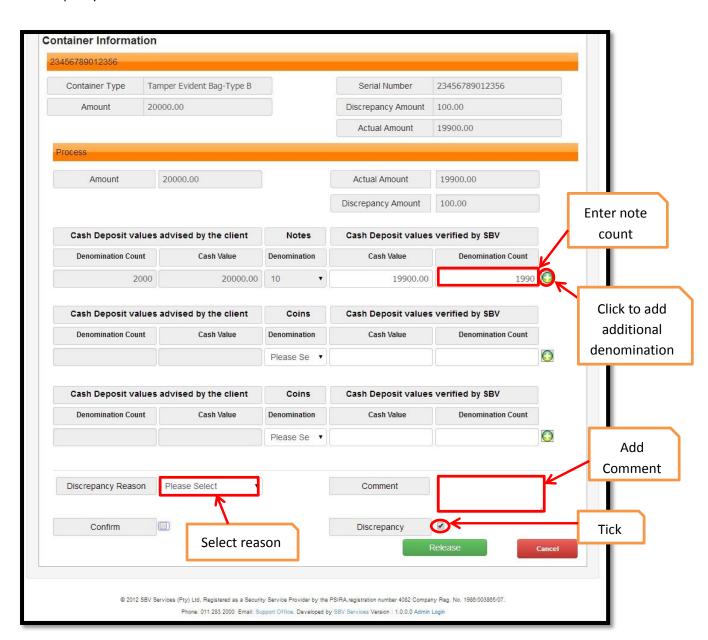
Tick the confirm box

The Orange Container tabs will change to green

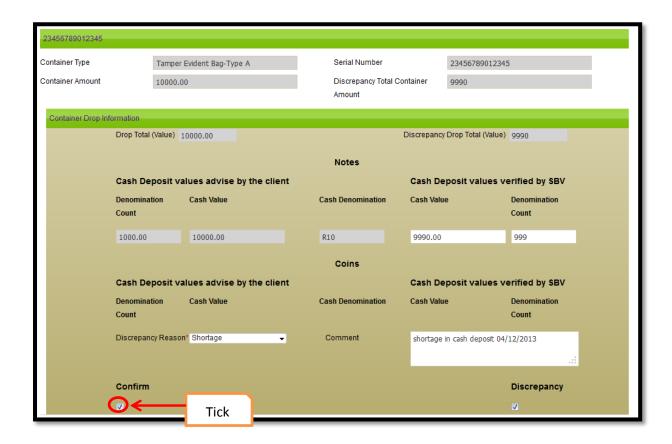
Click on release.

Discrepancies

A discrepancy occurs when the actual cash received differs from the said to contain amount.



- Verify the cash and tick the Discrepancy box if an incident has been detected.
- Complete the Cash Deposit values verified by SBV field
- Enter the surplus or short denomination count
- Enter an comment (the more info the better)

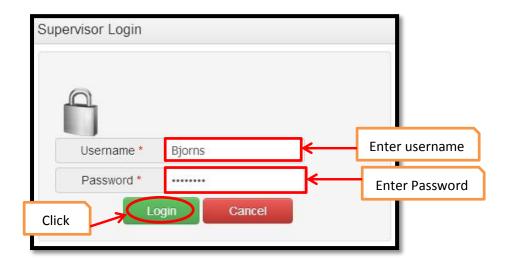


- If you agree with the discrepancy tick the confirm button
- The tabs will turn green

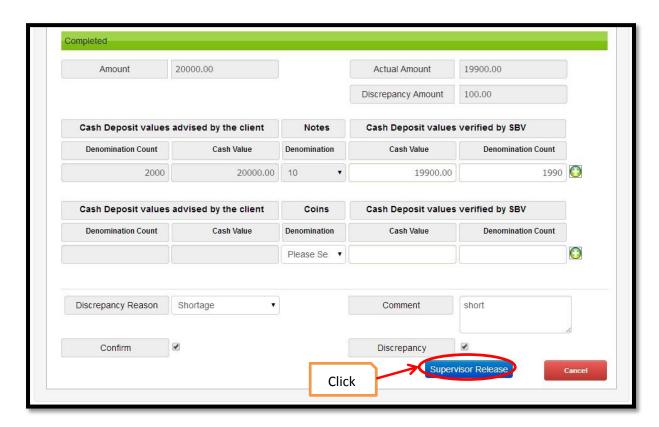


Click on Release

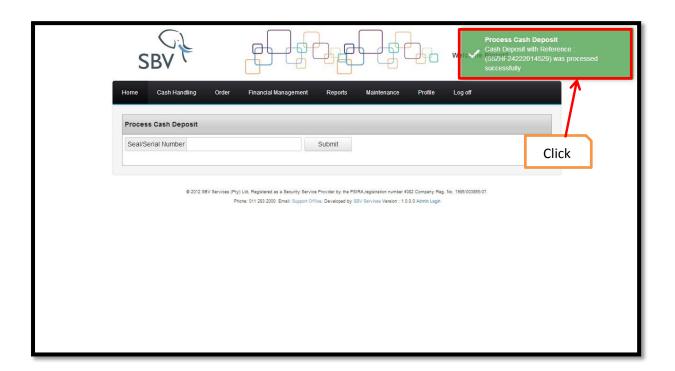
The Teller will be required to call a supervisor for authorisation.



Funds will be rechecked as per SBV procedure

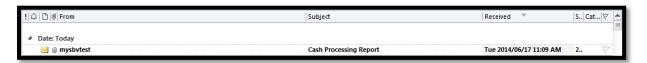


The supervisor will now be required to release the funds by Clicking on Supervisor Release



The Deposit is now processed and the Processed successfully box will now be displayed on the main screen.

The Client will receive confirmation of the processed deposit via email.

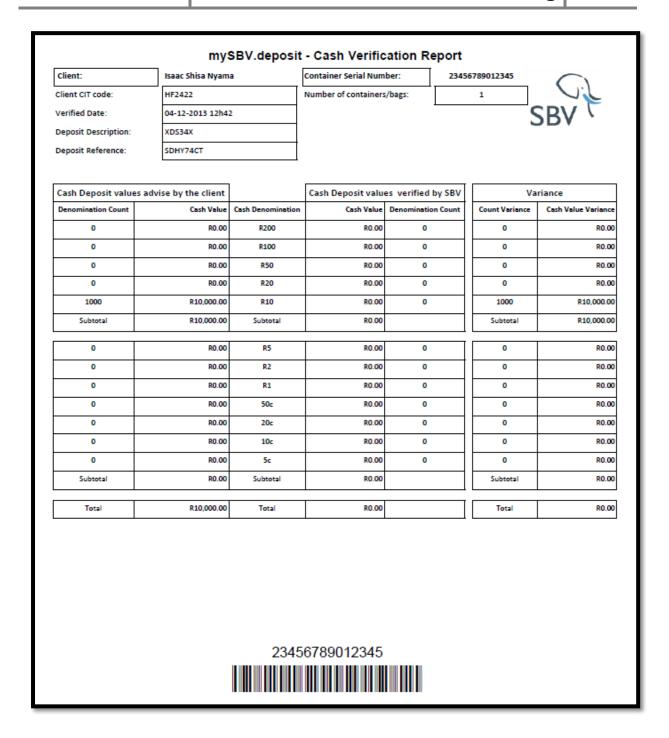


Double click on the email



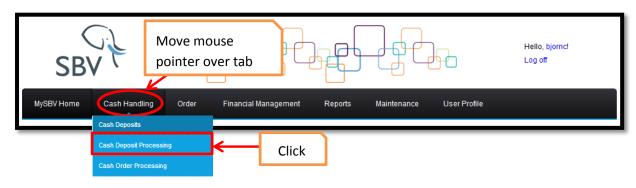
The email will contain an attachment

Double click on the attachment to open it.



The cash verification report will contain the full processed deposit information

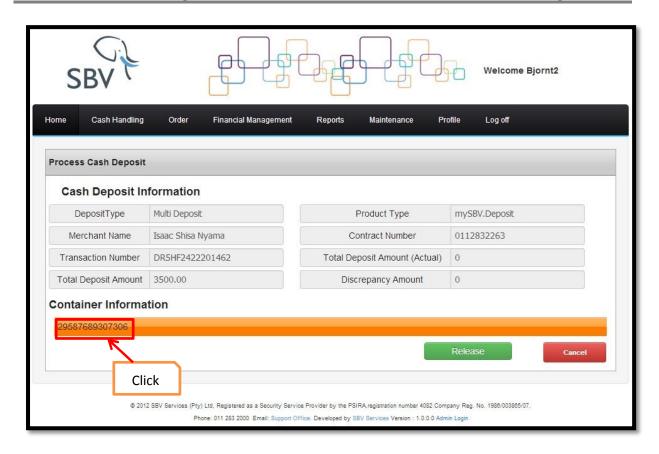
Cash Deposit Processing - Multi Deposit



- Move the mouse pointer over Cash Handling to display the drop down menu
- Click on Cash Deposit Processing



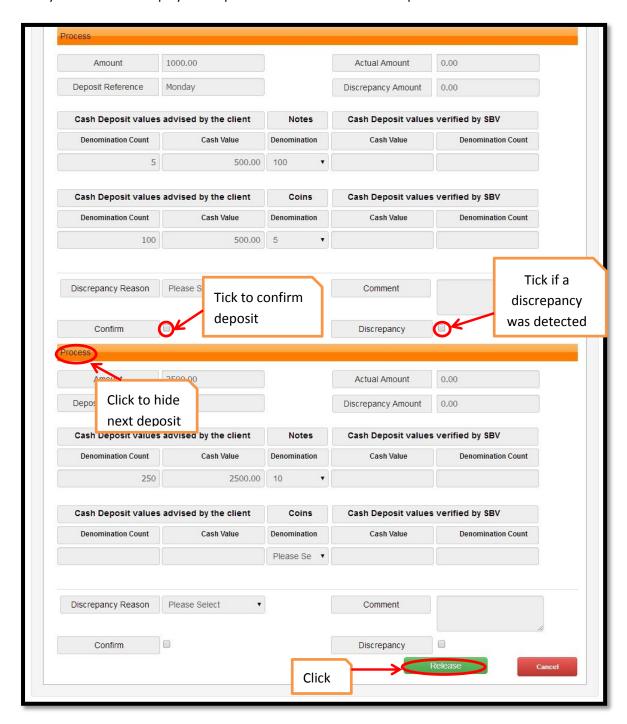
- Scan the deposit Seal\serial number
- Click on submit



The deposit information screen will display

Click on the container seal number listed in the orange tab

The system will now display the deposit information for all the deposits



In the event where the deposit has balanced, tick the Confirm box

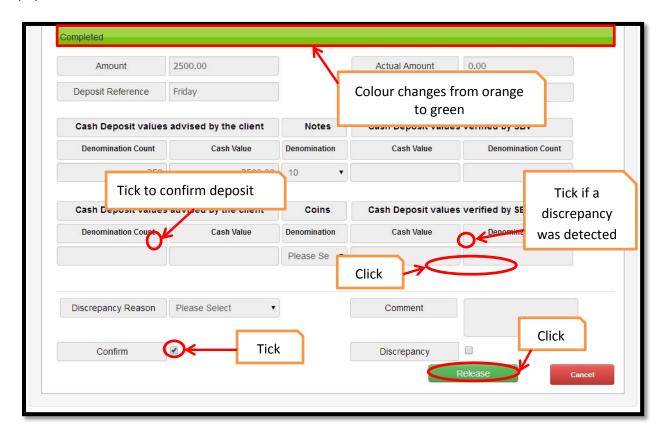
In the event of an discrepancy tick the Discrepancy box

The user will be required to tick the confirm box even in the event of an Discrepancy

Repeat the process for all the deposits.

Deposit balanced

A deposit is considered balanced when the Said to contain amount on the deposit slip is equal to the physical cash received in the container.



Verify the cash received to the totals captured in the container screen.

Tick the confirm box

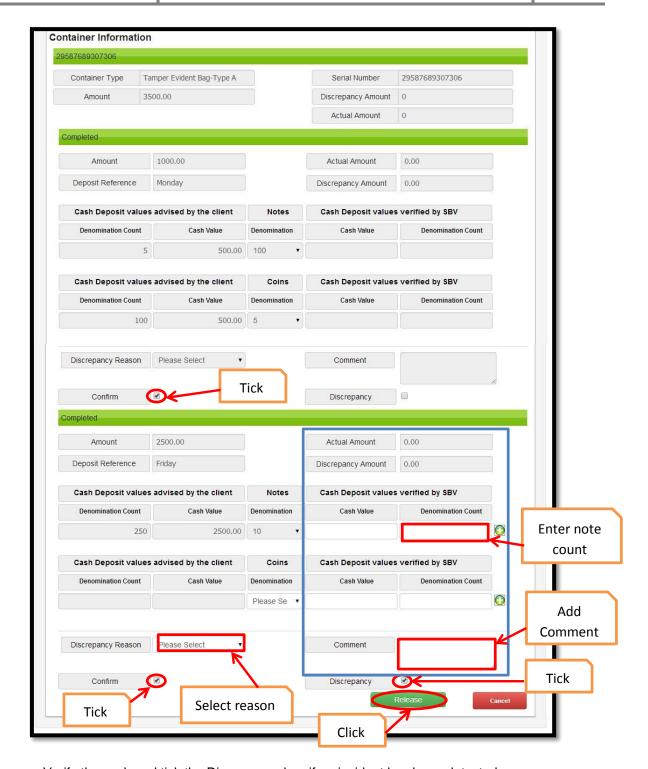
The Container Drop Information tabs will change from orange to green

Verify all the deposits

- Verify and tick the confirm box
- Click on release.

Discrepancies

A Discrepancy occurs when the Physical cash received in the container does not correspond with the Said to contain amount on the deposit slip.



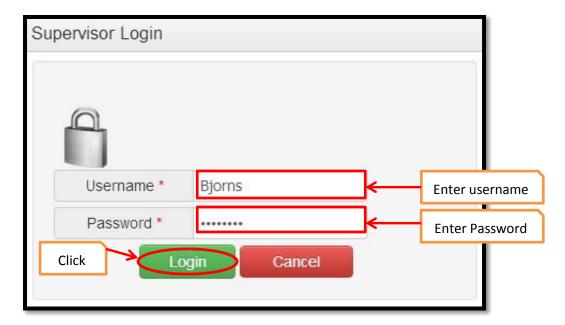
- Verify the cash and tick the Discrepancy box if an incident has been detected.
- Select the Discrepancy Reason
- Complete the Cash Deposit values verified by SBV field
- Enter the surplus or short denomination count
- Enter an comment (the more info the better)
- If you agree with the discrepancy tick the confirm button

The tabs will turn green

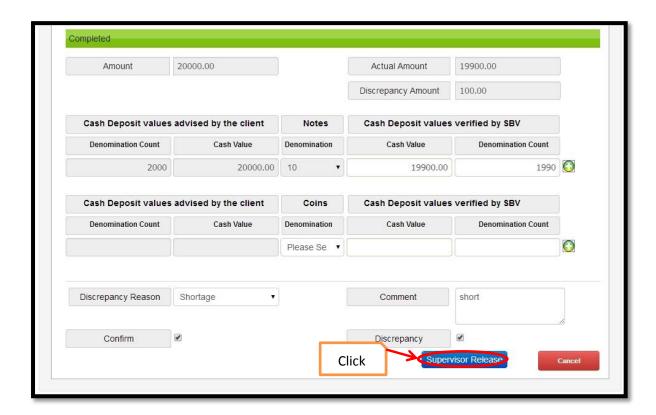


Click on Release

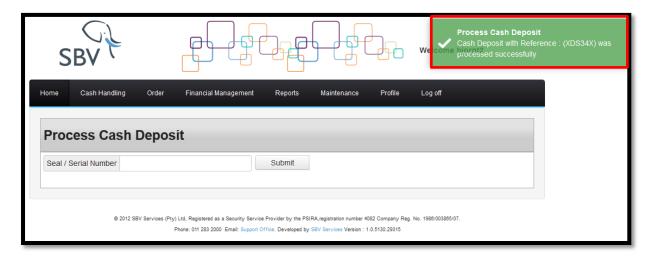
The Teller will be required to call a supervisor for authorisation.



Funds will be rechecked as per SBV procedure

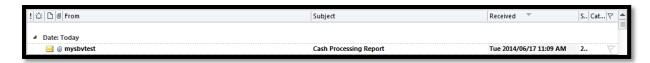


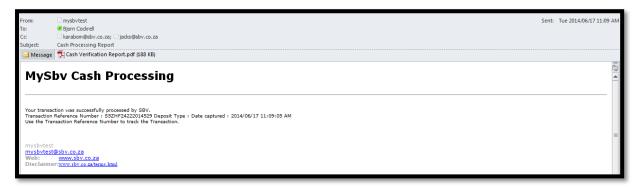
The supervisor will now be required to release the funds by Clicking on Supervisor Release



The Deposit is now processed and the Processed successfully box will now be displayed on the main screen.

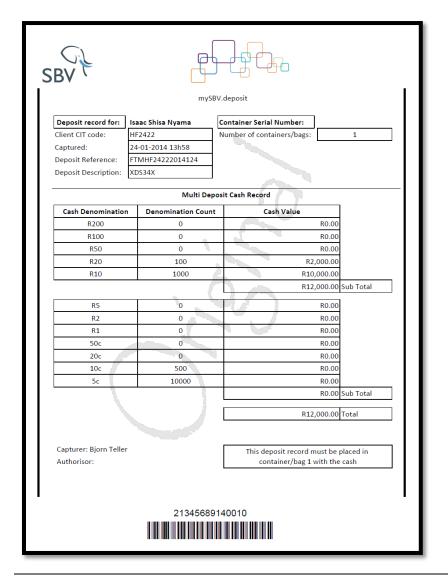
An Email will be send to the Merchant, containing the deposit slip.

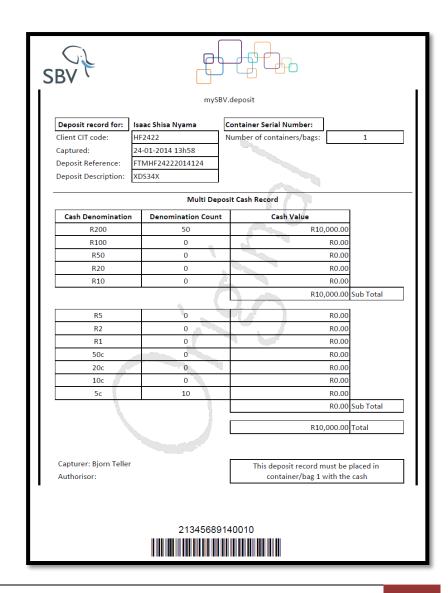




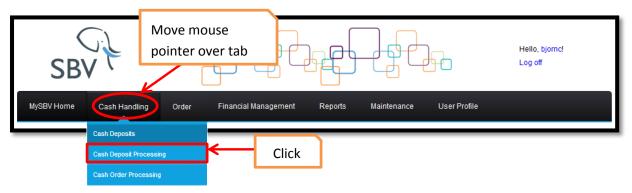
- Double click to open the email
- The email will contain an attachment
 - Double click on the attachment to open it.

The Client will receive confirmation of the processed deposit via email.

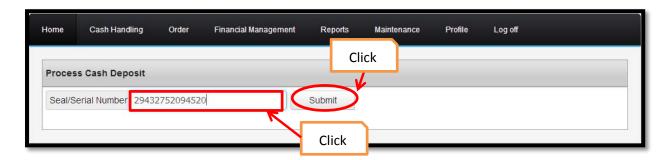




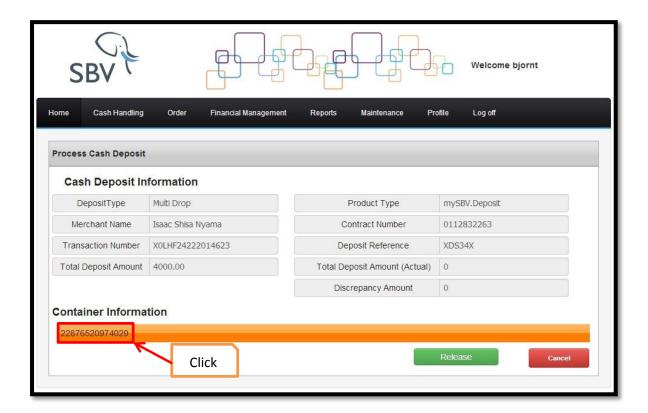
Cash Deposit Processing - Multi Drop



- Move the mouse pointer over Cash Handling to display the drop down menu
- Click on Cash Deposit Processing

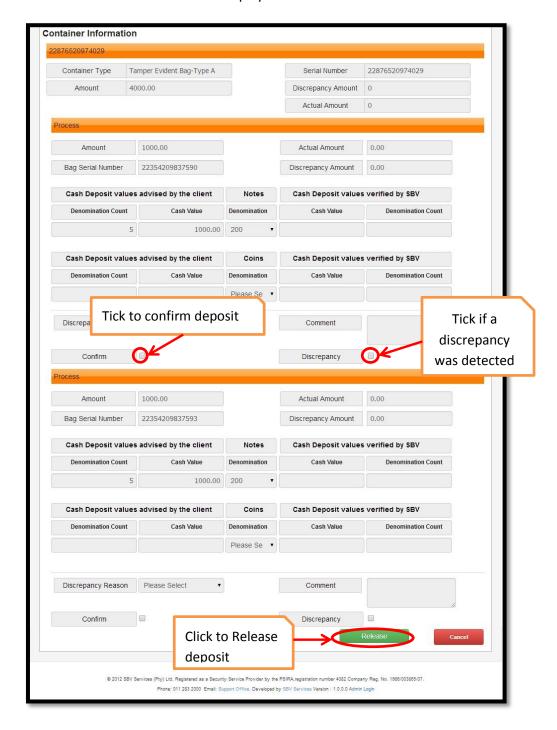


- Scan the deposit Seal\serial number
- Click on submit



- The deposit information screen will display
- Click on the container seal number listed in the orange tab

The full container information will now be displayed

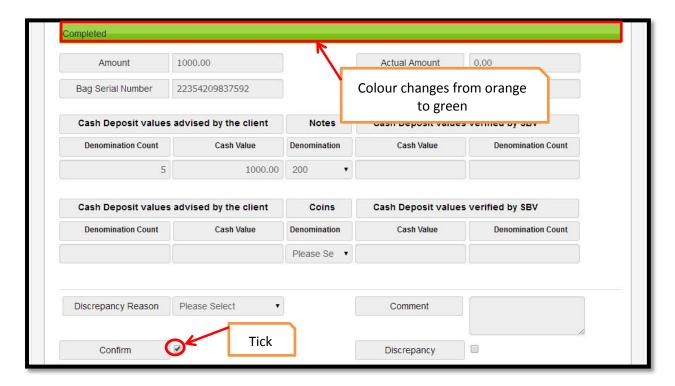


- In the event where the drop has balanced, tick the Confirm box
- In the event of an discrepancy tick the Discrepancy box

The user will be required to tick the confirm box even in the event of an Discrepancy

Deposit balanced

A deposit is considered balanced when the Said to contain amount on the deposit slip is equal to the physical cash received in the container.

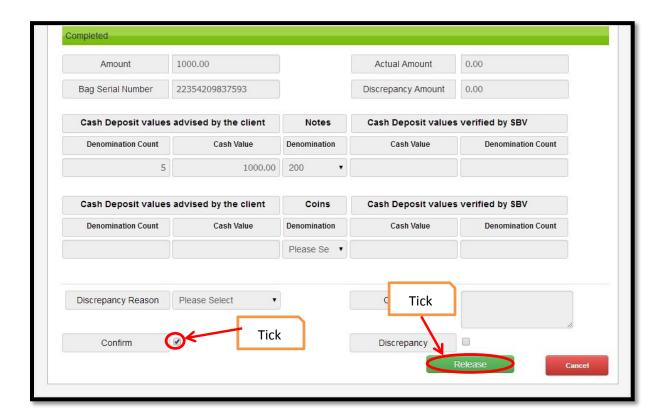


Verify the cash received to the totals captured in the container screen.

Tick the confirm box

The Container Drop Information tabs will change from orange to green

Process all the drops by selecting the confirm tick box



- Verify the drop
- Tick confirm

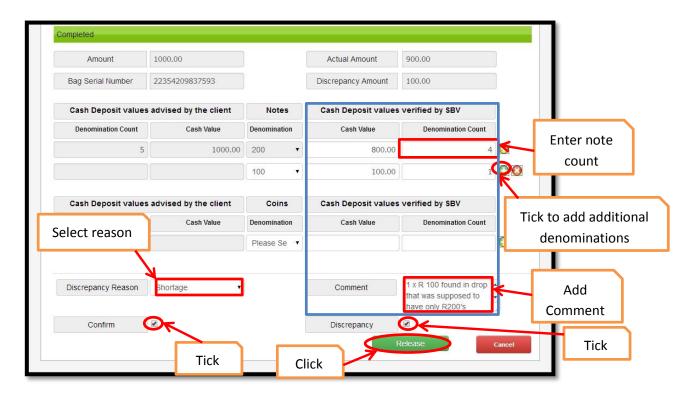
Note that the orange process bar will change to a green Completed bar. When you have confirmed all the drops

Click on Release

The user will be unable to change any totals in the event of a deposit balancing.

Discrepancies

A Discrepancy occurs when the Physical cash received in the container does not correspond with the Said to contain amount on the deposit slip.

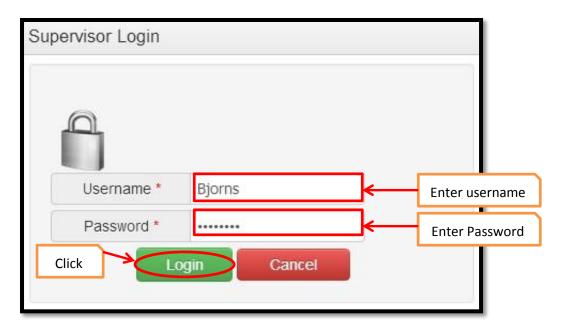


- Verify the cash and tick the Discrepancy box if an incident has been detected.
- Select the Discrepancy Reason
- Complete the Cash Deposit values verified by SBV field
- Enter the surplus or short denomination count
- Enter an comment (the more info the better)
- If you agree with the discrepancy tick the confirm button
- The tabs will turn green

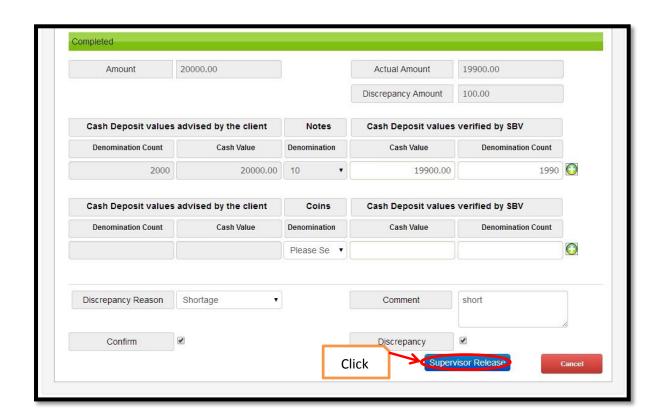


Click on Release

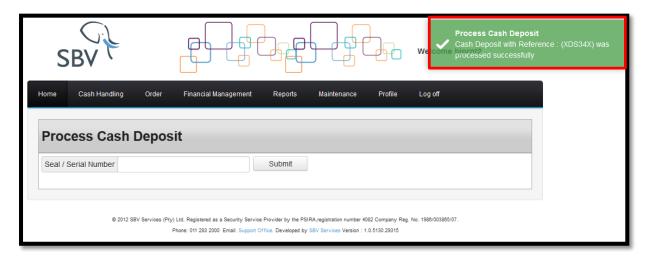
The Teller will be required to call a supervisor for authorisation.



• Funds will be rechecked as per SBV procedure

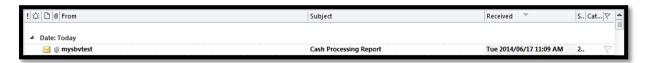


The supervisor will now be required to release the funds by Clicking on Supervisor Release



The Deposit is now processed and the Processed successfully box will now be displayed on the main screen.

An Email will be send to the Merchant, containing the deposit slip.



Double click to open the email



The email will contain an attachment

Double click on the attachment to open it.

mySBV.deposit - Cash Verification Report Client: Isaac Shisa Nyama Rosebank Container Serial Number: 22876520974029 HF2422 1 Client CIT code: Number of containers/bags: 2014-06-23 Verified Date: Deposit Description: XDS34X X0LHF24222014623 Deposit Reference: Cash Deposit values advise by the client Cash Deposit values verified by SBV Variance Cash Value | Denomination Count Denomination Count Cash Value Cash Denomination Count Variance Cash Value Variano R1,000.00 R1,000.00 0 R0.00 R100 BO 00 0 0 R0.00 R50 R0.00 0 0 R0.00 0 R0.00 0 R0.00 R0.00 0 0 R0.00 0 R0.00 R10 R0.00 0 0 R0.00 R1,000.00 R1.000.00 R0.00 Subtotal Subtotal Subtotal 0 R0.00 R5 R0.00 0 0 R0.00 0 R0.00 R2 R0.00 0 0 R0.00 R1 0 0 R0.00 50c R0.00 0 0 R0.00 0 R0.00 20c R0.00 0 0 R0.00 0 R0.00 R0.00 R0.00 0 R0.00 30 R0.00 0 0 R0.00 Subtotal R0.00 Subtotal R0.00 Subtotal R0.00 Total R1,000.00 Total R1,000.00 R0.00 Processed by: Bjorn Teller Variance confirmed by: Bjorn Supervisor Handed to CLO to advise client 22876520974029

Each drop will be listed in the report.