

# First Desktop Banker

## Quick Deposit View Guide

### INTRODUCTION

First Desktop Banker (remote check deposit) is technology that many businesses use to save time and money by making check deposits from the convenience of their workplace. This abbreviated User Guide provides guidance on how to search for recently submitted deposits.

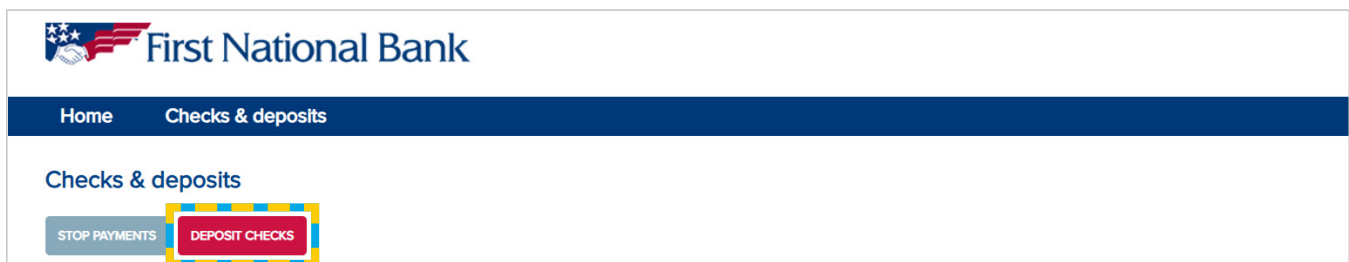
### VIEW DEPOSITS

Remember: First Desktop Banker users must also have access to [Business Online Banking](#).

First, log into Business Online Banking. On the menu at the top of the window, click **Checks & deposits**.

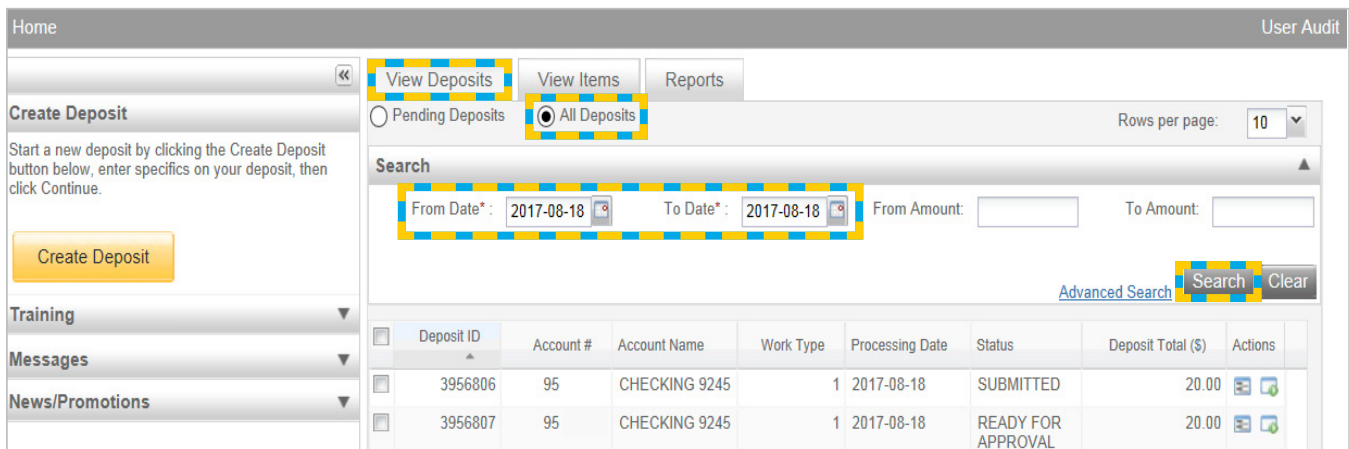


Buttons will then appear below. Click **Deposit Checks**.



### VIEW ALL DEPOSITS

From the First Desktop Banker home screen, click **View Deposits** and then the **All Deposits** radio button. Next, select a date range for the checks you would like to review and then click **Search**. Your deposited checks and total dollars will be listed along with the status of each item.



# TREASURY MANAGEMENT



If you wish to review a list of checks for a specific deposit, click the box to the far right under the “Actions” column (located just to the right of the “Deposit Total (\$)” field).

View DepositsView ItemsReports

☐ Pending Deposits
☒ All Deposits

Rows per page: 10

Search

From Date\* : 2017-08-18

To Date\* : 2017-08-18

From Amount:

To Amount:

[Advanced Search](#)

Search

Clear

| <input type="checkbox"/> | Deposit ID | Account # | Account Name | Work Type | Processing Date | Status    | Deposit Total (\$) | Actions                 |
|--------------------------|------------|-----------|--------------|-----------|-----------------|-----------|--------------------|-------------------------|
| <input type="checkbox"/> | 3956809    | 95        | ECORP FIVE   | 1         | 2017-08-18      | DELIVERED | 13.50              | <div></div> <div></div> |

### SEARCHING INDIVIDUAL CHECKS WITHIN DEPOSITS

From the First Desktop Banker home screen, click the **View Deposits** tab and then click on the arrow to the far right to expand the **Search section**. Enter the **desired date** in the “From Date” and “To Date” fields and click **Search**. The items included in the deposit will be listed below. To review details about the entire deposit, click the corresponding icon in the Actions field.

View DepositsView ItemsReports

☐ Pending Deposits
☒ All Deposits

Rows per page: 10

Search

From Date\* : 2017-08-18

To Date\* : 2017-08-18

From Amount:

To Amount:

[Advanced Search](#)

Search

Clear

| <input type="checkbox"/> | Deposit ID | Account # | Account Name | Work Type | Processing Date | Status    | Deposit Total (\$) | Actions                 |
|--------------------------|------------|-----------|--------------|-----------|-----------------|-----------|--------------------|-------------------------|
| <input type="checkbox"/> | 3956809    | 95        | ECORP FIVE   | 1         | 2017-08-18      | DELIVERED | 13.50              | <div></div> <div></div> |

To review a specific check image from the deposit, click the + button to the left of the item listed and its image will be displayed.

|             | Deposit ID | Item #     | RT        | Account | Check | Amount | Actions     |
|-------------|------------|------------|-----------|---------|-------|--------|-------------|
| <div></div> | 3956809    | 9900346105 | 043318092 | 95      |       | 9.00   | <div></div> |
| <div></div> | 3956809    | 9900346104 | 043318092 | 95      |       | 2.50   | <div></div> |
| <div></div> | 3956809    | 9900346103 | 043318092 | 49-     | 1356  | 2.00   | <div></div> |

### FOR ADDITIONAL ASSISTANCE:

- Support Representatives are available Monday – Friday, 8:00 AM to 5:30 PM ET. Please call Treasury Management Support toll-free at (866) 750-5298.
- To contact Treasury Management Support, the address is: treasurygmt@fnb-corp.com