

blubbeam™

App User Guide
Create and Void a Deposit | Web



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Thank you for using the BLUbeem app. This guide was created to walk you through the steps of creating and / or voiding a deposit.

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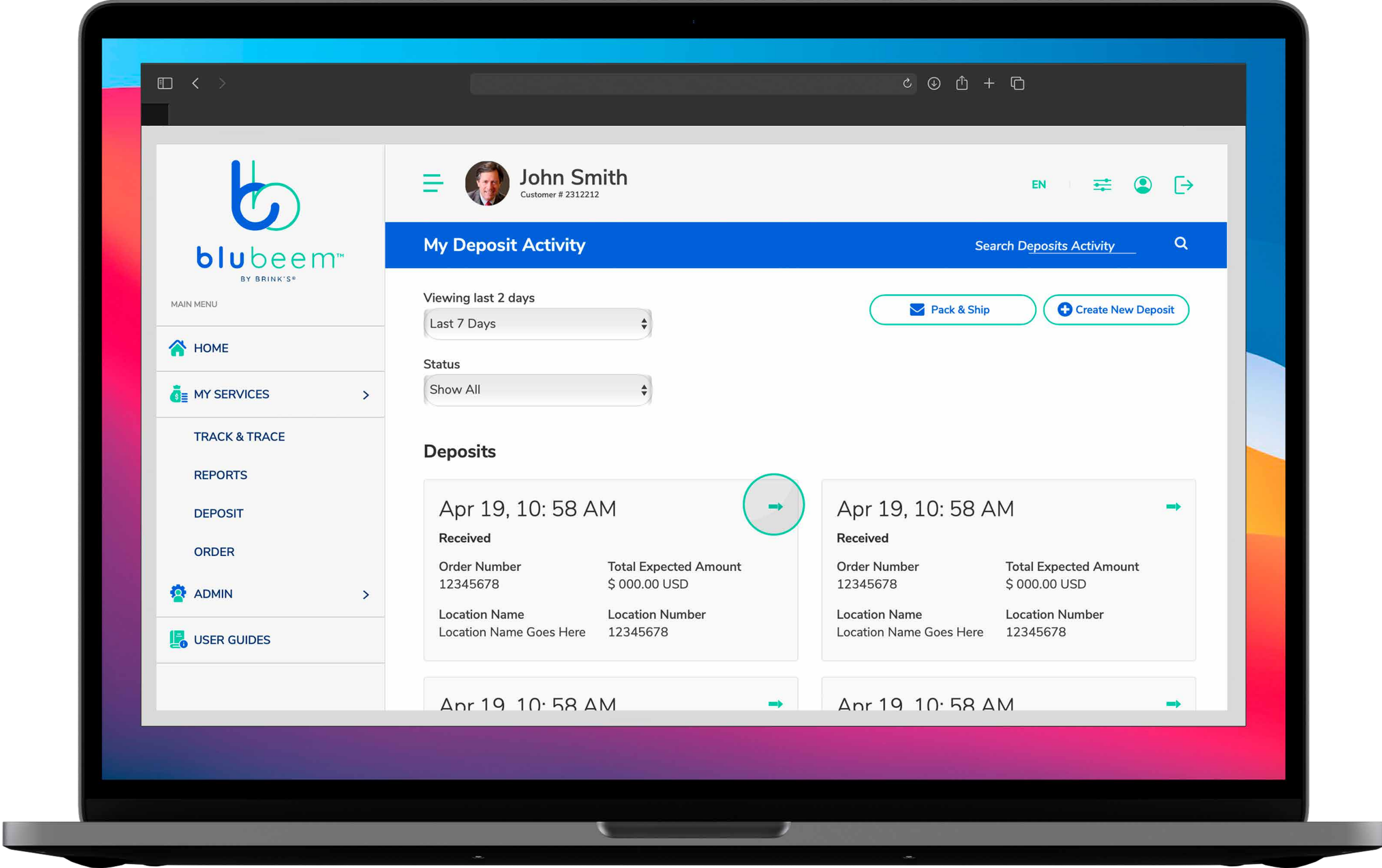
01 View Deposit History

Getting started

When you click the Deposit tile on your screen you are brought to your Deposit Activity. You can choose the drop down on Viewing to view up to 3 months of deposit activity, and you also have the ability to type a deposit number in the search bar to search for a deposit that has been previously created.

Note: You are able to search up to 90 days worth of orders, deposits, or both in 30 day increments. You can also search by status.

You can see a few deposits that were previously created. If you would like to see the details of one or more of those deposits click the green arrow to the right of the deposit you would like to view. The details of that deposit are shown below along with an option to print those deposit details.



02 Statuses and Meaning

Deposit statuses and their meaning

Prepared

When a deposit is first created, status will be shown in “Prepared” status.

In Progress

When a Bag is dropped or Received by Brinks. This denotes the custody change.

Voided

This is status that displays when a user voids a deposit that has been created and is still in Prepared status.

Verified

This status validates the deposit amount entered which has been verified and amount matches with what was entered in customer portal and what was counted in the money processing room.

Verified: Variance

This occurs when there is a shortage or overage that is different from the amount deposited.

Sent to Credit

When an ACH is initiated.

Ready for Pickup

This is for BDEX deposits. When a USPS tracking number is added to the deposit then the status change to Ready for Pickup.

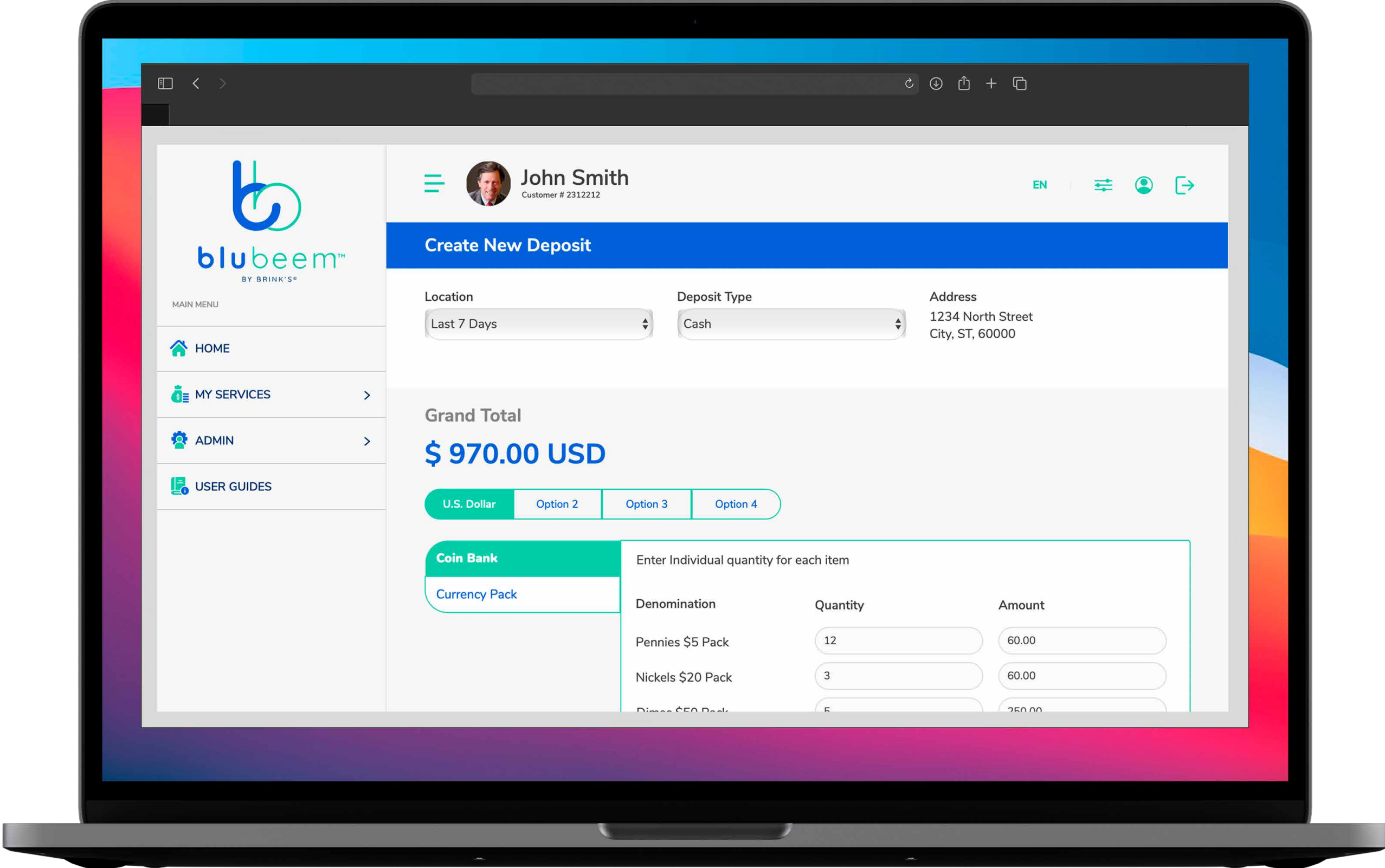
Create Rejected

Deposit rejected by Money Processing system.

03 Create a Deposit

Creating a deposit

1. To create a new deposit, click "Create New Deposit" at the top right of the screen. You'll be brought to your deposit details page, where you'll enter the details of the deposit being created.
2. Click the dropdown arrow under "Location" to pick the location you are creating the deposit for.
3. Select your deposit type.
4. At the bottom left of the screen, enter your bag number for the deposit.
5. After picking your location, enter your currency and verify your total is correct.
6. Click "Continue to Review."
7. After clicking "Continue to Review," you'll be taken to the Deposit Summary page. Here, you will confirm your bag number, location name, total expected deposit amount, and expected details. If something doesn't appear to be correct on your deposit summary page, click the "Edit" option at the top right of the screen.
8. Once you've confirmed your details are correct, click "Submit Deposit" or "Cancel" if you no longer want to create the deposit.



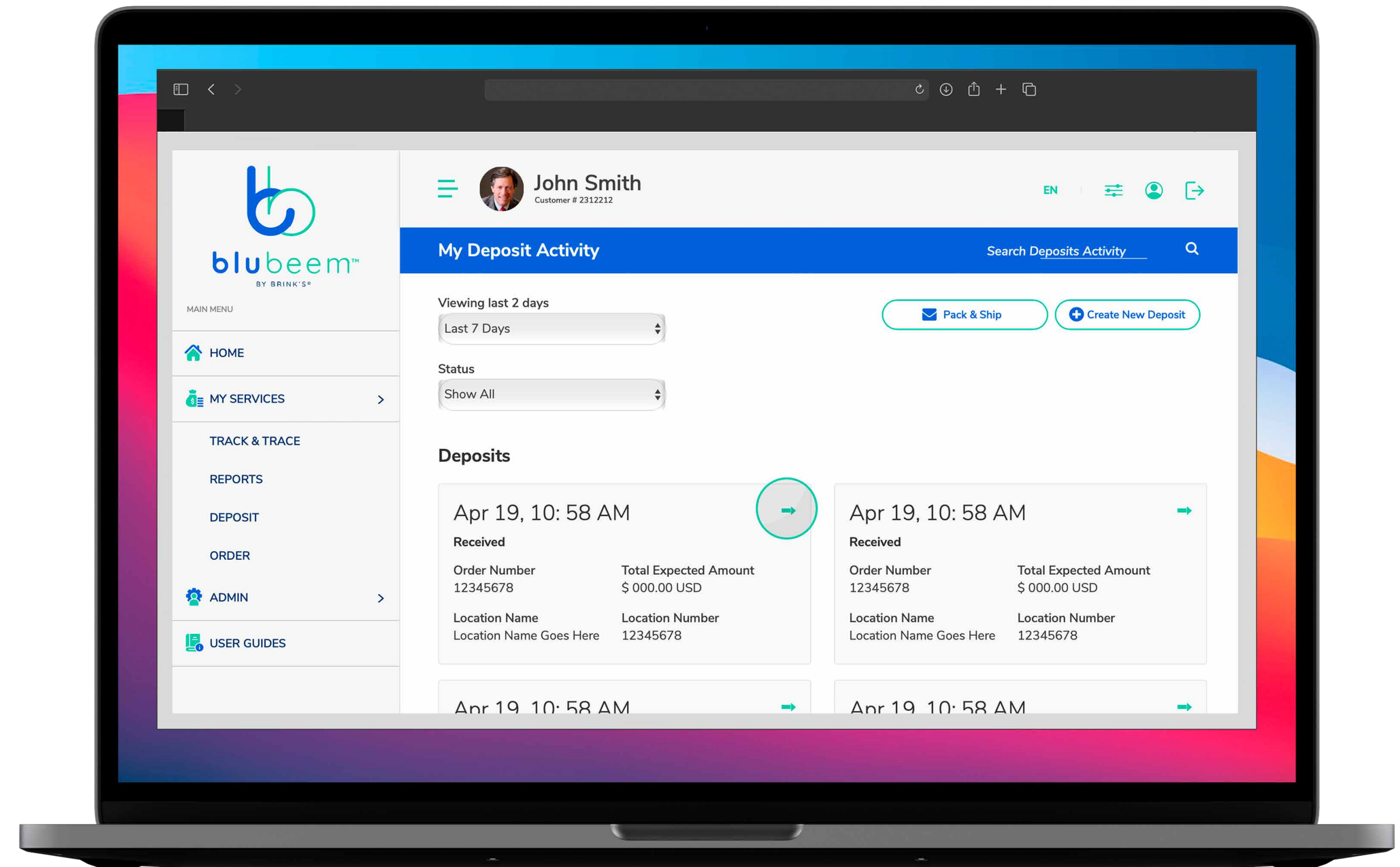
04 Void a Deposit

Void a deposit

Please note that if you'd like to void a deposit, it can only be done in "Prepared" status.

1. Click the blue arrow to view the details of the order you would like to void.
2. Next, click the "Void Deposit" option at the bottom right of the screen. Click "Go Back" if you change your mind or would like to start over.
3. If you'd like to print the deposit details, click "Print."

You'll receive a confirmation message that your deposit has been voided, and the deposit itself will say "Voided."





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