



# Smart Safe & Anticipated Deposit

## User Guide

- > Cash Management Solutions

# Table of contents

---

<b>Introduction</b> .....	<b>3</b>
<b>Smart Safe in a nutshell</b> .....	<b>4</b>
Advantages .....	4
Requirements .....	4
Terms .....	4
<b>Enrollment and prerequisites</b> .....	<b>5</b>
<b>Roles and responsibilities</b> .....	<b>6</b>
<b>How it works</b> .....	<b>7</b>
<b>Reporting</b> .....	<b>8</b>
<b>Terms</b> .....	<b>9</b>
<b>Contact</b> .....	<b>9</b>

# Introduction

---



## **Smart Safe**

Thanks to Anticipated Deposits, our solution allows you to improve your cash cycle and operational efficiency while reducing the risk of fraud or monetary loss related to handling money.



## **Anticipated Deposit**

The funds deposited into your Smart Safe are credited to your account the same day the deposit is made, even if the money physically remains on your premises until collected by the carrier. This way, National Bank allows you to accelerate your cash cycle.



## **Increased operational efficiency**

The most important advantage that the Smart Safe provides is undoubtedly the significant increase of your operational efficiency. Your employees can now concentrate on the tasks that define you as a business. You no longer need to worry about counting money, bank reconciliation, trips to the Bank or planning the transport of money by armoured carriers.



## **Reduced risk of fraud and error**

Because all cash deposits are counted by the Smart Safe, calculation errors and theft risk are greatly reduced.



## **Lower armoured transport costs**

Because the armoured carrier collects the funds in your Smart Safe on a regular yet less frequent basis, transport costs are lower.



## **Increased security of your resources**

Whether you're talking about human resources or material resources, the fact that the money is kept in a secure safe is a huge advantage, as employees will handle money less frequently at your place of business and won't be carrying it to the Bank.



## **Access to the MoneyManager Cash Management Web Portal**

This allows you to view deposits, consult transaction history, obtain receipt/correction reports and track your cash flows.

# Smart Safe in a nutshell

---



Thanks to its partnership with GardaWorld, National Bank offers Anticipated Deposits on bills deposited in your Smart Safe. The Anticipated Deposit is issued daily, allowing you to minimize the costs of transporting your effects.

## Advantages

- > **Anticipated Deposit:** All cash deposit files (CAD only) received by National Bank before 8 p.m. ET will be credited to your bank account the same business day.
- > **Improved efficiency:** With money being directly deposited into your safe, your employees can now focus on the tasks that define you as a business.
- > **Flexibility:** Choose the safe model that best meets the specific needs of your location and business (check with the carrier to learn about accepted or recommended models).
- > **Ease of access:** Anticipated Deposits will appear on your bank statements and will also be available on your BAI statement.
- > **Single point of contact:** GardaWorld will be the sole point of contact for all questions related to the Smart Safe, including questions about Anticipated Deposits.

## Requirements

- > You must sign a contract with GardaWorld.
- > You must be registered for National Bank's online banking solutions and agree to the terms of service described below.

## Terms

- > GardaWorld is responsible for Smart Safe installation and support.
- > All Anticipated Deposits are conditional upon the carrier's compliance with the agreement with National Bank.
- > Normally, National Bank must receive the funds in cash corresponding to any Anticipated Deposit within eight business days after the deposit.
- > The carrier is responsible for correcting discrepancies between the Anticipated Deposit and the money that's deposited into the Smart Safe.
- > National Bank will manage discrepancies directly with the carrier. However, if the carrier is unable to correct the discrepancy within nine business days, the National Bank reserves the right to debit the client's bank account.

# Enrollment and prerequisites

---

**During the enrollment process, it is important to consider the following details:**

Because Anticipated Deposits involves National Bank crediting funds to the client's account while the client still has possession of the cash assets, each client will be assessed internally according to an approval procedure that ensures proper risk management for the Bank.

After you express interest for Smart Safe, an account manager will personally assist you during the enrollment process and help you:

- > Comply with the approval process.
- > Contract in due form with GardaWorld.
- > Sign up for National Bank's online banking solutions.
  - You are encouraged to open an account reserved for Smart Safe transactions.
  - Because each safe will appear as a daily transaction in your account, having a specific account for each Smart Safe will facilitate your reconciliation process and reporting.

# Roles and responsibilities

---

## National Bank

- > The Bank will ensure that contact is made with GardaWorld for the purchase of a Smart Safe.

## GardaWorld

- > Adding a safe
- > Installing a safe
- > Question about the safes
  - Specific details
  - Operation
  - Technical problems
  - Maintenance
  - Warranty
- > Agreement terms with the carrier
- > Costs and fees
- > Trips and transportation
- > Dashboard (GardaWorld: Cashlink)
  - Operation
  - Configuration
  - Navigation
  - User creation
  - Granting permission
  - General questions
  - Report creation and management
  - Alerts and notifications
  - Safe status
  - Mobile application

## Client

- > Carry out these deposits before 8 p.m. ET.
- > Comply with the carrier contract terms.

# How it works



- 1 Every business day before 8 p.m., the client deposits cash in the Smart Safe.
- 2 After their last deposit, the client balances their end of day in the Smart Safe and indexes the information required to complete their day. The carrier automatically receives an electronic deposit report.
- 3 National Bank will then automatically receive a detailed electronic client deposit report from the carrier.
- 4 With this information (received before 8 p.m.), National Bank can credit the client's account with the total amount deposited into the Smart Safe that day.
- 5 In general, once a week, the carrier retrieves the deposits in the Smart Safe. Retrieval frequency depends on the agreement concluded with the carrier.
- 6 The carrier prepares the deposits according to the "Bank of Canada format," meaning they check that the banknotes are in good condition and neatly bundled. This allows the clearing centre to easily verify the deposits a second time.
- 7 The carrier delivers the deposits to the clearing centre.
- 8 Lastly, once it receives the clearing centre's validation report, National Bank can balance the client's accounts entries. This means that the week's deposits match what was credited.

**Important:** Note that all these steps specifically involve paper-money deposits carried out by the Smart Safe reader. Cheque, coin, or damaged-banknote deposits made in the Smart Safe deposit drawer are processed according to the current money-management procedure to which the client is accustomed. This means that no Anticipated Deposit is issued for deposit-drawer deposits.

# Reporting

---



## There are three ways to see your deposits:

- > **On your Internet Banking Solution (IBS-B) account statement**
- > **On your BAI statement**
- > **On the MoneyManager web portal**

The BAI account statement is an optional product. You can easily consult your deposits on your SBIE account statement, but if you want to learn more about BAI accounts, click the button here.

If you're registered for BAI, information on Smart Safe deposits will appear in your BAI file. If you have any questions about the BAI, please refer to the BAI guide.



**Important:** When implementing service with GardaWorld, it is important to tell them which safe numbers you want; otherwise, they will set the default safe numbers. By specifying the safe numbers (e.g., your current store numbers), carrying out bank reconciliation and identifying the origin of your Smart Safe deposits will be much easier.



# Terms

---

- > Smart Safe installation and support are the responsibility of the carrier.
- > All Anticipated Deposit transactions are contingent on the carrier's compliance with the agreement with National Bank.
- > National Bank expects to receive the Anticipated Deposit funds in physical cash within eight business days after the Anticipated Deposit in question is issued.
- > The client is ultimately responsible for verifying the accuracy of the Anticipated Deposit issued to their account. In the event a discrepancy between the amount of an Anticipated Deposit and money deposited in the Smart Safe is found, the client's armoured-transport provider will be responsible for correcting it.
- > The client will not have to manage discrepancies; instead, National Bank will manage discrepancies directly with the client's armoured-transport provider. However, if the provider is unable to credit National Bank for any missing funds within nine business days, National Bank will be obligated to debit the client bank account to which the Anticipated Deposit was issued.

# Contact

---



## National Bank

- > Your account director
- > Your treasury director



## GardaWorld

- > Sales: [SmartSafe.BNC@Garda.com](mailto:SmartSafe.BNC@Garda.com)
- > Support: [BNCSupport@Garda.com](mailto:BNCSupport@Garda.com)
- > 1-833-652-1406 weekdays 8 a.m. to 5 p.m.