REMOTE DEPOSIT CAPTURE

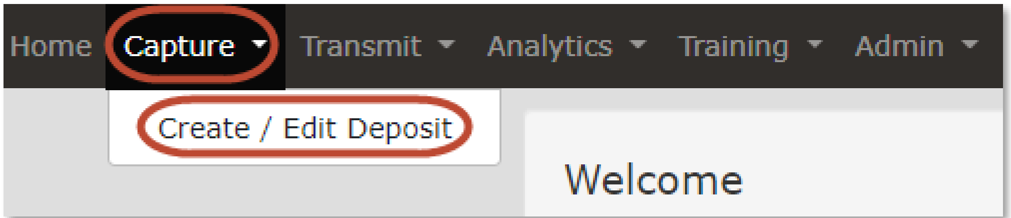
Capture Deposit Guide

FIRST HORIZON

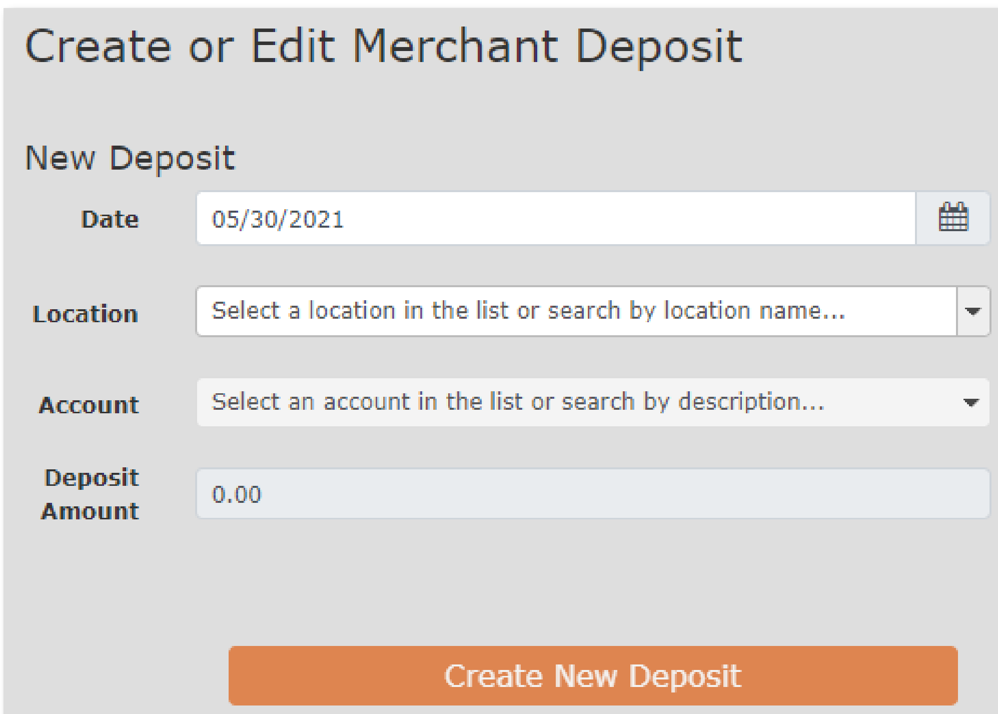
CREATING AND TRANSMITTING A DEPOSIT

CREATING THE DEPOSIT

1. Click on **Capture** then **Create / Edit Deposit**



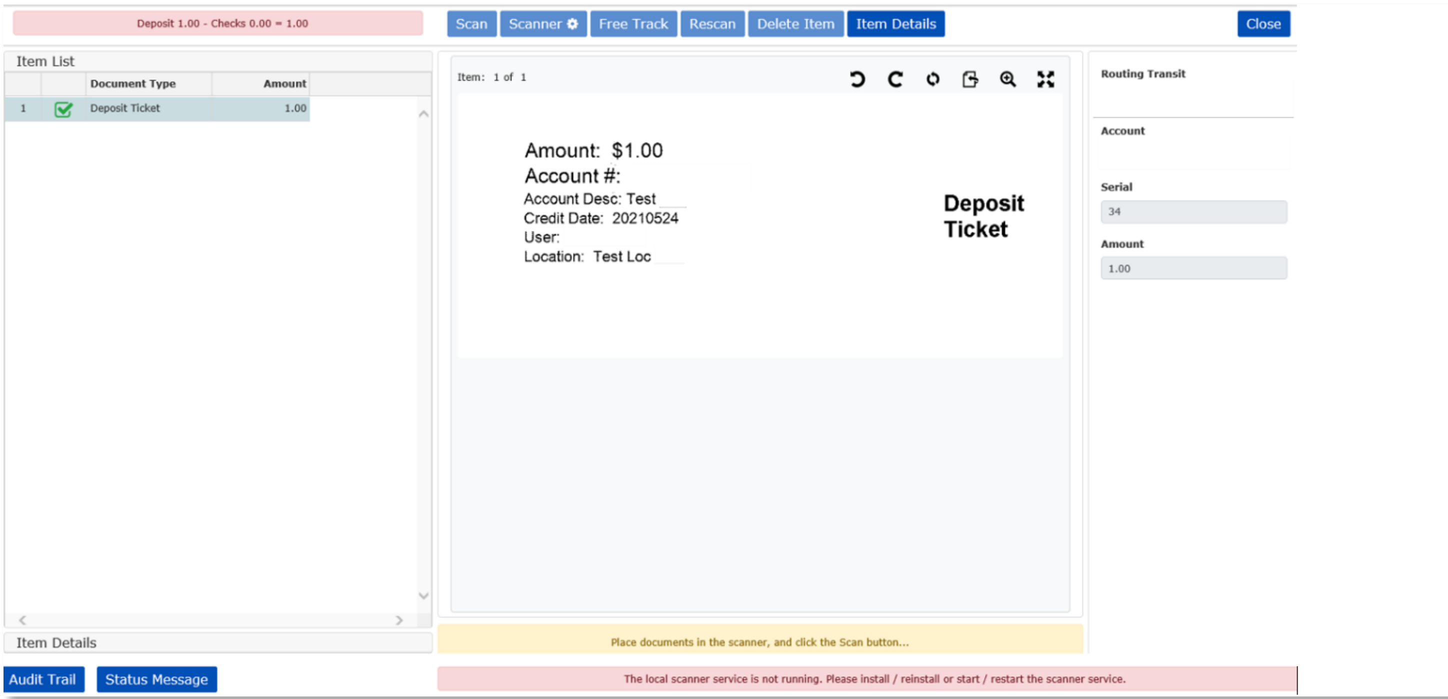
2. Under the **New Deposit** section, select or enter the following options:
   a. Select deposit **Date** (defaulted to today's date)
   b. **Select Deposit Location**
   c. Select the **Account** where transaction is deposited
   d. Enter the total **Deposit amount**



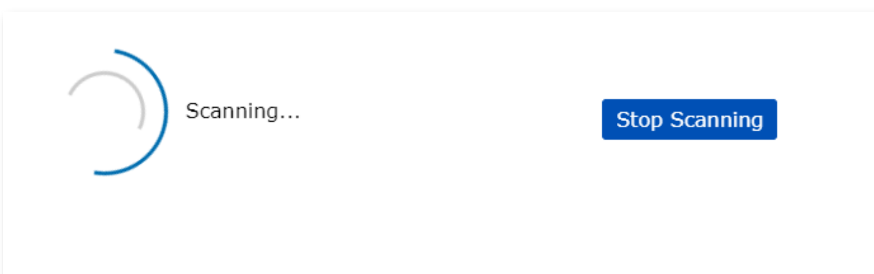
3. After completing the New Deposit fields, click **Create New Deposit.**

SCANNING YOUR DEPOSIT

1. The scanning application will load and will look similar to the below image:



2. Click **Scan**
3. Scan checks by placing them in the scanner feeder tray until all checks are scanned
4. Click **Stop Scanning** to leave the scanning application and return back to the previous screen



MODIFYING AND CONFIRMING YOUR DEPOSIT

Next, new functionalities and areas are available for review:

1. The left side of the screen will display the scanned checks
    a. A **green** check mark indicates the check scanned was successfully read
    b. A **red** exclamation mark indicates there was an error when scanning the check
        i. To resolve, click on the line with the affected item. Press **Enter** on your keyboard. The software will prompt you with the changes necessary for the item

Item List

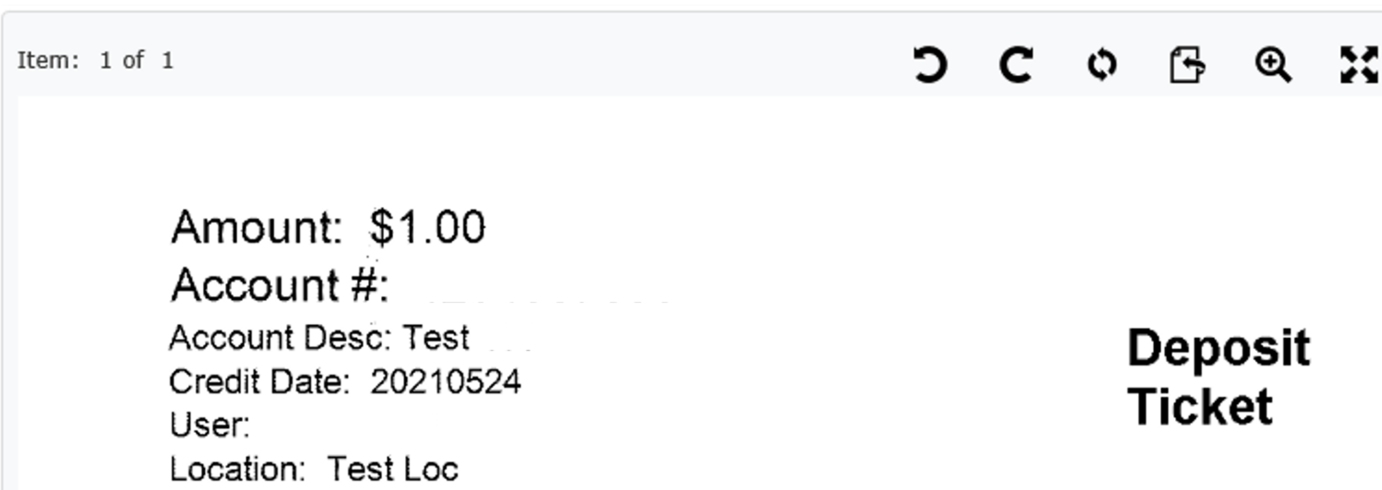
		Document Type	Amount
1	✓	Deposit Ticket	1.00
2	✓	Check	686.56
3	!	Check	0.00

    c. Above is the remaining total of the deposit amount subtracted by the scanned items for easier identification of missing scanned items

Deposit 1.00 - Checks 0.00 = 1.00

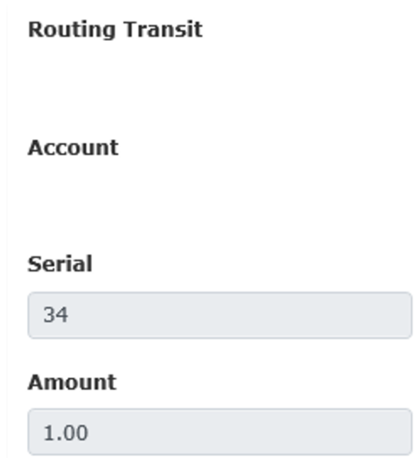
    d. Below provides an **audit trail** and **status message** buttons. These are useful for assistance if there are issues with your scanner

2. The middle part of the screen will **display the currently selected item** scanned



    a. Above there are several buttons, including the **scan** button previously used. These buttons are useful for **configuring scanner options, clearing jammed checks, rescanning an item, or deleting an item**.

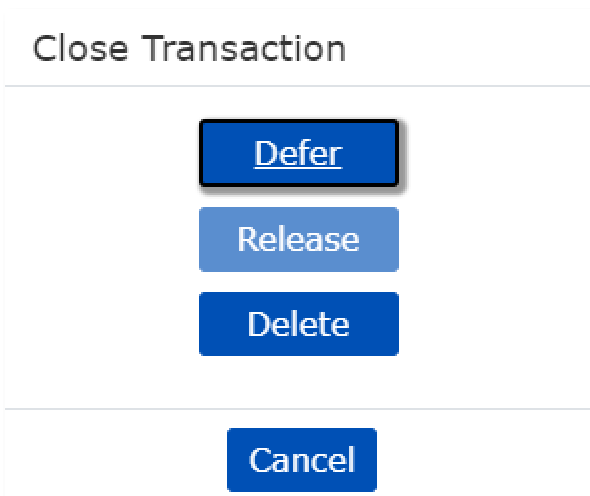
3. The right side will display **general information** for the scanned item that is currently selected



   a. Above this is the **Close** button, which will be used once the deposit has been completed

CLOSING AND TRANSMITTING A DEPOSIT

1. After verifying all deposit information and the deposit balances, click the **Close** button in the top right
2. The below image will now show:
   a. **Defer** - keeps the deposit open and allows modifying of the deposit at a later time
   b. **Release** releases the deposit and prepares it for transmission; afterwards the Transmit page is available if you need to transmit the deposit
   c. **Delete** deletes the entire deposit



3. On the **Transmit** page, select the deposit to transmit and click **Transmit**