



REMOTE DEPOSIT CAPTURE

Capture Deposit Guide

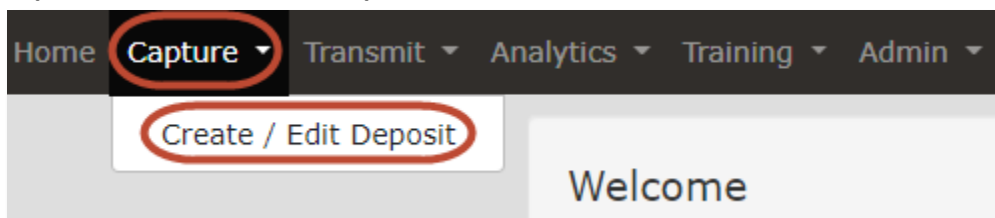




CREATING AND TRANSMITTING A DEPOSIT

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**

Create or Edit Merchant Deposit

New Deposit

Date 05/30/2021

Location Select a location in the list or search by location name...

Account Select an account in the list or search by description...

Deposit Amount 0.00

Create New Deposit

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:

Deposit 1.00 - Checks 0.00 = 1.00

Scan Scanner Free Track Rescan Delete Item Item Details Close

Item List	Document Type	Amount
1	Deposit Ticket	1.00

Item: 1 of 1

Amount: \$1.00
Account #:
Account Desc: Test
Credit Date: 20210524
User:
Location: Test Loc

Deposit Ticket

Routing Transit

Account

Serial
34

Amount
1.00

Place documents in the scanner, and click the Scan button...

The local scanner service is not running. Please install / reinstall or start / restart the scanner service.

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

Scanning...

Stop Scanning



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

Item: 1 of 1



Amount: \$1.00

Account #:

Account Desc: Test

Credit Date: 20210524

User:

Location: Test Loc

Deposit Ticket

- 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.**

Scan Scanner  Free Track Rescan Delete Item Item Details



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

Routing Transit

Account

Serial

34

Amount

1.00

- 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

Close Transaction

Defer

Release

Delete

Cancel

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