



eDeposit User Guide

April 6, 2020

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eDeposit Overview

Your business will find many advantages to using eDeposit:

- Deposit checks electronically 24/7
- Save time preparing and delivering deposits to the bank
- Reduce transportation costs
- Scan and deposit funds from multiple locations into one account
- Utilizes enhanced technology to protect your business

Enhanced Security

Every time you access your accounts online, you are protected by a multi-layer security system designed to identify you in a number of ways:

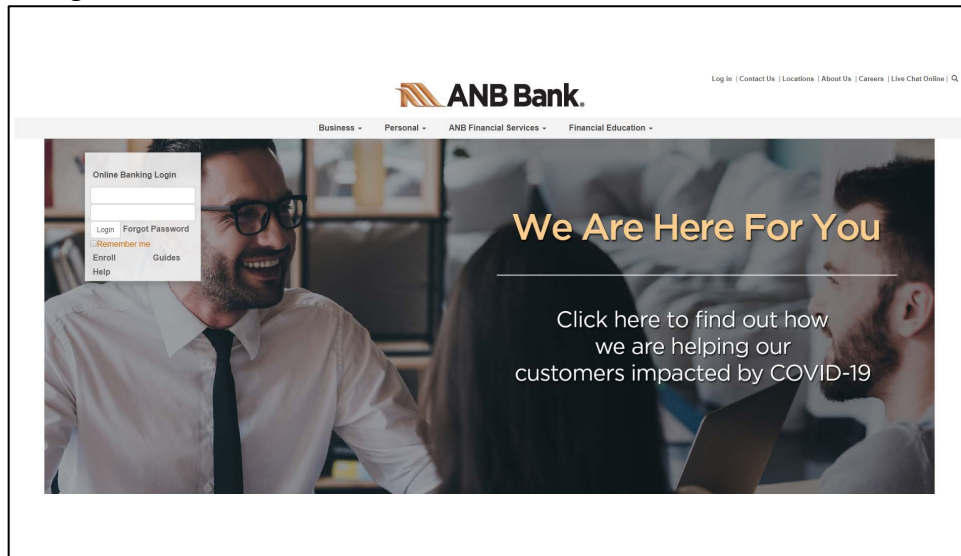
- Login credentials
- Device you are using (desktop computer or tablet with a USB port)

Note: *If it's a device the system doesn't recognize, or if the access is being requested from a geographic location that's different from those observed in the past, you may be asked to answer additional questions to further verify your identity*

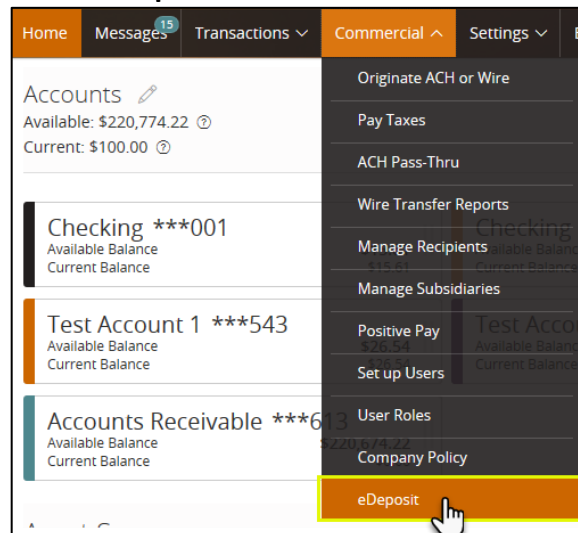
Login

ANB Bank Website

- **Note:** A system administrator is required for the initial login and use of the system to allow drivers and software components to be installed.
- Begin by visiting our Bank website, <https://www.anbbank.com>
- Enter your Login ID and Password



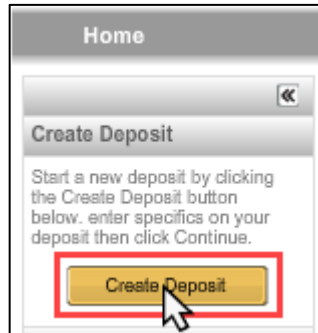
- Navigate to the **Commercial > eDeposit**



- You will now be redirected to the eDeposit system
- You are now ready to begin processing your deposit.

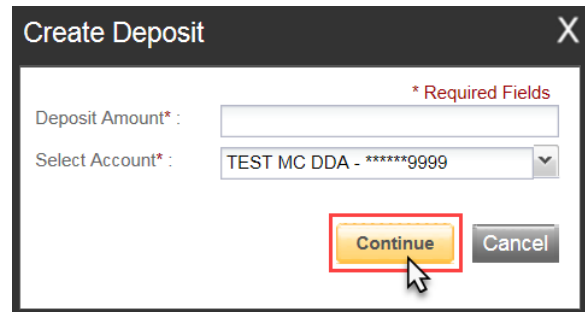
Scan Deposit

- To make a deposit, select **Create Deposit**

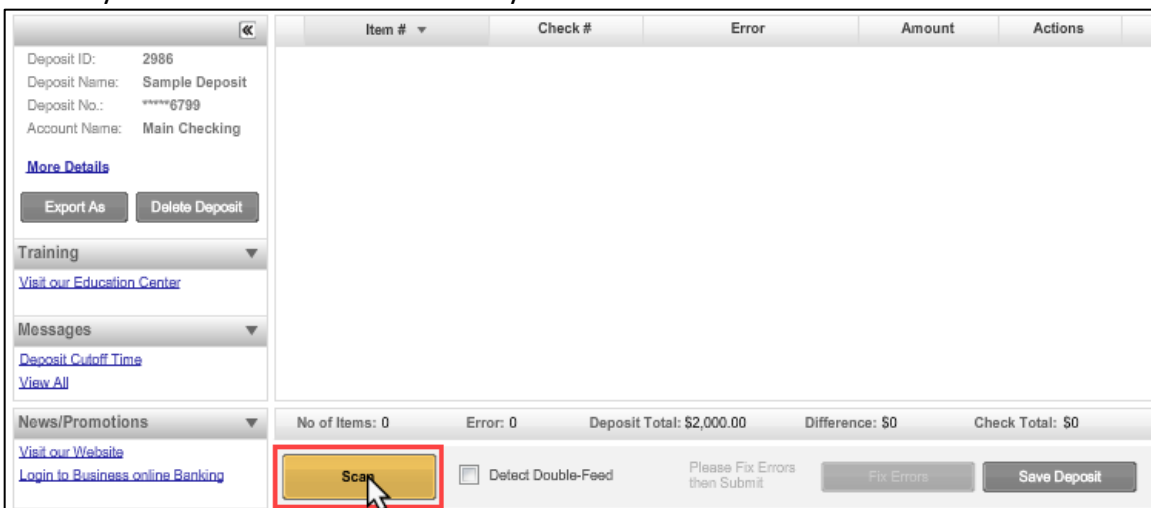


In the **Create Deposit** screen, enter the basic information for the batch:

- Enter Deposit Amount**
- Select Account** where you want the deposit credited.
- Deposit Name** – *this is an optional field on the back-end that ANB Bank can turn on or off during the initial set-up. This feature can be changed upon your request by an ANB Bank administrator; however, if turned on, it is then an active field.*
- Click **Continue**



- Confirm your checks are loaded correctly in the scanner and click **Scan**.



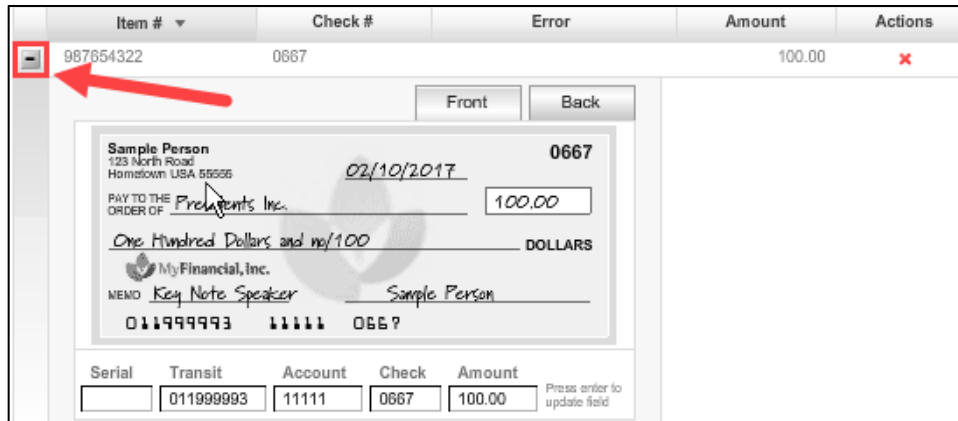
- The deposit items will begin feeding through the scanner.



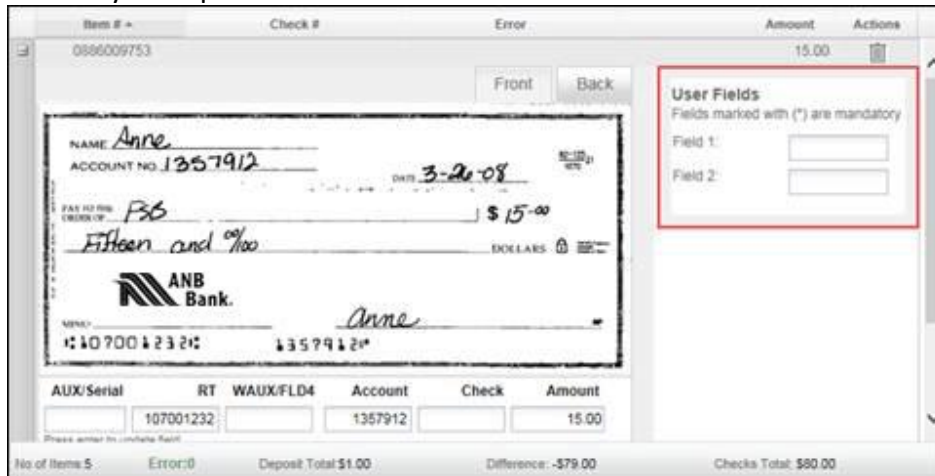
- When all checks have been scanned, a list of items in the batch will be displayed. Verify the last item on the screen matches the last item in the scanner pocket and that the item number has been printed on the back of the check by the scanner, and is legible if applicable.

	Item # ▾	Check #	Error	Amount	Actions
+	987654322	0667		100.00	✗
+	987654323	3032		200.00	✗
+	987654324	1383		400.00	✗
+	987654325	6484		500.00	✗
+	987654326	2635		800.00	✗

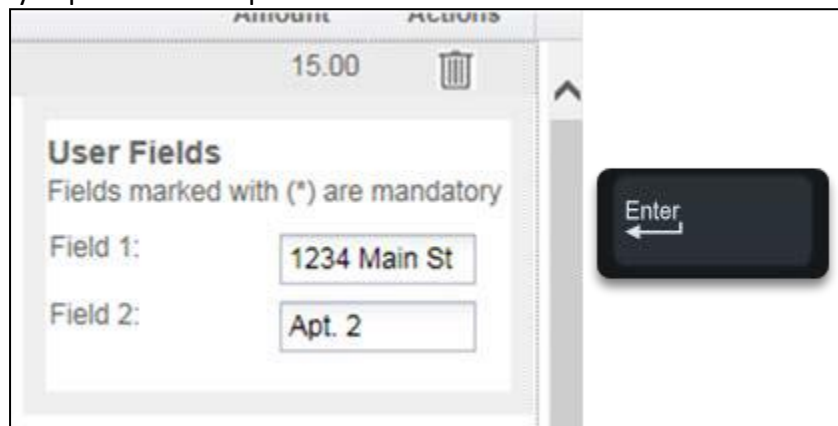
- Use the plus-minus box (+ -) to view and hide the image of a scanned item.



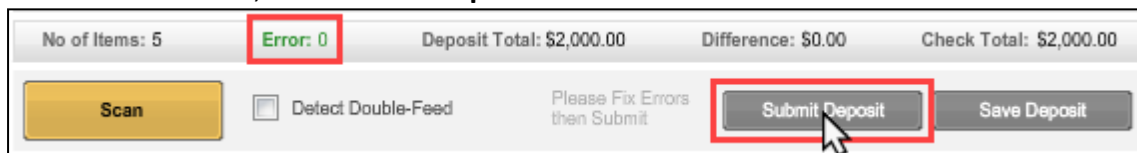
- User Fields allow you to place additional information into the electronic record for each item.



- For example, a check payment can include information such as:
 - Service Number (i.e., the billing category used in your account software)
 - Service Type
 - Date of Service
 - Description
- Once you hit **Enter** on your keyboard, this information will be saved along with the deposit and included in any export of the deposit record.

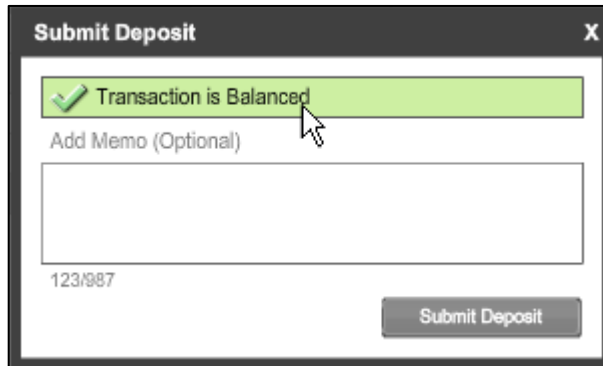


- If there are no errors, click **Submit Deposit**.

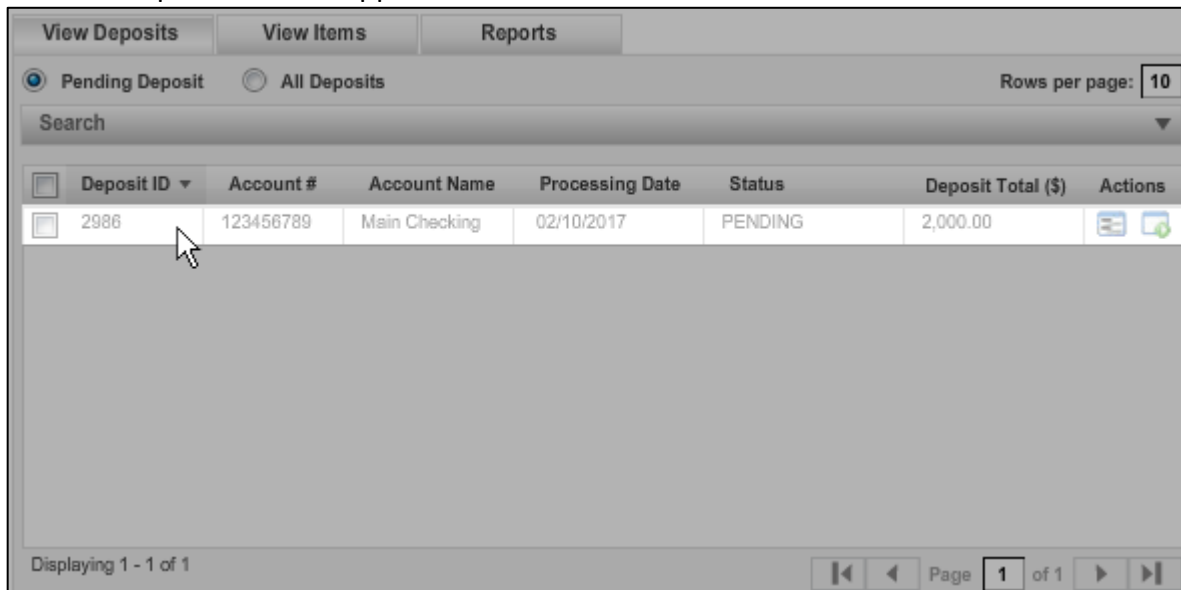




- If there are errors, there will be a Fix Errors button. Please refer to the Errors page on page 10.

- The system will confirm that the Deposit is balanced. You can add a memo to the Deposit record and then click **Submit Deposit**.



- The new deposit will now appear in the **Search** screen.



Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
2986	123456789	Main Checking	02/10/2017	PENDING	2,000.00	 

- If it is not in a pending status, you can see it by displaying **All Deposits**.


Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
2986	123456789	Main Checking	02/10/2017	PENDING	2,000.00	[Icons]
2985	123456789	Main Checking	02/10/2017	SUBMITTED	2,250.00	[Icons]
2984	123456789	Main Checking	02/10/2017	SUBMITTED	3,103.00	[Icons]
2983	123456789	Main Checking	02/10/2017	SUBMITTED	1,700.00	[Icons]

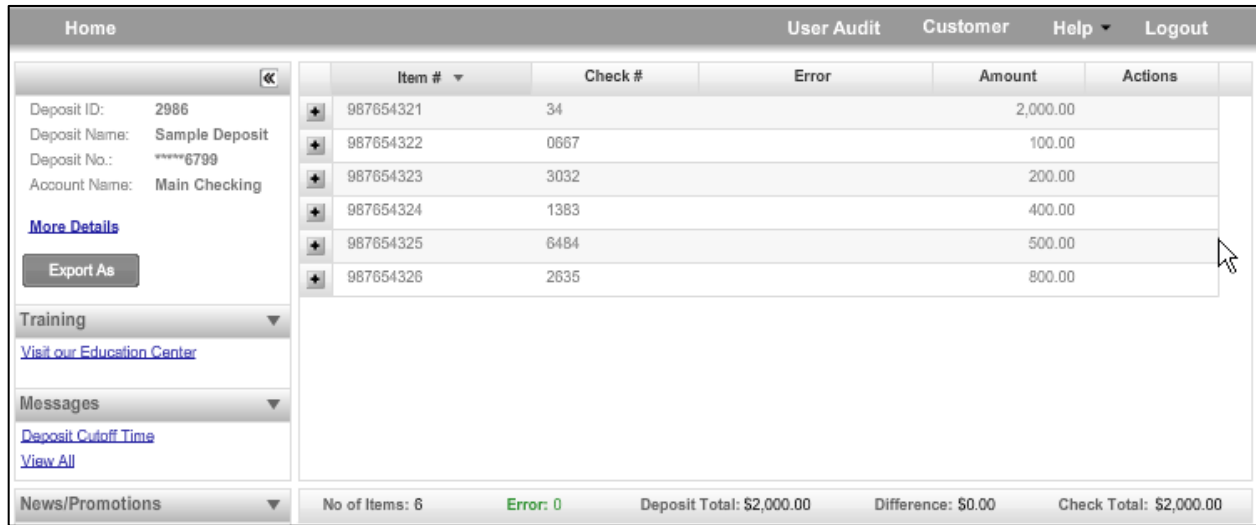
- A quick-view summary of the **Deposit Details** is available with a single click of the Deposit Details icon under the Actions tab column (see pg. 7 for reference):

Deposit Details X

Site ID	34
Deposit ID	2986
Deposit Name	Sample Deposit
Account Number	*****6799
Account Name	Main Checking
Last Updated By	Washington
Capture User	Washington
Create Date/Time	02/10/2017 10:30
Processing Date	02/10/2017
Submit Date/Time	02/10/2017 10:30
Status	PENDING
Count (CR/DB)	5/5
Deposit Total	2,000.00
Memo	

Close

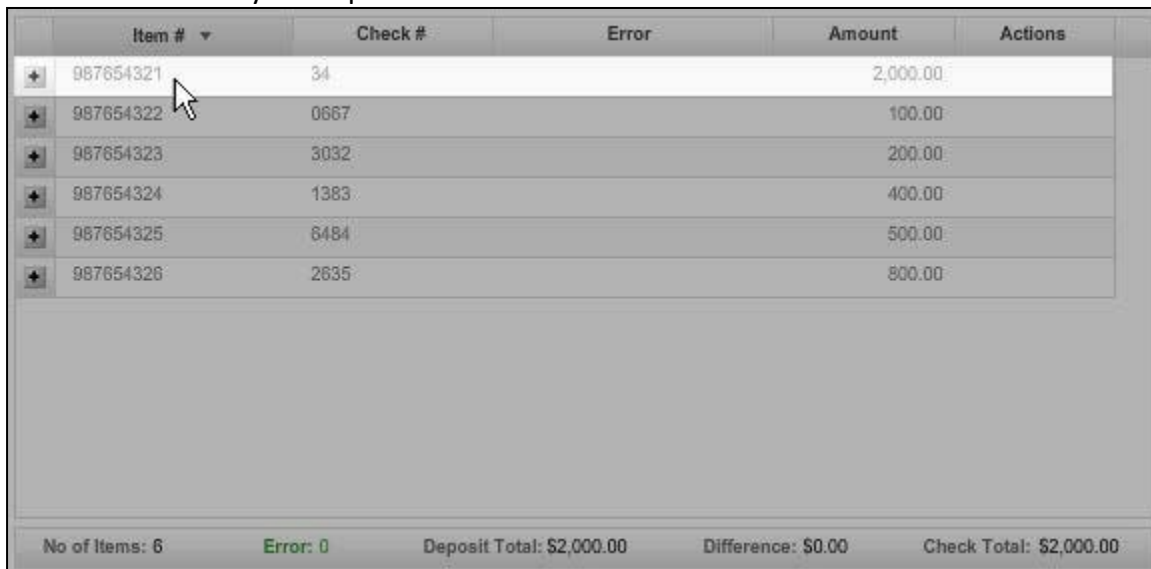
- You can also view the deposit in the scanning screen by clicking on the View Deposit  icon (see pg. 7 for reference):



Item #	Check #	Error	Amount	Actions
987654321	34		2,000.00	
987654322	0667		100.00	
987654323	3032		200.00	
987654324	1383		400.00	
987654325	6484		500.00	
987654326	2635		800.00	

No of Items: 6 Error: 0 Deposit Total: \$2,000.00 Difference: \$0.00 Check Total: \$2,000.00

- When you submit the deposit, the system generates an electronic credit (virtual deposit slip), which is added to the items listed for your deposit. The amount of the Credit Voucher is equal to the total amount of your deposit.



Item #	Check #	Error	Amount	Actions
987654321	34		2,000.00	
987654322	0667		100.00	
987654323	3032		200.00	
987654324	1383		400.00	
987654325	6484		500.00	
987654326	2635		800.00	

No of Items: 6 Error: 0 Deposit Total: \$2,000.00 Difference: \$0.00 Check Total: \$2,000.00

- The virtual deposit slip is created as an item for accounting purposes.

Item #	Check #	Error	Amount	Actions
987654321	34		2,000.00	

Electronic Credit

Processing Date: 10/10/2017

Customer Name: President's Inc.

Customer Number: 123456708-1234

Deposit Name: Sample Deposit

Deposit made to: Main Checking

Deposit Number: 2988

Deposit Amount: \$ 2,000.00

125000003 123456789 40

Serial	Transit	Account	Check	Amount
	125000003	123456789	40	2,000.00

No of Items: 6
Error: 0
Deposit Total: \$2,000.00
Difference: \$0.00
Check Total: \$2,000.00

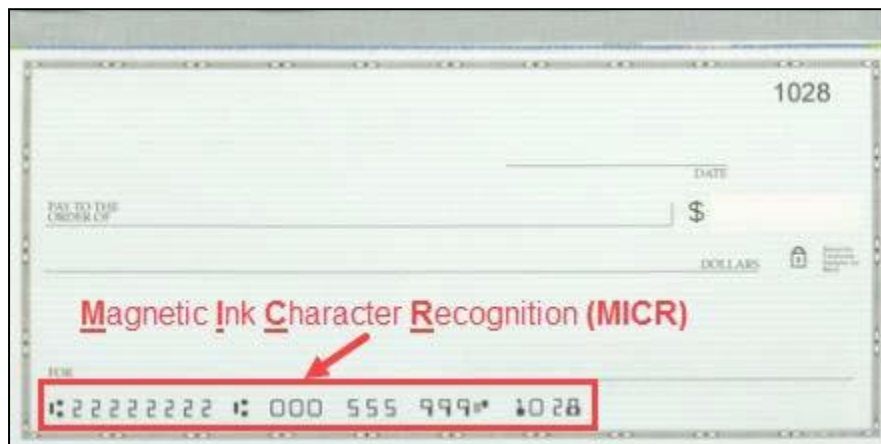
Errors

If there are any errors, the Fix Errors button will be available. Click on **Fix Errors**. If you click **Save Deposit** at any time before submitting, it will put the deposit in a Suspended status. The deposit errors must be corrected before you can submit. Once errors are corrected, click Submit Deposit.

No of Items: 5	Error: 1	Deposit Total: \$2,000.00	Difference: \$200.00	Check Total: \$1,800.00
<input type="button" value="Scan"/>	<input checked="" type="checkbox"/> Detect Double-Feed	Please Fix Errors then Submit	<input type="button" value="Fix Errors"/>	<input type="button" value="Save Deposit"/>

Magnetic Ink Character Recognition – MICR

MICR is a technology used to verify the legitimacy or originality of paper documents, especially checks. Special ink, which is sensitive to magnetic fields, is used in the printing of certain characters on the original documents.



Correcting Errors – Incorrect Amounts & MICR Line

The system will indicate any errors and identify the item with an alert.

	Item # ▾	Check #	Error	Amount	Actions
+	987654322	0667		100.00	✗
+	123456789	3032	⚠		✗
+	987654324	1383		400.00	✗
+	987654325	6484		500.00	✗
+	987654326	2635		800.00	✗

No of Items: 5 **Error: 1** Deposit Total: \$2,000.00 Difference: \$200.00 Check Total: \$1,800.00

 Detect Double-Feed Please Fix Errors then Submit

- To fix the error, use the plus/minus box (+ -) to open/expand the item. The cursor will move to each field requiring correction, which will be highlighted in pink. Key the missing or incomplete value according to what you see on the document. If you cannot read the document, click the image to enlarge it. Click the image again to re-size it.

Item #	Check #	Error	Amount	Actions
987654322	0667		100.00	✗
123456789	3032	⚠		✗

John Dough
2721 Cherry Street
Hometown USA 55555
02/14/2017
3032

PAY TO THE ORDER OF Presidents Inc. 200.00

Two Hundred Dollars and no/100 DOLLARS

MyFinancial, Inc.

MEMO John Dough

011999993 22222 3032

Serial	Transit	Account	Check	Amount
	011999993	22222	3032	

No of Items: 5 **Error: 1** Deposit Total: \$2,000.00 Difference: \$200.00 Check Total: \$1,800.00

Scan
 Detect Double-Feed
Please Fix Errors then Submit
Fix Errors
Save Deposit

- In the example below, the amount of check was not readable.

123456789
3032
⚠

John Dough
2721 Cherry Street
Hometown USA 55555
02/14/2017
3032

PAY TO THE ORDER OF Presidents Inc. 200.00

Two Hundred Dollars and no/100 DOLLARS

MyFinancial, Inc.

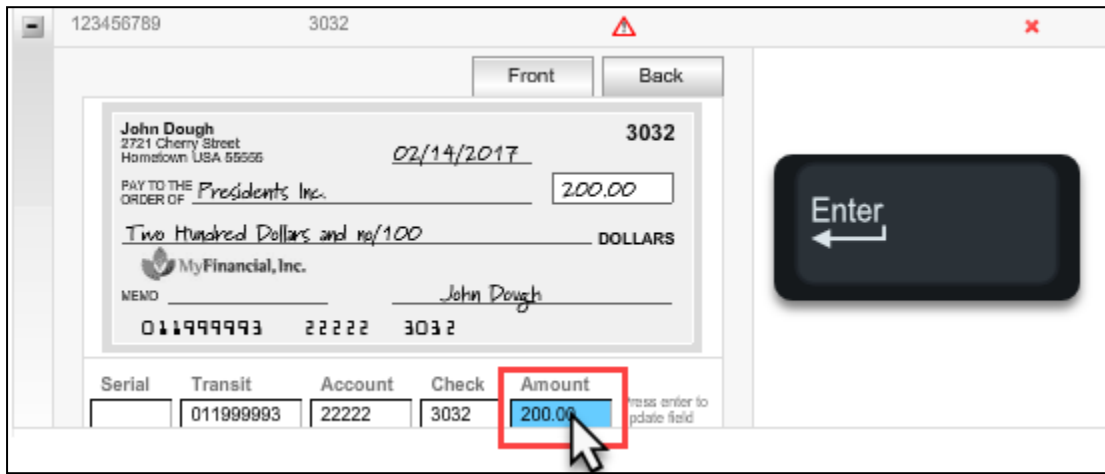
MEMO John Dough

011999993 22222 3032

Serial	Transit	Account	Check	Amount
	011999993	22222	3032	

Note: The written amount on any check is the legal amount.

- To correct this error, type in the correct amount and use the **Enter** key on your keyboard to save the correction.



- Note:** Errors in reading the MICR line are corrected in the same way – enter the correct amount and use the **Enter** key on your keyboard to save the correction.
- If you need to enter or correct data in a field that is not highlighted, use the following hotkeys to move to the desired field.
 - F1 = Amount
 - F2 = TC (this field is for trancode or personal check number)
 - F3 = Account
 - F4 = Field4 (this is an alternate position for a 4-digit check number, positioned between Account & Amount fields)
 - F5 = Transit Routing
 - F7 = Serial (this field is for the check number on business checks)

- When you close the item display by clicking on the minus icon (–), you'll see the alert icon has disappeared and the error count reflects your corrections.

	Item #	Check #	Error	Amount	Actions
+	987654322	0667		100.00	×
+	987654323	3032		200.00	×
+	987654324	1383		400.00	×
+	987654325	6484		500.00	×
+	987654326	2635		800.00	×

No of Items: 5 **Error: 0** Deposit Total: \$2,000.00 Difference: \$0.00 Check Total: \$2,000.00

Detect Double-Feed
 Please Fix Errors then Submit

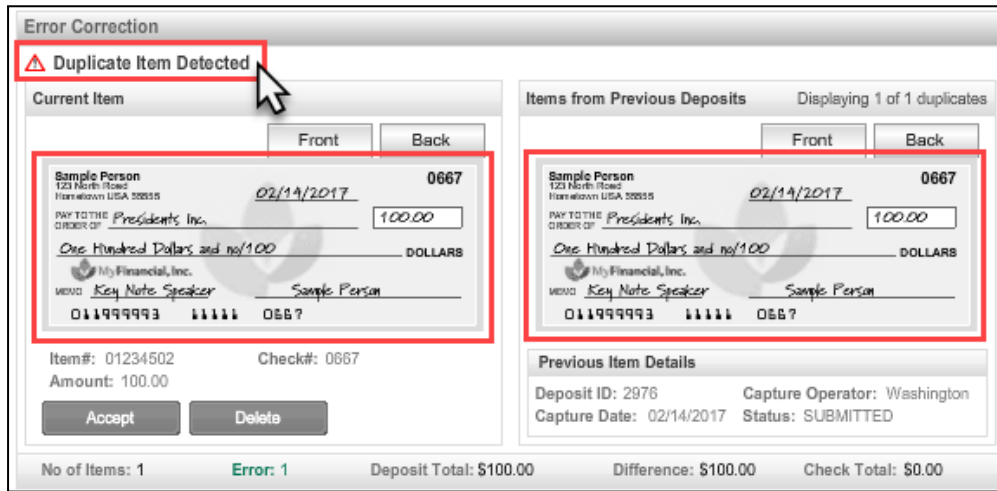
- When all errors have been corrected, click **Submit Deposit**.

No of Items: 5 **Error: 0** Deposit Total: \$2,000.00 Difference: \$0.00 Check Total: \$2,000.00

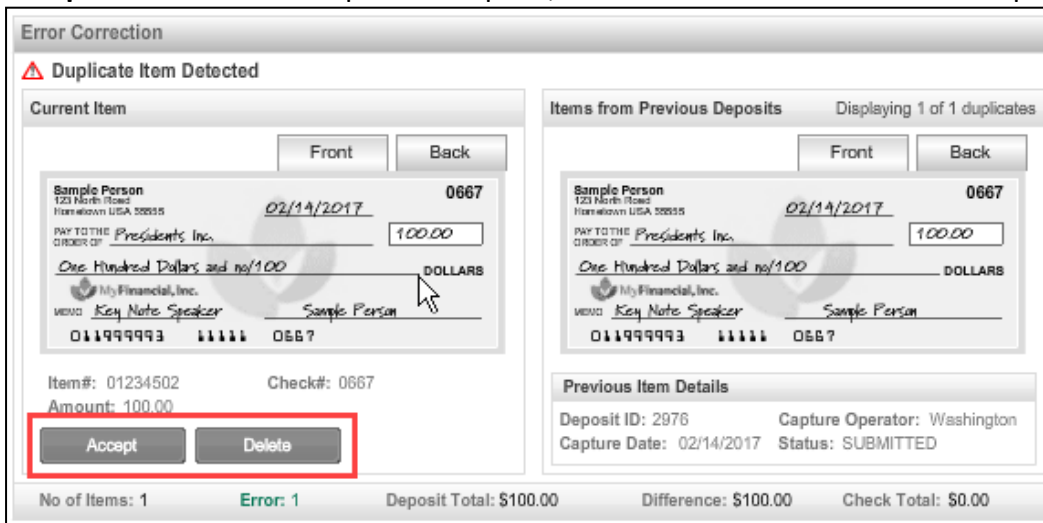
Detect Double-Feed
 Please Fix Errors then Submit

Correcting Errors – Duplicate Items

When all exceptions are corrected, the system will detect any duplicate items that were included in an earlier deposit. It alerts you to the suspected duplication and displays both check images side-by-side with the current item on the left and previously scanned item on the right. Data pertaining to the previously scanned item will be displayed beneath the two images. (If multiple suspected duplicates are found, arrows will appear next to the image on the right.)



- Compare the items to determine if the check has already been deposited (i.e., duplicate).
- Click **Accept** to include it in the present deposit, or **Delete** to remove it from the deposit.



- If no duplicates are found or when duplicates are resolved, the deposit is ready to be balanced or submitted.

Note: If you need to redeposit an item, please email eDeposit@c1data.com.

Correcting Errors – Image Errors (Image Quality Assurance Exceptions)

If an item fails an image quality test due to poor quality, it will be flagged with an alert in the error column. Review the image to determine if it needs to be rescanned or is acceptable.

Item #	Check #	Error	Amount	Actions
+ 987654322	0667		100.00	✘
+ 987654324	1383		400.00	✘
+ 123456789	NA	⚠		✘
+ 987654325	6484		500.00	✘
+ 987654326	2635		800.00	✘

No of Items: 5 Error: 1 Deposit Total: \$2,000.00 Difference: \$200.00 Check Total: \$1,800.00

Detect Double-Feed Please Fix Errors then Submit

- Use the plus/minus box (+ -) to view the item, and click on **Fix Errors**.

Item #	Check #	Error	Amount	Actions
- 123456789	NA	⚠		✘

Front
Back

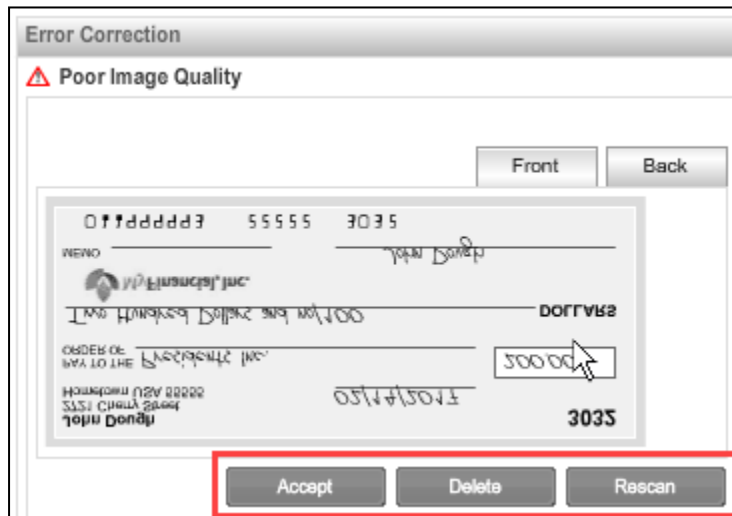
Serial	Transit	Account	Check	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Press enter to update field

No of Items: 5 Error: 1 Deposit Total: \$2,000.00 Difference: \$200.00 Check Total: \$1,800.00

Detect Double-Feed Please Fix Errors then Submit

- Depending on the quality of the image, choose an option:
 1. **Accept** – if the image is clear (i.e., characters are readable, all four corners appear in the scanned image, and it is not misaligned).
 2. **Delete** – if you do not want to include the item in your deposit.
 3. **Rescan** – this is typically the best option, especially if the image needs to be improved (i.e., if it is crooked or upside down).

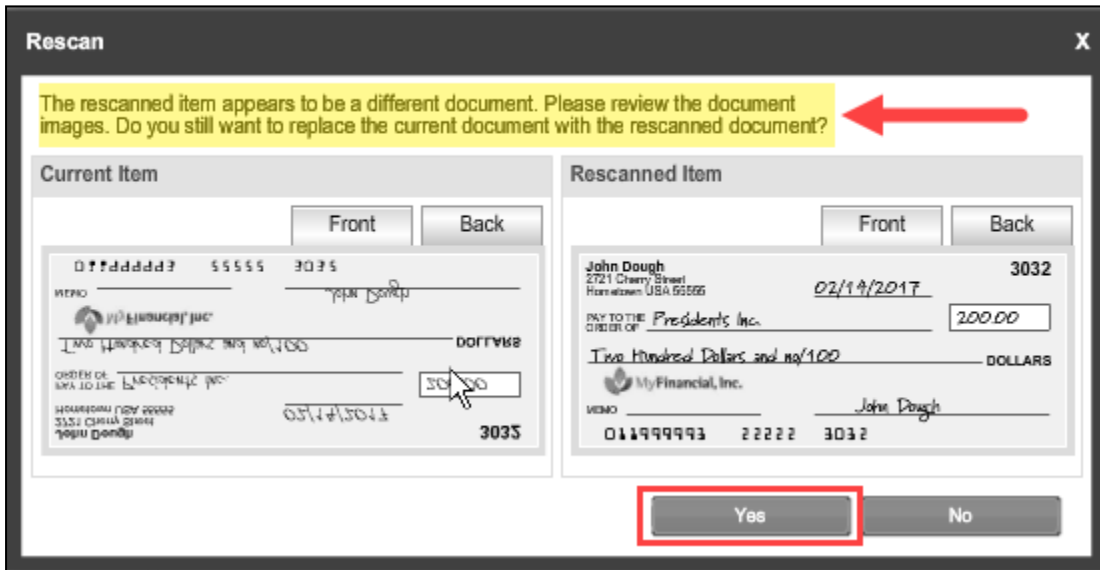


Rescanning an Image

- To **Rescan** a check, load the item into your scanner and click **Yes** to approve the re-scan.

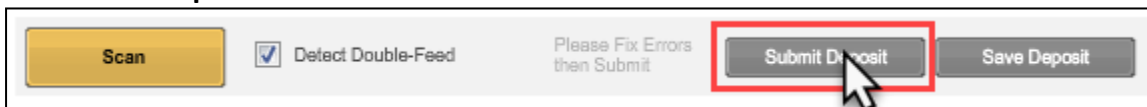


- The system may ask you to verify the item after it was scanned again. Click **Yes** to replace the original scanned item in your deposit list.



	Item #	Check #	Error	Amount	Actions
+	987654322	0667		100.00	✗
+	987654324	1383		400.00	✗
+	123456789	3032		200.00	✗
+	987654325	6484		500.00	✗
+	987654326	2635		800.00	✗

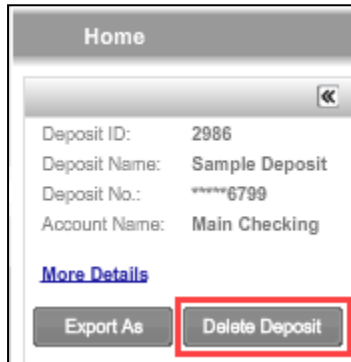
- Click **Submit Deposit**.



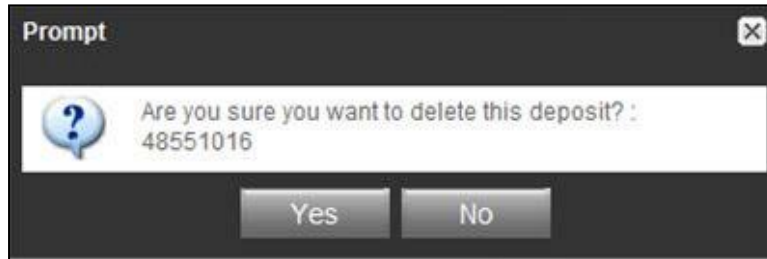
- Note:** Sometimes rescanning will not improve the image quality and it will continue to be flagged as a Poor Image Quality exception. If you need assistance with an illegible item, please call our eDeposit Help Desk at (877) 771-9997.

Deleting an Image

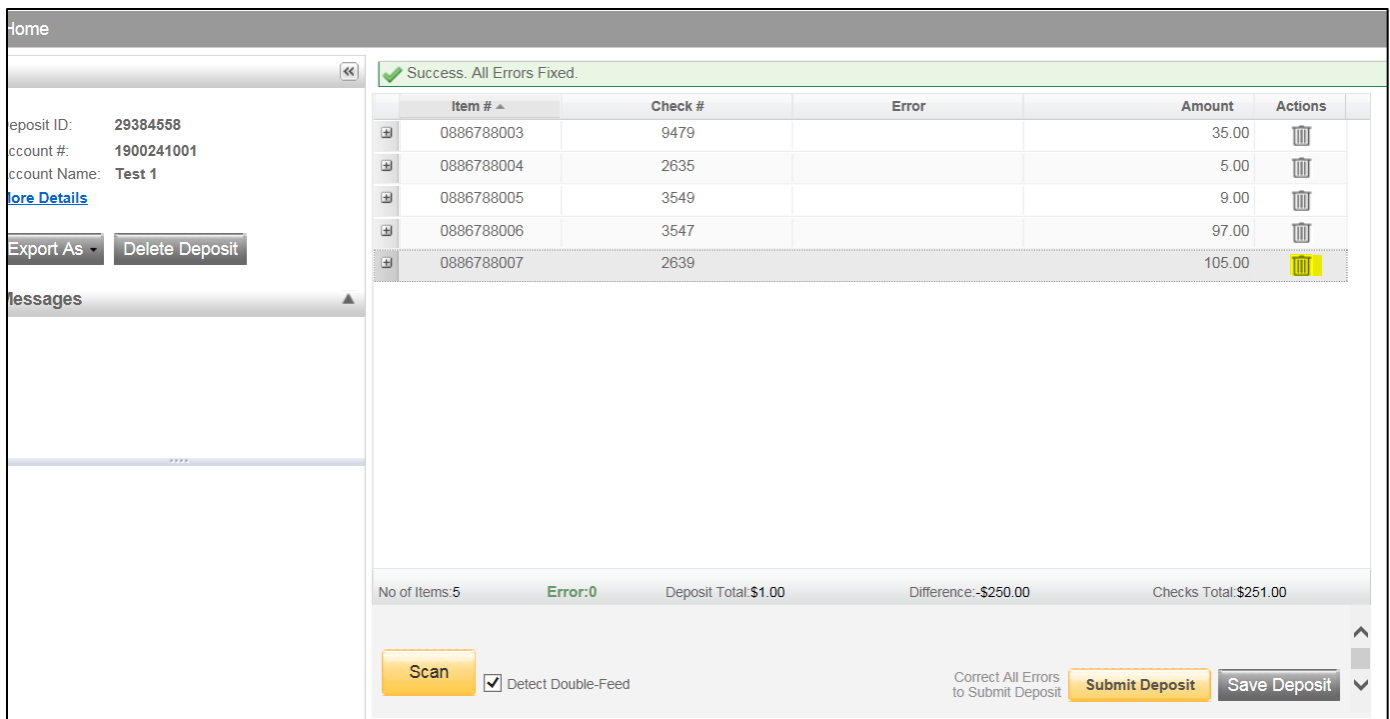
- Click **Delete Deposit** on the left side of the screen.



- A popup prompt will appear asking if you are sure you want to delete the deposit.



- To delete a single check, click on the 'Garbage Can' icon to the right of the check you wish to delete.

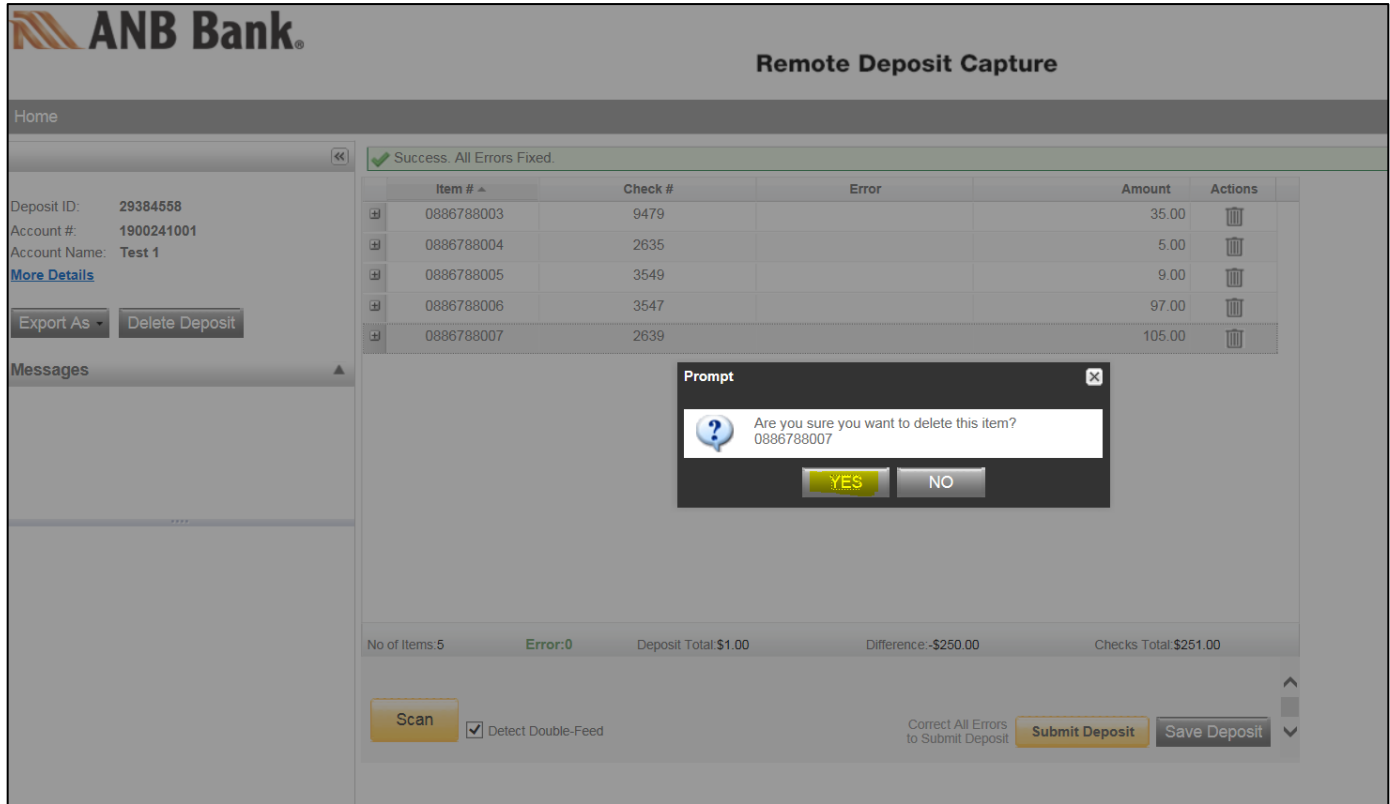


The screenshot shows the main interface of the eDeposit application. On the left, there is a sidebar with account details: Deposit ID: 29384558, Account #: 1900241001, and Account Name: Test 1. Below this are buttons for 'Export As' and 'Delete Deposit'. The main area displays a table of checks with a success message at the top: 'Success. All Errors Fixed.' The table has columns for Item #, Check #, Error, Amount, and Actions. The last row is highlighted in yellow.

Item #	Check #	Error	Amount	Actions
0886788003	9479		35.00	
0886788004	2635		5.00	
0886788005	3549		9.00	
0886788006	3547		97.00	
0886788007	2639		105.00	

At the bottom of the screen, there is a summary bar showing: No of Items: 5, Error: 0, Deposit Total: \$1.00, Difference: -\$250.00, and Checks Total: \$251.00. Below this are buttons for 'Scan', 'Submit Deposit', and 'Save Deposit', along with a checkbox for 'Detect Double-Feed'.

- Click **Yes** if you are sure and physically remove the item from the deposit.



The screenshot shows the ANB Bank Remote Deposit Capture interface. At the top, it says "Remote Deposit Capture". Below that, there's a "Home" link and a success message: "Success. All Errors Fixed." A table lists five items with columns for Item #, Check #, Error, Amount, and Actions. The first item (0886788003) is highlighted. A "Prompt" dialog box is open, asking "Are you sure you want to delete this item? 0886788007" with "YES" and "NO" buttons. At the bottom, there are summary statistics: "No of Items: 5", "Error: 0", "Deposit Total: \$1.00", "Difference: -\$250.00", and "Checks Total: \$251.00". There are also buttons for "Scan", "Submit Deposit", and "Save Deposit".

Item #	Check #	Error	Amount	Actions
0886788003	9479		35.00	
0886788004	2635		5.00	
0886788005	3549		9.00	
0886788006	3547		97.00	
0886788007	2639		105.00	

- Deleted checks remain visible, but the data is grayed out. Take any deleted checks, i.e., foreign checks, torn checks, etc. to your ANB Bank branch for deposit. If you have any questions, please call our eDeposit Help Desk at (877) 771-9997.

If an Item Piggybacks

If you discover that two checks ran through the scanner together (“piggyback”), find the checks in the scanner exit pocket, delete the piggyback record, and scan these checks at the end of the deposit.

Correcting Errors – Balance Errors

Balance errors occur when the deposit amount you entered does not match the amount of the items scanned.

No of Items: 5 Error: 0 Deposit Total: \$2,100.00 Difference: \$100.00 Check Total: \$2,000.00

Scan Detect Double-Feed Please Fix Errors then Submit Submit Deposit Save Deposit

- Almost all balance exceptions occur for one of two reasons:
 1. An error in the declared amount of the deposit, which you entered when you began the deposit, or
 2. There is an error in the amount read by the software when scanning an item.
 3. For any other exceptions, call our eDeposit Help Desk at (877) 771-9997.

Item #	Check #	Error	Amount	Actions
+ 987654322	0667		100.00	✗
+ 987654323	3032		200.00	✗
+ 987654324	1383		400.00	✗
+ 987654325	6484		500.00	✗
+ 987654326	2635		800.00	✗

No of Items: 5 Error: 0 Deposit Total: \$2,100.00 Difference: \$100.00 Check Total: \$2,000.00

Scan Detect Double-Feed Please Fix Errors then Submit Submit Deposit Save Deposit

- To correct a balance exception, double check your declared amount for the deposit by adding all the individual items together.

Item #	Check #	Error	Amount	Actions
+ 987654322	0667		100.00	✗
+ 987654323	3032		200.00	✗
+ 987654324	1383		400.00	✗
+ 987654325	6484		500.00	✗
+ 987654326	2635		800.00	✗

No of Items: 5 Error: 0 Deposit Total: \$2,100.00 Difference: \$100.00 Check Total: \$2,000.00

Scan Detect Double-Feed Please Fix Errors then Submit Submit Deposit Save Deposit

2,000.00

- If the totals do not balance:
 - Check individual items for accuracy of the captured amount.

Item #	Check #	Amount	Actions
987654322	0667	100.00	X
987654323		200.00	X
987654324		400.00	X
987654325		500.00	X
987654326		800.00	X

Sample Person 123 North Road Hometown USA 55555 02/14/2017 PAY TO THE ORDER OF <u>Presidents Inc.</u> <u>100.00</u> One Hundred Dollars and no/100 DOLLARS MyFinancial, Inc. MEMO <u>Key Note Speaker</u> <u>Sample Person</u> 011999993 11111 0667
--

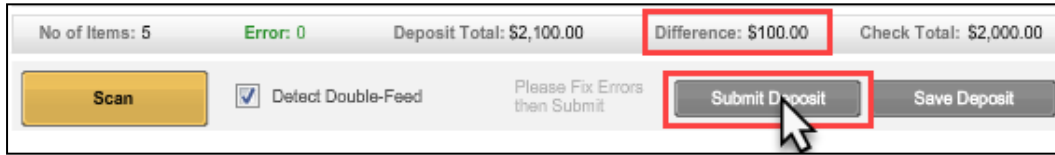
- If you find a discrepancy, type in the correct amount and use the **Enter** key on your keyboard to save the correction, or use the F1 key.

Item #	Check #	Error	Amount	Actions
987654322	0667		100.00	X

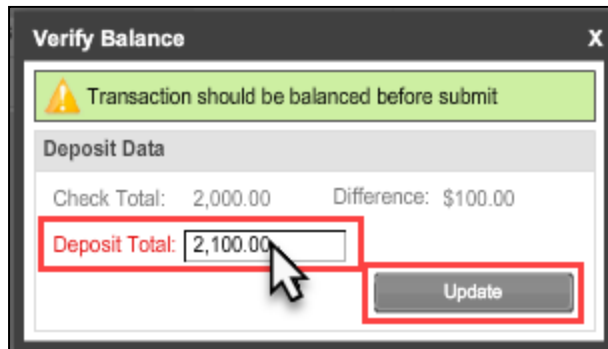
Front Back Sample Person 123 North Road Hometown USA 55555 02/14/2017 PAY TO THE ORDER OF <u>Presidents Inc.</u> <u>100.00</u> One Hundred Dollars and no/100 DOLLARS MyFinancial, Inc. MEMO <u>Key Note Speaker</u> <u>Sample Person</u> 011999993 11111 0667	Enter
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Serial	Transit	Account	Check	Amount	Press enter to update field
	011999993	11111	0667	100.00	

- If you discover an error in your declared total, it can be changed after you click **Submit Deposit**.



- A **Verify Balance** box will appear. Do not change the **Deposit Total** unless you are certain it is incorrect. Click **Update** to complete the submission of the deposit.



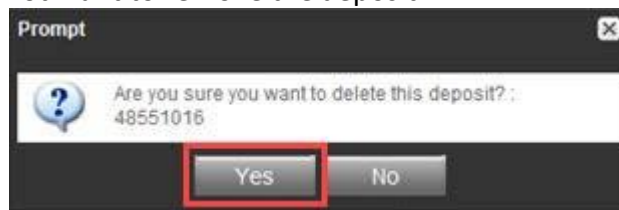
End of Day

At the end of each day, be sure to:

1. Verify that all Deposits are in Submitted, Under Review, or Delivered status. Deposits should not be listed on the **Pending Deposits** tab on Deposit Status screen. (Refer to pg. 7 and the Status column.) Any deposits that are in Pending Status must be completed and submitted by you.
2. Print or save any needed reports, i.e., PDF Report, CSV Report, XML Extract, or Deposit Detail Report.
3. Click **Logout** at the top of any screen. This will log the user out of the application and then you can exit your browser.

To Remove a Deposit

- Select the deposit on the Deposit Status Screen and click Remove at the bottom right of the screen. A Prompt appears “Are you sure you want to delete this deposit?” Select **Yes** to remove or **No** if you do not want to remove the deposit.



- A deposit cannot be removed if it has been submitted.
- A removed deposit cannot be recovered. If you need the deposit, you must re-capture it.

Query for Items Previously Processed

- Select the **View Items** tab.

- Select the **Search** drop down and select **Advanced Search**.

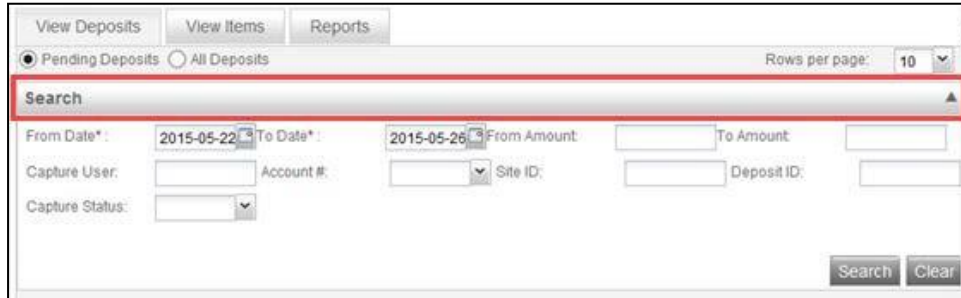
- Enter search criteria in Search options. Include a deposit ID or at least one MICR field in the search criteria. Click **Search**.

- Click on the plus/minus box () by the item to view or to close. Click **Clear** if you need to search again.

	Deposit ID	Item #	RT	Account	Check	Amount	Actions
	397815	0886654156	011999993	*****2323	1069	300.00	
	397799	0886653654	011999993	*****2323	0991	5.05	

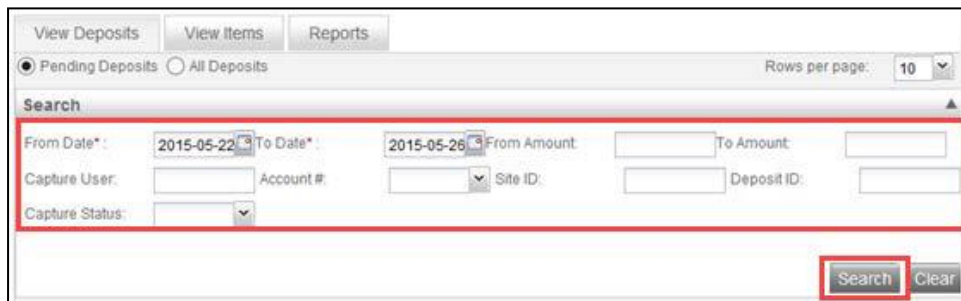
Search for Previous Day/Batches Processed

- Select **View Deposits** tab.
- Select the **Search** drop-down and select **Advanced Search**.



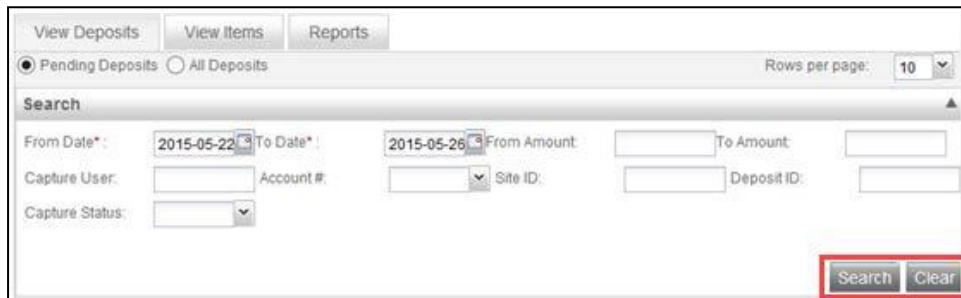
The screenshot shows the 'View Deposits' tab selected. Below the tabs are radio buttons for 'Pending Deposits' (selected) and 'All Deposits'. A 'Rows per page' dropdown is set to '10'. A 'Search' dropdown menu is open, showing a list of search options. The search criteria form includes fields for 'From Date*' (2015-05-22), 'To Date*' (2015-05-26), 'From Amount', 'To Amount', 'Capture User', 'Account #', 'Site ID', and 'Deposit ID'. A 'Capture Status' dropdown is also present. 'Search' and 'Clear' buttons are at the bottom right.

- Enter search criteria in Search options, click **Search**. (MICR fields don't need to be included in search criteria.)



This screenshot is identical to the previous one, but the 'Search' button is highlighted with a red box, indicating the next step in the process.

- To return to current date, click **Clear** and then **Search**.



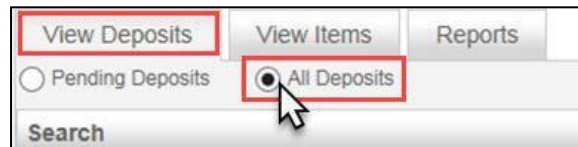
This screenshot is identical to the previous ones, but both the 'Clear' and 'Search' buttons are highlighted with red boxes, indicating the final step in the process.

Administration

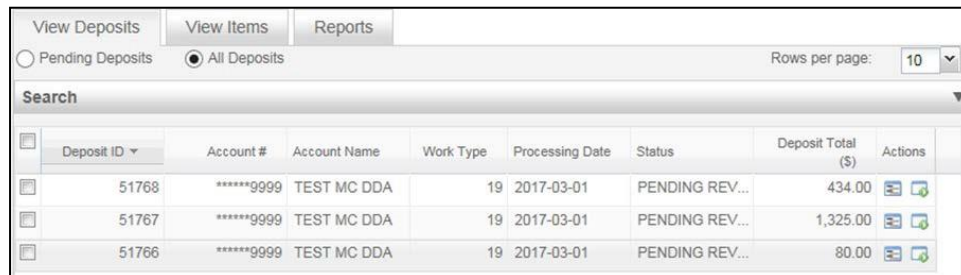
Administration – Reports

Finding a specific deposit or a single item in a deposit is quick and easy.

- From the **View Deposits** screen, click **All Deposits**.



- A list of deposits stored in the system will be displayed.



The screenshot shows a table with the following columns: Deposit ID, Account #, Account Name, Work Type, Processing Date, Status, Deposit Total (\$), and Actions. The table contains three rows of data.

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
51768	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	434.00	[Icons]
51767	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	1,325.00	[Icons]
51766	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	80.00	[Icons]

- Each of the column headers can be clicked to sort the list in ascending or descending order based on:
 - Deposit ID
 - Account Number
 - Account Name
 - Processing Date
 - Status
 - Deposit Total

- To narrow the number of deposits listed, use the search filters to select a date or amount range.

View Deposits
View Items
Reports

Pending Deposits
 All Deposits

Rows per page: 10

Search

From Date*: To Date*: From Amount: To Amount:

[Advanced Search](#)

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
51768	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	434.00	
51767	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	1,325.00	
51766	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	80.00	


- An **Advanced Search** gives you additional filters such as:
 - User
 - Deposit ID
 - Status

Search

From Date*: To Date*: From Amount: To Amount:

Capture User: Account #: Site ID: Deposit ID:

Capture Status:

- You can view a summary of any deposit in the list, or open the deposit in the scanning screen by clicking on the  icon.

View Deposits | View Items | Reports

Pending Deposits All Deposits Rows per page: 10




Search

From Date*: 2017-03-01 To Date*: 2017-03-01 From Amount: To Amount:

Capture User: Account #: Site ID: Deposit ID:

Capture Status:

Search Clear

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
51768	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	434.00	
51767	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	1,325.00	
51766	*****9999	TEST MC DDA	19	2017-03-01	PENDING REV...	80.00	

Deposit Details X

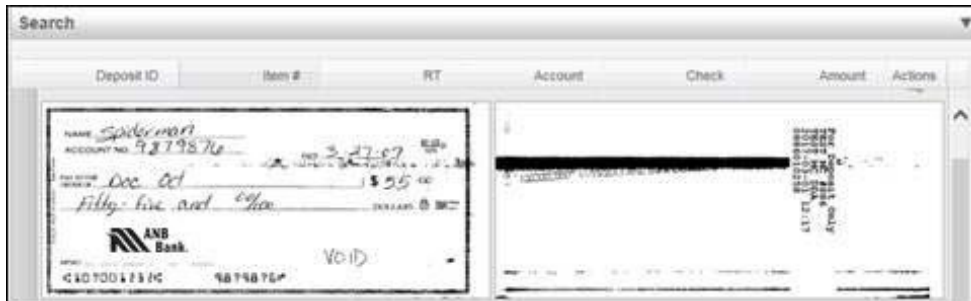
Deposit ID	399906
Deposit Name	TEST
Account Number	9999999
Account Name	ABC Test
Work Type	28 - 28-MER-WC-18:00
Deposit Status	CAPTURE COMPLETE
Number of Items	4
Number of Checks	4
Number Of Errors	3
Deposit Total	\$142.00
Check Total	\$142.00
Difference	\$0.00
Memo	

Close

- To find a specific item, select **View Items**. The same types of sorting and search functions available for deposits are also available to filter the Item list.

Deposit ID	Item #	RT	Account	Check	Amount	Actions
51768	0886010259	107001232	*****4568		5.00	[+/-]
51768	0886010258	107001232	*****9876		55.00	[+/-]
51768	0886010257	107001232	*****2678		45.00	[+/-]
51768	0886010256	107001232	*****5678		100.00	[+/-]
51768	0886010255	107001232	*****3176		80.00	[+/-]
51768	0886010254	124000012	*****9606	7449	134.00	[+/-]
51768	0886010253	107001232	*****8519		15.00	[+/-]
51768	0886010252	107001232	*****9999	148	434.00	[+/-]
51767	0886010011	122234822	*****9136	1234	1,000.00	[+/-]
51767	0886010010	107001232	*****4567		10.00	[+/-]

- Clicking the plus-minus box ([+/-]) will display the image of both the front and back of the selected item.



- From the **Reports** tab, you can generate a number of useful deposit reports for your records by clicking the **Export As** button to import the information in to your accounting software.

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total
51768	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	434.00
51767	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	1,325.00
51766	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	80.00

- The **Deposit Report** is a summary of all deposits displayed on the page.

Deposit Report													
Deposits by ID													
Site ID	Location ID	Deposit ID	Batch ID	Work Type ID	Processing Date	Last Updated Time	Last Update User	Deposit Status	Credit Total	Debit Total	Deposit Diff	Account Name	Account #
9999	9999	51768	148838863	19	2017-03-01	2017-03-01 12:20	DepositReview System	UNDER REVIEW	\$434.00	\$434.00	\$0.00	TEST MC DDA	*****9999
9999	9999	51767	148838855	19	2017-03-01	2017-03-01 12:20	DepositReview System	UNDER REVIEW	\$1,325.00	\$1,325.00	\$0.00	TEST MC DDA	*****9999
9999	9999	51766	148838820	19	2017-03-01	2017-03-01 12:20	DepositReview System	UNDER REVIEW	\$80.00	\$80.00	\$0.00	TEST MC DDA	*****9999
Totals:					Item Count (CR/DB): 3 / 21				\$1,839.00	\$1,839.00	\$0.00		

- The **Deposit Detail Report** shows all items in each of the displayed deposits.

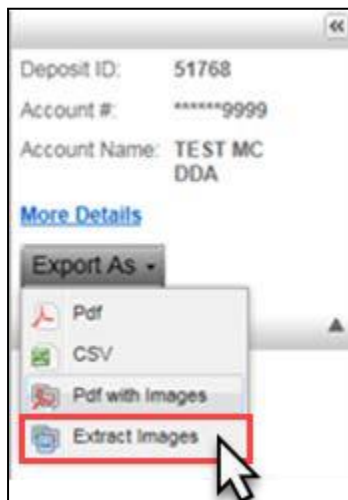
Deposit Detail Report							
Deposit Detail for Deposit ID: 51768							
Site ID: 9999				Deposit Report: UNDER REVIEW			
Batch ID: 148838863				Processing Date: 2017-03-01			
Customer Name: TEST MC #886				Company ID: 107001232-00886			
Worktype ID: 19 - 19-MER-DR-9-9-2 Hr				Submit Date/Time: 2017-03-01 12:18			
Deposit Name:				Account Name: TEST MC DDA			
				Location ID: 9999			
Transaction Detail for Transaction ID: 51768001							
Type: ELECTRONIC				Deposit Account: *****9999 - TEST MC DDA			
AUX/Serial	RIC	RT	WAUX/FLD4	Account	Check	Amount	Item Type
			107001232	99999999	148	\$434.00	Credit
			107001232	7928519		\$15.00	TransitDebit
	4		12400012	0030039606	7449	\$134.00	TransitDebit
			107001232	423176		\$80.00	TransitDebit
			107001232	345678		\$100.00	TransitDebit
			107001232	2222678		\$45.00	TransitDebit
			107001232	9879876		\$55.00	TransitDebit
			107001232	1234568		\$5.00	TransitDebit

- Opening a single deposit from the list allows you to view the deposit in the scanning screen. Click on the icon to open each deposit.

View Deposits		View Items		Reports			
<input checked="" type="radio"/> Deposit Query		<input type="radio"/> Item Query		Rows per page: 10			
Search							
Export As -							
Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
51768	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	434.00	
51767	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	1,325.00	
51766	*****9999	TEST MC DDA	19	2017-03-01	UNDER REVIEW	80.00	

Item #	Check #	Error	Amount	Actions
0886010252	148		434.00	
0886010253			15.00	
0886010254	7449		134.00	
0886010255			80.00	
0886010256			100.00	
0886010257			45.00	
0886010258			55.00	
0886010259			5.00	

- Generate a **Summary Report** or a **Deposit Detail Report** including images for individual deposits. Choose **Extract Images** to generate a ZIP file containing only the images of the checks.



- To report on the activities of a user, click on **User Audit**. Enter a **Date Range**, the **User** name of the employee, and click **Search**. A detailed report of that individual’s activities in the system will be displayed.

User Audit Rows per page: 10

Search Options

From Date*: 2017-03-01 To Date*: 2017-03-01 User: 555532TM9999

Time	User	Text
2017-03-01 12:08:04.541	555532TM9999	Login IP:10.206.57.6
2017-03-01 12:08:05.321	555532TM9999	Login IP:10.206.57.6
2017-03-01 12:09:14.683	555532TM9999	View Deposits
2017-03-01 12:09:15.587	555532TM9999	View Deposits
2017-03-01 12:10:09.239	555532TM9999	Create Deposit/Batch [Name:, Batch Id:51766, Site:9999, WorkType:19-ME...
2017-03-01 12:10:10.986	555532TM9999	View Deposits
2017-03-01 12:10:11.064	555532TM9999	View Deposits
2017-03-01 12:14:13.485	555532TM9999	View Deposits
2017-03-01 12:14:13.719	555532TM9999	View Deposits
2017-03-01 12:14:33.064	555532TM9999	Update Deposit/Batch Status to READY FOR APPROVAL [Batch Id:51766]

- Maintain and/or update your customer record in the system by clicking on **Customer**. Make any changes to the primary contact’s name, address, phone or email and click **Save Changes**.

Customer

Customer Information

Customer Name: TEST MC #886 Channel Type: MERCHANT

Contact Person Name: John Smith

Address Line 1: 1234 Main St,

Address Line 2:

City/State/Zip: TEST MC

Phone: Fax:

Email Address:

Deposit Status Definitions

- **Open** – A deposit is placed in Open status when the deposit is newly created and when a capture operator has reopened a deposit to add additional items, or to resolve exceptions.
- **Uploading** – A deposit that is in the process of uploading items.
- **Suspended** – A deposit will remain suspended if the operator selects Cancel instead of Capture complete. Exceptions can be repaired. Balancing cannot be performed.
- **Capture Complete** – This is a deposit that the operator has marked as complete to notify that it is ready for repair and balancing.
- **In Use** – This is a deposit that is in use by your bank or another operator. No actions are allowed on this deposit while in use.
- **Ready For Approval** – This deposit has all exceptions repaired and is ready to submit.
- **Pending Review** – This deposit has been sent for final review.
- **Under Review** – This deposit is currently going through final review.
- **Submitted** – This deposit is approved and ready for processing. No further actions will be allowed on this deposit.
- **Delivered** – This deposit has been delivered for processing.



Member FDIC