



**Enterprise
Source Capture Solutions
Merchant Capture Quick Guide**

Version 7.4.12.0-81

April 14, 2021

Confidential – Limited

**For Fiserv Item Processing Team and
Fiserv SCO clients**

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Revision History

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R. Thomas, L. Mackem	04/14/2021	Updated for Version 7.4.12.0-81	Merchant Capture Quick Guide V7.4.12.0-81 04142021.pdf

Reference

This document provides a quick guide to the Merchant Capture software. Fiserv's Source Capture Team has made a sincere effort to ensure the accuracy and quality of this training material; however, no guarantee is warranted, expressed or implied, with respect to the quality, reliability, accuracy, or freedom from error of this document. The information contained in this document is subject to change without notice. Data used as examples are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

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Customer Support

Cash Management Operations:

cashmanagementops@penncommunitybank.com

Tel: (215) 788-6094 Ext. 6100

Pages 2 – 14 are Classic View

Pages 15 – 27 are Contemporary View

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Before You Begin

The purpose of this guide is for quick reference on Merchant Capture.

Getting Started

Scanner Maintenance

Clean your scanner as advised by the manufacturer. If you run high volumes, we suggest cleaning daily.

Login to Web Capture

If you use your bank's website to access WebCapture, log into the bank's website and launch connection to Remote Capture.

OR

Use the desktop shortcut provided to you by your Bank Administrator.

Web Capture Login

User Id:

Password:

Enter or Click Login



The screenshot shows a window titled "Merchant Capture Login" with a "Help" button in the top-left corner. Inside the window, there are two text input fields: "User Id:" and "Password:". Below the "Password:" field is a "Login" button.

Creating a Deposit Classic View

On Deposit Status Screen

Select Deposit Capture

SiteID: 99991
Last Login: 2015-05-20, 11:28

Deposit Capture | Query | User | Customer | Help | Logout

Pending Deposits | All Deposits

Display/Hide Search | Summary Report

Search Options

Creation From Date: 2015-05-21 To Date: 2015-05-21 From Amount: To Amount:

Deposit Status: Site ID: Capture User:

Deposit ID: Account: Include Deletes:

Search Clear

Deposit Report

No Page Total Rows: 0

Select	Site ID	Deposit ID	Deposit Name	Account #	Account Name	Last Update User	Capture User	Created Time	Processing Date	Submit Date/Time	Deposit Status	Check Count	Deposit Total	Comments
No items in list!														

Remove

Deposit Name – N/A

Enter Total Deposit Amount

Select Account

Store Number – Optional field for serial number on Virtual Credit.

Click Create

SiteID: 99991
Last Login: 2015-05-20, 11:28

Deposit Capture | Query | User | Customer | Help | Logout

Merchant Create New Deposit

* Deposit Name:

Select WorkType: 28 - 28-MER-WC-18:00

* Deposit Amount: 0

* Select Account:

Store Number (optional):

Cancel Create

Scan Screen

Deposit Capture | Query | User | Customer | Help | Logout

All Items (Ctrl+A) Exceptions (Ctrl+E) Detailed Report Remove Deposit

Front Back

Deposit Information

Deposit ID: 400203 Deposit Name: Test
Worktype: 28 - 28-MER-WC-18.00
Processing Date: 2015-06-01
Deposit Status: OPEN
Deposit Account: *****9999

Number of Items: 0 Exceptions: 0
Checks: 0

Deposit Total: \$ 1.00 Checks Total: \$ 0
Difference: \$ -1.00

AUX/Serial: RIC: RT: WAUX/FLD4: Account: Check: Amount:

Update Item (Ctrl+U) Delete Item (Ctrl+X) User Fids (Ctrl+Z) IQA Detail

Item Number-	AUX/Serial-	RIC-	RT-	WAUX/FLD4-	Account-	Check-	Amount-	Item Type-	Image Quality-	Duplicate-
--------------	-------------	------	-----	------------	----------	--------	---------	------------	----------------	------------

Scan Detect Double-Feed Suspend Scan Capture Complete (Alt+C)

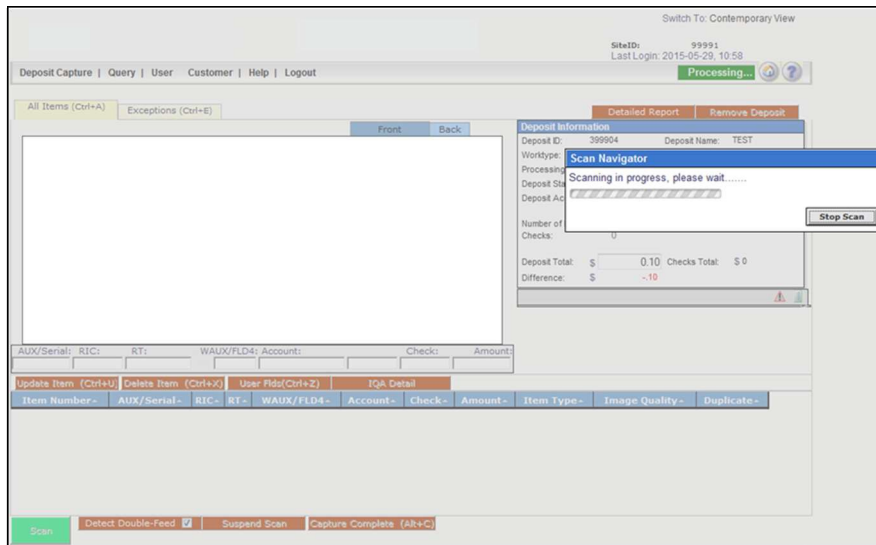
Note your Deposit ID number on something to attach to the front of your deposit after scanning. This is helpful if you need to refer back to this deposit.

Scanning Work

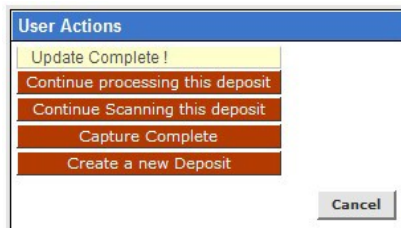
Please keep deposits to fewer than 50 items.

1. Make sure the checks are straightened and tidy before placing them in the hopper. Do not place too many items in hopper. Minimizing hopper items will reduce rejects, jams, double documents, and piggy backs and maximize image quality.
2. Click **Scan** at the bottom of the screen.
3. Click **Continue Scanning this Deposit** in the User Actions box if you had to remove your items from the scanner.

Monitor the Items Scanned and Items Processed counters at the bottom of the screen. If Items Processed falls behind by over 50 items, click **Stop Scan** on the Scan Navigator.



4. When Items Processed catches up, click **Continue Scanning This Deposit**. If Items Processed stops increasing, you might have lost your internet connection.
5. When you are finished scanning your deposit, click **Capture Complete**. The option **Continue processing this deposit** allows you to correct exceptions or look at items in your deposit. You must click **Capture Complete** before you can balance the batch.



IMPORTANT:

Deposits cannot be balanced if **Capture Complete** is not selected. Do not select **Create a new Deposit** in the User Actions box. This selection will suspend the current deposit and prevent you from completing it in the proper sequence. To create another deposit select **Deposit Capture**.

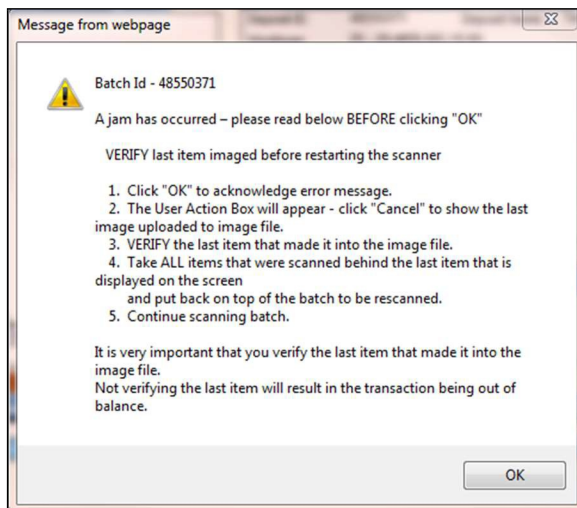
6. Verify that the last item on the screen matches the last item in the scanner pocket and that the item number sprayed by your scanner is legible if applicable. Now you are ready to correct exceptions, balance, or create another deposit.

*Clip or band the deposit together with the deposit ID noted in front. Place processed deposit face down in a process complete bin or box. Storing the processed deposits in an orderly way will prevent accidental rescanning and make research easier. **Processed deposits should be retained for at least 90 days in case there are issues with your deposit.***

If an item Jams

The scanner will stop and a message will appear.

- Remove the items from the exit pocket and turn face down.
- Remove the items from the feeder and place face up next to the scanner.
- Follow steps in the jam message below.



Clicking OK may clear any items jammed in the scanner. (If the scanner doesn't clear, you must manually remove the items.)

Do not assume that an item was captured because it is endorsed.

Place uncaptured items in front of the items removed from the feeder. Return the items to the feeder and click: **Scan**.

Processing Exceptions

Click the **Exceptions** tab. This will take you to the first item to be corrected for either a MICR exception or an **image quality assessment** (IQA) exception. The software will guide you through each field to be corrected. Exceptions will be cleared from the screen as they are resolved. When all MICR and IQA exceptions are resolved, the software will check for duplicate exceptions and present them on the **Exceptions** tab as well. Follow the detailed procedures below for handling MICR, IQA and duplicate exceptions.

MICR Exceptions

The cursor will move to each field requiring correction, which will be highlighted in pink. At the top of the screen, there will be an accompanying error message in **RED**. 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.

Hint: You do not need to enter the decimal in the amount field.

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 & TR*)

F5 = Transit Routing

F6 = RIC (*just left of the TR if present; for return item & IRD use; blank the field when not present on document*)

F7 = Serial (*this field is for the check number on business checks*)

IQA Exceptions

If an item fails image quality tests, it will be flagged with an **X** in the **Image Quality** column in Classic View. Review the image to determine if it needs to be rescanned or is acceptable.

For each IQA exception, take one of the following actions:

1. **Accept** the image: If the image is completely legible, click **Accept Image**.
2. **ReScan** the image: If the image needs to be improved (e.g., if it is crooked or upside down), place the check in the scanner and click **ReScan**. You will receive a warning: “Do you want to rescan image for selected item?” Click **Yes**. The MICR will be compared with the original check. If there is a difference, you will receive a warning message. If you are certain you are rescanning the correct check, select **Yes**.

Sometimes rescanning will not improve the image and it will continue to be flagged as an IQA exception. If all of the important information is legible, click **Accept Image**.

If the image can't be improved and is still bad:

- You could make a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.) This would be subject to your financial institution's policy.
 - If everything is legible except for the amount (e.g., postal money orders), handwrite the amount on the check *in a blank area*, then click **ReScan** and then **Accept Image**.
3. **Delete** the image: If the image is illegible, verify that the image displayed is the item you want to delete. Click **Delete Item** and physically remove the item from the deposit. Deleted checks remain visible but the data is grayed out. Take any deleted checks to your Financial Institution for deposit.

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.

IMPORTANT:

The following items cannot be processed electronically. These items will create exceptions.

Savings Bonds*

Canadian US Dollar Items

Foreign Items

Non-Imageable Items (Checks that are not legible, too dark or too light)

You will need to remove these from your deposit and take them to your Financial Institution.

*Some clients have special processing in place to run Savings Bonds

Duplicate Exceptions

When all exceptions are corrected, the software will check for duplicates. If any are found, they will be flagged in the Duplicate column on the Exceptions tab. A Duplicates tab will also appear to the right of the Exceptions tab.

Click the **Duplicates** tab at the top of the screen. This will display the images suspected to be duplicates 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, page through the previously scanned items using the blue arrow buttons.

Once you determine whether the item is a duplicate, click **Delete Item** or **Accept Duplicate**. Please note that you must click the **Duplicates** tab for each duplicate found.

If no duplicates were found, or when all duplicates are resolved, the batch is ready to be balanced.

Deposit Capture | Query | User | Customer | Help | Logout

All Items (Ctrl+A) | Exceptions (Ctrl+E) | Duplicates (Ctrl+D) Detailed Report Remove B

Front Back Original Front Back

Wild Bill
123 Avenue
ANYTOWN, USA

DATE _____ 1001

Pay to the
Order of Uncle Sam \$10.00

One Thousand Dollars and no/100 _____ Dollars

The Big Bank **TEST DOCUMENT**

For _____

⑆02⑆1099993⑆ ⑆23456⑆ ⑆00⑆

Wild Bill
123 Avenue
ANYTOWN, USA

DATE _____ 1001

Pay to the
Order of Uncle Sam \$10.00

One Thousand Dollars and no/100 _____ Dollars

The Big Bank **TEST DOCUMENT**

For _____

⑆02⑆1099993⑆ ⑆23456⑆ ⑆00⑆

Duplicate Items: Deposit Id: 277112 | Capture Operator: 123fsvA99991 | Capture Date: 09/13/2011 | Status: CAPTURE COMPLETE 1 of 1

Update Item (Ctrl+U) | Delete Item (Ctrl+X) | Accept Duplicate (Ctrl+Shift+A) | User Fids (Ctrl+Z)

Item Number-	Serial-	Field6-	Transit-	Field4-	Account-	PC-	Check-	Amount-	Item Type-	Image Quality-	Duplicate-
2	0000884503		021099993		123456			10.00	Def Debit		✓
3	0000884504		044099996		12345		2002	10.00	Def Debit		✓
4	0000884505		061199992		11030110		2156	11.80	Def Debit		✓

ReScan(0) Detect Double-Feed

Balancing Deposits

After all exceptions are approved, verify totals in the Deposit Information Box.

Deposit Information	
Deposit ID:	277298
Deposit Name:	Test
Worktype:	26 - 26-MER-WC
Processing Date:	2011-09-14
Deposit Status:	READY FOR APPROVAL
Deposit Account:	*****6789
Number of Items:	4
Exceptions:	0
Number of Checks:	4
Deposit Total:	\$ 30.00
Checks Total:	\$ 41.80
Difference:	\$ 11.80

- If your difference is zero, you can Submit your deposit, Create a new deposit or Logout.
- If your difference is not zero, arrow down through the deposit to verify that all checks were scanned and that the amounts captured were correct. If necessary:
 - scan missing items at the end of the deposit
 - fix any amounts that are incorrect
 - delete unintended items, if any
- If all check records are correct and the deposit is still out of balance, then adjust the deposit amount to match the total of the checks. To do this, click in the deposit amount box in the Deposit Information window and key in the updated amount.

When the deposit is in balance, you have options:

- **Submit the deposit**
- **Logout and close the browser window**
- **Create another deposit by clicking on Capture Deposit**
- **Query / Deposit Report to review the deposit(s) you scanned today**

Remember to log-out between user sessions!

At the batch detail level there are four options:

Generate PDF: This report lists the item details that were captured in the deposit.

Generate PDF With Images: This report contains the same item detail information that the PDF report contains and additionally contains front and back images of each item in the deposit.

Generate CSV Report: This is an Excel formatted report of the item details captured in the deposit.

Extract Images: This option creates two tiff files per image (one front and one back) of the items captured in the deposit.

At the Query/Deposit Status Screen

There are three options at this level:

Generate PDF Report: This report lists all the deposits that have been captured for the dates(s) selected.

Generate CSV Report: This is an Excel formatted report that lists all the deposits that have been captured for the date(s) selected.

Deposit Detail Report: This report contains individual PDF Reports for all deposits captured for the date(s) selected.

End of Day

1. Verify that all Deposits are in *Submitted* or *Delivered* status. No Deposits should be listed on the **Pending Batches** tab on the Deposit Status screen.
This may vary depending on your process. If Deposit Review is being used, batches may be in a Pending Review or Under Review status.
2. Print or save any needed reports (e.g., Summary Report, 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 Internet Explorer.

Hints and Notes

Additional How-To's

To remove a deposit:

Select the deposit on the Deposit Status Screen. Open the deposit by clicking on the blue deposit id number. When the deposit is open, select **Remove Deposit** at the top right of the screen above the Deposit Information window. A message appears "Are you sure you want to delete this deposit?" select OK to remove or select Cancel if you do not want to remove the deposit.

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

To query for items previously processed:

1. Mouse over **Query**.
2. Click **Item Query**.
3. Click **Clear** to remove any previous search criteria.
4. Enter search criteria in Search Options, click search.
Note: Click **Include Deletes** if desired. Include a Deposit ID or one MICR field in the search criteria.
5. To return to current date, click Deposit Status Query.

The screenshot shows the 'Search Options' form within a web application. At the top right, it says 'Switch To: Contemporary View'. Below that, 'SiteID: 99991' and 'Last Login: 2015-06-01, 13:16' are displayed. The main navigation bar includes 'Deposit Capture', 'Query', 'User', 'Customer', 'Help', and 'Logout'. A dropdown menu is open under 'Query', showing 'Deposit Status', 'Item Query', and 'User Audit'. The 'Search Options' form contains several input fields: 'From Date' (2015-06-01), 'To Date' (2015-06-01), 'From Amount', 'To Amount', 'Account Number', 'AUX/Serial', 'RT', 'ISN', 'Check', 'Item Type' (dropdown), 'Deposit ID', 'Customer Number' (011999993-99991), 'Financial Inst. ID' (011999993), and an 'Include Deletes' checkbox. There are three buttons: 'Search', 'Clear', and 'Deposit Report'.

To search for previous days/deposits processed:

1. Enter desired dates in the From Date and To Date fields in Search Options, click search.
Note: Click **Include Deletes** if desired.
2. To return to current date, click Clear and then Search.

This is a close-up view of the 'Search Options' form. It shows the 'From Date' and 'To Date' fields both set to '2015-06-01'. Other fields include 'From Amount', 'To Amount', 'Account Number', 'AUX/Serial', 'RT', 'ISN', 'Check', 'Item Type' (dropdown), 'Deposit ID', 'Customer Number' (011999993-99991), 'Financial Inst. ID' (011999993), and an 'Include Deletes' checkbox. The 'Search', 'Clear', and 'Deposit Report' buttons are visible at the bottom right.

Reports:

On the Deposit Status screen
 Select Summary Report and choose from:

1. Generate PDF Report
2. Generate CSV Report (Excel Format)
3. Deposit Detail Report

The screenshot shows the 'Deposit Status' screen in a web application. At the top, there is a navigation bar with 'Deposit Capture | Query | User | Customer | Extracts | Help | Logout' and a 'SiteID:99991' indicator. Below the navigation bar, there are tabs for 'Pending Deposits' and 'All Deposits', along with a 'Display/Hide Search' button. A 'Search Options' section contains several input fields: 'Creation From Date' (2015-05-27), 'To Date' (2015-05-27), 'From Amount', 'To Amount', 'Deposit Status' (dropdown), 'Site ID', 'Capture User', 'Deposit ID', and 'Account'. There are 'Search' and 'Clear' buttons. A dropdown menu is open, showing options: 'Generate PDF Report', 'Generate CSV Report', and 'Deposit Detail Report'. Below the search options is a 'Deposit Report' table with 15 columns: Select, Site ID, Deposit ID, Deposit Name, Account #, Account Name, Last Update User, Capture User, Created Time, Processing Date, Submit Date/Time, Deposit Status, Check Count, Deposit Total, and Comments. The table shows two rows of data. A 'Remove' button is located at the bottom left of the report area.

Select	Site ID	Deposit ID	Deposit Name	Account #	Account Name	Last Update User	Capture User	Created Time	Processing Date	Submit Date/Time	Deposit Status	Check Count	Deposit Total	Comments
<input type="checkbox"/>	99991	48554717	Test Dup	*****4321	Store 1	123FsvA99991	123FsvA99991	2015-05-27 13:06 EDT	2015-05-27		CAPTURE COMPLETE	N/A	N/A	
<input type="checkbox"/>	99991	48551016	Test 3	*****4321	Store 1	123FsvA99991	123FsvA99991	2015-05-27 12:26 EDT	2015-05-27		CAPTURE COMPLETE	N/A	N/A	

Deposit Status – Definitions

Open – A deposit is placed in Open status when the deposit is newly created.

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.

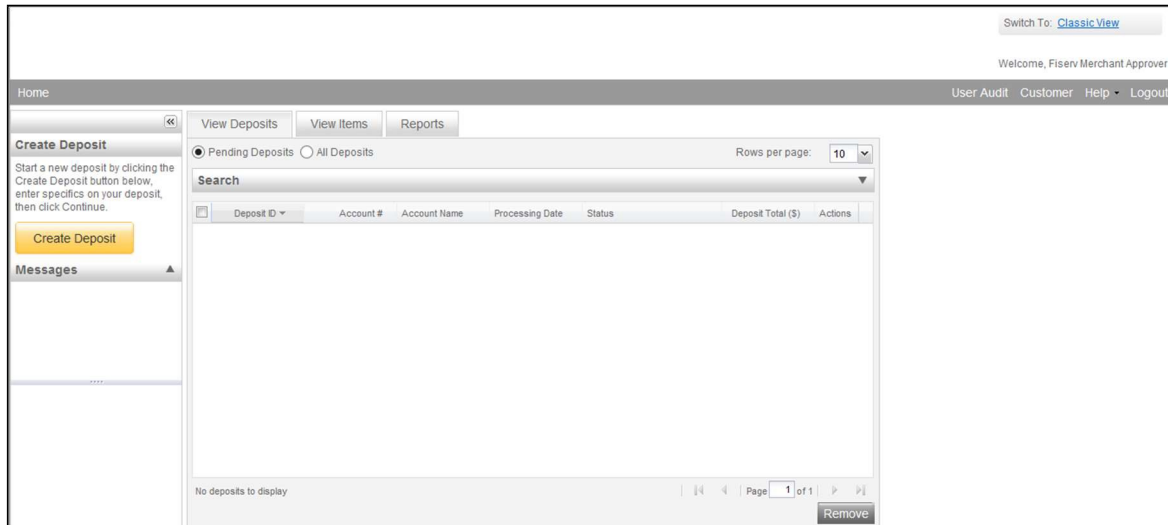
Under Review – This deposit is currently going through final review.

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.

Creating a Deposit Contemporary View

In Contemporary View, go to the Home Screen:



Click Create Deposit on the Home Screen:

Deposit Name – N/A.

Enter Deposit Amount

Select Account

Store Number – Optional

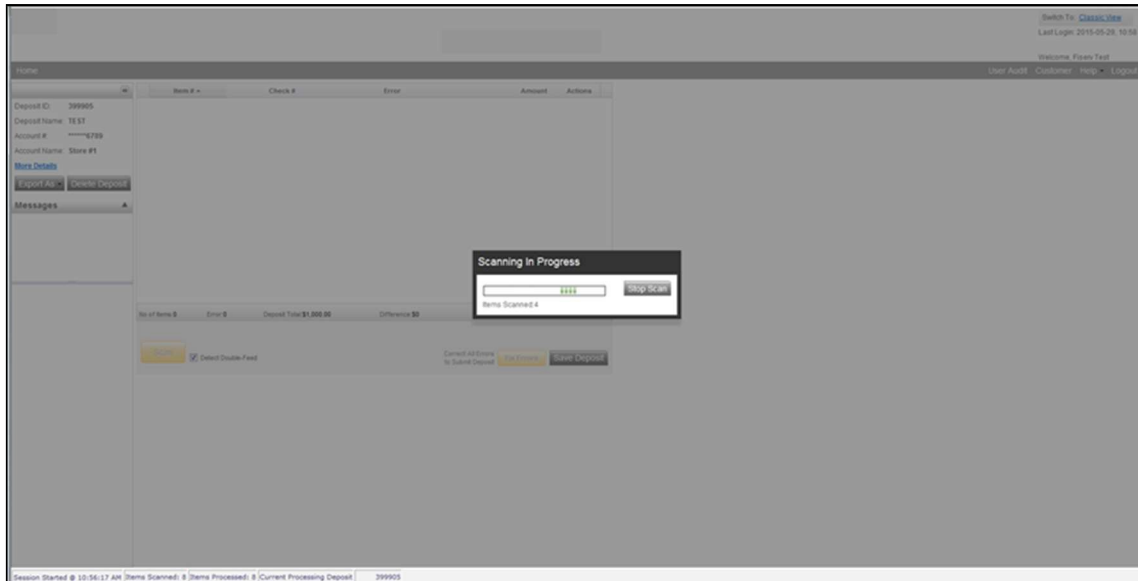
Click Continue.

Scanning Work

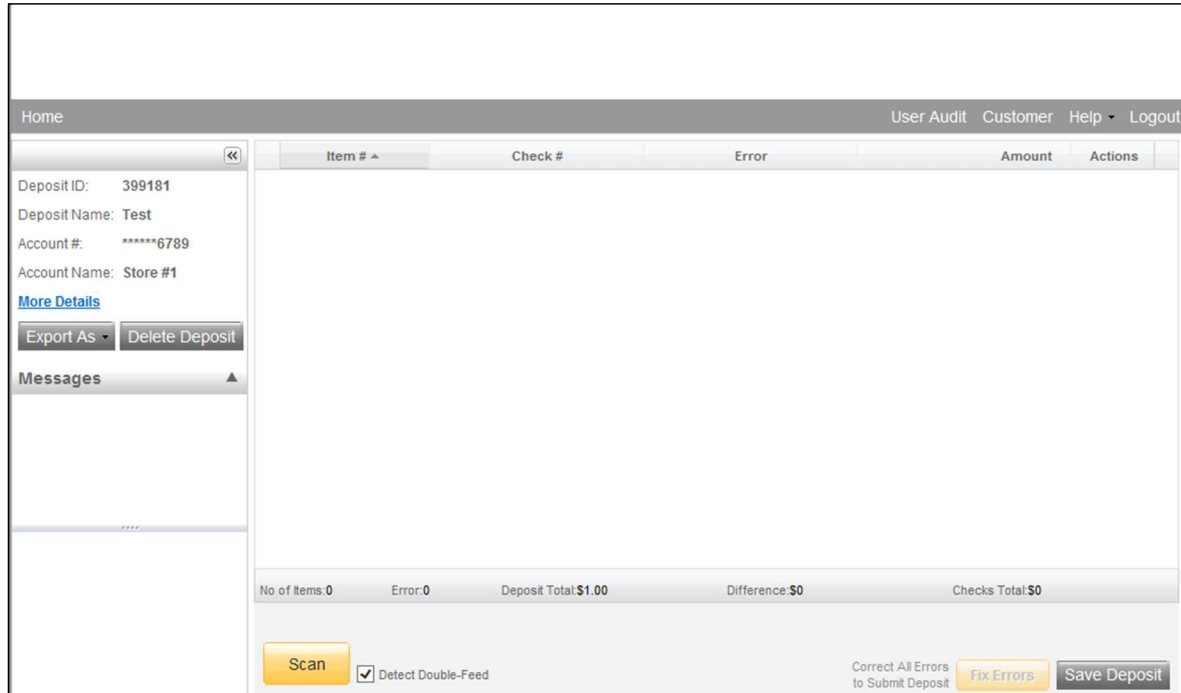
Please keep deposits to fewer than 50 items.

1. Make sure the checks are straightened and tidy before placing them in the hopper. Do not place too many items in hopper. Minimizing hopper items will reduce rejects, jams, double documents, and piggy backs and maximize image quality.
2. Click **Scan** at the bottom of the screen.

Monitor the Items Scanned and Items Processed counters at the bottom of the screen. If Items Processed falls behind by over 50 items, click **Stop Scan** on the Scan Navigator.



When Items Processed catch up, click **Scan**. If Items Processed stops increasing, you may have lost your internet connection.



Note your Deposit ID number on something to attach to the front of your deposit after scanning. This is helpful if you need to refer back to this deposit.

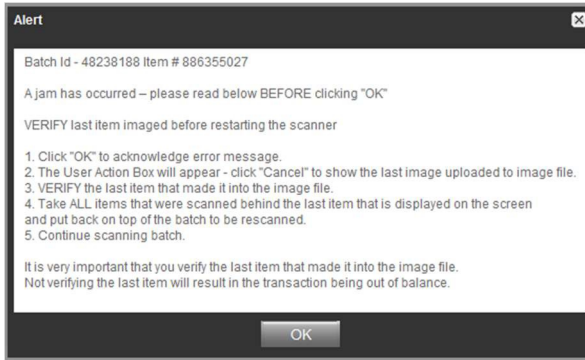
3. Verify that the last item on the screen matches the last item in the scanner pocket and that the item number sprayed by your scanner is legible if applicable. You are now ready to Fix Errors, balance, or create another deposit.

Clip or band the deposit together with the deposit ID noted in front. Place processed deposit face down in a process complete bin or box. Storing the processed deposits in an orderly way will prevent accidental rescanning and make research easier. **Processed deposits should be retained for at least 90 days in case there are issues with your deposit.**

If an item Jams

The scanner will stop and a message will appear.

- Remove the items from the exit pocket and turn face down.
- Remove the items from the feeder and place face up next to the scanner.
- Follow steps in the jam message below.



Clicking OK may clear any items jammed in the scanner. (If the scanner doesn't clear, you must remove the items manually.)

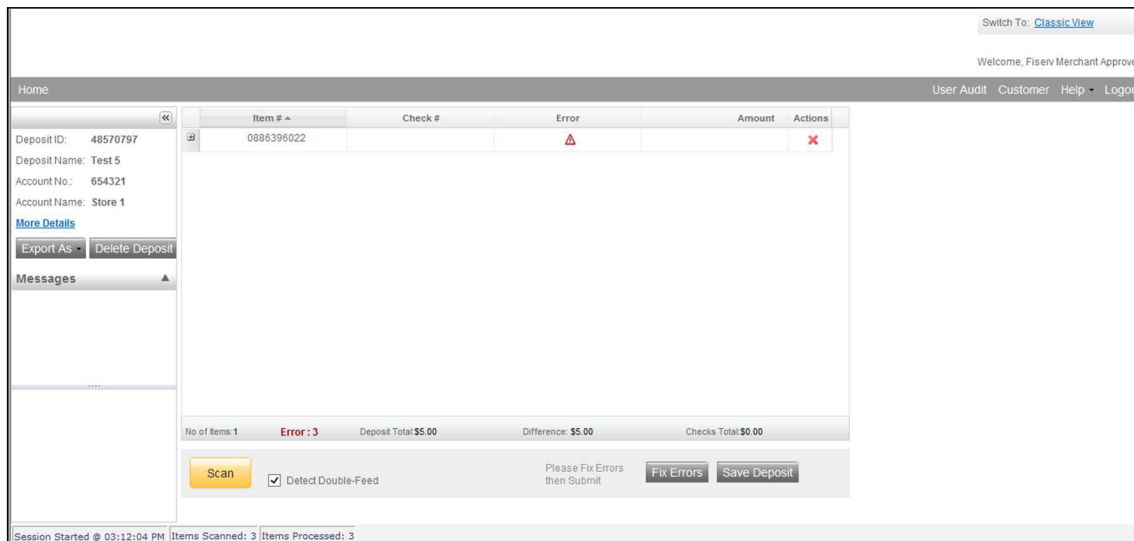
Do not assume that an item was captured because it is endorsed.

Place uncaptured items in front of the items removed from the feeder. Return the items to the feeder and click: **Scan**.

Fix Errors

If there are any errors the Fix Errors tab will be available. Click **Fix Errors**.

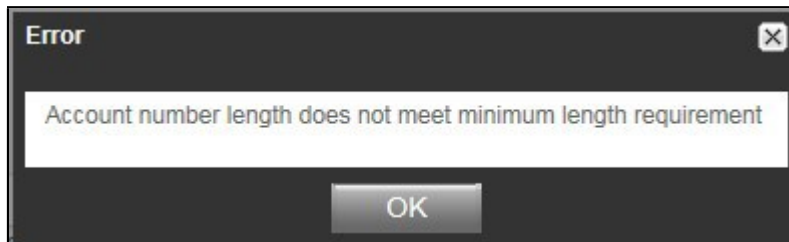
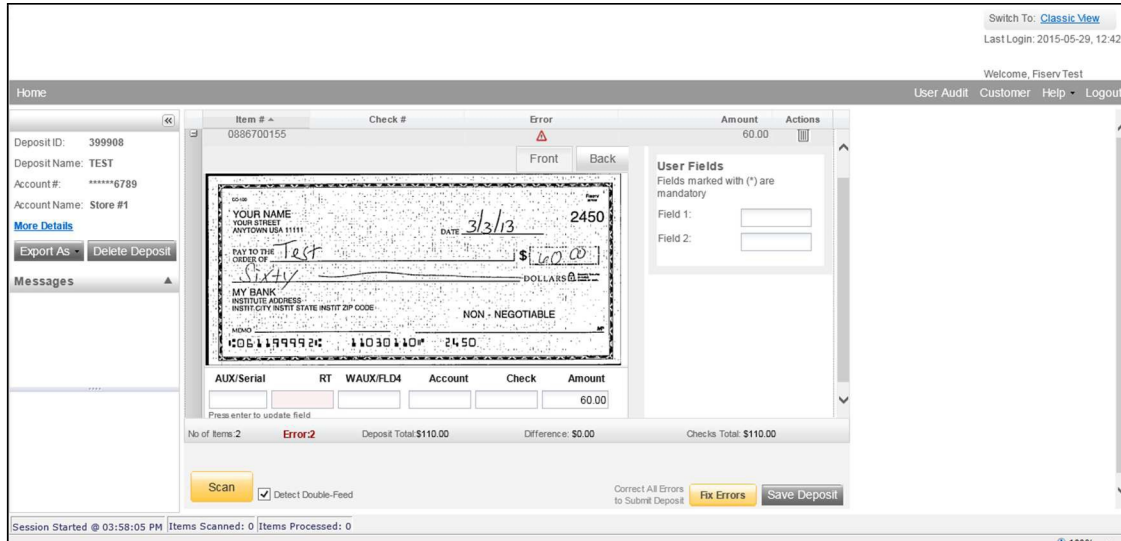
If you click **Save Deposit** at any time before submitting, it will put the deposit in a Suspended status. The deposit will not be complete until you submit.



MICR Errors

If multiple fields need to be corrected on the same image, the first field with an error will be highlighted in pink. Correct the field as needed and then tab, click with your mouse, or use the function keys to move to

additional fields that need corrections. If you use the Enter key, a new message will appear (see below). Click OK to close the window. Now that field will be highlighted pink, you will need to click in the field, or use the function key related to that field, to key in it. Correct the field as needed. If you cannot read the document, click the image to enlarge it. Click the image again to re-size it.



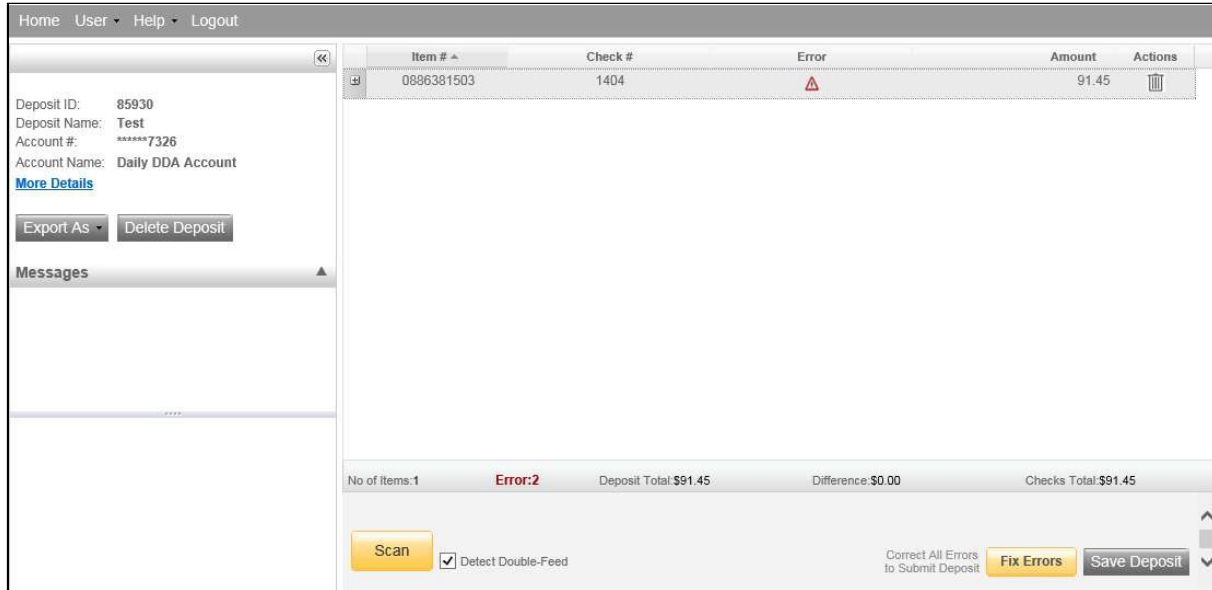
Hint: You do not need to enter the decimal in the amount field.

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 & TR*)
- F5 = Transit Routing
- F7 = Serial (*this field is for the check number on business checks*)

IQA Exceptions

If an error occurs due to **Poor Image Quality**, the deposit will have an exclamation point inside a triangle in the Error Column. Fix errors or save the deposit.

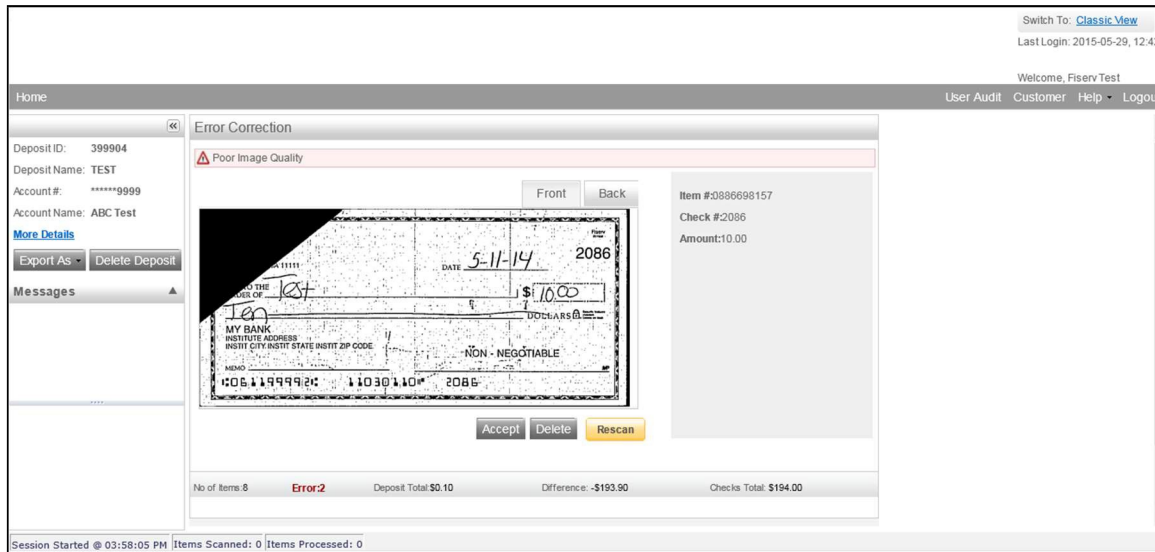


Review the image and choose one of the following actions: Accept, Delete or Rescan.



ReScan the image: If the image needs to be improved (e.g., if it is crooked or upside down), place the check in the scanner and click ReScan. You will receive a prompt: “Do you want to rescan image for selected item?” Click Yes. The MICR will be compared with the original check. If there is a difference, you will receive a warning message. If you are certain you are rescanning the correct check, select Yes.

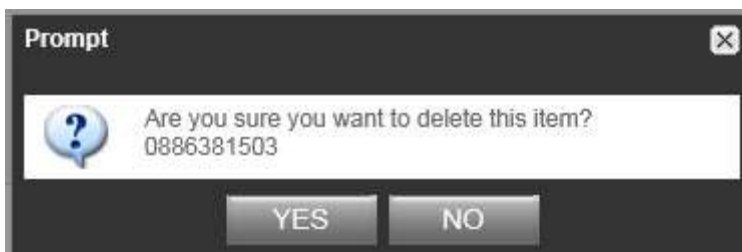
Sometimes, rescanning will not improve the image and it will continue to be flagged as an IQA exception. However, if all of the important information is legible, you may click Accept Image.



If the image can't be improved and is still bad:

- You could make a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.) This would be subject to your financial institution's policy.
- If everything is legible except for the amount (e.g., postal money orders), you may handwrite the amount on the check *in a blank area*, then click **ReScan** and then **Accept Image**.

Delete the image: If the image is illegible, verify that the image displayed is the item you want to delete. Click **Delete** under the image. A popup prompt will appear asking if you are sure you want to delete this item.



Click Yes if you are sure and physically remove the item. Take any deleted checks to your Financial Institution for deposit.

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.

IMPORTANT:

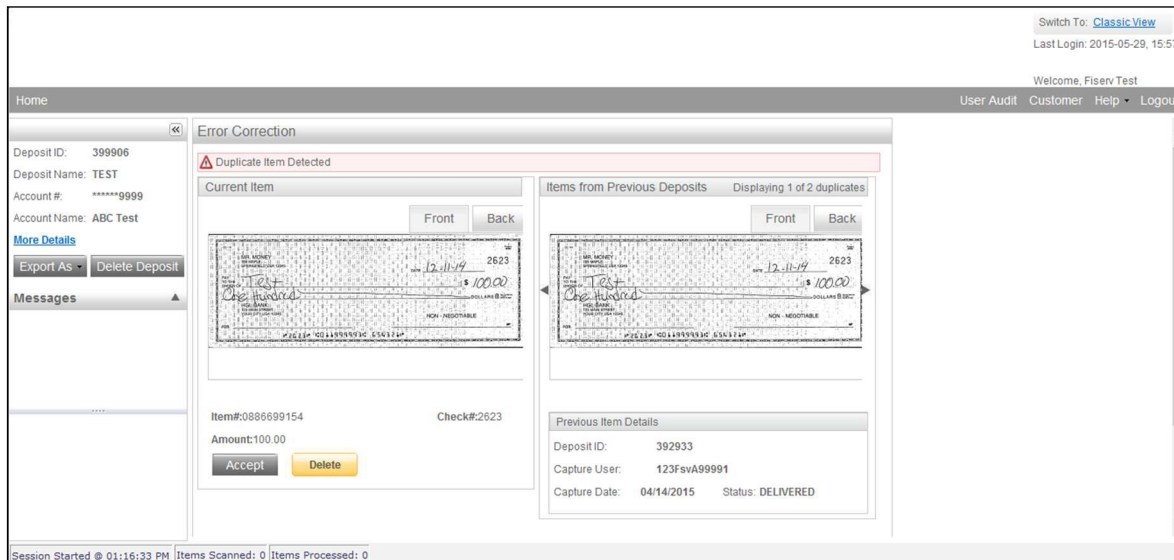
The following items cannot be processed electronically. These items will create exceptions.

- Savings Bonds**
- Canadian US Dollar Items**
- Foreign Items**
- Non-Imageable Items (Checks that are not legible, too dark or too light)**

You will need to remove these from your deposit and take them to your Financial Institution.

Duplicate Exceptions

The software will check for duplicates. If any are found, the duplicates will be displayed 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 image on the right. If multiple suspected duplicates are found, use the arrows next to the image on the right.

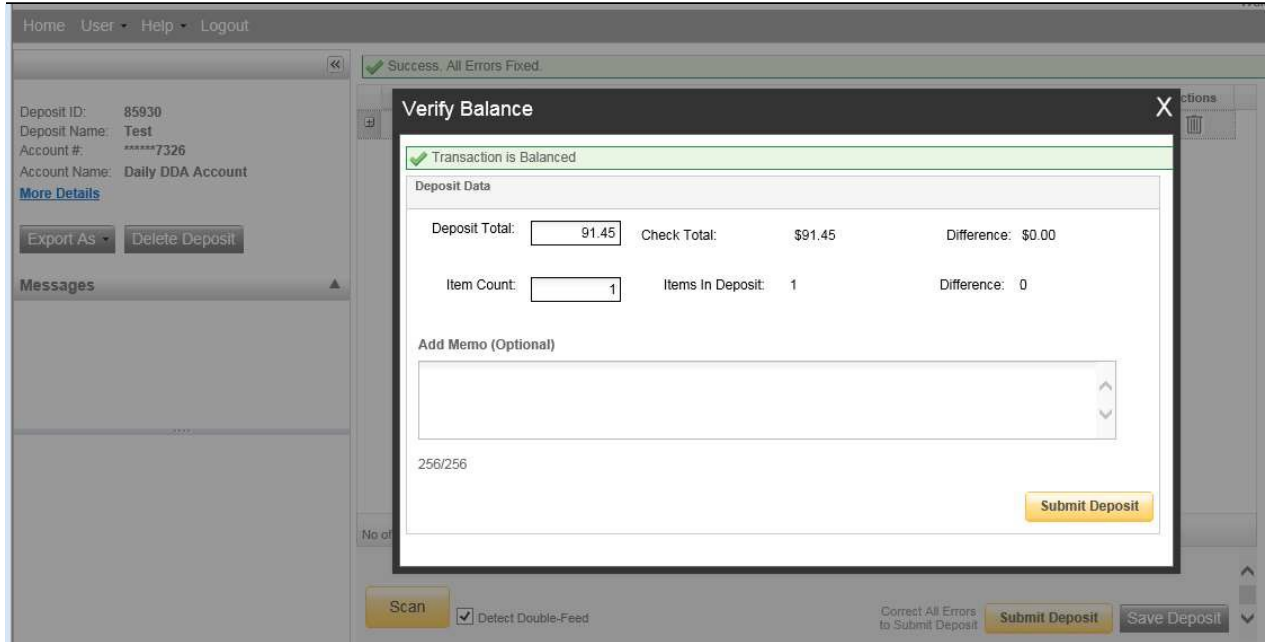


Once you determine whether the item is a duplicate, click **Delete** or **Accept**.

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

Balancing Deposits

After all errors are fixed, click on **Submit Deposit**. The Verify Balance window opens, you can add a memo with the deposit information if desired.



If the deposit is not in balance you must review the items. To do this you will need to Xout of the Verify Balance screen, which will take you back to the items in the batch. Open each image to review that the amounts captured were correct. The arrow keys on the keyboard may also be used for opening/closing or moving through the images.

If necessary:

- scan missing items at the end of the deposit
- fix any amounts that are incorrect
- delete unintended items, if any

Verify Balance

Transaction should be balanced before submit

Deposit Data

Deposit Total: 91.45 Check Total: \$92.55 Difference: \$1.10

Item Count: 1 Items in Deposit: 1 Difference: 0

Add Memo (Optional)

256/256

Update

- If all check records are correct and the deposit is still out of balance, click the Submit Deposit button again, then adjust the deposit amount to match the total of the checks.

Verify Balance

Transaction is Balanced

Deposit Data

Deposit Total: 92.55 Check Total: \$92.55 Difference: \$0.00

Item Count: 1 Items in Deposit: 1 Difference: 0

Add Memo (Optional)

256/256

Submit Deposit

When the deposit has been submitted, you have options:

- **Logout and close the browser window**
- **Create another deposit by clicking on Create Deposit**
- **Query / Deposit Report to review the deposit(s) you scanned today**

Remember to log-out between user sessions!

End of Day

1. Verify that all Deposits are in *Submitted* or *Delivered* status. No Deposits should be listed on the **Pending Batches** tab on the Deposit Status screen unless you are using Deposit Review. In that case, batches may be in a Pending Review or Under Review status.
2. Print or save any needed reports (e.g., PDF Report, CSV Report, XML Extract, Deposit Detail Report).

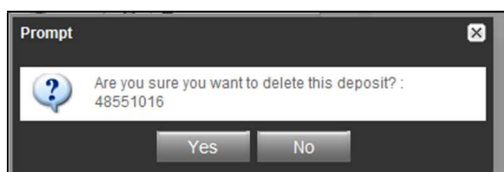
3. Click **Logout** at the top of any screen. This will log the user out of the application and then you can exit Internet Explorer.

Additional How-To's

To remove/delete a deposit:

We recommend that you open any deposit before removing it to verify the deposit should be deleted. You can use the Delete Deposit option to the left of the screen within the deposit to remove it.

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.

To query for items previously processed:

1. Select the View Items tab.
2. Select the Search drop down.
3. Select Advanced Search if searching on something other than the amount
4. Enter search criteria in Search options. Include a deposit ID or at least one MICR field in the search criteria. Click search.
5. Click on the or by the item to view or to close.
6. Click Clear if you need to search again.

A screenshot of the application interface. At the top, there are three tabs: 'View Deposits', 'View Items', and 'Reports'. Below the tabs, there is a 'Rows per page:' dropdown set to '10'. The main section is titled 'Search' and contains several input fields: 'From Date*' (2017-12-28), 'To Date*' (2017-12-28), 'From Amount', 'To Amount', 'Capture User', 'Account #', 'Serial #', 'Routing #', 'ISN', 'Check #', 'Item Type' (dropdown), 'Deposit ID', 'Site ID', 'Customer #' (011999993-01488), and 'Financial Inst. ID' (011999993). At the bottom right, there are 'Search' and 'Clear' buttons.

To search for previous days/deposits processed:

1. Select View Deposits tab.
2. Select the Search drop down.

3. Select Advanced Search
4. Enter search criteria in Search options, click search. (MICR fields don't need to be included in search criteria.)
5. To return to current date, click Clear and then search.

Reports:

At the batch detail level there are four options:

Generate PDF: This report lists the item details that were captured in the deposit.

Generate PDF With Images: This report contains the same item detail information that the PDF report contains and additionally contains front and back images of each item in the deposit.

Generate CSV Report: This is an Excel formatted report of the item details captured in the deposit.

Extract Images: This option creates two tiff files per image (one front and one back) of the items captured in the deposit.

At the Query/Deposit Status Screen

There are three options at this level:

Generate PDF Report: This report lists all the deposits that have been captured for the date(s) selected.

Generate CSV Report: This is an Excel formatted report that lists all the deposits that have been captured for the date(s) selected.

Deposit Detail Report: This report contains individual PDF Reports for all deposits captured for the date(s) selected.

XML Extract is not in use currently.

The screenshot shows a web application interface with three tabs: 'View Deposits', 'View Items', and 'Reports'. The 'View Deposits' tab is active. Below the tabs, there are radio buttons for 'Deposit Query' (selected) and 'Item Query'. To the right, 'Rows per page:' is set to '10'. A search bar is present. Below the search bar is a table with the following data:

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)
85930	*****7326	Daily DDA Account	25	2017-12-28	READY FOR APPROVAL	92

An 'Export As' dropdown menu is open over the table, showing options: Pdf, CSV, XML Extract, and Deposit Detail Report.

Deposit Status – Definitions

Open – A deposit is placed in Open status when the deposit is newly created.

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.