



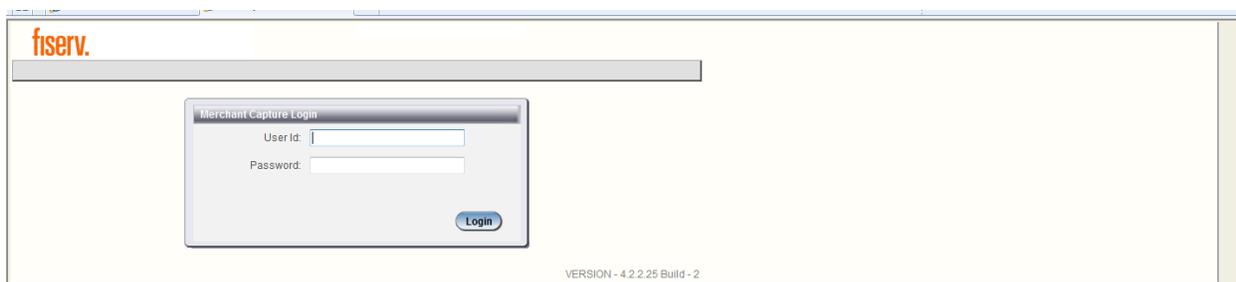
REMOTE DEPOSIT USE GUIDE

CONTEMPORARY VIEW

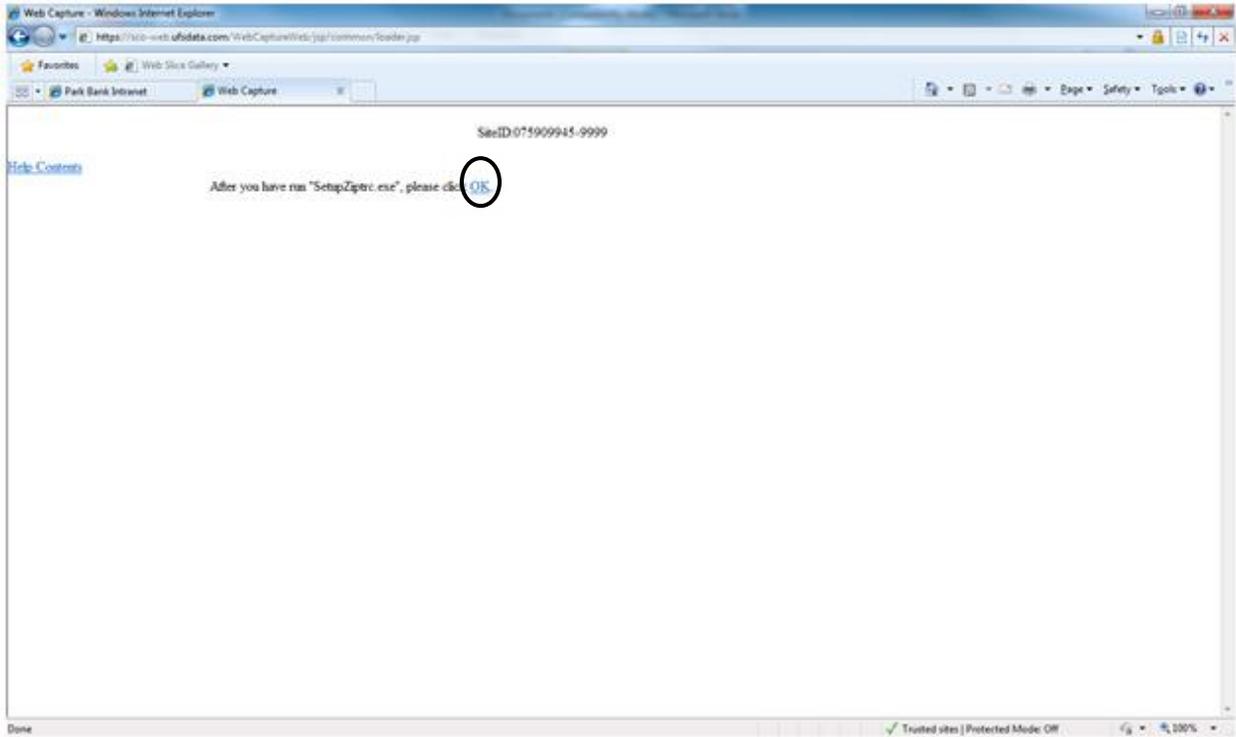
When logging into the system to make your deposit, click on the icon that was set up on your computer.

Enter in your User ID and password (token plus four digit PIN). Remember your User ID is case sensitive.

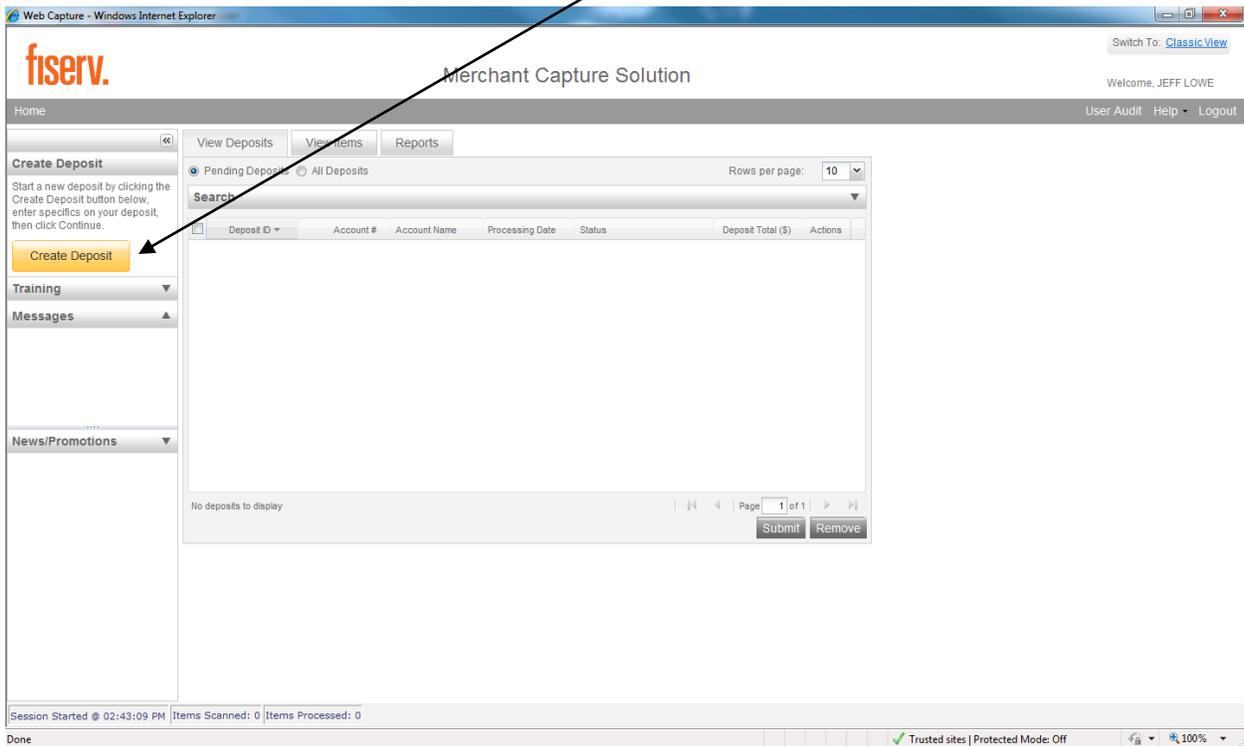
In a couple of seconds, you will hear your scanner perform a quick test. When the green light in the front of the scanner is on, you are ready to start your deposit.



You may see the following message upon logging in. Simply click “OK” and you will be taken to the home screen. Instructions on how to eliminate this step are included in an addendum.



To initiate your deposit, click on "Create Deposit" in the upper left hand corner.



Next enter in the the total amount of your deposit, and Select Account, choose the account you wish the funds to be deposited to. If you only have one account, that account will default. Store Number can be left blank.

Click Continue

Place your check(s) in the scanner and hit the yellow **SCAN** button. Depending on your computer screen setup, you may need to scroll down to see the **SCAN** button.

Your checks will now run through the scanner. If you were to have any exceptions, an error icon will show up in the “Error” column and the “Error” count near the bottom of the screen will display the number of errors in your deposit.

The screenshot shows a deposit scanner interface. On the left, there is a sidebar with account information: Deposit ID: 293389, Account No.: *****4343, and Account Name: TEST PAYROLL. Below this are buttons for 'Export As' and 'Delete Deposit', and sections for 'Training' and 'Messages'. The main area features a table with columns: Item #, Check #, Error, Amount, and Actions. A single row is visible with Item # 0010004202, Check # 0890, an error icon in the Error column, and a red 'X' in the Actions column. Below the table is a summary bar with the text: 'No of Items: 1', 'Error: 1', 'Deposit Total: \$1.00', 'Difference: \$1.00', and 'Checks Total: \$0.00'. At the bottom, there are buttons for 'Scan', 'Detect Double-Feed' (checked), 'Please Fix Errors then Submit', 'Fix Errors', and 'Save Deposit'.

Next, click on “Fix Errors” in order to make your corrections.

This screenshot is identical to the one above, showing the same deposit scanner interface with the error in the table and the summary bar. A black arrow points from the top-left towards the 'Fix Errors' button in the bottom right corner of the interface.

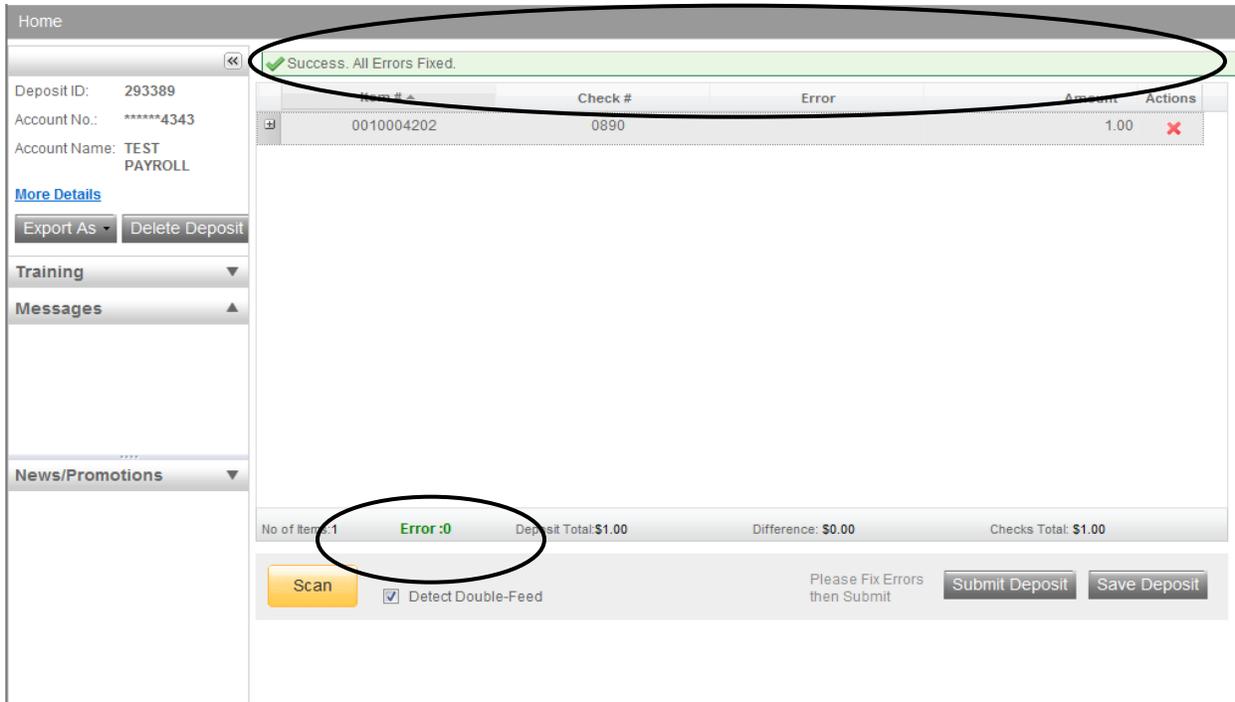
You will see an error message in LIGHT PINK near the top of the screen that reads “Error in MICR fields.” The error will show up in LIGHT PINK. To make the correction, simply click your mouse in the LIGHT PINK area under the check, enter the correction and hit the Enter key.

The screenshot shows a web interface for deposit correction. At the top, a red error message reads "Error in MICR fields". Below this is a check from Park Bank for \$1.00, dated 1/23/12, payable to Test Corporation. The check number is 0890. Below the check is a table with the following data:

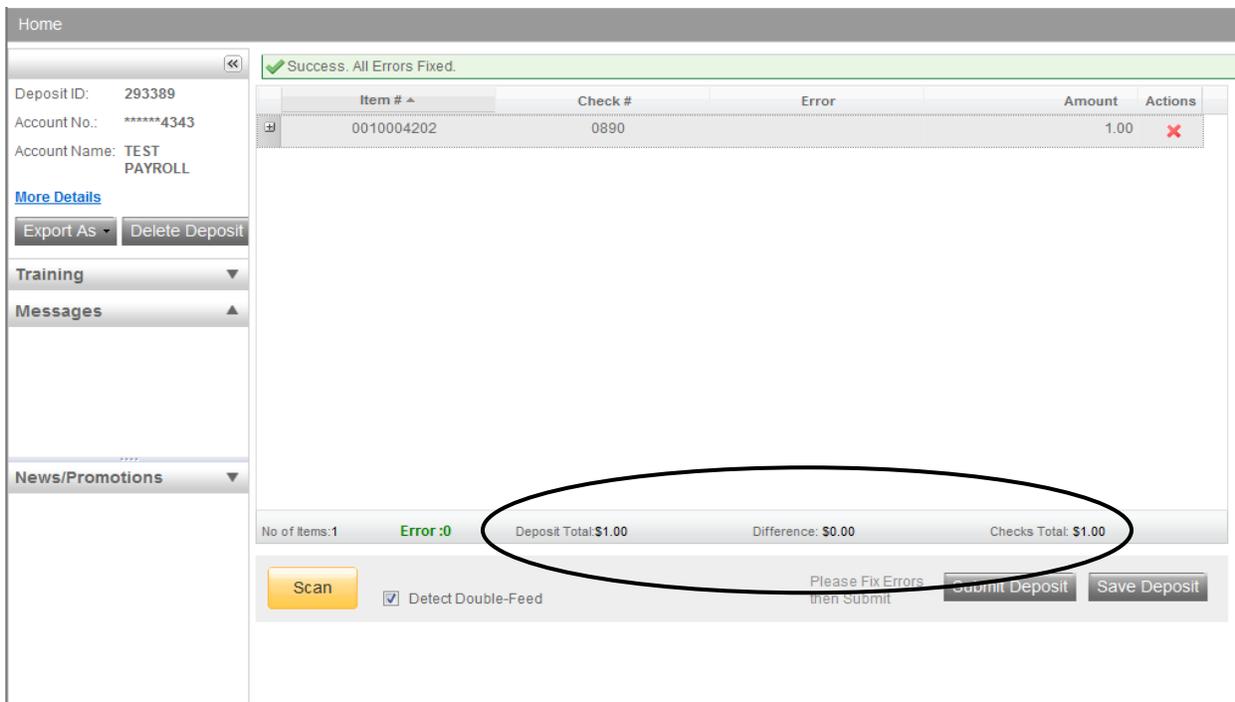
Serial	Transit	Account	Check	Amount
075909945	194-343	0890		<input type="text"/>

The "Amount" field in the table is highlighted in light pink. Below the table, a status bar shows "No of Items: 1", "Error: 1", "Deposit Total: \$1.00", "Difference: \$1.00", and "Checks Total: \$0.00". At the bottom, there are buttons for "Scan", "Detect Double-Feed", "Please Fix Errors then Submit", "Fix Errors", and "Save Deposit".

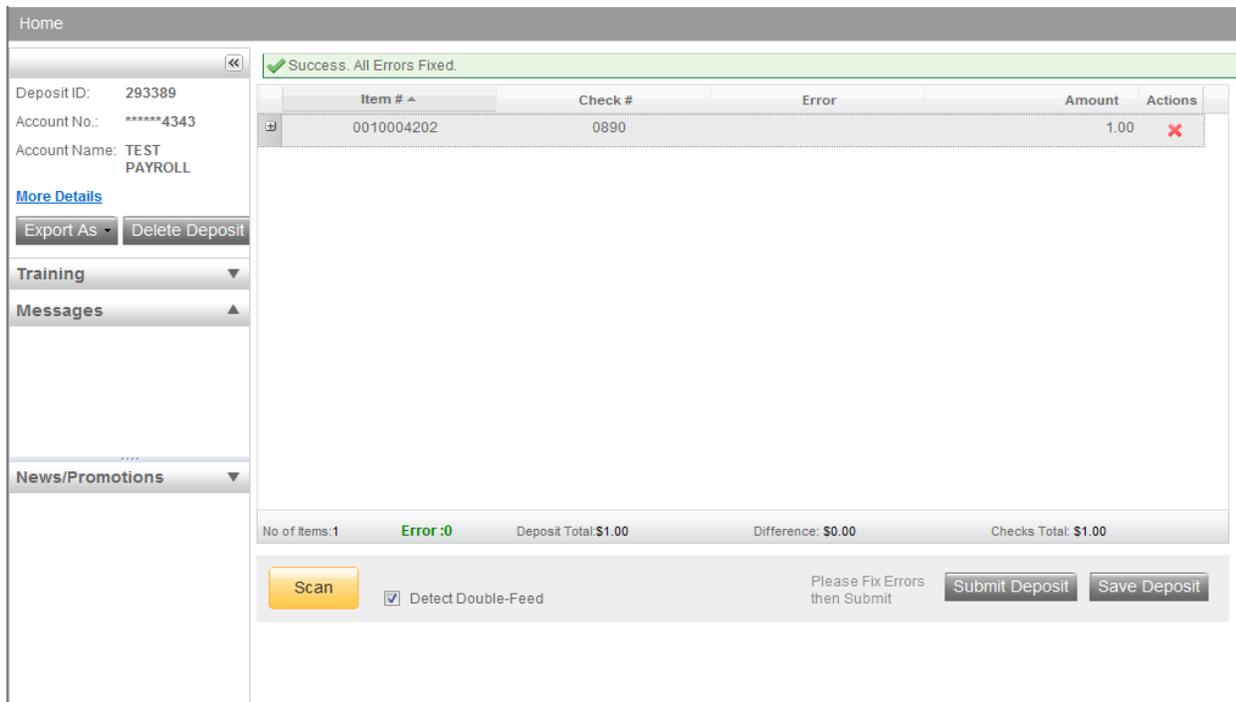
Once all errors are corrected, you will see a new message at the top of the screen reading “Success. All Errors Fixed.” The “Error” count at the bottom of the page will also read “0.”



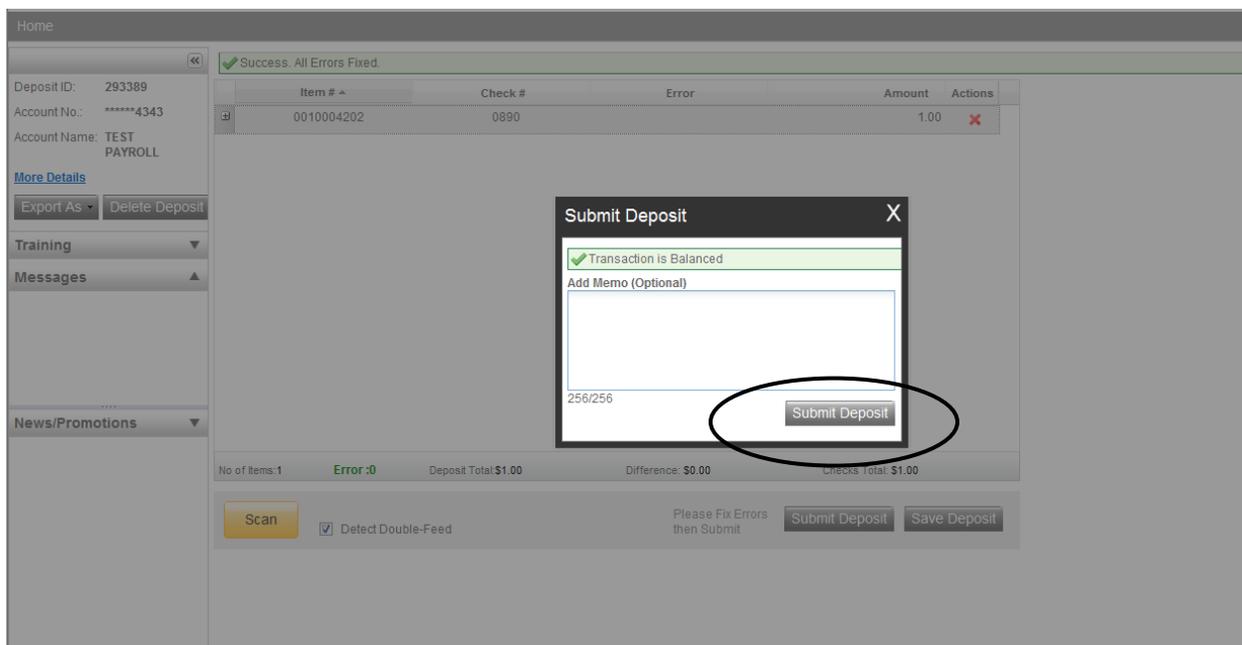
Next, take a look at the bottom of the deposit screen and make sure that there is not a difference between the deposit amount entered and the total amount of the checks that were scanned. If the difference is \$0.00, then you can submit your deposit.



The "Submit Deposit" button is near the bottom of the screen.



A confirmation screen will pop up and should read “Transaction is Balanced.” If you would like to add a memo to the deposit, you may do so here. If you do not wish to add a memo, simply click “Submit Deposit.”



Once you have submitted your deposit, you will automatically be taken back to the main screen.

Home

View Deposits View Items Reports

Pending Deposits All Deposits Rows per page: 10

Search

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
293389	*****4343	TEST PAYROLL	2012-1-23	SUBMITTED	1.00	 
292798	*****4335	TEST OPERATI...	2012-1-23	DELIVERED	1.00	 

Displaying 1 - 2 of 2

Page 1 of 1

Submit Remove

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Training

Messages

News/Promotions

If you wish to print a receipt of the deposit for your records, click on the “View Deposit” icon located on the right side of the screen. This will take you back into the deposit you just made.

Home

View Deposits View Items Reports

Pending Deposits All Deposits Rows per page: 10

Search

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
293389	*****4343	TEST PAYROLL	2012-1-23	SUBMITTED	1.00	 
292798	*****4335	TEST OPERATI...	2012-1-23	DELIVERED	1.00	 

Displaying 1 - 2 of 2

Page 1 of 1

Submit Remove

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Training

Messages

News/Promotions

On the left side of the screen you will see an “Export As” button. Click on that once and you will see a dropdown menu. Choose “PDF.”

Home

Deposit ID: 293389
 Account No.: *****4343
 Account Name: TEST PAYROLL

[More Details](#)

Export As ▾

- PDF
- CSV
- PDF with Images
- Extract Images

Item #	Check #	Error	Amount	Actions
0010004201	709		1.00	
0010004202	0890		1.00	

No of Items: 2 **Error: 0** Deposit Total: \$1.00 Difference: \$0.00 Checks Total: \$1.00

Your detailed deposit report appears which you can print off for your records, if you wish.

/ 1 100% Find

Deposit Detail Report

Deposit Detail for Deposit ID: 293389

Site ID: 075909945-9999	Deposit Report: DELIVERED
Batch ID: 132735165	Processing Date: 2012-01-23
Customer Name: Test Client	Company ID: 075909945-9999
WorkType ID: 1	Submit Time: 2012-01-23 14:53
Deposit Name:	Acct: TEST PAYROLL

Transaction Detail for Transaction ID: 293389001

Type: ELECTRONIC **Deposit Account:** 194343 - TEST PAYROLL

Aux On-Us	RIC	RT	W Aux	Account	Check	Amount	Item Type	Item Status
		075909945		194343	709	\$1.00	Credit	
		075909945		194-343	0890	\$1.00	Debit	

Transaction Control Information:

Now you can close the window and you will be brought back to your deposit. If you are done and do not have any more deposits to make, simply click the “Logout” in the upper right corner

of the page. If you have another deposit you wish to make, click on “Home” and repeat the steps above.

Home

Switch To: [Classic View](#)

Welcome, JEFF LOWE

User Audit Help **Logout**

Item # ^	Check #	Error	Amount	Actions
0010004201	709		1.00	
0010004202	0890		1.00	

Deposit ID: 293389
Account No.: *****4343
Account Name: TEST PAYROLL

[More Details](#)
[Export As](#)

Training
Messages

News/Promotions

No of Items: 2 Error: 0 Deposit Total: \$1.00 Difference: \$0.00 Checks Total: \$1.00

https://sco-web.ufsdata.com/WebCaptureWeb/GetThemeResource?resourceName=theme/default/closeMC.h - Windows Internet Explorer

Thank you for using Merchant Capture! Your session has ended.

Close the browser

Close

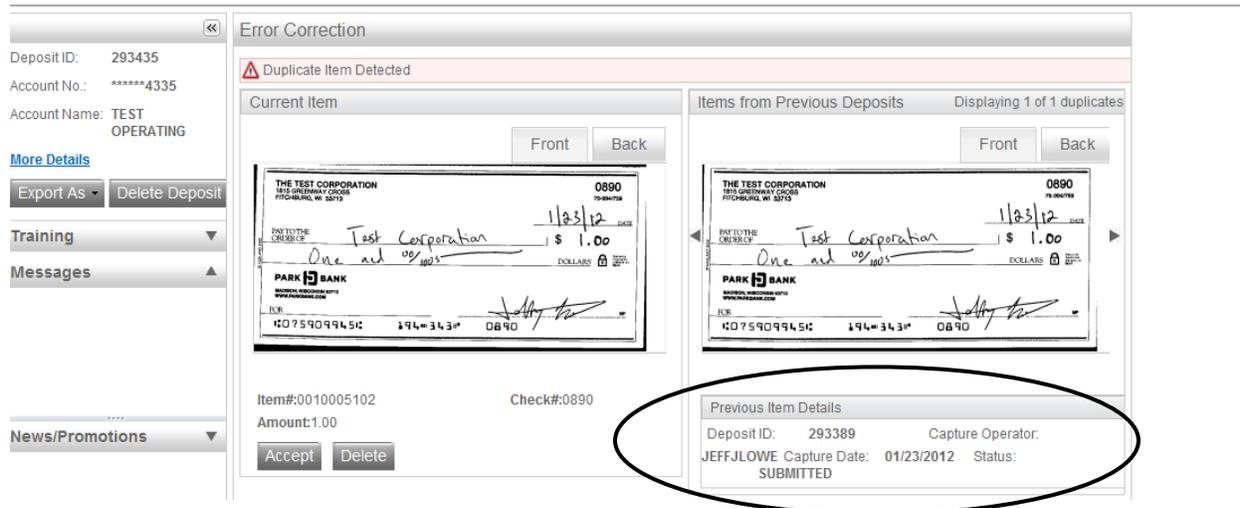
Done Trusted sites | Protected Mode: Off 100%

Duplicate Checks

After you scan your deposit and make any necessary adjustments, you may see duplicates appear. This is a warning telling you that this check has already been presented within the last 45 days.

Images of the two duplicate checks, the one that was previously scanned and the one you just scanned, will automatically be displayed on your deposit screen.

Right below the check image, the system will tell you who scanned the check, the date and the status (delivered, pending, etc.). “Delivered” means that the check has already been deposited into your account.



If you choose to accept the check, click on “Accept” and submit the deposit. If you would like to delete the check, click on “Delete.”

