

In-Office Deposit (IOD) Quick Reference Guide

Customer Support

*BAC Community Bank
1-877-226-5820
Monday – Friday 8:00am to 6:00pm
Saturday 9:00am to 2:00pm*

Before You Begin

The purpose of this guide is for quick reference on In-Office Deposit (IOD).

Getting Started

Scanner Maintenance

Clean your scanner weekly. If you run high volumes, we suggest cleaning daily.

Logging On

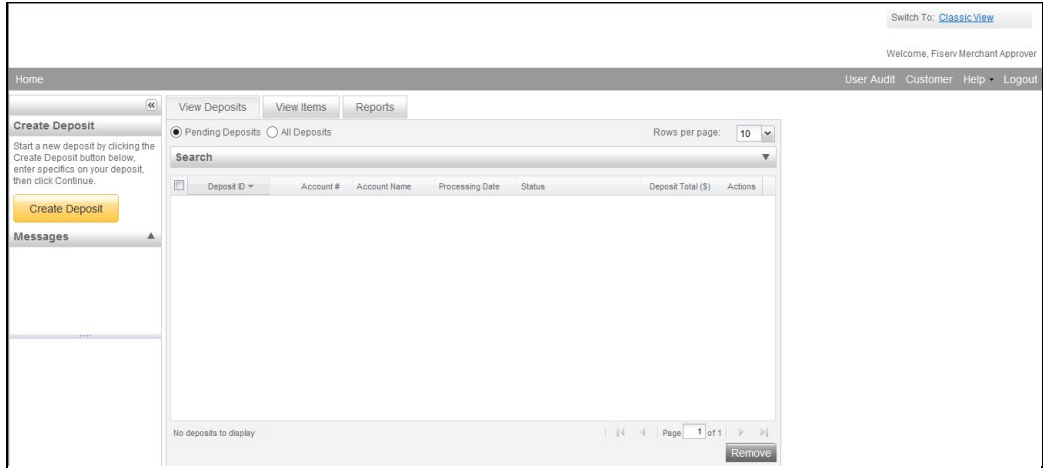
Log into Cash Management, Select **Checks & Deposits – Deposit Checks**

Pages 2 – 13: Instructions for Contemporary View

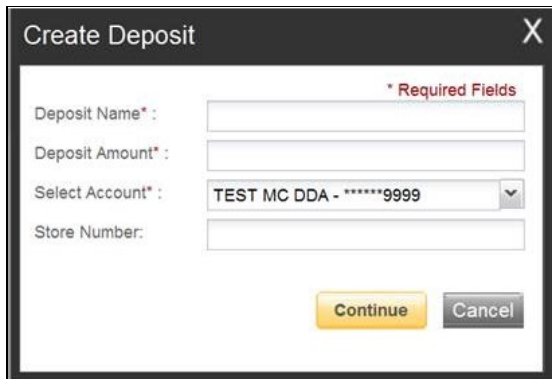
Pages 14 – 22: Instructions for Classic View

Creating a Deposit

In **Contemporary View**, go to the Home Screen:



To start a deposit, click **Create Deposit** on the Home Screen:



Enter the required information. If there are multiple accounts available for IOD, use the drop-down option to view the list.

Click **Continue**

Scanning Work

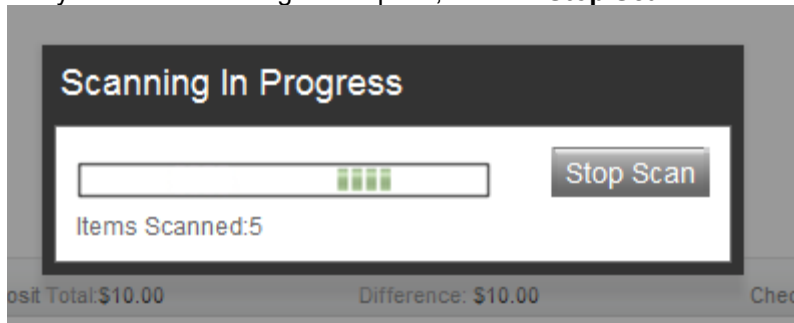
Place the checks into the scanner. If using a Panini scanner, watch for the green light to begin blinking which signifies that the checks are in the correct position.

Click **Scan**

Please keep deposits to fewer than 400 items when possible.

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.

While your scanner is scanning the checks, the following box will appear. If it does not automatically go away once the scanning is complete, click on **Stop Scan**.



Once the scanning is complete, you will be back at your scanning screen. If there are marked errors, the **Fix Errors** button will be visible at the bottom of your screen. Click on this button to resolve all errors.

Merchant Capture Solution

Home

| Item # ^ | Check # | Error | Amount | Actions |
|------------|----------|-------|--------|---------|
| 1011847702 | ****0*** | ⚠ | | ✖ |
| 1011847703 | ****0*** | ⚠ | | ✖ |
| 1011847704 | ****0*** | ⚠ | | ✖ |
| 1011847705 | | | 2.00 | ✖ |
| 1011847706 | ***** | ⚠ | | ✖ |

Deposit ID: 65190
 Deposit Name: test
 Account No.: *****9876
 Account Name: Karen and Mercedes BAC Test Acct

[More Details](#)
 Export As | Delete Deposit

Training
 Messages

News/Promotions

No of Items: 5 **Error: 12** Deposit Total: \$10.00 Difference: \$8.00 Checks Total: \$2.00

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



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.

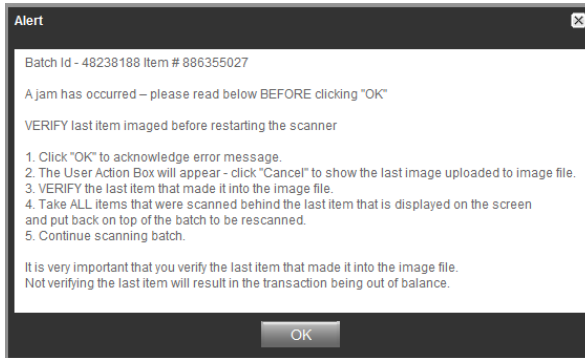
3. Verify that the last item on the screen matches the last item in the scanner pocket. You are now ready to Fix Errors, balance, or create another deposit.

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 75 day 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.



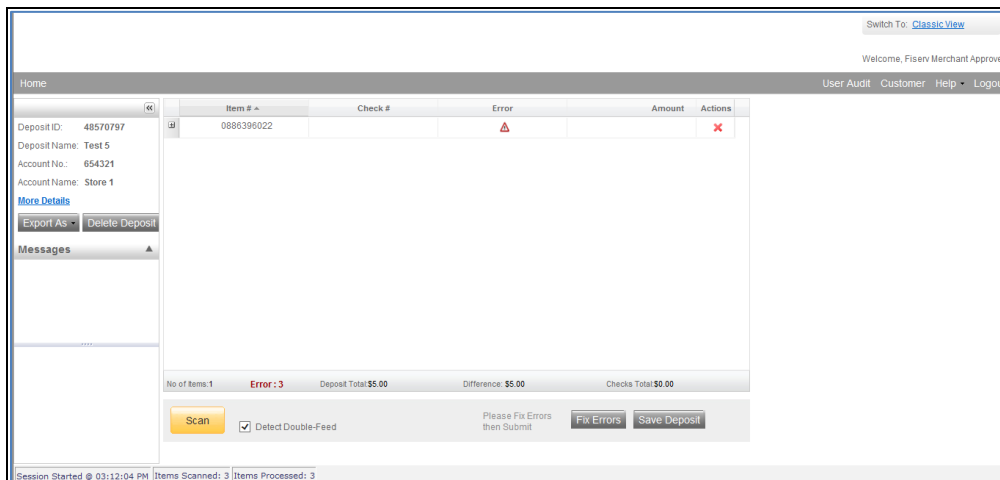
Clicking OK may clear any items jammed in the scanner. (If the scanner doesn't clear, you must remove the items manually.) Compare the scanned items to the images on the system to ensure that they were scanned correctly.

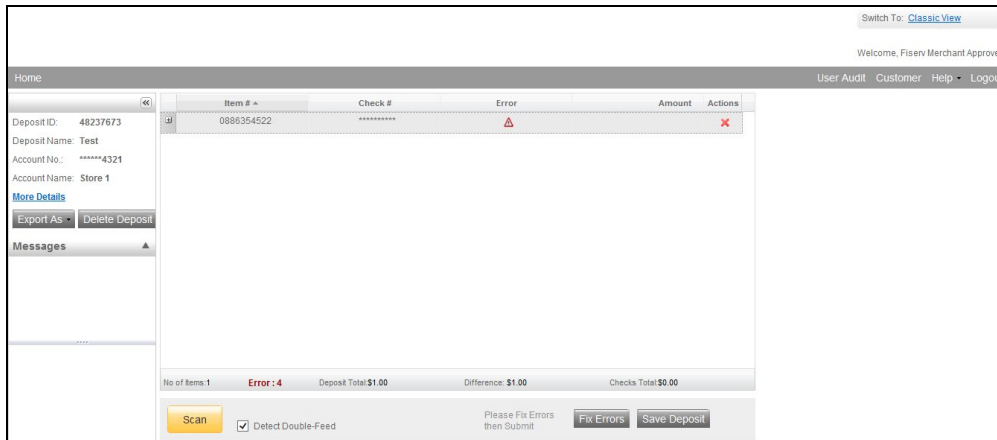
Place uncaptured items in front of the items removed from the feeder. Return the items to the feeder and click: **Scan**.

Fix Errors

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

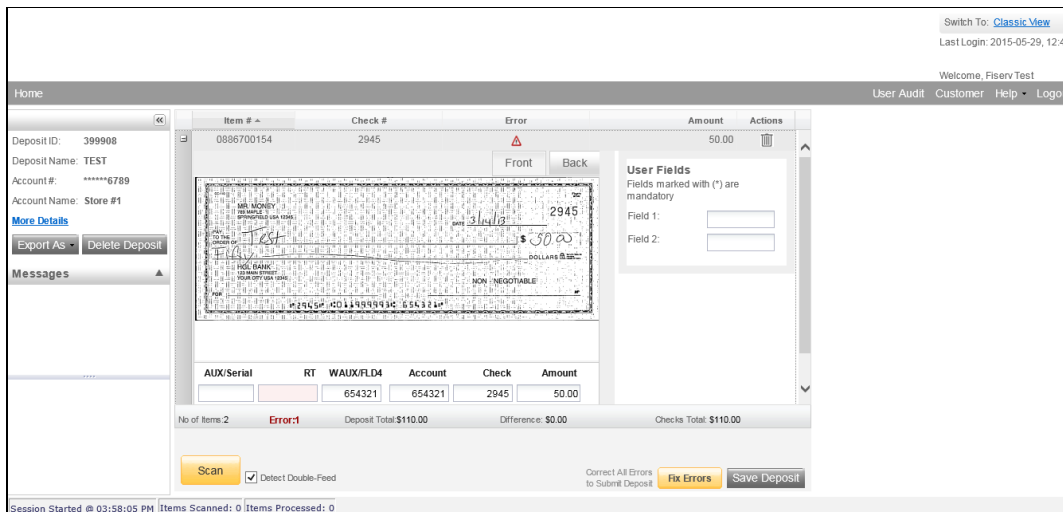
If you click **Save Deposit** at any time before submitting, it will put the deposit in a Suspended status. The deposit will not be complete until you submit.



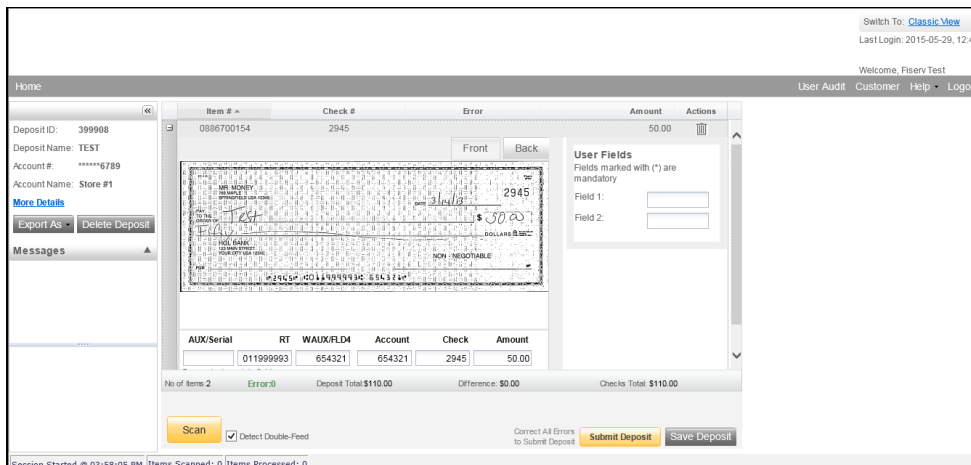


Review the image to determine if it needs to be rescanned or is acceptable. Take one of the following actions:

1. Enter the corrections in the fields that have errors flagged. Press "Enter" to update each field.

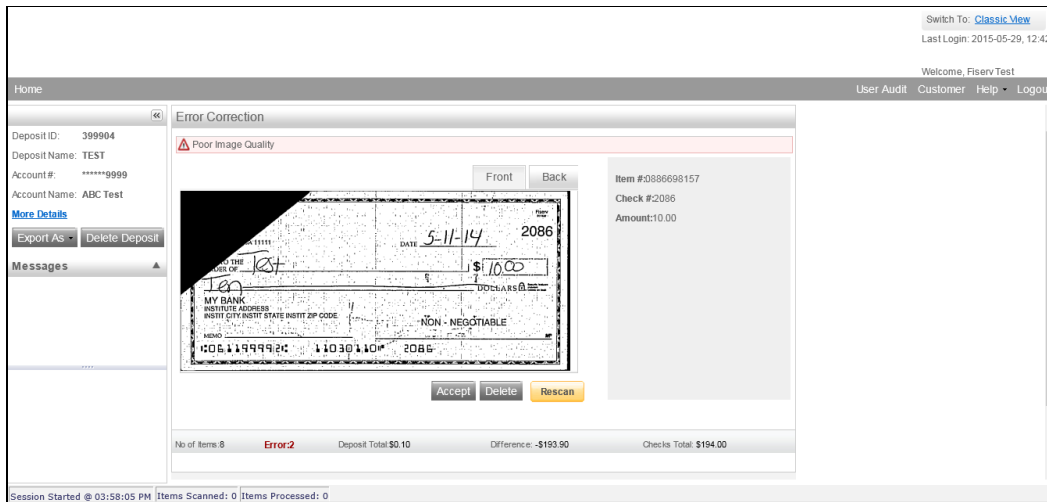


2. When all checks in the batch are error-free, the Fix Errors button will be replaced with the Submit Deposit button. Now you can submit the deposit.



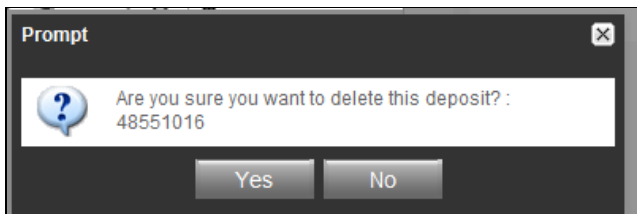
3. ReScan the image: If the image needs to be improved (e.g., if it is crooked or upside down), place the check in the scanner and click ReScan. You will receive a prompt: “Do you want to rescan image for selected item?” Click Yes. The MICR will be compared with the original check. If there is a difference,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

- Try making a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.)
 - 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**.
4. **Delete** the image: If the image is illegible, verify that the image displayed is the item you want to delete. 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.



5. Click Yes if you are sure and physically remove the deposit item. 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

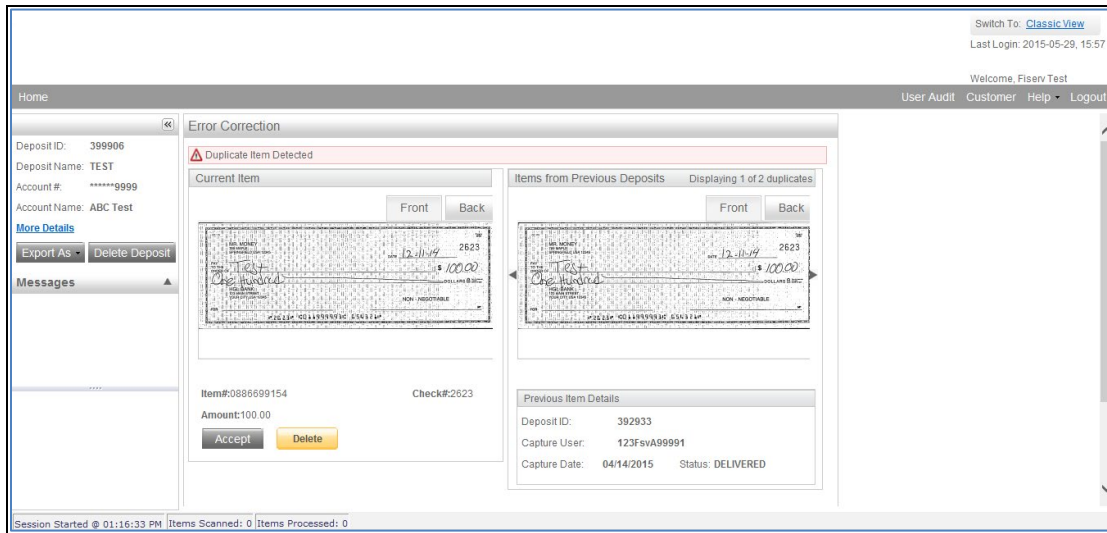
Foreign Items

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.

Duplicate Exceptions

The software will check for duplicates. If any are found, when you click “Submit Deposit” 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.

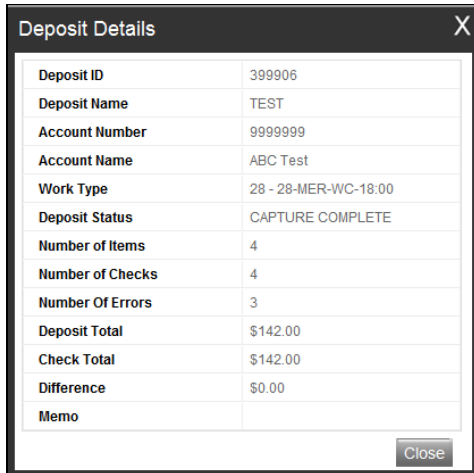


Once you determine whether the item is a duplicate, click **Delete** or **Accept**.

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

Balancing Deposits

Click “More Details” on the left side of the screen to see the deposit information. A Deposit Information box will appear on the screen.

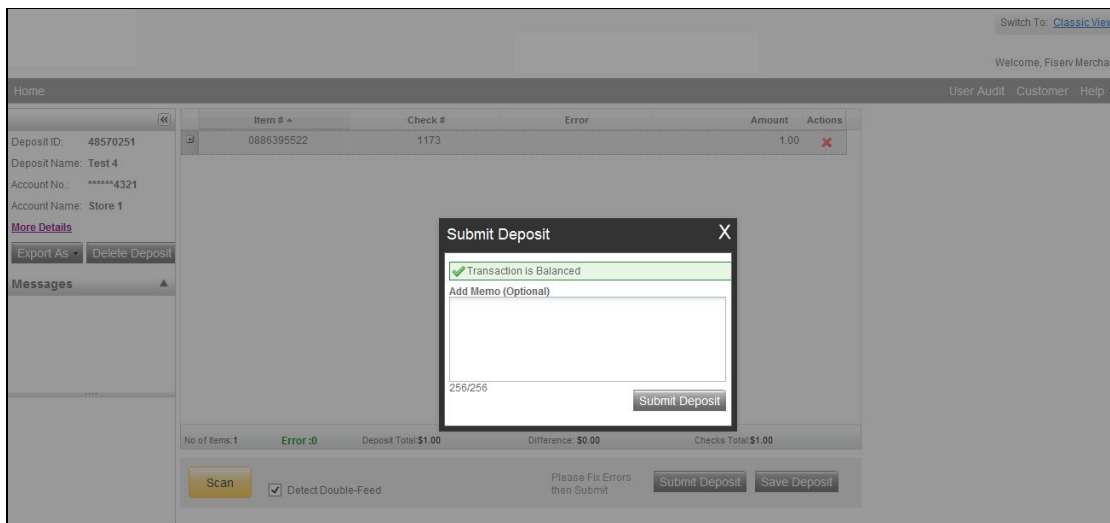


A dialog box titled "Deposit Details" with a close button (X) in the top right corner. It contains a table with the following information:

| | |
|------------------|----------------------|
| 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 | |

A "Close" button is located at the bottom right of the dialog box.

After all errors are fixed, click on **Submit Deposit**. You can add a memo with the deposit information if desired.



The main screen shows a deposit summary on the left and a table of items in the center. A "Submit Deposit" dialog box is open in the foreground.


Submit Deposit Dialog:

- Transaction is Balanced (indicated by a green checkmark)
- Add Memo (Optional) (text input field)
- Submit Deposit button
- Page number: 256/256

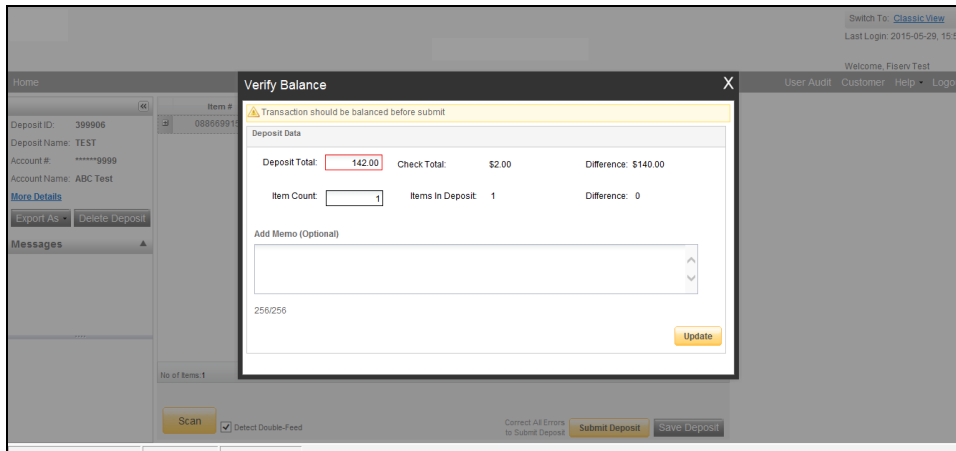
Main Screen Summary:

- Deposit ID: 48570251
- Deposit Name: Test4
- Account No.: *****4321
- Account Name: Store 1
- More Details (link)
- Export As (dropdown) | Delete Deposit (button)
- Messages (collapse icon)
- Table:

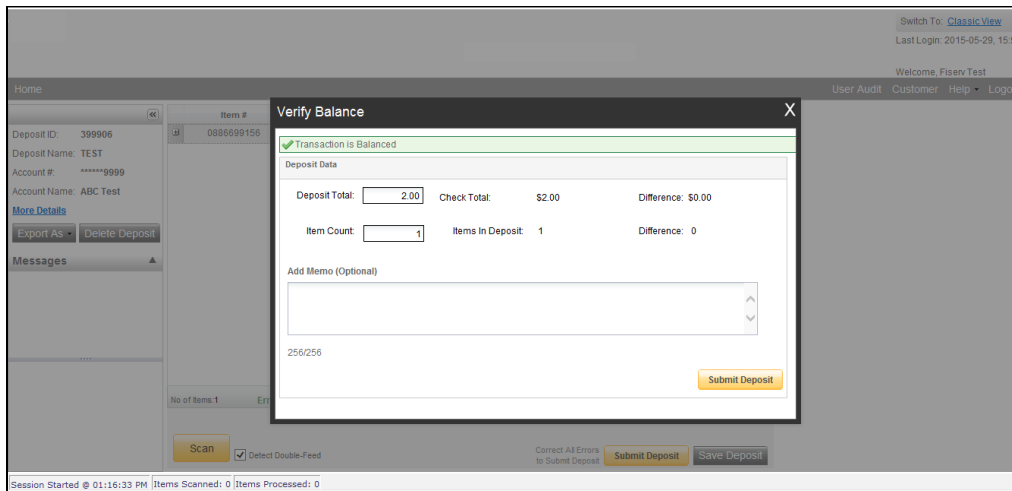
| Item # | Check # | Error | Amount | Actions |
|------------|---------|-------|--------|---------|
| 0886395522 | 1173 | | 1.00 | X |
- Summary: No of Items: 1 | Error: 0 | Deposit Total: \$1.00 | Difference: \$0.00 | Checks Total: \$1.00
- Buttons: Scan, Detect Double-Feed (checked), Please Fix Errors then Submit, Submit Deposit, Save Deposit

If the deposit is not in balance you must review the items. Open  each image to review 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.



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!

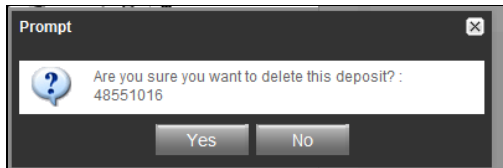
End of Day

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.
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-Tos



To remove a deposit:

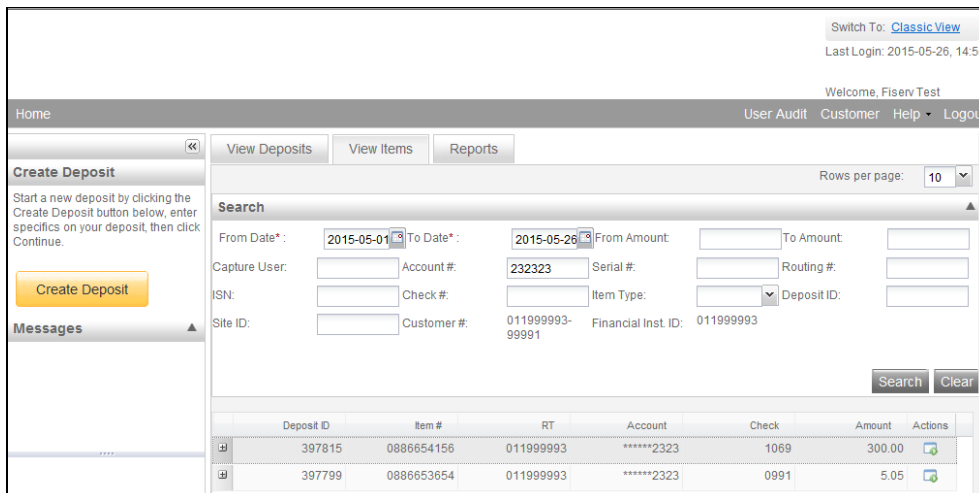
Select the deposit on the Deposit Status Screen and click Remove at the bottom right of the screen. A Prompt appears “Are you sure you want to delete this deposit?” Select Yes to remove or No if you do not want to remove the deposit.





- 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.

To query for items previously processed:

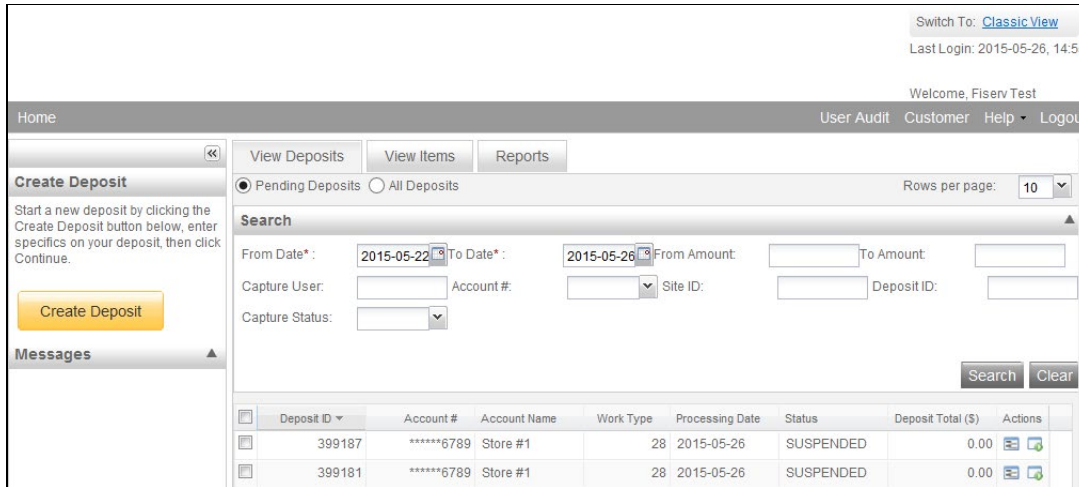
1. Select the View Items tab.
2. Select the Search drop down.
3. Select Advanced Search
4. Enter search criteria in Search options. Include a deposit ID or at least one MICR field in the search criteria. Click search.
5. Click on the  or  by the item to view or to close.
6. Click Clear if you need to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

A screenshot of the application interface. At the top right, there is a 'Switch To: Classic View' link and 'Last Login: 2015-05-26, 14:55'. Below that is 'Welcome, Fiserv Test' and a navigation menu with 'Home', 'User Audit', 'Customer', 'Help', and 'Logout'. The main area has tabs for 'View Deposits', 'View Items', and 'Reports'. The 'View Items' tab is active. On the left, there is a 'Create Deposit' section with a 'Create Deposit' button and a 'Messages' section. The main content area is a 'Search' form with fields for 'From Date*', 'To Date*', 'From Amount', 'To Amount', 'Capture User', 'Account #', 'Serial #', 'Routing #', 'ISN', 'Check #', 'Item Type', and 'Deposit ID'. Below the form is a table with columns: 'Deposit ID', 'Item #', 'RT', 'Account', 'Check', 'Amount', and 'Actions'. The table contains two rows of data.

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

To search for previous days/batches processed:

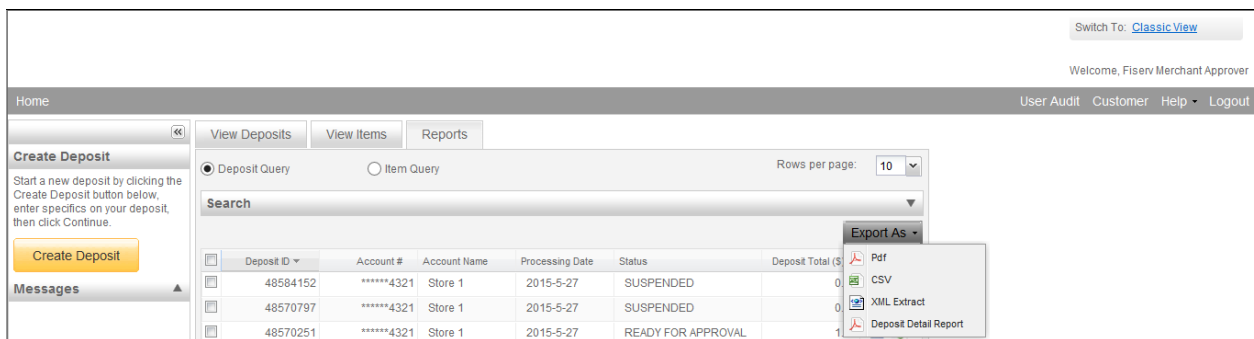
1. Select View Deposits tab.
2. Select the Search drop down.
3. Select Advanced Search
4. Enter search criteria in Search options, click search. (MICR fields don't need to be included in search criteria.)
5. To return to current date, click Clear and then search.



Reports:

On the Deposit Status screen

1. Select the Reports tab.
2. Click on Export As and choose report type.
 - a) PDF
 - b) CSV
 - c) XML Extract (NA)
 - d) Deposit Detail Report



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 to the bank for final review.

Under Review – This deposit is currently going through final review by the bank.**

**Deposits submitted before 5:00pm will be reviewed by the bank on the same business day.

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 (Using 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 –

Enter Deposit Amount

Select Account

AuxOnUs Field – 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) Front Back

Detailed Report Remove Deposit

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 Flds(Ctrl+Z) IQA Detail

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

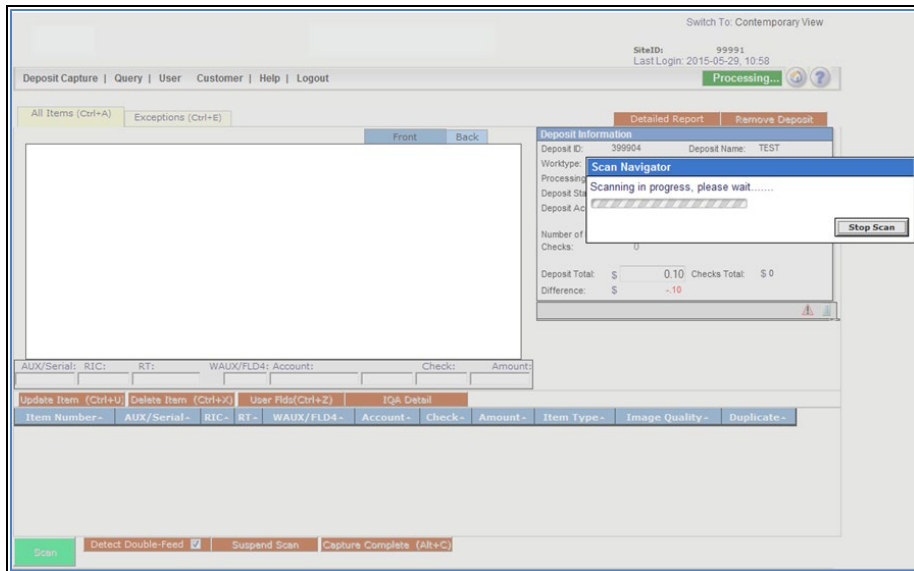
Scan Detect Double-Feed Suspend Scan Capture Complete (Alt+C)

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.

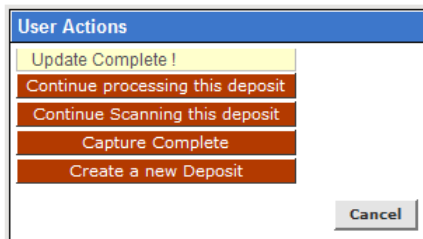
Scanning Work

Please keep deposits to fewer than 400 items when possible.

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.



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.

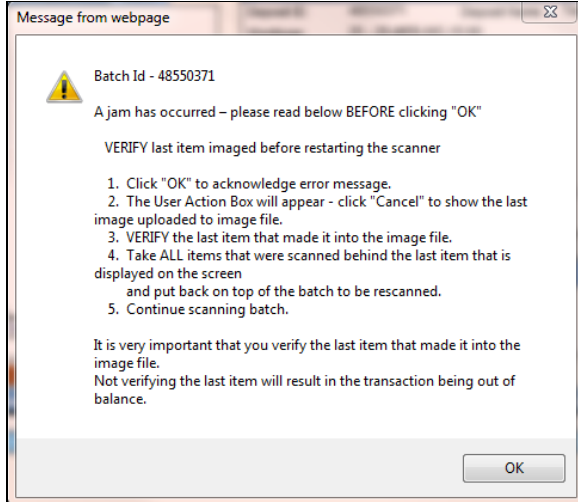
Clip or band the deposit together with the deposit ID noted in front. Place processed deposit face down in a process complete bin or box. Storing the processed deposits in an orderly way will prevent accidental rescanning and make research easier. Processed deposits should be retained for at least 75 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.)

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 transcode 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)

Image Quality Assessment (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.

The screenshot displays the Deposit Capture software interface. On the left, a check image is shown with a red 'X' in the top-left corner, indicating an IQA exception. The check is for \$10.00, dated 5-11-14, and is from MY BANK. The software interface includes a 'Deposit Information' panel on the right and an 'IQA Detail' table at the bottom. The table shows a list of items with their respective amounts and image quality flags. One item, 0886698157, has a red 'X' in the 'Image Quality' column.

| Item Number | AUX/Serial | RIC | RT | WAUX/FLD4 | Account | Check | Amount | Item Type | Image Quality | Duplicate |
|-------------|------------|-----|-----------|-----------|-----------|-------|--------|---------------|---------------|-----------|
| 0886698154 | | | 011999993 | | 999999 | 1349 | | On-Us Debit D | | |
| 0886698155 | | | 011999993 | | 999999 | 1373 | 10.00 | On-Us Debit D | | |
| 0886698156 | | | 101199991 | | 123456 | 1085 | 45.00 | Def Debit | | |
| 0886698157 | | | 061199992 | | 11030110 | 2086 | 10.00 | Def Debit | X | |
| 0886698158 | | | 061199992 | | 654987321 | 1592 | 25.00 | Def Debit | | |
| 0886698159 | | | 101199991 | | 123456 | 1283 | 2.00 | Def Debit | | |
| 0886698160 | 2726 | | 073999999 | | 975310 | | 100.00 | Def Debit | | |
| 0886698161 | 2732 | | 073999999 | | 975310 | | 2.00 | Def Debit | | |

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:

- Try making a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.)
 - 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.

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.

The screenshot shows the 'Deposit Capture' software interface. At the top, there are navigation tabs: 'All Items (Ctrl+A)', 'Exceptions (Ctrl+E)', and 'Duplicates (Ctrl+D)'. The 'Duplicates' tab is active, showing two side-by-side images of a \$10.00 check from 'The Big Bank' payable to 'Uncle Sam'. Below the images is a table of duplicate items.

| Item Number | Serial | Field6 | Transit | Field4 | Account | PC | Check | Amount | Item Type | Image Quality | Duplicate |
|-------------|--------|--------|-----------|--------|----------|----|-------|--------|-----------|---------------|-----------|
| 0000884503 | | | 021099992 | | 123456 | | | 10.00 | Def Debit | | ✓ |
| 0000884504 | | | 044099996 | | 12345 | | 2002 | 10.00 | Def Debit | | ✓ |
| 0000884505 | | | 061199992 | | 11030110 | | 2156 | 11.80 | Def Debit | | ✓ |

At the bottom of the interface, there are buttons for 'ReScan(0)' and 'Detect Double-Feed' (checked).

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- W/C | |
| Processing Date: 2011-09-14 | |
| Deposit Status: READY FOR APPROVAL | |
| Deposit Account: *****6769 | |
| Number of Items: 4 | Exceptions: 0 |
| Number of Checks: 4 | |
| Deposit Total: \$ <input type="text" value="30.00"/> | Checks Total: \$ 41.80 |
| Difference: \$ <input type="text" value="11.80"/> | |

- If your difference is zero, you can Submit your deposit, Create a new deposit or Logout. **The procedure may vary depending on your process.**
- 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.

When the deposit is in balance, you have options:

- **Submit the deposit if required**
- **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!

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.**
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-Tos

To remove a deposit:

Select the deposit on the Deposit Status Screen. When the deposit is open, select **Remove Deposit** at the top right of the screen in Classic View. 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 top navigation bar with 'Deposit Capture | Query | User | Customer | Help | Logout'. A dropdown menu is open under 'Query', showing 'Deposit Status', 'Item Query', and 'User Audit'. The 'Search Options' section contains the following fields: From Date: 2015-06-01, To Date: 2015-06-01, From Amount: [empty], To Amount: [empty], Account Number: [empty], AUX/Serial: [empty], RT: [empty], ISN: [empty], Check: [empty], Item Type: [empty]. Below these are Deposit ID: [empty], Customer Number: 011999993-99991, Financial Inst. ID: 011999993, and an 'Include Deletes' checkbox. At the bottom right are 'Search', 'Clear', and 'Deposit Report' buttons. The top right corner shows 'SiteID: 99991' and 'Last Login: 2015-06-01, 13:16'.

To search for previous days/batches processed:

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

The screenshot shows the 'Search Options' form with the following fields: From Date: 2015-06-01, To Date: 2015-06-01, From Amount: [empty], To Amount: [empty], Account Number: [empty], AUX/Serial: [empty], RT: [empty], ISN: [empty], Check: [empty], Item Type: [empty]. Below these are Deposit ID: [empty], Customer Number: 011999993-99991, Financial Inst. ID: 011999993, and an 'Include Deletes' checkbox. At the bottom right are 'Search', 'Clear', and 'Deposit Report' buttons.

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 a web application interface for deposit management. At the top, there is a navigation bar with links for 'Deposit Capture', 'Query', 'User', 'Customer', 'Extracts', 'Help', and 'Logout'. The current site ID is 99991. Below the navigation bar, there are tabs for 'Pending Deposits' and 'All Deposits', with a 'Display/Hide Search' button. A 'Search Options' panel is open, containing fields for 'Creation From Date' (2015-05-27), 'To Date' (2015-05-27), 'From Amount', 'To Amount', 'Deposit Status', 'Site ID', 'Capture User', 'Deposit ID', 'Account', and 'Include Deletes'. There are 'Search' and 'Clear' buttons. To the right of the search panel, there are buttons for 'Generate PDF Report', 'Generate CSV Report', and 'Deposit Detail Report'. Below the search panel, a 'Deposit Report' table is displayed, showing 2 rows of data. The table has columns for '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 first row shows a deposit with ID 48554717, name 'Test Dup', and status 'CAPTURE COMPLETE'. The second row shows a deposit with ID 48551016, name 'Test 3', and status 'CAPTURE COMPLETE'. A 'Remove' button is located at the bottom left of the table.

| 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 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 to the bank for final review.

Under Review – This deposit is currently going through final review by the bank.**

**Deposits submitted before 5:00pm will be reviewed by the bank on the same business day.

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.