



Lake Ridge
Bank™

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Remote Deposit

USER MANUAL FOR BUSINESSES



2023



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REMOTE DEPOSIT CAPTURE INFORMATION

HOLIDAY SCHEDULE: Transfers cannot be processed or settled on the federal holidays listed in our holiday schedule.

ONLINE SECURITY TIPS: We recommend that you read the Online Security Tips. Please note, we will never email asking you to provide any ACH file information.

DEMO – We do have a remote deposit demo on our website.

IMPORTANT CONTACT INFORMATION & FUNCTIONS:

- For Online Support call: **Treasury Management Team** at (608) 310-1240 or email: **TreasuryManagement@lakeridge.bank**
- Cutoff times – deposits received prior to 6pm will be credited same day. Remote deposit will not be processed on Federal holidays, weekends, or after 6:00pm CST until next Business day.
- Deposit status – Submitted or Delivered means deposit is uploaded to Bank.
 - Ready for Approval – deposit has been saved and can still be modified. This deposit needs to be submitted to bank in order to process.
 - Submitted – deposit has been submitted to bank and will be processed.
 - Delivered – deposit was processed and reflected in account balance.
- Checks being deposited may be endorsed but it is not required. A virtual endorsement will be placed on each check as it is scanned through the system.
- Store scanned checks in a secure location for at least 60 days and then shred.
- Deposit history is available for 45 days in the eCourier system under View Deposits tab. Business online also display deposit activity under Transactions.
- Foreign checks and/or currency cannot be processed through the remote deposit system. They will need to be either mailed or brought into any of our bank locations.
- If a deposited check is returned and can be re-deposited we recommend using the Image Replacement Document that we send back to you. This provides a better trail for research purposes. If needed the original check can be re-scanned but system will display a 'Duplicate Item Detected' warning.
- A unique Username and token will be assigned to each authorized individual that is granted access to the business online service. Login codes should never be shared amongst staff, and users that are no longer being used should be deleted



REMOTE DEPOSIT INSTALLATION

HOW TO INSTALL REMOTE DEPOSIT SCANNER

Before starting the installation of your scanner:

- ✓ Make sure the scanner is not attached to your computer until drivers from system have been installed first. Save and close all other programs before starting in the event a re-start is needed.
- ✓ You need to have Administration rights to the pc. If you do not have Administration rights, contact your IT department for assistance.
- ✓ Once logged into Business Online (www.lakeridge.bank), select Checks & Deposits and click on **Deposit** checks. If you are not seeing the Deposit tab, please contact the bank for assistance.

Note: Docking stations cannot be used for the USB connection. See below for more details.



Step 1. To begin the install, go to the top right hand corner, and select Help tab. Under Help, you should see Download Page.

Step 2. Locate the drivers needed to support your scanner (see table below).

SCANNER MODEL	DRIVERS TO USE
SmartSource – MicroElite	SmartSource PVA and Elite
SmartSource – Value Series	SmartSource PVA and Elite
Panini I:Deal or Panini MyVisionX	Panini
CheXpress or TellerScan	Digital Check TS
Mac Users	Call LRB TM Support



REMOTE DEPOSIT INSTALLATION

Step 3. Once the drivers have been found, select **Install Now** to complete.

Component	Description	Install Now
MagTek Excella	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
Panini	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
RDM EC7000	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
SmartSource Edge	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
SmartSource Micro Elite SE	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
SmartSource Micro EX	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
SmartSource PVA and Elite	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
InvestorsBank_Mac_017095	Mac scanner driver installation package for Investors Bank.	Install Now

Displaying 1 - 21 of 21 | Page 1 of 1 | << Status Check | Select Driver >>

TROUBLESHOOTING TIPS:

- Always unplug or turn off the scanner before uninstalling the old driver/software. Uninstall the old driver and any Ranger or Silver Bullet software.
- If issues arise, completely close the webpage and reopen before trying their logon credentials again.
- After installation is complete you can test scanner drivers by going to → **Programs** → **Silver Bullet** → **Ranger Burroughs** → **Rangerflex**. Put an item in the scanner and click START FEED. You should get a good front and back image. This will sometimes force the scanner to find the driver and you'll get the SILVER BULLET splash screen which is a good sign.
- USB Docking Station – cannot be used for the USB connection to the customers computer. The USB needs to be DIRECTLY plugged into the PC tower or Laptop.

Browsers

Supported Browsers

Apple Safari[^]

Google Chrome[^]

Microsoft Edge[^]

Microsoft Internet Explorer 11

Mozilla Firefox[^]

[^]Only available on workstations running the Microsoft Windows 10 operating system
[^]Supports the Merchant Capture Contemporary user interface only



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Once logged into Business Online. Click on the Checks & Deposits tab at the top of the screen.

The screenshot shows the top navigation bar with tabs: HOME, ACCOUNTS, PAYMENTS & TRANSFERS, and CHECKS & DEPOSITS. The 'CHECKS & DEPOSITS' tab is highlighted with a blue box and a green arrow pointing to it. Below the navigation bar is a yellow banner with the text: 'Welcome to our new SBCP Business Online site!'. The main content area is divided into several sections: 'Alerts' (Manage Alerts), 'Accounts' (Edit Accounts, Print), 'Pay or transfer' (Internal, ACH, ACH import, Bill pay), 'Quick launch' (FAQ, Enroll eStatement), and 'Payments & transfers'. The 'Accounts' section contains a table with the following data:

Account Name	Available balance	Action
Custom Rewards Chkg XXXX9097	\$4,158.40	Recent ▾
Direct Chkg XXXX5014	\$251.18	Recent ▾
Pers Sav XXXX0401	\$14,813.76	Recent ▾

How to Capture a Batch or Deposit:

To begin scanning a deposit, click on **Create Deposit** located in the upper left hand corner.

The screenshot shows the 'Create Deposit' button highlighted with a red box. The button is located in the upper left corner of the interface. The interface also shows a 'Search' section with a table of deposit information:

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Enter the following information when creating a Deposit, then click **Continue**.

FIELDS	DESCRIPTION
Deposit Name	Enter a name for the deposit.
Select Work Type	Verify 1 - Merchant Capture is selected from the drop down box.
Deposit Amount	Enter the amount of the total deposit. Zeroes automatically populate as cents. For example, if you enter an amount of 5000, this populates as 50.00.
Select Account	Select the account for which this deposit is being created.
Store Number	Enter a store number or location number, if desired.

Selecting an account:

When you click in the Select Account text area, a drop down list of available deposit accounts displays. To find an account you can scroll through the list using the scroll bar or Up/Down arrow keys.

Preparing Documents (or batches) for Scanning:

Check the batch for **staples, paper-clips and calculator tape, etc.** and remove these items. These items will cause the scanner to jam.

Ensure all documents are facing in the same direction and not upside down. Jog the documents straight so all documents are stacked together, this will reduce “piggy-backing”, jams and double documents.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

GETTING READY TO SCAN:

Place the document (straight and even) into the hopper.

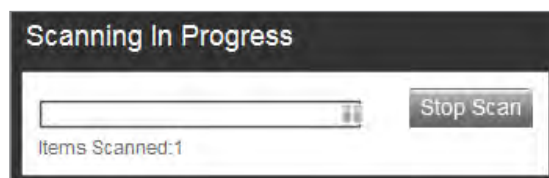
Pull the first item out slightly so the scanner rollers will have something to grab.

Always make sure 'Detect Double-Feed' is selected before proceeding to scan items.

This will ensure any duplicated items scanned will be detected. Click Scan highlighted in green at the bottom left side of the screen to begin scanning the deposit.



While the deposit is scanning, you will see the following message:
"Scanning in progress, please wait..."





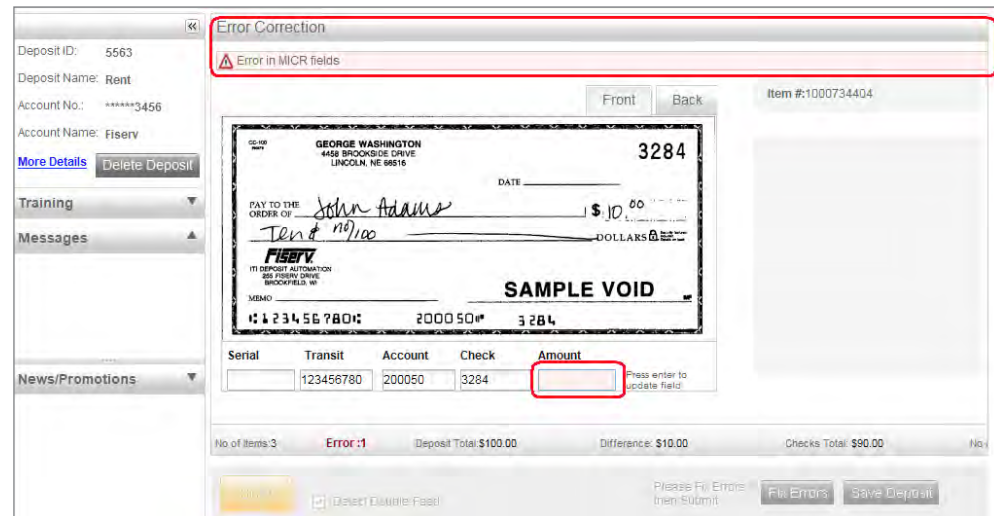
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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

VIEW EXCEPTIONS:

Once you have finished scanning the batch, select **Capture Complete**, which will indicate to the system no more items will be presented for the current batch. It is now you can view any exceptions that may exist. Exceptions occur when data is missing or was entered improperly in the system. By clicking on **Fix Errors** all items that require correction are presented in light Pink. Update the needed fields and then hit **Enter**.



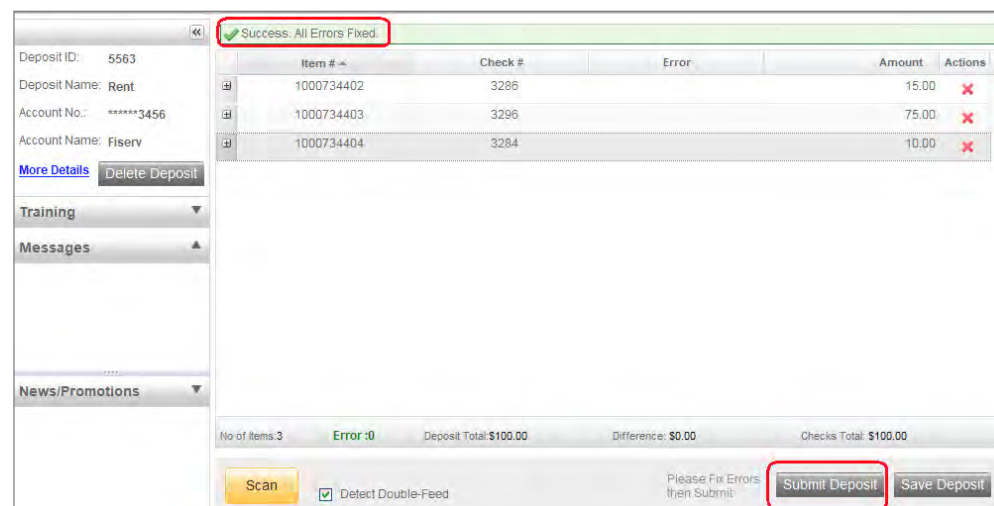
Common Exceptions:

Image Quality – Rescan the item or accept the image if the image quality is acceptable.

Item Amount – Input missing amount or correct misread amount.

MICR data – Correct or complete missing MICR data.

Duplicate Items – delete or accept duplicated item from the deposit.





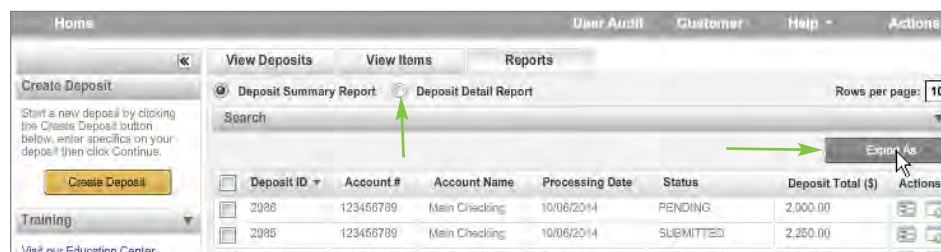
REMOTE DEPOSIT CAPTURE INSTRUCTIONS

REPORTS:

Clicking on the Reports tab will allow you to print a detailed receipt showing your Deposit Status and a list of all the items within the deposit. There are many report options available.

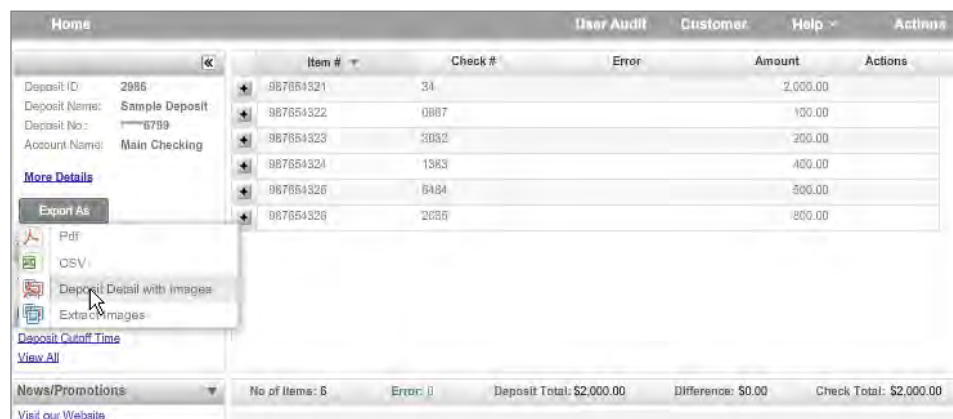
Under Reports tab:

- PDF – Deposit receipt
- CSV – export a data file with deposit information
- **Detail Reports for All Deposits** – Deposit receipt with detail including account numbers and amounts of each check deposited



Under View Items tab:

- PDF – Deposit summary report
- CSV – Export a data file with check detail
- **Deposit Detail with Images** – Deposit summary report with check images
- **Extract Images** – Zip file containing check images





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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Deposit Information:

If the Deposit Amount and the Total of Checks agree and the Difference Amount is \$0.00 then your deposit is ready to be submitted. Click **Submit Deposit** to send the deposit to the financial institution. If you're not ready to submit the deposit at this time and would like to return to the deposit later, click **Save Deposit**.

The screenshot shows a web interface for remote deposit capture. On the left, there is a sidebar with fields for Deposit ID (5569), Deposit Name (Rent), Account No. (*****3456), and Account Name (Fiserv). Below these are links for 'More Details' and 'Delete Deposit', and sections for 'Training' and 'Messages'. The main area contains a table with the following data:

Item #	Check #	Error	Amount	Actions
1000735002	3286		15.00	✖
1000735003	3286		75.00	✖
1000735004	3284		10.00	✖

At the bottom of the interface, a summary bar shows: No of Items: 3, Error: 0, Deposit Total: \$100.00, Difference: \$0.00, Checks Total: \$100.00. Below this bar are buttons for 'Scan', 'Detect Double-Feed' (checked), 'Please Fix Errors then Submit', 'Submit Deposit', and 'Save Deposit'.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Common Status Bar:

A status bar at the bottom of the Scan page displays summary information regarding the current user's session. This status area is displayed on every Web Capture window and contains the following:

- Total # of items scanned
- Total # of items processed (uploaded)
- Current Batch that is being processed
- Link to the Upload Monitor that will show summary details for the currently processing batch

Common Status Bar on Scan Page:

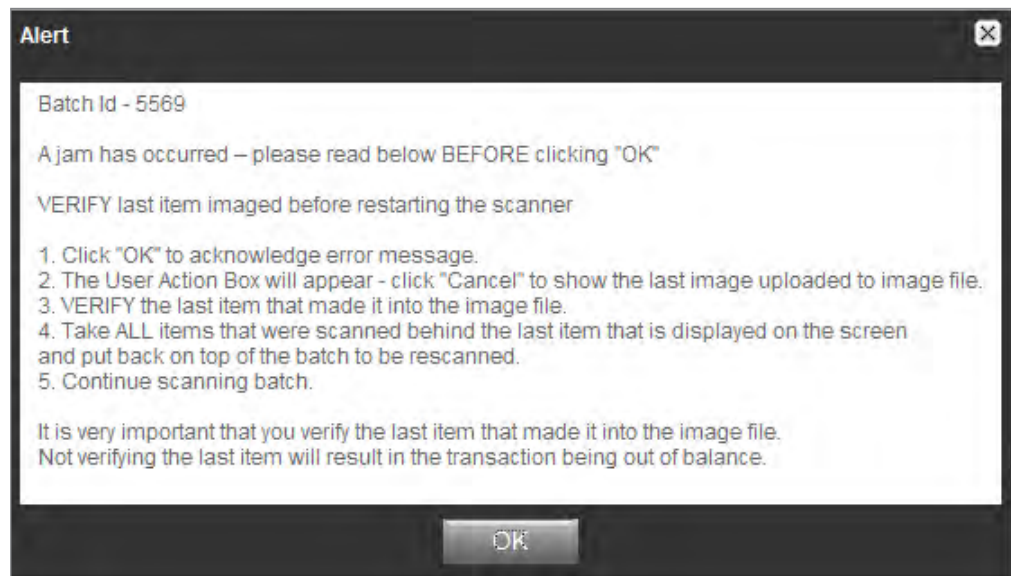
Session Started @ 03:38:13 PM	Items Scanned: 25	Items Processed: 25
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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

How to Correct Jammed Documents:

If a document jams during the process, usually the scanner will stop and the message box will display a Device Error Message, as shown below:



Clear the document(s) from the machine making sure **not to damage** the documents or the scanner, then **select OK** for the scanner to try to clear the jam.

Retain the documents in the proper order as a rescan may required for the document.

Review the Transaction section of the screen (shows all items that were successfully scanned).

Determine the last item that was scanned by taking the last items from the scanner pocket. **Turn them upside down in front** of you and work backwards until you find the last item that was processed. Remember that an item that is **sprayed on the back** of the check **does not mean that item processed**. The jam could have occurred before the item went through the camera.

Reinsert the next item or items that did not scan into the hopper with the remaining documents.

Click the **Scan** tab to complete processing the batch.

Important Note: Only the items with images that the user can see on the monitor were actually scanned. The spray on the back of the item(s) is NOT a confirmation that the image was processed.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

How to Delete an Item within a Deposit:

To delete an item, the item will first need to be located on the grid, select the row which will allow the system to display the front image. Verify the item selected is the correct item that needs to be deleted.

Success. All Errors Fixed.

Item #	Check #	Error	Amount	Actions
1000734402	3286		15.00	X
1000734403	3296		75.00	X
1000734404	3284		10.00	X

1. Highlight the appropriate MICR line, which will display the corresponding image. Then click the Delete Item icon as shown below.
2. Select **'Yes'** to delete the item out of the batch. If No is selected the current item within the batch will remain.

Note: Items scanned upside down or backwards will need to be Deleted and rescanned.

To Remove a Batch or Deposit:

1. To remove a deposit while currently in the deposit, select the **Delete Deposit** button.

Home

Deposit ID: 5563
Deposit Name: Rent
Account No.: *****3456
Account Name: Fiserv

[More Details](#) **Delete Deposit**

Training
Messages
News/Promotions

Item #	Check #	Error	Amount	Actions
1000734402	3286		15.00	X
1000734403	3296		75.00	X
1000734404	3284		10.00	X

No of Items: 3 Error: 0 Deposit Total: \$100.00 Difference: \$0.00 Checks Total: \$100.00

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

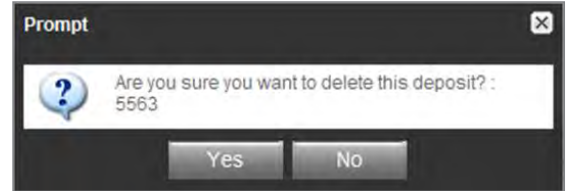


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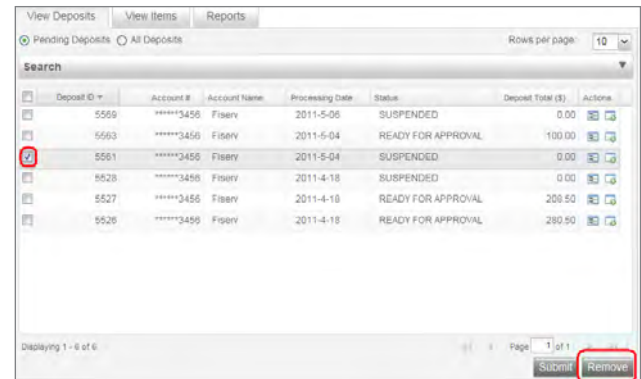
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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

2. Upon selecting the **Remove Deposit** button, you will receive the following warning:



3. Select **Yes** to proceed with the removal of the Batch or **No** to return to the *Deposit Capture* window and carry on with the same batch.



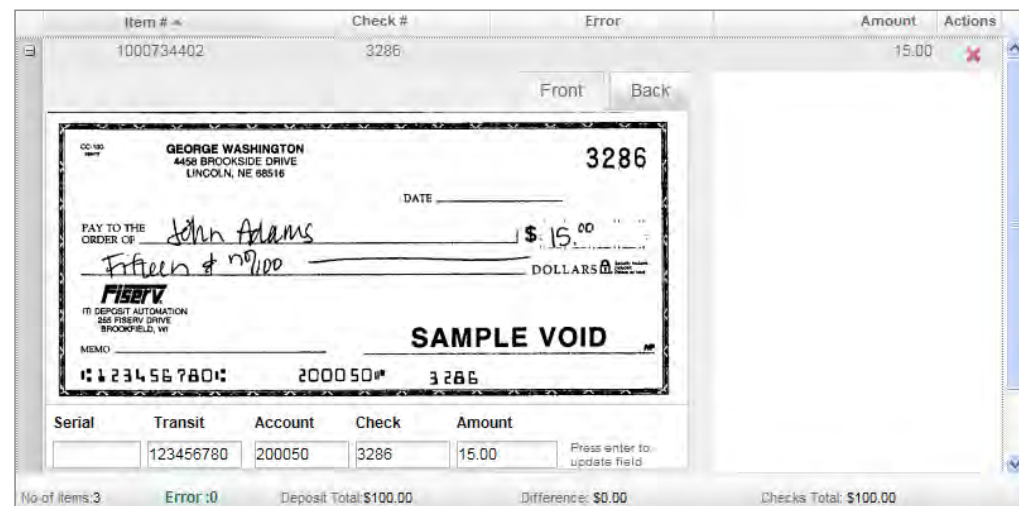
4. To remove a batch from the Home screen, place a check next to the appropriate deposit, then click **Remove**.

Enlarging the image:

To view the image of an item, click the **+ sign** next along the left for the appropriate item.

Item #	Check #	Error	Amount	Actions
 1000734402	3286		15.00	
 1000734403	3296		75.00	
 1000734404	3284		10.00	

If the image of the scanned item is difficult to read, the whole item can be **enlarged** by clicking on the image. Moving the mouse will show different parts of the enlarged image.





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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

How to Rescan a Document – Faile Image Quality:

1. **Image Quality Tests** that check for skews, dark bands, missing or folded corners, document framing errors, and partial images.
2. **Image Usability Tests** detect the presence and usability of the data fields on the image; CAR Amount and the MICR line.
3. **Reprocesses** are items that fail image analysis and must be rescanned before they can be accepted. If the image is not better, the item may still fail.

If a **'Poor Image Quality'**, the captured image had failed the Image Quality test. This will show after you have clicked **Fix Errors**.

1. This is an image quality suspect, and you need to view the image to ensure that it is acceptable.
2. Examine the images of the front and back of the check to determine if it's acceptable.
3. If the image of the item is not acceptable then select **rescan** to replace the current image.
4. To delete item out of the deposit, click **Delete**
5. To accept the image as is, click **Accept** to keep the item within the deposit
6. When rescanning the item, find the item within the batch and select **Rescan**.

The screenshot displays the 'Error Correction' screen in the Lake Ridge Bank remote deposit capture system. On the left, a sidebar shows account details for Deposit ID: 5568, Deposit Name: Rent, Account No.: ****3456, and Account Name: Fiserv. The main area shows a check image with a red box around the top-left corner indicating 'Poor Image Quality'. The check is from GEORGE WASHINGTON, dated 3/28/14, for \$10.00, payable to John Adams. The check is marked 'SAMPLE VOID'. Below the image are buttons for 'Accept', 'Delete', and 'Rescan'. At the bottom, a summary bar shows 'Ho of Items: 3', 'Error: 2', 'Deposit Total: \$100.00', 'Difference: \$0.00', and 'Checks Total: \$100.00'. A 'Fix Errors' button is visible at the bottom right.

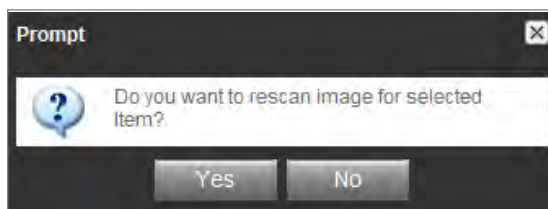


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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

7. The system will give the following warning message:



8. Select **Yes** to continue the rescan process. When rescanning an item, the MICR is compared to that of the original item. If there is a match, the image is overlaid. If there is a discrepancy, you receive the following warning:



9. If **Yes** is selected, the new item image replaces the original. If you select **No**, the system defers to the original item.

Duplicates:

Once all items have been scanned within the deposit, all exceptions have been addressed, the program will then display any **duplicate items** that are detected within the current batch or from any previously scanned batch within 90 days.

'**Duplicate Item Detected**' will display at the top of the screen. This will display the images of items that are considered duplicate side by side, with the Current Item along the left and the item(s) from previous deposits along the right.

The below screen is an example of the check image that were detected by the system as duplicated checks.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

To Correct Duplicates:

At this point you can delete the duplicate(s) by clicking **Delete** or click **Accept** to override the exception and accept the duplicate(s) item.

Once all duplicates are resolved, the message 'Success. All Errors Fixed' message will be displayed. The deposit is then ready to be submitted by clicking **Submit Deposit**.

Home

Success. All Errors Fixed.

Item #	Check #	Error	Amount	Actions
1000734902	3286		15.00	✗
1000734903	3296		75.00	✗
1000734904	3284		10.00	✗

No of Items: 3 Error: 0 Deposit Total: \$100.00 Difference: \$0.00 Checks Total: \$100.00

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

Deposit Status: Deposit Status is the first page displayed after a successful login. You can also navigate to this page by selecting Home at the top left hand part of the screen as shown below. Depending on your authority, all of the deposits that you created display or all of the deposits for your business display.

Home

Success. All Errors Fixed.

Item #	Check #	Error	Amount	Actions
1000734902	3286		15.00	✗
1000734903	3296		75.00	✗
1000734904	3284		10.00	✗

No of Items: 3 Error: 0 Deposit Total: \$100.00 Difference: \$0.00 Checks Total: \$100.00

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



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

From this window, you can open a particular deposit by selecting the Open Deposit icon for the appropriate Deposit ID.

View Deposits | View Items | Reports

Pending Deposits All Deposits Rows per page: 10

Search

<input type="checkbox"/>	Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
<input type="checkbox"/>	5568	*****3456	Fiserv	2011-5-06	READY FOR APPROVAL	100.00	 
<input type="checkbox"/>	5563	*****3456	Fiserv	2011-5-04	READY FOR APPROVAL	100.00	 
<input type="checkbox"/>	5561	*****3456	Fiserv	2011-5-04	SUSPENDED	0.00	 
<input type="checkbox"/>	5528	*****3456	Fiserv	2011-4-18	SUSPENDED	0.00	 
<input type="checkbox"/>	5527	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	208.50	 
<input type="checkbox"/>	5526	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	280.50	 

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Submit Remove

Also from this window, you can View Deposit Details for a particular batch by selecting the View Details icon for the appropriate batch.

View Deposits | View Items | Reports

Pending Deposits All Deposits Rows per page: 10

Search

<input type="checkbox"/>	Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
<input type="checkbox"/>	5568	*****3456	Fiserv	2011-5-06	READY FOR APPROVAL	100.00	 
<input type="checkbox"/>	5563	*****3456	Fiserv	2011-5-04	READY FOR APPROVAL	100.00	 
<input type="checkbox"/>	5561	*****3456	Fiserv	2011-5-04	SUSPENDED	0.00	 
<input type="checkbox"/>	5528	*****3456	Fiserv	2011-4-18	SUSPENDED	0.00	 
<input type="checkbox"/>	5527	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	208.50	 
<input type="checkbox"/>	5526	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	280.50	 

Displaying 1 - 6 of 6 Page 1 of 1

Submit Remove



REMOTE DEPOSIT CAPTURE INSTRUCTIONS

After selecting the View Details option, a screen like the following will be displayed.

Deposit Details	
Site ID	12
Deposit ID	5568
Deposit Name	Rent
Account Number	*****3456
Account Name	Fiserv
Last Updated By	merchant
Capture User	merchant
Create Date/Time	2011-05-06 11:07
Processing Date	2011-05-06
Submit Date/Time	
Status	READY FOR APPROVAL
Check Count	0/3
Deposit Total	100
Memo	

Statuses Defined for a Deposit:

- **OPEN** – a deposit/batch is placed in “OPEN” status when the batch is newly created or when a capture operator has reopened a batch to add additional items, or to resolve exceptions.
- **SUSPENDED** – a deposit/batch is placed in “SUSPENDED” status when a capture operator saves a batch for later capture or exception resolution. This status is functionally the same as “OPEN” but indicates that no one is currently working on the deposit.
- **CAPTURE COMPLETE** – a deposit/batch is placed in “CAPTURE COMPLETE” status when the capture operator selects the “CAPTURE COMPLETE” status. This status alerts the operators that there is no more capture work, but there are exceptions to resolve before it will become “READY FOR APPROVAL”.
- **READY FOR APPROVAL** – A deposit/batch will be automatically placed in “READY FOR APPROVAL” status when it is in “CAPTURE COMPLETE” status and the operator has resolved or accepted all capture exceptions.
- **SUBMITTED** – a deposit/batch will be placed in “SUBMITTED” status when an approver submits the batch and all exceptions are resolved or accepted. A deposit that has been submitted can be viewed but cannot be modified.
- **DELIVERED** – a batch/deposit will be in delivered status when an approver user has submitted a batch and then the batch has been moved on to the next process at your financial institution.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

On the View Deposits tab, select the All Deposits option if wanting to display all deposits, including deposits that have been submitted. Select the Pending Deposits option if wanting to display on those deposits that have not been submitted.

The screenshot shows the 'View Deposits' tab with the 'All Deposits' radio button selected. The table below shows the following data:

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
5568	*****3456	Fiserv	2011-5-06	SUBMITTED	100.00	[Icons]
5563	*****3456	Fiserv	2011-5-04	READY FOR APPROVAL	100.00	[Icons]
5561	*****3456	Fiserv	2011-5-04	SUSPENDED	0.00	[Icons]
5528	*****3456	Fiserv	2011-4-18	SUSPENDED	0.00	[Icons]
5527	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	208.50	[Icons]
5526	*****3456	Fiserv	2011-4-18	READY FOR APPROVAL	280.50	[Icons]

Item Query:

Begin by selecting the **View Items** tab. To include Search Options, click the  to select a Date and Amount Range.

The screenshot shows the 'View Items' tab selected. The table below shows the following data:

Deposit ID	Item #	Transit	Account	Check	Amount	Actions
5568	1000734904			3284	10.00	[Icon]
5568	1000734903	123456780	200050	3296	75.00	[Icon]
5568	1000734902	123456780	200050	3286	15.00	[Icon]
5568	1000734901	123456780	123456	9	100.00	[Icon]



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Click the Advanced Search option to make additional search criteria available.

The screenshot shows a search window titled "Search". It contains fields for "From Date*" (2011-05-06), "To Date*" (2011-05-06), "From Amount:", and "To Amount:". At the bottom right, there are three buttons: "Advanced Search" (highlighted with a red box), "Search", and "Clear".

The screenshot shows the same search window, but with additional search criteria fields. The "Advanced Search" button is no longer highlighted. The fields include: "From Date*" (2011-05-06), "To Date*" (2011-05-06), "From Amount:", "To Amount:", "Capture User:", "Account No:", "Serial No.:", "Routing No.:", "ISN:", "Check:", "Item Type:" (with a dropdown arrow), "Deposit ID:", "Site ID:", "Customer No.:" (123456780-12), "Bank Id.:" (123456780), and "Include Delete:" (checkbox).

Click  along the left to display the image of the appropriate item.

Click  to view the entire deposit.



REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Menu Description Keys and Functions:

When you scan your checks, the fields will automatically populate. If a field fails to populate or populates with data that the system fails to recognize, it will be highlighted. Highlight the line of missing/incorrect data and enter the missing fields at the bottom of the window as follows:

The following menu items are accessible from all windows in Web Capture.

Fields	Description
Serial	Enter the check's serial number.
Transit	Enter the transit number.
Account	Enter the account number on the check.
Check	Enter the check number.
Amount	Enter the amount of the check.
Scan/Rescan	Press this button to begin the scanning process or to rescan an image depending on the option available.
Insert Item	It is possible to insert items after you have completed your initial scan process. Refer to the Insert Item section on page 81 for more information.
Scan Simulate	Pop-up prompt asking user to enter non-paper item codeline. This is for testing purposes only.
Update Item	Highlight the line of data you want to update and select this button.
Delete Item	Highlight the line of data you want to delete and select this button.
Capture Complete	When you have finished scanning all checks for the deposit, select this button.
Accept Image	If there is a check with an Image Quality of "Failed", highlight that row of data and select Accept Image to select the image despite its reason for failure or rescan the image. The Image Quality changes from Failed to Accepted.
Suspend Scan	Select this button to stop the scanning process, suspend the current deposit, and display the deposit status screen.
Submit Deposit	This button will only display when the deposit is free of errors. As an approver, you can submit deposits for approval. When you have scanned your checks and saved your deposit, press the Submit Deposit button.
Detect Double-Feed	Select this button to stop the scanning process if a piggyback item is detected by the scanner. Double fed items will be treated as any other jam for resolution. If this box is unchecked, piggyback items will be passed through the scanner without stopping.



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REMOTE DEPOSIT CAPTURE INSTRUCTIONS

Press the Home button to return to the Web Capture Home page.

Search


From Date*: 2011-05-06 To Date*: 2011-05-06 From Amount: 10.00 To Amount: 10.00


Capture User: merchant Account No.: Serial No.: Routing No.:


ISN: Check: Item Type: Deposit ID:

Site ID: Customer No.: 123456780-12 Bank Id.: 123456780 Include Delete:



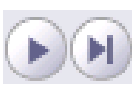

Search **Clear**

Deposit ID	Item #	Transit	Account	Check	Amount	Actions
5568	1000734904			3284	10.00	





The following menu items are accessible from the windows with listed items in Web Capture. For example, the **View Customers** window displays this menu if there are more than 10 items.

	Press this button to create a new item. For example, if you are working in the View Customers window, press this button to add a new customer.
	Press this button to refresh the window with the most current information.
	Press the single arrow to go to the next page. Press the single arrow with the bar to go to the last page.
	Press the single arrow to go to the previous page. Press the single arrow with the bar to go to the first page

Logout

When you select the Logout option from the top, depending on your system's configuration, one of the following will happen:

