

Business Online Banking

User Guide

Remote Deposit - Capture Deposit

DollarBank[®]
Let's get you there.

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This User Guide includes all functions of the Remote Deposit - Capture Deposit module. Individual users will see Menu Items, Locations, and Accounts based on their individual roles and access rights.

Overview

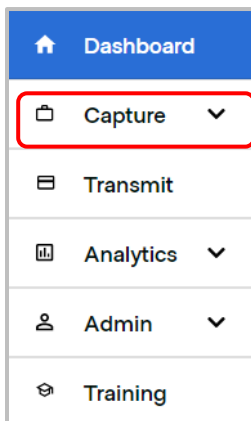
The Capture feature provides the capability to capture new transaction data or edit existing transactions for a specific calendar date, capture location and account.

The software automatically cleans the images to improve readability of key information. It recognizes and reads the Auxiliary On-Us, Routing Transit, Account, Process Control, and courtesy and legal amounts from the image, automatically completing most of the fields

Once the capture is complete, the user is directed to any items that need attention in the Item List table of the page. Custom field information may also be added, such as zip code, apartment number or other information associated with the check item. Once the transaction is balanced, it is released for transmission to the central processing site. Released transactions still need to be transmitted.

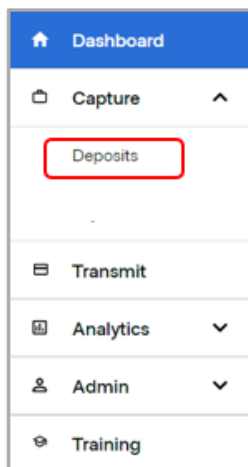
Create Deposit

1. Click **Capture** or click the Capture icon.

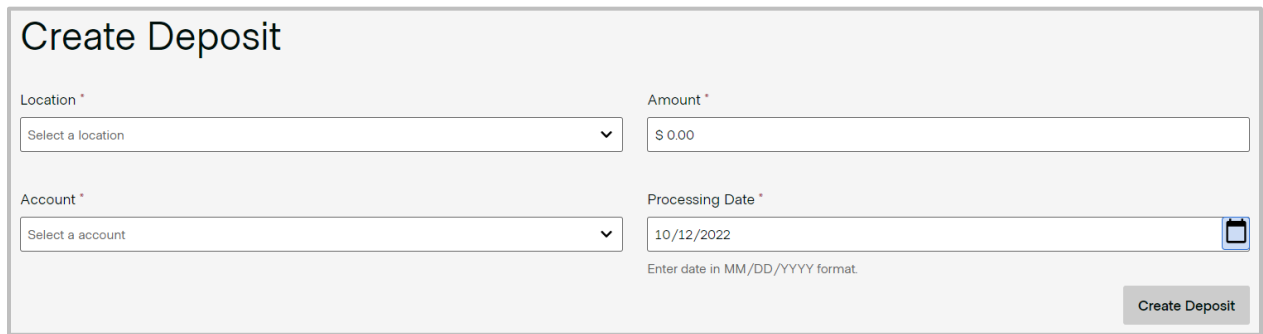


The side Menu is collapsible.

2. Click **Deposits**.



3. The current date will automatically be populated in **Processing Date**.

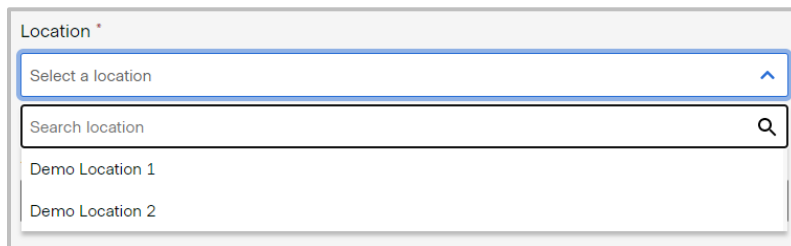


The 'Create Deposit' form contains the following fields:

- Location ***: A dropdown menu with the placeholder text 'Select a location'.
- Amount ***: A text input field containing '\$ 0.00'.
- Account ***: A dropdown menu with the placeholder text 'Select a account'.
- Processing Date ***: A date input field containing '10/12/2022'. Below the field is the instruction 'Enter date in MM/DD/YYYY format.' and a calendar icon.
- Create Deposit**: A button located at the bottom right of the form.

NOTE: Selections will vary based on access. Individuals with access to multiple locations or accounts will select items from the appropriate dropdown box. Individuals with access to one location or one account will see their designated information.

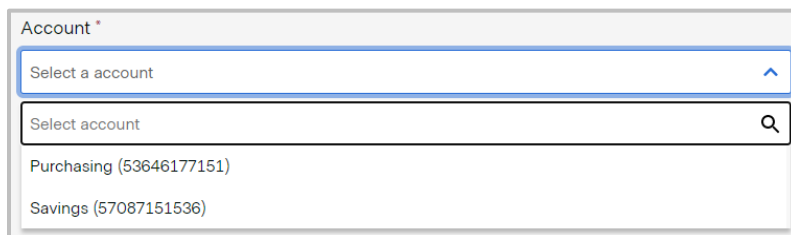
4. Select the **Location** from the dropdown menu if multiple locations are available.



The 'Location' dropdown menu is open, showing the following options:

- Select a location (with an upward arrow icon)
- Search location (with a magnifying glass icon)
- Demo Location 1
- Demo Location 2

5. Select the **Account** from the dropdown menu (if multiple accounts are available) where this transaction will be deposited.

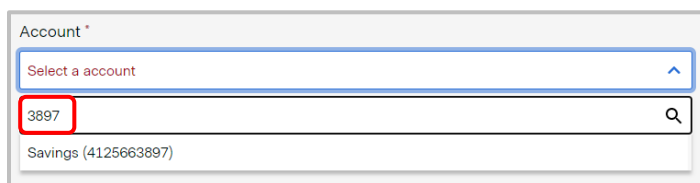


The 'Account' dropdown menu is open, showing the following options:

- Select a account (with an upward arrow icon)
- Select account (with a magnifying glass icon)
- Purchasing (53646177151)
- Savings (57087151536)

OR

6. Enter any portion of the account number or account descriptions and the system identifies all account numbers that contain the series of digits or letters, populating the dropdown list with available options. Select an account or continue to enter more digits or letters.



The 'Account' dropdown menu is open, showing the following options:

- Select a account (with an upward arrow icon)
- 3897 (highlighted with a red box)
- Savings (4125663897)

7. Enter the deposit **Amount**.

Amount *

\$ 0.00

NOTE: Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.

8. Click **Create Deposit**.

Create Deposit

Capture Deposit

9. The Capture Deposit page displays virtual deposit ticket information, including the amount, account number, account description, date, user and location (if applicable).

Capture Deposit

(Operating Account (12347890) - Demo Location 1)

Item Details

Routing Transit

125000105

Account

12347890

Amount

\$ 125.00

Images

Item Details

Scan

Rescan

Settings

Amount: \$125.00

Account #: 12347890

Account Desc: Operating Account

Credit Date: 20230315

User: bsmith

Location: Demo Location 1

Deposit Ticket

Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00

Place documents in the scanner, and click the Scan button...

Amount Difference

Deposit Amount

\$ 125.00

Checks

\$ 0.00

Difference

\$ 125.00

Audit Trail

Status Message

Close Transaction

The description bar displays above the image viewer and shows additional information about the transaction including the account and location (if applicable).

Capture Deposit

(Purchasing (53646177151) - Demo Location 2)

The Item Details at the left display basic item information for the selected item. Additional details may be displayed for each item by selecting the item and clicking the **Item Details** tab in the image viewer.

Capture Deposit

(Operating Account (12347890) - Demo Location 1)

Item Details

Routing Transit

125000105

Account

12347890

Amount

\$ 125.00

Images

Item Details

Document Type

Tracer

DepositTicket

20230208900067860000100001

Code Line (MICR)

Front Image Size

0 bytes

Front Image Quality Status

Passed

Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00

Place documents in the scanner, and click the Scan button...

Amount Difference

Deposit Amount

\$ 125.00

Checks

\$ 0.00

Difference

\$ 125.00

Audit Trail

Status Message

Close Transaction

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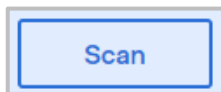
The message bar displays below the image viewer directing the user as to what needs to be done.

Place documents in the scanner, and click the Scan button...

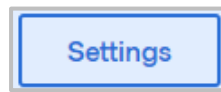
The **Amount Difference** is located below the message bar. It indicates the amount that has been scanned (Checks) and the amount that is remaining to match the Deposit Amount (Difference).

Amount Difference		
Deposit Amount	Checks	Difference
\$ 750.00	\$ 1,000.00	\$ -250.00

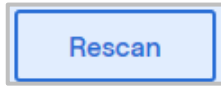
Scanning Buttons



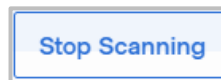
Initializes Scanner



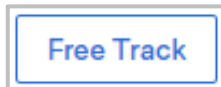
Scanner Settings



Rescan an Item



Stops Scanner



Clears Jams in the Scanner

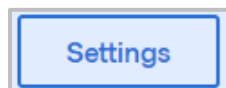
NOTES:

- » The Stop Scanning button displays when the scanner is initialized.
- » The Free Track button is located in Scanner settings.

Scanner Settings

NOTE: These steps only need to be completed prior to the first time the scanner is used. However, Default scanner settings may be modified to meet specific capture needs. It is recommended to leave the default settings set by the Financial Institution.

1. Click the scanner **Settings** button from the image viewer.



2. Select the Scanner Type that applies.

Scanner Settings	
Scanner Type	Digital Check (Windows) ▼
	Free Track

Capture Options

3. Select Stamp front of document to Off.
4. Select Spray tracer on rear of document to On.
5. Select Allow continuous hopper feed to On or Off.
6. Select Start scanner automatically to On or Off.
7. Select Use double feed detection to enable the double feed detection to On.

Capture Options	
Stamp front of document	☐
Spray tracer on rear of document	☒
Allow continuous hopper feed	☐
Start scanner automatically	☐
Use double feed detection	☒

NOTE: When an item is reported as a Double Feed, the user should delete the image and **Rescan**. See [Double Feed Detection](#) for more information.

Capture Deposit (Operating (2711503226) - Demo Location 1)

Détails de l'effet

Auxiliary

Transit d'acheminement

Compte

Contrôle du processus

Montant

Customer Name

Invoice Number

Images

Détails de l'effet

Scan

Rescan

Settings

État

État	No.	Document	Montant
Succès	1	Dépôt	\$ 10.00
Erreur	2	Chèque	\$ 40.00
En cours	3	Chèque	\$ 0.00

Double feed detected

Amount Difference

Montant du dépôt	\$ 10.00
Chèques	\$ 40.00
Difference	\$ -30.00

Audit Trail

Status Message

Fermer la transaction

Scanner Identity

8. Enter the scanner serial number or IP address if applicable. An RDM network scanner IP address is used in this example.

Scanner Identity

Scanner Host Name or IP Address*

192.168.253.1

* Network Scanners Only - Leave blank if scanner is directly connected to your

NOTE: Dollar Bank will supply the IP address.

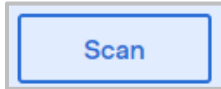
9. Click **Save**.

Close

Save

Scan

10. Place the items in the tabletop scanner.
11. Click **Scan**.



Once the capture is complete, any items that need attention will be indicated by a red Error status in the Status column of the Item List table. Image viewer buttons are available to aid in viewing items. See [Viewing Items/Buttons](#) for more information.

NOTE: Refer to the message bar for more data completion instructions.

12. Select the item from the Item List table below the image viewer. If the error is a Duplicate Detection or an Image Quality error, select the item and press **Enter** to make the changes. See [Image Quality and Usability](#) or [Duplicate Detection](#) for detailed instructions.
13. If there is missing information, enter the correct value in Item Details on the left side for the indicated field, using the image displayed in the image viewer. See [Correct Field Information/Numbers](#) for detailed instructions.
14. Press **Tab** after completing the field to move to the next field.
15. Repeat steps 12-14 until all items have a green Success status in the Status column of the Item List table.

Item Validation

When the capture is complete, any items that need attention will be indicated in the Item List table below the image viewer. Refer to the message bar for additional information.

Status	No.	Document	Amount
Success	1	Deposit	\$ 1800.00
Error	2	Check	\$ 1000.00
Error	3	Check	\$ 200.00
In progress	4	Check	\$ 100.00
Error	5	Check	\$ 500.00

Item List Table Information

NOTE: Red shading on an Error status indicates missing information or operator action is required.	
Success	Indicates that the image and all its required MICR fields were read successfully; no further processing or data entry is required.
Error	Indicates missing information or operator action is required. Refer to the message bar for additional information.
Save Pending	Indicates the image/information is being saved.
In Progress	Indicates item validation is in progress.

Additional Buttons

Close Transaction	Close the transaction: Defer, Release or Delete.
Audit Trail	Detailed information for the selected item.
Status Message	Displays an Error Log with a time stamp and detailed information about the error.

Viewing Items/Buttons

1. Click on the item in the Item List table to highlight.
2. Use the buttons to the right of the image viewer to adjust the view of an image.



Best Fit



Open in Window



Flip



Rotate Image Right



Rotate Image Left



Delete Selected Item



Zoom Out



Zoom In

3. Address the item issue.

Possible Item Issues

Correct Field Information/Numbers

1. Amount is used in this example.

Capture Deposit (Operating Account (12347890) - Demo Location 1)

Item Details

Auxiliary

Routing Transit

091000022

Account

400500600700

Process Control

1087

Amount

\$ 0.00

Customer Name

Invoice Number

Images **Item Details**

Scan

Rescan

Settings

1087

5-13-22

Pay to: Tax Service \$ 125.00

one hundred twenty five & 00/100

HSBC BANK

NOT NEGOTIABLE
SAMPLE VOID
DO NOT CASH

*094000022400500600700*1087

Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00
Error	2	Check	\$ 0.00
Error	3	Check	\$ 500.00

Amount is required. Please enter a value and press 'Enter' to continue.

Amount Difference

Deposit Amount	Checks	Difference
\$ 125.00	\$ 500.00	\$ -375.00

Audit Trail Status Message **Close Transaction**

2. Enter the correct value for the highlighted fields at the left, using the image displayed. Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.
3. Press **Tab** to move to the next field, press the **Enter** key or click with the mouse to select the next item.

Enter Optional Data

Depending on the setup, additional fields may display to record optional information.

Capture Deposit (Operating Account (12347890) - Demo Location 1)

Item Details

Auxiliary

Routing Transit

091000022

Account

400500600700

Process Control

1087

Amount

\$ 125.00

Customer Name

Invoice Number

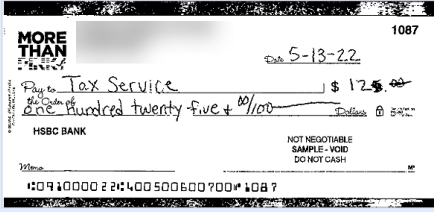
Images

Item Details

Scan

Rescan

Settings



Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00
Error	2	Check	\$ 0.00
Error	3	Check	\$ 500.00

Amount Difference

Deposit Amount	Checks	Difference
\$ 125.00	\$ 500.00	\$ -375.00

To scan additional items, click the Scan button. Or press Enter to advance to the first error

Audit Trail

Status Message

Close Transaction

Delete Single Items

Single items may need to be deleted from the transaction. This could include items with incomplete information or that are not allowed in this account.

1. In the Capture Deposit page, select the item to be deleted from the Item List table.
2. Click the **trash icon** to delete.

Capture Deposit (Operating Account (12347890) - Demo Location 1)

Item Details

Auxiliary

Routing Transit

091000022

Account

400500600700

Process Control

1087

Amount

\$ 0.00

Customer Name

Invoice Number

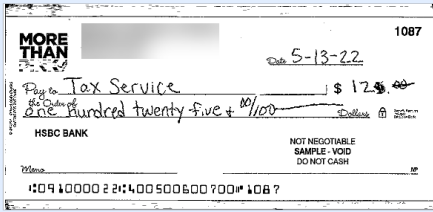
Images

Item Details

Scan

Rescan

Settings



Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00
Error	2	Check	\$ 0.00
Error	3	Check	\$ 500.00

Image Quality/Usability tests failed. Please rescan this item. If rescanning does not improve the quality, please delete the item and remove it from the scanner.

Amount Difference

Deposit Amount	Checks	Difference
\$ 125.00	\$ 500.00	\$ -375.00

Audit Trail

Status Message

Close Transaction

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- Click **Delete** to confirm.

Delete Item

This item will be deleted.
This item will need to be physically removed from the transaction.

Are you sure you want to continue?

Cancel

Delete

- Physically remove the item from the scanner.

Image Quality and Usability

If an item fails an Image Quality test, it will be indicated by a red Error status in the Status Column of the Item List table.

- Select the item in the Item List table.
- Press **Enter** or click **Rescan**.

Capture Deposit (Operating Account (12347890) - Demo Location 1)

Item Details

Auxiliary

Routing Transit

Account

Process Control

Amount

Customer Name

Invoice Number

Images

Item Details

Scan

Rescan

Settings

Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00
Success	2	Check	\$ 125.00
Error	3	Check	\$ 500.00

Image Quality/Usability tests failed. Choose "Rescan" to review this item. If the quality is poor, please delete this item and remove it from the scanner.

Amount Difference

Deposit Amount	Checks	Difference
\$ 125.00	\$ 625.00	\$ -500.00

Audit Trail

Status Message

Close Transaction

- Review the message for the appropriate action.

- » The captured image displays in a preview window with list of detected front and rear errors in the Image Quality box.

Front Image Brightness

Darker

Lighter

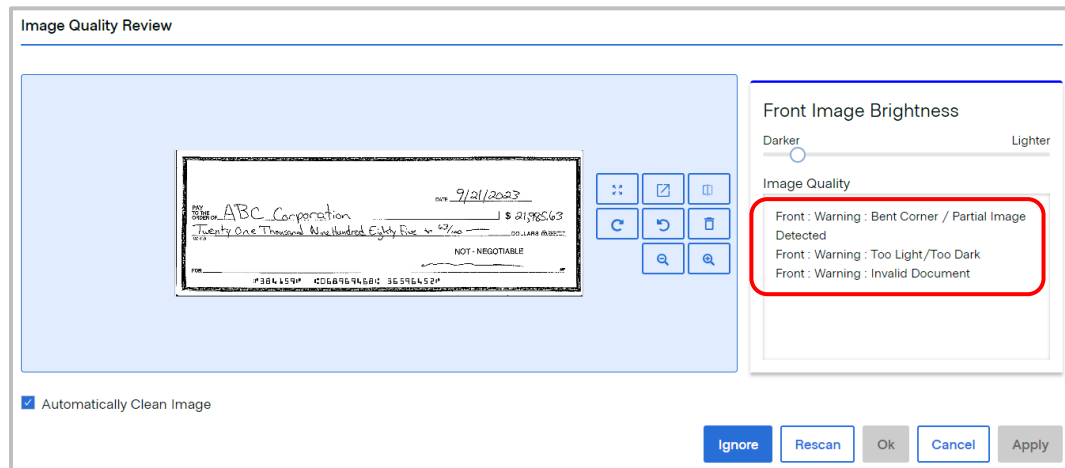
Image Quality

Front:Warning:Too Light/Too Dark

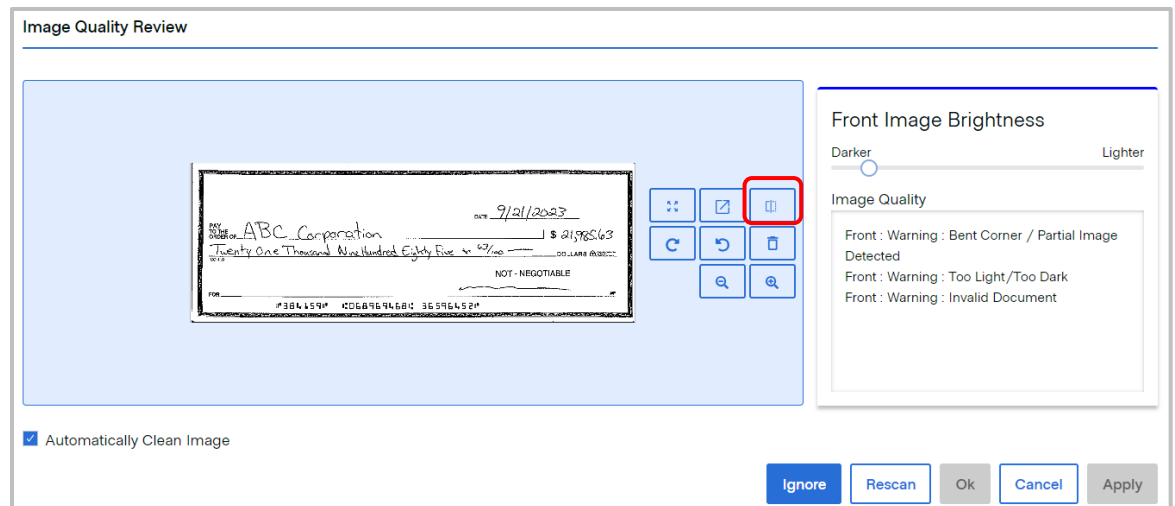
Front:Warning:Invalid Document

Rear:Warning:Too Light/Too Dark

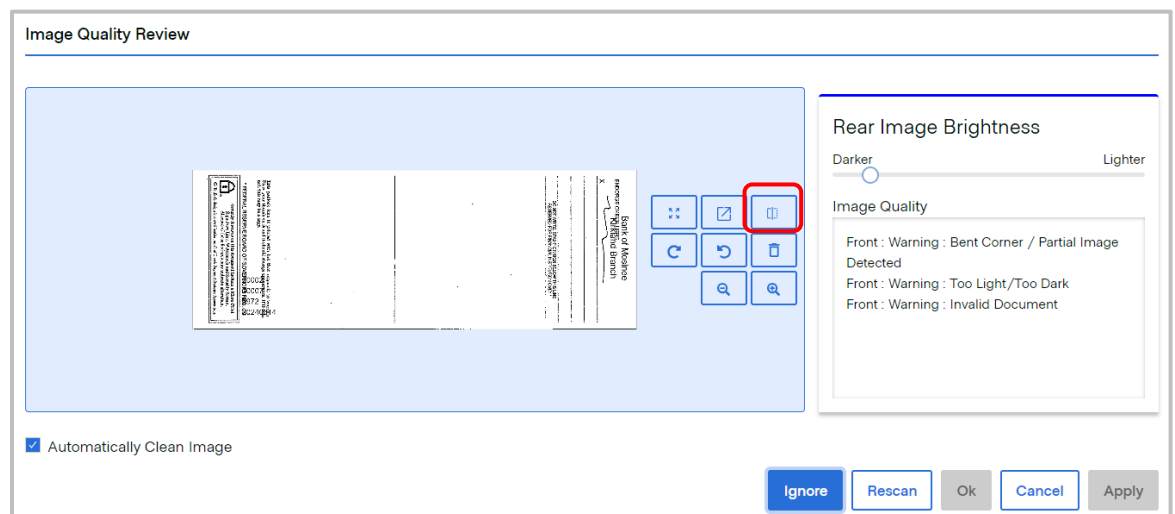
- » The button options available for decisioning the image quality issues depend on site configurations and are activated by actions taken in the preview window.



- »
- a. Click **Flip** to view or adjust Rear Image Brightness (optional).

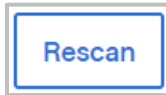


- b. Click **Flip** again to return to front image review window.

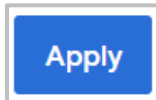


4. To rescan the image, place the physical item back in the scanner.

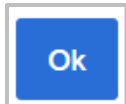
- Click **Rescan**.



- Click **Apply** to update the error messages and recaptured image.

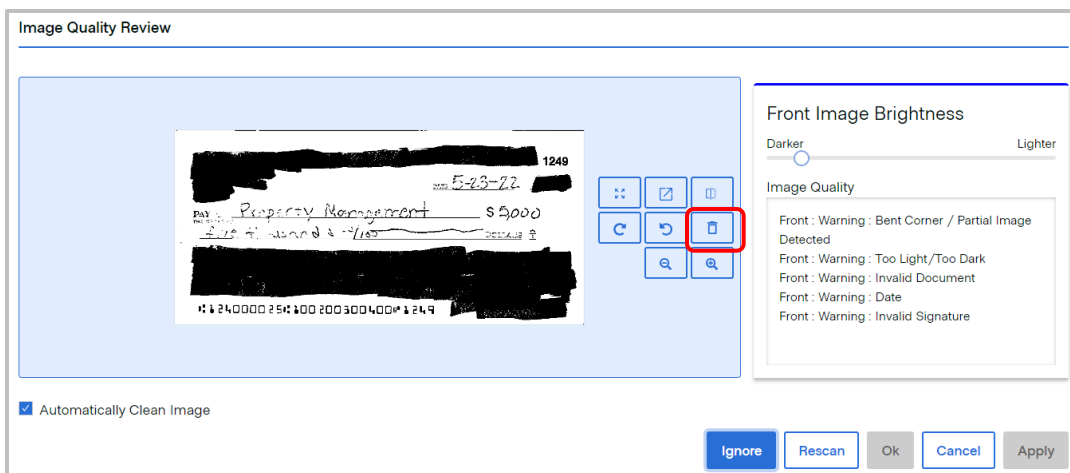


- Click **Ok** to return to the Capture page.

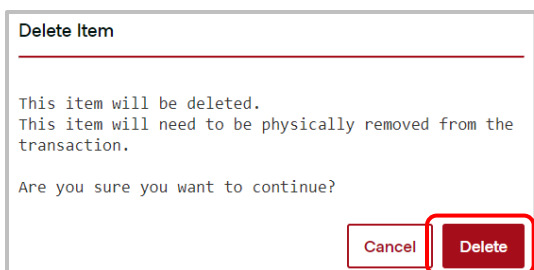


In some cases, rescanning the item is not an option and it must be removed from the transaction.

- On the Capture Deposit page, with the item selected, click **trash icon**, OR click the **trash icon** from the Image Quality Review window.



- Click **Delete** to confirm the item should be deleted from the transaction.



- Physically remove the item from the transaction.

If unable to capture a good image, please take to a branch for deposit.

Duplicate Detection

The software automatically checks for duplicate items as documents are captured to help maintain the integrity of transactions. This feature reviews specific criteria as it looks for duplicate items across transactions, batches, and dates. Duplicate detection provides protection from fraudulent practices and from accidentally including the same item in multiple transactions.

When the system detects an item that matches a previously processed item, it alerts the user with images of the original item and possible match and prompts for a decision to be made on the potential duplicate.

1. Select the item from the Item List table.
2. Press **Enter**.

Capture Deposit (Operating Account (12347890) - Demo Location 1)

Item Details

Auxiliary

Routing Transit

091000022

Account

400500600700

Process Control

1086

Amount

\$ 500.00

Customer Name

Invoice Number

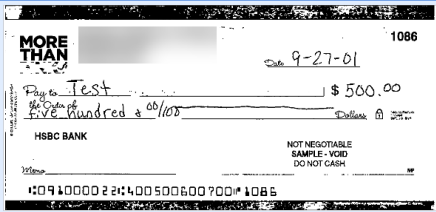
Images

Item Details

Scan

Rescan

Settings



Status	No.	Document	Amount
Success	1	Deposit	\$ 125.00
Success	2	Check	\$ 125.00
Error	3	Check	\$ 500.00

This item may be a duplicate of another captured item. Please review.

Amount Difference

Deposit Amount	Checks	Difference
\$ 125.00	\$ 625.00	\$ -500.00

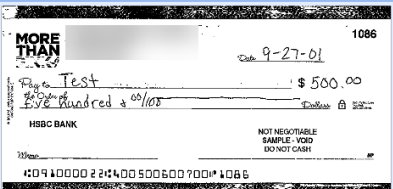
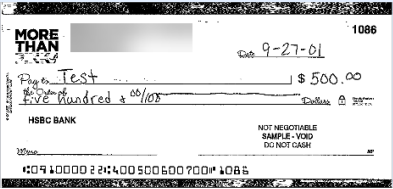
Audit Trail

Status Message

Close Transaction

3. Compare the two images to determine if the item is a duplicate.

Possible Duplicate item(s)



Original Document

Original Item : 1 of 4

Item Details

Item number: 3
Tracer number:
20230130900067860000400003
Item Name: Payment Check
Transit/Routing: 091000022

Possible Duplicate

Item Details

Item number: 3
Tracer number:
20230208900067860000100003
Item Name: DepositCheck
Transit/Routing: 091000022
Account number: 400500600700

Close This is a new Item Delete Duplicate

4. If the item IS a duplicate, click **Delete Duplicate**.

Delete Duplicate

5. Click **Delete**. The item is removed from the transaction.

Delete Item

This item will be deleted.
This item will need to be physically removed from the transaction.

Are you sure you want to continue?

Cancel Delete

6. Physically remove the item from the scanner.

NOTE: The MICR and image data are permanently removed from the transaction. This affects the transaction balance, which may require a final review of each item.

7. If the item is NOT a duplicate, click **This is a new Item**. The item remains in the transaction but may be flagged for further review.

This is a new Item

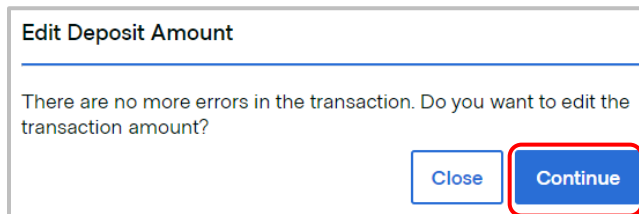
Final Balance

When all the deposit items have been captured and corrected, if the transaction is not balanced, the deposit total will need to be modified to balance the transaction.

1. Correct any values that may need to be modified.

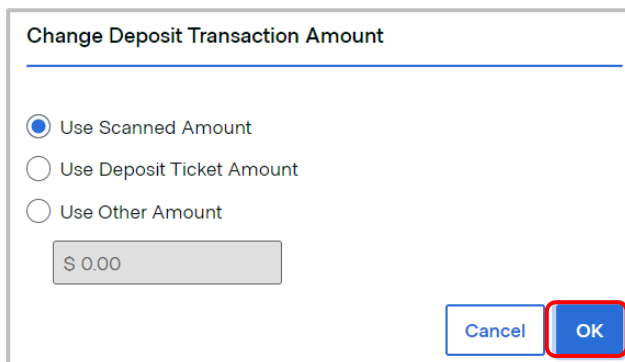
NOTE: If the amount of an item is changed and the transaction becomes balanced, further review is no longer required for the remaining items.

2. Press **Enter** after reviewing the items.
3. If the transaction is not in balance, click **Continue** to edit the deposit amount or **Cancel** to continue editing the scanned items.



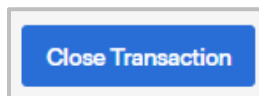
A dialog box titled "Edit Deposit Amount". It contains the text: "There are no more errors in the transaction. Do you want to edit the transaction amount?". At the bottom right, there are two buttons: "Close" and "Continue". The "Continue" button is highlighted with a red border.

4. Select 'Use Scanned Amount', 'Use Deposit Ticket Amount' or 'Use Other Amount' (to be entered manually).
5. Click **OK**.



A dialog box titled "Change Deposit Transaction Amount". It contains three radio button options: "Use Scanned Amount" (which is selected), "Use Deposit Ticket Amount", and "Use Other Amount". Below these options is a text input field showing "\$ 0.00". At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

6. Once the transaction is balanced, release the transaction for transmission to the central processing site.
7. Click **Close Transaction**.



A button labeled "Close Transaction".

8. Select **Release** from the Close Transaction window.
9. Click **OK**.

Close Transaction

Choose an option below

☐ Defer (Transaction will be held as an "Existing Deposit")

☒ Release (Select transaction(s) to be transmitted to central site)

☐ Delete (Entire transaction will be deleted)

Releasing the transaction redirects the user to the Transmission Items page where the transaction may be manually transmitted to the central site.

10. Select the transaction(s) to be transmitted manually.

Transmission Items

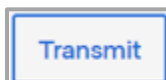
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐	Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1	Yes	View Images View Report
☒	Deposit	Released	Savings (57087151536)	\$125.00	09/15/2022	N/A	N/A	Demo Location 2	Yes	View Images View Report
☐	Deposit	Acknowledged	Operating (2711503226)	\$1200.00	09/14/2022	09/16/2022	09/15/2022 12:12 PM	Demo Location 1	Yes	View Images View Report

1 - 3 of 3 | View:

NOTES:

- Multiple deposits can be selected to transmit.
- Deposits can be unselected by clicking on the checkbox for the transaction a second time.

11. Click **Transmit**.



12. Review the Transmit Status information if necessary.

13. Click **Close**.

Transmit Status

Status	Process Date	Amount	Location	ID	Reason
Successful	09/15/2022	\$125.00	Demo Location 2	17816	

14. View the Acknowledgement information for final confirmation and posting information.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐ Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1		Yes	View Images View Report
☐ Deposit	Acknowledged	Savings (57087151536)	\$125.00	09/15/2022	09/16/2022	09/15/2022 2:46 PM	Demo Location 2		Yes	View Images View Report
☐ Deposit	Acknowledged	Operating (2711503226)	\$1200.00	09/14/2022	09/16/2022	09/15/2022 12:12 PM	Demo Location 1		Yes	View Images View Report

15. Click View Images or View Report to view, save or print images and/or reports from the Transmission Item page.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐ Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1		Yes	View Images View Report
☐ Deposit	Acknowledged	Savings (57087151536)	\$125.00	09/15/2022	09/16/2022	09/15/2022 2:46 PM	Demo Location 2		Yes	View Images View Report
☐ Deposit	Acknowledged	Operating (2711503226)	\$1200.00	09/14/2022	09/16/2022	09/15/2022 12:12 PM	Demo Location 1		Yes	View Images View Report

Defer Transaction

During the scanning process, at any point before the transaction is released, it may be deferred to be completed later. This feature is helpful if a user is interrupted or needs to step away before completing a payment. Deferring a transaction allows the user to save what has been captured so far, and then come back to finish it later.

When returning to complete the deferred transactions, additional items can be added to the batch and the work can be keyed or released.

The batch is automatically deferred if the application times out or is closed.

Note: Deferred Deposits may result in additional fees.

1. From the Capture Deposit page, click **Close Transaction**.

Capture Deposit (Purchasing Account (12347891) - Demo Location 1)

Item Details

Auxiliary
062888

Routing Transit
094950166

Account
19495016

Process Control

Amount
\$ 1000.00

Customer Name

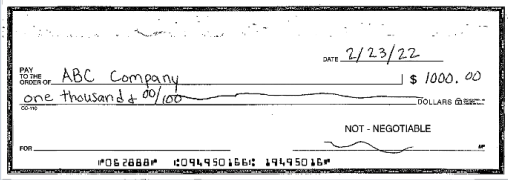
Invoice Number

Images **Item Details**

Scan

Rescan

Settings



Status

Success	1	Deposit	\$ 1,200.00
Error	2	Check	\$ 1,000.00
Error	3	Check	\$ 200.00

Image Quality/Usability tests failed. Choose "Rescan" to review this item. If the quality is poor, please delete this item and remove it from the scanner.

Amount Difference

Deposit Amount \$ 1,200.00	Checks \$ 1,200.00	Difference \$ 0.00
-------------------------------	-----------------------	-----------------------

Audit Trail Status Message **Close Transaction**

2. Select **Defer** from the Close Transaction window.
3. Click **OK**.

Close Transaction
Choose an option below
☒ Defer (Transaction will be held as an "Existing Deposit")
☐ Release (Select transaction(s) to be transmitted to central site)
☐ Delete (Entire transaction will be deleted)

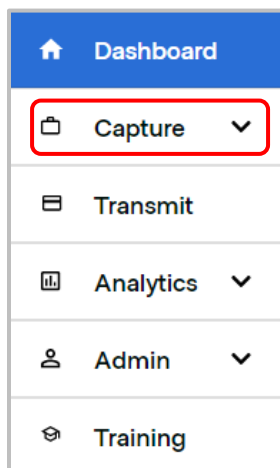
Cancel OK

The transaction will now be listed on the Create Deposit page in the **Existing Deposits** table.

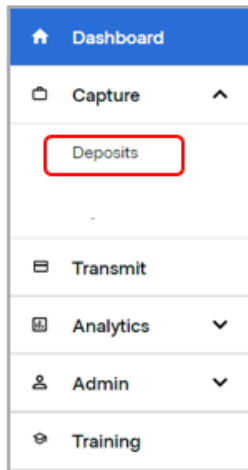
Existing Deposits				
Date	Account Description	Amount	In Balance	Action
01/30/2023	12347891 (12347891)	\$ 200.00	No	>
02/10/2023	Operating Account (12347890)	\$ 1200.00	Yes	>
1 - 2 of 2 View: 10				1

Complete, Close and Release a Deferred Transaction

1. Click **Capture** or click the Capture icon.



2. Click **Deposits**.



3. Select the Location.

Create Deposit

Location *

Select a location 

Search location 

Demo Location 1

Demo Location 2

Amount *

\$ 0.00

Processing Date *

09/14/2022 

Enter date in MM/DD/YYYY format.

Create Deposit

4. Click the arrow in the **Action** column of the deposit to be edited from the Existing Deposits table.

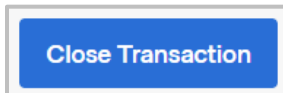
Existing Deposits

Date	Account Description	Amount	In Balance	Action
01/30/2023	12347891 (12347891)	\$ 200.00	No	
02/10/2023	Operating Account (12347890)	\$ 1200.00	Yes	

1 - 2 of 2 | View: 10  1 

NOTE: There cannot be any items that need attention by the user and the deposit must be in balance.

5. Click **Close Transaction**.



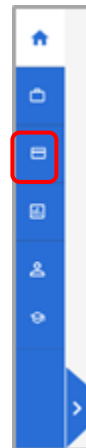
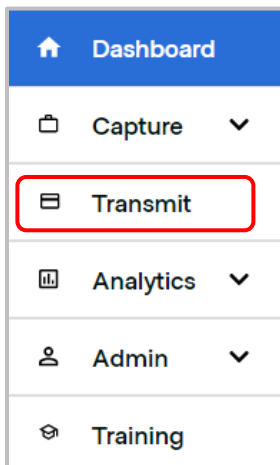
6. Click **Release**.

7. Click **OK**.

A dialog box titled "Close Transaction" with a blue header bar. Below the title, it says "Choose an option below". There are three radio button options: "Defer (Transaction will be held as an 'Existing Deposit')", "Release (Select transaction(s) to be transmitted to central site)", and "Delete (Entire transaction will be deleted)". The "Release" option is selected and highlighted with a red rectangle. At the bottom right, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted by a red rectangle.

Transmit Transaction

1. Click **Transmit** or click the Transmit icon.



2. Select a transaction to transmit from the Transmission Items table. Multiple transactions can be transmitted at one time by clicking on each of the checkboxes to select. To unselect a transaction, click on the checkbox for the transaction a second time.

Transmission Items

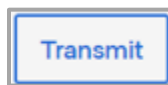
Search Filter ▼

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐	Deposit	Released	Purchasing (53646177151)	\$5000.00	08/26/2022	N/A	N/A	Demo Location 2	Yes	View Images View Report
☐	Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1	Yes	View Images View Report
☒	Deposit	Released	Purchasing (53646177151)	\$700.00	08/31/2022	N/A	N/A	Demo Location 2	Yes	View Images View Report
☐	Deposit	Acknowledged	Operating (2711503226)	\$1100.00	08/31/2022	08/31/2022	08/31/2022 11:34 AM	Demo Location 1	Yes	View Images View Report

1 - 4 of 4 | View: 10 1

[Daily Deposit Limits](#) [Delete](#) [Transmit](#)

3. Click **Transmit**.



The Transaction is transmitted and acknowledged by the central site.

4. Review the Transmit Status information if necessary.
5. Click **Close**.

Transmit Status

Status	Process Date	Amount	Location	ID	Reason
Successful	08/31/2022	\$700.00	Demo Location 2	16581	

[Close](#)

The Status of the transaction will change to “Acknowledged” and the Posting Date and Acknowledged Date will now appear on the Transmission Items table.

Transmission Items

Search Filter ▼

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐	Deposit	Released	Purchasing (53646177151)	\$5000.00	08/26/2022	N/A	N/A	Demo Location 2	Yes	View Images View Report
☐	Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1	Yes	View Images View Report
☐	Deposit	Acknowledged	Purchasing (53646177151)	\$700.00	08/31/2022	08/31/2022	08/31/2022 11:42 AM	Demo Location 2	Yes	View Images View Report
☐	Deposit	Acknowledged	Operating (2711503226)	\$1100.00	08/31/2022	08/31/2022	08/31/2022 11:34 AM	Demo Location 1	Yes	View Images View Report

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[Daily Deposit Limits](#) [Delete](#) [Transmit](#)

Processing Date—Date the deposit ticket was created, credit date on the Deposit ticket.

Posting Date—Based on posting calendar; items after final cutoff time will have a posting date of the next business day.

Acknowledged Date—Date/Time deposit was transmitted by Merchant.

NOTE: If a transaction is transmitted and acknowledged after the cutoff time, it will be posted on the next available posting date.

To view the detail report or images report for the current transmission, the work must be transmitted and acknowledged by the Central Site.

Daily Deposit Limits

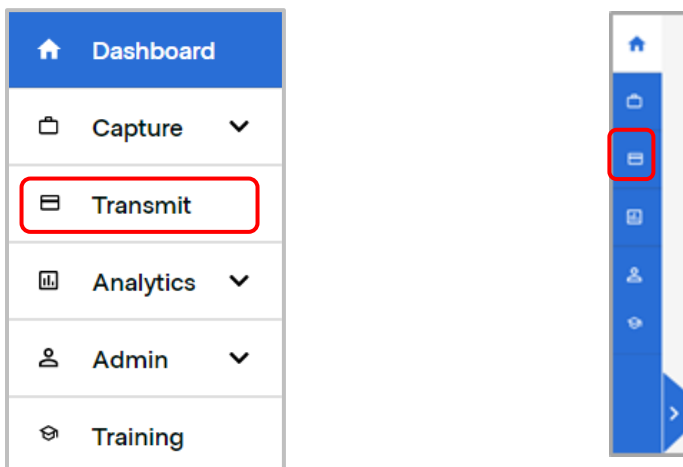
Daily Deposit Limits are set for clients through administration. Hard Limits will stop a transaction and the user will receive a message to notify them they have exceeded their limit.

The Daily Deposit Limits table will show up-to-date information for amounts deposited for the date, the daily limit amount, current total amounts deposited for the month and the monthly limit amount.

Note: For limit changes, please call Treasury Management at 1-855-282-3888, Monday – Friday from 8:30 AM – 5:00 PM.)

View the Deposit Limits

1. Click **Transmit** or click the Transmit icon.



2. Click **Daily Deposit Limits**.

Transmission Items										
Search		Filter								
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☐	Deposit	Released	Purchasing (53646177151)	\$5000.00	08/26/2022	N/A	N/A	Demo Location 2	Yes	View Images View Report
☐	Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1	Yes	View Images View Report
☐	Deposit	Acknowledged	Purchasing (53646177151)	\$700.00	08/31/2022	08/31/2022	08/31/2022 11:42 AM	Demo Location 2	Yes	View Images View Report
☐	Deposit	Acknowledged	Operating (2711503226)	\$1100.00	08/31/2022	08/31/2022	08/31/2022 11:34 AM	Demo Location 1	Yes	View Images View Report
1 - 4 of 4 View: 10										1
Daily Deposit Limits										Delete Transmit

3. Review the daily and monthly totals and limits.
4. Click **Close** to exit Daily Deposit Limits.

Daily Deposit Limits				
Account	Today's Totals	Daily Limit	Monthly Total	Monthly Limit
2022-09-14	\$2000.00	\$25000.00	\$2000.00	\$50000.00

Close

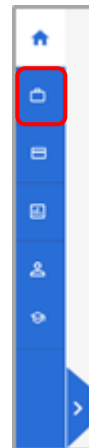
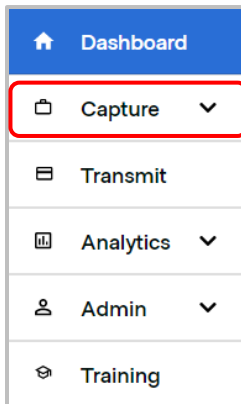
Delete

During the capture process, items may be deleted from a transaction because of poor quality images, duplicates, or to remove other unacceptable items.

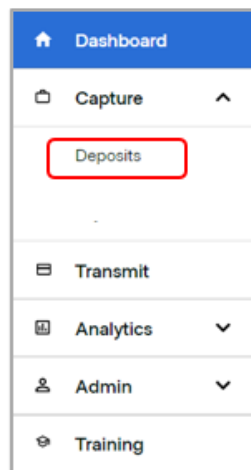
An entire batch and all data associated with the batch may also be deleted from the system. However, if a batch should be deleted but has already been transmitted, it needs to be deleted at the central site.

Delete Entire Transaction from Capture Deposit page

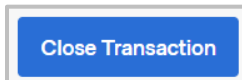
1. Click **Capture** or click the Capture icon.



2. Click **Deposits**.



3. Click **Close Transaction** on the Capture Deposit page.



4. Select **Delete** from the Close Transaction window.
5. Click **OK**.

A dialog box titled "Close Transaction". It contains the instruction "Choose an option below" and three radio button options: "Defer (Transaction will be held as an 'Existing Deposit')", "Release (Select transaction(s) to be transmitted to central site)", and "Delete (Entire transaction will be deleted)". The "Delete" option is selected and highlighted with a red rectangle. At the bottom right are "Cancel" and "OK" buttons, with the "OK" button also highlighted with a red rectangle.

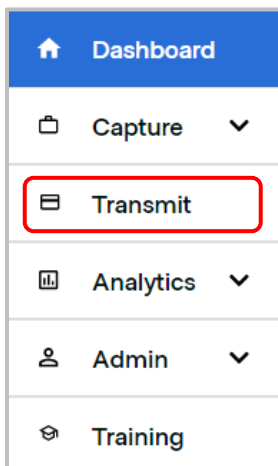
6. Click **Delete** to confirm.

A dialog box titled "Delete Transaction". It contains the question "Are you sure you want to delete the selected transaction?". At the bottom are "Close" and "Delete" buttons, with the "Delete" button highlighted with a red rectangle.

NOTE: Once a transaction has been released from Capture, it may be deleted from the Transmit page.

Delete Entire Transaction from Transmission Items page

1. Click **Transmit** or click the Transmit icon.



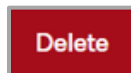
2. Select a transaction to delete from the Transmission Items table. Multiple transactions can be deleted at one time by checking the boxes on all of the transactions to select. To unselect a transaction, click on the checkbox for the transaction a second time.

Transmission Items											
Search		Filter ▼									
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action	
☒	Deposit	Released	Purchasing (53646177151)	\$5000.00	08/26/2022	N/A	N/A	Demo Location 2	Yes	View Images	View Report
☐	Deposit	Released	Payroll (5001221610)	\$5000.00	08/31/2022	N/A	N/A	Demo Location 1	Yes	View Images	View Report
☐	Deposit	Acknowledged	Purchasing (53646177151)	\$700.00	08/31/2022	08/31/2022	08/31/2022 11:42 AM	Demo Location 2	Yes	View Images	View Report
☐	Deposit	Acknowledged	Operating (2711503226)	\$1100.00	08/31/2022	08/31/2022	08/31/2022 11:34 AM	Demo Location 1	Yes	View Images	View Report

1 - 4 of 4 | View: 10 1

[Daily Deposit Limits](#) [Delete](#) [Transmit](#)

3. Click **Delete**.



4. Click **Delete** to delete the deposit or **Cancel** to return to the Transmission Items page.

Delete Confirmation

Are you sure you want to delete the selected deposit(s)?

[Cancel](#) [Delete](#)

The Transaction is deleted and will not show in the Transmission Items table.

NOTE: A transaction can only be deleted if it has not yet been transmitted to the central site.

Appendix

Item Dollar Limits and Deposit Amount Limits

This feature is optional and based on system configurations.

The central site has the ability to limit the amount of a single check, the deposit amount of a transaction, and/or the number of items in a transaction. If an item or transaction exceeds a limit, an error message displays in the message window and the user is prevented from releasing the transaction.

Maximum Deposit Amount Exceeded

- » If a user attempts to create a deposit over the established limit, a message appears, and the system does not allow the user to continue.
- » If a user changes the deposit amount in the capture page and the deposit amount is over the established limit, an error message displays, and the user is prevented from releasing the transaction.
- » If the total amount of all captured items exceeds the maximum deposit amount, an error message displays, and the user is prevented from releasing the transaction.

Maximum Item Amount

- » If the amount of a single item exceeds the maximum allowed amount, the amount field for that item is flagged as an error and message is displayed and the user is prevented from releasing the transaction.

Double Feed Detection

When scanning work into the application, the system is checking for double feed items. Double feed items are multiple items that may be pulled into the scanner at the same time causing the second item not to be imaged. When this occurs, the system displays an error message stating that a double feed has been detected. Depending on the scanner this message will either display during the double feed or after the work has finished scanning. The user has the option to either Accept the item, if the check is thick and it is not a double feed or Reject the item. If the user accepts the item the system continues scanning the rest of the payment. If the user rejects the item, the item and all items scanned after the double feed item need to be placed back into the scanner and scanning must be selected to continue scanning.