

First Desktop Banker

User's Guide

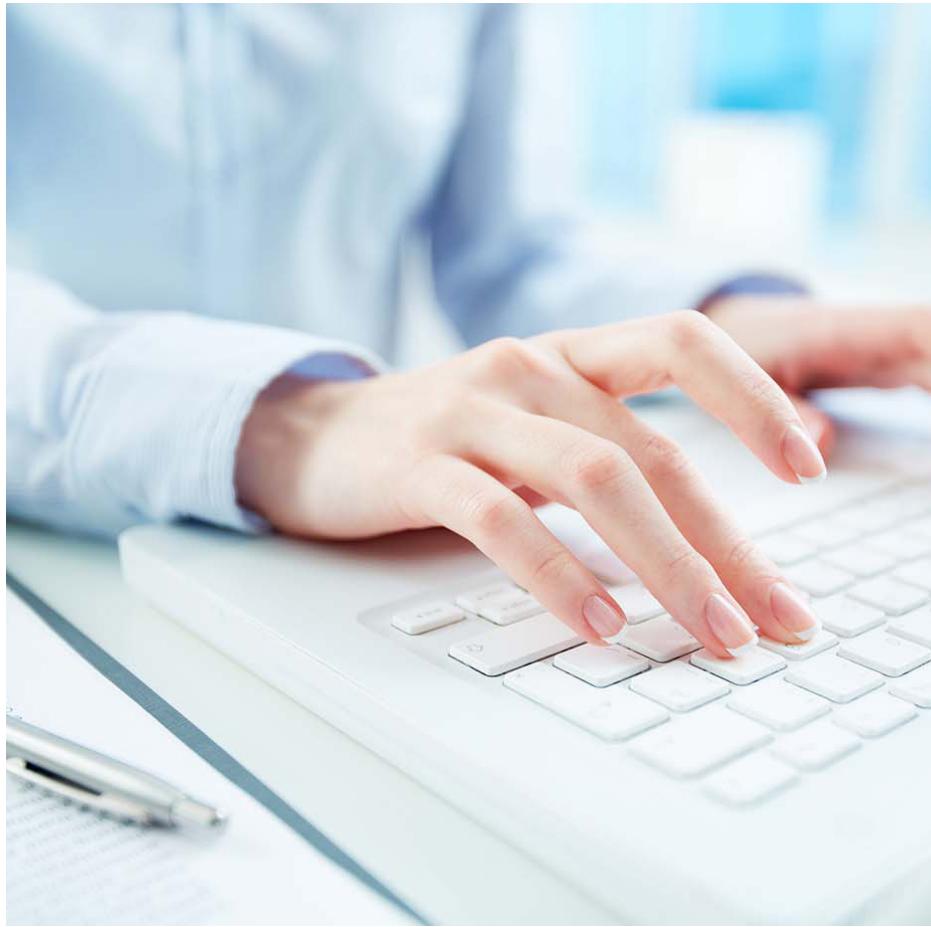


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Contact Information

For additional assistance, please call Treasury Management Support toll free at (866) 750 - 5298 to speak to a support representative Monday – Friday between the hours of 8:00 AM and 5:00 PM EST.

To contact Treasury Management Support via e-mail, the address is treasurymgmt@fnb-corp.com

For additional information, you can visit our website at www.fnb-online.com to take advantage of the Demo available on our website.

TREASURY MANAGEMENT



INTRODUCING FIRST DESKTOP BANKER

It's the quickest way to turn check deposits into cash. With First National Bank's First Desktop Banker, you can bring the bank to you by making deposits electronically, so you can focus on running your business, without running to the bank everyday.

Remote check depositing has become the standard way of making deposits, improving cash flow, and consolidating accounts. First Desktop Banker offers improved technology that makes it easier for businesses of all sizes to save time, save money and make money.

Key Advantages

It's like having a 24-hour bank teller right in your office. Here are some of the ways you can benefit:

- **Make deposits anytime** – Enjoy the convenience of making deposits electronically 24-hours a day, 7-days a week, even weekends.
- **Save time preparing deposits** – Preparing deposits electronically is very efficient, reducing labor costs and freeing up staff for other tasks.
- **Consolidate funds from multiple locations into one bank** – Check deposits can easily be made from any remote office or storefront. This streamlines your cash flow by consolidating deposits from multiple locations into a single bank.
- **Cut costly courier fees or trips to the bank** – Electronic deposits can reduce trips to the bank or eliminate costly courier fees.
- **Funds are available faster** – Access funds sooner than traditional deposits. With First Desktop Banker, your funds are available the day they are deposited, even out-of-state checks, for all deposits completed prior to 8:00 PM EST.
- **Fully secure** - Offers the most advanced encryption technology and multi-level password protection.
- **Reduces fraud and theft** - Eliminates the risk of lost or stolen checks during trips to the bank.

What You Will Need

First Desktop Banker is easy to set-up and use. All you need are the following items:

- PC with a current version of Microsoft Windows or Macintosh Apple with Internet Explorer, Microsoft Edge, Google Chrome or Safari and a USB 2.0 port
- To verify current version compatibility, please contact Treasury Management Support at 866-750-5298
- Desktop check scanner
- High-speed Internet connection
- Account with First National Bank

Installation

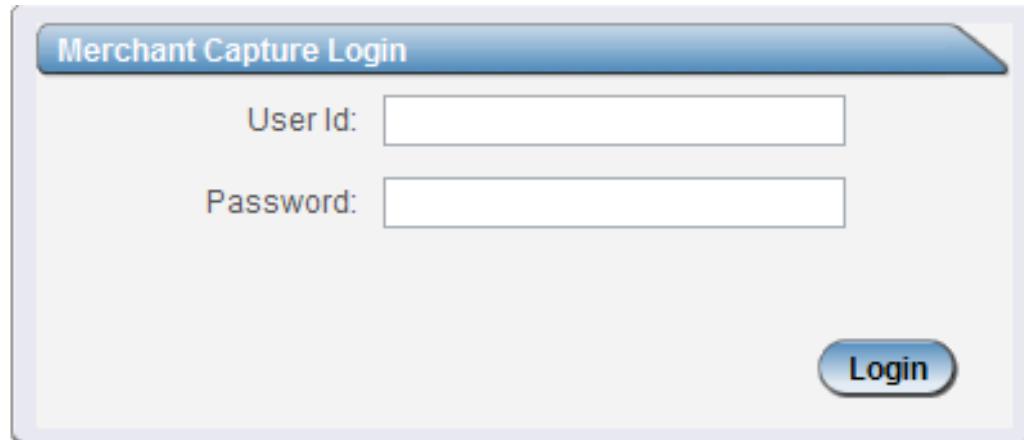
- Confirm that the scanner is not connected to the power source and USB port.
- Review the recommended system parameters.
- Follow the installation steps that were provided to you by the bank.

TREASURY MANAGEMENT



GETTING STARTED

- After the First Desktop Banker setup is complete, double-click on the First Desktop Banker desktop icon. Enter the User Id and Password provided to you by the bank.
- Click **Login**.

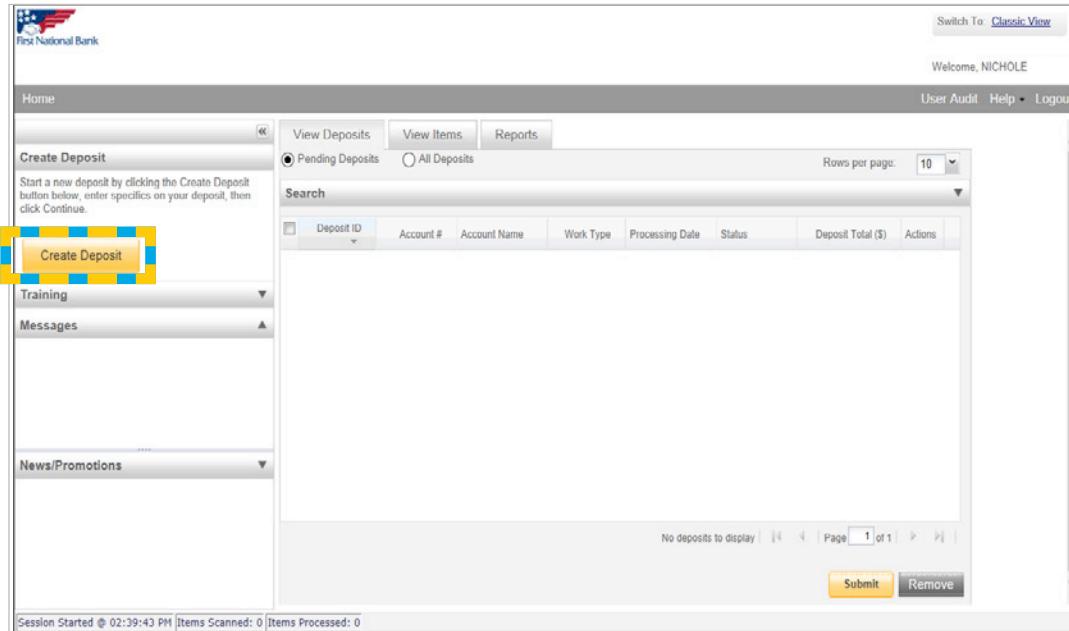


The image shows a "Merchant Capture Login" window. It has two text input fields: "User Id:" and "Password:", both with placeholder text. Below the fields is a blue "Login" button.

Please Note – First Desktop Banker will log out after 60 minutes of inactivity

CREATING DEPOSITS

- Below is a sample of the Contemporary View Home Page. To begin scanning a deposit, click on **Create Deposit** located on the left side of the screen.



The screenshot shows the First National Bank Contemporary View Home Page. The top navigation bar includes links for "Switch To: Classic View", "Welcome, NICOLE", "User Audit", "Help", and "Logout". On the left, there's a sidebar with sections for "Training" and "Messages". The main content area features a "Create Deposit" button highlighted with a yellow box. A search bar and a table for managing deposits are also visible. The bottom status bar displays session information: "Session Started @ 02:39:43 PM", "Items Scanned: 0", and "Items Processed: 0".

TREASURY MANAGEMENT



- Enter the following information when creating a Deposit, then click **Continue**. Fields with an asterisk (*) are required. These fields will display on your virtual deposit ticket.

Create Deposit

X

* Required Fields

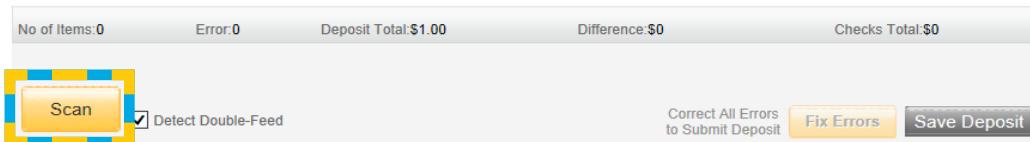
Deposit Name*	<input type="text"/>
Deposit Amount*	<input type="text"/>
Select Account*	TEST ACCT 2 - *****2702
Store Number:	<input type="text"/>

Continue **Cancel**

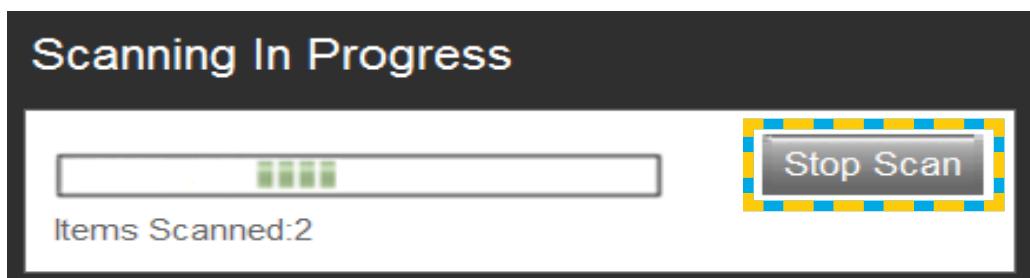
Fields	Description
Deposit Name	Enter a name for the deposit.
Deposit Amount	Enter the amount of the total deposit. This amount will be matched against the scanner's total to ensure your deposit is in balance.
Select Account	Select the account number for this deposit. If there are multiple accounts set up for First Desktop Banker, you will have a drop down to select the appropriate account number, or you can type the first few characters of the account nickname or number.
Store Number	Enter a store number or location number, if desired.

SCANNING CHECKS

- Check the batch for **staples, paperclips, 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.
- Place the documents (straight and even) into the scanner.
- 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 yellow at the bottom left side of the screen to begin scanning the deposit.



- While the deposit is scanning, you will see the message "**Scanning in progress, please wait....**" and the number of Items Scanned will be counted.
- Click the **Stop Scan** button once all of the checks for the deposit have been scanned.



TREASURY MANAGEMENT

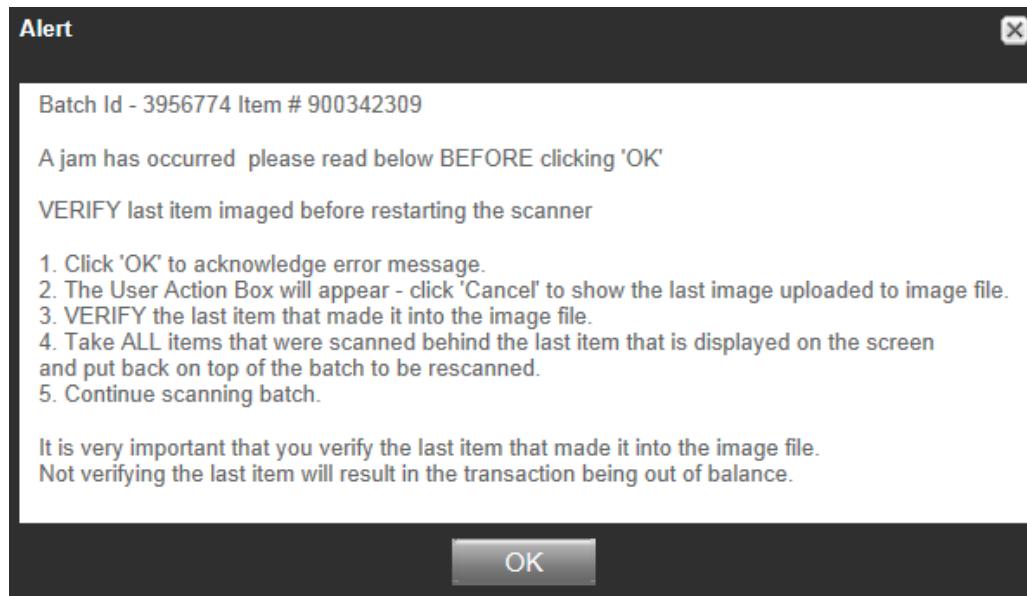


- A status bar at the bottom left of the screen displays summary information regarding the current user's session.
 - The bar contains the following:
 - Session start time
 - Total number of items scanned
 - Total number of items processed (scanned)

Session Started @ 01:27:03 PM	Items Scanned: 3	Items Processed: 3
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CORRECTING JAMMED DOCUMENTS

- If a document jams during the process, the scanner will stop and the message box will display an Alert, as shown below:



- **Select OK** for the scanner to try to clear the jam.
- **Retain** the documents in the proper order as a rescan may be 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 scanner with the remaining documents.
- Click the **Scan** button to complete processing the batch.

TREASURY MANAGEMENT



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

VIEWING ALL ITEMS

- The below screen will display, listing the checks in the deposit.

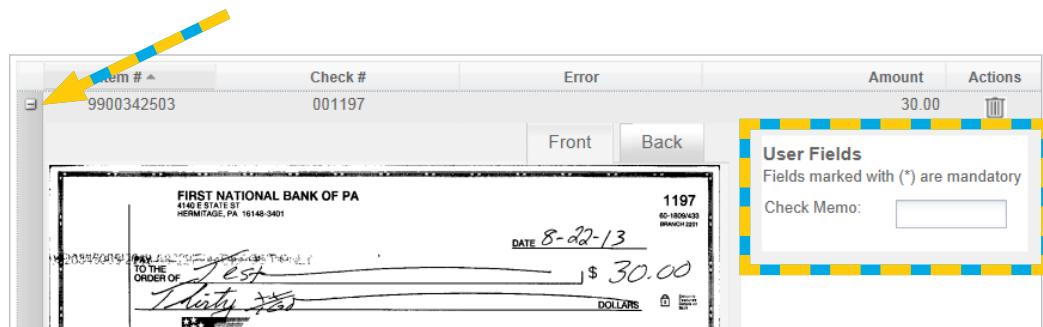
This screenshot shows the First National Bank Deposit Processing System. On the left, there's a sidebar with 'Home' selected, showing deposit details: Deposit ID: 3956776, Deposit Name: N TEST, Account #: 253, Account Name: CHECKING 9253. Below this are 'More Details', 'Export As', and 'Delete Deposit' buttons. The main area is a grid table with columns: Item #, Check #, Error, Amount, and Actions. The grid contains six rows of check data. At the bottom, there are buttons for 'Scan', 'Error 4', 'Deposit Total \$100.00', 'Difference -\$437.00', 'Checks Total \$537.00', 'Correct All Errors to Submit Deposit', 'Fix Errors', and 'Save Deposit'. Session information at the bottom includes 'Session Started @ 07:48:50 AM', 'Items Scanned: 6', and 'Items Processed: 6'.

VIEWING THE IMAGE

- Click on the plus symbol to the left of the Item # (a number assigned by the system) to view the check's scanned image.

Item #	Check #	Error	Amount	Actions
9900342503	001197		30.00	

- The **User Fields** box allows you to add a **Check Memo** to each image.
 - Enter the desired memo for the corresponding check image.
 - When done typing the Check Memo, use the Enter button on your keyboard to apply your changes.
 - Use the down arrow button on your keyboard to move to the next image.
 - The Check Memo field is limited to 25 characters.
- Click on the minus symbol to the left of the Item # to close the check's scanned image.



TREASURY MANAGEMENT



ENLARGING THE IMAGE

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.

Note: To scan more items simply prepare the documents, insert the items in the scanner and select **Scan**.

VIEWING EXCEPTIONS

- Errors occur when data is missing or was entered improperly in the system.
- A warning triangle in the Error column indicates an error has been detected (as shown in the picture below):

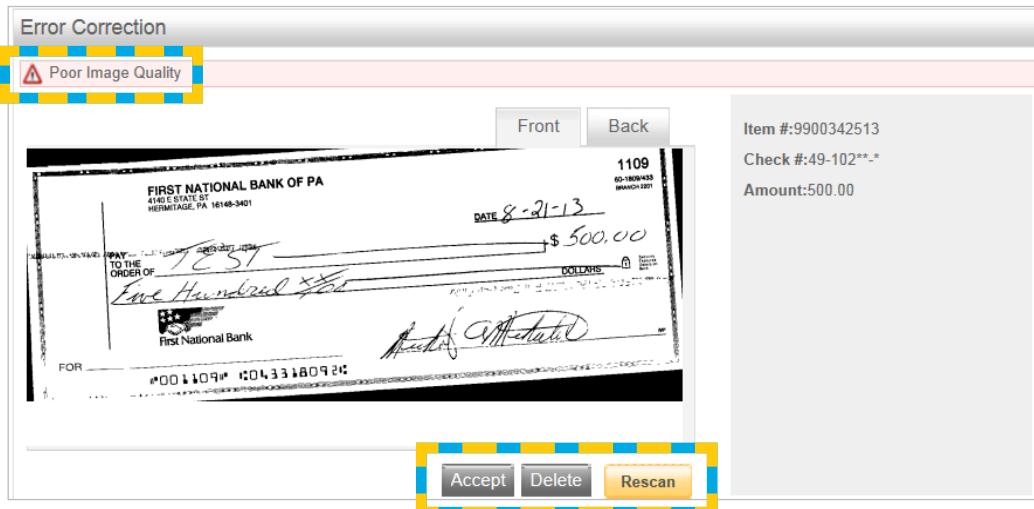
The screenshot shows a deposit processing interface. At the top, there is a table with columns for Item #, Check #, Error, Amount, and Actions. Two rows are listed: one for Item # 9900342503 with Check # 001197 and another for Item # 9900342506. The 'Error' column for the second row contains a red warning triangle icon. Below the table, it says 'No of Items: 4' and 'Error: 4'. It also displays 'Deposit Total: \$100.00', 'Difference: \$68.00', and 'Checks Total: \$32.00'. At the bottom, there are buttons for 'Scan', 'Detect Double-Feed', 'Correct All Errors to Submit Deposit' (which has a yellow arrow pointing to it), 'Fix Errors', and 'Save Deposit'.

- Click on the **Fix Errors** button.

Common Exceptions:

Poor Image Quality - the captured image failed the Image Quality test. This will show after you have clicked **Fix Errors**.

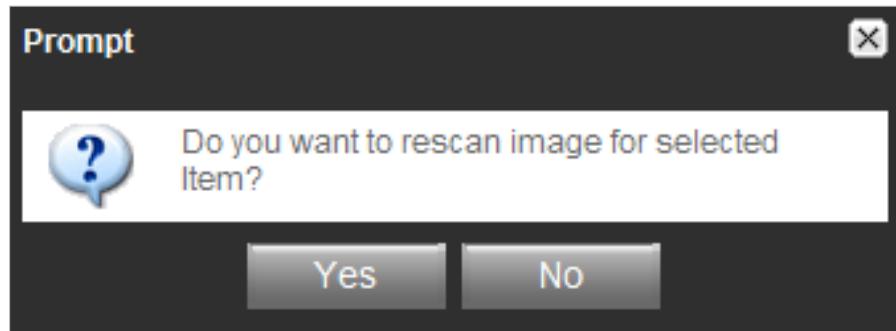
- Examine the images of the front and back of the check to determine if it is acceptable.
- If the image of the item is not acceptable, select **Rescan** to replace the current image.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If **No** is selected the item will remain in the deposit.
- To accept the image as is, click **Accept** to keep the item within the deposit.



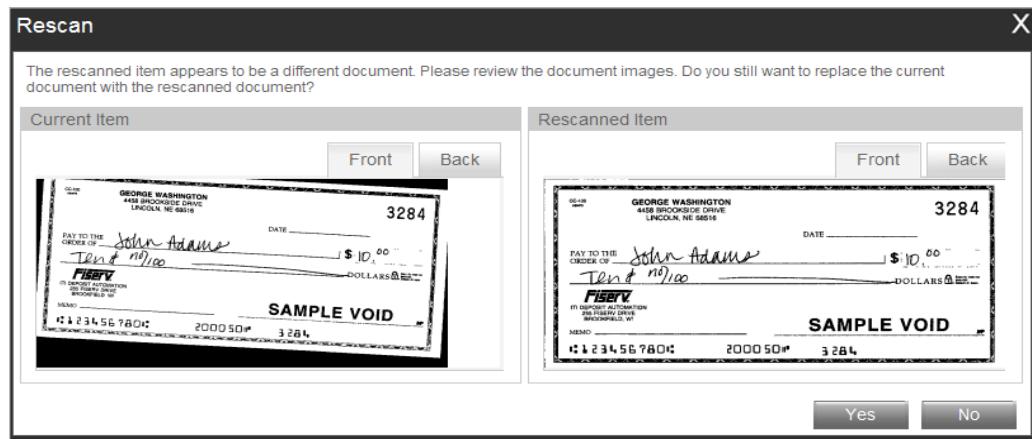
TREASURY MANAGEMENT



- When rescanning the item, find the item within the batch and select **Rescan**
- The system will give the following warning message:



- 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 will receive the following warning:

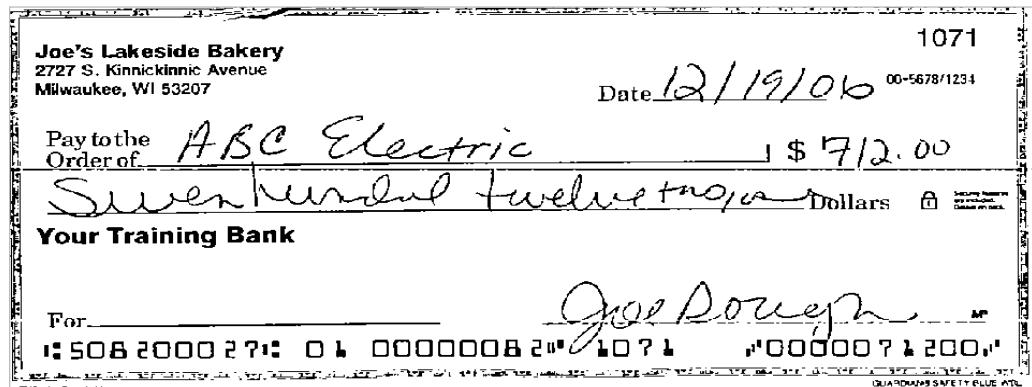


- If **Yes** is selected, the new item image replaces the original. If **No** is selected, the system defers to the original item.

MICR fields that can be updated

- **Routing Number** - is the 9-digit number used to identify the bank
- **Amount** - The dollar amount found on the item

See Sample Check below:



Note: Checks should have the correct symbols separating the routing number, account number, and serial number for Source Capture to read the Check MICR correctly.

TREASURY MANAGEMENT



Item Amount – Input missing amount or correct misread amount

- Enter the missing or incorrect information in the **Amount** field.
- Press enter on your keyboard to update the field.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

Error Correction

⚠ Error in MICR fields

Front Back Item #:9900342515

**ROBERT W. ANDREWS
MARY C. ANDREWS
123 ANY STREET 123-4567
YOUR TOWN, U.S.A. 12345**

3449
DATE 9/17/10

PAY TO THE ORDER OF FIVE \$ 50/100 \$ 5.50 DOLLARS 50

FISERV
255 FISERV DRIVE
BROOKFIELD, WI

MEMO _____

SAMPLE VOID

008 290 251 10 2000 70# 3449

AUX/Serial RT Account Check Amount Delete

001225 043318092 49- Press enter to update field

MICR fields – Correct or complete missing routing (RT) number

- The RT is the 9-digit number used to identify the bank.
- Enter the missing or incorrect information in the **RT** field.
- Press enter on your keyboard to update the field.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

Error Correction

⚠ Error in MICR fields

Front Back Item #:9900342515

**ROBERT W. ANDREWS
MARY C. ANDREWS
123 ANY STREET 123-4567
YOUR TOWN, U.S.A. 12345**

3449
DATE 9/17/10

PAY TO THE ORDER OF FIVE \$ 50/100 \$ 5.50 DOLLARS 50

FISERV
255 FISERV DRIVE
BROOKFIELD, WI

MEMO _____

SAMPLE VOID

008 290 251 10 2000 70# 3449

AUX/Serial RT WAUX/FLD4 Account Check Amount Delete

Press enter to update field 5.00

TREASURY MANAGEMENT



DELETING AN ITEM WITHIN A DEPOSIT

- To delete an item, under the **Actions** column select the Delete Item icon for the corresponding item's row
- Select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

Item #	Check #	Error	Amount ▾	Actions
9900342503	001197		30.00	
9900342509	001126		1.00	
9900342515			5.00	

DELETING A BATCH OR DEPOSIT

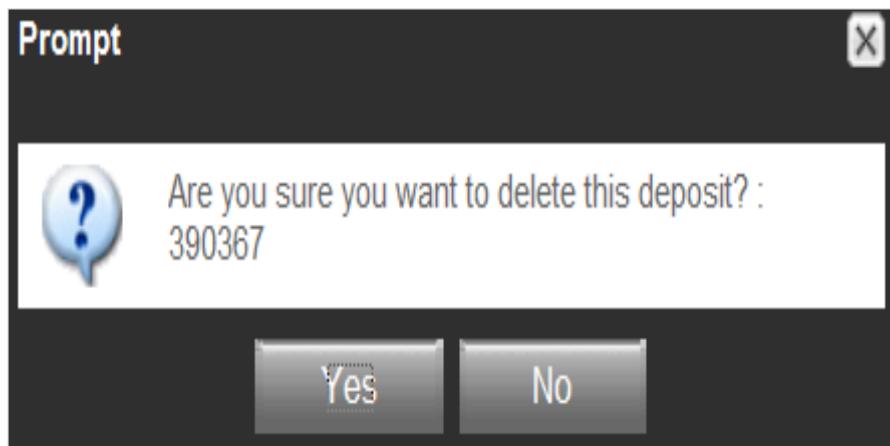
- Select the **Delete Deposit** button on the left side of the screen.

The screenshot shows a software interface with a header bar containing 'Home', 'User Audit', 'Help', and 'Logout'. Below the header is a message bar with a green checkmark and the text 'Success All Errors Fixed'. The main area displays a table of deposit items:

Item #	Check #	Error	Amount ▾	Actions
9900342503	001197		30.00	
9900342509	001126		1.00	
9900342515			5.00	

On the left side of the main area, there is a sidebar with deposit details: Deposit ID: 3956776, Deposit Name: N TEST, Account #: 950, and Account Name: CHECKING 9253. Below this are 'More Details' and 'Export As' buttons. The 'Delete Deposit' button is highlighted with a yellow border.

- You will receive the below Prompt.
- Select **Yes** to confirm you want to delete the entire deposit. If No is selected you can continue with submitting the deposit.



TREASURY MANAGEMENT



DEPOSIT INFORMATION

- Select the **More Details** button on the left side of the screen to view the Deposit Details window.
 - **Deposit ID:** Number assigned to your deposit. Every Deposit ID number is unique.
 - **Deposit Name:** Name you assigned to this particular deposit.
 - **Account Number:** Account number for the deposit.
 - **Account Name:** Account nickname.
 - **Work Type:** defaults to 1 – Merchant Capture
 - **Deposit Status:** This field can be “OPEN” (still able to continue scanning), or “Submitted” (sent to the Bank).
 - **Number of Items:** Number of items scanned.
 - **Number of Checks:** Number of checks scanned.
 - **Number of Errors:** Number of items that need to be corrected or approved.
 - **Deposit Total:** Deposit total entered on the “Create Deposit” screen.
 - **Check Total:** Total amount of the checks scanned.
 - **Difference:** Difference between the “Deposit Total” and “Checks Total”
 - **Memo:** Additional information added to the deposit for your reference. (This can be added after selecting the Submit Deposit button, explained on the next page.)

Note: If the Deposit Total and the Check Total agree and the Difference Amount is \$0.00 then your deposit is ready to be submitted.

Home

Deposit ID: 3956776
Deposit Name: N TEST
Account #: 95
Account Name: CHECKING 9253

[More Details](#)

Export As ▾ Delete Deposit

Training

X

Deposit Details

Deposit ID	3956776
Deposit Name	N TEST
Account Number	95
Account Name	CHECKING 9253
Work Type	1 - Merchant Capture
Deposit Status	OPEN
Number of Items	3
Number of Checks	3
Number Of Errors	0
Deposit Total	\$100.00
Check Total	\$36.00
Difference	\$64.00
Memo	

Close

TREASURY MANAGEMENT



SUBMITTING THE DEPOSIT

- Verify all of the items have been scanned, the errors are listed as zero, and the deposit is in balance with a \$0.00 difference.
- To submit the deposit to the Bank, select the **Submit Deposit** button.
- If you are not ready to submit the deposit at this time and would like to return to the deposit later, click **Save Deposit**.

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

Scan Detect Double-Feed

Correct All Errors to Submit Deposit

Submit Deposit Save Deposit

- The below screen will appear confirming the deposit is in balance.
- If desired, you can enter additional information in the **Add Memo** field.
- Select the **Submit Deposit** button.

Verify Balance

Transaction is Balanced

Deposit Data

Deposit Total: 27.39 Check Total: \$27.39 Difference: \$0.00

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

Add Memo (Optional)

256/256

Submit Deposit

Reminder:

First Desktop Banker is a “live” program.

Once Submit Deposit is selected no further changes can be made to the scanned deposit. Also, if you do not submit your deposit, you will receive a reminder message upon logging out. The Bank will not be able to process your deposit if the deposit is not submitted by the user.

TREASURY MANAGEMENT



- If the screen below displays, your deposit is not in balance, the **Difference** displays the amount out of balance.
- The **Deposit Total** is the amount entered in the Create Deposit screen (page 4).
- The **Check Total** is the system's calculated amount of the images scanned.
- If the **Check Total** is correct, change the **Deposit Total** and select **Update** or press Enter on your keyboard and then select the **Submit Deposit** button.
- If the **Check Total** is incorrect, select the **X** on the top right of the window to continue scanning checks or remove images from the deposit (page 10).
- The **Item Count** is the number of images scanned.
- The **Items in Deposit** also displays the number of images scanned.
- If desired, you can enter additional information in the **Add Memo** field.

Verify Balance

X

Transaction should be balanced before submit

Deposit Data	
Deposit Total:	100.00
Check Total:	\$20.00
Difference: \$80.00	
Item Count:	1
Items In Deposit:	1
Difference: 0	
Add Memo (Optional)	
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
<small>256/256</small>	
<input type="button" value="Update"/>	

TREASURY MANAGEMENT

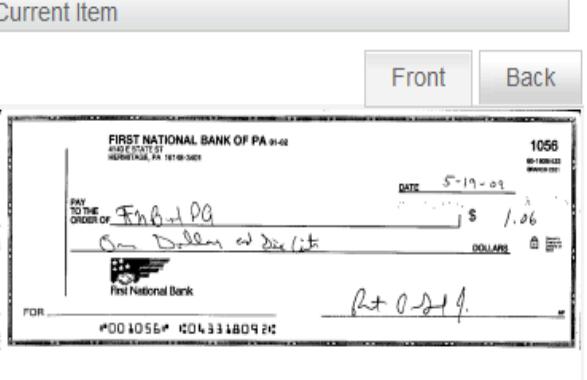
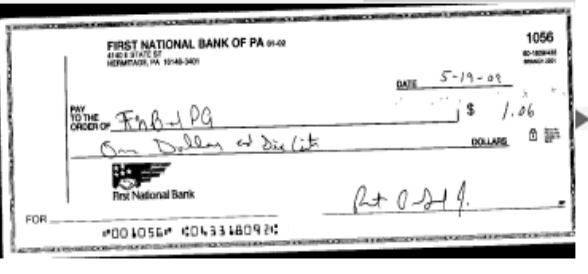


Duplicate Items – Once all items have been scanned within the deposit and all exceptions have been addressed, the program will then display any **duplicate items** that are detected within the current batch or from any previously scanned batch within 60 days.

- The below screen is an example of the check images that were detected by the system as duplicated checks.
- If the duplicate is acceptable, select **Accept**.
- If the duplicate is not acceptable and you wish to remove the check from the deposit, select **Delete**.
 - Select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.
- Select the **Submit Deposit** button.

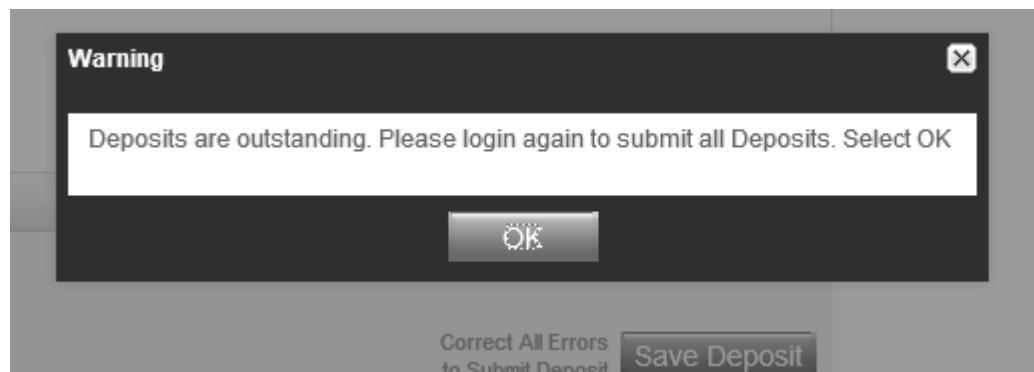
Error Correction

⚠ Duplicate Item Detected

Current Item  Item#:9941500702 Amount:1.06 Accept Delete	Items from Previous Deposits Displaying 1 of 2 duplicates  Previous Item Details Deposit ID: 390363 Capture User: BOB Capture Date: 07/10/2014 Status: CAPTURE COMPLETE
--	--

If a Deposit is not submitted prior to logging out, you will receive the below reminder to submit all deposits.

You will need to log back in to submit or remove the suspended deposit.



TREASURY MANAGEMENT



VIEWING AND PRINTING THE DEPOSIT REPORT

- Select the **View Deposit** icon under Actions to view the entire deposit, including scanned images.

Screenshot of the Create Deposit screen showing the View Deposits tab selected. A search bar allows filtering by date and amount. A table displays a single deposit record with a yellow box highlighting the Actions column where an export icon is located.

- Click on **Export As** and choose one of the reports listed.

Screenshot of the Deposit Detail Report screen. The Export As dropdown menu is open, showing options like Pdf, CSV, Pdf with Images, and Extract Images. The Pdf option is highlighted with a yellow box.

- An example of the **Pdf** option is below. This report could be placed with your checks that have been scanned for the business day.

Deposit Detail Report

Deposit Detail for Deposit ID: 3956806

Site ID: 031301053-0578950	Deposit Report: DELIVERED
Batch ID: 150305750	Processing Date: 2017-08-18
Customer Name: eCorp Test Company	Company ID: 031301053-0578950
Worktype: 1 - Merchant Capture	Submit Date/Time: 2017-08-18 08:07
Deposit Name: Test	Account Name: CHECKING 9245
	Location ID: 031301053-0578950

Transaction Detail for Transaction ID: 3956806001

Type: ELECTRONIC	Deposit Account: 95029245 - CHECKING 9245							
AUX/Serial	RIC	RT WAUX/FLD4	Account	Check	Amount	Item Type	Item Status	Check Memo
001197		031301053 043318092	9	017 49	\$20.00 \$20.00	Credit Check		

Transaction Control Information:

Credit Items: 1	Credit Total: \$20.00	Txn Difference: \$0.00
Debit Items: 1	Debit Total: \$20.00	

Deposit Control Information:

Deposit Total: \$20.00	Difference: \$0.00
Checks Total: \$20.00	Item Count: 2

TREASURY MANAGEMENT



VIEWING ALL DEPOSITS – deposits are available to be viewed for 60 days

- On the **View Deposits** tab, deposits can be viewed by selecting **All Deposits** on the top of the screen.
- Depending on your authority, all of the deposits that you created display or all of the deposits for your business display.
- The following statuses are 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.

The screenshot shows the 'View Deposits' tab selected in the top navigation bar. The 'All Deposits' radio button is highlighted with a yellow box. The search section includes fields for 'From Date*' (2017-08-18), 'To Date*' (2017-08-18), 'From Amount', 'To Amount', and buttons for 'Advanced Search', 'Search', and 'Clear'. Below the search is a table with columns: Deposit ID, Account #, Account Name, Work Type, Processing Date, Status, Deposit Total (\$), and Actions. Two rows are visible: one with Deposit ID 3956806, Account # 95, Account Name CHECKING 9245, Work Type 1, Processing Date 2017-08-18, Status SUBMITTED, and Deposit Total \$20.00; another with Deposit ID 3956807, Account # 95, Account Name CHECKING 9245, Work Type 1, Processing Date 2017-08-18, Status READY FOR APPROVAL, and Deposit Total \$20.00. The left sidebar includes 'Create Deposit' (button), 'Training', 'Messages', and 'News/Promotions'.

TREASURY MANAGEMENT



- Select the arrow on the **Search** bar to show the search options to change the From and To Dates and/or From and To Amounts.
- The **Advanced Search** option will provide more search options.
- Enter the desired information and select **Search**.

Home User Audit

Create Deposit

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

Create Deposit

Training

Messages

News/Promotions

View Deposits **View Items** **Reports**

Pending Deposits All Deposits Rows per page: 10

Search

From Date*: 2017-08-18 To Date*: 2017-08-18 From Amount: To Amount:

Advanced Search **Search** **Clear**

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956806	95	CHECKING 9245	1	2017-08-18	SUBMITTED	20.00	 
3956807	95	CHECKING 9245	1	2017-08-18	READY FOR APPROVAL	20.00	 

- Deposit details can be viewed by selecting the **Deposit Information** icon under Actions to view the deposit information screen, shown below.

View Deposits **View Items** **Reports**

Pending Deposits All Deposits Rows per page: 10

Search

From Date*: 2017-08-18 To Date*: 2017-08-18 From Amount: To Amount:

Advanced Search **Search** **Clear**

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956809	95	ECORP FIVE	1	2017-08-18	DELIVERED	13.50	 

Deposit Details X

Site ID	031301053-0578950
Deposit ID	3956806
Deposit Name	Test
Account Number	95
Account Name	CHECKING 9245
Work Type	1 - Merchant Capture
Last Updated By	NMIHALIK
Capture User	NMIHALIK
Create Date/Time	2017-08-18 07:58
Processing Date	2017-08-18
Submit Date/Time	2017-08-18 08:07
Status	DELIVERED
Count(CR/DB)	1/1
Control Count	1
Deposit Total	\$20.00
Memo	

Close

Business Day Cutoff Time

Your deposit must be submitted prior to 8:00 PM EST on the current business day to receive same day credit.

TREASURY MANAGEMENT



SEARCHING ITEMS WITHIN DEPOSITS

- Search for items scanned in deposits by selecting the **View Items** tab.
- Select the arrow on the **Search** bar to display the full search options.
- Enter the desired information and select **Search**.
- Click on the plus symbol along the left to display the image.
- Click the View Deposit icon to view the entire deposit.

View Deposits **View Items** Reports Rows per page: 10

Search

From Date*: 2017-08-18	To Date*: 2017-08-18	From Amount:	To Amount:
Capture User:	Account #:	Serial #:	Routing #:
ISN:	Check #:	Item Type:	Deposit ID:
Site ID: 031301053-110	Customer #: 031301053-1101255405	Financial Inst. ID: 031301053	

Search **Clear**

Deposit ID	Item #	RT	Account	Check	Amount	Actions
3956809	9900346105	043318092	95		9.00	
3956809	9900346104	043318092	95		2.50	
3956809	9900346103	043318092	49-	1356	2.00	

Creating Reports - reports are available to be viewed for 60 days

- Various types of reports are available by selecting the **Reports** tab and clicking on the **Export As** button. These are the following options:

- Pdf
- CSV
- XML Extract
- Deposit Detail Report

View Deposits View Items **Reports** Rows per page: 10

Deposit Query Item Query

Search

From Date*: 2017-08-18	To Date*: 2017-08-18	From Amount:	To Amount:
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[Advanced Search](#) **Search** **Reset**

Export As

- Pdf
- CSV
- XML Extract
- Deposit Detail Report

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)
3956809	95	ECORP FIVE	1	2017-08-18	DELIVERED	13.50

Retention

It is recommended that you keep the checks for a minimum of 14 days or as many as 45 days, and then destroy them.

TREASURY MANAGEMENT

