

Quick Reference Guide

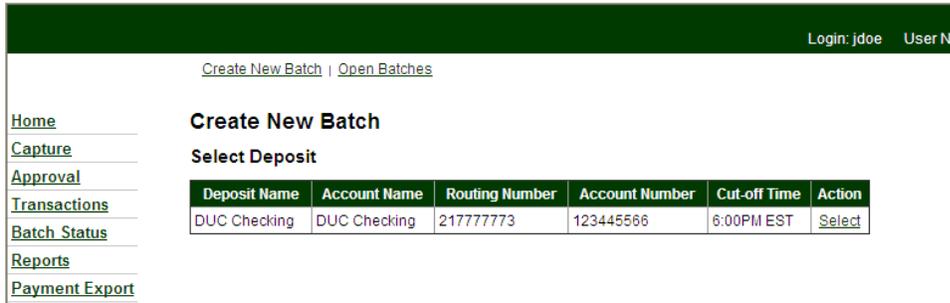
1. Select **Capture** from the menu.
 2. **Select** the appropriate account.
 3. Enter total number of items in batch and amount.
 4. Select **Create Batch** (enter a batch name or system will automatically assign a batch name).
 5. Place items for deposit into the scanner tray and select **Start Batch Scan**.
 6. Select **Stop Scan** when all items have been scanned.
 7. Select **Complete Batch**.
 8. Correct any misreads and complete data entry information, if necessary.
 9. Select **Close Batch** or select **Close and Approve**.
Close=Batch needs to be approved. Please proceed to step 10.
Close and Approve=Batch is submitted to the bank. Complete step 11 below.
 10. Select **OK**.
 11. Print your closed **Batch Status** report.
 12. Select **Approval** from the menu.
 13. Select **Approve** in the Actions column.
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- ❖ Various reports are available in the **Reports** menu option. Current day and Historical reports are available for 2 years from the date of deposit.

 - ❖ A Full user guide is available within **Help** on Deposit Express.

Making a Deposit

Step 1: Select Capture

To make deposits, the user will select the **Capture** tab on the left side of the screen. This will produce the following screen.



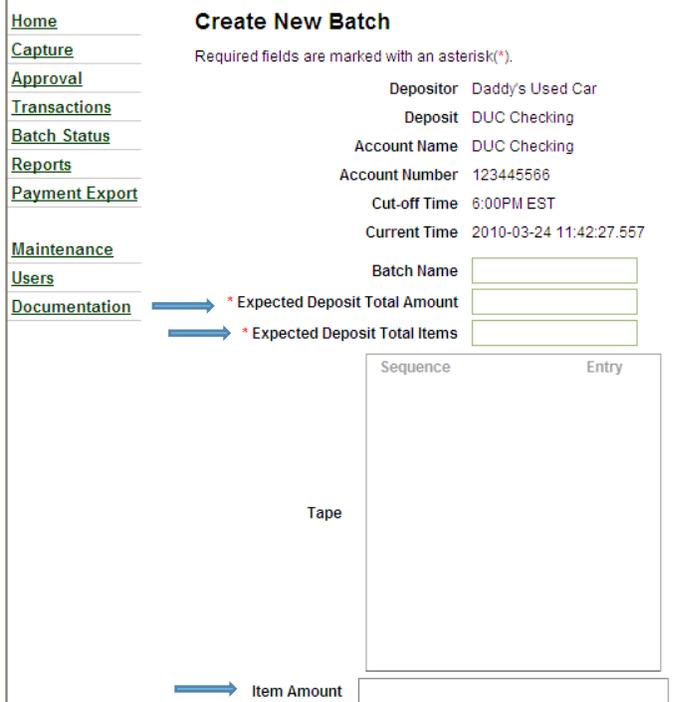
Step 2: Select appropriate Account

Click **Select** next to the account to which they are depositing funds.

The **Create New Batch** page will be displayed as shown below.

Step 3: Enter total number of items in batch and amount.

The user may then either use a calculator to total the batch (number of items and amount of deposit) or use the tape option on the capture screen. This demo will use the tape option on the screen.



In the Item Amount box, the user should enter the amount of each check and then press enter. As the checks are entered the Expected Deposit Total Amount and the Expected Deposit Total Items fields will be updated.

The user should enter their remaining checks/items. If the user enters the wrong amount, the mouse can be used to select that item, press the delete key and then re-enter the correct amount.

The highlighted field below is set to be deleted. The user should press the delete key on the keyboard and the item will be removed. The user will then enter the correct amount in the item amount field and press enter. Below is how the screen will appear after the correction.

Step 4: Select **Create Batch**.

Once all items have been entered on the tape, the user should press **Create Batch** on the bottom of the screen. The **Batch Name** field can be completed otherwise, if left blank, the system will automatically assign a batch name to the batch. After choosing **Create Batch** the following screen will display.

The screenshot shows a web application interface for 'Check Scanning'. At the top, there are links for 'Create New Batch' and 'Open Batches'. A left-hand navigation menu includes links for Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main content area is titled 'Check Scanning' and displays details for a batch named 'Daddy's Used Car - DUC Checking'. The details include: Batch (48404, DUC Checking Apr 16 2010 9:40A), Account (123445566, DUC Checking), Creation Time (Apr 16 2010 9:40AM EST), Expected Deposit Total (600.00), Expected Deposit Count (2), and Cut-off Time (6:00PM EST). It also shows 'Total Checks Successfully Scanned' and 'Total Checks Successfully Submitted' as 0. There is a checkbox for 'Show images while scanning (may slow down the scanning process)'. At the bottom, there are three buttons: 'Start Batch Scan', 'Single Scan', and 'Eject'.

Step 5: Place the items to deposit in the scanner tray and press **Start Batch Scan**.

Next, the user should place the deposit items into the scanner tray and press **Start Batch Scan**. If only one item is being scanned, **Single Scan** may be selected. After all items have been scanned, the following screen will display.

Step 6 & 7: Select **Stop Scan**, and then **Complete Batch**.



Select **OK**. If there are more items to be scanned, place them in the scanner tray and repeat the process. If there are no additional items, the user should select **Complete Batch** along the bottom of the screen.

Step 8: Correct any misreads and complete data entry information, if necessary.

Once the user selects **Complete Batch**, a screen similar to the following may display if there are items in need of review or correction.

The screenshot shows the 'Complete Batch 47849 Item 1 of 1' screen. At the top right, it says 'Login: jdoe User Na'. Below the header, there are links for 'Create New Batch' and 'Open Batches'. A left sidebar contains navigation links: Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main area displays a check image with handwritten text: 'PAY TO THE ORDER OF test 2', '2-5', '26', and 'One hundred and 00/100'. The amount is \$100.00. Below the check image, there are several highlighted fields: '01040?', '011000112', '0001234567890', and '0999'. A warning message reads: 'Warning: Payee might be missing. Warning: Signature might be missing.' Below the warning, there are input fields for 'Amount' (100.00) and 'Payor'. At the bottom, there are buttons for 'Submit', 'Delete', and 'Advanced', and links for 'Return to open batch', 'Scan more items', and 'View Back of Check'.

The user should populate any fields that are missing data that are required. In the image above, the user needed to correct the green highlighted field by changing „?“ to the correct number.

Once all items have been corrected, the following screen will display.

Step 9: Select **Close Batch** or **Close and Approve**

Close=Batch needs to be approved. Please proceed to step 10.

Close and Approve= Batch is submitted to the bank. Complete step 11 below.

The screenshot shows the 'Balance Batch' screen. It displays the following information: Batch Id: 47849, Batch Name: DUC Checking Mar 24 2010 11:4, Account Name: DUC Checking, Account Number: 123445566, and Cut-off Time: 6:00. A green message states: 'This batch is balanced'. Below this, there are two rows of data: Control Total: 1,000.00, Batch Total: 1,000.00; and Control Count: 3, Pending Count: 3. At the bottom, there is a 'Close Batch' button and links for 'Return to open batch' and 'Scan more items'.

The user should then select **Close Batch**, if the batch is balanced. If the work did not balance, the user will get a message on the above screen that the batch is unbalanced. The user would then select **Return to Open Batch** and select the **Search** option to review items in the batch for

any needed edits. After selecting the **Close Batch** option, the following message will be displayed.

Step 10: Select OK



The user should select **OK**.

Step 11: Print your closed Batch Status report.

At this time, and every time a batch is closed, a **Closed Batch Status** report will automatically generate and will be shown in a PDF report (illustrated on next page). This report should be printed and/or saved. Many end users will wrap this report around the items in their batch for storage. (Adobe Reader must be installed on the PC to view reports).

Once the user prints or saves the report, the batch must still be approved by the cut-off time to allow for same day processing of the deposit.

Step 12: Select Approval menu item.

After selecting **Approval** from the menu, the following screen will display.

Step 13: Select Approve Option in the Action Column.

The user should locate the batch to be approved and then select **Approve** in the **Actions** column.

Batches Pending Approval

Warning! You have:
1 batch(es) open from previous days

Home | **Batches Pending Approval** | Capture | Approval | Transactions | Batch Status | Reports | Payment Export | Maintenance

Depositor: Daddy's Used Cars
Deposit: [Dropdown]

Batch ID	Batch Name	Account Number	Batch Creator	Cut-off Time	Edited	Pending	Deleted	Expected	Actions
47849	DUC Checking Mar 24 2010 11:44AM EST	123445566	jdoe	6:00PM EST	Yes	1,000.00 3	0.00 0	1,000.00 3	View Items , Audit , Return , Approve

If desired, prior to approving the batch, the user may also choose **View Items** in the batch (with the ability to audit items as well), perform a batch **Audit**, or **Return** the batch to an open status.