

MAKING A DEPOSIT – CORRECTING ITEMS

1. After capturing items for your deposit, if any fields need to be corrected, you will be directed to the Correct Items screen.

Note: If none of the items need corrections, the system will bypass this step.

Capture Items Correct Items Balance Deposit Review Deposit

Correcting 2 of 3



Amount
\$ 0.00
The amount must be greater than \$0 and less than \$99,999.99.

MICR
⑆ 000067894 ⑆ 1234-56789-0123 ⑆ 1025

Remove Verify MICR Accept

Sequence #631256000030

Exceptions 2

- ⚠ Memo Not Usable
- ⚠ Bank Endorsement Not Usable

2. If a field displays in red, complete the requested information and click Accept.
Note: If items present with a yellow exclamation icon only, no correction is required. Click Accept.
3. If an item is flagged as a duplicate item, you may remove the check from the deposit or accept the item. To view the original item that prompted the review, click the drop down menu labeled Click to View. This will display an image of the possible duplicated item.

Correcting 3 of 3



Amount
\$ 3.99

MICR
⑆ 063000199 ⑆ 123456789 ⑆ 03586

Remove Verify MICR Accept

Sequence #631256000040

Duplicate Item [Click to collapse](#)



Captured 03/09/2021 12:00:00 Sequence #631256000010