## **MAKING A DEPOSIT – CAPTURING ITEMS**

1. To capture the items, click <u>Capture</u> under the <u>Capture Items</u> tab.

apture Items Cor	rect Items B	alance Deposit Review Deposit	
	Q		
	Q		
	C <sup>*</sup>	Press 'Capture' to begin capturing items.	
	C	Fless Capture to begin capturing items.	
	C		
		Sequence #	
			Canture

**2.** Once selected, the system will pop up a scanning screen. Insert the checks into the check scanner and allow the scanner to pull the items in one at a time.



- Once all checks have been scanned, click on the <u>Stop Scan</u> button to complete the process.
   Note: If additional items need to be scanned into this deposit, click <u>Capture</u> on the <u>Capture Items</u> screen again and scan the additional checks.
- **4.** Once all items are scanned, check images will be presented at the top of the screen and the MICR information will be listed in the table below.

	By     C     Set 1 (Set 1)     Set 1 (Set 1)       C     Set 1 (Set 1)     Set 1 (Set 1)     Set 1 (Set 1)       D     Set 1 (Set 1)     Set 1 (Set 1)     Set 1 (Set 1)       C     Set 1 (Set 1)     Set 1 (Set 1)     Set 1)       C     Set 1 (Set 1)     Set 1 (Set 1)     Set 1)       C     Set 1 (Set 1)     Set 1)     Set 1)       C     Set 1 (Set 1)     Set 1)     Set 1)       C     Set 1)     Set 1)     Set 1)       C     Set 1)     Set 1)     Set 1)       S     Set 1)     Set 1)     Set 1)       S     Set 1)     Set 1)     Set 1)       S     Set 1)     Set 1)     Set 1)						
ems					Capture Next		
-	Sequence	Routing Number	Account	Serial	Capture Next		
mount	Sequence 631256000010	Routing Number 063000199	Account 123456789	Serial 03586	Capture Next		
mount 1.99					Capture Next		
ems mount 1,400.00 0.00	631256000010	063000199	123456789	03586	Capture Next		

- To review an image select a line item, and the corresponding image will appear.
   Note: On the left side of the check image, there are additional settings to adjust the preferences for viewing such as <u>Zoom In</u>, <u>Zoom Out</u>, <u>View Back</u>, <u>Rotate</u>, and <u>Reset</u>.
- If a deposit needs to be deleted, click the <u>three dots</u> at the top right hand corner and select <u>Remove Deposit</u>. You will be presented with a confirmation screen to delete the deposit, click <u>OK</u>.

Research Rep	dImIr8.fisglobal.com says Are you sure you wish to delete the deposit? ports	e
Items Balance De	OK Cancel	1
e ()	2-9/2	Remove Deposit
Q	JAMES C. MORRISON DEFENSION 1025 TO SERVICE TO A TO	
C   Pay	FIFS TEST IN 182	
	DELUTE SAMPLE VOD	
c i	DELUXE SAMPLE-VOID	
0		
2 S		

 If multiple checks need to be deleted, check the boxes next to the items MICR information. Locate the <u>three dots</u> on the Items section, and click <u>Remove Selected</u>. You will be presented with a confirmation screen to delete the items, click <u>OK</u> as shown below.

						Deposit Tape
Amount	Sequence	Routing Number	Account	Serial		Remove Selected
\$3.99	631256000010	063000199	123456789	03586	<b>~</b>	Ð
\$1,400.00	631256000020	042201948	300000226187	1005		
\$0.00	631256000030	000067894	1234567890123	1025		
\$2.99	631256000040	063000199	123456789	03584		

- **8.** To view the deposit tape. Click the same <u>three dots</u> on the Items section and click <u>Deposit Tape</u>. Click <u>Accept</u> when finished.
- 9. After all of the deposits have been captured, click <u>Next</u> button to proceed with the deposit.