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 [*] | 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 | ~ | 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.