## **MAKING A DEPOSIT – REVIEWING DEPOSITS**

- 1. After a deposit has been captured and is in balance the system will direct you to the final screen labeled <u>Review Deposit</u>.
- 2. This screen displays the deposit information for final review before submitting to BancFirst.
- 3. BancFirst Remote Deposit will create a <u>Deposit Ticket</u> that will be sent with the scanned checks.

**Tracking Number:** The system will prompt a tracking number that is specific to the batch that was just deposited. This tracking number can be used to pull reports and research specific details about the deposit.

4. If the deposit information is correct, click <u>Submit</u> and the batch will be submitted to BancFirst. If the deposit is submitted successfully, a green confirmation message will appear above the deposit ticket.

2 2	Merch	ant Capture Deposit Ticket	Deposit Information		
	Account Number:	985612478 03/09/2021 08:34:04 AM \$ 106.83	Location	Main	
2	Date: Amount:		Item Count	1	
3			Date	3/9/2021 9:34:04 am	
	19876543214 985612478# 20000106832		Tracking Number	M000630883	
			Account	Savings x 2478	
			Control Total	\$106.83	

5. After submitting, the submit button will turn into a <u>Receipt</u> button. Click the <u>down arrow</u> to select the type of receipt that will be generated.



6. An <u>email</u> will be sent to your email address on file confirming the deposit.

Deposit Received - 3/9/2021 8:35 AM (CST)	
npcproduction@fisglobal.com To • Casillas, Stephanie	
Peter's Dragon	
We have received your deposit at 3/9/2021 8:35 AM (CST). This email is confirmation that the deposit below was received. Please verify this information that the deposit below was received.	ation and contact us with any questions.
Account: ************************************	
If your deposit is received after 6:00 PM (CST), it may be processed on the next business day.	
This message was generated automatically. Please do not reply to this message.	