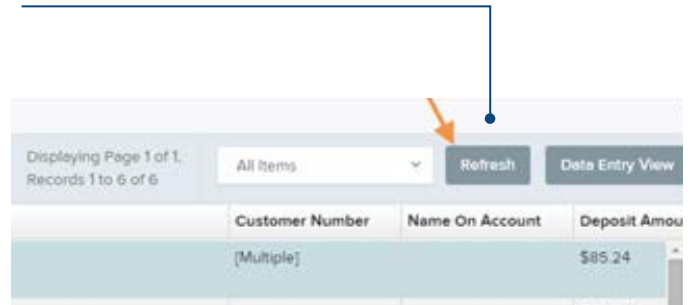


4. Deposit View Page

- Once a deposit has been opened, the following features are available under the Deposit View tab from the top of the page.
- Refresh – If at any time the Amount values for the check items do not immediately display, select the Refresh option to have values display.
- Scroll to the right of the listed items to see the Edit, Delete, and Rescan options available.

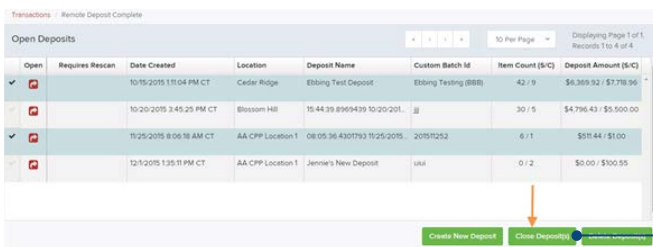


NOTE: Red question marks or yellow highlighted areas on this page may indicate that there was a system difficulty in reading MICR line items or that a manual key entry is required for a check. Keying and balancing and MICR repair will take place once this has been closed and submitted for processing.



5. Completing and Closing the Deposit for Processing

- The Complete Deposit is located at the bottom of the page. When you have finished scanning, select this option to begin submission process.
- It is recommended that each deposit be closed as soon as a user has completed scanning.
- After you select Complete Deposit, it will take you to the open deposits page where you can add more deposits or close open deposits.
- Check the open deposits and select Close deposit
- A pop up will appear and you will select Close.



Confirm Deposit(s) Close

Are you sure you want to close the selected 2 deposit(s)?

Cancel

Close

6. Printing a report

- Go to reports
- Under Remote Deposit Complete Reports, select Deposit Results on the right side.
- Select a location and date, then select Get Deposits.
- Select the printer or save option on the top right.

Reports

My Reports

No Records to display.

Shared Reports

Report Name	Owner	Report Type	Delete
BH 2008-08-21 1341	Barb	Transaction Report	
bhemmt2	Barb	Transaction Report	
Jenna's Report Test	Jenna	Transaction Report	

Remote Deposit Complete Reports

Deposit Results

Standard Report

Show Items that Returned NSF Today

Show Items that Returned Bad Account Today

Show Items that Charged Back Today

Show Items that Settled Today

Show Items that Returned Other Check21 Today

Show Notice of Change Items

Show Items Detected as Duplicate Transactions

Filtering your search criteria

Records Per Page 10

Displaying Page 1 of 1 Records 1 - 2 of 2

Create Date	Location	Custom Batch Id	Batch Type	Description
12/1/2015	Location 1	ulul	Remote Deposit	New Deposit
12/21/2015	Avalon Campbell	5646542	Remote Deposit	17:49:04 1335657 12/21/2015 ...

Best Practice

In addition to your responsibility of securely storing all scanned items for the duration of a minimum of 90 days, it is recommended that you reconcile all items with your statement prior to destruction.

If you have questions or need technical support, please email cm@banescousa.com to schedule a time to speak with our Cash Management Specialist or Cash Management Officer.