Deposit Using a Scanner

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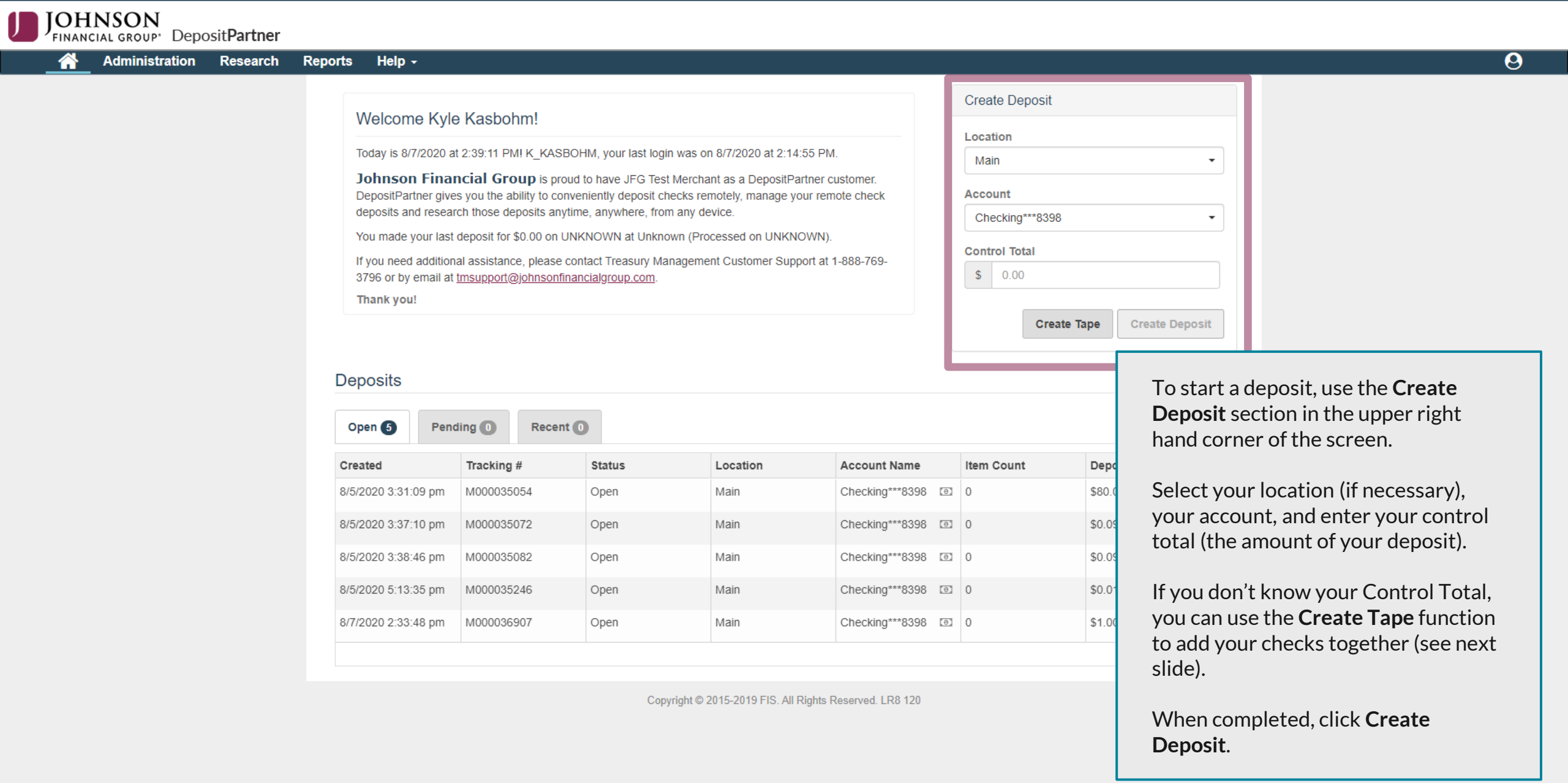
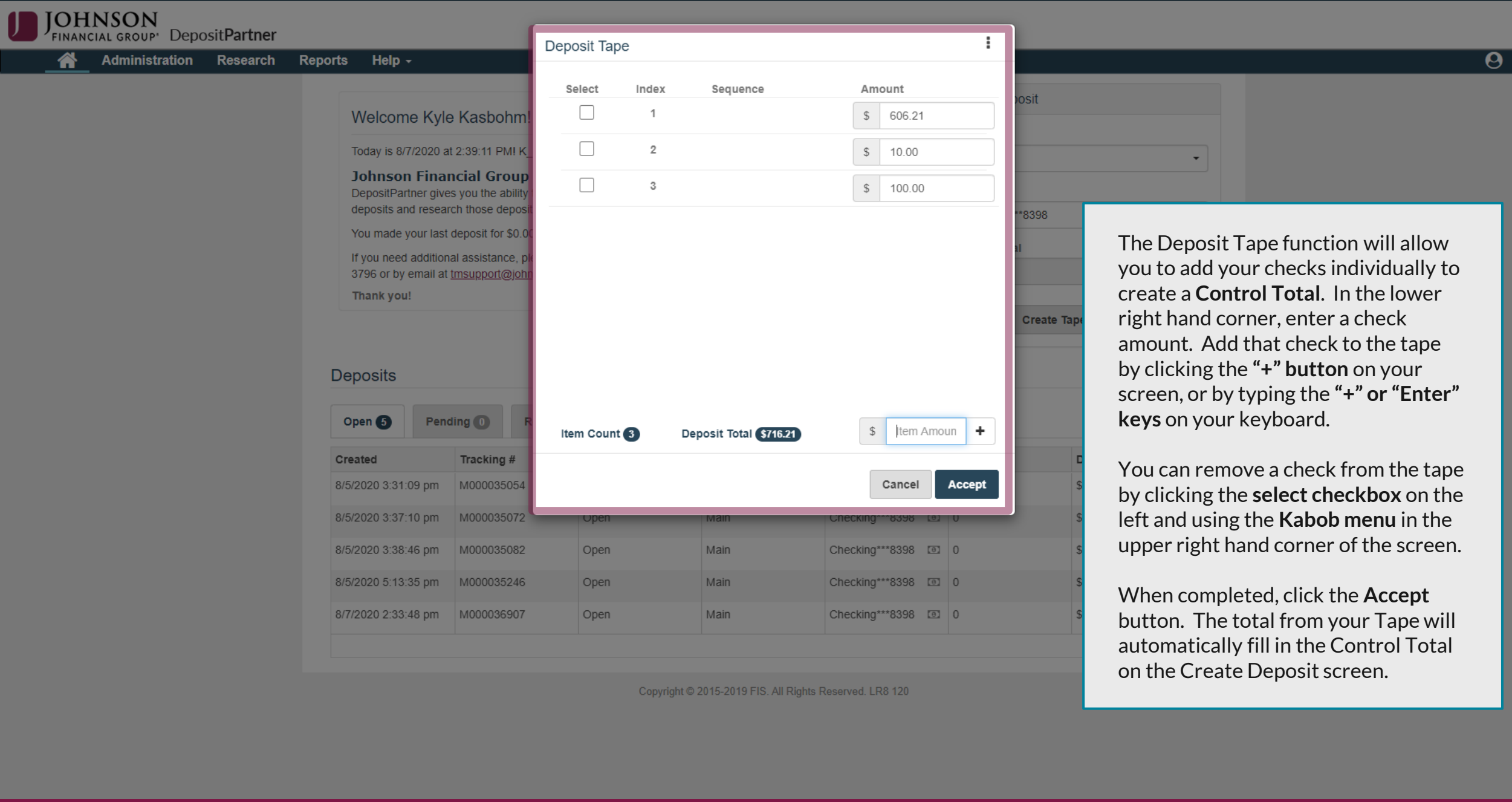


To start a deposit, use the **Create Deposit** section in the upper right hand corner of the screen.

Select your location (if necessary), your account, and enter your control total (the amount of your deposit).

If you don't know your Control Total, you can use the **Create Tape** function to add your checks together (see next slide).

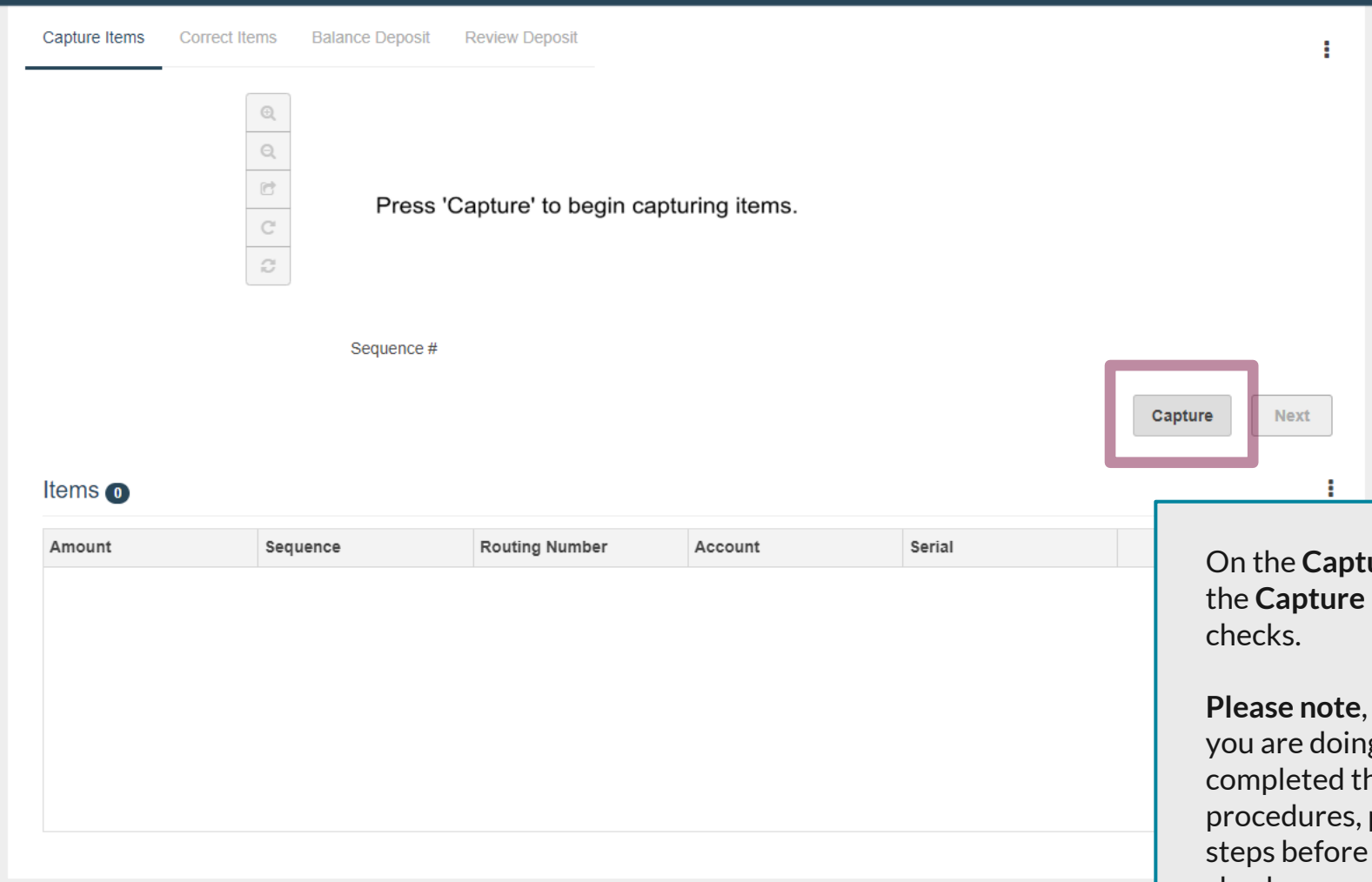
When completed, click **Create Deposit**.



The Deposit Tape function will allow you to add your checks individually to create a **Control Total**. In the lower right hand corner, enter a check amount. Add that check to the tape by clicking the **"+" button** on your screen, or by typing the **"+" or "Enter" keys** on your keyboard.

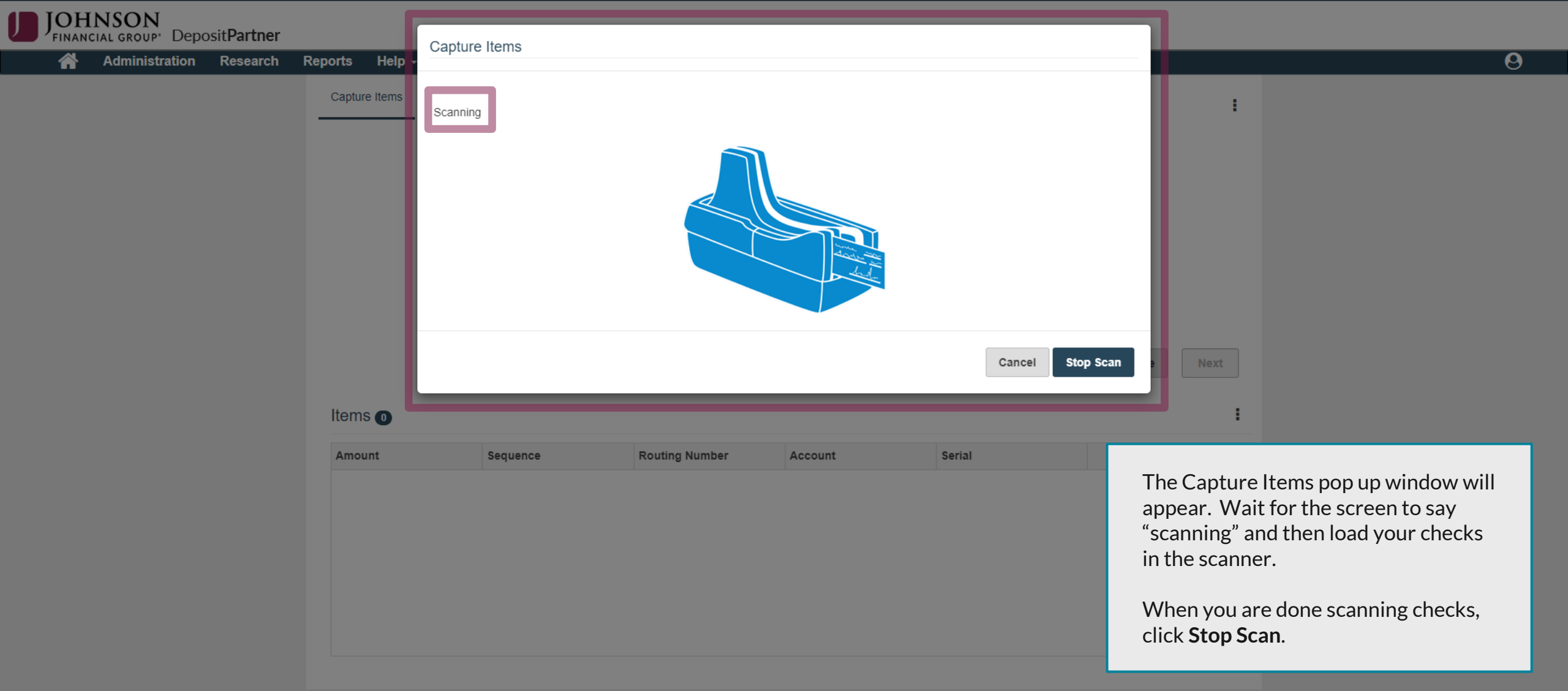
You can remove a check from the tape by clicking the **select checkbox** on the left and using the **Kabob menu** in the upper right hand corner of the screen.

When completed, click the **Accept** button. The total from your Tape will automatically fill in the Control Total on the Create Deposit screen.



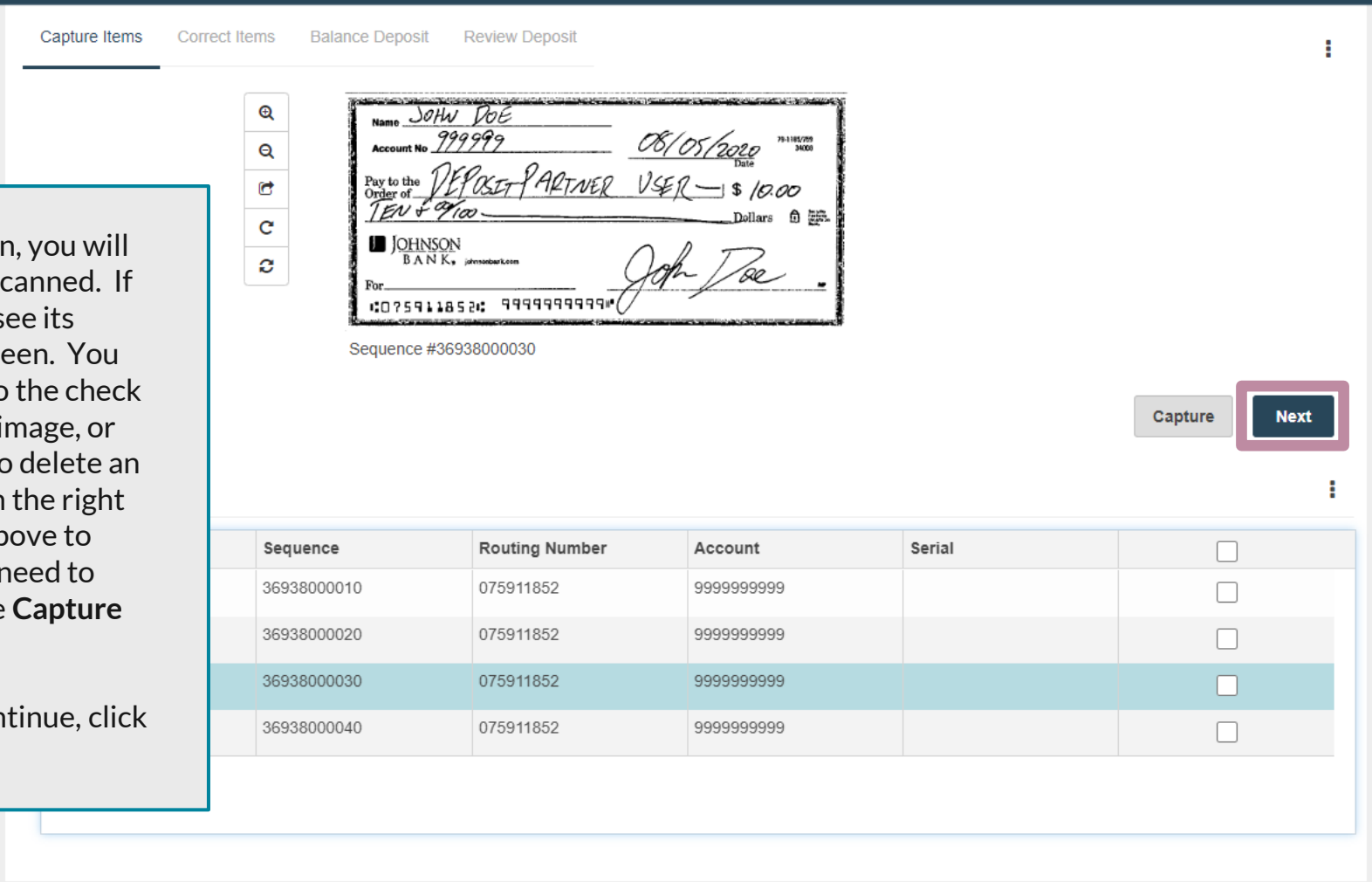
On the **Capture Items** screen, click the **Capture** button to start scanning checks.

Please note, if this is the first deposit you are doing and you haven't completed the Scanner Installation procedures, please complete those steps before attempting to deposit checks.



The Capture Items pop up window will appear. Wait for the screen to say "scanning" and then load your checks in the scanner.

When you are done scanning checks, click **Stop Scan**.



At the bottom of the screen, you will see a list of all the checks scanned. If you click a check, you will see its image on the top of the screen. You can use the buttons next to the check image to zoom, rotate the image, or see the back. If you need to delete an item, click the checkbox on the right and use the kabob menu above to remove that check. If you need to scan more checks, click the **Capture** button.

When you are ready to continue, click the **Next** button.

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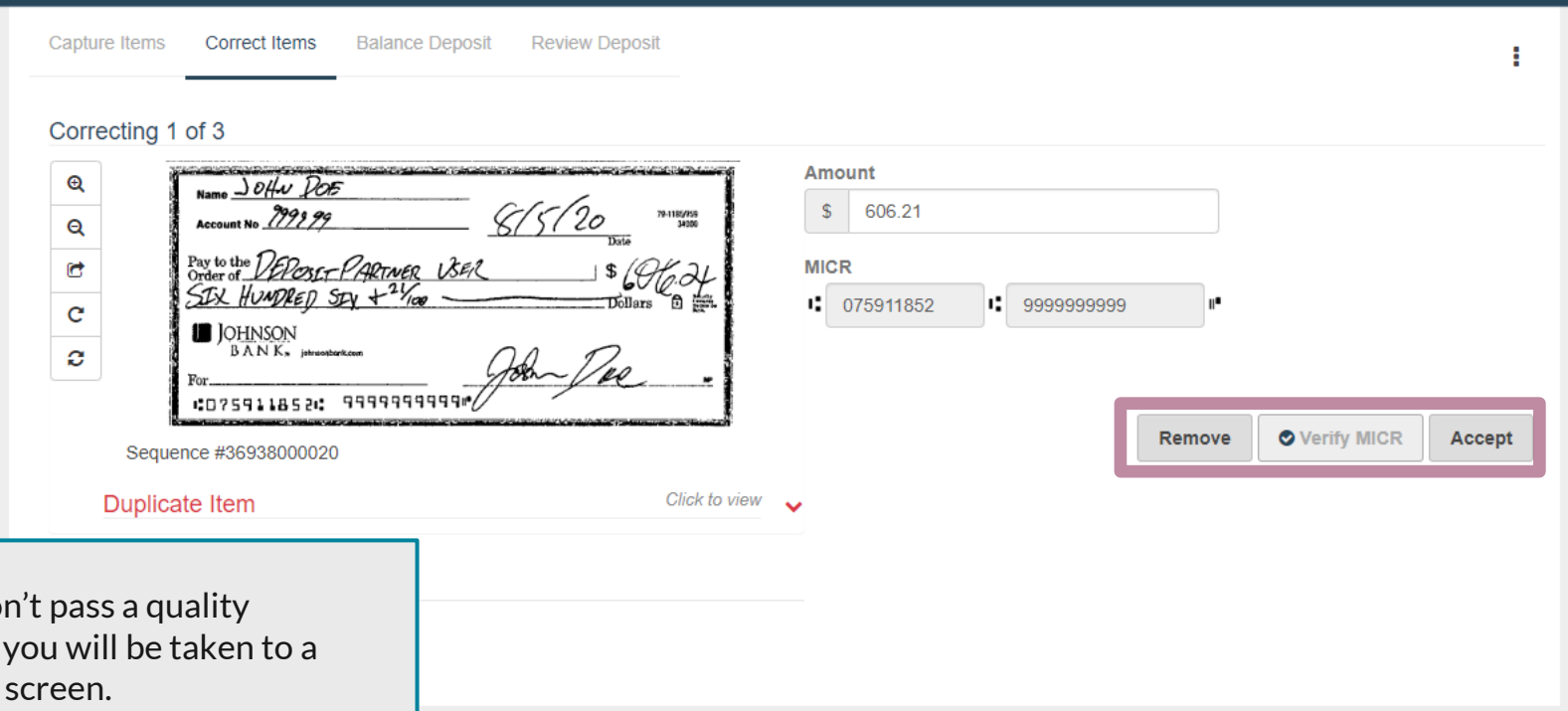

If any items don't pass a quality control check, you will be taken to a **Correct Items** screen.

In this scenario, it detected this check as being a duplicate of another check that has already been scanned. If it is a true duplicate item, click the **Remove** button. If this is a false duplicate and the check is legal to be deposited, click the **Accept** button.

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You may also have a situation where the scanner cannot read the amount of a check.

In this scenario, enter the dollar amount of the check in the Amount section. Then click the **Accept** button. If the check should be removed from the deposit, click the **Remove** button.

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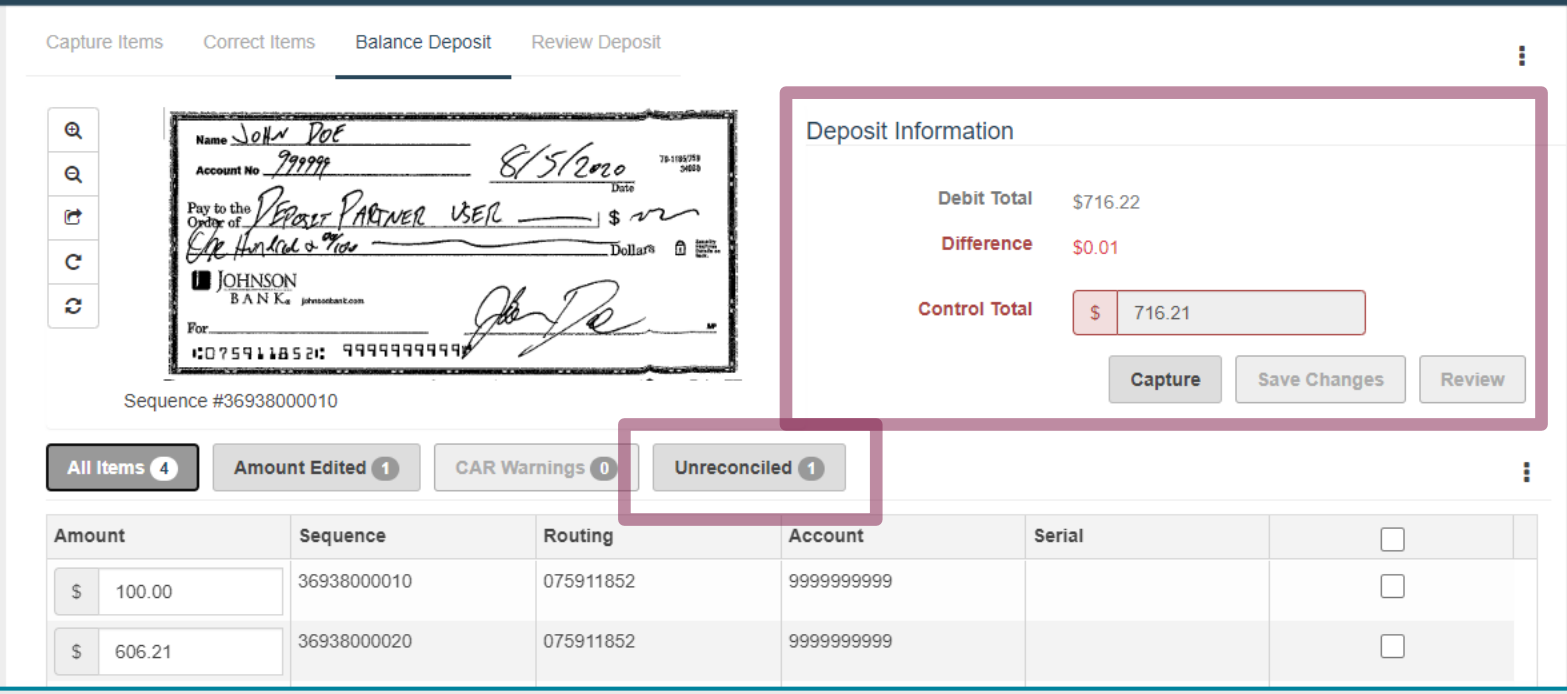


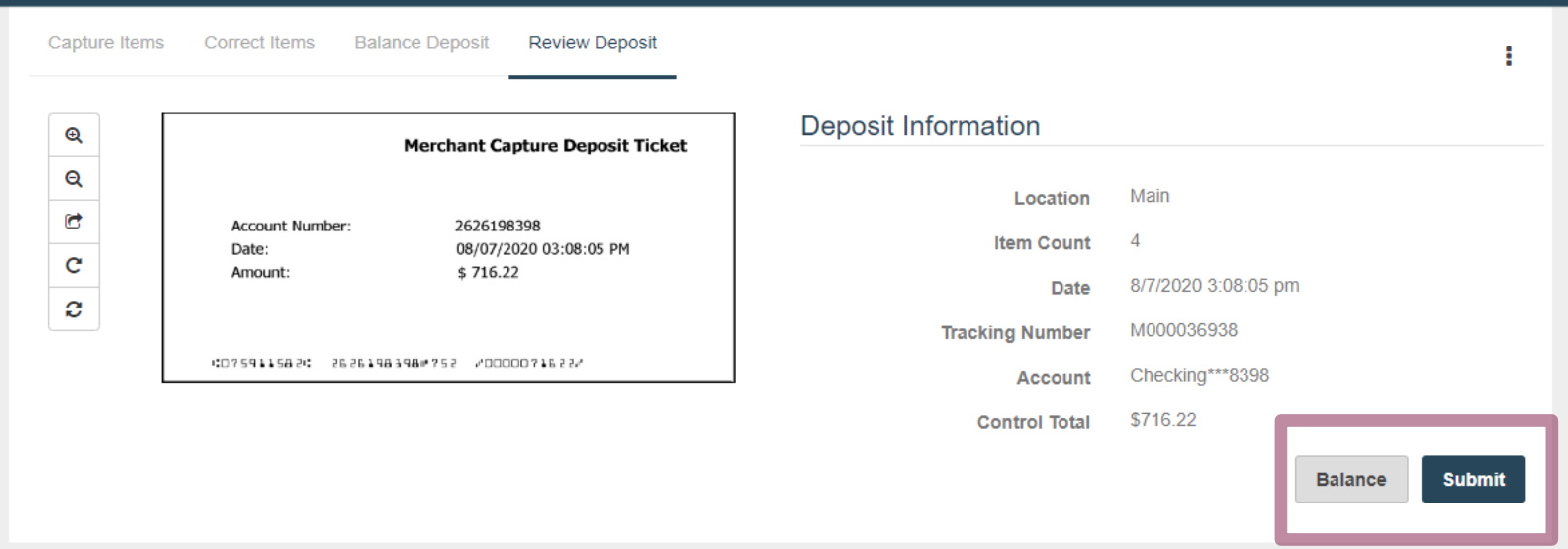
When there are no more corrections to be made, you will be taken to the **Balance Deposit** screen, if your Control Total doesn't match all the scanned checks.

You will see the Debit Total (total amount of the scanned checks) compared to your Control Total. It will show if there is a difference.

If there is a difference, double check your Control Total for accuracy. If you have a mistake in your Control Total, update it and click **Save Changes**. If you used the Deposit Tape function on the first page and you have an error in your Control Total, click the Kabob menu under the Review Button to update your deposit tape. When finished, click the **Review** button.

If your Control Total is accurate, review the checks at the bottom of the screen to make sure all the amounts were read correctly. If any checks were read incorrectly, you can update the check amount in the Amount column. When finished, click the **Review** button.

If you used the Create Tape on the first screen, you can click the **Unreconciled Tab** to see which checks don't match up with the tape.



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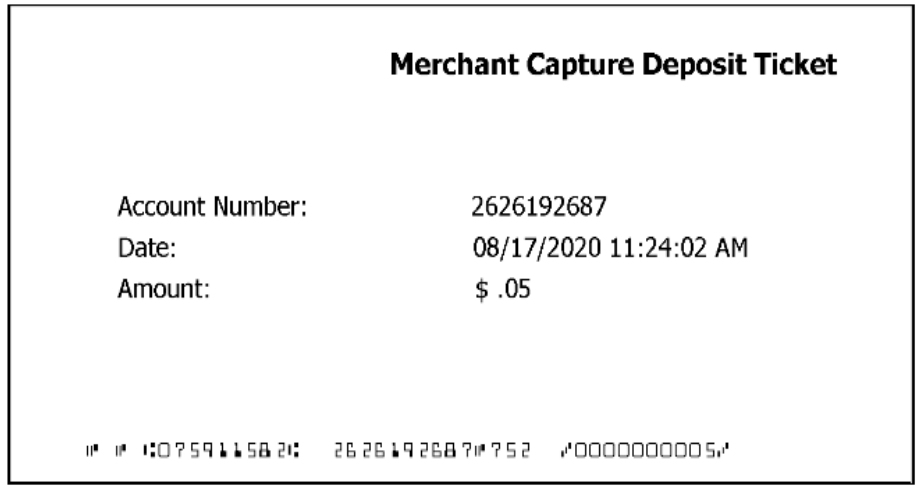
On the **Review Deposit** screen, you will have one last chance to verify your deposit. If you need to go back, you can click the **Balance** button. Otherwise, if you are ready to make the deposit, click the **Submit** button.

The deposit was submitted successfully!



Merchant Capture Deposit Ticket

Account Number: 2626192687
Date: 08/17/2020 11:24:02 AM
Amount: $ .05

Deposit Information

Location	Main
Item Count	1
Date	8/17/2020 11:24:04 am
Tracking Number	M000042709
Account	Test Checking
Control Total	$0.05

Receipt

After submitting your deposit, you will be taken to a screen confirming a successful deposit submission. Click the **Receipt** button for options of receipts and reports to print or save. Click the **Home** icon to return to the Home Page if needed to create a new deposit.

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Thank You

Additional Resources and Support

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If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.

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