

# First Desktop Banker

## User Guide



### Contact Information

For additional assistance, please call Treasury Management Support toll free at (866) 750 - 5298 to speak to a support representative Monday – Friday between the hours of 8:00 AM and 5:00 PM EST.

To contact Treasury Management Support via e-mail, the address is [treasurymgmt@fnb-corp.com](mailto:treasurymgmt@fnb-corp.com)

For additional information, you can visit our website at [www.fnb-online.com](http://www.fnb-online.com) to take advantage of the Demo available on our website.

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## TREASURY MANAGEMENT



First National Bank

## INTRODUCING FIRST DESKTOP BANKER

It's the quickest way to turn check deposits into cash. With First National Bank's First Desktop Banker, you can bring the bank to you by making deposits electronically, so you can focus on running your business, without running to the bank everyday.

Remote check depositing has become the standard way of making deposits, improving cash flow, and consolidating accounts. First Desktop Banker offers improved technology that makes it easier for businesses of all sizes to save time, save money and make money.

### Key Advantages

It's like having a 24-hour bank teller right in your office. Here are some of the ways you can benefit:

- **Make deposits anytime** – Enjoy the convenience of making deposits electronically 24-hours a day, 7-days a week, even weekends.
- **Save time preparing deposits** – Preparing deposits electronically is very efficient, reducing labor costs and freeing up staff for other tasks.
- **Consolidate funds from multiple locations into one bank** – Check deposits can easily be made from any remote office or storefront. This streamlines your cash flow by consolidating deposits from multiple locations into a single bank.
- **Cut costly courier fees or trips to the bank** – Electronic deposits can reduce trips to the bank or eliminate costly courier fees.
- **Funds are available faster** – Access funds sooner than traditional deposits. With First Desktop Banker, your funds are available the day they are deposited, even out-of-state checks, for all deposits completed prior to 8:00 PM EST.
- **Fully secure** - Offers the most advanced encryption technology and multi-level password protection.
- **Reduces fraud and theft** - Eliminates the risk of lost or stolen checks during trips to the bank.

### What You Will Need

First Desktop Banker is easy to set-up and use. All you need are the following items:

- PC with a current version of Microsoft Windows or Macintosh Apple with Internet Explorer, Microsoft Edge, Google Chrome or Safari and a USB 2.0 port
- To verify current version compatibility, please contact Treasury Management Support at 866-750-5298
- Desktop check scanner
- High-speed Internet connection
- Account with First National Bank

### Installation

- Confirm that the scanner is not connected to the power source and USB port.
- Review the recommended system parameters.
- Follow the installation steps that were provided to you by the bank.

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# TREASURY MANAGEMENT

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## GETTING STARTED

- After the First Desktop Banker setup is complete, log in to First National Bank's website at [www.fnb-online.com](http://www.fnb-online.com). Choose Business Banking. Select Go to Business. Click on Login at the top right of the screen.



- Select Business Online Banking.

## PREPARING TO DEPOSIT CHECKS

- Go to the homepage of Business Online Banking (where account previews and widgets are available).
- On the toolbar at the top, click on **Checks & deposits**.



- Next, click the red, **Deposit Checks** button.



- The WebCapture application will automatically open within Business Online Banking and will be ready to accept deposits.
- NOTE: If the window that opens reads "Login Failed," please close your internet browser and then relaunch it. The system will not allow you to access the First Desktop Banker website and the check scanner in Business Online Banking during the same browser session.
- Users who do not have a Business Online Banking account and only have an account in First Desktop Banker should log in with their First desktop Banker credentials.

## TREASURY MANAGEMENT



## CREATING DEPOSITS

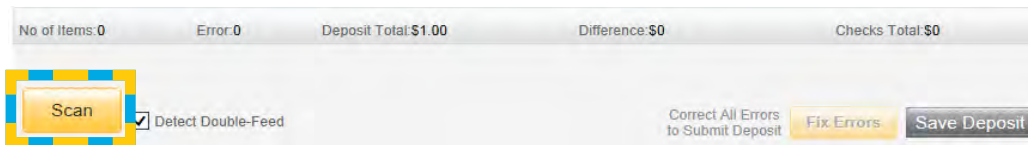
- Below is a sample of the Home Page. To begin scanning a deposit, click on **Create Deposit** located on the left side of the screen.

- Enter the following information when creating a Deposit, then click **Continue**. Fields with an asterisk (\*) are required. These fields will display on your virtual deposit ticket.

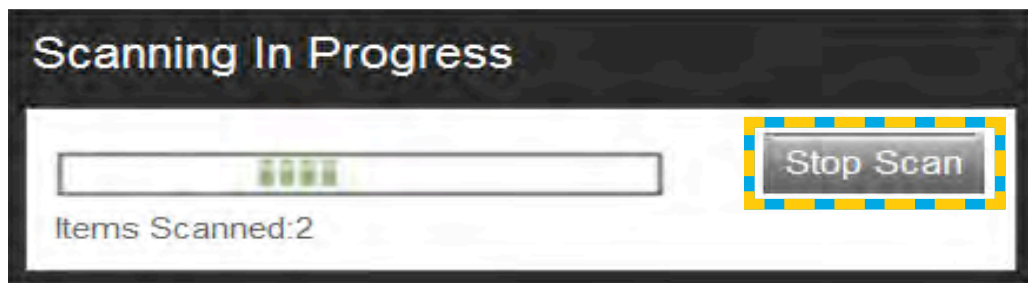
Fields	Description
<b>Deposit Name</b>	Enter a name for the deposit.
<b>Deposit Amount</b>	Enter the amount of the total deposit. This amount will be matched against the scanner's total to ensure your deposit is in balance.
<b>Select Account</b>	Select the account number for this deposit. If there are multiple accounts set up for First Desktop Banker, you will have a drop down to select the appropriate account number, or you can type the first few characters of the account nickname or number.
<b>Store Number</b>	Enter a store number or location number, if desired.

## SCANNING CHECKS

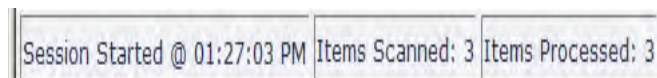
- Check the batch for **staples, paperclips, and calculator tape, etc.** and remove these items. These items will cause the scanner to jam.
- Ensure all documents are **facing in the same direction** and **not upside down**.
- **Jog** the documents straight so all documents are stacked together, this will reduce “piggy-backing”, jams and double documents.
- Place the documents (straight and even) into the scanner.
- Always make sure **‘Detect Double-Feed’** is selected before proceeding to scan items. This will ensure any duplicated items scanned will be detected.
- Click **Scan** highlighted in yellow at the bottom left side of the screen to begin scanning the deposit.



- While the deposit is scanning, you will see the message **“Scanning in progress, please wait....”** and the number of Items Scanned will be counted.
- Click the **Stop Scan** button once all of the checks for the deposit have been scanned.



- A status bar at the bottom left of the screen displays summary information regarding the current user's session.
  - The bar contains the following:
    - Session start time
    - Total number of items scanned
    - Total number of items processed (scanned)

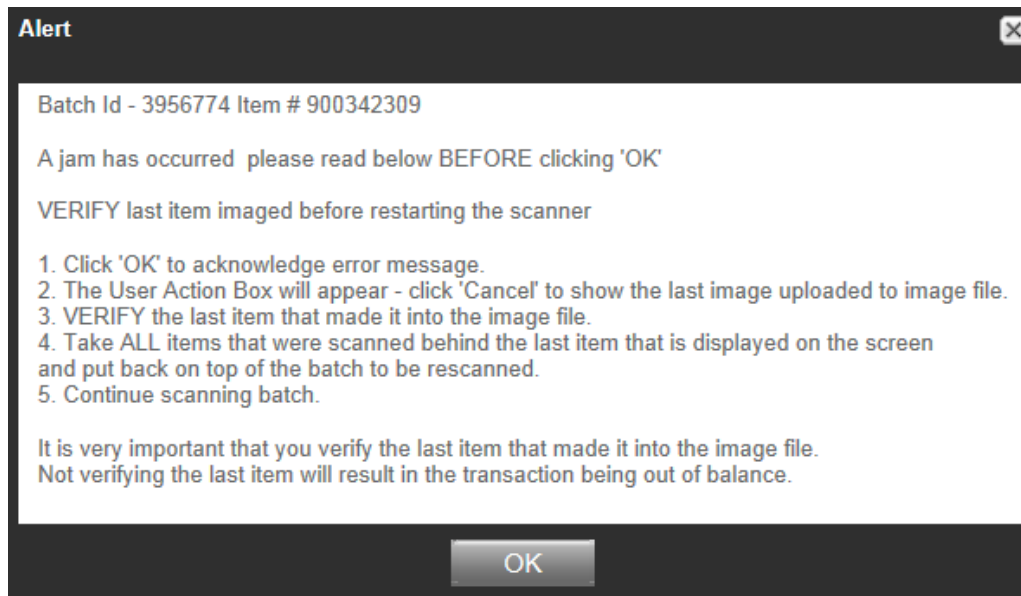


## TREASURY MANAGEMENT



## CORRECTING JAMMED DOCUMENTS

- If a document jams during the process, the scanner will stop and the message box will display an Alert, as shown below:



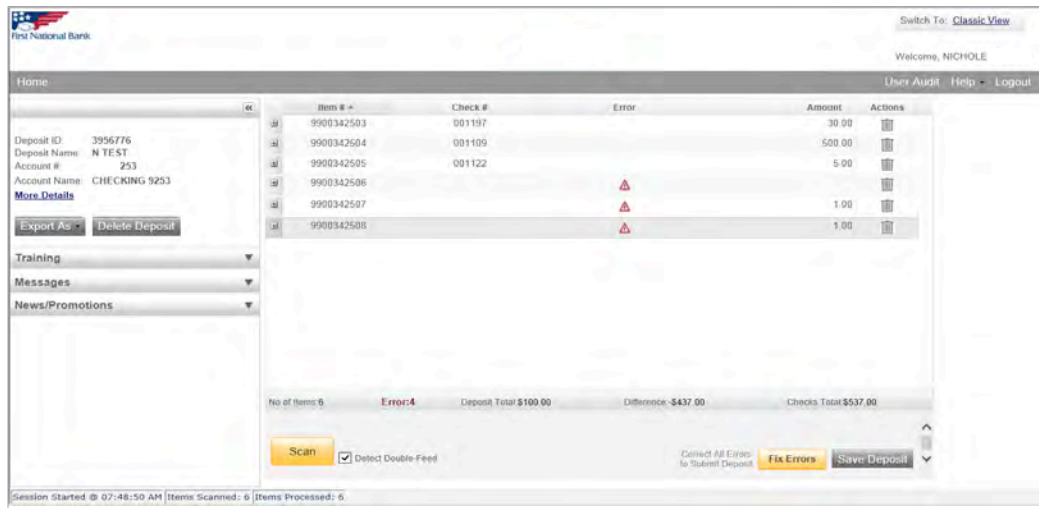
- **Select OK** for the scanner to try to clear the jam.
- **Retain** the documents in the proper order as a rescan may be required for the document.
- **Review the Transaction** section of the screen (shows all items that were successfully scanned).
- **Determine the last item** that was scanned by taking the last items from the scanner pocket. **Turn them upside down** in front of you and work backwards until you find the last item that was processed. **Remember** that an item that is **sprayed on the back** of the check **does not mean that item processed**. The jam could have occurred before the item went through the camera.
- **Reinsert** the next item or items that did not scan into the scanner with the remaining documents.
- Click the **Scan** button to complete processing the batch.



**Important Note:** Only items with images that the user can see on the monitor were scanned. The spray on the back of the item(s) is NOT a confirmation that the image was processed.

## VIEWING ALL ITEMS

- The below screen will display, listing the checks in the deposit.

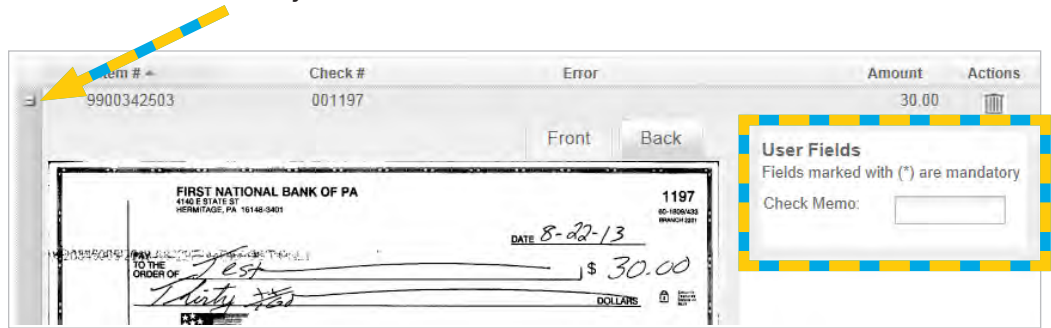


## VIEWING THE IMAGE

- Click on the plus symbol to the left of the Item # (a number assigned by the system) to view the check's scanned image.

Item #	Check #	Error	Amount	Actions
9900342503	001197		30.00	

- The **User Fields** box allows you to add a **Check Memo** to each image.
  - Enter the desired memo for the corresponding check image.
  - When done typing the Check Memo, use the Enter button on your keyboard to apply your changes.
  - Use the down arrow button on your keyboard to move to the next image.
  - The Check Memo field is limited to 25 characters.
- Click on the minus symbol to the left of the Item # to close the check's scanned image.



# TREASURY MANAGEMENT



## ENLARGING THE IMAGE

If the image of the scanned item is difficult to read, the whole item can be **enlarged** by clicking on the image. Moving the mouse will show different parts of the enlarged image.

**Note:** To scan more items simply prepare the documents, insert the items in the scanner and select **Scan**.

## VIEWING EXCEPTIONS

- Errors occur when data is missing or was entered improperly in the system.
- A warning triangle in the Error column indicates an error has been detected (as shown in the picture below):

Item #	Check #	Error	Amount	Actions
9900342503	001197	Error	30.00	
9900342506				

No of Items: 4    Error: 4    Deposit Total: \$100.00    Difference: \$68.00    Checks Total: \$32.00

Scan    ☒ Detect Double-Feed    Correct All Errors to Submit Deposit    Fix Errors    Save Deposit

- Click on the **Fix Errors** button.

### Common Exceptions:

**Poor Image Quality** - the captured image failed the Image Quality test. This will show after you have clicked **Fix Errors**.

- Examine the images of the front and back of the check to determine if it is acceptable.
- If the image of the item is not acceptable, select **Rescan** to replace the current image.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.
- To accept the image as is, click **Accept** to keep the item within the deposit.

Error Correction

Poor Image Quality

Front Back

Item #: 9900342513  
Check #: 49-102\*\*  
Amount: 500.00

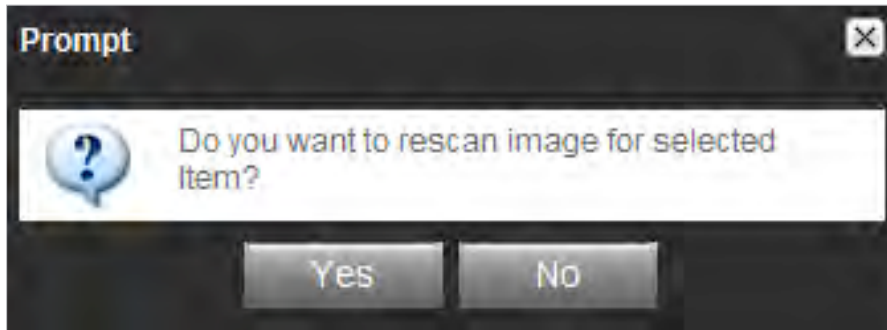
Accept Delete Rescan

# TREASURY MANAGEMENT





- When rescanning the item, find the item within the batch and select **Rescan**
- The system will give the following warning message:



- Select **Yes** to continue the rescan process. When rescanning an item, the MICR is compared to that of the original item. If there is a match, the image is overlaid. If there is a discrepancy, you will receive the following warning:

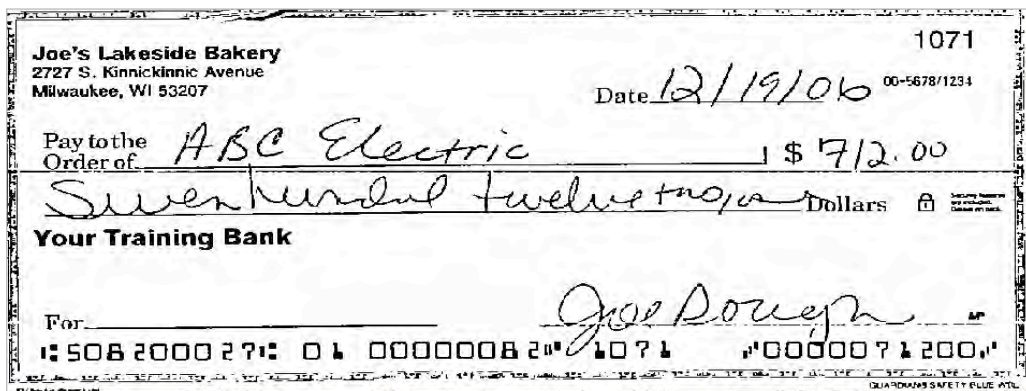


- If **Yes** is selected, the new item image replaces the original. If **No** is selected, the system defers to the original item.

### MICR fields that can be updated

- **Routing Number** - is the 9-digit number used to identify the bank
- **Amount** - The dollar amount found on the item

### See Sample Check below:



**Note:** Checks should have the correct symbols separating the routing number, account number, and serial number for Source Capture to read the Check MICR correctly.

## TREASURY MANAGEMENT



**Item Amount** – Input missing amount or correct misread amount

- Enter the missing or incorrect information in the **Amount** field.
- Press enter on your keyboard to update the field.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

Error Correction

Error in MICR fields

Item #:9900342515

Front Back

ROBERT W. ANDREWS  
MARY C. ANDREWS  
123 ANY STREET 123-4567  
YOUR TOWN, U.S.A. 12345

DATE 9/17/10 3449

PAY TO THE ORDER OF \$ 5.50

FIVE & 50/100 DOLLARS

FISERV  
255 FISERV DRIVE  
BROOKFIELD, WI

MEMO SAMPLE VOID

0082902511 200070 3449

User Fields  
Fields marked with (\*) are mandatory  
Check Memo:

AUX/Serial	RT	Account	Check	Amount
001225	043318092	49-		

Press enter to update field

Delete

**MICR fields** – Correct or complete missing routing (RT) number

- The RT is the 9-digit number used to identify the bank.
- Enter the missing or incorrect information in the **RT** field.
- Press enter on your keyboard to update the field.
- To remove the check from the deposit, select **Delete**, then select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

Error Correction

Error in MICR fields

Item #:9900342515

Front Back

ROBERT W. ANDREWS  
MARY C. ANDREWS  
123 ANY STREET 123-4567  
YOUR TOWN, U.S.A. 12345

DATE 9/17/10 3449

PAY TO THE ORDER OF \$ 5.50

FIVE & 50/100 DOLLARS

FISERV  
255 FISERV DRIVE  
BROOKFIELD, WI

MEMO SAMPLE VOID

0082902511 200070 3449

User Fields  
Fields marked with (\*) are mandatory  
Check Memo:

AUX/Serial	RT	Account	Check	Amount
	WAUX/FLD4			5.00

Press enter to update field

Delete

TREASURY MANAGEMENT

## DELETING AN ITEM WITHIN A DEPOSIT

- To delete an item, under the **Actions** column select the Delete Item icon for the corresponding image's row
- Select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.

	Item #	Check #	Error	Amount ▲	Actions
	9900342503	001197		30.00	
	9900342509	001126		1.00	
	9900342515			5.00	

## DELETING A BATCH OR DEPOSIT

- Select the **Delete Deposit** button on the left side of the screen.

Home User Audit Help Logout

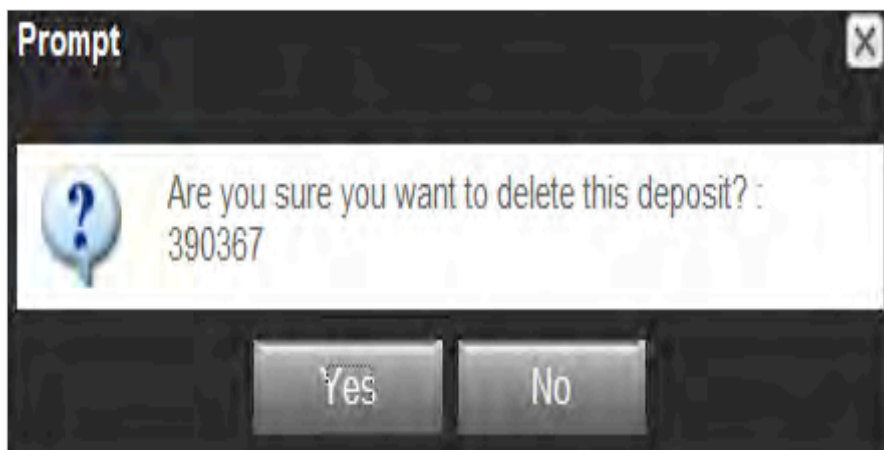
Success: All Errors Fixed

Deposit ID: 3956776  
Deposit Name: N TEST  
Account #: 950  
Account Name: CHECKING 9253  
[More Details](#)

Export As **Delete Deposit**

	Item #	Check #	Error	Amount ▲	Actions
	9900342503	001197		30.00	
	9900342509	001126		1.00	
	9900342515			5.00	

- You will receive the below Prompt.
- Select **Yes** to confirm you want to delete the entire deposit. If No is selected you can continue with submitting the deposit.



## DEPOSIT INFORMATION

- Select the **More Details** button on the left side of the screen to view the Deposit Details window.
  - **Deposit ID:** Number assigned to your deposit. Every Deposit ID number is unique.
  - **Deposit Name:** Name you assigned to this particular deposit.
  - **Account Number:** Account number for the deposit.
  - **Account Name:** Account nickname.
  - **Work Type:** defaults to 1 – Merchant Capture
  - **Deposit Status:** This field can be "OPEN" (still able to continue scanning), or "Submitted" (sent to the Bank).
  - **Number of Items:** Number of items scanned.
  - **Number of Checks:** Number of checks scanned.
  - **Number of Errors:** Number of items that need to be corrected or approved.
  - **Deposit Total:** Deposit total entered on the "Create Deposit" screen.
  - **Check Total:** Total amount of the checks scanned.
  - **Difference:** Difference between the "Deposit Total" and "Checks Total"
  - **Memo:** Additional information added to the deposit for your reference. (This can be added after selecting the Submit Deposit button, explained on the next page.)

**Note:** If the Deposit Total and the Check Total agree and the Difference Amount is \$0.00 then your deposit is ready to be submitted.

Home

Deposit ID: 3956776  
Deposit Name: N TEST  
Account #: 95  
Account Name: CHECKING 9253

[More Details](#)

Export As Delete Deposit

Training

Deposit Details

Deposit ID	3956776
Deposit Name	N TEST
Account Number	95
Account Name	CHECKING 9253
Work Type	1 - Merchant Capture
Deposit Status	OPEN
Number of Items	3
Number of Checks	3
Number Of Errors	0
Deposit Total	\$100.00
Check Total	\$36.00
Difference	\$64.00
Memo	

Close

## SUBMITTING THE DEPOSIT

- Verify all of the items have been scanned, the errors are listed as zero, and the deposit is in balance with a \$0.00 difference.
- To submit the deposit to the Bank, select the **Submit Deposit** button.
- If you are not ready to submit the deposit at this time and would like to return to the deposit later, click **Save Deposit**.

This screenshot shows the top portion of a deposit submission screen. The interface includes a header bar with the following information: 'No of Items: 3', 'Error: 0', 'Deposit Total: \$100.00', 'Difference: \$0.00', and 'Checks Total: \$100.00'. Below this bar, there is a 'Scan' button on the left, a checkbox for 'Detect Double-Feed' which is checked, and a small text prompt 'Correct All Errors to Submit Deposit'. On the right side, there are two buttons: 'Submit Deposit' and 'Save Deposit'. The 'Submit Deposit' button is highlighted with a dashed yellow box.

- The below screen will appear confirming the deposit is in balance.
- If desired, you can enter additional information in the **Add Memo** field.
- Select the **Submit Deposit** button.

This screenshot shows a 'Verify Balance' window with a green header bar indicating 'Transaction is Balanced'. The window contains a 'Deposit Data' section with the following fields: 'Deposit Total: 27.39', 'Check Total: \$27.39', 'Difference: \$0.00', 'Item Count: 1', 'Items In Deposit: 1', and 'Difference: 0'. Below this is an 'Add Memo (Optional)' text area. At the bottom right of the window, there is a 'Submit Deposit' button highlighted with a dashed yellow box. The window also shows a close button (X) in the top right corner and a page indicator '256/256' at the bottom left.

### Reminder:

First Desktop Banker is a "live" program.

Once Submit Deposit is selected no further changes can be made to the scanned deposit. Also, if you do not submit your deposit, you will receive a reminder message upon logging out. The Bank will not be able to process your deposit if the deposit is not submitted by the user.

- If the screen below displays, your deposit is not in balance, the **Difference** displays the amount out of balance.
- The **Deposit Total** is the amount entered in the Create Deposit screen (page 4).
- The **Check Total** is the system's calculated amount of the images scanned.
- If the **Check Total** is correct, change the **Deposit Total** and select **Update** or press Enter on your keyboard and then select the **Submit Deposit** button.
- If the **Check Total** is incorrect, select the **X** on the top right of the window to continue scanning checks or remove images from the deposit (page 10).
- The **Item Count** is the number of images scanned.
- The **Items in Deposit** also displays the number of images scanned.
- If desired, you can enter additional information in the **Add Memo** field.

**Verify Balance**

Transaction should be balanced before submit

**Deposit Data**

Deposit Total:	100.00	Check Total:	\$20.00	Difference:	\$80.00
Item Count:	1	Items In Deposit:	1	Difference:	0

Add Memo (Optional)

256/256

Update



**Duplicate Items** – Once all items have been scanned within the deposit and all exceptions have been addressed, the program will then display any **duplicate items** that are detected within the current batch or from any previously scanned batch within 60 days.

- The below screen is an example of the check images that were detected by the system as duplicated checks.
- If the duplicate is acceptable, select **Accept**.
- If the duplicate is not acceptable and you wish to remove the check from the deposit, select **Delete**.
  - Select **Yes** to confirm you want to delete the item. If No is selected the item will remain in the deposit.
- Select the **Submit Deposit** button.

**Error Correction**

**⚠ Duplicate Item Detected**

**Current Item**

Front Back

Item#:9941500702 Check#:001056

Amount:1.06

**Accept Delete**

**Items from Previous Deposits** Displaying 1 of 2 duplicates

Front Back

**Previous Item Details**

Deposit ID: 390363

Capture User: BOB

Capture Date: 07/10/2014 Status: CAPTURE COMPLETE

**If a Deposit is not submitted prior to logging out, you will receive the below reminder to submit all deposits.**

**You will need to log back in to submit or remove the suspended deposit.**

**Warning**

Deposits are outstanding. Please login again to submit all Deposits. Select OK

**OK**

Correct All Errors to Submit Deposit Save Deposit

# TREASURY MANAGEMENT



## VIEWING AND PRINTING THE DEPOSIT REPORT

- Select the **View Deposit** icon under Actions to view the entire deposit, including scanned images.

**Create Deposit**

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

**Create Deposit**

**Training**

**Messages**

**News/Promotions**

**View Deposits** | **View Items** | **Reports**

☐ Pending Deposits ☒ All Deposits Rows per page: 10

**Search**

From Date\*: 2017-08-18 To Date\*: 2017-08-18 From Amount: To Amount:

[Advanced Search](#) **Search** **Clear**

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956806	95	CHECKING 9245	1	2017-08-18	SUBMITTED	20.00	

- Click on **Export As** and choose one of the reports listed.

Deposit ID: 390368

Deposit Name: Deposit

Account No.: \*\*\*\*\*2702

Account Name: TEST ACCT 2

[More Details](#)

**Export As**

- Pdf**
- Pdf with Images
- Extract Images

Item #	Check #	Error	Amount	Actions
9941501101	017		4.00	
9941501102	001104		1.00	
9941501103	001197		3.00	

- An example of the **Pdf** option is below. This report could be placed with your checks that have been scanned for the business day.

**Deposit Detail Report**

**Deposit Detail for Deposit ID: 3956806**

Site ID: 031301053-0578950  
Batch ID: 150305750  
Customer Name: eCorp Test Company  
Worktype: 1 - Merchant Capture  
Deposit Name: Test

Deposit Report: DELIVERED  
Processing Date: 2017-08-18  
Company ID: 031301053-0578950  
Submit Date/Time: 2017-08-18 08:07  
Account Name: CHECKING 9245  
Location ID: 031301053-0578950

**Transaction Detail for Transaction ID: 3956806001**

Type: ELECTRONIC Deposit Account: 95029245 - CHECKING 9245

AUX/Serial	RIC	RT WAUX/FLD4	Account	Check	Amount	Item Type	Item Status	Check Memo
001197	031301053	043318092	9	017	\$20.00	Credit		
			49		\$20.00	Check		

**Transaction Control Information:**

Credit Items: 1 Credit Total: \$20.00 Txn Difference: \$0.00  
Debit Items: 1 Debit Total: \$20.00

**Deposit Control Information:**

Deposit Total: \$20.00 Difference: \$0.00  
Checks Total: \$20.00 Item Count: 2

TREASURY MANAGEMENT



## VIEWING ALL DEPOSITS – deposits are available to be viewed for 60 days

- On the **View Deposits** tab, deposits can be viewed by selecting **All Deposits** on the top of the screen.
- Depending on your authority, all of the deposits that you created display or all of the deposits for your business display.
- The following statuses are defined for a deposit:
  - **OPEN** - a deposit/batch is placed in "OPEN" status when the batch is newly created or when a capture operator has reopened a batch to add additional items, or to resolve exceptions.
  - **SUSPENDED** - a deposit/batch is placed in "SUSPENDED" status when a capture operator saves a batch for later capture or exception resolution. This status is functionally the same as "OPEN" but indicates that no one is currently working on the deposit.
  - **CAPTURE COMPLETE** - a deposit/batch is placed in "CAPTURE COMPLETE" status when the capture operator selects the "CAPTURE COMPLETE" status. This status alerts the operators that there is no more capture work, but there are exceptions to resolve before it will become "READY FOR APPROVAL".
  - **READY FOR APPROVAL** - a deposit/batch will be automatically placed in "READY FOR APPROVAL" status when it is in "CAPTURE COMPLETE" status and the operator has resolved or accepted all capture exceptions.
  - **SUBMITTED** - a deposit/batch will be placed in "SUBMITTED" status when an approver submits the batch and all exceptions are resolved or accepted. A deposit that has been submitted can be viewed but cannot be modified.
  - **DELIVERED** – a batch/deposit will be in "DELIVERED" status when an approver user has submitted a batch and then the batch has been moved on to the next process at your financial institution.

The screenshot shows the Treasury Management system interface. At the top, there are tabs for 'View Deposits', 'View Items', and 'Reports'. Below these, there are radio buttons for 'Pending Deposits' and 'All Deposits', with 'All Deposits' being selected. To the right of these buttons is a 'Rows per page' dropdown set to '10'. Below the tabs is a search section with fields for 'From Date\*', 'To Date\*', 'From Amount', and 'To Amount'. The 'From Date' and 'To Date' fields are both set to '2017-08-18'. There are 'Search' and 'Clear' buttons, along with a link to 'Advanced Search'. Below the search section is a table with the following columns: Deposit ID, Account #, Account Name, Work Type, Processing Date, Status, Deposit Total (\$), and Actions. The table contains two rows of data:

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956806	95	CHECKING 9245	1	2017-08-18	SUBMITTED	20.00	[Icons]
3956807	95	CHECKING 9245	1	2017-08-18	READY FOR APPROVAL	20.00	[Icons]

- Select the arrow on the **Search** bar to show the search options to change the From and To Dates and/or From and To Amounts.
- The **Advanced Search** option will provide more search options.
- Enter the desired information and select **Search**.

The screenshot shows the 'Home' page of the Treasury Management system. On the left is a sidebar with links: 'Create Deposit', 'Training', 'Messages', and 'News/Promotions'. The main area has tabs for 'View Deposits', 'View Items', and 'Reports'. Under 'View Deposits', there are radio buttons for 'Pending Deposits' and 'All Deposits'. A search bar is present with fields for 'From Date\*', 'To Date\*', 'From Amount', and 'To Amount'. The 'From Date' and 'To Date' fields are set to '2017-08-18'. Below the search bar is a table of deposits. The 'Search' button has a dropdown arrow, and the 'Advanced Search' link is visible. A yellow and blue callout box highlights the search bar area.

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956806	95	CHECKING 9245	1	2017-08-18	SUBMITTED	20.00	[Icons]
3956807	95	CHECKING 9245	1	2017-08-18	READY FOR APPROVAL	20.00	[Icons]

- Deposit details can be viewed by selecting the **Deposit Information** icon under Actions to view the deposit information screen, shown below.

This screenshot shows the search results page. It features the same search bar and tabs as the previous screen. The table below shows a single deposit entry. A yellow and blue callout box highlights the 'Deposit Information' icon in the 'Actions' column.

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
3956809	95	ECORP FIVE	1	2017-08-18	DELIVERED	13.50	[Icons]

The 'Deposit Details' screen displays the following information:

Site ID	031301053-0578950
Deposit ID	3956806
Deposit Name	Test
Account Number	95
Account Name	CHECKING 9245
Work Type	1 - Merchant Capture
Last Updated By	NMIHALIK
Capture User	NMIHALIK
Create Date/Time	2017-08-18 07:58
Processing Date	2017-08-18
Submit Date/Time	2017-08-18 08:07
Status	DELIVERED
Count(CR/DB)	1/1
Control Count	1
Deposit Total	\$20.00
Memo	

A 'Close' button is located at the bottom right of the screen.

**Business Day Cutoff Time**  
 Your deposit must be submitted prior to 8:00 PM EST on the current business day to receive same day credit.



## SEARCHING ITEMS WITHIN DEPOSITS

- Search for items scanned in deposits by selecting the **View Items** tab.
- Select the arrow on the **Search** bar to display the full search options.
- Enter the desired information and select **Search**.
- Click on the plus symbol along the left to display the image.
- Click the View Deposit icon to view the entire deposit.

Deposit ID	Item #	RT	Account	Check	Amount	Actions
3956809	9900346105	043318092	95		9.00	
3956809	9900346104	043318092	95		2.50	
3956809	9900346103	043318092	49-	1356	2.00	

**Creating Reports** - reports are available to be viewed for 60 days

- Various types of reports are available by selecting the **Reports** tab and clicking on the **Export As** button. These are the following options:
  - Pdf
  - CSV
  - XML Extract
  - Deposit Detail Report

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)
3956809	951	ECORP FIVE	1	2017-08-18	DELIVERED	13

## Retention

It is recommended that you keep the checks for a minimum of 14 days or as many as 45 days, and then destroy them.

# TREASURY MANAGEMENT

