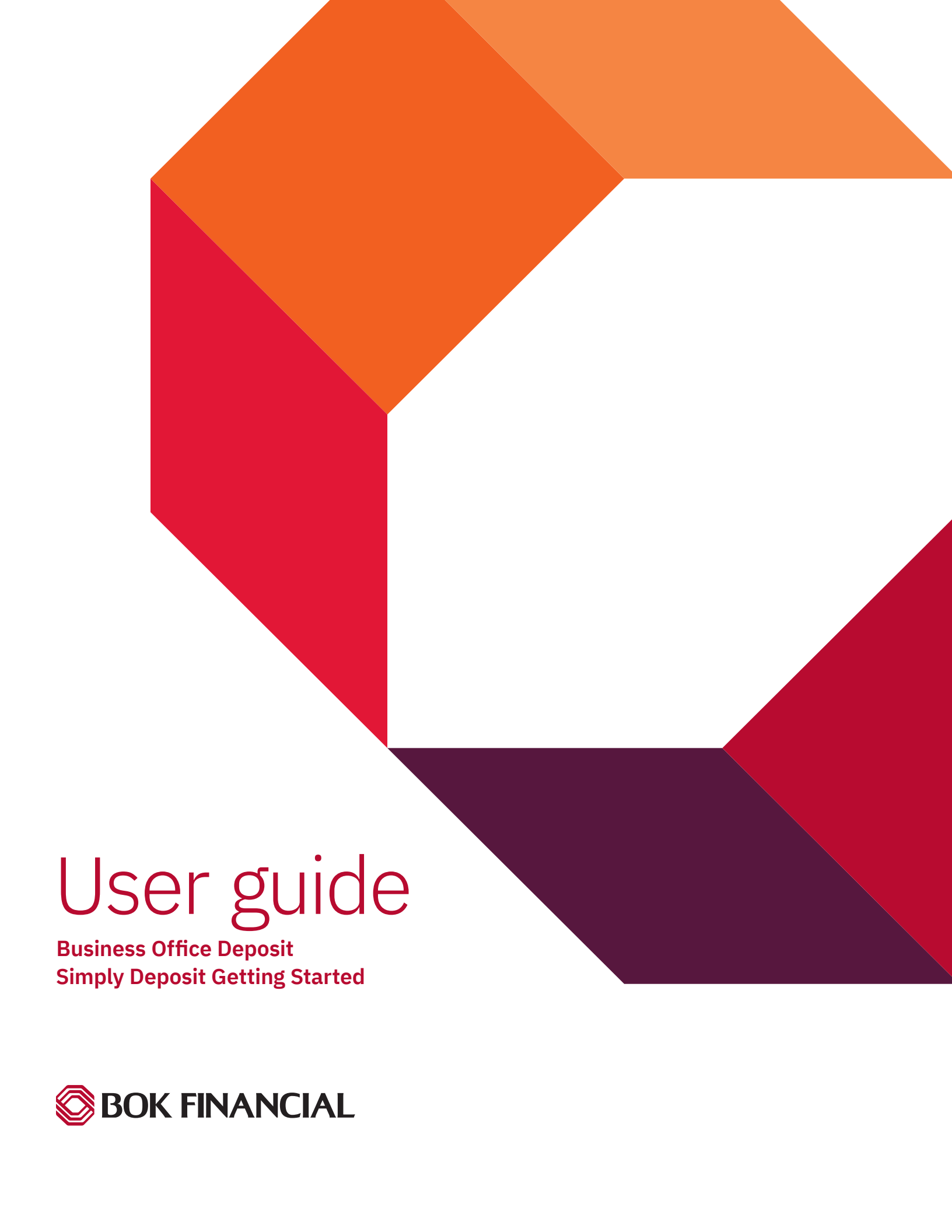




User guide

Business Office Deposit
Simply Deposit Getting Started



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Scanning Checks

After logging in, the Deposit screen is in view. On the right hand side of the screen you will find steps for scanning your check.

1. Select an '**Account**' for deposit and '**Location**' if applicable.
2. Place your check or multiple checks in the scanner and click on the '**Scan Checks**' button.

Select a Location and Account from the list.
Click Scan Checks to activate the scanner.
Insert the first check into the scanner.

When you see the check image, you can continue to scan a single check at a time.

Location
North ▼

Account
North Acc ▼

Scan Checks

3. A Deposit Control Total message box will appear, enter the '**Deposit Control Total**' (DCT) which is the total amount of the checks in the scanner.

Deposit Control Total

Enter the total amount of all checks in this deposit to specify the Deposit Control Total (DCT).

OK **Cancel**

Calculator Feature: Click the Calculator icon to open the calculator feature. The calculator works like a regular calculator, simply type in the dollar amount and click the "**Plus**" (+) sign to add the number to the list. When you are done you can click the '**Print**' button to print your list and click the '**Apply Total**' button to automatically add the total to the Deposit Control Total field.

4. Once the total has been applied and the Deposit Control Total is correct, click '**OK**'.
5. Insert a check into the scanner. Additional check deposits may be scanned by following the same steps.

Calculator

991.00

1	\$144.00
2	\$589.00 +
3	\$258.00 +
Total: \$991.00	

Apply Total **Print**

Entering Check Data

Once completed you will receive a processing documents message and the check image will appear on the left hand side of the screen. A message on the bottom right will indicate that the scanner is ready for the next check if you wish to add additional checks.

From this view you can review all of the items within the batch by clicking the amount lines to the right and viewing the image to the left.

The screenshot displays the BOK Financial Remote Deposit interface. On the left, a check image is shown with the following details: DATE 12-25-13, PAY TO THE ORDER OF [redacted], \$ 90.00, and BANK OF TEXAS. On the right, there is a data entry form. At the top, it says 'Enter check data into the fields. Fields marked with * are required. You can change the Control Total amount to balance the deposit. Click Deposit when you are done.' Below this, there are fields for 'Account' (Demo Op Acct 881267591) and 'Deposit Number' (9). A table with three columns: 'Payor', 'Reference', and 'Amount *' contains two rows of data. Row 1: Payor [redacted], Reference [redacted], Amount 100.00. Row 2: Payor [redacted], Reference [redacted], Amount 90.00. At the bottom right, a status bar shows 'Scanner ready for the next check.' and 'Control Total 100.00 Deposit Total 190.00'. There are 'Deposit' and 'Cancel' buttons. The footer contains copyright information: 'Contents © copyright 2001 - 2021 www.rdmcorp.com - All rights reserved; reproduction in whole or in part without permission is prohibited.'

1. Click on the check data fields to switch between items or press the Enter key to move to the next check in the deposit.
2. (Optional) Enter additional check data, the 'Payor' and 'Reference' fields will not hold previously added information so you will need to re-enter the information each time a check is scanned.

Balance Deposit 'Out of Balance' Message:

If your deposit is out of balance a 'Deposit Balance' message will appear. If adjustments are required, adjust the 'Control Deposit Total' or any of the check amounts and click the 'Deposit' button again.

The screenshot shows a 'Deposit Balance' dialog box with a red 'X' icon in the top right corner. The text inside reads: 'The deposit is out of balance. The total amount of all checks does not match the Deposit Control Total amount. Change check amounts or change the Deposit Control Total.' At the bottom, there is an 'OK' button.

Deleting a Check

You can only delete checks before you submit the batch for deposit. Once you submit a deposit, you cannot delete any of the checks within that deposit.

- 1. Once the scanner has stopped scanning checks, select the check that you want to delete.
- 2. In the image viewer, click the **'Trash'** bin on the bottom right hand corner of the screen.
- 3. A message will appear to **'Confirm Delete'** request, click **'OK'**.

Payor	Reference	Amount *
		1000.00
		2000.00
		0.00 x

Confirm Delete

Are you sure you want to delete this item?

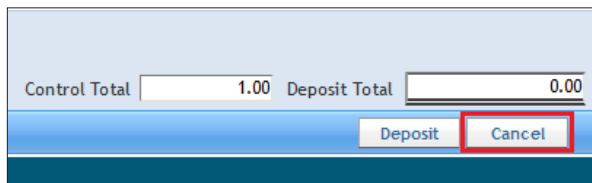
OK

Cancel

Cancelling a Deposit

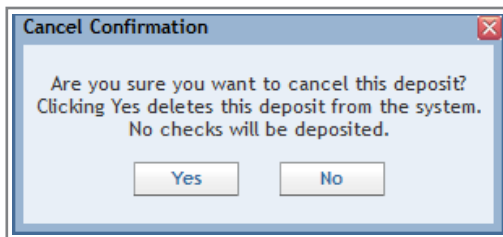
You can only cancel a deposit before you submit it. You cannot cancel a deposit that you have already submitted.

1. Once the scanner has stopped scanning checks, click the **'Cancel'** button in the bottom right hand corner.
2. A **'Cancel Confirmation'** message will appear asking if you want to cancel the deposit, click **'Yes'** to cancel the deposit. No checks will be deposited.



Control Total 1.00 Deposit Total 0.00

Deposit Cancel



Cancel Confirmation

Are you sure you want to cancel this deposit?
Clicking Yes deletes this deposit from the system.
No checks will be deposited.

Yes No

Submitting a Deposit

Deposits can contain a maximum of 150 checks. All checks must have dollar amounts greater than zero. Only deposits that are in balance, the Control Total and Deposit Total match, can be submitted for deposit.

1. Once the '**Control Total**' and '**Deposit Total**' match, click the '**Deposit**' button on the bottom right hand corner.
2. A '**Submit Confirmation**' message box appears to confirm the status of your deposit, click '**Yes**' to continue.

The screenshot shows the BOK Financial Remote Deposit interface. At the top, there's a header with the BOK Financial logo and 'Remote Deposit'. Below this is a navigation bar with 'Deposit', 'Research', and 'Reports' tabs. A welcome message for 'BOK SD User' is displayed. The main area shows a check image from Bank of Texas, dated 12-25-13, for \$90.00. A 'Submit Confirmation' dialog box is overlaid on the check image. The dialog box contains the following information:

Location:	Demo Location
Account:	Demo Op Acct 881267591
Deposit Control No.:	9
No. of Checks:	2
Deposit Control Total:	190.00

Below the table, it asks: 'Are you sure you want to deposit these checks with a Deposit Control Total amount of \$ 190.00 ?' with 'Yes' and 'No' buttons.

3. A '**Deposit Successful**' message box appears asking if you want to print a deposit ticket, click '**Yes**' or '**No**' to continue. If you select 'No' you can print the deposit ticket from the '**Reports**' tab.

The screenshot shows a 'Deposit Successful' message box. It contains the following information:

Location:	Demo Location
Account:	Demo Op Acct 881267591
Deposit Control No.:	9
No. of Checks:	2
Deposit Control Total:	190.00
Deposit Status:	Accepted

Below the table, it asks: 'Do you want to print a deposit ticket?' with 'Yes' and 'No' buttons.

Validation Error Message

While scanning checks you may receive a 'Scan Error Message' display box indicating you have a scanning error.

"MICR - Micro line is not readable. Edit or reject the check"

Simply Deposit indicates the characters it was unable to read from a check with question marks, or leaves the MICR line field blank if the entire MICR line could not be read. The check that caused the error displays in the image viewer.

Depending on your permissions, you have two options when a MICR line error occurs:

- You can choose to reject the check, which removes the check from your deposit. All other checks without errors are not affected.
- You can choose to correct the MICR line and fix any misread characters.

To reject a check with a MICRO line error:

1. Click '**Reject Check**'.

Note: If you believe the MICR line on your check should be legible, you can choose to rescan a check after rejecting it.

To correct the MICR line of a check:

1. To replace the currently highlighted question mark in the check's displayed MICR line, type a number, click a MICR symbol's button in the dialog or press a MICR symbol's corresponding key on your keyboard. A '**Submit Confirmation**' message box appears to confirm the status of your deposit, click '**Yes**' to continue.
2. (Optional) To turn the entire MICR line into an editable field, click the '**Edit**' button.
3. To save and submit the new MICR line data, click '**Submit Changes**'.

Scan Error Message

MICR line is not readable. Edit or reject the check.

First Name Last Name: 4855
Address: City/Town, State, Country
Pay to the Order of: VOID
MICR ERROR
Do NOT Deposit - TEST ONLY RDM Corp.
123456 00 186543000 1* 4855

To edit the MICR line, you can correct, remove or re-enter digits in the "Enter check data" field to make the electronic MICR line match the MICR line that is printed at the bottom of the check.

- Any "?" must be replaced.
- To add or remove characters, click the "Edit" icon.
- To overwrite characters, press the "Insert" key on your keyboard.
- To insert the MICR symbol, click the corresponding button.
- For example, click the **c-T** button.
- To save your changes, click "Submit Changes".

Enter check data:
123456 00 186543000 1* 4855

Reject Check **Submit Changes**

Validation Error Message

A duplicate item error appears when duplicate item checking is turned on. Simply Deposit compares the MICR data from items scanned in the last 30-90 days to the MICR data on all newly scanned items, depending on the value configured for duplicate item checking.

“Duplicate check detected”

If a duplicate item is found, Simply Deposit shows the current check you just scanned and the original scanned check.

1. To void the duplicate check from your deposit, click 'Void'.
2. To accept the duplicate check from your deposit, click 'Accept'.

Scan Error Message

Duplicate check detected.

Current Check

Original Check

Original Check Information

Routing Number:	[Redacted]	Scanning Date:	3/3/2021 5:36:04 PM
Account Number:	[Redacted]	Deposit Date:	3/3/2021 5:37:25 PM
Check Number:	32577977	Deposit Number:	3
Image Number:	161481096100210220698		

Void
Accept