User guide

Business Office Deposit
Simply Deposit Getting Started

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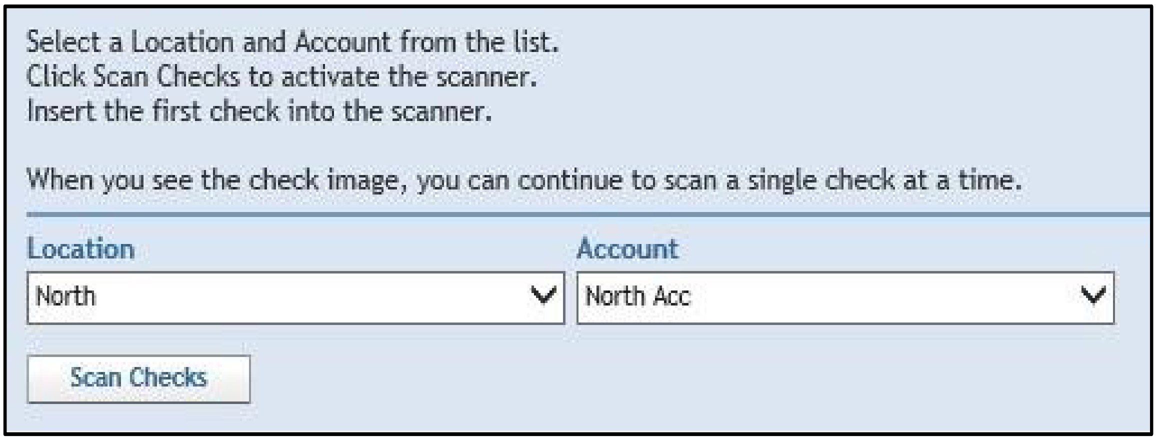
Scanning Checks

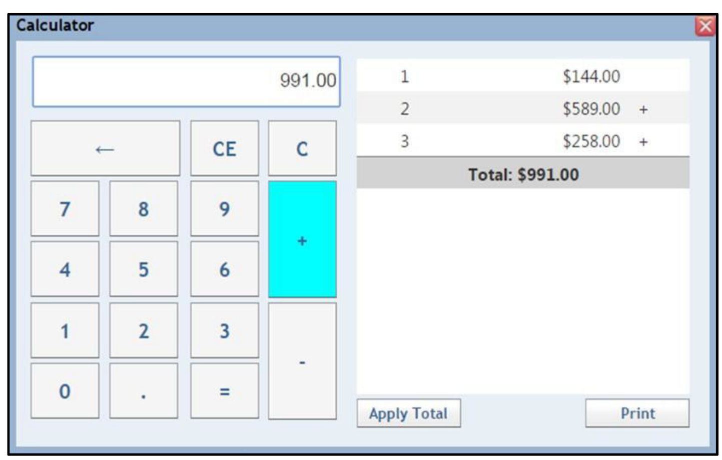
After logging in, the Deposit screen is in view. On the right hand side of the screen you will find steps for scanning your check.

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.



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.

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.

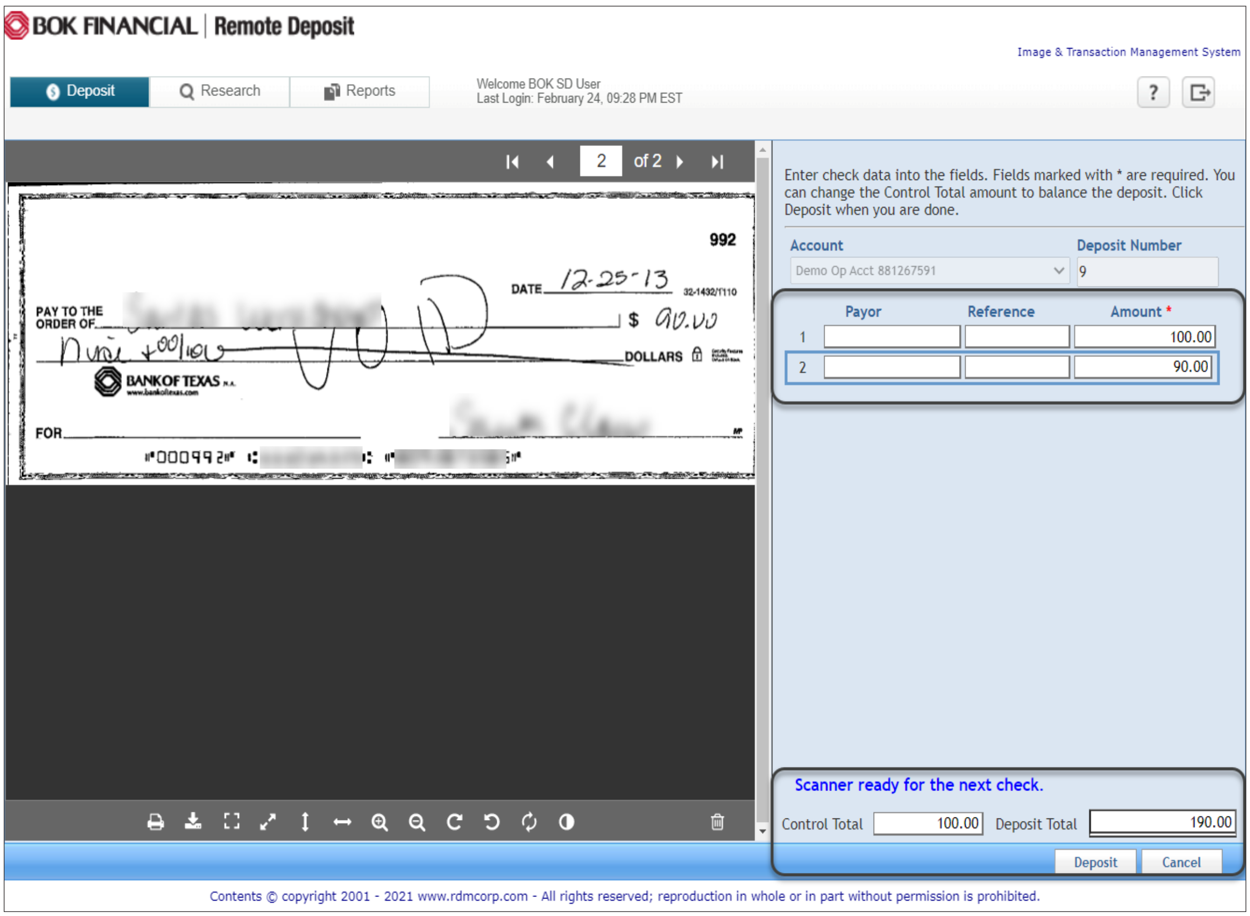


4. Once the total has been applied and the Deposit Control Total is correct, click '**Ok**'.
5. Insert a check into the scanner. Additional check deposits may be scanned by following the same steps.

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.

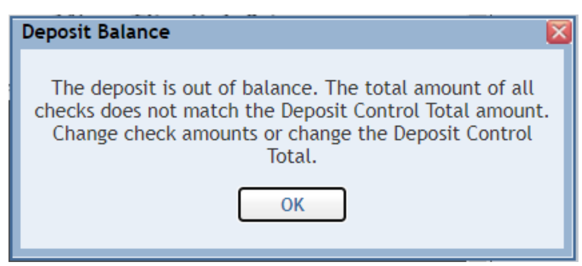
From this view you can review all of the items within the batch by clicking the amount lines to the right and viewing the image to the left.



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:

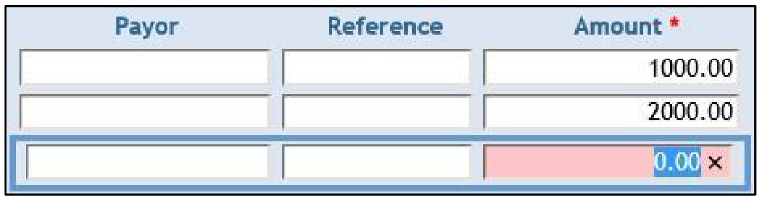
If your deposit is out of balance a '**Deposit Balance**' message will appear. If adjustments are required,adjust the '**Control Deposit Total**' or any of the check amounts and click the '**Deposit**' button again.

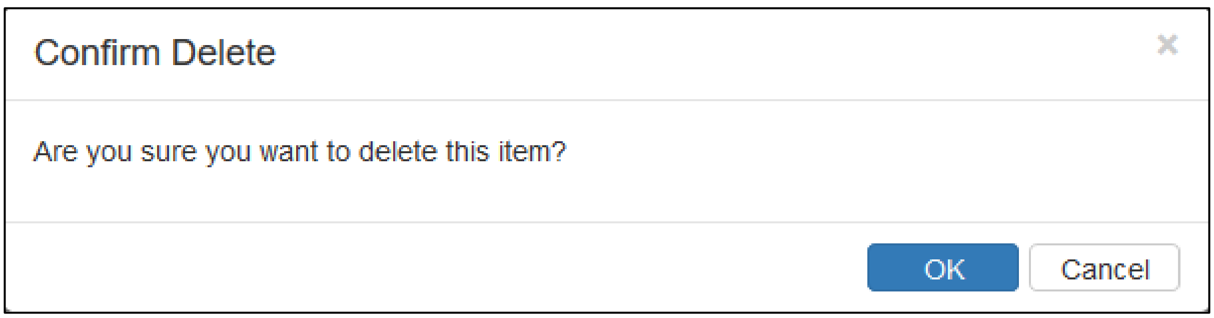


Deleting a Check

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**’.

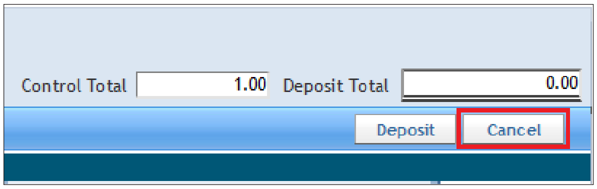


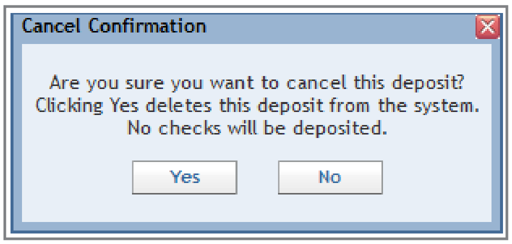


Cancelling a Deposit

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.





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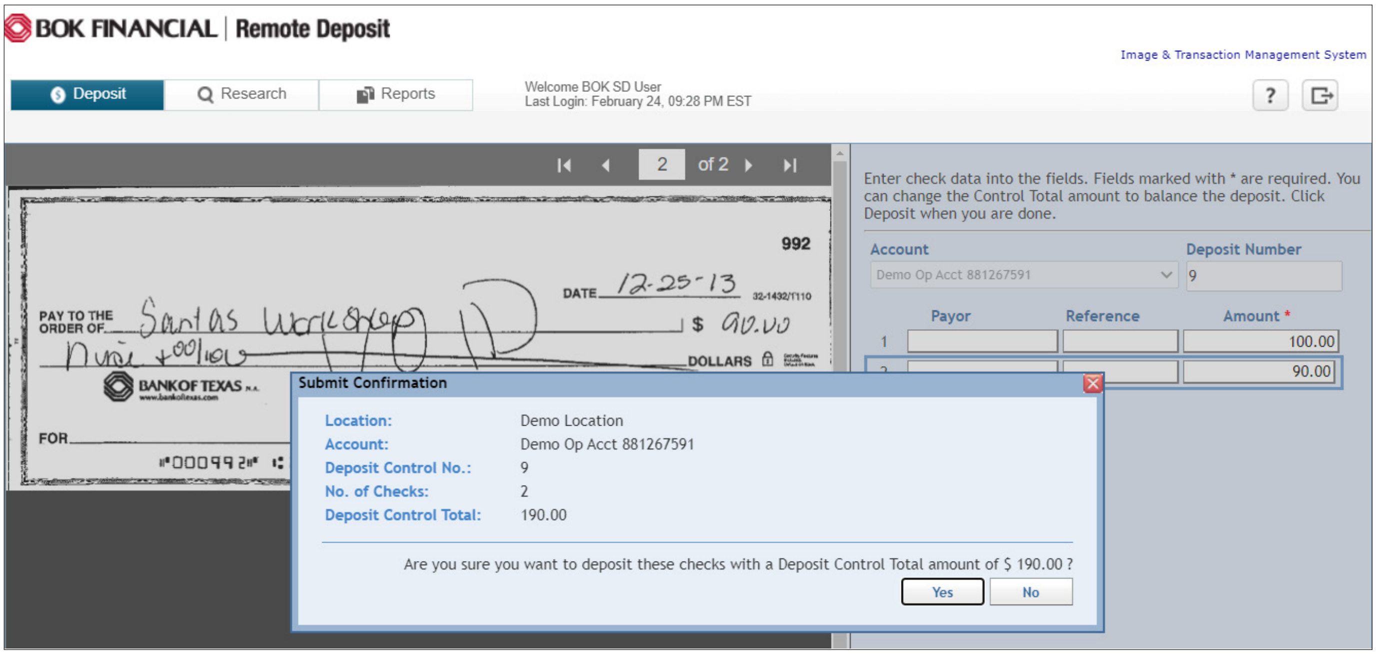
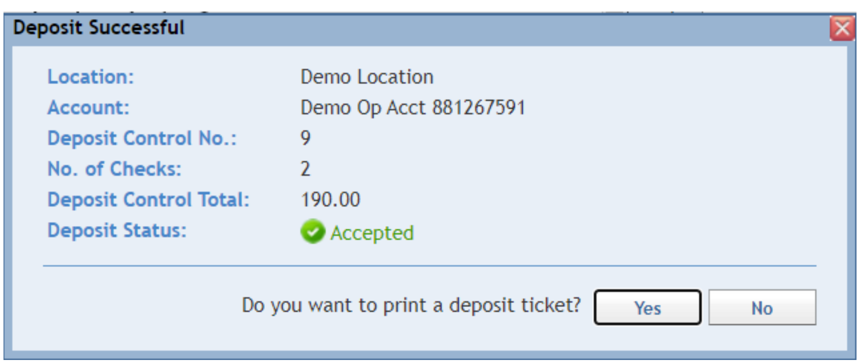
Submitting a Deposit

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.



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.



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.

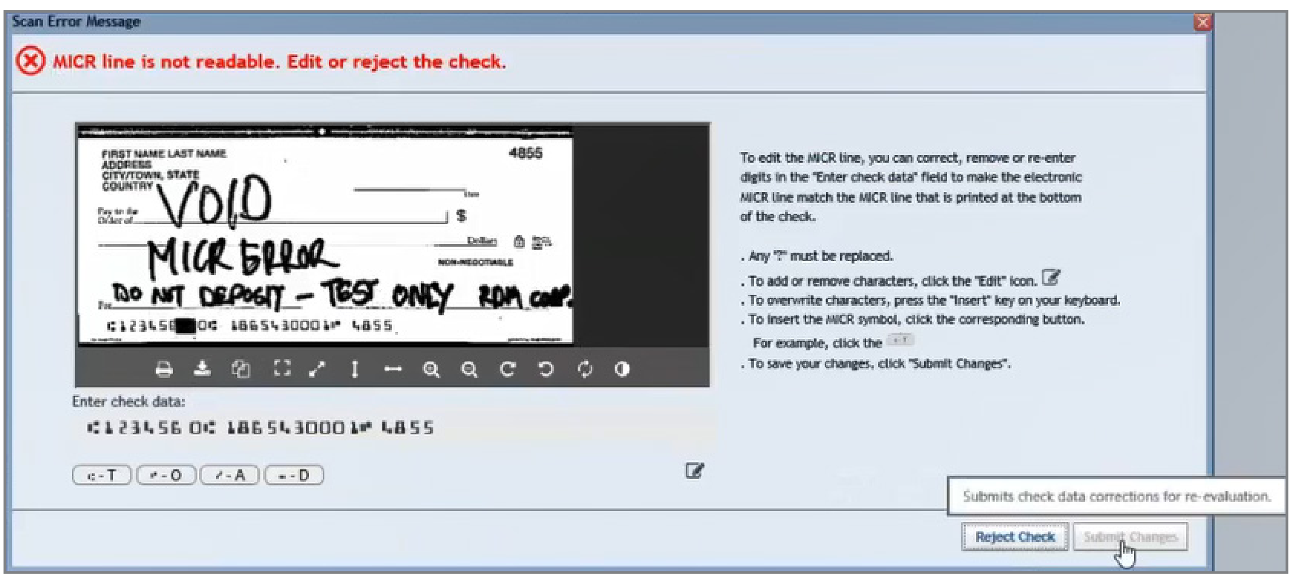
To reject a check with a MICRO line error:

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**'.



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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'.