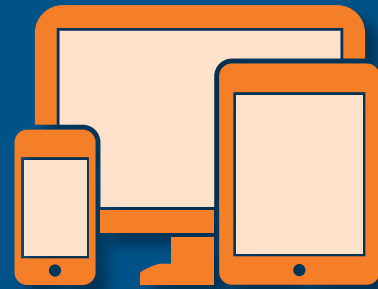


USING DEPOSIT ON-SITE®

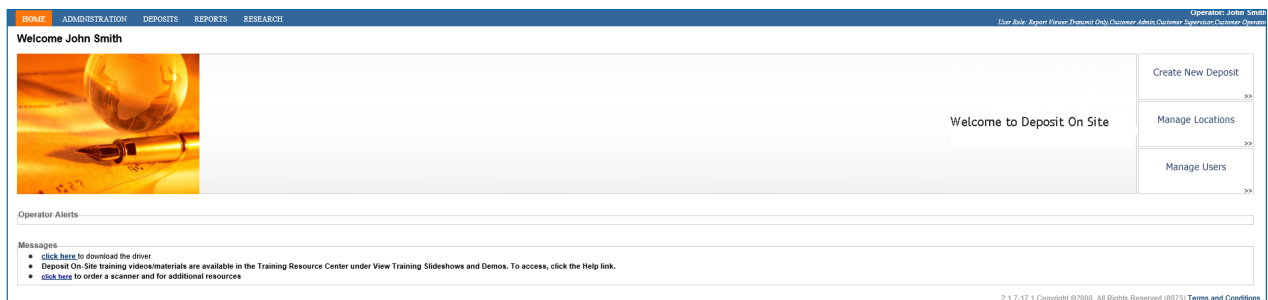


The Deposit On-Site® module enables you to easily capture images of consumer and business checks received at your office and to transmit these images to the bank for processing. Deposits can be transmitted any time, several times a day or at the end of your business day. You can easily verify previous day deposits, as well as view and work with reports.

To access the Deposit On-Site module, **click on the 'Deposit On-Site' tab** in the Tabbed Modules Bar. The 'Welcome to Deposit On Site' page displays. From this page, click the links at the top of the page or the quick links on the right to use the Deposit On-Site module.



The Deposit On-Site module and its features utilize a scanner to process deposits and remittance. Prior to using the scanner, the appropriate driver must be downloaded and installed. A link is available at the 'Welcome to Deposit On Site' page to assist you with this process. The download only needs to be completed one time. For additional information, refer to the *Deposit On-Site Download Instructions* tip card.



SCANNING AND CAPTURING CHECKS

To capture deposits into the module, you must run each item through a table-top unit that scans the front and back of the items and produces MICR results. When submitted, these images and MICR data are stored into the Deposit On-Site module. Use the steps below to capture items.

- 1 **Prepare the items for processing** by removing any staples or debris that may interfere with the operation of the transport.
- 2 From the Deposit On-Site landing page, **click on the 'Create New Deposit' button**. The 'New Deposit' page displays.



Optional fields are limited to 30 alphanumeric characters.

New Deposit

(Customer: ABC Company)

Location:*

Account number:*

Routing transit number:

Deposit type:*

Company name:

Optional field 1:

Optional field 2:

Optional field 3:

Number of items:

Declared amount (\$):*

Headquarters

*****1111 - PIN Test

6400-0153

☒ Simple
 ☐ Remittance

0

Start Capture

Cancel


3 Enter the information for the new deposit. Use the following list to assist you. Fields identified with an asterisk are required to process the deposit.

- > Location*
- > Account number*
- > Routing transit number* (automatically pre-fills)
- > Deposits type* (automatically pre-fills)
- > Type* (automatically pre-fills)
- > Optional field 1
- > Optional field 2
- > Optional field 3
- > Number of items
- > Declared amount (\$)*

4 Place the items to be scanned in the feeder of the scanner.

5 Click on the 'Start Capture' button and the scanning begins. Once complete, the 'Deposit Item List' page displays a summary of scanned items.

6 If custom fields were assigned to the account, **complete the fields** associated with each scanned item type.

- > Click on the  icon in the 'Task' column next to an item and the image displays.
- > **Complete or update** the fields below the image.



If any of these fields are required, an error message displays indicating the deposit cannot be completed until the fields are completed.

- > Click on 'Save and Close' and you are returned to the 'Deposit Item List' page.

MESSAGE INDICATING
REQUIRED FIELDS MUST BE
COMPLETED

SAMPLE CUSTOM
FIELDS

7 Compare the 'Current amount (\$)' of the items to the 'Declared amount (\$)' entered by you.

- > If the totals do not match, then the amount in the 'Balance' field and the 'Complete' button display in red indicating the deposit is out-of-balance. See *Balancing* below for additional information.

Complete

or

- > If the totals match, then the 'Difference (\$)' amount and the 'Complete' button display in green. Continue with the next step to end the deposit.

Complete

If you wish to complete the deposit at a later time, the deposit will automatically be saved in the application when you log out. When you are ready to complete the deposit, follow the steps below:



- > Click on the 'Deposit' tab and the 'Locations' page displays.
- > Click on the icon in the 'Task' column next to the location from which the deposit was made. The 'Deposit List' page displays.
- > Click on the deposit you want to update and the 'Deposit Item List' page displays where you can continue to add items.

- 8 Click on the green **'Complete'** button to indicate the deposit is complete. A confirmation dialog box displays asking if you are sure you want to complete the deposit.
- 9 Click on **'OK'** to submit the deposit. You are returned to the 'Deposit List' page where you can view the status of the deposit.



If you are an operator with a role of customer admin, customer supervisor, or 'transmit only' (in combination with the customer operator role), clicking on 'OK' at this step will submit the deposit to the bank. If you only have the customer operator role, the deposit will be saved in an open-balanced state. A customer admin, customer supervisor or operator with the 'transmit only' role must access the deposit in order to submit it. See the table below for additional detail.


A STATUS OF...	INDICATES THE DEPOSIT...
Open Processing	Is actively being worked by an operator.
Open-Incomplete	Was started, but not finished.
Open-Balanced	Balanced, but must still be submitted to the bank. This occurs when an operator has the authority to scan and balance a deposit, but requires another operator to submit it, such as a supervisor. The supervisor must log on, access the 'Deposit Item List' page of the deposit, and click on the 'Complete' button.
Received	Balanced and was submitted to the bank. This occurs when an operator has the authority to scan, balance and submit a deposit.
Received-Failed	Was submitted to the bank but encountered an issue. Contact Treasury Management Client Care to notify them of the deposit status. Click on 'Contact Us' on the Utility Bar for contact information.



Once a deposit has been completed and submitted, you can view the information but cannot alter the deposit.

VIEWING DEPOSITS AND CHECKS

- 1 Click on the **'Deposits'** tab. The 'Location Select' page displays.

- 2 Click on the  icon in the **'Task'** column next to the location from which the deposit was made. The 'Deposit List' page displays with a list of all deposits made at this location.

Deposit List
(Customer: ABC Company, Location: Headquarters)

List of Deposits
All Open Deposits



Select	Tasks	Create Date	Deposit Number	Type	Location	Capture Source	Account	Assigned User ID	Amount (B)	Number of Items	Status	Transmit Time
		02/02/15 02:53 PM	000666	Image	Headquarters	Check Scanner	*****1111 - PIN Text	900100ppp43887	100.00	2	Open-Processing	
		01/30/15 04:39 PM	000661	Image	Headquarters	Check Scanner	*****2222 - 4-4 RT	900100ppp43887	324.00	2	Open-Incomplete	
		01/30/15 04:13 PM	000660	Image	Headquarters	Check Scanner	*****2222 - 4-4 RT	900100ppp46275	9.00	3	Open-Incomplete	
		01/30/15 10:51 AM	000654	Image	Headquarters	Mobile	*****1111 - PIN Text	900100ppp46275	34.00	1	Open-Incomplete	

< Previous 1 Next > All 6 10 20 50 Showing: 1 - 4 of 4

Select All Clear Transmit Refresh Report View Return Create New Deposit



You can select various criteria to narrow (or expand) your view of outstanding deposits selecting an option from the 'List of Deposits' drop-down list.

- 3 Click on the  icon in the **'Task'** column next to the deposit you want to view. The 'Deposit Item List' page displays with the items from the selected deposit.
- 4 Click on the  icon in the **'Task'** column next to an item to view an image. The check image displays a deposited check.

List of Deposits

All Open Deposits

For This Session

For Today

For Last 10 Days

All Open Deposits

All Open-Incomplete Deposits

Feb 2014

Jan 2014

Dec 2013

Deposit Item List - 000077
(Customer: ABC Company, Location: Headquarters)

Deposit Information (Open-Incomplete)

Declared amount (\$): Save Current amount (\$): 5,933.34 Difference (\$): (5,883.34)

Notes Assign Deposit Edit Deposit Delete Deposit

Scanned Items (10)

Errors	Tasks	Item Type	Deposit Amount (\$)	Sequence	Account	Routing Transit
		Virtual Credit Item	50.00		1111111111	8400-0153
⚠	📄 ✖	Business Check	5,050.00	1	1022222222	043301627
⚠	📄 ✖	Personal Check	0.00	2	1234567890	043000096
⚠	📄 ✖	Personal Check	428.00	3	19191	011900445
⚠	📄 ✖	Personal Check	89.00	4	1234567890	043000096
	📄 ✖	Personal Check	74.36	5	1234567890	043000096
⚠	📄 ✖	Personal Check	67.62	6	3867003304	083009060
⚠	📄 ✖	Personal Check	110.00	7	268241147	043000122
⚠	📄 ✖	Personal Check	18.50	8	380116760	083009060
⚠	📄 ✖	Personal Check	95.86	9	1234567890	043000096

Previous 1 Next 5 10 20 50 Showing: 1 - 10 of 10

Complete Add Items Report View Return to Deposit List



You can generate a report of deposits from the 'Deposit List' page by clicking the 'Report View' button.

USE THE **TOOLS** AT THE TOP RIGHT CORNER OF THE CHECK TO WORK WITH THE IMAGE.

Edit Item - 2

Confirm Amount

Tools

ROBERT W. ANDREWS
123 YOUR STREET
ANYWHERE, USA 12345
SAMPLE VOID

Date: 1/24/18

Pay to the Order of: Capital One

\$ 1035 43/100

PNC BANK

For: \$1043000096 1234567890

0.00

Credit Amount (\$) Apt

Item Options

Select Add A Permanent Hold Rule (affects all items)

3 of 10 Delete Save and Next Save and Close Cancel

- > Zoom in on the image
- > Zoom out on the image
- > Zoom to the signature
- > Zoom to the endorsement
- > Zoom to bank of first deposit
- > Rotate the image right




- > Rotate the image left
- > View the front of the item
- > View the back of the item
- > Switch to reverse video (reverses background and text colors)
- > Download the image



DOWNLOADING IMAGES

If your administrator has given you the ability to download images, you can choose to download an individual item or a list of items. An image download option is available from both the 'Deposit Item List' and 'Edit Item' pages.

- 1 Click on the 'Deposits' tab. The 'Location Select' page displays.

- 2 Click on the  icon in the 'Task' column next to the location from which the deposit was made. The 'Deposit List' page displays with a list of all deposits made at this location.



You can select various criteria to narrow (or expand) your view of outstanding deposits selecting an option from the 'List of Deposits' drop-down list.

- 3 Click on the  icon in the 'Task' column next to the deposit you want to view. The 'Deposit Item List' page displays with the items from the selected deposit.

DOWNLOAD
IMAGES BUTTON



Deposit Item List - 000000
(Customer: XYZ Company, Location: Main Office)

Deposit Information (Open-Incomplete)

Credit total (\$): 605.57	Debit total (\$): 605.57	Difference (\$): 0.00
---------------------------	--------------------------	-----------------------

Notes Download Images Assign Deposit

Scanned Items (2)



Errors	Tasks	Item Type	Deposit Amount (\$)	Sequence	Account	Routing Transit
		Deposit Ticket	605.57		1111111111	6400-0153
		Personal Check	605.57	1	8888888888	043000122

< Previous 1 Next > All 5 10 20 50 Showing: 1 - 2 of 2

Report View Return to Deposit List

version: 3.15.0.0101 (8962)

- 4 Download one or more images. Use the table below to assist you.

TO DOWNLOAD...	COMPLETE THE FOLLOWING...
A file of all images	<ul style="list-style-type: none"> > Click on the 'Download Images' button. The 'Download Images' dialog box displays. > Select the download options and then click on 'Start Download.' The file is downloaded to your computer. Use your standard operating system steps for accessing and saving the file.
An individual image	<ul style="list-style-type: none"> > Click on the  icon in the 'Task' column next to the item you want to view. The image displays with a toolbar. > Click on the download  tool and the 'Download Images' dialog box displays. > Select the download options and then click on 'Start Download.' The file is downloaded to your computer. Use your standard operating system steps for accessing and saving the file.

DOWNLOAD IMAGES OPTIONS

Download Images

☒ Binary ☐ Grayscale

☒ Front ☐ Back

☒ TIF ☐ JPG ☐ PNG ☐ PDF

Cancel Start Download

BALANCING

The deposit must balance before being submitted to the bank. There could be several reasons why the deposit does not balance. A red 'Complete' button indicates the deposit is out of balance. A green 'Complete' button indicates the deposit is in balance and can be submitted.

- 1 Click on the 'Deposits' tab from the menu bar. The 'Location Select' page displays.
- 2 Click on the icon in the 'Tasks' column next to the location from which the deposit was made. The 'Deposit List' page displays.

- 3 Click on the  icon to view the details of the deposit. The 'Deposit Details' page will outline the information in the deposit, as well as receipt details.

or

- Click on the  icon to view the 'Deposit Item List' page for this specific deposit.

or

- Click on the  icon to delete the deposit.



The fields will only be editable if this deposit has been assigned to you.



You will only see the 'Edit' and 'Delete' icons if the deposit is not in a *Received* status.

- 4 **Confirm the declared amount was entered correctly.** If it was entered incorrectly complete the following.


- > Edit the 'Declared amount' field.
- > Click on the 'Save' button and the deposit recalculates.


From this page:




- > Create notes that can be viewed by other operators with access to the selected account.
- > Assign this deposit to another operator within your company.
- > Edit your deposit slip.
- > Delete your deposit.

To perform any of these actions click the appropriate button at the top of the page.

- 5 Click on the line of any item with an  icon. An image of the item displays with the issue identified at the top. **Fix the item, click on the 'Save and Next' button** and the next item displays until you have cycled through all items at issue. **Click on the 'Save' button** and the deposit recalculates. Use the table below to assist you.
- 6 Ensure all items were scanned. Rescan any items that were not successfully scanned. **Click on the 'Save' button** and the deposit recalculates.

IF THE TOP LINE STATES...	THEN...
Confirm Amount	Compare the written amount of the item to the amount recognized by the scan. If different, enter the revised amount in the 'Amount' field below the image and click on the 'Save' button.
Duplicate	Click on the 'Duplicate' link and the items display for you to compare. If the items are duplicates, close the duplicate items and click on the 'Delete' button.  Only operators with a supervisor or admin role will have the duplicate override capability.
MICR Invalid	Delete the item first. Then, rescan the item because the initial scan did not read the MICR line properly. If the error occurs again, the item cannot be added to the deposit and may be deposited at a branch or by mail.
Missing/invalid custom field data	Review the custom fields to determine the error and make the necessary changes.

IF THE TOP LINE STATES...	THEN...
OCR Scan Line Error	<p>Delete the remittance first. Then, rescan the item because the initial scan did not read the OCR scan line properly. If the error occurs again, the item cannot be added to the deposit and may be deposited at a branch or by mail.</p> <p> This message only applies to remittance. For more information regarding the Remittance feature, please refer to the <i>Using Deposit On-Site Remittance Coupon</i> tip card.</p>

7 Once the deposit balances, as indicated by a green 'Complete' button, **click on the button and complete as usual.**

USING DEPOSIT ON-SITE REPORTS

Deposit On-Site Reports enables you to create a variety of reports.

- 1** Click on the 'Reports' tab. The 'Reporting' page displays.
- 2** Select the desired report from the 'Report' drop-down list. See the list of report descriptions below for assistance.

Reporting

Report: Provides a report for user activities.




Type:

Start date:

End date:

User ID:

Sample:

Task	Description	Execution Date	Elapsed Time	Status
	User Activity Audit	02/12/14 02:35 PM	0.577	Completed
	Deposit Summary	02/12/14 02:35 PM	0.626	Empty
	Client User Listing Export File	02/12/14 02:34 PM	1.725	Completed

< Previous | Next > 5 10 20 50

Showing: 1 - 3 of 3

version: 3.5.1.2023 GA.02052014.3 (0055)

- 3** Select the desired report format from the 'Type' drop-down list.

USE THIS REPORT...	TO VIEW...
Client Account Listing Export File	All your available accounts in the Deposit On-Site module. Available in CSV and XLS formats.
Client User Listing Export File	A list of operators (User Name, User ID, Role, Status) for the company. Available in CSV and XLS formats.
Deposit Details	Deposit details for a specific operator. The deposit data can be further filtered by location, account, deposit receipt or posting date and date and time ranges. Images can be included, if available, but should not be specified for large reports. Available in PDF and RTF formats.
Deposit Details by Deposit Number	Deposit details for a specific deposit number. The deposit data can be further filtered by location, account, deposit receipt or posting date and date and time ranges. Images can be included, if available, but should not be specified for large reports. Available in PDF and RTF formats.
Deposit Summary	A summary of deposits for your company. The deposit data can be further limited by location, account, deposit receipt or posting date, and date and time ranges. Available in PDF and RTF formats.

USE THIS REPORT...	TO VIEW...
Item Export File	All successful deposits for the company within the given date range. CSV and XLS outputs are available, but the report is formatted for CSV use.
Location Deposit Status	A summary list of deposits for the company and by location. The deposit data can be further limited by date range. Available in PDF and RTF formats.
Login Audit	Operator login activity for the company during a specified date range. Available in PDF and RTF formats.
User Activity Audit	All operator activity recorded in the audit log, in time order, for the company and date and time range. The report can be filtered by User ID. Available in PDF, RTF and XLS formats.
Remittance Details	Remittance deposit details for a specific operator. The data can be further filtered by location, account, deposit receipt or posting date and date and time ranges. Images can be included, if available, but should not be specified for large reports. Available in PDF and RTF formats.
Remittance Details by Deposit Number	Remittance deposit details for a specific deposit number. The data can be further filtered by location, account, deposit receipt or posting date and date and time ranges. Images can be included, if available, but should not be specified for large reports. Available in PDF and RTF formats.
Remittance Summary	A summary of remittance deposits for your company. The data can be further limited by location, account, deposit receipt or posting date, and date and time ranges. Available in PDF and RTF formats.

Available formats are dependent on the report that you selected.



- > CSV format enables you to import the data into various financial system applications or other third party applications.
- > DOCX enables you to view and work with the data in Microsoft® Word® format.
- > PDF format enables you to view reports on a computer screen or send to other people for viewing. (These files are not suitable for editing.)
- > RTF format enables you to edit the resulting report or include it in another document. Most document editors can open or import this format.
- > XLS format enables you to view and work with the data in the Excel® application.

4 Complete any fields (e.g. 'Start date', 'End date' or 'Location.'). These fields are dependent on the type of report you selected. Fields marked with an asterisk are required fields.

5 Click on the 'Create Report' button. The report will appear in the 'Report Instances' field.



This field can hold up to 10 reports at one time. The 'Report Instances' field provides a description of the reports that you have run, the date it was run, how long it took to process and its current status at a glance. In the 'Tasks' column in this field, you may have up to three icons from which to work: downloading the report, viewing the parameters of the report and deleting the report. In the 'State' column, you can see the current status of the report. Use the table below to assist you.

REPORTS IN THIS STATE....	INDICATES THAT...
Submitted	The report is running. This is the status that generates as soon as you click on the 'Create Report' button.
Scheduled	The report is too large to be run immediately and will run overnight.
Completed	The report has finished running and is ready to be viewed.
Empty	There is no data that meets the criteria of your report.
Too Large	There was too much data to compile in this report and the report cannot be run. Consider narrowing your criteria.
Failed	An error has occurred while running the report.

RESEARCHING DEPOSITS AND CHECKS

Once items have been scanned into the database, you can search for and view them, as well as create reports.



You must be provided access to this feature by your system administrator..

- 1 Click on the **'Research' tab**. The 'Item Research - (Query)' page displays.
- 2 Select your **search criteria** from the drop-down lists. You can choose up to five fields.
- 3 After entering your search criteria, **click on the 'Search' button**. A list of items that match your criteria displays (with option buttons).

Item Research - (Query)

Search Criteria: Location: [dropdown] Values: Headquarters [dropdown]
 Account: [dropdown] ***** PIN Test [dropdown]
 Account Number: [dropdown] 1111111111
 Deposit Date: [dropdown] 12 January 2014 12:00 AM to 12 February 2014 11:59 PM
 Select Criteria: [dropdown] [Search] [Clear]

Select	Stored	Tasks	State CI	Item Type	Debit Amount CI	Credit Amount CI	Account CI	Routing Transit CI
<input type="checkbox"/>				Virtual Credit Item	0.00	344.52	1111111111	6400-0153
<input type="checkbox"/>				Virtual Credit Item	0.00	640.42	1111111111	6400-0153
<input type="checkbox"/>				Virtual Credit Item	0.00	168.00	1111111111	6400-0153
<input type="checkbox"/>				Virtual Credit Item	0.00	640.42	1111111111	6400-0153
<input type="checkbox"/>				Virtual Credit Item	0.00	640.42	1111111111	6400-0153



There is a limit to the number of items that can display in the results. By default this is 100 items. Refine your search criteria to further limit the results. If you want to create a report of more than 100 items, you can store the results, perform another search to add to the results and then complete the report.

- 4 Optionally **click on the icon in the 'Tasks' column** next to a deposit to view the details of that deposit. When you are finished reviewing the item, close the pop-up box and click on the 'Return to Item Research' button.

or

Click on the magnifying glass icon to see a smaller version of that items image appear at the top of the 'Item Research - (Query)' page.

- 5 Optionally **create a report** of the search results.
 - > Select a report format from the **'Report Type' field**.
 - > Indicate whether or not to include images in the report at the **'Images' field**.
 - > Click on **'Create Report'** and the **'File Download'** dialog box displays.



Limit the use of images to small reports as they increase the report page count significantly as well as the size of the file.

- 6 Optionally **store items** by clicking on **'Select All'** or selecting the checkboxes next to individual items and **click on 'Add to Stored Results.'**



You can repeat searches until you have stored all the data you require. Once all data is stored, view the list and/or create a report.

- > Click on the 'Go to Stored Results' link.
- > Select your report type and image options.
- > Click on the 'Create Report' button to generate your report.
- > Click on the 'Go to Query' link to return to the 'Item Research - (Query)' page.



Your stored results are only kept until you log out.

7 Optionally **click on the 'Clear List' button** to delete the current results and perform another search.



For additional information about standard navigation features of PINACLE® and steps for tasks such as printing, downloading and working with images, see the *Getting Started Using PINACLE Tip Card*.

For further assistance, click on the 'Contact Us' link available at the top of every PINACLE page.

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