E-Z DEPOSIT CHECK SCANNING INSTRUCTIONS

II. Deposit Processing

E-Z Deposit provides you with the flexibility of depositing through a convenient online system 24-hours a day 7 days a week. Deposits made during a business day prior to 8:00 pm EST will post to the account same day. Deposits made after 8:00 pm EST or on a non-business day will post to the account on the next business day.

1. CREATE A DEPOSIT

- Select **Payments & Transfers** in the main menu.
- Select **E-Z Deposit** from the sub menu.
- Select your **location**, if prompted from the drop- down, if prompted. Click Submit. Note: Users with permissions to access all locations will not see this prompt.
- Select the **Deposit** tab to access the Create Deposit page.

Prepare Deposit
- Gather your checks for deposit.
- Endorse items unless utilizing virtual endorsement.
- For multi-feed scanners tap checks to even on bottom and right side for scanning accuracy and place smaller sized checks at the front of the batch.

Scan Items
- Select **Scan Items**.
- Select desired deposit **Location**.
- Select desired deposit **Account**.
- **Place checks in hopper at this time.** Follow the scanner specific user guide for how to load checks into the Auto Sheet Feeder.
- Select **Scan**.
- Obtain a deposit total.

Tip: Use the online calculator or an adding machine tape with the counter on for item tally.

- Enter a **Batch Control Total** (total deposit amount without dollar sign or decimal).
- Select the **Transaction Profile** (if available) that you will be scanning under. Check only is the defaulted profile. See Section 2 for more information on Transaction Profiles.
- Select **Scan** to begin scanning.

For Business Banking Users with a single feed scanner only: After each check is scanned you will be prompted to review the check and amount on screen for accuracy. Once reviewed click Accept and your check will be released from the scanner. Continue this process for each check.

- If no errors were detected, select either **Scanning Completed** to move to the next step or **Resume Scanning** if you have further checks to scan into the batch and Select **OK**.
- If errors were detected, refer to the **Troubleshooting** section of this guide.
- At the prompt, select either:
  - Leave batch open for additional items
  - Close batch
  - Close batch and proceed to Key Data, Balance Batches or Approve Batches.
- Select **OK**.
- At the prompt **Do you want to close this batch?** Select **Yes** to close or **No** to remain in scan items.

Key Data

• The **Key Data** screen will appear if there is a check dollar value to correct or if you are entering in remittance data. Enter required information and Select **Submit Data** or use the **enter key** on your keyboard.

Tip: Options are available to Void an item or Reopen the batch.

• At the prompt, select either:
  • Show batches available for keying
  • Key next available batch
  • Batch needs balancing proceed to Balance Batches or Batch is in Balance proceed to approve batches.
• Select **OK**.

Balance Batches

• In Balance Batches select each check amount to display the check image and ensure the check amount was correctly read from each check in the batch.
• If batch is still out of balance, ensure that the Batch Control Total keyed prior to scanning is correct.

Tip: Match your adding machine tape to the items to verify dollar amounts are correct.

• If the amount on the check image differs from the amount within the field, type in the correct amount.
• If the Batch Control total was incorrect, correct it by keying the proper batch total to balance.

Tip: Options are available to Key an item, Void an item or Reopen the batch.

- Once the batch is balanced the difference will read zero.
- Select **Save**.
- At the **Batch is Balanced** prompt, select either:
  - Show batches available for balancing,
  - Balance next available batch or
  - Proceed to approve batches.
- Select **OK**.

Approve Batches
- To submit the deposit, ensure the **Deposit** box is checked.
- Select **Submit for Deposit**.
- At the Deposit(s) successfully created prompt, select **OK**.
- Print the batch report and close the report.

Tip: Other options are available to Reopen the batch, Delete the Batch or Submit for Deposit

- Select **Exit**.
- Select **Batch Status**.

Tip: Wrap a copy of the report around your scanned checks or staple them to the report to indicate that they have been scanned. Move deposited checks to your storage location.

Other Functions

- To view items you may:
  - Select the "↓" to open items within the batch.
  - Select the highlighted IRN number to view the check image.
- To edit or void an item, select the box to the left of the item and select **Edit Trans** or **Void Trans**.

Tip: Multiple items may be voided at one time by selecting multiple boxes.

- To reopen a batch, select the box to the left of the batch line and click **Reopen**.

Deposit History in Approve Batches

Selecting the deposit history tab in the Approve Batches will allow you to view the last 14 days of deposit history and the recorded status of each deposit.

Tip: For historical deposit data see section 4 for additional reporting options.

Following a deposit submission the batch will pass through three statuses:

- Waiting – Deposit detail is being ingested.
- Sent – Deposit detail has been received.
- Accepted – Deposit has been processed.

Three types of reports are available to print from this section:

- Print Batch List – Data of items deposited.
- Print All Items – Data line and check image 1 per page.
- Print All Items with Images – Data of items followed by the images showing three per page.

Tip: All reports can be printed or saved using the Adobe tool bar within report document.

You must have the batch line selected in order to successfully pull a report. The batch line consists of a BCN or batch control number in the header.
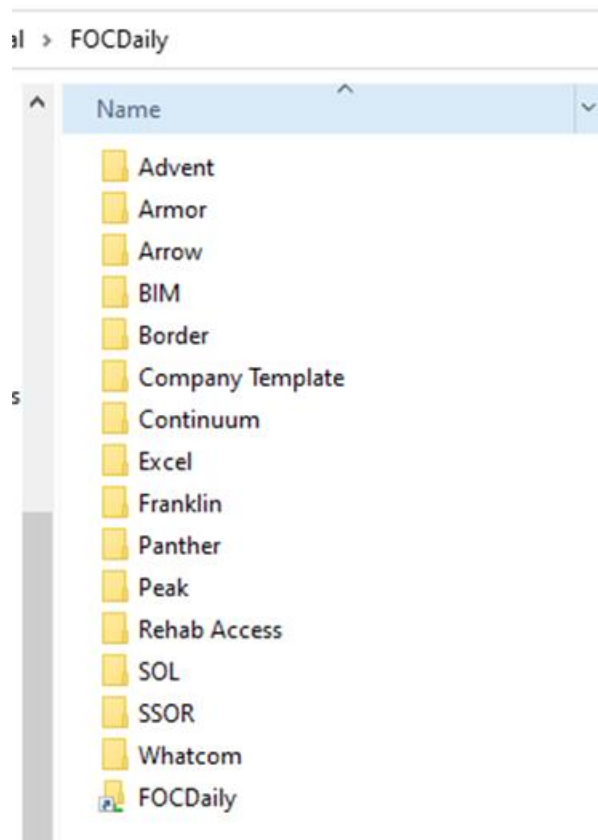
Provided below is an example of the proper area that you can click before selecting your report.

IMPORTANT: Do not "X" out of the E-Z Deposit tab.

When you have completed your tasks, you must log out of the application to maintain the security of the system. There is a Logout button in the top right corner of the application: ⮕ If you close your browser without logging out, you may be locked out of the system. After 15 minutes the system will log you out automatically. If you if you need to log in before the timeout occurs, you will have to end the old session to start a new one.

*** Ensure that Reports with Check Image is generated and scanned to Shared Folder (Deposit History) – see diagram below**

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Name
Advent
Armor
Arrow
BIM
Border
Company Template
Continuum
Excel
Franklin
Panther
Peak
Rehab Access
SOL
SSOR
Whatcom
FOCDaily

Every Partner clinic needs to save their deposit history with the following named format below:

- ➢ **MMDDYY – Checks**
    - ○ **(example: 100520 – Checks**
       example: 100620 – Checks
       etc.)

****RETAIN ALL HARD COPY CHECKS IN A SECURE LOCKBOX FOR 90 DAYS SHOULD FINANCE HAVE QUESTIONS. SHRED AFTER 90 DAYS**