



Remote Deposit Capture

Capture Payments User Guide

Table of Contents

Overview	3
Create Payment Batch	3
Capture Payment Batch	5
Scanning Buttons	7
Scanner Settings	8
Full Page Scanning Options (Windows Only)	10
Full Page Licensing	13
Scan	13
Item Validation	16
Item List Table Information	16
Additional Buttons.....	16
Viewing Items/Buttons	17
Possible Item Issues	18
Final Balance	29
Create and Utilize MICR Database.....	32
Defer Batch	33
Complete, Close and Release a Deferred Batch.....	34
Transmit Batch	36
Delete.....	38
Delete Entire Batch from Capture Payment Page.....	38
Delete Entire Batch from Transmission Items Page.....	40
Suspend/Suspense	41
Release a Suspended Transaction.....	43
Appendix	45
Scanner Settings Capture Options Definitions	45
Double Feed Detection	45

This User Guide includes all functions of the Remote Deposit Capture-Payments application. Individual users will see Menu Items, Locations, and Accounts based on their individual roles and access rights.

Overview

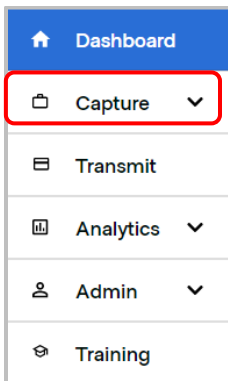
The Capture feature provides the capability to capture new payment data or edit existing payments for a specific calendar date and capture location. The capture screen displays the virtual batch header information, including amount, description, and capture user.

The software automatically cleans the images to improve readability of key information, including dollar amount and payee. It also recognizes and reads the courtesy and legal amounts from the check image, automatically completing the majority of the dollar amount fields for the checks. The system performs OCR (optical character recognition) on stub items and the keying display hides the MICR columns for these items and instead displays the scanline columns.

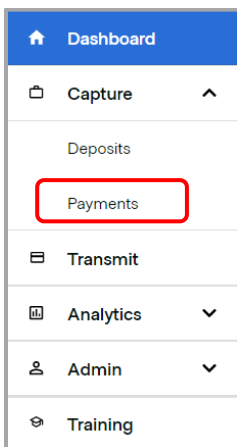
The system also attempts to auto-balance stubs to checks by comparing the total amount of the checks to the custom amount fields on the stubs. If it can balance the stub amounts to the checks, the amounts are applied for the respective stubs. If there are multiple balance arrangements, any custom amounts, or checks are not present or in error, auto-balancing is not performed, and the user must identify how the balancing should continue.

Create Payment Batch

1. Click **Capture** or click the Capture icon.



- Click **Payments**.



The current date will automatically be populated in **Processing Date**.

The 'Create Payment' form contains the following fields:

- Location ***: A dropdown menu with the placeholder text 'Select a location'.
- Amount**: A text input field with the value '\$ 0.00'.
- Work Description ***: A dropdown menu with the placeholder text 'Select a Work Description'.
- Processing Date ***: A date input field showing '03/31/2023' with a calendar icon. Below the field is the text 'Enter date in MM/dd/yyyy format'.
- Create Payment**: A button located at the bottom right of the form.

NOTE: Selections will vary based on access.

- Select the **Location** from the dropdown menu if multiple locations are available.

The screenshot shows the 'Location' dropdown menu open. It has a search bar with the placeholder 'Search location' and a magnifying glass icon. Below the search bar, there are two options listed: 'Demo Location 1' and 'Demo Location 2'.

- Select the **Work Description** from the dropdown menu for the payment batch.

The screenshot shows the 'Work Description' dropdown menu open. It has a search bar with the placeholder 'Search work description' and a magnifying glass icon. Below the search bar, there are two options listed: 'Invoice & Check' and 'Stub & Check'.

5. Enter the payment **Amount** (may be optional depending on setup).

Amount *

\$ 0.00

NOTE: Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.

6. Click **Create Payment**.

Create Payment

Capture Payment Batch

The Capture Payment page displays the Batch Header information such as the amount, account number, account description, work description, date, user, and location.

Capture Payment (Stub and Check - Demo Location 1)

Scan

Rescan

Free Track

Suspend

Repeat

More

Amount: \$0.00

Account #: 1234590

Account Desc: 1234590

Description: Stub and Check

Credit Date: 20230425

User: bsmith

Location: Demo Location 1

Batch Header

Ready to scan

Amount Difference

Payment Amount\$ 0.00

Checks\$ 0.00

Difference\$ 0.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☒	☒	-	SP_BatchHeader	9999-8888		600	\$ 0.00	

Scanner Settings

Audit Trail

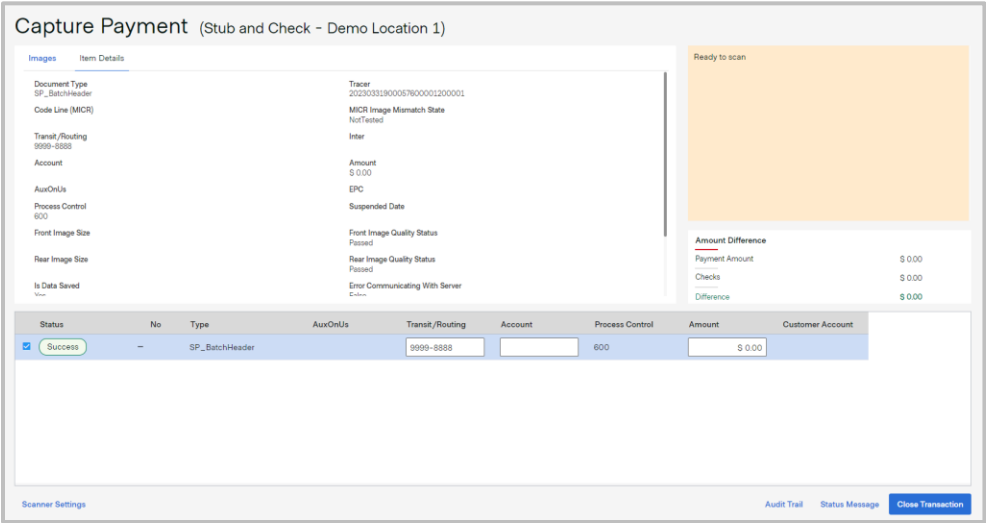
Status Message

Close Transaction

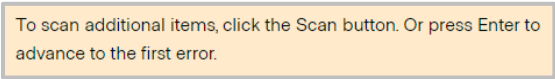
The description bar displays above the image viewer and shows additional information about the batch including the work description and location.

Capture Payment (Check & Stub - Demo Location 1)

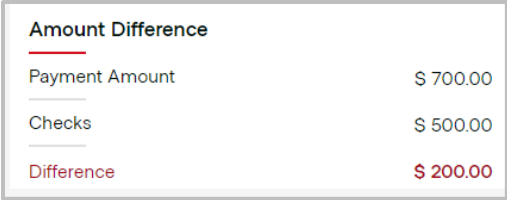
Details may be displayed for each item by selecting the item and clicking the **Item Details** tab in the image viewer.



The message bar displays to the right of the image viewer directing the user as to what needs to be done.

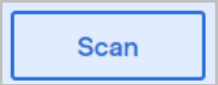
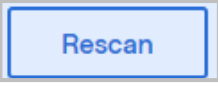
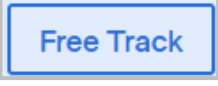
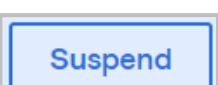
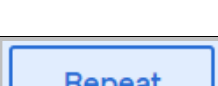
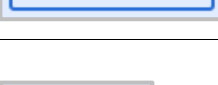
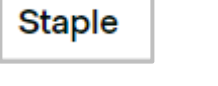
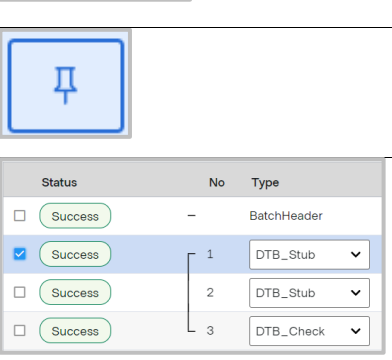
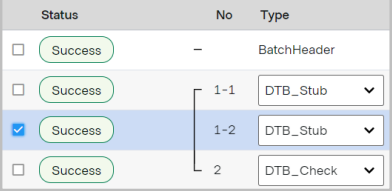


The **Amount Difference** is located below the message bar. It indicates the amount that has been scanned (Checks) and the amount that is remaining to match the Payment Amount (Difference).



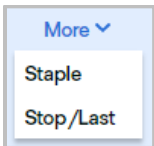
Scanning Buttons

Several button options are available in the Capture screen to provide additional flexibility when capturing full page and other documents.

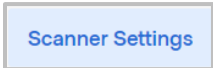
Button	Description
	Initializes the scanner.
	Rescan an Item.
	Clears jams in the scanner.
	Suspend gives the ability to suspend the processing of a transaction without having to defer the entire batch that includes the transaction. See Suspend/Suspense for more information.
	Insert additional copies of Invoice/Stub documents to balance a transaction.
	Staple (join) multiple-page items together. Select a single item and click Staple to join it with the previous item or select multiple items by holding the [Shift] key and selecting each item. Each item is renamed with the document number indicated after the dash.
	Manually mark the current item as the Last item in the transaction (option must be established at the central site during setup).
	Pin (retain) the current image displayed on the top of the screen and select a different item for keying below. This may be helpful to identify coupon numbers or validate amounts.
	Additional columns in the keying grid show item counts within a transaction and display a bracket to show transaction groupings.
	Stapled items inherit the same Item number and include a document number after the dash.

NOTES:

- » The More dropdown contains additional scanning buttons.



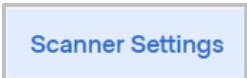
- » Scanner Settings is located at the bottom left of the Capture Payments page.



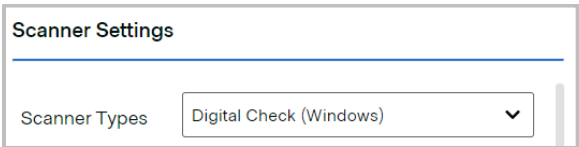
Scanner Settings

NOTE: These steps only need to be completed prior to the first time the scanner is used. However, Default scanner settings may be modified to meet specific capture needs. It is recommended to leave the default settings set by the Financial Institution.

1. Click the **Scanner Settings** button in the image viewer.



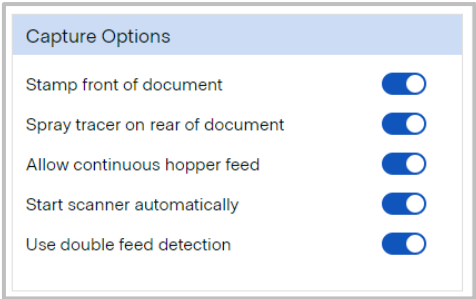
2. Select the Scanner Type that applies.



Capture Options

NOTE: See [Scanner Settings Capture Options Definitions](#) for definitions of Capture Options.

3. Select 'Stamp front of document' to On or Off.
4. Select 'Spray tracer on rear of document' to On or Off.
5. Select 'Allow continuous hopper feed' to On or Off.
6. Select 'Start scanner automatically' to On or Off.
7. Select 'Use double feed detection' to enable the double feed detection to On or Off.



REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

NOTE: When an item is reported as a Double Feed, the user should delete the image and **Rescan**. See [Double Feed Detection](#) for more information.

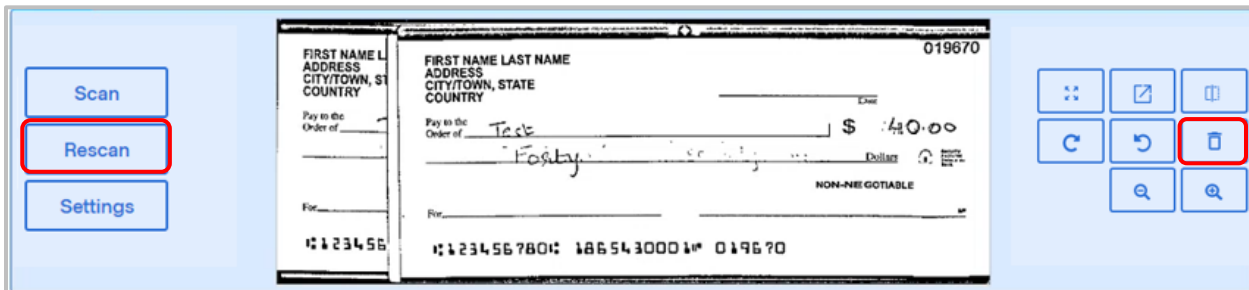
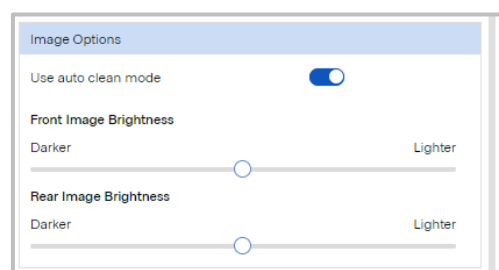


Image Options

8. Select 'Use auto clean mode' to On or Off.
 - a. Set the Auto Clean Mode to On to allow the system to automatically try to reduce background noise and adjust the brightness of images.
 - b. Set the Auto Clean Mode to Off to manually adjust the brightness settings.



Scanner Identity

9. Enter the scanner serial number or IP address if applicable.

A screenshot of the 'Scanner Identity' form. It has a title bar 'Scanner Identity'. Below it is a text input field labeled 'Scanner Host Name or IP Address*' with the value '192.168.253.1' entered. At the bottom, there is a footnote: '* Network Scanners Only - Leave blank if scanner is directly connected to your'.

10. Click **Save**.

A screenshot showing two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with a red rectangle.

Full Page Scanning Options (Windows Only)

The Remittance portion of the application has expanded document scanning capabilities to include capturing full page images and envelopes. Full page scanning is provided within the Capture Payments menu option and utilizes the TWAIN interface.

Full page scanning may be performed using single scanner or dual scanner modes. Dual scanner modes require that the relevant individual scanners (full page TWAIN or standard check scanner) be selected in Scanner Settings when switching between scanners. A single scan button is provided regardless of scanner mode.

In single scanner mode the documents and checks are captured using a single full page scanner. The documents (full page invoices, coupon size documents, correspondence, and envelopes) and checks are placed in transaction and document/check order in the scanner and captured. Software OCR is utilized to read the MICR line from the checks.

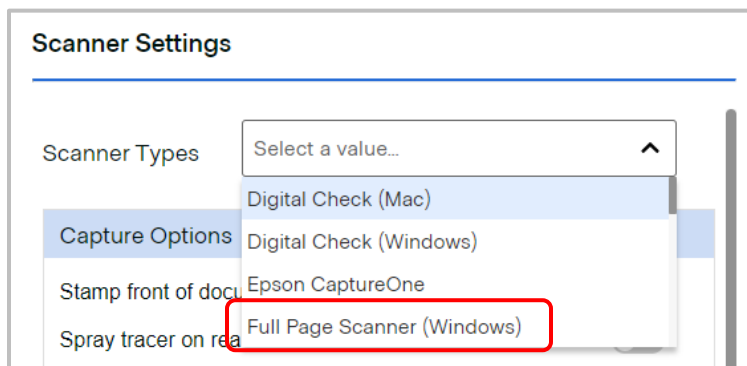
In dual scanner mode the documents (full page invoices, coupon size documents, correspondence, and envelopes) are captured on the full page scanner and checks are captured on a check scanner. Documents and checks need to be captured in transaction and document/check order. The checks MICR line is read using the scanner hardware MICR reader.

If full page scanning is enabled:

- » Install TWAIN drivers from the installation media provided by the manufacturer (e.g., disc, etc.).
- » Install the Full Page Scanner (Windows) bundle from Scanner Installation in the application which installs the TWAIN user interface.
- » Adjust the full page scanner options as applicable.

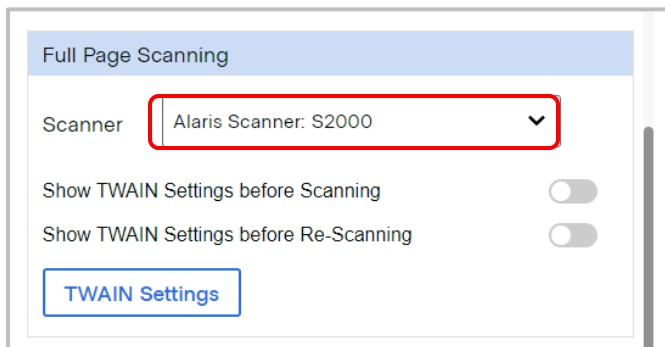
1. Select the Scanner type for the primary scanner.

a. In a single-scanner environment, select **Full Page Scanner (Windows)**.



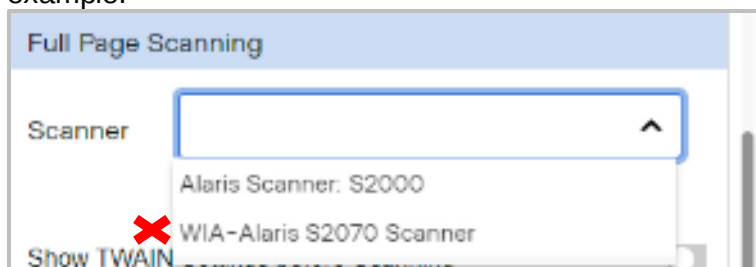
b. In a dual-scanner environment, select **Full Page Scanner (Windows)** or relevant standard check scanner.

2. In the **Full Page Scanning** section, select the name of the full page scanner from the dropdown list provided. A Kodak Alaris model is used in this example.

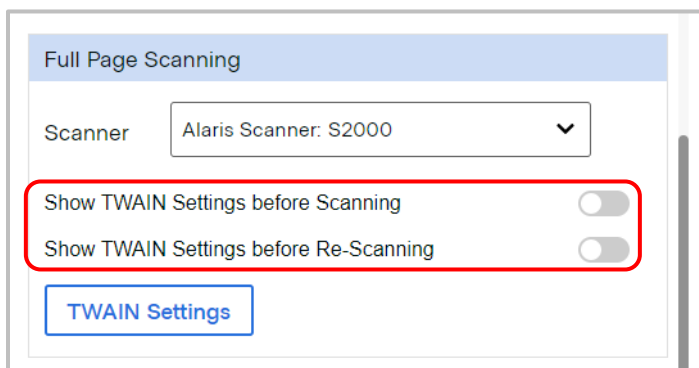


NOTES:

- If the Scanner dropdown is greyed out, install TWAIN drivers from the installation media provided by the manufacturer (e.g., disc, etc.).
- If a 'WIA' option is displayed, do NOT select it. A Kodak Alaris model is used in this example.



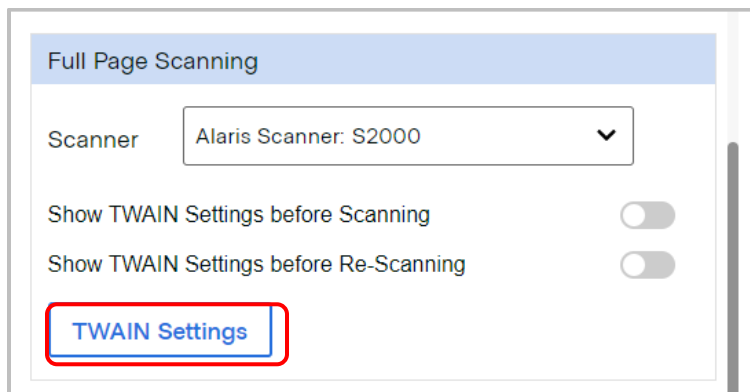
3. Toggle on **Show TWAIN Settings before Scanning** or **Re-Scanning** to display the scanner's Twain properties window before documents are scanned or rescanned.



NOTES:

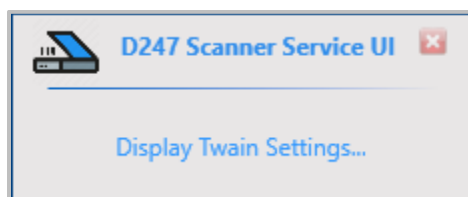
- The full page scanner must be installed, connected, and powered on when setting the TWAIN settings.
- Show TWAIN Settings allows the operator to make relevant selections as needed before scanning.

The **TWAIN Settings** button opens the properties window for the selected full page scanner.



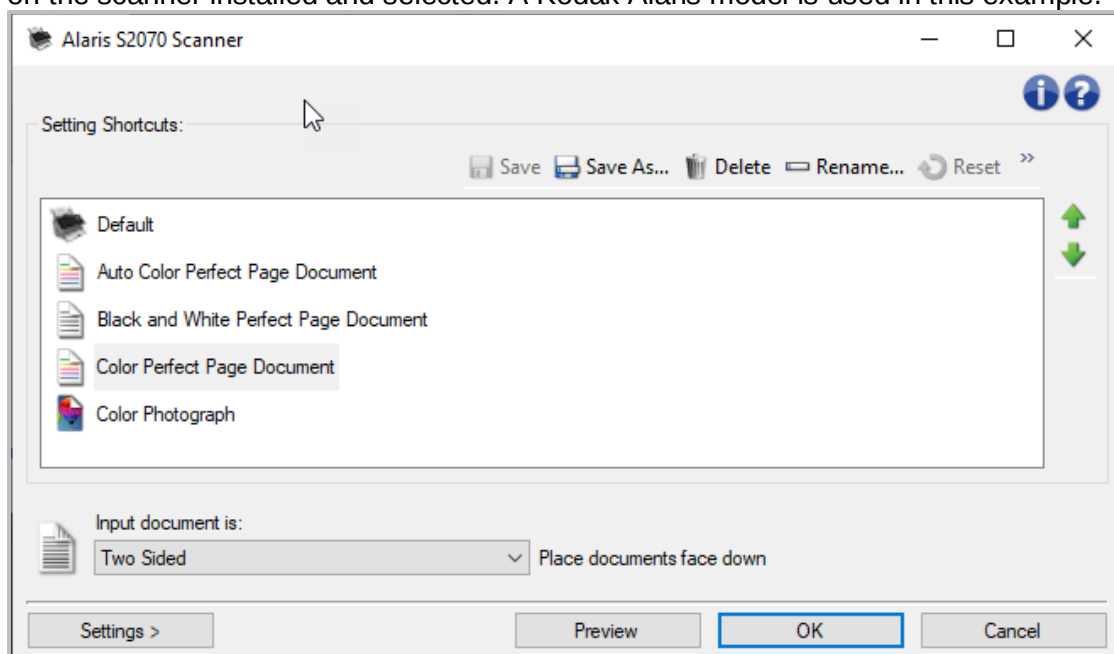
This button will also initialize the scanner service TWAIN user interface which displays brief messages to the user.

Example:



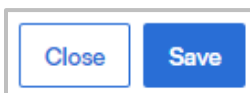
4. Modify the settings as applicable to meet scanning needs.

- The properties window that displays is part of the scanner's driver and varies based on the scanner installed and selected. A Kodak Alaris model is used in this example.



- Different documents may require different settings. For example, drop out blue color on invoices that have a blue background.
- Scanning profiles can be modified and saved via the TWAIN properties window.

- Once all scanning selections are made, click the applicable button to save the changes.
5. Click **Save**.

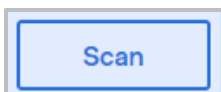


Full Page Licensing

Deposit 24/7 utilizes a component from LEADTOOLS to integrate with TWAIN full page scanners. LEADTOOLS has changed their licensing model since previous versions of Deposit 24/7 requiring us to change our approach in v5.0. Concurrent users of TWAIN will be tracked, and the total number of concurrent users cannot exceed the configured limit that an environment has been licensed for. When an allocated license is not in use, it will time out after 20 minutes by default.

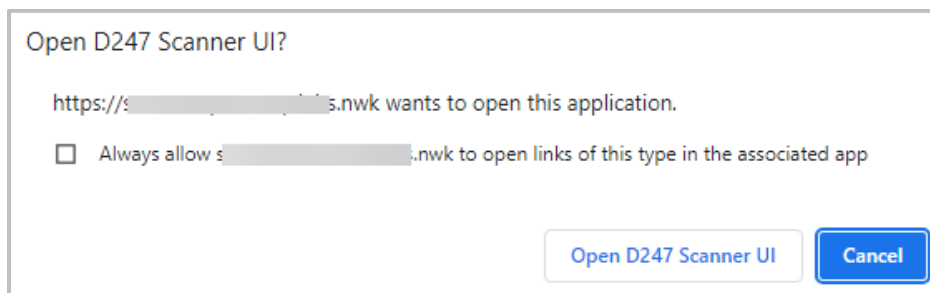
Scan

11. Place items in the scanner.
12. Click **Scan** if the scanner does not automatically start.



NOTES:

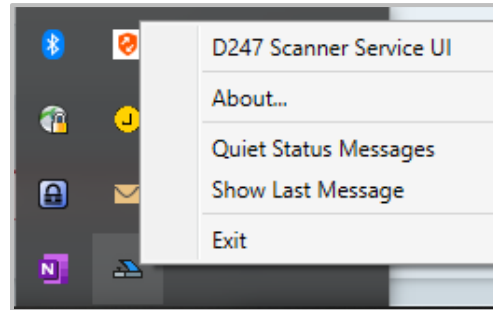
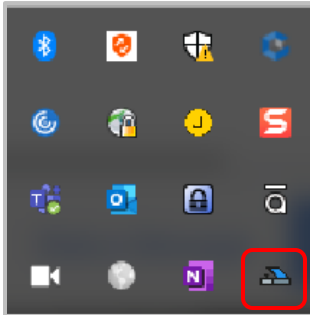
- » When full page scanning is utilized for the first time, a one-time prompt will display in a new browser tab asking the user to open the D247 Scanner UI application to open from the webpage for the PC. This application is required for full page scanning to function.



REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

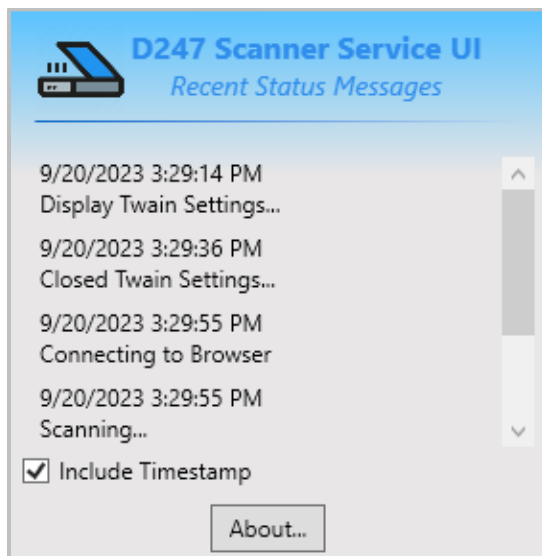
- » Once the D247 Scanner UI application is opened, an icon will display in the PC's system tray. Clicking on the icon will display menu options with more information if needed. If the D247 Scanner UI gets closed, the capture application will attempt to restart it.



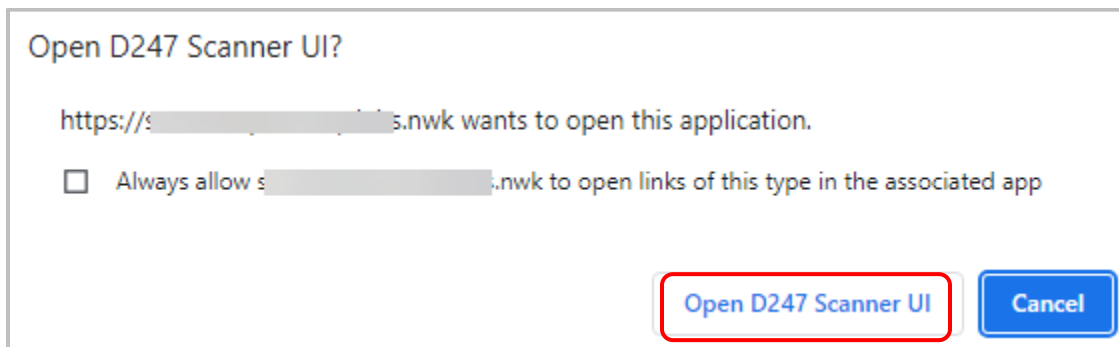
Menu Option	Description
D247 Scanner Service UI	Title for the menu.
About	Displays version & copyright information.
Quiet Status Messages	Does not display messages from the D247 Scanner Service UI to the user. A check mark will display indicating it is enabled. See D247 Scanner Service UI for an example message.
Show Last Message	Displays the last message from the D247 Scanner UI.
Exit	Exits the D247 Scanner UI application. If the application is exited the messages are cleared.

- » Double clicking the icon from the system tray displays the last several messages.

NOTE: Check **Include Timestamp** to display timestamps for the messages.

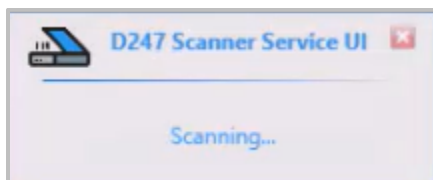


13. Click **Open D247 Scanner UI**.



NOTE: For security reasons, it is NOT recommended to check the box to 'Always allow'.

Scanning will also initialize the scanner service TWAIN user interface which displays brief messages to the user.



Once the capture is complete, any items that need attention will be indicated by a red Error status in the Status column of the Item List table. Image viewer buttons are available to aid in viewing items. See [Viewing Items/Buttons](#) for more information.

14. Refer to the message bar for more data completion instructions. Press **Enter** on the keyboard or select an item with the mouse until all errors are corrected.
15. If the application is not able to automatically identify the item, select the document type from the dropdown menu for the item. See [Choose a Document Type](#) for more information.
16. If the error is a Duplicate Detection or an Image Quality error, select the item and press **Enter** to make the changes. See [Duplicate Detection](#) or [Image Quality and Usability](#) for detailed instructions.
17. If there is missing information, enter the correct value in Item List Table below the image viewer for the indicated field, using the image displayed in the image viewer. See [Correct Field Information/Numbers](#) for detailed instructions.
18. Press **Tab** after completing the field to move to the next field.
19. Repeat steps 12-18 until all items have a green Success status in the Status column of the Item List table.

Item Validation

When the capture is complete, any items that need attention will be indicated in the Item List table below the image viewer. Refer to the message bar for additional information.

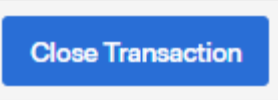
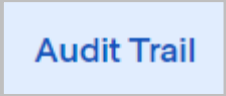
Status	No	Type	ScanLine				Amount	Customer Account
☐		-	SP_BatchHeader	9999-8888		600	\$ 0.00	
☐		1	SP_Stub	7505468221326519032420020000220655			\$ 700.00	7505468221326519
☒		2	SP_Stub	75052136798552170326200200009999003			\$ 0.00	7505213679855217
☐		3	SP_Check	459921	275911115	15300908	\$ 200.00	
☐		4	SP_Check		091000022	400500600700	1086	\$ 500.00

Item List Table Information

NOTE: Red shading on an Error status indicates missing information or operator action is required.

	Indicates that the image and all its required MICR fields were read successfully; no further processing or data entry is required.
	Indicates missing information or operator action is required. Refer to the message bar for additional information.
	Indicates the image/information is being saved.
	Indicates item validation is in progress.

Additional Buttons

	Close the transaction: Defer, Release or Delete.
	Detailed information for the selected item.

Status Message	Displays an Error Log with a time stamp and detailed information about the error.
Scanner Settings	Contains configurable scanner settings.

Viewing Items/Buttons

- 1. Click on the item in the Item List table to highlight.
- 2. Use the buttons to the right of the image viewer to adjust the view of an image.



Pin Current Image



Best Fit



Open in Window



Flip Image



Rotate Image Right



Zoom Out



Rotate Image Left



Zoom In

NOTE: The Delete button displays to the right of the image viewer when an item is scanned.



- 3. Address the item issue.

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

2. Use the message bar for direction on what to do next. Account Number/ScanLine is used in this example. Enter the required information.

Capture Payment (Stub and Check - Demo Location 1)

Scan

Rescan

Free Track

Suspend

Repeat

More

Account Number: 750541239564215
Amount Due: \$200.00
Minimum Amount Due: \$20.00

Credit Card Payment

Card Number: 750541239564215
Exp. Date (MM/YY): 12/15-12/16
Address (optional): Mary O'Brien, 1234 Main St, #17, Detroit, MI 48201

Enter Account Number

Amount Difference

Payment Amount: \$ 0.00

Checks: \$ 700.00

Difference: \$ -700.00

Status	No	Type	ScanLine	Amount	Customer Account
☐	-	SP_BatchHeader	9999-8888	\$ 0.00	
☐	1	SP_Stub	75054682213265190324200200000220655	\$ 700.00	7505468221326519
☐	2	SP_Check	091000022 400500600700 1086	\$ 500.00	
☐	3	SP_Check	459921 275911115 15300908	\$ 200.00	
☒	1	SP_Stub		\$ 0.00	
☐	2	SP_Check	091000022 400500600700 1087	\$ 0.00	

Scanner Settings Audit Trail Status Message Close Transaction

3. Stub Amount is used in this example. Enter the required information.

Capture Payment (Stub and Check - Demo Location 1)

Scan

Rescan

Free Track

Suspend

Repeat

More

Account Number: 750541239564215
Amount Due: \$200.00
Minimum Amount Due: \$20.00

Credit Card Payment

Card Number: 750541239564215
Exp. Date (MM/YY): 12/15-12/16
Address (optional): Mary O'Brien, 1234 Main St, #17, Detroit, MI 48201

Enter Stub Amount

Amount Difference

Payment Amount: \$ 0.00

Checks: \$ 700.00

Difference: \$ -700.00

Status	No	Type	ScanLine	Amount	Customer Account
☐	-	SP_BatchHeader	9999-8888	\$ 0.00	
☐	1	SP_Stub	75054682213265190324200200000220655	\$ 700.00	7505468221326519
☐	2	SP_Check	091000022 400500600700 1086	\$ 500.00	
☐	3	SP_Check	459921 275911115 15300908	\$ 200.00	
☒	1	SP_Stub	75054123956421504012002000200000306974	\$ 0.00	750541239564215
☐	2	SP_Check	091000022 400500600700 1087	\$ 0.00	

Scanner Settings Audit Trail Status Message Close Transaction

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

4. Press **Enter** or click with the mouse to advance to the next error.

Capture Payment (Stub and Check - Demo Location 1)

Images Item Details

Scan Rescan Free Track More

Account Number: 7505412396564215
Amount Due: \$306.97
Minimum Amount Due: \$20.00

Credit Card Payment:
Card Number:
Exp. Date (MMYY):
Address change on back:
Mary Dobbs
Starback Way #17
Dutton, GA 65799

Press 'Enter' to advance to the next error.

Amount Difference

Payment Amount	\$ 0.00
Checks	\$ 700.00
Difference	\$ -700.00

Status	No	Type	ScanLine	Amount	Customer Account
☐	✓	-	SP_BatchHeader	9999-8888	600
☐	✓	1	SP_Stub	7505468221326519032420020000220655	\$ 700.00 750546822132
☐	✓	2	SP_Check	091000022 400500600700 1086	\$ 500.00
☐	✓	3	SP_Check	459921 275911115 15300908	\$ 200.00
☒	✓	1	SP_Stub	750541239656421504012002000200000306974	\$ 125.00 750541239656
☐	✗	2	SP_Check	091000022 400500600700 1087	\$ 0.00

Scanner Settings Audit Trail Status Message Close Transaction

Correct Field Information/Numbers

Amount is used in this example.

Capture Payment (Stub and Check - Demo Location 1)

Images Item Details

Scan Rescan Free Track More

Amount is required. Please enter a value and press 'Enter' to continue.

Amount Difference

Payment Amount	\$ 0.00
Checks	\$ 700.00
Difference	\$ -700.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☐	✓	-	SP_BatchHeader	9999-8888		600	\$ 0.00	
☐	✓	1	SP_Stub	7505468221326519032420020000220655			\$ 700.00	7505468221326519
☐	✓	2	SP_Check	091000022	400500600700	1086	\$ 500.00	
☐	✓	3	SP_Check	459921	275911115	15300908	\$ 200.00	
☐	✓	1	SP_Stub	750541239656421504012002000200000306974			\$ 125.00	7505412396564215
☒	✗	2	SP_Check	091000022	400500600700	1087	\$ 0.00	

Scanner Settings Audit Trail Status Message Close Transaction

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

- Enter the correct value for the highlighted fields at the right, using the image displayed. Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.
- Press **Tab** to move to the next field, press the **Enter** key or click with the mouse to select the next item.

Capture Payment (Stub and Check - Demo Location 1)

Images Item Details

Scan
Rescan
Free Track
More

Amount: \$825.00
Account #: 1234590
Account Desc: 1234590
Description: Stub and Check
Credit Date: 20230405
User: bsmth
Location: Demo Location 1
Check Count: 3

Batch Header

Payment is balanced and ready to be closed.

Amount Difference

Payment Amount	\$ 825.00
Checks	\$ 825.00
Difference	\$ 0.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☒		SP_BatchHeader		9999-8888		600	\$ 825.00	
☐	1	SP_Stub	75054682213265190324200200020000220655				\$ 700.00	7505468221326519
☐	2	SP_Check		091000022	400500600700	1086	\$ 500.00	
☐	3	SP_Check	459921	275911115	15300908		\$ 200.00	
☐	1	SP_Stub	750541239656421504012002000200000306974				\$ 125.00	7505412396564215
☐	2	SP_Check		091000022	400500600700	1087	\$ 125.00	

Scanner Settings Audit Trail Status Message Close Transaction

For check and list batches where multiple account numbers share one check payment, an invoice/stub item may be virtually added to credit the appropriate customer account with its share of the payment when configured. An invoice is used in this example.

- With the current invoice/stub item selected, click the **Repeat** button left of the image.

Capture Payment (Invoice & Check - Demo Location 1)

Images Item Details

Scan
Rescan
Free Track
Suspend
Repeat
More

123 Winding Way
New, NY 12345-5555

The following payments are being remitted:

Invoice #	Invoice Amount
12345	\$45.63
12346	\$7,995.00
22101	\$13,945.00
Total	\$21,985.63

Press 'Enter' to advance to the next error.

Amount Difference

Payment Amount	\$ 0.00
Checks	\$ 21,985.63
Difference	\$ -21,985.63

Status	No	Type	AuxOnUs	Transit/Routing	Inter	Account	Amount	Invoice Number
☐		DTB_BatchHeader				12347890	\$ 0.00	
☒	1	DTB_Invoice					\$ 45.63	12345
☐	2	DTB_Check	3@4159	068969468		36596452	\$ 21,985.63	

Scanner Settings Status Message Close Transaction

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

- Enter the dollar amount associated with the inserted invoice/stub.
- Repeat steps a-b for each account associated with the check payment.

Capture Payment (Invoice & Check - Demo Location 1)

Scan
Rescan
Free Track
Suspend
Repeat
More

123 Winding Way
New, NY 12345-5555

The following payments are being remitted:

Invoice #	Invoice Amount
12345	\$45.63
12346	\$7,995.00
22101	\$13,945.00
Total	\$21,985.63

Please Enter the Amount.

Amount Difference

Payment Amount \$ 0.00

Checks \$ 21,985.63

Difference \$ -21,985.63

Status	No	Type	AuxOnUs	Transit/Routing	Inter	Account	Amount	Invoice Number
☐	✓	-	DTB_BatchHeader			12347890	\$ 0.00	
☐	✓	1	DTB_Invoice				\$ 45.63	12345
☒	✗	2	DTB_Invoice				\$ 0.00	
☐	✗	3	DTB_Invoice				\$ 0.00	
☐	✗	4	DTB_Check	3@4159	068969468	36596452	\$ 21,985.63	

Scanner Settings

Status Message

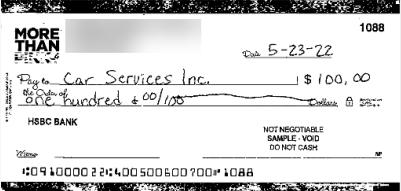
Close Transaction

Enter Optional Data

Depending on the setup, additional fields may display to record optional information.

Capture Payment (Check Only Tenant - Demo Location 1)

Scan
Rescan
Free Track
Suspend
Staple



Enter Tenant

Amount Difference

Payment Amount \$ 0.00

Checks \$ 1800.00

Difference \$ -1800.00

Status	No	Type	AuxOnUs	Transit/Routing	Inter	Account	Process Control	Amount	Tenant
☐	✓	-	BatchHeader					\$ 0.00	
☐	✓	-1	Check	062888	094950166	19495016		\$ 1,000.00	Brad Williams
☐	✓	-2	Check		091000022	400500600700	1086	\$ 500.00	Sherry Hall
☒	✗	-3	Check		091000022	400500600700	1088	\$ 100.00	
☐	✗	-4	Check	459921	275911115	15300908		\$ 200.00	

Scanner Settings

Audit Trail

Status Message

Close Transaction

Delete Single Items

Single items may need to be deleted from the transaction. This could include items with incomplete information or that are not allowed in this account.

1. On the Capture Payment page, select the item to be deleted from the Item List table.
2. Click the **trash icon** to delete.

Capture Payment (Stub and Check - Demo Location 1)

Images Item Details

Scan
Rescan
Free Track
More

Image Quality/Usability tests failed. Choose "Rescan" to review this item. If the quality is poor, please delete this item and remove it from the scanner.

Amount Difference

Payment Amount \$ 0.00

Checks \$ 700.00

Difference \$ -700.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☐	✓	SP_BatchHeader		9999-8888		600	\$ 0.00	
☐	✓	1 SP_Stub	750546822132651903242002000200000220655				\$ 700.00	7505468221326519
☐	✓	2 SP_Check		091000022	400500600700	1086	\$ 500.00	
☐	✓	3 SP_Check	459921	275911115	15300908		\$ 200.00	
☐	✓	1 SP_Stub	750521367985521703262002000200000999003				\$ 125.00	7505213679855217
☒	✗	2 SP_Check		091000022	400500600700	1087	\$ 0.00	

Scanner Settings Audit Trail Status Message Close Transaction

3. Click **Delete** to confirm.

Delete Item

This transaction (2 items) will be deleted.
Each of these items will need to be physically removed from the batch.

Are you sure you want to continue?

Cancel Delete

NOTES:

- Delete an entire transaction if the item being deleted is the only check in the transaction, the only non-check in the transaction, or is the transaction separator document. A single item can be deleted as long as it is not the only item in a transaction.
 - Deleting a check item also deletes its accompanying stub for a singles worktype.
 - The MICR and image data are permanently removed from the transaction. This affects the batch balance, which may require a final review of each item.
4. Physically remove the item from the scanner.

Duplicate Detection

The software automatically checks for duplicate items as documents are captured to help maintain the integrity of transactions. This feature reviews specific criteria as it looks for duplicate items across transactions, batches, and dates. Duplicate detection provides protection from fraudulent practices and from accidentally including the same item in multiple transactions.

When the system detects an item that matches a previously processed item, it alerts the user with images of the original item and possible match and prompts for a decision to be made on the potential duplicate.

1. Select the item from the Item List table.
2. Press **Enter**.

Capture Payment (Stub and Check - Demo Location 1)

Scan
Rescan
Free Track
Suspend
Repeat
More

This item may be a duplicate of another captured item. Please review.

Amount Difference

Payment Amount \$ 0.00

Checks \$ 700.00

Difference \$ -700.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☐	✓	SP_BatchHeader		9999-8888		600	\$ 0.00	
☐	✓	1 SP_Stub	7505468221326519032420020000220655				\$ 700.00	7505468221326519
☒	✗	2 SP_Check		091000022	400500600700	1086	\$ 500.00	
☐	✗	3 SP_Check	459921	275911115	15300908		\$ 200.00	

Scanner Settings Audit Trail Status Message Close Transaction

3. Compare the two images to determine if the item is a duplicate.

Possible Duplicate item(s)

Original Document

Original Item: 1 of 1

Item Details

Item number: 3

Tracer number: 20230130900067860001600003

Item Name: PaymentCheck

Transit/Routing: 091000022

Possible Duplicate

Item Details

Item number: 5

Tracer number: 20230130900067860001600005

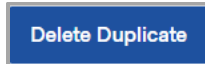
Item Name: PaymentCheck

Transit/Routing: 091000022

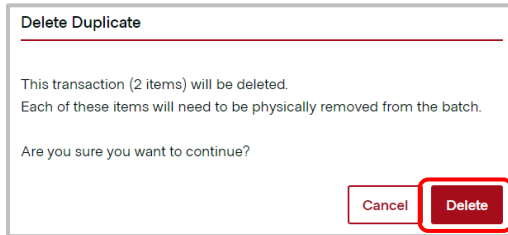
Account number: 400500600700

Close This is a new Item Delete Duplicate

- If the item IS a duplicate, click **Delete Duplicate**.



- Click **Delete**. The item is removed from the transaction.



- Physically remove the item from the scanner.

NOTE: The MICR and image data are permanently removed from the transaction. This affects the transaction balance, which may require a final review of each item.

- If the item is NOT a duplicate, click **This is a new item**. The item remains in the transaction but may be flagged for further review.



Image Quality and Usability

As items are captured, it is very important to obtain quality images and maintain the integrity of the transaction data. The captured images may be needed in the future to verify the amount of an item or batch, so legibility of the items is important.

During capture, it is a best practice to always review each image to ensure it is readable. The image quality safeguard of the software can assist in maintaining the image quality of check items. The software can be configured to check for a variety of image quality conditions such as items that are too light or too dark, bent corners and torn items.

If a captured image fails any of the Image Quality or Image Usability tests defined for a specific location, the user receives notification of the error and suggested action.

If an item fails an Image Quality test, it will be indicated by a red Error status in the Status Column of the Item List table.

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

1. Select the item in the Item List table.
2. Press **Enter** or click **Rescan**.

Capture Payment (Stub and Check - Demo Location 1)

Images Item Details

Scan
Rescan
Free Track
More

Image Quality/Usability tests failed. Choose "Rescan" to review this item. If the quality is poor, please delete this item and remove it from the scanner.

Amount Difference

Payment Amount	\$ 0.00
Checks	\$ 700.00
Difference	\$ -700.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☐	✓	SP_BatchHeader		9999-8888		600	\$ 0.00	
☐	✓	1 SP_Stub	750546822132651903242002000200000220655				\$ 700.00	7505468221326519
☐	✓	2 SP_Check		091000022	400500600700	1086	\$ 500.00	
☐	✓	3 SP_Check	459921	275911115	15300908		\$ 200.00	
☐	✓	1 SP_Stub	750521367985521703262002000200000999003				\$ 125.00	7505213679855217
☒	✗	2 SP_Check		091000022	400500600700	1087	\$ 0.00	

Scanner Settings Audit Trail Status Message Close Transaction

3. Review the message for the appropriate action.

NOTES:

- » The captured image displays in a preview window with list of detected front and rear errors in the Image Quality box.

Front Image Brightness

Darker Lighter

Image Quality

Front:Warning:Too Light/Too Dark
Front:Warning:Invalid Document
Rear:Warning:Too Light/Too Dark

- » The button options available for decisioning the image quality issues depend on site configurations and are activated by actions taken in the preview window.

Image Quality Review

Front Image Brightness

Darker Lighter

Image Quality

Front : Warning : Bent Corner / Partial Image Detected
Front : Warning : Too Light / Too Dark
Front : Warning : Invalid Document

☒ Automatically Clean Image

Ignore Rescan Ok Cancel Apply

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

- a. Click the **Flip icon** to view or adjust Rear Image Brightness (optional).

Image Quality Review

Front Image Brightness

Darker Lighter

Image Quality

Front : Warning : Bent Corner / Partial Image Detected
Front : Warning : Too Light/Too Dark
Front : Warning : Invalid Document

☒ Automatically Clean Image

Ignore Rescan Ok Cancel Apply

- b. Click the **Flip icon** to return to front image review window.

Image Quality Review

Rear Image Brightness

Darker Lighter

Image Quality

Front : Warning : Bent Corner / Partial Image Detected
Front : Warning : Too Light/Too Dark
Front : Warning : Invalid Document

☒ Automatically Clean Image

Ignore Rescan Ok Cancel Apply

4. To rescan the image, place the physical item back in the scanner.

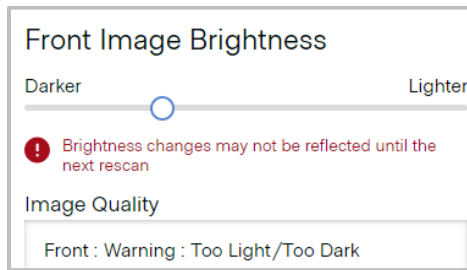
Adjusting Image Brightness

Adjusting the image brightness could clear some image quality errors.

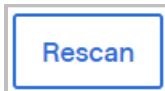
- a. Uncheck **Automatically clean image**.

☐ Automatically clean image

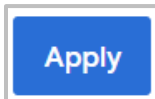
- b. Adjust the slider bar darker or lighter.



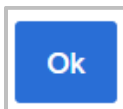
5. Click **Rescan**.



6. Click **Apply** to update the error messages and recaptured image.

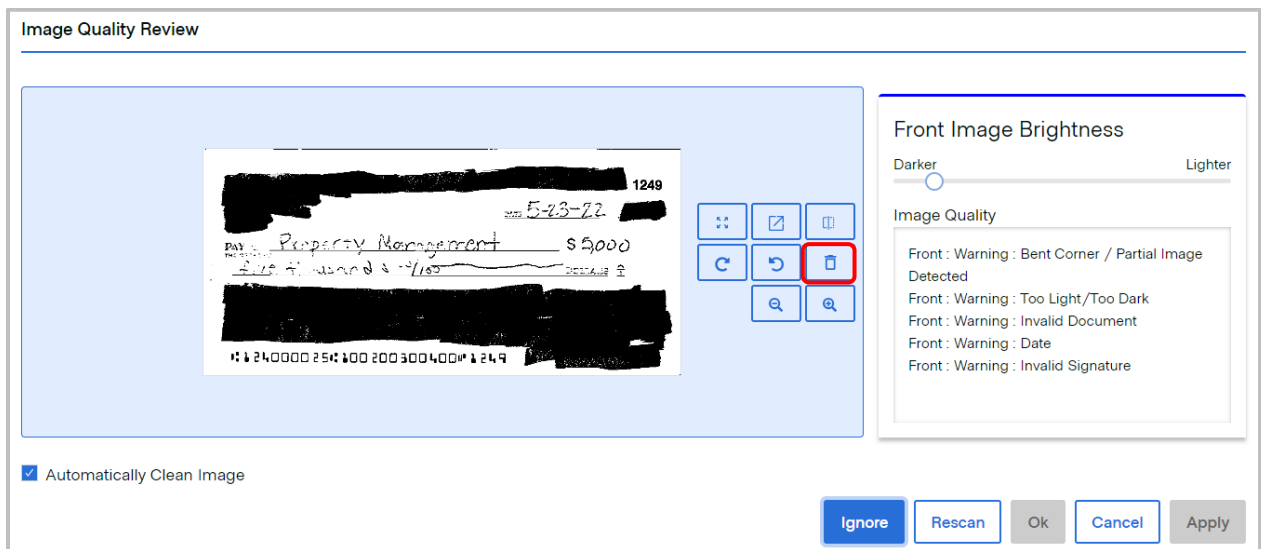


7. Click **Ok** to return to the Capture page.



In some cases, rescanning the item is not an option and it must be removed from the transaction.

8. On the Capture Payment page, with the item selected, click the **trash icon**, OR click the **trash icon** from the Image Quality Review window.



- Click **Delete** to confirm the item should be deleted from the transaction.

Delete Item

This item will be deleted.
This item will need to be physically removed from the transaction.

Are you sure you want to delete?

Cancel
Delete

- Physically remove the item from the transaction.
- If unable to capture a good image and the option is provided, click **Ignore** to ignore the image quality warning and continue processing with the poor-quality image.

Ignore

Final Balance

When all the batch items have been captured and corrected, if the transaction is not balanced, the batch total will need to be modified to balance the transaction.

- Correct any values that may need to be modified.
NOTE: If the amount of an item is changed and the transaction becomes balanced, further review is no longer required for the remaining items.
- Press **Enter** after reviewing the items.
- If the transaction is not in balance, click **Continue** to edit the batch amount or **Cancel** to continue editing the scanned items.

Edit Batch Amount

There are no more errors in the batch. Do you want to edit the batch amount?

Cancel
Continue

- Select 'Use scanned amount' or 'Enter the Batch Amount' (to be entered manually).
- Click **OK**.

Change the Payment Batch Amount

Choose an option below

☒ Use the scanned amount - Total of all the checks - \$ 825.00

☐ Enter the Batch Amount

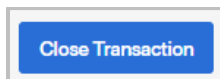
\$ 825.00

Cancel
OK

- Once the transaction is balanced, release the transaction for transmission to the central processing site.

Payment is balanced and ready to be closed.

- Click **Close Transaction**.



- Select **Release** from the Close Batch window.
- Click **OK**.

Close Batch

Choose an option below

☐ Defer (Batch will be held as an "Existing Payment")

☒ Release (Select transaction(s) to be transmitted to central site)

☐ Delete (Entire Batch will be deleted)

Cancel OK

Releasing the transaction redirects the user to the Transmission Items page where the transaction may be automatically or manually transmitted to the central site, based on the rights assigned to the user.

- If not automatically transmitted, select the transaction(s) to be transmitted manually.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance	Action
☐ Payment	Released	Stub and Check	\$ 700.00	03/31/2023	N/A	N/A	Demo Location 1	2100439	Yes	View Images View Report
☒ Payment	Released	Stub and Check	\$ 5000.00	03/31/2023	N/A	N/A	Demo Location 2	2100440	Yes	View Images View Report
☐ Payment	Acknowledged	Stub and Check	\$ 1000.00	03/31/2023	04/03/2023	03/31/2023 2:26 PM	Demo Location 1	2100434	Yes	View Images View Report

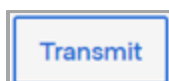
1 - 3 of 3 | View: 10 ▾ 1

[Daily Deposit Limits](#) [Delete](#) [Transmit](#)

NOTES:

- Multiple payments can be selected to transmit.
- Payments can be unselected by clicking on the checkbox for the transaction a second time.

- Click **Transmit**.



12. Review the Transmit Status information if necessary.

13. Click **Close**.

Transmit Status

Status	Process Date	Amount	Location	ID	Reason
Successful	03/31/2023	\$ 5000.00	Demo Location 2	32287	

Close

14. View the Acknowledgement information for final confirmation and posting information.

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance	Action
☐ Payment	Released	Stub and Check	\$ 700.00	03/31/2023	N/A	N/A	Demo Location 1	2100439	Yes	View Images View Report
☐ Payment	Acknowledged	Stub and Check	\$ 5000.00	03/31/2023	04/03/2023	03/31/2023 2:27 PM	Demo Location 2	2100440	Yes	View Images View Report
☐ Payment	Acknowledged	Stub and Check	\$ 1000.00	03/31/2023	04/03/2023	03/31/2023 2:26 PM	Demo Location 1	2100434	Yes	View Images View Report

1 - 3 of 3 | View:

15. Click View Images or View Report to view, save, or print images and/or reports from the Transmission Item page.

Transmission Items

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	BatchID	In Balance	Action
☐ Payment	Released	Stub and Check	\$ 700.00	03/31/2023	N/A	N/A	Demo Location 1	2100439	Yes	View Images View Report
☐ Payment	Acknowledged	Stub and Check	\$ 5000.00	03/31/2023	04/03/2023	03/31/2023 2:27 PM	Demo Location 2	2100440	Yes	View Images View Report
☐ Payment	Acknowledged	Stub and Check	\$ 1000.00	03/31/2023	04/03/2023	03/31/2023 2:26 PM	Demo Location 1	2100434	Yes	View Images View Report

1 - 3 of 3 | View:

Create and Utilize MICR Database

Checks-only transactions may require the stub account or other information to be keyed or a lookup may be required to find the account number. The MICR database cross-references account number and ABA of the check used to make the payment. The database also stores the number of times the stub account was paid by the same check (same RT and check account number).

When a check is captured, the RT and Account are used to pull a list of any custom data fields previously keyed that are set up to utilize MICR lookups for a configured period of time. Those values are displayed in a dropdown list in the keying screen where the user can key in a new value for the custom field or select one from the populated list.

When capturing payments in checks-only mode utilizing ghost stubs, MICR lookups will also be present on the ghost stub. In any other payment mode, MICR lookups will only be present on the check items.

NOTE: Money order RTs are excluded from MICR lookups.

A dropdown arrow appears in the custom field that contains data in the MICR database.

Status	No	Type	AuxOnUs	Transit/Routing	Inter	Account	Process Control	Amount	Customer Account
☐	✓	-	BatchHeaderDTB3					\$ 0.00	
☒	✗	-1	CheckBTB3	459921	275911115	15300908		\$ 200.00	Select a value ^
☐	✗	-2	CheckBTB3		091000022	400500600700	1088	\$ 100.00	9505 - 04/25/2023 - 1

1. Select the dropdown arrow to display the MICR lookup data.
2. Double-click the corresponding custom data or type new data if no MICR returns are applicable for the item.

NOTE: To Delete the Custom Data that has been previously entered, click the **blue X**.

Defer Batch

During the scanning process, at any point before the batch is released, it may be deferred and completed later. This feature is helpful if a user is interrupted or needs to step away before completing a payment. Deferring a batch allows the user to save what has been captured so far, and then come back to finish it later.

When returning to complete the deferred transactions, additional items can be added to the batch and the work can be keyed or released.

The batch is automatically deferred if the application times out or is closed.

1. From the Capture Payment page, click **Close Transaction**.

Capture Payment (Stub and Check - Demo Location 1)

Payment is balanced and ready to be closed.

Amount: \$700.00
Account #: 1234590
Account Desc: 1234590
Description: Stub and Check
Credit Date: 20230425
User: bsmith
Location: Demo Location 1
Check Count: 2

Batch Header

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☒	-	SP_BatchHeader		9999-8888		600	\$ 700.00	
☐	1	SP_Stub	75054682213265190324200200000220655				\$ 700.00	7505468221326519
☐	2	SP_Check		091000022	400500600700	1086	\$ 500.00	
☐	3	SP_Check	459921	275911115	15300908		\$ 200.00	

Amount Difference

Payment Amount	\$ 700.00
Checks	\$ 700.00
Difference	\$ 0.00

Scanner Settings Audit Trail Status Message **Close Transaction**

2. Select **Defer** from the Close Batch window.
3. Click **OK**.

Close Batch

Choose an option below

☒ Defer (Batch will be held as an "Existing Payment")

☐ Release (Select transaction(s) to be transmitted to central site)

☐ Delete (Entire Batch will be deleted)

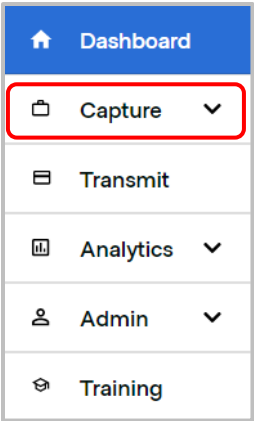
Cancel **OK**

The transaction will now be listed on the Create Payment page in the **Existing Payments** table.

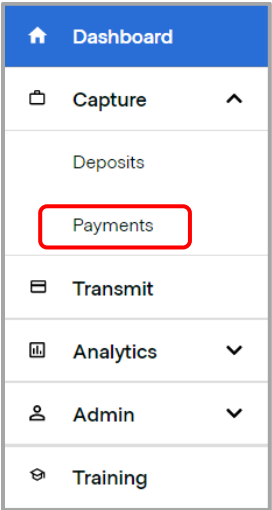
Existing Payments					
Date	Batch ID	Work Description	Payment Amount	In Balance	Actions
01/30/2023	50006	Invoice & Check	\$ 1,200.00	No	>
01/30/2023	50007	Check & Stub	\$ 500.00	Yes	>
01/30/2023	50008	Check & Stub	\$ 200.00	Yes	>
1 - 3 of 3 View: 10					1

Complete, Close and Release a Deferred Batch

- 1. Click **Capture** or click the Capture icon.



- 2. Click **Payments**.



3. Select the **Location**.

Create Payment

Location *

Select a location

Search location

Demo Location 1

Demo Location 2

Amount

\$ 0.00

Processing Date *

01/31/2023

Enter date in MM/DD/YYYY format.

Create Payment

4. Click the arrow in the **Action** column of the batch to be edited from the Existing Payments table.

Existing Payments

Date	Batch ID	Work Description	Payment Amount	In Balance	Actions
01/30/2023	50006	Invoice & Check	\$ 1,200.00	No	>
01/30/2023	50007	Check & Stub	\$ 500.00	Yes	>
01/30/2023	50008	Check & Stub	\$ 200.00	Yes	>

1 - 3 of 3 | View: 10 1

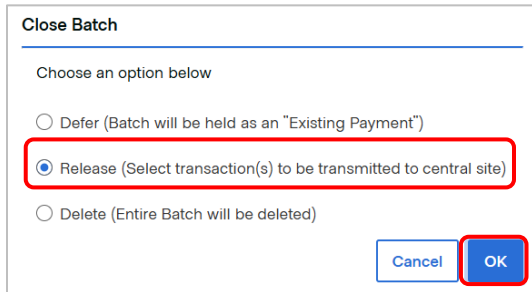
The Capture Payment page displays.

NOTE: There cannot be any items that need attention by the user and the batch must be in balance.

5. Click **Close Transaction**.

Close Transaction

6. Click **Release**.
7. Click **OK**.

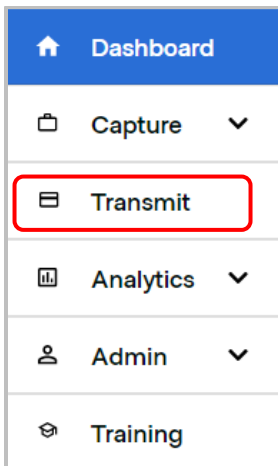


A dialog box titled "Close Batch" with a blue header bar. Below the header, it says "Choose an option below". There are three radio button options: "Defer (Batch will be held as an 'Existing Payment')", "Release (Select transaction(s) to be transmitted to central site)", and "Delete (Entire Batch will be deleted)". The "Release" option is selected and highlighted with a red rectangular box. At the bottom right, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted by a red rectangular box.

NOTE: If the application is set to auto transmit transactions, the Transmission Items page will automatically display with a status of Acknowledged. If auto transmit is not used, continue with Transmit Transaction.

Transmit Batch

1. Click **Transmit** or click the Transmit icon.



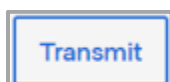
REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

2. Select a transaction to transmit from the Transmission Items table. Multiple transactions can be transmitted at one time by clicking on each of the checkboxes to select. To unselect a transaction, click on the checkbox for the transaction a second time.

Transmission Items											
Search		Filter									
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action	
☐	Payment	Released	Check & Stub	\$ 500.00	01/30/2023	N/A	N/A	Demo Location 1	50007	Yes	View Images View Report
☒	Payment	Released	Stub & Check	\$ 200.00	01/30/2023	N/A	N/A	Demo Location 1	50022	Yes	View Images View Report
☐	Payment	Acknowledged	Stub & Check	\$ 125.00	01/30/2023	01/31/2023	01/31/2023 8:21 AM	Demo Location 1	50023	Yes	View Images View Report
1 - 3 of 3 View:										10	1
Daily Deposit Limits Delete Transmit											

3. Click **Transmit**.



The Transaction is transmitted and acknowledged by the central site.

4. Review the Transmit Status information if necessary.
5. Click **Close**.

Transmit Status

Status	Process Date	Amount	Location	ID	Reason
Successful	01/30/2023	\$ 200.00	Demo Location 1	34111	

Close

The Status of the transaction will change to “Acknowledged” and the Posting Date and Acknowledged Date will now appear on the Transmission Items table.

Transmission Items											
Search		Filter									
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action	
☐	Payment	Released	Check & Stub	\$ 500.00	01/30/2023	N/A	N/A	Demo Location 1	50007	Yes	View Images View Report
☐	Payment	Acknowledged	Stub & Check	\$ 200.00	01/30/2023	01/31/2023	01/31/2023 8:24 AM	Demo Location 1	50022	Yes	View Images View Report
☐	Payment	Acknowledged	Stub & Check	\$ 125.00	01/30/2023	01/31/2023	01/31/2023 8:21 AM	Demo Location 1	50023	Yes	View Images View Report
1 - 3 of 3 View:										10	1
Daily Deposit Limits Delete Transmit											

Processing Date—Date the batch header was created, credit date on the Batch Header.

Posting Date—Based on posting calendar; items after final cutoff time will have a posting date of the next business day.

Acknowledged Date—Date/Time batch was transmitted by Merchant.

NOTE: If a transaction is transmitted and acknowledged after the cutoff time, it will be posted on the next available posting date.

To view the detail report or images report for the current transmission, the work must be transmitted and acknowledged by the Central Site.

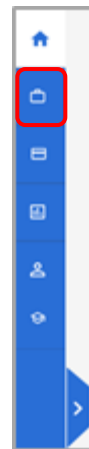
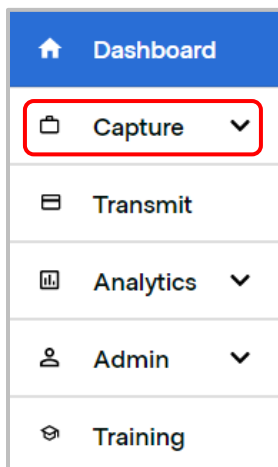
Delete

During the capture process, items may be deleted from a transaction because of poor quality images, duplicates, or to remove other unacceptable items.

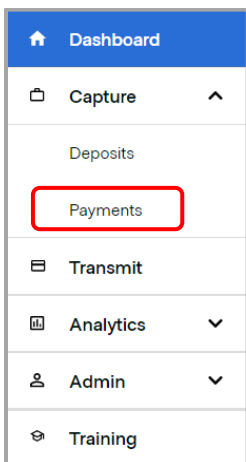
An entire batch and all data associated with the batch may also be deleted from the system. However, if a batch should be deleted but has already been transmitted, it needs to be deleted at the central site.

Delete Entire Batch from Capture Payment Page

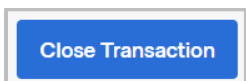
1. Click **Capture** or click the Capture icon.



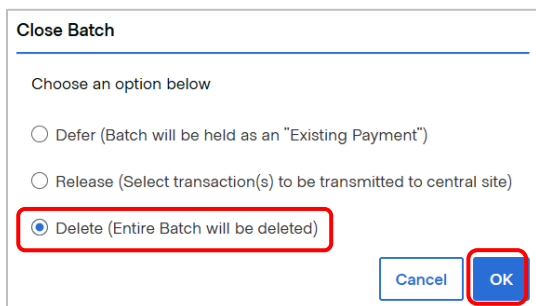
2. Click **Payments**.



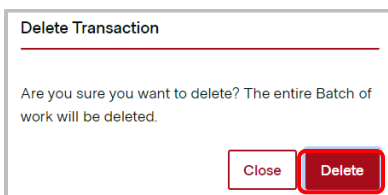
3. Click **Close Transaction** on the Capture Payment page.



4. Select **Delete** from the Close Transaction window.
5. Click **OK**.



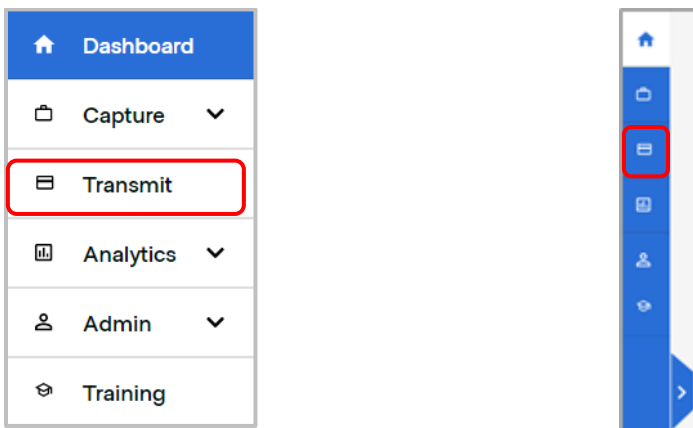
6. Click **Delete** to confirm.



NOTE: Once a transaction has been released from Capture, it may be deleted from the Transmission Items page if not automatically transmitted.

Delete Entire Batch from Transmission Items Page

1. Click **Transmit** or click the Transmit icon.



2. Select a transaction to delete from the Transmission Items table.

NOTES:

- » Multiple transactions can be deleted at one time by checking the boxes on all of the transactions to select.
- » To unselect a transaction, click on the checkbox for the transaction a second time.

Transmission Items

Filter

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	Action
☒ Payment	Released	Check & Stub	\$ 500.00	01/30/2023	N/A	N/A	Demo Location 1	50007	Yes	View Images View Report
☐ Payment	Acknowledged	Stub & Check	\$ 200.00	01/30/2023	01/31/2023	01/31/2023 8:24 AM	Demo Location 1	50022	Yes	View Images View Report
☐ Payment	Acknowledged	Stub & Check	\$ 125.00	01/30/2023	01/31/2023	01/31/2023 8:21 AM	Demo Location 1	50023	Yes	View Images View Report

1 - 3 of 3 | View:

10

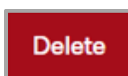
1

Daily Deposit Limits

Delete

Transmit

3. Click **Delete**.



4. Click **Delete** to delete the batch or **Cancel** to return to the Transmission Items page.

Delete Confirmation

Warning! You are about to delete the selected transaction(s). The data associated with these will be lost. Are you sure you wish to proceed?

NOTES:

- » The Transaction is deleted and will not show in the Transmission Items table.
- » A transaction can only be deleted if it has not yet been transmitted to the central site.

Suspend/Suspense

Suspend gives the ability to suspend the processing of a transaction without having to defer the entire batch that includes the transaction (if configured). The end user then has the ability to process the suspended items at a later time or from another site that did not capture the items, allowing additional research to be done. The original batch can be sent to the central site in a timely manner.

When a suspended transaction is released, the system creates a virtual batch header to total the amount of the released items. Before releasing an item, the operator has the ability to modify existing MICR/data fields.

1. From the Capture Payment page, select the transaction to suspend.
2. Click **Suspend**.

Capture Payment (Stub and Check - Demo Location 1)

Images

Item Details

Scan

Rescan

Free Track

Suspend

Repeat

More

Account Number: 7505468221326519

Amount Due: \$220.00

Minimum Amount Due: \$20.00

Total Enclosed: \$700.00

Credit Card Payment: ☐

Card Number:

Exp. Date (MMYY):

Address change on back: ☐

Boo Weighman

1372 W 127

Filling, MN 55654

750546822132651903242002000200000220655

Print

Refresh

Close

Search

Find

Payment is balanced and ready to be closed.

Amount Difference

Payment Amount	\$ 625.00
Checks	\$ 625.00
Difference	\$ 0.00

Status	No	Type	ScanLine	Amount	Customer Account
☐	✓	—	SP_BatchHeader	9999-8888 600	\$ 625.00
☒	✓	1	SP_Stub	750546822132651903242002000200000220655	\$ 500.00 7505468221326519
☐	✓	2	SP_Check	091000022 400500600700 1086	\$ 500.00
☐	✓	1	SP_Stub	750521367985521703262002000200000999003	\$ 125.00 7505213679855217
☐	✓	2	SP_Check	091000022 400500600700 1087	\$ 125.00

Scanner Settings

Audit Trail

Status Message

Close Transaction

REMOTE DEPOSIT CAPTURE

CAPTURE PAYMENTS USER GUIDE

NOTE: The first time a transaction in a payment is suspended, the system asks the user to confirm the action. This message can be marked to not show again for that capture session, until the user logs out of the application.

Suspending Transaction

This transaction(2 items) will be suspended. Are you sure want to continue?

☐ Do not ask for the remainder of the capture session.

Cancel

Confirm

3. Click **Confirm**.

The item(s) are removed from the batch and the batch header is adjusted.

Capture Payment (Stub and Check - Demo Location 1)

Images

Item Details

Scan

Rescan

Free Track

Suspend

Repeat

More

Amount: \$125.00

Account #: 1234590

Account Desc: 1234590

Description: Stub and Check

Credit Date: 20230425

User: bsmith

Location: Demo Location 1

Check Count: 3

Batch Header

Payment is balanced and ready to be closed.

Amount Difference

Payment Amount\$ 125.00

Checks\$ 125.00

Difference\$ 0.00

Status	No	Type	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Customer Account
☒		SP_BatchHeader		9999-8888		600	\$ 125.00	
☐	1	SP_Stub	750521367985521703262002000200000999003				\$ 125.00	7505213679855217
☐	2	SP_Check		091000022	400500600700	1087	\$ 125.00	

Scanner Settings

Audit Trail

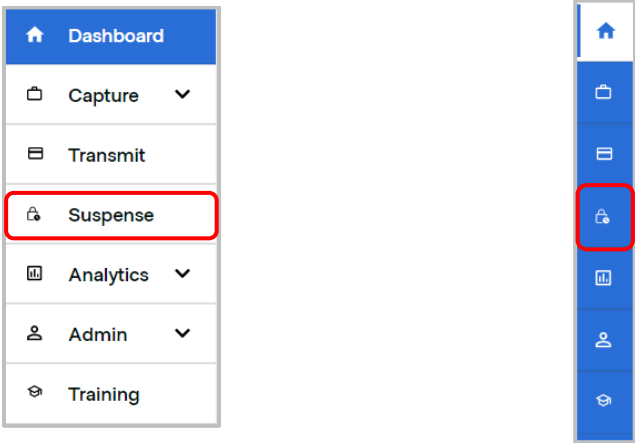
Status Message

Close Transaction

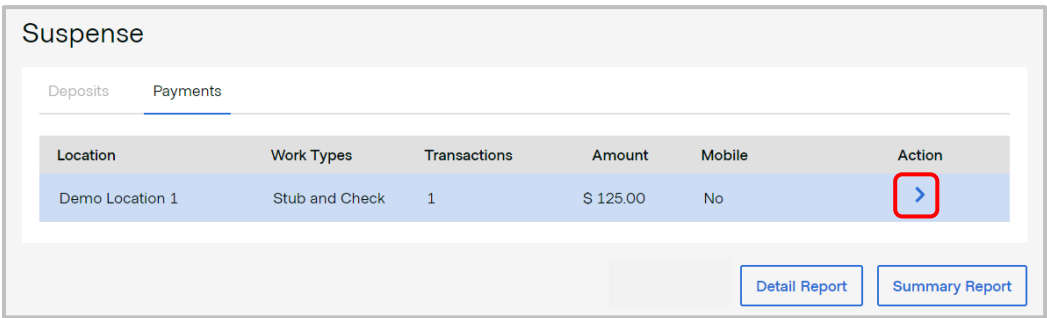
4. Once all the work is balanced and repaired, release the items for transmission.

Release a Suspended Transaction

1. Click **Suspense** or click the Suspense icon.



2. Click the arrow in the Action column of the batch to be edited from the Suspense table.



The Suspended Payment page opens and scan/rescan cannot be selected. The date the items were suspended displays.

NOTE: Select the transaction to make any MICR changes that are needed.

3. Select the transaction(s) to mark it as ready for release.

Suspended Payments (Stub and Check - Demo Location 1)

Images

Item Details

Repeat

Staple

Stop/Last

Account Number: 7505213679855217

Amount Due: \$125.00

Minimum Amount Due: \$25.00

Total Enclosed: \$125.00

STX InstantCash Drive

Machines, 9515183

Credit Card Payment:

Card Number:

Exp. Date (MM/YY):

Address change on back:

750521367985521703262002000200000999003

Amount

Checks

\$125.00

\$125.00

Status	Suspended	No	Type	ScanLine	Amount	Customer Account
☒	☒	03/31/2023	1	SP_Stub	750521367985521703262002000200000999003	\$125.00 7505213679855217
☒	☒	03/31/2023	2	SP_Check	091000022 400500600700 1087	\$125.00
☐	☐	04/05/2023	1	SP_Stub	750548822132651903242002000200000220655	\$500.00 7505488221326519
☐	☐	04/05/2023	2	SP_Check	091000022 400500600700 1086	\$500.00
☐	☐	04/05/2023	1	SP_Stub	750548822132651903242002000200000220655	\$700.00 7505488221326519
☐	☐	04/05/2023	2	SP_Check	091000022 400500600700 1086	\$500.00
☐	☐	04/25/2023	1	SP_Stub	750548822132651903242002000200000220655	\$500.00 7505488221326519
☐	☐	04/25/2023	2	SP_Check	091000022 400500600700 1086	\$500.00

Audit Trail

Status Message

Close Transaction

NOTE: To delete a transaction from this screen, select the transaction and click the trash icon.

4. Click **Close Transaction**.

Close Transaction

5. Select **Release**.

6. Click **OK**.

Close Suspense Bucket

Choose an option below

☐ Defer (Suspense bucket will be closed)

☒ Release (Checked item will be transmitted to central site)

Cancel

OK

The system automatically generates a batch header for the released transaction(s).

7. If not automatically transmitted, select the transaction(s) to be transmitted manually.

© 2025 Deluxe Corporation. All rights reserved.

44

Revised 2.14.2025

Appendix

Scanner Settings Capture Options Definitions

The following default scanner settings may be modified to meet specific capture needs.

- » **Spray tracer on rear of document**--If the scanner is manufactured to spray a tracer and equipped with an inkjet cartridge, a tracer identification number may be sprayed on the back of the items as they are captured. This allows the user to quickly see which items have been captured by viewing the back of the physical items.
- » **Stamp front of document**-- If the scanner is manufactured to frank and equipped with a franker, the items may also have the front stamped with a phrase such as "Electronically Deposited."
- » **Start scanner automatically**--The system may be configured to automatically begin scanning once the Create Deposit/Payment button is clicked. If this option is turned off, the user must manually click Scan to prompt the scanner to begin scanning items.
- » **Allow continuous hopper feed**--The system may be configured to remain in scanning mode until the user clicks Stop Scanning which takes the scanner out of scanning mode. This setting is usually turned on for single feed scanners.
- » **Use double feed detection**--The system may be set to detect double feeds. When items are being scanned into the system, the scanner checks the thickness of the checks for double feeds (possible piggyback items).
- » **Image Options**--Image brightness can be adjusted in the scanner settings screen for both the front and rear of images if Auto Clean mode is turned off.

Double Feed Detection

When scanning work into the application, the system is checking for double feed items. Double feed items are multiple items that may be pulled into the scanner at the same time causing the second item not to be imaged. When this occurs, the system displays an error message stating that a double feed has been detected. Depending on the scanner this message will either display during the double feed or after the work has finished scanning. The user has the option to either Accept the item, if the check is thick and it is not a double feed or Reject the item. If the user accepts the item the system continues scanning the rest of the payment. If the user rejects the item, the item and all items scanned after the double feed item need to be placed back into the scanner and scanning must be selected to continue scanning.