

Cash Management Remote Deposit Guide

Cash Management Remote Deposit Guide Table of Contents

Remote Deposit Overview	2
Responsibilities Associated with Remote Deposit	
Check Retention, Storage & Destruction	
Request for Original Check	
Endorsing Checks	
Remote Deposit Installation	
Scanner Driver Download Instructions	4
Using Remote Deposit	5
Deposit Preparation	5
Checks Eligible for Remote Deposit	
Checks Ineligible for Remote Deposit	
Preparing to Scan	
Creating Deposits	
Delete or Submit a Saved Deposit 1	1
Viewing Deposits 1	2
Fixing Errors 1	
Error in MICR Fields	
Poor Image Quality	
Duplicate Checks	
Submit Deposit	
Deposit Status1	
All Deposits1	
Pending Deposits 1	
Reports 1	9
Deposit/Batch Reporting1	9
Search Tool	<u>2</u> 4
Item Reporting	25
Contingency Procedures	27
Support2	27

Remote Deposit Overview

Remote Deposit provides businesses the ability to deposit checks in to their Greenfield Savings Bank accounts right from the office – no trip to the bank needed! It's convenient, saves time, and gives businesses next business day access to their deposited checks.

Remote Deposit images your incoming checks with a special scanning device and then electronically submits those images to Greenfield Savings Bank for deposit into your account. Remote Deposits submitted before 6:00PM EST are considered processed the same day, while deposits submitted after 6:00PM will be processed on the next business day. Once your checks have been scanned and submitted, they will be collected from the originating bank just as if they were deposited at a GSB office.

Remote Deposit scanners work by "reading" the information that is printed on the bottom of checks in special magnetic ink, which is commonly called Magnetic Ink Character Recognition, or MICR. The MICR line on the bottom of a check includes the Routing Number, the Account Number, and the Check Number.

MICR is not able to read the amount of a check, since that is either hand-written or printed in non-magnetic ink. To read this information, the scanner uses CAR/LAR (Character Amount Recognition / Legal Amount Recognition) to determine the check amount. The Character Amount Recognition seeks to verify the numeric amount of the check, while the Legal Amount Recognition verifies the amount that is written in words. If these two amounts appear to coincide, the scanner will enter the check amount automatically. If the two amounts appear different, or if the scanner cannot read the typed or handwritten amount, you will be able to enter it yourself.





Responsibilities Associated with Remote Deposit

When using Remote Deposit, your business will be responsible for the proper storage, safekeeping, and destruction of the checks. You may also be asked to provide the original scanned check to Greenfield Savings Bank, if a research request is made.

Check Retention, Storage & Destruction

The checks you receive and deposit remotely must be stored for a 90-day period before being destroyed. Stored checks must be kept in a safe location, under lock and key, and access to your scanned checks should be limited to employees who need access to the checks to perform their job functions.

We recommend that stored checks be filed by deposit date for easy retrieval and simple recordkeeping.

Once 90 days have passed since the check was submitted for deposit, your company should destroy the original check by shredding it through a cross-cut or diamond-cut shredder. This will prevent identity theft and safeguard the financial data that was listed on the checks.

Request for Original Check

From time to time, Greenfield Savings Bank may receive a request from a customer or financial institution that requires the Bank to view the original check in order to resolve a question that arises in the check clearing process. If this happens, your company has an obligation to provide the original check as expeditiously as possible.

Endorsing Checks

Deposited checks will be virtually endorsed and no stamp is required by the customer.

Remote Deposit Installation

Businesses that are using the Remote Deposit feature of Business Online will use the following instructions to prepare for Remote Deposit. Because every computer system is different, we recommend that you have your company's IT Department or vendor walk you through the process.

Scanner Driver Download Instructions

- 1. Log in to Business Online and go to Checks & Deposits.
- 2. Once there click on Deposit Checks.

				Welcome, Harry Dresden Last log in: Feb 14, 2020	Contact Us	Alerts	Mail	Chat	Profile	Log Out
	reen vings	f ield Bank								
Home Acc	ounts	Payments & Transfers	Checks & Deposits	Administration		_			_	
Checks & D	eposit	S								
Stop Payments	Deposit	Checks								
Create A Stop	Payme	nt								
		were presented for	r payment prior to the stop b	enter the information you subm eing placed. Stop payment rec be charged to your account up	quests received a	after 7:00	PM (Eas	stern) will	be proces	sed
Account *		Vacation Account	*****2257	T						
Create A Stop Pa	yment *	For One Check								
Check Number *										

3. You will now be on the create deposit page. Under Help click on Download Page.

Home		Help - Logout
Home Create Deposit Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue. Create Deposit Messages	Workstation Status Browser Version: Chrome 80	Help - Logout About Set Logging Level Download Page Workstation Status Ranger Remote
	Do not show page at logon.	

4. You will then Install the required driver for your scanner. This is usually the SmartSource PVA and Elite driver (located on page 2). If you have a different type of scanner like Panini or a MAC select the correct option from the list.

(Download Page		
Create Deposit			Rows per page: 10 🗸
Start a new deposit by clicking the Create Deposit outton below, enter specifics on your deposit, then lick Continue.	Category: Scanner Drive	r v	
act continue.	Component	Description	
Create Deposit	MagTek Excella	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	Panini	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	RDM EC7000	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	SmartSource Edge	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	SmartSource Micro Elite SE	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	SmartSource Micro EX	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
	SmartSource PVA and Elite	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	Install Now
		Displaving 11 - 17 of 17	4 Page 2 of 2 > >

- 5. Once the driver is installed it is recommended that you close your web browser completely if it did not have you do this during the install.
- 6. Once you log back in you should be all set to scan checks. If you still see a Not Ready To Scan error message the driver may not have installed properly.

Using Remote Deposit

Deposit Preparation

As you prepare your deposits, please keep the following guidelines in mind:

Checks Eligible for Remote Deposit

Any check, Money Order, or Travelers Check may be remotely scanned, provided that the check is drawn on a bank within the United States and payable in U.S. dollars. Checks drawn on the U.S. branch of a foreign bank are eligible if the check is written in U.S. dollars. To tell if a check you've received is eligible, look at the routing (transit) number at the bottom of the check. The routing number will be 9 digits in length and is always found between the "smiley face" \mathbf{I} symbols on the check. The example below shows the routing number circled.

11234567891 12 34567890# #12345

If the routing number has 9 digits and the check is written in U.S. dollars, it can be accepted via Remote Deposit.

Checks Ineligible for Remote Deposit

While most checks can be deposited, there are a few that cannot. These include:

- Third-party checks (i.e. a check that was made payable to someone else and then signed over to your business)
- Checks drawn on a foreign bank
- Checks denominated in a foreign currency
- Checks that have a Routing Number that includes dashes or other non-numerical figures. These types of Routing Numbers are not used in U.S. banks.

If you receive a check that is ineligible for Remote Deposit, you may deposit that check at any GSB office.

Preparing to Scan

Before scanning your checks, be sure to do the following:

- 1. Add all of the checks and make note of the total amount. This amount will be requested during the creation of your deposit.
- 2. Count the number of checks you will be depositing. This information will also be requested during the process of creating your deposit.
- 3. Prepare the checks themselves by
 - a. Removing all rubber bands, staples, paper clips, etc.
 - b. Turning all checks to face in the same direction
 - c. Smooth any large creases or "dog ears" from the checks
 - d. Jog the checks by tapping the side and bottom leading edges on a table top until the checks sit uniformly.

NN TO THE GROEN OF \$ Side COLLARS @ MATTER NOR (1234567894: 123456* 101	LINDA E. FRANKLIN NEAL B. FRANKLIN 1204 MART FRANKLIN 1204 MART FRANKLIN 1204 MART FRANKLIN 1204 MART FRANKLIN 1204 MART FRANKLIN		DATE		101	1
Contrast of Maximum Leading Edge	THE CREAR OF			5		/Side
				DOLLAR	000	
	ENANCIAL REPORTS					\bigvee
	the state of the s	1221.00	101			
	No. of the second se	******				

4. Your checks are now ready for deposit. Follow the **Creating Deposits** instructions before placing your checks in the scanner.

Creating Deposits

1. Once logged into business Online, select Checks & Deposits.

		e, Jared Cyhowski .ast log in: Jan 11, 2024	Contact Us	Locations	Alerts	Mail	Chat	Profile	Log Ou
Greenfield Savings Bank									
Home Accounts Paymen	ts & Transfers Checks & Deposit	ts Administ	ration						
Greenfield Savings Bank Offices and Te day.	Iler Connect Services will be closed on Monda	ay, January 15th in O	bservance of M	artin Luther Ki	ng Jr. Day	ı. This is	a non-A	CH proces	sing
Alerts				Pay Or Tr	ansfei	r			
A Stay Alert	nline security. Choose when and what alerts yo			Internal				s	how 🗸
message.	nine security. Choose when and what alerts yo	bu get by email of tes	u	АСН				s	how 😽
Enroll				ACH impo	rt			s	how 🗸
				Wire				s	how 🗸
Accounts		C Edit Accounts	🔒 Print	Wire impo	rt			s	how 🗸
CD	Current Balance \$20.63	Recent •		Bill pay				S	how 🗸
	Show All Accounts 🗸			Quick La	unch				
Positive Pay				User Guide	es				
Positive Pay Account Client ID	Current Day Exceptions								

2. Next Click Deposit checks. A new window will load.

			Welcor	ne, Melanie Johnson Last log in: Feb 14, 2019	Contact Us	Alerts	Profile	Log Out
Greenfield Savings Bank								
Home Accounts Payments	s & Transfers Checks	s & Deposits	Administration	I				
Checks & Deposits								
Stop Payments Deposit Checks								
Create A Stop Payment								
	Requesting a stop payment wil were presented for payment pr the next business day. A stop p information.	prior to the stop being	placed. Stop paym	ent requests received a	fter 7:00 PM (Ea	stern) will	be proces	sed
Account *	Checking 5507 ****5507			•				
Create A Stop Payment *	For One Check							

- 3. You will hear the motor in the scanner turn on.
- 4. The Remote Deposit home screen will be displayed. To ensure connectivity with the scanner, verify that the Silver Bullet screen is displayed after login.



Definitions

Create Deposit	Click to begin the scanning process.
View Deposits	Click to view deposits.
View Items	Click to view items.
Reports	Allows the user to view additional reports.
Home	Displays the Remote Deposit Home Screen.
User Audit	Displays recent user activity.
Customer	Displays customer profile information.
Help	Displays the Remote Deposit Help window.
Logout	Click to log out of Remote Deposit.

5. Click Create Deposit.

Home		User Audit Customer Help Logou
(66)	View Deposits View Items Reports	
Create Deposit	C Pending Deposits @ All Deposits	Rows per page. 10 w
Start a new deposit by clicking the Create Deposit button below,	Search	
enter specifica en joor deposit, then cick Continue Create Deposit Training	Orepost D Account # Account Name Processing Date Status	Depent Totar (1) Actions
News/Promotions		
News Promotions •	The descents to dealay	j4 4 Page Tort > >j
	un outroura in option.	Submit Remove

6. The Create Deposit screen will be displayed, enter the required information and click **continue**.

Create Deposit	X
Deposit Name* : Deposit Amount* :	* Required Fields
Select Account:	Test Checking #2 - ******5523
	Continue Cancel

Definitions

Deposit Name	Enter a name for the deposit. You may enter an asterisk [*] if you wish to not name your deposit.
Deposit Amount	Enter the amount of the total deposit. Zeroes automatically populate as cents. If a user enters an amount of 5000, this populates as 50.00.
Select Account	Select the account for which this deposit is being created if there are more than one account to choose from.
Store Number	Enter the store number or Location ID for the deposit. This is not a required field. This number will be displayed in the auxonus field on the MICR line of the credit for reporting purposes.

7. Click **Scan** to begin scanning checks.

Note: Ensure the Detect Double-Feed checkbox is selected. If unchecked, the scanning process will be more susceptible to piggybacks.

							User Audit Customer Help
		61	Item 8 +	Check #	Error	Amount Actio	ana
DepositiD:	5384						
DepositName	Morning Deposit						
Account No.:	*****6790						
Account Name	Corporate Account						
More Details							
Export As =	Delete Depo	sit					
Training		*					
Messages							
		No of Serie D	Errar 0	Deposit Tata: \$245.00	Orflerence \$0	Checks Tatal \$0	
News/Promo	tions	Y	21107.2	1000 1000 20-0 VV	CONTRACT OF THE OWNER	Control of the particular	
		Scan	P Defect Dou	cle-Feed	Please Fix Errors then Submit	Fir Errors Save Deposit	
		_					

As the checks are scanning, the information will be displayed on the page.

If there are no errors when the scanning is complete, the Submit Deposit button will be available on the bottom of the page. If there are errors to be fixed, see the "Fixing Errors" section of this guide.

									User Audit Customer Help Log
		44		item # +	Check #	Error	Amount	Actions	
Deposit ID:	5384		3	9000252102	5193		15.00	×	
Deposit Name:	Morning Deposit		3	9000252103	5194		220.00	×	
Account No.:	·····6790			9000252104	5190		10.00	×	
Account Name:	Corporate Account								
More Details									
Export As	Delete Dep	0/51							
Training		٣							
Messages									
			No of Jens 3	Error 30	Deposit Total \$245.00	Ofference \$0.00	Checka Total: \$245.00		
News/Promo	tions	Ŧ	THE OF BRIDE A	LINK A	Public con Mar on	CONTRACT DATA	C18019 1000 1040 VV		5
			Scan	P Detect Dou	Na-Faarl	Phease Fix Emora then Submit	Submit Deposit Save	Deposit	
			-	P. Land Pro		a ren avantin.			

8. Click the **Submit Deposit** button. A Submit Deposit dialog box will be displayed to enter and save information about the particular deposit. Enter information in the **Add Memo** field (optional). Click the **Submit Deposit** button.

Submit Deposit)
Transaction is Balanced	
Add Memo (Optional)	
256/256	Submit Deposit

Note: Clicking Save Deposit will save the deposit in pending to be submitted later on.

Delete or Submit a Saved Deposit

Deposits saved, but not submitted, can be deleted if you don't want to process the deposit (or you can submit the saved deposit).

1. From the Remote Deposit Home page in the **View Deposits** tab, view **Pending Deposits**.

			11								
	View Deposits	View Items	Reports								
te Deposit	Pending Deposits	 All Deposits 					Rows per page:	10	~		
a new deposit by clicking the e Deposit button below, enter	Search										
lics on your deposit, then click hue.	Deposit ID *	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions			
create Deposit	68127773	*****5507	Payroll 5507	28	2016-02-18	READY FOR A	8.75	E 13	Г		

2. Click the **View Deposits** icon under **Actions** to the far right of the screen.

The deposit detail page displays:

	6	66	ltem # 🔺	Check #	Error	Amount	Actions
Deposit ID:	68127773		0886963943	1057		3.50	面
Deposit Name:	test		0886963944	1051		2.25	Ŵ
Account #:	5507		0886963945	1054		3.00	Ŵ
ccount Name	Payroll 5507						
Nore Details							
Export As	Delete Deposi						
(J					
lessages		A.					
		-					
		No of	Items 3 Error:0	Deposit Total \$8.75	Difference: \$0.00	Checks Total: \$8.75	
		No of	Items 3 Error:0	Deposit Total \$8.75	Difference: \$0.00	Checks Total: \$8.75	
		No of	Items 3 Error:0	Deposit Total \$8.75	Difference: \$0.00	Checks Total: \$8.75	

3. Choose either **Delete Deposit** or **Submit Deposit**.

Viewing Deposits

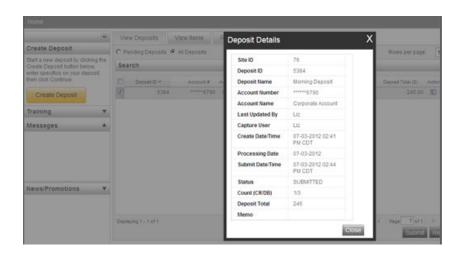
The deposit information, including Deposit Total and Status, is displayed on the Deposit Status page.

To view the deposit details:

1. Click the deposit detail icon \equiv under the Actions column

Home	U	Iser Audit Customer Heip Logout
	View Deposits View Items Reports	
Create Deposit	C Pending Deposits @ All Deposits Rows per page: 10 w	
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit.	Search	
then click Continue.	Deposit D + Account # Account Name Processing Date Datus Deposit Total (\$) Actions	
Create Deposit	5384 *****5710 Corporate Acco. 2012-7-03 SUBMITTED 245.00 🗈 🤂	
Training ¥		
Messages A		
News/Promotions V		
	Deploying 1 - 1 of 1 2 - 2 -	

The Deposit Details dialog box is displayed with the deposit details. Click the **Close** button to return to the Deposit Status page.



Fixing Errors

Corrections can be made once scanning is complete. Exceptions occur when data is missing or was entered incorrectly. If there are errors with the deposit, the Submit Deposit button is not available. Errors are required to be fixed prior to submitting the deposit.

Error in MICR Fields

An icon in the Error column indicates which item needs corrections. The status bar on the bottom of the screen also indicates the number of errors in the deposit.

1. Click the **Fix Errors** button.

										Help Logou
		•		ben # +	Check #	tror	Amount	Actions		
Deposit ID:	5384			9000252102	5193			×		
Deposit Name:	Morning Deposit			9000252103	5194		220.00	×		
Account No.:	6790			9000252104	5100		10.00	×		
Account Name										
Nore Details	Account									
Export As +	Desire in Des	0011								
	Determination									
Training										
Messages										
			No of Arms 3	Error:1	Deposit Tittar \$245.00	Difference: \$15.00	Checks Tatlat \$230.00			
News Promo	tions	٠		-				-		
			Scan	P Detect Do	uble-Feed	Please Fix Erro then Submit	Fix Errors Save Depo	98 E		

The first item requiring correction will be displayed. The reason for the error is displayed at the top of the page in the error status bar and the number of errors associated with that item is displayed at the bottom of the page in the status bar.

		User Audit Customer Help Logo
Coposition 5354 Depositions Moning Deposit Deposit Copositions Moning Coposition Recount Name Coposition	F1F+cer CO1/00 DOLLARS BERT Date: TISERV. Intrans Date: Description: Description:	
News/Promotions V	weer 4:00 Shift Thomkon Jellevon- v:E. Sa 238004.v: D08 504 758 * 5143 Jellevon- Serial Transit Account Oneck 868238004 008504758 5193 Pase enter to D00600	

- 2. Enter the corrected **information** in the fields below the image.
- 3. Press Enter.

		User Audit Customer Help Logou
	Error Correction	
DepositiD: 5384	Error in MCR fields	
Depositiviame: Morning Deposit	Front Back Item #3000252102	
Account No : *****6790		
Account Name: Corporate Account More Details	5193 User Fields Name	
Export As Delete Deposit	TATED THE COMP Indu IS IS ON Harrise	
Training v	116 teen OU / IOQ DOLLAKS & BAT	
Messages A	TISETV. IN Frank Deas NON NEGOTIABLE Description:	
	Marco CE Shift Inomito Withow = 1:6:58 238004: 008504:258* 5193 Withow = Serial Transit Account Check Amount Page strates 658238004 008504758 5193 ISON ESON control to the check	
News/Promotions 🔻	Delete	
	No of Berne 3 Error : 1 Deposit Tutal \$245.00 Ortherance \$15.00 Checks Tutal \$220.00	
	Store Please Fit Entros	

Once all errors are fixed, the **Submit Deposit** button will be available and the deposit is now ready to submit. Click **Submit**.

									Help + Logout
		44		Item # +	Check #	Error	Amount	Actions	
Deposit ID.	5384			9000252102	5193		15.00	×	
DepositName	Morning Deposit			9000252103	5194		220.00	×	
Account No.	*****6790			9000252104	5190		10.00	×	
Account Name	Corporate Account								
More Details									
Export As	Delete Dep	2053							
Training		٣							
Messages									
News/Promo	otions	*	No of terms 3	Error x0	Deposit Total \$245.00	Difference \$0.00	Checks Tatal \$245.00		
			Scan	P Detect Dos		Please Fix Erro then Submit	Submit Deposit Save	Automatical International	

Poor Image Quality

If the Image Quality is not acceptable (crooked or folded), locate the **physical item** and click the **Rescan** button.

If the image is too dark or is missing the MICR line, you must **Rescan or Delete** the item.

Home		User Audit Customer Help = Logout
Teome Peopusitio 5386 Depositio 5386 Deposition Peopusition Peopusition	Error Correction ▲ Pror Image Quality Front Back. Been #5000252204 Glack #5120 Amount: REBYAN	User Audi Cuntomer Heip = Logout
News/Promotions V	Abread Reagan	

A dialog box will be displayed. Reload the **Physical Item** into the scanner. Click the **Yes** button to continue the rescan process.



When rescanning an item, the image is compared to that of the original item. Images are displayed side by side to compare and ensure the correct item was rescanned. A Rescan Dialog Box will be displayed to confirm that item with the image quality issue should be replaced with the rescanned item.

A Rescan dialog box will be displayed. Click the **Yes** button to accept the rescanned image item. Click the **No** button to rescan again.

The rescanned item appears to be a different docur document with the rescanned document?	nent. Please revie	w the document images. Do you still want to replace the current
Current item		Rescanned Item
Fro	at Back	Front Back
Ellian 10/25/2011 17 duly Joells 18/20.00 01/2 00/20 00120000000000000000000000000		6120 The second secon

Duplicate Checks

The system will automatically identify duplicate checks that it detects within the current deposit or from any previously scanned deposit within 180 days. Images of the duplicates are available for 45 days. If the image is available, both checks will be displayed side by side and a Duplicate Items message will display at the top of the screen in red.

Click the **Duplicates** tab, click the **Delete** button.

Image: Status Encor Correction Deposit ID: S387 Deposit ID:: S387 Deposit ID::: Same Status Account Name:: Correct Item More: Details Front Back	Home					User Audit C	ustomer I	Help = 1	ogout
Depositive: Current Non Account Name: Cooporate Account Name: Cooporate Account Name: Front Back Mont Details Front Back Front Back Mont Details Front Back Front Back Messages Mont Mont Mont Mont Mont Mont Mont Mont	(4)	Error Correction							
Deposit Account No: Account No: Corporate Account No: More Details Image: forget with the forget with		Duplicate item Detected							
Account Name: Corporate Account Name: Corporate News: Promotions Front Back Front Back News: Promotions V News: Promotions Checks: 4120 Image: Account Name: Corporate Account Name: Corpor		Current Item		Items from Previous Deposits	Displaying 1 of 1 duplicates				
Account More Details Exposit Advin Exclose Reports Training Messages News:Promotions Training Training News:Promotions Training Training News:Promotions Training Training News:Promotions Training Training News:Promotions Training Trainin	Account No.: *****6790		Front Back		Front Back				
More Details Export Advert Image: Form the ima		63		60					
Export As > Detector Exectors Training Training Messages Image: frace = 1/27 <	More Details	A John Adams	9/27/201	A John Adams	9/27/201 4120				
Training V Messages Interfections Messages Interfections News/Promotions V News/Promotions Error:1 Depast Total \$20.00 Defent Total \$20.00 Phase Factors State state \$20.00 Phase Factors Encore \$2.00 Depast Total \$20.00 Defent Total \$20.00 Depast Total \$20.00 Defent \$20.00 Depast Total \$20.00 Defent \$20.00 Phase Factors Encore \$2.00 Depast Total \$20.00 Defent \$20.00 Phase Factors Encore \$2.00 Depast Total \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20.00 Defent \$20	Export As Delete Deposit	man for # 127	15 36 44	4 mar Pack # 127	15 24 00 1				
News/Promotions	Training v								
News/Promotions	Messages A								
Amount:25:00 Precost ann Umans News/Promotions Deposit D: 5314 Capture Operator Liz News/Promotions Error:1 Deposit D: 0:00 Checks Table 528.00 News/Promotions Precost Table 528.00 Difference: 50.00 Checks Table 528.00		CESA218000C #51211-81	1464 4110	SETECIEDENC ASTERIS-ASEN	1 310				
News/Promotions Amount 25 00 Deposit ID: 5314 Capture Operator Liz News/Promotions Image: 1 Deposit Total \$236.00 Difference: \$0.00 Checks Total \$236.00		Item#:9000252254	Check#4120	Previous New Pathis					
News/Promotions		Amount:25.00			apture Operator Liz				
No of tens 3 Error: 1 Depart Total \$236.00 Difference: \$0.00 Checks Total \$236.00 Please Fix Errors Please Fix Errors		Deiete		Capture Date: 06/11/2012 Stat	US: SUBMITTED				
Please Fit.Errors grapperson account grapperson acc	News/Promotions V								
Brist		No of terms 3 Error : 1	Deposit Total \$236.00	Difference: \$0.00 C	Necks Total \$236.00				
R Detect Double-Feed Then Submit		Stat .		Please Fix Errors	COLUMN CONTRACTOR				
		P Detect Double	-Feed	then Submit	terms and an and a second second				

Note: The current items will be displayed on the left. Items found as duplicates will be displayed on the right. Click the arrow buttons to review multiple items.

A Confirmation dialog box will be displayed if the Delete button is clicked. Click the **Yes** button to delete the item.

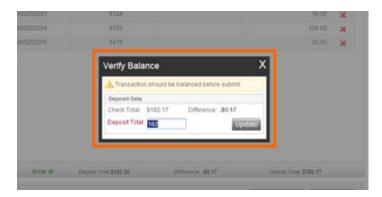
Sument item		Items from Previous Deposits	Displaying 1 of 1 duplicate
	Front Back		Front Back
A state Advert	4120 9/20 /2010 Prompt 20000252254	you want to delete this item? :	4120 9(27/2011 5 25 00 - 00/100 - 001-100 - 001-100 NON NEOCOMBLE
estariadout attris-atr		Yes No	John Odano
Rem#:9000252254 Amount:25:00	Check/P.4120	Previous Item Details	

Submit Deposit

The Deposit Total can be adjusted, but the Deposit must be in balance before being submitted. The Deposit is ready to be submitted when the deposit is in balance, duplicate items have been addressed, and all errors have been corrected. If a deposit is submitted without correcting an exception issue, an error dialog box will be displayed.

If the deposit is not in balance

- 1. Click the **Deposit Total** text box to update the balance of the deposit.
- 2. If the Deposit Total is correct, click the **Update** button to accept the change.

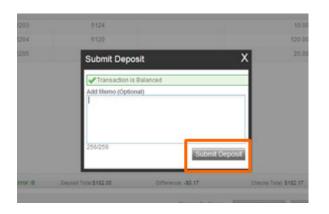


Definitions

Number of Items/ Total number of items/checks. Number of Checks

Error	Any items that require attention or corrections.
Deposit Total	Displays what the customer added and typed into the field.
Difference	Displays the difference between the deposit amount and the checks total
Checks Total	The sum of all scanned deposit items.

3. Click the **Submit Deposit** button when the deposit is free of errors.



Deposit Status

Two tabs are available to view the status of a deposit. The All Deposits tab displays the status of all deposits. The Pending Items tab allows a user to view the status of deposits that are pending and have not been submitted.

- 1. Click the Home button to view the deposit information
- 2. Click the **View Deposit** icon 🗔 to view a specific deposit.

All Deposits

Home	1000000								Help Logou
	View	Deposits	ew items	Reports					
Create Deposit	C Peri	ding Deposite @	Al Deposits				Rows per page	10 m	
tart a new deposit by clicking the create Deposit button below, inter specifics on your deposit.	Searc	ch						٣	
ten click Continue.	13	Depost D +	Account #	Account Name	Processing Date	Status	Deposit Total (5)	Actions	
Create Deposit	13	5611	******6790	Corporate Acco.	2012-8-08	PENDING REVIEW	182.17	82 13	
	8	5610	*****6790	Corporate Acco .	2012-8-08	READY FOR APPROVAL	120.00	RE C3	
Training ¥	10	5609	*****6790	Corporate Acco	2012-8-08	SUBMITTED	182.17	10 13	
lews/Promotions 🔻							i Page 1 of 1		
	Capaya	ng 1 - 3 of 3				1.1.160.5		Remove	

Pending Deposits

ending Deposits arch Deposit ID + 5546 5537 6536	Al Deposits Account # 6790 6790	and the second second	and the second s	Status UNDER REVIEW	Rows per page Deposit Total (\$) 225.00	Actions	¥			
Deposit D + 5545 5537	Account #	Corporate Acco	2012-7-30	the first of the second s	Deposit Total (3)	Actiona	•			
5546 5537	******6790 ******6790	Corporate Acco	2012-7-30	the first of the second s						
5537	*****6790	and the second second	and the second s	UNDER REVIEW	225.00	10 13				
		Corporate Acco								
5536	***********		2012-7-26	UNDER REVIEW	25.00	10 13				
	0010	Rauh Office	2012-7-26	UNDER REVIEW	102.17	10 13				
5531	*****6790	Corporate Acco	2012-7-26	UNDER REVIEW	245.00	10 13				
5488	*****6790	Corporate Acco.	2012-7-18	UNDER REVIEW	900.00	10 13				
5487	*****6790	Corporate Acco.	2012-7-18	UNDER REVIEW	3,305.57	10 13				
5481	*****6790	Corporate Acco	2012-7-18	UNDER REVIEW	2,967.04	10 13				
eying 1 - 7 of 7				C 14	C Page 1 of 1	> >				
	5487 5481	5487 ······6790 5481 ······8790	5487	5487 *****6790 Corporate Acco 2012-7-18 5481 ******6790 Corporate Acco 2012-7-18	5487 ******6790 Corporate Acce. 2012-7-18 UNDER REVIEW 5481 ******6790 Corporate Acce. 2012-7-18 UNDER REVIEW	5487 ******6790 Corporate Acco	5487	5487 6790 Corporate Acco	5487 ******6790 Corporate Acco	5487

Deposit Status Descriptions

Suspended	A deposit/batch is in Suspended status when a User has not selected Capture Complete and has not resolved all exceptions. This status is functionally the same as Open but indicates that no one is currently working on the deposit. Customer has control.
Capture Complete	A deposit/batch is in Capture Complete status when the User selects the Capture Complete option. This status only means that the User has finished scanning checks. Additional steps are needed to finalize the deposit process. Customer has control.
Delivered	A deposit/batch is in Delivered status after it has been extracted for processing. Customer has no control.

Reports

Reports can be used to obtain Deposit/Batch information and/or Item information. Reports can be exported to PDF and/or CSV (Excel) format.

Deposit/Batch Reporting

You can view or print a Deposit Detail Report with images from the View Deposits tab.

After submitting your deposit, click on the **View Deposit** icon to the right of the deposit you want to view or print on the home page.

Home Help Logout									
	View	Deposits	View Items	Reports					
Create Deposit	O Pen	ding Deposits 💿	Al Deposits					Rows per page	10 m
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit,	Searc	:h							٣
then click Continue.	0	Deposit D *	Account #	Account Name	Processing Date	Status		Deposit Total (5)	Actions
Create Deposit	8	327378	++++++4567	DDATest	2013-5-14	SUBMITTED		225.00	80.03
Training •									1000
Messages A									
News/Promotions •									
	Displays	ng 1 - 1 of 1					11-4	Page 1 of 1	> Pj Remove

To view or print a Deposit Detail report with or without images from View Deposits, click on **Export As**.

Home Help Logout							
	-		Berts # +	Check #	Error	Amount	Actions
DepositiO 327378		G (886966001	9		225.00	
Deposit Name: Test Deposit		3 0	0886955002	2535		130.00	
Account No.: *****4567		8 0	0885955003	2616		95.00	
Account Name: DDA Test							
More Details							
Export As +							
Training	۷						
Messages							
News/Promotions	٧	No of terms 3	Error :0	Deposit Total \$225.00	Difference: \$5.00	Checka Total \$225.00	

Click on PDF with images

More Details Export As: -		-	Item 8 +	Check #	Error	Amount Actions
Account No: ****4567 Ø 0888965003 2016 85.00 Account Name: DOA Test More Details Export As - Perf Perf Perf	DepositiO: 327378		0886955001	9		225.00
Account Name: DDA Test More Details Export As -	Deposit Name: Test Deposit		0000955002	2535		130.00
More Details Export As = > Per viti images	Account No.: *****4567		0885955003	2616		95.00
Port Victor Integra	Account Name: DOA Test					
Port Viti Images	More Details					
S Pol with images	Export As +					
部 Path with Images ▲	> Pot					
Ser Hot with Images						
C Datactimages	Ref with Images					
	Edract inages					

If you don't want images included, click on PDF

Item # - Check # Error Amount Actions Deposit ID: 327378 # 0685966001 9 225.00 Deposit Name: Test Deposit # 0605966002 253.5 130.00 Account No: ****4567 # 0805966003 2016 95.00 Account No: ****4567 # 0805966003 2016 95.00
Deposit Name: Test Deposit Image: Object of the state Object of the state
Account No: *****4567 W 0885855003 2515 95.00 Account Name: DDA Test More Details
Account Name: DDA Test More Details
More Details
Espot As +
L Pat
IN COV
See Part with Images
Estast Images

The PDF document will open in a separate window. It can then be printed and/or saved. Once printed/saved, you can close the report window by clicking the X in the upper right corner of the report window.



You can view or print a list of deposits from the **Reports** tab.

Click on the **Reports** tab.

Home Help Logout									
(4)	Vie	w Deposits	View items	Reports					
Create Deposit	OP	Inding Deposits	All Deposits					Rows per page	10 -
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit.	Sea		-						
then click Continue.	-	Deposit 0 +	Account #	Account Name	Processing Date	Status		Deposit Total (5)	Actions
Create Deposit	8	32732	3 ***** 456	7 DDATest	2013-5-13	SUBMITTED		225.0	
Training ¥									
Messages 🔺									
Test Merchant Capture Deposit									
ValueAl									
News/Promotions ¥									
	Displa	rying 1 - 1 of 1					111 1	Page 1 of 1	> >i Remove
									Remove

Cash Management Remote Deposit Guide | January 2024

Click on **Deposit Query**, and then click on **Export As**.

Home Help Logout										
	-	View D	eposits V	ew Items Repo	rts					
Create Deposit	_	Depos	of Denter	O Item Query				Row	is per page:	10 ×
Start a new deposit by clickin Create Deposit button below enter specifics on your deport		Search								
then click Continue.		-							10	aport As
Create Deposit		0	epost D *	Account # Accou	t Name Proces	ising Date St	dia .	De	post Total (8)	
Training	٠	8	327323	*****4567 DDA	Test 2013	I-5-13 S	UBMITTED		225.00	10 G
Messages										
Test Nerchard Capture Depo	18_									
View.40										
News/Promotions	Ŧ									
		Depleying	1-1of1					116 6 11	age 1 of 1	P. 91.1

Click on **PDF**



To view a report showing all deposit details, with **Deposit Query** still checked, click on **Deposit Detail Report**.

	Vie	w Deposits	View Items	Reports					
Create Deposit		eposit Query	O item (Suery.			Rows per page:	10	*
Start a new deposit by clicking the Create Deposit button below,		spons weery	U merini U	zoer).					
enter specifics on your deposit.	Sea	irch			*				
then click Continue.								Export A	As -
Create Deposit		Deposit D +	Account #	Account Name	Processing Date	Status	Deposit Total (5)	A Pot	
Training v		327323	****** 4557	DDATest	2013-5-13	SUBMITTED		E CSV	
Messages A									osit Detail Repor
en our prime ren territet								C sales	
Test Nerchard Capture Deposit									
View.68									

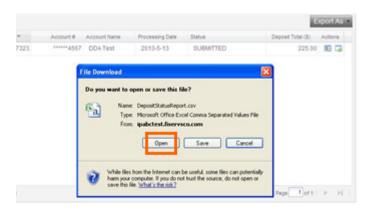
The PDF document will open in a separate window. It can then be printed and/or saved. Once printed/saved, you can close the report window by clicking the X in the upper right corner of the report window.

🧟 https://ipabctest.fiservsco.com/WebCaptureWebReportServlet?method-Deposit5 📒 🗖 🔀	Chttps://ipabctest.fiservsco.com/WebCaptureWeb/ReportServlet?method=DepositD 🖡 🗖 🔀
🖶 🛅 🖏 🕁 🕸 1 / 1 🔊 🔊 (5.9% + 🔚 🔛 (red	🔁 🛅 😓 🔶 🖡 /1 🔊 🔊 442% • 🔡 🔛 Ind 🔹
•	B
fe	18
Deposit Report	
Deposits by ID the state days take from a provide the provide state that the first back the back of the state of the stat	Deposit Detail Report
AN AN ANY MARKET CALL THAT AND AN ANY ANY ANY ANY ANY ANY ANY ANY ANY	Deposit Detail for Deposit ID: 327323
Nam Annibus (2006, 11) KURA KURA KURA	Experimentation for Desperation Set 24.2 24.2 Read to 1998 the set 24.4 24.2 Read to 19
	Tomaster Selector O 12712320
	Tax SUCTOR Based American Trinds - Units
	Million B Million B Million B Note I Million B Million Million <th< th=""></th<>
	Teanachte Under Hindelen Ceadh Anna 1 Ceadh Gad 302 H Tea Milleanna 810 Seathanna 2 Seathanna 2 Seathanna 810
	Deposit Control Internation Neural Toda XXI m (Internation Unical Toda XXI m) (Internation F)
	New York WHAT IN THE PARTY
	neur tra attenti aur
Apport Time: 201-35-01 14:22 Page 1 (21	
report time, and control 16.22 Page 1.01	
9	🦚 -
P	R
9	
Done 🗸 Unknown Zone 🖓 •	Done 🗸 Unknown Zone 🌾 -

To export in a CSV (Excel format for import into an external application, with Deposit Query still checked, click on **CSV**.

	e v	ew Deposits	/iew items	Reports				
Create Deposit			O ftem 0				Rows per page.	10
Start a new deposit by clicking the		Deposit Query	O mento o	wad			101010-0020	1
Create Deposit button below, enter specifics on your deposit,	Se	harch						
then click Continue.							1	Export As .
Create Deposit	10	Deposit D *	Account #	Account Name	Processing Date	Status	Deposit Total (3)	
Training	. 0	327323	******4567	DDA Test	2013-5-13	SUBMITTED	225) CSV
Messages								Const Defail Report
	1							- patron paras netros
Test Nerchant Capture Deposit								
/lew-All								
News/Promotions								
in the second	64 ()							

In the dialog box, click **Open**.



A spreadsheet will open. You can then format the columns as needed and print and/or save it.

Search Tool

Use the Search feature to search for specific deposits. Click on the **arrow down** on the search bar.

Home Help Logout					
(4)	View Deposits View	a items Reports			
Create Deposit	Deposit Query	O Item Query		Rows per page:	10 w
Start a new deposit by clicking the	Contrast contrast	() interiordately			
Create Deposit button below, enter specifics on your deposit.	Search				
then click Continue.				10	aport As
Create Deposit	Depent D +	Account # Account Name Processing Date	Status	Deposit Total (S)	Actions
Training ¥	327323	4567 DDATest 2013-5-13	SUBMITTED	225.00	90 G
Messages A					
Test Nerchart Capture Deposit					
View.58					

You may use the available fields for searching.



Item Reporting

To print an item detail report with Images, click on **Item Query**. Click on the **arrow down** on the search bar.

	- 46	View	Deposits Vie	ewitems Repo	irts					
Create Deposit		0.000	osit Query	0 to 0 to 0	-		Ro	ws per page:	10 4	
Start a new deposit by clickin Create Deposit button below.		Searc		 Item Query 	4					1
enter specifics on your depor then click Continue.	4							10	xport As	1
Create Deposit			Depost D	ten #	Transt	Account	Check	Amount	Actens	
			327323	0886962503	122000991	123456780	2616	95.00		
Training	٣	3	327323	0895952502	122000991	123456780	2535	130.00	12	
Messages			327323	0886962501	011999993	123654567	9	225.00		
Test Nerchart Capture Depo	11.									
View.All										
and the second s										
	_									
News/Promotions										

Click on Advanced Search

	View Dep	osits Vie	witems Rep	orts				
Create Deposit	O Deposit		Item Querr			Roy	rs per page.	10 w
Start a new deposit by clicking the Create Deposit button below.	Search	uner)	C terri Guery					
enter specifics on your deposit, then click Continue.	From Date	2013-	06-13 To Date* :	2013-05-13	2013-05-13 From Amount.		Te Amount	
Create Deposit						Advanced Search	Search	Reset
Training ¥								xport As
Messages 🔺		Deposit D	ten #	Tranat	Accessed	Check	Arout	Actions
Test Nerchart Capture Deposit	3	327323	0686962503	122000991	123456780	2616	95.00	
	э	327323	0885952502	122000991	123456780	2535	130.00	
View, All		327323	0885952501	011999993	123654567	9	225.00	63

Type in the Deposit ID for the deposit you want to print.

Home Help Logout										
	44	View Deposits	View Iter	ns Reports	s					
Create Deposit		O Deposit Query		tem Query				Rows per	r page	10 w
Start a new deposit by clicking th Create Deposit button below.		Search		y nem openy						
enter specifics on your deposit, then click Continue.		From Date* :	2013-05-13	To Date*:	2013-05-13	From Amount		To Amount		
Create Deposit		Capture User;		Account No:		Senal No.:		Rootes No.		_
Greate Deposit		1514		Check:		Rem Type:	~	Deposit ID		
Training	۳	Site ID:		Customer No :	011999993- ABC123	Financial Inst. ID:	011999993			
Messages	Α.				1000102					
Test Nerchard Capture Deposit									Search	Reset
									10	oport As
View.58		Depor	0.94	ter #	Tranat	Account	Check		Annual	Acters
		н 3	27323 0	105952503	122000991	123456780	26	16	95.00	
News/Promotions	۰.	9 3	27323 0	05952502	122000991	123456780	25	35	130.00	- C2

Items belonging to that batch ID will be the only items displayed. Click on **Export As** and select **PDF with Images** (or just PDF if you don't want to display images).

			_			
	View Deposits	View Items Report	s			
Create Deposit	O Deposit Query	tem Query			Rowt	perpage: 10 w
Start a new deposit by clicking the Create Deposit button below,	Search	C HART				
enter specifics on your deposit. then click Continue.	From Date*:	2013-05-13 To Date"	2013-05-13	From Amount	To Amou	nt.
Create Deposit	Capture User:	Account No:		Serial No.:	Routing 1	10.
create Depusit	ISN:	Check:		Rem Type	Peposit I	327323
Training •	Site ID	Customer No.:	011999993- ABC123	Financial Inst. ID:	011000903	
Messages 🔺			PEOTED			
Test Nerchard Capture Deposit						Search Reset
Carl Statistical Statistical Academican						Export As +
						and the second se
View.50	Depos	t D ten #	Tranat	Access.	Check	Annur 🚴 Pet
dex.51		t D tem #	Tranait 122000991	Account 123456780	Check 2616	Ansur & Per
News/Promotions 🔻	a 35					0 At with imager
	al 31 al 31	7323 0886952503	122000991	123456780	2616	0.00

The PDF document will open in a separate window. It can then be printed and/or saved. Once printed/saved, you can close the report window by clicking the X in the upper right corner of the report window.

C hts	ps://ipa	actest.	liservi	co.con	WebC	apturel	Veb./R	ieport5	erviet?r	nethod	-DepositD.	
0	8	61	\$	\$F	12	0	• •	1.2%	18		Field	-
B 69	1111	Termina Arm	il for De	eposit IC				ANCIDE ANCIDE				
						-	-	LOWE.				
	hert	. 256.0						Page (st)				

To export item details in CSV (Excel) format, click on Export As and select CSV.

	View De	posits.	View Items	Reports							
Create Deposit	O Deposi	A	0.	em Query			Rows	er page:	10 m		
Start a new deposit by clicking the Create Deposit button below.	Search	Guery	0.0	(m Query		A					
enter specifics on your deposit, then click Continue.	From Dat	e: [3	2013-05-13 T	o Date" .	2013-05-13	From Amount	To Amount	6 E			
Create Deposit	Capture U	iec.	Ad	count No:		Serial No.	Routing No.	e 🔳			
	ISN:	1	Cf	week:		Bern Type:	▼ Deposit ID	32	7323		
Training ¥	Site ID.	1	Ci	stomer No.:	011999993- ABC123	Financial Inst. ID:	011999993				
Messages A	1				100120						
some constants								Search	Reset		
								10	aport As		
Test Nerchard Capture Deposit											
Test Nerchant Capture Deposit		Depceil D		ten #	Transit	Accevel	Check		Bet		
		Deposit ID 32733		tem #	Transit 122000991	Account 123456780	Check 2616	Anne			
	4		23 00051					Annu 4 95 8	Bet		

In the dialog box, click **Open**.



A spreadsheet will open. You can then format the columns as needed and print and/or save it.

Contingency Procedures

In the event that Remote Deposit is unavailable or functioning incorrectly, Greenfield Savings Bank is happy to deposit your checks at one of our offices. We can provide you with preaddressed, pre-paid envelopes that you can use to mail a deposit or you can drop them off at any of our offices. These options are also available for checks that cannot be scanned due to irregularities with the MICR line. Please remember to include a deposit slip if mailing checks to an office.

Support

Call or email us at Greenfield Savings Bank with any questions at 413-775-8150 or <u>businessonline@greenfieldsavings.com</u>.

Support is available during normal business hours.