

# **Desktop Teller User Guide**

#### **Deposit Preparation**

- Calculate and verify your deposit total for entry.
- Remove all paper clips, staples, rubber bands, and other foreign items. Straighten any bent corners and tape any torn edges.
- Place checks of the same size together prior to inserting them into scanner. This will help reduce the likelihood of jams.
- Ensure that all items are facing the same direction.
- Align the leading and bottom edges by tapping the checks on a hard surface.

#### Making your Daily Deposit

- Visit Union Bank and Trust's website at <u>www.ubt.com</u>
- Select the Business tab on the login portal box
- Select Login



- Enter your Username and the temporary Password assigned by the bank
- Select Log in

Log in	
	Enter your credentials to access online banking.
Username	HIDE
Password	
	Remember my username
	Log in Forgot password or PIN? Token lost or damaged?

• To launch Desktop Teller, Select the **Checks & Deposits** button on the Business Banking Online home page, then select **Deposit Checks** 

UBT Union Bank & Trust,	Home	Accounts	Payments & transfers	Checks & deposits			
Checks & deposits Stop payments Deposit ch	lecks	•					
Create a stop payment							
		Placing a s	stop payment on a check preve	nts it from being cashed if, for	r example, it was	lost or stolen.	
		Complete	the following to prevent check	s from being cashed. (Note tha	at entering more	search parameter	s will narrow your results.)
Account *		John Cust	tomer Checking XX3456		•		
Create a stop payment *		O For one	check O For a range of che	:ks			
Check number *							
Amount							
Date			m SELECT				
Payee							
Reason							
		* Indicates	required field				
		Preview	stop payment				

Watch for the "Silver Bullet" screen to flash. This is loading the driver you have installed for your scanner.

• Select Create Deposit

UBT Union Bank & Trust				D	esktop Tel	ler			
Home									
	View Deposits	View Items	Reports						
Create Deposit	Pending Deposits	<ul> <li>All Deposits</li> </ul>					Rows per page:	10 👻	
Start a new deposit by clicking the Create Deposit button below, enter	Search							7	v
specifics on your deposit, then click Continue.	Deposit ID 🔻	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions	
Create Deposit									
Training <b>v</b>									
Messages 🔺									
News/Promotions									
					No deposits t	o display	4 Page 1 of 1		

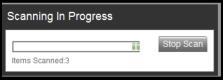
- Enter the Deposit Name (if applicable) Enter the expected Deposit Amount •
- •
- If you have multiple accounts, select the appropriate account
  Enter the Store Number (if applicable)
- Click Continue

Create Deposit	×	<
Deposit Name* :	* Required Fields	
Deposit Amount:		
Select Account:	John Customer Checki - ******3456	
Store Number:		
	Continue	

- The deposit capture screen will appear
- Place check(s) into the desktop teller machine's feeding tray
- Select Scan
- The Desktop Teller machine should automatically feed the checks thru
- If the scanner is not loaded prior to clicking "Scan," you may get an error message. Click "OK," load the scanner with checks, and then select **Scan** again.

UBT Union Bank &	Trust				Desktop Telle	er.
Home						
		«	Item # 🔺	Check #	Error	Amount Actions
Deposit ID:	1304332					
Deposit Name:	Today's Deposit					
Account #:	*****3456					
Account Name:	John Customer Checki					
More Details						
Export As	Delete Depo	sit				
Training		•				
Messages						
			No of Items:0 Error	:0 Deposit Total:\$5.00	Difference:\$0	Checks Total: <b>\$0</b>
News/Promo	tions	•	Scan Detect	Double-Feed		Correct All Errors to Submit Deposit

While the batch is scanning, you will see the following message. You will not be able to view the items until the scanning has been completed.



Once the check scanning has been completed, the following screen will appear with the list of items that were scanned:

					Merchant C	apture Solution	
Home							
	«		ltem # ▲	Check #	Error	Amount	Actions
Deposit ID:	133879	±	1122003502	0527		310.20	×
Deposit Name:	September Rent	±	1122003503	0518		45.00	×
Account No.:	******3456	±	1122003504	0524		100.00	×
Account Name:	John Customer Checkingxxx						
More Details							
Export As -	Delete Deposi	t					
Training							
Test Training <u>h</u>	ere						
Messages							
				Deposit Total:\$455.20	Difference: \$0.00	Checks Total: \$455.20	
			Scan 🔽 Detect Doub	le-Feed	Please Fix Errors then Submit	Submit Deposit Save I	Deposit

• If you have more items to scan, click "Scan" again.

The following keyboard **hot keys** can also be used during the scanning process

Function	
Use to view the captured image of the front of the item.	
Use to view the captured image of the back of the item.	
Use to initiate scanning (that is, click the Scan button).	
Use to submit the deposit (that is, click the Submit Deposit button).	
Use to save the deposit (that is, click the Save Deposit button).	
Use to fix detected errors (that is, click the Fix Errors button).	
Use to put cursor focus in the User Fields section.	
	Use to view the captured image of the front of the item.         Use to view the captured image of the back of the item.         Use to initiate scanning (that is, click the Scan button).         Use to submit the deposit (that is, click the Submit Deposit button).         Use to save the deposit (that is, click the Save Deposit button).         Use to fix detected errors (that is, click the Fix Errors button).

## **Balancing and Submitting a Deposit**

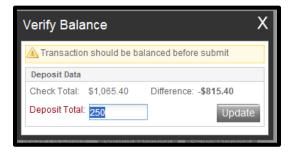
#### \*\*For Exception resolution please refer to the Exception User Guide.\*\*

Verify the following before submitting a deposit:

- Error: 0
- Deposit Total and Checks Total are in balance
- Difference is \$0.00
- Click Submit Deposit

					Merchant C	apture Solution	
Home							
	46		ltem # +	Check #	Error	Amount	Actions
Deposit ID:	133879		1122003502	0527		310.20	×
Deposit Name:	September Rent	Э	1122003503	0518		45.00	×
Account No.:	*****3456		1122003504	0524		100.00	×
Account Name:	John Customer Checkingxxx						
More Details							
Export As	Delete Deposit	i					
Training							
Test Training h	ere	1					
Messages		No of items:3	Error:0	Deposit Total:\$455.20	Difference: \$0.00	Checks Total: \$455.20	
		100 01 10110.0	LITON 10	Copose roles and and	uniterence. gevee		
		Scan Detect Double-Feed		Please Fix Errors then Submit	Submit Deposit Save I	Deposit	

The system will give the following pop up message if you attempt to submit the deposit before it is in balance:



- Verify the deposit to determine the difference
- If the **deposit total** is incorrect:
  - Enter the correct deposit total
  - o Click on "Update"

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- If an **item amount** is incorrect:
- Click on the "X" on the pop up box to close the 'Verify Balance' screen
- Select the item to correct
- Enter the correct amount of the item(s) in the Amount field
- Hit the "Enter" key on your keyboard

	Merchant Capture Solution
Home	
iw) OxpositiD: 133672 Depositizame: Octilized	Error Correction
Account Name: John	Pront Back Ren #1122000812
Customer Checkingcox Mare Datais Exceed for an United Accord Training Accord Test Training Late	NOT NECOTABLE DON NOT CASH! MARY A. MORRESON MARY A. MORRESON C.G.M.YC.G.M.H. GOOD AUNDARY MARY A. MORRESON MARY MARY MARY A. MORRESON MARY MARY MARY MARY A. MORRESON MARY MARY MARY A. MORRESON MARY MARY MARY A. MORRESON MARY MARY MARY MARY A. MORRESON MARY MARY MARY A. MORRESON MARY MARY MARY MARY MARY A. MORRESON MARY MARY MARY MARY A. MORRESON MARY MARY MARY MARY MARY A. MORRESON MARY MARY MARY MARY MARY MARY A. MORRESON MARY MARY MARY MARY MARY MARY MARY MARY
Messages A	Serial Transit Account Check Amount 104910795 123456 0532 Transit Place when its in press when its in Contribution Interest Team 255.00 Difference: -8005.28 Checks Team 2555.28
News/Promotions V	Control Design of the set of

- Once the Deposit Total and the Check Total are in balance, a verification box will appear and show that the transaction is balanced.
- Click Submit Deposit

Submit Deposit	Х
Transaction is Balanced	
Add Memo (Optional)	_
256/256 Submit Depos	it

## **Deposit Report screen:**

• Select the All Deposits radio button

This will show the deposit's status as "Submitted"

				N	lerchant C	Capture	e Solution		
Home									
(46)	View Deposits	View Items	Reports						
Create Deposit	O Pending Deposits	All Deposits					Rows per page:	10	¥
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit,	Search								٣
then click Continue.	Deposit D *	Account #	Account Name	Processing Date	Status		Deposit Total (\$)	Actions	
Create Deposit	133879	*****3456	John Customer.	2012-8-24	SUBMITTED		455.20		3
Training 🔺									
Test Training <u>here</u>									
Messages 🔺									
	Displaying 1 - 1 of 1					1.14 4	Page 1 of 1	) - )	1.1

# **Detailed Reports**

To print a deposit receipt:

• Under the Actions column, click on the View Deposit icon

<b>«</b> )	V	iew Deposits	View Items	Reports						
Create Deposit	OF	Pending Deposits	<ul> <li>All Deposits</li> </ul>					Rows per page:	10	~
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click	Se	arch								V
Continue.		Deposit ID 👻	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions	
Create Deposit		1308985	*****3456	John Custome	1	2019-02-06	DELIVERED	137.62	2 4	ł
		1308980	*****3456	John Custome	1	2019-02-06	DELIVERED	20.00	24	1
Training <b>v</b>		1308960	*****3456	John Custome	1	2019-02-06	SUSPENDED	0.00		1
Messages A										
News/Promotions <b>v</b>										
						Displaying	1 - 3 of 3 🗍 🕅 🗐	Page 1 of 1		

Choose one of the following Detailed Report types under the **Export As** drop-down menu:

- Generate PDF Report Deposit Detail Report
- Generate CSV Report Deposit Detail Report in a CSV format
- Generate PDF Report With Images Deposit Detail Report with front and back item images
- Extract Images creates a separate TIF image of the front and back of each item

Home									
		~		ltem # 🔺		Check #	Error	Amount	Actions
Deposit ID:	1308980			9900523802		12		20.00	
Deposit Name:	MG test 2		±	9900523804		0516		20.00	
Account #:	******3456								
	John Customer Checki								
More Details Export As +	-								
🔎 Pdf									
CSV		•							
Pdf with Ima	ages								
Extract Ima	ges								
		_	No of Iten	ms:2 Error	:0	Deposit Total:\$20.00	Difference: \$0.00	Checks Total: \$20.00	
News/Promot	ions								

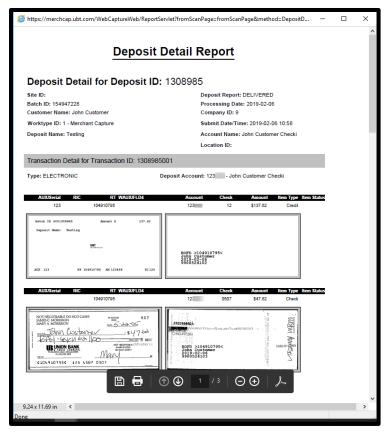
## PDF Report:

https://merchcap.ubt.com/WebC	aptureWeb/ReportServlet?fror	nScanPage=fromSca	anPage&method	l=DepositDe - Inte	-	×
	Deposit Det	ail Repor	<u>t</u>			ŕ
Deposit Detail for	Deposit ID: 130	8980				ı
Site ID:		Deposit Rep	ort: DELIVERED	)		
Batch ID: 154947200		Processing	Date: 2019-02-0	6		- 84
Customer Name: John Custome	r	Company ID	: 9			
Worktype ID: 1 - Merchant Capt	ire	Submit Date	/Time: 2019-02-	06 10:54		
Deposit Name: MG test 2		Account Na	me: John Custon	ner Checki		
		Location ID:	:			
Transaction Detail for Trans	action ID: 1308980001					
Type: ELECTRONIC	Deposit	Account: 123 - J	Iohn Customer C	hecki		
AUX/Serial RIC	RT WAUX/FLD4	Account Check		Item Type Item Statu	8	
104910 104910		12 12 12 0516	\$20.00 \$20.00	Credit Check		
Transaction Control Informatio	n:				-	
Credit Items: 1	Credit Total: \$20.00	Txn D	)ifference: \$0.00	5		
Debit Items: 1	Debit Total: \$20.00					
Deposit Control Information	on:				-	
Deposit Total: \$20.00		Difference: \$0.00				
Checks Total: \$20.00		Item Count: 2				
	● _ ● ④	0 1 / 1	$\Theta \oplus$	L		

#### **CSV** Report:

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					DELIVERED				123		1.05E+08		123456		\$137.62			1
											1.05E+08		123456	507		Check		
	John Cust	1308985	2/6/2019	123456 -		1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	644	\$50.00	Check		
	John Cust	1308985	2/6/2019	123456 -		1.55E+08	1.31E+09	ELECTRON			1.05E+08		6094510	1602	\$10.00	Check		
	John Cust	1308985	2/6/2019	123456 -		1.55E+08	1.31E+09	ELECTRON			1.05E+08		6094510	1478	\$10.00	Check		
					Je DELIVEREE						1.05E+08		123456	523		Check		
	John Cust	1308985	2/6/2019	123456 -	Je DELIVEREE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	512	\$10.00	Check		
	_																	
	Deposit	ld_1308985	5 Deposit	tDetai							: 1							

## **PDF Report with Images:**



## **Extract Images Report:**

- The front and back of each image is saved separately
- The date and item trace number is identified with each image

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File Home Sha	re	View Extract						~
- > * 🛧 📕 > '	This PC	> Desktop > Deposit > DepositId_1	308985			ٽ ~	Search Dep	ositId_130
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🖶 Downloads	*	BBW-522779941549474667004	TIF File	7 KB	No	7 K		2/6/2
<u> </u>		BBW-522779951549474667004	TIF File	6 KB	No	6 K		2/6/2
Documents	*	BBW-522779961549474667004	TIF File	8 KB	No	9 K	B 4%	2/6/2
SharePoint	*	BBW-522779971549474667004	TIF File	6 KB	No	6 K	B 2%	2/6/2
Pictures	*	BBW-522779981549474667004	TIF File	7 KB	No	7 K	B 2%	2/6/2
Customer Guides		BBW-522779991549474667004	TIF File	2 KB	No	2 K	B 13%	2/6/2
FORMS		FBW-522779931549474667004	TIF File	8 KB	No	8 K	B 7%	2/6/2
		BW-522779941549474667004	TIF File	8 KB	No	8 K	B 7%	2/6/2
Meg		FBW-522779951549474667004	TIF File	8 KB	No	8 K	B 7%	2/6/2
SCO 6.4		FBW-522779961549474667004	TIF File	9 KB	No	9 K	B 6%	2/6/2
This PC		FBW-522779971549474667004	TIF File	7 KB	No	8 K	B 7%	2/6/2
3D Objects		FBW-522779981549474667004	TIF File	8 KB	No	9 K	B 6%	2/6/2
Desktop		FBW-522779991549474667004	TIF File	2 KB	No	2 K	B 11%	2/6/2
Bocuments								

## **Available User Report**

• Click on User Audit

•

- Lists all activity a specific user has made throughout the day.
  - Click and modify the "Search Options" box to search for a certain date or user
  - o Click "Search"

Kons Create Deposit Stat a new deposit by cloking the Create Deposit button below. enter specifics on your deposit.	User Audit				
Create Deposit Start a new deposit by clicking the Create Deposit button below.					
Start a new deposit by clicking the Create Deposit trutton below,	Search Option				
Create Deposit button below,	Search Option				Rovs per page: 93
		6			
then click Continue.	Date From* :	2012-08-24	Oate To* :	2012-08-24 13 User.	000910 Search Gio
Create Deposit	Time		Uner	Test	
Training 🔺	2012-08-24 11:0		910	Logout	
Test Training <u>here</u>	2012-08-24 11:0		910	Login IP:172.29.0.253	
	2012-00-24 11:0	3 07.050	910	Login IP: 172.29 0.253	
	2012-08-24 11:0	3:11.072	910	View Deposits	
	2012-08-24 11:0		910	View Deposits	
Messages 🔺	2012-08-24 11:0		910		ame: December Rent, Batch id 133869, Site:104
	2012-08-24 11:0		910	View Deposits	
	2012-08-24 11:0		910	View Deposits	atus to READY FOR APPROVAL (name Decemb
	2012-08-24 11:0		910		aus to ARPTURE COMPLETE (rame December
	2012-00-24 11.0	2.26.930	210	Obrase methosynolecul or	and to GAP TONE CONFICE IE prante Detailing
News/Promotions ¥					
memor removality +					
	Displaying 11 - 20 of	152			4 4   Page 2 of 16   > 3

## **Query Search**

The system retains inquiry access for deposits and items for 45 days.

# Searching for a Deposit

- Click on the "Reports" tab
- Select the "Deposit Query Report" radio button
- Click on the 'Search' bar to input a date range and/or amount
- Click on "Search"

Home				100					
01	Vie	Deposits V	lew items	Reports					
Create Deposit	00	eposit Query Report	O item 0	uery Report			Rows per page	10 1	1
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit,		irch						-	-
then click Continue.							E	xport As	
Create Deposit	13	Deposit ID +	Account#	Account Name	Processing Date	Status	Deposit Total (5)	Actions	
Training 🔺	10	133883	*****3456	John Customer	2012-8-24	inUse	10.00	B3 C3	
Test Training here	13	133881	*****3456	John Customer.	2012-8-24	SUSPENDED	0.00	MD C3	
Con Franking Hars	83	133875	*****3456	John Customer.	2012-8-24	READY FOR APPROVAL	300.00	10 13	
	13	133872	*****3456	John Customer.	2012-8-24	READY FOR APPROVAL	250.00	10 🗔	
14141	15	133869	*****3456	John Customer.	2012-8-24	CAPTURE COMPLETE	0.00		
Messages 🔺									
News/Promotions 🔻									
	Displa	tying 1 - 5 of 5				34 4	Page 1 of 1	2 21	

- For a more detailed search, click on the "Advanced Search" hyperlink
- Enter the Search Options for the deposit, (Date Range, Deposit ID, Amount, etc.)
- Click on "Search

	k We	w Deposits	View Items	Reports				
Create Deposit	- Andrews	eposit Query Repor		uery Report			Rows per page	10
Start a new deposit by clicking the		shoest creeks weeks	t Ominio	wary respon			0000000000	10
Create Deposit button below, enter specifics on your deposit.	Sea	rch						
hen dick Continue	From	n Date*	12-08-24 To Da	2010	08-24 From An	rount To	Amount 🥖 🗌	
Create Deposit							ACCOUNTS OF	Rest
Training						Advance	od Selarchi Management	-
								xport As
Fest Training hete	8	Deposit ID +	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
		133887	*****3450	John Customer	2012-8-24	inUse	105.00	10 13
	13	133681	3466	John Customer.	2012-8-24	SUSPENDED	0.00	B G
dessages A		133075	******3456	John Customer	2012-8-24	READY FOR APPROVAL	300.00	10 13
		133872	*****3456	John Customer.	2012-8-24	inUse	250.00	10 13
	0	133869	*****3456	John Customer.	2012-8-24	CAPTURE COMPLETE	0.00	BD (73

• This will show all deposits that meet the criteria.

				Μ	erchant Captur	e Solution						
Home												
(	View Deposits	View Items	Reports									
Create Deposit	<ul> <li>Deposit Query Re</li> </ul>	port 🔿 Item G	luery Report			Rows per page:	10 👻					
Start a new deposit by clicking the Create Deposit button below,	Search											
enter specifics on your deposit, then click Continue.		2012-08-24 To Da		-08-24 From Am		Amount: posit ID:						
Training   Test Training here						Search	n Reset					
	Deposit ID 🔻	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions					
Messages 🔺	13388		John Customer		inUse	105.00	≅ ⊸					
	13388		John Customer		SUSPENDED	0.00						
	13387		John Customer		READY FOR APPROVAL	300.00						
	1338				CAPTURE COMPLETE	0.00						
News/Promotions V	Displaying 1 - 5 of 5				1 14 4	Page 1 of 1						

## **Deposit Status**

- Ready for Approval deposit is in balance, but pending approval from a second user
- Capture Complete pending exceptions to be resolved
- Suspended deposit interrupted during scanning
- Uploading items are currently being scanned
- Submitted approved and submitted for processing
- Delivered accepted and processed by the bank
- Click on the 'View Deposit' icon under the 'Actions' column to view the entire deposit

					N	lerchant Captur	e Solution		
Plante									
(m)	View	e Deposits	Advisitions	Reports					
Create Deposit	OTH	nding Depester 🛞	Al Daposits				Rows per page:	190	2
Dart a new deposit by clicking the Dreate Deposit tratton below, inter specifics on your deposit,	Sear	rch							*
hen dick Continue.	0	Deposit (0 +	Account#	Accountiene	Processing Date	Status	Organit Table (8)	Actor	. 16
Create Deposit	13	133880	*****3458	John Customer.	2012-8-24	SUBWITTED	498.20	10	3
	13	133888	*****3456	John Customer.	2012-8-24	SUSPENDED	0.00	12	13
Training	23	133661	*****5456	John Customer.	2012-8-24	READY FOR APPROVAL	100.00	30	6
Feist Training Inch	12	133879	******3456	John Customer.	2012-0-24	DELIVERED	400.20	83	12
	13	130675	*****3456	John Customer.	2012-8-24	CAPTURE COMPLETE	0.00	100	-
	21	133874	*****3458	John Customer.	2012-0-24	DELIVERED	20.00	80	12
Messages A	21	133873	+****3456	John Customar.	2012-8-24	DELIVERED	95.24	30	
	83	133872	******3456	John Custumer.	2012-0-24	CAPITURE COMPLETE	0.00	30	10
	10	133809	******5456	John Customer.	2012-8-24	CAPTURE COMPLETE	0.00	100	-
	0	133866	******3456	John Currismet.	2012-8-24	DELIVERED	345.00	10	1

# Searching for an Item

- Click on the "Reports" tab
- Select the "Item Query Report" radio button
- Enter the Search Options for the item, (Date Range, Deposit ID, Amount, etc.)
- Click on "Search"

					Merc	hant Cap	ture Solut	ion		
Home				1						
	View Deposits	View Items	Reports							
Create Deposit	O Deposit Query R	teport Othern Qu	en Report				Rows per	page	10	~
Start a new deposit by clicking the Create Deposit button below,	Search		ary respon						1.55	
nter specifics on your deposit, hen click Continue.	From Date* :	2012-08-24 To Date	e:	2012-08-24	From Amount	45.00	To Amount	60.0	0	
Create Deposit	Capture User:	Account	No:		Serial No.:		Routing No.:	-		
	ISN:	Check:		item Type			Deposit ID:	ssit ID:		
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An image of any matched items will be displayed.

• Click on the 'Expand' sign next to the item to view the front and back of the item

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- Under the "Actions" column, click on the "View Deposits" icon to view the entire deposit containing this item
- Once you have completed processing, click "Logout"

	Desktop Teller	Welcome, Mary Customer
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View Deposits View Items Reports		

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