



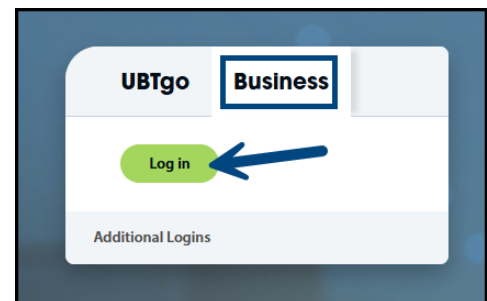
Desktop Teller User Guide

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 www.ubt.com
- Select the Business tab on the login portal box
- Select Login



- Enter your Login ID and Password
- Select **Log in**

FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government

UBT Union Bank & Trust.

Login ID

Password
 [Show](#)

☐ Remember me

[Log In](#)

[Forgot your password?](#)

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Questions? We're here to help.

Email: achnotices@ubt.com Call: 402.323.1753

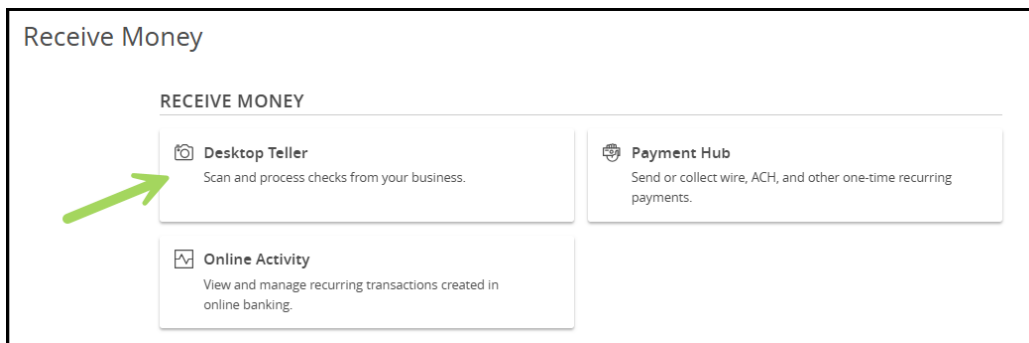




- To launch Desktop Teller, select **Receive Money** from the UBT Business Menu.

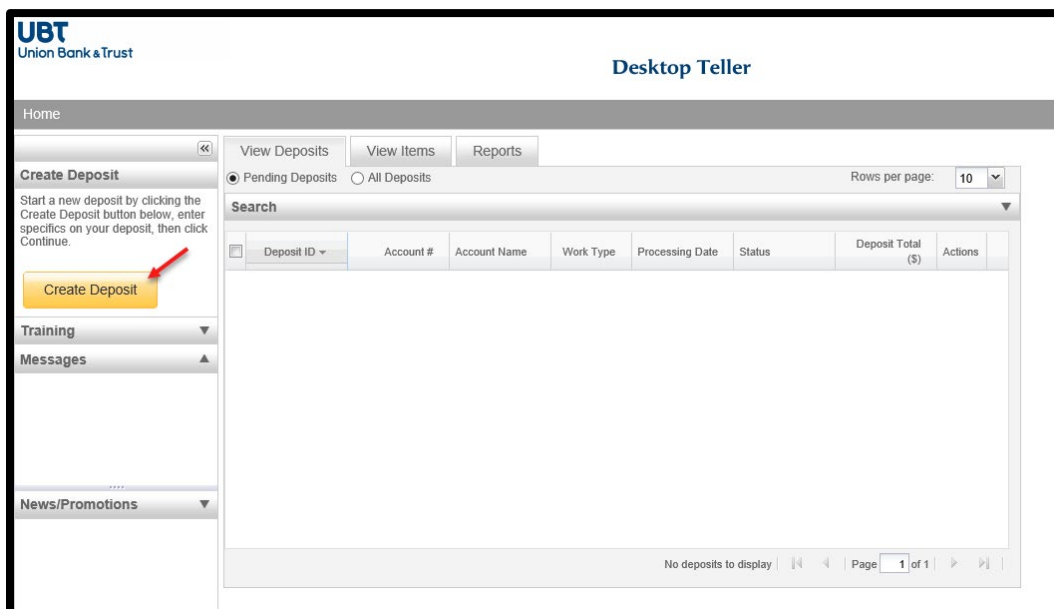


- Select **Desktop Teller** from the Receive Money menu options



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

- Select **Create Deposit**



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- 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**

- 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.

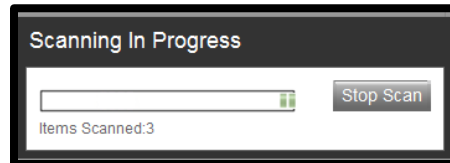
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While the batch is scanning, you will see the following message. You will not be able to view the items until the scanning has been completed.



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

Merchant Capture Solution

Home

Item # ^	Check #	Error	Amount	Actions
1122003502	0527		310.20	✖
1122003503	0518		45.00	✖
1122003504	0524		100.00	✖

Deposit ID: 133879
 Deposit Name: September Rent
 Account No.: *****3456
 Account Name: John Customer Checkingxxx

[More Details](#)
 Export As Delete Deposit

Training
 Test Training [here](#)

Messages

No of Items: 3 Error: 0 Deposit Total: \$455.20 Difference: \$0.00 Checks Total: \$455.20

Scan ☒ Detect Double-Feed Please Fix Errors then Submit Submit Deposit Save Deposit

- If you have more items to scan, click **Scan** again.

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

Hot Key	Function
CTRL+f	Use to view the captured image of the front of the item.
CTRL+b	Use to view the captured image of the back of the item.
CTRL+i	Use to initiate scanning (that is, click the Scan button).
CTRL+s	Use to submit the deposit (that is, click the Submit Deposit button).
CTRL+c	Use to save the deposit (that is, click the Save Deposit button).
CTRL+e	Use to fix detected errors (that is, click the Fix Errors button).
CTRL+z	Use to put cursor focus in the User Fields section.

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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 Capture Solution

Home

Deposit ID: 133879
Deposit Name: September Rent
Account No.: *****3456
Account Name: John Customer Checkingxxx

[More Details](#)
[Export As](#) [Delete Deposit](#)

Training
Test Training [here](#)

Messages

Item #	Check #	Error	Amount	Actions
1122003502	0527		310.20	✗
1122003503	0518		45.00	✗
1122003504	0524		100.00	✗

No of Items: 3 **Error: 0** Deposit Total: \$455.20 Difference: \$0.00 Checks Total: \$455.20

[Scan](#) ☒ Detect Double-Feed Please Fix Errors then Submit [Submit Deposit](#) [Save Deposit](#)

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

Verify Balance X

⚠ Transaction should be balanced before submit

Deposit Data

Check Total: \$1,065.40 Difference: -\$815.40

Deposit Total: [Update](#)





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

Deposit ID: 133872
Deposit Name: Oct Rent
Account No.: *****3456
Account Name: John Customer Checkingxxx

[More Details](#)
[Export As](#) [Delete Deposit](#)

Training
[Test Training](#) [help](#)

Messages

News/Promotions

Error Correction

Error in MICR fields

Front Back Item #:1122002812

User Fields
Invoice Number:
Location:
Date:

NOT NEGOTIABLE DO NOT CASH!
JAMES C. MORRISON
MARY A. MORRISON
DATE: 6-10-09 532
Bob's Pretty Good Plumbing \$88.00
eighty-eight dollars
UB UNION BANK
104910795 123456 0532
Mary Hanson

Serial	Transit	Account	Check	Amount
104910795	123456	0532		

No of Items: 5 Error: 1 Deposit Total: \$256.00 Difference: -\$305.28 Checks Total: \$555.28

[Submit](#) [Delete Double-Feed](#) Please Fix Errors then Submit [Fix Errors](#) [Save Deposit](#)

- 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 X

✓ Transaction is Balanced

Add Memo (Optional)

256/256

[Submit Deposit](#)





Deposit Report screen:

- Select the **All Deposits** radio button

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

Merchant Capture Solution

Home View Deposits View Items Reports

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Test Training [here](#)

Messages

Rows per page: 10

Search

☐ Pending Deposits ☒ All Deposits

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
133879	*****3456	John Customer...	2012-8-24	SUBMITTED	455.20	

Displaying 1 - 1 of 1

Detailed Reports

To print a deposit receipt:

- Under the **Actions** column, click on the **View Deposit** icon

Merchant Capture Solution

Home View Deposits View Items Reports

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Messages

News/Promotions

Rows per page: 10

Search

☐ Pending Deposits ☒ All Deposits

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
1308985	*****3456	John Custome...	1	2019-02-06	DELIVERED	137.62	
1308980	*****3456	John Custome...	1	2019-02-06	DELIVERED	20.00	
1308960	*****3456	John Custome...	1	2019-02-06	SUSPENDED	0.00	

Displaying 1 - 3 of 3

Page 1 of 1

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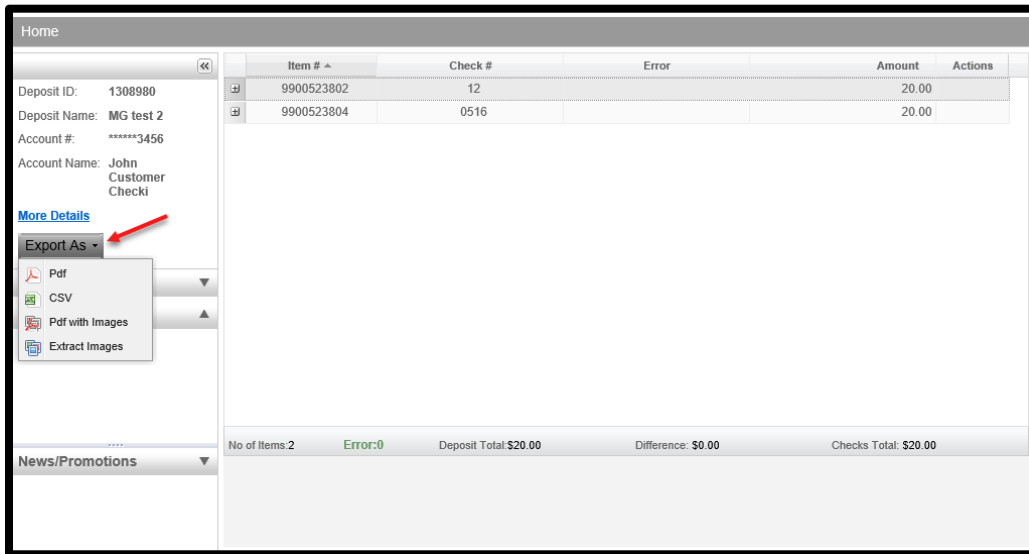
Email: achnotices@ubt.com Call: 402.323.1753



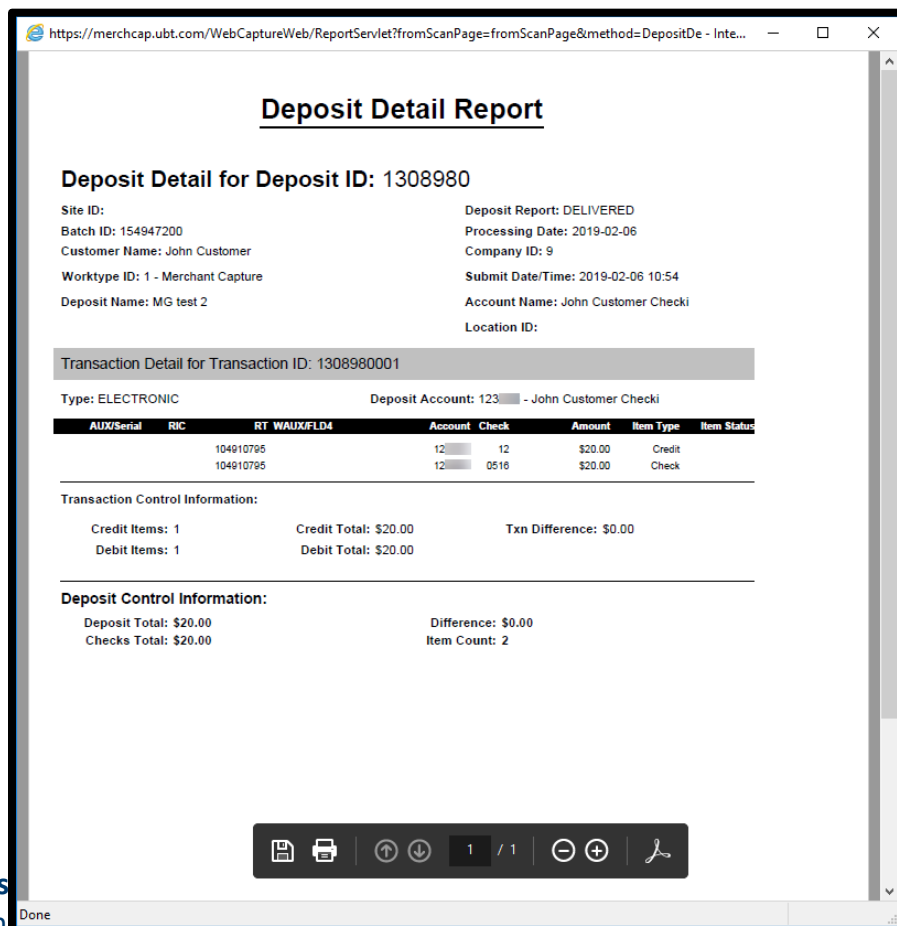


Choose one of the following Detailed Report types under the **Export As** drop-down menu:

- 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



PDF Report:





CSV Report:

FileHomeInsertPage LayoutFormulasDataReviewViewQuickBooksTell me what you want to do

Clipboard

Paste

Calibri11

Font

Alignment

Wrap Text

Merge & Center

General

\$ % & #

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

Find & Select

Editing

A1

Site ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Site ID	Customer Deposit IC Processing Deposit A Deposit B Batch ID			Transactive Type			AUX/Serie RIC			RT	WAUX/FLI Account		Check	Amount	Item Type	Item Status		
2		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON	123		1.05E+08		123456	12	\$137.62	Credit			
3		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	507	\$47.62	Check			
4		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	644	\$50.00	Check			
5		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		6094510	1602	\$10.00	Check			
6		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		6094510	1478	\$10.00	Check			
7		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	523	\$10.00	Check			
8		John Custi	1308985	2/6/2019	123456 - J-DELIVERE	1.55E+08	1.31E+09	ELECTRON			1.05E+08		123456	512	\$10.00	Check			
9																			
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DepositId 1308985_DepositDetail

Ready

PDF Report with Images:

Deposit Detail Report

Deposit Detail for Deposit ID: 1308985

Site ID: Deposit Report: DELIVERED
 Batch ID: 154947228 Processing Date: 2019-02-06
 Customer Name: John Customer Company ID: 9
 Worktype ID: 1 - Merchant Capture Submit Date/Time: 2019-02-06 10:58
 Deposit Name: Testing Account Name: John Customer Checki
 Location ID:

Transaction Detail for Transaction ID: 1308985001

Type: ELECTRONIC Deposit Account: 123 - John Customer Checki

AUX/Serie	RIC	RT	WAUX/FLI	Account	Check	Amount	Item Type	Item Status
123	104910795			123	12	\$137.62	Credit	

Batch ID: 154947228 Amount: 9 \$137.62
 Deposit Name: Testing

UBT
 RT 104910795 AM 123456 RT 123

BOFD >104910795<
 JOHN Customer
 2019-02-06
 9900524102

AUX/Serie	RIC	RT	WAUX/FLI	Account	Check	Amount	Item Type	Item Status
	104910795			123	0507	\$47.62	Check	

NOT NEGOTIABLE DO NOT CASH
 JAMES C. MORRISON
 507
 \$47.62
 JOHN Customer
 2019-02-06
 9900524102

UBT
 RT 104910795 AM 123 1.55E+08 0507

BOFD >104910795<
 JOHN Customer
 2019-02-06
 9900524102

Questions? We're here to help.

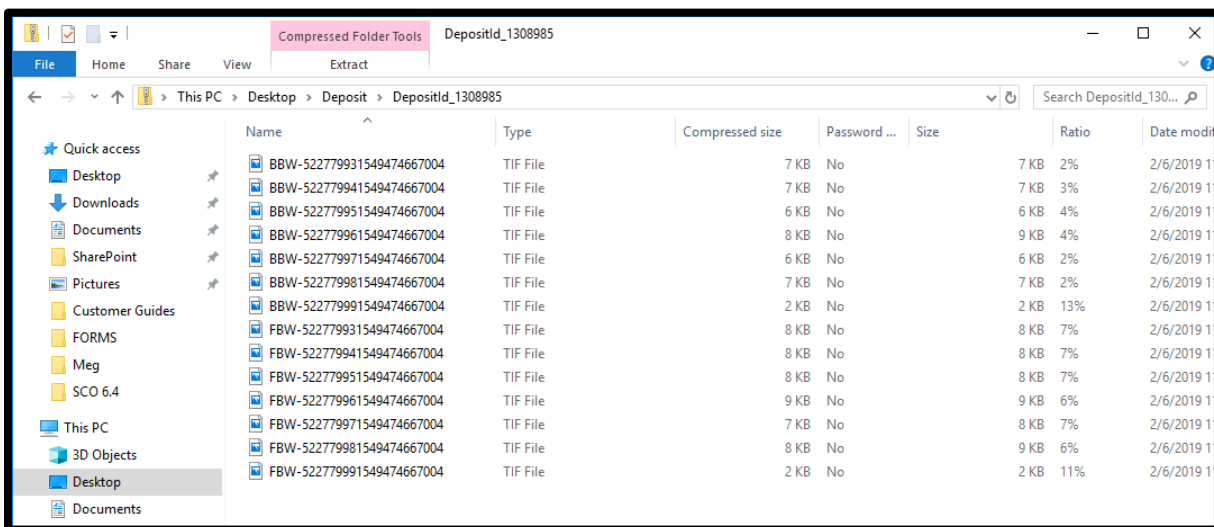
Email: achnotices@ubt.com Call: 402.323.1753





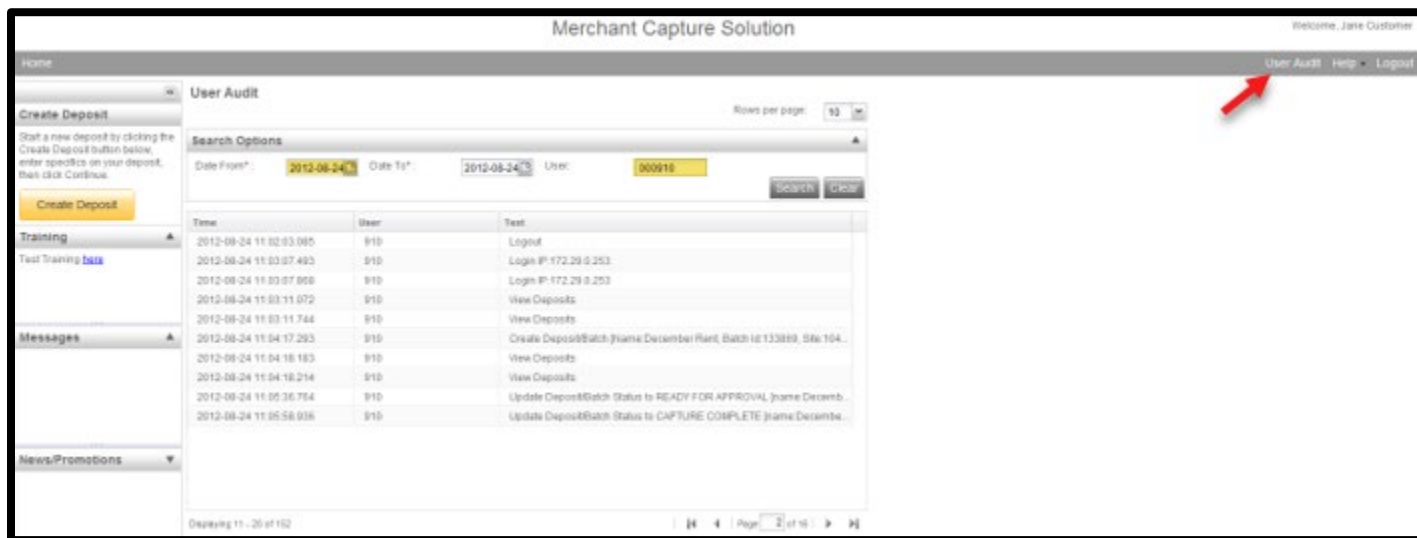
Extract Images Report:

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



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
 - Click “Search”



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Member FDIC





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”

The screenshot shows the Merchant Capture Solution interface. The 'Reports' tab is selected, and the 'Deposit Query Report' radio button is chosen. The search results table is displayed with the following data:

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
133883	*****3456	John Customer...	2012-8-24	inUse	10.00	[Icons]
133881	*****3456	John Customer...	2012-8-24	SUSPENDED	0.00	[Icons]
133875	*****3456	John Customer...	2012-8-24	READY FOR APPROVAL	300.00	[Icons]
133872	*****3456	John Customer...	2012-8-24	READY FOR APPROVAL	250.00	[Icons]
133869	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	[Icons]

Displaying 1 - 5 of 5

- 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 **Search**

The screenshot shows the Merchant Capture Solution interface with the 'Advanced Search' options expanded. The search criteria are set to 'From Date: 2012-08-24' and 'To Date: 2012-08-24'. The search results table is displayed with the following data:

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
133887	*****3456	John Customer...	2012-8-24	inUse	105.00	[Icons]
133881	*****3456	John Customer...	2012-8-24	SUSPENDED	0.00	[Icons]
133875	*****3456	John Customer...	2012-8-24	READY FOR APPROVAL	300.00	[Icons]
133872	*****3456	John Customer...	2012-8-24	inUse	250.00	[Icons]
133869	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	[Icons]

Displaying 1 - 5 of 5

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- This will show all deposits that meet the criteria.

Merchant Capture Solution

Home

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Test Training [here](#)

Messages

News/Promotions

View Deposits View Items Reports

Deposit Query Report Item Query Report

Rows per page: 10

Search

From Date*: 2012-08-24 To Date*: 2012-08-24 From Amount: To Amount:

Capture User: Account #: Site ID: Deposit ID:

Capture Status:

Search Reset

Export As

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
133887	*****3456	John Customer...	2012-8-24	InUse	105.00	
133881	*****3456	John Customer...	2012-8-24	SUSPENDED	0.00	
133875	*****3456	John Customer...	2012-8-24	READY FOR APPROVAL	300.00	
133872	*****3456	John Customer...	2012-8-24	InUse	250.00	
133869	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	

Displaying 1 - 5 of 5

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

Merchant Capture Solution

Home

Create Deposit

Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Create Deposit

Training

Test Training [here](#)

Messages

View Deposits View Items Reports

Pending Deposits All Deposits

Rows per page: 10

Search

Deposit ID	Account #	Account Name	Processing Date	Status	Deposit Total (\$)	Actions
133889	*****3456	John Customer...	2012-8-24	SUBMITTED	498.20	
133888	*****3456	John Customer...	2012-8-24	SUSPENDED	0.00	
133881	*****3456	John Customer...	2012-8-24	READY FOR APPROVAL	100.00	
133879	*****3456	John Customer...	2012-8-24	DELIVERED	455.20	
133875	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	
133874	*****3456	John Customer...	2012-8-24	DELIVERED	20.00	
133873	*****3456	John Customer...	2012-8-24	DELIVERED	95.24	
133872	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	
133869	*****3456	John Customer...	2012-8-24	CAPTURE COMPLETE	0.00	
133866	*****3456	John Customer...	2012-8-24	DELIVERED	345.00	

Displaying 1 - 10 of 11

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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**

Merchant Capture Solution

Home View Deposits View Items **Reports**

☐ Deposit Query Report ☒ **Item Query Report** Rows per page: 10

Search

From Date*: 2012-08-24 To Date*: 2012-08-24 From Amount: 45.00 To Amount: 60.00

Capture User: Account No.: Serial No.: Routing No.:
 ISN: Check: Item Type: Deposit ID:
 Site ID: Customer No.: 104910795-9 Bank Id.: 104910795 Include Delete: ☐

Search **Reset** **Export As**

	Deposit ID	Item #	Transit	Account	Check	Amount	Actions
	133879	1122003503	104910795	123456	518	45.00	
	133875	1122003106	104910795	123456	518	45.00	
	133873	1122002903	104910795	123456	507	47.62	
	133873	1122002902	104910795	123456	507	47.62	
	133872	1122002817				45.00	
	133872	1122002810	104910795	123456	518	45.00	
	133869	1122002504			***	45.00	
	133866	1122002205	104910795	123456	518	45.00	
	133865	1122002105	104910795	123456	507	47.62	
	133865	1122002102	104910795	123456	518	45.00	

Displaying 1 - 10 of 12 Page 1 of 2





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

The screenshot shows the 'Merchant Capture Solution' interface. On the left is a sidebar with links like 'Create Deposit', 'Training', 'Messages', and 'News/Promotions'. The main area has tabs for 'View Deposits', 'View Items', and 'Reports'. Below these is a search filter section with fields for 'From Date', 'To Date', 'From Amount', 'To Amount', 'Capture User', 'Account No.', 'Serial No.', 'Routing No.', 'Item ID', 'Check', 'Item Type', 'Deposit ID', 'Customer No.', 'Bank Id', and 'Include Delete'. A table below the search section displays deposit information. One row is highlighted, and a red arrow points to the 'View Deposits' icon in the 'Actions' column. This icon has expanded to show a scanned image of a check from 'UNION BANK' for \$45.00.

Deposit ID	Item ID	Transit	Account	Check	Amount	Actions
133879	1122003503	104910795	123456	518	45.00	[View Deposits]
133875	1122003106	104910795	123456	518	45.00	[View Deposits]
133873	1122002903	104910795	123456	507	47.60	[View Deposits]
133873	1122002902	104910795	123456	507	47.60	[View Deposits]
133872	1122002817				45.00	[View Deposits]

- 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**

The screenshot shows the 'Desktop Teller' interface. The top bar includes the title 'Desktop Teller' and a welcome message 'Welcome, Mary Customer'. Below this is a navigation bar with links for 'Home', 'View Deposits', 'View Items', and 'Reports'. On the right side of the navigation bar are links for 'User Audit', 'Help', and 'Logout'.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: <http://merchcap.ubt.com/WebCaptureWeb/GetThemeResource?resourceName=theme/default/closeMC.htm>. The main content area displays the message: 'Thank you for using Merchant Capture! Your session has ended.' Below the message is a 'Close the browser' button.

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