Treasury Management: Remote Deposit

The purpose of this job aid is to demonstrate how to submit a deposit into your Centier Bank account from your remote deposit check scanner.

- 1. Visit the Remote Deposit Capture website: <u>https://www.myriadsystems.com/MerchantCapture/Login.aspx?cid=CENTIER</u>
- 2. Log in with the credentials provided by Centier's Treasury Management team.
- 3. Verify the login from the **Duo app** on your mobile device.
- 4. Click the **Deposits** tab.
- 5. Click Create New Deposit.

1	12/15							
11	MILE (nt	ior				
7			110	BANK				
la 4	Deposits	Export	Reports	Configuration	Help	Logout		
pos	ts							
	+ Create New	v Deposit	5				 <filter list=""></filter>	~
	Name	Site Ite	m Count I	tem Amounts Cr	eate Date			
	No records to di	splay						

- 6. Fill in the **deposit information** fields.
 - a. The name field is simply for your recognition of the deposit. Any name can be used.
 - b. For site, select your scanner from the dropdown menu.
 - c. Select the desired account.
 - d. The item count is the number of checks you are depositing.
 - e. The total amount is how much money you're depositing between all the checks you're scanning.
- 7. Click Next.

The second second		Ce	nt	ier BANK					
Home	Deposits	Export	Reports	Configuration	Help	Logout			
New Dep	/05it						~		
			6	Deposit Inform	ation		<u> </u>		
				* Name:			auto		
				* Site:			V auto		
				* Account:					
				* Total Amount:					
				⊘ Cancel		[Next	7	



8. A pop-up will appear on your screen. Click the **Start Scanning** button.

Merchant Capture - By Computer Services Inc.	
Start Scanning 8 nning	

9. Feed your checks into the scanner.

🤬 Merchant Capture - By Computer Services Inc.	
Start Scanning Stop Scanning	
and here a series a superior and a series of the series o	- Actifits (1) Mathematican Content and Mathematican Action Content
PAY TO THE ORDER OF TEST FIVE 00/100	DATE 3-9-2023 71-287/715 01 01 01 01 01 01 01 01 01 01 01 01
Centier 21:73:42:26 or 1:48: Cantier www.centier.com FOR I:0 ? 1:90 28 ?B::	Test-void .
Scanner: Scanning	Service: Successful/Total - 2/2

- **10**. Once all your checks have been fed through the scanner, click the **Stop Scanning** button.
- **11.** Exit out of the pop-up by clicking the **red X** in the upper right corner.

Merchant Capture - By Computer Services Inc.	
Start Scanning Stop Scanning 10	

12. If errors occurred during the scanning process, click **Step Through Errors**.

Depos	sit Inf	ormation						<u>Edit Deposit</u>
Depos	sit: te	st	Ite	m Count: 2		Scanned	Item Count: 2	
Site: Paninitest			Deposit Total: \$10.00			Scanned Item Total: \$5.00		
Items: All Items 💙		tems 💙	Scan Additional Items			12 ? <u>Step Through Erron</u>		
		Item #	Routing	Account	Serial	Amount	Date	Errors
2	×	1	71902878			\$5.00	3/9/2023	<u>8</u>
2	×	2	71902878				3/9/2023	<u>8</u>



13. Correct the errors indicated in the Item Validation section. Fill out any **blank boxes** highlighted in red.

Deposit Information			📝 <u>Edit Deposit</u>
Deposit: test	Item Count: 2	Scanned	Item Count: 2
Site: Paninitest	Deposit Total: \$10.00	Scanned	Item Total: \$5.00
Item Information - 1 of 2	M 📑	Ttem Information	Item Validation 🛛 🗃
	na handat da had na handat <mark>e namena</mark> nare 3-9-2	DLZ name	 No Account No Serial MICR Read Error No Signature Invalid UDF Data
Five %100] \$ 5.00	Signature Detection Failed 📎
210 To disk or LABC with w			test-dateofdeposit
FOR		· · · · · · ·	testapt
199	28781; And a finite field of the first state of the	Standard we share a finite train is place to say a	
071902878		5.00	Check Date
Routing	Account Seri	al Amount	
🛃 Save 🗙	Delete 🚫 Cancel 🕨 Re-	Scan	Previous Error Next Erro

14. Once any errors have been corrected, there will be a new screen that will list the account number and total deposit amount. Please verify the accuracy of this information and click **Deposit**.

Approve Deposit					
	Acct. Name(#Number)	Image Cash Letter	Account Totals		
\times		\$ 10.00 100.00 %	\$10.00		
	Deposit Total	\$10.00	Total: \$10.00		
S Cano	el	14	- Deposit		
			E ANK	1	
	Home Deposits E	xport Reports C	Configuration Help	Logout	
5. Your deposit has now been	Working Deposits				
sent. From the nome	Create New Deposit	Na	ame Site	Item Counts	Item Amounts
vour deposit listed. There	No records to display. Approved Deposits (Las	st 5 Days)			
are receipt options to the	Name	Status	Site	Item Counts	Item Amounts
left of the deposit name.	15 🗟 3/6/2	023			
	3/7/2	023			

Please contact Treasury Management at our department email below if you have any questions: <u>treasury management@centier.com</u>.

3/9/2023

13

1

