Remote Deposit Capture

User Manual

Nicolet
NATIONAL BANK

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Remote Deposit Capture Section Contents

Depositing Checks

Creating a Deposit

Prepare Deposit

1. Gather checks for deposit.
2. Total the deposit (using adding machine tape or Excel spreadsheet).

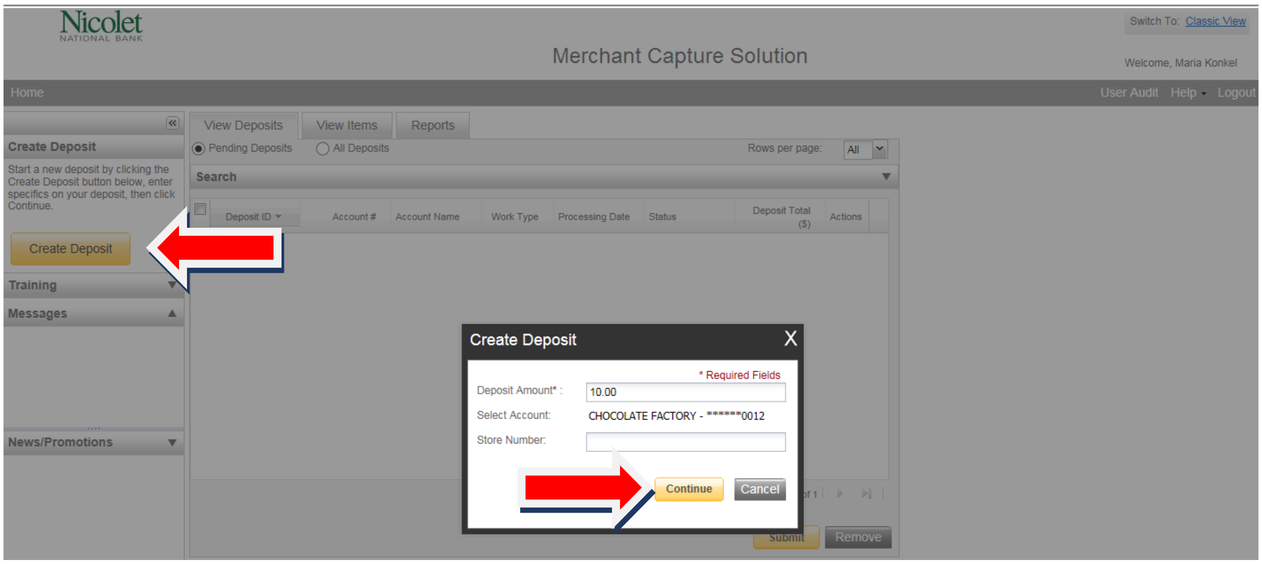
Login and Scan

1. Open an internet browser (Chrome, Edge, Firefox, etc.)
    a. Go to: www.nicoletbank.com.
    b. Click the Login button at the top right.
    c. Under Online Banking Login, choose the second option in the dropdown: Business Online (Treasury Management.)
    d. Input your access ID and password, then click *Login*.

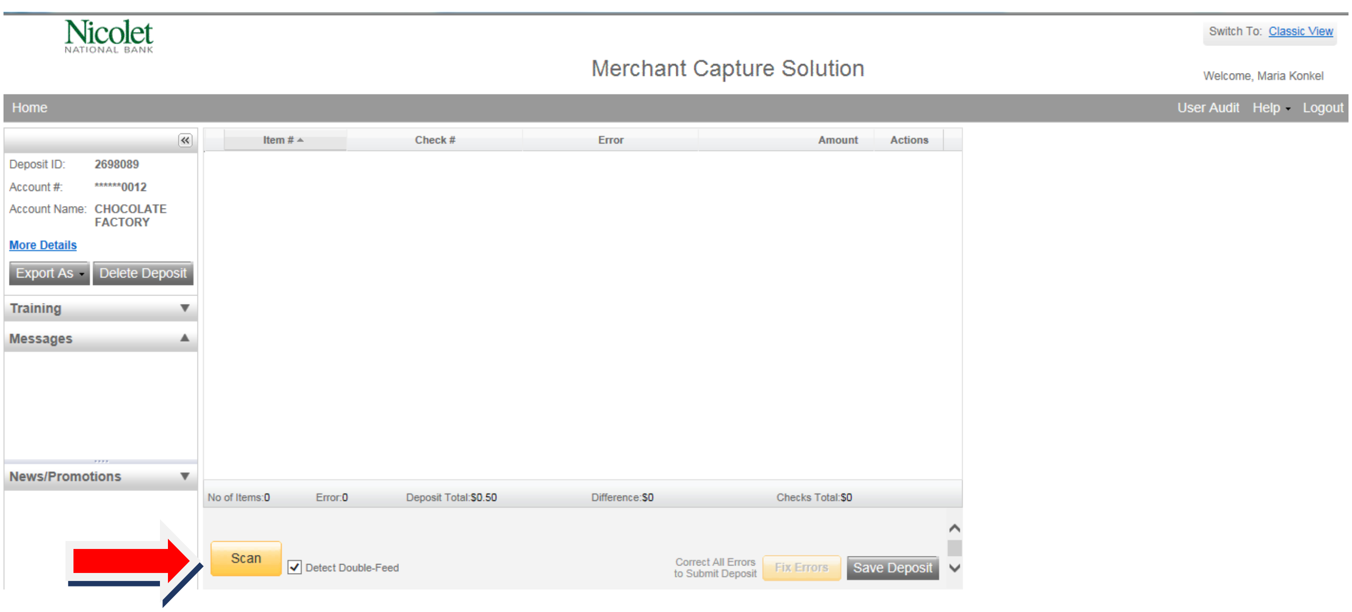
2. Your Business Online Home page is displayed.
    a. Under *Checks & Deposits* select *Deposit Checks*. You will be redirected to the Remote Deposit home page.

3. The scanner will turn itself on and the Silver Bullet window is displayed. (This will be displayed every time you login).

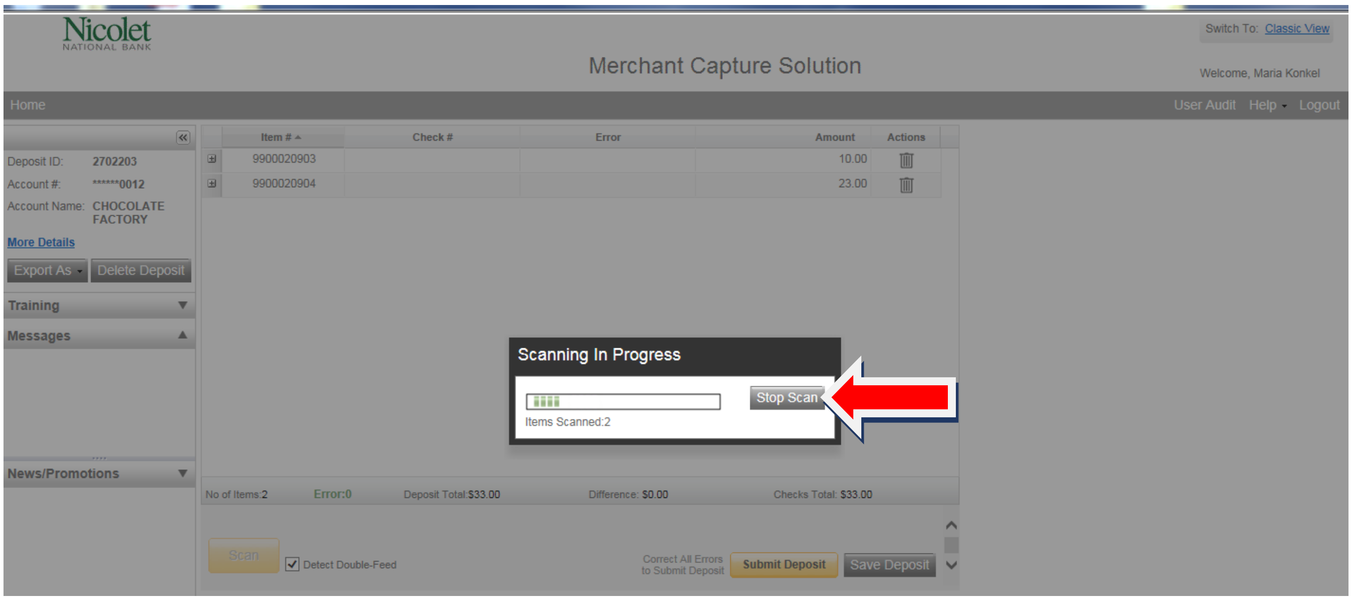
4. Click on *Create Deposit*.
    a. Enter the *Deposit Amount*.
    b. Select the appropriate deposit account.
    c. Store Number is optional.
    d. Click *Continue*.



5. Scan checks.
    a. Click the *Scan* button in the lower left corner of your screen.
    b. Place your checks in the scanner (as directed for your particular scanner).

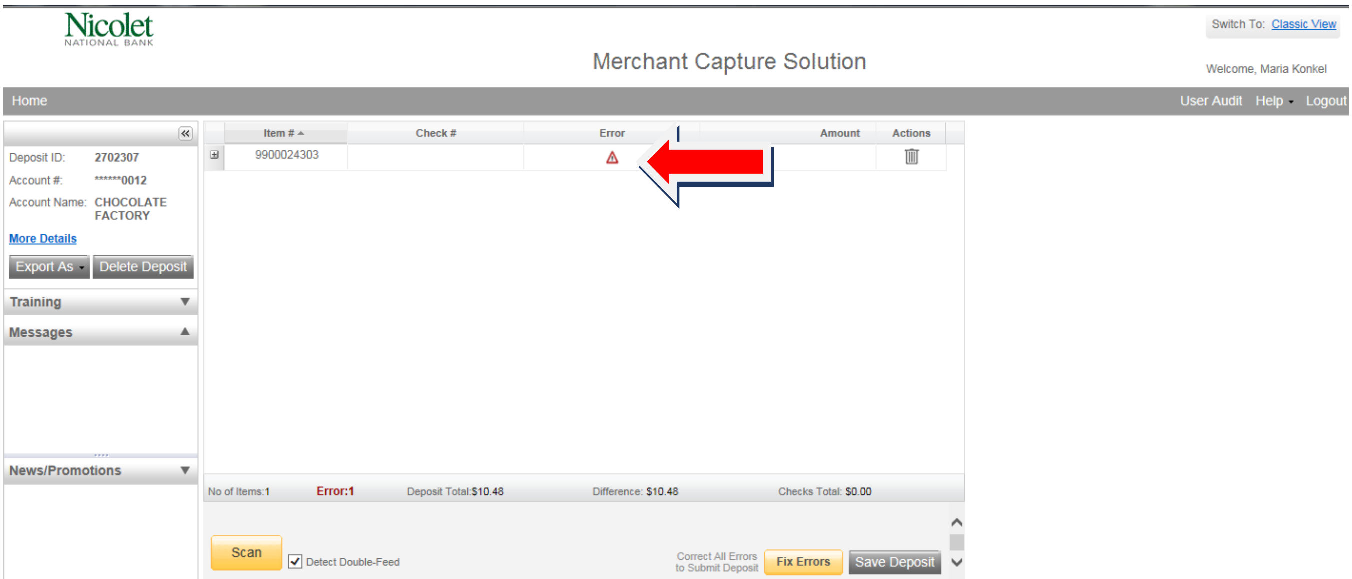


6. Click *Stop Scan* after all checks have been scanned.



Resolve Exceptions and Balance Deposit

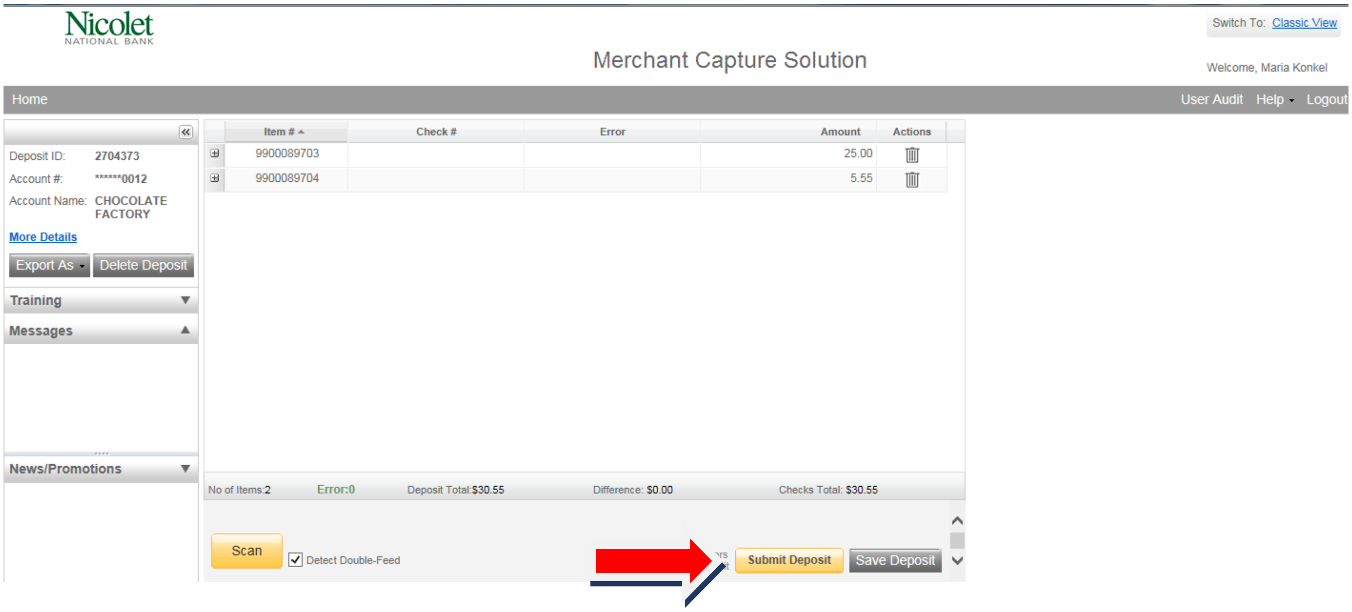
7. Ensure all exceptions are resolved. You will see an alert under *Error* if you have any exceptions. For details on how to resolve exceptions, please see the Exception Items chapter of this guide.



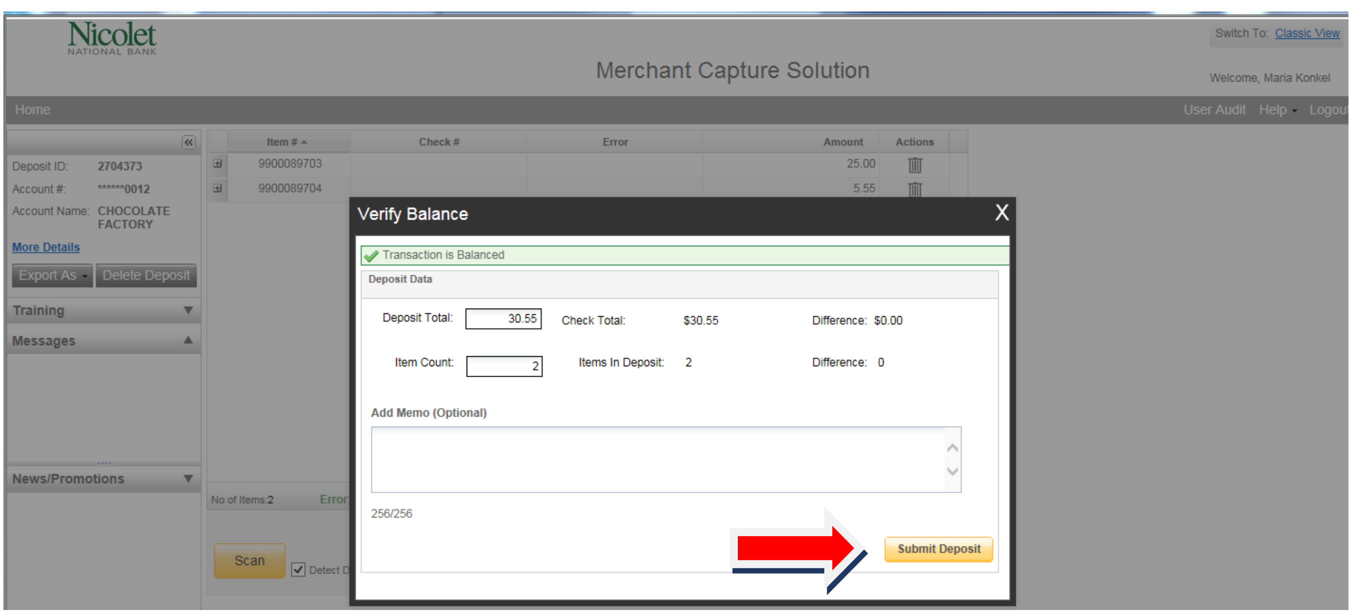
8. Once all errors are fixed, ensure deposit is balanced (Difference = $0.00).

Submit Deposit

9. Click on *Submit Deposit* at the bottom right.

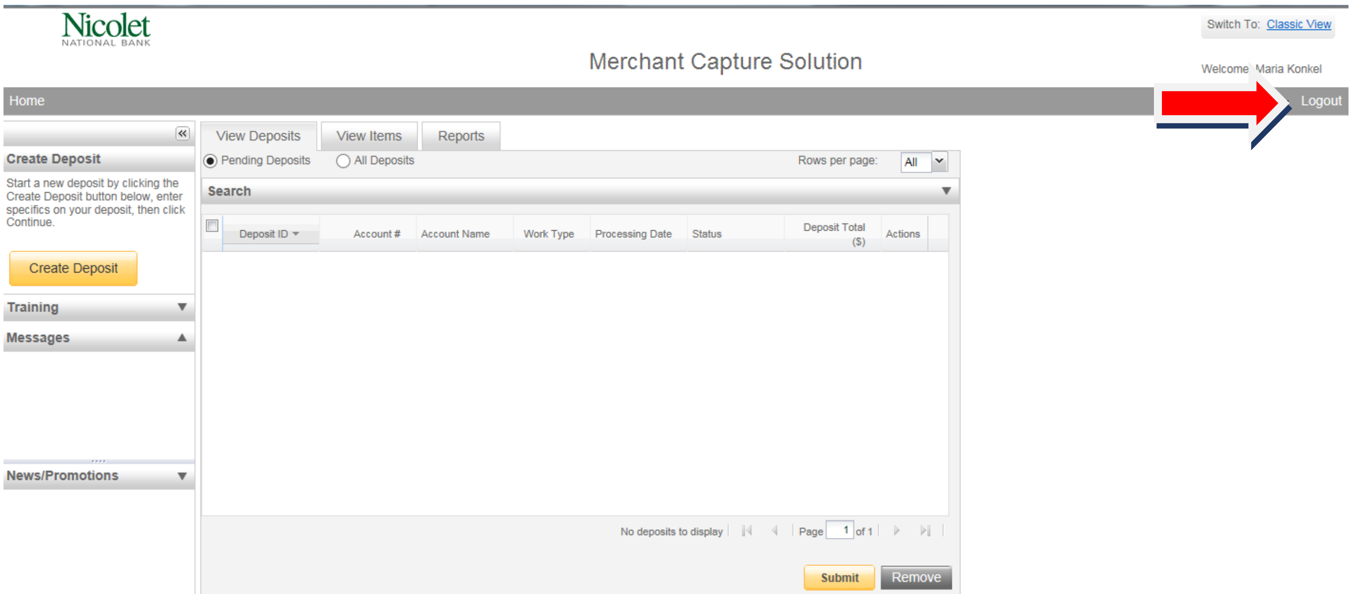


10. A “Verify Balance” box will pop up. Verify that the balance total and item count are accurate. If so, click *Submit Deposit*. Ensure that the status of your deposit is *SUBMITTED*.



Logout

1. To log out, click on *Logout* on the information bar at the upper right.



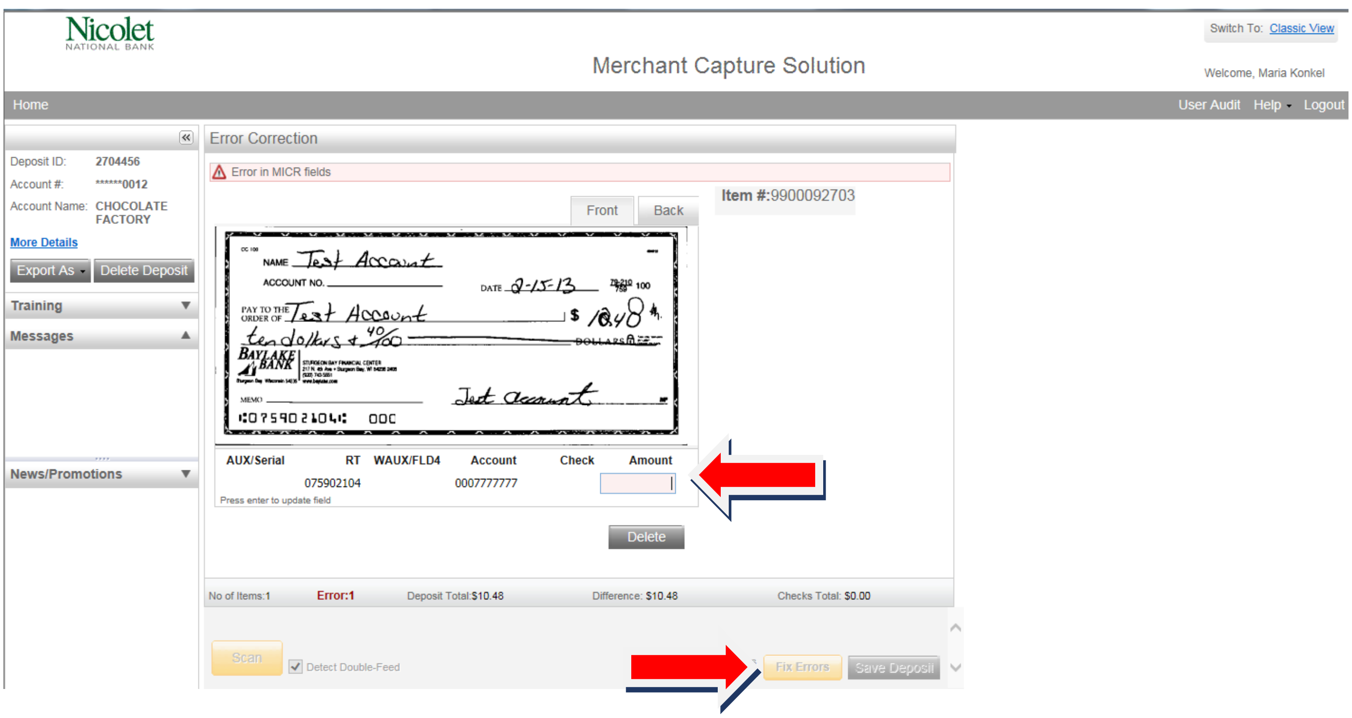
Exception items

There are two types of exceptions that can occur in Remote Deposit Capture: Dollar Amount Exceptions and Duplicate Item Exceptions. A Dollar Amount Exception will appear if the courtesy and legal amounts do not match, or if the pen ink is not detected by the scanner. A Duplicate Item Exception will occur if the same item is scanned more than once. Exceptions will be indicated under *Error*. Click *Fix Errors* to clear your exception.

Dollar Amount Exceptions

1. Dollar Amount Exceptions will appear with a pink background in the Amount field. This occurs when the dollar amount on a scanned check cannot be read.

2. Enter in the correct amount in the bottom right hand box that is highlighted pink and **press *Enter***. (You may also delete the item by clicking *Delete*.)

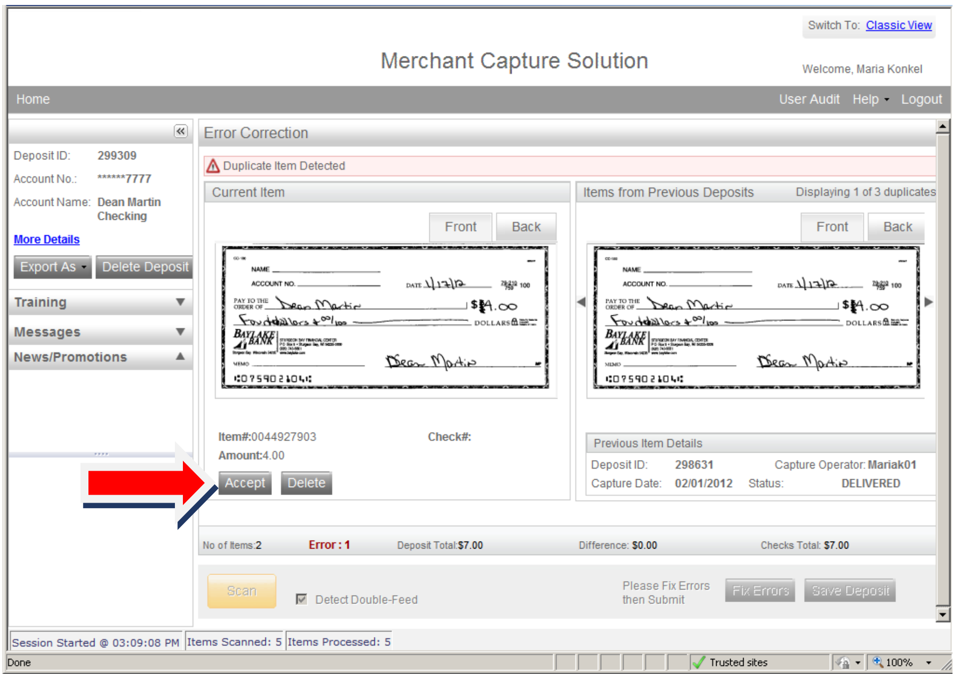


After all exceptions are resolved, you can continue with your deposit and submit.

Duplicate Items

The system will automatically check for duplicate check entries. If you happen to scan a duplicate item, the system will stop you when you try to submit and require you to complete an action.

1. If you wish to accept the item, click *Accept* and proceed with the deposit as normal.



2. If you choose to delete an item, click *Delete*. Once you click *Delete Item*, the system will ask you to verify that you really want to delete this item.

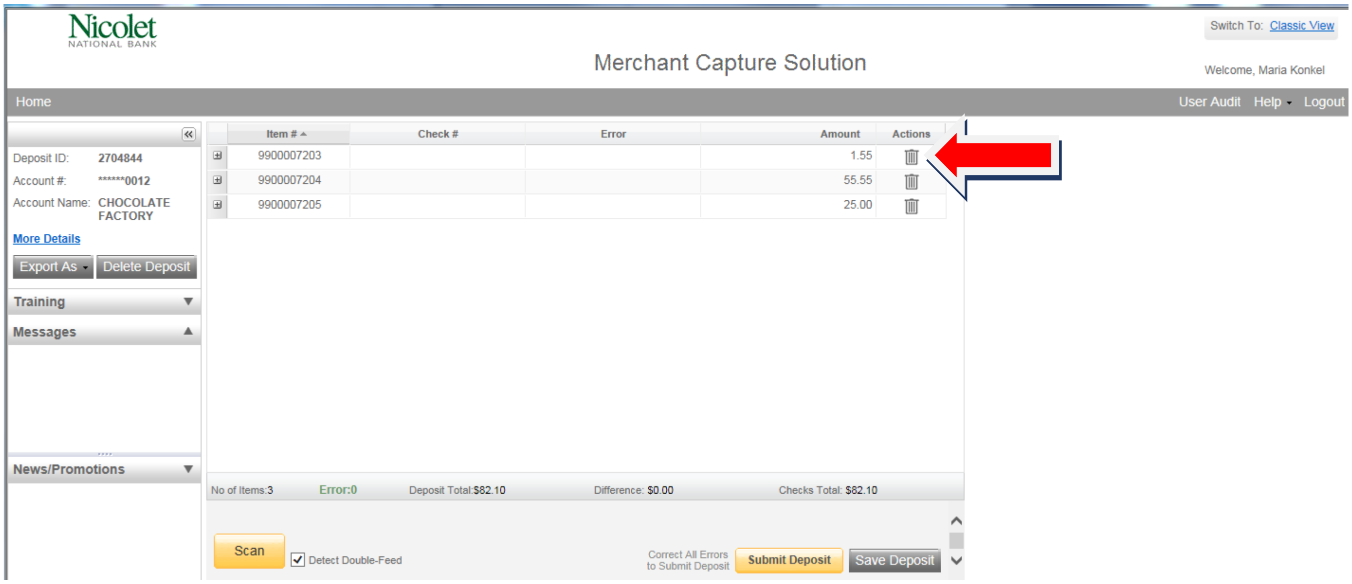
3. Click *Yes*.

4. The screen will refresh and the duplicate item will be removed. Continue as many times as necessary. Once you have removed all the necessary items, proceed with your deposit as normal.

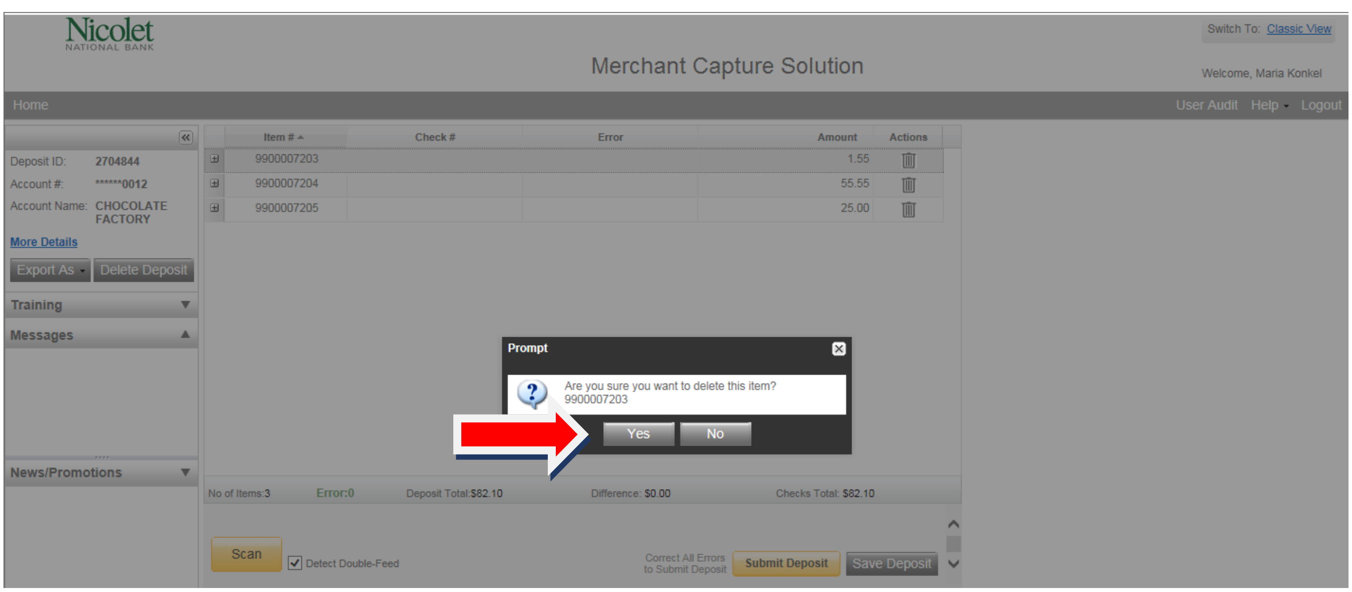
Deleting a Check

While scanning a deposit, you may need to delete a check that you have scanned.

1. Click the icon that looks like a garbage can, located at the far right under *Actions*.



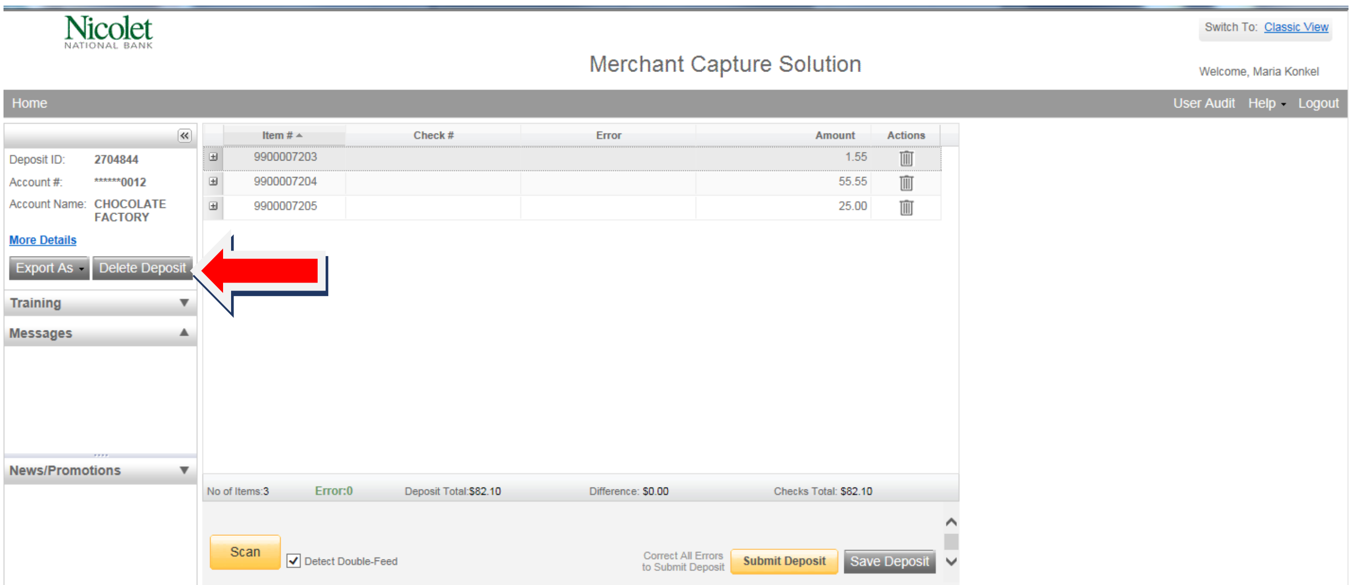
2. A box will pop up verifying that you want to delete this item. If you do, click *Yes*.



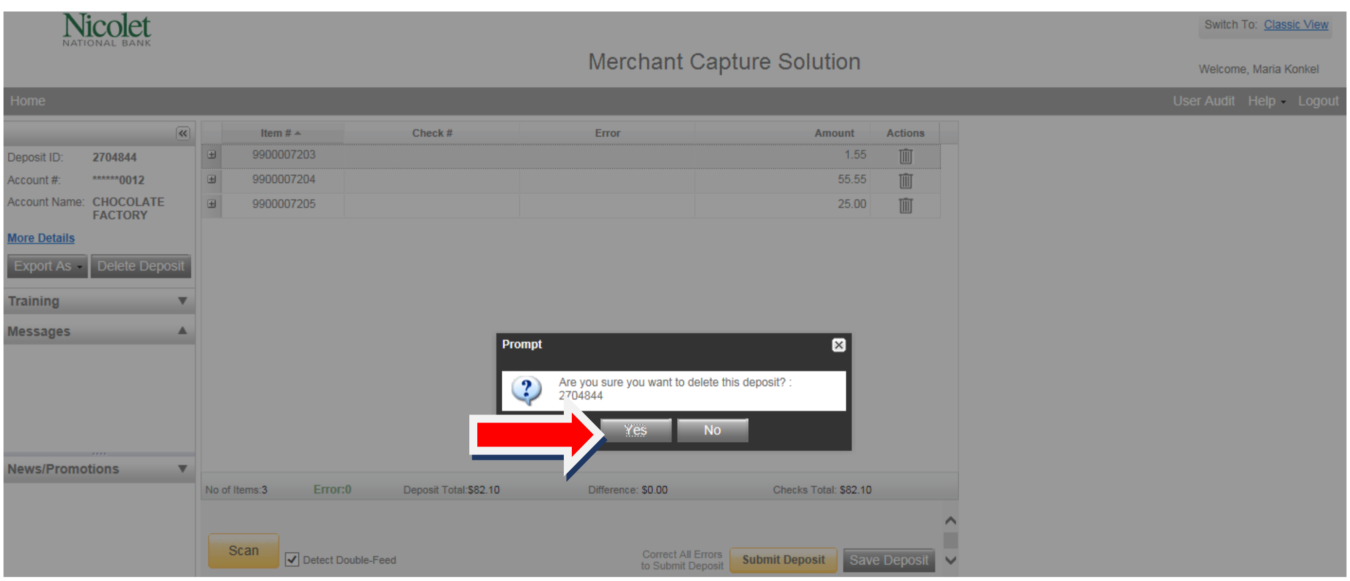
Deleting a Deposit

You may need to delete an entire deposit before final submission.

1. Click on *Delete Deposit* at the far left. (Note: The deposit cannot have a **Deposit Status** of SUBMITTED or DELIVERED.)



2. A box will pop up to verify you want to delete the deposit. Press *Yes*. The deposit is now deleted.

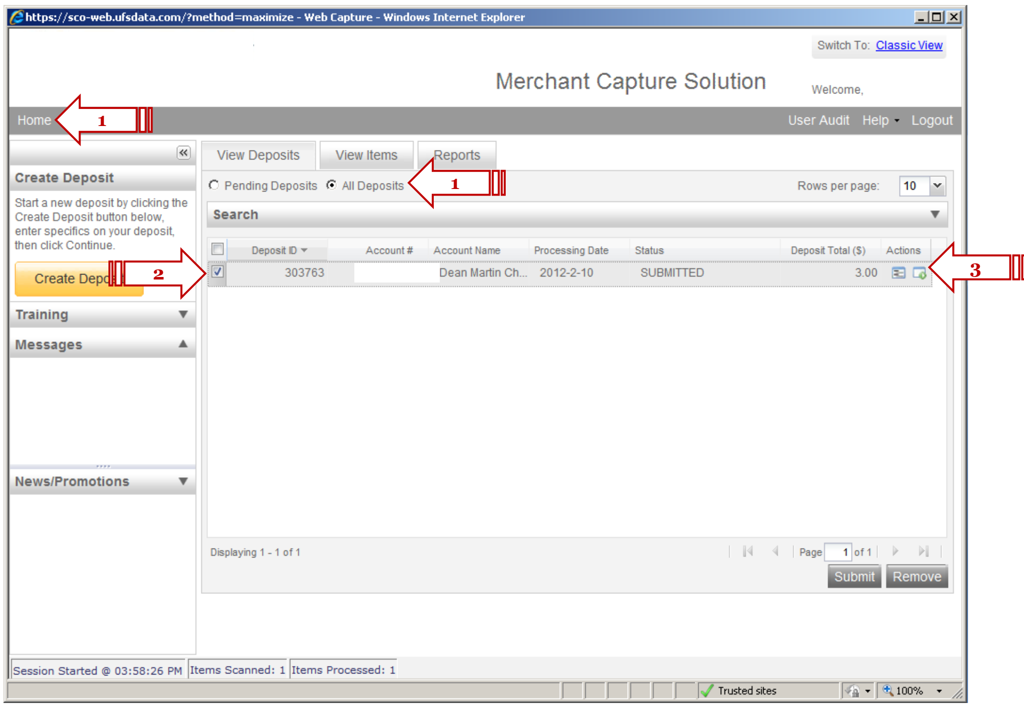


Reporting

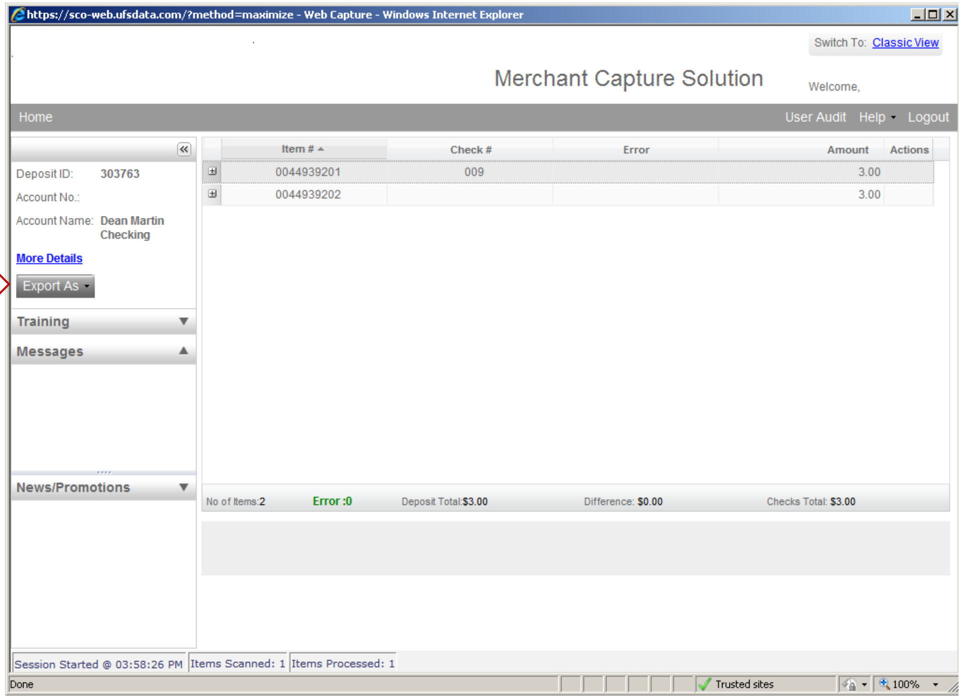
Detail Deposit Report

You may need a detail report of a deposit to summarize your deposit. The report can include images (front and back of every scanned check) or data (routing number, account number, check number, and dollar amount).

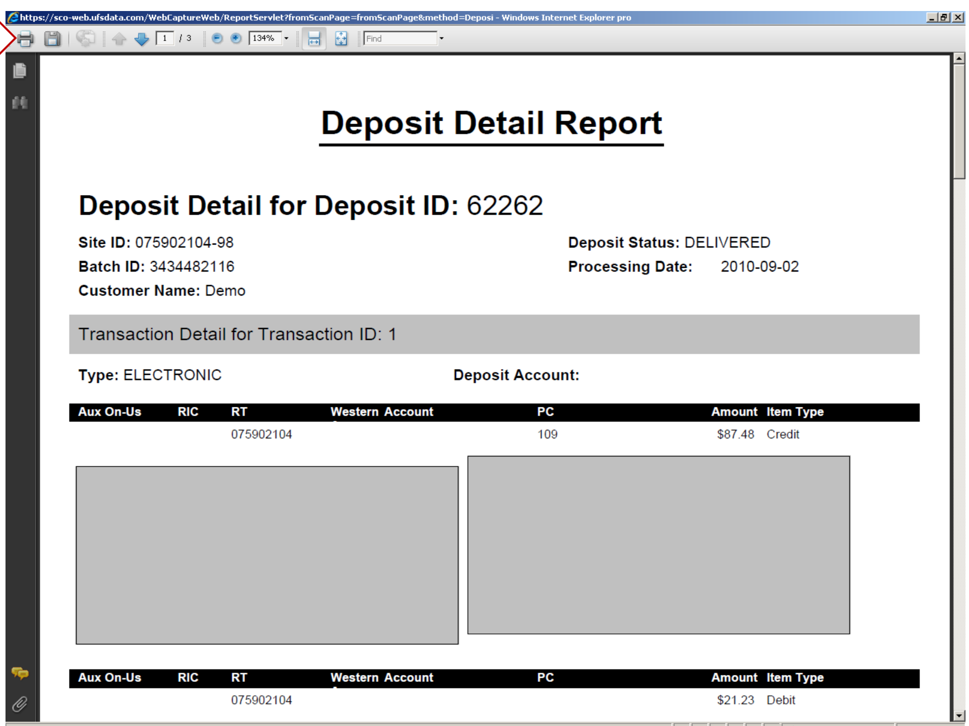
1. On the **Home Screen** click on *All Deposits* button.
2. Click on the box in front of the transaction.
3. Click the *View Deposits Box* (the second icon at the far right.)



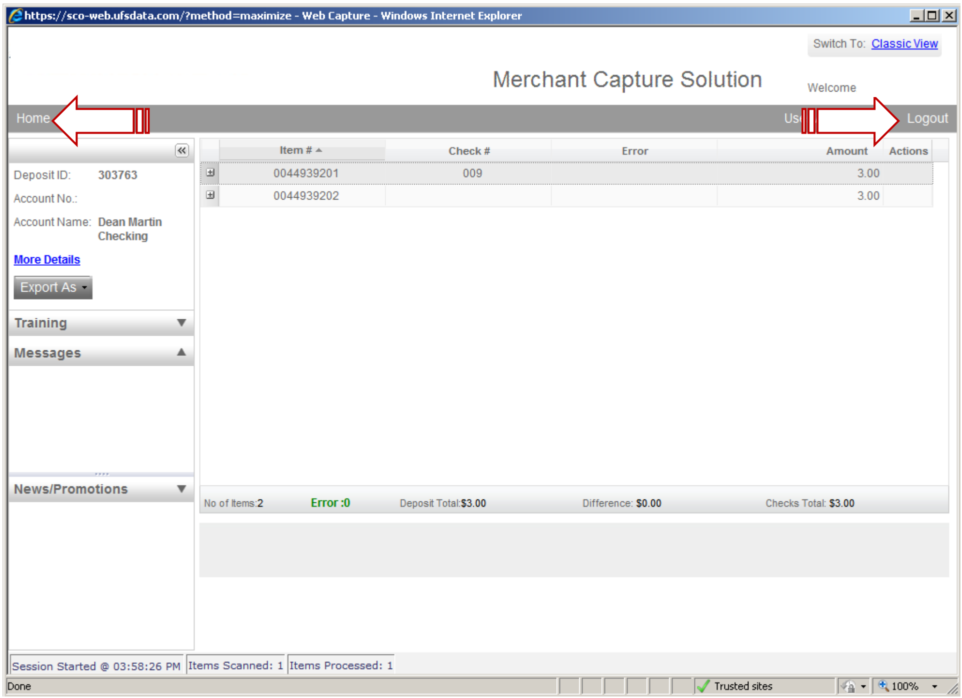
4. Click on the *Export As* button; then choose *PDF* or *PDF with Images*.



5. A new window will appear with the **Deposit Detail Report**. *Print* or *Save* the report.



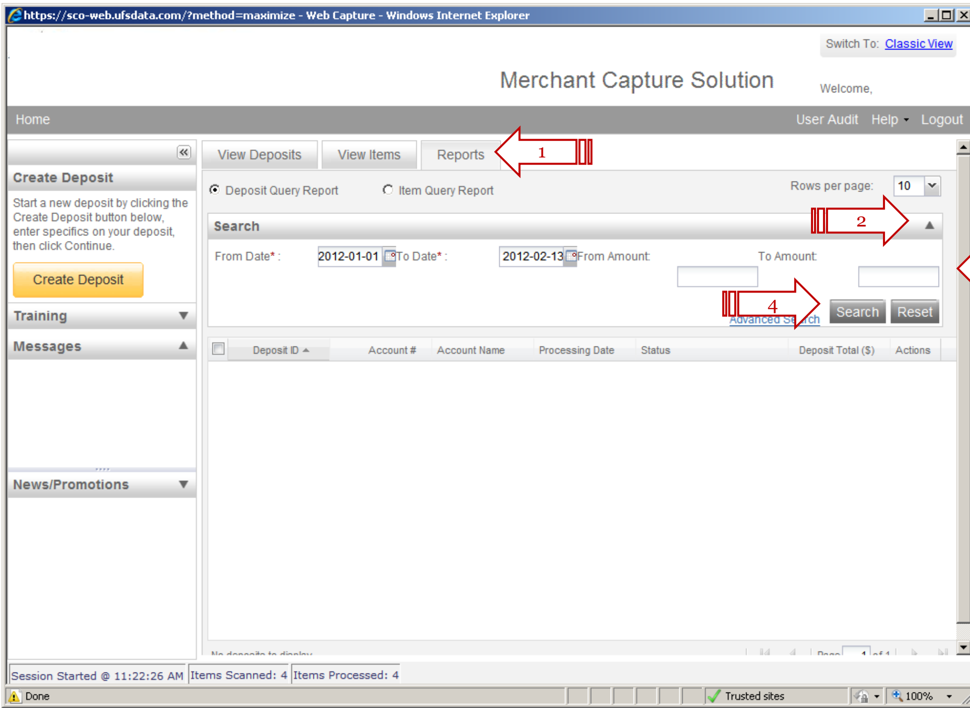
6. Close this window and you will go back to previous screen.
   If you would like to go to the **Home Screen**, click on the *Home* button.
   If you are finished with Remote Deposit Capture, click *Logout*.



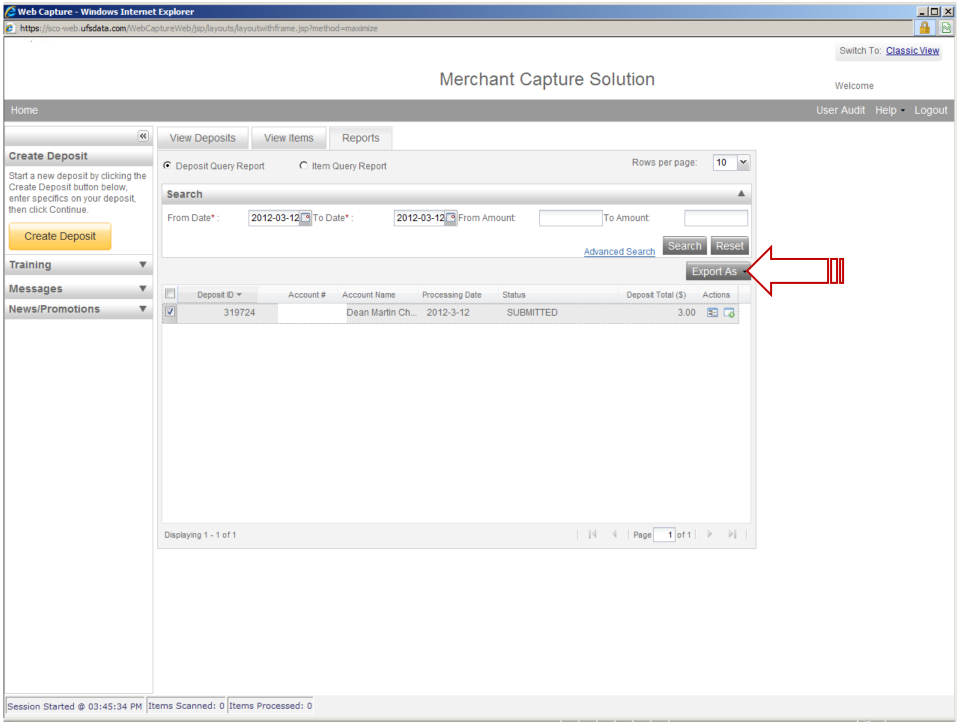
Summary Reports

When you need to know how many deposits were made in a time period and for what amounts, you will need to search for a **Summary Report**.

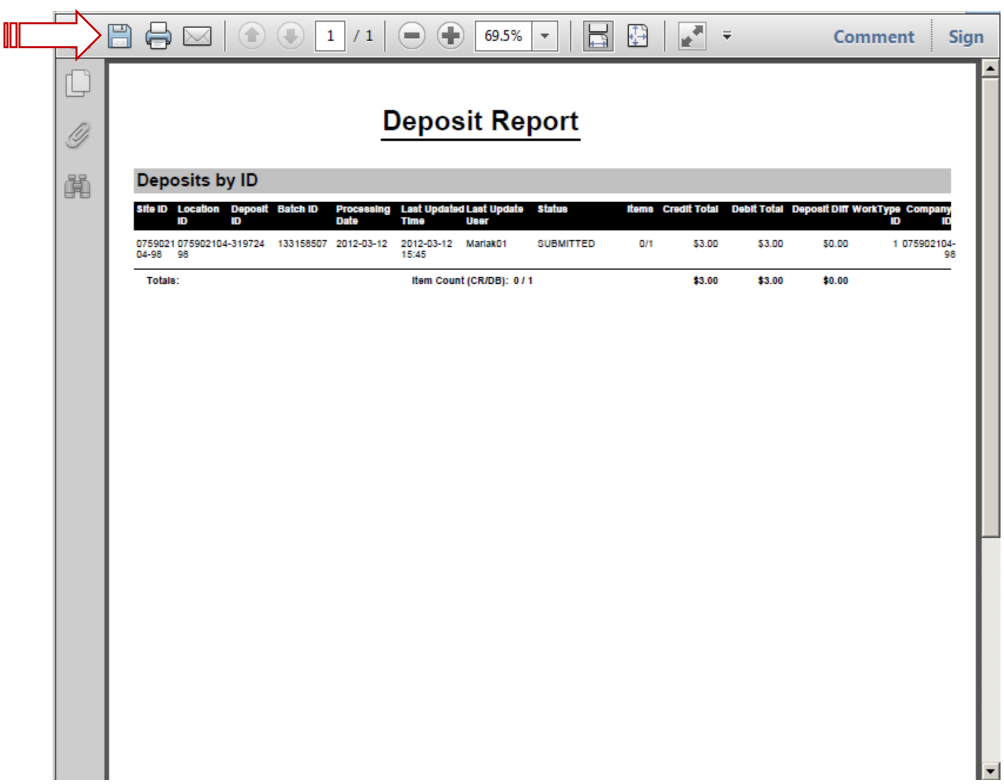
1. On the **Home Screen**, click the *Reports* tab.
2. Click the arrow at the far right to display the search fields.
3. Complete the fields for which you would like to search — date range, dollar amount, account, etc.
4. Click *Search*.



5. To produce a PDF report of the deposits in this list, click on *Export As* and choose *PDF*.



6. A new window will appear with the **Deposit Status Report**. *Print* or *Save* the report.



7. Close the window. If you are finished with Remote Deposit Capture, click *Logout*.