

# Deposit Using a Scanner

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## Important:

If your browser displays a security message indicating that *dlmlr8.fisglobal.com* is requesting access to other applications, services, or devices on your local network or computer, select **Allow**. Choosing Block may prevent DepositPartner from connecting to your check scanner.

If you have already selected Block, please contact your IT team for assistance with resetting this option.

Welcome Kyle Kasbohm!

Today is 8/7/2020 at 2:39:11 PM! K\_KASBOHM, your last login was on 8/7/2020 at 2:14:55 PM.

**Johnson Financial Group** is proud to have JFG Test Merchant as a DepositPartner customer. DepositPartner gives you the ability to conveniently deposit checks remotely, manage your remote check deposits and research those deposits anytime, anywhere, from any device.

You made your last deposit for \$0.00 on UNKNOWN at Unknown (Processed on UNKNOWN).

If you need additional assistance, please contact Treasury Management Customer Support at 1-888-769-3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

Thank you!

**Create Deposit**

**Location**  
Main

**Account**  
Checking\*\*\*8398

**Control Total**  
\$ 0.00

### Deposits

Open **5** Pending **0** Recent **0**

Created	Tracking #	Status	Location	Account Name	Item Count	Depo
8/5/2020 3:31:09 pm	M000035054	Open	Main	Checking***8398	0	\$80.0
8/5/2020 3:37:10 pm	M000035072	Open	Main	Checking***8398	0	\$0.09
8/5/2020 3:38:46 pm	M000035082	Open	Main	Checking***8398	0	\$0.09
8/5/2020 5:13:35 pm	M000035246	Open	Main	Checking***8398	0	\$0.0
8/7/2020 2:33:48 pm	M000036907	Open	Main	Checking***8398	0	\$1.00

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To start a deposit, use the **Create Deposit** section in the upper right hand corner of the screen.

Select your location (if necessary), your account, and enter your control total (the amount of your deposit).

If you don't know your Control Total, you can use the **Create Tape** function to add your checks together (see next slide).

When completed, click **Create Deposit**.

Welcome Kyle Kasbohm!

Today is 8/7/2020 at 2:39:11 PM! K

**Johnson Financial Group**

DepositPartner gives you the ability to add deposits and research those deposits.

You made your last deposit for \$0.00

If you need additional assistance, please call 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com)

Thank you!

Deposits

Open **5** Pending **0**

Created	Tracking #
8/5/2020 3:31:09 pm	M000035054
8/5/2020 3:37:10 pm	M000035072
8/5/2020 3:38:46 pm	M000035082
8/5/2020 5:13:35 pm	M000035246
8/7/2020 2:33:48 pm	M000036907

### Deposit Tape

Select	Index	Sequence	Amount
<input type="checkbox"/>	1		\$ 606.21
<input type="checkbox"/>	2		\$ 10.00
<input type="checkbox"/>	3		\$ 100.00

Item Count **3**
Deposit Total **\$716.21**

\$  +

Cancel
Accept

The Deposit Tape function will allow you to add your checks individually to create a **Control Total**. In the lower right hand corner, enter a check amount. Add that check to the tape by clicking the **“+”** button on your screen, or by typing the **“+”** or **“Enter”** keys on your keyboard.

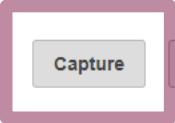
You can remove a check from the tape by clicking the **select checkbox** on the left and using the **Kabob menu** in the upper right hand corner of the screen.

When completed, click the **Accept** button. The total from your Tape will automatically fill in the Control Total on the Create Deposit screen.



Press 'Capture' to begin capturing items.

Sequence #



Capture

Next

Items 0

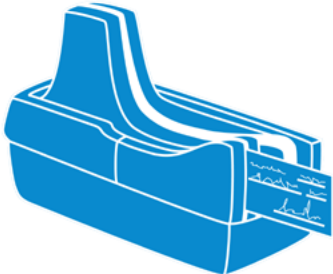
Amount	Sequence	Routing Number	Account	Serial

On the **Capture Items** screen, click the **Capture** button to start scanning checks.

**Please note**, if this is the first deposit you are doing and you haven't completed the Scanner Installation procedures, please complete those steps before attempting to deposit checks.

Capture Items

Scanning



Cancel Stop Scan

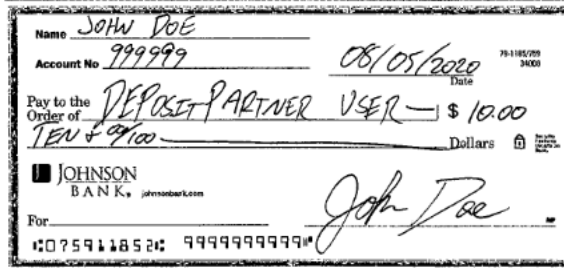
Capture Items

Items 0

Amount	Sequence	Routing Number	Account	Serial
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The Capture Items pop up window will appear. Wait for the screen to say "scanning" and then load your checks in the scanner.

When you are done scanning checks, click **Stop Scan**.



Sequence #36938000030

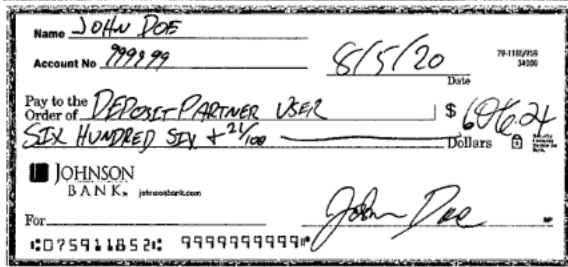
Capture **Next**

Sequence	Routing Number	Account	Serial	<input type="checkbox"/>
36938000010	075911852	9999999999		<input type="checkbox"/>
36938000020	075911852	9999999999		<input type="checkbox"/>
36938000030	075911852	9999999999		<input type="checkbox"/>
36938000040	075911852	9999999999		<input type="checkbox"/>

At the bottom of the screen, you will see a list of all the checks scanned. If you click a check, you will see its image on the top of the screen. You can use the buttons next to the check image to zoom, rotate the image, or see the back. If you need to delete an item, click the checkbox on the right and use the kabob menu above to remove that check. If you need to scan more checks, click the **Capture** button.

When you are ready to continue, click the **Next** button.

Correcting 1 of 3



Sequence #36938000020

Duplicate Item

Click to view

Amount

\$ 606.21

MICR

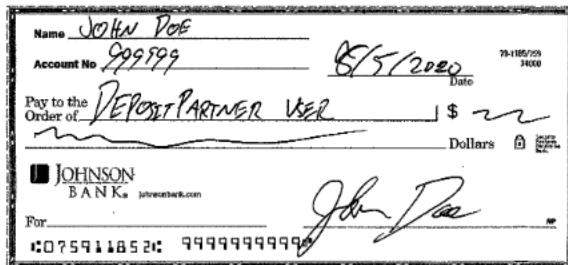
075911852 9999999999

Remove  Verify MICR Accept

If any items don't pass a quality control check, you will be taken to a **Correct Items** screen.

In this scenario, it detected this check as being a duplicate of another check that has already been scanned. If it is a true duplicate item, click the **Remove** button. If this is a false duplicate and the check is legal to be deposited, click the **Accept** button.

Correcting 3 of 3



Sequence #3693800040

Duplicate Item

Click to view

Amount

\$ 0.00

The amount must be greater than \$0 and less than \$99,999,999.99.

MICR

075911852 9999999999

Remove

Verify MICR

Accept

You may also have a situation where the scanner cannot read the amount of a check.

In this scenario, enter the dollar amount of the check in the Amount section. Then click the **Accept** button. If the check should be removed from the deposit, click the **Remove** button.



Sequence #36938000010

Amount	Sequence	Routing	Account	Serial	
\$ 100.00	36938000010	075911852	9999999999		<input type="checkbox"/>
\$ 606.21	36938000020	075911852	9999999999		<input type="checkbox"/>

### Deposit Information

Debit Total \$716.22

Difference \$0.01

Control Total

When there are no more corrections to be made, you will be taken to the **Balance Deposit** screen, if your Control Total doesn't match all the scanned checks.

You will see the Debit Total (total amount of the scanned checks) compared to your Control Total. It will show if there is a difference.

If there is a difference, double check your Control Total for accuracy. If you have a mistake in your Control Total, update it and click **Save Changes**. If you used the Deposit Tape function on the first page and you have an error in your Control Total, click the Kabob menu under the Review Button to update your deposit tape. When finished, click the **Review** button.

If your Control Total is accurate, review the checks at the bottom of the screen to make sure all the amounts were read correctly. If any checks were read incorrectly, you can update the check amount in the Amount column. When finished, click the **Review** button.

If you used the Create Tape on the first screen, you can click the **Unreconciled Tab** to see which checks don't match up with the tape.

Capture Items Correct Items Balance Deposit **Review Deposit**



**Merchant Capture Deposit Ticket**

Account Number: 2626198398  
Date: 08/07/2020 03:08:05 PM  
Amount: \$ 716.22

⑆075911582⑆ 2626198398⑆752 ⑈0000071622⑈

### Deposit Information

Location	Main
Item Count	4
Date	8/7/2020 3:08:05 pm
Tracking Number	M000036938
Account	Checking***8398
Control Total	\$716.22

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On the **Review Deposit** screen, you will have one last chance to verify your deposit. If you need to go back, you can click the **Balance** button. Otherwise, if you are ready to make the deposit, click the **Submit** button.



# Thank You

## Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

