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# 1 Introduction

FMFCU's Business AnytimeDeposit service is a revolutionary product that blends the convenience for remote deposit with the functionality and security of new check scanner technology. With Business AnytimeDeposit, you can now deposit directly to a business account within minutes. Business AnytimeDeposit also offers the ability to review current and past check deposits for added security.

You must have a supported scanner type along with associated software in order to use Business AnytimeDeposit. For complete details on scanner Setup and testing, refer to the Business AnytimeDeposit Scanner Guide.

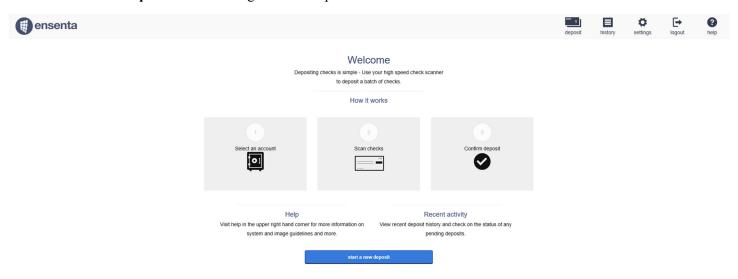


# 2 Depositing Checks

To begin a deposit, log into your account. Note: Automatic logout occurs after 15 minutes of inactivity.

Once logged in, load checks into the scanner. Make sure all checks are facing the same direction and all rubber bands/paper clips have been removed. You can also tap the bottom of the stack of checks to align the stack before loading it in the scanner.

Click the **Deposit** button to navigate to the Deposit screen.



## 2.1.1 Scanning Checks

The **Deposit** screen allows you to select a configured account to deposit into. Select your account from the available choices in the drop down. If you do not see a configured account, contact your financial institution.

To begin your deposit, load your checks and:



- 2. If this is the first time logging into Business AnytimeDeposit on your account, you may see a Terms of Service agreement that must be accepted before proceeding with the deposit. Once accepted, you will not see this screen again.
- 3. Select the account to deposit into from the **Accounts** drop down.

Note: Not all of your accounts may display. Contact FMFCU if you do not see an account name.

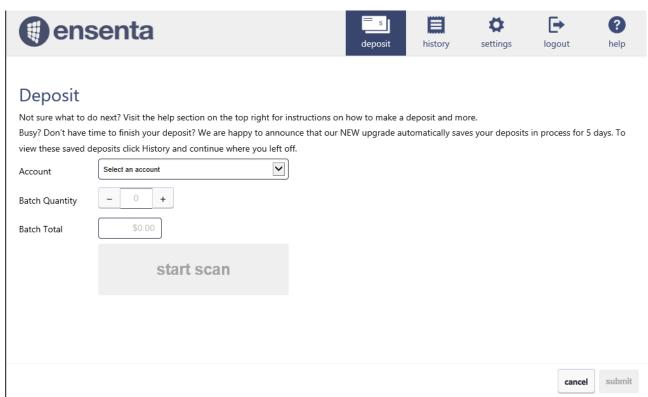
4. In the Batch Quantity field, type the quantity of items you will be scanning. You may also use the



buttons to show the desired quantity of items in this batch.

5. In the **Batch Total** field, input the total dollar amount that will be processed in this batch.



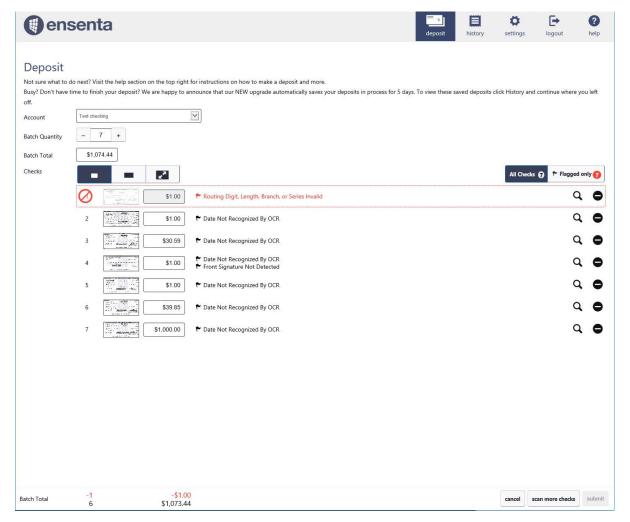


Your check scanner will automatically scan any loaded checks. Once the scan process has ended, a review screen will display the results of the scan.



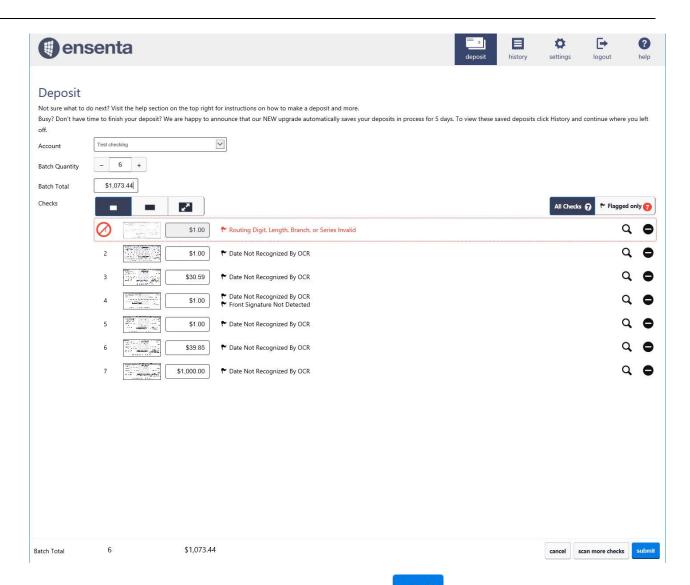
#### 2.1.2 Review Scanned Checks

The results screen will display uploaded checks. All checks read by the scanner will be displayed on this screen. The **Batch Total** at the bottom of the screen will display the number of checks scanned and the total amount of all checks accepted in the scan. If a check is rejected by the application for any reason, it will not be added to the **Batch Total**. Prior to submitting the batch, it is required that the **Batch Quantity** and **Batch Total** at the top of the screen be balanced with the **Batch Total** on the bottom of the screen.



In the example above, the user has not balanced the **Batch Quantity** and **Batch Total** at the top of the screen with the **Batch total** on the bottom of the screen. This will prevent the user from clicking the button.





After the user has adjusted **Batch Quantity** and **Batch Total** the button becomes active and the user may complete the deposit

Checks are rejected due to factors set up by FMFCU. Contact FMFCU if you have questions regarding rejected checks.



Once you have finished reviewing checks, you can click

to complete the deposit. If you don't see a

scan more checks

make deposit

check in the scan queue, locate the check, place it in your scanner and click The check will be added to your scan queue.

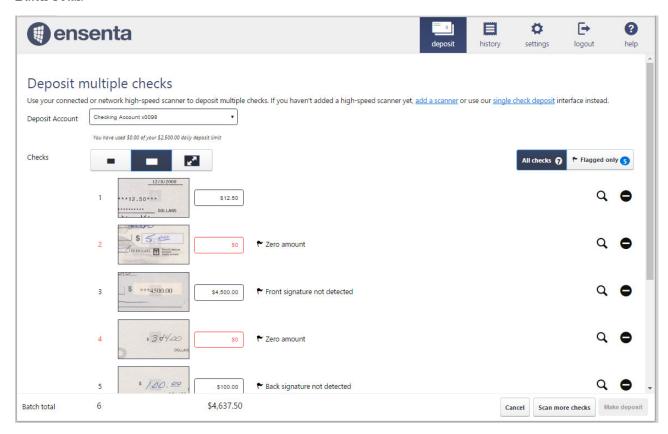
to activate the scanner.



#### 2.2 Risk Factors

FMFCU determines risk factors for deposits. If an uploaded check has been determined too risky to deposit (rejected), it will display in red on the results screen along with a description. If a check has risks that are acceptable for deposit, they will display in black.

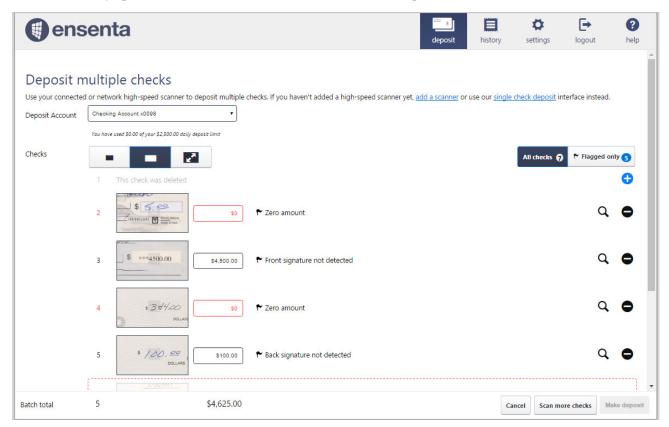
Checks are scanned and displayed regardless of whether or not they are acceptable by FMFCU. The batch total for the scan will update when a check is added or removed from the queue. Rejected checks (red) cannot be added to the Batch Total.





Checks can be removed using the **Subtract** button . Clicking the **Subtract** button will remove the check from the

scan queue. You can add the check back to the scan queue by clicking the button for the line entry. Batch totals will automatically update when a check is added or subtracted from a deposit.



Checks can be added or subtracted as necessary until the button is clicked. If a fixable risk factor is

detected by the scan, the button will be disabled until the error has been corrected.

Checks can be further examined using the button. Clicking the button will display a grey scale version of the scanned check and any risks associated with the check.

You can use the **Size** toolbar to change the size of each check image in the display.





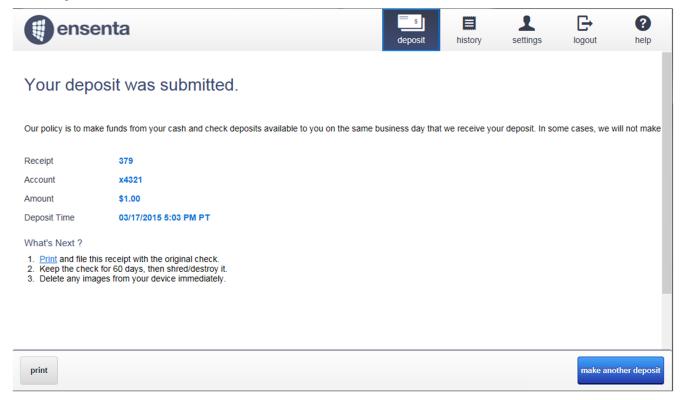
Clicking will expand the check into a display where you can examine each individual check in the deposit.



You can change the amount of the check in the **Amount** field. You can also change the amount on the **Deposit** screen.



### 2.2.1 Receipt Screen



The Receipt screen allows you to print a receipt with check images for your records. It is recommended that you keep

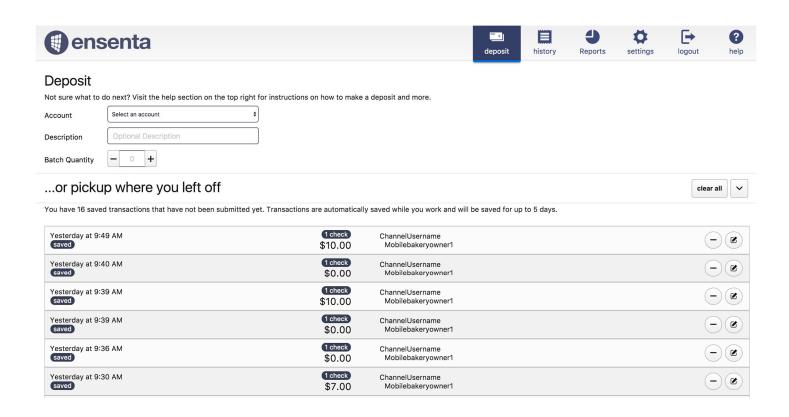
scanned checks for a minimum of 60 days on file. You can begin another deposit by clicking

make another deposit

#### 2.2.2 Saved Work

Instead of starting a new deposit, you may opt to resume and complete an unfinished transaction. On the Deposit screen, you will see unfinished transactions for up to five calendar days. Deposit transactions not completed will automatically appear as saved on the Deposit screen, no user action is necessary for the work to be saved.





Actions that can be performed within the Saved Work transactions window on the Deposit Screen:

Button	Action
	Resume the selected transaction in order to edit, add additional checks or complete transaction. This will take you back to the same review screen as outlined in section 2.1.2.
	Delete the transaction without resuming.
clear all	Clear all unfinished saved transactions.
~	Collapse/un-collapse saved transactions window.

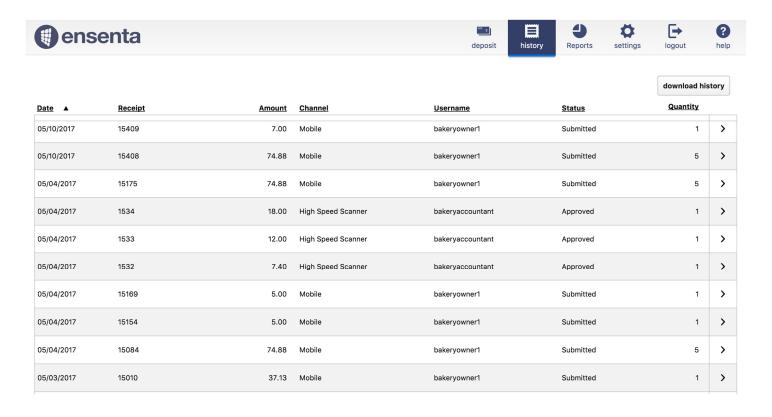


# 3 Deposit History

You can view all deposit history in the UI for a given account using the history screen.

## 3.1 History Home Screen

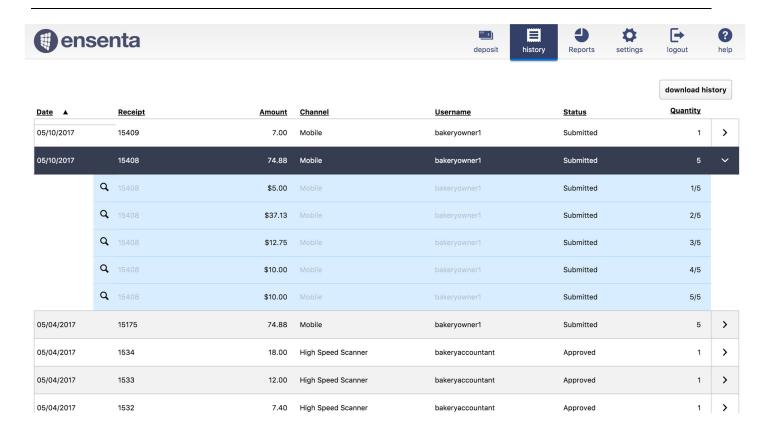
The **History** screen display deposits bunched by deposit date and receipt number. If multiple checks were uploaded during the deposit, they will be aggregated under one entry on this screen.



The History screen will display a list of deposits made to your account. Each entry will include images from the deposit and the status of the deposit. Clicking on an entry will open the deposit and display all checks uploaded during that deposit.

Note: If you receive real-time email alerts, you may receive an alert while the user interface displays an outdated status. The status on the history screen updates periodically throughout the day. For further questions, please contact FMFCU.





You can research individual checks by clicking on the Q icon. A pop up will display the actual check image for inspection.



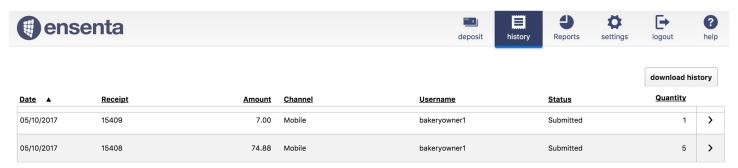
THE FRONT IS BLUE AND	CONTAINS SIMULATED WATER MARK	ON REVERSE	×
My Credit Union  100 Main Str Anytown, USA 000-000-0000 toll-free 800-000-0000	CASHIER CHECK		2999006
PAY TO THE WILLY MUD	00-0000/0000	- \$ ***9.00***	2/2/2009 k
ORDER OF **Nine**********************************	*******	*****	_ DOLLARS
VOID AFTER 6 MONTHS CU Service Centers(R)	9,00*** • NINE PERIOD 2280 2280 +>>>>>>>	John Han over \$10,000 requires	ACOCK OTIABLE Two signatures
#999006# #12114	33322	2444"	
			7/2



download history

## 3.1.1 Download History

Business AnytimeDeposit includes functionality to download the information appearing in the History screen. The records can be downloaded as a general list of the batch transactions, or if more details are needed, individual batches can be expanded to include the information from the checks within the batch.



Click any batch transaction to show the individual checks in the batch. Select the button to begin the download of batch transactions. *Note: Batch transactions will be downloaded as .CSV file* 



# 4 Reports

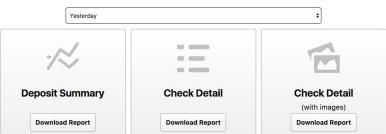
If you have access to the History screen, you will also have access to the Reports screen. On the Reports screen, you will be able to select a predefined date range or set a custom date range and download the following three standard Business AnytimeDeposit Reports:

- 1. Deposit Summary Report Report subtotaled by transaction for each day
- 2. Check Details Report Report listing individual check detail
- 3. Check Details with Images Report Report listing individual check detail with front and back image of check

## 4.1 Downloading a Report

To download a report, select your date range and press the 'Download Report' button for the desired report. You will be provided an option to save the report to your desired location.

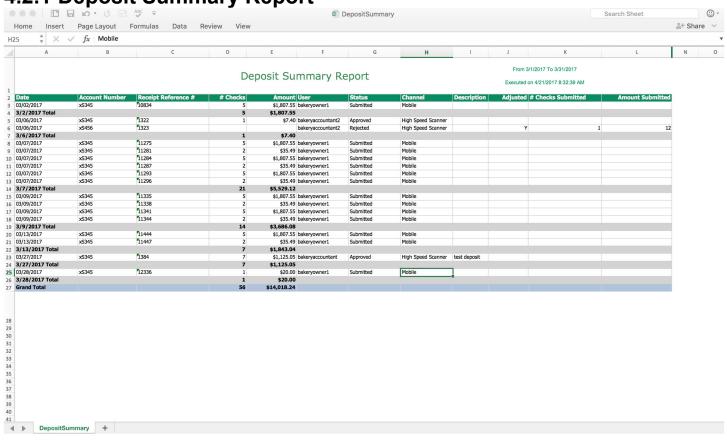






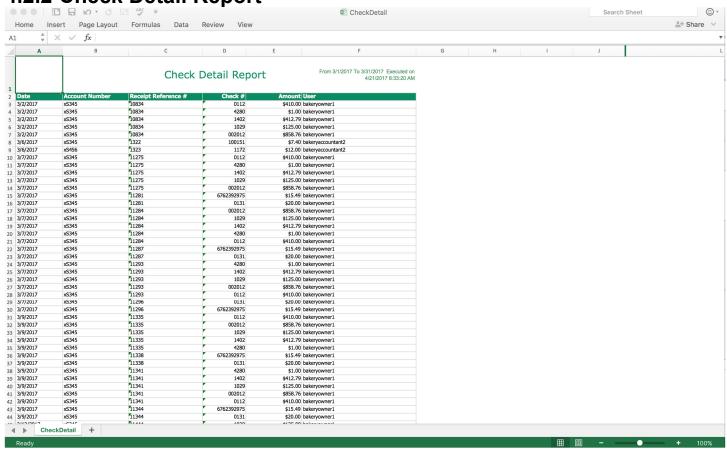
# 4.2 Report Samples

4.2.1 Deposit Summary Report



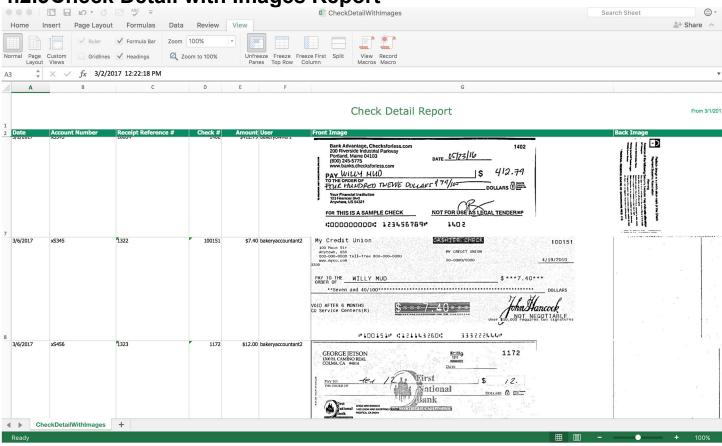


4.2.2 Check Detail Report





4.2.3 Check Detail with Images Report





# 5 Settings

All user interface settings are controlled in the **Settings** screen. The **Settings** screen is not active by default. Consult FMFCU if the **Settings** button or any of the settings listed do not appear in the application.

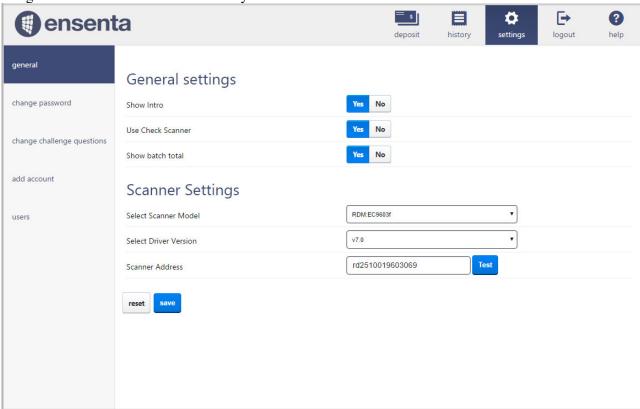
## 5.1 Settings Screen

The **Settings** screen appears after logging in and clicking the **Settings** button in the **Welcome** screen. You can navigate to the screen from any screen in Business AnytimeDeposit after logging in.

The Settings screen features general settings, password functions and account functions.

## 5.1.1 General Settings

The general tab contains on/off functionality for the user interface.



Setting	Туре	Description



Show Description	Radio button, Yes or No	Used to control description display.
Deposit Multiple Checks Per Transaction	Radio button, Yes or No	Used to specify multiple checks per deposit. Must be set to Yes for a high-speed check scanner deposits.
Show Intro	Radio button, Yes or No	Used to enable/disable introduction screen. If set to No, Deposit screen will display after Login screen.
Show help sidebar	Radio button, Yes or No	Used to enable/disable help sidebar. If set to no, help sidebar and help button in the top bar will not be visible.
Use Plain Scanner	Radio button, Yes or No	Used to enable/disable check deposits with a flat scanner.
Use Check Scanner	Radio button, Yes or No	Used to enable/disable check deposits using a check (high-speed) scanner.
High Speed Scanner	Drop down	Displays all available high-speed scanners available for use.
Show Batch Total	Radio button, Yes or No	Used to allow batch quantity and amount prior to scanning items

Note: Not all settings appear by default.