

Creating a Deposit (Not using RDC+)

Log into Remote Deposit Capture. On the right-hand side of the home screen under **Create Deposit**, choose the **Location** and the **Account** for deposit.

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

Home Approvals Administration Research Reports Help

Welcome Customer Name!

Today is 8/5/2025 at 9:02:13 AM! APITURETEST, your last login was on 8/5/2025 at 9:01:11 AM.

Superior National Bank is proud to have you FIS-Test as a Remote Deposit Capture customer. Remote Deposit Capture 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).

For any additional information, please contact us at 866-482-0404 or visit us at our website www.snb-t.com.

If you require additional assistance with your scanner, please contact Scanner Support at 800-327-6664.

Thank you!

Create Deposit

Location: Main

Account: Test Account *0017

Control Total: \$ 0.00

Create Tape Create Deposit

Deposits

Open 0 Pending 0 Recent 0

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total
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Enter the total amount of deposit in **Control Total**, then select **Create Deposit**.

Create Deposit

Location: Main

Account: Test Account *0017

Control Total

\$ 3400.00

Create Tape Create Deposit

Create Tape can be selected to total up multiple checks in a deposit. Enter in the dollar amount in the **Amount** box and click or type **+**. Select **Accept** and it will create the **Control Total**.

Deposit Tape

Select	Index	Sequence	Amount
<input type="checkbox"/>	1		\$ 3000.00
<input type="checkbox"/>	2		\$ 100.00
<input type="checkbox"/>	3		\$ 300.00

Item Count 3 Deposit Total \$3,400.00 \$ Amount +

Cancel **Accept**

To remove an entry from the Deposit Tape, select the check and click the **3 dots** in the upper-right corner. Select **Remove Selected**, then select **Accept**. (Note: Selecting All and Removing all will delete the whole Deposit Tape)

Deposit Tape

Select	Index	Sequence	Amount
<input checked="" type="checkbox"/>	1		\$ 3000.00
<input type="checkbox"/>	2		\$ 100.00
<input type="checkbox"/>	3		\$ 300.00

Item Count 3 Deposit Total \$3,400.00 \$ Amount +

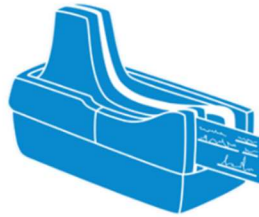
Cancel **Accept**

Menu options: Select All, Deselect All, **Remove Selected**

Select **Capture** to scan checks. The scanner will first **initialize**; once it says **Ready** and then **Scanning**, checks can start being fed through the scanner. Once all checks are scanned, select **Stop Scan**. (Note: **Start Scan** does not have to be selected)

Capture Items

Initializing

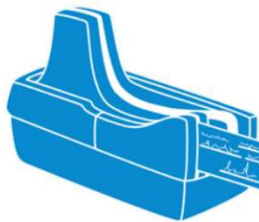


Cancel

Start Scan

Capture Items

Scanning



Cancel

Stop Scan

Capture Items

Capturing Item #3



Cancel

Stop Scan

After scanning, client will be brought to the **Capture Items** screen. Select **Next** to continue depositing.

If more checks need to be added to the deposit, select **Capture**.

To leave a deposit open to come back to later, click the **Home icon** in the upper left corner. Doing so will leave this batch as an **Open Deposit**.

Sequence #10534029000010

Amount	Sequence	Routing Number	Account	Serial	
\$3,000.00	10534029000010	091101879	0294213999	01012	<input type="checkbox"/>
\$300.00	10534029000020	091101879	0294213999	01001	<input type="checkbox"/>
\$100.00	10534029000030	091101879	0294213999	01007	<input type="checkbox"/>

If the deposit is balanced, it will take you to the **Review Deposit** screen. Click **Submit** to submit the deposit.

Merchant Capture Deposit Ticket

Merchant Name: FIS-Test
Account Number: 103800017
Date: 08/05/2025 08:11:31 AM
Amount: \$ 3,400.00

Deposit Information

Location: Main
Item Count: 3
Date: 8/5/2025 9:11:31 am
Tracking Number: M010534029
Account: Test Account *0017
Control Total: \$3,400.00

Balance Submit

Once the deposit has been successfully submitted, there are various receipt options available. Select **Receipt** and select the option desired to keep for records.

The screenshot shows the Superior National Bank FDIC web interface. At the top, there's a navigation bar with links: Home, Approvals, Administration, Research, Reports, and Help. Below this, a sub-navigation bar includes: Capture Items, Correct Items, Balance Deposit, and Review Deposit. A green checkmark message states: "The deposit was submitted for review successfully!".

On the left, there's a sidebar with icons for search, zoom, refresh, and other functions. The main content area is divided into two sections:

- Merchant Capture Deposit Ticket**: A box containing the following information:
 - Merchant Name: FIS-Test
 - Account Number: 103800017
 - Date: 08/05/2025 08:13:40 AM
 - Amount: \$ 3,400.00
- Deposit Information**: A table with the following details:
 - Location: Main
 - Item Count: 3
 - Date: 8/5/2025 9:13:39 am
 - Tracking Number: M010534029
 - Account: Test Account *0017
 - Control Total: \$3,400.00

At the bottom right, there's a blue button labeled "Receipt" with a dropdown arrow, which is highlighted with a red box. Below the main content area, a copyright notice reads: "Copyright © 2015-2025 FIS. All Rights Reserved. LR5_210.2024.1 Angular 1.8".

The screenshot shows a blue button labeled "Receipt" with a dropdown arrow. A dropdown menu is open, displaying the following options:

- Deposit Detail
- Receipt Detail
- Image Report (1x3 Front Only)
- Image Report (Front Only)
- Image Report (Front + Back)
- Image Report (1x1 Front + Back)

It's best practice to print a receipt to bundle together with the checks scanned for deposit. Store them in a secure location for at **least 60 days**, but not more than 75 days. After the retention period, client is responsible for shredding them in a secure manner.

An email is sent from the Bank to client that the deposit has been received and is **Pending**.

FIS-Test Deposit Pending for \$3,400.00 on 8/5/2025



rdcalerts@snb-t.com
To: Margaux Wickstrom

Reply Reply All Forward

Tue 8/5/2025 9:14 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Graymail

External email

Contains topics of a financial nature

FIS-Test

We have received your deposit at 8/5/2025 9:13 AM (EST); and it is pending for FI Approval decision. Please contact us immediately if there are errors in this information.

Account: *****0017

Account Description: Test Account *0017

Amount: \$3,400.00

4 item(s) (including the virtual deposit ticket)

This message was generated automatically. Please do not reply to this message.

Deposit will show under **Deposits > Pending** and will display the status of the deposit.

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Approvals Administration Research Reports Help

Welcome Customer Name!

Today is 8/5/2025 at 9:17:28 AM! APIURETEST, your last login was on 8/5/2025 at 9:01:11 AM.

Superior National Bank is proud to have you FIS-Test as a Remote Deposit Capture customer. Remote Deposit Capture 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).

For any additional information, please contact us at 866-482-0404 or visit us at our website www.snb-t.com.

If you require additional assistance with your scanner, please contact Scanner Support at 800-327-6664. Thank you!

Create Deposit

LocationMain

AccountTest Account *0017

Control Total\$ 0.00

Create Tape Create Deposit

Deposits

Open 0 Pending 1 Recent 0

Submitted	Tracking #	Status	Location	Account Name	Item Count	Deposit Total
8/5/2025 9:13:45 am	M010534029	Pending FI Approval	Main	Test Account *0017	4	\$3,400.00

If a deposit has been **Rejected**, an email is automatically sent which includes the rejected reason.

FIS-Test Deposit Rejected for \$3,400.00 on 8/5/2025



rdcalerts@snb-t.com
To: Margaux Wickstrom

Reply Reply All Forward

Tue 8/5/2025 9:31 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

- Graymail >
- External email >
- Contains topics of a financial nature >

FIS-Test

We have received your deposit at **8/5/2025 9:13 AM (EST)**; is **rejected by FI**. Please contact us immediately if there are errors in this information.

Account: *****0017
Account Description: **Test Account *0017**
Amount: **\$3,400.00**
4 item(s) (including the virtual deposit ticket)
Rejected Reason: **Payee does not match account owner**
Rejected DateTime: **8/5/2025 9:30 AM (EST)**
Rejected By: **B242MRW**

This message was generated automatically. Please do not reply to this message.

Alerts for rejected deposits are also displayed in red on the home page.

Rejected deposits are sent back to **Open Deposits** to either be edited or deleted.

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Home Approvals Administration Research Reports Help

Alerts

1

You have deposits that have been rejected totaling \$3,400.00

Welcome Customer Name!

Today is 8/5/2025 at 9:31:26 AM! APITURETEST, your last login was on 8/5/2025 at 9:01:11 AM.

Superior National Bank is proud to have you FIS-Test as a Remote Deposit Capture customer. Remote Deposit Capture 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).

For any additional information, please contact us at 866-482-0404 or visit us at our website www.snb-t.com.

If you require additional assistance with your scanner, please contact Scanner Support at 800-327-6664.

Thank you!

Deposits

Open 1

Pending 0

Recent 0

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total
8/5/2025 9:06:41 am	M010534029	Rejected	Main	Test Account *0017	4	\$3,400.00

Create Deposit

Location

Main

Account

Test Account *0017

Control Total

\$ 0.00

Create Tape

Create Deposit

To delete an entire deposit from **Open Deposit**, click on the deposit.

Deposits

Open 1 Pending 0 Recent 0						
Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total
8/5/2025 10:18:11 am	M010534738	Rejected	Main	Test Account *0017	2	\$50.00

Select the **three dots** in the upper right-hand corner and select **Remove Deposit**. (This option is available on each screen of the deposit process.) Select **OK** to confirm deletion.



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ApprovalsAdministrationResearchReportsHelp

Capture ItemsCorrect ItemsBalance DepositReview Deposit

Search

Search

Print

Cancel

Refresh

1014

MICKY MOUSE
PO BOX 450
HANCOCK MICHIGAN 49930

DATE 08-05-2025

Pay to the Order of RDC Test \$500.00

fifty and 00/100 DOLLARS

SUPERIOR NATIONAL Bank and Trust

written amount not matching \$ amt

Micky Mouse

⑆01014⑆ ⑆091101879⑆ ⑆0112233445⑆

Sequence #10534738000010

CaptureNext

Items1

Amount	Sequence	Routing Number	Account	Serial	
\$50.00	10534738000010	091101879	0112233445	01014	<input type="checkbox"/>
					<input type="checkbox"/>

View CommentsRemove Deposit

Confirmation Message

Are you sure you wish to delete the deposit?

Cancel


OK

Checks can be removed from either the **Capture Items** screen or the **Balance Deposit** screen. (Once **Next** is selected on the **Capture Items** screen, checks can only be removed from the **Balance Deposit** screen.)

Checks being removed from the **Capture Items** screen:

Select the check(s) that need removing, select the **3 little dots** and select **Remove Selected**. (Selecting and removing all checks in deposit will delete the entire deposit.)

Select **OK** on the confirmation message to delete.

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Home Approvals Administration Research Reports Help

Capture Items Correct Items Balance Deposit Review Deposit

SEARCH

Sequence #10548373000010

Capture Next

Items 2

Amount	Sequence	Routing Number	Account	Serial	
\$50.00	10548373000010	!!	0112233445		<input checked="" type="checkbox"/>
\$10.00	10548373000020	091101879	0112233445	01011	<input type="checkbox"/>

Remove Selected

Confirmation Message

Are you sure you wish to delete these items?

Cancel

OK

Checks being removed from the **Balance Deposit** screen:

Right before submitting a deposit on the **Review Deposit** screen, a check can be removed by selecting **Balance**.

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Capture Items Correct Items Balance Deposit Review Deposit

Merchant Capture Deposit Ticket

Merchant Name: FIS-Test
Account Number: 103800017
Date: 08/06/2025 02:15:25 PM
Amount: \$ 60.00

103800017 103800017 000000000000

Deposit Information

Location: Main
Item Count: 2
Date: 8/6/2025 3:15:25 pm
Tracking Number: M010548645
Account: Test Account *0017
Control Total: \$60.00

Balance Submit

This will bring the client to the **Balance Deposit** screen. Select the check to be removed, select the **3 little dots**, and select **Remove Selected**. Select **OK** on the confirmation message to delete the check.

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Capture Items Correct Items Balance Deposit Review Deposit

Deposit Information

Debit Total: \$60.00
Difference: \$0.00
Control Total: \$ 60.00

Capture Save Changes Review

Sequence #10548645000010

All Items 2 Amount Edited 0 CAR Warnings 0

Amount	Sequence	Routing	Account	Serial	
\$ 50.00	10548645000010	091101879	0112233445	01018	<input checked="" type="checkbox"/>
\$ 10.00	10548645000020	091101879	0112233445	01011	<input type="checkbox"/>

Edit Selected
Remove Selected

Confirmation Message

Are you sure you wish to delete these items?

Cancel

OK

The deposit will need to be rebalanced. In this example, a \$50.00 check was removed from the deposit. Rebalance the **Control Total** and select **Save Changes**. Once the deposit balances, select **Review** to continue with the deposit.

Deposit Information

Debit Total \$10.00

Difference -\$50.00

Control Total \$ 60.00

Capture

Save Changes

Review

Deposit Information

✓ All changes have been saved successfully!

Debit Total \$10.00

Difference \$0.00

Control Total \$ 10.00

Capture

Save Changes

Review

If the deposit was created utilizing **Deposit Tape** at the beginning, select the **3 little dots** and select **Deposit Tape** to edit the **Control Total**. (The Control Total box will be greyed out if client tries to type in an amount.)

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Approvals Administration Research Reports Help

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

Sequence #10548958000010

Deposit Information

Debit Total \$10.00
Difference **-\$50.00**
Control Total \$ 60.00

Capture Save Changes Review

All Items 1 Amount Edited 0 CAR Warnings 0 Unreconciled 1

Amount	Sequence	Routing	Account	Serial	
\$ 10.00	10548958000010	091101879	0112233445	01011	<input type="checkbox"/>

Deposit Tape
Edit Selected
Remove Selected

Select **Unreconciled** to view only the dollar amount of the check removed. Select the item, select the **3 little dots**, select **Remove Selected**, and select **Accept**.

Deposit Tape

All 2 **Unreconciled 1**


Select	Index	Sequence	Amount
<input checked="" type="checkbox"/>	1		\$ 50.00

Select All
Deselect All
Remove Selected

Item Count 2 Deposit Total **\$60.00**

Cancel **Accept**

Once the deleted check's dollar amount is removed, click **Review**. (Please note that the Control Total will not change until the last screen.)


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[Review Deposit](#)


Q

Q

Q

C

C



Sequence #10548958000010

Deposit Information

Debit Total	\$10.00
Difference	\$0.00
Control Total	\$ 60.00

Capture

Save Changes

Review

All Items 1


Amount Edited 0

CAR Warnings 0

Unreconciled 0

Amount	Sequence	Routing	Account	Serial	
\$ 10.00	10548958000010	091101879	0112233445	01011	<input type="checkbox"/>

On the **Review Deposit** screen, the **Control Total** will reflect the new, balanced dollar amount. Select **Submit** to submit the deposit.


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Merchant Capture Deposit Ticket

Merchant Name: FIS-Test
 Account Number: 103800017
 Date: 08/06/2025 02:50:01 PM
 Amount: \$ 10.00

⑆0111016796 ⑆0360017PA10 ⑆0000000000⑆

Deposit Information

Location	Main
Item Count	1
Date	8/6/2025 3:50:01 pm
Tracking Number	M010548958
Account	Test Account *0017
Control Total	\$10.00

Balance

Submit

If a dollar amount has read incorrectly, it can be changed on the **Balance Deposit** screen. The deposit will show out of balance until corrected.



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


Q

Q

Q

C

C



Sequence #10549683000010

Deposit Information

Debit Total \$600.00
Difference \$500.00
Control Total \$ 100.00

Capture Save Changes Review

All Items 1 Amount Edited 0 CAR Warnings 1 Unreconciled 1

Amount	Sequence	Routing	Account	Serial	
\$ 600.00	10549683000010	091101879	0112233445	01013	<input type="checkbox"/>

Change the amount of the check and select **Save Changes** once balanced.



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


Q

Q

Q

C

C



Sequence #10549683000010

Deposit Information

Debit Total \$100.00
Difference \$0.00
Control Total \$ 100.00

Capture **Save Changes** Review

All Items 1 Amount Edited 1 CAR Warnings 1 Unreconciled 0

Amount	Sequence	Routing	Account	Serial	
\$ 100.00	10549683000010	091101879	0112233445	01013	<input type="checkbox"/>

Once changes have been saved successfully, select **Review** to continue the deposit.

Deposit Information

✓ All changes have been saved successfully!

Debit Total \$100.00

Difference \$0.00

Control Total

\$ 100.00

Capture

Save Changes

Review

If the dollar amount does not read at all, client will be brought to the **Correct Items** screen.
Type in the dollar amount and select **Accept** to continue with deposit.

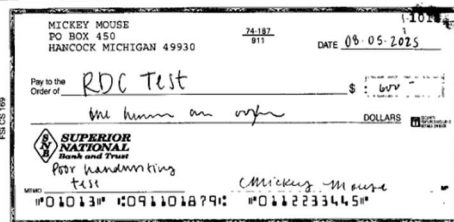


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Capture Items Correct Items Balance Deposit Review Deposit

Correcting 1 of 1



Sequence #10534683000010

Amount

\$ 0.00

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

MICR

01013

091101879

0112233445

Remove

Verify MICR

Accept

If there is something that does not read properly at the time of scanning, client will be brought to the **Correct Items** screen. All information must be corrected to proceed with the deposit.

If desired, the check can be removed from the deposit by selecting **Remove**.

If the system detects something wrong with the MICR line, it will prompt the error in red.

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Home Approvals Administration Research Reports Help

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

Correcting 1 of 1

Q

Q

Q

C

Q

Sequence #10554973000010

Amount
\$ 3000.00

MICR
01012 091101879 0294213999

⚠ The MICR has reject characters that must be corrected before continuing.

⚠ 4 R/T contains Rejects

Remove

Verify MICR

Accept

The MICR information can be edited by typing in the corresponding boxes. Once corrected, select **Verify MICR**. Once it has been verified, select **Accept** to continue with deposit.

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Home Approvals Administration Research Reports Help

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

Correcting 1 of 1

Q

Q

Q

C

Q

Sequence #10554973000010

Amount
\$ 3000.00

MICR
01012 091101879 0294213999

✔ The MICR has been verified!

Remove

Verify MICR

Accept

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