

Remote Deposit- Desktop Deposit Training

TREASURY MANAGEMENT SERVICES

MARCH 24, 2023



AGENDA



- **INTRODUCTION**
- **CREATE A DEPOSIT**
 - **CAPTURE ITEMS**
 - **CORRECT ITEMS**
 - **BALANCE DEPOSIT**
 - **SELECT ACCOUNTS –SPLIT DEPOSITS**
 - **REVIEW DEPOSIT**
- **VIEW REPORTS**

Getting Started



 AssociatedCONNECT®



AB Client 

Last sign in: February 22, 2023 at 10:57 a.m. 

ASSOCIATED CONNECT PORTAL

Transmission & Reporting



Export



Document Center

Cash Management



Remote Deposit

Associated Connect® Mobile

Manage your business
finances anywhere,
anytime.

[Learn More](#)

User Profile Menu



Associated Bank

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Welcome James Morrison

Today is 04/02/2023 at 6:45:31 PM. James Morrison, your last sign-in was on 03/31/2023 at 8:29:19 PM.

For any additional information, please call Treasury Management Customer Care at 800-270-2707.

Thank you.

Create Deposit

Location

Select a Location ▾

Account

Select an Account ▾

Control Total

\$ 0.00

Create Tape

Create Deposit

Setting Up User -Scanner and Timezone



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AB

Full Name

AB Client

Email

@associatedbank.com

Timezone

Central Standard Time ▾

Date Format

MM/DD/YYYY ▾

Time Format

h:mm:ss tt ▾

Scanner

Digital Check TS-240 ▾

Phone Numbers



5555555555



Locations ▾

Accounts ▾

Cancel

Save



CREATING A DEPOSIT

Create a Deposit



Welcome AB Client

Today is 02/22/2023 at 5:07:42 PM. AB Client, your last sign-in was on 02/22/2023 at 5:02:41 PM.
For any additional information, please call Treasury Management Customer Care at 800-270-2707.

Thank you.

Create Deposit

Location

HQ

Account

Operating One

Control Total

\$ 1.00

Click to collapse fields



Location #

12345

Memo

Rent

Create Tape

Create Deposit

Deposits

Open 0

Pending 0

Recent 6

Created	Tracking #	Status	Location	Account Name	Item Count	Deposit Total

Create a Deposit



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Capture Items

Correct Items

Balance Deposit

Select Accounts

Review Deposit

Press 'Capture' to begin capturing items.

Sequence #

Capture

Next

Items 0

Amount	Sequence	Routing Number	Account	Serial	

Create a Deposit



Associated Bank

Home App

Capture Items

Items 0

Amount Sequence Routing Number Account Serial

Capture Items

Initializing

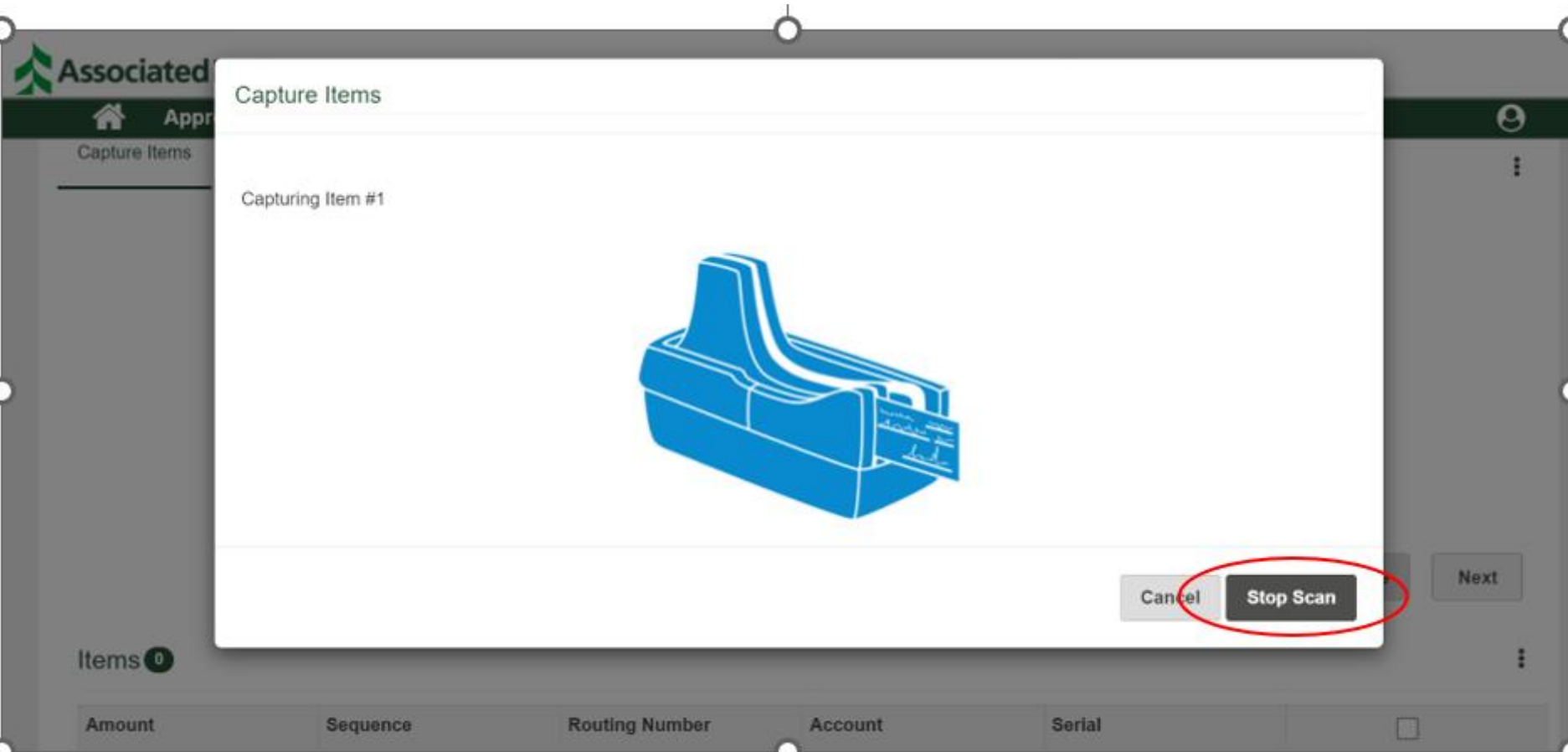
Cancel Start Scan

Next

WebScan 2022.01.0203
WebScan client connected: b4338374-cb7d-4241-97e1-b356a8719be7

A blue 3D illustration of a deposit box. A check is shown being inserted into the front of the box. The check has some handwritten text and a signature.

Create a Deposit

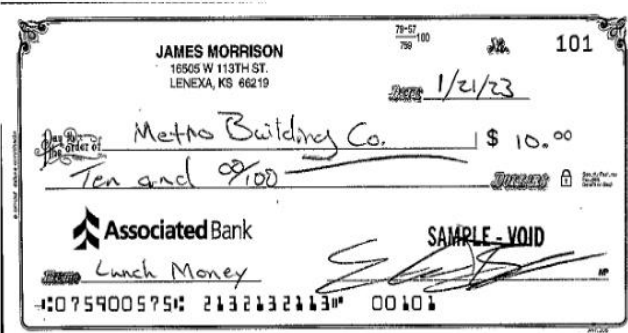
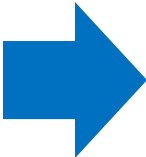


Capture Items



Capture Items Correct Items Balance Deposit Select Accounts Review Deposit

⋮



Sequence #2377867000010

Capture

Next

Items **1**

⋮

Amount	Sequence	Routing Number	Account	Serial	<input type="checkbox"/>
\$10.00	2377867000010	075900575	2132132113	00101	<input type="checkbox"/>

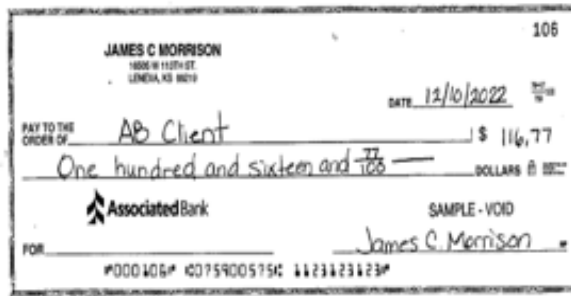
Correct Items



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Correcting 1 of 1



Sequence #6005586000010

Amount

\$ 116.77

MICR

000106

075900575

1123123123

Remove

Verify MICR

Accept

Duplicate Item

[Click to view](#)

Exceptions **2**

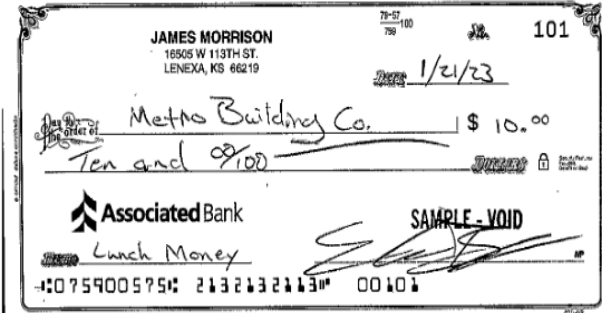
Customer Endorsement Not Usable

Duplicate Item

Balance Deposit



- 🔍
- 🔍
- 🔄
- C
- ↺



Sequence #2377867000010

Deposit Information

Debit Total \$10.00

Difference \$9.00

Control Total \$

- Capture
- Save Changes
- Select Accounts

- All Items 1
- Amount Edited 0
- CAR Warnings 0



Amount	Sequence	Routing	Account	Serial	
\$ 10.00	2377867000010	075900575	2132132113	00101	<input type="checkbox"/>
					<input type="checkbox"/>

Select Accounts- Split Deposits



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Select Deposit Accounts \$10.00

Primary Account

Operating One

50.00

%

\$

5.00

Secondary Accounts

First Class Funds



50

%

\$

5.00



Add Account

Balance

Review

Review Deposit- Virtual Deposit Ticket



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Capture Items Correct Items Balance Deposit Select Accounts Review Deposit



Merchant Capture Deposit Ticket

LOB TEST METRO BUILDING INC

Account Number: 12345

Date: 02/23/2023 10:19:18 AM

Amount: \$ 5.00

⑆500110387⑆ 12345⑆ ⑈0000000500⑈

Deposit Information

Location HQ

Item Count 1

Date 02/23/2023 10:19:18 am

Tracking Number M002377867

Control Total \$10.00

Accounts

Operating One \$5.00

First Class Funds \$5.00

Select Accounts

Submit

Deposit Submitted

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✓ The deposit was submitted successfully!



Merchant Capture Deposit Ticket

LOB TEST METRO BUILDING INC
Account Number: 12345
Date: 02/23/2023 10:19:18 AM
Amount: \$ 5.00

⑆500⑆⑆0387⑆ ⑆23⑆5⑆ ⑆0000000500⑆

Deposit Information

Location	HQ
Item Count	1
Date	02/23/2023 10:19:18 am
Tracking Number	M002377867
Control Total	\$10.00

Accounts

Operating One	\$5.00
First Class Funds	\$5.00

[Receipt ▾](#)



REPORTS

View Reports



Capture Items Correct Items Balance Deposit Select Accounts Review Deposit

The deposit was submitted successfully!



Merchant Capture Deposit Ticket

LOB TEST METRO BUILDING INC
Account Number: 12345
Date: 02/23/2023 10:19:18 AM
Amount: \$ 5.00

⑆500440367⑆ ⑆2345⑆ ⑆0000000500⑆

Deposit Information

Location	HQ
Item Count	1
Date	02/23/2023 10:19:18 am
Tracking Number	M002377867
Control Total	\$10.00

Accounts

Operating One	\$5.00
First Class Funds	\$5.00

Deposit Detail

Image Report (1x3 Front Only)

Image Report (Front + Back)

Image Report (Front Only)

Receipt

View Reports- Include Custom Fields



AssociatedBank

Home Approvals Administration Research Reports

Capture Items Correct Items Balance Deposits

associatedconnect.fisglobal.com says
Include custom fields?
OK Cancel

The deposit was submitted successfully!

Merchant Capture Deposit Ticket

LOB TEST METRO BUILDING INC
Account Number: 12345
Date: 02/23/2023 10:19:18 AM
Amount: \$ 5.00

⑆500110187⑆ 12345⑆ ⑆0000000500⑆

Deposit Information

Location	HQ
Item Count	1
Date	02/23/2023 10:19:18 am
Tracking Number	M002377867
Control Total	\$10.00

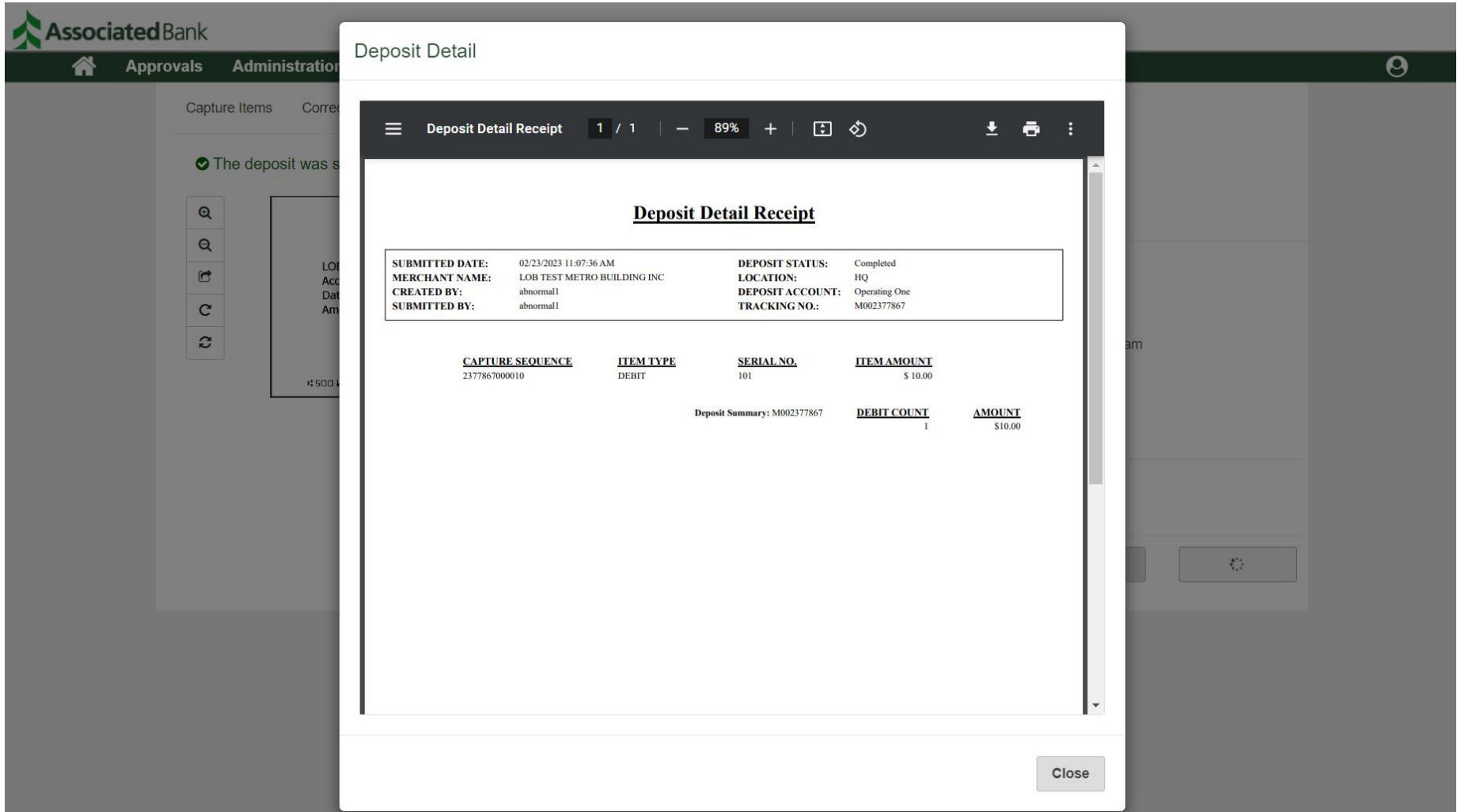
Accounts

Operating One	\$5.00
First Class Funds	\$5.00

Deposit Detail

- Image Report (1x3 Front Only)
- Image Report (Front + Back)
- Image Report (Front Only)

Receipt ▾



View Reports



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Report Criteria

Report

Select a Report

All Deposits Detail

Deposit Detail

Deposit Summary

Deposit Summary by Location

Image Cash Letter Report

Image Report (1x3 Front Only)

Image Report (Front + Back)

Image Report (Front Only)

Create

View Reports- Deposit Detail



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Report Criteria

Report

Deposit Detail ▾

Start Date

03/29/2023



Tracking Number

Select a Tracking Number ▾

☐ Include Custom Fields

Cancel

Create

Home Page



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Welcome James Morrison

Today is 03/29/2023 at 9:46:52 PM. James Morrison, your last sign-in was on 03/29/2023 at 9:10:11 PM.

For any additional information, please call Treasury Management Customer Care at 800-270-2707.

Thank you.

Create Deposit

Location

Select a Location

Account

Select an Account

Control Total

\$ 0.00

Create Tape

Create Deposit

Deposits

Open 31

Pending 0

Recent 20

Submitted	Tracking #	Location	Account Name	Item Count	Deposit Total
03/29/2023 9:30:08 pm	M002414049	Chicago Office	2115	2	\$21.00
03/20/2023 10:53:14 am	M002403561	Main Office	2115	2	\$30,000.00
03/19/2023 5:30:18 pm	M002403364	Main Office	2115	2	\$15,200.00
03/19/2023 5:28:21 pm	M002403362	Main Office	2115	2	\$15,200.00
03/16/2023 12:37:23 pm	M002401037	Main Office	2115	2	\$50.00

Information and Resources



Additional trainings, guides, and resources for Remote Deposit available on our Treasury Management Resources website at www.associatedbank.com/tmresources



THANK YOU