

The following instructions will provide you with step-by-step details of how to deposit checks when using Business Remote Deposit and how to correct common exceptions/errors. If you are a business owner and would like to apply for WESTconsin Business Remote Deposit, [click here](#). If you are a business that currently uses Business Remote Deposit and have questions, [click here](#).

### CHECK SCANNING TIPS AND REMINDERS

- Keep deposits to fewer than 200 items when possible
- Make sure checks are straight and tidy before placing them in the hopper
- Do not place too many items in the hopper, this will minimize rejects, jams, double checks, low image quality
- Keep checks stored and locked for at least 45 days after scanning & submitting, then shred the checks.

### SCANNING & SUBMITTING BATCHES

1. **Login** to "Fiserv Source Capture"
2. **Select** "Create Deposit"
3. **Enter** amount of deposit in 'Deposit Amount' field
4. **Select** the Account to be deposited into
  - a. If you have one checking account, this information will automatically populate
  - b. If you have more than one checking account setup for use in Business Remote Deposit, select the checking account to deposit your batch into from the dropdown menu
5. **Enter** Store Number/Name (Optional)
6. **Click** "Continue"
7. **Load** checks into scanner
  - a. Checks should be straight, tidy, and the front facing outward/away from the machine
  - b. Do not place too many items in the hopper (>50), this will minimize rejects, jams, double checks, and poor check image quality
8. **Click** "Scan" (lower left of screen)
9. Once all checks have been scanned, **verify** the last item on screen matches the last item in the scanner pocket
10. **Check** for any errors and that the difference is \$0.00
  - a. **Correct** errors as needed – See Exception/Error Corrections section
11. After all errors are fixed, **click** on "Submit Deposit"
12. The Verify Balance window will open, you can add a memo with deposit information if desired. Then **Click** "Submit Deposit" to finalize the deposit
  - a. If the deposit was not submitted, the Batch Status will show as *Pending Deposit*
    - i. When this occurs, you need to either review and submit the deposit or delete the deposit
    - ii. Deposits left as Pending Deposit are reviewed by WESTconsin daily
      1. Any Businesses with Pending Deposits will be contacted by a WESTconsin employee to resolve this in a timely manner.
13. **Success!**

### BALANCING ERRORS

#### If Not Balanced/Deposit Difference is not equal to \$0.00

1. **Review** each check to confirm the amount was scanned correctly
  - a. **Update** check amounts as needed
  - b. **Press** "enter"
2. **Recalculate** the deposit total
3. **Update** deposit total as needed - in *Verify Balance* window (after **clicking** "Submit Deposit")
4. **Press** "enter"

