

Remote Deposit in Business Online Banking

Purpose: This document explains how to use the features in Business Online Banking (BOB) on the Cornerstone Bank website. Some users may have different access depending on business needs for the client.

Note: Cash Management must set up the business customer for access to Remote Deposit. A check scanner is required to use this product.

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Deposit Checks

Cornerstone Bank calls this Remote Deposit. This section allows users to deposit checks online using a check scanner.

Home	Accounts	Payments & Tran	sfers <u>C</u> l	hecks & Deposits
	Check	ks & Deposits]
	Stop Pay	yments <u>Positive Pay</u>	Deposit Checks	

Note: Insert checks facing to the right of the feeder.

A new webpage opens. Click Create Deposit.

CORNERSTONE BANK		Switch To: Classic View
CORNERSTONE DAINK	Experts. Right there across the table.	Welcome, JESSICA BENTLEY
Home		User Audit Help Logout
(View Deposits View Items Reports	
Create Deposit	Pending Deposits O All Deposits Rows per page: 10	
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.	Search V	
Create Deposit Messages	Deposit ID Account # Account Name Work Type Processing Date Status Deposit Total (S) Actions	
	No deposits to display - Page 1 of 1 - -	

Enter in deposit amount and select account. Click Continue.



Crea	ate Deposit		Х
			* Required Fields
	Deposit Amount* :	1.00	
	Select Account*:	\frown	
	Store Number:		
			Continue

Click Scan.

Home							
	×	item # 🔺	(Check #	Error	Amount	Actions
Deposit ID: Account #: Account Name: More Details Export As ~							
Messages							
	 -						
	No of It	ems:0 I	Error:0	Deposit Total:\$1.00	Difference:-\$1.00	Checks Total:	0.00
	S	can 🗸 Detect	Double-Feed			Correct All Errors to Submit Deposit	Save Deposit

Click Submit Deposit.

Home									
	(a)	Ite	em # +	Check #		Error		Amount	Actions
Deposit ID: Account # Account Name: More Details	230512607 Cash Management Test Account		eerstone Bank	1404		Front Bac	* -	1.00	Ŵ
Export As • Messages	Delete Deposit	Comm 2280.4 Pargo, 701-3 Mer TO ONDER	nerstone Bank excut Reintsinable Exper Stan 31 8 ND 58104 64-9635	line provinsion	DAT	77-71/913	2		
		мамо	91300719:	WAUX/FLD4	Account	Check A	+ mount		
			091300719 rto update field		500013990	1404	1.00		
		No of items 1	Error:() Deposit Tot	S1.00	Difference:\$0.	00	Checks Total:\$1.0	00
		Scan	Detect Double	Food		Cor 10 S	rrect All Errors submit Deposit	Submit Deposit S	ave Depos

The system verifies the balance.



Verify Balanc	e					Х
Transaction is I Deposit Data	Balanced					
Deposit Total:	1.00	Check Total:	\$1.00	Difference:	\$0.00	
Item Count:	1	Items In Deposit:	1	Difference:	0	
Add Memo (Opti	ional)					
256/256						,
					Submit Dep	osit

The deposit appears in the Search Box – pending review.

Home										
	V	iew Deposits	View Iten	ms Reports						
Create Deposit	• P	Pending Deposits	O All Dep	osits				Rows per page	e: 10 🛩	~
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.	Sea	arch								•
	13	Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions	
Create Deposit		230512607		Cash Management Test Account	38	2024-01-25	PENDING REVIEW	1.00	≣ ⊒	
Messages 🔺										

						Display	ing 1 - 1 of 1 🗌 🖂	4 Page 1 of 1	$ \cdot \rangle = \cdot $	

Alternatively, click Save Deposit to suspend the deposit.

Home									
	×	Item # 088669		Check # 1404		Error		Amount 1.00	Actions
Deposit ID: Account #: Account Name: More Details Export As	230512607 Cash Management Test Account Delete Deposit	Corners Corners 2280 45m 3 Targo, ND 3	tono Bank Rembersable Espe 15 atos 35	nies .	DAR	140			
Messages		CORNER THE RECEIPT	L (U) STONE BANK	5	1404	1.00 			
		AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount		
		Press enter to up	091300719 date field		500013990	1404	1.00		
		No of items 1	Error:	Deposit To	itai \$1,00	Difference	:\$0.00	Checks Total \$1.0	00
		Scan	Detect Double	Food			Correct All Errors to Submit Deposit	Submit Deposit	ave Deposit



Home										
	Vi	iew Deposits	View Iter	ns Reports						
Create Deposit	OP	ending Deposits	; 💿 All Dep	osits				Rows per page	: 10	v
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.	Sea	arch								•
		Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions	
Create Deposit		230513115	3	CORNERSTO BANK TESTING ACCOUNT	38	2024-01-25	SUSPENDED	0.00		
Messages 🔺		230512607		Cash Management Test Account	38	2024-01-25	SUBMITTED	1.00	2 6	
					1					
						Display	ing 1 - 2 of 2 🛛 🕅	4 Page 1 of 1	I. ▶	N, I

Click on the right square to view the deposit.

Rows per page	10 🕶	
	Ψ	
eposit Total (\$)	Actions	
0.00	E [m	
	View Deposit	t
1.00	E	

Once the deposit shows as submitted when the pending review is complete.

Home									
	Vi	iew Deposits	View Iter	ns Reports					
Create Deposit	OP	ending Deposits	a 💿 All Dep	osits				Rows per page	: 10 🕶
Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.	Sea	arch							v
	13	Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
Create Deposit		230513115	3	CORNERSTO BANK TESTING ACCOUNT	38	2024-01-25	SUSPENDED	0.00	E 🗔
Messages 🔺		230512607		Cash Management Test Account	38	2024-01-25	SUBMITTED	1.00	2
					1				
						Display	ing 1 - 2 of 2 🛛 🗐	4 Page 1 of 1	

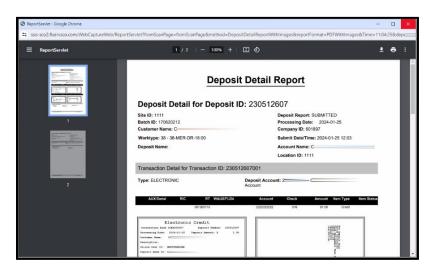
Once the scan completes, the user can export a report.

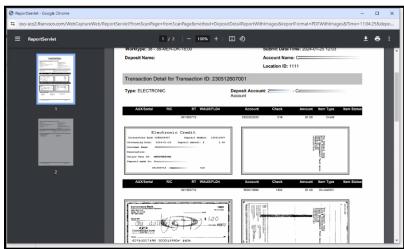


Options include:

- PDF
- CSV
- PDF with Images
- Extract with Images

Home			
			«
Deposit ID: Account #: Account Name: <u>More Details</u>	2257374	412	
Export As 👻	Delete	Deposit	
🔎 Pdf			
🖾 CSV			
🥦 Pdf with Ima	ages		
👘 Extract Ima	ges		







Note: Cornerstone Bank recommends customers save the checks for 90 days and then shred them according to how the business disposes of secure documents.

If you have any questions or need assistance with Business Online Banking, contact our Cash Management Sales team at 888-297-2100 or online at <u>https://www.cornerstonebanks.net/contact/</u>.

Cornerstone Bank Cash Management Team