

1 Prepare Batch Make sure that checks are facing in the same direction (not upside down) with smaller checks in the front and larger checks in the back of the batch.




Do Not Scan: Foreign checks, savings bonds, photocopies, mutilated, checks in carrier envelopes

Send to SunCorp
for manual processing

2 Login and Enter Batch Info Click on  , Login to system, Enter teller number and batch total



If you do not already have a batch tape with totals, you can create a batch total using the  function.

3 Load and Scan Checks Jog checks so they are lined up on the leading edge and bottom.

Click the Scan Items icon



to begin scanning.



4 Correct Errors

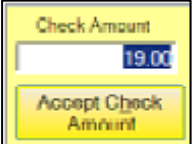


Bad Image Quality

Verify image quality - Beware false errors
Accept light images, Delete dark images
Delete/rescan skewed or piggyback images

Review checks with errors, then:

- Accept** them as is (no error found)
- Correct** them and then **Accept**
- Delete** them, **Rescan** if necessary



Amount Error

Compare amount in box with legal amount on check, correct if necessary and click on Accept



Missing Signature

Review original check for signature
If signature present, click Accept
If signature missing, Delete check

MICR Line Error

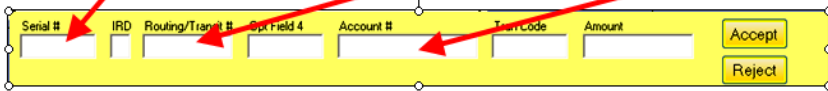
Copy the MICR line exactly as it appears on the image
 Never change the order in which the info appears on the check
 The order of info on the MICR line differs from check to check

Always look for the "Separator" symbols to determine fields

 Routing Number  On Us Symbol

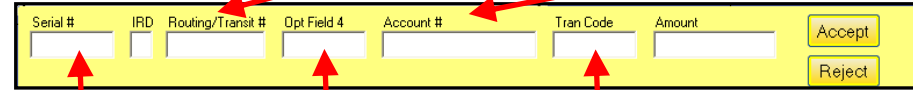
Common Business Check Format

⑈ 1 26 2 1 4 ⑈ ⑆ 0 2 1 3 0 9 4 3 4 ⑆ 7 3 3 ⑈ 7 3 3 7 ⑈



SunCapture Check Scanning Quick Reference Card – Page 2

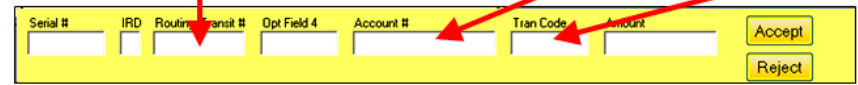
Every check has a Routing Number and Account Number



Check number will normally be located in one of these fields

Common Consumer Check Format

⑆ 3 2 2 0 7 9 3 3 3 ⑆ 4 3 1 1 8 1 1 8 8 ⑈ 0 3 3 6



5 Balance Batch

- Possible reasons for being out-of-balance:
- More than one check scanned at once (piggyback)
 - Amount read from check was incorrect but not flagged
 - Original batch total was incorrect

To adjust the batch total use:
Batch Information Entry Screen

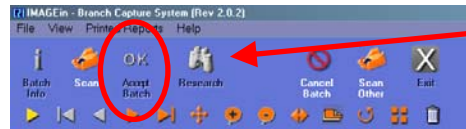
Batch Total must agree
with Scan Total

Teller ID: 111	Batch Total: \$850.22	Scan Total: \$850.22	Dif: \$0.00	CAR/LAR: 3
Error Items: 0		Scan Items: 3		
Your items are BALANCED! Click 'Accept Batch' to Finish				

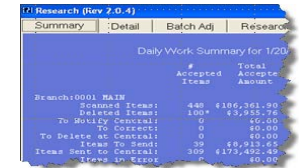


6 Accept Batch

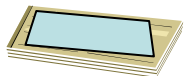
After all errors have
been corrected



Use the Research function to
review reports and ensure
that all images have been
sent before shutting down



7 Store Checks



After scanning checks and
sending images, mark and
store checks in secure location



**Congratulations
You've Done It!**