

Accepting Start inHere Mobile Deposit Checks

Once your Start inHere mobile deposit is accepted in your order, it is imported to the FTNI Review queue and must be validated before manually moving to the Approved queue for the daily bank transmission. Follow these steps to move checks to the Approved queue for transmission.

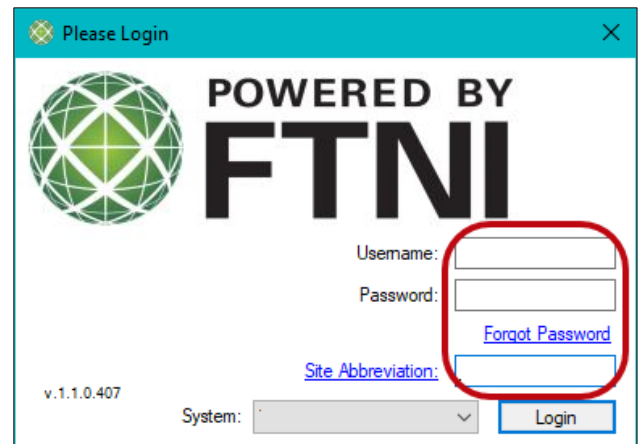
NOTE: If needed, refer to the job aid, *SoftPro 360 Start inHere – Accepting Mobile Earnest Money Deposit in your Order* if you have not yet accepted in the deposits.

- › Click the **FTNI RDC** desktop shortcut



- › Log into FTNI using the login credentials provided to you in the welcome email

REMEMBER: The **Site Abbreviation** only needs to be entered once. Going forward this information remains for future logins.



Please Login

**POWERED BY
FTNI**

Username:

Password:

[Forgot Password](#)

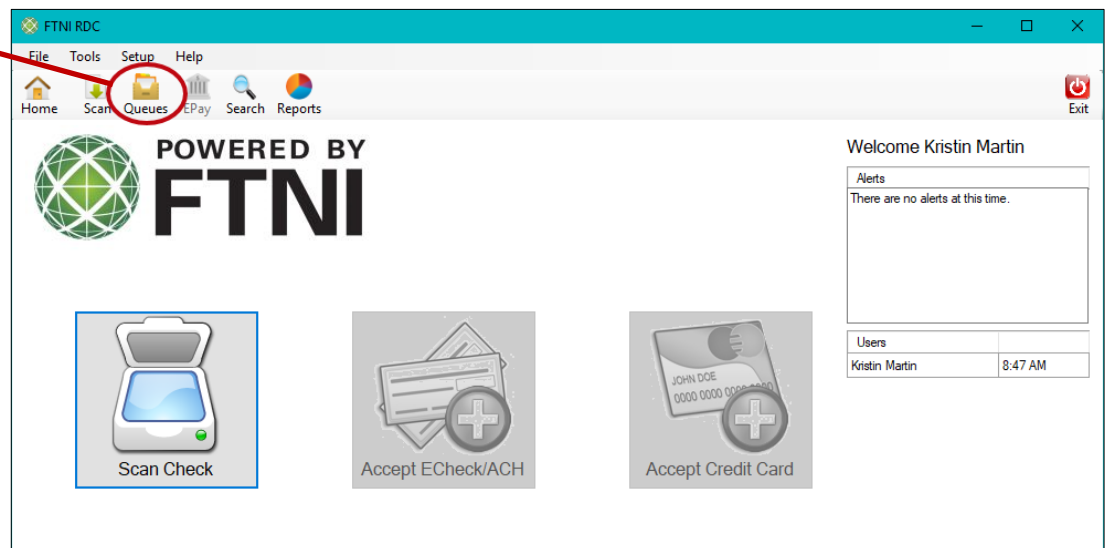
[Site Abbreviation:](#)

v.1.1.0.407

System:

From the home page,

- › Click the **Queues** button



FTNI RDC

File Tools Setup Help

Home Scan **Queues** EPay Search Reports

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FTNI**

Welcome Kristin Martin

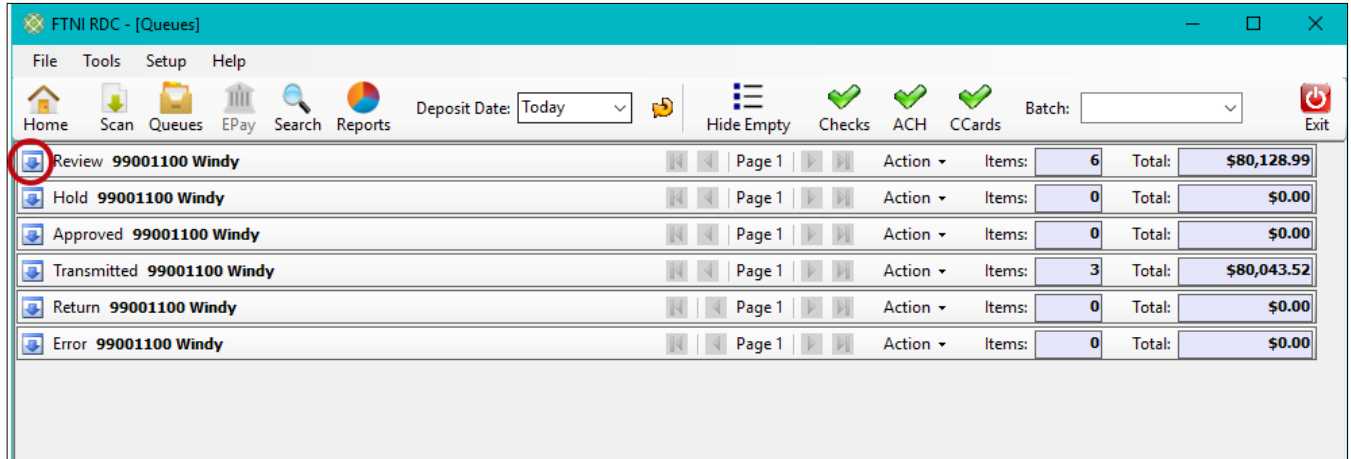
Alerts
There are no alerts at this time.

Users	
Kristin Martin	8:47 AM

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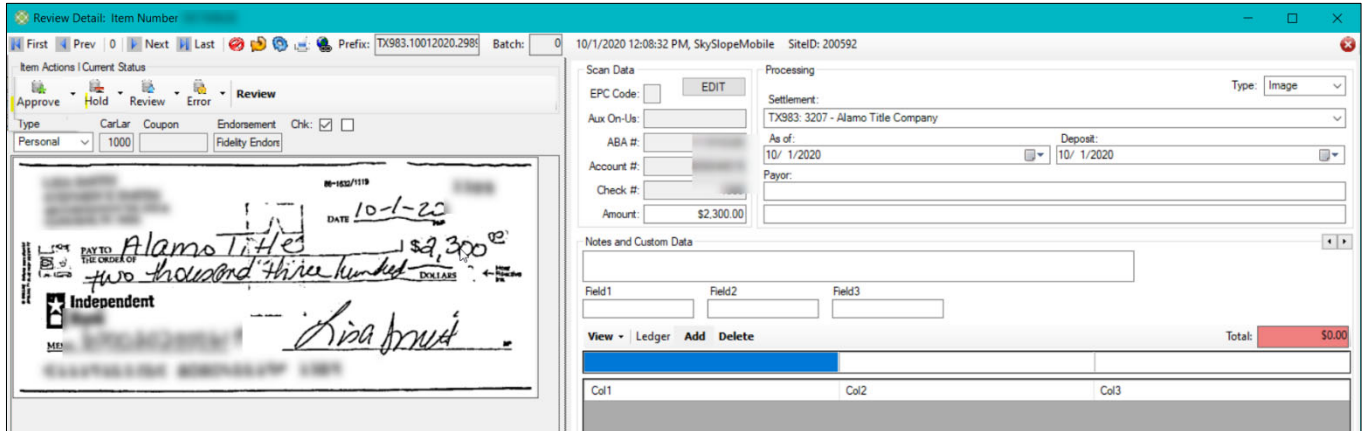
From the **Queues** window,

- › Click the **Down Arrow**  icon to open the **Review** queue



Item	Page	Action	Items	Total
Review 99001100 Windy	Page 1	Action	6	\$80,128.99
Hold 99001100 Windy	Page 1	Action	0	\$0.00
Approved 99001100 Windy	Page 1	Action	0	\$0.00
Transmitted 99001100 Windy	Page 1	Action	3	\$80,043.52
Return 99001100 Windy	Page 1	Action	0	\$0.00
Error 99001100 Windy	Page 1	Action	0	\$0.00

- › Select an entry and double-click to view the image
- › Verify the check detail is correct



Scan Data

EPC Code: EDIT

Aux On-Us:

ABA #:

Account #:

Check #:

Amount: \$2,300.00

Processing

Settlement: TX983.3207 - Alamo Title Company

As of: 10/1/2020

Deposit: 10/1/2020

Payor:

Notes and Custom Data

Field1: Field2: Field3:

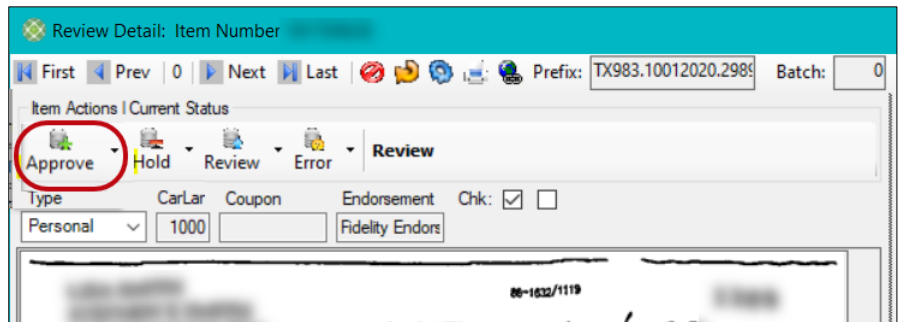
View: Ledger Add Delete

Total: \$0.00

Once reviewed and you are ready to move the check to the **Approved Queue**,

- › Click the **Approve** button

-Or-



Review Detail: Item Number

First Prev 0 Next Last

Prefix: TX983.10012020.298 Batch: 0

Item Actions | Current Status

Approve Hold Review Error

Type: Personal CarLar Coupon Endorsement Chk: ☒ ☐

Personal 1000 Fidelity Endors

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- From the **Review Queue**, select an entry and right mouse click to open the action menu

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Submit Date
50126016	WINDY	6/3/2020	123456780	19823749	1047	\$25.00	
50126017	WINDY	6/3/2020	123456780	98234782	2092	\$40,000.00	
50126018	WINDY	6/3/2020	123456780	19823749	1058	\$43.52	
50148723	WINDY	6/4/2020	123456780	19823749	1058	\$43.52	
50148724	WINDY	6/4/2020	123456780	98234782	2092	\$40,000.00	
50148725	WINDY	6/4/2020	123456780	19823748	2362	\$16.95	

- From the menu select,
 - Approve Selected** – moves the selected item to the **Approved** queue
 - Approve All** – moves all entries (regardless of which is selected) to the **Approved** queue
- If selecting specific entries to move, continue with highlighting and selecting **Approve Selected** until all applicable entries are moved

All entries shown in the **Approved** queue are transmitted to the bank at your bank cutoff.

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Submit Date
50126016	WINDY	6/3/2020	123456780	19823749	1047	\$25.00	
50126017	WINDY	6/3/2020	123456780	98234782	2092	\$40,000.00	
50126018	WINDY	6/3/2020	123456780	19823749	1058	\$43.52	
50148724	WINDY	6/4/2020	123456780	98234782	2092	\$40,000.00	
50148725	WINDY	6/4/2020	123456780	19823748	2362	\$16.95	