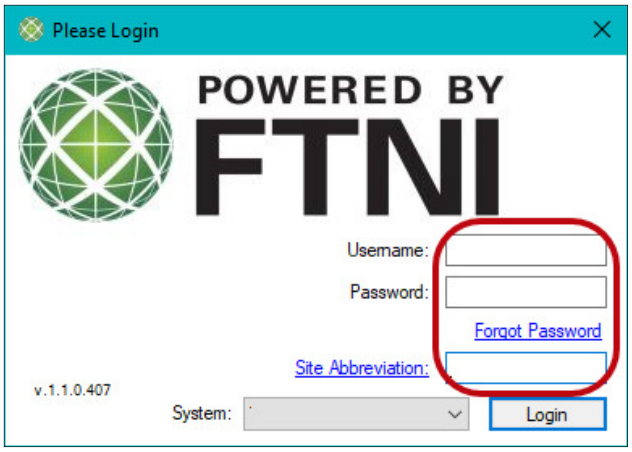
Scanning Physical Checks

Follow these steps to scan your physical checks using Financial Transmission Network, Inc. (FTNI).

1. Click the **FTNI RDC** desktop shortcut

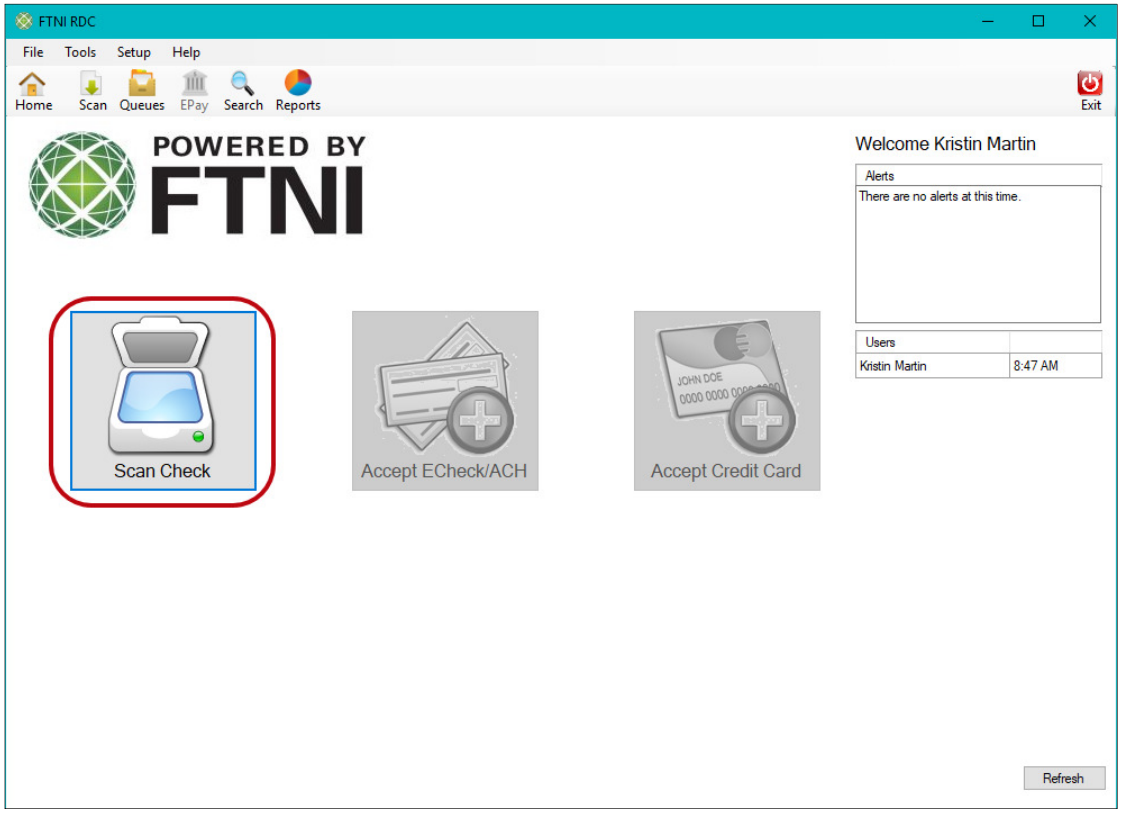
2. Log into FTNI using the login credentials provided to you in the welcome email

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



From the home page,

3. Click the **Scan Check** button



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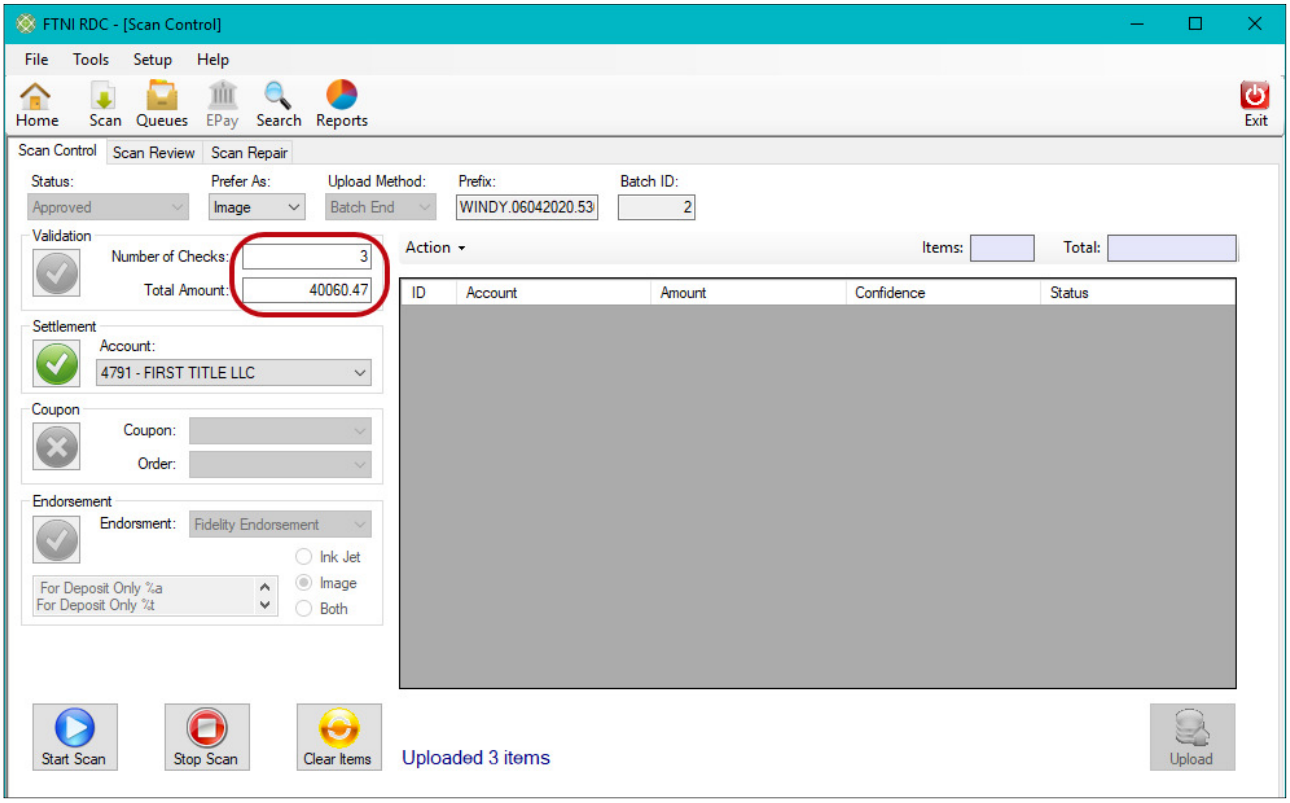
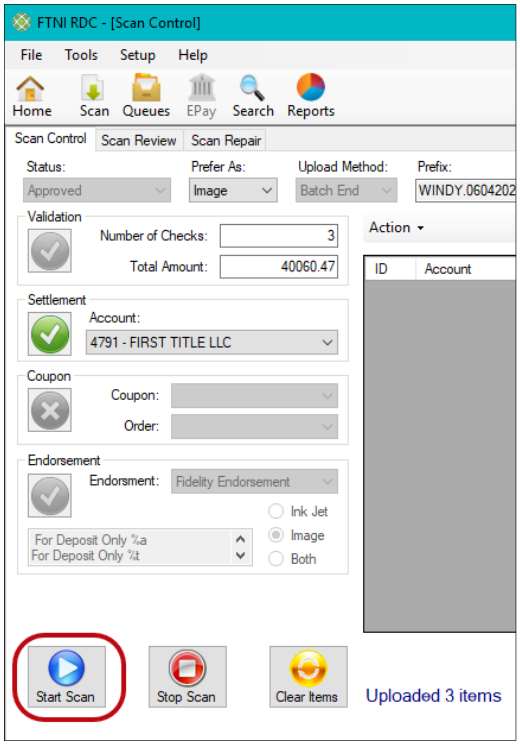
4. From the **Scan Control** window, complete the validation information,
    a) **Number of Checks**
    b) **Total Amount** = sum total of all checks



5. Place the corresponding checks on the scanner

From FTNI,

6. Click the **Start Scan** button to activate the check scanner



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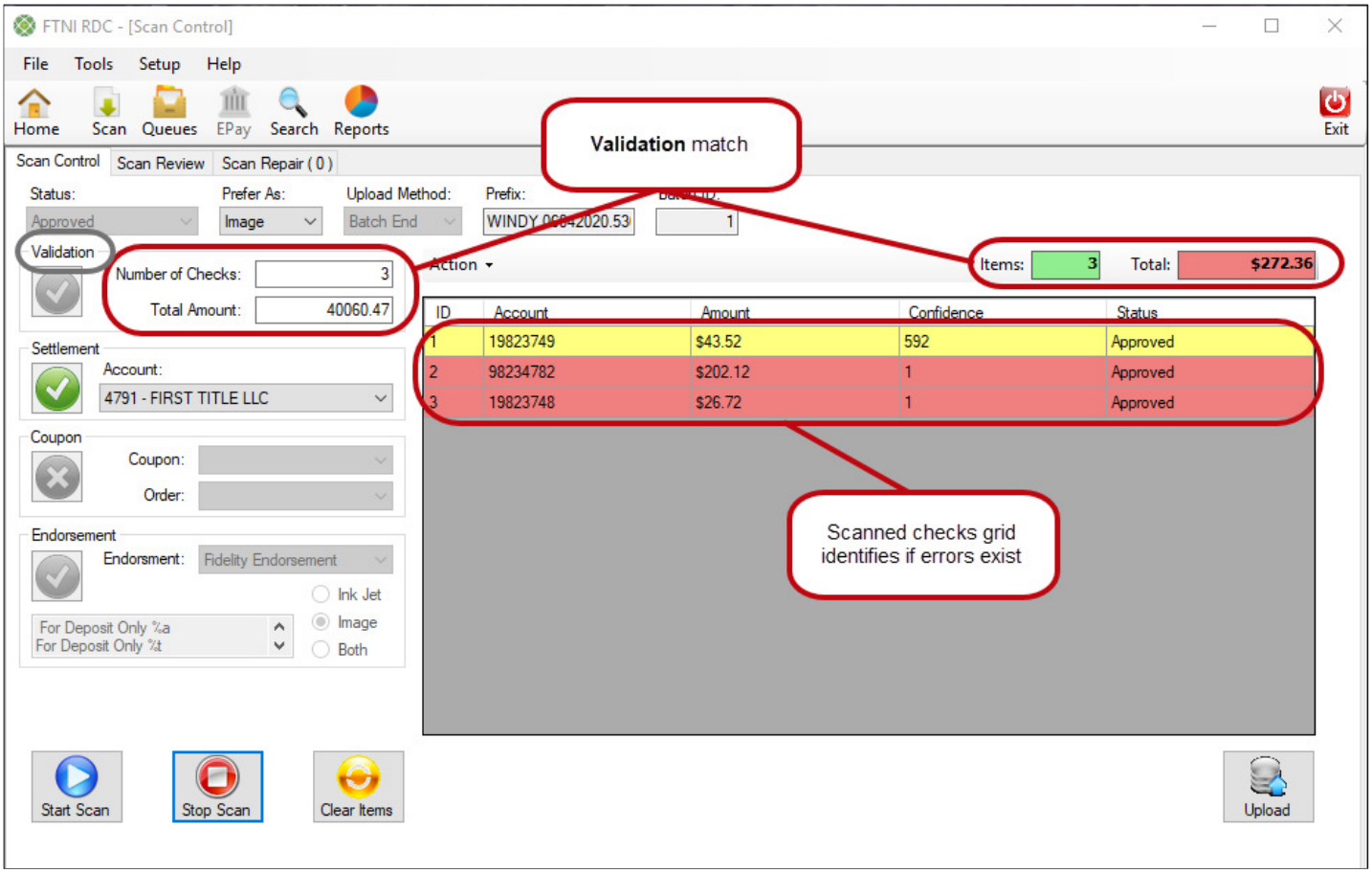
Once the scan has completed, the checks are shown on screen identifying if validation information matches and if errors exist.

Validation compares the **Items** and **Total** fields against the **Number of Checks** and **Total Amount** entered. If they,

- match, they are shown in green
- do not match, they are shown in red

If errors exist, the scanned check grid identifies which item(s) have the error

- Yellow – no errors exist
- Red – error exist and require further review



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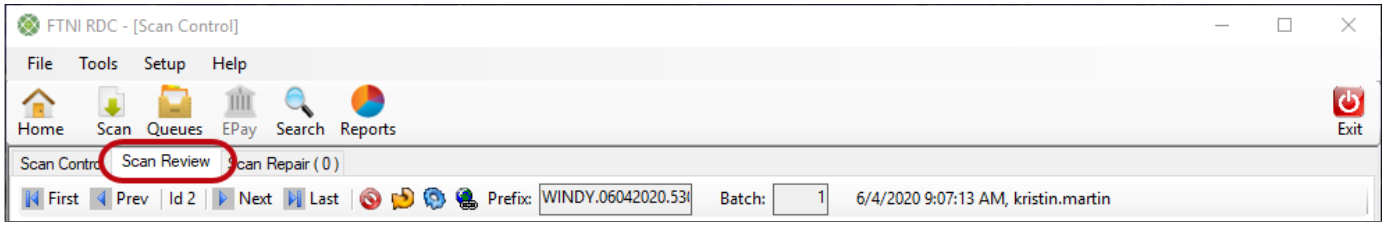
Reviewing Scanned Checks

1. Click the **Scan Review** tab to view all scanned checks and make necessary corrections



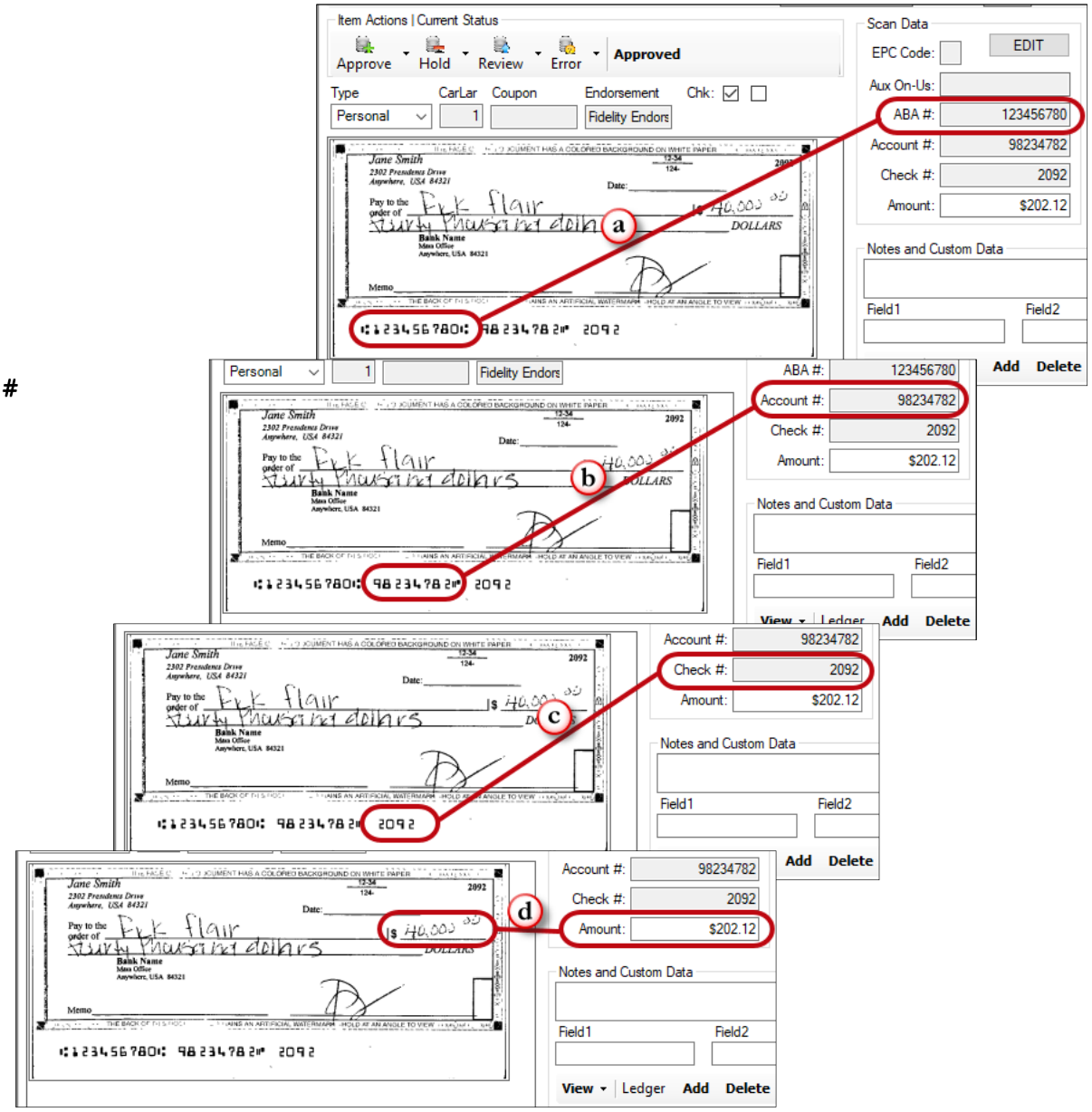
2. From the **Scan Data** section compare the scanned information to the check information

a) **ABA #**

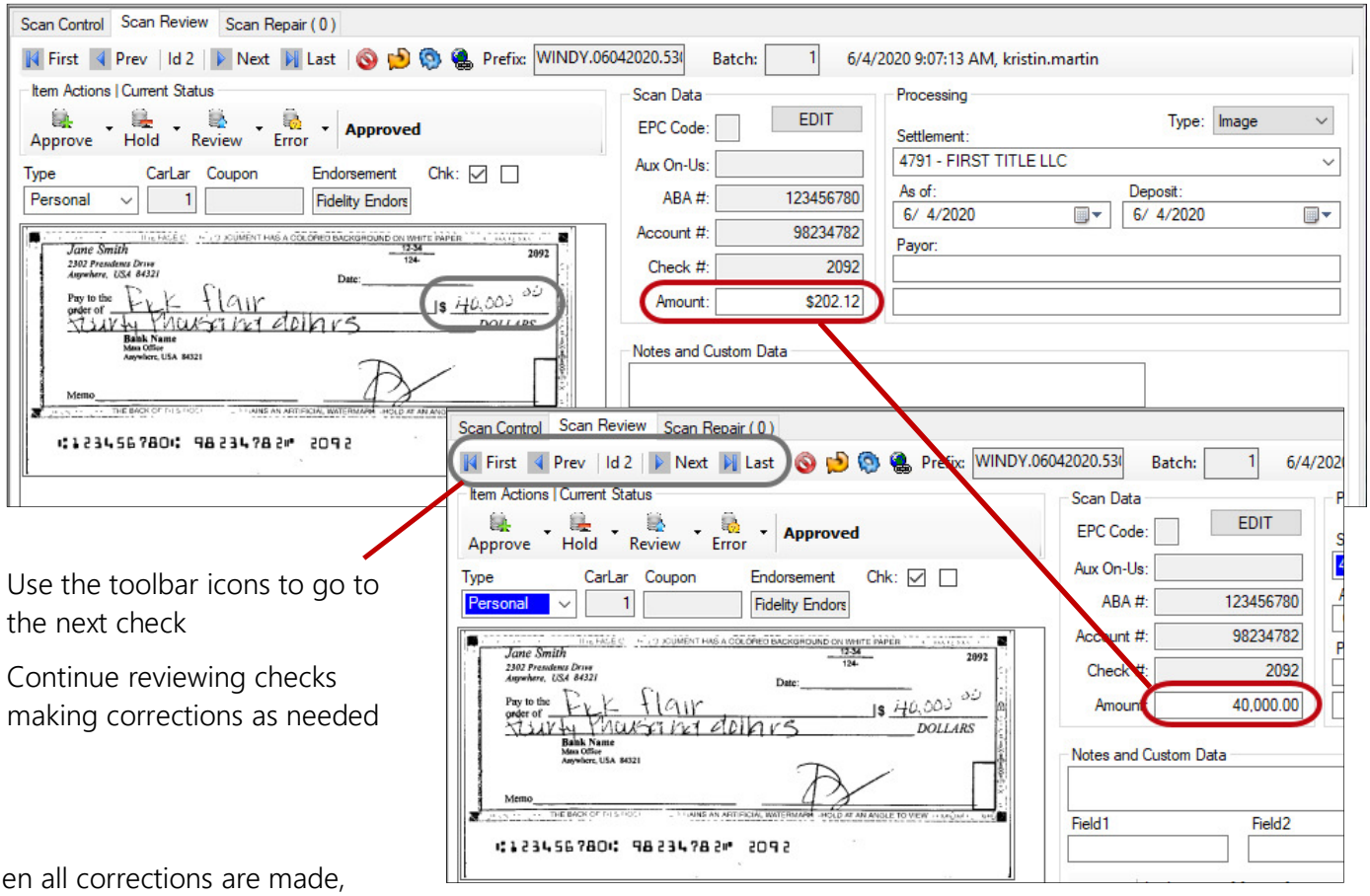
b) **Account #**

c) **Check #**

d) **Amount**



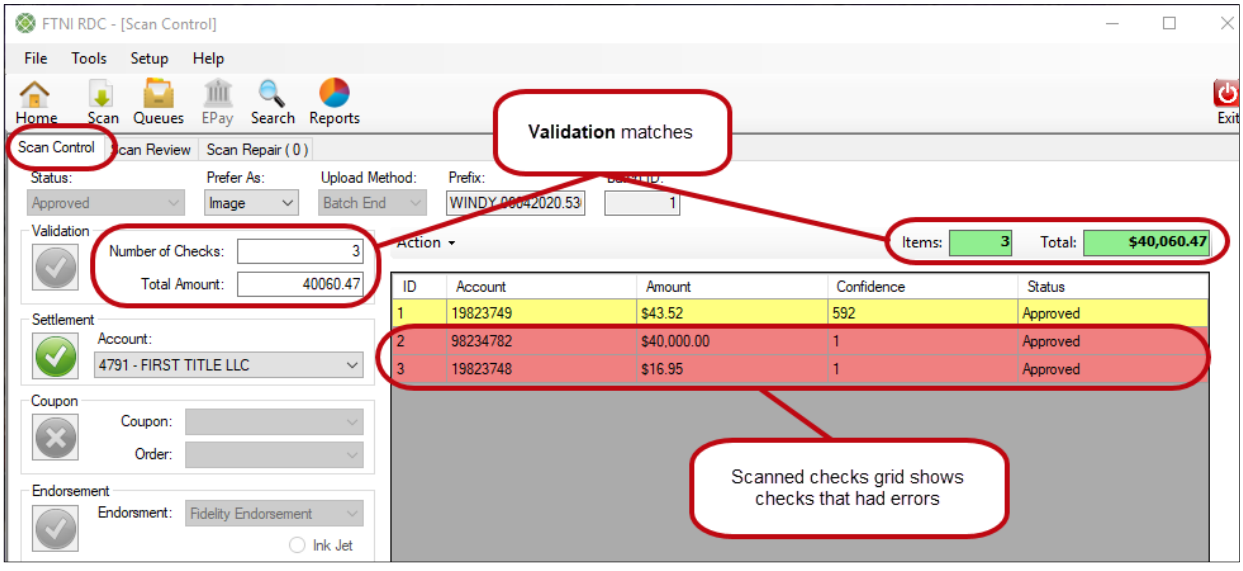
3. If corrections are needed, enter the correct information in the corresponding field



4. Use the toolbar icons to go to the next check
5. Continue reviewing checks making corrections as needed

When all corrections are made,

6. Click the **Scan Control** tab



NOTE: Once corrections are made, the **Items** and **Total** fields should be highlighted in green signifying they now match to the **Validation** information. However, checks identified originally with errors remain highlighted in red after correcting.

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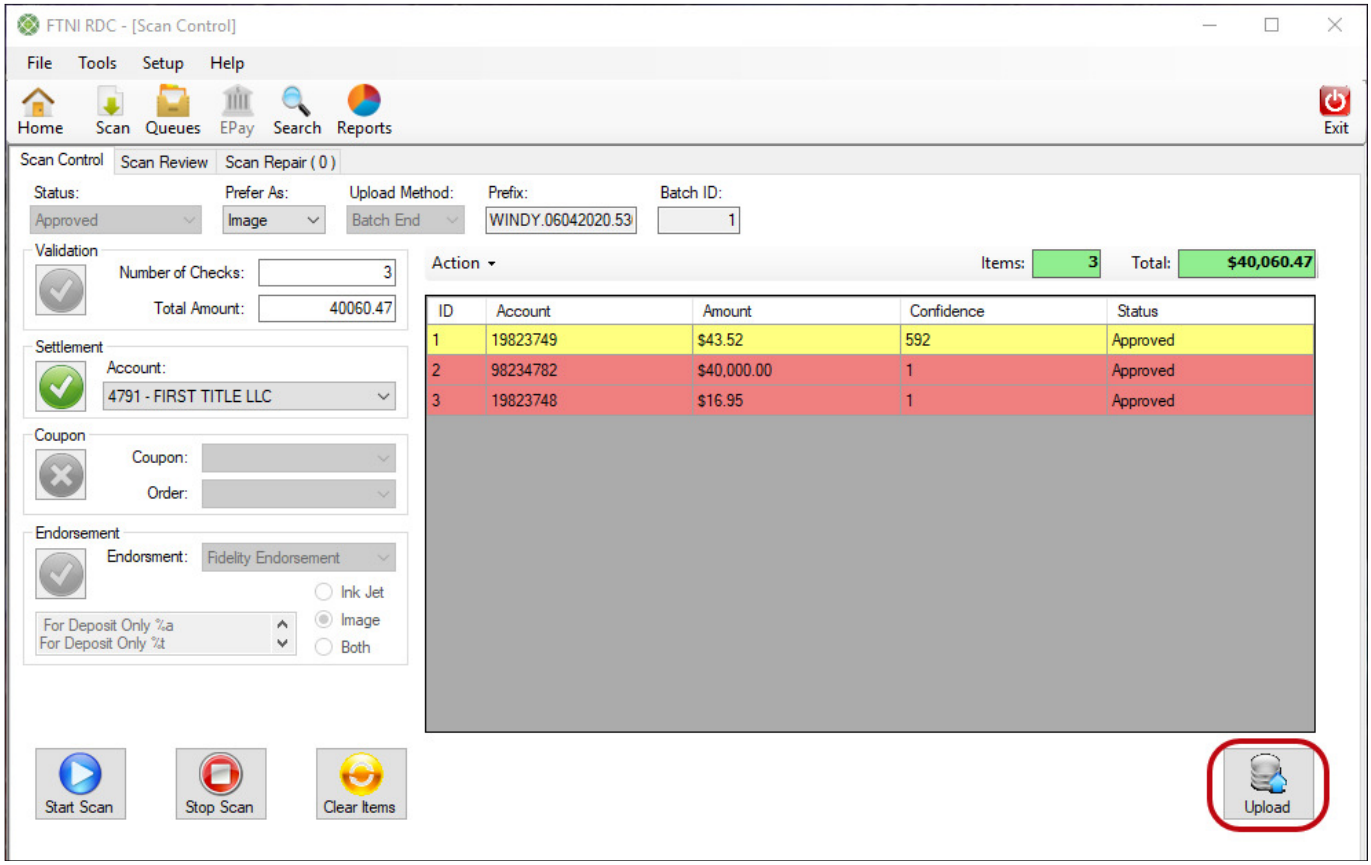
7. Click the **Upload** button to complete your upload



When upload is complete, the program verifies the amount of the checks uploaded and the **Upload** button is no longer active.

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