

Scanning Physical Checks

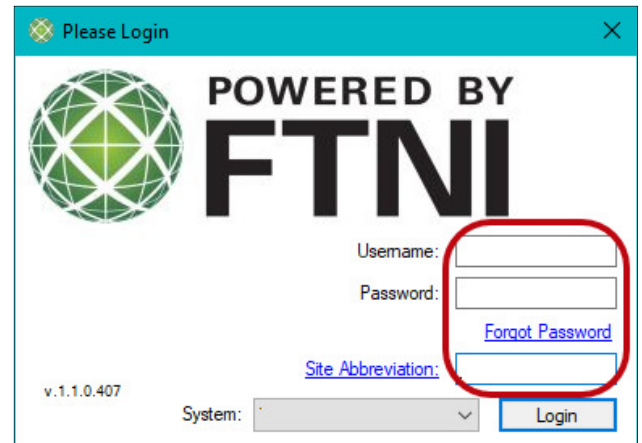
Follow these steps to scan your physical checks using Financial Transmission Network, Inc. (FTNI).

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.



Please Login

**POWERED BY
FTNI**

Username:

Password:

[Forgot Password](#)

[Site Abbreviation:](#)

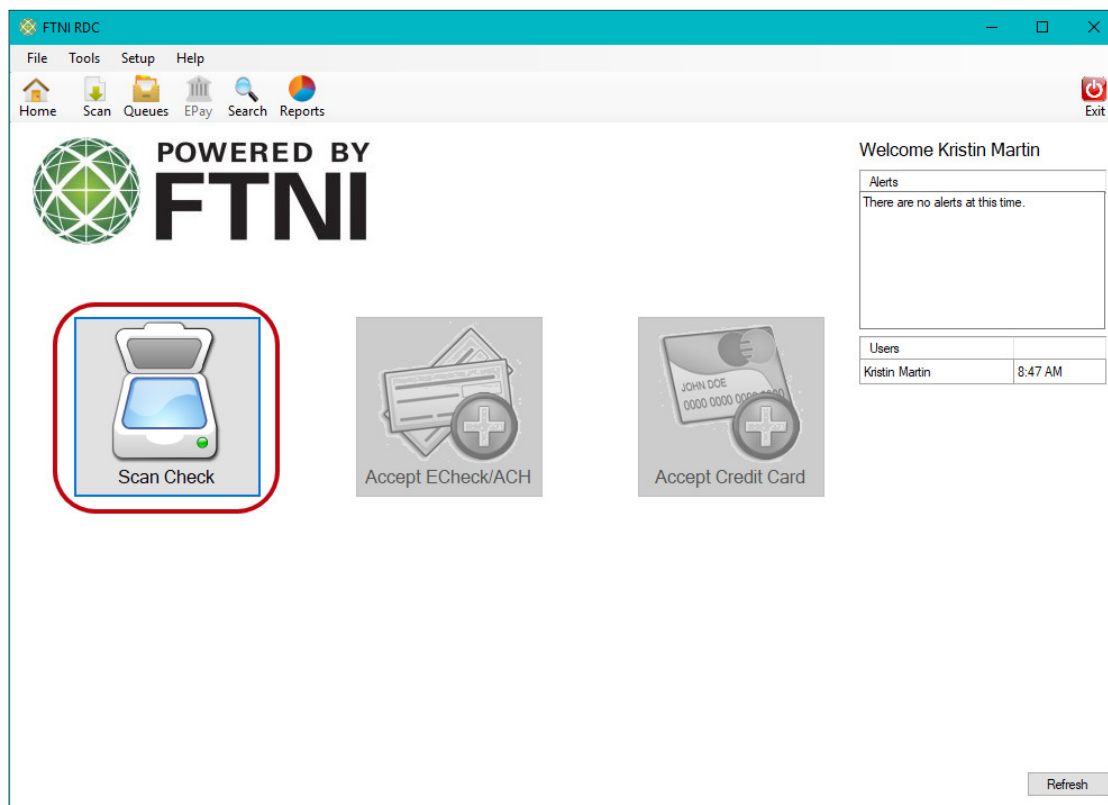
v. 1.1.0.407

System:

Login

From the home page,

3. Click the **Scan Check** button



FTNI RDC

File Tools Setup Help

Home Scan Queues EPay Search Reports

**POWERED BY
FTNI**

Welcome Kristin Martin

Alerts

There are no alerts at this time.

Users	
Kristin Martin	8:47 AM

Scan Check

Accept Echeck/ACH

Accept Credit Card

Refresh

Scanning Physical Checks

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

The screenshot shows the 'FTNI RDC - [Scan Control]' window. The 'Validation' section is highlighted with a red box, showing 'Number of Checks' as 3 and 'Total Amount' as 40060.47. The 'Settlement' section shows 'Account' as 4791 - FIRST TITLE LLC. The 'Coupon' section is empty. The 'Endorsement' section shows 'Endorsement' as Fidelity Endorsement, with 'Ink Jet' selected. The 'For Deposit Only %a' and 'For Deposit Only %t' fields are empty. The 'Action' dropdown is set to 'Batch End'. The 'Prefix' is WINDY.06042020.53 and the 'Batch ID' is 2. The 'Items' and 'Total' fields are empty. The 'Start Scan' button is highlighted with a red box.

ID	Account	Amount	Confidence	Status

Start Scan Stop Scan Clear Items Uploaded 3 items Upload

5. Place the corresponding checks on the scanner

From FTNI,

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

The screenshot shows the 'FTNI RDC - [Scan Control]' window. The 'Start Scan' button is highlighted with a red box. The 'Validation' section shows 'Number of Checks' as 3 and 'Total Amount' as 40060.47. The 'Settlement' section shows 'Account' as 4791 - FIRST TITLE LLC. The 'Coupon' section is empty. The 'Endorsement' section shows 'Endorsement' as Fidelity Endorsement, with 'Ink Jet' selected. The 'For Deposit Only %a' and 'For Deposit Only %t' fields are empty. The 'Action' dropdown is set to 'Batch End'. The 'Prefix' is WINDY.06042020.53 and the 'Batch ID' is 2. The 'Items' and 'Total' fields are empty. The 'Start Scan' button is highlighted with a red box.

ID	Account

Start Scan Stop Scan Clear Items Uploaded 3 items Upload

Scanning Physical Checks

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

The screenshot shows the FTNI RDC - [Scan Control] application window. The interface includes a menu bar (File, Tools, Setup, Help) and a toolbar with icons for Home, Scan, Queues, EPay, Search, and Reports. The main window is divided into several sections:

- Scan Control**: Includes fields for Status (Approved), Prefer As (Image), Upload Method (Batch End), Prefix (WINDY 00842020.53), and Batch ID (1).
- Validation**: A section with a checkmark icon and a dropdown menu. It displays "Number of Checks: 3" and "Total Amount: 40060.47".
- Settlement**: Includes a checkmark icon and a dropdown menu for Account (4791 - FIRST TITLE LLC).
- Coupon**: Includes a cross icon and fields for Coupon and Order.
- Endorsement**: Includes a checkmark icon and a dropdown menu for Endorsement (Fidelity Endorsement). It also has radio buttons for Ink Jet, Image, and Both.

At the bottom of the window, there are three buttons: Start Scan, Stop Scan, and Clear Items. An Upload button is also present in the bottom right corner.

Key annotations in the image:

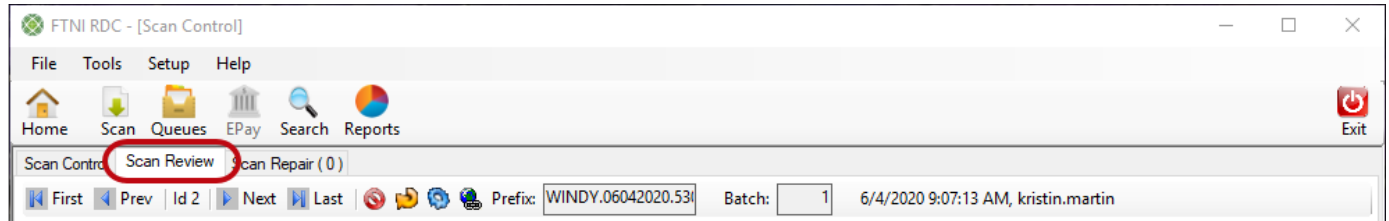
- A red box labeled "Validation match" points to the Validation section.
- A red box labeled "Items: 3 Total: \$272.36" points to the validation summary.
- A red box labeled "Scanned checks grid identifies if errors exist" points to the grid below.

ID	Account	Amount	Confidence	Status
1	19823749	\$43.52	592	Approved
2	98234782	\$202.12	1	Approved
3	19823748	\$26.72	1	Approved

Scanning Physical Checks

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**

Scanning Physical Checks

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

Scan Control | Scan Review | Scan Repair (0)

First | Prev | Id 2 | Next | Last | Prefix: WINDY.06042020.53 | Batch: 1 | 6/4/2020 9:07:13 AM, kristin.martin

Item Actions | Current Status

Approved | Hold | Review | Error

Type: Personal | CarLar: 1 | Coupon: | Endorsement: Fidelity Endors | Chk: ☒ ☐

Scan Data

EPC Code: | EDIT

Aux On-Us: |

ABA #: 123456780

Account #: 98234782

Check #: 2092

Amount: \$202.12

Processing

Settlement: 4791 - FIRST TITLE LLC

As of: 6/4/2020 | Deposit: 6/4/2020

Payor: |

Notes and Custom Data

Field1 | Field2

- Use the toolbar icons to go to the next check
- Continue reviewing checks making corrections as needed

When all corrections are made,

- Click the Scan Control tab

FTNI RDC - [Scan Control]

File | Tools | Setup | Help

Home | Scan | Queues | ePay | Search | Reports

Scan Control | Scan Review | Scan Repair (0)

Status: Approved | Prefer As: Image | Upload Method: Batch End | Prefix: WINDY.06042020.53 | Batch: 1

Validation

Number of Checks: 3 | Total Amount: 40060.47

Settlement: 4791 - FIRST TITLE LLC

Coupon: | Order: |

Endorsement: Fidelity Endorsement | Link Jet

Validation matches

Items: 3 | Total: \$40,060.47

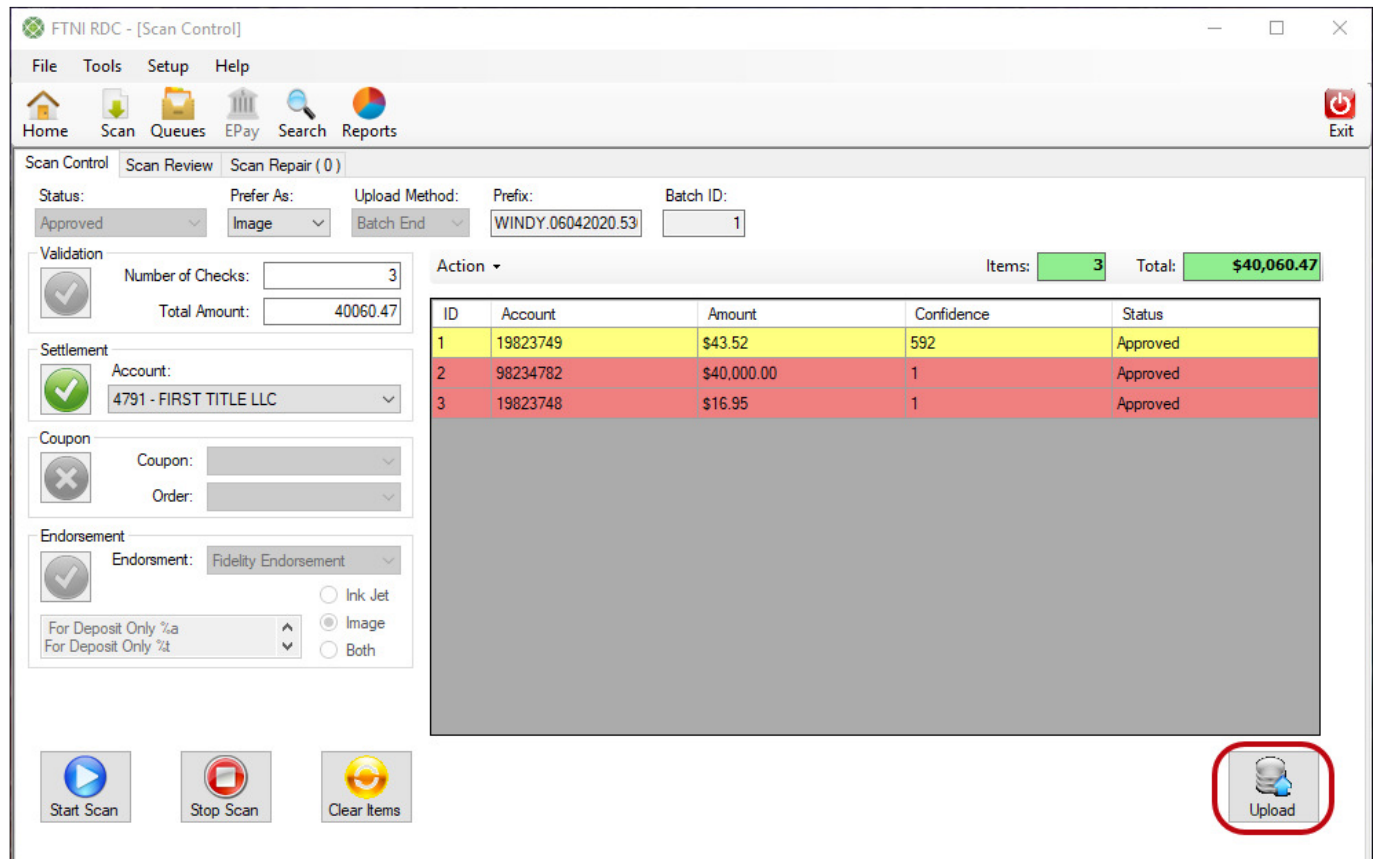
ID	Account	Amount	Confidence	Status
1	19823749	\$43.52	592	Approved
2	98234782	\$40,000.00	1	Approved
3	19823748	\$16.95	1	Approved

Scanned checks grid shows checks that had errors

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.

Scanning Physical Checks

- Click the **Upload** button to complete your upload



FTNI RDC - [Scan Control]

File Tools Setup Help

Home Scan Queues EPay Search Reports

Scan Control Scan Review Scan Repair (0)

Status: Prefer As: Upload Method: Prefix: Batch ID:

Validation

Number of Checks: Total Amount:

Settlement

Account:

Coupon

Coupon: Order:

Endorsement

Endorsment:

☐ Ink Jet ☒ Image ☐ Both

For Deposit Only %a For Deposit Only %t

Items: Total:

ID	Account	Amount	Confidence	Status
1	19823749	\$43.52	592	Approved
2	98234782	\$40,000.00	1	Approved
3	19823748	\$16.95	1	Approved

Start Scan Stop Scan Clear Items

Upload

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