

## 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.

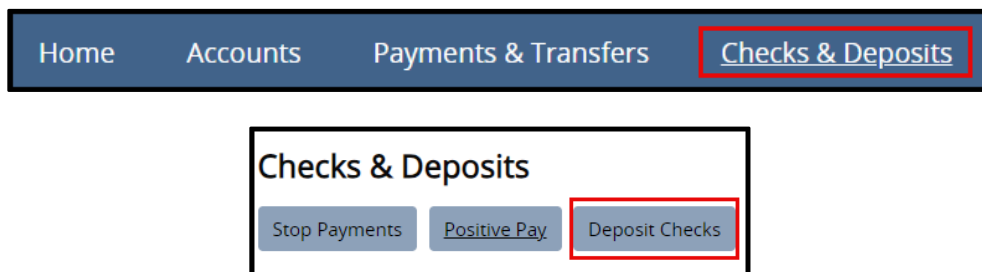
**Note:** Cash Management must set up the business customer for access to Remote Deposit. A check scanner is required to use this product.

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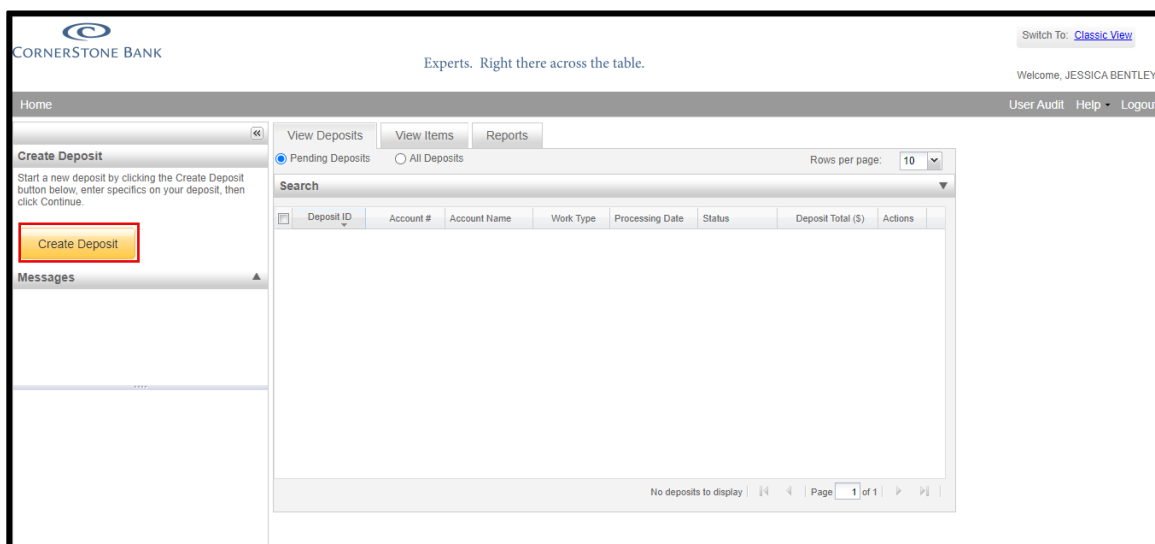
### Deposit Checks

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



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

A new webpage opens. Click Create Deposit.



Enter in deposit amount and select account. Click Continue.

**Create Deposit** X

\* Required Fields

Deposit Amount\*:

Select Account\*:

Store Number:

Click Scan.

Home

Deposit ID: 225737412

Account #:

Account Name:

[More Details](#)

Messages

Item #	Check #	Error	Amount	Actions
No of Items: 0    Error: 0    Deposit Total: \$1.00    Difference: -\$1.00    Checks Total: \$0.00				

Detect Double-Feed

Click Submit Deposit.

Home

Deposit ID: 230512607

Account #:

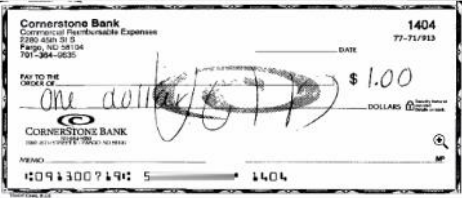
Account Name: Cash Management Test Account

[More Details](#)

Messages

Item #	Check #	Error	Amount	Actions
0886697053	1404		1.00	

Front Back



AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
091300719			500013990	1404	1.00

Press enter to update field

Detect Double-Feed

The system verifies the balance.

**Verify Balance** X

✔ Transaction is Balanced

Deposit Data

Deposit Total:  Check Total: \$1.00 Difference: \$0.00

Item Count:  Items in Deposit: 1 Difference: 0

Add Memo (Optional)

250/256

Submit Deposit

The deposit appears in the Search Box – pending review.

Home

View Deposits View Items Reports

Pending Deposits  All Deposits Rows per page: 10

Search

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
230512607		Cash Management Test Account	38	2024-01-25	PENDING REVIEW	1.00	

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Alternatively, click Save Deposit to suspend the deposit.

Home

Deposit ID: 230512607  
Account #:   
Account Name: Cash Management Test Account

Export As Delete Deposit

Messages

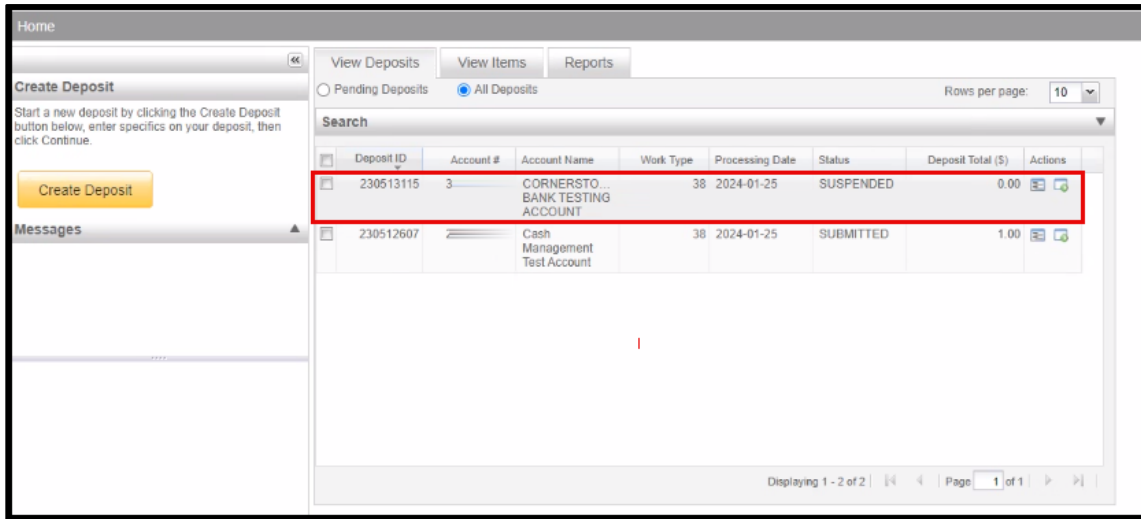
Item #	Check #	Error	Amount	Actions
0886697053	1404		1.00	

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
<input type="text" value="091300719"/>			<input type="text" value="500013990"/>	<input type="text" value="1404"/>	<input type="text" value="1.00"/>

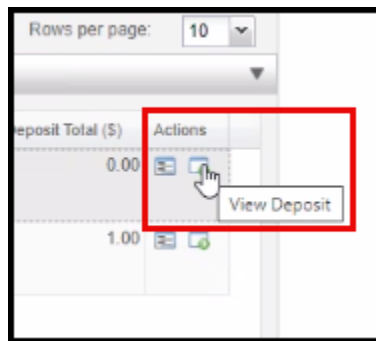
Press enter to update field

No of Items: 1 Error: 0 Deposit Total: \$1.00 Difference: \$0.00 Checks Total: \$1.00

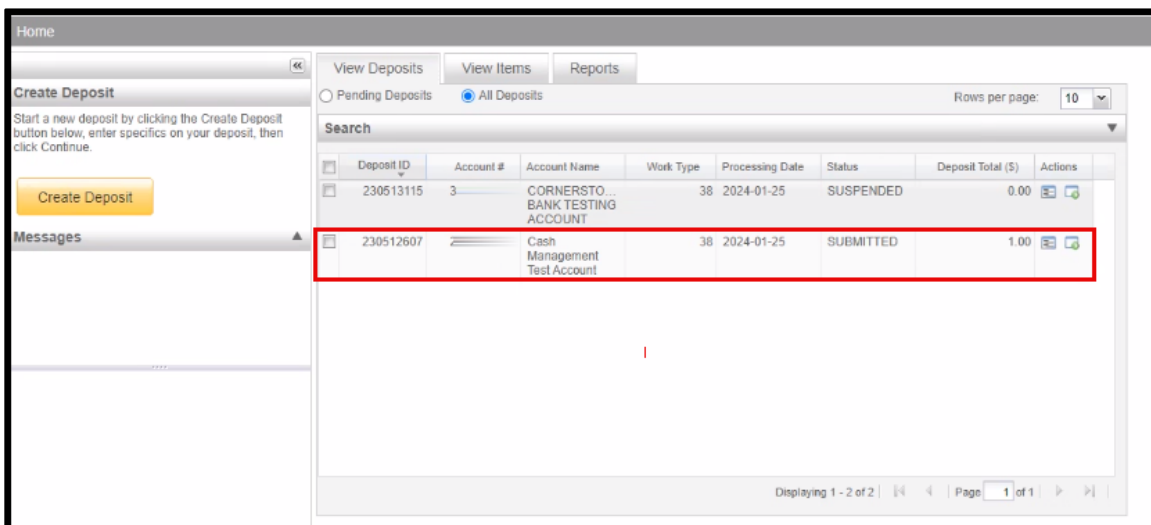
Detect Double-Feed
 Correct All Errors to Submit Deposit



Click on the right square to view the deposit.



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



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





**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 team at 888-297-2100 or online at <https://www.cornerstone.bank/contact/>.

**Cornerstone Bank Cash Management Team**