



Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Table of Contents

Important Times and Dates about Remote Deposits	2
Steps to Complete a Remote Deposit	2
Horicon Banks Ascend Online Banking	2
Welcome Page	3
Creating a New Remote Deposit	4
Deposit Page	5
Scanning Checks	6
Submitting your Remote Deposit	7
Unbalanced Remote Deposit	9
Balanced Remote Deposit	9
Issues with Scanned Checks	10
Flagged Checks	10
Rejected Checks	11
Tabs Within Remote Deposit Capture Site	11
Deposit Page	12
Deferring a Remote Deposit	12
Saving or Deferring a Remote Deposit by going to a new tab	12
Saving or Deferring a Remote Deposit by exiting Remote Deposit Page	14
Deleting a Saved or Deferred Remote Deposit	15
Viewing Check Images in Remote Deposit	18
View 1	18
View 2	18
View 3	19
History Page	20
All Transactions	20
Reports	22
Settings Page	25
Logout	26
Help	26
Contact Treasury Management Support	27

We Recommend using Google Chrome to complete Remote Deposits within Ascend

Important Times and Dates about Remote Deposits

- Remote Deposits will not show in account until after nightly processing
- Remote Deposit Capture Cut-off is **4:00pmCST**
 - Deposits made after 4pmCST or made on a non-processing day the remote deposit will post on the next business day.
 - Ex: Remote Deposit made on Friday at 4:30pmCST will be posted into the account in nightly processing on Monday.
 - Non- Processing Days- Saturdays and Sundays and these specified Holidays below:
 - **New Year's Day:** January 1
 - **Martin Luther King's Day:** 3rd Monday in January
 - **President's Day:** 3rd Monday in February
 - **Memorial Day:** last Monday in May
 - **Juneteenth National Independence Day:** June 19
 - **Independence Day:** July 4
 - **Labor Day:** 1st Monday in September
 - **Indigenous People's Day:** 2nd Monday in October
 - **Veterans' Day:** November 11
 - **Thanksgiving Day:** 4th Thursday in November
 - **Christmas Day:** December 25

Steps to Complete a Remote Deposit

This Section will give you step by step instructions on how to complete your remote deposit within Horicon Bank's Remote Deposit Capture Site.

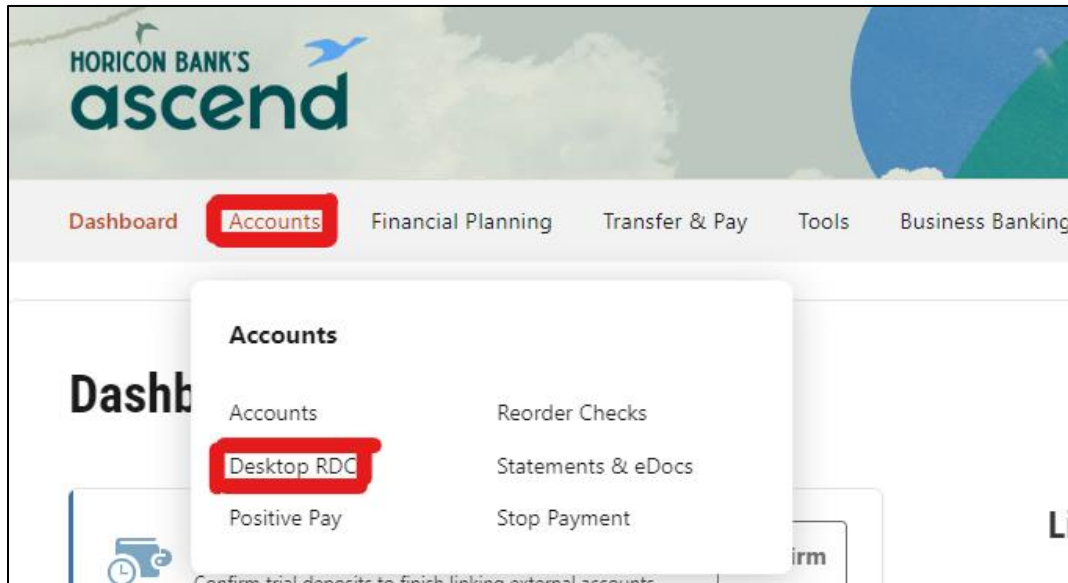
Horicon Banks Ascend Online Banking

The Remote Deposit Capture site is located inside of our Ascend Online Banking.

<https://www.horiconbank.com/>

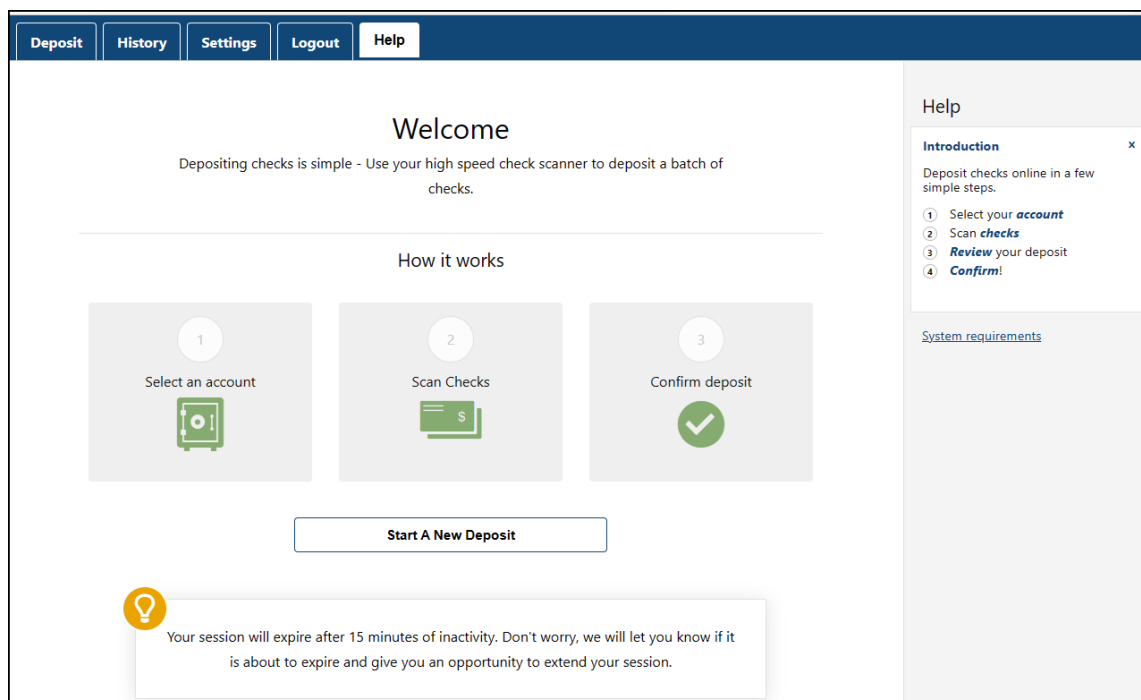
Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Once signed in to online banking, hover over the Accounts menu and select Desktop RDC.



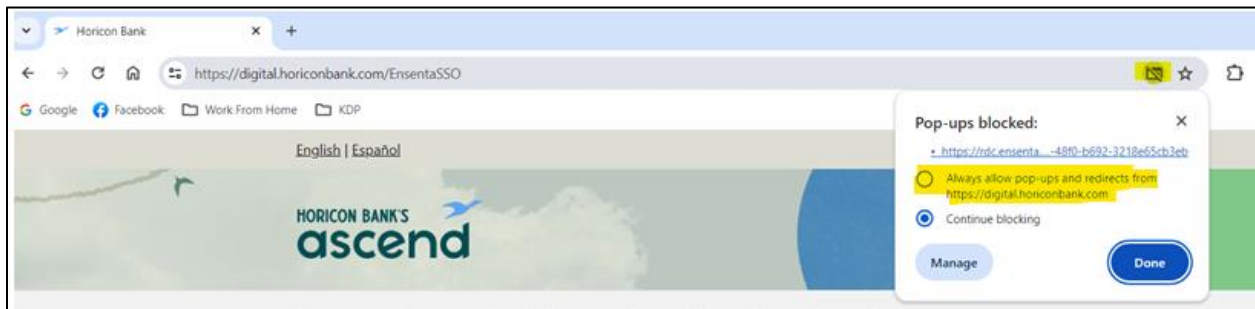
Welcome Page

The RDC site should open in a new browser tab. The intro page appears each time you login. This page provides a brief overview and some tips.



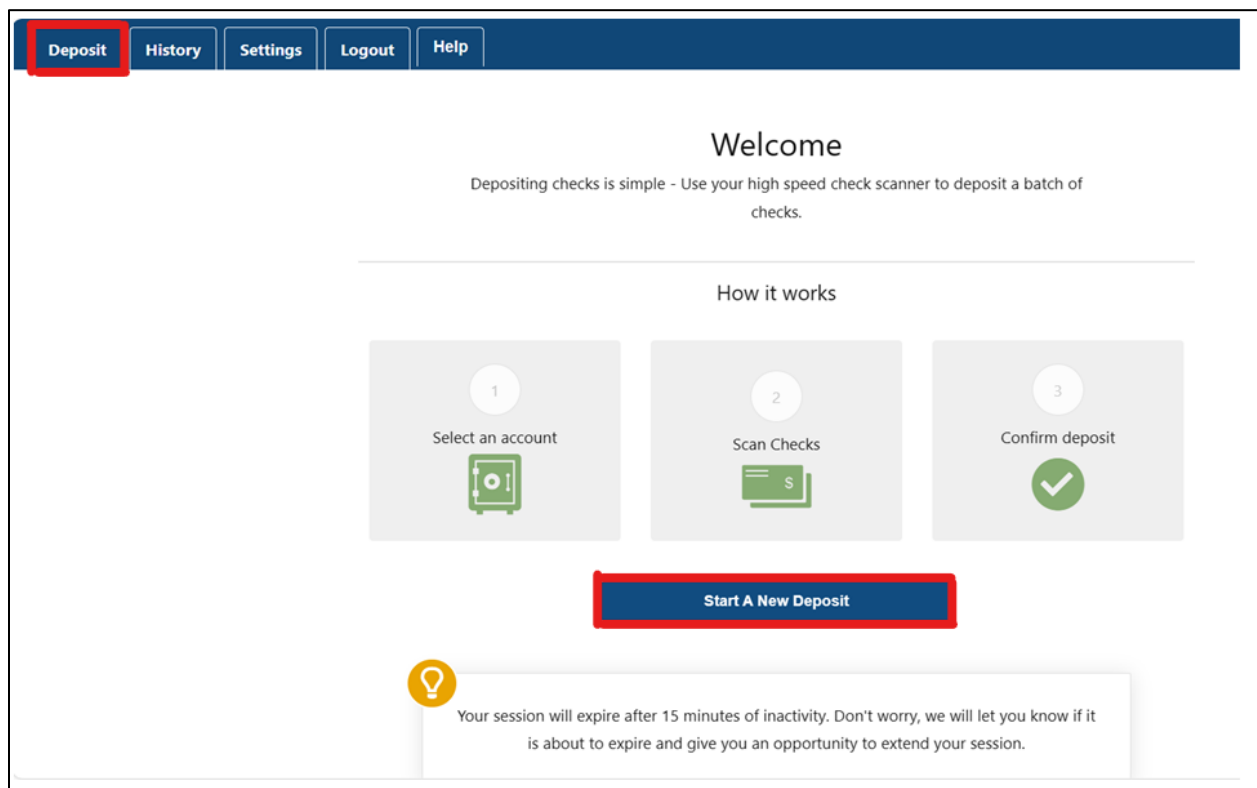
Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Note: If the page doesn't open it may be blocked by pop-up blocker and can be adjusted by allowing the pop-up in the search bar of the internet browser.



Creating a New Remote Deposit

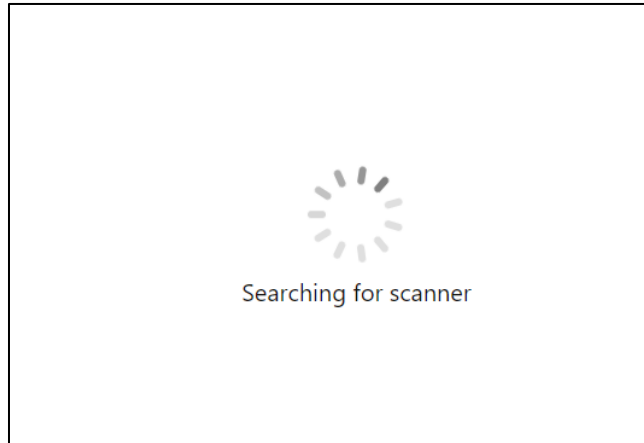
To begin scanning, click on the Start a New Deposit button on Welcome Page or the Deposit tab at the top left task bar. This will bring you to the Deposit Page.



Note: Make sure that your scanner is plugged in and ready before, otherwise you will get an error message.

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

A message “searching for scanner” will appear until the scanner is found.



Once the scanner is found the Deposit Page will appear.

A screenshot of the Horicon Bank ASCEND Remote Deposit Capture 'Deposit' page. The page has a dark blue header with navigation tabs: 'Deposit' (active), 'History', 'Settings', 'Logout', and 'Help'. A green notification banner at the top right states 'Device Control connected and ready to scan.' with a close button. The main content area is titled 'Deposit' and includes a sub-header: 'Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.' Below this, there are input fields for 'Account' (with a search prompt), 'Description' (with a placeholder 'Optional Description'), 'Quantity' (a numeric input with minus and plus buttons), and 'Batch Total' (a currency input showing '\$0.00'). A 'Start Scan' button is positioned below these fields. A section titled 'Pick up where you left off' indicates that 1 saved transaction exists. At the bottom, a summary bar shows 'Today at 11:10 AM' with a 'saved' status, a total of '\$3,601.54' from '6 checks', and a 'Merchant Capture' channel with icons for deleting and editing.

Deposit Page

Fill in the information for your remote deposit and be sure that the scanner is on and that the check(s) are loaded and ready **BEFORE** you click the Start Scan button.

- **Account*:** Choose the Account the remote deposit should go into
- **Description:** Is optional, whatever is entered here will appear in transaction history and reports
- **Quantity*:** Number of checks in the Deposit
- **Batch Total*:** Total of all checks in the Deposit

***- Denotes Required Field**

Note: The Scan Button will turn blue when all required fields are filled in.

The Quantity and Batch Total Fields can be adjusted after all checks have been scanned if necessary.

The screenshot shows the 'Deposit' page with a navigation bar at the top containing 'Deposit', 'History', 'Settings', 'Logout', and 'Help'. The main heading is 'Deposit', followed by a sub-header: 'Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.' Below this are input fields for 'Account' (with a search prompt), 'Description' (with an optional description prompt), 'Quantity' (a numeric field with a value of 1), and 'Batch Total' (a currency field with a value of \$0.00). A 'Start Scan' button is positioned below these fields. At the bottom, there is a section titled 'Pick up where you left off' and a 'Clear All' button with an upward arrow.

Note: The “Pick up where you left off” section at the bottom shows any deposits that were left incomplete or saved for later. Please be sure to review these and act.

This guide will go over how to defer a deposit starting on **page 11**

Scanning Checks

Once you have selected Start Scan on the Deposit Page the process of scanning checks will occur.

The left screenshot is titled 'Scanning check 1' and shows a large circular loading spinner in the center. A 'Cancel' button is located at the bottom left. The right screenshot is titled 'Processing check 1' and also shows a large circular loading spinner in the center. A 'Cancel' button is located at the bottom left.

Once the checks have scanned and are done processing the Deposit Page will pop up showing you the checks that have been scanned and any adjustments that need to be made to the dollar amounts of checks can be completed here.

Note: If the scanning process interrupts at any point, you may click the “scan more checks” button at the bottom of the Deposit Page to continue the scanning process of the remaining checks.

The screenshot shows the bottom of the Deposit page with a summary table and action buttons. The table has two columns: 'Total' and a numerical value. The first row shows '1' and '\$1.04'. To the right of the table are three buttons: 'Cancel', 'Scan More Checks' (highlighted with a red border), and 'Deposit'.

Total	
1	\$1.04

Buttons: Cancel, Scan More Checks, Deposit

Submitting your Remote Deposit

Once you have adjusted the dollar amounts of the checks scanned if needed you will want to verify that the Quantity and Batch Total matches on the bottom of the Deposit Page. The checks scanned and batch total will be balancing based of the quantity and batch total entered when starting the remote deposit.

The screenshot shows the 'Deposit' page of the Horicon Bank ASCEND interface. At the top is a navigation bar with 'Deposit', 'History', 'Settings', 'Logout', and 'Help'. Below this, the 'Deposit' section shows the account 'Horicon Bank Custom Mstr' and a description field. The 'Quantity' is set to 1, and the 'Total' is \$1.04. A summary bar at the bottom, highlighted with a yellow border, displays 'Total 1 \$1.04' and includes buttons for 'Cancel', 'Scan More Checks', and 'Deposit'. A check image is also visible in the summary bar.

When all items are balanced and corrected, click on the blue Deposit button on the bottom right of the screen.

This close-up shows the bottom summary bar with the 'Total' of 1 and \$1.04. The 'Deposit' button is highlighted with a red border, indicating it should be clicked.

After you click submit a verification box will appear allowing you to confirm the dollar amount and complete the deposit.

The verification box titled 'Complete your transaction?' displays the amount '\$5,240.05' and a warning that funds may not be immediately available. It includes an 'Edit' button and a 'Complete Deposit' button, which is highlighted with a red border.

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Once your deposit has been successfully submitted the receipt reference will pop up this may take a little bit for this page to appear. The deposit is processing during this time. If there is an error, please contact Treasury Management.

[Deposit](#) [History](#) [Settings](#) [Logout](#) [Help](#)

Your deposit was submitted.

Funds Availability: Funds deposited on a business day before 5PM Central Time will have funds posted during nightly processing. Please retain your deposited items for 30 days and then securely destroy

Receipt	██████████
Account	██████
Amount	\$3.08
Deposit Date	██████████
Transaction Type	Deposit
Number of checks	2
Description	████████████████████

Next steps

1. [Print](#) and file this receipt with the original check.
2. Keep the check for 30 days, then shred/destroy it.
3. Delete any images from your device immediately.

[Print](#) [Deposit Detail Report](#) [Make Another Deposit](#)

Note: You can print the receipt reference, or you can download a PDF of the Deposit Detail Report that will show the details of the deposit along with check images.

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Unbalanced Remote Deposit

The Batch Total section at the bottom of the deposit will inform you whether you are unbalanced. If you see the submit button is gray and red above either the total or quantity of items or both your deposit is unbalanced.

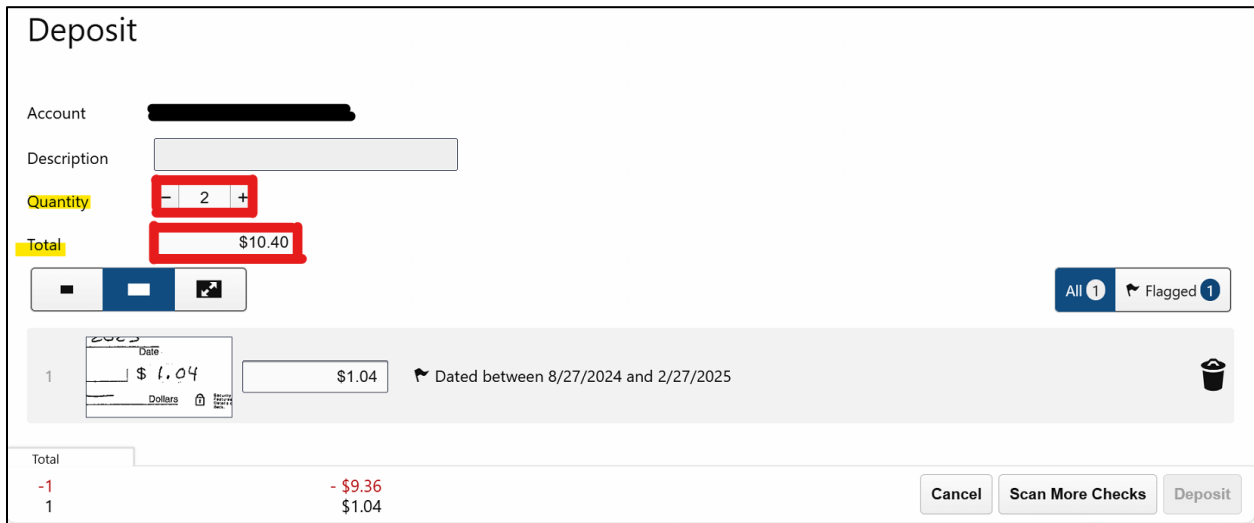


A summary bar for an unbalanced deposit. It shows a total of -1 item with a difference of -\$9.36 and a batch total of \$1.04. The 'Deposit' button is gray and has a red border, indicating the deposit is unbalanced. Other buttons include 'Cancel' and 'Scan More Checks'.

Total
-1
- \$9.36
1
\$1.04

Buttons: Cancel, Scan More Checks, Deposit

You can either correct the Batch Total or the Quantity of checks amounts by scrolling up to the top of your deposit page and adjusting whichever item(s) are unbalanced.



The 'Deposit' detail view for an unbalanced deposit. The 'Quantity' is set to 2 and the 'Total' is \$10.40. The 'Deposit' button is gray. The item list shows 1 item with a value of \$1.04. The bottom summary bar shows a total of -1 item with a difference of -\$9.36 and a batch total of \$1.04. The 'Deposit' button is gray.

Deposit

Account: [Redacted]

Description: [Redacted]

Quantity: 2

Total: \$10.40

Buttons: All 1, Flagged 1

Item 1: \$1.04, Dated between 8/27/2024 and 2/27/2025

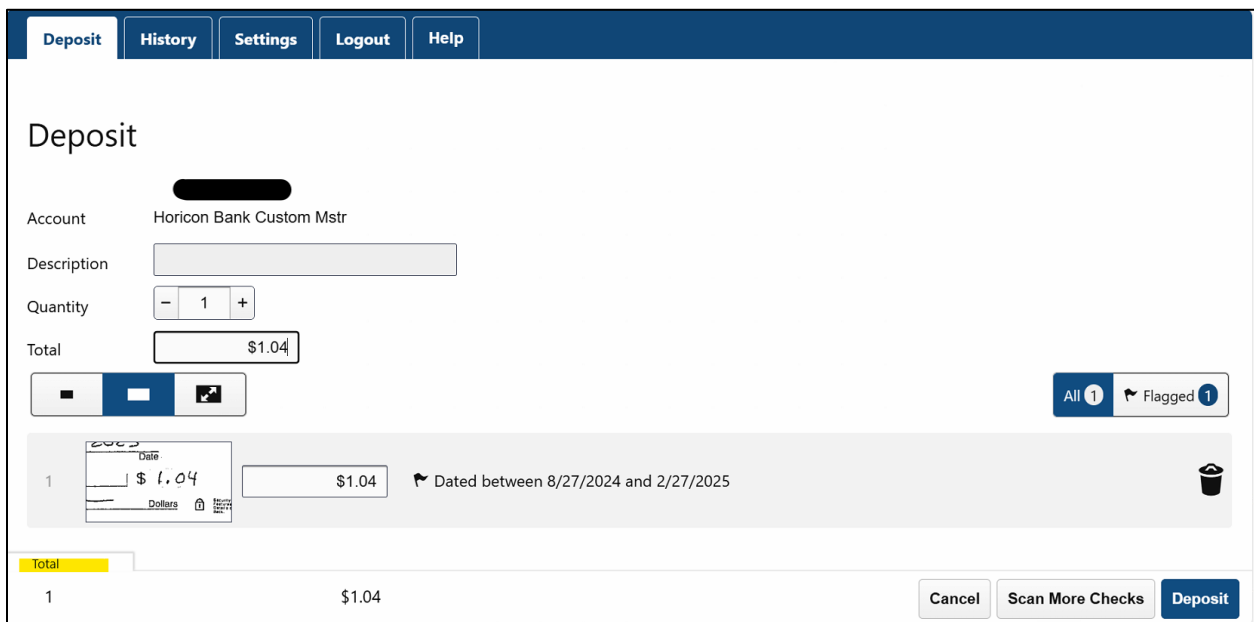
Total: -1, -\$9.36, 1, \$1.04

Buttons: Cancel, Scan More Checks, Deposit

Once the quantity and batch total balance you can proceed with submitting the remote deposit.

Balanced Remote Deposit

When the deposit is balanced, the deposit button will turn blue. See example below of a balanced deposit.



The 'Deposit' detail view for a balanced deposit. The 'Quantity' is set to 1 and the 'Total' is \$1.04. The 'Deposit' button is blue. The item list shows 1 item with a value of \$1.04. The bottom summary bar shows a total of 1 item with a value of \$1.04. The 'Deposit' button is blue.

Deposit

Account: Horicon Bank Custom Mstr

Description: [Redacted]

Quantity: 1

Total: \$1.04

Buttons: All 1, Flagged 1

Item 1: \$1.04, Dated between 8/27/2024 and 2/27/2025

Total: 1, \$1.04

Buttons: Cancel, Scan More Checks, Deposit

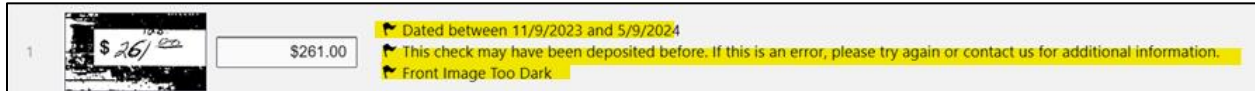
Proceed with submitting the remote deposit.

Issues with Scanned Checks

This section will go over common issues with scanned checks on the Deposit Page.

Flagged Checks

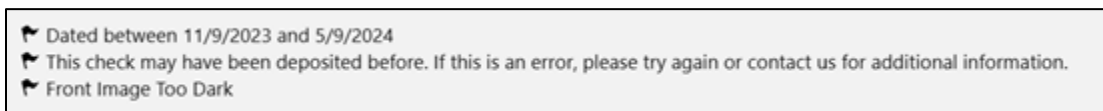
If a check was flagged it will appear next to the dollar amount and check image on the Deposit Page.



The flags are letting you know that there may be an issue with the check and the check image should be reviewed.

Examples of some flags can be this:

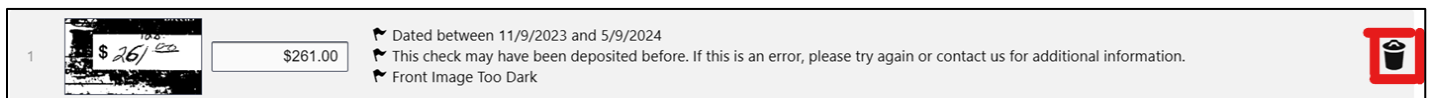
- **Dated between x and x:** This may reflect a stale dated item, please verify the check date.
- **This check may have been deposited before,...** This may reflect a duplicate item- review that the item hasn't been previously deposited.
- **Front Image Too Dark:** The image may be too dark to read- scan item again
- **Front Image Too Light:** The image may be too light to read- scan item again



Note: A check that is flagged may be rejected once the item is reviewed by the bank. You will be notified that an item has been rejected and removed.

If you want to rescan a flagged check so the check image is clearer, you will need to remove the original scan otherwise the newly scanned check will be in the deposit twice causing a duplicate.

To delete the original scan of the check, click the trash can on the right side of the deposit page.



After the item has been removed it will show that the check has been removed.



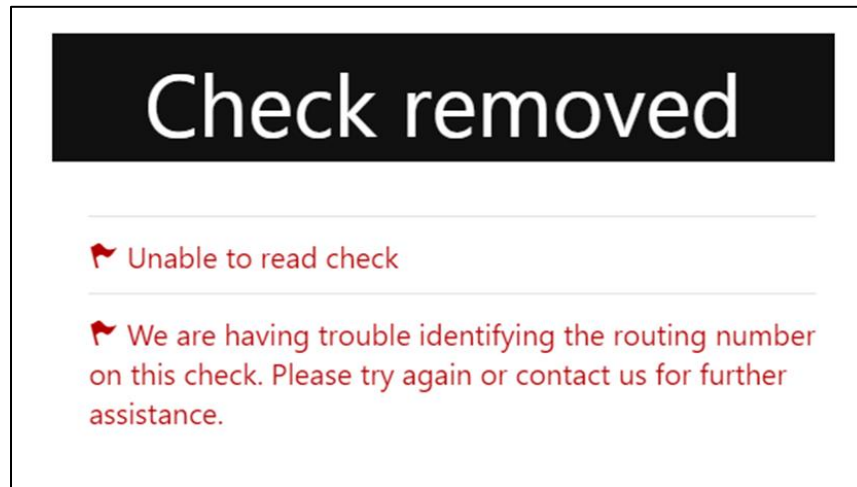
Note: If you accidentally remove a check that wasn't supposed to be removed it can be undone by hitting the plus sign on the right side of the removed check.

Once the item has been removed proceed with scanning the check again by inserting the check into the scanner and selecting scan more checks on the bottom right of the deposit page.



Rejected Checks

If check is rejected, it will give you a red flag and reason however you will not be able to see the check image but can get more details by selecting View Info.



You can try scanning the check again but if the check is continuing to reject, please contact treasury management.

Note: If the check is rejected, it will not be counted in the quantity of items and the check can be rescanned without having to delete or adjust the original check.

If the rejected check is continually rejected, and rescanning does not resolve the issue you will have to adjust the Quantity and Batch Total to balance the remote deposit and submit.

Tabs Within Remote Deposit Capture Site

This section will give you a brief rundown of the what's and where's of items available within Horicon Banks Remote Deposit Capture Site.

Deposit Page

This page will only appear if the scanner is connected and ready to use. This is where you will create your new remote deposit or open a saved deposit.

The screenshot shows the 'Deposit' page of the Horicon Bank ASCEND Remote Deposit Capture interface. At the top is a navigation bar with tabs: Deposit, History, Settings, Logout, and Help. The 'Deposit' tab is active. Below the navigation bar, the page title 'Deposit' is followed by a sub-header: 'Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.' The main form area contains fields for 'Account' (with a search input), 'Description' (with an optional description input), 'Quantity' (with a numeric input set to 0), and 'Batch Total' (with a dollar amount input set to \$0.00). A 'Start Scan' button is located below these fields. Below the form, there is a section titled 'Pick up where you left off' with a 'Clear All' button and a dropdown arrow. A message states: 'You have 1 saved transactions that have not been submitted yet. Transactions are automatically saved while you work and will be saved for up to 5 days.' At the bottom, a status bar shows 'Today at 11:10 AM' with a 'saved' indicator, a total of '\$3,601.54' with '6 checks', and a 'Merchant Capture channel' with a trash icon and a pencil icon.

Deferring a Remote Deposit

This section will go over how to save your deposit for later or up to 5 days.

After you have scanned the checks, you have but you aren't ready to submit the remote deposit you have two options to defer your deposit for later. Opening a new tab within the Remote Deposit Site or exiting out of the remote deposit site via a time out due to inactivity or completely exiting out.

Note: Remote Deposits that are created are automatically saved while you are working on them.

Any changes made to the dollar amounts of the check images, batch total or quantity will be saved in the process of deferring the deposit.

Saving or Deferring a Remote Deposit by going to a new tab

You can defer your remote deposit without exiting the Remote Deposit Site by leaving the site open. The Remote Deposit Site will time out after 15-minutes of inactivity, but your progress will be saved.

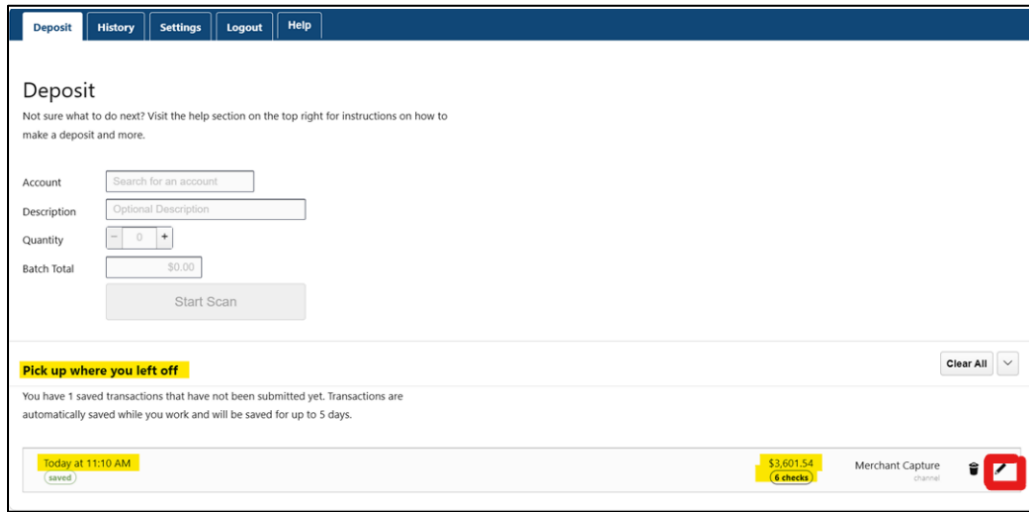
Start your deposit by following the instructions outlined in "Steps to Complete a Remote Deposit" scanning the checks you have.

Once you have completed scanning and updating the dollar amounts of the check images, batch total and/ or quantity of the checks scanned you can now select any other tab on the Remote Deposit Site (History or Settings). Doing this will save the remote deposit and any changes made to it before selecting the new tab.



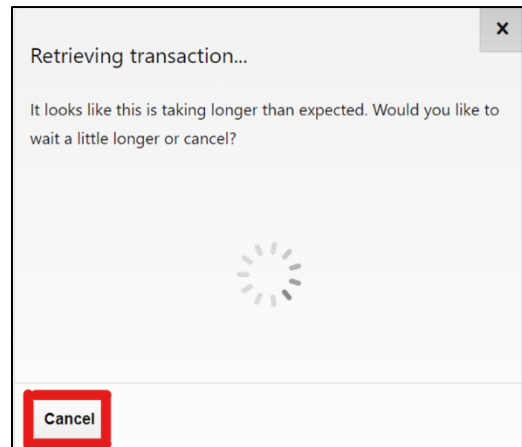
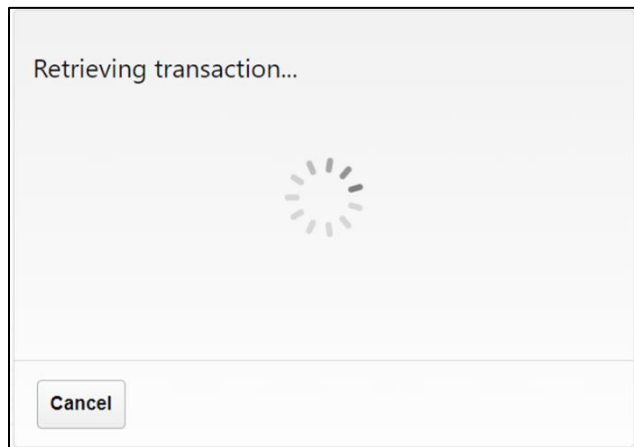
Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

After selecting a different tab to save the deposit, open the Deposit Page this will then show the deferred remote deposit on the bottom of the Deposit Page. The remote deposit can be continued by selecting the pencil on the right side of the saved remote deposit.



After clicking the pencil, a screen will pop up saying “Retrieving Transaction...” This may take a little bit to open depending on how many checks were previously scanned.

Note: If it is taking a long time a message will appear on the retrieving transaction screen you can wait a little longer but if the remote deposit still is not opening try hitting cancel this will usually open the saved remote deposit page.



Once the remote deposit is opened you will be able to continue scanning additional checks by selecting scan more checks on the bottom right of the Deposit Page of the remote deposit.



Once you have finished scanning the additional checks you can proceed with the process of balancing the remote deposit and submitting the remote deposit outlined in “Submitting your Remote Deposit.”

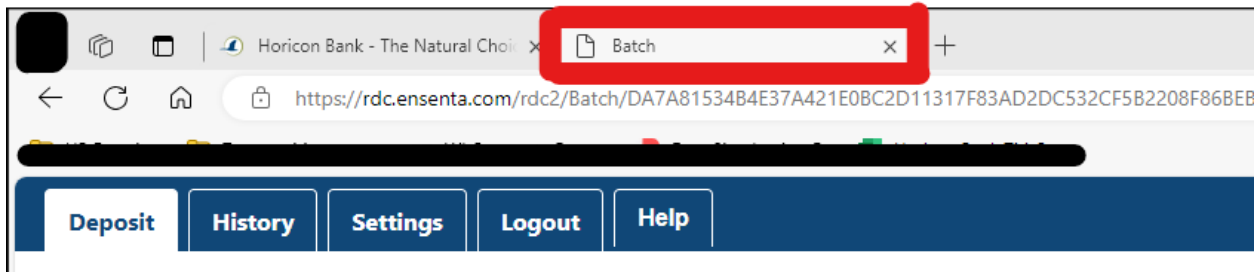
Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

[Saving or Deferring a Remote Deposit by exiting Remote Deposit Page](#)

You can defer your remote deposit by exiting the Remote Deposit Site. This will also be the same if your remote deposit site times out due to inactivity.

Start your deposit by following the instructions outlined in “Steps to Complete a Remote Deposit” scanning the checks you have.

Once you have completed scanning and updating the dollar amounts of the check images, batch total and/ or quantity the checks you now, you will have to exit out of the Remote Deposit Site Tab on the top of your browser. This will save your remote deposit and allow to come back to it later or up to 5 days.

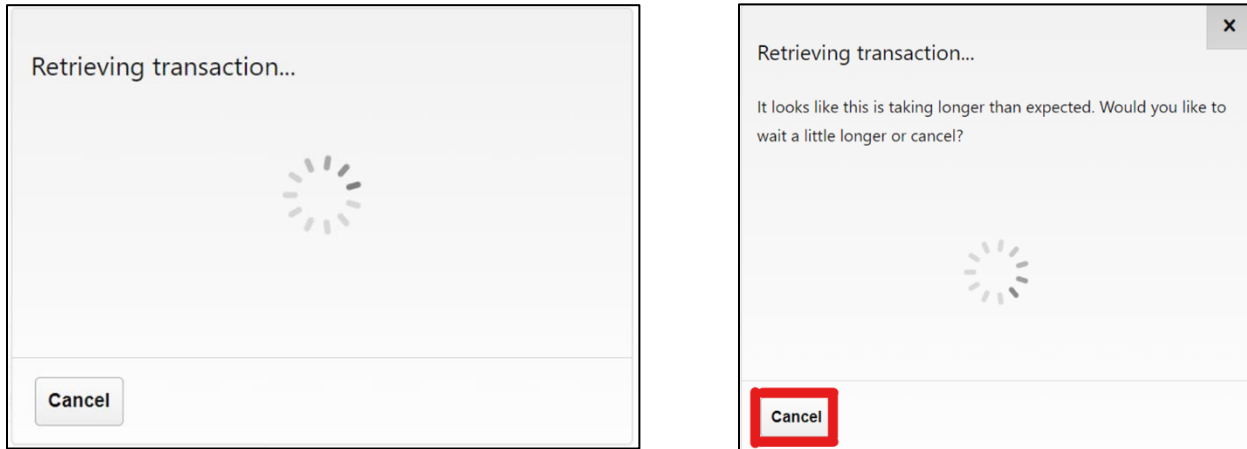


Once you are ready to go back to your deposit you can login to Horicon Bank's Ascend and go to the Remote Deposit Site's Deposit Page this will then show the deferred deposit on the bottom of the screen.

Where you can continue the remote deposit by selecting the pencil on the right side of the saved remote deposit.

After clicking the pencil, a screen will pop up saying “Retrieving Transaction...” This may take a little bit to open depending on how many checks were previously scanned.

Note: If it is taking a long time a message will appear on the retrieving transaction screen you can wait a little longer but if the remote deposit still is not opening try hitting cancel this will usually open the saved remote deposit page.



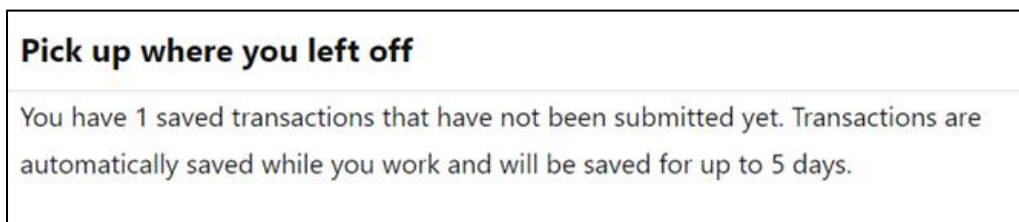
Once the remote deposit is opened you will be able to continue scanning additional checks by selecting scan more items on the bottom right of the Deposit Page of the remote deposit.



Once you have finished scanning the additional checks you can proceed with the process of balancing the remote deposit and submitting the remote deposit outlined in "Submitting your Remote Deposit."

[Deleting a Saved or Deferred Remote Deposit](#)

Saved remote deposits are available for up to 5 days if nothing is done with these remote deposits after 5 days they will be removed.



If the saved remote deposit is a duplicate of a previous remote deposit or you would like to remove it before the 5 days for any reason this can be completed by selecting the trash can on the right side of the saved deposit.

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide



Pick up where you left off

Clear All

▼

You have 1 saved transactions that have not been submitted yet. Transactions are automatically saved while you work and will be saved for up to 5 days.

Today at 6:25 AM\$2,693.111 check



This will prompt a pop-up confirmation that you would like to delete this remote deposit. If you in fact do select confirm.

×

Confirm

Are you sure you want to delete this transaction?

No

Confirm

Once the deposit is deleted on the top left of the deposit page you will see a green bar that says, "Transaction Deleted."

Deposit

History

Settings

Logout

Help

Transaction deleted.×

Deposit

Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.

Account

Search for an account

Description

Optional Description

Quantity

−0+

Batch Total

\$0.00

Start Scan

Pick up where you left off

Clear All

^

If you have multiple remote deposits under *Pick Up Where You Left Off* and would like to delete them all this can be done by selecting *Clear All* on the top right of the deferred deposit area on the deposit page.

Pick up where you left off

Clear All 

You have 1 saved transactions that have not been submitted yet. Transactions are automatically saved while you work and will be saved for up to 5 days.

Today at 6:25 AM	\$2,693.11 1 check	 
------------------	---------------------------------	---

This will prompt a pop-up confirmation that you would like to delete this remote deposit. If you in fact do select confirm.

X

Confirm

Are you sure you want to delete this transaction?

No

Confirm

Once the deposit is deleted on the top left of the deposit page you will see a green bar that says, "All Saved Transactions have been Deleted."

Deposit

History

Settings

Logout

Help

All saved transactions have been deleted. X

Deposit

Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.

Account

Search for an account

Description

Optional Description

Quantity

-

0

+

Batch Total

\$0.00

Start Scan

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Viewing Check Images in Remote Deposit

There are 3 different views you can view checks that have been scanned in the remote deposit batch. The default option is view 2.



View 1

This is the smallest view of the check image

Quantity

-

2

+

Batch Total

\$3.08

You have \$10000.00 left of your \$10000.00 deposit limit.


All Checks

2

Flagged only


2

1




\$2.04

Endorsed on the back




2



\$1.00

Endorsed on the back

Front signature could not be found



View 2

This view is the default view of check images on the deposit page

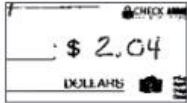
All Checks

2

Flagged only


2

1

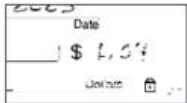


\$2.04

Endorsed on the back




2



\$1.00

Endorsed on the back

Front signature could not be found



Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

View 3

This view will expand the check image and allow you to see the front and back image of the check.

DepositHistorySettingsLogoutHelp

Back To List

1

2

304

4/4/2023

HORICON BANK

\$ 2.04

TWO DOLLARS 4/100

0304

Capital One

Check amount

\$2.04

Endorsed on the back

Batch Total

2

- \$0.04

\$3.04

Submit

Page 19 of 27

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

History Page

This tab will show you All Transactions and various Reports associated with your remote deposits.

All Transactions

This will show you the history of the remote deposits made over the last 6 months.

Date	Receipt	Description	Amount	Channel	Username	Status	Quantity	
05/16/2024			50.00	Merchant Capture		Approved	1	Report >

- **Date:** This shows the date the deposit was made
- **Receipt:** Is the reference number given to all checks within the singular remote deposit. Each remote deposit will have a unique receipt reference number.
- **Description:** This will show anything entered in the details portion of the deposit page.
- **Amount:** This shows the total amount of that will be deposited into the account.
 - **Note: If an item was rejected the amount will show the corrected deposit amount**
- **Status:** Will show one of four options letting you know where in the process your Remote Deposit is.

Submitted

- **Submitted:** This will be the status after the remote deposit has been submitted and sent to Horicon Bank to review.

Approved

- **Approved:** This will be the status after the remote deposit has been reviewed by Horicon Bank.

Split

- **Split:** This will be the status if a singular item has been rejected by Horicon Bank for one reason. You will be notified that an item has been rejected by our Deposit Operations Department.

Rejected

- **Rejected:** The whole deposit has been rejected by Horicon Bank for some reason. You will be notified that an item has been rejected by our Deposit Operations Department.

- **Quantity:** This shows the number of items within the deposit.
 - **Note: This number will not be updated if an item is rejected by Horicon Bank after the remote deposit has been submitted.**

Report: This will download the Deposit Detail Report with check images for the remote deposit selected in a PDF.

Deposit Detail Report

Account Holder:
Account Number:
Status: Rejected

User:
Report Date: 5/23/2024
Report Time: 8:41:32 AM

Description: test dog check
Checks in Deposit: 1
Total Original Amount: \$ 261.00
Total Adjusted Amount: \$ 0.00
Receipt Number:

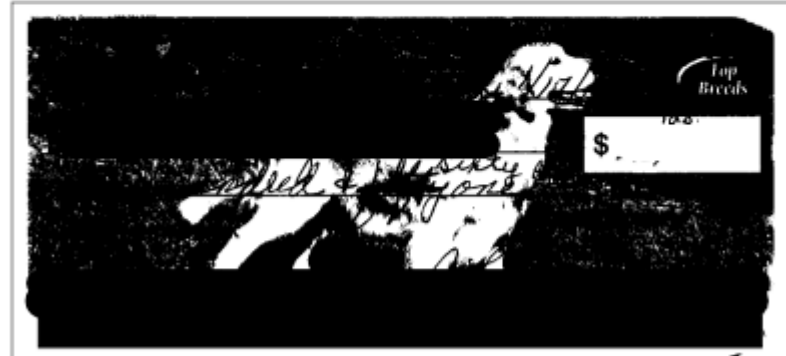
Date	Item #	Check#	Original Amount	Adjusted Amount	Status
2/1/2024	1		\$261.00	\$261.00	Rejected

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Deposit Detail
Account Holder:
Account Number:
Status: Rejected

User:
Report Date: 05/23/2024
Report Time: 8:41:32 AM

Item #1



Original Amount: \$ 261.00

Adjusted Amount: \$ 261.00

- **Greater Than (>):** This will drop down all the check details within the deposit and will allow you to see the check images by selecting the Search icon on the right

Date	Receipt	Description	Amount	Channel	Username	Status	Quantity	
02/01/2024		Test Dog Check	261.00	Merchant Capture		Rejected	1	Report >

Date	Receipt	Description	Amount	Channel	Username	Status	Quantity	
02/01/2024			261.00	Merchant Capture		Rejected	1	Report v

Approved	1/11	Q
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Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Reports

This will allow you to download several different options for reports for your remote deposits for the last 6 months.

The screenshot shows the 'Reports' section of the Horicon Bank ASCEND interface. At the top is a navigation bar with tabs for 'Deposit', 'History', 'Settings', 'Logout', and 'Help'. Below this is a sub-navigation bar with 'All Transactions' and 'Reports' (which is active). The main content area is titled 'Download a report' and includes a sub-header: 'Choose a time period and download any of the following reports as an Excel file. Data is available to download for the last 180 days.' A dropdown menu is set to 'Today'. Below the dropdown are three report options, each with an icon, a title, and a 'Download Report' button:

- Deposit Summary**: Represented by a line graph icon.
- Check Detail**: Represented by a list icon.
- Check Detail (With Images)**: Represented by an icon of a check with a photo.

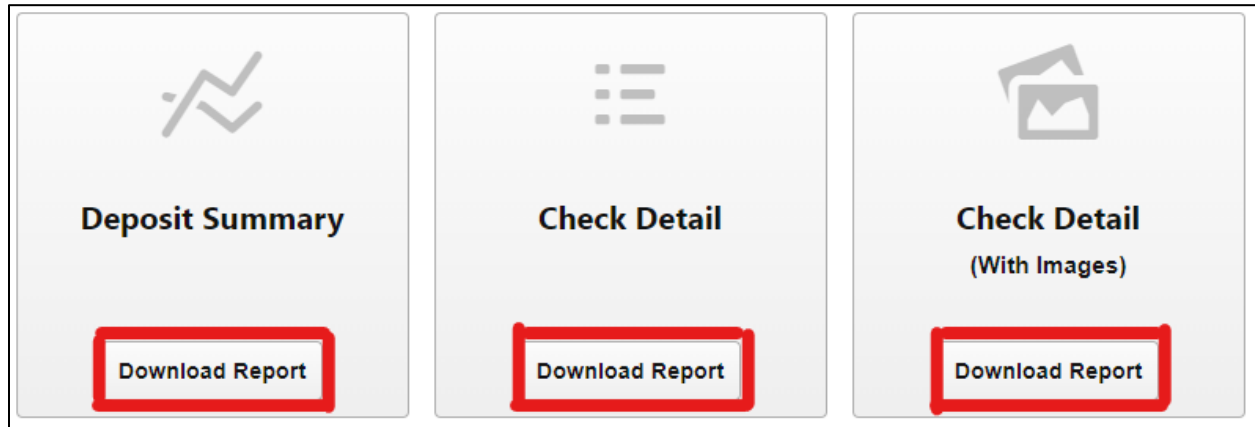
Select the date or range you would like your report(s) to look at, by using the drop down menu and selecting which option you would like.

This screenshot shows the dropdown menu for selecting a report date range. The menu is open, displaying the following options:

- Today
- Yesterday
- Previous 7 Days
- Previous Week
- Month to Date (excluding today)
- Previous Calendar Month
- Previous 3 Months (excluding this month)
- Custom date range

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

After selecting the date or date range you will select which report you would like to download.



All these reports are downloaded as an excel document.

- **Deposit Summary:** This report lists all transactions during the specified date or date range with:
 - Date
 - Account Number
 - Receipt Reference #
 - # of Checks
 - Amount
 - Status
 - Description

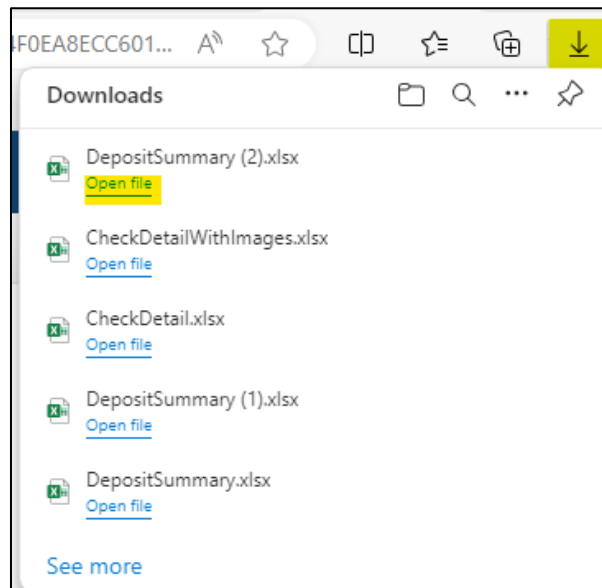
Deposit Summary Report						
Date	Account Number	Receipt Reference #	# Checks	Amount	User	Status
05/20/2024			12	\$16,072.97		Approved
5/20/2024 Total			12	\$16,072.97		
05/21/2024			4	\$5,883.86		Approved
5/21/2024 Total			4	\$5,883.86		
Grand Total			16	\$21,956.83		

- **Check Detail:** This report lists all the details for each check within the remote deposit for the specified date or date range.
 - Date
 - Account Number
 - Receipt Reference #
 - Check Number
 - Amount

Check Detail Report					
From 5/20/2024 To 5/21/2024					
Executed on 5/21/2024 1:22:02 PM					
Date	Account Number	Receipt Reference #	Check #	Amount	User
5/20/2024				\$263.00	
5/20/2024				\$301.33	
5/20/2024				\$3,323.02	
5/20/2024				\$893.09	
5/20/2024				\$196.28	
5/20/2024				\$6,354.24	
5/20/2024				\$261.78	
5/20/2024				\$863.97	

- Check Detail (With Images): This report lists all the details for each check along with a check image within the remote deposit for the specified date or date range.
 - Date
 - Account Number
 - Receipt Reference #
 - Check Number
 - Amount
 - Front Image
 - Back Image

The reports will download in the upper right corner of the internet browser next to the search bar, denoted by the down arrow.



Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

Once the report has been downloaded for the specified date or date range the box will have a check mark in it like this:

Download a report

Choose a time period and download any of the following reports as an Excel file. Data is available to download for the last 180 days.

Custom date range

05/20/2024 to 05/21/2024

Deposits Summary

Download Report

Check History

Download Report

Check History (With Images)

Download Report

Settings Page

The settings page allows you to make some adjustments to your overall view of the Remote Deposit Site.

DepositHistorySettingsLogoutHelp

General

☒ Show Intro

Deposit Settings

Scanner Settings

High Speed Scanner (none detected)

↻

Select Scanner Model

Select Driver Version

v3.0

Scanner Address

Test

Accessibility

☐ Prefers reduced motion

Custom Background Color

Reset

Custom Foreground Color

Reset

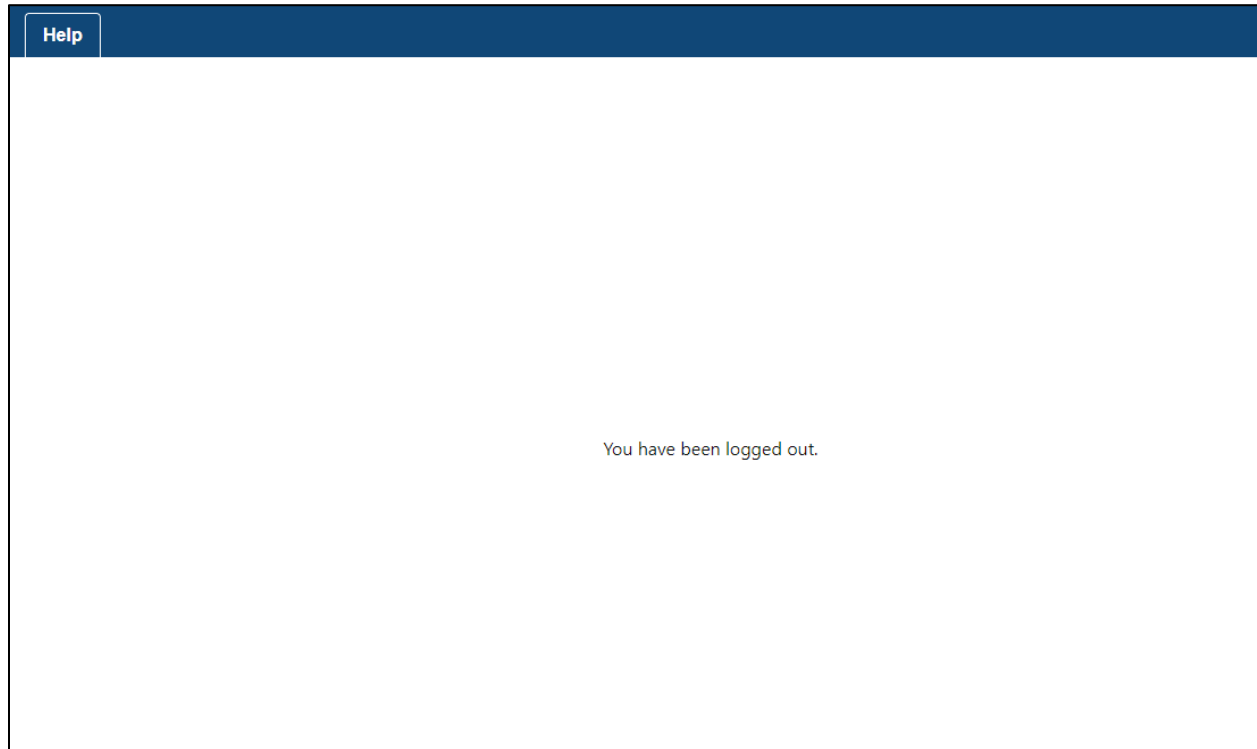
Reset

Save

Horicon Bank's ASCEND Remote Deposit Capture Scanning Guide

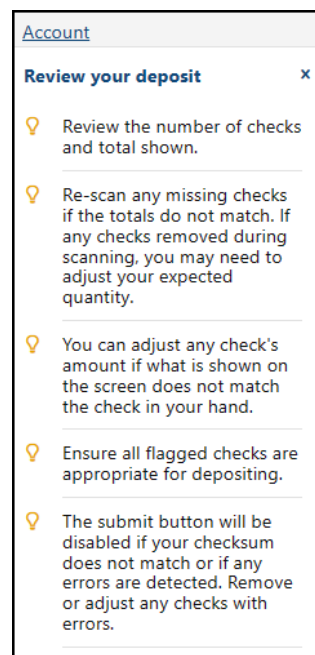
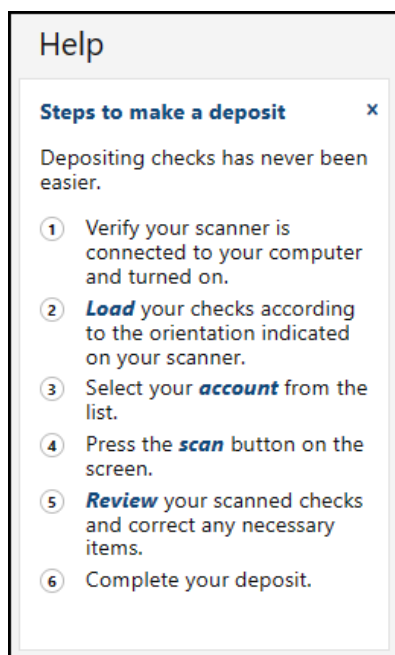
Logout

This tab will log you out of the Remote Deposit Capture Page. Depending on how long you have been in the Remote Deposit Capture Site you may also be timed out of Horicon Bank's Ascend.



Help

The help section contains helpful instructions on the scanning and depositing process. The information available on the Help tab changes depending on which page you are on or where you are in the process of the deposit.



To exit out of the Help section you must select the Help Tab on the top left the screen.



Contact Treasury Management Support

If you have any questions or concerns, please contact the Treasury Management Support team at 920-643-7670 or Treasury@HoriconBank.com.