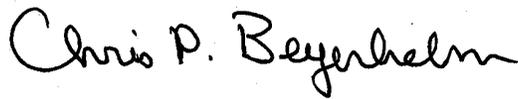


For: State and County Offices

NRRS Updated Check Scanning Process

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Because of current technology no longer being supported by the vendor, the check scanning process must be updated.

The primary process of managing checks has not changed; however, the process for accepting a scanned check into NRRS had to be changed.

B Purpose

This notice provides instructions for scanning and uploading a check into NRRS.

C Contacts

If there are questions about this notice, contact the appropriate person as follows.

Issue	Contact
Software-Related Problems	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: CLICK option 3 for hardware and application software.
NRRS Procedures	JoLynn Khan by either of the following: <ul style="list-style-type: none"> • e-mail jolynn.khan@wdc.usda.gov • telephone at 202-772-6044.

D Log into Website

County Office employees shall log in to NRRS according to 64-FI, paragraph 17.

Disposal Date	Distribution
May 1, 2017	State Offices; State Offices relay to County Offices

Notice FI-3301

2 Managing Checks

A Accessing Manage Checks

From the NRRS Home page under “Deposits”, CLICK “Manage Checks”.

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

NRRS Home | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Welcome to the NRRS Homepage

Current Office: FSA
KANSAS CITY COMPLEX-
FSA

Welcome to the National Receipts & Receivables System. Please use the menu options at the left to select the appropriate function

NRRS Menu
Welcome Edward Washington.
You have access to NRRS as a National level user.

Receivables
New Receivable Search
Calculate Future Payoff

Remittances
Create Remittance
Manage/Search Remittance

Receipts
Record New Receipt Search

Deposits
Prepare Deposit
Manage Checks
Verify Deposit Search

Reports
Failed Letter Report
SF-224 Work List
OTC Batch Work List
Failed Refund Report

Home

Go To
NPS
OLP
eFMS
FI
FSA-FS

- 18 remittances were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.
- Five schedules of deposit are prepared but unverified. Please ensure all valid schedules are verified before the close of business.
- There are 2 producers in Pending Bankruptcy Discharge status, click here for details.
- There is One remittance that is in the 'Active-Verified' status.

2 Managing Checks (Continued)

A Accessing Manage Checks (Continued)

The Manage Checks page will be displayed. This page allows users to select a schedule under “Choose Prepared Schedule to Scan Checks”, or to search for a desired check to edit or delete.

Select the radio button next to the desired Schedule Number (indicated by 1) and CLICK “Scan” (indicated by 2).

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

NRRS Home | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Current Office: [FSA KANSAS CITY COMPLEX-FSA](#)

Manage Checks

Choose Prepared Schedule to Scan Checks

Select	Schedule Number	Type	Remaining Items	Amount (\$)	Prepared By
<input type="radio"/>	1001	Check/OTC-Net	11	54,000,094.00	
<input type="radio"/>	1002	Check/OTC-Net	195	1,042,093.85	MAZE, A THERESA
<input type="radio"/>	1004	Check/OTC-Net	3	\$ 37,033.34	MAZE, A THERESA
<input type="radio"/>	1007	Check/OTC-Net	0	\$ 555.00	WASHINGTON, D EDWARD
<input type="radio"/>	1008	Check/OTC-Net	7	\$ 5,962.00	WASHINGTON, D EDWARD

1

2 [Scan](#) [Details](#) [Cancel](#)

Search for Check to Adjust

IRN:

MICR:

Check Number:

[Search](#) [Cancel](#)

NRRS Menu
Welcome Edward Washington. You have access to NRRS as a National level user.

Receivables
New Receivable
Search
Calculate Future Payoff

Remittances
Create Remittance
Manage/Search Remittance

Receipts
Record New Receipt
Search

Deposits
Prepare Deposit
Manage Checks
Verify Deposit
Search

Reports
Failed Letter Report
SF-224 Work List
OTC Batch Work List
Failed Refund Report

Home

Go To
NPS
OLP
eFMS
FI
FSA-FS

Notice FI-3301

2 Managing Checks (Continued)

B Scanning Remittances

The Scan Remittance page will be displayed in NRRS. This page has been updated for the new process.

CLICK “1. Open the NRRS Check Scanner”

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

NRRS Home | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net

Deposit Amount (\$): \$4,012.32

Remaining Items: 2

1. Open the NRRS Check Scanner ←

(You will be prompted to either Open, Save, or Cancel - You must select "Open")

2. Upload Check Image File

(A file browser dialog will open - paste in the path you got from the NRRS Check Scanner)

Cancel

Notice FI-3301

2 Managing Checks (Continued)

B Scanning Remittances (Continued)

The Scan Remittance page will refresh with additional instructions.

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

NRRS Home | About NRRS | Help | Contact Us | Exit NRRS | Logout of eAuth

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net

Deposit Amount (\$): \$4,012.32

Remaining Items: 2

1. Open the NRRS Check Scanner
(You will be prompted to either Open, Save, or Cancel - You must select "Open")

2. Upload Check Image File
(A file browser dialog will open - paste in the path you got from the NRRS Check Scanner)

Cancel

Do you want to open or save **NrrsCheckscan.jar** from **intranet-apps.fsa.usda.gov?** Open Save Cancel

CLICK “Open”. (What if I click “Save” or “Cancel”? See paragraph 8.)

Do you want to open or save **NrrsCheckscan.jar** from **intranet-apps.fsa.usda.gov?** Open Save Cancel

If the user does not click “Open” soon enough the box will change colors.

CLICK “Open”.

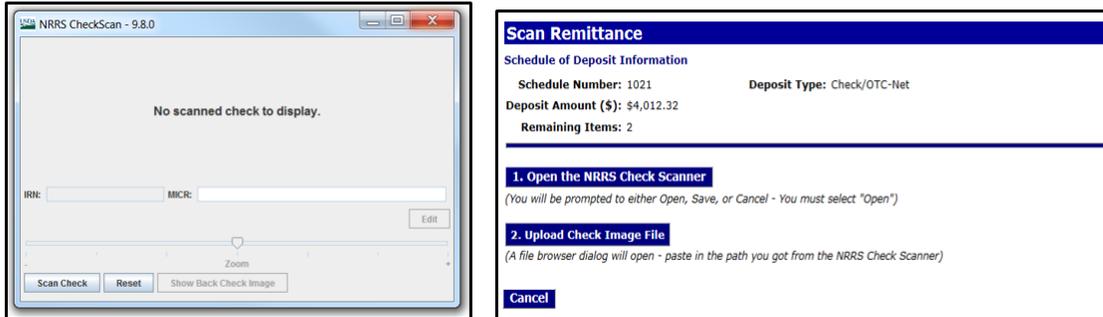
Do you want to open or save **NrrsCheckscan.jar** from **intranet-apps.fsa.usda.gov?** Open Save Cancel

Notice FI-3301

2 Managing Checks (Continued)

B Scanning Remittances (Continued)

When the user clicks “**Open**” the NRRS Check Scan will open in a new window not in NRRS. If the user has two monitors each window can be displayed in a separate monitor:



The check scanning page will appear the same as it currently is; however, it will not be on an NRRS page.

Notice FI-3301

2 Managing Checks (Continued)

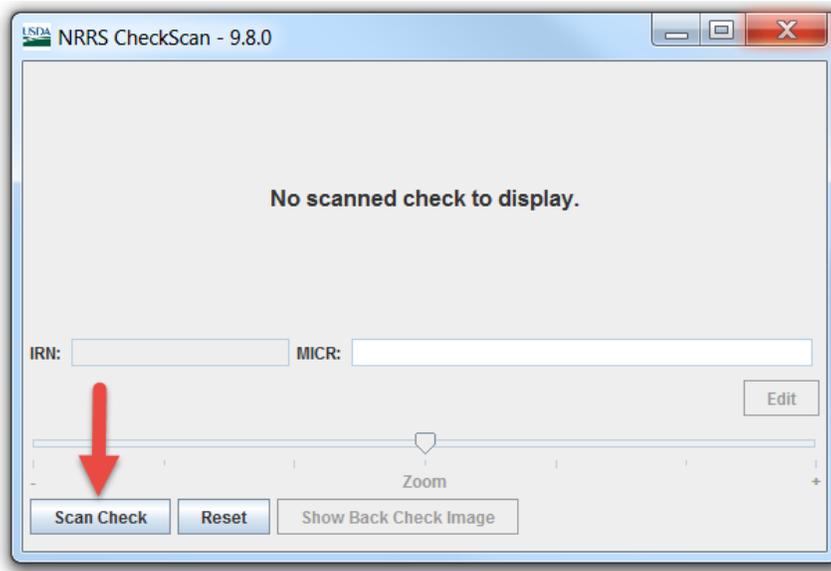
C Scanning Checks

This updated process will only allow **one check** to be scanned and uploaded to NRRS at a time.

Note: If the user scans a check, but exits NRRS or the NRRS session times out before uploading the scanned image to NRRS, the user will need to log in again, and the check will need to be re-scanned because of an improved security protocol.

At this point the “Reset” button will not allow the user to do anything as no check has been scanned.

CLICK “Scan Check”

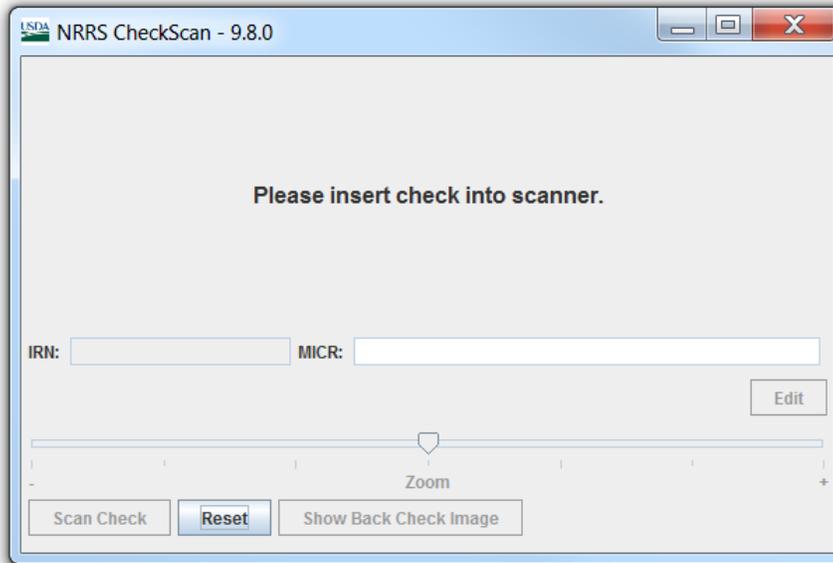


Notice FI-3301

2 Managing Checks (Continued)

C Scanning Checks (Continued)

The user will be prompted to insert the check into the scanner.



After the check is scanned, the check image (shown as a test image in this document) will be displayed on the page.

Note: The check image will not appear in NRRS until it is uploaded into NRRS. At this point it will appear in the NRRS CheckScan window only.



2 Managing Checks (Continued)

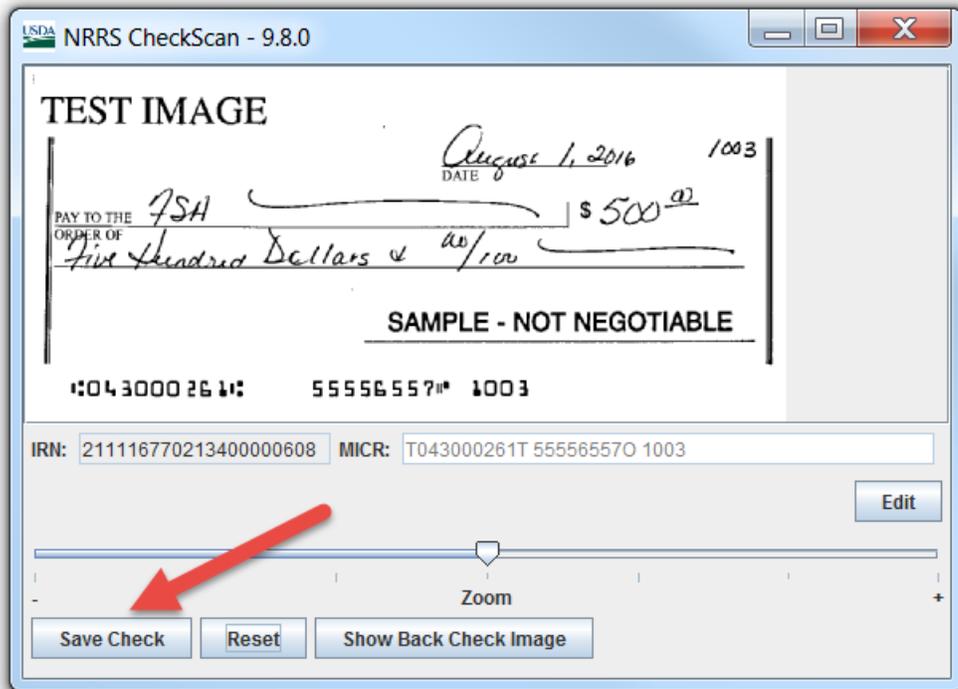
C Scanning Checks (Continued)

The user will need to determine whether the scanned image is acceptable by evaluating the scanned information in the “MICR” field and the overall readability of the image.

- If the image is acceptable CLICK “Yes”.
- If the image is not acceptable CLICK “No”.



If the user clicks “Yes” (that is, the image is accepted), the user **must** click “Save Check”.



Notice FI-3301

2 Managing Checks (Continued)

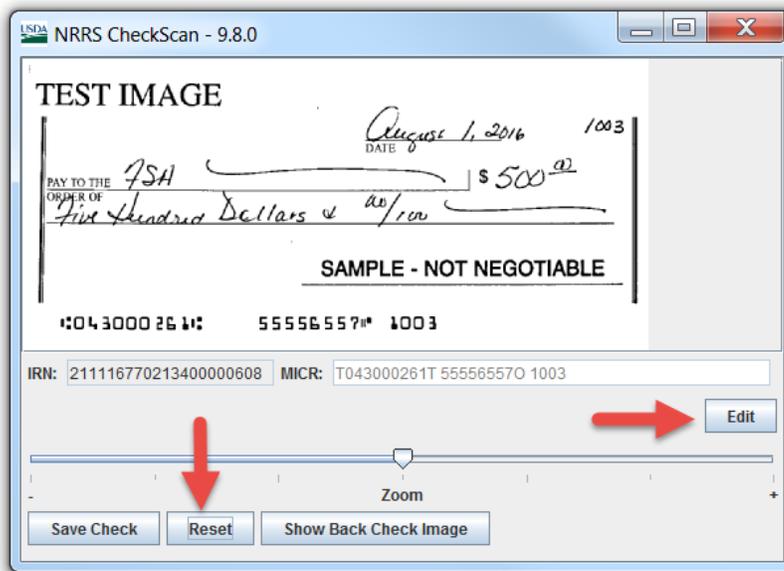
C Scanning Checks (Continued)

If the user clicks “No” (that is, the image is not accepted), the user will need to click either of the following:

- “Reset” to rescan the check
- “Edit” to update the MICR line.

Note: If the user clicks “Edit” the user will be prompted to update the MICR line.

When the user clicks “No” the check can be saved but will **not** be franked.

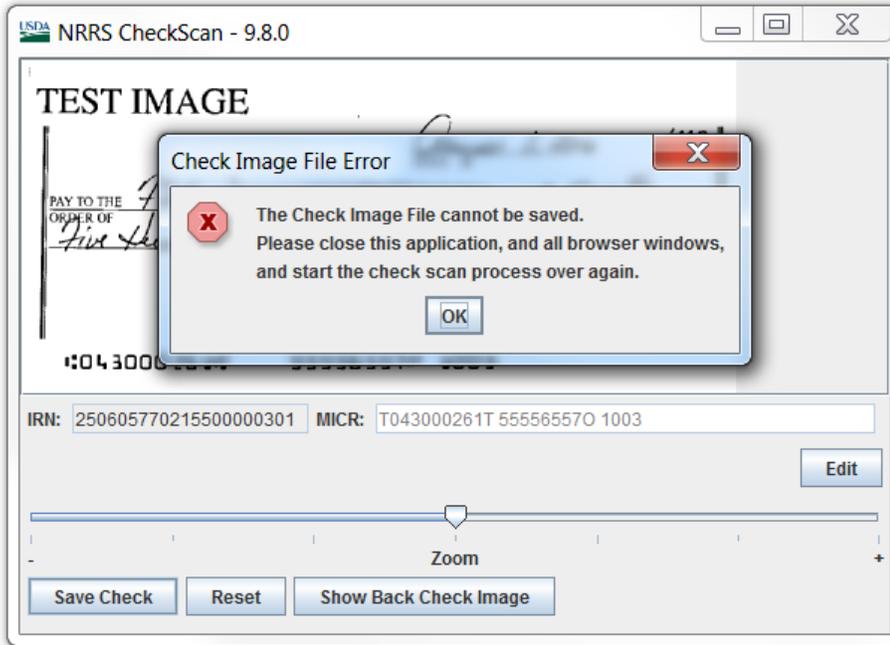


Notice FI-3301

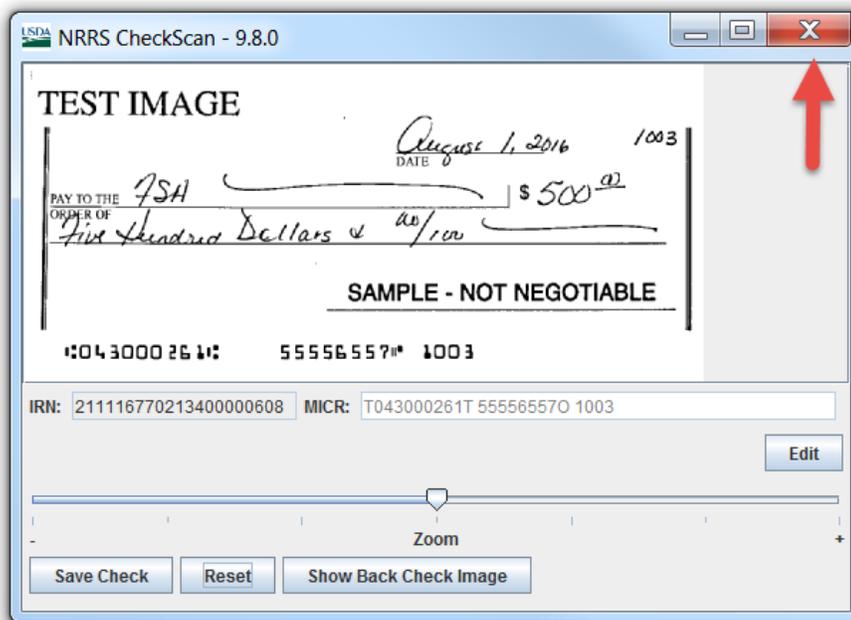
3 Managing Checks Error Messages

A Check Image File Error

If the check image file cannot be saved the user will receive an error message.



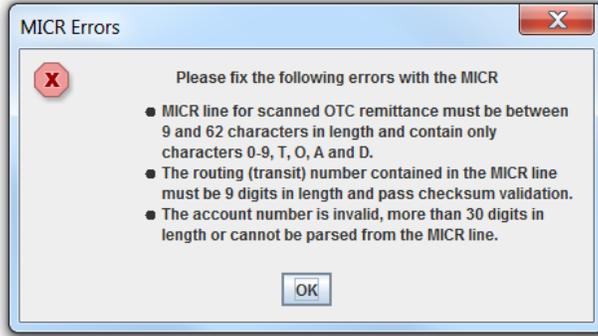
The user will need to click “OK”, then close the application by clicking the “X”, and start the process over again.



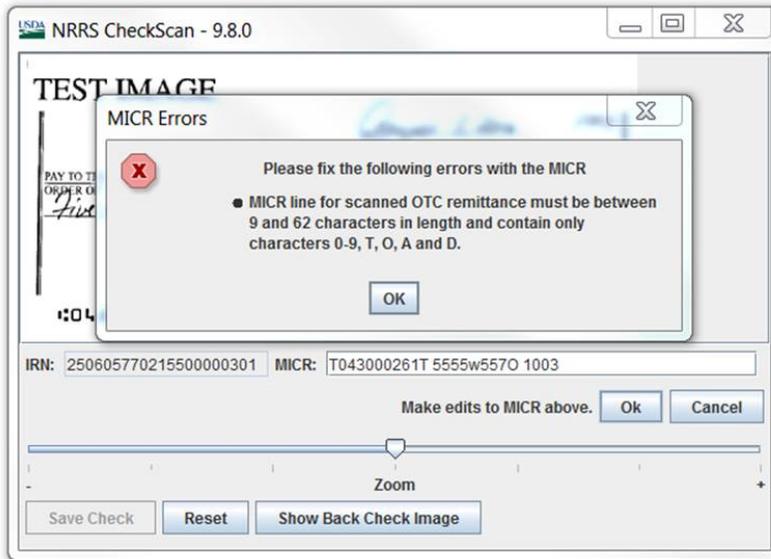
3 Managing Checks Error Messages (Continued)

B MICR Line Error

The check scanner will perform validations on the MICR line when the check is scanned. If there are any issues with the MICR line the user will receive an error message listing the problems with the MICR that need to be fixed.



The error message will display to the user on top of the scanned check image:

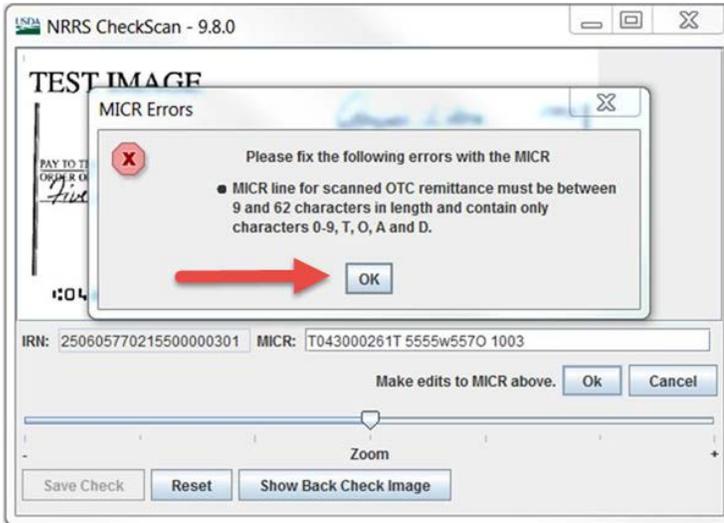


Notice FI-3301

3 Managing Checks Error Messages (Continued)

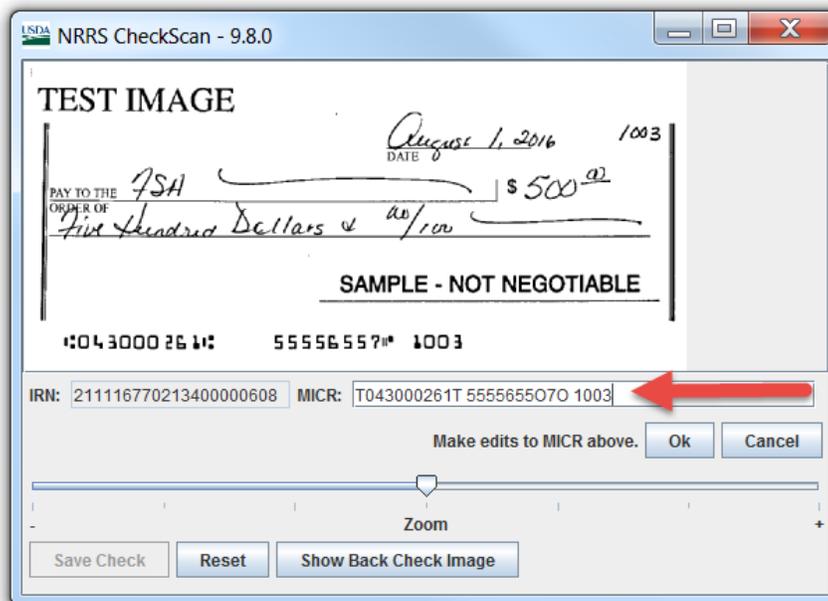
B MICR Line Error (Continued)

The user must click “OK”.



The user will then need to do either of the following:

- CLICK “Reset” to rescan the check
- edit the MICR line; a cursor will appear in the MICR line and the user can now perform the edit.



Notice FI-3301

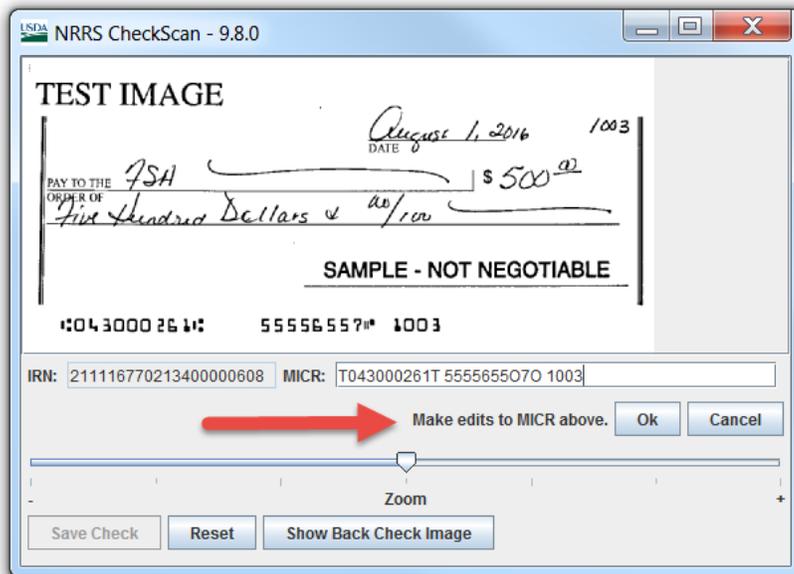
3 Managing Checks Error Messages (Continued)

B MICR Line Error (Continued)

The following table provides MICR symbols and descriptions.

Code	Symbol	Description
T		Beginning or ending of a transit number, also known as a routing number or ABA number.
O		The “On-Us” field contains the account number and may also contain a serial number and transaction code.
A		Displays the amount of an amount-encoded check.
D		Dash separates the values of the other fields.

When finished making edits to the MICR line CLICK “OK”.



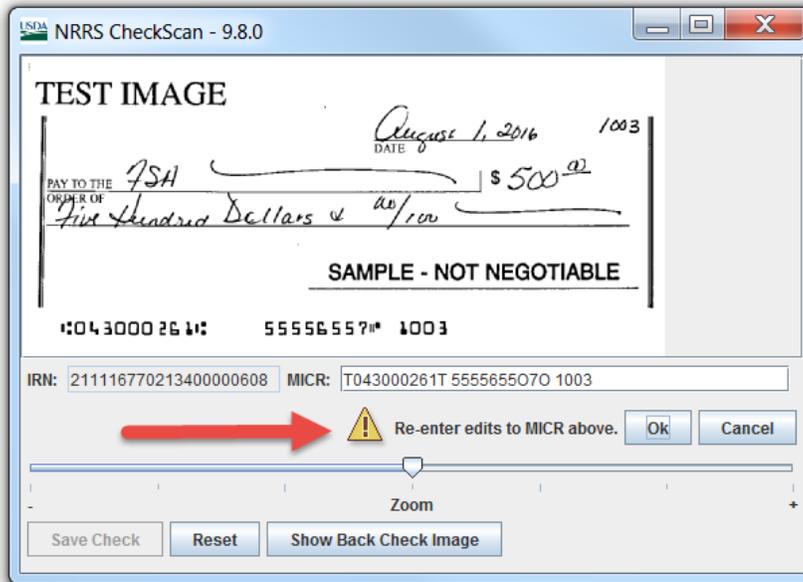
Notice FI-3301

3 Managing Checks Error Messages (Continued)

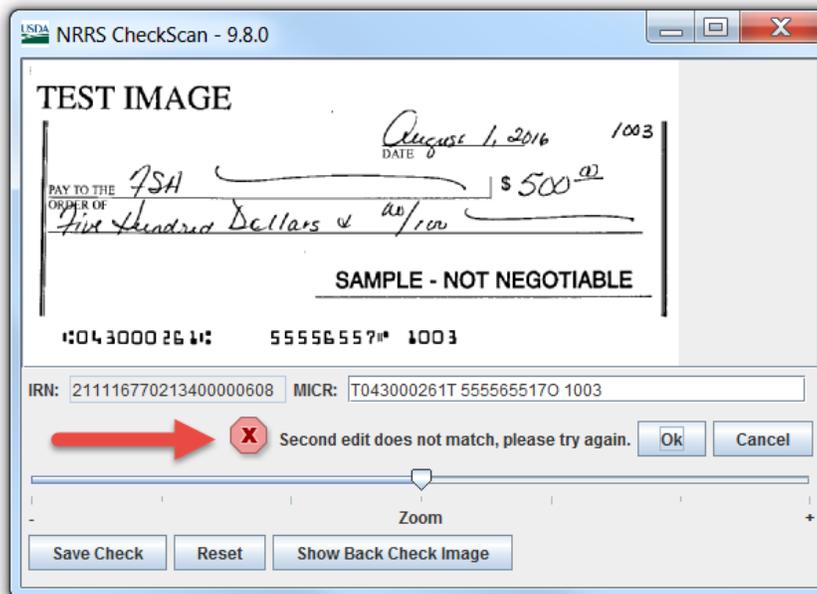
B MICR Line Error (Continued)

The user will be prompted to re-enter the edits to the MICR line, do either of the following:

- re-enter the edits and CLICK “OK”
- CLICK “Cancel” to start the edit process from the beginning for the displayed check.



If the second edit does not match the first edit the user will receive this error message:



Notice FI-3301

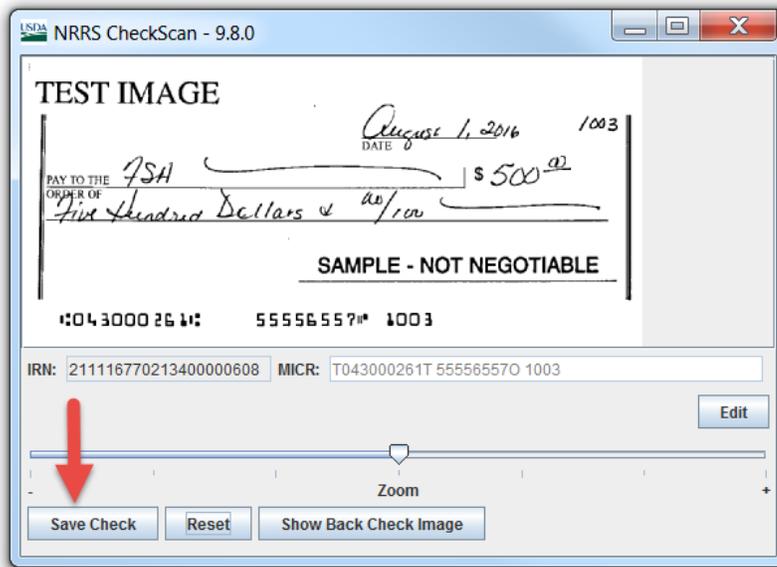
3 Managing Checks Error Messages (Continued)

B MICR Line Error (Continued)

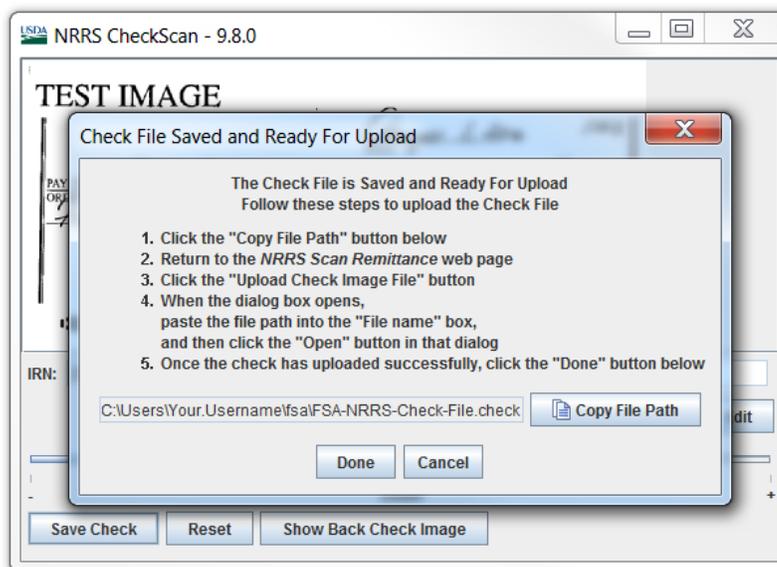
The user will need to either of the following:

- re-enter the edits to the MICR line and CLICK “OK”
- CLICK “Cancel” to start the edit process from the beginning for the displayed check.

Once the check is acceptable the user will click “Save Check”.



The user will then see this message box on the page:



4 Uploading the Check Image File to NRRS

A Procedure for Uploading

The user must follow the directions in this message box to upload the check image file to NRRS.

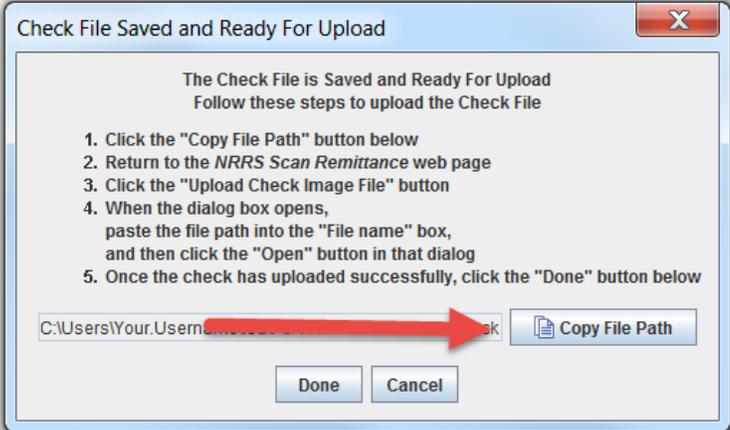
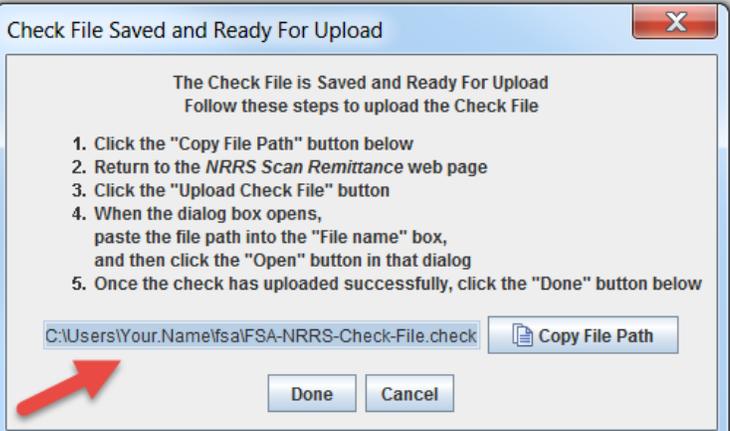
Note: This must be done for each check scanned.

- The “**Done**” button will CLOSE this application.

Note: Do **not** choose this option before a success message has been received in NRRS.

- The “**Cancel**” button will take the user back to the image of the check that was scanned.

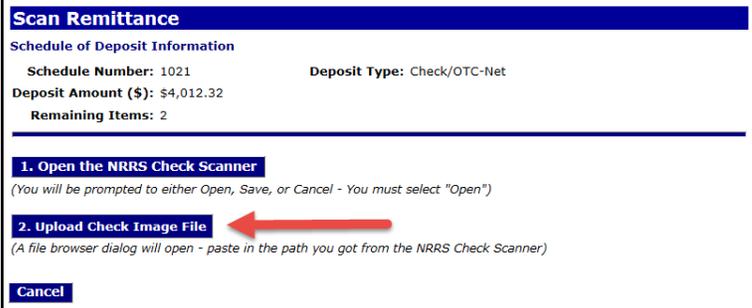
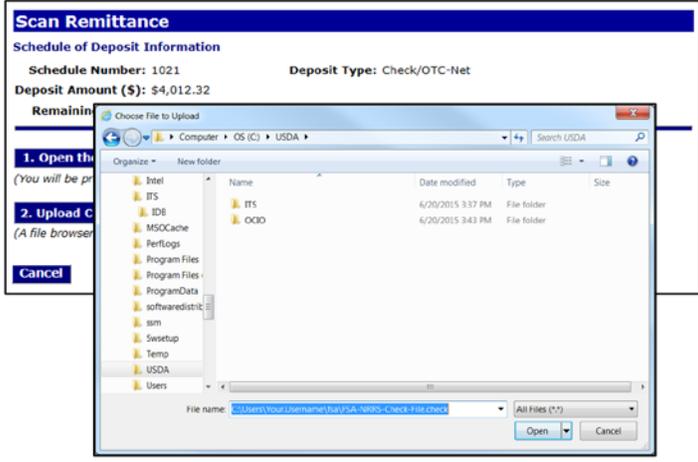
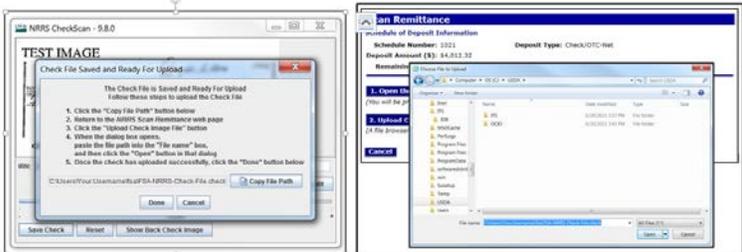
Note: The user can choose to “Save Check”, “Reset”, “Show Back of Check Image”, or “Edit”.

Step	Action	Screen Results
1	<ul style="list-style-type: none"> • CLICK the “Copy File Path” button. • This will copy the check file containing the image of the check just scanned by the user. 	
2	<p>The user will now see the check file highlighted when it has been copied.</p>	

Notice FI-3301

4 Uploading the Check Image File to NRRS (Continued)

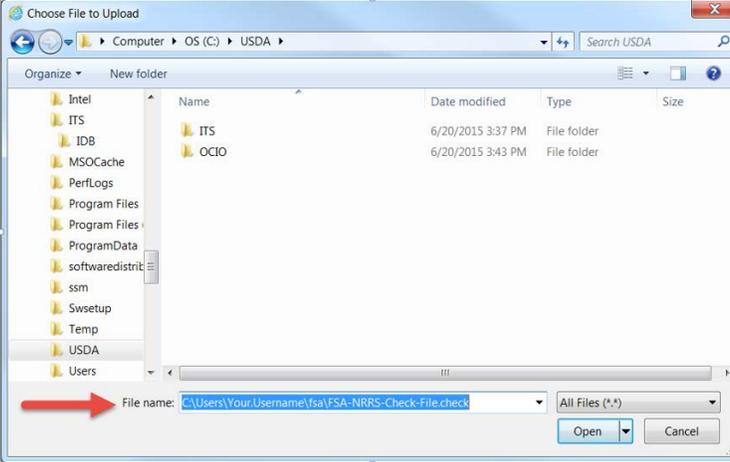
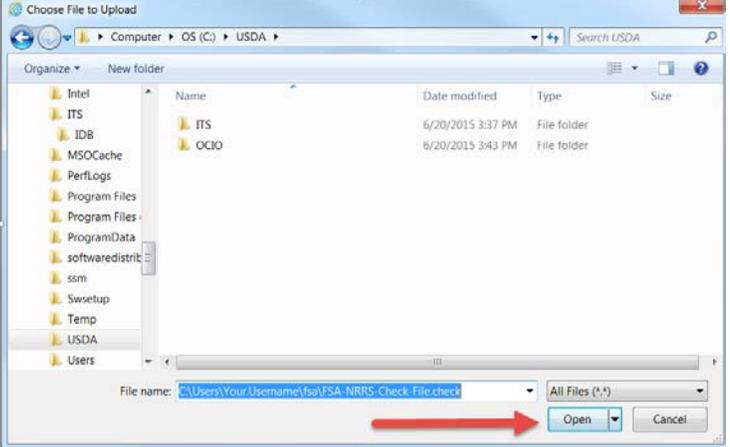
A Procedure to Upload (Continued)

Step	Action	Screen Results
3	<p>Return to the NRRS Scan Remittance page.</p> <p>CLICK the “Upload Check Image File” button.</p>	
4	<p>After clicking the “Upload Check Image File” button on the Scan Remittance page, a third screen (a dialog box) will be opened.</p>	<p>Note: Depending on how the user has their computer monitors set up the user will probably see this:</p> 
4A	<p>Alternate screen display</p>	<p>The user will have three windows open on their computer monitor(s). It can look like the example below. All of the windows can be moved to allow the user to see the information necessary to perform the next steps.</p> 

Notice FI-3301

4 Uploading the Check Image File to NRRS (Continued)

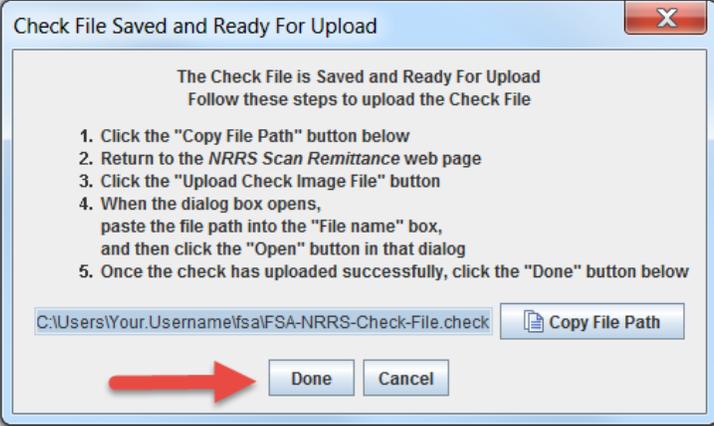
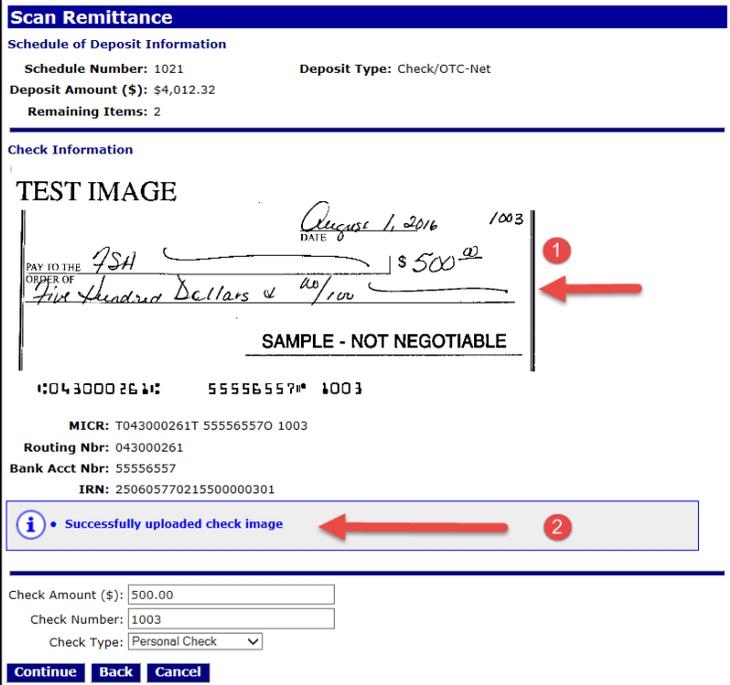
A Procedure to Upload (Continued)

Step	Action	Screen Results
5	<p>When the dialog box opens, paste the file path into the “File name” box, and then CLICK the “Open” button in that dialog.</p> <p>Note: To paste the file path:</p> <ul style="list-style-type: none"> • Place your cursor in the “File name” box • Right click on the mouse and CLICK “Paste”, or • CLICK CTRL+V 	 <p>The screenshot shows a Windows Explorer-style dialog box titled "Choose File to Upload". The address bar shows the path "Computer > OS (C:) > USDA". The left pane shows a tree view of folders including Intel, ITS, IDB, MSOCache, PerfLogs, Program Files, Program Files (x86), ProgramData, softwaredistribution, ssm, Swsetup, Temp, USDA, and Users. The right pane shows a table of folders: ITS (6/20/2015 3:37 PM, File folder) and OCIO (6/20/2015 3:43 PM, File folder). The "File name" field at the bottom contains the text "C:\Users\Your.Username\fsa\FSA-NRRS-Check-File.check". A red arrow points to this field. The "File name" dropdown is set to "All Files (*.*)". The "Open" and "Cancel" buttons are visible.</p>
6	<p>The user will then CLICK “Open” to open the file just pasted.</p>	 <p>This screenshot is identical to the one above, showing the "Choose File to Upload" dialog box with the same file path in the "File name" field. However, a red arrow now points to the "Open" button, indicating the next step in the procedure.</p> <p>Once the user has clicked “Open” the dialog box shown above will be closed.</p>

Notice FI-3301

4 Uploading the Check Image File to NRRS (Continued)

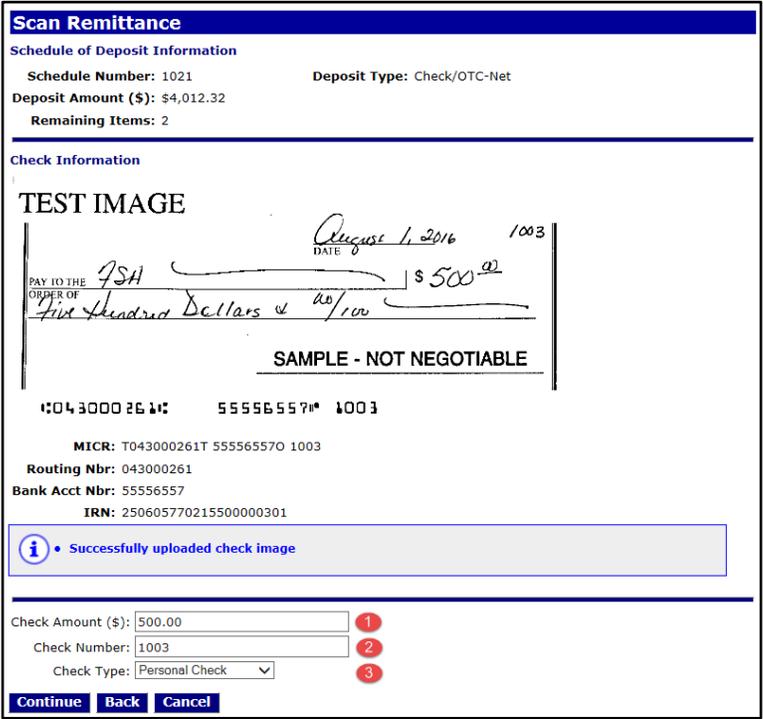
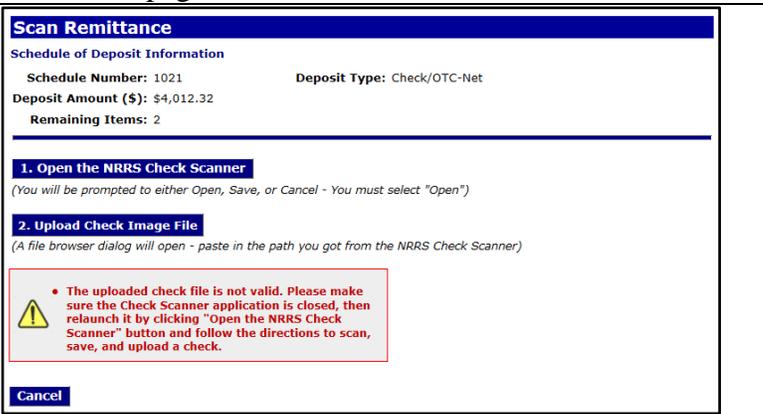
A Procedure to Upload (Continued)

Step	Action	Screen Results
7	<p>Once the check has uploaded successfully, CLICK the “Done” button.</p> <p>Note: This will close the check scanner.</p>	
8	<p>The user will now see the check image on the Scan Remittance page (identified by number 1).</p> <p>If the check was successfully uploaded to NRRS the user will also see the message box (identified by number 2).</p>	 <p>At this point the check has been loaded into NRRS and the user will be working in NRRS.</p>

Notice FI-3301

5 Completing the Check Upload in NRRS

A Procedure for Completing Check Upload

Step	Action	Screen Results
1	<p>The user will now need to:</p> <ul style="list-style-type: none"> enter the Check Amount (identified by number 1.) enter the Check Number (identified by number 2). Select the “Check Type” from the drop down box (Identified by number 3). 	 <p>Scan Remittance</p> <p>Schedule of Deposit Information Schedule Number: 1021 Deposit Type: Check/OTC-Net Deposit Amount (\$): \$4,012.32 Remaining Items: 2</p> <p>Check Information TEST IMAGE</p> <p>DATE: August 1, 2016 1003</p> <p>PAY TO THE ORDER OF: JSA \$ 500.00</p> <p>Five Hundred Dollars & 00/100</p> <p>SAMPLE - NOT NEGOTIABLE</p> <p>MICR: T043000261T 555565570 1003 Routing Nbr: 043000261 Bank Acct Nbr: 55556557 IRN: 250605770215500000301</p> <p>Successfully uploaded check image</p> <p>Check Amount (\$): 500.00 (1) Check Number: 1003 (2) Check Type: Personal Check (3)</p> <p>Continue Back Cancel</p> <p>If the information is correct the user will click “Continue”.</p> <ul style="list-style-type: none"> The user can click “Back”; this will re-launch the check scanner application and allow the user to rescan the check. The user can click “Cancel” and return to the Manage Checks page.
2	<p>If the check was not uploaded, the user will see an error message in the information box.</p>	 <p>Scan Remittance</p> <p>Schedule of Deposit Information Schedule Number: 1021 Deposit Type: Check/OTC-Net Deposit Amount (\$): \$4,012.32 Remaining Items: 2</p> <p>1. Open the NRRS Check Scanner (You will be prompted to either Open, Save, or Cancel - You must select "Open")</p> <p>2. Upload Check Image File (A file browser dialog will open - paste in the path you got from the NRRS Check Scanner)</p> <p>The uploaded check file is not valid. Please make sure the Check Scanner application is closed, then relaunch it by clicking "Open the NRRS Check Scanner" button and follow the directions to scan, save, and upload a check.</p> <p>Cancel</p> <p>The user must click the “Open the NRRS Check Scanner” button again and follow the directions to scan, save, and upload a check.</p>

Notice FI-3301

6 Preventing Duplicate Remittance Scanning

A Preventing Duplicate Scanning

Scanning checks multiple times into NRRS creates an out-of-balance situation in NRRS. If the check has already been scanned and associated to a remittance the user will receive this message and will be displayed on the following screen.

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 2

Check Information

TEST IMAGE

043000261 55565570 1003

MICR: T043000261T 55565570 1003
Routing Nbr: 043000261
Bank Acct Nbr: 5556557
IRN: 250605770215500000301

 • This item has been previously scanned and is associated with Remittance 4393077. Only one remittance is allowed for each item. Please update before continuing.

←

Check Amount (\$):
Check Number:
Check Type:

Continue **Back** **Cancel**

If the item was previously scanned, depending on the mistake made, the user will need to do either of the following:

- CLICK “**Cancel**” to return to the Manage Checks page
- CLICK “**Back**” to scan a different check.

Notice FI-3301

7 Associating Uploaded Check Image to Remittance

A Associating Uploaded Image to Remittance

If no warning message is received NRRS will compare the entered information to the recorded remittances and any matched remittances will be displayed.

Select the radio button next to the applicable remittance and CLICK "Continue". If no remittance matches, CLICK "Show all remittances".

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 2

Check Information

TEST IMAGE

DATE: August 1, 2016 1003
PAY TO THE ORDER OF: JSA \$500.00
Five Hundred Dollars & 00/100

SAMPLE - NOT NEGOTIABLE

⑆043000261⑆ 55556557⑈ 1003

MICR: T043000261T 555565570 1003 Check Amount (\$): 500.00
Routing Nbr: 043000261 Check Number: 1003
Bank Acct Nbr: 55556557 Check Type: Personal Check
IRN: 250605770215500000301

Matched Remittance(s):

Remittance Id	Remitter Name	Check/Item Number	Amount
<input checked="" type="radio"/> 10080061	Valerie Amarite	1003	\$ 500.00

[Show all remittances](#)

Continue **Back** **Cancel**

Notice FI-3301

7 Associating Uploaded Check Image to Remittance (Continued)

A Associating Uploaded Image to Remittance (Continued)

Confirm the check information matches the remittance information.

- If the information matches CLICK “**Confirm**”.
- If the information does not match CLICK “**Back**” to return to the Match Remittance step of the process or “**Cancel**” to return to the Manage Checks page.

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 2

Check Information

TEST IMAGE

SAMPLE - NOT NEGOTIABLE

MICR: T043000261T 555565570 1003 Check Amount (\$): 500.00
Routing Nbr: 043000261 Check Number: 1003
Bank Acct Nbr: 55556557 Check Type: Personal Check
IRN: 250605770215500000301

Confirm Remittance Information

Remittance Id: 10080061 Tax ID: 031160148
Remittance Amount (\$): \$ 500.00 Tax ID Type: S
Remitter Name: Valerie Amarite Schedule Number: 1021
Remittance Type: Check
Check/Item Number: 1003

Confirm **Back** **Cancel**

Notice FI-3301

7 Associating Uploaded Check Image to Remittance (Continued)

A Associating Uploaded Image to Remittance (Continued)

Once the user has confirmed the check information matches the remittance information the user will see the message:



This message will provide the ID of the remittance that was successfully updated with the scanned check information. The message will also indicate the number of checks remaining on the Schedule of Deposit.

Note: Items remaining to be scanned are now displayed in two places on the Scan Remittance page, identified by the numbers 1 and 2, on the screen.

Scan Remittance	
Schedule of Deposit Information	
Schedule Number: 1021	Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32	
Remaining Items: 1 1	
Check Information	
TEST IMAGE	
MICR: T043000261T 555565570 1003	Check Amount (\$): 500.00
Routing Nbr: 043000261	Check Number: 1003
Bank Acct Nbr: 55556557	Check Type: Personal Check
IRN: 25060577021550000301	
Confirm Remittance Information	
Remittance Id: 10080061	Tax ID: 031160148
Remittance Amount (\$): \$ 500.00	Tax ID Type: S
Remitter Name: Valerie Amarite	Schedule Number: 1021
Remittance Type: Check	
Check/Item Number: 1003	
i • Successfully updated remittance id = '10080061' with scanned check information. • There is 1 remaining item on Schedule of Deposit 1021. Click "Continue" to scan an additional check.	
Continue	Cancel

Notice FI-3301

7 Associating Uploaded Check Image to Remittance (Continued)

A Associating Uploaded Image to Remittance (Continued)

If there are still items remaining on the Schedule of Deposit, CLICK “Continue” to scan additional checks.

Scan Remittance

Schedule of Deposit Information
Schedule Number: 1021 Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 1

Check Information

TEST IMAGE

DATE: August 1, 2016 1003
PAY TO THE ORDER OF: FSA \$ 500.00
Five Hundred Dollars & no/100
SAMPLE - NOT NEGOTIABLE
⑆043000261⑆ 55556557⑆ 1003
MICR: T043000261T 555565570 1003 Check Amount (\$): 500.00
Routing Nbr: 043000261 Check Number: 1003
Bank Acct Nbr: 55556557 Check Type: Personal Check
IRN: 250605770215500000301

Confirm Remittance Information
Remittance Id: 10080061 Tax ID: 031160148
Remittance Amount (\$): \$ 500.00 Tax ID Type: S
Remitter Name: Valerie Amarite Schedule Number: 1021
Remittance Type: Check
Check/Item Number: 1003

i • Successfully updated remittance id = '10080061' with scanned check information.
• There is 1 remaining item on Schedule of Deposit 1021. Click "Continue" to scan an additional check.

Continue **Cancel**

Notice FI-3301

7 Associating Uploaded Check Image to Remittance (Continued)

A Associating Uploaded Image to Remittance (Continued)

The user will be returned to this page and will start the process over for the next check to be scanned for the selected Schedule of Deposit.

Scan Remittance
Schedule of Deposit Information
Schedule Number: 1021 **Deposit Type:** Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 2

1. Open the NRRS Check Scanner
(You will be prompted to either Open, Save, or Cancel - You must select "Open")

2. Upload Check Image File
(A file browser dialog will open - paste in the path you got from the NRRS Check Scanner)

Cancel

Notice FI-3301

7 Associating Uploaded Check Image to Remittance (Continued)

A Associating Uploaded Image to Remittance (Continued)

If there are **no** items remaining on the Schedule of Deposit the user will receive a message after the last check has been scanned.

The user will also see, in two places on the Scan Remittance page, there are **no** items remaining to be scanned for the Schedule of Deposit, identified by the numbers 1 and 2, on the screen.

Scan Remittance

Schedule of Deposit Information

Schedule Number: 1021 Deposit Type: Check/OTC-Net
Deposit Amount (\$): \$4,012.32
Remaining Items: 0 **1**

Check Information

TEST IMAGE

SAMPLE - NOT NEGOTIABLE

MICR: T043000261T 555565570 1003 Check Amount (\$): 500.00
Routing Nbr: 043000261 Check Number: 1003
Bank Acct Nbr: 55556557 Check Type: Personal Check
IRN: 250605770215500000301

Confirm Remittance Information

Remittance Id: 10080061 Tax ID: 031160148
Remittance Amount (\$): \$ 500.00 Tax ID Type: S
Remitter Name: Valerie Amarite Schedule Number: 1021
Remittance Type: Check
Check/Item Number: 1003

2 • Successfully updated remittance id = '10080061' with scanned check information.
There are no remaining items on Schedule of Deposit 1021. Click "Continue" to return to the Manage Checks page.

Continue

The user will click “**Continue**” and will be returned to the Manage Checks screen.

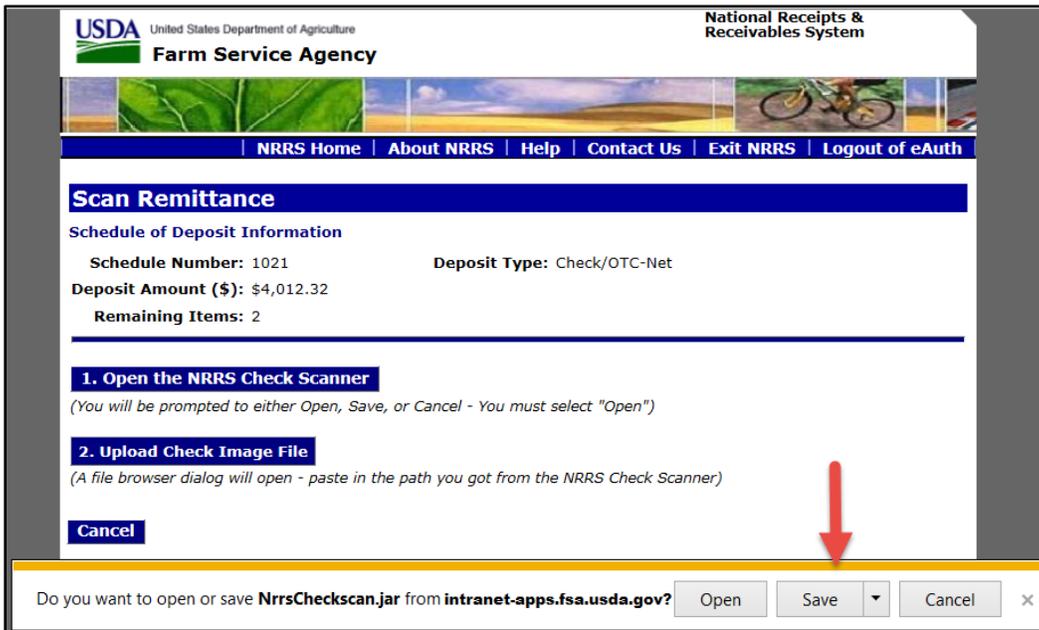
8 Additional Information

A Unchanged Process

The processes for editing and deleting a scanned remittance have not changed. If additional help is needed with these procedures, review 64-FI, paragraph 62.

B What if the User Clicks “Save”

The following action will occur if the user clicks “Save” when scanning a remittance according to subparagraph 2 B.



If the user clicks “**Save**”, the scanner application file will be saved somewhere on the user’s computer; most likely in the “Downloads” folder. The bar at the bottom of the Scan Remittance page will change to:



If the user clicks “**Open**” the scanner application will open, and the user can proceed as normal (go to page 5).

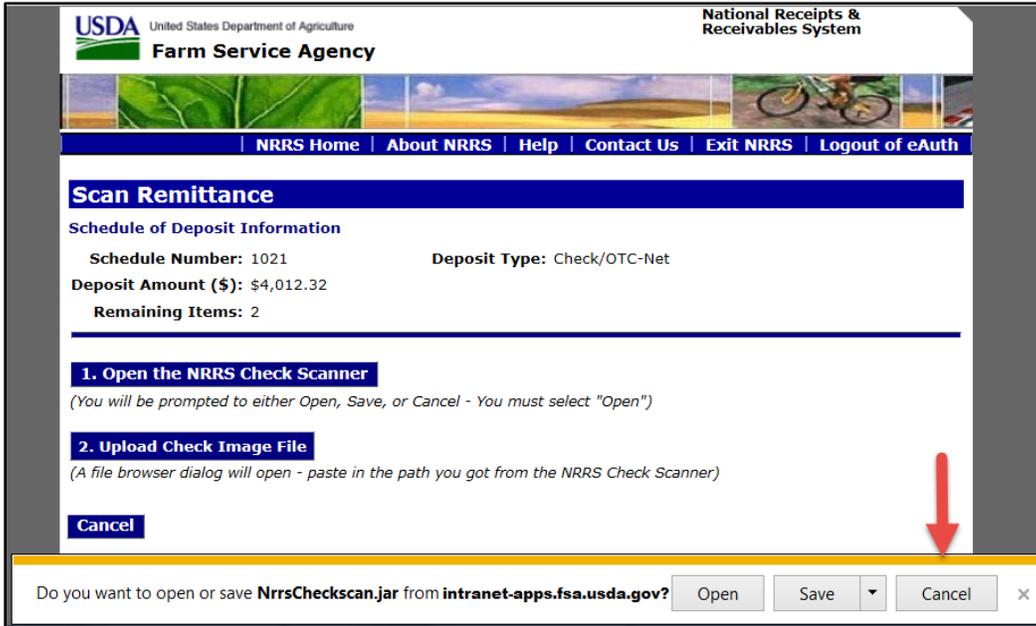
Do not click “**Open folder**”. If the user clicks “**Open folder**”, the folder to which the file was saved will open. Close the folder and click “**Open**” instead.

If the user clicks “**View downloads**”, any downloaded files will be displayed. **Do not** attempt to open the check scanner application in this manner.

8 Additional Information

C What if the User Clicks “Cancel”

The following action will occur if the user clicks “Cancel” when scanning a remittance according to subparagraph 2 B.



If the user clicks “Cancel”, the bar at the bottom of the page will disappear, and the user will need to click “1. Open the NRRS Check Scanner” button again.