Overview

These ASSIST pages introduce the JPMorganChase Bank Image Deposit Direct System®. When preparing checks for electronic deposit, be sure to inspect and verify that the MICR Code line on the check is readable. The Depositor creates an OBA (Other Bank Activity) journal in the Financials system. The journal ID is used as the Batch Control Number in the Bank Image Deposit Direct System® (IDD), which will scan checks creating electronic images. IDD transmits the check image to the banking system where it can be electronically handled more efficiently than a paper check. The image will be sent to the bank on which the check is drawn charging the appropriate account. After checks are electronically deposited, they must go through the franking process in order to prevent the same check from being presented more than once.

Process

STEP 1: Financials system (PeopleSoft)

STEP 2: JPMorganChase Bank Image Deposit Direct System® (IDD)

STEP 3: Resolving Exceptions

STEP 4: Reporting Tools
STEP 1: Financials system (PeopleSoft)

1. Endorse checks at time of receipt with an OSU endorsement stamp. Coin, currency, counter checks, starter checks, foreign checks, or third party checks cannot be used in the Deposit Direct System®.
2. Ensure that the MICR Code line is readable.
3. Batch checks with a calculator tape or a total from a spreadsheet.
4. Create and post an OBA (Other Bank Activity) journal. The journal ID will be used as the Batch Control Number in the Bank Image Deposit Direct System®. For more information on how to create an OBA journal, please refer to the Carmen course entitled “GL 3 Deposits” or click on the Assist Page link below:
   https://assist-erp.osu.edu/assistgl84/WebHelp/deposits_oba_intro.html
STEP 2: JPMorganChase Bank Image Deposit Direct System® (IDD)

Log In

1. Use the Internet Explorer (IE) icon to open a webpage. IE 6.0, IE 7.0 and IE 8.0 are the only browsers supported by the IDD system.
2. Type the following address into the address bar:
   
   https://www.itms-online.com/default.aspx
3. Enter your Chase IDD User ID and password in the fields at the upper left side of the screen. You may be asked a security question. Answer it and click “Continue” on pop-up message.
4. If you do not have a Chase IDD User ID and password, contact the Treasurer’s Office at 292-8121.

Create Deposit and Insert Checks

1. Click on the “Deposit” tab.
2. Tap the checks on a flat surface to ensure the bottoms and the right leading edges of the checks are even.
3. Insert endorsed checks into scanner with the front of the check facing forward to the right, back of check to the left. A green light will appear when checks are inserted properly.
4. Click “SETTINGS.”
5. Choose “Epson CaptureOne.”

6. Click the “Save” button.

7. Click on the red “X” in the upper right corner to close the window.

8. After closing the “Settings – Webpage Dialog” window, click “Scan Items.”
9. Ensure the appropriate “Location” and “Account” are selected from the dropdown menu.

10. Click “Scan Items” button.

11. Type the OBA journal ID (including leading zeros) in the Batch Control No field.
12. Type the total dollar amount in the Batch Control Total field.
13. Transaction Profile should read “Check Only”. If it does not, click the dropdown menu and choose “Check Only”.

14. Click the “OK” button.

15. The scanning process will automatically feed the checks through the machine. Wait until all checks have been scanned before continuing.
16. When the “Scanning Completed” message appears, click “OK.”
Submit and Exit

1. Click on “Close Batch” and proceed to approve batch. Click “OK” to approve batch.
2. Review information and click on “Submit for Deposit.”
3. Click “OK” when pop-up message “Deposits Created Successfully” appears.
4. Click on the red “X” in the upper right corner to close the message box.
5. Exit.

Franking Checks

"Franking" is the act of printing a message across the face of a check. In today's check processing environment, "franking a check" refers to printing "ELECTRONICALLY PRESENTED" across the front of the original check when the check is scanned by the IDD equipment. Franking is designed to indicate that the paper check is now voided and should not be deposited in physical form.

![Example check](image)
1. Click on the “Return to Batch Status” button.
2. Click “Scan Items.”
3. Click the “Frank Checks” button.

4. Insert endorsed checks into scanner with the front of the check facing forward to the right, back of check to the left. A green light will appear when checks are inserted properly.
5. Click “Frank Checks.”
6. Checks will automatically move through scanner. Wait until all checks have been franked. Click the “OK” button when the “Franking Completed” message appears.
7. Close batch screen by clicking on the red “X.”
8. Click on “Return to Batch Status.”
9. Click on the “Exit Create Deposit” button in the upper right corner of main screen.
10. Be sure to close your browser when you have completed your session in IDD!
**STEP 3: Resolving Exceptions**

When an exception occurs, a webpage dialog screen will appear. The type of exception will be listed next to the Warning icon. Step-by-step instructions can be followed to resolve the error. As a final step, click “Submit Changes” or “Reject Check.”

Example of an exception for “Check Data Misread”.

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### Rejecting a Check

1. **Important!** If you choose “Reject Check,” you need to change the Batch Total. You must also **correct the OBA journal** by reversing the original journal and creating a new OBA for the new batch total amount.

2. **Be sure to send a copy of the OBA journal to Bank Reconciliation in the Treasurer’s Office.**

3. “Rejected” checks must be deposited by posting a Deposits Journal Entry, printing a deposit slip, completing a bank deposit bag, and taking the deposit to an approved OSU Deposit Center. See [Enter Deposits](https://assist-erp.osu.edu/assistgl84/WebHelp/deposits_enter.html)
STEP 4: Reporting Tools

1. Click on the “Report” tab on the upper left side of screen.
2. Select appropriate report from the dropdown menu. There may be only one report entitled, “All Items Report (CS-Standard)” to choose.
3. Click the “Next” button at bottom of screen.
4. The “Processing Date” is the date of the check scan in the mm/dd/yyyy format or click on the calendar icon next to the date field. Click “Next” at the bottom of the screen.

5. Click on the dropdown menu in the format (PDF) field next to the “Download” button to select the format.

6. Click on the “Download” button.

7. To end your reporting session, click “Logout.”

8. Be sure to close your browser when you have completed your session in IDD!