Welcome to Anytime Deposits[®] (Remote Deposit Capture) – Web Client

QUICK START GUIDE

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Welcome to Anytime Deposits (Remote Deposit Capture) – Web Client

Anytime Deposits - Remote Deposit Capture is our convenient method of making check deposits using a check scanner and eliminating a trip to the bank. This document serves as a quick start guide to help make deposits with Anytime Deposits (Remote Deposit Capture) - Web Client. Setting up your scanner equipment is addressed in a separate guide.

MAKING A DEPOSIT

START IN TREASURY GATEWAY

• To start, log into Treasury Gateway[®] and open the Anytime Deposits - Web Client link.



- In the **Start Deposit** tab, select the appropriate account by clicking on the radial button next to your deposit account number.
- Enter the amount of your deposit into the **Control balance** box.

C C	Go to account name:	Go to account number:		Go
1	Account Name	Account Number	Customer Name	00
-	Test Account 1	******5555	Amegy Test Account 1	5

• Place a check to be deposited into the scanner feeder.

The light on the scanner should change to an amber color.

• In **Anytime Deposits – Web Client**, click on **Scan**, **Deposit Slip**, or **No Deposit Slip** – depending on your configuration.



Your check will automatically feed through the scanner.

• Repeat placing an item into the feeder and clicking the button in **Anytime Deposits** – **Web Client** until all items have been scanned.

VERIFY YOUR DEPOSIT

• Once your deposit items are scanned, open the **Deposit** tab in **Anytime Deposits – Web Client** by clicking on it.

You will see the list of items you have scanned. Each item will display a green **OK** or a red **X** next to the item number. If a red **X** appears, you will make a correction or delete the item. See the *Make Corrections* section for instructions.

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- In the box on the right side of the screen, verify that the **Total Amount** and **Control Balance** are equal and the **Difference** amount is zero.
- If the deposit is correct, click on the **Complete Deposit** button. If the deposit is incorrect, see the instructions in the MAKE CORRECTIONS section.

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Complete Deposit Cancel Deposit

- A Complete Deposit? popup window will appear.
- Click **Yes**.

Your deposit will be submitted for processing.

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• A blank screen will appear.



MAKE CORRECTIONS

- To delete an item, click on the **trashcan icon** to the right of the listed item.
- If the item requires correction, click on the **Item Detail** tab.
- Enter the applicable data in the data fields.

Your fields will vary depending on your setup.

• Click Next Repair.

When there are no more items to be corrected, the **Deposit** tab will automatically open.

• Complete the deposits as in the **VERIFY YOUR DEPOSIT** section.

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VIEW REPORTS

- To review reports, click on the **Reporting** tab in **Anytime Deposits Web Client**.
- From the dropdown list on the left-hand side, select User Deposit Status.
- Open your list of accounts by clicking on the plus sign (+) next to **Customers**.
- Click on the name of the account you wish to view.
- Near the bottom of the screen, in the **Select End Date** field, enter the next business date.

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The Users Deposit Status report will appear.

The **Users Deposit Status** report can be managed in four formats:

- o PDF View/Print
- o Top-Level CSV Download
- o Download
- o Download Images

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• Click on **PDF View/Print** to see and print the Users Deposit Status report.

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• Click on **Top-Level CSV Download** to open the report in Excel.

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2	Bank Name: Amegy Bank							
3	Customer Name: Amegy Test Account 1							
4	User Id: 96813							
5	Select Start Date & Time: 2018-04-12 12:01 AM							
6	Select End Date & Time: 2018-04-13 4:14 PM							
7	Time Zone: -5.0							
8								
9	Report Data:							
10								
11	Items	Deposit #	Status	Organization	Account #	Amount	Date & Time	
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• Click on Download to download item detail into Excel.

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Sort By	y: sort_order									
Time Z	one: -5.0									
Report	t Data:									
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0	27808321	DEBIT	Processing			113011258	0005555555/5662	1		
1	27808324	DEBIT	Processing			113011258	0005555555/5661	1		
2										

• Click on **Download Images** to download detail and check images. A pdf document will appear.