AmegyBank®

Welcome to
Anytime Deposits®
(Remote Deposit Capture) – Web Client
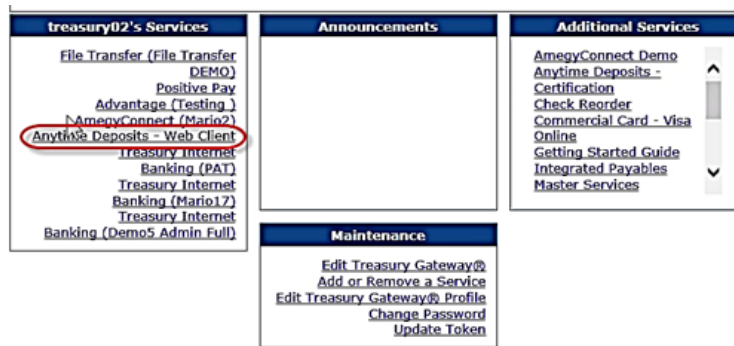
QUICK START GUIDE

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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.
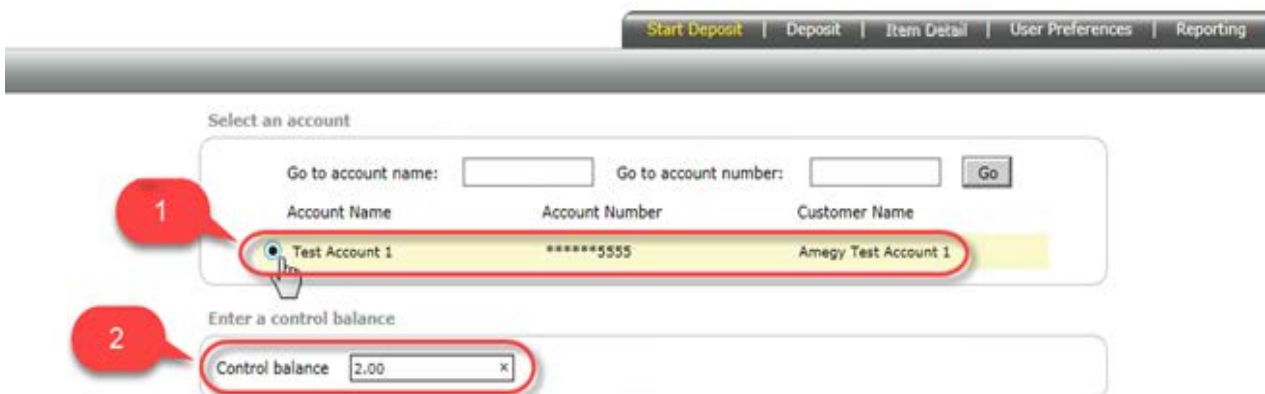
MAKING A DEPOSIT

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.

- 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.
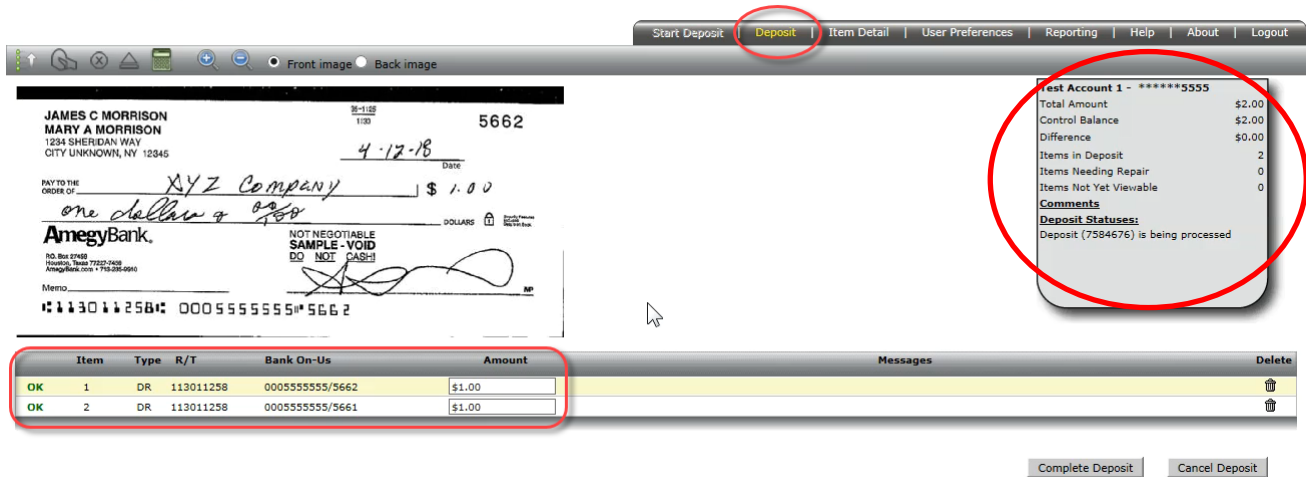
VERIFY YOUR DEPOSIT

- 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.
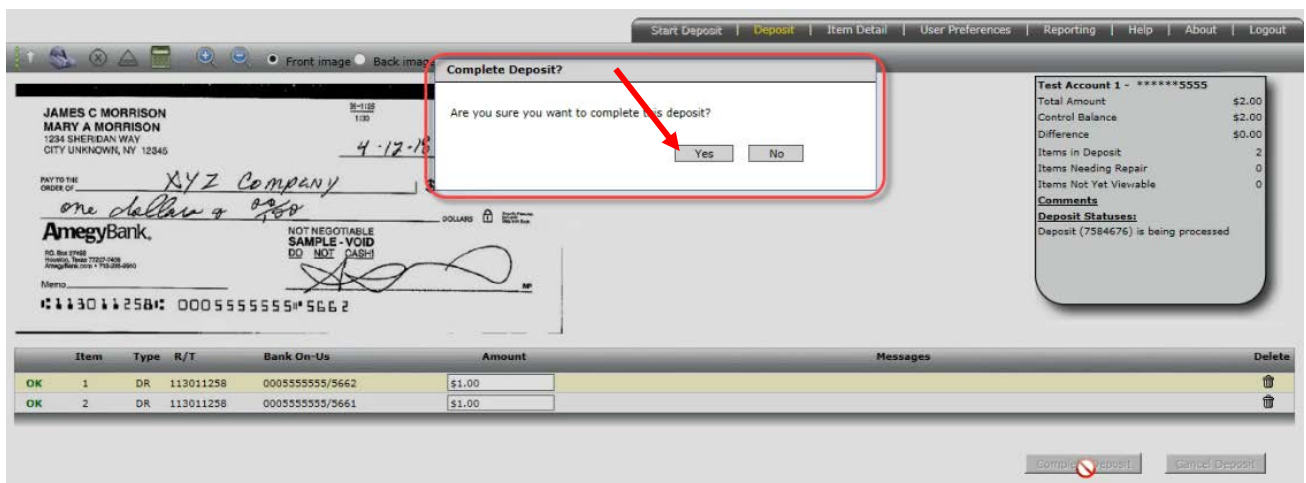
- In the box on the right side of the screen, verify that the **Total Amount** and **Control Balance** are equal and the **Difference** amount is zero.

- If the deposit is correct, click on the **Complete Deposit** button. If the deposit is incorrect, see the instructions in the MAKE CORRECTIONS section.
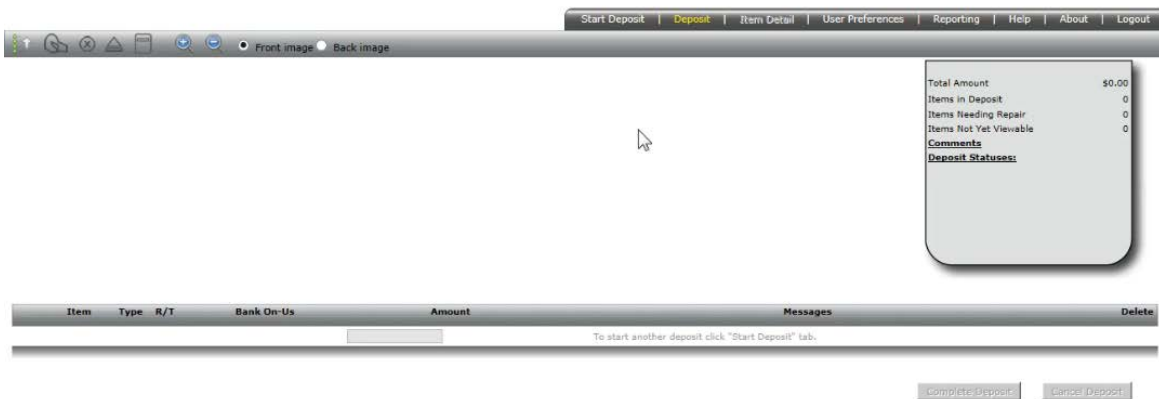

A **Complete Deposit?** popup window will appear.

- Click **Yes**.

Your deposit will be submitted for processing.

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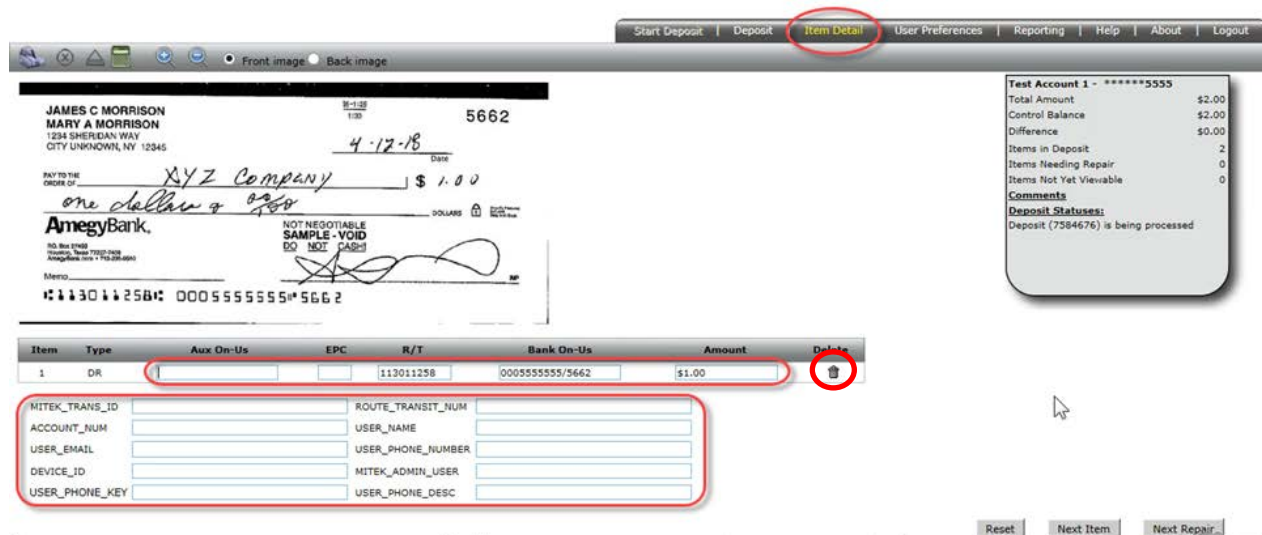- A blank screen will appear.

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.

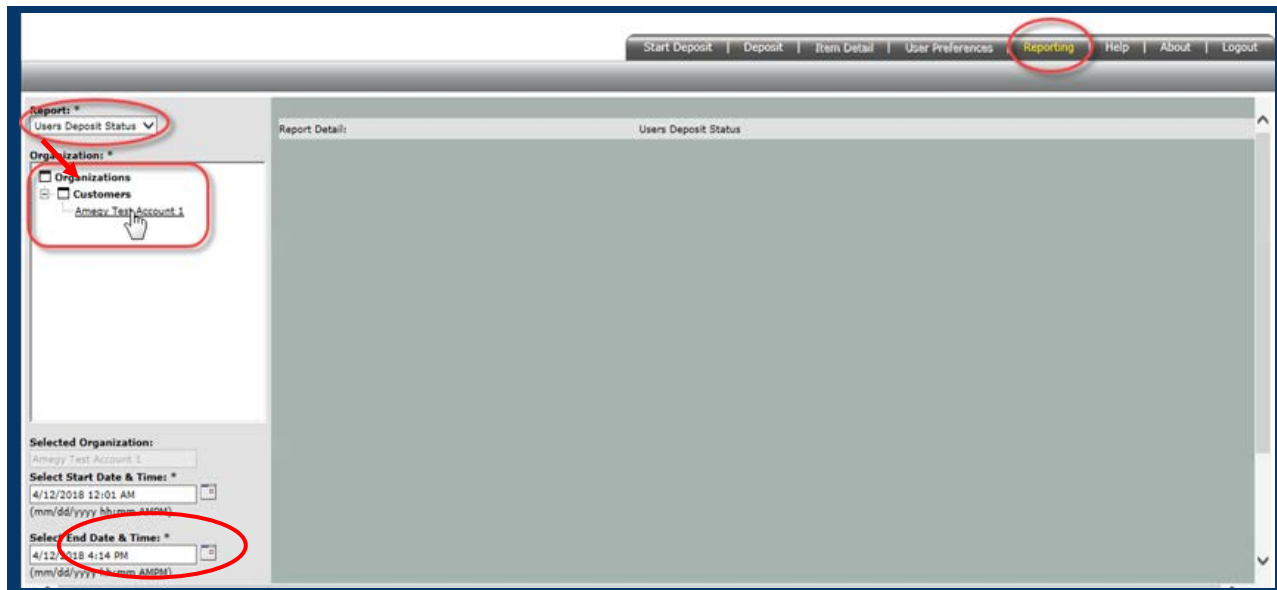Your fields will vary depending on your setup.

- Click **Next Repair**.

When there are no more items to be corrected, the **Deposit** tab will automatically open.
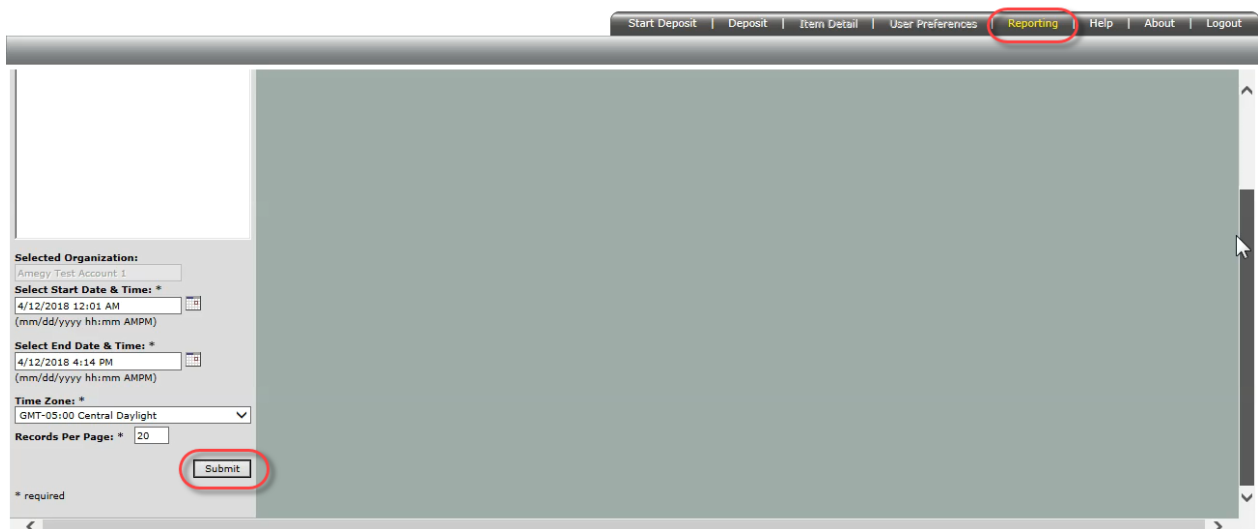
- Complete the deposits as in the **VERIFY YOUR DEPOSIT** section.

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.

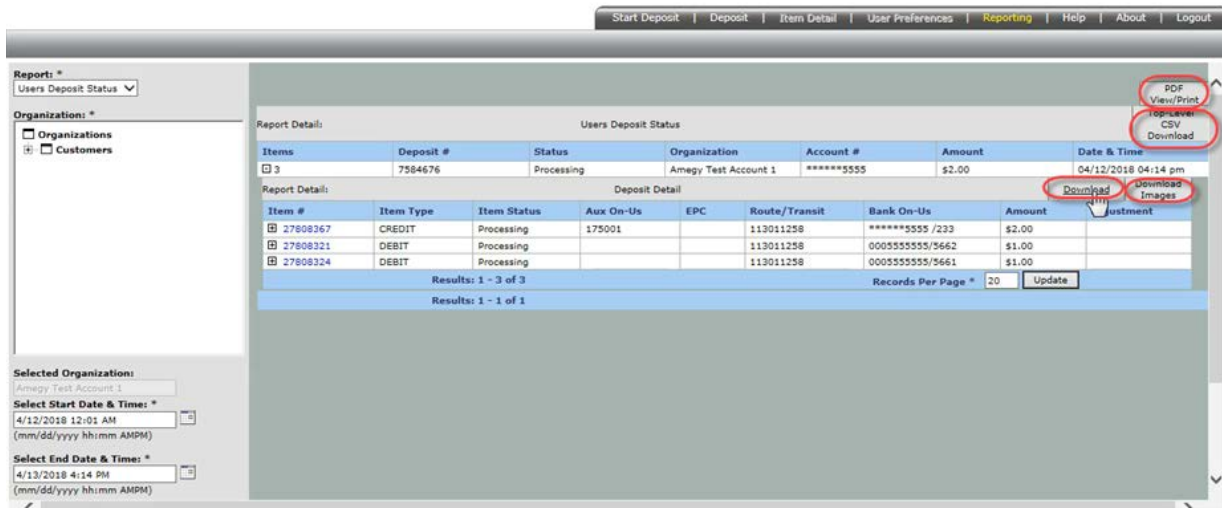- Near the bottom of the screen, in the **Select End Date** field, enter the next business date.
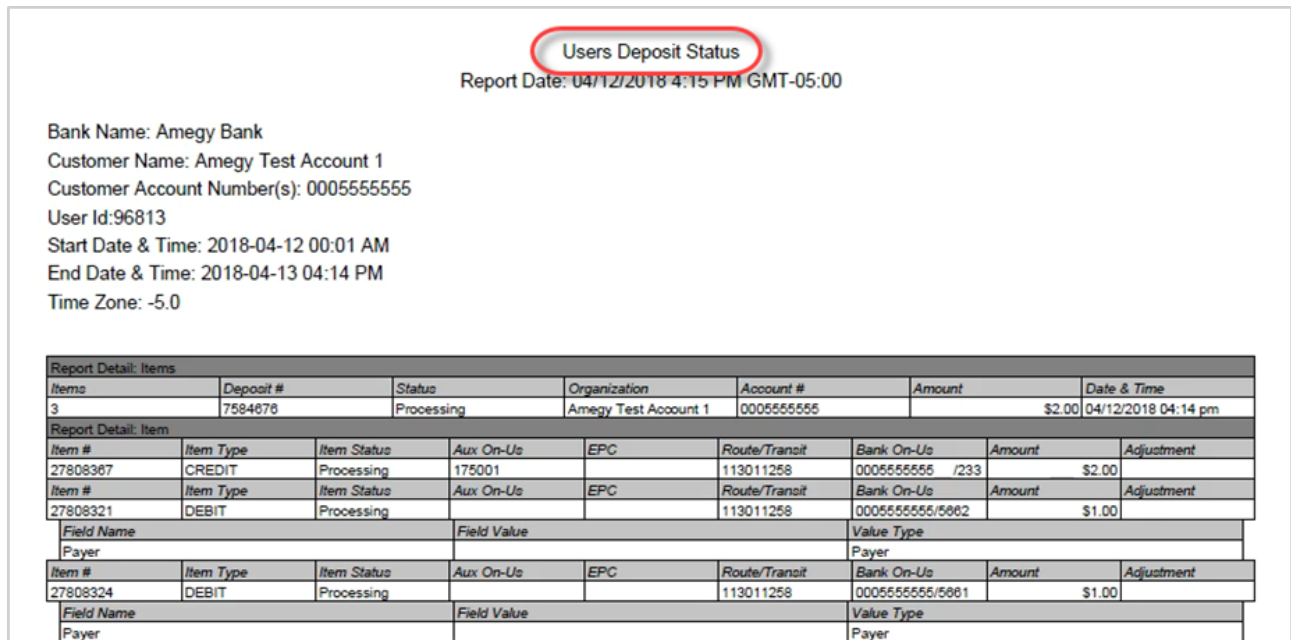

- Click **Submit**.

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

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

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

- Click on Download to download item detail into Excel.

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