

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

QUICK START GUIDE

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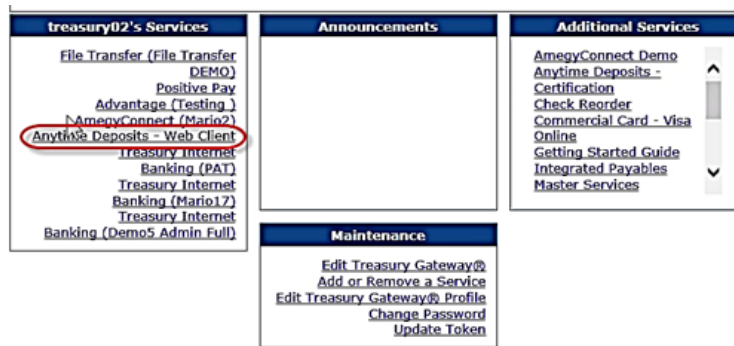
Welcome to Anytime Deposits (Remote Deposit Capture) – Web Client

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.

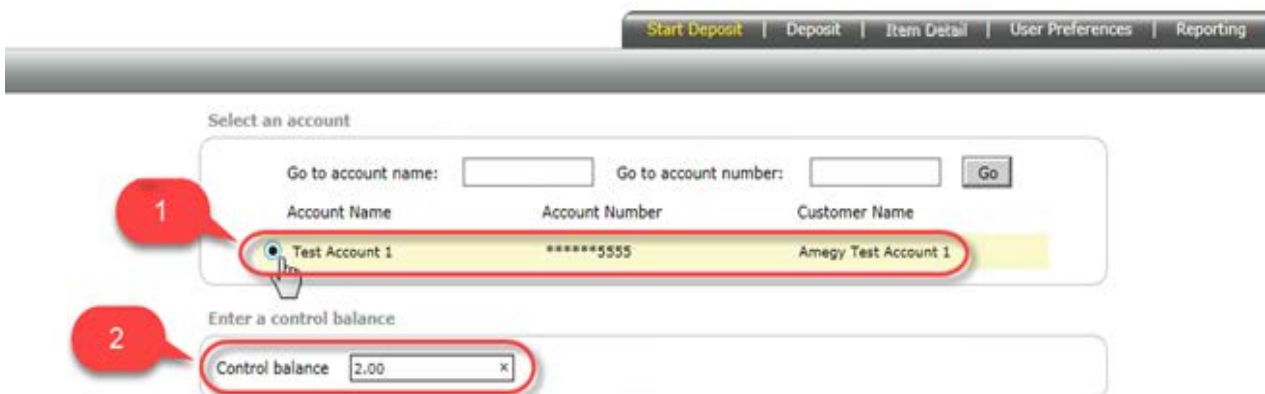
MAKING A DEPOSIT

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

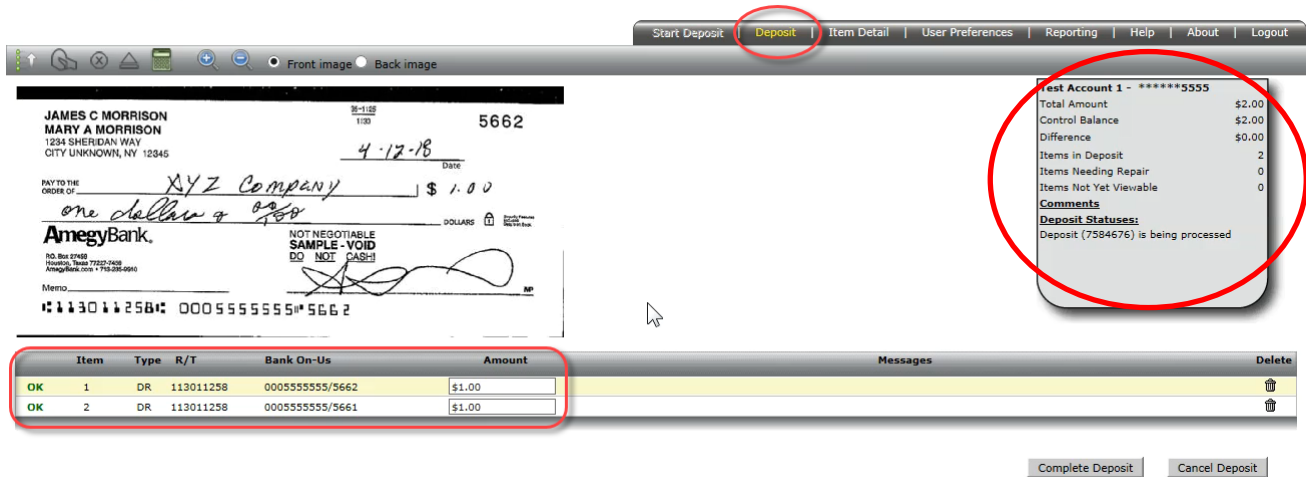
- Once your deposit items are scanned, open the **Deposit** tab in **Anytime Deposits – Web Client** by clicking on it.

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.

Item	Type	R/T	Bank On-Us	Amount	Messages	Delete
OK	1	DR	113011258 000555555/5662	\$1.00		
OK	2	DR	113011258 000555555/5661	\$1.00		

Item	Type	R/T	Bank On-Us	Amount	Messages	Delete
X	1	DR	JU60UUAUA	\$0.00	The MICR Amount field value is less than the minimum value of \$0.01. The MICR Route/Transit field value contains invalid data.	

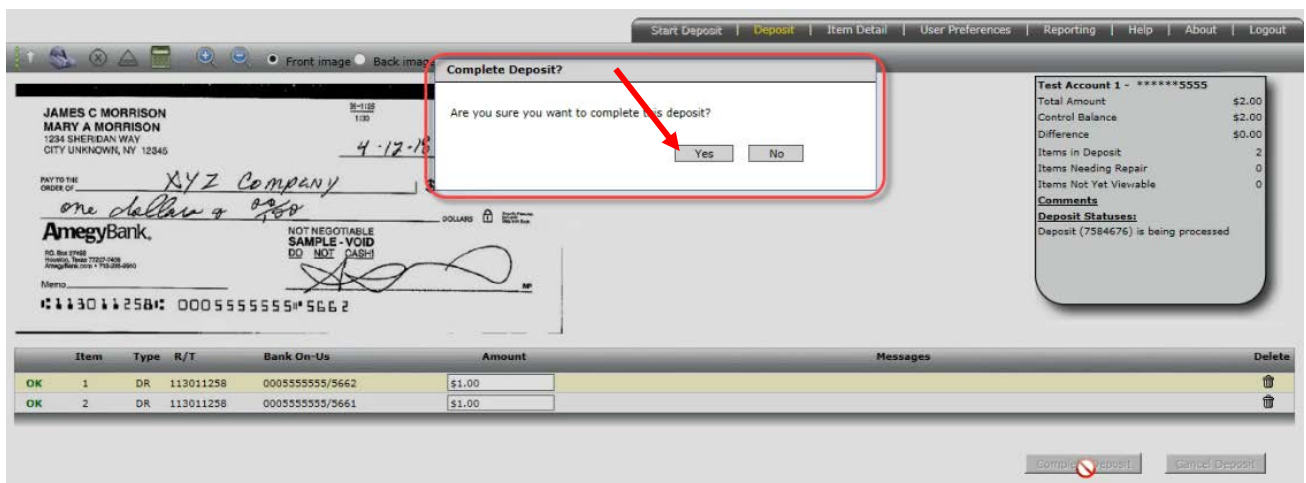
- In the box on the right side of the screen, verify that the **Total Amount** and **Control Balance** are equal and the **Difference** amount is zero.
- If the deposit is correct, click on the **Complete Deposit** button. If the deposit is incorrect, see the instructions in the MAKE CORRECTIONS section.



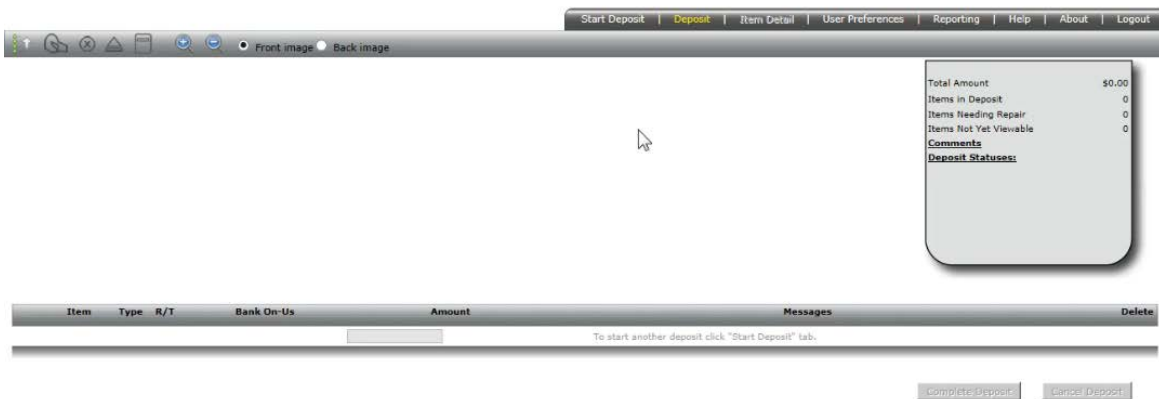
A **Complete Deposit?** popup window will appear.

- Click **Yes**.

Your deposit will be submitted for processing.



- A blank screen will appear.



MAKE CORRECTIONS

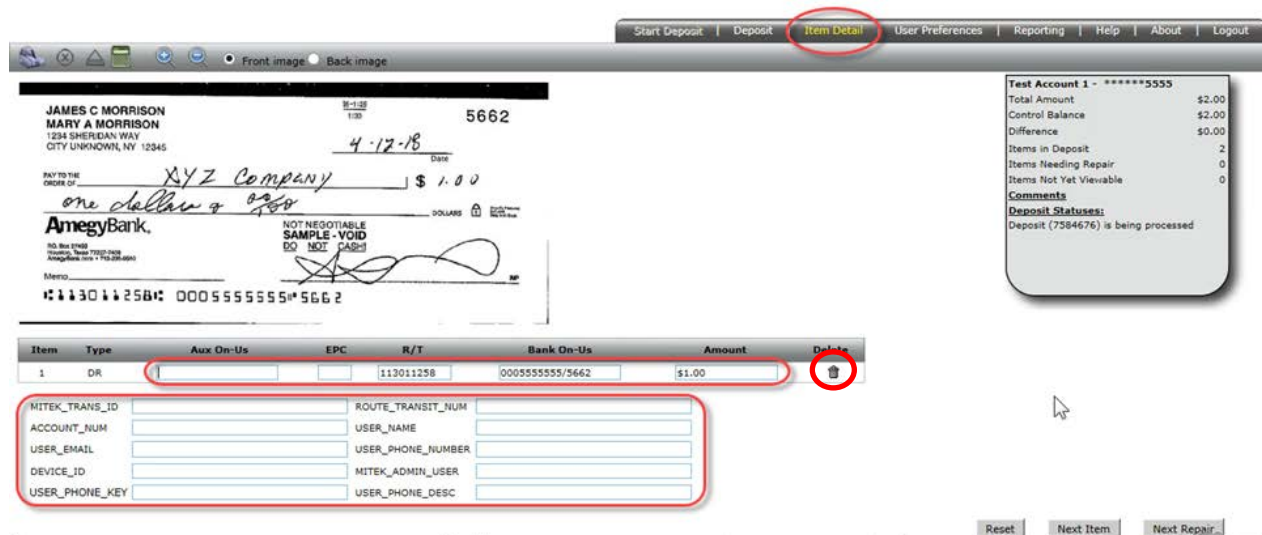
- To delete an item, click on the **trashcan icon** to the right of the listed item.
- If the item requires correction, click on the **Item Detail** tab.
- Enter the applicable data in the data fields.

Your fields will vary depending on your setup.

- Click **Next Repair**.

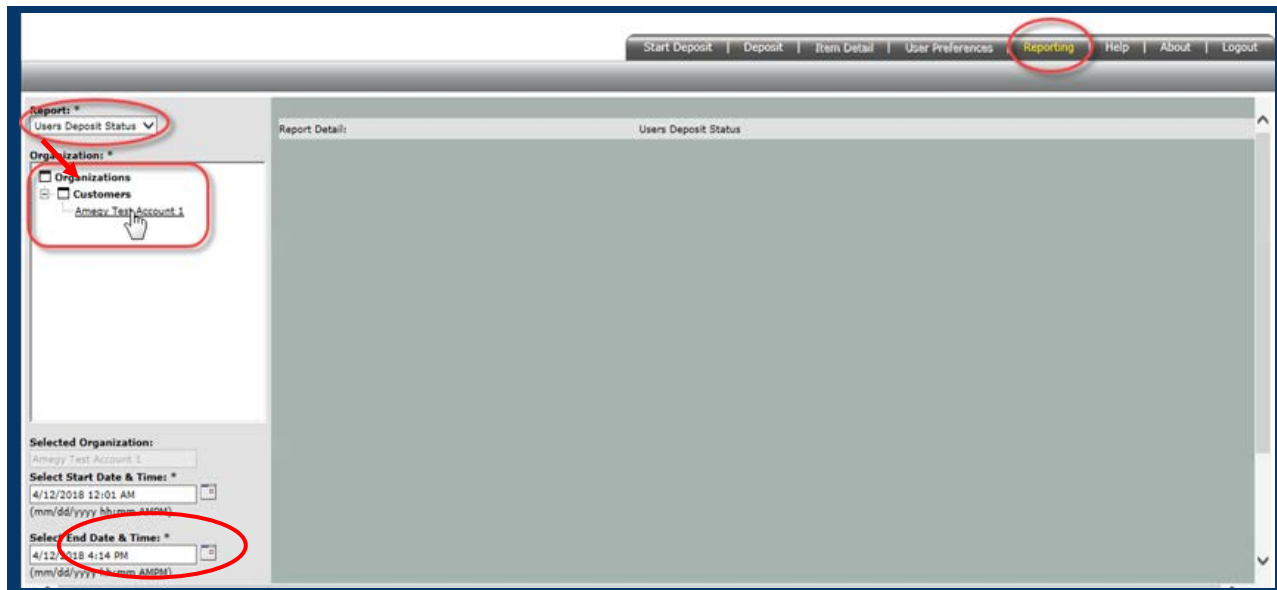
When there are no more items to be corrected, the **Deposit** tab will automatically open.

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

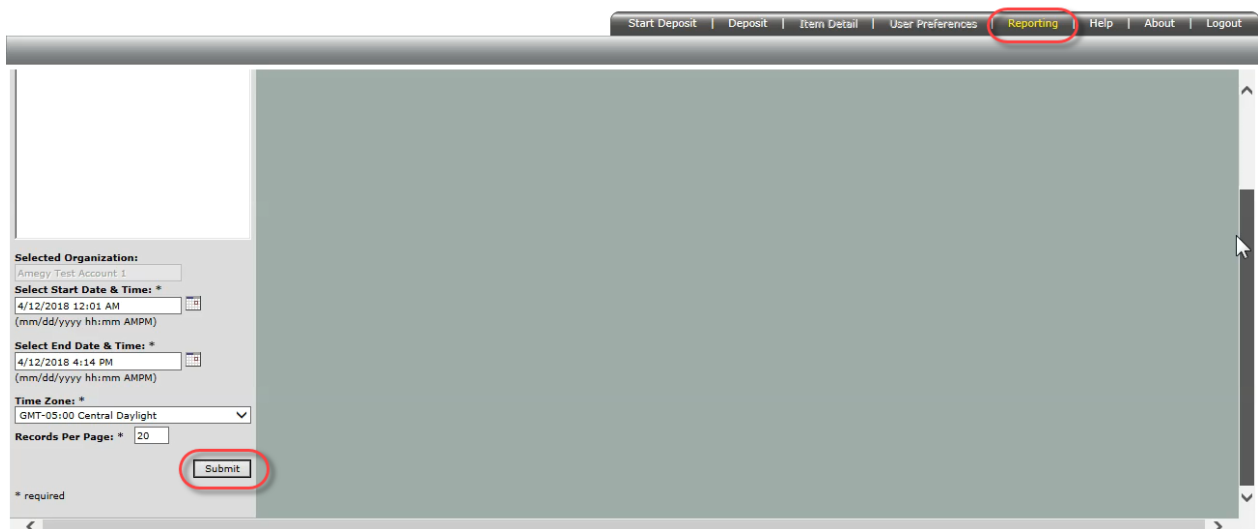


VIEW REPORTS

- 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.



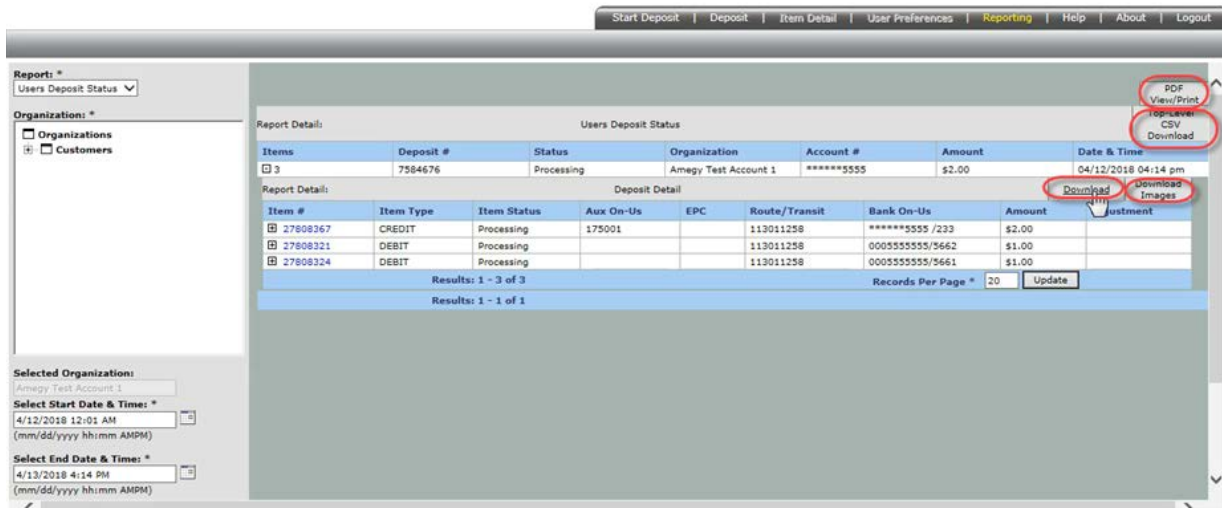
- Click **Submit**.



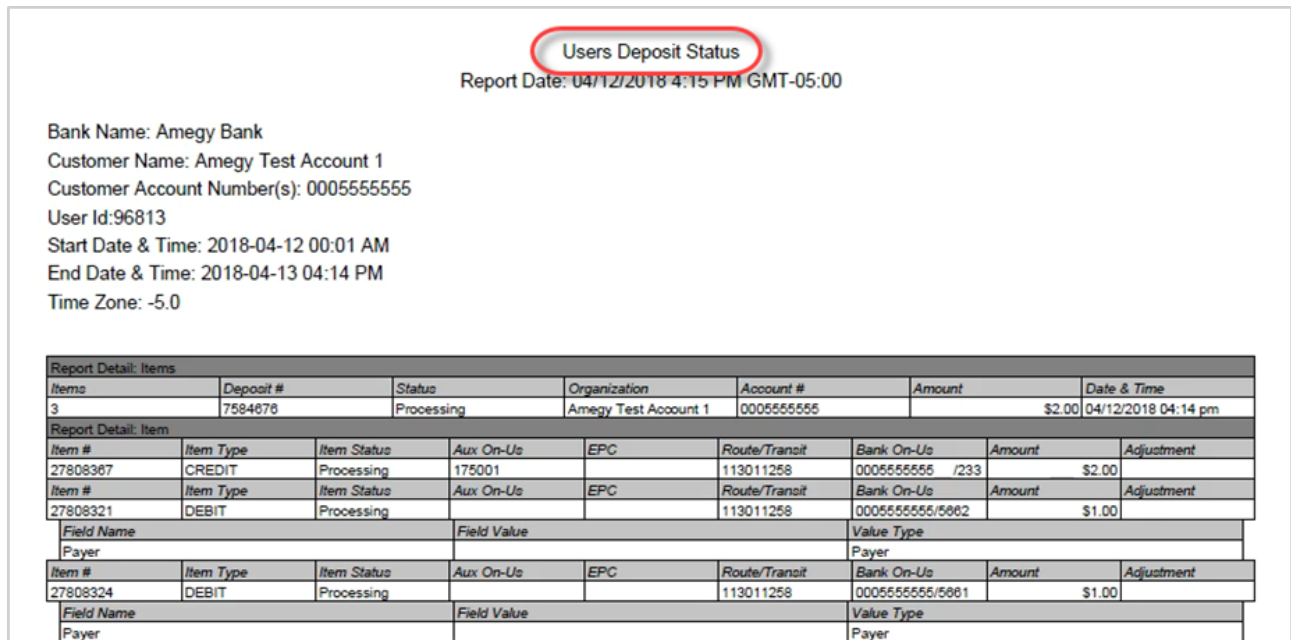
The **Users Deposit Status** report will appear.

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

- PDF View/Print
- Top-Level CSV Download
- Download
- 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.

Top-Level CSV Download						
Report Query Parameters:						
Bank Name: Amegy Bank						
Customer Name: Amegy Test Account 1						
User Id: 96813						
Select Start Date & Time: 2018-04-12 12:01 AM						
Select End Date & Time: 2018-04-13 4:14 PM						
Time Zone: -5.0						
Report Data:						
Items	Deposit #	Status	Organization	Account #	Amount	Date & Time
	3	7584676 Processing	Amegy Test Account 1	5555555	2	4/12/2018 16:14

- Click on Download to download item detail into Excel.

Download								
Report Query Parameters:								
Bundle Id: 11917263								
Sort By: sort_order								
Time Zone: -5.0								
Report Data:								
Item #	Item Type	Item Status	Aux On-Us	EPC	Route/Transit	Bank On-Us	Amount	Adjustment
27808367	CREDIT	Processing	175001		113011258	0005555555 /233	2	
27808321	DEBIT	Processing			113011258	0005555555/5662	1	
27808324	DEBIT	Processing			113011258	0005555555/5661	1	

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

Download Images	
Client Deposit Number: 7584676	Customer Name: Amegy Test Account 1
Bundle Id: 11917263	Account Number: 0005555555
Item Sequence Number: 81844515	Account Name: Test Account 1
Item Type: DEBIT	Amount: \$1.00
Date Received: 04/12/2018 04:14 pm	

Front

JAMES C MORRISON
MARY A MORRISON
 1234 SHERIDAN WAY
 CITY UNKNOWN, NY 12345

5661
 4-12-18
 Date

PAY TO THE ORDER OF ABC Company \$ 1.00
one dollar + 00/100 DOLLARS

AmegyBank
 NOT NEGOTIABLE
 SAMPLE - VOID
 DO NOT CASH!

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 Amegy@atb.com • 713-225-0910

Memo _____

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