Treasury Management Guide

Remote Deposit Now (RDN)

WILSON Bank & Trust

Contents

Creating A Deposit

- Select the “Payments” menu option
- Select “Remote Deposit Capture”
- Select “Launch”
- Select “Transactions” on the left
- Select “Remote Deposit Now”
- Select “Scan”
- Select “Start” at the bottom right corner
- In "Expected Batch Total" input the total dollar amount of the check(s) you will be scanning
- Place check(s) in the scanner facing out
- “OK”
- The check(s) will begin pulling through. Once complete, select “Close Batch”
- Select “Home” in the top menu options

If any corrections need to be made, there will be a blue link to your batch that states “Batches ready for Edit”. Any items needing to be fixed will be highlighted in red. Otherwise, it will say “Batches ready for Deposit”

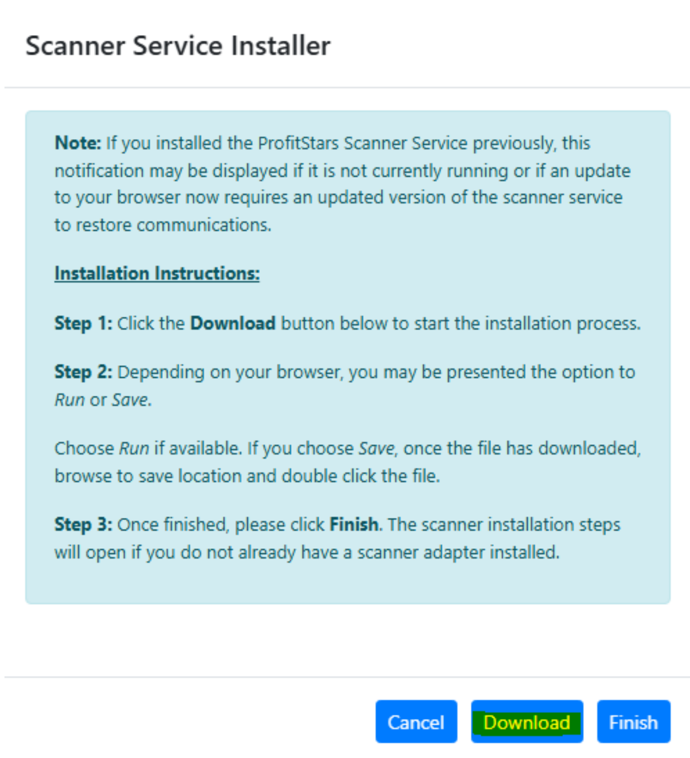
- Select “Batches ready for Deposit” or the menu option “Make Deposit”
- Click the checkbox next to the batch on the left
- Click the dropdown that says “Select Deposit Account” and pick the account you’d like the deposit to go into
- Select “Make Deposit”
- Once complete, you will have an option to print or download a report with or without check images.

Installing your Remote Deposit Scanner

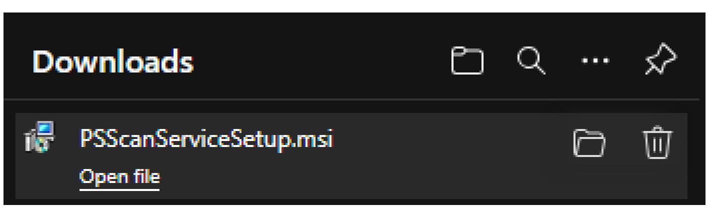
When you first connect the scanner to your computer, you will need to download drivers to make the scanner work with your computer and the system. **If you have already downloaded these drivers previously but the scanner does not seem to be connecting, please contact Treasury Management at 615.449.3632 or treasurymanagement@wilsonbank.com prior to attempting to re-download the drivers.**

Please note you will need admin access to your computer. To install the scanner:

- Select the “Payments” menu option
- Select “Remote Deposit Capture”
- Select “Launch”
- Select “Transactions” on the left
- Select “Remote Deposit Now”
- Select “Scan”
- Select “Download”



- Open the download file



  - If it prompts “Do you want to run this file?”, select “Run”
  - Follow the prompts till the download is complete.
- Select “Finish”
- You will then be prompted on the next pop-up to download the scanner driver. Select the appropriate scanner from the dropdown at the top of the pop-up
- Select “Download”
  - Same as before, open the download file
  - Follow the prompts till the download is complete.

- Select "Finish"
- You can then follow the steps to deposit a check to test and ensure it worked.

Editing a Batch

- Select the "Payments" menu option
- Select "Remote Deposit Capture"
- Select "Launch"
- Select "Transactions" on the left
- Select "Remote Deposit Now"
- Select the "Batch Edit" menu option
- Select an open batch from the "Select Batch" dropdown
- Once all changes have been made, select "Save"

Researching & Viewing Previous Deposits

Search by Batch

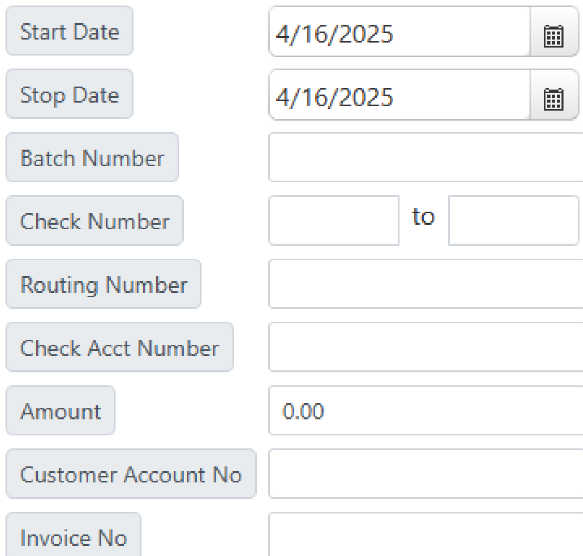
- Select the "Payments" menu option
- Select "Remote Deposit Capture"
- Select "Launch"
- Select "Transactions" on the left
- Select "Remote Deposit Now"
- Select the "View Deposits" menu option
- Filter by the "Start Date" and "End Date"

- Then select the reload button

Detailed Search

- Select the "Payments" menu option
- Select "Remote Deposit Capture"

- Select “Launch”
- Select “Transactions” on the left
- Select “Remote Deposit Now”
- Select the “Search” menu option
- Enter the search parameters you’d like



- Select Search

View Reports

- Select the “Payments” menu option
- Select “Remote Deposit Capture”
- Select “Launch”
- Select “Transactions” on the left
- Select “Remote Deposit Now”
- Select the “Reports” menu option
- Select the dropdown by “Report Name”
    - Select whether you’d like the “Deposit Report” or “Deposit Report with Images”
- Select the date range
- Select the “Account Group”
- Select “Submit”

View Transaction Summary

This is helpful if you'd like to see whether a batch has been processed, declined, voided, etc.

- Select the "Payments" menu option
- Select "Remote Deposit Capture"
- Select "Launch"
- Scroll down to "Current Transaction Summary"