Treasury Management Guide

Remote Deposit Capture (RDC)

Contents

Creating A Deposit

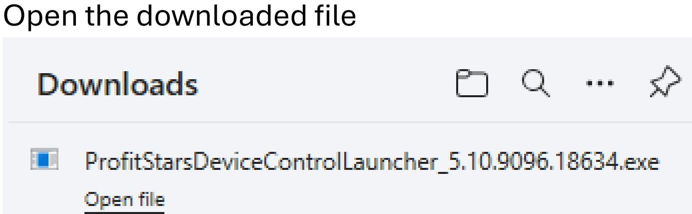
- Select the "Payments" menu option
- Select "Remote Deposit Capture"
- Select "Launch"
- Select "Transactions" on the left
- Select "Remote Deposit Complete"
- Select "Create New Deposit"
- Enter the "Deposit Name", "Number Of Checks", and "Total Amount" of the checks combined.
- Place the check(s) in the scanner facing out
- Select "Create" Once all checks are scanned, select "Complete Deposit"
- Select "Submit"

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 Complete"
- Select "Create New Deposit"
- A popup will prompt you to "Download Device Control"
- Open the downloaded file

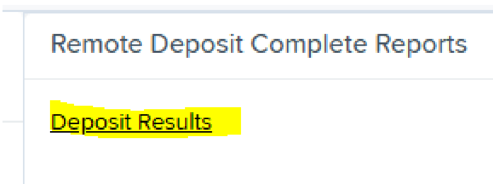


- Follow the prompts to complete the install

- Once complete, select “Next Step”
- You will then be prompted to select the scanner from a dropdown on the next popup. Select the one corresponding to your scanner and Download.
- Open the downloaded file as before and follow steps to complete the install

Reports

- Select the “Payments” menu option
- Select “Remote Deposit Capture”
- Select “Launch”
- Select “Reports”
- Select “Deposit Results” on the far right



- Enter the search parameters you’d like
- Select “Get Deposits”

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”