

# TREASURY MANAGEMENT REMOTE DEPOSIT CAPTURE USER GUIDE



**RETAIN FOR EASY REFERENCE** 

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#### **OVERVIEW**

Depositing checks into your Deerwood Bank business accounts is secure, fast, and simple with Remote Deposit Capture.

This product allows you to:

- Consolidate funds from multiple locations.
- Save time preparing deposits.
- Cut costly courier fees or trips to the bank.
- Reduce the risk of fraud.
- Access cash faster.

Deerwood Bank's Remote Deposit allows you to scan your checks from the convenience of your office, review images of the scanned check from your computer and verify your deposit, electronically submit deposit through a secure internet connection, and comprehensive reports (including check images) are available for review.

In addition, you can submit deposits 24 hours a day, seven days a week and funds are deposited in your Deerwood Bank account up to 6:00 p.m. each day.

#### TREASURY MANAGEMENT TEAM

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#### **TREASURY SUPPORT SERVICES**

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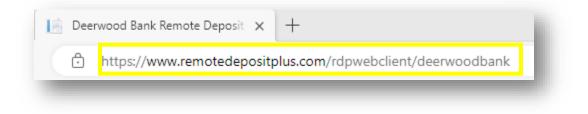
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#### **INSTALLING REMOTE DEPOSIT PLUS SCANNER**

\*The Admin User on the computer will need to complete the remote deposit scanner installation.\*

\*\*Please DO NOT plug the scanner into the computer until the installation is complete.\*\*

 In an internet browser window, type or copy and paste the Deerwood Bank's remote deposit website address as follows: <u>https://www.remotedepositplus.com/rdpwebclient/deerwoodbank</u>



2. Enter your log in credentials provided by the bank, then click **Sign in**.

Please sign in	
Company Id:	
User Name:	
Password:	
✓ Sign in	

3. On the Home screen, click Scan.

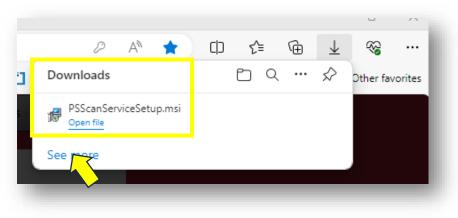
Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports	Tools	Logout
	$\wedge$									Refresh
-										

4. You will see a quick warning message and then a pop-up screen, "Scanner Service Installer." Follow the installation instructions Step 1-3.

					Logout
	ervice Version: None				
	eted Status: Not C er service not found.	allation site.			×
_		 			

may be dis requires a	u installed the ProfitStars Scanner Service previously, this notification played if it is not currently running or if an update to your browser now n updated version of the scanner service to restore communications.
	n Instructions:
Step 2: De Save.	ck the <b>Download</b> button below to start the installation process. spending on your browser, you may be presented the option to <i>Run</i> or <i>un</i> if available. If you choose <i>Save</i> , once the file has downloaded,
browse to	save location and double click the file.
	ice finished, please click Finish. The scanner installation steps will open ot already have a scanner adapter installed.

5. After the file has been downloaded, you will see the file "PSScanServiceSetup.msi" in the Downloads on the upper right-hand corner of your screen. Click **Open file**.



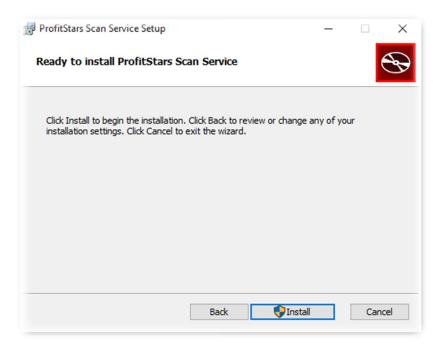
6. A pop-up screen will appear "Welcome to the ProfitStars Scan Service Setup Wizard." Click Next.



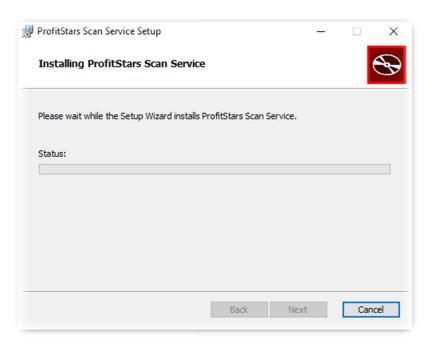
7. On the next screen, the Destination Folder will automatically show the default folder where the installation will be installed on your computer. Click **Next** to install to the default folder <u>or</u> click **Change** to choose another folder.

🛃 ProfitStars Scan Service Setup	_		×
Destination Folder			
Click Next to install to the default folder or click Change to o	choose another.		S
Install ProfitStars Scan Service to:			
C:\Program Files (x86)\PSScanService			
Change			
Back	Next	Can	cel

9. Click Install to begin the installation.

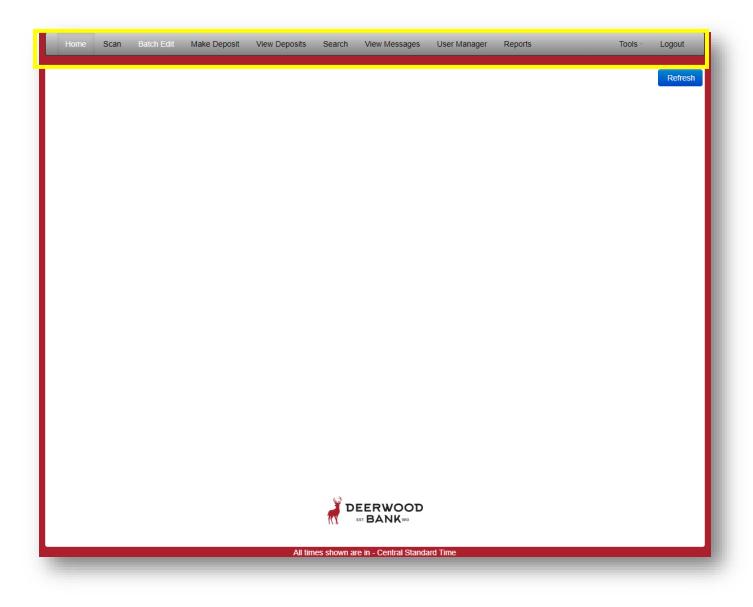


10. When this installation is complete, it should automatically bring you to the screen "Welcome to the Install Shield Wizard for Panini Universal Installer" and you should see a blue disk on the screen. Click Next. The installation for Panini Universal will be installed in the background and when the installation is complete, it will bring you to the Deerwood Bank's Remote Deposit login page. Plug in the scanner.



#### **REMOTE DEPOSIT PLUS SCANNER FEATURES**

The Remote Deposit Plus Scanner menu bar includes Home, Scan, Batch Edit, Make Deposit, View Deposits, Search, View Messages, User Manager, Reports, and Tools.



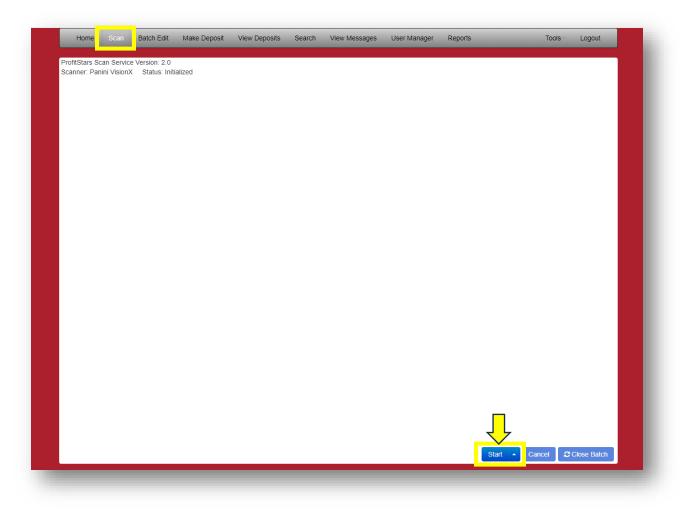
#### **SCAN**

1. Place check(s) in the machine.

**NOTE**: Check(s) must be facing you with the back of the check signature line going into the scanner. Make sure the check slide on the scanner is pulled out. Endorse check(s) and have estimated total amount of the check(s) ready.

2. Click Scan.

3. Click Start.



- 4. Enter the Expected Batch Total amount for the New Batch.
- 5. Click **OK**.

New Batch	×
Expected Batch Total:	
	Cancel VOK

**NOTE:** The check(s) will scan through the machine. If you need to scan more than one set, click **Start** each time you put the check(s) in.

6. When the check(s) have been scanned, click **Close Batch**.

<000091<:091907125:<13-700-0< <000092<:091907125:<13-700-0<			Check Image	
<000092< :091907125: <13-700-0<				
			Check Image	
<000093< :091907125: <13-700-0<			Check Image	
	<000033	<00003<.031301150.<13-100-04	KUUUUJSK UJJIJUTIZS, KIS-TUU-UK	

## **BATCH EDIT**

1. Click Batch Edit.

**NOTE:** You will see a green check mark with a message that says, "**Batch is in balance and ready for deposit**" *Or* "The expected batch total does not balance with the actual batch total."

Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports
					_			
Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports
Tiomic	ocan	Durch Luit	mane Deposit	view Deposits	ocarcii	view messages	O Ser Manager	ricporta
1/22/20:	23 11:56 AM	I Batch Number	81 - Holly Christne	er		~		
		A shuel Tatal C O		ng editing have bee	an completer	1		
hotoor								

2. If the batch is out of balance, then it will bring you to the first image that needs correction.

11/29/2023 03:06 PM Batch Number 83 -		~					
Front Back			Seq	Codeline			Amount
	anuaran kumanan kumana	0091	1	/000091/ :091907125	C	Δ	0.00
	DATE	76-712/9119	2	/000092/ :091907125:	C	▲	0.00
Image: second		Amount	3	/000093/ :091907125:	a	A	0.00
	Delete Cancel F	Print 🔺 🕻 🎜 Save					

3. You can manually enter the missing information in the appropriate box for each check item and click **Save**.

**EXAMPLE:** Missing account number and dollar amount.

//2023 11:56 AM Batch Number 81 - ted Total: 6.00 Actual Total: 0.00	~				
t Back		Seq	Codeline		Amount
na na seneral de la construcción de La construcción de la construcción d	0091	1	/000091/ :09190712	ľ	0.00
DATE	75-712/010	2	/000092/ :09190712	Ø	0.00
Perference         Image: Section of the section of t	DOLLARS () EAL	3	/000093/ :09190712	æ	0.00

4. Continue to manually enter the missing information for each check item until the batch is in balance.

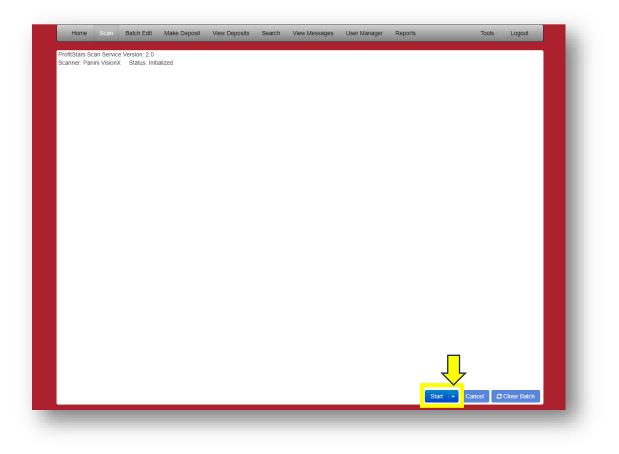
NOTE: You will see a green check mark that says, "All items needing editing have been completed."

Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports	Tools	Logout
11/22/2023 1	1:56 AM	Batch Number	81 -			~				
				g editing have beer	n completed					

5. If you have several check items and want a quick view of the deposit. Click on the **3 lines icon** in the upper righthand corner of the screen. You will be able to get a listing of the items to find your deposit difference, then select the **pencil icon** to go directly to that specific item.

Seq	Codeline		Amount
1	/000091/ :091907125: /13-700-0/		3.00
2	/000092/ :091907125: /13-700-0/	<u>^</u>	3.00
3	/000093/ :091907125: /13-700-0/	<u>^</u>	3.00

6. If you need to add or change an item on the deposit, you will need to reopen the existing batch. In the lower right-hand corner next to Start, click **the dropdown arrow**.



7. Select **Open Batch** from the list.

8. Select the **Batch** you want to reopen from the dropdown list.

**NOTE:** The newest batch will be listed on top.

Open Batch	×
Select Batch:	Select Batch   Select Batch
	11/29/2023 03:06 PM Batch Number 83 - Cancel OK

9. Re-enter the **Expected Batch Total** amount of the deposit, then click **OK**.

Open B	atch		×
Select Batc	h:	11/29/2023 03:06 PM Batch Number 83 -	~
Expected B	atch Total:		9.00
		Cancel	ОК

10. This will bring you into your current batch file(s). If the only error was the total amount, then click **Save Batch** and continue to the **Batch Edit**.

Home Scan E	Batch Edit Make Deposit View Deposi	ts Search View Messa	ges User Manager	Reports	Tools - Logout
ofitStars Scan Service V anner: Panini VisionX 29/2023 03:06 PM Batc	Status: Initialized				
equence	Codeline			ltem	
	/000091/ :091907125:			Check Image	
	/000092/ :091907125:			Check Image	
	/000093/ :091907125:			Check Image	
				Start 🔺 0	Cancel 😂 Close Batch

11. To add additional check(s), place the check(s) in the scanner, then click **Start**. When the check(s) has been run, click **Save Batch**.

#### **MAKE DEPOSIT**

- 1. If the batch is in balance, click Make Deposit.
- 2. In the **Batches Available for Deposit**, check the box next to the batch that you want to deposit. On the right-hand side, enter the total deposit amount for the specific account(s) to be deposited in to then, click **Make Deposit** in the lower right-hand corner.

**NOTE:** You may not split the deposit between accounts.

H	lome Scan Batch Edit	Make Deposit View	v Deposits Search View Messages User Manager Reports Tools - Logout
	ank's Current Time: esday, November 22, 2023 at 12	02:38 PM - CST	✓ Accounts
	Batches Available fo	Deposit	123456789( DWB Checking)
•	2023-11-22T11:56:33 - 81		(Deerwood Bank Test Account)
	Total Amount: 6.00 Item Count: 3		111111(Personal Checking) 6.00
	Scanned By: View Items		Unallocated Total: 0.00
			Deposit Total: 6.00

3. You will see the Deposit Completed with the confirmation number, Total Items, and Total Amount. You may print the Deposit Report with/without Images or click **OK** to continue.

Deposit Cor	npleted
Deposit Confirmation Total Items: Total Amount:	No: 12418253 3 6.00
Deposit Report ( PDF Deposit Report With In	

#### **REPORTS**

1. If you need to print a report, click **Reports** from the top menu bar and select the specific report you would like to print, then click **Submit**.

Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports	Tools -	Logout
										Refresh
Batches read	dy for dep	osit:								
Date: 11/29/2	023 03:06	PM Batch Num	iber: 83 -							
Recent depo	sits:									
		Deposit Receip	t: 12418253 - \$6.0	0						

Report Name:	Select Report 🗸
Start Date:	Select Report Detail Report
Stop Date:	Deposit Report Deposit Report With Images
Account Group:	Deposit Summary Report Batch Summary Report Batch Item Report
Account Number:	
	C Submit

#### EXAMPLE OF A DEPOSIT REPORT WITH IMAGES:

I						🛃 Export	• • 100	O K Page 1 o
ort Name:	Deposit Report With Image	s <b>v</b>						
t Date:	11/20/2023				Deposit Report 0/2023 to 11/29/2023			
Date:	11/29/2023		Date: 11/22/2023	12:08:47 PM (CST) Confirmation	on Code: 12418253 Item C	count: 3 Amount: 6.00 Co	ontact: I	
ount Group:	Select Account Group	~	Deposit S		count Number		Amount	
ant oroup.	colocitico can circap				1111		6.00	
ount Number:			Batch No:	81 Scanned: 11/22/2023 Total	I: 6.00 Contact:			
			D	eposit Items				
	2	Submit		Check No: Cust Acct No	Invoice No Routing	Chk Acct No	Amount	
					044 1990 - 1995 09 1907 1:		2.00	
				Market av State av Stat	DHT			
				000092	0919071	25	2.00	
				PORT IN THE PORT INTER I	049271254	0073 nites 1 \$ DOLLARS & BIL		
				000093	0919071	25	2.00	
							Page 1 of 1	

## TOOLS

1. If you need to delete a batch, click **Tools** from the top menu bar in the upper right-hand corner, and select **Delete Batch** from the list.

Home Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	User Manager	Reports	Tools	Logout
Batches ready for de	eposit:							Change Password Delete Batch Batch Lock Manager	Refresh
Date: 11/29/2023 03:0	06 PM Batch Nur	nber: 83 - Holly Chi	ristner					ACH Opt-out List SmartLink Ignore List Edit Deposit Accounts	
Recent deposits:									
11/22/2023 12:08 PM	- Deposit Receip	ot: 12418253 - \$6.0	0		_	_			_

2. Check the box next to the batch that you want to delete, then click **Delete Selected**.

r. 83 -	Del	Delete Batches								
		Date	Batch No.	Scanned By						
		11/29/2023	83							
24182	_			Dele	te Selected					

3. Click **OK** to confirm that you want to delete the selected record(s). You will get a message that your "**Select batches deleted successfully**," then click **OK**.

