REMOTE DEPOSIT CAPTURE (RDC) Business Online Banking Instructions



Below please find instructions on how to use Remote Deposit Capture (RDC) in Business Online Banking. If you have any questions or need any assistance, please contact Treasury Management at 508-247-1699.

Step One

After logging into Business Online Banking, select **"RDC**" and a new window will launch.

Overview	Cash Manager	Settings	1
Dashboard	Accounts	Transfers	RDC

Step Two

Select "Transactions."

Step Three

Select "Remote Deposit Now."



Step Four

Select **"Scan**" to start the batch.



Step Five

Select "Start" at the bottom of the page.

Step Six

Enter the batch total and select "OK."

New Batch			х
Expected Batch Total:	50.00		
		Cancel	✓ОК

Step Seven

Click "**Start**" at the bottom of the screen to start the deposit.

Start 🔺 Cancel 🤁 Close Batch

Step Eight

You can click on **"Check Image"** to view the check images while scanning.

Sequence	Codeline		Item
1	:211371078: 88 2121080< 0900		Check Image
		JOHN OR JANE Q. CUSTOMER 111 MAINS STREET ANYTOMIK UKA 11111	00000000 6169 pare Jan. 1
		Bifty and 00/100	DOLLARS @ BRC
		*: 10 1000000: *000 00 0*	Jane Q. Customer

Step Nine

When batch has finished scanning, click **"Close Batch."**



(continued on next page)

REMOTE DEPOSIT CAPTURE (RDC) Business Online Banking Instructions

CAPE5

Step Ten

Select **"Batch Edit"** to review for errors and make any necessary repairs.



Step Eleven

You can choose to view both the **front** and **back** of the checks, and make necessary edits to balance your batch.

	JOHN OR JANE Q. CUSTON 111 MAIN STREET ANYTOWN, USA 11111		616 un. I	9
PAY TO TH ORDER OF	E Cash	- California	\$ 50.00	
Fift	ix and 00/100 -		DOLLARS A	
MIMO		Jane Q.	Customer	
мемо +1: 10	1000000: #000 C	Jane Q. 1	Customer	1000
моно •: 10	↓000000: =•000 0	Jane Q. DOD D# 6169 # 882121080 #	Customer	

Step Twelve

Select **"Print**" at the bottom right of the screen to save check images if desired.



Step Thirteen

Select **"Make Deposit"** to begin the transmission of your deposit.



Step Fourteen

Select the **Batch(es)** to Deposit. Select the **account** to receive the deposit, then click **"Make Deposit."**

Your E	Bank's Current Time: day, May 21, 2020, 1:25:00 PM - CST	Accounts	•
	Batches Available for Deposit	887002471	*
	2020-05-21T13:15:57 - 85 Total Amount: 50:00 Item Count: 1		Unallocated Total: 50.00 Deposit Total: 50.00
	Scanned By: MKTRIPP View Items		✓ Make Deposit

REMOTE DEPOSIT CAPTURE (RDC) Editing and Deleting Instructions



Below please find instructions on how to edit batches, delete individual checks and delete deposits using Remote Deposit Capture (RDC) in Business Online Banking. If you have any questions, please contact Treasury Management at 508-247-1699 or treasurymanagement@capecodfive.com.

Batches that are "in process" will be listed on the main screen in RDC. To get to the RDC screen, log into **Business Online Banking**, click on **"RDC**," click **"Transactions and Remote Deposit Now**."

This batch is "in process".

	Home	Scan	Batch Edit	Make Deposit	View Deposits	Search	View Messages	Reports	Tools -
									Refresh
Ва	tches read	ly for dep	osit:						
Da	ate: 05/21/2	020 01:15	PM Batch Num	nber: 85					

To Edit a Batch:

Click "Batch Edit" to make changes to the batch:



Batch edit will bring you to this screen:



You can edit the **routing number**, account number, check number and amount.

You can also delete the check by clicking **"Delete"** in the bottom middle of the page.

To Delete a Batch:

Click **"Tools**" in the upper right hand corner and click **"Delete Batch**:"

Home Scan Batch Edit Make Deposit View Deposits Search View Messages Reports	Tools -
Balches ready for deposit:	Delete Batch by Batch Lock Manager SmartLink Ignore List

Click on the batches that need to be deleted. Then click **"Delete Selected**."

Delete Batches					
	Date	Batch No.	Scanned By	A	
	06/29/2022	116	mfarrell		
	06/27/2022	115	mfarrell	_	
	05/12/2022	114	mfarrell		
	05/03/2022	113	mfarrell		
	05/03/2022	112	mfarrell		
	05/03/2022	111	mfarrell		
	05/03/2022	110	mfarrell		
	03/17/2022	109	mfarrell		
	03/17/2022	108	mfarrell		
	01/07/2022	107	mfarrell	_	
			Delete	Selected	

REMOTE DEPOSIT CAPTURE (RDC) Parts of a Check



The following list describes the mandatory items that must be present on a check in order for the check to be accurately and successfully negotiated though a remote deposit scanner. Please ensure that all parts of the check are complete and correct prior to depositing to avoid checks being returned.

The following items should be reviewed on every check submitted for deposit to verify accuracy:

- 1. Date check should be dated for date of deposit or less than 6 months prior to date of deposit
 - Check should not be stale dated (written 6 or more months prior)
 - Check should not be postdated (written for a future date)
- 2. **Payee** should be the name of the company or individual who owns the account where it will be deposited
- 3. Dollar amount numerical amount of check
- 4. Written amount written dollar amount
 - This is the legal amount and should reflect the accurate dollar amount of the check
- 5. Maker signature signature of check owner
- 6. Maker information identifying information for check owner
- 7. Check number identifying number for maker of check
- 8. Account number must be readable in order for deposit to be successful
 - · Identifying number for account at bank from which check is being drawn
- 9. Routing number must be readable in order for deposit to be successful
 - Identifying number for bank from which check is being drawn
- 10. **Endorsement** our system will automatically place a virtual endorsement on all checks deposited through Remote Deposit Now.

JAMES C. MORRISON 6 1765 SHERIDAN DRIVE YOUR CITY, STATE 12345	00-6789/0000 7 1 0 1		
2 PAY TO THE ORDER OF 4	DOLLARS T		BO NOT
CAPE5 www.capecodflee.com	5	ORIGINAL	HERE WRITE, STAMP O
9 8		DOCUMENT	t stan secon T
	NEG. CC NUMBER CONDUCT CONTRAC		E ALS LINE