

User Procedures for eBusiness Deposit

General Information:

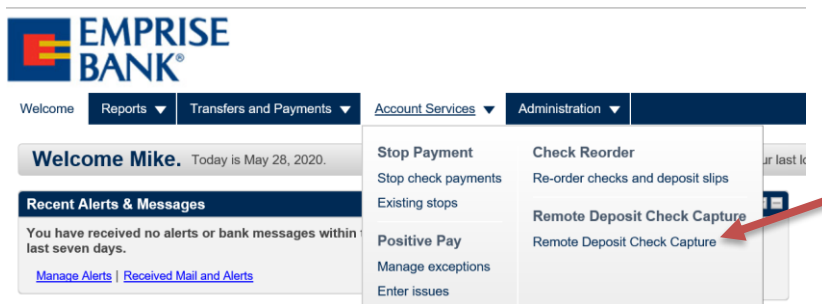
- All checks scanned should be stored in a locked cabinet and retained for a period of 45 days. After 45 days checks should be shredded.
- The cut-off time for eBusiness Deposit is 7:30 PM. Any deposit completed by 7:30 PM will be included on the current business day's transactions.
- For any questions, please call 316-383-4301 option 1, option 1

Workstation Minimum Requirements:

- 1GHz or higher CPU, 2GB RAM, USB 2.0 Port
- Supported Operating Systems:
 - Android 4.4 or newer, Apple iOS 9.0 or newer, Apple OS X El Capitan, Apple macOS Sierra (or newer), Windows 7 SP1, Windows 8.1, or Windows 10
- Support Browsers:
 - Google Chrome, Microsoft Edge, Microsoft Internet Explorer 11, Mozilla Firefox, or Apple Safari (except on Windows)
- Broadband Internet access with a minimum of 256Kbps upload and download speed
- Adobe Reader (latest version is recommended, free from Adobe)
- It is recommended that the computer is restarted or shut down at the end of each day

To get started: Log into eBusiness Access through www.emprisebank.com

Navigate to the Accounts Services menu and under Remote Deposit Check Capture, select Remote Deposit Check Capture. Users can also add Remote Deposit Check Capture as a shortcut in the "Favorites" info panel



Once logged in to the system, the following screen will display

The screenshot shows the EMPRISE BANK web interface. At the top, there is a navigation bar with a home icon, 'Research', 'Reports', and 'Help' tabs. Below the navigation bar, there is a welcome message for 'Mike Foster!' and a 'Create Deposit' form. The form includes fields for 'Location' (Main), 'Account' (Test**3251), and 'Control Total' (\$ 0.00). There is also a 'memo' field and two buttons: 'Create Tape' and 'Create Deposit'.

There are several tabs at the top of the home page. Definitions are provided below:

Home Icon: At any time, users may choose the Home icon to return to the home page

Research: Users will select the Research tab when searching for a specific deposit or specific items within a deposit. This information can also be exported

Reports: By selecting the Reports tab, users will be able to generate and view many reports that may be useful

Help: Selecting this tab will provide installation instructions for the latest scanner drivers available for use within eBusiness Deposit as well as WebScan. This is also where the RDC (Remote Deposit Capture) User Guide is located

Capturing Deposits

To make deposits, the user will choose the correct Location and Account and either enter a Control Total or select the Create Tape option. If the Create Tape option will be used, in the Amount box, the user should enter the amount of each check and then press "+". As the checks are entered the Deposit Total and the Item Count fields will be updated. If the user enters the wrong amount, the mouse can be used to select that item and then re-enter the correct amount. If the item needs to be deleted, the user can check the Select box, click the three dots in the top-right corner of that window, and then choose Remove Selected. The Memo field can be populated if a specific batch naming convention is being used.

Once the deposit amount is entered into the Control Total field, the Create Deposit button will appear:

Welcome, Mike Foster!
Your last login was on 5/6/2020 at 9:33:16 AM.
You made your last deposit for \$0.00 on UNKNOWN at Unknown (Processed on UNKNOWN).
Questions? Call 316-383-4301, Opt. 1, Opt. 1.

Create Deposit

Location: Main

Account: Test**3251

Control Total: \$ 0.00

memo

Create Tape Create Deposit

Deposits

Open 3 Pending 0 Recent 0

Users can also select an Open Deposit by double-clicking within the deposit information.

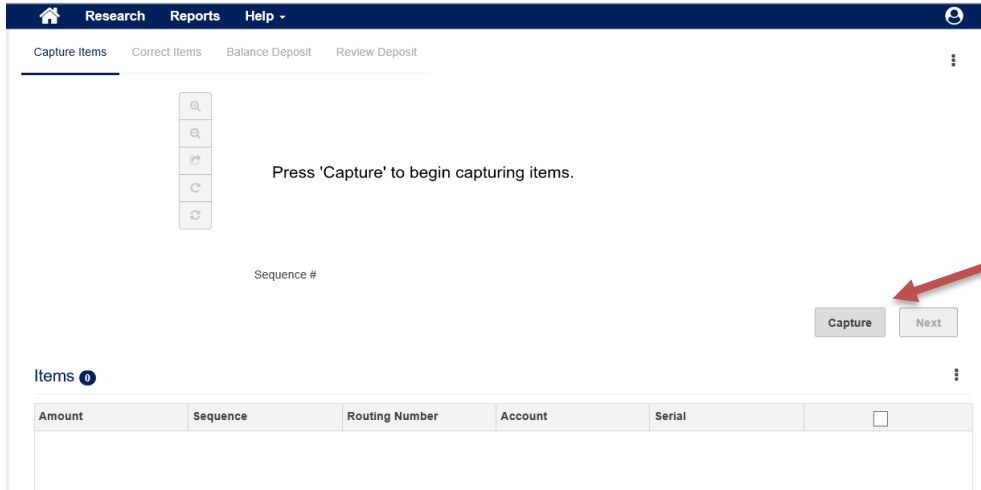
Deposit Tape

Select	Index	Sequence	Amount
<input type="checkbox"/>	1		\$ 5.00
<input checked="" type="checkbox"/>	2		\$ 10.00

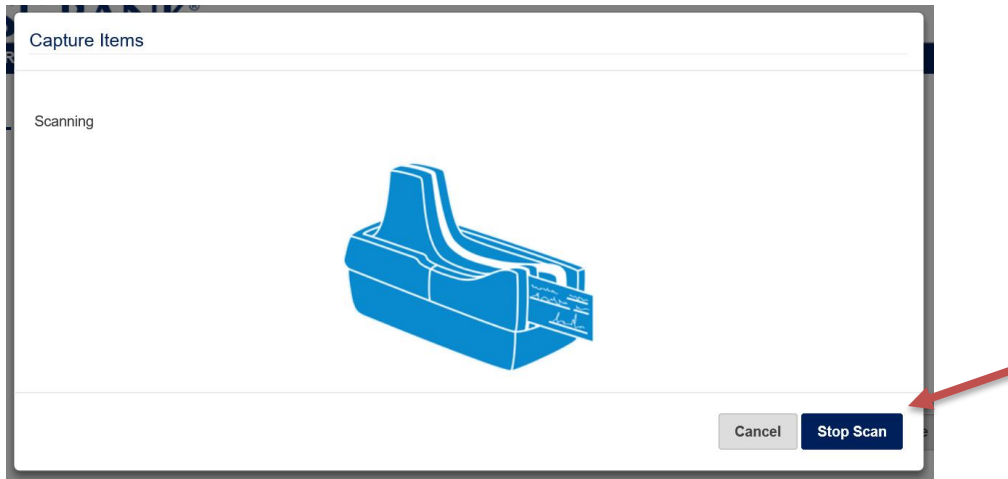
Item Count 2 Deposit Total \$15.00

Cancel Accept

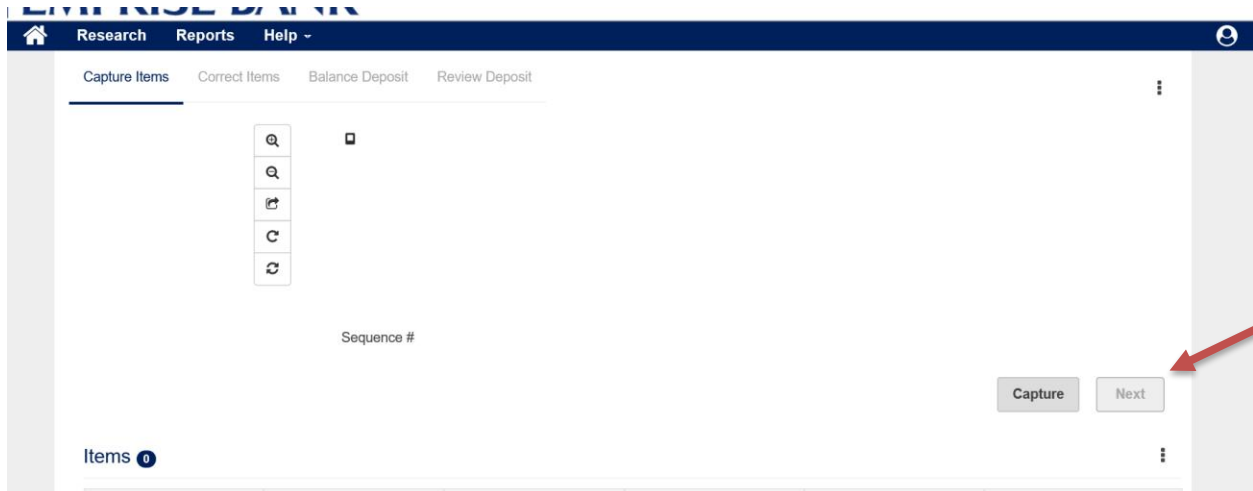
The user may then choose the Capture button on the right side of the screen to initiate the scanner.



Place the check(s) in the hopper and the scanner will automatically start feeding the check(s). Once all checks have been scanned, click the Stop Scan button:



This will shut down the scanner, then click Next (if checks have been scanned, the Next button will no longer be grayed out)

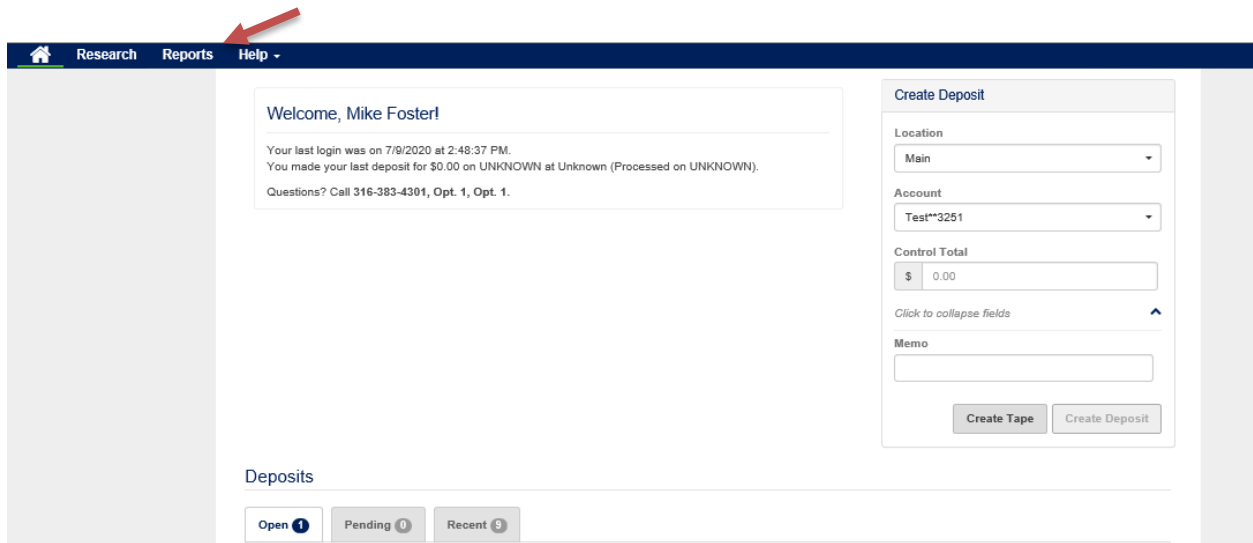


Once the user selects the Next button, the system will process through the workflows. If there are any items in need of review or correction, they will appear on the screen in the Correct Items step. The user should populate any fields that are missing data that are required. Once any items that required corrections are completed, the Balance Deposit screen will appear. If the deposit requires balancing, item amounts or the control total of the deposit can be corrected here. If the batch is balanced and complete, click the Submit button from the Review Deposit screen.

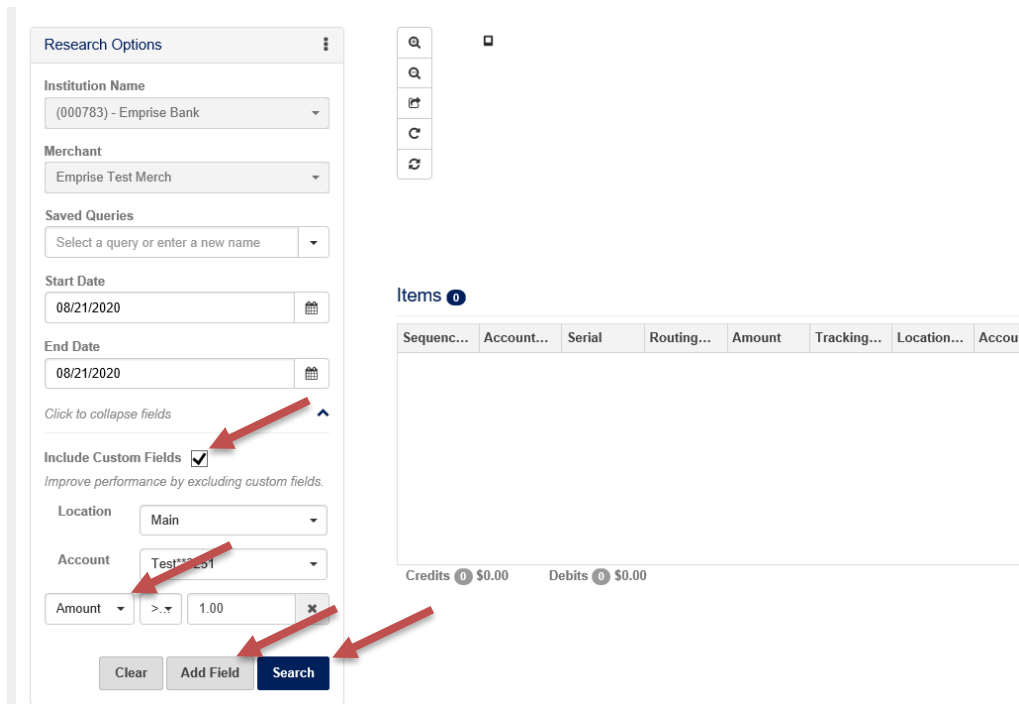
If no corrections were needed, the user will be immediately brought to the Review Deposit screen. After clicking Submit, there will be a drop-down menu titled "Receipt". From this drop-down, the user can select to save/print a report for this deposit. The report types are Deposit Detail, Image Report (1X3 Front Only), Image Report (Front + Back), or Image Report (Front Only).

If corrections were needed, the deposit will be placed into a Pending status until it is approved by Emprise Bank. While the deposit is in a Pending status, these reports will not be available.

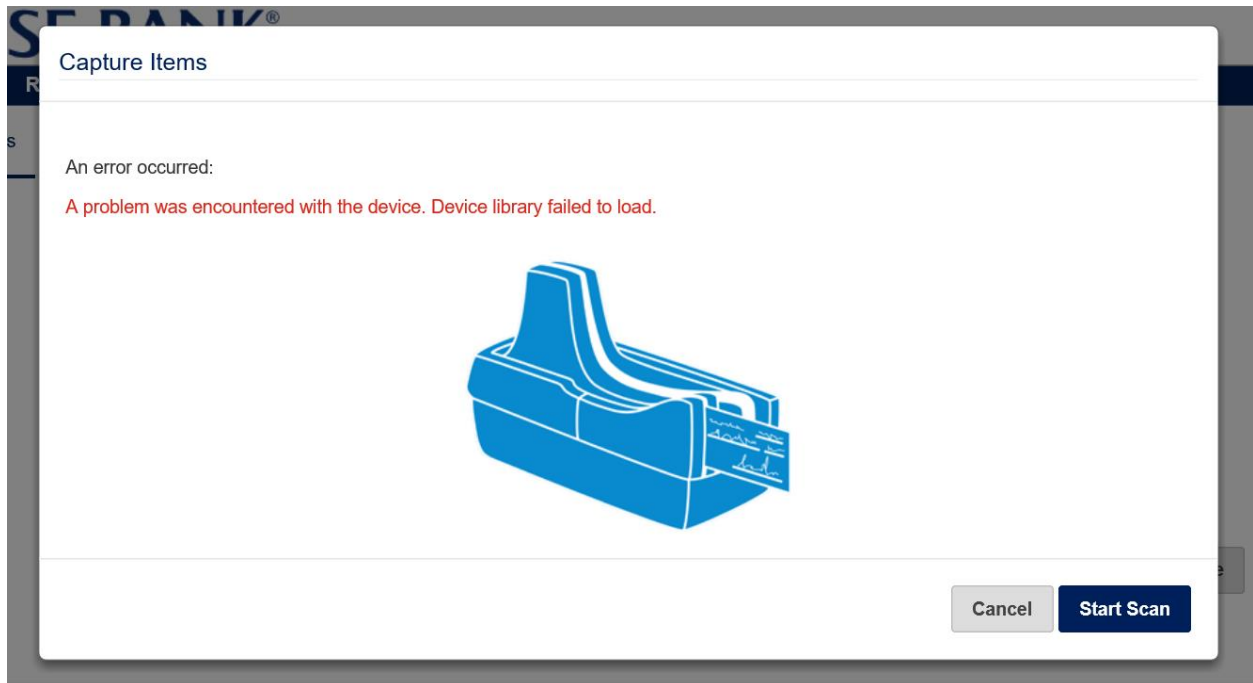
Once the deposit is approved by either the user (no corrections needed) or by Emprise (corrections were needed), the deposit will then show in the Recent tab, and the same reports, along with a few others, will be available from the Reports tab on the Home screen.



Using the Research tab, a user can search for specific items that have been deposited by selecting the check box for “Include Custom Fields”. Users can search by amount, serial (check #), etc.

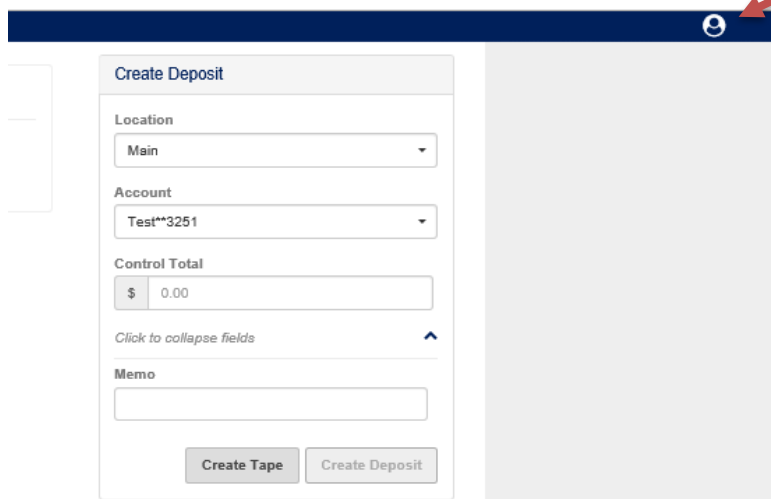


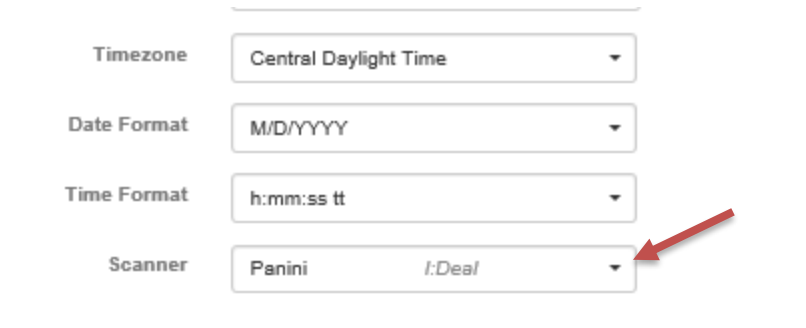
Troubleshooting:



If this error message appears after clicking Capture, please click Cancel and try the following steps in order:

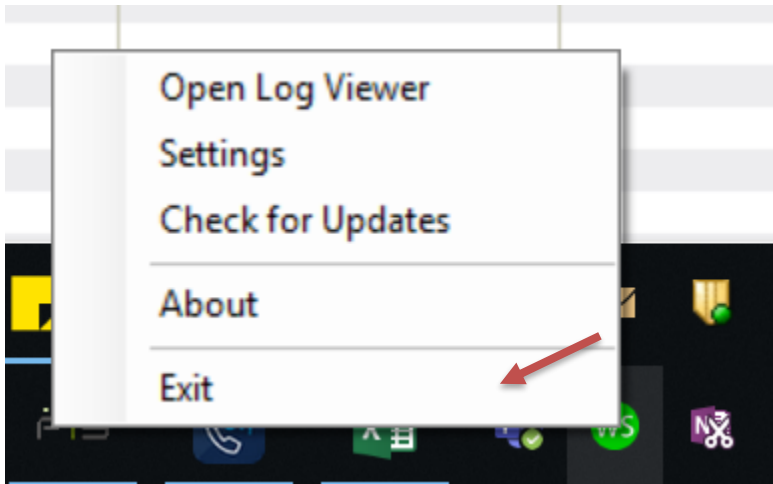
1. Verify that the scanner in the user's Profile is correct.





If Scanner is correct, proceed to #2.

2. Locate the small green or blue WebScan icon in the main toolbar at the bottom of the screen. Right click and select Exit.



From here, locate the WebScan shortcut on the desktop and double-click to relaunch WebScan.



Go back to the deposit screen and click Capture. If you receive the same error message, proceed to #3.

3. Have the user save any outstanding work and restart the computer. Once logged back in, double-click on the open batch and then on Capture.

For additional information or troubleshooting, please contact Emprise Bank Treasury Management Sales:

Email: tmsales@emprisebank.com

Phone: 316-383-4301 option 1, option 1