AMERICAN NATIONAL BANK®

Remote Deposit Capture User Guide

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Remote Deposit Capture Introduction

Remote Deposit Capture is a payments platform designed to make remote deposit capture easier. Remote Deposit Capture includes the following features to promote a better remote capture experience. It includes:

- Streamlined navigation to simplify accessing key areas by providing direct links to frequently visited pages.
- Modern design that uses a customizable display.
- Responsive web design to accommodate a variety of devices, screen sizes and browsers.
- Improved sorting and filtering options to make it easier to manage large-scale data displays.
- Intelligent use of common colors to consistently represent repeated action types.

This document highlights ways to use the features in Remote Deposit Capture and includes a list of available reporting features.

User Terminology

Throughout this document, the text will refer to certain parties and their responsibilities in using the application. The following terms will help define "who is who" while performing tasks in the system.

1. **Admin User** – The admin user is responsible for creating, deleting, enabling and disabling additional users within your organization. In addition, the admin user is responsible for the following:
    - Editing, unlocking, and/or deleting a user's profile
    - Resetting a user's password to provide a temporary one
    - Assigning specific roles or functions to a user
    - Designating users as authorized callers
    - Enabling access to deposit accounts (locations) for which a user will be processing deposits
2. **User** – A merchant/member employee with the ability to support end users. Based on their assigned roles/privileges, users will have the ability to perform the following:
    - Process transactions
    - Generate reports
    - Search transaction history
    - Edit transactions
    - Contact customer support (if applicable)

Note: Your menu options may differ slightly from those pictured throughout this document.

System Requirements

For an optimal experience, a high-speed Internet connection is recommended, in addition the following components are required for working with the application(s).

For the PC:

- Local administrative rights
- USB port 2.0 or higher
- .NET® Framework 4.6 or higher

For Microsoft® Windows®:

- Windows 7 Service Pack 1: Microsoft Internet Explorer® 11 or Google Chrome™
- Windows 8.1: Microsoft Internet Explorer 11 or Google Chrome
- Windows 10: Microsoft Internet Explorer 11, Microsoft Edge® or Google Chrome

  Note: The current version of Chrome and its two previous versions are supported.

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Supported Remote Deposit Scanners

The following scanners and operating systems have been certified to be compatible with Remote Deposit Capture.

Manufacturer	Models	Windows 10 with Microsoft Edge or Google Chrome	Windows 11 with Microsoft Edge or Google Chrome	Catalina/Big Sur/Monterey with Google Chrome
Digital Check	TellerScan® 240 Series	✓	✓	
	CheXpress® Series	✓	✓	
	SmartSource® Professional	✓	✓	
EPSON	CaptureOne™ TM-S1000 Series	✓	✓	
Panini	VisionX™ Series	✓	✓	✓
	I:Deal Series	✓	✓	
Canon	imageFORMULA CR-25	✓	✓	
	imageFORMULA CR-50	✓	✓	
	imageFORMULA CR-55	✓	✓	
	imageFORMULA CR-80	✓	✓	
	imageFORMULA CR-120/ 150	✓	✓	
	imageFORMULA CR-L1	✓	✓	
	imageFORMULA CR-135	✓	✓	
	imageFORMULA CR-180			
	imageFORMULA CR-190	✓	✓	

For the Mac:

- Local Administrator credentials
- Local user profile
- USB port 2.0 or higher
- MacOS Mojave:10.14 - Google Chrome
- MacOS Catalina: 10.15 - Google Chrome
- MacOS Big Sur: 11 - Google Chrome

  Note: The current version of Chrome and its two previous versions are supported.

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The following scanners and operating systems have been certified to be compatible with Remote Deposit Capture.

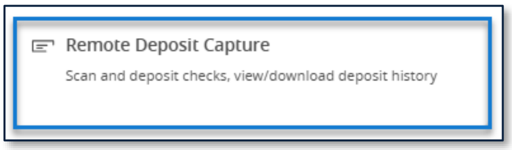
Manufacturer	Models	Windows 10 with Microsoft Edge or Google Chrome	Windows 11 with Microsoft Edge or Google Chrome	Catalina/Big Sur/Monterey with Google Chrome
Panini	VisionX™ Series	✓	✓	✓

Navigational Features

Accessing Remote Deposit Now

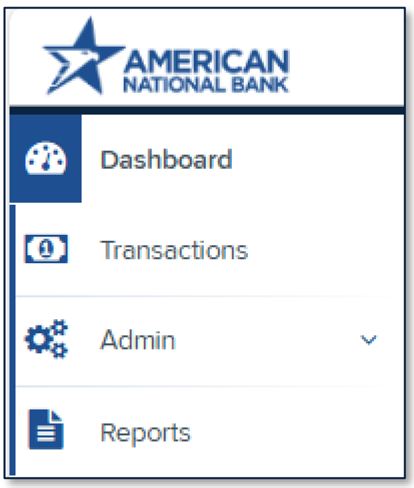
1. Log into ***ANB Go Business***.
2. Select ***Other Services*** from the *Main Menu Bar*.

3. Click ***Remote Deposit Capture.***

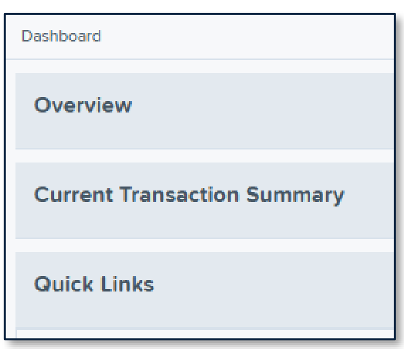


Main Menu

The main menu on the left contains primary options such as *Transactions* or *Reports* that allow you to navigate throughout features in the system. Primary categories on the main menu contain sub-options based on user permissions. All sub-options under primary categories relate to that primary category. For example, all sub-options under the *Admin* tab relate to that topic.



Customizable Dashboard



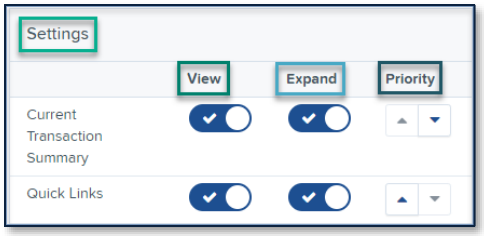
Overview Panel

Dashboard display settings allow you to decide how the page displays. Settings are automatically updated and saved, and are remembered for each user.
To choose display settings:

1. Click the ***Settings*** icon on the right in the *Overview* section.
2. Use the enable/disable buttons to in the ***Settings*** panel to:

- Hide or show panels under ***View***.
- Expand or collapse panels under ***Expand***.

3. Use the arrows to determine the order in which you see items on the *Dashboard* page under ***Priority***.



4. Click the icon to close ***Settings*** and return to the *Dashboard* page.

Quick Links Panel

The **Quick Links** panel provides a quick and efficient way to access your most-used reports. Configuration options are automatically updated and saved and are remembered for each user.
To access and set up **Quick Links** configuration options:

1. Locate the **Quick Links** panel within the *Dashboard* tab. Click ***Expand*** to open the panel if needed.
2. Click **Settings**. The **Settings** panel opens, showing a list of available transactions and/or reports.

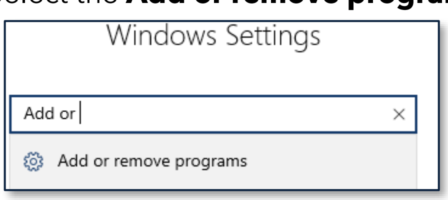
3. Select the tab you wish to configure, ***Transactions*** or ***Reports***.
4. Choose whether to show/hide the items by selecting the **toggle** buttons under *View*. Checking or unchecking the **View** box allows you to simultaneously select/unselect all items on the tab you selected. You can also select the display order by using the **Priority** up and down arrows.
5. Click to close **Settings** and return to the *Dashboard* page.

Removing and Installing Scanner Drivers

Removing Scanner Drivers

1. **Unplug the scanner from the computer**
2. Log out of *Remote Deposit* and close all browsers.
3. Click the **Windows** icon in the bottom left corner of your screen. It might look like a colored globe or an icon.

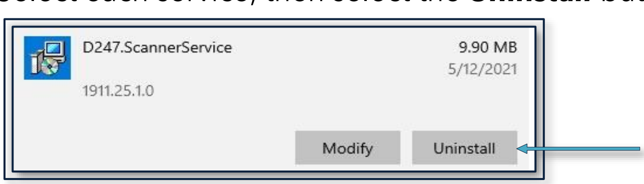
   Note: If the customer is using a Mac, open **Launchpad** in the dock or use the control strip.
4. Select the **Settings** icon.
5. From the *Windows Settings* menu search bar, type in **Add or remove** in the search bar.
6. Select the **Add or remove programs** from the results.



7. In the *Apps & features* page, locate the scanner services to remove. In some cases, there will be two or three items to remove. In the table contains a list of programs needed for each Scanner Model.

Scanner Model	Add/Remove Program Listing
TellerScan CheXpress CX30 TS215, TS230, TS240	- ProfitStars Scan Service - TellerScan - TellerScan Combined Driver Version 17.02
Burroughs SmartSource	- ProfitStars Scan Service - SmartSource
Epson CaptureOne (TM-S1000)	- ProfitStars Scan Service - EPSON CaptureOne - EPSON TMUSB Driver v.6.10
Panini My Vision X / Vision X	- ProfitStars Scan Service - Panini Vision X - Panini Universal Installer 4.5.102
Panini I:Deal	- ProfitStars Scan Service - Ideal - Panini Universal Installer 4.2.002
Canon CR-25/55	- ProfitStars Scan Service - Canon CR25 - Canon Driver for CR-25/55
Canon CR-50/80	- ProfitStars Scan Service - Canon CR50 - Canon Driver for CR-50/80
Canon CR-50/80/L1	- ProfitStars Scan Service - Canon Driver for CR-50/80/L1 - CanonCR_50_80_L1
Canon CR-80	- ProfitStars Scan Service - Canon CR80 - Canon Driver for CR-50/80
Canon (32 bit) CR-120/150	- ProfitStars Scan Service - Canon CR-120 and CR-150 - Canon Driver for CR-120/150
Canon (64 bit) CR-120/150	- ProfitStars Scan Service - Canon CR-120 and CR-150 - Canon Driver for CR-120/150 (x64)
Canon CR-135i	- ProfitStars Scan Service - Canon CR135 - Canon Driver for CR-135i/190i
Canon CR-180	- ProfitStars Scan Service - Canon CR180 - Canon Driver for CR-180II
Canon CR-190i	- ProfitStars Scan Service - Canon CR190 - Canon Driver for CR-135i/190i

8. Select each service, then select the ***Uninstall*** button.



Note: To uninstall the software, you may need administrative privileges for uninstallation purposes. Consult with your IT department for access.

9. Follow the on-screen prompts to remove the application.

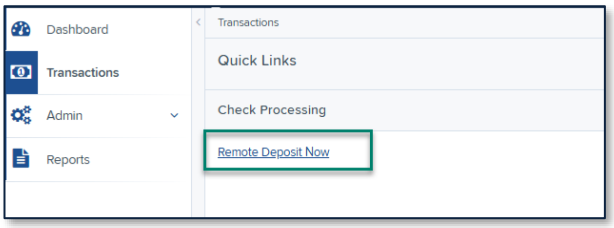
10. Repeat until all scanner programs have been uninstalled.
11. Once all programs have been removed, ***restart your computer***.
12. Once restarted you are now ready to begin the installation of the new scanner software and drivers. Please reference the Installing Scan Service and Scanner section of this guide to assistance with re-downloading your scanner.

Installing Service and Scanner Drivers

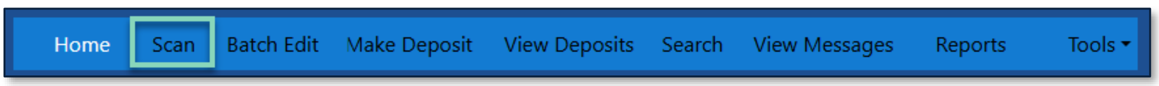
Microsoft Windows - Service and Scanner Installation

Installing Scan Service

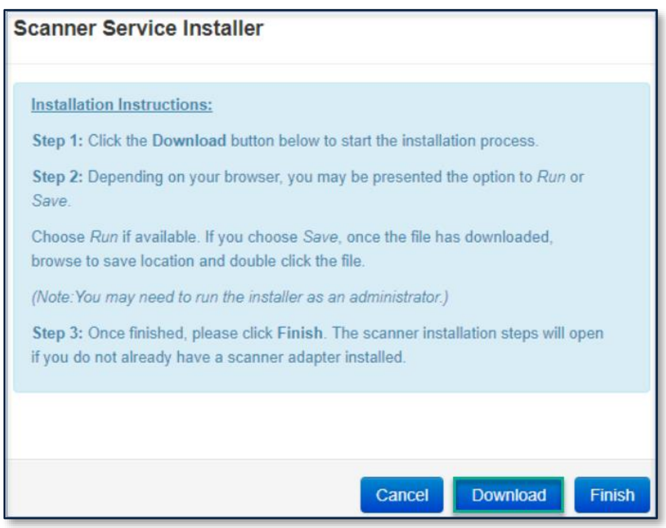
1. **Unplug the scanner from the computer.**
2. Login to ***Remote Deposit Capture***.
3. In the left-hand menu, select the ***Transactions*** tab.
4. Under *Check Processing*, click ***Remote Deposit Now***.



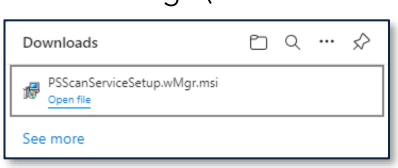
5. Menu options are now listed at the top of the page. Click ***Scan***.



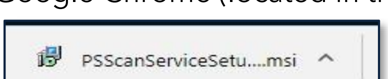
6. The *Scanner Service Installer* prompt will appear, click ***Download***.



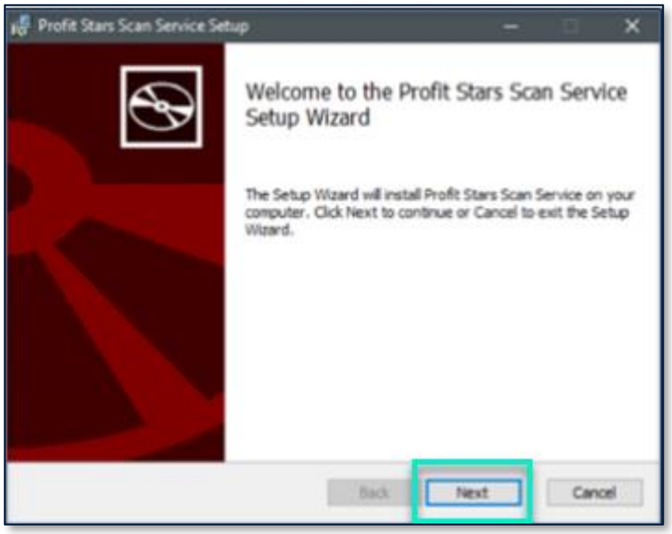
7. Depending on your browser, you will see one of the following downloads to click.
   a. Microsoft Edge (located in the upper right corner of your screen).



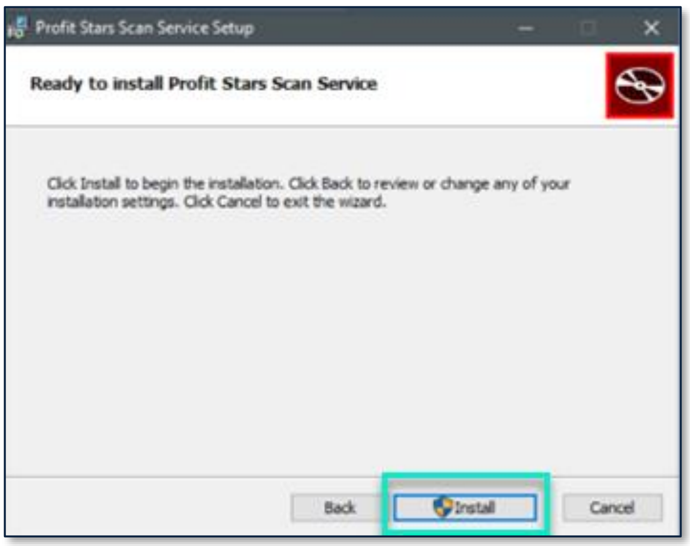
   b. Google Chrome (located in the bottom left corner of your screen).



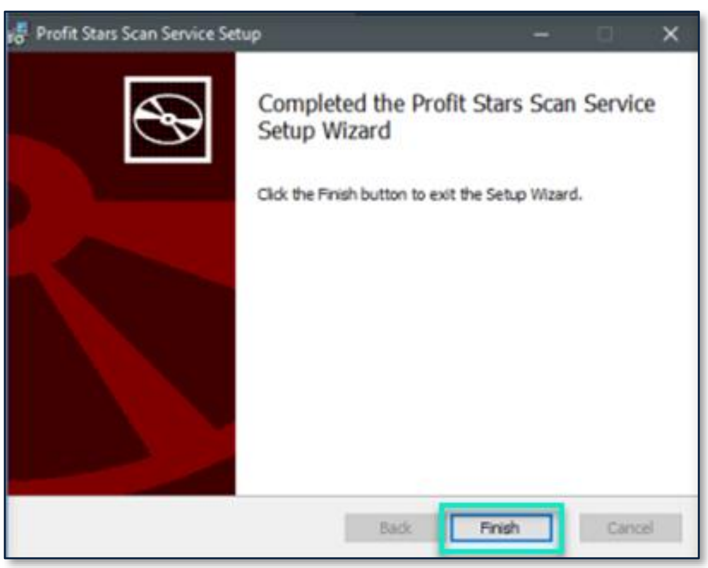
8. To continue, click ***Next*** through the ProfitStars Wizard steps.



9. Click ***Install***.



10. Click ***Finish***.

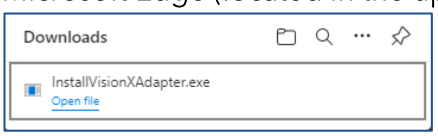


Installing Scanner

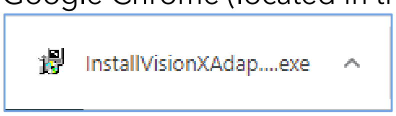
The *Scanner Driver Installers* window should appear. If not, click the arrow next to ***Start*** and select ***Scanner Installers***. Select your scanner model from the drop-down menu, then click ***Download***.

Note: The images below are examples from the Panini VisionX installer. The Install Wizard for other scanner models may differ.

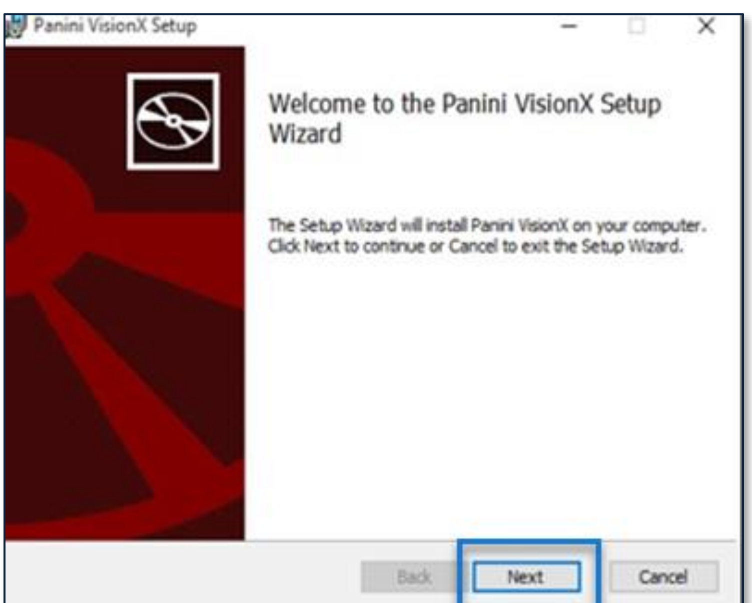
11. Click the ***InstallAdapter.exe*** download to begin the installation.
    a. Microsoft Edge (located in the upper right corner of your screen).



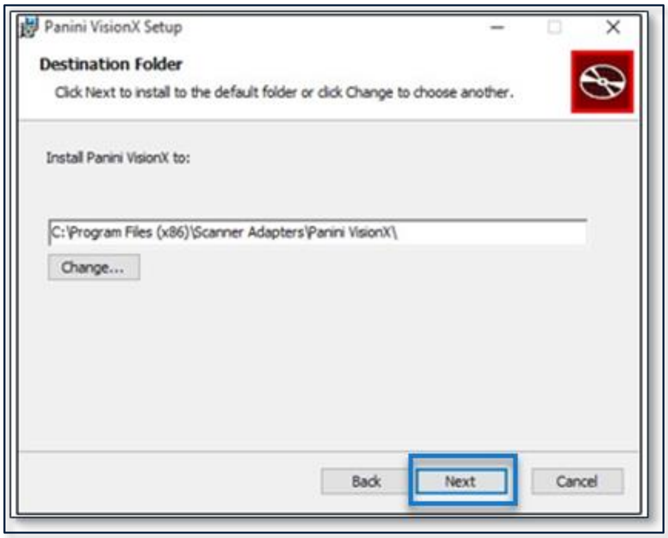
    b. Google Chrome (located in the bottom left corner of your screen).



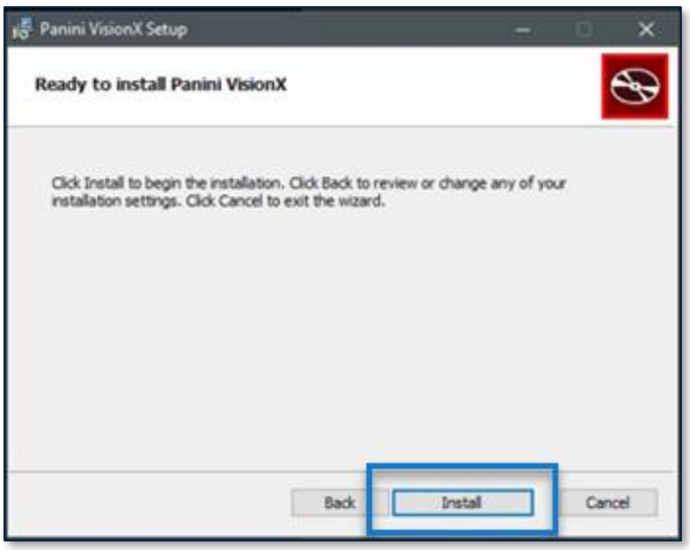
12. Depending on the scanner model, you may receive the following adapter setup message. Click ***Next*** to continue.



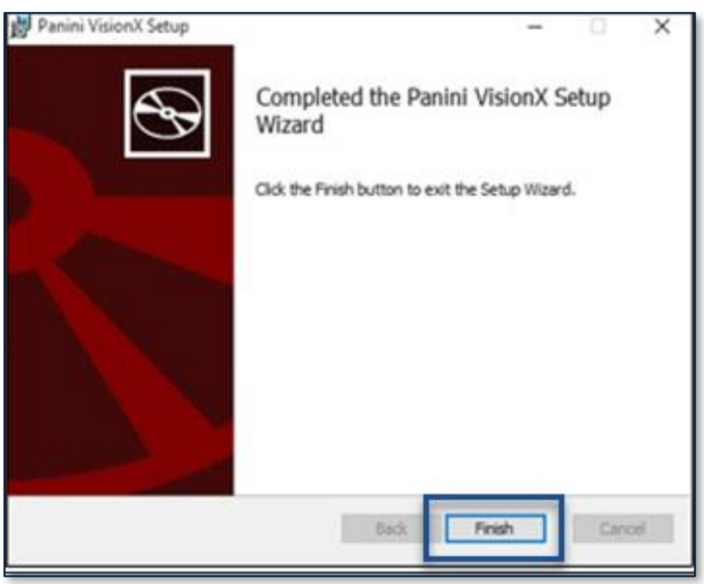
13. The following window displays information regarding the destination folder for the adapter. Click ***Next*** to continue.



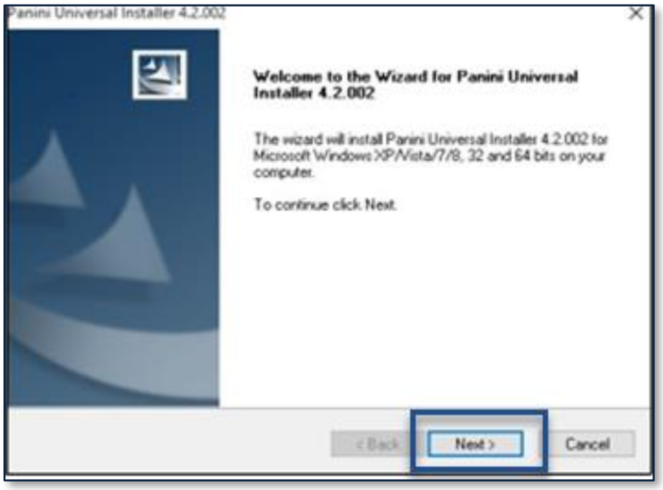
14. Click ***Install*** to continue.



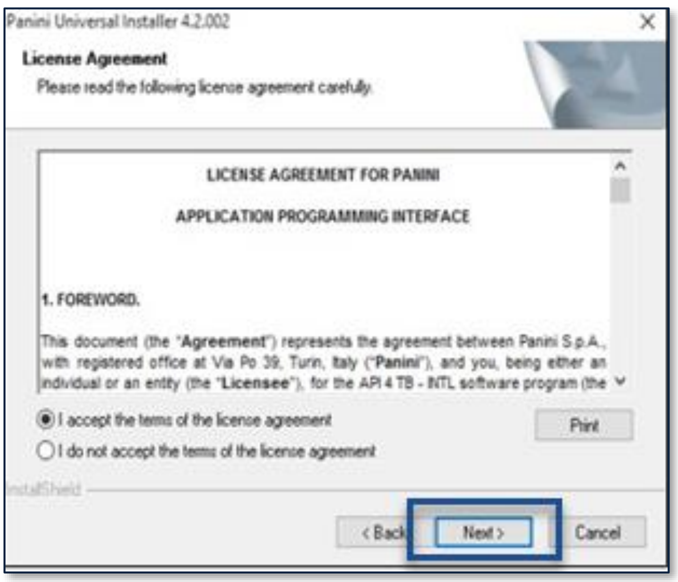
15. A confirmation for completing the adapter setup appears. Click ***Finish***.



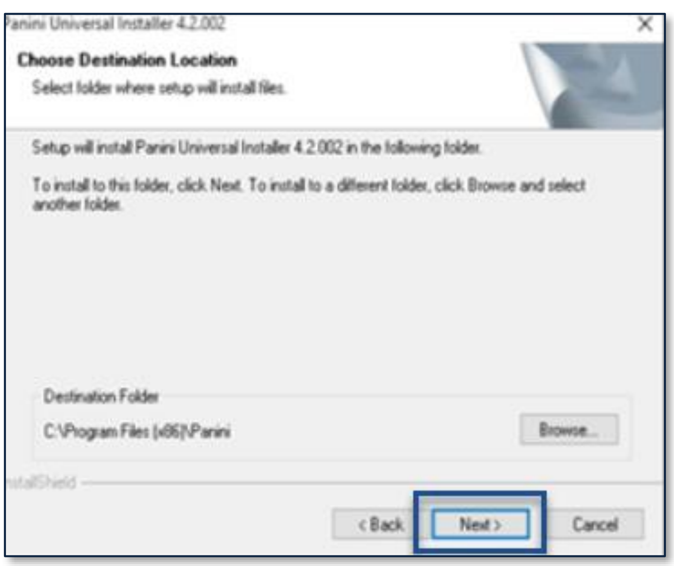
16. The installation prompt for the driver portion appears. Click ***Next*** to continue.



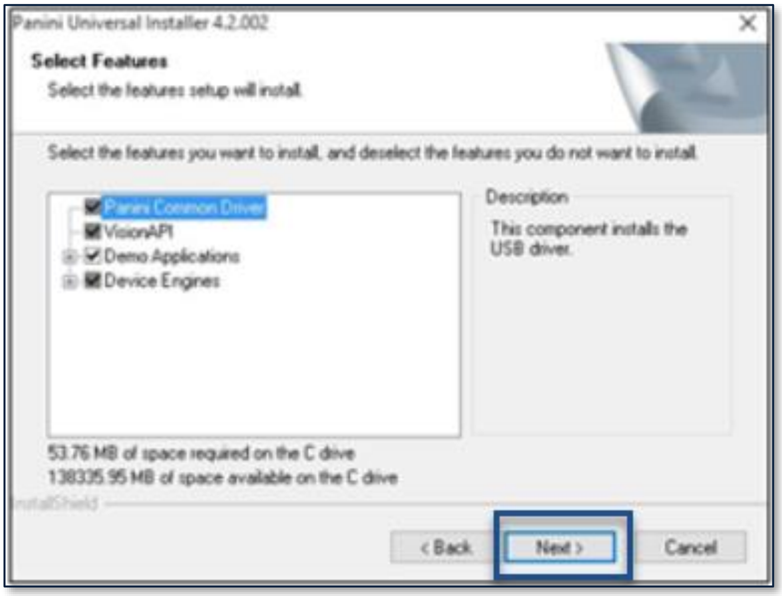
17. An *End User License Agreement* appears. Select the ***I accept the terms of the license agreement*** button, and then click ***Next***.



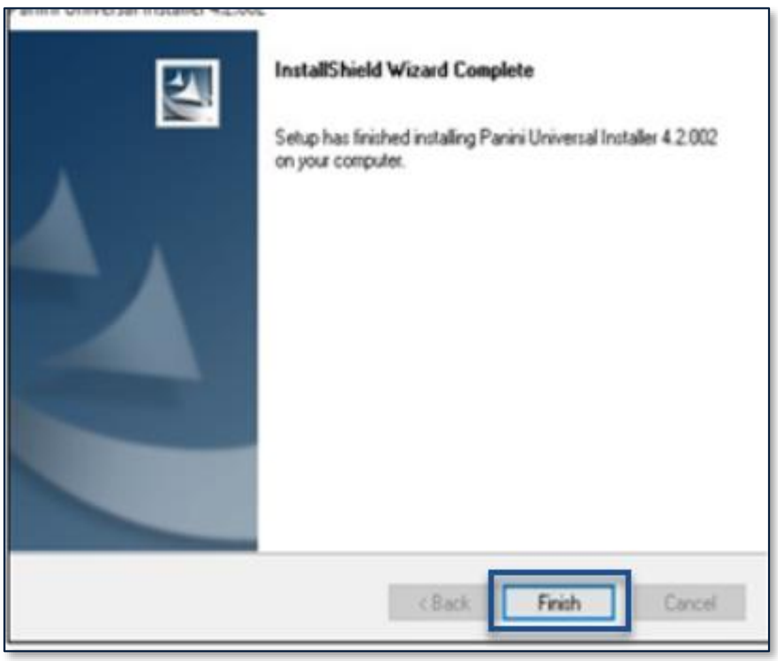
18. The following window displays information regarding the destination folder for the driver. Click ***Next*** to continue.



19. A prompt appears for the features that will be installed. Click ***Next*** to continue.



20. Conformation for completing the installation appears. Click ***Finish***.



21. The installation process for the scanner driver and adapter is complete.
22. You may now plug the USB cable from the scanner into the computer. A popup window may indicate that the device is ready to use.
23. You are now ready to begin your deposit

Apple MacOS - Service and Scanner Installation

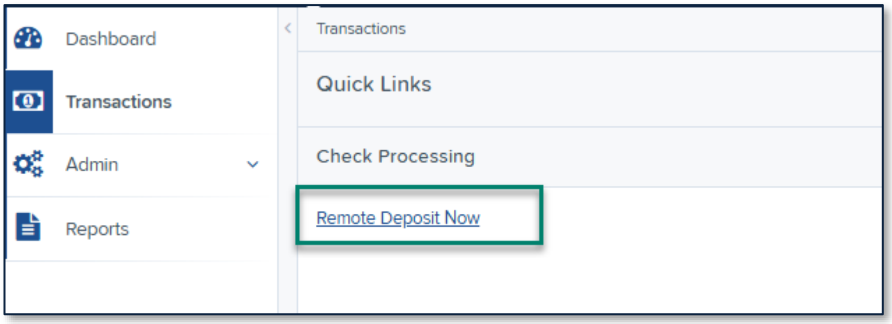
If you do not already have the following components installed, use the links provided below to download and install the appropriate components for use with Remote Deposit Capture on macOS®. See the "Installing Mono Framework" section below for instructions.

Mono™ Framework 5.18.1.3:
https://download.mono-project.com/archive/5.18.1/macos-10-universal/

Note: If you receive an error in the download process, try downloading the Mono Framework 5.18.1.28 and installing again.

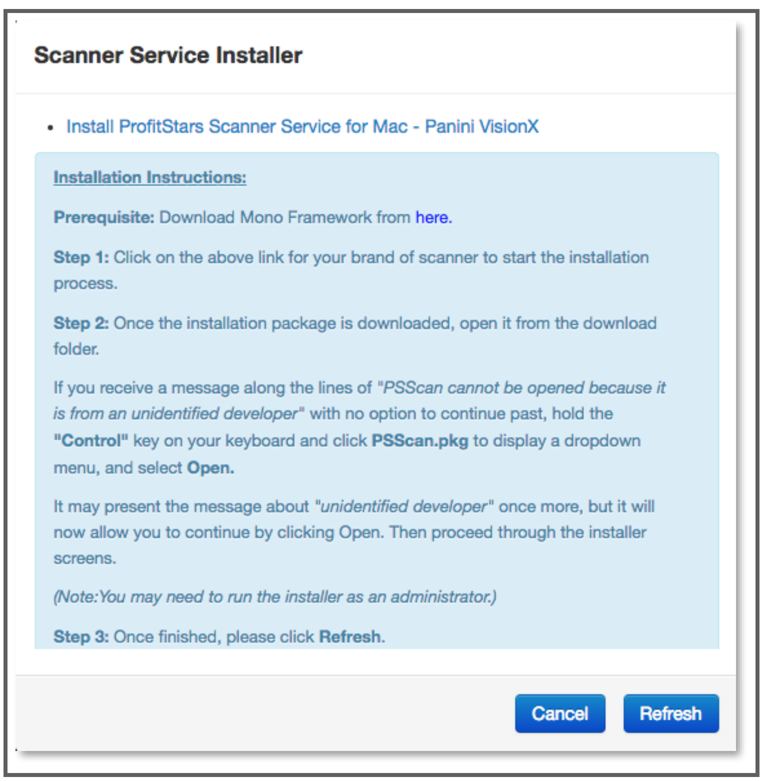
Installing Scan Service

1. **Unplug the scanner from the computer.**
2. Login to ***Remote Deposit Capture***.
3. In the left-hand menu, select the ***Transactions*** tab.
4. Under *Check Processing*, click ***Remote Deposit Now***.

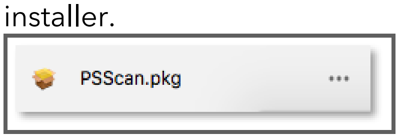


5. Menu options are now listed at the top of the page. Click ***Scan***.

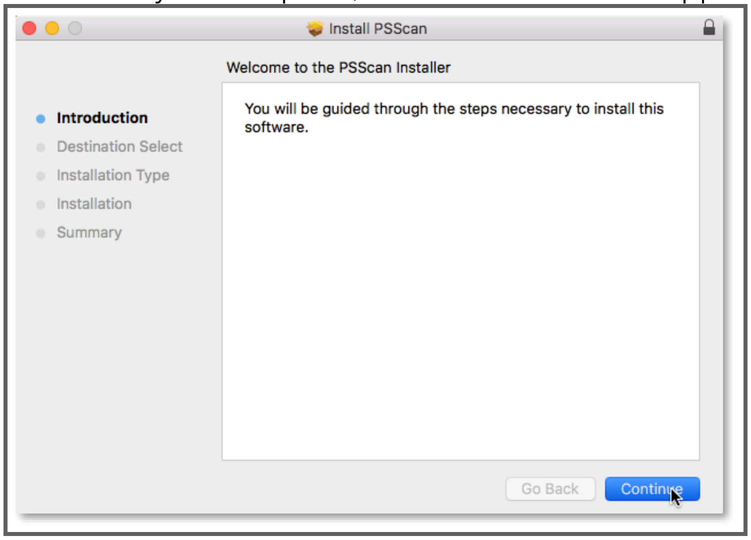
6. Scanner Service Installer prompt will appear, click ***Download***.
7. The *Scanner Service Installer* window will appear. As shown below, click the **Install ProfitStars Scanner Service for Mac -Panini VisionX** link to begin.



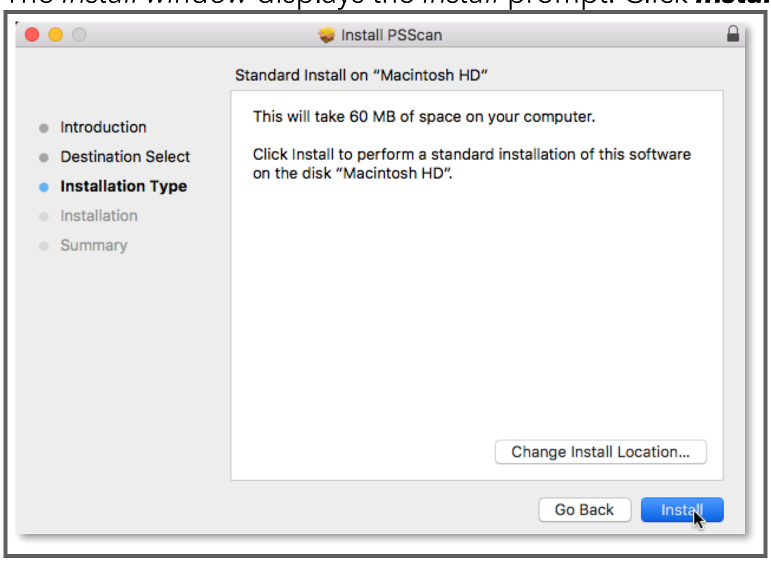
8. Click **PSScan.pkg** on the bottom left-hand corner of the Google Chrome browser window to run the installer.



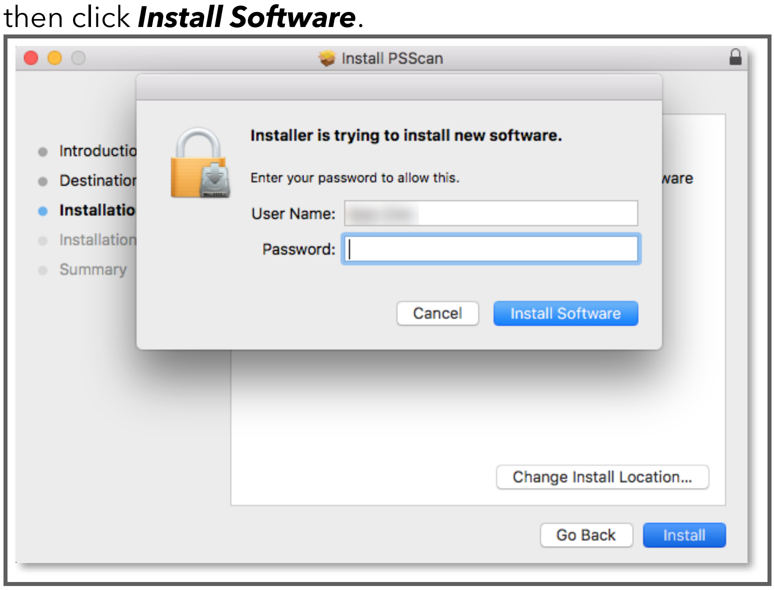
9. The *ProfitStars Scan Service Setup Install Window* appears. Disconnect the scanner's USB or power cable from your computer, and then exit all other applications. Click ***Continue***, as shown below.



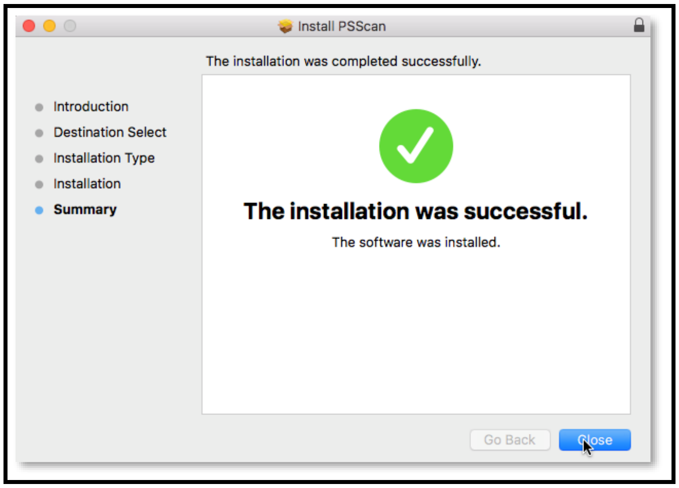
10. The *Install window* displays the *Install* prompt. Click ***Install*** to continue, as shown below.



11. Installing this software requires administrator credentials. Enter your administrator credentials and then click ***Install Software***.

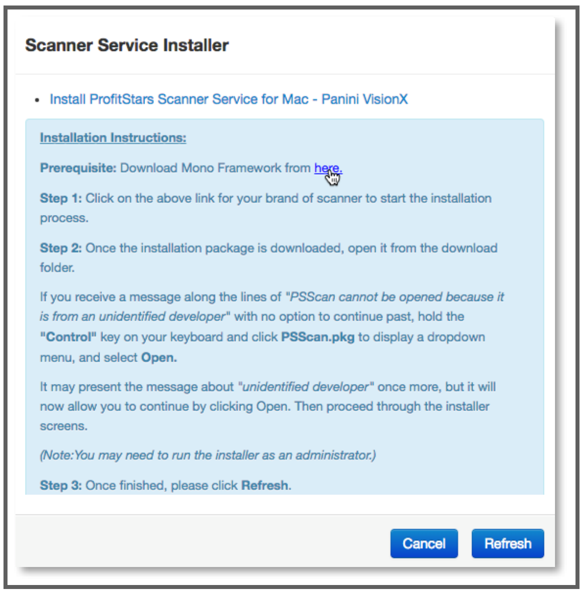


12. Select ***Close*** to complete the installation, as shown below.

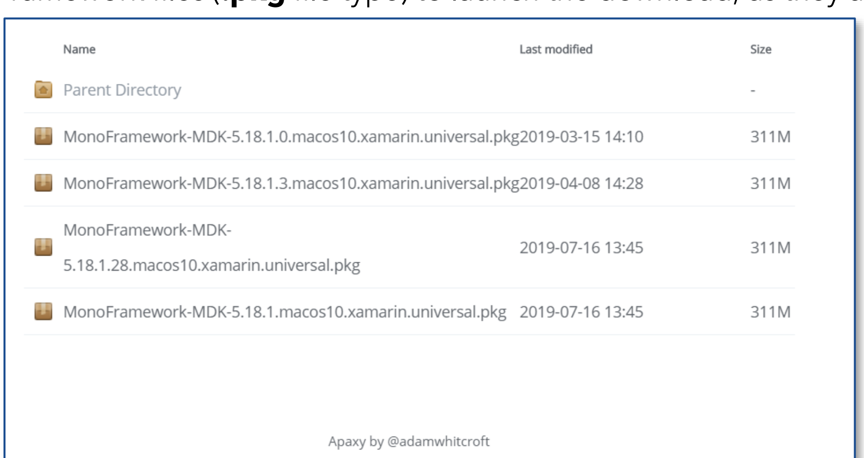


Installing Scanner

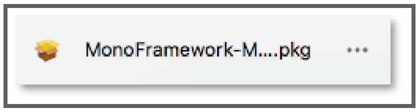
1. Prerequisite - As pictured below, click the ***here*** link in the *Prerequisite* line from the *Installation Instructions* section of the *Scanner Service Installer* window.



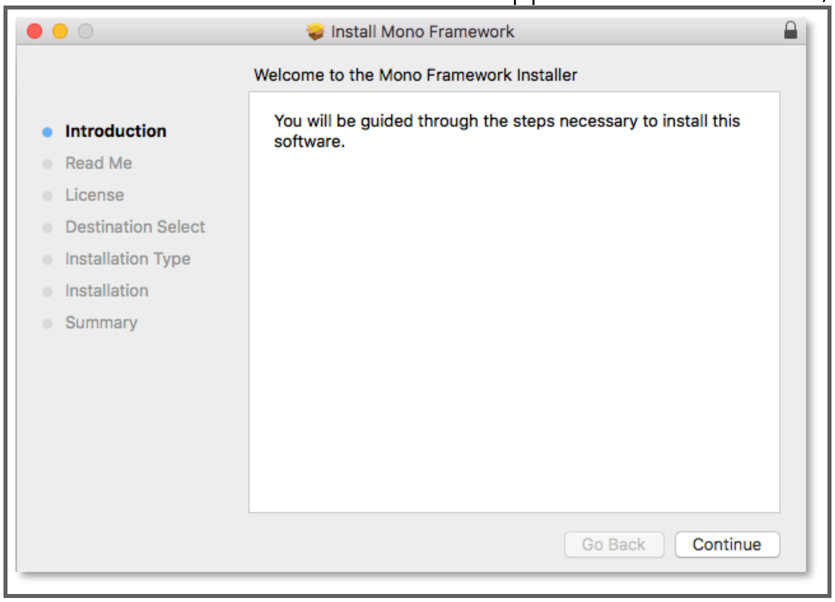
2. The link will navigate you to the Mono Framework webpage (depicted below). Click either one of the Framework files (**.pkg** file type) to launch the download, as they are identical.



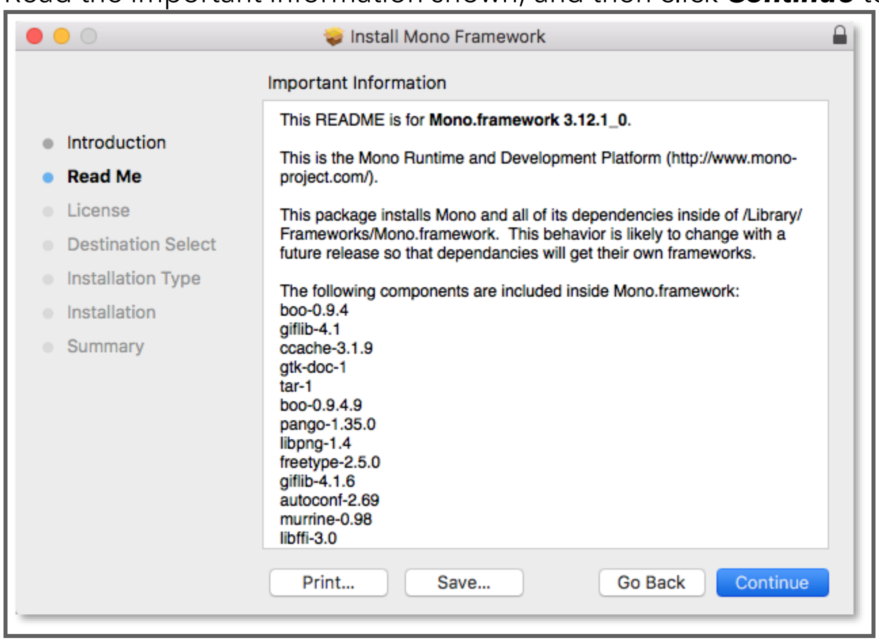
3. Click **MonoFramework-MDK….pkg** on the bottom left-hand corner of the Google Chrome browser window to run the installer.



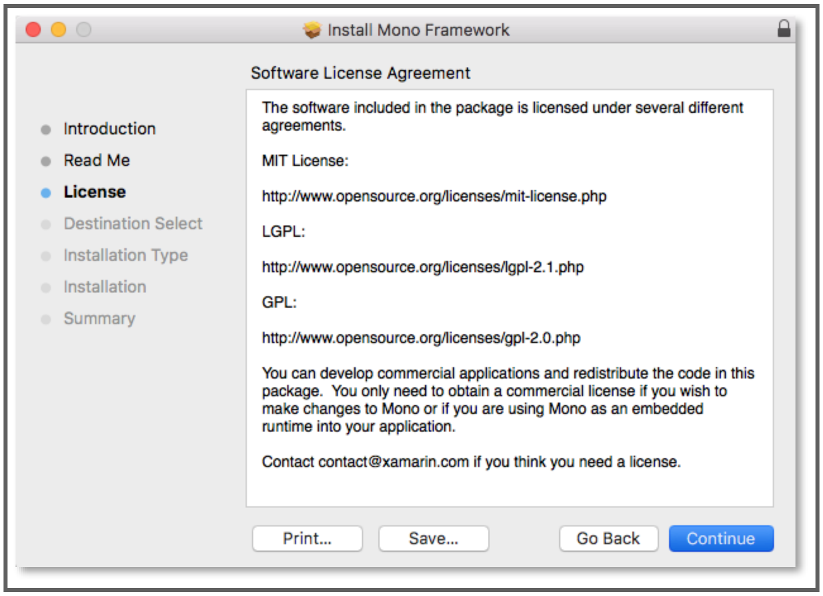
4. The *Install Mono Framework* window appears. Click ***Continue***, as shown below.



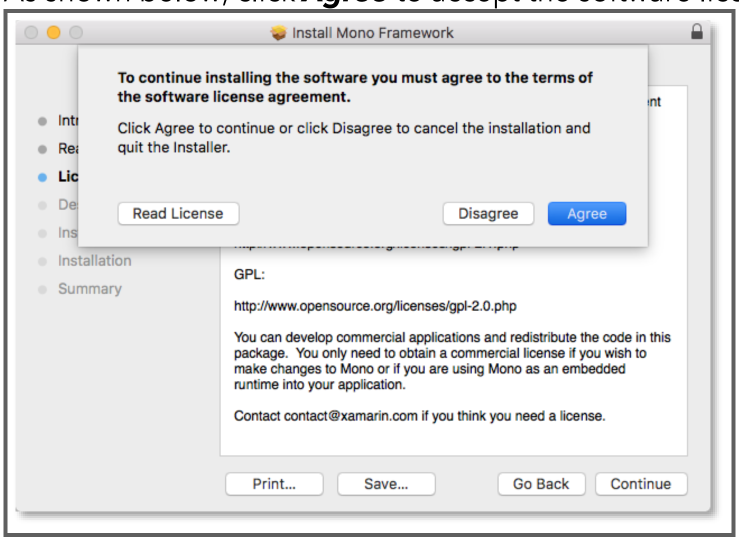
5. Read the important information shown, and then click ***Continue*** to install the Mono Framework.



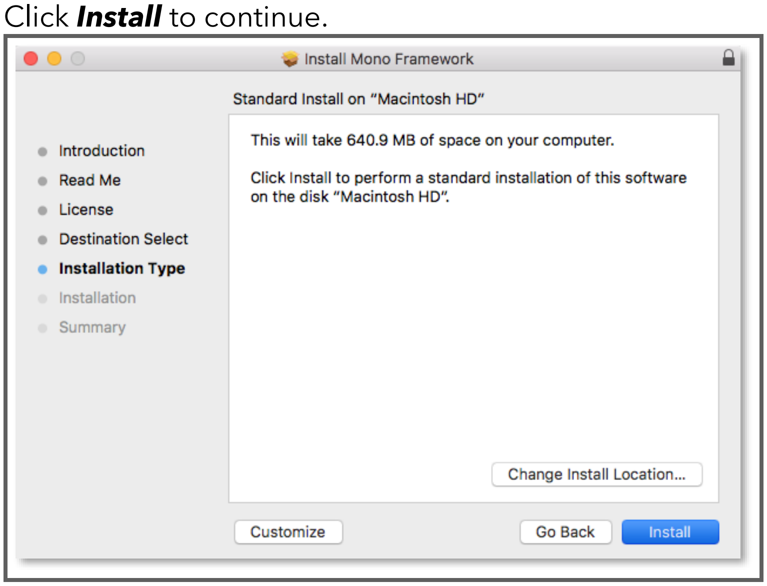
6. Read the software license agreement section, and then click ***Continue***.



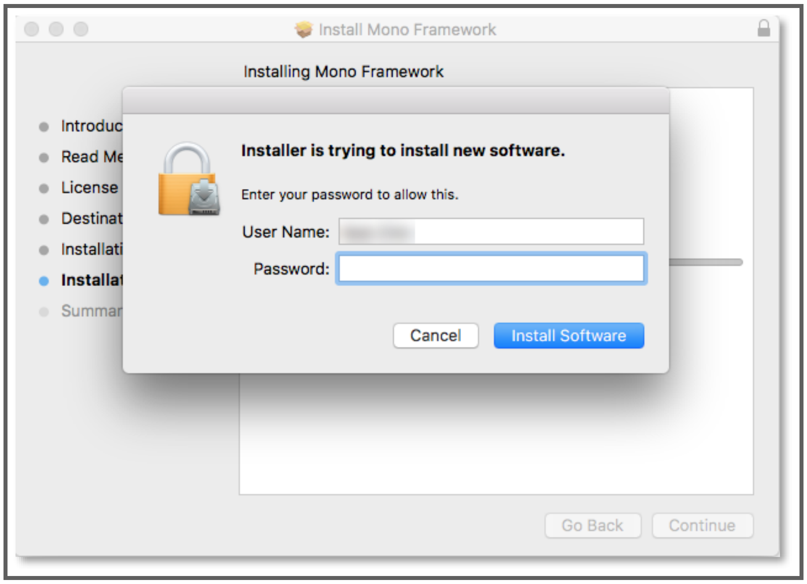
7. As shown below, click ***Agree*** to accept the software license agreement terms.



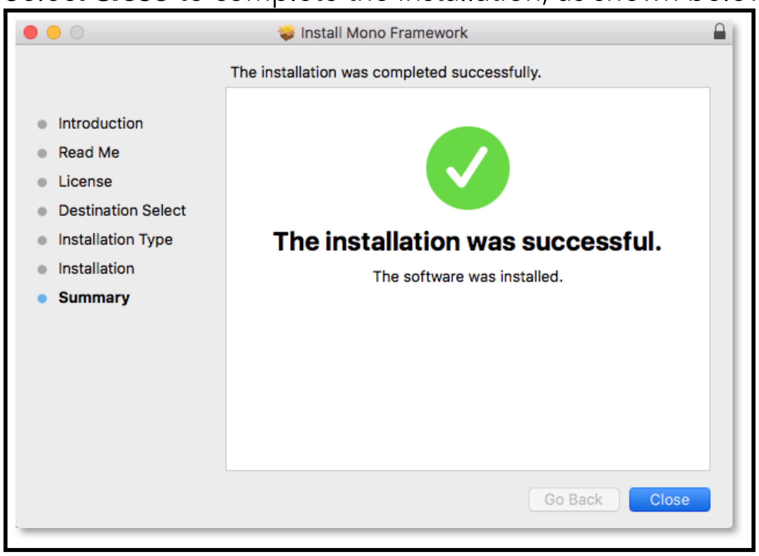
8. Click ***Install*** to continue.



9. Installation of this software requires administrator credentials. Enter your administrator credentials and then click ***Install Software***.



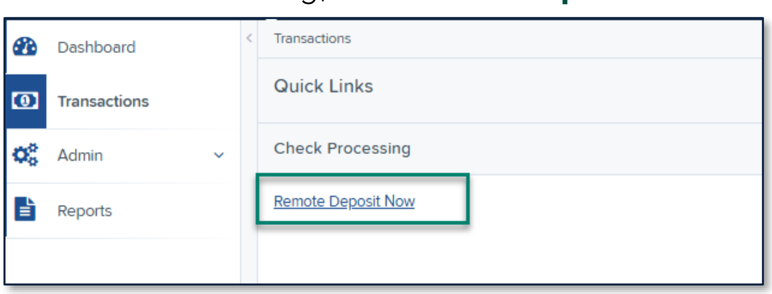
10. Select ***Close*** to complete the installation, as shown below.



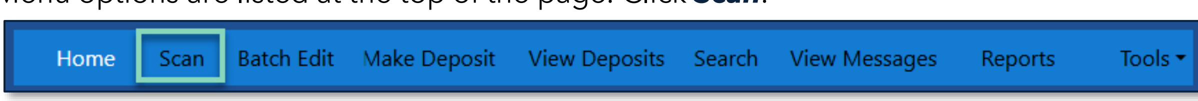
Make Deposits

Scan/Create a Deposit

1. Login to ***Remote Deposit Capture***.
2. In the left-hand menu, select the ***Transactions*** tab.
3. Under *Check Processing*, click **Remote Deposit Now**.

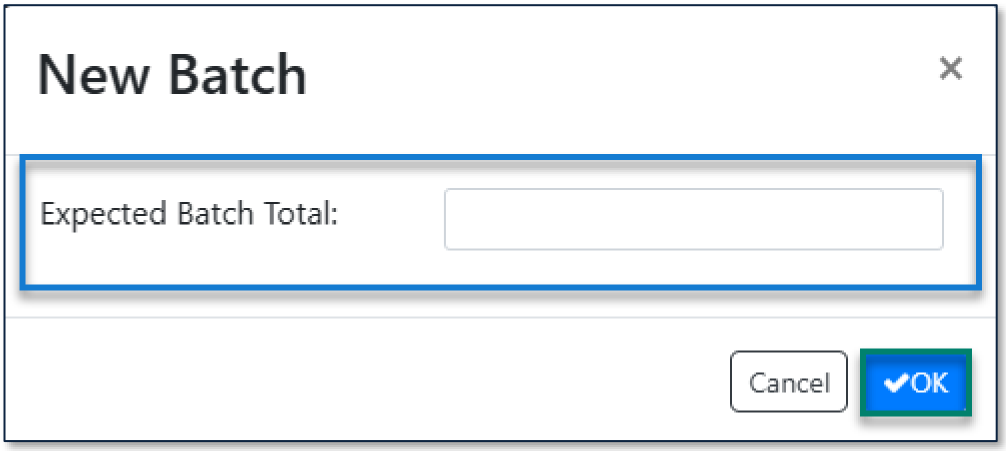


4. Menu options are listed at the top of the page. Click ***Scan***.



5. Click the ***Start*** option on the bottom left of screen
6. Enter ***Expected Batch Total***.
7. Click ***OK***

   Note: The check scanner should start up and scan right after ***OK*** is selected.

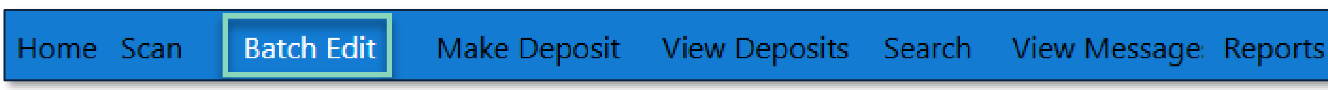


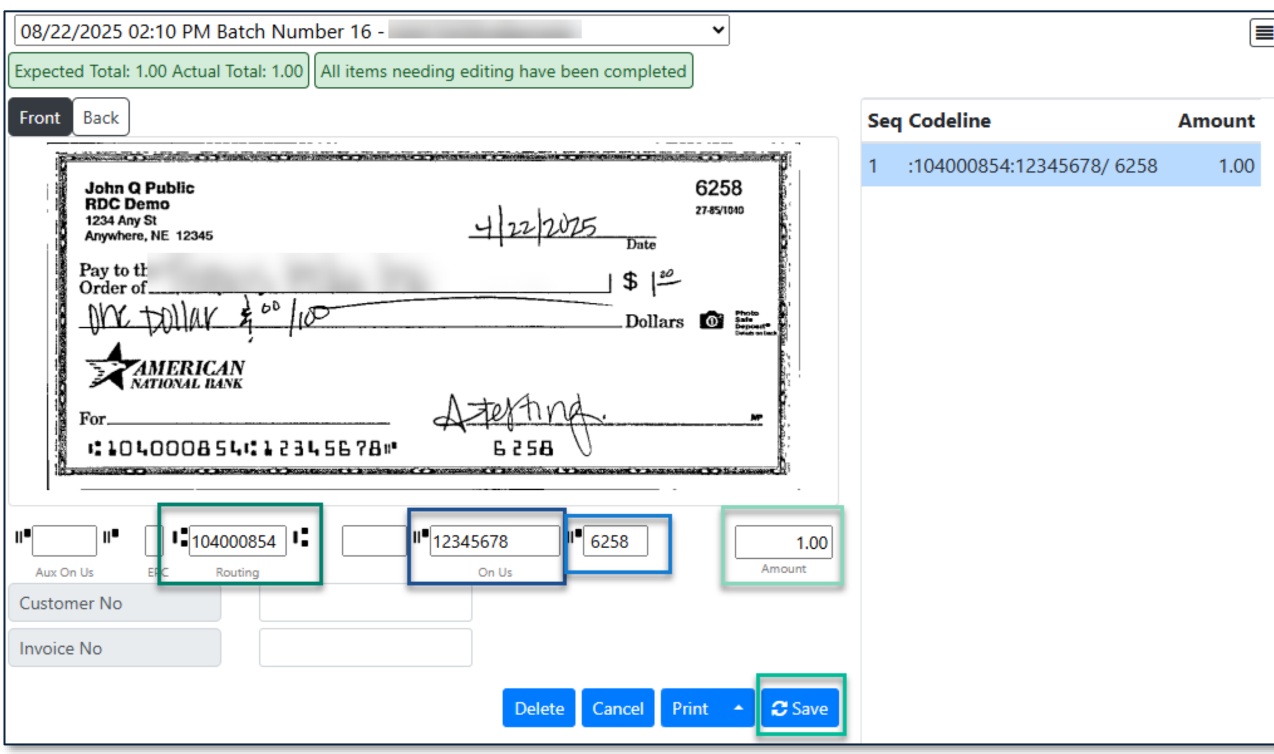
8. For single-feed scanners, click ***Start*** again to begin scanning another check.
9. Once all checks are scanned, click on ***Close Batch***.

Batch Edit

1. To Start the next step of editing the batch, click ***Batch Edit***.
   a. If the check read correctly all fields will be prefilled and completed.
   b. If check was not read correctly, you will need to key the missing fields.

   Note: Missing fields could be *Routing*, *On Us* (account number), *Check Number* and *Amount*.



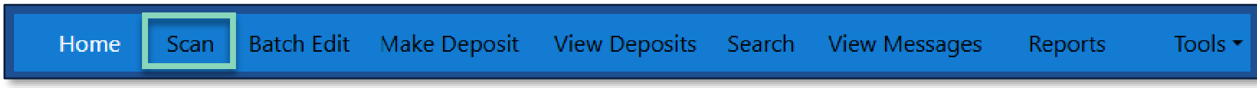


2. Once all fields are keyed correctly, click ***Save***.

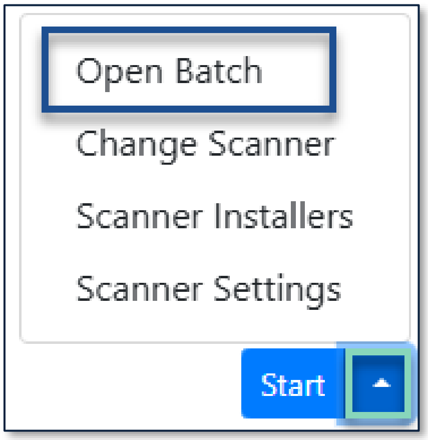
   Note: If you click save and receive a red error message, correct the fields being requested.

Editing a Batch Total

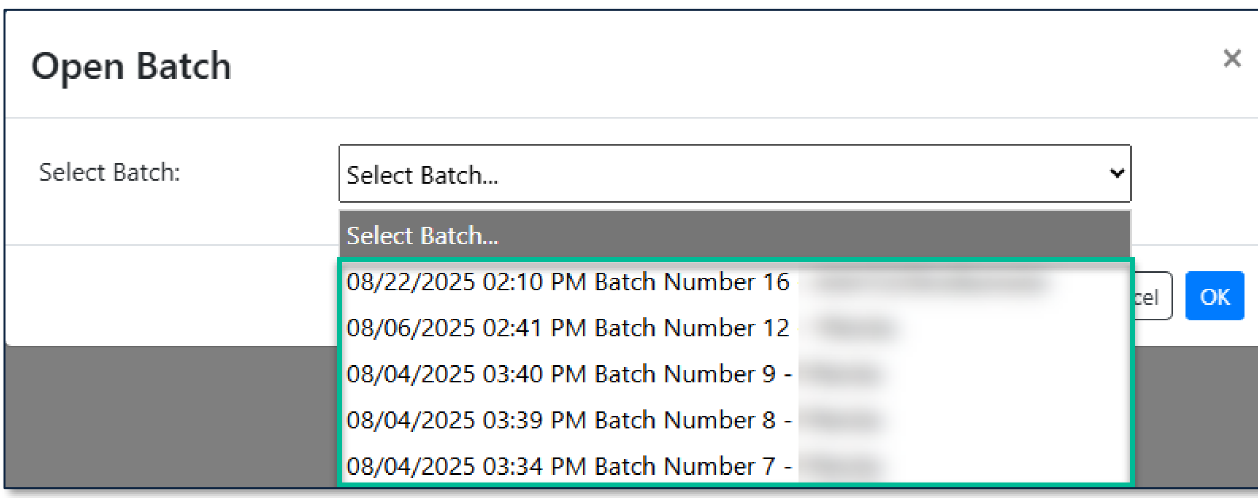
1. If you need to adjust a batch total, click ***Scan***.



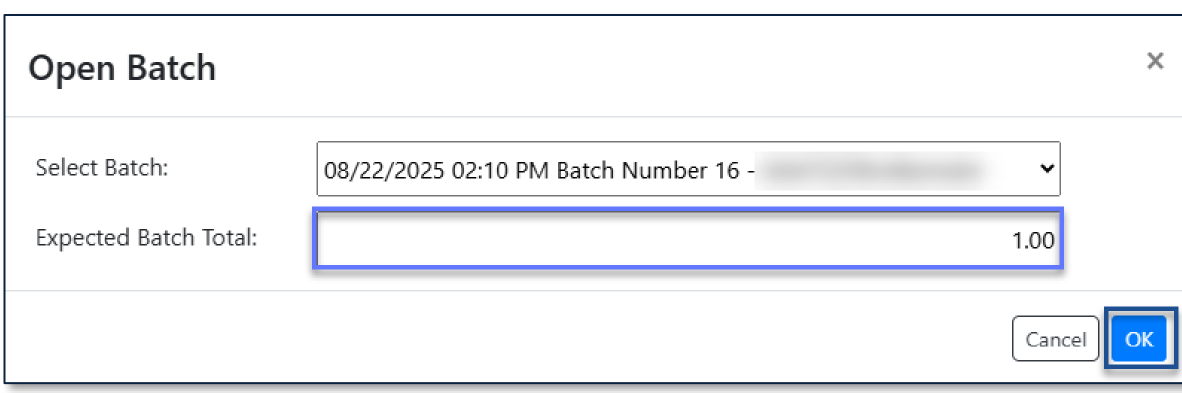
2. Click the ***arrow*** next to the start button and then select ***Open Batch***.



3. Select a batch from the dropdown menu.



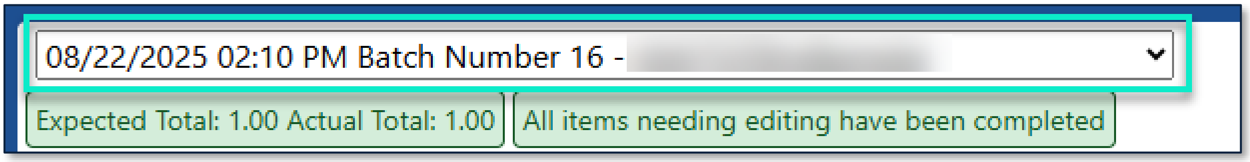
4. Enter the new amount in the ***Expected Batch Total*** field.
5. Click ***OK***.



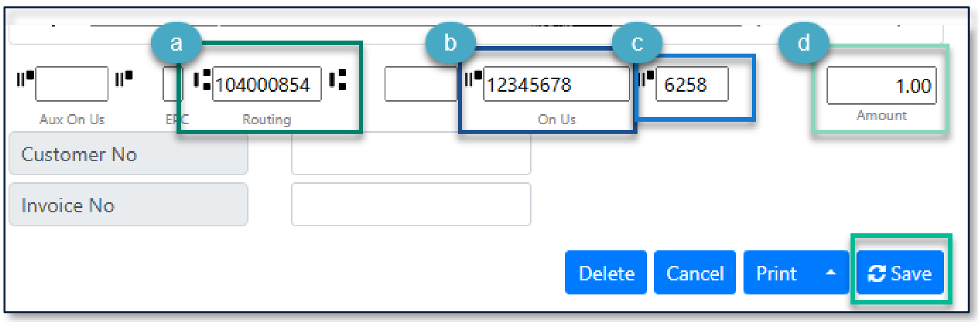
Performing a MICR Repair

1. If you need to adjust MICR information, click ***Batch Edit*** from the top menu.

2. Select a batch from the dropdown menu at the top of the page.



3. Enter the new MICR information in the MICR fields.
   - **a. Routing number**
   - **b. Account number**
   - **c. Check number**
   - **d. Check amount**

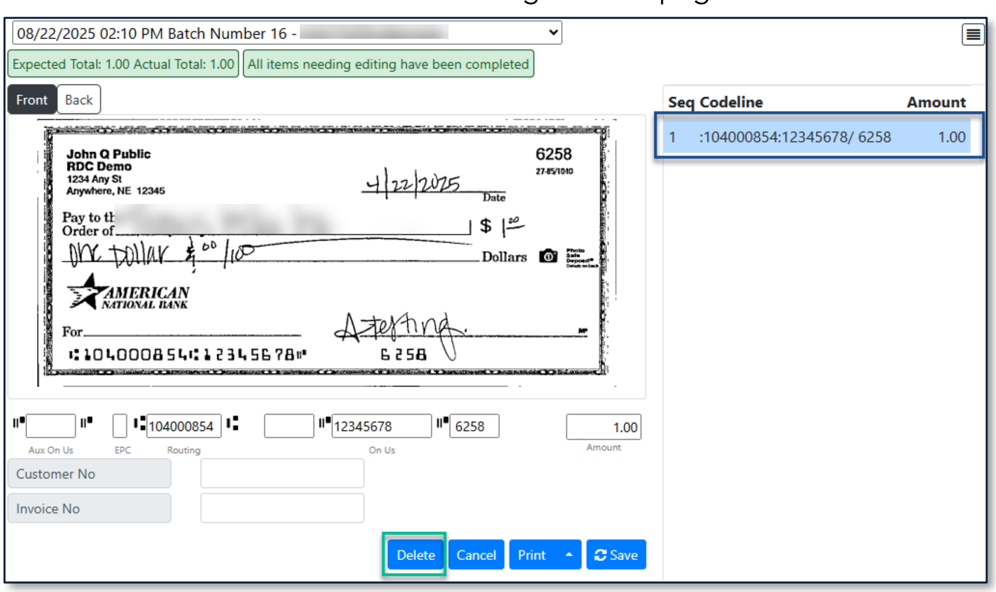


4. Click **Save**.

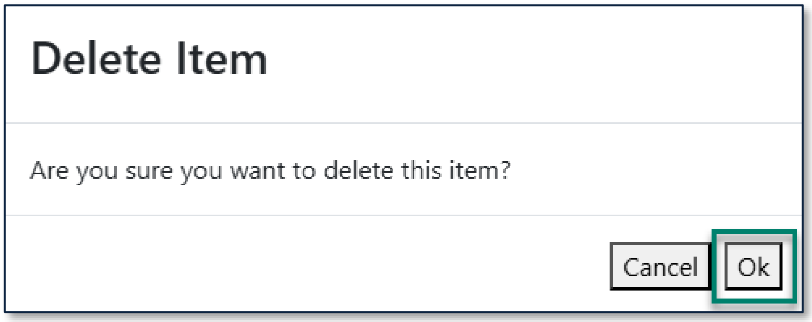
Deleting an Item

1. If you need to delete an item, click ***Batch Edit*** from the top menu.

2. Select an item from the item list at the right of the page & click ***Delete***.

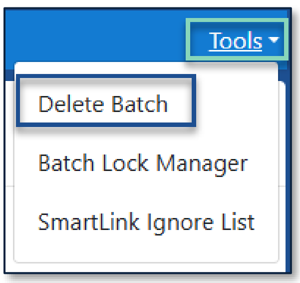


3. Click ***OK*** in the confirmation dialog box.

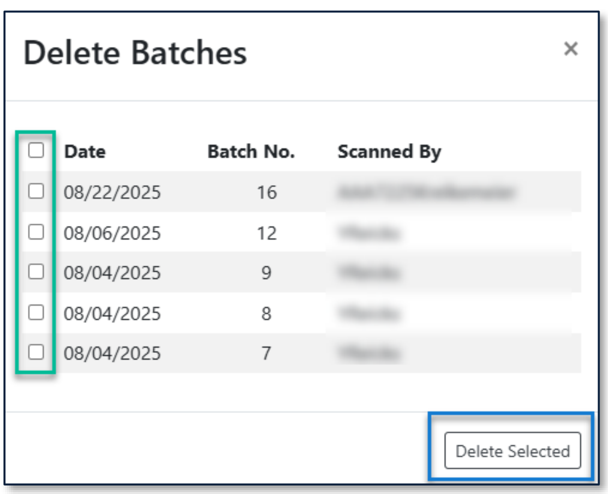


Deleting a Batch

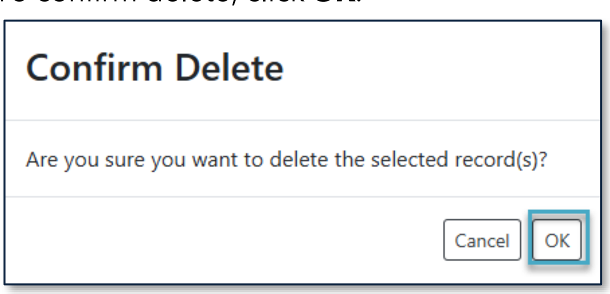
1. In the top right, select ***Tools***.
2. Click ***Delete Batch***.



3. The *Delete Batches* window appears. Check the box beside which batches you wish to delete
4. Click ***Delete Selected***.



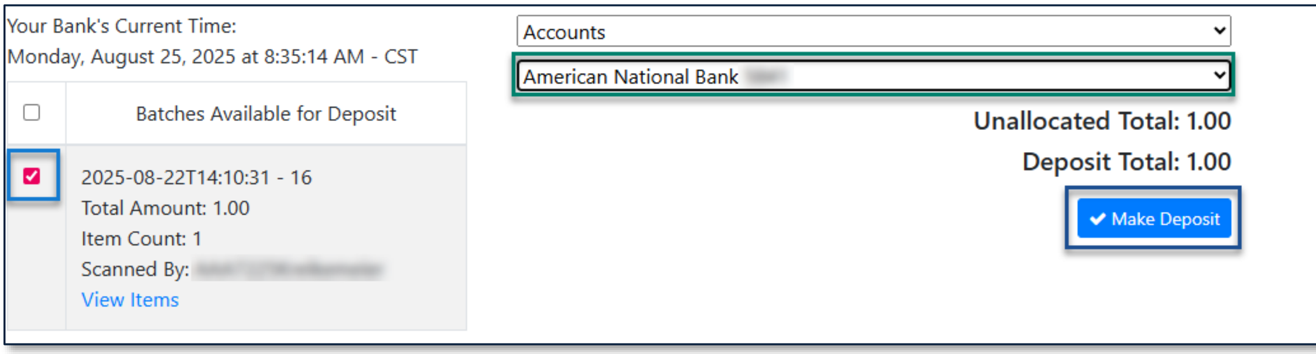
5. To confirm delete, click ***OK***.



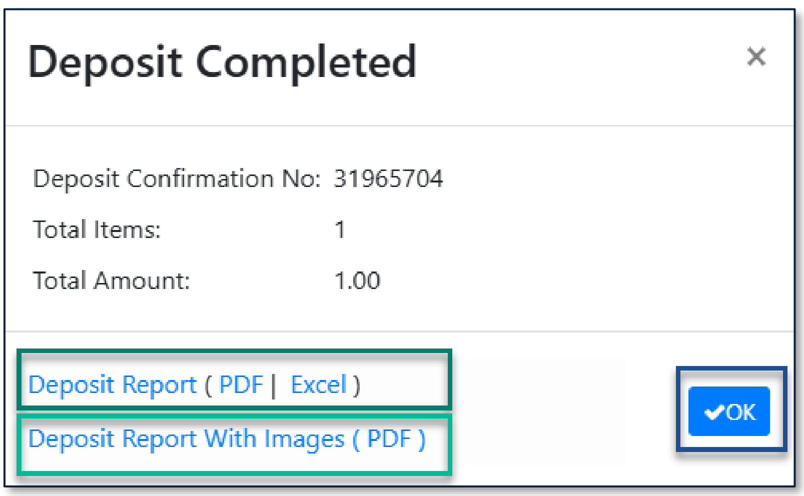
Submitting a Deposit

1. To complete the deposit, click ***Make Deposit***.

2. Select the batch you want to deposit on the left under *Batches Available for Deposit*.
3. Choose the **account** you wish to deposit into from the dropdown menu
4. Click ***Make Deposit***.

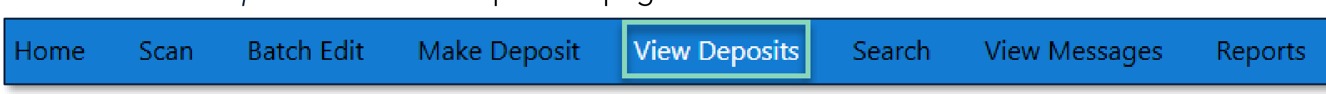


5. A *Deposit Completed* pop up will appear, and the deposit is sent to ANB for processing.
6. You can view the *Deposit Report (PDF | Excel)* or *Deposit Report With Images (PDF)* by clicking on the hyperlink on the pop up
7. To complete, click ***OK***.

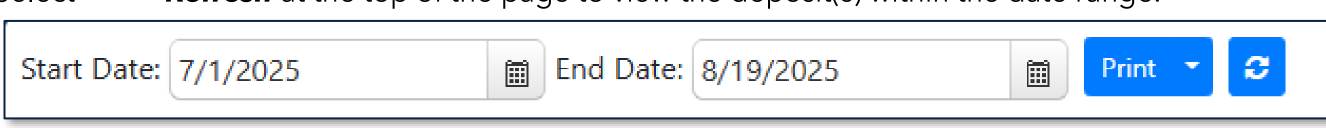


Viewing Deposits

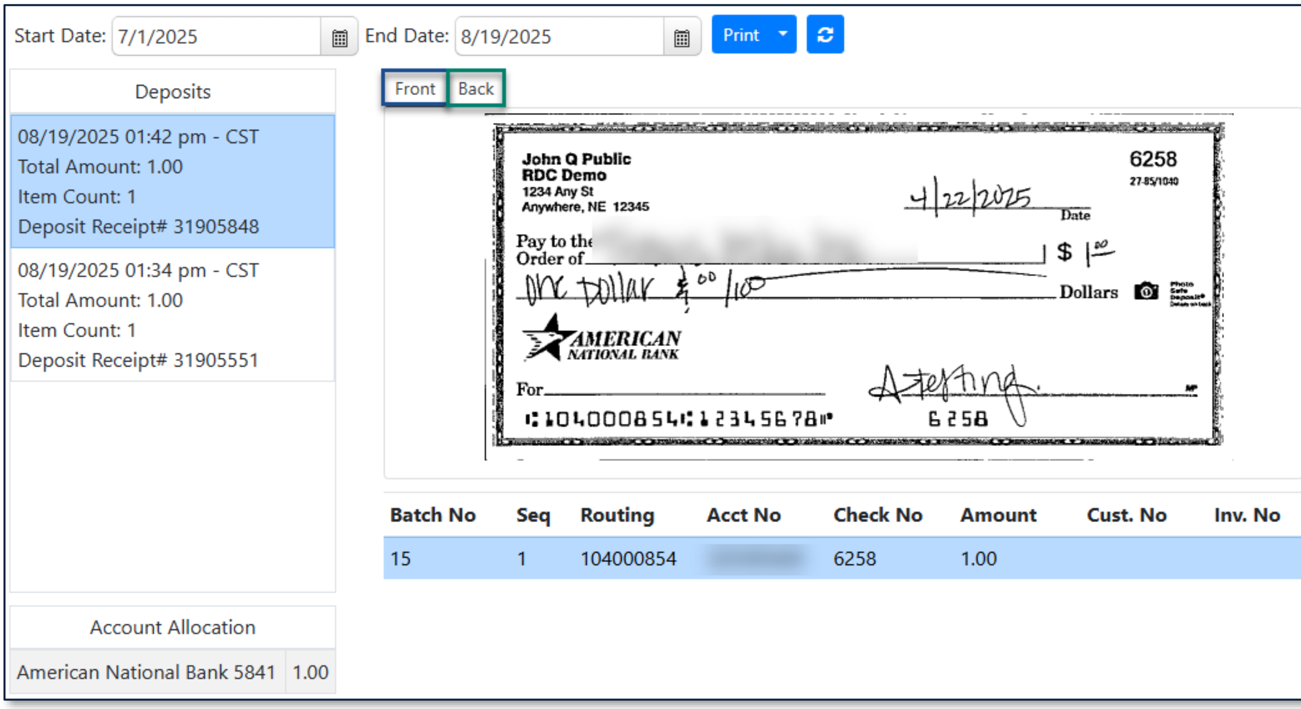
1. Select the *View Deposits* link at the top of the page to view batch/item information.



2. A list of deposits appears. To narrow your list of deposits, select a ***Start Date*** and ***End Date*** at the top of the page.
3. Select  ***Refresh*** at the top of the page to view the deposit(s) within the date range.

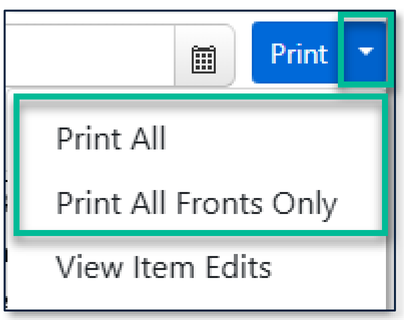


4. To view the front and back side of a check image, select ***Front*** and ***Back*** from the tabs at the top of the image (shown below).

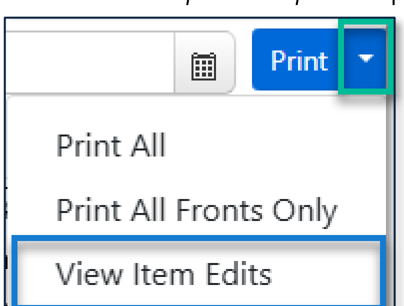


Printing Images of Items

1. At the top of the page, select one of the below options for printing.
   a. Select ***Print*** to print the front and back of the check currently highlighted.
   b. Select the dropdown menu next to *Print* and click ***Print All*** to print the front and back images of all the items in the deposit.
   c. Select the dropdown menu next to *Print* and click ***Print All Fronts Only*** to print only the front images of all the items in the deposit.



2. From the *Print* option at the top of the page, select the dropdown menu next to *Print* and click ***View Item Edits*** to see which user(s) have edited transaction amounts for the deposit in the *Remote Deposit Capture* application.

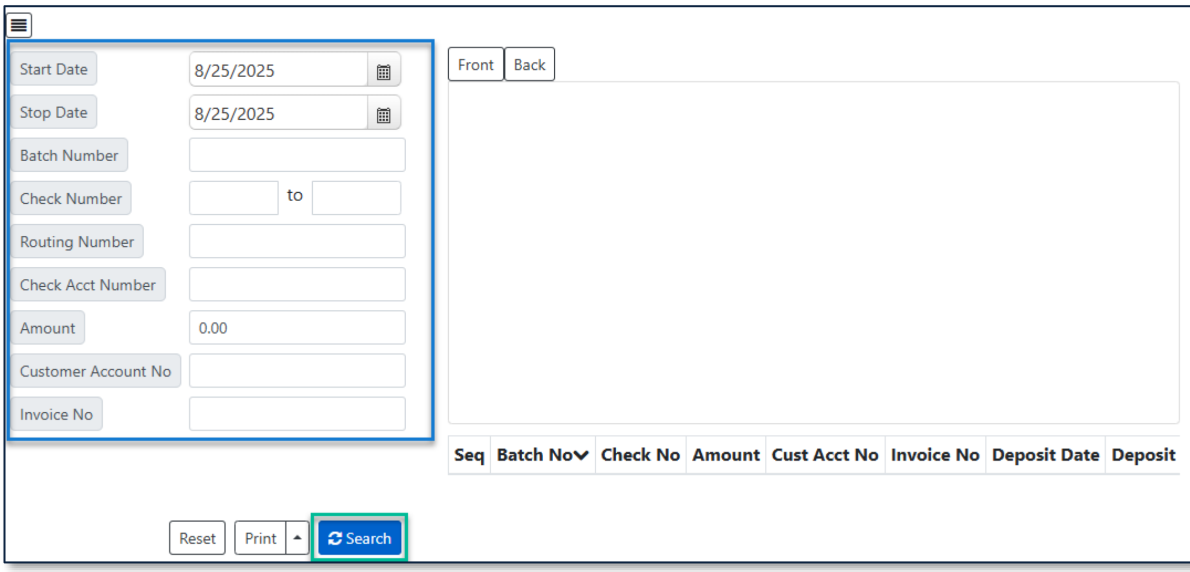


3. A list of edits made to the transaction will display, along with the *Date, User* who edited the transaction, the name of the field (*Field Name*) that was altered in the transaction, the *Before Value* of the field, and the *After Value* of the field.

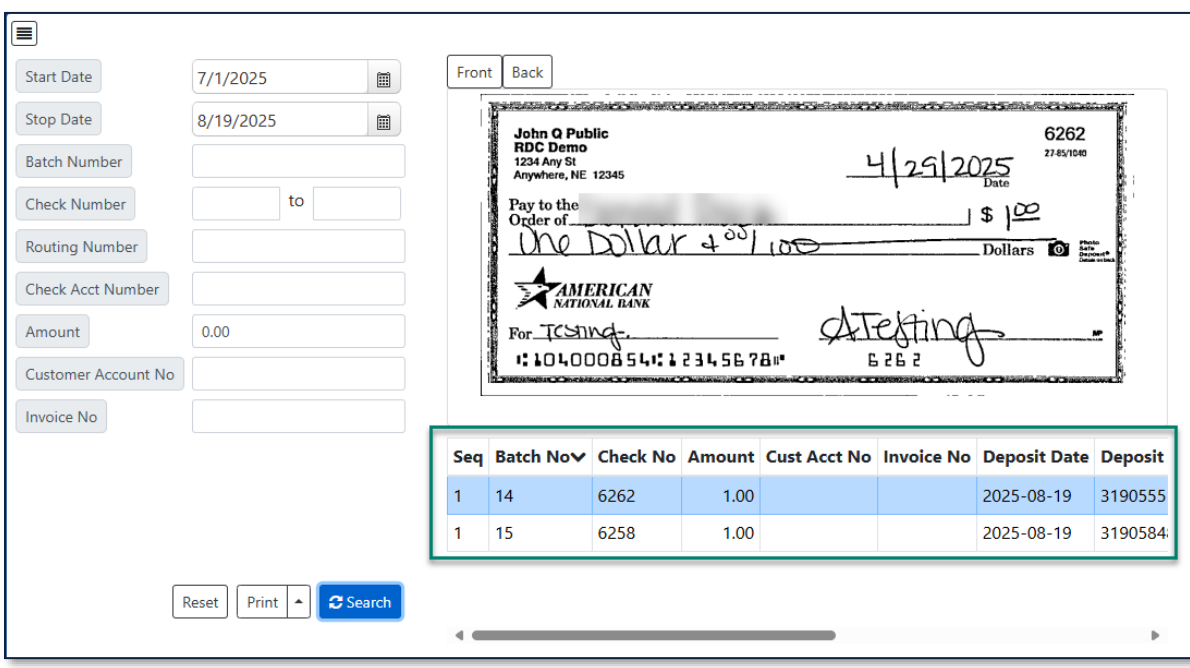
Searching for an Item

1. To look for a specific item in the *Remote Deposit Capture* application, select ***Search*** from the top of the page.

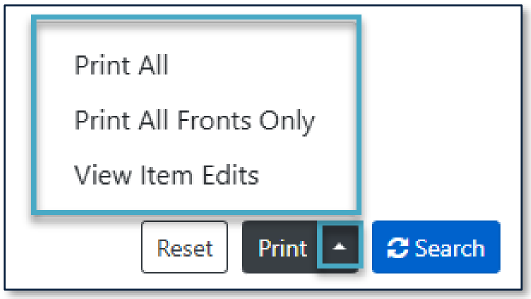
2. To search for specific items, complete the search criteria displayed. For a range of items between certain dates, complete only the **Start Date** and **Stop Date** fields.
3. Select the ***Search*** link from the bottom of the page.



4. The search results appear. ***Select an item to print***.
Note: Want to select more than one item? Just hold the *Shift* key and click on the others you need.

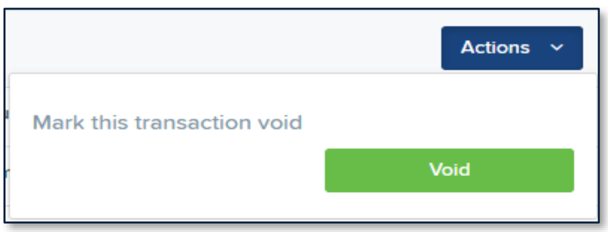


5. Select ***Print*** to print the front and back of a highlighted item.
    a To print items, select the menu next to *Print* and then select ***Print All***.
    b Select ***Print All Fronts Only*** to print the front images of all items in the list.

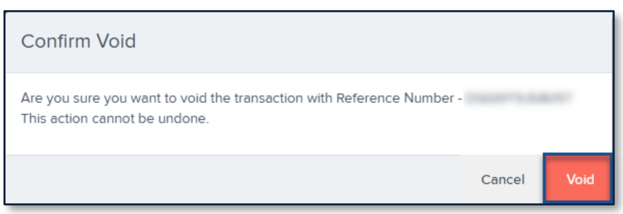


Voiding a Deposit

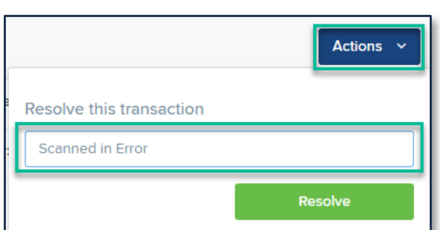
1. From the *Company Dashboard*, click the ***Approved Deposits*** under *Current Transaction Summary*.
2. Click the picture icon  to view the deposit.
3. Click on ***Actions*** at the top of the page.
4. Click ***Void***.



5. The system will ask you to confirm voiding the transaction. Select ***Void***.



6. Select ***Actions*** to enter a reason why the transaction was voided.
   Note: The transaction will be voided and appear in a *Voided* status on the *Current Transaction Summary* page until it is resolved. Resolving a transaction means indicating a reason why the transaction was voided for communication and auditing purposes.
7. Enter a reason as to why the transaction is resolved. For example, the transaction was deposited in the wrong account.
8. Click ***Resolve***.



9. This transaction will now appear under the Current Status as *Resolved*.

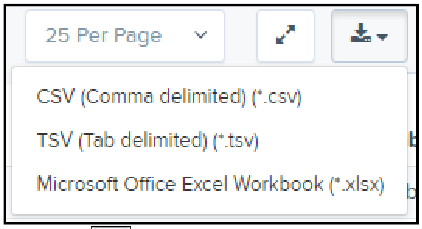
Duplicate Checks

If a check has been scanned twice within the past 75 days, a duplicate check warning will display on the top left corner of the *Batch Edit* page. Duplicates will not prevent you from making the deposit.

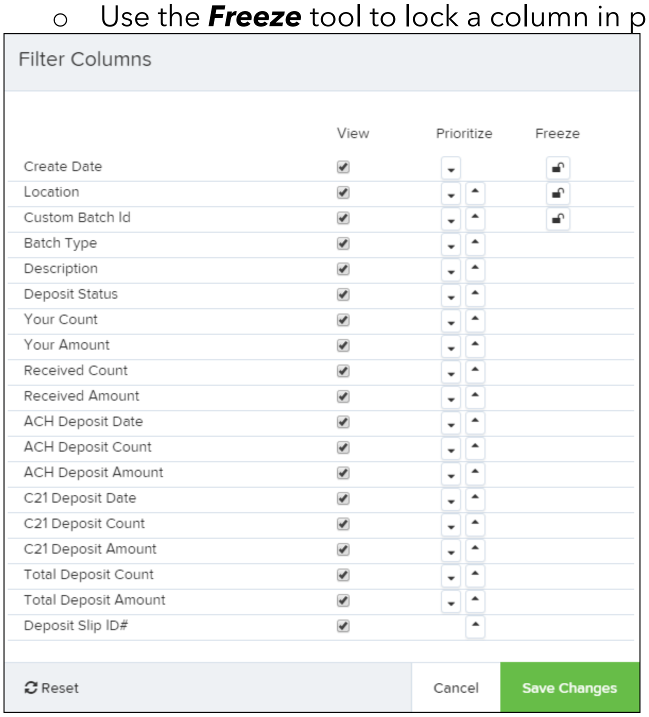
Reporting

Commonalities Among Reports

- Reports are generated in Central Time (CT).
- ***Print*** is an option available for all reports.
- Exporting reports into a Microsoft® Office Excel® spreadsheet, a tab-delimited file (.TSV) or a comma delimited file (.CSV) is available.



- Select ***Full Screen*** to view your report across your entire monitor screen.
- Select ***Filter*** to view filters where you can search the report for alphanumeric entries. Deselecting will hide filter fields and strip the report of your alphanumeric search.
- Select ***Filter Columns*** to bring a list of all the information columns available in the report. You may configure the list to have certain columns appear in the order you choose, or to hide columns from the report listing.
    - Use the ***View*** option to determine whether an informational column appears.
    - Use the ***Prioritize*** tools to change the order of a column in the report.
    - Use the ***Freeze*** tool to lock a column in place when viewing the report.



Note: Report filter settings can be saved into a template for later use. However, it is recommended that you save the reports themselves by exporting them to a file saved on your computer.

Reporting Privileges and Roles

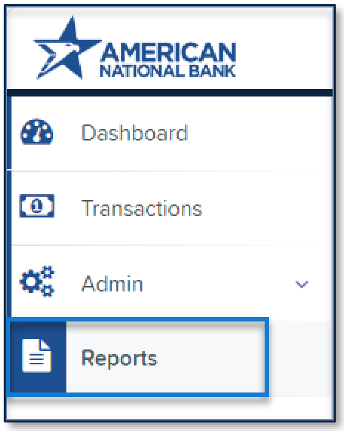
The administrator user within your organization will need to assign the (full) *Accounting* role under the *Customer Services* privilege for any users within your organization that will be working with the reporting functionality.

Reports include new features for customizing the information displayed in each report.

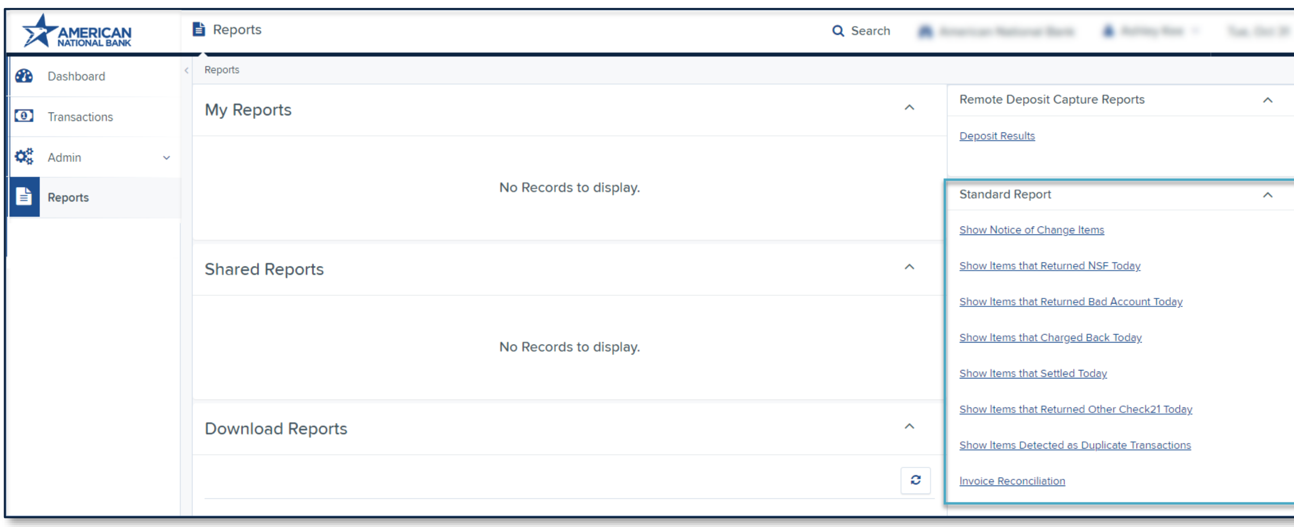
Standard Reports

Standard reports are pre-defined daily reports.

1. Log in and select the ***Reports*** tab from the left main menu.



2. Under the ***Standard Reports*** section, select the report you wish to run from the list displayed.



3. Once you select a report, it will run automatically with pre-set criteria in the report filters.
   a. To make a temporary change to the report criteria:
      - Adjust any filters, as needed.
      - Select ***Run Report***.
   b. To make a permanent change (saving the report template):
      - Adjust any filters, as needed.
      - Adjust the name of the report and then select ***Save to My Reports***.

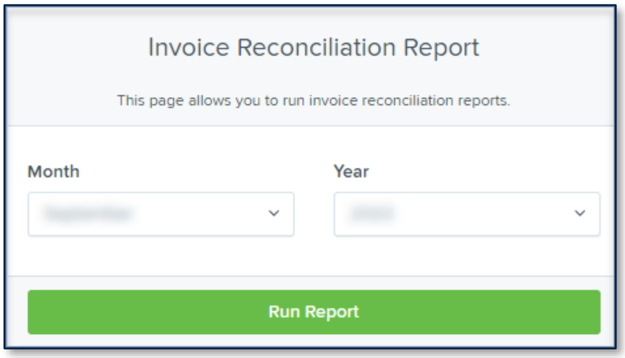
Invoice Reconciliation Report

This report helps customers reconcile billing invoices with their transactions. It's located under the *Standard Reports* section of the *Reports* page.

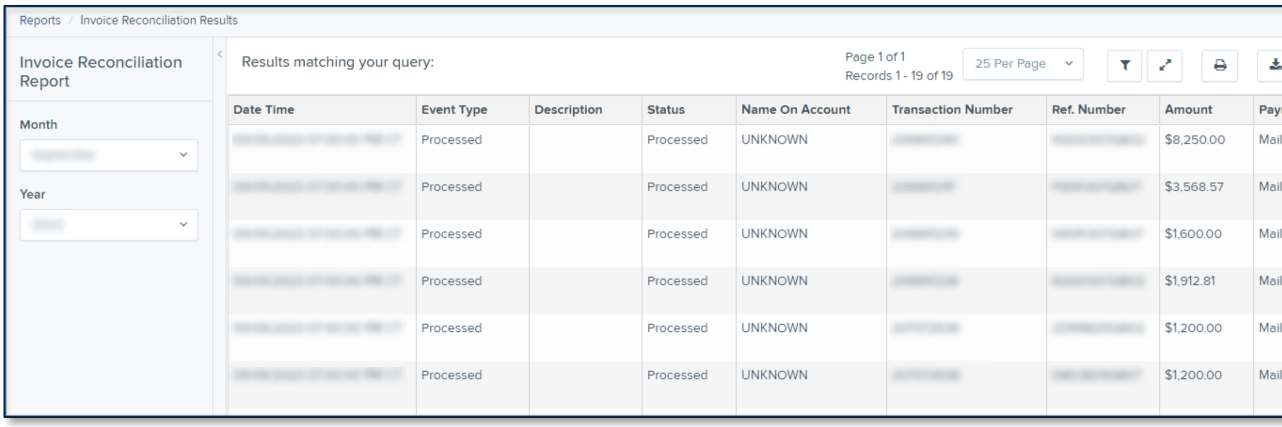
To access the Invoice Reconciliation Report:

1. From the *Dashboard*, choose the ***Reports*** tab.

2. Select the ***Invoice Reconciliation*** link under *Standard Reports*. The date criteria screen appears.



3. Select the month and year. The current or future month will not be available for selection. Only past months starting from March 2017 will be available for selection.
4. Click ***Run Report***. An example of the report appears below.



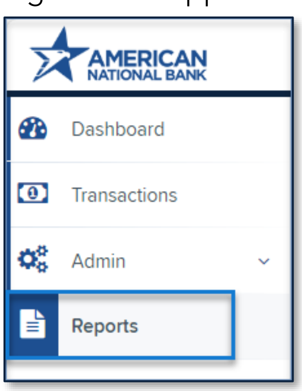
The report can be filtered, printed and exported. As shown in the following image, you may use filters in the *Event Type* drop-down menu to tie specific types of transactions to line items on invoices, such as *Unauthorized* or *Returned NSF*, for example.

Using the Report Builder

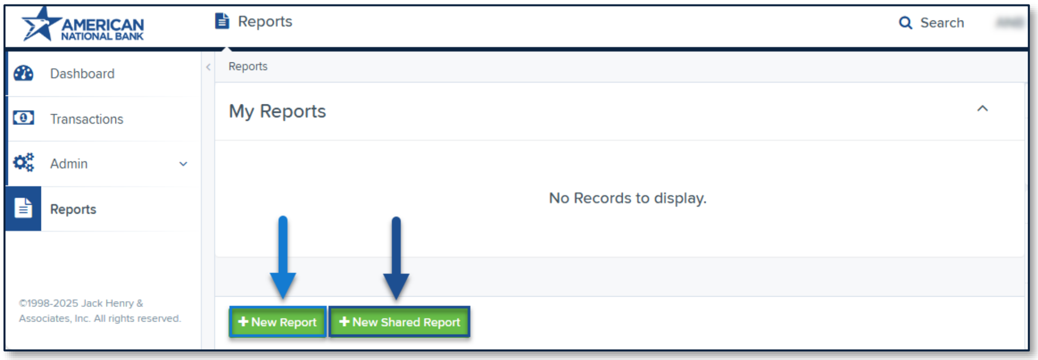
The report builder utility can be used to create one-time queries and custom recurring daily, weekly and monthly reports for bookkeeping, historical research and problem solving.

There are two options when creating a customized report: *New Report* and *New Shared Report*. While both are customizable, the shared report is available to other users who have access to the system. Other users will be able to pull the shared report and use its settings to generate information. Only the user who created the shared report can delete it.

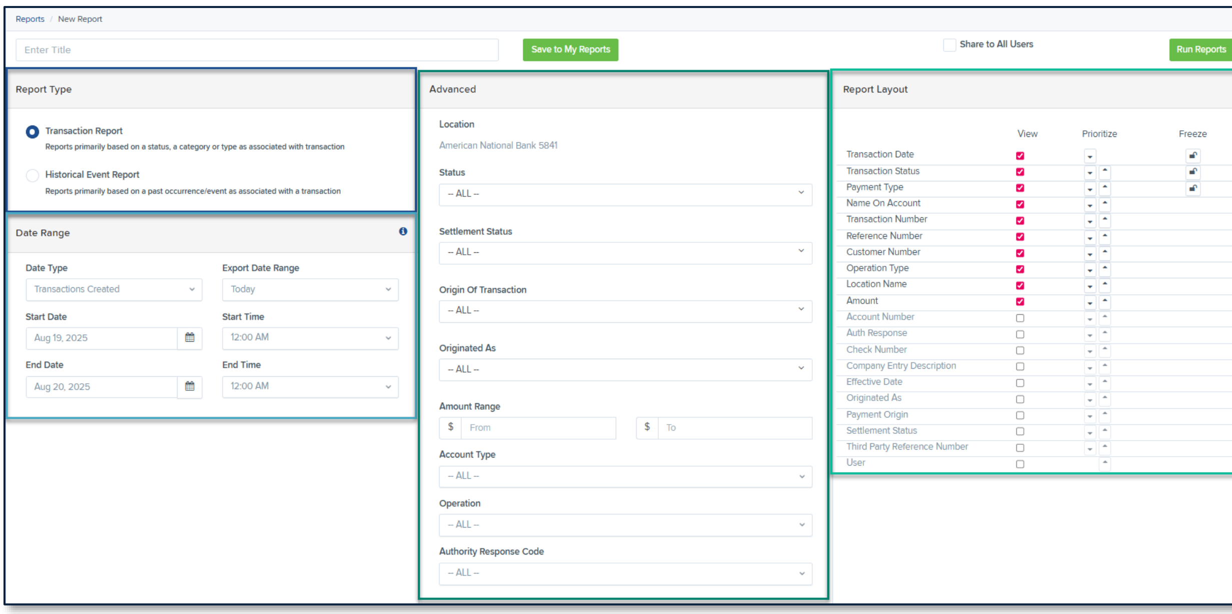
1. Log in to the application, and then select ***Reports*** from the left main menu



2. To create a report, click ***New Report***. If others will need access, choose ***New Shared Report*** instead.



3. The *Reports* page appears. In the top bar, enter a **title** for the report.
4. Fill in the report criteria in each of the four sections: *Report Type, Date Range, Advanced,* and *Report Layout* headers.



5. **Report Type Section**- Designate if your report will be a *Transaction Report* based upon the current status of a transaction, or a *Historical Event Report* based upon past events a transaction has been through in the system.

6. **Date Range Section**- In the *Date Type* field, select either ***Transactions Created*** or ***Effective Dates*** for the report, which will determine if the report displays transactions based upon the date, they were created versus the date they took effect. Select a pre-specified date range using the ***Export Date Range*** option (ideal for recurring reports) or specify your own date range with the *Start Date* and *Start Time* and the *End Date* and *End Time* fields.

7. **Advanced section** – Specify the *Location* and *Status* of the transaction you wish to have in your report.
    - **Settlement Status**: Learn if transaction has been deposited. Designate a single status or multiple statuses by selecting the appropriate check box(es).
    - **Origin of Transaction**: Determines how the transaction was received and will be coded. You may designate a single origin for the report or multiple origins by selecting the check box next to each option.
    - **Originated As**: Specifies how the transaction will be processed. You may designate a single type or multiple types.

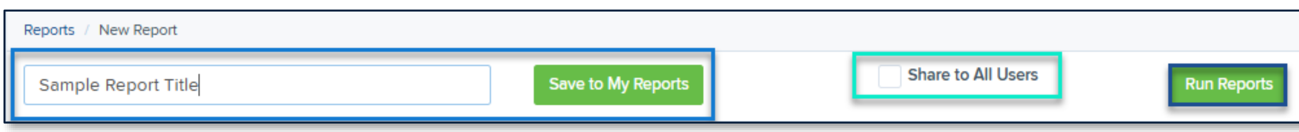
- **Account Type**: Determines the type of transaction the report will display. You can select a specific account type or select ***ALL***.
- **Operation**: This option specifies what process a transaction has been through. You may designate one process or select ***ALL***.
- **Authority Response Code**: This option represents the types of return responses that can be received for a transaction. Select a specific response code or select ***ALL***.
- **Amount Range**: The *From* and *To* options allow you to look for transactions with a specific amount or between amount values in decimal format (XX.XX).

8. **Report Column Headers section** – This section allows you to organize how the report appears.
    - Select the ***View*** check box next to any fields to have them show on the report.
    - Under *Prioritize*, use the arrows to change the order in which information appears. For example, select the upward arrow to have a field listed before others, or the select the downward arrow to have other fields listed before it.
    - Use *Freeze* to lock fields when viewing a report. This will hold certain fields in view while you explore the rest of the report's information.

9. At this time, you may choose to select the ***Share to All Users*** check box (as shown below) if you want to have this report available for other users to view. If you selected ***New Shared Report*** previously, this box will already be selected. Alternatively, you may wish to save the report for your own use at a later time by selecting ***Save to My Reports***. This option will both save the report and generate a report to view.

10. The report displays results.

11. Use the filters to change the report and then select ***Run Reports*** again, or you can print/export the report, as needed.



12. Select ***View*** to the left of an item to view more details about the transaction.

13. To change the report template, adjust the report filters as desired, and then select ***Save to My Reports***. This saves the filter options as a template for later use.
Note: Be sure to select the ***Share to All Users*** check box if you wish to save the report for others to use.

Client Setup & Administration

With the new platform, administrators create and maintain user profiles for employees within the organization, and grants privileges and roles allowing users to perform tasks in the system.
An admin performs the following:

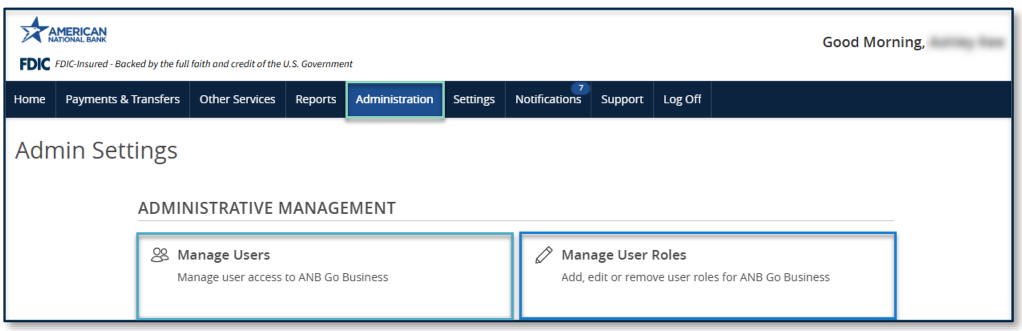
- Setting up employee user profiles in ANB Go Business and the SmartPay platforms
- Enabling or disabling users
- Editing user profiles
- Unlocking user profiles
- Deleting user profiles
- Resetting passwords and providing new temporary passwords for users accessing the site through the URL directly and not online banking
- Assigning specific roles or functions
- Enabling access to any and all accounts (locations) for employees to process

Based on roles assigned by an admin, users can process desktop deposits, generate reports, research historical transactions and edit transactions.

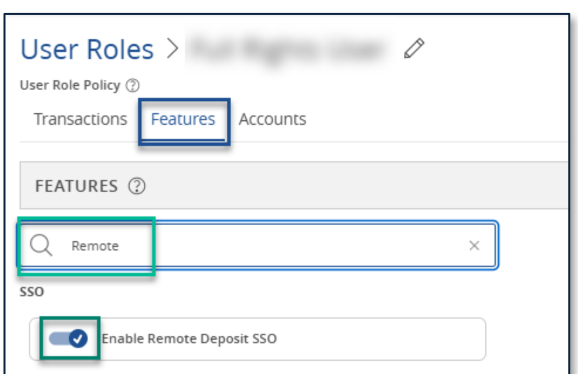
Adding a New User

Administrators create users who will deposit checks, pull reports, or other tasks within the system on a daily basis. The admin also update a user's profile, unlock a user's profile and delete a user's profile as needed.

1. Click on the ***Administration*** tab within ***ANB Go Business***.
2. If you have the *Manage User Roles* tile, click on ***Manage User Roles***. If not, click on ***Manage Users***.



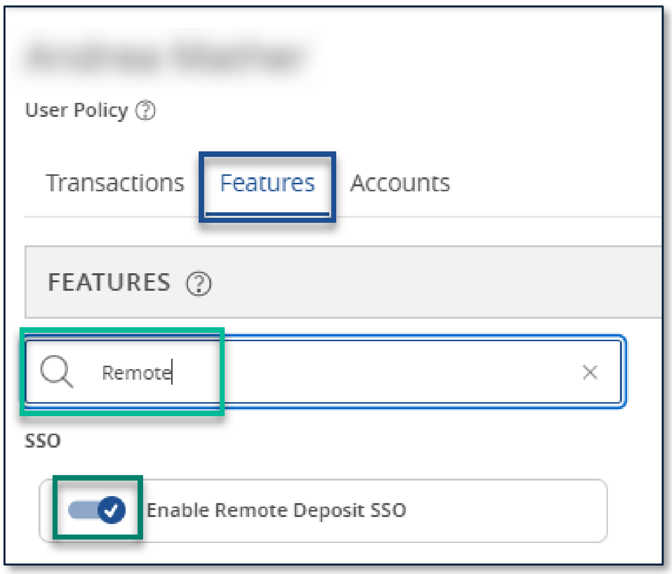
3. If you clicked ***Manage User Roles***, follow the steps below. If not, proceed to the next step.
   a. Locate the User role you would like to grant Positive Pay permissions to.
   b. Click the icon.
   c. Click on the *Features* tab.
   d. Within the Search box, type ***Remote***.
   e. Toggle on the **Enable Remote Deposit SSO** features.
   f. Click ***Save***.



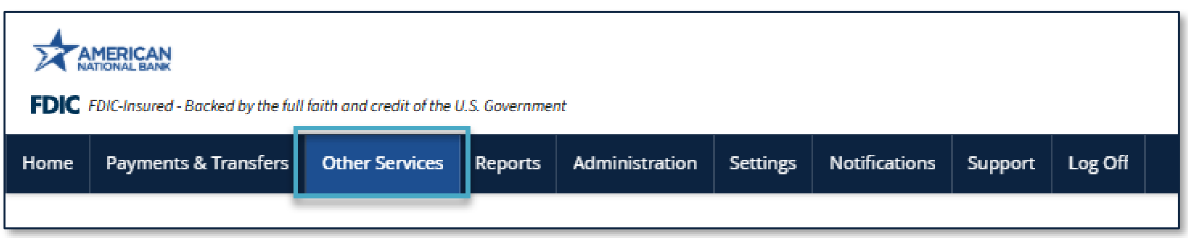
4. If you clicked *Manage Users*, follow the steps below. If not, proceed to the next step.

a. Locate the User you would like to grant Positive Pay permissions to.
b. Click the icon.
c. Click ***Assign Rights***.

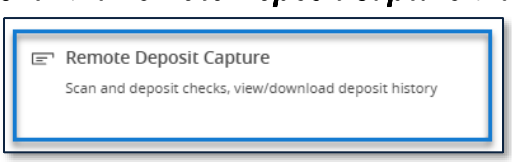
d. Click on the *Features* tab.
e. Within the *Search* box, type ***Remote***.
f. Toggle on the **Enabled Remote Deposit SSO** features.
g. Click ***Save***.



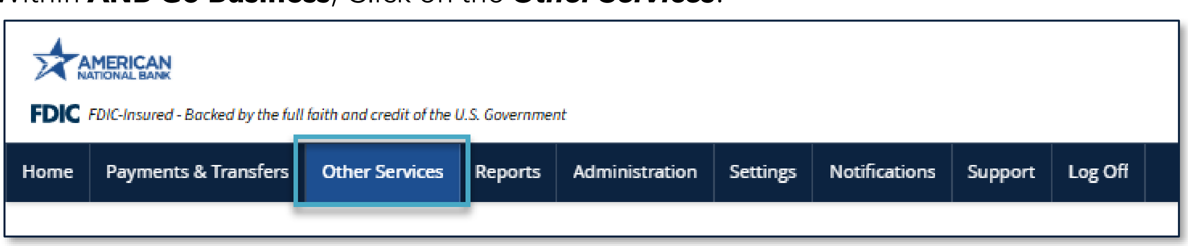
5. Follow the steps below to add the user directly into the *Remote Deposit Now* application.
6. Within **ANB Go Business**, Click on the ***Other Services***.



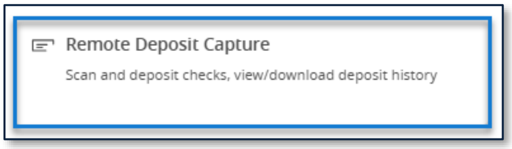
7. Click the ***Remote Deposit Capture*** tile.



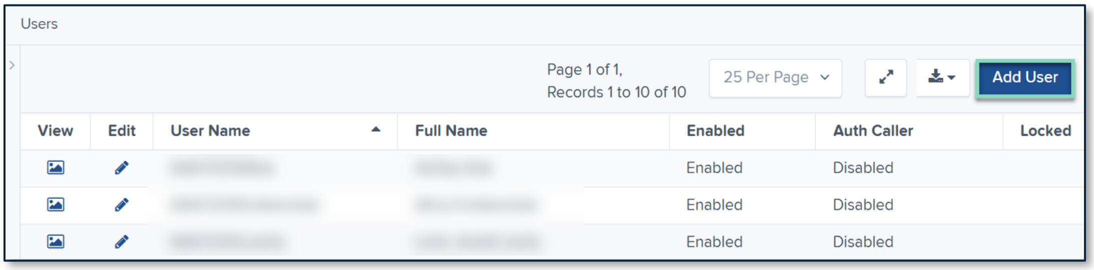
8. Follow the steps below to add the user directly into the SmartPay application.
9. Follow the steps below to add the user directly into the *Remote Deposit* Now application.
10. Within **ANB Go Business**, Click on the ***Other Services***.



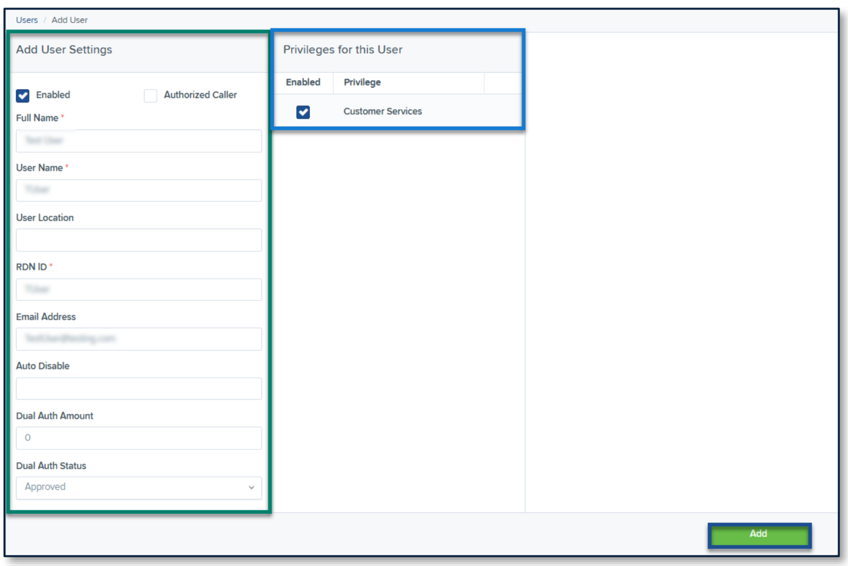
11. Click the ***Remote Deposit Capture*** tile.



12. Select ***Admin | Users*** from the left main menu.
13. From the left navigational bar, under the *User Admin* heading, select ***Add User*** then select ***Business User***.

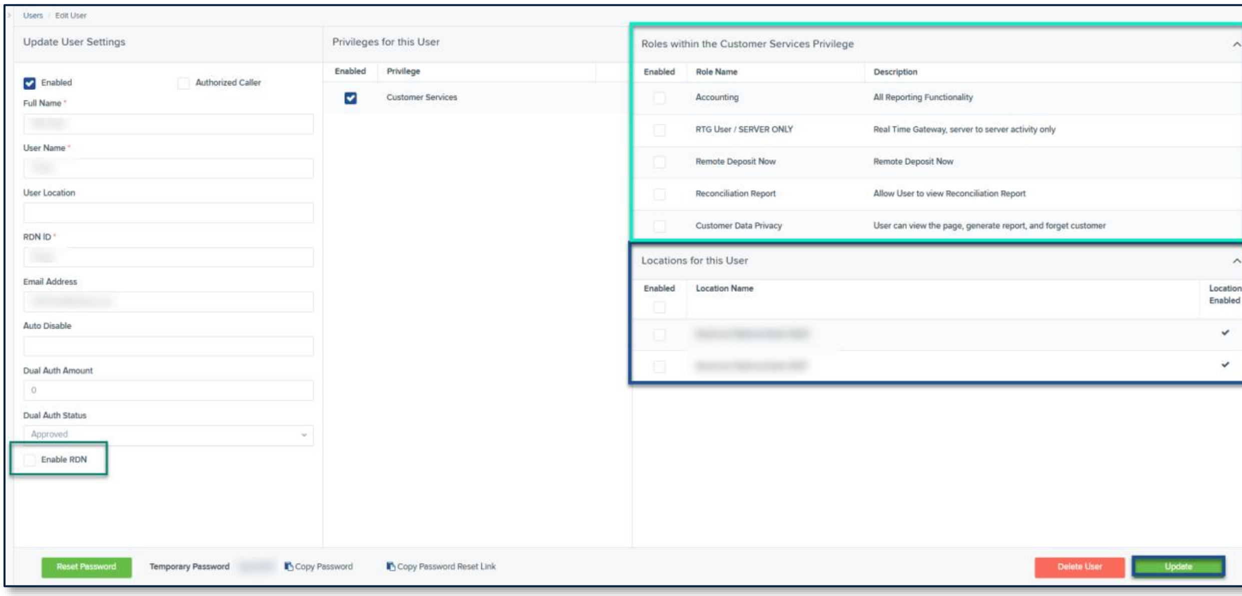


14. Fill out the ***Add User Settings*** and the ***Privileges*** for the user.
    a. **Full Name:** First & Last Name
    b. **User Name:** Login ID
    c. **RDN ID:** Login ID
    d. **Email Address**
15. After you select privileges for this user, click ***Add***.



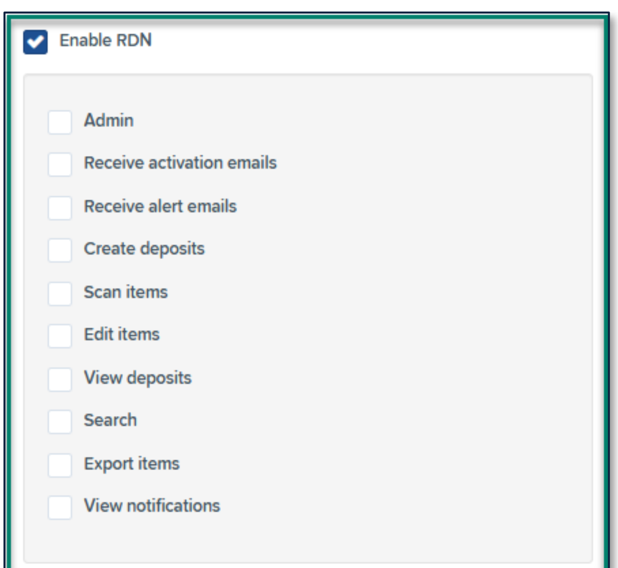
Note: A temporary password is displayed at the bottom of the page. Because American National Bank utilizes the single sign-on, this temporary password is not needed

16. After clicking add, the ***system*** creates the user and allows you to select roles underneath each of the privileges assigned to them.
    a. Select ***Roles*** for this user
        - **Accounting –** All reporting functionality.
        - **RTG User / SERVER ONLY -** This isn't used and does not need selected.
        - **Remote Deposit Now -** Access to the *Remote Deposit Now* platform.
        - **Reconciliation Report –** All user to view *Reconciliation Report*.
        - **Customer Data Privacy –** User can view the page and generate reports.
    b. Select the **locations** for this user (accounts).



c. Select ***Enable RDN*** and enable the remote deposit settings.

- **Admin Permission –** Separate from the account administrator role. This role is required to access the *Tools* tab, which allows the user to delete an existing batch.
- **Receive Alert Emails** – Allows the user to receive deposit alert emails upon deposit.
- **Scan Items** – Allows the user to scan items through RDN.
- **View Deposits** – Allows the user to view deposits in RDN.
- **Export Deposits** – Allows the user to export items.
- **Receive Activation Emails** – Not applicable, do not check this box.
- **Create Deposits** – Check this box to allow the user to make deposits to EPS.
- **Edit Items** – Check this box to allow the user to be able to modify/fix batches.
- **Search** – This allows the user to be able to perform searches on the *Search* page.
- **View Notifications** – This allows the user to view any deposit messages coming from EPS, such as exceeded transaction limits.

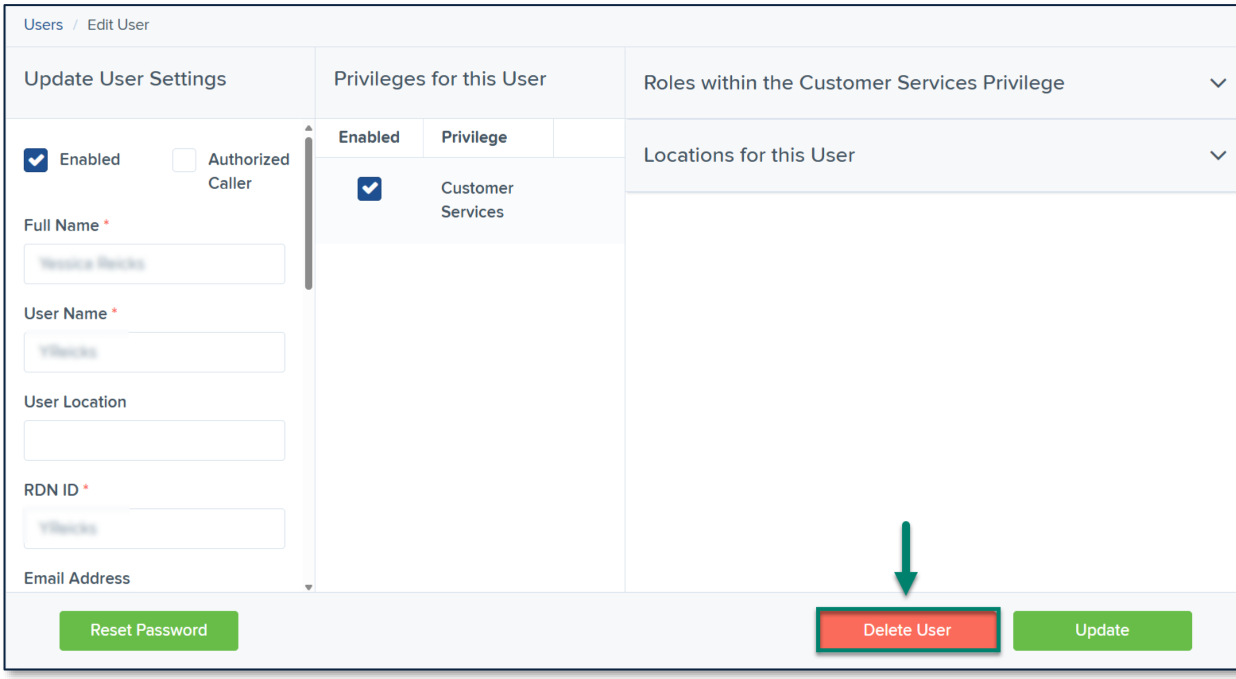


17. Select ***Update*** to finish assigning privileges and roles for this user.

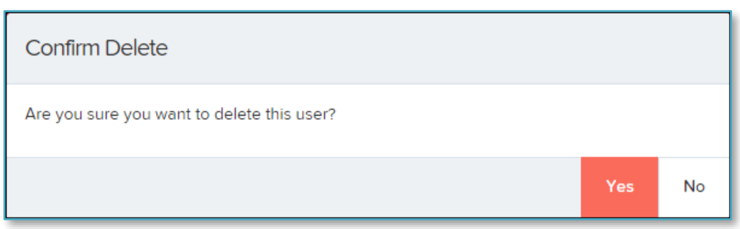
Deleting a User's Profile

Deleting a user profile will remove it from the list of users and make it inaccessible. The username for that profile cannot be utilized again for a different user. The profile will be categorized as a deleted user.
Note: To delete an admin user, you must first remove the *Administrator* role from that admin user's profile before completing the following steps.

1. Log in to the system and select ***Admin***, then ***Users*** from the left main menu.
2. Select ***Edit*** for the user profile to delete.
3. Select ***Delete User***



4. A prompt will ask you to confirm deleting a user. Select ***Yes*** to continue.



User Session Timeout

The system automatically logs off users who are inactive for at least **15 minutes**. You receive two-minute *Session Timeout Warnings*. Click anywhere on the screen to remain logged in.