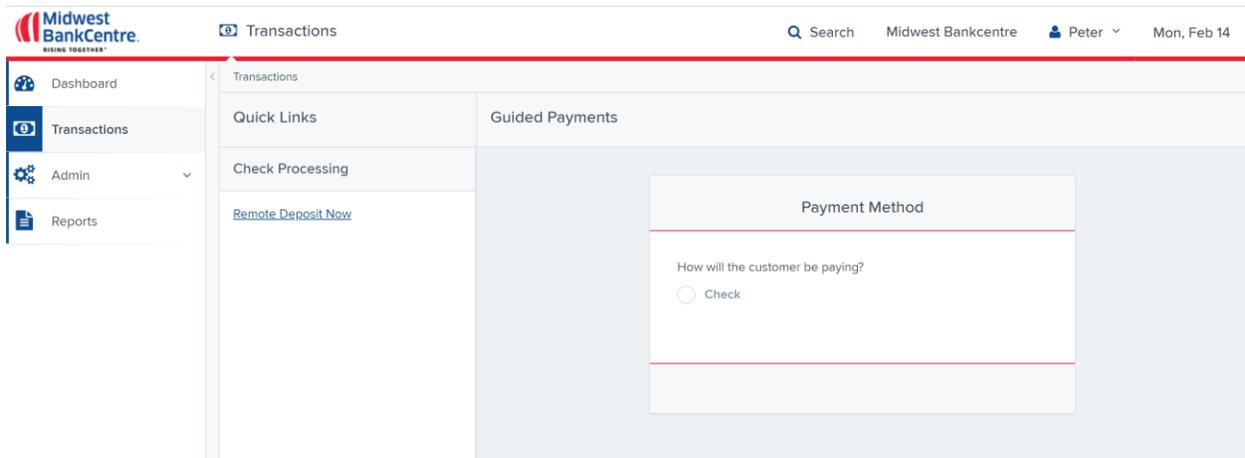
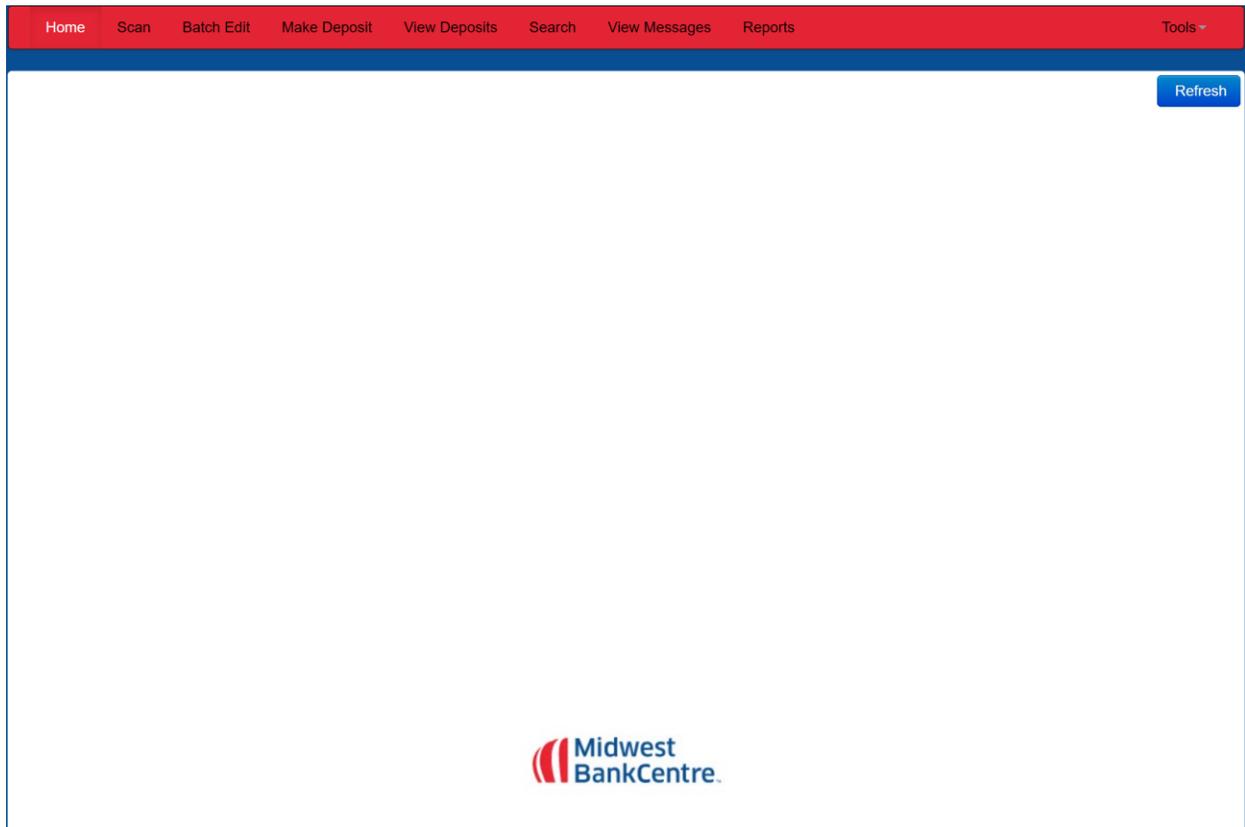


Making a Deposit on RDN

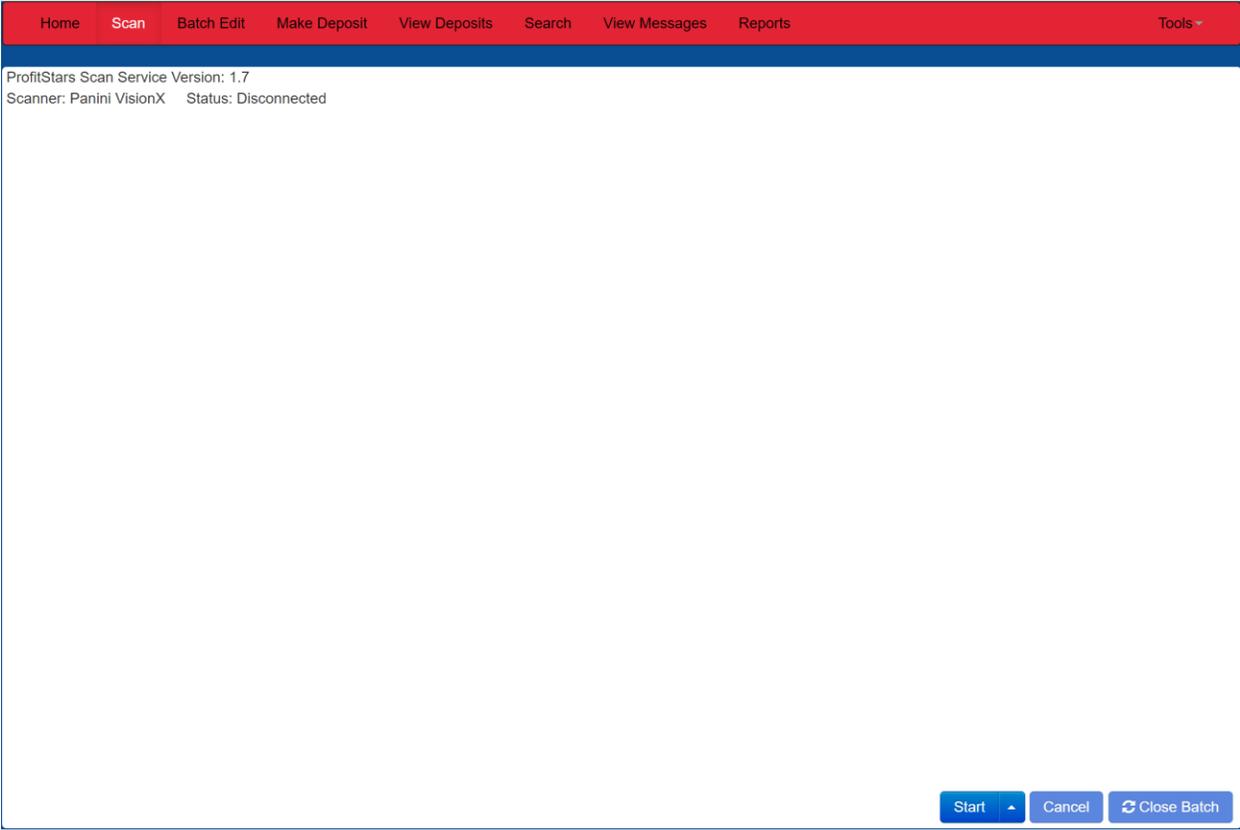
Once logged into the scanning site, users will click on the Transactionstab on the left side of the screen, and then click on the blue Remote Deposit Now option.



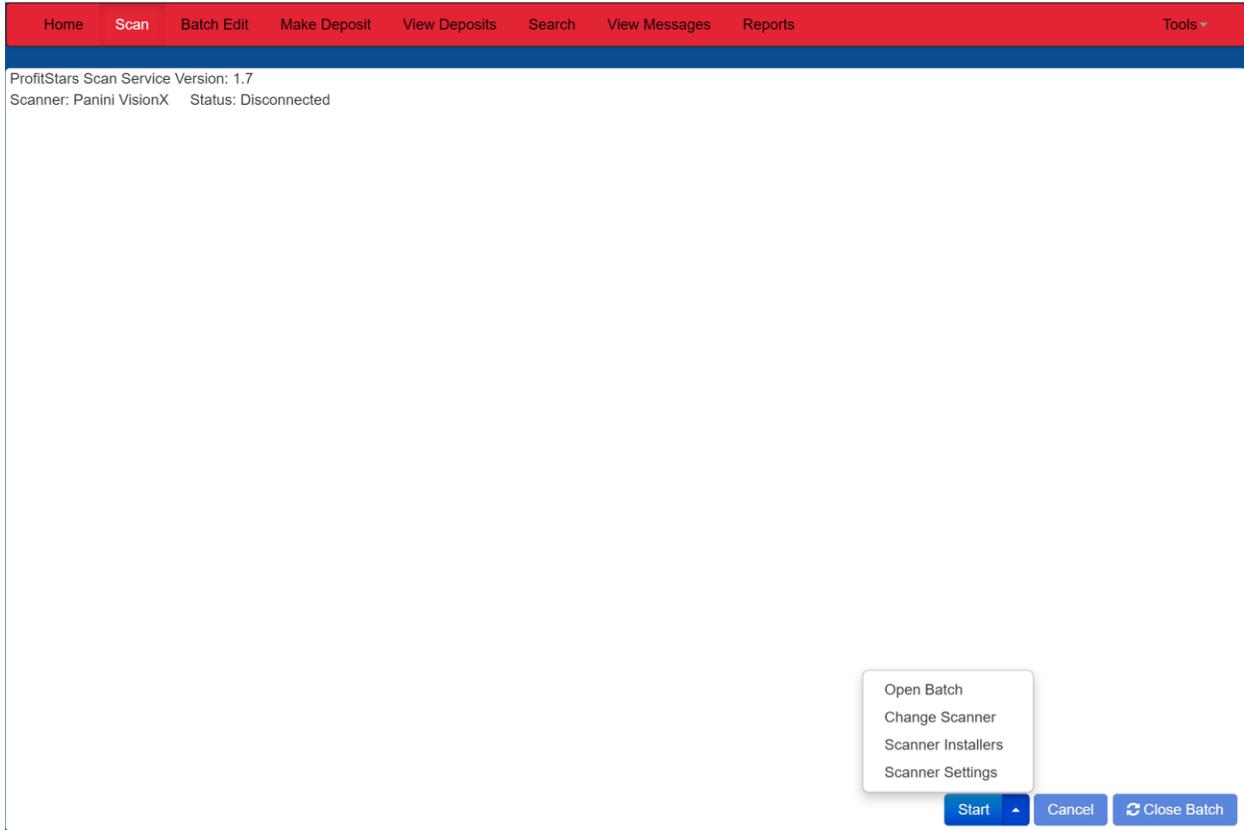
A new internet window will open to RDN home page, as seen below



To begin scanning, the user will click on the Scan tab on the top toolbar, and then click on the blue Start button in the bottom right of the screen. If this is the first time a user has used RDN, clicking Start will begin the prompts to install the RDN and scanner drivers.



If a user needs to turn off the ink endorsement setting, they will click on the up arrow to the right of the Start button and select Scanner Settings. This option is under Endorsement Options



After clicking the Start button, a pop-up window will open where the user will enter the batch total. Once they click the OK button the checks will start scanning, so they should have the checks in the feeder tray before clicking OK



Once the checks have been scanned, they will be displayed in a list on the screen. The user is able to see a front/back image of each item if they click on the blue Check Image links. Once scanning is complete the user will click the blue Close Batch button in the bottom right of the screen

ProfitStars Scan Service Version: 1.7
Scanner: Panini VisionX Status: Initialized
02/11/2022 11:49 AM Batch Number 5 - pivie

Sequence	Codeline	Item
1	:5500-0090:	Check Image
2	:5500-0020:	Check Image
3	<001585< :081906013: 7002-1112<	Check Image

Start  Cancel  Close Batch

The user will now want to click on the Batch Edit tab on the top toolbar. Any items needing attention will be highlighted in red on the right side of the screen. The item highlighted in blue is what is being currently displayed. Checks highlighted in grey either need no attention or have already been worked.

The user may be asked to update/enter information in the Aux on Us (Check #), Routing, On Us (Account number) or Amount fields. Once the information has been updated/entered the user will click the blue Save button at the bottom of the screen. The Delete option is also at the bottom if the user needs to remove an item.

02/11/2022 11:49 AM Batch Number 5 - pivie

Expected Total: 0.01 Actual Total: 500.00

Front Back

DEBIT GENERAL LEDGER

DESCRIPTION	DATE	ACCOUNT TITLE	BR	NO	ACCOUNT NUMBER	AMOUNT
						\$ 13.18

PREPARED BY APPROVED BY EXT #

5500-0090

Aux On Us EPC Routing On Us Amount 0.00

Customer No

Invoice No

Delete Cancel Print Save

Seq	Codeline	Amount
1	:5500-0090:	0.00
2	:5500-0020:	0.00
3	/001585/ :081906013: 7002-1112/	500.00

Once all items needing attention have been updated, a green box will appear in the top center of the screen

Home Scan Batch Edit Make Deposit View Deposits Search View Messages Reports Tools

02/11/2022 11:49 AM Batch Number 5 - pivie

Expected Total: 0.01 Actual Total: 960.26 All items needing editing have been completed

Front Back

DEBIT GENERAL LEDGER

ACCOUNT TITLE BR RC ACCOUNT NUMBER

DESCRIPTION DATE AMOUNT

PREPARED BY APPROVED BY EXT # \$ 13.18

⑆5500⑈0090⑆

Seq	Codeline	Amount
1	/1235/ :081000676: 123456789/	13.18
2	/1267/ :081000676: 123456789/	447.08
3	/001585/ :081906013: 7002-1112/	500.00

1235 Aux On Us 081000676 EPC Routing 123456789 On Us 13.18 Amount

Customer No
Invoice No

Delete Cancel Print Save

The user will now want to click on the Make Deposit tab on the top toolbar. They will need to make sure the correct account is selected using the two drop-down bars in the top right. Once the correct account is displayed they will check the box to the left of the shown deposit and then click on the blue Make Deposit button on the right side of the screen.

Home Scan Batch Edit **Make Deposit** View Deposits Search View Messages Reports Tools

Your Bank's Current Time:
Friday, February 11, 2022, 12:01:16 PM - CST

Batches Available for Deposit	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2022-02-11T11:49:57 - 5 Total Amount: 960.26 Item Count: 3 Scanned By: pivie View Items

Accounts

MBC

Unallocated Total: 960.26

Deposit Total: 960.26