

USER GUIDE FOR REMOTE DEPOSIT CAPTURE



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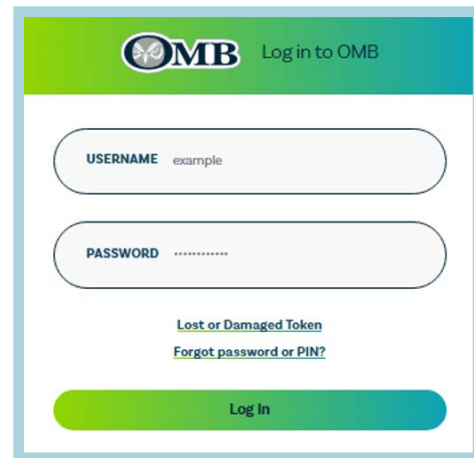
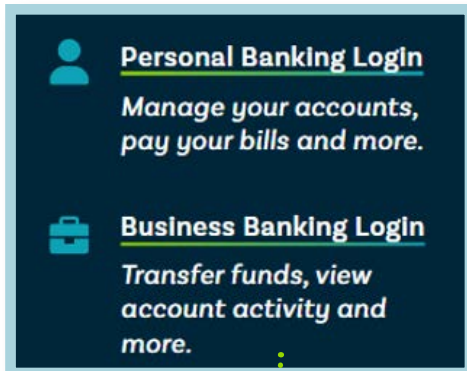
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LOGIN

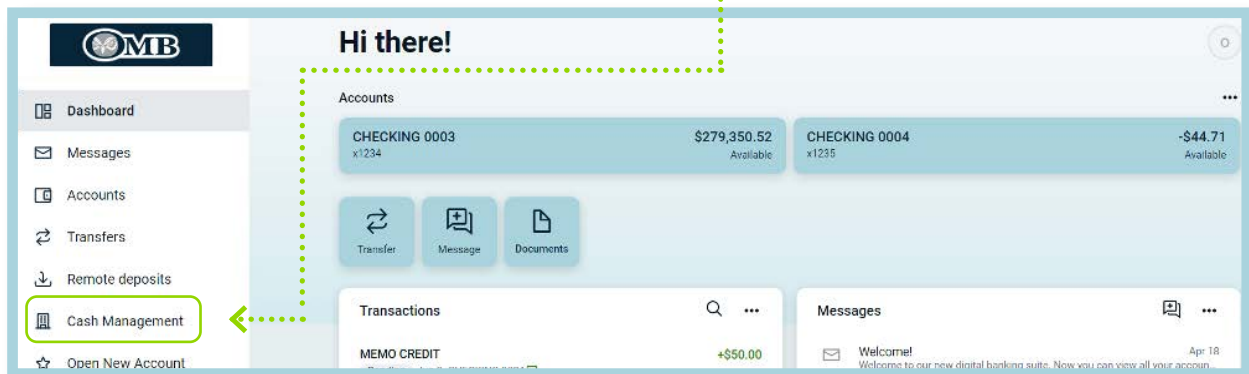
- Go to ombbank.com to login to online banking.
- Select **Login** in the top right corner.



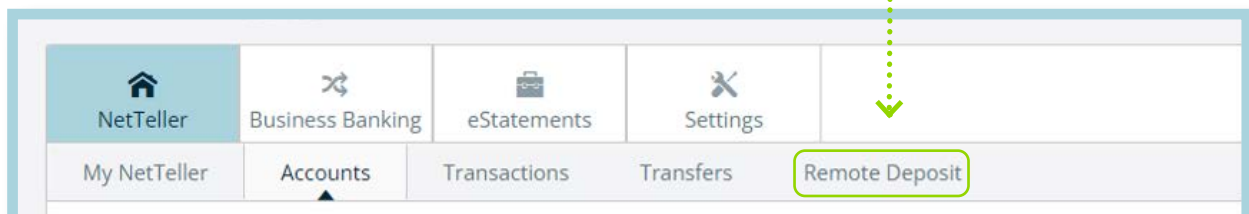
- Select **Business Banking Login**.
- Enter your **Username and Password**.
- Select **Login**.



- Select **Cash Management** from left menu bar.



- Select **Remote Deposit**.



DASHBOARD

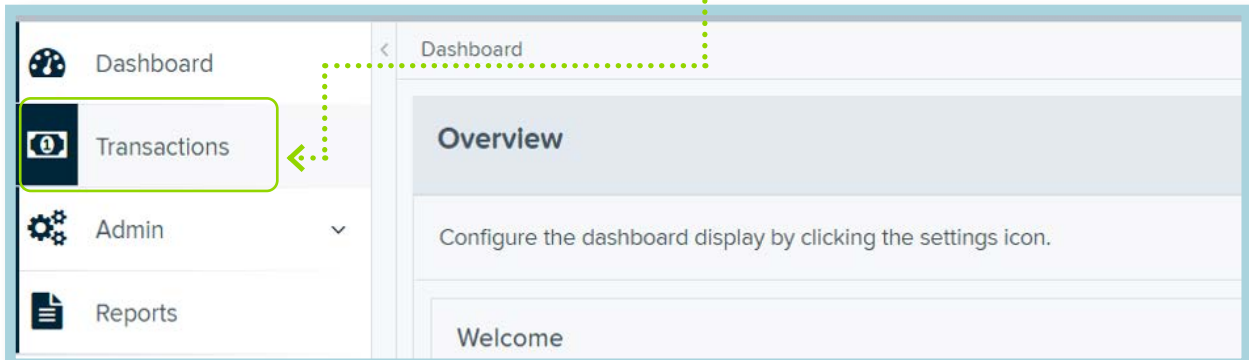
The Dashboard provides an overview of activity from the past 60 days. Information related to RDC on the Dashboard includes:

- **Approved:** Transaction has been verified and will be processed by the cutoff time.
 - Items in Approved status may be edited or voided prior to the cutoff time.
- **Processed:** Transactions have been completed and transmitted to the bank.
 - Items that have been processed cannot be changed or voided.
- **Awaiting Approval:** Applies only when dual control is being utilized. The transaction has been verified, but the amount of the transaction exceeded the Dual Authorization limit of the user who created it. An approver must review to either approve or void the transaction.
- **Declined:** Transaction has been declined by vendor for exceeded either Dual Authorization or limits. Transaction will not be processed.
- **Voided:** Transaction has been voided and will not be processed.
- **Error:** An internal error has occurred. Contact support.

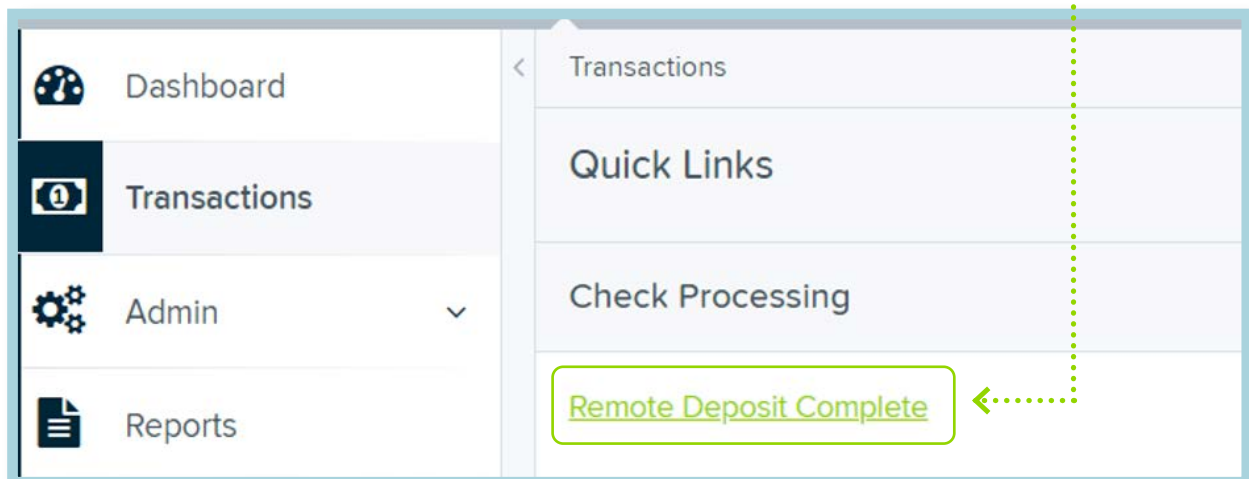
The screenshot shows the OMB Dashboard interface. On the left is a navigation menu with icons and labels for Dashboard, Transactions, Admin, and Reports. The main content area is titled 'Dashboard' and contains an 'Overview' section with a settings icon and a 'Welcome' message dated Monday, June 6, 2022. Below the welcome message is a 'Current Transaction Summary' section, which includes a table with columns for 'Status' and 'Debit Count'. The 'Status' column is highlighted with a green box and contains the following items: Approved, Processed, and Collected. At the bottom left of the dashboard, there is a copyright notice: ©1998-2022 Jack Henry & Associates, Inc.

NEW DEPOSIT

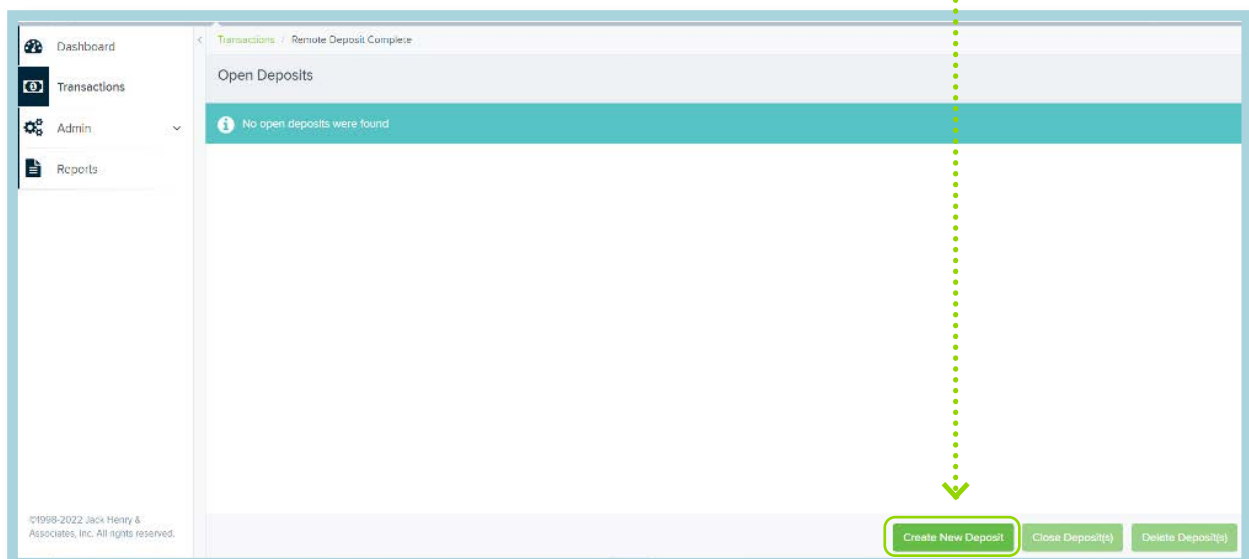
- Select **Transactions** from the left menu bar.



- Select **Remote Deposit Complete** under Check Processing.



- Select **Create New Deposit** in the lower right corner.



NEW DEPOSIT

- The **Create New Deposit** page will display. Complete all required fields.

The screenshot shows the 'Create New Deposit' form in the OMB system. The form is titled 'Create New Deposit' and is located under the 'Transactions' menu. The form includes the following fields:

- Location ***: OMB Donut House
- Deposit Name ***: 08:21:05.2991906 6/6/2022 Deposit
- Number Of Checks ***: [Empty field]
- Total Amount ***: \$ [Empty field]
- Scanner Terminal Number**: [Empty field]

A green 'Create' button is located at the bottom of the form. The OMB logo is visible in the top left corner of the interface.

- **Location:** Select the account for which the deposit should post to.
- **Deposit Name:** System-generated. Includes date and time the deposit is created along with a unique ID number.
- **Number of Checks:** Enter the total number of checks in the deposit.
- **Total Amount:** Enter the total dollar amount of the deposit.
- **Scanner Terminal #:** This field will automatically populate from the Device Control.

Once all fields have been completed select **Create**.



NOTE: If using a multi-doc scanner, load checks into the scanner then select Create. If using a single-doc scanner, select Create then feed check(s) through one at a time.

The **Deposit View** page displays the scanning results. This page provides results including alerts, MICR line information, and check amount.

The screenshot shows the 'Deposit View' page in the OMB system. The page displays the scanning results for a deposit. The main table has the following data:

Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount	Edit	Delete	Rescan
1		⑆20665			\$5.00			

Below the table, there is a 'Front of Check' view showing a check from DEVON M ANGUS for \$5.00. The check is dated 6/2/22 and has a MICR line of ⑆20665. The OMB logo is visible on the check.

To the right of the check image is the 'Scanner Interface' section, which shows the following information:

- Service:** Retrieving Items for Batch.
- Scanner:** Document Complete.
- Terminal Number:** 921207387

The 'Deposit Status' section shows the following information:

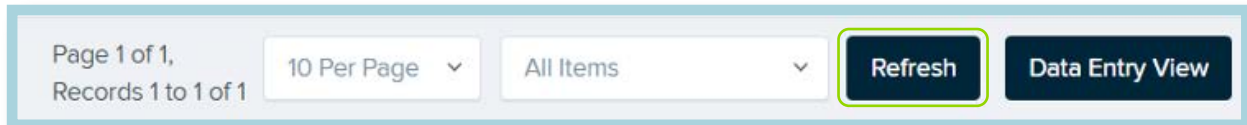
- Location:** Operating Account
- Control:** 1 / \$5.00
- Scanned:** 1 / \$5.00

A green 'Complete Deposit' button is located at the bottom right of the page.

NEW DEPOSIT

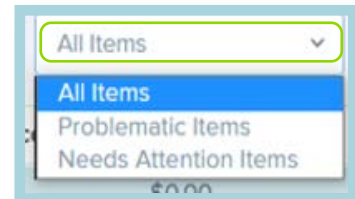
Features on the **Deposit View** page include:

- **Refresh:** Use this option if the dollar amounts do not automatically populate. You can use this multiple times until all amounts are displayed. 



Page 1 of 1, Records 1 to 1 of 1 | 10 Per Page | All Items | **Refresh** | Data Entry View

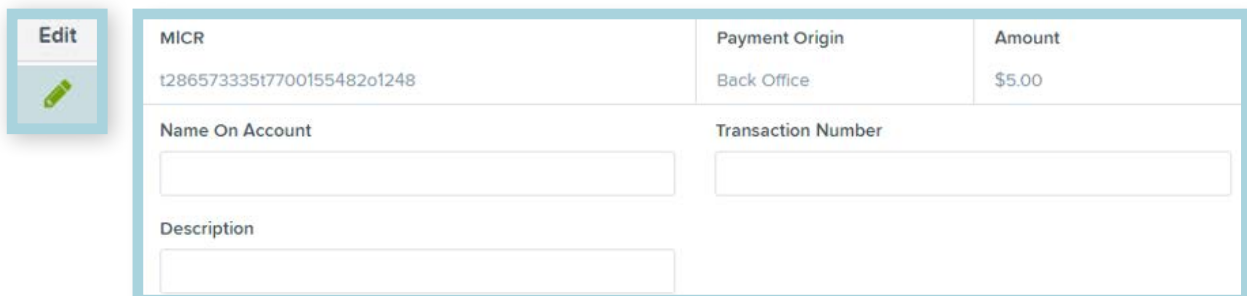
- **Item List Filter:** Organize deposits by All Items, Problematic Items, and Needs Attention Items.




All Items | All Items | Problematic Items | Needs Attention Items

- **Amount Status of To Be Keyed:** Amount will be keyed by vendor after deposit is submitted for processing.
- **Edit:** The Edit option allows you to enter the Name on Account, Transaction Number and Description. This can also be done by selecting the Data Entry View in the top right corner.

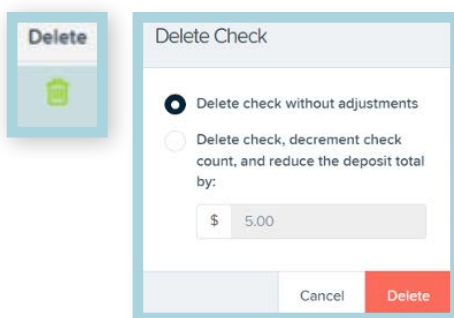
NOTE: If entered, the Name on Account field will appear in reports. Information will automatically save when navigating back to the Deposit View page.




Edit 

MICR	Payment Origin	Amount
12865733351770015548201248	Back Office	\$5.00
Name On Account		Transaction Number
<input type="text"/>		<input type="text"/>
Description		
<input type="text"/>		

- **Delete Check:** Select the Delete icon to remove a check from the deposit. A window will appear. Select the appropriate adjustment option and click Delete.



Delete 

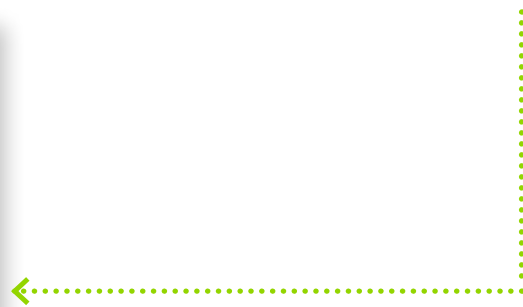
Delete Check

Delete check without adjustments

Delete check, decrement check count, and reduce the deposit total by:

\$ 5.00

Cancel Delete



NEW DEPOSIT

- **Rescan:** Select the Rescan icon to rescan an item. A new window will appear. Place the item in the scanner and select Rescan.

Place the replacement check in the scanner and press the Rescan button.

Front of Check Back of Check

DEVON MANGUS 80-7030/2815 1248

DATE 6/2/22

PAY TO THE ORDER OF TEST \$ 5.00

Five + no fees

OMB

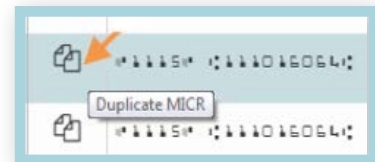
MEMO: TEST

MICR

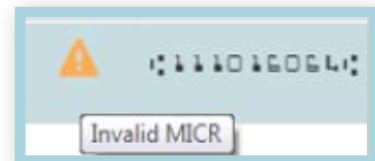
t286573335t770015548201248

Cancel Rescan

- **Duplicate Item Alert:** If an item has been scanned before, it will appear as a duplicate item. A duplicate item cannot be processed through RDC. A duplicate item alert will appear in the Alerts column.



- **Invalid MICR Alert:** If the MICR line is invalid, an alert is displayed in the Alerts column.




- When all checks have been scanned and verified, select Complete Deposit in the lower right corner.

Scanner Interface	Help Reset	Deposit Status
Service	Retrieving Items for Batch.	Location
Scanner	Document Complete.	Operating Account
Terminal Number	921207387	Control
		1 / \$5.00
		Scanned
		1 / \$5.00
		Complete Deposit

The deposit now appears on the Open Deposits page. You may reopen a deposit to add, delete or rescan items from this page.

NEW DEPOSIT

- Select **Open** next to the deposit.

<input checked="" type="checkbox"/>	Open	Requires Attention	Date Created	Location	Deposit Name	Item Count (S/C)	Deposit Amount (S/C)
<input checked="" type="checkbox"/>			06/02/2022 09:38:57 AM CT	Operating Accou...	09:31:54:612815 6/2/2022 Deposit	1 / 1	\$5.00 / \$5.00

- If adding to the deposit, place item(s) in the scanner. The checks will scan, and the additional amount will be displayed. Select **Refresh** if amount and items are not automatically displayed.

- Select the appropriate icon to delete or rescan an item. 

- Select **Complete Deposit** when finished.


CLOSE DEPOSIT

When all checks have been scanned and verified, the deposit is ready to be closed.

NOTE: The deposit will not be sent for processing until this step is completed. If you think a deposit is missing from your account, check to make sure this step was completed.

The **Open Deposits** page lists all open deposits that are ready to be closed.

- Check the box next to the deposit.
- Select **Close Deposit(s)** in the lower right corner.

<input checked="" type="checkbox"/>	Open	Requires Attention	Date Created	Location	Deposit Name	Item Count (S/C)	Deposit Amount (S/C)
<input checked="" type="checkbox"/>			06/02/2022 09:38:57 AM CT	Operating Accou...	09:31:54:612815 6/2/2022 Deposit	1 / 1	\$5.00 / \$5.00

- Select **Close** to confirm closing the deposit.
- Select **Ok** to close the deposit. The deposit will now be sent for processing.

Confirm Deposit(s) Close

Are you sure you want to close the selected 1 deposit(s)?

Close Deposit(s) Results

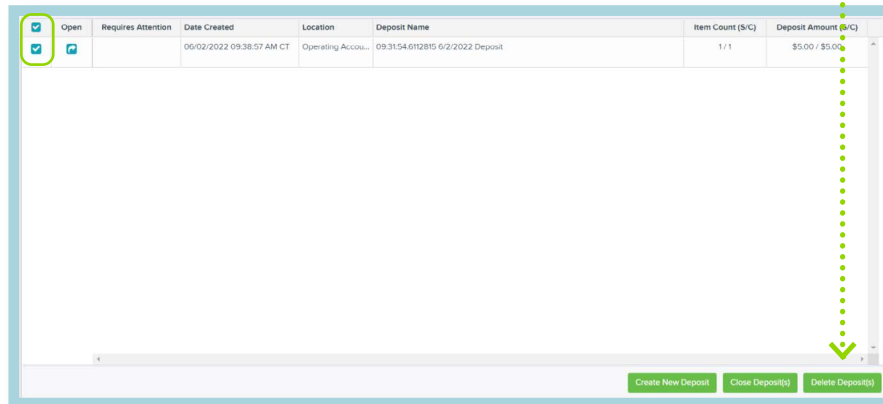
Close Deposit(s) Summary

1 deposit(s) closed

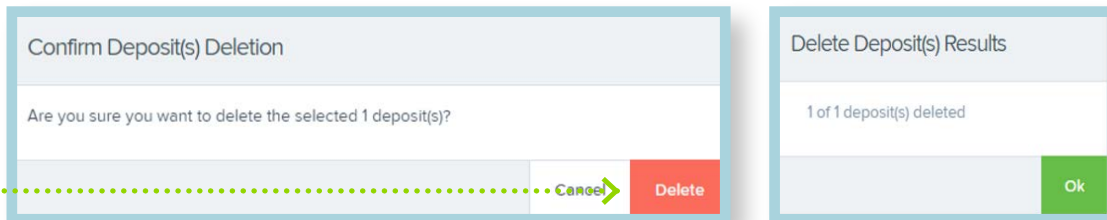
DELETE DEPOSIT

A deposit may be deleted before it is sent for processing. This can be completed from the Open Deposits page.

- Check the box next to the deposit.
- Select **Delete Deposit(s)** in the lower right corner.



- Select **Delete** to confirm.
- Select **Ok** to delete.



VOID DEPOSIT

Once the deposit is closed, it will appear in the **Approved** status on the Dashboard page. A deposit can be voided or edited here. This can only be done once the deposit has been closed and appears in the **Approved** status. Deposits will move to the **Processed** status after the 6:00 pm cutoff time.

- Select the **Approved** status.



VOID DEPOSIT

- Select the **View** icon next to the item you want to void.

Report Type

- Transaction Report
Reports primarily based on a status, a category or type as associated with transaction
- Historical Event Report
Reports primarily based on a past occurrence/event as associated with a transaction

Date Range

Date Type: Transactions Cre
Export Date Range: Custom
Start Date: Apr 3, 2022
Start Time: 12:00 AM

Transactions matching your query: Share to All Users Save to My

Page 1 of 1
Records 1 - 1 of 1

View...	Transaction Date	Status	Response	Payment Type	Operation
	06/02/2022 09:51:04 AM CT	Approved	Success	Checking	Sale

- Select the **Actions** dropdown in the upper right corner.

Reports / Results / Transaction Information

Transaction Details

Customer (ID): Devon Angus Transaction Number: ITX3946341417

Effective Date: Thursday, June 2, 2022 Reference Number: T:8GF7TGSNLF2

Sale: \$5.00 Payment Origin: Back Office

Payment Method: Image Replacement Document Settlement Status: To Be Originated

From Account Type: Checking Description: Test

Actions

- Select **Void**.

- Select **Void** again to confirm.

Mark this transaction void

Void

Confirm Void

Are you sure you want to void the transaction with Reference Number - T:8GF7TGSNLF2?
This action cannot be undone.

Cancel Void

Transaction voided successfully.

- The voided transaction now appears in the **Voided** status on the Dashboard.

Voided	1	\$5.00
--------	---	--------

EDIT AMOUNT

An item can only be edited after the deposit has been approved. If an item was read incorrectly during scanning and was not corrected after being reviewed by the vendor, you will have an opportunity to correct it prior to it being sent to the bank and before the 6:00 pm cutoff time.

- Select the **Approved** status on the **Dashboard** page.

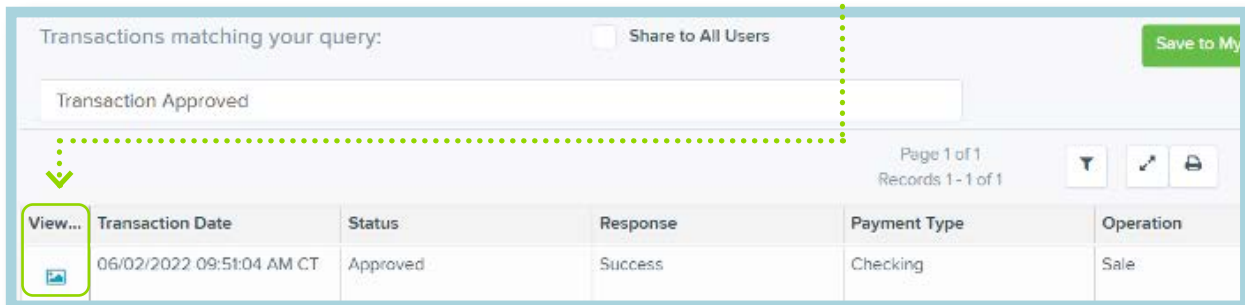


Current Transaction Summary

Below is a summary of the previous 60 days of transaction activity as of 4/3/2022, organized by status. Hover over the status to view its definition. Selecting a status link will navigate you to a report of all transactions of that type, where you may adjust the date as necessary, filter the data, save, export, and/or print the activity.

Status	Debit Count	Debit Amount	Credit Count	Credit Amount
Approved	1	\$5.00		

- Select the **View** icon next to the item you want to void.



Transactions matching your query: Share to All Users Save to My

Transaction Approved

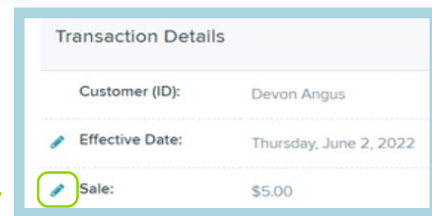
Page 1 of 1
Records 1 - 1 of 1

View...	Transaction Date	Status	Response	Payment Type	Operation
	06/02/2022 09:51:04 AM CT	Approved	Success	Checking	Sale

- Select the **Edit** icon next to **Sale**.

- Enter the correct dollar amount.

- Enter the reason for the change.




Transaction Details

Customer (ID): Devon Angus

Effective Date: Thursday, June 2, 2022

Sale: \$5.00



\$ 6.00 Reason TEST

- Select the green **Approve** box to accept the update.

The updated amount is now reflected.



Sale: \$6.00

REPORTS

The **Deposit Results** report provides information on current-day deposits and previous deposits.

- Select **Reports** from the left menu bar.
- Select **Deposit Results** on the right under **Remote Deposit Complete Reports**.



- Select the **Location** (if applicable).
- Enter the specified **date range**.
- Select **Get Deposits**.

NOTE: This search is available for the past two years. Deposits prior to that can be accessed through the **Download Reports** section on the **Reports** tab.

Deposit Results Search

This page displays a list of the deposits made via Remote Deposit.

Location: Quick Pick
Operating Account: Today

Start Date: Jun 2, 2022 | Start Time: 12:00 AM

End Date: Jun 3, 2022 | End Time: 12:00 AM

Get Deposits

The **Deposit Results** page will display the search results.

- Select the **View** icon under **Item Details** to see all items within the deposit.

Deposits matching your search criteria: Page 1 of 1, Records 1 - 1 of 1, 25 Per Page

Item Details	Deposit Details	Create Date	Location	Batch Type	Description	Deposit Status	Your Count	Your Amount	Received Count	Received Amount
		06/02/2022 09:38:57 AM CT	Operating A...	Remote Deposit	09:31:54.6112815 6/2/2022 D...	Deposited	1	\$5.00	1	\$5.00

REPORTS

- Select the **View** icon under **Item Details** next to a specific item to see the item's history or the **Check Image** icon to view an image of the check.

Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount	Deposit As	Amount Source	Image Quality	Scanned Count
		1	05/02/2022	Deposited		285573335 / XXXXXX5482	1248	\$5.00	Check 21	Read	Pass	1

The Deposits Results page can be printed or exported using the icons at the top of the screen. Export options include CSV, TSV and Excel.

Page 1 of 1 Records 1 - 1 of 1 25 Per Page

Report Layout

Toggle Filter

Full Screen

Print

Export

Sample Report

6/2/22, 10:03 AM Reports Old Missouri Bank - Devon Ar

Deposit Results Report

Report Criteria	
Location ID	Operating Account
Start Date	May 16, 2022 12:00 AM
End Date	Jun 3, 2022 12:00 AM

Create Date	Location	Batch Type	Description	Deposit Status	Your Count	Your Amount	Received Count	Received Amount	C21 Deposit Date	C21 Deposit Count	C21 Deposit Amount	Total Deposit Count	Total Depos Amou
06/02/2022 09:38:57 AM CT	Operating Account	Remote Deposit	09:31:54.6112815 6/2/2022 Deposit	Deposited	1	\$5.00	1	\$5.00	06/02/2022	1	\$5.00	1	\$5.00

Use the **Credits and Debits to your Merchant Settlement Account** report to print a copy of all check images at one time. It is in the bottom right corner of the Reports tab. This report is not available until after a deposit has been processed and sent to the bank. This is normally the next day.

Merchant Settlement Account Reports

Credits and Debits to Your Merchant Settlement Account

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