PROSPERITY BANK®

Remote Deposit Capture Quick Reference

This is a quick guide for navigating Prosperity Bank's Remote Deposit Capture system. Please refer to the Remote Deposit Capture User Guide for detailed instructions.

Log In

To access Prosperity Bank's Remote Deposit Capture (RDC) system, Login to Treasury Center online banking. This access is through Treasury Center providing a single sign on (SSO) to RDC. Launch RDC from Treasury Center to begin.

For assistance in logging in please contact your TC admin or contact Treasury Support at 855-888-2242.

Home Page

- House Icon – Will return the user to the home page at any time.
- Open Deposits Tab – View all open deposits that have not yet been completed. You can select a deposit from this screen to continue working on it.
- Recent Deposits Tab – View recently completed deposits and click specific deposit to view details.
- User Settings – (Upper right hand of the screen) Change display name, email, manage phone numbers, reorder locations, and accounts on screen.

Creating a Deposit

- Select a Location, Account, and enter in the Total Control (total amount) of the Deposit. Then click on "Create Deposit."
- Place items in scanner and select "Capture."
- Each item will be added to the "Items" list below the capture screen. You can sort this list by clicking on a column header. View an item by selecting it from the list.
- Click "Next" when finished to move on to Correcting Items.
- You will automatically be prompted to enter in any corrections for any dollar amount issues found.
- The system will automatically advance you to the "Review" step if the deposit does not require any corrections and is balanced.

- You can remove a single item by selecting the 3 dots on the lower right-hand side of the open deposit screen. You can delete the entire deposit by selecting the 3 dots on the upper right-hand side of the open deposit screen and then choosing “Remove Deposit”

Research

- Availability depends on the roles selected for your user profile. User roles also affect if you can research only deposits for the locations or accounts you have access to or all deposits scanned for the setup.
- Select dates and add additional fields as needed to filter the search results. To remove an added field, click on the “x” button to the right of the line.
- To save the query for future use, select the menu icon (3 vertical dots) and choose Save (only saves for the user creating the query) or Save to Merchant (saves the query for all users under the merchant).
- If you are exporting the results, the user can specify export options such as number formats and delimiters below the search pane.
- You may view an item in the list by simply clicking on it and can sort the returned data by clicking the column header. (Advanced Sort: Click the first column to sort by, then hold the Shift Key and select each subsequent column header in the order you want to sort the data. i.e., First click on Account Number, hold the Shift key, then click on Amount. This will be sorted by account number and then by amount.)
- Click on the menu icon (3 vertical dots) to select which columns are displayed, to export the results as displayed, to print selected items, print the deposit detail, print the deposit image of selected item, or to view the items that make up that deposit.
- Search criteria must be entered in exactly as the MICR line reads in the system and for the exact dollar amount. If the search is entered incorrectly, results will not display.

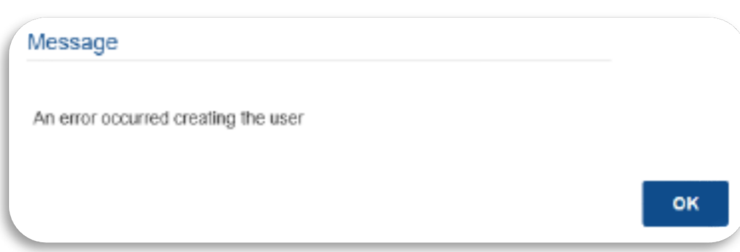
Reports

- All reports are in PDF format.
- Report information is restricted to the locations and accounts the user has access to.

Administration

- This section is used to add new users, edit existing users, or remove users. A Treasury Center Lead Administrator can set up or edit users in Treasury Center.

Note: if you try to create a user that already exists in the RDC system, you will receive the following error:



- The left pane shows the list of users already setup in Remote Deposit Capture and provides options to filter the list by entering in search information. To add a new user, click the “+” next to the search box.
- You can change the order in which the locations/accounts are displayed by numbering them accordingly.
- To edit an existing user, select the user and edit any information necessary that displays. There is also a menu icon (3 vertical dots) in the upper right side of the screen that will give the option to Disable or Delete the user.
- Please note that if you are adding a user within the RDC system, the user must also be created in Treasury Center.
- Once the user has been created in both Treasury Center and the Remote Deposit system, please contact the RDC Support team and provide the new user’s information so that the users’ access can be linked. RDC will reach out to the new user once they are linked successfully.

Assistance

For assistance, please contact Remote Deposit Capture support at 281-269-7165 or email remote.capture@prosperitybankusa.com