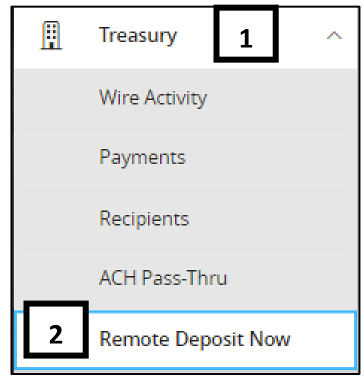
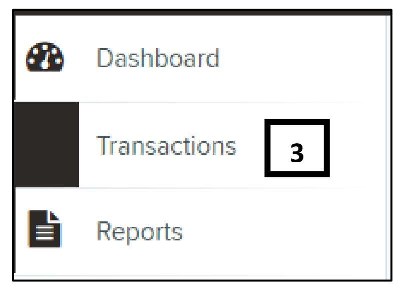
Remote Deposit Now

1. Select the **Treasury** menu on the left-hand side of the screen.

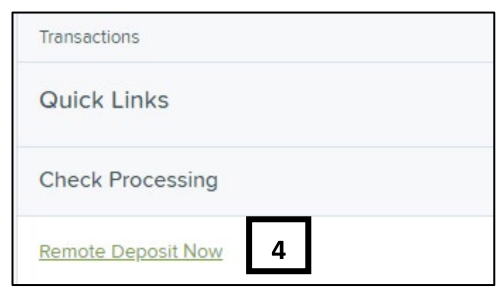


2. Select **Remote Deposit Now**.

3. This will launch a second window where you will select the **Transactions** tab on the left side of the screen.

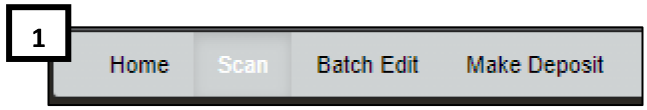


4. Select the green link for **Remote Deposit Now**.



Making a Deposit

1. Select **Scan**.



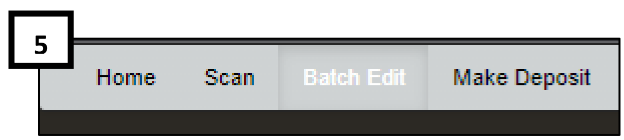
2. Select **Start**.

3. Enter the total dollar amount of all the checks that will be in the batch. (Ex: 3 checks for $100.00 each, you will input $300.00). Make sure that your checks are in the scanner before you hit **OK**.

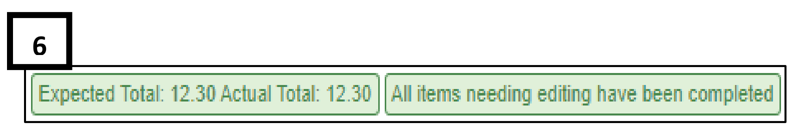
Please note that you will need to use decimal points for any change.

4. Once you scan all checks in your batch, select **Close Batch** to save and move forward.

5. Select **Batch Edit**.

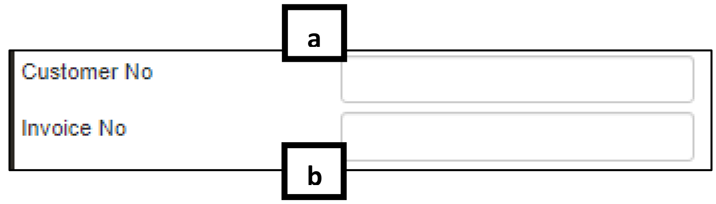


6. You should see two green boxes if all items match and add up to your deposit total.



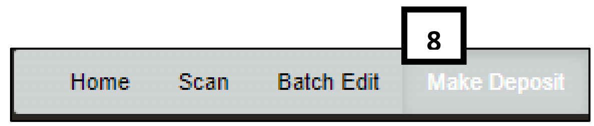
7. If any changes are needing to be made (updating an amount that may have been misread, a missing routing/account number, or even a missing check number) it will prompt you to make those changes and you will just need to **Save**.

a. If you would like to assign a name to the specific account and routing number for a check, you can use the **Customer No** field at the bottom. This will auto-populate each time you scan a check with this account and routing number in the future.

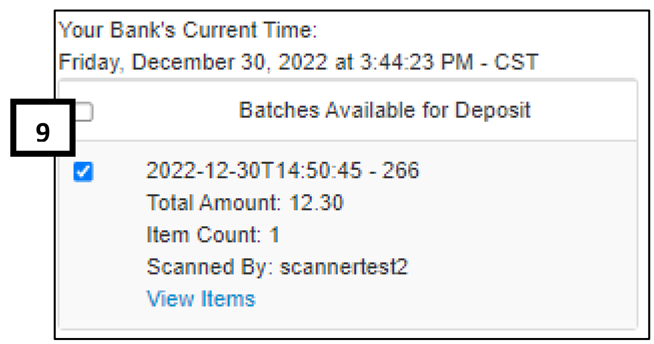


b. If you would like to reference an invoice or order number, you can use the **Invoice No** field. This will not auto-populate in the future, as this is a one-time field.

8. Once you have made all your edits and have both the green boxes at the top stating all items are complete, you can move forward to the **Make Deposit** tab.



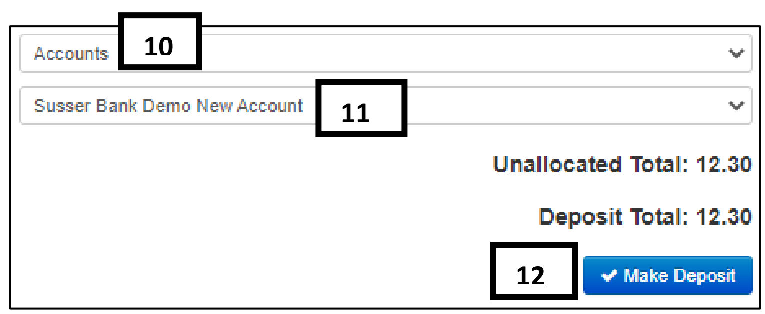
9. Select the **Batch Available for Deposit** that you are ready to deposit into your account.



10. You will leave the first dropdown field as **Accounts**.

11. **Select the Deposit Account** that you are wanting to deposit into in the second dropdown field.

12. Select **Make Deposit**.



13. You will receive confirmation that you have completed the deposit.

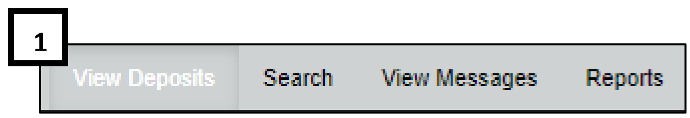
   a. You can download a **Deposit Report** with or without **Images**.

Please note that Susser Bank processes these deposits every two hours with the first one being at 10:00AM CST, then at 12:00PM CST, 2:00PM CST, 4:00PM CST, and the last one being at 6:00PM CST.

Reporting & Other Features

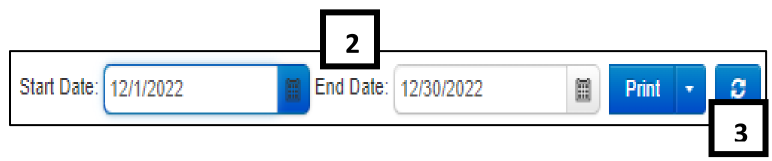
View Deposits

1. Select **View Deposits**.

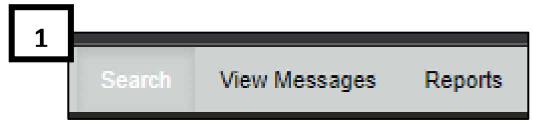


2. Select your Date Range that you are wanting to pull any previous deposits for.

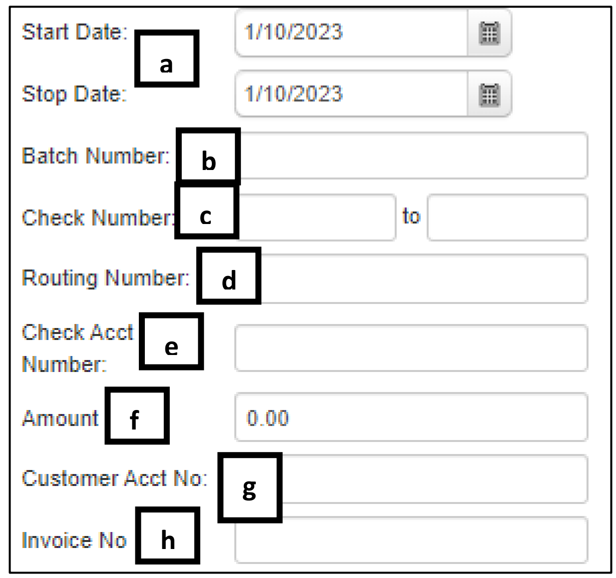
3. Select the button for Submit. This will load all deposits that were submitted during the selected date range. You can look at all images included in each deposit including amounts, account/routing information and which account it was deposited into.



Search



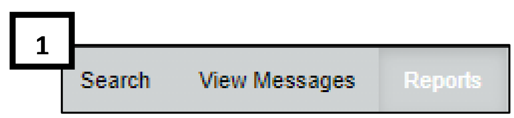
1. You can search for any checks that have been deposited historically. Fill out one or multiple fields to **Search.**
    a. **Start Date & Stop Date**
    b. **Batch Number**
    c. **Check Number** Range
    d. **Routing Number**
    e. **Check Account Number**
    f. **Amount**
    g. **Customer Acct No:** field
    h. **Invoice No** field



View Messages

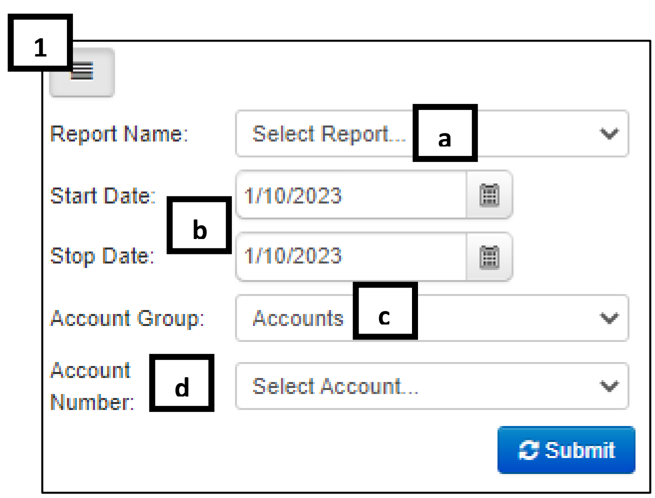
1. Here you will find messages regarding deposits. For example: errors with any deposit, notifications that a check was not deposited and reasons why.

Reports



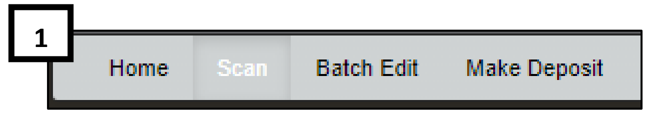
1. You will be able to pull historical **Deposit Reports With or Without Images** under the **Reports** menu.

    a. **Report Name** – Select With or Without Images
    b. **Start Date & Stop Date**
    c. **Account Group** – Select **Accounts**
    d. **Account Number** – Select the account you would like to pull the deposit report for.

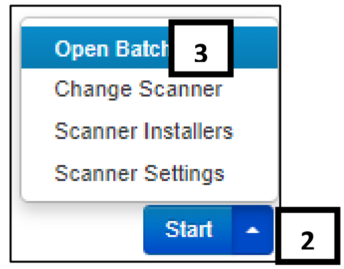


Opening and Deleting Pending Batches

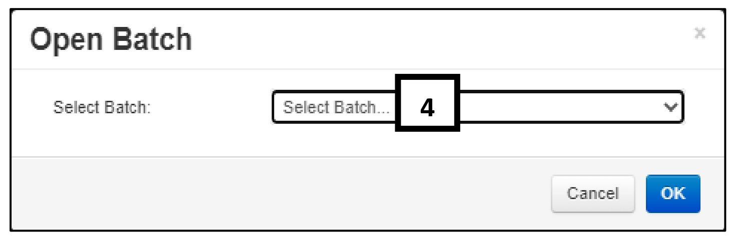
Opening a Pending Batch



1. Select the **Scan** tab.
2. Select the **Caret** next to the **Start** button.

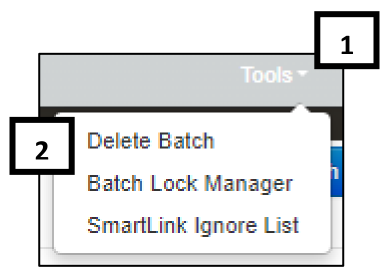


3. Select **Open Batch**.
4. **Select Batch** you are wanting to reopen. You will now be able to add and/or make changes to this deposit.



Deleting a Pending Batch

1. Select **Tools** at the top right corner of the screen.
2. Select **Delete Batch**.



3. Select **Batches** that you want to **Delete**.
4. Select **Delete Selected**.