BankFinancial℠

Remote Deposit Capture – Quick Reference

Scanning Checks

1. From the ePayment Portal, select Transactions from the left menu bar.
2. Select Remote Deposit Complete under Check Processing.
3. Click Create New Deposit.
4. Select the account you are depositing to. Enter the Number of Checks and Total Deposit Amount of the check batch. Click Create.
   *The RDC system will use a Virtual Endorsement on each check scanned. You do not need to endorse any of the checks.
5. Place the checks in the scanner to begin scanning.
6. Once each check has been scanned, click Complete Deposit.
7. Select the deposit and make your selection:
   a. Open Existing Deposit-Select the deposit you want to open. You can edit the items in the deposit or scan more checks.
   b. Close Deposit(s)-This will send the check to BankFinancial for processing.
   c. Delete Deposit(s)-This option will delete the selected deposit.

Reviewing Deposits

1. From Remote Deposit, select Reports from the left menu bar.
2. Select Deposit Results.
3. Select the location (account) and the date range and click Get Deposits.
4. Click the view link under Deposit Details to review the details of the checks in your deposit.
5. If a check was not processed, the Item Status will show the reason.