ProgressBank
THINKING FORWARD

Commercial Capture Xpress
Quick Reference Guide

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Overview

Thank you for choosing remote deposit from Progress Bank and Trust. Progress Bank's remote deposit service provides the ability to allow customers to scan checks for deposit, thereby saving customers the time and cost of trips to the bank. Since checks move electronically, remote deposit also speeds the availability of funds into your account.

Remote Deposit offers all the online deposit services your clients need, as well as sophisticated security features, state-of-the-art scanning capabilities, and the ability to easily manage entitlements when your requirements change.

This guide gives you easy-to-use instructions on how to access many of the remote deposit's most commonly used features, including screen shots of the web pages you're working with. We hope you find this reference helpful.

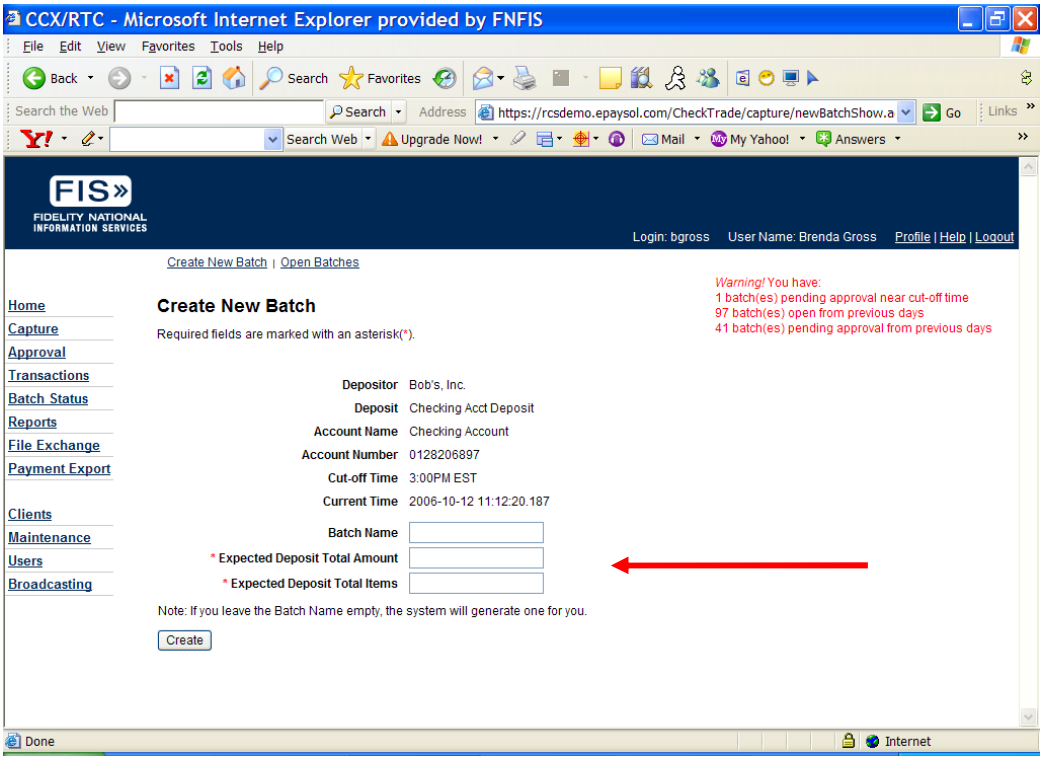
If You Need Help

If you have any questions about remote deposit, you may contact us at 256-319-3600 or CCX support at 1-877-568-2849.

New Batches

Creating a New Batch

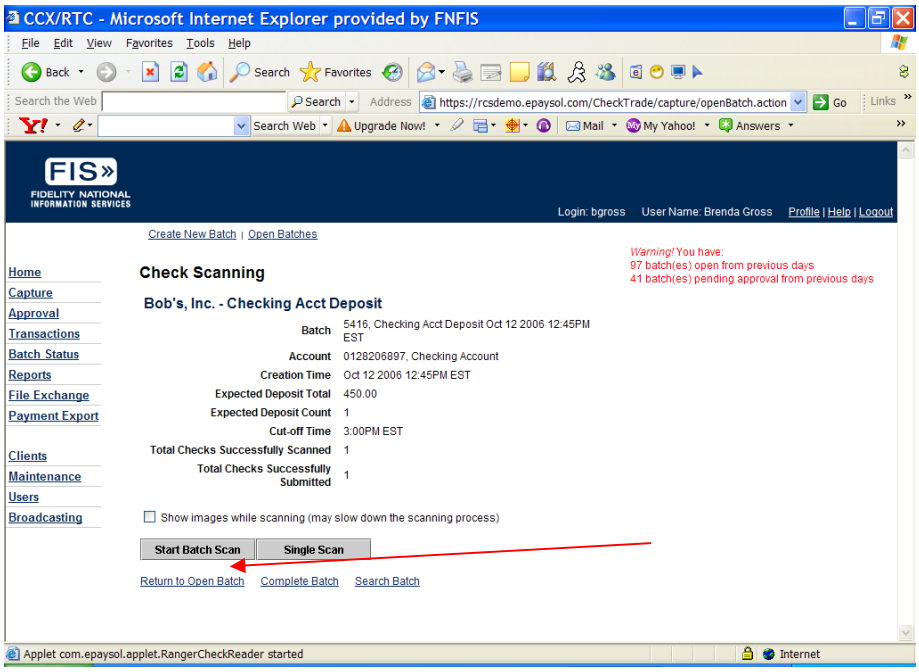
1) Prepare the checks you want to deposit: count the number of checks to be scanned, and add the dollar amounts of the checks.
2) Log in to Progress Bank's CCX website.
3) Select **Capture** in the main navigation. The Create New Batch/Select Deposit screen appears.
4) In the Action column, click **Select** for the account to which you want to deposit. The Create New Batch/Batch Details screen appears.
5) On the Create New Batch/Batch Details screen: In the Expected Deposit Total Amount field, enter the total dollar amount of the checks you are depositing.



6) In the Expected Deposit Total Items field, enter the number of checks you are depositing.
7) Select the **Create** button. The Create New Batch/Check Scanning screen then appears.

Scanning Checks

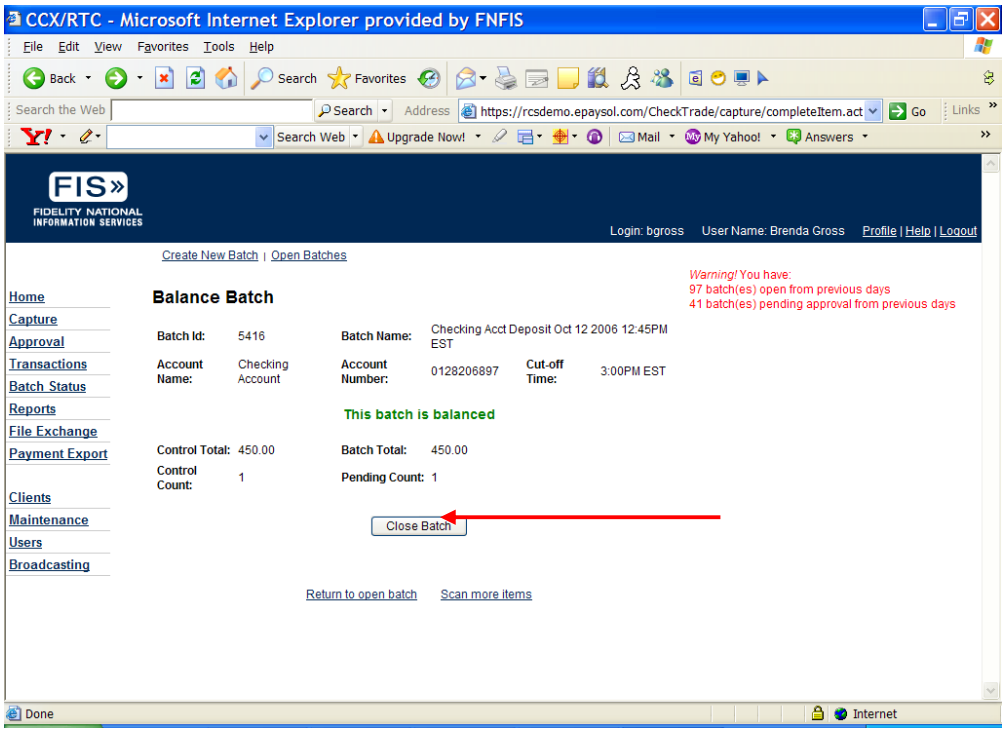
1) Load the checks in the scanner. To scan a new batch, select **Start Batch Scan**. To scan checks one at a time, select **Single Scan**. Scanning of the check will then begin automatically.
2) When scanning is complete, a confirmation message appears.
3) Select **OK**. The Create New Batch/Check Scanning screen reappears.
4) Select **Complete Batch**.



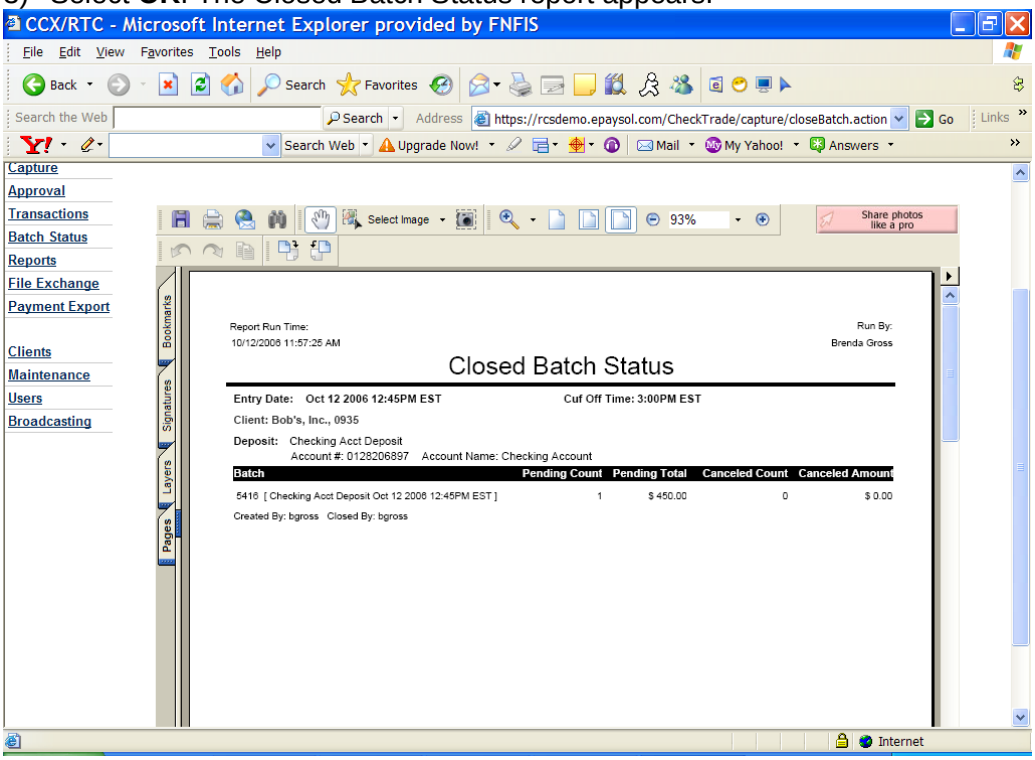
5) The Open Batches screen then appears.

Balancing the Batch

1) On the Capture/Open Batches screen, if the batch is balanced, select **Close Batch**.



2) A confirmation message appears.
3) Select **OK**. The Closed Batch Status report appears.



4) Print the Closed Batch Status report if desired.

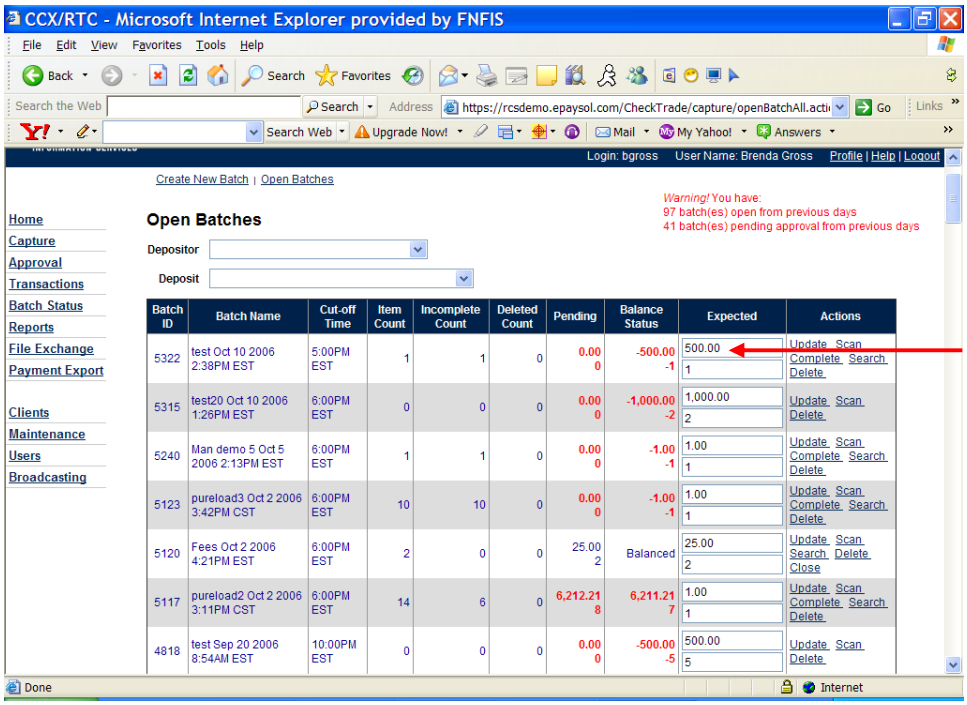
Approving the Batch

1) In the main navigation, select **Approval**. The Batches Pending Approval screen appears.
2) On the Batches Pending Approval screen, select **Approve**. A confirmation message will then appear.

Open Batches

Adding Check(s) to an Open Batch

1) Prepare the checks you want to deposit: count the number of checks to be scanned, and add the dollar amounts of the checks.
2) Log in to the CCX website.
3) Select **Capture** within the main navigation. The Create New Batch/Select Deposit screen appears.
4) Within the secondary navigation, select **Open Batches**.
5) On the Open Batches screen, find the account and batch to which you want to add additional checks. In the Expected fields, enter the new batch total and the number of checks.
6) Select **Update** in the Actions column. The new numbers remain in the Expected fields, and appear in the Balance Status column.

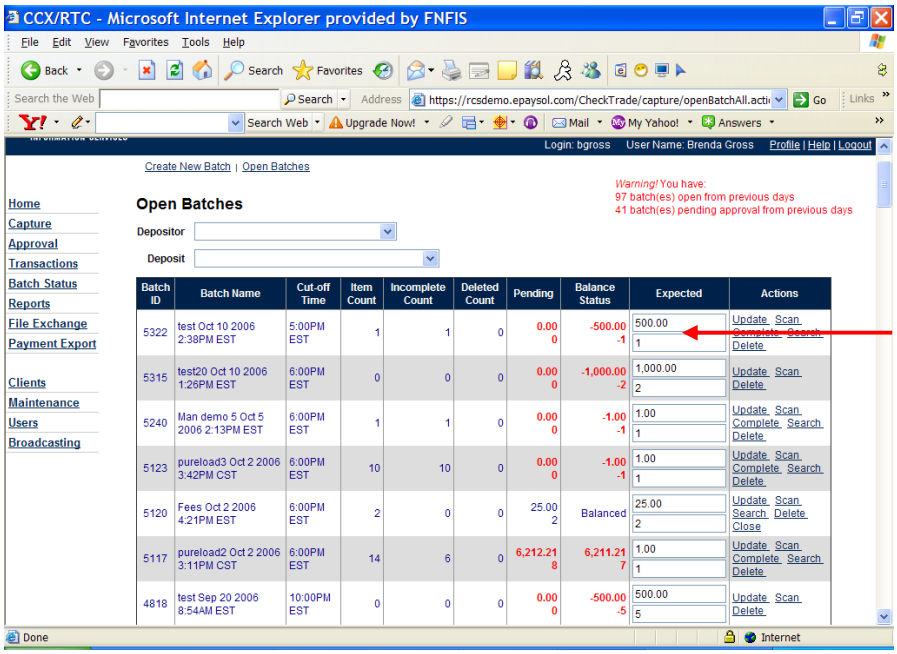


Scanning Checks

1) Load the checks in the scanner.
2) On the Open Batch screen, find the account and batch to which you want to deposit the additional checks. For that batch, select **Scan**. The Check Scanning screen appears.

Completing an Open Batch

1) On the Open Batches screen, find the batch you want to Complete. The Complete Batch screen appears.
2) Follow steps for balancing the batch in Capture/Create New Batch.
3) On the Open Batches screen, find the account and batch in the Actions column to which you want to add additional checks. For that batch, select **Close.** A confirmation message will appear.



Approving the Batch

1) In the main navigation, select **Approval**. The Batches Pending Approval screen appears.
2) On the Batches Pending Approval screen, select **Approve** in the Actions column. A confirmation message will then appear.

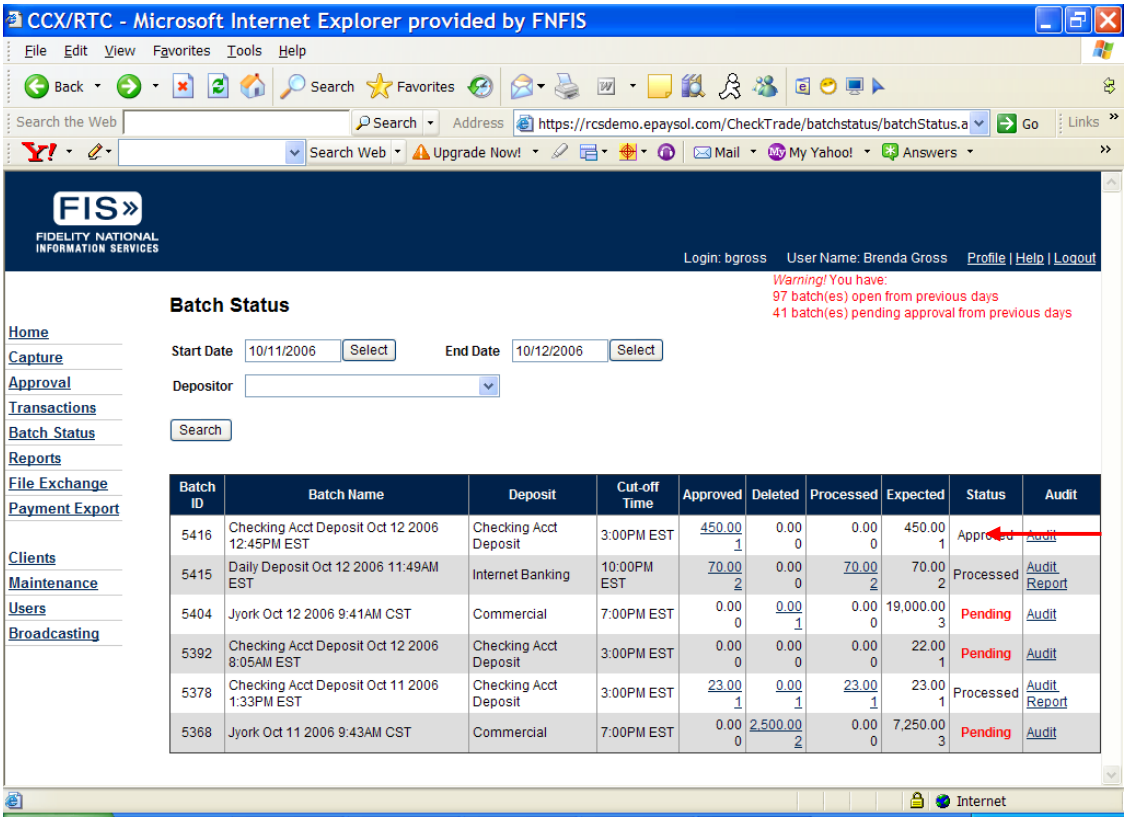
Transactions

1) In the main navigation, select **Transactions**. The Approved Items screen appears. For other transactions, select one of the options from the secondary navigation: Deleted, Processed, Returned, or Settlements. For either of these options, follow Steps 2 and 3 below.
2) To search for images of checks, select either **Deleted** or **Processed**, and enter applicable search criteria in each field. Select **Search**.
3) The Approved Items screen reappears, displaying search results for the criteria entered.

Batch Status

1) In the main navigation, select **Batch Status**. The Batch Status screen appears.
2) The Batch Status screen automatically defaults to the current date. Enter the date or date range for which you would like to see the Batch Status. The Batch Status screen reappears, displaying search results for the criteria entered.
3) To view actions taken on a check, select **Audit** in the Audit column. **Note:** In the Status column, depending on the status of the batch in the batch process, the following will appear.

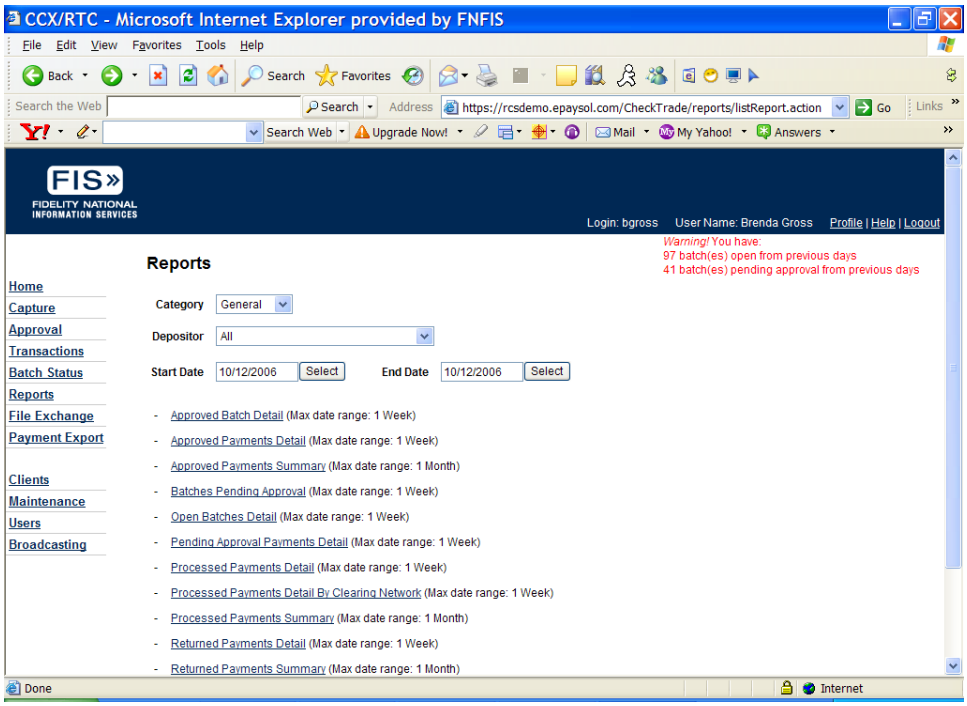
- **Open**—Batch open
- **Pending**—Batch closed
- **Approved**—Batch approved
- **Processed**—Batch picked up for processing



Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
5416	Checking Acct Deposit Oct 12 2006 12:45PM EST	Checking Acct Deposit	3:00PM EST	450.00 1	0.00 0	0.00 0	450.00 1	Approved	Audit
5415	Daily Deposit Oct 12 2006 11:49AM EST	Internet Banking	10:00PM EST	70.00 2	0.00 0	70.00 2	70.00 2	Processed	Audit Report
5404	Jyork Oct 12 2006 9:41AM CST	Commercial	7:00PM EST	0.00 0	0.00 1	0.00 0	19,000.00 3	Pending	Audit
5392	Checking Acct Deposit Oct 12 2006 8:05AM EST	Checking Acct Deposit	3:00PM EST	0.00 0	0.00 0	0.00 0	22.00 1	Pending	Audit
5378	Checking Acct Deposit Oct 11 2006 1:33PM EST	Checking Acct Deposit	3:00PM EST	23.00 1	0.00 1	23.00 1	23.00 1	Processed	Audit Report
5368	Jyork Oct 11 2006 9:43AM CST	Commercial	7:00PM EST	0.00 0	2,500.00 2	0.00 0	7,250.00 3	Pending	Audit

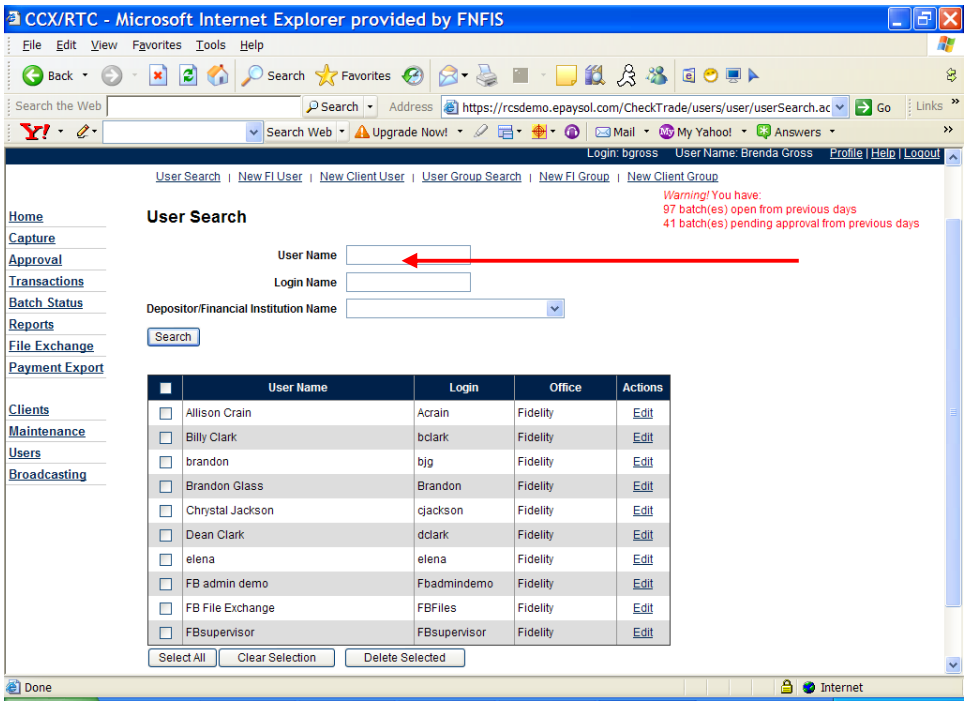
Reports

1) In the main navigation, select **Reports**. The Reports screen appears.
2) The system automatically displays current day, “General” reports for “All” depositors. To search for additional reports, enter the applicable search criteria in the Category, Depositor and Date fields. A list of corresponding reports will then automatically appear.
3) Select the desired report, which then launches as a PDF file.



User Set-up

1) On the Administration menu in the left column, select **Users**. The User Search screen appears.
2) Enter data in one or more fields to search for a user.



3) Select **Search**. The User Search screen re-appears displaying data for the criteria entered.
4) To change or add information for an established user:
   - Find the user you want to edit.
   - Select **Edit** beside the user's name. The Edit User screen appears.
   - On the Edit User screen, enter data in the required fields.
   - Select **Save**. The User Search screen reappears.
5) To delete users:
   - Find the user you want to delete.
   - Next to the user's name, click the **Select** checkbox.
   - Click Delete Selected. That user's name will then be removed from the user list.