



# REMOTE DEPOSIT CAPTURE

## Deskside User Guide





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This User Guide includes all functions of the Remote Deposit Capture application. Individual users will see Menu Items, Locations, and Accounts based on their individual roles and access rights.



## INTRODUCTION

Remote Deposit Capture (RDC) allows you to capture the images of checks at your desk and transmit them electronically over a secure line for deposit into your account. This eliminates the physical transporting of checks, thus dramatically reducing the time between deposits and availability of funds.

With RDC, you can now use a check scanner in your office to create a digitized image file of your deposit. It couldn't be easier. No more mailing checks, courier services, or leaving your office to make deposits. Here's how it works:

- You use a small check scanner attached (USB) to your Windows-based workstation to create a digitized image file of your deposit.
- You access the web portal through the Bank's secure website. The application prompts the operator through the deposit process.
- Daily reports are available online.

Within minutes your deposit can safely be on its way to the Bank for processing and will post to your account that night when deposited within stated deposit deadlines.

## RISK MANAGEMENT CONSIDERATIONS

Remote Deposit Capture provides many benefits - convenience, extended deposit deadlines, and improved cash flow. The use of RDC introduces new risks to your business that can be mitigated by following the current risk management policies you likely already have in place.

*The following information is provided to aid you in gaining the most benefit while maintaining control over your deposit process. It should not be thought of as all-inclusive or prevent you from establishing additional controls.*

### IMPLEMENTATION

**Document management:** the secure storage and ultimate destruction of scanned checks should mirror current procedures for safekeeping check stock. As you would not want unauthorized individuals gaining access to your check stock, the information that can be obtained from the scanned checks can lead to re-deposited checks or fraudulent activity. Decide on the length of time to maintain the scanned checks, where they will be stored and how they will be destroyed.

**Returns:** The return process functions in the same manner for RDC as it does for branch deposits. A return notification will be sent to you along with the Substitute Check or Image Replacement Document that is a legal representation of the original check. If rescanning for collection through RDC, you should scan the Substitute Check unless the return was for poor image quality; then, you should rescan the original check.



In the unlikely event that a deposit is duplicated and processed in error, you should notify us and your customer(s) as soon as the incident is known. We will work with you to notify the Paying Bank that an error has been made and request that the checks be returned as adjustments and not to charge their customer.

Consider the parties responsible for making the deposits and their overall role within the company. Separation of duties, when feasible, allows for clear distinction of job function and separates the deposit role from the account balancing role. Additionally, incorporating daily procedures on deposit processing, balancing and storage of deposits mitigates the opportunity for operational mishap - duplicate deposits, improper encoding, etc.

## TECHNOLOGY

Existing policies for maintaining workstations with the current operating systems, virus and spyware packages will aid in reducing the opportunity for fraudulent activity, which includes identity theft. The information scanned should be available to only those parties that require it according to your current guidelines. User name and password usage for RDC do not require modifications to your current procedures – safe keep them and do not share.

## INELIGIBLE ITEMS

*There are some items that are not eligible to be deposited using Remote Deposit Capture, such as Remotely Created Checks (RCC), that are created onsite.* Remotely created checks are defined as drafts that are created by a third party after receipt of payment instructions via the Internet, phone or fax for the purchase of goods or services.

These drafts can be returned up to one year after deposit if the paying customer disputes the draft or if there are any other issues with the draft itself.

Checks drawn on foreign banks, whether they are payable in US Dollars or not, are not eligible to be deposited via RDC. The application will flag these checks if they are inadvertently scanned. If you receive a foreign check, contact the TM Technical Support for RDC for instructions.

Checks payable to a third party without verification or guarantee of third-party endorsements are also not eligible to be deposited when using Remote Deposit Capture.



## GENERAL INFORMATION

### CUSTOMER SUPPORT

Should you need assistance, TM Technical Support for RDC can be reached at 1-800-978-6270.

### HOURS OF OPERATION

Files can be transmitted to the Bank at any time. Files that are received and processed by 7:00 PM CT will receive same day ledger credit (excluding weekends and holidays). It is advised to transmit files by 5:00 PM CT to allow the TM Technical Support for RDC to answer any questions if issues arise.

### SERVICE REQUIREMENTS

Following is a list of all hardware, software and settings required for proper installation and performance of the Remote Deposit Capture system:

#### PC Requirements

Operating System:

- Windows 10
- MAC OSX v10.11 or higher
- Mono Framework v6 4.0

RAM (Memory):

- Minimum requirement: 4GB RAM

Processor:

- Intel Pentium 3 or compatible 2.4 GHz or higher processor

Primary Hard Drive:

- 5GB available hard drive space

Scanner Connections/Ports:

- One available USB 2.0 port

Screen Resolution:

- Screen resolution of 1024x768 or higher

Software Requirements:

- The following software requirements are necessary for the application to operate correctly and should be loaded or installed prior to the remote capture installation process.
  - Chrome, Microsoft Edge
  - .NET Framework: Microsoft .NET Framework 2.0



- .NET 3.0, 3.5, and 4.5 are supported, but require .NET 2.0 also resident on PC
- Adobe (Acrobat) Reader: Adobe Reader 5.0 or higher  
When using Windows 8.1, download the current version of Adobe Reader. Do not use the Windows 8.1 Adobe Reader app (tile)

#### Windows Login Rights:

- The following Windows rights are required to access the relevant functions for remote capture.
  - Administrator rights: Users will require local administrator access to the workstations to install the drivers, activate computer, and perform first-time capture
  - WinZip utility: WinZip 9.0 or higher installed
  - Proxy settings: Secure connectivity to the Financial Institution's Deposit 24/7 server

#### Additional Information:

- QuickBooks® versions supported: 2010, 2011, 2012, and 2013
- Simplex scanning: Requires Twain 1.9 compatible or newer device

## SCANNER

The application is certified for several scanners including the Digital Check TS series. Most of the check scanners required to image the checks are compact in size and weigh less than three pounds. Each scanner registered the application becomes a separate location (scan site). You can only register one scanner per location.

We will help in determining the best scanner to meet the needs and requirements of your company. With the exception of speed and endorsement functionality all other features are the same across the many Panini models we support.

Routine maintenance of the scanner is required to ensure the image quality continues to meet standards. Checks that do not meet image quality standards by the Paying Bank will be returned and charged back to your account. The Operator Manual provided with the scanner contains detailed instructions on the cleaning of the image sensors and the reading transport belt.

Demonstration of installation and proper maintenance of the Panini scanner is available in Remote Deposit Capture web portal under "Training" tab.



## GETTING SET UP

TM Technical Support for RDC will create an administrative user and set up your accounts upon receipt of executed RDC documentation.

### USERS

We set up the initial administrative user in the system and you can add users as needed.

### USER GROUPS/PERMISSIONS

RDC allows you to define any number of *groups* and assign function permissions at the group level. Then, when a user is assigned to a group, they automatically acquire the group permissions.

Category	Task	Access and Rights Description	Clerk	User	Sup	Admin
Remote Capture		Remote Capture Deposit				
	Administration Screens	Tabs available in client application Configuration.				X
	Capture	Enables the Capture module.	X	X	X	X
	Capture Deposits	Displays the Capture Deposits button and allows capture rights.	X	X	X	X
	Allow Blank Control Ticket	Allows the Control Ticket to be a zero dollar amount.	X	X	X	X
	Allow User to Key Amounts	Allows the user to key amounts on checks.	X	X	X	X
	Allow User to Key Custom Fields	Allows the user to key Custom Fields for Checks.	X	X	X	X
	Allow User to Key MICR Fields	Allows the user to key the MICR fields on checks.	X	X	X	X
	Allow User to Perform Duplicate Detect	Allows the user to view Duplicate Detect issues.	X	X	X	X
	Allow User to Perform IQA/IQU	Allows the user to view IQA/IQU warnings.	X	X	X	X
	Allow User to Release	Allows the user to release completed transactions.	X	X	X	X
	Allow User to Scan	Allows the user to create and scan deposits.	X	X	X	X
	Export	Enables Export function.			X	X
	Account Receivable Export	Enables A/R Export definition to display as an option on the Export page.			X	X
	CSV Export	Enables the CSV Export option to display as an option on the Export page.			X	X
	Image Export	Enables the Image Export option to display as an option on the Export page.			X	X
	QuickBooks® Interface	Enables the QuickBooks Export to display as an option on the Export page.			X	X
	Install Scanners	Enables the Installation module and displays the Installation button.			X	X
	Message Board	Enables the Messages menu option within the end user application.	X	X	X	X
	Reports	Enables the Reports button for End User Application.			X	X





Category	Tasks	Access and Rights Description	Clerk	User	SUP	Admin
	Admin Reports	Enables the Admin Reports listed below.			X	X
	CAR/LAR	Enables the CAR/LAR Report in the end user application.			X	X
	Login Audit	Enables the Login Audit Report in the end user application.			X	X
	QuickBooks Pending Export Items	Enables the QuickBooks Resolved Export Items Report in the end user application.			X	X
	QuickBooks Resolved Export Items	Enables the QuickBooks Resolved Export Items Report in the end user application.			X	X
	QuickBooks Unresolved Export Items	Enables the QuickBooks Unresolved Export Items Report in the end user application.			X	X
	Transaction Status	Enables the Transaction Status Report in the end user application.			X	X
	Transaction Status by AuxOnUs	Enables the Transaction Status AuxOnUS Report in the end user application.			X	X
	Transaction Status by Location	Enables the Transaction Status by Location Report in the end user application.			X	X
	Deposit Reports	Enables the Deposit Reports listed below.			X	X
	Deposit Adjustments	Enables the Deposit Adjustment Report in the end user application.			X	X
	Deposit Detail	Enables the Deposit Detail Report in the end user application.			X	X
	Deposit Detail (by Batch)	Enables the Deposit Detail by Batch Report in the end user application.			X	X
	Deposit Detail (with Custom Fields)	Enables the Deposit Detail with Custom Fields Report in the end user application.			X	X
	Deposit Detail By Location Code	Enables the Deposit Detail by Location Code Report in the end user application.			X	X
	Deposit Summary	Enables the Deposit Summary Report in the end user application.			X	X
	<b>Research</b>	Enables the Research Module and the Research Button.				X
	Research Deposits	Enables the ability to Research Deposits.				X
	Research Result Export	Enables the ability to Research Result Exports.				X
	<b>Training Corporate Capture</b>	Provides access to training for Corporate Capture and displays the Training button in the end user application.	X	X	X	X
	<b>Transmission</b>	Enables the Transmission module and displays the Transmit button.				
	Transmit Deposits	Enables the ability to Transmit Deposits.		X	X	X
	View Daily Deposit Totals	Enables the ability to view Daily Deposit Totals during Transmit.				X



Security Administration						
Category	Task:	Access and Rights Description:	Clerk	User	Sup	Admin
	<b>Login Administration</b>	Enables the Logins tab in Security Administration; these subtasks also apply to the Configuration module capabilities for the end user application.				X
	Can remove a login	Enables the Delete button for Logins tab; rights to delete logins; affects Security Administration and the end user application Configuration module.				X
	<b>Role Administration</b>	Enables the Roles tab in Security Administration.				X
	Can edit role variable values	Allows user to edit role variables. <i>(This must be enabled to allow 'Can edit user/object variable values' task)</i>				X
	<b>Security Object Administration</b>	Enables the Users/Objects tab in Security Administration; these subtasks also apply to the Configuration module capabilities for the web client.				X
	Can allow role membership	Allows user ability to select the checkbox to enable a Role for a User; affects Security Administration and the end user application Configuration screen.				X
	Can deny role membership	Allows user ability to unselect the checkbox to disable a Role for a User; affects Security Administration and end user application Configuration module.				X
	Can deny users/ objects in a domain	Allows user ability to unselect a user from a domain; affects Security Administration and end user application Configuration module.				X
	Can edit user/ object variable values	Allows users to set Account Level Security in Security Administration; allows user to modify user values in Variables; affects Security Admin and web client Configuration screen. <i>(must also enable 'Can edit role variable values' task).</i>				X
	Can remove security objects	Enables the Delete button for Users tab; rights to delete users; affects Security Administration and end user application Configuration module.				X
	Can update security object properties	Enables the Modify button for Users tab; rights to modify users; affects Security Administration and end user application Configuration module.				X
	<b>Task Administration</b>	Enables the Tasks tab in Security Administration.				X
	Can view all security tasks	Allows user ability to view all tasks for a main domain, not just the current domain.				X

A minimum of two administrators – one as primary and one as backup – should be set up, if possible.



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## TRAINING

The Training section includes documents with step-by-step instructions, demonstrations and simulations to help you learn how to use the Remote Deposit Application.

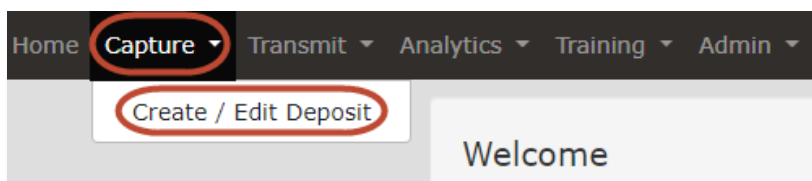
## MESSAGES

Any available messages will appear when you log in to the application. Messages relating to any adjustments made by the Financial Institution will be removed after the message has been viewed.



## CAPTURE DEPOSIT

1. From the main menu, select **Capture**, then **Create / Edit Deposit**



2. Under the **New Deposit** section, select or enter the following options:
  - a. Select deposit **Date** (defaulted to today's date)
  - b. Select deposit **Location**
  - c. Select the **Account** where transaction is deposited  
NOTE: Only virtual deposit tickets are supported
  - d. Enter the total **Deposit Amount**  
NOTE: Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.

Create or Edit Merchant Deposit

New Deposit

Date 05/30/2021

Location Select a location in the list or search by location name...

Account Select an account in the list or search by description...

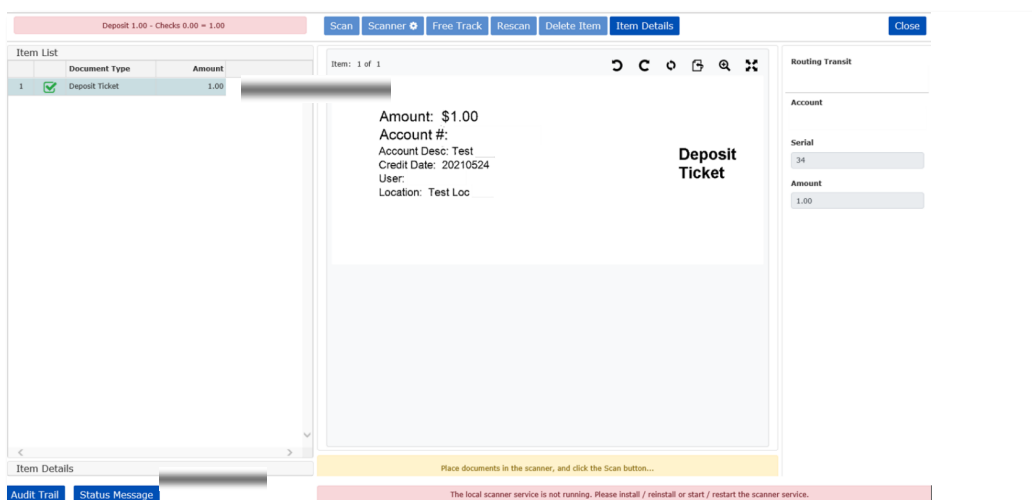
Deposit Amount 0.00

Create New Deposit

**Selections will vary based on access. Individuals with access to multiple locations or accounts will select items from the appropriate dropdown box. Individuals with access to one location or one account will see their designated information.**

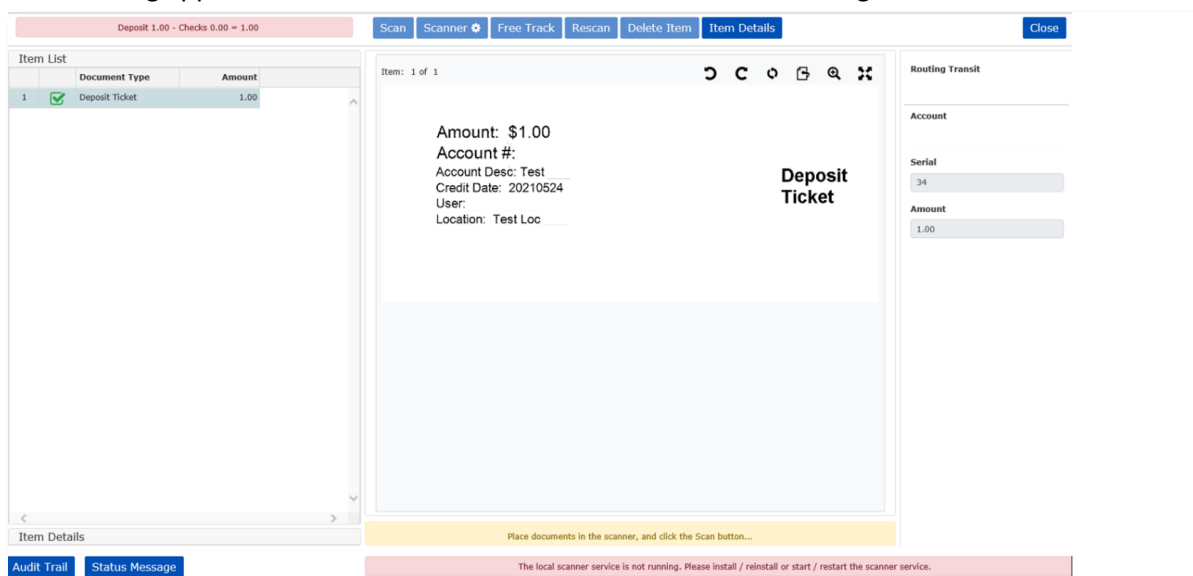
After completing the New Deposit fields, click **Create New Deposit**.

The capture screen displays the deposit ticket information, including account, location and capture user.

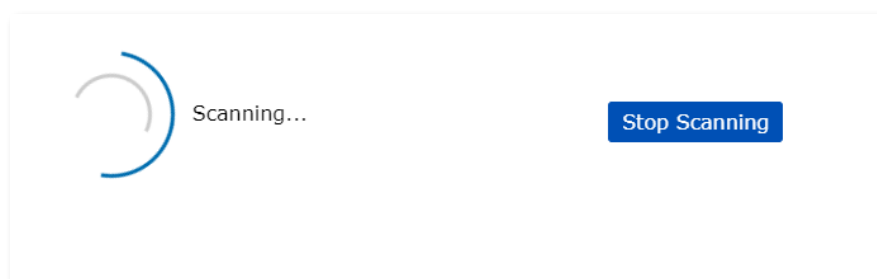


## SCANNING YOUR DEPOSIT

1. The scanning application will load and will look similar to the below image:



2. Click **Scan**
3. Scan checks by placing them in the scanner feeder tray until all checks are scanned
4. Click **Stop Scanning** to leave the scanning application and return back to the previous screen





**First Time Capture Note:** These steps only need to be completed prior to the first time the scanner is used.

- a. Click Scanner
- b. Select scanner from Scanner Type dropdown.
- c. Confirm settings.
  - I. Ensure “allow continuous hopper feed is turned on
  - II. For scanners with ink jets:
    - o Select Spray Tracer on rear document. (Optional)
    - o Select Stamp Front of Document. (Optional)
- d. Click Save.
- e. Click Scan if scanner does not automatically start.

### Scanner Settings

**Select Scanner**

Panini Everest (Windows)

#### Capture Options

ON

Spray tracer on rear of document

ON

Stamp front of document

OFF

Start scanner automatically

OFF

Allow continuous hopper feed

ON

Use double feed detection

#### Image Options

ON

Use auto clean mode

##### Front Image Brightness

DarkerLighter

##### Rear Image Brightness

DarkerLighter

#### Scanner Identity

Scanner Host Name or IP Address\*\*

\* Network Scanners Only - Leave blank if scanner is directly connected to your computer

Save

Cancel

Scanning...

Stop Scanning



## MODIFYING AND CONFIRMING YOUR DEPOSIT

Next, new functionalities and areas are available for review:

1. The left side of the screen will display the scanned checks.
  - a. A **green** check mark indicates the check scanned was successfully read.
  - b. A **red** exclamation mark indicates there was an error when scanning the check.
    - i. To resolve, click on the line with the affected item. Press **Enter** on your keyboard. The software will prompt you with the changes necessary for the item.

Item List				
		Document Type	Amount	
1	✓	Deposit Ticket	1.00	
2	✓	Check	686.56	
3	!	Check	0.00	

- c. Above is the remaining total of the deposit amount subtracted by the scanned items for easier identification of missing scanned items.

Deposit 1.00 - Checks 0.00 = 1.00

- d. Below provides an **audit trail** and **status message** buttons. These are useful for assistance if there are issues with your scanner.
2. The middle part of the screen will **display the currently selected item** scanned.

Item: 1 of 1

↶ C ↷ 📄 🔍 🗑️

Amount: \$1.00

Account #:

Account Desc: Test

Credit Date: 20210524

User:

Location: Test Loc

Deposit Ticket

- a. Above there are several buttons, including the **scan** button previously used. These buttons are useful for configuring scanner options, clearing jammed checks, rescanning an item, or deleting an item.

Scan

Scanner ⚙️

Free Track

Rescan

Delete Item

Item Details



3. The right side will display **general information** for the scanned item that is currently selected.

The image shows a form titled "Routing Transit". It contains three labeled input fields: "Account" (empty), "Serial" (containing the number "34"), and "Amount" (containing the value "1.00").

- a. Above this is the **Close** button, which will be used once the deposit has been completed.

## CLOSING AND TRANSMITTING A DEPOSIT

1. After verifying all deposit information and the deposit balances, click the **Close** button in the top right
2. The below image will now show:
  - a. **Defer** - keeps the deposit open and allows modifying of the deposit at a later time
  - b. **Release** releases the deposit and prepares it for transmission; afterwards the Transmit page is available if you need to transmit the deposit
  - c. **Delete** deletes the entire deposit

The image shows a dialog box titled "Close Transaction". It contains four buttons arranged vertically: "Defer", "Release", "Delete", and "Cancel". The "Defer" button is highlighted with a black border.

3. On the **Transmit** page, select the deposit to transmit and click **Transmit**





## ITEM VALADATION

When the capture is complete, any items that need attention will be indicated in the Item List table at the left. Refer to the message bar for additional information.

Item List			
		Document Type	Amount
1		Deposit Ticket	1.23
2		Check	786.50
3		Check	38.54
4		Check	15.00

### Viewing Items

1. Click on the item in the Item List table to highlight.
2. Use the tool bar at the top right to adjust the view of an image.



- I. Rotate Left.
  - II. Rotate Right.
  - III. Rotate 180 degrees.
  - IV. Flip to view back side of image and return to front image.
  - V. Zoom In.
  - VI. Fit image to the window.
3. Address the item issue.
  4. Press Enter on the keyboard until all items are reviewed.

### Possible Item Issues

#### *Correct Field Information/Numbers*

1. Enter the correct value for the highlighted fields at the right, using the image displayed. Include the cents; the decimal point is not needed. The system automatically marks the last two values as cents.
2. Press Tab to move to the next item.

Item: 3 of 3

DATE: 04/05/06

PAY TO THE ORDER OF: County Market \$ 15.00

FOR: Fifteen DOLLARS & 00/100

NOT - NEGOTIABLE

6093613585 63388080 9431

Auxiliary

EPC

Routing Transit

093013585

Inter RT

Account

63388080

Process Control

9431

Amount

15.00



## Delete Single items

Single items may need to be deleted from the transaction. This could include items with incomplete information or that are not allowed in this account.

1. In the Capture screen, select the item to be deleted from the Item List table.
2. Click **Delete item**.

Location: Demo Location 1 - Account 1 (2/11/2012/26)

Deposit: 957.04 - Checks: 957.04 = 0.00

Scan Scanner Free Track ReScan Delete Item Item Details Close

Item List	Document Type	Amount
1	Deposit Ticket	957.04
2	Check	786.50
3	Check	30.54
4	Check	15.00
5	Check	100.00
6	Check	17.00

Item Details

Item: 6 of 6

Check Image: PAY TO THE ORDER OF Sam's Club, \$ 17.00, DATE 02/09/06, NOT NEGOTIABLE, MICR: 1211175000 24710568 8011

Auxiliary: EPC, Routing Transit, Enter RT, Account, Process Control, Amount: 17.00

This item may be a duplicate of another captured item. Please review.

3. Click **Delete** to confirm.

## Duplicate Detection



1. Select the item from the Item List table.
2. Press **Enter**.
3. Compare the two images to determine if the item is a duplicate.

Possible Duplicate Detected

Close

Possible Duplicate

Delete Duplicate This is a New Item

Item Details

Item Number	3
Tracer Number	20161115900062600000400003
Item Name	Check
Transit / Routing	113121313
Account Number	86690089
Amount	38.54

Original Item 1 of 4


Item Details

Transaction Number	253097
Item Number	3
Tracer Number	20161115900062600000200003
Item Name	Check
Transit / Routing	113121313
Account Number	86690089
Amount	38.54

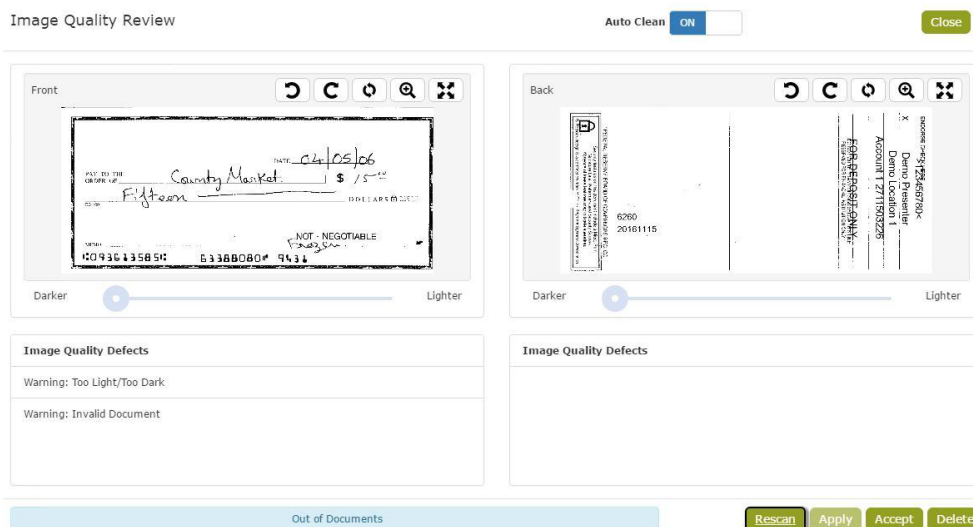
4. If the item is a duplicate, click **Delete Duplicate Item**.
5. Click **Delete**. The item is removed from the transaction.
6. Physically remove the item from the scanner.  
Note: The MICR and the image data is permanently removed from the transaction. This affects the transaction balance, which may require a final review of each item.
7. If the item is not a duplicate, click **This is a New Item**. The item remains in the transaction, but will be flagged for further review.



## Image Quality and Usability

If an item fails an Image Quality test, it will be indicated by a red exclamation point  in the Item List table.

1. Select the item in the table.
2. Press **Enter**.
3. Review the message for recommended action.



The captured image displays in a preview window with list of detected errors at the bottom.

The options available for modifying the image depend on site configurations and are activated by the buttons on the screen.

4. To rescan the image, first place the physical item back in the scanner.
5. Click **Rescan**.

Note: Once the rescanned image displays and quality errors are updated, the brightness may also be adjusted with the image brightness slides. This can only be done after an item is rescanned.

6. Click **Apply** to update the error messages and recaptured image.
7. Click **Accept** to return to the capture screen.

In some cases, rescanning the item is not an option and it must be removed from the transaction.

1. On the main screen with the item selected, click **Delete Item**, OR Click **Delete** from the Image Quality Review screen.
2. Click **Delete** to confirm the item should be deleted from the transaction.
3. Remove the physical item from the transaction.

If unable to capture a good image, and the option is provided, click **Accept** to ignore the image quality warning and continue processing with the poor quality image. If this option is selected, additional fees may be incurred if the item is returned.

Ignored items will still be flagged for further review at the central site.



## FINAL BALANCE

When all the deposit items have been captured and corrected, the transaction may need to be balanced if the deposit amount changed.

1. Correct any values that may need to be modified.
2. Press **Enter** for each item that needs to be viewed. This marks the item amount as reviewed.

If the amount of an item is changed and the transaction becomes balanced, further review is no longer required for the remaining items.

3. Press **Enter** after reviewing the last item.
4. If the transaction is not in balance, click **Yes** to edit the deposit amount OR **No** to continue editing the scanned items.

5. Select **Use Scanned Amount**, **Use Deposit Ticket amount** or **Use Other Amount** (to be entered manually).
6. Click **Save**.

7. Once the transaction is balanced, release the transaction for transmission to the central processing site.
8. Click **Close**.
9. Select **Release**.

Releasing the transaction redirects the user to the Transmit screen where the transaction may be automatically or manually transmitted to the central site, based on the rights assigned to the user.



10. If not automatically transmitted, select the transaction(s) to be transmitted manually.

Transmit Status

Filter  Transmit Selected Deposit(s) Delete Selected Deposit(s)

	Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location
	Deposit	Released	Account 1 (2711503226)	115.00	02/09/2017			Demo Location 1
	Deposit	Released	Account 1 (2711503226)	254.54	03/02/2017			Demo Location 1
	Deposit	Acknowledged	Account 1 (2711503226)	56.46	01/11/2017	03/14/2017	03/14/2017 10:52:00 AM CDT	Demo Location 1

Multiple deposits can be selected to transmit.

Deposits can be unselected by clicking on the transaction a second time.

11. Click **Transmit Selected Deposit(s)**.
12. View the Acknowledgement information for final confirmation and posting information.

Transmit Status

Filter  Transmit Selected Deposit(s) Delete Selected Deposit(s)

	Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location
	Deposit	Released	Account 1 (2711503226)	115.00	02/09/2017			Demo Location 1
	Deposit	Acknowledged	Account 1 (2711503226)	254.54	03/02/2017	03/14/2017	03/14/2017 12:04:00 PM CDT	Demo Location 1
	Deposit	Acknowledged	Account 1 (2711503226)	56.46	01/11/2017	03/14/2017	03/14/2017 10:52:00 AM CDT	Demo Location 1

## DEFER TRANSACTION

Use Defer if you need to leave the application prior to closing the transaction.

1. From the capture screen, click **Close**.
2. Select **Defer**.
3. Click **OK**.

The transaction will now be listed on the main capture screen in the **Deferred Deposits Table**.

If you are in the middle of capturing a deposit and you lose power or internet connectivity, the system will automatically defer the deposit.

## COMPLETE, CLOSE AN RELEASE A DEFERRED TRANSACTION

1. Click **Capture**.
2. Click **Create/Edit Deposit**.
3. Select Location.
4. Select the deposit to be released from the Deferred Deposits table.
5. Click **Edit Selected Deposit**.

Deferred Deposits

Process Bl...	Account Description	Amount	In Balance
08/03/2016	( )	0.00	False
09/06/2016	( )	1.23	False
10/10/2016	Account 1 (2711503226)	0.00	False
11/14/2016	Account 1 (2711503226)	901.50	False
11/15/2016	Account 1 (2711503226)	957.04	True
11/15/2016	Account 1 (2711503226)	0.00	False
11/18/2016	Account 1 (2711503226)	0.00	False
12/01/2016	Account 1 (2711503226)	150.00	False

Edit Selected Deposit

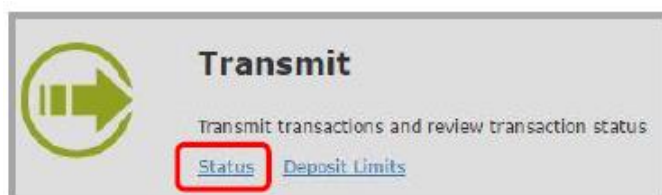


6. Click **Close**.  
There cannot be any items that need attention by the user and the deposit must be in balance.
7. Click **Release**.

Note: If the application is set to auto transmit transactions, the transmit screen will appear. The transaction status will display as transmitted. If auto transmit is not used, continue with Transmit Transaction.

## TRANSMIT TRANSACTION

1. Click **Transmit**.
  2. Click **Transmit Status**.
- OR
3. Click **Status**



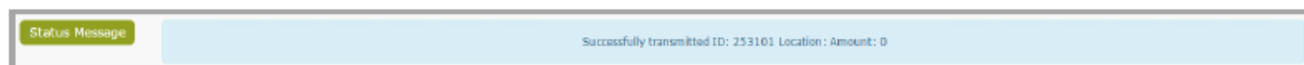
4. Select a transaction to transmit from the table. Multiple transactions can be transmitted at one time by clicking on each of the transaction to highlight. To unselect a transaction, click on the highlighted transaction a second time.

The image shows a table titled "Transmit Status". At the top, there are two buttons: "Transmit Selected Deposit(s)" and "Delete Selected Deposit(s)". The "Transmit Selected Deposit(s)" button is highlighted with a red rectangular box. Below the buttons is a table with the following columns: Type, Status, Description, Amount, Processing Date, Posting Date, Acknowledged Date, Location, Batch ID, and In Balance. The table contains five rows of data, all with a status of "Released". The third row is highlighted with a blue background.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance
Deposit	Released	Account 1 (2711503226)	254.54	03/02/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	832.33	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	165.52	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	463.68	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	389.50	03/03/2017			Demo Location 1		Yes

5. Click **Transmit Selected Deposit(s)**.

The Transaction is transmitted and acknowledged by the central site.



The **Status** of the transaction will change to "Acknowledged" and the Posting Date and Acknowledged Date will now appear on the status table.

The image shows the same "Transmit Status" table as before, but now the status of the third row has changed to "Acknowledged". The "Posting Date" and "Acknowledged Date" columns now contain data for this row. The "Acknowledged Date" is highlighted with a red rectangular box.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance
Deposit	Released	Account 1 (2711503226)	254.54	03/02/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	832.33	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	463.68	03/03/2017			Demo Location 1		Yes
Deposit	Acknowledged	Account 1 (2711503226)	389.50	03/03/2017	03/08/2017	03/08/2017 1:17:00 PM CST	Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	165.52	03/02/2017			Demo Location 1		Yes



**Processing Date** – Date the deposit ticket was created; credit date on the Deposit ticket.

**Posting Date** – Based on posting calendar; items after final cutoff time will have a posting of the next business day

**Acknowledged Date** – Date/Time deposit was transmitted by Merchant.

If a transaction is transmitted and acknowledged after the cutoff time, it will be posted on the next available posting date.

To view the detail report or images report for the current transmission, the work must be transmitted and acknowledged by the Central Site.

## DELETE TRANSACTION

### Delete Entire Transaction

Delete a transaction from the Capture – Create/Edit Deposit.

1. Click **Capture**.
2. Click **Create/Edit Deposit**.
3. Select the **Location** from the drop-down menu.
4. Select the **Deposit** from the Deferred Deposits table.
5. Click **Edit Selected Deposit**.

Deferred Deposits			
Process D...	Account Description	Amount	In Balance
08/03/2016	()	0.00	False
09/06/2016	()	1.23	False
10/18/2016	Account 1 (2711503226)	0.00	False
11/14/2016	Account 1 (2711503226)	961.50	False
11/15/2016	Account 1 (2711503226)	957.04	True
11/15/2016	Account 1 (2711503226)	0.00	False
11/19/2016	Account 1 (2711503226)	0.00	False
12/01/2016	Account 1 (2711503226)	150.00	False

Edit Selected Deposit

6. Click **Close** on the capture screen.
7. Click **Delete** from the Close Transaction screen.
8. Click **Delete** to confirm deleting.

### Delete Transaction

Are you sure you want to delete the selected transaction?

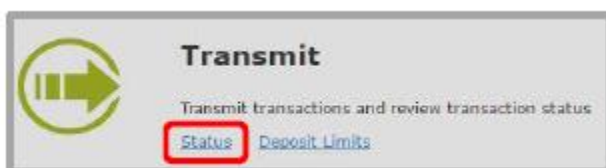
Delete Cancel

Note: Once a transaction has been released from Capture, it may be deleted from the Transmit screen.



## Delete Entire Transaction from Transmit Screen

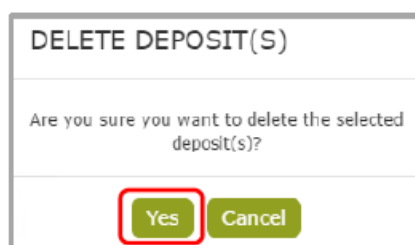
1. Click **Transmit**.
2. Click **Transmit Status**.
- OR
3. Click **Status**.



4. Select a transaction to delete from the table. Multiple transaction can be deleted at one time by clicking on all the transaction to highlight. To unselect a transaction, click on the highlighted transaction a second time.
5. Click **Delete Selected Deposit(s)**.

Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance
Deposit	Released	Account 1 (2711503226)	254.54	03/02/2017			Demo Location 2		Yes
Deposit	Released	Account 1 (2711503226)	832.33	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	463.68	03/03/2017			Demo Location 1		Yes
Deposit	Released	Account 1 (2711503226)	389.50	03/03/2017			Demo Location 1		Yes
Deposit	Acknowledged	Account 1 (2711503226)	165.52	03/03/2017	03/08/2017	03/08/2017 1:17:00 PM CST	Demo Location 1		Yes

6. Click **Yes** to delete the deposit or **Cancel** to return to the Transmit Status screen.



The Transaction is deleted and will not show in the Transmit Status table.

Note: A transaction can only be deleted if it has not yet been transmitted to the central site.

Should you need assistance with making a deposit, TM Technical Support for RDC can be reached at 1-800-978-6270.

## RETENTION OF DATA

Check images are NOT retained on your PC; all images once captured are transmitted and retained by the Bank. We will retain the images for your access for 730 days after you transmit the image to us for processing. Using the research function you will be able to view the checks.

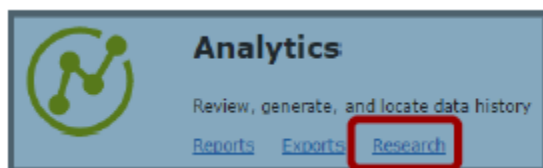




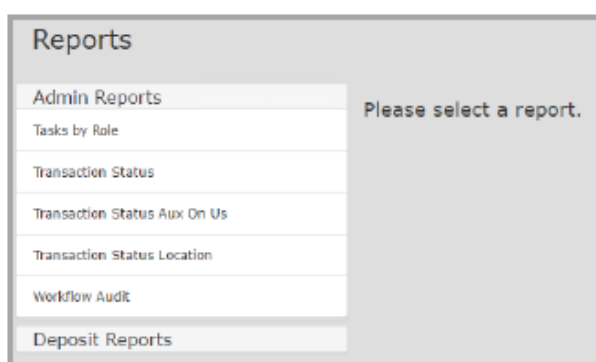
# ANALYTICS

## REPORTS

1. From the main menu, click **Analytics**.
2. Click **Research**.



3. Click **Admin Reports** or **Deposit Reports** to view the reports available in each category.



4. Select the report from the displayed list.
5. Select the range of dates (Start and End) to include in the query by clicking on the calendar icon or by typing in dates
  - a. Select the same start and end to search on a single date.

Note: Not all reports will show this option.

6. Select the **Location(s)** by clicking in the Locations box and selecting location(s) from the drop-down list. Multiple locations can be selected by clicking in the location box again. All locations can be selected by clicking the Select All box.

The list includes all locations for which the user has security rights assigned to view.

7. Select **Account(s)** by clicking in the Accounts box and selecting the account(s) from the drop-down list. Multiple accounts can be selected by click in the Accounts box again. All accounts can be selected by clicking Select All box. The Account(s) is not available for all reports.
8. Select **Generate Report**.



Once the report is generated the user may:



Rotate



Fit to page



Download



Zoom in



Print



Zoom out

9. To return to the Reports Page, Select **Back**.

Note: Adobe Reader is required to view the PDF version.  
See Appendix for samples of the available reports.



## EXPORT

### CSV EXPORT

Computer will need Microsoft Excel to complete this process.

1. From the main menu, click **Analytics**.
2. Click **Exports**.

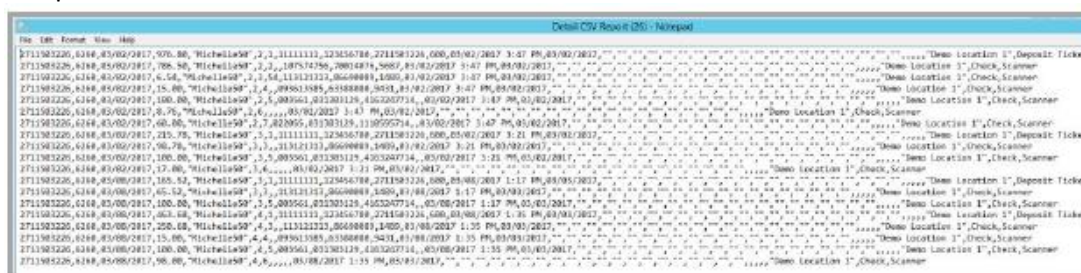


3. Select CSV (Comma, Separated Value).
4. Select the Start Date and End Date.
5. Select the Location(s) by clicking in the box or click Select All.
6. Select Account(s) by clicking in the box or click Select All.
7. Click Export.
8. Click Export.

9. Select the location to save the file.
10. Enter a file name
11. Click Save.
12. Click the Detail CSV Report icon at the bottom of the screen to open the file



Sample CSV File:





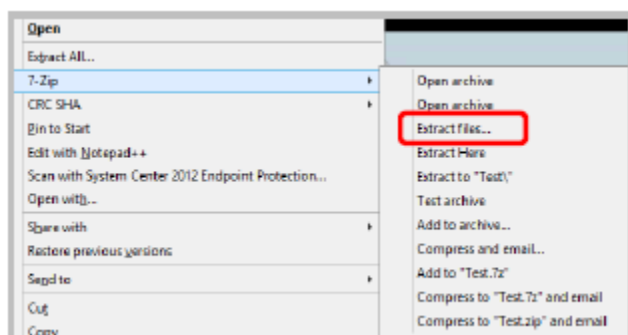
## IMAGE EXPORT

Computer will need WinZip 9.0 or higher installed to complete this process.

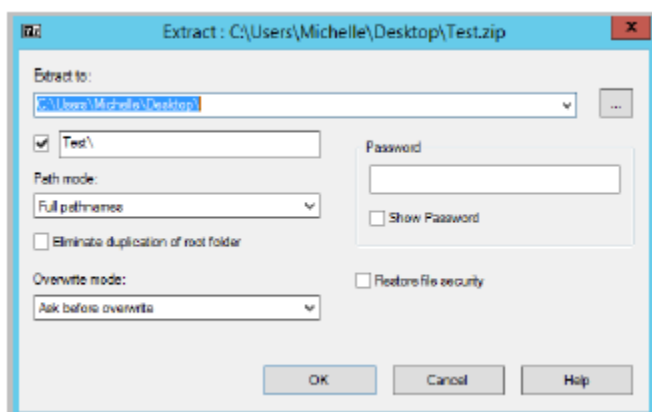
1. From the main menu, select **Analytics**.
2. Select **Export**.
3. Select **Image Archive** from the Export Method dropdown.
4. Select **Start Date** and **End Date**.
5. Select the **Location(s)** to include in the Export or check the Select All box to include all of the locations.
6. Select applicable accounts or check the Select All box to include all of the accounts.
7. Enter a password for the Zip file.
8. Re-enter the password in the Confirm Password section.  
This password is used to encrypt the image data and is required to access the manifest .csv and images.
9. Click **Export Images**.

The screenshot shows the 'Exports' page with the 'Image Archive Export' section selected. The 'Export Types' list on the left includes 'CSV (Comma-Separated Values)', 'Image Archive' (highlighted), 'QuickBooks', and 'MichelleTest'. The 'Image Archive Export' form contains 'Start Date' and 'End Date' fields set to 12/04/2019. Below these are 'Locations' and 'Accounts' sections, each with a search bar and a 'Select All' checkbox. At the bottom, there are 'Zip File Password' and 'Confirm Password' fields, followed by an 'Export Images' button.

10. Select a location where to save the folder.
11. Enter a file name for the folder.
12. Click **Save**.
13. Navigate to the zipped folder.
14. Right-click, select the Winzip utility software and choose Extract file....



15. Enter the Zip File Password created above.



16. Click **OK**.
17. Navigate to the unzipped folder to view the images.
18. Click Open in the File Download Form window.
19. Double-click a .tif file to open and view the image in the applicable imaging software.
  - a. r=rear image
  - b. f=front image

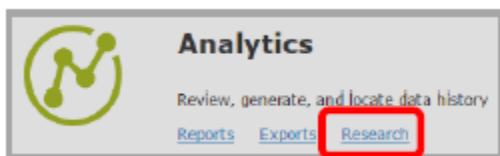
Note: Users have the ability to save or print the image.
20. Close the document image.
21. Double-click the manifest .csv to display other image data.



## RESEARCH ITEMS

### SEARCH FOR DEPOSIT ITEM

1. Click **Analytics**.
2. Click **Research**.



4. Select Search for **Deposit Item**.

5. Select the Start Date and End Date.  
Note: Select the same start and end to search on a single date.
6. Select the Location(s). Multiple locations can be selected or check the Select All box to select all available locations.  
Note: The list includes all locations for which the user has security rights assigned to view.

Enter search criteria:

7. Select a 'Look For' from the available list of options.
8. From the 'Where' dropdown, select the criteria on which to search, such as MICR information, or amount.
9. Select a qualifier from the 'is' dropdown list (example equals, less than, etc.).
10. Enter a value in the final field.
11. Click the plus sign icon to add additional search criteria (available for "Search for Deposit Item" only).



Note: To remove additional search criteria, click the red x icon

12. Choose to Sort the query results in Ascending or Descending order by a specific field (optional).
13. Choose the Show Custom Fields (optional).
14. Click **Search**.

Search results display and may be manipulated for additional information



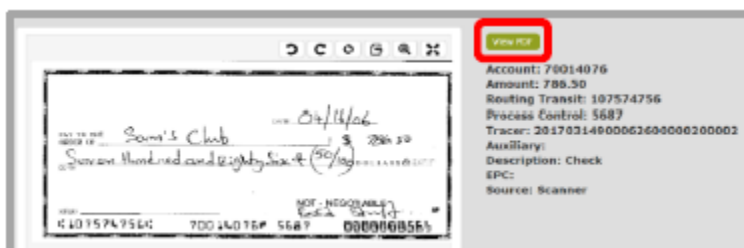
15. Click an item to view the image and more details at the bottom of the screen.
16. Click Show Customer Fields (optional).
  - a. The search results can be exported to a CSV file by clicking the Export button.

The CSV file will contain all of the results of the search.

- i. Select a location where the file should be saved.
- ii. Enter a File name.
- iii. Click Save.
- iv. Navigate to the saved file to open.



- b. The item(s) can also be viewed in a PDF document.
  - i. Select the item from the Item Research Results table.
  - ii. Click on View PDF (at the bottom of the screen).

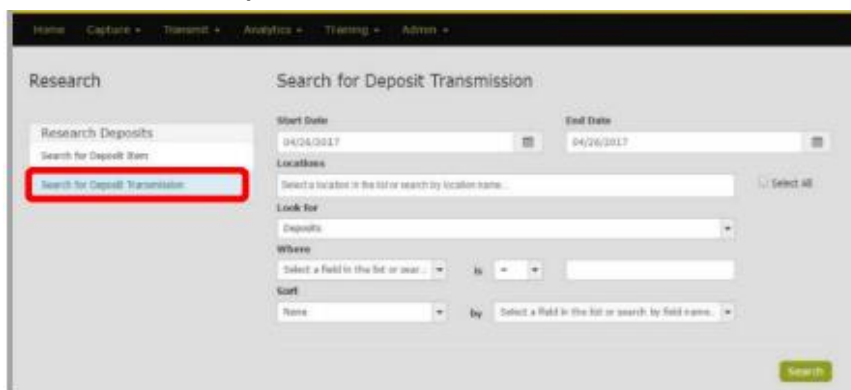


The PDF may be downloaded and/or printed.

- iii. Click Close to return to the search results.
17. Click Back to return to the Research screen.

## SEARCH FOR DEPOSIT TRANSMISSION

1. Click **Analytics**.
2. Click **Research**.
3. Select **Search for Deposit Transmission**.





4. Select the Start and End Date.

Note: Select the same start and end to search on a single date.

5. Select the Location(s). Multiple locations can be selected for check the Select All box to select all available locations.

Note: The list includes all locations for which the user has security rights assigned to view.

6. Select a 'Look For' from the available list of options.
7. From the 'Where' dropdown, select the criteria on which to search, such as Account, Acknowledged Date or amount.
8. Select a qualifier from the 'is' dropdown list (example equals, less than, etc.).
9. Enter a value in the final field.
10. Choose to Sort the query results in Ascending or Descending order by a specific field (optional).
11. Choose the Show Custom Fields (optional).
12. Click Search.

Search results display and may be manipulated for additional information.

13. Choose the layout to view the items in the transmission by clicking on the arrow in the upper left-hand corner of the results table.



14. The search results can be exported to a CSV file by clicking the Export button. The CSV file will contain all of the results of the search.
  - a. Select the **location** where the file should be saved.
  - b. Enter a File name.
  - c. Click **Save**.



15. Click the PDF icon to show all items in the transmission.

16. Users can also choose to view a specific item of a transmission by:
  - a. Select the transmission that contains the item from the Transmission Research Results table.
  - b. Select the individual item in the Item Research Results (bottom of the screen).
  - c. Select View PDF from the bottom of the screen.
  - d. Click Close to return to the Research screen.



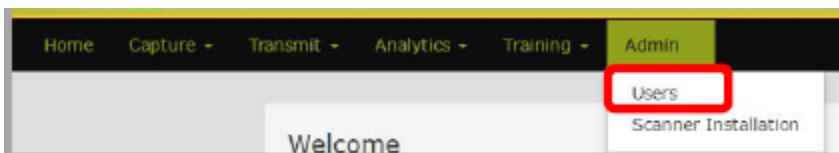


## CONFIGURATION

Configuration steps may be completed by the Administrator.

### ADD NEW USER

1. Select **Admin**.
2. Select **Users**.



3. Click **Add User**.
4. Enter the new user's information:
  - Login/User Name
  - Initials
  - First Name
  - Middle Initials
  - Last Name
  - Email Address
  - Password
  - Check Active
  - Account is Lockbox (optional)
  - Change Password at next Login, this is checked by default and will require the user to enter a new password
5. Click **Add User** or continue with User Roles.

### ASSIGN A ROLE TO A USER

1. Click **Admin**.
2. Click **Users**.
3. If the user exists, click the icon in front of the user's login name.



4. Click **User Roles**.
5. Check the appropriate role(s)

Note: The task associated with the selected role(s) will appear in the User Tasks box at the right.



6. Click **Update User**.

The screenshot shows the 'EDIT USER' form with the following sections:

- User Information**
- User Roles**
  - Select Role(s)**: A list box containing 'Demo Group', 'WAP Admin', and 'WISrole'. 'Demo Group' is selected.
  - User Tasks**: A list box containing various tasks such as 'AssignAllAuthorizationPolicies', 'CreateEntity', 'CreateEntityUserDemo Presenter', 'CreateGroup', 'CreateGroupDemo Presenter', 'CreateGroupRole', 'CreateGroupRoleDemo Presenter', 'CreateRole', 'CreateRoleAuthorizationPolicy', 'CreateRoleAuthorizationPolicyDemo Presenter', 'CreateRoleDemo Presenter', 'CreateUser', 'CreateUserGroup', 'CreateUserGroupDemo Presenter', and 'RemoveAnyGroupDemo Presenter'.
- Account Level Security**

At the bottom right, there are two buttons: 'Update User' (highlighted with a red box) and 'Cancel'.

Note: The user becomes a member of this selected role and is able to perform all tasks assigned to this role.

Note: A user may be assigned to multiple roles. For example, a supervisor may be assigned to both the User and Administrative roles. When assigned to multiple roles, the user always receives the highest level of right.

## ASSIGN ACCOUNT LEVEL SECURITY

1. Click **Admin**.
2. Click **Users**.
3. If the user exist, click the edit icon in front of the user's login name.
4. Click **Account Level Security**.
5. Select the User Tasks from the list on the left.
6. Select the items for the locations/accounts at the right.
7. Click **Update User**.

The screenshot shows the 'EDIT USER' form with the following sections:

- User Information**
- User Roles**
- Account Level Security**
  - User Tasks**: A list box containing 'All', 'Capture Deposits' (highlighted), 'Export', 'Reports', 'Research', and 'Transmission'.
  - Select Access Rights For Capture Deposits**: A list box containing '(Select All)', 'Demo Location 1', and 'Demo Location 2'. '(Select All)' is selected.

At the bottom right, there are two buttons: 'Update User' (highlighted with a red box) and 'Cancel'.

Note: The new user may now access the client application according to the assigned rights.



## EDIT USER INFORMATION/ROLES

1. Click **Admin**.
2. Select the **Users**.
3. Click the pencil icon to the left of the user Login Name.
4. Select appropriate category: User information, User Roles, Account Level Security.
5. Make the appropriate changes.
6. Click **Update User**.



## EDIT USER PASSWORD

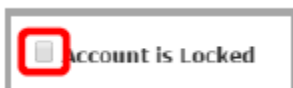
1. Click **Admin**.
2. Click **Users**.
3. Click the pencil icon to the left of the user Login Name.
4. Select User information.
5. Select **Yes** for Update Password



6. Enter new Password.
7. Re-enter the password in Confirm.
8. Click **Update User**.

## UNLOCK USER

1. Click **Admin**.
2. Click **Users**.
3. Click the pencil icon to the left of the user Login Name.
4. Select User information.
5. Select the check mark in the 'Account is Locked' option to remove the check mark.



6. Click **Update User**.

## DELETE USER

1. Click **Admin**.
2. Click **Users**.
3. Click the box to the left of the user Login Name



4. Click **Delete Selected User(s)**.



5. Click **Yes** to confirm.



## SCANNER INSTALLATION

1. Click **Admin**.
2. Click **Scanner Installation**.
3. Verify that your computer meets the minimum requirements.
4. Make sure the scanner is NOT connected to the computer
5. Select the scanner from the drop-down list
6. Click **Install**.

**Scanner Installation**

The following steps will guide you through the installation of your scanner.

Step 1: Verify that your computer meets the minimum requirements.

Step 2: Make sure your scanner is NOT connected to your computer.

Step 3: Select your scanner from the list below.

Step 4: Select Install.

**Install**

7. Click on the downloaded file.
8. Click Install.
9. When the install shield closes, close the browser to apply the changes.
10. Reopen the browser and navigate to the RDC application URL.

Note: Additional scanner documentation is available in the Training section of the application.

**Training**

Training topics are available for functional modules and open in a separate window while the application continues to run in the current window. This allows you complete the training and quickly return to the application to apply the steps you learn... Complete them in any order, at any time and as often as necessary.

Select a Training Option below:

**Find Scanner Documentation**

Scanner Documentation is provided when available.

name	size	type	description
------	------	------	-------------

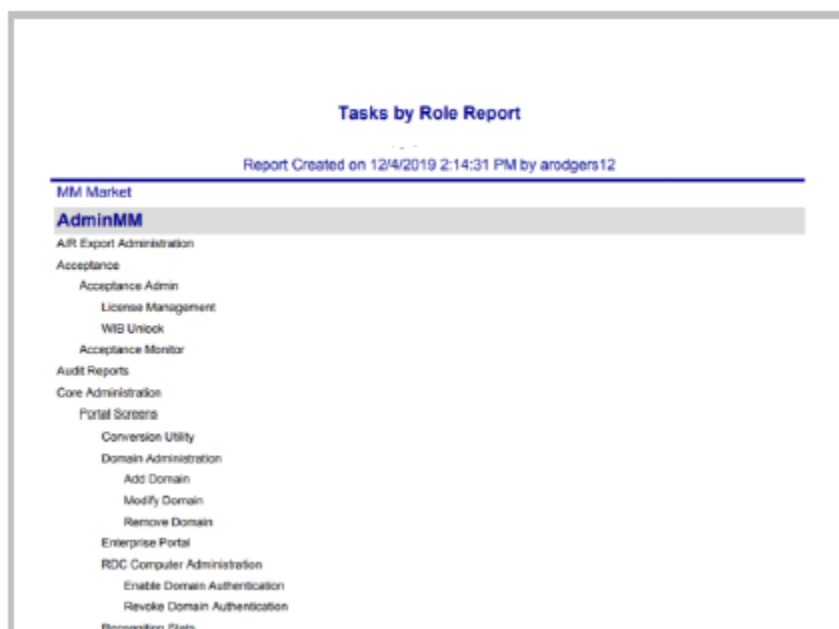


# REPORTS

## ADMIN REPORTS

### Tasks by Role

Provides information for each role assigned to the security domain the user is logged into and displays the security tasks associated with it.



### Transaction Status

Provides information by Presenter on the current status of items within the capture system, whether they are In Progress, Released (available for transmission to central processing), or Acknowledged (successfully received by central processing). The report contains two graphs depicting the number of Transactions per Presenter and their current status, and the Percentage of the total that each represents.



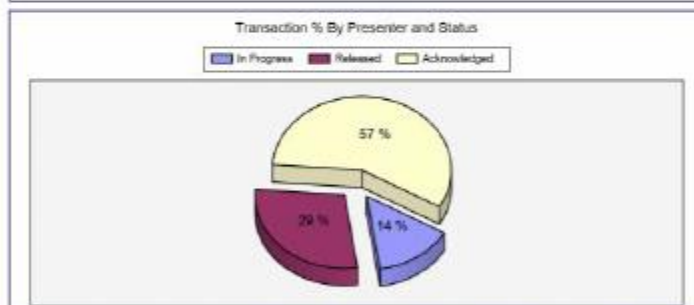
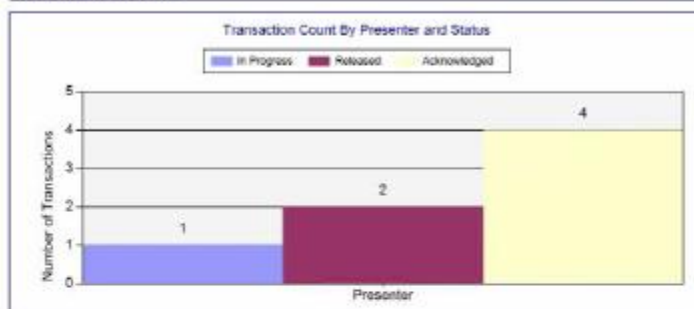
### Transaction Status Report

Report Created on 12/4/2019 2:23:33 PM by arodgers12

Presenter: MM Market

Date Range: 12/4/2019 - 12/4/2019

Location(s): My Location 2



Presenter	Transaction Status	Transaction Count	Transaction %
MM Market	In Progress	1	14 %
	Released	2	29 %
	Acknowledged	4	57 %

Page: 1 of 1



## Transaction Status Aux on Us

Provides information on the current status of Aux On Us items within the capture system: In Progress, Released, or Acknowledged. This report is broken down by individual Location and all data is provided in columnar format.

Transaction Status Report By Location By Aux On Us						
Report Created on 12/4/2019 2:26:37 PM by arodgers12						
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019			
Location(s): My Location 2						
Aux On Us Field	Tran Id	Acknowledged Date	Posting Date	Processing Date	Amount	Item Count
Location: My Location 2 ~ Account: 123456789						
1234						
	9			12/4/2019	\$940.04	5
			In Process		\$940.04	1
	8			12/4/2019	\$940.04	5
	10			12/4/2019	\$38.54	2
			Released		\$978.58	2
	2	12/4/2019 11:06:00 AM	12/4/2019	12/4/2019	\$117.00	3
	3	12/4/2019 11:27:00 AM	12/4/2019	12/4/2019	\$100.00	2
	6	12/4/2019 12:42:00 PM	12/4/2019	12/4/2019	\$825.04	3
			Acknowledged		\$1,042.04	3
Location: My Location 2 ~ Account: 987654321						
1234						
	1	12/4/2019 10:35:00 AM	12/4/2019	12/4/2019	\$840.04	4
			Acknowledged		\$840.04	1
					Amount	Item Count
			In Process Totals:		\$940.04	1
			Released Totals:		\$978.58	2
			Acknowledged Totals:		\$1,882.08	4

## Transaction Status Location

Provides information on the current status of items within the capture system: In Progress, Released, or Acknowledged. This report is broken down by individual Location and all data is provided in columnar format.

View PDF

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Transaction Status Report By Location

Report Created on 1/2/2008 11:12:34 AM by trent

Presenter: Bank of Mosinee

Date Range: 12/7/2007 - 1/2/2008

Location(s): Mosinee

Location	Transaction Status	Transaction Count	Transaction %
Mosinee	In Progress	2	5 %
	Released	2	5 %
	Acknowledged	38	90 %

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## User Roles

Provides information on the assigned roles for the users set up for a location. The report includes the user's name, login name, initials and the roles assigned to the user.

User Roles Report			
Report Created on 12/4/2019 2:26:30 PM by arodgers12			
MM Market			
User Name	Login Name	User Initials	Roles
arodgers12	arodgers12	ar	AdminMM, CaptureMM
MichelleTest	MichelleTest	mt	CaptureMM
testmm	testmm	tmm	CaptureMM

## Workflow Audit

Provides a valuable history of various actions taken by Users within the application. Reported actions include events such as the success or failure of data transmissions, report viewed, transactions created, item data changed or updated, new items created, and so forth. For each action, the report shows the date and time the event occurred, the Location and User Name that completed the action, and where there was a change to the value of a particular MICR Field the report will also show the Old and New values. This report can be run for one or more Locations, and for a single date or range of dates.

Workflow Audit Report

Report Created on 12/4/2019 2:33:06 PM by arodgers12

MM Market

Date Range: 12/4/2019 - 12/4/2019

Location(s): My Location 2

User(s): arodgers12

Action Type(s): Too Many Types To Display

Event Date & Time	Location	Tracer Id	Action	User Name	Old	New
12/4/2019 10:31 AM	My Location 2	20191204900063020000100002	Update Item-Duplicate Acknowledged	arodgers12	No	Yes
12/4/2019 10:31 AM	My Location 2	20191204900063020000100006	Delete Item	arodgers12		
12/4/2019 10:31 AM	My Location 2	20191204900063020000100005	Delete Item	arodgers12		
12/4/2019 10:31 AM	My Location 2	20191204900063020000100003	Update Item-Front IQU State	arodgers12	2	3
12/4/2019 10:34 AM	My Location 2	20191204900063020000100003	Update Item-Duplicate Acknowledged	arodgers12	No	Yes
12/4/2019 10:34 AM	My Location 2	20191204900063020000100003	Update Item-Duplicate Acknowledged	arodgers12	Yes	Yes
12/4/2019 10:34 AM	My Location 2	20191204900063020000100004	Update Item-Front IQU State	arodgers12	2	3
12/4/2019 10:34 AM	My Location 2	20191204900063020000100004	Update Item-Duplicate Acknowledged	arodgers12	No	Yes
12/4/2019 10:34 AM	My Location 2	20191204900063020000100004	Update Item-Duplicate Acknowledged	arodgers12	Yes	Yes
12/4/2019 10:34 AM	My Location 2	201912049000630200001	Update Transaction-Deposit Amount	arodgers12	\$1.23	\$840.04
12/4/2019 10:34 AM	My Location 2	20191204900063020000100001	Update Item-Amount	arodgers12	\$1.23	\$840.04
12/4/2019 10:34 AM	My Location 2	201912049000630200001	Update Transaction-Transaction Status	arodgers12	0	1
12/4/2019 10:34 AM	My Location 2	201912049000630200001	Transmit Success	arodgers12		
12/4/2019 11:04 AM	My Location 2	201912049000630200002	Create Transaction	arodgers12		
12/4/2019 11:04 AM	My Location 2	20191204900063020000200001	Create Item	arodgers12		
12/4/2019 11:04 AM	My Location 2	20191204900063020000200002	Create Item	arodgers12		
12/4/2019 11:04 AM	My Location 2	20191204900063020000200004	Create Item	arodgers12		
12/4/2019 11:04 AM	My Location 2	20191204900063020000200002	Update Item-FLength	arodgers12		75546
12/4/2019 11:04 AM	My Location 2	20191204900063020000200002	Update Item-RLength	arodgers12		8123
12/4/2019 11:04 AM	My Location 2	20191204900063020000200005	Create Item	arodgers12		





Note: Values in the Old and New columns may be defined using this key:

Transaction Status Values:

- 0 In Progress
- 1 Released
- 2 Acknowledged

IQA States:

- 0 Not Tested
- 1 Passed
- 2 Ignorable errors
- 3 Errors were ignored
- 4 Failed

Other:

RLength=rear length of item

Flength=front length of item



## DEPOSIT REPORTS

### Deposit Adjustment Report

Provides a recap of all deposit correction actions made at the central site against a particular deposit Account. This report includes the date and time the deposit correction was made, the Location and Deposit Account affected, and the old and new deposit values. This report is only available if TM Technical Support for RDC removes a check from a deposit. In this instance, you will be notified that an item or deposit has been removed and the reason for this action.

Deposit Adjustment Report				
Report Created on 12/4/2019 2:35:21 PM by arodgers12				
Presenter: MM Market			Date Range: 5/5/2019 - 12/4/2019	
Location(s): My Location				
Research Date	Research ID	Action	Submitted Amount	Adjusted Amount
No Data Returned For Chosen Parameters				

### Deposit Detail

Provides details of Capture Deposit data for a processing date or range of dates. The Deposit Detail report shows each capture item individually along with its Amount and Custom Data Entry Fields.

Deposit Detail Report					
Report Created on 12/4/2019 2:36:28 PM by arodgers12					
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019		
Location(s): My Location 2			Account(s): 123456789		
Research ID	Aux On Us	Transit Routing	Account Number	Process Control	Amount
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 3 ~ Deposit Amount: \$117.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 11:06 AM ~ Posted: 12/4/2019					
2-1	1234	125000024	123456789	600	\$117.00
2-5	003561	031303129	4163247714		(\$100.00)
2-6					(\$17.00)
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 2 ~ Deposit Amount: \$100.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 11:27 AM ~ Posted: 12/4/2019					
3-1	1234	125000024	123456789	600	\$100.00
3-5	003561	031303129	4163247714		(\$100.00)
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 3 ~ Deposit Amount: \$825.04					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 12:42 PM ~ Posted: 12/4/2019					
6-1	1234	125000024	123456789	600	\$825.04
6-2		107574756	70014076	5687	(\$786.50)
6-3		113121313	86690089	1489	(\$38.54)
Total Item Count: 8 ~ Total Deposit Amount: \$1,042.04					



## Deposit Detail (By Deposit)

Provides details of Capture Deposit data for specific deposit based on the processing date. The Deposit Detail by Deposit report shows each capture item individually along with its Aux On Us, Transmit Routing, Account Number, Process Control, and Amount Fields information.

Deposit Detail (By Deposit) Report					
Report Created on 12/4/2019 2:37:34 PM by arodgers12					
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019		
Location(s): My Location 2			Account(s): 123456789		
Research ID	Aux On Us	Transit Routing	Account Number	Process Control	Amount
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 3 ~ Deposit Amount: \$117.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 11:06 AM ~ Posted: 12/4/2019					
2-1	1234	125000024	123456789	600	\$117.00
2-5	003561	031303129	4163247714		(\$100.00)
Invoice Number:					
Name:					
2-6					(\$17.00)
Invoice Number:					
Name:					
Total Item Count: 3 ~ Total Deposit Amount: \$117.00					

## Deposit Detail (By Transaction Code)

Provides details of Capture Deposit data for specific location. The Deposit Detail by Location report shows each capture item individually along with its Aux On Us, Transmit Routing, Account Number, Process Control, and Amount Fields information.

Deposit Detail Report By Location Code					
Report Created on 12/4/2019 2:40:11 PM by arodgers12					
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019		
Location(s): My Location			Account(s): All Accounts		
Research ID	Aux On Us	Transit Routing	Account Number	Process Control	Amount
Location: My Location ~ Location Code: MM Sample (1234) ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 2 ~ Deposit Amount: \$100.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 12:38 PM ~ Posted: 12/4/2019					
5-1	1234	125000024	123456789	600	\$100.00
5-5	003561	031303129	4163247714		(\$100.00)
Location: My Location ~ Location Code: MM Sample (1234) ~ Acct: MM Green Acct (987654321)					
User: arodgers12 ~ Item Count: 2 ~ Deposit Amount: \$17.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 12:34 PM ~ Posted: 12/4/2019					
4-1	1234	125000024	987654321	600	\$17.00
4-6					(\$17.00)
Total Item Count: 4 ~ Total Deposit Amount: \$117.00					



## Deposit Detail (With Custom Codes)

Provides a summary of Capture Deposit data for given processing date or range of dates. The report may be run for a single capture Location or across multiple Locations. The Deposit Detail with Custom Fields report shows each capture item individually along with its Aux On Us, Transmit Routing, Account Number, Process Control, and Amount Fields information along with the custom fields.

Deposit Detail with Custom Fields Report					
Report Created on 12/4/2019 2:48:09 PM by arodgers12					
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019		
Location(s): My Location 2			Account(s): All Accounts		
Research ID	Aux On Us	Transit Routing	Account Number	Process Control	Amount
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 3 ~ Deposit Amount: \$117.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 11:06 AM ~ Posted: 12/4/2019					
2-1	1234	125000024	123456789	000	\$117.00
2-5	003561	031303129	4163247714		(\$100.00)
Invoice Number:					
Name:					
2-6					(\$17.00)
Invoice Number:					
Name:					
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					
User: arodgers12 ~ Item Count: 2 ~ Deposit Amount: \$100.00					
Processed: 12/4/2019 ~ Acknowledged: 12/4/2019 11:27 AM ~ Posted: 12/4/2019					
3-1	1234	126000024	123456789	000	\$100.00
3-5	003561	031303129	4163247714		(\$100.00)
Invoice Number:					
Name:					
Location: My Location 2 ~ Acct: MM Gold Acct (123456789)					

## Deposit Summary

Provides a summary of Capture Deposit data for a given processing date or range of dates. The report may be run for a single capture Location or across multiple Locations. Report data includes Processing Date(s), Deposit Account Numbers into which the items were captured, the Transaction ID assigned to the work, Item Counts and Amounts.

Deposit Summary Report by Transaction				
Report Created on 12/4/2019 2:43:24 PM by arodgers12				
Presenter: MM Market			Date Range: 12/4/2019 - 12/4/2019	
Location(s): My Location 2				
Transaction ID	Acknowledge Date	Posting Date	Amount	Item Count
Location: My Location 2 ~ Processing Date: 12/4/2019 ~ Account: MM Gold Acct (123456789)				
2	12/4/2019 11:06 AM	12/4/2019	\$117.00	3
3	12/4/2019 11:27 AM	12/4/2019	\$100.00	2
6	12/4/2019 12:42 PM	12/4/2019	\$825.04	3
Account 123456789 Totals For Processing Date 12/4/2019:			\$1,042.04	8
Location: My Location 2 ~ Processing Date: 12/4/2019 ~ Account: MM Green Acct (987654321)				
1	12/4/2019 10:35 AM	12/4/2019	\$840.04	4
<b>My Location 2 Totals:</b>			<b>\$1,882.08</b>	<b>12</b>