



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.
- You will monitor the status of the deposit file online. Any adjustments or rejects will be posted to the bulletin board online. It will be the first message you see when you log in to the web portal.
- 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 Business Service Center 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

Customer support for all Treasury Management Products and Services is provided by the Business Service Center (BSC). The phone number is 1-888-227-2792. The email address is BusinessServiceCenter@capitalbank-us.com.

HOURS OF OPERATION

Files can be transmitted to the Bank at any time. Files that are received and processed by 7:30 PM CT will receive same day ledger credit (excluding weekends and holidays). It is advised to transmit files by 5:30 PM CT to allow the BSC 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 Vista (all 32-bit versions)
- Windows 7 Ultimate and Basic (32-bit and 64-bit versions)
- Windows 8 or 8.1 (64-bit)
- Windows 10

RAM (Memory):

- Minimum requirement: 512MB RAM (1GB RAM required for Vista)

Processor:

- Intel Pentium 3 or compatible 2.4 GHz or higher processor

Primary Hard Drive:

- 200MB 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.
 - Internet Explorer: Internet Explorer 7.0 or higher
 - The system will not function properly in any browser other than Internet Explorer
 - When using Windows 8, only use the Internet Explorer icon within the desktop to access the internet. Do not use the Windows 8 Internet Explorer App (tile) to install or access Deposit 24/7
 - .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 or 8.1, download the current version of Adobe Reader. Do not use the Windows 8 or 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 security policy, activate computer, and perform first-time capture
NOTE: This test is bypassed if Windows Vista is detected
 - 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
- Silverlight: Required for electronic payments
- Simplex scanning: Requires Twain 1.9 compatible or newer device

SCANNER

The application is certified for several scanners including: Panini/Unisys MyVisionX, and 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.

In addition to the standard warranty, an optional program, the Panini Direct Maintenance Program, is available in one-, two-, or three-year increments. This additional maintenance includes the Advanced Unit Exchange (AUE) Program that allows for next-day delivery of a replacement scanner should you experience issues with the current scanner. The AUE is available under the standard warranty only when the prepaid optional Panini Direct Maintenance Program has been purchased.

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

The Business Service Center 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
	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
	Research	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
	Training Corporate Capture	Provides access to training for Corporate Capture and displays the Training button in the end user application.	X	X	X	X
	Transmission	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						
	Login Administration	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
	Role Administration	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
	Security Object Administration	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
	Task Administration	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.



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 or by selecting Messages on the main menu. 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 Deposits.

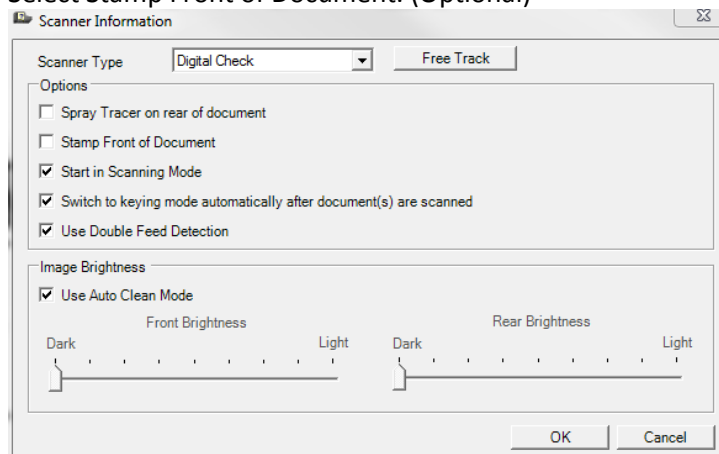
Selections will vary based on access. Individuals with access to multiple locations or accounts will select items from the appropriate dropdown box. Individuals with access to one location or one account will see their designated information.

2. Select the Location.
3. Select the Account where this transaction is deposited.
4. Select the Location Code (if applicable).
The Processing Date defaults to the current date.
5. Enter the deposit Amount.
6. Place items in scanner.
7. Click Create Deposit.

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

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

- a. Click Scanner Info.
- b. Select scanner from Scanner Type dropdown.
- c. Confirm settings.
 - For single-feed scanners, de-select Switch to keying mode automatically...
 - For scanners with ink jets:
 - Select Spray Tracer on rear document. (Optional)
 - Select Stamp Front of Document. (Optional)



- d. Click OK.
- e. Click Scanning if scanner does not automatically start.

The system will automatically switch to keying mode after last check is scanned. If needed, click Scanning to scan additional checks.

For single-feed scanners, click Keying.



KEYING MODE

When the capture is complete, any items that need attention will be highlighted in yellow. Refer to the center message bar for completion instructions.

To scan additional items, click the scanning button. Or press Enter to advance to the first error.

Navigation

1. Press Enter on the keyboard for each item viewed.
2. Use Flip to View back side of Image and to return to front image.
3. Use the tool bar at the top right to adjust view of image.
4. Continue to press Enter on the keyboard until all items are reviewed.

As needed, make the necessary adjustments to the transaction.

Correct Numbers

Enter the correct value for the highlighted fields, using the image displayed. Include the cents value; the decimal point is not needed. The system automatically marks the last two values as cents.

	Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Cur
	✓	1	10202-004	5007234		5000.00	12
	✓	2	001 00082-260	1234567890		150.00	
	✓	3	000075 10202-004	0690-5219098		25.75	

Enter Optional Data

Depending on the setup, additional fields may display to record optional information.

	Ready	AuxOnUs	Transit/Routing	Account	Process Control	Amount	Custom Field 1 (+)	Custom Field 2 (+)	Custom Field 3 (+)
	✓	1	10202-004	5007234		5000.00	12345688	4321	
	✓	2	001 00082-260	1234567890		150.00	Building 2	Office 12	
	✓	3	000075 10202-004	0690-5219098		25.75	Building 1	Office 23	

Delete items

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. Highlight appropriate item.
2. Click Delete.
3. Click Yes to confirm deletion.

Duplicate Detection

1. Compare the two images to determine if the item is a duplicate.
2. If the item is not a duplicate, the item remains in the transaction, but will be flagged for central processing to review further.
3. If the item is a duplicate, click Yes; the item is removed from the transaction.
4. Click Yes to confirm deleting.
The image data is permanently removed from the transaction. This affects the transaction balance, which may require a final review of each item.
5. Physically remove the item from the scanner.



Image Quality and Usability

If an item fails an Image Quality test, a message displays in the capture screen indicating the failed test. The options available for modifying the image depend on site configurations and type of error.

1. Review the message for recommended action.

The captured images display in a preview window with list of detected errors.

2. To rescan the image, first place the physical item back in the scanner.
3. 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.

4. Click Apply to update the error messages and recaptured images.
5. Click OK 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. With the item selected, click Delete.
2. Click Yes 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 Ignore 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.

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. Press Enter on the keyboard after reviewing each item.
2. Select to balance to use the scanned amount.

Once the transaction is balanced, the message bar will turn to green.

Deposit is balanced and ready to be closed.

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 to Defer the transaction.
3. Click OK.

The transaction is listed in the main capture screen as an Existing Deposit. 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 DEFERRED TRANSACTION

1. In the main capture screen, highlight the transaction to complete.
2. Click Edit Deposit.
3. Complete the transaction in the capture screen.
4. Release the transaction for transmission.



CLOSE AND RELEASE TRANSACTION

The transaction is ready to be closed and released for transmission to the central processing site.

1. Click Close.
2. Select to Release the transaction.

The Transmit screen will appear.

NOTE: If the application is set to auto transmit transactions, the Transmit screen will not appear.

TRANSMIT TRANSACTION

1. Select the transaction.
2. Click Transmit.
3. May view the Acknowledgement for final confirmation and posting information.

Transmission Items										
Type	Status	Description	Amount	Processing Date	Posting Date	Acknowledged Date	Location	Batch ID	In Balance	
Deposit	Released	Primary Checking (0607234)	\$210.75	12/19/2013	N/A	N/A	Toronto Office		True	
Deposit	Released	Primary Checking (12345678)	\$575.20	12/19/2013	N/A	N/A	Calgary Office		True	

Transmit Delete

 Show all transmissions

 Show just released

 Show released and recently transmitted

[Daily Deposit Limits](#)

The Transaction is transmitted and acknowledged by the central site.

The date the transaction was Processed and Acknowledged, as well as the Posting date can be viewed.

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

Delete Entire Transaction

Delete a transaction from the Capture module.

1. From within the capture screen, click Close.
2. Click Delete.
3. Click Yes to confirm deleting.

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

Delete Entire Transaction from Transmit Screen

1. From the Transmit screen, select the transaction.
2. Click Delete.
3. Click Yes to confirm deleting.

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



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.



RESEARCH ITEMS

1. From the main menu, click Research.
2. Select the range of dates to include in the query.

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

3. Select the Locations to include in the transaction query.

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

Enter search criteria in the Query for Items section.

4. Select an Item Type to search for from the available list of options.
5. From the 'where' dropdown, select the criteria on which to search, such as MICR information, or amount.
6. Select a qualifier from the 'is' dropdown list (example equals, less than).
7. Enter a value in the final field.
8. Continue to enter additional search criteria to narrow the query results further.
9. Choose to sort the query results. (optional; multiple selections are available)
10. Once all the search criteria are entered, click Search.

Query results display and may be manipulated for additional information.

11. Click to select an item and view the image and more details.
12. Double click the item to view the entire transaction that included the item.

The same viewing options are available in the transaction results screen.

13. With an item selected, click the Back (Front) button to toggle between front and back images.
14. Click View PDF to open the .pdf document.
15. Click Print to print the resulting images and information.

Print options are available to print front and back images.



EXPORT

CSV EXPORT

Computer will need Microsoft Excel to complete this process.

1. From the main menu, click Export.
2. Select CSV from the Export Method dropdown.
3. Select Language.
4. Select the Range Start Date.
5. Select the Range End Date.
6. Select the location to include in the Export.

NOTE: Use the Double right arrow to select all options.

7. Select the applicable accounts.
8. Click Begin Export.
9. Click Open in the File Download Form window.

The .csv file opens and displays the exported information.

NOTE: The .csv file may also be saved to a local or network directory.

IMAGE EXPORT

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

1. From the main menu, click Export.
2. Select Image Archive from the Export Method dropdown.
3. Select Language.
4. Select Range Start Date.
5. Select Range End Date.
6. Select the location to include in the Export.
7. Select applicable accounts.
8. Enter a password for the Zip file.

This password is used to encrypt the image data and is required to access the manifest .csv and images.

9. Click Begin Export.
10. Click Open in the File Download Form window.

The ImageExport.zip file may also be saved to a local or network directory.

Winzip (or other utility software) opens and displays the image files and manifest.csv.

11. Double-click a .tif file to open and view the image in the applicable imaging software.
 - a. r=rear image
 - b. f=front image
12. Enter the Zip file password.

NOTE: Users have the ability to save or print the image.

13. Close the document image.
14. Double-click the manifest .csv to display other image data.



CONFIGURATION

Configuration steps may be completed by the Administrator.

ADD NEW USER

1. First, users will need to be added to Online Banking.
2. An admin will need to log in to Online Banking.
3. Go to the Admin tab / Users / Add Users.
4. Complete all required user information and select Save.
5. When asked if you wish to make all features immediately available to the new user, select No.
6. User will have the option to clone another user that has Remote Deposit or click Done.
The user will be required to change this password at first login.
7. Go to Permissions for the user that has just been added.
8. Go to Receivables and give the new user access to RDC.
9. After the new user has been added to Online Banking, go to Receivables and click on Remote Deposit Capture.
10. Click on Configuration, then click the user name.
11. Select the Role for the user.

Next, establish the user access rights to Locations and Accounts.

12. Select the User Task level (Remote Capture) to assign access for this user.
13. Click Edit Access Rights.
14. Select each Location and Account that this user can access.
15. Once all locations and accounts are selected, click OK.
16. Review and confirm the selected Role(s) and User Access Rights for the new user.

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

EDIT USER RIGHTS AND PARAMETERS

1. Click Configuration from the main menu.
2. Select the Users tab.
3. Select the user to edit.
4. Click Edit User.
5. Click Done to save and apply the changes.
6. View other Roles, as applicable, to determine the tasks to provide for this user.
7. Select a Role to apply different role tasks for this user or add a role with varying rights.
If multiple roles are selected, the user is granted the highest level of rights provided by the different roles.
8. Select a User Task to apply different access rights for the user.
9. Click Edit Access Rights.
10. Modify the access rights by selecting or deselecting the relevant locations and accounts.
11. Click OK to save changes.
12. Review the changes to ensure the User now has the proper roles and rights assigned.



GENERATE REPORTS

1. From the main menu, click Reports.
2. Select a report from the dropdown list of available reports.
3. Select the range of dates to include in the report.
4. Some reports require additional parameters to be selected. If this information is required or available, select from the displayed options.
 - For the Workflow Audit Report, select the Action and User to run the report
 - For the Login Audit Report select the user to run the report.

NOTE: Use the Double Right arrow to select all items for the parameter or use the Double Left arrow to deselect all items from the parameter.

5. Once all the reporting criteria are selected, click Generate Report.
6. Once the report displays, click View PDF to view the PDF version. (optional)

Adobe Reader is required to view the PDF version. The PDF report may be saved or printed to a local printer. Hover over the bottom center of the document to display the PDF options.

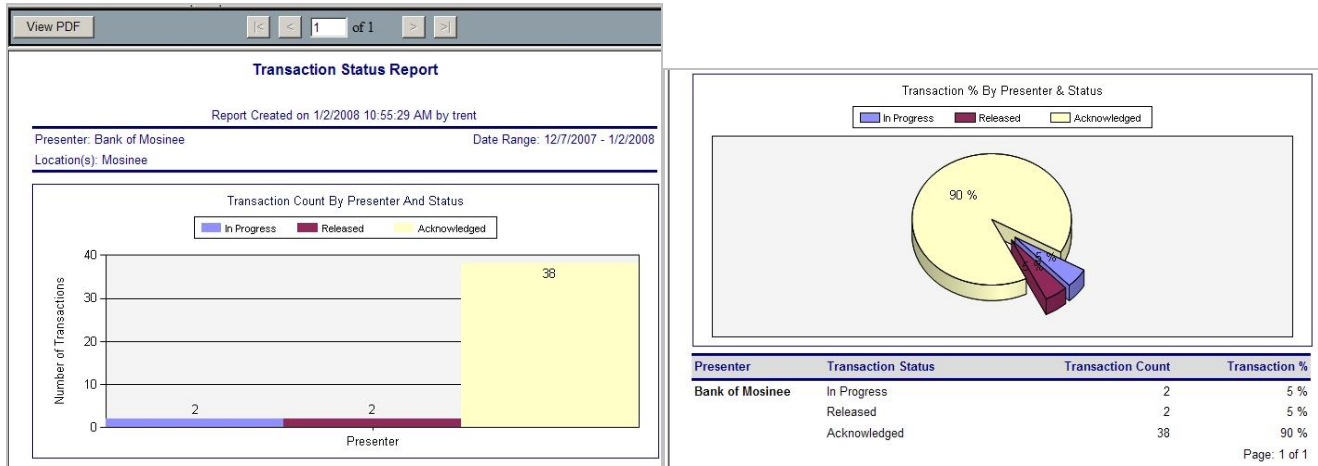


REPORTS

TRANSACTION STATUS REPORT

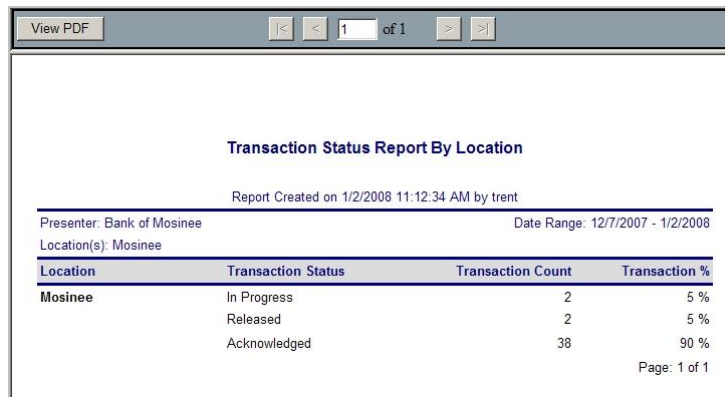
Provides information by Presenter on the current status of items within the capture system, whether they are In Progress, Released (available for transmission to central processing), or Acknowledged (successfully received by central processing).

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 LOCATION REPORT

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.





DEPOSIT SUMMARY REPORT

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				
Remote Capture Reports				
Report Created on 4/6/2007 10:12:33 AM by jsmith				
Presenter: International Movers		Date Range: 4/6/2007 - 4/6/2007		
Location(s): International Movers-Boston, International Movers-Tampa				
Transaction Id	Acknowledge Date	Posting Date	Amount	Item Count
<i>Location: International Movers-Tampa ~ Processing Date: 4/6/2007 ~ Account: 4697123</i>				
8	4/6/2007 10:12 AM	4/6/2007	\$7,145.20	6
9	4/6/2007 10:12 AM	4/6/2007	\$1,020.20	3
<i>Account 4697123 Totals For Processing Date 4/6/2007:</i>			\$8,165.40	9
International Movers-Tampa Totals: \$8,165.40 9				
<i>Location: International Movers-Boston ~ Processing Date: 4/6/2007 ~ Account: 987456</i>				
11	4/6/2007 10:12 AM	4/6/2007	\$2,300.00	3

DEPOSIT DETAIL REPORT

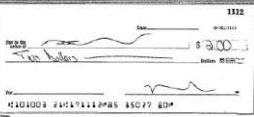
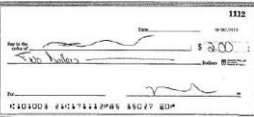
Provides details of Capture Deposit data for a processing date or range of dates. The Deposit Detail report shows each capture item individually along with its Amount and Custom Data Entry Fields.

Deposit Detail Report					
My Money					
Report Created on 1/23/2008 10:47:44 AM by kharper					
Presenter: Karens Test		Date Range: 1/22/2008 - 1/23/2008			
Location(s): Karen Location - Item ID, Karen Location -		Account(s): 0015235010, 1010101929, 10101019493,			
Tracer, Karens location - Date, Karens Location -		29292929297, 4848484848, 487215830			
Location Id, Karens Location - Transaction ID					
Research Id	Aux OnUs	Transit Routing	Account Number	Process Control	Amount
<i>Location: Karen Location - Item ID ~ Acct: 10101019493 ~ User: kharper ~ Item Count: 2 ~ Deposit Amount: \$20.00</i>					
<i>Processed: 1/22/2008 ~ Acknowledged: 1/22/2008 8:56AM ~ Posted: 1/22/2008</i>					
1-1		125000024	10101019493		\$20.00
1-2		061959802	71316475	3427	(\$20.00)
Invoice Number: 47003					
<i>Location: Karen Location - Item ID ~ Acct: 10101019493 ~ User: kharper ~ Item Count: 2 ~ Deposit Amount: \$470.10</i>					
<i>Processed: 1/22/2008 ~ Acknowledged: 1/22/2008 9:09AM ~ Posted: 1/22/2008</i>					
3-1		125000024	10101019493		\$470.10
3-2		058275094	48008180	6903	(\$470.10)
Invoice Number: 47004					
<i>Location: Karen Location - Item ID ~ Acct: 10101019493 ~ User: kharper ~ Item Count: 2 ~ Deposit Amount: \$424.00</i>					
<i>Processed: 1/22/2008 ~ Acknowledged: 1/22/2008 3:01PM ~ Posted: 1/22/2008</i>					
9-1		125000024	10101019493		\$424.00
9-2		020779159	40111676	3513	(\$424.00)
Invoice Number: 47005					
<i>Location: Karen Location - Item ID ~ Acct: 4848484848 ~ User: kharper ~ Item Count: 2 ~ Deposit Amount: \$73.00</i>					
<i>Processed: 1/22/2008 ~ Acknowledged: 1/22/2008 9:32AM ~ Posted: 1/22/2008</i>					



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 the Business Service Center 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							
Remote Capture Reports							
Presenter: International Movers				Date Range: 4/6/2007 - 4/6/2007			
Location(s): International Movers-Boston, International Movers-Tampa							
Event Date & Time	Location	Processing Date	Action	Deposit Account	Research ID	Old	New
	Tampa	3/19/2007	Transaction Adjusted	9178882282	3		500.00
3/19/2007 12:21 PM	Tampa	3/19/2007	Delete Item	9178882282	3-2		
							
	Tampa	3/19/2007	Transaction Adjusted	9178882282	5		
3/19/2007 1:21 PM	Tampa	3/19/2007	Create Item	9178882282	5-0		2.00
Duplicate Image-Item for \$2.00 listed twice.							
3/19/2007 1:21 PM	Tampa	3/19/2007	Delete Item	9178882282	5-2		
							

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PAYMENT SUMMARY REPORT

Provides a summary of Capture Payment data for a given processing date or range of dates, and either for a single Location or across multiple Locations. Report data includes the Processing Date(s), Client Work type, and Transaction ID assigned to the work, along with the Check Count, Stub Count, and dollar Amounts for each.

Payment Summary Report						
Presenter: Bank of Mosinee				Date Range: 11/2/2007 - 11/30/2007		
Location(s): Mosinee						
Tran Id	Acknowledge Date	Posting Date	Amount	Stubs	Checks	Others
Location: Mosinee ~ Processing Date: 11/2/2007 ~ Work Type: Singles - Loan Coupon						
3	11/28/2007 4:23 PM	11/29/2007	\$3,670.88	5	5	2
Singles - Loan Coupon Totals For Processing Date 11/2/2007:			\$3,670.88	5	5	2
Location: Mosinee ~ Processing Date: 11/8/2007 ~ Work Type: Singles - Loan Coupon						
2	11/28/2007 4:23 PM	11/29/2007	\$771.99	1	1	1
Singles - Loan Coupon Totals For Processing Date 11/8/2007:			\$771.99	1	1	1
Location: Mosinee ~ Processing Date: 11/12/2007 ~ Work Type: Check and List						
1	11/28/2007 4:23 PM	11/29/2007	\$22,933.63	0	1	15
Check and List Totals For Processing Date 11/12/2007:			\$22,933.63	0	1	15
Location: Mosinee ~ Processing Date: 11/28/2007 ~ Work Type: Multiples - Credit Card Stub						
1	11/28/2007 4:22 PM	11/29/2007	\$50.00	1	1	1
Multiples - Credit Card Stub Totals For Processing Date 11/28/2007:			\$50.00	1	1	1
Mosinee Totals:			\$27,426.50	7	8	19

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PAYMENT DETAIL REPORT

Provides details of Capture Payments data for a processing date or range of dates. The Payment Detail Report provides the details of each individual item within the Transaction.

Payment Detail Report		
Report Created on 1/2/2008 11:33:56 AM by trent		
Presenter: Bank of Mosinee	Date Range: 11/2/2007 - 11/2/2007	
Location(s): Mosinee		
Research ID	Doc Type	Amount
Location: Mosinee ~ Work: Singles - Loan Coupon ~ User: trent ~ Item Count: 7 ~ Transaction Amount: \$2114.55		
Processed: 11/2/2007 ~ Acknowledged: 11/28/2007 4:23PM ~ Posted: 11/29/2007		
3-1	Batch Header	(\$2114.55)
3-2	Stub	\$558.22
3-3	Check	\$558.22
3-4	Stub	\$784.34
3-5	Check	\$784.34
3-6	Stub	\$771.99
3-7	Check	\$771.99
Total Item Count 7 ~ Total Transaction Amount \$2114.55		

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CAR/LAR REPORT

Provides optical recognition statistics for the selected Presenter(s) and Location(s). For each capture workstation, the report shows the numbers of items on which CAR (Courtesy Amount Recognition) and LAR (Legal Amount Recognition) were attempted, as well as details on whether or not the optical read attempt succeeded or failed. To facilitate report interpretation, the final column of the report shows the CAR/LAR success as a percentage of the total attempted.

CAR/LAR Performance Report

CAR/LAR Performance Report				
Report Created on 8/22/2013 10:53:49 AM by tyler				
Web Presenter		Date Range: 8/22/2013 - 8/22/2013		
Location(s): Web Client				
Location	Item Type	Recognition Attempted	Recognition Successful	Recognition Successful / Failed Attempted
Web Client				
	Check			
	CAR/LAR:	1	1	0 100%
	Web Client Total:	1	1	0 100%



WORKFLOW AUDIT REPORT

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, reports 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							
Remote Capture Reports							
Report Created on 4/6/2007 10:20:09 AM by jsmith							
Presenter: International Movers				Date Range: 4/6/2007 - 4/6/2007			
Location(s): International Movers-Boston, International Movers-Tampa				User(s): jsmith			
Action Type(s): Create Item, Create Transaction, Delete Item, Delete Transaction, Image Analysis, Purge Data Complete, Purge Data Start, Transmit Failure, Transmit Success, Update Item, Update Transaction, Viewed Report							
Event Date & Time	Location	Tracer Id	Action	User Name	Old	New	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-Front Image	jsmith			
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-Front IQA State	jsmith	0	0	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-FLength	jsmith		7866	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-Rear IQA State	jsmith	0	0	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-RLength	jsmith		915	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700003	Update Item-Amount	jsmith	0.00	3750.00	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700004	Update Item-Amount	jsmith	0.00	2500.00	
4/6/2007 10:06 AM	International Movers-Tampa		Update Transaction-Deposit Amount	jsmith	2000.00	10375.00	
4/6/2007 10:06 AM	International Movers-Tampa	20070406900016360000700001	Update Item-Amount	jsmith	2000.00	10375.00	
4/6/2007 10:06 AM	International Movers-Tampa		Update Transaction-Transaction Status	jsmith	0	1	
4/6/2007 10:08 AM	International Movers-Tampa		Viewed Report-Transaction Status	jsmith			
4/6/2007 10:08 AM	International Movers-Tampa	200704069000163600008	Create Transaction	jsmith			
4/6/2007 10:08 AM	International Movers-Tampa	20070406900016360000800001	Create Item	jsmith			
4/6/2007 10:09 AM	International Movers-Tampa	20070406900016360000800002	Create Item	jsmith			
4/6/2007 10:09 AM	International Movers-Tampa	20070406900016360000800002	Update Item-Front Image	jsmith			
4/6/2007 10:09 AM	International Movers-Tampa	20070406900016360000800002	Update Item-Front IQA State	jsmith	0	0	

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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



LOGIN AUDIT REPORT

This report, broken down by Presenter and User ID, shows a history of the Login activity for one or more selected Users. For the chosen date range, the report provides the Date and Time of the Login Event, a Description of the event, and the User Name and Login ID.

Login Audit Report			
Report Created on 1/10/2008 10:40:12 AM by trent			
Presenter: Bank of Mosinee		Date Range: 1/1/2008 - 1/10/2008	
Location(s): Mosinee		User(s): Karen, kyle2, sam, Trent	
Event Time	Event	User Name	Login Name
1/2/2008 10:13:15 AM	User successfully logged in.	Trent	trent
1/2/2008 10:15:01 AM	User successfully logged in.	Trent	trent
1/2/2008 10:38:28 AM	User successfully logged in.	Trent	trent
1/2/2008 11:58:29 AM	A task has been allowed in a domain.	Trent	trent
1/2/2008 11:58:29 AM	A task has been allowed in a domain.	Trent	trent
1/2/2008 11:58:29 AM	A task has been allowed in a domain.	Trent	trent
1/2/2008 11:58:30 AM	A task has been allowed in a domain.	Trent	trent
1/2/2008 5:10:05 PM	User logged out.	Trent	trent
1/4/2008 1:58:22 PM	User successfully logged in.	Trent	trent
1/4/2008 2:10:56 PM	User successfully logged in.	sam	sam
1/4/2008 3:31:13 PM	User successfully logged in.	sam	sam
1/4/2008 3:31:14 PM	User logged out.	sam	sam
1/4/2008 3:31:15 PM	Login was attempted from a computer that was not authenticated.	sam	sam
1/4/2008 3:31:27 PM	User successfully logged in.	sam	sam
1/4/2008 3:38:05 PM	User successfully logged in.	Trent	trent
1/4/2008 3:50:13 PM	User successfully logged in.	Trent	trent
1/4/2008 4:01:56 PM	User logged out.	sam	sam
1/4/2008 4:19:28 PM	User logged out.	Trent	trent
1/4/2008 4:19:40 PM	User successfully logged in.	Trent	trent
1/4/2008 5:07:53 PM	User logged out.	Trent	trent
1/4/2008 5:08:32 PM	User logged out.	Trent	trent
1/7/2008 8:56:42 AM	User successfully logged in.	Trent	trent

SUSPENSE REPORTS

Provides the detail and summary information for items that are currently suspended. Once an item has been released they are not available in the Suspense Reports.

Suspense Detail Report						
CAPTURE EXPRESS						
Report Created on 11/5/2008 3:50:04 PM by wfsbank						
Accounts: Multiple Accounts						
Deposit Accounts						
Date	Scanned Tracer	Aux OnUs	Transit Routing	Account	Process Control	Amount
Location: International Movers - MIAMI						
Account: 544230		Number of Items: 2		Total Amount: 1348.20		
11/05/2008	2008110590000030000600002	040616441	24208070	0202	468.20	
	2008110590000030000600005	004779366	10732756	3288	880.00	

Suspense Summary Report						
CAPTURE EXPRESS						
Report Created on 11/5/2008 3:48:53 PM by wfsbank						
Accounts: Multiple Accounts						
Deposit Accounts						
Date	Scanned Tracer	Aux OnUs	Transit Routing	Account	Process Control	Amount
Location: International Movers - MIAMI						
Account: 544230		Number of Items: 2		Total Amount: 1348.20		
11/05/2008	2008110590000030000600002	040616441	24208070	0202	468.20	
	2008110590000030000600005	004779366	10732756	3288	880.00	