### **RESEARCH – GUIDE TO PERFORMING RESEARCH**

This guide provides instructions on how to perform image research within the Remote Deposit Capture application. Remote Deposit Capture's Research Module provides the ability to search for any checks that were submitted as a deposit. You can view the image of an item, and associated data included in the search criteria.

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S Deposit	Q Research	Reports
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Check Amount	Equal To	•			)			
Check #	Equal To				)			
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STEP 1: SELECT THE RESEARCH TAB

Click *Research* in the menu

Note: If you do not see the Research tab, you do not have access and must contact your Remote Deposit Capture administrator.

- There are two search types in the Research module:
  - Search (default)
  - Advanced Search.
  - Click the Search tab. The primary research screen appears with a default setting for a standard search.
  - Click Search.

 The default search criteria will perform a search and return all deposits/batches/items for the last 31 days.

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Advanced Search Search Member to search ABC Company Capture Date Last 31 days ¥ Last 7 days This Month IRN Last 90 days September 2022 Check Amount August 2022 July 2022 June 2022 Check # May 2022 April 2022 March 2022 February 2022 January 2022 December 2021 November 2021 October 2021 September 2021 August 2021 July 2021 June 2021

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#### Member to search ABC Company

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 The standard research criteria can be modified to search based on various Capture Date ranges, Item Reference Number (IRN), Check Amount, Check #.

 Other options to search on are Payor data (Payor Search Fields) or MICR data (MICR Search Fields).

- Enter the dollar amount in the *Check Amount* field.
  - The modified search result returns only deposits/batches that include an item for the dollar value in the modified search criteria.
- To view the batch, click the + button next to **Deposit**.

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ABC Company Items found: 1 (2608 ms) Block Print DCN V DCT - DEPOSIT 230 27409.92 BCN вст - BATCH 230 27409.92 TRN SeqNum Capture Date CHECK 166068750500322375786 1 08/16/2022

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- To view the items in the batch, click the + button next to **BATCH**.
- Click on CHECK to bring up an image of the check.

 You have options to print, download, copy to clipboard, adjust the size of the image, flip the image to see the back, and invert the color of the image.

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### STEP 2: SELECT THE ADVANCED RESEARCH TAB

Additional search criteria options are available to narrow the search results to specific data elements and/or to include associated document images in the search.

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- In addition to the primary search criteria you can search options by:
  - Bank # (Routing Number)
  - Account # (check account)
  - Insert Time (range of time specific to when the items were archived in the system)

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Search Advanced Search

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- DEP	OSIT 53	26953.78			
	BC	N BCT			
-	BATCH 53	26953.78			
		IRN	SeqNum	Capture Date	Capture Time
	CHECK	1665501972001190906	04 1	10/11/2022	11:26:14
	CHECK	1665501977002190906	04 1	10/11/2022	11:26:19
	CHECK	1665501984003190906	04 1	10/11/2022	11:26:26

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- BATC	CH 53	26953.78						
	1	IRN		5	SeqNum	Capture	Date	Capture Time
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• (	HECK	1665501977002	19090604	1	L	10/11/202	2	11:26:19
• (	HECK	665501984003	19090604	1	L	10/11/202	2	11:26:26

- The search will return all batches/deposits available from the range of criteria selected.
- Click the + button
- The deposit will expand to list all the checks in the deposit.
- As noted above in the primary default search tab, click CHECK and an image of the check will display.
- All the same options are available to view and print an image of the check.

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 Secondary Search Fields
 Secondary Search Fields

- To narrow the search results, **the Secondary** Search fields are available:
  - o DCN (Deposit Control Number)
  - o BCN (Batch Control Number)
  - o Scanner Serial Number
  - Payor Name

Advanced Search Fields will not be available unless your company has requested a custom data entry form be set up and custom search fields have been enabled in the Research module.

STEP 3: PRINT OR EXPORT SEARCH RESULTS

The option to print or export the information from your search results in pdf or Excel formats is available.

**Printing Options:** 

- Click the drop-down to choose the option to print/export summary information (Top-level Records only) or include item detail information (All Records).
- Click the checkbox to Include Headers information in the print/export file.
- If you click the "Print" button, a pop-up print window will appear.

**Export Options:** 

- In exporting a .pdf file, choose the appropriate options to Include Images and/or Include Headers of the items in the print/export file.
- Click *Export* to download the file.

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Q Research

O Deposit

Reports (1)

ITMS is a complete remote deposit solution that allows you to sc one or multiple deposit applications: Simply Deposit, WebClient, ITMS includes administrative features that help you to keep track

Everything in ITMS is controlled through permissions, so you can

To get started using ITMS, read the information and follow the ins

### Want to view this guide in PDF format?

To download the entire in PDF format, click the link below, or in the

ITMS Research Guide.pdf

**QUICK REFERENCE GUIDE** 

- To review more detailed information regarding performing research in the Remote Deposit Capture system, you can access the application's on-line help feature.
- While in the Research Module, Click on the "?" icon in the top right-hand corner of the screen.

A menu will appear on the left side of the screen with five options that you can click on to learn more.

If you would like to view these options as a pdf document, click on the link for the ITMS **Research Guide.** 

**Please reference Key Risk Mitigation Best** Practices below and share with all Users who will be using the Remote Deposit Capture system.

### KEY RISK MITIGATION BEST PRACTICES

### **PROCEDURAL BEST PRACTICES:**

- Segregation of duties for personnel processing receipt of check payments, those preparing and submitting deposits via Remote Deposit Capture, and those reconciling accounts and statements is strongly recommended.
- Physical checks should be scanned, stored, and shredded in a secured area.
   Electronically captured check images, data, and any reports generated should be stored in a secured area.
- Securely store original checks between 14 days and 45 days. Immediately reconcile deposits to bank reporting and statements as they are available.
- Never share system credentials among users. Each user must be issued their own credentials for using the system.
- When processing a deposit, enter a control amount first to balance to when scanning of checks is completed.
- Confirm deposit is in balance and information is accurate before submitting each deposit.
- Routinely clean your scanner removing dust and any debris to help ensure proper performance.

### DEPOSIT OF THE FOLLOWING ITEMS IS NOT PERMITTED AND COULD BE REJECTED:

- Checks drawn on foreign banks in foreign currency. Includes Canadian Checks in Canadian dollars or U.S. dollars.
- Checks payable to "Cash".
- Remotely Created Checks and Demand Drafts that do not have a maker signature.
- Checks that are irregular in any way (i.e., courtesy amount and written amount are different).
- Substitute checks (i.e., checks created from an electronic image).
- Checks you suspect are fraudulent or not properly authorized.
- Registered Government Warrants.
- Any checks that exceed transaction limitations that the bank may establish from time-to-time.
- Redeposit of Returned Checks (Must be taken to a branch).
- Check that are postdated or more than 6 months old.
- Third-party-issued-items outside the ordinary course of business" as noted in the Master Services Agreement.