

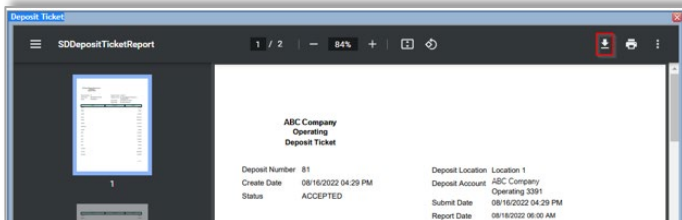
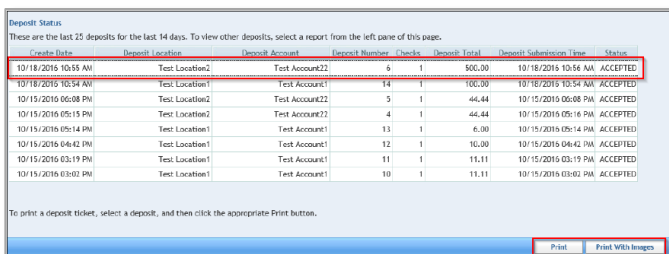
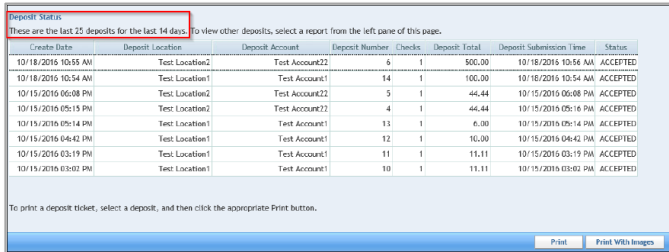
### REPORTS – GUIDE TO REPORT GENERATION – BUSINESS REMOTE DEPOSIT CAPTURE

This guide provides instructions on how to generate system reports within the Business Remote Deposit Capture application.

#### GENERATING REPORTS

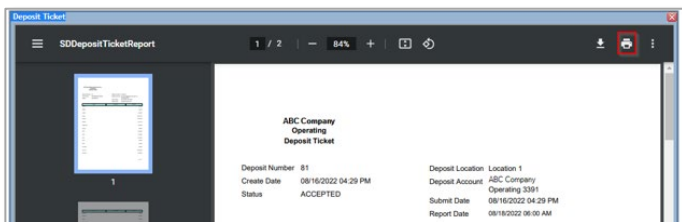
STEP 1: SELECT THE REPORTS TAB ON THE TOP MENU.

- The Deposit Status report is automatically displayed as the first page of the Reports module.
- The report will display the last 25 deposits submitted in the last 14 days.
- Eight data elements regarding each deposit will be displayed.
- You can create and print a deposit ticket with just the data or you can print a deposit ticket to include images of the checks.
- Select a deposit and click *Print* or *Print with Images* in the bottom right corner. A PDF of the deposit ticket opens in a separate window.



To download a copy of the deposit ticket.

- Click the *disk (Save)* icon. The Save A Copy icon dialog box appears
- Select a place to save the file, and then click *OK*.



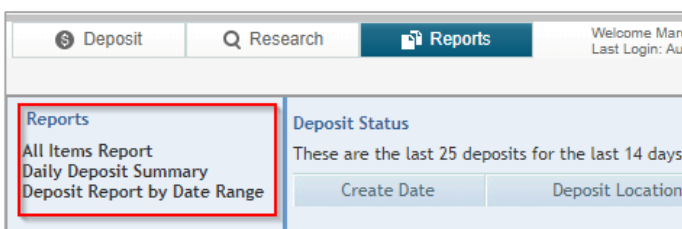
To print a copy of the deposit ticket

- Click the *printer* icon. The print dialog box appears. Click *OK*.

STEP 2: SELECT ALL ITEMS REPORT

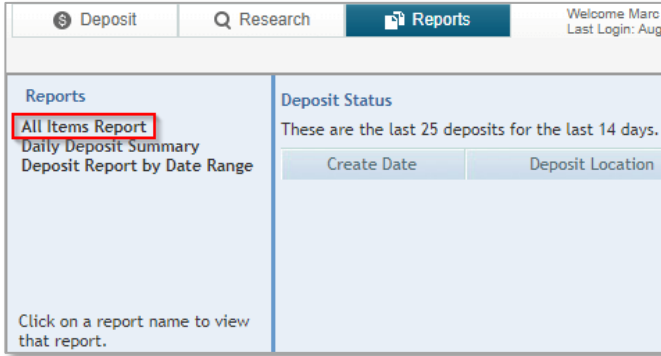
There are three standard reports available in Business Remote Deposit Capture.

- All Items Report
- Daily Deposit Summary Report
- Deposit Report By Date Range

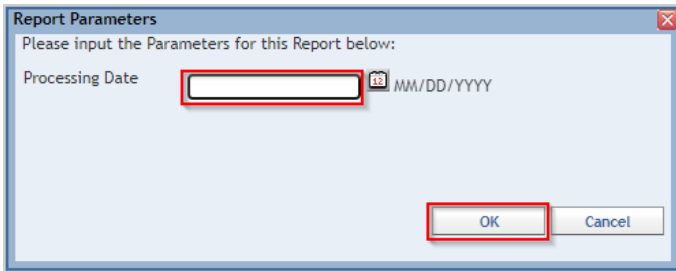


# REMOTE DEPOSIT CAPTURE

## QUICK REFERENCE GUIDE



- Click on the *All Items Report*. This report can be used to export data to a third-party accounting application.

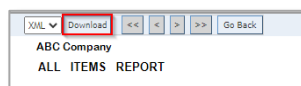


- A Report Parameters dialogue box appears. Enter a date in the Processing Date field and then click *OK*. The report will appear in your browser window.

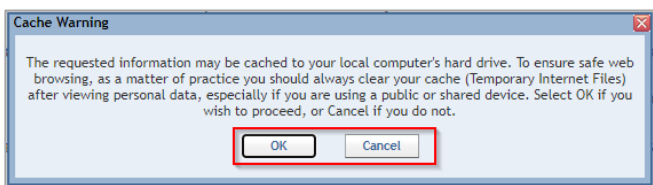
**NOTE:** You can only generate an All Items Report for a day that falls within the last 24 months.

Deposit Number	Deposit ID	Check Date	Amount	Bank Number	Account Number	Check Number	Client Type	Deposit Location	Deposit Account	Payee	Reference
		08/16/2022	2,872.32	123456789	56789012	123456	Desktop	Location 1	ABC Company Operating 4813	Trane	2057
		08/16/2022	1,180.80	234567890	123456789	56789	Desktop	Location 1	ABC Company Operating 4813	Hometown	55274
		08/16/2022	236.26	345678901	123456789	922265	Desktop	Location 1	ABC Company Operating 4813		922265

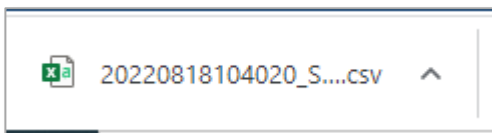
Download a copy of the All Items Report.



- Select the appropriate file format from the dropdown list and click *Download*.



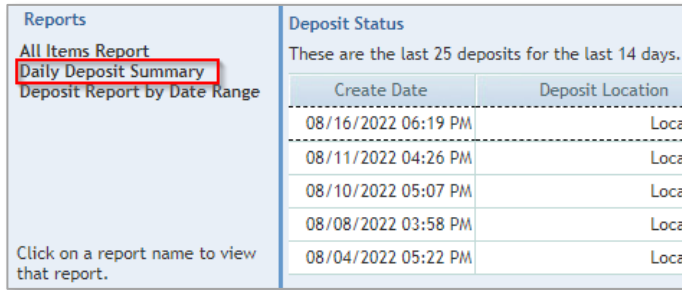
- A Cache Warning dialogue box appears, click *OK* or *Cancel*.



- File Dialogue box appears in the bottom left corner of the screen. Open file and save to desired location.

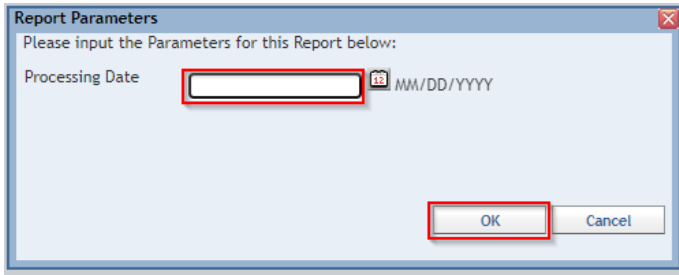
# REMOTE DEPOSIT CAPTURE

## QUICK REFERENCE GUIDE



### STEP 3: SELECT DAILY DEPOSIT REPORT

- Click **Daily Deposit Summary**. This report provides data for all deposits on a specified date within the last 24 months.
- Click **Report Parameters** dialogue box appears.
- Enter a date in the Processing Date field and then click **OK**. The report will appear in your browser window.

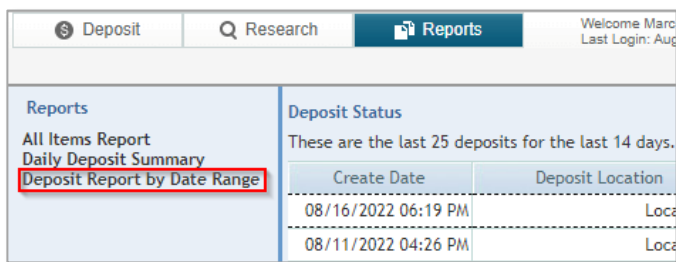


The report table shows a summary of deposits for ABC Company. The 'Total Check Deposits' row is highlighted in blue. Below it, a table lists individual deposits with columns for Deposit Location, Deposit Account, Deposit Number, Items, Amount (Prior Cut Off, After Cut Off, Total), and Client Type.

Deposit Location	Deposit Account	Deposit Number	Items	Prior Cut Off	After Cut Off	Total	Client Type			
Total Check Deposits							\$27,409.92	\$0.00	\$27,409.92	
Location 1										
ABC Company Operating 4613		220	7	\$27,409.92	\$0.00	\$27,409.92	Desktop			

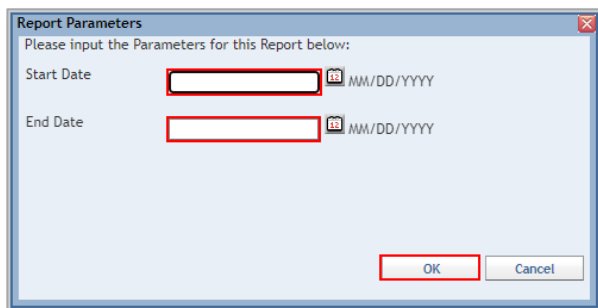
### Download a copy of the Daily Deposit Summary report.

- Follow the same steps noted above for downloading the All Items Report.
- A file dialogue box appears in the bottom left corner of the screen.
- Open file and save to desired location.



### STEP 4: SELECT DEPOSIT REPORT BY DATE RANGE

- Click **Deposit Report by Date Range**. This report provides data for all deposits within a 35-day date range and can be used to assist in reconciling to your bank account.
  - A Report Parameters dialogue box appears. Enter dates in the Start and End Date fields and then click **OK**.
- NOTE:** You can only generate a report for a date range that falls within the last 24 months.



ABC Company  
Deposit Report by Date Range

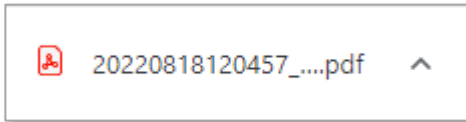
From: 08/01/2022 To: 08/17/2022  
Report Date: 08/18/2022

Deposit Location	Deposit Account	Number of Deposits		Total Deposit		Client Type
		Deposit Number	Checks	Deposit Total		
<b>Deposits Submitted and Processed</b>						
Location 1	ABC Company Operating 4813	5	32	185,337.81		
	08/04/2022	226	12	38,870.27	Desktop	
	08/08/2022	227	4	71,651.06	Desktop	
	08/10/2022	228	7	45,444.56	Desktop	
	08/11/2022	228	2	1,962.00	Desktop	
	08/16/2022	230	7	27,499.92	Desktop	
<b>TOTAL DEPOSITS PROCESSED</b>		<b>5</b>	<b>32</b>	<b>185,337.81</b>		

To view deposit details click on the Deposit Number. << 1/1 >>

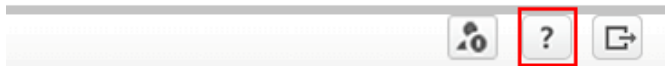
Download a copy of the Deposit Report by Date Range.

- Follow the same steps noted above for downloading the All Items Report.
- A file dialogue box appears in the bottom left corner of the screen. Open file and save to desired location.



NOTE: MORE DETAILED INFORMATION REGARDING REPORTS IN BUSINESS REMOTE DEPOSIT CAPTURE IS AVAILABLE IN THE REPORTS GUIDE LOCATED IN THE ONLINE HELP FEATURE IN THE SYSTEM.

## Remote Deposit Capture



- Click the ? icon in upper right corner (RDC Treasury) or the Settings Button in the bottom left corner (RDC Business)

**Getting started with Simply Deposit**

About the ITMS help system  
Simply Deposit system requirements  
Access Simply Deposit  
First time setup for Simply Deposit  
About check document detection and double loads  
About depositing checks using Simply Deposit  
Check scanning errors in Simply Deposit

**Getting started with Simply Deposit**

ITMS is a complete remote deposit solution that allows you to scan and deposit checks without having to go to the bank. Simply Deposit ITMS includes administrative features that help you to keep track of the deposits you create using Simply Deposit. Everything in ITMS is controlled through permissions, so you can only see the features that your user account is allowed to see. To get started using ITMS and Simply Deposit, read the information and follow the instructions included in this section.

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

**Reports available in Simply Deposit**

- Click **Reports Available in Simply Deposit** menu option in the left margin.

**Reports available in Simply Deposit**

The **Reports** module gives you access to reports specific to Simply Deposit. The module also provides a brief summary of the last 25 deposits made in the last 14 days, and allows you to print deposit tickets for those deposits. For more information, see [Simply Deposit Deposit Status table](#).

The following reports are available:

- [Simply Deposit All Items Report](#)
- [Simply Deposit Daily Deposit Summary Report](#)
- [Simply Deposit Deposit Detail Report](#)
- [Simply Deposit Item Detail Report](#)
- [Simply Deposit Deposit Report By Date Range](#)

- Click the report option links to learn more about each report.

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

### REMOTE DEPOSIT CAPTURE 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.