#### **REPORTS – GUIDE TO REPORT GENERATION – TREASURY REMOTE DEPOSIT CAPTURE**

This guide provides instructions on how to generate system reports and perform image research within the Treasury Remote Deposit Capture application.

esea	Irch In Reports Welcome Maro Keller Last Login: August 31, 10:17 PM EDT
	Reports for [ ABC Inc. ]
	Please select from the list of available Reports below:
	Select a report
	Reports for [ABC Inc.]
	Reports for [ ABC Inc. ]
	Reports for [ABC Inc.] Please select from the list of available Reports below: Select a report

STEP 1: GENERATING REPORTS

- Select the **Reports** tab on the top menu. The Reports window appears with a dropdown list of reports from which to select.
- 2. Click the drop-down arrow to select a report.
- 3. Click on the desired report.

Select a report	~
Select a report	
All Items Report (CS-Standard)	
Daily Deposit Summary By Account (CS-Standard)	
Daily Deposit Summary By Location (CS-Standard)	
Daily Deposit Summary Report (WC/SD)	
Deposit Report By Date Range (WC/SD)	
Member Report (Standard)	
Settlement Detail by Account (CS-Standard)	
Settlement Detail by Location (CS-Standard)	
Settlement Summary by Account (CS-Standard)	
Settlement Summary by Location (CS-Standard)	
WebClient User Audit Report (Standard)	

STEP 2: SELECT ALL ITEMS REPORT

There are 11 standard reports available in Treasury Remote Deposit Capture.

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

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

QUICK REFERENCE GUIDE

arch 📑 Re	eports	Welcome Last Login	Marc Keller :: August 31, 10:17 PM EDT
Reports for [ ABC	Inc.]		
Please input the	Parameters fo	this Report	below:
Processing Date		<b>=</b>	
Action	<ul> <li>۱</li> <li>۱</li> <li>۱</li> </ul>	/iew Deliver	

Please input the Pa	aramete	ers fo	r this	Repo	ort be	low:		
Processing Date	08/1	5/20	22		1			
Action		•	A	ugust	t 202	2	+	**
Action		S	М	т	w	т	F	S
	32	31	1	2	3	4	5	6
	33	7	8	9	10	11	12	13
	34	14	15	16	17	18	19	20
	35	21	22	23	24	25	26	27
	36	28	29	30	31	1	2	3
	37	4	5	6	7	8	9	10



XML V Download	<< < > > Go Ba	ick				
ABC Inc.		Deposit Date:	08/15/22			
ALL ITEMS	REPORT	Report Run:	08/31/22 1	1:36 PM ET		
		Deposit Account	:	5795333920		
Total: \$60,928.99	Items Count: 16					
Member	Member ID	Total \$	Total Items			
Deposit Ctrl #	Deposit ID	\$ Amount	# Items	Deposit Time(ET)		
	Rem	ittance/Check Data				
Scan Date/Time (Local Time) (YY-MM-DD HH:MM)	IRN	Amount	Routing #	Account	Check #	EndPoint
ABC Inc.	922743	60,928.99	16			
570	1D73EA15-9E74-4782-9681- E8E9F1D66ED0	60,928.99	16	8/15/2022 4:37 PM		
22-08-15 16:35 C	166059575000118998867	5,000.00	113011258	0052402513	1669	IRD
22-08-15 16:35 C	166059575500218998867	38,718.58	00000518	048715821	40458	IRD

2. A Report Parameters dialogue box appears. Enter a date in the *Processing Date* field or use the calendar option to select a date.

- 3. Click the Next Button in the bottom left corner of the window.
- 4. The report will appear in your browser window.

**QUICK REFERENCE GUIDE** 

XML 🗸	Download	<< < > > Go Bac	k		
XML MHTMI			Deposit Date:	08/15/22	
CSV	ITEMS	REPORT	Report Run:	09/01/22 11:41 AM	ET
EXCEL			Deposit Account:	579533	3920
Total:	\$60,928.99	Items Count: 16			

Cache warning
The requested information may be cached to your local computer's hard drive. To ensure safe web browsing, as a matter of practice you should always clear your cache (Temporary Internet Files) after viewing personal data, especially if you are using a public or shared device. Select OK if you wish to proceed, or Cancel if you do not.
OK Cancel



- 5. Download a copy of the All Items Report.
- 6. Select the appropriate file format from the dropdown list and click Download.
- 7. A Cache Warning dialogue box appears, click *OK* or *Cancel*.
- 8. File Dialogue box appears in the bottom left corner of the screen. Open file and save to desired location.

Please select from the list of available Reports below:	
Select a report	~
Select a report	
All Items Report (CS-Standard)	
Daily Deposit Summary By Account (CS-Standard)	
Daily Deposit Summary By Location (CS-Standard)	
Daily Deposit Summary Report (WC/SD)	
Deposit Report By Date Range (WC/SD)	
Member Report (Standard)	
Settlement Detail by Account (CS-Standard)	
Settlement Detail by Location (CS-Standard)	
Settlement Summary by Account (CS-Standard)	
Settlement Summary by Location (CS-Standard)	
WebClient User Audit Report (Standard)	

Please input the Pa	ramete	ers fo	r this	Repo	ort be	low:		
Processing Date	08/1	5/20	22					
Action	44	•	A	ugus	t 2022	2	+	₩
Action		S	М	т	W	т	F	S
	32	31	1	2	3	4	5	6
	33	7	8	9	10	11	12	13
	34	14	15	16	17	18	19	20
	35	21	22	23	24	25	26	27
	36	28	29	30	31	1	2	3
	37	4	5	6	7	8	9	10

STEP 3: SELECT DAILY DEPOSIT SUMMARY REPORT

- 1. Click on *Daily Deposit Summary Report*. This report provides data for all deposits on a specified date within the last 24 months.
  - There is an option to run this report by Account or by Location.
    - If by Location, the report will include all locations with deposits on the selected date, grouped by location.
    - If by Account, the report will include all accounts with deposits on the selected date, grouped by account.
- 2. A Report Parameters dialogue box appears. Enter a date in the *Processing Date* field or use the calendar option to select a date.

QUICK REFERENCE GUIDE

- 3. Click Next in the bottom left corner of the window.
- 4. The report will appear in your browser window.
- 5. You can click on the *Deposit Number* to expand the data to get a Deposit Detail Report to see details of checks in the deposit.

- 6. You can click on an *Item Reference Number* link to see an image of a check.

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			- 1
Back	Next	Cancel	- 1
			- 1
			_

				Deposit Date: 08/15/2022		ABC Inc.
				Report Date: 09/01/2022		Daily Deposit Summary
	AMOUNT		Items	Deposit Number	Deposit Account	Deposit Location
Total	After Cut Off	Prior Cut Off	1			
\$60,928.99	\$0.00	\$60,928.99	16		Total Check Deposits	
						Location 1
\$60,928.99	\$0.00	\$60,928.99	16		ABC Inc.	
\$60,928.99	\$0.00	\$60,928.99	16	570		
		<< 1/1 >>			sit Number.	To view deposit details click on the Depor

MHTML V Download << < > >>	Go Back							
ABC Inc. Deposit Date: 08/15/2022								
Daily Deposit Summary Report Date: 09/01/20:								
Deposit Location Deposit Account Deposit Number								
	Total Check Deposits							
Location 1								
ABC Inc.								
To view deposit details click on the Depo	To view deposit details click on the Deposit Number.							

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ABC Inc.							
Deposi	t Detail Re	port					
Deposit Number	570			Deposit L	ocation Location 1		
Deposit Date	08/15/202	2 04:37 PM		Deposit A	ccount ABC Inc.		
Status	Processe	d		Submit D	ate 08/15/2022 04:37 PM		
				Report Da	ate 09/01/2022 12:56 PM		
Davies		Deferrer		American	Here Def Ma	Charle Neuroba	
Payor		Reference		Amount	item Rei. No.	Crieck Numbe	1
				5,000.00	166059575000118998867	5432	
				38,718.58	166059575500218998867	40458	
				13,131.31	166059575800318998867	40458	
				1,189.55	166059576200418998867	5083	
				1,265.44	166059576600518998867	5082	
				53.43	166059577000618998867	679488	
				217.14	<u>166059577400718998867</u>	60155	

MHTML V Down	load   << ABC Inc. t Detail Re	< > >> Go Back				
Deposit Number	570	2.04-27 DM	Deposit Lo	ocation Location 1		
Status	Processe	d	Submit Date 08/15/2022 04:37 PM			
			Report Da	te 09/01/2022 12:56 PM		
Payor		Reference	Amount	Item Ref. No.	Check Number	
			5,000.00	166059575000118998867	5432	
			38,718.58	<u>166059575500218998867</u>	40458	

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Check Amount Bank # Account # Check # Item Type \$5,000.00 113011258 123456789 CHECK 5432 John Smith PH, 123-456-7890 987 Oak St HOUSTON, 77027 - 4589 5432 DATE Augt 15 2022 \$ 5,000 " PAY TO TH 建設 11-LLARS 🔂 🚟 AmegyBank. 77227-7450 мио **Паради на селото на се** 1.10 Ø ENDORSE HERE

MHTML V Download << < > >>	Go Back				
ABC Inc.		Deposit Date: 08/15/2022			
Daily Deposit Summary		Report Date: 09/01/2022			
Deposit Location Deposit Account Deposit Number					
	Total Check Deposits				
Location 1					
ABC Inc.					
	<u>570</u>				

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Please select from the list of available Reports below:	
Select a report	~
Select a report	
All Items Report (CS-Standard)	
Daily Deposit Summary By Account (CS-Standard)	
Daily Deposit Summary By Location (CS-Standard)	
Daily Deposit Summary Report (WC/SD)	
Deposit Report By Date Range (WC/SD)	
Member Report (Standard)	
Settlement Detail by Account (CS-Standard)	
Settlement Detail by Location (CS-Standard)	
Settlement Summary by Account (CS-Standard)	
Settlement Summary by Location (CS-Standard)	
WebClient User Audit Report (Standard)	

7. An image of the front and back of the check will display.

- 8. 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.

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Reports for [AB	C Inc. ]
Please input the	Parameters for this Report below:
Start Date	08/01/2022
End Date	08/30/2022
Action	View Deliver

ABC Inc. Deposit Report by Date Range		Fr Report D	om: ate:	08/01/2022 09/01/2022	To:	08/30/2022		
Deposit Location		Deposit Account			Number of D	eposits	Tota	I Deposit
E	eposit Date				Deposit Nu	mber	Checks	Deposit Total
Deposits Submitted and Processed								
ocation 1	Houston	Trust Company			22		220	6,703,267.
08/01/2022				<u>560</u>		12	349,245.	
	08/02/2022				<u>561</u>		35	1,075,331.
	08/03/2022				<u>562</u>		8	13,771.3
l	08/04/2022		_		<u>563</u>		24	99,878.
	08/29/2022				580		9	267,314.2
	08/30/2022				581		13	17,082.4
TOTAL DEPOSITS PROCESSED			F		22		220	6,703,267.5
To view denosit details click on the Denosit Number							ec 10 pp	

Ferritik, w         Download         <<							
Deposit Location	Deposit Account	Number of Deposits	Tota	I Deposit			
Depos	it Date	Deposit Number	Checks	Deposit Total			
Deposits Submitted and Processed							
Location 1	ABC Inc.	22	220	6,703,267.54			
08/01	1/2022	560	12	349,245.79			
08/02	2/2022	561	35	1,075,331.50			
08/03	/2022	562	8	13,771.79			



- 2. A **Report Parameters** dialogue box appears. Enter dates in the Start and End Date fields.
- 3. Click the *Next* button in the bottom left corner of the window.

**NOTE:** You can only generate a report for a date range that falls within the last 24 months.

- 4. The report will list each deposit by date and provide a total of all deposits listed.
- 5. You can click on the deposit number to see details of the checks included in the deposit.
- 6. 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 DETAIL INFORMATION REGARDING REPORTS IN RDC TREASURY IS AVAILABLE IN THE REPORTS GUIDE LOCATED IN THE ONLINE HELP FEATURE IN THE SYSTEM.

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# **Remote Deposit Capture**

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Welcome Copyright Information About reports CEL Merchant summary report			
New Merchant activity report Merchant Information report Member report			

Welcome						
This online help shows you how to use the features in the Reports module.						
See also:						
ITMS Reports Guide	Printable (PDF) version of this guide.					
ITMS Getting Started Guide	Information about setup and scanners.					
Note: Documentation is updated regularly. If you save a copy of a PDF, please keep in mind that it will become out of date.						

- 1. Click the **?** icon in upper right corner (RDC Treasury) or the *Settings* button in the bottom left corner (RDC Business)
- 2. Click *Table of Contents* option in the bottom left corner of the page.

3. Click on *Welcome* in the **Table of Contents**.

4. Click the ITMS Reports Guide link.

Please reference Key Risk Mitigation Best Practices below and share with all Users that 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.