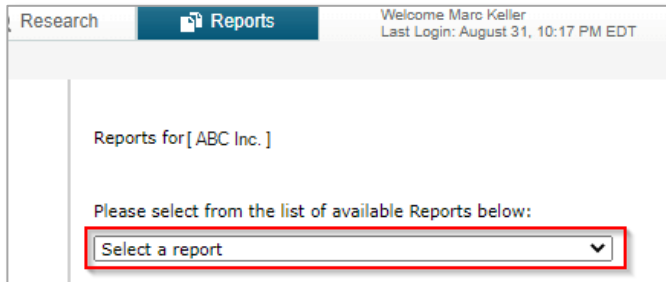


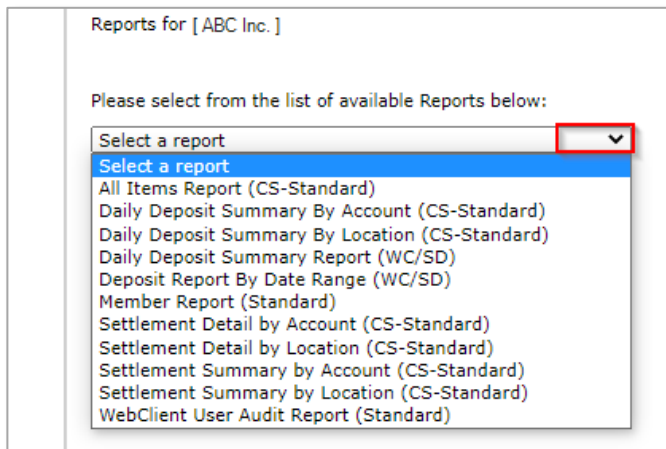
REPORTS – GUIDE TO REPORT GENERATION – TREASURY REMOTE DEPOSIT CAPTURE

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

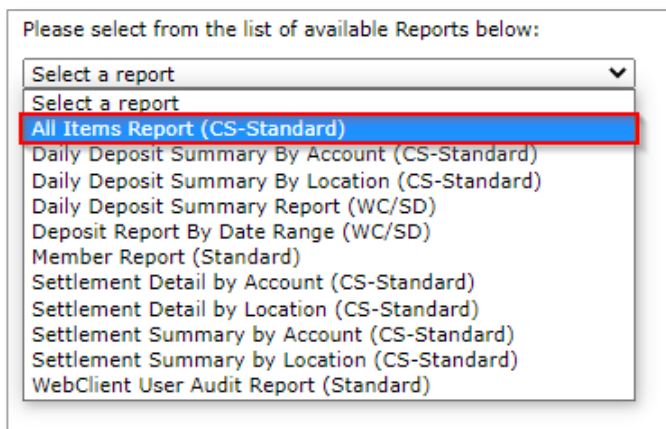


STEP 1: GENERATING REPORTS

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



3. Click on the desired report.



STEP 2: SELECT ALL ITEMS REPORT

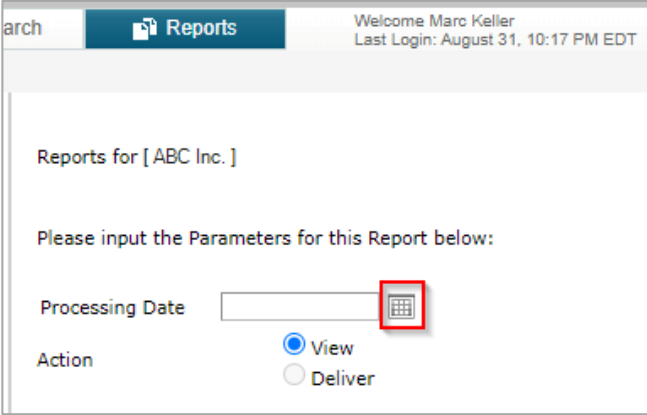
There are 11 standard reports available in Treasury Remote Deposit Capture.

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

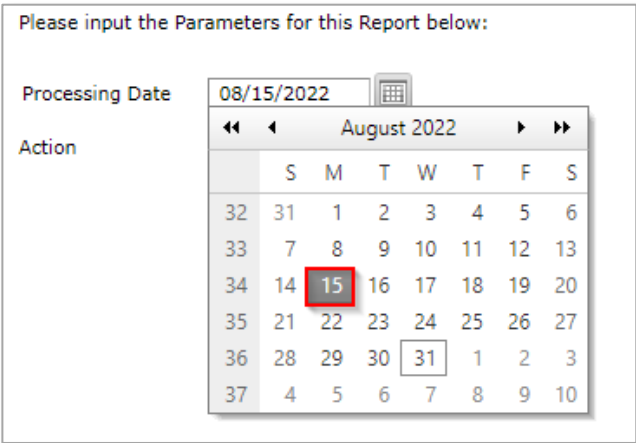
NOTE: You can only generate an All Items Report for any one day at a time that falls within the last 24 months.

REMOTE DEPOSIT CAPTURE

QUICK REFERENCE GUIDE



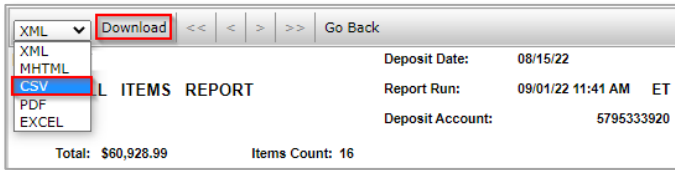
- A Report Parameters dialogue box appears. Enter a date in the *Processing Date* field or use the calendar option to select a date.



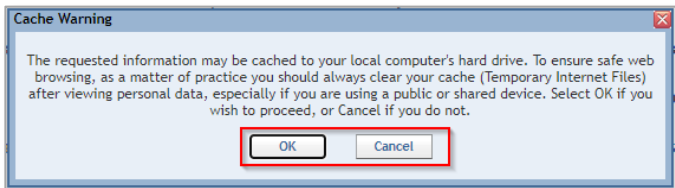
- Click the Next Button in the bottom left corner of the window.

Member	Member ID	Total \$	Total Items			
Deposit Ctr #	Deposit ID	\$ Amount	# Items	Deposit Time(ET)		
Remittance/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						
22-08-15 16:35	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 166059575000218998867	38,718.58	000000518	048715821	40458	IRD

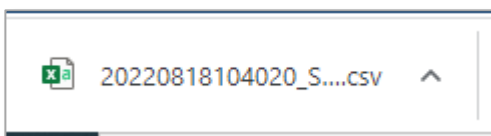
- The report will appear in your browser window.



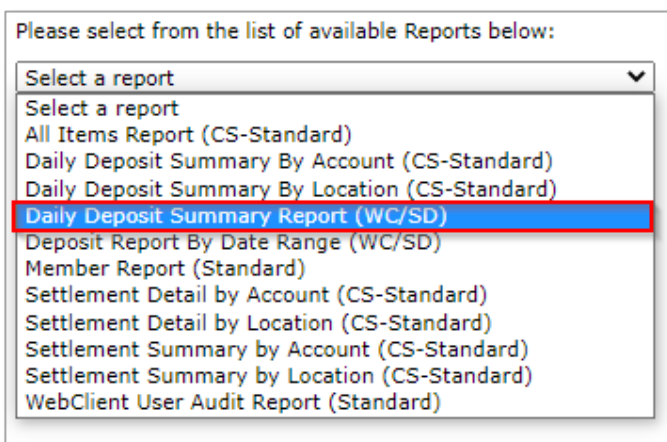
5. Download a copy of the **All Items Report**.
6. Select the appropriate file format from the dropdown list and click Download.



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

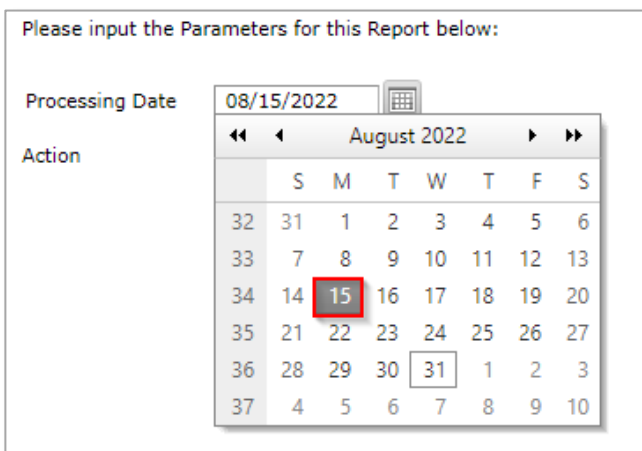


8. File Dialogue box appears in the bottom left corner of the screen. Open file and save to desired location.



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.



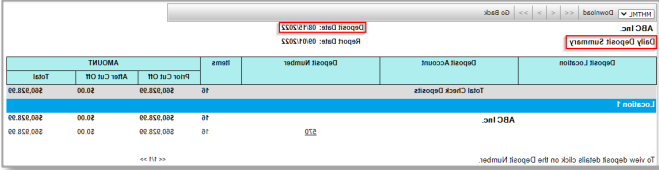
2. A Report Parameters dialogue box appears. Enter a date in the *Processing Date* field or use the calendar option to select a date.

REMOTE DEPOSIT CAPTURE

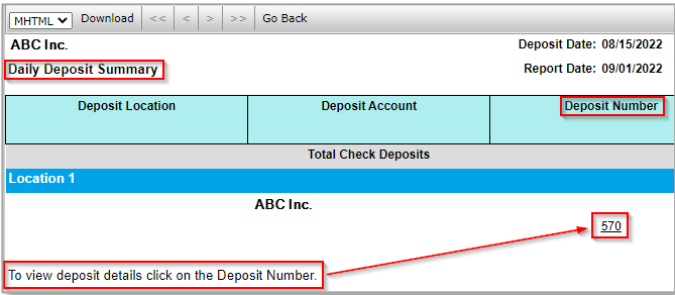
QUICK REFERENCE GUIDE



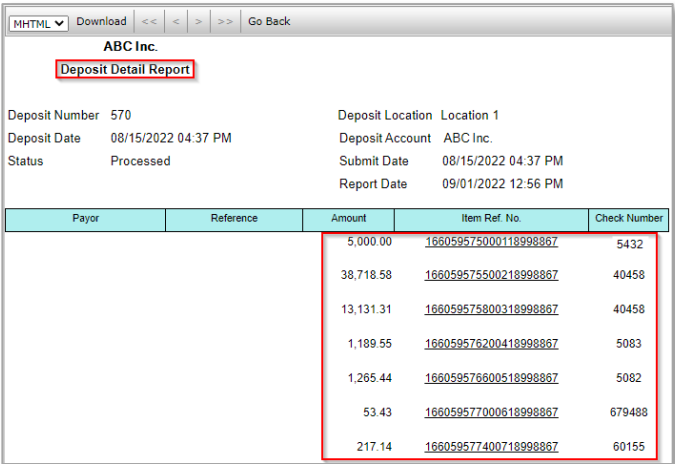
3. Click *Next* in the bottom left corner of the window.



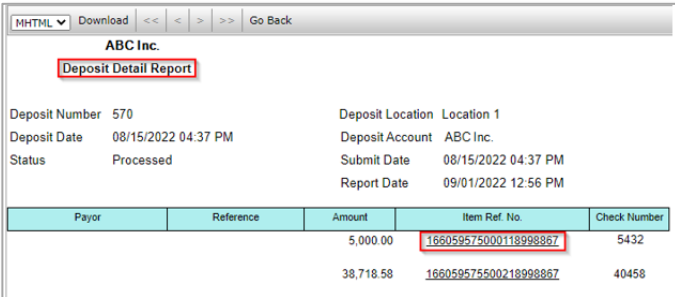
4. The report will appear in your browser window.



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.

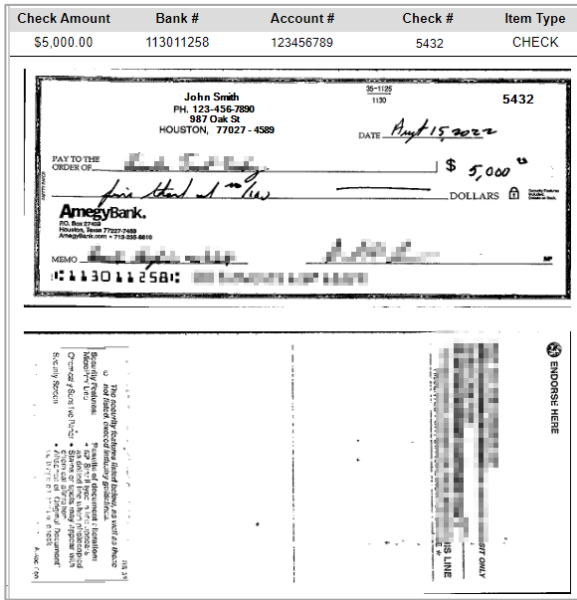


6. You can click on an *Item Reference Number* link to see an image of a check.

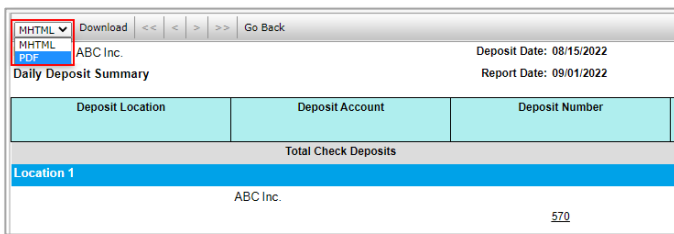


REMOTE DEPOSIT CAPTURE

QUICK REFERENCE GUIDE

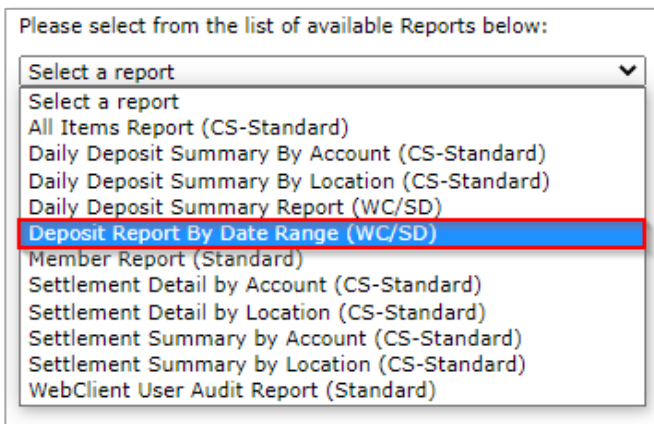


7. An image of the front and back of the check will display.



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

1. 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.

REMOTE DEPOSIT CAPTURE

QUICK REFERENCE GUIDE

Reports for [ABC Inc.]

Please input the Parameters for this Report below:

Start Date	<input type="text" value="08/01/2022"/>	<input type="button" value="Calendar"/>
End Date	<input type="text" value="08/30/2022"/>	<input type="button" value="Calendar"/>

Action View Deliver

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.

MHTML Download << < > >> Go Back

ABC Inc. From: 08/01/2022 To: 08/30/2022

Deposit Report by Date Range Report Date: 09/01/2022

Deposit Location	Deposit Account	Number of Deposits	Total Deposit	
Deposit Date	Deposit Number	Checks	Deposit Total	
Deposits Submitted and Processed				
Location 1	Houston Trust Company	22	220	6,703,267.54
08/01/2022	580	12	349,245.79	
08/02/2022	581	35	1,075,331.50	
08/03/2022	582	8	13,771.79	
08/04/2022	583	24	99,878.38	
08/29/2022	580	9	267,314.21	
08/30/2022	581	13	17,082.40	
TOTAL DEPOSITS PROCESSED		22	220	6,703,267.54

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

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.

MHTML Download << < > >> Go Back

ABC Inc. From: 08/01/2022 To: 08/30/2022

Deposit Report by Date Range Report Date: 09/01/2022

Deposit Location	Deposit Account	Number of Deposits	Total Deposit	
Deposit Date	Deposit Number	Checks	Deposit Total	
Deposits Submitted and Processed				
Location 1	ABC Inc.	22	220	6,703,267.54
08/01/2022	580	12	349,245.79	
08/02/2022	581	35	1,075,331.50	
08/03/2022	582	8	13,771.79	

6. Download a copy of the Deposit Report by Date Range.

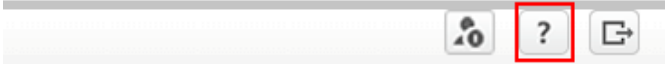
- Follow the same steps noted above for downloading the All Items Report.



- 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.

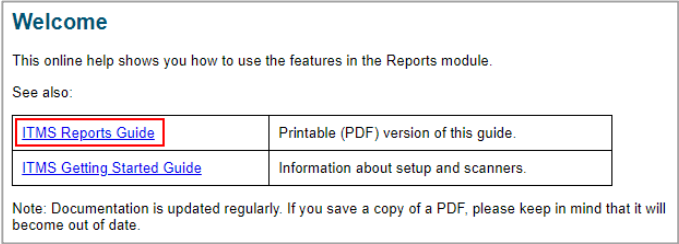
Remote Deposit Capture



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.

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.