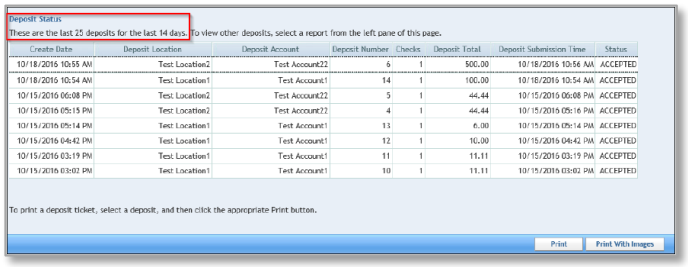
REPORTS – GUIDE TO REPORT GENERATION – BUSINESS REMOTE DEPOSIT CAPTURE

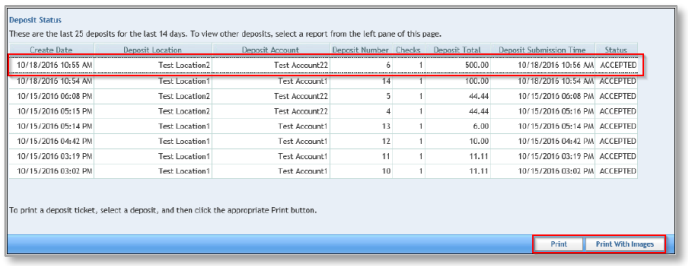
This guide provides instructions on how to generate system reports within the Business Remote Deposit Capture application.

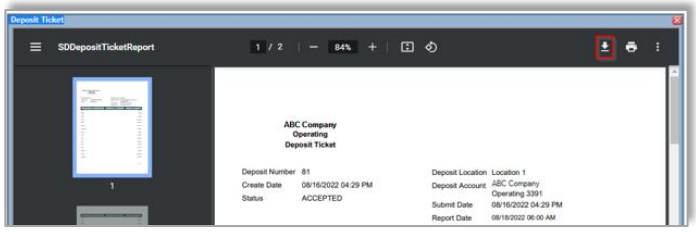
GENERATING REPORTS



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

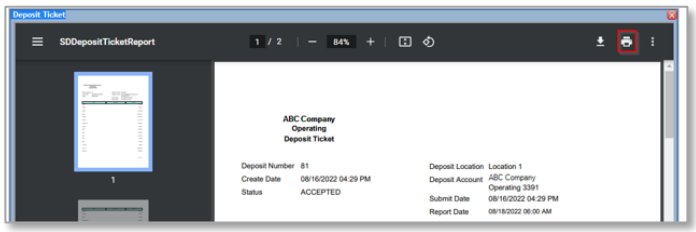
- The Deposit Status report is automatically displayed as the first page of the Reports module.
- The report will display the last 25 deposits submitted in the last 14 days.
- Eight data elements regarding each deposit will be displayed.
- You can create and print a deposit ticket with just the data 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.

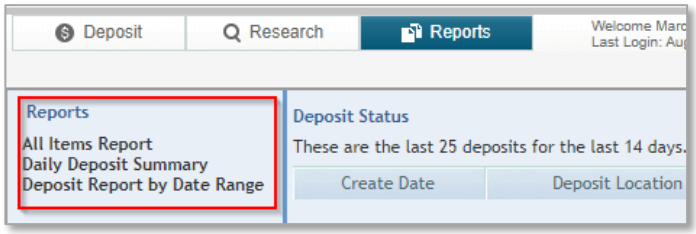
- Click the *disk (Save)* icon. The Save A Copy icon dialog box appears
- Select a place to save the file, and then click *OK*.



To print a copy of the deposit ticket

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

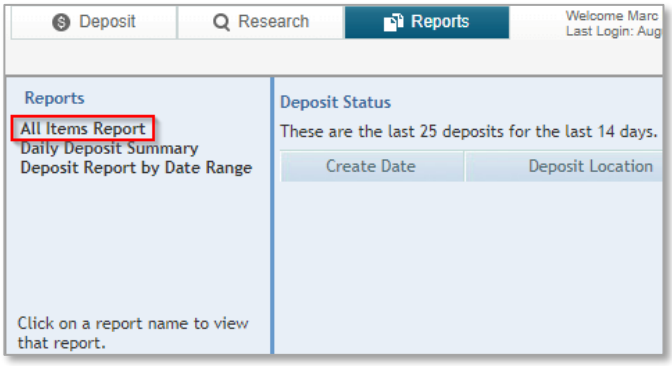
STEP 2: SELECT ALL ITEMS REPORT



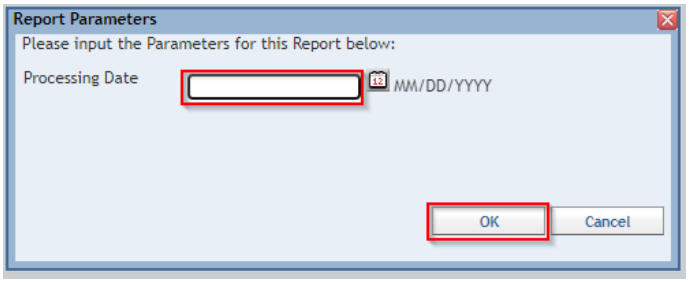
There are three standard reports available in Business Remote Deposit Capture.

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

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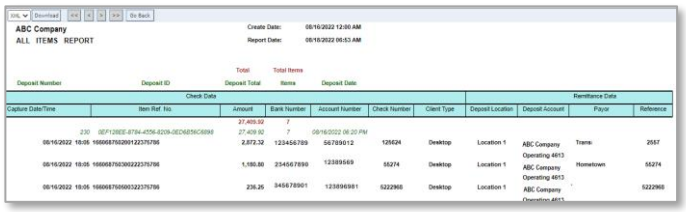


- Click on the *All Items* Report. This report can be used to export data to a third-party accounting application.

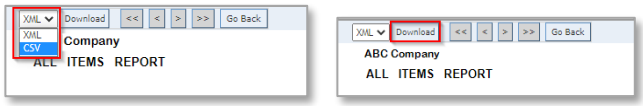


- A Report Parameters dialogue box appears. Enter a date in the Processing Date field and then click *OK*. The report will appear in your browser window.

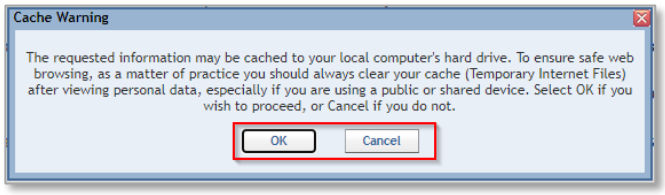
  NOTE: You can only generate an All Items Report for a day that falls within the last 24 months.



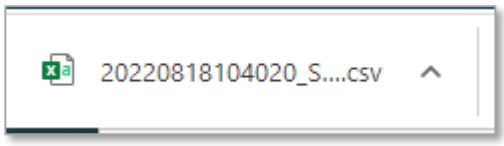
Download a copy of the All Items Report.



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

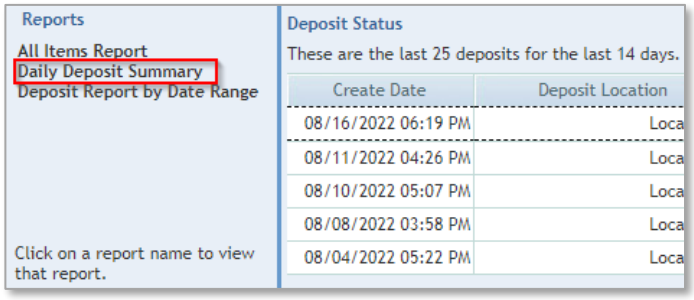


- A Cache Warning dialogue box appears, click *OK* or *Cancel*.



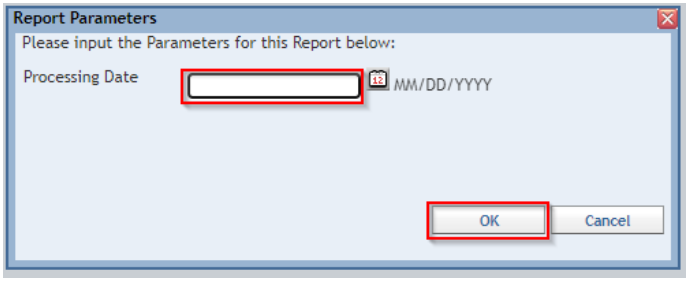
- File Dialogue box appears in the bottom left corner of the screen. Open file and save to desired location.

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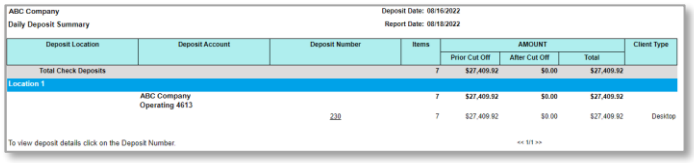


STEP 3: SELECT DAILY DEPOSIT REPORT

- 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.

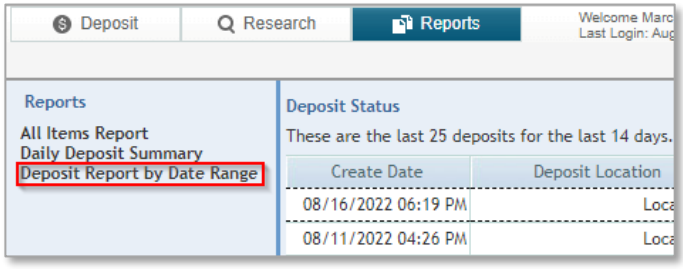


Download a copy of the Daily Deposit Summary report.

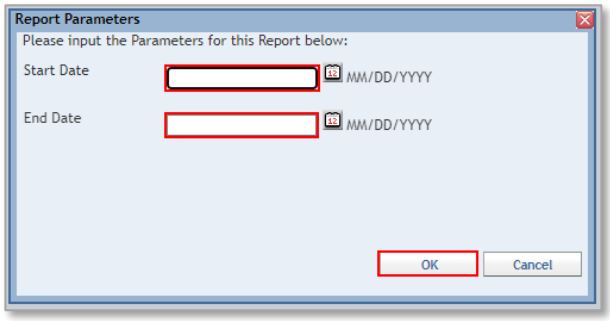
- Follow the same steps noted above for downloading the All Items Report.
- A file dialogue box appears in the bottom left corner of the screen.
- Open file and save to desired location.



STEP 4: SELECT DEPOSIT REPORT BY DATE RANGE



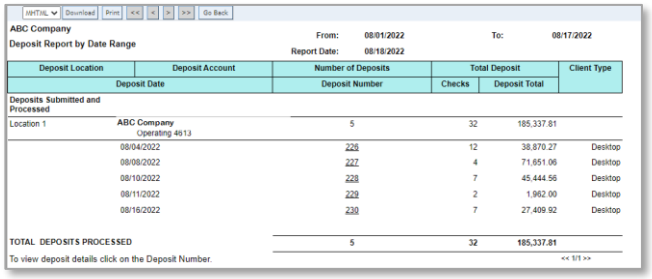
- Click **Deposit Report by Date Range**. This report provides data for all deposits within a 35-day date range and can be used to assist in reconciling to your bank account.



- 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.

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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 Date		Deposit Number	Checks	Deposit Total	
Deposits Submitted and Processed					
Location 1	ABC Company Operating 4613	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	229	2	1,962.00	Desktop
	08/16/2022	230	7	27,409.92	Desktop
TOTAL DEPOSITS PROCESSED		5	32	185,337.81	

To view deposit details click on the Deposit Number.



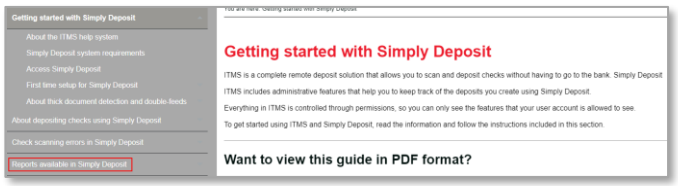
Download a copy of the Deposit Report by Date Range.

- 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.

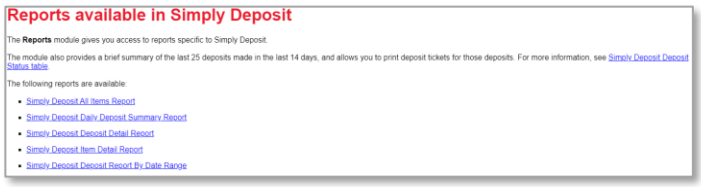
NOTE: MORE DETAILED INFORMATION REGARDING REPORTS IN BUSINESS REMOTE DEPOSIT CAPTURE IS AVAILABLE IN THE REPORTS GUIDE LOCATED IN THE ONLINE HELP FEATURE IN THE SYSTEM.



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



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



- 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.

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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.

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