

Merchant Remote Deposit (MRD) Quick Guide

Customer Support

*BAC Community Bank
1-877-226-5820
Monday – Friday 8:00am to 6:00pm
Saturday 9:00am to 2:00pm*

Before You Begin

The purpose of this guide is for quick reference on Merchant Remote Deposit (MRD).

Getting Started

Scanner Maintenance

Clean your scanner weekly. If you run high volumes, we suggest cleaning daily.

Logging On

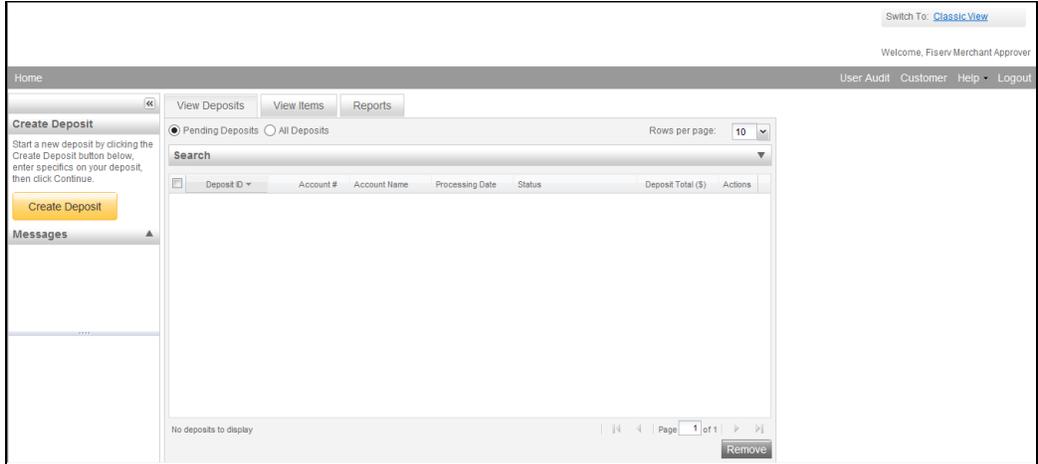
Log into Cash Management, Select Account Services – Merchant Remote Deposit

Pages 2 – 13: Instructions for Contemporary View

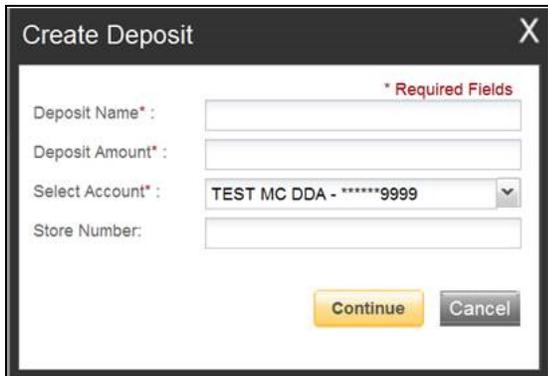
Pages 14 – 22: Instructions for Classic View

Creating a Deposit

In **Contemporary View**, go to the Home Screen:



To start a deposit, click **Create Deposit** on the Home Screen:



Enter the required information. If there are multiple accounts available for MRD, use the drop-down option to view the list.

Click **Continue**

Scanning Work

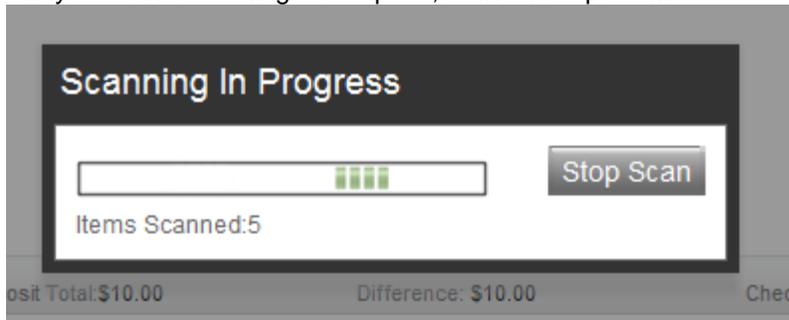
Place the checks into the scanner. If using a Panini scanner, watch for the green light to begin blinking which signifies that the checks are in the correct position.

Click **Scan**

Please keep deposits to fewer than 400 items when possible.

1. Make sure the checks are straightened and tidy before placing them in the hopper. Do not place too many items in hopper. Minimizing hopper items will reduce rejects, jams, double documents, and piggy backs and maximize image quality.
2. Click **Scan** at the bottom of the screen.

While your scanner is scanning the checks, the following box will appear. If it does not automatically go away once the scanning is complete, click on stop scan.



Once the scanning is complete, you will be back at your scanning screen. If there are marked errors, the **Fix Errors** button will be visible at the bottom of your screen. Click on this button to resolve all errors.

Merchant Capture Solution

Home

Deposit ID: 65190

Deposit Name: test

Account No.: *****9876

Account Name: Karen and Mercedes BAC Test Acct

[More Details](#)

Export As ▾ Delete Deposit

Training ▾

Messages ▲

News/Promotions ▾

Item #	Check #	Error	Amount	Actions
1011847702	****0***	⚠		✖
1011847703	****0***	⚠		✖
1011847704	****0***	⚠		✖
1011847705			2.00	✖
1011847706	*****	⚠		✖

No of Items: 5 **Error: 12** Deposit Total: \$10.00 Difference: \$8.00 Checks Total: \$2.00

Detect Double-Feed
 Please Fix Errors then Submit



Note your Deposit ID number on something to attach to the front of your deposit after scanning. This is helpful if you need to refer back to this deposit.

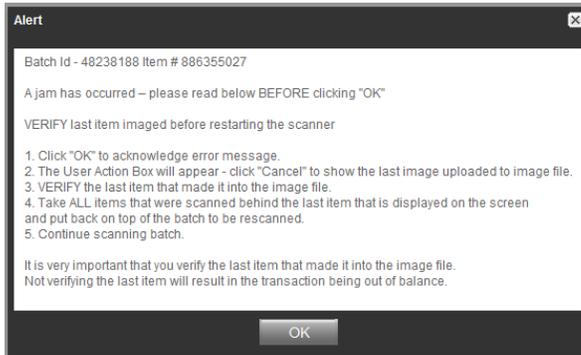
3. Verify that the last item on the screen matches the last item in the scanner pocket. You are now ready to Fix Errors, balance, or create another deposit.

Clip or band the deposit together with the deposit ID noted in front. Place processed deposit face down in a process complete bin or box. Storing the processed deposits in an orderly way will prevent accidental rescanning and make research easier. Processed deposits should be retained for 75 day in case there are issues with your deposit.

If an item Jams

The scanner will stop and a message will appear.

- Remove the items from the exit pocket and turn face down.
- Remove the items from the feeder and place face up next to the scanner.
- Follow steps in the jam message below.



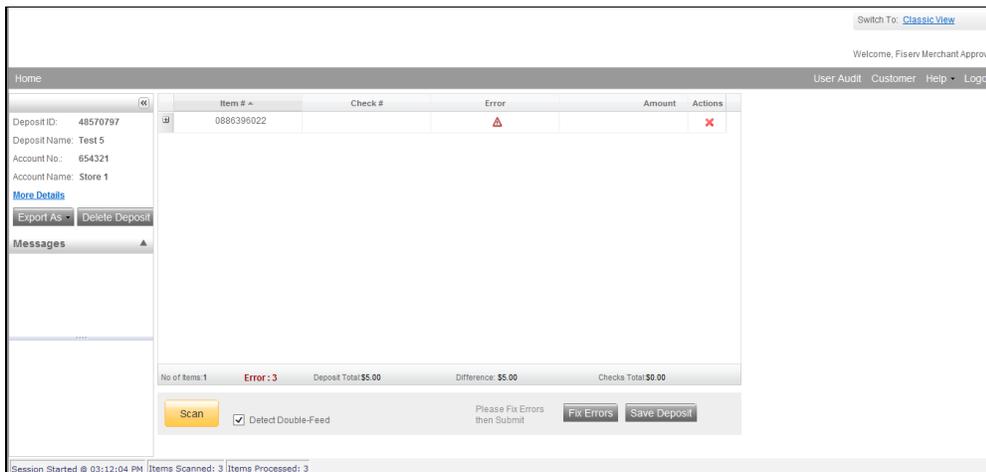
Clicking OK may clear any items jammed in the scanner. (If the scanner doesn't clear, you must remove the items manually.) Compare the scanned items to the images on the system to ensure that they were scanned correctly.

Place uncaptured items in front of the items removed from the feeder. Return the items to the feeder and click: **Scan**.

Fix Errors

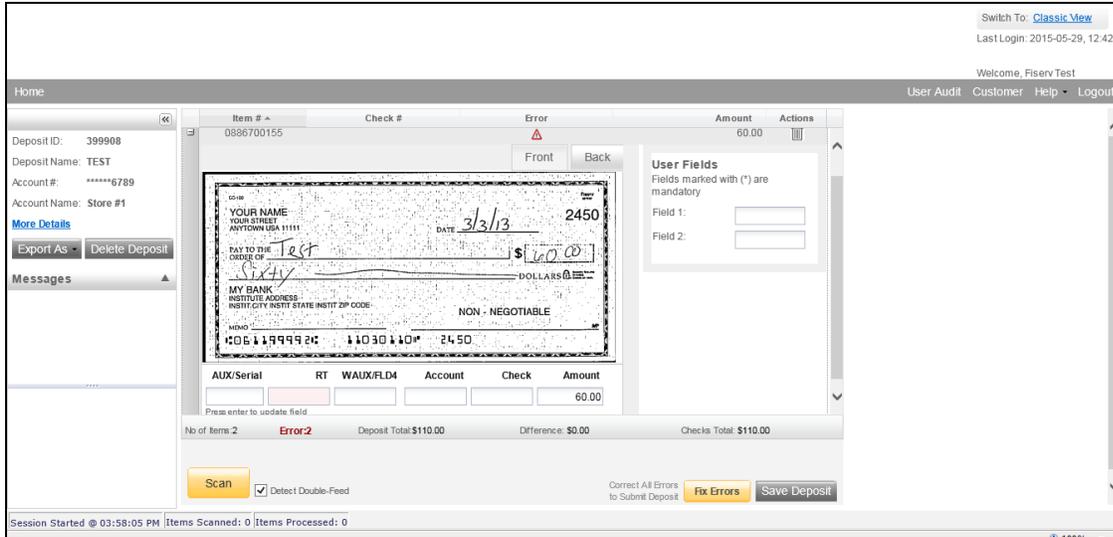
If there are any errors the Fix Errors tab will be available. Click on **Fix Errors**.

If you click **Save Deposit** at any time before submitting, it will put the deposit in a Suspended status. The deposit will not be complete until you submit.



MICR Errors

The cursor will move to each field requiring correction, which will be highlighted in pink. Key the missing or incomplete value according to what you see on the document. If you cannot read the document, click the image to enlarge it. Click the image again to re-size it.



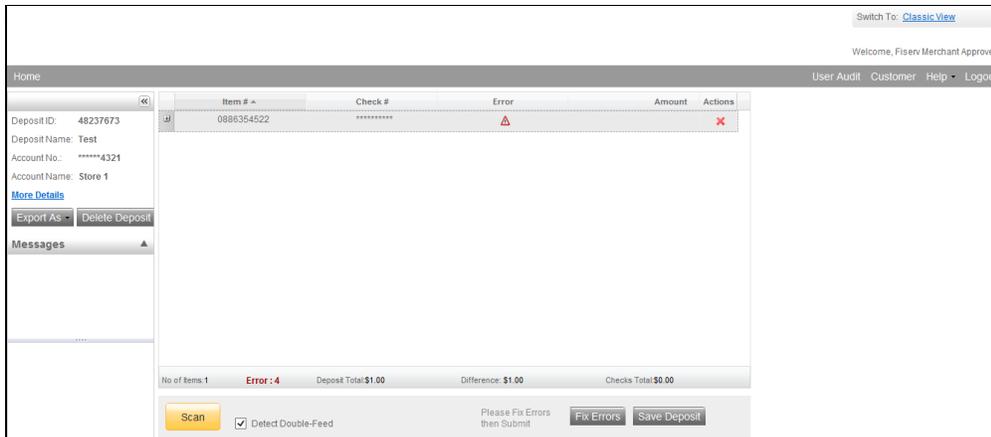
Hint: You do not need to enter the decimal in the amount field

If you need to enter or correct data in a field that is not highlighted, use the following hotkeys to move to the desired field.

- F1 = Amount
- F2 = TC (this field is for truncode or personal check number)
- F3 = Account
- F4 = Field4 (this is an alternate position for a 4-digit check number, positioned between Account & TR)
- F5 = Transit Routing
- F7 = Serial (this field is for the check number on business checks)

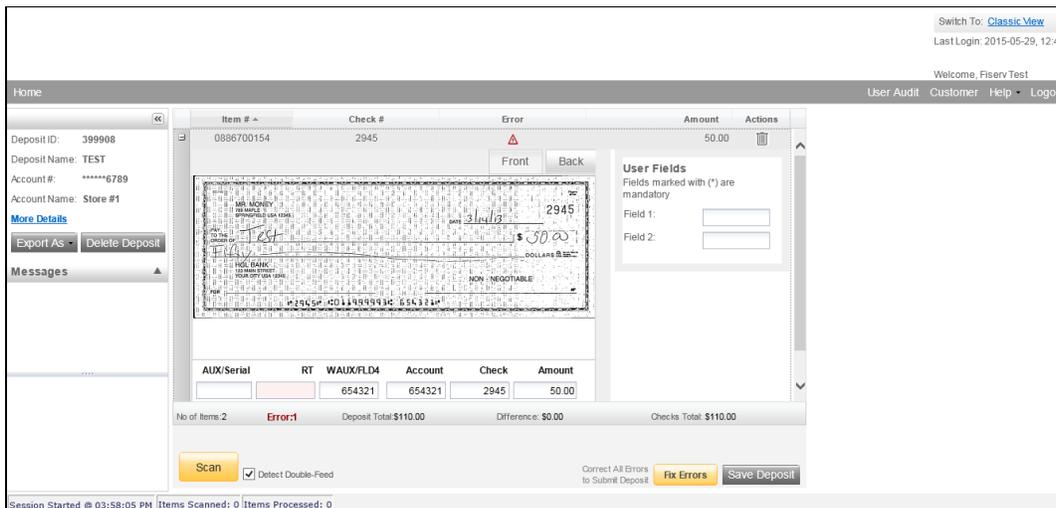
Image Quality Assessment (IQA) Exceptions

If an error occurs due to **Poor Image Quality**, then in Contemporary View, the deposit will have an exclamation point inside a triangle in the Error Column. Fix errors or save the deposit.

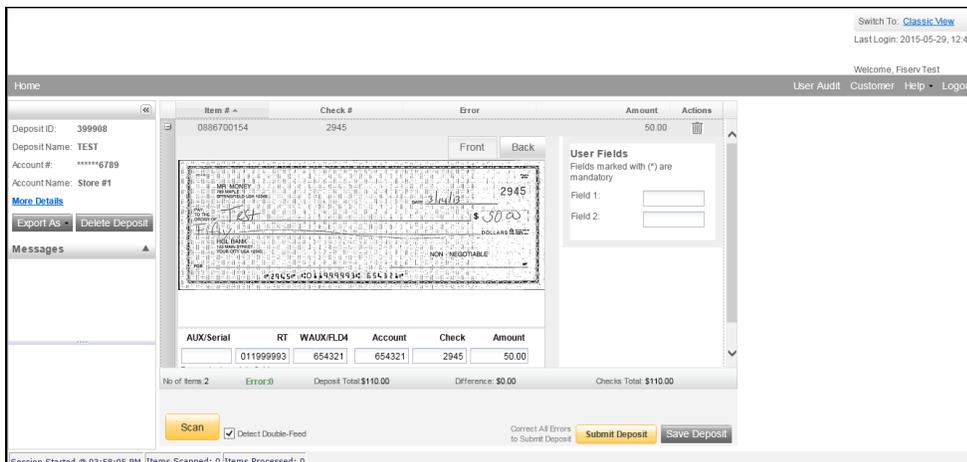


Review the image to determine if it needs to be rescanned or is acceptable. Take one of the following actions:

1. Enter the corrections in the fields that have errors flagged. Press "Enter" to update each field.

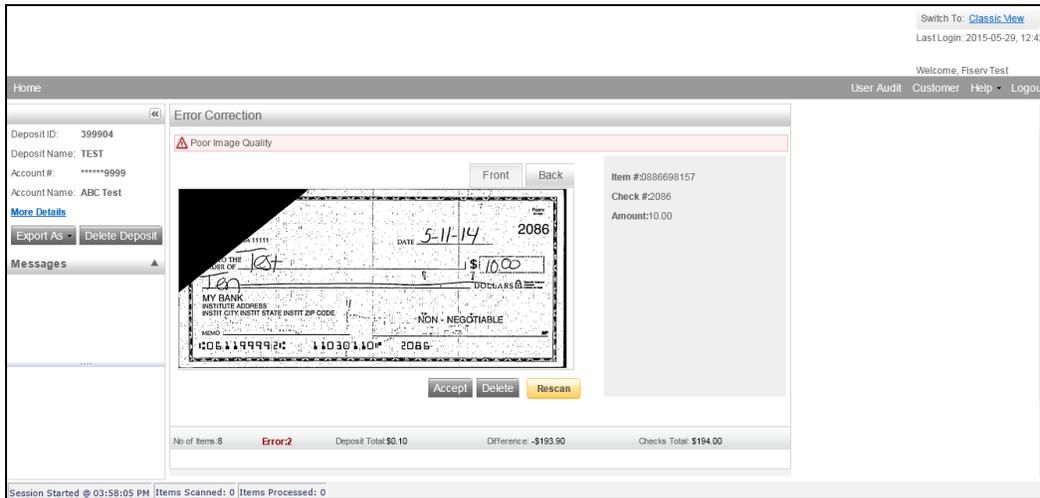


2. When all checks in the batch are error-free, the Fix Errors button will be replaced with the Submit Deposit button. Now you can submit the deposit.



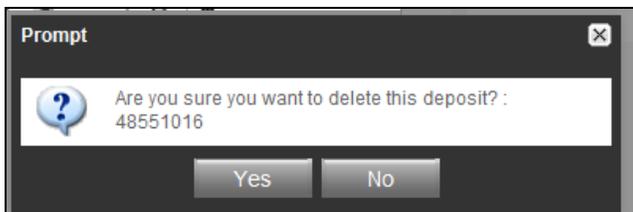
3. ReScan the image: If the image needs to be improved (e.g., if it is crooked or upside down), place the check in the scanner and click ReScan. You will receive a prompt: “Do you want to rescan image for selected item?” Click Yes. The MICR will be compared with the original check. If there is a difference, you will receive a warning message. If you are certain you are rescanning the correct check, select Yes.

Sometimes, rescanning will not improve the image and it will continue to be flagged as an IQA exception. However, if all of the important information is legible, you may click Accept Image.



If the image can't be improved and is still bad:

- Try making a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.)
 - If everything is legible except for the amount (e.g., postal money orders), you may handwrite the amount on the check *in a blank area*, then click **ReScan** and then **Accept Image**.
4. **Delete** the image: If the image is illegible, verify that the image displayed is the item you want to delete. Click **Delete Deposit** on the left side of the screen. A popup prompt will appear asking if you are sure you want to delete the deposit.



5. Click Yes if you are sure and physically remove the deposit item. Deleted checks remain visible but the data is grayed out. Take any deleted checks to your Financial Institution for deposit.

If An Item Piggybacks

If you discover that two checks ran through the scanner together (“piggyback”), find the checks in the scanner exit pocket, delete the piggyback record, and scan these checks at the end of the deposit.

IMPORTANT:

The following items cannot be processed electronically. These items will create exceptions.

Savings Bonds

Canadian US Dollar Items

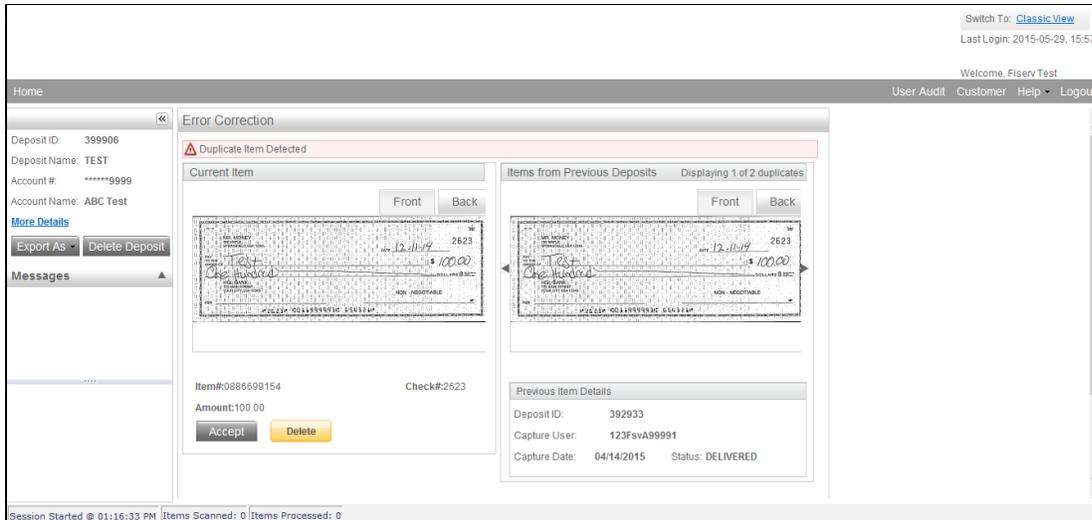
Foreign Items

Non-Imageable Items (Checks that are not legible, too dark or too light)

You will need to remove these from your deposit and take them to your Financial Institution.

Duplicate Exceptions

The software will check for duplicates. If any are found, when you click “Submit Deposit” the duplicates will be displayed side by side with the current item on the left and previously scanned item on the right. Data pertaining to the previously scanned item will be displayed beneath the image on the right. If multiple suspected duplicates are found, use the arrows next to the image on the right.

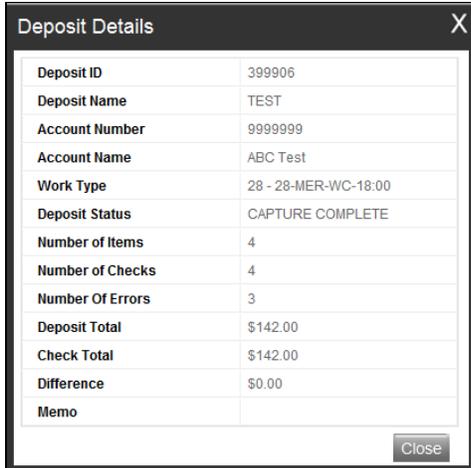


Once you determine whether the item is a duplicate, click **Delete** or **Accept**.

If no duplicates are found or when duplicates are resolved, the deposit is ready to be balanced or submitted.

Balancing Deposits

Click “More Details” on the left side of the screen to see the deposit information. A Deposit Information box will appear on the screen.

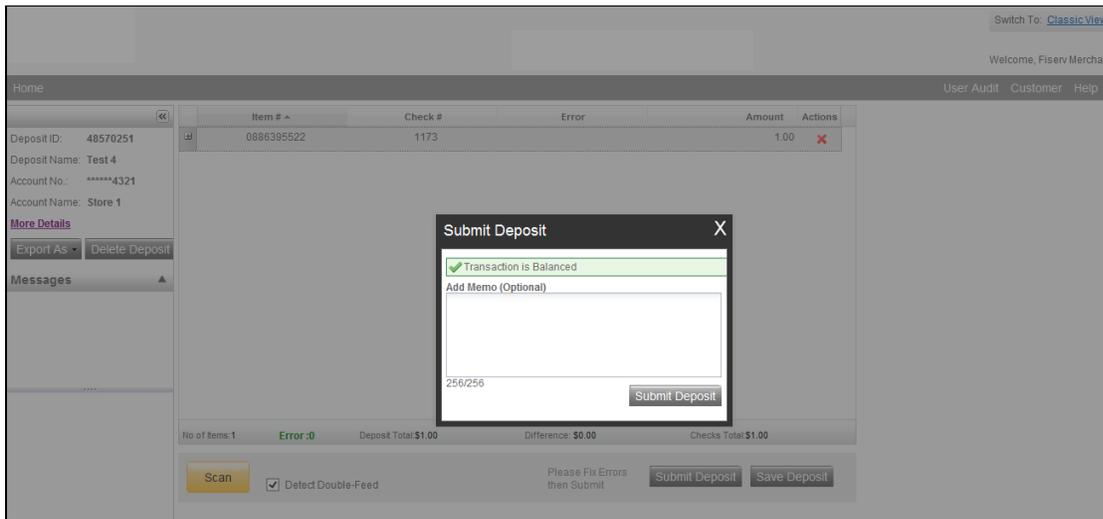


A dialog box titled "Deposit Details" with a close button (X) in the top right corner. It contains a table with the following information:

Deposit ID	399906
Deposit Name	TEST
Account Number	9999999
Account Name	ABC Test
Work Type	28 - 28-MER-WC-18:00
Deposit Status	CAPTURE COMPLETE
Number of Items	4
Number of Checks	4
Number Of Errors	3
Deposit Total	\$142.00
Check Total	\$142.00
Difference	\$0.00
Memo	

A "Close" button is located at the bottom right of the dialog box.

After all errors are fixed, click on **Submit Deposit**. You can add a memo with the deposit information if desired.



The main screen shows a deposit summary on the left and a table of items in the center. A "Submit Deposit" dialog box is open in the foreground.

Submit Deposit Dialog:

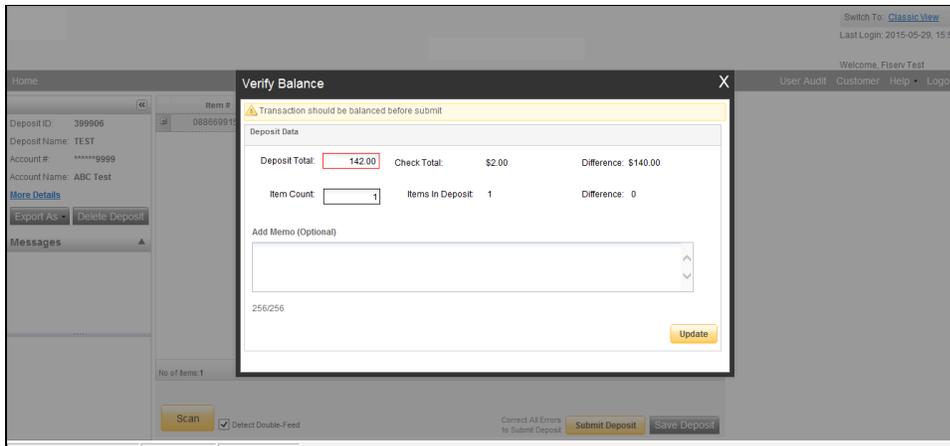
- Transaction is Balanced (green checkmark)
- Add Memo (Optional) (text input field)
- Submit Deposit button

Main Screen Summary:

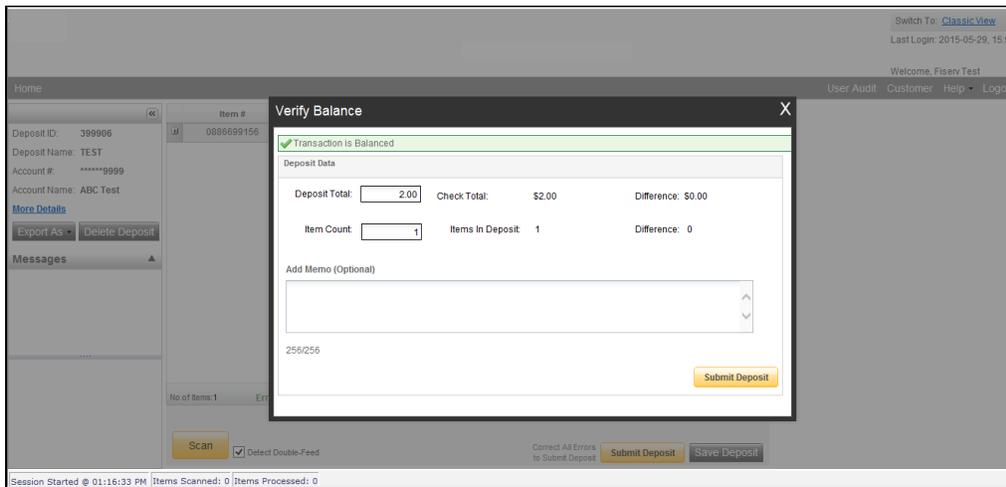
- Deposit ID: 48570251
- Deposit Name: Test 4
- Account No.: *****4321
- Account Name: Store 1
- More Details (link)
- Export As (dropdown)
- Delete Deposit (button)
- Messages (section)
- Item #, Check #, Error, Amount, Actions (table headers)
- Table Row: Item # 0886395522, Check # 1173, Error 1.00, Actions (X)
- No of Items: 1, Error: 0, Deposit Total: \$1.00, Difference: \$0.00, Checks Total: \$1.00
- Scan button, Detect Double-Feed checkbox, Please Fix Errors then Submit text, Submit Deposit button, Save Deposit button

If the deposit is not in balance you must review the items. Open  each image to review that the amounts captured were correct. If necessary,

- scan missing items at the end of the deposit
- fix any amounts that are incorrect
- delete unintended items, if any



- If all check records are correct and the deposit is still out of balance, then adjust the deposit amount to match the total of the checks.



When the deposit has been submitted, you have options:

- **Logout and close the browser window**
- **Create another deposit by clicking on Create Deposit**
- **Query / Deposit Report to review the deposit(s) you scanned today**

Remember to log-out between user sessions!

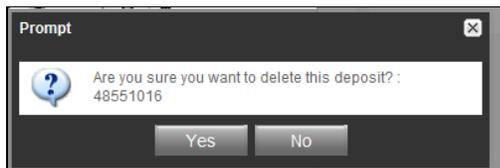
End of Day

1. Verify that all Deposits are in *Submitted* or *Delivered* status. No Deposits should be listed on the **Pending Batches** tab on the Deposit Status screen.
2. Print or save any needed reports (e.g., PDF Report, CSV Report, XML Extract, Deposit Detail Report).
3. Click **Logout** at the top of any screen. This will log the user out of the application and then you can exit Internet Explorer.

Additional How-Tos

To remove a deposit:

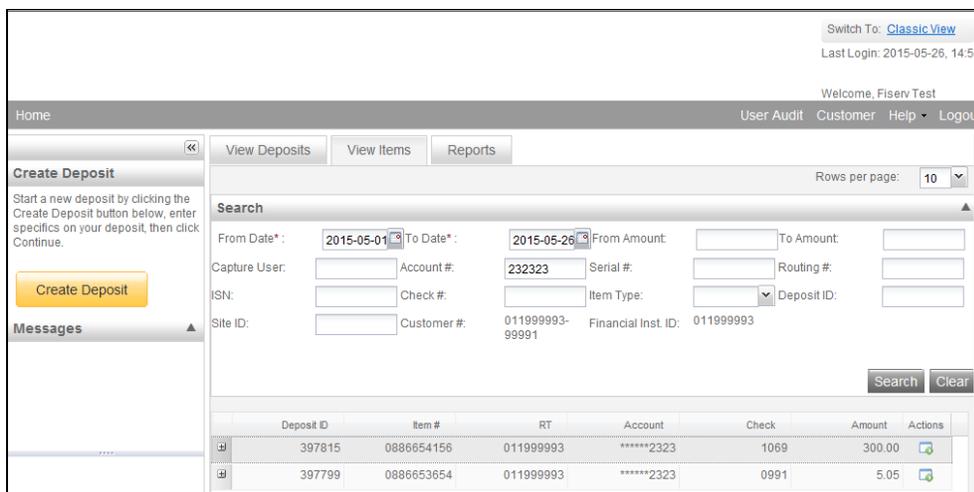
Select the deposit on the Deposit Status Screen and click Remove at the bottom right of the screen. A Prompt appears “Are you sure you want to delete this deposit?” Select Yes to remove or No if you do not want to remove the deposit.



- A deposit cannot be removed if it has been submitted.
- A removed deposit cannot be recovered. If you need the deposit, you must re-capture it.

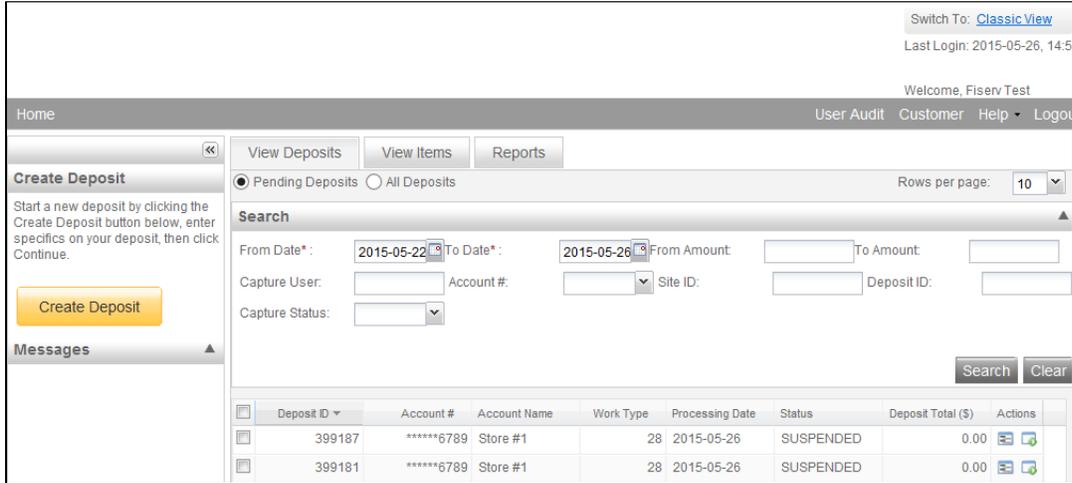
To query for items previously processed:

1. Select the View Items tab.
2. Select the Search drop down.
3. Select Advanced Search
4. Enter search criteria in Search options. Include a deposit ID or at least one MICR field in the search criteria. Click search.
5. Click on the  or  by the item to view or to close.
6. Click Clear if you need to search again.



To search for previous days/batches processed:

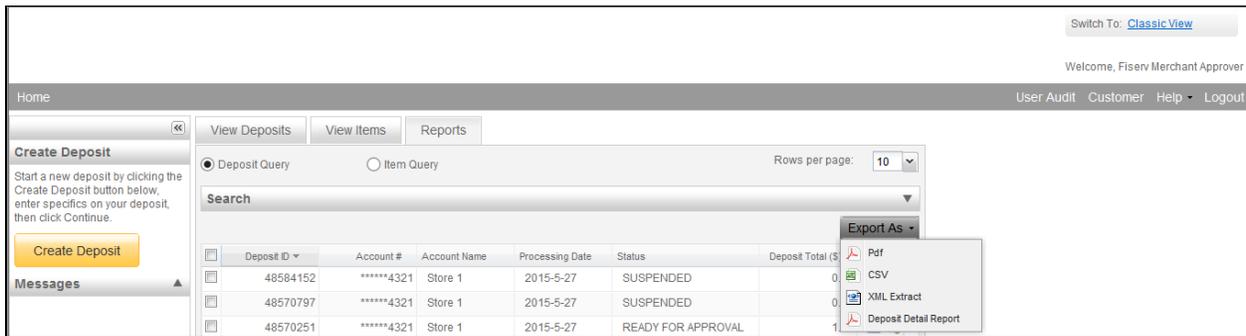
1. Select View Deposits tab.
2. Select the Search drop down.
3. Select Advanced Search
4. Enter search criteria in Search options, click search. (MICR fields don't need to be included in search criteria.)
5. To return to current date, click Clear and then search.



Reports:

On the Deposit Status screen

1. Select the Reports tab.
2. Click on Export As and choose report type.
 - a) PDF
 - b) CSV
 - c) XML Extract (NA)
 - d) Deposit Detail Report



Deposit Status – Definitions

Open – A deposit is placed in Open status when the deposit is newly created and when a capture operator has reopened a deposit to add additional items, or to resolve exceptions.

Uploading – A deposit that is in the process of uploading items.

Suspended – A deposit will remain suspended if the operator selects Cancel instead of Capture complete. Exceptions can be repaired. Balancing cannot be performed.

Capture Complete – This is a deposit that the operator has marked as complete to notify that it is ready for repair and balancing.

In Use – This is a deposit that is in use by your bank or another operator. No actions are allowed on this deposit while in use.

Ready For Approval – This deposit has all exceptions repaired and is ready to submit.

Pending Review – This deposit has been sent to the bank for final review.

Under Review – This deposit is currently going through final review by the bank.**

**Deposits submitted before 5:00pm will be reviewed by the bank on the same business day.

Submitted – This deposit is approved and ready for processing. No further actions will be allowed on this deposit.

Delivered – This deposit has been delivered for processing.

Creating a Deposit (Using Classic View)

On Deposit Status Screen

Select Deposit Capture

The screenshot shows the 'Deposit Status' screen. At the top right, it displays 'SiteID: 99991' and 'Last Login: 2015-05-20, 11:28'. The navigation bar includes 'Deposit Capture | Query | User | Customer | Help | Logout'. Below the navigation bar, there are tabs for 'Pending Deposits' and 'All Deposits', a 'Display/Hide Search' button, and a 'Summary Report' button. The 'Search Options' section contains several input fields: 'Creation From Date' (2015-05-21), 'To Date' (2015-05-21), 'From Amount', 'To Amount', 'Deposit Status' (dropdown), 'Site ID', 'Capture User', 'Deposit ID', and 'Account'. There is also an 'Include Deletes' checkbox and 'Search' and 'Clear' buttons. Below the search options is a 'Deposit Report' table with columns: Select, Site ID, Deposit ID, Deposit Name, Account #, Account Name, Last Update User, Capture User, Created Time, Processing Date, Submit Date/Time, Deposit Status, Check Count, Deposit Total, and Comments. The table currently shows 'No Page' and 'Total Rows: 0'. A 'Remove' button is located at the bottom left of the table area.

Deposit Name –
Enter Deposit Amount
Select Account
AuxOnUs Field – Optional field for serial number on Virtual Credit.

Click Create

The screenshot shows the 'Merchant Create New Deposit' dialog box. It contains the following fields: '* Deposit Name:' (text input), 'Select WorkType:' (dropdown menu showing '28 - 28-MER-WC-18.00'), '* Deposit Amount:' (text input with '0'), '* Select Account:' (text input), and 'Store Number (optional):' (text input). At the bottom right, there are 'Cancel' and 'Create' buttons.

Scan Screen

Deposit Capture | Query | User Customer | Help | Logout

All Items (Ctrl+A) Exceptions (Ctrl+E) Front Back

Detailed Report Remove Deposit

Deposit Information

Deposit ID: 400203 Deposit Name: Test
Worktype: 28 - 28-MER-WC-18:00
Processing Date: 2015-06-01
Deposit Status: OPEN
Deposit Account: *****9999

Number of Items: 0 Exceptions: 0
Checks: 0

Deposit Total: \$ 1.00 Checks Total: \$ 0
Difference: \$ -1.00

AUX/Serial: RIC: RT: WAUX/FLD4: Account: Check: Amount:

Update Item (Ctrl+U) Delete Item (Ctrl+X) User Flds(Ctrl+Z) IQA Detail

Item Number- AUX/Serial- RIC- RT- WAUX/FLD4- Account- Check- Amount- Item Type- Image Quality- Duplicate-

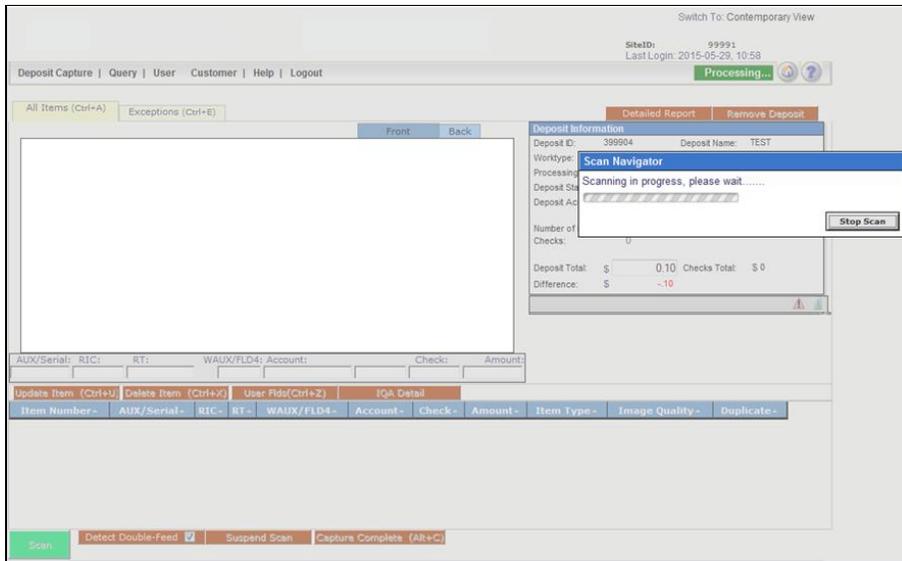
Scan Detect Double-Feed Suspend Scan Capture Complete (Alt+C)

Note your Deposit ID number on something to attach to the front of your deposit after scanning. This is helpful if you need to refer back to this deposit.

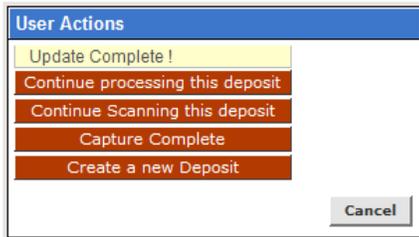
Scanning Work

Please keep deposits to fewer than 400 items when possible.

1. Make sure the checks are straightened and tidy before placing them in the hopper. Do not place too many items in hopper. Minimizing hopper items will reduce rejects, jams, double documents, and piggy backs and maximize image quality.
2. Click **Scan** at the bottom of the screen.
3. Click **Continue Scanning this Deposit** in the User Actions box if you had to remove your items from the scanner.



4. When Items Processed catches up, click **Continue Scanning This Deposit**. If Items Processed stops increasing, you might have lost your internet connection.
5. When you are finished scanning your deposit, click **Capture Complete**. The option **Continue processing this deposit** allows you to correct exceptions or look at items in your deposit. You must click **Capture Complete** before you can balance the batch.



IMPORTANT:

Deposits cannot be balanced if **Capture Complete** is not selected. Do not select **Create a new Deposit** in the User Actions box. This selection will suspend the current deposit and prevent you from completing it in the proper sequence. To create another deposit select **Deposit Capture**.

6. Verify that the last item on the screen matches the last item in the scanner pocket and that the item number sprayed by your scanner is legible if applicable. Now you are ready to correct exceptions, balance, or create another deposit.

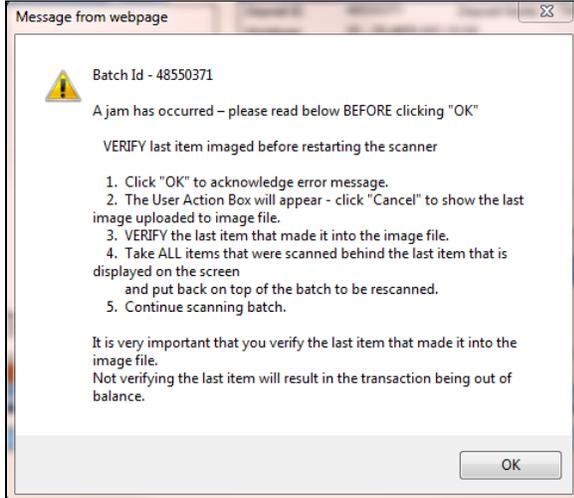
Clip or band the deposit together with the deposit ID noted in front. Place processed deposit face down in a process complete bin or box. Storing the processed deposits in an orderly way will prevent accidental rescanning and make research easier. Processed deposits should be retained for at least 75 days in case there are issues with your deposit.

If an item Jams

The scanner will stop and a message will appear.

- Remove the items from the exit pocket and turn face down.
- Remove the items from the feeder and place face up next to the scanner.

- Follow steps in the jam message below.



Clicking OK may clear any items jammed in the scanner. (If the scanner doesn't clear, you must manually remove the items.)

Place uncaptured items in front of the items removed from the feeder. Return the items to the feeder and click: **Scan**.

Processing Exceptions

Click the **Exceptions** tab. This will take you to the first item to be corrected for either a MICR exception or an image quality assessment (IQA) exception. The software will guide you through each field to be corrected. Exceptions will be cleared from the screen as they are resolved. When all MICR and IQA exceptions are resolved, the software will check for duplicate exceptions and present them on the **Exceptions** tab as well. Follow the detailed procedures below for handling MICR, IQA and duplicate exceptions.

MICR Exceptions

The cursor will move to each field requiring correction, which will be highlighted in pink. At the top of the screen, there will be an accompanying error message in **RED**. Key the missing or incomplete value according to what you see on the document. If you cannot read the document, click the image to enlarge it. Click the image again to re-size it.

Hint: You do not need to enter the decimal in the amount field.

If you need to enter or correct data in a field that is not highlighted, use the following hotkeys to move to the desired field.

F1 = Amount

F2 = TC (*this field is for truncate or personal check number*)

F3 = Account

F4 = Field4 (*this is an alternate position for a 4-digit check number, positioned between Account & TR*)

F5 = Transit Routing

- F6 = RIC (just left of the TR if present; for return item & IRD use; blank the field when not present on document)
- F7 = Serial (this field is for the check number on business checks)

Image Quality Assessment (IQA) Exceptions

If an item fails image quality tests, it will be flagged with an **X** in the **Image Quality** column in Classic View. Review the image to determine if it needs to be rescanned or is acceptable.

The screenshot shows the Deposit Capture software interface. On the left, a check image is displayed with a date of 5-11-14 and an amount of \$10.00. On the right, the 'Deposit Information' panel shows details for Deposit ID 399904, Deposit Name TEST, and a total amount of \$0.10. Below this, the 'Item Exceptions' panel indicates an 'Image Quality Suspect' for item 0886698157. At the bottom, a table lists items with columns for Item Number, AUX/Serial, RIC, RT, WAUX/FLD4, Account, Check, Amount, Item Type, Image Quality, and Duplicate. Item 0886698157 is highlighted in pink and has a red 'X' in the Image Quality column.

Item Number	AUX/Serial	RIC	RT	WAUX/FLD4	Account	Check	Amount	Item Type	Image Quality	Duplicate
0886698154			011999993		999999	1349		On-Us Debit D		
0886698155			011999993		999999	1373	10.00	On-Us Debit D		
0886698156			101199991		123456	1085	45.00	Def Debit		
0886698157			061199992		11030110	2086	10.00	Def Debit	X	
0886698158			061199992		654987321	1592	25.00	Def Debit		
0886698159			101199991		123456	1283	2.00	Def Debit		
0886698160	2726		073999999		975310		100.00	Def Debit		
0886698161	2732		073999999		975310		2.00	Def Debit		

For each IQA exception, take one of the following actions:

- Accept** the image: If the image is completely legible, click **Accept Image**.
- ReScan** the image: If the image needs to be improved (e.g., if it is crooked or upside down), place the check in the scanner and click **ReScan**. You will receive a warning: "Do you want to rescan image for selected item?" Click **Yes**. The MICR will be compared with the original check. If there is a difference, you will receive a warning message. If you are certain you are rescanning the correct check, select **Yes**.

Sometimes rescanning will not improve the image and it will continue to be flagged as an IQA exception. If all of the important information is legible, click **Accept Image**.

If the image can't be improved and is still bad:

- Try making a photocopy, cutting the copy out, and scanning the copy. (When you are finished, staple the copy to the original for storage.)
 - If everything is legible except for the amount (e.g., postal money orders), handwrite the amount on the check *in a blank area*, then click **ReScan** and then **Accept Image**.
- Delete** the image: If the image is illegible, verify that the image displayed is the item you want to delete. Click **Delete Item** and physically remove the item from the deposit. Deleted checks remain visible but the data is grayed out. Take any deleted checks to your Financial Institution for deposit.

If An Item Piggybacks

If you discover that two checks ran through the scanner together (“piggyback”), find the checks in the scanner exit pocket, delete the piggyback record, and scan these checks at the end of the deposit.

IMPORTANT:

The following items cannot be processed electronically. These items will create exceptions.

- Savings Bonds**
- Canadian US Dollar Items**
- Foreign Items**
- Non-Imageable Items (Checks that are not legible, too dark or too light)**

You will need to remove these from your deposit and take them to your Financial Institution.

Duplicate Exceptions

When all exceptions are corrected, the software will check for duplicates. If any are found, they will be flagged in the Duplicate column on the **Exceptions** tab. A **Duplicates** tab will also appear to the right of the **Exceptions** tab.

Click the **Duplicates** tab at the top of the screen. This will display the images suspected to be duplicates side by side with the current item on the left and previously scanned item on the right. Data pertaining to the previously scanned item will be displayed beneath the two images. If multiple suspected duplicates are found, page through the previously scanned items using the blue arrow buttons.

Once you determine whether the item is a duplicate, click **Delete Item** or **Accept Duplicate**. Please note that you must click the **Duplicates** tab for each duplicate found.

If no duplicates were found, or when all duplicates are resolved, the batch is ready to be balanced.

Duplicate Items: Deposit Id: 277112 | Capture Operator: 123FvA9991 | Capture Date: 09/13/2011 | Status: CAPTURE COMPLETE | 1 of 1

Item Number	Serial	Field6	Transit	Field4	Account	PC	Check	Amount	Item Type	Image Quality	Duplicate
0000884503			021099992		123456			10.00	Def Debit		✓
0000884504			044099996		12345		2002	10.00	Def Debit		✓
0000884505			061199992		11030110		2156	11.80	Def Debit		✓

ReScan(0) | Detect Double-feed

Balancing Deposits

After all exceptions are approved, verify totals in the Deposit Information Box.

Deposit Information	
Deposit ID: 277298	Deposit Name: Test
Worktype: 26 - 26-MER- WC	
Processing Date: 2011-09-14	
Deposit Status: READY FOR APPROVAL	
Deposit Account: *****6789	
Number of Items: 4	Exceptions: 0
Number of Checks: 4	
Deposit Total: \$ 30.00	Checks Total: \$ 41.80
Difference: \$ 11.80	

- If your difference is zero, you can Submit your deposit, Create a new deposit or Logout. **The procedure may vary depending on your process.**
- If your difference is not zero, arrow down through the deposit to verify that all checks were scanned and that the amounts captured were correct. If necessary:
 - scan missing items at the end of the deposit
 - fix any amounts that are incorrect
 - delete unintended items, if any
- If all check records are correct and the deposit is still out of balance, then adjust the deposit amount to match the total of the checks.

When the deposit is in balance, you have options:

- Submit the deposit if required
- Logout and close the browser window
- Create another deposit by clicking on Capture Deposit
- Query / Deposit Report to review the deposit(s) you scanned today

Remember to log-out between user sessions!

End of Day

1. Verify that all Deposits are in *Submitted* or *Delivered* status. No Deposits should be listed on the **Pending Batches** tab on the Deposit Status screen. **This may vary depending on your process.**
2. Print or save any needed reports (e.g., Summary Report, Deposit Detail Report).
3. Click **Logout** at the top of any screen. This will log the user out of the application and then you can exit Internet Explorer.

Hints and Notes

Additional How-Tos

To remove a deposit:

Select the deposit on the Deposit Status Screen. When the deposit is open, select **Remove Deposit** at the top right of the screen in Classic View. A message appears “Are you sure you want to delete this deposit?” select OK to remove or select Cancel if you do not want to remove the deposit.

- A deposit cannot be removed if it has been submitted.
- Once a deposit is removed it cannot be recovered. If you need the deposit, you must re-capture it.

To query for items previously processed:

1. Mouse over **Query**.
2. Click **Item Query**.
3. Click **Clear** to remove any previous search criteria.
4. Enter search criteria in Search Options, click search.
Note: Click **Include Deletes** if desired. Include a Deposit ID or one MICR field in the search criteria.
5. To return to current date, click Deposit Status Query.

The screenshot shows the 'Deposit Status' screen with a navigation menu at the top: Deposit Capture | Query | User | Customer | Help | Logout. A dropdown menu is open under 'Query', showing 'Deposit Status', 'Item Query', and 'User Audit'. The 'Search Options' section contains the following fields: From Date (2015-06-01), To Date (2015-06-01), From Amount, To Amount, Account Number, AUX/Serial, RT, ISN, Check, Item Type (dropdown), Deposit ID, Customer Number (011999993-99991), Financial Inst. ID (011999993), and an 'Include Deletes' checkbox. There are 'Search', 'Clear', and 'Deposit Report' buttons at the bottom right. The top right corner shows 'Switch To: Contemporary View', 'SiteID: 99991', and 'Last Login: 2015-06-01, 13:16'.

To search for previous days/batches processed:

1. Enter search criteria in Search Options, click search.
Note: Click **Include Deletes** if desired.
2. To return to current date, click Clear and then Search.

This is a close-up of the 'Search Options' section from the previous screenshot. It shows the same search criteria fields: From Date (2015-06-01), To Date (2015-06-01), From Amount, To Amount, Account Number, AUX/Serial, RT, ISN, Check, Item Type (dropdown), Deposit ID, Customer Number (011999993-99991), Financial Inst. ID (011999993), and an 'Include Deletes' checkbox. The 'Search', 'Clear', and 'Deposit Report' buttons are also visible.

Reports:

On the Deposit Status screen
Select Summary Report and choose from:

1. Generate PDF Report
2. Generate CSV Report (Excel Format)
3. Deposit Detail Report

The screenshot shows a web application interface for deposit management. At the top, there is a navigation bar with links for 'Deposit Capture', 'Query', 'User', 'Customer', 'Extracts', 'Help', and 'Logout'. The current site ID is 99991. Below the navigation bar, there are tabs for 'Pending Deposits' and 'All Deposits', and a 'Display/Hide Search' button. A 'Search Options' panel is open, containing fields for 'Creation From Date' (2015-05-27), 'To Date' (2015-05-27), 'From Amount', 'To Amount', 'Deposit Status', 'Site ID', 'Capture User', 'Deposit ID', 'Account', and 'Include Deletes'. There are 'Search' and 'Clear' buttons. To the right of the search panel, there are buttons for 'Generate PDF Report', 'Generate CSV Report', and 'Deposit Detail Report'. Below the search panel, there is a 'Deposit Report' table with columns: Select, Site ID, Deposit ID, Deposit Name, Account #, Account Name, Last Update User, Capture User, Created Time, Processing Date, Submit Date/Time, Deposit Status, Check Count, Deposit Total, and Comments. The table shows two rows of data. A 'Remove' button is located at the bottom left of the table.

Select	Site ID	Deposit ID	Deposit Name	Account #	Account Name	Last Update User	Capture User	Created Time	Processing Date	Submit Date/Time	Deposit Status	Check Count	Deposit Total	Comments
<input type="checkbox"/>	99991	48554717	Test Dup	*****4321	Store 1	123FsvA99991	123FsvA99991	2015-05-27 13:06 EDT	2015-05-27		CAPTURE COMPLETE	N/A	N/A	
<input type="checkbox"/>	99991	48551016	Test 3	*****4321	Store 1	123FsvA99991	123FsvA99991	2015-05-27 12:26 EDT	2015-05-27		CAPTURE COMPLETE	N/A	N/A	

Deposit Status – Definitions

Open – A deposit is placed in Open status when the deposit is newly created and when a capture operator has reopened a deposit to add additional items, or to resolve exceptions.

Uploading – A deposit that is in the process of uploading items.

Suspended – A deposit will remain suspended if the operator selects Cancel instead of Capture complete. Exceptions can be repaired. Balancing cannot be performed.

Capture Complete – This is a deposit that the operator has marked as complete to notify that it is ready for repair and balancing.

In Use – This is a deposit that is in use by your bank or another operator. No actions are allowed on this deposit while in use.

Ready For Approval – This deposit has all exceptions repaired and is ready to submit.

Pending Review – This deposit has been sent to the bank for final review.

Under Review – This deposit is currently going through final review by the bank.**

**Deposits submitted before 5:00pm will be reviewed by the bank on the same business day.

Submitted – This deposit is approved and ready for processing. No further actions will be allowed on this deposit.

Delivered – This deposit has been delivered for processing.