

Remote Deposit Capture End User Guide

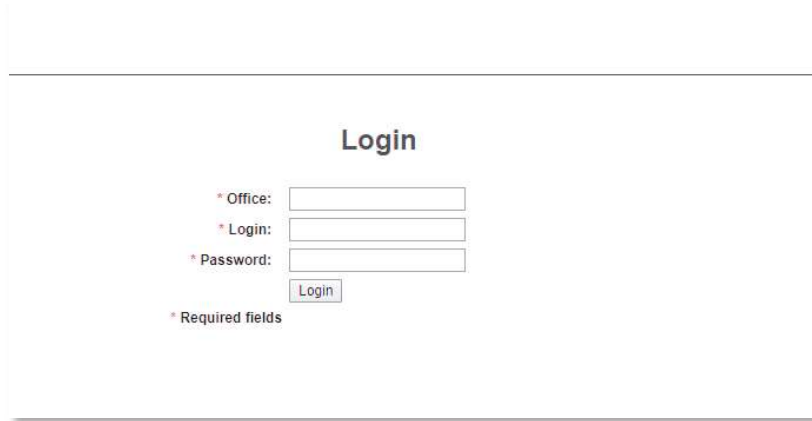
February 2020

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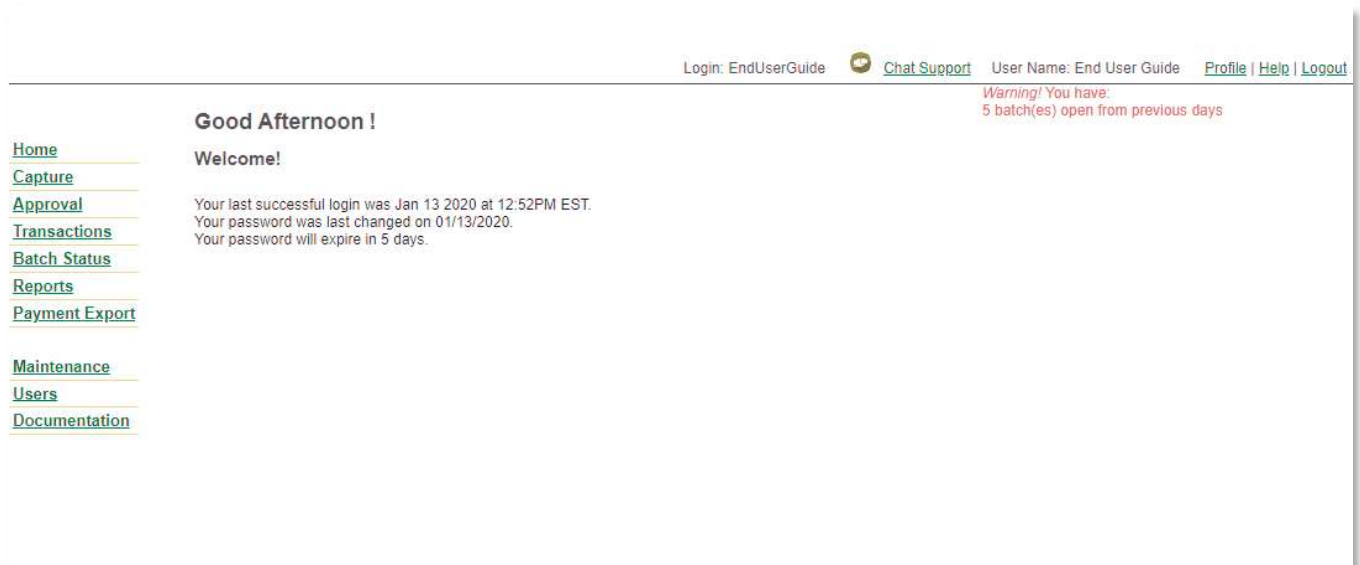
Logging in to the Remote Deposit Capture Website

Log in to Remote Deposit Capture (RDC) using the Office ID, login, and password assigned to you by your administrator.



The screenshot shows a login form titled "Login". It contains three input fields: "Office:", "Login:", and "Password:", each preceded by an asterisk. Below the "Password:" field is a "Login" button. At the bottom left of the form, there is a note: "* Required fields".

Once logged in to the system, the following screen will display. Depending upon the user's role, all tabs on the left side of the screen may not be available.



The screenshot shows the dashboard after a successful login. At the top right, it displays "Login: EndUserGuide", a "Chat Support" icon, "User Name: End User Guide", and links for "Profile | Help | Logout". Below this, a "Warning!" message states: "Warning! You have: 5 batch(es) open from previous days". On the left side, there is a vertical menu with the following items: Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main content area features a "Good Afternoon !" greeting, a "Welcome!" message, and login details: "Your last successful login was Jan 13 2020 at 12:52PM EST.", "Your password was last changed on 01/13/2020.", and "Your password will expire in 5 days."

Remote Deposit Capture Home Page

There are several menu tabs on the left side of the home page. Throughout RDC, as tabs are selected on the left, additional options will become available at the top of the screen. Definitions are provided below for each of the tabs on the home page. Keep in mind that, depending upon the role you are assigned in RDC, all options may not be available to you.

Home: At any time, users may choose the Home tab to return to the home page.

Capture: Users will select the Capture tab when creating a new batch or searching for an existing *open* batch.

Approval: The Approval tab will be selected when users are ready to approve a batch or search for batches pending approval.

Transactions: Users may choose the Transactions tab when attempting to research transactions for a period of up through the prior 24-months.

Batch Status: Choosing the Batch Status tab will allow users to view batch statuses up through a time period of the prior 24-months.

Reports: By selecting the Reports tab, users will be able to generate and view many reports that may be useful to both the FI and the depositor.

Payment Export: Choosing the Payment Export tab allows users to export custom reports/files that have been set up by either the FI or the depositor.

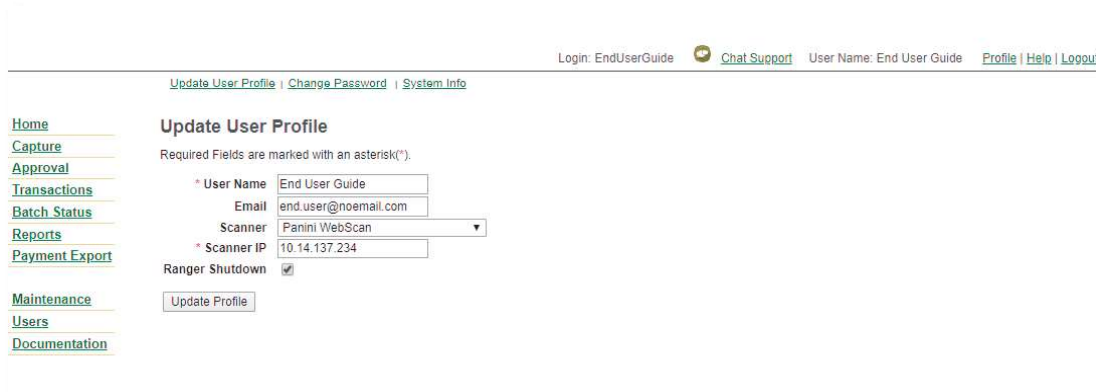
Maintenance: Users may select the Maintenance tab when custom remittance fields need to be added for a depositor. This tab is also selected when setting up and configuring payment exports.

Users: The Users tab is selected when adding or editing users within RDC. The Users option will only be available to users who have been assigned a Supervisor role.

Documentation: Selecting this link will provide documentation, and installation instruction, for the latest scanners and scanner drivers available for use within RDC.

Update Profile

Upon first install of the hardware (scanner), the user will need to update the profile section of the software. This is done by selecting the **Profile** option on the top right section of the screen. This will produce the following screen.



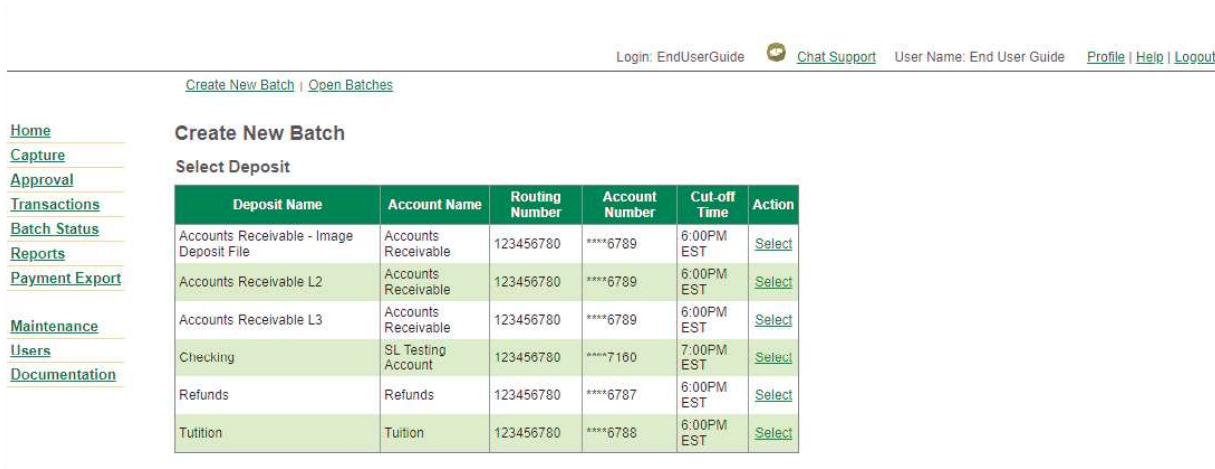
The screenshot shows a web browser window with the following elements:

- Top right navigation: Login: EndUserGuide, Chat Support, User Name: End User Guide, Profile | Help | Logout
- Top center navigation: Update User Profile | Change Password | System Info
- Left sidebar menu: Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, Documentation
- Main content area: **Update User Profile**
 - Required Fields are marked with an asterisk(*)
 - * User Name: End User Guide
 - Email: end.user@noemail.com
 - Scanner: Panini WebScan (dropdown menu)
 - * Scanner IP: 10.14.137.234
 - Ranger Shutdown:
 - Update Profile button

The user should select the correct scanner from the Scanner drop down field and then click the **Update Profile** button. This step must only be done when new equipment has been installed to the user's PC.

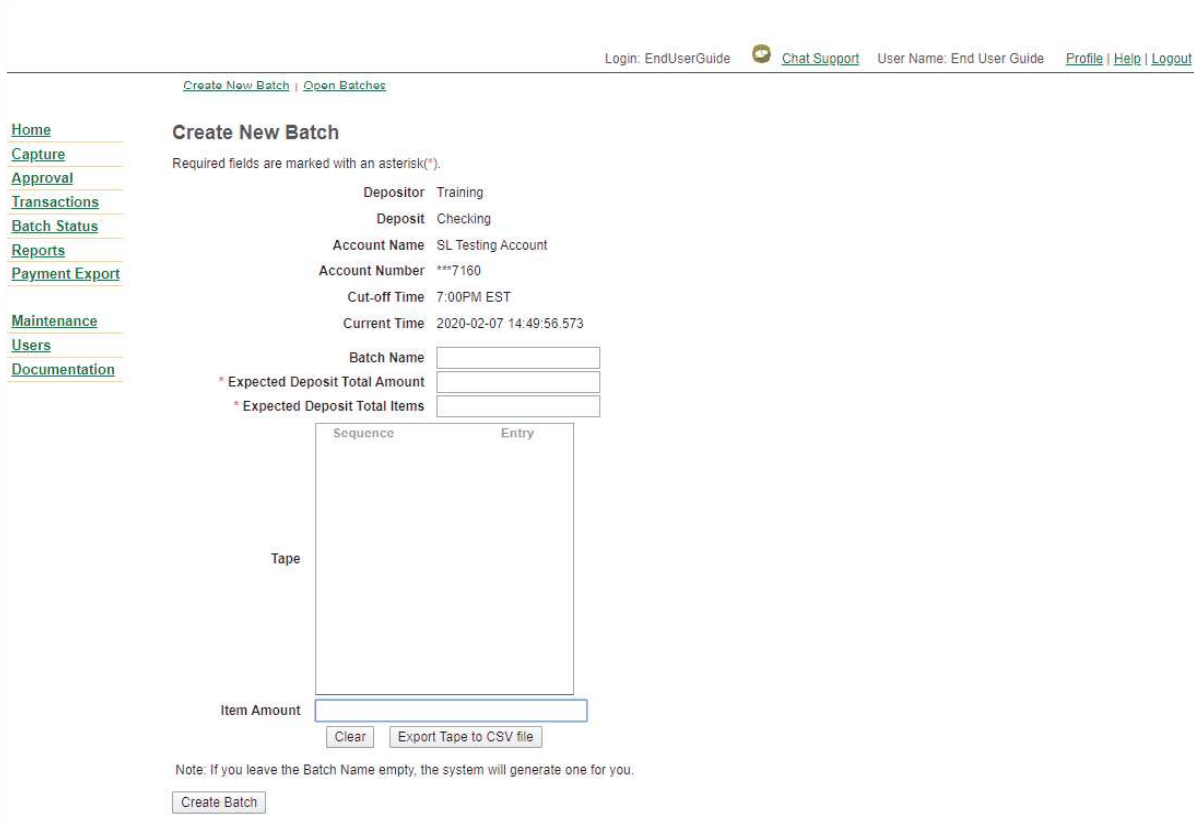
Capturing Deposits

To make deposits, the user will select the **Capture** tab on the left side of the screen. This will produce the following screen.



The user may then *select* the **Create New Batch** tab along the top of the screen and *choose Select* next to the account to which they are depositing funds.

The Create New Batch page will be displayed as shown below.



Remote Deposit Capture

The user may then either use a calculator to total the batch (number of items and amount of deposit) or use the tape option on the capture screen. This demo will use the tape option on the screen.

In the **Item Amount** box, the user should enter the amount of each check and then press enter. As the checks are entered the **Expected Deposit Total Amount** and the **Expected Deposit Total Items** fields will be updated.

Shown below is how the screen should appear after entering a \$100.00 check.

The screenshot shows a web application interface for creating a new batch. At the top right, there is a navigation bar with links for 'Login: EndUserGuide', 'Chat Support', 'User Name: End User Guide', 'Profile', 'Help', and 'Logout'. Below this, there are links for 'Create New Batch' and 'Open Batches'. On the left side, there is a vertical menu with links for 'Home', 'Capture', 'Approval', 'Transactions', 'Batch Status', 'Reports', 'Payment Export', 'Maintenance', 'Users', and 'Documentation'. The main content area is titled 'Create New Batch' and includes a note: 'Required fields are marked with an asterisk(*)'. The form contains several fields: 'Depositor' (Training), 'Deposit' (Checking), 'Account Name' (SL Testing Account), 'Account Number' (**7160), 'Cut-off Time' (7:00PM EST), and 'Current Time' (2020-02-07 14:49:56.573). There is an empty 'Batch Name' field. Below these are two required fields: '* Expected Deposit Total Amount' (100.00) and '* Expected Deposit Total Items' (1). A 'Tape' section contains a table with two columns: 'Sequence' and 'Entry'. The table has one row with '1' in the 'Sequence' column and '100.00' in the 'Entry' column. Below the table is an 'Item Amount' input field, which is currently empty. There are 'Clear' and 'Export Tape to CSV file' buttons below the input field. At the bottom, there is a 'Create Batch' button and a note: 'Note: If you leave the Batch Name empty, the system will generate one for you.'

The user should enter their remaining checks/items. If the user enters the wrong amount, the mouse can be used to select that item, press the delete key and then re-enter the correct amount.

The highlighted field below is set to be deleted.

Login: EndUserGuide [Chat Support](#) User Name: End User Guide [Profile](#) | [Help](#) | [Logout](#)

[Create New Batch](#) | [Open Batches](#)

[Home](#)
[Capture](#)
[Approval](#)
[Transactions](#)
[Batch Status](#)
[Reports](#)
[Payment Export](#)

[Maintenance](#)
[Users](#)
[Documentation](#)

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Training
Deposit Checking
Account Name SL Testing Account
Account Number ***7160
Cut-off Time 7:00PM EST
Current Time 2020-02-07 14:49:56.573

Batch Name

* Expected Deposit Total Amount
* Expected Deposit Total Items

Sequence	Entry
1	100.00
2	125.32
3	554786.00

Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

The user should press the delete key on the keyboard and the item will be removed.

The user will then enter the correct amount in the item amount field and press enter.

Below is how the screen will appear after the correction.

Login: EndUserGuide [Chat Support](#) User Name: End User Guide [Profile](#) | [Help](#) | [Logout](#)

[Create New Batch](#) | [Open Batches](#)

[Home](#)
[Capture](#)
[Approval](#)
[Transactions](#)
[Batch Status](#)
[Reports](#)
[Payment Export](#)
[Maintenance](#)
[Users](#)
[Documentation](#)

Create New Batch

Required fields are marked with an asterisk(*).

Depositor: Training
Deposit: Checking
Account Name: SL Testing Account
Account Number: ***7160
Cut-off Time: 7:00PM EST
Current Time: 2020-02-07 14:49:56.573

Batch Name:

* Expected Deposit Total Amount:

* Expected Deposit Total Items:

Sequence	Entry
1	100.00
2	125.32

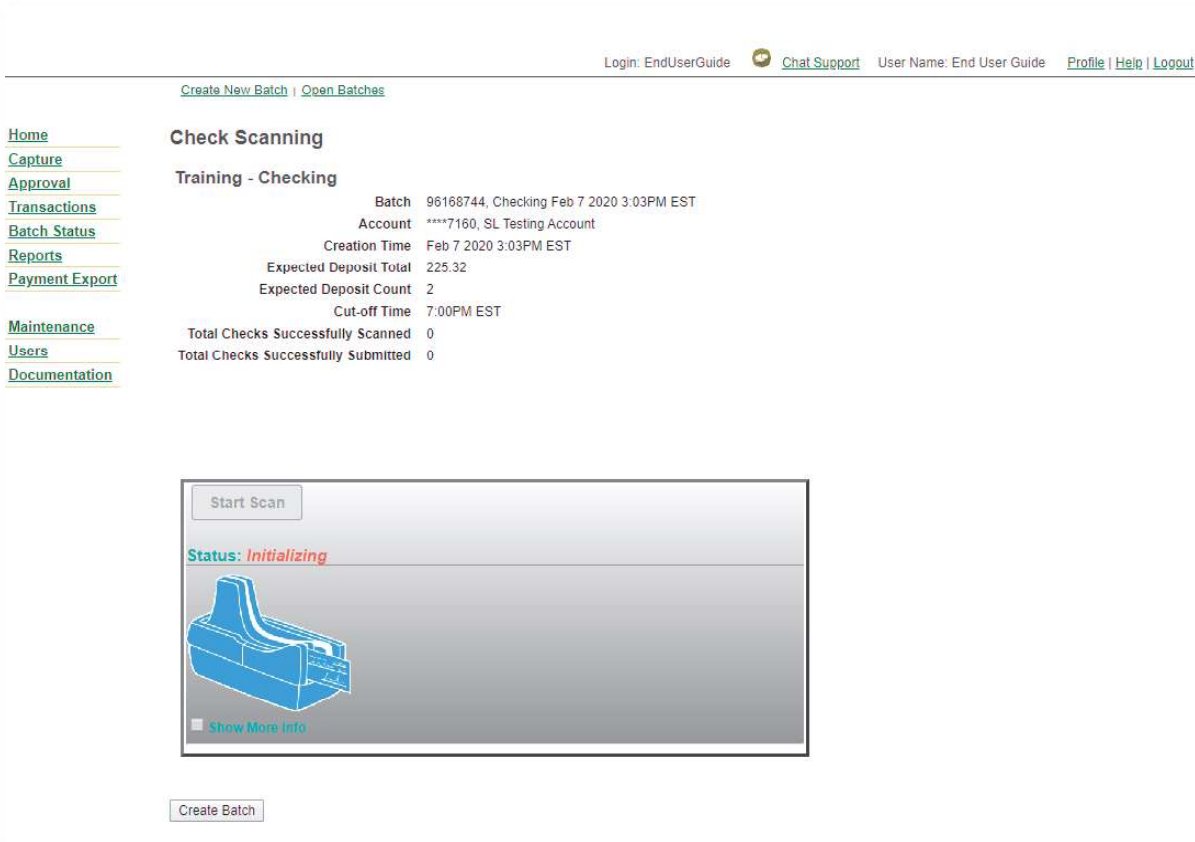
Tape

Item Amount:

Note: If you leave the Batch Name empty, the system will generate one for you.

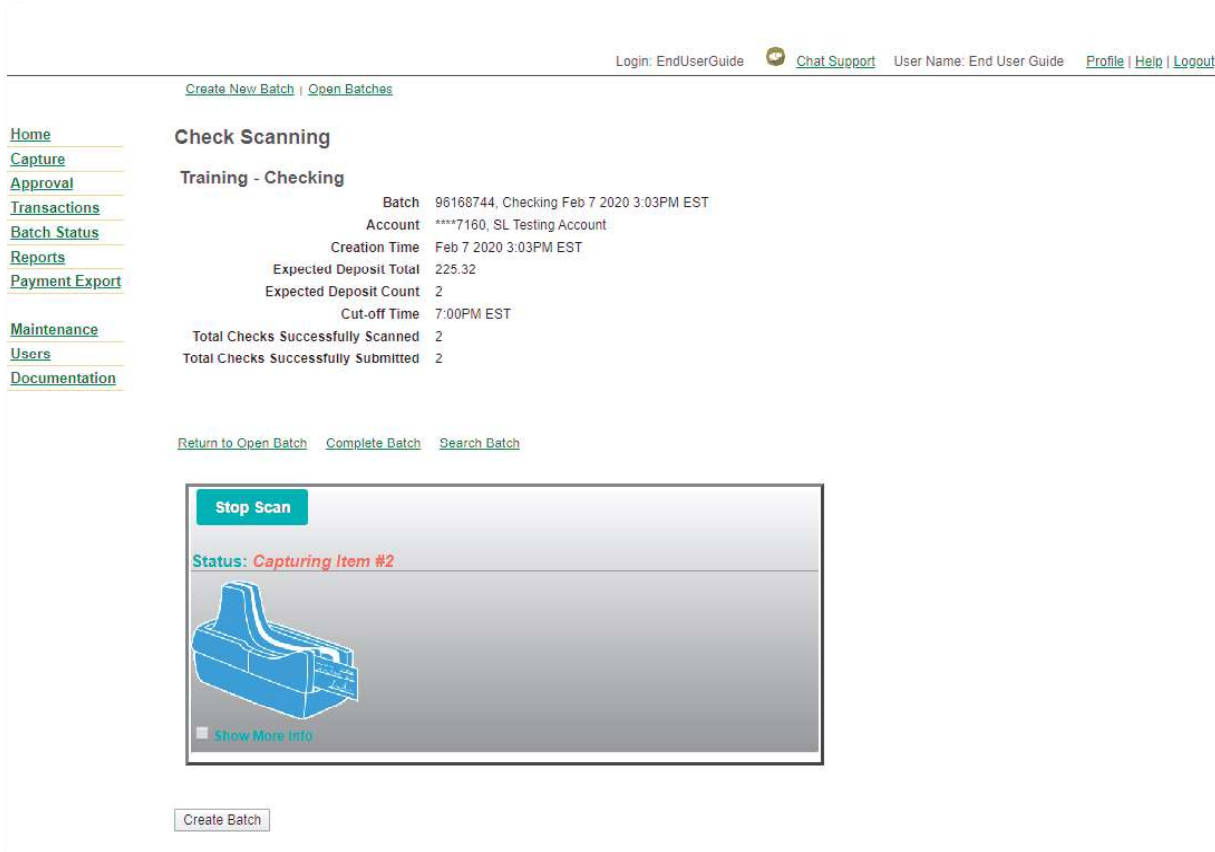
Once all items have been entered on the tape, the user should press the **Create Batch** button on the bottom of the screen. The **Batch Name** field can be populated if a specific batch naming convention is being used. Otherwise, if the field is left blank, the system will automatically assign a batch name to the batch.

After choosing the Create Batch button, the following screen will display.



Next, the user should place the deposit items into the hopper of the scanner and press the Start Batch Scan button. If only one item is being scanned, the Single Scan button may be selected.

After all items have been scanned, the following screen will display.



The user should press the OK button. If there are more items to be scanned, the items may be placed in the hopper and the process repeated. If there are no additional items to be scanned, the user should choose the **Complete Batch** tab along the bottom of the screen.

Remote Deposit Capture

Once the user selects the Complete Batch tab, a screen similar to the following may display if there are items in need of review or correction.

Complete Batch 96168744 Item 1 of 1

JOHN AND/OR MARY SMITH
123 YOUR STREET
YOUR CITY, STATE, ZIP CODE
(123) 456-7890

9-56781234 1094

Date 1/30/2020

Pay to the Order of Training \$ 125.32

one hundred twenty five & 32/100 Dollars

XYZ FINANCIAL
ANYTOWN, USA

For Training Guide

1234?6580 469-731-8 1094

* Amount 125.32

Payor

Submit Delete Advanced

[Return to open batch](#) [Scan more items](#) [View Back of Check](#)

Note:

1. Required fields are marked with an asterisk (*).
2. Input boxes with yellow or green background denote required fields.

The user should populate any fields that are missing data that are required. On the image above, the user needed to make corrections in the green field by changing the „?“ to the correct number.

Balance Batch

Batch Id: 96168744 Batch Name: Checking Feb 7 2020 3:03PM EST

Account Name: SL Testing Account Account Number: ****7160 Cut-off Time: 7:00PM EST

This batch is balanced

Control Total: 225.32	Batch Total: 225.32
Control Count: 2	Pending Count: 2

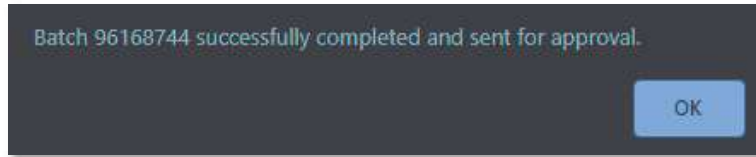
Close Batch

Close and Approve

[Return to open batch](#) [Scan more items](#)

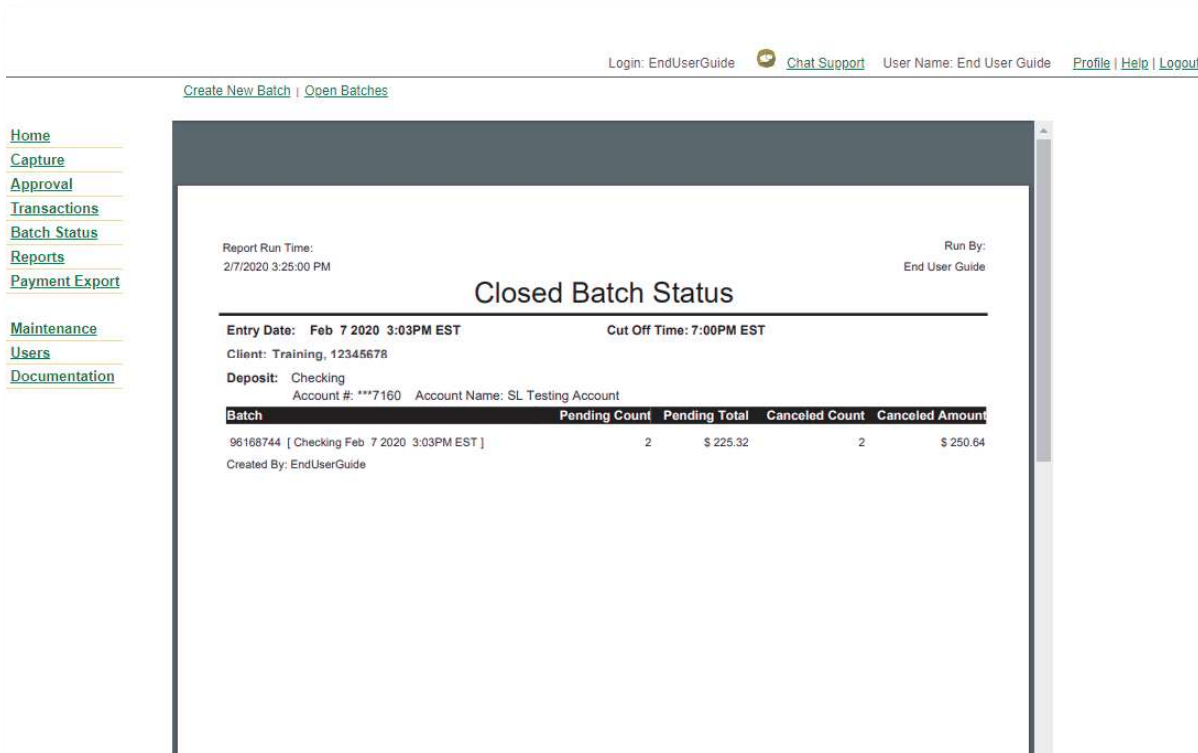
The user should then click on the Close Batch button if the batch is balanced. If the work did not balance, the user will get a message on the above screen that the batch is unbalanced. The user would then select the Return to Open Batch tab and choose the Search option to review items in the batch for any needed edits.

After selecting the Close Batch option, the following message will be provided.



The user should select OK.

At this time, and every time a batch is closed, a Closed Batch Status report will automatically generate and will be shown in a PDF report (illustrated on next page). This report should be printed and/or saved. Many end users will wrap this report around the items in their batch for storage. (Adobe Reader must be installed on the PC to view reports).



Report Run Time: 2/7/2020 3:25:00 PM Run By: End User Guide

Closed Batch Status

Entry Date: Feb 7 2020 3:03PM EST Cut Off Time: 7:00PM EST

Client: Training, 12345678

Deposit: Checking
Account #: ***7160 Account Name: SL Testing Account

Batch	Pending Count	Pending Total	Canceled Count	Canceled Amount
96168744 [Checking Feb 7 2020 3:03PM EST]	2	\$ 225.32	2	\$ 250.64

Created By: EndUserGuide

Once the user prints or saves the report, the batch must still be approved by the cut-off time to allow for same day processing of the deposit.

Open Batches

When the user selects the Capture or Open Batches tab, the following screen will display if an open batch exists.

Login: EndUserGuide [Chat Support](#) User Name: End User Guide [Profile](#) | [Help](#) | [Logout](#)

[Create New Batch](#) | [Open Batches](#)

Warning! You have:
5 batch(es) open from previous days

Open Batches

Deposit:

Batch ID	Batch Name	Cut-off Time	Item Count	Incomplete Count	Deleted Count	Pending	Balance Status	Expected	Actions
94915899	test Dec 23 2019 4:11PM EST	7:00PM EST	1	0	0	236.79 1	235.79 0	1.00 1	Update Scan Search Delete Tape
94077012	Accounts Receivable L2 Nov 22 2019 12:36PM EST	6:00PM EST	0	0	0	0.00 0	-1.00 -1	1.00 1	Update Scan Delete Tape
94076807	Accounts Receivable - Image Deposit File Nov 22 2019 12:33PM EST	6:00PM EST	0	0	0	0.00 0	-1.00 -1	1.00 1	Update Scan Delete Tape
92338985	Checking Sep 25 2019 3:31PM EST	7:00PM EST	1	1	0	0.00 0	-1.00 -1	1.00 1	Update Scan Complete Search Delete Tape
87857628	Accounts Receivable - Image Deposit File Apr 29 2019 1:17PM EST	6:00PM EST	15	0	1	25,748.31 14	Balanced	25,748.31 14	Update Scan Search Delete Close Close & Approve Tape

On this screen, the user has several options:

Update the batch if the expected totals need to be changed.

Scan if the user needs to add more items to the batch.

Complete is selected if a batch is unbalanced and/or needs additional review or edits.

Search if the user needs to edit items in the batch or to access Advanced Edit.

Delete allows the user to delete the batch.

Close will move the batch from Capture to the Approval tab.

Note: *The Close option is only available once a batch is in balance.*

Tape will display the entries made in the tape option.

Remote Deposit Capture

When the user selects the **Search** option, a screen similar to the following screen will appear.

The screenshot shows the 'Batch Items Search' page. At the top right, it displays 'Login: EndUserGuide', 'Chat Support', and 'User Name: End User Guide'. Below this are links for 'Profile', 'Help', and 'Logout'. On the left, there is a navigation menu with links for Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main content area is titled 'Batch Items Search' and includes the following information: 'Training - Checking', 'Batch: 94915899, test Dec 23 2019 4:11PM EST', 'Account: ****7160, SL Testing Account', and 'Cut-off Time: 7:00PM EST'. There are input fields for 'Routing #', 'Account #', 'Check #', and 'Amount', along with 'Search' and 'Reset Filter' buttons. Below this is a table with columns: Routing #, Account #, Check #, Amount, Payor Name, Status, Entry Date, and Actions. The table contains two rows: one with Routing # 13476780, Account # ****31-8, Check # 1942, Amount 37.51, Status Incomplete, and Entry Date 02/07/2020; the other with Routing # 302387023, Account # ****1502, Check # 9755, Amount 236.79, Status Pending, and Entry Date 12/23/2019. Below the table are buttons for 'Select All', 'Clear Selection', 'Edit Selected', and 'Edit Suspected'. At the bottom, it shows 'Page 1 of 1 page(s) of total 2 item(s)' and '10 Rows per Page'. There are also links for 'Return to open batch' and 'Scan more items'.

The user will then select the **Edit** tab in the action column next to the item to be changed. This will produce the following screen.

The screenshot shows the 'Edit Batch Scan Item' page. At the top right, it displays 'Login: EndUserGuide', 'Chat Support', and 'User Name: End User Guide'. Below this are links for 'Profile', 'Help', and 'Logout'. On the left, there is a navigation menu with links for Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main content area is titled 'Edit Batch Scan Item' and includes the following information: 'Required fields are marked with an asterisk(*)', 'Lowe's Training - Checking', 'Batch: 94915899, test Dec 23 2019 4:11PM EST', 'Account: ****7160, SL Testing Account', 'Creation Time: Dec 23 2019 4:11PM EST', 'Expected Deposit Total: 1.00', 'Expected Deposit Count: 1', 'Cut-off Time: 7:00PM EST', and 'Payment Status: Incomplete'. Below this is a scanned check image. The check is from 'JOHN AND/OR MARY SMITH' for 'Training' in the amount of '\$ 37.51'. The check number is '1942' and the date is '1/19/2020'. Below the check image are input fields for 'Amount' (with a value of 37.51) and 'Payor'. At the bottom, there are buttons for 'Submit', 'Delete', and 'Advanced'.

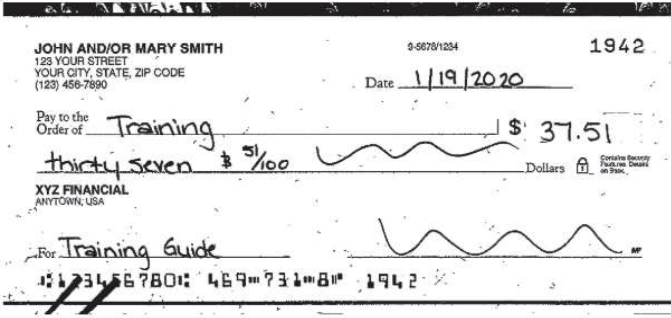
Remote Deposit Capture

The user may then correct the item on this screen. If the item has numerous adjustments to the MICR line, the user must use the Advanced button near the bottom of the screen to access the Advanced Edit screen. Only users with correct access will have the Advanced option available (managers, supervisors and advanced processing officers). After selecting the Advanced button, the following screen will display.

This screen is large and the slider will need to be used.

[Maintenance](#)
[Users](#)
[Documentation](#)

Payment Status Incomplete



JOHN AND/OR MARY SMITH
128 YOUR STREET
YOUR CITY, STATE, ZIP CODE
(123) 456-7890

Date 1/19/2020

1942

Pay to the Order of Training \$ 37.51

thirty seven & 5/100 Dollars

XYZ FINANCIAL
ANYTOWN, USA

For Training Guide

1 34 6780 469 731 8U 1942

Auxiliary OnUs [1]

EPC [4]

* Routing Number 1 34 6780

* OnUs [2] 469-731-8U 1942

No OnUs symbol in OnUs field

Check Number [3] 1942

* Amount 37.51

Payor

Note:

1. Auxiliary OnUs usually is the check number for a business check, located to the left of routing number, surrounded by a pair of OnUs symbols (||■).
2. OnUs is located to the right of routing number, but to the left of amount (if present). OnUs field should be put in exactly as shown in the MICR line. OnUs symbol(s) (||■) should be replaced with the letter 'U' (uppercase U). Dash symbol(s) (■) should be replaced with the letter '-' (dash).

[Return to batch search result](#) [View Back of Check](#)

Once the item has been corrected, the user should choose the Submit button.

Remote Deposit Capture

This will produce the following screen.

Batch Items Search

Training - Checking

Batch 94915899, test Dec 23 2019 4:11PM EST

Account ****7160, SL Testing Account

Cut-off Time 7:00PM EST

Routing # Account #

Check # Amount

<input type="checkbox"/>	Routing #	Account #	Check #	Amount	Payor Name	Status	Entry Date	Actions
<input type="checkbox"/>	302387023	****1502	9755	236.79		Pending	12/23/2019	Edit Audit
<input type="checkbox"/>	123456780	****31-8	1942	37.51		Pending	02/07/2020	Edit Audit

Page 1 of 1 page(s) of total 2 item(s) Rows per Page 10

[Return to open batch](#) [Scan more items](#)

The user may then select another item for edits, scan more items or return to the open batch. If the user has completed their changes, the user should choose the Return to Open Batch option and then choose the Close option in the Actions column.

Warning! You have:
5 batch(es) open from previous days

Open Batches

Deposit

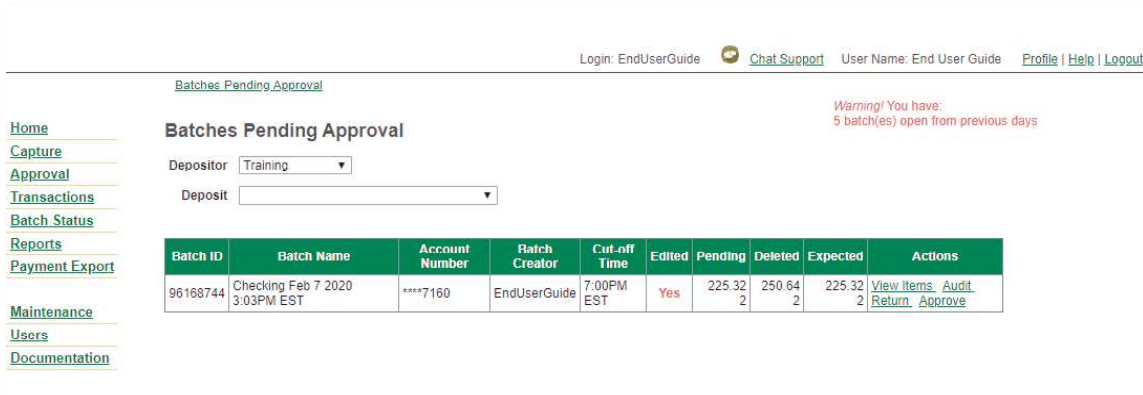
Batch ID	Batch Name	Cut-off Time	Item Count	Incomplete Count	Deleted Count	Pending	Balance Status	Expected	Actions
94915899	test Dec 23 2019 4:11PM EST	7:00PM EST	2	0	0	274.30 2	Balanced	274.30 2	Update Scan Search Delete Close Close & Approve Tape
94077012	Accounts Receivable L2 Nov 22 2019 12:36PM EST	6:00PM EST	0	0	0	0.00 0	-1.00 -1	1.00 1	Update Scan Delete Tape
94076807	Accounts Receivable - Image Deposit File Nov 22 2019 12:33PM EST	6:00PM EST	0	0	0	0.00 0	-1.00 -1	1.00 1	Update Scan Delete Tape
92338985	Checking Sep 25 2019 3:31PM EST	7:00PM EST	1	1	0	0.00 0	-1.00 -1	1.00 1	Update Scan Complete Search Delete Tape
87857628	Accounts Receivable - Image Deposit File Apr 29 2019 1:17PM EST	6:00PM EST	15	0	1	25,748.31 14	Balanced	25,748.31 14	Update Scan Search Delete Close Close & Approve Tape

When the Close option is selected, as noted in this document earlier, the user will get a message that the batch has been successfully completed and sent for approval and the Closed Batch Status report will be generated. The user will print out this report and wrap the checks in the report for storage.

Next, the batch will need to be approved. Users with access should choose the Approval tab.

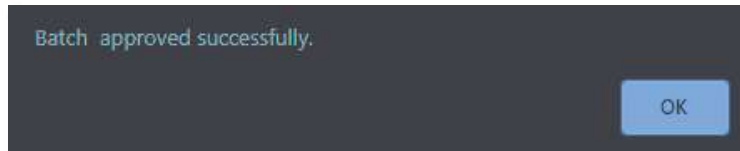
Approval

After selecting the Approval tab from the left side menu options, the following screen will display.

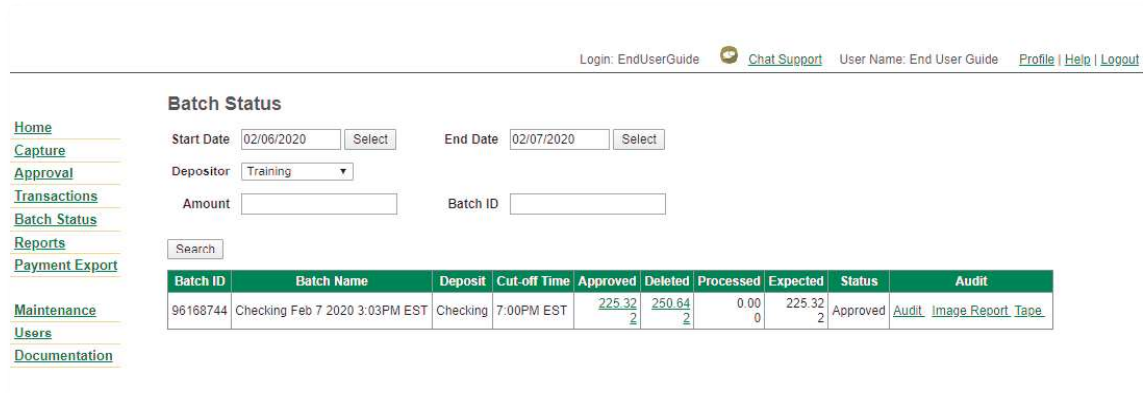


The user should locate the batch to be approved and then select the Approve option in the Actions column. If desired, prior to approving the batch, the user may also choose to View Items in the batch (with the ability to audit items as well), perform a batch Audit, or Return the batch to an open status.

Once the user selects the Approve option, the following prompt will appear.



The user may check the status of the batch by selecting the Batch Status tab on the left of the screen which will display the following screen.



The user may also check previous batches captured on the system by changing the start and end date of your search. You may only search a max range of one month. However, batch status archives are available for the prior 24-months.

Transactions

The **Transactions** tab on the RDC home page is used for researching scanned items or batches. Currently, up to 24-months of transaction history may be searched/viewed. After choosing Transactions, **the user must choose the correct status of the search item from the top of the page.** When the user selects the Transactions tab from the left menu bar, the following screen will appear.

The screenshot shows the 'Processed Items' search interface. At the top right, it displays 'Login: EndUserGuide', 'Chat Support', and 'User Name: End User Guide'. Below this are navigation links: 'Pending Approval', 'Approved', 'Deleted', 'Processed', 'Returned', 'Settlements', and 'Remittance'. On the left is a vertical menu with options: Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main area contains search criteria: Routing #, Account #, Check #, Amount, Min Amount, Max Amount, Deposit (dropdown), Date Type (Entry Date), Start Date (02/06/2020), End Date (02/07/2020), and Batch ID. Search and Reset Filter buttons are at the bottom.

After selecting the correct status, at the top of the page, of the item or batch that is being searched for, the user should enter the search criteria and date range for any batches or items that are Pending Approval, Approved, Deleted, Processed, Returned or Settlements. Then, click on the **Search** button for results.

Batch Status

Batch status history may also be viewed for up to 24-months by choosing the Batch Status tab on the left menu bar. Once **Batch Status** is selected, the following page will present.

The screenshot shows the 'Batch Status' search interface. At the top right, it displays 'Login: EndUserGuide', 'Chat Support', and 'User Name: End User Guide'. Below this are navigation links: 'Pending Approval', 'Approved', 'Deleted', 'Processed', 'Returned', 'Settlements', and 'Remittance'. On the left is a vertical menu with options: Home, Capture, Approval, Transactions, Batch Status, Reports, Payment Export, Maintenance, Users, and Documentation. The main area contains search criteria: Start Date (02/06/2020), End Date (02/07/2020), Depositor (Training), Amount, and Batch ID. A Search button is present. Below the search criteria is a table with the following data:

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
96168744	Checking Feb 7 2020 3:03PM EST	Checking	7:00PM EST	225.32 2	250.64 2	0.00 0	225.32 2	Approved	Audit Image Report Tag

Batches for the prior two days will automatically display. This will include started batches, approved batches, deleted batches and processed batches. By entering search criteria, users can view batch statuses up through the prior 24-month time period. (**Note:** To work in an open batch, user should access that batch by selecting the *Capture* option.)

Reports

Generated within the system are numerous reports that may benefit you as an end user. Once you select the "Report" icon from the home page, the following screen will be displayed. There are several categories of reports to choose from. Please note, after initially selecting the „Reports“ option, users will be able to run reports with „current day data.“ In order to pull reports from previous dates, the user should select the „Historical Reports“ option at the top of the page (*after* initially selecting the „Reports“ option). This will allow the user to input specific dates for which reporting is desired.

Login: EndUserGuide [Chat Support](#) User Name: End User Guide [Profile](#) | [Help](#) | [Logout](#)

[Current Day Reports](#) | [Historical Reports](#) | [Reports Pickup](#)

[Home](#)
[Capture](#)
[Approval](#)
[Transactions](#)
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Current Day Reports

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Depositor:

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General Reports

The following reports are those available under the **General** category.

Report Name	Description
Approved Batch Detail	Detailed list of payments in batches that have been APPROVED, grouped by batch within deposits for a Depositor.
Approved Batch Summary	Summary listing of payments in batches that have been APPROVED, grouped by batch within deposits for a Depositor.
Approved Payments Detail	Detailed listing of all payments that have been APPROVED, grouped by deposits for a Depositor.
Approved Payments Summary	Summary listing of item counts and amounts for payments that have been APPROVED, grouped by deposits for a Depositor.
Batches Pending Approval	Detailed listing of payments in batches that have been closed but not yet approved i.e. pending approval, grouped by batch within deposits for a Depositor.
Open Batches Detail	Detailed listing of payments in OPEN batches grouped by batch within deposits for a Depositor.
Pending Approval Payments Detail	Includes all payments that have been closed but not yet approved i.e. pending approval, grouped by deposits for a Depositor.
Processed Deposit Summary	Deposits for the requested period will be listed in date order, per deposit account, per depositor. The report will subtotal for the period per deposit account, totaling all deposits for each depositor.
Processed Payments Detail	Detailed listing of PROCESSED payments ordered by pay date, grouped by deposits for a Depositor.
Processed Payments Detail By Clearing Network	Detailed listing of PROCESSED payments in clearing networks, grouped by deposits for a Depositor.
Processed Payments Summary	Summary listing of item counts and amounts for payments that have been PROCESSED, grouped by deposits for a Depositor.
Returned Payments Detail	Detailed listing of payments that have been RETURNED, grouped by return reasons within a deposit for a Depositor.
Returns Payments Summary	Summary listing of item counts and amounts for payments that have been RETURNED, grouped by deposits for a Depositor.
Settlement Items Detail	Detailed listing of SETTLEMENT Items by Pay Date grouped by deposits for a Depositor.
Settlement Items Detail By Settlement Period	Detailed listing of SETTLEMENT Items by Settlement Date grouped by deposits for a Depositor.
Settlement Summary By Settlement Period	Summary listing of debit and credit item counts and amounts for payments that have been SETTLED, grouped by deposits for a Depositor.

Detail reports

The following reports are available under the **Detail** category.

Report Name	Description
Approved Payments Detail	Detailed listing of approved batches during the time period selected
Open Batches Detail	Detailed list of batches that are still open at the end of the period selected.
Pending Approval Payments Detail	Detailed listing of payments in batches that have been closed but not yet approved i.e. pending approval, grouped by Batch within Deposits for a Depositor
Processed Payments Detail	Detailed listing of all payments that have been approved and the system has generated the deposit for the Financial Institution.
Processed Payments Detail By Clearing Network	Detailed listing of PROCESSED payments in clearing networks, grouped by deposits for a Depositor.
Return Payments Detail	Detailed listing of returned payments sent back to the customer.
Settlement Items Detail	Detailed listing of items that have been sent to the financial institution.
Settlement Items Detail by Settlement Period	Detailed listing of the items that have been sent to the financial institution.

Summary Reports

The following reports are available under the **Summary** category.

Report Name	Description
Approved Batch Summary	Summary listing of payments in batches that have been APPROVED, grouped by batch within deposits for a Depositor.
Approved Payments Summary	Summary listing of approved batches during the period selected.
Processed Deposit Summary	Deposits for the requested period will be listed in date order, per deposit account, per depositor. The report will subtotal for the period per deposit account, totaling all deposits for each depositor.
Processed Payments Summary	Summary listing of the items processed during the period selected.
Returned Payments Summary	Summary report of items returned to the customer.
Settlement items Summary by Settlement Period	Summary listing of all the items during the selected period.

Audit Reports

The following reports are available under the **Audit** category.

Report Name	Description
Batch Audit	Audit report of each of the batches that was processed in the system during the period.
Batch Audit Detail	Audit report showing all of the steps that were taken with each of the items during the time period.
Deleted Depositor Users	Report displays information regarding depositor users that were deleted during the specified date range; includes user's name responsible for deletion of user.
Depositor User Audit	Report provides information regarding new Depositor users added to the system along with any changes and/or updates applied to existing depositor users. Report also includes information regarding the user responsible for the change.
New Depositor Users	Report provides information regarding new depositor users added to CCX, including their role, login name, scanner profile, etc.

Batch Reports

The following reports are available under the **Batch** category.

Report Name	Description
Approved Batch Detail	Provides the user with detailed information about each batch during the selected period.
Batches Pending Approval	Provides user detailed information about closed batches at the end of the period selected.
Open Batches Detail	Detailed information about batches that have not been closed.

Metrics Reports

The following reports are available under the **Metrics** category.

Report Name	Description
Metrics By Depositor	Summary information about the number of items that have gone through the various steps, such as read by car/lar, corrected by the user, batches opened, batches closed, number of items scanned, etc.
Metrics by User	Provides the same information as the Metrics By Depositor report above except the report is broken out by user.

Statistics Reports

The following reports are available under the **Statistics** category.

Report Name	Description
Depositor Statistics	This report provides information about the following: Processed Payments, Cleared Payments, Converted Payments, IQA Payments, NO IQA Payments, Successful Car Payments