



MAKING A DEPOSIT WITH RDC

The Open Deposits Page

1. Log in to the application, and then select **Transactions** from the left main menu.
2. Under *Check Processing*, select **Remote Deposit Complete**.
3. The *Open Deposits* page displays. There may be times when multiple batches will be listed on this page. The following features can prove helpful in navigating through deposit items. Note that these deposits on the *Open Deposits* page have not yet been submitted, but are still open.

Navigational Paging – Use the forward and backward arrows to navigate pages with lists of deposits. You may also select a page number to navigate directly to that page.

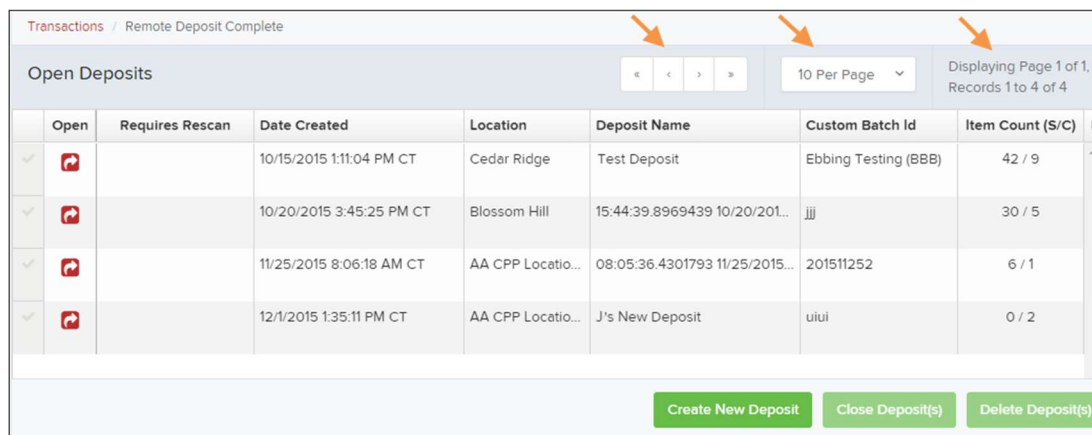
Per Page size – Indicate how many deposits you would like to have listed on each page.

Displaying Page prompt – The current page number and number of records in the deposit is displayed.

Sorting – Select a column header to organize information in either ascending order (upward arrow) or descending order (down arrow)

Requires Rescan Column – Displays value to indicate if the item in question needs to be rescanned. Selecting this column header will immediately group items that need to be rescanned.

Custom Batch ID – If displayed, this column will show the unique value for each deposit and may be configurable.



The screenshot shows the 'Open Deposits' page with a table of deposit items. At the top right, there are navigation controls: a set of arrows (back, forward, first, last) and a '10 Per Page' dropdown menu. To the right of these is a status bar indicating 'Displaying Page 1 of 1, Records 1 to 4 of 4'. The table has columns: Open, Requires Rescan, Date Created, Location, Deposit Name, Custom Batch Id, and Item Count (S/C). There are four rows of deposit data. At the bottom right, there are three buttons: 'Create New Deposit', 'Close Deposit(s)', and 'Delete Deposit(s)'.

Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)
<input checked="" type="checkbox"/>		10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	Ebbing Testing (BBB)	42 / 9
<input checked="" type="checkbox"/>		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jij	30 / 5
<input checked="" type="checkbox"/>		11/25/2015 8:06:18 AM CT	AA CPP Locatio...	08:05:36.4301793 11/25/2015...	201511252	6 / 1
<input checked="" type="checkbox"/>		12/1/2015 1:35:11 PM CT	AA CPP Locatio...	J's New Deposit	uiui	0 / 2

FIGURE 1 - OPEN DEPOSITS PAGE

NOTE: Should you navigate away from the *Open Deposits* page with deposits still open, the system will prompt you to confirm navigating away from the *Open Deposits* page.

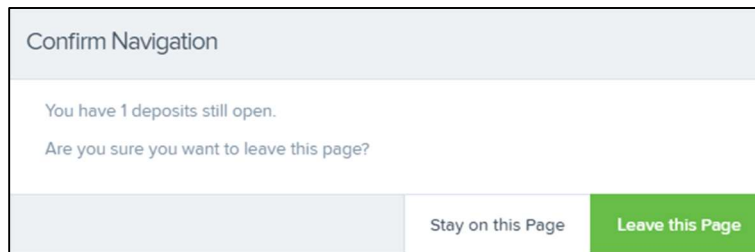


FIGURE 2 - CONFIRMATION TO LEAVE OPEN DEPOSITS PAGE

Creating a New Deposit

1. From the *Open Deposits* page, select **Create New Deposit**.

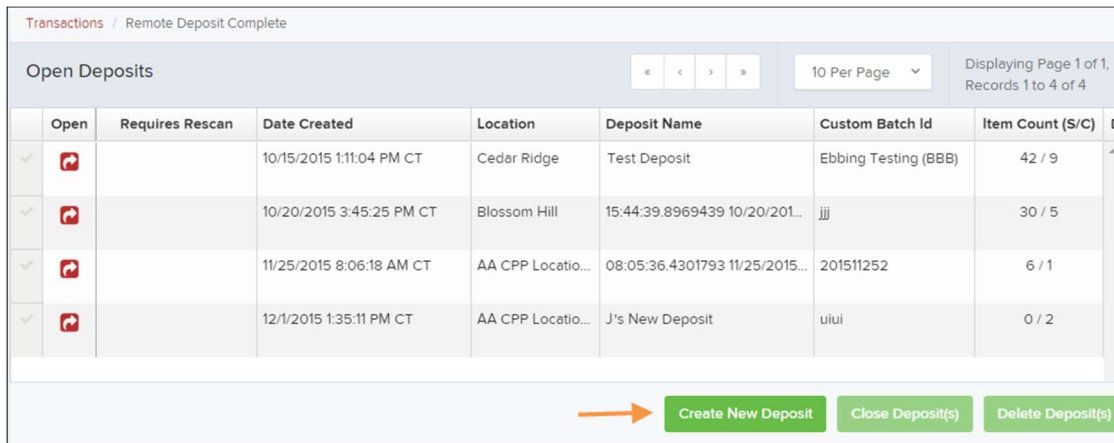


FIGURE 3 - OPEN DEPOSITS PAGE WITH CREATE NEW DEPOSIT INDICATED

2. If at this time Device Control has not already launched, the system will ask you to confirm launching Device Control. Select **Run** to continue.

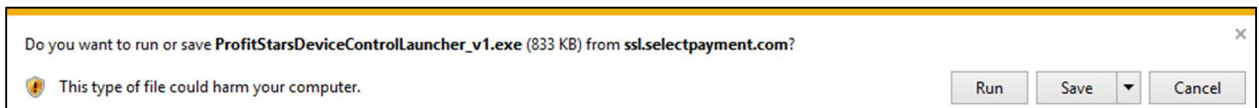


FIGURE 4 - LAUNCH DEVICE CONTROL – INTERNET EXPLORER 11

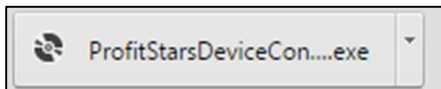


FIGURE 5 - LAUNCH DEVICE CONTROL – GOOGLE CHROME

3. The *New Deposit* page displays. Complete the following fields as applicable:
 - **Location:** Select the account for which the batch is to be processed.
 - **Payment Type:** Select how the item was received, for example, **Mailed In**.
 - **Deposit Name:** System-generated. Includes the date and time the batch is being created along with a unique batch ID number.
 - **Custom Batch ID:** If displayed, this is a required field that needs to be a unique value each time.

- **Number of Checks:** Enter the number of checks in the batch.
- **Total Amount:** Enter the total amount of the batch. This is a two-decimal-place field, to include the decimal point. For example, \$XX.XX.
- **Deposit Slip ID #:** If displayed, enter your assigned deposit slip ID.
- **Scanner Terminal #:** This field will automatically populate from the Device Control.

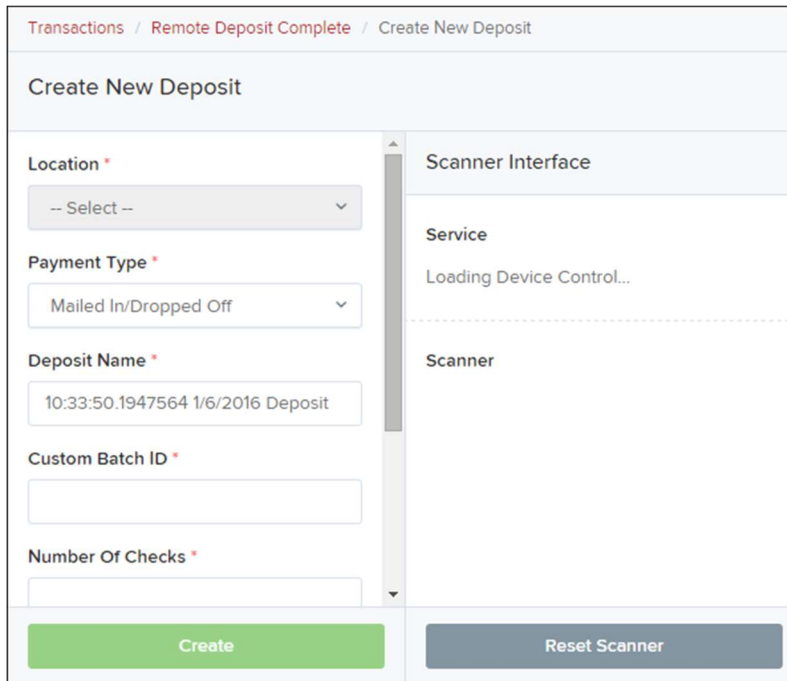


FIGURE 6 - CREATE NEW DEPOSIT PAGE

NOTE: In the *Scanner Interface* section of the page, the system will automatically check for an installed scanning device. If the scanning device is not plugged in, connect the scanner, and then select the **Reset Scanner** option.

- If you have a multi-feed scanner, load the check item(s) into the scanner and then select **Create**. The *Deposit View* page will display (see next section), with the check item(s) displayed as they are scanned.
- If you have a single-feed scanner, select **Create** and then feed the check(s) into the scanner one at a time. The items will display on the *Deposit View* page as they are scanned.

The Deposit View Page

Once RDC and your scanner begin scanning checks, the results will appear on the *Deposit View* page. This page is one of two available to manage your deposit before it is submitted for processing.

[illegible]

FIGURE 7 - DEPOSIT VIEW PAGE

NOTE: Red question marks or yellow highlighted areas on this page may indicate that there was a system difficulty in reading MICR line items or that a manual key entry is required for a check. Keying and balancing and MICR repair will take place once this has been closed and submitted for processing.

Once a deposit has been opened, the following features are available under the *Deposit View* tab from the top of the page.

Refresh – If at any time the *Amount* values for the check items do not immediately display, select the **Refresh** option to have values display.

[illegible]

FIGURE 8 - REFRESH OPTION

Multiples of Customer Data – The system will detect repeated customer information from check items and display a *Multiple* status under the *Customer Number* column. Double-clicking the **Multiple** status will navigate you to the *Data Entry View* page. For more information about this page, please see The *Data Entry View Page* section of this document.

Transactions / Remote Deposit Complete / Deposit View					
<div> <div>« < 1 > »</div> <div>10 Per Page</div> <div>Displaying Page 1 of 1, Records 1 to 6 of 6</div> <div>All Items</div> <div>Refresh</div> <div>Data Entry View</div> </div>					
Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑆ 11016064⑆ 0001124835⑆ 1013	[Multiple]		\$85.24

FIGURE 9 - MULTIPLE CUSTOMER RECORDS STATUS

Item List Filter – Organize deposits by **All Items**, **Problematic Items**, and **Needs Attention Items**.

Transactions / Remote Deposit Complete / Deposit View					
<div> <div>« < 1 > »</div> <div>10 Per Page</div> <div>Displaying Page 1 of 1, Records 1 to 6 of 6</div> <div>All Items</div> <div>Refresh</div> <div>Data Entry View</div> </div>					
Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑆ 11016064⑆ 0001124835⑆ 1013			\$85.24

FIGURE 10 – ITEM LIST FILTER

Amount status of *To Be Keyed* – The amount field entry will be performed by EPS Keying & Balancing once the deposit is submitted for processing.

Scroll to the right of the listed items to see the **Edit**, **Delete**, and **Rescan** options available.

Transactions / Remote Deposit Complete / Deposit View

« < 1 2 3 > »

10 Per Page

Displaying Page 1 of 5, Records 1 to 10 of 42

All Items

Refresh

Data Entry View











Check		Customer Number	Name On Account	Deposit Amount	Edit	Delete	Rescan
1	0002952820	{84d56fcf-a22e-408...	Ima Tester	\$85.24			
2	03445100			\$85.24			
3	2565500 1000	949494	CUSTTEST	\$377.25			

FIGURE 11 - EDIT AND DELETE OPTIONS IN THE DEPOSIT VIEW TAB

NOTE: Selecting **Edit**  will navigate you to the **Data Entry View** tab where alterations to the **Data Entry** fields can be made. Selecting **Delete** will present you with the option to delete an item and adjust the deposit amount (see below).

Delete Check

☒

Delete check without adjustments

☐

Delete check, decrement check count, and reduce the deposit total by:

\$

Cancel

Delete

FIGURE 12 - DELETE CHECK ADJUSTMENT OPTION

Invalid MICR and rescanned required indicators – The system will have an indicator for a check with an invalid MICR or a faulty scan. Rescan the item(s) in order to submit the deposit.

[illegible]

FIGURE 13 - INVALID MICR INDICATOR

Transactions / Remote Deposit Complete / Deposit View

<
<
1
>
>

10 Per Page

Displaying Page 1 of 1,
Records 1 to 2 of 2

All Items

Refresh

Date Entry View

Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount	Edit	Delete	Rescan
1		* 1 2 2 0 3 7 7 6 0 * 7 6 7 5 5 4 3 2 0 0 0 *		ST for KB	To Be Keyed			
2		* 1 2 2 0 3 7 7 6 0 * 7 6 7 5 5 4 3 2 0 0 0 *		ST for KB	\$0.00			

FIGURE 14 - RESCAN REQUIRED INDICATOR

To rescan an item, select **Rescan** to the right of the item that needs rescanning. A window will appear allowing you to rescan an item as needed. Place the check item in the scanner, and then select the **Rescan** option in the window (shown below). The check will run through your scanner again.

Rescan Check

Place the replacement check in the scanner and press the Rescan button.

Front of Check

Back of Check

THIS DOCUMENT HAS A COLORED BACKGROUND AND MICROPRINTING. THE REVERSE SIDE INCLUDES AN ARTIFICIAL WATERMARK.

Michael Park
7808 Hunt Pl #303
Dallas, TX 75287

32-1606/1110

Date 05/04/2007 1013

Pay to the order of Demo Company \$ 85.24

Eighty Five : 24/100 DOLLARS

Demo Bank

VOID

⑆111016064⑆ 0001124835⑈ 1013

MICR

o1115o t111016064t 000295282o

Cancel

Rescan

FIGURE 15 - RESCAN CHECK WINDOW

Alerts – If a particular check item has been scanned before, it will appear as a duplicate in the item list. RDC will not submit duplicate items for processing. An icon will also be presented in the *Alerts* column if the item has an invalid MICR, as shown below.

Transactions / Remote Deposit Complete / Deposit View

« < 1 2 3 > » 10 Per Page ▼ Displaying Page 2 of 5, Records 11 to 20 of 42 All Items ▼ Refresh Data Entry View




Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
11		⑆111016064⑆0001124835⑈1013			\$85.24
12		⑆1115⑆ ⑆111016064⑆ 000295282⑈	{96ae9487-d389-4e...	Joe Smith	\$85.24
13		⑆1115⑆ ⑆111016064⑆ 000295282⑈	{96ae9487-d389-4e...	Joe Smith	\$281.04
14		⑆111016064⑆ 0001101335⑈ 1016	{f281c61d-b507-496...	Jlm Smith	\$45.91

FIGURE 16 - DUPLICATE MICR INDICATOR IN ITEM LIST

Transactions / Remote Deposit Complete / Deposit View

« < 1 > » 10 Per Page ▼ Displaying Page 1 of 1, Records 1 to 1 of 1 All Items ▼ Refresh Data Entry View


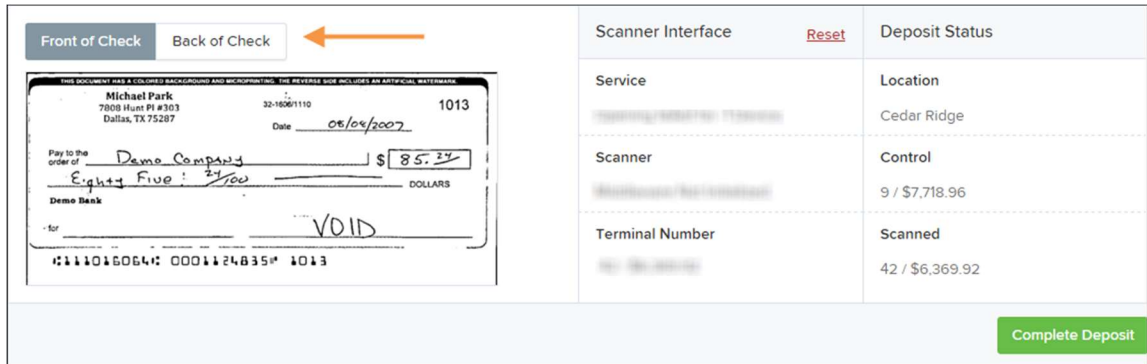
Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑆111016064⑆ 000???2483445⑈ 10?3			\$85.24

FIGURE 17 – INVALID MICR INDICATOR

Select the **Front of Check** or **Back of Check** options near the check image to show the respective front and back images of the check created by the scanner you have installed (see figure below). Under the *Deposit Status* section, the **Scanned** field presents the number of items as they are scanned. The total amount of all items displays when the deposit is complete.

NOTE: In the *Scanner Interface* section, the **Terminal Number** for the scanner installed will display as a reference.



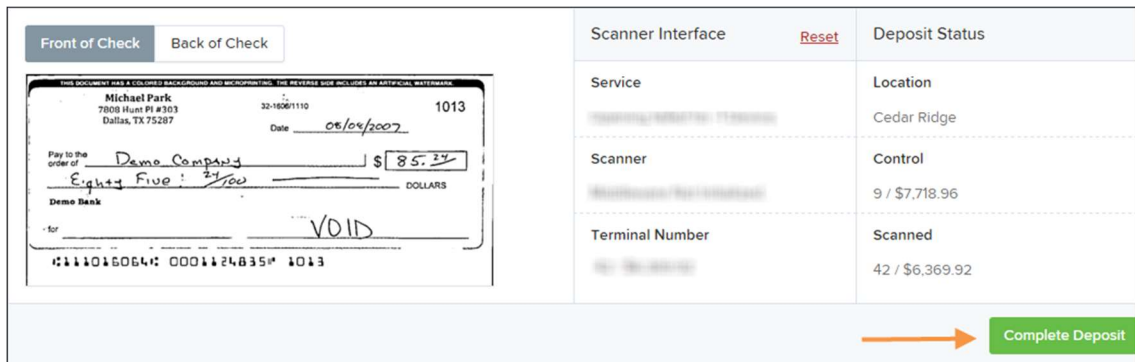
The screenshot shows the 'Front of Check' tab selected. The check is from Michael Park, dated 06/04/2007, for \$85.24. The scanner interface shows the service as 'Cedar Ridge', the scanner as '9 / \$7,718.96', and the terminal number as '42 / \$6,369.92'. A 'Complete Deposit' button is at the bottom right.

Scanner Interface	Reset	Deposit Status
Service		Location
		Cedar Ridge
Scanner		Control
		9 / \$7,718.96
Terminal Number		Scanned
		42 / \$6,369.92

FIGURE 18 - FRONT/BACK VIEWING OPTIONS FOR A CHECK IMAGE

The **Complete Deposit** option is located at the bottom of the page. When you have finished scanning, select this option to begin the submission process.

NOTE: We recommend that you enter information about this deposit on the *Data Entry View* page, described in the next section of this document. The **Complete Deposit** option is available on either of these pages.



The screenshot shows the 'Deposit Status' section with the 'Complete Deposit' button highlighted by an orange arrow. The scanner interface and deposit status information are the same as in Figure 18.

Scanner Interface	Reset	Deposit Status
Service		Location
		Cedar Ridge
Scanner		Control
		9 / \$7,718.96
Terminal Number		Scanned
		42 / \$6,369.92

FIGURE 19 - DEPOSIT STATUS SECTION, WITH COMPLETE DEPOSIT OPTION

Near the top of the page, select the **Data Entry View** option to enter additional information about a customer and/or the transaction.

Transactions / Remote Deposit Complete / Deposit View

« < 1 2 3 > » 10 Per Page ▼ Displaying Page 2 of 5, Records 11 to 20 of 42 All Items ▼ Refresh Data Entry View




Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
11		⑆111016064⑆0001124835⑆1013			\$85.24
12		⑆111016064⑆000295282⑆	[96ae9487-d389-4e...	Joe Smith	\$85.24
13		⑆111016064⑆000295282⑆	[96ae9487-d389-4e...	Joe Smith	\$281.04
14		⑆111016064⑆0001101335⑆1016	[f281c61d-b507-496...	Jlm Smith	\$45.91

FIGURE 20 - DATA ENTRY VIEW TAB

The Data Entry View Page

Select the *Data Entry View* page once checks have been scanned, to enter more information about them. When a check is scanned, the following fields will be automatically populated: **MICR**, **Payment Origin**, and **Amount**.


Transactions / Remote Deposit Complete / Data Entry View

Deposit View

« < > » Check 12 of 42

MICR ⑆111016064⑆000295282⑆	Payment Origin Back Office	Amount \$85.24
Name On Account Joe Smith	Transaction ID00 * 111	
Trans Data 2 *	Trans Data 1 * 	
	Trans Data 3 * 	

Front of Check Back of Check



Customer

Customer Number
[96ae9487-d389-4e30-8eb9-2f0d4ca459fb]

Customer Data 1
Customer Data 2
Customer Data 3

Customer Type
Individual

First Name
Joe

Last Name
Smith

Address
Suite/APT#

Scanner Interface

Service
Reporting/Remote/11/Remote

Scanner
MicroDeposit / Real-time Deposit

Terminal Number

Deposit Status

Location
Cedar Ridge

Control
9 / \$7,718.96

Scanned
42 / \$6,369.92

Complete Deposit

FIGURE 21 - DATA ENTRY VIEW TAB, INITIAL VIEW

The following fields, listed in alphabetical order, may be available on the *Data Entry View* page. Certain fields will appear in accordance with your Remote Deposit Complete settings.

NOTE: You may request up to three additional custom-labeled Transaction and/or Customer fields to be entered. These fields can be either optional or required. Request additional fields with an inquiry to your financial institution.

Status	Definition
Account Number	A required field that lists the account number to be debited.
Address	Contains the mailing address of the customer. This field will repopulate the next time a check from the same customer is scanned. This information is not available to appear on reports.
Amount	The dollar amount of the item as a two-decimal-place number. For example, XX.XX.
Check Number	The check serial number, viewed in the <i>Transaction Details</i> page and on the <i>Deposits Results</i> report. This is a required field.
City	Contains the city where the customer resides. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Company Name	This field replaces the Last Name field when the Customer Type field is set to Business . This field will repopulate the next time a check or credit card from the same customer is scanned, and users can search by this field. This field does not appear on reports.
Country	This field contains the country where the customer resides and will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Customer Number	This field must be unique for each customer. It will repopulate the next time a check or credit card from the same customer is scanned. This field is available to appear on reports, and users can search by this field to populate personal information when this customer makes a deposit in the future.
Customer Type	This is a required field that defaults to <i>Individual</i> . This field can be changed to Business depending on the type of customer.
Daytime Phone	This field contains the customer's daytime phone number. It will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Deposit Name	This field contains the time, unique deposit ID, and date for the deposit. This field can be changed by the user to contain a unique deposit name, if desired.
Description	This field is informational and does not appear on reports, but will appear on the <i>Transaction Details</i> page.
Driver's License	This field contains the driver's license number of the customer. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Email Address	This field contains the email address of the customer. It will repopulate the next time a check or credit card from the same customer is scanned. This field will not appear on reports.

Status	Definition
Evening Phone	This field contains the customer's evening phone number. It will repopulate the next time a check or credit card from the same customer is scanned. This field does not print on reports.
Fax Number	This field contains the customer's fax number. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Federal Tax ID No.	This field replaces the Social Security No. field when the Customer Type field is set to Business . It will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
First Name	This field contains the customer's first name and will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Last Name	This field contains the customer's last name and will repopulate the next time a check or credit card from the same customer is scanned. Users can search by this field. This field does not appear on reports.
Location	This field contains the account to be debited/credited with the payment. This is a required field.
Name on Account	This field contains the name of the person from whom the item was received or the actual name used on the credit card or bank account. This field will repopulate the next time a check or credit card with the same account information is scanned and will appear on reports.
Number of Checks	This field contains the number of checks in the deposit to be scanned.
Payment Origin	<p>This field is required if displayed and shows a value based on input from the Payment Type field from the <i>New Deposit</i> page. It will contain one of the following:</p> <ul style="list-style-type: none"> • Mailed-In • Drop Box • Retail/Point of Purchase Sale • Back office
Routing Number	This field contains the ABA (American Bankers Association) number of the bank where the account is located. This is a required field and is validated.
Social Security No.	This field contains the Social Security Number of the customer. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
State	This field contains the state from which the customer's driver's license was issued. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.

Status	Definition
Suite/Apt. #	This field contains the suite or apartment number of the customer. This field will repopulate the next time a check or credit card from the same customer is scanned. This field does not appear on reports.
Total Amount	This field displays the total dollar amount of the deposit being scanned.
Transaction ID	This field must be unique for each transaction processed. It will be automatically populated if left blank and will appear on reports.
Zip/Postal	This optional key entry field contains the zip code or postal code of your customer and will repopulate the next time a check from the same customer is scanned. This field is not available to appear on reports.

Fill in the informational fields, as needed. If you need to **Edit** a customer's information, **Add** information to create a new customer, or to **Search** for a different customer to associate with the deposit item, select the appropriate option under the *Customer* panel. Please note that data validation on phone numbers is available when entering information.

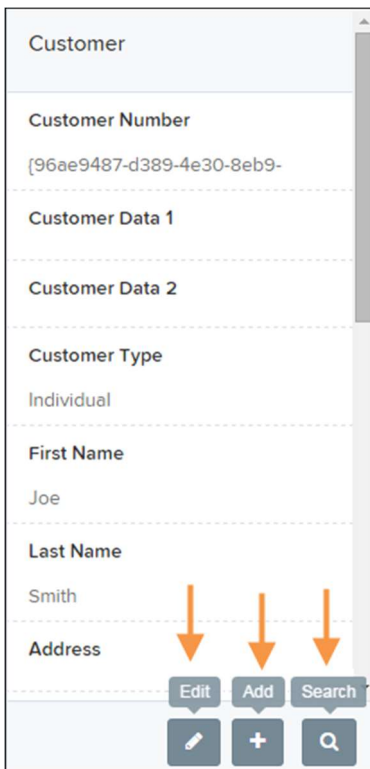


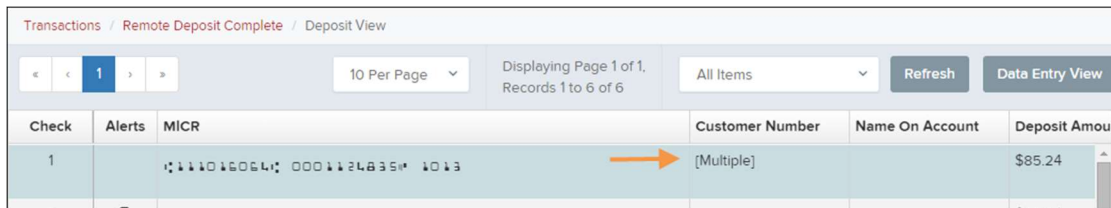
FIGURE 22 - CUSTOMER EDIT, ADD, AND SEARCH OPTIONS

NOTE: Information entered on either the *Data Entry View* tab or *Deposit View* tab will save automatically when navigating to the other tab. If you will be processing check items from recurring customers, you will be able to populate existing customer data.

The following fields can be used to generate a customer record when entering data.

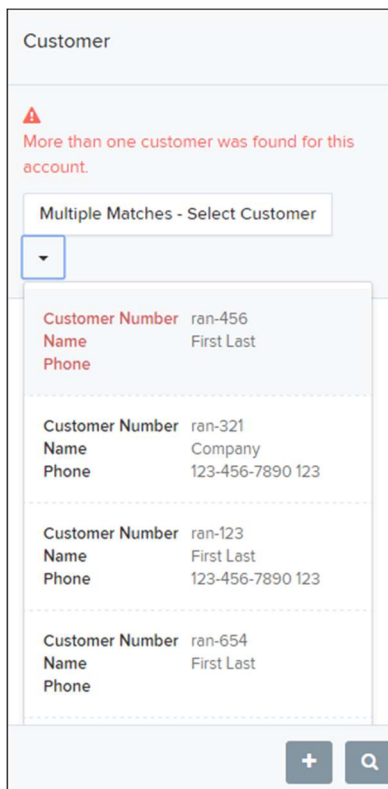
Name on Account
 Customer Number
 First Name
 Last Name
 Address
 Daytime Phone
 Evening Phone

If there is more than one customer record available based on the check's information the indicator *Multiple* will appear under the *Customer Number* column, as shown below. Double-click the **Multiple** indicator to navigate to *Data Entry View* page and specify a customer in the *Customer* column.



Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑈111016064⑈ 0001124835⑈ ⑈1013	[Multiple]		\$85.24

FIGURE 23 - SELECTING A CUSTOMER



Customer

⚠
More than one customer was found for this account.

Multiple Matches - Select Customer

▼

Customer Number ran-456
Name First Last
Phone

Customer Number ran-321
Name Company
Phone 123-456-7890 123

Customer Number ran-123
Name First Last
Phone 123-456-7890 123

Customer Number ran-654
Name First Last
Phone

+

Q

FIGURE 24 - SELECTING A CUSTOMER

When you are ready to submit the deposit, from either the *View Deposit* tab or the *Data Entry View* tab, select **Complete Deposit**. The system will return to the *Open Deposits* page.



Front of Check		Back of Check	Scanner Interface	Deposit Status
			Reset Service Scanner Terminal Number	Location Cedar Ridge Control 9 / \$7,718.96 Scanned 42 / \$6,369.92
 Complete Deposit				

FIGURE 25 - COMPLETE DEPOSIT OPTION

Adding to a Deposit

1. Log in to the system, and select **Transactions** from the left main menu.
2. Under *Check Processing*, select **Remote Deposit Complete**.





The *Open Deposits* page will appear. Under the *Open* column, select an open icon to open a deposit.

Transactions / Remote Deposit Complete

Open Deposits

10 Per Page

Displaying Page 1 of 1, Records 1 to 4 of 4

	Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	Deposit Amount (S/C)
			10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	E Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96
			10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jjj	30 / 5	\$4,796.43 / \$5,500.00
			11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00

[Create New Deposit](#)
[Close Deposit\(s\)](#)
[Delete Deposit\(s\)](#)

FIGURE 26 - OPEN DEPOSIT ICON

The open deposit will appear. Place the additional check item(s) to be deposited in your scanner. The check(s) will scan and the added amount displayed.

NOTE: If the amount of the additional check(s) you scanned are not displayed automatically, select the **Refresh** option at the top of the page.

Closing Deposits for Processing

It is recommended that each deposit be closed as soon as a user has completed scanning and entering data. However, a deposit can be submitted for processing at a later time.





NOTE: An industry best practice includes merchants submitting their deposits at least one hour before their financial institution's cut-off time, in the event that a batch needs additional attention.

1. From the *Open Deposits* page, select the check box next to the *Open* column for each deposit you wish to close.

Transactions / Remote Deposit Complete

Open Deposits

10 Per Page Displaying Page 1 of 1, Records 1 to 4 of 4

Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	Deposit Amount (S/C)
<input checked="" type="checkbox"/>		10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96
<input checked="" type="checkbox"/>		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jjj	30 / 5	\$4,796.43 / \$5,500.00
<input checked="" type="checkbox"/>		11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00
<input checked="" type="checkbox"/>		12/1/2015 1:35:11 PM CT	AA CPP Location 1	Jennie's New Deposit	uiui	0 / 2	\$0.00 / \$100.55

Create New Deposit Close Deposit(s) Delete Deposit(s)





FIGURE 27 - SELECTING DEPOSITS

Select **Close Deposit(s)** from the bottom of the page.

Transactions / Remote Deposit Complete

Open Deposits

10 Per Page Displaying Page 1 of 1, Records 1 to 4 of 4

Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	Deposit Amount (S/C)
<input checked="" type="checkbox"/>		10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96
<input checked="" type="checkbox"/>		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jjj	30 / 5	\$4,796.43 / \$5,500.00
<input checked="" type="checkbox"/>		11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00
<input checked="" type="checkbox"/>		12/1/2015 1:35:11 PM CT	AA CPP Location 1	Jennie's New Deposit	uiui	0 / 2	\$0.00 / \$100.55

Create New Deposit Close Deposit(s) Delete Deposit(s)

FIGURE 28 - CLOSE DEPOSIT(S) OPTION

The system will ask you to confirm closing your selected deposit(s). Select **Close** to confirm closing the deposit(s).

Confirm Deposit(s) Close

Are you sure you want to close the selected 2 deposit(s)?

Cancel
Close

FIGURE 29 - CONFIRMATION TO CLOSE DEPOSIT(S)

The results of the deposit display. Choose **OK** to dismiss the message.

NOTE: If you attempt to close a deposit with items that need rescanning, specifically if the MICR of an item was not read correctly, the system will not deposit that item.

Close Deposit(s) Results

Close Deposit(s) Summary
⚠ 1 empty deposit(s) skipped

Ok

FIGURE 30 - DEPOSIT ERROR MESSAGE

Deleting a Deposit

A deposit can be deleted as soon as it has completed scanning, or at a later time.

- From the *Open Deposits* page, select the check box(es) next to the deposit(s) you wish to delete.

Transactions / Remote Deposit Complete

Open Deposits
10 Per Page
Displaying Page 1 of 1, Records 1 to 4 of 4

	Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	Deposit Amount (S/C)	
<input type="checkbox"/>			10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96	
<input checked="" type="checkbox"/>			10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jjj	30 / 5	\$4,796.43 / \$5,500.00	
<input type="checkbox"/>			11/25/2015 8:06:18 AM CT	AA CPP Locatio...	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00	
<input checked="" type="checkbox"/>			12/1/2015 1:35:11 PM CT	AA CPP Locatio...	Jennie's New Deposit	uiui	0 / 2	\$0.00 / \$100.55	

Create New Deposit
Close Deposit(s)
Delete Deposit(s)

FIGURE 31 - SELECTING DEPOSITS TO DELETE IN THE APPLICATION

2. Select **Delete Deposit(s)**, as shown above. The system will ask you to confirm deleting a deposit. Select **Delete**.



FIGURE 32 - DELETE DEPOSIT(S) OPTION

A confirmation of the deletion will display. Click **OK** to continue to the *Open Deposits* page.

Notifications

Notifications are used by the Remote Deposit Complete application to let users know when a deposit's MICR repair, CAR/LAR, keying, and/or balancing steps have been completed, as well as the status of the deposit. The *Deposit Results* report assists with determining item(s) that need further attention.

If notifications are enabled and an email address is set, an email is sent to the user who created the deposit along with any other designated interested parties. A notification will inform the user of the following situations.

The deposit was approved without any errors.

The deposit was approved with adjustments.

The deposit was rejected.

An item needs rescanning.

There are duplicate items in the deposit.

There are rejected items in the deposit.



FIGURE 33 - SAMPLE REMOTE DEPOSIT COMPLETE NOTIFICATION

A deposit will be reopened if there are items that need to be rescanned. When this occurs, the user will need to correct the deposit and resubmit it for processing.

The following table describes the status of any one deposit in the system.

Status	Definition
Deleted	The entire deposit has been deleted by someone in your organization prior to closing it. The deposit may not be deleted once it has been closed. None of the items will be sent to transaction processing.
Deposited	All items have been processed successfully, and the deposit is in balance with no discrepancies or errors. These items are now in the <i>Approved</i> status, and an email notification has been sent.
Deposited with Adjustment	One or more of the items within this deposit caused an adjustment to the total deposit amount. The transactions have been sent to transaction processing with the adjusted deposit amount. An email notification has been sent.
Open for Scanning	A deposit has been created and is open to scan. Items can be scanned into this deposit until it is closed.
Partial Deposit	One or more of the items was removed from the deposit due to a duplicate or rejected item. The deposit has been sent to transaction processing with the deposit total minus the items that will not be processed. An email notification has been sent.
Rejected	This deposit status indicates the entire deposit has been rejected. A deposit is rejected when the adjustment amount exceeds the adjustment limit assigned by the bank or when all items within the deposit are rejected possibly due to all being duplicates.
Submitted	This deposit status indicates the deposit has been closed and the items are being reviewed for accuracy and errors. Once finished, the status of the items will change to one of the statuses defined previously.