

Remote Deposit Capture : Deposit Status Query Screen

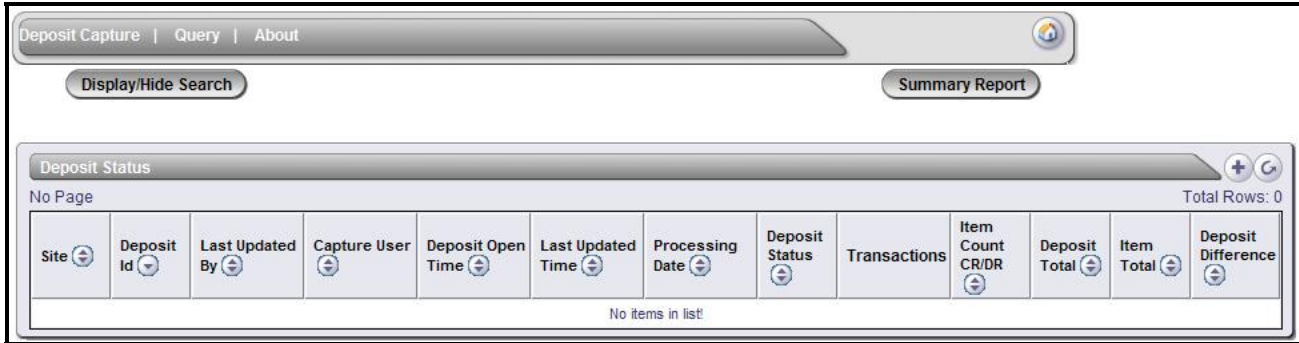
Customers only receive their money if they SUBMIT their deposits.

After signing into Remote Deposit Capture, deposits are created by clicking the [Scan Deposit](#) link.

[Home](#) [Reports](#) [Scan Deposit](#) [Search](#) [Upgrade](#) [Add User](#) [Edit User](#) [Change Password](#) [Logout](#)

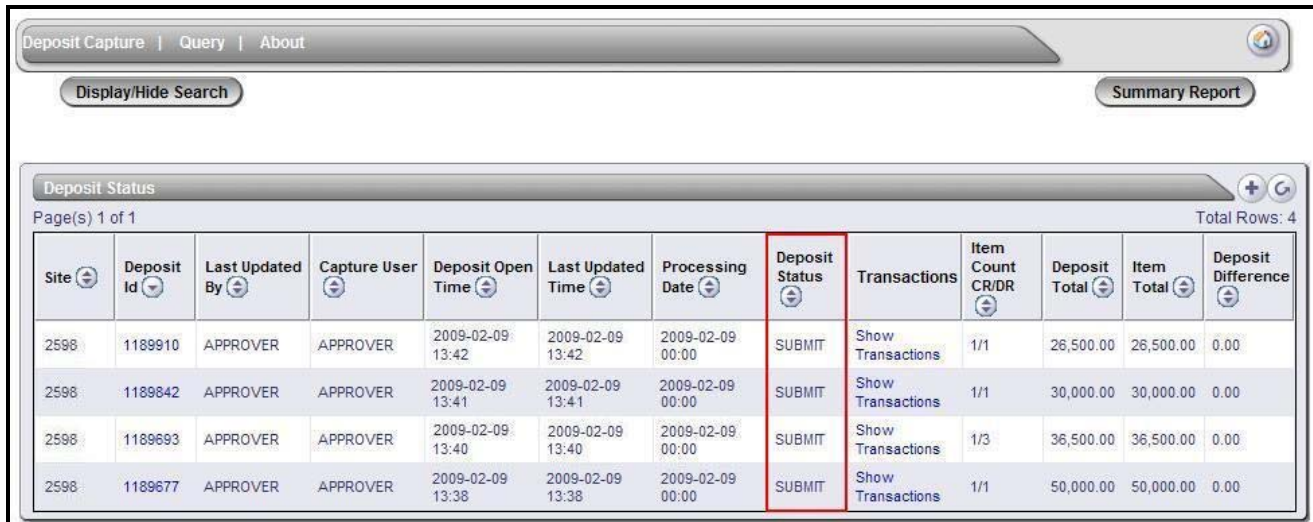
The subsequent screen is called the Deposit Status Query screen.

At the beginning of each calendar day, the Deposit Status Query screen has no items (deposits) to display.



The screenshot shows the 'Deposit Status' query screen. At the top, there are navigation links: 'Deposit Capture | Query | About'. Below this are two buttons: 'Display/Hide Search' and 'Summary Report'. The main content area is titled 'Deposit Status' and shows 'No Page' and 'Total Rows: 0'. A table with 13 columns is displayed, but it is empty. The columns are: Site, Deposit Id, Last Updated By, Capture User, Deposit Open Time, Last Updated Time, Processing Date, Deposit Status, Transactions, Item Count CR/DR, Deposit Total, Item Total, and Deposit Difference. Below the table, it says 'No items in list!'.

As deposits are created, they will display on the screen with the most recent deposit at the top of the list.



The screenshot shows the 'Deposit Status' query screen with a list of four deposits. The table has 13 columns: Site, Deposit Id, Last Updated By, Capture User, Deposit Open Time, Last Updated Time, Processing Date, Deposit Status, Transactions, Item Count CR/DR, Deposit Total, Item Total, and Deposit Difference. The 'Deposit Status' column is highlighted in red. The data rows are as follows:

Site	Deposit Id	Last Updated By	Capture User	Deposit Open Time	Last Updated Time	Processing Date	Deposit Status	Transactions	Item Count CR/DR	Deposit Total	Item Total	Deposit Difference
2598	1189910	APPROVER	APPROVER	2009-02-09 13:42	2009-02-09 13:42	2009-02-09 00:00	SUBMIT	Show Transactions	1/1	26,500.00	26,500.00	0.00
2598	1189842	APPROVER	APPROVER	2009-02-09 13:41	2009-02-09 13:41	2009-02-09 00:00	SUBMIT	Show Transactions	1/1	30,000.00	30,000.00	0.00
2598	1189693	APPROVER	APPROVER	2009-02-09 13:40	2009-02-09 13:40	2009-02-09 00:00	SUBMIT	Show Transactions	1/3	36,500.00	36,500.00	0.00
2598	1189677	APPROVER	APPROVER	2009-02-09 13:38	2009-02-09 13:38	2009-02-09 00:00	SUBMIT	Show Transactions	1/1	50,000.00	50,000.00	0.00

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Check images associated with deposits listed on the Deposit Status Query screen are maintained for 30 days.

Do not destroy or frank the original checks until the deposit has been submitted and reconciled.

Screen Navigation Note



Clicking on the House icon (top/right) on any screen will navigate to the Deposit Status Query screen.

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A best practice is to consistently review the 30-day history on the Deposit Status Query screen. To do so, click on the Display/Hide Search button. This will expand the screen to include Search Options.

Deposit Capture | Query | About

Display/Hide Search **Click on Display/Hide Search button to access Search Options** Summary Report

Search Options

From Date: 2009-02-08 To Date: 2009-02-09 From Amount: To Amount:

Deposit Status: Site: Capture User: Search Clear

Deposit Status

No Page Total Rows: 0

Site	Deposit Id	Last Updated By	Capture User	Deposit Open Time	Last Updated Time	Processing Date	Deposit Status	Transactions	Item Count CR/DR	Deposit Total	Item Total	Deposit Difference
No items in list!												

Next, use the calendar icon to change the From Date to a date in the past 30 days. Click the Search button to create a list of deposits in the From/To Date range entered.

Deposit Capture | Query | About

Display/Hide Search **Use calendar icon to change From Date up to 30 days before current calendar date.** Summary Report

Search Options

From Date: 2009-02-02 To Date: 2009-02-09 From Amount: To Amount:

Deposit Status: Site: Capture User: Search Clear

Deposit Status

Page(s) 1 of 5 Total Rows: 41

Site	Deposit Id	Last Updated By	Capture User	Deposit Open Time	Last Updated Time	Processing Date	Deposit Status	Transactions	Item Count CR/DR	Deposit Total	Item Total	Deposit Difference
2598	1193175	APPROVER	APPROVER	2009-02-07 11:30	2009-02-07 11:44	2009-02-09 00:00	READY FOR APPROVAL	Show Transactions	0/50	16,694.87	16,694.87	0.00
2598	1190554	APPROVER	APPROVER	2009-02-06 14:43	2009-02-06 16:04	2009-02-06 00:00	SUBMIT	Show Transactions	1/8	10,797.56	10,797.56	0.00
2598	1190427	APPROVER	APPROVER	2009-02-06 14:32	2009-02-06 16:01	2009-02-06 00:00	SUBMIT	Show Transactions	1/97	17,340.77	17,340.77	0.00
2598	1190401	APPROVER	APPROVER	2009-02-06 14:30	2009-02-06 15:00	2009-02-06 00:00	SUBMIT	Show Transactions	1/3	21,816.96	21,816.96	0.00
2598	1190395	APPROVER	APPROVER	2009-02-06 14:29	2009-02-06 16:02	2009-02-06 00:00	SUBMIT	Show Transactions	1/3	2,960.10	2,960.10	0.00
2598	1189916	APPROVER	APPROVER	2009-02-06 13:43	2009-02-06 14:18	2009-02-06 00:00	SUBMIT	Show Transactions	1/1	57.00	57.00	0.00
2598	1189804	APPROVER	APPROVER	2009-02-06 13:27	2009-02-06 14:17	2009-02-06 00:00	SUBMIT	Show Transactions	1/1	22,492.79	22,492.79	0.00
2598	1189763	APPROVER	APPROVER	2009-02-06 13:22	2009-02-06 14:07	2009-02-06 00:00	SUBMIT	Show Transactions	1/1	264,329.99	264,329.99	0.00

Click on Deposit Id number to access Check Scan Screen for deposit.

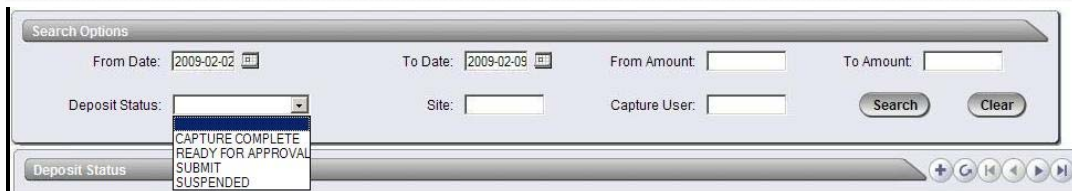
Deposits Should All Be "SUBMIT"

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Checks associated with a deposit that does not have a status of SUBMIT have not been processed and cleared. **Customers only receive their money if they SUBMIT their deposits.**

To quickly locate deposits that have not been submitted, select a Deposit Status drop-down choice prior to clicking on the Search button. Selecting the 'blank' choice in the drop-down will search all deposit status types. Search individually for Capture Complete, Ready For Approval, and Suspended to locate deposits that have not been submitted.

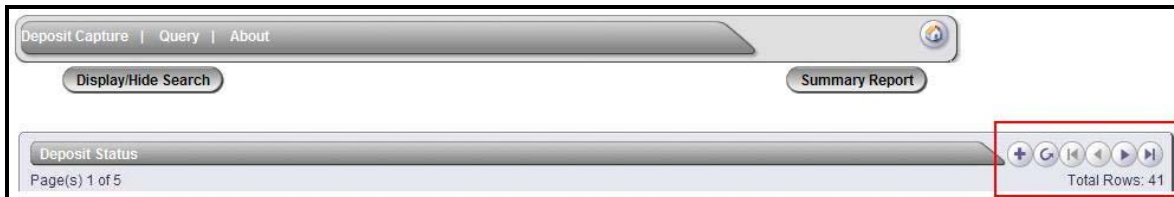


The screenshot shows the 'Search Options' section of the software. It includes fields for 'From Date' (2009-02-02), 'To Date' (2009-02-09), 'From Amount', and 'To Amount'. There is a 'Deposit Status' dropdown menu with a list of options: CAPTURE COMPLETE, READY FOR APPROVAL, SUBMIT, and SUSPENDED. Other fields include 'Site' and 'Capture User'. There are 'Search' and 'Clear' buttons.

To access a deposit, click on its Deposit Id number. In the example on the previous page, one deposit has a status of "Ready For Approval". By clicking on its Deposit Id, 1193175, the Check Scan screen will display. Additional checks may be scanned. However, at some point, the deposit must be Captured and Submitted.









Also, the Deposit Status Query screen can only display approximately ten deposits. When searching over a large date range, be sure to look at the Total Rows tally. The list of deposits may span several screens.

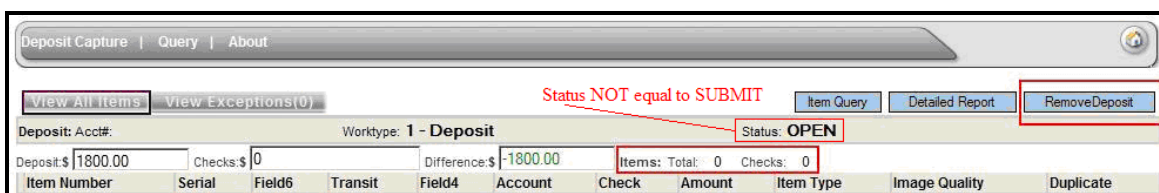


The screenshot shows the top navigation area with 'Deposit Capture | Query | About' and buttons for 'Display/Hide Search' and 'Summary Report'. Below this is a 'Deposit Status' dropdown and 'Page(s) 1 of 5'. A red box highlights a set of navigation buttons (Home, Refresh, Back, Forward, End) and the text 'Total Rows: 41'.

The buttons above the Total Rows tally perform the following:

-  Start a new deposit. Same as clicking on "Deposit Capture" in the top/left corner.
-  Refresh the Deposit Status Query screen.
-  Back up to the very beginning (newest) of the Deposit Status Query list of deposits.
-  Back up one screen in the list of Deposit Status Query deposits.
-  Go forward one screen in the list of Deposit Status Query deposits.
-  Go forward to the very end (oldest) of the Deposit Status Query list of deposits.

Lastly, empty or unnecessary deposits can be easily removed on the Check Scan screen by clicking on the Remove Deposit button at the top/right.



The screenshot shows the 'Check Scan' screen. At the top right, there is a 'RemoveDeposit' button. Below it, the 'Status' is shown as 'OPEN' with a red box around it and a red arrow pointing to it from the text 'Status NOT equal to SUBMIT'. The screen also displays 'Deposit: Acct#: Worktype: 1 - Deposit' and 'Deposit: \$1800.00 Checks: \$0 Difference: \$-1800.00 Items: Total: 0 Checks: 0'. A table with columns like 'Item Number', 'Serial', 'Field6', 'Transit', 'Field4', 'Account', 'Check', 'Amount', 'Item Type', 'Image Quality', and 'Duplicate' is visible at the bottom.