

Remote Deposit Capture Deposit Results Report

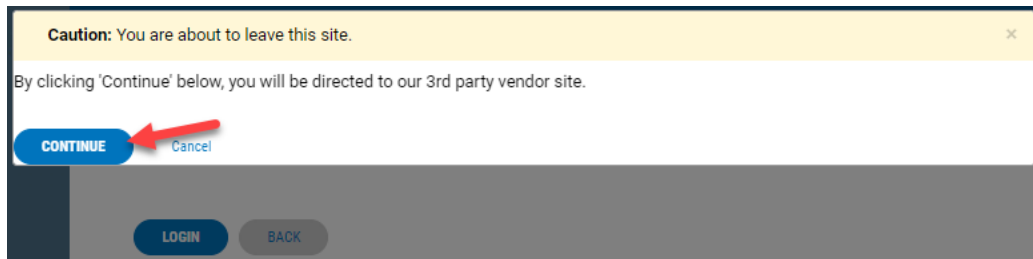
The *Deposit Results* report allows you to review a deposit status, event history, and images of all batches and items scanned via Remote Deposit Complete™ (RDC).

To generate the report:

Step 1: Login into Business Online Banking, select the 3-line icon on the upper left corner, just below the Cambridge Savings Bank logo to expand the side menu. From the side menu, select **Other Services** and then select **Remote Deposit**. On the **Remote Deposit** page, select the **Login** button.

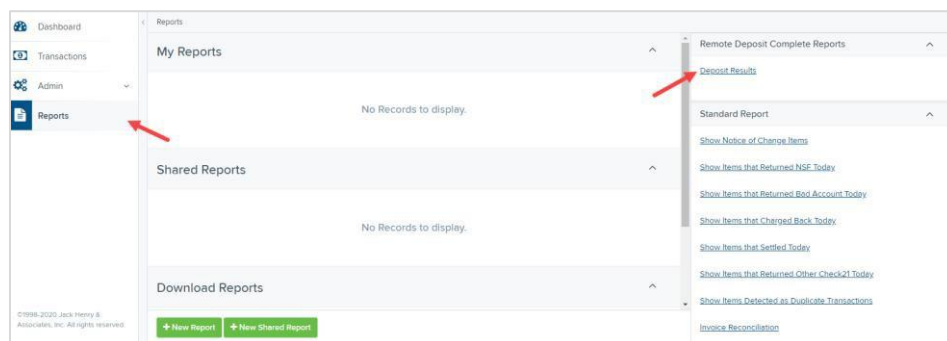
Important! After selecting the **Login** button, you will receive a pop-up message stating: “**Caution:** You are about to leave this site. By Clicking, ‘Continue’ below, you will be directed to our 3rd party vendor site.”

This is a valid message, and you are still in a secure session and accessing a secure site to access the services.



Step 2: From the **Remote Deposit Dashboard**, select “**Reports**” on the left side of the page.

Step 3: On the right side of the page under *Remote Deposit Complete Reports*, select “**Deposit Results**”



Step 4: Select the location for which the deposit was created, and then choose the date range. The start date should be the date the batch was created. Select “**Get Deposits**”

Deposit Results Search

This page displays a list of the deposits made via Remote Deposit.

Location
All Locations

Start Date
Aug 14, 2023

End Date
Aug 15, 2023

Quick Pick
Today











Start Time
12:00 AM

End Time
12:00 AM

Get Deposits



Step 5: The report will be delivered to review on screen. Select the **“picture”** icon under Item Details to view individual items in the deposit. Select the **“folder”** icon under Deposit Details to see the event history for the batch, including deposits rejected upfront.

Deposits matching your search criteria:

Item Details	Deposit Details	Create Date	Location	Batch Type	Description
		05/10/2022 04:49:44 PM CT	CSB Test Acco...	Mobile RDC	User's Name
		05/10/2022 04:49:11 PM CT	CSB Test Acco...	Mobile RDC	User's Name
		05/06/2022 04:48:40 PM CT	CSB Test Acco...	Remote Deposit	16:48:29.5394116 5/6/2022 Deposit
		05/06/2022 04:48:00 PM CT	CSB Test Acco...	Remote Deposit	16:47:48.4924644 5/6/2022 Depo...
		05/06/2022 04:47:03 PM CT	CSB Test Acco...	Remote Deposit	16:46:44.3517054 5/6/2022 Deposit

Deposit Results Report Field Descriptions

Below are descriptions of the fields on the *Deposit Results Report*

Field Name	Description
Item Details	Select  Picture icon under this column to see a list of items and their current status.
Deposit Details	Select  Folder icon to see the event history for the batch, including deposits rejected upfront.
Create Date	The date the batch was created.
Location	The account into which the deposit is being sent.
Batch Type	The function used to create the deposit. Remote Deposit will be appear if the check(s) were deposited using an Desktop Remote Deposit scanner. Mobile RDC will appear if the check was deposited using a mobile device via the CSB Business Mobile Banking app.
Description	For deposits completed using a Desktop Remote Deposit scanner a time and date stamp will appear. For deposit completed using a mobile device via the CSB Business Mobile Banking app, the name of the user that initiated the deposit will appear.
Deposit Account	The account number for the account into which the deposit is being sent. A deposit with multiple items that uses more than one deposit account will appear as <i>Multiple</i> .
Deposit Status	Current status of the batch

Your Count	Control count entered by the user when the batch was opened.
Received Count	Control amount entered by the user when the batch was opened.
Received Amount	Amount of deposit received by the system.

Field Name	Description
ACH Deposit Date	Not Applicable
ACH Deposit Count	Not Applicable
CS21 Deposit Date	Date Check 21 (C21) items will be deposited.
CS21 Deposit Count	The number of items that will deposit as Check 21 (C21)
CS21 Deposit Amount	The total amount of items that will deposit as Check 21 (C21).
Total Deposit Count	The total count of items that will be deposited for Check 21 (C21).
Total Deposit Amount	The total amount of Check 21 (C21) items that will be deposited.

Deposit Status Definitions

Knowing the status of a batch is important to the batch processing. A batch can be in any of the statuses listed below.

Deposit Status	Definition
Approved	The transaction has been verified and will be processed at the next cutoff time.
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.

Item Status Descriptions

Similar to the batch itself, the individual items within a batch will go through various statuses. An item can be in any of the statuses listed below.





Item Status	Definition
Deposited	The item has gone through the keying and balancing process and will be in approved status until the next scheduled cutoff time.

Error	The item encountered an error and will need to be rescanned in a new batch.
Duplicate	The item was sent to transaction processing and rejected as a duplicate. The item will not be processed with this batch/deposit.




Item Status	Definition
In Review	The item was flagged to ensure that the amount and MICR line are correct. The status will change once the corrections are made.
Needs Rescan	The item has a poor image quality or is a partial image. The batch/deposit will be re-opened so that you can rescan this item again in order for the batch/deposit to be processed.
Open	The item was scanned with no problems in an open deposit. Once the deposit status becomes <i>Deposited</i> , the item will be sent to transaction processing.
Rejected	The item has been rejected because it is a duplicate, has bad image quality, or cannot process through RDC (such as foreign checks.)

Viewing a List of Items in Your Deposit:



Step 1: To see the list of items in the batch, Select the “**picture icon**” under the *Item Details* column.

Item Details	Deposit Details	Create Date	Location
		06/05/2020 11:24:48 AM CT	Waltham De...
		06/05/2020 11:22:40 AM CT	Waltham De...

Step 2: A list of items will appear, as shown below. Under the *Deposit Item* column, Select the “**picture icon**” to see the event history of the item.

Items in Deposit 12:44:38.5135550 6/5/2020 Deposit Totaling \$3.00									
Page 1 of 1 Records 1 - 2 of 2									
25 Per Page									
Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount	Deposit As
		1	06/05/2020	Deposited			001248	\$1.00	Check 21
		2	06/05/2020	Deposited			001247	\$2.00	Check 21



Step 3: The details of the items will appear. Select “**Show Events**” to see the activity for individual items, as shown.

Reports / Deposit Results / Item Details / Batch Details	
Batch Item Details	
Sequence #: 1	Show Events  Hide Events
Routing / Account #:	
Check #: 001248	
Amount: \$1.00	

As displayed in the image below, the item's event history is shown.

Show Events			Hide Events		
Event Date	Event	Application	User ID	User Name	Description
06/05/2020 12:47:36 PM CT	SentToTransactionProcessing	Remote Batch Deposit	1		
06/05/2020 12:46:23 PM CT	CARReco	Orbograph	1		1.00
06/05/2020 12:45:50 PM CT	CheckDecisionPerformed	Remote Batch Deposit	1		
06/05/2020 12:45:50 PM CT	Created	Remote Batch Deposit	2636462		

Step 4: Select the link under *Check Image* to see an image of the item.

Item Details	Check Image	Sequence #	Item Date
		1	06/05/2020

Item Descriptions

Below are definitions of fields for individual items in the deposit.

Field Name	Definition
Sequence #	Sequence or order number of the item in the batch
Item Date	The date the item was scanned.
Item Status	Status of the item.
Customer Name	If a customer name was keyed during data entry that information will appear in this section.
Routing/Account #	Displays the routing number and account number of the items scanned
Check #	Displays the check number if it is encoded on the MICR line of the item.
Amount	The amount captured for the item. Depending on the status of the item and batch, this amount could change after going through Item Processing.
Deposit As	Displays the transaction type (Check 21) under which an item will be deposited.
Amount Source	Will be read or keyed and has no impact on the processing of the item.
Image Quality Pass	Items can pass or fail. If the items fails, it will need to be rescanned.
Scanned Count	The number of times an item was scanned.