

Remote Deposit Capture Reporting User Guide

The *Reporting User Guide* provides instructions on how to generate pre-defined reports and/or create custom reports on a daily, weekly, and monthly basis as well as within specific date ranges. The types of reports available can assist you with the following:





- Balancing batches and deposits
- Creating daily deposit receipts
- Looking at transaction detail information
- Determining the status of a batch, deposit, or transaction
- Researching previous batches, deposits, and transactions
- Retrieving images of scanned items
- Generating a list of payments received from your customer

Privileges and Roles

The RDC system administrator within your organization will need to assign the (full) *Accounting* role under the *Customer Services* privilege for any users that will be working with the reporting functionality.

Reports

Commonalities among Reports

- The Remote Deposit Capture system is defaulted to reflect Central Time (CT). All reports are generated in Central Time (CT)
-  **Print** is an option available for all reports.
- Exporting is available into a Microsoft® Office Excel® spreadsheet, a tab-delimited file (.tsv) or a comma delimited file (.csv).
- Select  **Full Screen** to view your report across your entire monitor screen.
- Select  **Filter** to view filters where you can search the report for alphanumeric entries. Deselecting will hide filter fields and strip the report of your alphanumeric search.
- Select  **Filter Columns** to bring a list of all the columns available in the report. You may configure the list to have certain columns appear in the order you choose, or to hide columns from the report listing.
 - Use the **View** option to determine whether an informational column appears.
 - User the **Prioritize** tools to change the order of a column in the report.
 - Use the **Freeze** tool to lock a column in place when viewing the report.

Filter Columns			
	View	Prioritize	Freeze
Create Date	<input checked="" type="checkbox"/>	<input type="button" value="v"/>	<input type="button" value="lock"/>
Location	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="button" value="lock"/>
Custom Batch Id	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	<input type="button" value="lock"/>
Batch Type	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Description	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Deposit Status	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Your Count	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Your Amount	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Received Count	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Received Amount	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
ACH Deposit Date	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
ACH Deposit Count	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
ACH Deposit Amount	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
C21 Deposit Date	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
C21 Deposit Count	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
C21 Deposit Amount	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Total Deposit Count	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Total Deposit Amount	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	
Deposit Slip ID#	<input checked="" type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="up"/> <input type="button" value="down"/>	

NOTE: Report filter settings can be saved into a template for later use. However, it is recommended that you save the reports themselves by exporting them to a file saved on your computer.

Current Transaction Summary

The *Current Transaction Summary* can be found on the *Dashboard* upon logging in.

Current Transaction Summary				
Below is a summary of the previous 60 days of transaction activity as of 4/27/2020, organized by status. Hover over the status to view its definition. Selecting a status link will navigate you to a report of all transactions of that type, where you may adjust the date as necessary, filter the data, save, export, and/or print the activity.				
Status	Debit Count	Debit Amount	Credit Count	Credit Amount
Approved				
Processed	15	\$71.50		
Collected				
Awaiting Capture				
Awaiting Approval				
Declined	2	\$7.00		
Voided	2	\$10.00		
Error				
In Collection				
Other ACH Returns				
Unauthorized				
Suspended	18	\$35.00		
Uncollected NSF				
Disputed				
Invalid / Closed Account				
Resolved	7	\$8.00		
Other Check21 Returns				

The Current Transaction Dashboard is a numerical display of the total number of items and dollar amounts of all Check 21 items for all locations being processed. It covers a rolling 60-day period and is broken down by a transaction's current status within the system.

Although there are many reports you can use to view transactions, the *Current Transaction Summary* allows you to quickly identify any unusual activity regarding your transactions with any of the following status types:

- Declined
- Error
- Voided
- Suspended (requires financial institution's action to approve or void)

The following table provides a list and definition of all the transaction statuses within the system, for reference.

Transaction Status	Definition
Approved	The transaction has been verified and will be processed at the designated cut-off time.
Processed	The transaction has been transmitted to the appropriate network (Check 21). Changes can no longer be made, and the transaction can no longer be voided.
Collected	Not Applicable
Awaiting Capture	Not Applicable
Awaiting Approval	The transaction has been verified, but the amount of the transaction exceeded the Dual Authorization limit of the user who created it. An authorized approver must review and then either approve or void the transaction.
Declined	The transaction has been declined by the system and will not be processed. The transaction exceeded either Dual Authorization limits or Velocity limits.
Voided	The transaction has been voided and will not be processed. A transaction may not be voided once the item is in the <i>Processed</i> status.
Error	An internal error has occurred within the system. Contact the Treasury Client Service team at 617-441-7051 for assistance.
In Collection	Not Applicable
Other ACH Returns	Not Applicable
Unauthorized	Not Applicable
Uncollected NSF	Not Applicable
Suspended	The transaction has been verified, but it has exceeded Velocity limits.
Disputed	Not Applicable
Invalid/Closed Account	Not Applicable
Resolved	The transaction has been moved into a <i>Resolved</i> status by a user to indicate that no further action related to the transaction is required. Transactions can be moved into a <i>Resolved</i> status from a status of <i>Declined</i> , <i>Voided</i> , or <i>Error</i> .
Other Check21 Returns	The Check21 transaction has been returned by the Federal Reserve. The transaction will be charged back.












Transaction Status Report

The *Transaction Status* report is a pre-defined report listing all transactions in a specific status. It is automatically generated when you select a status link from the *Current Transaction Summary Dashboard*. The list will contain items that have been processed within the last 60 days (except the *Approved* status, which shows up to the last 24 hours) and give you access to individual transaction information and images of the scanned items as well. Follow the steps below to generate a *Transaction Status* report.

Step 1: Select a status that appears as a link and contains values in the *Current Transaction Summary* (for example, “**Processed**” in the graphic below).

Current Transaction Summary				
Below is a summary of the previous 60 days of transaction activity as of 4/27/2020, organized by status. Hover over the status to view its definition. Selecting a status link will navigate you to a report of all transactions of that type, where you may adjust the date as necessary, filter the data, save, export, and/or print the activity.				
Status	Debit Count	Debit Amount	Credit Count	Credit Amount
Approved				
Processed	15	\$71.50		
Collected				
Awaiting Capture				
Awaiting Approval				
Declined	2	\$7.00		
Voided	2	\$10.00		
Error				
In Collection				
Other ACH Returns				
Unauthorized				
Suspended	18	\$35.00		
Uncollected NSF				
Disputed				
Invalid / Closed Account				
Resolved	7	\$8.00		
Other Check21 Returns				

Step 2: A list of the first 25 transactions (default value) is displayed. Select the “**Picture icon**” link in the far-left column to view details about that transaction.

Transactions matching your query:						
Transaction Processed						
View...	Transaction Date	Status	Response	Payment Type	Operation	Name On Account
	04/30/2020 12:05:40 PM CT	Processed	Success	Checking	Sale	
	05/15/2020 03:36:45 PM CT	Processed	Success	Checking	Sale	
	05/18/2020 03:49:11 PM CT	Processed	Success	Checking	Sale	
	05/18/2020 04:15:46 PM CT	Processed	Velocity Amount	Checking	Sale	
	05/21/2020 08:05:42 PM CT	Processed	Velocity Amount	Checking	Sale	
	05/21/2020 08:15:21 PM CT	Processed	Success	Checking	Sale	
	05/21/2020 08:22:42 PM CT	Processed	Success	Checking	Sale	
	05/21/2020 08:27:41 PM CT	Processed	Success	Checking	Sale	
	06/03/2020 04:29:09 PM CT	Processed	Velocity Count	Checking	Sale	
	06/19/2020 12:03:48 PM CT	Processed	Success	Checking	Sale	
	06/22/2020 10:39:10 AM CT	Processed	Success	Checking	Sale	
Total Debit Count		Total Credit Count				
Total Debit Amount		\$46.50		Total Credit Amount		
				\$0.00		

Step 3: The *Transaction Details* page appears for that status. Select “**Show Events**” and/or “**Show Audit History**” to view more details about the transaction.

Reports / Results / Transaction Information				
Transaction Details		Show Events		Hide Events
Customer (ID):		Event Date	Application	Event Description
Effective Date: Thursday, April 30, 2020		04/30/2020 06:00:00 PM CT	Check21 Processing	Settled
Sale: \$1.00		04/30/2020 06:00:00 PM CT	Check21 Processing	Originated
Payment Method: Image Replacement Document		04/30/2020 06:00:00 PM CT	Remote Batch Deposit	Processed
From Account Type: Checking		04/30/2020 12:06:03 PM CT	Remote Batch Deposit	Approved Success
Account Number:		Show Audit History		Hide Audit History
Check #: 001126		Date/Time	User	Reason Original Values
		04/30/2020 12:06:03 PM CT		Created

- **Show Events:** The automated steps/processes a transaction has gone through. The most recent steps are displayed first and include the date/time the events took place in Central Time.
- **Show Audit History:** Manual interaction with the transaction. Details are displayed with the latest steps first and includes the date/time processes took place in Central Time.

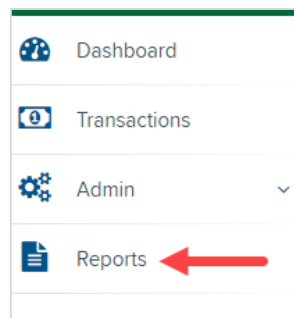
Customized Reporting - Using the Report Builder Utility

The report builder utility can be used to create one-time queries and custom recurring daily, weekly, and monthly reports for bookkeeping, historical research, and problem solving.

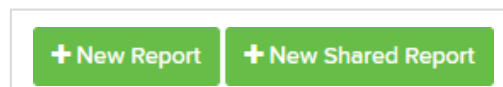
There are two options when creating a customized report:

- **New Report** – the report is only available to you.
- **New Shared Report** - the shared report is available to other users who have access to the system. Other users will be able to pull the shared report and use it to generate information. Only the user who created the shared report can delete it.

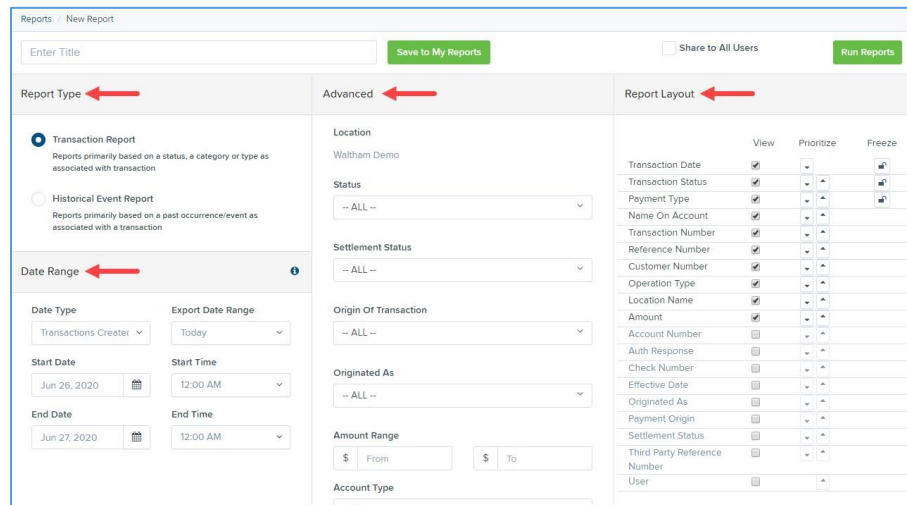
Step 1: Select “**Reports**” from the left main menu.



Step 2: Select “**New Report**” or “**New Shared Report**”, if it will be available to others.



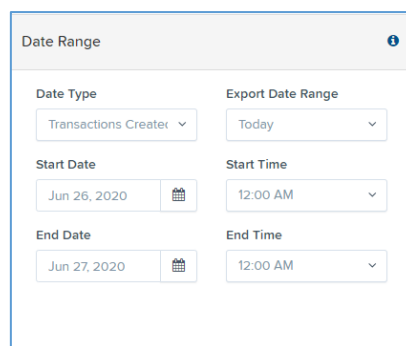
Step 3: The *Reports* page appears. In the top bar, enter a **Title** for the report. Fill in the report criteria in each of the four sections: “**Report Type**”, “**Date Range**”, “**Advanced**”, and “**Report Layout**” headers.



The screenshot shows the 'New Report' form with the following sections:

- Report Type:** Includes radio buttons for 'Transaction Report' (selected) and 'Historical Event Report'.
- Date Range:** Includes 'Date Type' (Transactions Created), 'Export Date Range' (Today), 'Start Date' (Jun 26, 2020), 'Start Time' (12:00 AM), 'End Date' (Jun 27, 2020), and 'End Time' (12:00 AM).
- Advanced:** Includes dropdowns for 'Location' (Waltham Demo), 'Status' (ALL), 'Settlement Status' (ALL), 'Origin Of Transaction' (ALL), 'Originated As' (ALL), 'Amount Range' (From \$ To \$), and 'Account Type'.
- Report Layout:** Includes a table with columns 'View', 'Prioritize', and 'Freeze' for various transaction fields.

- **Report Type:**
 - *Transaction Report* – is based upon the current status of a transaction
 - *Historical Event Report* – is based upon past events a transaction has been through in the system
- **Date Range**
 - **Date Type** - select either **Transactions Created** or **Effective Dates** for the report, which will determine if the report displays transactions based upon the date they were created versus the date they took effect.
 - Select a pre-specified date range using the **Export Date Range** option (ideal for recurring reports)
 - Or specify your own date range with the **Start Date** and **Start Time** and the **End Date** and **End Time** fields. **NOTE:** *If you are creating a Historical Event Report, a custom date range will be unavailable.*



The close-up shows the 'Date Range' section with the following fields:

- Date Type:** Transactions Created
- Export Date Range:** Today
- Start Date:** Jun 26, 2020
- Start Time:** 12:00 AM
- End Date:** Jun 27, 2020
- End Time:** 12:00 AM

- **Advanced Filters** section – Specify the **Location** and **Status** of the transaction you wish to have in your report.

Field Name	Description
Settlement Status	Whether a transaction has been deposited. Designate a single status or multiple statuses by selecting the appropriate check box (es).
Origin of Transaction	Determines how the transaction was received and will be coded. You may designate a single origin for the report or multiple origins by selecting the check box next to each option.
Originated As	Specifies how the transaction will be processed. You may designate a single type or multiple types.
Account Type	Determines the type of transaction the report will display. You can select a specific account type or select ALL .
Operation	This option specifies what process a transaction has been through. You may designate one process or select ALL .
Authority Response Code	This option represents the types of return responses that can be received for a transaction. Select a specific response code or select ALL .
Amount Range	The From and To options allow you to look for transactions with a specific amount or between amount values in decimal format (XX.XX).

- **Report Layout** – This section allows you to organize how the report displays.
 - Select the **View** check box next to any fields to have them show on the report.
 - Under **Prioritize**, use the arrows to change the order in which information appears. For example, select the upward arrow to have a field listed before others, or select the downward arrow to have other fields listed before it.
 - Use **Freeze** to lock fields when viewing a report. This will hold certain fields in view while you explore the rest of the report information.

Report Layout			
	View	Prioritize	Freeze
Transaction Date	<input checked="" type="checkbox"/>	<div>▼</div>	<input checked="" type="checkbox"/>
Transaction Status	<input checked="" type="checkbox"/>	<div>▼</div>	<input checked="" type="checkbox"/>
Payment Type	<input checked="" type="checkbox"/>	<div>▼</div>	<input checked="" type="checkbox"/>
Name On Account	<input checked="" type="checkbox"/>	<div>▼</div>	
Transaction Number	<input checked="" type="checkbox"/>	<div>▼</div>	
Reference Number	<input checked="" type="checkbox"/>	<div>▼</div>	
Customer Number	<input checked="" type="checkbox"/>	<div>▼</div>	
Operation Type	<input checked="" type="checkbox"/>	<div>▼</div>	
Location Name	<input checked="" type="checkbox"/>	<div>▼</div>	
Amount	<input checked="" type="checkbox"/>	<div>▼</div>	
Account Number	<input type="checkbox"/>	<div>▼</div>	
Auth Response	<input type="checkbox"/>	<div>▼</div>	
Check Number	<input type="checkbox"/>	<div>▼</div>	
Effective Date	<input type="checkbox"/>	<div>▼</div>	
Originated As	<input type="checkbox"/>	<div>▼</div>	
Payment Origin	<input type="checkbox"/>	<div>▼</div>	
Settlement Status	<input type="checkbox"/>	<div>▼</div>	
Third Party Reference Number	<input type="checkbox"/>	<div>▼</div>	
User	<input type="checkbox"/>	<div>▼</div>	

Step 4: At this time, you may choose to select the **“Share to All Users”** check box (as shown below) if you want to have this report available for other users to view. If you selected **New Shared Report** previously, this box will already be selected.

Alternatively, you may wish to save the report for your own use at a later time by selecting **Save to My Reports**. This option will both save the report and generate a report to view.

Select **“Run Reports”**.

Reports / New Report

Enter Title

Save to My Reports

☐ Share to All Users

Run Reports

Step 5: The report is presented on the screen.

Reports / Results

Report Type

Transaction Report
Reports primarily based on a status, a category or type as associated with transaction

Historical Event Report
Reports primarily based on a past occurrence/event as associated with a transaction

Date Range

Date Type: Transactions Ctr: Custom

Start Date: Apr 14, 2020 Start Time: 12:00 AM

End Date: Jun 29, 2020 End Time: 12:00 AM

Advanced

Location: Waltham Demo

Status: -- ALL --

Run Reports

Transactions matching your query:





Enter Title






Share to All Users

Save to My Reports

Page 1 of 2
Records 1 - 25 of 41
25 Per Page

View...	Transaction Date	Status	Payment Type	Name On Account	Transaction Number	Ref. Number
	04/29/2020 12:53:42 PM CT	Processed	Checking		ITX2858654234	T:BV4OCWDLF2
	04/29/2020 01:10:04 PM CT	Processed	Checking		ITX2858693058	T:GASCDLWS2
	04/30/2020 12:05:40 PM CT	Processed	Checking		ITX2868530586	T:P7ZDWDLWS1
	05/15/2020 03:36:45 PM CT	Processed	Checking		ITX2889767738	T:4RDPWDLWS2
	05/18/2020 03:49:11 PM CT	Processed	Checking		ITX2892452338	T:QV8XJLHLS2
	05/18/2020 04:15:46 PM CT	Processed	Checking		ITX2892543702	T:CYH4YLHLS1
	05/21/2020 08:05:42 PM CT	Processed	Checking		ITX2896947074	T:7Q2GYLHLS1
	05/21/2020 08:15:21 PM CT	Processed	Checking		ITX2896950782	T:W7PWJLHLS1
	05/21/2020 08:22:42 PM CT	Processed	Checking		ITX2896954406	T:MQ8XJLHLS2
	05/21/2020 08:27:41 PM CT	Processed	Checking		ITX2896957014	T:GC7WJLHLS1
	05/21/2020 08:56:36 PM CT	Declined	Checking		ITX2896967334	T:N38WJLHLS1
	05/21/2020 09:06:45 PM CT	Declined	Checking		ITX2896970362	T:SR9XJLHLS2
Total Debit Count				41	Total Credit Count	0
Total Debit Amount				\$109.50	Total Credit Amount	\$0.00

- Use the filters to change the report and then select **Run Reports** again.
- Select  **Filter** to display searchable fields that will filter report information based on the criteria entered.
- Use  **View mode** to expand the reporting results to a full page. Use the same button to revert to the normal view.
- Use  **Print** to produce paper copies of reports. Printing in landscape mode allows you to print more data columns per page than portrait mode.
- The  **Export** menu has options for exporting report results in several formats.

CSV (Comma delimited) (*.csv)
 TSV (Tab delimited) (*.tsv)
 Microsoft Office Excel Workbook (*.xls)

- Column headers in the report are selectable by organization. Select a column header to organize the report based on that column's information, in either ascending order (designated by an upward arrow) or descending order (designated by a downward arrow).
- Select **View** to the left of an item to view more details about the transaction.
- To change the report template, adjust the report filters as desired, and then select **Save to My Reports**, which will save the filter options as a template for later use.

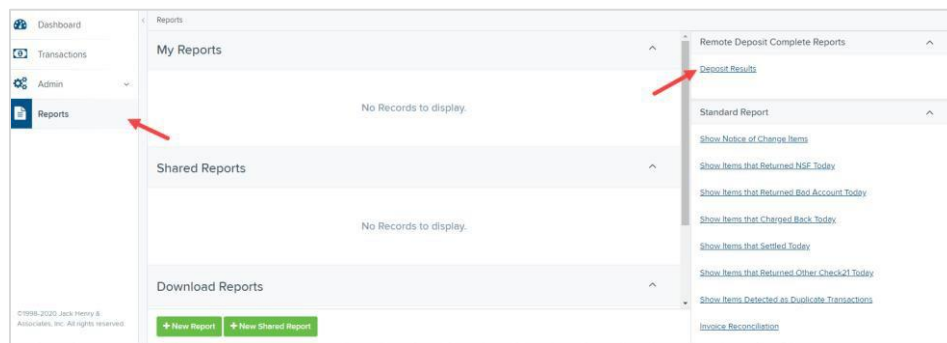
NOTE: Be sure to select the **Share to All Users** check box if you wish to save the report for others to use.

Deposit Results Report

The *Deposit Results* report allow you to review a deposit status, event history, and images of all batches and items scanned.

To generate the report:

Step 1: Select “**Reports**” on the left side of the page. On the right side of the page under *Remote Deposit Complete Reports*, select “**Deposit Results**”.



Step 2: 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

Quick Pick

Today

Start Date

Aug 14, 2023

Start Time

12:00 AM

End Date

Aug 15, 2023

End Time

12:00 AM

Get Deposits

Step 3: A list of the batches matching your criteria appears. You may need to scroll to the right to view all of the information for the report. Use the filters to change the report and then select **Get Deposits** again, or you can print/export the report, as needed.

Deposits matching your search criteria:						Page 1 of 1 Records 1 - 15 of 15	500 Per Page					
Item Details	Deposit Details	Create Date	Location	Batch Type	Description	Deposit Status	Your Count	Your Amount	Received Count	Received Amount		
		05/10/2022 04:49:44 PM CT	CSB Test Acco...	Mobile RDC	User's Name	Deposited	1	\$1.15	1	\$1.15		
		05/10/2022 04:49:11 PM CT	CSB Test Acco...	Mobile RDC	User's Name	Deposited	1	\$1.25	1	\$1.25		
		05/06/2022 04:48:40 PM CT	CSB Test Acco...	Remote Deposit	16:48:29.5394116 5/6/2022 Deposit	Deposited With Adj...	1	\$2.10	1	\$1.10		
		05/06/2022 04:48:00 PM CT	CSB Test Acco...	Remote Deposit	16:47:48.4924644 5/6/2022 Depo...	Rejected	1	\$1.35	1	\$1.35		
		05/06/2022 04:47:03 PM CT	CSB Test Acco...	Remote Deposit	16:46:44.3517054 5/6/2022 Deposit	Deposited	1	\$2.25	1	\$2.25		

Deposit Results Report Field Descriptions

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

Field Name	Description
Item Details	Select the Picture icon under item details to see a list of items and their current status.
Deposit Details	Select the 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.
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 as 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.

Step 4: Select the “Folder Icon” under **Deposit Details** to see the event history for the batch, including deposits rejected upfront. The details will display on the *Deposit Details* page. Navigate back to return to the report results.







Deposits matching your search criteria:



Item Details	Deposit Details	Create Date
		05/21/2020 10:00:08 PM CT
		05/21/2020 09:04:38 PM CT
		05/21/2020 08:54:41 PM CT

Deposit Details

Reports / Deposit Results / Deposit Details			
Events in Deposit 21:34:15.7929717 5/21/2020 Deposit Totalling \$8.00		Page 1 of 1 Records 1 - 6 of 6	25 Per Page
Event Occurred	Event	User Name	Description
05/22/2020 5:50 AM CT	Duplicate Items In Batch		3 duplicate items in the batch.
05/22/2020 5:50 AM CT	ReadyForProcessing	RDBU	
05/22/2020 5:50 AM CT	NeedsNoRescan	RD	
05/22/2020 5:50 AM CT	NeedsNoAttention	RD	
05/22/2020 5:50 AM CT	Closed		
05/21/2020 10:00 PM CT	Opened		

Step 5: From the *Deposit Results* page, select the “**picture icon**” under **Item Details** to view the individual transactions within the deposit. Results will appear on the Item Details page. Items that need to be rescanned or have been rejected will be in red.

Deposits matching your search criteria:		
Item Details	Deposit Details	Create Date
		05/21/2020 10:00:08 PM CT
		05/21/2020 09:04:38 PM CT
		05/21/2020 08:54:41 PM CT



Reports / Deposit Results / Item Details										
Items in Deposit 21:04:33.1133345 5/21/2020 Deposit Totalling \$0.00						Page 1 of 1 Records 1 - 1 of 1	500 Per Page			
Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount	Deposit As	An So
		1	05/21/2020	Rejected			001116	\$1.00	Check 21	

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.
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.)


Step 6: Select the **picture icon** under Item Details to view the Batch Item Details page, which has information about the item in relation to the batch.

Item Details	Check Image	Sequence #	Item Date	Status
		1	05/21/2020	Rejected

[Reports](#) / [Deposit Results](#) / [Item Details](#) / [Batch Details](#)

Batch Item Details

Sequence #: 1

Routing / Account #: 

Check #: 001116

Amount: \$1.00

Step 7: Select **Check Image** icon to see specific item detail information (see figure below).

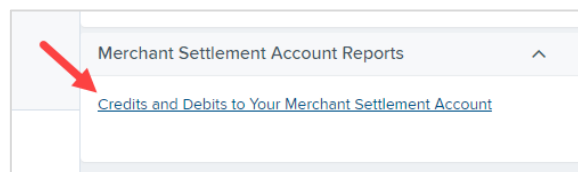
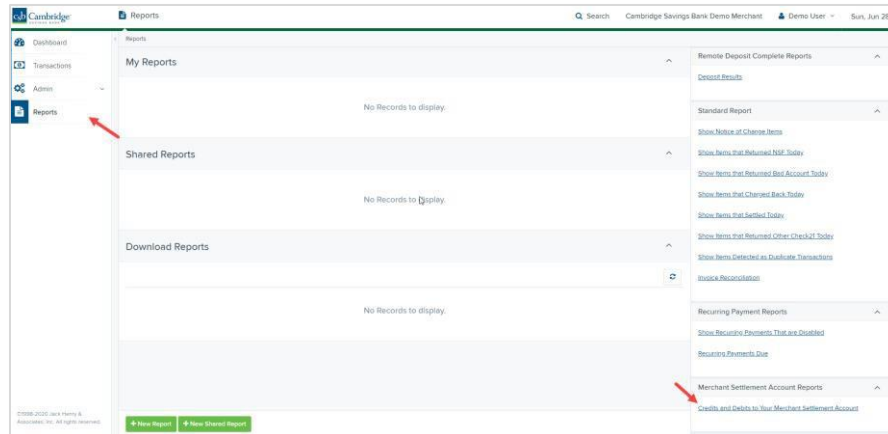
Item Details	Check Image	Sequence #	Item Date	Status
		1	05/21/2020	Rejected

Step 8: On the *Batch Item Details* page, select **Show Event History** to see the automated steps/processes the transactions has been through.

Credits and Debits to Your Merchant Settlement Account

The *Credits and Debits to Your Merchant Settlement Account* report is a date range report that identifies the deposits made on the indicated date(s). The report will also display the individual transaction amounts that make up a deposit and specific details of a transaction.

Step 1: Select **"Reports"** on the left side of the page. On the right side of the page under *Merchant Settlement Accounts Reports*, select **"Credits and Debits to Your Merchant Settlement Account"**.



Step 2: The *Merchant Settlement Account Reports* search criteria appears. Select a **Location** to pull report information from. Select a date range using either the **Quick Pick** option with a list of pre-set date ranges, or the custom option by entering a **Start Date** and **Start Time** and the **End Date** and **End Time**. Select **“Get Batches”**.

Merchant Settlement Account Reports Search

This page allows you to run merchant settlement account reports.

Location

All Locations

Quick Pick

Custom

Start Date

Jul 1, 2023

Start Time

12:00 AM

End Date

Aug 15, 2023

End Time

12:00 AM

Get Batches

Step 3: The report will appear on the screen. Use the filters to change the report and then select **Get Batches** again, or you can print/export the report, as needed.

Reports / Merchant Settlement Account Results

Merchant Settlement Account Reports Search

Location

All Locations

Quick Pick

Custom

Start Date

Jul 1, 2023

Start Time

12:00 AM

End Date

Aug 15, 2023

End Time

12:00 AM

Get Batches

Batches matching search criteria:

Page 1 of 1

Records 1 - 5 of 5

25 Per Page

Print

Filter


Refresh

Download











Batch Details	Report	Batch Status	Effective Date	Batch ID	Location Name	Description	Item Count	Debit	Credit
		Processed	07/05/2023	18323786894	CSB Test Account	Deposit 64b6c4b0-6e63-4896-aaa...	1		\$1.00
		Processed	07/06/2023	18336224362	CSB Test Account	Deposit ed19af6-da8a-43bb-9e32-...	1		\$1.00
		Processed	07/06/2023	18336224434	CSB Test Account	Deposit 6963a4b8-2e8a-4726-8ca...	1		\$1.00
		Processed	08/11/2023	18634066062	CSB Test Account	Deposit 2d442aaf-c390-4510-80d...	1		\$10.00
		Processed	08/11/2023	18634066130	CSB Test Account	Deposit c36f9b5a-2989-448f-8f8a...	1		\$5.00
							Total Debit Count	0	Total Credit Count
							Total Debit Amount	\$0.00	Total Credit Amount
									\$18.00

Step 4: Select the “**picture icon**” under the *Batch Details* column to view the *Batch Details* page.

Step 5: From the *Batch Details* page, select the “**picture icon**” under the *Transaction Details* column to see more information about that particular transaction in the batch.

Batch Details		Batches matching search criteria:				Page 1 of 1 Records 1 - 1 of 1	25 Per Page				
Batch Status Processed		Transaction Detail	Type	Description	Reason	Credit					
Effective Date 4/30/2020			Sale			\$1.00					
Batch ID 8239857950											
Location Name Waltham Demo											
Description											
Debit											
Credit \$1.00											
		Total Debit Count				0	Total Credit Count	1			
		Total Debit Amount				\$0.00	Total Credit Amount	\$1.00			

Step 6: Navigate back in your browser to return to the *Merchant Settlement Account Results*. From here, select the **Report icon** to see a PDF report with the transaction(s) that make up the deposit total displayed below the report.

Reports - Merchant Settlement Account Results		Batches matching search criteria:				Page 1 of 1 Records 1 - 5 of 5	25 Per Page				
Merchant Settlement Account Reports Search		Batch Details	Report	Batch Status	Effective Date	Batch ID	Location Name	Description	Item Count	Debit	Credit
Location All Locations				Processed	07/05/2023	18323786894	CSB Test Account	Deposit 64b6c4b0-6e63-4896-aaa...	1		\$1.00
Quick Pick Custom				Processed	07/06/2023	18336224362	CSB Test Account	Deposit edf14e16-da8a-430b-9e32...	1		\$1.00
Start Date Jul 1, 2023				Processed	07/06/2023	18336224434	CSB Test Account	Deposit 6963e4b8-2e8a-472e-8ca...	1		\$1.00
Start Time 12:00 AM				Processed	08/11/2023	18634066062	CSB Test Account	Deposit 2d442aaf-c390-4510-80d...	1		\$10.00
End Date Aug 15, 2023				Processed	08/11/2023	18634066130	CSB Test Account	Deposit c36f9b5a-2989-448f-8f8a...	1		\$5.00
End Time 12:00 AM											
Get Batches		Total Debit Count				0	Total Credit Count	5			
		Total Debit Amount				\$0.00	Total Credit Amount	\$18.00			