





Creating a New Deposit

1. From the *Open Deposits* page, select **Create New 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 (\$/C)	D
✓		10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	Ebbing Testing (BBB)	42 / 9	+
✓		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	III	30 / 5	
✓		11/25/2015 8:06:18 AM CT	AA CPP Locatio...	09:05:36.4301793 11/25/2015...	201511252	6 / 1	
✓		12/1/2015 1:35:11 PM CT	AA CPP Locatio...	J's New Deposit	ulul	0 / 2	



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

FIGURE 11 – OPEN DEPOSITS PAGE WITH CREATE NEW DEPOSIT INDICATED

2. If at this time Device Control has not already been launched, the system will prompt you to do so before continuing. Follow the on-screen instructions to proceed.

The *New Deposit* page appears. 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.

Transactions / Remote Deposit Complete / Create New Deposit

Create New Deposit

Location *

-- Select --

Payment Type *

Mailed In/Dropped Off

Deposit Name *

10.33.50.1947564 1/6/2016 Deposit

Custom Batch ID *

Number Of Checks *

Create

Scanner Interface

Service

Loading Device Control...

Scanner

Reset Scanner

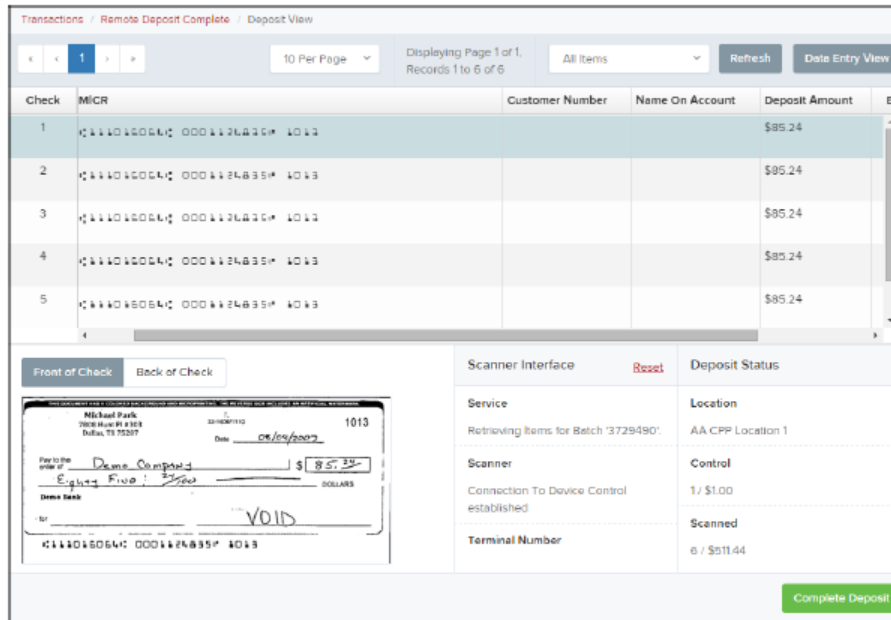
FIGURE 12 - CREATE NEW DEPOSIT PAGE

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 appear (see next section), with the check item(s) display 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 appear 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.



The screenshot shows the 'Deposit View' page with a table of checks and a scanner interface. The table has columns for Check, MICR, Customer Number, Name On Account, and Deposit Amount. The scanner interface shows a check image and a table of scanner data.

Check	MICR	Customer Number	Name On Account	Deposit Amount
1	⑆111015064⑆ 0001126835⑆ 1013			\$85.24
2	⑆111015064⑆ 0001126835⑆ 1013			\$85.24
3	⑆111015064⑆ 0001126835⑆ 1013			\$85.24
4	⑆111015064⑆ 0001126835⑆ 1013			\$85.24
5	⑆111015064⑆ 0001126835⑆ 1013			\$85.24

Scanner Interface	Deposit Status
Service Retrieving Items for Batch '3729490'.	Location AA CPP Location 1
Scanner Connection To Device Control established	Control 1 / \$1.00
Terminal Number	Scanned 6 / \$511.44

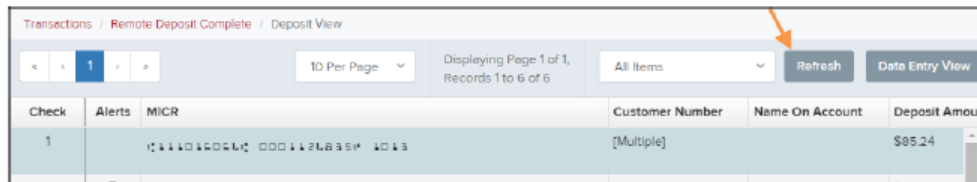
Complete Deposit

FIGURE 13 – 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 appear, select the **Refresh** option to show the values.



The screenshot shows the 'Deposit View' page with the 'Refresh' button highlighted by an orange arrow. The table shows a check with a 'Multiple' status in the Customer Number column.

Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑆111015064⑆ 0001126835⑆ 1013	[Multiple]		\$85.24

FIGURE 14 – 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

<

1

>

10 Per Page

Displaying Page 1 of 1, Records 1 to 6 of 6

All Items

Refresh

Data Entry View

Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
1		⑆11010051⑆ 000112615⑆ 1011	[Multiple]		\$85.24

FIGURE 15 – MULTIPLE CUSTOMER RECORDS STATUS

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

Transactions / Remote Deposit Complete / Deposit View

< < 1 > >

10 Per Page ▾

Displaying Page 1 of 1.
Records 1 to 6 of 6

All Items ▾
All Items
Problematic Items
Needs Attention Items
[Multiple]

Refresh Data Entry View

Check	Alerts	MICR
1		⑆000123456789010⑆

One On Account Deposit Amount \$85.24

FIGURE 16 – 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

10 Per Page

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


All Items

Refresh

Date Entry View

Check	Customer Number	Name On Account	Deposit Amount	Edit	Delete	Rescan
1	{84d58fct-a226-408...	Ima Tester	\$85.24			
2			\$85.24			
3	949494	CUSTTEST	\$377.25			

FIGURE 17 – EDIT AND DELETE OPTIONS IN THE DEPOSIT VIEW TAB

NOTE: Selecting **Edit**  will navigate you to the **Data Entry View** tab, where you can alter the **Data Entry** fields if desired. 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:

\$ 85.24

Cancel Delete

FIGURE 18 - DELETE CHECK ADJUSTMENT OPTION

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





Transactions / Remote Deposit Complete / Deposit View									
<div> 1 </div>				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	Edit	Delete	Rescan	
1		⑆111016054⑆ 000??? 1483445# 1073			\$0.00				

FIGURE 19 – INVALID MICR INDICATOR









Transactions / Remote Deposit Complete / Deposit View									
<div> 1 </div>				10 Per Page	Displaying Page 1 of 1, Records 1 to 2 of 2	All Items	Refresh	Data Entry View	
Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount	Edit	Delete	Rescan	
1		⑆122017760⑆ 947556126000#		ST for KB	To Be Keyed				
2		⑆122037760⑆ 987554326000#		ST for KB	\$0.00				

FIGURE 20 – RESCAN REQUIRED INDICATOR

- To rescan an item, select **Rescan** to the right of the item that needs rescanning. A window appears that allows 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 COARSE BACKGROUND AND MICROPRINTING. THE REVERSE SIDE INCLUDES AN ARTIFICIAL WATERMARK.

1013

Date 06/08/2007

Pay to the order of Demo Company \$ 85.²⁹
Eighty Five :²⁹/₁₀₀ DOLLARS
Demo Bank

for _____ VOID _____

⑈ⓂⓁⓇⓅⓆⓃⓄⓉⓀⓊⓌⓈⓂⓇ ⑈ⓂⓁⓇⓅⓆⓃⓄⓉⓀⓊⓌⓈⓂⓇ

MICR

o1115o t111016064t 000295282o

Cancel

Rescan

FIGURE 21 – 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](#)

ε	ε	1	2	3	⋮	⋮
---	---	---	---	---	---	---

10 Per Page

Displaying Page 2 of 5.
Records 11 to 20 of 42.

[All Items](#)




Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount
11		⑆ 1110 1606 ⑆ 000 1 24835 ⑆ 10 13			\$85.24
12		⑆ 1115 ⑆ 1110 1606 ⑆ 000 29528 2 ⑆	[96ee9487-d389-4e...		\$85.24
13		⑆ 1115 ⑆ 1110 1606 ⑆ 000 29528 2 ⑆	[96ee9487-d389-4e...		\$281.04
14		⑆ 1110 1606 ⑆ 000 1101335 ⑆ 10 16	[72b1c61d-b507-496...		\$45.91

FIGURE 22 – DUPLICATE MICR INDICATOR IN ITEM LIST

[illegible]

FIGURE 23 – 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 appears when the deposit is complete.

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


Front of Check	Back of Check	Scanner Interface	Reset	Deposit Status
		Service		Location
		Scanner		Control
		Terminal Number		Scanned

FIGURE 24 – 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.