Creating a New Deposit

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

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.
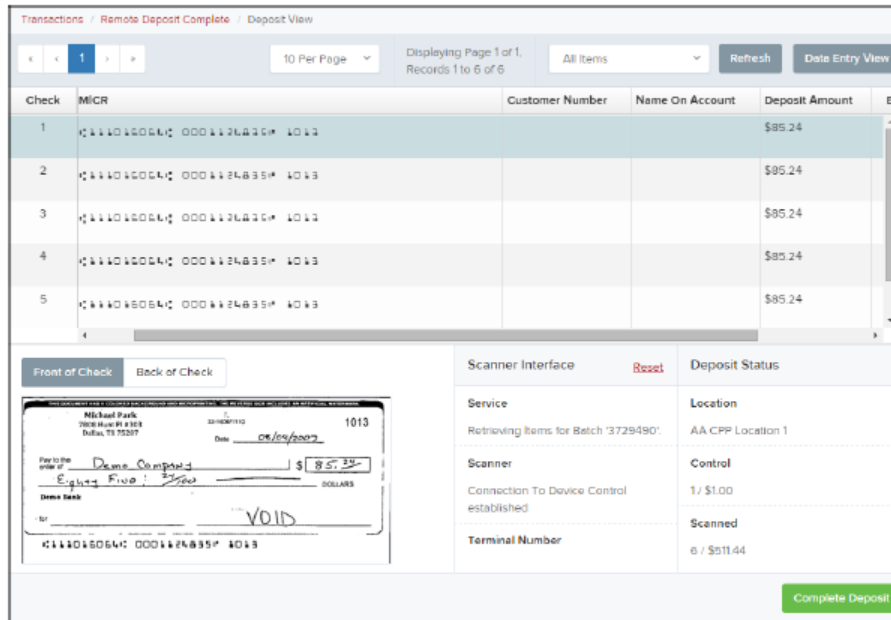   - **Scanner Terminal #**: This field will automatically populate from the Device Control.

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.

a. 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.

b. 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.
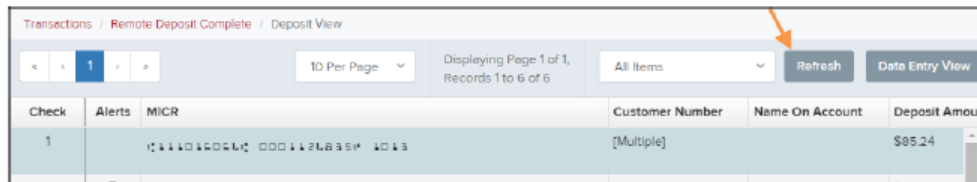
FIGURE 13 – DEPOSIT VIEW PAGE

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.

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.

FIGURE 15 – MULTIPLE CUSTOMER RECORDS STATUS

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

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.

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).

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.

FIGURE 19 – INVALID MICR INDICATOR

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.

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.

FIGURE 22 – DUPLICATE MICR INDICATOR IN ITEM LIST

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.

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.