

Creating a New Deposit

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

Transactions / Remote Deposit Complete

Open Deposits

« ‹ › »

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Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	D
✓ 		10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	Ebbing Testing (BBB)	42 / 9	A
✓ 		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jj	30 / 5	
✓ 		11/25/2015 8:06:18 AM CT	AA CPP Locatio...	08:05:36.4301793 11/25/2015...	201511252	6 / 1	
✓ 		12/1/2015 1:35:11 PM CT	AA CPP Locatio...	J's New Deposit	uiui	0 / 2	

 Create New Deposit Close Deposit(s) Delete Deposit(s)

2. If at this time Device Control has not already launched, the system will ask you to confirm launching Device Control. Select **Run** to continue.
3. 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 *	Scanner Interface Service Loading Device Control... Scanner
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Create Reset Scanner

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.

- **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									
1		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		⑆111016064⑆ 000???24835⑆ 1013			\$0.00				

- 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 COLORED BACKGROUND AND MICROPRINTING. THE REVERSE SIDE INCLUDES AN ARTIFICIAL WATERMARK.

32-1606/1110 1013

Date 06/04/2007

Pay to the order of Demo Company \$ 85.24

Eighty Five : 24/100 DOLLARS

Demo Bank

for VOID

⑆111016064⑆ 0001124835⑆ 1013

MICR

o1115o t111016064t 000295282o

Cancel

Rescan

- **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									
1 2 3		10 Per Page		Displaying Page 2 of 5, Records 11 to 20 of 42		All Items		Refresh	Data Entry View
Check	Alerts	MICR	Customer Number	Name On Account	Deposit Amount				
11		⑆111016064⑆ 0001124835⑆ 1013			\$85.24				
12		⑆111016064⑆ 000295282⑆	[960e9487-d389-4e...		\$85.24				
13		⑆111016064⑆ 000295282⑆	[960e9487-d389-4e...		\$281.04				
14		⑆111016064⑆ 0001101335⑆ 1016	[7281c61d-b507-496...		\$45.91				

- 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.

The screenshot shows the deposit interface. On the left, there are two tabs: "Front of Check" (selected) and "Back of Check". Below the tabs is a check image. The check is dated 08/04/2007, payable to "Dennis Company" for \$85.35. The check number is 1013. Below the check image is a "VOID" stamp. On the right, there is a "Scanner Interface" section with a "Reset" button. Below this is a "Deposit Status" section with the following information:

Service	Location
DEPOSIT/REPOSIT/TRANSFER	Cedar Ridge

Scanner	Control
REPOSIT/REPOSIT/TRANSFER	9 / \$7,718.96

Terminal Number	Scanned
42 / \$6,369.92	42 / \$6,369.92

At the bottom right, there is a green button labeled "Complete Deposit".

- 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.

The screenshot shows the deposit interface. On the left, there are two tabs: "Front of Check" and "Back of Check" (selected). Below the tabs is a check image. The check is dated 08/04/2007, payable to "Dennis Company" for \$85.35. The check number is 1013. Below the check image is a "VOID" stamp. On the right, there is a "Scanner Interface" section with a "Reset" button. Below this is a "Deposit Status" section with the following information:

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42 / \$6,369.92	42 / \$6,369.92

At the bottom right, there is a green button labeled "Complete Deposit".

Closing Deposits for Processing

It is recommended that each deposit be closed as soon as a user has completed scanning and entering data. However, a deposit can be submitted for processing at a later time.

NOTE: An industry best practice includes merchants submitting their deposits at least one hour before their financial institution's cutoff time, in the event that a batch needs additional attention.

1. From the *Open Deposits* page, select the check box next to the *Open* column for each deposit you wish to close.

Transactions / Remote Deposit Complete

Open Deposits

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Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (\$/C)	Deposit Amount (\$/C)
☒		10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96
☒		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jj	30 / 5	\$4,796.43 / \$5,500.00
☒		11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00
☒		12/1/2015 1:35:11 PM CT	AA CPP Location 1	Jennie's New Deposit	uiui	0 / 2	\$0.00 / \$100.55

Create New Deposit Close Deposit(s) Delete Deposit(s)

2. Select **Close Deposit(s)** from the bottom of the page.

Transactions / Remote Deposit Complete

Open Deposits

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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)	Deposit Amount (\$/C)
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☒		10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201...	jj	30 / 5	\$4,796.43 / \$5,500.00
☒		11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015...	201511252	6 / 1	\$511.44 / \$1.00
☒		12/1/2015 1:35:11 PM CT	AA CPP Location 1	Jennie's New Deposit	uiui	0 / 2	\$0.00 / \$100.55

Create New Deposit Close Deposit(s) Delete Deposit(s)

3. The system will ask you to confirm closing your selected deposit(s). Select **Close** to confirm closing the deposit(s).

Confirm Deposit(s) Close

Are you sure you want to close the selected 2 deposit(s)?

Cancel Close

- The results of the deposit appear. Choose **OK** to dismiss the message.

NOTE: If you attempt to close a deposit with items that need rescanning, specifically if the MICR of an item was not read correctly, the system will not deposit that item.

Close Deposit(s) Results

Close Deposit(s) Summary

⚠ 1 empty deposit(s) skipped

Ok

Deleting a Deposit

A deposit can be deleted as soon as it has completed scanning, or at a later time.

- From the *Open Deposits* page, select the check box(es) next to the deposit(s) you wish to delete.

Transactions / Remote Deposit Complete

Open Deposits

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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)	Deposit Amount (\$/C)	
☒			10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96	^
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☒			12/1/2015 1:35:11 PM CT	AA CPP Locatio...	Jennie's New Deposit	utul	0 / 2	\$0.00 / \$100.55	

Create New Deposit

Close Deposit(s)

Delete Deposit(s)

- Select **Delete Deposit(s)**, as shown above. The system will prompt you to confirm deleting a deposit. Select **Delete**.

Confirm Deposit(s) Deletion

Are you sure you want to delete the selected 1 deposit(s)?

Cancel

Delete

- A confirmation of the deletion appears. Click **OK** to continue to the *Open Deposits* page.

Notifications

Notifications are used by the Remote Deposit Complete application to let users know when a deposit's MICR repair, CAR/LAR, keying, and/or balancing steps have been completed, as well as the status of the deposit. The *Deposit Results* report assists with determining item(s) that need further attention.

If notifications are enabled and an email address is set, an email is sent to the user who created the deposit along with any other designated interested parties. A notification will inform the user of the following situations.

- The deposit was approved without any errors.
- The deposit was approved with adjustments.
- The deposit was rejected.
- An item needs rescanning.
- There are duplicate items in the deposit.
- There are rejected items in the deposit.

A deposit will be reopened if there are items that need to be rescanned. When this occurs, the user will need to correct the deposit and resubmit it for processing.

The following table describes the status of any one deposit in the system.

Status	Definition
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.

EPS Device Control

Device Control Status Indicators

EPS Device Control can be in one of several statuses. Look to your hidden icons in the taskbar of your desktop to view the status of Device Control. In the figure below, Device Control icon is green, indicating the service is online.



- A green icon indicates the Device Control service is online.
- A black icon indicates the Device Control service is offline.
- A red icon indicates an error has occurred in Device Control.
- A yellow icon indicates Device Control is connected to the device.
- A blue icon indicates the middleware has connected.
- An orange icon indicates the device is in the process of scanning.