

Treasury Management: RDC Reports for Deposits

The purpose of this job aid is to demonstrate how to generate Remote Deposit Capture reports.

BASIC DEPOSIT SUMMARY OF TRANSFERRED DEPOSITS

1. Hover over the **Reports** tab.
2. Click **Deposit Summary**.

The screenshot shows the Centier Bank interface. At the top left is the Centier BANK logo. At the top right, it says "Centier ABC Company". Below the logo is a navigation bar with tabs: Home, Deposits, Exp, Reports, Configuration, Help, Logout. The Reports tab is highlighted with a callout '1'. A dropdown menu is open under Reports, with "Deposit Summary" selected, indicated by callout '2'. Below the menu, there are sections for "Working Deposits" and "Approved Deposits (Last 5 Days)". The Working Deposits section has a "Create New Deposit" button and a table with columns "Item Counts", "Item Amounts", and "Create Date". The Approved Deposits section has a table with columns "Name", "Stat", "Item Search", "Item Amounts", and "Submission Date".

3. From the Deposit Status dropdown, select **Transferred**.

The screenshot shows a "Deposit Status:" dropdown menu. The current selection is "Accepted". The dropdown list is open, showing options: Accepted, Approved, Closed, Opened, Ready For Deposit, Reconciled, and Transferred. The "Transferred" option is highlighted with a callout '3'.

4. Choose a **date range**.

The screenshot shows two date input fields. The first field is labeled "From:" and contains the date "2/1/2023", with a callout '4' pointing to the date. The second field is labeled "To:" and contains the date "2/28/2023".

5. Click **View Report**.

The screenshot shows a button labeled "View Report" with a play icon to its left. A callout '5' points to the button.

6. The report will populate the name of the deposit and the amount deposited. You can **export the report** to your desired format by clicking the icon shown.

The screenshot shows a dropdown menu for exporting the report. The menu is open, showing options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. A callout '6' points to the dropdown icon.

BASIC DEPOSIT DETAIL OF TRANSFERRED DEPOSITS

1. Hover over the **Reports** tab.
2. Click **Deposit Detail**.

The screenshot shows the Centier Bank website interface. At the top left is the Centier BANK logo. At the top right, it says "Centier ABC Company". Below the logo is a navigation menu with tabs: Home, Deposits, Exp, Reports (highlighted with a callout 1), Configuration, Help, and Logout. A dropdown menu is open under Reports, listing: Audit Trail, Item Audit Trail, Deposit Summary, Deposit Detail (highlighted with a callout 2), Deposit Audit Summary, and Deposit Receipts. Below the navigation is a section for "Working Deposits" with a "+ Create New Deposit" button. Underneath, it says "No records to display." Below that is a section for "Approved Deposits (Last 5 Days)" with a table header: Name, Stat, Item Search, Item Amounts, and Submission Date. It also says "No records to display." To the right of the table is a dropdown menu set to "2x5 Front Only".

3. From the Deposit Status dropdown, select **Transferred**.

The screenshot shows a "Deposit Status:" dropdown menu. The current selection is "Accepted". The dropdown list is open, showing the following options: Accepted, Approved, Closed, Opened, Ready For Deposit, Reconciled, and Transferred (highlighted with a callout 3).

4. Choose a **date range**.

The screenshot shows two date input fields. The "From:" field contains "2/1/2023" (highlighted with a callout 4) and the "To:" field contains "2/28/2023". Both fields have a calendar icon to their right.

5. Click **View Report**.

The screenshot shows a button labeled "View Report" with a right-pointing arrow icon. A callout 5 points to the button.

6. The report will populate the name of the deposit, check number, routing number, account number, and check amount. You can **export the report** to your desired format by clicking the icon shown.

The screenshot shows a dropdown menu for exporting the report. The menu is open, showing the following options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. A callout 6 points to the dropdown icon.

Please contact Treasury Management at our department email below if you have any questions: treasury_management@centier.com.