BankFinancial℠

Remote Deposit Capture – Quick Reference

Step-By-Step Reports

1. From the Remote Deposit home screen, select the Reports from the left side navigation menu.
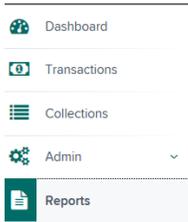
2. Select Deposit Results from the right side Reports list.
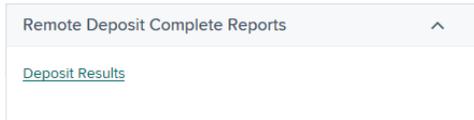
3. Select the Location, or account, that you would like to view and enter your date range. Then click Get Deposits.
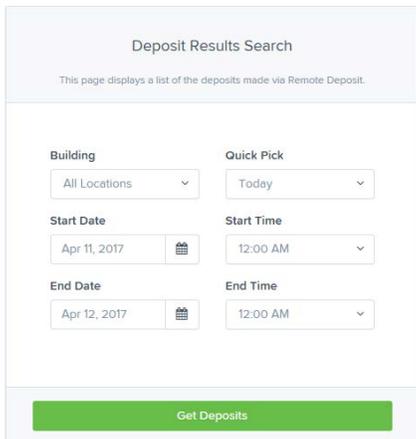
4. The information requested will display.

   a. Click on the link under Item Details to view a list of the scanned checks.

i. Select the link under Check Image to view or print an image of the scanned check.

Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount
🖼	📧	1	12/13/2016	Deposited		271972899 / XXXXXX3393	1004	$775.00

ii. Select the link under Item Details to review the details of the individual check.

Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount
🖼	📧	1	12/13/2016	Deposited		271972899 / XXXXXX3393	1004	$775.00

b. Click on the link under Deposit Details to view the audit history of the deposit.

Item Details	Deposit Details	Create Date	Location	Batch Type	Descript
🖼	📁	12/13/2016 01:14:04 PM CT	Forest View	Remote Deposit	13:13:42.
🖼	📁	12/13/2016 01:34:38 PM CT	Forest View	Remote Deposit	13:31:24.
🖼	📁	12/13/2016 02:07:29 PM CT	Forest View	Remote Deposit	14:07:06

Event Occurred	Event	User Name
12/13/2016 1:21 PM CT	Deleted	Doug Jones
12/13/2016 1:14 PM CT	Opened	Ann White

5. If a check was not processed, the reason will be shown in both the Deposit Details and the Item Details

a. Under Deposit Details, the Description Field will show the reason.

Event Occurred	Event	User Name	Description
03/30/2017 2:05 PM CT	Duplicate Items In Batch		1 duplicate items in the batch.

b. Under Item Details, the Status Field will show the reason.

Item Details	Check Image	Sequence #	Item Date	Status
🖼	📧	4	01/27/2017	Duplicate
🖼	📧	5	01/27/2017	Deposited