Remote Deposit Capture User Guide
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Logging in to the Remote Deposit Capture Website

Log in to Remote Deposit Capture (RDC) using the Office ID, login, and password assigned to you by your administrator.

Once logged in to the system, the following screen will display. Depending upon the User's role, all tabs on the left side of the screen may not be available.
Remote Deposit Capture Home Page

There are several menu tabs on the left side of the home page. Throughout RDC, as tabs are selected on the left, additional options will become available at the top of the screen. Definitions are provided below for each of the tabs on the home page. Keep in mind that, depending upon the role you are assigned in RDC, all options may not be available to you.

**Home:** At any time, users may choose the Home tab to return to the home page.

**Capture:** Users will select the Capture tab when creating a new batch or searching for an existing *open* batch.

**Approval:** The Approval tab will be selected when users are ready to approve a batch or search for batches pending approval.

**Transactions:** Users may choose the Transactions tab when attempting to research transactions for a period of up through the prior 24-months.

**Batch Status:** Choosing the Batch Status tab will allow users to view batch statuses up through a time period of the prior 24-months.

**Reports:** By selecting the Reports tab, users will be able to generate and view many reports that may be useful to both the bank and the depositor.

**Payment Export:** Choosing the Payment Export tab allows users to export custom reports/files that have been set up by either the bank or the depositor.

**Maintenance:** Users may select the Maintenance tab when custom remittance fields need to be added for a depositor. This tab is also selected when setting up and configuring payment exports.

**Users:** The Users tab is selected when adding or editing users within RDC. The Users option will only be available to users who have been assigned a Supervisor role.

**Documentation:** Selecting this link will provide documentation, and installation instruction, for the latest scanners and scanner drivers available for use within RDC.
Update Profile

Upon first install of the hardware (scanner), the user will need to update the profile section of the software. This is done by selecting the **Profile** option on the top right section of the screen. This will produce the following screen.

![Update Profile Screen](https://example.com/updated_profile.png)

The user should select the correct scanner from the Scanner drop down field and then click the **Update Profile** button. This step must only be done when new equipment has been installed to the user's PC.
Capturing Deposits

To make deposits, the user will select the **Capture** tab on the left side of the screen. This will produce the following screen.

The user may then select the **Create New Batch** tab along the top of the screen or choose **Select** next to the account to which they are depositing funds.
The Create New Batch page will be displayed as shown below.

The user may then either use a calculator to total the batch (number of items and amount of deposit) or use the tape option on the capture screen. This demo will use the tape option on the screen.

In the Item Amount box, the user should enter the amount of each check and then press enter. As the checks are entered the Expected Deposit Total Amount and the Expected Deposit Total Items fields will be updated.
Shown below is how the screen should appear after entering a $100.00 check.

The user should enter their remaining checks/items. If the user enters the wrong amount, the mouse can be used to select that item, press the delete key and then re-enter the correct amount.

The highlighted field below is set to be deleted.

The user should press the delete key on the keyboard and the item will be removed.
The user will then enter the correct amount in the item amount field and press enter. Below is how the screen will appear after the correction.

Once all items have been entered on the tape, the user should press the **Create Batch** button on the bottom of the screen. The **Batch Name** field can be populated if a specific batch naming convention is being used. Otherwise, if the field is left blank, the system will automatically assign a batch name to the batch. After choosing the **Create Batch** button, the following screen will display.
Next, the user should place the deposit items into the hopper of the scanner and press the **Start Batch Scan** button. If only one item is being scanned, the **Single Scan** button may be selected. After all items have been scanned, the following screen will display.

![Windows Internet Explorer](image)

Scanning complete!
You may scan more items or verify items by selecting "Complete Batch".

[OK]

The user should press the **OK** button. If there are more items to be scanned, the items may be placed in the hopper and the process repeated. If there are no additional items to be scanned, the user should choose the **Complete Batch** tab along the bottom of the screen. Once the user selects the **Complete Batch** tab, a screen similar to the following may display if there are items in need of review or correction.

![Image of bank statement](image)

The user should populate any fields that are missing data that are required. On the image above, the user needed to make corrections in the green field by changing the “?” to the correct number.
Once all items have been corrected, the following screen will display.

![Screen Shot](https://example.com/check-trades/capture/balance.action)

The user should then click on the **Close Batch** button if the batch is balanced. If the work did not balance, the user will get a message on the above screen that the batch is unbalanced. The user would then select the **Return to Open Batch** tab and choose the Search option to review items in the batch for any needed edits. After selecting the **Close Batch** option, the following message will be provided.

![Message](https://example.com/check-trades/capture/balance.action)

The user should select **OK**.
At this time, and every time a batch is closed, a Closed Batch Status report will automatically generate and will be shown in a PDF report (illustrated on next page). This report should be printed and/or saved. Many end users will wrap this report around the items in their batch for storage. (Adobe Reader must be installed on the PC to view reports).

Once the user prints or saves the report, the **batch must still be approved** by the cut-off time to allow for same day processing of the deposit.
Open Batches

When the user selects the **Capture** or **Open Batches** tab, the following screen will display if an open batch exists.

On this screen, the user has several options:

- **Update** the batch if the expected totals need to be changed.
- **Scan** if the user needs to add more items to the batch.
- **Complete** is selected if a batch is unbalanced and/or needs additional review or edits.
- **Search** if the user needs to edit items in the batch or to access Advanced Edit.
- **Delete** allows the user to delete the batch.
- **Close** the batch will move the batch from Capture to the Approval tab. **Note**: the Close option is only available once a batch is in balance.
- **Tap** will display the entries made in the tape option.
When the user selects the **Search** option, a screen similar to the following screen will appear.

The user will then select the **Edit** tab in the action column next to the item to be changed. This will produce the following screen.
The user may then correct the item on this screen. If the item has numerous adjustments to the MICR line, the user must use the **Advanced** button near the bottom of the screen to access the Advanced Edit screen. Only users with correct access will have the **Advanced** option available (managers, supervisors and advanced processing officers). After selecting the **Advanced** button, the following screen will display.

This screen is large and the slider will need to be used.
Once the item has been corrected, the user should choose the **Submit** button. This will produce the following screen.

The user may then select another item for edits, scan more items or return to the open batch. If the user has completed their changes, the user should choose the **Return to Open Batch** option and then choose the **Close** option in the **Actions** column.

When the **Close** option is selected, as noted in this document earlier, the user will get a message that the batch has been successfully completed and sent for approval and the
Closed Batch Status report will be generated. The user will print out this report and wrap the checks in the report for storage.

Next, the batch will need to be approved. Users with access should choose the Approval tab.

**Approval**

After selecting the Approval tab from the left side menu options, the following screen will display.

The user should locate the batch to be approved and then select the Approve option in the Actions column.

If desired, prior to approving the batch, the user may also choose to View Items in the batch (with the ability to audit items as well), perform a batch Audit, or Return the batch to an open status.
Once the user selects the **Approve** option, the following prompt will appear.

![Window Internet Explorer](image1.png)

Batch 47849 approved successfully.

OK

The user may check the status of the batch by selecting the **Batch Status** tab on the left of the screen which will display the following screen.

![Batch Status Screen](image2.png)

The user may also check previous batches captured on the system by changing the start and end date of your search. You may only search a max range of one month. However, batch status archives are available for the prior 24-months.

Start Date: 07/20/2005  Select  End Date: 07/27/2005  Select

Depositor:  

Dropdown
Transactions

The Transactions tab on the RDC home page is used for researching scanned items or batches. Currently, up to 24-months of transaction history may be searched/viewed. After choosing Transactions, the user must choose the correct status of the search item from the top of the page. When the user selects the Transactions tab from the left menu bar, the following screen will appear.

After selecting the correct status, at the top of the page, of the item or batch that is being searched for, the user should enter the search criteria and date range for any batches or items that are Pending Approval, Approved, Deleted, Processed, Returned or Settlements. Then, click on the Search button for results.
Batch Status

Batch status history may also be viewed for up to 24-months by choosing the Batch Status tab on the left menu bar. Once **Batch Status** is selected, the following page will present.

![Batch Status Screen](https://rcsdemo.epaysol.com/CheckTrade/batchstatus/batchStatus.action)

Batches for the prior two days will automatically display. This will include started batches, approved batches, deleted batches and processed batches. By entering search criteria, users can view batch statuses up through the prior 24-month time period. (**Note:** To work in an open batch, user should access that batch by selecting the **Capture** option.)
Reports

General Reports

Generated within the system are numerous reports that may benefit you as an end user. Once you select the “Report” icon from the home page, the following screen will be displayed. There are several categories of reports to choose from. Please note, after initially selecting the “Reports” option, users will be able to run reports with “current day data.” In order to pull reports from previous dates, the user should select the “Historical Reports” option at the top of the page (after initially selecting the “Reports” option). This will allow the user to input specific dates for which reporting is desired.

The following reports are those available under the General category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Batches Detail</td>
<td>Detailed listing of payments in “OPEN” batches grouped by batch within deposits for a Depositor.</td>
</tr>
<tr>
<td>Closed Batch Status</td>
<td>Listing of batch information that is printed whenever a batch is “CLOSED”.</td>
</tr>
<tr>
<td>Batches Pending Approval</td>
<td>Detailed listing of payments in batches that have been closed but not yet approved i.e. pending approval, grouped by batch within deposits for a Depositor.</td>
</tr>
<tr>
<td>Pending Approval Payments Detail</td>
<td>Includes all payments that have been closed but not yet approved i.e. pending approval, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Processed Deposit Summary</td>
<td>Deposits for the requested period will be listed in date order, per deposit account, per depositor. The report will subtotal for the period per deposit account, totalling all deposits for each depositor.</td>
</tr>
<tr>
<td>Approved Batch Detail</td>
<td>Detailed list of payments in batches that have been ‘APPROVED’, grouped by batch within deposits for a Depositor.</td>
</tr>
<tr>
<td>Approved Payments Detail</td>
<td>Detailed listing of all payments that have been ‘APPROVED’, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Approved Payments Summary</td>
<td>Summary listing of item counts and amounts for payments that have been ‘APPROVED’, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Processed Payments Detail</td>
<td>Detailed listing of ‘PROCESSED’ payments ordered by pay date, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Processed Payments Detail By Clearing Network</td>
<td>Detailed listing of ‘PROCESSED’ payments in clearing networks, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Processed Payments Summary</td>
<td>Summary listing of item counts and amounts for payments that have been ‘PROCESSED’, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Returned Payments Detail</td>
<td>Detailed listing of payments that have been ‘RETURNED’, grouped by return reasons within a deposit for a Depositor.</td>
</tr>
<tr>
<td>Returns Payments Summary</td>
<td>Summary listing of item counts and amounts for payments that have been ‘RETURNED’, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Settlement Items Detail</td>
<td>Detailed listing of ‘SETTLEMENT’ Items by Pay Date grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Settlement Items Detail By Settlement Period</td>
<td>Detailed listing of ‘SETTLEMENT’ Items by Settlement Date grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Settlement Summary By Settlement Period</td>
<td>Summary listing of debit and credit item counts and amounts for payments that have been SETTLED, grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Audit Trail Detail</td>
<td>Detailed payment audit trail grouped by deposits for a Depositor.</td>
</tr>
<tr>
<td>Batch Audit</td>
<td>Detailed batch audit with each batch corresponding detailed payment audit grouped by deposits for a Depositor.</td>
</tr>
</tbody>
</table>
Detail reports
The following reports are available under the **Detail** category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Payments Detail</td>
<td>Detailed listing of approved batches during the time period selected.</td>
</tr>
<tr>
<td>Open Batches Detail</td>
<td>Detailed list of batches that are still open at the end of the period selected.</td>
</tr>
<tr>
<td>Pending Approval Payments Detail</td>
<td>Detailed listing of payments in batches that have been closed but not yet approved i.e. pending approval, grouped by Batch within Deposits for a Depositor</td>
</tr>
<tr>
<td>Process Payments Detail</td>
<td>Detailed listing of all payments that have been approved and the system has generated the deposit for the bank.</td>
</tr>
<tr>
<td>Return Payments Detail</td>
<td>Detailed listing of returned payments sent back to the client.</td>
</tr>
<tr>
<td>Settlement Items Detail</td>
<td>Detailed listing of items that have been sent to the financial institution.</td>
</tr>
<tr>
<td>Settlement Items Detail by Settlement Period</td>
<td>Detailed listing of the items that have been sent to the bank.</td>
</tr>
</tbody>
</table>

Summary Reports
The following reports are available under the **Summary** category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Payments Summary</td>
<td>Summary listing of approved batches during the period selected.</td>
</tr>
<tr>
<td>Processed Payments Summary</td>
<td>Summary listing of the items processed during the period selected.</td>
</tr>
<tr>
<td>Returned Payments Summary</td>
<td>Summary report of items returned to the client.</td>
</tr>
<tr>
<td>Settlement items Summary by Settlement Period</td>
<td>Summary listing of all the items during the selected period.</td>
</tr>
</tbody>
</table>
Audit Reports

The following reports are available under the audit category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Audit</td>
<td>Audit report of each of the batches that was processed in the system during the period.</td>
</tr>
<tr>
<td>Batch Audit Detail</td>
<td>Audit report showing all of the steps that were taken with each of the items during the time period.</td>
</tr>
<tr>
<td>Depositor User Audit</td>
<td>Report provides information regarding new Depositor users added to the system along with any changes and/or updates applied to existing depositor users. Report also includes information regarding the user responsible for the change.</td>
</tr>
</tbody>
</table>

Batch Reports

The following reports are available under the batch category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Batch Detail</td>
<td>Provides the user with detailed information about each batch during the selected period.</td>
</tr>
<tr>
<td>Batches Pending Approval</td>
<td>Provides user detailed information about closed batches at the end of the period selected.</td>
</tr>
<tr>
<td>Open Batches Detail</td>
<td>Detailed information about batches that have not been closed.</td>
</tr>
</tbody>
</table>

Metrics Reports

The following reports are available under the Metrics category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metrics By Depositor</td>
<td>Summary information about the number of items that have gone through the various steps, such as read by car/lar, corrected by the user, batches opened, batches closed, number of items scanned, etc.</td>
</tr>
<tr>
<td>Metrics by Financial Institution</td>
<td>Provides the same information as above except the report is for all of the bank's depositors on the system.</td>
</tr>
<tr>
<td>Metrics by Financial Institution User</td>
<td>Provides the same information as above except the report is broken out by user.</td>
</tr>
<tr>
<td>Metrics by User</td>
<td>Provides the same information as the Metrics By Depositor report above except the report is broken out by user.</td>
</tr>
</tbody>
</table>
Statistics Reports

The following reports are available under the Statistics category.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depositor Statistics</td>
<td>This report provides information about the following:</td>
</tr>
<tr>
<td></td>
<td>Processed Payments, Cleared Payments, Converted Payments, IQA Payments, NO IQA Payments, Successful Car Payments</td>
</tr>
<tr>
<td>Financial Institution Statistics</td>
<td>Report provides information about the following by Financial Institution:</td>
</tr>
<tr>
<td></td>
<td>Processed Payments, Cleared Payments, Converted Payments, IQA Payments, NO IQA Payments, Successful Car Payments</td>
</tr>
</tbody>
</table>
**Maintenance**

The **Maintenance** area in RDC is selected to manage ‘opt-out’ accounts (used for depositor/s/banks utilizing the ACH conversion feature in RDC), to set up custom remittance fields that the depositor may need, to configure custom payment exports (reports) that the depositor may need and/or to add a new stop file upload to a specific deposit account.

**New Opt-out Account**

When the user selects the **Maintenance** tab, the following screen will display.

![New Opt-out Account Screen]

The system has the ability to send ACH files for checks, but a client can opt-out and not send the files through ACH. The user will enter the routing number, account number and reason for opting out if a check writer chooses to opt out.
Search Opt-Out Account

If the user selects the **Search Opt-Out Account** option, the following screen will appear.

The user can determine if a specific account has opted out.

**Remittance Configuration**

When the user selects **Remittance Configuration**, the following screen will display.
The user will then **Select** the Depositor for whom to set up remittance.

The following screen will present that includes a list of the depositor’s accounts.

The user will then press the **Select** tab on the account to set up remittance. The following screen will display.
The user can choose to add up to five number fields, five date fields and ten information (character) fields. The user may also choose to make a particular field required for entry by selecting the Required checkbox. Fields may also be defined as “recalled fields” by selecting the Recall checkbox. The order of entry for the fields may also be chosen, or, left all as “1s” to mirror the top to bottom entry on this screen. On the character/information fields, the user may set the length from one position up to 30 positions. Upon choosing Update, going forward, these fields will be available (or required) for population upon completing all batches for this account.

Payment Export Configuration

When the user selects Payment Export Configuration the following screen will appear.

The user will then select the depositor. This will produce the following screen.
The user will then select the account for which to set up the payment export. This will display the following screen.

![Payment Export Configuration Screen](https://example.com/paymentconfig.png)

Place a check mark in the export payments box.

Select the type of file to be created. Values are:

- ASCII
- CSV
- Quick Books - IIF

Select the row Delimiter. Values are:

- CR (carriage return)
- CRLF (Carnage return Line Feed)
- LF (Line Feed)

Enter the Column Delimiter Values are:

- , Comma
- ; Semicolon
- | Vertical pipe
- Tab
Enter the Text Qualifier. Values are:
None
Double tick
Single tick

Enter the Date Format. Values are:
mm/dd/yy
mm/dd/yyy
yy.mm.dd
yyyy.mm.dd
dd/mm/yy
dd/mm/yyyy
dd.mm.yy
dd.mm.yyyy
dd-mm-yy
dd-mm-yyyy
dd mon yy
dd mon yyyy
mon dd, yy
mon dd, yyyy
mm-dd-yy
mm-dd-yyyy
yy/mm/dd
yyyy/mm/dd
yyymmd
yyymmmdd
mmddyy
mmddyyyy

Enter the Currency Format. Values are:
Explicit Decimal
Implicit Decimal
Negative Explicit Decimal
Enter the file name to use. This is user defined.

Select the file extension.

The user should select the fields to be shown in the file by placing a check in the check box under the include field.

The user should also select the order of the fields by selecting the field order number.

When configuration setup is complete, select the **Save** button.

Stop File Configuration

Within the remittance functionality of the CCX application, depositors using remittance may now upload “stop” files. By uploading a stop file specific to a depositor deposit account, any payment scanned that matches a stop record will be “blocked” from processing during the balancing of the batch alerting the clerk that the payment is “blocked”. The clerk may then edit the record if it is miss read so it will pass through to completion of the batch or delete the payment and remittance coupon (if applicable) from the batch.

A stop file should be a .txt file with one column, multiple rows. Other formats are acceptable but a request must be submitted to the financial institution to allow.

To add a new stop file, select the **Stop File Config** option at the top of the screen. The following screen will display.

In the stop file description field, enter the name that will reference this stop file for display purpose only, and then click **Add New Stop File**.
# Depositor User Role Matrix

When adding new users, a role must be assigned to the user. Below is a matrix that outlines the available roles along with their permissions. There is also a chart following that provides the definition for each permission.

<table>
<thead>
<tr>
<th>Function</th>
<th>Advanced Processing Officer</th>
<th>Approver</th>
<th>Manager</th>
<th>Processing Officer</th>
<th>Research Officer</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capture Batches</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Approve Batches</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Batches</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Batches</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Access Advanced Edit</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add/Maintain Depositor Users</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Manage Depositor User Notifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Delete Payments</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Maintain Opt Out Accounts</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Redeposit Payments</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Research Transactions</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Maintain Remittance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Configure Payment Exports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export Payments</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Batch Statuses</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit ‘Duplicate’ Payments</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Access Reports</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>System Info</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
# User Permission Definitions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in</td>
<td>Log in to the system.</td>
</tr>
<tr>
<td>Capture Batches</td>
<td>Create a deposit and scan items into the batch/deposit.</td>
</tr>
<tr>
<td>Edit Payments &amp; Batches</td>
<td>Edit scanned items, if necessary, and batch totals.</td>
</tr>
<tr>
<td>Access Advanced Edit</td>
<td>Access the Advanced Edit feature in RDC which will allow the user to change or add 3 or more characters in the MICR (account # or routing#) line.</td>
</tr>
<tr>
<td>Edit Duplicate Payments</td>
<td>Edit items that have been flagged as duplicates in the system.</td>
</tr>
<tr>
<td>Approve Batches</td>
<td>Approve closed batches within the system.</td>
</tr>
<tr>
<td>Delete Payments/Batches</td>
<td>Delete single items or entire batches.</td>
</tr>
<tr>
<td>View Batch Statuses</td>
<td>View batch statuses for batches scanned during the prior 24-month time period.</td>
</tr>
<tr>
<td>Research Transactions</td>
<td>Research transactions (items, batches) scanned during the prior 24-month time period.</td>
</tr>
<tr>
<td>Maintain Opt Out</td>
<td>Opt out check writers’ items for those who do not wish to have their checks converted to ACH transactions. Only applicable to those banks using the ACH Conversion feature within RDC.</td>
</tr>
<tr>
<td>Redeposit Payments</td>
<td>Allows a depositor to redeposit returned deposit items (ACH/IEN payments) that qualify for re-deposit.</td>
</tr>
<tr>
<td>Maintain Remittance</td>
<td>Add/maintain custom remittance fields at the account level.</td>
</tr>
<tr>
<td>Export Payments</td>
<td>Create and run a payment export from RDC.</td>
</tr>
<tr>
<td>Manage System Email Notifications</td>
<td>Add and manage system email notifications within RDC for various events such as batch closing or batch approvals.</td>
</tr>
<tr>
<td>Access &amp; Generate Reports</td>
<td>Access the reports area within RDC and generate system reports for printing and/or saving.</td>
</tr>
</tbody>
</table>
When the user selects the **User** tab the following screen will appear.

The user may edit (change passwords, unlock user accounts, etc.) their users if they have the proper system access. If the user selects edit next to one of the users listed, the following screen will appear:

On this screen, the user may then change the user group, user name, password, email and time zone. If the user's login or office needs to be changed, then the user must be deleted and added back to RDC correctly.
To add new users, select **New Client User** and the following screen will appear:

The user will then choose the client for whom to add the user.

The following security roles are available.

- Advanced processing Officer
- Approver
- Manager
- Processing Officer
- Research Officer
- Supervisor
Next, select **Continue** and the following screen will display. Populate the required fields along with any others desired. Select **Save**.

If the user selects the **Notifications** tab, the following screen will display. Notifications is a feature that can be used to set up the system to auto-generate emails for the various events listed in the Event drop down selection.
Select the depositor and location along with the event. Next, place a check mark next to the user(s) who should receive email notifications for this account when the selected event happens.

The following is a list of events.

- Batch Approval
- Closed batch approaching cut-off
- Batch Closing
- Open Batch approaching cut-off
- Open Batch from previous day
- Batch Processing
- Batch Return (only RDC plus Clients)
- Batch Submission (only RDC plus Clients)
- Pending Approval from previous day
- Batch Adjustments (only RDC plus Clients)

### System Information

System info will show the information about the PC as it regards to RDC processing. To access System Info, choose the **Profile** option near the top right corner of the screen.
Next, choose the System Info tab. The following screen will display.

Your web browser should have cookies and scripting (e.g. JavaScript) enabled, and popup blockers should be disabled.

For a detailed list of minimum requirements, see the separate Minimum Requirements document, but in general you should have the following:

**Java:** Java 8.51 is the current version available, but the latest version of Java will be required **

**PDF document viewer:** The latest version of Adobe Reader is recommended.

**Web Browser:** The latest version of Internet Explorer, Mozilla Firefox, Apple Safari.

**Operating System:** Windows XP, Windows Vista, Windows 7, Mac OSX

**Keeping the latest version of Java on your PC will reduce your exposure to the hacker community. Therefore, Oracle (Java) will issue required official updates every 90 days to ensure your PC has the most current version of Java running.**