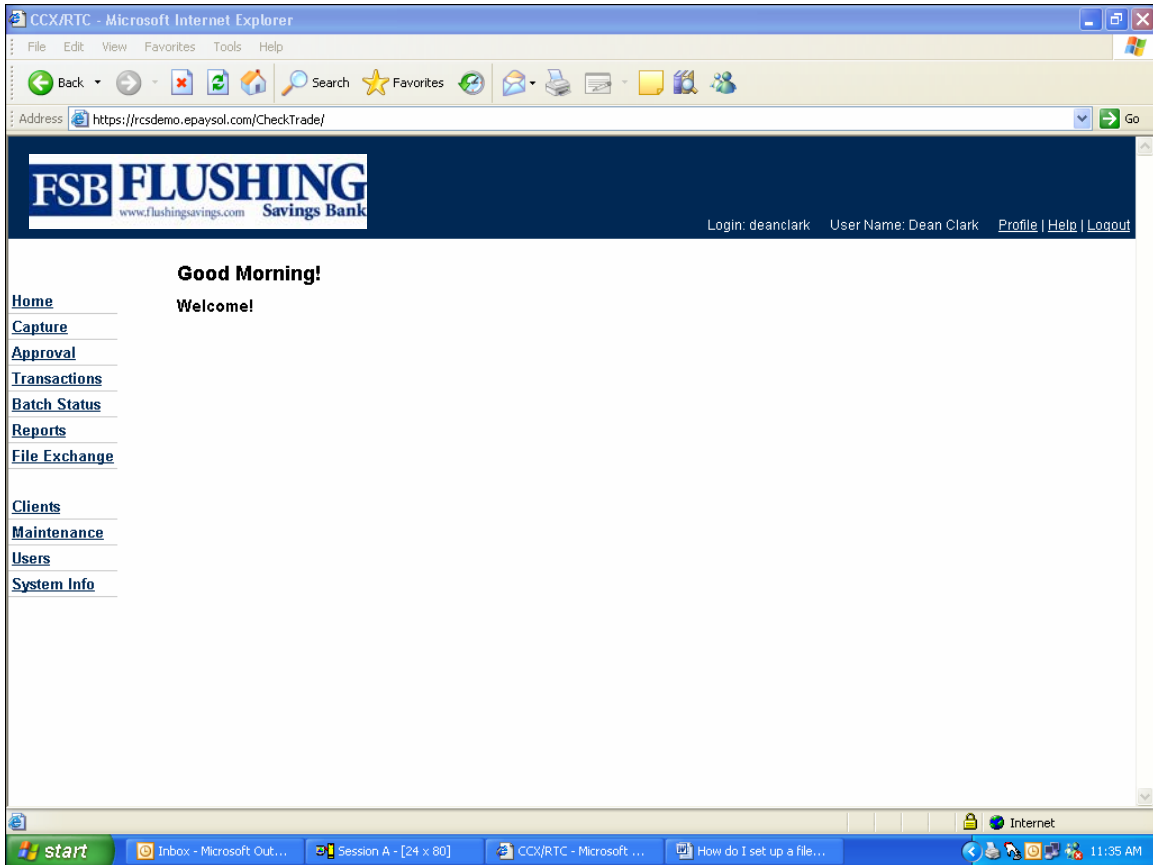


How do I tell the when batches are opened, approved and processed?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

- The screen below reflects the Batch Status page.

Batch Status

Start Date: 11/30/2006 Select End Date: 12/01/2006 Select

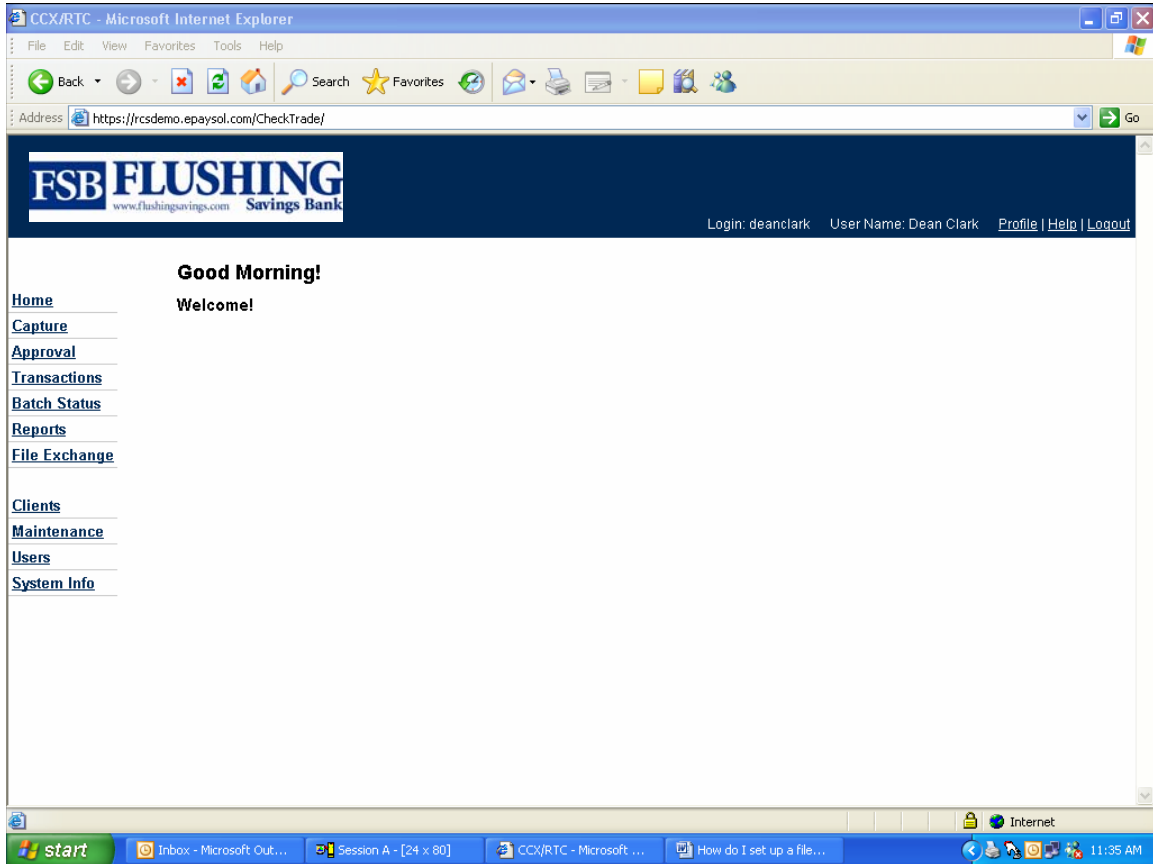
Depositor: Andy's Used Cars

Search

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
6895	new deposit 3 Dec 1 2006 1:59PM EST	new deposit 3	7:00PM EST	17.00 1	0.00 0	0.00 0	17.00 1	Pending	Audit
6868	new deposit 3 Nov 30 2006 5:38PM EST	new deposit 3	7:00PM EST	16.00 1	0.00 0	16.00 1	16.00 1	Processed	Audit Report
6867	Andys2deposits Nov 30 2006 5:35PM EST	Andys2deposits	7:00PM EST	15.00 1	0.00 0	15.00 1	15.00 1	Processed	Audit Report
6866	Andys main acct Nov 30 2006 5:29PM EST	Andys main acct	7:00PM EST	14.00 1	0.00 0	14.00 1	14.00 1	Processed	Audit Report
6860	Andys main acct Nov 30 2006 4:44PM EST	Andys main acct	7:00PM EST	0.00 0	0.00 0	0.00 0	11.00 1	Pending	Audit
6859	Andys2deposits Nov 30 2006 4:39PM EST	Andys2deposits	7:00PM EST	12.00 1	0.00 0	12.00 1	12.00 1	Processed	Audit Report
6858	Andys main acct Nov 30 2006 4:35PM EST	Andys main acct	7:00PM EST	13.00 1	0.00 0	13.00 1	13.00 1	Processed	Audit Report
6844	Andys2deposits Nov 30 2006 2:22PM EST	Andys2deposits	7:00PM EST	9.00 1	0.00 0	9.00 1	9.00 1	Processed	Audit Report
6843	Andys2deposits Nov 30 2006 2:20PM EST	Andys2deposits	7:00PM EST	7.00 1	0.00 0	7.00 1	7.00 1	Processed	Audit Report
6842	Andys main acct Nov 30 2006 2:18PM EST	Andys main acct	7:00PM EST	8.00 1	0.00 0	8.00 1	8.00 1	Processed	Audit

- Batch Status can be determined by locating batch in question, and then reviewing the corresponding status (under Status column).

How do I log into my Desktop Deposit service?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Capture tab on the left side of the screen

➤ The screen below reflects the Open Batches page.

The screenshot displays the 'Open Batches' page of the FSB FLUSHING Savings Bank. The browser window shows the URL <https://frcsdemo.epaysol.com/CheckTrade/capture/openBatchAll.action>. The page header includes the bank logo and navigation links for 'Create New Batch', 'Open Batches', 'Create New Returns Batch', 'Open Returns Batches', and 'Submitted Batches'. A user menu shows 'Login: deanclark', 'User Name: Dean Clark', and links for 'Profile', 'Help', and 'Logout'. A sidebar on the left contains navigation links for 'Home', 'Capture', 'Approval', 'Transactions', 'Batch Status', 'Reports', 'File Exchange', 'Clients', 'Maintenance', 'FI Info', 'Users', and 'System Info'. The main content area features a form for 'Depositor' (set to 'Andy's Used Cars') and 'Deposit'. Below the form is a table of open batches.

Batch ID	Batch Name	Cut-off Time	Item Count	Incomplete Count	Deleted Count	Pending	Balance Status	Expected	Actions
6635	Test Nov 21 2006 4:44PM EST	7:00PM EST	2	0	2	0.00 0	-72.00 -3	72.00 3	Update Scan Search Delete Trace

➤ Click onto the “Create New Batch” link along the top of the screen.

➤ The screen below reflects a more-detailed Create New Batch page.

FSB FLUSHING Savings Bank
www.flushingsavings.com

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[Create New Batch](#) | [Open Batches](#) | [Create New Returns Batch](#) | [Open Returns Batches](#) | [Submitted Batches](#)

Create New Batch

Depositor:

Select Deposit

Deposit Name	Account Name	Routing Number	Account Number	Cut-off Time	Action
Andys main acct	Andys main acct	123456780	1144556677	7:00PM EST	Select
Andys2deposits	Andy's Main Account	123456780	1144556677	7:00PM EST	Select
new deposit 3	9988776655	123456780	3	7:00PM EST	Select

➤ Select the account that you would like to make your deposit into by clicking onto the Select link which is located under the Action column.

- The screen below reflects the Create New Batch page so that you can enter your check deposit(s).

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

[Create New Batch](#) | [Open Batches](#) | [Create New Returns Batch](#) | [Open Returns Batches](#) | [Submitted Batches](#)

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**

* **Expected Deposit Total Items**

Sequence	Entry

Item Amount

Clear

Note: If you leave the Batch Name empty, the system will generate one for you.

Done

start | http://supportwizar... | CCX/RTC - Microsof... | Microsoft Office ... | How Do I In CCX - M... | How do I completel... | Internet | 9:45 AM

- You have a choice to use either a calculator to add up the number of checks, or use the tape option on the capture screen. (This demo will use the tape option on the screen.)
- In the Item Amount field, you will enter the amount of each check. As the checks are entered, the Expected Deposit Total Amount field and the Expected Deposit Total Items field will be updated.

- The screen below reflects a sample of an \$18.00 check after it was entered.

Create New Batch
Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**
* **Expected Deposit Total Items**

Sequence	Entry
1	18.00

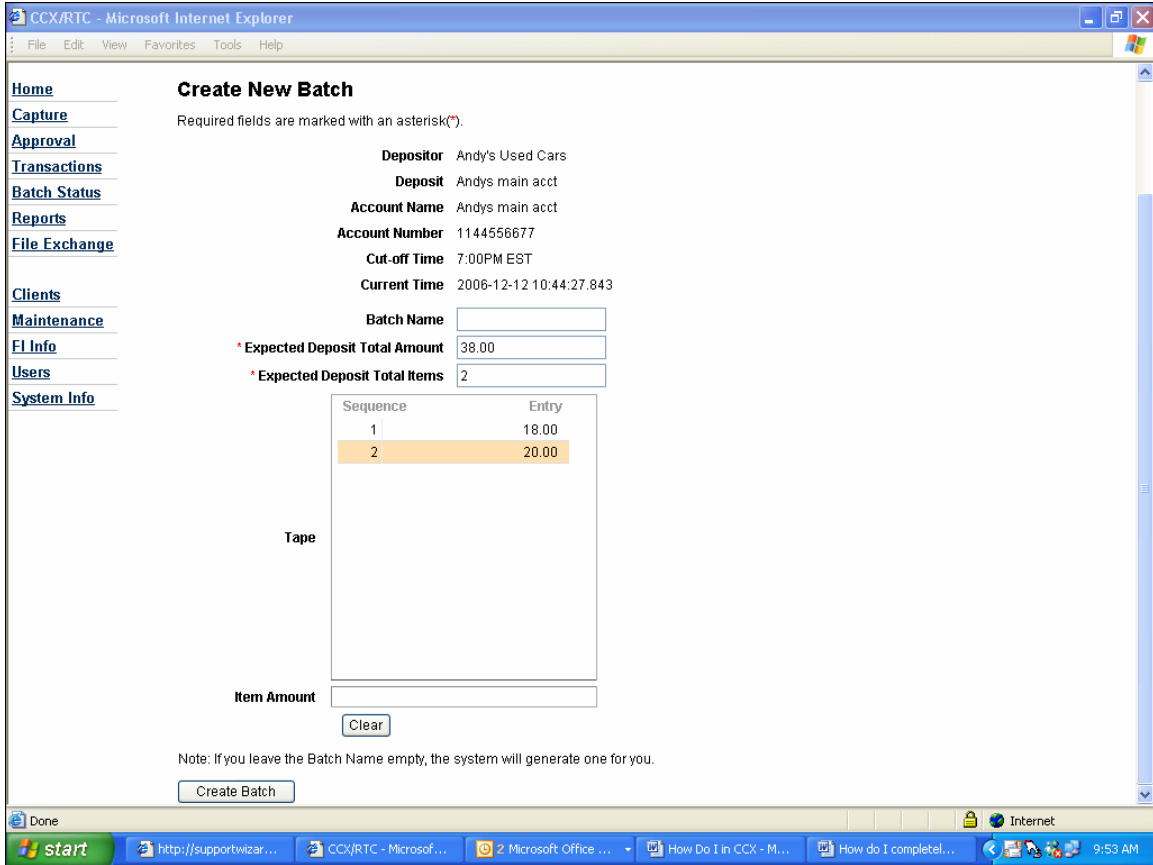
Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

- You will then be prompted to enter the remainder of your checks.
- If you enter the wrong amount, you can use your mouse to highlight the incorrect item; then press the delete key and enter the correct amount.

- The screen below highlights the incorrect item to be adjusted.



- Press the delete key on the key board and the item will be removed.
- Enter the correct amount in the Item Amount field and press enter.

- The screen below reflects the adjustment made to the deposit item.

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**

* **Expected Deposit Total Items**

Sequence	Entry
1	18.00
2	19.00

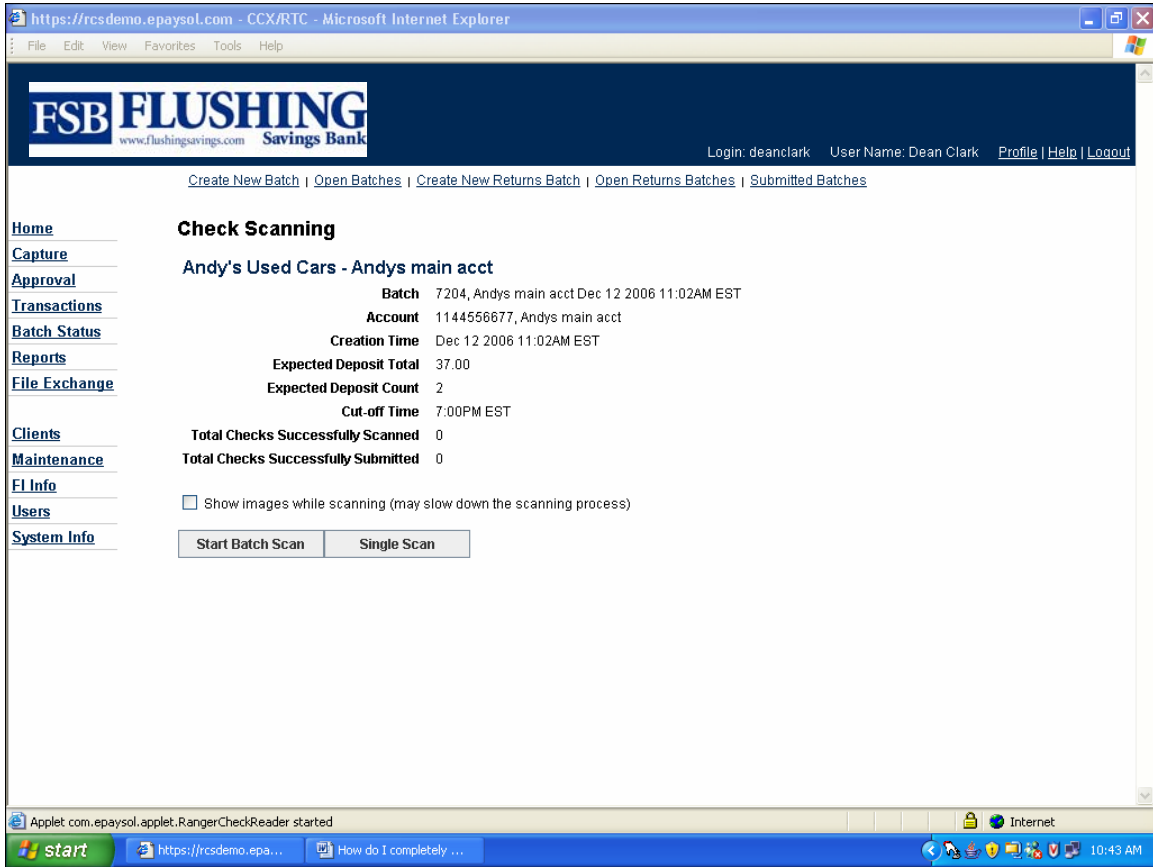
Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

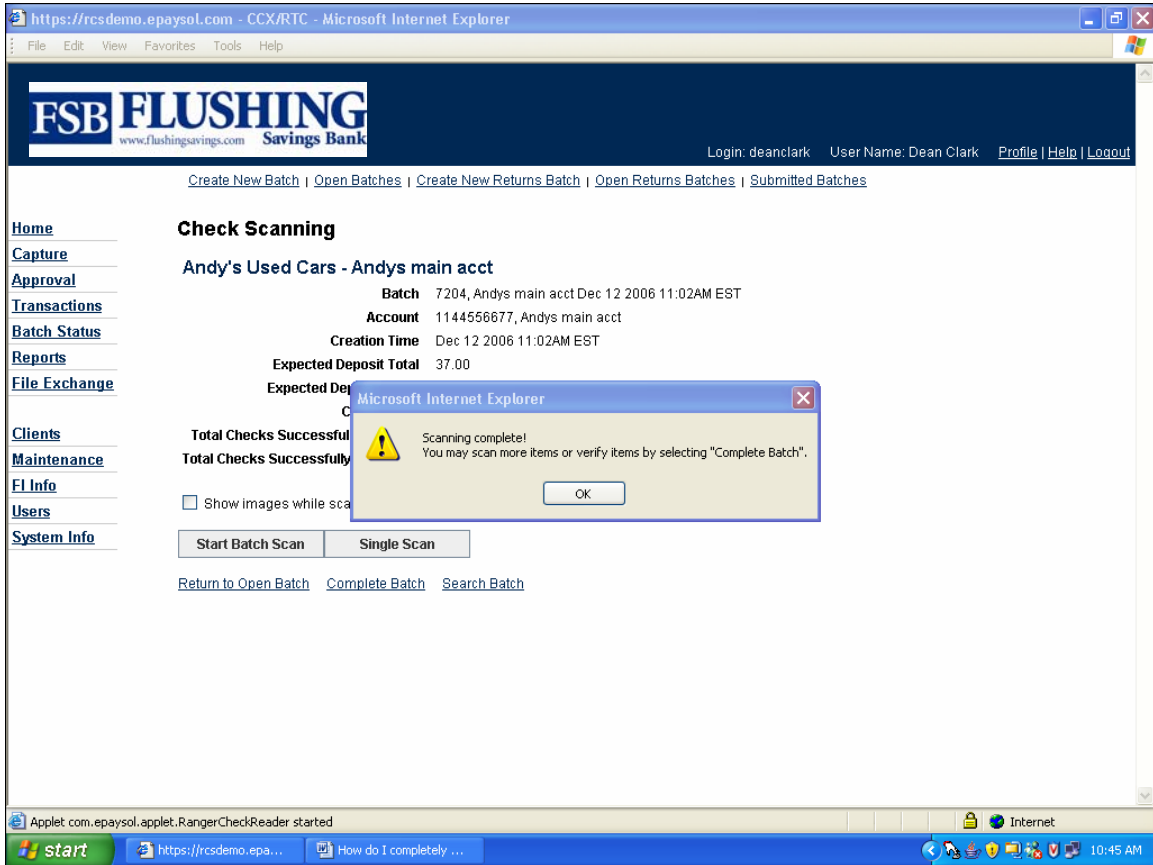
- Once your deposit items have all been entered on the tape, click onto the Create Batch button on the bottom of the screen.
- When using the tape option, you do not have to enter a Batch Name; it will be system generated.

- After you have clicked onto the Create Batch button, the system will present you with the Check Scanning page.



- At this point, place the checks into the hopper of the Panini scanner, and then press the Start Batch Scan button.

- When scanning has been completed, you will then be presented with the following page.



- Press the OK button.
- If you have more checks, you can then place your checks in the hopper of the Panini scanner, and then click onto the Start Batch Scan.
- If you do not have any more check deposits, then you can click onto the Complete Batch link (along the bottom of the screen).

- If any items need to be corrected (after you've clicked onto the Complete Batch link tab), you will be presented with the following page.

Account #0015
Any Street:
Any City, State Zip

Commercial Capture Xpress
Foreign Item (check)

ITEM# 180

Pay to the order of WALLY WORLD \$ 18.00
eighteen DOLLARS

⑈0000000180⑈ ⑆064202251⑆ ⑆80018⑆

Warning: Payee might be missing.

* Amount

Payor

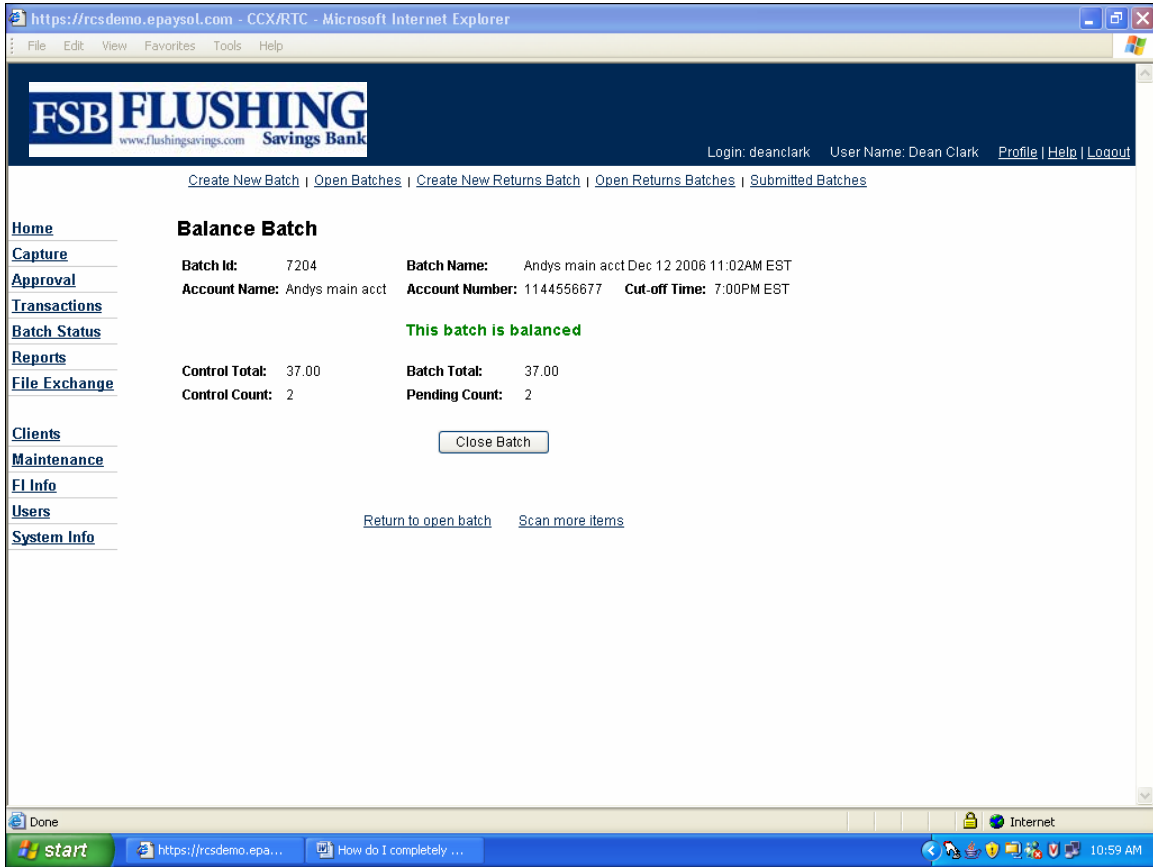
[Return to open batch](#) [Scan more items](#) [View Back of Check](#)

Note:

1. Required fields are marked with an asterisk (*).
2. Input boxes with yellow or green background denote required fields.

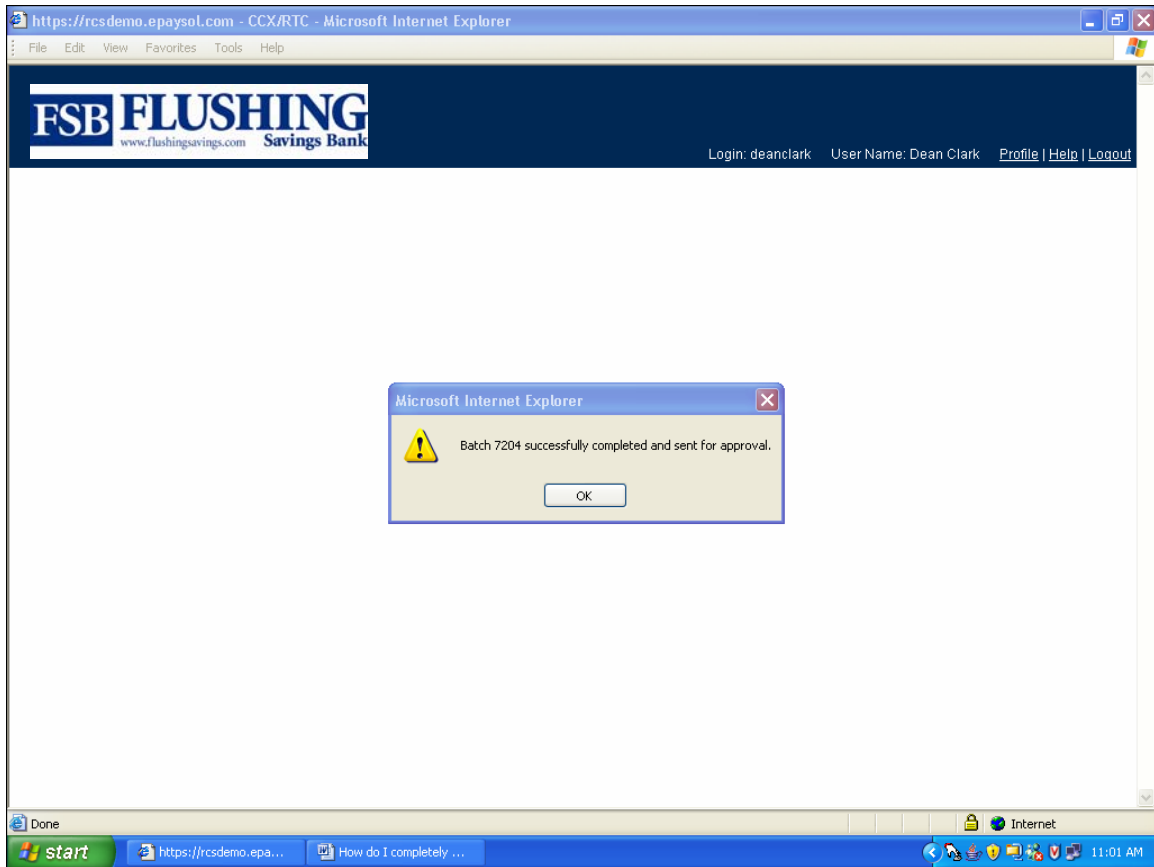
- You will then enter information into the fields are missing any required data. (In this example, the amount of the check.)

- Once all items have been corrected, you will be presented with the following page.



- At this point, click onto the Close Batch button.

- You will be presented with the following message, “Batch 7204 successfully completed and sent for approval.”



- Press OK, and then you will be presented with a PDF report. You can then either print or save the report.

- You will then be presented with the following “Closed Batch Status” page.

Report Run Time: 12/12/2006 12:02:00 PM Run By: Dean Clark

Closed Batch Status

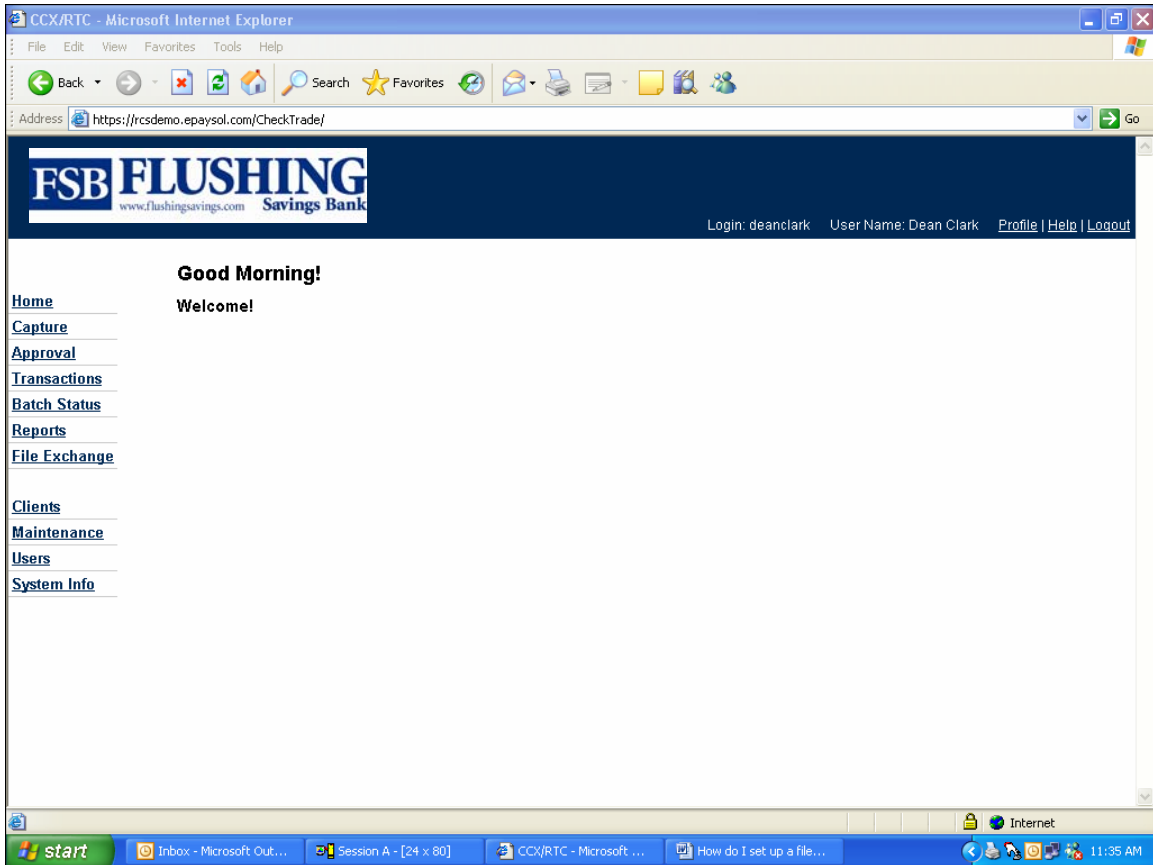
Entry Date: Dec 12 2006 11:02AM EST Cuf Off Time: 7:00PM EST
Client: Andy's Used Cars, 444556666
Deposit: Andys main acct
Account #: 1144556677 Account Name: Andys main acct

Batch	Pending Count	Pending Total	Canceled Count	Canceled Amount
7204 [Andys main acct Dec 12 2006 11:02AM EST]	2	\$ 37.00	0	\$ 0.00

Created By: deanclark Closed By: deanclark

- Once you have printed out this report, your deposit batch will need to be approved.

How do I adjust an item that is entered in the tape option incorrectly?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Capture link on the left side of the screen

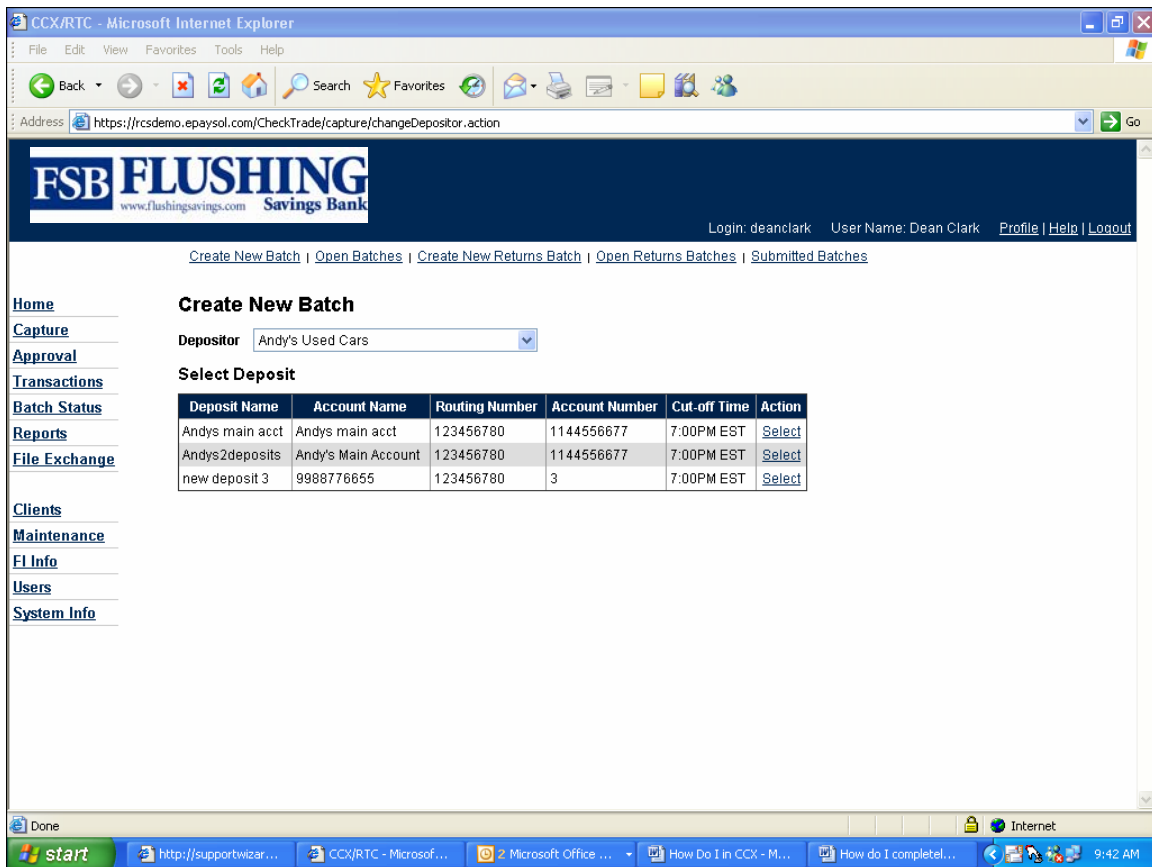
- The screen below reflects the Open Batches page.

The screenshot displays the 'Open Batches' page for FSB FLUSHING Savings Bank. The browser window title is 'CCX/RTC - Microsoft Internet Explorer'. The address bar shows the URL: <https://rcsdemo.epaysol.com/CheckTrade/capture/openBatchAll.action>. The page header includes the bank logo and navigation links: [Create New Batch](#), [Open Batches](#), [Create New Returns Batch](#), [Open Returns Batches](#), and [Submitted Batches](#). The user is logged in as 'deanclark' with the name 'Dean Clark'. A sidebar on the left contains links for Home, Capture, Approval, Transactions, Batch Status, Reports, File Exchange, Clients, Maintenance, FI Info, Users, and System Info. The main content area is titled 'Open Batches' and features a dropdown menu for 'Depositor' set to 'Andy's Used Cars' and another for 'Deposit'. Below this is a table with the following data:

Batch ID	Batch Name	Cut-off Time	Item Count	Incomplete Count	Deleted Count	Pending	Balance Status	Expected	Actions
6635	Test Nov 21 2006 4:44PM EST	7:00PM EST	2	0	2	0.00 0	-72.00 -3	72.00 3	Update Scan Search Delete Tape

- Click onto the Create New Batch link (along the top of the screen).

- The screen below reflects a more-detailed Create New Batch page.



- Select the account that you would like to make your deposit into by clicking onto the Select link which is located under the Action column.

- The screen below reflects the Create New Batch page so that you can enter your check deposit(s).

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

[Create New Batch](#) | [Open Batches](#) | [Create New Returns Batch](#) | [Open Returns Batches](#) | [Submitted Batches](#)

Home
[Capture](#)
[Approval](#)
[Transactions](#)
[Batch Status](#)
[Reports](#)
[File Exchange](#)

Clients
[Maintenance](#)
[FI Info](#)
[Users](#)
[System Info](#)

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**

* **Expected Deposit Total Items**

Sequence	Entry
Tape	

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

Done

start http://supportwizar... CCX/RTC - Microsof... Microsoft Office ... How Do I in CCX - M... How do I completel... 9:45 AM

- You have a choice to use either a calculator to add up the number of checks, or use the tape option on the capture screen. (This demo will use the tape option on the screen.)
- In the Item Amount field, you will enter the amount of each check. As the checks are entered, the Expected Deposit Total Amount field and the Expected Deposit Total Items field will be updated.

- The screen below reflects a sample of an \$18.00 check after is was entered.

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**
* **Expected Deposit Total Items**

Sequence	Entry
1	18.00

Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

Done

start http://supportwizar... CCX/RTC - Microsof... Microsoft Office ... How Do I in CCX - M... How do I completel... 9:49 AM

- You will then be prompted to enter the remainder of your checks.
- If you enter the wrong amount, you can use your mouse to highlight the incorrect item; then press the delete key and enter the correct amount.

- The screen below highlights the incorrect item to be adjusted.

Create New Batch
Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**
* **Expected Deposit Total Items**

Sequence	Entry
1	18.00
2	20.00

Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

- Press the delete key on the key board and the item will be removed.
- Enter the correct amount in the Item Amount field and press enter.

- The screen below reflects the adjustment made to the deposit item.

Create New Batch

Required fields are marked with an asterisk(*).

Depositor Andy's Used Cars
Deposit Andys main acct
Account Name Andys main acct
Account Number 1144556677
Cut-off Time 7:00PM EST
Current Time 2006-12-12 10:44:27.843

Batch Name

* **Expected Deposit Total Amount**

* **Expected Deposit Total Items**

Sequence	Entry
1	18.00
2	19.00

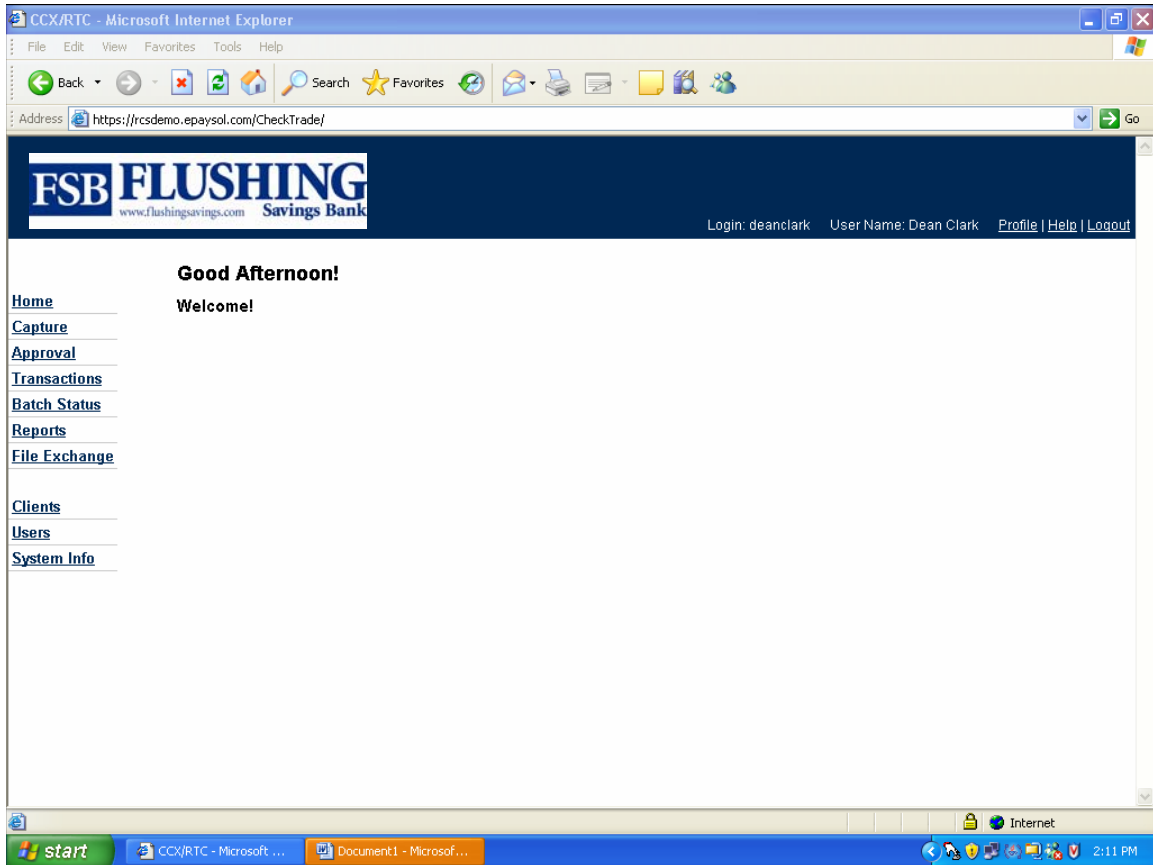
Tape

Item Amount

Note: If you leave the Batch Name empty, the system will generate one for you.

- Once your deposit items have all been entered on the tape, click onto the Create Batch button (on the bottom of the screen).
- When using the tape option, you do not have to enter a Batch Name; it will be system generated.

How do I get to and use the advanced edit functionality?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Capture link on the left side of the screen

- The screen below reflects the Open Batches page.

The screenshot shows the 'Open Batches' page in a web browser. The page has a navigation menu on the left with links for Home, Capture, Approval, Transactions, Batch Status, Reports, File Exchange, Clients, Users, and System Info. The main content area is titled 'Open Batches' and includes a 'Depositor' dropdown menu and a 'Deposit' dropdown menu. Below these is a table with the following columns: Batch ID, Batch Name, Cut-off Time, Item Count, Incomplete Count, Deleted Count, Pending, Balance Status, Expected, and Actions. The table contains 10 rows of data, each representing a different batch. The Actions column for each row contains links for Update, Scan, Search, Delete, and Tape.

Batch ID	Batch Name	Cut-off Time	Item Count	Incomplete Count	Deleted Count	Pending	Balance Status	Expected	Actions
6479	Best Buy Operating Nov 16 2006 3:55PM EST	8:00PM EST	0	0	0	0.00 0	-1,000.00 -9	1,000.00 9	Update Scan Delete Tape
6476	321 Nov 16 2006 2:23PM CST	5:00PM EST	0	0	0	0.00 0	-1.00 -1	1.00 1	Update Scan Delete Tape
6474	LarryTest 1 Nov 16 2006 1:56PM CST	5:00PM EST	2	0	0	154.00 2	Balanced	154.00 2	Update Scan Search Delete Close Tape
6471	deposit2 Nov 16 2006 2:10PM EST	7:00PM EST	0	0	0	0.00 0	-720.00 -4	720.00 4	Update Scan Delete Tape
6470	deposit1 Nov 16 2006 1:59PM EST	7:00PM EST	0	0	0	0.00 0	-720.00 -4	720.00 4	Update Scan Delete Tape
6469	111 Nov 16 2006 1:47PM EST	6:00PM EST	1	1	0	0.00 0	-1.00 -1	1.00 1	Update Scan Complete Search Delete Tape
6467	Main Operating Nov 16 2006 10:28AM PST	7:00PM EST	0	0	0	0.00 0	-5,000.00 -10	5,000.00 10	Update Scan Delete Tape
6466	Adelbert Nov 16 2006 12:14PM CST	5:00PM EST	0	0	0	0.00 0	-150.00 -2	150.00 2	Update Scan Delete Tape
6465	Test Deposit Site Nov 16 2006 12:59PM EST	4:00PM EST	0	0	0	0.00 0	-75.00 -3	75.00 3	Update Scan Delete Tape

- You will then find multiple check deposit batches; click onto the Search link (to the right of the batch) for the item(s) you'd like to edit.

- The screen below reflects the Batch Items Search page.

https://rcsdemo.epaysol.com - CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[Create New Batch](#) | [Open Batches](#) | [Create New Returns Batch](#) | [Open Returns Batches](#) | [Submitted Batches](#)

[Home](#)
[Capture](#)
[Approval](#)
[Transactions](#)
[Batch Status](#)
[Reports](#)
[File Exchange](#)
[Clients](#)
[Users](#)
[System Info](#)

Batch Items Search

1650 test - DDA
Batch 6474, LarryTest1 Nov 16 2006 1:56PM CST
Account 16501650101, 1650 Test
Cut-off Time 5:00PM EST

Routing # **Account #**
Check # **Amount**

<input type="checkbox"/>	Routing #	Account #	Check #	Amount	Payer Name	Status	Entry Date	Actions
<input type="checkbox"/>	071922777	03020524701	1020	100.00		Pending	11/16/2006	Edit Audit
<input type="checkbox"/>	071922777	35000981310	5093	54.00		Pending	11/16/2006	Edit Audit

Page of 1 page(s) of total 2 item(s) Rows per Page

[Return to open batch](#) [Scan more items](#)

Done

start | Inbox - Microsoft O... | Raise for Kerrie - M... | https://rcsdemo.ep... | SupportWizard - Let... | 3 Microsoft Office ... | 4:12 PM

- Press the edit button next to the check that shows an incomplete status.

- The screen below highlights the details of the check to be edited.

The screenshot shows a web browser window displaying a check details page. The page title is "1650 test - DDA". The main content area shows a check image with the following details:

- Payor:** SYLVIA BREWER, 72487 P FASANT AV, GLEN ELLYN, IL 60137
- Payee:** Sharon Bonje
- Amount:** \$54.00
- Date:** 9/14/06
- Bank:** FIRST AMERICAN BANK, GLEN ELLYN, ILLINOIS 60137
- Check Number:** 25093
- Routing Number:** 071922777
- Account Number:** 35000981310
- Check Number (MICR):** 5093
- Trailer:** 0000005400

Below the check image, there are input fields for "Amount" (containing 54.00) and "Payor". There are also buttons for "Submit", "Delete", and "Advanced". A "Note:" section at the bottom indicates that input boxes with yellow or green backgrounds denote required fields.

- If you have the proper security level, then the advanced edit button will appear.

- The screen below reflects the “Advanced Edit” page.

Batch Status Account 16501650101, 1650 Test
 Reports Creation Time Nov 16 2006 2:56PM EST
 File Exchange Expected Deposit Total 154.00
 Expected Deposit Count 2
 Clients Cut-off Time 5:00PM EST
 Users Payment Status Pending
 System Info

SYLVIA BREWER
 79487 PL PASANT AVE.
 GLEN ELLYN, IL 60137

70-2277-719 25093
 9/14 2006
 Pay to the Order of *Sharon Bonje* \$54.00
fifty four Dollars

FIRST AMERICAN BANK
 GLEN ELLYN, ILLINOIS 60137

for *S Brewer*

⑆07192277⑆ 35000981310U 5093 ⑆0000005400⑆

Auxiliary OnUs [1]
 * Routing Number 071922777
 * OnUs [2] 35000981310U 5093
 No OnUs symbol in OnUs field
 Check Number [3] 5093
 * Amount 54.00
 Payor

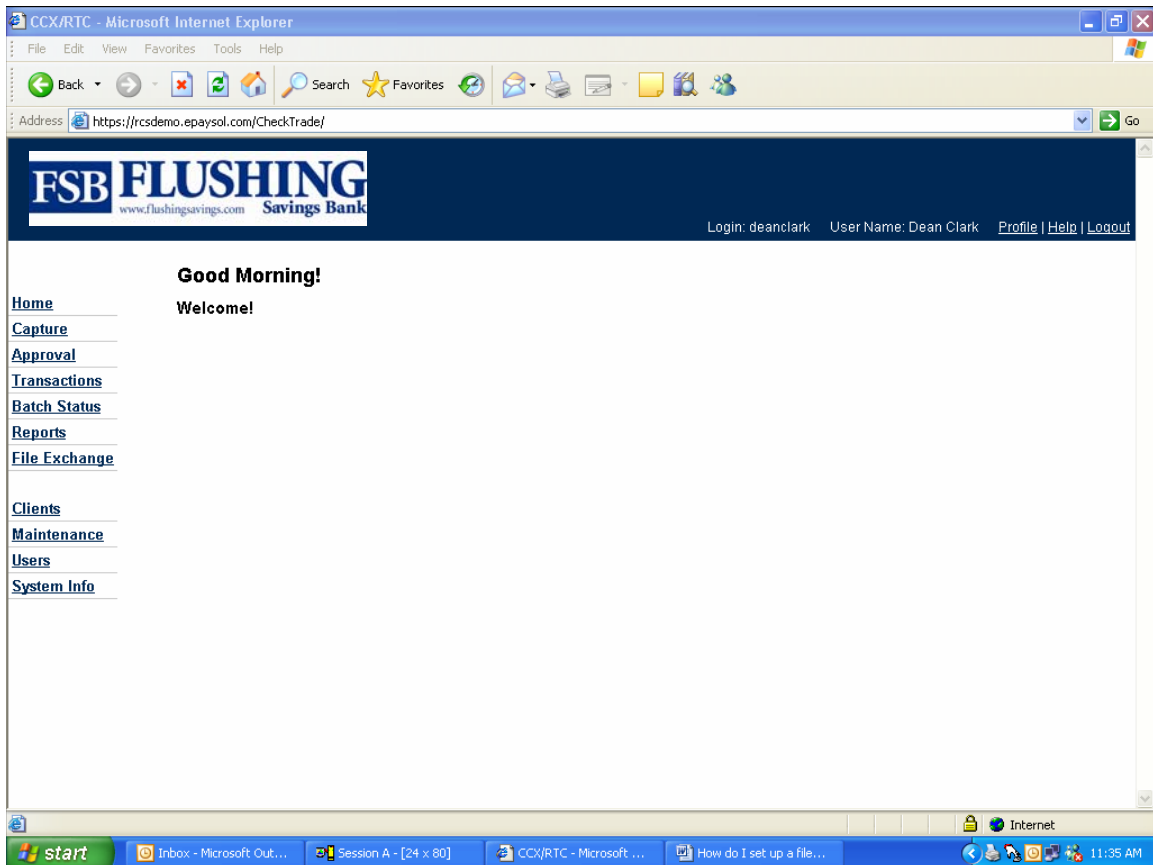
Submit

- With the Advanced Edit page, you now have the opportunity to revise the information on the check.

Important Customer Information:

1. Auxiliary “OnUs”, usually is the check number for a business check . The check number is located to the left of routing number ((surrounded by a pair of OnUs symbols) (⑆⑆)).
2. OnUs is located to the right of routing number, but to the left of amount (if present). The OnUs field should be put in exactly as shown in the MICR line. OnUs symbol(s) (⑆⑆) should be replaced with the letter 'U' (uppercase U). Dash symbol(s) (⑆⑆) should be replaced with the letter '-' (dash).
3. The Check number field is only significant if there is no auxiliary OnUs field; no check number in OnUs field in the MICR line; the check number was printed somewhere else on the check; or if the check number is misrepresented.

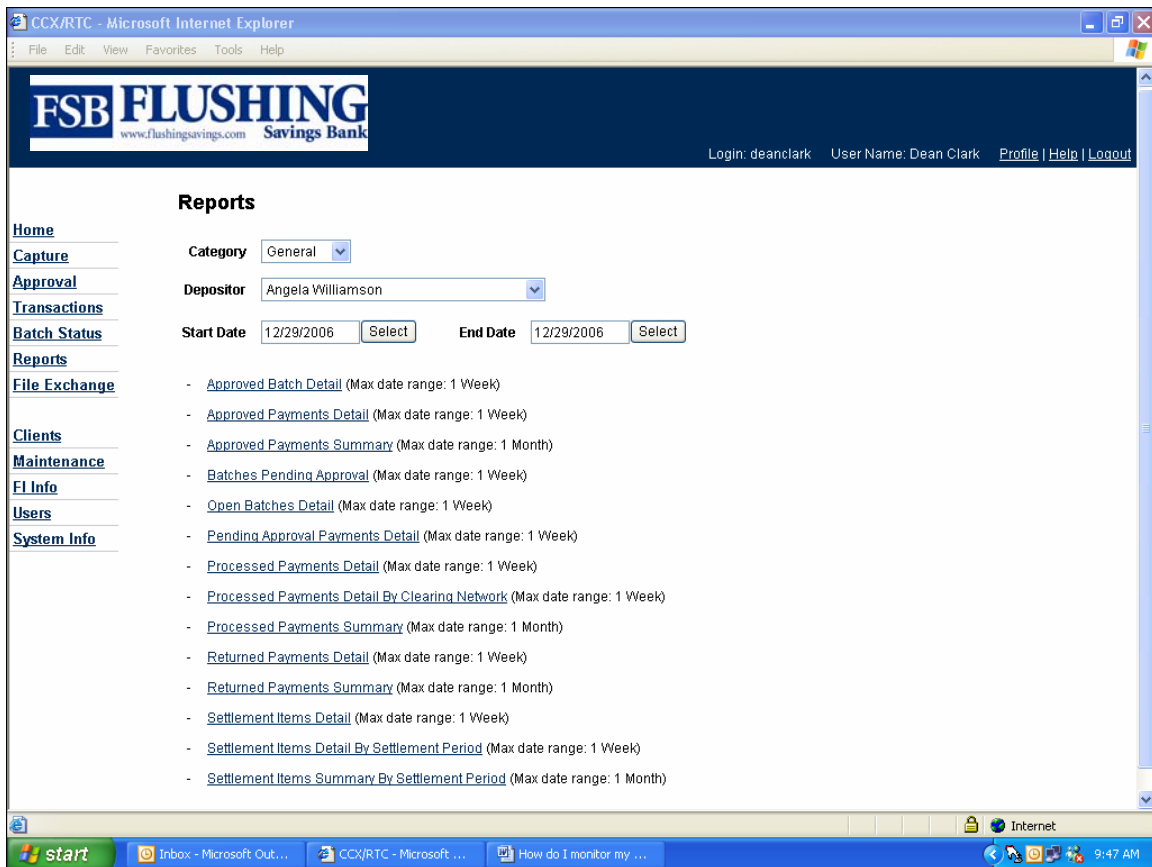
How do I monitor my customer usage?



Steps for Desktop Deposit Users:

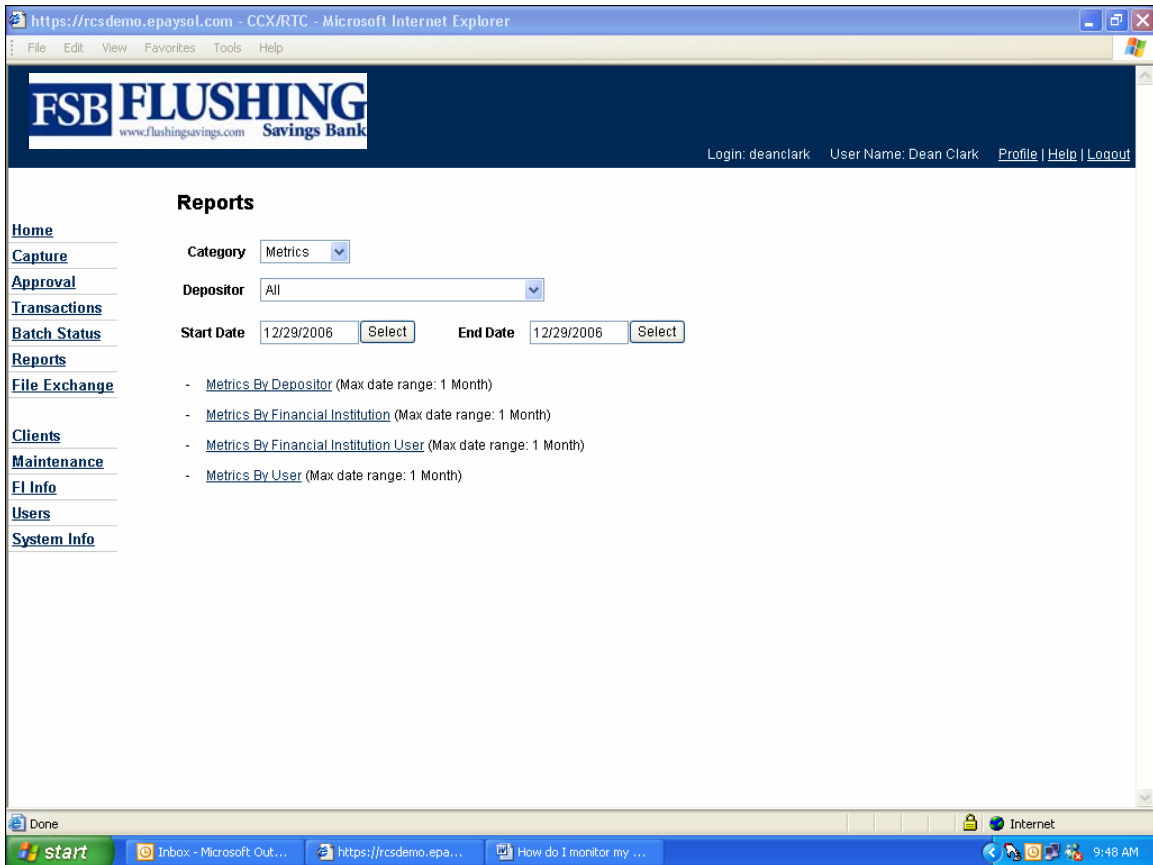
- Log into the system
- You will then be presented with the above screen
- Click onto the Capture link on the left side of the screen

➤ The screen below reflects the Reports page.



➤ Click onto the Category dropdown box to select the Metrics link.

- The screen below reflects a more-detailed Reports page.



- Click into the Depositor drop down box to select the appropriate customer, and then input the date range (in the Start and End Date fields) to pull the “Metrics By Depositor” report.

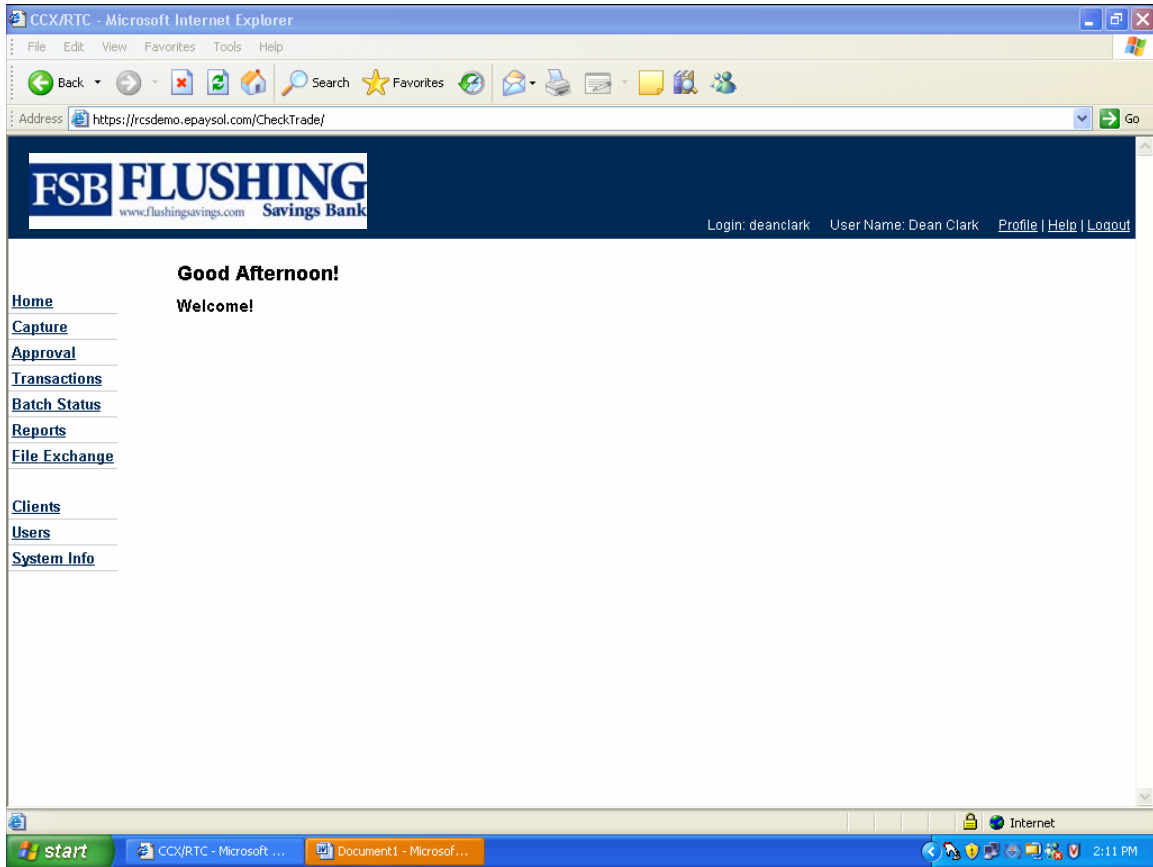
The screen below highlights the “Metrics By Depositor” report.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: https://rcsdemo.epaysol.com - CCX/RTC. The page title is "Metrics By Depositor". The report is for the "Metrics Period" from 12/01/2006 to 12/29/2006. The report is for "Fidelity Bank" and "Depositor: Andy's Used Cars". The report was created on 2006-11-16 14:51:14.873 and the status is "Active". The report lists various metrics and their counts, all of which are 0.

Bank	Process	Metric	Count
Fidelity Bank			
Depositor: Andy's Used Cars Created On: 2006-11-16 14:51:14.873 Status: Active			
	Processing	Total Batches Scanned	0
		Batches Closed	0
		Batches Deleted	0
		Total Items Scanned	0
		Items Accepted Without Editing	0
		Items Edited	0
		Items With Successful CAR	0
		Total Items Cleared	0
		Total Items Converted	0
		Items Deleted	0
		Total Items Processed	0
		Batches with Updated Totals	0
	Approval	Batches Approved	0
		Batches Returned to Processor	0
		Batch Approved after Cutoff (Holdover)	0
	Login	Password Resets	0
		Login Timeouts	0
	Administration	Number of New Scanners	0
		Number of Items Created	0

- This report will provide you with a wealth of information about your customer for the time period you selected.

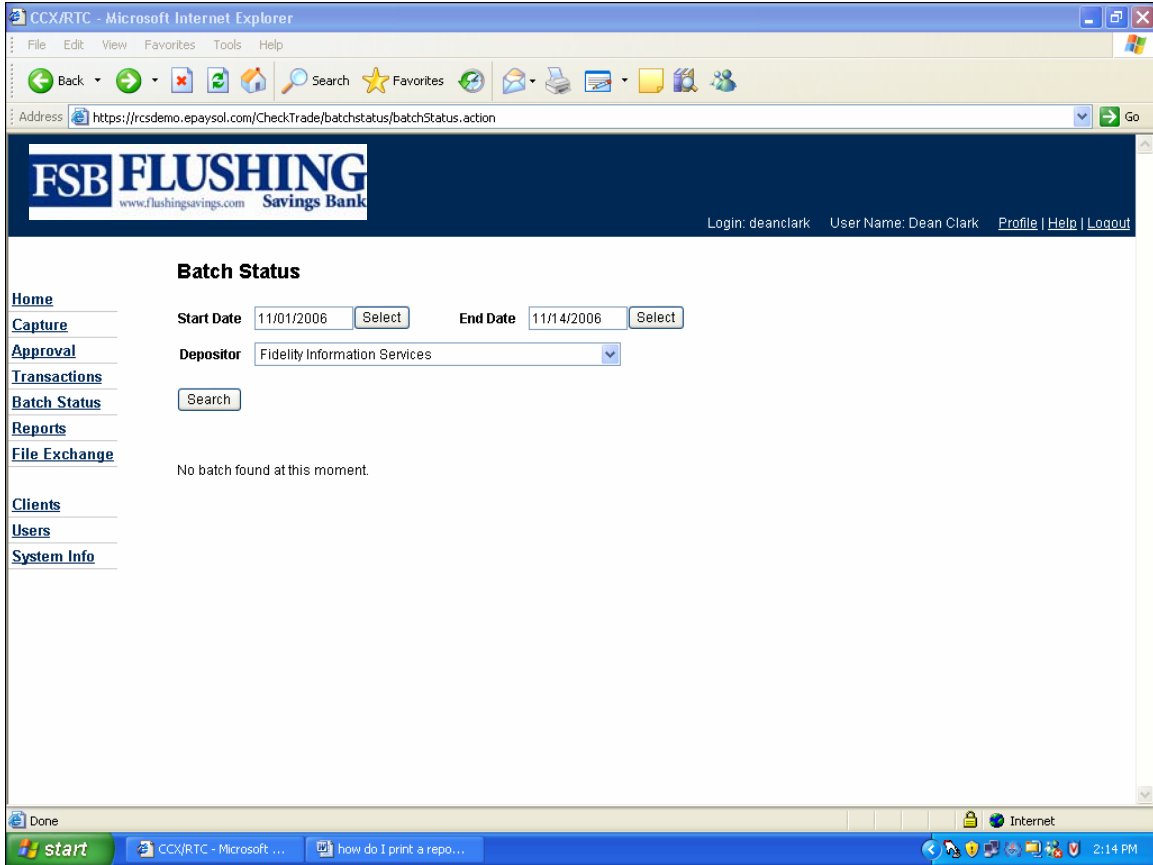
How do I print a report with just the images for a batch?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

- The screen below reflects the “Batch Status” page.



- Click onto the Depositor drop down box, and then click onto the Search button.

The screen below reflects the Batch Status page.

FSB FLUSHING Savings Bank
www.flushingsavings.com

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Batch Status

Start Date: 10/01/2006 Select End Date: 10/30/2006 Select
Depositor: Fidelity Information Services
Search

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
5909	Settlement - Estern Oct 30 2006 11:52AM EST	Settlement - Estern	10:00PM EST	<u>1,500.00</u> 5	<u>100.00</u> 1	<u>1,500.00</u> 5	1,500.00 5	Processed	Audit Report
5240	Man demo 5 Oct 5 2006 2:13PM EST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit
5238	man demo 4 Oct 5 2006 2:11PM EST	Payroll	6:00PM EST	<u>250.00</u> 1	0.00 0	0.00 0	250.00 1	Approved	Audit
5236	Man3 demo Oct 5 2006 1:59PM EST	Settlement - Estern	10:00PM EST	<u>12,930.00</u> 5	0.00 0	<u>12,930.00</u> 5	12,930.00 5	Processed	Audit Report
5234	Man2 demo Oct 5 2006 1:46PM EST	Fund Transfers	6:00PM EST	<u>9,070.00</u> 10	0.00 0	<u>9,070.00</u> 10	9,070.00 10	Processed	Audit Report
5233	Man demo 1 Oct 5 2006 1:31PM EST	Fees	6:00PM EST	0.00 0	<u>17,730.00</u> 17	0.00 0	9,070.00 10	Deleted	Audit
5229	Man1 Oct 5 2006 12:04PM EST	Fees	6:00PM EST	<u>150.00</u> 1	0.00 0	0.00 0	150.00 1	Approved	Audit
5123	pureload3 Oct 2 2006 3:42PM CST	Payroll	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit

➤ In the Process column, select the appropriate amount underlined link.

The screen below reflects a more-detailed Batch Status page.

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Batch Status

Processed Items

Fidelity Informa - Settlement - Estern

Batch: 5236, Man3 demo Oct 5 2006 1:59PM EST
Account: 2341234, Receivables
Cut-off Time: 10:00PM EST

Routing # Account #
Check # Amount

Total DR: 12,930.00

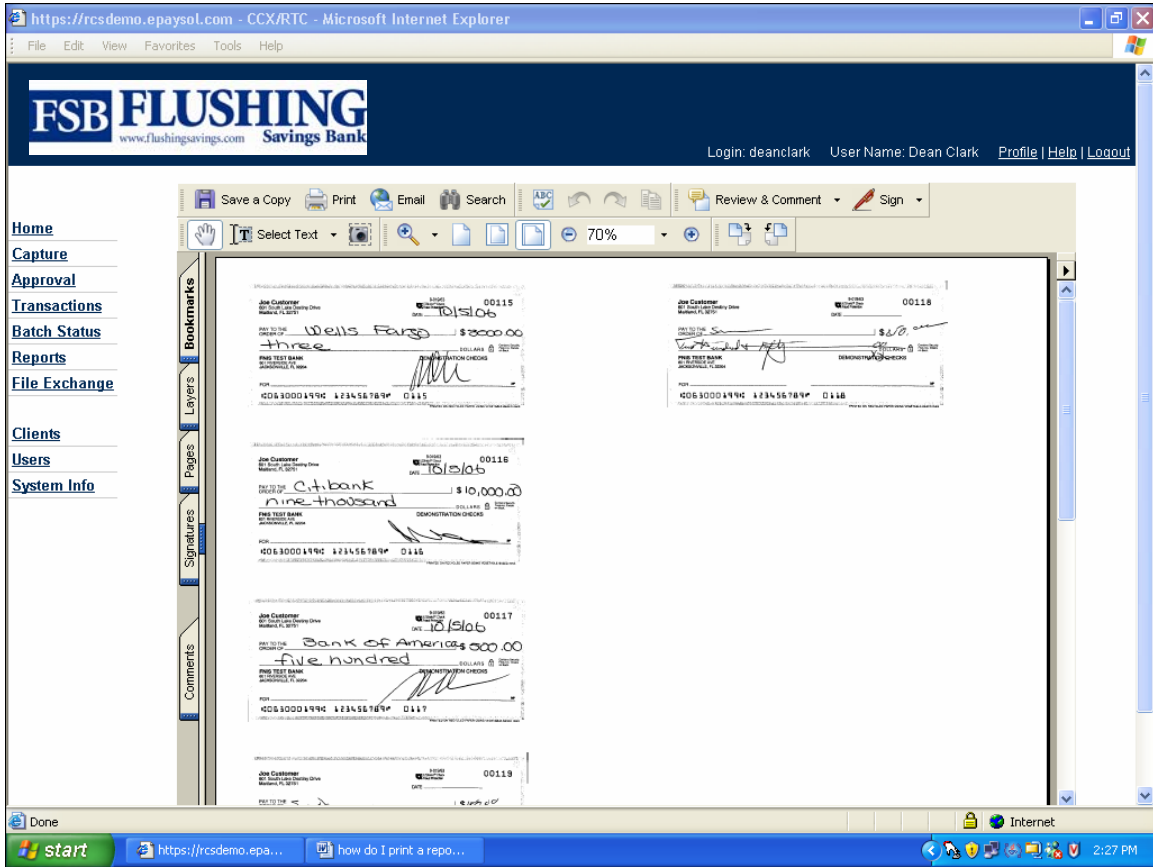
<input type="checkbox"/>	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Actions
<input type="checkbox"/>	063000199	123456789	0115	3,000.00	10/06/2006	10/05/2006	View Audit
<input type="checkbox"/>	063000199	123456789	0116	9,000.00	10/06/2006	10/05/2006	View Audit
<input type="checkbox"/>	063000199	123456789	0117	500.00	10/06/2006	10/05/2006	View Audit
<input type="checkbox"/>	063000199	123456789	0119	180.00	10/06/2006	10/05/2006	View Audit
<input type="checkbox"/>	063000199	123456789	0118	250.00	10/06/2006	10/05/2006	View Audit

- Select an individual check, or the entire list of checks to view.
- To view the entire list of checks, you must select the top check box in the headings.
- Once you've selected the check(s) you'd like to view, click onto the Print Selected Checks button.

- By clicking onto the Print Selected Checks button, you will start up the Adobe PDF viewer.

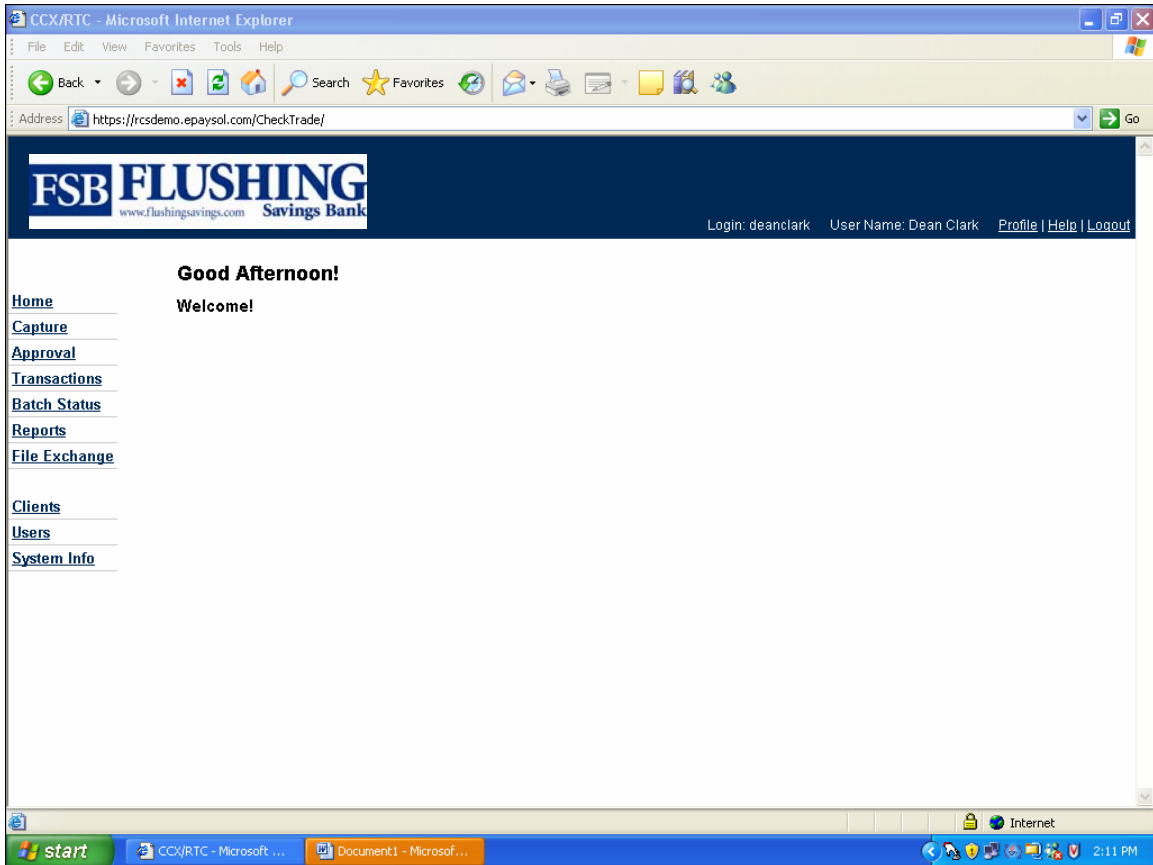


- The screen below reflects the check information provided by the Adobe PDF viewer.



- Press the print button to send the PDF to their printer.

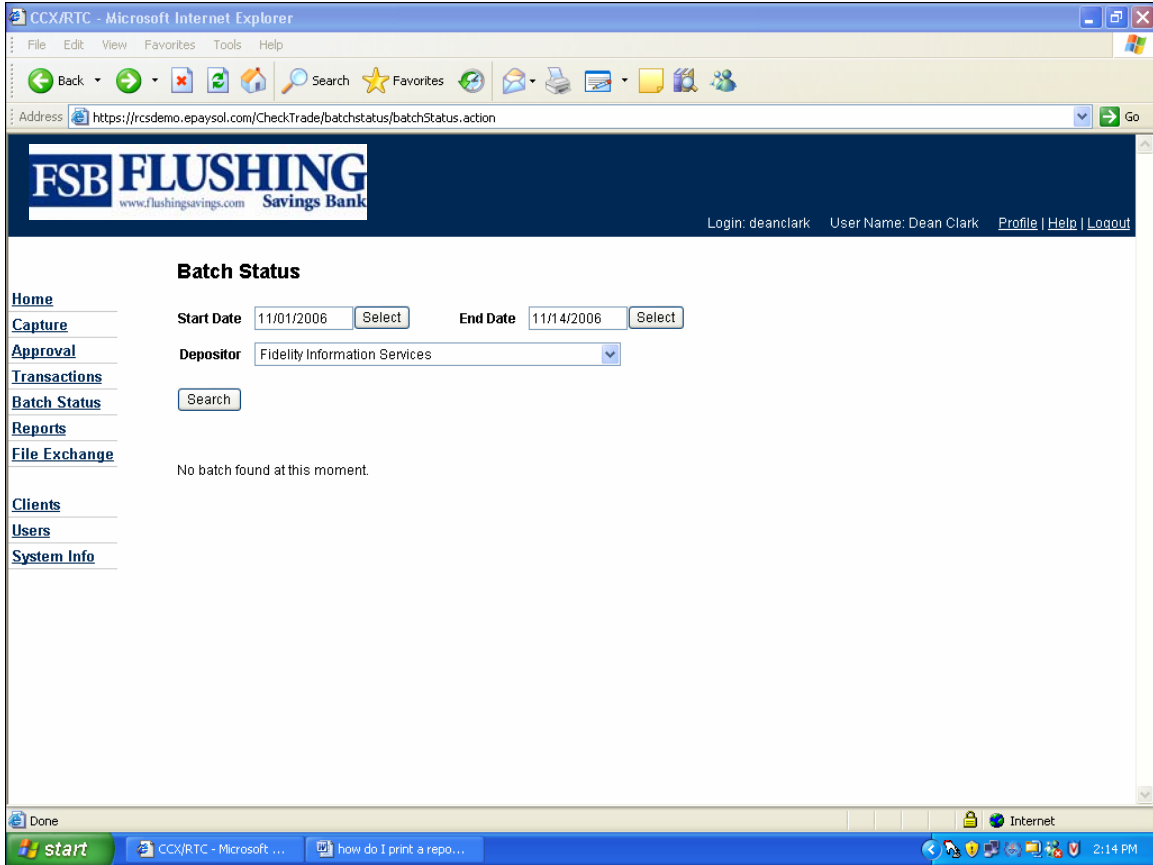
How do I print a report with just the information and not the images?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

➤ The screen below reflects the Batch Status page.



➤ Click onto the Depositor drop down box, and then click onto the Search button.

- The screen below highlights a list of check deposits batches.

FSB FLUSHING Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Batch Status

Start Date: 10/01/2006 Select End Date: 10/30/2006 Select

Depositor: Fidelity Information Services

Search

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
5909	Settlement - Estern Oct 30 2006 11:52AM EST	Settlement - Estern	10:00PM EST	1,500.00 5	100.00 1	1,500.00 5	1,500.00 5	Processed	Audit Report
5240	Man demo 5 Oct 5 2006 2:13PM EST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit
5238	man demo 4 Oct 5 2006 2:11PM EST	Payroll	6:00PM EST	250.00 1	0.00 0	0.00 0	250.00 1	Approved	Audit
5236	Man3 demo Oct 5 2006 1:59PM EST	Settlement - Estern	10:00PM EST	12,930.00 5	0.00 0	12,930.00 5	12,930.00 5	Processed	Audit Report
5234	Man2 demo Oct 5 2006 1:46PM EST	Fund Transfers	6:00PM EST	9,070.00 10	0.00 0	9,070.00 10	9,070.00 10	Processed	Audit Report
5233	Man demo 1 Oct 5 2006 1:31PM EST	Fees	6:00PM EST	0.00 0	17,730.00 17	0.00 0	9,070.00 10	Deleted	Audit
5229	Man1 Oct 5 2006 12:04PM EST	Fees	6:00PM EST	150.00 1	0.00 0	0.00 0	150.00 1	Approved	Audit
5123	pureload3 Oct 2 2006 3:42PM CST	Payroll	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit

- Highlight the required batch, and then click onto the Report link located on the left side of the page.

➤ By clicking onto the Report link, you will start up adobe PDF viewer.



➤ The Adobe PDF viewer will produce the following report.

CCX/RTC - Microsoft Internet Explorer

Address: https://rcsdemo.epaysol.com/CheckTrade/batchstatus/checksReport.action

FSB FLUSHING
Savings Bank
www.flushingsavings.com

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Save a Copy Print Email Search Review & Comment Sign

Report Run Time: 11/14/2008 2:22:40 PM Run By: Dean Clark

Batch Checks

Batch: 5909 - lement - Estern Oct 30 2006 11:52AM EST
Deposited To: Receivables, 2341234
Batch Items: 5 Batch Amount: 1,500.00
Pay Date: 10/31/2006

Check #	Bank #	Account	Amount
0624	062201779	74004673	\$ 300.00
0625	062201779	74004673	\$ 400.00
0626	062201779	74004673	\$ 200.00
0628	062201779	74004673	\$ 100.00
0627	062201779	74004673	\$ 500.00

Done

start CCX/RTC - Microsoft ... how do I print a repo... 2:19 PM

How do I reverse an Approved Batch?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

- The screen below reflects the Batch Status page.

FSB FLUSHING Savings Bank
www.flushingsavings.com

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Batch Status

Start Date: 11/30/2006 Select End Date: 12/01/2006 Select
 Depositor: Andy's Used Cars

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
6895	new deposit 3 Dec 1 2006 1:59PM EST	new deposit 3	7:00PM EST	17.00 1	0.00 0	0.00 0	17.00 1	Approved	Audit Reverse
6868	new deposit 3 Nov 30 2006 5:38PM EST	new deposit 3	7:00PM EST	16.00 1	0.00 0	16.00 1	16.00 1	Processed	Audit Report
6867	Andys2deposits Nov 30 2006 5:35PM EST	Andys2deposits	7:00PM EST	15.00 1	0.00 0	15.00 1	15.00 1	Processed	Audit Report
6866	Andys main acct Nov 30 2006 5:29PM EST	Andys main acct	7:00PM EST	14.00 1	0.00 0	14.00 1	14.00 1	Processed	Audit Report
6860	Andys main acct Nov 30 2006 4:44PM EST	Andys main acct	7:00PM EST	0.00 0	0.00 0	0.00 0	11.00 1	Pending	Audit
6859	Andys2deposits Nov 30 2006 4:39PM EST	Andys2deposits	7:00PM EST	12.00 1	0.00 0	12.00 1	12.00 1	Processed	Audit Report
6858	Andys main acct Nov 30 2006 4:35PM EST	Andys main acct	7:00PM EST	13.00 1	0.00 0	13.00 1	13.00 1	Processed	Audit Report
6844	Andys2deposits Nov 30 2006 2:22PM EST	Andys2deposits	7:00PM EST	9.00 1	0.00 0	9.00 1	9.00 1	Processed	Audit Report

- Find the required check deposit batch, and then click onto the Reverse link (under the audit column).
- If the batch has been processed, then the reverse button will be replaced with the report button.
- Once you press the reverse button, the batch will be placed in the Approval tab.
- You can then return to the requested check deposit batch to capture (if needed with the return button).

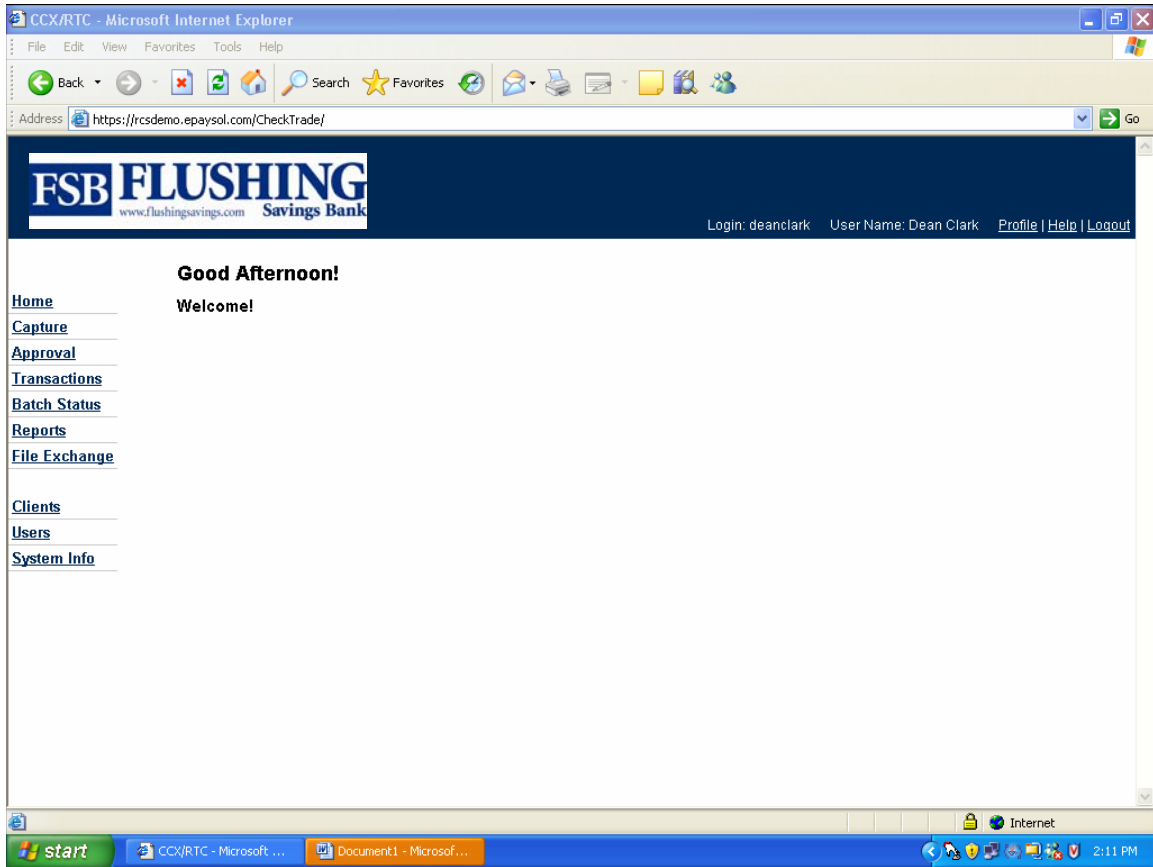
- If you press the approval tab, the screen below reflecting the Batches Pending Approval page will appear.

The screenshot shows the 'Batches Pending Approval' page for FSB Flushing Savings Bank. The page includes a navigation menu on the left with options like Home, Capture, Approval, Transactions, Batch Status, Reports, File Exchange, Clients, Maintenance, Users, and System Info. The main content area features a table of pending batches.

Batch ID	Batch Name	Account Number	Batch Creator	Cut-off Time	Edited	Pending	Deleted	Expected	Actions
6895	new deposit 3 Dec 1 2006 1:59PM EST	3	deanclark	7:00PM EST	No	17.00 1	0.00 0	17.00 1	View Items Audit Return Approve
6883	Test Dec 1 2006 10:50AM EST	6677889900	fbgsupervisor	5:00PM EST	Yes	173.95 1	0.00 0	173.95 1	View Items Audit Return Approve
6875	open Dec 1 2006 8:36AM EST	333333	supervisor	10:00AM EST	Yes	130.00 2	0.00 0	130.00 2	View Items Audit Return Approve
6860	Andys main acct Nov 30 2006 4:44PM EST	1144556677	dclark	7:00PM EST	Yes	11.00 1	0.00 0	11.00 1	View Items Audit Return Approve
6845	test Nov 30 2006 2:24PM EST	5434343434	moliver	7:00PM EST	Yes	36.00 2	0.00 0	36.00 2	View Items Audit Return Approve
6836	Test Batch #2 Nov 30 2006 11:45AM CST	2000873	FNOKsup	7:00PM EST	No	4,111.03 3	0.00 0	4,111.03 3	View Items Audit Return Approve

- Then you can return the batch to capture to scan or rescan any items.

How do I see all of my approved work?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Transactions link on the left side of the screen

➤ The screen below reflects the Pending Approval Items page.

The screenshot shows a web application interface for 'Pending Approval Items'. At the top, there are navigation links: [Pending Approval](#), [Approved](#), [Deleted](#), [Processed](#), [Returned](#), and [Settlements](#). On the left side, there is a vertical menu with links: [Home](#), [Capture](#), [Approval](#), [Transactions](#), [Batch Status](#), [Reports](#), [File Exchange](#), [Clients](#), [Users](#), and [System Info](#). The main content area is titled 'Pending Approval Items' and contains several search filters: Routing #, Account #, Check #, Amount, Min Amount, Max Amount, Deposit (dropdown), Depositor (dropdown), Date Type (Entry Date dropdown), Start Date (11/14/2006), End Date (11/15/2006), and Batch ID. There are 'Search' and 'Reset Filter' buttons. Below the filters, it shows 'Total Credit 0.00' and 'Total Debit 4,743.31'. A table lists the pending items with columns: Batch Id, Deposit, Routing #, Account #, Check #, Amount, Pay Date, Entry Date, Edited, Status, and Actions. The table contains 14 rows of data. At the bottom, there is a pagination control showing 'Page 1 of 2 page(s) of total 14 item(s)' and '10 Rows per Page'. The browser window title is 'CCX/RTC - Microsoft Internet Explorer' and the taskbar shows the time as 1:16 PM.

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Edited	Status	Actions
6341	Test Deposit 1A					11/14/2006	11/14/2006	No	deleted	View Audit
6341	Test Deposit 1A	063000021	200610060743	6663	104.31	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001829	10.00	11/14/2006	11/14/2006	No	pending	View Audit
6366	North Operating	000067894	12345678	0001822	30.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001833	20.00	11/14/2006	11/14/2006	No	pending	View Audit
6369	North Operating	000067894	12345678	0001832	200.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6383	Deposits	231372691	9876543210	0154	1,000.00	11/14/2006	11/14/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000107	1,500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000109	500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000108	1,000.00	11/15/2006	11/15/2006	No	pending	View Audit

➤ Click onto the Approval link of the left side of the screen.

- The screen below reflects the Approved Items page.

https://rcsdemo.epaysol.com - CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[Pending Approval](#) | [Approved](#) | [Deleted](#) | [Processed](#) | [Returned](#) | [Settlements](#)

Approved Items

Routing # Account #

Check # Amount - Or -

Min Amount Max Amount

Deposit

Depositor

Date Type Start Date Select End Date Select

Batch ID

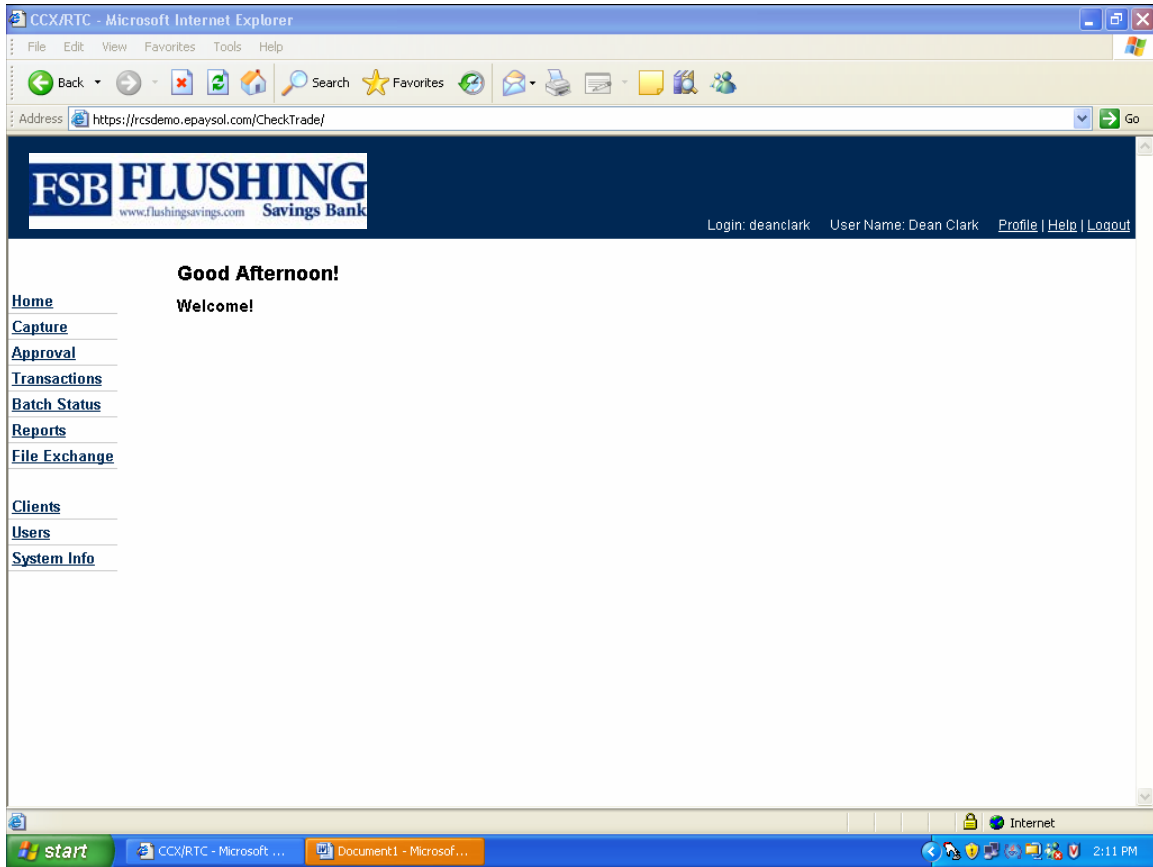
Total Credit 0.00 Total Debit 22,938.45

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Approval Date	Entry Date	Actions
6423	Operating Main	122242681	123456789	0101	140.00	11/15/2006	11/15/2006	11/15/2006	View Audit
6423	Operating Main	122242681	123456789	0100	550.00	11/15/2006	11/15/2006	11/15/2006	View Audit
6423	Operating Main	122242681	123456789	0103	92.45	11/15/2006	11/15/2006	11/15/2006	View Audit
6423	Operating Main	122242681	987654321	1009	22,156.00	11/15/2006	11/15/2006	11/15/2006	View Audit

Page 1 of 1 page(s) of total 4 item(s) 10 Rows per Page

- Click onto the Depositor drop down box, and the click onto depositor or deposit account to find the approved items.
- You can then either view the items or display the audit trail of the items.

How do I see all of my deleted work?



Steps for Desktop Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Transactions link on the left side of the screen

➤ The screen below reflects the Pending Approval Items page.

Pending Approval | **Approved** | Deleted | Processed | Returned | Settlements

Pending Approval Items

Routing # Account #

Check # Amount - Or -

Min Amount Max Amount

Deposit

Depositor

Date Type Start Date Select End Date Select

Batch ID

Total Credit 0.00 Total Debit 4,743.31

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Edited	Status	Actions
6341	Test Deposit 1A					11/14/2006	11/14/2006	No	deleted	View Audit
6341	Test Deposit 1A	063000021	200610060743	6663	104.31	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001829	10.00	11/14/2006	11/14/2006	No	pending	View Audit
6366	North Operating	000067894	12345678	0001822	30.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001833	20.00	11/14/2006	11/14/2006	No	pending	View Audit
6369	North Operating	000067894	12345678	0001832	200.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6383	Deposits	231372691	9876543210	0154	1,000.00	11/14/2006	11/14/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000107	1,500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000109	500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000108	1,000.00	11/15/2006	11/15/2006	No	pending	View Audit

Page 1 of 2 page(s) of total 14 item(s) 10 Rows per Page [Next](#) [Last](#)

➤ Click onto the “Deleted” link on the top of the page.

- The screen below reflects the “Deleted Items” page.

https://rcsdemo.epaysol.com - CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[Pending Approval](#) | [Approved](#) | [Deleted](#) | [Processed](#) | [Returned](#) | [Settlements](#)

Deleted Items

Routing # Account #

Check # Amount

Deposit

Depositor

Start Date End Date

Batch ID

Batch Id	Routing #	Account #	Check #	Amount	Scanned By	Deleted By	Entry Date	Reason	Actions
5952	123456780	123-456-7	5347	40.10	EBSuper	EBSuper	11/14/2006		View Audit
6057	123456780	123-456-7	5346	40.10	EBSuper	EBSuper	11/14/2006	Bad Micr	View Audit
6341					glearn	glearn	11/14/2006	Bad Micr	View Audit
6353	065300402	4632354	1392	10.00	Certegy	Certegy	11/14/2006		View Audit
6353	065300402	4527534	1407	21.39	Certegy	Certegy	11/14/2006		View Audit
6353	065300402	0543801	2587	107.44	Certegy	Certegy	11/14/2006	Duplicate item	View Audit
6356	065300402	4512936	1952	75.00	Certegy	Certegy	11/14/2006		View Audit
6361	231372691	1234567890	2116	100.00	Drapeaux	Drapeaux	11/14/2006	Bad Micr	View Audit
6363	000067894	12345678	0001829	10.00	jdoe	jdoe	11/14/2006	Balancing adjustment	View Audit
6368	000067894	12345678	0001822		jdoe	jdoe	11/14/2006	Duplicate item	View Audit

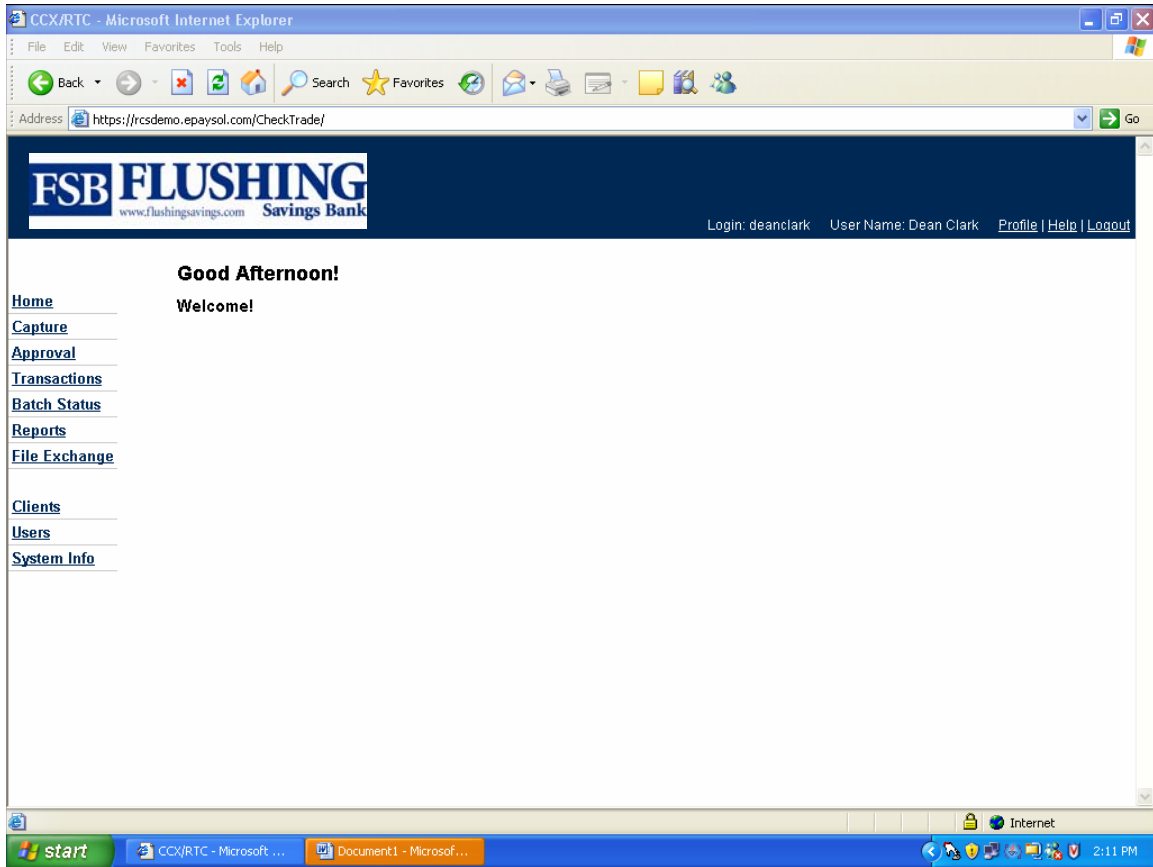
Page 1 of 21 page(s) of total 205 item(s) 10 Rows per Page [Next](#) [Last](#)

Done Internet

start Inbox - Microsoft Out... Session A - [24 x 80] 3 Microsoft Office ... https://rcsdemo.epa... 1:25 PM

- Select the depositor or deposit account to find the pending approval items.
- You have a choice to either view the items or display the audit trail of the items.

How do I see all of my pending work?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Transactions link on the left side of the screen

- The screen below reflects the Pending Approval Items page.

CCX/RTC - Microsoft Internet Explorer

Pending Approval | Approved | Deleted | Processed | Returned | Settlements

Pending Approval Items

Routing # Account #

Check # Amount - Or -

Min Amount Max Amount

Deposit

Depositor

Date Type Start Date Select End Date Select

Batch ID

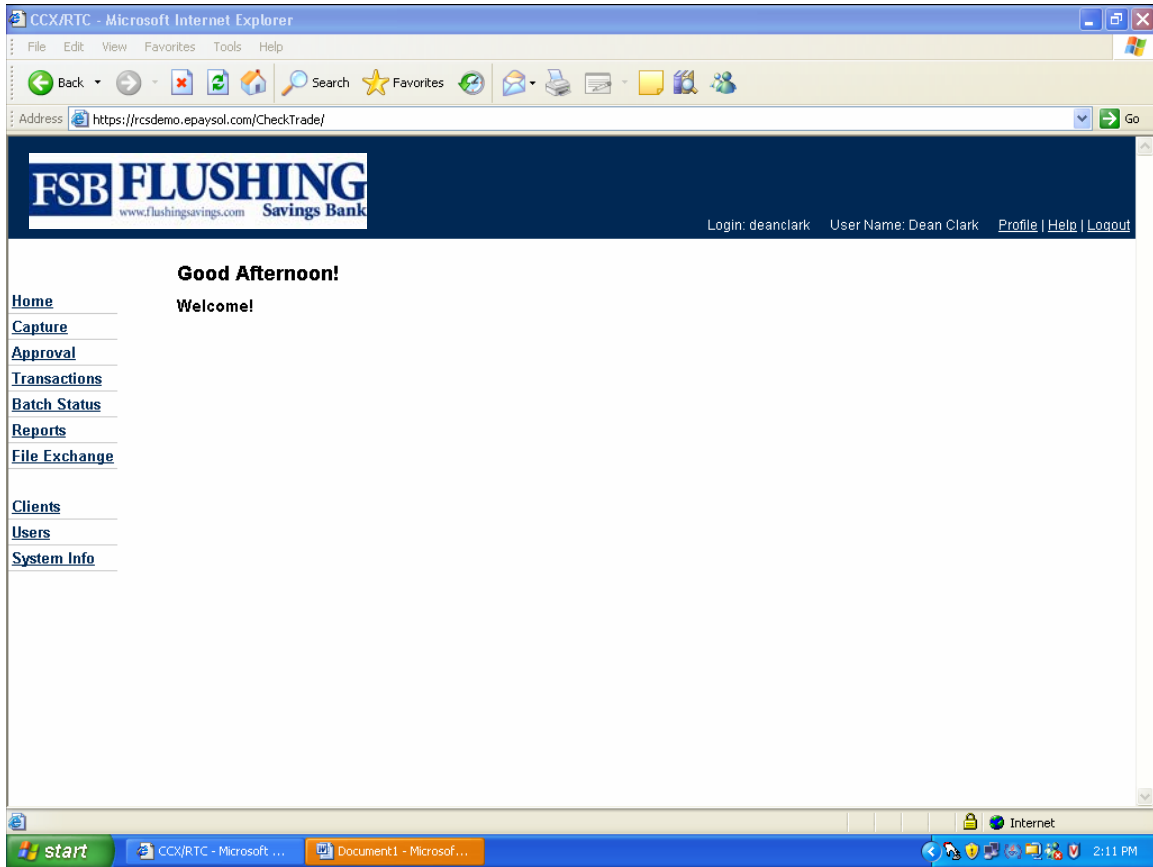
Total Credit 0.00 Total Debit 4,743.31

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Edited	Status	Actions
6341	Test Deposit 1A							No	deleted	View Audit
6341	Test Deposit 1A	063000021	200610060743	6663	104.31	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001829	10.00	11/14/2006	11/14/2006	No	pending	View Audit
6366	North Operating	000067894	12345678	0001822	30.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001833	20.00	11/14/2006	11/14/2006	No	pending	View Audit
6369	North Operating	000067894	12345678	0001832	200.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6383	Deposits	231372691	9876543210	0154	1,000.00	11/14/2006	11/14/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000107	1,500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000109	500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000108	1,000.00	11/15/2006	11/15/2006	No	pending	View Audit

Page 1 of 2 page(s) of total 14 item(s) 10 Rows per Page [Next](#) [Last](#)

- Select the depositor or deposit account to find the pending approval items.
- You have a choice to view the items or display the audit trail of the items.

How do I see all of my processed work?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Transactions link on the left side of the screen

- The screen below reflects the Pending Approval Items page.

CCX/RTC - Microsoft Internet Explorer

Pending Approval | [Approved](#) | [Deleted](#) | [Processed](#) | [Returned](#) | [Settlements](#)

Pending Approval Items

Routing # Account #

Check # Amount - Or -

Min Amount Max Amount

Deposit

Depositor

Date Type Start Date Select End Date Select

Batch ID

Total Credit 0.00 Total Debit 4,743.31

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Edited	Status	Actions
6341	Test Deposit 1A					11/14/2006	11/14/2006	No	deleted	View Audit
6341	Test Deposit 1A	063000021	200610060743	6663	104.31	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001829	10.00	11/14/2006	11/14/2006	No	pending	View Audit
6366	North Operating	000067894	12345678	0001822	30.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6366	North Operating	000067894	12345678	0001833	20.00	11/14/2006	11/14/2006	No	pending	View Audit
6369	North Operating	000067894	12345678	0001832	200.00	11/14/2006	11/14/2006	Yes	pending	View Audit
6383	Deposits	231372691	9876543210	0154	1,000.00	11/14/2006	11/14/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000107	1,500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000109	500.00	11/15/2006	11/15/2006	No	pending	View Audit
6408	Deposits	231372691	8011086820	000108	1,000.00	11/15/2006	11/15/2006	No	pending	View Audit

Page 1 of 2 page(s) of total 14 item(s) 10 Rows per Page [Next](#) [Last](#)

- Click onto the "Processed" link at the top of the page.

- The screen below reflects the “Processed Items” page.

[Pending Approval](#) | [Approved](#) | [Deleted](#) | [Processed](#) | [Returned](#) | [Settlements](#)

[Home](#)
[Capture](#)
[Approval](#)
[Transactions](#)
[Batch Status](#)
[Reports](#)
[File Exchange](#)
[Clients](#)
[Users](#)
[System Info](#)

Processed Items

Routing # Account #
 Check # Amount - Or -
 Min Amount Max Amount
 Deposit
 Depositor
 Date Type Start Date Select End Date Select
 Batch ID

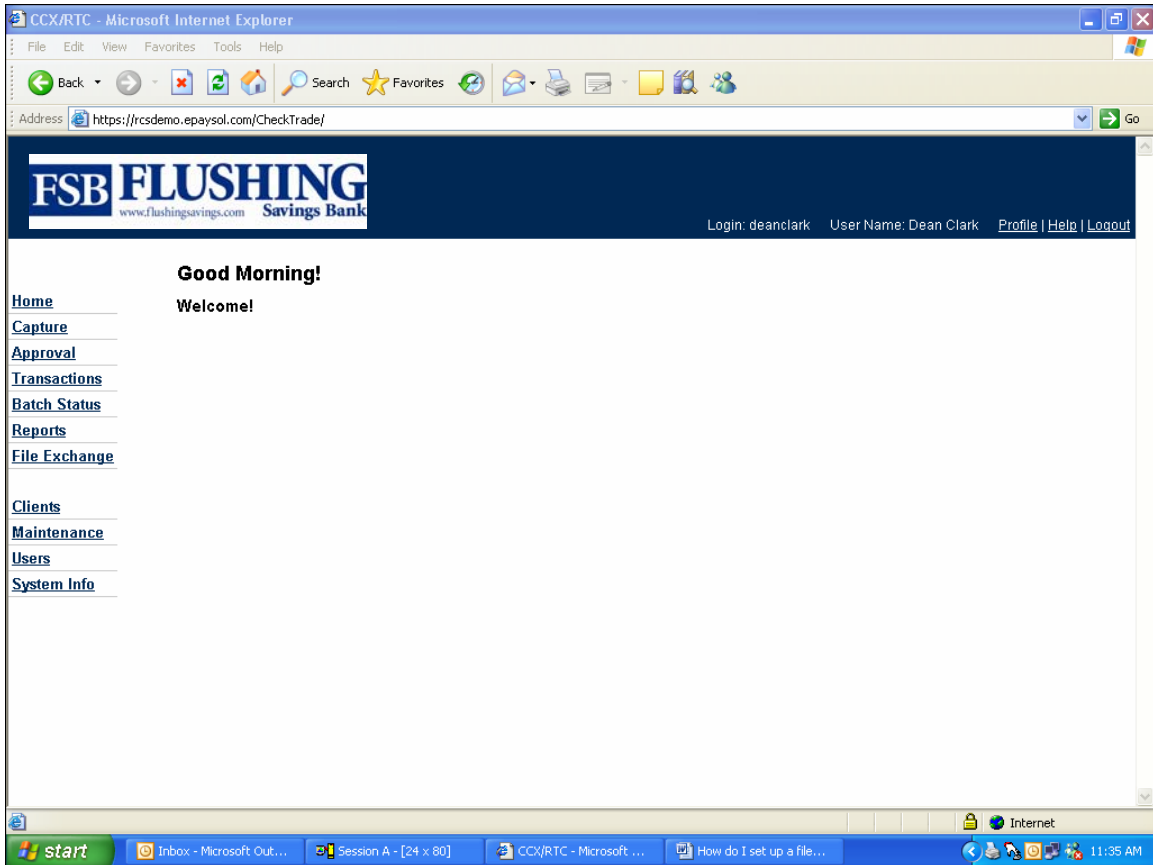
Total Credit 0.00 Total Debit 54,363.02

Batch Id	Deposit	Routing #	Account #	Check #	Amount	Pay Date	Entry Date	Actions
6360	Turfgrass Group	061102439	804 225	8661	100.00	11/14/2006	11/14/2006	View History Audit
6360	Turfgrass Group	061102439	804 225	8667	1.45	11/14/2006	11/14/2006	View History Audit
6360	Turfgrass Group	061102439	804 225	8668	12.73	11/14/2006	11/14/2006	View History Audit
6361	Deposits	231372691	1234567890	2123	10.00	11/14/2006	11/14/2006	View History Audit
6361	Deposits	231372691	1234567890	2124	1.00	11/14/2006	11/14/2006	View History Audit
6362	Test	061120259	1005774		100.00	11/14/2006	11/14/2006	View History Audit
6363	North Operating	000067894	12345678	0001830	50.00	11/14/2006	11/14/2006	View History Audit
6363	North Operating	000067894	12345678	0001831	100.00	11/14/2006	11/14/2006	View History Audit
6365	Turfgrass Group	061102439	804 225	8663	45.00	11/14/2006	11/14/2006	View History Audit
6365	Turfgrass Group	061102439	804 225	8664	75.36	11/14/2006	11/14/2006	View History Audit

Page 1 of 7 page(s) of total 68 item(s) 10 Rows per Page [Next](#) [Last](#)

- Select the depositor or deposit account to find the processed items.
- You will see the history of the item that has been processed.
- You can either view the items or display the audit trail of the items.

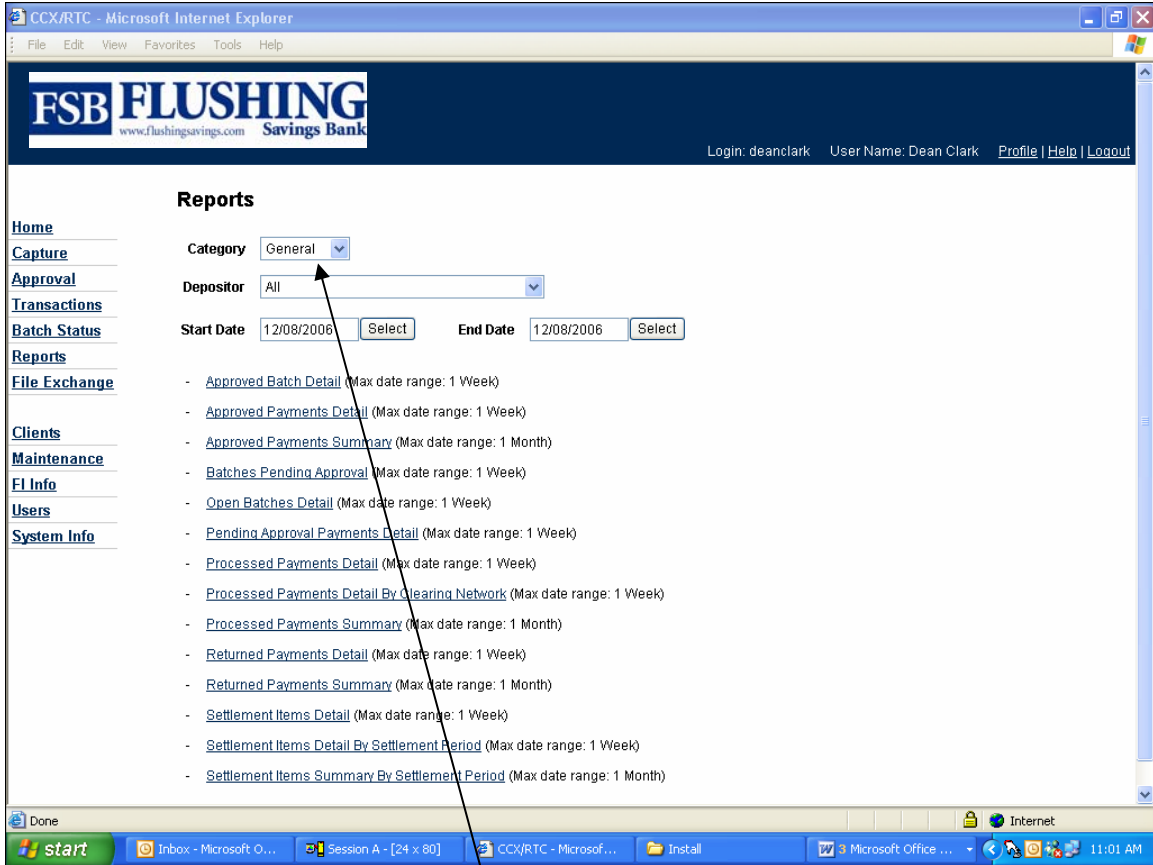
How do I see the number of Items that ran through the system during a time period?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Reports link on the left side of the screen

➤ The screen below reflects the Reports page.



➤ Click onto Metrics link from the Category drop down box.

➤ The screen below reflects a more-detailed Reports page.

The screenshot shows a web browser window with the URL <https://rcsdemo.epaysol.com>. The page header includes the FSB FLUSHING Savings Bank logo and user information: Login: deanclark, User Name: Dean Clark, Profile | Help | Logout. The main content area is titled "Reports" and features a form with the following fields: Category (Metrics), Depositor (All), Start Date (12/08/2006), and End Date (12/08/2006). Below the form, there are four links: [Metrics By Depositor](#) (Max date range: 1 Month), [Metrics By Financial Institution](#) (Max date range: 1 Month), [Metrics By Financial Institution User](#) (Max date range: 1 Month), and [Metrics By User](#) (Max date range: 1 Month). A black arrow points from the "Metrics By User" link to the instruction below.

➤ Select the Depositor and the desired date range (up to one month at a time), and click onto the appropriate Metrics link.

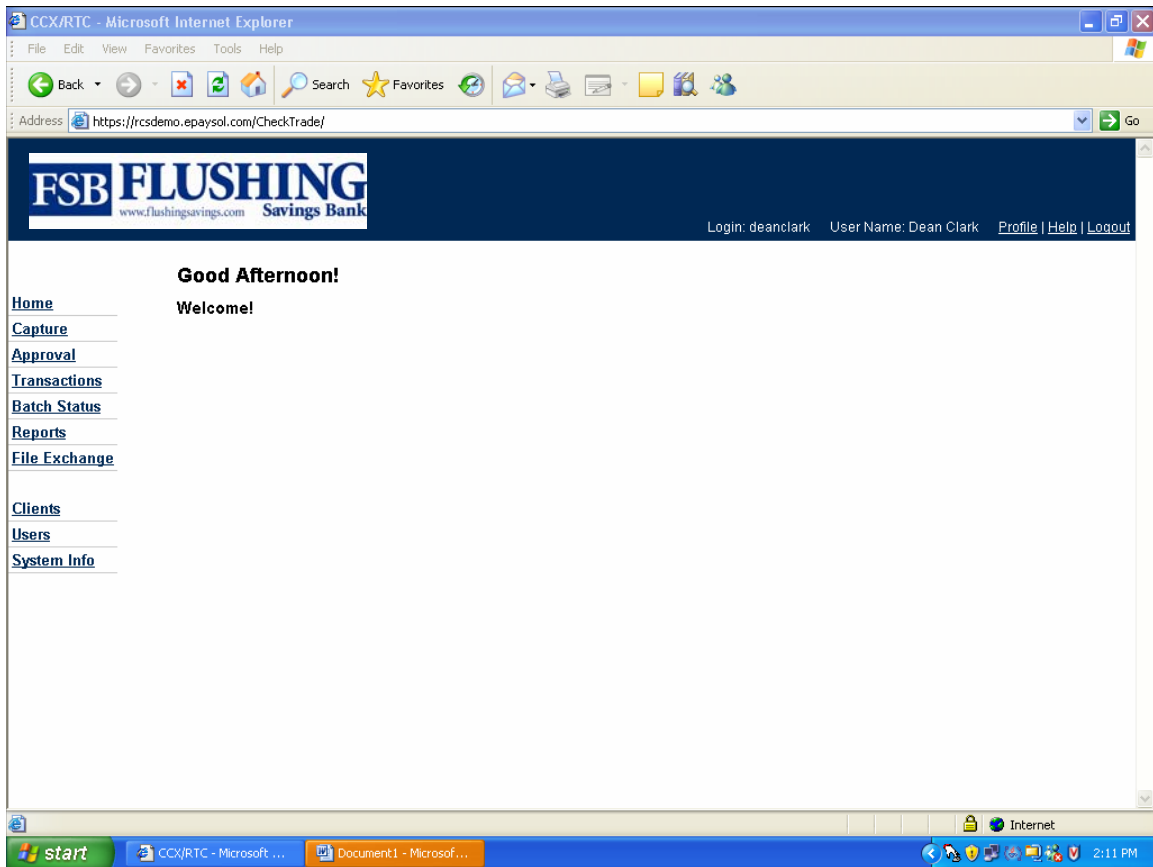
- The screen below reflects the required metrics by date range.

The screenshot shows a web application interface with a navigation menu on the left and a main content area displaying a metrics report. The report is titled "Metrics Period" and covers the date range "From 11/09/2006 To 12/08/2006". The report is for "Fidelity Bank" and "Depositor: Andy's Used Cars". The report is created on "2006-11-16 14:51:14.873" and has a status of "Active". The report lists various metrics and their counts, all of which are 0.

Bank	Process	Metric	Count
Fidelity Bank			
Depositor: Andy's Used Cars	Created On: 2006-11-16 14:51:14.873	Status: Active	
	Processing	Total Batches Scanned	0
		Batches Closed	0
		Batches Deleted	0
		Total Items Scanned	0
		Items Accepted Without Editing	0
		Items Edited	0
		Items With Successful CAR	0
		Total Items Cleared	0
		Total Items Converted	0
		Items Deleted	0
		Total Items Processed	0
		Batches with Updated Totals	0
	Approval	Batches Approved	0
		Batches Returned to Processor	0
		Batch Approved after Cutoff (Holdover)	0
	Login	Password Resets	0
		Login Timeouts	0
	Administration	Number of New Scanners	0
		Number of Users Created	0
		Number of Users Deleted	0

- This report gives you the Depositor's total number of items scanned during the period (up to one month).

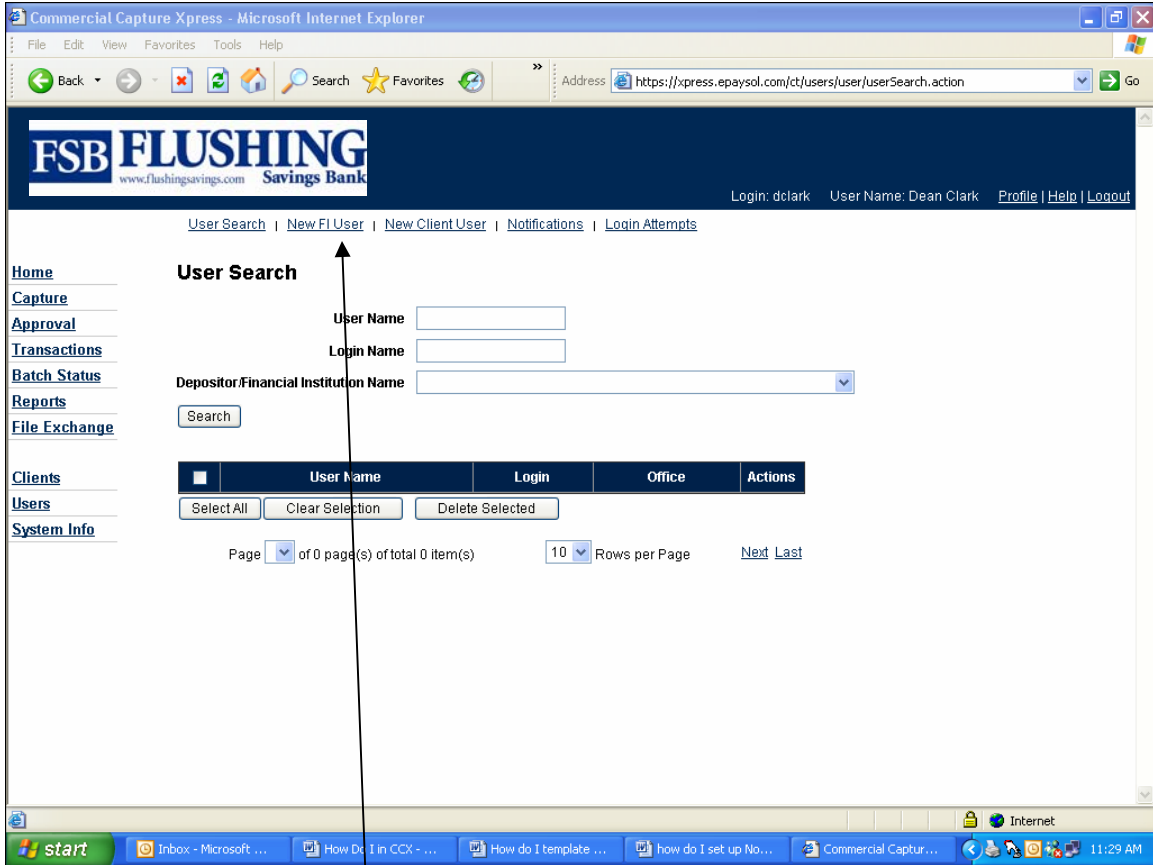
How do I set up a user to only transfer files?



Steps for Desktop Deposit Users:

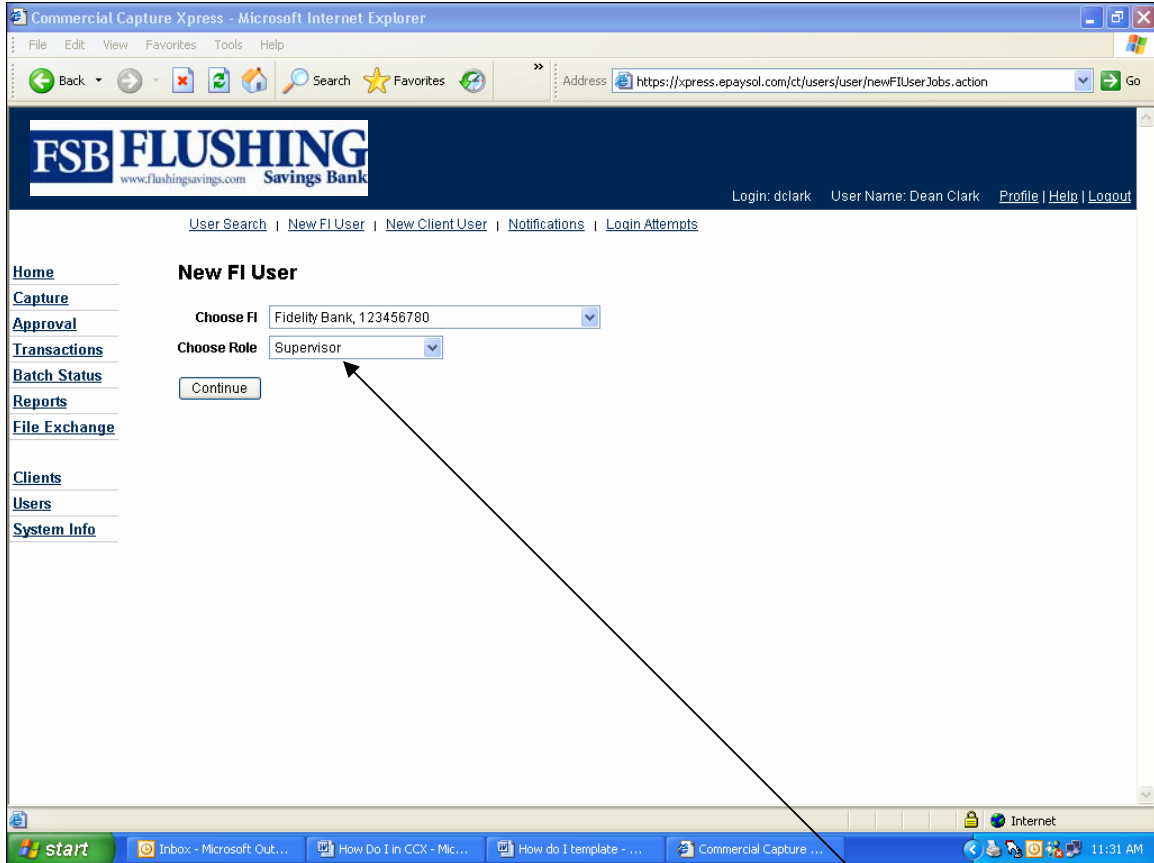
- Log into the system
- You will then be presented with the above screen
- Click onto the Users link on the left side of the screen

➤ The screen below reflects the “User Search” page.



➤ Select the New FI User link at the top of the screen.

- The screen below reflects the New FI User page.



- The Administrator then clicks onto the File Exchange Manager link in the “Choose Role” drop down box for the role.
- Click onto the Continue box to move to the next page.

- The screen below reflects a more-detailed New FI User page.

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://frcsdemo.epaysol.com/CheckTrade/users/user/newFIUser.action

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[User Search](#) | [New FI User](#) | [New Client User](#) | [Notifications](#) | [Login Attempts](#)

New FI User

Required Fields are marked with an asterisk(*)

Member Of: Fidelity Bank File Exchange

* User Full Name:

* Login Name:

* Password:

* Confirm Password:

Change Password On Next Login:

Email:

Time Zone: Eastern Time

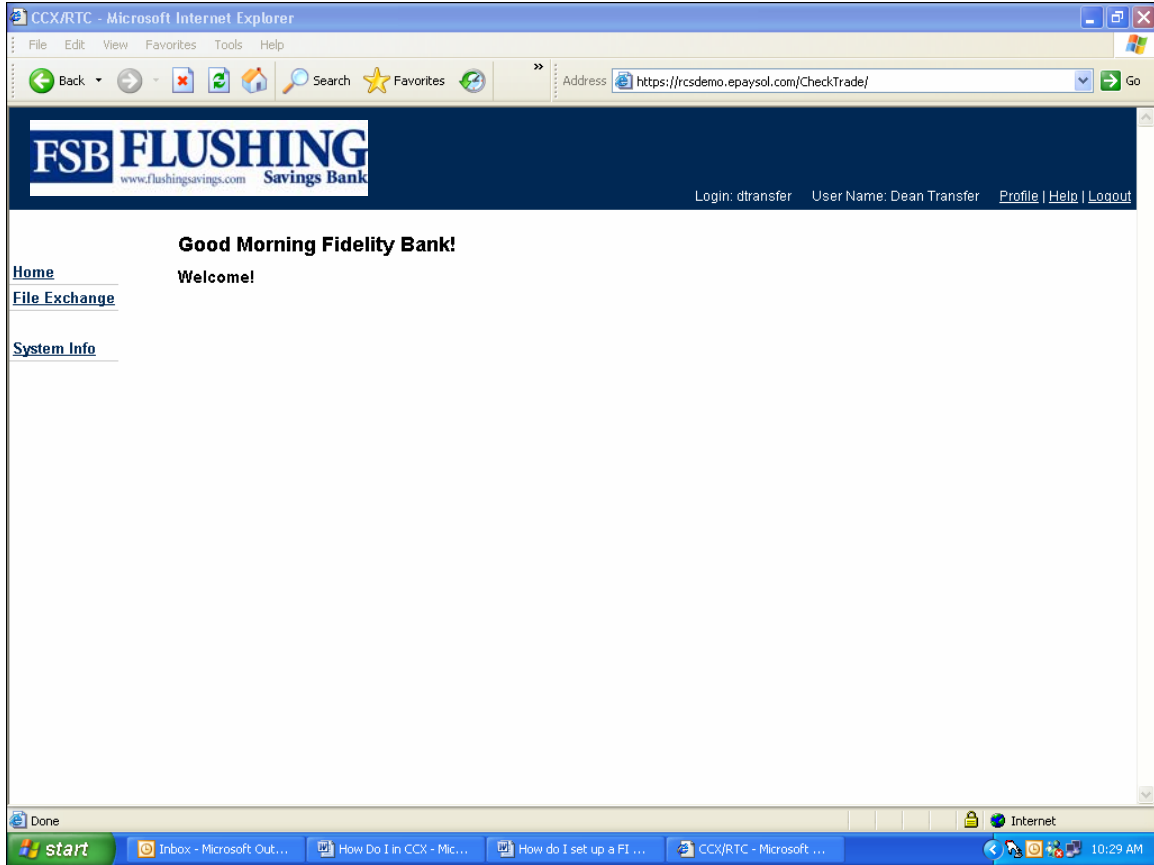
Active:

Save

Complete the following fields:

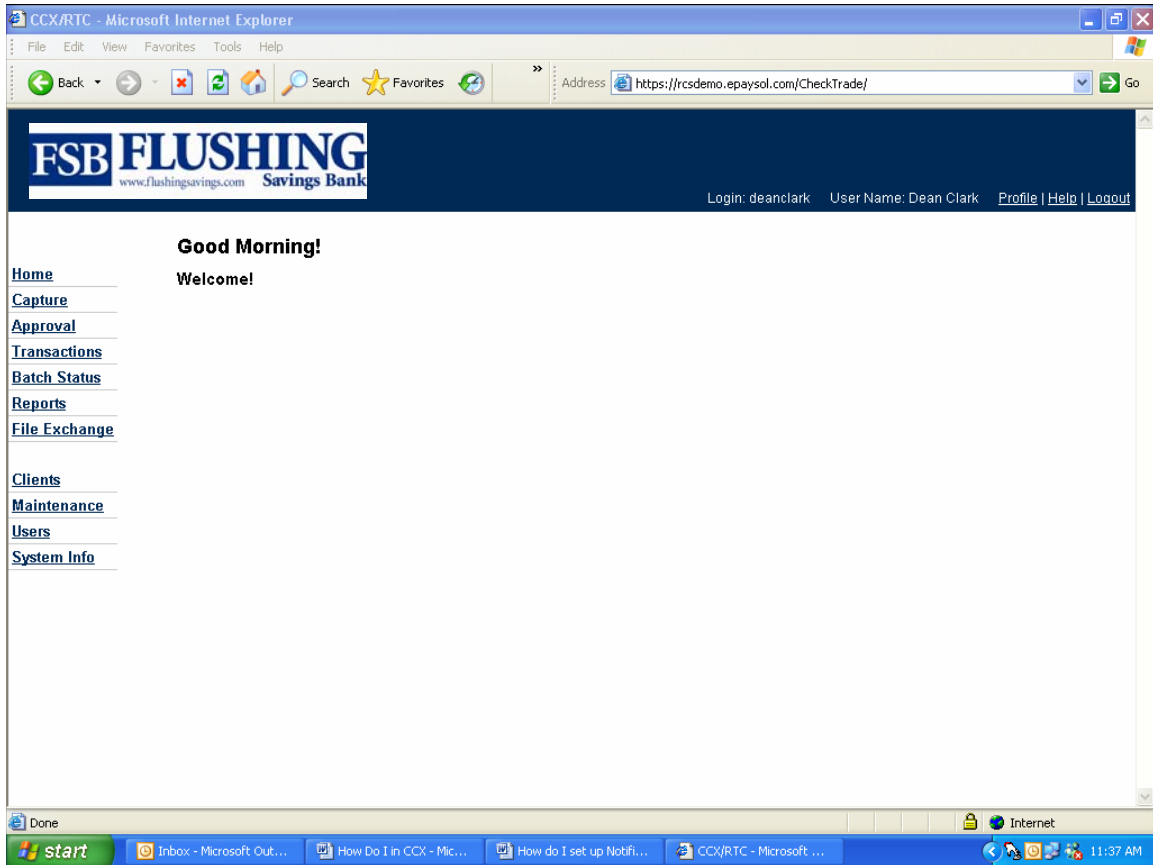
- Enter the full name of the FI user in the User Full Name field,
 - Enter the login name,
 - Enter the password, and reenter the same password in the Confirm Password field,
 - Check the change password on Next Login,
 - Enter the email address of the FI user,
 - Click onto the appropriate FI User's time zone, and
 - Check the Active box
-
- You will then click onto the Save button.

➤ Once signed into the system, you will be presented with the screen below.



How do I set up notification?

- To set-up the notification feature, you are required to send a “from address” to the support department.
- Setting up this feature will take approximately two to three business days.



Steps for Desktop Deposit Users:

- Log into the system
- You will be presented with the above screen
- Click onto the Users link on the left side of the screen.

- The screen below reflects the User Search page.

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

[User Search](#) | [New FI User](#) | [New Client User](#) | [Notifications](#) | [Login Attempts](#)

User Search

User Name

Login Name

Depositor/Financial Institution Name

<input type="checkbox"/>	User Name	Login	Office	Actions
<input type="checkbox"/>	Allison Crain	Acrain	Fidelity	Edit
<input type="checkbox"/>	Billy Clark	bclark	Fidelity	Edit
<input type="checkbox"/>	brandon	bjg	Fidelity	Edit
<input type="checkbox"/>	Brandon Glass	Brandon	Fidelity	Edit
<input type="checkbox"/>	Brenda Gross	bgross	Fidelity	Edit
<input type="checkbox"/>	Brenda Gross	brgross	Fidelity	Edit
<input type="checkbox"/>	Chrystal Jackson	cjackson	Fidelity	Edit
<input type="checkbox"/>	Dean Clark	dclark	Fidelity	Edit
<input type="checkbox"/>	Dean Transfer	Dtransfer	Fidelity	Edit
<input type="checkbox"/>	elena	elena	Fidelity	Edit

Page 1 of 5 page(s) of total 43 item(s) 10 Rows per Page Next Last

Done Internet

start Inbox - Microsoft Out... How Do I in CCX - Mic... How do I set up Notifi... CCX/RTC - Microsoft ... 11:39 AM

- Select the Notifications link at the top of the screen.

- The screen below reflects the “Notification Maintenance” page.

The screenshot shows the 'Notification Maintenance' page for FSB FLUSHING Savings Bank. The page includes a navigation menu on the left and a search form at the top. The search form has three dropdown menus: 'Depositor' (ABC Inc), 'Location' (HQ, 1), and 'Event' (Batch Approval). Below the form is a table of users with columns for 'User Name', 'Login', 'Email', and 'Notify'. A red arrow points from the 'Batch Approval' event in the form to the 'Notify' checkbox for 'Super Administrator' in the table.

User Name	Login	Email	Notify
Super Administrator	SuperAdmin	elena@epaysol.com	<input type="checkbox"/>
Dennis Dai	ddai	ddai@ddai.net	<input type="checkbox"/>
Jmy	jmy		<input type="checkbox"/>
Tim Wilcox	twilcox	tim.wilcox@fnf.com	<input type="checkbox"/>
Jeremy Mulligan	jmulligan		<input type="checkbox"/>
Twana Vaughn	tv Vaughn	twana.vaughn@fnf.com	<input type="checkbox"/>
ek	ek		<input type="checkbox"/>
Dean Clark	deanclark		<input type="checkbox"/>
Kerrie Sparks	kerriesparks		<input type="checkbox"/>
PLBsuper	PLBsuper		<input type="checkbox"/>
bglass	bglass		<input type="checkbox"/>
Chip Ormond	cormond		<input type="checkbox"/>
Allison Crain	acrain		<input type="checkbox"/>
Chrystal Jackson	cjackson		<input type="checkbox"/>

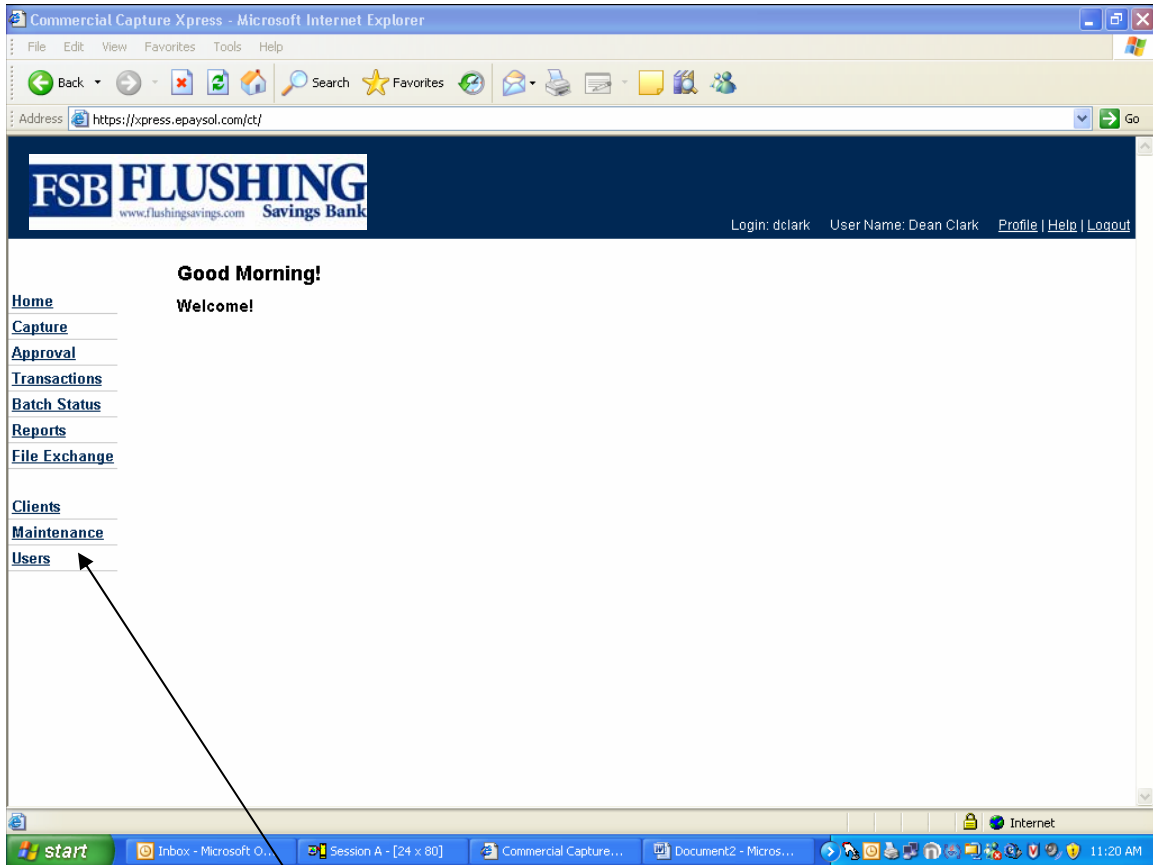
- Select the Depositor and the location for the account.
- Select the event to send an email notice.

Listed Events in the drop down box are the following:

- Batch Approval
 - Closed Batch Approaching Cut-off
 - Batch Closing
 - Open Batch Approaching Cut-off
 - Open Batch from Previous Day
 - Batch Processing
 - Batch Return (only customers that use remote entry)
 - Batch Submission (only customers that use remote entry)
 - Pending Approval from Previous Day
 - Batch Adjustment (only customers that use remote entry)
- Place a check mark next to the people that should receive an email notice for this event.

Payment File Configuration

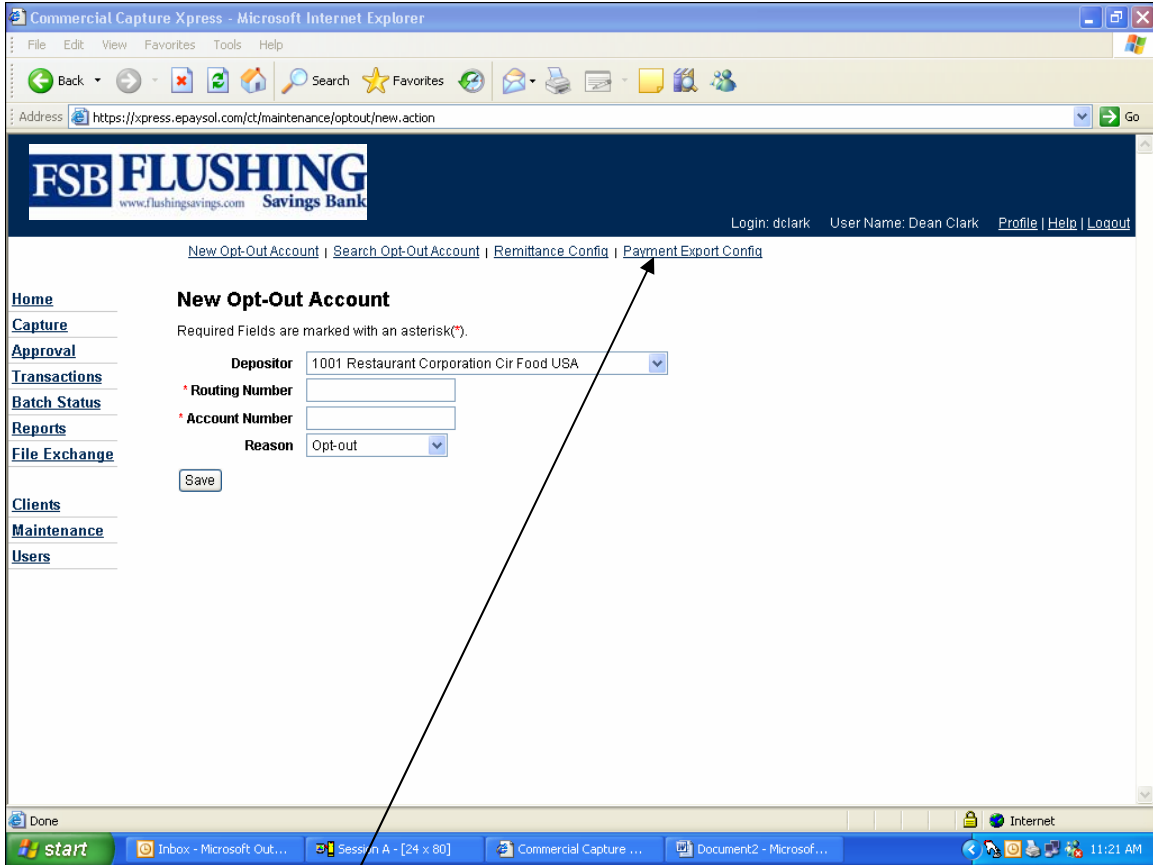
- The following information is a step-by-step process to set-up an account for payment configuration.



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Maintenance link on the left side of the screen

- The screen below reflects the “New Opt-Out Account” page.



- Select the Payment Export Configuration link at the top of the screen

- The screen below reflects the “Payment Export Configuration” page.

Commercial Capture Xpress - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://xpress.epaysol.com/ct/maintenance/paymentexport/searchDepositor.action

FSB FLUSHING Savings Bank
www.flushingsavings.com

Login: dclark User Name: Dean Clark Profile | Help | Logout

[New Opt-Out Account](#) | [Search Opt-Out Account](#) | [Remittance Config](#) | [Payment Export Config](#)

Payment Export Configuration

Depositor Selection

Depositor Search

Depositor Name

Contact Name

Financial Institution: Fidelity Bank, 123456780

Search

Depositor Name	Actions
FC1	Select
Fidelity Information Services	Select
Fidelity Integrated Financial Solutions	Select
InfoShare Inc.	Select
scoretester	Select
Verma Enterprise Solutions, Inc.	Select

Page 1 of 1 page(s) of total 6 item(s) 10 Rows per Page

- Click onto the “Select” link for appropriate depositor to create the payment exchange file.

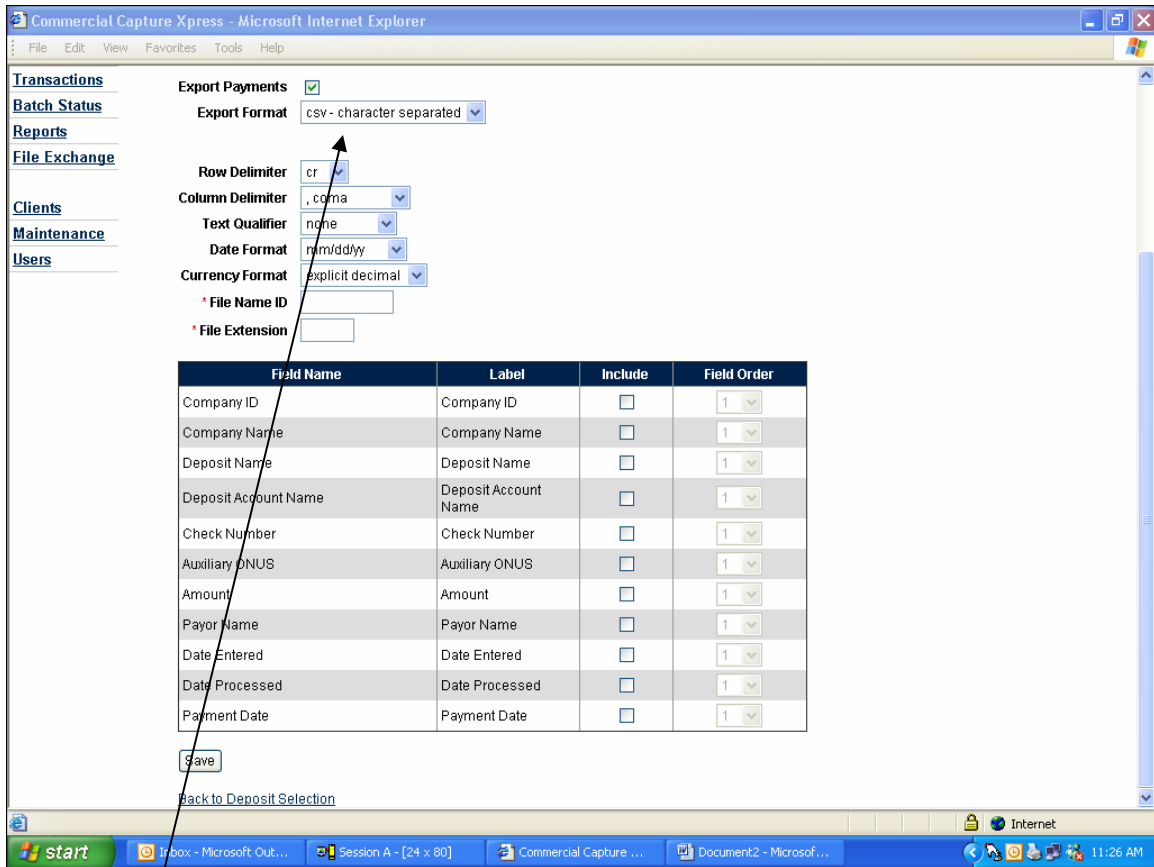
- The screen below reflects a more-detailed Payment Export Configuration page.

The screenshot shows a web browser window displaying the 'Payment Export Configuration' page for FSB FLUSHING Savings Bank. The page includes a navigation menu on the left, a search form for deposit selection, and a table of deposit accounts. An arrow points to the 'Select' link in the 'Actions' column of the 'Fund Transfers' row.

Deposit Name	Account Name	Routing Number	Account Number	Company ID	Entry Description	Actions
Fees	Revenue	123456780	*****7345	1234567890	Fees	Select
Fund Transfers	Operating	123456780	*****7289	1234567890	FundTranfe	Select
Payroll	Payroll Account	123456780	*****7277	1234567890	Payroll	Select

- Click onto the appropriate "Select" link for the account you want to generate the file.

- The screen below reflects payment-export details on the account you selected.



Please complete the following steps:

- Check the export payments box.
- Click onto the type of file to be created.

Values listed are the following:

- ASCII
 - CSV
- Select the appropriate link from the Row Delimiter drop down box

Values listed are the following:

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

- Click onto the appropriate link in Column Delimiter field

Values listed are the following:

- , Comma
- ; Semicolon
- | Vertical pipe
- Tab

- Click onto the appropriate link in Text Qualifier field

Values listed are the following:

- None
- Double tick
- Single tick

- Click onto the appropriate link in the Date Format field

Values listed are the following:

- mm/dd/yy
- mm/dd/yyyy
- 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, yyy
- mm-dd-yy
- mm-dd-yyyy
- yy/mm/dd
- yyyy/mm/dd
- yymmdd
- yyyyymmdd
- mmddy
- mmddyyyy

- Click onto the appropriate link in the Currency Format field

Values listed are the following:

- Explicit Decimal
- Implicit Decimal

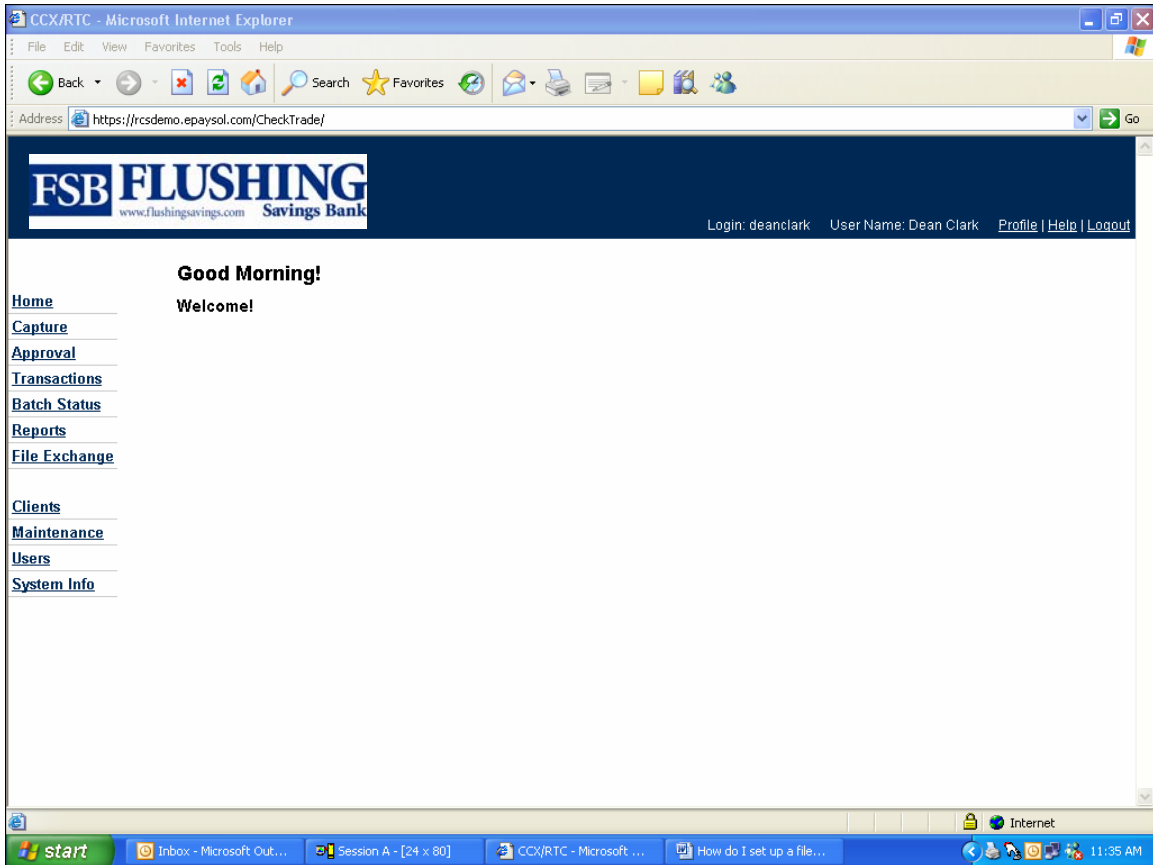
- Enter the appropriate file name into the File Name ID field (this is user defined field).

- Enter the appropriate file extension into the File Extension field.

- Select the fields to be shown in the file by placing a check in the check box under the include field.

- Select the order of the fields by selecting the field order number.

How do I see the number of items that were scanned through the system during a time period?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Reports link on the left side of the screen

➤ The screen below reflects the Reports page.

CCX/RTC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

FSB FLUSHING
www.flushingsavings.com Savings Bank

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Reports

Category: General

Depositor: Angela Williamson

Start Date: 12/29/2006 Select End Date: 12/29/2006 Select

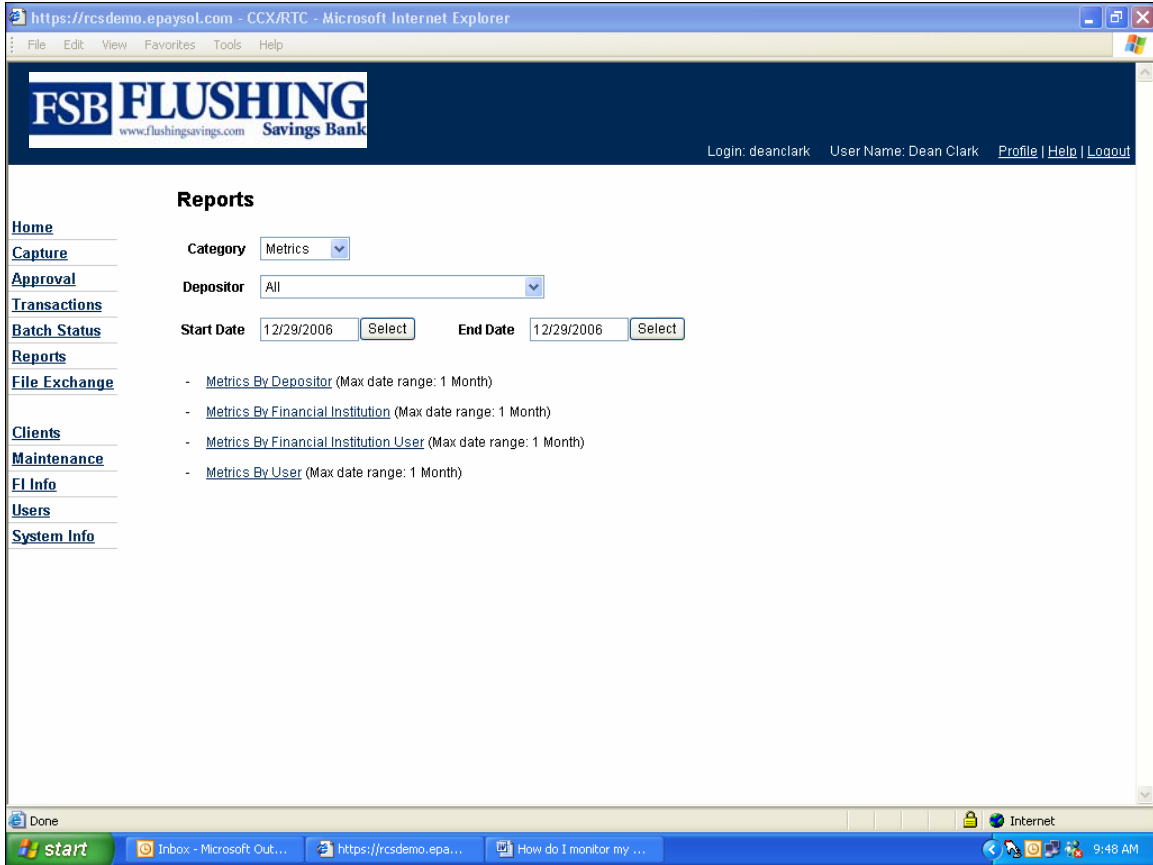
- [Approved Batch Detail](#) (Max date range: 1 Week)
- [Approved Payments Detail](#) (Max date range: 1 Week)
- [Approved Payments Summary](#) (Max date range: 1 Month)
- [Batches Pending Approval](#) (Max date range: 1 Week)
- [Open Batches Detail](#) (Max date range: 1 Week)
- [Pending Approval Payments Detail](#) (Max date range: 1 Week)
- [Processed Payments Detail](#) (Max date range: 1 Week)
- [Processed Payments Detail By Clearing Network](#) (Max date range: 1 Week)
- [Processed Payments Summary](#) (Max date range: 1 Month)
- [Returned Payments Detail](#) (Max date range: 1 Week)
- [Returned Payments Summary](#) (Max date range: 1 Month)
- [Settlement Items Detail](#) (Max date range: 1 Week)
- [Settlement Items Detail By Settlement Period](#) (Max date range: 1 Week)
- [Settlement Items Summary By Settlement Period](#) (Max date range: 1 Month)

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start | Inbox - Microsoft Out... | CCX/RTC - Microsoft ... | How do I monitor my ... | Internet | 9:47 AM

➤ Click onto the appropriate Metrics link in the Category dropdown box.

➤ The screen below reflects additional Metrics for you to select.



➤ Select the depositor and the date range to pull the metrics by Financial Institution.

➤ You will then be presented with the following report for your customer.

Report Run Time: Run By: Dean Clark

Metrics By Financial Institution

Metrics Period
From 12/29/2006 To 12/29/2006

Bank	Process	Metric	Count	
Fidelity Bank	Status: Active	Processing	Total Batches Scanned	0
		Batches Closed	0	
		Batches Deleted	0	
		Total Items Scanned	0	
		Items Accepted Without Editing	0	
		Items Edited	0	
		Total Items Processed	0	
		Items With Successful CAR	0	
		Total Items Cleared	0	
		Total Items Converted	0	
		Items Deleted	0	
		Batches with Updated Totals	0	
		Approval	Batches Approved	0
		Batches Returned to Processor	0	
				0
				0
				0

➤ This report will provide you with the number of items that have been scanned for all of your customers.

How do I tell when a batch was approved?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

- The screen below reflects the “Batch Status” page.

Batch Status

Start Date: 12/04/2006 Select End Date: 12/08/2006 Select

Depositor: Fidelity Bank

Search

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
7040	CNC Test Dec 6 2006 11:27AM CST	Andys main acct	7:00PM EST	169.00 2	0.00 0	169.00 2	169.00 2	Processed	Audit Report Tape
6994	HCB Test Dec 5 2006 1:41PM CST	Andys main acct	7:00PM EST	165.00 2	0.00 0	165.00 2	165.00 2	Processed	Audit Report Tape
6989	joeltest2 Dec 5 2006 1:18PM CST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit Tape
6985	tbb 1256 Dec 5 2006 1:52PM EST	Fees	6:00PM EST	1,550.00 5	490.00 2	0.00 0	1,550.00 5	Approved	Audit Reverse Tape
6978	Payroll Dec 5 2006 1:22PM EST	Payroll	10:00AM EST	0.00 0	0.00 0	0.00 0	2,651.56 2	Pending	Audit Tape
6974	Fees Dec 5 2006 12:56PM EST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	150.00 1	Open	Audit Tape
6965	Morning Deposit Dec 5 2006 10:33AM CST	Andys2deposits	7:00PM EST	160.00 2	0.00 0	160.00 2	160.00 2	Processed	Audit Report Tape
6943	12/04/06 - Holiday Catering Dec 4 2006 5:32PM EST	Payroll	10:00AM EST	0.00 0	0.00 0	0.00 0	1,139.24 4	Pending	Audit Tape
6939	jgp120406-1 Dec 4 2006 3:46PM EST	Regular Deposit	7:00PM EST	156.00 3	0.00 0	156.00 3	156.00 3	Processed	Audit Report Tape
6935	2 Dec 4 2006 2:59PM EST	Fees	6:00PM EST	0.00 0	50.00 1	0.00 0	2.00 2	Deleted	Audit Tape
6915	Payroll Dec 4 2006 11:18AM EST	Payroll	6:00PM EST	1,500.00 2	0.00 0	0.00 0	1,500.00 2	Approved	Audit Reverse Tape
6913	TBB Prep 120406 Dec 4 2006 11:02AM EST	Fees	6:00PM EST	857.18 3	0.00 2	0.00 0	857.18 3	Approved	Audit Reverse Tape

- To ascertain when a batch was approved, click onto audit link under the Audit column.
- You will then be shown a history of the activities that have occurred in the batch.

➤ The screen below reflects the Batch Audit page.

FSB FLUSHING Savings Bank
www.flushingsavings.com

Login: deanclark User Name: Dean Clark Profile | Help | Logout

Batch Audit

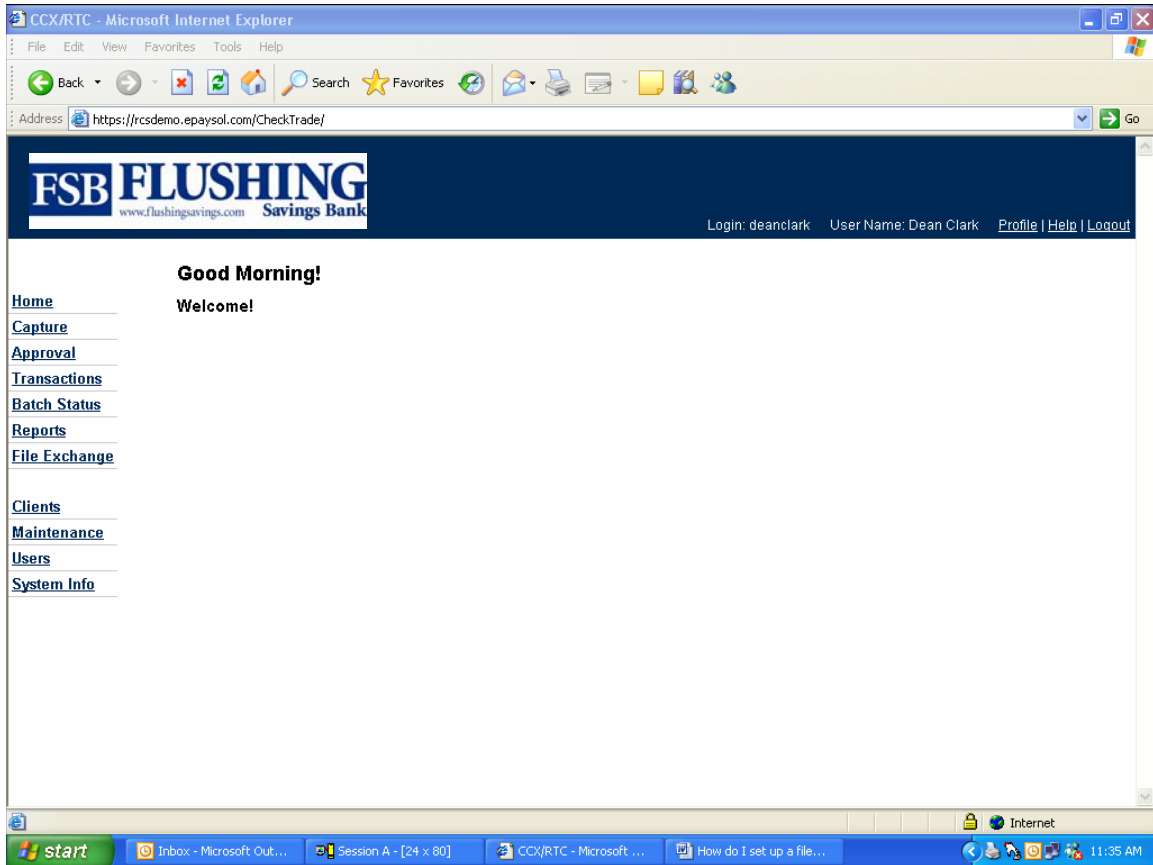
Financial Institution Fidelity Bank
Depositor Andy's Used Cars
Deposit Andy's main acct
Batch ID 7040
Batch Name CNC Test Dec 6 2006 11:27AM CST
Account Number 1144556677
Account Name Andy's main acct
Cut-off Time 7:00PM EST

Batch ID	Action	Performed By	Action Time	Cut-off Time	Expected Amount	Expected Count	Reason	Comment
7040	Created	Patrick	Dec 6 2006 12:27PM EST	Dec 6 2006 7:00PM EST	200.00	2		
7040	Updated	Patrick	Dec 6 2006 12:35PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Closed	Patrick	Dec 6 2006 12:35PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Approved	Patrick	Dec 6 2006 12:38PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Processed	Release	Dec 6 2006 1:05PM EST		169.00	2		

[Back](#)

➤ This report screen shows you all the information about the batch (i.e. Created, Updated, Closed, Approved and Processed).

How do I tell when a batch was created?



Steps for Desktop Deposit Users:

- Log into the system
- You will then be presented with the above screen
- Click onto the Batch Status link on the left side of the screen

- The screen below reflects the Batch Status page.

Batch Status

Start Date: 12/04/2006 Select End Date: 12/08/2006 Select

Depositor: Fidelity Bank

Search

Batch ID	Batch Name	Deposit	Cut-off Time	Approved	Deleted	Processed	Expected	Status	Audit
7040	CNC Test Dec 6 2006 11:27AM CST	Andys main acct	7:00PM EST	169.00 2	0.00 0	169.00 2	169.00 2	Processed	Audit Report Tape
6994	HCB Test Dec 5 2006 1:41PM CST	Andys main acct	7:00PM EST	165.00 2	0.00 0	165.00 2	165.00 2	Processed	Audit Report Tape
6989	joeltest2 Dec 5 2006 1:18PM CST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	1.00 1	Open	Audit Tape
6985	tbb 1256 Dec 5 2006 1:52PM EST	Fees	6:00PM EST	1,550.00 5	490.00 2	0.00 0	1,550.00 5	Approved	Audit Reverse Tape
6978	Payroll Dec 5 2006 1:22PM EST	Payroll	10:00AM EST	0.00 0	0.00 0	0.00 0	2,651.56 2	Pending	Audit Tape
6974	Fees Dec 5 2006 12:56PM EST	Fees	6:00PM EST	0.00 0	0.00 0	0.00 0	150.00 1	Open	Audit Tape
6965	Morning Deposit Dec 5 2006 10:33AM CST	Andys2deposits	7:00PM EST	160.00 2	0.00 0	160.00 2	160.00 2	Processed	Audit Report Tape
6943	12/04/06 - Holiday Catering Dec 4 2006 5:32PM EST	Payroll	10:00AM EST	0.00 0	0.00 0	0.00 0	1,139.24 4	Pending	Audit Tape
6939	jgp120406-1 Dec 4 2006 3:46PM EST	Regular Deposit	7:00PM EST	156.00 3	0.00 0	156.00 3	156.00 3	Processed	Audit Report Tape
6935	2 Dec 4 2006 2:59PM EST	Fees	6:00PM EST	0.00 0	50.00 1	0.00 0	2.00 2	Deleted	Audit Tape
6915	Payroll Dec 4 2006 11:18AM EST	Payroll	6:00PM EST	1,500.00 2	0.00 0	0.00 0	1,500.00 2	Approved	Audit Reverse Tape
6913	TBB Prep 120406 Dec 4 2006 11:02AM EST	Fees	6:00PM EST	857.18 3	0.00 3	0.00 0	857.18 3	Approved	Audit Reverse Tape

- To ascertain when a batch was created, click onto the Audit link (under the Audit column).
- You will then be shown a history of the activities that have occurred in the batch.

- The screen below reflects the “Batch Audit” page.

Batch Audit

Financial Institution Fidelity Bank
Depositor Andy's Used Cars
Deposit Andys main acct
Batch ID 7040
Batch Name CNC Test Dec 6 2006 11:27AM CST
Account Number 1144556677
Account Name Andys main acct
Cut-off Time 7:00PM EST

Batch ID	Action	Performed By	Action Time	Cut-off Time	Expected Amount	Expected Count	Reason	Comment
7040	Created	Patrick	Dec 6 2006 12:27PM EST	Dec 6 2006 7:00PM EST	200.00	2		
7040	Updated	Patrick	Dec 6 2006 12:35PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Closed	Patrick	Dec 6 2006 12:35PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Approved	Patrick	Dec 6 2006 12:38PM EST	Dec 6 2006 7:00PM EST	169.00	2		
7040	Processed	Release	Dec 6 2006 1:05PM EST		169.00	2		

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- This report screen shows you all the information about the batch (i.e. Created, Updated, Closed, Approved and Processed).