TOWNE BANK

REMOTE DEPOSIT | Reporting

There are 9 reports available in Remote Deposit. All reports will include the creation date and your user name for later reference. Report content will vary based on the role assigned to you by your company administrator. Results may include only the deposits you made or all deposits made for the locations and accounts assigned to you.

REPORT NAME	REPORT DESCRIPTION
All Deposits Detail ▶	Provides a list of all the deposits made during the specified range, for the specified locations and accounts. Includes the individual checks, item amounts, serial numbers, account numbers, routing numbers, etc.
Deposit Detail ▶	Provides the details of a selected deposit, including the individual checks, item amounts, serial numbers, account numbers, routing numbers, item type (such as COUPON, CREDIT, and DEBIT), and soon. *Note: Items rejected during a deposit review have an item type of DEBIT (REJECT).*
Deposit Summary ▶	Provides a summary of the deposits made during the specified range, for the specified locations and accounts. Includes the date of the deposit, deposit tracking number, location, deposit status, primary account, and the counts.
Deposit Summary By Location ▶	Provides a summary of the deposits made during the specified range for a single account or all accounts, grouped by location. Includes the date of the deposit, deposit tracking number, deposit status, person who scanned the deposit, person who submitted the deposits, and the counts.
Image Report ▶	Provides the details and images for a selected deposit (on a selected date). This can be run three different ways: • 1x3 Front Only provides the images for the deposit ticket and only the front images of the checks that make up the deposit at a larger size, where each image is centered in a single column on the page. • Front + Back provides the front and back images of checks that make up the deposit, side by side in two columns on the page. • Front Only provides only the front images the checks that make up the deposit, side by side in two columns on the page. All three variations of the Image Report also include the date the deposit was submitted, the account, the status, the location, and the deposit total.
Location Summary ▶	Provides a detailed summary of all deposits and debits made during the specified range, for the specified locations and accounts, grouped and summarized by location. Includes the location name, deposit counts, debit counts, and deposit totals. *Note: Report does not include deposits for lockbox accounts.*
Pending & Rejected Deposits Summary ▶	Provides a detailed summary of all the deposits in a pending state, and in a rejected state, grouped by and summarized by location. Includes the tracking number, received time, depositor, total debits, and total deposits. The rejected deposits also include any review comments.
Receipt Detail ▶	Provides detailed information about a specific deposit made on a specific date. Includes the date, deposit status, location, account number, tracking number, person who captured the deposit, person who submitted the deposit, item type (such as COUPON, CREDIT, and DEBIT), serial number, item number, etc. *Note: Items rejected during a deposit review have an item type of DEBIT (REJECT). This is the same report that is available on the Deposit Completed page.*
User Summary ▶	Provides summary information about deposits made by users during a specified time frame, for the specified locations and accounts, grouped and summarized by user. Includes deposit accounts, debit counts, and deposit totals by user. *Note: This report does not include deposits for lockbox accounts.*