

User guide

Remote Corporate Capture Pro
WebClient Reports Guide



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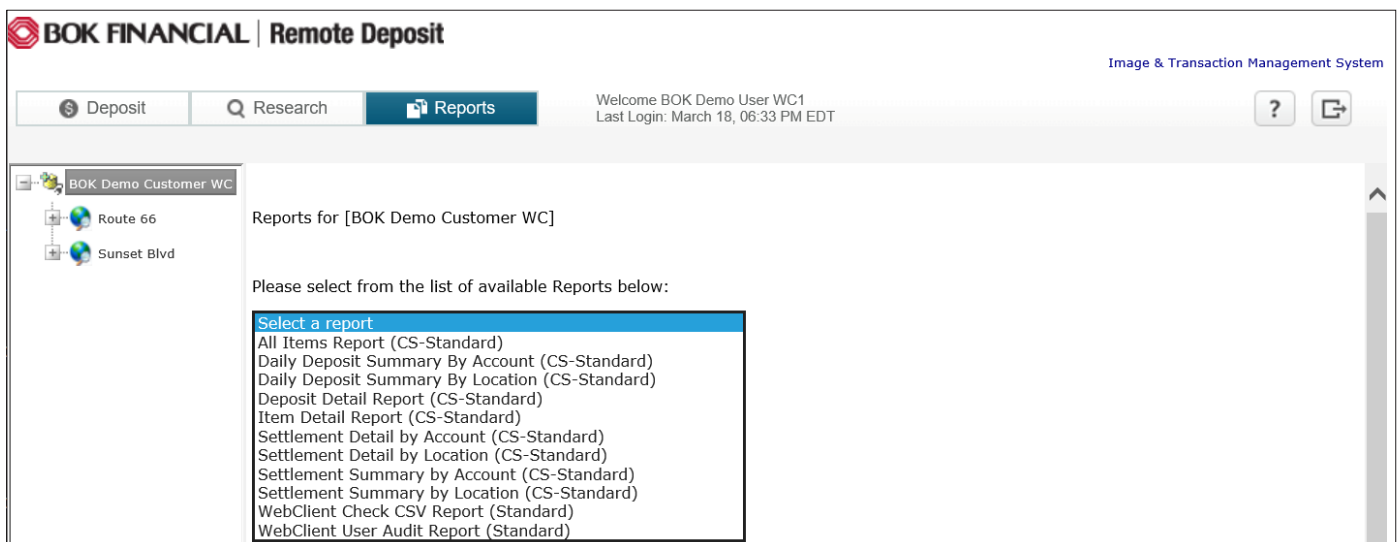
Reports Overview

Remote Corporate Capture Pro provides a number of standard reports that are automatically generated by the system or that can be created on demand by a user. These standard reports contain transaction data for the member nodes where they are generated.

Automatically-generated reports are delivered to customers on specific days or at specific times or intervals.

You can generate on-demand, standard reports at any time. When generating an on-demand report, you might be prompted for dates and other information that is required to generate the report. The data that is required depends on the report that you are trying to generate.

Account-related reports require settlement configuration information.



The screenshot displays the BOK Financial Remote Deposit interface. At the top, the BOK Financial logo and 'Remote Deposit' title are visible. A navigation bar includes 'Deposit', 'Research', and 'Reports' (the active tab). The user is identified as 'BOK Demo User WC1' with a last login of 'March 18, 06:33 PM EDT'. The main content area shows a tree view for 'BOK Demo Customer WC' with sub-nodes 'Route 66' and 'Sunset Blvd'. Below this, the text reads 'Reports for [BOK Demo Customer WC]' and 'Please select from the list of available Reports below:'. A dropdown menu is open, listing various reports such as 'All Items Report (CS-Standard)', 'Daily Deposit Summary By Account (CS-Standard)', 'Settlement Detail by Account (CS-Standard)', and 'WebClient User Audit Report (Standard)'. The first item, 'Select a report', is highlighted in blue.

On-demand reports detail data for a range up to 35 days that occurred up to 25 months in the past. You can access most reports by generating them directly.

Secure FTP report delivery is available only when the current user's Report Destinations are configured.

Report Formats & Relationships

Report Formats:

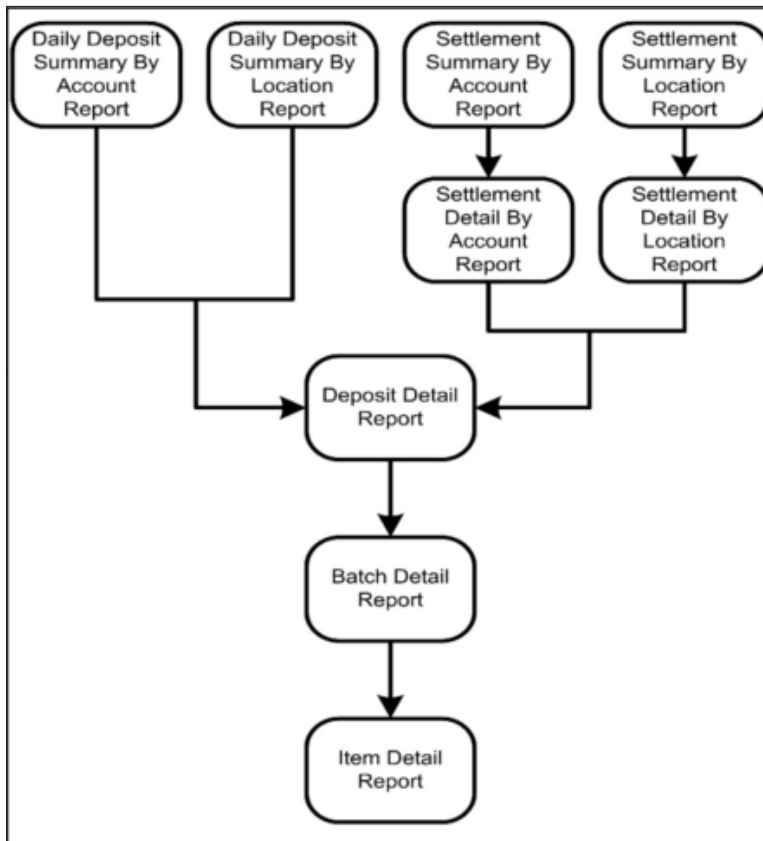
After you generate a report, you can download it in one or more formats *depending on what formats are available for that report*. Select the file format that best fits your needs.

File extensions include:

- CSV (Comma-Separated Values) .csv
- Excel .xls
- MHTML (Mime HTML) .mht
- PDF (Portable Document Format) .pdf
- XML (extensible Markup Language) .xml

Report Relationships:

You can access some reports from links in other reports. The following diagram shows you the links.



Generating a Report

And Generating a Report from a link in another report

You must have the View on Demo Reports permission to view all subscribed and on-demand reports.

How to generate a report:

1. From the home page, select and click the **'Reports'** tab.
2. Click on the drop-down list and select a report for the list.
3. Enter the required input parameters for the report and then ensure that the **'View'** Action is selected.

Note: You can generate on-demand reports for a range of up to 35 days.

BOK FINANCIAL | Remote Deposit

Deposit Research **Reports** Welcome BOK Demo User WC1
Last Login: March 19, 05:29 PM EDT

BOK Demo Customer WC Reports for [BOK Demo Customer WC]

Route 66
Sunset Blvd

Please input the Parameters for this Report below:

Processing Date

Action View Deliver

Back Next Cancel

4. Click **'Next'**, the report appears in your browser.
5. Click a link from inside the report, you can choose from the following:
 - Deposit ID
 - Batch ID
 - Item IRN
 - View Detailed Report

Daily Deposit Summary by Location Report

The Daily Deposit Summary by Location report summarizes all deposits transmitted for a specific date. The data is organized first by deposit account, and then by member. This report can be generated at the Merchant level or below, only. You can access the Deposit Detail report by clicking a Deposit Control # link.

Report data	Description
Deposit Date	Date that the deposit was sent to ITMS. Re-presented items appear on the date that they were resubmitted. Format DD/MM/YYYY
Location	The name of the member node from which the deposit was uploaded.
Deposit Account	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Member	The name of the Location member node.
Deposit Control #	An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
# Batches	Total number of batches in the deposit.
# Items	Total number of items in the deposit.
Paper Deposit	Total dollar amount of the Original Paper Deposit (OPD).
Prior to Cut Off for Electronic Deposit	Total dollar amount of the electronic deposit before the settlement cutoff time.
After Cut Off for Electronic Deposit	Total dollar amount of the electronic deposit after the settlement cutoff time.
Total Deposit	Total dollar amount of all OPD and electronic deposits uploaded to ITMS for the specified date.

Daily Deposit Summary by Account Report

The Daily Deposit Summary by Account report summarizes all deposits transmitted for a specific date. Data is organized first by member, and then by deposit account. This report can be generated at the Merchant level or below only. You can access the Deposit Detail report by clicking the Deposit Control # link.

Report data	Description
Deposit Date	Date that the deposit was sent to ITMS. Re-presented items appear on the date that they were resubmitted. Format DD/MM/YYYY
Deposit Account	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Member	The name of the member node from which the deposit was uploaded.
Deposit Control #	An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
# Batches	Total number of batches in the deposit.
# Items	Total number of items in the deposit.
Paper Deposit	Total dollar amount of the Original Paper Deposit (OPD).
Prior to Cut Off for Electronic Deposit	Total dollar amount of the electronic deposit before the settlement cutoff time.
After Cut Off for Electronic Deposit	Total dollar amount of the electronic deposit after the settlement cutoff time.
Total Deposit	Total dollar amount of all OPD and electronic deposits uploaded to ITMS for the specified date.

Settlement Summary by Location Report

The Settlement Summary by Location report summarizes all deposits processed and indicates when the deposits cleared through which settlement channel. Data is organized by previous pending, today's prior cut off, and pending, and then sub-organized by deposit account. This report can be generated at the Merchant level or below, only. You can access the Settlement Detail by Location report by clicking on the View detailed report link.

Report data	Description
From and To	Date range that you entered to generate the report. Format MM/DD/YYYY
Report Date	Date that you generated the report. Format MM/DD/YYYY
Location	The name of the member node from which the deposit was uploaded.
Member ID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as the Owner Code.
#Deposits	Total number of deposits for the member node.
Paper Deposit #Items	Total number of items in the deposits that were processed as an Original Paper Deposit (OPD).
Paper Deposit \$	Total dollar amount of the items in the deposits that were processed as an Original Paper Deposit (OPD).
Electronic Deposit (ACH) #Items	Total number of items in the deposits that were processed electronically as an Automated Clearing House (ACH).
Electronic Deposit (ACH) \$	Total dollar amount of the items in the deposits that were processed as an Automated Clearing House (ACH).
Electronic Deposit (IRD) #Items	Total number of items in the deposits that were processed electronically as an Image Replacement Document (IRD).
Electronic Deposit (IRD) \$	Total dollar amount of the items in the deposits that were processed as an Image Replacement Document (IRD).
Total Deposit #Items	Total number of all items in all deposits.
Total Deposit \$	Total dollar amount of all items in all deposits.



Settlement Detail by Location Report

The Settlement Detail by Location report details processed deposits, and indicates when the deposits cleared, through which settlement channel. Data is organized by previous pending, today's prior cut off, and pending, then by deposit account, and then further broken down by date. This report can be generated at the Merchant level or below, only. You can access the Deposit Detail report by clicking on a Deposit Ctrl # link.

Report data	Description
From and To	Date range that you entered to generate the report. Format MM/DD/YYYY
Report Date	Date that you generated the report. Format MM/DD/YYYY
Location	The name of the member node from which the deposit was uploaded.
Date	Date that the deposit was sent from the Deposit application to ITMS. Format MM/DD/YYYY
Member ID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as the Owner Code.
Deposit Ctrl #	An identifier that is generated automatically and assigned to each deposit. It is unique to the member, but it might not be a unique number in the system.
#Batches	Total number of batches uploaded from each location or total number of batches in each deposit.
Paper Deposit #Items	Total number of items in all deposits uploaded from the location that were processed as an Original Paper Deposit (OPD), or the total number of items in a single deposit that were processed as an Original Paper Deposit (OPD).

Settlement Detail by Location Report

Report data	Description
Paper Deposit \$	Total dollar amount of items in all deposits uploaded from the location that were processed as an OPD, or the total dollar amount of items in a single deposit that were processed as an Original Paper Deposit (OPD).
Electronic Deposit (ACH) #Items	Total number of items in all deposits uploaded from the location that were processed electronically as Automated Clearing House (ACH), or the total number of items in a single deposit that were processed electronically as Automated Clearing House (ACH).
Electronic Deposit (ACH) \$	Total dollar amount of items in all deposits uploaded from the location that were processed electronically as Automated Clearing House (ACH), or the total dollar amount of the items in a single deposit that were processed as Automated Clearing House (ACH).
Electronic Deposit (IRD) #Items	Total number of items in all deposits uploaded from the location that were processed electronically as an Image Replacement Document (IRD), or the total number of items in a single deposit that were processed electronically as an Image Replacement Document (IRD).
Electronic Deposit (IRD) \$	Total dollar amount of items in all deposits uploaded from the location that were processed electronically as an Image Replacement Document (IRD), or the total dollar amount of the items in a single deposit that were processed as an Image Replacement Document (IRD).
Total Deposit #Items	Total number of all items in all deposits that were uploaded from the location, or the total number of all items in a single deposit.
Total Deposit \$	Total dollar amount of all items in all deposits that were uploaded from the location, or the total dollar amount of all items in a single deposit.

Settlement Summary by Account Report

The Settlement Summary by Account report summarizes all deposits processed and indicates when the deposits cleared and through which settlement channel. Data is organized by previous pending, today's prior cut off, and pending, and then organized by member. This report can be generated at the Merchant level or below, only. You can access the Settlement Detail by Account report by clicking on the View detailed report link.

Report data	Description
From and To	Date range that you entered to generate the report. Format MM/DD/YYYY
Report Date	Date that you generated the report. Format MM/DD/YYYY
Deposit Account	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Member ID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as the Owner Code.
#Deposits	Total number of deposits for the member node.
Paper Deposit #Items	Total number of items in the deposits that were processed as an Original Paper Deposit (OPD).
Paper Deposit \$	Total dollar amount of the items in the deposits that were processed as an Original Paper Deposit (OPD).
Electronic Deposit (ACH) #Items	Total number of items in the deposits that were processed electronically as Automated Clearing House (ACH).
Electronic Deposit (ACH) \$	Total dollar amount of the items in the deposits that were processed as Automated Clearing House (ACH).
Electronic Deposit (IRD) #Items	Total number of items in the deposits that were processed electronically as an Image Replacement Document (IRD).
Electronic Deposit (IRD) \$	Total dollar amount of the items in the deposits that were processed as an Image Replacement Document (IRD).
Total Deposit #Items	Total number of all items in all deposits.
Total Deposit \$	Total dollar amount of all items in all deposits.

Settlement Detail by Account Report

The Settlement Detail by Account report details processed deposits, and indicates when the deposits cleared, through which settlement channel. Data is organized by previous pending, today's prior cut off, and pending, then by deposit account, and then further broken down by date. This report can be generated at the Merchant level or below, only. You can access the Deposit Detail report by clicking on a Deposit Ctrl # link.

Report data	Description
From and To	Date range that you entered to generate the report. Format MM/DD/YYYY
Report Date	Date that you generated the report. Format MM/DD/YYYY
Deposit Account	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Date	Date that the deposit was sent from the Deposit application to ITMS. Format MM/DD/YYYY
Member ID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as the Owner Code.
Deposit Ctrl #	An identifier that is generated automatically and assigned to each deposit. It is unique to the member, but it might not be a unique number in the system.
#Batches	Total number of batches uploaded from each location or total number of batches in each deposit.
Paper Deposit #Items	Total number of items in the deposits uploaded from the location that were processed as an Original Paper Deposit (OPD), or the total number of items in the deposit that were processed as an Original Paper Deposit (OPD).

Settlement Detail by Account Report

Report data	Description
Paper Deposit \$	Total dollar amount of items in the deposits uploaded from the location that were processed as an OPD, or the total number of items in the deposit that were processed as an Original Paper Deposit (OPD).
Electronic Deposit (ACH) #Items	Total number of items in the deposits uploaded from the location that were processed electronically as Automated Clearing House (ACH), or the total number of items in the deposit that were processed electronically as Automated Clearing House (ACH).
Electronic Deposit (ACH) \$	Total dollar amount of items in the deposits uploaded from the location that were processed electronically as Automated Clearing House (ACH), or the total dollar amount of the items in the deposit that were processed as Automated Clearing House (ACH).
Electronic Deposit (IRD) #Items	Total number of items in the deposits uploaded from the location that were processed electronically as an Image Replacement Document (IRD), or the total number of items in the deposit that were processed electronically as an Image Replacement Document (IRD).
Electronic Deposit (IRD) \$	Total dollar amount of items in the deposits uploaded from the location that were processed electronically as an Image Replacement Document (IRD), or the total dollar amount of the items in the deposit that were processed as an Image Replacement Document (IRD).
Total Deposit #Items	Total number of all items in all the deposits that were uploaded from the location, or the total number of all items in the deposit.
Total Deposit \$	Total dollar amount of all items in all the deposits that were uploaded from the location, or the total dollar amount of all items in the deposit.

Deposit Detail Report

The Deposit Detail report provides details about the batches contained in a deposit. The data is organized by batch control number. This report can be generated at the Merchant level or below only. You can access the Batch Detail report by clicking on a Batch Control # or Batch ID link.

Report data	Description
Deposit Control #	An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
Created	Date and time that the deposit was sent from the Deposit application to ITMS. Re-presented items appear on the date that they were resubmitted. Format DD/MM/YYYY HH:MM AM/PM Local Time
Transmitted	Date and time that the deposit was received on ITMS. Format DD/MM/YYYY HH:MM AM/PM ET
Member	The name of the member node from which the deposit was uploaded.
Batch Control #	An identifier that is assigned to each batch. It is unique to the member, but it might not be unique in the system.
Batch ID	An identifier that is generated automatically and assigned to each batch. It is unique in the ITMS system.
Paper Items	Total number of items in each batch that were processed as an Original Paper Deposit (OPD).
Paper \$	Total dollar amount of the items in each batch that were processed as an Original Paper Deposit (OPD).
Electronic Items	Total number of items in each batch that were processed electronically.
Electronic \$	Total dollar amount of the items in each batch that were processed electronically.
Total Items	Total number of all Original Paper deposits and electronic deposits in each batch.
Total \$	Total dollar amount of all Original Paper deposits and electronic deposits in each batch. For multiple batches, the total dollar amount of all Original Paper deposits and electronic deposits in all batches in the deposit.

Batch Detail Report

The Batch Detail report provides details about all items in a deposit batch. Data is organized by transaction. Remits appear first, followed by checks. This report can be generated at the Merchant level or below only. You can access the Item Detail report by clicking on an Item IRN link.

Report data	Description
Deposit Account	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Deposit Control #	An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
Member	The name of the member node from which the deposit was uploaded.
Total Items	Total number of items in the batch.
Batch Control #	An identifier that is assigned to each batch. It is unique to the member, but it might not be unique in the system.
Batch ID	An identifier that is generated automatically and assigned to each batch. It is unique in the ITMS system.
Created	Date and time that the batch was created on the Deposit application. Format DD/MM/YYYY HH:MM:SS AM/PM Local
Transmitted	Date and time that the deposit was sent from the Deposit application to ITMS. Format DD/MM/YYYY HH:MM:SS AM/PM ET
Total Amount	Total dollar amount of all items in the batch.
C or R	Indicates the type of item, either check (C) or remit (R).
Item IRN	Item reference number. An identifier that is automatically generated and assigned to each item. It is unique in the system.

Batch Detail Report

Report data	Description
Bank #	A number that identifies the financial institution that issued the check. It is part of the data printed at the bottom of the check. It might not be unique in the system. Is blank for remits.
Account #	A number that identifies a particular account from the financial institution that issued the check. It is part of the check data printed at the bottom of the check. It might not be unique in the system. Is blank for remits.
Check #	A number that identifies a particular check from an account at a financial institution. It is part of the data printed at the bottom of the check. It might not be unique in the system. Is blank for remits.
Amount	Total dollar amount of each item.

Item Detail Report

The Item Detail report includes full item and image data for a single item. Check images only appear in the report if you have permission to view them by clicking on an Item IRN link.

Report data	Description
Member ID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as an Owner Code.
Member	The name of the member node from which the item was uploaded.
Deposit date	Date that the deposit was created on the Client application. Re-presented items appear on the date that they were resubmitted. Format MM/DD/YYYY
DCN	Deposit control number. An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
Client Type	Can be: <ul style="list-style-type: none">◦ Desktop: The item was uploaded at a workstation.◦ Mobile: The item was uploaded on a mobile device.
IRN	Item reference number. An identifier that is automatically generated and assigned to each item. It is unique in the system.
Deposit ID	An identifier that is generated automatically and assigned to each deposit. It is unique in the system.
BCN	Batch control number. An identifier that is assigned to each batch. It is unique to the member, but it might not be unique in the system.

Item Detail Report

Report data	Description
Batch ID	An identifier that is generated automatically and assigned to each batch. It is unique in the ITMS system.
Check Amount	Total dollar amount of the check.
Bank #	A number that identifies the financial institution that issued the check. It is part of the data printed at the bottom of the check. It might not be unique in the system.
Account #	A number that identifies a particular account from the financial institution that issued the check. It is part of the check data printed at the bottom of the check. It might not be unique in the system.
Check #	A number that identifies a particular check from an account at a financial institution. It is part of the data printed at the bottom of the check. It might not be unique in the system.
Item Type	Indicates the type of item, either CHECK or REMIT.
Secondary ID	Identifier that links the check to the payor account; typically this is an invoice number.
Check Image	Images of the front and back of the check.

All Items Report

The All Items report details all transactions processed for a specific date. Item data is organized by deposit account, then by deposit control number, and then by transaction date and time. Remits are always processed first, followed by associated checks. This report can be generated at the Merchant level or below, only.

Report data	XML report field names	Description
Deposit Date	DepositDate	Date that the deposit was received on ITMS. Format MM/DD/YYYY
Report Run	ReportDate	Date and time that the report was generated. Format MM/DD/YYYY HH:MM AM/PM ET
Deposit Account	MainName	The member name where your Demand Deposit Account (DDA) is configured. This field can be blank.
Total	TotalAmount	Total dollar amount of items in all of the deposits.
Items Count	ItemsCount	Total number of items in all of the deposits.
Member	MemberName	The name of the member node from which the deposit was uploaded.
Member ID	MemberID	An identifier that is generated automatically and assigned to each member node in the ITMS system. Also known as an Owner Code.
Total \$ for Member	MemberTotalAmount	Total dollar amount of items that were uploaded from the member.

All Items Report

Report data	XML report field names	Description
Total Items for Member	MemberItemCount	Total number of items that were uploaded from the member.
Deposit Ctrl #	DCN	Deposit control number. An identifier that is automatically generated and assigned to each batch. It is unique to the member, but it might not be unique in the system.
Deposit ID	DepositID	An identifier that is generated automatically and assigned to each deposit. It is unique in the system.
\$ Amount for Deposit	DepositTotalAmount	Total dollar amount of items in the deposit.
# items for Deposit	DepositItemCount	Total number of items in the deposit.
Deposit Time (ET)	ProcessedTime	Date and time that the deposit was received on ITMS. Re-presented items appear on the date that processing was completed again. Format MM/DD/YYYY HH:MM AM/PM
Scan Date/Time (Local Time) (YY-MM-DD HH:MM) for Remittance/Check Data	CaptureDate	Date and time that each item was scanned on the Deposit application. Format YY-MM-DD HH:MM
C or R for Remittance/Check Data	—	Indicates the type of item, either check (C) or remit (R).

All Items Report

Report data	XML report field names	Description
IRN for Remittance/Check Data	IRN	Item reference number. An identifier that is automatically generated and assigned to each item. It is unique in the system.
Amount for Remittance/Check Data	CheckAmount	Total dollar amount of each item in the deposit.
Routing # for Remittance/Check Data	CBank	A number that identifies the financial institution that issued the check. It is part of the data printed at the bottom of the check. It might not be unique in the system.
Account for Remittance/Check Data	CAccount	A number that identifies a particular account from the financial institution that issued the check. It is part of the check data printed at the bottom of the check. It might not be unique in the system.
Check # for Remittance/Check Data	CheckNumber	A number that identifies a particular check from an account at a financial institution. It is part of the data printed at the bottom of the check. It might not be unique in the system.
EndPoint	EndPointName	The destination for items. Checks can be IRD, OPD, or ACH. Remits are always Remittance.
Secondary ID for Remittance Data	SecondaryID	Remit account number. The value can be blank.

All Items Report

Report data	XML report field names	Description
Indiv. Name for Remittance Data	IndividualName	An account for a specific banking institution, when the check endpoint is configured for ACH.
USER Data 1–USER Data 10 for Remittance Data	UserField1–UserField10	Check or remit data that is defined by the customer.