

Chapter 7

Using the Deposit List screen

The Deposit List screen is used to view deposit status, look at the items within a deposit and print reports. You can view the deposit list screen by either clicking on the Deposit List tab on the right side of the screen (this will return all deposits made by you) or by using the Deposits tab on the top portion of the Welcome page (this will allow you to further refine the results by account group).



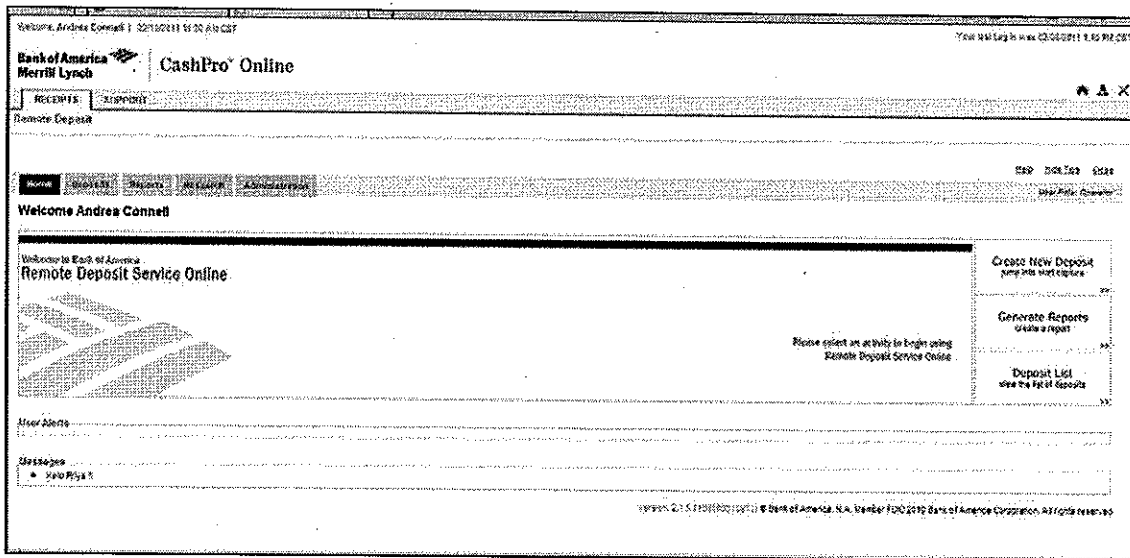
Viewing a deposit status

Check the Deposit status by looking at the status column on the Deposit List page.

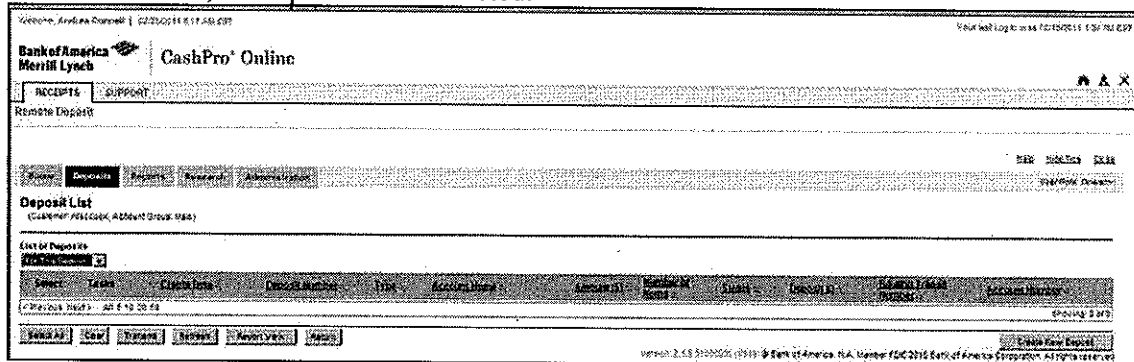
Sample statuses are provided below. For a complete list of statuses refer to the appendix.

- Open (may have qualifier)
- Transmitting
- Received
- Pending Delete
- Received Pending
- Perfected
- Perfected Adjusted

1. To view a deposit status, click on **Deposit List** from the right hand tabs or click on the **Deposits** tab, and choose an account group.



The Deposit List will default to deposits that have been made in this session. If no deposits have been made, no deposits will be listed.



2. Click on the List of Deposits Drop Down and choose the time period for which you want to view:

- For this session: All deposits that have been made during this session
- For Today: All deposits that have been made today
- For the last 10 days: All deposits that have been made in the last 10 calendar days
- All Open Deposits: All open deposits for the last 90 calendar days. It is important that all open deposits are transmitted within 45 calendar days, as the images will no longer be available for clearing and the deposit will fail. Deposits left open for more than 10 days, will also show on the aged open deposits screen.

- By month: Deposits available by month, for the last 90 calendar days

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Remote Deposit

Home Deposits Receipts Research Account Services

Deposit List
(Customer: 1820251, Account Group: 1825)

List of Deposits

Date	Amount	Status
11/12/2012		

Deposits will be listed with their statuses. If a deposit has been transmitted, relevant information (such as when and by whom) can be viewed by clicking on the deposit details icon.

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Deposit List
(Customer: 1820251, Account Group: 1825)

List of Deposits

Select	Date	Check ID#	Deposit Number	Type	Account Name	Amount (\$)	Number of Items	Status	Deposit ID
	06/20/10 10:47 AM	000000	100000	Image	3750000128 - CP0000	250.04	4	Permitted	320000000001
	06/09/10 09:12 AM	000000	100000	Image	3750000128 - CP0000	1,000.78	5	Permitted	320000000007
	06/03/10 01:23 PM	000000	100000	Image	3750000128 - CP0000	1.00	1	Open/Completed	320000000004
	06/03/10 01:21 PM	000000	100000	Image	3750000128 - CP0000	1.00	1	Open/Completed	320000000003

3. Click on the edit this deposit details icon to view the items deposit details.

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Remote Deposit

Home Deposits Receipts Research Account Services

Deposit List
(Customer: 1820251, Account Group: 1825)

List of Deposits

Select	Date	Check ID#	Deposit Number	Type	Account Name	Amount (\$)	Number of Items	Status	Deposit ID	Posting Date	Account Balance
	02/20/11 02:27 AM	000211	000000	Image	655012075 - Plug Test Acct#1	55.00	3	Received	3200000000071		
	02/20/11 02:25 AM	000211	000000	Image	655012075 - Plug Test Acct#1	100.00	4	Received	3200000000072		
	02/20/11 02:24 AM	000209	000000	Image	655012075 - Plug Test Acct#1	100.00	4	Received	3200000000069		

