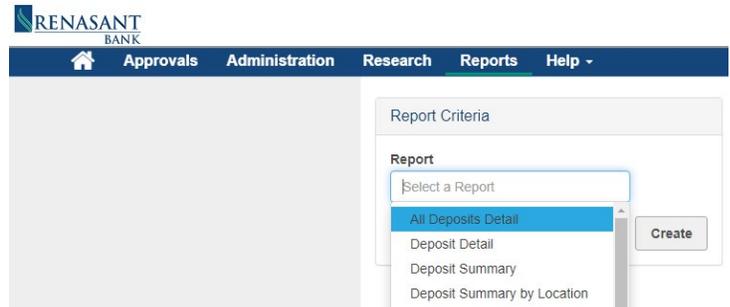


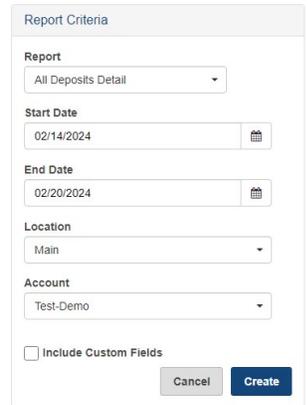
There are several reports available under the Report tab in Business Check Express. To access the reports:

1. Select **Reports** from the Home Screen
 - All reports and associated images are available for one year from processing.
 - Available Reports:
 - All Deposits Detail
 - Deposit Detail
 - Deposit Summary
 - Deposit Summary by Location
 - Image Cash Letter Report
 - ▶ Only used with Image Cash Letter
 - Image Report (1x3 Front Only)
 - Image Report (Front + Back)



- Image Report (Front Only)
- Location Summary
- Pending and Rejected Deposits Summary
- Receipt Detail
- User Summary

2. For all reports, just enter the **Report Criteria** for the needed information.
 - Change the report type by selecting the appropriate report at the top the **Report Criteria** screen. Based on the type of report, the **Report Criteria** screen will update fields as appropriate.
3. Click the **Create** button.



Samples of Reports

All Deposits Detail provides a detailed summary of all deposits captured on a given date or date range.

All Deposits Report

CREATION DATE:	2/15/2024 4:23:30 PM	MERCHANT NAME:	Cookie Doe
SUBMITTED DATE:	2/15/2024 4:24:08 PM	LOCATION:	Main
CREATED BY:	rentest1	DEPOSIT ACCOUNT:	Test-Demo
SUBMITTED BY:	rentest1	TRACKING NO.:	M00759402-5000
		DEPOSIT STATUS:	Posted

CAPTURE SEQUENCE	EXPORT SEQUENCE	ITEM TYPE	SERIAL NO.	ACCOUNT NO.	ROUTING NO.	ITEM AMOUNT
759404200001	240001059116	CREDIT	0	1234567890	084201294	\$ 2.00
759404200010	240001059117	DEBIT	0	11060903331127	084201294	\$ 1.00
759404200020	240001059118	DEBIT	0	11030903331127	084201294	\$ 1.00

Deposit Summary: M00759402		ITEMS	AMOUNT
CREDIT	1		\$ 2.00
DEBIT	2		2.00

Account Summary: Test-Demo		ITEMS	AMOUNT
CREDIT	1		2.00
DEBIT	2		2.00

Merchant Summary: Cookie Doe		ITEMS	AMOUNT
CREDIT	1		2.00
DEBIT	2		2.00

Deposit Detail provides details of a selected deposit.

Deposit Detail Report

SUBMITTED DATE: 2/15/2024 4:24:08 PM	MERCHANT NAME: Cookie Doe
DEPOSIT STATUS: Posted	LOCATION: Main
CREATED BY: rentest1	DEPOSIT ACCOUNT: Test-Demo
SUBMITTED BY: rentest1	TRACKING NO.: M007594042-5000

<u>CAPTURE SEQUENCE</u>	<u>EXPORT SEQUENCE</u>	<u>ITEM TYPE</u>	<u>SERIAL NO.</u>	<u>ACCOUNT NO.</u>	<u>ROUTING NO.</u>	<u>ITEM AMOUNT</u>
7594042000001	240001059116	CREDIT	0	1234567890	084201294	\$ 2.00
7594042000010	240001059117	DEBIT	0	11060903331127	084201294	\$ 1.00
7594042000020	240001059118	DEBIT	0	11030903331127	084201294	\$ 1.00

	<u>DEBIT COUNT</u>	<u>AMOUNT</u>
Deposit Summary: M007594042	2	\$ 2.00

Deposit Summary provides a summary of deposits for a specified account in the selected date range.

Merchant Deposit Summary Report

START DATE: 2/15/2024

END DATE: 3/ 1/2024

INSTITUTION: (801214) - Renasant Corporation

MERCHANT: Cookie Doe	MERCHANT NUMBER: 121643
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<u>RECEIVED TIME</u>	<u>TRACKING NO.</u>	<u>LOCATION</u>	<u>CAPTURED BY</u>	<u>SUBMITTED BY</u>	<u>STATUS</u>	<u>DEPOSIT ACCOUNT</u>	<u>TOTAL DEBITS</u>	<u>TOTAL DEPOSITS</u>
2/15/2024 4:24:08 PM	M007594042-5000	Main	rentest1	rentest1	Completed	1234567890	2	\$ 2.00

Merchant Summary: Cookie Doe 2 \$ 2.00

Institution Summary: (801214) - Renasant Corporation 2 \$ 2.00

Deposit Summary by Location provides a detailed summary of all deposits and debits captured on a given date or date range by location.

Deposit Summary Report by Location

START DATE: 2/15/2024

MERCHANT: Cookie Doe

DEPOSIT ACCOUNT: Test-Demo

END DATE: 3/ 1/2024

LOCATION: Main

<u>TIMESTAMP</u>	<u>DEPOSIT TRACKING NO.</u>	<u>DEPOSIT STATUS</u>	<u>CAPTURED BY</u>	<u>SUBMITTED BY</u>	<u>DEPOSIT COUNT</u>	<u>DEBIT COUNT</u>	<u>DEPOSIT TOTAL</u>
2/15/2024 4:24:08 PM	M007594042-5000	Completed	rentest1	rentest1	1	2	\$ 2.00

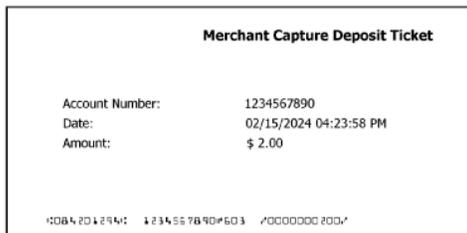
Location Summary: Main 1 2 \$ 2.00

Merchant Summary: Cookie Doe 1 2 \$ 2.00

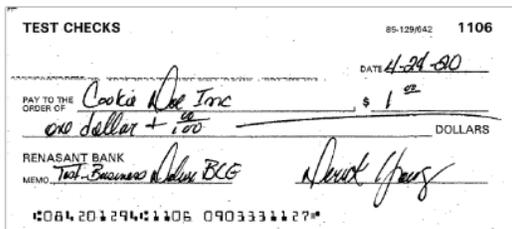
Image Report (1/3 Front Only) is front-only images in a 1x3 format (default is 2x6). Use this report if larger images on printed pages are needed.

Deposit Image Report

Submitted Date: 2/15/2024 04:24:08 PM	Customer Name: Cookie Doe
Deposit Account: Test-Demo	Deposit Total: 2.00
Deposit Status: Completed	Deposit Tracking: M007594042
Location: Main	Number of Debits: 2



Sequence: 7594042000001
 Item Amount: \$2.00
 Check Number:



Pending and Rejected Deposits Summary shows any deposits pending or rejected.

Pending and Rejected Deposits Summary Report

MERCHANT:

LOCATION:

<u>TRACKING NO.</u>	<u>RECEIVED TIME</u>	<u>CREATED BY</u>	<u>SUBMITTED BY</u>	<u>DEPOSITOR</u>	<u>TOTAL DEBITS</u>	<u>TOTAL DEPOSITS</u>
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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.

Deposit Detail Receipt

SUBMITTED DATE:	2/15/2024 4:24:08 PM	DEPOSIT STATUS:	Posted
MERCHANT NAME:	Cookie Doe	LOCATION:	Main
CREATED BY:	rentest1	DEPOSIT ACCOUNT:	Test-Demo
SUBMITTED BY:	rentest1	TRACKING NO.:	M007594042

<u>CAPTURE SEQUENCE</u>	<u>ITEM TYPE</u>	<u>SERIAL NO.</u>	<u>ITEM AMOUNT</u>
7594042000010	DEBIT	0	\$ 1.00
7594042000020	DEBIT	0	\$ 1.00

Deposit Summary: M007594042	<u>DEBIT COUNT</u>	<u>AMOUNT</u>
	2	\$2.00

User Summary lists deposits by user.

User Summary Report

START DATE: 2/15/2024

END DATE: 3/1/2024

MERCHANT: Cookie Doe	MERCHANT NUMBER: 121643
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USER NAME: rentest1

<u>DEPOSIT ACCOUNT</u>	<u>DEPOSIT COUNT</u>	<u>DEBIT COUNT</u>	<u>DEPOSIT TOTAL</u>
Test-Demo	1	2	\$2.00
User Summary: rentest1	1	2	\$2.00
Merchant Summary: Cookie Doe	1	2	\$2.00

Need Help?

For more information about the Business Check Express (BCE) Service, **844.680.3739**, or email treasuryolutionsupport@renasant.com Monday through Friday, 7:00 AM CT/8:00 AM ET – 5:00 PM CT/6:00 PM ET.



Understanding You.®

