

Quick Reference Guide

Transaction Images

Published on 4/10/2019

Viewing Transaction Details

Click the **Account Name** to see transaction details.

← 1122334672 - 1122334672 - USD

View Another Account

1122334672 - 1122334672 - USD

Balances as of 02/09/2018 10:33:40
 Transactions as of 02/09/2018 15:33:42

[Export](#) [Print](#)

Opening Ledger 143,897.71
Current Available 143,962.16

Opening Available 143,277.99

Current Ledger 144,581.88

Filter Select fields Last 7 Days

Post Date	Transaction Description	Amount	Bank Reference	Customer Referen...	Transaction Detail	Image
02/09/2018	RETURN ITEM	-6.00	810000622122750	00001160552	CHARGEBACK/ ⓘ	
02/09/2018	DEPOSITED ITEM RETURNED	-2.00	810000622122744	00001160552	CHARGEBACK/ ⓘ	
02/09/2018	DEBIT ADJUSTMENT	-692.17	WS75451950	Cust Ref 6	DEBIT ADJUSTMENT / CHECK INTER ⓘ	
02/09/2018	CHECK PAID	-4,140.62	LN67840791	Cust Ref 5	CHECKS PAID / ⓘ	
02/09/2018	FLOAT ADJUSTMENT	-4,140.64	LN67840793	Cust Ref 4	FLOAT ADJUSTMENT / CHECK INTER ⓘ	
02/09/2018	MISCELLANEOUS CREDIT	4,832.81	WS94199622	Cust Ref 3	MISCELLANEOUS CREDIT / ⓘ	
02/09/2018	MISCELLANEOUS CREDIT	4,332.16	LN67840790	Cust Ref 2	MISCELLANEOUS CREDIT / CHECK 1 ⓘ	
02/09/2018	CHECK DEPOSIT PACKAGE	500.63	LN67840792	Cust Ref 1	CHECK DEPOSIT PACKAGE / ⓘ	
02/08/2018	RETURN ITEM	-6.00	810000622122750	00001160552	CHARGEBACK/ ⓘ	
02/08/2018	DEPOSITED ITEM RETURNED	-2.00	810000622122744	00001160552	CHARGEBACK/ ⓘ	
02/08/2018	DEBIT ADJUSTMENT	-692.17	WS75451950	Cust Ref 12	DEBIT ADJUSTMENT / CHECK INTER ⓘ	

Viewing 1-16 of 16 records Display 25 per page Page 1 of 1

View Another Account

1122334709 - 1122334709 - USD

1122334601 - LC account - USD

1122334602 - CL Account - USD

0000000001 - One - USD

1122334451 - Client Acct Name 01 - USD

1122334455 - Client Acct Name 05 - USD

1122334623 - 1122334623 - USD

1122334672 - 1122334672 - USD

1122334708 - 1122334708 - USD

1122334709 - 1122334709 - USD

Viewing Transaction Images

Some transactions have images associated with them, such as images of deposit slips or cleared checks. To view images, an account must be set up by the bank administrator to permit image viewing.

1. From the Account Summary screen, click on the account name. The transaction details screen will appear.
2. Use the scroll bar to locate the **Image** column.

Operating Account - 0032037909

Transaction details as of 07/22/2016 12:58:49 .

Export Print

Filter Select fields Advanced

st Date	Transacti...	Debit/Credit	Bank Reference	Transaction Detail	Type	Am	Image
/20/...	ACH SETT...	Debit	016176009879971	CHRISTIAN DIOR S CREDITS ⓘ	ACH	(\$8,543.33)	Image icon will appear for the transaction
/20/...	BANK - PR...	Credit	000004216105540		OTHER DEPOSITS	\$960.00	
/20/...	INDIVIDU...	Credit	016175009773225	MERCHANT SERVICE DEPOSIT ⓘ	CONCENTRATION	\$860.00	

Viewing 1-3 of 3 records Display 10 per page Page 1 of 1

Cancel


Scroll Bar

3. Click on the image icon to view the image.

DEPOSIT TICKET

Check Detail

Bank ID 053000219 Check Number 123 Paid Amount 456.00
 Account Number 123123123 Paid Date Wed, 09 Dec 2015 05:00:00 GMT Image Description check 123



Controls below the image allow you to flip or rotate it, as well as zoom in or out.

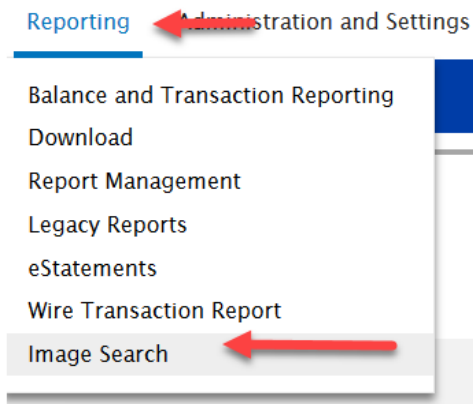
Cancel

Searching for Images

The Image Search feature allows you to search bank statements for a check or deposit ticket image.

To search for an image:

1. Select **Image Search** from the **Reporting** menu.



The Image Search filter screen appears.

2. At **Image Type**, select the type of image you want to search for: check, deposit ticket, or returned deposit item.

Searching for Check and Deposit Ticket Images

Image Search

* Image Type

Check

* Account

* Date

02/05/2018 - 03/07/2018

Serial Number

is equal to

Amount

is equal to


Search

1. Select an account you wish to search.
2. At **Date**, select the calendar icon, and then select the date(s) to search.
3. If needed, select criteria for **Serial Number** (if you are searching for a check image) and **Amount**.


Searching for Returned Deposit Item Images

Image Search


* **Image Type**

Returned Deposit Item 


* **Date**

02/05/2018 - 03/07/2018 


* **Account**




ABA




Check Number Range




Amount Range



Maker Name



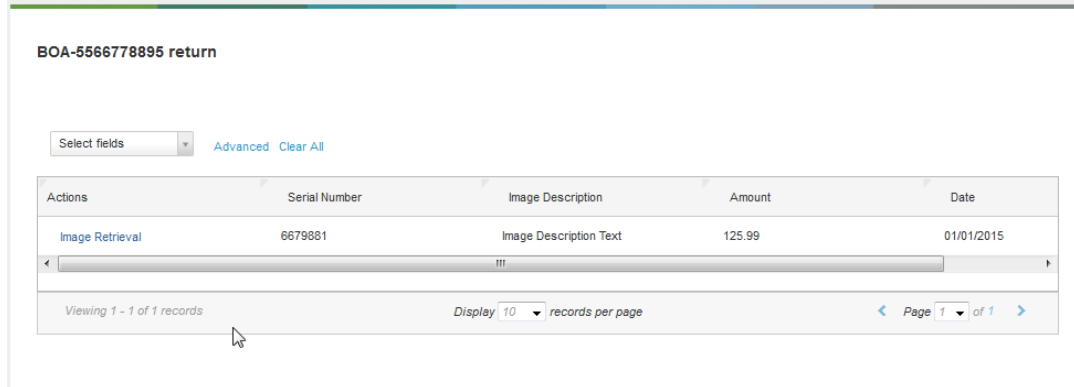


1. At **Date**, select the calendar icon, and then select the date(s) to search.
2. Select the account you wish to search.
3. (Optional) Enter the ABA (routing) number.
4. (Optional) Enter the check number. Click **Range** to enter a range of check numbers.
5. (Optional) Enter the check amount. Click **Range** to enter a range of amounts.
6. (Optional) In the **Maker Name** field, enter the name of the writer of the check.

Initiating the Search

1. When you have entered search criteria for the item (check, deposit ticket, or returned deposit item) you want to search for, click **Search**.

If an image is found, it will be displayed at the bottom of the screen.



2. In the **Actions** column, click **Image Retrieval** to view the image.

Note

If there is more than one image associated with a deposit ticket or other item, a list of images appears. Click **View** in the **Actions** column to view the associated image.

3. If arrows (<>) are displayed, you can click the arrows to move between images.

