

# Transaction Images **Quick Reference Guide**

Release 24.08

August 2024

## Viewing Transaction Details

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

1122334672 - 1122334672 - USD

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

View Another Account  
1122334672 - 1122334672 - USD

Export Print

Opening Ledger 143,897.71      Opening Available 143,277.99      Current Ledger 144,581.88  
Current Available 143,962.16

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 I ⓘ	
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

## Viewing Transaction Images

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

- From the Account Summary screen, click on the account name.

The transaction details screen will appear.

- Use the scroll bar to locate the **Image** column.
- Click on the image icon to view the image.

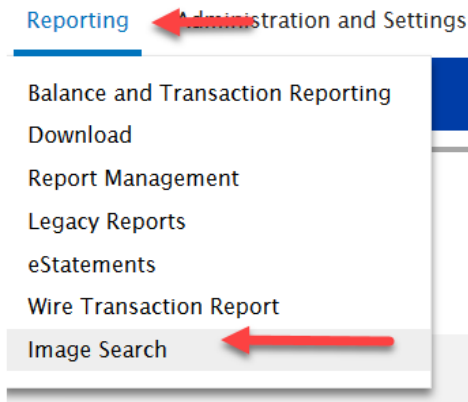
Controls below the image allow you to invert the color or rotate the image, as well as zoom in or out.

## 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 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: Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today.

You can also select **Single Date** or **Custom Range**. Use the pop-up calendar or calendars to select the single date OR range of dates, then click **Apply**.

\* Account

\* Date

02/05/2023 - 03/07/2023

Se  
ic  
An  
is

Last 7 Days  
Last 30 Days  
Last 60 Days  
Last 90 Days  
Month to date  
Quarter to date  
Year to date  
Today  
Prior Day  
Last Month  
Custom Range

Feb 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Mar 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Apply

3. (Optional) Enter the check serial number. Click **Range** to enter a range of serial numbers.
4. (Optional) Enter the check amount. Click **Range** to enter a range of amounts.

## Searching for Deposit Ticket Items

Image Search

\* Image Type

Deposit Ticket

\* Account

\* Date

02/04/2023 - 03/06/2023

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: Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today.

You can also select **Single Date** or **Custom Range**. Use the pop-up calendar or calendars to select the single date OR range of dates, then click **Apply**.

**\* Account**

**\* Date**

02/05/2023 - 03/07/2023 📅

**Se**

Last 7 Days

Last 30 Days

Last 60 Days

Last 90 Days

Month to date

Quarter to date

Year to date

Today

Prior Day

Last Month

Custom Range

Feb 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Mar 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

3. (Optional) Enter the check amount. Click **Range** to enter a range of amounts.

## Searching for Returned Deposit Item Images

Image Search

**\* Image Type**

Returned Deposit Item ▼

**\* Date**

02/04/2023 - 03/06/2023 📅

**\* Account**

▼

**Check Number** Range

**Amount** Range

[Search](#)

- At **Date**, select the calendar icon, and then select the date(s) to search: Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today.

You can also select **Single Date** or **Custom Range**. Use the pop-up calendar or calendars to select the single date OR range of dates, then click **Apply**.

**\* Account**

▼

**\* Date**

02/05/2023 - 03/07/2023 📅

[Last 7 Days](#)    ←    Feb 2023    →    ←    Mar 2023

	Su	Mo	Tu	We	Th	Fr	Sa
Se							
is	29	30	31	1	2	3	4
is	5	6	7	8	9	10	11
is	12	13	14	15	16	17	18
is	19	20	21	22	23	24	25
is	26	27	28	1	2	3	4
is	5	6	7	8	9	10	11

[Apply](#)

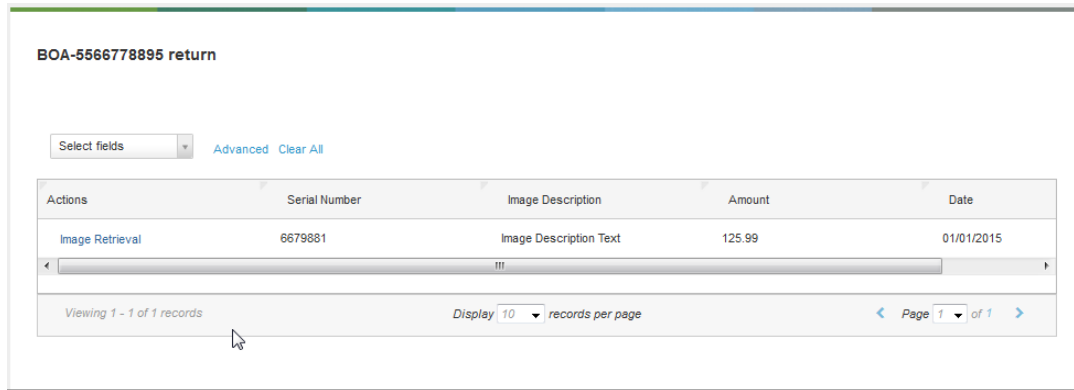
- Select the account you wish to search.

3. (Optional) Enter the check number. Click **Range** to enter a range of check numbers.
4. (Optional) Enter the check amount. Click **Range** to enter a range of amounts.

## 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**.

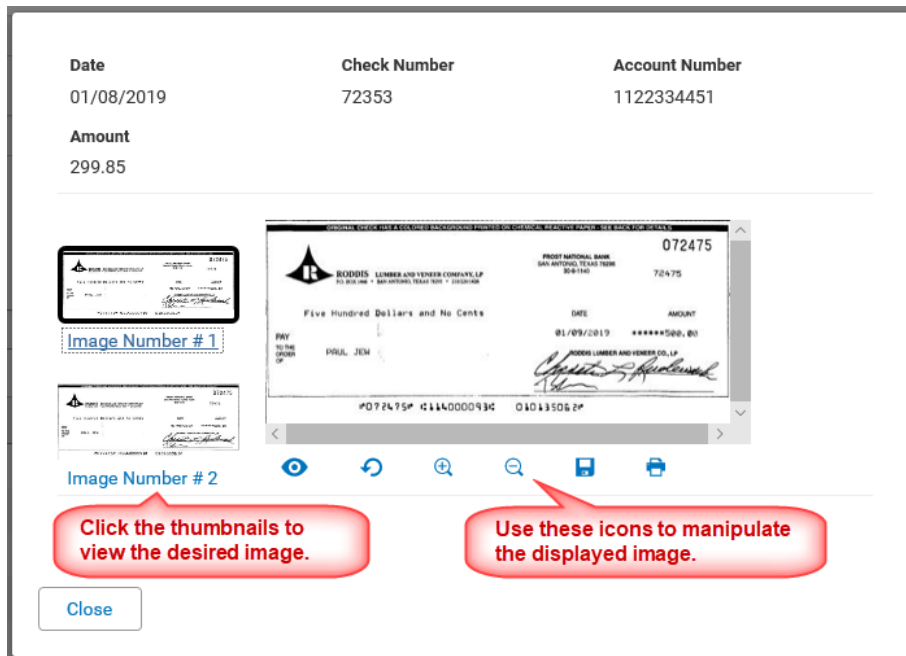
If an image is found, it will be displayed at the bottom of the screen.



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. You can also [print and export multiple images at once](#).



## Printing and Exporting Multiple Images

When multiple images are available, you can print and export all or selected images.

1. Select the desired images in the list, or select **All** to print/export all listed images.

Image Search
Add Widget

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Image Search
⚙️

**\* Image Type**

Returned Deposit Item

**\* Date**

02/04/2023 - 03/06/2023

**\* Account**

x4455 - 1122334455

Check Number Range

Amount Single

Search

Filter Select fields

<input type="checkbox"/> All	Actions	Serial Number	Image Description	Amount	Date	⚙️
<input type="checkbox"/>	Image Retrieval			562.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval			577.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval			587.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval	1155100	Image Description Text	591.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval	7189604	Image Description Text	584.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval	8476206	Image Description Text	585.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	4752809	Image Description Text	570.00	02/04/2023	

Viewing 1-10 of 51 records
Display 10 per page < Page 1 of 6 >

2. Select the **Print** or **Export** icon.
3. If you select the **Export** icon, you can choose to download
  - check or deposit data with the image,
  - check or deposit images only
  - check or deposit data only.

4. Select the appropriate radio button, and then click **Download**

**Download Images**

You have selected a total of 5 images to download.

Include

Check Data with Image  Check Image  Check Data

**Download** Cancel

The "Download successful" banner appears above the listed items. To see the results of the download, click **View Downloads**.

Search

Click to go to the Download widget, where you can view/download the image and/or data.

✓ Download successful  
Your download request was successfully submitted as ID 2983 and placed in the File Downloads section. [View Downloads](#)

Filter: Select fields

<input type="checkbox"/> All	Actions	Serial Number	Image Description	Amount	Date	⚙
<input type="checkbox"/>	Image Retrieval			582.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	686509	Image Description Text	558.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval			552.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval	8391487	Image Description Text	551.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	9565262	Image Description Text	574.00	02/04/2023	
<input checked="" type="checkbox"/>	Image Retrieval	3550131	Image Description Text	569.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	3099078	Image Description Text	563.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	6154973	Image Description Text	595.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	4402054	Image Description Text	575.00	02/04/2023	
<input type="checkbox"/>	Image Retrieval	6656556	Image Description Text	589.00	02/04/2023	

Viewing 1-10 of 51 records

Display 10 per page Page 1 of 6