Quick Reference Guide

View Transaction Details and Images

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Learn more about viewing transaction details and check or deposit ticket images.

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Viewing Transaction Details

The Account Summary widget provides a quick look at account balances and transaction information for both current day and previous day. The details list view will include images for checks and deposited items.

Note: If the Account Summary widget is not listed, click on **Add Widget** and select an option from the drop-down list. Once selected, the widget is added to the list view.

To view Transaction Details, from the home page:

1. Scroll to the **Account Summary** widget. Use the drop-down menu on the right to adjust the Account Summary list view. With each view option, the column display fields will automatically adjust.

2. Use the Settings icon to adjust the fields displayed. **Check** or **uncheck** columns and then click on **Update** to display.

3. To view a specific account, locate the **Account Number** and select.

4. The transaction detail list will open, and a successful message is displayed. Use the scroll bar to view additional field information listed.

5. Select a different view from the drop-down list. Each view option may have different column display fields enabled.

6. Click on the Settings icon ⚙ to view available field options for the selected view. **Check** or **uncheck** columns and then click on **Update** to display.

7. To save a new view, select **Save View** from the drop-down menu. Enter a view name and click on **Go** to save. An option is also listed to **Set As Default** which will cause the selected filter view to be the default view upon login.

Once completed, use the back arrow, or select **Cancel** to return to the home page and choose another account to view.
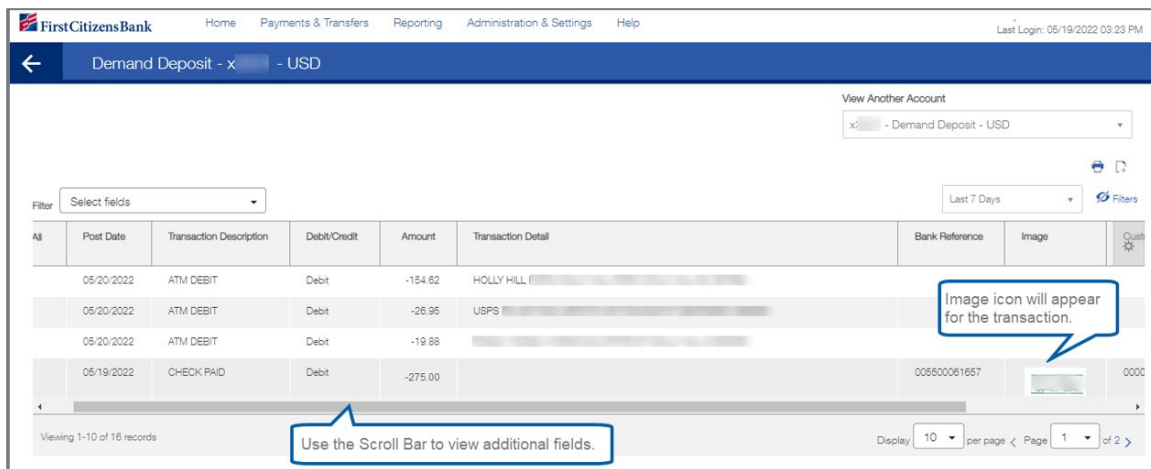
Viewing Transaction Images

The Transaction Details list provides the option to view transaction images, such as a deposit slip or cleared check.
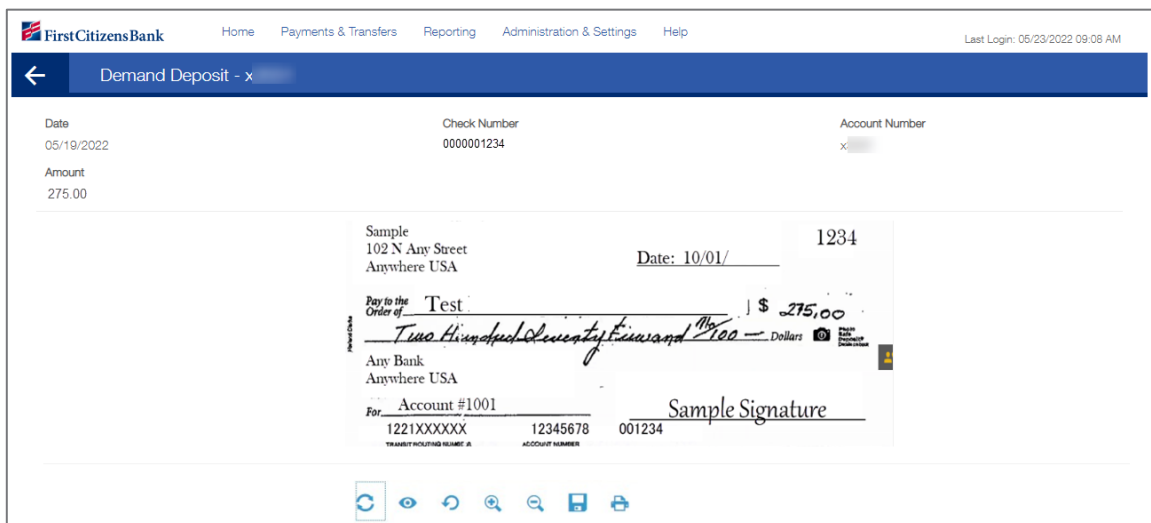
From the Home page:

1. Scroll down to the **Account Summary** widget.

2. Locate the account number and select. The **Transaction Detail** list will open.

3. Use the scroll bar to locate the **Image** column.

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

   Controls below the image provide options to flip or rotate, as well as zoom in or out.
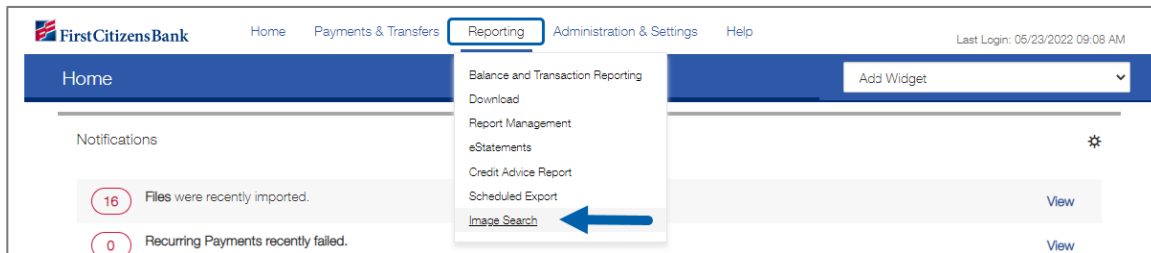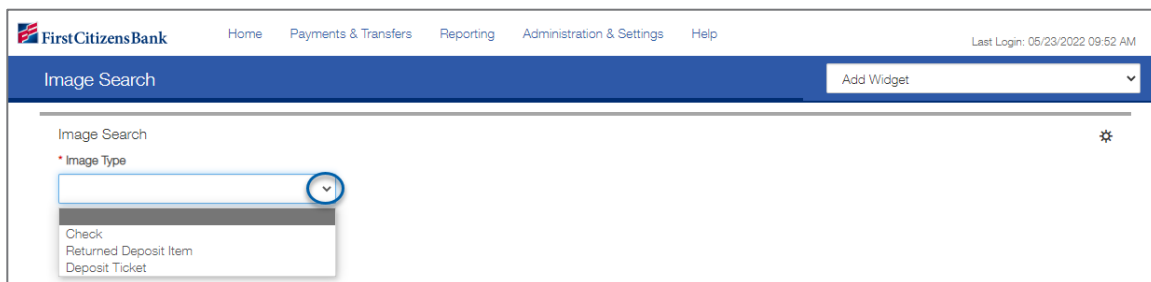
Searching for Images

The Image Search feature provides options to search bank statements for check or deposit images.

From the home page:

1. Click on **Reporting** and then select **Image Search**.

2. The Image Search filter screen displays.
3. From the **Image Type** drop-down menu, select a type of image to search for: Check, Returned Deposit Item, or Deposit Ticket.

Check or Deposit Ticket Images

1. Select **Check** or **Deposit Ticket** from the Image Type drop-down list.
2. Select an **Account** to search.
3. In the **Date** field, select the calendar icon, and then select the date(s) to search.
4. If searching for a check image, select and enter criteria for **Check Number** and **Amount**.
5. Click on **Search** to continue.

Returned Deposit Item Images

1. Select **Return Deposit Item** from the **Image Type** drop-down list.
2. In the **Date** field, select the calendar icon, and then select the date(s) to search. Use the pop-up calendar or calendars to select a **single date** OR **range of dates**, then click **Apply**.

3. Select an account from the drop-down list.
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. Click on **Search** to continue.

Search Results

Images are displayed in the list view at the bottom of the screen.

1. 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.

2. Use the << >> arrows to move between images.

3. Enter Filter options to narrow the view to a specific item.

4. Click on the settings icon to adjust the list view columns. ☼