



Professional Services Check Image Retrieval

Summary View



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Product Overview

Check Image Retrieval streamlines the retrieval of check images from the credit union's corporate check processor. Check images are retrieved from a screen (similar to Transaction History in Episys®), that displays the last 90 days of account history. Specific transactions can be searched by date or dollar amount ranges. Once the transaction is located, the check image is displayed by clicking on the check number hyperlink.

Check Search Criteria

The following search options are available to help locate a check image:

- Date range
- Transaction history for share/draft within an account
- Checks only
- Amount range, using a low and high amount

Workflow

1. From Episys, go to Account Manager or Teller Transactions and choose the account on which you want to run transaction history. Type TRANSACTIONHIST.XXX in the Specfile dropdown box and press *Enter*. A screen displays showing transactions for the first located share record.

Date	Description	Payment	Deposit	Fee	Balance
08/05/2011	Withdrawal TESTING FEE			\$ 3.00	\$ 141,220.84
08/05/2011	Withdrawal	\$ 103.00			\$ 141,223.84
08/05/2011	Deposit by Check		\$ 3,000.00		\$ 141,326.84
08/05/2011	Deposit by Check		\$ 6,000.00		\$ 138,326.84
08/05/2011	Deposit by Check		\$ 8,876.84		\$ 132,326.84
08/05/2011	Deposit by Check		\$ 6,800.00		\$ 123,450.00
08/05/2011	Deposit by Check		\$ 116,500.00		\$ 116,650.00

You can choose from the following options:

- a. All Records: Check this box to show the transactions for all share and loan records listed in the dropdown menu.
- b. Drafts Only: Check this box to show only draft transactions.
- c. Front: Check this box to display the front of the check when you click a draft link; if you do not check this box, the back of the check displays.
- d. Drop-down menu: Use this option to view a list of open shares and loan records for the selected account.
- e. Start Date: Use the mm/dd/yyyy format to type in the start date for the range of transactions, or use the **Calendar** icon.
- f. End Date: Use the mm/dd/yyyy format to type in the end date for the range of transactions, or use the **Calendar** icon.
- g. Refresh: Click this button to refresh the screen to reflect changes made to any of the options.
- h. Additional filtering: Check this box to reveal the additional filtering options listed directly below. If you do not check this box, the filtering options below will take effect.

Additional Filtering

Transaction Types

Withdrawals All Transaction Types

Draft Range:

to

Amount Range:

340.00 to 360.00

- i. Transaction dropdown: By default, this option is disabled, and the **All Transactions** box is checked. **Withdrawals**, **Deposits**, and **Comments** automatically display. However, if this option is enabled, you can use the dropdown menu to opt to show only Withdrawals, only Deposits, or only Comments.
- ii. All Transactions: Use this option to enable and disable the **Transaction** dropdown menu.
- iii. Draft Range: Use this option to define a range of drafts to display. If you enter a number in either of the two fields, only drafts display (this had the same effect as selecting the **Drafts Only** option). If you enter a number in one of the two fields, a range of drafts display that are equal to or greater than the number in the first field, and equal to or less than the number in the second field.

- iv. Amount Range: Using this option, you can define a range of amounts to display. *Amount* refers to the value in the **Payment**, **Deposit**, or **Fee** field. If you enter a number in one of the two fields, only transactions with that exact amount display. If you enter numbers in both fields, a range of transactions display that are equal to or greater than the value in the first field, and equal to or less than the value in the second field.
2. For draft items that may have a check image available, a link is provided in the Description column. Click the link to launch a new browser window that shows either the front or the back of the check (depending on if the **Front** option is checked).

Date	Description	Payment	Deposit	Fee	Balance
08/05/2011	Draft 002012	\$ 100.00			\$ 25,990.91
08/05/2011	Deposit by Check		\$ 34.00		\$ 26,090.91

3. An image of the screen when you select All Records. Notice the addition of two fields to indicate which share or loan the transaction item belongs to.

Transaction History for Account 000005846 STACY C TESTLASTAE							
<input checked="" type="checkbox"/> All Records <input type="checkbox"/> Drafts Only Start Date End Date <input checked="" type="checkbox"/> Front S 0000 PRIME SHARE 05/05/2011 08/05/2011 Refresh <input type="checkbox"/> Additional Filtering							
Record ID	Record Description	Date	Description	Payment	Deposit	Fee	Balance
S 0000	PRIME SHARE	08/05/2011	Withdrawal	\$ 425.00			\$ 190,795.84
S 0000	PRIME SHARE	08/05/2011	Deposit		\$ 50,425.00		\$ 191,220.84
S 0000	PRIME SHARE	08/05/2011	Withdrawal	\$ 425.00			\$ 140,795.84
S 0000	PRIME SHARE	08/05/2011	Withdrawal TESTING FEE			\$ 3.00	\$ 141,220.84
S 0000	PRIME SHARE	08/05/2011	Withdrawal	\$ 103.00			\$ 141,223.84
S 0000	PRIME SHARE	08/05/2011	Deposit by Check		\$ 3,000.00		\$ 141,326.84
S 0000	PRIME SHARE	08/05/2011	Deposit by Check		\$ 6,000.00		\$ 138,326.84
S 0000	PRIME SHARE	08/05/2011	Deposit by Check		\$ 8,876.84		\$ 132,326.84
S 0000	PRIME SHARE	08/05/2011	Deposit by Check		\$ 6,800.00		\$ 123,450.00
S 0000	PRIME SHARE	08/05/2011	Deposit by Check		\$ 116,500.00		\$ 116,650.00
S 0010	BASIC CHECKING	08/05/2011	Draft 000114	\$ 165.00			\$ 707.00
S 0010	BASIC CHECKING	08/05/2011	Draft 000113	\$ 125.00			\$ 872.00
S 0010	BASIC CHECKING	08/05/2011	Withdrawal	\$ 3.00			\$ 997.00
L 0001	2012 LEXUS ES 300	08/05/2011	Payments	\$ 425.00			\$ 49,575.00
L 0001	2012 LEXUS ES 300	08/05/2011	Loan Advance		\$ 50,000.00		\$ 50,000.00

System Requirements

Must have a credit union resident Tomcat server (a non-hosted SymForm PDF server can be used).

Limitations

Check image retrieval is limited to:

- Transactions that are readily available on your financial institution's SYM.
- Checks stored at your financial institution's corporate check processor.
- For CUSO environments, clients may need a local Tomcat web server (SymformPDF server may be used for this purpose).
- Check processor must provide check images via a web service interface.