



LOCKBOX eCAPTURE

User Guide





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INTRODUCTION

This document is the User Guide for the eCapture system. eCapture is a unique web-based check remittance application that enables users to either scan their checks through a scanner or upload already existing documents for depositing from their residence or office.

Key Benefits:

- Allows users to make deposits at anytime
- Reduces risk of check fraud
- Saves time
- Cuts costs on postal/courier charges and maintenance

Key Features:

- Secured data transmission
- Selection of remote location accounts
- Scan checks locally or upload from disk
- Entry of control totals for check amount and check count
- IQA and CAR/LAR
- Balances the check amounts
- User receives confirmation ID
- Supports 3 tier architecture
- Complies with Federal Information Processing Standards (FIPS)



SOFTWARE PREREQUISITE

The eCapture program has to be installed on the web server.

Client Setup (minimum recommended)

- Windows 10, Windows 8.1, Windows7 32/64 bit
- .NET Framework 3.5 SP1, .NET Framework 4.0 and .NET Framework 4.6.2
- IE11/Chrome 32/ /Firefox 27/Firefox 42/ Firefox 51

Server Setup (minimum recommended)

- Windows 2008 Server 64 bit or 32 bit, Windows Server 2012 R2 Standard 64 bit
- .NET Framework 3.5 SP1, .NET Framework 4.0 and .NET Framework 4.6.2
- IIS 7.0/IIS 7.5 or higher

SQL Server Setup (minimum recommended)

- 2008/2012 Standard/Enterprise Edition (with SQL Reporting Service), Microsoft SQLServer 2014 (SP2) - 12.0.5000.0 (X64) Developer Edition (64-bit)



GETTING STARTED

LOGIN

1. Launch an Internet browser and type www.firsthorizon.com in the address bar.
2. Once the page has loaded, enter your **username** and **password**.
3. Click **Log In**.

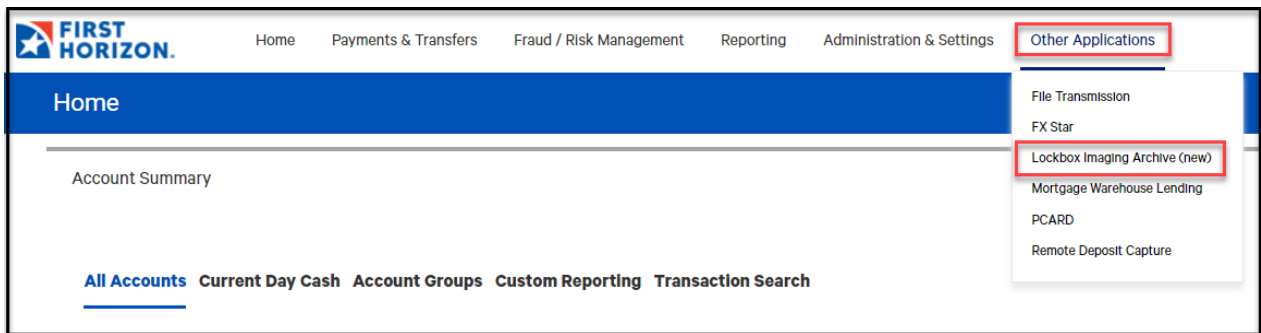
The screenshot shows the First Horizon login page. At the top left is the First Horizon logo, and at the top right is the phone number 800-382-5465. Below the header is a grey bar with the text "LOG IN" and "Log in to access your account securely." The main content area has a form with two input fields: "Enter User ID" with the value "Demo63" and "Enter Password" with a masked password "*****". A "Show" button is next to the password field. Below the fields is a link for "Forgot User ID/Password" and a blue "LOG IN" button.

4. Answer the random security questions.
5. Click **Continue**.

The screenshot shows the First Horizon Security Challenge page. At the top left is the First Horizon logo, and at the top right is the text "Welcome Customer". The page is divided into two main sections. On the left is a sidebar with the text "DIGITAL BANKING", "User ID: [input field]", "LOG IN WITH A DIFFERENT USER ID >", and ">CANCEL LOG IN". The main content area has the heading "Security Challenge" and a message: "At First Horizon, we take your security very seriously. We recognize you are logging in from a different device; therefore, you are being challenged before continuing. If you do not want to be challenged again on this device, please check 'Remember This Device'." Below this is a "Security Question: In what city were you married? (Enter full name of city)" and a "Security Answer:" input field. There is a checkbox for "Remember This Device" and a blue "CONTINUE >>" button.



- Once logged in, click the **Other Applications** tab.
- Click **Lockbox Image Archive (new)**.



- The user is signed in through single-sign-on.

LOCKBOX PORTAL DASHBOARD


The Lockbox Portal Dashboard displays by default. It allows the user to view a variety of lockbox items including eCapture posted data.

Date	Userid	Scan VerifyNo	Batch Status
04/25/2022	29943	5554	Transmitted to Lockbox
04/25/2022	29943	5552	Transmitted to Lockbox
04/25/2022	42918	5551	Transmitted to Lockbox
04/25/2022	29943	5550	Transmitted to Lockbox

- The top left of the screen, beside the logo, displays the **User ID**, the **Last Login Date and Time**, and a **Logout icon**. The user may also choose *Logout* from the Main Menu. Display returns to the login screen.
- The modules that are displayed in the left-side panel and the work area on the right are based on the user's rights. If the user has access to other modules (e.g., Lockbox Exception) menu options and dashboard panels in the work area for those modules also appear on the screen.

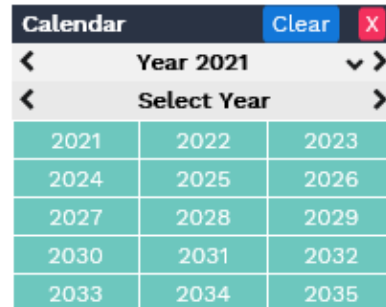


CALENDAR

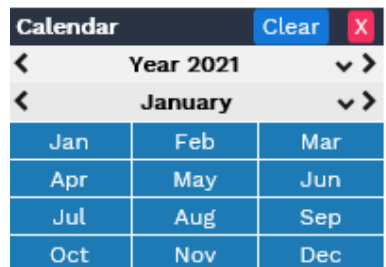
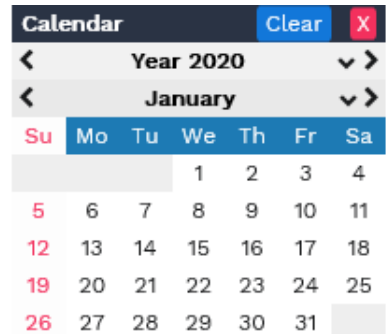
1. The calendar enables the user to select the desired dates. Options are available to browse through months and years to select the desired dates. Click  to invoke the calendar.



2. To change the year, click the left arrow < to go to the previous year, click the right arrow > to go to the next year, or click the down arrow v to display the list of years, and choose one.



3. To change the month, click the left arrow < to go to the previous month, click the right arrow > to go to the next month, or click the down arrow v to display the list of months, and choose one.



4. When you have chosen the year and/or month, that year and month's calendar is displayed. Click on the desired day to fill in the date field. Click **Clear** to blank out the date field. Click the large **X** to close the calendar display without changing what is currently in the date field.



SCHEDULED MESSAGES


After logging in to eCapture, the Scheduled Messages screen appears to the user if the administrator has configured a message. The messages are configured by the administrator, and are displayed to the user within a specified time period.

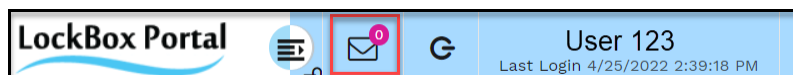
The possible message types are **Alert**, **Warning**, or **Information**.

1. You may remove a message from the Scheduled Messages screen by clicking the **X** button.
NOTE: This does not delete the message; it only removes it from this screen.
2. Click **Continue** to go to the Home page.



Note: If no current messages are configured the Scheduled Messages screen does not appear and the Home page is displayed.

An icon  at the top right of the screen indicates that you have a current message from the administrator. This icon appears in the login status bar when the administrator has configured a message to the user within the specified period. You may click on the icon at any time. This opens the window that displays all the recent messages as shown below.





ECAPTURE HOME PAGE

The eCapture home page is the focal point for scanning or uploading images into the eCapture system, and for accessing correction and editing modules. Access to the listed modules is restricted or allowed based on user roles and rights. A sample home page screen is displayed below.

The **Ecapture** menu on the left allows users to select the eCapture functions:

- **Home:** This menu choice allows users to access the eCapture home page.
- **Doc Type Search:** This menu choice allows administrators to search for and see the status of batches that were scanned on a specified processing date, and make necessary repairs.
- **Batch Maintenance:** This menu choice allows administrators to change the status of batches that were scanned on a specified processing date.
- **Download Client Setup:** This menu choice starts the wizard to download the required client setup file.
- **eCapture Reports:** This menu choice opens a sub-menu that allows users to view reports.

LockBox Portal User 123 Last Login: 4/25/2022 2:39:18 PM **FIRST HORIZON**

Scanning Details

Scanning Option: Transaction Scanning

Scanner Type: -- Select Scanner --

Receive Date: 04/25/2022

Scan/Upload Date: 04/25/2022

Site: -- Select Site --

Worksource: -- Select Worksource --

Location: FHeCapture

Batch Mode: []

[Scan Now](#) [Get Instruction](#)

Notification

Date	Site	Worksource	User ID	Scan VerifyNo	BatchMode	Batch Status
04/25/2022	Birmingham	015	44€	15	Encode Only With Correspondence	Transmitted to Lockbox
04/25/2022	Birmingham	015	44€	14	Correspondence only	Transmitted to Lockbox
04/25/2022	Birmingham	015	477	10	Correspondence only	Transmitted to Lockbox
04/25/2022	Birmingham	015	44€	09	Correspondence only	Transmitted to Lockbox
04/25/2022	Birmingham	015	44€	04	Image PageWorks	Transmitted to Lockbox
04/25/2022	Birmingham	015	44€	98	Correspondence only	Transmitted to Lockbox
04/25/2022	Birmingham	015	477	93	Encode Only With Correspondence	Transmitted to Lockbox
04/25/2022	Birmingham	015	44€	91	Encode Only With	Transmitted to

Quick Links

Transaction List Search
Release Transactions Batch Maintenance

FIRST HORIZON
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SCANNING DETAILS PANEL

The **Scanning Details** panel allows you to choose the parameters under which you want to scan documents.

The parameters that are available to you **depend on how your installation is set up and your user privileges.**

The screenshot shows the 'Scanning Details' panel with the following fields:

- Scanning Option: Transaction Scanning
- Scanner Type: -- Select Scanner --
- Receive Date: 04/25/2022
- Scan/Upload Date: 04/25/2022
- Site: -- Select Site --
- Worksource: -- Select Worksource --
- Location: FHeCapture
- Batch Mode: (empty)

Buttons at the bottom: Scan Now (pink), Get Instruction (blue).

The scanning details available include:

Scanning Options	Choose Transaction Scanning from the drop-down list. The scanned documents are to be grouped into transactions, as in a retail/wholesale environment. You must choose a Batch Mode (see below).
Scanner Type	Choose the type of scanner from the drop-down list. The scanner that was used last time is displayed as the default.
Receive Date	The date when your organization received the documents you are about to scan.
Scan/Upload Date	The date the documents are being scanned. Defaults to the current date.
Site	Choose the site to which the documents are to be sent from the drop-down list.
Worksource	Choose the work source to which the documents are to be sent from the drop-down list. The available choices depend on the chosen Site .
Location	Choose the location to which the documents are to be sent from the drop-down list. The available choices depend on the chosen Site and Worksource .
Batch Mode	<p>The available choices depend on the chosen Work Source. The options are:</p> <p>Retail Options:</p> <ul style="list-style-type: none"> • Singles: There can only be one check and one stub in each transaction. Scanning order of items is statement then check. • Multiples: There can be more than one check or stub in a single transaction. Scanning order of items is statement(s) then Check(s). • Checks-With: These transactions are checks only. Account number information will be keyed from the data written on the check. Any non-check item that is scanned is marked as a correspondence item. • Correspondence Only: Transaction separators are used to determine where each transaction ends. <p>Wholesale Options:</p> <ul style="list-style-type: none"> • Encode Only: Only checks are scanned and data entry is limited to remitter name. No account/invoice data captured. • Encode Only w/ Corr: Checks scanned with accompanying correspondence items. Data entry is limited to remitter name. No account/invoice data captured. Scanning order is check first followed by correspondence item(s).



Get Instructions

Use the **Get Instructions** button to view the Site ID and Work Source, details of the instruction type, customer profile, and payee.

Scanning Details

Scanning Option Transaction Scanning

Scanner Type CANON DR-G1100 TWAIN

Receive Date 04/28/2022

Scan/Upload Date 04/28/2022

Site Birmingham

Worksource GAR

Location FHeCapture

Batch Mode Multiples

Scan Now Get Instruction

Get Instruction

Site and WorkSource

Site ID: 1

Site Name : Birmingham

WorkSource ID : GAR

Description : Demo_Lockbox

Instruction

Welcome to Demo Lockbox

Scan Now

After making your choices, click **Scan Now** to start the scanning process.

Scanning Details

Scanning Option Transaction Scanning

Scanner Type CANON DR-G1100 TWAIN

Receive Date 04/28/2022

Scan/Upload Date 04/28/2022

Site Birmingham

Worksource GAR

Location FHeCapture

Batch Mode Multiples

Scan Now Get Instruction

Learn more about the Scanning Details Panel in [Scanning Documents](#).



NOTIFICATION PANEL

The **Notification** panel displays the details of each of the scans you have made on the current processing date. You can update the list at any time by clicking the **Refresh**.

- If a batch is ready for one of the correction or editing functions, you can click on the blue link (Ex: Review) in the Batch Status column to proceed to that function.
- If more batches have been scanned than will fit in the notification panel, page navigation is provided at the upper right of the panel.
- Delete the batch, if applicable, by clicking the **Trash Can** icon in its row.

The screenshot shows the 'Notification' panel with the following data:

Date	Site	Worksource	User ID	Scan VerifyNo	BatchMode	Batch Status
04/28/2022	Birmingham	015000	47	60	Correspondence only	Transmitted to Lockbox
04/28/2022	Birmingham	015000	47	60	Encode Only With Correspondence	Review
04/28/2022	Birmingham	015000	39	60	Image PageWorks	Transmitted to Lockbox
04/28/2022	Birmingham	015000	47	60	Singles	Transmitted to Lockbox
04/28/2022	Charlotte	015000	39	60	Image PageWorks	Transmitted to Lockbox
04/28/2022	Birmingham	015000	47	60	Image PageWorks	Review
04/28/2022	Birmingham	015000	39	60	Image PageWorks	Transmitted to Lockbox
04/28/2022	Lafayette	015000	47	60	Image PageWorks	Transmitted to

Batch Mode

- Checks-With
- Correspondence Only
- Encode Auto
- Encode Only with Correspondence
- Image PageWorks
- Multiples
- Singles
- Stubs Only

Batch Status

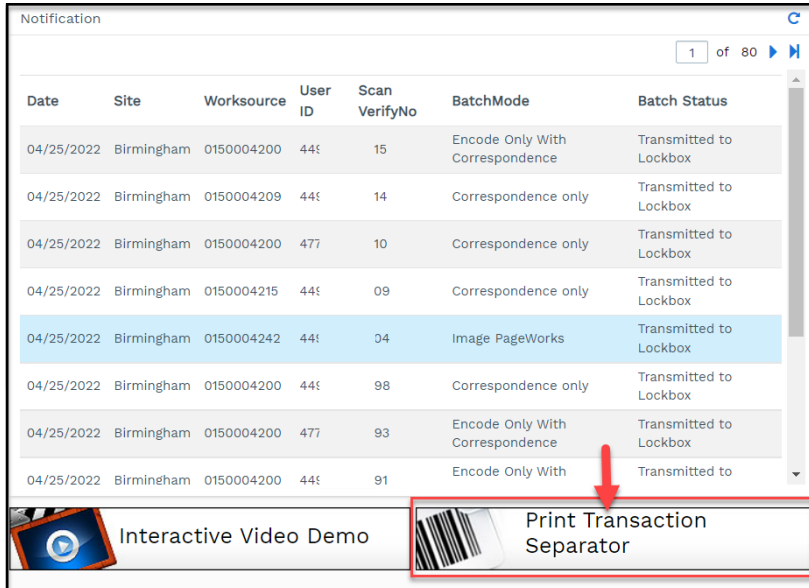
- Batch Mode Updation Done
- Continue Scan
- Deposited with Rejects
- DocTyping
- DocTyping Completed
- Document Validation Exception
- Document Validation Staging
- In Use
- Reject Acknowledged
- Rejected
- Review
- Scan Cancelled
- Scanning
- Transaction Assignment Stager
- Transmitted to Lockbox



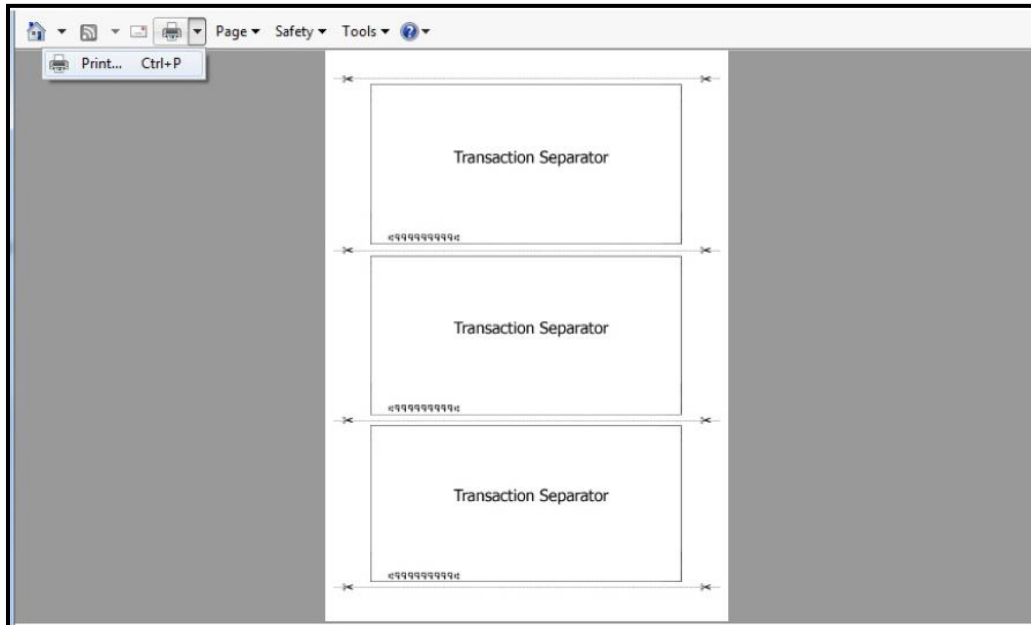
Print Transaction Separator

If you are including **Correspondence**, then transaction separators are required.

1. Click **Print Transaction Separator** below the Notification panel.



2. Print the pre-defined transaction separators.



3. Cut along the perforated lines and place between each different piece of correspondence.



DOWNLOAD CLIENT SETUP

In order to scan documents, a **Client Setup file must be installed**. eCapture has a Client Setup wizard that guides you through the download and install process from the web portal.

If the Client Setup has been installed previously, it is not necessary to perform this step.

The Client Setup wizard is invoked under two circumstances:

1. When the user starts a scan with **Scan Now** or on the **Review Batch** page and the client setup is not installed on the client machine. A message appears stating that client setup is not installed in this machine. Clicking **OK** automatically redirects to the download client setup page shown below.



2. The user clicks the menu item, Download Client Setup.

To download Client Setup:

1. Click **Download Client Setup** from the menu on the left.
2. Click **Download ClientSetup File** for the appropriate browser.
 - Internet Explorer (IE)
 - Edge (Windows 10)

LockBox Portal User 123 Last Login: 4/25/2022 5:24:07 PM FIRST HORIZON

Download the client setup file

For IE	For Edge Browser on Windows 10
01 Please click on the link to download Download_ClientSetup File and click on Save to save downloaded file.	01 Please click on the link to download Download_ClientSetup File and click on Save to save downloaded file.
02 Go to downloaded file location & extract the downloaded zip file. Double click on the PSG.eCap.ClientSetup.msi file to start install & follow instructions provided on install screen.	02 Go to downloaded file location & extract the downloaded zip file. Double click on the PSG.eCap.WsClientSetup.msi file to start install & follow instructions provided on install screen.
03 Logout from web portal and close web browser.	03 Logout from web portal and close web browser.

Quick Links: Transaction List, Search, Home, Release Transactions

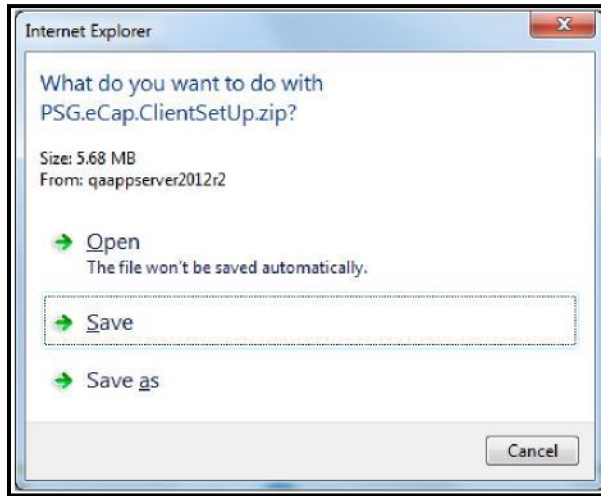
FIRST HORIZON © 2019, Exela Technologies Inc.,



NOTE: The instructions shown in this guide are for Internet Explorer (IE).

3. Click to open the **PSG.eCAP.ClientSetup.zip** file that downloads in your browser.
4. Click **Open** to run the file now or **Save** to run at a later date.

NOTE: If you save the file it appears in your Download folder.



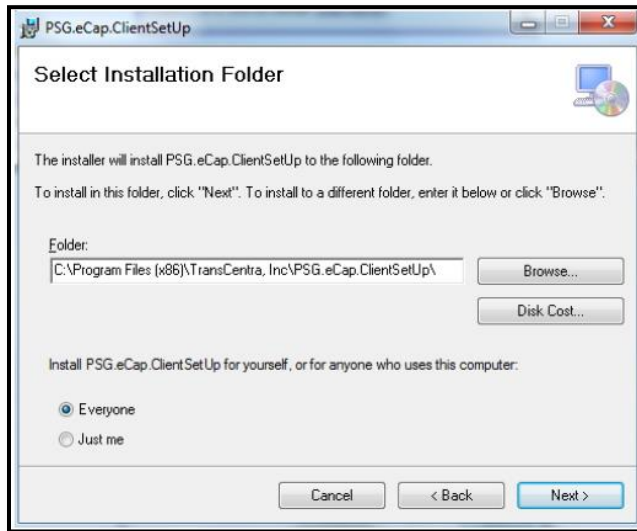
5. Double click on the **PSG.eCAP.ClientSetup.msi** installer package in the folder.
6. Click **Next**.



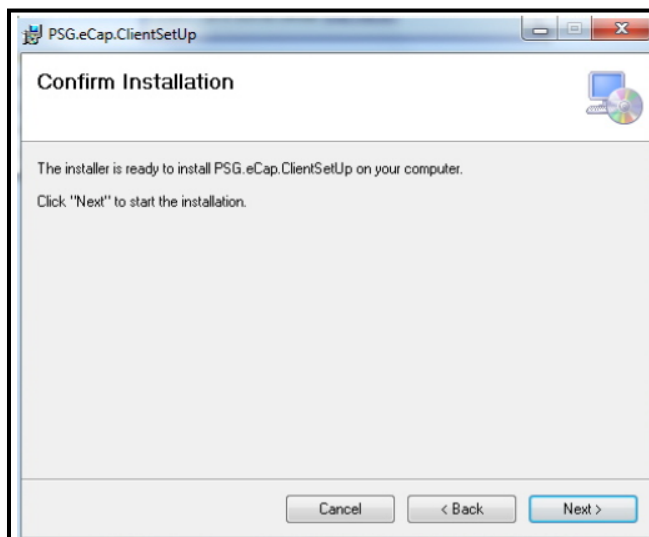
7. You are prompted to **choose the folder** where the client setup will be installed (or use the default), and to choose whether the setup is to be made available to everyone who uses this machine or just yourself.



8. Click **Next**.

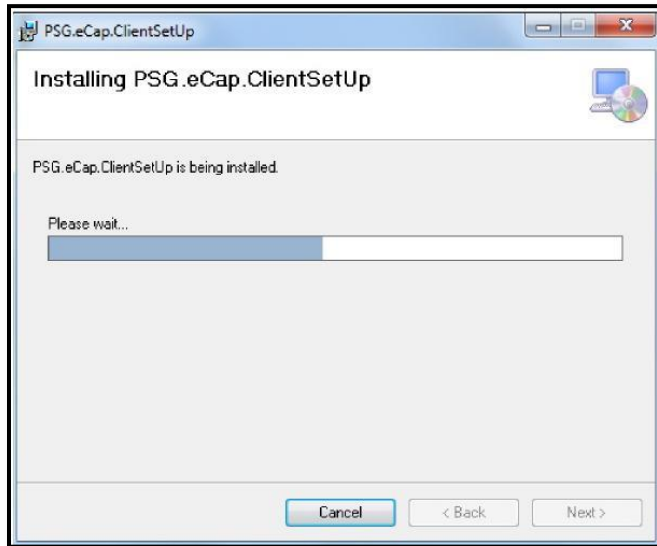


9. Click **Next** to confirm the installation process.

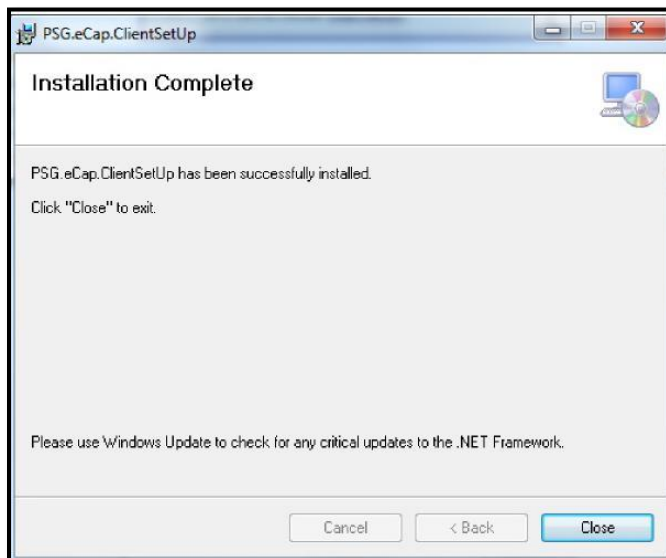




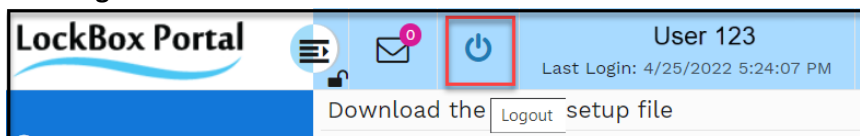
- As the client setup is installed, the wizard displays the progress. You may also see a command prompt window showing the commands that are executed.



- Once the installation is complete, click **Close** to exit the wizard.



- Click **Logout**.



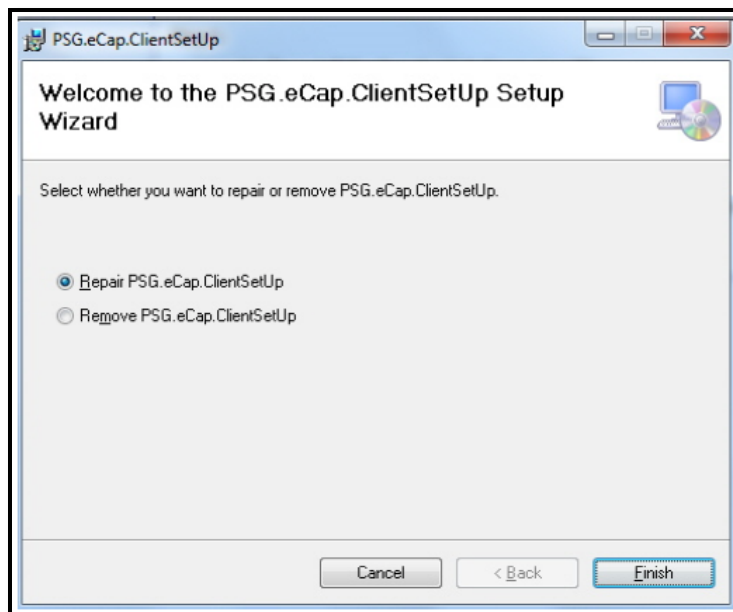
- Close your web browser.
- Restart the web browser.
- Log in** again.



UNINSTALL/REPAIR CLIENT SETUP

If needed, after the client setup is installed, you may uninstall it or repair any errors that occurred.

1. Click **Download Client Setup** from the menu on the left.
2. Click Repair or Remove.
 - Choose **Repair** to re-install the client setup
 - Choose **Remove** to remove it, then click **Finish**.





SCANNING DOCUMENTS

SCAN NOW

1. Enter or use the drop-down lists to enter scanning parameter in the the **Scanning Details** panel.
 - Scanning Option: Transaction Scanning is the only option.
 - Scanner Type: Select your scanner.
 - Receive Date: A calender option is provided.
 - Scan/Upload Date: This is Today's Date. The field is not editable.
 - Site: The Bank location that processes your lockbox work.
 - Worksource: Your lockbox identifier used to isolate your lockbox work from others.
 - Location: FHeCapture is the only option.
 - Batch Mode: What is included in the items you are submitting. See [Batch Mode](#).
2. Click the **Scan Now** button to start to start the scanning process.

The screenshot shows the 'Scanning Details' form with the following fields and values:

Field	Value
Scanning Option	Transaction Scanning
Scanner Type	CANON DR-G1100 TWAIN
Receive Date	04/28/2022
Scan/Upload Date	04/28/2022
Site	Birmingham
Worksource	GAR
Location	FHeCapture
Batch Mode	Multiples

At the bottom of the form, the 'Scan Now' button is highlighted with a red box, and the 'Get Instruction' button is also visible.

If needed, use the **Get Instructions** button to view the Site ID and Work Source, details of the instruction type, customer profile, and payee.

1. Select choice from **Site** drop-down list.
2. Select choice from **Worksource** drop-down list.
3. Click **Get Instructions**.

The screenshot shows the 'Scanning Details' form with the following fields and values:

Field	Value
Scanning Option	Transaction Scanning
Scanner Type	-- Select Scanner --
Receive Date	04/25/2022
Scan/Upload Date	04/25/2022
Site	-- Select Site --
Worksource	-- Select Worksource --
Location	FHeCapture
Batch Mode	

At the bottom of the form, the 'Get Instruction' button is highlighted with a red box, and the 'Scan Now' button is also visible.



Click the **X** in the pop-up window to close.

SITE AND WORKSOURCE	
Site ID:	1
Site Name :	Site1
WorkSource ID :	0000000101
Description :	Retail101

INSTRUCTION	
	5

3. If your portal is configured for **Control Totals**, a pop-up form is displayed.
 - In **Control Total**, enter the total financial amount to be processed in this transaction.
 - In **Check Count**, enter the total number of checks to be processed.
 - Other fields are optional. Custom data entry fields may be configured to be entered in this screen.
 - Click **Update**.

Control Total Fields	
Control Total	0.00
Check Count	0
Custom Field1	
Custom Field2	
Custom Field3	

4. A prompt appears. Click **OK**.

Message from webpage

Control total fields updated

OK



5. Click **Start Scan**.



6. As you are scanning your documents, the screen appears as:



NOTE: If the client setup is not installed on this computer, the system displays the following message. Click **OK** and the system redirects to the [Download Client Setup Page](#).





7. Use the icons at the top of the screen to complete any of the following actions:
 - To scan more documents after you have sent the last document through the scanner, click the **Continue Scanning** icon.
 - If an item is jammed in the track, the **Clear Jam** icon becomes active. Click the icon to release the jammed item, which may then have to be re-scanned.
 - To stop the scanning process without proceeding any further, click the **Stop Scan** icon.



8. When you have sent the last document through the scanner, you are prompted to choose your next action:
 - To perform the IQA (Image Quality Analysis) tests and send the deposit to the Review screen, click **Submit For Review**.
 - To save the data and images scanned thus far, click **Save**.
 - To cancel the scanning process and return to the Home Page, click **Cancel**.





SUBMIT FOR REVIEW

When all the documents have been scanned, click the **Submit For Review** button to perform the IQA (Image Quality Analysis) tests, display all the items for evaluation, and make any necessary changes.

Transaction Scanning

Scanning Options

Start Scan Continue Scanning Clear Jam Stop Scan

Scan Completed!

Status : Scanned 9 item(s), Processed 9 item(s).

If you have scanned all the items then proceed to next step by clicking the "Submit For Review" button

Submit For Review

Partially store the scanned items by clicking the "Save" button

Save

To cancel the scanning process, click the "Cancel" button

Cancel

The following message displays while the IQA tests are performed:

LockBox Portal

User 123

LAST LOGIN: 4/25/2022 2:03:44 PM

FIRST HORIZON

Dashboard

Application Configuration

Entity Settings

User Administration

Customer Delivery

Archive Reports

Lockbox Exception

Exceptional Reports

Ecapture

eCapture Reports

Broadcast Messages

Information

Please Wait
Image Quality Analysis In Progress

Typically it takes few minutes for Image Quality Analysis.
You will be re-directed to Review screen once Image Quality Analysis is completed.

Quick Links

Transaction List Search

Home Release Transactions

FIRST HORIZON

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REVIEW BATCH

When the IQA tests are complete, the **Review Batch** screen is displayed next. (Administrators may also access this screen by clicking the **Doc Type Search** menu item.)

From this screen, you may correct the scanlines of items, insert, delete, re-scan or re-upload items, manipulate the images of items that were scanned upside down or backwards, and convert items that were mis-identified (check to stub, stub to check, stub or check to transaction separator, etc.).

Review Batch

1 Scan Tracking ID: 2005 Total Transactions: 3 | NFD: 2 | Check: 5 | Separator: 3

Control Total: \$ 0.00 Total Check Count: 0 | Scanned Check Amount: \$ 4565.76 | Scanned Check Count: 4 | Expected Check: -4 | Difference: \$ -4565.76 2

Failed(1) View All Delete Batch 3 Previous | Transaction 1 - 3 of 3 | Next

Tran ID: 1 Delete [Check image] [Transaction Separator image] 4

Tran ID: 3 Delete [Check image] [Transaction Separator image]

Tran ID: 2 Delete [Check image] [Check image] [Check image]

[Check image] [Transaction Separator image]

Legend: NFD, Check, Correspondence, Separator, Warning, Highlight, MICR&CAR, MICR, CAR

PostBatch Cancel

1. The top of the screen displays the unique **Scan Tracking ID** that was assigned to this batch by the system (equivalent to a batch number), plus the total number of transactions, NFD items (Non Financial Document, includes stubs or invoices), checks, and transaction separators contained in the batch.
2. Below the top line is a line that displays the **Control Total results** (if control totals are required).
3. Below the Control Total line, you will see **Failed, View All, and Delete**.
 - You may limit the display to only those items that failed the IQA tests by clicking on the **Failed** link in the upper left of the screen.
NOTE: The Failed indication is not displayed in the review screen when the Perform IQA configuration option is turned off.
 - To return the display to all items, click the **View All** link.
 - Click **Delete Batch** to remove an entire batch.
4. The largest portion of the screen displays **thumbnail images of each scanned item**, grouped by transaction, with the transaction identification number to the left, along with a **Delete** button that allows you to delete the entire transaction. You are prompted to confirm the delete.



Border Colors

The border color of the thumbnails differentiates the items for quick reference:

- **NFD:** The blue border represents a stub or invoice item.
- **Check:** The green border represents a check item.
- **Correspondence:** The brown border represents a correspondence item.
- **Separator:** The teal border represents a transaction separator item.
- **Alert/Warning:** The red border represents an item that needs attention for any reason.
- **Highlight/Mouse over:** The yellow border appears when you hover the mouse over an item.
- **MICR/CAR:** The pink border appears when a transaction contains checks with both MICR and CAR values less than the threshold value.
- **MICR:** The purple border appears when a transaction contains checks with MICR value less than the threshold value.
- **CAR:** The orange border appears when a transaction contains checks with CAR value less than the threshold value.



If the border of an item is red, then it needs to be reviewed and adjusted.

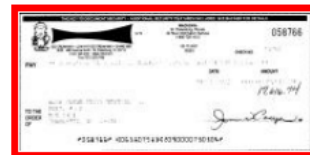
Right-click the thumbnail to activate the menu and make adjustments.

Review Batch

Failed(1) [View All](#) [Delete Batch](#)

Tran ID :10

[Delete](#)



See [Context Menu](#) for information on sub-menus that may be activated by right-clicking a thumbnail within the Review Batch screen.

See [Full-Screen Mode](#) for information on reviewing items in full-screen from the Review Batch screen.



POST BATCH

When all documents in the batch appear satisfactory, click the **Post Batch** button to post the batch, or click the **Cancel** button to close the Review function and return to the Home Page.

Review Batch

Scan Tracking ID: 2001 Total Transactions: 3 | NFD: 2 | Check: 5 | Separator: 3

Control Total: \$ 0.00 | Total Check Count: 0 | Scanned Check Amount: \$ 4565.76 | Scanned Check Count: 4 | Expected Check: -4 | Difference: \$ -4565.76

Failed(1) View All Delete Batch Previous | Transaction 1 - 3 of 3 | Next

Tran ID:1 Delete			
Tran ID:3 Delete			
Tran ID:2 Delete			

NFD
 Check
 Correspondence
 Separator
 Warning
 Highlight
 MICR&CAR
 MICR
 CAR
 [PostBatch](#) [Cancel](#)

1. Click **Post Batch**.
2. A confirmation window appears containing the batch information.
3. Click **Print** to print the message or **Cancel** to return to the home screen.

CONFIRMATION RECEIPT

449

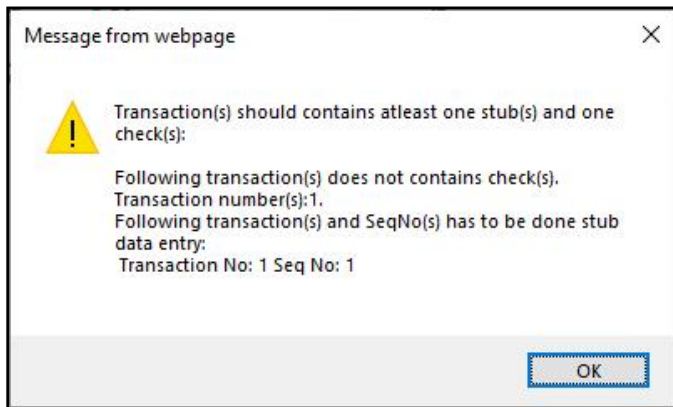
Confirmation Number:	449
User ID:	53044
Site:	Site1
Worksource:	Retail101
Location:	Chennai
Batch Mode:	Multiples
Receive Date:	3/23/2017 12:00:00 AM
Scan Date & Time:	3/23/2017 10:48:33 AM
No. of Transactions:	1
No. of Checks:	4
No. of Stubs:	1
No. of Other Documents:	0

[Print](#) [Cancel](#)



POST ERRORS

If you click the **Post Batch** button and a batch has unresolved issues, the batch does not post and a message appears that indicates the problems encountered:



Correct the errors and retry posting the batch with the **Post Batch** button.

DELETE BATCH

This feature is available in the Notification Panel, Review Batch and Doc Typing screens **only for those batches that are not exported** (Transmitted to Lockbox) and are **not in 'in use' status**.

- If the batch is in 'in-use' status, the batch cannot be deleted. It will refresh the Notification Panel with the batch status.
- If the batch is not in 'in use' status, the batch data is deleted and the batch moves to the deleted tables.

Delete Batch from Notification Panel

1. Click **red trash can icon** on the batch to delete.

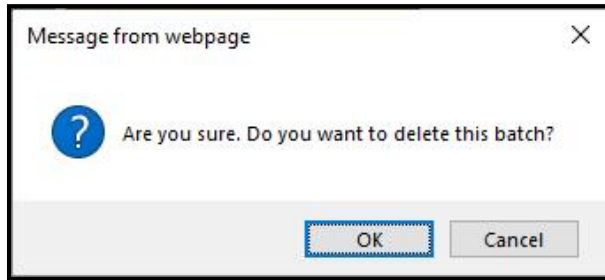
Notification

1 of 2

Date	Site	Worksource	User ID	Scan VerifyNo	Batch Status
02/12/2020	Charlotte	0000000007	pra	72	Review
02/12/2020	Chicago	0000000001	kur	88	Review
02/12/2020	Chicago	0000000001	kur	87	Review
02/12/2020	Chicago	0000000001	kur	84	Review
01/22/2020	Charlotte	0000000007	pra	64	Review
01/22/2020	Charlotte	0000000007	pra	62	Review
01/22/2020	Chicago	0000000001	pra	70	Review
01/22/2020	Chicago	0000000001	pra	69	Review
01/22/2020	Chicago	0000000001	pra	68	Review

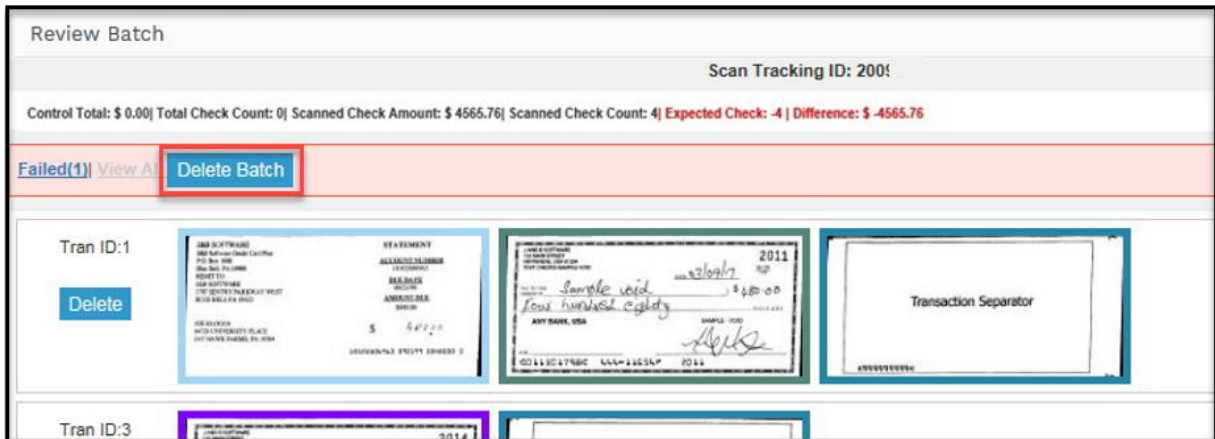


2. Click **OK** to delete the batch.

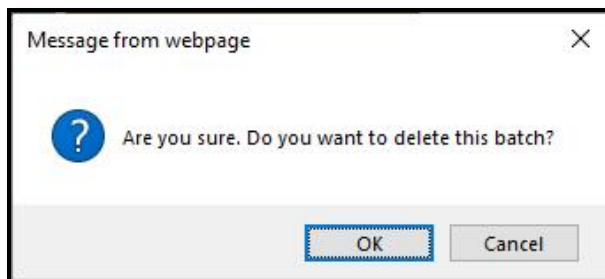


Delete Batch Option in the Review Batch Screen

1. Click **Delete Batch**.



2. Click **OK** to delete the batch.

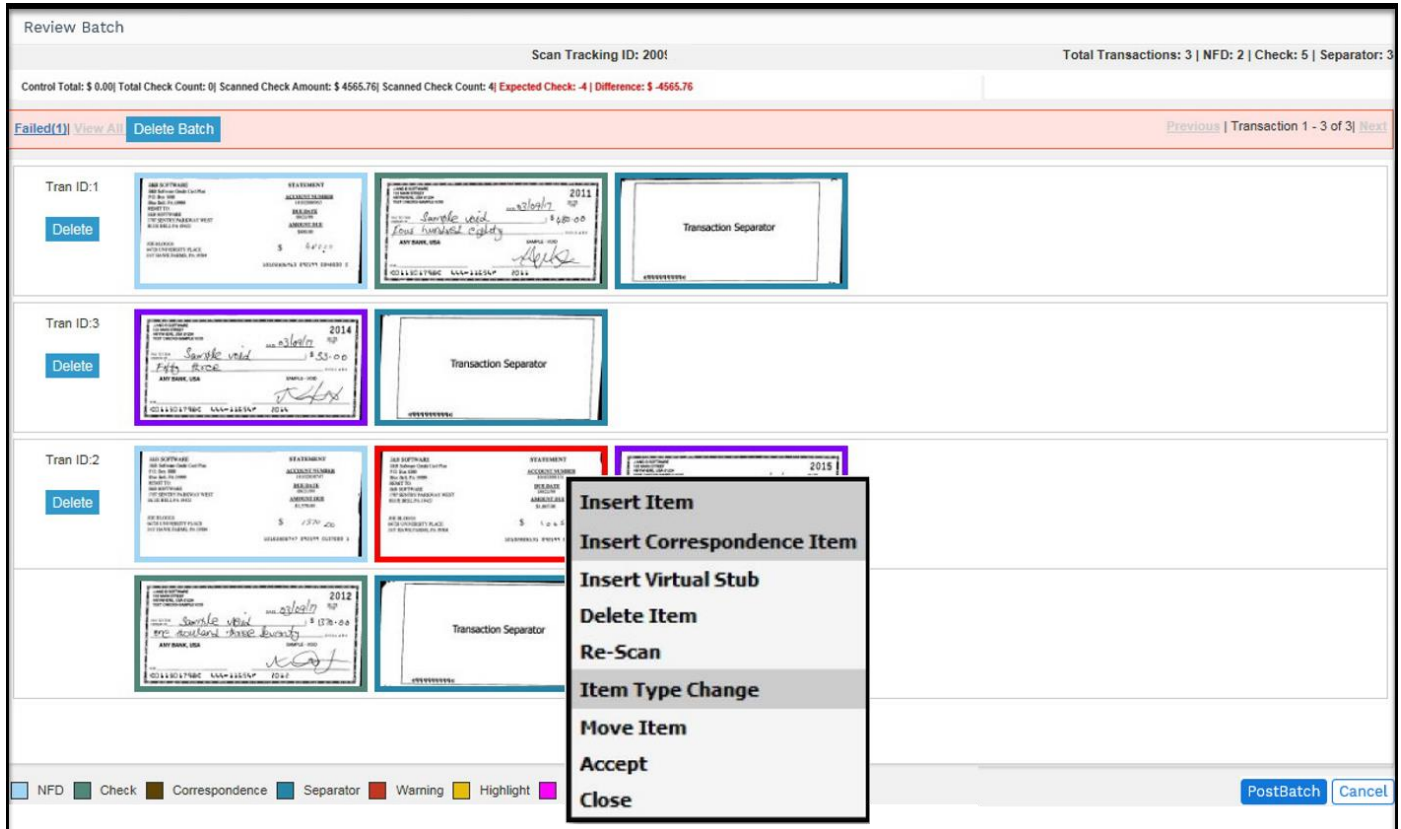




CONTEXT MENU

If you **right-click** a thumbnail in the [Review Batch](#) screen or the [Doc Type Search](#) menu, a menu appears that allows you to perform some common operations.

The contents of the menu **vary** by the type of document, type of batch, and the document's position in the batch.



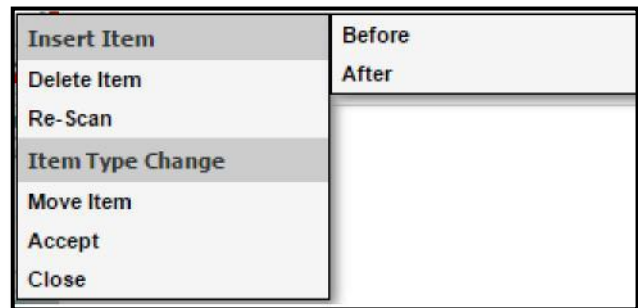
NOTE: Each item is explained over the next several pages.

Insert Item

This allows you to scan a new item. It is available to all batch mode choices.

A sub-menu is displayed that allows you to choose whether the new item is inserted Before or After the highlighted item.

In full screen view, the **Insert** section at the bottom of the screen has an **Item** button. Hover the mouse over it to display the **Before** and **After** choices. Make sure the new item is in the scanner.



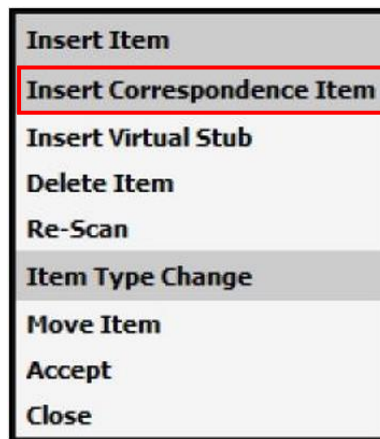


Insert Correspondence Item

This option allows you to insert a correspondence item for all the batch modes *except* Stub Only and Encode Only.

1. Right-click on the appropriate thumbnail.
2. Click **Insert Correspondence Item**.
3. A submenu with the options Before and After appears.
 - Choose **Before** to place the correspondence before the selected item.
 - Choose **After** to place the correspondence item to after the selected item.

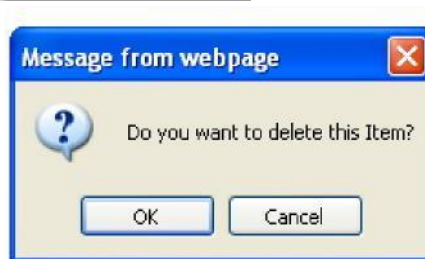
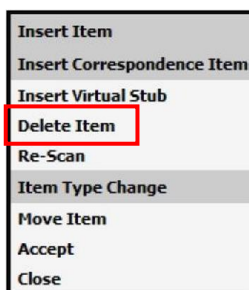
NOTE: Make sure the correspondence items are in the scanner.



Delete Item

Click this context menu item to remove the highlighted thumbnail.

1. **Right-click** on thumbnail to delete.
2. Click **Delete**.
3. You are prompted to confirm. Click **OK**.

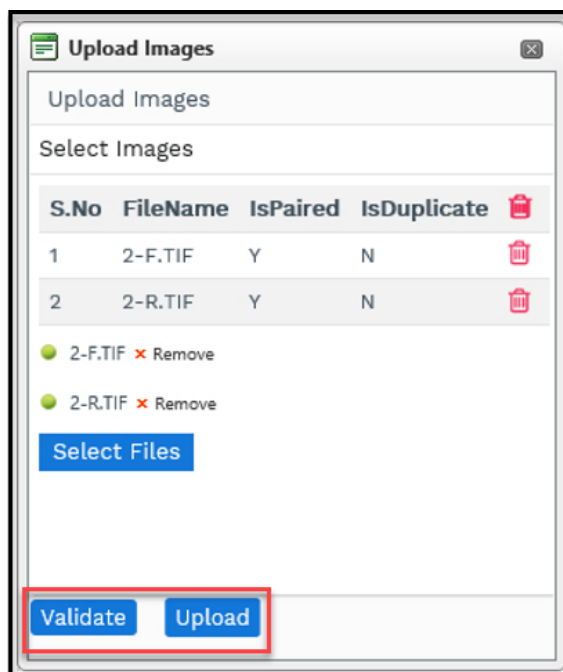




Re-Scan

The **Re-Scan** option appears when the image was processed through **Scan Now** and allows you to re-scan the highlighted item.

1. Make sure the item is in the scanner. The re-scanned item replaces the highlighted item (even if the item is a virtual stub).
2. Click **Validate** to confirm the selected image(s).
3. Click **Upload**.

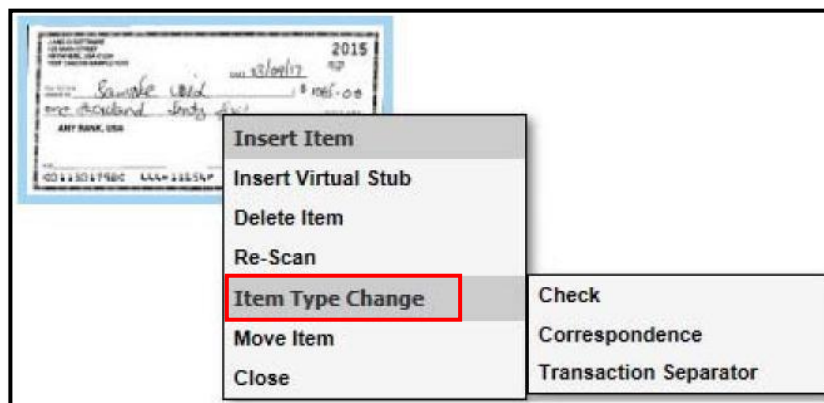


Item Type Change

This function allows you to change the type of item. It displays a sub-menu with the allowable choices.

For instance, the following illustration is a check image that has been mis-identified as an NFD document (blue border).

The sub-menu allows the document to be changed to either a **check**, **transaction separator** or **correspondence**.



The sub-menu options depend upon the right-clicked item and the batch mode.

NOTE: When converting an item to a check, IQA (Image Quality Analysis) tests and CDV (Check Digit Verification) analysis are performed. If the item fails any of these tests, its border changes to red and further analysis is needed.

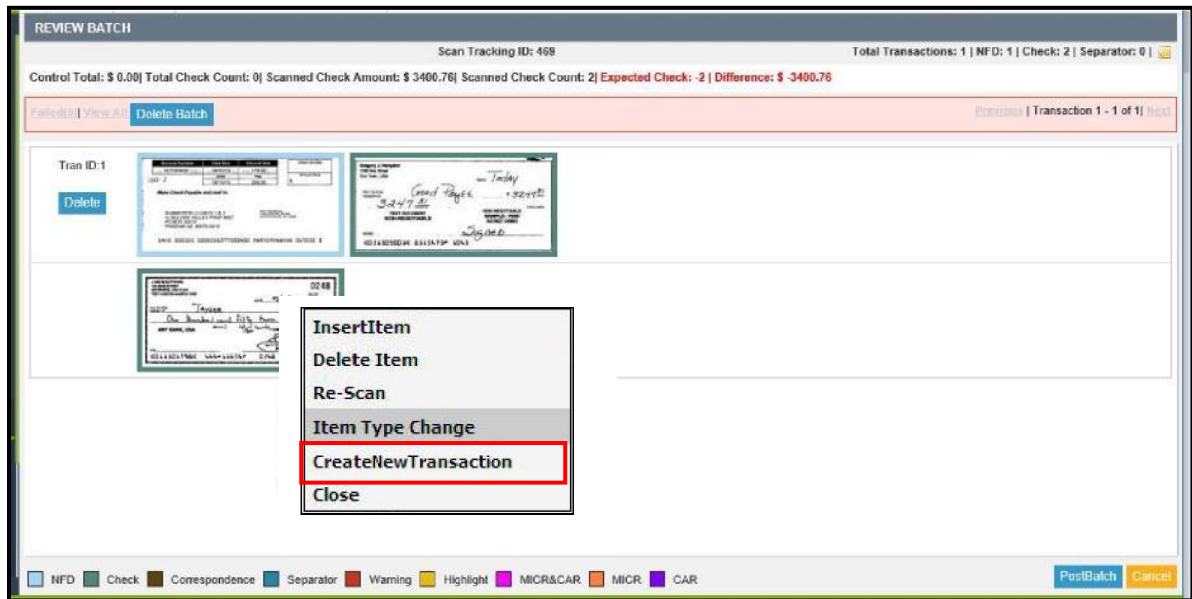


Create New Transaction

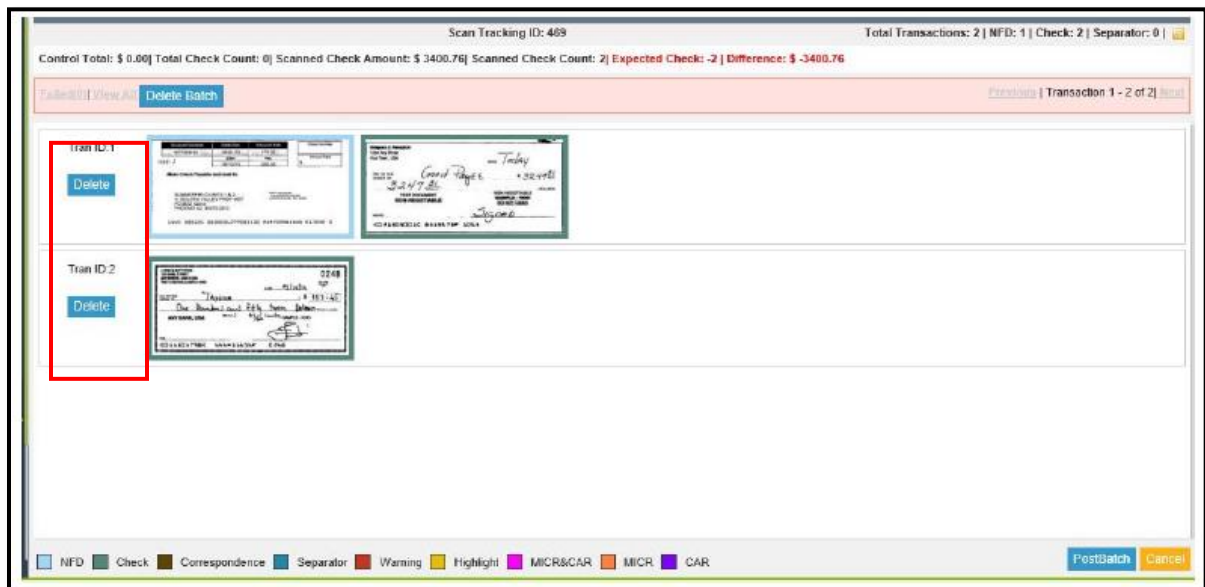
This context menu item allows you to create a new transaction when more than one check and stub are in a single transaction. You may separate the individual items from the transaction.

NOTE: This menu option is only available if your system installation is configured to allow it.

1. **Right-click** on item to split from the transaction ID.
2. Click **Create New Transaction**.



3. The screen displays the **new Transaction ID split out** from the original transaction.

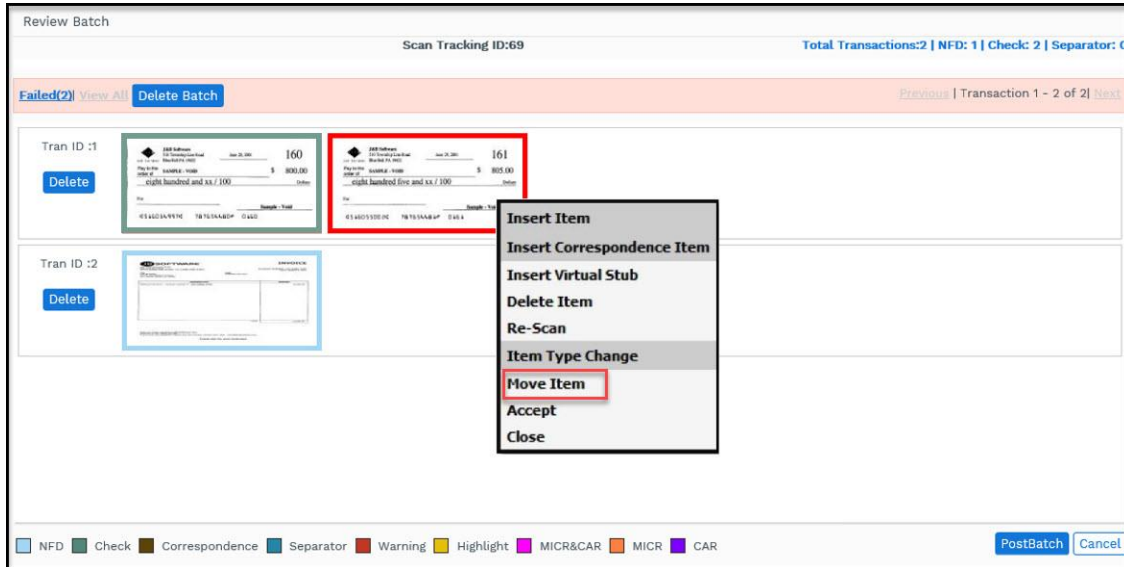




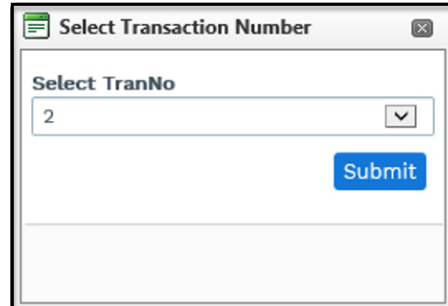
Move Item

This allows you to move an item to another transaction. This only appears when more than one transaction was scanned. In the example below, an item in Trans ID 1 is being moved to Trans ID 2.

1. **Right click** on the desired thumbnail.
2. Click **Move Item**.



3. From the drop-down list in the pop-up window, select a **transaction number** (that you want the selected item *moved to*).
4. Click **Submit**.




The selected item is moved to the other transaction.




Review Batch

Scan Tracking ID:69 Total Transactions:2 | NFD: 1 | Check: 2 | Separator: 0

Failed(2) [View All](#) [Delete Batch](#) [Previous](#) | Transaction 1 - 2 of 2 | [Next](#)

Tran ID :1  [Delete](#)

Tran ID :2  [Delete](#)

NFD Check Correspondence Separator Warning Highlight MICR&CAR MICR CAR [PostBatch](#) [Cancel](#)

Accept


This menu option is only available if the highlighted item is a check that has been **flagged as a duplicate** or has **failed IQA**. Choose this option to accept the check.

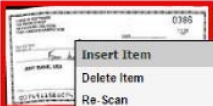
1. **Right-click** on the desired thumbnail. It is highlighted in red.
2. Click **Accept**.

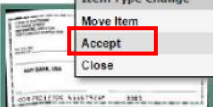
REVIEW BATCH

Scan Tracking ID: 294 Total Transactions: 4 | NFD: 0 | Check: 4 | Separator: 0

Failed(2) [View All](#) [Delete Batch](#) [Previous](#) | Transaction 1 - 3 of 4 | [Next](#)

Tran ID:1  [Delete](#)

Tran ID:5  [Delete](#)

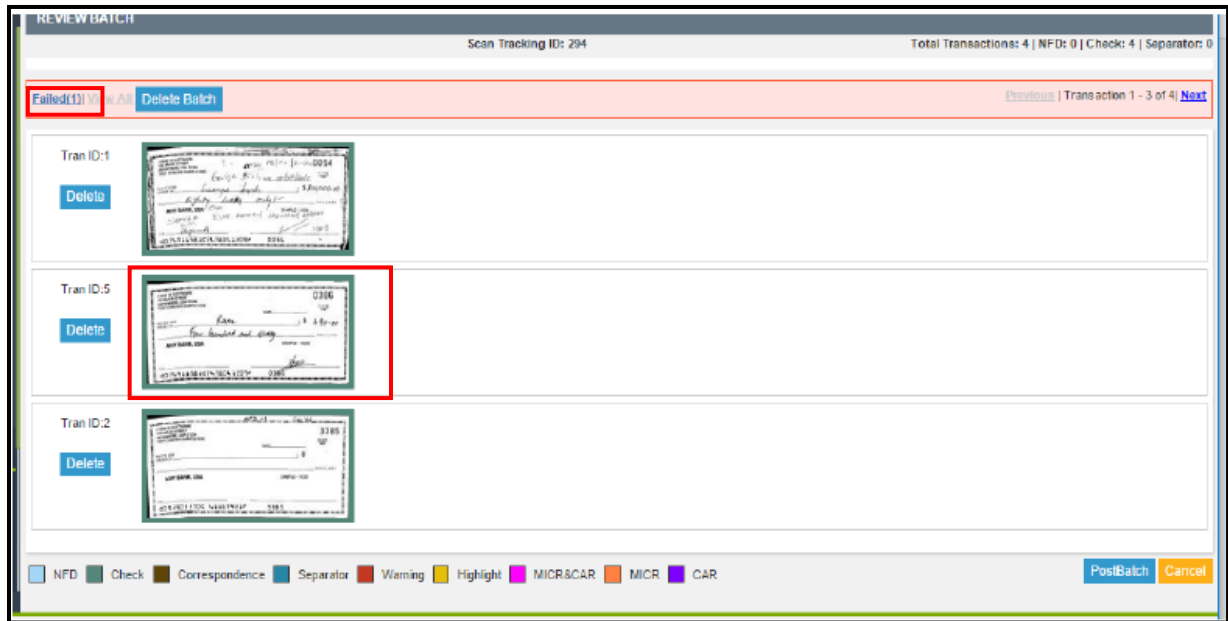
Tran ID:2  [Delete](#)

[Insert Item](#)
[Delete Item](#)
[Re-Scan](#)
[Item Type Change](#)
[Move Item](#)
[Accept](#)
[Close](#)

NFD Check Correspondence Separator Warning Highlight MICR&CAR MICR CAR [PostBatch](#) [Cancel](#)

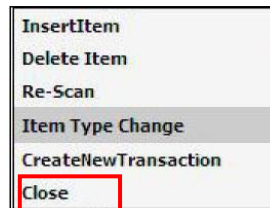


- The check is removed from the Failed list and the border on the thumbnail changes from red to green.



Close

When the menu is opened, right-click to exit out of the context menu.





FULL-SCREEN MODE

You may view a document in full-screen mode by clicking on its thumbnail image in the **Review Batch** screen.

MICR Line	Amount	Payment DocType
#516034997	5805.00	PersonalCheck

Tran 2 Seq 2

Insert: Item, VirtualStub

Convert To: Correspondence, NFD

Delete, Re-Upload, Move Item, Accept

[View Duplicate Item](#)







The bottom of the screen displays various **relevant information** about the document and **actions** you may take.

<p>View the following, depending on the document type:</p> <ul style="list-style-type: none">• MICR line• Amount• Payment Doc Type (for checks)• Account Number (for NFD documents) <p>Take advantage of these action buttons:</p> <ul style="list-style-type: none">• Update• Change Format (if the item supports more than one data entry format)• Cancel	<p>You may also Insert:</p> <ul style="list-style-type: none">• Item• Correspondence• Virtual Stub <p>Or, Convert To the item to:</p> <ul style="list-style-type: none">• Correspondence• Check• NFD <p>Other action buttons are:</p> <ul style="list-style-type: none">• Delete• Re-Upload• Move Item (see instructions here)• Accept (see instructions here)• View Duplicate Item (see instructions here)
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Click the **X** at the top right to close the full screen window and return to the thumbnail view.



Additionally, you may **click the images** on the right to preform these actions:

	Rotate the image 90°
	Save the rotated/flipped view of the image NOTE: If you flip or rotate the image without saving the view, when you go to the next or previous image you are prompted to save the flipped or rotated view 
	Flip the image (front to back, back to front)
	Display the previous document image
	Display the next document image



VIEW DUPLICATE ITEM

If the scanned item is shown as a duplicated item in the **Review Batch** screen, view the duplicate item from [Full-Screen Mode](#).

1. Click **View Duplicate Item**.

MICR Line	Amount	Payment DocType
ⓧ #516034997	5805.00	PersonalCheck

Tran 2 Seq 2

Insert: Item, VirtualStub

Convert To: Correspondence, NFD, Delete, Re-Upload, Move Item, Accept

View Duplicate Item

2. A new window displaying the item and its duplicate opens.

Duplicate Review

Process Date & Time: 05/10/2018 12:00:00 AM
MICR Line: d01120047560035667c2593d011200475d0035667c2593
Check Amount: 10.00
User Name: Admin

Process Date & Time: 05/10/2018 12:00:00 AM
MICR Line: d01120047560035667c2583d011200475d0035667c2593
Check Amount: 52.47
User Name: Admin

MICR Line_1	Amount	Account number
d01120047560035667c2593d011200475d0035667c2593	10.00	

Tran 1 Seq 2

Insert: Item, VirtualStub

Convert To: Correspondence, NFD, Delete, Re-Upload, Accept

Duplicate Item (Check Date:05/10/2018 Conf #:30390) IQA Failed(Foreign Check,CDV Failed Check)

View Duplicate Item

3. Click the **X** at the upper right of the window to close the window and return to the full-screen mode.
4. Click one of the buttons at the bottom right of the screen to adjust the duplicate item.
 - **Convert To** Correspondence or NFD
 - **Delete, Re-Upload, Move Item, or Accept**

MICR Line	Amount	Payment DocType
ⓧ #516034997	5805.00	PersonalCheck

Tran 2 Seq 2

Insert: Item, VirtualStub

Convert To: Correspondence, NFD, Delete, Re-Upload, Move Item, Accept

View Duplicate Item



NFD (NON-FINANCIAL DOCUMENT) IMAGE

An example of a **NFD Image** from the **Review Batch** screen when a thumbnail is clicked to activate [Full-Screen Mode](#) is shown below.

Amount	Account Number	Account Name	Edit	Delete
0.00				

Tran 2 Seq 1

Insert Convert To
Item VirtualStub Correspondence Check Delete Re-Upload Move Item

If input fields are provided, they may be edited or additional lines may be entered.

1. Click the **Edit** icon to edit the fields.
2. Enter appropriate information.
3. Click **Update** to save changes or **Cancel** to discard changes.

Amount	Account Number	Account Name
<input type="text" value="0.00"/>	<input type="text" value="1241544514"/>	<input type="text"/>

NOTE: You may also add an additional line of information by clicking **Add**. A blank series of fields is displayed.

Amount	Account Number	Account Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If you click **Update**, an additional line of data appears.

Amount	Account Number	Account Name	Edit	Delete
100.00	1241574512			
100.00	1001001420			



- 5. An additional line may allow you to split an amount over multiple accounts. Click the **Edit** icon to modify the additional line, or click the red **Trash Can** icon to delete it. **You are not prompted to confirm the delete.**

NOTE: You cannot delete the original scanned line.

CHECK IMAGE

When you click on a check thumbnail in the **Review Batch** screen, you are able to see the **Check Image** in [Full-Screen Mode](#) and make any adjustments necessary.



Check images display fields for the **MICR Line** and **Amount** as read by the scanner. Other fields, such as the **Payment Doc Type** drop-down list (personal check, business check, money order, etc.) as determined by the IQA tests, and the **Checkformat** field as determined by the A2IA or MITEK recognition engine (digital identity verification), may be displayed depending on work source configuration.

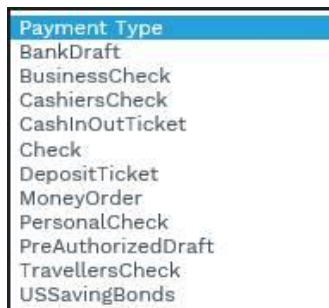





You may edit these fields by clicking in the field and making your changes, and may change the payment type by choosing from the drop-down list. When entering the MICR line use the following characters for the MICR symbols:

- For "d" enter a lower case d
- For "c" enter a lower case c
- For "b" enter a lower case b

If configured to display the **Payment Type**, you may choose the correct type from the drop-down list.




If stub input fields are provided, they may be edited. If the stub image is available it may be displayed.

1. Click the **Edit** icon  to edit the fields.
2. Click **Update** to save your changes or click **Cancel** to discard your changes.

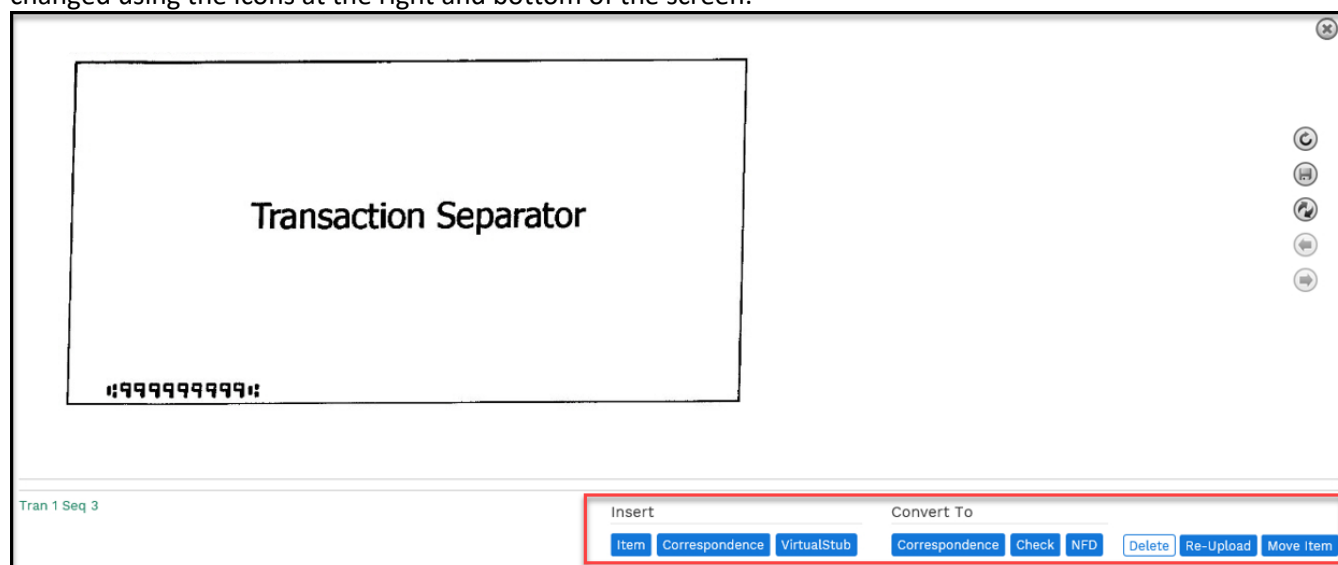
NOTES:

If you close the window or proceed to another image without clicking **Update**, our changes are not saved.

If your system is configured to not allow check amount entry and MICR correction, the **Edit** icon  does not appear.

TRANSACTION SEPARATOR IMAGE

There are no fields to be corrected when you click on the **Transaction Separate Image** in the **Review Batch** screen. However, if you click on the image to activate [Full-Screen Mode](#), the **image display and characteristics** can be changed using the icons at the right and bottom of the screen.

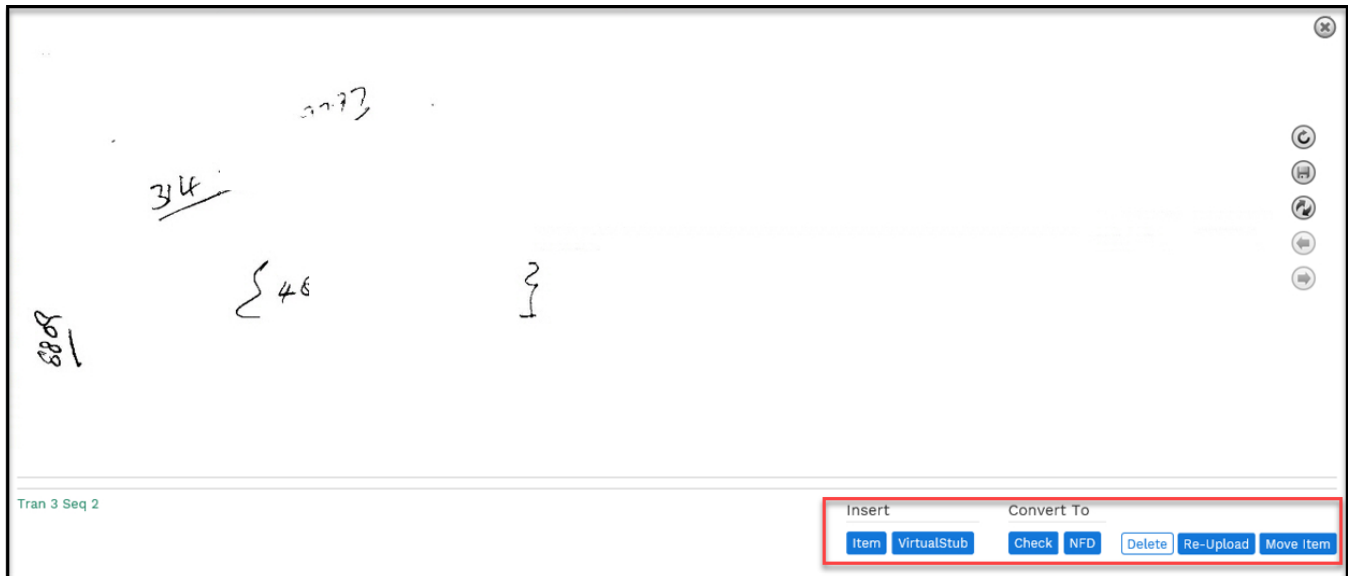




CORRESPONDENCE IMAGE

There are no fields to be corrected when you click on the **Correspondence Image** from the **Review Batch** screen.

However, if you click on the thumbnail to activate [Full-Screen Mode](#), the **image display and characteristics** can be changed using the icons at the right and bottom of the screen. **If the item is not correspondence**, it may be converted to a check or NFD.





DOC TYPE SEARCH

The eCapture **Doc Type Search** function is used by administrators to **verify the results** of the Review Batch function and to **perform any needed changes** to document types.

1. Click **DocType Search** from the menu on the left side.
2. Enter **Search Criteria** to locate the desired batch.
3. Drop-down lists are provided to choose:
 - **Site**
 - **Work Group**
 - **Work Source**
 - **Scan Date:** A calendar icon is provided to search by **Scan Date**. The current date is the default.
 - **Location**
 - **Scan VerifyNo:** The confirmation ID (batch number) of the batch. If used, make sure the **Scan Date** is set to the correct date.
 - **Property**
 - **Batch Mode**
4. Click **Filter** button to display all the batches that match the search criteria.

NOTE: The **Reset** button resets all criteria to the default settings.

The screenshot displays the 'LockBox Portal' interface. At the top, it shows 'User 123' and 'Last Login: 4/25/2022 5:24:07 PM'. The 'FIRST HORIZON' logo is in the top right. A blue sidebar on the left contains a menu with 'Doc Type Search' highlighted. The main content area is titled 'Search Doc Type' and contains a 'Search Criteria' section with the following fields: Site (dropdown), Location (dropdown), Work Group (dropdown), Scan VerifyNo (text input), Work Source (dropdown), Property (dropdown), Scan Date (calendar icon, showing 04/26/2022), and Batch Mode (dropdown). A pink 'Filter' button and a blue 'Reset' button are located at the bottom right of the search criteria section. Below this is a 'Search Result' section which is currently empty. At the bottom of the page, there are 'Quick Links' for Transaction List, Search, Home, and Release Transactions, along with the 'FIRST HORIZON' logo and copyright information: '© 2019, Exela Technologies Inc.,'.



5. The Search results appear. Each row represents one previously scanned batch.

For each batch, the row displays

- **S.No** - Sequence number in which the batch was scanned on that processing date
- **Verify ScanNo** - Scan Tracking ID or batch number
- **Scan Date**
- **User ID** - Operator who scanned the items
- **Site ID**
- **Location**
- **Worksource**
- **Property**
- **Batch Mode** - Numeric
- **Batch Status** – Current status

S.No	Scan VerifyNo	Scan Date	User ID	Site	Location	Worksource	Property	Batch Mode	Batch Status
1	56	04/26/2022	29	Charlotte	FHeCapture	07000	All Property	Encode Only With Correspondence	Scanning
2	56	04/26/2022	43	Lafayette	FHeCapture	03500	All Property	Image PageWorks	Review
3	56	04/26/2022	45	Lafayette	FHeCapture	03500	All Property	Image PageWorks	Document Validation Staging
4	56	04/26/2022	47	Birmingham	FHeCapture	01500	All Property	Image PageWorks	ContinueScan
5	56	04/26/2022	43	Lafayette	FHeCapture	03500	All Property	Image PageWorks	Transmitted to Lockbox

NOTE

If the **Batch Status** displays as a blue link, clicking on that link opens the batch in that function.

- Click **Review** to open the [Review](#) function.
- Click **DocTyping** to open the [Doc Typing](#) function.
- Click **Rejected** to open the [Acknowledge Item Details](#) screen.



DOCTYPING FUNCTION

When you click a **DocTyping** link in the **Search Doc Type** screen or Home page **Notification Panel**, the **DOCTYPING BATCH** screen displays.

DOCTYPING BATCH

Scan Tracking ID: 469 Total Transactions: 2 | NFD: 2 | Check: 2 | Separator: 0

Control Total: \$ 3400.78 | Total Check Count: 2 | Scanned Check Amount: \$ 3400.78 | Scanned Check Count: 2 | Expected Check: 0 | Difference: \$ 0.00

Latest View All Delete Batch Previous Transaction 1 - 2 of 2 Next

Tran ID:1 Delete

Tran ID:2 Delete

NFD Check Correspondence Separator Warning Highlight MICR&CAR MICR CAR

PostBatch Cancel

In this screen, the administrator has all the functionality of the Review Batch function, plus the ability to **change the Work Source** associated with a transaction.

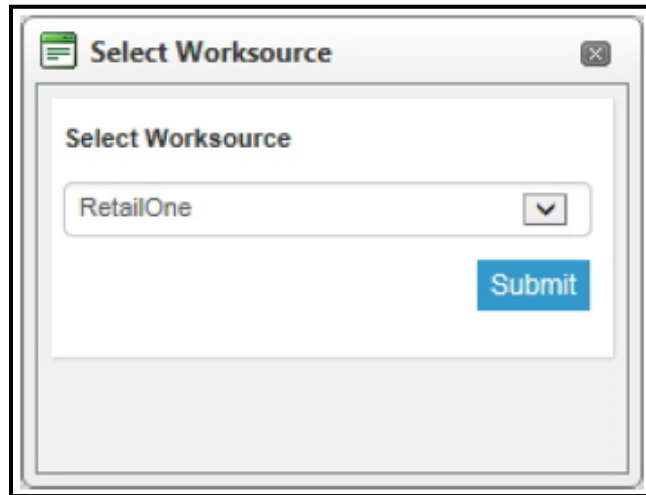
- Insert Item
- Insert Correspondence Item
- Insert Virtual Stub
- Delete Item
- Re-Scan
- Item Type Change
- Move Item
- Change Worksource**
- Close



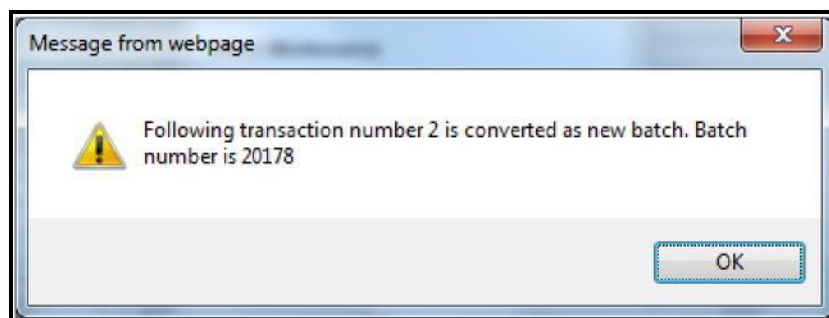
1. Choose **Change Worksource** to change the Work Source for the transaction. A list of Work Sources is displayed.

NOTE: If the Work Source is defined with properties, an additional **Select Property** drop-down list appears.

2. Choose the desired Work Source (and property, if required) from the drop-down list and click **Submit**.



3. The transaction is removed from the current batch and set up as its own batch, which is associated with the chosen work source.
4. A confirmation prompt is displayed, showing the new batch number/confirmation id assigned by the system. Click **OK**.



5. The new batch is listed with the other batches for that processing date, with a **Batch Status** of DocTyping.
6. If the transaction contains an envelope that was mistakenly designated as an NFD item, the menu contains an **Envelope** option that allows you to convert the item to an envelope.



REJECTED ITEMS

When you click a **Rejected** link in the **Search DocType** screen or the Home Page **Notification Panel**, this opens the **Acknowledge Item Details** screen as shown below.

The screenshot shows a web application window titled "Reject Acknowledgement" with a tab for "Acknowledge Item Details". It displays two transaction records. The first record has TransactionId: 449, Tranno: 1, SeqNum: 1, and Amount: 10.00. It includes a table with columns "Account Number", "Date Due", and "Amount Due", and a "Check Number" field. The second record has TransactionId: 449, Tranno: 1, SeqNum: 2, and Amount: 3247.31. It features a scanned image of a check from Gregory J. Hampton, dated "Today", for the amount of \$3247.31, with the handwritten note "Good Payee".

1. Acknowledge the rejected items by selecting the check boxes of the items to be acknowledged.
2. Click **Update**.
3. The **Batch Status** changes to Reject Acknowledged.

NOTIFICATION					
Date	Site	Worksource	User ID	Scan VerifyNo	Batch Status
03/30/2017	Site1	0000000101	53044	473	Review
03/30/2017	Site1	0000000101	53044	471	Review
03/30/2017	Site1	0000020000	53044	470	Reject Acknowledged
03/30/2017	Site1	0000020000	53044	469	DocTyping



BATCH MAINTENANCE

Batch Maintenance is a function that allows administrators to change the Batch Status of batches. Only Administrators have a **Batch Maintenance** menu.

1. Click **Batch Maintenance** from the menu on the left.
2. Enter **Search Criteria** to locate the desired batch(es).
 - Drop-down lists are provided to choose:
 - **Site**
 - **Location**
 - **Worksource**
 - **BatchMode**
 - **Previous BatchValue**
 - **Current BatchValue**
 - **Scan Date**: A calendar icon is provided. The current date is the default.
 - **Property**
3. Click **Filter** to display all the batches that match the search criteria.

NOTE: The **Reset** button resets all criteria to the default settings.

The screenshot displays the 'Batch Maintenance' page in the LockBox Portal. The top navigation bar shows 'User 123' and 'Last Login: 4/27/2022 9:43:59 AM'. The left sidebar contains a menu with 'Batch Maintenance' highlighted. The main content area has a 'Batch Maintenance' header and a 'Search Criteria' section with several dropdown menus and a 'Scan Date' field. Below this is a 'Search Result' table with columns for 'Select', 'S.No', 'Scan VerifyNo', 'Scan Date', 'User ID', 'Site', 'Location', 'Worksource', 'Property', 'Batch Mode', 'Current Batch Status', and 'Previous Batch Status'. The table contains five rows of data. At the bottom right, there are 'Filter' and 'Reset' buttons, and a 'Submit' button.

Select	S.No	Scan VerifyNo	Scan Date	User ID	Site	Location	Worksource	Property	Batch Mode	Current Batch Status	Previous Batch Status
<input checked="" type="checkbox"/>	1	56f	04/26/2022	35	Charlotte	FHECapture	0700000	All Property	Encode Only With Correspondence	Scanning	Scanning
<input type="checkbox"/>	2	56f	04/26/2022	35	Charlotte	FHECapture	0700000	All Property	Encode Only With Correspondence	Scan Cancelled	Scanning
<input type="checkbox"/>	3	56f	04/26/2022	35	Charlotte	FHECapture	0700000	All Property	Encode Only With Correspondence	Scan Cancelled	Scanning
<input type="checkbox"/>	4	56f	04/26/2022	35	Charlotte	FHECapture	0700000	All Property	Encode Only With Correspondence	Scanning	Scanning
<input type="checkbox"/>	5	57:	04/26/2022	35	Charlotte	FHECapture	0700000	All Property	Encode Only With Correspondence	Scan Cancelled	Scanning

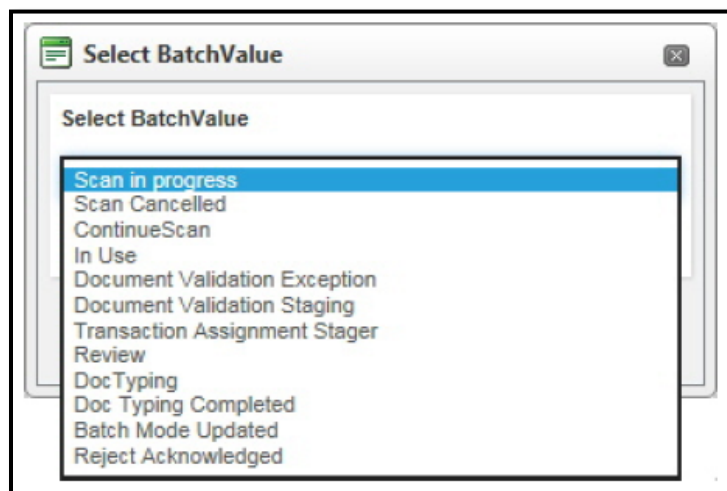


- The Search results appear. Each row represents one batch.

For each batch, the row displays:

- **Select checkbox** - used to select a batch for status change
- **S.No** - the sequence number in which the batch was scanned on that processing date
- **Scan VerifyNo** - Scan Tracking ID or batch number
- **Scan Date**
- **User ID** - Operator who scanned the items
- **Site ID**
- **Location**
- **Worksource**
- **Property**
- **Batch Mode** - numeric
- **Current Batch Status**
- **Previous Batch Status**

- To change the Batch Value or Batch Status of one or more batches, click the **Select checkbox** on the desired batch.
- Click **Submit**.
- A **Select BatchValue** drop-down list is presented. Choose the desired new batch status.
- Click **Submit**.



- The selected batches display the newly chosen status in their **Current Batch Status** column.



ECAPTURE REPORTS

A series of reports are available in eCapture. The reports you may view are **based on your access rights** assigned by the Administrator.

1. To begin, click **eCapture Reports** from menu on the left.
2. The reports menu expands. The sequence in which the reports appear on the menu may vary in different installations.
3. Click a **report name** from the menu on the left.

The screenshot shows the LockBox Portal interface. The top navigation bar includes the LockBox Portal logo, a user profile for 'User 123' with a last login of '4/28/2022 12:05:08 P', and notification icons. A left-hand navigation menu is expanded to show 'eCapture Reports' with a red box around it. Below this menu, the 'Bulk Scan Search Report_V2' option is highlighted. The main content area displays 'Scanning Details' with various dropdown menus and input fields: Scanning Option (Transaction Scanning), Scanner Type (CANON DR-G1100 TWAIN), Receive Date (05/10/2022), Scan/Upload Date (05/10/2022), Site (-- Select Site --), Worksource (-- Select Worksource --), Location (FHeCapture), and Batch Mode. 'Scan Now' and 'Get Instruction' buttons are visible at the bottom of the details section.

4. Select or enter **search criteria**.
5. Click **Print Report** to send the report to your printer. Click **View Report** to display the report on your monitor.



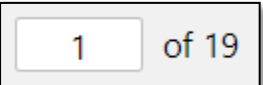



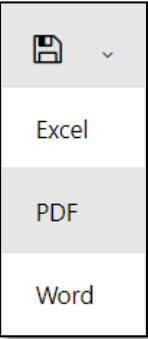



The screenshot shows the 'Bulk Scan Search Report_V2' window. It contains several search criteria fields: Site (dropdown), Work Source (All Work Sources dropdown), Location (---- Select Location ---- dropdown), Process Date (calendar icon), Confirmation No (text input), and User ID (text input). At the bottom right, there are two buttons: 'Print Report' and 'View Report', both highlighted with red boxes.

6. From the report window, click the **Show Report Filter** button to return to this report selection window.



The **Report Preview Screen** has a tool bar at the top.



	Go to the first page of the report.
	Go to the previous page of the report.
	Type in a page number and press Enter to go to a specific page.
	Go to the next page of the report.
	Go to the last page of the report.
	To find specific text in the report, enter the desired text in the field and click Find . The first occurrence of the text will be highlighted. To find subsequent occurrences of the text, click Next .
	Choose the Save icon to save the report to a file. Choose to export as Excel, PDF, or Word.
	Refresh the data on the report.
	Print Report
	View Report

A **representative sampling** of the reports are shown over the next few pages. Your system may show a slightly **different selection list** on the reports menu.

- [Bulk Scan Search Report](#)
- [Bulk Scan Deposit Report](#)
- [Bulk Scan Reject Report](#)



BULK SCAN SEARCH REPORT V2

The **Bulk Scan Search Report** shows the **details of each item** that satisfies the parameters, and shows totals at the end of the report for the number and amount of checks and stubs that were submitted to the lockbox, deposited, and rejected.

To view the Bulk Search Report V2 Report:

1. Select a **Site**, **WorkSource** and **Location** from the drop-down lists.
2. Enter a **Process Date** or click the icon to display a calendar for date selection.
3. *(Optional)* Enter a **Scan VerifyNo** (batch number).
4. *(Optional)* Enter **User ID**.

Bulk Scan Search Report_V2

Site:

Work Source:

Location:

Process Date:

Scan VerifyNo:

User ID:

Print Report Show Report Filter											
4 of 4 Find Next											
Process Date: 04/28/2022 Bulk Scan Search Report_V2 Page No: 4/4											
Doc Type	Confirmation #	Tran No	Item Id	Receive Date	Scan Date	Scan Amount	Deposit Amount	Status	Reject Reason	Deposit Date	User ID
Check	6201	11	135726	04/28/2022	04/28/2022 01:15:48 PM	118.00		Transmitted to Lockbox			12345
Stub	6201	12	135729	04/28/2022	04/28/2022 01:16:17 PM	0.00		Transmitted to Lockbox			12345
Check	6201	12	135731	04/28/2022	04/28/2022 01:16:18 PM	40.00		Transmitted to Lockbox			11111
Stub	6201	13	135733	04/28/2022	04/28/2022 01:16:18 PM	0.00		Transmitted to Lockbox			67890
Check	6201	13	135735	04/28/2022	04/28/2022 01:16:19 PM	37.94		Transmitted to Lockbox			12345
Stub	6201	14	135747	04/28/2022	04/28/2022 01:17:28 PM	0.00		Transmitted to Lockbox			67890
Check	6201	14	135746	04/28/2022	04/28/2022 01:16:16 PM	97.20		Transmitted to Lockbox			11111
Total						5,681.86	0.00				
						# of Checks	# of Stubs	# of Other Documents	Scanned Amount	Deposited Amount	
TOTAL						62	29	0	5,681.86	\$0.00	
Deposited						0	0	0	0.00	0.00	
Processed						0	0	0	0.00	0.00	
Transmitted to Lockbox						62	29	0	5,681.86		
Not Transmitted to Lockbox						0	0	0	0.00		
ILB Suspend Waiting						0	0	0	0.00		
Exception						0	0	0	0.00		
Rejected						0	0	0	0.00		



BULK SCAN DEPOSIT REPORT

The **Bulk Scan Deposit Report** is an item-oriented Deposit Report tailored to a bulk scan (i.e., batch-oriented) environment. It shows the details for each item deposited on the chosen date, and shows the total of scanned amounts, deposited amounts, reject reason, control Total and total check count.

To view the Bulk Scan Deposit Report:

1. Select a **Site**, **WorkSource** and **Location** from the drop-down lists.
2. Enter a **Process Date** or click the icon to display a calendar for date selection.
3. *(Optional)* Enter a **Scan VerifyNo** (batch number).
4. *(Optional)* Enter **User ID**.

Bulk Scan Deposit Report

Site:

Work Source:

Location:

Process Date:

Scan VerifyNo:

User ID:

Print Report Show Report Filter													
⏪ ⏩ 1 of 4 ⏪ ⏩ 🔄 📄 Find Next													
Bulk Scan Deposit Report													
Process Date: 04/28/2022											Page No: 1/4		
Confirmation #	Work Source	Tran No	Item Id	Receive Date	Scan Date	Scan Amount	Deposit Amount	Deposit Date	Status	Reject Reason	Control Total	Total Check Count	User ID
6197	GARDE NDALE GAS #015000 4403	1	1355 60	04/28/20 22	04/28/2 022 01:07:1 9 PM	175.68			Transmit ted to Lockbox		0.00	0	12345
6197	GARDE NDALE GAS #015000 4403	2	1355 62	04/28/20 22	04/28/2 022 01:07:2 1 PM	48.78			Transmit ted to Lockbox		0.00	0	12345
6197	GARDE NDALE GAS #015000 4403	3	1355 64	04/28/20 22	04/28/2 022 01:07:2 2 PM	76.96			Transmit ted to Lockbox		0.00	0	11111
6197	GARDE NDALE GAS #015000 4403	4	1355 66	04/28/20 22	04/28/2 022 01:07:2 3 PM	141.37			Transmit ted to Lockbox		0.00	0	67890



BULK SCAN REJECT REPORT

The **Bulk Scan Reject Report** is a transaction-oriented Reject Report tailored to a bulk scan (i.e., batch-oriented) environment. It shows the details and item images for each transaction that was rejected from a downstream application (e.g., TMS).

To view the Bulk Scan Reject Report:

1. Select a **Site**, **WorkSource** and **Location** from the drop-down lists.
2. Enter a **Process Date** or click the icon to display a calendar for date selection.
3. *(Optional)* Enter **User ID**.
4. *(Optional)* Select the **Acknowledgement Status** from the drop-down list.

Bulk Scan Reject Report

Site: ▼

Work Source: ▼

Location: ▼

Process Date:

User ID:

Acknowledgement Status: ▼

NOTE: On the report, acknowledged items display an **Acknowledgement Status** of **Y**. Items not acknowledged display **N**.

Reject Report

Page 2/2
No:

Total Rejects: 4
Date Range: 05/16/2018

Location	Work source	Confirmation Id	Date Time Scanned	Batch No	Reject Reason	Amount (\$)
Blue Bell	RetailOne #0000000101	30407	5/16/2018 12:00:00 AM	0000000103	Operator Rejected	0.00

Image: 3 / 4
Item Id : 33579
Acknowledgement Status : N

Location	Work source	Confirmation Id	Date Time Scanned	Batch No	Reject Reason	Amount (\$)
Blue Bell	RetailOne #0000000101	30407	5/16/2018 12:00:00 AM	0000000103	Operator Rejected	0.00