

User guide

Remote Lockbox Capture - eCapture



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Introduction

Remote Lockbox Capture (RLC) also known as eCapture, is a web application that allows users to utilize scanning hardware to capture images of payment documents and transmit them to the BOK Financial Lockbox system. Checks and accompanying documentation can be captured with this process. Canadian checks may also be processed using remote lockbox capture. There are two different types of scanners used, full size document scanners (which can scan checks and all types of documents up to 8 1/2" x 11" in size) and check scanners (which can be used to scan checks and OCR scanline documents).

Once the images have entered the lockbox system any payment rules that are setup will apply to the transactions. For example, any keying requirements, payee verification or balance rules will be enforced. The transactions will become part of any lockbox data file, reporting and/or deposit. In addition, the images will be retained and available within the eCapture reporting for 60 days. Duplicate detection is also enabled in the system and will flag items that have been presented in the last 30 days.

Prior to scanning, ensure that the eCapture client software and appropriate print driver has been installed prior to scanning lockbox work. The eCapture client is located in the main menu in the eCapture section. The scanner driver is also located there for your convenience. The details for these are found in the software installation section at the end of this manual.

NOTE: Customers using eCapture prior to May 22, 2020 must uninstall the existing eCapture client and reinstall with the updated client found in the menu. The old and new clients cannot coexist on the same device.

Software Prerequisites

Following is an overview of the software prerequisites needed to utilize Remote Lockbox Capture.

- The eCapture program has to be installed on the web server before checks can be scanned.

Client Setup

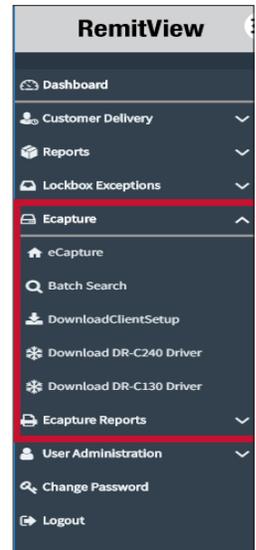
- Windows 10 (supports all browsers) or Windows 7 32 bit or 64 bit (Supports only IE11)
- IE11, Chrome (version 79 or latest), and Edge.
- .Net framework 4.5 or 4.6
- Adobe acrobat reader (any latest version) for Report Printing

Getting Started

eCapture Menu

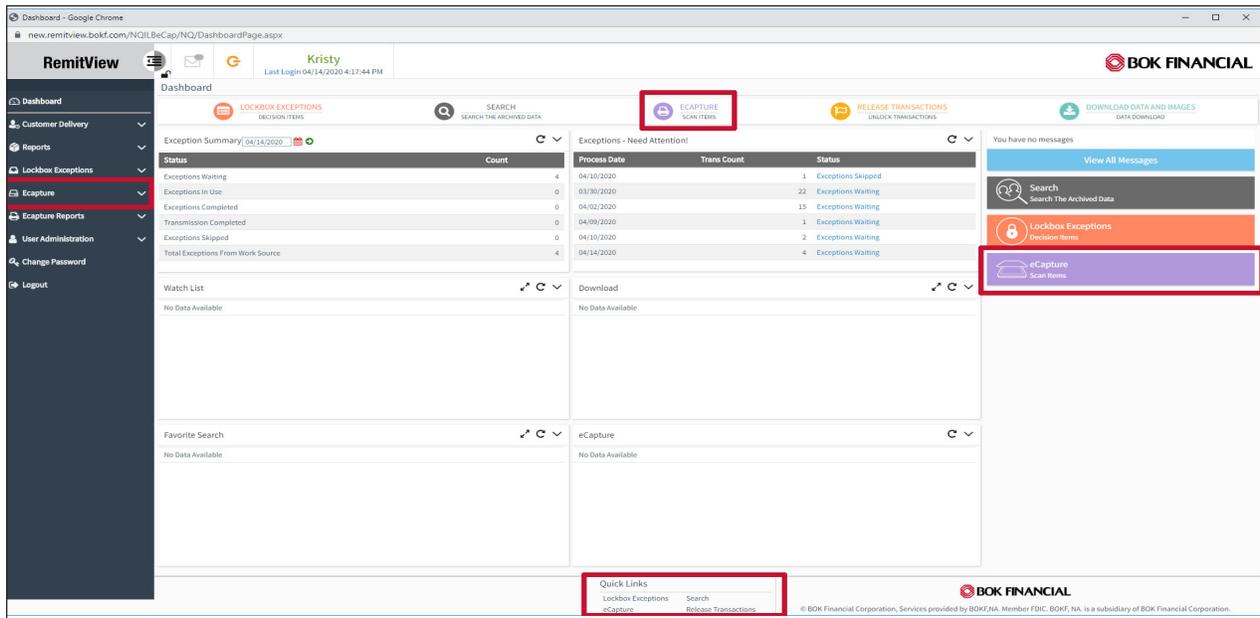
Selecting eCapture in the left navigation panel provides a sub-menu.

- **eCapture:** This menu choice directs the user to the eCapture module home page. From the main screen in eCapture you can select your scanning details to begin scanning, view your notifications, access batches in review or delete batches in review, or print transaction separators.
- **Batch Search:** This menu choice allows users to search for and see the status of batches that were scanned on a particular processing date.
- **Download Client Setup:** This menu choice allows users to download the eCapture application.
- **Download DR-C240 Driver:** The menu choice allows you to download the scanner driver for the C240 scanner.
- **Download DR-C130 Driver:** The menu choice allows you to download the scanner driver for the C130 scanner.
- **eCapture Reports:** This menu choice allows you to view eCapture reports.



eCapture may be accessed through different locations:

- Main menu on the left
- Icon at the top of the dashboard
- Right navigation pane
- Quick link at the bottom of the page



Getting Started

eCapture Main Page

Upon selecting the eCapture menu option, you are directed to the eCapture main page. Access to this module is restricted or allowed based on user roles and rights or if the service has been enabled. A sample of the main page screen is displayed below:

The screenshot displays the BOK Financial eCapture main page. At the top, there is a header with the BOK Financial logo and the text "BOK FINANCIAL". Below the header, the page is divided into several sections:

- Scanning Details:** A form with the following fields:
 - Scanning Option: Transaction Scanning
 - Scanner Type: CANON DR-C240 TWAIN
 - Receive Date: 04/27/2020
 - Scan/Upload Date: 04/27/2020
 - Site: TULSA
 - Worksource: -- Select Worksource --
 - Batch Mode: (empty)Buttons for "Scan Now" and "Get Instruction" are located below the form.
- Notification:** A table with the following columns: Date, Site, Worksource, User ID, Scan VerifyNo, and Batch Status. A single row of data is visible:

Date	Site	Worksource	User ID	Scan VerifyNo	Batch Status
04/23/2020	TULSA	0000002558	LBDemoAdmin	288	Review
- Print Transaction Separator:** A button with a barcode icon and the text "Print Transaction Separator".
- Quick Links:** A section with links for "Lockbox Exceptions", "Search", "Release Transactions", and "Download Data and Images".
- Footer:** The BOK Financial logo and the text "© BOK Financial Corporation, Services provided by BOKF, NA. Member FDIC. BOKF, NA. is a subsidiary of BOK Financial Corporation."

Process Summary

Here is a high level overview of the steps taken to scan the transactions:

1. Ensure your scanner is plugged in and connected to your computer.
2. Select “eCapture” from the left main menu or the “Scan Items” from the dashboard.
3. Select which scanner you will utilize.
4. Select the “Site” at which your lockbox is processed.
5. Select the “WorkSource” that you are scanning into.
6. Sort your work into batch modes. EX: checks with documents, check only, or correspondence only.
7. Place your documents into your scanner. Load your items face down and upside down with any documents or stubs in front of the check(s). If you are processing checks with no documents you must have a “check only” option available in the BATCH MODE section to scan checks alone.
8. Select “Scan Now”.
9. “Scanning in Progress”. All items will scan at once and then you will have the opportunity to “Submit for Review”, “Save” or “Cancel”. Prior to submitting for review you may select “Continue Scanning” to add more items.
 - **Submit for Review** sends the items through the Image Quality Analysis (IQA) and then the items will display on a review page.
 - **Save** will allow you to return to the batch at a later time to add more items. Select “Continue Scan”.
 - **Cancel** will remove all of the items and no information will be retained.
10. Once all items are scanned and submitted for review, verify the dollar amount and count in the upper right corner. If the amount differs you can click on individual checks and make corrections to the amounts.
11. Failed items - If you have any failed items they will be highlighted in red. Be sure to review and correct all items highlighted representing anything other than check or NFD (non financial document) before posting. CAR corrections may also be needed if items highlighted are noting CAR...courtesy amount read issues.
12. Once in balance select “post batch” in the lower right screen or you may elect to DELETE BATCH at the top left.
13. Review the Confirmation screen to ensure a confirmation number has been assigned.
14. To scan items in a different batch mode, return to the scanning screen and select the desired batch mode.
15. Log out when finished.
16. Retain the original checks per your companies policy. Images will be available in Remitview within 2 hours of your deposit cutoff. Images in eCapture are purged after 60 days.

NOTE: If an image is not able to be processed by the bank, you will receive a debit adjustment. DO NOT RE-SCAN THE CHECK. The original check should be pulled from storage and deposited at your local bank branch or mailed to the bank for deposit.

Scanning Panels

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 scanning details available include:

- **Scanning Option:**

- **Transaction Scanning:** This mode is used when scanning checks only or checks with documents. The document(s) should be placed before each check it is associated with. The system will recognize the order of scanning and after the check is scanned it will begin a new transaction when it sees a document again. Checks can be scanned in one stack. The system will create a transaction for each check. You must choose a “Batch Mode” (see below).
- **Group Scanning:** Used for documents only. Scan numerous documents and place a transaction separator at the end when using this mode. Or use transaction separators between documents to denote a separation if needed in workflow. You will not see any batch mode details in the list when using Group scanning.

- **Scanner Type:**

The screenshot shows a web form with the following fields and values:

- Scanning Option: Transaction Scanning
- Scanner Type: CANON DR-C240 TWAIN
- Receive Date: Visionx
- Scan/Upload Date: CANON DR-C240 TWAIN
- Site: TULSA
- Worksource: Demo 2
- Batch Mode: (empty)

Buttons: Scan Now, Get Instruction

- **Receive Date:** The date when your organization received the documents you are about to scan.
- **Scan 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.
- **Lockbox:** Choose the lockbox (work source) to which the documents are to be sent from the drop-down list. You must select a worksource that is enabled for eCapture/Remote Lockbox processing if you have more than one worksource. The available choices depend on the lockbox setup.

Scanning Panels

The screenshot shows the BOK Financial scanning interface. The top navigation bar includes a 'Demo' user profile, a 'Last Login: 04/27/2020 9:36:33 AM' timestamp, and the BOK Financial logo. The main interface is divided into several sections:

- Scanning Details:** A panel on the left containing various configuration options:
 - Scanning Option: Transaction Scanning
 - Scanner Type: CANON DR-C240 TWAIN
 - Receive Date: 04/27/2020
 - Scan/Upload Date: 04/27/2020
 - Site: TULSA
 - Worksource: Demo Account
 - Batch Mode: A dropdown menu is open, showing options: --Select BatchMode--, Checks Only, Credit Card, Credit Card Multiple Fullpage, Docs Only, Fullpage and Checks, Multi Stubs and Checks, Single Stub and Check, and Wholesale Credit Card.
- Notification:** A table on the right displaying a single transaction record:

Date	Site	Worksource	User ID	Scan VerifyNo	Batch Status
04/23/2020	TULSA	0000002558	LBDemoAdmin	288	Review
- Print Transaction Separator:** A button with a barcode icon and the text 'Print Transaction Separator'.
- Quick Links:** A section at the bottom left with links for 'Lockbox Exceptions', 'Search', 'Release Transactions', and 'Download Data and Images'.
- Footer:** The BOK Financial logo and copyright information: '© BOK Financial Corporation, Services provided by BOKF.NA. Member FDIC. BOKF, NA, is a subsidiary of BOK Financial Corporation.'

- **Batch Mode:** If the scanning option is “Transaction Scanning”, choose a batch mode from the drop-down list. The available choices depend on the chosen lockbox. If the scanning option is “Group Scanning”, this list does not appear. Batch Modes available are based up lockbox setup. Examples of batch modes are:
 - **Checks Only:** This mode can be used for scanning one or more checks without any corresponding documents.
 - **Fullpage and Checks:** This mode is used when processing checks with any corresponding documents that can be full page or not.
 - **Multi Stubs and Checks:** There can be more than one check and/or stub in a single transaction. Ex: Stub, Stub, check or stub, check, check, check to denote the grouping. Documents always go first.
 - **Single Stub and Check:** Each transaction contains one check and one stub. Load document(s) and check, then one or more documents and check and so on.
 - **Credit Card:** Scan documents with credit card information to be sent to lockbox for processing. Individual coupons are scanned in the credit card batch using transaction scanning. Full page docs with credit card coupons will be scanned in transaction scanning using separators. The credit card coupon must always be first in each transaction.
 - **Docs Only:** This mode is used when you are scanning documents only. All documents can be scanned at once with a separator at the end or you can place separators in between to create separation needed. If correspondence receives any data entry that is performed by the lockbox operators.

Scanning Panels

Get Instruction

Select the "Site" and "Lockbox" from the drop-down lists. Click the "Get Instruction" button for reminders regarding transaction vs. group scanning.

Get Instruction

Site and WorkSource

Site ID: 1
Site Name: TULSA
WorkSource ID: 000002559
Description: Demo 2

Instruction

Place multiple transaction docs and checks on the feeder and start scan, For Transaction Scanning do not use Transaction separators, For Group Scanning Keep Transaction

Scan Now

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

Scanning Details

Scanning Option: Transaction Scanning

Scanner Type: CANON DR-C130 TWAIN

Receive Date: 04/14/2020

Scan/Upload Date: 04/14/2020

Site: TULSA

Worksource: Demo 2

Batch Mode:

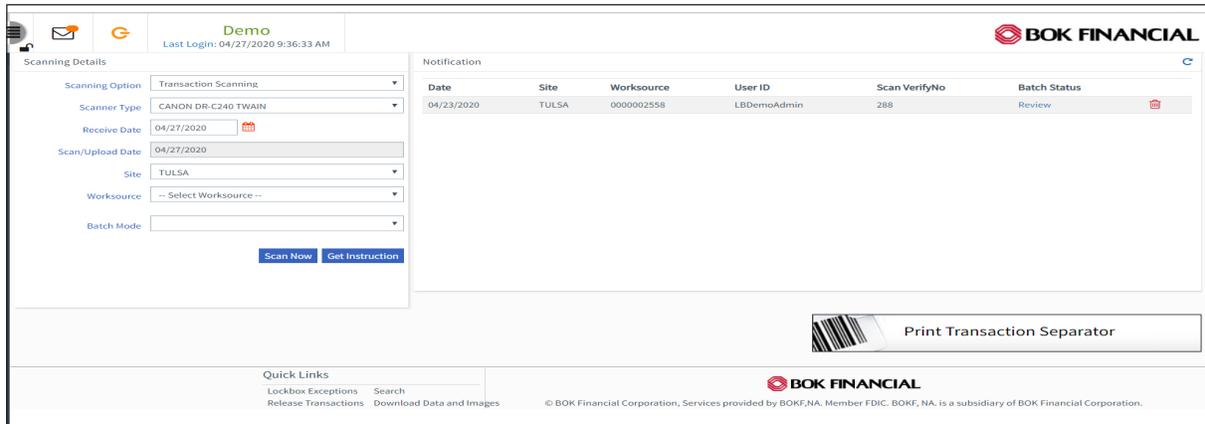
Scan Now Get Instruction

Notification Panel

The Notification panel displays the details of each of the scans you have made on the current processing date. Notifications are visible on the main dashboard or on the eCapture module home page. Batches in REVIEW can be accessed from either page to continue working on them. You can update the list at any time by clicking the Refresh link. If more batches have been scanned than will fit in the notification panel, scroll down to see more.

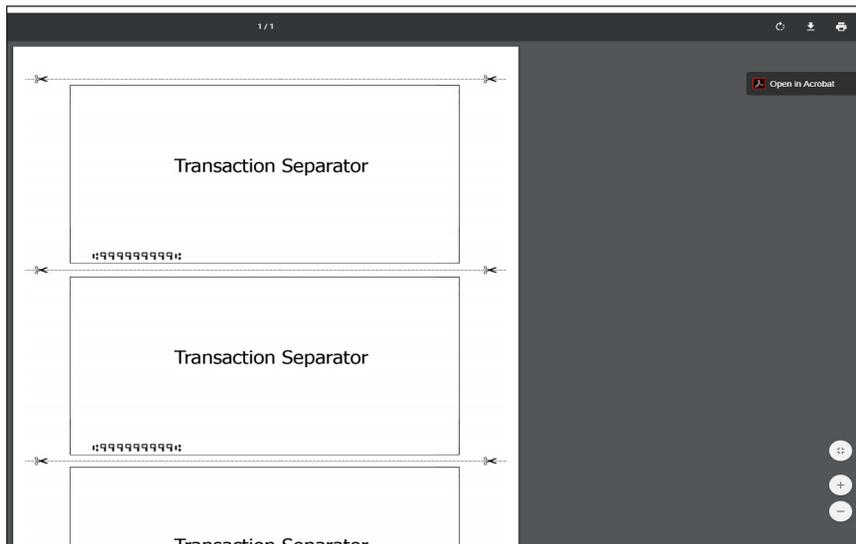
Scanning Panels

NOTE: An admin user permission can view the batch statuses of another user, but cannot access the review to complete the work. Only the user who processed the work may submit a batch in review. An admin may view the contents of the batch in review from the “Search Report/View images” function. All eCapture activity including items in “Review” status will purge every 60 days.



Print Transaction Separator

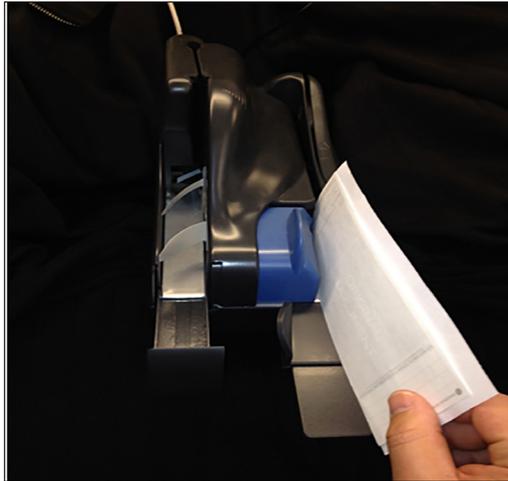
If group scanning is used transaction separators are required. Clicking “Print Transaction Separator” below the Notification panel displays the pre-defined transaction separators, which may be printed. A separator may be placed after the entire stack of documents or if separation is desired to denote different transactions separators should be used to create denote the new transaction. **Note: transaction separators are never used in batches that contain checks. A transaction separator should be at the end of any group scanning batch.**



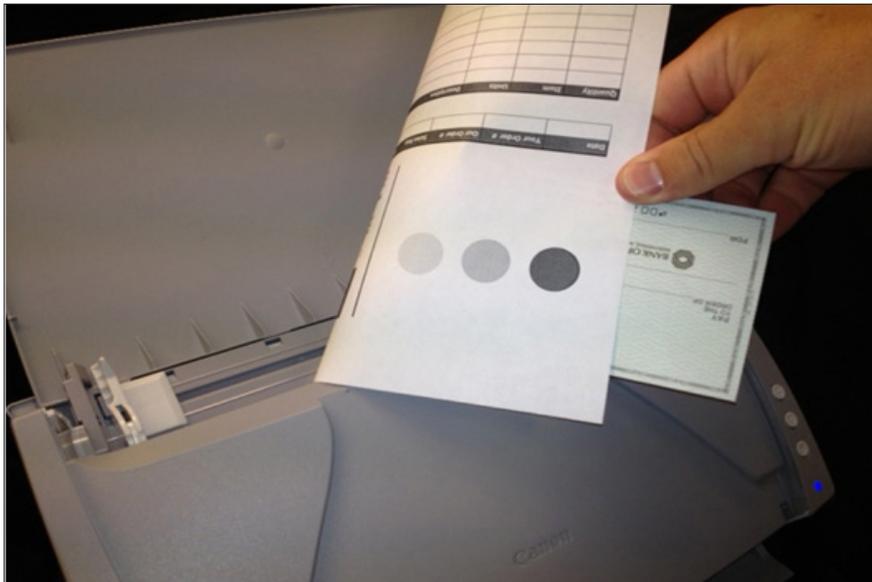
Scanning Documents

Loading the Scanner

For the check scanner, ensure that the documents are facing towards the right or outside of the scanner and are against the track entry as shown in the picture below. The order of documents does not matter. Make sure when the documents are placed into the feeder area they are not forced and are allowed to rest evenly.



For full document/check scanners place the documents upside down and face down.



Scanning Documents

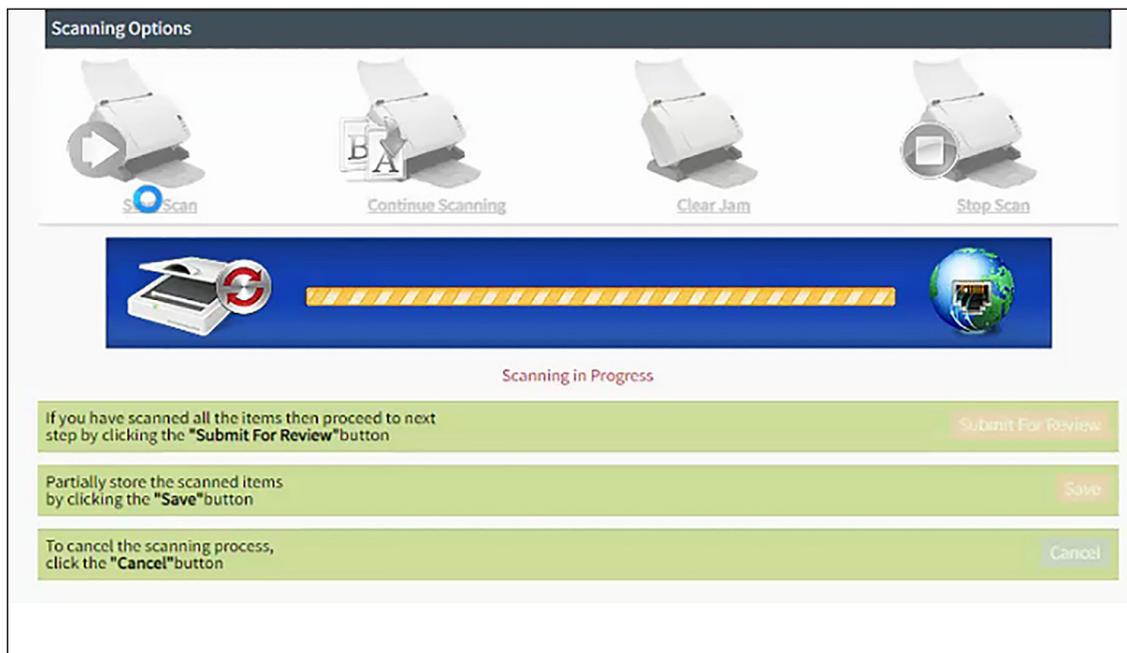
Scanning Documents

After entering the scanning parameters in the Scanning Details panel, click the “Scan Now” button to start the scanning process. Remember, if you choose the Scanning Option of Transaction Scanning, you must also choose a Batch Mode.

The following illustration shows the opening scanning screen.

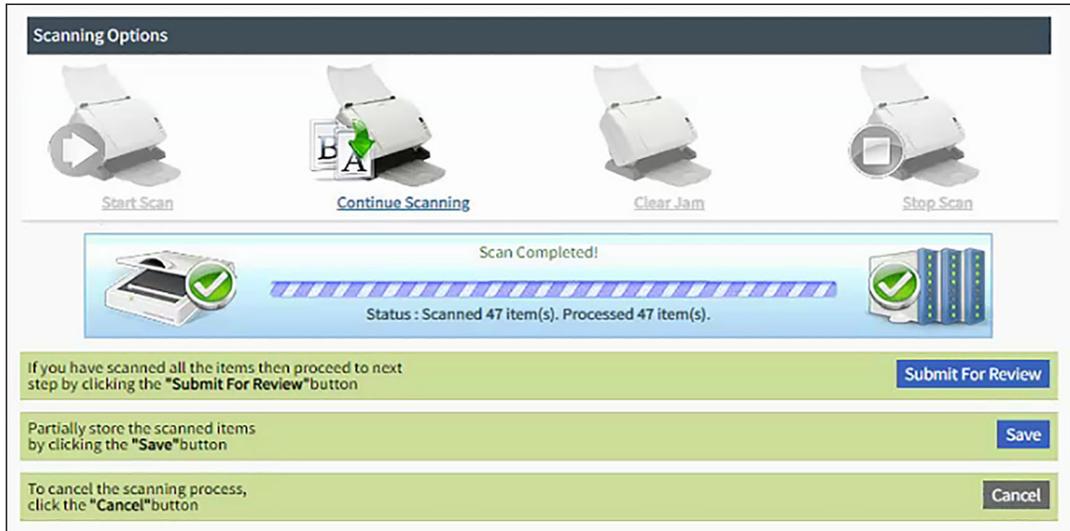


Click the “Start Scan” icon. As you are scanning your items, the screen looks as illustrated below:



Scanning Documents

When you have sent the last item through the scanner you will be prompted to choose your next action:



To add additional items to your batch, place them in the scanner and choose continue scanning. All items in the batch must be work for the same type batch mode.

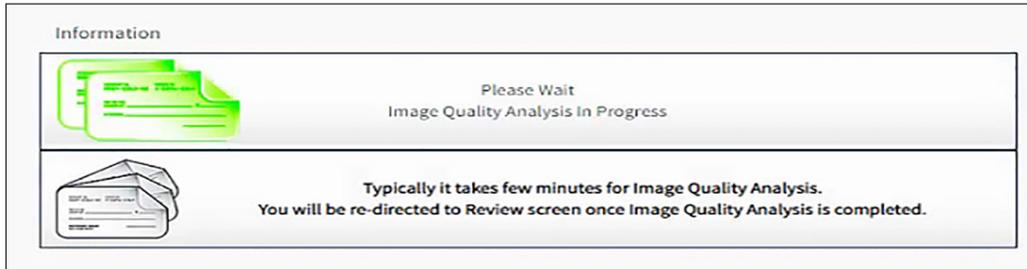
If an item is jammed in the track, the Clear Jam icon becomes active. Click the "icon" to release the jammed item, which may then have to be re-scanned. To stop the scanning process without proceeding any further, click the "Stop Scan" icon.

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".

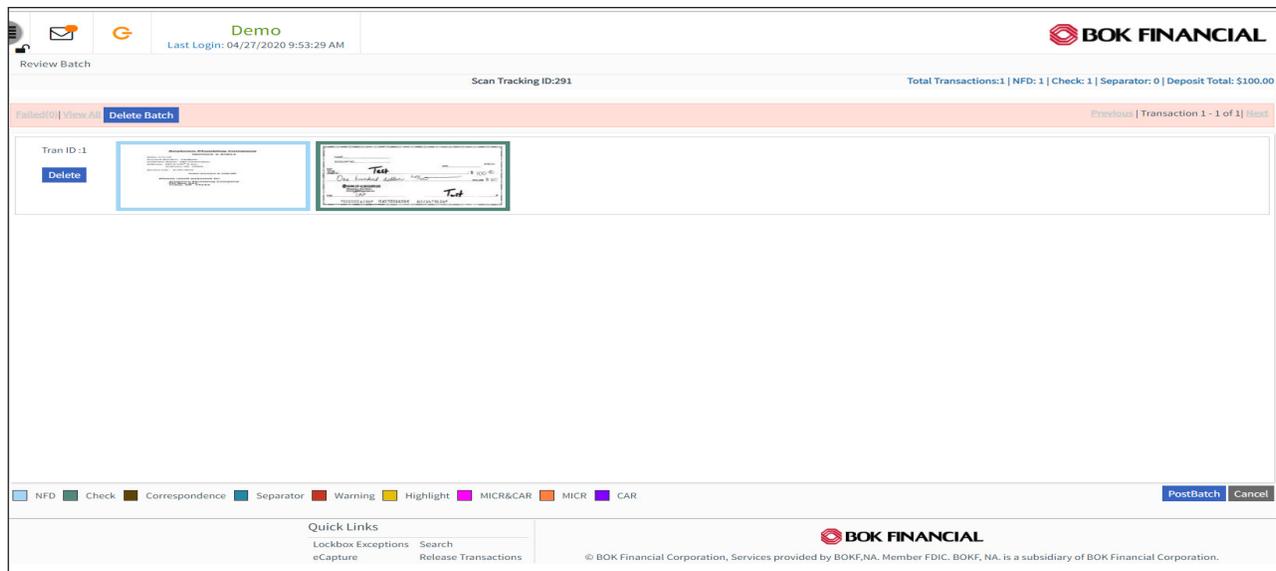
Note: eCapture items must be submitted two hours prior to the lockbox deposit cutoff time to have them included in that day's deposit.

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. The following message displays while the IQA tests are performed:



When the IQA tests are complete, the Review Batch screen is displayed. From this screen you may correct the scanlines of items, insert, delete, or rescan 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.).



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 (Non Financial Document) items (i.e. stubs or invoices), checks, and transaction separators contained in the batch.

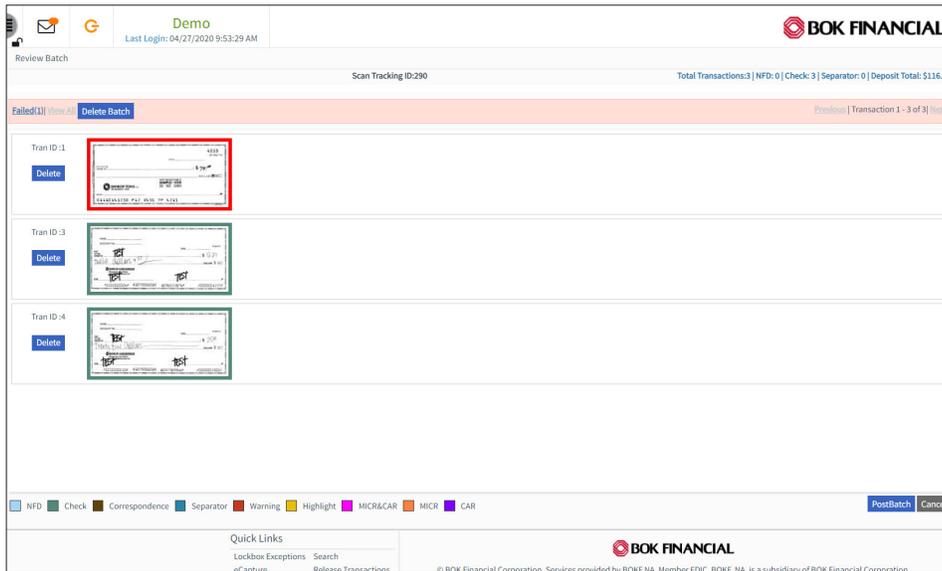
Deposit total will be reflected in the upper right. If that differs from your total you can open the thumbnails prior to submitting the batch and correct the CAR (courtesy amount read) on the check which will correct the total.



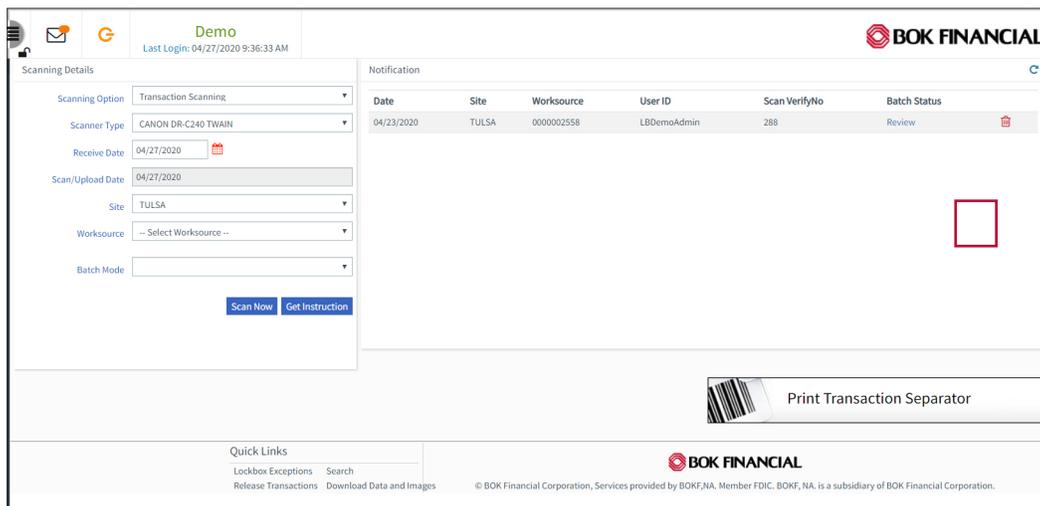
Review

Below the top line is a line that displays the number of items that failed the IQA tests, if any, and also allows scrolling among the transactions if there are more transactions than will fit on one screen.

You may limit the display to only the items that failed the IQA tests by clicking on the “IQA Failed” link in the upper left of the screen. To return the display to all items, click the “View All” link.



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. You may also delete the entire batch from the review screen.



Review

The background color of the thumbnails will differentiate the items for quick reference:

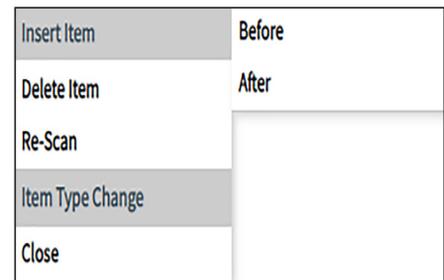
- **NFD:** The blue background represents Non Financial documents such as invoices, stubs or correspondence that are included with a check in a transaction.
- **Check:** The green background represents a check item.
- **Correspondence:** The brown background represents correspondence that is scanned in a correspondence only batch.
- **Separator:** The teal background represents a transaction separator.
- **Warning:** The red background represents an item that needs attention for any reason. Duplicate detection is common. Duplicate detection is set to 30 days
- **Highlight:** The yellow background appears when you hover the mouse over an item.
- **MICR&CAR:** The bright pink background represents both MICR line issues and CAR issues. CAR = Courtesy Amount Read.
- **MICR:** The orange background represents MICR line issue detected.
- **CAR:** The purple background represents Courtesy Amount Read issue detected.



Right Click Menu

If you right click a thumbnail, a menu appears that allows you to perform some common operations on the document. The contents of the menu will vary by the type of document, type of batch and the document's position in the batch. The most common right click menu is illustrated below.

- **Insert Item:** This allows you to scan a new item which will be inserted before the highlighted item. You will return to the scan page. Place item in the scanner and insert using the thumbnail commands.
- **Delete Item:** This allows you to delete the highlighted item. You are prompted to confirm.
- **Re-Scan:** This allows you to re-scan the highlighted item. You will return to the scan page.
- **Item Type Change:** This allows you to change the type of item; it displays a sub-menu with the allowable choices. For instance, is used when the system reads an item incorrectly. Ex: a check may be changed to a NFD if interpreted incorrectly and vice versa.
- **Close:** Closes the right click menu.



Review

Below the enlarged document image are fields containing the relevant information for the document. The check amount can be modified if needed on the check; however, the MICR information cannot be updated. In addition, NFD documents do not have any input capability. Right hand side of the screen is a series of icons, which are described below:



Click this icon to rotate the image 90 degrees.



Click this icon to save the rotated/flipped view of the image. 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.



Click this icon to flip the image (front to back, back to front).



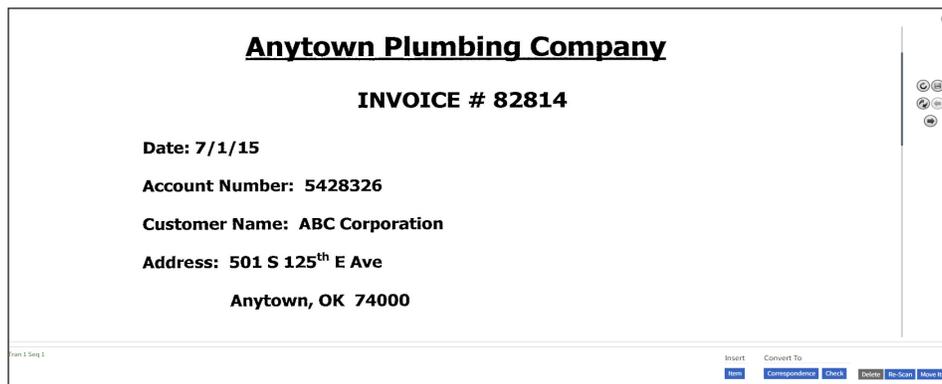
Click this icon to display the previous document image.



Click this icon to display the next document image.

The bottom of the screen displays the transaction number and sequence number of the item, the reason why the item needs attention, if applicable, and a series of buttons that duplicate the functions of the right click menu. Click the “x” at the top right to close the full screen window and return to the thumbnail view. If you have not saved a rotated/flipped view of the image, the prompt shown above is displayed.

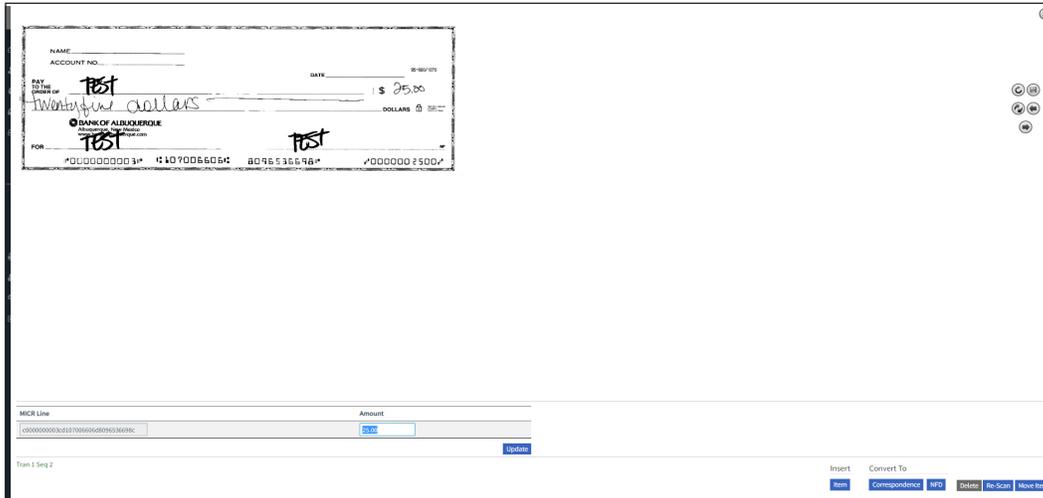
NFD Image



NFD images have no fields to be corrected, but the image display can be changed using the icons at the lower right of the screen.

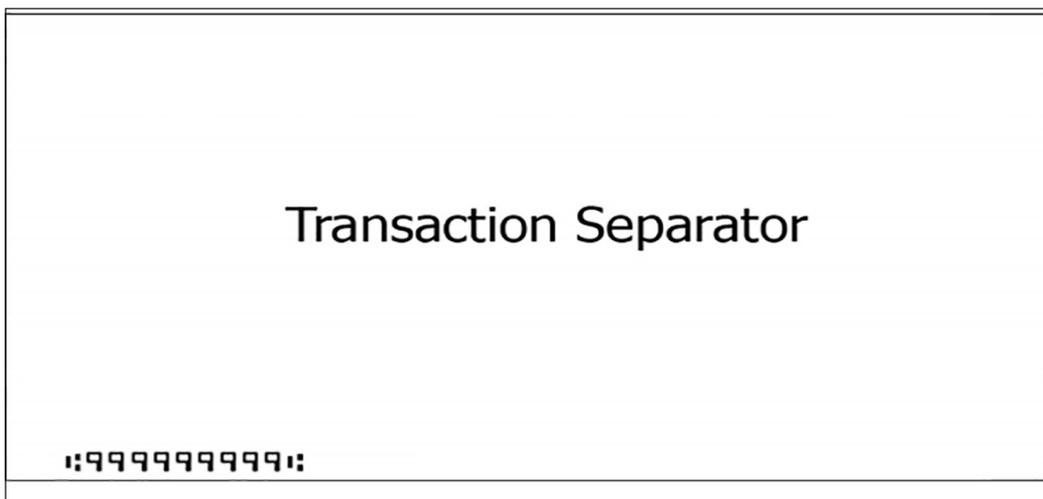
Review

Check Image



Check images display fields for the MICR Line and Amount as read by the scanner. You may only edit amount. Click “Update” to save your changes. If you close the window or proceed to another image without clicking Update, your changes are not saved.

Transaction Separator Image



Transaction Separator images have no fields to be corrected, but the image display can be changed using the icons at the lower right of the screen.

Review

Posting a 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. When the batch is posted successfully, a confirmation window appears containing the batch information.

CONFIRMATION RECEIPT			
 278			
Confirmation Number:	278		
User ID:	LBDemoAdmin		
Site:	TULSA		
Worksource:	Demo Account		
Location:			
Batch Mode:	Image PageWorks		
Receive Date:	04/15/2020		
Scan Date & Time:	04/15/2020 04:13:27 PM		
No. of Transactions:	1		
No. of Checks:	7		
No. of Stubs:	1		
No. of Other Documents:	0		
<input type="button" value="Print"/> <input type="button" value="Cancel"/>			

Click “Print” to print the message or “Cancel” to return to the home screen. If you click the “Post Batch” button and a batch has unresolved issues, the batch will not post and a message appears that indicates the problems encountered:

new.remitview.bokf.com says

Following transaction(s) contains duplicate check(s).

Transaction number(s):1.

Review

Batch Search

Administrators will have a Batch Search menu choice that displays the Batch Search screen, from which they can locate the batch they need to examine. A series of Search Criteria in the upper portion of the screen can be used to help locate the desired batch. Drop-down lists are provided to choose a SiteID, WorkGroup, LockBox, and BatchMode.

A calendar icon is provided to search by Scan Date. The current date is the default. If the administrator knows the actual confirmation id (batch number) of the batch, that can be entered in the ConfirmationID field.

NOTE: If the ConfirmationID field is used, make sure the Scan Date is set to the correct date.

When any desired search criteria are set, click the “Filter” button to display all the batches that match the search criteria. The “Reset” button resets all criteria to the default settings.

Search Doc Type

Search Criteria

SiteID: TULSA

WorkGroup: DEMO ACCOUNT

Worksource: Demo Account

Scan Date: 04/15/2020

ConfirmationID:

Property: -- Select Property --

BatchMode: Checks Only

[Filter](#) [Reset](#)

Search Result

S.No	Confirmation ID	Scan Date	User ID	Site ID	Location	Worksource	Property	Batch Mode	Batch Status
1	283	04/15/2020	LBDemoAdmin	1	0	0000002558	0	3	Review
2	279	04/15/2020	LBDemoAdmin	1	0	0000002558	0	3	Review

Each row represents one previously scanned batch. For each batch, the row displays the S.No (the sequence number in which the batch was scanned on that processing date), Confirmation ID (Scan Tracking ID or batch number), Scan Date, User ID of the operator who scanned the items, Site ID, Location, LockBox, numeric Batch Mode and the current Batch Status.

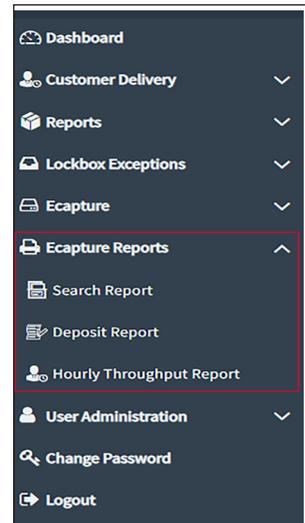
Reports

A series of reports are available in eCapture. To begin, click “eCapture Reports” from the Main Menu on the Dashboard. The reports window is displayed. The left panel “Main Menu” allows you to select a report. The right panel allows you to enter or select the values for the report’s filter parameters. The report selection process is common for all reports:

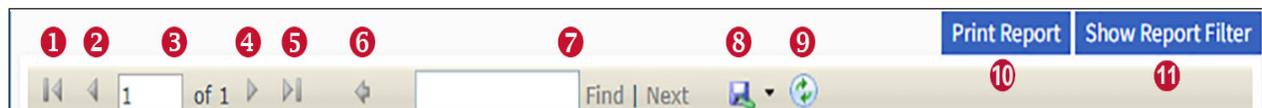
1. Select a report name in the reporting Main Menu.
2. Select or key in the report parameters.
3. Click “View Report”.

The report will be displayed on your monitor. From the report window, click the “Show Report Filter” button to return to the report selection window.

NOTE: The report “From Date” to “To Date” should not be more than 31 days. Also, to view the entire report you may need to modify the size of the report.



The report preview screen has a tool bar at the top whose buttons are, from left to right:



1. Go to the first page of the report.
2. Go to the previous page of the report.
3. Type in a page number and press “Enter” to go to a specific page.
4. Go to the next page of the report.
5. Go to the last page of the report.
6. Go Back To Parent Report - not currently used.
7. 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”.
8. Export the report to a file. You are prompted for a format via a drop-down menu. Depending on your selection, you are prompted to either open the file for viewing in the chosen format or save it to a file.
9. Refresh the data on screen to include the most current data.
10. Print the report. A typical printer dialog box is displayed.
11. Click this to close the report preview and return to the originating report request screen.

Reports

NOTE: The following sections show a representative sampling of the reports that are available. Your system may show a slightly different selection list on the Main Menu.

Search Report

An item-level search report is available from the menu choice “Search Report”. The Search Report Item Details 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 Search Report:

1. Select a “Site” and “WorkSource” from the drop-down lists.
2. Enter the “From Date” and “To Date” or click the icon to display a calendar for date selection.
3. Optionally enter a “Confirmation No” (batch number) and “User ID”.
4. Click “View Report” to display the report.

NOTE: The report “From Date” to “To Date” should not be more than 31 days; otherwise, the following message will display.

NOTE: Items scanned in credit card mode will not be visible in eCapture, but can be seen in Remitview after they have been masked.

View Images	Fullpage Image View	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
				03/24/2020	253	5	0	0	Review
				03/24/2020	254	2	0	0	Transmitted to Lockbox
				03/24/2020	255	2	0	1	Transmitted to Lockbox
				03/24/2020	257	7	0	0	Review
				03/24/2020	258	7	0	2	Review
				03/24/2020	259	4	0	0	Review
				03/26/2020	261	6	0	0	Transmitted to Lockbox
				04/13/2020	264	9	0	0	Review
				04/13/2020	265	1	0	1	Review
				04/15/2020	278	7	0	1	Transmitted to Lockbox
				04/15/2020	279	3	0	0	Review
				04/15/2020	283	44	0	0	Review
Due To PCI Compliance No Image Can Be Displayed				04/15/2020	286	1	1	0	Review

Reports

Click in the “View Images” or “Full Page Image View” column of a batch to view the “Search Report Item Details” screen. Users who only scan checks will want to use “View Images” while users with full page imaging will want to use “Full Page Image View”. The report shows batch level details such as User Id, Worksource, Date Scanned, the numbers of checks and stubs and the Confirmation Number (batch number). The images of the batch items are also shown with their details, such as the transaction number, the unique item id number, the MICR line for checks and the current status of the item.

Search Report Item Details				Page No: 1/2
ConfirmationNo	265	UserId	LBDemoAdmin	
ProcessDate	04/13/2020	NumberOfChecks	1	
NumberOfStubs	0	NumberOfOtherDocuments	1	
Worksource	Demo Account	ScanDate	04/13/2020	
TranNo	1	ItemId	1690	
ItemStatus	Not Transmitted to Lockbox			

Anytown Plumbing Company

INVOICE # 82814

Date: 7/1/15

Account Number: 5428326

Customer Name: ABC Corporation

Address: 501 S 125th E Ave
Anytown, OK 74000

Service Call - 6/25/2015

Total Invoice \$ 150.00

Please remit payment to:

Anytown Plumbing Company
PO Box 443
Tulsa, OK 74101

Click in the “View Data” column of a batch to view a “Search Report Item Details”, showing the details of the selected batch, with 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.

NOTE: This report is a batch level report.

Reports

Process Date: 04/13/2020		Search Report Item Details										Page No: 1/1			
Doc Type	Confirmation No	Tran No	Item Id	Receive Date	Scanned Date	Scanned Time	Scanned Amount(\$)	Deposited Amount(\$)	Status	Reject Reason	Deposited Date	Deposited Time	Control Total (\$)	Total Check Count	User ID
Full Page	265	1	1690	04/13/2020	04/13/2020	12:00:00 AM	0.00		Not Transmitted to Lockbox				0.00	0	LBDemoAdmin
Check	265	1	1691	04/13/2020	04/13/2020	12:00:00 AM	10.00		Not Transmitted to Lockbox				0.00	0	LBDemoAdmin
Total							\$10.00	\$0.00							

	# of Checks	# of Stubs	# of Other Documents	Scanned \$ Amount	Deposited \$ Amount
TOTAL	1	0	1	10.00	0.00
Deposited	0	0	0	0.00	0.00
Processed	0	0	0	0.00	0.00
Transmitted to Lockbox	0	0	0	0.00	
Not Transmitted to Lockbox	1	0	1	10.00	

Deposit Report

The 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 and submitted amounts.

To view the Deposit Report:

1. Select a "Site" and "WorkSource" from the drop-down lists.
2. Enter a "Process Date" or click the icon to display a calendar for date selection.
3. Optionally enter a "Confirmation No" (batch number) and "User Id".
4. Click "View Report" to display the report.

Deposit Report

Site:

WorkSource:

Process Date: 📅

Confirmation No:

NOTE: This report is a recap of the scanned batches submitted for deposit.

Deposit Report										
Confirmation #	Worksource	Tran No	Item Id	Receive Date	Scanned Date	Scanned Time	Scanned Amount	User ID	Status	
278		1	1804	04/15/2020	04/15/2020	12:00:00 AM	\$200.60	LBDemoAdmin	Transmitted to Lockbox	
		1	1805	04/15/2020	04/15/2020	12:00:00 AM	\$16.46	LBDemoAdmin	Transmitted to Lockbox	
		1	1807	04/15/2020	04/15/2020	12:00:00 AM	\$122.94	LBDemoAdmin	Transmitted to Lockbox	
		1	1808	04/15/2020	04/15/2020	12:00:00 AM	\$4.18	LBDemoAdmin	Transmitted to Lockbox	
		1	1809	04/15/2020	04/15/2020	12:00:00 AM	\$5.00	LBDemoAdmin	Transmitted to Lockbox	
		1	1810	04/15/2020	04/15/2020	12:00:00 AM	\$4.51	LBDemoAdmin	Transmitted to Lockbox	
		1	1811	04/15/2020	04/15/2020	12:00:00 AM	\$10.00	LBDemoAdmin	Transmitted to Lockbox	
	Sub Total						\$363.71			
279		1	1812	04/15/2020	04/15/2020	12:00:00 AM	\$4.57	LBDemoAdmin	Transmitted to Lockbox	
		2	1813	04/15/2020	04/15/2020	12:00:00 AM	\$10.00	LBDemoAdmin	Transmitted to Lockbox	
		3	1814	04/15/2020	04/15/2020	12:00:00 AM	\$5.00	LBDemoAdmin	Transmitted to Lockbox	
	Sub Total						\$19.57			
283		2	1851	04/15/2020	04/15/2020	12:00:00 AM	\$25.06	LBDemoAdmin	Transmitted to Lockbox	
		3	1852	04/15/2020	04/15/2020	12:00:00 AM	\$71.13	LBDemoAdmin	Transmitted to Lockbox	
		4	1853	04/15/2020	04/15/2020	12:00:00 AM	\$65.79	LBDemoAdmin	Transmitted to Lockbox	
		5	1854	04/15/2020	04/15/2020	12:00:00 AM	\$564.31	LBDemoAdmin	Transmitted to Lockbox	
		6	1855	04/15/2020	04/15/2020	12:00:00 AM	\$40.78	LBDemoAdmin	Transmitted to Lockbox	
		7	1856	04/15/2020	04/15/2020	12:00:00 AM	\$100.00	LBDemoAdmin	Transmitted to Lockbox	
		8	1857	04/15/2020	04/15/2020	12:00:00 AM	\$1,171.08	LBDemoAdmin	Transmitted to Lockbox	
		9	1858	04/15/2020	04/15/2020	12:00:00 AM	\$20.00	LBDemoAdmin	Transmitted to Lockbox	
		10	1859	04/15/2020	04/15/2020	12:00:00 AM	\$77.59	LBDemoAdmin	Transmitted to Lockbox	



Reports

Audit Report

The Audit Report displays a log of all actions that were performed at a particular location on the selected date.

To view the Audit Report:

1. Click the “Search Report” button from the main report menu.
2. Then select “Audit” for the selected batch.

Click in the “View Audit” column of a batch to view the Audit details screen which shows login details such as log Id, batch no, user Id, login date time, action done, log text and machine Id.

From: 04/01/2020		To: 04/17/2020		Search Report			Page No: 1/1		
View Images	Fullpage Image View	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
				04/13/2020	264	9	0	0	Review
				04/13/2020	265	1	0	1	Review
				04/15/2020	278	7	0	1	Transmitted to Lockbox
				04/15/2020	279	3	0	0	Review
				04/15/2020	283	44	0	0	Review
Due To PCI Compliance No Image Can Be Displayed				04/15/2020	286	1	1	0	Review

Process Date: 04/13/2020		Audit Reports			Page No: 1/1	
Log Id	User Id	Log Datetime	Action	Logtext	Machine Id	
361690	LBDemoAdmin	4/13/2020 9:41:46 AM	BatchCreation	Batch Created: Batch Id - 265	172.30.4.57	
361691	LBDemoAdmin	4/13/2020 9:41:52 AM	BulkScanDocumentsInsertion	ImageDocID - 1645 and ItemId - 1690 of Batch 265 added successfully	172.30.4.57	
361692	LBDemoAdmin	4/13/2020 9:41:52 AM	BulkScanDocumentsInsertion	ImageDocID - 1646 and ItemId - 1691 of Batch 265 added successfully	172.30.4.57	
361693	LBDemoAdmin	4/13/2020 9:41:58 AM	BatchUpdation	Batch ID - 265 Status - submitforreview	172.30.4.57	
361694	LBDemoAdmin	4/13/2020 9:42:01 AM	ReviewPage loaded	ProcessMode:2~BatchMode:21~Location:0~WorkSource:000002558~User:LBDemoAdmin~Track:CANON DR-C240 TWAIN	172.30.4.57	
361701	LBDemoAdmin	4/13/2020 9:42:33 AM	UnLockBatch	UnLockBatch	172.30.4.57	
361702	LBDemoAdmin	4/13/2020 9:42:33 AM	ReviewPage loaded	ProcessMode:2~BatchMode:21~Location:0~WorkSource:000002558~User:LBDemoAdmin~Track:CANON DR-C240 TWAIN	172.30.4.57	

Reports

Hourly Throughput Report

The Hourly Throughput Report displays the hour-by-hour time range of items that were scanned for the selected date. You may view the items in detail by clicking a time range link. It shows the detail of items scanned and total amount deposited.

To view the Hourly Throughput Report:

1. Select a "Site" and "WorkSource" from the drop-down lists.
2. Enter the "Process Date" or click the icon to display a calendar for date selection.
3. Click "View Report" to display the report.

Hourly Throughput Report

Site: TULSA

WorkSource: All Worksources

Process Date: 04/15/2020

Channel: Search All

Time Count	No Of Locations	Checks Scanned	Total Check Amount(\$)
Before 08:00 AM	0	0	0.00
08:00 AM to 09:00 AM	0	0	0.00
09:00 AM to 10:00 AM	0	0	0.00
10:00 AM to 11:00 AM	0	0	0.00
11:00 AM to 12:00 PM	0	0	0.00
12:00 PM to 01:00 PM	0	0	0.00
01:00 PM to 02:00 PM	0	0	0.00
02:00 PM to 03:00 PM	0	0	0.00
03:00 PM to 04:00 PM	0	0	0.00
04:00 PM to 05:00 PM	1	54	4,948.30
05:00 PM to 06:00 PM	1	1	10.00
After 06:00 PM	0	0	0.00
Total:	2	55	4,958.30

Click a time range link in the "Time Count" column to view the activity by branch for the chosen time range.

Initial Install

Upon first accessing the system, it will be necessary to install certain components to run the eCapture services on the website. In addition, it will be necessary to install drivers for each scanner model you will be using.

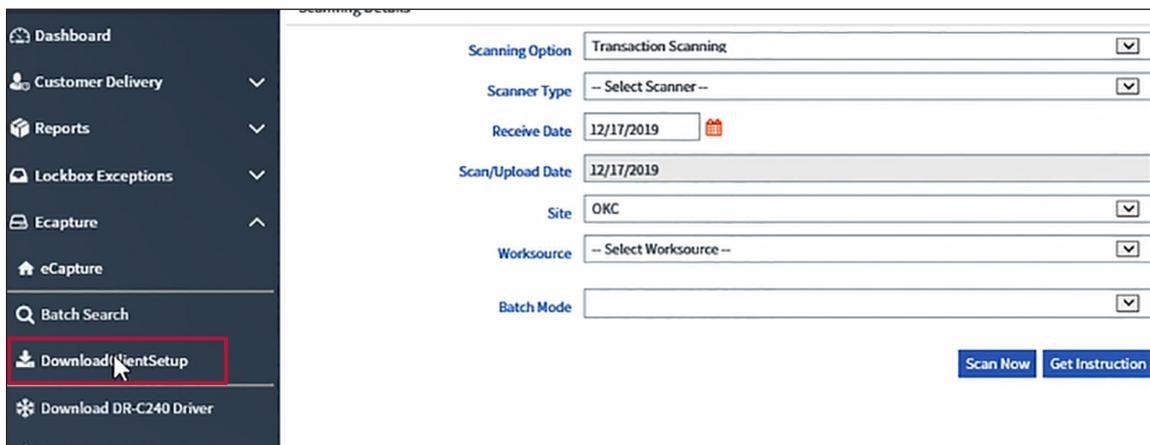
Website Components

The first time you log in to the system you will need to download the Client Setup.

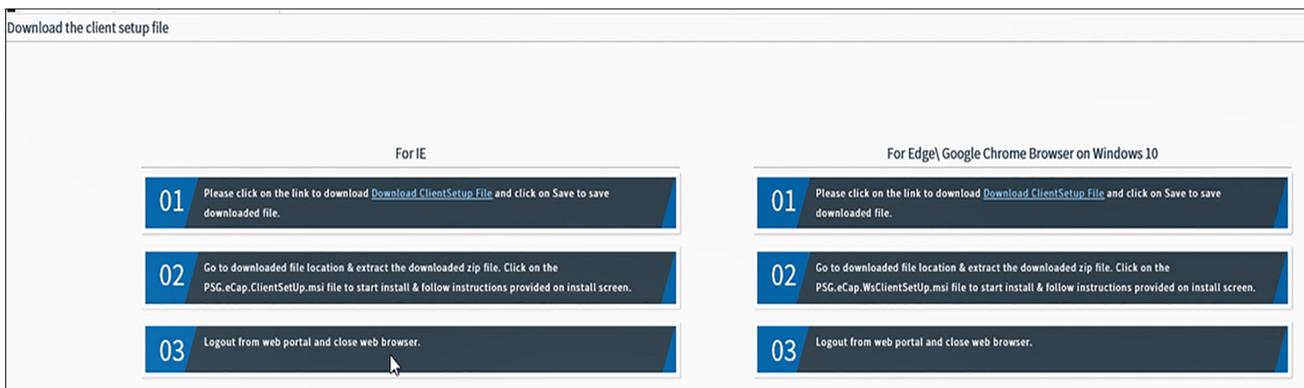
NOTE: To install the website components, you must have Administrator rights to the computer.

If you have an older version of the client installed, you must **uninstall** first before loading the new client.

Click “eCapture” from the left main menu then select “Download Client Setup”.

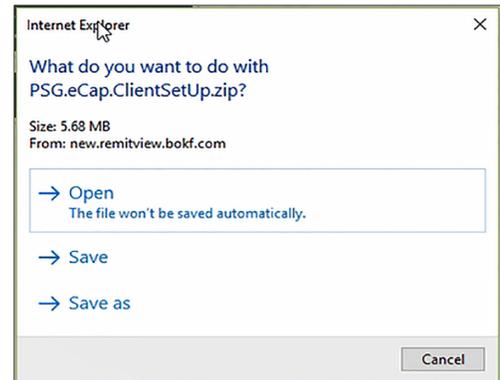


The “Download the client setup file” window is shown. Select the “Download Client Setup File” link in step one for the browser you intend to use. Edge/Google Chrome are the recommended browsers.

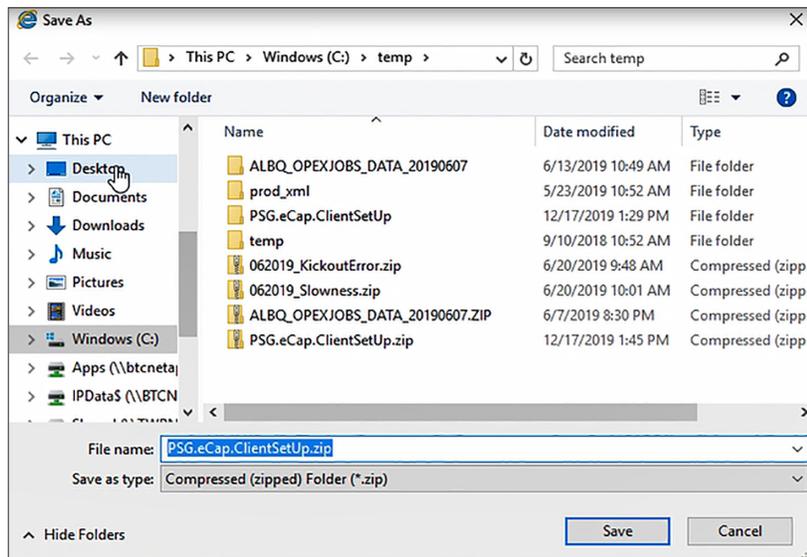


Initial Install

The “File Download” message window will display. Click “Save As”.



Select the desired download location and click “Save”.

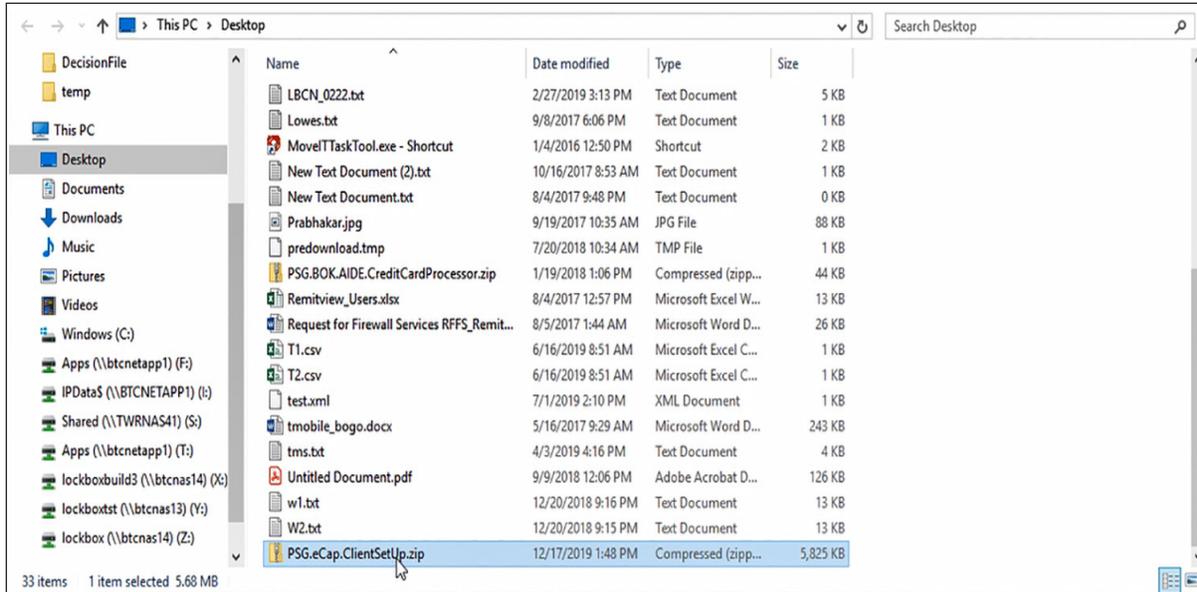


When the “Download complete” message is displayed, click “Open Folder”.

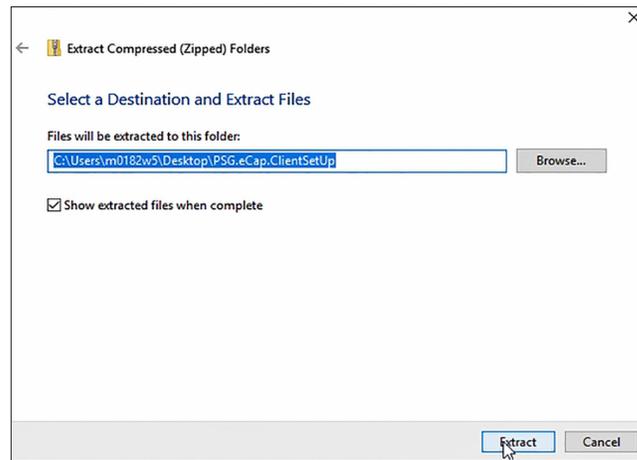


Initial Install

Windows File Explorer window will be displayed. Right click “PSG.eCap.ClientSetUp.zip” folder and select “Extract All”.



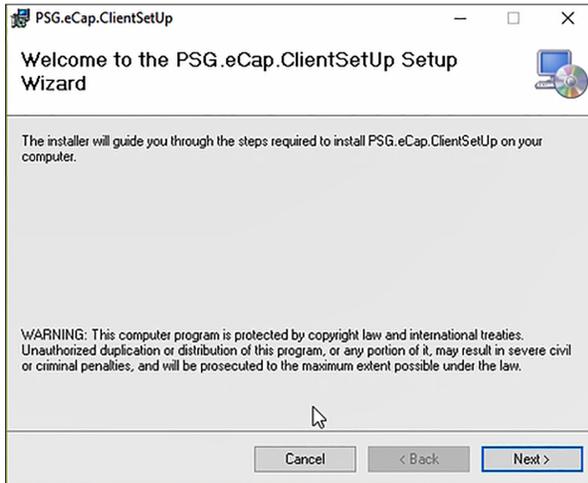
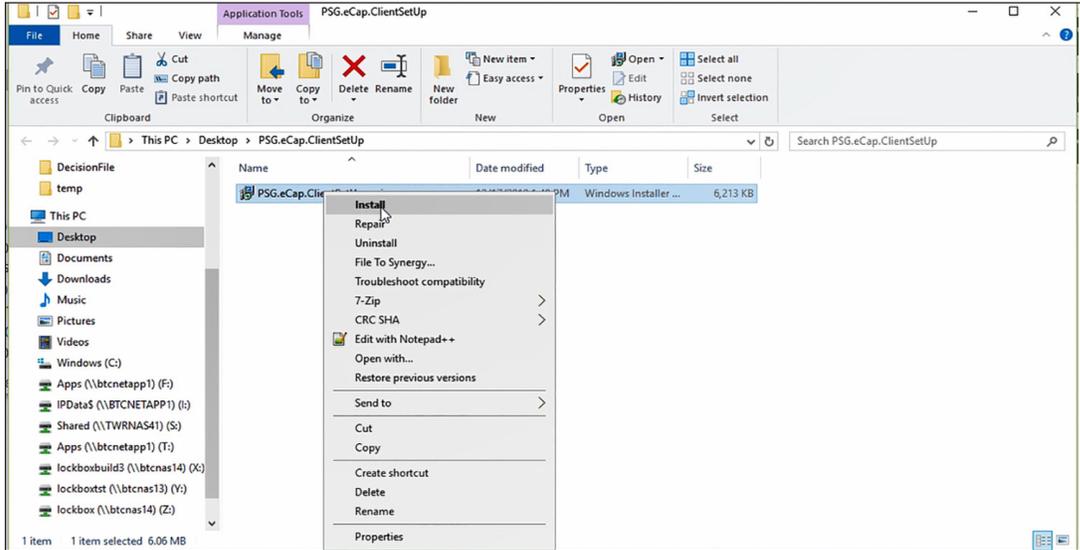
Browse and select the desired destination folder and click “Extract”.



Initial Install

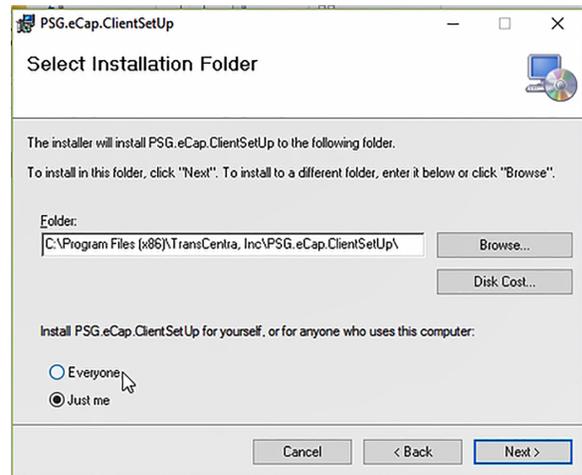
After the files have been extracted, the files will be displayed as shown below.

Right click on the “PSG.eCap.ClientSetUp.msi” file and then click “Install”.



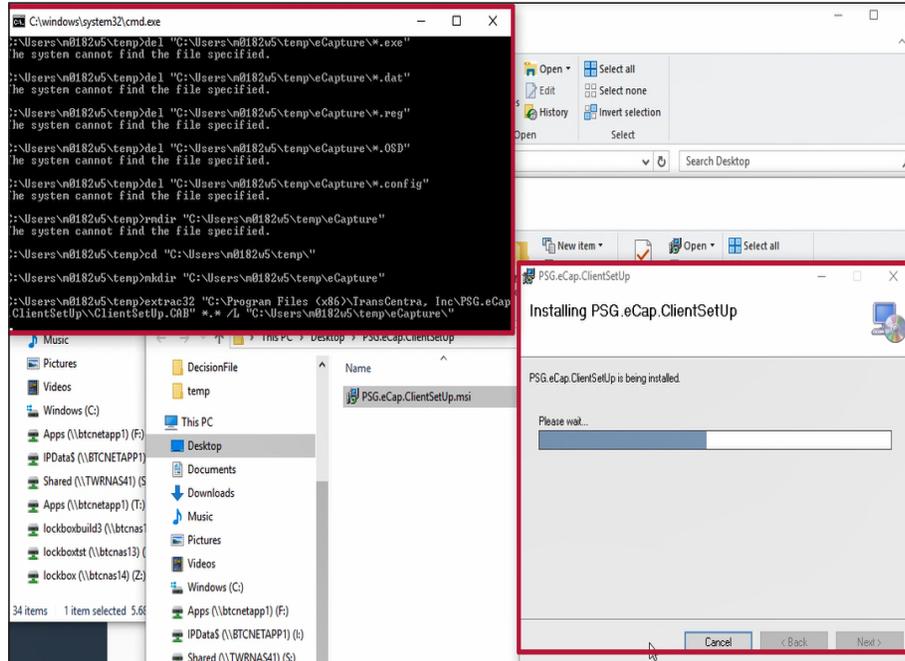
An Install Wizard program will now start running. Click “Next” to continue.

Select the radio button “Everyone” so the Client Setup will work for anyone who uses this PC. Click “Next” to continue.

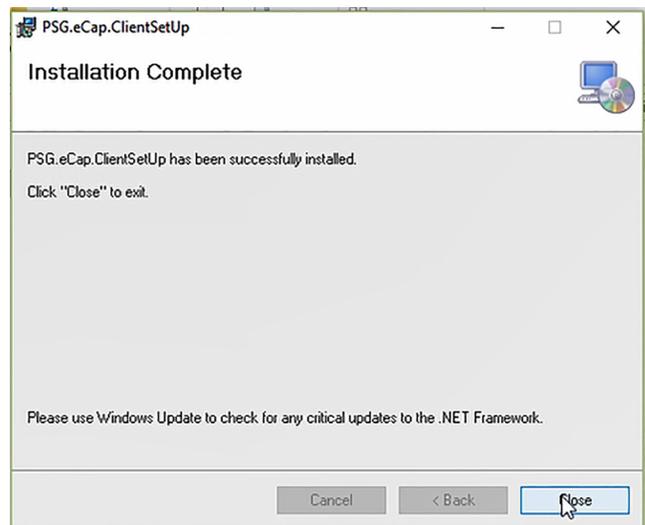


Initial Install

Click “Next” to the “Confirm Installation” and the install will begin. During the installation process, a window will be displayed running scripts as shown below.



When the installation is complete, the scripting window will close and you will receive an “Installation Complete”. Click “Close”. You may now close the Window File Explorer window and return to the RemitView website.

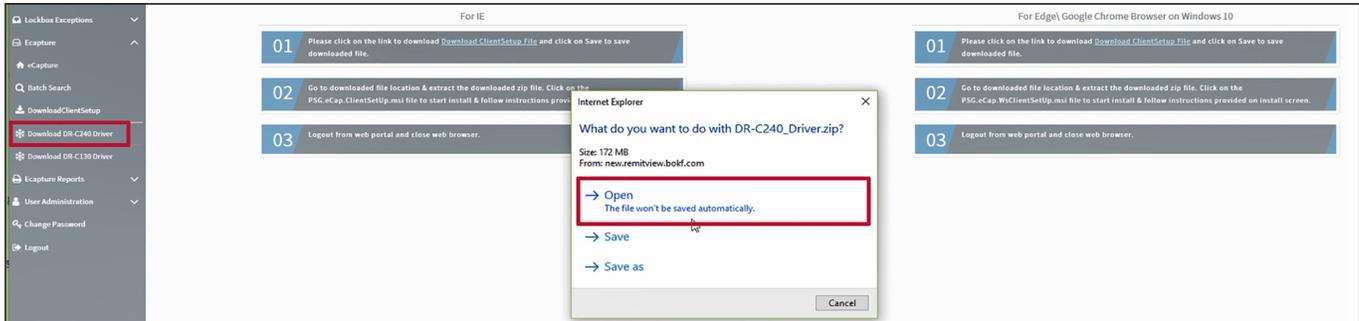


Initial Install

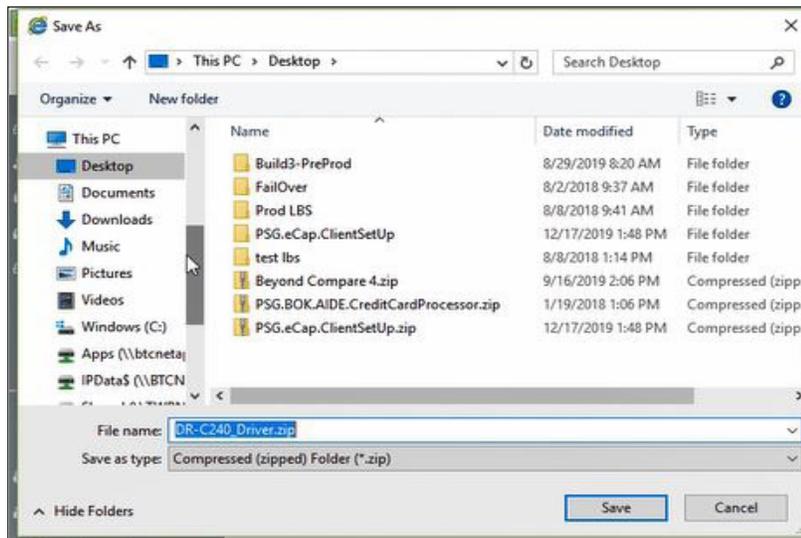
Scanner Driver Install

Scanner drivers are necessary to install in order to utilize the eCapture service. The drivers are located on the RemitView left main menu under eCapture.

Select either “Download DR-C240 Driver” or “Download DR-C130 Driver” based upon which scanner you are using. The install window opens, click “Save As”

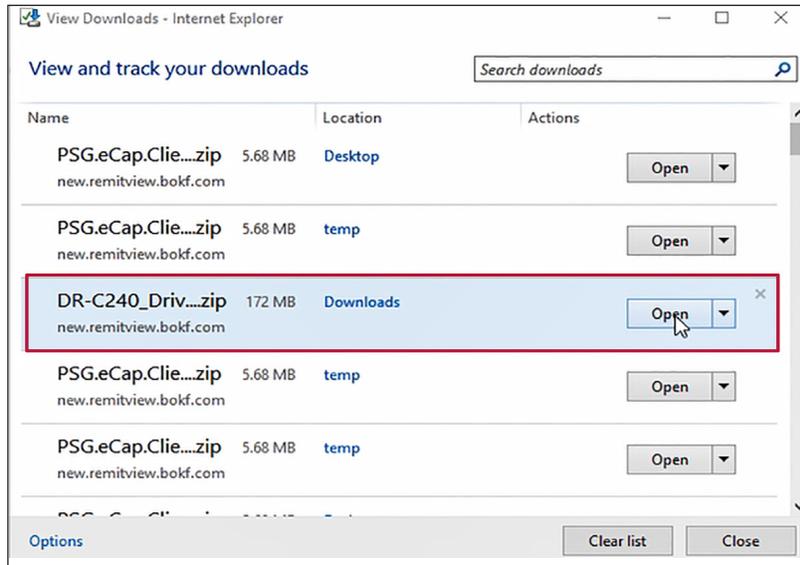


Browse and select the desired destination folder and click “Save”.

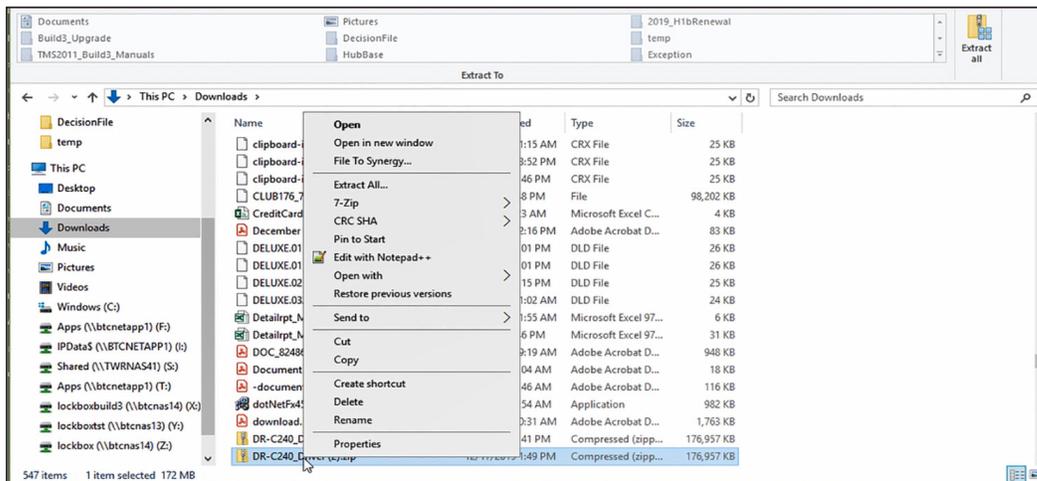


Initial Install

“Open” the scanner driver download zip file

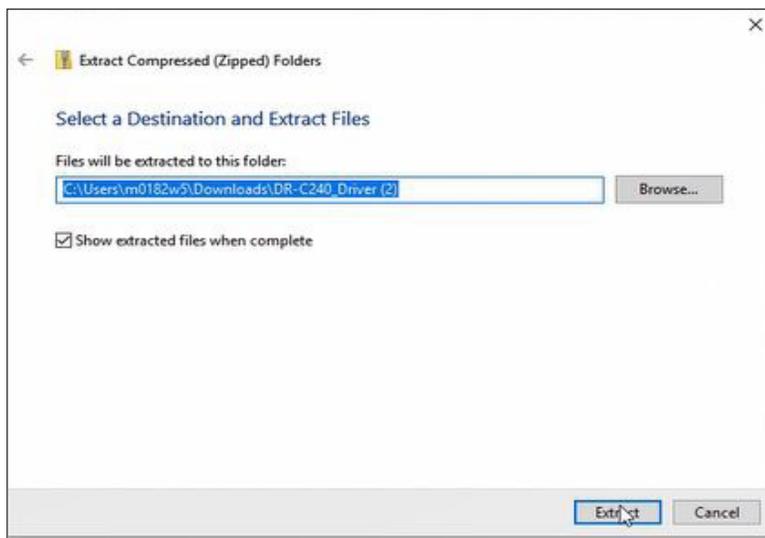


Click “Downloads” then right click scanner driver zip file and select “Extract All”.

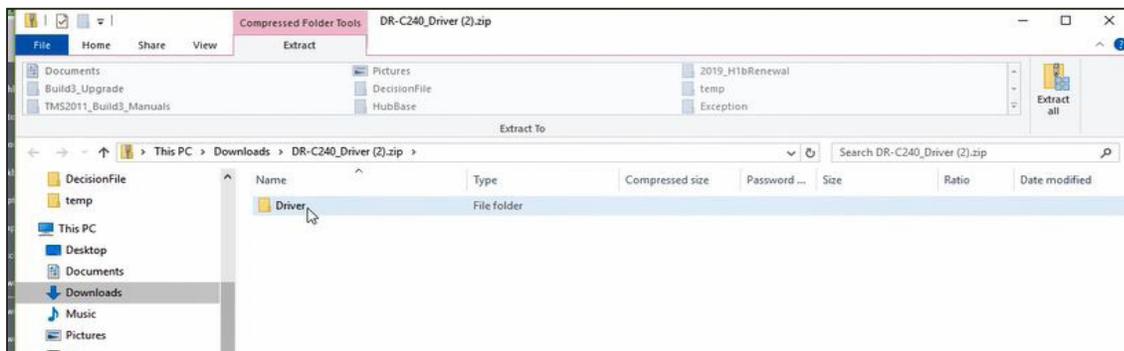


Initial Install

Browse and select the desired destination folder and click “Extract”.

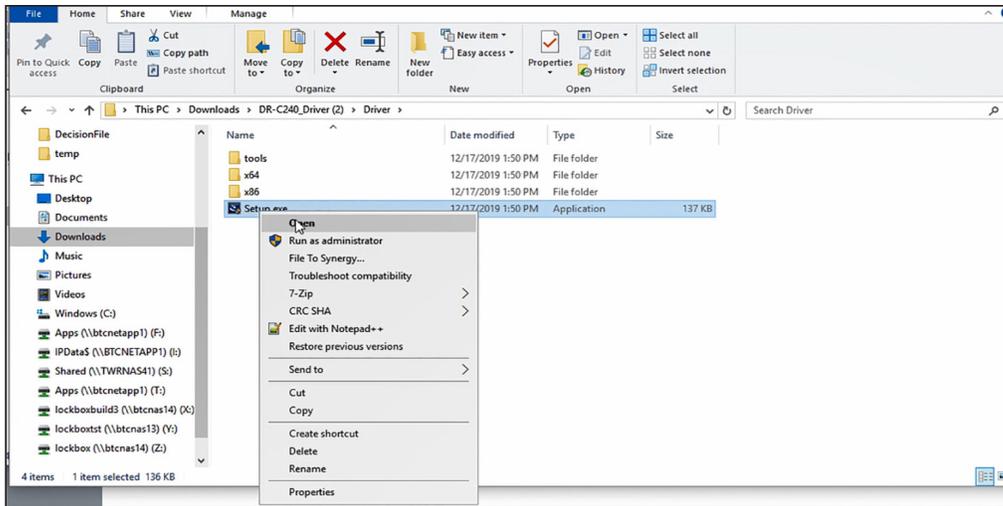


Double click “Diver” folder.

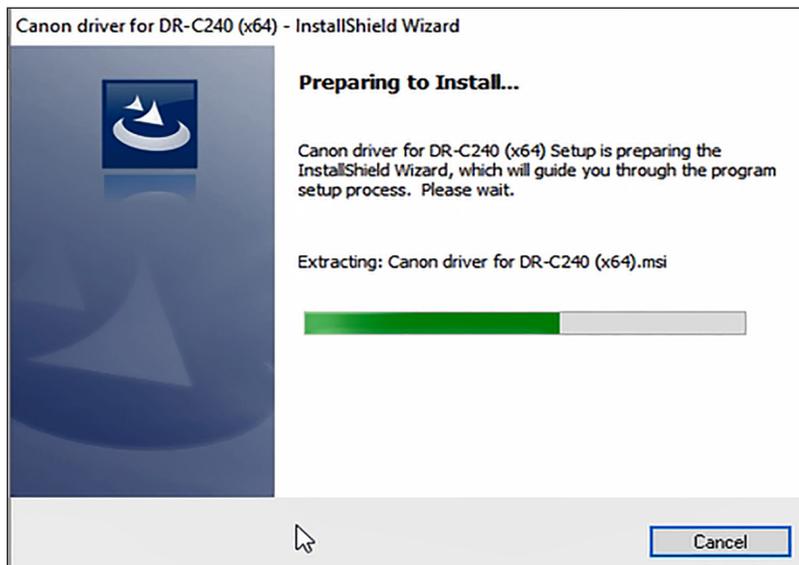


Initial Install

Right click "Setup.exe" and select "Run as Administrator" to begin the install

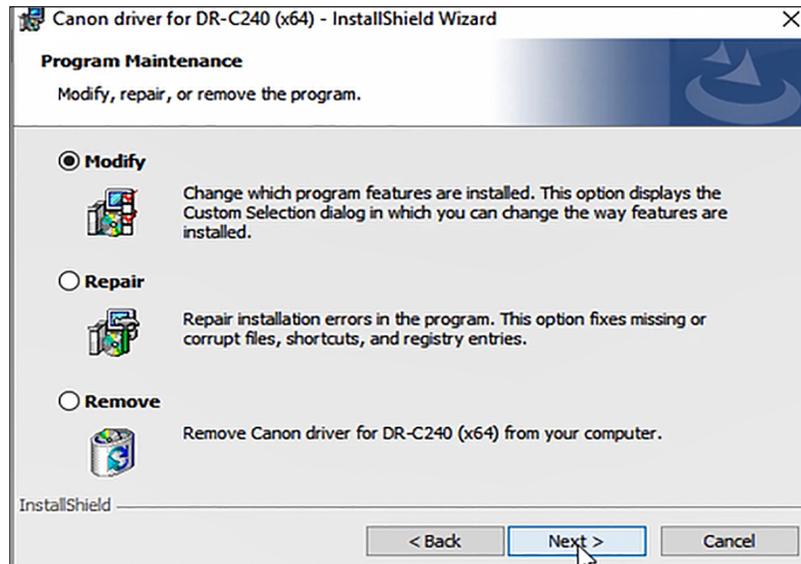


An Install Wizard program will now start running.



Initial Install

Click “Next” to continue through the process until the button changes to install. Then click “Install”.



The installation is now complete. Click “Finish”.

Log out of RemitView, log back in and begin scanning.

