

Commercial Advantage

Quick Reference Guide

# View Transaction Details and Images

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

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# Viewing Transaction Details

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

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

To view Transaction Details, from the home page:

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

Account Summary

Previous Day Current Day Account Groups Custom Reporting Transaction Search

\* The totals shown reflect the subset of items displayed in the current view.

USD Opening Ledger Closing Ledger  
(5) 10,986.12 9,437.39

Filter: Select fields

Account Number	Client Account Name	Post Date	Opening Ledger	Closing Ledger	Total Debit Amount	
x3	Demand Deposit	06/24/2022	10,875.76	9,373.88	1,501.88	0.00
x1	Demand Deposit	06/24/2022	4.63	4.63	0.00	0.00
x3	Demand Deposit	06/24/2022	72.84	62.34	10.50	0.00
x3	Demand Deposit	06/24/2022	-4.06	-4.06	0.00	0.00
x0	Demand Deposit	06/24/2022	36.95	0.60	36.35	0.00

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

☐ All Columns

<input type="checkbox"/> 1-Day Float	<input type="checkbox"/> 2 or More Days Float	<input type="checkbox"/> Account Name	<input checked="" type="checkbox"/> Account Number	<input type="checkbox"/> Account Type
<input type="checkbox"/> Bank Code	<input type="checkbox"/> Bank Country	<input checked="" type="checkbox"/> Client Account Name	<input type="checkbox"/> Closing Available	<input checked="" type="checkbox"/> Closing Ledger
<input type="checkbox"/> Currency	<input type="checkbox"/> IRA Curr Contributions	<input type="checkbox"/> Interest Rate	<input type="checkbox"/> Maturity Date	<input checked="" type="checkbox"/> Opening Ledger
<input checked="" type="checkbox"/> Post Date	<input checked="" type="checkbox"/> Total Credit Amount	<input type="checkbox"/> Total Credits	<input checked="" type="checkbox"/> Total Debit Amount	<input type="checkbox"/> Total Debits

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

Account Summary

Previous Day Current Day Account Groups Custom Reporting Transaction Search

\* The totals shown reflect the subset of items displayed in the current view.

USD Opening Ledger Closing Ledger  
(5) 10,986.12 9,437.39

Filter: Select fields

Account Number	Client Account Name	Post Date	Opening Ledger	Closing Ledger	Total Debit Amount	Total Credit Amount
x3	Demand Deposit	06/24/2022	10,875.76	9,373.88	1,501.88	0.00
x1	Demand Deposit	06/24/2022	4.63	4.63	0.00	0.00
x3	Demand Deposit	06/24/2022	72.84	62.34	10.50	0.00

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

First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 06/15/2022 09:10 AM

← [Account Name] - x3 [Account Number] - USD

View Another Account [x3 [Account Number] - USD]

✓ SUCCESSFUL

Filter Select fields Last 7 Days Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Debit/Credit	Amount	Transaction Detail	Bank Reference	Customer Reference
<input type="checkbox"/>	06/24/2022	CHECK PAID	Debit	660.50		0000000000	0000000000
<input type="checkbox"/>	06/24/2022	ATM DEBIT	Debit	-382.38	LOWE'S		
<input type="checkbox"/>	06/24/2022	ATM DEBIT	Debit	-200.00	MARKET		
<input type="checkbox"/>	06/23/2022	DEBIT (ANY TYPE)	Debit	-45.00	Transfer Internet 000000		
<input type="checkbox"/>	06/23/2022	ATM DEBIT	Debit	-82.08	IGA		

Viewing 1-10 of 17 records Display 10 per page Page 1 of 2

Cancel

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

First Citizens Bank Home Payments & Transfers Reporting Administration & Settings Help Last Login: 06/15/2022 09:10 AM

← [Account Name] - x3 [Account Number] - USD

View Another Account [x3 [Account Number] - USD]

✓ SUCCESSFUL

Filter Select fields Set As Default Last 30 Days Filters


<input type="checkbox"/> All	Post Date	Transaction Description	Transaction Detail	Customer Reference	Debit/Credit	Image
<input type="checkbox"/>	06/24/2022	CHECK PAID		0000000000	Debit	
<input type="checkbox"/>	06/24/2022	ATM DEBIT	LOWE'S		Debit	
<input type="checkbox"/>	06/24/2022	ATM DEBIT	MARKET		Debit	
<input type="checkbox"/>	06/23/2022	DEBIT (ANY TYPE)	Transfer Internet 000000		Debit	
<input type="checkbox"/>	06/23/2022	ATM DEBIT	IGA		Debit	
<input type="checkbox"/>	06/22/2022	ATM DEBIT	SPINX		Debit	

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Cancel

Save view

- All Transactions
- Checks Paid
- Last 30 Days
- Last 7 Days
- Previous Business Day
- Today

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

☐ All Columns

<input checked="" type="checkbox"/> Amount	<input type="checkbox"/> Bank Code	<input type="checkbox"/> Bank ID	<input type="checkbox"/> Bank Reference	<input type="checkbox"/> Client Account Name
<input checked="" type="checkbox"/> Customer Reference	<input checked="" type="checkbox"/> Debit/Credit	<input checked="" type="checkbox"/> Image	<input checked="" type="checkbox"/> Post Date	<input type="checkbox"/> Status
<input checked="" type="checkbox"/> Transaction Description	<input checked="" type="checkbox"/> Transaction Detail	<input type="checkbox"/> Type	<input checked="" type="checkbox"/> Value Date	

Update Cancel

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

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

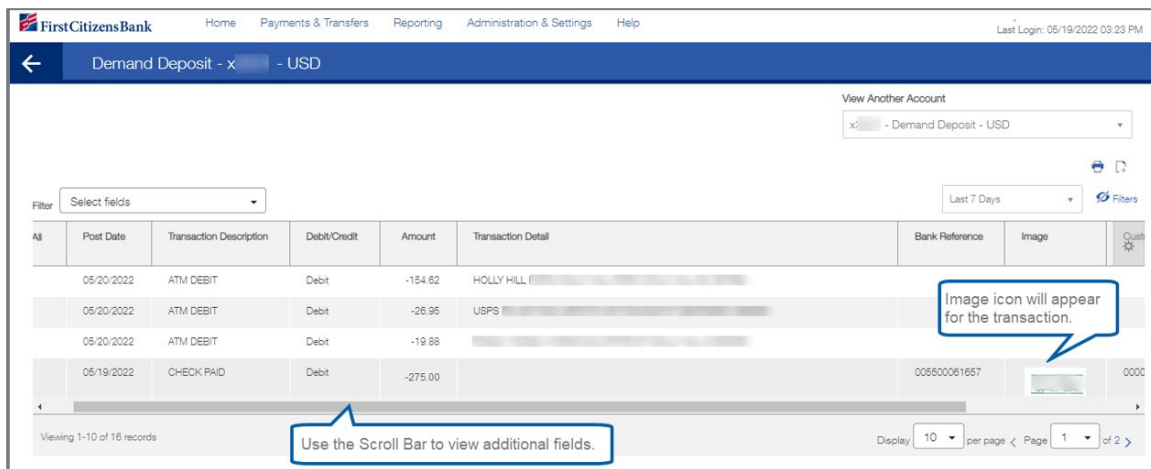
The screenshot shows the First Citizens Bank interface. At the top, there's a navigation bar with links: Home, Payments & Transfers, Reporting, Administration & Settings, and Help. The user is logged in as 'x3' on 06/15/2022 at 09:10 AM. Below the navigation bar, there's a 'View Another Account' section with a dropdown menu showing 'x3' and '- USD'. A green banner indicates a 'SUCCESSFUL' operation. Below this, there's a 'Filter' section with a 'Select fields' dropdown. A table of transactions is displayed with columns: All, Post Date, Transaction Description, Transaction Detail, Customer Reference, and Debit/Credit. The table shows several transactions from 06/22/2022 to 06/24/2022. To the right of the table, there's a 'Set As Default' button and a dropdown menu for 'Last 30 Days'. The dropdown menu is open, showing options: 'Test New View', 'All Transactions', 'Checks Paid', 'Last 30 Days', 'Last 7 Days', 'Previous Business Day', and 'Today'. A blue arrow points to the 'Test New View' option. At the bottom, there's a 'Cancel' button and a pagination bar showing 'Display 10 per page' and 'Page 1 of 10'.

# Viewing Transaction Images

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

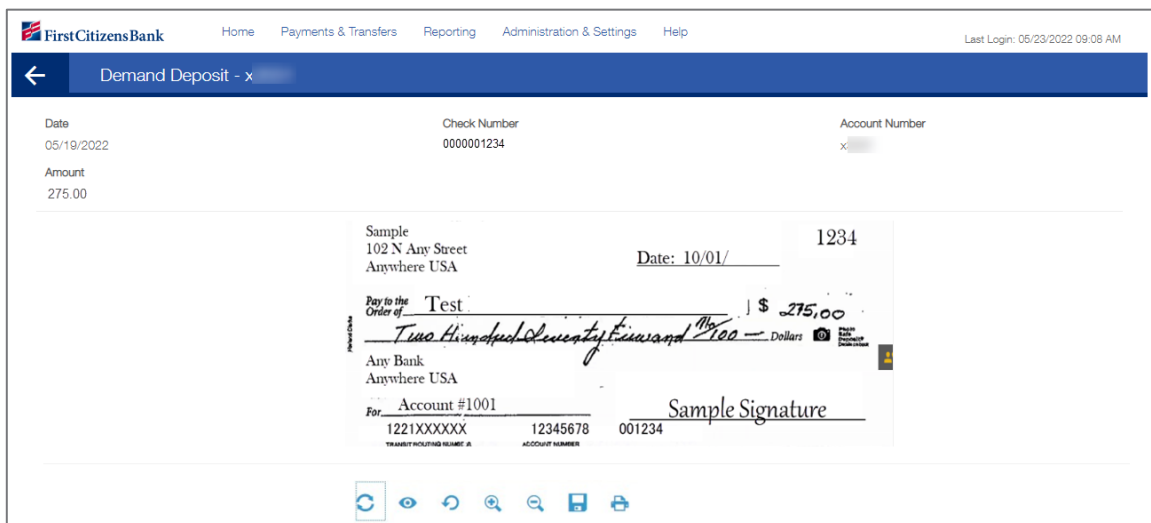
From the Home page:

1. Scroll down to the **Account Summary** widget.
2. Locate the account number and select. The **Transaction Detail** list will open.
3. Use the scroll bar to locate the **Image** column.



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

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

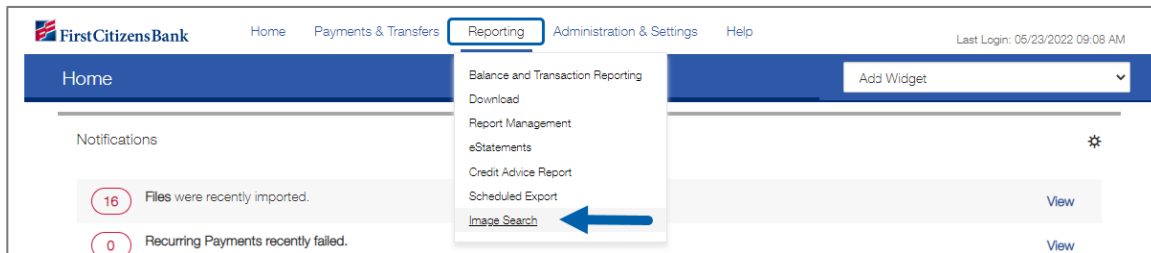


# Searching for Images

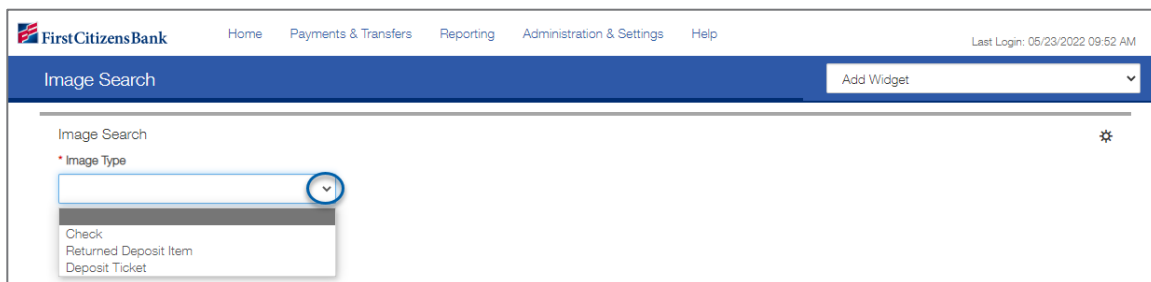
The Image Search feature provides options to search bank statements for check or deposit images.

From the home page:

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



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



## Check or Deposit Ticket Images

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

A screenshot of the 'Image Search' filter screen with all fields filled out. The 'Image Type' dropdown is set to 'Check'. The 'Account' dropdown is empty. The 'Date' field shows '05/23/2021 - 05/23/2022' with a calendar icon. The 'Check Number' field has a dropdown set to 'is equal to' and an empty input box. The 'Amount' field has a dropdown set to 'is equal to' and an empty input box. A green 'Search' button is at the bottom left.

## Returned Deposit Item Images

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

The screenshot shows the 'Image Search' widget interface. The 'Image Type' dropdown is set to 'Returned Deposit Item'. The 'Date' field shows a date range '05/23/2021 - 05/23/2022'. A calendar pop-up is displayed, showing two months: May 2021 and May 2022. The date '23' is selected in both months. A blue arrow points to the 'Apply' button at the bottom right of the calendar pop-up.

3. Select an account from the drop-down list.
4. (Optional) Enter the check number. Click **Range** to enter a range of check numbers.
5. (Optional) Enter the check amount. Click **Range** to enter a range of amounts.
6. Click on **Search** to continue.

The screenshot shows the 'Image Search' widget interface after the date selection. The 'Image Type' dropdown is set to 'Returned Deposit Item'. The 'Date' field shows the date range '05/23/2021 - 05/23/2022'. The 'Account' dropdown is set to 'x3 - Demand Deposit'. The 'Check Number' field is empty, and the 'Amount' field is empty. The 'Search' button is highlighted in green.



## Search Results

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

1. In the **Actions** column, click **Image Retrieval** to view the image.

**Note:** If there is more than one image associated with a deposit ticket or other item, a list of images appears. Click **View** in the **Actions** column to view the associated image.

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

Filter Select fields

Actions	Check Number	Image Description	Amount	Date	
<a href="#">Image Retrieval</a>	1234	Check	8.95	03/24/2022	
<a href="#">Image Retrieval</a>	1235	Check	500.00	03/24/2022	
<a href="#">Image Retrieval</a>	1236	Check	2,447.28	03/15/2022	
<a href="#">Image Retrieval</a>	1237	Check	1,700.00	03/15/2022	

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

Filter Check Number 1234 Apply Clear

Manage Filters


Check Number  
Image Description  
Amount  
Date

Check Number 1288 Clear


Actions	Check Number	Image Description	Amount	Date	
<a href="#">Image Retrieval</a>	1234	Check	8.95	03/24/2022	

Viewing 1-1 of 1 records

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

Filter Select fields

Actions	Check Number	Image Description	Amount	Date	
<a href="#">Image Retrieval</a>					

☐ All Columns

☒ Amount ☒ Check Number ☒ Date ☒ Image Description

Update Cancel

Viewing 1-9 of 9 records

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