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Creating an Output File

QUICK REFERENCE GUIDE

iCapture allows you to create an Output File containing deposit details for any previously transmitted deposit(s). The Output File is a standard fixed record length file or a comma delimited file that can be fed into accounts receivable or other systems. We have chosen to default the format as a comma delimited format. The output file can also be in a format that supports the TOPPS accounting system. For example, you might want to key invoice numbers in the reference field during keying. The Output File could then update accounts receivable for posting. You must have the "Generate Output File" permission to create an Output File.

To create an Output File:

1. Click on the Resend, Restore or Review Previous Deposits navigation icon:



or select Retransmit, Restore or Review from the File pull-down menu:

ile Edit Tools Help)
New	Ctrl+N
Open	Ctrl+C
Save	Ctrl+S
Scan	F5
Rescan Item	F6
Stop Scanning	Ctrl+T
Transmit Deposit	F7
Retransmit, Restore	or Review
Print	Ctrl+P
Login as Different Us	er
Exit	

The following window appears:





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2. Using the calendars on the right side of the window, click on the deposit date you want to view, or select a date in the upper calendar and a date in the lower calendar and click on the Show Deposits Between Dates button to display deposits for a date range. The window then displays the transmitted deposits for the date(s) you selected:

1/30/2008 13:36 017888899 3800.00 2 0000 781233 4578 1/30/2008 13:36 017888899 3800.00 2 0000 781233 4578 1/30/2008 13:36 017888899 3800.00 2 0000 781233 4578 1/30/2008 13:36 017888899 3800.00 2 0000 1 2 0000 1 1 2 0 000 1 1 2 0 000 1 1 2 0 000 1 1 1 2 0 0 000 1 1 1 1	Thu 3 10 17 24 31 8 Thu 3 10 17 24 31 10 17 24 31 10 17 17 17 10 17 17 10 17 10 17 10 17 10 17 10 17 10 17 17 10 17 17 10 17 17 10 17 17 10 17 17 10 17 17 17 10 17 17 17 17 17 17 17 17 17 17	Fri Sat 4 5 11 12 18 19 25 26
Sun Mon Use Wed 4 4 1 2 20 21 22 28 27 28 23 30 20 21 22 28 27 28 23 30 20 21 22 28 27 28 23 30 20 21 22 28 27 28 23 30 20 21 22 28 27 28 23 30 20 21 22 28 27 28 23 30 20 21 22 28 20 18 14 15 31 14 15 16 20 21 22 29	3 10 17 24 31 31 8 Thu 3 10	4 5 11 12 18 19 25 26
1 2 6 7 8 9 13 14 15 16 20 21 22 23 27 28 29 30 20 21 22 23 27 28 29 30 20 20 21 22 20 21 22 23 27 28 29 30 20 21 22 23 21 22 23 22 23 24 20 21 22 21 22 23 22 23 24 20 21 22 20 21 22 20 21 22 21 22 23	3 10 17 24 31 31 8 Thu 3 10	4 5 11 12 18 19 25 26
6 7 8 9 13 14 15 16 20 21 22 23 27 28 23 30 27 28 23 30 3 4 15 16 20 21 22 23 27 28 23 30 3 4 15 16 3 14 15 16 3 14 15 16 30 21 22 22 20 21 15 16 20 21 15 16	10 17 24 31 8 Thu 3 10	11 12 18 19 25 26
13 14 15 16 20 21 22 23 27 28 29 30 44 4 30 20 Sun Mon Tue Wed 13 14 15 16 20 21 22 23	17 24 31 8 Thu 3 10	18 19 25 26
20 21 22 23 27 28 29 30 44 4 Jan 200 Sun Mon Tue Wed 6 7 8 1 13 14 15 16 20 21 22 23	24 31 8 Thu 3 10	25 26
27 28 29 30 44 4 Jan 200 Sun Mon Tue Wed 6 7 8 9 13 14 15 16 20 21 22 23	31 8 Thu 3 10	Fri Sat 4 5
44 4 Jan 200 Sun Mon Tue Wed 6 7 8 9 13 144 15 16 20 21 22 22	8 b Thu 3	Fri Sat 4 5
Sun Mon Tue Wed 6 7 8 9 13 14 15 16 20 21 22 23	Thu 3 10	Fri Sat 4 5
Sun Mon Tue Wed 6 7 8 9 13 14 15 16 20 21 22 23	Thu 3 10	Fri Sat 4 5
Sun Mon Tue Wed 6 7 8 9 13 14 15 16 20 21 22 23	Thu 3 10	Fri Sat 4 5
Sun Mon Tue Wed 6 7 8 9 13 14 15 16 20 21 22 23	Thu 3 10	Fri Sat 4 5
1 2 6 7 8 9 13 14 15 16 20 21 22 23	3 10	4 5
6 7 8 9 13 14 15 16 20 21 22 23	10	
13 14 15 16 20 21 22 23		11 12
20 21 22 23	1	
	17	18 19
27 28 29 30	24	25 26
	31	
Today's date is Ja	n 30, 2008	
	11 30, 2000	
Restore Selected Deposit Review Deposit Detail Report Print Deposit Items Show Deposits Between Dates Close	1	
a File Creation		
a hie Creation		
Nect the directory where the data and image file will be created. Single click on the deposits abc	ve to select	them for output
I/CapThin\ Hold down the CTRL key while	clicking to se	elect/deselect
multiple deposits.		

3. Click on the deposit(s) you want to include in the Output File. To select multiple deposits, hold down the C key and left-click on the deposits you want to select:

Date Sent	Dep Account	Amount	Items	User1D	Client ID	Loc Code
09/28/2006 14:49		26393.55	13			
10/02/2006 07:44		1255.30	2			
10/02/2006 07:54		100.00	3			
10/02/2006 08:06		30,00	2			

4. Specify where you want the Output File to be stored. The Data File Creation area at the bottom of the window indicates the default path:

Data File Creation		
Select the directory where	the data	Single click on the deposits above to select them for output.
C:\iCapThin\	Default Path	Hold down the CTRL key while clicking to select/deselect
	Beladit r ditt	multiple deposits.
Browse		Create Data And Image File



To change this path, click on the Browse button. The following window appears:

Look in:	iCapThin		•	
My Recent Documents				
B				
Desktop				
y Documents				
1y Computer				
) de			
Network	File name:	C:\iCapThin		Open
Places	Files of type:		15	Cance

Select the path where you want the Output File written and then click on Open.

5. Once you have selected the deposits you want to include and specified the directory where you want the Output File written, click on the Create Data and Image File button.

A confirmational message appears:



6. Press E or click on OK. The Output File is saved to the directory you specified.



Output File Layout Specifications

The Output File can be a standard fixed length file in the following format:

Field	Length	Position	Value	Description			
1	9	1-9	Numeric	Client's Depository Account Number			
2	6	10-15	Numeric	Location Code			
3	15	16-30	Character	Customer Reference (pre-filled with blanks)			
4	8	31-38	Numeric	Deposit Date (MMDDYYYY)			
5	10	39-48	Character	Check Number			
6	10	49-58	Character	Check Amount (no decimal)			
7	9	59-67	Character	Routing Transit Number			
8	16	68-83	Character	Check Account Number			
9	10	84-93	Numeric	Image Offset			
10	10	94-103	Numeric	Image Length			

All fields are right-justified and pre-filled with zeroes, except for the Customer Reference which is pre-filled with blanks.

The Output File can be a comma delimited file in the following format:

client location customer deposit check R/T check image acct# code reference date amount acct# length





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Sample of a QuickBooks® Output File:

!TRNS	TRNSID ADDR1	TRNSTYPE ADDR2	DATE ACCNI ADDR3 ADD	' NAME AMOUNT R4 ADDR5	DOCNUM	MEMO	CLEAR
!SPL	SPLID INVITEM	TRNSTYPE PAYMETH		'NAME AMOUNT LADJ REIMBEXP	DOCNUM	MEMO	CLEAR
!ENDTRNS							
		deposit		QuickBooks	Name	che	eck check Ref field 2
	TRNS	Trans id	Trans type date	Account	Name	Ref fie	
					$\neg \frown$		
I	RNS	PAY	MENT 06/01/	11 Remittance	Account	J Doe	e 109.25 1024 Test
SPL Trans	s id	Trans type	Deposit date	Account	Nam Ref		check amount
		PAYMENT	06/01/11 A	ccounts Recei	vable J I	Doe -1	09.25
ENDTRNS							

The QuickBooks[®] Output file is tab delimited. The reference field has a maximum length of 15 characters.



Researching an Item

The Search History utility allows you to locate any item that was previously captured as long as the item has not been purged. You specify on your Options window how many days you want to keep images. For more information, refer to Section 6: System Setup.

To find an item:

1. Click on the Look Up Past Documents icon:



or press C+h, or select Search History from the Edit pull-down menu:

S iC	🔄 iCapture Thin Client						
File	Edit	Tools	Help				
	м	ove Prev	/ious	F11			
	Move Next F12						
	G	6	•				
	D	Delete					
	Fi	Find					
	Se	Ctrl+	н				
	N	Ctrl+Z					

The Find window appears, as seen on the following page.

ate Sent:		Check Number:		Routing N	umber	
10 C	h By Deposit Amount	Account Number:		Find Now	New Search	Close
Date Sent	Client ID	Amount	Check Number	Account Number	Routing Number	Reference
eposit Amount		Depo	sit Date			

Field	Description
Date Sent	Enter the date in the format MM/DD/YYYY.
Amount	Enter the amount of the item with a decimal.
	If you want to search for a deposit total, select the "Search By Deposit Amount" checkbox.
Check Number	Serial or Check number.
Account Number	Account number with any leading zeroes.
Routing Number	Routing/Transit number with any leading zeroes or a dash.
Reference Number	A reference number entered during keying.

You can use any of the following criteria for finding an item:

2. Enter a value in any of the search fields, and then click on the Find Now button. The Find window lists all items that match your criteria:

🕑 Find							×
Date Sent: 08/2 20	07	Check Number:		Routing) Number		_
Amount:		Account Number:		Refere	nce Number:		
F Search	h By Deposit Amount	Flip Image		Find Now	New Search	Close	
Date Sent	Client ID	Amount	Check Number	Account Number	Routing Number	Reference	П
08/21/2007		953.19					
08/21/2007		78.34					
08/21/2007		600.00					
08/21/2007		35.87					
08/21/2007		25.00					
08/21/2007		8.88					
08/21/2007		50.00					
08/21/2007		10.00					-
Deposit Amount		Depo	osit Date				

You can search on multiple fields at one time. In addition, you can use the scroll bar to page through the items in the list or you can sort each column in ascending or descending order to locate your item.



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3. When you see the item you are looking for, click on it to select it.

Find 🕀						×
Date Sent: 08/21/200	17	Check Number:		Routing	Number	
Amount:		Account Number:		Referen	ce Number:	
🖵 Search	By Deposit Amount	Flip Image		Find Now	New Search	Close
Date Sent	Client ID	Amount	Check Number	Account Number	Routing Number	Reference
08/21/2007		953.19				
08/21/2007		78.34				
08/21/2007		600.00				
08/21/2007		35.87				
08/21/2007		25.00				
08/21/2007		8.88				
08/21/2007		50.00				
08/21/2007		10.00				•
Pay SEVEN	130 S. King S Honolulu, HI	96813			CHECK NO: 12 DATE: 7/2 * \$ 78.,	23/07
TO THE ORI ANY BANK MAN BRAN YOUR TOM	DER OF <u>iCaptu</u>	re Test		\subseteq	3-5-	3
	#*00000 }	23** ** 12130	10151			<u>1999</u>

The Find window then displays the image of that item:

You can use the Flip Image button to view the opposite side of the image.

You can also copy or print the image by right-clicking on the item's record or image to display the following shortcut menu:



To exit the Find window, select Close.

