Bank of Hawai'i

Creating an Output File

QUICK REFERENCE GUIDE

Creating an Output File

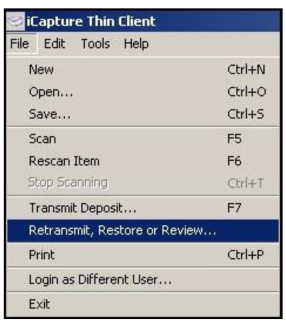
iCapture allows you to create an Output File containing deposit details for any previously transmitted deposit(s). The Output File is a standard fixed record length file or a comma delimited file that can be fed into accounts receivable or other systems. We have chosen to default the format as a comma 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:

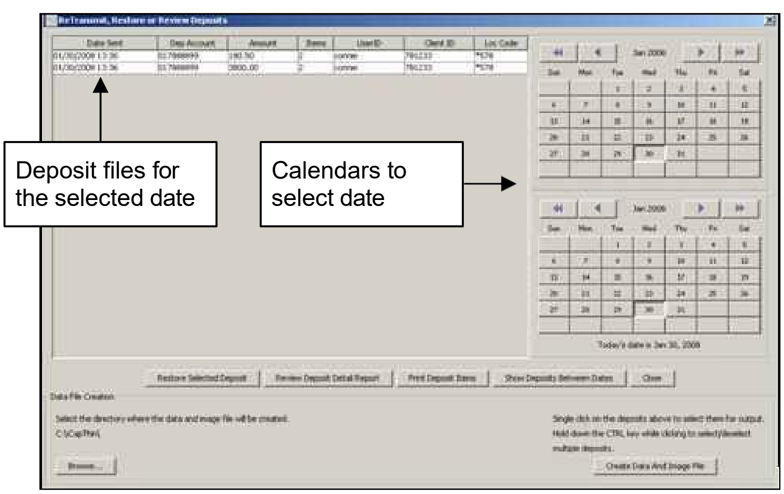
1. Click on the Resend, Restore or Review Previous Deposits navigation icon:

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

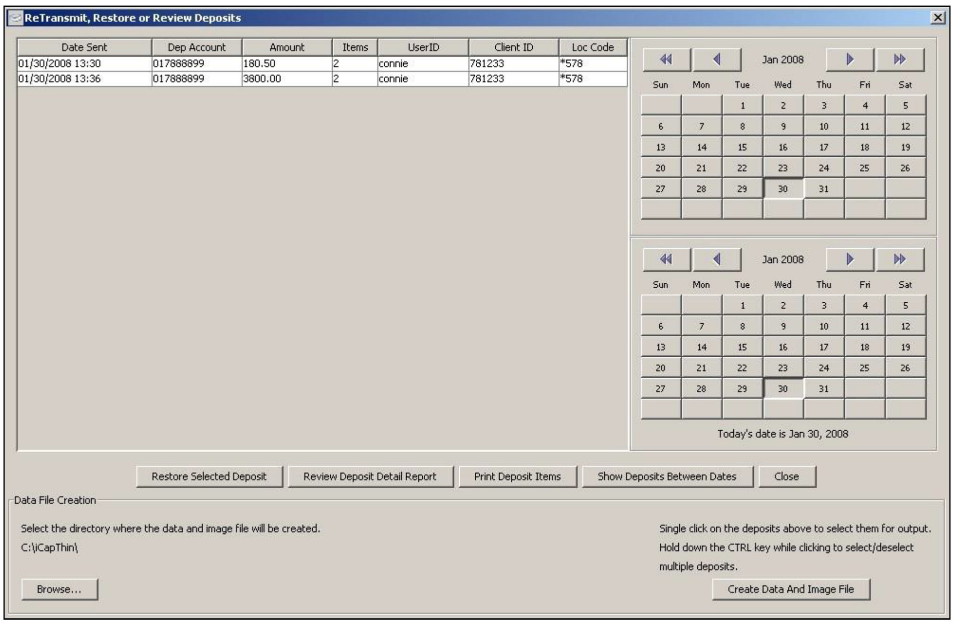
   

   The following window appears:

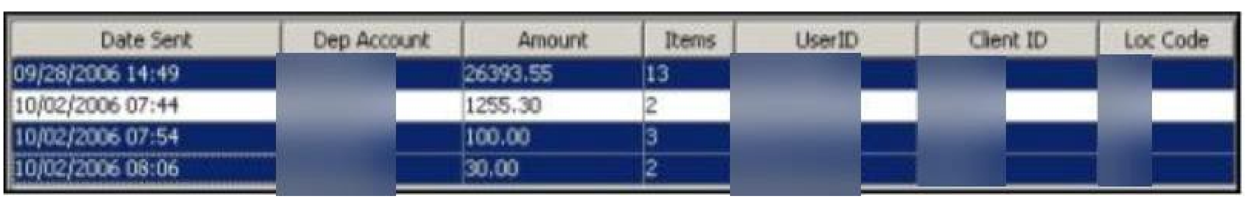
   

Creating an Output File

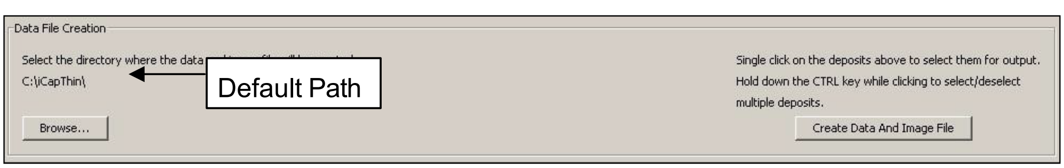
2. Using the calendars on the right side of the window, click on the deposit date you want to view, or select a date in the upper calendar and a date in the lower calendar and click on the Show Deposits Between Dates button to display deposits for a date range. The window then displays the transmitted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



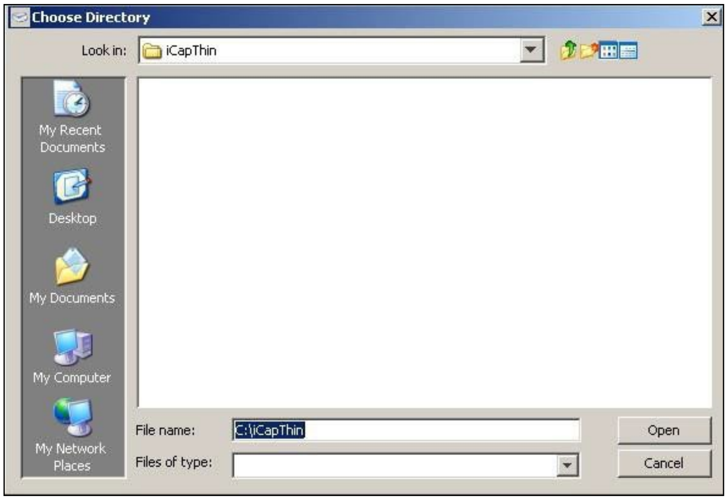
3. Click on the deposit(s) you want to include in the Output File. To select multiple deposits, hold down the C key and left-click on the deposits you want to select:



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:



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



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

```
1111214545, *555558, ieBentonTestAcc,01292008,,30741,0810-0026,3074123621928,0,3358,,
```

check image number offset

Sample of a QuickBooks® Output File:

```
!TRNS     TRNSID      TRNSTYPE  DATE  ACCNT  NAME  AMOUNT   DOCNUM   MEMO   CLEAR
          ADDR1       ADDR2     ADDR3  ADDR4  ADDR5

!SPL      SPLID       TRNSTYPE  DATE  ACCNT  NAME  AMOUNT   DOCNUM   MEMO   CLEAR
          INVITEM     PAYMETH  TAXABLE   VALADJ  REIMBEXP

!ENDTRNS
```

deposit QuickBooks Name check check

Ref field 2

TRNS Trans id Trans type date Account Name Ref field 1 amount number

```
TRNS          PAYMENT 06/01/11 Remittance Account  J Doe 109.25 1024 Test
```

Deposit Name check

Trans type date Account Ref field 1 amount

SPL Trans id

```
              PAYMENT 06/01/11  Accounts Receivable J Doe -109.25
ENDTRNS
```

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

Researching an Item

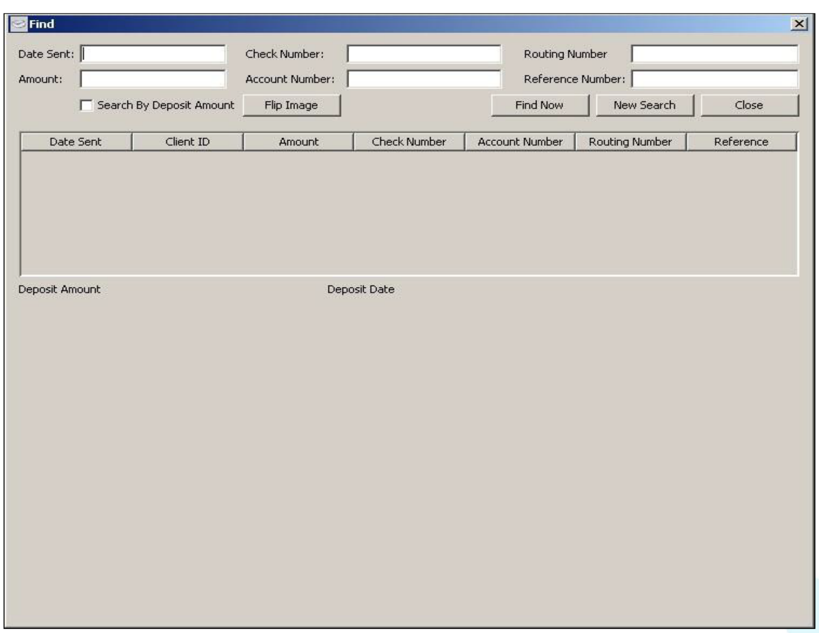
The Search History utility allows you to locate any item that was previously captured as long as the item has not been purged. You specify on your Options window how many days you want to keep images. For more information, refer to Section 6: System Setup.

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:

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

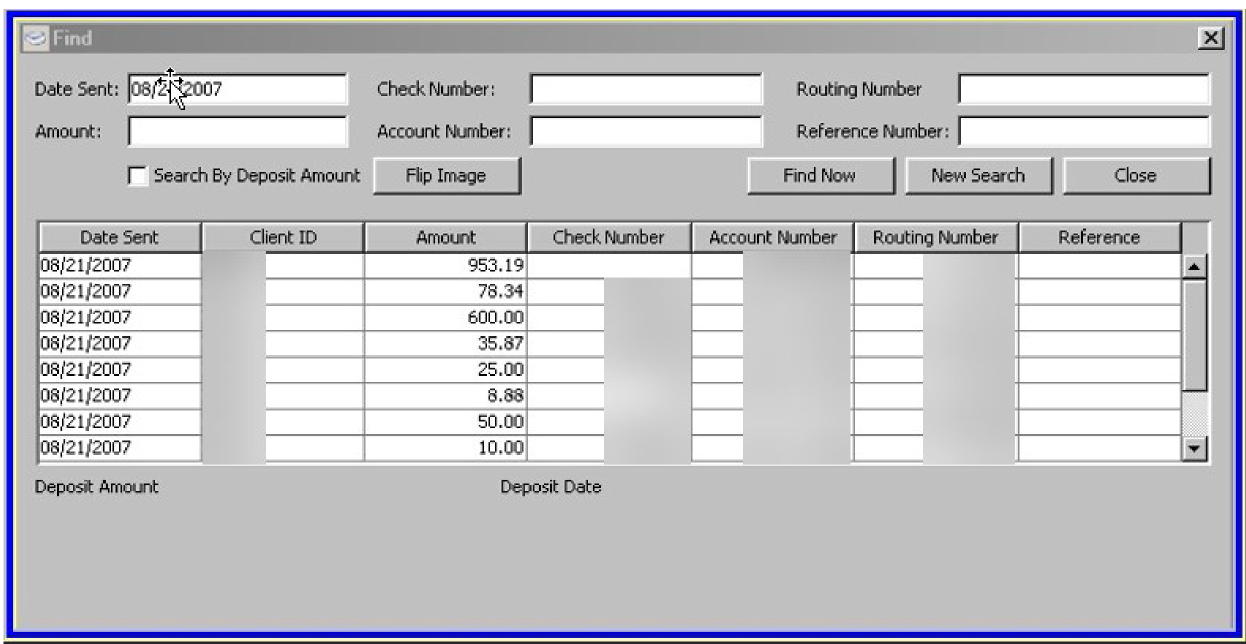


You can use any of the following criteria for finding an item:

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.

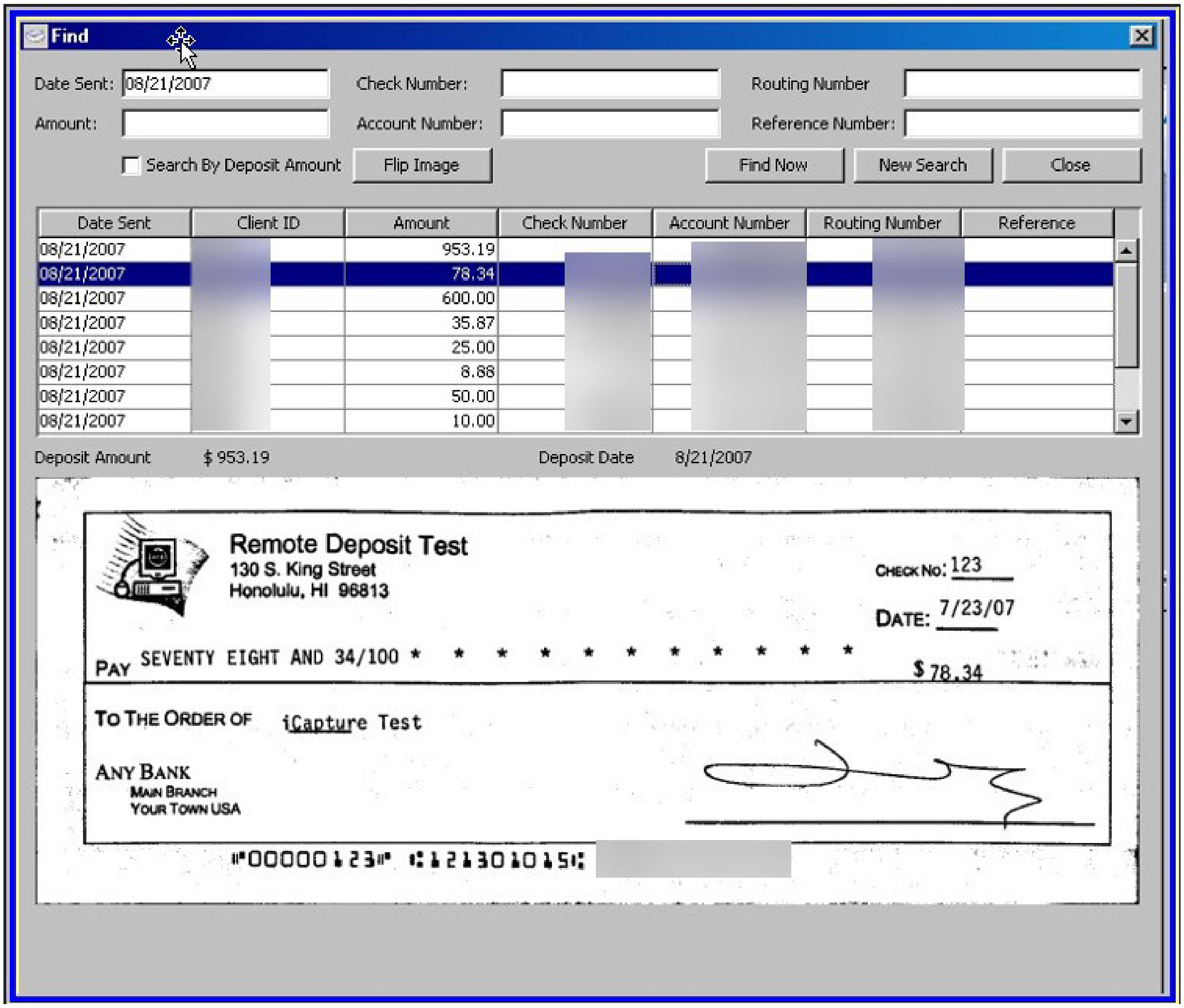
2. Enter a value in any of the search fields, and then click on the Find Now button.

   The Find window lists all items that match your criteria:



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.

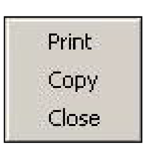
3. When you see the item you are looking for, click on it to select it.



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.