



EASTERN TREASURY®

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# Check Image Archive Service

## Quick Reference Guide

March 2022

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## CHECK IMAGE ARCHIVE SERVICE

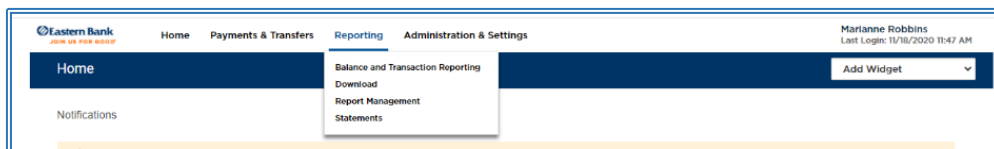
The Check Image Archive provides a secure and easily accessible repository of paid checks for designated business checking accounts. Images are available for viewing the next business day after the checks have cleared/paid and the Archive provides 7 years of check image history.

The Archive is accessed from the Statements Service landing page available through the Eastern Treasury. The functionality across one or multiple accounts includes:

- Single and range check number search
- Single and range dollar amount search
- Single and range paid date search
- Image view and manipulation
- Image print, download and export

## ACCESSING CHECK IMAGE ARCHIVE

1. Log in to Eastern Treasury > Reporting > Statements.



2. Click **Statements** to access the Statements landing page.

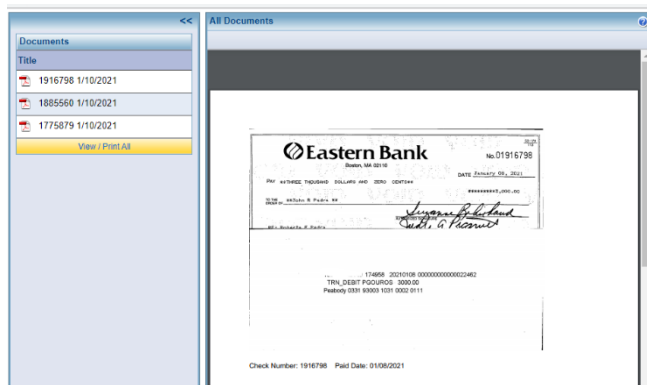
- From the Statements landing page, **Click CHECK IMAGE REPOSITORY** to begin searching the Archive.

- The **Check Image Repository** landing page appears. Various help topics will display and can be toggled off and on as preferred.
  - The default list presented will display the most recent 30 days of archived checks for all accounts using the service.

## VIEW A SINGLE CHECK OR MULTIPLE CHECKS FROM THE DEFAULT LIST

- Access a single image from the list of checks presented at login:
  - Click on VIEW** located in the right hand column of the chosen item
  - A front and back .pdf Image of the selected check will display
- Access multiple images from the list of checks presented at login:
  - Click the checkbox located to the left of each of the checks you would like to view
  - Click on **View Selected** located in the bottom right of the page.
  - A single page containing front and back .pdf all requested images will display, along with individual files.
  - Scroll** the page to view additional images or **Click** on each file in the list to display a particular Image.

Account Numbers	Customer Name	Check Number	Amount	Paid Date	
<input checked="" type="checkbox"/> 0000022	EASTERN BANK	1916798	3,000.00	1/8/2021	VIEW
<input checked="" type="checkbox"/> 0000022	EASTERN BANK	1885560	1,000.00	1/8/2021	VIEW
<input checked="" type="checkbox"/> 0000022	EASTERN BANK	1775979	1,879.71	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1888482	2,286.98	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1911336	10,889.99	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1911383	95,529.34	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1902380	17,441.04	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1901901	155,781.63	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1919970	8,840.17	1/8/2021	VIEW
<input type="checkbox"/> 0000022	EASTERN BANK	1925416	5,000.00	1/8/2021	VIEW



## SEARCH FOR A SINGLE OR A RANGE OF CHECK IMAGES BY CHECK NUMBER, DOLLAR AMOUNT OR PAID DATE



DOCUMENTS CHECK IMAGE REPOSITORY EXPORT

### Check Image Repository

To view a single check image click on "VIEW" located in the right hand column next to the selected account number.  
 To view multiple check images at once, click the box located to the left of each of the account numbers you would like to view, then click on "View Selected" located in the bottom right of the page.  
 To search for a check image of a particular account number, enter the account number in the "Account Number" search box, and then click on "Apply Filter".  
 To search for a check image within a specific date range, enter the "From" date in the "From" search box and the "To" date in the "To" search box then click on "Apply Filter".  
 To search for a check image within a specific check number or amount range, enter the "From" value in the "From" search box and the "To" value in the "To" search box then click on "Apply Filter".

Account Number

Check Number From  To

Amount From  To

Paid Date From  To

Clear Filter Apply Filter

<input type="checkbox"/>	Account Numbers	Customer Name	Check Number	Amount	Paid Date	
<input type="checkbox"/>	00000022	EASTERN BANK	1916798	3,000.00	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1885560	1,000.00	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1775879	1,879.71	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1888482	2,286.98	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1911336	10,989.99	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1911353	55,520.34	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1902380	17,441.04	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1901901	155,781.83	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1919970	9,840.17	1/8/2021	VIEW
<input type="checkbox"/>	00000022	EASTERN BANK	1925416	5,000.00	1/8/2021	VIEW

## SEARCH BY CHECK NUMBER

1. Single Check Number - **Enter** the same check number in the "To" and "From" search boxes at the top of the check list.
2. Click on "Apply Filter". Results will display In the check list below the search boxes.
3. Range of Check Numbers - **Enter** the beginning check number in the "To" and Enter the ending check number In the "From" search boxes at the top of the check list.
4. Click on "Apply Filter". Result will display In the check list below the search boxes.

## SEARCH BY DOLLAR AMOUNT

1. Specific Dollar Amount - **Enter** the dollar amount in the "To" and "From" search boxes at the top of the check list.
2. Click on "Apply Filter". Results will display In the check list below the search boxes.
3. Range of Dollar Amounts - **Enter** the beginning dollar amount in the "To" and Enter the ending dollar amount In the "From" search boxes at the top of the check list.
4. Click on "Apply Filter". Results will display In the check list below the search boxes.

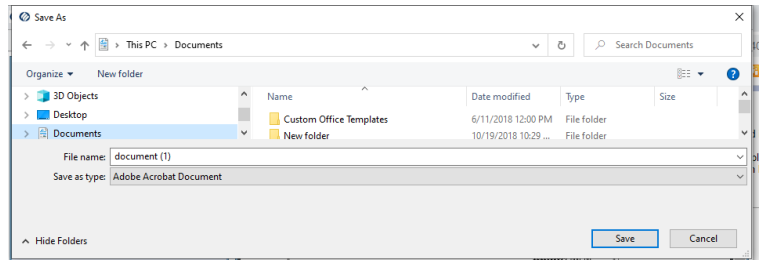
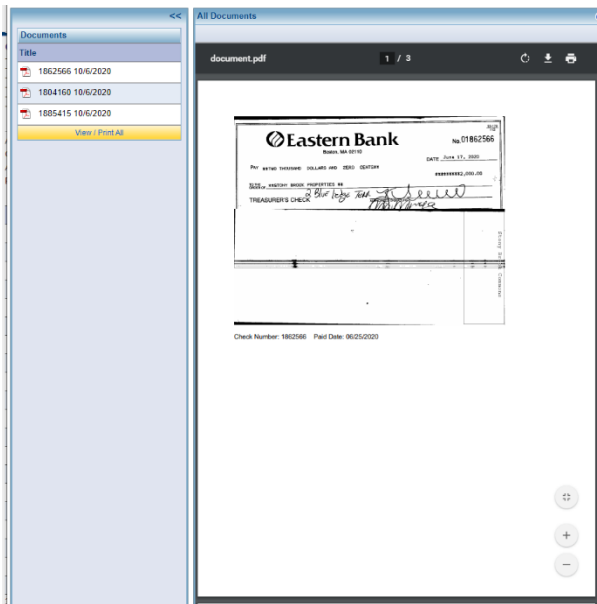
## SEARCH BY PAID DATE

1. Specific Paid Date - Use the down arrow to display the calendar, **select** the same paid in the "To" and "From" search boxes at the top of the check list.
2. Click on "Apply Filter". Results will display In the check list below the search boxes.
3. Range of Paid Dates - Use the down arrow to display the calendar, **select** the paid date in the "To" and Enter the ending paid date In the "From" search boxes at the top of the check list.
4. Click on "Apply Filter". Results will display In the check list below the search boxes.

## DOWNLOAD, PRINT AND EXPORT SINGLE OR MULTIPLE CHECK IMAGES

### DOWNLOAD IMAGES

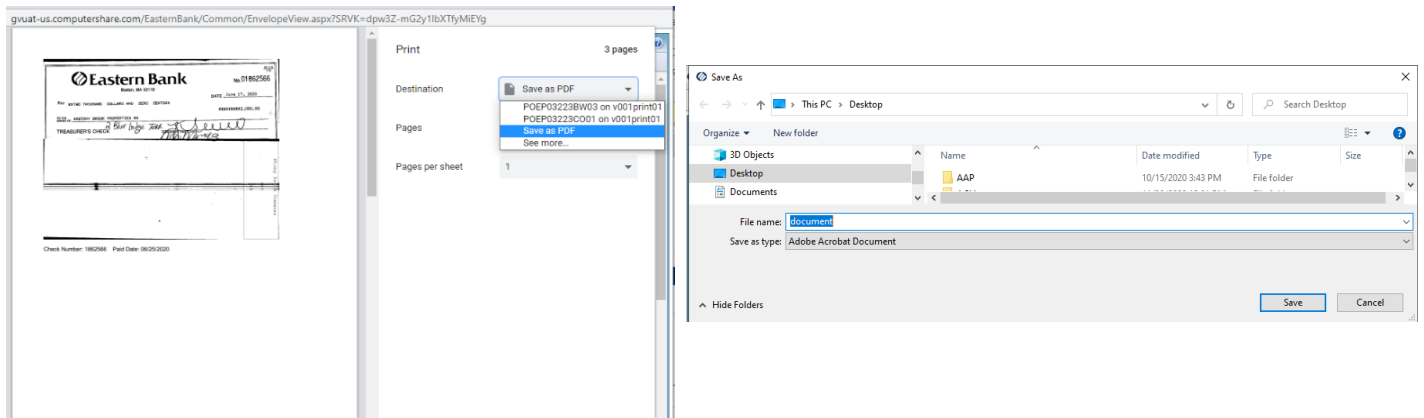
1. Perform a search as described above.
2. Once the page displays with the requested images, **HOVER** above the image and a function bar will drop down.
3. To **Download** the single or multiple images, **Click** the "down arrow".
  - a. A dialog box will display to Name and Save the images to a folder.



### PRINT IMAGES

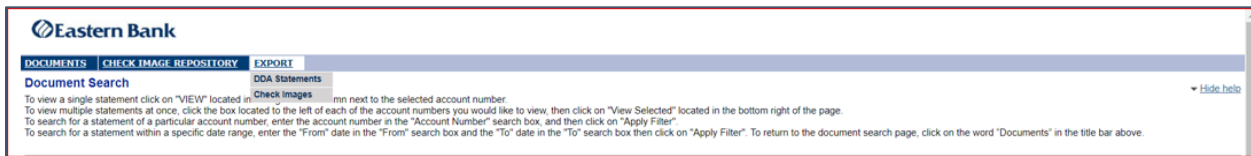
1. Perform a search as described above.
2. Once the page displays with the requested images, HOVER above the image and a function bar will drop down.
3. To Print the single or multiple images, Click the "printer icon".
  - a. Choose a listed Printer - Note: multiple Images will print in one print job
  - b. Choose to Save as PDF - Note: multiple Images will save to one PDF file

c. A dialog box will display to Name and Save the images to a folder.



## EXPORT IMAGES

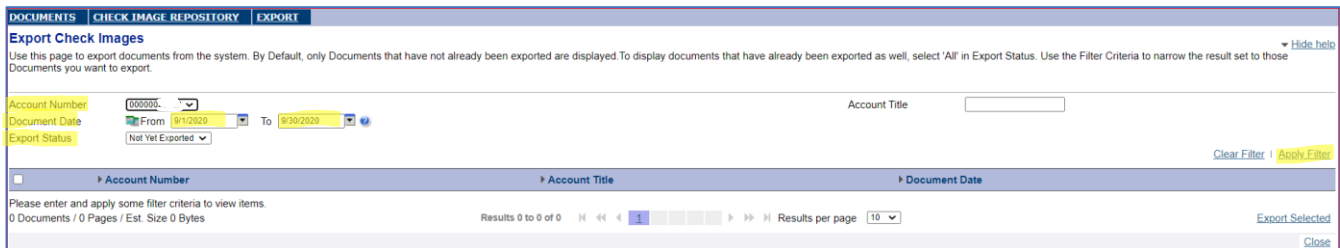
1. Select **EXPORT** from the top left tool bar, choose **Check Images** from the dropdown.



2. Input the desired **Account Number**.

3. Select a Paid Date range in the **Document Date** "From" and "To" search boxes.

4. Choose an **Export Status**, Choices are "All", "Already Exported" and "Not Yet Exported".



5. Click **Apply Filter**. Results appear In the list window.

6. At the bottom of the displayed list, **Choose** the number of images to display per page.

a. The maximum Export is 200 Images per export.

7. Click the check box at the top left of the list to select **all results** OR click the check box next to the **specific checks** desired.

8. Click **Export Selected** in the lower right corner.

DOCUMENTS | CHECK IMAGE REPOSITORY | EXPORT

**Export Check Images** ▼ Hide help

Use this page to export documents from the system. By Default, only Documents that have not already been exported are displayed. To display documents that have already been exported as well, select 'All' in Export Status. Use the Filter Criteria to narrow the result set to those Documents you want to export.

Account Number: 000000  
 Document Date: From 9/12/2020 To 9/30/2020  
 Export Status: Not Yet Exported

Account Number	Account Title	Document Date	Export Status
00000	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
00000	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
0000007	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
000000.	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
0000.	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
00000.	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
00000	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
0000X	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
00000.....	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT
00000.....	EASTERN BANK MONEY ORDER ACCOUNT	9/30/2020	EXPORT

10 Documents / 10 Pages / Est. Size 381.59 KB Results 1 to 10 of 100

**Export Selected** Close

9. The export process may take 30 or more seconds.

10. A .zip file containing the exported images is created and appears in the lower left corner of the computer screen.

- a. Computer configuration or Browser (Chrome, EI, Edge) used may vary the presentation.

Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
2 _3038020_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3847170_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3898328_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3902114_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3918823_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3920499_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3936104_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3936730_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3940973_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM
2 _3942345_2020-09-30.pdf	Kofax Power PDF Docume...	32 KB	No	35 KB	7%	12/3/2020 8:46 AM

11. **Open** the .zip file to view check image files that were exported

- a. Each check Image included in the Export is an Individual .pdf file
  - i. The file naming convention is **account number\_check number\_paid date.pdf**

12. **Save** the exported check images to a designate folder.

13. Return to **EXPORT** results and advance the check list to the next page.

14. **Repeat** steps 7 through 13 until all check Images have been exported.