Regions Commercial Check & Deposit Image Archive

USER GUIDE

November, 2021

Internal Use

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REGIONS COMMERCIAL CHECK & DEPOSIT IMAGE ARCHIVE

Commercial Check Imaging Archive is a service that enables users to view Paid Checks and Deposits online. Imaged Paid Checks and Deposits – including the Deposit Ticket and the Deposited Checks are made available based on the services to which you subscribe. This convenient and valuable service enables you to have access to the following:

- View paid checks selectively by using criteria such as Amount, Paid Date Ranges and Check Number
- Perform Online Research quickly and efficiently via a secure internet connection
- Quickly locate and retrieve check copies for vendors, internal accounting, etc.
- Export Paid Check and Deposited Items in XML or CSV for storage on your company network

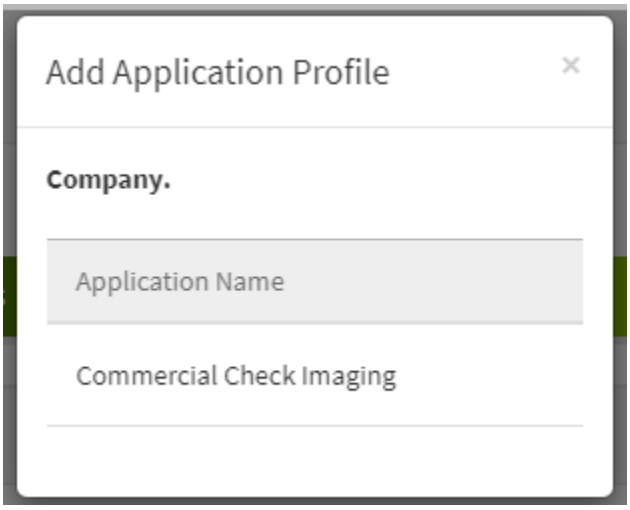
REGIONS ONEPASS

Access to the Regions Commercial Check and Deposit Image Archive is provided via a link within Regions OnePass. If you have not been granted access to Regions OnePass, contact your System Administrator for access and instructions.

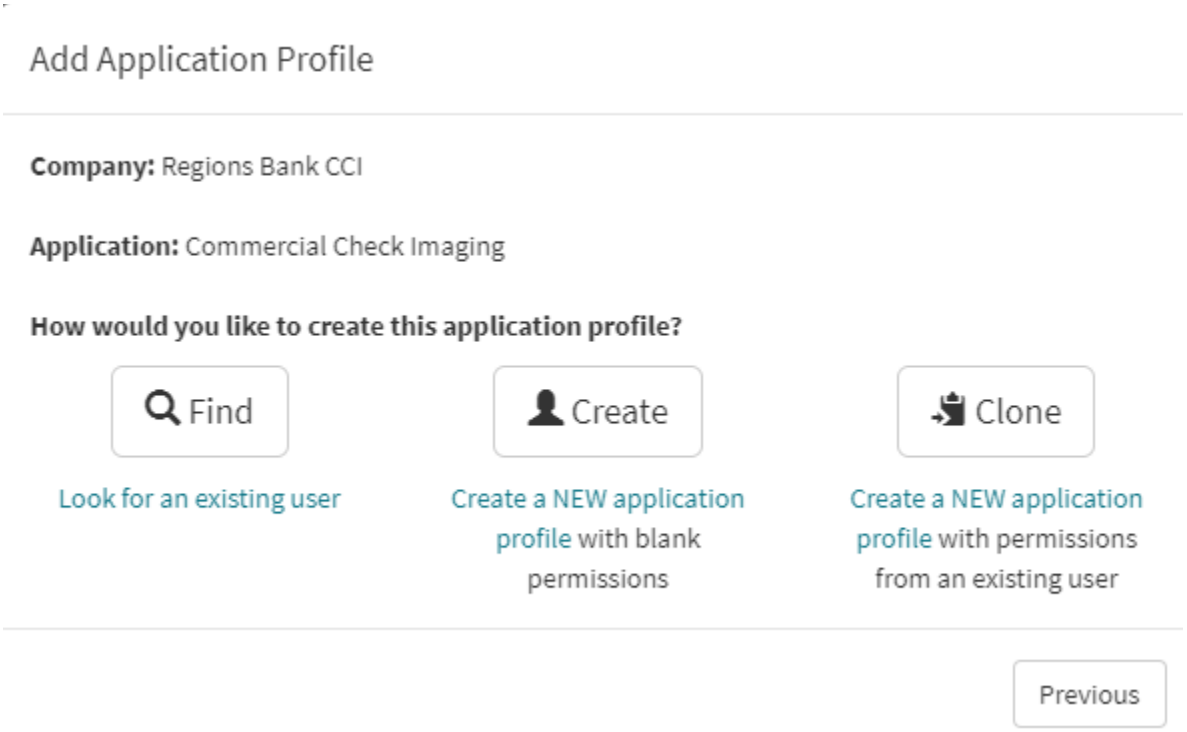
CLICK HERE for step-by-step instructions on Logging into Regions OnePass for new and existing OnePass Users.

Special Note for Administrators:
You may grant additional users access to Commercial Check Imaging via the OnePass Admin Console.

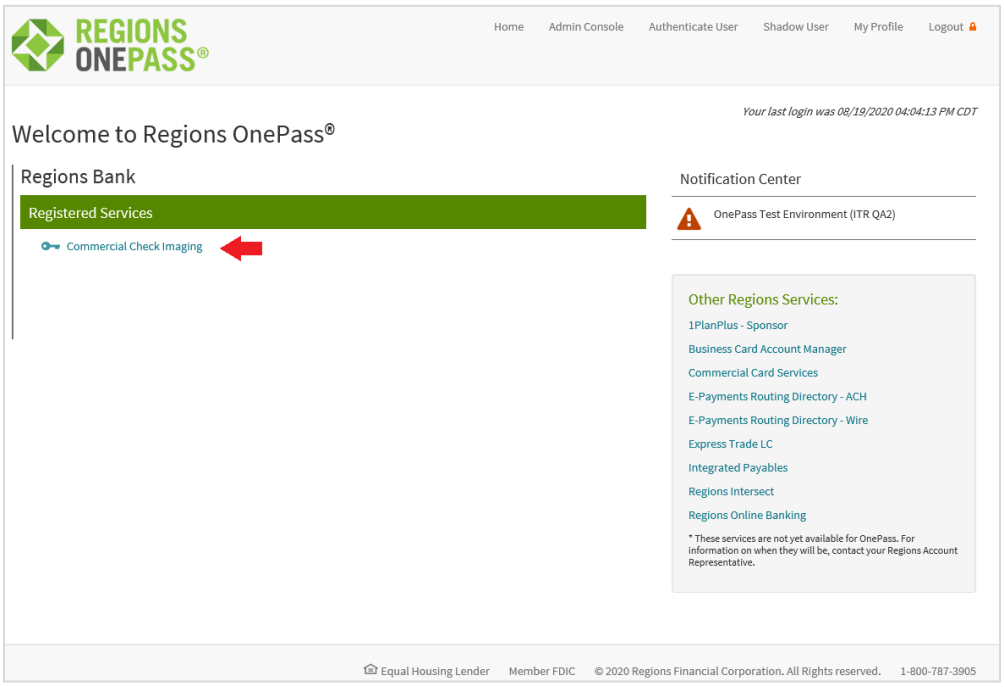
1. Select the Admin Console Tab
2. Select the User Tab
3. Search for the User that you want to add the Commercial Check Imaging
4. Go to User Detail and Select the Add Application Profile + icon. The applications you may entitle to a user will display
5. Select Commercial Check Imaging



6. Next select Find, Create or Clone and follow on-screen instructions



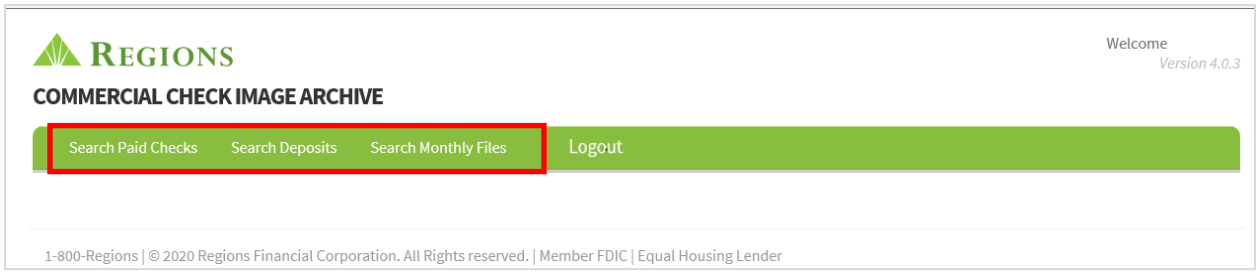
COMMERCIAL CHECK IMAGING



LANDING PAGE

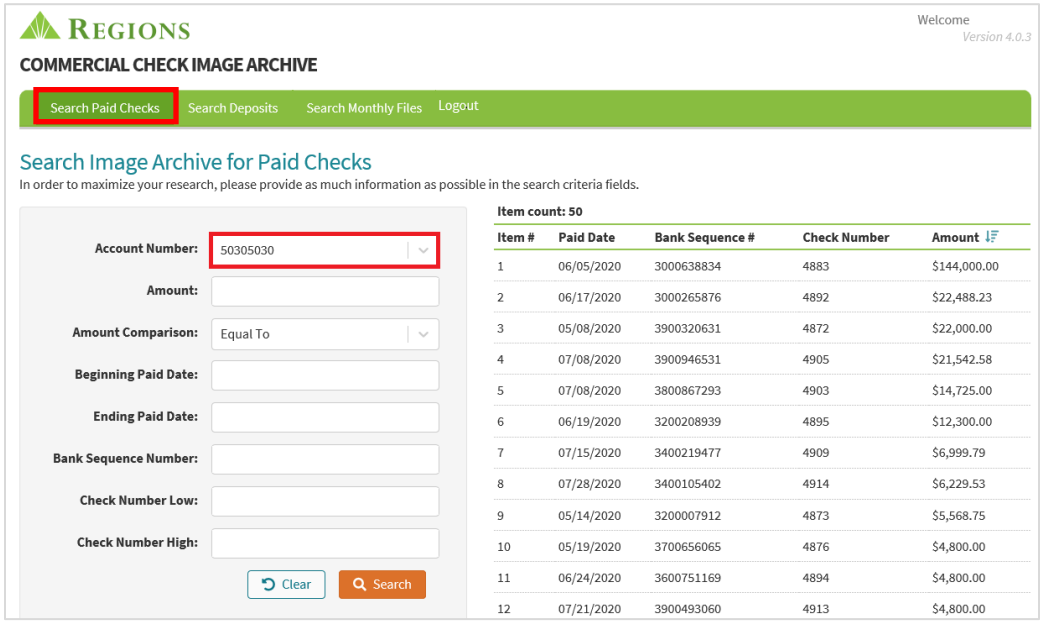
When you log into the Commercial Check and Deposit Image Archive from OnePass, you will be presented options based on the services to which your company has subscribed, and for which you have been granted permissions by your system administrator. These options include:

- **Search Paid Checks**
- **Search Deposits**
- **Search Monthly Files** – With the ability to export



SEARCH PAID CHECKS

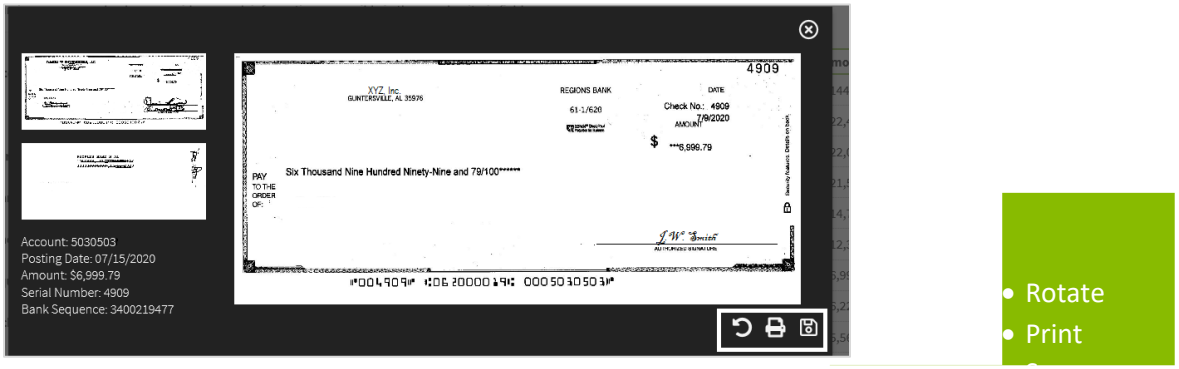
Paid Check search provides a seven year history of paid check items with several search options. One option is the Account Number Search as shown below, where all paid items within the last seven years for the account will display. Other search options include **Amount search** and **Check Number Range** search, as well as the ability to limit your search to a specific **Date Range**. Once your search results display, click the desired item to view the paid check image and details.



Example of Searching with Deposit Account Number with Search Results

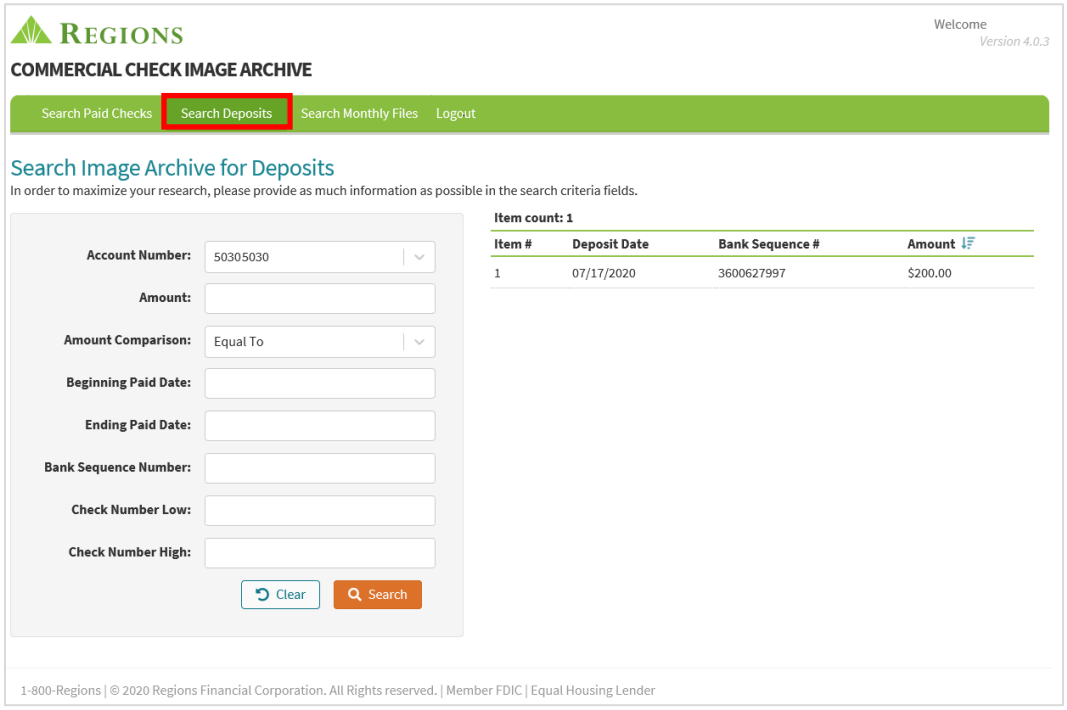
Image of Paid Item

Thumbnail images of the front and back of the check will display. Click the desired thumbnail to expand the image size. Options to rotate, print and save the image are provided at the bottom of the image view window.



SEARCH DEPOSITS

Deposit Image search provides a seven year history of deposited items including the deposit ticket and items that make up deposits including checks and cash-in tickets. Options for searching for deposit items includes an Account Number Search as shown below, where all deposits within the last seven years for the account will display. Other search options include deposit **Amount** and **Check Number Range** search, as well as the ability to limit your search to a specific **Date Range**. Once your search results display, click the desired deposited item to view the paid check image and details.



Example of Searching with Deposit Account Number with Search Results

Retrieving Images of Deposit Tickets and Checks

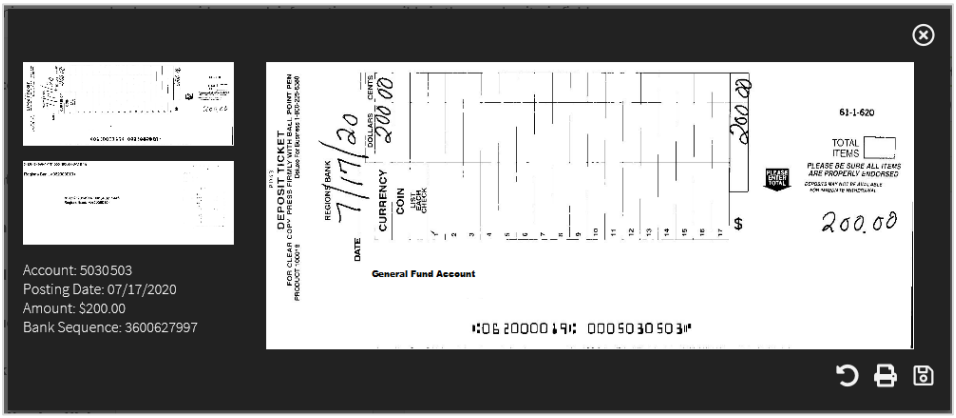
Once you have made a selection in the search results window, you are presented with the items that make up the selected deposit including the Deposit Ticket and each individual item that makes up the total deposit. Clicking on the Deposit Ticket or item will provide you with the associated images.

Item count: 1

Item #	Deposit Date	Bank Sequence #	Amount
1	07/17/2020	3600627997	$200.00
	Deposit Ticket	*3600627997*	
	Check	*3600627998*	*$200.00*

Image of Deposited Item

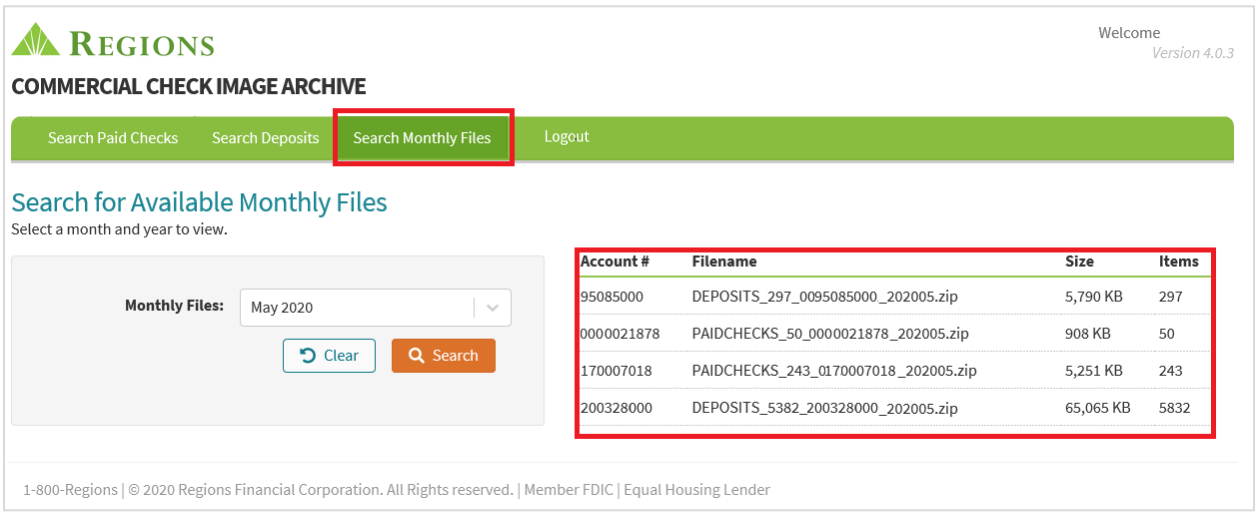
Once the Deposit Ticket is selected, a thumbnail image of the front and back of the deposit ticket displays along with options for rotating, printing and saving the image, as seen in the example below.



SEARCH AND EXPORT MONTHLY FILES

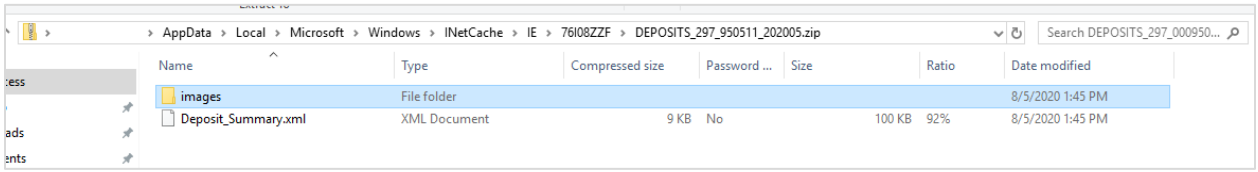
The Search Monthly Files option enables you to retrieve all **Deposit** and **Paid Check** files availabe for download for the month entered in the **Monthly Files** drop-down box. This screen supports up to 15 months of archived files. In the example below, there are four (4) files available for download for the month of May, 2020. Files must be exported one at a time.

Note that for each available file download, you can easiliy identify the file type: **DEPOSITS/PAIDCHECKS**, as well as determine the associated **Account Number**, **File Size** and **Number of Items** in each file. Select a file for exporting by clicking on it.



Example of Month Search with Results Displayed

After selecting a file for export, you will be prompted to save the file to your desired location as a **.XML** file. Once saved, repeat this process to export and save additional monthly files.



ADDITIONAL ASSISTANCE

If you have questions regarding the steps outlined in this User Guide, please contact Regions Client Services at 1-800-787-3905 between the hours of 7 a.m. to 6 p.m. CST Monday-Friday.

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