

# Regions Commercial Check & Deposit Image Archive

**USER GUIDE**

November, 2021



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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

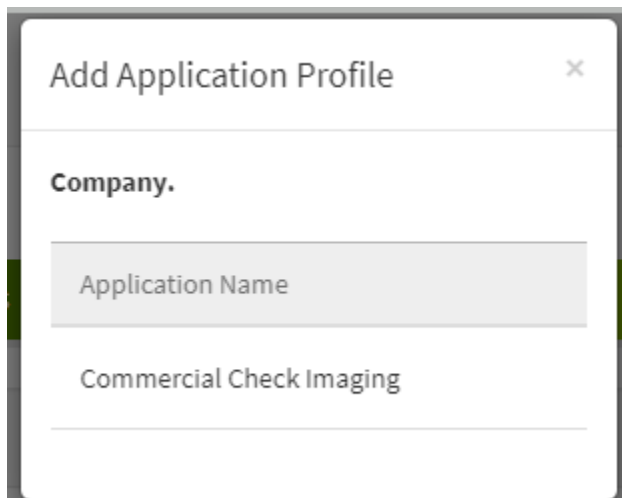
Access to the Regions Commercial Check and Deposit Image Archive is provided via a link within Regions OnePass. If you have not been granted access to Regions OnePass, contact your System Administrator for access and instructions.

[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



The screenshot shows a modal window titled "Add Application Profile" with a close button (X) in the top right corner. Below the title bar, there is a label "Company." followed by a text input field containing the text "Application Name". Below the input field, there is a radio button next to the text "Commercial Check Imaging".

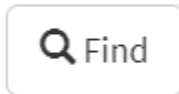
6. Next select Find, Create or Clone and follow on-screen instructions

## Add Application Profile

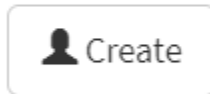
**Company:** Regions Bank CCI

**Application:** Commercial Check Imaging

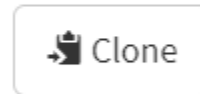
**How would you like to create this application profile?**



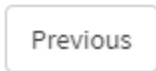
Look for an existing user



Create a NEW application profile with blank permissions



Create a NEW application profile with permissions from an existing user



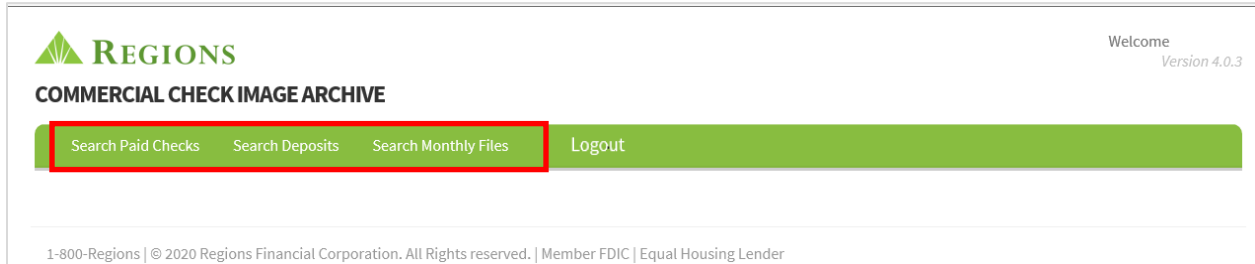
## COMMERCIAL CHECK IMAGING

The screenshot displays the Regions OnePass user interface. At the top, the logo 'REGIONS ONEPASS' is visible on the left, and navigation links for 'Home', 'Admin Console', 'Authenticate User', 'Shadow User', 'My Profile', and 'Logout' are on the right. Below the header, a welcome message reads 'Welcome to Regions OnePass®' with a timestamp 'Your last login was 08/19/2020 04:04:13 PM CDT'. The main content area is divided into two columns. The left column, titled 'Regions Bank', contains a 'Registered Services' section with a green header. Underneath, 'Commercial Check Imaging' is listed with a blue arrow icon and a red arrow pointing to it. The right column, titled 'Notification Center', shows a warning icon and the text 'OnePass Test Environment (1TR QA2)'. Below this is a box for 'Other Regions Services' listing various services like '1PlanPlus - Sponsor', 'Business Card Account Manager', etc. At the bottom of the page, there is a footer with 'Equal Housing Lender', 'Member FDIC', '© 2020 Regions Financial Corporation. All Rights reserved.', and the phone number '1-800-787-3905'.

## 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.

Welcome  
Version 4.0.3

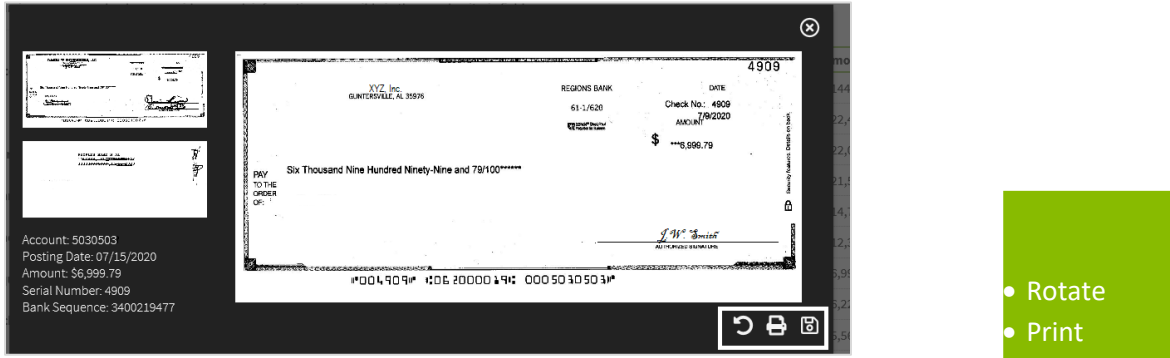
Search Image Archive for Paid Checks  
In order to maximize your research, please provide as much information as possible in the search criteria fields.

Item #	Paid Date	Bank Sequence #	Check Number	Amount
1	06/05/2020	3000638834	4883	\$144,000.00
2	06/17/2020	3000265876	4892	\$22,488.23
3	05/08/2020	3900320631	4872	\$22,000.00
4	07/08/2020	3900946531	4905	\$21,542.58
5	07/08/2020	3800867293	4903	\$14,725.00
6	06/19/2020	3200208939	4895	\$12,300.00
7	07/15/2020	3400219477	4909	\$6,999.79
8	07/28/2020	3400105402	4914	\$6,229.53
9	05/14/2020	3200007912	4873	\$5,568.75
10	05/19/2020	3700656065	4876	\$4,800.00
11	06/24/2020	3600751169	4894	\$4,800.00
12	07/21/2020	3900493060	4913	\$4,800.00

*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.

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Version 4.0.3

**COMMERCIAL CHECK IMAGE ARCHIVE**

Search Paid Checks **Search Deposits** Search Monthly Files Logout

### Search Image Archive for Deposits

In order to maximize your research, please provide as much information as possible in the search criteria fields.

Account Number:

Amount:

Amount Comparison:

Beginning Paid Date:

Ending Paid Date:

Bank Sequence Number:

Check Number Low:

Check Number High:

Item count: 1

Item #	Deposit Date	Bank Sequence #	Amount
1	07/17/2020	3600627997	\$200.00

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Example of Searching with Deposit Account Number with Search Results

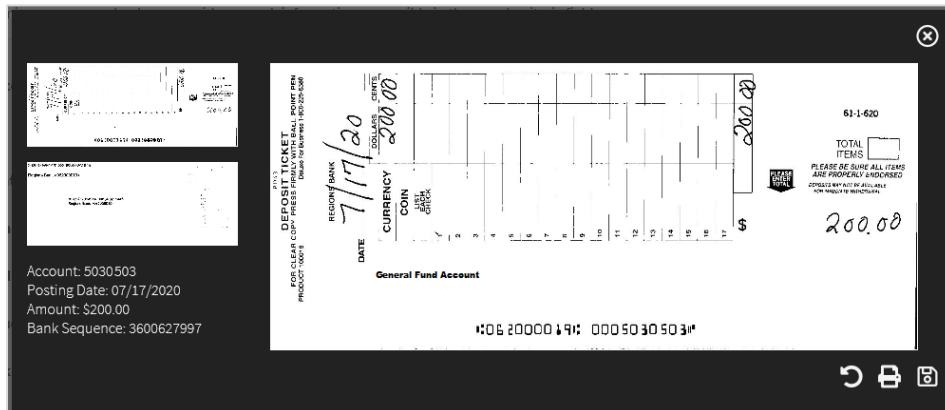
## Retrieving Images of Deposit Tickets and Checks

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
	<i>Deposit Ticket</i>	3600627997	
	<i>Check</i>	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 available 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 easily 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.

**REGIONS** Welcome  
Version 4.0.3

**COMMERCIAL CHECK IMAGE ARCHIVE**

Search Paid Checks Search Deposits **Search Monthly Files** Logout

**Search for Available Monthly Files**  
Select a month and year to view.

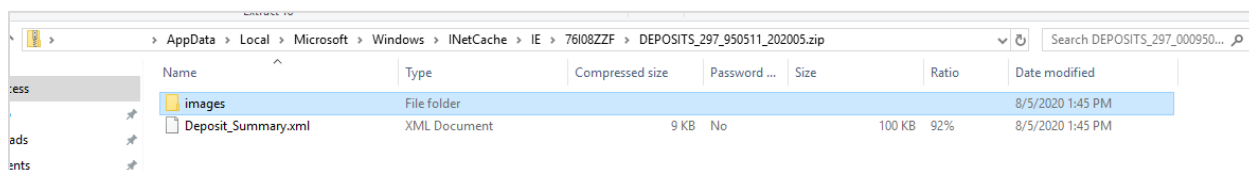
Monthly Files: May 2020 [Clear] [Search]

Account #	Filename	Size	Items
95085000	DEPOSITS_297_0095085000_202005.zip	5,790 KB	297
0000021878	PAIDCHECKS_50_0000021878_202005.zip	908 KB	50
170007018	PAIDCHECKS_243_0170007018_202005.zip	5,251 KB	243
200328000	DEPOSITS_5382_200328000_202005.zip	65,065 KB	5832

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*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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