

# Remote Capture Transition Guide

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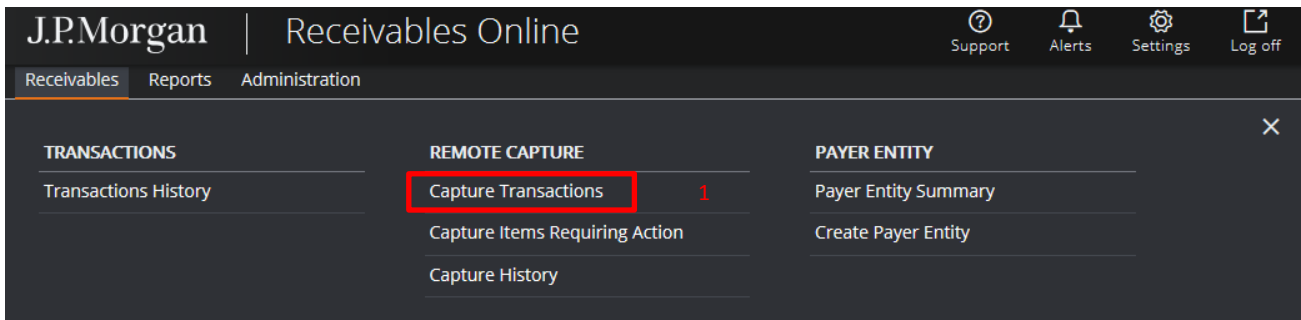
# Receivables Online Remote Capture Scanning – What’s Different?

## Introduction

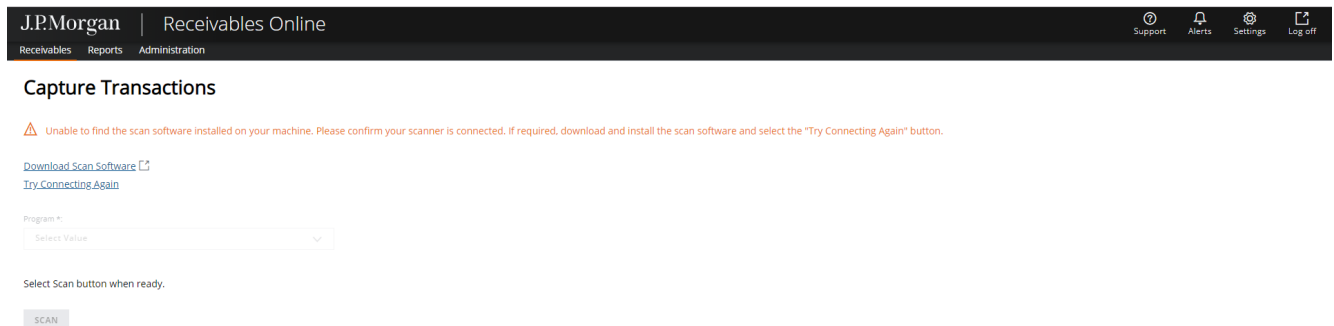
Receivables Online Remote Capture Scanning has a new streamlined, intuitive design that simplifies capturing, viewing and managing your remote capture transactions. The new batch level workflow will help you to quickly scan, review and prepare your transactions for deposit submission.

## Capture Transactions

1. To begin scanning remote capture items, select **Capture Transactions** from the Receivables Menu. (**Note:** If you have the Capture entitlement, the system will open on Capture Transactions as your default landing page.)



When you select Capture Transactions, the system will automatically check that you have your scanner driver and scan software installed. If the system does not detect the driver and/or scan software, a message will be displayed asking you to complete the installation. Follow the on-screen instructions, as needed.



2. Begin scanning by selecting the Program where the checks will be deposited.

### Capture Transactions

Program \*:  
 Select Value ▼
2

Select Scan button when ready.

SCAN

3. Select the Capture Type and Group Name (if required).
4. Enter the Expected Total Checks and Expected Total Amount for your batch (if required by your organization). Enter the Batch Number (if needed – batch number will be automatically generated if not entered).
5. Load your items into the scanner, and then select **Scan**.

### Capture Transactions

Program \*:  
 12347 - ABCD PARTNERS ▼

Capture Type \*:  
 Check(s) Only ▼
3

Expected Total Checks	Expected Total Amount
Deposit Account 1bbbb5	Country UNITED STATES OF AMERICA
	Currency USD
	Deposit Cutoff Time 05:00:00 PM CST

4

Load check(s) and/or document(s) up to the maximum.

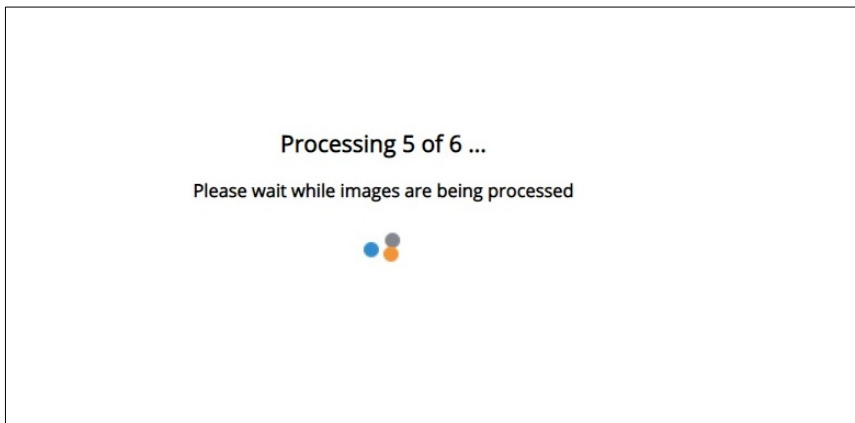
Select Scan button when ready.

SCAN

5

**Notes:**

- The system will display the related Deposit Account information and Deposit Cutoff Time for the Program selected. The system will advise if you are scanning after your daily cutoff time has been reached.
- As your items move through the scanner, you will see a progress counter on the Receivables Online screen.



## Capture Details

Once all items have been scanned, you will be taken to the Capture Details screen that displays the following information about all of the items scanned for your batch.

The screenshot displays the 'Capture Details' screen in the J.P.Morgan Receivables Online interface. At the top, there are navigation links for 'Receivables', 'Reports', and 'Administration', along with utility icons for 'Support', 'Alerts', 'Settings', and 'Log off'. The main content area is titled 'Capture Details' and shows a summary of a batch of checks. A table lists the capture type as 'Check' and the amount as 'USD 545.03'. Below this, a detailed view of a check is shown, including the payee 'JAMES C. MORRISON', the amount '\$545.00', and the routing number '0710000'. The screen includes buttons for 'SUBMIT', 'SCAN MORE', 'RESCAN', and 'SAVE AND CONTINUE'. Red boxes and numbers 1 through 9 highlight specific UI elements corresponding to the numbered list below.

1. The screen will display the number of items captured and total amount of those items. If you utilized the balancing fields when initiating your scan, the system will advise if your batch is out of balance.
2. Summary-level information for your batch is displayed under Summary Details; you can expand or collapse this section as needed.
3. Items successfully captured will display a green checkmark icon; those that require action will display a red warning icon.
4. The screen will display the first item requiring action with specific messages next to the field(s) that need to be reviewed.
5. As you correct items, select **Save and Continue** to automatically advance to the next item that requires action.
6. If you would like to add additional items to the batch, load them in the scanner and select **Scan More**.
7. If you need to delete an item, select the Delete icon
8. If you need to rescan an item, load it in the scanner and select **Rescan**.
9. Once you have completed all required updates, the **Submit** button will be activated and you may submit the batch for deposit.

## Duplicate Items

If the system encounters a potential duplicate item, a side-by-side review screen will be displayed for your review.

- If the item is a duplicate, select the **Mark as a Duplicate** box and then select **Save and Continue**.
- If the item is not a duplicate, select **Save and Continue**.

J.P.Morgan | Receivables Online
Support Alerts Settings Log off

Receivables Reports Administration

< Capture Items Requiring Action

### Capture Details

**1** **15.50**

Check Batch Total (USD)

SUBMIT SCAN MORE

Capture Type	Amount	Status	Action
Check	USD 15.50	▲	🗑️

> Summary Details

▲ Potential Duplicate

Originally captured by pavani tharigopula on 01/10/2020 03:36:32 PM

Front Back
🔄 + - 🗑️ 📄 RESCAN

Payment / Serial Number
Routing Number

Account Number
Amount \*  
15.50

Mark as Duplicate

SAVE AND CONTINUE

> Summary Details

Originally captured by pavani tharigopula on 01/10/2020 03:36:32 PM

Front Back
🔄 + - 🗑️ 📄 RESCAN

Payment / Serial Number
Routing Number

Account Number
Amount \*  
15.50

5

## Balancing

If utilizing the balancing fields when scanning and there is a mismatch in the actual number of checks or dollar amount scanned with the expected number of checks or dollar amount, a message will display onscreen to notify you that the batch is out of balance.

The screenshot shows the 'Capture Details' screen in the J.P.Morgan Receivables Online system. A red box highlights the error message: **Batch out of Balance (Modify)**. Below this, the system shows a check for **545.03** USD. A table lists the capture details:

Capture Type	Amount	Status	Action
Check	USD 545.03	<span style="color: red;">▲</span>	

The main area displays a scanned check from James C. Morrison for \$545.00, dated 'Today'. The check includes the Chase logo and the text 'NOT NEGOTIABLE - DO NOT CASH!'. Below the check, there are fields for 'Payment / Serial Number \*' (0543), 'Routing Number \*' (0710000), 'Account Number \*' (123456789), and 'Amount \*' (545.03). A 'SAVE AND CONTINUE' button is visible at the bottom.

You can select **Modify** to open the Balance Totals overlay and make any revisions, as needed.

The 'Balance Totals' overlay window displays the following data:

Expected Checks Total*	Expected Deposit Total*
6	1945.86
Current Checks Total	Current Deposit Total
5	1720.86
Difference	Difference
1	225.00

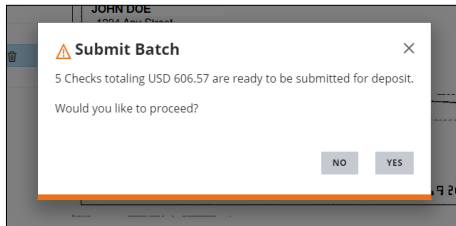
A 'SAVE' button is located at the bottom right of the overlay.

## Submitting Batches

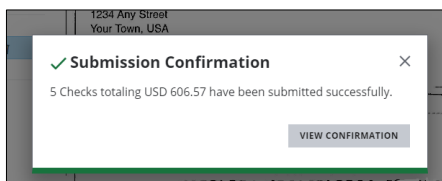
When all items are complete, the **Submit** button will be activated on the screen and the batch can be submitted for deposit.

The screenshot shows the 'Capture Details' page in the J.P. Morgan Receivables Online system. On the left, a summary shows 1 check for a total amount of 545.03 USD. A red box highlights the 'SUBMIT' button. Below this is a table with columns for Capture Type, Amount, Status, and Action. The main area displays a scanned check from Chase Bank for \$545.00, payable to James C. Morrison. The check includes handwritten details like 'I-192', 'Today', and 'signed'. At the bottom, there are fields for Payment / Serial Number (0543), Routing Number (0710000), Account Number (123456789), and Amount (545.03). A 'SAVE AND CONTINUE' button is visible at the bottom left.

After you select Submit, the system will display a confirmation message. Select **Yes** if you are ready to submit the batch for deposit.



Once submitted, you will receive a success message and will have the option to view/print the Submission Confirmation report.



Submission\_Confirmation\_08\_13\_2019\_18\_39\_19.pdf 1 / 1

User Name 1

**Submission Confirmation Receipt**  
 Report Date/Time: 08/13/2019 06:39:17 PM CDT  
 Capture Type: Check(s) Only

This Submission Confirmation receipt represents items submitted for transfer and is not a deposit confirmation. Please verify individual transaction status from Capture History.

Receivables ID	Group	Batch Number	Captured By	Capture Date / Time	Payer RT	Payer DDA	Payment / Serial Number	Amount	Reference Text
1234 - 836567		1000	User Name 1	08/09/2019 03:10:39 PM	031000040	100556789	000407	10.00 USD	
1234 - 836567		1000	User Name 1	08/09/2019 03:10:39 PM	021204005	200567891	000409	802.00 USD	
1234 - 836567		1000	User Name 1	08/09/2019 03:10:39 PM	071001630	300078912	002003	1.50 USD	
1234 - 836567		1000	User Name 1	08/09/2019 03:10:39 PM	071000013	400089123	014532	83.87 USD	
1234 - 836567		1000	User Name 1	08/09/2019 03:10:39 PM	072000326	500081234	001017	10.00 USD	

Total Number of Checks	5
Total Amount	606.57 USD

Submission\_Confirm...pdf Show all X



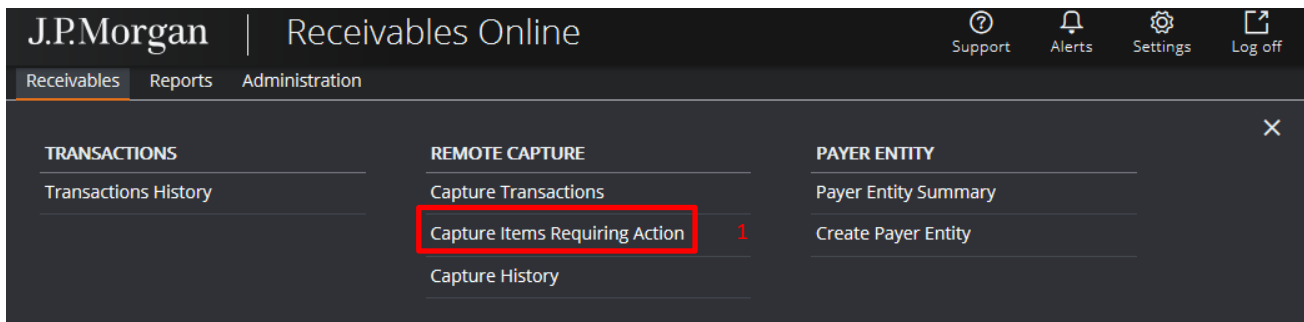
# Receivables Online Capture Items Requiring Action – What's Different?

## Introduction

Receivables Online now makes it easier to identify those Remote Capture items that require your attention. A single menu selection will take you to all of your in-process remote capture items, where you can review and prepare your transactions for deposit submission.

## Capture Items Requiring Action

1. To access your pending remote capture items, select **Capture Items Requiring Action** from the Receivables menu.



2. A list will display of all the pending remote capture batches that have not yet been submitted for deposit for the Programs to which you are entitled.
3. From the Filter panel that displays, you can further refine your search by Programs, Statuses, Batch Number or Captured By, if you choose.

**3** Filter

Programs

22122 - AWESOME AUSTIN 1

221221 - AWESOME AUSTIN 2

22422 - AWESOME RAFAEL 1

Select All Programs

Statuses

Select Value

Batch Number

From To

Captured By

aarti sharma

ADA User 123

Alain Lucana

Select All Users

Captured Date

Start Date - End Date

Last Modified By

aarti sharma

ADA User 123

Alain Lucana

Select All Users

Last Modified Date

Start Date - End Date

**APPLY** **RESET**

**2** Capture Items Requiring Action

<input type="checkbox"/> Batch Number	Status	Captured Date & Time	Captured By	Last Modified Date & Time	Last Modified By	Program	Group	Currency	Amount
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:57:19 PM	Jeff Suddeh	01/10/2020 03:59:09 PM	automation r49	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	9,466.53
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:52:32 PM	Jeff Suddeh	01/13/2020 11:05:34 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	10,632.75
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:51:29 PM	Jeff Suddeh	01/13/2020 11:05:39 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	1,000.00
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:36:32 PM	pavani thargopula	01/13/2020 11:05:42 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	791.25
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:35:45 PM	pavani thargopula	01/13/2020 11:05:46 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	15.50
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:35:02 PM	pavani thargopula	01/13/2020 11:05:46 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	775.75
<input type="checkbox"/> 1001	Action Required	01/10/2020 09:51:58 AM	pavani thargopula	01/13/2020 11:05:21 AM	je admin1	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	545.03
<input type="checkbox"/> 1006	Expired	01/08/2020 04:15:10 PM	nedim test	01/13/2020 01:59:08 AM	nedim test	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	2,025.16
<input type="checkbox"/> 1002	Expired	01/08/2020 04:10:59 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	2,025.10
<input type="checkbox"/> 1001	Expired	01/08/2020 04:01:32 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33233-RDC LOCKBOX2 - NO REF	USD	USD	2,084.99
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:29 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:06 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:04:41 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	15,521.59
<input type="checkbox"/> 28272004	Expired	01/08/2020 02:58:10 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	33533-RDC LOCKBOX 4 - REF ITEI	USD	USD	50,066.00
<input type="checkbox"/> 28272003	Expired	01/08/2020 02:56:27 PM	Fred Millero	01/13/2020 01:59:08 AM	automation r49	33533-RDC LOCKBOX 4 - REF ITEI	USD	USD	1,000.00
<input type="checkbox"/> 28272002	Expired	01/08/2020 02:55:02 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	68350363-RDC LOCKBOX TEST	USD	USD	3,000.00
<input type="checkbox"/> 1080004	Expired	01/08/2020 01:00:15 PM	Fred Millero	01/13/2020 01:59:08 AM	Fred Millero	68350363-RDC LOCKBOX TEST	USD	USD	854,853.38
<input type="checkbox"/> 1080001	Expired	01/08/2020 10:18:09 AM	Fred Smihr RO	01/13/2020 01:59:08 AM	automation r49	33433-RDC LOCKBOX 3 - REF ITEI	USD	USD	10.00
<input type="checkbox"/> 5101	Expired	01/08/2020 09:43:45 AM	automation r49	01/13/2020 01:59:08 AM	automation r49	33233-RDC LOCKBOX2 - NO REF	USD	USD	2,496.46
<input type="checkbox"/> 4108	Expired	01/07/2020 04:50:16 PM	automation r49	01/12/2020 01:59:06 AM	pavani thargopula	93099903-AUSTIN DEMO LOCKB	USD	USD	100.00

Page: 1 of 3

Grand Total: USD 3,522,788.86

**Note:** The status of the batch will reflect if an *Action Required* or the batch is *Ready to Submit*. If you select a batch that is being worked on by another user, a pop-up message will be displayed telling you the batch is in process and which user is currently working on the batch.

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**3** Filter

Programs

22122 - AWESOME AUSTIN 1

221221 - AWESOME AUSTIN 2

22422 - AWESOME RAFAEL 1

Select All Programs

Statuses

Select Value

Batch Number

From To

Captured By

aarti sharma

ADA User 123

Alain Lucana

Select All Users

Captured Date

Start Date - End Date

Last Modified By

aarti sharma

ADA User 123

Alain Lucana

Select All Users

Last Modified Date

Start Date - End Date

**APPLY** **RESET**

**2** Capture Items Requiring Action

<input type="checkbox"/> Batch Number	Status	Captured Date & Time	Captured By	Last Modified Date & Time	Last Modified By	Program	Group	Currency	Amount
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:57:19 PM	Jeff Suddeh	01/10/2020 03:59:09 PM	automation r49	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	9,466.53
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:52:32 PM	Jeff Suddeh	01/13/2020 11:05:34 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	10,632.75
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:51:29 PM	Jeff Suddeh	01/13/2020 11:05:39 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	1,000.00
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:36:32 PM	pavani thargopula	01/13/2020 11:05:42 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	791.25
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:35:45 PM	pavani thargopula	01/13/2020 11:05:46 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	15.50
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:35:02 PM	pavani thargopula	01/13/2020 11:05:46 AM	je admin1	22422-AWESOME RAFAEL 1	1-FULL PAGE	USD	775.75
<input type="checkbox"/> 1001	Action Required	01/10/2020 09:51:58 AM	pavani thargopula	01/13/2020 11:05:21 AM	je admin1	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	545.03
<input type="checkbox"/> 1006	Expired	01/08/2020 04:15:10 PM	nedim test	01/13/2020 01:59:08 AM	nedim test	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	2,025.16
<input type="checkbox"/> 1002	Expired	01/08/2020 04:10:59 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33133-RDC LOCKBOX1 - GROUPS 5036002-Group 2 Che	USD	USD	2,025.10
<input type="checkbox"/> 1001	Expired	01/08/2020 04:01:32 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33233-RDC LOCKBOX2 - NO REF	USD	USD	2,084.99
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:29 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:06 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:04:41 PM	Jeff Suddeh	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	15,521.59
<input type="checkbox"/> 28272004	Expired	01/08/2020 02:58:10 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	33533-RDC LOCKBOX 4 - REF ITEI	USD	USD	50,066.00
<input type="checkbox"/> 28272003	Expired	01/08/2020 02:56:27 PM	Fred Millero	01/13/2020 01:59:08 AM	automation r49	33533-RDC LOCKBOX 4 - REF ITEI	USD	USD	1,000.00
<input type="checkbox"/> 28272002	Expired	01/08/2020 02:55:02 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	68350363-RDC LOCKBOX TEST	USD	USD	3,000.00
<input type="checkbox"/> 1080004	Expired	01/08/2020 01:00:15 PM	Fred Millero	01/13/2020 01:59:08 AM	Fred Millero	68350363-RDC LOCKBOX TEST	USD	USD	854,853.38
<input type="checkbox"/> 1080001	Expired	01/08/2020 10:18:09 AM	Fred Smihr RO	01/13/2020 01:59:08 AM	automation r49	33433-RDC LOCKBOX 3 - REF ITEI	USD	USD	10.00
<input type="checkbox"/> 5101	Expired	01/08/2020 09:43:45 AM	automation r49	01/13/2020 01:59:08 AM	automation r49	33233-RDC LOCKBOX2 - NO REF	USD	USD	2,496.46
<input type="checkbox"/> 4108	Expired	01/07/2020 04:50:16 PM	automation r49	01/12/2020 01:59:06 AM	pavani thargopula	93099903-AUSTIN DEMO LOCKB	USD	USD	100.00

Page: 1 of 3

Grand Total: USD 3,522,788.86

10

- Select the Batch Number link from the Capture Items Requiring Action list. From the Capture Details page that displays for the batch, you can edit check and/or document information, add or delete items for a batch, rescan images, validate potential duplicates, confirm balancing information, or submit a batch for deposit. See the [Receivables Online Remote Capture Scanning - What's Different](#) document for additional details.

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Support Alerts Settings Log off

Receivables Reports Administration

< Capture Items Requiring Action

### Capture Details

1 Check 545.03 Batch Total (USD)

SUBMIT SCAN MORE

Capture Type	Amount	Status	Action
Check	USD 545.03	<span style="color: red;">▲</span>	

> Summary Details

Front Back

Mark as Money Order

Payment / Serial Number \* 0543 Routing Number \* 071000013 Account Number \* 123456789 Amount \* 545.03

Reference Text

SAVE AND CONTINUE

- From the Capture Items Requiring Action list, you can also perform certain actions on multiple batches at the same time. Select the batches you wish to action; then select the appropriate button.

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Support Alerts Settings Log off

Receivables Reports Administration

### Filter

Programs

- 22122 - AWESOME AUSTIN 1
- 221221 - AWESOME AUSTIN 2
- 22422 - AWESOME RAFAEL 1

Select All Programs

Statuses

Select Value

Batch Number

From To

Captured By

aarti sharma  
ADA User 123  
Alain Lucana

Select All Users

Captured Date

Start Date - End Date

Last Modified By

aarti sharma  
ADA User 123  
Alain Lucana

Select All Users

Last Modified Date

Start Date - End Date

APPLY RESET

### Capture Items Requiring Action

Batch Number	Status	Captured Date & Time	Captured By	Last Modified Date & Time	Last Modified By	Program	Group	Currency	Amount
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:57:19 PM	Jeff Suddeth	01/10/2020 03:59:09 PM	automation r49	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	9,466.53
<input checked="" type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:52:32 PM	Jeff Suddeth	01/13/2020 11:05:34 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	10,632.75
<input checked="" type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:51:29 PM	Jeff Suddeth	01/13/2020 11:05:39 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	1,000.00
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:36:32 PM	pavani thargopula	01/13/2020 01:53:18 PM	Applause Test2	22422-AWESOME RAFAEL 1		USD	791.25
<input type="checkbox"/> Pending Submission	Action Required	01/10/2020 03:35:45 PM	pavani thargopula	01/13/2020 01:53:25 PM	Applause Test2	22422-AWESOME RAFAEL 1		USD	15.50
<input type="checkbox"/> Pending Submission	In Progress	01/10/2020 03:35:02 PM	pavani thargopula	01/13/2020 11:05:46 AM	je admin1	22422-AWESOME RAFAEL 1		USD	775.75
<input type="checkbox"/> 1001	In Progress	01/10/2020 09:51:58 AM	pavani thargopula	01/13/2020 01:53:25 PM	Applause Test2	33133-RDC LOCKBOX1 - GROUP5 5036002-Group 2 Che		USD	545.03
<input type="checkbox"/> 1006	Expired	01/08/2020 04:15:10 PM	nedim test	01/13/2020 01:59:08 AM	nedim test	33133-RDC LOCKBOX1 - GROUP5 5036002-Group 2 Che		USD	2,025.16
<input type="checkbox"/> 1002	Expired	01/08/2020 04:10:59 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33133-RDC LOCKBOX1 - GROUP5 5036002-Group 2 Che		USD	2,025.10
<input type="checkbox"/> 1001	Expired	01/08/2020 04:01:32 PM	nedim test	01/13/2020 01:59:08 AM	pavani thargopula	33233-RDC LOCKBOX2 - NO REF		USD	2,084.99
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:29 PM	Jeff Suddeth	01/13/2020 01:59:08 AM	je admin1	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:05:06 PM	Jeff Suddeth	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	100.00
<input type="checkbox"/> Pending Submission	Expired	01/08/2020 03:04:41 PM	Jeff Suddeth	01/13/2020 01:59:08 AM	pavani thargopula	221221-AWESOME AUSTIN 2	1-FULL PAGE	USD	15,521.59
<input type="checkbox"/> 2877004	Expired	01/08/2020 02:58:10 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	33533-RDC LOCKBOX 4 - REF ITEI		USD	50,066.00
<input type="checkbox"/> 2877003	Expired	01/08/2020 02:56:27 PM	Fred Millero	01/13/2020 01:59:08 AM	automation r49	33533-RDC LOCKBOX 4 - REF ITEI		USD	1,000.00
<input type="checkbox"/> 2877002	Expired	01/08/2020 02:55:02 PM	Fred Millero	01/13/2020 01:59:08 AM	pavani thargopula	68350363-RDC LOCKBOX TEST		USD	3,000.00
<input type="checkbox"/> 1080004	Expired	01/08/2020 01:00:15 PM	Fred Millero	01/13/2020 01:59:08 AM	Fred Millero	68250363-RDC LOCKBOX TEST		USD	854,853.38
<input type="checkbox"/> 1080001	Expired	01/08/2020 10:18:09 AM	Fred Smith RO	01/13/2020 01:59:08 AM	automation r49	33433-RDC LOCKBOX 3 - REF ITEI		USD	10.00
<input type="checkbox"/> 9101	Expired	01/08/2020 09:43:45 AM	automation r49	01/13/2020 01:59:08 AM	automation r49	33233-RDC LOCKBOX2 - NO REF		USD	2,496.46
<input type="checkbox"/> 4108	Expired	01/07/2020 04:50:16 PM	automation r49	01/12/2020 01:59:06 AM	pavani thargopula	93099903-AUSTIN DEMO LOCKB		USD	100.00

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Grand Total: USD 3,522,788.86

SUBMIT (2) DELETE (2) EXPORT (2)

- **Submit** – Only batches in the *Ready to Submit* status can be submitted. When submitting multiple batches from the list, the system will provide a confirmation message indicating the total items and dollar amount of the batches submitted. If an issue is identified with any of the batches flagged for submission, the confirmation message will indicate which batches could not be submitted and may require additional review. After closing the success message window, you will have the option to view/print the Submission Confirmation report.
- **Delete** – Only batches in the *Action Required* or *Ready to Submit* statuses can be deleted. Batches that have been submitted, cannot be deleted. A confirmation message will indicate the successful deletion of selected batches.
- **Export** – The system will create a CSV file for the selected batches.

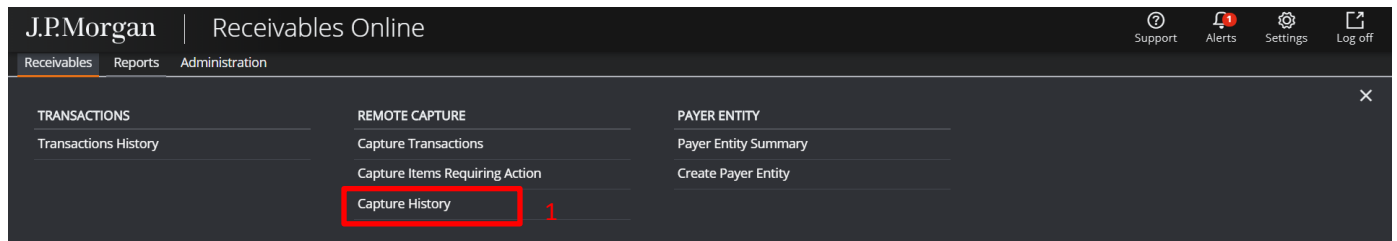
# Receivables Online Capture History – What's Different?

## Introduction

Receivables Online now makes it easier to search for all of your Remote Capture items, from initial scan through deposit submission, via Capture History, a single easy-to-use search function.

## Capture History

1. To access your remote capture items, select **Capture History** from the Receivables Menu.



2. A list will display noting all your remote capture batches for the current and previous day for the Programs to which you are entitled. The Capture History list will display batches in all statuses, which are:
  - Action Required
  - Ready to Submit
  - Submitted
  - Expired
  - Deposited
  - Rejected

- From the Capture History Filter panel that displays, you can further refine your search by Programs, Statuses, Batch Number or Captured By, if you choose.

The screenshot shows the 'Capture History' interface in J.P.Morgan Receivables Online. On the left is a 'Filter' panel with sections for Programs (listing 'AWESOME AUSTIN' and 'AWESOME RAFAEL'), Statuses (with a 'Select Value' dropdown), Batch Number (with 'From' and 'To' fields), and Captured By (listing users like 'aarti sharma' and 'Alain Lucana'). On the right is a table titled 'Capture History' with columns: Batch Number, Status, Captured Date & Time, Captured By, Last Modified Date & Time, Last Modified By, Program, and Group. The table contains several rows of capture records. A red box highlights the 'Filter' panel. Another red box highlights the 'Status' column, and a third red box highlights the 'Batch Number' column. At the bottom right, it says 'Grand Total: USD 1,016,256.75'.

- To view an individual batch, select the Batch Number link from the Capture History list. The Capture Details for that batch will display.

The screenshot shows the 'Capture Details' screen for a batch. At the top, it says 'Capture History' and 'Capture Details'. Below that, it shows 'Checks: 1 Amount: USD 200.00'. There is a table with columns: 'Check', 'Amount', 'Status', and 'Action'. The main area displays a check image from 'Exact Engineering' for \$200.00, dated 09/16/2004, payable to 'Applied Industrial Technologies'. The check is signed by 'Jane Doe'. At the bottom, there is a table with fields for Payment / Serial Number, Routing Number, Account Number, and Amount.

**Note:** For batches that are still in process, you can edit check and/or document information, add or delete items for a batch, rescan images, validate potential duplicates, confirm balancing information, or submit a batch for deposit from the Capture Details screen. See the [Receivables Online Remote Capture Scanning - What's Different](#) document for additional details.

- From the Capture History list, you can also perform certain actions on multiple batches at the same time. Select the batches you wish to action; then select the appropriate button.

**Filter**

Programs  
 22122 - AWESOME AUSTIN 1  
 221221 - AWESOME AUSTIN 2  
 22422 - AWESOME RAFAEL 1  
 Select All Programs

Statuses  
 Select Value

Batch Number  
 From To

Captured By  
 earti sharma  
 ADA User 123  
 Alain Lucena  
 Select All Users

Captured Date  
 Start Date - End Date

Last Modified By  
 earti sharma  
 ADA User 123  
 Alain Lucena  
 Select All Users

Last Modified Date  
 Start Date - End Date

**APPLY** **RESET**

**Capture History**

Batch Number	Status	Captured Date & Time	Captured By	Last Modified Date & Time	Last Modified By	Program	Group	Currency	Amount
<input type="checkbox"/> 1004	In Progress	01/06/2020 03:40:36 PM	nedim test	01/06/2020 03:41:02 PM	nedim test	33433-RDC LOCKBOX 3 - REF ITE		USD	53.40
<input type="checkbox"/> 1003	Action Required	01/06/2020 03:35:32 PM	nedim test	01/06/2020 08:17:41 PM	Applause Test2	33433-RDC LOCKBOX 3 - REF ITE		USD	75.40
<input type="checkbox"/> 1002	Action Required	01/06/2020 03:30:13 PM	nedim test	01/06/2020 08:22:09 PM	Applause Test2	33433-RDC LOCKBOX 3 - REF ITE		USD	410.75
<input type="checkbox"/> 1004	Action Required	01/06/2020 02:53:59 PM	nedim test	01/06/2020 03:29:36 PM	nedim test	33133-RDC LOCKBOX1 - GROUP5:5036002-Group 2 Che		USD	65.15
<input type="checkbox"/> 1001	Action Required	01/06/2020 02:49:37 PM	nedim test	01/06/2020 08:20:12 PM	Applause Test2	33433-RDC LOCKBOX 3 - REF ITE		USD	333.00
<input type="checkbox"/> 1003	Action Required	01/06/2020 02:40:56 PM	nedim test	01/06/2020 04:26:01 PM	je admin1	33233-RDC LOCKBOX2 - NO REF		USD	337.00
<input checked="" type="checkbox"/> 1003	Ready to Submit	01/06/2020 02:24:27 PM	nedim test	01/06/2020 08:19:39 PM	Applause Test2	33133-RDC LOCKBOX1 - GROUP5:5036002-Group 2 Che		USD	10.00
<input checked="" type="checkbox"/> Pending Submission	In Progress	01/06/2020 12:55:31 PM	Jeff Suddeth	01/06/2020 01:00:33 PM	pavani 49	22122-AWESOME AUSTIN 1	1-GROUP 1 - FULL PAI	USD	565.74
<input type="checkbox"/> 1060004	Deposited	01/06/2020 12:44:00 PM	Fred Smithr RO	01/06/2020 03:58:12 PM	Fred Smithr RO	33533-RDC LOCKBOX 4 - REF ITE		USD	310.05
<input checked="" type="checkbox"/> 1000	In Progress	01/06/2020 11:31:46 AM	Jeff Suddeth	01/06/2020 04:43:14 PM	je admin1	33533-RDC LOCKBOX 4 - REF ITE		USD	318.47
<input type="checkbox"/> 5551212	Action Required	01/06/2020 11:26:49 AM	Jeff Suddeth	01/06/2020 08:21:36 PM	Applause Test2	93099901-AUSTIN DEMO LOCKB		USD	307.47
<input type="checkbox"/> 1060003	In Progress	01/06/2020 11:15:06 AM	Fred Smithr RO	01/06/2020 08:22:09 PM	Applause Test2	33433-RDC LOCKBOX 3 - REF ITE		USD	3,000.00
<input type="checkbox"/> 1000	Deposited	01/06/2020 11:04:56 AM	Chris Test	01/06/2020 11:13:17 AM	Chris Test	93099901-AUSTIN DEMO LOCKB		USD	30.00
<input type="checkbox"/> 1060002	Deposited	01/06/2020 11:02:03 AM	Fred Smithr RO	01/06/2020 11:08:16 AM	Fred Smithr RO	93099901-AUSTIN DEMO LOCKB		USD	44.25
<input type="checkbox"/> Pending Submission	In Progress	01/06/2020 10:42:14 AM	Chris Test	01/06/2020 01:11:30 PM	Chris Test	22122-AWESOME AUSTIN 1	1-GROUP 1 - FULL PAI	USD	1,010,328.48
<input type="checkbox"/> 1060001	Deposited	01/06/2020 09:23:06 AM	Fred Smithr RO	01/06/2020 09:28:20 AM	Fred Smithr RO	33133-RDC LOCKBOX1 - GROUP5:5036002-Group 2 Che		USD	67.59

**SUBMIT (3)** **DELETE (3)** **EXPORT (3)**

Grand Total: USD 1,016,256.75

- Submit** – Only batches in the *Ready to Submit* status can be submitted. When submitting multiple batches from the list, the system will provide a confirmation message indicating the total items and dollar amount of the batches submitted. If an issue is identified with any of the batches flagged for submission, the confirmation message will indicate which batches could not be submitted and may require additional review. After closing the success message window, you will have the option to view/print the Submission Confirmation report.
- Delete** – Only batches in the *Action Required* or *Ready to Submit* statuses can be deleted. Batches that have been submitted cannot be deleted. A confirmation message will indicate the successful deletion of selected batches.
- Export** –The system will create a CSV file for the selected batches.