

Remote Capture Quick Reference Guide

The screenshot shows the J.P. Morgan Remote Capture Entry interface. It includes a top navigation bar with the J.P. Morgan logo and 'Receivables Online' text. Below this is a 'Capture Details' section on the left with a table of capture items. The main area is titled 'Remote Capture Entry' and contains a 'Summary Details' section at the top, a large image of a check in the center, and a form at the bottom for entering details. Numbered callouts (1-5) highlight specific elements: 1 points to the 'Check' button in the capture table; 2 points to the 'Batch Total (USD)' field; 3 points to the 'From' field in the summary details; 4 points to the 'Payment / Serial Number' field in the bottom form; and 5 points to the 'Rescan' button in the top right corner of the check image area.

Capture Details

Capture Type	Amount	Status	Action
Check	USD 533.33	✓	1

Summary Details

Program: 33133 - RDC LOCKBOX1 - GROUPS
Group: 8036002 - Group 2 Checks Only
Deposit Account: 22122999
Country: USA

From: 3

15356342

N. Control
Account Manager
123 Sample Street
Chicago, IL 60661

J.P.Morgan August 08, 2008

Pay to the order of JPMorgan Chase & Co \$533.33

Five Hundred Thirty-Three And 33 / 100 Dollars

Memo Sample - Void N. Control

15356342 321081669 23538272364

4

5

SAVE AND CONTINUE

Remote Capture Input Screen

1. Capture Entry Type

Program – Program (lockbox) number into which captured items will be deposited

Capture Type – Specific to each program

Scanner – Device used to capture the digital image of checks and documents

Status – Current status of transaction displayed on screen (Refer to the Remote Capture User Guide for a complete list of statuses and descriptions)

2. Balancing Service (Optional)

Totals – Number of checks and total check amount scanned

Difference – The difference between the expected and actual number of total checks and total amount

3. Image Details

Show Rear Image – Displays back of current image

4. Capture Details

Payment Serial Number – Check number (editable in Edit Mode)

Routing Number – Displays drawee bank's routing number (editable in Edit Mode)

Account Number – Displays the remitter's account number (editable in Edit Mode)

Amount – Check amount (editable in Edit Mode)

Reference Text, Invoice Number, Invoice Amount, Customer Number – Optional memo fields

5. Action Buttons

Submit – Submit the batch for deposit.

Scan More – Scan additional items into the batch

Rescan – To rescan an item, load it in the scanner and select Rescan.

Save and Continue – Save edits made to the transaction and move to the next item that requires action

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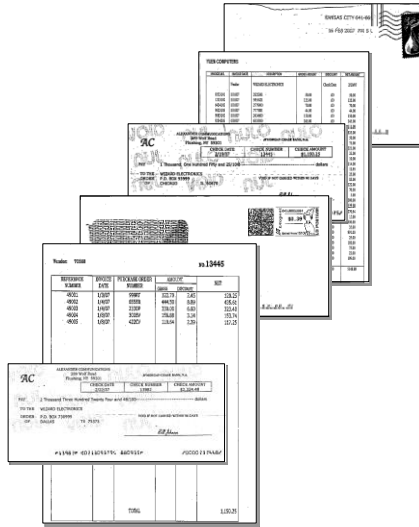
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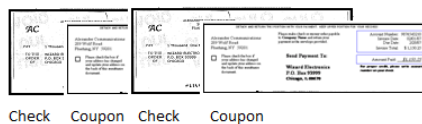
Preparing Transactions

1. Review the instructions on the program provided on Receivables Online for processing your work.
2. Prepare work in transactions corresponding to the available capture types
3. Review the checks to ensure they are negotiable
4. Place checks in front of the corresponding materials and envelopes for each transaction processed in the "Checks and Documents" mode
5. Prepare checks and/or documents horizontally prior to scanning
6. Place the checks in the top center of the work being scanned
7. Depending on the scanner, checks and documents will be placed either face up or face down (Please see the Remote Capture User Guide for complete instructions on document preparation and scanning)

Check and Document Type (check then document scanning order)



Scannable Type (check then coupon scanning order)



Scanning Transactions

1. Turn on scanner
2. Log on to Receivables Online
3. Select Capture Transactions from Remote Capture menu
4. Choose the program where payments are to be processed
5. Choose the capture type for the transactions you are processing
6. Enter the total number of checks and total amount of checks (if using optional Balancing Service)
7. Click "Scan" button

After Scanning

1. Summary-level information for your batch is displayed under Summary Details; you can expand or collapse this section as needed
2. Items successfully captured will display a green check mark icon; those that require action will display a red warning icon
3. Select "Save and Continue" on every image after review
4. Once you have completed all required updates, the Submit button will be activated and you may submit the batch for deposit
5. Alternatively, if you do not want to submit the batch or if you don't have entitlements to do so, click on any tab outside of the page or the breadcrumb link at the top left and your items will be saved automatically
6. Store checks in a secure area for future retrieval

Transaction Status Search

To perform a search on processed transactions:

1. Select Capture Search from the Receivables Menu
2. 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.

Reports Search

To generate a report on Remote Capture transactions:

1. Select Receivables and click on one of the following:
2. Capture History: view items scanned by Remote Capture
3. Capture Items Requiring Action: view items that were scanned but not submitted for deposit
4. Transaction History: view all items that are available in Receivables Online

(See Receivables Online User Guide for more details)

Additional Reference Materials

1. Remote Capture User Guide
2. Remote Capture Scanner Installation Guide
3. Remote Capture Scanner Ordering Guide
4. Remote Capture Frequently Asked Questions (FAQ)
5. Remote Capture Marketing Sheet
6. Remote Capture Material Replacement Document

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