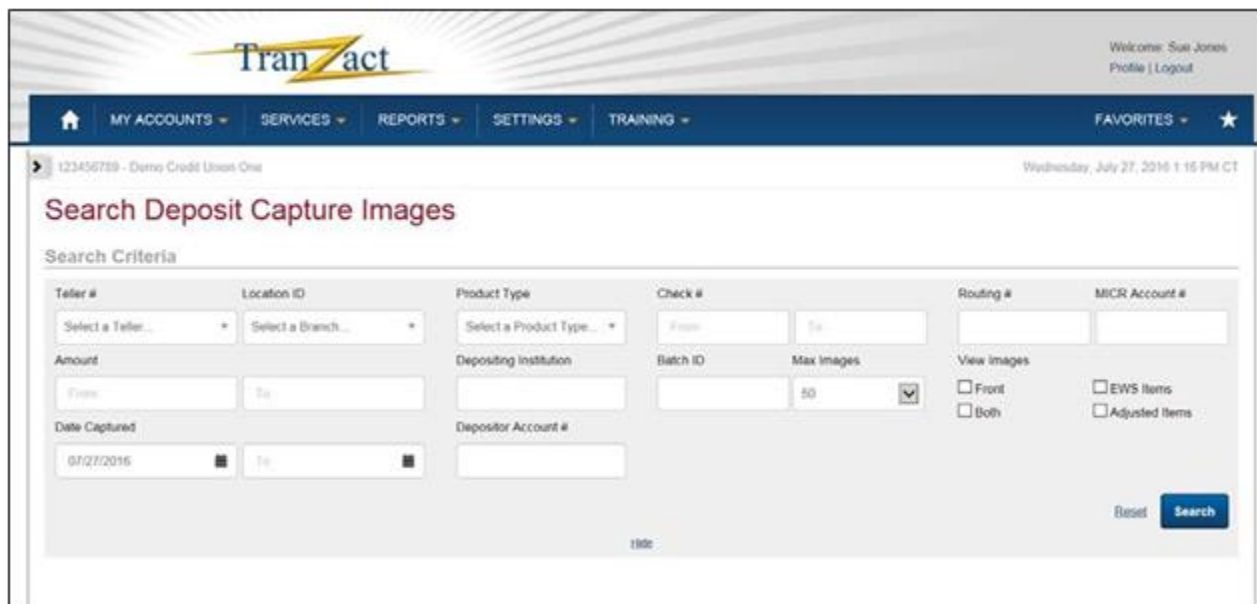


Deleting Submitted Items

The following procedure is for Branch, Business, Mobile and ATM

NOTE: Only users with appropriate permissions may delete items. An item may only be deleted if it has not been sent for collection. The delete button will only be available if the user has the appropriate permissions, and the item(s) has not been sent for collection. **If the delete option is not available, neither Catalyst Corporate nor the credit union can delete, as the item/batch has been released for processing.**

1. Login to TranZact.
2. Select the "Images" link under the Deposit Capture section. The Search Deposit Capture Images screen appears as shown in the following image.

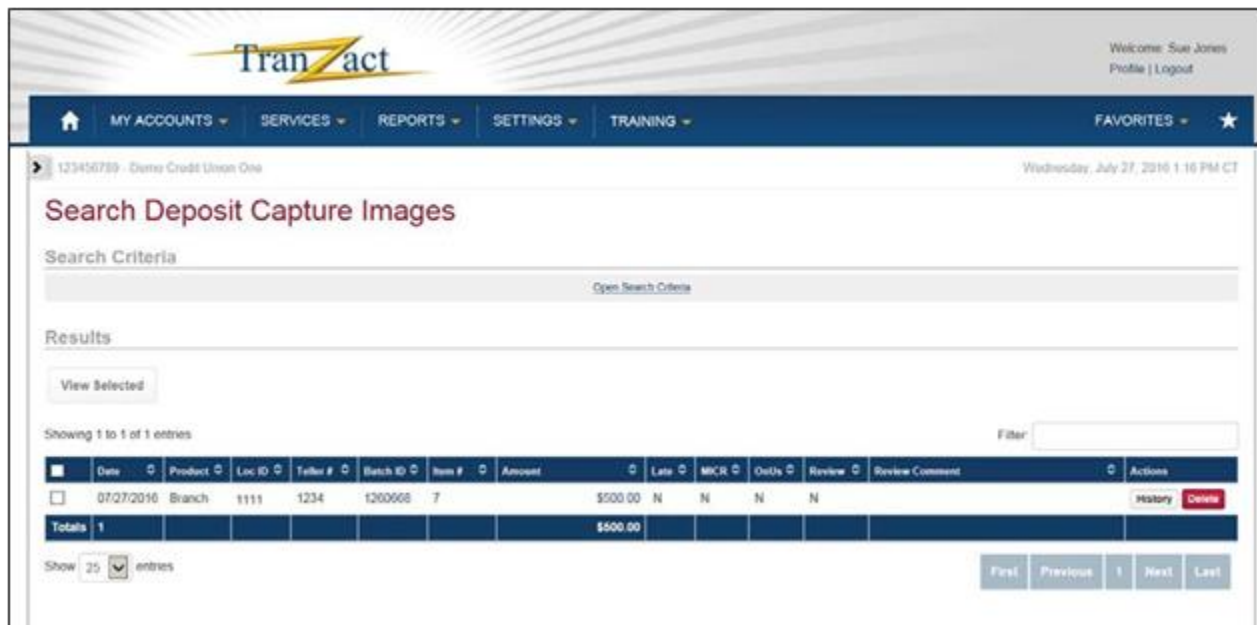


| | |
|-----------------------|--------------------|
| To delete an item(s): | Perform Steps 3-8 |
| To delete a batch: | Perform Steps 9-14 |



To Delete an Item:

3. Enter search criteria for the item(s) in the search fields. (You can narrow your search by selecting the product type, e.g. branch, Mobile, ATM, or Business).
4. Select the "Search" button. The Search Deposit Capture Images screen appears with the search results as shown in the following image.



NOTE: To view the item to verify it is the desired item, select the dollar amount hyperlink.

5. Select the "Delete" button of the item to delete. The Adjustments popup screen appears as shown in the following image.

Adjustments
✕

Item # 7

Date 07/27/2016

Amount \$500.00

Reason Choose an adjustment reason

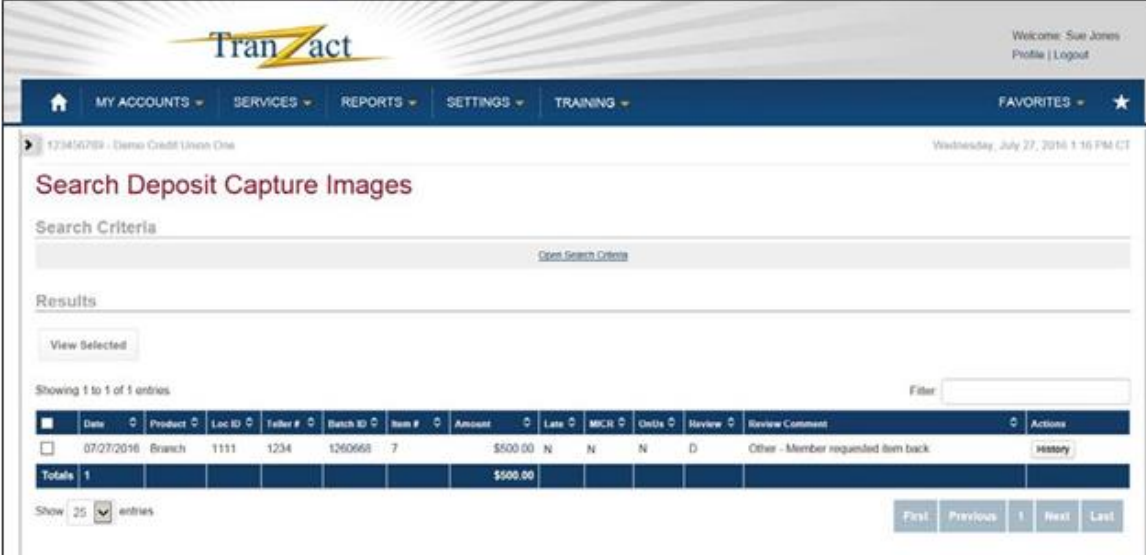
Comments

Cancel
Delete

6. Select a reason from the Reason dropdown menu.
7. Enter comments in the Comments field, if desired.

NOTE: The maximum number of characters for this field is eighty (80).

8. Select the “Delete” button. The Search Deposit Capture Images screen appears showing the item with comments, if added, and marked as deleted under the Review column as shown in the following image.



Welcome, Sue Jones
Profile | Logout

TranZact

123456789 - Demo Credit Union One Wednesday, July 27, 2016 1:16 PM CT

Search Deposit Capture Images

Search Criteria Open Search Criteria

Results

View Selected

Showing 1 to 1 of 1 entries Filter

| Date | Product | Loc ID | Teller # | Batch ID | Item # | Amount | Late | MCR | OnUs | Review | Review Comment | Actions |
|---------------|---------|--------|----------|----------|--------|----------|------|-----|------|--------|------------------------------------|---------|
| 07/27/2016 | Branch | 1111 | 1234 | 1260968 | 7 | \$500.00 | N | N | N | D | Other - Member requested item back | History |
| Totals | | | | | | 1 | | | | | | |

Show 25 entries First Previous 1 Next Last



To Delete a Batch

9. Select the “Images” link under the Deposit Capture section. The Search Deposit Capture Images screen appears; look for the tiny triangle in the top left of the screen, right below the home icon, this will open the navigation menu on the left. Select Batch search, under images.
10. Enter search criteria for the batch in the search fields. (*You can narrow your search by selecting the product type, e.g. branch, Mobile, ATM, or Business*).
11. Select the “Search” button. The Batch Search Deposit Capture Images screen appears with the search results as shown in the following image.



12. Select “Delete” button of the batch to delete. The Batch Adjustment popup screen appears as shown in the following image.

Batch Adjustment
✕

Batch ID 1260717

Date 07/27/2016

Amount \$1,006.89

Reason Choose an adjustment reason ▼

Comments

[Cancel](#)
Delete

13. Select a reason from the *Reason* dropdown menu.
14. Enter comments in the *Comments* field, if desired.

NOTE: The maximum number of characters for this field is eighty (80).

15. Select the “Delete” button. The Batch Search Deposit Capture Images screen appears showing the batch with comments, if added, as shown in the following image.



The screenshot shows the TranZact interface. At the top, there's a navigation bar with 'MY ACCOUNTS', 'SERVICES', 'REPORTS', 'SETTINGS', and 'TRAINING'. Below that, the page title is 'Batch Search Deposit Capture Images'. There's a search criteria section with a button to 'Open Search Criteria'. The results section shows a table with one entry:

| Date | Product | Loc ID | Teller # | Batch ID | Item Count | Batch Amount | Letr | Review Comments | Actions |
|---------------|---------|--------|----------|----------|------------|-------------------|------|--|---------|
| 07/27/2016 | Branch | 1111 | 1234 | 1260717 | 5 | \$1,006.89 | N | Other - On-Us items scanned as transit | history |
| Totals | | | | | 5 | \$1,006.89 | | | |

Below the table, there's a 'Show 25 entries' dropdown and navigation buttons: 'First', 'Previous', 'Next', 'Last'.