Transaction Images Quick Reference Guide

GETTING STARTED

Transaction Images are available for checks cleared on MUFG Bank.

Access MUFG Exchange using the following link: <u>https://sso.mufgamericas.com</u>

At the Sign On page enter User ID and passcode.

To View a Transaction Image

- Select the **Reports** tab.
- 2 Select Balance and Transaction Reporting from the drop-down menu.

() M	IUFG	MUFG Exchange		
f	Paym	ents & Transfers	Reports 1	
		(2	Balance and Transaction Reporting	Download
Actio	n Items		eStatements	Image Search
ADMIN	STRATIO	N	Legacy Reports	Report Management
PAYME	NT		Wire Transaction Report	

3 From the Account Summary screen, click on the **Account Number**. The transaction details screen will display.

I Accounts	Current Day Cash	Account Groups	Custom Report	ing Transac	tion Search			
							Refresh Bala	inces 12/02/2020 11:
Deposit Accou * The totals sho	unts own reflect the subset of items	s displayed in the current v	view.				Opening Ledg 306,552.2	ger Current Availat 28 520,048.7
Filter Select fi	ields -]						All Accounts
	nber			and Marrie				
↑ Account Num			AC	count name	Closing Le	Opening Le	Current Le	Current Available
1111111111			Ger	neral Account	Closing Le 42,058.49	Opening Le 42,058.49	Current Le 42,058.49	Current Available
↑ Account Num 1111111111 111111113			Ger	eivables Account	Closing Le 42,058.49 83,881.15	Opening Le 42,058.49 83,881.15	Current Le 42,058.49 83,881.15	Current Available \$
↑ Account Num 1111111111 1111111113 1111111117			Ger Rec	reral Account reivables Account rating Account	Closing Le 42,058.49 83,881.15 58,824.86	Opening Le 42,058.49 83,881.15 58,824.86	Current Le 42,058.49 83,881.15 58,824.86	Current Available \$ 84,235.76 128,966.69 139,379.17
↑ Account Num 1111111111 1111111113 1111111117 11111111			Ger Rec Ope Pay	retaing Account rel Account retaing Account roll Account	Closing Le 42,058.49 83,881.15 58,824.86 25,343.88	Opening Le 42,058.49 83,881.15 58,824.86 25,343.88	Current Le 42,058.49 83,881.15 58,824.86 25,343.88	Current Available \$\$ 84,235.76 128,966.69 139,379.17 25,343.88
			Rec Ope Pay Rec	reivables Account reivables Account roll Account roll Account eivables Account	Closing Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98	Opening Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98	Current Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98	Current Available \$
			Ger Rec Ope Pay Rec Ven	evables Account eivables Account roll Account eivables Account eivables Account dor Account	Closing Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Opening Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Current Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Current Available & 84.235 76 128.966 69 139.379.17 25.343.88 79.927.84 62.195.43
			Ger Rec Ope Pay Rec Ven	ecount wante neral Account evables Account rall Account eivables Account dor Account	Closing Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Opening Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Current Le 42,058.49 83,881.15 58,824.86 25,343.88 55,893.98 40,549.92	Current Available \$\$

(continued)



Under the Image column, click on the Image Icon to view the image.

Note: Controls below the image allow the image to be flipped, rotated, saved, printed and zoomed in or out.

← Receivables Accou	nt - 1111111113 - USD							
Balances as of Transactions As Of	08/31/20XX 09:47:34 08/31/20XX 09:47:34			ĺ	New Another Acco 1111111113 - R	ount eceivables Account - US	3D	•
Opening Ledger Current Available	4,052,315.88 4,067,456.74	Opening One	Available 4,052,315 Day Float 0	.68 .00 Total Co	Current	t Ledger 4,067,496 sements 14,100 Debits	.74	4
CD Presentments - Early Amount	-				4	[Last 7 Day	rs +
All Post Date Status	Transaction Description	Amount	Bank Reference	Cuctomer Reference	Image	Transaction Detail		¢
Viewing 0-0 of 0 records					Display 50	per page < Page	1 • 0	15

To Search for a Check Image

The Image Search features searches bank statements for a check image.

Note: All required fields are marked with an asterisk. (*)

- 1 Select **Reports** from the menu bar.
- 2 Select Image Search from the Reports menu. The Image Search screen displays.

MUFG MUFG Exchange		
	Reports 1	
	Balance and Transaction Reporting	Download
Action Items	eStatements 2	Image Search
ADMINISTRATION	Legacy Reports	Report Management
PAYMENT	Wire Transaction Report	

- **3** Select **Check** from the **Image Type** drop-down menu. The screen will display with the appropriate fields.
- **4** Select an account from the **Account** drop down menu.
- **5** Select the **Calendar Icon t** to select the date(s) to search.
- 6 Select the **Serial Number** and **Amount**, if applicable. These fields allow for additional search criteria using the drop-down menus.



* Image Type Check 3	~	
* Account 4 General Account - 11	1111111 - MUFGNY - MUFG Bank	
* Date		
9/29/20XX - 11/28/20XX		(5) 🚞
Serial Number 6		_
is equal to	~	
Amount (6)		
is equal to	~	
054501	7)	
SEARCH	9	

(continued)

1 If an Image is found, click **Image Retrieval** under the **Actions** field to view the image.

Actions	Serial Number	Image Description	Amount	Date
Image Retrieval	6679881	Image Description Text	125.99	01/02/20XX