

Transaction Images Quick Reference Guide

MUFG EXCHANGE

GETTING STARTED

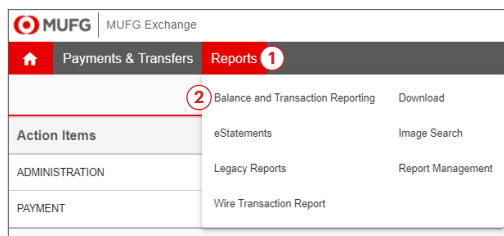
Transaction Images are available for checks cleared on MUFG Bank.

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

At the Sign On page enter User ID and passcode.

To View a Transaction Image

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



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

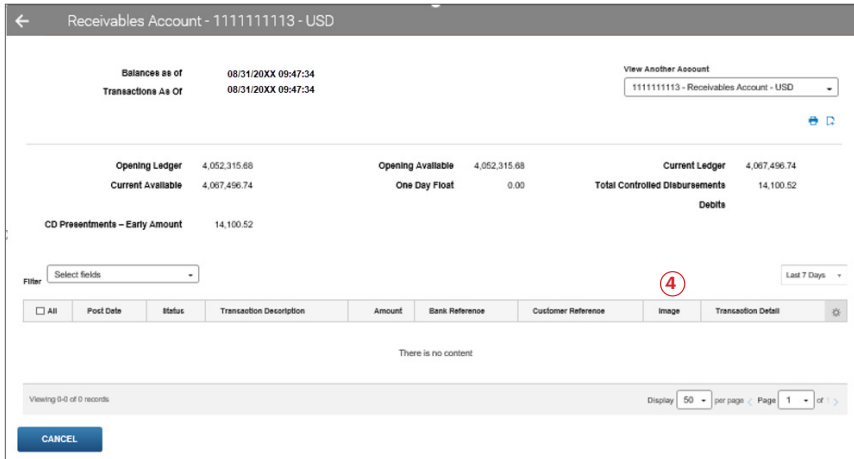
The screenshot shows the 'Account Summary' screen. At the top, there are tabs for 'All Accounts', 'Current Day Cash', 'Account Groups', 'Custom Reporting', and 'Transaction Search'. Below the tabs, there is a 'Refresh Balances' button and a timestamp '12/02/2020 11:18 AM'. A section titled 'Deposit Accounts' is expanded, showing a table of accounts. The table has columns for 'Account Number', 'Account Name', 'Closing Le...', 'Opening Le...', 'Current Le...', and 'Current Available'. The first row is highlighted with a red circle and the number '3'. Below the table, there is a filter dropdown and a pagination bar showing 'Display 50 per page Page 1 of 1'.

Account Number	Account Name	Closing Le...	Opening Le...	Current Le...	Current Available
111111111	General Account	42,058.49	42,058.49	42,058.49	84,235.76
111111113	Receivables Account	83,881.15	83,881.15	83,881.15	128,966.89
111111117	Operating Account	58,824.86	58,824.86	58,824.86	139,379.17
111111118	Payroll Account	25,343.88	25,343.88	25,343.88	25,343.88
222222222	Receivables Account	55,893.98	55,893.98	55,893.98	79,927.84
333333333	Vendor Account	40,549.92	40,549.92	40,549.92	62,195.43

(continued)

4 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.

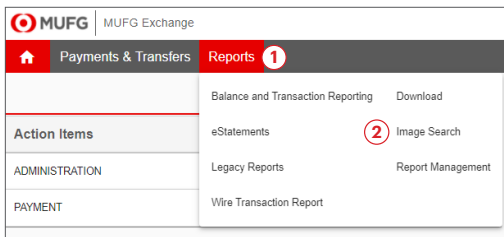


To Search for a Check Image

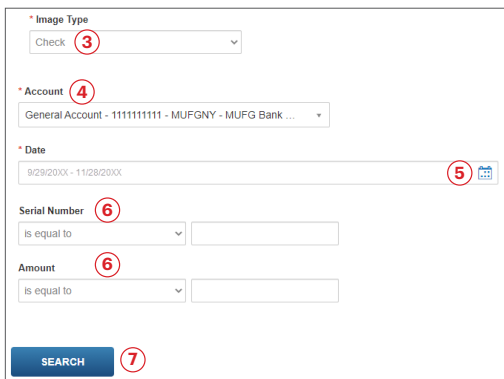
The Image Search features searches bank statements for a check image.

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.

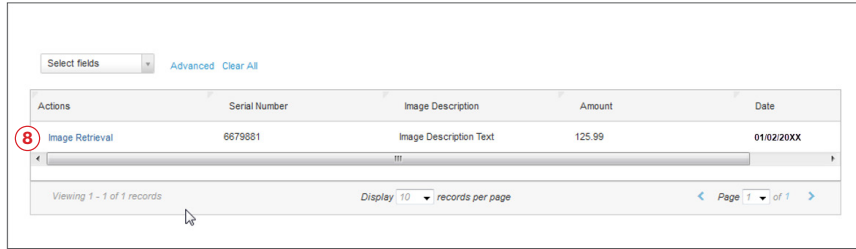


- 3 Select **Check** from the **Image Type** drop-down menu. The screen will display with the appropriate fields.
- 4 Select an account from the **Account** drop down menu.
- 5 Select the **Calendar Icon** to select the date(s) to search.
- 6 Select the **Serial Number** and **Amount**, if applicable.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



(continued)

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



The screenshot shows a data table with the following structure:

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

Below the table, there is a pagination bar with the text: "Viewing 1 - 1 of 1 records", "Display 10 records per page", and "Page 1 of 1". A mouse cursor is pointing at the "Image Retrieval" link in the first row of the table.