Teller Capture User's Guide

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FPS GOLD Teller Capture User's Guide

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FPS GOLD partners with Jaguar Software for our Teller Capture scanning product. The Jaguar software is used for imaging transaction slips (deposit, withdrawal, G/L, loan coupon) and checks, as teller transactions are processed through CIM GOLDTeller. Image files in the X.93.7 format are created and stored on a server at FPS GOLD.

The information in this document will explain the various setup options and requirements of FPS GOLD Teller Capture, as well as how to use it.

Introduction

The following list gives an overview of how FPS GOLD Teller Capture works.

- Each teller station PC requires a check scanner.
- Transaction slip formats are predefined and should be used for transactions to autofill the account number, personal information for the IRS owner, and the account list.
- Customization for documents used should be customized and tested before going live on Teller Capture. See the Transaction Slip Samples at the end of this user's guide for required formats.
- If you choose not to scan transaction slips, the account number will need to be manually entered before you begin transactions.
- Virtual slips will be created when monetary amounts are entered in the **Cash In, Cash Out, Check Out, Journal In,** and **Journal Out** fields. There is also a field, **Create Virtual Transaction Tickets when Ticket not Scanned** (found on the CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings screen). If this field is checked, Virtual Tickets will be created for Deposit, Withdrawal, Loan Payment, G/L Credit, and G/L Debit transactions.
- Each Transaction must be in balance before proceeding to the next.
- Optional scanner endorsement printing can be done at the time of the transaction. Virtual endorsements are required.
- The Scan Identifier Compare will automatically come up at final logoff so scan errors and differences can be caught prior to cash balancing and final logoff.
- Procedures need to be in place to balance Checks In for your tellers, branches, and the institution before you consider your bank balanced each day.
- FPS GOLD will separate your transit checks from your on-us items.
- Transit checks will be forwarded to the Federal Reserve Bank (FRB) or your correspondent processor.
- Image Replacement Document (IRD) printing for charged back checks.

See the following sections for more information.

Images and Storage

Images for transactions that are processed using Teller Capture will automatically be attached to the history on deposit and loan accounts. All checks are viewable for each transaction processed from the Teller Capture. Optionally, deposit and withdrawal slip images can be shown on your customer statements in addition to their check images.

Purchase

Contact your FPS GOLD Client Services Account Manager to obtain a price quote for the FPS GOLD Teller Capture product. After you have purchased the licenses for Teller Capture, transaction slips for your organization will need to be customized and then tested by FPS GOLD to be used with the Jaguar scanning software.

Required Components

Before Teller Capture can be turned on for your organization, options and machines must be properly updated as follows:

- Institution Option S937 (Sierra X937 Check Processing) must be turned on.
- Each teller who will be processing transactions using Teller Capture will need to be on CIM GOLD software version 2022.3.16.1 or higher.
- The Image Statement options must be set at the account level to receive check images on statements.
- To print deposit slips on statements, Institution Option DPSI (Show Deposit Slip Images) must be set.

- To print withdrawal slips on statements, Institution Option WDLS (Show Withdrawal Slip Images) must be set.
- Each teller station PC that will be used for scanning must have a check scanner attached. Please inquire with your Client Services Account Manager (CSAM) for a list of scanners currently compatible with Teller Capture. Most scanners with Ranger – Silver Bullet Technology can be used, but they need to be tested to verify compatibility. Additional setup costs will be charged for a scanner that is not currently compatible. Please work with FPS GOLD to ensure scanner compatibility before you purchase them.
- Subscribe to the X937 Research screen and the Teller Capture Totals screen.
- Teller stations that will be scanning transactions must mark the **Use Teller Capture** field in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). See the example below.
- If you need to view items in Teller Capture but you have no scanner, you must also mark **No Scanner** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). See the example below.
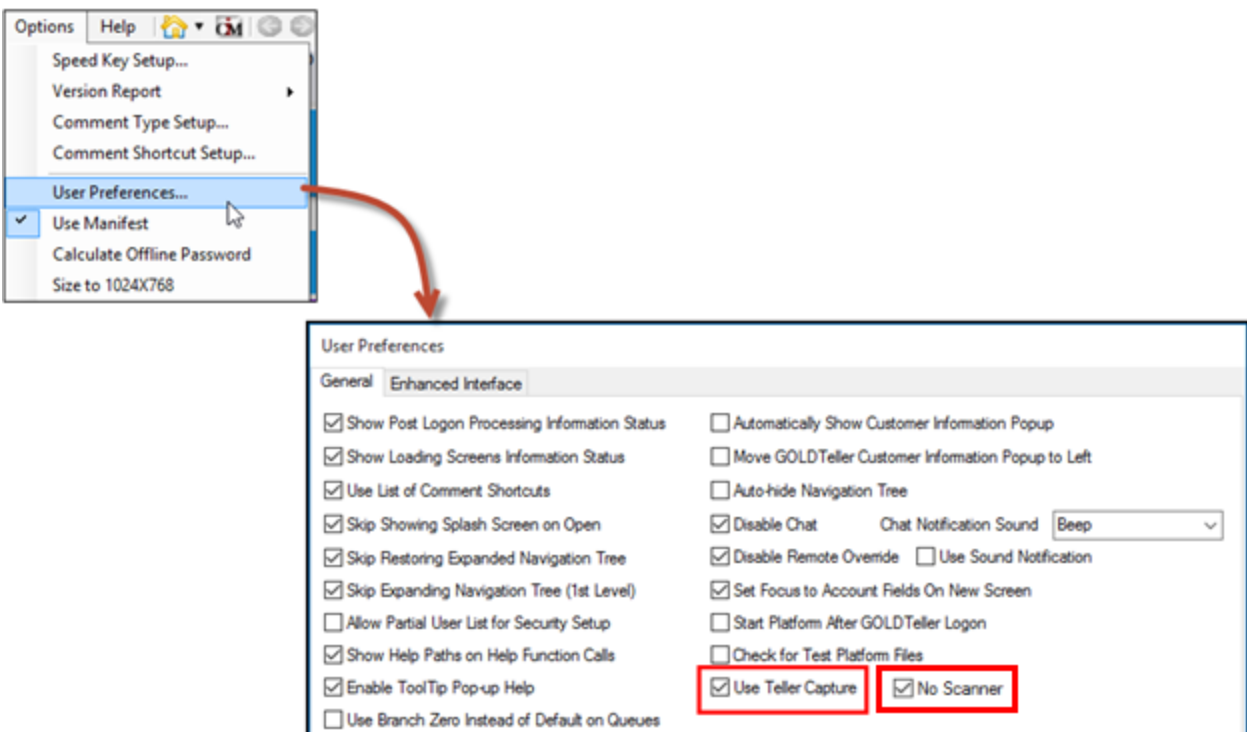
Options Menu > User Preferences > General Tab

Item Types and Virtual Slips

Each item scanned is required to have a specific Item Type in order to process correctly. Some transactions will designate the Item Type based on the transaction being run. If you are scanning transaction slips (deposit, withdrawal, or loan slips), each type of slip must be customized so the scanner can pick up the correct Item Types to fill in when transactions are processed. The list below is how Teller Capture identifies the Item Types. (This field is in the check detail record 25 in position 80.)

Item Types

0	Deposited Check	5	Cash Out
1	On-us check (killed/cashed)	6	Check Out (MO CC BC TC)
2	Deposit	7	Journal In
3	Withdrawal	8	Journal Out
4	Cash In	9	Loan Coupon

When tellers will fill in fields on the Item List (F11), virtual slips will be created as necessary based on transaction type and fields populated. See the example below of a Cash Out virtual slip.

Cash Out   **$100.00**

ABA = 123456780   Account = 690112839
Serial# = 0

Virtual Cash Out Slip

If the **Create Virtual Transaction Tickets when Ticket not Scanned** field (found on the CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings screen) is checked, Virtual Tickets will be created for Deposit, Withdrawal, Loan Payment, G/L Credit, and G/L Debit transactions.

The following is an example of a Virtual Deposit Slip:

Deposit

Tran Code: 1120-0

Date = 2/16/2022 15:26:55
ABA = 123456780
Serial# = 0
Account# = 610000668

On Us Check:	$2,014.95
Transit Check:	$5,066.43
Cash Out:	$500.00
Journal In:	$600.00

Amount: **$7,181.38**

⑈123456780⑈   ⑆10000668⑈   0 ⑈0000718138⑈

Virtual Deposit Slip

Processing Transactions

The following sections explain how to process transactions using Teller Capture.

Transaction Process Overview
Teller Capture Transaction Example

Transaction Process Overview

To begin the scanning process:

1. Select the appropriate transaction from the CIM GOLD Teller transaction menu.

   If a deposit or withdrawal slip or loan coupon is used, the account number will be populated on the transaction from the item type scanned. The full account number needs to be written on the tickets, including all leading zeros. If slips are not used, the account number will need to be manually entered on the transaction.

2. Place the transaction items in the scanner hopper and select <Scan Items (Alt+I)>.

   The Teller Capture screen will be shown as items are scanned.

If there are read errors with an item scanned, any fields that need repair will be highlighted in yellow after the scan is completed.

To repair read errors:

1. Enter the correct information as indicated.

2. Click <Update>.

3. Click <Complete> to continue with the transaction.

After all items are scanned and necessary repairs are made, Item List (F11) will be displayed. Input Checks Out, Cash In, Cash Out, Journal In, and Journal Out as necessary for the transaction and click <OK>. The selected transaction will be populated with information based on the type of items scanned and any Item List input. If additional fields need to be populated, use Item List (F11) or manually enter fields on the transaction.

To process the transaction:

1. Click <Send>.

The items scanned will be attached to the transaction on the Teller Journal and on the history of the account.

Teller Capture Transaction Example

The following example shows a Deposit transaction that has a deposit slip, checks in, cash out, and a journal in.

1. The Deposit transaction 1120/0/0 is selected from the transaction menu.

CIM GOLDTeller - Deposit Transaction (1120/0/0) Selected

2. The deposit slip and checks are loaded in the scanner. If the **Create Virtual Transaction Slips when Slip not Scanned** field (found on the CIM GOLDTeller Functions menu > Administrator Options > PC Institution Settings screen) is checked, a virtual deposit slip will be created.
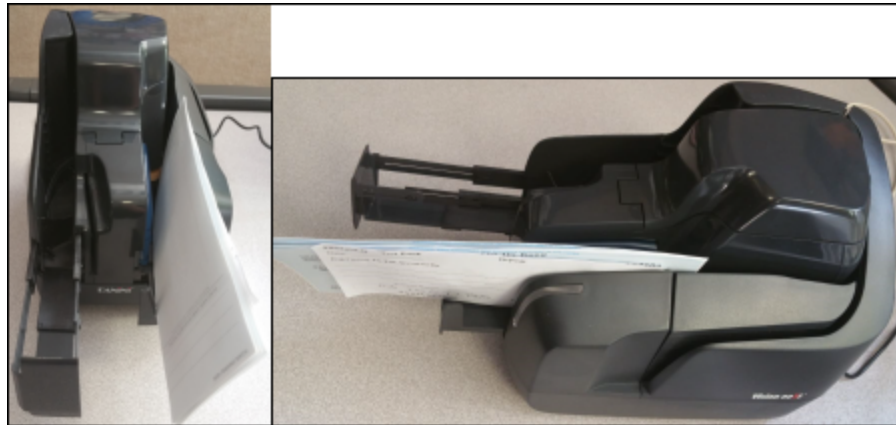
Teller Check Scanner with Transaction Slips and Checks Loaded

3. The items are scanned by clicking <Scan Items>(Alt+I) on the CIM GOLDTeller Screen. The Teller Capture screen is shown as the items are being scanned. If any misreads occur, the items that had read errors will be indicated (see **a.** in the example below).

4. The item indicating an error is selected to fix the misread(s). As misread errors are completed, select <Update> to save the input for the misread item. The example below shows that the check amount was a misread.

Teller Capture Screen, 4 Items Scanned, Showing Misreads (1)

Teller Capture Screen, 4 Items Scanned with Misreads Fixed, Updated, and Ready to Compare

The first item scanned is highlighted. The items in the list are in the order they were scanned and will remain in this order.

Each item can be verified by selecting the item from the Item Listing. If any of the data was read incorrectly, it can be repaired by changing the field and clicking <Update> to save changes.

Note: The total of Debits and Credits does not match in this example. However, if there is any Cash In/Out, Journal In / Out, these amounts may not match, and the additional Credit amounts will be entered on the Item List (F11) for the transaction.

The total amount of Check In items should be matched here to the total amount of Debits. If the amount is incorrect, there may be a misread on an amount that needs to be found and updated, or the amount on the tape total for the check in portion of the deposit may be written incorrectly. The teller should find and fix check amount errors before the transaction is completed.

5. When the images are verified and correct, click <Complete>.

   The GOLDTeller Item List (F11) screen will be enabled. The scanned checks are populated in the Checks In column. Here the Checks Out, Cash In/Out, and Journal In/Out fields are manually entered as applicable for the transaction.

CIM GOLDTeller > Item List (F11)

6. Click <OK> to continue with the transaction.

   Based on the account number scanned and amounts entered on the Item List <F11>, the account number and the monetary fields will be automatically populated on the transaction.

7. Enter any other data necessary, such as the Journal Reference number or Uncollected Funds Holds (UCF).

8. Click <Send> to process the transaction. See the example below.

If you get to this point and find you need to scan additional items or fix an error for the transaction, click the <Re-Open Scan> button, and the Teller Capture screen will open.

If you get to this point and find that you need to cancel the transaction or start over completely, click the <Clear> button. This will clear the transaction and delete the scanned items from the Teller Capture database.

**CIM GOLDTeller - Deposit Transaction (1120/0/0), Ready to Send**

Viewing Images

Once a transaction is processed, the items scanned for the transaction can be viewed in the Journal File and on the history of the account.

NOTE

If you will be scanning slips on transactions, you must check **Use Teller Capture** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). If you need to view items in Teller Capture but you have no scanner, you must check **No Scanner** in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). Use of either option requires a Teller Capture Database license. See the example below.
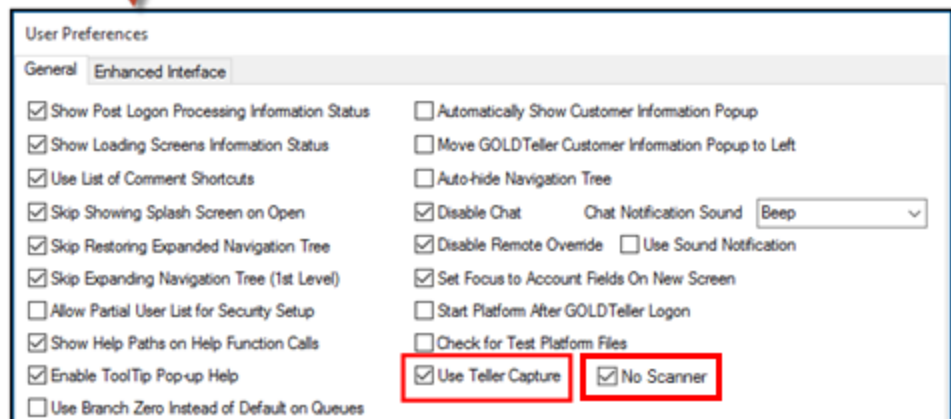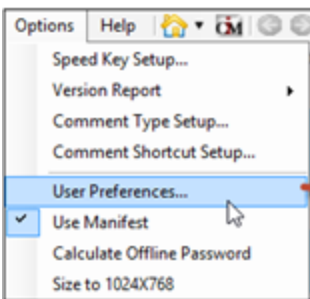
Options > User Preferences > Use Teller Capture Option

IMPORTANT

If the **Use Teller Capture** box is not checked, scanned items cannot be viewed until the day after the transaction was processed. The day transactions are processed, the images are only stored and viewed through the Teller Capture Web server. The next day, the images are viewed using the FPS GOLD X937 server. If you want to view images but do not scan items, click the **No Scanner** box, too.
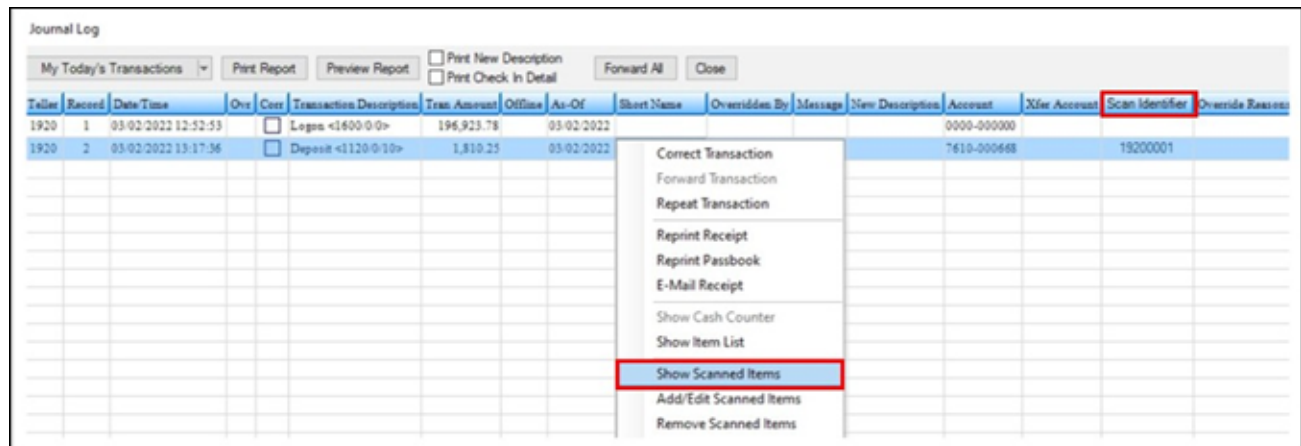

Viewing Scanned Images from the Journal Log

To view scanned images from the Journal Log:

1. Open the Journal File in GOLDTeller (Functions > Journal Forwarding (Ctrl + J)).
2. Right-click on the transaction.

The right-click menu opens, as shown below.

CIM GOLDTeller > Functions > Journal Forwarding (Ctrl + J)

3. Select "Show Scanned Items."
4. View the scanned items for the transaction.

NOTE

If you will be scanning slips on transactions, you must check "Use Teller Capture" in User Preferences (CIM GOLD > Options menu > User Preferences, General tab). If you need to view items in Teller Capture but you have no scanner, you must check "No Scanner" in User Preferences (CIM GOLD > Options menu > User Preferences, General tab).

Viewing Scanned Images from Deposit Account History

This section explains how to view scanned images from the Deposit Account History screen.

Note: The <Show Scanned Items> button will only be available to view current day scanned images if the **Use Teller Capture** checkbox is checked (found in CIM GOLD > Options menu > User Preferences, General tab). Before you can use this option, you must have a Teller Capture Database license. Scanned images for a previous date may be viewed without this option checked.

To view scanned images from Deposit Account History:

1. Go to the account history screen in CIM GOLD Deposits.
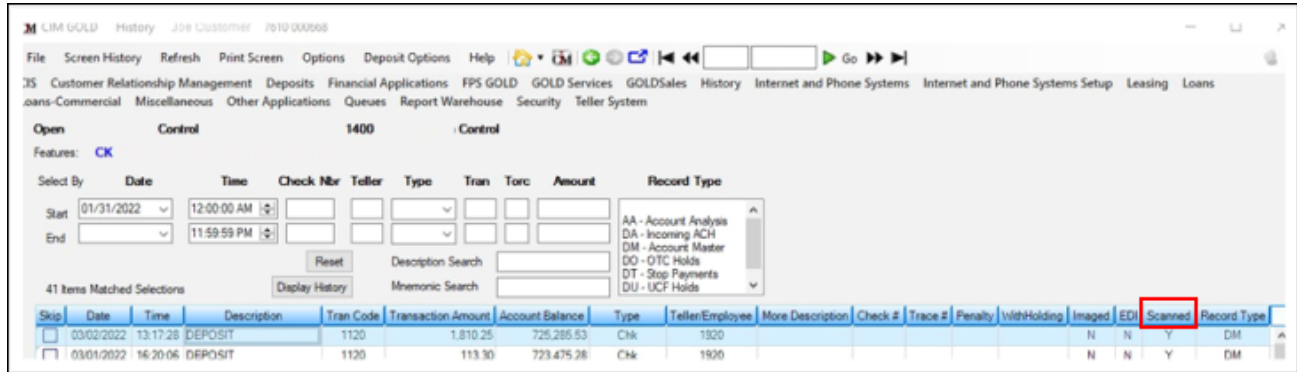
CIM GOLD > Deposits > Account Information > History

2. Access the history for the date(s) of the transaction.

Note: The Scanned column shows a "Y" when items have been scanned for a transaction.

3. Double-click on the transaction to view the History Detail screen.

CIM GOLD > Deposits > Account Information > History, History Detail

4. To view the images, click <Show Scanned Items>.
5. All images scanned and virtual tickets will be listed for the transaction in the order that they were scanned. Click on each item to see the image.
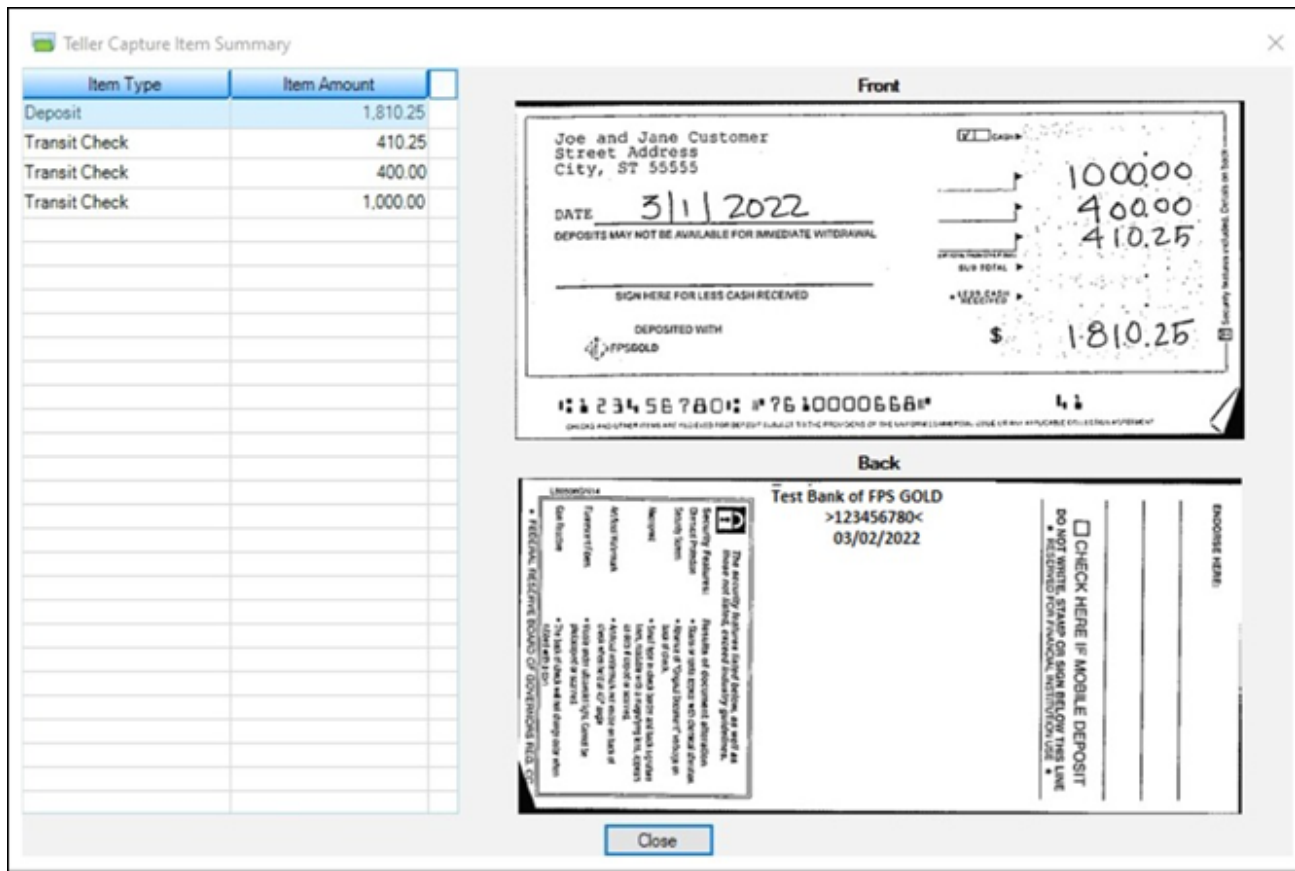
Teller Capture Item Summary Screen, as Shown from Teller Journal (Ctrl+J) and History, Displaying a Deposit Slip

Viewing Scanned Images from Loan Account History

This section explains how to view scanned images from the Loan Account History screen.

Note: The <Show Scanned Items> button will only be available to view current day scanned images if the **Use Teller Capture** checkbox is checked (found in CIM GOLD > Options menu > User Preferences, General tab). Before you can use this option, you must have a Teller Capture Database license. Scanned images for a previous date may be viewed without this option checked.

To view scanned images from Loan Account History:

1. Go to the account history screen in CIM GOLD Loans.
2. Access the history for the date(s) of the transaction.
3. Double-click on the transaction to view the History Detail.

CIM GOLD > Loans > Account Information > History, Detailed History tab

4. To view the images, click <Show Scanned Items>.
5. All scanned items and virtual tickets will be listed for the transaction in the order that they were scanned. Click on each item to see the image.
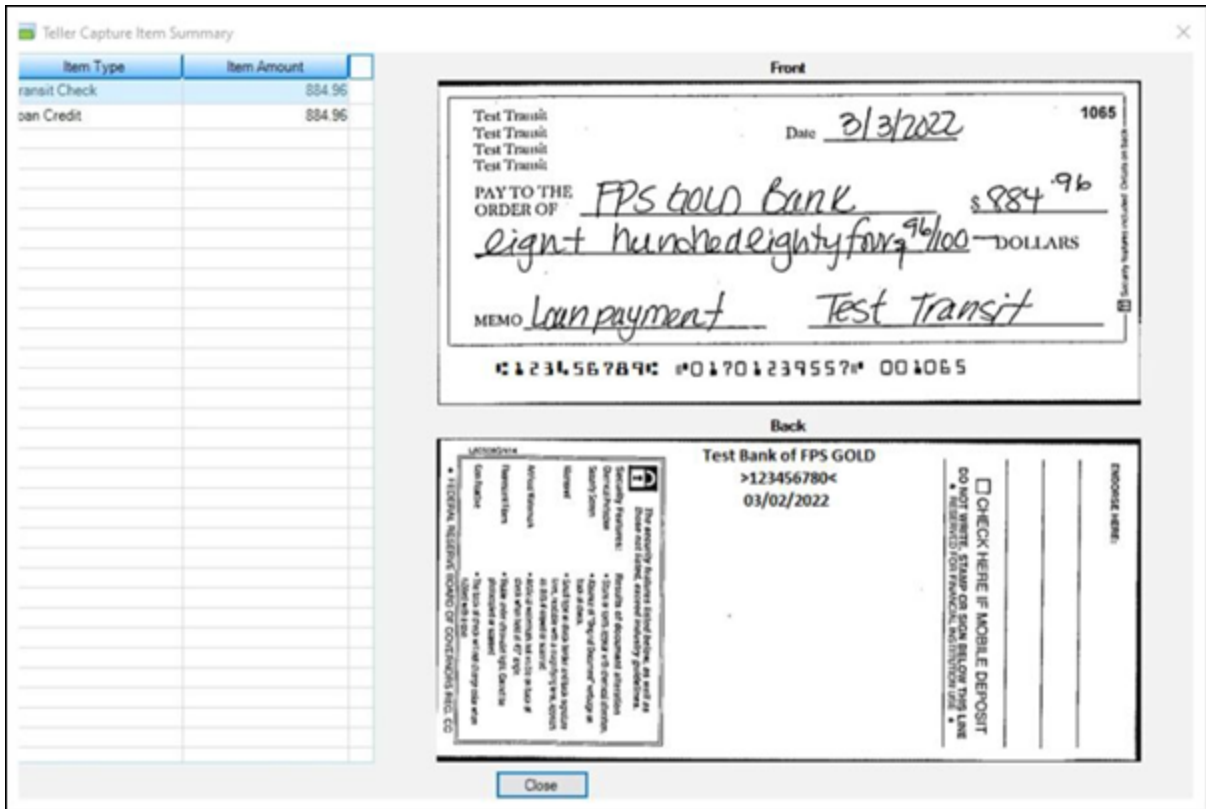
Teller Capture Item Summary Screen, Transit Check
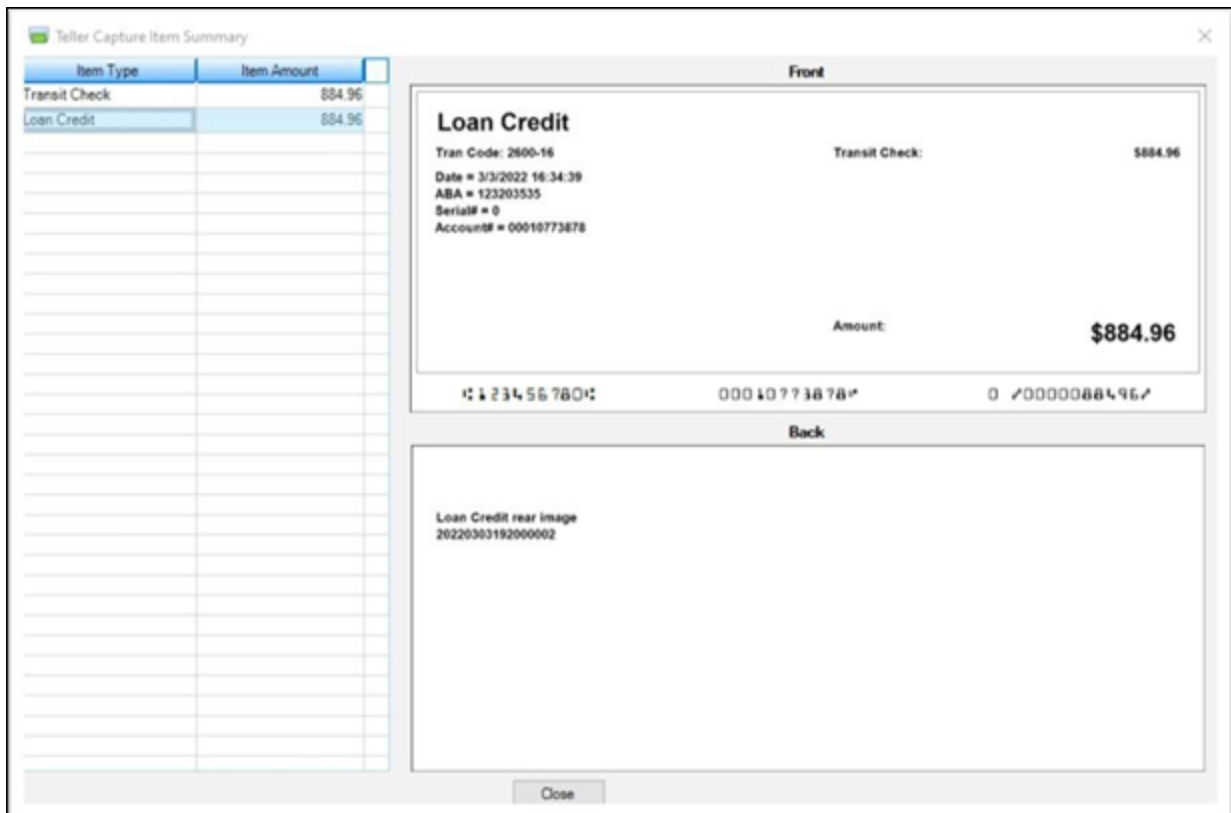
Teller Capture Item Summary Screen, Virtual Loan Slip

Corrections/Cancellations/Errors

When a transaction is processed with scanned items and it is corrected from the Teller Journal (Ctrl+J), the scanned items are deleted from the database. This means that the items must be rescanned using the appropriate transaction.
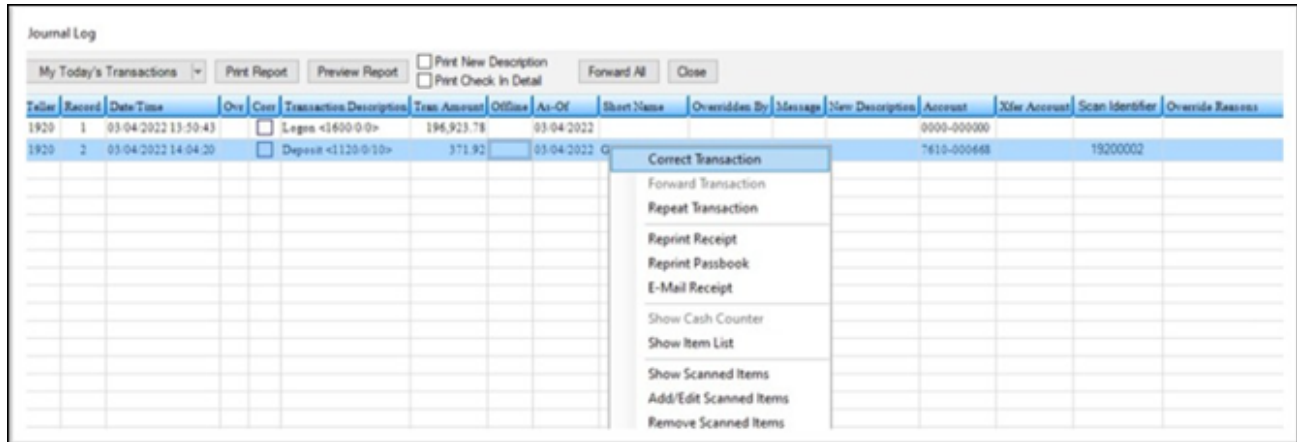
Journal Log

If a transaction is canceled on the GOLDTeller screen after its items were scanned, the scanned items will be deleted from the database.

Handling Errors

You can correct scanning errors and delete duplicate scans after scanning has completed.

To correct scanning errors:

1. If an error was made during the scan process or on the F11 screen, return to the scan by clicking <Open Scan Client> from the dialog shown below.
2. If the error is on the F11 screen, click <Open Item List>.
3. Fix any errors, then click <Continue>.
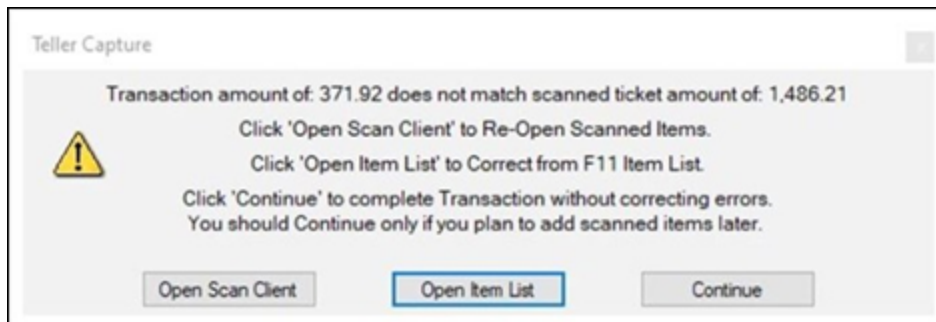
To return to the scan for any reason before the transaction is processed:

1. Click <Re-Open Scan> (see the example below).

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2. Fix the errors on the scan.
3. Click <Complete>.
4. Validate the F11 again.
5. Click <OK>.
6. Click <Send> to send the transaction.

To cancel a scan:

1. Click <Cancel> on the F11 screen. The "Scan Canceled" warning will display (see below).
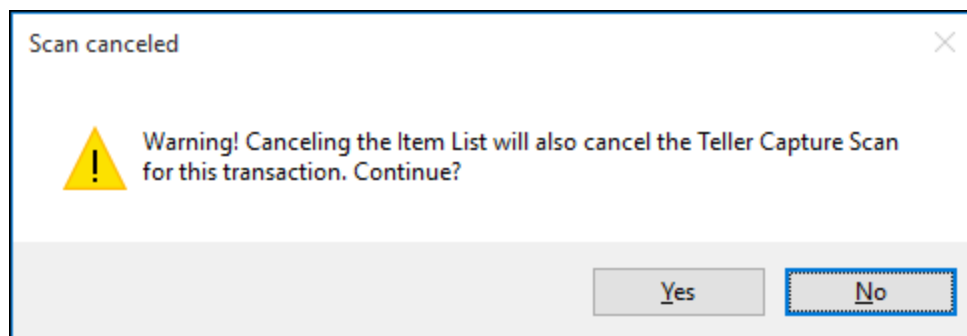
2. Click <Yes> to cancel the scan. Items scanned will be cleared from the database and will need to be rescanned.
   OR
   Click <No> to keep the F11 screen open.

Handling Duplicates

A Confirmation dialog box will display if duplicate items are scanned (see below).
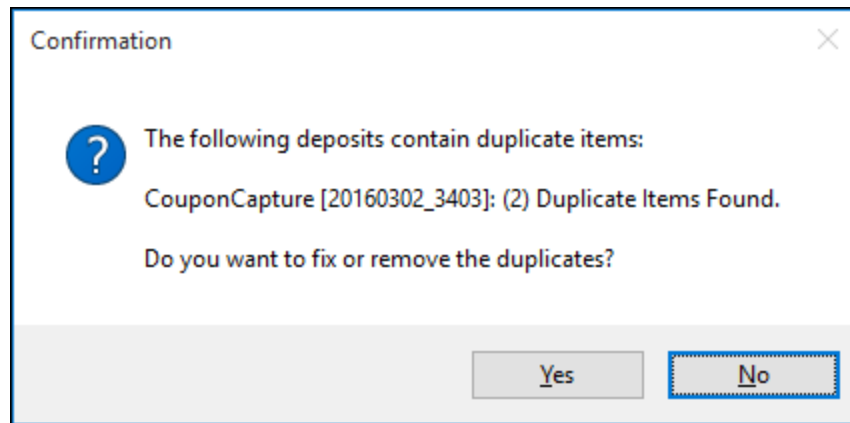
To remove duplicate scans:

1. Click <Yes> to remove the duplicates.
     OR
   Click <No> to keep the duplicates and send both in the x937.

Foreign Checks

When the scan client assigns a check type as Foreign, the Foreign Checks Detected dialog will display when the scan client is closed (see below).
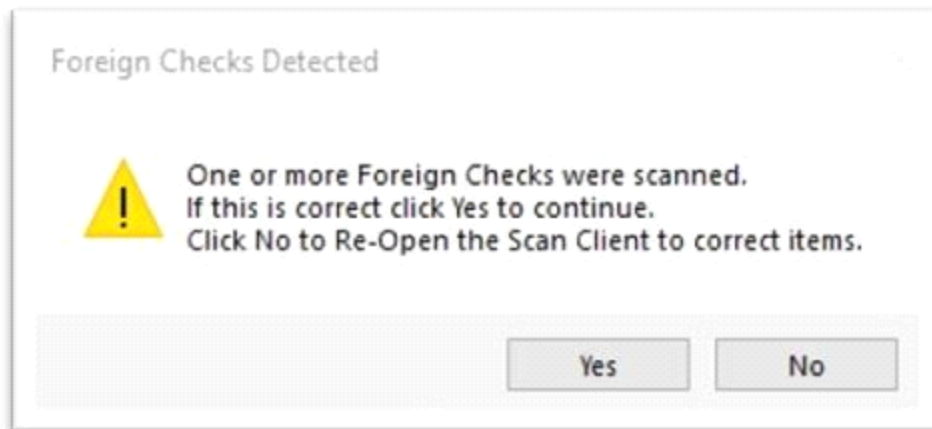
Foreign Checks Detected Dialog

To continue or correct Item Type:

1. Click <Yes> to continue the transaction.
     OR
   If the foreign item type is incorrect, click <No> to open the scan client and retype the item to the correct Item Type.

Non-MICR Items

When a Non-Micr Item Type is assigned to a scanned item, the Non-Micr Items Detected dialog will display when the scan client is closed (see below).
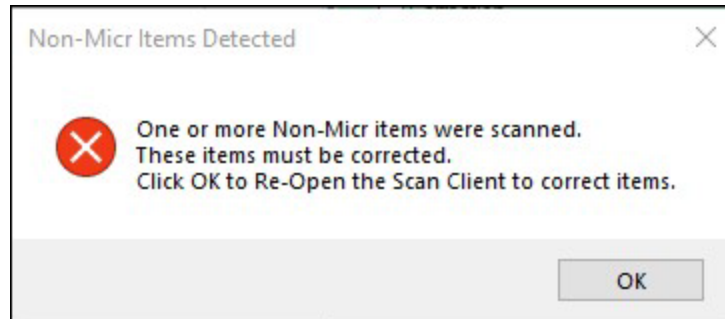
Non-MICR Items Detected Dialog

To correct this Item Type:

1. Click <OK> to open the scan client
2. Locate the incorrect item.
3. Select **Change the Item Type** to the correct selection.
4. Click <Update> and <Complete>.
5. Complete and the transaction and click <Send>.

Add/Edit Items from Teller Journal (Ctrl+J)

When you have a large transaction with many checks to scan, you can run the transaction and print a receipt for your customer. Then later, when you have time for the large scan, you can go to the Teller Journal (Ctrl+J), right click on the transaction, and select "Add/Edit Items." The scan client will display, and the checks will scan for the X937 file. Check items must balance back to the amount of the original transaction. If they do not, you will need to correct the transaction and process it again with the correct dollar amount scanned.

Note: To use this option, the deposit slip must be scanned with the original transaction, or the "Create Virtual Transaction Tickets when Tickets Not Scanned" option must be used. This places a deposit slip image that will allow for the Check In scan "Add/Edit Items" from the Teller Journal.

Remove Scanned Items

Use Remove Scanned Items on the Teller Journal (Ctrl+J) to remove Teller Capture scanned images for the transaction selected. A "Remove Scanned Items" warning will be displayed to ensure you want to continue removing the scanned items from the transaction selected.

This option should only be used if all scanned items need to be removed from a transaction and then scanned again using the Add/Edit Scanned Items menu option. Otherwise, the transaction should be corrected from the Journal and then rerun correctly.
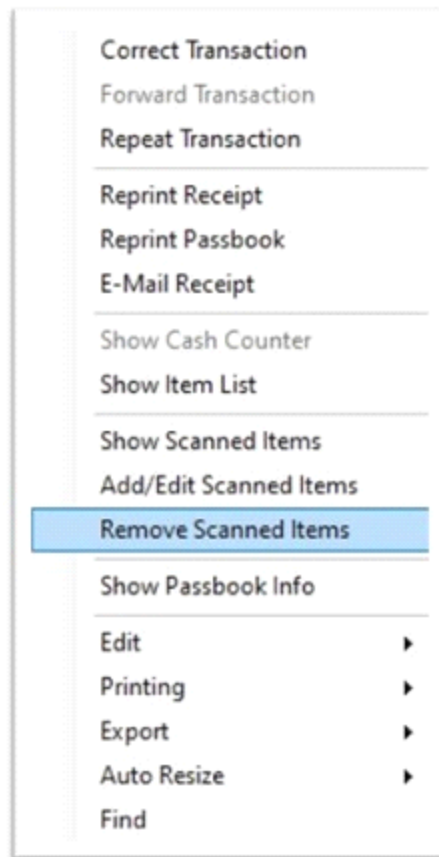
Right-Click Menu
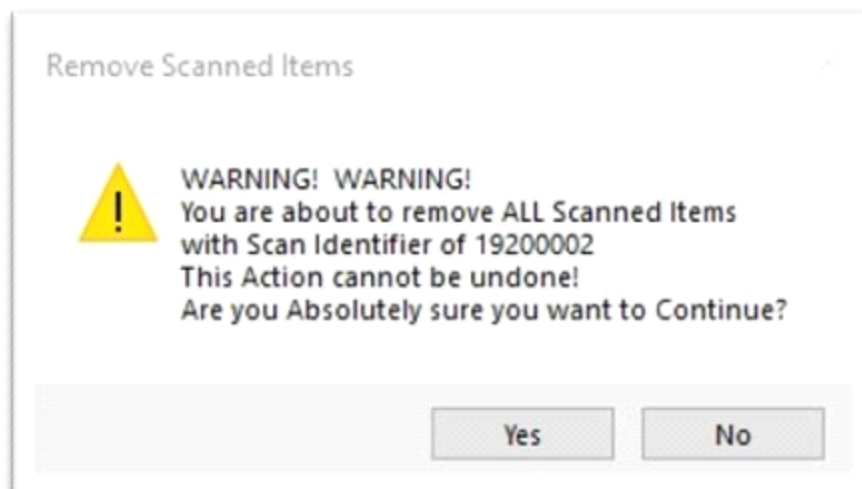
Remove Scanned Items Warning

Balancing and Scanned Item Compare

The Scan Identifier Compare (Ctrl+Z) function compares all items that have been scanned by a user in the Teller Capture database to the Teller Journal (Ctrl+J) on the DB4 server. This function will locate any Scan Identifier items that do not match from the database to the journal. Each user can only perform the Scan Identifier Compare Function for their own files and not for other users.
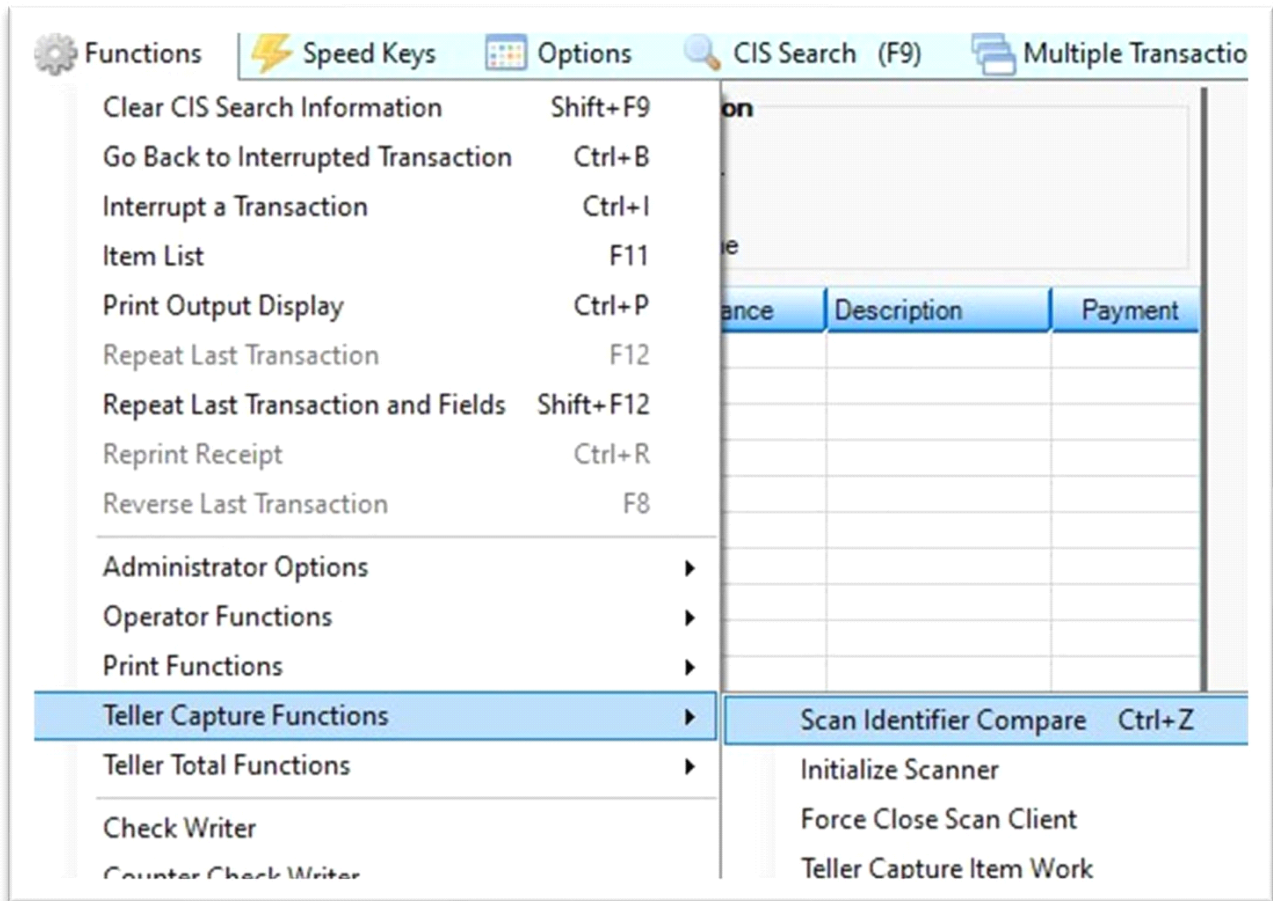
GOLDTeller > Functions > Teller Capture Functions > Scan Identifier Compare (Ctrl+Z)

You can perform a Scan Identifier Compare (Ctrl+J) anytime during the day, and it will automatically occur when you are doing the Final Sign-Off and balancing for the day. You should also perform this function anytime you think a transaction may not have processed properly, anytime you experience communication issues during a transaction, and as you subtotal balance throughout the workday.

**GOLDTeller - Final Logoff Cash Drawer
Balance Starter**

When the Scan Identifier Compare function is performed, your subtotals will automatically pull and be displayed in the Teller Output, and the Scan Identifier Compare screen will be displayed.

The Scan Identifier Compare will display errors (highlighted in fuchsia) and the number of errors (indicated in red). These are items in the Teller Capture database that are not on the Teller's Journal. The Check In Total and On Us Posted Total should be compared to the CKIN and ONUS subtotals displayed for any differences.

Teller Capture Scan Identifier Compare – With Errors

When the Scan Identifier Compare is displayed at Final Sign-Off and you click <Close> with errors still indicated, the following error message will display. Clicking <Yes> will allow you to continue your Final Sign-Off. Clicking <No> will close the error message and allow you to start the Final Sign-Off balancing process again. Typically, you should not complete your Final Sign-Off with any Scan Identifier Errors present.
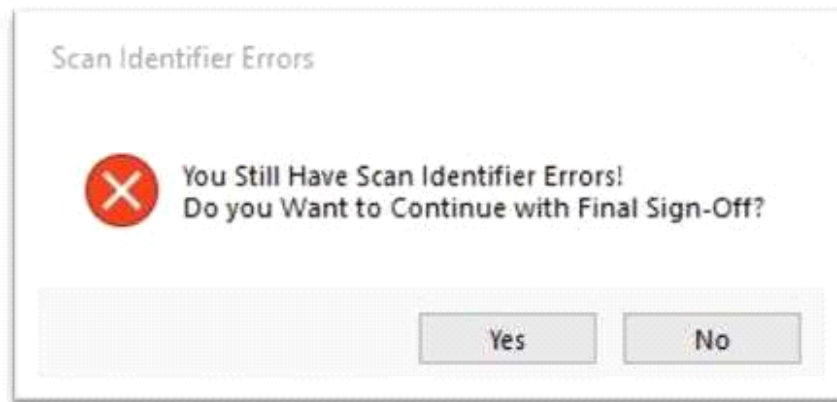
Final Sign-Off Teller Capture Scan Identifier Compare Error

Scanned items can be displayed with a double-click or by right-clicking and selecting "Show Scanned Items." To remove errors, right-click the item and select "Remove Scanned Items by Scan Identifier." Typically, you will want to review and remove the items that indicate errors. If any errored items should be in a transaction but are not, you will need to remove the items and rerun the transaction.
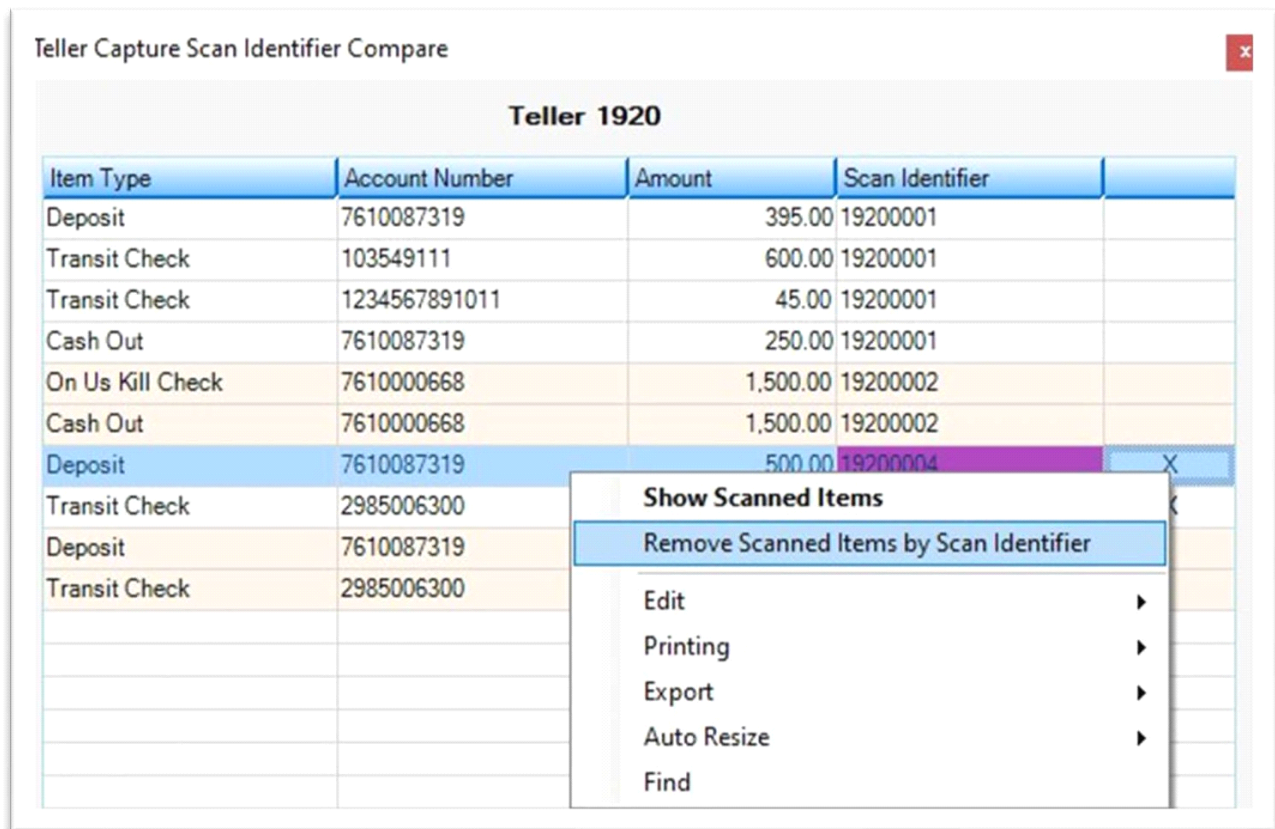
Teller Capture Scan Identifier Compare Right-Click Menu

When "Remove Scanned Items by Scan Identifier" is selected, the "Remove Scanned Items" warning will be displayed. If you click <Yes>, all items that share the same Scan Identifier will be deleted from the Teller Capture database. If you click <No>, the warning will close, and the scanned items will not be removed.

Teller Capture Scan Identifier Compare – Remove Scanned Items Warning

After the items are removed, the Do you want to Re-Compare? dialog will display. Clicking <Yes> will fully re-compare the scanned items from the database to the teller journal. Clicking <No> will show that the item(s) have been removed by placing a strike through the text on each line item removed. Then you can continue deleting items if needed.

Teller Capture Scan Identifier Compare – Re-Compare Dialog

After errors are removed and a Re-Compare is completed, you will see the check totals in balance, as shown below.

Teller Capture Scan Identifier Compare – No Errors and Balanced

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IMPORTANT

Tellers should always compare the Check In Total and On Us Posted Total to the CKIN and ONUS subtotals displayed for any differences, even when there is not an error message on the Scan Identifier Compare. If there is a difference, the teller will need to review their check items to locate the check item. Depending on the item and transaction causing the out of balance, a transaction correction or Teller Journal Add/Edit Scanned Items may need to be completed.

At this point, you can click <Close> on the Teller Capture Scan Identifier Compare. At the final log off, your Cash Drawer – Adding Machine dialog box will then be displayed, and you can finish your cash balancing and click <OK> to log off for the day.

Cash Drawer - Adding Machine

Paper		Coin	
100's	193,000.00	1.00's	
50's	300.00	.50's	
20's	300.00	.25's	
10's		.10's	
5's		.05's	
2's		.01's	0.78
1's	73.00	Rolled	
Marked			

Misc. Fields

Teller Short	0.00	Glory	
Teller Over	0.00	New Money	
		Mutilated	

Physical Cash Total	193,673.78
Host Cash Drawer	193,673.78
Difference	0.00

OK   Cancel

Cash Drawer - Adding Machine at Final Logoff

IMPORTANT

The Scan Identifier Compare uses Web services. The length of time it takes for the compare to run will depend on the number of items scanned, the number of transactions, and communication speeds for each PC/office. Please be patient while this function runs and do not try to exit CIM GOLD or GOLDTeller during the process.

Transmission of X937 Files

The transmission of X937 files will be customized for each organization. After FPS GOLD receives the daily file, it will be separated by transit items and on-us items. Transit items will be sent out to FRB or the correspondent processor, and on-us items will be processed. X937 files are stored on a server at FPS GOLD to be used for X937 Research, image viewing/printing, and Image Replacement Documents (IRD).

Teller Capture Totals Screen

Your institution must first subscribe to this screen and give security to the appropriate staff.

The Teller Capture Totals screen is found in the CIM GOLD menu under Teller System. See the following example.
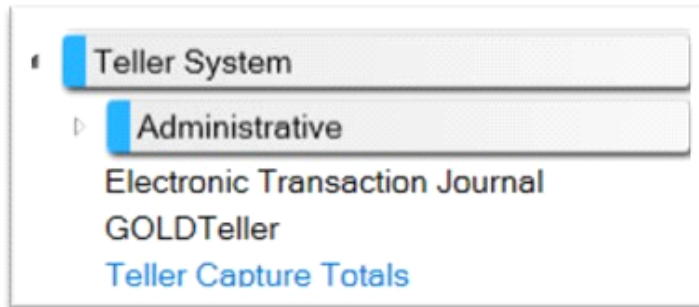
Date	Cashed #	Cashed $	On Us #	On Us $	Transit #	Transit $	On Us/Transit #	On Us/Transit $	Total #	Total $
03/23/2022	**68**	**38,038.93**	**136**	**137,789.16**	**413**	**609,424.22**	**549**	**747,213.38**	**617**	**785,252.31**
03/21/2022	18	21,659.95	151	78,561.42	413	294,823.01	564	373,384.43	582	395,044.38
03/14/2022							0	0.00	0	0.00
03/10/2022	1	200.00			4	173.54	4	173.54	5	373.54
03/08/2022	4	2,976.18	29	12,893.78	54	47,611.89	83	60,505.67	87	63,481.85
03/03/2022	83	64,736.73	189	295,406.96	408	1,487,124.68	597	1,782,531.64	680	1,847,268.37

Teller Capture Totals Screen

The report is a totals-only report that shows the totals for transit, on-us, and cashed checks for the bank for each day. You must access this screen every day to get the totals calculated and saved for each day. Totals are calculated at the time the screen is accessed. You can view today's totals throughout the day, and the totals will be updated each time. Today's totals are bolded. You can right-click in the screen to print the data.

This report is used to balance your daily file to the work the tellers have processed. The amounts on this report are gathered on the teller capture server before they are sent for the split-off of transit checks and the on-us checks are posted. The amounts should be verified with the alert you receive after the file is uploaded for posting at the end of the day.

Once the file has been posted, use the X937 Research screen (found in the CIM GOLD menu under Miscellaneous) for any other research you may need to do. This research screen can also be used for research on your inclearing items.

X937 Research

There are two screens you can use for X937 research:

- X937 Research Screen
- X937 ISO Check Image Research Screen

This help includes information on using both screens. Click a link above to jump to the help for that screen.

X937 Research Screen

For complete information on the Teller Capture system, see the Teller Capture User's Guide.

Your institution must first subscribe to this screen and give security to the appropriate staff.

Use the X937 Research screen to balance, research, and audit the work that is processed using Teller Capture X937 files. The X937 files are stored on your Sierra server and are accessible through this screen. There is a set daily function that will get them uploaded to our central X937 file for processing. For Teller Capture, all slips and checks that are scanned by your tellers are viewable in various ways by selecting the desired format from the **Report Type** drop-down list.

Additionally, the X937 Research Screen can be used to view various X937 source files, such as ATM Capture, Branch Capture, Inclearings, Merchant Capture, and Mobile Deposit when your institution uses the Institution Option S937 - Sierra X937 Check Processing. When this option is used, FPS GOLD will create a Check Image ISO file each month for your institution to download for long-term storage. To learn more about the X937 Check Image ISO files, please see the X937 ISO Check Image Research help document.

Results of your searches can be viewed and/or printed individually or in groups. When you select a new Report Type, the screen will be cleared for your new search parameters.

To find and view specific scanned items:

1. From the Source field group, select Source file type(s) to search. At least one Source must be selected.
2. Click on the arrow at the right of the **Report Type** field and select an option. For information on the Report Type options, see the table below.
3. Enter information in the search fields at the top of the screen. For information on the search fields, see the table below.
4. View and print the results in the list view. For details, see the sections below on View and Print Images and Search Results list view.

Report Type Options

The **Report Type** choices are explained in the table below.

X937	This report is used for banks that use either teller or branch capture. It shows all the X937 items we received for your bank. This includes deposit slips, withdrawal slips, and loan coupons if you include them in your scans. A date range can be used on this search in addition to all the other search parameters on the screen.

Teller Capture All Items	This is a teller capture search only and is used to view all the items that were scanned on a specific date. No other search criteria are available for this selection. The original search will be shown in teller number order, scan ID, and in the order the tickets were scanned. In addition, there will be a color grid indicating the start and end of each transaction. If you sort any of the columns, the color will stay with the line item and will not be with each piece of the transaction. To go back to view the full transaction, click <Search> again.
Teller Capture All Checks	This is a teller capture search only and is used to view all the check items that were scanned on a specific day. No other search criteria are available for this selection. This search includes both on-us and transit checks but does not include cashed on-us checks. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture On-Us Items	This is a teller capture search only and is used to view all the on-us checks for a specific day. This does not include on-us checks cashed. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture Transit Items	This is a teller capture search only and is used to view all the transit checks for a specific day. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture All Checks Totals Only	This is a teller capture search only and is used to view all the teller capture check totals for a specific day. No other search criteria are available for this selection. The totals shown on the screen are for on-us and transit items. This selection can be used to balance your check totals for the day.

Search Fields

The Search Criteria fields at the top of the screen are explained in the table below.

Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
End Date	Enter the last date you want to use if you are processing the X937 report type for multiple days. This field will be disabled if the report type cannot be processed for multiple days.
Amount	Enter the beginning and ending amount(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the amount.
Check Number	Enter the beginning and ending check number for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by check number.
Account Number	Enter the beginning and ending office and account number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by account number.
Trace Number	Enter the beginning and ending trace number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the trace number.
Routing Number	Enter the routing transit number you want to search for. These fields will be disabled if the report type cannot be searched by the routing number.

Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
Teller Capture Scan ID	Enter the scan ID for the selected search criteria. Using this search allows you to review all the items for the specified transaction.
<Search>	Click this button when you have completed the entry of the report and the search data.
<Clear>	Click this button to clear the data and all the search parameters to enter a new search.

Source Fields

The Source fields to the right of the search criteria fields at the top of the screen are explained in the table below. At least one Source file type must be selected to search. You can easily use **Select All** to search all Source types or **Deselect All** to select one or multiple Source types.

ATM Capture	These are images for check items that have been scanned at your ATMs. FPS GOLD must receive these files for them to be viewable on this screen.
Branch Capture	These are images for items you have sent to FPS GOLD from your Branch Capture file(s) when Teller Capture is not used. Typically, you will only have Branch Capture items or Teller Capture items, but not both. FPS GOLD must receive these files for them to be viewable on this screen.
Inclearings	These are the images of your Inclearing items that are sent from your correspondent bank or the Federal Reserve Bank (FRB) to FPS GOLD for processing. FPS GOLD must receive these files for them to be viewable on this screen.
Merchant Capture	These are images of your clients' Merchant Capture files. FPS GOLD must receive these files for them to be viewable on this screen.
Mobile Deposit	These are the images of your Mobile Deposit items. FPS GOLD must receive these files for them to be viewable on this screen.
Teller Capture	These are images for the Teller Capture items your tellers have processed using Teller Capture. Typically, you will only have Teller Capture items or Branch Capture items, but not both. FPS GOLD must receive these files for them to be viewable on this screen.
Undefined	These are images for the items that do not fall into the categories above. However, when items are not defined as one of the other source types they will not be viewable on this screen.

Search Results list view

The columns in the list view are explained in the table below.

Account Number	This is the account number for each item in the selection. This field is blank for Transit Checks.

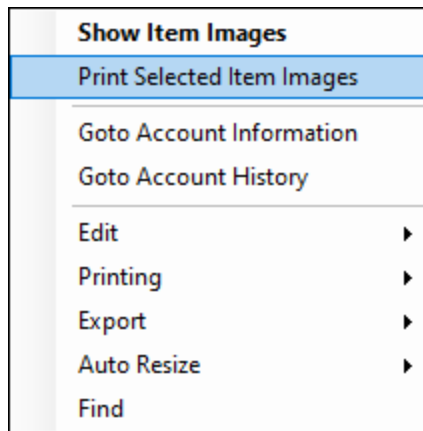|	
Date	This is the date for each item in the selection. Multiple selection Report types will show multiple dates in this column.
Check Number	This is the check number for the items in the selection. Items that do not carry a check number, such as deposit and cash item types, will be blank. If the scan did not correctly read the check number, this field could also be blank.
Amount	This is the amount for the items in the selection.
Payer Bank Routing	This is the routing transit for the item in the list. For on-us items, this will be your bank's routing transit number. It will be shown on all on-us checks and other on-us tickets, such as deposit and cash item types.
Teller	This is the teller number that processed the teller capture transaction. When the teller number is not available based on the Report Type, this field will be blank.
Item Type	This is the item type that was sent through in the teller capture transaction. If you send us item types in your X937 for deposit and withdrawal slips, this field will be populated with that information. (This field is in the check detail record 25 in position 80. 2 = Deposit 3 = Withdrawal.)
Trace/Scan ID	This is the number that gets tied to the transactions in the list. It will be the identification number of the teller transaction when using teller capture and will be the trace number for X937 files. When you click the "List all items w/ Scan ID" feature from the right-click menu, the system displays all items that share the same Scan ID as the one currently selected. This feature is only available for items with source type TellerCapture.
Image Token	This is the number assigned to the image for retrieval of images on this screen, deposit history, loan history, and on your website.
Drop Eligible	When checked, this checkbox indicates that the pre-drop process was run to determine which images could be dropped from deposit history, based on the image retention setting on each account. This X937 Research screen will show transaction images as long as your institution prescribes. A different process is run to clear out the X937 database.
TOTAL	If a total is available for the Report Type selected, it will be shown in a grid at the bottom of the screen.

View and Print Images

To view one image:

1. Double-click on the item in the list. You can zoom, rotate and print the item.

> **NOTE**
>
> This function does not print substitute (IRD) checks.

To view multiple images:

1. Right-click on the first item in the list that you would like to view.
2. Click on "Show Item Images" in the dialog that opens.

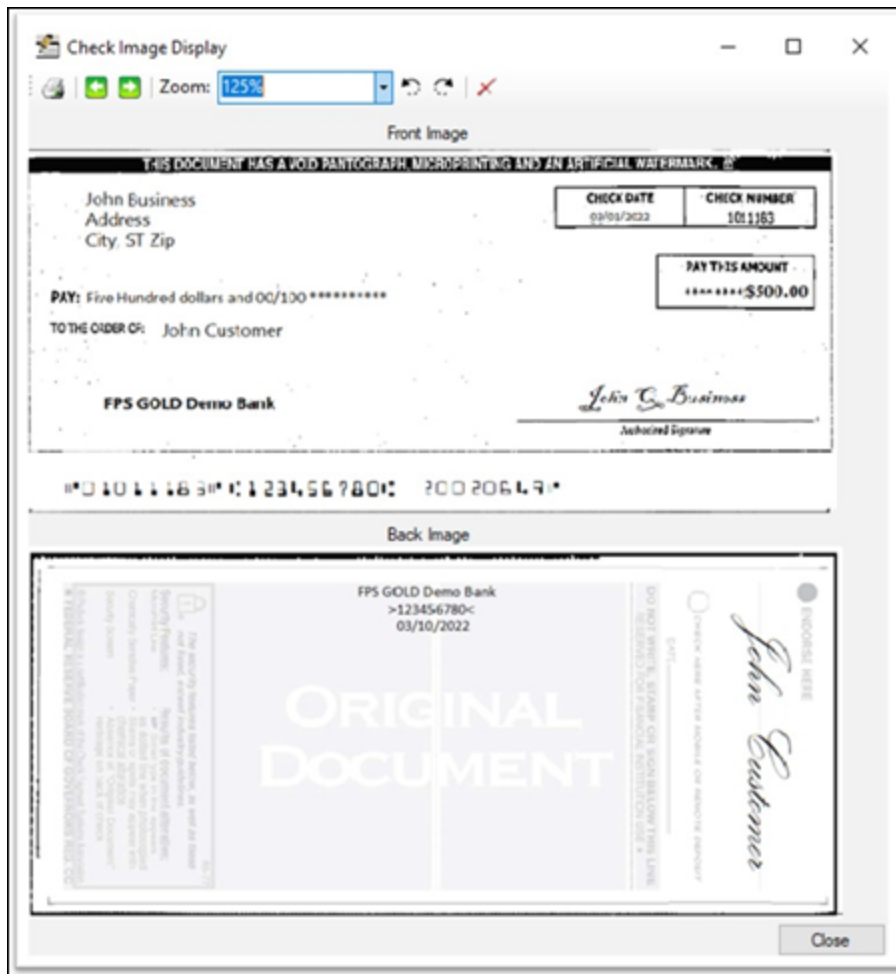| **Show Item Images**	
Print Selected Item Images	
Goto Account Information	
Goto Account History	
Edit	▶
Printing	▶
Export	▶
Auto Resize	▶
Find	

3. Click the right arrow to move down through the list, and click the left arrow to move up. You can also zoom, rotate, and print each item one at a time.

> **NOTE**
>
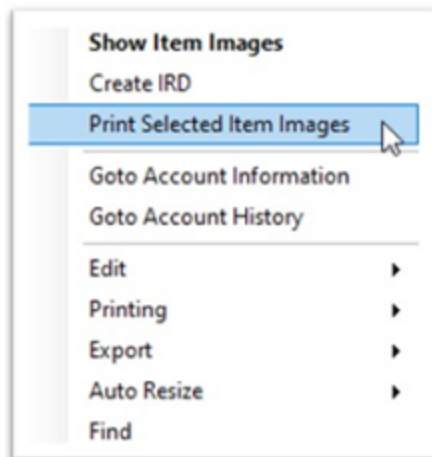> This function does not print substitute (IRD) checks.
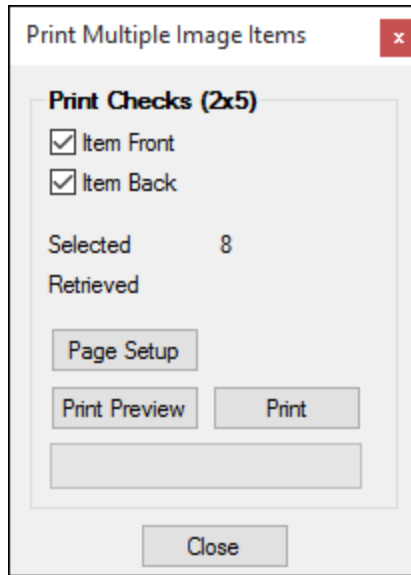
The dialog below opens.

To print multiple images:

1. Select the items from the list that you want to print images for.
2. Click on "Print Selected Item Images."

The dialog below opens.

3. Make selections for item front and back, then click <Print>.

NOTE

This function does not print substitute checks, Image Replacement Document (IRD) options, please see the Image Replacement Document (IRD) section of the Teller Capture User Guide in DocsOnWeb.

X937 ISO Check Image Research Screen

For complete information on the Teller Capture system, see the Teller Capture User's Guide in DocsOnWeb.

Your institution must first subscribe to this screen and give security to the appropriate staff.

Use the X937 ISO Check Image Research screen to research and view images stored on the X937 Check Image ISO file(s) you receive each month for your Teller Capture, Branch Capture, and other Image Source types used by your institution. The X937 Check Image ISO files are compiled for you to download each month for long-term storage. These files can be accessed and viewed on the X937 ISO Check Image Research screen. Institution Option S937 – Sierra X937 Check Processing must be set for your organization to receive X937 Check Image ISO files and use this screen.

Results of your searches can be viewed and/or printed individually or in groups. When you select a new Report Type, the screen will be cleared for your new search parameters.
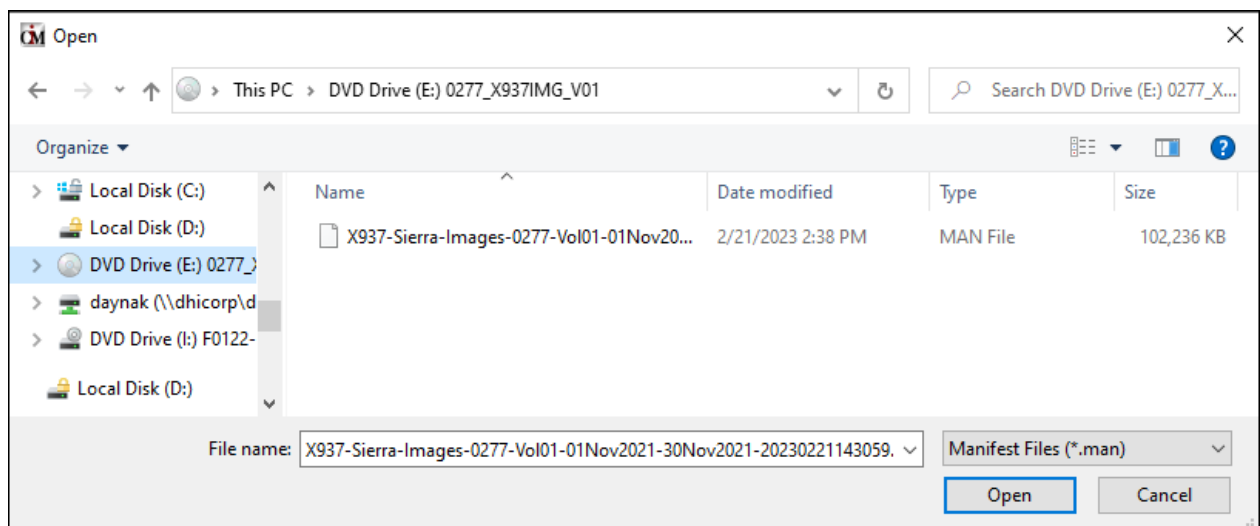
To find and view specific X937 Check Image ISO items:

1. Locate and Mount the X937 Check Image ISO to your PC from the location it is stored at your institution.
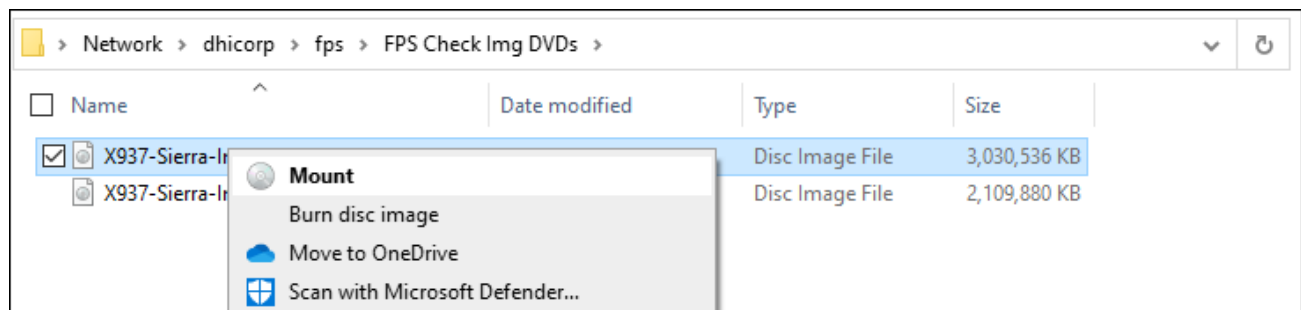
Mounting an ISO from a Network Location

2. On the X937 ISO Check Image Research Screen, select the mounted ISO manifest file and click <Open>.

Mounted X937 ISO File

X937 ISO Check Image Research Screen with ISO Manifest File Loaded

3. In the Source field group, select Source file type(s) to search. At least one Source must be selected.
4. Click on the arrow at the right of the **Report Type** field and select an option. For information on the Report Type options, see the table below.
5. Enter information in the search fields at the top of the screen. For information on the search fields, see the table below.
6. View and print the results in the list view. For details, see the sections below on View and Print Images and Search Results list view.

Note: If your organization processes large volumes of check items each month, we suggest you limit your search criteria by Source type, Date range, or any other options that would limit your search results as often as possible to prevent long wait times and freezing your PC.

Report Type Options

The **Report Type** choices are explained in the table below.

X937	This report is used for banks that use either teller or branch capture. It shows all the X937 items we received for your bank. This includes deposit slips, withdrawal slips, and loan coupons if you include them in your scans. A date range can be used on this search in addition to all the other search parameters on the screen.
Teller Capture All Items	This is a teller capture search only and is used to view all the items that were scanned on a specific date. No other search criteria are available for this selection. The original search will be shown in teller number order, scan ID, and in the order the tickets were scanned. In addition, there will be a color grid indicating the start and end of each transaction. If you sort any of the columns, the colors will stay with the line item and will not be with each piece of the transaction. To go back to view the full transaction, click <Search> again.
Teller Capture All Checks	This is a teller capture search only and is used to view all the check items that were scanned on a specific day. No other search criteria are available for this selection. This search includes both on-us and transit checks but does not include cashed on-us checks. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture On-Us Items	This is a teller capture search only and is used to view all the on-us checks for a specific day. This does not include on-us checks cashed. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.

Teller Capture Transit Items	This is a teller capture search only and is used to view all the transit checks for a specific day. No other search criteria are available for this selection. The total for this selection is shown in the list view at the bottom of the screen.
Teller Capture All Checks Totals Only	This is a teller capture search only and is used to view all the teller capture check totals for a specific day. No other search criteria are available for this selection. The totals shown on the screen are for on-us and transit items. This selection can be used to balance your check totals for the day.

Search Fields

The search criteria fields at the top of the screen are explained in the table below.

Start Date	Enter the first date you want to use for your search. You must select a Report type from the list above. This field must be used on all report type searches.
End Date	Enter the last date you want to use if you are processing the X937 report type for multiple days. This field will be disabled if the report type cannot be processed for multiple days.
Amount	Enter the beginning and ending amount(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the amount.
Check Number	Enter the beginning and ending check number for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by check number.
Account Number	Enter the beginning and ending office and account number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by account number.
Trace Number	Enter the beginning and ending trace number(s) for the item(s) you want to search for. These fields will be disabled if the report type cannot be searched by the trace number.
Routing Number	Enter the routing transit number you want to search for. These fields will be disabled if the report type cannot be searched by the routing number.
Teller Capture Scan ID	Enter the scan ID for the selected search criteria. Using this search allows you to review all the items for the specified transaction.
<Search>	Click this button when you have completed the entry of the report and the search data.
<Clear>	Click this button to clear the data and all the search parameters to enter a new search.

Search Results list view

The columns in the list view are explained in the table below.

Account Number	This is the account number for each item in the selection. This field is blank for Transit Checks.

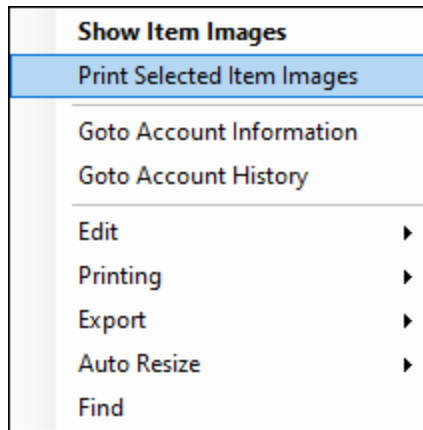|	
Date	This is the date for each item in the selection. Multiple selection Report types will show multiple dates in this column.
Check Number	This is the check number for the items in the selection. Items that do not carry a check number, such as deposit and cash item types, will be blank. If the scan did not correctly read the check number, this field could also be blank.
Amount	This is the amount for the items in the selection.
Payer Bank Routing	This is the routing transit for the item in the list. For on-us items, this will be your bank's routing transit number. It will be shown on all on-us checks and other on-us tickets, such as deposit and cash item types.
Teller:	This is the teller number that processed the teller capture transaction. When the teller number is not available based on the Report Type, this field will be blank.
Item Type	This is the item type that was sent through in the teller capture transaction. If you send us item types in your X937 for deposit and withdrawal slips, this field will be populated with that information. (This field is in the check detail record 25 in position 80. 2 = Deposit 3 = Withdrawal.)
Trace/Scan ID	This is the number that gets tied to the transactions in the list. It will be the identification number of the teller transaction when using teller capture and will be the trace number for X937 files. When you click the "List all items w/ Scan ID" feature from the right-click menu, the system displays all items that share the same Scan ID as the one currently selected. This feature is only available for items with source type TellerCapture.
Image Token	This is the number assigned to the image for retrieval of images on this screen, deposit history, loan history, and on your website.
Drop Eligible	When checked, this checkbox indicates that the pre-drop process was run to determine which images could be dropped from deposit history, based on the image retention setting on each account. This X937 Research screen will show transaction images as long as your institution prescribes. A different process is run to clear out the X937 database.
TOTAL	If a total is available for the Report Type selected, it will be shown in a grid at the bottom of the screen.

View and Print Images

To view one image:

1. Double-click on the item in the list. You can zoom, rotate, and print the item.

NOTE
This function does not print substitute (IRD) checks.

To view multiple images:

1. Right-click on the first item in the list that you would like to view.
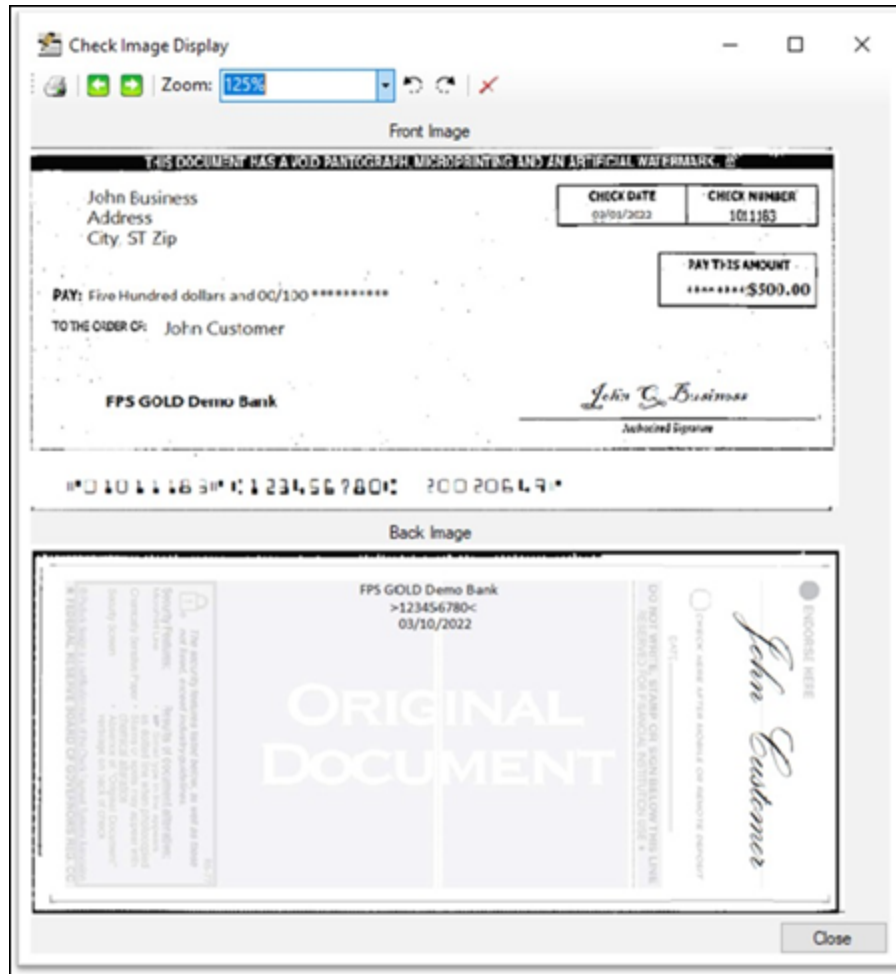2. Click on "Show Item Images" in the dialog that opens.

Show Item Images
Print Selected Item Images
Goto Account Information
Goto Account History
Edit   ▶
Printing   ▶
Export   ▶
Auto Resize   ▶
Find

3. Click the right arrow to move down through the list, and click the left arrow to move up. You can also zoom, rotate, and print each item one at a time.

NOTE
This function does not print substitute (IRD) checks.

The dialog below opens.

To print multiple images:

1. Select the items from the list that you want to print images for.
2. Click on "Print Selected Item Images."

The dialog below opens.

Print Multiple Image Items   ✕

Print Checks (2x5)
☑ Item Front
☑ Item Back

Selected   8
Retrieved

[Page Setup]

[Print Preview]   [Print]

[   ]

[Close]

3. Make selections for item front and back, then click <Print>.

NOTE

This function does not print substitute (IRD) checks.

OnUs Check Clearing

On-us checks from internal teller transactions are given a Transaction Code (tran code) of 1130.6 when they are processed from X937 files sent to FPS GOLD from your organization.

Tran code 1130.6 on-us items will be sent to GOLD ExceptionManager (GEM) for the same reject reasons as checks posting from FRB. The 1130.6 checks can be handled through GEM by either posting the item to the account or by returning the item and processing a charge back to the account the check was credited to. When a return option is selected in GEM for an on-us 1130.6 item, the Create Charge Back dialog box displays (see below). When Teller Capture is used, Image Replacement Documents (IRD) can be created from the X937 Research Screen in CIM (CIM > Miscellaneous > X937 Research). See the X937 Research Image Replacement Document (IRD) section in this guide.

Create Charge Back Message When 1130.6 Items Are Returned in GEM

Image Replacement Document (IRD)

An Image Replacement Document (IRD) is a negotiable instrument that represents the digital reproduction of an original paper check. As a negotiable payment instrument in the United States, an IRD maintains the status of a "legal check" in lieu of the original paper check as authorized by the Check Clearing for the 21st Century Act (also known as the Check 21 Act). When your organization uses the FPS GOLD Teller Capture system, IRDs can be created through the X937 Research.

Your institution may need to create an IRD when a check item is deposited with your bank where you are the Bank of First Deposit (BOFD) and the item is rejected by the paying bank. At times your bank may be both the BOFD and the paying bank. When you create an IRD, it should be sent to your customer with a Charge Back Notice from GOLD ExceptionManager in CIM GOLD.

Requirements

Before creating IRDs, you will need to have the following fonts installed on all PCs for all users that will create IRDs. FPS GOLD will provide these fonts to your organization as part of the Teller Capture package.

- MICR
- Encoding
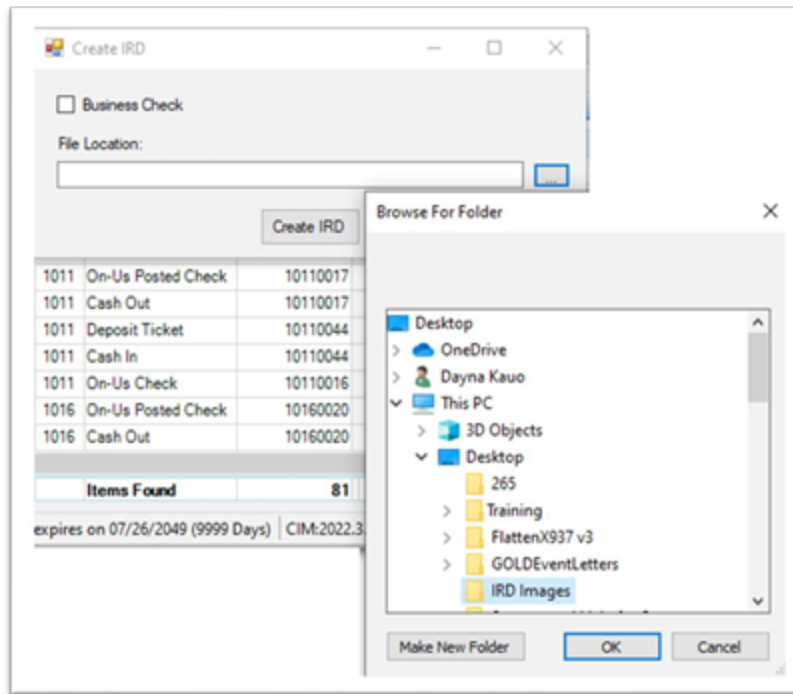- OCRA-A
- OCRA-A Extended
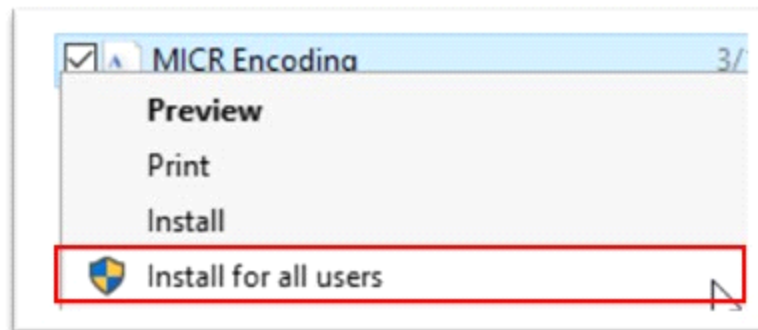
Creating an IRD

1. Select "X937 Research" from the Miscellaneous menu in CIM GOLD.
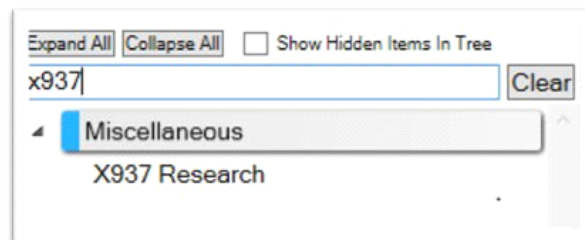


CIM GOLD Navigation Tree > X937

2. Select "X937" as the Report Type.

3. Enter the Search Criteria you are using to locate the item. You must enter a date or date range and select a Source or Select All to use the Search Criteria.
4. Click <Search>.

CIM GOLD > Miscellaneous > X937 Research Screen, With Search Criteria

5. When the check is located, double-click or right-click and select "Show Item Images" to verify it is the correct check item image for your IRD.
6. Right-click on the check item and select "Create IRD."

7. The first time you create an IRD, you will need to set a File Location. (See the example below.) Once a file location is set, the location will be the default for the PC.

Create IRD, First-Time File Location Setup

8. Review the MICR Line of the physical check and compare the **Routing Number, Account Number, Check Number**, and **Amount** fields, then change anything that might be incorrect.
9. Mark **Business Check** if the IRD is being created for a business check format. If it is a personal check, leave this unmarked.
10. Click <Create IRD>.
11. When the IRD has been created, you will receive an "IRD Successfully Created" message.

12.
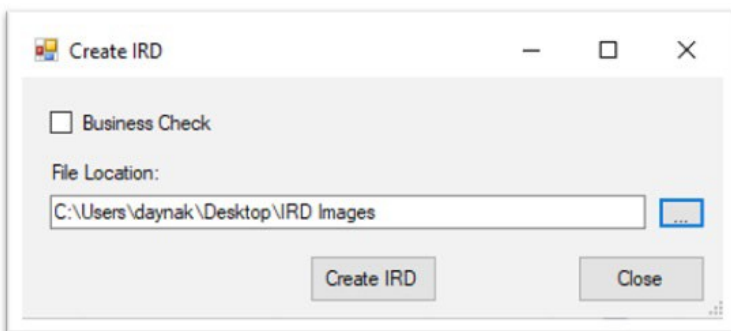
Create IRD, With File Location Set
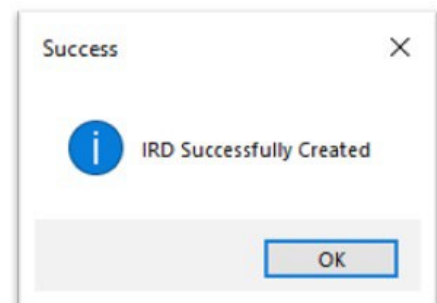
IRD Successfully Created

The IRD created of the image selected will be in a .pdf format and saved to the File Location you have set for your PC.

12. Navigate to the File Location and print the IRD.

Create IRD Example

The example below shows an IRD being created for $500.00 for a business account check that was deposited on 3/10/2022.

X937 Research Screen. Right-click on check item to create IRD.

Create IRD Dialog with Business Check Type Selected

Create IRD – Check Front


Create IRD – Check Back

Virtual Signature Capture

Teller Capture incorporates the ability to use a Topaz Signature Pad device to capture your customers' signatures when Cash Out, Check Out, or Journal Out fields are populated on transactions. Using this option allows your organization to be paperless on transactions that would typically require a slip to be scanned with a customer signature.

Required Components

Before Virtual Signatures can be captured, your organization must:
- Be using Teller Capture.
- Have the July 2024 version of CIM GOLD or newer loaded on PCs that will be using a signature pad.
- Have an FPS GOLD-approved Topaz Signature Pad connected to the teller machines that will be capturing signatures on Teller Capture transactions.
- Mark the User Preferences option **Use Signature Pad**, as shown below.
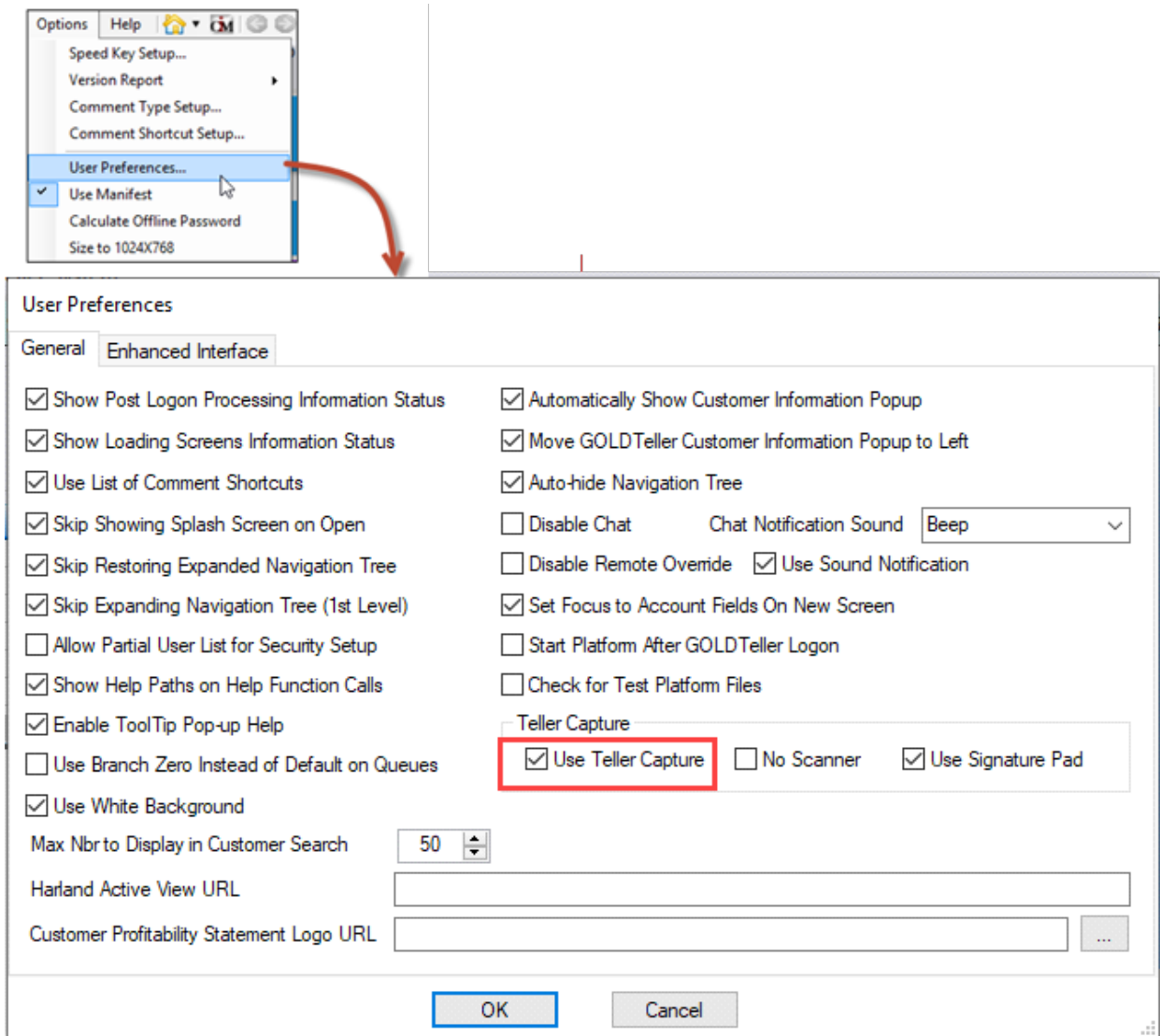
Options Menu > User Preferences > General Tab

Supported Topaz Signature Pads that can be used with Teller Capture:
- T-LBK766SE-BHSB-R, SignatureGem LCD 4X5 – Model Number 58
- T-L460-HSB-R, SigLite 1X5 – Model Number 15

Transaction Flow with Virtual Signature

The following example is a Withdrawal transaction (1130/0/0) with Cash Out.

1. The Withdrawal transaction 1130/0/0 is selected from the transaction menu.
2. Fill in the transaction fields as applicable.
3. <Send> the transaction.

   Note: When running a transaction with Check In items, you must **Scan Items** (Alt+I) after the transaction is selected. See Processing Transactions in the CIM GOLD Teller Capture User's Guide for full transaction scanning instructions.

CIM GOLDTeller – Withdrawal Transaction (1130/0/0) Selected

4. Upon sending the transaction, the Virtual Signature dialog will be displayed for your teller, and your customer will see the following message on the Topaz Signature Pad.
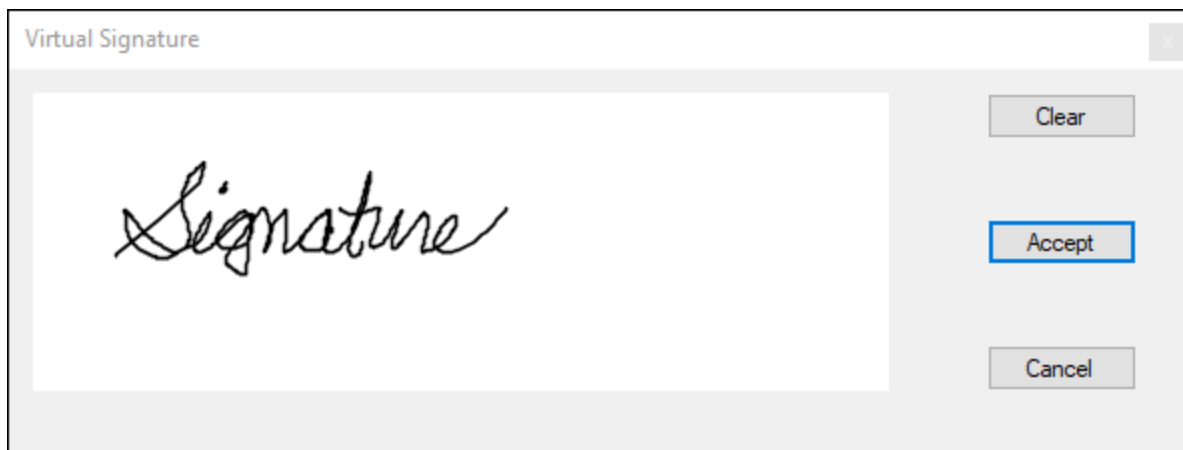

CIM GOLDTeller – Virtual Signature Dialog – Teller View

Topaz Signature Pad – Customer View

Note: The teller can see the signature in real time as the customer signs.

CIM GOLDTeller – Virtual Signature Dialog - Teller view with Signature

5. When the customer signs and clicks **<Accept>** on the signature pad, the transaction will be sent.

Virtual Signature Buttons

Clear
When clicked, the signature will be cleared from the pad and the Virtual Signature Due. <Clear> can be clicked by the teller or the customer.

Accept
When clicked, the transaction will be sent, and the signature will show on all virtual tickets accompanying the transaction. <Accept> can be clicked by the teller or the customer.

Cancel
When clicked, the transaction will be sent, and "Signature Cancelled By Teller" will be displayed on all virtual tickets accompanying the transaction. <Cancel> can only be clicked by the teller.

Viewing Virtual Tickets with Signature from the Journal Log

To view scanned images from the Journal Log:

1. Open the Journal File in GOLDTeller (Functions > Journal Forwarding (Ctrl + J)).
2. Right-click on the transaction.

The right-click menu opens, as shown below.

CIM GOLDTeller > Functions > Journal Forwarding (Ctrl + J)

3. Select "Show Scanned Items."
4. View the scanned items for the transaction.

Teller Capture Item Summary – Virtual Withdrawal Slip with Virtual Signature

Teller Capture Item Summary

Item Type	Item Amount	
Withdrawal	50.00	
Cash Out	50.00	

Front

Cash Out $50.00

ABA = 102306356 Account = 011505955
Serial# = 0

Signature

⑈102306356⑈ 011505955⑆ 0 ⑈0000005000⑆

Back

FPS GOLD FQ0122
>102306356<
Drawer# 2231

Cash Out rear image

Close

Teller Capture Item Summary – Virtual Withdrawal Slip with Virtual Signature

Teller Capture Item Summary – Virtual Withdrawal Slip with Signature Cancelled By Teller

Transactions

The following transactions are exceptions, and no signature will be prompted when they are processed.

Tran Code/Mod	Description
1400 / 01	CCN - Check cash - no hold
1400 / 02	CCO - Cash check - on-us
1400 / 03	CCH - Cash check - hold
1400 / 04	OTC - Over-the-counter - on-us
1400 / 05	OTF - Over-the-counter - F/M
1400 / 06	CDT - Over-the counter Hold on CDT - F/M
1430	ECK - Exchange checks

1430 / 01	AEC - Account exchange checks
1430 / 02	ECF - Exchange checks - F/M
1430 / 03	ECK - Exchange checks / 2
1480	BND - Bond cashing
1500	TOR - Teller over
1501	FTO - Teller over foreign cash
1510	TSH - Teller short
1511	FTS - Teller short foreign cash
1520	VCD - Vault cash debit (reduce vault cash)
1521	VTF - Vault to foreign teller
1530	VCC - Vault cash credit (increase vault cash)
1531	VFF - Vault from foreign teller
1540	TCD - Teller cash debit (reduce teller cash)
1541	FCD -Foreign teller cash debit
1550	TCC - Teller cash credit (increase teller cash)
1551	FCC - Foreign teller cash credit
1555	BOC - Batch out checks
1559	CTB - Cash/Check to bank
1560	VCT - Vault cash to bank
1570	VFB - Vault cash from bank
1570 / 01	VCC - Vault cash
1572	VTB - Vault cash to branch
1573	VFB - Vault cash from branch

| 1800	GLD - General Ledger debit
1800 / 01	GLO - General Ledger debit
1800 / 02	EOD - Exception Offset Debit
1800 / 83	CGL - Journal G/L transfer (G/L debit and G/L credit)
1810	GLC - General Ledger credit
1811	Rejected Paid - Automatic Journal Out
1812	Rejected Paid - Automatic Journal In

Topaz Signature Pads and Drivers

Below are the Topaz Signature Pad devices and driver information that FPS GOLD has programmed to work with the Teller Capture Virtual Signature.

T-LBK766SE-BHSB-R, SignatureGem LCD 4X5 – Model Number 58 and corresponding driver:
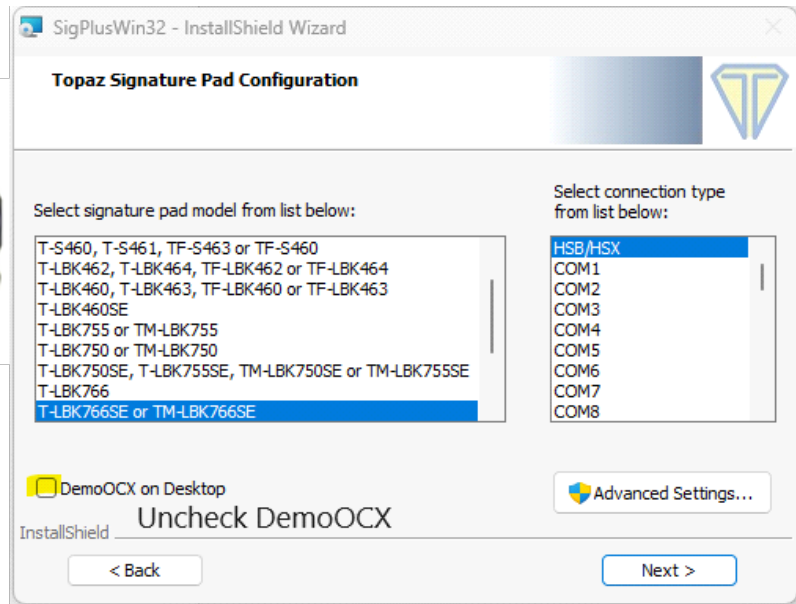
T-L460-HSB-R, SigLite 1X5 – Model Number 15 and corresponding driver:
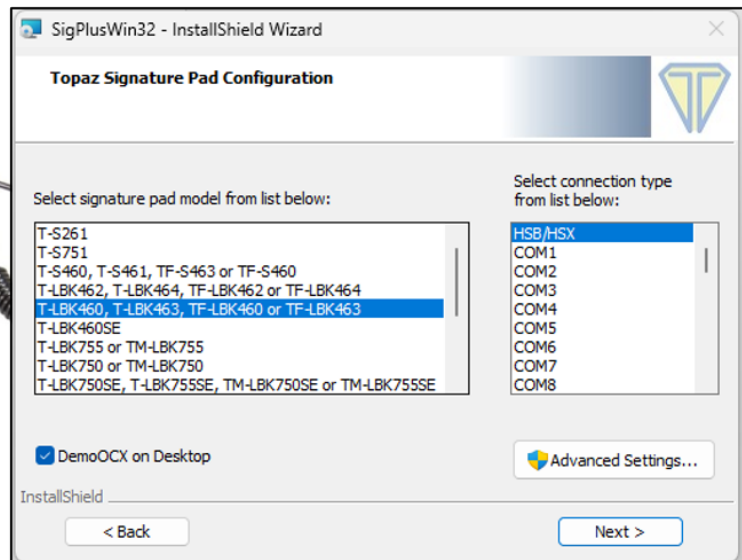
Driver Install Information

The following links and information will assist your IT department in the installation of the Topaz Signature Pads.

SDK Guide: https://www.topazsystems.com/software/download/sigplusnet.pdf

User guide: https://topazsystems.com/userguides/Topaz_Universal_User_Guide.pdf

Link to driver: https://www.sigpluspro.com/index.html

1. Select corresponding signature pad model (see image below).

Download Topaz SigPlus Software and Drivers

Find the first few digits of the model number listed on the back of your Topaz electronic signature pad. Select from the list below. Then, choose the full model number from the selections that appear.

| T-L | T-S | TD- | T-C | TF- | TM- | T-R |

T-L Model Numbers

T-LBK460-BSB-R	T-LBK462-KAB-R	T-LBK766-BBSB-R
T-LBK460-BSB-RC	T-LBK462-KB-R	T-LBK766SE-BHSX-R
T-LBK460-HSX-R	T-L462-HSB-R	T-LBK766-BHSX-R
T-LBK460-HSB-R	T-L462-B-R	T-LBK766SE-BHSB-R
T-LBK460SE-HSB-R	T-LBK750SE-BHSB-R	T-LBK766-BHSB-R
T-LBK460-B-R	T-LBK750-BHSB-R	T-LBK766SE-BTB1-R
T-LBK460-BT2-R	T-LBK750SE-BTB1-R	T-LBK766SE-WFB1-R
T-L460-HSB-R	T-LBK750SE-WFB1-R	T-LBK766-WFB1-R
T-L460-B-R	T-LBK750-WFB1-R	T-LBK43LC-BSB-R
T-LBK462-BSB-R	T-LBK755SE-BBSB-R	T-LBK43LC-HSB-R
T-LBK462-BSB-RC	T-LBK755-BBSB-R	T-LBK57GC-BBSB-R
T-LBK462-HSX-R	T-LBK755SE-BHSB-R	T-LBK57GC-BHSX-R
T-LBK462-HSX-RG	T-LBK755-BHSB-R	T-LBK57GC-BHSB-R
T-LBK462-HSB-R	T-LBK755SE-BTB1-R	T-LBK57GC-BTB1-R
T-LBK462-KAHSB-R	T-LBK755SE-WFB1-R	T-LBK57GC-WFB1-R
T-LBK462-KHSB-R	T-LBK755-WFB1-R	
T-LBK462-B-R	T-LBK766SE-BBSB-R	

2. Follow the required steps below to Download SigPlus driver(s).

Note: Only one driver type should be installed on each PC at a time.

|

Required Steps

Download SigPlus®

Step 1

Download the Topaz SigPlus software for use with your Topaz signature pad to your computer's desktop. **Right-click on the "Download SigPlus" icon displayed here**, select "Save Link As", and choose the desktop as the save location to begin the download.

sigplus

Step 2

NOTE: For pad models ending in "HSX-R" or "HSX-RG", select "HSB (USB Type)" during software installation. For other models, select your correct suffix or connection type.

Double-click on the SigPlus icon on your desktop (similar to the one displayed here) to begin installation. Depending on your security settings, you may need to login to Windows as an "Administrator" to begin the installation, or right-click on the SigPlus icon and select "Run as administrator".

When prompted, select "Yes" to place the Topaz test utility DemoOCX on your desktop. If needed after installation, SigPlus will be found in your C:\Windows\SigPlus folder.

After installation, test your pad's functionality and proper set-up using DemoOCX. Once functionality is confirmed, proceed with popular downloads below or view Topaz's complete software offerings.

3. Select the corresponding signature pad model and click <Next> to move through the installation process.
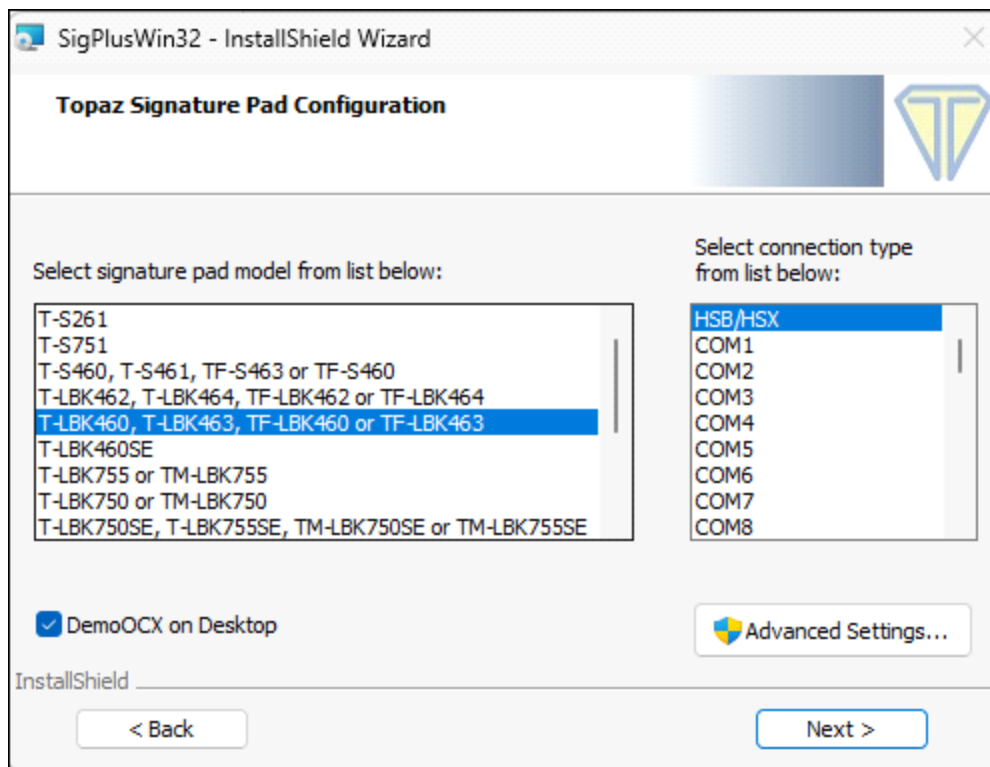
Note: Uncheck the DemoOCX option to avoid a demo program being installed.

Form Samples

Click the link below to view to-scale examples of the Deposit, G/L, Loan, and Withdrawal slips that you will be provided to use for scanning transactions with Teller Capture.

To-Scale Form Samples