



CAPTURE

INTERPRET

MANAGE

TRANSFER

INTEGRATE

Transaction Journal – Design Concept

Feature	Description	Status	Review/Select	Action
CAPTURE				
Work Flows				
Finance Department	Often the place where a payments are allocated to accounts, such as internal customer accounts, policies or payment of Invoices	Optional	<input type="checkbox"/>	Describe process
Counter	By adding a scanning station at first point of contact with your customer you are able to capture the details accurately and have a full audit trail of their payments	Optional	<input type="checkbox"/>	Describe process
Mail Room	Most envelopes reach the mail room as the entry point into the organisation. If scanning of payments took place at this location the need to move them around the business is eliminated improving liquidity and security	Optional	<input type="checkbox"/>	Describe process
Back-Office	When scanning can't take place at the first point of entry in an organisation departmental units are created to process payments, this can be in a number of places within an organisation	Optional	<input type="checkbox"/>	Describe process
Scanning				
Image capture	Automated capture of front and back of cheques, slips, vouchers, internal process documents, etc.	Standard	simplex <input type="checkbox"/> duplex <input type="checkbox"/>	Provide example documents
Code line capture	MICR codeline is captured automatically	Standard		
Amount read	Handwritten or printed amount is captured automatically	Standard		
Endorsement	Rear of cheques may be endorsed with personalised information (date, time, etc.)	Optional	<input type="checkbox"/>	
Pocket Sorting	Items can be sorted by work type into two pockets	Optional	1 pocket <input type="checkbox"/> 2 pocket <input type="checkbox"/> Other <input type="checkbox"/>	Review sorting requirements
Low Volume	One scanner is recommended for under 1500 per week	Standard	<input type="checkbox"/>	
Medium Volume	One scanner is recommended for 1500-3000 per week	Standard	<input type="checkbox"/>	

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High Volume	Two scanners are recommended for more than 3000 per week	Standard	<input type="checkbox"/>	
Scanning Stations and Networks				
Single User	Database and images on standalone PC used for scanning and all other activities	Standard	<input type="checkbox"/>	
Multiple Users (Networked)	Database and images on server - Client PC's for administration, scanning	Optional	<input type="checkbox"/>	
Networked – Multiple Locations	Database and images on local PCs and uploaded to central server	Optional	Onsite <input type="checkbox"/> Offsite <input type="checkbox"/>	
Data/Image Storage				
PC Archive	Storage of transactions on hard disk of user PC	Standard	<input type="checkbox"/>	
CD Archive	Indefinite storage of transactions on standard CD available for using in other PC's	Standard	<input type="checkbox"/>	
Server Archive	Mapping of data and images to existing technical architecture of your company	Optional	<input type="checkbox"/>	
INTERPRET				
Data Conversion				
ICR (Intelligent Character Recognition)	Handwritten & printed amounts and other details such as references are interpreted from the images and added to the database	Standard		
MICR interpretation	Code line details analysed and populated into database	Standard		
Work Types				
Proof of Deposit	The balancing of one or many credits with one or many cheques to ensure accuracy of payments	Standard	<input type="checkbox"/>	
Cheque Only	Allows for the scanning of cheques (debits) only	Standard	<input type="checkbox"/>	
Proof of Deposit (Amount Entry)	A two phase process to verify the amount of each item ensuring the accuracy of the process prior to "banking" the cheques	Standard	<input type="checkbox"/>	
Travellers Cheques	Allows for the capture of sterling, euro and US dollar Travellers Cheques. The Currency, amount and code line information is interpreted and stored	Optional	£ <input type="checkbox"/> € <input type="checkbox"/> US\$ <input type="checkbox"/>	
Customisation				
Business Rules	Addition of specific rules to a business process – how you would like your business to manage the work outside of the standard application	Optional	<input type="checkbox"/>	Define requirements

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Data Enrichment	Data validation or addition of new information from another source improves accuracy when using this data to update other systems.	Optional		Define requirements
Currencies	Non - UK code line, plus other major currencies are managed according to processing rules	Optional	£ <input type="checkbox"/> € <input type="checkbox"/> US\$ <input type="checkbox"/> Other <input type="checkbox"/>	
Split Amount	Allows the value of one cheque to be allocated to a number of accounts these are extracted to allow individual posting of items	Standard	<input type="checkbox"/>	
Customer Reference	References can be captured using a number of methods	Standard/Optional	<input type="checkbox"/>	
Vouchers/Slips	Reference details and value recorded and stored	Optional	<input type="checkbox"/>	
MANAGE				
Productivity				
Monitoring	The status of each batch of work being processed can be remotely monitored	Standard		
Account Look-up	Populates additional fields with previous information from same account	Standard		
Rescan	Confirms items previously scanned and rejects any additional items	Standard		
Duplication	Ensures identical items are not processed in a batch	Standard		
Security				
Audit Trail	End to end process monitored and permanent audit trail retained electronically	Standard		
Roles and Permissions	Security set up with controlled access to specific activities	Optional	<input type="checkbox"/>	Describe requirements
Finding, Searching and Adjusting				
Search on Date	Simple search based on processing date of item	Standard		
Advanced Searches	Searches available for voucher code line and amount plus any customer specific fields	Standard	<input type="checkbox"/>	Describe requirements

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Un-approve Batches of work	Supervisor role allows any errors to be corrected after approval, but fully audited	Standard		
Item and Batch assistance in tracking errors	Item and Transaction level messages are provided when the business rules associated with the work have been broken, speeding up the resolution and maintaining data integrity	Standard		
Printing				
Bank List Printing	Choice of style of output	Standard		
Credit Slip Printing	Choice of details to be incorporated	Optional	<input type="checkbox"/>	
Receipt Printing	Image of paper item and/or receipt printed	Optional	<input type="checkbox"/>	
Print Search Items	Small/large icon/Images available	Standard		
TRANSFER				
Export capabilities	Standard exports in xml or csv to existing systems	Standard	xml <input type="checkbox"/> csv <input type="checkbox"/> other <input type="checkbox"/>	
Customer -specific Export & Management Reporting	Output of data into required extracts	Optional	<input type="checkbox"/>	Provide example
E-mail or direct connectivity	Secure transmission by direct connectivity between two or more TJ systems ensuring information is held in the correct place, optional use of secure e-mail is also available	Optional	direct <input type="checkbox"/> email <input type="checkbox"/>	
INTEGRATE				
On cue merging of data with existing accounting or financial systems	Ability to design extracts to align TJ with existing financial or accounting systems real time or batch	Optional	<input type="checkbox"/>	
Information sent to a pre-existing counter application	Population of existing system(s) with additional data keeping the cost of down on expensive re-writing of legacy applications	Optional	<input type="checkbox"/>	
Integration of Bacs and other types of corporate payment	Introduction of extra data from non-paper sources, such as bank data files	Optional	<input type="checkbox"/>	Describe process
Integration of Cash transactions	Introduction of cash items allowing all existing fields to be populated	Standard	<input type="checkbox"/>	Describe process