CheckLogic Lite

User Guide

eDOC Innovations

edoclogic.com 800.425.7766
1197 Exchange St. Middlebury, VT 05753

STATEMENT RETRIEVER™; ProDOC Receipts™; ProDOC Forms™; CheckLogic™; idocVAULT™; 2020eDOC™; 2020iDOC™; RENAMER™; ProDOC™; PrxPay™; ProDOC Packages™; CheckLogic Manager™; CheckLogic Lite™; REED2020™; PAPERLESS RECEIPTS™; PrxPay™; eDOCMobile™; eUpdate™; 2020iSYNC™; CheckLogic Mobile™; 2020COLD®; EMAIL-4-STATEMENTS®; Click. Close. Technology.® ; 2020DOC®; eDOC Innovations®; eDOCSignature®, mDTM® are all trademarks of eDOC Innovations. All other trademarks are the property of their respective owners.

eDOC Innovations, Incorporated (EDI) makes every reasonable effort to ensure the accuracy of the material described herein. EDI, however, makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, recentness, accuracy, or freedom from error of this document or the products it describes. EDI makes no representation or warranty with respect to the contents hereof and specifically disclaims any implied warranties of fitness for any particular purpose. EDI disclaims all liability for any direct, indirect, incidental, consequential, special, or exemplary damages resulting from the use of the information in this document or from the use of any products described in this document. Mention of any product does not constitute an endorsement of that product by EDI. Data use in examples and samples are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

Copyright © 2020 eDOC Innovations, Inc. All Rights Reserved. No part of this document may be reproduced, copied, stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written consent of eDOC Innovations Inc.

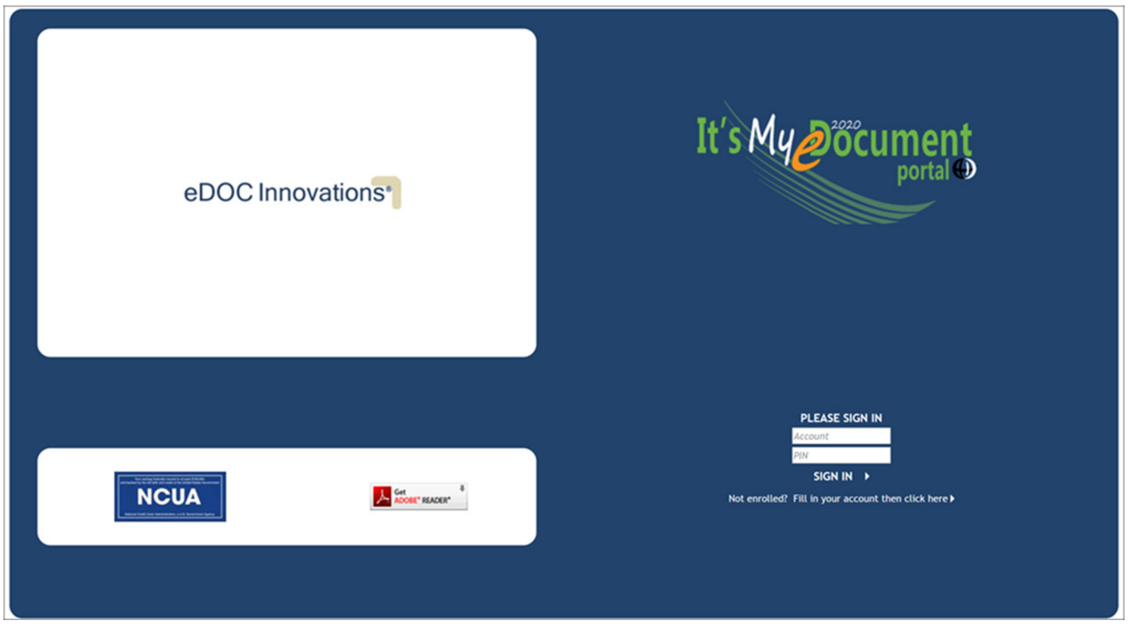
TABLE OF CONTENTS

CheckLogic Lite Overview

The CheckLogic Lite scanning client allows merchants to easily scan and deposit batches of checks to multiple accounts. Submitted items can be reviewed and fixed from within the Merchant Portal. Downloading and installing CheckLogic Lite is as simple as accessing the download link from the Merchant Portal home page and following the installation prompts. This user guide details how to install CheckLogic Lite, add multiple accounts, scan a check, view the status of submitted checks, and also includes check status and rejection reason definitions.

The Merchant Portal

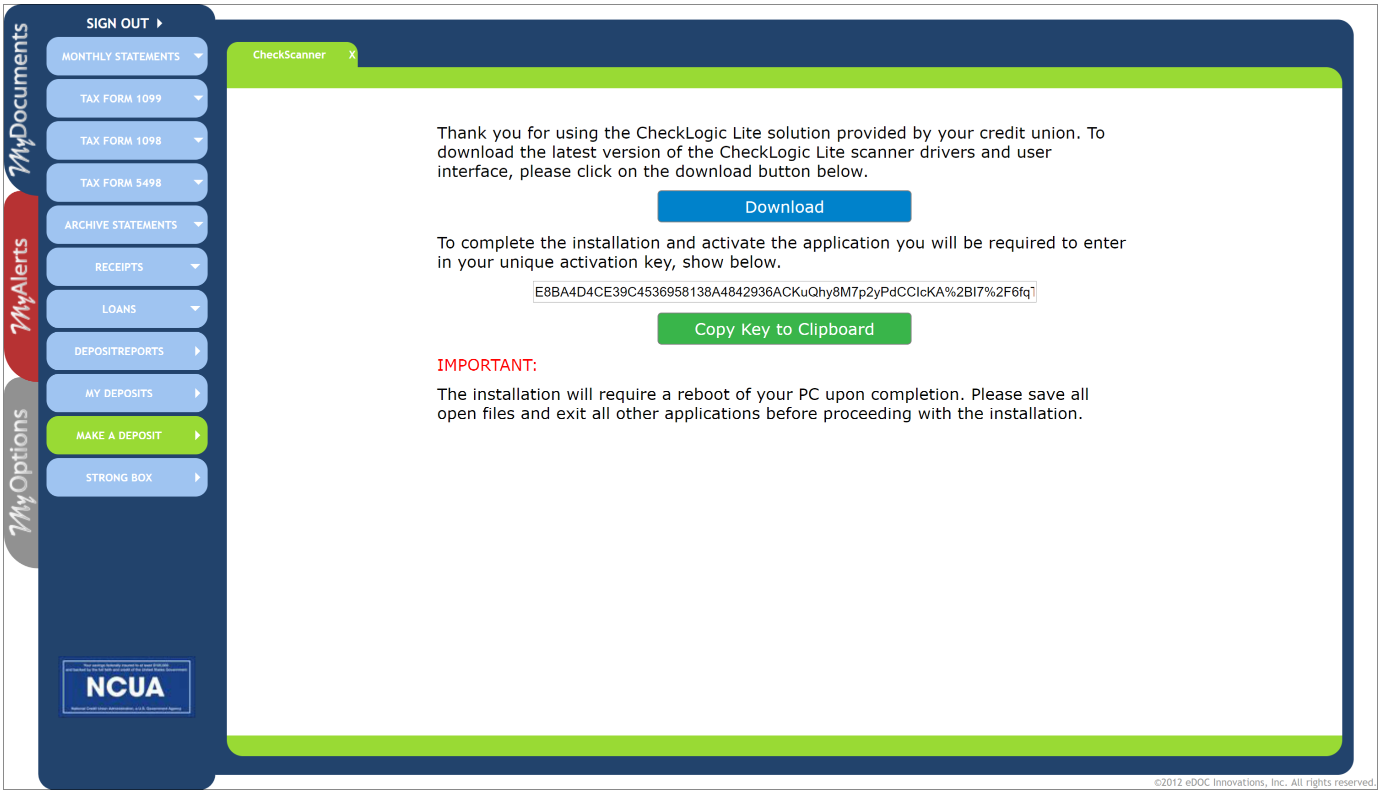
The Merchant Portal is the website merchant members use to view the status of their remote deposits. The Merchant Portal can be accessed any time from either the member's Home Banking page or the 2020 eDOC website.



To sign in, enter an account number and PIN number. Click **SIGN IN**. The home page appears.

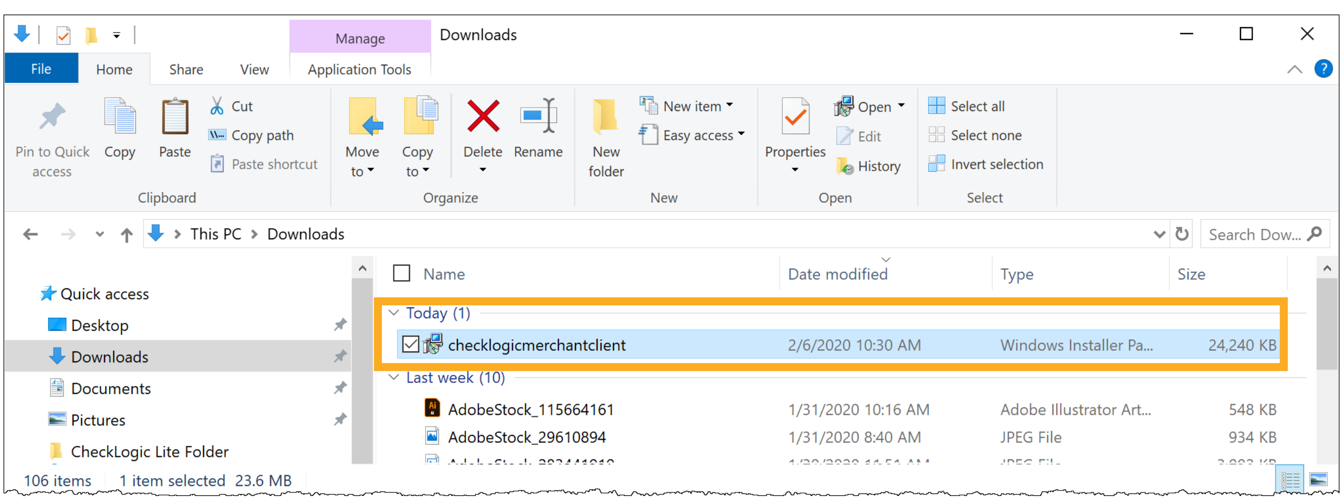
Install CheckLogic Lite

1. From the Merchant Portal home page, click **Make a Deposit**. The **CheckScanner** tab appears showing a link to download CheckLogic Lite and a unique activation key.

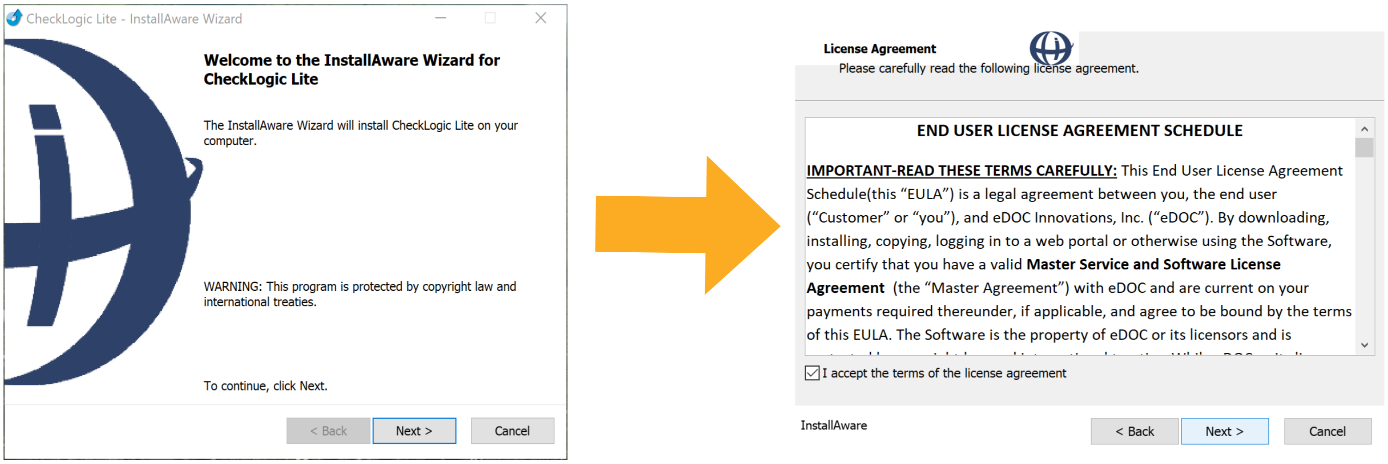


2. Click **Download**. The most recent version of the CheckLogic Lite scanning client installer is downloaded to the Downloads folder on your computer.

3. Navigate to the Downloads folder on your computer and double-click on the installer labeled **checklogicmerchantclient**.

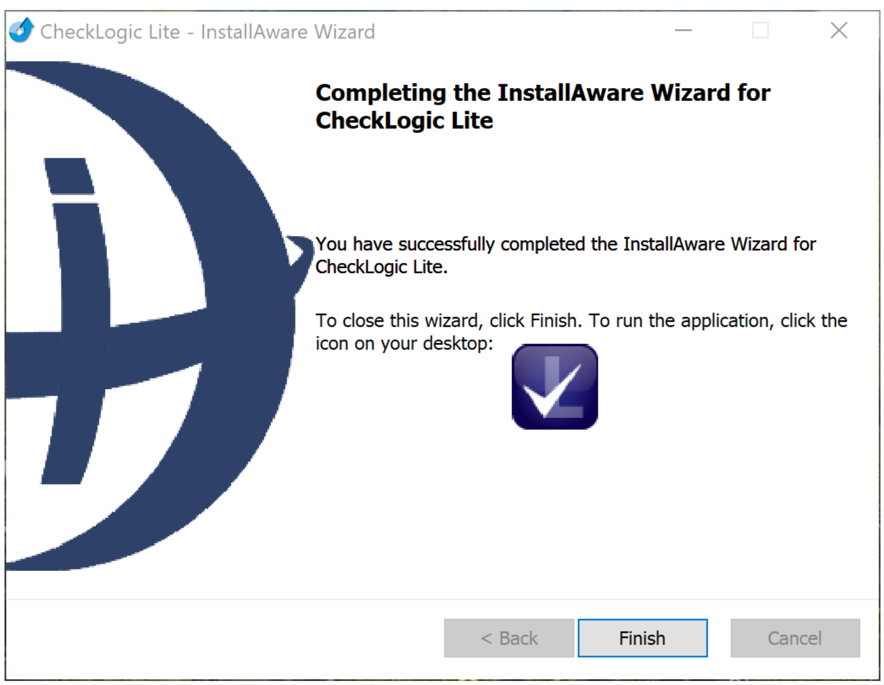


4. The CheckLogic Lite InstallAware Wizard appears. Click **Next** to advance to the license agreement terms. Check the **I accept the terms of the license agreement** box and click **Next**.



5. The Activation Key screen appears. In the **Activation Key** field, enter the activation key found in Step 1. Click **Next**.

6. Allow the installer to complete the installation process. Once CheckLogic Lit has successfully finished installing, the following screen appears:

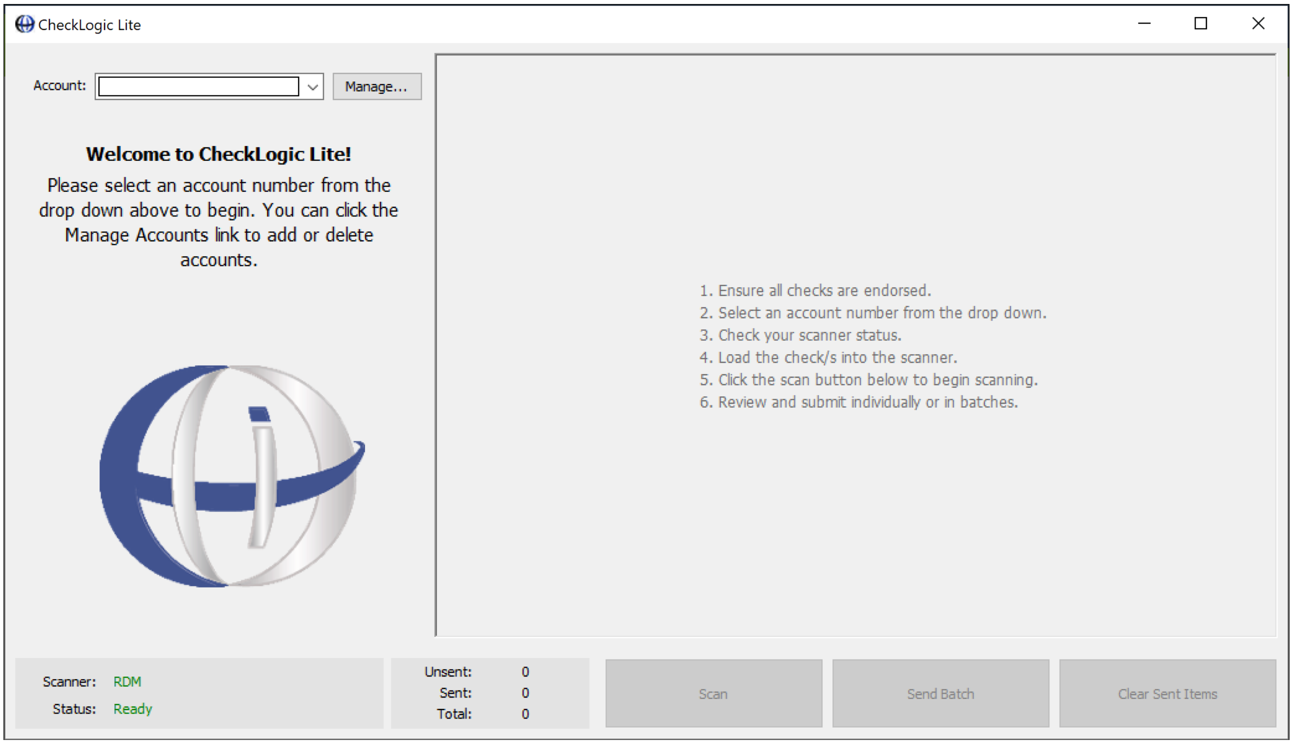


Click **Finish**.

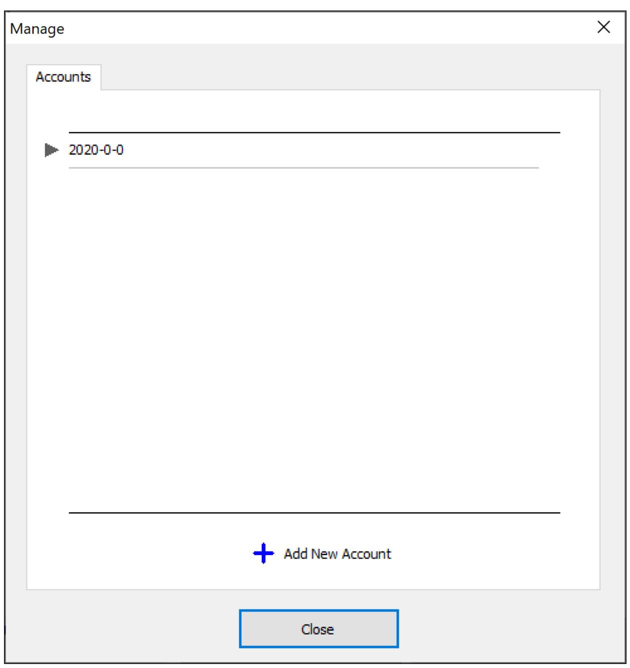
Add Accounts to CheckLogic Lite

1. Navigate to where CheckLogic Lite is installed on your computer or server.

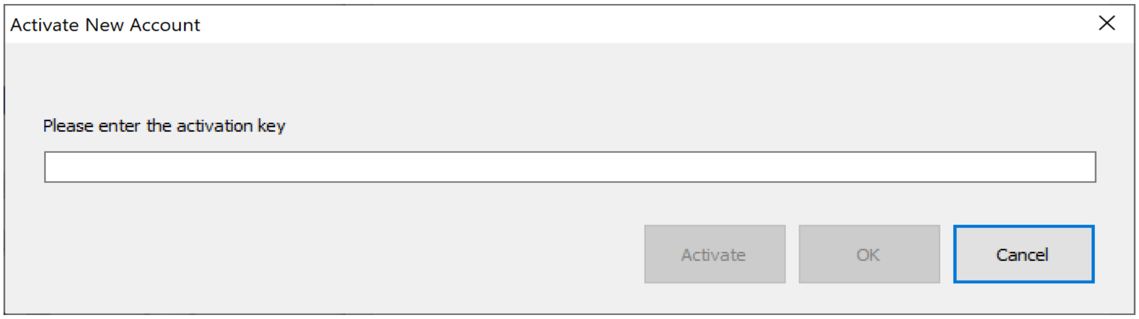
2. Double-click the **CheckLogicLite** icon . The CheckLogic Lite home screen appears.



3. To add a new account to CheckLogic Lite, click **Manage**. The **Manage** screen appears.

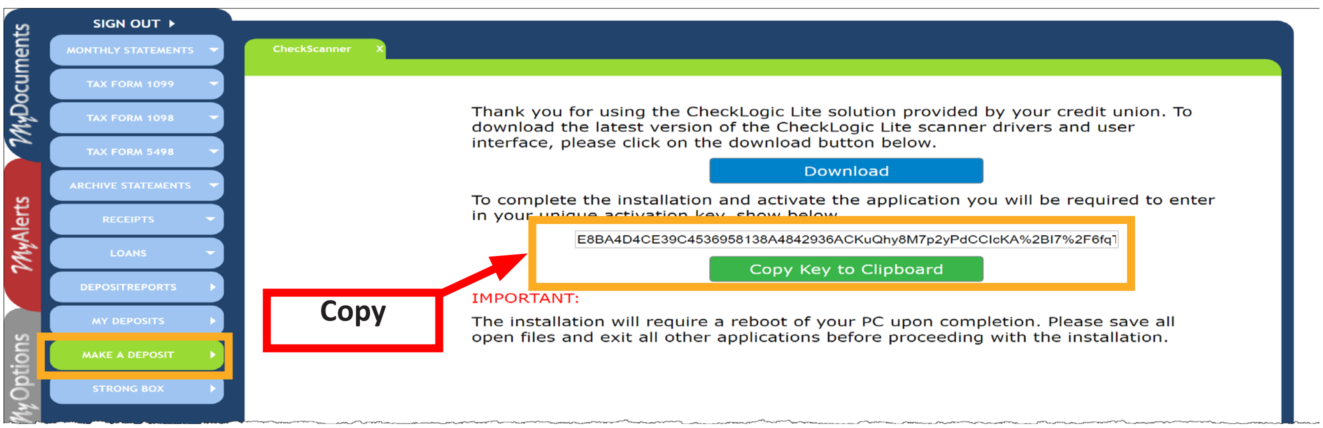


4. At the bottom of the screen, click **+ Add New Account**. A new window appears requesting an activation key.

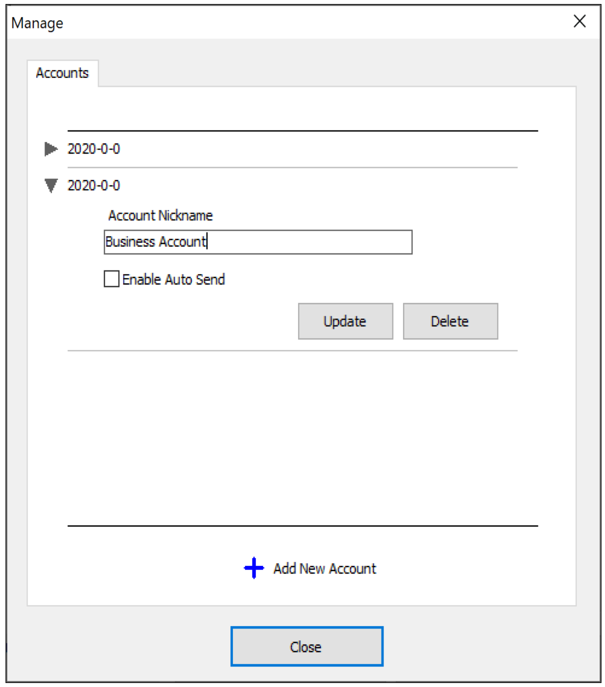


5. Log into the Merchant Portal using your account number and PIN number. On the Merchant Portal home page, click **Make a Deposit**.

6. In the window that appears, find the unique activation key associated with your account and copy the key.



7. Paste the activation key into the CheckLogic Lite window found in Step 4. Click **Activate**. When the OK button is illuminated, click **OK**. The **Manage** screen reappears.



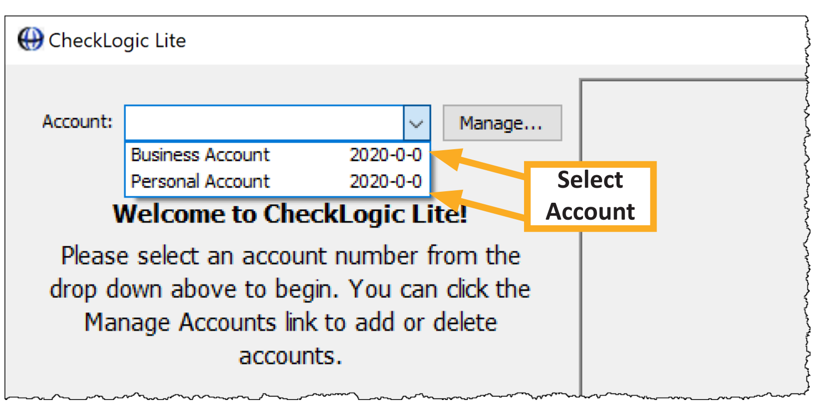
8. On the **Manage** screen, in the **Account Nickname** field, enter a name for the account.

   Auto Send enables you to submit individual checks during the check scan process by pressing **Enter** once a valid check amount has been entered. To enable *Auto Send*, check the **Enable Auto Send** box.

9. To save the account nickname and *Autosend* configuration options, click **Update**.
   To delete the account from CheckLogic Lite, click **Delete**.

10. Continue to add accounts to CheckLogic Lite by repeating steps 1-9 until all desired accounts have been added.

    Note: If more than one account has been added to CheckLogic Lite, the program will **not** default to a specific account when opened. The user must manually select the desired account from the **Account** drop-down list when CheckLogic Lite is first launched. This is to prevent checks from accidentally being scanned and sent to the wrong account.

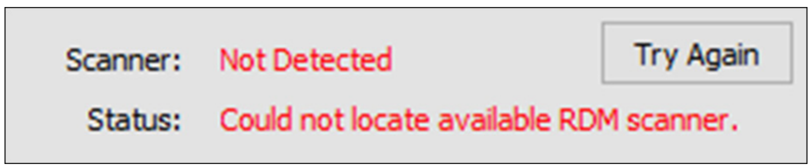


Scan a Check

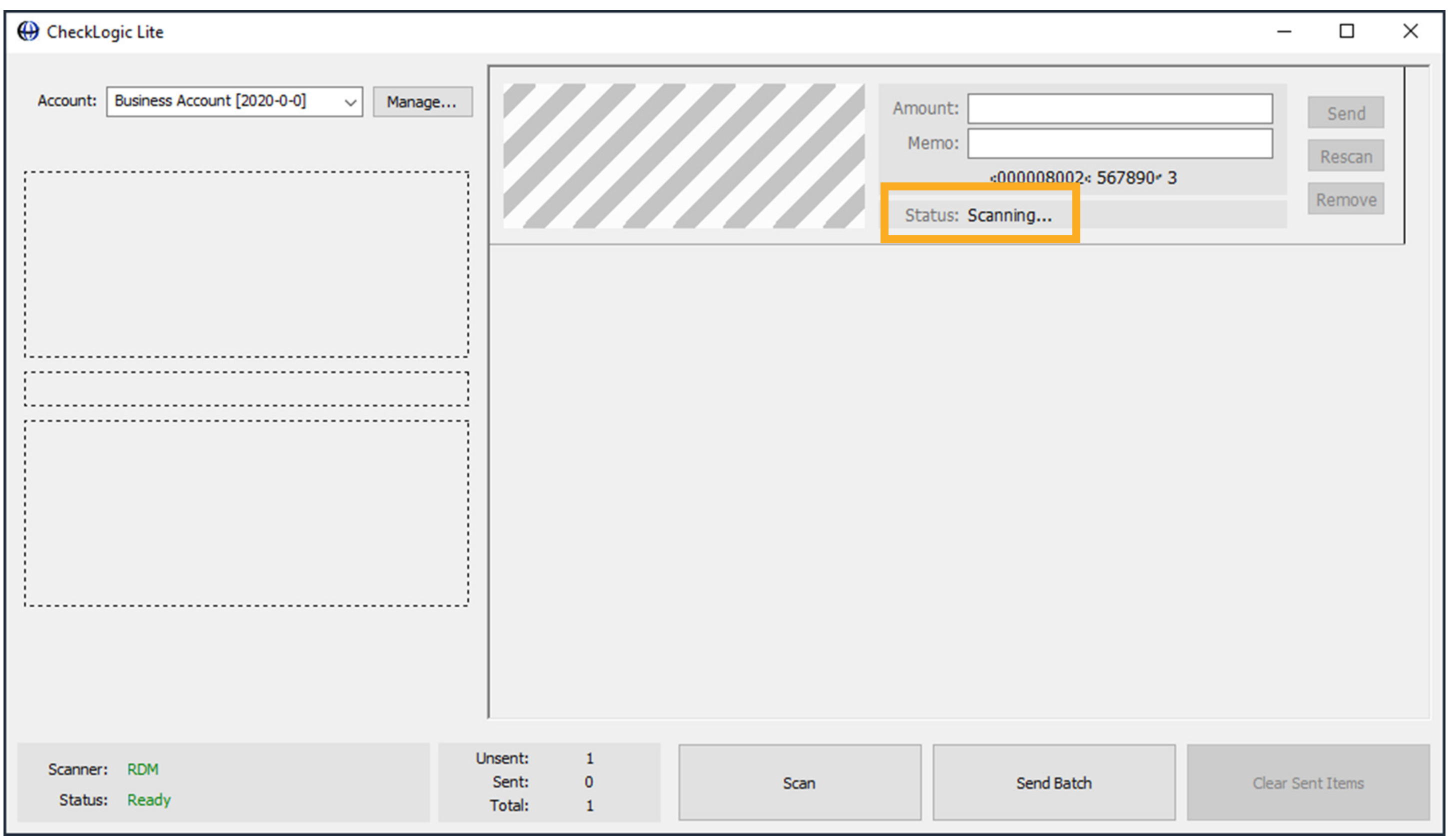
1. Launch CheckLogic Lite. If no account is selected in the **Account** drop-down list, select the account to which you would like to scan checks.

2. Ensure your scanner is plugged in and the **Ready** status is displayed in the bottom-left corner:

If you receive the following error message, reconfigure your scanner and click **Try Again**:

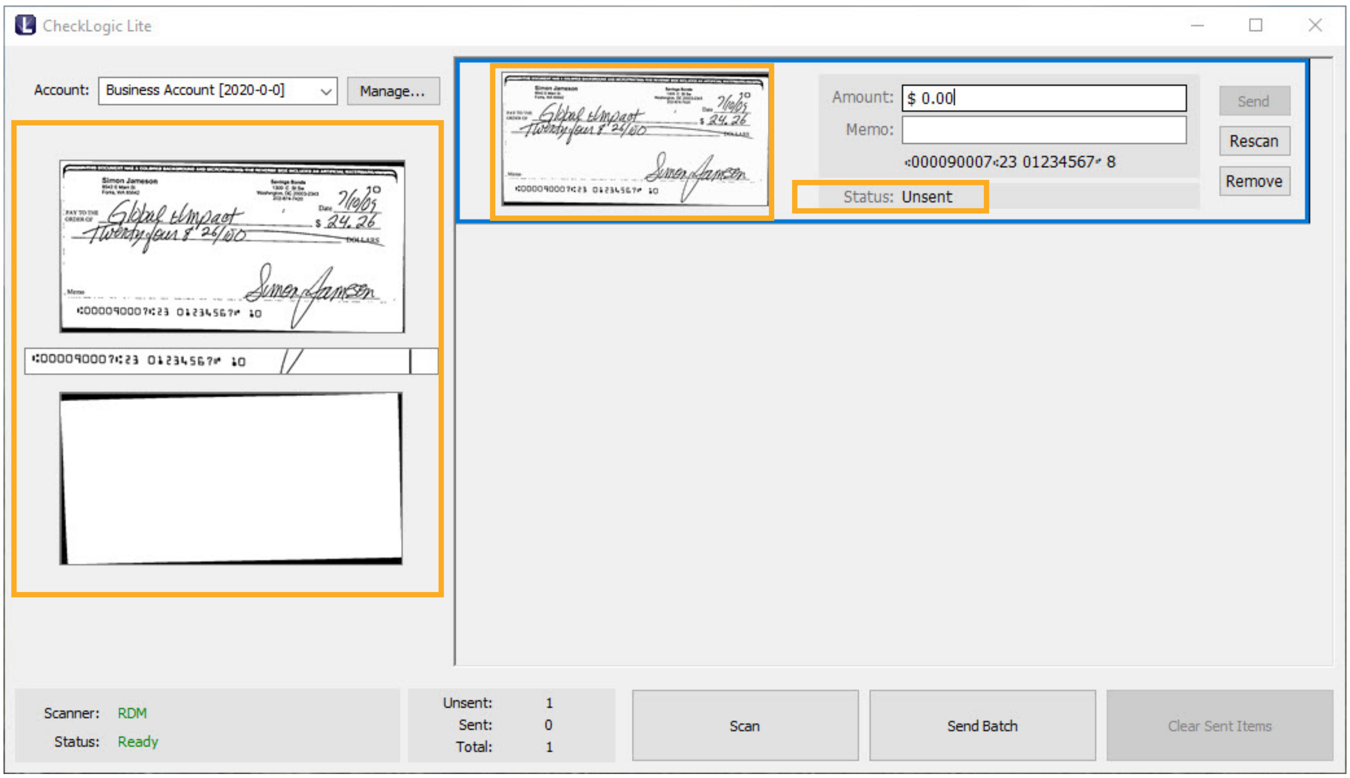


3. When the scanner is ready, insert the check into the scanner and click **Scan**. The status of the scan is shown at the top of the screen.



4. If the check status shows as Unable to read MICR, re-insert the check and click **Rescan**.

5. When the check is successfully scanned, the check status is listed as **Unsent** and an image of the check appears. In the left-hand panel, the front and back of the check are displayed along with the MICR number.



6. To rescan the check, re--insert the check into the scanner and click **Rescan**.

7. To remove the check from the list of checks, click **Remove**.

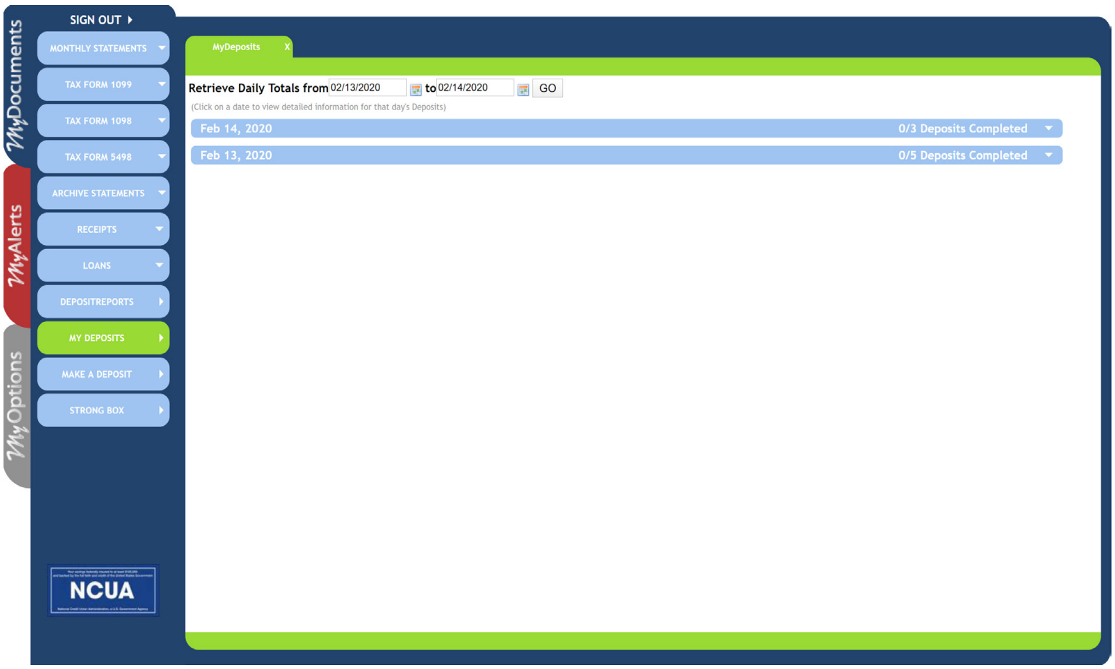
8. To send *only* the first scanned check, in the **Amount** field, enter the exact check amount.
   Optionally, in the **Memo** field, enter a related memo.
   Click **Send**. If successful, the check's status is shown as Sent.
   Alternatively, if *Auto Send* was enabled for this account during setup, press **Enter**. If successful, the check's status is shown as Sent.

9. To send this check as part of a larger batch of checks, insert the next check into the scanner and click **Scan**.
   Continue to scan checks until all desired checks are scanned into the system.
   For each check, in the **Amount** field, enter the exact check amount.
   Optionally, in the **Memo** field, enter a related memo.
   When all required information has been entered, click **Send Batch**. If successful, the check's status is shown as Sent.

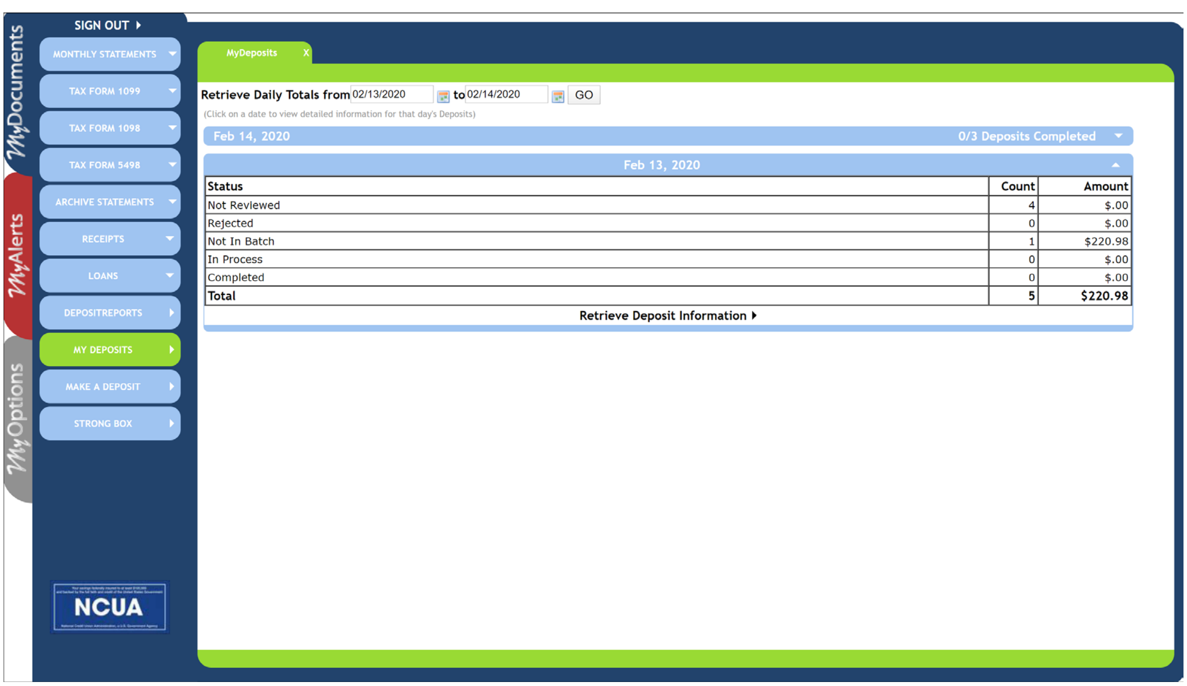
10. To clear items from the list of checks that have already been submitted and accepted, click **Clear Sent Items**.

View a Check or Status of a Check

1. From the Merchant Portal home page, click **My Deposits**. The **My Deposits** tab appears showing the daily total of submitted checks for today and the previous day.



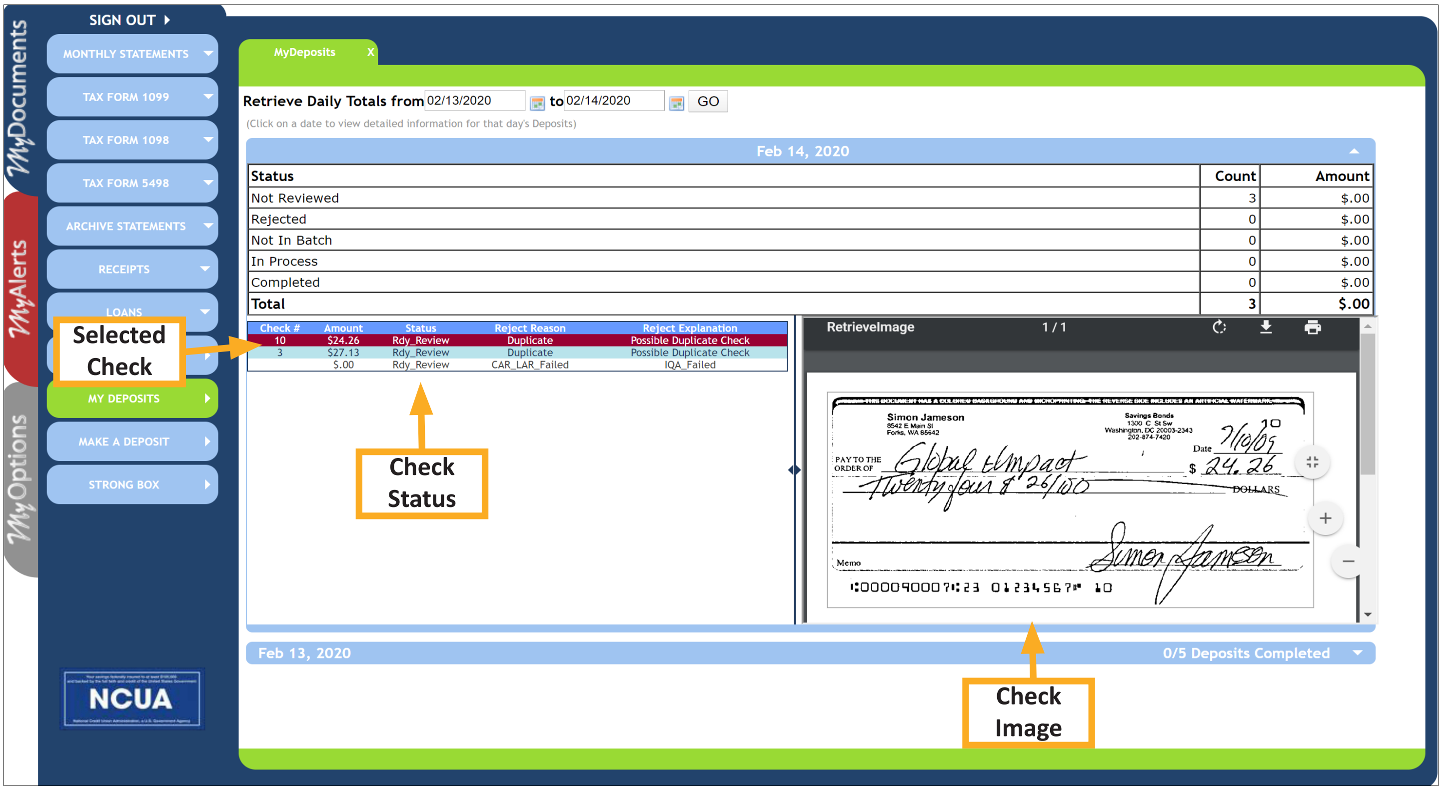
2. To see additional daily totals of submitted checks, in the **Retrieve Daily Total from** fields at the top of the page, enter a broader date range. Alternatively, you can click on the corresponding calendar icons to select a set of dates.
3. To review the status of the deposits, click on a line item. The line item expands to show the number of *Completed*, *In Process*, *Not In Batch*, *Rejected*, and *Not Reviewed* deposits for that date and their corresponding amounts.



4. To see the status of a specific check, click **Retrieve Depsoit Information**. The checks submitted on that date are listed beside their Check Number, Amount, and current Status. If a check has been rejected, the Reject Reason and Reject Explanation are also provided.

   To see an image of a specific check, click on that check.

   Note: The current Status of the check will change as it is processed through the system.



Check Status Definitions

Uploaded	The check was successfully uploaded.
Valid_Acct	The check came from a valid account.
Valid_Img	The check image is the correct size and type and is ready for automated amount recognition and image quality analysis
Valid_IQA	The check passed image quality analysis.
Rdy_Review	The check is ready for review by a teller.
Dat_Repair	The check MICR has been repaired by a teller.
Rdy_Batch	The check has been approved by a teller and is ready for submission into a check batch.
In_Batch	The check has been put into a Check 21 batch.
Imported	The check batch has been successfully imported.
Batch_Rvw	The check has exceeded certain security requirements and must be reviewed by a manager.
Rdy_Submit	The check is waiting to be prepared for Check 21 electronic clearing.
Assembling	The check is being prepared for Check 21 electronic clearing.
Submitted	The check has been submitted to the Check 21 network for clearing.
ICL_Reject	The check has been rejected by a member of the Check 21 clearing network.
Completed	The check has been successfully submitted to the Check 21 network for clearing. **Note**: The check may still be returned by the paying institution for reasons such as “Insufficient Funds.”
Img_Repair	The check failed image processing and will be rejected or corrected and resubmitted for image processing.
Rejected	The check has been rejected. For more information, please see the reject reason.

Reasons for Rejection

Duplicate	The check appears to be a duplicate of a previously scanned check.
Invalid_Account	The check was submitted for a non-existent account or one that does not have remote deposit authority.
Invalid_MICR	The magnetic link on the bottom of the check was not read properly. The check needs to have the magnetic ink characters repaired or entered manually.
Over_Max_Amount	The check amount exceeds the permitted amount to be deposited remotely without a Bank Secrecy Act security review.
Zero_Amount	The check has a zero amount. The courtesy and/or legal amount were incorrectly read, or the check has an invalid zero dollar amount.
Invalid_Image_Size	The image is too large or small to be a valid check.
File_Not_Found	The check image file is missing.
CAR_LAR_Failed	Check courtesy and legal amount automated recognition failed. A financial institution staff member will need to manually enter the correct legal amount.
IQA_Failed	The check image quality analysis failed.
Not_USA_Check	The check does not appears to be a check drawn from a U.S. Institution. It is either a foreign check or the magnetic ink on the bottom of the check was read incorrectly.
Bad_Image	The check image is bad. The check will need to be re-scanned with a better quality image.
Forgery	The check has been flagged as a possible forgery.
Other	The check was rejected for a reason other than those listed above. Additional information should be available in the reject explanation.

Support

eDOC comprehensive support is our warranty to you and is available 24 hours a day, seven days a week.

Our professionally trained, skilled, and motivated Client Service Representatives are available Monday through Friday from 8:00 AM – 7:00 PM EST to assist with all your service and support needs. They can be reached by filling out our web form. After-hours and federal holiday support* is also available.

To contact support, visit https://edoclogic.com/email-our-client-service-team/.

For after-hours support, visit https://edoclogic.com/after-hours-support/.

* **Additional charges may apply**

edoclogic.com