



CANON DESKTOP SCANNER UTILITY FOR REMITTANCE PROCESSING

Version 8.1

User Guide

Includes guide with screenshots
Revised: 10/2019

CANON DESKTOP SCANNER UTILITY for Remittance Processing

DESKTOP SCANNER UTILITY	2
Overview	2
SCANNER CONFIGURATION	2
SCANNER UTILITY FEATURES	2
Scan Controls	3
<i>Start Batch</i>	3
<i>Continue</i>	3
<i>Finish Batch</i>	3
Manage Page Controls.....	3
<i>Move Up</i> -	3
<i>Move Down</i> –	3
<i>Remove</i> -	3
<i>Scanner Profile</i> –	3
<i>Effective Date</i>	4
Header Label	4
Scanned Items.....	4
CREATING BATCHES.....	5
Viewing Batch Images.....	5
Modifying Transactions	7
APPENDIX A	8
Canon Scanner Requirements	8
APPENDIX B.....	9
Shortcut Keys.....	9

DESKTOP SCANNER UTILITY

Overview

The Desktop Scanner Utility interfaces to a Ranger based Scanner. The user can scan as many bundles of documents into a single batch as needed. Scanner errors will display on screen along with instructions for clearing errors. The exact steps will depend on the type of scanner being used. Once Errors have been cleared, the utility allows the user to restart scanning. Within the scanner utility, images can be removed or moved from one transaction to another prior to finalizing a batch. A standard endorsement can be configured to save on images as well as print on physical items. Images are stored into a single batch folder where batches can then be processed in the Remittance Processing Dashboard (see Remittance Processing User Guide for more information).

SCANNER CONFIGURATION

Many of the fields that appear when you open the scanner utility are configured in the Scanner Configuration of the Remittance Processing Administrator UI. This configuration is done by Informa Client Services prior to your installation. These include scanner profiles, endorsement text and workstation configurations.

SCANNER UTILITY FEATURES

The screenshot displays the 'Informa Remittance Processing - Desktop Scanner Utility' window. It features a toolbar with icons for 'Start Batch', 'Continue Batch', 'Finish Batch', 'Classify Page', 'Move Up', 'Move Down', and 'Remove'. Below the toolbar, there are fields for 'Scanner Profile' (GrantStreet BT) and 'Effective Date' (9/20/2019). The main area shows 'Batch #: 900000004', 'Effective Date: 9/20/2019', 'Profile: GrantStreet BT', and 'Transactions: 1'. A table lists transaction details:

Transaction #	Page #	Page Type	Data
1	1	PaymentStub	70000530620205
1	2	Check	d063102152d1000139515356c1035
1	3	Check	
1	4	Check	d063102152d1000139515356c1036
1	5	Unknown	
1	6	Unknown	
1	7	Check	d063102152d1000139515356c1037
1	8	Check	d063102152d1000139515356c1038

To the right, a 'Preview' of a 'Business Tax Renewal' receipt is shown. The receipt is from Vickie L. Potts, Charlotte County Tax Collector, and is for \$35.00. It includes a payment schedule table:

Month Paid During	JULY-SEPT	OCT	NOV	DEC	JAN
Current Amount	\$35.00	\$38.50	\$40.25	\$42.00	\$43.75
PRIOR TAXES DUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pay This Amount	\$35.00	\$38.50	\$40.25	\$42.00	\$43.75

The receipt also includes a barcode and the number 7 00005306 2020 5.

Scan Controls

The top Ribbon bar control contains all the function buttons to scan, modify or remove images.

Start Batch – Once items are loaded into the scanner, this starts the scanning process (Hot Key CTRL-S).

Continue – If an item becomes jammed in the scanner and needs to be rescanned, or if additional items need to be added after other items have gone through, this will continue the scanning process (Hot Key CTRL-SHIFT-S).

Finish Batch - Select when all scanning is complete and the batch is ready to be created and placed in the unprocessed folder to be picked up by Remittance Processing (Hot Key CTRL-R).

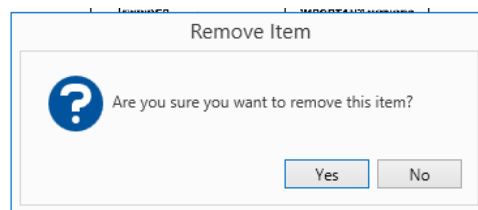
Manage Page Controls

Classify Page – Used to reclassify an item as either Check(Hot Key CTRL-K) or Payment Stub (CTRL-P).

Move Up - Select if an item has been scanned out of order and needs to be moved up and included in a previous transaction (Hot Key CTRL-U).

Move Down – Select if an item has been scanned out of order and needs to be moved down and included in later transaction (Hot Key CTRL-D).

Remove - Select if an item has been scanned in error and needs to be removed. Simply highlight the item and select the function. The utility will present the user with the following confirmation before removing the item (Hot Key DEL).



Scanner Profile – The scanner profiles are configured in the Remittance Processing Administration by Informa Client Services. Each scanner profile is tied to a specific batch type such as DMV Batch or Business Tax Batch. Scanner profiles can also be set in the admin to allow for check only batches. Check only batches will consider every scanned check a separate transaction. If check only is not selected, multiple stubs and checks can exist in a single transaction. A single batch type can have multiple profiles as needed; for example, a Property Tax profile that only has checks and a Property Tax profile that has both checks and stubs. Once the batch has started scanning, this field becomes disabled and cannot be modified.

Effective Date - Enter the effective date of the batch. The current date defaults in but it can be backdated or future dated. Once the batch has started scanning, this field becomes disabled and cannot be modified.

Header Label

Batch # - The batch number which uniquely identifies the batch. This number is assigned based on the next available batch number assigned to the user's workstation in the Scanner Configuration.

Effective Date - Displays the effective date of the batch currently being scanned.

Profile – Displays the profile name of the batch currently being scanned.

Transactions – Displays the number of transactions.

Scanned Items

Transaction # - The transaction number for the page type. If 'check-only batch' is checked, each check is a transaction. If 'check only batch' is not checked, a stub starts a transaction and a check ends the transaction. Multiple stubs and/or checks can be in a single transaction. Transactions are broken out in color blocks for easy recognition.

Page # - Assigned incrementally to each document scanned.

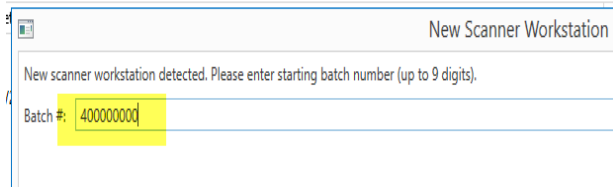
Page Type – Identifies if the scanned Image is a Check, Stub or Unknown (if undetectable). Unknown page types will be displayed in red.

Data – the MICR line from the image if the item is a check and the Optical Character Recognition (OCR) if the item is a stub.

Preview – the Preview pane will display a preview of the front image of the highlighted page.

CREATING BATCHES

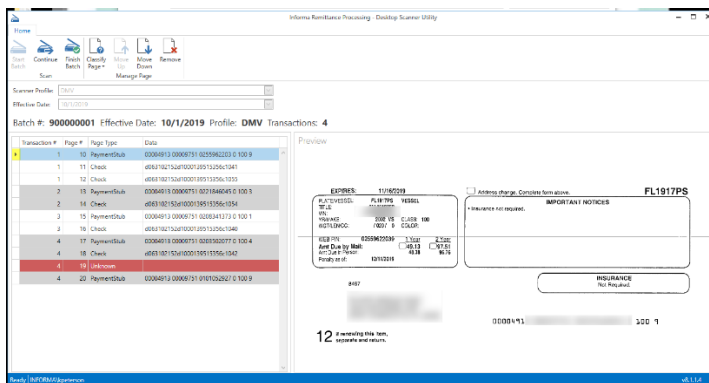
Once documents are sorted, they are placed in the Ranger scanner. When the Desktop Scanner Utility is opened, the utility will validate the user's workstation and then check the Scanner Administration UI for the next batch number assigned to that workstation. If the workstation is not found, the following prompt is displayed and the user must enter a starting batch number to continue.



The user can select the appropriate Scanner Profile. For example, Property Tax or DMV Renewals. The effective date may be adjusted. The user then clicks START or CTRL-S to begin scanning documents. As documents are scanned an image is created and displayed along with page #, transaction #, page type as well as data information (MICR for a check or OCR for a stub). Once all documents have been scanned, the user can click FINISH BATCH or CTRL-R and the batch folder (along with images) is placed in the designated Output folder to be picked up by Remittance Processing.

Viewing Batch Images

As items are scanned, the image appears in the preview pane. The utility identifies the image as a Payment Stub, Check or Unknown (Unknown Page Types are displayed in red). Additionally, the items are broken out into transactions and assigned a transaction number. Each transaction number will be broken out in color blocks for easy recognition. For example, odd numbered transactions appear in white and even numbered transactions appear in grey.



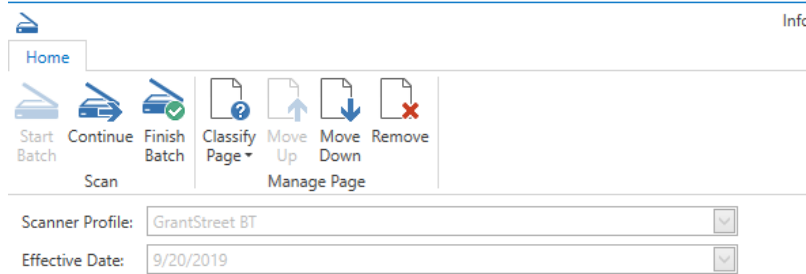
Modifying Batch Images

The Utility goes through the following validation in determining if an item will be marked as 'Check', 'Stub' or 'Unknown'.

First, the utility checks if there is a readable MICR. If there is, the item is marked as a 'Check'. If there is no MICR, the utility checks for a recognizable scan line on the page, based on the admin-configured OCR zone

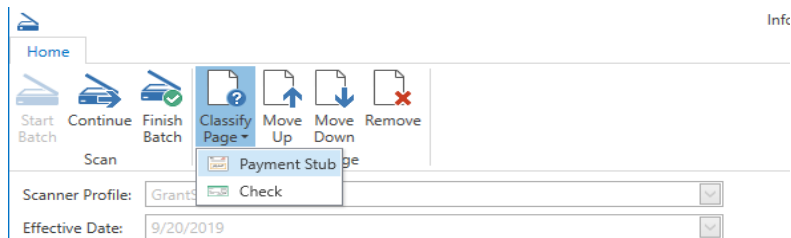
and pattern for the current job. If the OCR matches the defined pattern, it marks it as a 'Stub', if it does not match the pattern, it is marked as 'Unknown'.

If any item has a Page Type of 'Unknown', the user can not finish the batch until the item is reviewed and a valid page type is chosen or the item is removed. In the example below, the check's MICR line was unreadable, so the utility marked it as 'Unknown'. Once the image is reviewed, the row can be highlighted. A 'classify page as' dropdown can be accessed by right clicking on the highlighted row and selecting either 'Payment Stub' or 'Check' from the dropdown box or by selecting Classify Page from the toolbar.



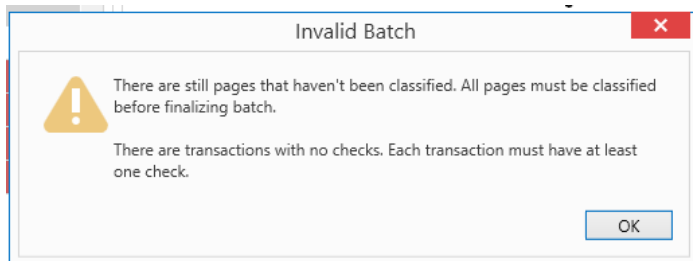
Batch #: 900000004 Effective Date: 9/20/2019 Profile: GrantStreet B

Transaction #	Page #	Page Type	Data
1	1	PaymentStub	70000530620205
1	2	Payment Stub	5356c1035
1	3	Check	
1	4	Check	3102152d1000139515356c1036
1	5	Unknown	
1	6	Unknown	
1	7	Check	d063102152d1000139515356c1037
1	8	Check	d063102152d1000139515356c1038

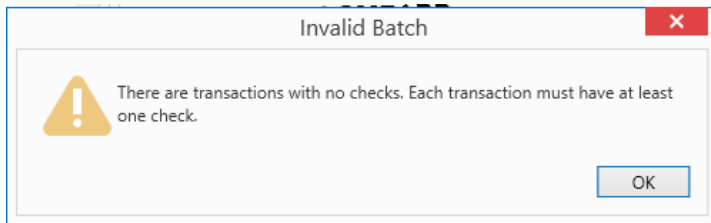


Batch #: 900000004 Effective Date: 9/20/2019 Profile: GrantStreet B

Transaction #	Page #	Page Type	Data
1	1	PaymentStub	70000530620205
1	2	Check	d063102152d1000139515356c1035
1	3	Check	
1	4	Check	d063102152d1000139515356c1036
1	5	Unknown	
1	6	Unknown	
1	7	Check	d063102152d1000139515356c1037
1	8	Check	d063102152d1000139515356c1038



If any transaction does not have at least one Page Type of 'Check', the user can not finish the batch until a check is added to the transaction.



Modifying Transactions

As items are scanned and identified as either 'Check' or 'Stub', the items are also broken out into transactions. If a scanner profile is selected that has 'Check-Only Batch' checked in Admin, then every check is considered a separate transaction. Typically, stubs are not scanned in these batch types. If the 'Check-Only Batch' checkbox was NOT selected for the scanner profile, then a transaction will start with a stub and end with a check. Multiple stubs and checks can be included in one transaction.

If an item has been scanned out of order and is included in the wrong transaction, it can be moved either up or down by highlighting the item and selecting MOVE UP (CTRL- U) or MOVE DOWN (CTRL-D). As the item is moved, the transaction boundaries are recalculated. An item can also be removed by selecting REMOVE (DEL).

APPENDIX A

Canon Scanner Requirements

Remittance Processing officially supports the Canon CR-190i driver v2.0.1.3 check scanner. Other compatible scanners may also work, but Informa can only support them on a best-effort basis. At a minimum, for a scanner to work with this utility, the following features are required.

- Ranger Compatible
- Dual Side Imaging
- OCR Reading
- MICR Reading
- Physical Endorser (if printed endorsements are desired)
- Virtual Endorser (if virtual endorsements are desired)

A List of Ranger Supported Scanners can be found at:

<https://sbullet.com/products/ranger-2/ranger-supported-check-scanners/>

APPENDIX B

Shortcut Keys

Start Scanning	CTRL-S
Continue Scanning	CTRL-SHIFT-S
Finish Batch	CTRL-R
Close	SHIFT-ESC
Move Up	CTRL-U
Move Down	CTRL-D
Delete	DEL
Classify as Stub	CTRL-P
Classify as Check	CTRL-K