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# Re-Organize

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## Overview

**Re-Organize** is an advanced level function that can be used to ensure that the documents (scandocs or remittances) and/or payments in a batch fall within the proper transaction boundaries for data entry processing. Transaction-based Wholesale and Correspondence Only batches, with or without scandocs, as well as Retail batches can be scheduled to the Re-Organize function before or after the transport Encode pass is completed.

Wholesale batches can be scheduled to the Re-Organize function in any of the following ways:

- (1) After the transport Capture pass, batches are automatically scheduled for Re-Organize if the “Reorg\_Batch” variable in the Track Configuration File (TrakCntl.ini) is set to “Yes” and the number of payment items (Accepts) entered during Registration does not match the number of payment items captured on the transport.

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**NOTE:** A value of at least “1” must be entered in the Accepts field. If the value is left at “0,” the batch will not be automatically scheduled for Re-Organize.

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- (2) For transaction-based batches, when an operator performs a “type change” on an item during another workflow function such as Payment Amount Entry, the operator has the option of scheduling the batch to the Re-Organize function.

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**NOTE:** When an operator performs a “type change” on an item in a Retail batch during another workflow function, the operator is not presented with the option of scheduling the batch to the Re-Organize function. In this case, if the batch requires reorganizing, the batch can be scheduled to Re-Organize from within the Re-Organize function.

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- (3) A transport operator can manually schedule a current day’s batch for the Re-Organize function after the transport Capture pass from the Transport Manager workstation.
- (4) An operator can manually schedule a current day’s batch from within the Re-Organize function.
- (5) An operator can manually schedule a previous day’s batch to the Re-Organize function using the Research tool.

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**NOTE:** Retail batches can be scheduled to Re-Organize using any of the methods described in 3, 4 or 5 above.

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Batches and trays that contain sensitive information and are processed through the Credit Card and Redaction modules are automatically sent to the Re-Organize module first before continuing to other item processes. By sending the batches and trays containing sensitive information to the Re-Organize module first, the work can be analyzed and rearranged for accuracy before being redacted and masked.

The functions that can be performed on a batch during Re-Organize are dependent upon the type of batch and if the batch has been encoded. Table 1 summarizes the functions that can and cannot be performed on a Wholesale batch before and after a batch is encoded.

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**NOTE:** The amount of an item cannot be edited during the Re-Organize function.

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<b>Table 1. Re-Organize Functions for Wholesale</b>			
<b>Function</b>	<b>Item Type</b>	<b>Before Encode</b>	<b>After Encode</b>
Move Items Between Transactions	ScanDoc	Yes	Yes
	Payment	Yes	Yes
Move Items to a New Transaction	ScanDoc	Yes	Yes
	Payment	Yes	Yes
Change Type (See NOTE)	ScanDoc that read as a payment	Yes	No
	Payment that read as a ScanDoc	Yes	No
Reject Item / Unreject Item	ScanDoc	Yes	Yes
	Payment	Yes	No
Unreject an item that was rejected previously in another item processing function, or in a previous ReOrganize session (“R”)	ScanDoc	Yes	Yes
	Payment	Yes	No
Reject Transaction	N/A	Yes	No
Reject Batch	N/A	Yes	No

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**NOTE:** If a scandoc that read as a payment is displayed in Re-Organize as a rejected item, use the Item/Type change function to change the type before unrejecting the item. If the item is unrejected using the Item/Reject function first, the item type will not be able to be changed in the same Re-Organize session.

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Table 2 summarizes the functions that can and cannot be performed on a Retail batch before and after a batch is encoded.

<b>Table 2. Re-Organize Functions for Retail</b>			
<b>Function</b>	<b>Item Type</b>	<b>Before Encode</b>	<b>After Encode</b>
Move Items Between Transactions (See NOTE)	Payment	Yes	No
	Remittance	Yes	No
Move Items to a New Transaction (See NOTE)	Payment	Yes	No
	Remittance	Yes	No
Change Type	Remittance that read as a payment	Yes	No
Reject Item / Unreject Item (See NOTE)	Payment	Yes	No
	Remittance	Yes	No
Unreject an item that was rejected previously in another item processing function, or in a previous ReOrganize session (“R”)	Payment	Yes	No
	Remittance	Yes	No
Reject Transaction	N/A	Yes	No
Reject Batch	N/A	Yes	No

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**NOTE:** If Item Processing is completed for the batch, the system will not allow the operator to move or reject an item before encode.

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## Re-Organize and Data Entry

When a batch needs to be Re-Organized and the batch has already been scheduled to Data Entry but Data Entry has not been completed for the batch, the following must be done:

1. Remove the batch from the Formware Jobflow.

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**NOTE:** This step will prevent an operator from keying the batch before it is reorganized.

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2. Perform the Re-Organize function on the batch.
3. Manually drop and reschedule the batch to Data Entry using the Research tool.

When a batch needs to be Re-Organized and then rescheduled to Data Entry for re-keying, and Data Entry has already been completed for the batch, the following must be done:

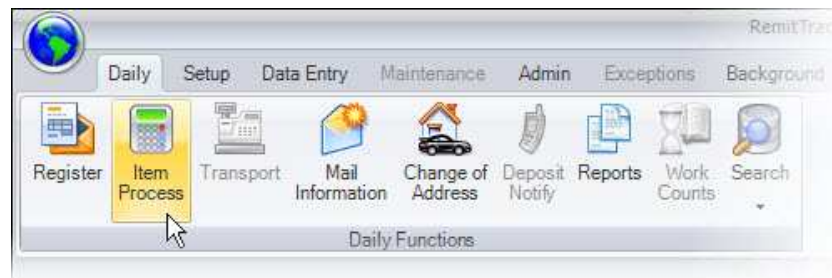
1. Delete the billing statistics for the batch using the Data Entry, Formware Functions, Queues, Manage Stat function.
2. Delete the data entry data that was originally entered for the batch using the Research tool.
3. Unset the data entry completed flag in using the Research tool.
4. If the batch has already been encoded, unset the encode flag using the Research tool.
5. Manually reschedule the batch for Data Entry using the Research tool.
6. Perform the data entry on the batch.
7. If the encode flag was unset in step 4, set the encode flag using the Research tool.

## Accessing the Item Processing Modules Window

The Item Processing Modules window is accessed from the RemitTrac Application Daily ribbon bar.

### ► To access the Item Processing Modules window

- From the **RemitTrac Application Daily** ribbon bar, select **Item Process**.



**Figure 1. Selecting Item Process on the Daily Ribbon Bar**

The **Item Processing Modules** window is displayed on the screen.

## Understanding the Item Processing Modules Window

The Item Processing Modules window provides access to the daily workflow functions. The Item Processing Modules window can be used to determine when the Re-Organize function needs to be performed. The value displayed next to the Re-Organize function indicates the number of batches that need to be re-organized. For example, as shown in

Figure 2, there are 3 batches waiting for the Re-Organize process. A check mark (✓) is displayed next to each function that the operator has access to perform.

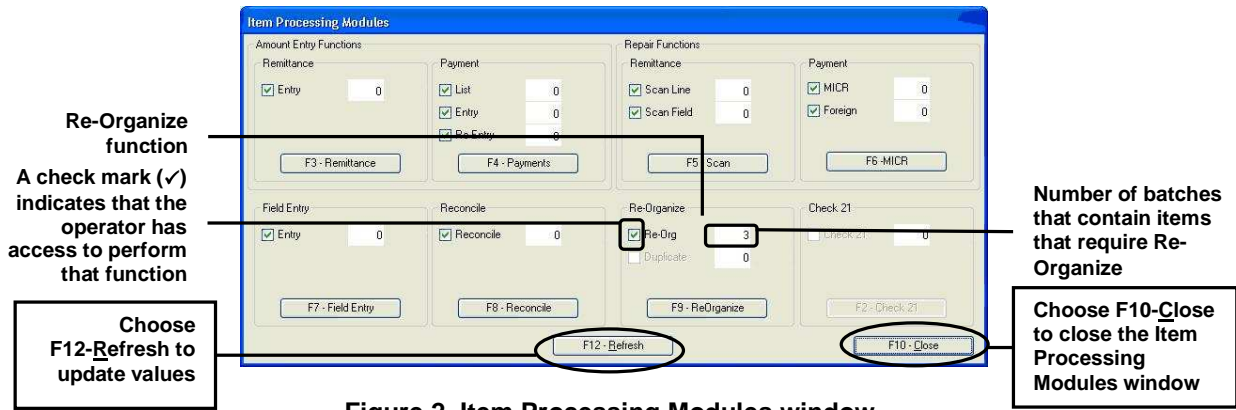


Figure 2. Item Processing Modules window

## Refreshing the Item Processing Modules Window

When the Item Processing Modules window is accessed, the number of batches in each function is automatically updated. The value in each function is also updated after exiting a workflow function and returning to the Item Processing Modules window.

### ► To manually update values for the workflow functions

- From the **Item Processing Modules** window, choose **F12-Refresh**. The values displayed for the functions are updated to reflect the number of batches that need to be completed.

## Starting Re-Organize

The Re-Organize function is started from the Item Processing Modules Window.

### ► To start Re-Organize

- From the **Item Processing Modules** window, choose **F9-ReOrganize**. The **Reorganize** window is displayed on the screen.

# Understanding the Layout of the Reorganize Window

The Reorganize window is used to reorganize items in a batch. Figure 3 displays a scandoc/payment batch in the Reorganize window.

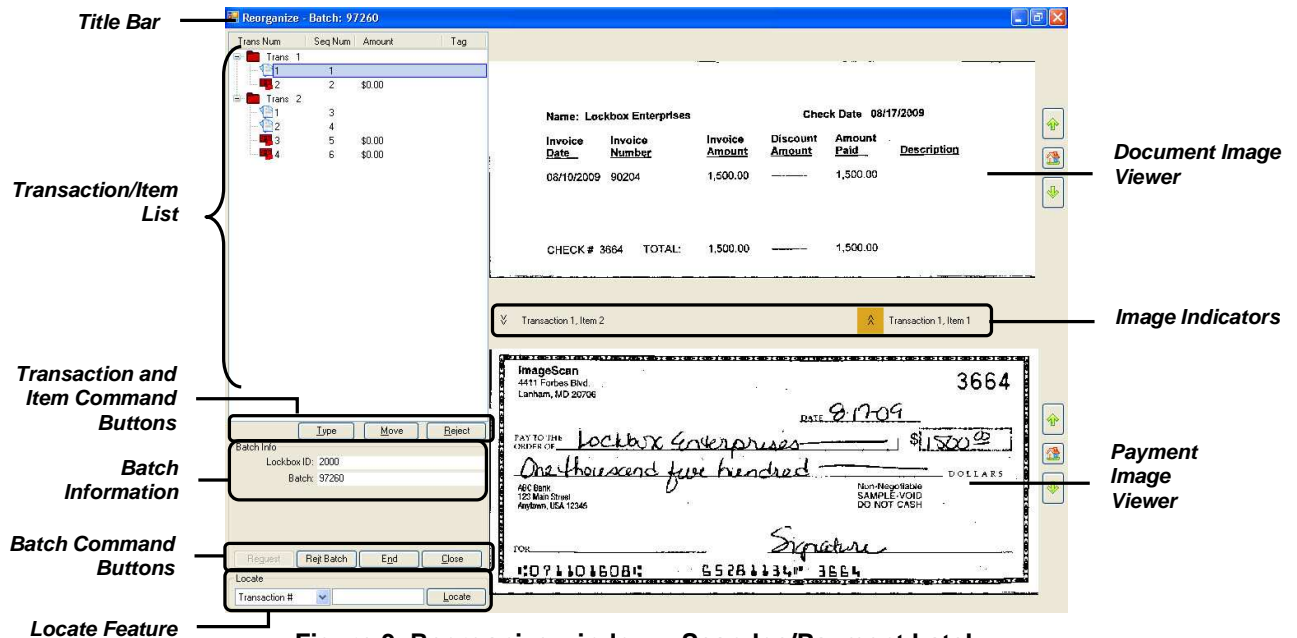


Figure 3. Reorganize window – Scandoc/Payment batch

Table 3 summarizes the areas of the Reorganize window.

Table 3. Areas of the Reorganize Window	
Area	Description
Title Bar	Displays the Re-Organize program name and the current batch number.
Transaction/Item List	Displays the transactions and items for a batch. For more details see “ <a href="#">Transaction/Item List</a> ” on page 7.
Item and Transaction Command Buttons	Command buttons used to modify items and reconcile transactions, including editing, type changing, moving and rejecting or unrejecting transactions and items.
Batch Information	Displays the lockbox id and batch number that the transactions belong to. Flyover text also includes bank name and lockbox name. For more details see “ <a href="#">Batch Information</a> ” on page 9.
Batch Command Buttons	Command buttons used to reject the batch, end the batch or close the batch.



**Table 3. Areas of the Reorganize Window (continued)**

Area	Description
Document Image Viewer	Displays the captured image for the selected scanned (invoice) document. When a payment is selected, displays the first scanned (invoice) document in the transaction.
Payment Image Viewer	Displays the captured image for the selected payment. When a scandoc is selected, displays the first payment in the transaction.
Image Indicators	Displays the transaction number and item number for the images displayed in the Document and Payment Image Viewers. The yellow arrows indicate which item is currently selected in the Transaction/Item List.
Locate Feature	Searches the Transaction/Item List for a specific transaction number, item number or amount. For more details see <a href="#">“Searching the Transaction/Item List”</a> on page 8.

## Transaction/Item List

When the Re-Organize function is started, a batch requiring Re-Organize is displayed automatically. The following batch information appears in the Transaction/Item List:

- Transaction numbers
- Sequence numbers of the items within the transaction (Transaction Sequence Number)
- Item Sequence numbers of the items within the batch (Batch Sequence Number)
- Amount of each payment item (no amounts are displayed if the batch is sent to Re-Organize before Payment Entry)
- Transaction/Item tags (see [Table 4](#) on page 8 for a list of tags)

Figure 4 shows a transaction-based Wholesale batch with scandocs displayed in the Transaction/Item List.

The screenshot shows a window titled "Reorganize - Batch: 97260". It contains a table with the following data:

Trans Num	Seq Num	Amount	Tag
Trans 1	1		
2	2	\$0.00	
Trans 2	3		
1	4		
2	5	\$0.00	
3	6	\$0.00	
4			

Annotations in the image point to various parts of the interface:

- Transaction number:** Points to the "Trans 1" label in the first column.
- Transaction Sequence Numbers:** Points to the sequence numbers 1, 2, 3, 4, 5, 6 in the second column.
- Batch Sequence Numbers:** Points to the sequence numbers 1, 2, 3, 4 in the third column.
- Item tags:** Points to the empty "Tag" column.
- Payment Amounts:** Points to the "\$0.00" values in the "Amount" column.

**Figure 4. Transaction/Item List**

## Transaction/Item Tags

Transaction/Item level tags are assigned by actions performed during previous workflow functions such as Payment Amount Entry, as well as by actions performed during Re-Organize. Table 4 summarizes the item tags that display in the Tag column of the Transaction/Item List during the Re-Organize function.

**Table 4. Item Tags**

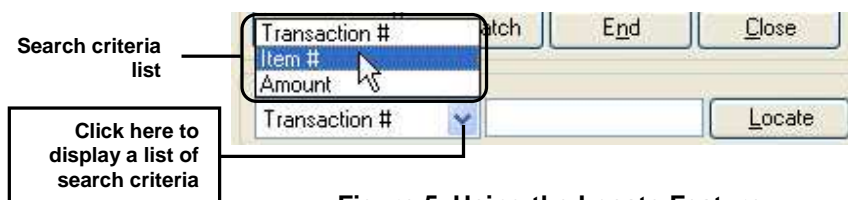
Tag	Description
S	Item was skipped during a Payment Amount Entry function
R	Transaction or item was rejected during a previous workflow function
r	Transaction or item was rejected in current Re-Organize session
F	Item was marked as a foreign item during capture or Foreign Item Repair
U	A payment or scandoc that was rejected during the a previous workflow function was unrejected in Re-Organize
X	The item type was switched during a previous workflow function
x	The item type was switched in current Re-Organize session
xF	A payment that read as a scandoc was type changed to a payment in Re-Organize and is scheduled for Foreign Suspect processing as no MICR line was read for the item
B	Transaction or item was balanced prior to Re-Organize

## Searching the Transaction/Item List

The locate feature can be used to find a specific transaction number, item number or amount in the Transaction/Item List.

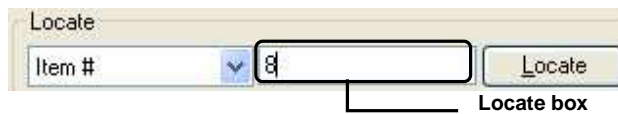
### ► Performing a search

1. Select a search criterion from the drop-down criteria list.



**Figure 5. Using the Locate Feature**

2. Enter a value for the search criteria in the **locate box**.



**Figure 6. Entering a value in the locate box**

3. Choose **Locate**.  
If a match is found, the item is highlighted in the Transaction/Item List.

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**NOTE:** If the system does not find a match based on the criteria entered, a message similar to “*Could not find item #8*” is displayed on the screen.

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## Batch Information

The **Batch Information** area of the Reorganize window displays the Lockbox ID and Batch Number that the transactions belong to. In addition, the Lockbox ID and Batch fields have flyover help that displays the Bank Name, Lockbox ID, Lockbox Name and Batch Number, as shown in Figure 7.



**Figure 7. Flyover help on Lockbox ID and Batch fields**

## Image Viewer

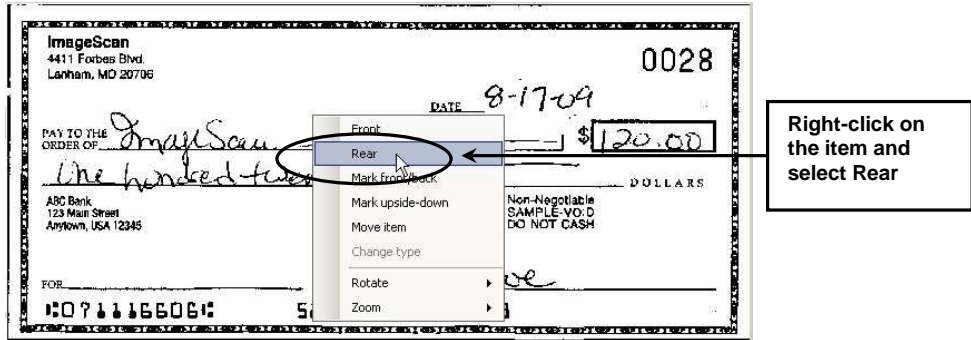
The Document Image and Payment Image Viewers display the image of the item selected in the Transaction/Item List. By default, the image is displayed in the orientation it was captured in.

### Viewing the Front and Rear Image of an Item

The Front and Rear options are used to view the images captured and stored for the item. Which images are captured and stored depends on the image capture options defined for the lockbox.

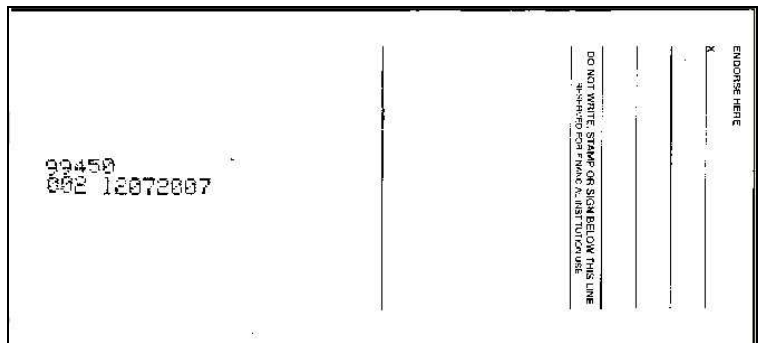
► **To view the rear image of an item**

1. Right-click on the item.
2. Select **Rear**.



**Figure 8. Using the Rear option to display the rear image of an item**

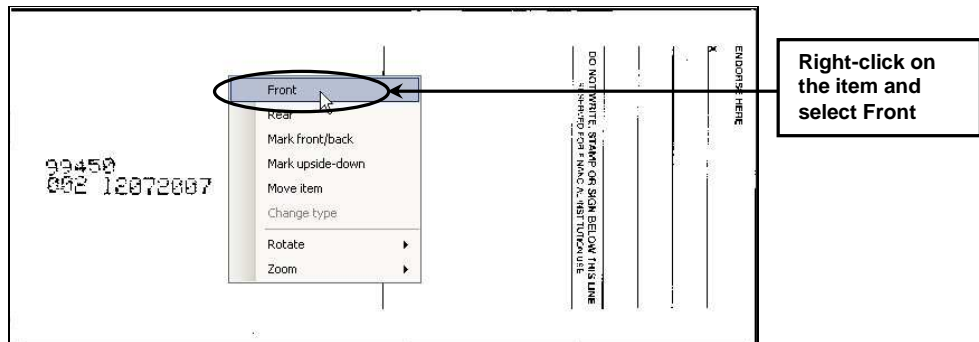
The rear image of the item is displayed in the Image Viewer.



**Figure 9. Rear image of payment item displayed in the Payment Image Viewer**

**NOTE:** If no rear image was captured, the message “*No Image Available*” is displayed.

- To redisplay the front image of the item, right-click on the item and select **Front**.



**Figure 10. Using the Front option to display the front image of an item**

## Marking an Item as the Front Image

If an item is captured backwards, the rear image of the item will be marked as the front image and will be displayed by default in the Image Viewer. Marking the item as the front corrects the orientation of the image in the Image Viewer and marks the item as backwards in the database. Doing this ensures that the item will be displayed correctly in other RemitTrac processing, including Image Print and Research.

### ► To mark the item as the front image

1. Right-click on the item.
2. Select **Mark front/back**.

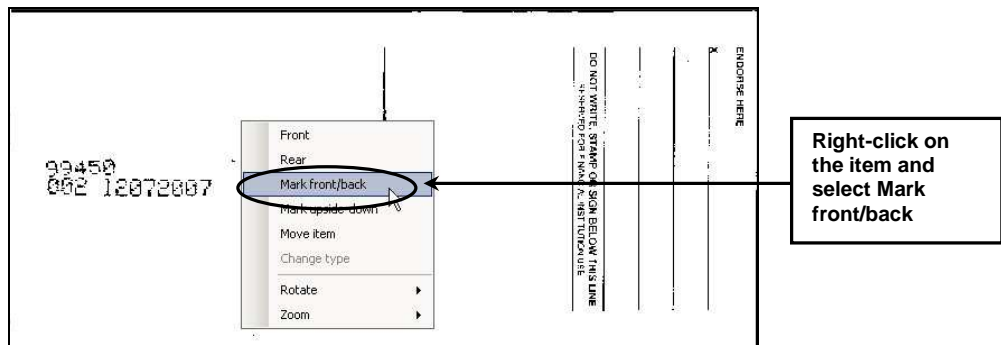


Figure 11. Using the Mark front/back option

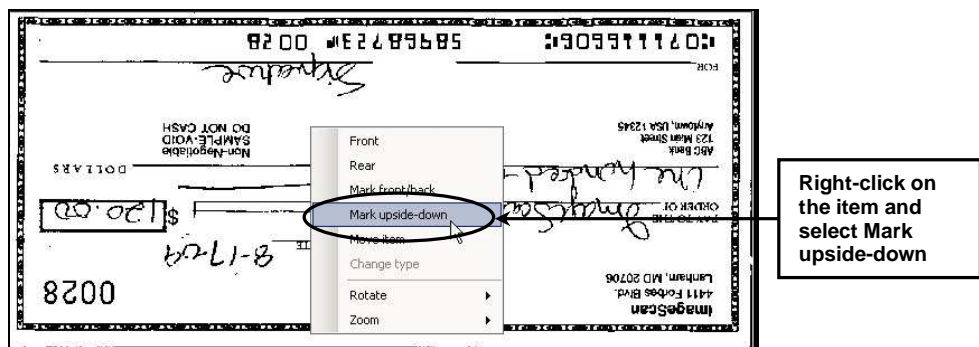
The front image of the item is displayed in the Image Viewer and the item is marked as backwards in the database

## Marking an Item as Upside-Down

When an item is captured upside-down, the image of the item is displayed upside-down in the Image Viewer. Marking the item as upside-down corrects the orientation of the image in the Image Viewer and marks the item as upside-down in the database. Doing this ensures that the item will be displayed correctly in other RemitTrac processing, including Image Print and Research.

► **To mark an item as upside-down**

1. Right-click on the item.
2. Choose **Mark upside-down**.



**Figure 12. Using the Mark Upside-Down option**

The image is displayed right-side up in the Image Viewer and the item is marked as upside-down in the database.

## Rotating an Image

When the image of an item is not oriented correctly, the item can be rotated clockwise by 90 or 270 degrees. Changing the rotation of the item corrects the orientation of the image in the Image Viewer and marks the item as rotated in the database. Doing this ensures that the item will be displayed correctly in other RemitTrac processing, including Image Print and Research.

- ▶ **To rotate an item**
  1. Right-click on the item.
  2. Select **Rotate**.
  3. Select either **90°** or **270°**.

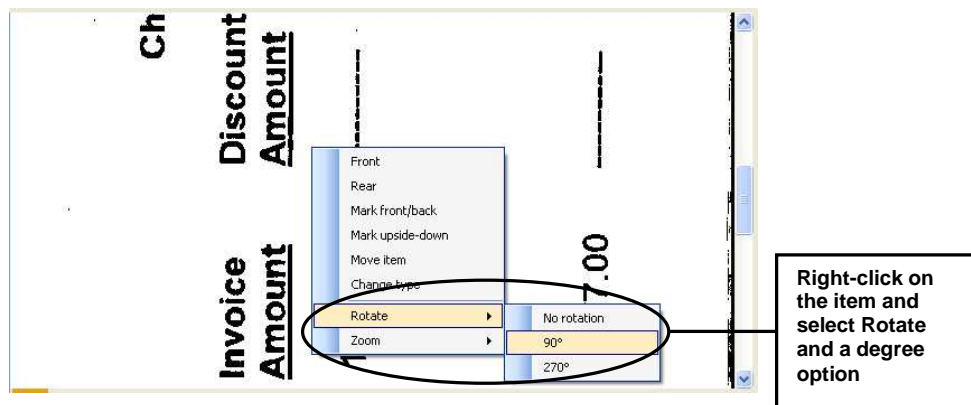


Figure 13. Using the Rotate option

The image is reoriented in the Image Viewer and the item is marked as rotated in the database.

The screenshot shows the RemitTrac interface with a check image displayed in the correct orientation. The check details are as follows:

Name: Lockbox Enterprises		Check Date 08/17/2009			
Invoice Date	Invoice Number	Invoice Amount	Discount Amount	Amount Paid	Description
08/10/2009	43215	1,277.00	-----	1,277.00	
CHECK # 3870 TOTAL:		1,277.00	-----	1,277.00	

Figure 14. Image of item viewed in the correct orientation

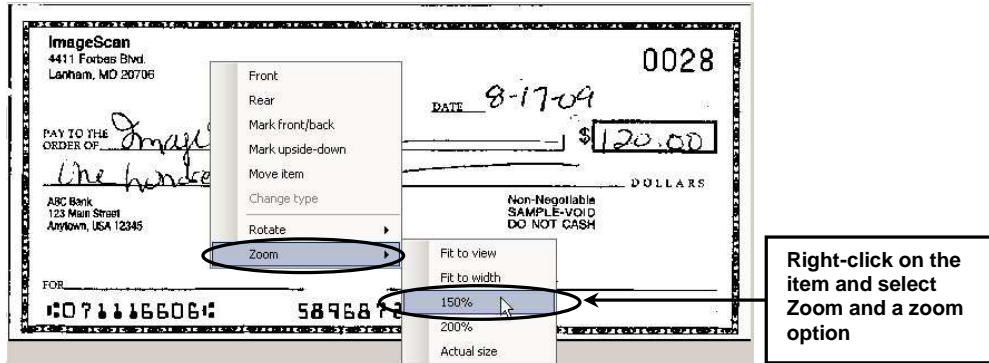
## Zooming In on the Image of an Item

When an image of an item is first displayed in the Image Viewer, the image is displayed at full width within the width of the Image Viewer. Checks display in full view, while scandocs display as much of the document height as possible in the view area. The Zoom

option can be used to enlarge the image and obtain a closer look at a specific area of the item.

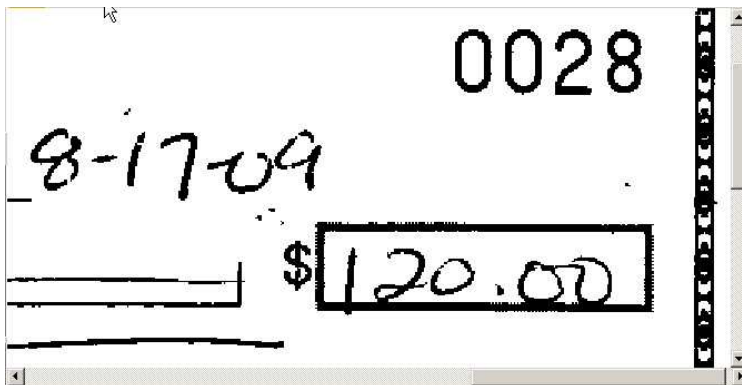
► **To zoom in on the image of an item**

1. Right-click on the item.
2. Select **Zoom**.
3. Select a zoom option.



**Figure 15. Using the Zoom option to enlarge the image and view an area closer up**

An enlarged view of the image is displayed in the Image Viewer.



**Figure 16. Image of payment item viewed at 150%**

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**NOTE:** The scroll bars can be used to locate a specific area of the image.

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## Reorganizing a Batch

Once a batch is loaded into the Re-Organize window, one or more of the following may need to be done to reorganize the batch:

- Unreject an item that was rejected during a previous workflow process
- Move an item to an existing transaction or to a new transaction
- Change the item type
- Reject an item
- Reject a transaction
- Reject the batch

## Unrejecting a Previously Rejected Item

If a batch has not been encoded, a payment or scandoc item that was rejected during a previous workflow process can be unrejected. When a payment or scandoc item is unrejected, the item is tagged with a “U.” When a payment is unrejected, the batch is rescheduled to the required workflow functions; however, only the unrejected payment is presented to the operator for reprocessing.

**NOTE:** An item that has been rejected through Duplicate Detect cannot be unrejected through the Reorganize module.

### ► To unreject a previously rejected item

1. From the **Transaction/Item List**, select the rejected item (R) to unreject.
2. Choose **Reject**.

The screenshot displays the 'Reorganize' window for Batch 95030. On the left, a 'Transaction/Item List' table shows various transactions and items. Item 4 of Transaction 2 is highlighted in blue and marked with an 'R' in the 'Tag' column. A callout box points to this item with the text 'Select the item to unreject...'. Below the list, a 'Batch Info' section shows 'Lockbox ID: 75' and 'Batch: 95030'. At the bottom, there are buttons for 'Type', 'Move', and 'Reject', with the 'Reject' button highlighted by a callout box that says '...then choose Reject'. On the right side of the window, a check image is displayed for 'Lockbox Enterprises' with a check number of 3668 and a date of 8-17-09. The check amount is \$3,500.00. The check image includes a signature and a MICR line at the bottom.

Trans Num	Seq Num	Amount	Tag
Trans 1	1		B
1	2	\$1,230.00	B
Trans 2	3		B
2	4	\$0.00	R
Trans 3	5		B
3	6	\$1,550.00	B
Trans 4	7		B
4	8	\$4,200.00	B
Trans 5	9		B
5	10	\$4,000.00	B
Trans 6	11		B
6	12	\$250.00	B
Trans 7	13		B
7	14	\$1,500.00	B

Figure 17. Transaction/Item List – selecting the item to unreject

The message shown in Figure 18 is displayed on the screen.

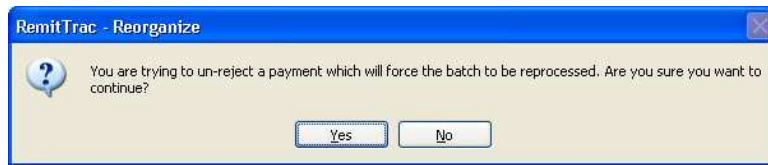


Figure 18. Unreject item confirmation message

3. Choose **Y**es to unreject the item.

–or–

Choose **N**o to leave the item marked as rejected.

If **Y**es is selected, the item is marked with a “U” indicating that it has been unrejected in Re-Organize.

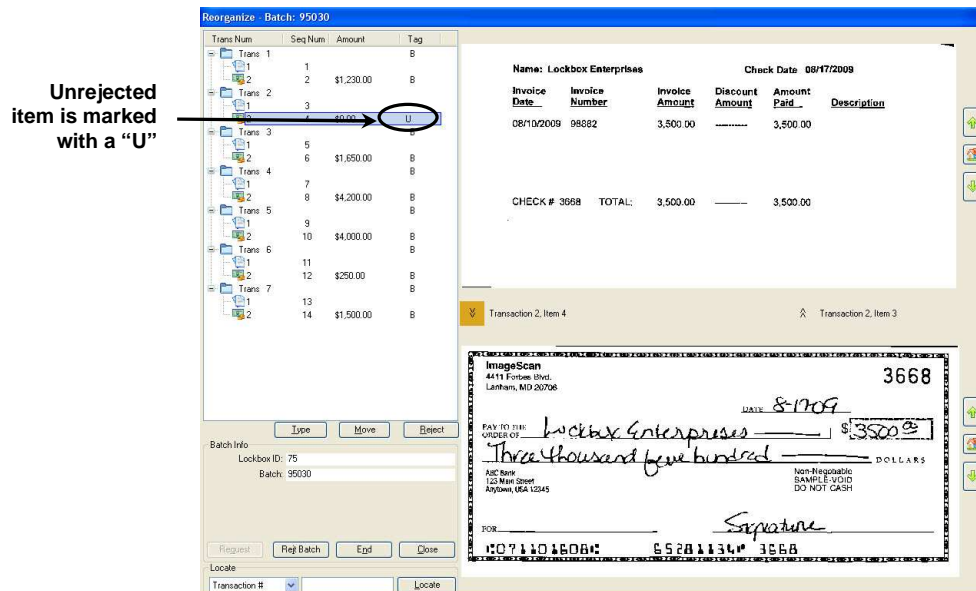


Figure 19. Item tagged as unrejected “U”

After re-organizing all the other items in the batch, the transaction containing the unrejected item (U) will remain in the Transaction/Item List. To close the batch, the batch must be ended or the Re-Organize function must be exited.

## Moving an Item

In order to re-align the transaction boundaries for future processing such as data entry or customer reporting, a payment or invoice item may need to be moved from one transaction to another or to a new transaction in the batch.

### Moving Items to a New Transaction

When an item is moved to a new transaction in the batch, a new transaction is created at the end of the batch. Figure 20 and Figure 22 illustrate how to move an item from one transaction to another transaction within the same batch. In the example, Batch Sequence 3 in Transaction 2 is moved to a new transaction within the batch.

► **To move an item to a new transaction within a batch**

1. From the **Transaction/Item List**, highlight the item to move to a new transaction.
2. Choose **Move**.  
The Move options are displayed on the window.

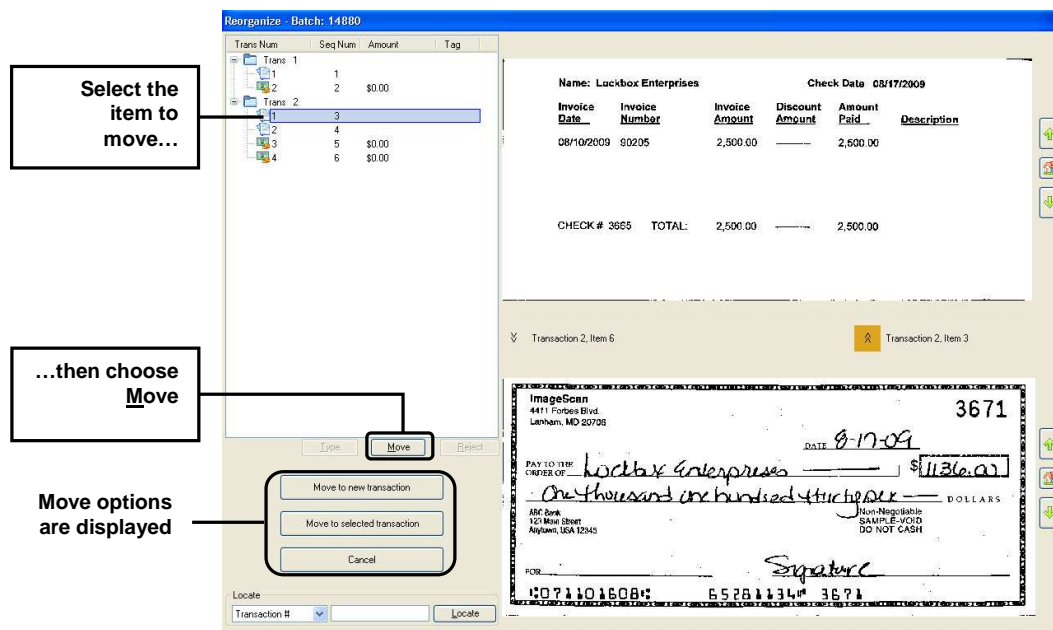


Figure 20. Move Item to New Transaction - selecting an item to move

3. Choose **Move to new transaction**.

A confirmation message similar to the one shown in Figure 21 is displayed on the screen.

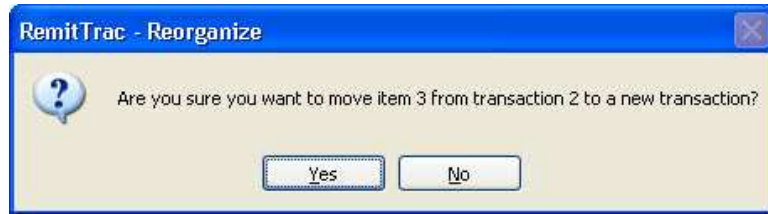


Figure 21. Move item confirmation message

5. Choose **Y**es to move the item to a new transaction.  
–or–  
Choose **N**o to leave the item in the current transaction.

If **Y**es is selected, the item is inserted into a new transaction after the last transaction in the batch.

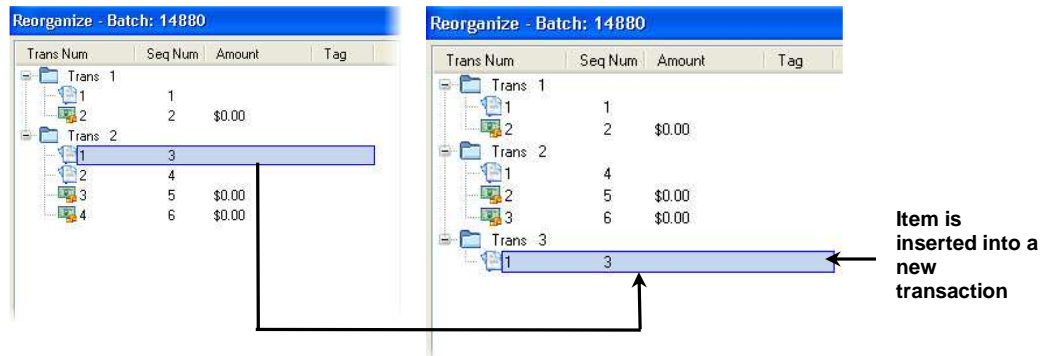


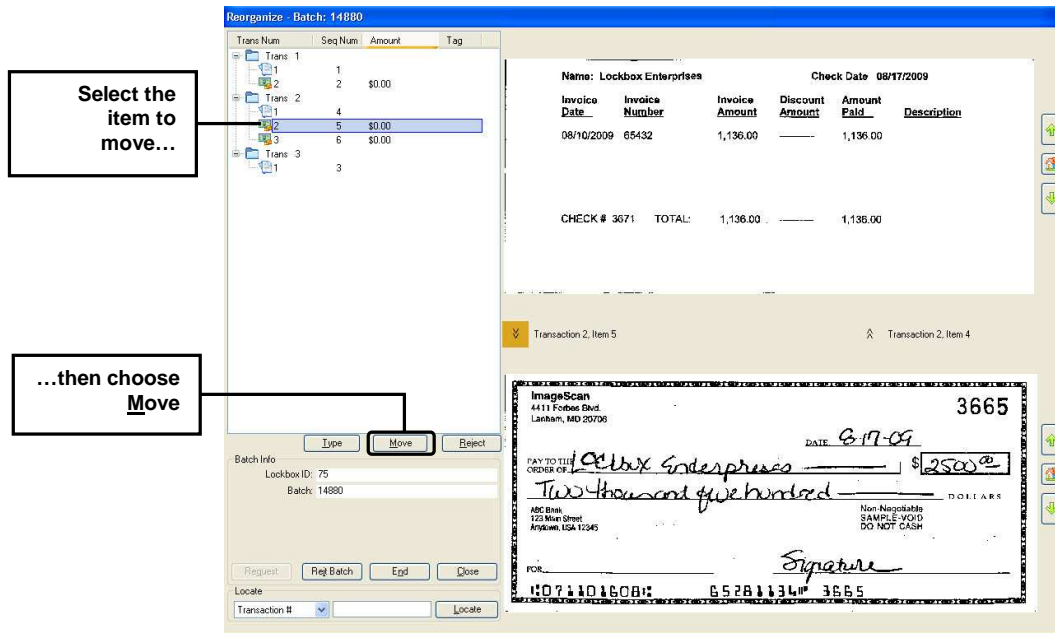
Figure 22. Item Moved to New Transaction

## Moving Items Between Transactions

Figure 23 through Figure 25 illustrate how to move an item from one transaction to another transaction within the same batch.

► **To move an item from one transaction to another within a batch**

1. From the **Transaction/Item List**, highlight the item to move.
2. Choose **Move**.



**Figure 23. Move Item Between Transactions – selecting an item to move**

The Move options shown in Figure 24 are displayed on the window.

3. Highlight the transaction to which the item should be moved.
4. Choose **Move to selected transaction**.

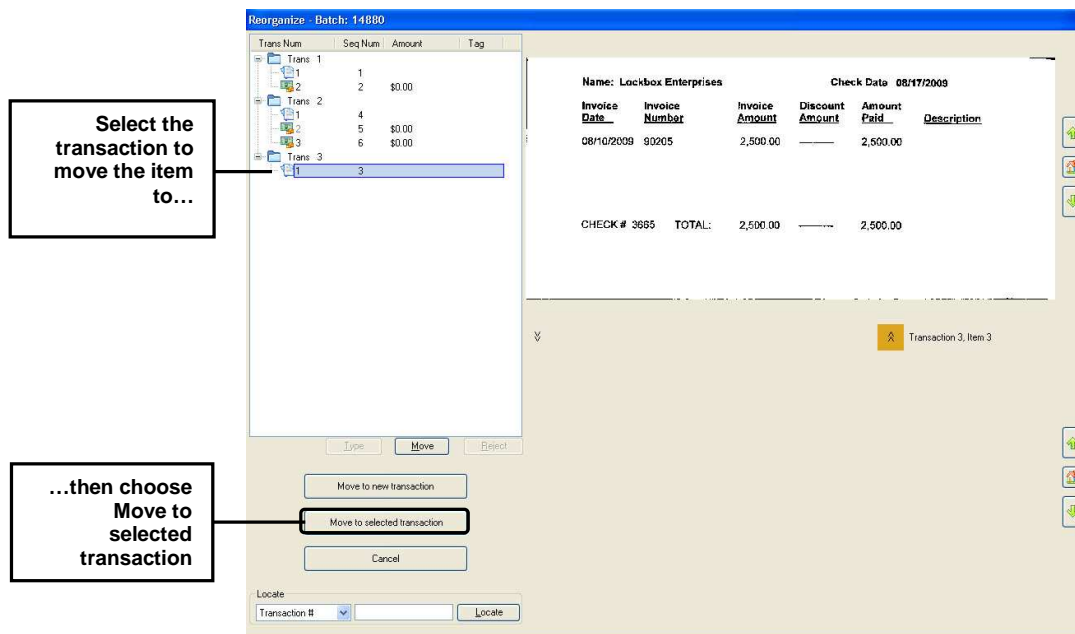


Figure 24. Move Item Between Transactions – selecting where to move item

The item is moved into the selected transaction.

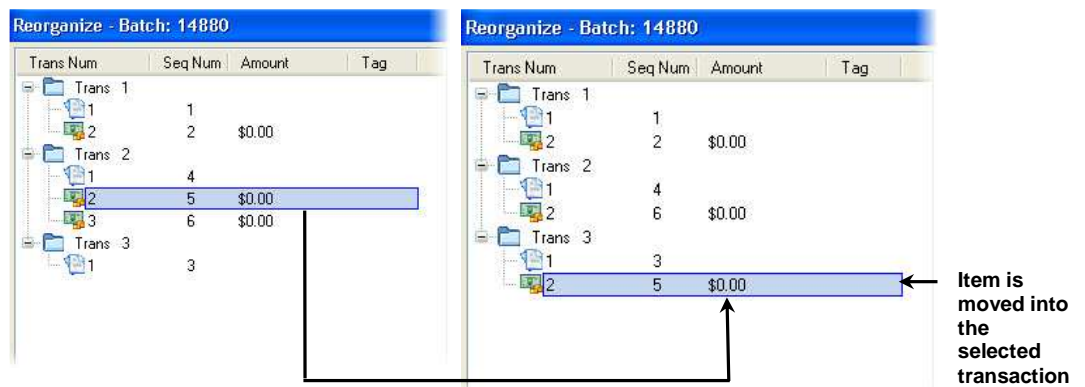


Figure 25. Item Moved Between Transactions

## Changing an Item Type

When re-organizing items in a batch, an item's type may need to be changed. During image capture on the transport, if a payment is misidentified as a scanned (invoice) document, the payment will display as a document in the Transaction/Item List. On the other hand, if a scanned (invoice) document is misidentified as a payment, the document will display as a payment in the Transaction/Item List. If either situation occurs, the item type of the misidentified item can be modified.

Figure 26 through Figure 29 beginning on page 21 illustrate how to change the item type of a payment that read as a scanned document.

► **To change an item type of a payment that read as a scandoc**

1. From the **Transaction List**, select the item whose item type needs to be changed.
2. Choose **Type**.

In Figure 26, the transport read payment Batch Sequence Number 3 in Transaction 2 as a scandoc.

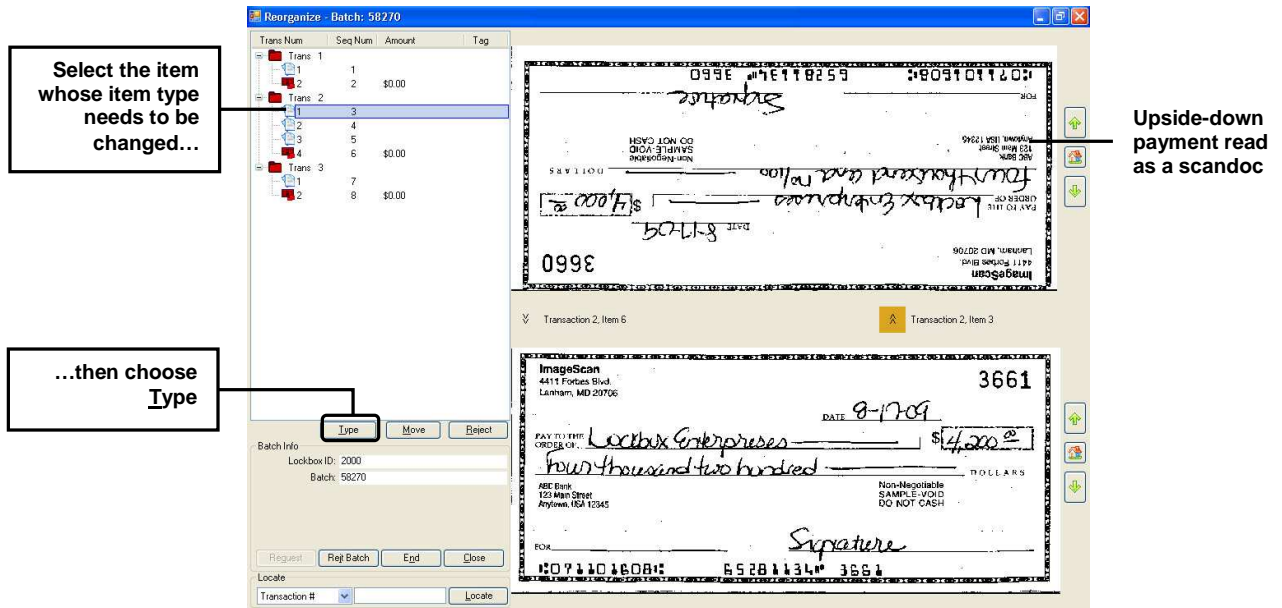


Figure 26. Transaction List – select item to modify item type

The **Select New Type** message shown in Figure 28 is displayed on the screen.

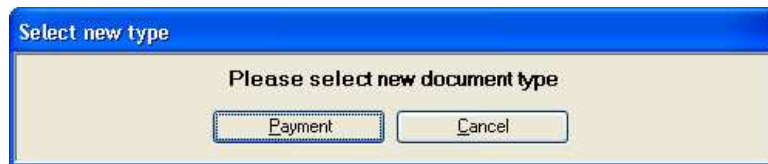


Figure 27. Select new document type message

3. Choose **Payment** to change the item to a payment.  
The **Change Type** confirmation shown in Figure 28 is displayed on the screen.  
—or—  
Choose **Cancel** to return to the **ReOrganize** window

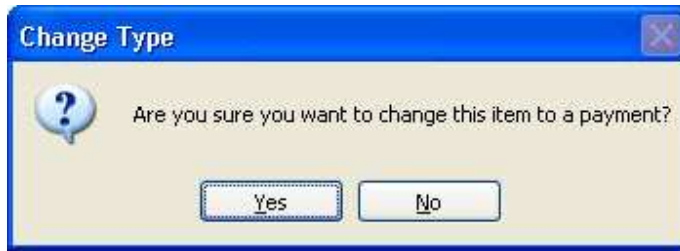


Figure 28. Type change confirmation message

3. Choose **Yes** to change the item type to a payment.  
 –or–  
 Choose **No** to return to the **Re-Organize** window.

If **Yes** is selected, the item is tagged with an “xF.” The “x” indicates that the item’s type was changed and the “F” indicates the item will require Foreign Suspect processing as no MICR line was read for the item. For example, Figure 29 displays Batch Sequence Number 3 whose item type is changed from a scandoc to a payment.

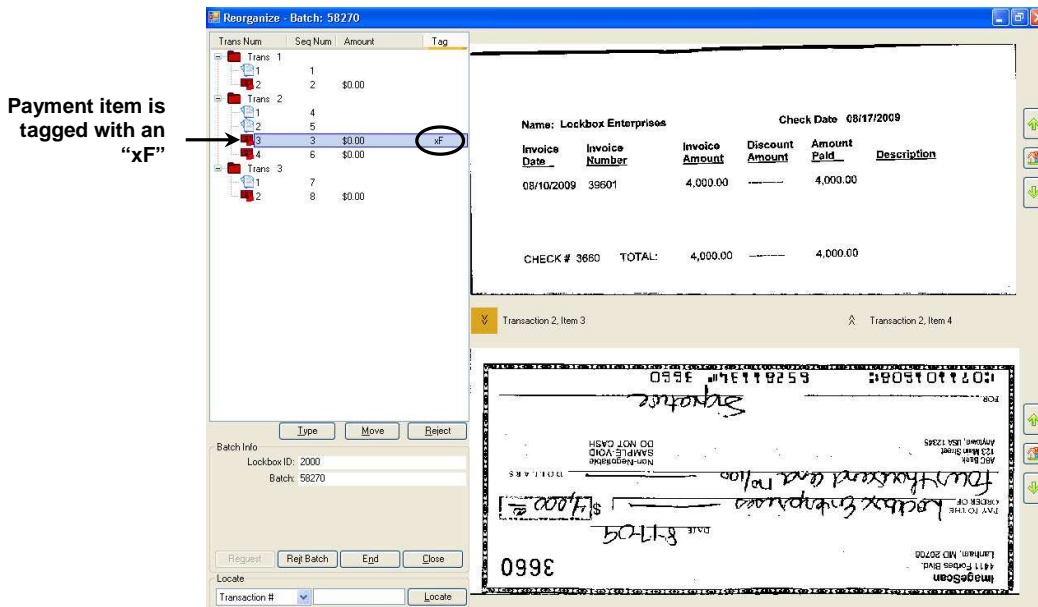


Figure 29. Transaction List – changed item type

**NOTE:** The upside-down image should be flipped before ending the batch. For instructions on flipping an upside-down image, see [“Marking an Item as Upside-Down”](#) beginning on page 12.



When the batch is ended, the message shown in Figure 30 is displayed on the screen. The batch containing the type changed payment item will be rescheduled for item processing.

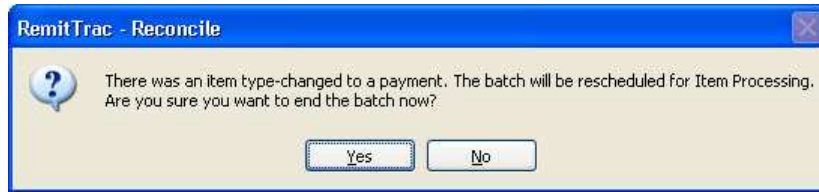


Figure 30. Batch will be rescheduled for item processing message

4. Choose **Y**es to end the batch and reschedule the batch for item processing.  
–or–  
Choose **N**o to leave the batch displayed in the Transaction/Item List.

## Rejecting an Item

In order to reorganize a batch, an item may need to be rejected.

**NOTE:** Payment items that are rejected will automatically feed into the reject pocket during the transport Encode pass. Scandocs that are rejected will need to be manually pulled from the scandoc captured batch.

### ► To reject an item during Re-Organize

1. From the **Transaction/Item List**, select the item to reject.
2. Choose **R**eject.

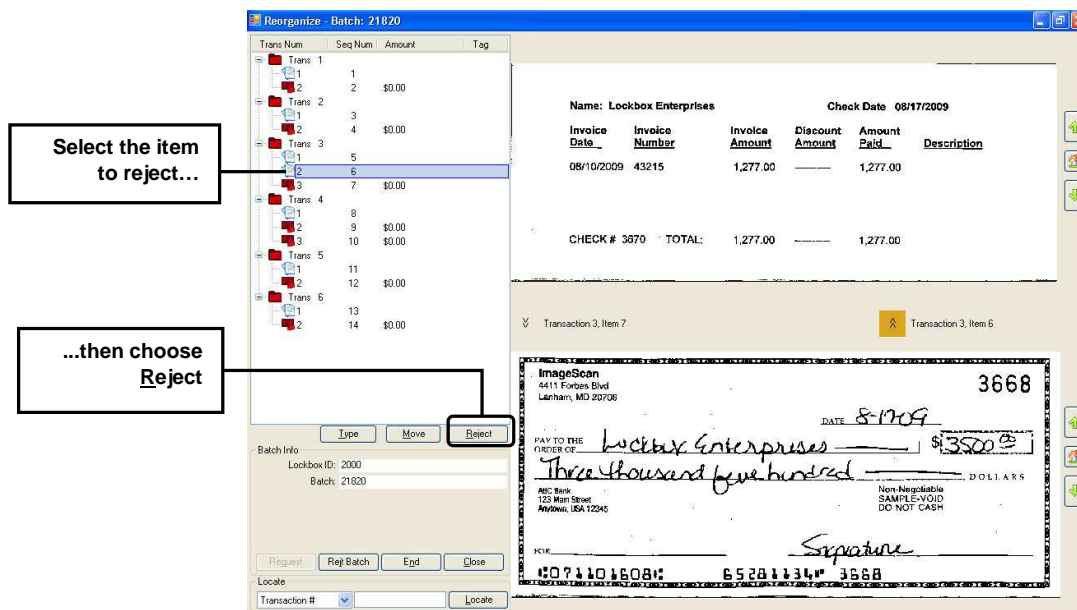


Figure 31. Selecting the item to reject

A reject confirmation message similar to the one shown in Figure 32 is displayed on the screen.



Figure 32. Reject item confirmation message

3. Choose Yes to reject the selected item.  
–or–  
Choose No not to reject the selected item.

If Yes is selected, the item is tagged with a lower case “r”. The rejected image changes from the color black to the color red.

Figure 33 displays rejected Batch Sequence Item 6 under Transaction 3.

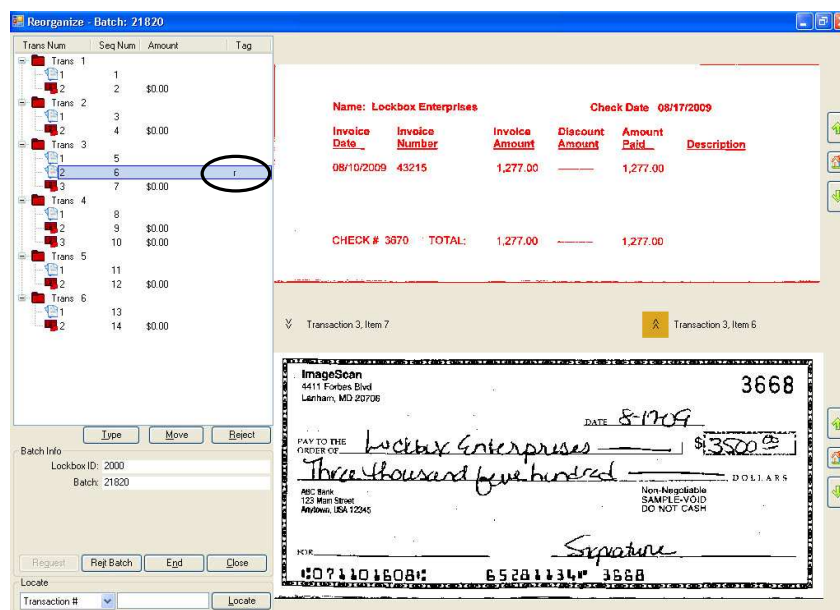


Figure 33. Rejected item tagged with an “r”

---

**NOTE:** As long as the batch has not been closed, an item that was rejected in Re-Organize can be unrejected using the **Reject** command. The lower case “r” is removed from the item.

---

## Rejecting a Transaction

During the Re-Organize function, an entire transaction may need to be rejected.

**NOTE:** Payment items in a rejected transaction will automatically feed into the reject pocket during the transport Encode pass. If the rejected transaction contains scandocs, those items will need to be manually pulled from the scandoc captured batch so that they can be reprocessed with the rejected payment items.

In the following example, Transaction 4 is being rejected.

### ► To reject a transaction

1. From the **Transaction/Item List**, select the transaction to reject.
2. Choose **Reject**.

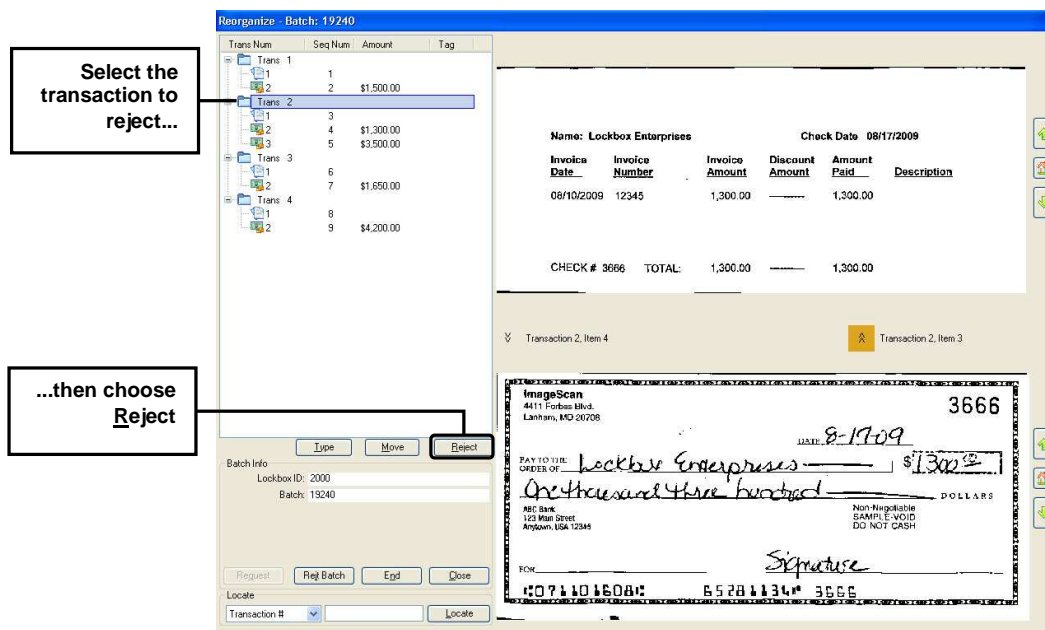
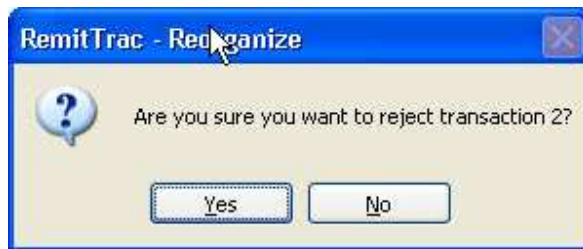


Figure 34. Reject Transaction - select the transaction to reject

A **Reject Transaction** confirmation message similar to the one in Figure 35 is displayed on the screen.



**Figure 35. Reject transaction confirmation message**

**NOTE:** If the selected transaction was already rejected, the message “*You cannot reject a transaction that is already rejected*” is displayed on the screen.

3. Choose **Yes** to reject all items in the selected transaction.  
–or–  
Choose **No** not to reject the transaction.

If **Yes** is selected, each item in the transaction is tagged with an “r.”

Figure 36 displays the Transaction/Item List. The transaction and items are tagged with a lower case “r.” All of the items in the transaction are changed from the color black to the color red.

*Transaction and items are tagged with a lower case “r.”*

Trans Num	Seq Num	Amount	Tag
Trans 1	1		
1	1	\$1,500.00	
2	2	\$0.00	r
3	3	\$0.00	r
4	4	\$0.00	r
5	5	\$0.00	r
Trans 3	6		
1	6	\$1,650.00	
2	7	\$1,650.00	
Trans 4	8		
1	8	\$4,200.00	
2	9	\$4,200.00	

Invoice Date	Invoice Number	Invoice Amount	Discount Amount	Amount Paid	Description
08/10/2009	12345	1,300.00		1,300.00	

CHECK # 3666 TOTAL: 1,300.00

Transaction 2, Item 4      Transaction 2, Item 3

Batch Info: Lockbox ID: 2000, Batch: 19240

Buttons: Reorg, Reorg Batch, Egd, Close, Localize

**Figure 36. Rejected Transaction**

## Rejecting a Batch

During the Re-Organize function, an entire batch may need to be rejected. Once a batch is rejected, the batch must be reprocessed using a new batch header for that lockbox.

**NOTE:** The payment items in a rejected batch will automatically feed into the reject pocket during the transport Encode pass. If the rejected batch contains scandocs, the scandoc batch will need to be manually pulled from the work so that it can be reprocessed with the rejected payment items.

### ► To reject a batch

1. Choose **Rejt Batch** from the Batch command buttons.

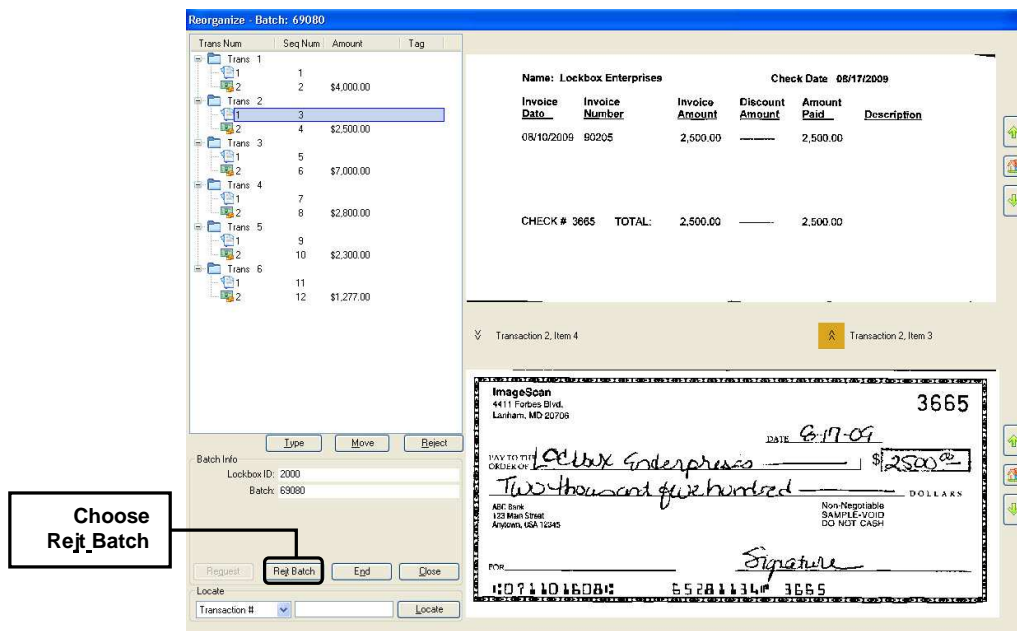


Figure 37. Reject Batch - selecting the Reject Batch option

The **Reject Batch** confirmation message is displayed on the screen.

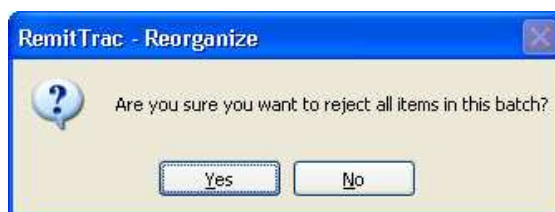


Figure 38. Reject Batch confirmation message

- Choose **Yes** to reject the batch.

–or–

Choose **No** to not reject the batch.

If **Yes** is selected, all the transactions and items are tagged with a lower case “r” as shown in Figure 39. All of the items in the batch are changed from the color black to the color red.

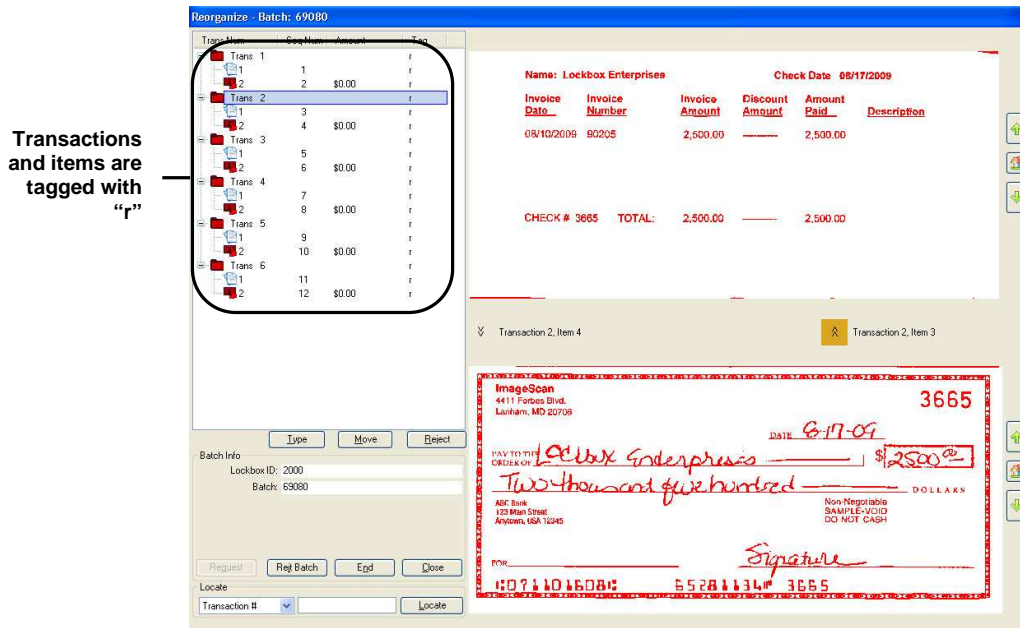


Figure 39. Rejected Batch shown in Transaction/Item List

- Choose **End** to close the batch.

The **Finished Reorganizing Batch** confirmation message is displayed on the screen. See “[End Processing of a Batch](#)” on page 29 for details on this message.

–or–

Choose **Close** to close Re-Organize.

The **Finished Reorganizing Batch** confirmation message is displayed on the screen. See “[Manually Scheduling a Batch for Re-Organize](#)” on page 31 for details on this message.

## End Processing of a Batch

The End option can be used to stop processing a batch before or after all items are reorganized and still remain in the **Re-Organize** function.

► **To end processing of a batch**

1. From the **Reorganize window**, choose **End**.

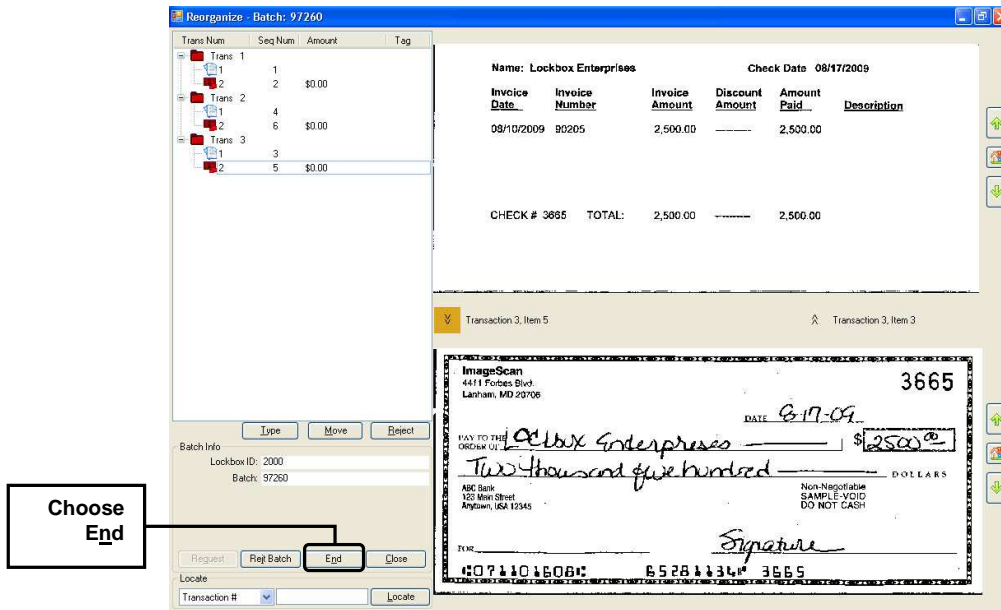


Figure 40. Ending processing of a batch

The **Finished Reorganizing Batch** confirmation message is displayed on the screen.



Figure 41. Finished Reorganizing Batch confirmation message

2. Choose **Yes** to end processing of the current batch.  
The batch is unloaded from the Transaction/Item List and the Reorganize window remains open. The batch is removed from the Re-Organize queue. If additional re-organizing of the batch is needed, the batch will have to be manually rescheduled to the Re-Organize function. For instructions on rescheduling a batch to Re-Organize, see “[Manually Scheduling a Batch for Re-Organize](#)” beginning on page 31.

---

**NOTE:** If **Yes** is selected for a remittance-only or payment-only batch that allows scandocs, a message will appear to prompt the operator to specify if the batch should be rearranged to the "track standard layout". The track standard layout implies that only one remittance or payment will be allowed per transaction.

- If **Yes** is selected, the batch will be rearranged and the results will be displayed. The message will be displayed to explain that “fake items” will be created when the batch has been exited from the function. At this point, the operator may move any scandocs or reject items to ensure proper transaction alignment.

–or–

If **No** is selected, the batch will be left in the order as-is.

---

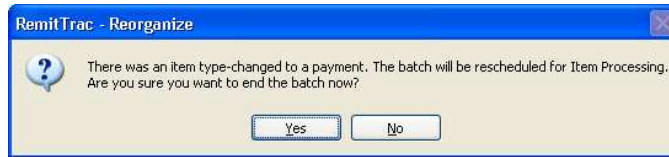
–or–

Choose **No** to clear the batch from the Transaction/Item List. The Reorganize window remains open. The batch is not removed from the Re-Organize queue.



---

**NOTE:** If **Y**es is selected and the item type on a payment that read as a scandoc was changed, message in Figure 42 is displayed on the screen.



**Figure 42. End Batch – Reprocess Batch message**

If a payment was un-rejected, the message “*A payment was unrejected. The batch will be rescheduled for Item Processing. Are you sure you want to end the batch now?*” is displayed on the screen.

- Choose **Y**es to end the batch and reschedule the batch for item processing.  
–or–  
Choose **N**o to leave the batch displayed in the Transaction/Item List.
- 

## Manually Scheduling a Batch for Re-Organize

A batch can be manually scheduled for the Re-Organize function before or after encode using the **Request** command on the Re-Organize window.

---

**NOTE:** The functions that can be performed in Re-Organize before and after encode are listed in [Table 1](#) on page 2 and [Table 2](#) on page 3.

---

There are certain types of batches that cannot be scheduled for the Re-Organize function. Table 5 summarizes the types of batches that cannot be scheduled to the Re-Organize function and the reasons that are displayed on the Request Batch for Re-Organize window for these types of batches.

**Table 5. Batch Types that Cannot Be Scheduled for the Re-Organize Function**

Batch Type	Message Displayed on the Request Batch for Re-Organize window
Item-Based	Batch <i>n</i> is item-based!
Correspondence Only	Batch <i>n</i> is correspondence-only!

In addition to the messages that display for the batch types that cannot be scheduled to the Re-Organize function, there are other messages that may display on the Request

Batch for Re-Organize window. Table 6 summarizes the other messages that may display on the window for batches that cannot be scheduled for the Re-Organize function.

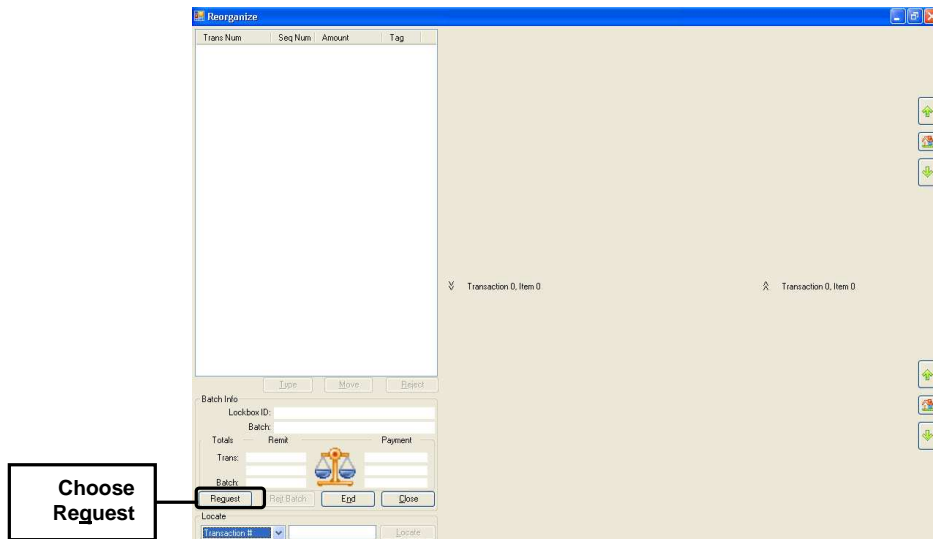
**Table 6. Reasons a Batch Cannot Be Scheduled for the Re-Organize Function**

Reason	Message Displayed on the Request Batch for Re-Organize Window
Batch is already on the Re-Organize queue	Batch <i>n</i> is already on Re-Org queue!
Batch is in the process of being encoded	Batch <i>n</i> is being encoded!  <b>NOTE:</b> If a batch is aborted during the Encode pass, the encode flag is removed from the batch and the batch can be scheduled for the Re-Organize function.
Batch is on the Capture queue	Batch <i>n</i> is being captured
Batch is deleted	Batch <i>n</i> is marked deleted

**NOTE:** If a batch has already been processed in Re-Organize, the message “*Already Organized!*” is displayed on the Request Batch for Re-Organize window. In this case, the batch can be scheduled for the Re-Organize function again.

► **To manually schedule a batch for the Re-Organize function**

1. From the **Reorganize** window, choose **Request**.

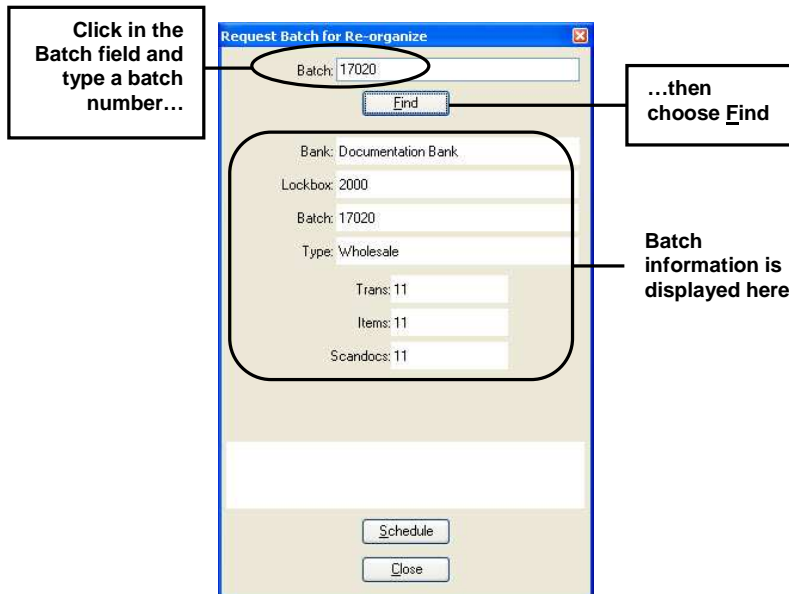


**Figure 43. Using the Request command to manually schedule a batch for Re-Organize**

The **Request Batch for Re-Organize** window is displayed on the screen.

2. Click inside the **B**atch field, and type the batch number whose items you need to re-organize.
3. Choose **F**ind.

The batch information is displayed in the **Request Batch for Re-Organize** window.



**Figure 44. Finding the batch information**

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**NOTE:** If the batch number cannot be found in the system, the message “*Could not find batch n!*” is displayed on the Request Batch for Re-Organize window.

---

4. Choose **S**chedule.  
The message “*Batch ‘n’ rescheduled for Re-Organize!*” is displayed on the window.
5. To return to the **Re-Organize** window, choose **C**lose.  
The batch will be scheduled for the Re-Organize function.

## Closing the Re-Organize Function

The Re-Organize function can be closed at any time during processing.

► **To close the Re-Organize function**

1. From the **Reorganize window**, choose **C**lose.

If there is an open batch, the **Finished Reorganizing Batch** confirmation message is displayed on the screen.



**Figure 45. Finished Reorganizing Batch confirmation message**

2. Choose **Y**es to end processing of the current batch.

–or–

Choose **N**o to continue re-organizing the batch.

If **Y**es is selected, the Reorganize window closes. The batch is removed from the Re-Organize queue. If additional re-organizing of the batch is needed, the batch will have to be manually schedule again for the Re-Organize function. For instructions on rescheduling a batch to Re-Organize, see “Manually Scheduling a Batch for Re-Organize ” beginning on page 31.

---

**NOTE:** If **Y**es is selected and the item type on a payment that read as a scandoc was changed, the message shown in Figure 42 on page 31 is displayed on the screen. If **Y**es is selected and a payment was un-rejected, the message “*A payment was unrejected. The batch will be rescheduled for Item Processing. Are you sure you want to end the batch now?*” is displayed on the screen.

---

If **N**o is selected, the Reorganize window closes; however, the batch is not removed from the Re-Organize queue. From the Item Processing Modules window, the F9: Re-Organize option can be selected to display the batch in the Reorganize window.

---

**NOTE:** If the batch was manually scheduled to the Re-Organize function, the batch does not remain in the queue after exiting. In this case, if additional re-organizing of the batch is needed, the batch will have to manually be scheduled for the Re-Organize function.

---

---

**NOTE:** If an operator logs you out through the Batch/Queue Status while you are in the middle of processing, a message similar to the one in Figure 46 is displayed.



**Figure 46. Message that Your LogRec is deleted**

- Select **OK**.

The Item Processing window will close and you will be returned to the main RemitTrac screen.

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