

# View Check Images

## To view scanned check images in SpeedCheck

- After the contributions batch has been posted, you can view the check image for each transaction using the Inquiry by Individual option in Contributions.
- The check's image becomes a legal document, and if the physical check was destroyed after depositing, you can access and refer to the scanned images as needed.
- Check images are available for 24 months after the deposit date.
- You can view scanned checks in ACS Contributions or in SpeedCheck.

1. Open ACS SpeedCheck.
2. Select **Balance/Deposit**.
3. In the **Select Batch** drop-down list, select the batch of checks you want to access. Then, you can click the magnifying glass to view the check image.

You can view check images in the Batch/Check Report inside SpeedCheck.

1. Open ACS SpeedCheck.
2. Select **Balance/Deposit**.
3. Select **Reports > Batch/Check Report**.
4. Enter a date range, and select **Search**.
5. Deposits for the selected date range will display.
6. Click on a deposit, and click the magnifying glass to view the check image.