

User Guide

Business Online Receivables v2.05

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Summary

Business Online Receivables provides a robust image archive for receivables information and provides search and reporting tools to manage the receivables information captured from one or more sources. Images and data are stored based on a defined duration period and can be accessed and downloaded for that set period of time. All access is via a secure internet connection using a standard supported web browser.

Users can perform procedures in Business Online Receivables such as viewing images and data, researching receivables information and searching for specific items within an entity.

Standard users may also perform the following tasks:

- View the Business Online Receivables Dashboard
- View available Payment and Batch Summary information
- View Batch and Transaction Details
- Execute Payment and Advanced Searches
- Save Search Queries
- Manage saved Search Queries
- View Notifications for an Entity

NOTE: Some tasks may not apply to all users based on permissions and/or the capture application used by the workgroup.

With the release of Business Online Receivables version 2.05, the application is now compatible with:

- Microsoft Server 2016 and 2022
- Microsoft SQL 2016 and 2022

Logging into Business Online Receivables

1. Enter the URL or web address, provided by your application host, into your web browser to connect to the Business Online Receivables application. A log in page will



The screenshot shows a login form with the following fields and buttons:

- Login** (Title)
- Entity Name**: Text input field with placeholder "Entity".
- Login Name**: Text input field with placeholder "Login Name".
- Password**: Text input field with placeholder "Password".
- Forgot Password**: Link below the password field.
- Sign In**: Button.
- Change Password**: Button.

be displayed.

2. Enter the **Entity Name**, **User Name** and **Password** provided by your application host, then press the Enter key or click **Sign In**. When you have successfully signed in, the Dashboard will usually display which may also be referred to as the Home page. If a user is not granted permission to view the Dashboard page, the left most menu item to which the user does have permission will be the Home page.

A **Change Password** option is also provided on the sign on screen in.

A forgotten password may be remedied using the **Forgot Password** link. Click the link to open the **Forgot Password** dialogue box.



The screenshot shows a "Forgot Password" dialog box with the following fields and buttons:

- Forgot Password** (Title)
- Enter information below to begin the process of resetting your password.
- Entity**: Text input field with placeholder "Entity".
- Login Name**: Text input field with placeholder "Login Name".
- Email Subject Line**: Text input field with placeholder "Email Subject Line".
- Submit**: Button.
- Cancel**: Button.

Enter the **Entity Name**, **User Name** and **Email Subject Line**. Click **Submit** to send yourself an email containing a link that will open a Reset Password page. Note that this link expires after 10 minutes.

3. Click **Sign In**.

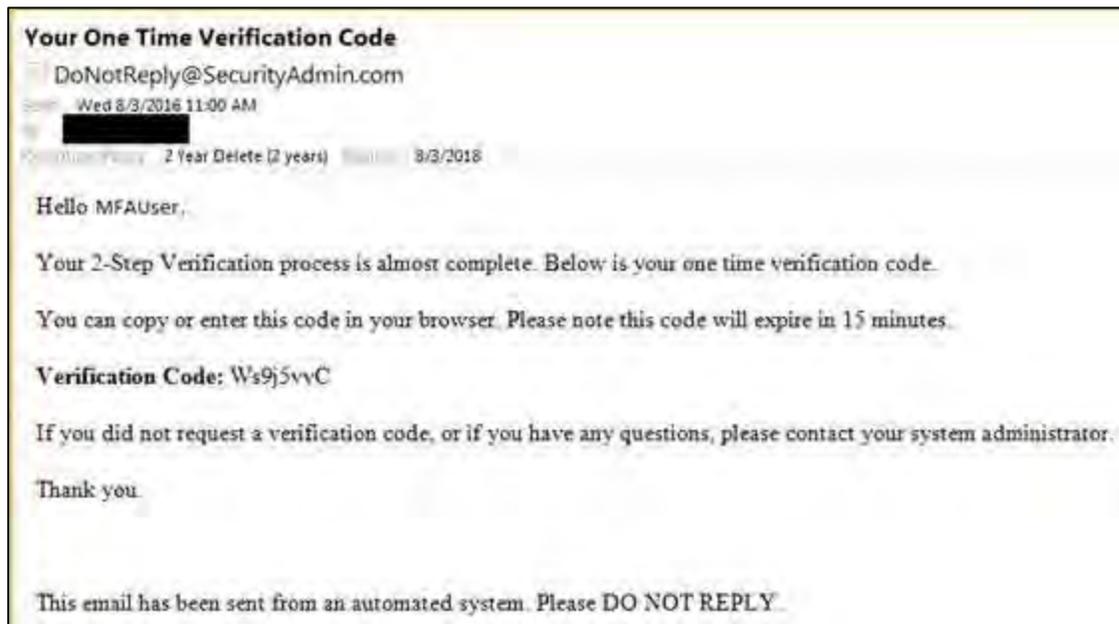
If the site does not use Multi-factor Authentication (MFA), the Online Receivables application will be displayed.

If MFA is used by the site, the following screen will display.



The system will email the user a One Time Verification Code (OTC) to the email that is associated with that user in the Security Admin configuration.

A verification email example is displayed below. The MFAUser is the first name of the Security Admin user receiving the verification email.



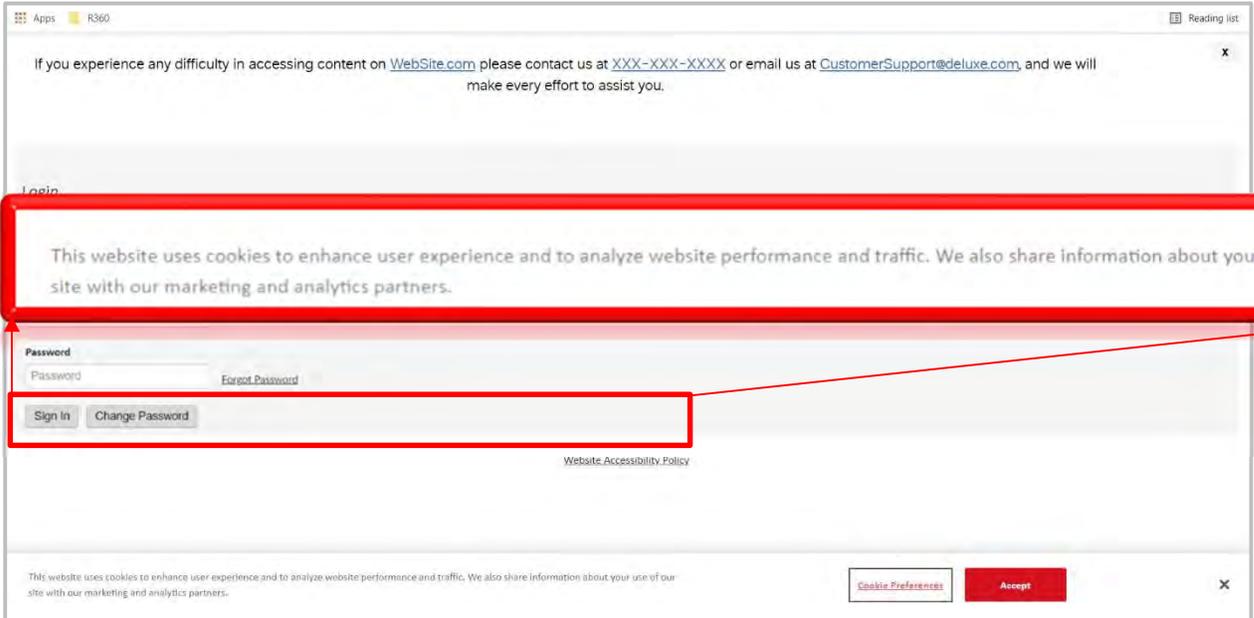
4. Select and copy the **Verification Code** provided in the email.
5. In the MFA screen on the Online Receivables site, paste the **Verification Code** in the **Verification Code** field.
6. Click **Continue**.

The Online Receivables site will be presented to the user.

NOTE: Currently, MFA does not allow a Remember this Device option, therefore all users that use MFA must enter in a verification code every single time they log into Online Receivables.

NOTE: A user’s session does not time out as long as a user is moving the mouse, entering data using the keyboard, or navigating pages. If there is no activity, the user login will time out and the user will be logged off after 15 minutes (sites may have a different time out setting).

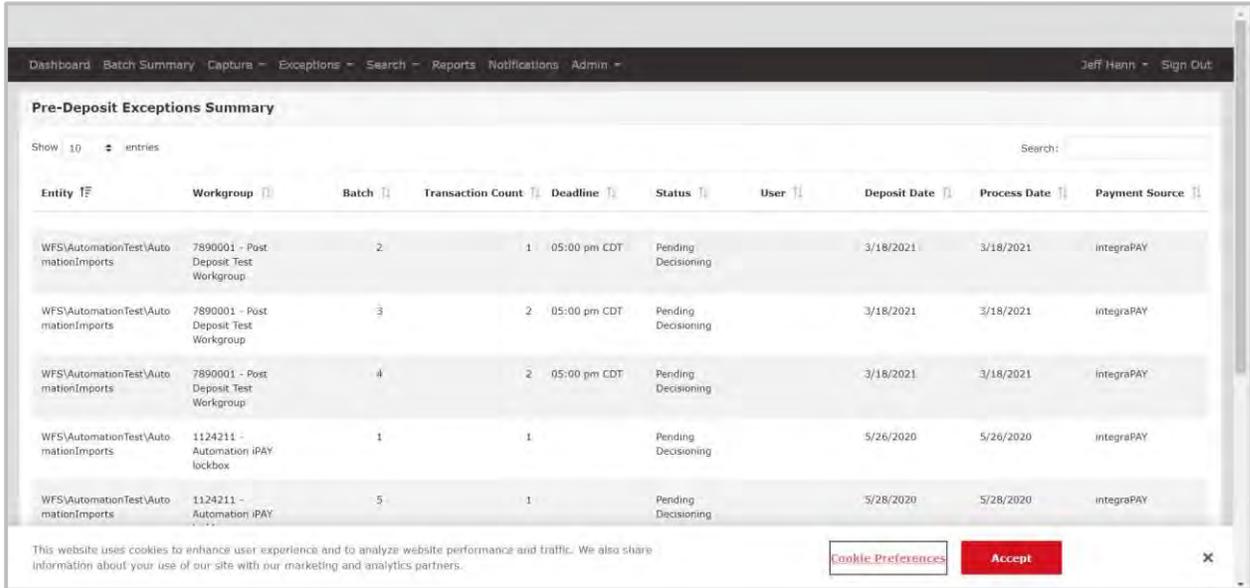
If the user is logging into the Outsourcing environment, the following message regarding cookies will display at the bottom of the screen.



NOTE: The framework application uses cookies to track and store information about the end user, and their session, while utilizing the application. New legislation requires that the end user be informed of the use of cookies and give them a chance to 'Opt Out' of the application using cookies to track end user interactions.

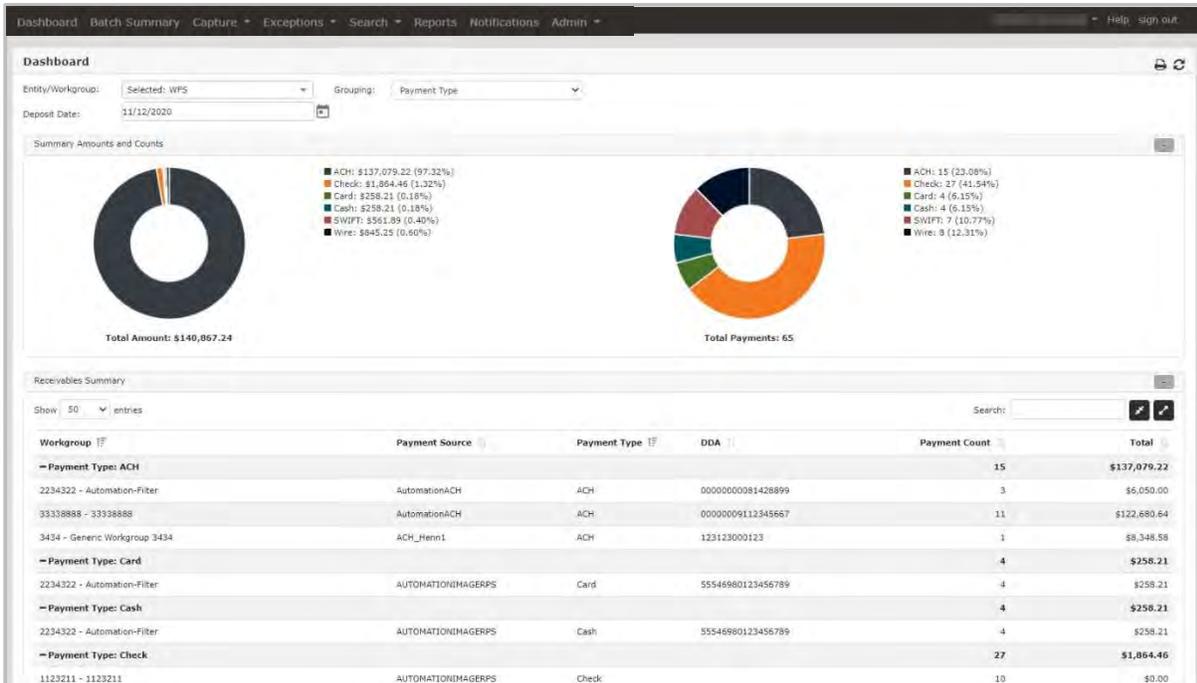
Once the user 'Opts Out,' they will no longer see the cookie compliance message during their active session or until the cookie expires. If the end user doesn't do anything with the cookie compliance message, it is assumed that the user has Opted In and will no longer display the message during the user session or until the cookie expires.

If a user comes into the application via SSO, they will receive the cookie compliance message on the first page that loads in the user interface.



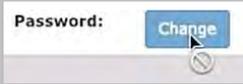
Quick Guide to Navigation

Upon login to Business Online Receivables, the Dashboard page is displayed if the user has been granted permission to the page. Otherwise, the user will see the leftmost menu item for which they have permission. Most users will not have permission for all menu items. The group to which the user is assigned, and the roles applied to the groups determine permissions for that user.

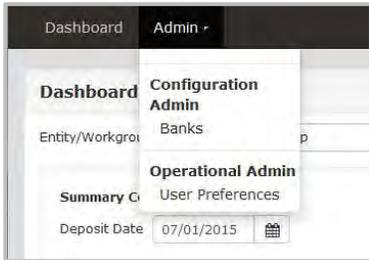


Menu Options

Menu options are available along the top of the screen for easy navigation to the various functions available in the Business Online Receivables application. Additional sub-menus appear as dropdown lists when selecting main menu options that have a triangle symbol ▼.

Menu Item	Description
Dashboard	Displays the Dashboard and Receivables Summary.
Batch Summary	A summary of individual batches processed for the entity.
Capture	Allows a user SSO connection directly to Deluxe's Remote Deposit Capture application.
Exceptions	Provides a link to the ImageRPS Web Exceptions application.
Search	Options for Payment Search and Advanced Search that allow searches using specific data to find a transaction. An option to set-up and manage specific user queries is also available.
Reports	Allows a user to generate standard audit and reconciliation reports.
Notifications	Allows a user to view Notifications and Notification Filters.
Admin	Allows a user to manage users, configuration, and operational settings.
User Name	<p>The name of the logged in user. Click on the User Name menu item to dropdown the My Profile item. Click My Profile to see the My Profile page to configure Login Name, Name, Email address, and change their Password.</p>   <p>If the user is logged in using the normal login page, the password Change button is active, as shown in the screen above. If the user is automatically logged in via SSO, the Change button is inactive as shown below.</p> 
Web Link (Instructions)	A customizable menu item that provides a link to another web application. This feature is configured by an administrator in Admin > Branding. See the <i>Business Online Receivables Admin Guide</i> for details.

Only menu and sub-menu items for which a user has permission will be displayed. In the example below, the user has rights to the Dashboard as well as Bank and User Preferences in Security Admin. All other menu items are hidden.

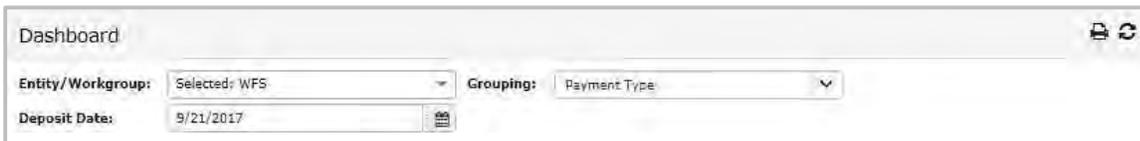


To exit Business Online Receivables , click **sign out** at the far right of the menu bar.

All icons, navigational tools, and browser/column information are described in [Addendum A](#) of this document.

Dashboard

When the **Dashboard** item on the menu bar is selected, a page displays that has an upper **Summary Amounts and Counts** section and a lower **Receivables Summary** section. There are three Dashboard filters at the top of the page.



Entity/Workgroup Filter

By default, the Dashboard displays information for the parent entity or workgroup in which the user was configured, which is displayed in the **Entity/Workgroup** box. A different entity or workgroup, if available, can be selected using the field dropdown list

Grouping Filter

The **Grouping** filter allows the selection of groups via a dropdown list.

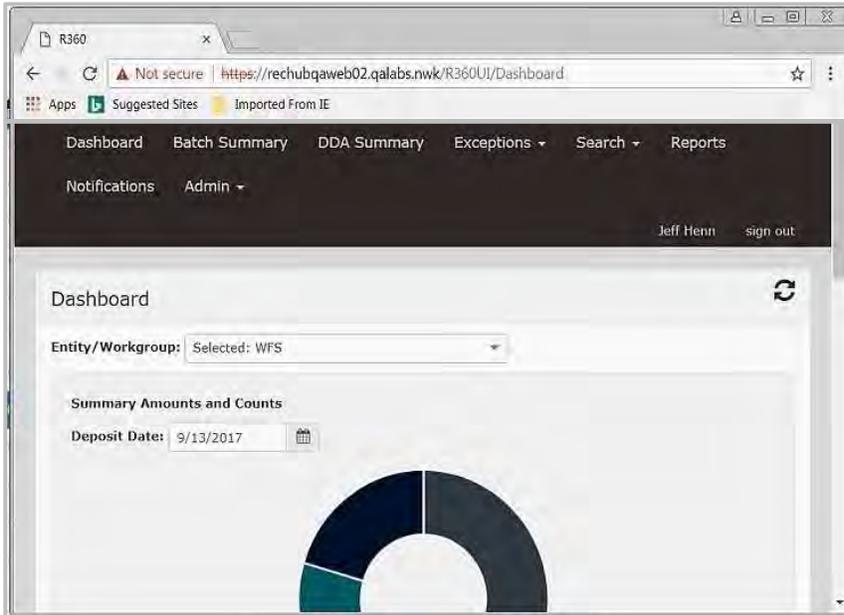


Deposit Date Filter

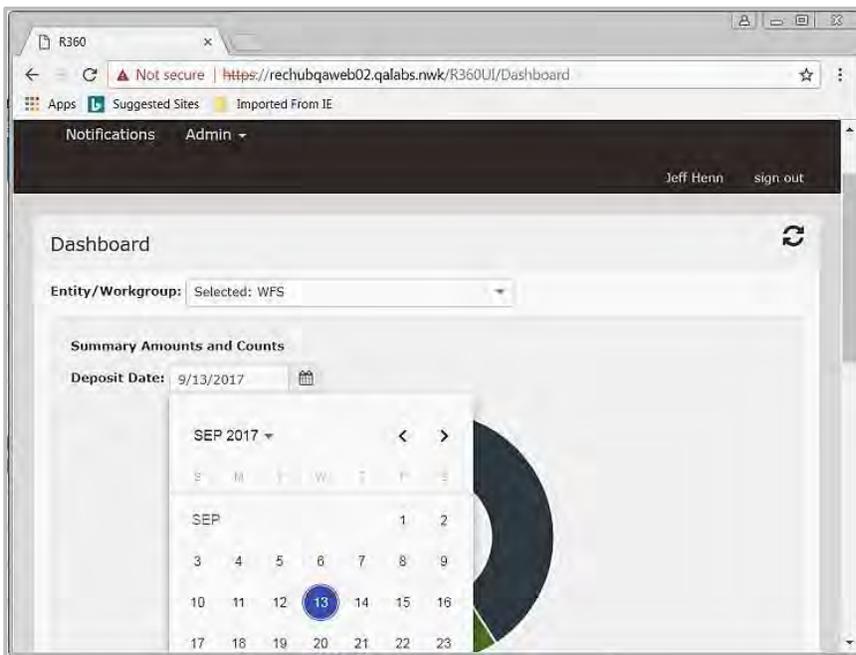
The **Deposit Date** defaults to the current date. To select another date, click on the calendar icon and then on the date desired, or click on the date field and type a date. Double-click on a section of the date to select it. Click a third time to select the entire date field.

In Firefox and Chrome when the window is in restored down mode, there may be cases where the date picker is not visible until the user scrolls down the page.

Date Picker not visible



User scrolls down the page and date picker is visible.



Page Utilities

The user is able to minimize or maximize both sections of the dashboard (**Summary Counts and Amounts** and **Receivables Summary**) using the collapse/expand buttons at the right in each section header. This allows the user to decide which panels they would like displayed.

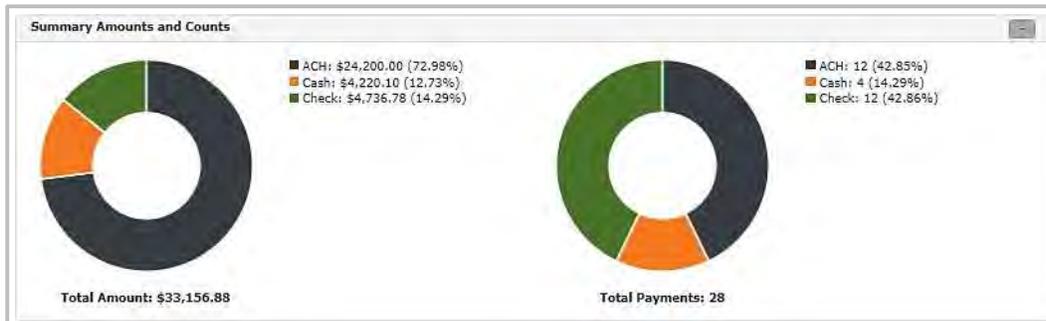


The application remembers this setting for the physical machine and individual user even after the user logs out of the application.

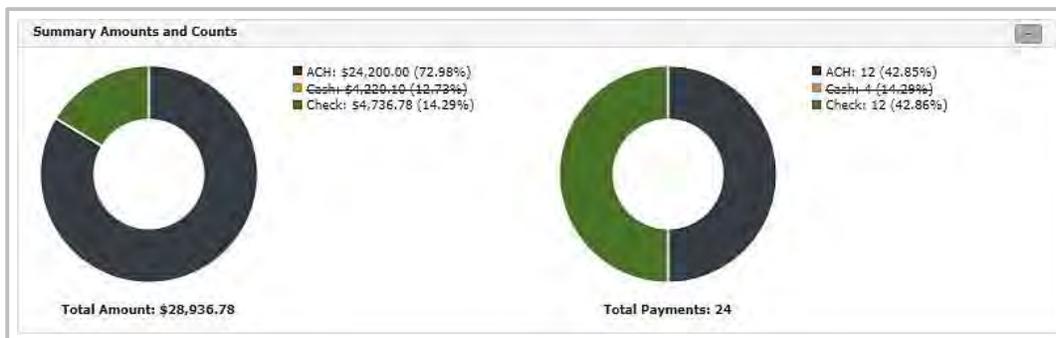
The dashboard also has a report available. All reports are covered in the separate reports document.

Summary Counts and Amounts

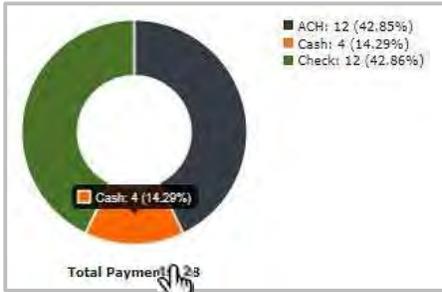
The section at the top of the Dashboard page displays the **Summary Counts and Amounts** totals with accompanying doughnut charts.



The pieces of the doughnuts can be removed by clicking on an item in the legend. Compare image below where Cash has been removed from the doughnuts



Percentages are displayed in the both the legend and by hovering over a piece on the graph. If the data is too long in the legend it may truncate with ellipsis (...) but hovering over the piece will display the data in its entirety.



Receivables Summary Grid

The **Receivables Summary** section of the page displays a grid of all payments received for the filter setting at the top of the **Dashboard** page.

Workgroup	Payment Source	Payment Type	DDA	Payment Count	Total
Payment Type: ACH				12	\$24,200.00
68 - Jeff Test Group	ACH_Henn	ACH	00000000061428888	12	\$24,200.00
Payment Type: Cash				4	\$4,220.10
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Cash	123456789	2	\$2,110.05
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Cash	123456789	2	\$2,110.05
Payment Type: Check				12	\$4,736.78
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check		0	\$0.00
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	8	\$516.68
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	2	\$2,110.05
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	2	\$2,110.05
Total: \$33,156.88					

Use the **Search** box to filter the data displayed in the rows of the data grid. Characters entered will automatically filter the data as each character is typed. The filter is applied across all pages of the data grid.

The data in the grid is grouped according to the type selected in the [Grouping filter](#) at the top of the **Dashboard** page.

Drill Down to Batches and Transactions

The **Receivables Summary** section of the Dashboard page provides the ability to drill down to the **Batch Summary**, **Batch Detail** and **Transaction Detail** pages.

Click a row on the **Receivables Summary** page to view a summary of the batches on the **Batch Summary** page. See the [Batch Summary](#) section for more information about the **Batch Summary** page.

Dashboard Batch Summary Capture Exceptions Search Reports Notifications Admin Sign Out

Batch Summary

Date Range: 6/19/2019 - 6/19/2019 Workgroup: Selected: 3434 - Generic Workgroup 3434 Payment Type: ACH Payment Source: ACH_Henn Search

Show 10 entries Search:

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Transaction Count	Payment Count	Document Count	Batch Total
37976	35278	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,591.62
37978	35280	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,083.18
37995	35297	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$441.65
37997	35299	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$441.65
Grand Total for All Batches:							14	14	14	\$50,635.34

Showing 1 to 10 of 14 batches Previous 1 2 Next

Click a batch row in the **Batch Summary** page to view the batch details. See the [Batch Detail](#) section for more information about the **Batch Detail** page.

Dashboard > Batch Summary > Batch Detail

Bank: 9999 Workgroup: 99 - ImageRPS_Elkhorn Deposit Date: 09/21/2017 Account Site Code: 1 Batch ID: 1630 Batch: 180 Batch Site Code: 1 Batch Cue Code: 0

Show 10 entries Search:

Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	DDA
1	\$94.56		095601171	96372050 1733	123456789
2	\$48.67		101380933	96725340 2385	123456789
3	\$31.27		078237559	64292703 1768	123456789
4	\$83.71		080881142	47438986 9651	123456789

View All Total Amount: \$258.21

Showing 1 to 4 of 4 entries Previous 1 Next

Click a transaction row on the **Batch Detail** page to view the transaction details for the batch. See the [Transaction Detail](#) section for more information about the **Transaction Detail** page.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 9999 Account Site Code: 1 View All Images 2 Go to Transaction 2 →
 Workgroup: 99 - ImageRPS_Elkhorn Batch Site Code: 1
 Deposit Date: 09/21/2017 Batch Cue ID: 0
 Batch: 16 Transaction: 2
 Batch ID: 1630

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
2		101380933 96725340	2385		123456789	\$48.67

Data Entry Fields

- CC2 Field: \$48.67
- Courtesy Amount: \$48.67
- KFI Type:
- New Date Field: 09/21/2017

Total: \$48.67

Showing 1 to 1 of 1 entries Previous 1 Next

Related Items

Show 10 entries Search:

New Date Field	AccountNumber	Datetest	Currencytest	KFI Type	Float Test
09/21/2017		09/09/2017	\$44.00	none	234

Showing 1 to 1 of 1 entries Previous 1 Next

Documents

Show 10 entries Search:

Document Sequence	Sequence Within Transaction	Description
2	2	Invoice

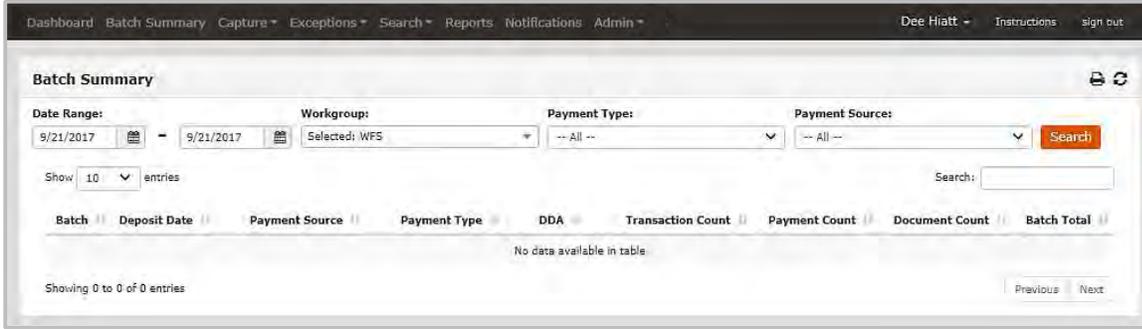
Showing 1 to 1 of 1 entries Previous 1 Next

Click any breadcrumb on the page header to return to a previous level.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Batch Summary

The Batch Summary provides high level information about each batch processed for a selected workgroup and date range. Batch summary information is displayed by selecting the **Batch Summary** menu item or by drilling down from a workgroup row in the [Receivables Summary](#) section of the Dashboard page.



To view the summary for a batch, perform the following steps.

NOTE: These steps do not apply if drilling down from the Receivables Summary section of the Dashboard page.

1. Select a start and end **Date Range**. By default, the current date populates the fields when the page opens.
2. Select a workgroup from the **Workgroup** selector. Entities cannot be selected, only workgroups. Double-click a workgroup to select it. Failure to select a workgroup generates an error.
3. Select the payment type from the **Payment Type** dropdown list or use the default of **--All--**.
4. Select the payment source from the **Payment Source** dropdown list or use the default of **--All--**.
5. Click **Search**.

NOTE: The data displayed by the Batch Summary page is dynamic in that it shows only batches in workgroups that contain data, and that the user has permission to view.

The **Batch Summary** page displays the results in a grid. The **Batch ID** column may not be displayed as it is an option selected by an administrator in Workgroup Maintenance. The default sort is by Deposit Date and then Batch Number.

Batch Summary

Date Range: 6/19/2019 - 6/19/2019 | Workgroup: Selected: 3434 - Generic Workgroup 3434 | Payment Type: ACH | Payment Source: ACH_Henn | Search

Show 10 entries | Search:

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Transaction Count	Payment Count	Document Count	Batch Total
37976	35278	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,591.62
37978	35280	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,083.18
37995	35297	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$441.65
37997	35299	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$441.65
38019	35321	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,161.71
38020	35322	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,161.71
38023	35325	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$5,161.71
38026	35328	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$2,403.96
38027	35329	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$2,403.96
38036	35338	06/19/2019	ACH_Henn	ACH	123123000123	-1	1	1	1	\$2,403.96
Grand Total for All Batches:							14	14	14	\$50,635.34

Showing 1 to 10 of 14 batches | Previous 1 2 Next

NOTE: If the data grid is resorted using a column header, this sort is not retained by the system when the search is modified by returning to the Batch Summary page using the breadcrumbs at the top of the page. The system default Batch Summary sort returns when the user exits the Batch Summary > Batch Detail > Transaction Detail breadcrumb path by viewing a different Business Online Receivables page.

The following data is displayed on the Batch Summary page.

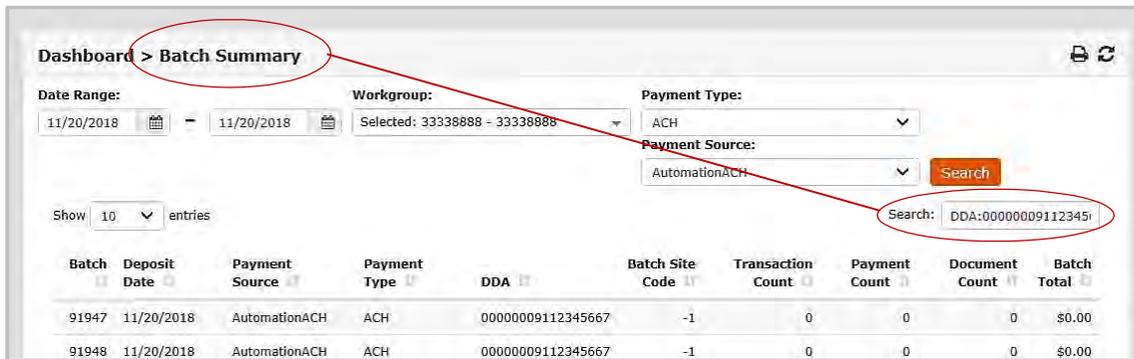
Column	Description
Batch ID (not shown)	An optional field, commonly used with ImageRPS batches, which can be displayed using a System Admin option at the workgroup level.
Batch	<p>The Batch, or Batch Number, is the main Business Online Receivables batch number that is always viewable by the users throughout the user interface. This number comes from the source system or is generated by Business Online Receivables when there is no source system batch number.</p> <p>NOTE: The Batch number is NOT unique system wide. It is possible to have two or more batches with the same batch number but from different payment sources. The system uses a multi-field key so that each batch will be separate and distinct in the system.</p>

Column	Description
Deposit Date	The deposit date of the batch.
Payment Source	The system the data came from.
Payment Type	The type of payment tendered.
DDA	The Direct Deposit Account number.
Transaction Count	The number of transactions in the batch.
Payment Count	The number of payments in the batch.
Document Count	The number of non-payment documents in the batch.
Batch Total	The dollar value of the entire batch.

At the bottom of the data grid is the **Grand Total for All Entries**. Please note that these totals are for all items in the data set even when displayed as multiple pages or when using the Search tool and the page is filtered by the search.

Use the **Search** box to filter the data displayed in the batch rows of the data grid. Enter characters in the search box then press the Enter key to initiate the search. The filter is applied across all pages of the data grid.

When the Batch Summary page is displayed by selecting a Workgroup in the Receivables Summary section of the Dashboard, the DDA filter displays in the **Search** box.

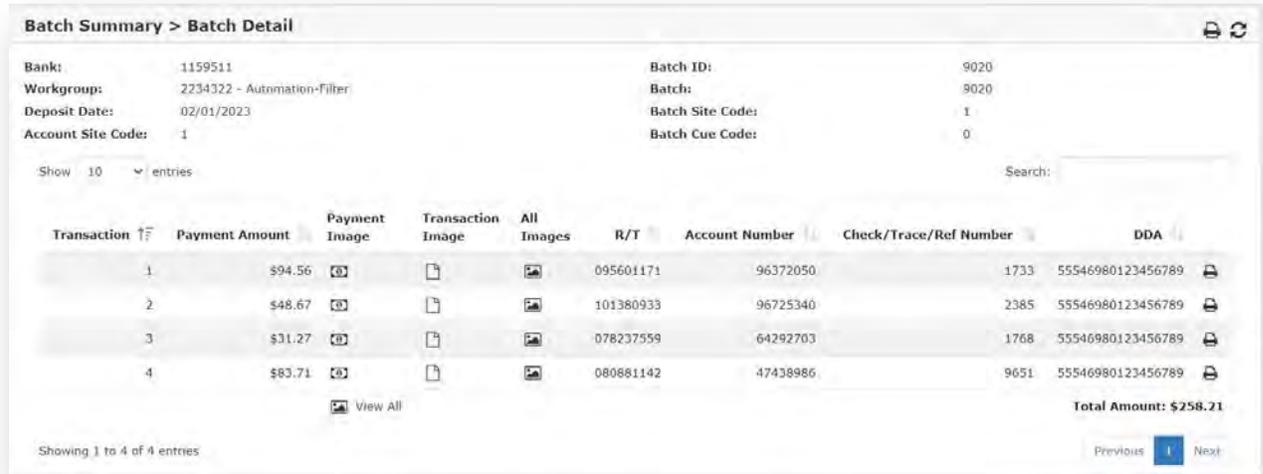


To access the Batch Detail page for a specific batch, click the batch row in the grid. See the following [Batch Detail](#) section for more information. The Batch Summary report can also be printed using the print icon.

Batch Detail

Batch details are accessed when a user clicks a batch row on the [Batch Summary](#) page or the **Batch Detail** hyperlink on a [Search](#) results page.

The **Batch Detail** page provides transaction information for payments processed in the selected batch for the **Deposit Date** selected.



The **Batch Detail** page header displays the following data.

Item	Description
Bank	The bank identification number.
Workgroup	The workgroup identifier is comprised of the Workgroup ID and the Name.
Deposit Date	The date the batch was deposited.
Account Site Code	The Account Site Code is the unique identifier for the site to which an account is associated. Generally, this field is passed from integraPAY.
Batch	<p>The Batch, or Batch Number, is the main Business Online Receivables batch number that is always viewable by the users throughout the user interface. This number comes from the source system or is generated by Business Online Receivables when there is no source system batch number.</p> <p>NOTE: The Batch number is NOT unique system wide. It is possible to have two or more batches with the same batch number from different payment sources. Each batch will be separate and distinct in the Business Online Receivables application.</p>
Batch Site Code	The Batch Site Code is the unique identifier for the capture site of the batch. Generally, this is passed from integraPAY.

Item	Description
Batch Cue Code	<p>The Batch Cue Code is associated with integraPAY® work and will display zero for other payment sources.</p> <p>NOTE: The display of the following header items can be enabled/disabled by a system administrator at Admin > System Settings in the Display Options box.</p> <ul style="list-style-type: none"> » Batch Cue ID » Account Site Code » Bank ID » Batch Site Code » Payment Sequence » Transaction Invoice Sequence

The Batch Detail page data grid contains the following information.

Column	Description
Transaction	The transaction number of the payment in the batch.
Payment Amount	The dollar amount of the transaction.
Payment Image	Displays the payment (check type) image of the transaction if it exists.
Transaction Image	Displays the stub or invoice (non-check) type information for the transaction if it exists.
All Images	Displays all images for the transaction in one screen. The image icons are only displayed when there is an image for a transaction. If there are no images for the batch, the View All icon is also hidden.
R/T	The bank routing and transaction number, or ABA, of the transaction.
Account Number	The DEBIT account number; the checking account number of the payer. See the special note below about how the data is sorted. *
Check/Trace/Ref Number	The check number, ACH trace number, or check serial number. The unique reference number to the payment tendered. See the special note below about how the data is sorted. *
Payer	The party making the payment; the remitter.
DDA	The CREDIT account number: the corporate customer account number to which the payment is deposited.

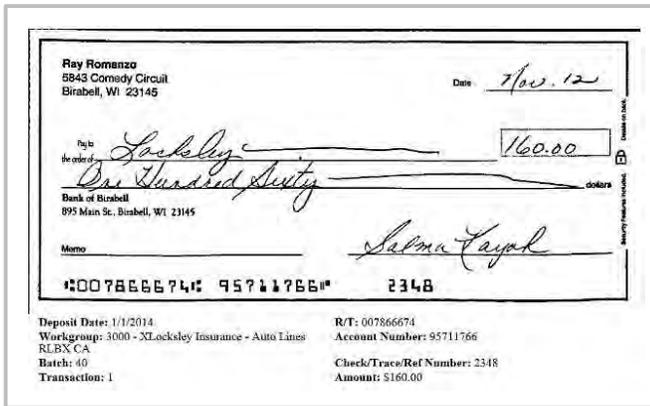
NOTE: Other columns may display if they have been activated in System Settings under Configuration Admin.

SPECIAL NOTE about the **Account Number** and **Check/Trace/Ref Number** column sort patterns. These two columns are alphanumeric fields, not numeric. Consequently, they sort data differently than numeric fields. Where numeric fields sort on the actual numerical value and disregard leading zeros, alphanumeric field sorting considers all characters from the left to the right including leading zeros. For example, although numerically the value '00056' is larger than the value '0031', in an alphanumeric field the value '00056' is smaller than the value '0031' due to the number of leading zeros. The following screenshot illustrates an ascending sort (smallest value to largest value) of an alphanumeric field.

Check/Trace/Ref Number
001536
001537
00189
0032
007958
007959
01062
01238
0124
02020

Click the **View Payment Image(s)** icon to generate a PDF document of the check image.

Sample View Image report



Click the **View Transaction Document(s)** icon to generate a PDF document containing all the non-check images for the selected batch.

Click the **View All Images for Transaction** icon to generate a PDF containing all the images for the selected transaction.

Click the **View All Images for Batch** icon **View All** to generate a PDF containing all the images for the batch.

Click the **View ImageRPS Audit** icon at the far right to generate a Transaction Report PDF. This feature is only available with ImageRPS payment sources and administrator permission.

The report includes all ImageRPS data and document images for the transaction.

A batch detail report can be printed from this screen. All report samples are in the Report Document.

Transaction Detail

Transaction details are accessed when a user clicks a transaction row in the [Batch Detail](#) page. The Transaction Detail page provides payment information for the transaction. Information in the Transaction Detail page may vary based on the type of transactions captured. A sample Transaction Detail page is displayed below. The blue boxes with A, B, C and D are used in this guide to identify the four sections and correlate to the descriptions below the Transaction Detail screen shot.

Sample Transaction Detail page

Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: 1 [View All Images](#) [Go to Transaction 1](#)

Workgroup: 2234322 - Automation-Filter Batch Site Code: 1

Deposit Date: 02/01/2023 Batch Cue ID: 0 **A**

Batch: 9020 Transaction: 1

Batch ID: 9020

Payment Items

Show: 10 entries Search:

Image	Report	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
		1		095601171 96372050	1733	Payer1	55546980123456789	\$94.56

Data Entry Fields

- CC2 Field: \$94.56
- Company Name:
- Courtesy Amount: \$94.56
- KFI Type: None
- New Date Field: 10/3/2016

Total: \$94.56

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Related Items **C**

Show: 10 entries Search:

Image	Report	Related Item Sequence	Amount	Amount Due	Balance Amount	KFIType	New Date
		1	\$94.56	\$123.45		None	10/3/2016

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Documents

Show: 10 entries Search:

Image	Document Sequence	Sequence Within Transaction	Description
	1	1 D	Invoice

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Transaction Details (A)

The header displays the information that identifies the transaction and is located directly below the breadcrumb trail. It includes the **Bank, Workgroup, Deposit Date, Batch, Batch ID, Account Site Code, Batch Site Code, Batch Cue ID, and Transaction.**



NOTE: The display of the following header items can be enabled/disabled by a system administrator at **Admin >System Settings** in the Display Options box.

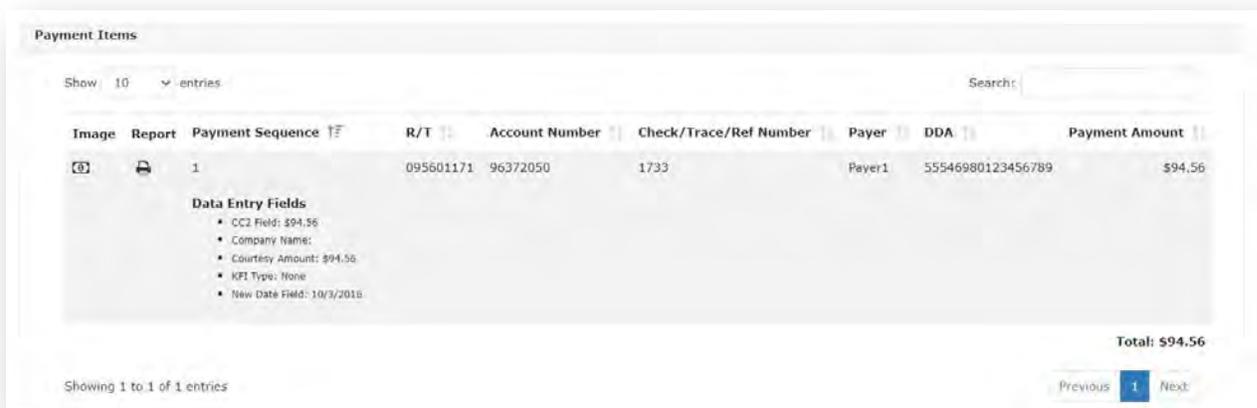
- Batch Cue ID
- Account Site Code
- Bank
- Batch Site Code
- Payment Sequence
- Transaction

Enter a different transaction number in the Transaction box and click **Go to Transaction** to display the transaction details for a different transaction within the current batch.

Click the  icon at the upper right of the page to display and print the **Transaction Detail Report.** (see below)

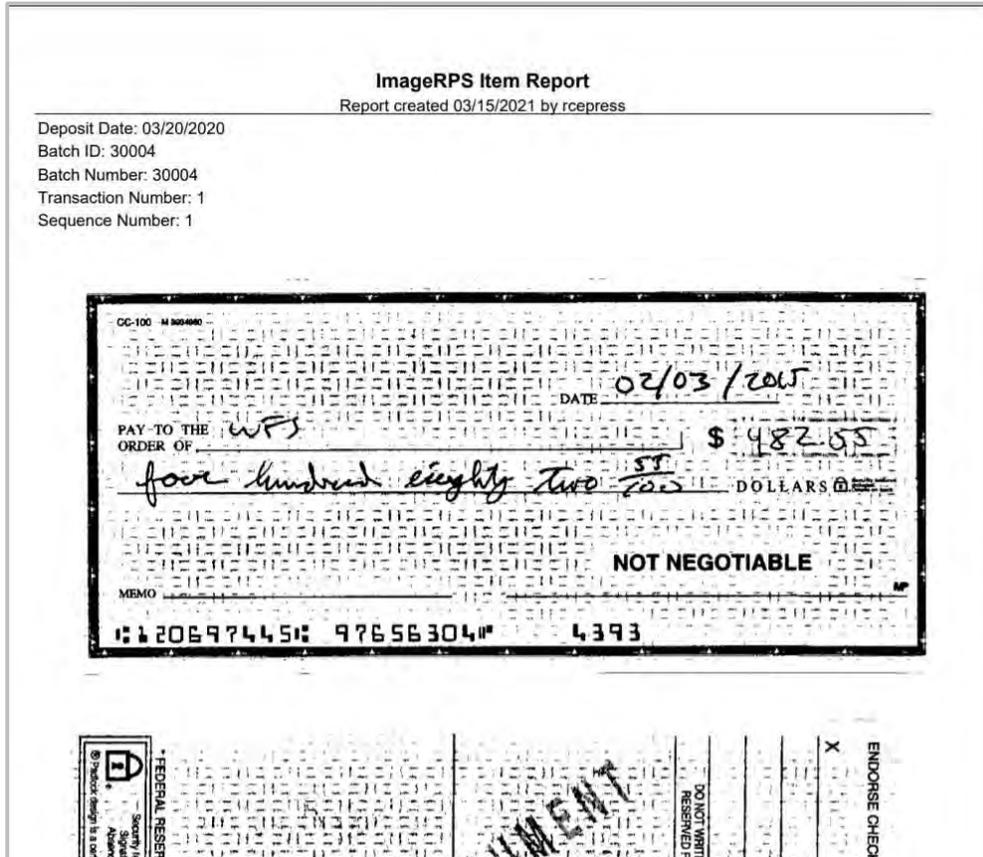
Payment Items (B)

The Payment Items area displays the information for one or more payments included in the transaction. Although the columns report the same data for all payments, any miscellaneous data with the bold labels, such as **Data Entry Fields** shown here, will vary depending on the payment source.



The Payment Sequence reflects the sequence of this item in the transaction, not the item sequence within the batch. The **View Image(s)** icon to generate a PDF document of the check image. This check image icon will not be displayed if there are no images for the transaction.

Click the **View Item Report** icon to generate an Item Report PDF. This feature is only available with ImageRPS payment sources and for users with the proper permission. The report includes all ImageRPS data and document images for the item.



The Sequence Number on the report above reflects the sequence of the item in the transaction, not the sequence within the batch.

Related Items (C)

The Related Items area displays the information for any non-payment (not a check) documents such as invoice, stub, correspondence, etc. There may or may not be items displayed in this area.



The screenshot shows a table titled "Related Items" with a search bar and a "Show 10 entries" dropdown. The table has columns: Image, Report, Related Item Sequence, Amount, Amount Due, Balance Amount, KFIType, and New Date. A single row is visible with a document icon in the Image column, '1' in the Related Item Sequence column, '\$94.56' in the Amount column, '\$123.45' in the Amount Due column, 'None' in the KFIType column, and '10/3/2016' in the New Date column. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" buttons.

Image	Report	Related Item Sequence	Amount	Amount Due	Balance Amount	KFIType	New Date
		1	\$94.56	\$123.45		None	10/3/2016

The Related Item Sequence reflects the sequence of this item in the transaction, not the item sequence within the batch.. Click the **View Images** icon  to generate a PDF document containing the image of the selected Related Item.

ACH and Wire Imports having a ghost document for the Remittance Data Records, will no longer show the image icons on the Related Items grid.

Documents (D)

The Documents area lists any non-payment documents associated with the transaction.



The screenshot shows a table titled "Documents" with a search bar and a "Show 10 entries" dropdown. The table has columns: Image, Document Sequence, Sequence Within Transaction, and Description. A single row is visible with a document icon in the Image column, '1' in the Document Sequence column, '1' in the Sequence Within Transaction column, and 'Invoice' in the Description column. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" buttons.

Image	Document Sequence	Sequence Within Transaction	Description
	1	1	Invoice

The **Document Sequence** column displays the sequence of this item in the transaction, not the sequence item within the batch.

The **Sequence Within Transaction** column is primarily used with items imported from integraPAY and displays the sequence of the documents within the integraPAY transaction. If the payment source is not integraPAY, this reflects the sequence of this item in the transaction, not the sequence item within the batch.

Click the **View Transaction Image(s)** icon  to generate a PDF document containing the images for the selected document. This document image icon will not be displayed if there are no images for the transaction.

Sample Document Images

Bevent Insurance
 Protecting Your Future
 123 South Olson St.
 Green Acres, WI 55543
 800-800-8000

Policy Number: 444590001
 Premium Amount Due: February 24, 0000
 Payment Due: \$78.97

Amount Enclosed:

Card No.

Exp. Date MM/YY

Remit to:
 Bevent Insurance
 P.O. Box 46698
 Altonville, WI 89038

4445900010228000007897027

Deposit Date: 2/15/2019
 Workgroup: 99 - ImageRPS_Elkhorn
 Batch: 6906
 Transaction: 2
 Batch ID: 6906

Enter address change below (please wait 6-8 weeks to take effect)

Address: _____

City: _____ State: _____

Zip: _____

Phone (____) _____

Deposit Date: 2/15/2019
 Workgroup: 99 - ImageRPS_Elkhorn
 Batch: 6906
 Transaction: 2
 Batch ID: 6906

Rejected Items

Rejected items from ImageRPS can be viewed. The rejected items can be viewed on the Transaction Detail page in the Payments or Related Items grids. The rejected items are highlighted in Red with a 'Status' of Rejected in a new Status column.

Batch ID: 40011

Payment Items

Show 10 entries

Status	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
Rejected	1				Ciao		\$0.00
							Total: \$0.00

Showing 1 to 1 of 1 entries

Related Items

Show 10 entries

Status	IF	Amount
Rejected	1	\$0.01
	2	\$0.01
Rejected	3	\$0.02

Showing 1 to 3 of 3 entries

Documents

Show 10 entries

Status	Document Sequence	Sequence Within Transaction	Description
Rejected	1	1	Invoice
	2	2	Invoice

Showing 1 to 2 of 2 entries

Exceptions

Exceptions are payment items that require action by a customer to provide missing or correct erroneous information. Payments with exceptions in Deluxe's ImageRPS® application are routed to the exceptions workflow application ImageRPS Web Exceptions. Payments with exceptions in Deluxe's integraPAY® application that are flagged in integraPAY® using the OLD module, are consolidated into the Business Online Receivables application for corrective action, then reconsolidate them back into integraPAY®.

Access To Exceptions

Click on the **Exceptions** item on the menu bar then click **Pre-Deposit Exceptions**, **Post-Deposit Exceptions**, **Client Decisioning Module**, **RPS Web Exceptions** or **Payment Reassociation**.



A user must be granted permission to access a specific exception menu item. A user will not see all the options above it they do not have access to each.

Pre-Deposit Exceptions

Pre-Deposit Exceptions is used in conjunction with Deluxe's integraPAY® application. Transactions with missing or incorrect data are flagged during integraPAY® processing and can then be consolidated into the Business Online Receivables user interface. Users have until the Decisioning Deadline (configured in integraPAY) to process the exception batches and reconsolidate them back to integraPAY®.

For this feature to work, there must be a connection to an integraPAY® consolidated database with the Pre-Deposit Exceptions data and images.

For information about Pre-Deposit Exceptions, see the *Business Online Receivables 2.05 Pre-Deposit Exceptions Guide* document.

Post-Deposit Exceptions

Post-Deposit Exceptions is a Business Online Receivables feature that enables a customer to add remittance data for archive or extract purposes after a payment has been received and deposited. Transactions with missing data are flagged during the import process and are then displayed in the Business Online Receivables user interface for review by the customer.

At a high-level, the Post-Deposit Exception process consists of these major steps:

1. Data entry fields need to be configured and flagged as required within the Business Online Receivables application.
2. Files from ImageRPS, or some other transaction processing system, are imported to Business Online Receivables using the Data Import Toolkit (DIT).
3. Transactions are flagged during import if required fields are missing data.

4. The customer reviews the transactions and its images to determine and key the missing information. The customer can then accept the transaction and it will be removed from the Post-Deposit Exceptions Summary screen.
5. All additions or modifications to transaction are permanently stored in the archive and will be included in any extract files created out of the Business Online Receivables application.

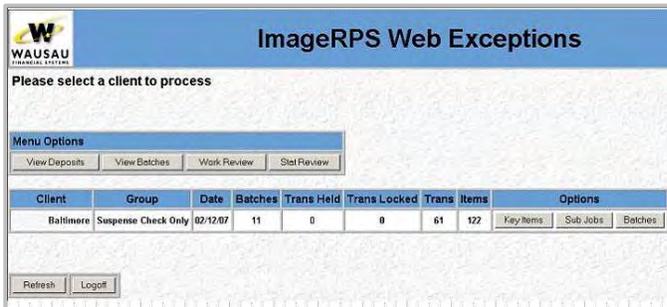
For information about Post-Deposit Exceptions, see the *Business Online Receivables 2.05 Post-Deposit Exceptions User Guide* document.

Client Decisioning Module

To allow users to access the Client Decisioning Module from Online Receivables via SSO, a new access point type was added to the Access Point Maintenance page. Once CDM is configured properly, user will have the ability to click on a new menu option called Client Decisioning Module and have the CDM application open up in a new window.

RPS Web Exceptions

The RPS Web Exceptions sub-menu item is a link to open the ImageRPS® Web Exceptions application that allows the user to resolve payment exceptions that exist in an ImageRPS® system.

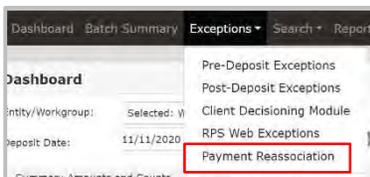


For information about RPS Web Exceptions, see the *ImageRPS® Web Exceptions Guide* document.

Payment Reassociation

The Business Online Receivables provides an SSO connection to a Payment Reassociation portal that will be used for invoice matching and payment reassociation. The link to activate this feature in Business Online Receivables is found on the dropdown menu under Exceptions. The new Exceptions - View Payment Reassociation Portal policy is required for a user to see the menu item. The Payment Reassociation page will open in a new browser tab.

Payment Reassociation menu item



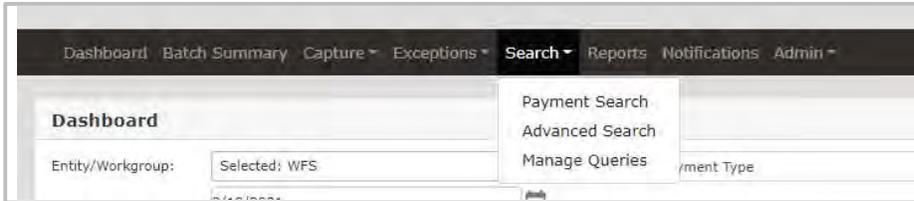
NOTE: Currently Payment Reassociation is only available to Deluxe Outsourcing for evaluation.

Search

Business Online Receivables offers robust search capabilities which allow users to search for images based on standard MICR fields as well as optional user defined fields configured at the Entity level. Examples of user defined fields include invoice number, customer name, net amount, division number, etc. These additional fields of information are captured according to the site requirements and become part of the image search criteria.

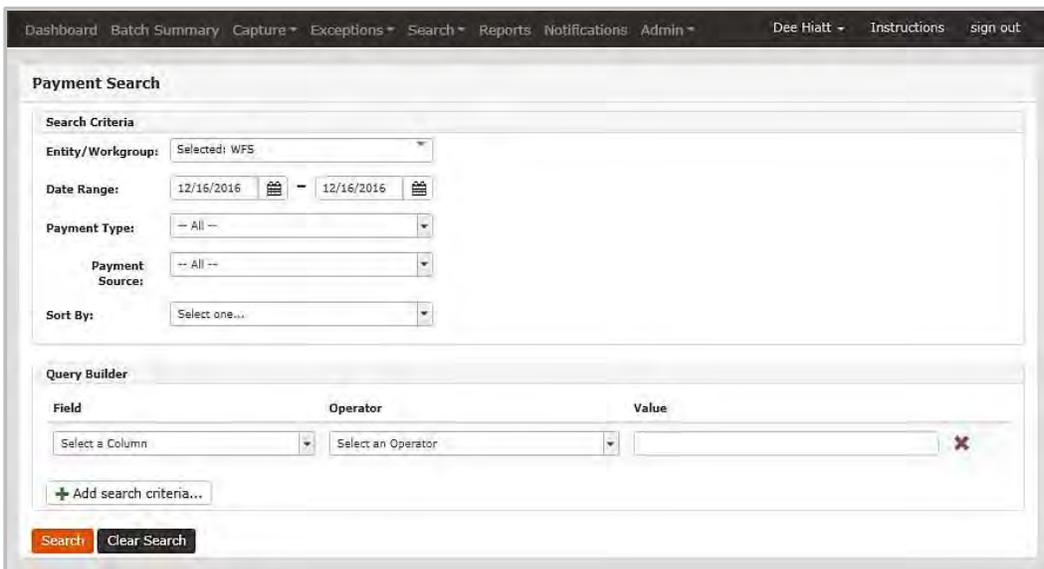
The three search sub-menu options that are available under the main **Search** menu item are

Payment Search, Advanced Search and Manage Queries.



Payment Search

The Payment Search page allows users to perform a search on the payment (i.e., check, ACH, wire, etc.) part of transactions. This search function will search across multiple entities and workgroups. It executes the search in the selected entity, all child entities, and all workgroups of the entities.



Defining a Payment Search

Search Criteria



Search Criteria
Entity/Workgroup: Selected: 32 - Omaha BankTesting
Date Range: 12/16/2016 - 12/16/2016
Payment Type: -- All --
Payment Source: -- All --
Sort By: Account / Ascending

Use the following criteria to define the parameters of a search.

- Select the **Entity/Workgroup** from the dropdown list. This is a required field.
- The **Date Range** defaults to the current date. To select another date, click on the calendar icon and then on the date desired, or click on the date field and type a date.
 - Click once in the field to insert the cursor.
 - Double-click on a section of the date to select it.
 - Click a third time to select the entire date field.

NOTE: The Date Range may be limited for a workgroup by the system administrator.

- Select the **Payment Type** from the dropdown list. Options in the list are All, ACH, Check, SWIFT, and Wire. This field is optional.
- Select the **Payment Source** from the dropdown list. This field is optional.
- Select a **Sort By** field from the dropdown list to order the data in the results grid. This field is optional. If the parameter is left blank, the default sort is Account/Ascending.

Query Builder



Field	Operator	Value
+ Add search criteria...		

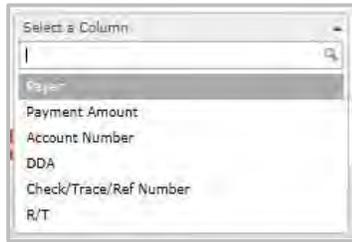
Use the **Query Builder** section to add additional search criteria.

- Click **+ Add search criteria...** to add a criteria row.



Field	Operator	Value
Select a Column	Select an Operator	
+ Add search criteria...		

- Click the **Select a Column** box to select a field from a dropdown field list.



NOTE: An entity or a workgroup must be selected in the **Search Criteria** section before the **Select a Column** dropdown list is populated.

- Click the **Select an Operator** box to select an operator from a dropdown list.



- Enter a value in the **Value** field.
- Click **X** to delete a criteria row.
- Click **+ Add search criteria...** to add as many criteria rows as needed. Results for the search are displayed on the Search Results page.

Payment Search Results

If the search criteria entered is valid and the system is successful in returning items based on the criteria, the **Search Results** page displays.

Payment Search > Search Results												
Show 10 entries												
Image	Workgroup	Deposit Date	Batch ID	Batch	Payment Source	Payment Type	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref	
	2234322	05/05/2023	3650966	3650966	AUTOMATIONIMAGE RPS	Check	1	\$744.16	049284285	0000037189207	365096968	
	2234322	05/06/2023	3650966	3650966	AUTOMATIONIMAGE RPS	Check	1	\$744.16	049284285	0000037189207	365096968	
	2234322	05/07/2023	3650966	3650966	AUTOMATIONIMAGE RPS	Check	1	\$744.16	049284285	0000037189207	365096968	
	2234322	05/09/2023	3650966	3650966	AUTOMATIONIMAGE RPS	Check	1	\$744.16	049284285	0000037189207	365096968	

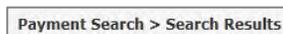
NOTE It is possible to have two or more batches with the same batch number when the batches are from different payment sources.

Click the blue batch number hyperlinks in the **Batch ID** or **Batch** columns to access the [Batch Details](#) page.

Click the blue transaction number hyperlink in the **Transaction** column to access the [Transaction Detail](#) page.

Select the **View Check** icon to generate a PDF document of the check image.

Click on Payment Search in the breadcrumb trail return to the **Payment Search** page.



at the top of the page to

Advanced Search

The **Advanced Search** page allows users to specify search criteria for specific items within a workgroup using advanced search parameters. The system also enables a user to save search criteria that are frequently used as queries, which saves time, and builds research accuracy.

Advanced Search is also a tool that could potentially be used for a CD replacement download. However, depending on the customer's volume, it may be necessary to download daily or weekly to stay within the 5000 row download limit.

The screenshot displays the 'Advanced Search' interface with the following sections:

- Saved Queries:** A dropdown menu labeled 'Load Saved Query:' with the text 'Select Query...'.
- Search Criteria:** A series of dropdown menus for:
 - Workgroup:** Selected: 92 - ACH_Service_IAT
 - Date Type:** Deposit Date
 - Date Range:** 11/11/2020 - 11/11/2020 (with calendar icons)
 - Payment Type:** -- All --
 - Payment Source:** -- All --
 - Sort By:** Deposit Date
- Query Builder:** A table with columns 'Field' and 'Operator'. Below the table is a button labeled 'Add search criteria...'.
- Display Fields:** A list of 'Available Fields' including: Deposit Date, Processing Date, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, and Account Number.
- Buttons:** 'Search' (orange), 'Clear Search' (black), and 'Save Query' (black).

Defining an Advanced Search

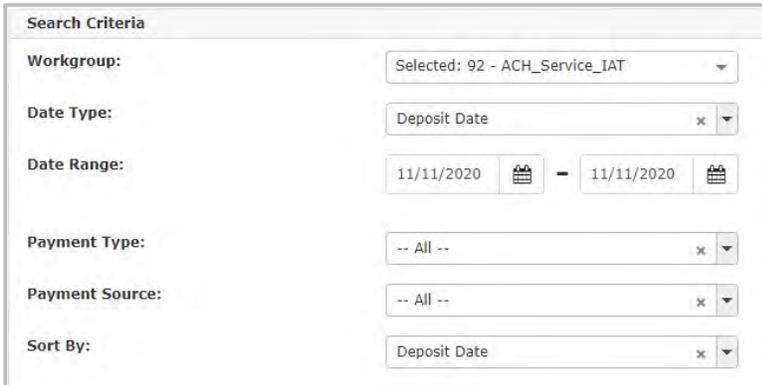
Saved Queries



If previous searches have been saved as queries, click the **Select Query** box to select a query from the dropdown list. Queries are user specific and are saved and accessed at the user level. The user currently logged in will see only queries that they have previously saved. This is not a global feature.

NOTE: Values for the **Date Range** parameter in the **Search Criteria** section are not saved in a query. The current date will be the default date and the user must enter the desired dates after loading a saved query.

Search Criteria



Use the following criteria to define the parameters of a search.

- Select the **Workgroup** from the dropdown list. Only workgroups may be selected, not entities. This is a required field.
- Select the Date Type from the dropdown list. This feature gives users the ability to search on Deposit Date or Processing Date.
- The **Date Range** defaults to the current date. To select another date, click on the calendar icon and then on the date desired, or click on the date field and type a date.
 - Click once in the field to insert the cursor.
 - Double-click on a section of the date to select it.
 - Click a third time to select the entire date field.

NOTE: The Date Range may be limited for a workgroup by the system administrator.

- Select the **Payment Type** from the dropdown list. Options in the list are All, ACH, Check, SWIFT, and Wire. This field is optional.
- Select the **Payment Source** from the dropdown list. This field is optional.
- Select a **Sort By** field from the dropdown list to order the data in the results grid. This field is optional. If the parameter is left blank the default sort is on the Deposit Date field in descending order.

Query Builder

Field	Operator	Value
<input type="button" value="+ Add search criteria..."/>		

Use the **Query Builder** section to add additional search criteria.

- Click to add a criteria row.

Field	Operator	Value
Select a Column	Select an Operator	
<input type="button" value="+ Add search criteria..."/>		

- Click the **Select a Column** box to select a field from the field list dropdown.

Select a Column

- Batch ID
- Batch Number
- Payment Amount
- R/T
- Account Number
- Check/Trace/Ref Number
- DDA
- Payer

NOTE: A workgroup must be selected in the **Search Criteria** section before the **Select a Column** dropdown list is populated.

- Click the **Select an Operator** box to select an operator from the dropdown list.

Select an Operator

- Is Greater Than
- Is Less Than
- Equals

- Enter a value in the **Value** field.
- Click to delete a criteria row.
- Click to add as many criteria rows as needed.

NOTE: If no data has ever been imported for a specific data entry field, that field will not be displayed on the results screen to prevent the display of a completely empty column. Additionally, invoice level data will only appear in the Results screen if an invoice- specific data entry field is selected as part of the query. If no invoice-specific data entry fields are selected, then only payment-related data will appear.

Display Fields



NOTE: A workgroup must be selected in the **Search Criteria** section before the **Available Fields** box is populated.

Use the arrow buttons between the boxes to move all or selected fields to and from the **Selected Fields** box. Use of the **Display Fields** section is optional.

If no fields are moved from the **Available Fields** box to the **Selected Fields** box, the first twelve

(12) fields in the **Available Fields** box (i.e., **Payment Sequence** down through **Payer**) are displayed in the **Search Results** grid. Image icons display to the left of the data columns. Moving one or more fields to the **Selected Fields** box will cause the search results to display only the image icons and the selected fields.

- Click **Search** to initiate the search. The Search Results page will display.
- Click **Clear Search** to reset all search criteria and begin again.
- Click **Save Query** to save the defined search as a query for future use. The **Add Stored Query** dialog box will display.

- Enter values for the query **Name** and **Description**.
- Click **Save** to retain the search criteria as a query. Queries are managed in [Manage Queries](#).
- Click **Cancel** to exit without saving.

Advanced Search Results

If the search criteria entered is valid and the system is successful in returning items based on the criteria, the **Search Results** page displays.

NOTE: A Select All box is available at the top and bottom of the search results screen as seen below. If this is not viewable, select the Selective Print Mode button.

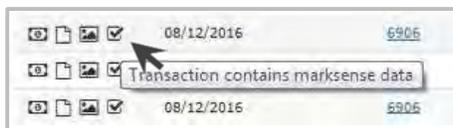
Image(s)	Deposit Date	Processing Date	Batch ID	Batch Number	Payment Type	Payment Source	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	DDA	Payer
<input type="checkbox"/>	05/12/2023	05/12/2023	9920	9920	Check	AUTOMATIONIMAGER PS	1	\$94.56		095601171 96372050	1733		5554698012 3456789 Payer1
<input type="checkbox"/>	05/12/2023	05/12/2023	9920	9920	Check	AUTOMATIONIMAGER PS	2	\$48.67		101380933 96725340	2385		5554698012 3456789 Payer2
<input type="checkbox"/>	05/12/2023	05/12/2023	9920	9920	Check	AUTOMATIONIMAGER PS	3	\$31.27		078237559 64292703	1768		5554698012 3456789 Payer3
<input type="checkbox"/>	05/12/2023	05/12/2023	9920	9920	Check	AUTOMATIONIMAGER PS	4	\$83.71		080881142 47438986	9651		5554698012 3456789 Payer4
<input type="checkbox"/>	05/12/2023	05/12/2023	9921	9921	SWIFT	AUTOMATIONIMAGER PS	1	\$94.56		095601171 96372050	1733		5554698012 3456789
<input type="checkbox"/>	05/12/2023	05/12/2023	9921	9921	SWIFT	AUTOMATIONIMAGER PS	2	\$48.67		101380933 96725340	2385		5554698012 3456789
<input type="checkbox"/>	05/12/2023	05/12/2023	9921	9921	SWIFT	AUTOMATIONIMAGER PS	3	\$31.27		078237559 64292703	1768		5554698012 3456789
<input type="checkbox"/>	05/12/2023	05/12/2023	9921	9921	SWIFT	AUTOMATIONIMAGER PS	4	\$83.71		080881142 47438986	9651		5554698012 3456789
<input type="checkbox"/>	05/12/2023	05/12/2023	9922	9922	Card	AUTOMATIONIMAGER PS	1	\$94.56		095601171 96372050	1733		5554698012 3456789
<input type="checkbox"/>	05/12/2023	05/12/2023	9922	9922	Card	AUTOMATIONIMAGER PS	2	\$48.67		101380933 96725340	2385		5554698012 3456789

Click the **View Payment Image** icon to generate a PDF document of the check image. This document image icon will not be displayed if there are no images for the batch.

Click the **View Transaction Image** icon to generate a PDF document containing all the non-check images for the selected batch. This document image icon will not be displayed if there are no images for the batch.

Select the **View All Images for Transaction** icon to generate a PDF containing all the images for the selected transaction. This document image icon will not be displayed if there are no images for the batch.

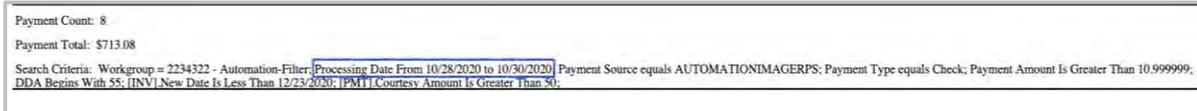
The check box icon indicates that the transaction contains mark sense data.



To access the [Batch Details](#) for a specific batch, click the batch ID **View Batch** hyperlink in the **Batch ID** column or the batch number **View Batch** hyperlink in the **Batch Number** column.

Click the transaction number **View Transaction** hyperlink in the **Transaction** column to view the [Transaction Detail](#) page. Page navigation buttons are provided at the bottom right of the page.

The search criteria that was entered in the **Search Criteria** section of the **Advanced Search** page is displayed in the bottom left corner of the **Search Results** page.



NOTE: The following is behavior that may occur in the results of an Advanced Search:

- It is possible to have two or more batches with the same batch number when the batches are from different payment sources.
- When searching for a stub with specific criteria, the stub meeting the criteria will be returned as well as the other stubs in the same transaction. The criteria fields for non-matching stubs will be blank.
- When you search on a field, regardless if in a check or a stub, the entire transaction will be returned in the data set and the application will attempt to combine the check and the stub information in a single row. If the result is a single transaction (i.e., one check and one stub) then one row is displayed. If the result is a multi-transaction then the result set will vary as follows.
 - A single check with multiple stubs transaction will display one row per stub with the same check information on each row. For example, 1 check with 3 stubs = 3 rows.
 - A single stub with multiple checks transaction will display one row per check with the same stub information on each row. For example, 1 stub with 3 checks = 3 rows.
 - For a multiple check and multiple stub transaction, where a stub data entry field is not selected for display when creating the Advanced Search query, only the check results will display with one row per check.
 - For a multiple check and multiple stub transaction, where a stub data entry field is selected for display, the results will display the Cartesian product of both checks and stubs. This means that the number of rows will be equal to the number of checks times the number of stubs (i.e., checks * stubs = rows).
For example:
 - 2 Checks & 3 Stubs = 6 rows
 - 3 Checks & 3 Stubs = 9 rows
 - 2 Checks & 5 Stubs = 10 rows

Viewing and Downloading Search Results

Users will be able to view and download search results data and images using the buttons at the bottom of the page if they have been activated by the system administrator. If the features are disabled, the buttons will be dimmed.



Download As Text

Use **Download As Text** to create a CSV format that may be downloaded and saved locally and opened in a text editor or MS Excel.

1. Click the down arrow next to 'Download as Text' to display the options and their check boxes.



2. Select one or both options if desired.
3. Click **Download As Text** to create the file.

Text file with no options checked.

```
Deposit Date, Batch ID, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, Account Number, Check/Trace/Ref
Number, DDA, Payer,
"07/29/2019", "12894", "12894", "ACH", "ACH Service", "1", "$7,959.73", "", "", "202881060000101", "888888881", "",
"07/29/2019", "12898", "12898", "ACH", "ACH Service", "1", "$276.35", "", "", "000000000000001", "666666671", "",
"07/29/2019", "12900", "12900", "ACH", "ACH Service", "1", "$7,803.76", "", "", "000000000000001", "666666671", "",
"07/29/2019", "12900", "12900", "ACH", "ACH Service", "2", "$1,132.65", "", "", "000000000000001", "666666671", "",
"07/29/2019", "12902", "12902", "ACH", "ACH Service", "1", "$8,360.01", "", "", "000000000000001", "666666671", "",
```

Text file with Remove Commas From Currency Fields option checked. (red box on currency fields)

```
Deposit Date, Batch ID, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, Account Number, Check/Trace/Ref
Number, DDA, Payer,
"06/18/2019", "37835", "35137", "ACH", "ACH_Henn", "1", "$82530000.00", "", "", "113062999054918", "0123456668", "",
"06/18/2019", "37836", "35138", "ACH", "ACH_Henn", "1", "$39960000.00", "", "", "071399949928319", "0123456668", "",
"06/18/2019", "37836", "35138", "ACH", "ACH_Henn", "2", "$15740000.00", "", "", "071299935343720", "0123456668", "",
"06/17/2019", "37780", "35082", "ACH", "ACH_Henn", "1", "$19871.60", "", "", "000000000000001", "0123456668", "DELUXE CORP",
"06/17/2019", "37859", "35161", "ACH", "ACH_Henn", "1", "$60021.10", "", "", "000000000000001", "0123456668", "DELUXE CORP",
```

Text file with Remove Enclosing Quotes option checked. (red box on currency fields)

```
Deposit Date, Batch ID, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, Account Number, Check/Trace/Ref
Number, DDA, Payer,
07/29/2019, 12894, 12894, ACH, ACH Service, 1, $7,959.73, , , 202881060000101, 888888881, ,
07/29/2019, 12898, 12898, ACH, ACH Service, 1, $276.35, , , 000000000000001, 666666671, ,
07/29/2019, 12900, 12900, ACH, ACH Service, 1, $7,803.76, , , 000000000000001, 666666671, ,
07/29/2019, 12900, 12900, ACH, ACH Service, 2, $1,132.65, , , 000000000000001, 666666671, ,
07/29/2019, 12902, 12902, ACH, ACH Service, 1, $8,360.01, , , 000000000000001, 666666671, ,
07/29/2019, 12902, 12902, ACH, ACH Service, 2, $5,523.99, , , 000000000000001, 666666671, ,
```

Text file with both options checked. (red box on currency fields)

```
Deposit Date, Batch ID, Batch Number, Payment Type, Payment Source, Transaction, Payment Amount, R/T, Account Number, Check/Trace/Ref
Number, DDA, Payer,
06/18/2019, 37835, 35137, ACH, ACH_Henn, 1, $82530000.00, , , 113062999054918, 0123456668, ,
06/18/2019, 37836, 35138, ACH, ACH_Henn, 1, $39960000.00, , , 071399949928319, 0123456668, ,
06/18/2019, 37836, 35138, ACH, ACH_Henn, 2, $15740000.00, , , 071299935343720, 0123456668, ,
06/17/2019, 37780, 35082, ACH, ACH_Henn, 1, $19871.60, , , 000000000000001, 0123456668, DELUXE CORP,
06/17/2019, 37859, 35161, ACH, ACH_Henn, 1, $60021.10, , , 000000000000001, 0123456668, DELUXE CORP,
```

The **Remove Commas From Currency Fields** and **Remove Enclosing Quote** settings are remembered by the system for a user on the current workstation. If the user moves to a different workstation these option settings do not follow the user.

NOTE: A Wire PDF surrogate image example is provided at the end of this section.

Download Results

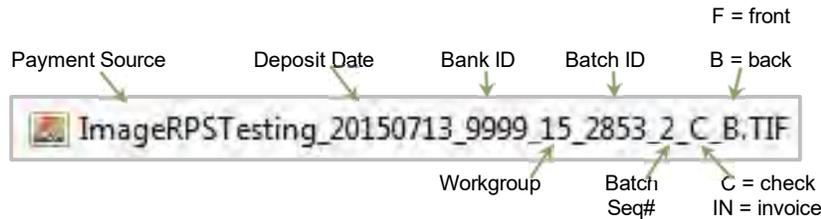
Download Results

Click **Download Results** to generate a zip file containing a CSV, XML, HTML viewer and TIFF images for the query results.

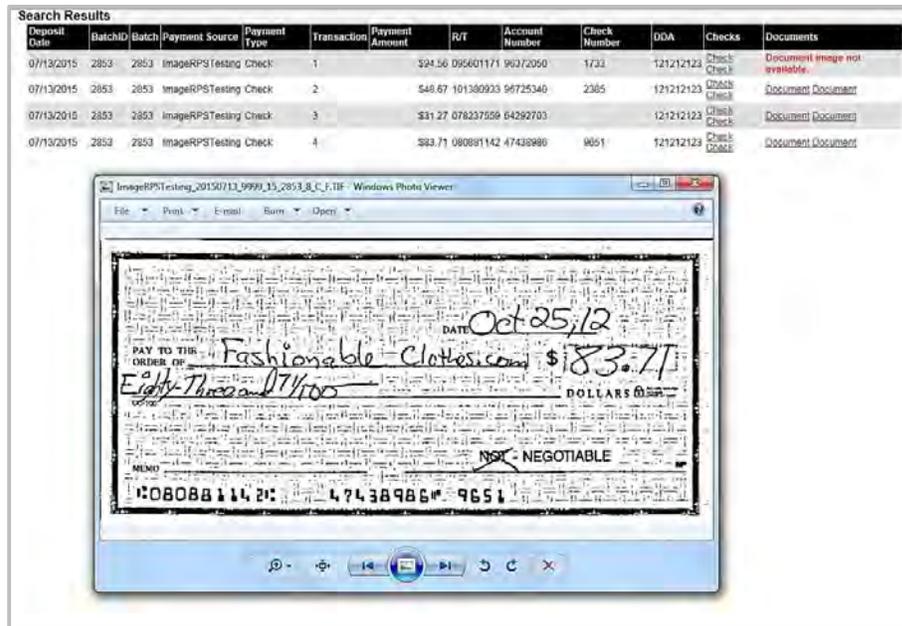
- An operating system prompt will appear for the user to open or save the download.
 - The zip file is downloaded and contains the following:
 - A CSV file that can be opened as text or in MS Excel.
 - An HTML document.
 - An XML document.
- NOTE: XML tags are not fixed and if there are multiple fields with the same name they will have _2, _3, _4, etc. after the field name.
- An “images” folder with document images in TIF format.

Name	Type
images	File folder
4b19288e-3f8a-4a8e-a527-c83df3aeced2.csv	Microsoft Excel Comma Separated Values File
4b19288e-3f8a-4a8e-a527-c83df3aeced2.html	HTML Document
4b19288e-3f8a-4a8e-a527-c83df3aeced2.xml	XML Document

- The image file naming format is defined here.



- To use the HTML viewer do the following:
 - Extract the zipped files to the desired folder. The HTML viewer will not function correctly if the zipped files are not extracted to a new folder.
 - Open the HTML file. The data and links to the images are displayed.
 - Click on a check or document link to view the image.



NOTE: Attempting to download 5,000+ items at one time from the Advanced Search page could result in a user session time-out during the download process. If this occurs, the system continues to create the zip file and the user is prompted to re-authenticate to access the file.

An Error Occurred

Received a 401 unauthorized response.

Your session may have expired. Don't worry, your download is still processing. **Leave this window open** and re-authenticate yourself in another window or tab. This window will automatically restore when you have successfully logged back in.

If your session is still alive, another error may have occurred and you may need to contact your system administrator.

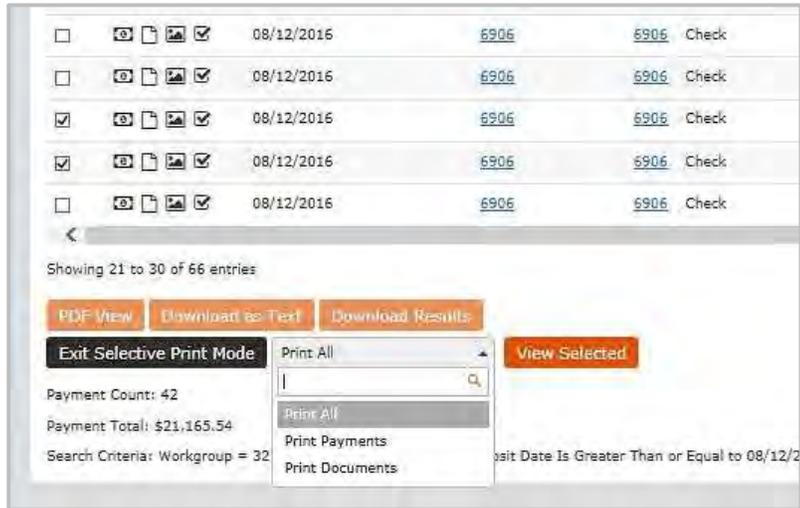
Open the login page in a new window.

NOTE: The file will only be available until the file cleanup service runs. How often this service runs is configured in each customer environment and may vary, but the default setting is every 24 hours.

Selective Print Mode Selective Print Mode

Use the **Selective Print Mode** feature to select specific items from the results grid to be printed.

- Click **Selective Print Mode**. The **PDF View**, **Download as Text** and **Download Results** buttons are dimmed and become inactive. The print option dropdown box and View Selected button are displayed.



- Select the checkbox for each item to be printed.
- Select the print option dropdown box Print All and select **Print Payments** for check images, **Print Documents** for non-check documents or leave at **Print All** for all check and non-check documents.
- Click View Selected to generate a PDF of the selected items.

Wire Transfer PDF Example

The format of the PDF file generated, when Wire surrogate images are viewed, displays all of the parsed addenda data.

- All addenda data is displayed using a list format and will display on multiple pages if needed. See the screen shots (below).
- Payment information parsed from the addenda (i.e., BPR Monetary Amount, BPR Account Number, & Reassociation Trace Number) for every single remittance item, are displayed only once within the Payment Information section.
- Data for each remittance item is separated by a line.
- A change was made to stop parsing Originator Info after a dash space (-) is encountered.

The ACCT- will now be included in the data entry field, but at least the value will always get parsed even when the ACCT- is not present.

PDF format:

Wire Payment

Batch Information

File Creation: 08/21/2020	Customer Account: 121137522
File ID: 2225	Amount: \$21.84
Payment Type: 195 - Incoming Money Transfer	
Bank Reference Number: 200821010002	Customer Reference Number: 002232

Unparsed Text:

```

ADDENDA={8250}000000123*EMAL*get-remittance-info-herel@xxx.org16
ADDENDA={8300}PIPROPBILL A SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL B SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL C SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROP
ADDENDA={8300}PIPROPBILL E SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL F SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL G SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL D SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL H SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL I SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL J SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL K SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL L SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL M SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL N SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL O SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL P SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL Q SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL R SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL S SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL T SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL U SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL V SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL W SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL X SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL Y SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPBILL Z SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA=ANSI{8200}0855ISA*00* *00* *22*SMITH *17*
    
```

Parsed Text:

	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L B SMITH JR PA	Remittance Originator: BILL A SMITH JR PA
5	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L C SMITH JR PA	Remittance Originator: BILL B SMITH JR PA
6	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP	Remittance Originator: BILL C SMITH JR PA
7	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L E SMITH JR PA	Remittance Originator:
8	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L F SMITH JR PA	Remittance Originator: BILL E SMITH JR PA
9	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L G SMITH JR PA	Remittance Originator: BILL F SMITH JR PA
10	<hr/>	
	Remittance Beneficiary: HERITAGE ROASTINGADD ENDA={8300}PIPROP L D SMITH JR PA	Remittance Originator: BILL G SMITH JR PA
11	<hr/>	

Note the number on the left of the Parsed Text column (highlighted below) reflects the sequence of the item within in the transaction.

Wire Payment

Batch Information

File Creation: 11/24/2020 Customer Account: 7722343227
 File ID: 0572 Amount: \$30.00
 Payment Type: 195 - Incoming Money Transfer
 Bank Reference Number: 140924010002 Customer Reference Number: 001572

Unparsed Text:

```
ADDENDA=ANSI(8200)0855ISA*00*          *00*          *ZZ*SMITH          *17*
067012099          *140324*1219*U*00401*575525178*1*T*:\GS*RA*SMITH*067012099*
20140324*121919*52836130*X*004010\ST*820*00000011\BPR*C*666.01*C*FWT*CTX*
01*067012099*DA*0000000000*1111111111*01*072000096*DA*10002111111111*
20140324\NTE*OBI*FUNDS TRANSFER INSTRUCTIONS FROM ORDERING CUSTOMER\TRN*1*
140324120011\CUR*02*USD\REF*22*SHR*CHARGE OR ALLOWANCE\REF*TM*ORD900002011\
REF*94*CALL FIRST THEN FAX\REF*PO*1234567890*REFERENCE FOR BENEFICIARY\DTM*
001*20150321\N1*PR*BILL T SMITH JR FA\N1*RB*BENEFICIARYS BANK*SW*072000096\
N1*PE*WOLVERTON INC*91*COMERICA\N2*16020 S LOWELL RD\N4*LANSING*MI*48906\
ENT*18\RMR*IV*I000001*ER*126.76*126.76*12.34\REF*BM*I000001-BM101-12323906\DTM*
003*20140324\RMR*IV*I000002*ER*539.25*539.25\REF*BM*I000002-BM101-12323906\
DTM*003*20140324\BE*23*00000011\GE*1*52836130\IEA*1*575525178\
```

Parsed Text:

	Account Number: 0000000000	Reassociation Trace Number: 140324120011
	Amount: \$126.76	RMR Discount Amount: \$12.34
	BPR Account Number: 0000000000	RMR Monetary Amount: \$126.76
	BPR Monetary Amount: \$666.01	RMR Reference Number: J000001
	Invoice Number: I000001	RMR Total Invoice Amount: \$126.76
1	Account Number: 0000000000	Reassociation Trace Number: 140324120011
	Amount: \$539.25	RMR Monetary Amount: \$539.25
	BPR Account Number: 0000000000	RMR Reference Number: I000002
	BPR Monetary Amount: \$666.01	RMR Total Invoice Amount: \$539.25
	Invoice Number: I000002	
2		

Manage Queries

The Manage Queries page can be accessed from the menu bar by selecting **Search** > **Manage Queries**.

NOTE: Queries are user specific and are saved and reused at the user level. In other words, the logged in user will see and use only queries that the logged in user has saved. This is not a global feature.

Dashboard Batch Summary Capture Exceptions Search Reports Notifications Admin Dee Hiatt Instructions sign out

Manage Queries

Show 10 entries Search:

Query Name	Query Description	Default
Silly Sally XXXXX Credit Union	All payments	<input type="checkbox"/>
Tom Terrific Bank Checks	All payment sources, all fields	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries Previous 1 Next

Use the **Search** box to filter the queries displayed in the grid. This filter acts on both the **Query Name** column and the **Query Description** column.

Click the **Edit query** icon in the first column to edit the name or description of a query.



Edit Stored Query

Name:
Michael Inc.

Description:
Michael Inc. Batches

Save **Cancel**

Click the **Load query** icon  in the second column to open the [Advanced Search](#) page and load the query.

If a default query is defined, the default check box is selected for that query. Check a box in the

Default column to specify or change the default query. Select the **Delete**

query icon  to delete a specific query.

Reports

The Reports page allows users to execute various reports. The reports are all preconfigured with a specific output; however, each report may have a number of filters that can limit the amount of data displayed. The reports can be output in either PDF or CSV (text or Excel) format.

Viewing of reports is controlled by roles in **Security Admin**. If a user does not have access to a report, they will not see the link on the Reports page to run the report.

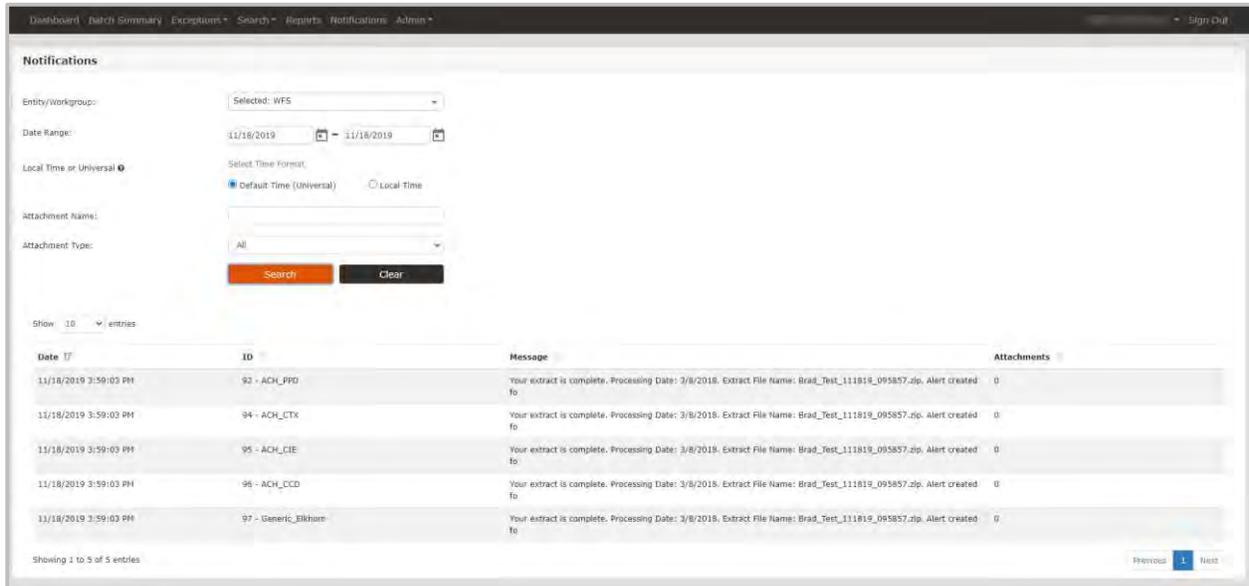
All reports descriptions and samples are provided in the Reports document.

Notifications

The **Notifications** page allows users to view the notifications that have been generated for an entity or workgroup. Notifications are typically reports generated by system alerts (i.e., an import failure or other system problem) but may also be extract files or other attachments. This page may look slightly different depending on where a notification was generated.

For Online Receivables Outsourcing, a client may go to this location to review extract files that were created for their site by Deluxe. If a site uses high dollar alerts or payor type alerts, these will also display in the notifications area (and will typically generate an email). If a site does not use notifications, it can be hidden from their menu.

Click **Notifications** on the Business Online Receivables menu bar to display the Notifications page.



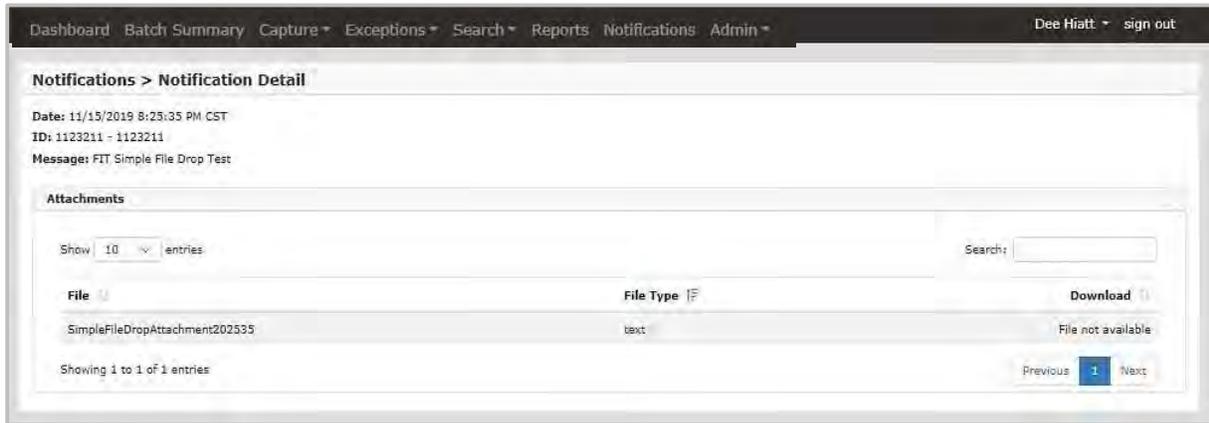
To view notifications, follow these steps:

1. Select an **Entity/Workgroup** from the dropdown list. Click the down arrow to see the tree, expand entities as needed, and double-click the entity or workgroup to select.
2. Select the **Date Range**. By default, the current date appears in the **Date Range**, but the user can select different dates using the calendar tool . Dates are usually entered with the beginning date first and the end date second. However, if a user happens to enter the dates in reverse order, Business Online Receivables will update the search criteria and put the date range in the proper order.
3. Select Local Time or Universal.
4. The **Attachment Name** field is a filtering mechanism and is optional. Enter an attachment filename if known.
5. Select the **Attachment Type** from the dropdown list or select **All** types. If a type is not selected all types will be reported.
6. Click **Search** to display the notifications or click **Clear** to return the parameters to the defaults.

Based on the filter parameters entered, the notifications display in the Notifications grid which provides the following information.

- **Date**—the date and time the notification was generated. Time information is based on the time zone of the user’s system.
- **ID**—the workgroup ID.
- **Message**—a descriptive message about the notification.
- **Attachments**—the number of files attached to the notification.

Click anywhere in a notification row to view the **Notification Details** page.



The **Notification Detail** page displays the **File** name, the **File Type**, and a **Download** icon. Click the download icon  to view or save the notification file depending on the file type (i.e., text, MS Word, PDF, MP3, etc.).

NOTE: Users with permission to view **Notifications** will also be able to view the **Notification Detail** page but to see and use the download icon they must also have download permission.

Admin – User Preferences

The **Admin** menu option has a number of sub-menu options that provide access for modifying settings for **Security Admin**, **Configuration Admin** and **Operational Admin**, as shown here.

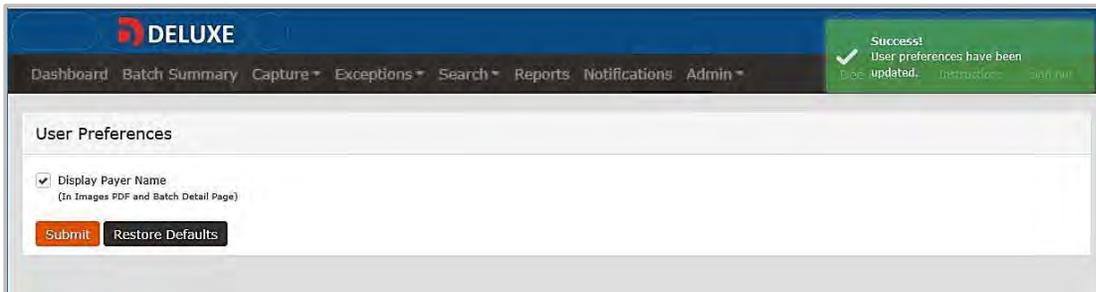
Users may be granted permissions to access some or all of the Admin settings.

For information about the various functions in the Admin UI, please see the *Business Online Receivables Admin Guide* document.



Most users will be granted access to the **User Preferences** page where they can set their own preferences for specified items.

Click **Admin** on the menu bar then select the **User Preferences** option from the dropdown list to open the **User Preferences** page.



Currently there is only one user preference option.

- **Display Payer Name**—Check the box to display the Payer Name in images PDF documents.

Click **Submit** to save the option changes.

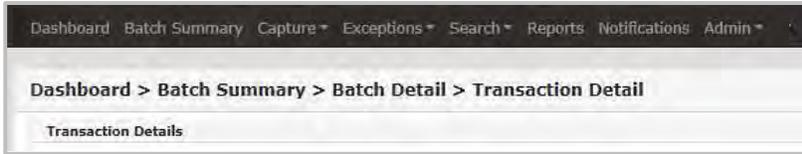
Click **Restore Defaults** to return User Preferences to the default values from the System Settings page.

The **Success!** message is displayed at the upper right whenever a change is successfully submitted, or defaults are successfully restored.

NOTE: Settings made on this page apply to the logged in user only.

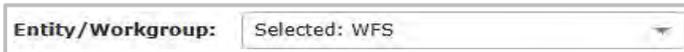
Addendum A - Column Headings and Browser Size

Breadcrumbs



A “breadcrumb” trail is prominently displayed on appropriate pages to facilitate navigating backward through previous pages. Although browser window “back” buttons will sometimes work, they are not consistent in operation. Use of the browser “back” button may lead to browser and connectivity errors. Use of the breadcrumb trail ensures a reliable user experience in the Business Online Receivables application.

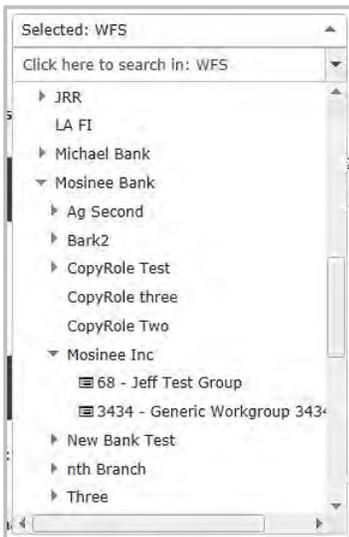
Entity/Workgroup Selector



This navigation tool is used throughout the Business Online Receivables application. It allows the user to select an entity, or a workgroup, for which data is to be displayed. Selecting an entity that has child entities will display data for the parent and the child entities.

Click anywhere in the **Entity/Workgroup** field, or on the down arrow, to display the dropdown list.

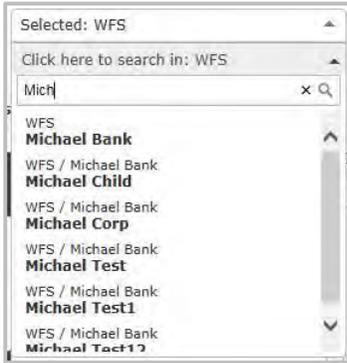
Entities that have an arrow before the name have child entities. Click the arrow to expand the tree and display the child entities. Expand and scroll the tree to find the desired entity or workgroup, and then double-click the name to select.



To search for an entity or workgroup, click the **Click here to search in:** title to display the **Search In** box.

Type a minimum of three characters of the name or workgroup number to be found. The search will automatically begin after the third character is typed, but additional characters may be added to refine the search.

Click once on an item in the search results to select it.



Icons

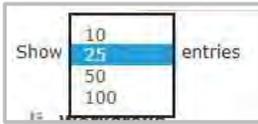
A number of icons are used throughout Business Online Receivables .

Icon	Image	Description
Calendar	 or 	Displays a calendar to select a desired date. Pages that have calendars use one of two types of calendars.
Refresh Page		Refresh the data on the displayed page.
View Notification Detail		On the Notifications page, displays the Notifications Detail page for an item.
View Check Image		View the image of the check or ACH and WIRE surrogate check images.
View Transaction Document		View the non-check items.
View All Images		View all corresponding documents for the transaction or batch in a printer friendly version.
Mark sense data		Items with mark sense data will display this icon.
View report		Displays a context sensitive report such as an item report or a transaction report.
Print		Print the item/report.
Expand Group		Expands an individual group to show the items in the group.
Collapse Group		Collapses an individual group to hide the items in the group.

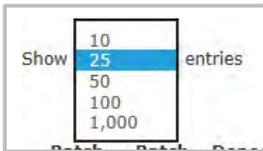
Icon	Image	Description
Locked		Items that have been locked will display this icon.
Edit		Opens a dialog box to edit parameters.
Delete		Opens a confirmation dialog box to delete or remove an item. It can also signify Non Active and Close Modal.
Expand All Groupings		Expands all groups in a data grid.
Flip Image		Flips the image.
Unassign		Unassign the item.
Active		The item is currently Active or assigned.
Collapse All Groupings		Collapses all groups in a data grid.
Dropdown		Drop down the field to see more options.
Previous		Display the previous item or page.
Next		Display the next item or page.
First/Last		Displays the first page/item or last page/item.
Add/Subtract		These buttons are used to configure parameters where items are moved between an “available” box and a “selected” box. The double arrow moves all items across boxes, the single arrow moves selected items across boxes.
Move Up/Down		This function can be found as part of the search criteria window and is used when building a search query. These buttons move a selected item up or down the display order.
Page Navigation		Allows the user to navigate through the pages of a grid.
Warning on Modal		Displays a warning for the modal.
Warning on Table Item		Displays a warning for a table item change.

- The **Show entries** tool will be found on many pages and allows the user to adjust the number of rows that display. This setting may be used to eliminate the need to scroll the screen depending on the size and resolution of the computer monitor. Click anywhere in the quantity box to display the pick list of values.

Dropdown box for the Receivables Summary section of the Dashboard and Manage Queries pages.



Dropdown box for the Batch Summary, Batch Detail and Transaction Details pages.



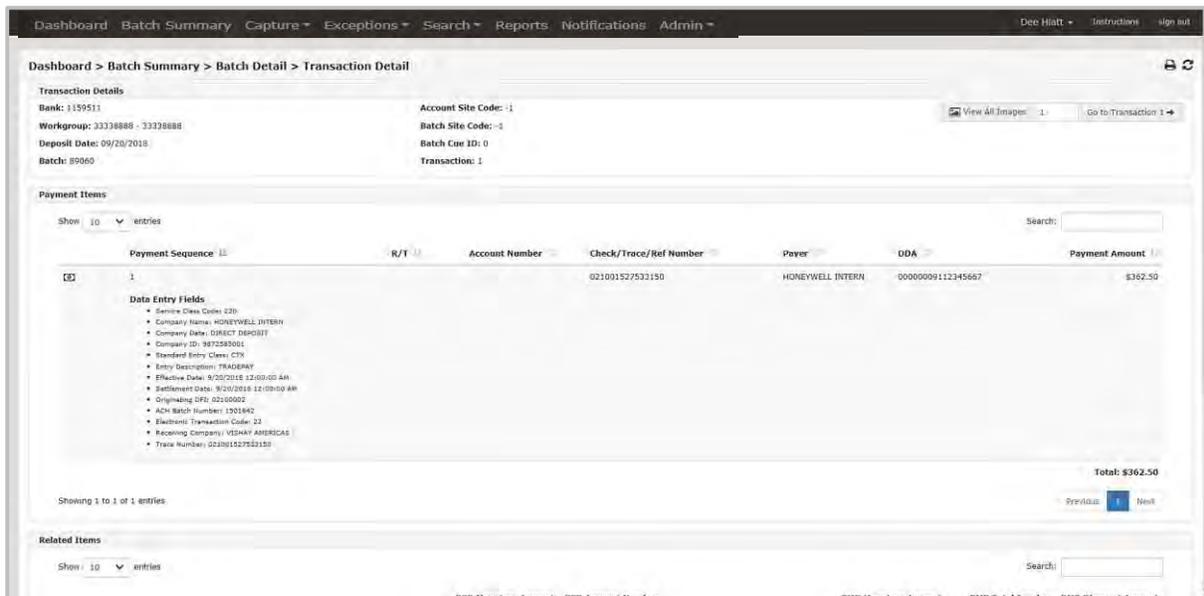
Viewing Grids

The column widths in the Receivables360 browser window are dynamic and change as the width of the browser window is changed. The column heading line wrapping illustrated in this addendum is done using a 24" monitor with a native resolution of 1920 x 1080.

Some grids, such as those in the Receivables Summary, Batch Summary, Batch Detail, Transaction Detail and Advanced Search pages, may be adjusted to better view the data. The following functionality should be kept in mind.

Columns on the Business Online Receivables web pages are dynamic, which means that the width of the column get wider and narrower as the browser window is widened and narrowed. As a user reduces the width of the browser window, the column headers and data begin to wrap as the columns become narrower.

Sample of a page when the browser window is wide.



Sample of a page when the browser window is narrowed. Note that some of the column headers have wrapped to fit in the narrower columns.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: -1 View All Images 1 Go to Transaction 1 →

Workgroup: 33338888 - 33338888 Batch Site Code: -1

Deposit Date: 09/20/2018 Batch Cue ID: 0

Batch: 89060 Transaction: 1

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
1			021001527533150	HONEYWELL INTERN	00000009112345667	\$362.50

Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL
INTERN
- Company Data: DIRECT
DEPOSIT
- Company ID: 9872583001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018
12:00:00 AM
- Settlement Date: 9/20/2018
12:00:00 AM
- Originating DFI: 02109002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY
AMERICAS
- Trace Number:
021001527533150

Total: \$362.50

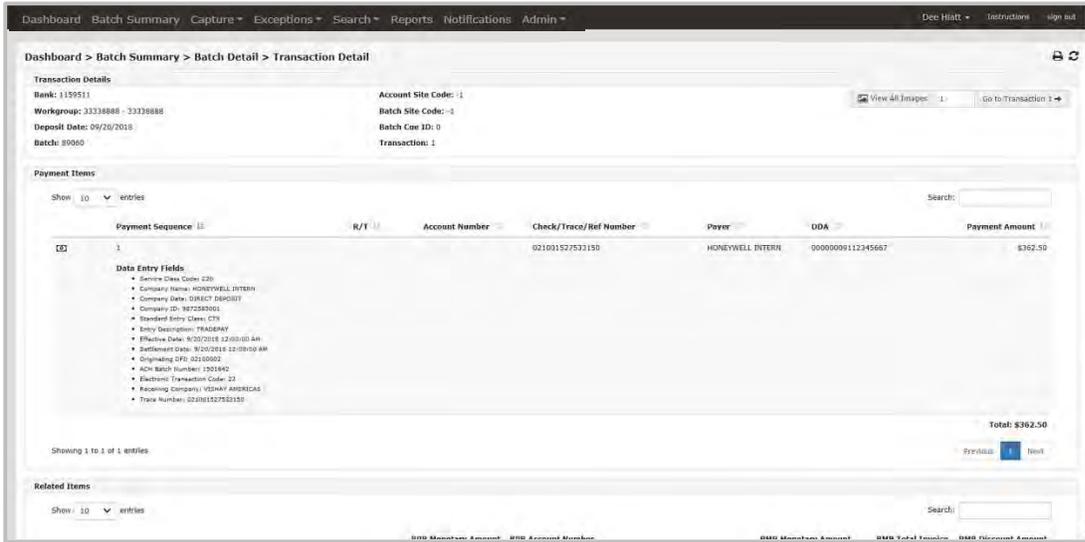
Showing 1 to 1 of 1 entries Previous 1 Next

It is possible to get all columns into a smaller browser window using Windows hot keys for sizing. Use <CTRL -> to reduce the size of type and objects in the browser window, and use <CTRL +> to enlarge type and objects. <CTRL 0> returns the text and objects to the default (100%) browser size.

Click on a column heading to change the sort order of the results. The data will toggle between ascending and descending order with each click of the header.

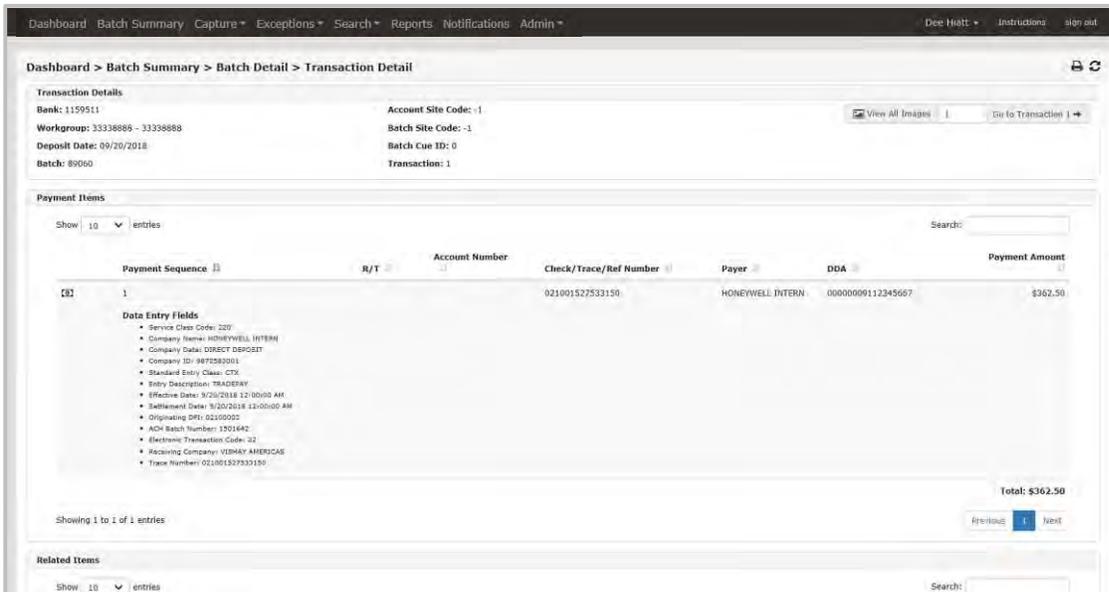
Adjustments to the appearance of the grid will be reflected in the PDF documents created by the Print icon.

Adjusts to the appearance of the grid are not retained when the user leaves a page. The default column setting will be used when the page is next opened.



As a user reduces the width of the window, the column headers begin to wrap (stack) as the columns become narrower. All screens shots below are displayed at the same percentage as the maximized screen above (39%) to provide an accurate comparison.

Note in the following screenshots that as the browser window is narrowed, the column headers begin to wrap and stack up.



As the browser window is made narrower, the column header wrapping becomes more pronounced.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details
 Bank: 1159511 Account Site Code: -1
 Workgroup: 33338888 - 33338888 Batch Site Code: -1
 Deposit Date: 09/20/2018 Batch Cue ID: 0
 Batch: 89060 Transaction: 1

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
1			021001527533150	HONEYWELL INTERN	00000009112345567	\$362.50

Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 9872883001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 02100002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERICAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries Previous Next

Related Items

Show 10 entries Search:

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details
 Bank: 1159511 Account Site Code: -1
 Workgroup: 33338888 - 33338888 Batch Site Code: -1
 Deposit Date: 09/20/2018 Batch Cue ID: 0
 Batch: 89060 Transaction: 1

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
1			021001527533150	HONEYWELL INTERN	00000009112345567	\$362.50

Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 9872883001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 02100002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERICAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries Previous Next

As one squeezes the browser window smaller and smaller, eventually the type size will go to a smaller point size and the menu bar at the top starts to wrap (stack).

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: -1 View All Images 1 Go to Transaction 1 →

Workgroup: 33338888 - 33338888 Batch Site Code: -1

Deposit Date: 09/20/2018 Batch Cue ID: 0

Batch: 89060 Transaction: 1

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
1			021001527533150	HONEYWELL INTERN	000000911234567	\$362.50

Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Desc: DIRECT DEPOSIT
- Company ID: 987283001
- Standard Entry Class: CTX
- Entry Description: TRADERSAV
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 02100002
- ACH Batch Number: 1301642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERICAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries Previous 1 Next

Continuing to narrow the browser window eventually begins to truncate columns.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: -1 View All Images 1 Go to Transaction 1 →

Workgroup: 33338888 - 33338888 Batch Site Code: -1

Deposit Date: 09/20/2018 Batch Cue ID: 0

Batch: 89060 Transaction: 1

Payment Items

Show 10 entries Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Paym Amo
1			021001527533150	HONEYWELL INTERN	000000911234567	\$362

Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Desc: DIRECT DEPOSIT
- Company ID: 987283001
- Standard Entry Class: CTX
- Entry Description: TRADERSAV
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 02100002
- ACH Batch Number: 1301642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERICAS
- Trace Number: 021001527533150

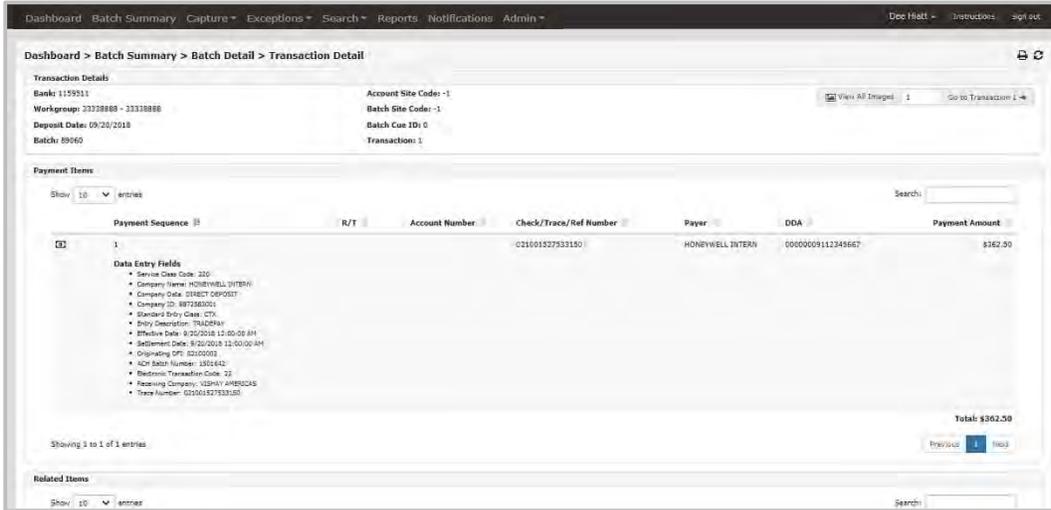
Total: \$362

Showing 1 to 1 of 1 entries Previous 1 Next

It is possible to get all columns into a smaller browser window using Windows hot keys for sizing. Use <CTRL -> to reduce the size of type and objects and <CTRL +> enlarge type and objects.

<CTRL 0> returns the text and objects to the default (100%) size.

The screen shot below is captured with <CTRL -> applied and inserted here at the same 39% of the actual screen size the same as the screen shots above. Note that all column headers are displayed without wrapping even though the window is much narrower than the maximized window screen shot at the beginning of this document.



A Receivables360 user will need to size the browser window and scaling to meet their needs, understanding that narrowing the browser window will cause column headers and date to wrap.

Columns

'View' Links

'View' links have been added in a new column for each of the following pages:

- Dashboard
- Batch Summary
- Batch Detail
- Pre-Deposit Exception Summary
- Pre-Deposit Exceptions Detail
- Post-Deposit Exceptions Summary

These links are tab focusable to allow keyboard users to tab to every line of data in the grid so the information in those rows can be read by a screen reader. When users press enter after placing focus on one of these links, the next page containing further information in regard to the row the user was on will be displayed.

Dashboard Example:

The dashboard displays a 'Summary Amounts and Counts' section with two donut charts. The left chart shows the total amount of \$89,033,834.18, broken down by payment type: Check (\$1,895.54, 0.00%), ACH (\$89,030,630.33, 100.00%), Card (\$258.21, 0.00%), Cash (\$258.21, 0.00%), SWIFT (\$551.88, 0.00%), and Wire (\$230.00, 0.00%). The right chart shows the total amount of \$89,030,630.33, broken down by payment type: Check (41, 03.96%), ACH (18, 23.68%), Card (4, 5.26%), Cash (4, 5.26%), SWIFT (7, 9.21%), and Affinity (2, 6.33%).

The 'Receivables Summary' table shows the following data:

Workgroup	Payment Source	Payment Type
2234322 - Automation-Filter	AutomationACH	ACH
2234322 - Automation-Filter	AutomationACH_Service	ACH
33339888 - 33339888	AutomationACH	ACH
7890005 - AutomationGeneric	AutomationGeneric	ACH

The detailed view shows a total amount of \$89,030,630.33, with a sub-total of \$6,050.00, and a total of \$88,901,877.86. The total amount is broken down into \$122,680.64 and \$21.83. The 'View' links are highlighted in red.

Change Log

Date	Description
18 April 2024	Document modified for v2.05. Added bullet at beginning for screen reader support & 'View' Links section for functionality in hotfix 2.05.01.
23 April 2024	Removed Online from the product where referenced in the guide.
13 Feb 2025	Added MFA.