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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 compatable 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

Login	
Entity Name	
Entity	
Login Name	
Login Neme	
Password	
Password	Forgot Password
Sign In Change Password	

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.

nter information bel assword.	ow to begin the process of resetting your
ntity	
Entity	
igin Name	
Login Name	
mail Subject Line	
Email Subject Line	

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.

To help keep Verification	your content safe, please complete the 2-Step Process below.
An email messa verification code	te with a verification code was just emailed to γου. Please enter the a γου received.
Didn ¹ f receive th	ie the ventication code email? Check your spam folder for an email from
DoNotReply⊜Si administrator	scuntyAdmin.com. If you still don't see the email, try contacting your system
Backleron	Panial

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.



- 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.

Apps 🧧 R360	E Reading list
If you experience any difficulty in accessing content on WebSite.com please contact us at XXX-XXX-XXXX or email us at CustomerSupport@deluxe.com, and we will make every effort to assist you.	x
pein.	
This website uses cookies to enhance user experience and to analyze website performance and traffic. We also share informa site with our marketing and analytics partners.	tion about your use of
Password Earpot Paisword	
Assword Errort Password Sign In Change Password Change Cha	
ssword Password Ecrept Password Sign In Change Password Uteration Change	
Assword Password Fereot Password Sign in Change Password Website Accessibility Policy	

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.

Introductor - Decort Solution	ary capters true	prove - Servin	Neports Motification	ong Marinin -					Jernein - Signo
re-Deposit Exceptio	ons Summary								
ow 10 🔹 entries								Search:	
Entity 17	Workgroup 🗍	Batch []	Transaction Count	Deadline 👔	Status]]	User 1	Deposit Date 🎵	Process Date	Payment Source
WFS\AutomationTest\Auto mationImports	7890001 - Post Deposit Test Workgroup	2	1	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	integraPAY
WFS\AutomationTest\Auto mationImports	7890001 - Post Deposit Test Workgroup	ġ	2	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	IntegraPAY
WFS\AutomationTest\Auto nationImports	7890001 - Post Deposit Test Workgroup	4	2	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	integraPAY
WFS\AutomationTest\Auto nationImports	1124211 - Automation iPAY lockbox	1	1		Pending Decisioning		5/26/2020	5/26/2020	integraPAY
WFS\AutomationTest\Auto mationImports	1124211 - Automation iPAY	5	1		Pending Decisioning		5/28/2020	5/28/2020	integraPAY

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.

ashboard Bat	ch Summary Capture	 Exceptions - Sea 	rch - Reports Notification	is Admin +		-	 Help, sign out
Dashboard							80
Entity/Workgroup:	Selected: WFS	+ Grouping	: Payment Type	*			
Deposit Date:	11/12/2020	1					
Summary Amount	rs and Counts						101
	640 Amount: \$149,897.24	 A CH: 41 C Field: C Grid: 32 C Both: 52 C Strurt: S Wire: 30 	7,079.22 (97.22%) 160446 (1,22%) 85.21 (0,16%) 55.21 (0,16%) 55.15 (0,40%) 55.25 (0,60%)		Edal Payments: 65	■ ACH: 15 (22.00%) ■ Check 27 (41.54%) ■ Card: 4 (5.45%) ■ Card: 4 (5.45%) ■ Card: 4 (5.45%) ■ SWIFT: 7 (10.77%) ■ Wire: 8 (12.31%)	
Receivables Summ	nary						
Show 50 👻	entries					Search:	
Workgroup 17			Payment Source	Payment Type	DDA	Payment Count	Total
- Payment Typ	e: ACH					15	\$137,079.22
2234322 - Auton	nation-Filter		AutomationACH	ACH	0000000081428899	3	\$6,050.00
33338888 - 333	38888		AutomationACH	ACH	00000009112345667	11	\$122,680.64
3434 - Generic V	Vorkgroup 3434		ACH_Henn1	ACH	123123000123	1	\$8,348.58
- Payment Typ	e: Card					4	\$258.21
2234322 - Auton	nation-Filter		AUTOMATIONIMAGERPS	Card	55546980123456789	4	\$258.21
- Payment Typ	e: Cash					4	\$258.21
2234322 - Auton	nation-Filter		AUTOMATIONIMAGERPS	Cash	55546980123456789	4	\$258.21
- Payment Typ	e: Check					27	\$1,864.46
1123211 - 1123	211		AUTOMATIONIMAGERPS	Check		10	\$0.00



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	The name of the logged in user. Click on the User Name mend 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.					
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.					

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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.

Dashboard	Admin -	
Dashboard	Configuration Admin	
Entity/Workgroi	Banks	p
	Operational Adr	nin
Summary Co	User Preference	5
Deposit Date	07/01/2015	9

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.

Dashboard						80
Entity/Workgroup:	Selected; WFS	*	Grouping:	Payment Type	~	
Deposit Date:	9/21/2017	*				

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.

Grouping:	DDA Entity Payment Source Payment Type Workgroup	
-----------	--	--

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 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

Dashboard Batch Sur	mmary DDA	Summary	Exceptions +	Search +	Reports	
Notifications Admin -					Jeff Henn	sign out
Dashboard						C
Entity/Workgroup: Selected	I: WFS		Ŧ			
Summary Amounts and C	Counts					
Deposit Date: 9/13/2017	m					

User scrolls down the page and date picker is visible.

/ 🗅 R360	×	1-									800	13
	ecure	https	//rech	ubqawe	eb02.c	alabs.r	nwk/R3	60UI/Dasl	hboard		☆	÷
Apps 🚺 Suggested	Sites	Imp	orted F	rom IE								
Notifications	Adm	nin -										-
			-	_						Jeff Henr	n sign out	
Dashboard											C	
Entity (Workgrou	Dr. Cak		WEC									
Entry workgrou	pr Sen	etteu.	WI S									
Summary Amo	ounts a	nd Co	unts									
Deposit Date:	9/13/2	2017		<u></u>								
	SE	P 2017				<	>					
	S.	-44		W	÷	r	-					
	SEF	2				1	2					
	3	4	5	6	7	8	9					
	10	11	12	13	14	15	16					
	17	18	19	20	21	22	23		-			÷



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.

Groupin	g:		Payment Type	~				
Sumn	nary A	mou	nts and Counts					+
Recei	vable	s Sun	nmary					
Show	50	*	entries			Search:		11
Work	group	ŧ	Payment Source	Payment Type	DDA		Payment Count	Total
- Pay	ment	Type:	АСН				14	\$128,730.64

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



Business Online Receivables 2.05 User Guide



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.

ihaw 50 🗸 entries				Search	11
Workgroup	Payment Source	Payment Type 🏨	DDA	Payment Count	Total
– Payment Type: ACH				12	\$24,200.00
68 - Jeff Test Group	ACH_Henn	ACH	0000000051428888	12	\$24,200.00
- Payment Type: Cash				4	\$4,220.10
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Cash	123456789	2	\$2,110.05
99 - ImageRP5_Elkhorn	ImageRP5_Elkhorn	Cash	123456789	2	52,110.05
– Payment Type: Check				12	\$4,736.78
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check		0	\$0.00
99 - ImageRP5_Elkhorn	ImageRPS_Elkhorn	Check	123456789	8	\$516.68
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	.2	\$2,110.05
99 - ImageRP5_Elkhorn	ImageRP5_Elkhorn	Check	123456789	2	\$2,110.05
					Total: \$33,156.88
howing 1 to 7 of 7 entries					Considering of Manual

Use the **Search** box ^{Search} 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 <u>Grouping filter</u> 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 <u>Batch Summary</u> page.



	many									0
ate Range:				Workgroup:		Payment Typ	e:			
/19/2019	-	- 6/19/2019	Ē	Selected: 3434 - G	eneric Workgroup 3434	ACH		~		
					*	Payment Sou	rce:			
						ACH_Henn		~	Search	
Show 10	✓ entri	es						S	iearch:	
Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Transaction Count	Payment Count	Document Count	Batch Total
				and a	122122000122	-1	1	1	1	\$5,591.62
37976	35278	06/19/2019	ACH_Henn	ACH	123123000123					
37976 37978	35278 35280	06/19/2019 06/19/2019	ACH_Henn	АСН	123123000123	-1	1	1	1	\$5,083.18
37976 37978 37995	35278 35280 35297	06/19/2019 06/19/2019 06/19/2019	ACH_Henn ACH_Henn ACH_Henn	асн асн асн	123123000123 123123000123 123123000123	-1 -1	1 1	1	1	\$5,083.18 \$441.65
37976 37978 37995 37997	35278 35280 35297 35299	06/19/2019 06/19/2019 06/19/2019 06/19/2019	ACH_Henn ACH_Henn ACH_Henn ACH_Henn	ACH ACH ACH ACH	123123000123 123123000123 123123000123 123123000123	-1 -1 -1	1 1	1 1 1	1 1 1	\$5,083.18 \$441.65 \$441.65

Click a batch row in the **Batch Summary** page to view the batch details. See the <u>Batch Detail</u> section for more information about the **Batch Detail** page.

orkaroup:	9999 99 - ImageRPS	Elkhorn			Batch ID: Batch:	1630. 180		
eposit Date:	09/21/2017	-			Batch Site Code:	1		
ccount Site ode:	1				Batch Cue Code:	D		
Show 10 😽	entries					Searc	hi	
Transaction	Payment a	Amount		R/T	Account Number	Check/Trace/Ref Number	DDA	
	1	\$94,56	D	095601171	96372050	1733	123456789	e
	2	\$48.67		101380933	96725340	2385	123455789	8
	3	\$31,27		078237559	64292703	1768	123456789	0
	4	\$83.71	•	080881142	47438986	9651	123456789	0
							a series and the	



Click a transaction row on the **Batch Detail** page to view the transaction details for the batch. See the <u>Transaction Detail</u> section for more information about the **Transaction Detail** page.

Transaction Details						
Bank: 9999	Acco	unt Site Code: :	L	In View All Im	ages 2	Go to Transaction 2 -
Workgroup: 99 - ImageRPS_Elkhorn	Batc	h Site Code: 1		Carteria		
Deposit Date: 09/21/2017	Batc	h Cue ID: 0				
Batch: 16	Tran	saction: 2				
Batch ID: 1630						
Payment Items						
Show 10 V entries					Search:	
Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
Data Entry Fields • Cochta 45:67 • Cochta 40:000011:383.67 • Coff Type: • New Data Fields: 06/21/2017	101380933	96725340	2385		123456789	\$48.67
Showing 1 to 1 of 1 entries					Pre	widus <u>t</u> Next
lelated Items						
Show 10 🗸 entries					Search:	
New Date Field 🕕 🛛 🗛	countNumber	0.11	Datetest (Currencytest KFI	Туре	Float Test
terms and the same of		3	09/09/2017	\$44.00 none		234
D 09/21/2017					Pre	ivious 1 Next
D9/21/2017 Showing 1 to 1 of 1 entries						
09/21/2017 Showing 1 to 1 of 1 entries Documents						
O9/21/2017 Showing 1 to 1 of 1 entries Cocuments Show 10 V entries					Searcht	
O9/21/2017 Showing 1 to 1 of 1 entries Cocuments Show 10 v entries Document Sequence 19		Sequence W	ithin Transaction		Search:	m
C 09/21/2017 Showing 1 to 1 of 1 entries Documents Show 10 v entries Document Sequence 18 C 2		Sequence W 2	ithin Transaction T		Search: Description Invoice	u.

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 <u>Receivables Summary</u> section of the Dashboard page.



latch Summary										8
ate Range:	Worke	roup:		Payment T	ype:		Payment Source	e:		
9/21/2017 🖀 - 9/21/2017	🖀 Selec	ed: WFS	÷.	All		¥	All		Y S	earch
Show 10 V entries Batch II Deposit Date I P	ayment Sourc	e Payment Type		DDA	Transaction Count	Pay	ment Count	Search:	Batch	Total
and the second s		All and a state of the state of	-							

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.

atch Sum	mary									8
Date Range:				Workgroup:		Payment Typ	e;			
5/19/2019	-	- 6/19/2019	Ē	Selected: 3434 - G	ieneric Workgroup 3434	ACH		~		
						Payment Sou	rce:		and the second se	
						ACH_Henn		~	Search	
Show 10	✓ entri	les						3	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 A	II Batches:	14	14	14	\$50,635.34

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	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.
	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.



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 ^{Search} 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.

ate Range:			Workgroup:		Payment T	ype:			
11/20/2018	m -	11/20/2018	Selected: 3333	8888 - 33338888	ACH		¥		
					Payment S	ource:		_	
					Russian and	C A C AL		Forsk	
-					Automatic	MACH	-	Search	
Show 10	♥ entries				Automatic		Search	DDA:000000	09112345

To access the Batch Detail page for a specific batch, click the batch row in the grid. See the following <u>Batch</u> <u>Detail</u> 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 <u>Search</u> results page.

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



in the						at TD	0000		
ankt	1159511				Bat	ch ID:	9020		
vorkgroup:	2234322 - Automation-	riner			Bal	chi ab Site Ceder	9020		
reposit Date:	02/01/2023				Bat	ch Site Code:	1		
account site code:	1				Dat	ch cue code:	0		
Show 10 😁 en	tries						Search:		
Transaction 17	Payment Amount	Payment Image	Transaction Image	All Images	R/T	Account Number	Check/Trace/Ref Number	DDA	
1	\$94.56	1	0	-	095601171	96372050	1733	55546980123456789	8
2	\$48.67	D	B	-	101380933	96725340	2385	55546980123456789	0
3	\$31.27	•	D	1	078237559	64292703	1768	55546980123456789	0
4	\$83.71	193		-	080881142	47438986	9651	55546980123456789	₽
		View All						Total Amount: \$25	8.21

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	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.
	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.
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	The Batch Cue Code is associated with integraPAY [®] work and will display zero for other payment sources.
	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 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.

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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
00153
00153
00189
003
007958
007955
01062
0123
0124
02020

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

Sample View Image report

Ray Romanzo	-1
Birabell, Wi 23145	Date 1/au . 12
Hender Sackelly	160.00
Bart of Birthell	dolari
895 Main St., Birabell, WI 23145	1
Memo	Salma Tayak_
0078666744 95711766	P 2348
leposit Date: 1/1/2014.	R/T: 007866674
Varkgroup, 3000 - XI acksley Insurance - Auto Lines	Account Number: 95711766
LBX CA	

Click the **View Transaction Document(s)** icon ⁽¹⁾ to generate a PDF document containing all the non-check images for the selected batch.

Click the **View All Images for Transaction** icon **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 ^{led} 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 <u>Batch Detail</u> 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

atch Summary > Batch Detail > Transa	action Detail			80
Transaction Details				
Bank: 1159511	Account Site Code: 1		View All Images 1	Go to Transaction 1 \rightarrow
Workgroup: 2234322 - Automation-Filter	Batch Site Code: 1			
Deposit Date: 02/01/2023	Batch Cue ID: 0			
Batch: 9020	Transaction: 1	A		
Batch ID: 9020				
Payment Items				
Show 10 v entries			Search	
Image Report Payment Sequence 17	R/T Account Number	Check/Trace/Ref Number	Payer 1_ DDA 1_	Payment Amount
	095601171 96372050	1733	Payer1 55546980123456789	\$94,56
Company Name: Courtesy Amount: 894.56		В		
KT Type: None New Data Field: 10/3/2016 New Data Field: 10/3/2016 Showing I to 1 of 1 entries				Total: \$94.56
KTI Type: None New Date Field: 10/3/2015 Showing I to 1 of I entries elated Items				Total: \$94.56 Preyrous
KTI Type: None New Data Field: 10/3/2015 Showing I to 1 of I entries elated Items Show 10 ✓ entries		С	Search:	Total: \$94.56
	Amount 1 Amount Due 1 B	C Balance Amount	Search: New Date	Total: \$94.56
• kTl Type: None • New Date Field: 10/3/2015 Showing I to 1 of 1 entries elated Items Show 10 ∨ entries Image Report Related Item Sequence †7 □ 1	Amount Amount Due B \$94.56 \$123.45	C Salance Amount KFIType T None	Search: New Date 10/3/2016	Total: \$94.56 Preyrous 4 Next
KT type: None New Data Field: 10/3/2015 Showing I to 1 of 1 entries elated Items Show 10 ✓ entries Image Report Related Item Sequence †₹ D 1 Showing 1 to 1 of 1 entries	Amount Amount Due B \$94.56 \$123.45	C Balance Amount KFIType None	Search: New Date 10/3/2016	Total: \$94.56 Previous 4 Next
 kTl Type: None New Data Field: 10/3/2015 Showing I to 1 of 1 entries Show 10 ~ entries Image Report Related Item Sequence †? ① 1 Showing I to 1 of 1 entries ocuments 	Amount Amount Due B \$94.56 \$123.45	C Salance Amount KFIType T None	Search: New Date 10/3/2016	Total: \$94.56
KTI type: Nome New Data Field: 10/3/2015 Showing I to 1 of 1 entries Elated Items Show 10 ∨ entries Image Report Related Item Sequence †₹ D 1 Showing I to 1 of 1 entries ocuments Show 10 ∨ entries	Amount Amount Due B \$94.56 \$123.45	C Balance Amount KFIType T None	Search: New Date 10/3/2016 Search:	Total: \$94.56
Krit type: None New Data Field: 10/3/2015 Showing I to 1 of 1 entries elated Items Show 10 ✓ entries Image Report Related Item Sequence †₹ D 1 Showing I to 1 of 1 entries ocuments Show 10 ✓ entries Image Document Sequence 1₹	Amount Amount Due B \$94.56 \$123.45	Salance Amount KFIType None	Search: 10/3/2016 Search: Description	Total: \$94.56 Previous 1 Next
 kTl Type: Nome New Data Field: 10/3/2015 Showing I to 1 of I entries elated Items Show 10 ✓ entries Image Report Related Item Sequence †₹ ① 1 Showing I to 1 of I entries ocuments Show 10 ✓ entries Image Document Sequence †₹ ① 1 	Amount Amount Due B \$94.56 \$123.45 Sequence Within Tran	C Balance Amount KFIType None	Search: New Date 10/3/2016 Search: Description	Total: \$94.56



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**.

Transaction Details			
Bank: 9999	Account Site Code: 1	Millimages 2	Go to Transaction 2 +
Workgroup: 99 - ImageRP5_Elkhorn	Batch Site Code: 1	and the second s	
Deposit Date: 02/15/2019	Batch Cue ID: 0		
Batch: 6906	Transaction: 2		
Batch ID: 5905			

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.

Show IU	✓ entries					Search	
Image Rep	ort Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
•	1 Data Entry Fields • CC2 Field: \$94.56 • Company Name: • Courtery Amount: \$94.50 • KFI Type: Yone • New Date Field: 10/3/203	095601171	96372050	1733	Payer1	55546980123456789	\$94,56
							Total: \$94.56



The Payment Sequence reflects the sequence of this item in the transaction, not the item sequence within the batch. The **View Image(s)** icon **(1)** 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 ^{the} 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.

ch ID: 30004 ch Number: 30004 nsaction Number: 1	
nsaction Number: 1	
Number 1	
CC-100 - M M09446	
	57200
PAY TO THE WE	\$ 482.55
for hundrend excepts two 55	DOLLARS
MEMO	
1:1206976651 97656306# 6393	일일(김희영주)(김희)
A DESCRIPTION OF THE OWNER OF THE	10

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.

Show 10	✓ entries					Search:
Image Re	port Related Item Sequence 17	Amount T	Amount Due 🦷	Balance Amount	KFIType	New Date
D	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 ⁽¹⁾ 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.

Show 10 😪 entries		Search:	
Image Document Sequence $\hat{\uparrow}_{\hat{z}}^{\Xi}$	Sequence Within Transaction	Description	
	I	Invoice	
Showing 1 to 1 of 1 entries			Previous 1 Next

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 ⁽¹⁾ 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.

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Sample Document Images

⁴ Bevent • • • • Insurance • Protecting Your Future	Policy Number: 44459001 Premium Amount Due: February 24,0000 Payment Due: \$78.97	Enter address change below (please wait 6-8 weeks to take effect) Address:
 123 South Olson St. Green Acres, WI 56543 800-800-8000 	Amount Enclosed: 7897	CityState
Check here for actinus change. With new address on new of coupor.		Zp
Apollo Oyes 342 Skating Ave. Green Acres, WI 56543	Remit to: Bevent Insurance P.O. Box 45099 Almondville, WY 89038	Phone ()
4445900010	228000007897027	
Deposit Date: 2/15/2019 Workgroup: 99 - ImageRPS_Elkhorn Batch: 6906 Transaction: 2 Batch ID: 6906		Deposit Date: 2/15/2019 Workgroup: 99 - ImageRPS_Eikhorn 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.

ich ID: 40011					
rment Rems					
Show 10 👻 entries				Search:	
Status Payment Sequence 1F R/T	Account Number	Check/Trace/Ref Number	Payer 1	DDA	Payment Amount
0 0 a Rejected 1			Ciao		\$0.08
					Total: \$0.00
Showing 1 to 1 of 1 entries					Previous 1 Next
ted Items					
Show 10 🛩 entries				Search:	
Status 17					Amount
6 🗋 Rejected 1					\$0.01
2 2					\$0.01
8 Rejected 3					\$0.02
Showing 1 to 3 of 3 entries					Previous 1 Next
uments					
Show 10 entries				Search:	
Status U Document Sequence 1F	Sequence Within Transaction	Description	6		
0 🗅 Rejected 1	1	Invoice			
D 2	2	Invoice			
Showing 1 to 2 of 2 entries					Previous A Next



shboa	rd > Ba	tch Summary	> Batch Detail > Trans	saction Detail						.0
ransact	ion Details									-
lank: 99	9			Account Site Co	de: 1		Sa vie	w MI Images 1	Ge to Transaction	11-
Vorkaro	up: 30 - 94	wert Insurance - UP		Batch Site Code	1 H					
eposit i	Date: 05/0	9/2020		Betch Cae ID: 0						
latch: 12	2233			Transaction:						
atch ID	112132									
ayment	Items									
Shin	10	w artrien						Sear	anc.	
		Status IF	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount	
	@ 0	Anjected	1						\$0.0	10
			Data Entry Fields							
0	(E) 🖨	Rejected	1						\$0.0	0
			Data Entry Fields • Maximum 349.02							
_	60 (2						80.0	0
			Data Entry Fields • Thaterive 88							
									Total: \$0.0	10

If the user hovers over (or clicks on) the error icon, the reject reason from ImageRPS is displayed in the hover over message.

https:///36018gameb01	R - anilap P	+								- 0
C # 136	Officiaweb01.	qalabs.n	k/UI/Transactie	inDetail						* (
			Countery A MatAllCing	maunti (60.01) maunti						
8			2		121000976	00014279			123456789	\$0.01
			Data Entry Fie • Subcacks • ButChacks • CC2 Feld • Courtery A • tastAfCrea	elds ht 50.02 umday: (4560 80.03 mouth: 67.9) wage:						
										Total: \$0.02
Showing 1 to 2	2 of 2 entries								. De	rrimer L Tégeit
Related Home										
resoren 10805										
Show 10									Searchi	
Show 10	⇔ antries Status 17		Address2	Amount	Amount Due F	irstName LastNam	e MFidAddressTes	MFLDCityTest	Search State XPolicyNumber	ZipCode
Show 10	 untries Status 1^p 	2	Address2	Amount \$0,00	Amount Due F	irstName LastNam	e MFldAddressTes	MFLDCityTest	Search: State XPolicyNumber	ZipCode
Show 10	 ✓ ant/les Status 17 Rejected 	2	Address2	Amount \$0,00 \$0.02	Amount Due F	irstName LastNam	MFidAddressTest	MFLDCRyTest	Search:	ZipCode
Show 10	 ✓ entries Status 1² Réjected (vit) 256 due 1 	2 1 Text Report	Address2	Amount \$0.00 \$0.02	Amount Due F 50.02 Int Report with 250 (her Test	FrstName LastNám	MFidAddressTest	MFLDCityTest	State XPolicyNumber	ZipCode
Show 10	Contribution of a contributicon of a contribution of a contribution of a contributic	2 1 Tert Rejac	Address3 with 256 char Text with 256 char Text	Amount \$0,00 \$0.02 Reject with 256 char 1 Reject with 256 char 1	Amount Due 50.02	Feject +(0).256 char Text Reject 1	MFIdAddressTes	MFLDCRyTest	State XPolicyNumber	ZipCode
Show 10 Show 10 Terr Tayer Showing 1 to 1 Documents	 antries Status 17 Rejected woh 236 chart woh 236 chart anth 236 chart a of 2 entries 	2 1 Tert Rejection	Address2 with 255 char Text with 255 char Text	Amount \$0.00 \$0.02 Reject with 205 char T Reject with 255 char T	Amount Due F 50.02 ant Reject with 236 cher Test ant Re	irstName LastNam	MFIdAddressTest	MFLDCRyTest	State XPolicyNumber	ZipCode
Show 10 Show 10 Tert faint Showing 1 to 2 Documents Show 18	 ✓ untries Status 17 Rejected (a) 256 duart (a) 256 duart (a) 206 duart (a) 207 a estries ✓ estries 	2 1 Tert Reject	Address.3 with 256 char Text acts 256 char Text	Amount 50.00 50.02 Repet way 255 chart Repet way 255 chart	Amount Due F 50.02 ant Report with 236 cise Test feat Re	irstName LastNam	MFidAddressTes	MFLDCRyTest	State XPolicyNumber	ZipCode
Show 10 Show 10 Terr Reject Showing 1 to 1 Documents Show 18	 ✓ untrise Status 17 Rejected won 326 court untri 326 court untri 326 court z of 2 entries ✓ entries 	2 1 Tert Report	Address2 with 256 char Text with 256 char Text	Amount 50.00 50.02 Report with 256 clien T Report with 256 clien T	Amount Due F 50.02 ant Reject with 236 cher Ten reat Re	Teyer 409.256 char Text Report	an MFIdAddressTes	MFLDCityTest	Search Search	ZipCode 11111 without 1 vest
Show 10 Show 10 Terr Reject Showing 1 to 1 Documents Show 18	 entries Status 17 Rejected even 256 our even 256 our a of 2 entries a of 2 entries 	2 1 Terr Report	Address2 with 256 (nar Tert arth 256 (nar Tert arth 256 (nar Tert	Amount 50.00 50.02 Reject with 255 client Reject with 255 client 1	Amount Due F 50.02 ant Reject with 236 cher Test Rear Re	Frei Name Last Nam	MFidAddressTesl	MFIDCityTest Document Sequence 1f	Search: State XPolicyNumber Search: Search: 1	ZipCode 11111 million 2 Twent Description produce

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**.

Dashboard Bat	ch Summary	Exceptions •	Search ~	Report
Dashboard		Pre-Deposi Post-Depos	t Exception it Exceptio	is ns
ntity/Workgroup:	Selected: W	Client Decis	sioning Mod	dule
eposit Date:	11/11/2020	RPS Web E	xceptions	1
		Payment R	eassociatio	n

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.
- 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.

WAUSAU			In	nageF	RPS We	eb E	Exc	eptio	ns	
Please selec	t a client to proc	255								
Menu Options										
View Deposits	View Batches	Work R	eview	Stat Review	1253					
Client	Group	Date	Batches	Trans Held	Trans Locked	Trans	Items		Options	

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

Dashboard Bati	ch Summary	Exceptions +	Search +	Report
Dashboard	Selected: W	Pre-Deposi Post-Depos Client Decis RPS Web E	t Exception it Exceptio sioning Mon xceptions	is ns dule
veposit Date:	11/11/2020	Payment Re	eassociatio	n

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.

Dashboard Bato	h Summary Capture * Exceptions *	Search -	Reports I	Notifications Admin=
Dashboard		Paymer Advanc	nt Search ed Search	
Entity/Workgroup:	Selected: WFS	Manage	e Queries	/ment Type
				Control Mer

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.

Search Criteria						
Entity/Workgroup:	Selected: WFS			*		
Date Range:	12/16/2016	- (12/16/2016			
Payment Type:	+ All +					
Payment Source:	All			•		
Sort By:	Select one			-		
Query Builder						
Field			Operator		Value	
Select a Column			Select an O	perator	•	×



Defining a Payment Search

Search Criteria

Entity/Workgroup:	Selected: 32 -	Omaha Ba	nkTesting	1
Date Range:	12/16/2016	曾 -	12/16/2016	1
Payment Type:	All			# *
ayment Source:	- All			*
Sort By:	Account / Asc	ending		* *

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

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	1.	×



• 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.

Select an Operator	
	9
ls Greater Trial	
Is Less Than	
Equals	

- Enter a value in the **Value** field.
- Click 👷 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 > Sear	ch Results								
Show 10	entries									
Image	Workgroup	Deposit Date	Batch ID	Batch	Payment Source	Payment Type 🍴 Transaction	Payment Amount	R/T	Account Number 17	Check/Trace/Ref I
[0]	2234322	05/05/2023	3650968	3650968	AUTOMATIONIMAGE RPS	Check	1 \$744.16	049284285	0000037189207	365096968
0	2234322	05/06/2023	3650968	3650958	AUTOMATIONIMAGE RPS	Check	1 \$744.16	049284285	0000037189207	365096968
1	2234322	05/07/2023	3650968	3650968	AUTOMATIONIMAGE RPS	Check	1 \$744,16	049284285	0000037189207	365096968
0	2234322	05/09/2023	3650966	3550968	AUTOMATIONIMAGE	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 <u>Batch</u> <u>Details</u> page.

Click the blue transaction number hyperlink in the **Transaction** column to access the <u>Transaction Detail</u> page.

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

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

Payment Search > Search Results



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.

Saved Queries						
Load Saved Query:	Select Query			-		
Search Criteria						
Workgroup:	Selected: 92 - AC	I_Servi	ice_IAT	*		
Date Type:	Deposit Date			* *		
Date Range:	11/11/2020	- 1	11/11/2020	台		
Payment Type:	All	All All Deposit Date				
Payment Source:	All					
Sort By:	Deposit Date					
Query Builder						
Field			Operator			
Add search criteria						
Display Fields						
Available Fields						
Deposit Date Processing Date Batch Number Payment Type						
Payment Source Transaction Payment Amount						
R/T Account Number						



Defining an Advanced Search

Saved Queries

Saved Queries			
Load Saved	Select Query	~	
Query:			

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

Search Criteria		
Workgroup:	Selected: 92 - ACH_Service_IAT	Ŧ
Date Type:	Deposit Date *	-
Date Range:	11/11/2020 🖀 - 11/11/2020	
Payment Type:	All ×	-
Payment Source:	All x	-

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 curser.
 - 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.

User Guide



- 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

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		

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

Select a Column	÷
	3
Baich ID	
Batch Number	
Payment Amount	
R/T	
Account Number	
Check/Trace/Ref Number	
DDA	
Payer	Y



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

Select an Operator	
	9
1s Greater Trist	
Is Less Than	
Equals	
C 1	1 1.00 11

- 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.

User Guide



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

Available Fields		Selected Fields	
Depoint Date	»» * *		< >
Account Number	10.0.0		

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.

ad stored query	
Name:	
Description:	

- Enter values for the query Name and Description.
- Click Save to retain the search criteria as a query. Queries are managed in <u>Manage</u> <u>Queries</u>.
- 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.

orkgroup: 2234	1322 - Automation-Fil	iter											
10 ¥	entries												
ᅣᆕ Image(s)	Deposit Date	Processing Date	Batch ID	Batch Number	Payment Type	1) Payment Source 11 Tran	saction	1 Payment Amount 1 R/T	Account	Number 71	Check/Trace/Ref Number 💧 DDA 🐁	Payer 11	
0019	05/12/2023	05/12/2023	2020	202.0	Check	AUTOMATIONIMAGER PS	7	\$94.56	095601171	96372050	1733	5554698012 3455789	Payer1
000	05/12/2023	05/12/2023	9020	9020	Check	AUTOMATIONIMAGER PS	7Å	\$48.67	101380933	96725340	2385	5554698012 3456789	Payer2
	05/12/2023	05/12/2023	9020	2029	Check	AUTOMATIONIMAGER PS	3	\$31.27	078237559	64292703	1768	5554698012 3456789	Payer3
	05/12/2023	05/12/2023	9020	9020	Check	AUTOMATIONIMAGER PS	3	\$83.71	080651142	47438986	9651	5554698012 3456789	Payer4
	05/12/2023	05/12/2023	9021	9921	SWIFT	AUTOMATIONIMAGER P5	7	\$94.56	095601171	96372050	1733	5554698012 3456789	
	05/12/2023	05/12/2023	2223	9021	SWIFT	AUTOMATIONIMAGER PS	Z.	\$48.67	101380933	96725340	2385	5554698012 3456789	
00 6 8	05/12/2023	05/12/2023	9021	9921	SWIFT	AUTOMATIONIMAGER PS	3	\$31.27	078237559	64292703	1768	5554698012 3456789	
003	05/12/2023	05/12/2023	9921	9921	SWIFT	AUTOMATIONIMAGER PS	ă.	\$83.71	080881142	47438985	9651	5554698012 3456789	
000 🗅 🖼	05/12/2023	05/12/2023	9022	9022	Card	AUTOMATIONIMAGER PS	1	\$94,56	095601171	96372050	1733	5554698012 3456789	
100 🗅 🖼	05/12/2023	05/12/2023	9022	9922	Card	AUTOMATIONIMAGER PS	2.	\$48.67	101380933	96725340	2385	5554698012 3456789	
3													
owing 1 to 10 of	675 entries										Previous 1 2	3 4 9	0H

Click the **View Payment Image** icon **(D)** 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 icon for the 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 \mathbf{V} indicates that the transaction contains mark sense data.

08/12/2016	6906
ansaction contains ma	arksense data
08/12/2016	5905

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 <u>Transaction Detail</u> 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.

Payment Count: 8
Payment Total: \$713.08
Search Criteria: Workgroup = 2234322 - Automation-Filter, Processing Date From 10/28/2020 to 10/30/2020
Payment Source equals AUTOMATIONIMAGERPS; Payment Type equals Check; Payment Amount Is Greater Than 10.9999999; DDA Begins With 55; (INVL)New Date Is Less Than 12/23/2020; [PMTLCourtesy Amount Is Greater Than 50;

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 singles 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.



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- NOTE: For these features to be active for an operator, the "Search Download/Print Advanced Search Results" permission controls activation of the view and download search results features.
- NOTE: Business Online Receivables limits the volume of data that may be viewed or downloaded from Advanced Search to 5000 rows. If the results returned by a query are greater than 5000 rows, the buttons are disabled and not available.





Click **PDF View** to open a PDF document of the results grid with the standard Adobe controls to save, print, or page through the document.

R/T	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	Download as text -
009016134	
009016134	
009016134	
009016134	
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009016134	
009016134	
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009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
009016134	
Payment Count: 35	
Payment Total: \$125.59	
Search Criteria: Workgroup = 30	- Bevent Insurance - BP; Deposit Date From 03/15/2020 to 03/15/2021; R/T Contains 009016134;



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.

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

Deposit Date, Batch ID, Batch Number, Payment Type, Pa	yment Source, Transaction, Payment Amount, R/T, Account Number, Check/
Humber, Dur, Edyer,	
"06/15/2019", "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","","","00000000000001","0123456668","DELUXE CORP",
"06/17/2019", "37559", "35161", "ACH", "ACH Henn", "1",	"\$60021.10","","","00000000000001","0123456668","DELUXE CORP",
volitizote, sisse, sater, Hen, Hen_henn, s,	SEC021.10 , , , 00000000000001 , 01234300000 , DEDUKE CORF ,

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

Deposit Date, Batch ID, Batch Number, Payme	it Type, Payment Source, Transaction, Payment Amount, R/T, Account Number, Check/Trace/Res
Number, DDA, Feyer,	
07/29/2019,12894,12894,ACH,ACH Service,1	27,989.73,,,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,,,00000000000000000,666666671,,
07/29/2019,12900,12900,ACH,ACH Service,2	,\$1,132.65,,,00000000000000,666666671,,
07/29/2019,12902,12902,ACH,ACH Service,1	\$9,360.01,,,00000000000001,666666671,,
07/29/2015,12902,12902,ACH,ACH Service,2	,\$5,523.99,,,00900000000001,666666671,,

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

Deposit Date, Bato Number, DDA, Payer,	ch ID, Batch Nu	mber,Pa	yment Type,Pa	yment Source, Tr	ansaction	, Payment	Amount, R/T, Acc	count Number, Check/Trace/Ref
06/18/2019,37835	35137, ACH, ACH	Henn, 1	\$82530000.00	,,113062999054	918,01234	56668,,		
06/18/2019,37836	, 35138, ACH, ACH	Henn, 1	\$39960000.00	,,071399949928	319,01234	56668		
06/18/2019,37836,	35138, ACH, ACH	Henn,2	\$15740000.00	,,071299935343	720,01234	56668,,		
06/17/2019,37780,	35082, ACH, ACH	Henn, 1	\$19871.60,,,	000000000000000000	,01234566	68, DELUXE	CORP,	
06/17/2019,37859,	,35161,ACH,ACH	Henn, 1	\$60021.10,,,	000000000000000	,01234566	68, DELUXE	CORF,	
•								

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.

First Merchants Bank

An "images" folder with document images in TIF format.

Name	Туре
🖐 images	Filefolder
國 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.



	Batchi	D Batch	h Payment Source Paymen	Transaction Amount	R/T	Account	Check Number	DDA	Checks	Documents
2015	2853	2853	ImageRPSTesting Check	1	\$94.56 095601	171 96372050	1733	12121212	Check	Document image not available.
2015	2853	2853	ImageRPSTesting Check	2	\$49.67 101300	923 96725340	2365	12121212	Check Check	Document Document
2015	2853	2853	ImageRPSTesting Check	3	\$31.27 078237	559 64292703		12121212	Clinck Clinck	Document Document
2015	2853	2853	ImageRPSTesting Check	-4	\$83.71 080891	142 47438986	9651	1212121212	Coace	Document Document
	20	maacRP	STesting 20150713 9999 15	2853 8 C F.IIF - Windows Pho	ata Viewer	-		- 0 -		
	E	ie =	Prink * E-masi Burr	· · Open ·					5	
	1	-		tereiter an ette	-	-			8	
		(Her		in the desired	The Tail	1-1-0-	10-10-10-10-10-10-10-10-10-10-10-10-10-1	行行		
	11.5	-11-	H	Trates Trates	Contraction in Contract & London	the late the second	the second se	the second se		
	11.2	11	11-11-11-11-11-11-11-11-11-11-11-11-11-		一 一 一	- 100	- 10	1444		
	1	明白			DATE	Dct 25	5,12 -			
		PAY	TO THE Fash	imable (DATEC	Det 25	5,12	77		
		PAY	TO THE Fash	ionable (DATEC 21074051	201-25 Som \$	5,12 183.	7 7/1	-	
			to the Fash	ionable-C	Date Clotless	50+25 5000 \$	5 <u>1</u> 2 183.	77		
			to THE Fash	ionable - C 1/100-	lottes.	201-25 som \$	5,12 183. dollars	Z7:		
		PAY	to the Fash	ionable C Mos	lottes.	201-25 som \$	5,12 183. dollars	Z/1 634-2		
	1000 CO.	PAY ORDE	to the Fash	ionable C 1/100	DATE 210Hoss	<u>уст 25</u> сота \$ 995(- NEGO	DOLLARS MABLE	Z/)	- - -	
	the state of the s	PAY ORDE	Polis Fash Hy Throad D	ionable (1/100	Date Clotless Baber 96	51	5,12 183. dollars mable	Z7 6==-		
		PAY ORDA	A Thread D	inable C 1/100	Date Clottess BB# 96	<u>51</u> 2024 \$ 995< NEGC	DOLLARS MABLE	Z/1 0		
		HI PAY ORDE	Horizon Horizon Deben 14 Pictor	ionable-C 1/100	DATE CICHES: DATE	51 2000 99≪-NEGC	5,12 183. Dollars MABLE	Z71 6		
		PAY ORDE	Porte Fash Arthrogan Bobb 114 P:	ionable-C	DATE CloHess	51	5,12 1834 DOLLARS	Z/ 0		

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 in another window or tab. This window will automa	download is still processing. Leave this window open and re-authenticate yourself atically restore when you have successfully logged back in.
If you 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.

		08/12/2016	6906	<u>6906</u>	Check
		08/12/2016	6906	6906	Check
V	•	08/12/2016	6906	<u>6906</u>	Check
		08/12/2016	<u>6906</u>	<u>6906</u>	Check
		08/12/2016	6906	6906	Check
Showin	10 21 to 30 of 66 entrie				
Showin PDF	ng 21 to 30 of 66 entrie	as Text Download Re	sills		
Showir PDF Exit	ng 21 to 30 of 66 entrie Misw Download a Selective Print Mode	ss Text Download Ke e Print All	sulls	elected	
Showir PDF Exit Payme	g 21 to 30 of 66 entrie View Downloatt t Selective Print Mode nt Count: 42	e Tert Download Re Print All	stills View St	elected	
Showir PDF Exit Payme Payme	g 21 to 30 of 66 entrie View Download a Selective Print Mode nt Count: 42 pt Total: \$23,165,54	e Print All Print All	stills A View St	elected	

- 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.

- 1. All addenda data is displayed using a list format and will display on multiple pages if needed. See the screen shots (below).
- 2. 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 with in the Payment Information section.
- 3. Data for each remittance item is separated by a line.
- 4. 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:





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

Batch Informa	ation					
File Cre	eation:	11/24/2020		Customer	Account:	7722343227
F	ile ID:	0572			Amount:	\$30.00
Payment Bank Reference Nu	Type: imber:	195 - Incoming Money Transfer 140924010002	Customer	Reference	Number:	001572
Inparsed Text:						
0140324\NTE*OB1*FU	NDS TR	0*11111111111**01*0720000: ANSFER INSTRUCTIONS FROM	ORDERING	CUSTOMER	III*	
1 '06 12035' 04 4000 0140324 NHT ex081 FUI 40324120014 (cUH +02) EF*94*CALL FIRST TI 01*20150321 (N1 * PR*T 1* PE*WOLVERTON INC' NT*18 (NR*1V* 1000) 03*20140324 (NR*1V' TM*003*20140324 (SR*	*USD\B +USD\B HEN FA BILL T *91*CC 01*ER* *10000 *23*00	0*11111111111**01*0720000 MNSFER INSTRUCTIONS FROM EF*22*SHR*CHARGE OR ALLON X\REF*p0*1234567890*REFEI SMITH JF PA\M1*RB*BENEF. MERICA\M2*16020 S LOWELL 126.76*126.76*12.34\REF*1 00*ER*359.25*533.25\REF*1 0000011\GE*1*52886130\IEJ	96*DA*100 ORDERING KANCE\REF RENCE FOR ICIARYS B RD\N4*LA M*100000 A*1*57552	02111111 CUSTOMER *TN*0RD900 BENEFICI ANK*SW*07 NSING*M1* 1-BM101-1 2-BM101-1 5178\	111* (\TFN*1* 002011\ ARY\DTM 2000096 48906\ 2323906 2323906	* \ \ртм+ \
1-06-0012039-04-000 0140324\nrre=c01+02 EF*94*CALL FIRST TI 01+20150321\n1*PET 1*PE*W0LVERTON INC NT*10%NR*1V*10000 03+20140324\RMR*IV* Parsed Text: Account Nu	MDS TF *USD\B HEN FA BILL T *91*CC 01*ER* *10000 *23*00	0*11111111111**01*0720000 MNSFER INSTRUCTIONS FROM EF*22*SER*CHARGE OR ALLO X:REF*p0*1234567890*REFEI SMITH JF PANN1*RB*BENEF: MERICAN2*16020 S LOWELL 126.76*126.76*12.34/REF*1 0000011\GE*1*52836130\IEJ 0000000000	P6*DA*100 ORDERING WANCE\REP EENCE FOR COLARYS B RD\N4*LA M*100000 M*100000 A*157552 Reassock	02111111 CUSTOMEF *TN*ORD90 BENEFICI ANK*SW*D7 NSING*MI* 1-BM101-1 2-BM101-1 5178\	111* (\TFN*1* 002011\ ARY\DTM 2000096 48906\ 2323906 2323906 Number:	140324120011
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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.

)ashboard	Batch Summary Capture * E	ceptions * Search * Reports Notification	is Admin * Dee Hiatt +	Instructions sign out
Manage	Queries			
Show 10	♥ entries		50	earch:
	Query Name	Query Description	Default	
ØQ	Silly Sally XXXXX Credit Union	All payments	0	×
αß	Tom Terrific Bank Checks	All payment sources, all fields	R	×
Showing 1 to	2 of 2 entries			Previous 1 Next

Use the **Search** box ^{Search} 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 *i* in the first column to edit the name or description of a query.



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Name:	
Michael Inc.	
Description: Michael Inc. Batches	
Michael Inc. Batches	

Click the Load query icon Q 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 X 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.

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tifications				
ty/Workgroup:	Selected: WFS			
Range	11/18/2019 E = 11/18/2019			
(Time or Universal O	Select Time Format.			
chment Name:				
chment Type:	Al	-		
ihow 10 👻 entries	Search Clear			
how 10 ♥ entries Date 17	Search Clear	Message	Attachments	
How 10 ♥ entries Date 17 11/18/2019 3:59:03 PM	Search Clear 10 92 - AGI_PPD	Message Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo	Attachments	
tow 10 → entries Date 17 11/18/2019 3:59:03 PM	Search Clear 10 92 - ACH_PPD 94 - ACH_CTX	Message Your extract is complete. Proceeding Date: 3/8/2018. Extract File Name fo Your extract is complete. Proceeding Date: 3/8/2018. Extract File Name fo	Attachments Attachments Brad_Test_111918_0095857.dp. Alert created 0 Brad_Test_111819_0095857.dp. Alert created 0	
How 10 ♥ entries Date 17 11/18/2019 3:59:03 PM 11/18/2019 3:59:03 PM 11/18/2019 3:59:03 PM	Search Clear 10 92 - ACH_CPR0 94 - ACH_CTX 95 - ACH_CTE	Hessage Your extract is complete. Processing Date: 3/8/2016. Extract File Name: Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Your extract is complete. Processing Date: 3/8/2018. Extract File Name:	Attachments Brad_Test_111818_095857.dp. Alert created 0 Brad_Test_111819_095857.dp. Alert created 0 Brad_Test_111819_095857.dp. Alert created 0	
tiony 10 ♥ entrues Date 17 11/18/2019 3:59:03 PH 11/18/2019 3:59:03 PH 11/18/2019 3:59:03 PH	Search Clear 10 - 92 - ACH_PPD - 94 - ACH_CTX - 95 - ACH_CTX - 95 - ACH_CTX -	Message Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo	Attachments Brad_Test_111818_095857.dp. Alert created 0 Brad_Test_111819_095857.dp. Alert created 0 Brad_Test_111818_095857.dp. Alert created 0 Brad_Test_111818_095857.dp. Alert created 0	
How 30 ♥ entries Date 17 11/13/2010 2:59:03 PH 11/13/2010 3:59:03 PH 11/18/2019 3:59:03 PH 11/18/2019 3:59:03 PH 11/18/2019 3:59:03 PH	Search Clear 10 92 - ACH_PPD 94 - ACH_CTX 95 - ACH_CCD 95 - ACH_CCD 97 - Sametic_Elikhame	Hessage Tour scattact is complete. Processing Date: 3/8/2018. Extract File Name fo Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo Your extract is complete. Processing Date: 3/8/2018. Extract File Name fo	Attachments Brad_Test_111815_0093657.dpc, Alert created 0 Brad_Test_111815_0093657.dpc, Alert created 0	

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 in . 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.

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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.

ashboard)	Batch Summary	Capture +	Exceptions =	Search *	Reports	Notifications	Admin *		Dee Hiatt 👻 sign out
Notification	ns > Notificatior	n Detail							
Date: 11/15/201 D: 1123211 - 1 Message: FIT Si	19 8:25:35 PM CST 123211 imple File Drop Test								
Attachments	()								
Show 10	v entries							Search:	
File						File Type 🎼			Download
SimpleFile	DropAttachment20253	5				text			File not available
Showing 1 t									Demoisture Demoisture

The **Notification Detail** page displays the **File** name, the **File Type**, and a **Download** icon. Click the download icon **(i)** 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.

DELUXE		Success!
Dashboard Batch Summary Capture *	Exceptions * Search * Reports Notifications Admin *	User preferences have been
User Preferences		
Display Payer Name (In Images PDF and Batch Detail Page)		
Submit Restore Defaults		

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

Dashboard	Batch Summary	Capture *	Exceptions *	Search -	Reports	Notifications	Admin *	1
Dashboar	d > Batch Sun	nmary >	Batch Detai	l > Tran	saction	Detail		
Transactio	on Details							_

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

Entity/Workgroup:	Selected: WFS	7
The state of the s		

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.

Sele	ected: WFS	*
Clic	k here to search in: WFS	*
Þ	JRR	
	LA FI	
Þ	Michael Bank	
-	Mosinee Bank	
	Ag Second	
	Bark2	
	CopyRole Test	
	CopyRole three	
	CopyRole Two	
	▼ Mosinee Inc	
	🔳 68 - Jeff Test Group	
	🔳 3434 - Generic Workg	roup 3434
	New Bank Test	
	nth Branch	
	Three	-
		1

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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.

Selected: WFS	
Click here to search in: WFS	
Mich	×q
WFS Michael Bank	~
WFS / Michael Bank Michael Child	
WFS / Michael Bank Michael Corp	
WFS / Michael Bank Michael Test	
WFS / Michael Bank Michael Test1	
WFS / Michael Bank Michael Tect12	~

Icons

A number of icons are used throughout Business Online Receivables .

Icon	Image	Description
Calendar	🛍 or 苗	Displays a calendar to select a desired date. Pages that have calendars use one of two types of calendars.
Refresh Page	C	Refresh the data on the displayed page.
View Notification Detail	a,	On the Notifications page, displays the Notifications Detail page for an item.
View Check Image	0	View the image of the check or ACH and WIRE surrogate check images.
View Transaction Document	ß	View the non-check items.
View All Images	A	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	8	Displays a context sensitive report such as an item report or a transaction report.
Print	0	Print the item/report.
Expand Group	Ŧ	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	Ø	Opens a dialog box to edit parameters.
Delete	× O	Opens a confirmation dialog box to delete or remove an item. It can also signify Non Active and Close Modal.
Expand All Groupings	2	Expands all groups in a data grid.
Flip Image	B	Flips the image.
Unassign	8	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	0	Displays a warning for the modal.
Warning on Table Item	A	Displays a warning for a table item change.

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• 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.

ansaction De	tails						
ank: 1159511		Accou	int Site Code: -1			View All In	ages 1 Go to Transaction 1 🚽
orkgroup: 33	336888 - 33336688	Batch Site Code: -1					
eposit Date: 0	9/20/2018	Batch	Cue ID: 0				
tch: 59060		Trans	action: I				
yment Items							
Show 10	✓ entries						Search:
	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA -	Payment Amount
(E)	1			021001527533150	HONEYWELL INTERN	00000009112345667	\$367.50
	Data Extrary Fields						
							Total: \$362.50
Showing 1 t	o 1 of 1 entries						Previous II Next



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.

Transaction Dotails						
Bank: 1159511	Acco	ount Site Code:	-1	1	unan i Sar	
Morkarous, 2000000 000000	Botch Cite Code: 1			View All Im	ages 1	Go to Transaction 1 →
Depert Date: 00/20/2019	Date	th Gue TD: 0				
	Бац	in cde 10. 0				
3atch: 89060	Tran	isaction: 1				
Payment Items						
Show 10 V entries					Search:	
Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
	-		021001527533150	HONEYWELL	000000091123	45657 \$362.50
				INTERN		and transit
Data Entry Fields						
Company Name: HONEYWELL INTERN						
Company Data: DIRECT DEPOSIT						
 Company ID: 9872583001 						
 Standard Entry Class: CTX 						
Entry Description: TRADEPAY						
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:						
004004507500450						

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

shboard > Batch Summary > Batch Detail > Transa	ction Detail					
ransaction Details						
tank: 1159511	Acco	int Site Code: -1			Sa View All Is	napes 1 Go to Transaction 1 +
Vorkgroup: 33338888 - 33338888	Batch	Site Code: -1				
leposit Date: 09/20/2018	Batch	Coe ID: 0				
ayment Items						
show 10 😽 entries						Search:
Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA -	Payment Amount
CD 3 Data Catry Helds. Service Cana Cana Cana Service Cana Cana Cana Service Cana Cana Service			921091527532199	HOMEYWELL INTERN	00000009112345667	6367.59
Showing 1 to 1 of 1 antifes						Total: \$362.50

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.

ank: 1159511		Acco	ant Site Code: -1					
/orkgroup: 33338886 - 33.	336688	Account Site Code: -1 Batch Site Code: -1				View All Images 1 Ger to Tr		nsaction +
Deposit Date: 09/20/2018 Satch: 89060		Batci	Cue ID: 0					
		Trans	action: 1					
ayment Items								
Show 10 🗸 entrie	89						Search:	
Payme	nt Sequence B	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amou	nt
[0] 1				021001527533150	HONEYWELL INTERN	00000009112345657	\$362.	50
Data E - 5 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0	http:/fields windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention. windtame.intervention.							
							Total: \$362.	50
Chamles I to I of I aste	ler						Dentilence De tree	



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

ashboard > Batch Sur	nmary > Batch Detail >	Transact	ion Detail				
Transaction Details	and the back becall a		an octain				
Bank: 1159511		Acco	unt Site Code: -1			View All Imanes	Go to Transaction 1
Workgroup: 33338888 - 3333	8888	Batch	Site Code: -1			The sign we have be	Solid Transaction 1
Deposit Date: 09/20/2018		Batch	Cue ID: 0				
Batch: 89060		Trans	saction: 1				
Payment Items							
Show 10 V entries						Search:	
Baumant C	muanca (i	P/T	Account	Check/Trace/Ref Numbe	Bauer	DDA	Payment
(0) 1	squence	167.1	Humber	021001527533150	HONEYWELL	00000009112345657	\$362.50
Data Entry	Fields				INTERN		
Sarvici	Class Code: 220						
 Compa Compa 	ny Data: DIRECT DEPOSIT						
Compa Standa	ny 1D: 9872583001 rd Entry Class: CTX						
. Entry I	Description: TRADEPAY						
• Settler	nent Date: 9/20/2018 12:00:00 AM						
Origina ACH B:	ting DF1: 02100002 atch Number: 1501642						
Electro Electro	nic Transaction Code: 22 no Company: VISHAY AMERICAN						
• Trace I	umber: 021001527533150						
							Total: \$362.50
Showing 1 to 1 of 1 entries							Previous 1 Next
Related Items							
Show 10 🗸 entries						Search:	
	ch Summary > Bate	ch Deta	il > Transac	tion Detail			80
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/	ch Summary > Bato 8 - 33338888 2018	ch Deta Acco Batc Batc	unt Site Code: h Site Code: -1 h Cue ID: 0	tion Detail	View All Im	ages 1 Go to	⊖ C
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060	ch Summary > Bato 8 - 33338888 2018	ch Deta Acco Batc Batc Tran	unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	tion Detail	View All Im	ages 1 Go to	⊖ C
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items	ch Summary > Bato 8 - 33338888 2018	ch Deta Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	tion Detail	View All Im	ages 1 Go to	Gamma Transaction 1 +
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 🗸	ch Summary > Bato 8 - 33338688 2018 entries	ch Deta Acco Bato Bato Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	tion Detail	View All Im	ages 1 Go to Search:	A 2 Transaction 1 → Payment
Transaction Details Bank: 1159511 Workgroup: 3333898 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V	entries	Ch Deta Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	tion Detail	View All Im	ages 1 Go to Search:	Payment Amount
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymen 10 I 1 Data E	entries nt Sequence I ^E mtry Fields tento faits Code: 220	Acco Batc Batc Tran	il > Transac unt Site Code: h Site Code: h Cue ID: 0 saction: 1 Account Number	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 0000009112345667	Payment Amount \$362.50
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymen (1) 1 Data E	entries Int Sequence	Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	Check/Trace/Ref Number 021001527533150	View All Im Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 0000009112345667	Payment Amount \$362.50
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymen (1) 1 Data E • 6 • 1	entries Int Sequence	Acco Bate Bate Tran	il > Transac unt Site Code: - h Site Code: -1 h Cue ID: 0 saction: 1 Account Number	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 0000009112345667	Payment Amount \$362.50
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymee 3 1 Data E 6 1 0 0	entries entries entries entry Fields farvice Class Code: 220 formpany Name: HONEYWELL NTERN hompany Data: DIRECT percent	Acco Bate Bate Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	Check/Trace/Ref Number 021001527533150	View All Im Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 0000009112345667	Payment Amount \$362.50
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymen (3) 1 Data E	entries entrie	Acco Bate Bate Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 0000009112345667	Payment Amount \$362.50
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Payme [2] 1 Data E	entries entrie	Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1 Account Number	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0000009112345667	Payment Amount \$362.50
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Payme (3) 1 Data E	entries entries entries entries entry Fields entry Fields entry Fields entry Class Code: 220 company Name: HONEYWELL NTERN NTERN Name: HONEYWELL NTERN NTERN Name: HONEYWELL NTERN NTERN Name: HONEYWELL NTERN Endard Entry Class: CTX intry Description: TRADEPAY Hective Date: 9/20/2018 2/0000 AM iettlement Date: 9/20/2018 2/0000 AM	ch Deta Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0000009112345667	₽ 2 Transaction 1 → Payment Amount \$362.50
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Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Paymen Data E	entries entrie	ch Deta Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1 Account Number	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 0 00000009112345667	Payment Amount \$362.50
Transaction Details Bank: 1159511 Workgroup: 3333888 Deposit Date: 09/20/ Batch: 89060 Payment Items Show 10 V Payment 30 1 Data E	entries entries entries entries nt Sequence La htty Fields barvice Class Code: 220 company Name: HONEYWELL NTERN NTERN Data: DIRECT DEPORT Dampany Data: DIRECT DEPORT Data: DIRECT DEPORT Dispasy Laber (Class: CTX http: Description: TRADEPAY Hective Date: 9/20/2018 2:00000 AM Decimating DFII: 021:00002 dectronic Transaction Code: 22 deceving Company: VIBHAY MERICAS Tace Number: 121001527533150	ch Deta Acco Batc Batc Tran	il > Transac unt Site Code: -1 h Site Code: -1 h Cue ID: 0 saction: 1	Check/Trace/Ref Number 021001527533150	Payer HONEYWELL INTERN	ages 1 Go to Search: DDA 00000009112345667	Payment Amount \$362.50



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).

a shi sand a Da		Barada	Detail + T				
asnboard > Ba	itch Summary >	Batch	Detail > 1	ransaction De	tan		
Transaction Detail	5		che cada a				
Bdnk: 1159511	2222000	Datch C	Site Code: -1	View All In	mages 1	Go to Transac	tion 1 +
Deposit Date: 09/3	0/2018	Batch C	the Code: -1				
Batch: 89060	0/2020	Transac	tion: 1				
bucch, oppos		Transac					
Payment Items							
Show 10	 entries 				Search		
Payment 5	iequence II.	R/T	Account Number	Check/Trace/Ref	Payer	DDA	Payment Amount
CC 1				021001527533150	HONEYWELL	00000009112345667	\$362.50
Data Entry	Fields				INTERN		
* Ser	vice Class Code: 220						
INT	ERN						
• Con	pany Data: Direct Devosit						
• Star	Idard Entry Class: CTX V Description: TRADEPAV						
• Effe	ctive Date: 9/20/2016 12:00:00						
+ Sen	lement Date: 9/20/2018						
12:1	00:00 AM						
• AG	Batch Number: 1501642						
• Đạc • Reg	tronic Transaction Code: 22 eiving Company: VISHAV						
AME T	RICAS						
- 15	2 NOTICE 021001327333330						
						Tota	al: \$362.50

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

	u > bd	tch Summary	> Batch	Detail	> Transaction	Detail		0
Transactio	on Details							
Bank: 115	9511		Account Si	te Code:	View All Images	1	Go to Transaction 1	+
Workgrou	p: 333388	88 - 33338888	Batch Site	Code: -1				
Deposit D	ate: 09/20	0/2018	Batch Cue	ID: 0				
Batch: 89	060		Transactio	n: 1				
Payment	Items							
Show	10 🗸	entries			5	Search:		
	Payment S	equence Jà	R/T	Accoun	r Check/Trace/R Number	ef Payer	DDA	
	1				02100152753315	O HONEY	WELL 000000911234	5667
	Data Entry	Fields				INTERO		
	 Sand Com 	pany Name: HONEVWELL						
	Com	RN pany Data: DIRECT DEPOS	T					
	• Com	pany ID: 9872583001 dard Entry Class: CTX						
	· Entry	Description: TRADERAV	200					
	AM	100 Date: 9/20 2018 7210	2100					
	* Setti 12:0	ement Date: 9/20/2018 0:00 AM						
	Origi ACH	nating DFI: 02100002 Batch Number: 1501642						
	• Elect	ronic Transaction Code: 22						
	AME	RICAS	470					
	- Mau	E WORDET 0210010270001	20					



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

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

The screen shot below is captured with <CRTL -> 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 that the maximized window screen shot at the beginning of this document.

inpourd > L	atch Summary > Batch Detail > Transa	iction Detail					
nsaction Deta	ils .						
ak: 1159511		Acco	ount Site Code: -1			View All Intege	1 Go to Transaction I
Workgroup: 23238888 - 33338888 Deposit Date: 09/20/2018		Bate	h Site Coder -1				
		Bak	h Cue ID: 0				
CH1 59060		Irat	isaction: 1				
ment Items							
Show 10	✓ entries						Search:
	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
œ	1			021001527533150	HONEVWELL INTERN	00000009112345567	\$362.50
	Data Early Fields - Service Case Data 120 - Despary, Termit (NEIRWORL), UTBR/ - Despary, Data E. INEET CPO2017 - Despary, 20: 8877840001 - Despary, 20: 8877840001 - Benetic Service Service Service - Benetics Data 5: 92020 12: 92000 - Benetics Data 5: 92020 12: 920001 - Benetics Data 5: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 92000 12: 920000 12: 920000 12: 920000 12: 9200000000000000000000000000000000000						
20.00							Total: \$362.50
Showing 3 to	1 of 1 entries						Previous friend

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:

asinovaru barci Suminary i	Capture * Exceptions * Search * Repair	15 Natifications Admin *				* Sign D
ashboard						8:
tity/Workgroup: Selected: V	NFS - Grouping	Payment Type	1			
posit Date: 4/12/2024						
Summary Amounts and County	s					
	e Act Car Car Silv Wir	n: \$89,030.633,31 (100.00%) h: \$258,21 (0.00%) h: \$258,21 (0.00%) F7: \$551.89 (0.00%) f: \$230.00 (0.00%)			241 18 (23,65%) vd: 4 (5,26%) vd: 7 (5,26%) vlFT: 7 (9,21%) 2 (2,63%)	
			Search:			
Total Amount	t: \$89,033,834.18		Total 14	Actions		
Total Amount Receivables Summary	: \$89,033,834.18		Search: Total 14	Actions		
Total Amount Receivables Summary Show 50 - entries	t: \$89,033,834.18		Search: Total 14 \$89,030,630.33 \$6,050.00	Actions <u>View</u>	Search:	• 2 2
Total Amount Receivables Summary Show 50 v entries Workgroup 17	t: \$89,033,834.18 Payment Source 14	Payment Type	Search: Total 14 \$89,030,630.33 \$6,050.00	Actions View	Search: nt 32 Total 71	O Z Z Actions
Total Amount Receivables Summary show 50 v entries Workgroup 17 – Payment Type: ACH	t: \$89,033,834.18 Payment Source 14	Payment Type	Search: Total 14 \$89,030,630.33 \$6,050.00 \$88,901,877,86	Actions View View	Search: nt 12 Total 11 18 689,020,630.33	Actions
Total Amount Receivables Summary show 10 - entries Workgroup 17 - Payment Type: ACH 2234322 - Automation Filter	t: \$89,033,834.18 Payment Source 14 AutomationACH	Payment Type ACH	Search: Total 14 \$89,030,630.33 \$6,050.00 \$88,901,877,86	Actions View View	Search: nt 12 Total 11 18 1070,030.23 2 46,05000	C Actions View
Total Amount Receivables Summary Show 50 entries Workgroup 17 —Payment Type: ACH 2234322 - Automation-Filter 2224322 - Automation-Filter	t: \$89,033,834.19 Poyment Source 14 AutomationACH AutomationACH_Services	Раутевт Туре Асн АСН	Total *** \$89,030,630.33 \$6,050.00 \$88,901,877,86 \$122,680.64	Actions View View View	Search: nt 72 Total 71 18 409,410,630.33 2 46,055/00 3 \$88,903,877.86	Actions View View
Total Amount Receivables Summary Show 50 entries Workgroup: TF - Payment Type: ACH 2234322 - Automation-Filter 2234322 - Automation-Filter 33330888 - 33330888	t: \$89,033,834.19 Poyment Source 7,6 AutomationACH AutomationACH AutomationACH	Раушент Туре Асн АСН АСН	Total 14 \$89,030,630.33 \$6,050.00 \$88,901,877.86 \$122,680.64	Actions View View View	Search: nt 71 Total 71 18 407,410,630.33 2 46,0550 3 388,901,877.86 11 \$122,680,64	Actions View View View

Change Log

Date	Description
18 April 2024	Document modified for v2.05. Added bullet at beginning for screen reader support & <u>'View' Links</u> 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.