Quick Guide – Login/Dashboard/Batch
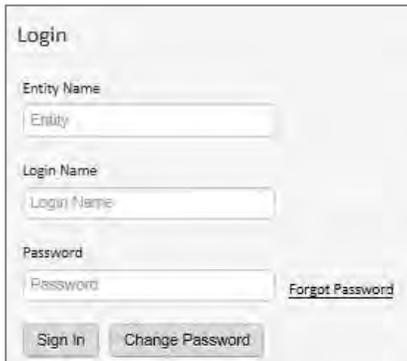
Business Online Receivables 2.05

Contents

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

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

    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 Business Online Receivables application will be displayed.

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

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

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

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

The Business 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 Business Online Receivables.
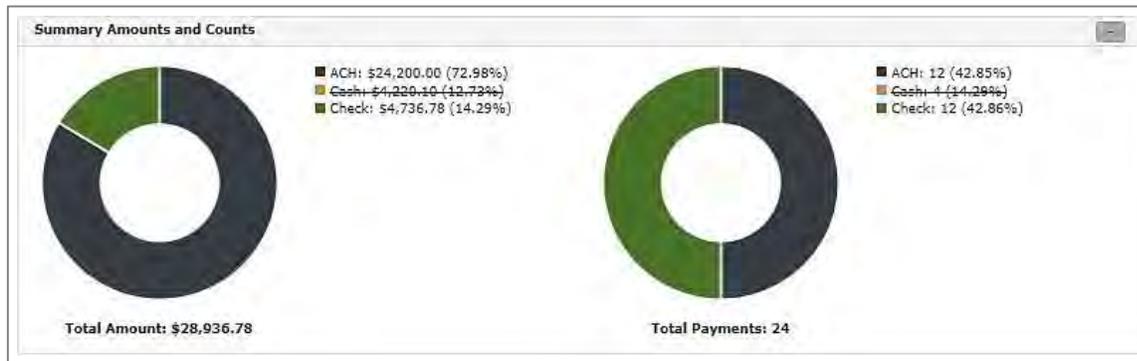
Dashboard

Upon login to Business Online Receivables, the Dashboard page is displayed if the user has been granted permission to the page. The default view is the most current deposit date and the highest level entity.

1. Drop down and select the entity or workgroup to display.

2. Select the Deposit Date.

3. Change the grouping selection to a different grouping if needed.

The Summary Amounts and Counts section updates with the newly selected options. Each section can be minimized or maximized as needed. The application remembers this setting for the physical machine and individual user even after the user logs out of the application.
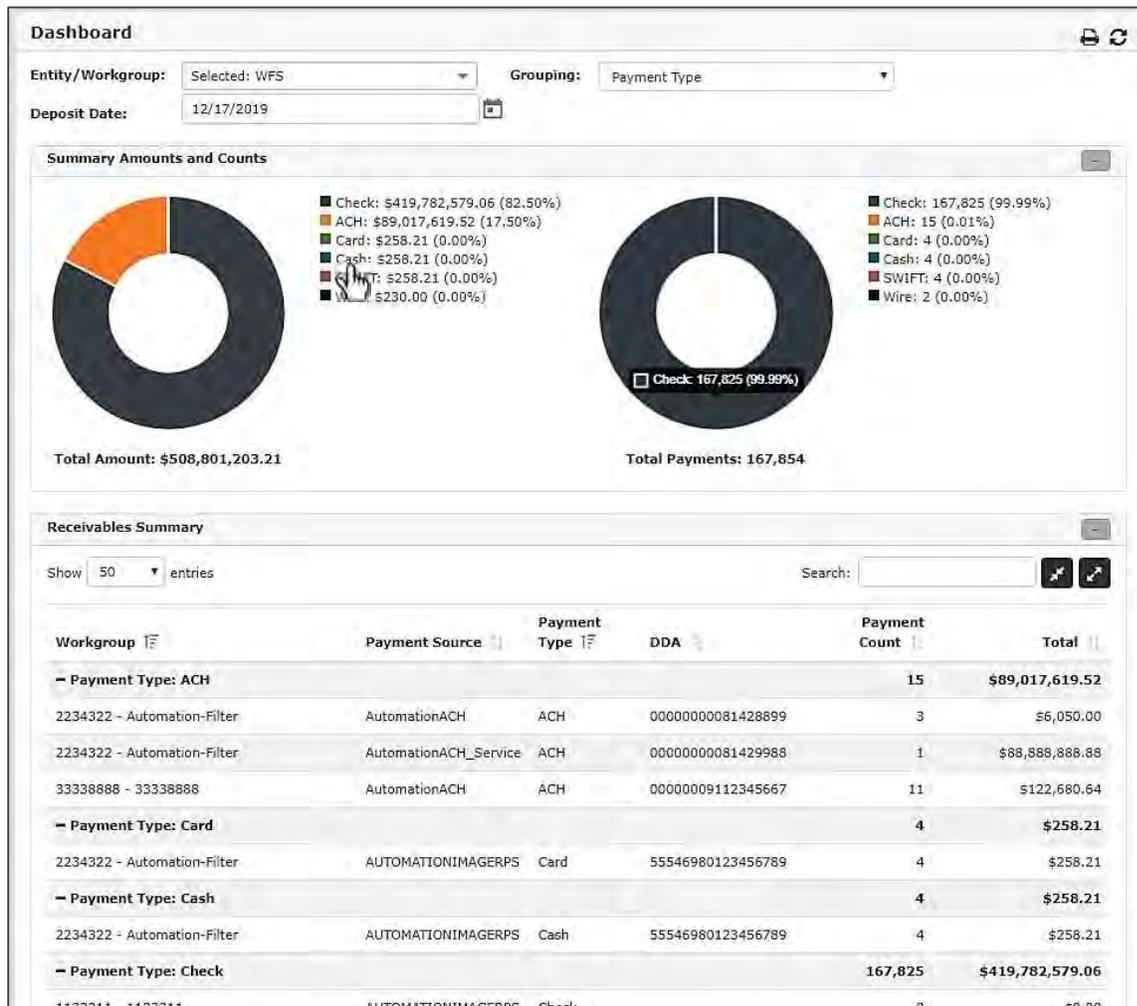
The pieces of the doughnuts can be removed by a click on an item in the legend. Compare image below where Cash has been removed from the doughnuts

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.

Click a row on the **Receivables Summary** page to view a summary of the batches on the **Batch Summary page**. See the Batch Summary section of this document for more information about the **Batch Summary** page.

First Merchants Bank

Batch Summary

Date Range: 2/1/2020 — 2/18/2022

Workgroup: Selected: 30 - Bevent Insurance - BP

Payment Type: -- All --

Payment Source: -- All --

Search

Show 10 entries

Search:

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Payment Count	Batch Total
432198	432198	03/06/2020	DIT	Check	123456789	1	10	$0.07
432198	432198	03/09/2020	DIT	Check	123456789	1	10	$0.07
30001	30001	03/19/2020	DIT	Check		1	10	$0.07
30004	30004	03/20/2020	DIT	Check		1	3	$0.00
30004	30004	03/20/2020	DIT	Check	123456789	1	7	$0.07
30003	30003	03/20/2020	DIT	Check		1	10	$0.00
30005	30005	03/20/2020	DIT	Check		1	3	$0.00
30005	30005	03/20/2020	DIT	Check	123456789	1	7	$0.07
30006	30006	03/20/2020	DIT	Check		1	10	$0.00
30007	30007	03/20/2020	DIT	Check		1	10	$0.00
					Grand Total for All Batches:		477	$3,348.99

Showing 1 to 10 of 108 batches (filtered from 98 total batches)

Previous 1 2 3 4 5 ... 11 Next

Click a batch row in the **Batch Summary** page to view the batch details.

Click a transaction row on the **Batch Detail** page to view the transaction details for the batch.

Click any breadcrumb in a page header to return to a previous level.

Batch Summary

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

1. Select a Date Range.

2. Double-click a Workgroup (entities cannot be selected).

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.

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Payment Count	Batch Total
432198	432198	03/06/2020	DIT	Check	123456789	1	10	$0.07
432198	432198	03/09/2020	DIT	Check	123456789	1	10	$0.07
30001	30001	03/19/2020	DIT	Check		1	10	$0.07
30004	30004	03/20/2020	DIT	Check		1	3	$0.00
30004	30004	03/20/2020	DIT	Check	123456789	1	7	$0.07
30003	30003	03/20/2020	DIT	Check		1	10	$0.00
30005	30005	03/20/2020	DIT	Check		1	3	$0.00
30005	30005	03/20/2020	DIT	Check	123456789	1	7	$0.07
30006	30006	03/20/2020	DIT	Check		1	10	$0.00
30007	30007	03/20/2020	DIT	Check		1	10	$0.00
					Grand Total for All Batches:		477	$3,348.99

Showing 1 to 10 of 108 batches (filtered from 98 total batches)

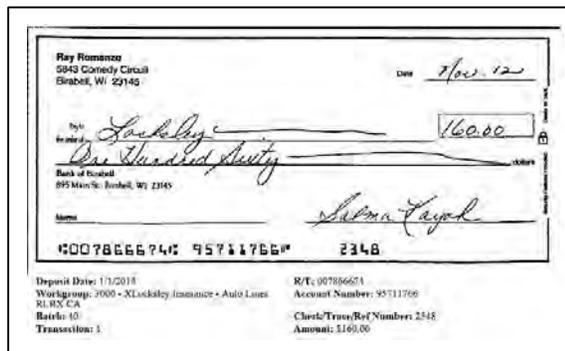Previous 1 2 3 4 5 ... 11 Next

Batch Detail

Batch details are accessed when a user clicks a batch row on the Batch Summary page or the Batch Detail hyperlink on a Search results page. This page provides transaction information.

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

Sample View Image report

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

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

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

Click the **View ImageRPS Audit** icon 🖨 at the far right to generate a Transaction Report PDF. This feature is only available with ImageRPS payment sources and administrator permission. The report includes all ImageRPS data and document images for the transaction.

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

Transaction Detail

Transaction details are accessed when a user clicks a transaction row in the Batch Detail page. Information in the Transaction Detail page may vary based on the type of transactions captured.

Sample Transaction Detail page

Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 9999	Account Site Code: 1
Workgroup: 99 - ImageRPS_Elkhorn	Batch Site Code: 1
Deposit Date: 02/15/2019	Batch Cue ID: 0
Batch: 6906	Transaction: 2
Batch ID: 6906	

View All Images 2   Go to Transaction 2 →

Payment Items

Show 10 entries   Search:

	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
	3	049284285	37189207	1232479		6549809123456789	$744.16
	Data Entry Fields						
	• CC2 Field: $744.16						
	• Courtesy Amount: $744.16						
	• KFI Type: None						
	4	025428913	88418022	1233093		6549809123456789	$477.77
	Data Entry Fields						
	• CC2 Field: $477.77						
	• Courtesy Amount: $477.77						
	• KFI Type: None						

Total: $1,221.93

Showing 1 to 2 of 2 entries   Previous 1 Next

Related Items

Show 10 entries   Search:

		Amount Due	Balance Amount	Change of Address	Due Date	Line of Business	Policy Number
	3	$78.97	$976.62	n	022800	02	444590001
	4	$245.31	$245.31	n	022400	01	005143222

Showing 1 to 2 of 2 entries   Previous 1 Next

Documents

Show 10 entries   Search:

	Document Sequence	Sequence Within Transaction	Description
	3	3	Invoice
	4	4	Invoice

Showing 1 to 2 of 2 entries   Previous 1 Next

Payment Items

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.

Related Items

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.

Documents

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

For more detailed information regarding the Dashboard, Batch Summary, Batch Detail and Transaction Detail options, reference the Receivables360 2.05 User Guide.

Change Log

Date	Description
18 April 2024	Document modified for v2.05.
23 April 2024	Removed Online from the product where referenced in the guide.
13 Feb 2025	Added MFA to the login process.