

# Quick Guide – Login/Dashboard/Batch

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# 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.

Login	
Entity Name	
Enlity	
Login Name	
Login Marrie	)
Password	
Password	Forgot Password
Sign In Change Password	

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.

ater information held	w to begin the process of resetting your
assword.	w to begin the process of reacting your
ntity	
Entity	
ogin 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 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.

Dashboard						8
ntity/Workgroup:	Selected: WFS	<b>≁</b> G	rouping:	Payment Type		
eposit Date:	12/17/2019					
Summary Amounts	s and Counts					
Total Amount: \$5	06,801,203.21	Check: \$419,782,579.06 (82 ACH: \$89,017,619.52 (17,50 Card: \$258.21 (0.00%) Card: \$258.21 (0.00%) Card: \$258.21 (0.00%) S258.21 (0.00%)	.50%) %)	Check: 167,825 (99.99%)	Check: 15 ACH: 15 Card: 4 Card: 4 SWIFT: - Wire: 2	167,825 (99.99%) ; (0.01%) (0.00%) (0.00%) 4 (0.00%) (0.00%)
Receivables Summ	iary					
Show SU Te	ntries				Search:	
Workgroup 17		Payment Source	Payment Type TF	DDA	Payment Count	Total
- Payment Type:	АСН				15	\$89,017,619.52
2234322 - Automa	tion-Filter	AutomationACH	ACH	0000000081428899	3	\$6,050.00
2234322 - Automa	tion-Filter	AutomationACH_Service	ACH	0000000081429988	1	\$88,888,888.88
33338888 - 33338	888	AutomationACH	ACH	0000009112345667	11	5122,680.64
- Payment Type:	Card				4	\$258.21
2234322 - Automa	tion-Filter	AUTOMATIONIMAGERPS	Card	55546980123456789	4	\$258.21
- Payment Type:	Cash				4	\$258.21
2234322 - Automa	tion-Filter	AUTOMATIONIMAGERPS	Cash	55546980123456789	4	\$258.21
- Payment Type:	Check				167,825	\$419,782,579.06
1123211 - 112321	1	AUTOMATIONIMAGERPS	Check		0	\$0.00

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.

5how 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	0000000081428888	12	\$24,200.00
– Payment Type: Cash				4	\$4,220.10
99 - ImageRP5_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		Q	\$0.00
99 - ImageRP5_Eikhorn	ImageRP5_Eikhorn	Check	123456789	8	\$516.68
99 - ImageRP5_Elkhorn	ImageRPS_Elkhorn	Check	123456789	2	\$2,110.05
99 - ImageRP5_Elkhorn	ImageRP5_Elkhorn	Check	123456789	2	\$2,110.05
					Total: \$33,156.88
-					

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> section of this document for more information about the **Batch Summary** page.



atch Summ	ary							0
te Range:			Workgroup;		Payment 1	ype:		
1/2020	ē -	2/18/2022	Selected: 30 - Be	vent Insurance - BP	- All		*	
					Payment S	Source:		-
					All		<ul> <li>Searc</li> </ul>	h
Show 10	<ul> <li>entries</li> </ul>						Search:	
Batch ID	Batch	Deposit Date	Payment Source	Payment Type 1	DDA	Batch Site Code	Payment Count 👔	Batch Tota
432198	432198	03/06/2020	DIT	Check	123456789	1	10	\$0.0
432198	432198	03/09/2020	DIT	Check	123456789	1	10	\$0.0
30001	30001	03/19/2020	DIT	Check		1	10	\$0.0
30004	30004	03/20/2020	DIT	Check		1	3	\$0.0
30004	30004	03/20/2020	DIT	Check	123456789	1	7	\$0.0
30003	30003	03/20/2020	DIT	Check		1	10	\$0.0
30005	30005	03/20/2020	DIT	Check		1	3	\$0.0
30005	30005	03/20/2020	DIT	Check	123456789	1	7	\$0.0
30006	30006	03/20/2020	DIT	Check		1	10	\$0.0
30007	30007	03/20/2020	DIT	Check		1	10	\$0.0
					Grand T	otal for All Batches:	477	\$3,348.9
of 108 batches (filtered from 98 total batches)	nes (filtered from 98 total batches)	total batches)			Grand T	otal for All Batches:	477	\$3,348.99

ank:	9999				Batch ID:	1630		
orkgroup:	99 - ImageRPS_Elkh	om			Batch:	180		
eposit Date:	09/21/2017				Batch Site Code:	3		
count Site ode:	1				Batch Cue Code:	D		
Show 10 💙	entries					Searci	0	
Transaction 4	Payment Amou	int		R/T	Account Number	Check/Trace/Ref Number	DDA	
	1 4	94.56	D	095601171	96372050	1733	123455789	8
0	2 5	48.67	•	101380933	96725340	2385	123455789	8
	8 9	31,27	•	078237559	64292703	1768	123456789	8
	4 4	83.71	•	080881142	47438986	9651	123456789	0
							Tabal Assault	

### 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.

Transaction Details						
Sank: 9999 Workgroup: 99 - ImageRP5_Eikhorn Deposit Date: 09/21/2017 Satch: 15 Satch: 15	Accou Batch Batch Trans	nt Site Code Site Code: 1 Cue ID: 0 action: 2	1	View All Im	ages 2	Go to Transaction 2 🔸
Payment Items						
Show 10 V entries					Search:	
Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
2     Data Entry Fields     C22 Field: \$48.67     Courtery Amount: \$48.67     Kril Type:     New Date Field: 09/21/2017	101380933	96725340	2385		123456789	\$48.67
Showing 1 to 1 of 1 entries					Pr	Total: \$48.67 evicus 1 Nexr
Showing 1 to 1 of 1 entries					Pr Search:	Total: \$48.67
Showing 1 to 1 of 1 entries New 10 V entries New Date Field 11 A	AccountNumber	0	Datetest C	urrencytest 11 KFI	Pr Search:	Total: \$48.67 evicus 1 Next Float Test
Showing 1 to 1 of 1 entries	AccountNumber	0	Datetest C 09/09/2017	Surrencytest // KFI \$44.00 nons	Pr Search:	Total: \$48.67 evicus 1 Nexr Float Test 234
Showing 1 to 1 of 1 entries	AccountNumber	Ø	Datetest C 09/09/2017	Currencytest // KFI \$44.00 none	Pr Search: Type	Total: \$48.67 evicus 1 Next Float Test 234 evicus 1 Next
Showing 1 to 1 of 1 entries	AccountNumber	ß	Datetest C 09/09/2017	Currencytest // KFI \$44.00 none	Pr Search: Type	Total: \$48.67 evicus 1 Nexr Float Test 1 234 evicus 1 Nexr
Showing 1 to 1 of 1 entries	AccountNumber	0	Datetest C 09/09/2017	Surrencytest // KFI \$44.00 none	Pr Search: Type 1 : Search:	Total: \$48.67 evicus 1 Next Float Test 234 evicus 1 Next
Showing 1 to 1 of 1 entries	AccountNumber	Sequence	Datetest C 09/09/2017 Within Transaction	Currencytest // KFI \$44.00 none	Pr Search: Type Search: Search: Description	Total: \$48.67 evicus 1 Nexr Float Test 1 234 evicus 1 Nexr
Showing 1 to 1 of 1 entries  Related Items  Show 10 v entries  New Date Field 11 v  O9/21/2017 Showing 1 to 1 of 1 entries  Documents  Show 10 v entries  Document Sequence 11  2 2	AccountNumber	Sequence 2	Datetest C 09/09/2017 Within Transaction	Currencytest KFI \$44.00 none	Pr Search: Type Search: Description Invoice	Total: \$48.67 evicus 1 Next Float Test 234 evicus 1 Next

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.

								8
ate Range:				Workgroup:		Payment Type:		
/18/2022	ē -	2/18/2022	Ē	Selected: WFS	*	All	~	
						Payment Source:		
						All	~	Search
Show 10	<ul> <li>entries</li> </ul>						Search:	
Batch 17	Deposit	Date †₹	Paymer	t Source	Payment Type	DDA T.	Payment Count	Batch Total

- 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.



cen Summe	лу									
e Range:			Workgroup:		F	ayment Ty	pe:			
/2020	ē - :	2/18/2022	Selected: 30 - Bev	vent Insurance - BP	*	All		*		
					F	ayment So	urce:			in .
						All		✓ Se	arch	
how 10 🗸	entries							Search:		
Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA		Batch Site Code	Payment Count	11	Batch Tota
432198	432198	03/06/2020	DIT	Check	1234	56789	1		10	\$0.0
432198	432198	03/09/2020	DIT	Check	1234	56789	1		10	\$0.0
30001	30001	03/19/2020	DIT	Check			1		10	\$0.0
30004	30004	03/20/2020	DIT	Check			1		3	\$0.0
30004	30004	03/20/2020	DIT	Check	1234	56789	1		7	\$0.0
30003	30003	03/20/2020	DIT	Check			1		10	\$0.0
30005	30005	03/20/2020	DIT	Check			1		3	\$0.0
30005	30005	03/20/2020	DIT	Check	1234	56789	1		7	\$0.0
30006	30006	03/20/2020	DIT	Check			1		10	\$0.0
30007	30007	03/20/2020	DIT	Check			1		10	\$0.00
						Grand To	tal for All Batches:	4	77	\$3,348.99

# **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.

usno ouru / 1	satch Summary >	Batch Deta	ail				9:
ank:	1159511			Batch		91947	
Vorkgroup:	33338888 - 33338888			Batch	Site Code:	-1	
eposit Date:	11/20/2018			Batch	Cue Code:	0	
ccount Site ode:	-1						
Show 10 ¥	entries					Search:	
Transaction 🕸	Payment Amount		R/T	Account Number	Check/Trace/Ref Number	Payer	DDA
1	\$6,326.46	•			091001586858009	ContinentalUSA	00000009112345667
2	\$6,144.00	•			091015863558019	ContinentalUSA	00000009112345667
3	\$616.45	•			091001586738135	ContinentalUSA	00000009112345667
		E-I Manu					Total Amount: \$0.00

Click the **View Payment Image(s)** icon <sup>(D)</sup> to generate a PDF document of the check image.

Sample View Image report

Ray Romanzo 5843 Corredy Circuit Birabelf, Wi 2(145	un Tow 12
Dre Hundred Auty	160.00
995 Millin Sc. Bundhell, WI 23145	Salma Fayel
10078666744 95711766	2348
eposit Date: 1/1/2014 /orkgroup: 2000 - XLockstey Insurance - Auto Longs	R/Tc 007856674 Account Namber: 93711766
LRX CA	Chart Tran B. (Number 21)5
	Property of the state of the st

Click the **View Transaction Document(s)** icon <sup>1</sup> 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 et 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.

	mary > batch betan > 1	ransaction	Detall					
ransaction	Details		count City Codes 1			1.000		
ank: 5555	99 - TennerPDC Ellyborn	AC	tob Site Code: 1			View View	All Images 2	Go to Transaction 2 🕈
enosit Date	02/15/2019	Ra	tch Cue ID: 0					
atch: 6906		To	ansaction: 2					
atch ID: 69	06	0.00						
ayment Ite	ms							
Show 1	10 🗠 entries						Search:	
	Payment Sequence	R/T	Account Number	Check/Trace/F Number	Ref	Payer	DDA	Payment Amount
00	3	049284285	37189207	1232479			6549809123456789	\$744.16
	Data Entry Fields							
	<ul> <li>CC2 Field: \$744.16</li> <li>Courtesy Amount: \$744.16</li> </ul>							
	<ul> <li>KFI Type: None</li> </ul>							
•	4	025428913	88418022	1233093			6549809123456789	\$477.77
	Data Entry Fields							
	<ul> <li>CC2 Field: \$477.77</li> <li>Continue Among \$477.77</li> </ul>							
	<ul> <li>KFI Type: None</li> </ul>							
Shouting	1 to 2 of 2 entries						n.	
								revious 1 Next
elated Iten	15						PI	evious I Next
elated Iten Show 1	ns 10 × entries						Search:	revioue 1 Wext
elated Iten Show 1	ns entries	Balance Amo	ount 🚺 Change o	of Address	Due Date	Line	Search:	Policy Number
elated Iten Show 1	15 entries Amount Due 3 \$78.97	Balance Amo	ount Change c	of Address	Due Date 022800	Line 02	Search:	Policy Number 444590001
elated Iten Show 1	15 16 ≪ entries 18 Amount Due 3 \$78.97 4 \$245.31	Balance Amo	ount Change c 1976.62 n 1245.31 n	of Address	Due Date 022800 022400	Line 02 01	Search:	Policy Number 444590001 005143222
elated Iten Show 1	15 16 ≪ entries 18 Amount Due 3 \$78.97 4 \$245.31	Balance Ame	976.62 n 245.31 n	of Address	Due Date 022800 022400	<b>Line</b> 02 01	Search:	Policy Number 444590001 005143222
showing Show 1 C Showing	ns	Balance Amo	976.62 n 1976.63 n 1975.31 n	of Address	Due Date 022800 022400	<b>Line</b> 02 01	Search:	Policy Number 444590001 005143222
showing showin	1 to 2 of 2 entries	Balance Ame	976,62 n 1245,31 n	of Address	Due Date 022800 022400	Line 02 01	Search:	Policy Number 444590001 005143222
showing Show 1 C Showing Showing Showing	10 ∞ entries 1 Amount Due 3 \$78.97 4 \$245.31 1 to 2 of 2 entries 0 ∞ entries	Balance Amo	976.62 n 1245.31 n	of Address	Due Date 022800 022400	Line 02 01	Search: of Business Pr Search:	Policy Number 444590001 005143222 revious 1 Next
showing Show 1 C Showing Showing Show 1	Amount Due	Balance Ame	ount Change o 1976.62 n 1245.31 n	of Address	Due Date 022800 022400	Line 02 01	Search: of Business	Policy Number 444590001 005143222
elated Iten Show 1 C Showing Showing	ns entries	Balance Ame	Sequence Wi	of Address	Due Date 022800 022400	Line 02 01	Search: of Business Pr Search: Description	Policy Number 444590001 005143222 revious 1 Next
elated Iten Show 1 C Showing Showing Show 1 C	1 to 2 of 2 entries Amount Due 3 478.97 4 \$245.31 1 to 2 of 2 entries 0 ∞ entries Document Sequence № 3 4	Balance Ame	Sequence Wi 3 4	of Address	Due Date 022800 022400	Line 02 01	Search: of Business Pr Search: Description Invoice Invoice	Policy Number 444590001 005143222
Showing Show 1 Show 1 Showing Showing Show 1 Show 1	10 ≫ entries Amount Due 3 478.97 4 \$245.31 1 to 2 of 2 entries 0 ∞ entries Document Sequence # 3 4	Balance Ame	ount    Change o 1976.62 n 1245.31 n Sequence Wi 3 4	of Address	Due Date 022800 022400	Line 02 01	Search: of Business Pr Search: Description Invoice Invoice	Policy Number 444590001 005143222

### 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.

	Payment Sequence 🛤	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
08	3 Data Entry Fields • CC2 reid: \$740,16 • Courtesy Amount: \$746,36 • KFI Type: Name	049284285	37189207	1232479		6549809123456789	\$744,16
08	4 Data Entry Fields • CC2 Field; \$477.77 • Contesy Ameunit: \$477.77 • KFT Type: None:	025428913	88418022	1233093		6549809123456789	\$477,77
						т	otal: \$1,221.93

### **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.

Show	10 ~	entries				Search	
	1k	Amount Due	Balance Amount	Change of Address	Due Date	Line of Business	Policy Number
0	3	\$78.97	\$976.62	n	022800	02	444590001
	4	\$245.31	\$245.31	n	022400	01	005143222

### **Documents**

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

show	10 v entries		Search:
	Document Sequence	Sequence Within Transaction	Description
٥	3	.3	Invoice
3	4	.4	Invoice

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.