Receivables360+
Corporation Archive Guide

February 27, 2025
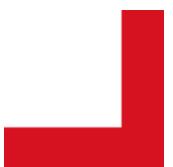
PROPRIETARY STATEMENT

Table of Contents

Archive

The Archive is utilized to search for batch, transaction, and item information.

- Batches Tab – Search the archive for batches. The batches contain transactions and items. The Batch page summarizes the data at the batch level. On this table, if the results columns are batch level fields, then the results table will show the batch level information; if a transaction or item level field is added the column will be blank.

- Transactions Tab – Search the archive for transactions. Transactions will contain the items processed within that transaction. The Transaction page summarizes the data at the transaction level. On this tab the results table displays information on only the first payment in a transaction. If there are no payments in a transaction, then the first non-payment transaction information would be displayed.

- Transaction Items Tab – Search the archive for items (stubs, payments, etc.). The transaction items page lists ALL items in the results table.

Users can view images and review details of items. Organizations can only view the numbers of viewing days of data configured for the organization. The archive is accessed by selecting **Archive** from the menu on the left which will display the search page. The archive is automatically filtered to the current day.

The archive displays items for the selected organization. Default results columns are displayed, but these can be customized which will be shown later in this document. Columns can be sorted ascending or descending. The Transactions page can be viewed by selecting the **Transactions** tab.

Search Options

The automatic date filter can be removed by selecting the **X** to remove the filter below the filter boxes. When the filter is removed, the results will include all dates. Searching across all dates may require a long period of time.

> From 08/18/2024 to 08/18/2024 ⊗

The user can also search with previously saved searches using the **Save** option in the **Batches**, **Transactions** or **Transaction Items** tabs.
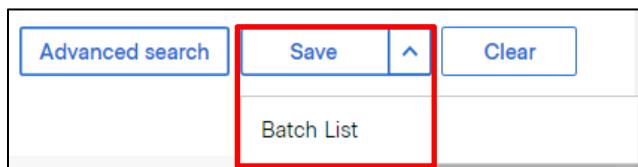
Advanced search	Save	^	Clear
	Batch List		

Use the freeform **Search** field highlighted below to search any part of the data in the displayed search results fields. Text and numbers are allowed in the search. The search can be filtered by a date, Business Unit, Payment Channel or Payment Type. Date fields can be searched using the following formats: mm/dd/yyyy, mm-dd-yyyy, yyyy/mm/dd, mm-dd-yy, yyyy-mm-dd, and mm dd yyyy.
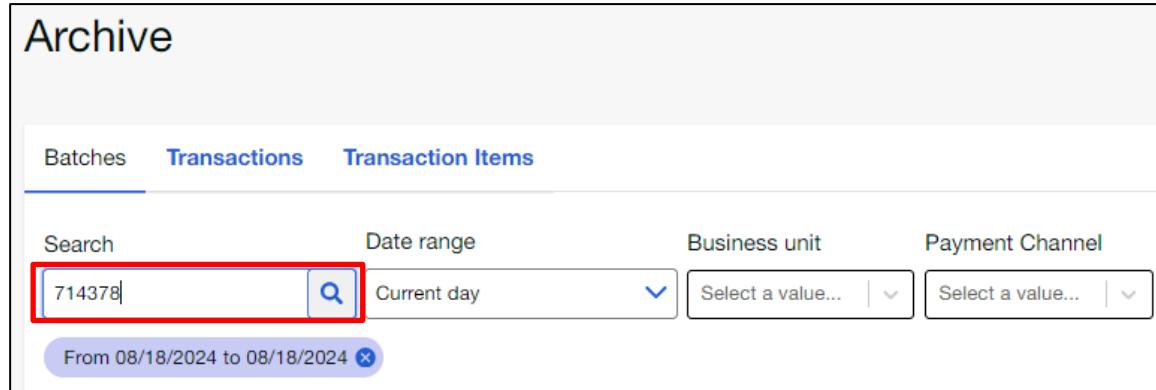
Archive

Batches	Transactions	Transaction Items

Search	Date range	Business unit	Payment Channel
714378 🔍	Current day ⌄	Select a value... ⌄	Select a value... ⌄

From 08/18/2024 to 08/18/2024 ⊗

The search filters on the Archive screen are defined below. These options are the same across all search tabs.

Field	Details
Search	The Search option allows a freeform text search of any of the values in the columns of data displayed in the search results.
Date range	Enter the Deposit Date in the Date range of the search range. The default selection is **Current day**. The date range is calculated using the user's current date. • Current day – current day is both start and end date. • Previous day – current day minus 1 for both start and end date. • Last week – current day minus 7 days for the start date, while current day is the end date. • Last month – current day minus 30 days for the start date, while the current day is the end date. • Last year – current day minus 365 days for the start date, while current day is the end date. • Custom – allows the user to select a start and end date range. • Restore Default – restores the Date range filter to Current day.
Business Unit	The client to whom the payment was made.
Payment Channels	The configured payment channel where the payment came from (lockbox, Bill Pay, etc.).
Payment Types	The type of payment type for this item.
Advanced search	Create a search using standard and customized fields. This search will be able to search custom fields made on all lower levels of the organization.
Save	Create or apply a saved search.
Clear	Select this option to clear all the filters including the date field.

Search Steps

1. From the left menu, select **Archive**.
2. Select the appropriate search tab: **Batches, Transactions** or **Transaction Items**.
3. Enter data in the **Search** field and adjust filters for the item being searched for. The Search field will search across all column data located in the search results fields below.

NOTE: This basic search searches only the fields in the results columns displayed. An Advanced Search is able to search fields within the database. This search will only search for results in the selected tab, for example, if in the Batch tab it will not search for matching transactions as it will search batch information and not transaction or item information. If the user needed to search for an account number, since it is located on an item, the Transaction or Item page should be used to search.

As filters are selected, the pills on the screen will be updated and the search results will be automatically displayed. Only one Date Range can be selected at a time, but the user can select multiple Business Units and Payment Channels.

NOTE: Clear can be used to clear all search fields and filters.

4. Click the magnifying glass or press **[Enter]** to perform the search.

The search results will be displayed under the search filters.

If this is a common search, the search can be saved. Save Search is discussed later in this document.

View Search Results

The archive search can be performed on the **Batches, Transactions** or **Transaction Items** tabs. The Search Results displayed can be customized in each tab The customization process is discussed later in this document.

The search results of all tabs will be sorted by Deposit Date, Source Batch ID, Transaction Sequence and Item Sequence.

To view images click **View** on the row of the batch/transaction/item.

The View options vary depending on if the user is viewing the Batches, Transactions or Transaction Items tabs. Each view option is described below.

Batches Tab View Options

In the Batches tab, if the user selects **View** and there are images associated with the batch, the user will see two options: **Transactions** (displays Transaction Summary page) and **All images** (displays a preview of all images). If there are not any images, only **Transactions** will be displayed.

Batch totals include the total payment amounts in the batch, or the applied amount of the payments; it does not include stub record data in the totals.

If the user clicks **All images**, they will see a preview of all images for the batch.

Transactions Tab View Options

In the **Transactions** tab, the transaction is listed with the total amount of the payment as the applied amount. The user can select the View Images [icon] icon to view images, or the View Truncation Details [icon] icon to be navigated to the Transaction Details page.

Click on the Transaction Number to be navigated to the transaction in the Transaction Items tab.

View Transaction Images

Transaction images can be viewed by selecting the [icon] icon next to the transaction in the Transactions tab. This will display an image viewer at the bottom of the screen.

The images can be navigated by clicking the left or right arrow on either side of the image, or by clicking the image/item in the right most pane.

Buttons are displayed at the bottom of the image. From left to right, this will all the user to: rotate right, rotate left, flip, zoom in, zoom out, print image, download image, and open image in a new tab.

Transaction Details

The Transaction Details screen is displayed when the user selects the view icon from the transaction search results screen.

Item Details fields vary greatly depending on the fields configured for this client. Standard fields are defined in the Results section of this document.

1. Click **View more details** to review additional fields for this item.

a. Click **View Fewer Details** to hide details again.

P2 Pocket Sequence Number
1

Pocket Cut ID
43219604001

Site ID
1

Work Type
Singles

View fewer details ^

NOTE: If addenda data exists for an item, the View Addenda link will display the raw addenda data in a popup.

Addenda
View addenda

Copy ACH Addenda

ACH Raw Addenda

ISA*00*   *00*   *ZZ*SVAUTONA   *01*048463400P   *130510*1720001
4*U*00400*076913354*0*P*>\GS*RA*SVAUTONA*048463400P*20130510*1724*76913354*X*0040002
010\ST*820*000000268\BPR*C*0.97*C*ACH*CTX*01*65465465*DA*WXQF7U7ZR*8IH5USVXN\TRN0003
*1*XOKMX\N1*PR*2YWETILLQY\N1*PE*EWY103Q2Z0\RMR*IV*20120825*20161208*88.56*0.07*00004
.04*0\DTM*20100515*20110701*0\REF*IV*HXPJY*0\SE*19*000000268\GE*1*76913354\IEA*10005
*076913354\   0006

Close

Transaction Details – View Images

On the Transaction Details page, **View all images** can be selected to view the images of the transaction.

View all images

Audit Trail   View image
['P0', 'vei', 'tkey', '', 'A2', 'vei', 'tkey', '', '$1',
'afe', 'ron', '', 'A7', 'afe', 'ron', '', '$2', 'cc2',
'ron', '', '$1', 'cca', 'ron', '', '']

View all images will display all images in the transaction in a PDF Viewer (front and rear images).
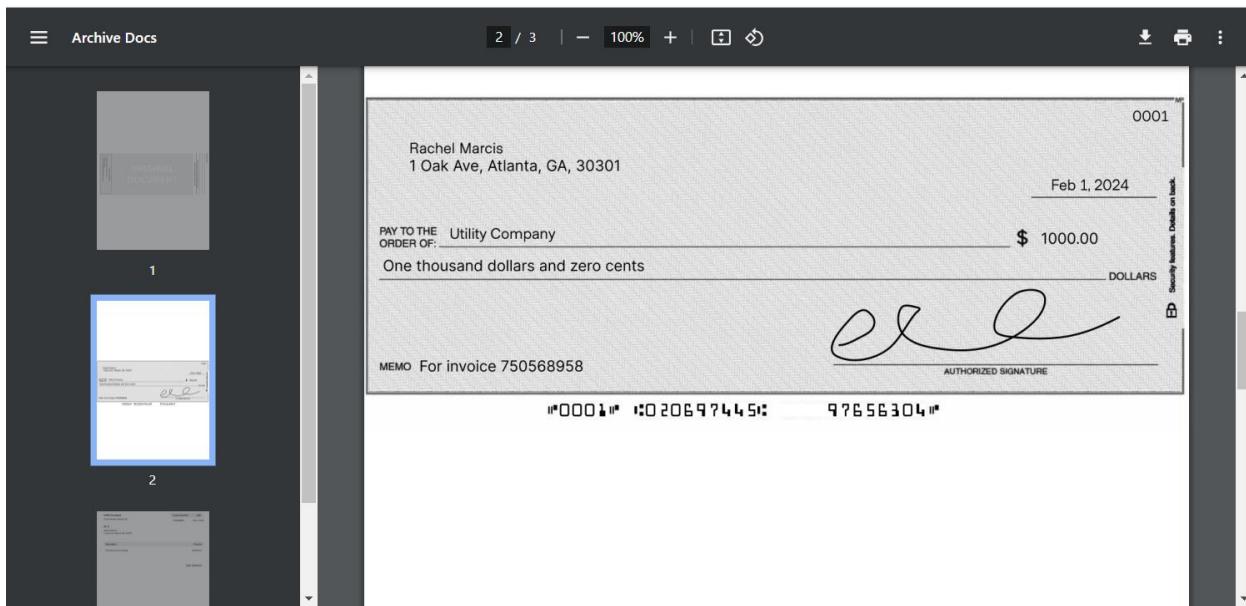
Transaction Details – Print

Print can be selected from the upper right to print the transaction details.
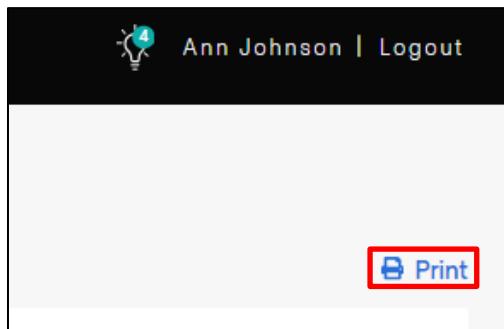
The Print screen will be displayed. This will print everything that was currently displayed on the Transaction Details page. Select printer options and click **Print** to print the image to paper or PDF.
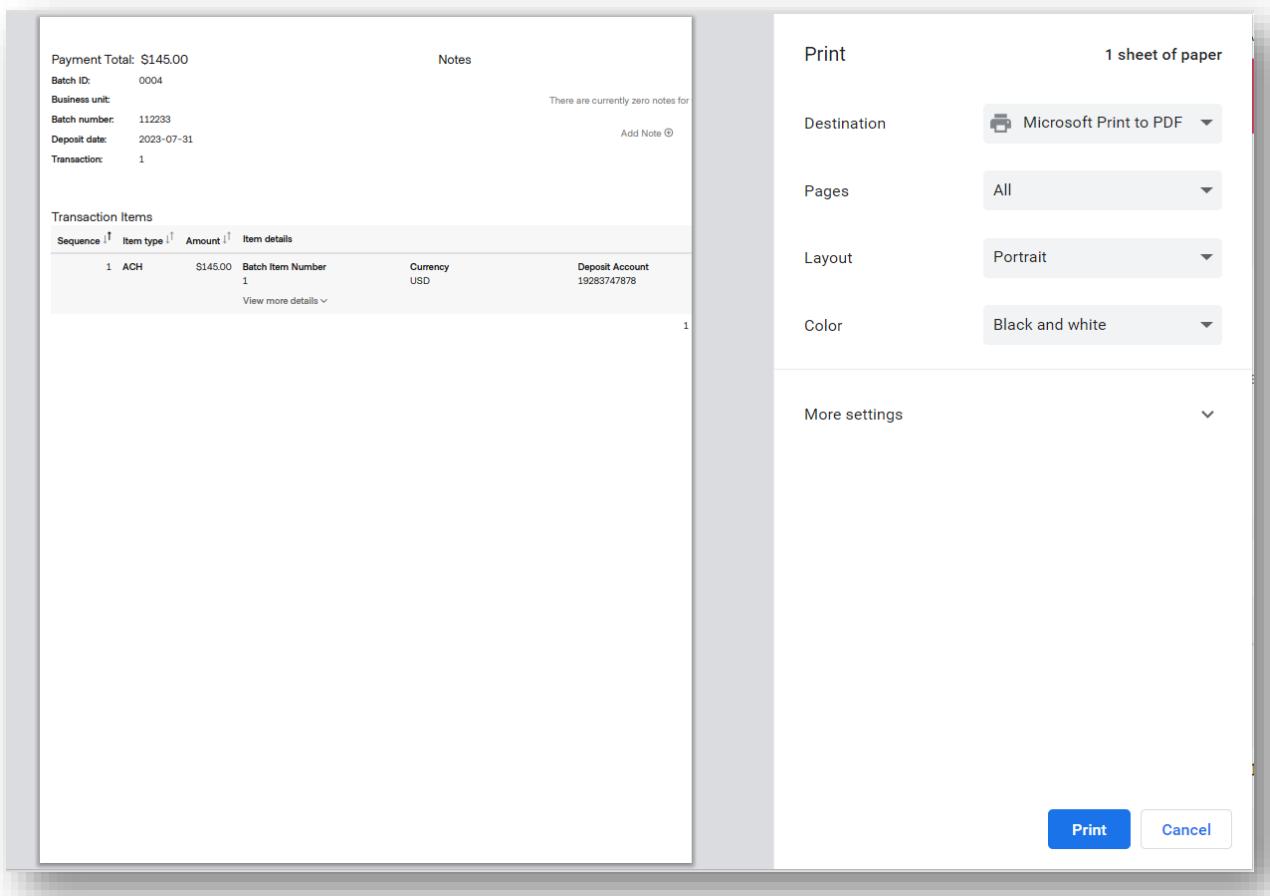
On the Transaction Details page, select **Back to List** from the bottom left to return to the archive search results.
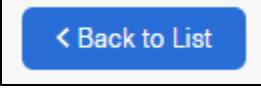
Transaction Items Tab View Options

In the Transaction Items tab, the user has the option to view the item with the Image Viewer right on the screen, or the user can select View image to open the images for this item in the PDF viewer.

| Business Unit ↓↑	Payor ↓↑	Payee ↓↑	Payment Channel ↓↑	Item Type ↓↑	Item Sub Type ↓↑	Deposit Date ↓↑	Batch ID ↓↑	Batch Number ↓↑	Amount ↓↑	R/T ↓↑	Account ↓↑	
Service Provider			Lockbox	Stub	Stub	04/24/2024	432197	93	$100.00		750568958	View image >
Service Provider			Lockbox	Payment	Check	04/24/2024	432197	93	$100.00	120697445	123456789	View image >
Service Provider			Lockbox	Payment	Check	04/24/2024	432197	93	$340.00	9016134	123457779	View image >
Service Provider			Lockbox	Stub	Stub	04/24/2024	432197	93	$340.00		750557644	View image >

$2,852,796.51 of 758 results   1 - 10 of 758 | View: 10 ⌄   ‹ Prev   1   2   3   ...   76   Next ›

Batch 432197, Transaction 1: Check #1, Page #2   ✕

```
                                                              0001
         Rian Murphy
         1 Ash Ave, Atlanta, GA, 30201

                                            Feb 1, 2024

PAY TO THE   Service Provider
ORDER OF:                                   $  100.00
One hundred dollars and zero cents
                                                      DOLLARS

MEMO
                                        AUTHORIZED SIGNATURE

"0001" C120697445C  123456789"
```

Check #1, Page #1

Check #1, Page #2

The images can be navigated by clicking the left or right arrow on either side of the image, or by clicking the image/item in the right most pane.

Buttons are displayed at the bottom of the image. From left to right, this will all the user to: rotate right, rotate left, flip, zoom in, zoom out, print image, download image, and open image in a new tab.
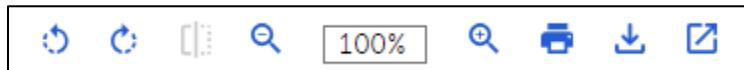
If the user selects **View image**, the image of the item will display in a PDF Viewer (front and rear images).
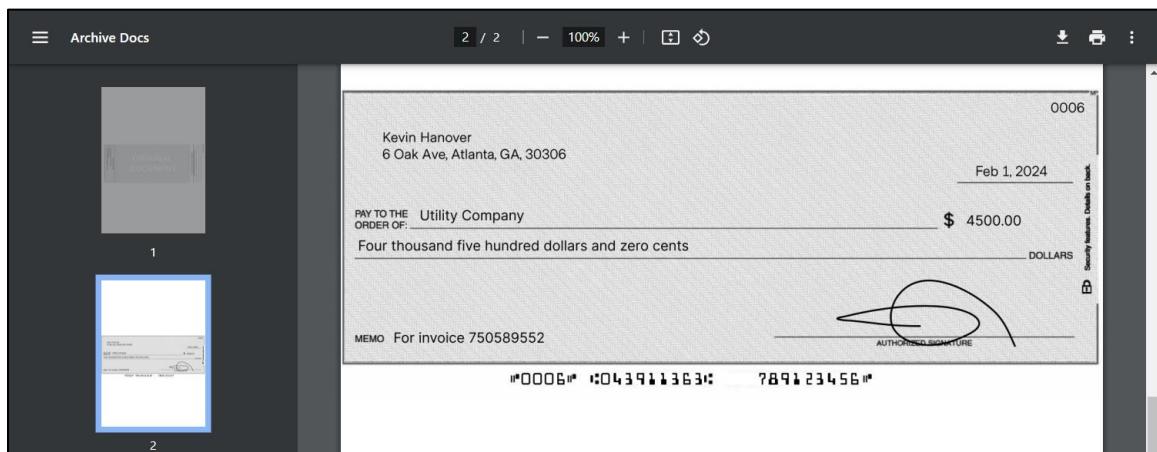
```
☰  Archive Docs              2 / 2  |  ─ 100% +  |  ⊡ ↻            ↓  🖨  ⋮

                                                              0006
         Kevin Hanover
         6 Oak Ave, Atlanta, GA, 30306

                                            Feb 1, 2024

PAY TO THE   Utility Company
ORDER OF:                                   $  4500.00
Four thousand five hundred dollars and zero cents
                                                      DOLLARS

MEMO  For invoice 750589552
                                        AUTHORIZED SIGNATURE

"0006" C043911363C  789123456"
```

Advanced Search Steps

Advanced Search is available on the Batches, Transactions and Transaction Items archive tabs. Advanced Search allows users more flexibility in searching various field types with adjustable filters. The same fields are available on advanced search and columns on each of the tabs. This is to allow the user access to all fields when setting up their archive search pages. Each page's search is designed to support the relevant level of search batch, transaction, or item. Using the Advanced Search, organizations can search custom fields created at lower levels of the organization.

Normally the search fields the user is using in the Advanced Search would also be defined to display in the Columns/results area, otherwise when searching that field, it may not seem immediately clear why that result was displayed without drilling down further in the batch, transaction or item. Also, if searching for an account number on the Batch page, only the first payment in the batch displays in the results grid and it will not search all items in the batch, therefore it is not best practice to search for an account number on the Batch tab, but more likely on the transaction or item page.

1. Select **Advanced search** on the Archive screen.

The Advanced Search screen displays.

2. Select the **Field** dropdown and select which field to search on. Typical field definitions can be found in [Results Fields](#). The fields displayed here were configured for this item and can vary.

Field
Amount ▼
Select a value…
Account
Amount
Batch ID
Batch Item Number
Batch Number
Business Unit
Currency
Deposit Account
Deposit Date
Deposit R/T
File Name
Import Date
Import Time
Invoice Number
Item Name
Item Number
Item Sub Type
Item Type
Payee
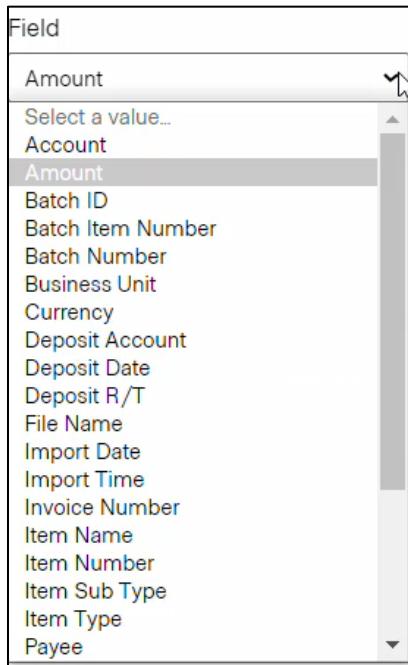
NOTE: If a field name does not display on the list and the field is newly configured, new field names do not retroactively display on files imported prior to the configuration change.

3. Select the **Operator** dropdown and select the operator function to use in the search. If the field is numeric or a date field, the options are **Greater than, Equal to, Less than** and **Between**. If this field is alphanumeric, the options are **Contains, Begins with, Ends with** and **Equal to**.

Operator
Select a value… ▼
Greater than
Equal to
Less than
Between

Operator
Select a value… ▼
Contains
Begins with
Ends with
Equal to
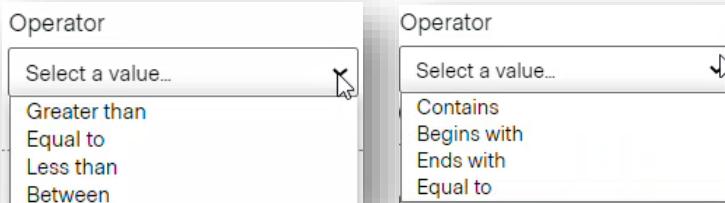
4. In the **Value** field, enter a value to use in the search operation.

Value
Enter a value…

Validation is performed on the Value fields. If incorrect data is entered, an error will occur.

5. If more search criteria should be added to this search, fill in the next line of **Field**, **Operator** and **Value**.

More search criteria than the default 3 lines can be added by selecting **Add search criteria**. Currently only AND is an available search criteria operator, though OR will be available in a future release.

Lines of search data that are not filled in will be ignored during the search.

6. After all search criteria has been entered, click **Apply Search**.

Pills of the search criteria will display above the search results.

Edit advanced search can be used to return to the **Advanced Search** screen and modify the search, or **Clear** can be selected to return to the default **Search** screen and automatically clear all search options.

Save Search

After a search is performed, it can be saved using the **Save** option. The **Save** feature saves search criteria, the table column list and order active at the time the user saves the search. Searches are saved only for the user's active archive page (Batches, Transactions or Transaction Items). Save Search names must be unique per page. Saved searches are saved on the tab as well as under My Payment Reports on the report page (if the user has access to the report page).

1. Click **Save**.

   The following screen displays.

2. Provide a name for the search and click **Confirm**.

NOTE: Currently this is only saved under the user account and cannot be shared among users.

Once saved, the Save button will change to Saved and will have a blue background. This search is currently applied to the archive screen.


The user can click **Clear** to remove the saved search, which will reset the search options and results columns to the default for this user.

Select a Saved Search

Once a search has been saved, the saved searches can be selected by a user.

1. To select a previously saved search, click the chevron next to **Saved.**

If there is a search that is currently active and applied on the screen, it will display with a checkmark and will be highlighted.
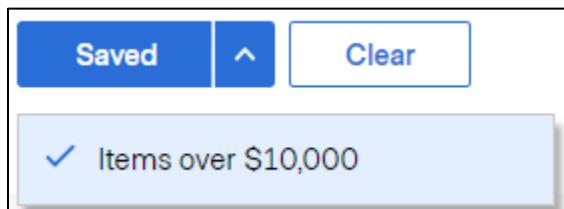
2. Select the saved search to apply.

The search options will automatically apply and search results will be displayed.

Delete a Saved Search

If the saved search becomes obsolete, it can be deleted.

1. Click the **Saved** chevron.
2. Select the search to delete.
3. Click the **Saved** option again.

A deletion message will display.
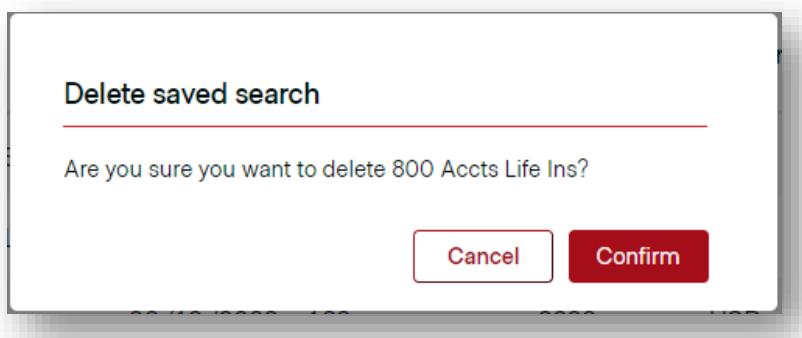
4. Click **Confirm** to delete the search.

Export Search Results

After the search results are displayed on the screen, the user can select to export a CSV, PDF or XLSX file containing the results.

1. On the search page, click **Export** on the right, and select the file type to download.
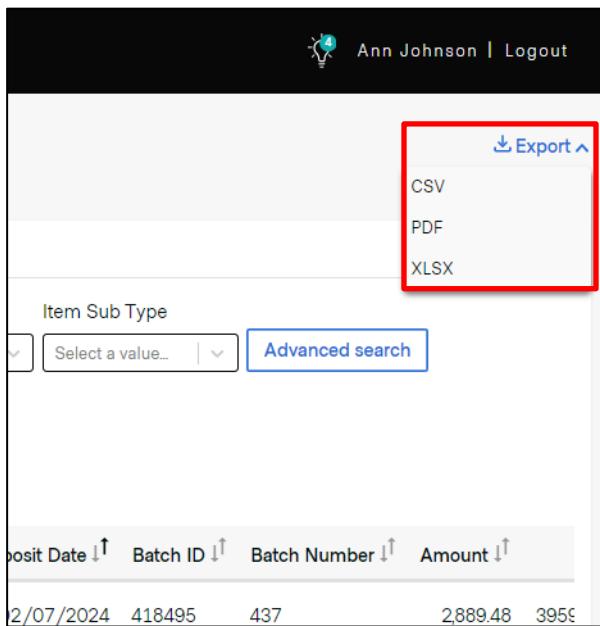

NOTE: All search results (including custom and standard fields) will be part of the download, even when there are multiple pages of data in the search results.

The user will receive a notification during their in-progress download, giving them a visual indication that the file download is in progress.
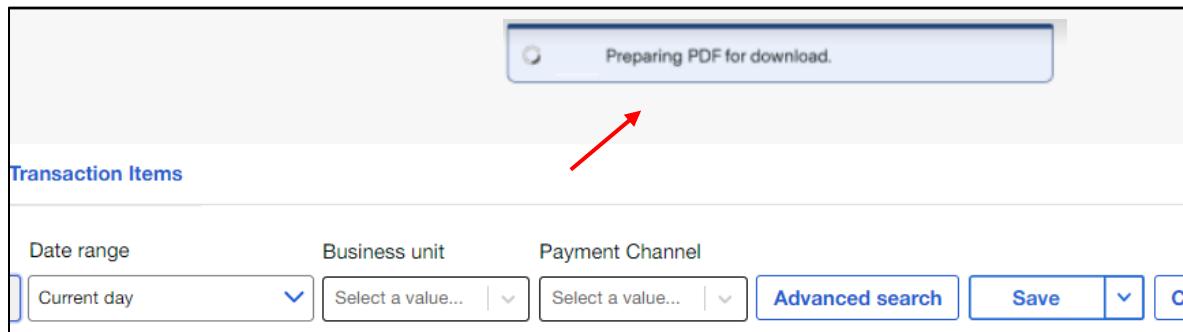

Once the download is complete, the user will receive a Success notification that the download is ready. A new tab with the report in the selected format will open.
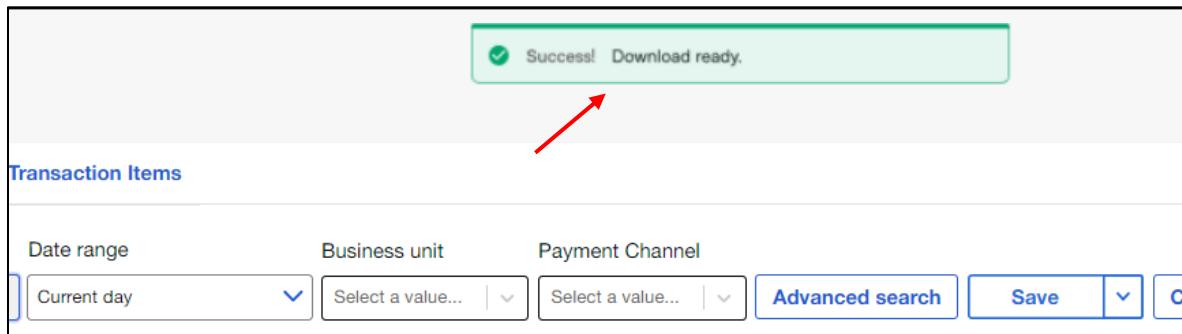
If a user leaves the archive page while downloading the search results, they will receive an Error warning notification. The user will be asked to confirm they want to leave the page because doing so will require them to reinitiate the download upon returning to the archive page.
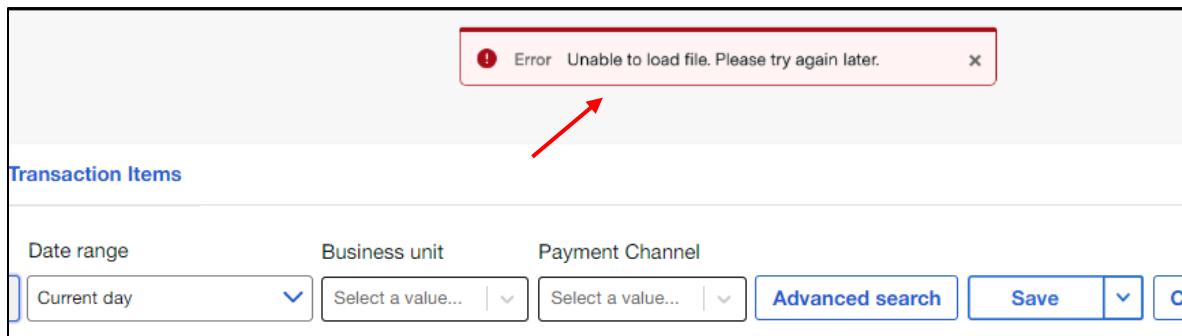
Search Result Fields (Columns) Customization

The search results (columns) that display at the bottom of the screen can be customized. Different fields can be displayed as well as the order of the fields. The Column list and order are set by the user for each page/tab for their unique user login and are saved this way until they are updated again. The user can choose from a list of fields for the corporation that they are searching. If searching from an FI level (across all corporations), users will only be able to search across standard search fields.

Batch ID ↓↑	Amount ↓↑	Business Unit ↓↑	Payment Channel ↓↑	Deposit Date ↓↑	Batch Number ↓↑	Tran
432197	$3,360.00	Service Provider	Lockbox	04/24/2024	93	
432199	$31,060.00	Service Provider	Lockbox	04/24/2024	97	
418495	$29,749.58	Utility Company	ACH	02/07/2024	437	
198998	$25,490.34	Waterworks	Wire	02/06/2024	396	
267280	$24,700.89	Utility Company	Card	02/06/2024	114	

The **Columns** option can be used to change the available result fields on the screen.

- The fields displayed below will vary depending on field configuration on the corporate level.
  - Column and filter labels are dynamic and reflect the field display name provided by the customer during org set up.
- Add or remove columns by checking or unchecking the box next to the field names on the left pane.
- When a field is checked on the left pane, it will display on the right pane of the screen.
- The Search field can be used to search for a known field name.

- Field/columns will display in the order they are listed on the right.
- The fields can be reordered by moving the fields using the up or down arrows or by dragging and dropping.
- The field can be deleted by using the trash icon or by unchecking the field on the left side of the screen.
- Restore Defaults resets the column list and order by page.

Result Fields

Example Result Fields are displayed below. The fields will vary as fields can be mapped or created by a user and mapped to differing fields.

Field	Details
Account	The bank checking account or savings account associated with this payment (debit). It is the bank account from which the funds were withdrawn. On a check this is the account number in the MICR. On a stub, this is typically the customer account number.
Amount	Amount associated with this payment; this is the deposit amount of a single item.
Batch ID	The unique identifier assigned to the batch by the source system.
Batch Item Number	Used to order items within a batch. If this field is not supplied, it will be populated with a rolling number starting at 1 for each batch.
Batch Number	The secondary identifier assigned to the batch by the source system (does not need to be unique).
Business Unit	The client to whom the payment was made.
Currency	The type of currency used for the deposit of this payment (i.e., USD = US Dollar).
Deposit Account	This is the deposit Account number for the corporate customer. The bank account number where the money is deposited. This DDA is the DDA that is used for association in a multi-client file option. (Required for Payments only)
Deposit Date	The deposit date of the deposit.
Deposit R/T	This is the deposit ABA (or R/T) of the corporate customer's bank. The bank where the money is deposited into. (Required for Payments only)
File Name	The File Name of the file where this item was imported.
Import Date	Import date created upon import.
Import Time	Import time created upon import.
Invoice Number	This only applies to document/stub and is a custom field.
Item Name	This is a display field that allows the organization to define the value to see for the item.
Item Number	Used to order items within a transaction.
Item Sub Type	Represents a more defined type for the item. Example of values for Payment Type: WIRE, ACH, Check, Lockbox, Card, Swift, Cash Ex of values for Item Type: For "Stub": Invoice, Check n List, Stub For "Document": Correspondence, Envelope, Letter, and Other. For Lockbox, this equates to a document name.

Item Type	Represents the type of item. Allowed values are Payment, Stub, or Document. In Lockbox, a Document is a Correspondence or non-balancing type of document.
Payee	The entity that the check was written to.
Payment Channel	Free form text of what the payment source is. This is based on what payment channels a site uses and needs to search on, group by, etc., for example "ABC Lockbox System - Washington - Lockbox Feed".
Payment Type	The type of payment type for this item.
Payor	The person's name or company name who made the payment. This can come from a source keying job, scanline, cross-referenced in a table function, or provided in an ACH file, Wire file, etc.
Process Date	The batch processing date. Represents the operational date the batch was processed in the source system. yyyy-mm-dd (operational date batch processed in source system)
R/T	The R/T associated with this payment (debit). It is the bank from which the funds were withdrawn. On a check this is the RT in the MICR line.
Status	Allowed values "Deposited" or "Rejected".
Trace Number	This field can vary based on the field mapping performed by the user.
Tran Code	Many times this is defined as the check number on the check. This can vary as a user can map this to a different type of field.
Transaction Number	Used to order transactions within a batch. If this field is not supplied, it will be populated with a rolling number starting at 1 for each batch.

Click **Update table** to save the search results fields.

The search results columns will be saved for this user in future searches. This table customization only applies to the active archive page (**Batches, Transactions** or **Transaction Items**).

Notes for Archive Items

After an archive item is located and researched, a user may want to add a note regarding the item. Up to 100 notes can be added to an item. Notes will be presented chronologically with the newest note on top. Notes can never be deleted.

Add a Note

Notes can be added to a transaction on the Transaction Details page. Up to 100 notes can be entered. Remember, notes cannot be deleted

1. On the **Transaction Details** page, click **Add Note**.
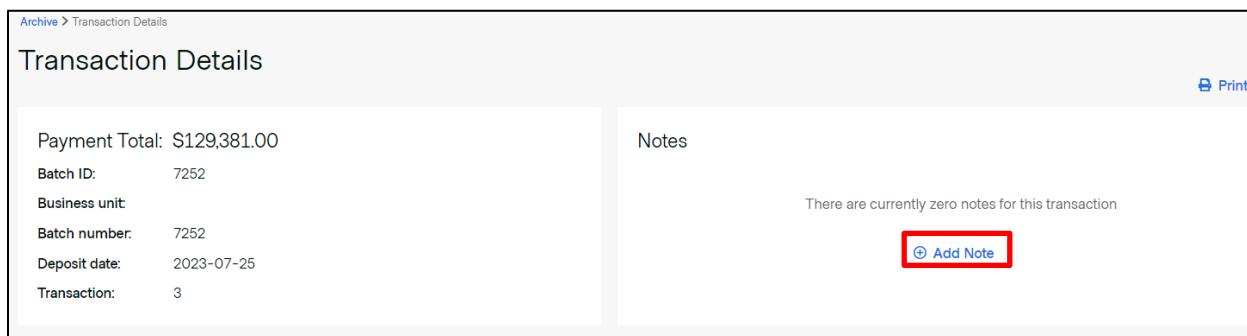
Archive > Transaction Details

Transaction Details

🖨 Print

Payment Total: $129,381.00

Batch ID: 7252

Business unit:

Batch number: 7252

Deposit date: 2023-07-25

Transaction: 3

Notes

There are currently zero notes for this transaction

⊕ Add Note

2. Enter a note for the item. Once saved, the note can never be deleted.
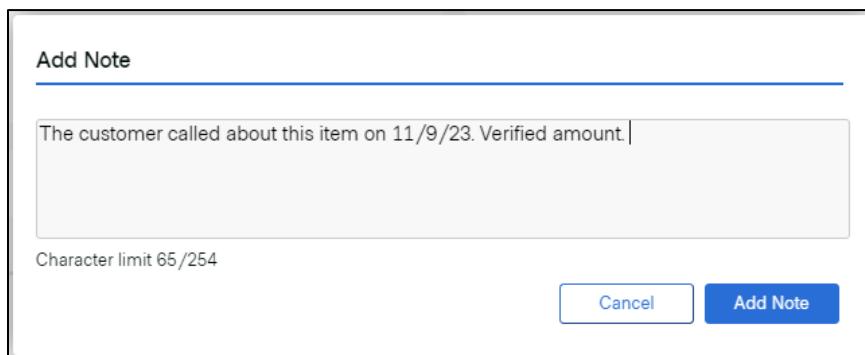
Add Note

The customer called about this item on 11/9/23. Verified amount.

Character limit 65/254

Cancel   **Add Note**

NOTE: Up to 254 characters (letters, numbers or special characters) can be entered.

3. Click **Add Note**.

NOTE: The user's first and last name and the timestamp will be displayed with the note text.
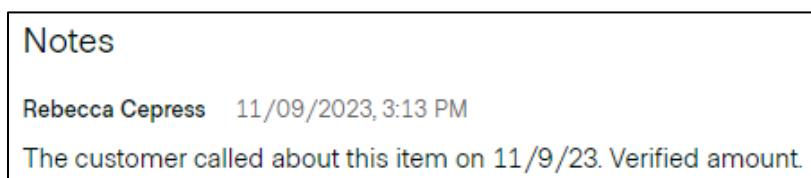
Notes

Rebecca Cepress   11/09/2023, 3:13 PM

The customer called about this item on 11/9/23. Verified amount.

View a Note

Notes can be viewed by clicking the number next to the sticky note in the Notes column of the Transactions Summary page. Notes can also be viewed on the Transaction Details page.
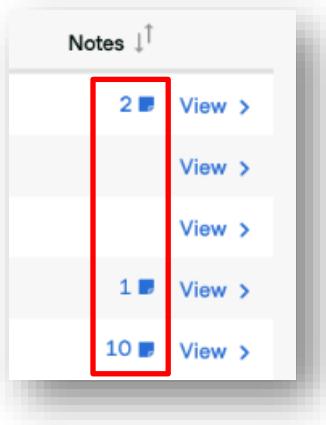
Change Log

Date	Description
10/2/23	Document Published.
11/9/23	Added new screenshots for changes to Notes cancellation option.
12/1/23	Updated information around the search function.
1/9/24	Updated changes for Columns, Exports and Advanced Search option changes.
2/9/24	Updated most screens shots due the new Transaction Items tab and the Save search UI changes.
4/5/24	Removed 'delete batch' that can only be used by a super user.
5/23/24	Added the new image viewer screens plus information about addenda data.
6/11/24	Added more detailed information around searches.
6/25/24	Updated screenshots for View Images. Added transaction link information.
8/18/24	Updated screenshots to reflect the default Current Date for the archive screen date range default.
9/11/24	Added information about functionality of Clear button on Saved Searches. Added information on the searching of lower level organizations.
1/14/25	Added display days based on organization's viewing days restriction.
2/27/25	Added information about Saved Searches being saved in the My Payment Reports.