

dlx

# Receivables360 Online™

## User Guide

v2.03

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## Summary

Receivables360 Online™ 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 Receivables360 Online™ 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 Receivables360 Online™ 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

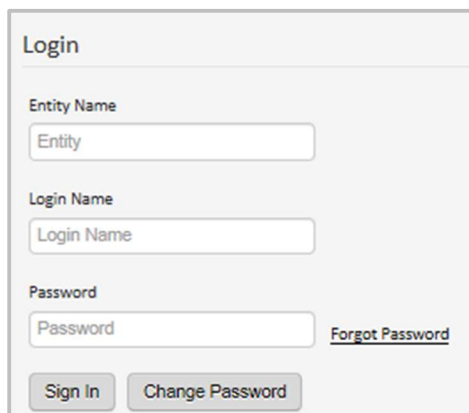
**NOTE:** Some tasks may not apply to all users based on permissions and/or the capture application used by the workgroup.

With the release of Receivables360 Online™ version 2.03, the application is now compatible with:

- » Microsoft Server 2012 R2 and 2016
- » Microsoft SQL 2012 and 2016

## Logging into Receivables360 Online™

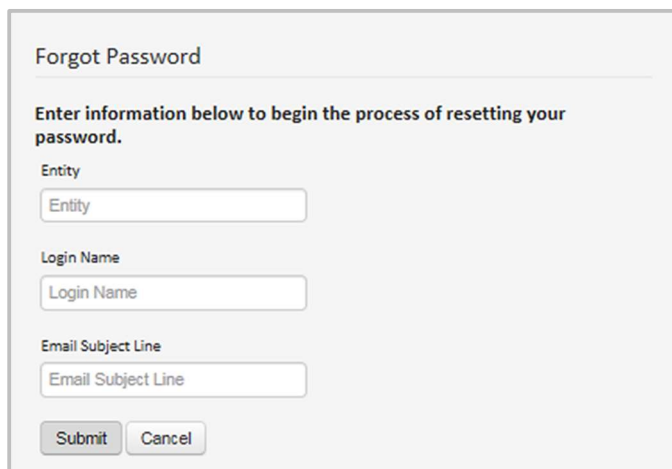
Enter the URL or web address, provided by your application host, into your web browser to connect to the Receivables360 Online™ application. A log in page will be displayed.

A screenshot of the login form. It has a title 'Login' at the top. Below it are three input fields: 'Entity Name' with a placeholder 'Entity', 'Login Name' with a placeholder 'Login Name', and 'Password' with a placeholder 'Password'. To the right of the password field is a link 'Forgot Password'. At the bottom are two buttons: 'Sign In' and 'Change Password'.

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.

A screenshot of the 'Forgot Password' dialog box. It has a title 'Forgot Password' at the top. Below it is a message: 'Enter information below to begin the process of resetting your password.' There are three input fields: 'Entity' with a placeholder 'Entity', 'Login Name' with a placeholder 'Login Name', and 'Email Subject Line' with a placeholder 'Email Subject Line'. At the bottom are two buttons: 'Submit' and 'Cancel'.

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.

**NOTE:** As of hot fix 2.03.14, 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).

As of hotfix 2.03.17, if the user is logging into the Outsourcing environment, the following message regarding cookies will display at the bottom of the screen.

Apps R360 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.

Login

Entity Name  
Entity

Login Name  
Login Name

Password

This website uses cookies to enhance user experience and to analyze website performance and traffic. We also share information about your use of our site with our marketing and analytics partners.

This website uses cookies to enhance user experience and to analyze website performance and traffic. We also share information about your use of our site with our marketing and analytics partners.

[Cookie Preferences](#) [Accept](#)

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.

Dashboard Batch Summary Capture Exceptions Search Reports Notifications Admin Jeff Henn Sign Out

**Pre-Deposit Exceptions Summary**

Show 10 entries Search:

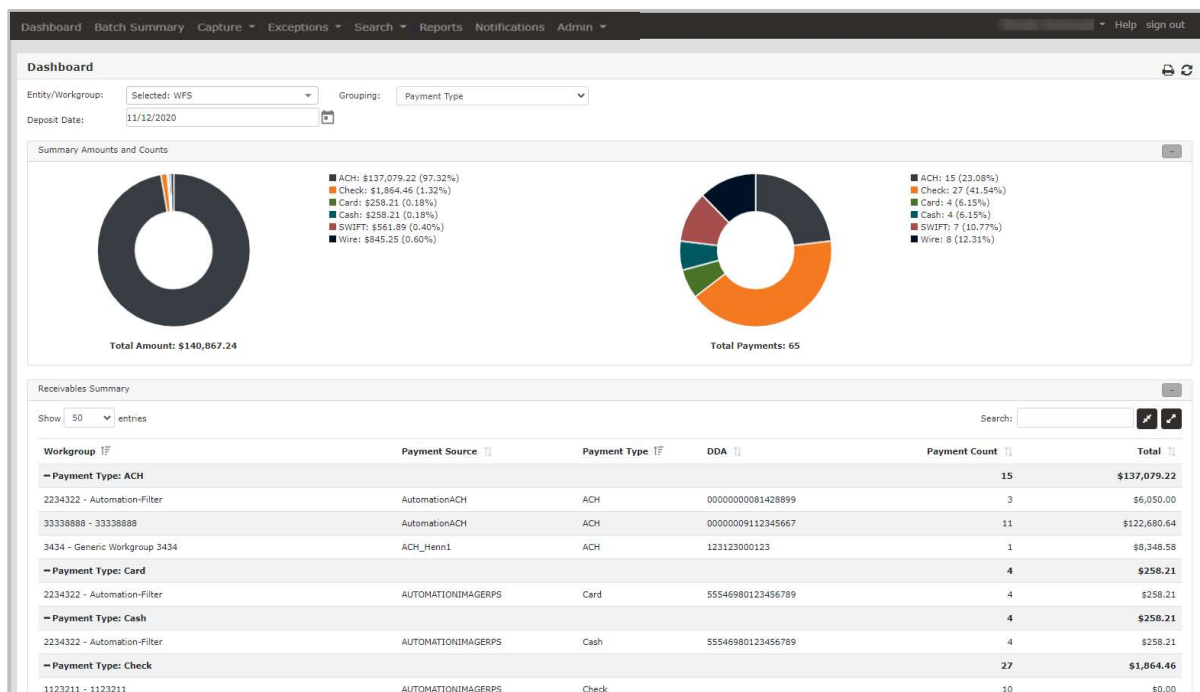
Entity	Workgroup	Batch	Transaction Count	Deadline	Status	User	Deposit Date	Process Date	Payment Source
WFS\AutomationTest\AutomationImports	7890001 - Post Deposit Test Workgroup	2	1	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	integraPAY
WFS\AutomationTest\AutomationImports	7890001 - Post Deposit Test Workgroup	3	2	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	integraPAY
WFS\AutomationTest\AutomationImports	7890001 - Post Deposit Test Workgroup	4	2	05:00 pm CDT	Pending Decisioning		3/18/2021	3/18/2021	integraPAY
WFS\AutomationTest\AutomationImports	1124211 - Automation iPAY lockbox	1	1		Pending Decisioning		5/26/2020	5/26/2020	integraPAY
WFS\AutomationTest\AutomationImports	1124211 - Automation iPAY	5	1		Pending Decisioning		5/28/2020	5/28/2020	integraPAY

This website uses cookies to enhance user experience and to analyze website performance and traffic. We also share information about your use of our site with our marketing and analytics partners.

[Cookie Preferences](#) [Accept](#)

## Quick Guide to Navigation

Upon login to Receivables360 Online™, the Dashboard page is displayed if the user has been granted permission to the page. Otherwise, the user will see the leftmost menu item for which they have permission. Most users will not have permission for all menu items. The group to which the user is assigned and the roles applied to the groups determine permissions for that user.

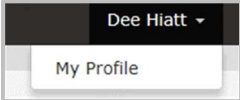
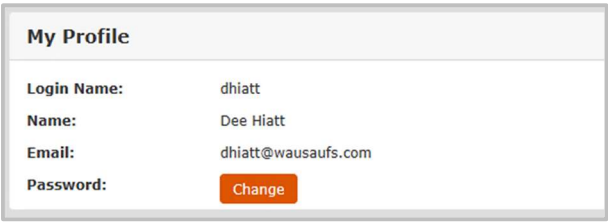
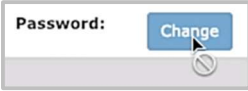


## Menu Options

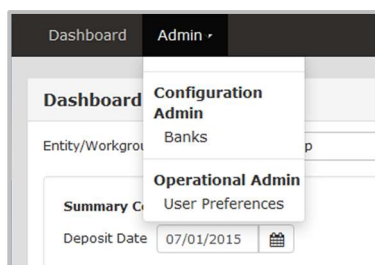
Menu options are available along the top of the screen for easy navigation to the various functions available in the Receivables360 Online™ application. Additional sub-menus appear as dropdown lists when selecting main menu options that have a triangle symbol ▼.

Menu Item	Description
<b>Dashboard</b>	Displays the Dashboard and Receivables Summary.
<b>Batch Summary</b>	A summary of individual batches processed for the entity.
<b>Capture</b>	Allows a user SSO connection directly to Deluxe's Remote Deposit Capture application.
<b>Exceptions</b>	Provides a link to the ImageRPS Web Exceptions application.
<b>Search</b>	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.
<b>Reports</b>	Allows a user to generate standard audit and reconciliation reports.
<b>Notifications</b>	Allows a user to view Notifications and Notification Filters.



Menu Item	Description
<b>Admin</b>	Allows a user to manage users, configuration, and operational settings.
<b>User Name</b>	<p>The name of the logged in user. Click on the <b>User Name</b> menu item to dropdown the <b>My Profile</b> item. Click <b>My Profile</b> to see the <b>My Profile</b> page to configure <b>Login Name</b>, <b>Name</b>, <b>Email address</b>, and change their <b>Password</b>.</p>   <p>If the user is logged in using the normal login page, the password <b>Change</b> button is active, as shown in the screen above. If the user is automatically logged in via SSO, the <b>Change</b> button is inactive as shown below.</p> 
<b>Web Link (Instructions)</b>	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>Receivables360 Online™ Admin Guide</i> for details.

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

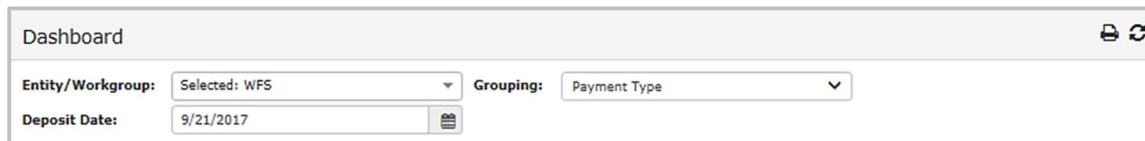


To exit Receivables360 Online™, click **sign out** at the far right of the menu bar.

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.



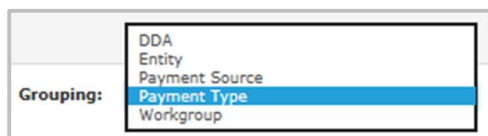
The screenshot shows the top of the Dashboard page. It has a title bar 'Dashboard' with a refresh icon. Below it are three filters: 'Entity/Workgroup:' with a dropdown menu showing 'Selected: WFS', 'Grouping:' with a dropdown menu showing 'Payment Type', and 'Deposit Date:' with a text field showing '9/21/2017' and a calendar icon.

### 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.



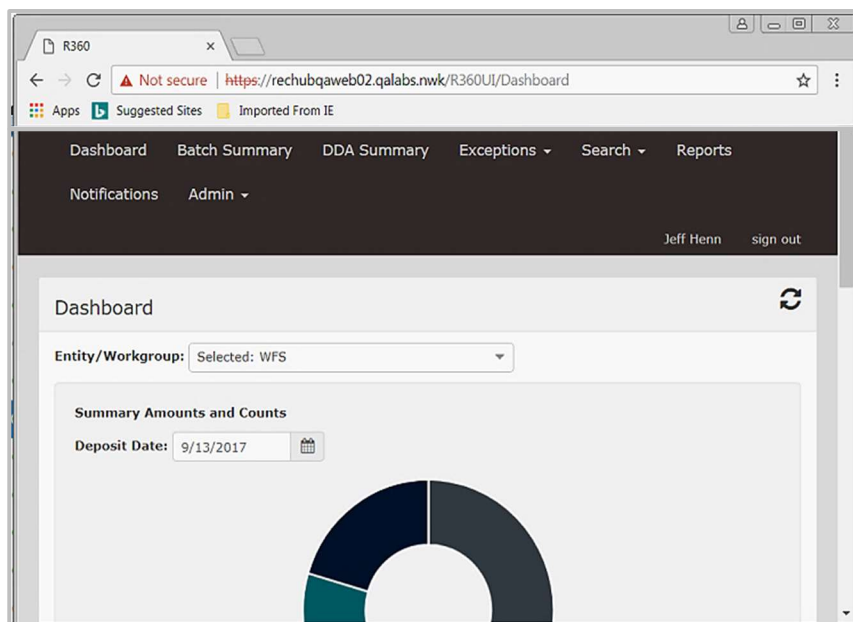
The screenshot shows the 'Grouping:' dropdown menu open. The options listed are: DDA, Entity, Payment Source, Payment Type (which is highlighted in blue), and Workgroup.

### Deposit Date Filter

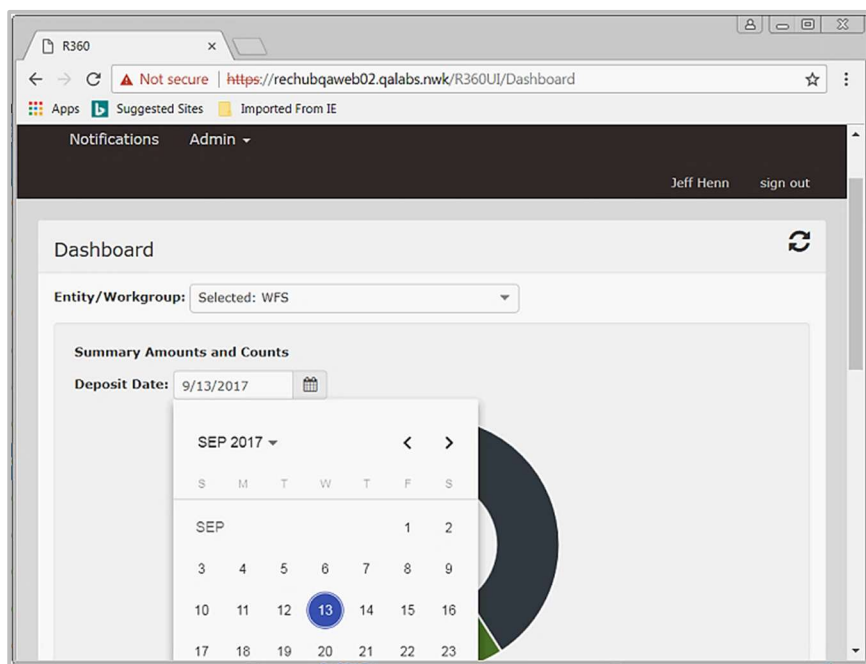
The **Deposit Date** defaults to the current date. To select another date, click on the calendar icon  and then on the date desired, or click on the date field and type a date. Double-click on a section of the date to select it. Click a third time to select the entire date field.

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

Date Picker not visible

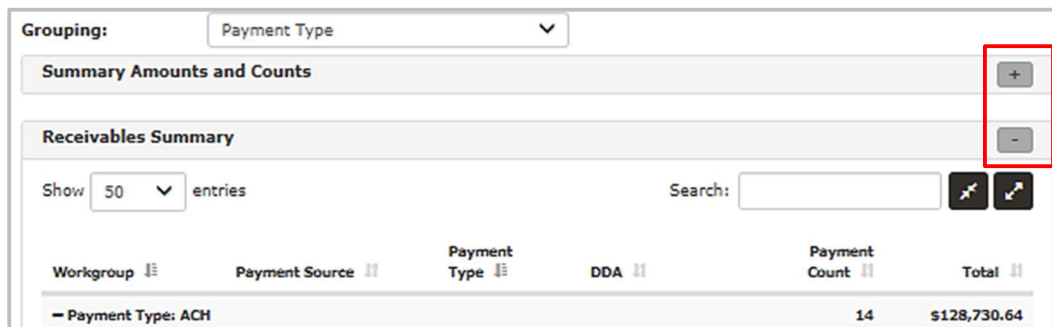


User scrolls down the page and date picker is visible.



## Page Utilities

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

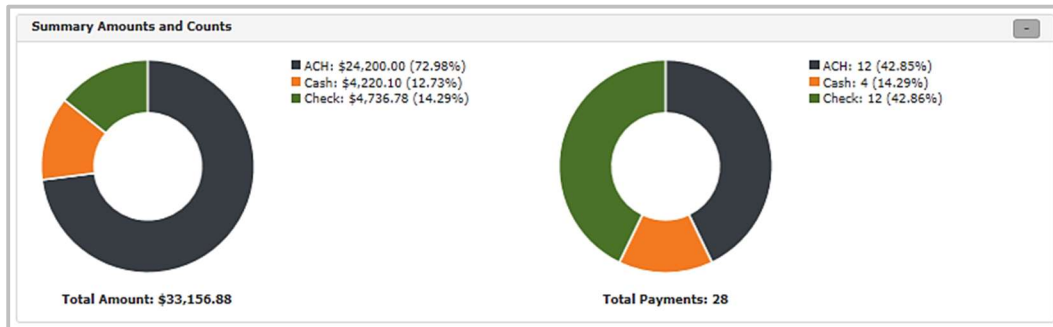


The application remembers this setting for the physical machine and individual user even after the user logs out of the application.

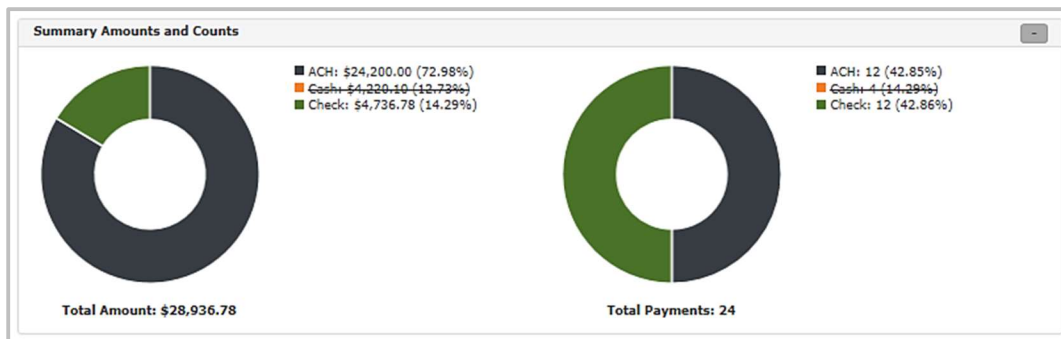
The dashboard also has a report available. All reports are covered in the separate reports document.

## Summary Counts and Amounts

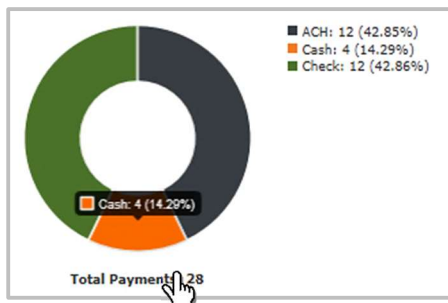
The section at the top of the Dashboard page displays the **Summary Counts and Amounts** totals with accompanying doughnut charts.



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



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



## Receivables Summary Grid

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

Receivables Summary					
Show	50	entries	Search:		
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 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Cash	123456789	2	\$2,110.05
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Cash	123456789	2	\$2,110.05
- Payment Type: Check				12	\$4,736.78
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check		0	\$0.00
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	8	\$516.68
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	2	\$2,110.05
99 - ImageRPS_Elkhorn	ImageRPS_Elkhorn	Check	123456789	2	\$2,110.05
Total: \$33,156.88					
Showing 1 to 7 of 7 entries					
				Previous	1 Next

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

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

### Drill Down to Batches and Transactions

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

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

Dashboard > Batch Summary

Date Range:

9/21/2017

-

9/21/2017

Workgroup:

Selected: 99 - ImageRPS\_Elkhorn

Payment Type:

Check

Payment Source:

ImageRPS\_Elkhorn

Search

Show

10

entries

Search:

DDA:123456789

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Transaction Count	Payment Count	Document Count	Batch Total
873	873	09/21/2017	ImageRPS_Elkhorn	Check	123456789	1	2	2	2	\$2,110.05
874	874	09/21/2017	ImageRPS_Elkhorn	Check	123456789	1	2	2	2	\$2,110.05
1630	16	09/21/2017	ImageRPS_Elkhorn	Check	123456789	1	4	4	4	\$258.21
9830	16	09/21/2017	ImageRPS_Elkhorn	Check	123456789	1	4	4	5	\$258.47

Showing 1 to 4 of 4 entries (filtered from 6 total entries)

Previous

1

Next



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

Dashboard > Batch Summary > Batch Detail

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

Show  entries Search:

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

View All

Total Amount: \$258.21

Showing 1 to 4 of 4 entries

Previous **1** Next

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

Dashboard > Batch Summary > Batch Detail > Transaction Detail

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

Transaction Details

Payment Items

Show  entries Search:

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

Data Entry Fields

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

Total: \$48.67

Showing 1 to 1 of 1 entries

Previous **1** Next

Related Items

Show  entries Search:

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

Showing 1 to 1 of 1 entries

Previous **1** Next

Documents

Show  entries Search:

Document Sequence	Sequence Within Transaction	Description
2	2	Invoice

Showing 1 to 1 of 1 entries

Previous **1** Next

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

Dashboard > Batch Summary > Batch Detail > Transaction Detail



## Batch Summary

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

The screenshot shows the 'Batch Summary' page. At the top, there's a navigation bar with links like Dashboard, Batch Summary, Capture, Exceptions, Search, Reports, Notifications, and Admin. Below this, the 'Batch Summary' section has several filters: 'Date Range' (9/21/2017 to 9/21/2017), 'Workgroup' (Selected: WFS), 'Payment Type' (-- All --), and 'Payment Source' (-- All --). A 'Search' button is to the right of these filters. Below the filters, there's a 'Show 10 entries' dropdown and a 'Search:' input field. The main area is a table with columns: Batch, Deposit Date, Payment Source, Payment Type, DDA, Transaction Count, Payment Count, Document Count, and Batch Total. The table is currently empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

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.





Dashboard Batch Summary Capture Exceptions Search Reports Notifications Admin

Dee Hiatt sign out

**Dashboard > Batch Summary**

Date Range: 6/19/2019 - 6/19/2019

Workgroup: Selected: 3434 - Generic Workgroup 3434

Payment Type: ACH

Payment Source: ACH\_Henn

Search: DDA:123123000123

Show 10 entries

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

Showing 1 to 10 of 14 entries

Previous 1 2 Next

**NOTE** If the data grid is resorted using a column header, this sort is not retained by the system when the search is modified by returning to the Batch Summary page using the breadcrumbs at the top of the page. The system default Batch Summary sort returns when the user exits the Batch Summary > Batch Detail > Transaction Detail breadcrumb path by viewing a different Receivables360 Online™ page.

The following data is displayed on the Batch Summary page.

Column	Description
<b>Batch ID</b> (not shown)	An optional field, commonly used with ImageRPS batches, which can be displayed using a System Admin option at the workgroup level.
<b>Batch</b>	The Batch, or Batch Number, is the main Receivables360 Online™ batch number that is always viewable by the users throughout the user interface. This number comes from the source system or is generated by Receivables360 Online™ 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.
<b>Deposit Date</b>	The deposit date of the batch.
<b>Payment Source</b>	The system the data came from.





Column	Description
<b>Payment Type</b>	The type of payment tendered.
<b>DDA</b>	The Direct Deposit Account number.
<b>Transaction Count</b>	The number of transactions in the batch.
<b>Payment Count</b>	The number of payments in the batch.
<b>Document Count</b>	The number of non-payment documents in the batch.
<b>Batch Total</b>	The dollar value of the entire batch.

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

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

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

Dashboard > Batch Summary

Date Range: 11/20/2018 - 11/20/2018

Workgroup: Selected: 33338888 - 33338888

Payment Type: ACH

Payment Source: AutomationACH

Search: DDA:0000009112345

Show 10 entries

Batch	Deposit Date	Payment Source	Payment Type	DDA	Batch Site Code	Transaction Count	Payment Count	Document Count	Batch Total
91947	11/20/2018	AutomationACH	ACH	0000009112345667	-1	0	0	0	\$0.00
91948	11/20/2018	AutomationACH	ACH	0000009112345667	-1	0	0	0	\$0.00

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



## Batch Detail

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

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

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

Item	Description
<b>Bank</b>	The bank identification number.
<b>Workgroup</b>	The workgroup identifier is comprised of the Workgroup ID and the Name.
<b>Deposit Date</b>	The date the batch was deposited.
<b>Account Site Code</b>	The Account Site Code is the unique identifier for the site to which an account is associated. Generally, this field is passed from integraPAY.
<b>Batch</b>	<p>The Batch, or Batch Number, is the main Receivables360 Online™ batch number that is always viewable by the users throughout the user interface. This number comes from the source system or is generated by Receivables360 Online™ when there is no source system batch number.</p> <p>NOTE: The Batch number is NOT unique system wide. It is possible to have two or more batches with the same batch number from different payment sources. Each batch will be separate and distinct in the Receivables360 Online™ application.</p>
<b>Batch Site Code</b>	The Batch Site Code is the unique identifier for the capture site of the batch. Generally, this is passed from integraPAY.



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

The Batch Detail page data grid contains the following information.


Column	Description
<b>Transaction</b>	The transaction number of the payment in the batch.
<b>Payment Amount</b>	The dollar amount of the transaction.
<b>Document Image Icons</b>	Icons that will display document images are in the data grid between the Payment Amount and R/T columns. The 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.
<b>R/T</b>	The bank routing and transaction number, or ABA, of the transaction.
<b>Account Number</b>	The DEBIT account number; the checking account number of the payer. See the special note below about how the data is sorted. *
<b>Check/Trace/Ref Number</b>	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. *
<b>Payer</b>	The party making the payment; the remitter.
<b>DDA</b>	The CREDIT account number; the corporate customer account number to which the payment is deposited.

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

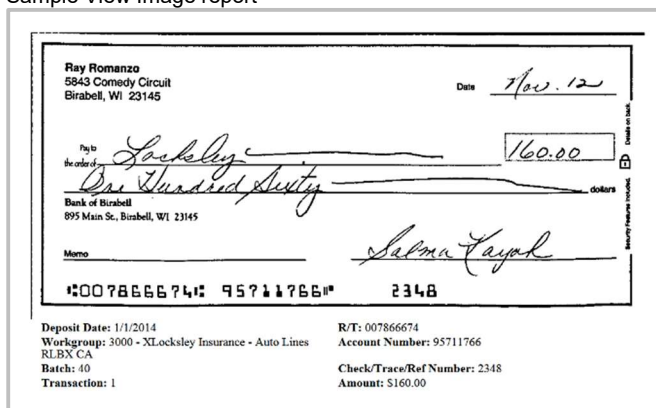


\* **SPECIAL NOTE** about the **Account Number** and **Check/Trace/Ref Number** column sort patterns. These two columns are alphanumeric fields, not numeric. Consequently, they sort data differently than numeric fields. Where numeric fields sort on the actual numerical value and disregard leading zeros,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

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

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

Sample View Image report



**Ray Romano**  
5843 Comedy Circuit  
Birabell, WI 23145

Date: 1/10/12

Pay to: Locksley \$160.00

Bank of Birabell  
895 Main St., Birabell, WI 23145

Memo: One Hundred Sixty


Signature: Salma Fayak

⑆007866674⑆ 95711766 2348


Deposit Date: 1/1/2014  
Workgroup: 3000 - XLocksley Insurance - Auto Lines  
RLBX CA  
Batch: 40  
Transaction: 1

R/T: 007866674  
Account Number: 95711766  
Check/Trace/Ref Number: 2348  
Amount: \$160.00

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

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

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

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

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



## Transaction Detail

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

Sample Transaction Detail page

Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 999

Workgroup: 30 - Bevent Insurance - BP

Deposit Date: 03/20/2020

Batch: 30005

Batch ID: 30005

Account Site Code: 1

Batch Site Code: 1

Batch Cue ID: 0

Transaction: 1

View All Images

1

Go to Transaction 1 →

Payment Items

Show 10 entries

Search:

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
1						\$0.00

Data Entry Fields

- Balance Amount:
- CC2 Field:
- Courtesy Amount:

Total: \$0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Related Items

Show 10 entries

Search:

Related Item Sequence	Amount	Amount Due	Balance Amount	Change of Address	Due Date	Line of Business	P
1	\$0.01						

Showing 1 to 1 of 1 entries

Previous 1 Next

Documents

Show 10 entries

Search:

Document Sequence	Sequence Within Transaction	Description
1	1	Invoice

Showing 1 to 1 of 1 entries

Previous 1 Next



## Transaction Details (A)

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

Batch Summary > Batch Detail > Transaction Detail

Transaction Details

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

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.

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
<b>Data Entry Fields</b> <ul style="list-style-type: none"> <li>CC2 Field: \$744.16</li> <li>Courtesy Amount: \$744.16</li> <li>KFI Type: None</li> </ul>						
4	025428913	88418022	1233093		6549809123456789	\$477.77
<b>Data Entry Fields</b> <ul style="list-style-type: none"> <li>CC2 Field: \$477.77</li> <li>Courtesy Amount: \$477.77</li> <li>KFI Type: None</li> </ul>						
						<b>Total: \$1,221.93</b>

Showing 1 to 2 of 2 entries

Previous 1 Next



As of hotfix 2.03.16, the Payment Sequence reflects the sequence of this item in the transaction, not the item sequence within the batch. The **View Image(s)** icon  to generate a PDF document of the check image. This check image icon will not be displayed if there are no images for the transaction.

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

**ImageRPS Item Report**  
Report created 03/15/2021 by rcepress

---

Deposit Date: 03/20/2020  
Batch ID: 30004  
Batch Number: 30004  
Transaction Number: 1  
Sequence Number: 1

CC-100 M 000490

DATE 02/03/2015

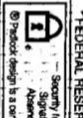
PAY TO THE ORDER OF WFS \$ 482.55

four hundred eighty two 55/100 DOLLARS

**NOT NEGOTIABLE**

MEMO

⑆ 20697445⑆ 97656304⑆ 4393

 FEDERAL RESERVE NOTE  
DO NOT WRITE IN THESE SPACES  
ENDORSE CHECK  
X


As of hotfix 2.03.16, 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.

**Related Items**


Show 10 entries Search:

Related Item Sequence	Amount	Amount Due	Balance Amount	Change of Address	Due Date	Line of Business	P
 1	\$0.01						

Showing 1 to 1 of 1 entries


Previous 1 Next



As of 2.03.16, the Related Item Sequence reflects the sequence of this item in the transaction, not the item sequence within the batch.. Click the **View Images** icon  to generate a PDF document containing the image of the selected Related Item.


## Documents (D)

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

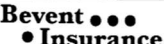
Documents		
Show	10	entries
		Search: <input type="text"/>
Document Sequence	Sequence Within Transaction	Description
 3	3	Invoice
 4	4	Invoice
Showing 1 to 2 of 2 entries		
		Previous <b>1</b> Next

As of hot fix 2.03.16, the **Document Sequence** column displays the sequence of this item in the transaction, not the sequence item within the batch.

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

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

### Sample Document Images



**Bevent Insurance**  
 Protecting Your Future  
 123 South Olson St.  
 Green Acres, WI 56543  
 800-800-8000

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

Amount Enclosed:

Card No.

Exp. Date MM/YY

☐ Check here for address change. Write new address on rear of coupon.

Apollo Oyes  
 342 Skating Ave.  
 Green Acres, WI 56543

Remit to:  
 Bevent Insurance  
 P.O. Box 45698  
 Almondville, WI 89038

4445900010228000007897027

Deposit Date: 2/15/2019  
 Workgroup: 99 - ImageRPS\_Elkhorn  
 Batch: 6906  
 Transaction: 2  
 Batch ID: 6906

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

Address:

City  State

Zip

Phone (  )

Deposit Date: 2/15/2019  
 Workgroup: 99 - ImageRPS\_Elkhorn  
 Batch: 6906  
 Transaction: 2  
 Batch ID: 6906





## Rejected Items

As of Hot Fix 2.0314, rejected items from ImageRPS can be viewed. The rejected items can be viewed on the Transaction Detail page in the Payments or Related Items grids. The rejected items are highlighted in Red with a 'Status' of Rejected in a new Status column.

Batch ID: 40011

Payment Items

Show 10 entries

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

Total: \$0.00

Showing 1 to 1 of 1 entries

Previous Next

Related Items

Show 10 entries

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

Showing 1 to 3 of 3 entries

Previous Next

Documents

Show 10 entries

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

Showing 1 to 2 of 2 entries

Previous Next

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 999 Account Site Code: 1

Workgroup: 30 - Severn Insurance - BP Batch Site Code: 1

Deposit Date: 06/06/2020 Batch Case ID: 0

Batch: 112233 Transaction: 1

Batch ID: 112233

Payment Items

Show 10 entries

Status	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
Rejected	3						\$0.00
Rejected	1						\$0.00
	2						\$0.00

Total: \$0.00

Showing 1 to 3 of 3 entries

Previous Next

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

https://r36016gaweb01.opatib.us/TransactionDetail

2

121000976 00014279 122456789 \$0.01

Total: \$0.02

Showing 1 to 2 of 2 entries

Previous Next

Related Items

Show 10 entries

Status	Address2	Amount	Amount Due	FirstName	LastName	HFIDAddressText	HFIDCityText	State	XPolicyNumber	ZipCode
Rejected		\$0.02	\$0.02							11111

Showing 1 to 2 of 2 entries

Previous Next

Documents

Show 10 entries

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

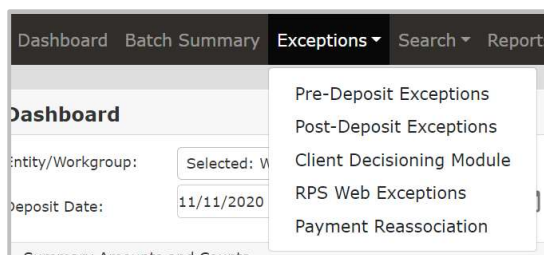


## Exceptions

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 Receivables360 Online 2.02™ application for corrective action, then reconsolidate them back into integraPAY®.

### Access To Exceptions

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



A user must be granted permission to access a specific exception menu item.

### 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 Receivables360 Online™ 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 *Receivables360 Online™ 2.03 Pre-Deposit Exceptions Guide* document.

### Post-Deposit Exceptions

Post-Deposit Exceptions is a Receivables360 Online™ 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 Receivables360 Online™ 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 Receivables360 Online™ application.
2. Files from ImageRPS, or some other transaction processing system, are imported to Receivables360 Online™ using the Data Import Toolkit (DIT).
3. Transactions are flagged during import if required fields are missing data.

4. The customer reviews the transactions and its images to determine and key the missing information. The customer can then accept the transaction and it will be removed from the Post-Deposit Exceptions Summary screen.
5. All additions or modifications to transaction are permanently stored in the archive and will be included in any extract files created out of the Receivables360 Online™ application.

For information about Post-Deposit Exceptions, see the *Receivables360 Online™ 2.03 Post-Deposit Exceptions User Guide* document.

## Client Decisioning Module

To allow users to access the Client Decisioning Module from R360 via SSO, a new access point type was added to the Access Point Maintenance page. Once CDM is configured properly, user will have the ability to click on a new menu option called Client Decisioning Module and have the CDM application open up in a new window.

## RPS Web Exceptions

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

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

## Payment Reassociation

The Receivables360 Online™ 2.03.02 hotfix 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 Receivables360 Online™ 2.03.02 is found on the dropdown menu under Exceptions. The new Exceptions - View Payment Reassociation Portal policy is required for a user to see the menu item. The Payment Reassociation page will open in a new browser tab.

Payment Reassociation menu item

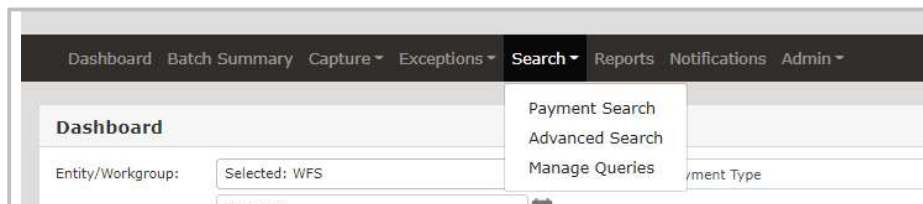
**NOTE:** Currently Payment Reassociation is only available to Deluxe Outsourcing for evaluation.



## Search

Receivables360 Online™ offers robust search capabilities which allow users to search for images based on standard MICR fields as well as optional user defined fields configured at the Entity level. Examples of user defined fields include invoice number, customer name, net amount, division number, etc. These additional fields of information are captured according to the site requirements and become part of the image search criteria.

The three search sub-menu options that are available under the main **Search** menu item are **Payment Search**, **Advanced Search** and **Manage Queries**.



## Payment Search

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

A screenshot of the 'Payment Search' page. The page has a top navigation bar with 'Dashboard', 'Batch Summary', 'Capture', 'Exceptions', 'Search', 'Reports', 'Notifications', and 'Admin'. The 'Search' menu is active. Below the navigation bar, the 'Payment Search' section contains a 'Search Criteria' form with fields for 'Entity/Workgroup' (Selected: WFS), 'Date Range' (12/16/2016 to 12/16/2016), 'Payment Type' (All), 'Payment Source' (All), and 'Sort By' (Select one...). Below this is a 'Query Builder' section with a table for adding search criteria. The table has columns for 'Field', 'Operator', and 'Value'. A red 'X' icon is next to the 'Value' column. At the bottom, there are 'Search' and 'Clear Search' buttons.

## Defining a Payment Search

### Search Criteria

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.

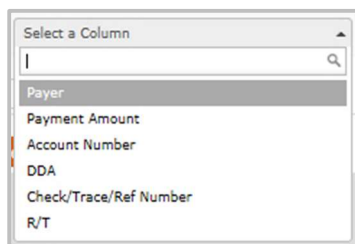
### Query Builder

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

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



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



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

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



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

## Payment Search Results

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

Payment Search > Search Results

Show 10 entries

	Workgroup	Deposit Date	Batch ID	Batch	Payment Source	Payment Type	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA
32	32	12/16/2016	6906	6906	ImageRPSTesting	Check	1	\$1,305.34	008116488	00887640	1196		123456789
32	32	12/16/2016	6906	6906	ImageRPSTesting	Check	2	\$1,305.34	008116488	00887640	1196		123456789
32	32	12/16/2016	6906	6906	ImageRPSTesting	Check	3	\$1,305.34	008116488	00887640	1196		123456789
32	32	12/16/2016	70182	70182	ImageRPSTesting	Check	2	\$25.10	251473758	010432454	1628		123456
32	32	12/16/2016	70182	70182	ImageRPSTesting	Check	2	\$25.10	251473758	010432454	1628		123456
32	32	12/16/2016	70182	70182	ImageRPSTesting	Check	2	\$20.00	251473758	050405516	1950		123456
32	32	12/16/2016	70182	70182	ImageRPSTesting	Check	2	\$20.00	251473758	050405516	1950		123456
32	32	12/16/2016	674	674	ImageRPSTesting	Check	2	\$1,366.56	051402589	0801456406	2962		123456789
32	32	12/16/2016	674	674	ImageRPSTesting	Check	2	\$1,366.56	051402589	0801456406	2962		123456789
32	32	12/16/2016	674	674	ImageRPSTesting	Check	1	\$743.49	051402589	0802456506	0312		123456789

Showing 1 to 10 of 42 entries

Previous12345Next

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

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

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

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

Click on Payment Search in the breadcrumb trail [Payment Search > Search Results](#) at the top of the page to return to the **Payment Search** page.



## 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.

Advanced Search

Saved Queries

Load Saved Query:

Select Query...

Search Criteria

Workgroup:

Selected: 92 - ACH\_Service\_IAT

Date Type:

Deposit Date

Date Range:

11/11/2020

-

11/11/2020

Payment Type:

-- All --

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

Search

Clear Search

Save Query

## Defining an Advanced Search

### Saved Queries

Saved Queries

Load Saved Query:

Select Query...

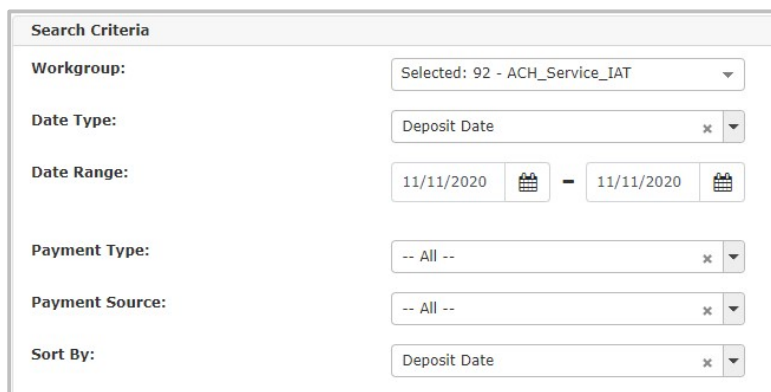




If previous searches have been saved as queries, click the **Select Query** box to select a query from the dropdown list. Queries are user specific and are saved and accessed at the user level. The user currently logged in will see only queries that they have previously saved. This is not a global feature.

**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



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

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

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

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



## Query Builder

Field	Operator	Value
+ Add search criteria...		

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

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

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

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

Select a Column

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

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

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

Select an Operator

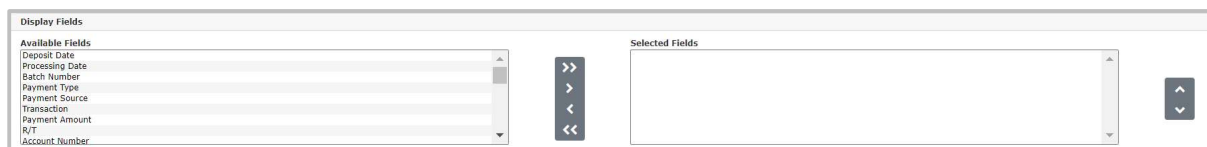
- Is Greater Than
- Is Less Than
- Equals

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

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



## Display Fields

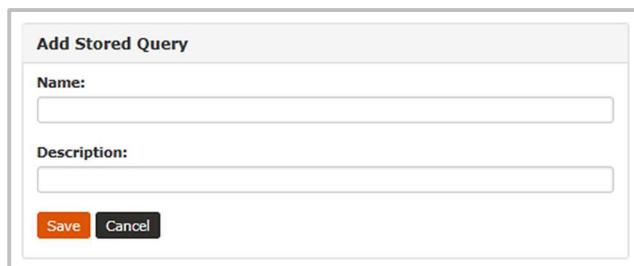


**NOTE:** A workgroup must be selected in the **Search Criteria** section before the **Available Fields** box is populated.

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

If no fields are moved from the **Available Fields** box to the **Selected Fields** box, the first twelve (12) fields in the **Available Fields** box (i.e. **Payment Sequence** down through **Payer**) are displayed in the **Search Results** grid. Image icons display to the left of the data columns. Moving one or more fields to the **Selected Fields** box will cause the search results to display only the image icons and the selected fields.

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



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



## Advanced Search Results

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

Advanced Search > Search Results

Workgroup: 99 - ImageRPS\_Elkhorn

Show 10 entries

	Deposit Date	Batch ID	Batch Number	Payment Type	Payment Source	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	DDA	Payer
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	2	\$744.16	049284285	37189207	1232479		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	2	\$477.77	025428913	88418022	1233093		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	3	\$1,305.34	008116488	00887640	1231196		6549809123456789
<input checked="" type="checkbox"/>	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	3	\$66.76	077480624	32080958	1231034		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	4	\$744.16	049284285	37189207	1232479		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	4	\$477.77	025428913	88418022	1233093		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	5	\$1,305.34	008116488	00887640	1231196		6549809123456789
<input checked="" type="checkbox"/>	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	6	\$66.76	077480624	32080958	1231034		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	6	\$744.16	049284285	37189207	1232479		6549809123456789
	01/30/2019	6906	6906	Check	ImageRPS_Elkhorn	6	\$477.77	025428913	88418022	1233093		6549809123456789

Showing 51 to 60 of 100 entries

PDF View Download as Text Download Results

Selective Print Mode Print All

Payment Count: 100  
Payment Total: \$51,260.90

Search Criteria: Workgroup = 99 - ImageRPS\_Elkhorn; Deposit Date Is Greater Than or Equal to 01/01/2019 and Less Than or Equal to 02/28/2019;

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

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

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

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

			<input checked="" type="checkbox"/>	08/12/2016	6906
			<input checked="" type="checkbox"/>	08/12/2016	6906

Transaction contains marksense data

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

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

Page navigation buttons are provided at the bottom right of the page.

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

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; INVT New Date Is Less Than 12/23/2020; IPMT1 Courtesy 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 single transaction (i.e. one check and one stub) then one row is displayed. If the result is a multi-transaction then the result set will vary as follows.
  - A single check with multiple stubs transaction will display one row per stub with the same check information on each row. For example, 1 check with 3 stubs = 3 rows.
  - A single stub with multiple checks transaction will display one row per check with the same stub information on each row. For example, 1 stub with 3 checks = 3 rows.
  - For a multiple check and multiple stub transaction, where a stub data entry field is not selected for display when creating the Advanced Search query, only the check results will display with one row per check.
  - For a multiple check and multiple stub transaction, where a stub data entry field is selected for display, the results will display the Cartesian product of both checks and stubs. This means that the number of rows will be equal to the number of checks times the number of stubs (i.e. checks \* stubs = rows). For example:
    - 2 Checks & 3 Stubs = 6 rows
    - 3 Checks & 3 Stubs = 9 rows
    - 2 Checks & 5 Stubs = 10 rows

### Viewing and Downloading Search Results

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



**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:** Receivables360 Online™ 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.

## PDF View

[illegible]

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

[PDF View](#)
[Download as Text](#)
[Download Results](#)

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

Text file with no options checked.

```
Deposit Date,Batch ID,Batch Number,Payment Type,Payment Source,Transaction,Payment Amount,R/T,Account Number,Check/Trace/Ref
Number,DDA,Payer,
"07/29/2019","12894","12894","ACH","ACH Service","1","$7,989.73","",,"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","",,"000000000000001","666666671","",
"07/29/2019","12900","12900","ACH","ACH Service","2","$1,132.65","",,"000000000000001","666666671","",
"07/29/2019","12902","12902","ACH","ACH Service","1","$8,360.01","",,"000000000000001","666666671","",
```

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

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

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

```
Deposit Date,Batch ID,Batch Number,Payment Type,Payment Source,Transaction,Payment Amount,R/T,Account Number,Check/Trace/Ref
Number,DDA,Payer,
07/29/2019,12894,12894,ACH,ACH Service,1,$7,989.73,,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,,000000000000001,666666671,,
07/29/2019,12900,12900,ACH,ACH Service,2,$1,132.65,,000000000000001,666666671,,
07/29/2019,12902,12902,ACH,ACH Service,1,$8,360.01,,000000000000001,666666671,,
07/29/2019,12902,12902,ACH,ACH Service,2,$5,523.99,,000000000000001,666666671,,
```

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

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

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

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

## Download Results

[Download Results](#)

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

- » An operating system prompt will appear for the user to open or save the download.
- » The zip file is downloaded and contains the following:
  - A CSV file that can be opened as text or in MS Excel.
  - An HTML document.
  - An XML document.

NOTE: XML tags are not fixed and if there are multiple fields with the same name they will have \_2, \_3, \_4, etc. after the field name.

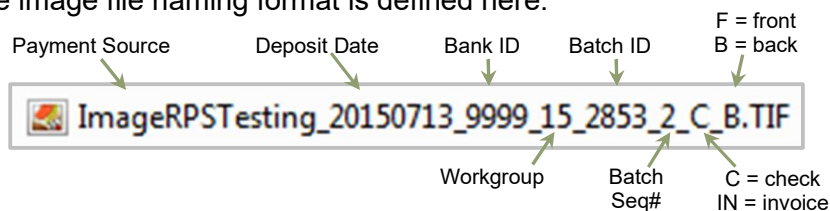




- An “images” folder with document images in TIF format.

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

- » The image file naming format is defined here.



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

**Search Results**

Deposit Date	BatchID	Batch	Payment Source	Payment Type	Transaction	Payment Amount	R/T	Account Number	Check Number	DDA	Checks	Documents
07/13/2015	2853	2853	ImageRPSTesting	Check	1	\$94.56	095601171	96372050	1733	121212123	<a href="#">Check</a>	<a href="#">Document</a>
07/13/2015	2853	2853	ImageRPSTesting	Check	2	\$48.67	101380933	96725340	2385	121212123	<a href="#">Check</a>	<a href="#">Document</a>
07/13/2015	2853	2853	ImageRPSTesting	Check	3	\$31.27	078237559	64292703		121212123	<a href="#">Check</a>	<a href="#">Document</a>
07/13/2015	2853	2853	ImageRPSTesting	Check	4	\$83.71	080881142	47438986	9651	121212123	<a href="#">Check</a>	<a href="#">Document</a>

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



### An Error Occurred

Received a 401 unauthorized response.

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

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

Open the login page in a new window.

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

### Selective Print Mode

Selective Print Mode

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

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

<input type="checkbox"/>		08/12/2016	<a href="#">6906</a>	<a href="#">6906</a>	Check
<input type="checkbox"/>		08/12/2016	<a href="#">6906</a>	<a href="#">6906</a>	Check
<input checked="" type="checkbox"/>		08/12/2016	<a href="#">6906</a>	<a href="#">6906</a>	Check
<input checked="" type="checkbox"/>		08/12/2016	<a href="#">6906</a>	<a href="#">6906</a>	Check
<input type="checkbox"/>		08/12/2016	<a href="#">6906</a>	<a href="#">6906</a>	Check

Showing 21 to 30 of 66 entries

PDF View Download as Text Download Results

Exit Selective Print Mode Print All View Selected

Payment Count: 42  
Payment Total: \$21,165.54  
Search Criteria: Workgroup = 32

Print All  
Print Payments  
Print Documents

Deposit Date Is Greater Than or Equal to 08/12/2

- » 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, has been modified in hotfix 2.03.14.00 to display all of the parsed addenda data. Changes include the following.





1. Prior to this hotfix 2.03.14.00, the application would display only data columns that would fit on a single page. All addenda data is now displayed using a list format and will display on multiple pages if needed. See the screen shots (below) for the old table and the new list formats that illustrate the Parsed Addenda change.
2. Instead of displaying the Payment information parsed from the addenda (ie BPR Monetary Amount, BPR Account Number, & Reassociation Trace Number) for every single remittance item, those values 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 with hotfix 2.03.15 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.

Prior to 2.03.14 PDF format:

**Wire Transfer Payment (BAI2)**

**File Creation:** 03/23/2020 **File ID:** 2253 **Customer Account:** 123123000123  
**Payment Type:** 195- Incoming Money Transfer **Amount:** \$7,767,769.99  
**Bank Reference Number:** 200323010004 **Customer Reference Number:** 002248

Unparsed Text:

```

ADDENDA={8300}PIPROPBILL C SMITH JR PA*NOT PROVIDED*
{8350}HERITAGE ROASTING COMPANY*
{8400}CINVI000001*
{8450}USD126.76*
{8500}USD126.76*
{8550}USD0.00*
{8600}01DBITUSD100.00*Deducted $100 from pmt due to pricing error in original invoice*
{8650}20200323
{8700}DISP1000001-BM101-12323906*
{8750}**ESA:NOTCONVERTED Does this get cut off because it should*
{8400}CINVI000002*6*
{8450}USD539.25*
{8500}USD539.25*
{8400}CINVI000003*6*
{8450}USD540.25*
{8500}USD540.25*
{8400}CINVI000004*6*
{8450}USD541.25*
{8500}USD541.25*
{8400}CINVI000005*6*
{8450}USD542.25*
{8500}USD542.25*
{8650}20200323
{8700}DISP1000002-BM101-1232390*

```

Parsed Text:

Remittance Originator	Remittance Beneficiary	Primary Remittance Doc Info	Actual Amount Paid	Gross Amount	Discount Amount	Adjustment Information	Remittance Date	Secondary Remittance Doc Info	Remittance Free Text
BILL C SMITH JR PA	HERITAGE ROASTING COMPANY	I000001	126.76	126.76	0.00	01DBITUSD100.00*Deducted \$100 from pmt due to pricing error in original invoice	03/23/2020	000001-BM101-12323906	**ESA:NOTCONVERTED Does this get cut off because it should*

**Deposit Date:** 3/23/2020

**Workgroup:** 3434 - Generic workgroup 3434

**Batch:** 68810

**Transaction:** 1

**Batch ID:** 71508



As of hotfix 2.03.14 New PDF format:

## Wire Payment

### Batch Information

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

### Unparsed Text:

```
ADDENDA={8250}000000123*EMAL*get-remittance-info-here1@xxx.org16
ADDENDA={8300}PIPROPFBILL A SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL B SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL C SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROP *NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL E SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL F SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL G SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL D SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL H SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL I SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL J SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL K SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL L SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL M SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL N SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL O SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL P SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL Q SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL R SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL S SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL T SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL U SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL V SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL W SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL X SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL Y SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA={8300}PIPROPFBILL Z SMITH JR PA*NOT PROVIDED*{8350}HERITAGE ROASTING
ADDENDA=ANSI(8200)0855ISA*00* *00* *22*SMITH *17*
```

### Parsed Text:

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



Note that as of hot fix 2.03.16, the number on the left of the Parsed Text column (highlighted below) reflects the sequence of the item within in the transaction.

**Wire Payment**

Batch Information

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

Unparsed Text:

ADDENDA=ANSI(8200)0855ISA\*00\*      \*00\*      \*ZZ\*SMITH      \*17\*  
067012099      \*140324\*1219\*U\*00401\*575525178\*1\*T\*:\GS\*RA\*SMITH\*067012099\*  
20140324\*121919\*52836130\*X\*004010\ST\*820\*000000011\BPR\*C\*666.01\*C\*FWT\*CTX\*  
01\*067012099\*DA\*0000000000\*1111111111\*01\*072000096\*DA\*100021111111111\*  
20140324\NTE\*OBI\*FUNDS TRANSFER INSTRUCTIONS FROM ORDERING CUSTOMER\TRN\*1\*  
140324120011\CUR\*02\*USD\REF\*22\*SHR\*CHARGE OR ALLOWANCE\REF\*TN\*ORD90002011\  
REF\*94\*CALL FIRST THEN FAX\REF\*PO\*1234567890\*REFERENCE FOR BENEFICIARY\DTM\*  
001\*20150321\N1\*PR\*BILL T SMITH JR PA\N1\*RB\*BENEFICIARYS BANK\*SW\*072000096\  
N1\*PE\*MOLVERTON INC\*91\*COMERICA\N2\*16020 S LOWELL RD\N4\*LANSING\*MI\*48906\  
ENT\*19\RMR\*IV\*I000001\*ER\*126.76\*126.76\*12.34\REF\*BM\*I000001-BM101-12323906\DTM\*  
003\*20140324\RMR\*IV\*I000002\*ER\*539.25\*539.25\REF\*BM\*I000002-BM101-12323906\  
DTM\*003\*20140324\SE\*23\*000000011\GE\*1\*52836130\IEA\*1\*575525178\

Parsed Text:

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

## Manage Queries

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

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

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

**Manage Queries**

Show 10 entries Search:

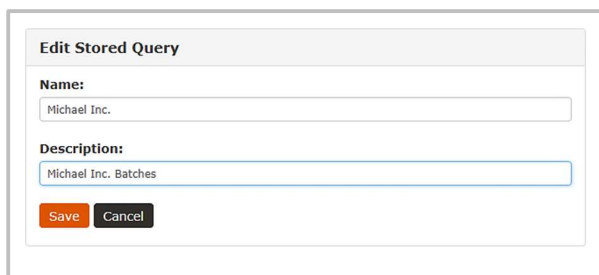
Query Name	Query Description	Default
Silly Sally XXXXX Credit Union	All payments	<input type="checkbox"/>
Tom Terrific Bank Checks	All payment sources, all fields	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries Previous 1 Next


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



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



The dialog box is titled "Edit Stored Query". It contains two text input fields. The first field is labeled "Name:" and contains the text "Michael Inc.". The second field is labeled "Description:" and contains the text "Michael Inc. Batches". At the bottom of the dialog box, there are two buttons: "Save" (orange) and "Cancel" (grey).

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

If a default query is defined, the default check box is selected for that query. Check a box in the **Default** column to specify or change the default query.

Select the **Delete query** icon  to delete a specific query.

## Reports

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

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

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

## Notifications

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

Click **Notifications** on the Receivables360 Online™ menu bar to display the Notifications page.

The screenshot shows the 'Notifications' page in the Receivables360 Online interface. At the top, there is a navigation bar with links: Dashboard, Batch Summary, Capture, Exceptions, Search, Reports, Notifications, and Admin. The user 'Dee Hiatt' is logged in, and there is a 'sign out' link. Below the navigation bar, the 'Notifications' section has a search form with the following fields:

- Entity/Workgroup:** A dropdown menu with 'Selected: WFS'.
- Date Range:** Two date pickers showing '11/15/2019' and '11/18/2019'.
- Attachment Name:** A text input field.
- Attachment Type:** A dropdown menu with 'All' selected.

Below the search form are 'Search' and 'Clear' buttons. A 'Show 10 entries' dropdown is also present. The main content area displays a table of notifications:

Date	ID	Message	Attachments
11/15/2019 8:25:35 PM	1123211 - 1123211	FIT Simple File Drop Test	1
11/15/2019 8:25:35 PM	1123211 - 1123211	FIT Simple File Drop Test	1
11/15/2019 8:31:37 PM	1123211 - 1123211	FIT Simple File Drop Test	1
11/18/2019 9:59:03 AM	92 - ACH_PPD	Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Brad_Test_111819_095857.zip. Alert created fo	0
11/18/2019 9:59:03 AM	94 - ACH_CTX	Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Brad_Test_111819_095857.zip. Alert created fo	0
11/18/2019 9:59:03 AM	95 - ACH_CIE	Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Brad_Test_111819_095857.zip. Alert created fo	0
11/18/2019 9:59:03 AM	96 - ACH_CCD	Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Brad_Test_111819_095857.zip. Alert created fo	0
11/18/2019 9:59:03 AM	97 - Generic_Elkhorn	Your extract is complete. Processing Date: 3/8/2018. Extract File Name: Brad_Test_111819_095857.zip. Alert created fo	0

At the bottom of the table, it says 'Showing 1 to 8 of 8 entries'. There are 'Previous', '1', and 'Next' buttons for pagination.

To view notifications, follow these steps:

1. Select an **Entity/Workgroup** from the dropdown list. Click the down arrow to see the tree, expand entities as needed, and double-click the entity or workgroup to select.
2. Select the **Date Range**. By default, the current date appears in the **Date Range** but the user can select different dates using the calendar tool . Dates are usually entered with the beginning date first and the end date second. However, if a user happens to enter the dates in reverse order, Receivables360 Online™ will update the search criteria and put the date range in the proper order.
3. The **Attachment Name** field is a filtering mechanism and is optional. Enter an attachment filename if known.
4. Select the **Attachment Type** from the dropdown list or select **All** types. If a type is not selected all types will be reported.
5. Click **Search** to display the notifications or click **Clear** to return the parameters to the defaults.

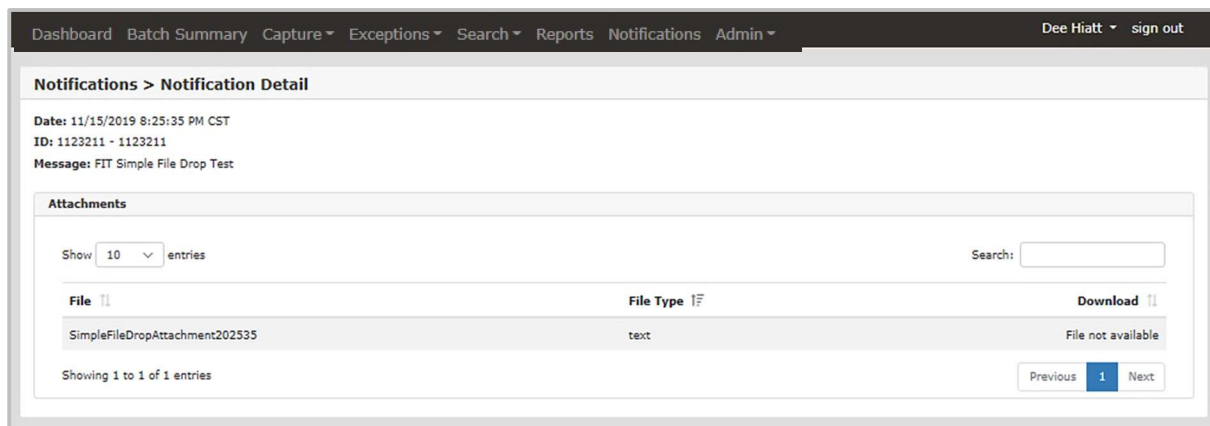





Based on the filter parameters entered, the notifications display in the Notifications grid which provides the following information.

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

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



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

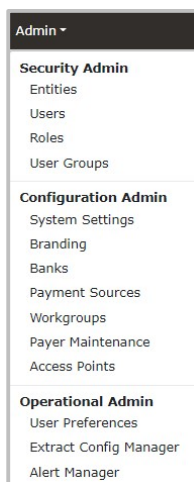
**NOTE:** Users with permission to view **Notifications** will also be able to view the **Notification Detail** page but to see and use the download icon they must also have download permission.

## Admin–User Preferences

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

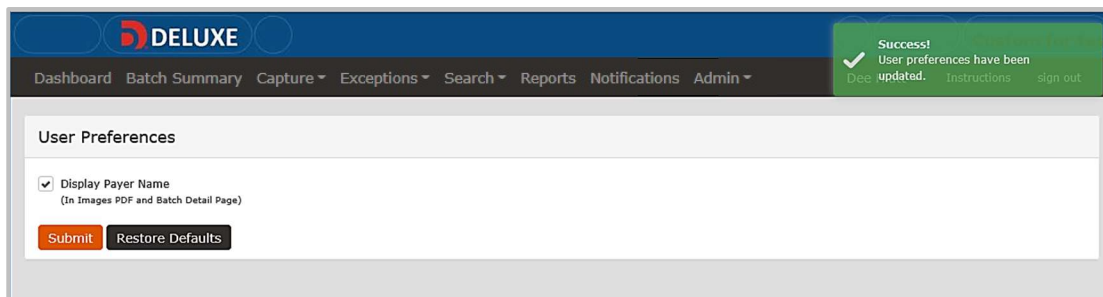
Users may be granted permissions to access some or all of the Admin settings.

For information about the various functions in the Admin UI, please see the *Receivables360 Online™ 2.03 Admin Guide* document.



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

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



Currently there is only one user preference option.

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

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

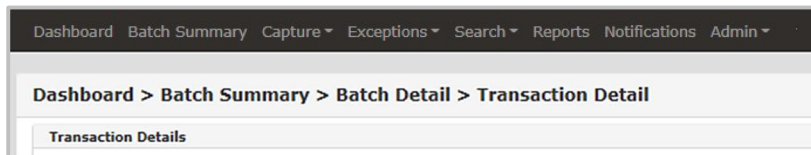
Click **Restore Defaults** to return User Preferences to the default values from the System Settings page.

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

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

# Addendum A—Detailed Navigation, Browser/Column Window Sizes and Icons

## Breadcrumbs



A “breadcrumb” trail is prominently displayed on appropriate pages to facilitate navigating backward through previous pages. Although browser window “back” buttons will sometimes work, they are not consistent in operation. Use of the browser “back” button may lead to browser and connectivity errors. Use of the breadcrumb trail ensures a reliable user experience in the Receivables360 Online™ application.

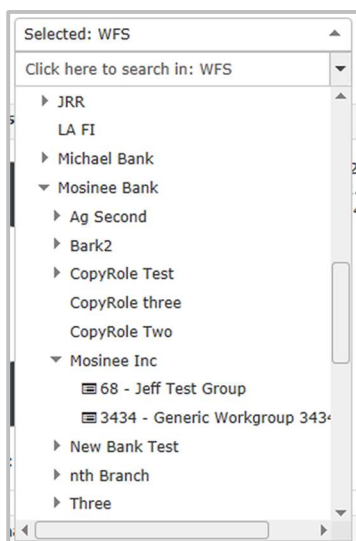
## Entity/Workgroup Selector



This navigation tool is used throughout the Receivables360 Online™ application. It allows the user to select an entity, or a workgroup, for which data is to be displayed. Selecting an entity that has child entities will display data for the parent and the child entities.

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

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

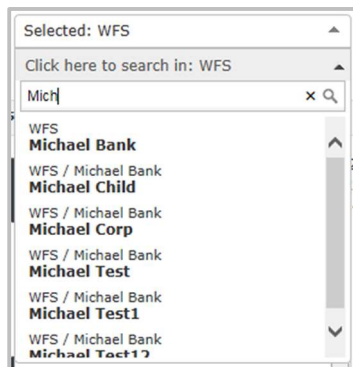


To search for an entity or workgroup, click the **Click here to search in:** title to display the **Search In** box.
















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

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




















## Icons

A number of icons are used throughout Receivables360 Online™.

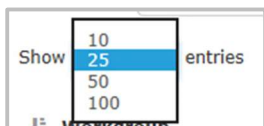
Icon	Image	Description
<b>Calendar</b>	 or 	Displays a calendar to select a desired date. Pages that have calendars use one of two types of calendars.
<b>Refresh Page</b>		Refresh the data on the displayed page.
<b>View Notification Detail</b>		On the Notifications page, displays the Notifications Detail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



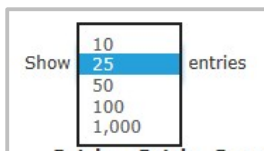
Icon	Image	Description
<b>Edit</b>		Opens a dialog box to edit parameters.
<b>Delete</b>		Opens a confirmation dialog box to delete or remove an item. It can also signify Non Active and Close Modal.
<b>Expand All Groupings</b>		Expands all groups in a data grid.
<b>Flip Image</b>		Flips the image.
<b>Unassign</b>		Unassign the item.
<b>Active</b>		The item is currently Active or assigned.
<b>Collapse All Groupings</b>		Collapses all groups in a data grid.
<b>Dropdown</b>		Drop down the field to see more options.
		
<b>Previous</b>		Display the previous item or page.
<b>Next</b>		Display the next item or page.
<b>First/Last</b>		Displays the first page/item or last page/item.
<b>Add/Subtract</b>		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.
<b>Move Up/Down</b>		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.
<b>Page Navigation</b>		Allows the user to navigate through the pages of a grid.
<b>Warning on Modal</b>		Displays a warning for the modal.
<b>Warning on Table Item</b>		Displays a warning for a table item change.

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

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



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



## Viewing Grids

The column widths in the Receivables360 Online 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 Receivables360 Online™ 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.

The screenshot displays the 'Transaction Detail' page in the Receivables360 Online application. The interface includes a top navigation bar with links like 'Dashboard', 'Batch Summary', 'Capture', 'Exceptions', 'Search', 'Reports', 'Notifications', and 'Admin'. Below this, a breadcrumb trail shows the path: 'Dashboard > Batch Summary > Batch Detail > Transaction Detail'. The main content area is divided into sections: 'Transaction Details' (showing bank, workgroup, deposit date, batch, and transaction information), 'Payment Items' (a table with columns for Payment Sequence, R/T, Account Number, Check/Trace/Ref Number, Payer, DDA, and Payment Amount), and 'Related Items'. The 'Payment Items' table shows a single entry for a payment of \$362.50. The 'Related Items' section is currently empty. The page also features a search bar and a 'Showing 1 to 1 of 1 entries' indicator.



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

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

Dashboard > Batch Summary > Batch Detail > Transaction Detail

**Transaction Details**

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

Workgroup: 33338888 - 33338888
Batch Site Code: -1

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

Batch: 89060
Transaction: 1

**Payment Items**

Show 10 entries Search:

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

**Data Entry Fields**

- Service Class Code: 220
- Company Name: HONEYWELL  
INTERN
- Company Data: DIRECT  
DEPOSIT
- Company ID: 9872583001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018  
12:00:00 AM
- Settlement Date: 9/20/2018  
12:00:00 AM
- Originating DFI: 02100002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY  
AMERICAS
- Trace Number:  
021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries Previous 1 Next

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

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

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



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

Dashboard > Batch Summary > Batch Detail > Transaction Detail

**Transaction Details**

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

**Payment Items**

Show 10 entries

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

**Data Entry Fields**

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 987283001
- Standard Entry Class: CTK
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating OFI: 02100002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VSBHAY AMERICAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries

**Related Items**

Show 10 entries

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.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

**Transaction Details**

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

**Payment Items**

Show 10 entries

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

**Data Entry Fields**

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 987283001
- Standard Entry Class: CTK
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating OFI: 02100002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VSBHAY AMERICAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries

**Related Items**

Show 10 entries

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

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: -1  
Workgroup: 3333888 - 3333888 Batch Site Code: -1  
Deposit Date: 09/20/2018 Batch Cue ID: 0  
Batch: 89060 Transaction: 1

View All Images 1 Go to Transaction 1 →

Payment Items

Show 10 entries Search:

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

Data Entry Fields

- Service Class Code: 320
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 9872583001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 021000002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERJCAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries Previous 1 Next

Related Items

Show 10 entries Search:

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 1159511 Account Site Code: -1  
Workgroup: 3333888 - 3333888 Batch Site Code: -1  
Deposit Date: 09/20/2018 Batch Cue ID: 0  
Batch: 89060 Transaction: 1

View All Images 1 Go to Transaction 1 →

Payment Items

Show 10 entries Search:

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

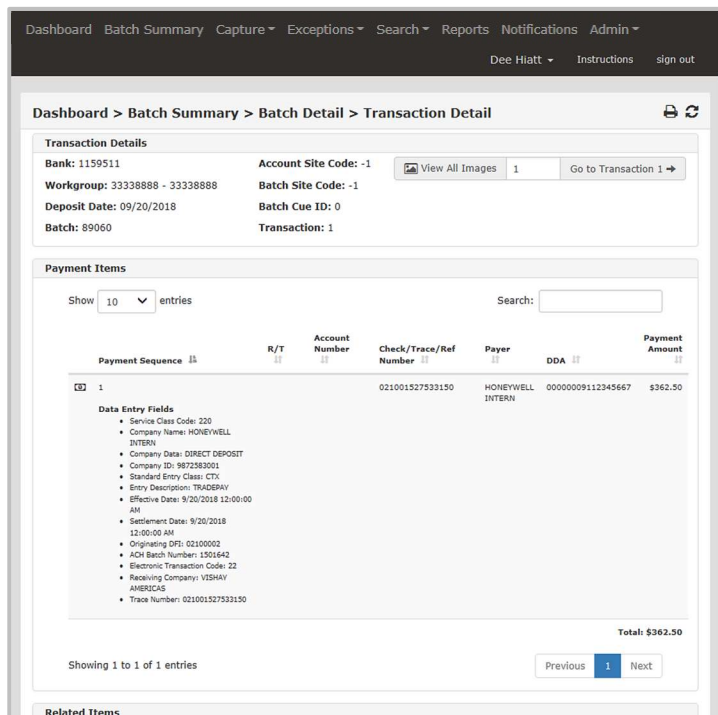
Data Entry Fields

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Data: DIRECT DEPOSIT
- Company ID: 9872583001
- Standard Entry Class: CTX
- Entry Description: TRADEPAY
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 021000002
- ACH Batch Number: 1501642
- Electronic Transaction Code: 22
- Receiving Company: VISHAY AMERICAS
- Trace Number: 021001527533150

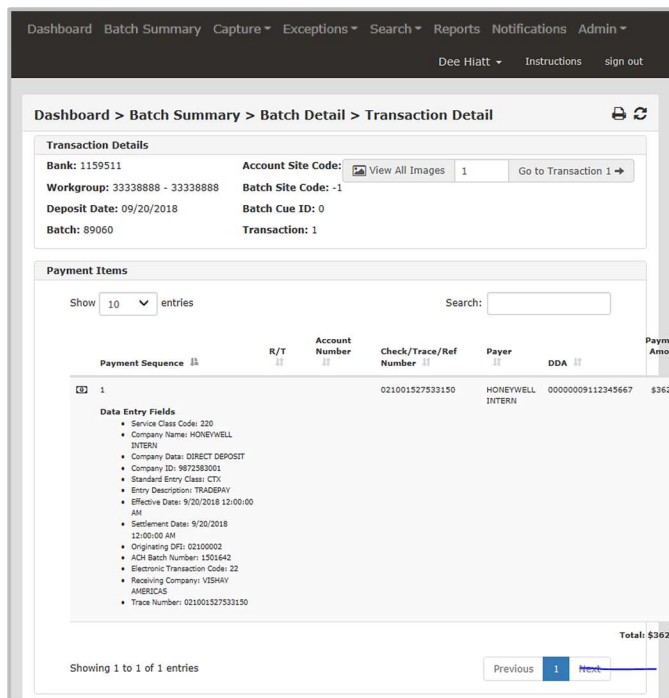
Total: \$362.50

Showing 1 to 1 of 1 entries Previous 1 Next

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).



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



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

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

Dashboard > Batch Summary > Batch Detail > Transaction Detail

**Transaction Details**

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

Workgroup: 3333888 Batch Site Code: -1

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

Batch: 89060 Transaction: 1

**Payment Items**

Show 10 entries

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

**Data Entry Fields**

- Service Class Code: 220
- Company Name: HONEYWELL INTERN
- Company Code: 021001527533150
- Company ID: 897283001
- Standard Entry Class: CTR
- Entry Description: TRADERS
- Effective Date: 9/20/2018 12:00:00 AM
- Settlement Date: 9/20/2018 12:00:00 AM
- Originating DFI: 021000022
- ACH Batch Number: 1501642
- Electronic Transaction Code: 32
- Receiving Company: VSHAY AMERUCAS
- Trace Number: 021001527533150

Total: \$362.50

Showing 1 to 1 of 1 entries

Previous 1 Next

**Related Items**

Show 10 entries

A Receivables360 Online 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.



## Change Log

Date	Description
8 Dec 2017	Document Published.
14 Dec 2017	Updated Table of Contents.
11 Apr 2018	Hotfix 2.03.02: Added section for <a href="#">Payment Reassociation</a>
16 May 2018	Hotfix 2.03.03: Document image icons hidden function added to <a href="#">Batch Detail</a> , <a href="#">Transaction Detail</a> , and <a href="#">Advanced Search Results</a> sections.
7 Sep 2018	Modified the <a href="#">Transaction Detail</a> page description correlation identifier boxes. Corrected descriptive text for the <a href="#">Manage Queries</a> search functionality.
17 Sep 2018	Hotfix 2.03.04: <ul style="list-style-type: none"> <li>» Almost every screen shot has been updated due to menu bar and icon changes.</li> <li>» Updated Angular pages for <a href="#">Batch Summary</a>, <a href="#">Batch Detail</a>, and <a href="#">Transaction Detail</a>.</li> <li>» New <b>My Profile</b> and <b>Web Link</b> features in the <a href="#">Menu Options</a> section.</li> <li>» Update to the <b>Show entries</b> tool in <a href="#">Viewing Grids</a> section.</li> <li>» New Select a Workgroup error message and new <b>Search</b> box DDA filter in <a href="#">Batch Summary</a>.</li> <li>» Change to <b>Select a Column</b> in the <a href="#">Query Builder</a> section.</li> <li>» Change to <b>Event Type</b> dropdown list and enhanced event logging for <a href="#">User Activity Report</a>.</li> </ul>
21 Sep 2018	Added bullet point about column width adjustments to the <a href="#">Viewing Grids</a> section.
8 Oct 2018	Added the <b>Sequence within Transaction</b> paragraph in the Documents sub-section of the <a href="#">Transaction Details</a> section.
20 Nov 2018	Hotfix 2.03.05: <ul style="list-style-type: none"> <li>» Batch ID removed from <a href="#">Batch Summary</a> page, <a href="#">Batch Detail</a> page and <a href="#">Transaction Detail</a> page.</li> </ul>
19 Dec 2018	Updated the My Profile screenshot in the <a href="#">Menu Options</a> section. Updated a screenshot in the <a href="#">Deposit Date filter</a> section. Updated a screenshot in the <a href="#">Admin</a> section.
15 Feb 2019	Update to password Change button on My Profile screen in the <a href="#">Menu Options</a> section. (result of RAAM hotfix 2.04.04.01)
2 May 2019	Corrected the <a href="#">Batch Summary</a> sorting functionality. Updated the <a href="#">Transaction Detail</a> section.
3 Jun 2019	Added <a href="#">Addendum A - Column Headings and Browser Size</a> . Added the SPECIAL NOTE about the <b>Account Number</b> and <b>Check/Trace/Ref Number</b> column sort patterns in the <a href="#">Batch Detail</a> section.



29 Jul 2019	Hotfix 2.03.09.00: <b>Grand Total for All Entries</b> added to the <a href="#">Batch Summary</a> page.
15 Aug 2019	Hotfix 2.03.09.01: <a href="#">Download as Text</a> options added to the Advanced Search page. Updated screenshots in <a href="#">Advanced Search</a> .
25 Nov 2019	Hotfix 2.03.10.00: <ul style="list-style-type: none"> <li>» Added the <a href="#">Loading Spinner</a> section.</li> <li>» Updated the screenshot of My Profile in the <a href="#">Menu Options</a> section.</li> <li>» Updated the calendar item in the <a href="#">Icons</a> section.</li> <li>» Updated the screenshot for <a href="#">Payment Reassociation</a>.</li> <li>» Updated the <a href="#">Advanced Search</a> screenshot.</li> </ul>
7 Feb 2020	New Dashboard screenshot in the <a href="#">Quick Guide to Navigation</a> section.
18 July 2020	Revamped full document to remove repetitive information regarding commonly used features on every page (filters, page sorts, column filters, etc.). Also added information from the Features Update document located in the <a href="#">Hot Fix release in SELF</a> .
9 Sep 2020	Hotfix 2.03.14.00 added which included reject information changes.
9 Nov 2020	Hotfix 2.03.15.00
15 Mar 2021	Updated sequencing in transaction detail screens and report fixes for Hotfix 2.03.16.00 Added Capture Menu information.
25 Mar 2021	Added Cookies information during login process for hotfix 2.03.17.00.

