User Guide

Business Online Receivables v2.03.11

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Summary

Business Online Receivables provides a robust image archive for receivables information and provides search and reporting tools to manage the receivables information captured from one or more sources. Images and data are stored based on a defined duration period and can be accessed and downloaded for that set period of time. All access is via a secure internet connection using a standard supported web browser.

Users can perform procedures in Business Online Receivables such as viewing images and data, researching receivables information and searching for specific items within an entity.

Standard users may also perform the following tasks:

- View the Business Online Receivables Dashboard
- View available Payment and Batch Summary information
- View Batch and Transaction Details
- Execute Payment and Advanced Searches
- Save Search Queries
- Manage saved Search Queries
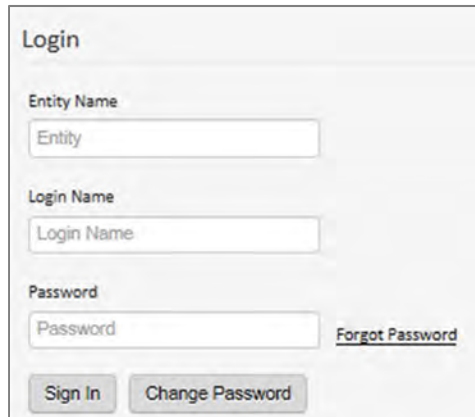- View Notifications for an Entity

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

With the release of Business Online Receivables version 2.03, the application is now compatable with:

- Microsoft Server 2012 R2 and 2016
- Microsoft SQL 2012 and 2016
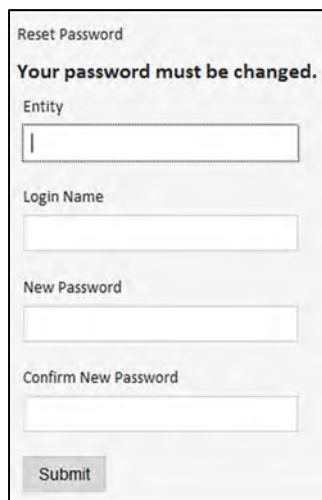
Logging into Business Online Receivables

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

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 and which may also be referred to as the Home page. If a user is not granted permission to view the Dashboard the page, the left most menu item to which the user does have permission will be the Home page.
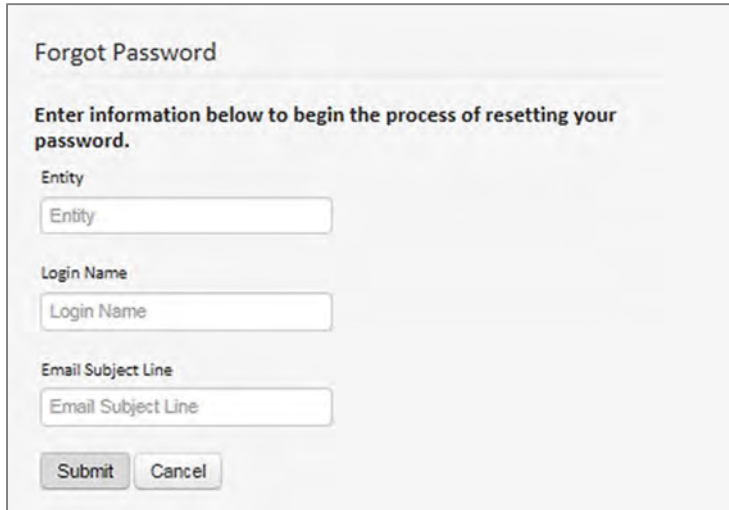
A **Change Password** option is also provided.

Enter the **Entity Name**, **User Name, New Password** and **Confirm New Password**. Click **Submit** to reset your password in Business Online Receivables. Once you submit your password change you will be redirected back to the login page to login using the new password.

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

Forgot Password

Enter information below to begin the process of resetting your password.

Entity

| Entity |

Login Name

| Login Name |

Email Subject Line

| Email Subject Line |

Submit   Cancel

Enter the **Entity Name**, **User Name** and **Email Subject Line**. Click **Submit** to send yourself an email containing a link will open a Rest Password page. Note that this link expires after 10 minutes.

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Quick Guide to Navigation

Upon login to Business Online Receivables, the Dashboard page is displayed if the user has been granted permission to the page. Otherwise, the user will see left most of the 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.

Loading Spinner

A loading spinner displayes while waiting for a page or data to load.

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Menu Options

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

Menu Item	Description
Dashboard	Displays the Dashboard and Receivables Summary.
Batch Summary	A summary of individual batches processed for the entity.
Exceptions	Provides a link to the ImageRPS Web Exceptions application.
Search	Options for Payment Search and Advanced Search that allow searches using specific data to find a transaction. An option to set-up and manage specific user queries is also available.
Reports	Allows a user to generate standard audit and reconciliation reports.
Notifications	Allows a user to view Notifications and Notification Filters.
Admin	Allows a user to manage user, configuration, and operational settings.
User Name	The name of the logged in user. Click on the **User Name** menu item to dropdown the **My Profile** item. Click **My Profile** to see the **My Profile** page to configured **Login Name**, **Name**, **Email address**, and change their **Password**.
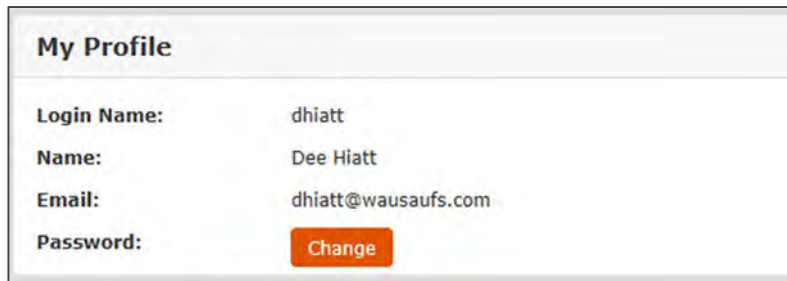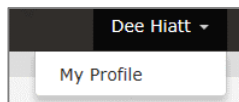
If the user is logged in using the normal login page, the password **Change** button is active, as shown in the screen shot above. If the user is automatically logged in via SSO, the **Change** button is inactive as shown below.

Web Link (Instructions)	A customizable menu item that provides a link to another web application. This feature is configured by an administrator in Admin > Branding. See the *Business Online Receivables 2.03 Admin Guide* 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.
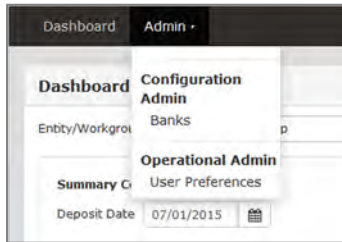
To exit Business Online Receivables, click sign out at the far right of the menu bar.

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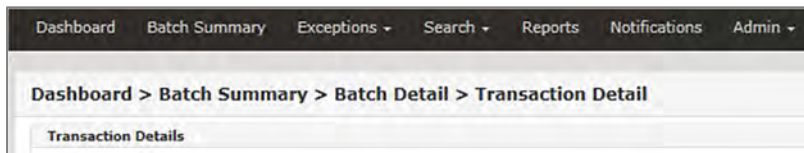
A "breadcrumb" trail is prominently displayed on appropriate pages to facilitate navigating backward through previous pages. Although browser window "back" buttons will sometimes work they are not consistent in operation. Use of the browser "back" button may lead to browser and connectivity errors. Use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

Entity/Workgroup Selector

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

Click anywhere in the **Entity/Workgroup** field, or on the down arrow, to display the dropdown list.
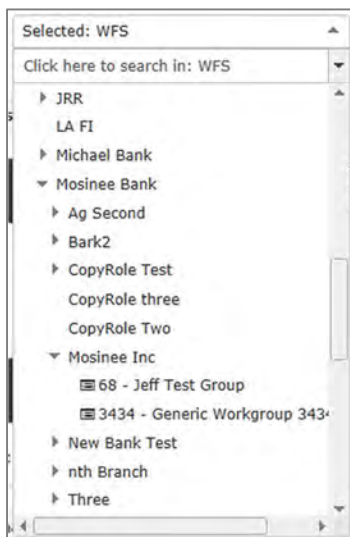
Entities that have an arrow before the name have child entities. Click the arrow to expand the tree and display the child entities. Expand and scroll the tree to find the desired entity or workgroup, and then double click the name to select.

To search for an entity or workgroup, click the **Click here to search in:** title to display the **Search In** box.
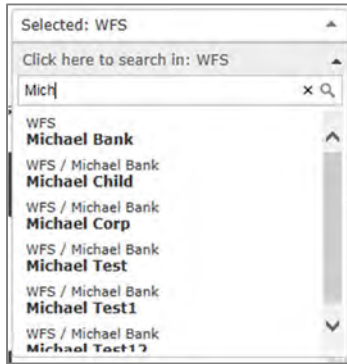
Type a minimum of three characters of the name or workgroup number to be found. The search will automatically begin after the third character is typed but additional characters may be added to refine the search.

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

Icons

A number of icons are used throughout Business Online Receivables.

Icon	Image	Description
Calendar	⊞ or 📅	Displays a calendar to select a desired date. Pages that have calendars use one of two types as noted.

Dashboard	Payment Search
Batch Summary	Advanced Search
Notifications	Reports

Icon	Image	Description
Refresh Page	🔄	Refresh the data on the displayed page.
View Notification Detail	🔍	On the Notifications page, displays the Notifications Detail page for an item.
View Check Image	🔲	View the image of the check or ACH and WIRE surrogate check images.
View Transaction Document	📄	View the non-check items.
View All Images	🖼	View all corresponding documents for the transaction or batch in a printer friendly version.
Mark sense data	☑	Items with mark sense data will display this icon.
View report	🖨	Displays a context sensitive report such as an item report or a transaction report.
Expand Group	⊞	Expands an individual group to show the items in the group.

Collapse Group	⊟	Collapses an individual group to hide the items in the group.
Locked	🔒	Items that have been locked will display this icon.
Edit	✎	Opens a dialog box to edit parameters.
Delete	✖	Opens a confirmation dialog box to delete an item.
Expand All Groupings	↗	Expands all groups in a data grid.
Collapse All Groupings	↙	Collapses all groups in a data grid.
Add / Subtract	>> > < <<	These buttons are used to configure parameters where items are moved between an "available" box and a "selected" box. The double arrow moves all items across boxes, the single arrow moves selected items across boxes
Move Up/Down	+ -	This function can be found as part of the search criteria window and is used when building a search query. These buttons move a selected item up or down the display order.
Page Navigation	⏮ ◀ ▶ ⏭	Allows the user to navigate through the pages of a grid.

Viewing Grids

Some grids, such as those in the Receivables Summary, Batch Summary, Batch Detail, Transaction Detail and Advanced Search pages, may be adjusted to better view the data. The following functionality should be kept in mind.

- Columns on the Business Online Receivables web pages are dynamic, which means that the width of the column get wider and narrower as the browser window is widened and narrowed. As a user reduces the width of the browser window, the column headers and data begin to wrap as the columns become narrower.

    Sample of a page when the browser window is wide.

    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.

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

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

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

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

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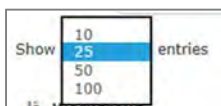
    Dropdown box for the Batch Summary, Batch Detail and Transaction Details pages.
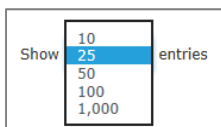
Dashboard

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. See the image in Quick Guide to Navigation for a view of the entire Dashboard. There are three Dashboard filters at the top of the page.
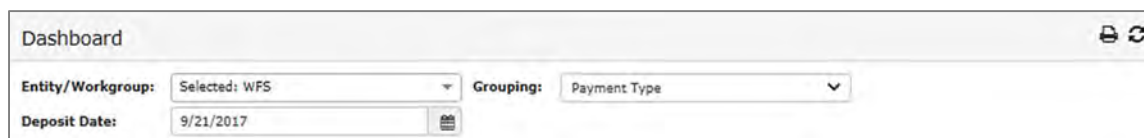
Entity/Workgroup filter

By default, the Dashboard shows information for the parent entity or workgroup in which the user was configured and 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.
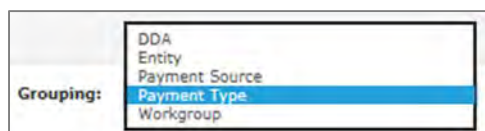
Deposit Date filter

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
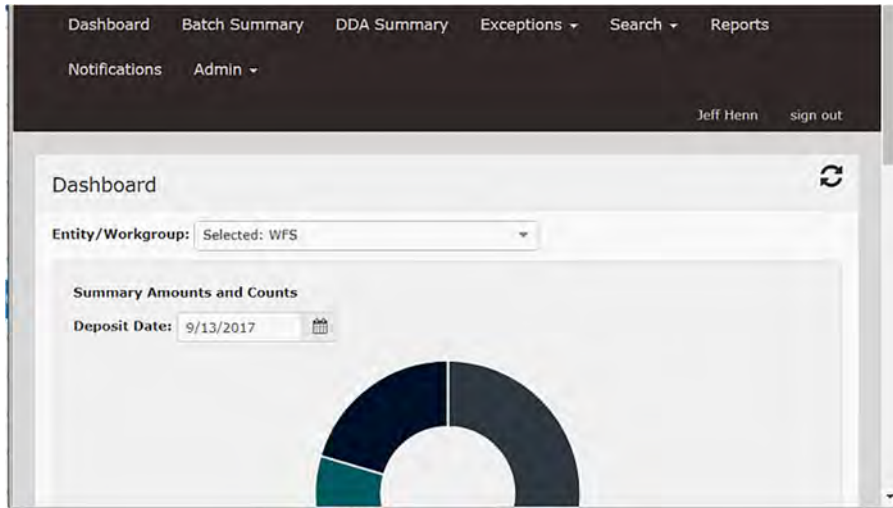
User scrolls down the page and date picker is visible.
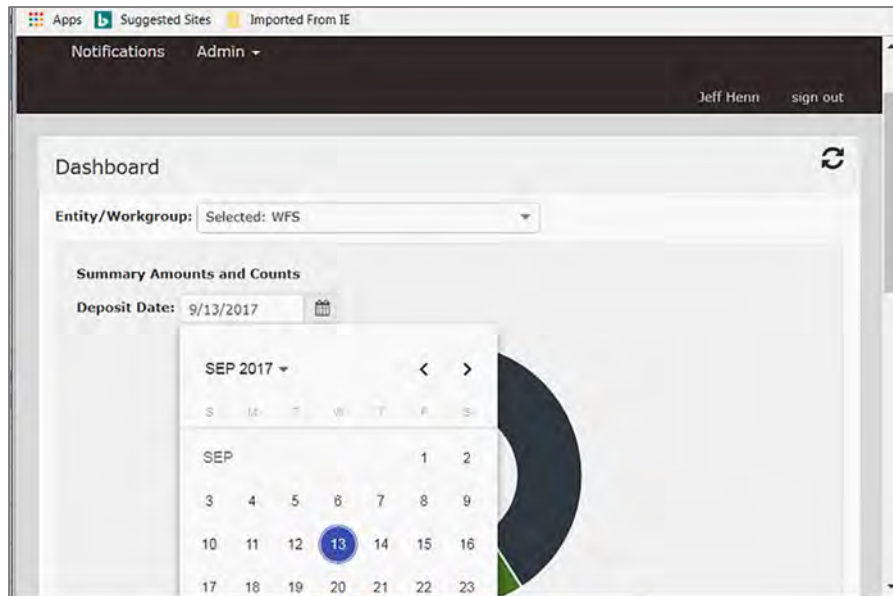
Page utilities

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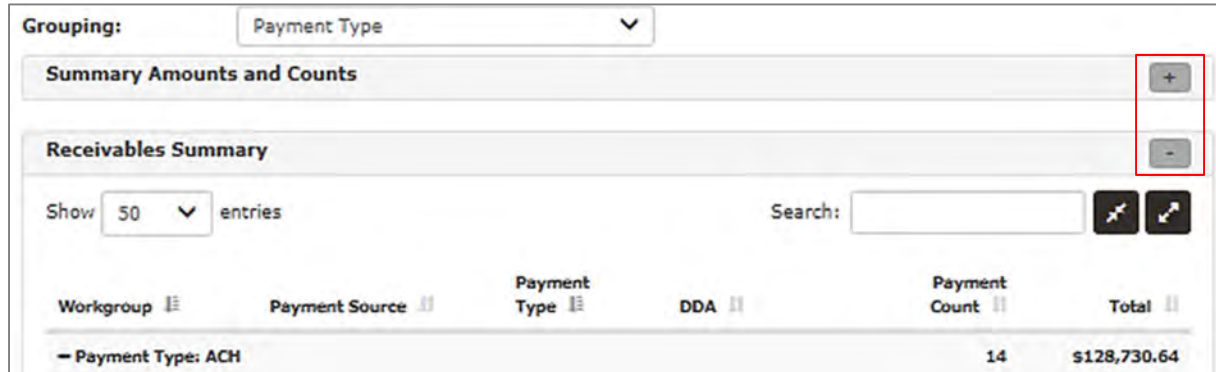
The application remembers this setting for the physical machine and individual user even after the user logs out of the application.

A refresh dashboard page icon is at the top right of the page.
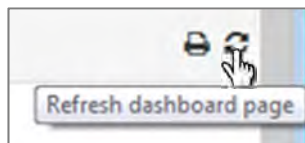
A print dashboard page icon is at the top right of the page.
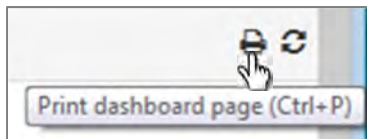
The report prints the doughnut charts and Receivables Summary data. If doughnut charts are not enabled they will not print.

The print dashboard page icon opens a dialog box to where the user can select to print or save the report as a PDF or XPS file.

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Sample Dashboard Report

Dashboard

Entity/Workgroup: WFS   **Grouping:** Payment Type

Deposit Date: 9/21/2017

Summary Amounts and Counts

- ACH: $24,200.00 (72.98%)
- Cash: $4,220.10 (12.73%)
- Check: $4,736.78 (14.29%)

Total Amount: $33,156.88

- ACH: 12 (42.85%)
- Cash: 4 (14.29%)
- Check: 12 (42.86%)

Total Payments: 28

Receivables Summary

Workgroup	Payment Source	Payment Type	DDA	Payment Count	Total
— Payment Type: ACH				**12**	**$24,200.00**
68 - Jeff Test Group	ACH_Henn	ACH	00000000081428888	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

Summary Counts and Amounts

The section at the top of the Dashboard page displays the **Summary Counts and Amounts** totals with accompaning doughnut charts.
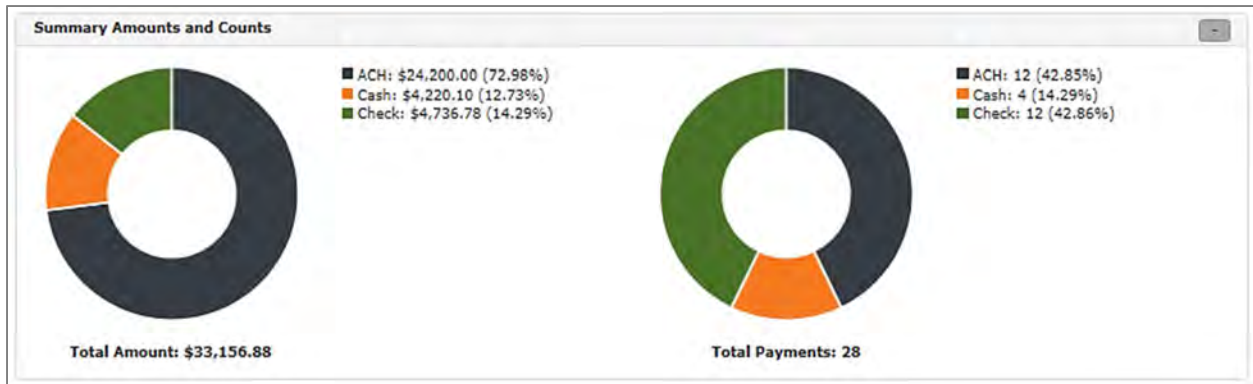
The pieces of the doughnuts can be removed by a click on an item in the legend. Compare image below where Cash has been removed from the doughnuts
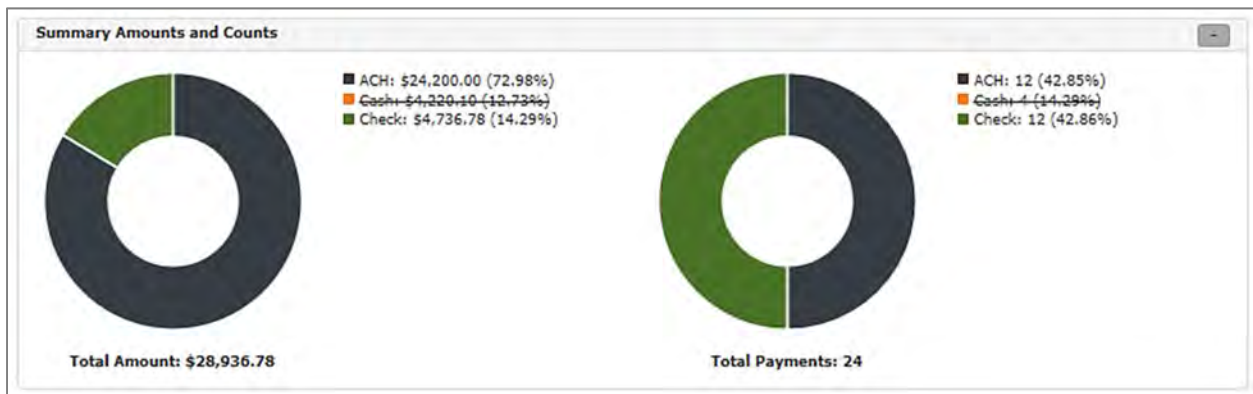
Percentages are displayed in the both the legend and hover-overs on the charts. If the data is too long in the legend it may truncate with elepsis (…), but the hover-over will display the entire data.
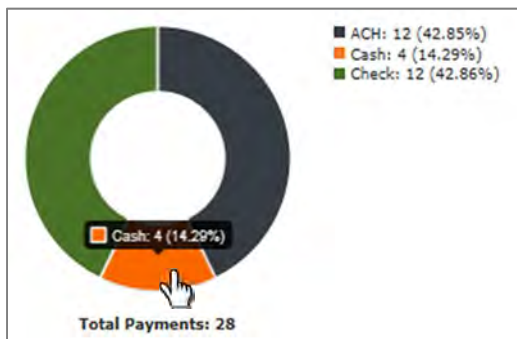
Receivables Summary Grid

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.

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

Page utilities

The **Show entries** tool 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. Values available in the Show entries tool dropdown list are 10, 25, 50, and 100.

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. By default, groups are expanded when the page opens. Individual groups may be expanded or collapsed with the Expand **+** and Collapse **-** icons on the left end of the group header rows. All groups may be expanded or collapsed together using the Expand All Groupings and Collapse All Groupings buttons.

Click a column header to toggle between an ascending or descending sort on that column.

Page navigation buttons are provided at the bottom right of the page. Previous 1 2 Next

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

![First Merchants Bank logo]

Click a batch row in the **Batch Summary** page to view the batch details. See the Batch Detail section of this document for more information about the **Batch Detail** page.

Click a transaction row on the **Batch Detail** page to view the transaction details for the batch. See the Transaction Detail section of this document for more information about the **Transaction Detail** page.

Dashboard > Batch Summary > Batch Detail > Transaction Detail

Transaction Details

Bank: 9999

Workgroup: 99 - ImageRPS_Elkhorn

Deposit Date: 09/21/2017

Batch: 16

Batch ID: 1630

Account Site Code: 1

Batch Site Code: 1

Batch Cue ID: 0

Transaction: 2

View All Images   2   Go to Transaction 2 →

Payment Items

Show 10 entries   Search:

	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
	2	101380933	96725340	2385		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 10 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 10 entries   Search:
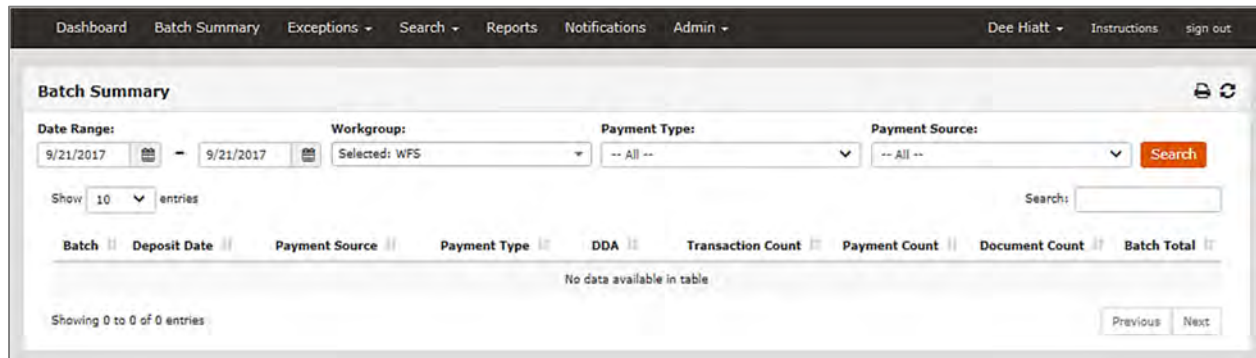
	Document Sequence	Sequence Within Transaction	Description
	2	2	Invoice

Showing 1 to 1 of 1 entries   Previous 1 Next

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

Batch Summary

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

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 the following error.
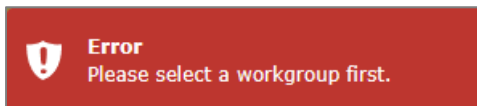
3. Select the payment type from the **Payment Type** dropdown list, or use the default of **--All--**.
4. Select the payment source from the **Payment Source** dropdown list, or use the default of **--All--**.
5. Click **Search**.

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 default sort for a new search is ascending on the **Batch ID** column. The **Batch ID** column may not be displayed as it is an option selected by an administrator in Workgroup Maintenance, but the default sort is still ascending on the Batch ID. Usually the Batch ID number and the Batch number are the same.

The data in the grid may be resorted by a mouse click on a column header. Toggle between an ascending or descending sort order with a click on the column header.

NOTE: If the data grid is resorted using a column header, this sort is 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 the when the user exits the Batch Summary > Batch Detail > Transaction Detail breadcrumb path by viewing a different Business Online Receivables page.

The following data is displayed on the Batch Summary page.

Column	Description
Batch ID (not shown)	An optional field, commonly used with ImageRPS batches, which can be displayed using a System Admin option at the workgroup level.
Batch	The Batch, or Batch Number, is the main Business Online Receivables batch number that is always viewable by the users throughout the user interface. This number comes from the source system or is generated by Business Online Receivables when there is no source system batch number. NOTE: The Batch number is NOT unique system wide. It is possible to have two or more batches with the same batch number but from different payment sources. The system uses a multi-field key so that each batch will be separate and distinct in the system.

Deposit Date   The deposit date of the batch.

Payment Source   The system the data came from.

Payment Type   The type of payment tendered.

DDA   The Direct Deposit Account number.

Transaction Count   The number of transactions in the batch.

Payment Count   The number of payments in the batch.

Document Count   The number of non-payment documents in the batch.

Batch Total   The dollar value of the entire batch.

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

The **Show entries** tool ![Show 10 entries] 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. The available values in the **Show entries** dropdown box are 10, 25, 50, 100, and 1000.

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

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

Page navigation buttons are provided at the bottom right of the page. ![Previous 1 2 Next]

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.

Click the ![print icon] icon at the upper right of the page to display and print the Batch Summary Report. (see below)

Click the ![refresh icon] icon at the upper right of the page to refresh the page.

Sample Batch Summary report

Dashboard > Batch Summary

Date Range:	Workgroup:	Payment Type:	Payment Source:
11/20/2018 — 11/20/2018	33338888 - 33338888	ACH	ACH

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	00000009112345667	-1	0	0	0	$0.00
91948	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91949	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91950	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91951	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91952	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91953	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91954	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00
91955	11/20/2018	AutomationACH	ACH	00000009112345667	-1	0	0	0	$0.00

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 displays the results in a grid. Click a column header to toggle between an ascending or descending sort on that column.

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

Dashboard > Batch Summary > Batch Detail

Bank:	1159511		Batch:	91947
Workgroup:	33338888 - 33338888		Batch Site Code:	-1
Deposit Date:	11/20/2018		Batch Cue Code:	0
Account Site Code:	-1			

Show 10 ▾ entries   Search: [   ]

Transaction	Payment Amount		R/T	Account Number	Check/Trace/Ref Number	Payer	DDA
1	$6,326.46				091001586858009	ContinentalUSA	00000009112345667
2	$6,144.00				091015863558019	ContinentalUSA	00000009112345667
3	$616.45				091001586738135	ContinentalUSA	00000009112345667
	View All					**Total Amount: $0.00**	

Showing 1 to 3 of 3 entries   Previous 1 Next

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

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

NOTE: The display of the following header items can be enabled/disabled by a system administrator at Admin >System Settings in the Display Options box.

- Batch Cue ID
- Account Site Code
- Bank ID
- Batch Site Code
- Payment Sequence
- Transaction Invoice Sequence

The Batch Detail page data grid contains the following information.

Column	Description
Transaction	The transaction number of the payment in the batch.
Payment Amount	The dollar amount of the transaction.
Document Image Icons	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.
R/T	The bank routing and transaction number, or ABA, of the transaction.
Account Number	The DEBIT account number; the checking account number of the payer. See the special note below about how the data is sorted.*
Check/Trace/Ref Number	The check number, ACH trace number, or check serial number. The unique reference number to the payment tendered. See the special note below about how the data is sorted.*
Payer	The party making the payment; the remitter.

DDA   The CREDIT account number; the corporate customer account number to which the payment is deposited.

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

*A 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

The **Show entries** tool Show 10 entries 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. The available values in the **Show entries** dropdown box are 10, 25, 50, 100, and 1000.

Use the **Search** box Search: to filter the data displayed in the transaction 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.

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

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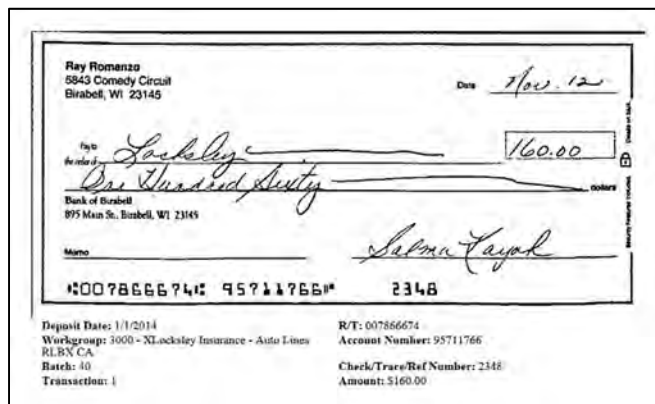
Click the **View Transaction Document(s)** icon [icon] to generate a PDF document containing all the non-check images for the selected batch.

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

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

Click the **View ImageRPS Audit** icon [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.

Page navigation buttons are provided at the bottom right of the page. [Previous 1 2 Next]

To access the **Transaction Detail** page for a specific transaction, click the transaction row in the grid. See the following Transaction Detail section for more information.

Click the [icon] icon at the upper right of the page to refresh the page.

Click the [icon] icon at the upper right of the page to display and print the **Batch Detail Report**.

Sample Batch Detail report

Dashboard > Batch Summary > Batch Detail

Bank:	1159511		Batch:	91947
Workgroup:	33338888 - 33338888		Batch Site Code:	-1
Deposit Date:	11/20/2018		Batch Cue Code:	0
Account Site Code:	-1			

Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA
1	$6,326.46			091001586858009	ContinentalUSA	00000009112345667
2	$6,144.00			091015863558019	ContinentalUSA	00000009112345667
3	$616.45			091001586738135	ContinentalUSA	00000009112345667

Total Amount: $0.00

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

A — View All Images 2 Go to Transaction 2 →

Payment Items

B

Show 10 entries   Search:

	Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
	3	049284285	37189207	1232479		6549809123456789	$744.16

Data Entry Fields
- CC2 Field: $744.16
- Courtesy Amount: $744.16
- KFI Type: None

| | 4 | 025428913 | 88418022 | 1233093 | | 6549809123456789 | $477.77 |

Data Entry Fields
- CC2 Field: $477.77
- Courtesy Amount: $477.77
- KFI Type: None

Total: $1,221.93

Showing 1 to 2 of 2 entries   Previous 1 Next

Related Items

C

Show 10 entries   Search:

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

Showing 1 to 2 of 2 entries   Previous 1 Next

Documents

D

Show 10 entries   Search:

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

Showing 1 to 2 of 2 entries   Previous 1 Next

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 ID
- Batch Site Code
- Payment Sequence
- Transaction Invoice Sequence

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 refresh the page.

Click the   icon at the upper right of the page to display and print the **Transaction Detail Report**. (see below)

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Sample Transaction Detail report

Batch Summary > Batch Detail > Transaction Detail

Transaction Details

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

Payment Items

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount
3	049284285	37189207	1232479		6549809123456789	$744.16

Data Entry Fields
- CC2 Field: $744.16
- Courtesy Amount: $744.16
- KFI Type: None

4	025428913	88418022	1233093		6549809123456789	$477.77

Data Entry Fields
- CC2 Field: $477.77
- Courtesy Amount: $477.77
- KFI Type: None

Total: $1,221.93

Related Items

	Amount Due	Balance Amount	Change of Address	Due Date	Line of Business	F
3	$78.97	$976.62	n	022800	02	4
4	$245.31	$245.31	n	022400	01	0

Documents

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

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.

Click a column header to toggle between an ascending or descending sort on that column.

Use the **Search** box to filter the data displayed in the Payment Items 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.

Click 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.

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.

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

Showing 1 to 2 of 2 entries

Click a column header to toggle between an ascending or descending sort on that column.

Use the **Search** box to filter the data displayed in the Related Items 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 first column of numbers that does not have a header/description is the related items sequence numbers for the current batch. It starts with 1 in the first transaction of the batch and increments by 1 with each additional related item.

Click the **View Images** icon to generate an 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.

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

Showing 1 to 2 of 2 entries

Click a column header to toggle between an ascending or descending sort on that column.

Use the **Search** box to filter the data displayed in the Documents 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 **Document Sequence** column displays the document sequence number in the current batch. It starts with 1 in the first transaction of the batch and increments by 1 with each additional document.

The **Sequence Within Transaction** column is primarily used with items imported from integraPAY and displays the secquence of the documents within the integraPAY transaction. If the payment source is not integraPAY, this sequence starts with 1 in the first transaction of the batch and increments by 1 with each additional document.

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

Exceptions

Exceptions are payment items that require action by a customer to provide missing or correct erroneous information. Payments with exceptions in Wausau's ImageRPS® application are routed to the exceptions workflow application ImageRPS Web Exceptions. Payment with exceptions in Wausau's integraPAY® application are flagged in integraPAY® using the OLDe module, are consolidated into the Business Online Receivables 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,** or **RPS Web Exceptions**.
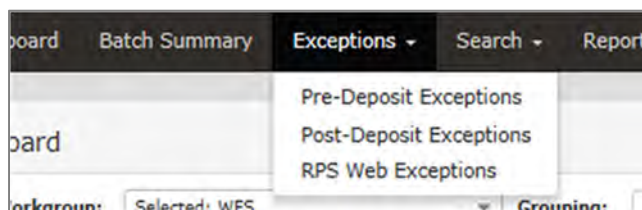
A user must be granted permission to access a specific exception menu item.

Pre-Deposit Exceptions

Pre-Deposit Exceptions is used in conjunction with Wausau's integraPAY® application. Transactions with missing or incorrect data are flagged during integraPAY® processing and can then be consolidated into the Business Online Receivables user interface. Users have until the Decisioning Deadline (configured in integraPAY) to process the exception batches and reconsolidate them back to integraPAY®.

For this feature to work, there must be a connection to an integraPAY® consolidated database with the Pre-Deposit Exceptions data and images.

For information about Pre-Deposit Exceptions, see the *Business Online Receivables 2.03 Pre-Deposit Exceptions Guide* document.

Post-Deposit Exceptions

Post-Deposit Exceptions is a Business Online Receivables feature that enables a customer to add remittance data for archive or extract purposes after a payment has been received and deposited. Transactions with missing data are flagged during the import process and are then displayed in the Business Online Receivables user interface for review by the customer.

At a high-level, the Post-Deposit Exception process consists of these major steps:

1. Data entry fields need to be configured and flagged as required within the Business Online Receivables application.

2. Files from ImageRPS, or some other transaction processing system, are imported to Business Online Receivables using the Data Import Toolkit (DIT).

3. Transactions are flagged during import if required fields are missing data.

4. The customer reviews the transactions and it's 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 permantly stored in the archive and will be included in any extract files created out of the Business Online Receivables application.

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

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.
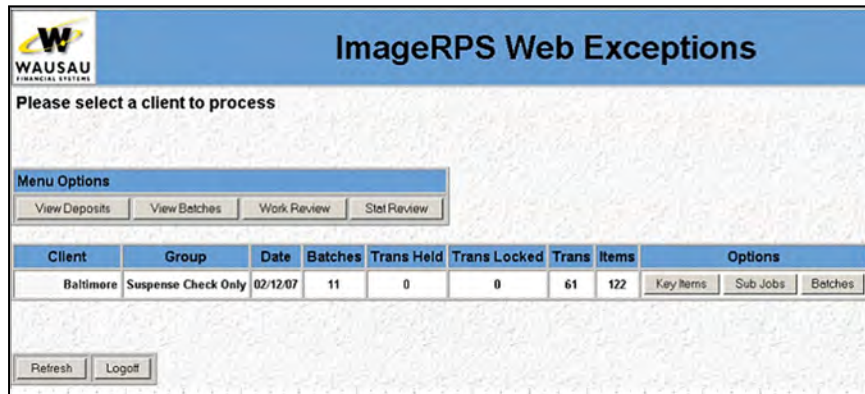

For information about RPS Web Exceptions, see the *ImageRPS® Web Exceptions Guide* document.

Payment Reassociation

The Business Online Receivables 2.03.02 hotfix provides an SSO connection to a new Payment Reassociation portal that will be used for invoice matching and payment reassociation. The link to activate this feature in Business Online Receivables 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
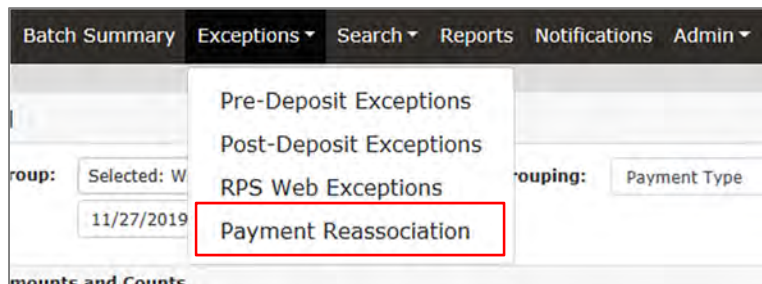
Note: Currently Payment Reassociation is only available to Deluxe Outsourcing for evaluation.

Search

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

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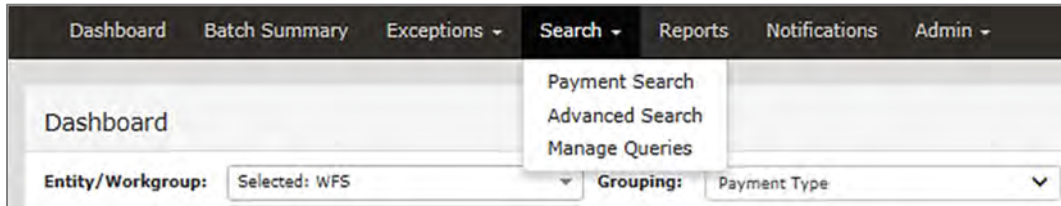
Payment Search

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 its search in the selected entity, all child entities and all workgroups of the entities.
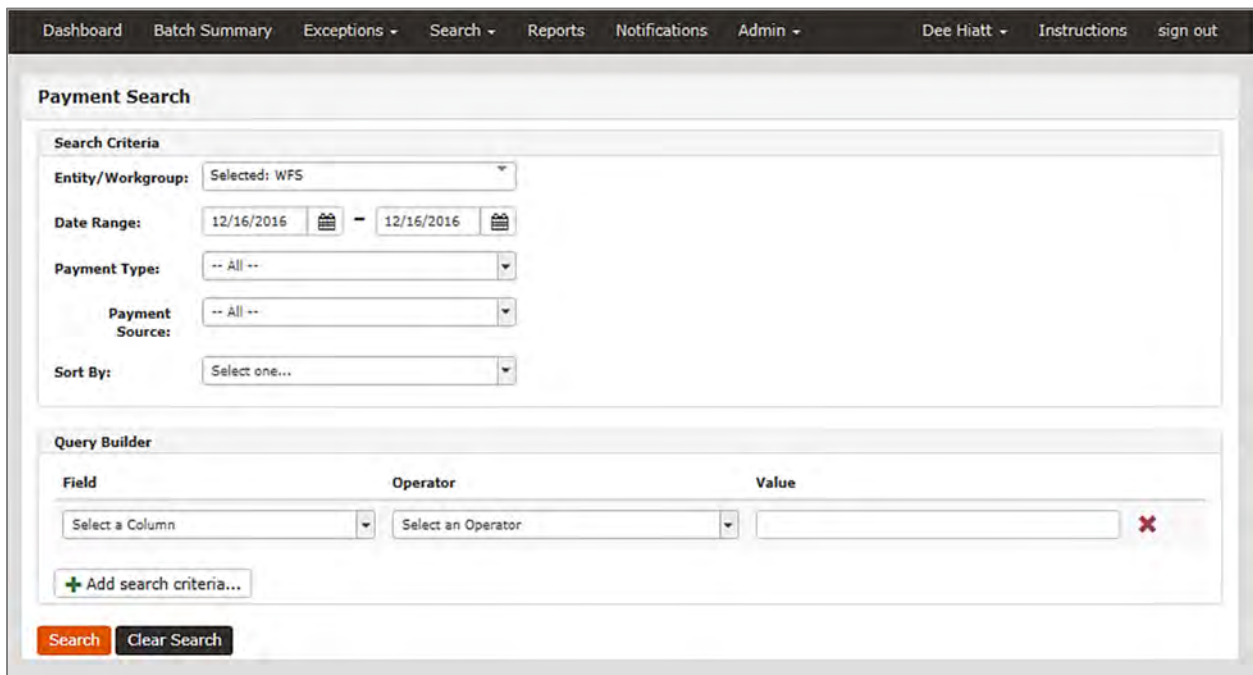
Defining a Payment Search

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 curser.
    - Double click on a section of the date to select it.
    - Click a third time to select the entire date field.
- NOTE: The Date Range may be limited for a workgroup by the system administrator.
- 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 dropdown the field list. Click a field to select.

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

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

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

Payment Search Results

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

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

The **Show entries** tool Show 10 ⌄ entries allows the user to adjust the number of rows that display. This setting may be used to reduce or eliminate the need to scroll the screen depending on the size and resolution of the computer monitor.

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.

Page navigation buttons are provided at the bottom right of the page. Previous 1 2 Next

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.

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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 in 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.

Defining an Advanced Search

Saved Queries

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 logged in user will see and use only queries that the logged in user has saved. This is not a global feature.

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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.

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

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

- 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

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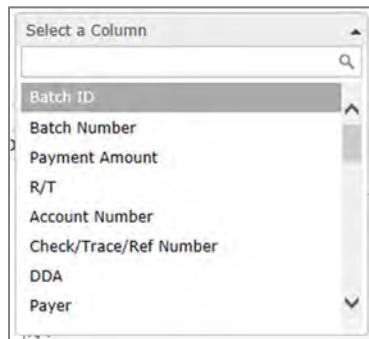
NOTE: A workgroup must be selected in the **Search Criteria** section before the **Select a Column** dropdown list is populated.

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

- Enter a value in the **Value** field.
- Click ✖ to delete a criteria row.
- Click ➕ Add search criteria… to add as many criteria rows as needed.

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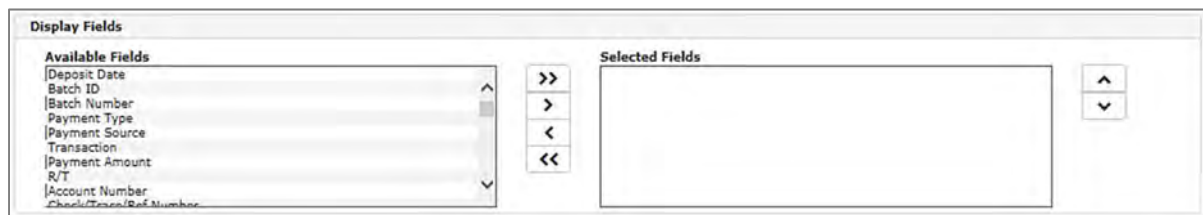
NOTE: A workgroup must be selected in the **Search Criteria** section before the **Available Fields** box is populated.

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.

If the search criteria entered does not provide the desired data, click **Advanced Search** in the breadcrumb trail at the top left of the page to return to the **Advanced Search** page and modify the criteria.

The columns and values on the **Search Results** page are displayed based on the **Sort By** parameter in the **Search Criteria** section of the **Advanced Search** page. In this example the default sort of **Deposit Date** in descending order is used. Click the column header to toggle between ascending and descending sorts on that column.

The **Show entries** tool allows the user to adjust the number of rows that display. This setting may be used to reduce or eliminate the need to scroll the screen depending on the size and resolution of the computer monitor.

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

Select the **View All Images for Transaction** icon [icon] 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 [icon] indicates that the transaction contains mark sense 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.

NOTE: The following is behavior that may occur in the results of an Advanced Search:

- It is possible to have two or more batches with the same batch number when the batches are from different payment sources.
- When searching for a stub with specific criteria, the stub meeting the criteria will be returned as well as the other stubs in the same transaction. The criteria fields for non-matching stubs will be blank.
- When you search on a field, regardless if in a check or a stub, the entire transaction will be returned in the data set and the application will attempt to combine the check and the stub information in a single row. If the result is a singles transaction (i.e. one check and one stub) then one row is displayed. If the result is a multi-transaction then the result set will vary as follows.
  - A single check with multiple stubs transaction will display one row per stub with the same check information on each row. For example, 1 check with 3 stubs = 3 rows.
  - A single stub with multiple checks transaction will display one row per check with the same stub information on each row. For example, 1 stub with 3 checks = 3 rows.

- For a multiple check and multiple stub transaction, where a stub data entry field is not selected for display when creating the Advanced Search query, only the check results will display with one row per check.
- For a multiple check and multiple stub transaction, where a stub data entry field is selected for display, the results will display the Cartesian product of both checks and stubs. This means that the number of rows will be equal to the number of checks times the number of stubs (i.e. checks * stubs = rows). For example:

> 2 Checks & 3 Stubs = 6 rows
> 3 Checks & 3 Stubs = 9 rows
> 2 Checks & 5 Stubs = 10 rows

Viewing and Downloading Search Results

Users will be able to view and download search results data and images using the buttons at the bottom of the page if they have been activated by the system administrator. If the features are disabled the buttons will be dimmed.
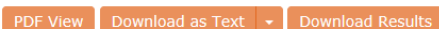
NOTE: For these features to be active for an operator, the "Search – Download/Print Advanced Search Results" permission controls activation of the view and download search results features.

NOTE: Business Online Receivables limits the volume of data that may be viewed or downloaded from Advanced Search to 5000 rows. If the results returned by a query are greater than 5000 rows, the buttons are disabled and not available.
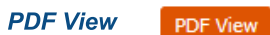
PDF View

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

Deposit Date	Batch Number	Payment Type	Payment Source	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	DDA	Payer
08/05/2019	3006	Check	integraPAY-I1702	1	$ 2.29	0	0		170117029	Eunjung Kang
08/05/2019	99000	Check	integraPAY-I1702	1	$ 206.00	0	5919345		170117029	Eunjung
08/05/2019	99004	Check	integraPAY-I1702	1	$ 852.00	0	5919345		170117029	Eunjung
08/05/2019	99005	Check	integraPAY-I1702	1	$ 852.00	591591591	5919345		170117029	Eunjung

Check Count: 4

Check Total: $1,912.29

Search Criteria: Workgroup = 1701 - ; Deposit Date Is Greater Than or Equal to 08/05/2019 and Less Than or Equal to 08/15/2019;

Download As Text

Use **Download As Text** to create a CSV format that may be downloaded and saved locally and opened in a text editor or MS Excel.

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

☐ Remove Commas From Currency Fields
☐ Remove Enclosing Quotes
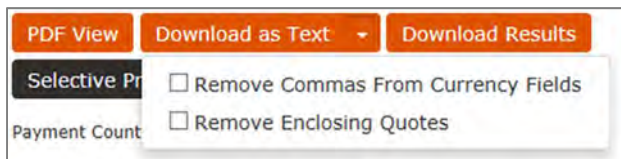
2. Select one or both of the options if desired.
3. Click **Download As Text** to create the file.

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/
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,$1,132.85,,,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.

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
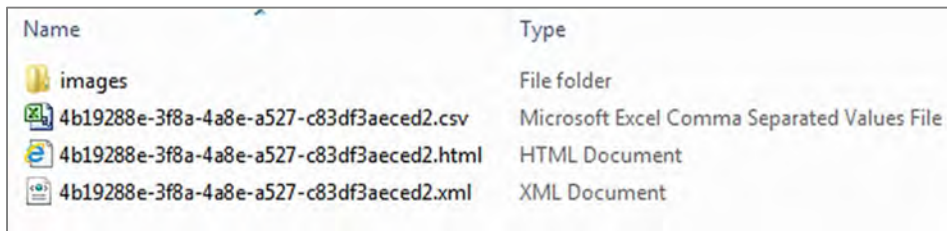
- The image file naming format is defined here.

Payment Source   Deposit Date   Bank ID   Batch ID   F = front / B = back

ImageRPSTesting_20150713_9999_15_2853_2_C_B.TIF

Workgroup   Batch Seq#   C = check / IN = invoice
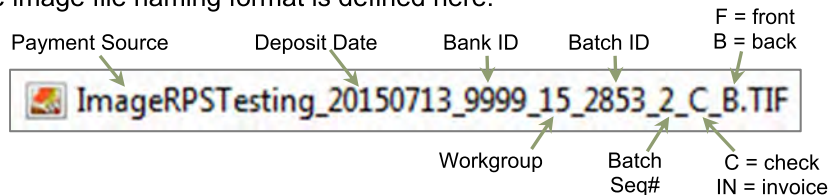
- To use the HTML viewer do the following.
  - Extract the zipped files to the desired folder. The HTML viewer will not function correctly if the zipped files are not extracted to a new folder.

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- o Open the HTML file. The data and links to the images are displayed.
- o Click on a check or document link to view the image.

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.

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.
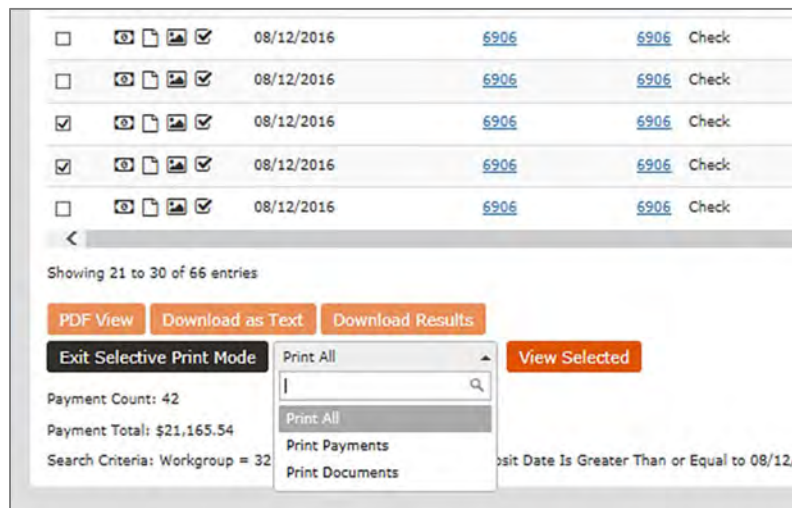
- Select the checkbox for each item to be printed.
- Select the print option dropdown box [Print All] and select **Print Payments** for check images, **Print Documents** for non-check documents or leave at **Print All** for all check and non-check documents.
- Click [View Selected] to generate a PDF of the selected items.
- Click [Exit Selective Print Mode] to exit the selective print mode.

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
Manage Queries

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

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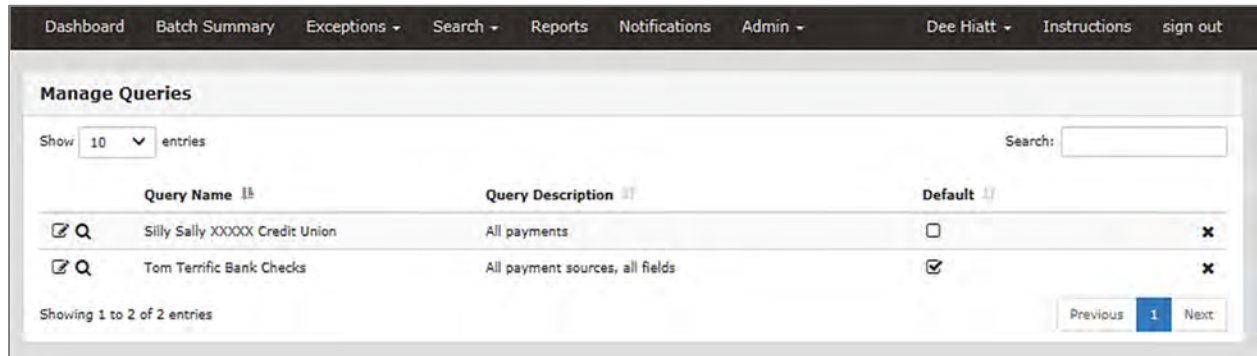
All saved Queries will be listed with the query name and description.

The **Show entries** tool 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.
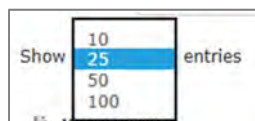
Use the **Search** box to filter the queries displayed in the grid. This filter acts on both the **Query Name** column and the **Query Description** column. Characters entered will automatically filter the descriptions as each character is typed. The filter is applied across all pages of the data grid.

Click the **Edit query** icon in the first column to edit the name or description of a query.
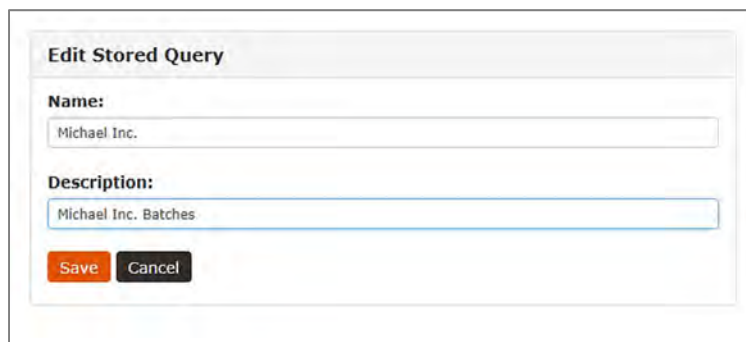
Click the **Load query** icon in the second column to open the **Advanced Search** page and load the query.

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.

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

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.

Business Online Receivables provides five different reports:

Import Reconciliation Report

Configuration Audit Report

Extract Audit Report

User Activity Report

Security Admin – Group Profile Report

Security Admin – User Activity Report

To generate a report, click Reports on the Business Online Receivables menu bar to display the Reports page.
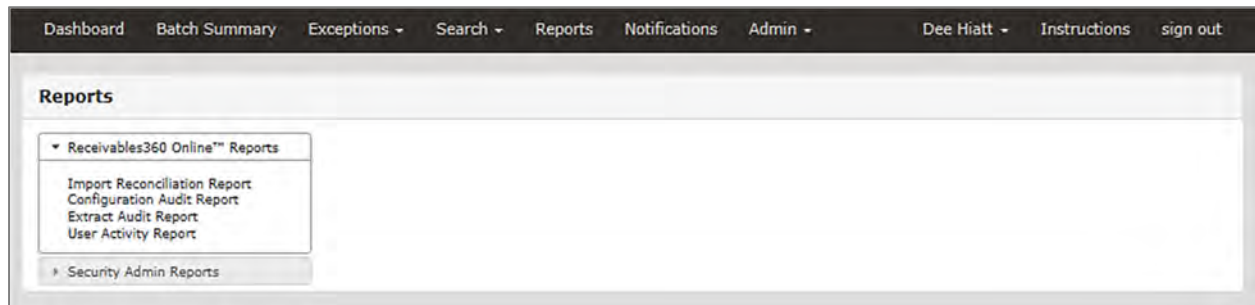
Click the name of the desired report to display the report parameter options. Click **Security Admin Reports** to show the Security Admin Reports names.

See the sections below for information on the individual report parameter options. Samples of the generated reports are also shown.

NOTE: Reports created as CSV files will use the first few columns to display the report date and user name as well as the report option settings (i.e. date range, payment source, user, event type, etc.). These will be the same in each row of the CSV report. These columns may be deleted, if desired, after the report is opened.

Import Reconciliation Report

The **Import Reconciliation Report** is used to reconcile Business Online Receivables imported transaction data with the data that was sent by the payment source. The report is designed to be a "daily" report that is run at the end of day. I may also be used as a "current state" report but is not to be used as a historical view of what was imported last week. The historical view does not work because any of the batches that have been updated after the original import would no longer appear on the report for the original import date.   The results reflect what has been successfully imported into the system for the selected time and day and are an exact mirror of what the user will see in the Batch Summary or Search results pages.

The user specifies the date range and payment source on which to report and the following items are reported.

The header of the **Import Reconciliation Report** displays the following information:
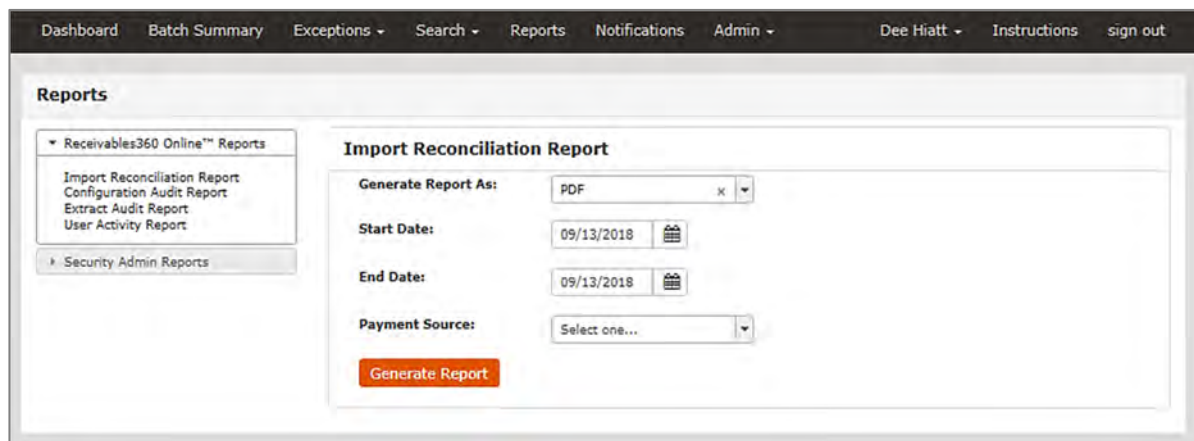
- Selected date range on which to report
- Selected payment source on which to report

The body of the **Import Reconciliation Report** displays the following information:

- The most recent date and time an import or update import occurred
- The date of deposit for the transactions in the import
- The name of the entity to which the transactions were imported
- The name of the workgroup to which the transactions were imported
- The name of the payment source, the system of origination for the import file
- The payment type for the import file, such as Check, Wire, ACH, SWIFT, Cash, Credit Card, etc.
- The batch number, from the system of origination, for the transaction
- The batch ID, from the system of origination, for the transaction
- The number of transactions in the import
- The number of payments in the import
- The number of related items, or non-check documents (i.e. stubs, invoices, correspondence, etc.)
- The total dollar value of payments in the import
- Grand totals for batch count, transaction count, payment count, related item count, and payment dollar totals of all imports displayed in the report for the specified date range

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Select the **Import Reconciliation Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.
2. The **Start Date** parameter is querying the import date and defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.
3. The **End Date** parameter is querying the import date and defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

   NOTE: The **Start Date** and **End Date** parameters filter on the date that data was most recently imported or updated in the database. The original import date of a batch is overwritten whenever an update to the batch occurs. Events that cause this to happen are:

   - ImageRPS updates a batch
   - Post-Process exceptions updates a batch

   NOTE: As of Hotfix 15, report date ranges will automatically be put in chronological order regardless of the order dates are entered in the Start Date and End Date fields.

4. Select a **Payment Source** from the dropdown list, or select **--All--**. The dropdown list reflects the payment sources for the workgroups to which the user has permission. If a payment source is not selected, all payment sources will be reported.
5. Click **Generate Report** and the report will open in a new browser window.

NOTE: A wide date range setting may result in a time out error due to the report trying to return a very large data set (i.e. more than about 6000 rows of data).

The **Import Reconciliation Report** is sorted on the second column, **Deposit Date**.

Sample of the Import Reconciliation Report in PDF format

Import Reconciliation

Report created 07/06/2015 04:51 PM by dhiatt

Date Range: 06/03/2015 - 06/03/2015   Selected Payment Source : -- All --

Import Date/Time	Deposit Date	Entity	Workgroup	Payment Source	Payment Type	Batch Number	Batch ID	Tran Count	Payment Count	Related Item Count	Payment Total
06/03/15 1:54:42 PM	06/03/2015	WFS\Michael Bank\Vandelay Industries\Mary Icon Entity	286 - ICON Service Testing	ImageRPS- Michael	Check	41	410	6	6	6	7,569.91
06/03/15 12:03:43 PM	06/03/2015	WFS\Michael Bank\Vandelay Industries\Mary Icon Entity	286 - ICON Service Testing	ImageRPS- Michael	Check	45	450	6	6	6	7,569.91
06/03/15 10:21:39 AM	06/03/2015	WFS\Michael Bank\Vandelay Industries\Mary Icon Entity	3131 - 31	ImageRPS- Michael	Check	2001	2001	6	12	11	7,782.09
06/03/15 2:06:40 PM	04/24/2015	WFS\Michael Bank\Vandelay Industries\Mary Icon Entity	3131 - 31	ImageRPS Lockbox	Check	2001	2001	6	12	11	7,782.09
06/03/15 12:30:42 PM	04/24/2015	WFS\Michael Bank\Vandelay Industries\Mary Icon Entity	3131 - 31	ImageRPS- Michael	Check	2001	2001	6	12	11	7,782.09
Grand Totals :						5		30	48	45	$38,486.09

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Sample of the Configuration Audit Report in CSV/text format

Sample of the Configuration Audit Report in CSV/Excel format

Configuration Audit Report

This **Configuration Audit Report** is used to review configuration changes made in the **Configuration Admin** and **Operational Admin** user interfaces. It displays details for application configuration changes such as add, update, delete. The user specifies the date range and user name on which to report and the following items are reported.

The header of the **Configuration Audit Report** displays the following information:
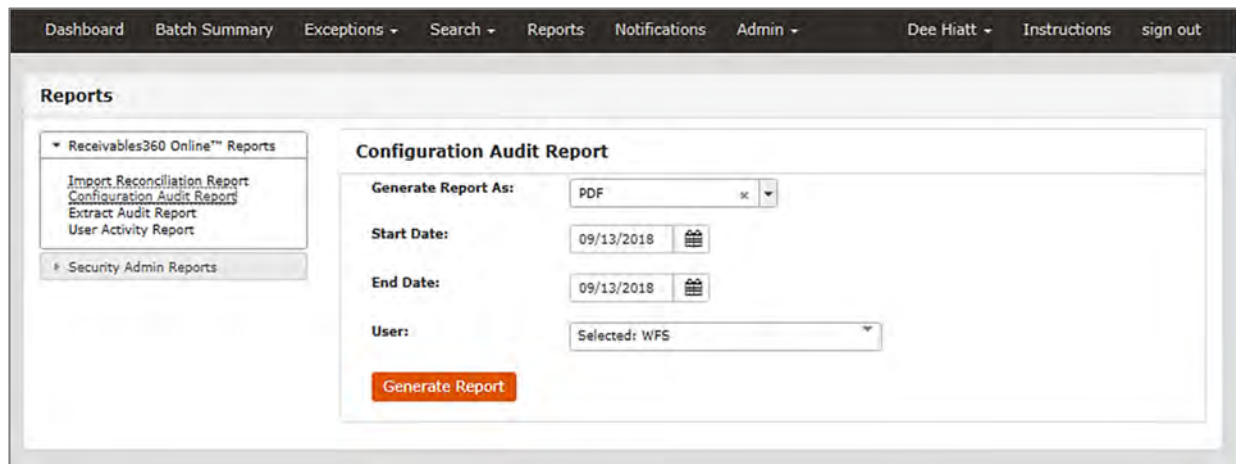
- Selected date range on which to report
- Selected entity/user name on which to report

The body of the **Configuration Audit Report** displays the following information:

- The date and time a configuration change was made
- The name of the entity to which the user belongs
- The name of the user that changed the configuration
- The type of change that was made; Add, Modify, Delete
- Name of the database table that is affected by the change
- A descriptive message of what was affected by the change
- The field(s) in the named table that were affected with new and old values

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Select the **Configuration Audit Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.
2. The **Start Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.
3. The **End Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

    NOTE: Report date range will automatically be put in chronological order regardless of the order dates are entered in the **Start Date** and **End Date** fields.
4. Click the **User** box to display the dropdown list of entities and users. Double click a name to select it. An entity or a user may be selected. If an entity is selected, all users for the selected entity will be reported.

5. Click **Generate Report** and the report will open in a new browser window.

The **Configuration Audit Report** is sorted on the first column, **Audit Date/Time**.

Sample of the Configuration Audit Report in PDF format

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Sample of the Configuration Audit Report in CSV/text format

Sample of the Configuration Audit Report in CSV/Excel format

Extract Audit Report

This **Extract Audit Report** displays user extract activity within the Business Online Receivables application. It reports all data extracts created manually by a user or by the extract scheduler. The user generating the report specifies the date range on which to report. This report will display extract activity only for entities and workgroups that the report creator has permission to view as defined by workgroup permissions set in Security Admin. The following items are reported.

The header of the **User Activity Report** displays the following information:
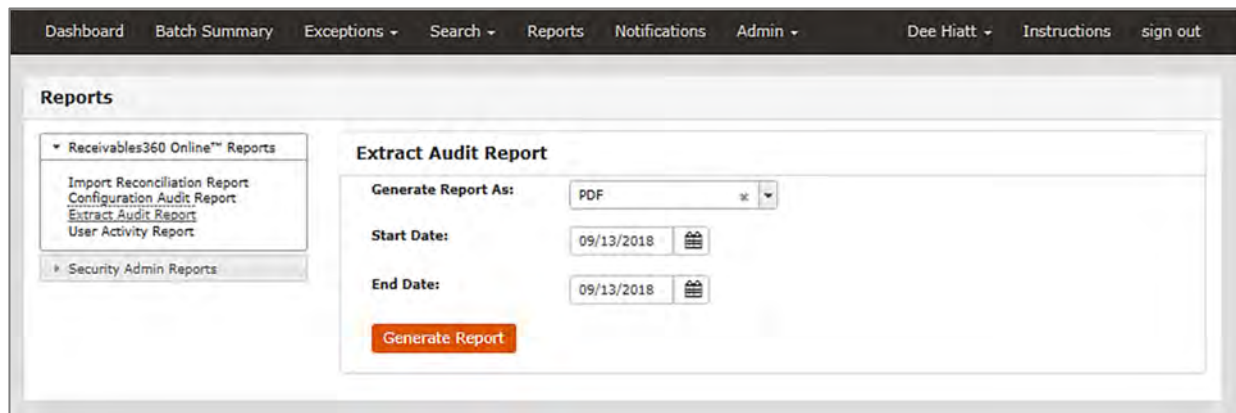
- Selected date range on which to report

The body of the **User Activity Report** displays the following information:

- The date and time the audit occurred
- The date and time the extract occurred
- The Entity
- The Workgroup
- If the extract completed
- The payment count of the extract
- The stub count of the extract
- The payment amount of the extract
- The stub amount of the extract
- The record count of the extract
- The extract file name

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Select the **Configuration Audit Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.
2. The **Start Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.
3. The **End Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

   NOTE: As of Hotfix 15, report date ranges will automatically be put in chronological order regardless of the order dates are entered in the Start Date and End Date fields.

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4. Click **Generate Report** and the report will open in a new browser window.

The **Configuration Audit Report** is sorted on the first column, **Audit Date/Time**.

Sample of the Extract Audit Report in PDF format

Extract Audit

Report created 09/02/2016 04:51 PM by DHiatt

Date Range: 08/16/2016 - 08/25/2016

Audit Date/Time	Extract Date/Time	Entity	Workgroup	Complete	Payment Count	Stub Count	Payment Amount	Stub Amount	Record Count
08/16/16 8:01:28 AM	08/16/16 8:01:28 AM	WFS/Michael Bank/Michael Inc	8816 - Sailu-FNBO- Only Wire	Yes	224	0	252,171.79	0.00	253
			Extract File Name: Out.txt						
08/16/16 8:01:28 AM	08/16/16 8:01:28 AM	WFS/Mosinee Bank/QA Inc	4040 - Brad Smoke Test ImageRPS	Yes	29	0	14,602.92	0.00	253
			Extract File Name: Out.txt						
08/19/16 1:31:09 PM	08/19/16 1:31:09 PM	WFS/Mosinee Bank/QA Inc	730 - 730 In a Box SE	Yes	0	0	0.00	0.00	2
			Extract File Name: bank.tx						
08/25/16 8:01:01 AM	08/25/16 8:01:01 AM	WFS/Mosinee Bank/QA Inc	92222229 - ICON-FG-2	Yes	51	0	4,819.09	0.00	93
			Extract File Name: Out.txt						
08/25/16 8:01:01 AM	08/25/16 8:01:01 AM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	0	21,165.54	0.00	93
			Extract File Name: Out.txt						
08/25/16 11:20:00 AM	08/25/16 11:20:00 AM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0.00	0.00	9
			Extract File Name: Trishtest.txt						
08/25/16 11:23:47 AM	08/25/16 11:23:47 AM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0.00	0.00	9
			Extract File Name: Trishtest.txt						
08/25/16 11:27:48 AM	08/25/16 11:27:48 AM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0.00	0.00	9
			Extract File Name: Trishtest.txt						
08/25/16 11:53:57 AM	08/25/16 11:53:57 AM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0.00	0.00	69
			Extract File Name: Trishtest.txt						
08/25/16 12:33:10 PM	08/25/16 12:33:10 PM	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0.00	0.00	69
			Extract File Name: Trishtest.txt						

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Sample of the Extract Audit Report in CSV/text format

Extract Audit Report.txt - Notepad

File Edit Format View Help

ReportCreated	DateRange	AuditDateTime	ExtractDateTime	Textbox2	Workgroup	Complete	PaymentCount	StubCount	PaymentAmount	StubAmount	RecordCount	ExtractFileName
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/16/2016 8:01	8/16/2016 8:01	WFS/Michael Bank/Michael Inc	8816 - Sailu-FNBO- Only Wire	Yes	224	0	"252,171.79"	0	253	Out.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/16/2016 8:01	8/16/2016 8:01	WFS/Mosinee Bank/QA Inc	4040 - Brad Smoke Test ImageRPS	Yes	29	0	"14,602.92"	0	253	Out.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/19/2016 13:31	8/19/2016 13:31	WFS/Mosinee Bank/QA Inc	730 - 730 In a Box SE	Yes	0	0	0	2	bank.tx	
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 8:01	8/25/2016 8:01	WFS/Mosinee Bank/QA Inc	92222229 - ICON-FG-2	Yes	51	0	"4,819.09"	0	93	Out.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 8:01	8/25/2016 8:01	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	0	"21,165.54"	0	93	Out.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 11:20	8/25/2016 11:20	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 11:23	8/25/2016 11:23	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 11:27	8/25/2016 11:27	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 11:53	8/25/2016 11:53	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	69	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:33	8/25/2016 12:33	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	69	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:36	8/25/2016 12:36	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	"21,165.54"	"25,904.27"	322	TrishTestOrg1.xml
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:45	8/25/2016 12:45	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	"21,165.54"	"25,904.27"	322	TrishTestOrg1.xml
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:47	8/25/2016 12:47	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	"21,165.54"	"25,904.27"	322	TrishTestOrg1.xml
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:54	8/25/2016 12:54	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	1	Trishtest.txt
Report created 09/02/2016 04:55 PM by DHiatt	Date Range: 08/16/2016 - 08/25/2016	8/25/2016 12:55	8/25/2016 12:55	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	1	Trishtest.txt

Sample of the Extract Audit Report in CSV/Excel format

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ReportCreated	DateRange	AuditDateTime	ExtractDateTime	Textbox2	Workgroup	Complete	PaymentC	StubCount	PaymentAmo	StubAmount	RecordCo	ExtractFileName
2	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/16/2016 8:01	8/16/2016 8:01	WFS/Michael Bank/Michael	8816 – Sailu-FNBO- Only V	Yes	224	0	252,171.79	0	253	Out.txt
3	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/16/2016 8:01	8/16/2016 8:01	WFS/Mosinee Bank/QA Inc	4040 – Brad Smoke Test In	Yes	29	0	14,602.92	0	253	Out.txt
4	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/19/2016 13:31	8/19/2016 13:31	WFS/Mosinee Bank/QA Inc	730 – 730 In a Box SE	Yes	0	0	0	0	2	bank.tx
5	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 8:01	8/25/2016 8:01	WFS/Mosinee Bank/QA Inc	92222229 – ICON-FG-2	Yes	51	0	4,819.09	0	93	Out.txt
6	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 8:01	8/25/2016 8:01	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	0	21,165.54	0	93	Out.txt
7	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 11:20	8/25/2016 11:20	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
8	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 11:23	8/25/2016 11:23	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
9	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 11:27	8/25/2016 11:27	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	9	Trishtest.txt
10	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 11:53	8/25/2016 11:53	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	69	Trishtest.txt
11	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:33	8/25/2016 12:33	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	69	Trishtest.txt
12	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:36	8/25/2016 12:36	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	21,165.54	25,904.27	322	TrishTestOrg1.xml
13	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:45	8/25/2016 12:45	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	21,165.54	25,904.27	322	TrishTestOrg1.xml
14	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:47	8/25/2016 12:47	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	42	169	21,165.54	25,904.27	322	TrishTestOrg1.xml
15	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:54	8/25/2016 12:54	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	1	Trishtest.txt
16	Report created 09/02/2016 04:55 PM	Date Range: 08/16/20	8/25/2016 12:55	8/25/2016 12:55	WFS/Trishs Bank/Trish Inc	32 - GhostImageTesting	Yes	0	0	0	0	1	Trishtest.txt

User Activity Report

This **User Activity Report** displays user activity within the Business Online Receivables application. It reports all pages accessed and actions taken by a user. The user generating the report specifies the date range, the user name, and the event type on which to report. The following items are reported.

The header of the **User Activity Report** displays the following information:
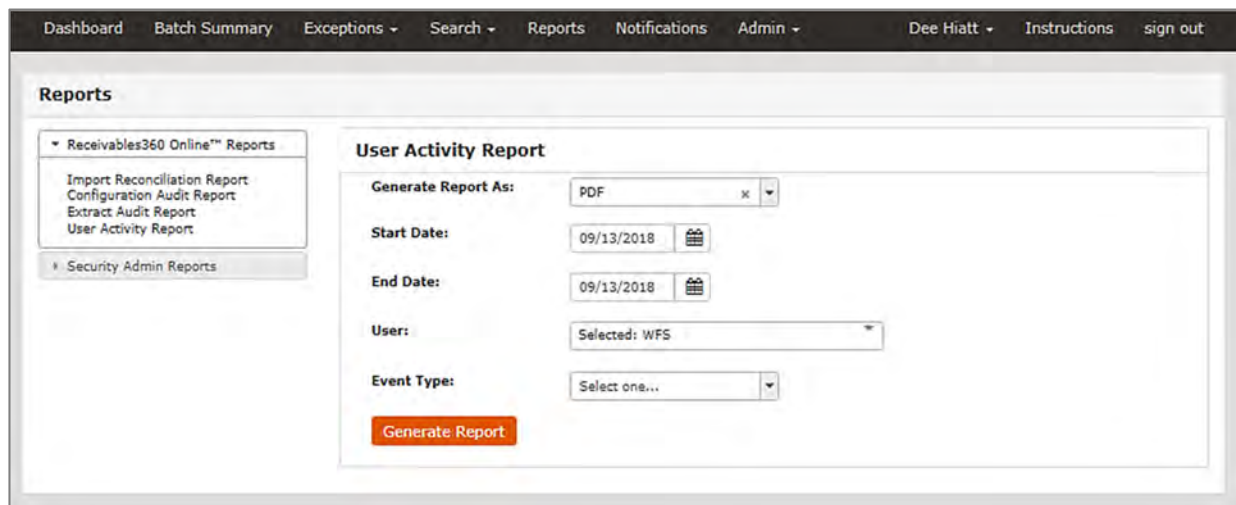
- Selected date range on which to report
- Selected user name on which to report
- Selected event type on which to report

The body of the **User Activity Report** displays the following information:

- The date and time a user activity occurred
- The name of the entity to which the user belongs
- The type of activity performed, such as Viewed Page, Viewed Data, Submitted / Reviewed Data, Web Request, E View Details, etc.
- Additional information about the activity performed

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Select the **User Activity Audit Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.

2. The **Start Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

3. The **End Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

   NOTE: Report date range will automatically be put in chronological order regardless of the order dates are entered in the **Start Date** and **End Date** fields.

4. Click the **User** box to display the dropdown list of users. Double click a name to select it. If no user is selected, all users for the displayed entity will be reported.

5. Select an **Event Type** from the dropdown list. Choices are:
   - --All--
   - Download Data
   - Page View
   - Post-Deposit Exceptions
   - Pre-Deposit Exceptions
   - Reports
   - Uncategorized.
   - NOTE: If no event type is selected, then all event types will be reported.
6. Click **Generate Report** and the report will open in a new browser window.

Sample of the User Activity Report in PDF format

User Activity Audit

Report created 12/08/2014 02:44 PM by Administrator

Date Range: 12/03/2014 - 12/08/2014   Selected User: All Users
Selected Event Type: -- All --

Audit Date/Time	Entity	User	Event Type	Audit Message
12/03/14 8:54:26 AM	WFS	Administrator	Viewed Page	ExtractSchedules/UploadEB QueryString: mode=update&id=74
12/03/14 8:54:30 AM	WFS	Administrator	Viewed Page	ExtractSchedules/Index
12/03/14 8:54:51 AM	WFS	StanMiles	Viewed Page	ReceivablesSummary/Index
12/03/14 8:54:51 AM	WFS	StanMiles	Viewed Page	Dashboard/Index
12/03/14 8:54:55 AM	WFS	StanMiles	Submitted / Retrieved Data	ReceivablesSummary/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:00 AM	WFS	StanMiles	Submitted / Retrieved Data	Dashboard/GetExceptionData Fields:
12/03/14 8:55:00 AM	WFS	StanMiles	Submitted / Retrieved Data	Dashboard/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:08 AM	WFS	TrishEickhoff	Viewed Page	Dashboard/Index
12/03/14 8:55:08 AM	WFS	BradChrisman	Viewed Page	ExtractSchedules/Index
12/03/14 8:55:08 AM	WFS	TrishEickhoff	Viewed Page	ReceivablesSummary/Index
12/03/14 8:55:09 AM	WFS	TrishEickhoff	Submitted / Retrieved Data	ReceivablesSummary/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:12 AM	WFS	TrishEickhoff	Submitted / Retrieved Data	Dashboard/GetExceptionData Fields:
12/03/14 8:55:12 AM	WFS	TrishEickhoff	Submitted / Retrieved Data	Dashboard/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:17 AM	WFS	StanMiles	Viewed Page	PaymentSource/Index
12/03/14 8:55:27 AM	WFS	StanMiles	Viewed Data	PaymentSource/GetPaymentSources
12/03/14 8:55:34 AM	WFS	Michael	Viewed Page	Dashboard/Index
12/03/14 8:55:34 AM	WFS	Michael	Viewed Page	ReceivablesSummary/Index
12/03/14 8:55:37 AM	WFS	Michael	Submitted / Retrieved Data	ReceivablesSummary/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:40 AM	WFS	TrishEickhoff	remitsearch.aspx	
12/03/14 8:55:42 AM	WFS	Michael	Submitted / Retrieved Data	Dashboard/GetSummaryData Fields: DepositDate=12/03/2014;
12/03/14 8:55:42 AM	WFS	Michael	Submitted / Retrieved Data	Dashboard/GetExceptionData Fields:
12/03/14 8:55:51 AM	WFS	TrishEickhoff	Viewed Page	PaymentSource/Index
12/03/14 8:55:52 AM	WFS	TrishEickhoff	Viewed Data	PaymentSource/GetPaymentSources

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NOTE: With the release of Hotfix 2.03.04, event logging is enhanced to include the viewing of the following pages, which are included in the **User Audit Report**.
- Dashboard
- User Preferenced
- Alert Manager
- Batch Summary

Sample of the User Activity Report in CSV/text format

Sample of the User Activity Report in CSV/Excel format

Security Admin – Group Profile Report

This **Security Admin – Group Profile Report** is used to review Business Online Receivables group profiles and a group's associated workgroups. The user specifies the entity and user group on which to report and the following items are reported.

NOTE: Users will see group profile information for only the group to which they belong or for those groups for which they have permission.

The header of the **Security Admin – Group Profile Report** displays the following information:
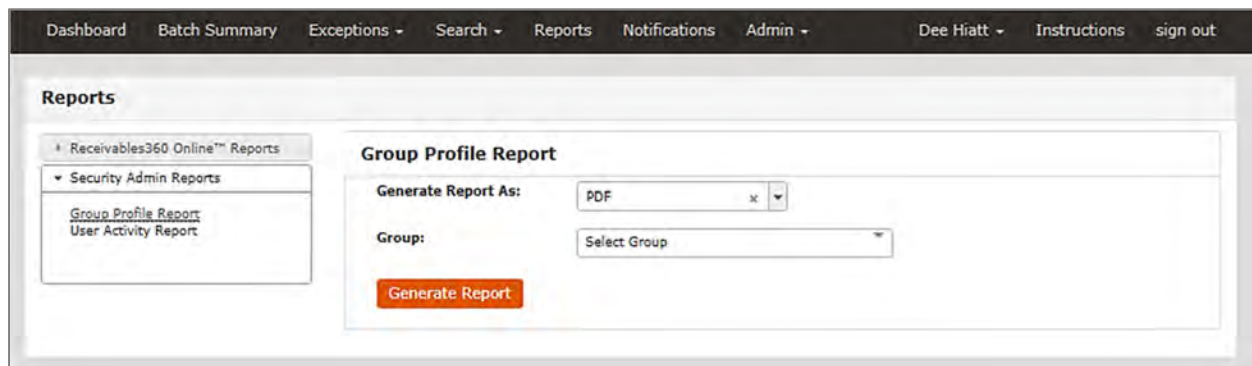
- Selected Entity name on which to report
- Selected Group name on which to report
- Application(s) for which the group has permissions

The body of the **Security Admin – Group Profile Report** displays the following information:

- Users assigned to the group
- Workgroup Policies assigned to the group
- Roles assigned to the group and a list of the policies associated with the role.

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Click the **Security Admin Reports** dropdown to display the report names.

Select the **Group Profile Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.
2. Expand the **Group** drop down list and drill down the desired entity and group. Double click the **Group** to select it.
3. Click on **Generate Report** and the report will open in a new browser window.

For additional information on Entities, Groups, Workgroup Policies and Roles, see the *Business Online Receivables 2.03 Admin Guide*.

Sample of the Group Profile Report in PDF format

Security Administration Group Profile Report

Report created 06/23/2015 04:40 PM by dhiatt

Entity:	Symcor Bank
Group:	OnlineUser
Application(s):	Security Administration, Receivables360 Online™, Receivables360 Online™
Assigned Users:	StanMiles, TrishSymcor
Workgroup Policies:	Symcor Bank
	Test-BC
	TrishTestCorp
	Wal-Mart
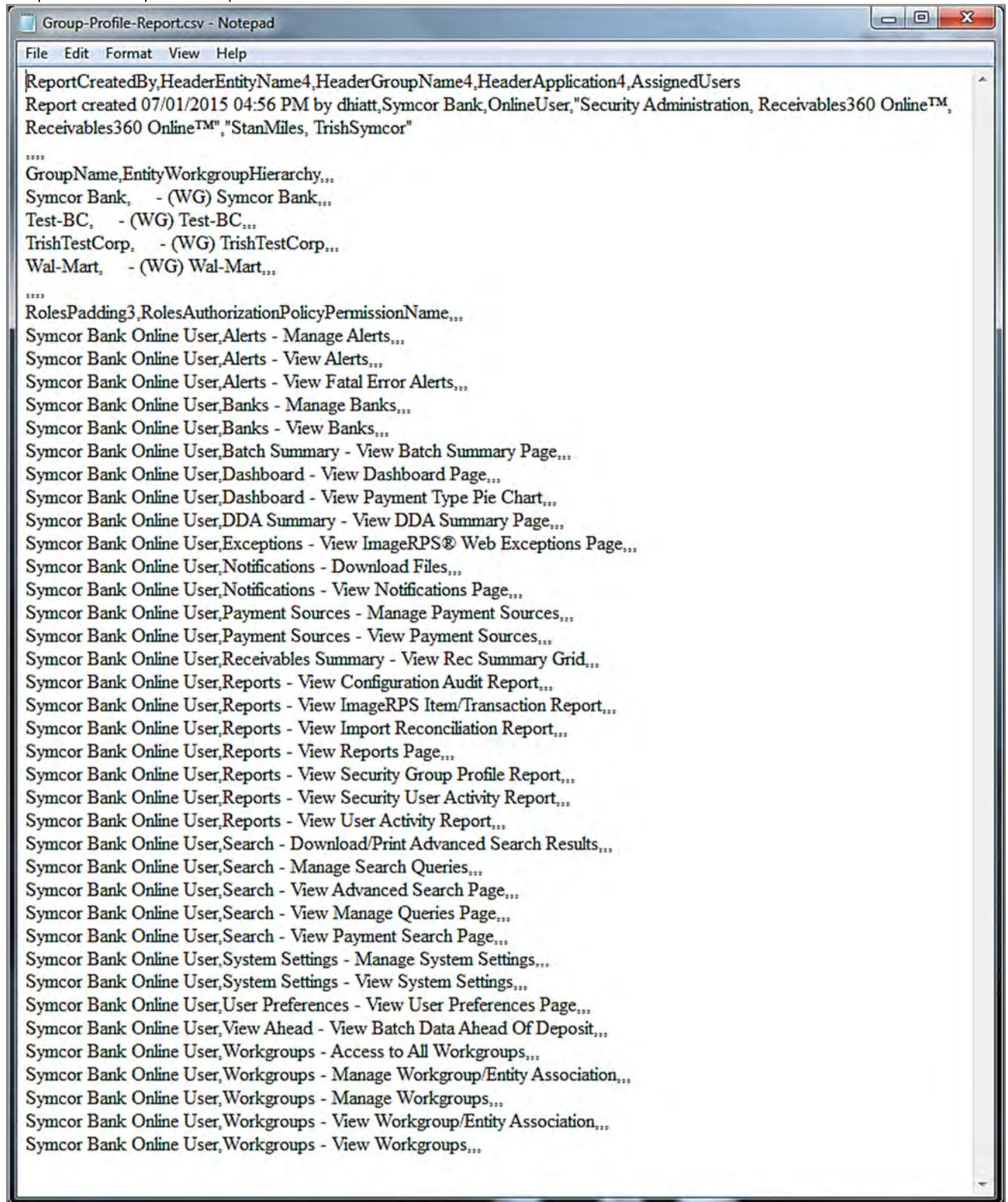
Roles:

Symcor Bank Online User

- Alerts - Manage Alerts
- Alerts - View Alerts
- Alerts - View Fatal Error Alerts
- Banks - Manage Banks
- Banks - View Banks
- Batch Summary - View Batch Summary Page
- Dashboard - View Dashboard Page
- Dashboard - View Payment Type Pie Chart
- DDA Summary - View DDA Summary Page
- Exceptions - View ImageRPS® Web Exceptions Page
- Notifications - Download Files
- Notifications - View Notifications Page
- Payment Sources - Manage Payment Sources
- Payment Sources - View Payment Sources
- Receivables Summary - View Rec Summary Grid
- Reports - View Configuration Audit Report
- Reports - View ImageRPS Item/Transaction Report
- Reports - View Import Reconciliation Report
- Reports - View Reports Page
- Reports - View Security Group Profile Report
- Reports - View Security User Activity Report
- Reports - View User Activity Report
- Search - Download/Print Advanced Search Results
- Search - Manage Search Queries

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Sample of the Group Profile Report in CSV/text format

Sample of the Group Profile Report in CSV/Excel format

	A	B	C	D	E
1	ReportCreatedBy	HeaderEntityName4	HeaderGroupName4	HeaderApplication4	AssignedUsers
2	Report created 07/01/2015 04: Symcor Bank		OnlineUser	Security Administration, Receivables360 Online™, Receivables360 Online™	StanMiles, TrishSymcor
3					
4	GroupName	EntityWorkgroupHierarchy			
5	Symcor Bank	- (WG) Symcor Bank			
6	Test-BC	- (WG) Test-BC			
7	TrishTestCorp	- (WG) TrishTestCorp			
8	Wal-Mart	- (WG) Wal-Mart			
9					
10	RolesPadding3	RolesAuthorizationPolicyPermissionName			
11	Symcor Bank Online User	Alerts - Manage Alerts			
12	Symcor Bank Online User	Alerts - View Alerts			
13	Symcor Bank Online User	Alerts - View Fatal Error Alerts			
14	Symcor Bank Online User	Banks - Manage Banks			
15	Symcor Bank Online User	Banks - View Banks			
16	Symcor Bank Online User	Batch Summary - View Batch Summary Page			
17	Symcor Bank Online User	Dashboard - View Dashboard Page			
18	Symcor Bank Online User	Dashboard - View Payment Type Pie Chart			
19	Symcor Bank Online User	DDA Summary - View DDA Summary Page			
20	Symcor Bank Online User	Exceptions - View ImageRPS® Web Exceptions Page			
21	Symcor Bank Online User	Notifications - Download Files			
22	Symcor Bank Online User	Notifications - View Notifications Page			
23	Symcor Bank Online User	Payment Sources - Manage Payment Sources			
24	Symcor Bank Online User	Payment Sources - View Payment Sources			
25	Symcor Bank Online User	Receivables Summary - View Rec Summary Grid			
26	Symcor Bank Online User	Reports - View Configuration Audit Report			
27	Symcor Bank Online User	Reports - View ImageRPS Item/Transaction Report			
28	Symcor Bank Online User	Reports - View Import Reconciliation Report			
29	Symcor Bank Online User	Reports - View Reports Page			
30	Symcor Bank Online User	Reports - View Security Group Profile Report			
31	Symcor Bank Online User	Reports - View Security User Activity Report			
32	Symcor Bank Online User	Reports - View User Activity Report			
33	Symcor Bank Online User	Search - Download/Print Advanced Search Results			
34	Symcor Bank Online User	Search - Manage Search Queries			
35	Symcor Bank Online User	Search - View Advanced Search Page			
36	Symcor Bank Online User	Search - View Manage Queries Page			
37	Symcor Bank Online User	Search - View Payment Search Page			
38	Symcor Bank Online User	System Settings - Manage System Settings			
39	Symcor Bank Online User	System Settings - View System Settings			
40	Symcor Bank Online User	User Preferences - View User Preferences Page			
41	Symcor Bank Online User	View Ahead - View Batch Data Ahead Of Deposit			
42	Symcor Bank Online User	Workgroups - Access to All Workgroups			
43	Symcor Bank Online User	Workgroups - Manage Workgroup/Entity Association			
44	Symcor Bank Online User	Workgroups - Manage Workgroups			
45	Symcor Bank Online User	Workgroups - View Workgroup/Entity Association			
46	Symcor Bank Online User	Workgroups - View Workgroups			
47					

First Merchants Bank

Security Admin – User Activity Report

This **Security Admin – User Activity Report** provides the opportunity to review all pages viewed and changes made in Security Administration. This would include adding, modifying or deleting any of the following:

- Entities
- Users
- Roles
- User Groups
- System Settings
- Banks
- Payment Sources
- Workgroups

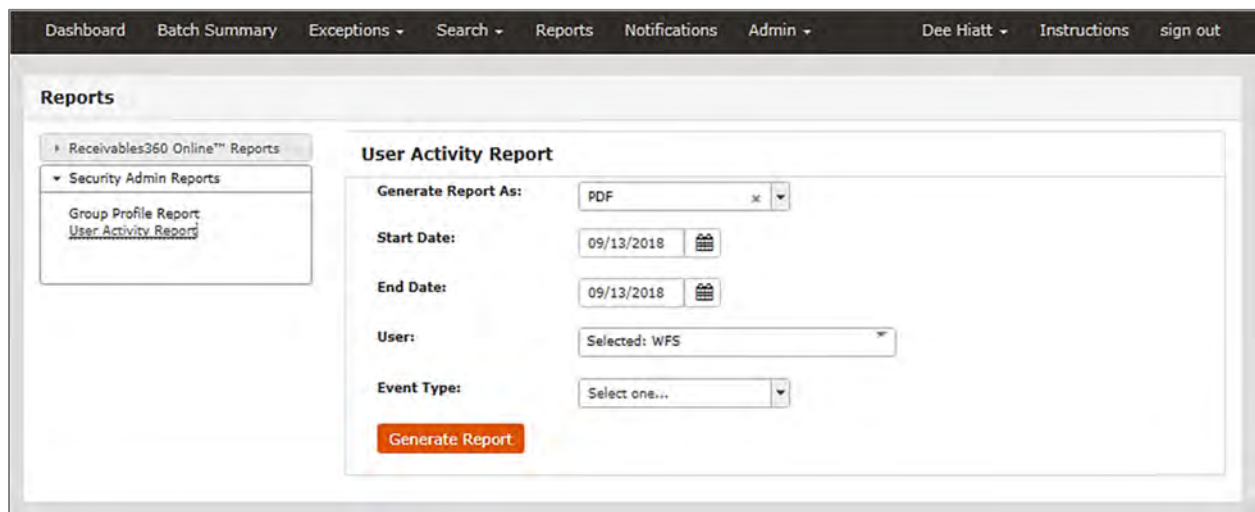NOTE: **Branding** changes are reported in the User Activity Report that is under Business Online Receivables Reports.

The user generating the report specifies a date range, a user or entity, and an event type of **–All--**, **Authentication**, or **Data Change**.

The **Security Admin – User Activity Report** displays the following information and is sorted by **User** then **Date/Time**:

- The user ID
- The date and time a user activity occurred
- The name of the entity in which the activity occurred. The report shows the admin activity for the user specified for the selected entity and any child entities of the selected entity.
- A description of the activity that was logged.
- The address of the computer on which the user was authenticated when logging into Business Online Receivables (login authentication is the only activity that shows an IP address)

The report can be generated and saved as follows:

- A PDF file may be displayed and saved.
- A CSV file may be displayed and saved as either text or an Excel spreadsheet.

Click the **Security Admin Reports** dropdown to display the report names.

Select the **User Activity Report** and set the desired parameters.

1. Select the **Generate Report As** file type from the dropdown list. Options are PDF or CSV.
2. The **Start Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.
3. The **End Date** defaults to the current date. The calendar tool may be used to select another date or the user may type a desired date. To edit one section of the date double click that section. Click a third time to select the entire date.

   NOTE: Report date range will automatically be put in chronological order regardless of the order dates are entered in the **Start Date** and **End Date** fields.
4. Dropdown the **User** list to select a user or an entity. Double click to select.
5. Select an Event Type from the list. Choices are **–All--**, **Authentication**, **Data Change**, **Report Executed**, and **Role Administration**.
6. Click on **Generate Report** and the report will open in a new browser window.

Sample of the Security Admin – User Activity Report in PDF format

Security Administration User Activity Report
Report created 07/02/2015 03:08 PM by dhiatt

Users:	All users
Entity:	WFS
Date Range:	6/25/2015 - 6/25/2015
Events:	All

User	Audit Date/Time	Entity	Message	IP Address
DHIATT	06/25/15 4:57:27 PM	WFS	DHIATT is Authenticated	10.27.90.159
KAREND	06/25/15 10:05:25 AM	WFS	KAREND is Authenticated	10.27.82.137
KAREND	06/25/15 10:05:37 AM	WFS	KAREND is Authenticated	10.27.82.137
KAREND	06/25/15 10:11:12 AM	WFS	Added Roles:ID = Karens R360,EntityID = WFS,ApplicationID = 3,Name = Karens R360,Description =	
KAREND	06/25/15 10:11:41 AM	WFS	Added Roles:ID = Karens SA,EntityID = WFS,ApplicationID = 1,Name = Karens SA,Description =	
KAREND	06/25/15 10:11:58 AM	WFS	Added Roles:ID = Karens Framework,EntityID = WFS,ApplicationID = 2,Name = Karens Framework,Description =	
KAREND	06/25/15 10:12:20 AM	WFS	Added Groups:ID = Karens Group,EntityID = WFS,Name = Karens Group,Description =	
KAREND	06/25/15 10:12:28 AM	WFS	KAREND is Authenticated	10.27.82.137
KAREND	06/25/15 10:15:21 AM	WFS	Added Roles:ID = Workgroup Role,EntityID = Dawa Bar,ApplicationID = 3,Name = Workgroup Role,Description =	
KAREND	06/25/15 10:16:15 AM	WFS	KAREND is Authenticated	10.27.82.137
MICHAEL	06/25/15 4:23:18 PM	WFS	MICHAEL is Authenticated	10.27.91.226
STANMILESW	06/25/15 9:49:30 AM	WFS	STANMILESW is Authenticated	10.27.82.155
STANMILESW	06/25/15 10:01:33 AM	WFS	STANMILESW is Authenticated	10.27.82.155
STANMILESW	06/25/15 10:04:57 AM	WFS	Added Resources:ID = 0,EntityID = 4,ApplicationID = 3,ResourceTypeValue = Workgroup,ExternalReferenceID = 99|54321,IsVirtual = False,Name = 54321 - Stans_54321_test_wrkgroup	
STANMILESW	06/25/15 10:35:56 AM	WFS	STANMILESW is Authenticated	10.27.82.155
STANMILESW	06/25/15 10:49:42 AM	WFS	STANMILESW is Authenticated	10.27.82.155
TRISHEICKHOFF	06/25/15 3:50:24 PM	WFS	TRISHEICKHOFF is Authenticated	10.27.90.58

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Sample of the Security Admin – User Activity Report in CSV/Text format

Sample of the Security Admin – User Activity Report in CSV/Excel format

|	A	B	C	D	E	F	G	H	I
1	User	AuditDateTime	Entity	Message	IPAddress	DateRange	SelectedEntity	SelectedUsers	SelectedEventType
2	DHIATT	6/25/2015 16:57	WFS	DHIATT is Authenticated	10.27.90.159	Date Range: 06/25/2015 -	WFS	All Users	-- All --
3	KAREND	6/25/2015 10:05	WFS	KAREND is Authenticated	10.27.82.137	Date Range: 06/25/2015 -	WFS	All Users	-- All --
4	KAREND	6/25/2015 10:05	WFS	KAREND is Authenticated	10.27.82.137	Date Range: 06/25/2015 -	WFS	All Users	-- All --
5	KAREND	6/25/2015 10:11	WFS	Added Roles:ID = Karens R360,EntityID = WFS,ApplicationID = 3,Name = Karens R360,Description =		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
6	KAREND	6/25/2015 10:11	WFS	Added Roles:ID = Karens SA,EntityID = WFS,ApplicationID = 1,Name = Karens SA,Description =		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
7	KAREND	6/25/2015 10:11	WFS	Added Roles:ID = Karens Framework,EntityID = WFS,ApplicationID = 2,Name = Karens Framework,Description =		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
8	KAREND	6/25/2015 10:12	WFS	Added Groups:ID = Karens Group,EntityID = WFS,Name = Karens Group,Description =		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
9	KAREND	6/25/2015 10:12	WFS	KAREND is Authenticated	10.27.82.137	Date Range: 06/25/2015 -	WFS	All Users	-- All --
10	KAREND	6/25/2015 10:15	WFS	Added Roles:ID = Workgroup Role,EntityID = Dawa Bar,ApplicationID = 3,Name = Workgroup Role,Description =		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
11	KAREND	6/25/2015 10:16	WFS	KAREND is Authenticated	10.27.82.137	Date Range: 06/25/2015 -	WFS	All Users	-- All --
12	MICHAEL	6/25/2015 16:23	WFS	MICHAEL is Authenticated	10.27.91.226	Date Range: 06/25/2015 -	WFS	All Users	-- All --
13	STANMILESW	6/25/2015 9:49	WFS	STANMILESW is Authenticated	10.27.82.155	Date Range: 06/25/2015 -	WFS	All Users	-- All --
14	STANMILESW	6/25/2015 10:01	WFS	STANMILESW is Authenticated	10.27.82.155	Date Range: 06/25/2015 -	WFS	All Users	-- All --
15	STANMILESW	6/25/2015 10:04	WFS	Added Resources:ID = 0,EntityID = 4,ApplicationID = 3,ResourceTypeValue = Workgroup,ExternalReferenceID = 99|54321,IsVirtual = False,Name = 54321 - Stans_54321_test_wrkgroup		Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
16	STANMILESW	6/25/2015 10:35	WFS	STANMILESW is Authenticated	10.27.82.155	Date Range: 06/25/2015 -	WFS	All Users	-- All --
17	STANMILESW	6/25/2015 10:49	WFS	STANMILESW is Authenticated	10.27.82.155	Date Range: 06/25/2015 -	WFS	All Users	-- All --
18	TRISHEICKHOFF	6/25/2015 15:50	WFS	TRISHEICKHOFF is Authenticated	10.27.90.58	Date Range: 06/25/2015 -	WFS	All Users	-- All --
19	WFSADMIN	6/25/2015 13:51	WFS	WFSADMIN is Authenticated	10.27.90.171	Date Range: 06/25/2015 -	WFS	All Users	-- All --
20	WFSADMIN	6/25/2015 15:19	WFS	WFSADMIN is Authenticated	10.27.91.223	Date Range: 06/25/2015 -	WFS	All Users	-- All --
21	WFSADMIN	6/25/2015 15:53	WFS	WFSADMIN is Authenticated	10.27.90.171	Date Range: 06/25/2015 -	WFS	All Users	-- All --
22	WFSUSER	6/25/2015 15:53	WFS	WFSUSER is not Authenticated due to credential not matched	10.27.90.171	Date Range: 06/25/2015 - 06/26/2015	WFS	All Users	-- All --
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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 Business Online Receivables menu bar to display the Notifications page.

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, Business Online Receivables 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.

6. Click **Clear** to clear all parameters and begin again.

The **Show entries** tool allows the user to adjust the number of rows that display. This setting may be used to reduce or eliminate the need to scroll the screen depending on the size and resolution of the computer monitor.
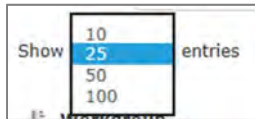
Page navigation buttons are provided at the bottom right of the page.

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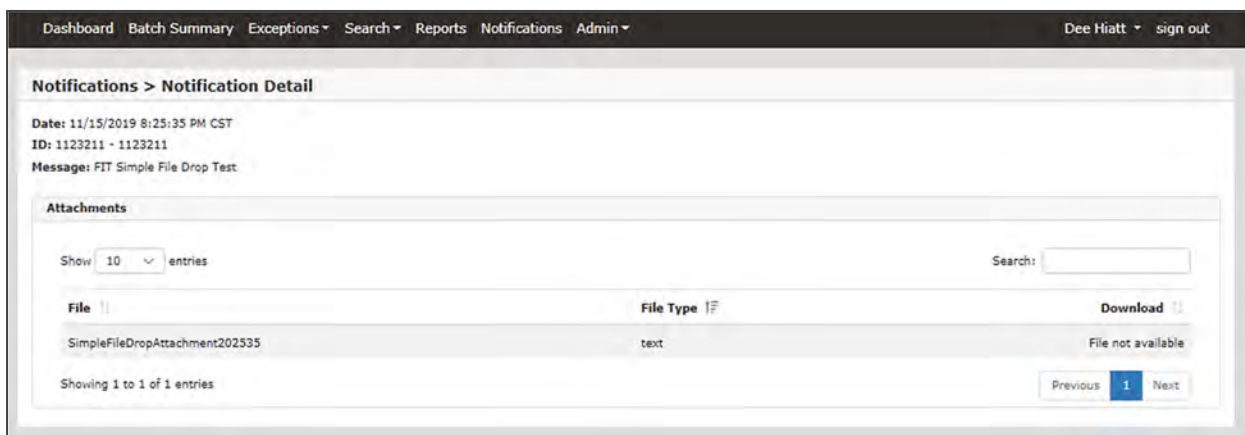
The **Notification Detail** page displays the **File** name, the **File Type** and a **Download** icon. Click the download icon ☁ to view or save the notification file depending on the file type (i.e. text, MS Word, PDF, MP3, etc.).

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.

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Admin – User Preferences

The Admin menu option has a number of sub-menu options that provide access for modifying settings for **Security Admin**, **Configuration Admin** and **Operational Admin**, as shown here.
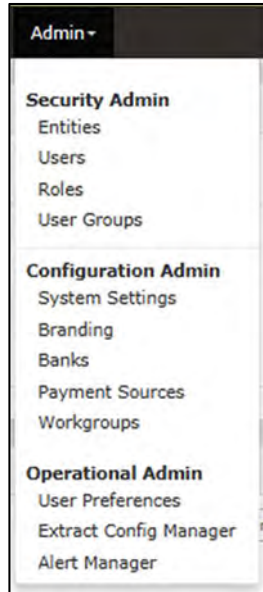
Users may be granted permissions to access some or all of the Admin settings.

For information about the various functions in the Admin UI, please see the *Business Online Receivables 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.
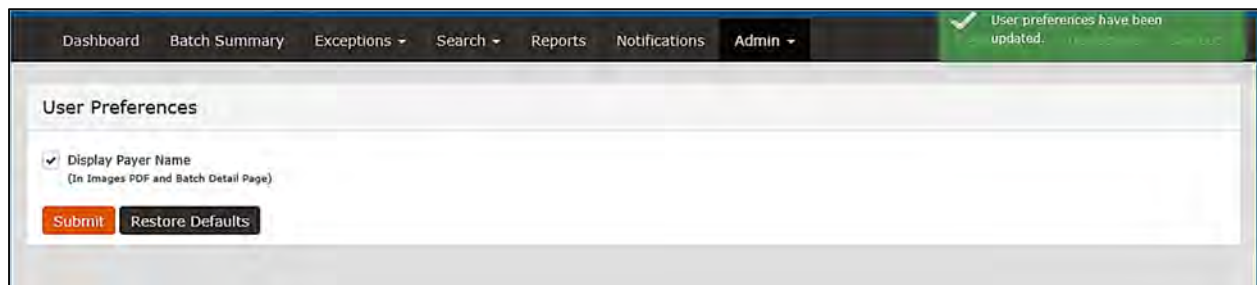
Currently there is only one user preference option.

- **Display Payer Name** Check the box to display the Payer Name in image PDF documents.

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

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

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

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

Addendum A - Column Headings and Browser Size

The column widths in the Business Online Receivables 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.

With Business Online Receivables open in Internet Explorer and the window maximized, there is plenty of room for long column headers to display all on the same line.
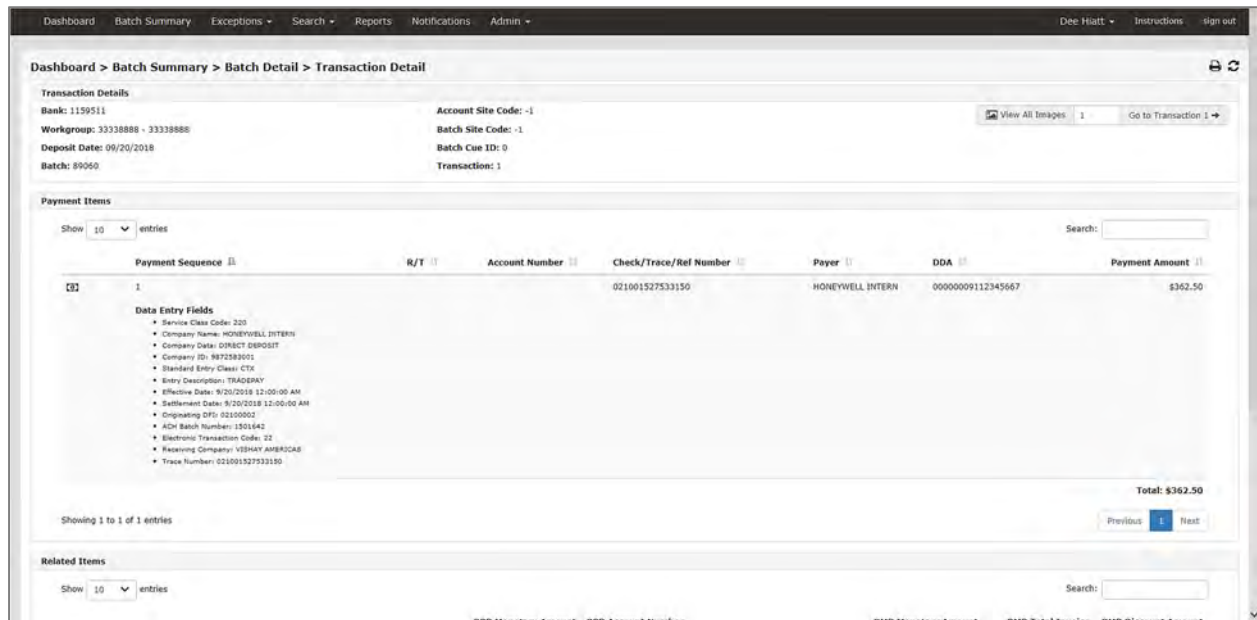
As a user reduces the width of the window, the column headers begin to wrap (stack) as the columns become narrower. All screens shots below are displayed at the same percentage as the maximized screen above (39%) to provide an accurate comparison.

Note in the following screenshots that as the browser window is narrowed, the column headers begin to wrap and stack up.

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

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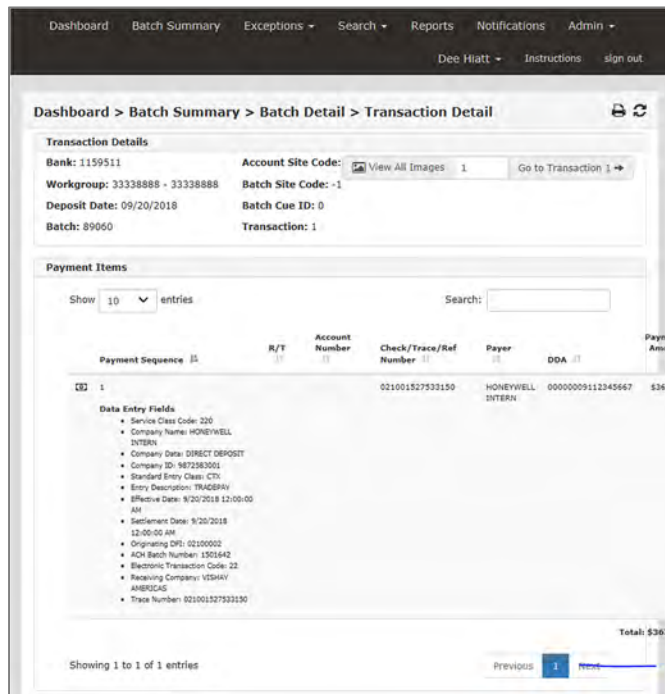
It is possible to get all columns into a smaller browser window using Windows hot keys for sizing. Use <CRTL –> to reduce the size of type and objects and <CRTL +> enlarge type and objects. <CTRL 0> returns the text and objects to the default (100%) size.

The screen shot below is captured with <CRTL –> applied and inserted here at the same 39% of the actual screen size the same as the screen shots above. It takes good eyes to read, but you should note that all column headers are displayed without wrapping even though the window is much narrower that the maximized window screen shot at the beginning of this document.
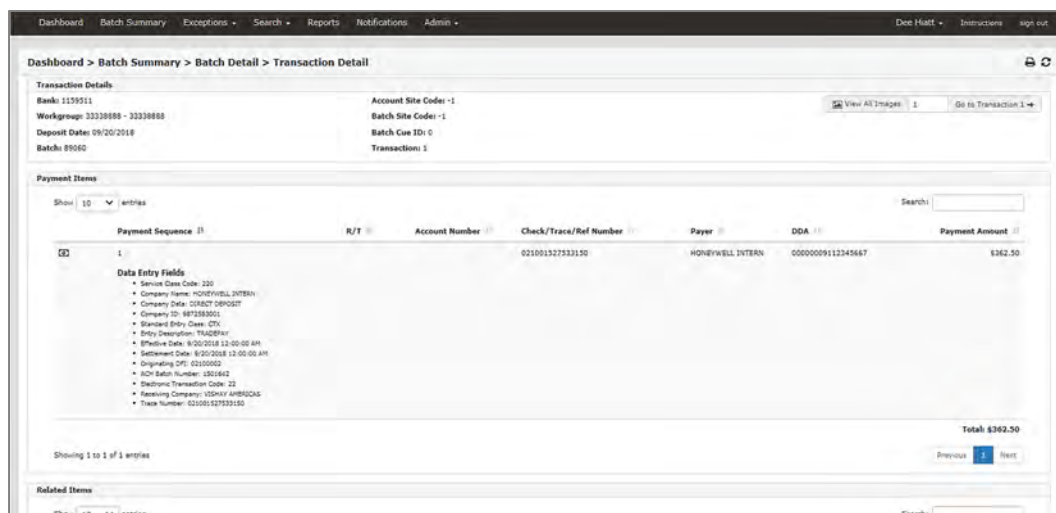
A Business Online Receivables user will need to size the browser window and scaling to meet their needs, understanding that narrowing the browser window will cause column headers and date to wrap.

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 Payment Reassociation
16 May 2018	Hotfix 2.03.03: Document image icons hidden function added to Batch Detail, Transaction Detail, and Advanced Search Results sections.
7 Sep 2018	Modified the Transaction Detail page description correlation identifier boxes. Corrected descriptive text for the Manage Queries search functionality.
17 Sep 2018	Hotfix 2.03.04: • Almost every screen shot has been updated due to menu bar and icon changes. • Updated Angular pages for Batch Summary, Batch Detail, and Transaction Detail. • New **My Profile** and **Web Link** features in the Menu Options section. • Update to the **Show entries** tool in Viewing Grids section. • New Select a Workgroup error message and new **Search** box DDA filter in Batch Summary. • Change to **Select a Column** in the Query Builder section. • Change to **Event Type** dropdown list and enhanced event logging for User Activity Report.
21 Sep 2018	Added bullet point about column width adjustments to the Viewing Grids section.
8 Oct 2018	Added the **Sequence within Transaction** paragraph in the Documents sub-section of the Transaction Details section.
20 Nov 2018	Hotfix 2.03.05: • Batch ID removed from Batch Summary page, Batch Detail page and Transaction Detail page.
19 Dec 2018	Updated the My Profile screenshot in the Menu Options section. Updated a screenshot in the Deposit Date filter section. Updated a screenshot in the Admin section.
15 Feb 2019	Update to password Change button on My Profile screen in the Menu Options section. (result of RAAM hotfix 2.04.04.01)
2 May 2019	Corrected the Batch Summary sorting functionality. Updated the Transaction Detail section.
3 Jun 2019	Added Addendum A - Column Headings and Browser Size. Added the SPECIAL NOTE about the **Account Number** and **Check/Trace/Ref Number** column sort patterns in the Batch Detail section.
29 Jul 2019	Hotfix 2.03.09.00: **Grand Total for All Entries** added to the Batch Summary page.
15 Aug 2019	Hotfix 2.03.09.01: Download as Text options added to the Advanced Search page. Updated screenshots in Advanced Search.
25 Nov 2019	Hotfix 2.03.10.00:

	• Added the Loading Spinner section. • Updated the screenshot of My Profile in the Menu Options section. • Updated the calendar item in the Icons section. • Updated the screenshot for Payment Reassociation. • Updated the Advanced Search screenshot.
7 Feb 2020	New Dashboard screenshot in the Quick Guide to Navigation section.