



Receivables Manager

USER GUIDE

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Treasury Management Service | 800-844-1720

Table of Contents

About Receivables Manager	3
Logging In	3
Navigation	4
Icons	6
Dashboard	7
Receivables Summary	8
Batch Summary	9
Batch Detail	11
Transaction Detail	12
DDA Summary	14
Search	15
Payment Search	15
Advanced Search	17
Entering Search Criteria	18
Saved Queries	19
Search Results	20
Viewing and Downloading Data	23
Print View	23
PDF View	23
Download As Text	24
Download Images	24
Selective Print Mode	0
Resources	0

About Receivables Manager

Receivables Manager 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 for 90 days and can be accessed and downloaded for that period. All access is via a secure internet connection using a standard supported web browser.

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

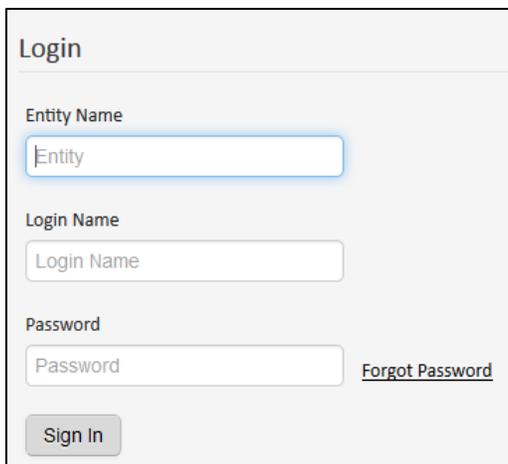
Standard users may also perform the following tasks:

- View the Receivables Manager dashboard
- View available Payment and Batch Summary information
- View Batch and Transaction Details
- Execute Account and Remittance Searches
- Save Search Queries
- Manage saved Search Queries

NOTE: Some tasks may not apply to all users based on permissions.

Logging In

Enter <https://receivablesmanager.firstmidwest.com> into your web browser to connect to the Receivables Manager application. A login box will be displayed.



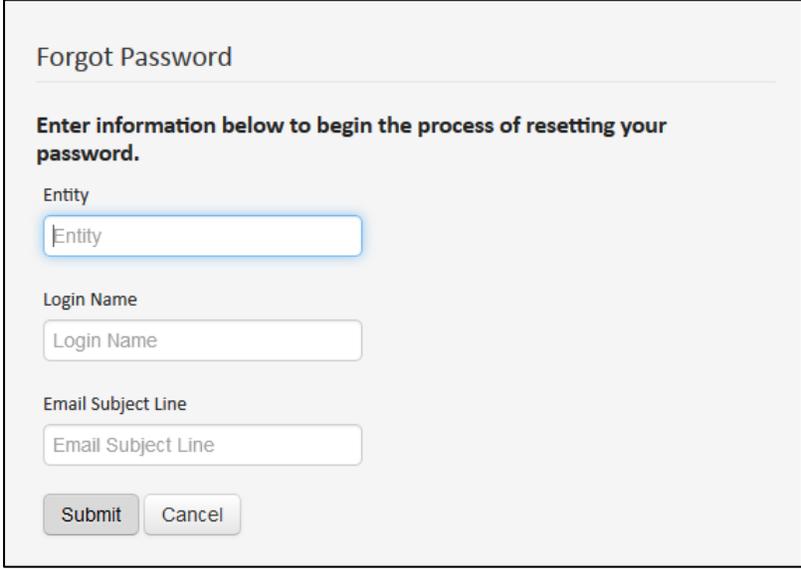
The screenshot shows a login form titled "Login". It contains three input fields: "Entity Name" with a placeholder "Entity", "Login Name" with a placeholder "Login Name", and "Password" with a placeholder "Password". To the right of the password field is a link labeled "Forgot Password". At the bottom left of the form is a "Sign In" button.

Password Requirements:

- Minimum of 8 characters containing at least 1 number, 1 uppercase character, 1 special character
- Cannot contain more than 2 repeating characters, the login name, or the user's first or last name
- Expires after 60 days
- Cannot use same password within 180 days

Enter the **Entity Name**, **Login Name** and **Password** provided by the bank, then press the Enter key or click **Sign In**. When you have successfully signed in, you will be taken to the Dashboard display of Receivables Manager.

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



Forgot Password

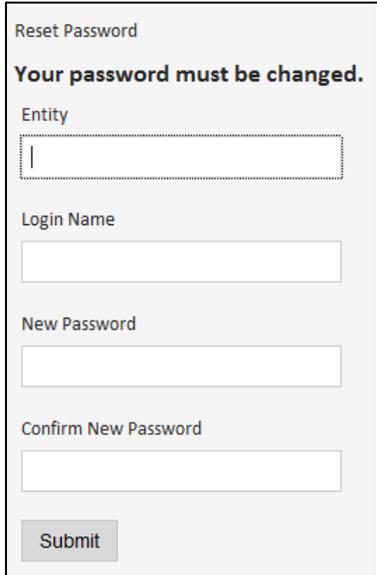
Enter information below to begin the process of resetting your password.

Entity

Login Name

Email Subject Line

Enter the **Entity Name**, **Login Name** and **Email Subject Line**. Click **Submit** to send yourself an email containing a link will open a Reset Password page. *NOTE: this link expires after 10 minutes.*



Reset Password

Your password must be changed.

Entity

Login Name

New Password

Confirm New Password

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

Navigation

Upon login to Receivables Manger, 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. Permissions are determined by the group(s) to which the user is assigned, and the roles applied to the groups.

Dashboard Batch Summary DDA Summary Exceptions+ Search+ Reports Notifications Admin+ Manuel Ponce sign out

Dashboard

Entity/Workgroup Selected: WFS Print

Summary Counts and Amounts

Deposit Date: 01/21/2015

Total Amount \$12,895,221.83

■ ACH ■ Check

Total Transactions - 112

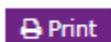
Receivables Summary (Showing All Entities/Workgroups)

Deposit Date: 01/21/2015 Select Grouping... Print

Workgroup	Payment Source	Payment Type	Transaction Count	Total (\$)
[-] WFS\Michael Bank\Michael Holding Company			6	5,054.54
[-] 540 - FileGroupTesting	ImageRPS-Michael	Check	6	5,054.54
[-] WFS\Michael Bank\Vandelay Industries			12	1,939.82
[-] 2791 - test rename long	ImageRPS-Michael	Check	12	1,939.82
[-] WFS\Mosinee Bank\DevCompany			27	2,111,860.38
[-] 1280 - Jones Fish Joint	bank500ps	Check	27	2,111,860.38
[-] WFS\Mosinee Bank\QA Company			67	10,776,367.09
[-] 111 - Stans_CCD_ACH_Long	ACH	ACH	8	129,621.37
[-] 300324 - Tom B IntegraPAY 3003-300324	IntegraPAY-I3003	Check	48	524,065.08
[-] 113 - Stans_CTX_ACH_Long	ACH	ACH	11	10,122,680.64

Icons

Below are the different icons that are used throughout Receivables Manager:

<u>Icon</u>	<u>Image</u>	<u>Description</u>
Refresh Page		Refresh the data on the displayed page.
View Details		Drill-down functionality that displays details for a workgroup, batch, or transaction.
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.
Calendar		Displays a calendar to select a desired date.
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.
Delete		Opens a confirmation dialog box to delete an item.
Expand All Groupings		Expands all groups in a data table.
Collapse All Groupings		Collapses all groups in a data table.
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 table.
Print		Opens a new window with a printer friendly format of the associated data or graphic. The user may be prompted for a summary or a detail format.

Dashboard

The Dashboard page has an upper Dashboard section and a lower Receivables Summary section.

The screenshot shows the Dashboard page with a purple navigation bar. The main content area displays the following information:

- Entity/Workgroup:** Selected: FMB-TEST
- Summary Counts and Amounts:**
 - Deposit Date:** 02/25/2016
 - Total Amount:** \$2.00
 - Total Transactions:** 2
- Legend:** Check

The Dashboard section at the top of the page displays the Summary Counts and Amounts totals and pie charts. By default, the Dashboard section shows information for the entity or workgroup displayed in the **Entity/Workgroup** box. The user may be able to drill down and select a different Entity/Workgroup from the dropdown list.

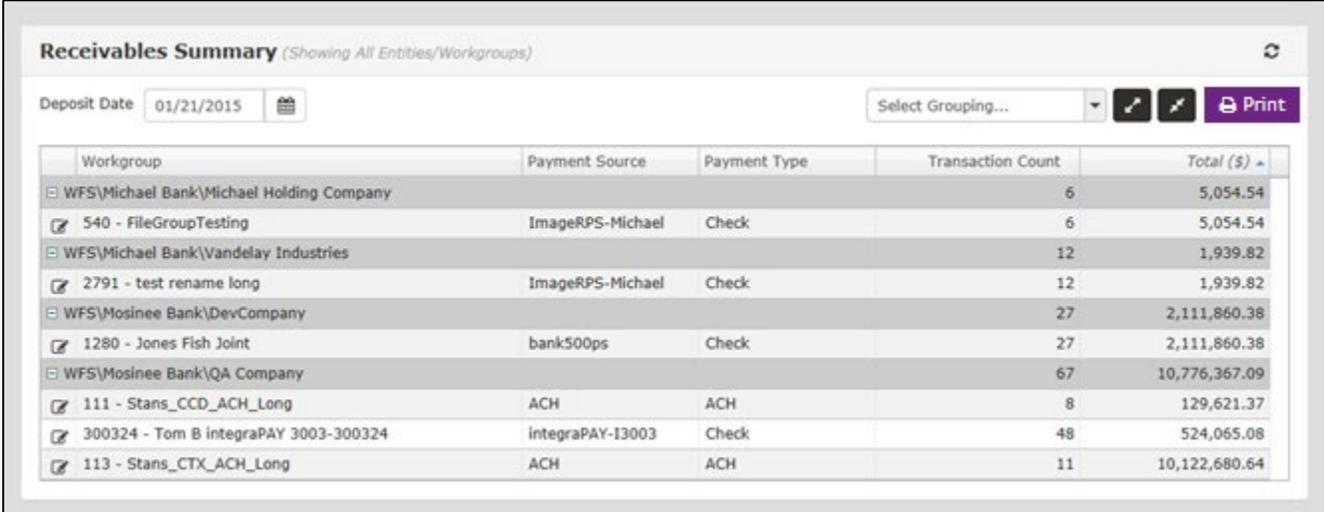
The **Deposit Date** for Summary Counts and Amounts defaults to the current date.

To select a different date, click the calendar icon  and then select the desired date. Click the button  to generate a printer friendly report that can also be saved as a PDF file.

Receivables Summary

The Receivables Summary section of the page displays a table of all payments received for each workgroup under the entity the user signed into and for the indicated **Deposit Date**.

The **Deposit Date** defaults to the current date. To select some other date, click on the calendar icon  , then use the calendar tool to select the desired date.

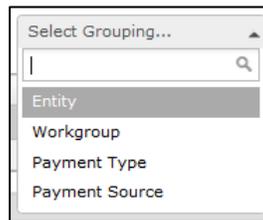


Receivables Summary (Showing All Entities/Workgroups)

Deposit Date: 01/21/2015  Select Grouping...    Print

Workgroup	Payment Source	Payment Type	Transaction Count	Total (\$)
[-] WFS\Michael Bank\Michael Holding Company			6	5,054.54
[-] 540 - FileGroupTesting	ImageRPS-Michael	Check	6	5,054.54
[-] WFS\Michael Bank\Vandelay Industries			12	1,939.82
[-] 2791 - test rename long	ImageRPS-Michael	Check	12	1,939.82
[-] WFS\Mosinee Bank\DevCompany			27	2,111,860.38
[-] 1280 - Jones Fish Joint	bank500ps	Check	27	2,111,860.38
[-] WFS\Mosinee Bank\QA Company			67	10,776,367.09
[-] 111 - Stans_CCD_ACH_Long	ACH	ACH	8	129,621.37
[-] 300324 - Tom B integraPAY 3003-300324	integraPAY-I3003	Check	48	524,065.08
[-] 113 - Stans_CTX_ACH_Long	ACH	ACH	11	10,122,680.64

Receivables Summary data is grouped by entity. To apply a sub-group, select one of the options from the **Select Grouping** dropdown list.



Individual groups may be expanded or collapsed with the Expand  and Collapse  buttons. All groups may be expanded or collapsed together using the Expand All Groupings  and Collapse All Groupings  buttons.

To view a batch summary for a specific workgroup, click the **View Details** icon  in the first column. See the next section about the Batch Summary page for more information.

Click the  **Print** button to generate a printer friendly report that can also be saved as a PDF file. Select either summary or detail when prompted.

Batch Summary

The Batch Summary provides high level information about each batch processed for a selected workgroup and date range. Select the **Batch Summary** menu item to display the Batch Summary page.

Dashboard Batch Summary DDA Summary Exceptions Search Reports Notifications Admin Manuel Ponce sign out

Batch Summary

Date Range: 03/11/2016 - 03/11/2016

Workgroup: Select Workgroup

Payment Type: -- All --

Go

To view a Batch Summary, perform the following steps.

1. Select a start and end **Date Range**.
2. Select a workgroup from the **Workgroup** selector.
NOTE: Entities cannot be selected, only workgroups. Double click a workgroup to select it.
3. Select the payment type from the **Payment Type** dropdown list or use the default of **--All--**.
4. Click **Go**.

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.

Dashboard Batch Summary DDA Summary Exceptions Search Reports Notifications Admin Manuel Ponce sign out

Batch Summary

Date Range: 02/10/2016 - 03/11/2016

Workgroup: Selected: 123- FMB Test

Payment Type: -- All --

Go

Workgroup: 203 - Oscannlain

Batch ID	Batch	Deposit Date	Payment Source	Payment Type	Transaction Count	Payment Count	Document Count	Batch Total
 1294	1294	02/25/2016	Lockbox	Check	2	2	3	\$2.00
Totals:					2	2	3	\$2.00

Showing Results 1 - 1 of 1

Printer-Friendly Version

The Batch Summary page displays the results in a table.

To access the Batch Detail page for a specific batch, click the **View Details** icon  or the batch number **View Batch Detail** hyperlink in the **Batch** column.

Batch	Deposit Date
2850	12/03/2016
2951	12/02/2016
2995	12/02/2016

View Batch Detail

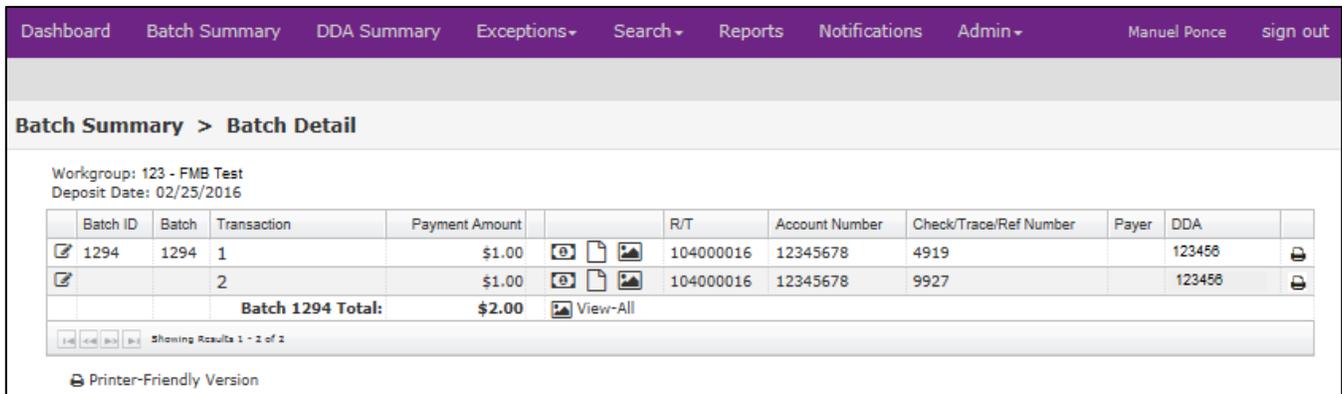
See the following Batch Detail section for more information.

Click the  **Printer-Friendly Version** hyperlink at the lower left of the page to display and print the Batch Summary Report.

Batch Detail

Batch details are accessed when a user clicks the **View Details** icon  or the batch number **View Batch Detail** hyperlink from within the Batch Summary or Search pages.

The Batch Detail page provides individual transaction information for payments processed within the batch for the Deposit Date selected. The Batch Detail page displays the results in a table.



Batch ID	Batch	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA
1294	1294	1	\$1.00	104000016	12345678	4919		123458
		2	\$1.00	104000016	12345678	9927		123458
Batch 1294 Total:			\$2.00	View-All				

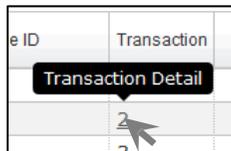
Select the **View Payment Images** icon  in the column to generate a PDF document of the check image. Select the **View Transaction Documents** icon  in the column to generate a PDF document containing all the non-check images for the selected batch.

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

Select the **View All Images for Batch** icon  in the totals row to generate a PDF containing all the images for the selected batch.

Click the **Transaction Report** icon  in the far-right column to generate a Transaction Report PDF. This feature is only available with lockbox payment sources.

Click the **Transaction Details** icon  or the transaction number **Transaction Details** hyperlink in the **Transaction** column, to view the Transaction Detail page.



Click the  **Printer-Friendly Version** hyperlink at the lower left of the page to display and print the Batch Detail Report.

Transaction Detail

Transaction details are accessed when a user clicks the **Transaction Detail** icon , or the **Transaction Details** hyperlink on the transaction number in the **Transaction** column, within the Batch Detail page. The Transaction Detail page provides payment information for the selected transaction. Information in the Transaction Detail page may vary based on the type of transactions captured.

A sample Transaction Detail page is shown. There are four areas of information on the page: Header, Payment Items, Related Items, and Documents.

Dashboard Batch Summary DDA Summary Exceptions ▾ Search ▾ Reports Notifications Admin ▾ Manuel Ponce sign out

Transaction Detail

A BankID: 999
 Workgroup: 286 - ICON Service Testing
 Deposit Date: 2/23/2015
 Batch ID: 12410
 Batch: 12410
 Transaction: 1

Transaction: GO 

B Payment Items

Payment Sequence	R/T	Account Number	Check/Trace/Ref Number	Payer	DDA	Payment Amount		
1	051405324	133490501	1139		123456789	\$1,021.64		
2	055000165	03328996	8720		123456789	\$1,231.07		

Showing Results 1 - 2 of 2

C Related Items

Stub Sequence	AccountNumber	Amount	Amount Due	Due Date		
1	7505466895523122	\$1,021.64	\$1,400.00	01112002		
2	7570576447732037	\$1,036.89	\$524.65	10232002		
3	7505698546567237	\$20.00	\$154.18	09272002		
4	7505698546567237	\$154.18	\$154.18	09272002		
5	7505698546567237	\$20.00	\$154.18	09272002		

Showing Results 1 - 5 of 5

D Documents

Document	Description	
1	EOB	
2	EOB	
3	EOB	
4	EOB	
5	EOB	

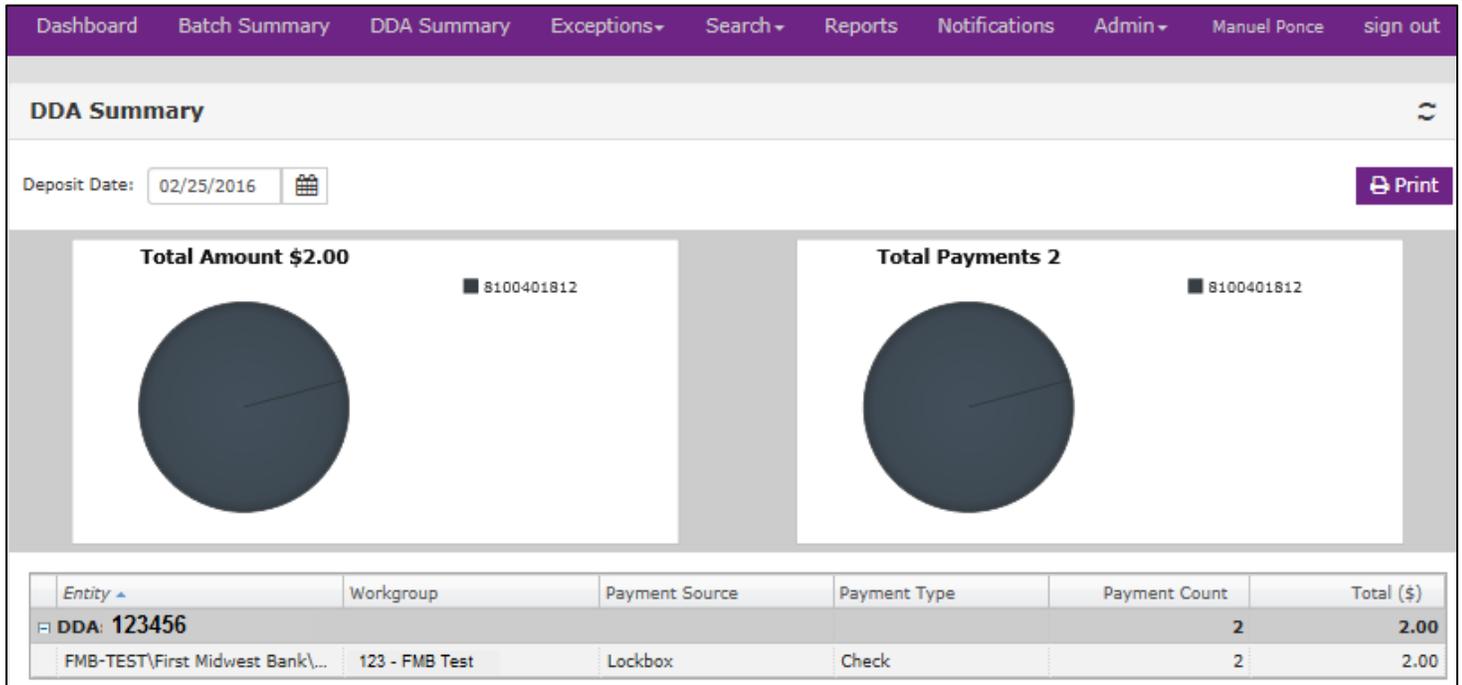
Showing Results 1 - 5 of 5

Header (A)

The header displays the information that identifies the transaction and is located directly below the breadcrumb trail. It includes the bank ID, workgroup, the deposit date, the batch ID, the batch ID, and the transaction number.

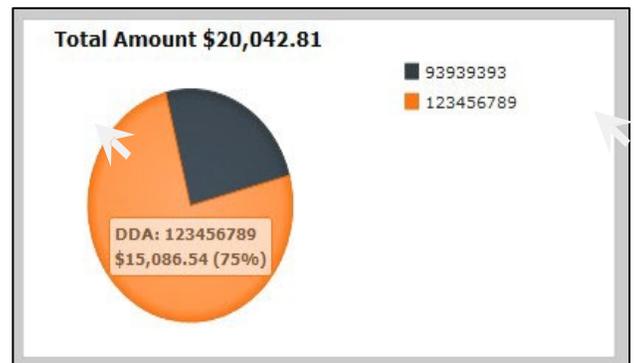
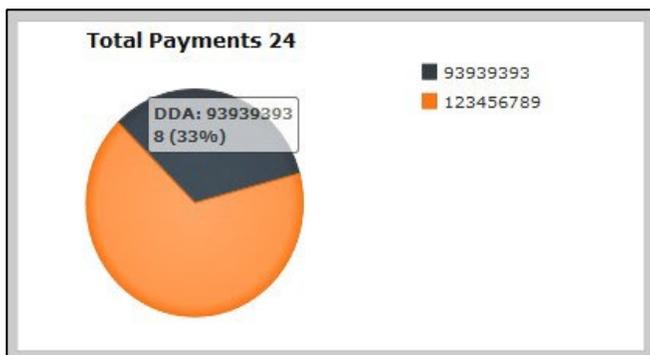
DDA Summary

The DDA Summary page displays direct deposit account data to which funds are being deposited for workgroups to which the logged in user has permission to view. Select the DDA Summary menu item to display the DDA Summary page.



The **Deposit Date** defaults to the current date. To select another date, click on the calendar icon  and then on the date desired.

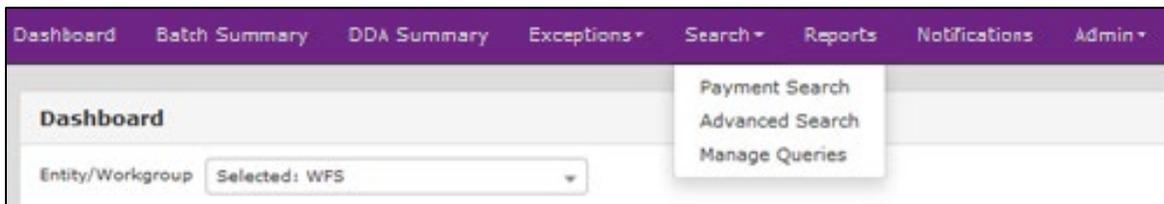
To view the data for a specific section of each pie chart, hover the mouse pointer over that section of a pie chart and the data will display.



Search

Receivables Manager 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 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.

A screenshot of the 'Payment Search' form. The form is located under a navigation bar with items: Dashboard, Batch Summary, DDA Summary, Exceptions, Search, Reports, Notifications, Admin, Manuel Ponce, and sign out. The form fields include: Entity/Workgroup (dropdown menu with 'Select Entity/Workgroup'), Payer (text input), DDA (text input), Deposit Date (date range picker showing 03/16/2018 to 03/16/2018), Payment Amount (range input), Account Number (text input), Check/Trace/Ref Number (text input), R/T (text input), Payment Source (dropdown menu with 'Select one...'), Payment Type (dropdown menu with 'Select one...'), and Sort By (dropdown menu with 'Select one...'). At the bottom of the form are two buttons: 'Search' and 'Clear Search'.

To create a Payment Search, perform the following steps.

1. Select the **Entity/Workgroup** from the dropdown list. Either an entity or a workgroup may be selected. This is a required field.
2. Enter a specific **Payer** name if desired.
3. Enter a specific **DDA** if desired.
4. Select the desired **Deposit Date** range. The range defaults to the current date but the calendar tool may be used to select another date. This is a required field.
5. Enter any desired search criteria in the **Payment Amount**, **Account Number**, **Check/Trace/Ref Number** and **R/T** parameters.
6. Select any desired search criteria from the dropdown list in the **Payment Source** or **Payment Type** parameters.
7. Select the desired **Sort By** option from the dropdown list to determine the order that the search results will be displayed.
8. Click on **Search** to retrieve the transactions per the selected parameters
9. Click **Clear Search** at any point to clear all search parameters. Results for the search are displayed on the Payment Search Results page. The columns and values on the page are displayed based on the **Sort By** parameter, if specified.

Click the batch number **Batch Details** hyperlink in the **Batch** column to access the Batch Details page for a specific batch.

Batch	Deposit Date
2850	12/03/2015
2851	12/03/2015
2852	12/03/2015

View Batch Detail

Click the transaction number **Transaction Details** hyperlink in the **Transaction** column to view the Transaction Detail page.

e ID	Transaction
2	2
2	2

Transaction Detail

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

Click the **Refine Search** hyperlink at the top right of the page to return to the Payment Search page.

Advanced Search

The Advanced Search page allows users to query for specific items within a workgroup using advanced search parameters. The system also enables a user to create and save individual custom searches that are frequently used, which saves time and builds in research accuracy.

Search
Clear Search
Manage Queries

Search Query Name: Select one... New Query Name

Workgroup: Select Workgroup

Deposit Date(s): 03/11/2016 (mm/dd/yyyy) - 03/11/2016

Batch ID: -

Batch: -

Check/Trace/Ref Number:

Payment Amount: -

Payment Source: Select one...

Payment Type: Select one...

Display Correspondence Only Transactions:

Display Mark Sense Transactions Only:

Advanced Find:	Search Field	Comparison	Value
	 ▼	 ▼	
	 ▼	 ▼	
	 ▼	 ▼	
	 ▼	 ▼	
	 ▼	 ▼	

Sort By: Deposit Date x ▼

Display Fields:	Available	Selected

Predefined Search Query: Description:

Default query when search page is loaded:

✕ Delete Query
📄 Save Query

Search
Clear Search
Manage Queries

Entering Search Criteria

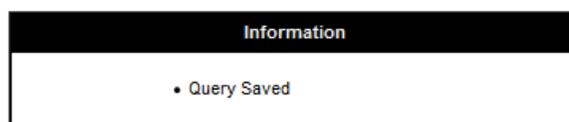
New Query

To create a new advanced search query, perform the following steps.

1. Select the **Workgroup** from the dropdown list. Only workgroups may be selected, not entities. This is a required field.
2. Select the desired **Deposit Date** range. The range defaults to the current date but the calendar tool may be used to select another date. This is a required field.
3. Click **New Query Name** at the top of the page to provide a name if the query will be saved for later use.

NOTE: A search can be applied to a single batch or batch range. Build the search based on the check and non-check MICR information. Search criteria can also be based on pre-established user-defined fields.

4. Enter batch or check specific criteria in the **Batch ID**, **Batch**, **Check/Trace/Ref**, and **Payment Amount** parameters.
 - Amount criteria used to search for specific dollar amounts or ranges can be entered in whole numbers (10000) or with the decimal place (10000.00).
 - Commas and dollar signs may be used but are not required.
5. Select any desired search criteria from the dropdown list in the **Payment Source** or **Payment Type** parameters.
6. Select the **Display Correspondence Only Transactions** checkbox to return only transactions where a check was not included. Selecting this item disables the ability to perform check-related searches on the Advanced Find fields.
7. Select the **Display Mark Sense Transactions Only** checkbox to return only transactions where a mark sense indicator was detected.
8. Select the desired **Advanced Find** search fields and criteria.
 - **Advanced Find** allows users to select user-defined fields based on the data entry criteria provided during the lockbox set-up process. For instance, if a field is designated to be alphanumeric, numeric or text, this is how the field displays.
 - Date fields will not include any special characters such as slashes or hyphens and will be in the format requested (e.g., YYYYMMDD, DDMMYYYY, etc.).
 - The **Comparison** options vary based on the **Search Field** selected. Numeric field's comparison options are Equal To, Greater Than or Less Than. An alphanumeric or text field comparison options are Begins With, Contains, Ends With and Equals.
9. Select the desired **Sort By** option from the dropdown list to determine the order that the search results display.
10. Select and move **Display Fields** from the **Available** box to the **Selected** box to determine which additional fields will be added to the default fields in the Advanced Search Results page.
 - Click on a single field to select it, or use Ctrl+click to select multiple fields, or use Shift+click to select a range of fields.
 - Click the arrow buttons to move one or all to and from the **Selected** box.
 - Click the + and – buttons to move a selected field in the **Selected** box up or down the list to adjust the order of fields in the results page.
11. Set **Predefined Search Query** parameters if the configured search will be saved for future use.
12. Enter a **Description** to easily identify the purpose of the saved query.
 - Select the **Default Query When Search Page is loaded** checkbox to set the current query to automatically load when Advanced Search is opened. This action is user specific.
13. Click **Save Query** to save the current query. A **Query Saved** message will display.



NOTE: The **Deposit Date** range is not saved with the query and must be specified when a saved query is selected.

14. Click **Search** once all criteria has been selected or entered.

- If a message displays that indicates no records were found matching the criteria specified, modify the previous search or click **Clear Search** to remove all search criteria and start again.



- Click **Clear Search** to clear the search parameters at any point.

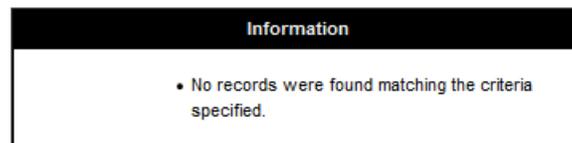
Saved Queries

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.

If individual queries have been saved, they may be used to execute a search using the parameters of the saved query. Saved queries may be modified and saved as the existing query or they may be used to create new queries without changing the existing query.

Use these steps to search using a saved query.

1. Click the **Search Query Name** box to display the dropdown list.
2. Click a query name in the dropdown list to select. The query parameters will load into the Advanced Search page.
3. Select the desired **Deposit Date** range. The range defaults to the current date but the calendar tool may be used to select another date. This is a required field.
4. Click **Search** to execute the search.
 - If a message displays that indicates no records were found matching the criteria specified, modify the saved search parameters and search again. If desired, save the query with the modified parameters.

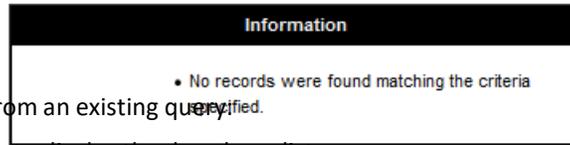


Use these steps to modify and save an existing query.

1. Click the **Search Query Name** box to display the dropdown list.
2. Click a query name in the dropdown list to select
3. If desired, click **Edit Name**, at the top of the page, to change the name of the existing query. A dialog box will display to enter the name.
 - **NOTE:** The name in the **Search Query Name** box does not change until the modified query is saved.
4. Modify the search criteria as needed.
5. Click **Save Query** at the bottom of the page to save the updated search options. A **Query Saved** message will display.



- **NOTE:** The **Deposit Date** range is not saved with the query and must be specified when a saved query is selected.
6. Select the desired **Deposit Date** range. The range defaults to the current date but the calendar tool may be used to select another date. This is a required field.
 7. Click **Search** to see the results for the modified query.
 8. If a message displays that indicates no records were found matching the criteria specified, modify the saved search parameters and search again. If desired, save the query with the modified parameters.



Use these steps to create a new query from an existing query:

1. Click the **Search Query Name** box to display the dropdown list.
2. Click a query name in the dropdown list to select.
3. Click **New Query Name** at the top of the page to enter the name of the new query. A dialog box will display to enter the name.
 - NOTE: The name in the **New Query Name** box does not change until the modified query is saved.
5. Modify the search criteria as desired.
6. Edit the **Description** for the new query to be easily identified.
7. Select the **Default Query When Search Page is Loaded** checkbox to set the new query as the user default, if desired.
8. Click **Save Query** at the bottom of the page to save the updated search options. A **Query Saved** message will display.



- NOTE: The **Deposit Date** range is not saved with the query. It must be specified when a saved query is selected.
9. Select the desired **Deposit Date** range. The range defaults to the current date but the calendar tool may be used to select another date. This is a required field.
 10. Click **Search** to see the results for the new query.
 - If a message displays that indicates no records were found matching the criteria specified, modify the saved search parameters and search again. If desired, save the query with the modified parameters.



Click **Clear Search** to clear the search parameters at any point.

Click **Delete Query** at the bottom of the page to remove the query that is currently displayed. A **Query Deleted** message will display.

Click **Manage Queries** to open the Manage Queries page to add/edit/delete saved queries. See the Manage Queries section for more information.

Search Results

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

Dashboard Batch Summary DDA Summary Exceptions Search Reports Notifications Admin Manual Ponce sign out

Advanced Search

Workgroup: 303030 - 30

Results

Deposit Date	Batch	Payment Source	Payment Type	Transaction	Payment Amount	R/T	Account Number	Check/Trace/Ref Number	DDA
06/05/2015	1829	ImageRPS Lockbox	Check	1	\$94.56	095601171	96372050	1733	121212123
06/05/2015	1829	ImageRPS Lockbox	Check	2	\$48.67	101380933	96725340	2385	121212123
06/05/2015	1829	ImageRPS Lockbox	Check	3	\$31.27	078237559	64292703	1768	121212123
06/05/2015	1829	ImageRPS Lockbox	Check	4	\$83.71	080881142	47438986	9651	121212123
06/08/2015	1831	ImageRPS Lockbox	Check	1	\$94.56	095601171	96372050	1733	121212123
06/08/2015	1831	ImageRPS Lockbox	Check	2	\$48.67	101380933	96725340	2385	121212123
06/08/2015	1831	ImageRPS Lockbox	Check	3	\$31.27	078237559	64292703	1768	121212123
06/08/2015	1831	ImageRPS Lockbox	Check	4	\$83.71	080881142	47438986	9651	121212123
06/08/2015	1830	ImageRPS Lockbox	Check	1	\$94.56	095601171	96372050	1733	121212123
06/08/2015	1830	ImageRPS Lockbox	Check	2	\$48.67	101380933	96725340	2385	121212123
06/08/2015	1830	ImageRPS Lockbox	Check	3	\$31.27	078237559	64292703	1768	121212123
06/08/2015	1830	ImageRPS Lockbox	Check	4	\$83.71	080881142	47438986	9651	121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	1	\$63.00	016404771	32033610		121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	2	\$31.00	067046641	89612178		121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	3	\$529.65	074488946	20292833		121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	4	\$0.01	098292477	99622385	2743	121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	5	\$0.02	091057253	25160630	6106	121212123
06/10/2015	6767	Client303030 Doc Group 5	Check	6	\$936.48	123085944	34045702	2999	121212123
06/10/2015	6769	Client303030 Doc Group 5	Check	1	\$62.00	016404771	32033610		121212123
06/10/2015	6769	Client303030 Doc Group 5	Check	2	\$21.00	067046641	89612178		121212123
06/10/2015	6769	Client303030 Doc Group 5	Check	3	\$529.65	074488946	20292833		121212123
06/10/2015	6769	Client303030 Doc Group 5	Check	4	\$0.01	098292477	99622385	2743	121212123

Showing Results 1 - 22 of 27

- Selective Print Mode

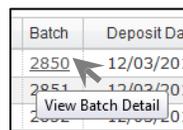
Print View PDF View Download As Text Download Images

Payment Count: 27
 Payment Total: \$6,411.22
 Search Criteria: Workgroup = 303030 - 303030 - 30; Deposit Date Is Greater Than or Equal to 6/5/2015 and Less Than or Equal to 6/12/2015;

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

The columns and values on the page are displayed based on the **Sort By** parameter, if specified. The **Payment Count**, **Payment Total** and **Search Criteria** will be listed at the bottom of the Results page.

Click the batch number **Batch Details** hyperlink in the **Batch** column to access the Batch Details for a specific batch.



Click the transaction number **Transaction Details** hyperlink in the **Transaction** column to view the Transaction Detail page.



Click the **Show Payment** icon  to generate a PDF document of the check image.

Select the **View Transaction Documents** icon  to generate a PDF document containing all the non-check images for the selected batch.

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

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

		<input checked="" type="checkbox"/>	\$0.02	091057253	25160630
		<input checked="" type="checkbox"/>	\$936.48	123085944	34045702
	<input checked="" type="checkbox"/>		\$62.00	016404771	32033610
	<input checked="" type="checkbox"/>		Transaction contains mark sense data		178
		<input checked="" type="checkbox"/>	\$529.65	074488946	20292833
		<input checked="" type="checkbox"/>	\$0.01	098292477	99622385

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 in Advanced Search, 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. The following example illustrates a search that was looking for the stub **Account Number** of 7505466895523122.

Advanced Search						
Workgroup: 286 - ICON Service Testing						
Results						Refine Search
Deposit Date	Batch	Payment Source	Payment Type	Transaction	[INVSYS] AccountNumber	
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		
02/23/2015	12410	ImageRPS-Michael	Check	3		

- When you search for a field, regardless of whether it is in a check or a stub, the entire transaction will be returned in the data set and the application will attempt to combine the check and the stub information in a single row. If the result is a single transaction (i.e., one check and one stub) then one row is displayed. If the result is a multi-transaction, then the result set will vary as follows:
 - A single check with multiple stubs transaction will display one row per stub with the same check information on each row. For example, 1 check with 3 stubs = 3 rows.
 - A single stub with multiple checks transaction will display one row per check with the same stub information on each row. For example, 1 stub with 3 checks = 3 rows.
 - For a multiple check and multiple stub transaction, where a stub data entry field is not selected for display when creating the Advanced Search query, only the check results will display with one row per check.
 - For a multiple check and multiple stub transaction, where a stub data entry field is selected for display, the results will display the Cartesian product of both checks and stubs. This means that the number of rows will be equal to the number of checks times the number of stubs (i.e., checks * stubs = rows). For example:
 - 2 Checks & 3 Stubs = 6 rows
 - 3 Checks & 3 Stubs = 9 rows
 - 2 Checks & 5 Stubs = 10 rows

Viewing and Downloading Data

Users can view and download the results data and images using the buttons at the bottom of the page.

Print View

Click **Print View** to display the results table in an HTML window for viewing. The displayed table may be saved in HTML format but cannot be printed from this view.

Search Results
Records 1 - 4 of 4

Deposit Date	Batch	Payment Source	Payment Type	Transaction	Amount	R/T	Account Number	Check/Trace/Ref Number	DDA
07/13/2015	2853	ImageRPSTesting	Check	1	94.56	095601171	96372050	1733	121212123
07/13/2015	2853	ImageRPSTesting	Check	2	48.67	101380933	96725340	2385	121212123
07/13/2015	2853	ImageRPSTesting	Check	3	31.27	078237559	64292703		121212123
07/13/2015	2853	ImageRPSTesting	Check	4	83.71	080881142	47438986	9651	121212123

Payment Count: 4
Payment Total: \$258.21
Search Criteria: Workgroup = 15 - 15 - Karen's Group 15; Deposit Date Is Greater Than or Equal to 7/13/2015 and Less Than or Equal to 7/13/2015;

[top](#)

PDF View

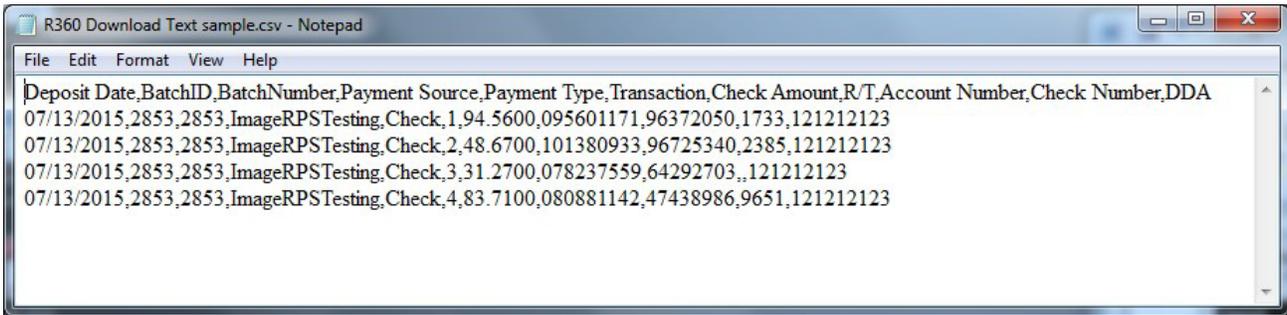
Click **PDF View** to open a PDF document of the results table with the standard Adobe controls to save, print, or page through the document.

Deposit Date	BatchID	BatchNumber	Payment Source	Payment Type	Transaction	Check Amount	R/T	Account Number	Check Number	DDA
07/13/2015	2853	2853	ImageRPSTesting	Check	1	\$ 94.56	095601171	96372050	1733	121212123
07/13/2015	2853	2853	ImageRPSTesting	Check	2	\$ 48.67	101380933	96725340	2385	121212123
07/13/2015	2853	2853	ImageRPSTesting	Check	3	\$ 31.27	078237559	64292703		121212123
07/13/2015	2853	2853	ImageRPSTesting	Check	4	\$ 83.71	080881142	47438986	9651	121212123

Check Count: 4
 Check Total: \$258.21

Download As Text

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



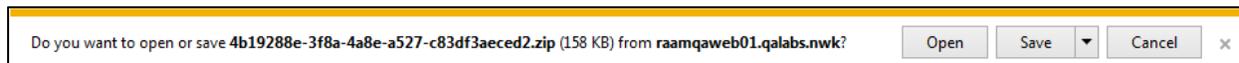
	A	B	C	D	E	F	G	H	I	J	K	L
1	Deposit Date	BatchID	BatchNumber	Payment Source	Payment Type	Transaction	Check Amount	R/T	Account Number	Check Number	DDA	
2	7/13/2015	2853	2853	ImageRPSTesting	Check	1	94.56	95601171	96372050	1733	121212123	
3	7/13/2015	2853	2853	ImageRPSTesting	Check	2	48.67	101380933	96725340	2385	121212123	
4	7/13/2015	2853	2853	ImageRPSTesting	Check	3	31.27	78237559	64292703		121212123	
5	7/13/2015	2853	2853	ImageRPSTesting	Check	4	83.71	80881142	47438986	9651	121212123	
6												
7												

Download Images

Click **Download Images** to generate a zip file containing a CSV, XML, HTML viewer and TIFF images for the query results. A message will display when the download is ready. Click the icon to begin the download.



Windows will prompt 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

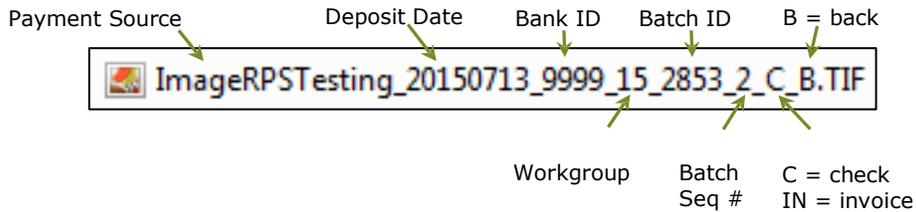
NOTE: XML tags are not fixed and if there are multiple fields with the same name they will have _2, _3, _4, etc. after the field name.

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.

F = front



To use the **HTML-viewer** do the following:

Extract the zipped files to the desired folder. The HTML viewer will not function correctly if the zipped files are not extracted to a new folder.

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

Deposit Date	BatchID	Batch	Payment Source	Payment Type	Transaction	Payment Amount	R/T	Account Number	Check Number	DDA	Checks	Documents
07/13/2015	2853	2853	ImageRPSTesting	Check	1	\$94.56	095601171	96372050	1733	121212123	Check Check	Document image not available.
07/13/2015	2853	2853	ImageRPSTesting	Check	2	\$48.67	101380933	96725340	2385	121212123	Check Check	Document Document
07/13/2015	2853	2853	ImageRPSTesting	Check	3	\$31.27	078237559	64292703		121212123	Check Check	Document Document
07/13/2015	2853	2853	ImageRPSTesting	Check	4	\$83.71	080881142	47439986	9651	121212123	Check Check	Document Document

Selective Print Mode

Users can select specific items from the results table to print.

- Select the **Selective Print Mode** checkbox. The print and view buttons are replaced by radial button print controls and a check box appears at the left of each row in the table.

<input type="checkbox"/>	Deposit Date	Batch	Payment Source	Payment Type	Transaction		Payment Amount	R/T
<input type="checkbox"/>	07/13/2015	2853	ImageRPSTesting	Check	1		\$94.56	095601
<input checked="" type="checkbox"/>	07/13/2015	2853	ImageRPSTesting	Check	2	<input checked="" type="checkbox"/>	\$48.67	101380
<input checked="" type="checkbox"/>	07/13/2015	2853	ImageRPSTesting	Check	3		\$31.27	078237
<input type="checkbox"/>	07/13/2015	2853	ImageRPSTesting	Check	4	<input checked="" type="checkbox"/>	\$83.71	080881

Showing Results 1 - 4 of 4

- Selective Print Mode
 Print Payments
 Print Documents
 Print All

View Selected

Payment Count: 4
 Payment Total: \$258.21
 Search Criteria: Workgroup = 15 - 15 - Karen's Group 15; Deposit Date Is Greater Than or Equal to 7/13/2015

- Select the checkbox for each item to be printed.
- Select **Print Payments** for check images, **Print Documents** for non-check documents or **Print All** for all check and non-check documents.
 - NOTE: If the transactions in the search results do not have any associated documents, the radial button options will not be displayed.

Click **View Selected** to generate a PDF of the selected items.

Resources

If you have questions or need assistance with Receivables Manager, please contact Treasury Management Service:

Hours: Monday-Friday 8am-6pm ET / 7am-5pm CT

Phone: 800-844-1720

Email: tmservice@oldnational.com