



Remote Deposit Handbook

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RDN: Creating a Deposit

NOTE: If the USB cable from the scanner is not connected to your computer, connect it at this time.

1. Log in and then select **Transactions** from the left main menu.

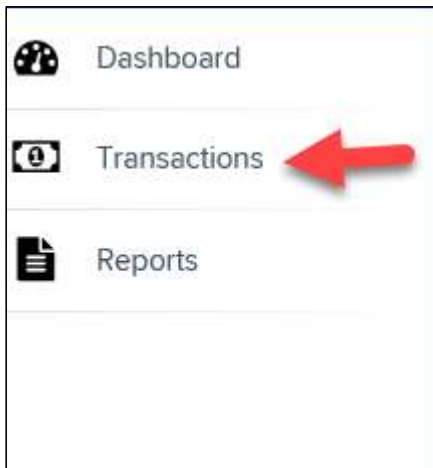


FIGURE 41 - TRANSACTIONS TAB

2. Under Check Processing, choose **Remote Deposit Now**. The RDN application will initiate.

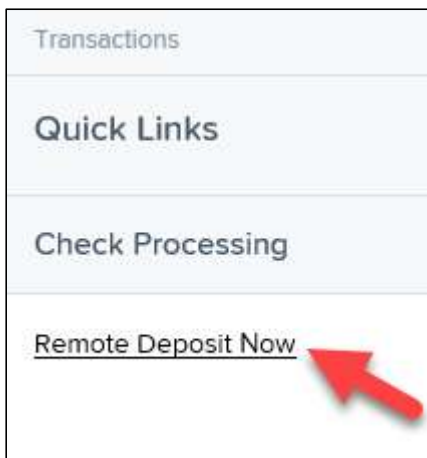


FIGURE 42 - REMOTE DEPOSIT NOW LINK

3. If this is your first time using the RDN application, an *Application Run Security Warning* may appear. Select **Run** to continue.

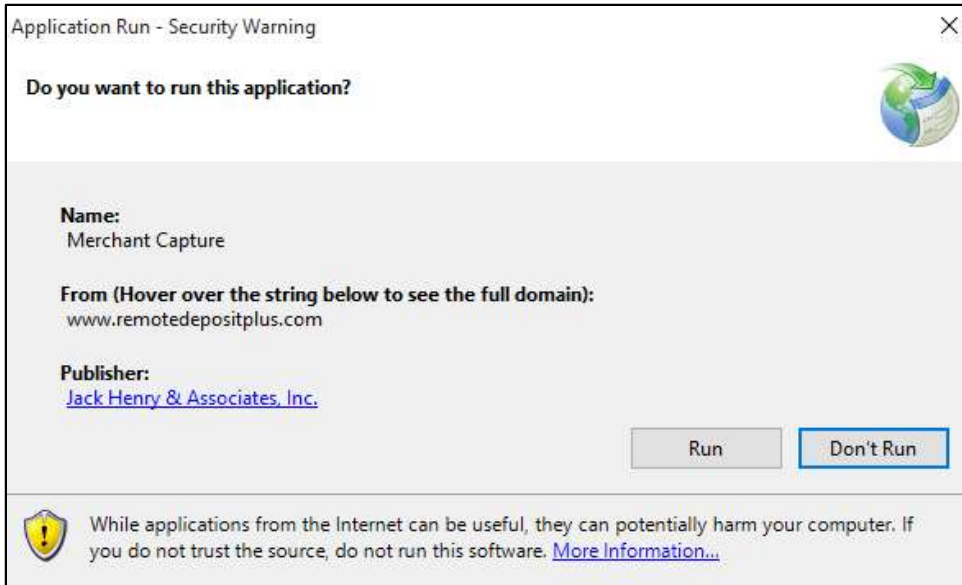


FIGURE 43 – APPLICATION RUN SECURITY WARNING

4. The *Remote Deposit Now* browser appears, as shown below.

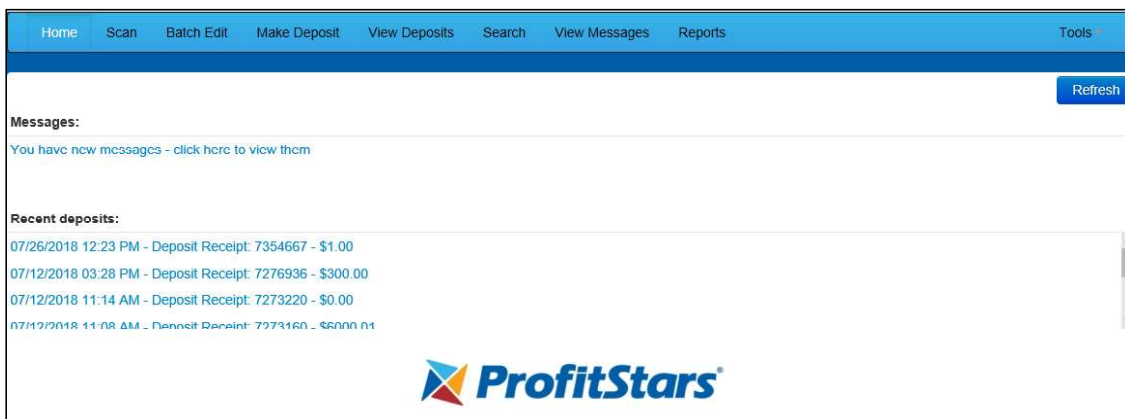


FIGURE 44 - RDN HOME PAGE

5. Select **Scan** from the top of the page to begin scanning checks for deposit.



FIGURE 45 - SCAN OPTION

6. If you have more than one scanner driver installed, select **Change Scanner** from the arrow next to the **Start** button to confirm which scanner you are using. Select a scanner from the drop-down menu.

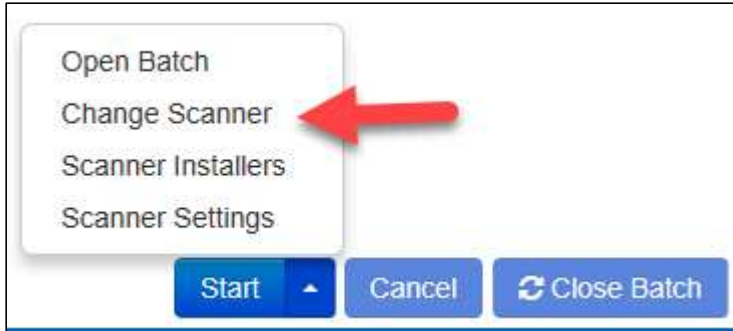


FIGURE 46 - CHANGE SCANNER OPTION

7. Select a scanner from the drop-down menu.



FIGURE 47 - SELECT SCANNER

8. At the bottom of the page, select **Start** to scan a check.



FIGURE 48 - START OPTION

9. A prompt for the expected total of the deposit appears. Complete the field with a two-decimal place number, and then select **OK**. If you do not know the expected total of the batch, you may enter **0.00**.
10. Select **Start** and scan the check(s) with the scanner. Each item will appear on the page in the order they were scanned with the MICR line displayed.

Sequence	Codeline	Item
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FIGURE 49 - BATCH LIST

11. Select **Stop** when you have finished scanning checks.
12. Select **Close Batch**.

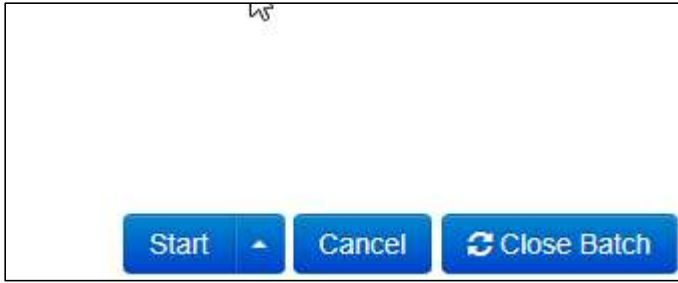


FIGURE 50 – CLOSE BATCH

Editing a Batch

1. Select **Batch Edit** from the top of the page.



FIGURE 51 - BATCH EDIT PROMPT

2. The batch items appear, as shown below.

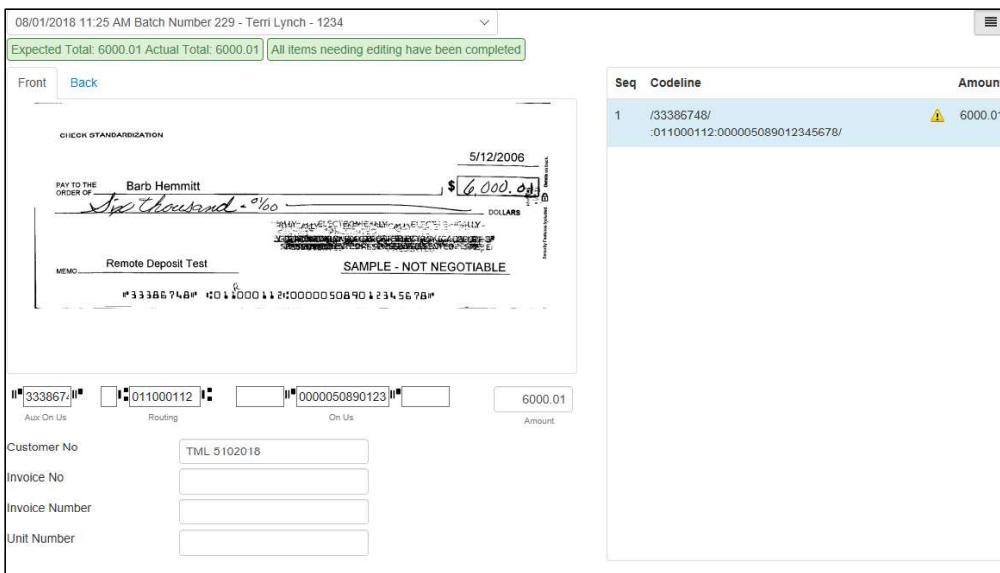


FIGURE 52 - BATCH EDIT PAGE

3. From this page, you may enter the **Customer Number** and **Invoice Number** for the check item. Although entering data into these fields is not required, this information will reflect in the RDN reporting tool (discussed later) to help identify deposit items.

Expected Total and *Actual Total* information is displayed underneath the batch-selection drop-down menu at the top of the page.

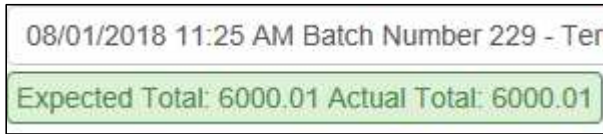


FIGURE 53 – EXPECTED TOTAL/ACTUAL TOTAL DISPLAY

Editing a Batch Total

1. If you need to adjust a batch total, click **Scan**.



FIGURE 54 – SCAN OPTION

2. Select **Open Batch** from the arrow next to the **Start** button at the bottom of the page.

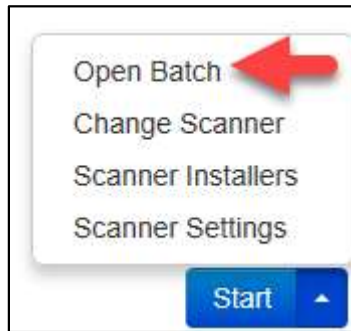


FIGURE 55 – SELECT BATCH

3. Select a batch from the *Select Batch* drop-down menu.

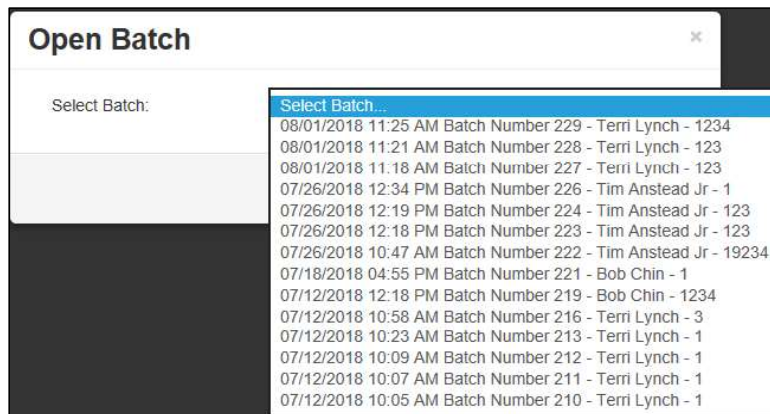
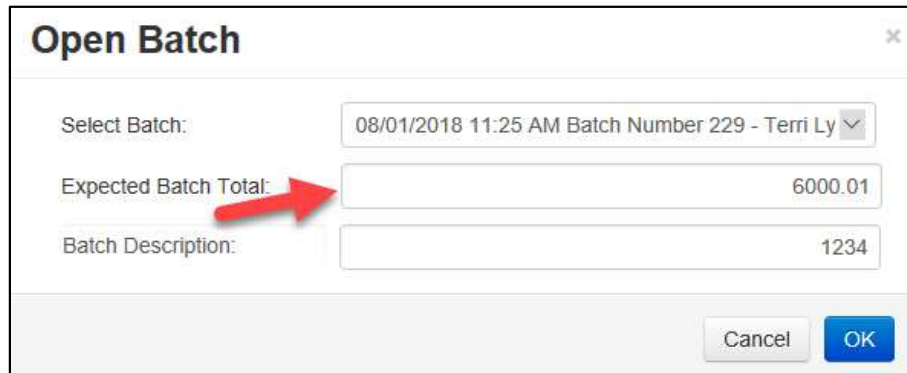


FIGURE 56 – SELECT BATCH

4. Enter the new amount in the *Expected Batch Total* field.



The screenshot shows a dialog box titled "Open Batch" with a close button (X) in the top right corner. It contains three input fields: "Select Batch:" with a dropdown menu showing "08/01/2018 11:25 AM Batch Number 229 - Terri Ly"; "Expected Batch Total:" with a text input field containing "6000.01" and a red arrow pointing to it; and "Batch Description:" with a text input field containing "1234". At the bottom right, there are "Cancel" and "OK" buttons.

FIGURE 57 – AMOUNT FIELD

5. Click **OK**.

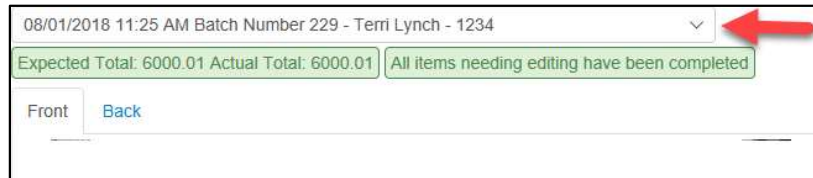
Performing a MICR Repair

1. If you need to adjust MICR information, click **Batch Edit** from the top menu.



FIGURE 58 – BATCH EDIT

2. Select a batch from the drop-down menu at the top of the page.



The screenshot shows a dropdown menu with the selected item "08/01/2018 11:25 AM Batch Number 229 - Terri Lynch - 1234" and a red arrow pointing to it. Below the dropdown, there is a green status bar with the text "Expected Total: 6000.01 Actual Total: 6000.01 All items needing editing have been completed". Below the status bar, there are "Front" and "Back" buttons.

FIGURE 59 – SELECT BATCH

3. Click the edit button at the top of the page.



The screenshot shows the same dropdown menu as in Figure 59. A red arrow points to the edit button (represented by a small icon) located at the top right of the dropdown menu.

FIGURE 60 – EDIT BUTTON

4. Enter the new MICR information in the MICR fields.

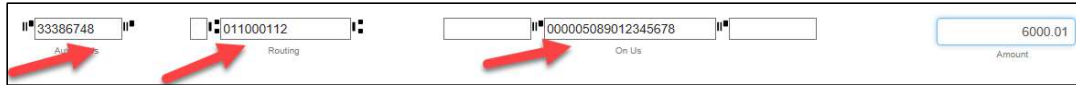


FIGURE 61 – AMOUNT FIELD

5. Click **Save**.



FIGURE 62 – SAVE OPTION

Keying In a Dollar Amount

1. If you need to adjust a batch total, click **Batch Edit**.



FIGURE 63 – BATCH EDIT

2. Select a batch from the drop-down menu at the top of the page.

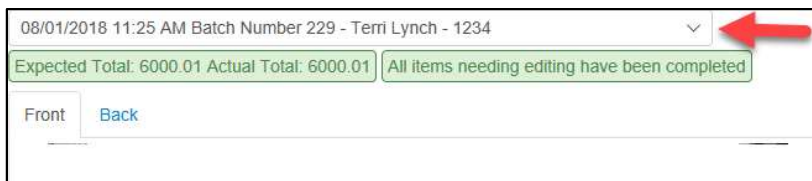


FIGURE 64 – SELECT BATCH

3. Click the edit button at the top of the page.



FIGURE 65 – EDIT BUTTON

4. Enter the new amount in the *Amount* field.

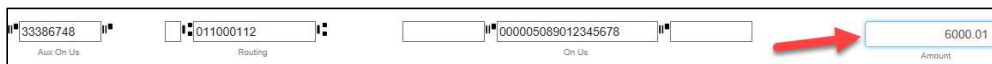


FIGURE 66 – AMOUNT FIELD

5. Click **Save**.



FIGURE 67 – SAVE OPTION

Deleting an Item

1. Click **Batch Edit**.



FIGURE 68 – BATCH EDIT

2. Select an item from the item list at the right of the page.

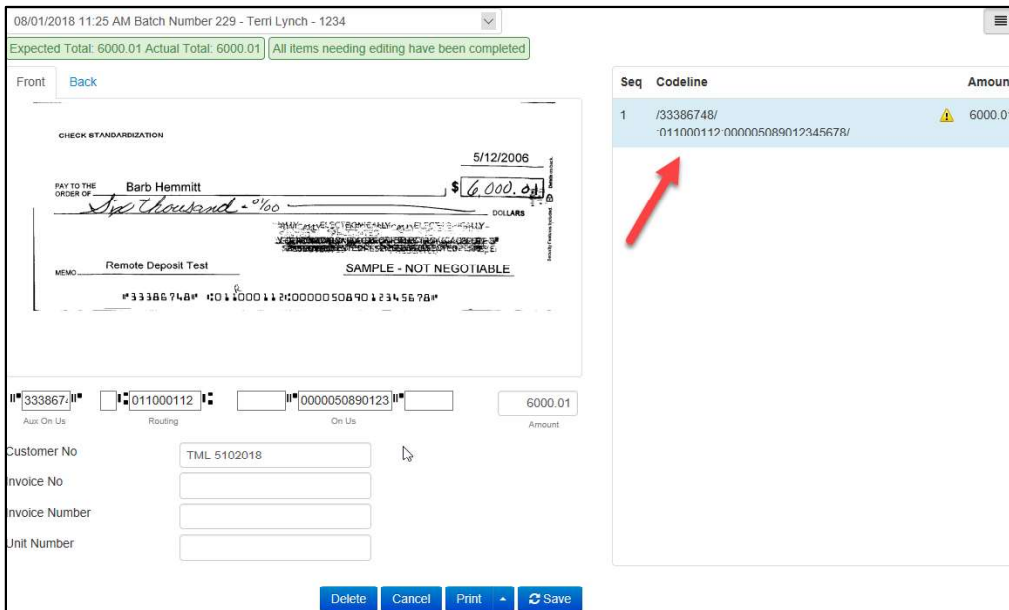


FIGURE 69 – ITEM LIST

3. Click **OK** on the confirmation dialog box.



FIGURE 70: CONFIRMATION

Deleting a Batch

1. Select **Tools | Delete Batch** from the top menu.

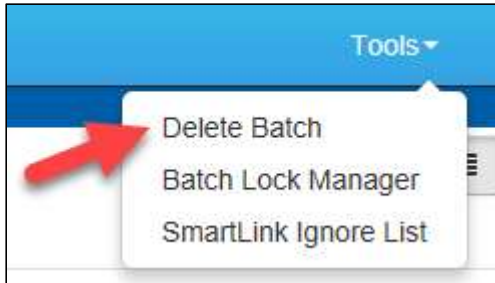


FIGURE 71 - DELETE BATCH OPTION UNDER TOOLS

2. The *Delete Batches* window appears. Check the box beside all batches you wish to delete, and then choose **Delete Selected**.

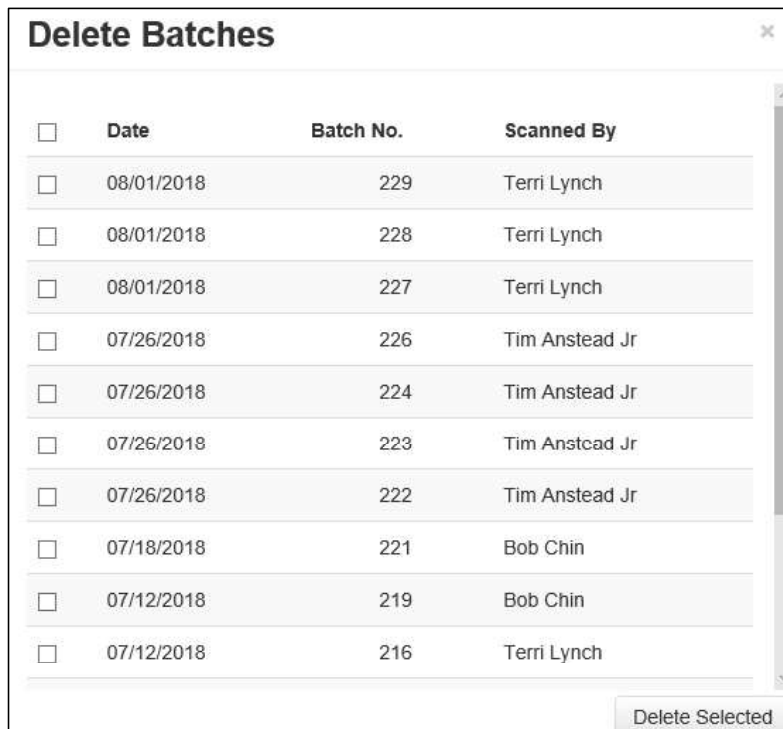


FIGURE 72 – DELETE BATCHES

3. Select **OK**.

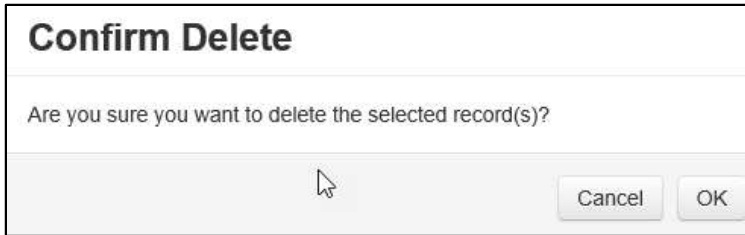


FIGURE 73 – CONFIRM DELETE

Duplicate Checks

If a check has been scanned twice within the past 75 days, a duplicate check warning will display on the top left corner of the *Batch Edit* page. Duplicates will not prevent you from making the deposit.

Submitting a Deposit

Once the *All batch items have been edited and the batch is ready for deposit* message displays on the *Batch Edit* page, you are ready to submit your deposit.

1. Select the **Make Deposit** option at the top of the page. A list of open batches that have not yet been submitted appears.



FIGURE 74 - MAKE DEPOSIT LINK

2. Select the check box next to the deposit(s) that you are ready to submit.

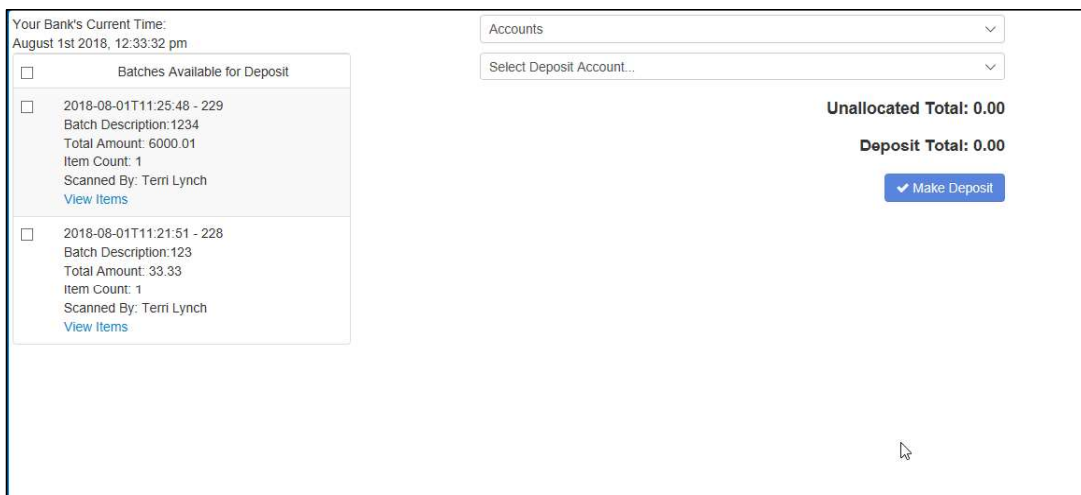


FIGURE 75 - SELECTING A BATCH TO DEPOSIT

3. If necessary, select the account location to send the deposit from the **Select Deposit Account** drop-down menu.

The screenshot shows a web interface for depositing funds. At the top left, it displays 'Your Bank's Current Time: August 1st 2018, 12:33:32 pm'. Below this is a section titled 'Batches Available for Deposit' with two entries, each with a checkbox and details like 'Batch Description', 'Total Amount', and 'Scanned By'. To the right, there are two dropdown menus: 'Accounts' and 'Select Deposit Account...'. A red arrow points to the 'Select Deposit Account...' dropdown. Further right, it shows 'Unallocated Total: 0.00' and 'Deposit Total: 0.00', along with a blue 'Make Deposit' button.

FIGURE 76 - SELECT DEPOSIT ACCOUNT OPTION

NOTE: Batches can only be submitted by one account location at a time. To submit a deposit to a different location other than the one selected, you must first finish your current deposit submission.

4. Select **Make Deposit** to submit your batch(es).

This screenshot is similar to Figure 76, showing the same deposit interface. However, the red arrow now points to the blue 'Make Deposit' button. The 'Unallocated Total' and 'Deposit Total' are still 0.00.

FIGURE 77 - MAKE DEPOSIT OPTION

5. As shown below, a deposit confirmation message appears stating that the deposit was successful, with a receipt number. Select **OK**.



FIGURE 78 - DEPOSIT COMPLETED CONFIRMATION PAGE

- The batch(es) you submitted are removed from the *Make Deposit* page, since they are no longer open. To see the status of the submitted deposit(s), select **Home**.



FIGURE 79 - HOME PAGE OPTION

- Submitted deposits are listed under the *Recent Deposits* section.

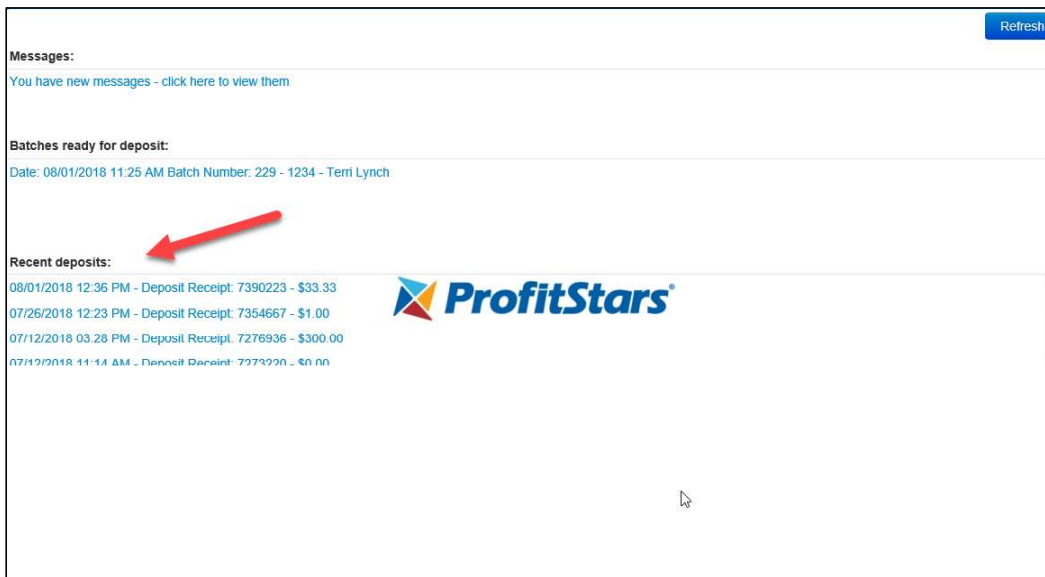


FIGURE 80 - RECENT DEPOSITS

NOTE: Any batches that have been saved and edited, but not submitted, will appear under the *Batches Ready For Deposit* section.

Reporting

Although both the RDN window and the system application have reporting capabilities detailed in this document, the application reporting tools are recommended for viewing items that have been submitted for deposit.

RDN Application Reporting

Viewing Deposits

- 1. Select the **View Deposits** link at the top of the page to view batch/item information (shown below).



FIGURE 81 - VIEW DEPOSITS LINK

- 2. A list of deposits appears. To narrow your list of deposits, select a **Start Date** and **End Date** at the top of the page.

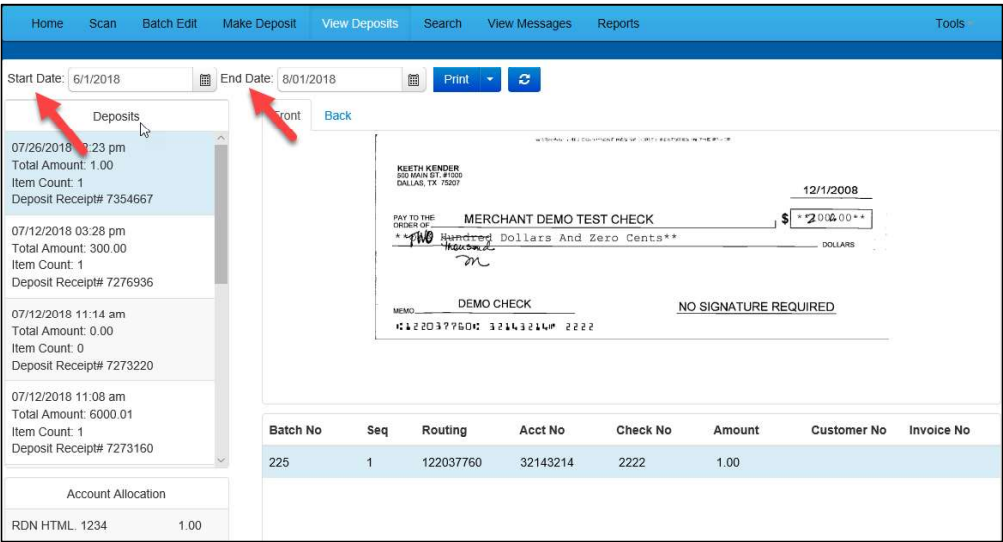



FIGURE 82 - BEGIN AND END DATES FOR VIEWING DEPOSITS

- 3. Select  **Refresh** at the top of the page to view the deposit(s) within the date range.
- 4. To view the front and back side of a check image, select **Front** and **Back** from the tabs at the top of the image (shown below).

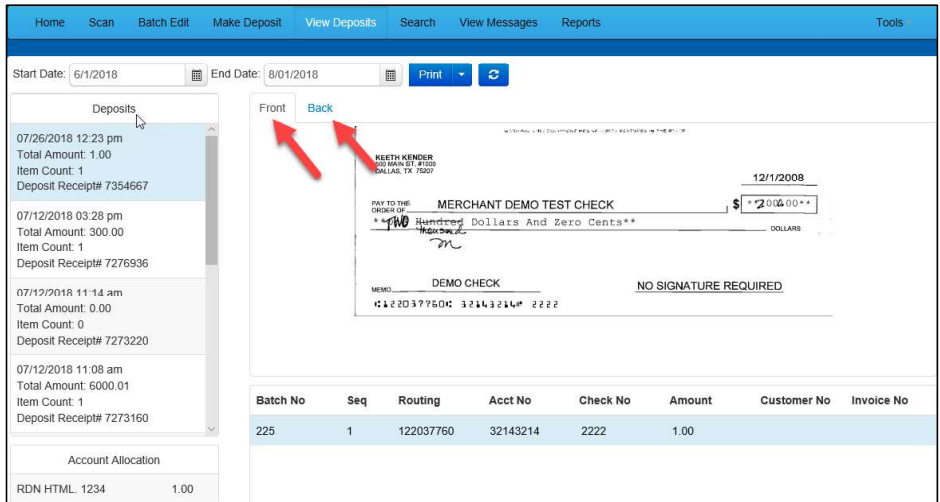


FIGURE 83 - FRONT AND BACK VIEW OPTIONS FOR A CHECK IMAGE

Printing Images of Items

1. From the *View Deposits* page, highlight which deposit to view from the left column. The item(s) for that deposit appear.

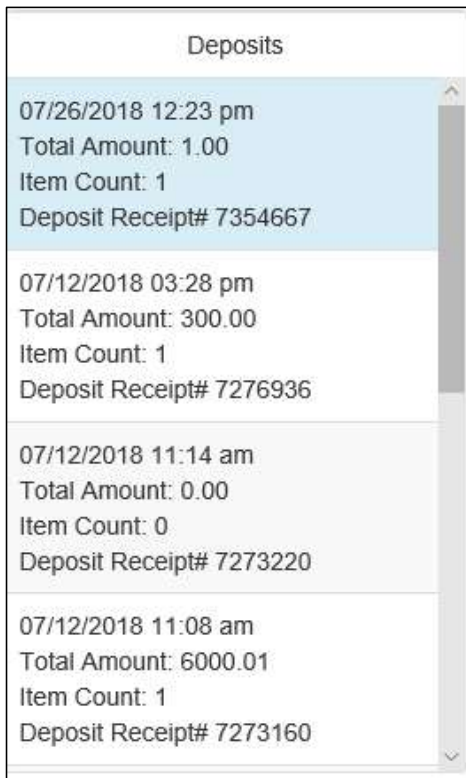


FIGURE 84 - VIEWING DEPOSIT ITEMS

2. At the top of the page, select one of several options for printing.
 - Select **Print** to print the front and back of the check currently highlighted.

- Select the drop-down menu next to *Print* and click **Print All** to print the front and back images of all the items in the deposit.
- Select the drop-down menu next to *Print* and click **Print All Fronts Only** to print only the front images of all the items in the deposit.

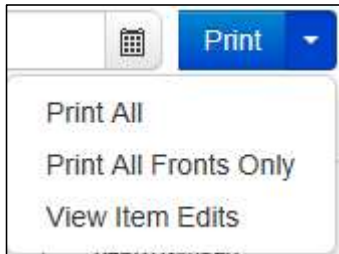


FIGURE 85 - PRINTING OPTIONS

3. From the **Print** option at the top of the page, select the drop-down menu next to *Print* and click **View Item Edits** to see which user(s) have edited transaction amounts for the deposit in the RDN application.

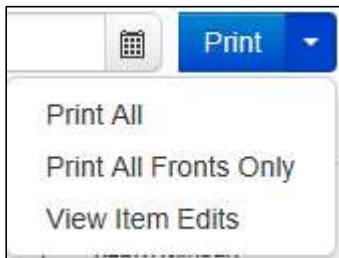


FIGURE 86 - VIEW ITEM EDITS OPTION

4. A list of edits made to the transaction will display, along with the *Date*, *User* who edited the transaction, the name of the field (*Field Name*) that was altered in the transaction, the *Before Value* of the field, and the *After Value* of the field.

Searching for an Item

1. To look for a specific item in the RDN application, select **Search** from the top of the page (shown below).



FIGURE 87 - SEARCH OPTION

- To search for specific item, complete the search criteria fields displayed. For a range of items between certain dates, complete only the **Start Date** and **Stop Date** fields.

The screenshot shows a search criteria form with the following fields and values:

- Start Date: 8/01/2018
- Stop Date: 8/01/2018
- Batch Number: (empty)
- Check Number: (empty) to (empty)
- Routing Number: (empty)
- Check Acct Number: (empty)
- Amount: 0.00
- Customer Acct No: (empty)
- Invoice No: (empty)
- Invoice Number: (empty)
- Unit Number: (empty)

At the bottom right, a table header is visible with the following columns: Seq, Batch No, Check No, Amount, Cust Acct No, Invoice No, Deposit Date, Deposit Confirm Code.

Buttons at the bottom left include: Reset, Print, and Search.

FIGURE 88 - SEARCH CRITERIA

- Select the **Search** link from the bottom of the page.



FIGURE 89 - SEARCH LINK

- The search results appear. Select an item to print, or hold the **Shift** key on your keyboard to highlight multiple items in the list.

Seq	Batch No	Check No	Amount	Cust Acct No	Invoice No	Deposit Date	Deposit Confirm Code
1	203	1562	88.35			2018-06-24	7163170
2	203	2897	30.03			2018-06-24	7163170
3	203	2779	63.48			2018-06-24	7163170
4	203	122	62.16			2018-06-24	7163170
5	203	1723	37.14			2018-06-24	7163170

FIGURE 90 - HIGHLIGHTING SEARCH ITEMS

5. Select **Print** to print the front and back of a highlighted item. To print items, select the menu next to *Print* and then select **Print All**. Select **Print All Fronts Only** to print the front images of all items in the list.

FIGURE 91 - PRINT OPTIONS

NOTE: Any items that are voided in the application (see “Voiding a Transaction” in this document for more information) will not be reflected in the RDN application.

Application Reporting

Transaction Status Summary

The *Transaction Status Summary* can be found on the *Dashboard* once you log in to the application. It represents the total number of items and dollar amounts of all ACH, Check 21, credit card debits/credits, refunds, returns, and collection items for all locations being processed by a customer. It covers a rolling 60-day period and is broken down by a transaction’s current status within the system.


Current Transaction Summary 			
This is a summary report of all transactions currently in the system as of 09/09/2016. All times are displayed in Central Time (CT).			
Status	Items	Debits	Credits
Approved			
Processed			
Collected			
Awaiting Capture			
Awaiting Approval			
Declined			
Voided			
Error			
In Collection			
Other ACH Returns			
Unauthorized			
Uncollected NSF			
Suspended			
Disputed			
Invalid / Closed Account			
Resolved			
Other Check21 Returns			

FIGURE 92 - SAMPLE CURRENT TRANSACTION SUMMARY

The *Current Transaction Summary* allows you to quickly identify any unusual activity regarding your transactions with any of the following status types:

- Declined
- Error
- In Collection
- Voided
- Uncollected NSF
- Suspended (requires financial institution’s action to approve or void)
- Disputed
- Invalid/Closed Account

The following table provides a list and definition of all the transaction statuses within the system, for reference.

Status	Definition
Approved	The transaction has been verified and will be processed at the designated cut-off time.
Processed	The transaction has been transmitted to the appropriate network (ACH or Check 21). Changes can no longer be made, and the transaction can no longer be voided.
Collected	<i>(ACH Only)</i> The transaction, originally returned NSF, has been re-presented to the Fed by ProfitStars, and funds were recovered.
Awaiting Capture	Status for credit card transactions only.
Awaiting Approval	The transaction has been verified, but the amount of the transaction exceeded the <i>Dual Authorization</i> limit of the user who created it. An authorized approver must review and then either approve or void the transaction.
Declined	The transaction has been declined by the EPS system and will not be processed. The transaction exceeded either <i>Dual Authorization</i> limits or <i>Velocity</i> limits.
Voided	The transaction has been voided and will not be processed. A transaction may not be voided once the item is in the <i>Processed</i> status.
Error	An internal error has occurred within the EPS system. Contact your first line of support.
In Collection	<i>(ACH Only)</i> The transaction, returned NSF, is in the process of being re-presented to the Fed by ProfitStars.
Other ACH Returns	The ACH transaction has been returned by the Fed. The transaction will be charged back.
Unauthorized	This includes the total number of transactions and total amount that have been returned with one of five Unauthorized Return Reason Codes (R05, R07, R10, R29, R51). Note: These R codes will no longer be included in the <i>Disputed</i> status totals.
Uncollected NSF	<i>(ACH Only)</i> The transaction was returned to ProfitStars NSF by the Fed, and funds could not be recovered.
Suspended	The transaction has been verified, but it has exceeded <i>Velocity</i> limits.

Status	Definition
Disputed	<i>(ACH Only)</i> The transaction was returned to ProfitStars by the Fed because the account holder at the receiving financial institution has disputed its validity. The transaction will be charged back (reversed).
Invalid/Closed Account	<i>(ACH Only)</i> The transaction was returned to ProfitStars by the Fed because the account number at the receiving financial institution was invalid or because the account was closed.
Resolved	The transaction has been moved into a <i>Resolved</i> status by a user to indicate that no further action related to the transaction is required. Transactions can be moved into a <i>Resolved</i> status from a status of <i>Declined, Voided, Invalid/Closed Account, Disputed, Uncollected NSF, Error, or In Research</i> .
Other Check 21 Returns	The Check21 transaction has been returned by the Fed. The transaction will be charged back.

Transaction Status Report

A *Transaction Status* report is a pre-defined report listing all transactions within a specific status. It automatically generates when you click a status link from the *Current Transaction Summary*. For example, select **Approved**.

The list will contain items that have been processed within the last 60 days and will give you access to individual transaction information. The report can be printed or saved (exported) into a Microsoft® Office Excel® spreadsheet (.xlsx), a tab-delimited file (.tsv), or a comma-delimited file (.csv).



Current Transaction Summary 			
This is a summary report of all transactions currently in the system as of 09/09/2016. All times are displayed in Central Time (CT).			
Status	Items	Debits	Credits
Approved 			
Processed			
Collected			
Awaiting Capture			
Awaiting Approval			
Declined			
Voided			
Error			
In Collection			
Other ACH Returns			
Unauthorized			
Uncollected NSF			
Suspended			
Disputed			
Invalid / Closed Account			
Resolved			
Other Check21 Returns			

FIGURE 93 - CURRENT TRANSACTION SUMMARY WITH APPROVED OPTION

1. A list of the first 25 (default value) transactions are displayed, although you may navigate through pages of results to locate more transactions. To view details for a transaction, select the **View** link in the far left column for that transaction.

Transactions matching your query Share to All Users [Save to My Reports](#)

Title

Displaying Page 1 of 1
Records 1 - 18 of 18






View	Transaction Date	Status	Payment Type	Name On Account	
	12/18/2015 10:24:26 AM CT	Approved	Checking		
	12/18/2015 10:42:20 AM CT	Approved	Checking	Ima Tester	
	12/28/2015 2:10:12 PM CT	Approved	Checking		
	12/30/2015 10:50:00 AM CT	Approved	Checking	James Jones	
	12/30/2015 10:50:00 AM CT	Approved	Checking	James Jones	
Total Debit Count			13	Total Credit Count	5
Total Debit Amount			\$6,177.50	Total Credit Amount	\$73.00

FIGURE 94 - SAMPLE TRANSACTION STATUS REPORT, VIEW INDICATED

- The *Transaction Details* page appears, including the **Show Events** and **Show Audit History** options.

Reports / Results / Transaction Information

Transaction Details Actions

Customer (ID):	Receipt Code:	<input type="button" value="Show Events"/>	<input type="button" value="Hide Events"/>
Effective Date: Monday, December 21, 2015	Tran Data 2:	<input type="button" value="Show Audit History"/>	<input type="button" value="Hide Audit History"/>
Auth Only: \$1.00	Tran Data 3:		
Payment Method: ACH	Reference Number: T:4ZP5PPFFA1		
From Account Type: Checking	Payment Origin: Signature Original		
	Settlement Status: No Settlement Needed		

FIGURE 95 - TRANSACTIONS DETAILS PAGE WITH SHOW EVENTS AND AUDIT HISTORY OPTIONS

Editing a Transaction

Transactions may be edited by their effective date and/or amounts or voided until they are processed. Once processed at the designated cut-off time, transactions will be deposited as entered. Any edits performed after file transmission will not be reflected in the file *View*, *Audit History*, or *Event History*.

- Log in, and then select a status from the *Current Transaction Summary*. For example, click the **Approved** status link.
- Select the **View** link next to the transaction you would like to edit.

- The *Transaction Details* page appears. To edit the amount, select **Edit** next to the *Sale* field.

Reports / Results / Transaction Information

Transaction Details Actions Show Events Hide Events

Customer (ID): Jones, James (99007789)	Transaction data 1 Displayed Label Text Field: 6	Show Audit History	Hide Audit History
Effective Date: Tuesday, January 05, 2016	Transaction data 2 Displayed Label Text Field: 7		
Sale: \$17.00	transaction data 3 Displayed Label Text Field: 8		
Payment Method: ACH			
From Account Type: Checking			
Account Number: 122037760 / 4560646556			
To Location: Corporate Office			

FIGURE 96 - TRANSACTION DETAILS PAGE WITH EDIT OPTION

- The **Sale** amount will become a workable field where you can enter a new amount. Enter a new amount and a reason for changing the amount. Select the green check when finished.

Transaction Details

Customer (ID): Jones, James (99007789)

Effective Date: Tuesday, January 05, 2016

\$ 17.00 Reason Reason

✓ X

FIGURE 97 - REASON FOR EDITING SALE AMOUNT AND EDITING CONFIRMATION OPTIONS

- To change the date the transaction will be processed, select **Edit** next to the *Effective Date* field. Enter the date from the calendar option. Enter a **Reason** for the change and select the green check when finished.



FIGURE 98 - EDITING AN EFFECTIVE DATE

Voiding a Transaction

1. Log in and then select a status from the *Current Transaction Summary* that has not yet been processed. For example, click the **Approved** status link.
2. A report of approved transactions appears. Select the **View** link next to the transaction you would like to void.
3. The *Transaction Details* page appears. Select **Actions | Void**.



FIGURE 99 - VOIDING A TRANSACTION

4. The system will ask you to confirm voiding the transaction. Select **Void**. The transaction will be voided and appear as a *Voided* status on the *Current Transaction Summary* page until it is resolved (see next section).

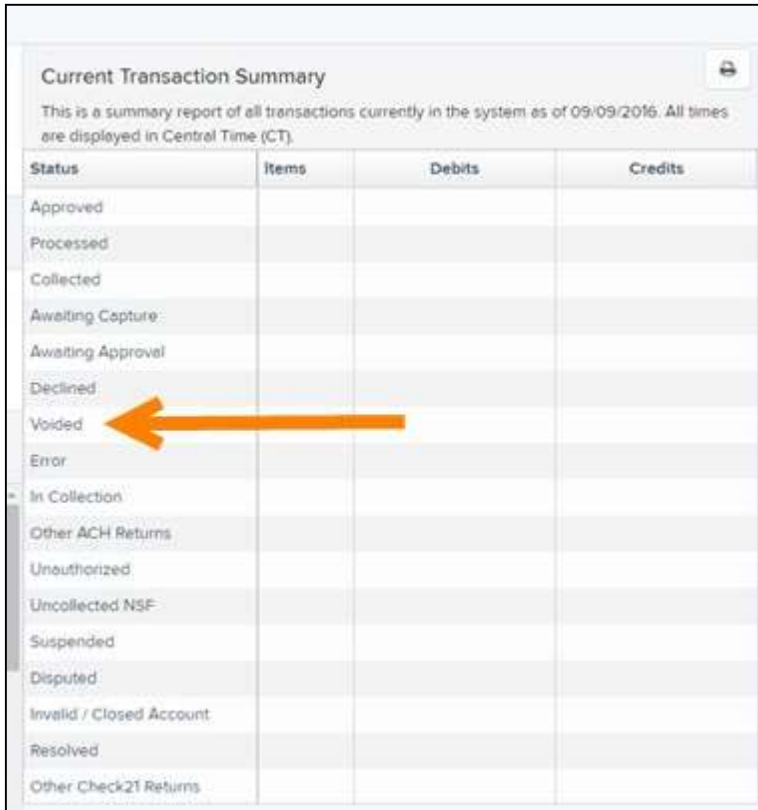


FIGURE 100 - CONFIRM VOID OPTION

Resolving a Transaction


Resolving a transaction means indicating a reason why the transaction was voided for communication and auditing purposes. Once a transaction has been voided, it will appear in the *Voided* status, where you can opt to resolve the transaction.

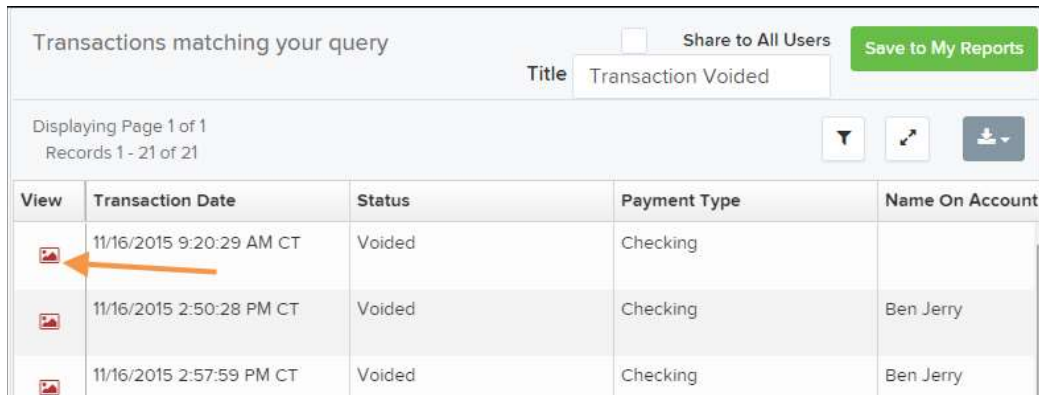
1. Log in to the application and then select the **Voided** status from the *Current Transaction Summary* on the *Dashboard* page of the application.



Status	Items	Debits	Credits
Approved			
Processed			
Collected			
Awaiting Capture			
Awaiting Approval			
Declined			
Voided			
Error			
In Collection			
Other ACH Returns			
Unauthorized			
Uncollected NSF			
Suspended			
Disputed			
Invalid / Closed Account			
Resolved			
Other Check21 Returns			

FIGURE 101 - VOIDED STATUS LINK

2. Select  **View** for the transaction you wish to resolve, as shown below.






View	Transaction Date	Status	Payment Type	Name On Account
	11/16/2015 9:20:29 AM CT	Voided	Checking	
	11/16/2015 2:50:28 PM CT	Voided	Checking	Ben Jerry
	11/16/2015 2:57:59 PM CT	Voided	Checking	Ben Jerry

FIGURE 102 - VIEW ICON

- From the *Transaction Details* page, select **Actions**. Enter a reason for resolving the transaction. For example, the transaction was deposited in the wrong account. Select **Resolve**. The transaction will now appear under the *Resolved* status in the *Current Transaction Summary*.

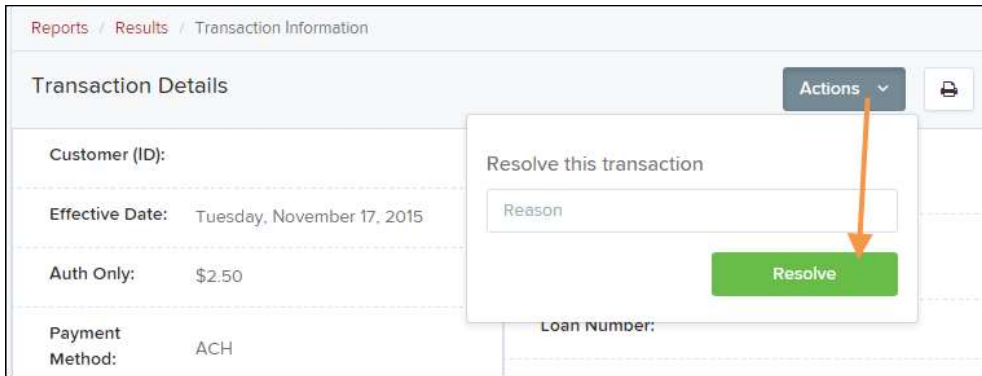


FIGURE 103 - MARK TRANSACTION RESOLVED OPTION

The Reports Page

The *Reports* tab grants you access to a number of reports available to run.

- **Standard Reports** – Provides a list of reports with pre-set filters to show specific items. For example, the **Show Items Detected as Duplicate Transactions** option generates information about all of the transactions that have been flagged as duplicate items in any number of deposits.

NOTE: For any *Standard Report*, the pre-set filters can be customized to fit your needs by altering the report filters.

- **My Reports** – Allows you to customize a report based on your informational needs. You may save this report as a template for future use, and it will be available only to your profile as a user.
- **Shared Reports** – Allows you to customize a report and save it as a template available for other users to access and use. Only the person who created this report template can delete it.
- **Credits and Debits to Your Merchant Settlement Account** – Identifies deposits made within a date range and displays individual transaction amounts making up the deposit, with details of each transaction.

Using the Report Builder Utility

The report builder utility can be used to create one-time queries and custom recurring daily, weekly, and monthly reports for bookkeeping, historical research, and problem solving.

There are two options when creating a customized report: **New Report** and **New Shared Report**. While both are customizable, the shared report is available to other users who have access to the system. Other users will be able to pull the shared report and use its settings to generate information. Only the user who created the shared report can delete it.

1. Log in to the application, and then select **Reports** from the left main menu.

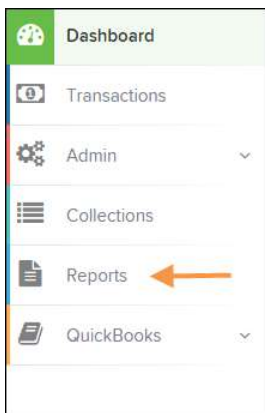


FIGURE 104 - REPORTS TAB

2. Click **New Report** or **New Shared Report**, if it will be available to others.

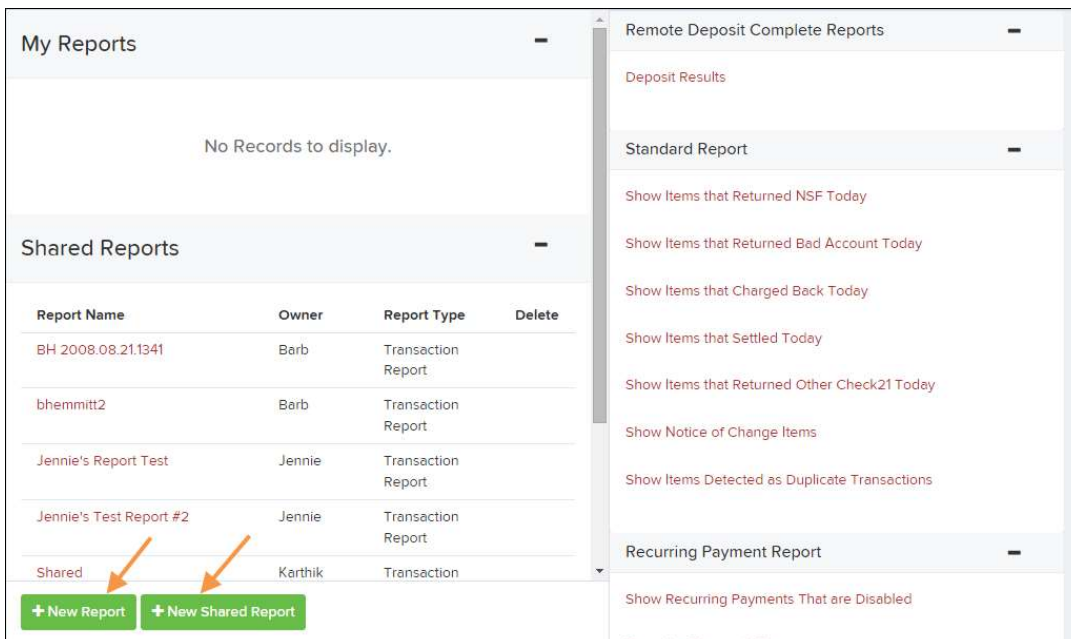


FIGURE 105 - REPORT BUILDER OPTIONS FOR NEW REPORTS

- The *Report* page appears. In the top bar, enter a **Title** for the report. Fill in the report criteria in each of the four sections: *Report Type*, *Date Range*, *Advanced*, and *Report Column Headers*.

FIGURE 106 – FOUR SECTIONS IN REPORT BUILDING

- **Report Type** - Designate if your report will be a **Transaction Report** based upon the current status of a transaction, or a **Historical Event Report** based upon past events a transaction has been through in the system.
- **Date Range** - In the *Date Type* field, select either **Transactions Created** or **Effective Dates** for the report, which will determine if the report displays transactions based upon the date they were created versus the date they took effect.
 - Select a pre-specified date range using the **Export Date Range** option (ideal for recurring reports), or specify your own date range with the **Start Date** and **Start Time** and the **End Date** and **End Time** fields.

FIGURE 107 - DATE RANGE SECTION

NOTE: If you are creating a *Historical Event Report*, a custom date range will be unavailable.

- **Advanced Filters** section, specify the **Location** and **Status** of the transaction you wish to have in your report.
 - **Settlement Status:** Whether a transaction has been deposited. Designate a single status or multiple statuses by selecting the appropriate check box(es).
 - **Origin of Transaction:** Determines how the transaction was received and will be coded. You may designate a single origin for the report or multiple origins by selecting the check box next to each option.
 - **Originated As:** Specifies how the transaction will be processed. You may designate a single type or multiple types.
 - **Account Type:** Determines the type of transaction the report will display. You can select a specific account type or select **ALL**.
 - **Operation:** This option specifies what process a transaction has been through. You may designate one process or select **ALL**.
 - **Authority Response Code:** This option represents the types of return responses that can be received for a transaction. Select a specific response code or select **ALL**.
 - **Amount Range:** The **From** and **To** options allow you to look for transactions with a specific amount or between amount values in decimal format (XX.XX).
- **Report Column Headers** – This section allows you to organize how the report displays.
 - Select the **View** check box next to any fields to have them show on the report.
 - Under **Prioritize**, use the arrows to change the order in which information appears. For example, select the upward arrow to have a field listed before others, or the select the downward arrow to have other fields listed before it.
 - Use **Freeze** to lock fields when viewing a report. This will hold certain fields in view while you explore the rest of the report information.

Report Column Headers			
	View	Prioritize	Freeze
Transaction Date	<input checked="" type="checkbox"/>	▼	<input checked="" type="checkbox"/>
Transaction Status	<input checked="" type="checkbox"/>	▼ ▲	<input checked="" type="checkbox"/>
Payment Type	<input checked="" type="checkbox"/>	▼ ▲	<input checked="" type="checkbox"/>
Name On Account	<input checked="" type="checkbox"/>	▼ ▲	
Transaction ID00	<input checked="" type="checkbox"/>	▼ ▲	
Reference Number	<input checked="" type="checkbox"/>	▼ ▲	
Customer Number	<input checked="" type="checkbox"/>	▼ ▲	
Operation Type	<input checked="" type="checkbox"/>	▼ ▲	
Location Name	<input checked="" type="checkbox"/>	▼ ▲	
Amount	<input checked="" type="checkbox"/>	▼ ▲	

FIGURE 108 - REPORT COLUMN HEADERS SECTION

- At this time, you may choose to select the **Share to All Users** check box if you want to have this report available for other users to view. If you selected **New Shared Report** previously, this box will already be selected.

Alternatively, you may wish to save the report for your own use at a later time by selecting **Save to My Reports**. This option will both save the report and generate a report to view.

Reports / New Report

Title Share to All Users

FIGURE 109 - SAVE AND RUN REPORT OPTIONS

The report displays results.

- Use the filters to change the report and select **Run Reports** again, or you can print/export the report, as needed.
- Column headers in the report are selectable for organization. Select a column header to organize the report based on that column's information, in either ascending order (designated by an upward arrow) or descending order (designated by a downward arrow).
- Select **View** to the left of an item to view more details about the transaction.
- To change the report template, adjust the report filters as desired, and select **Save to My Reports**, which will save the filter options as a template for later use.

NOTE: Be sure to select the **Share to All Users** check box if you wish to save the report for others to use.

Additional Reports

For information on additional reports available to you, please review the *User Reports Handbook*.