

Treasury  
Management  
Solutions



# Remote Deposit Now Handbook

September 2019

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# Introduction

The *Remote Deposit Now (RDN) Handbook* is a guide to processing transactions through this application. RDN allows you to scan checks from your place of business, perform MICR repairs, and key in the dollar amount of an item. There are reporting options available within the RDN window and the system application to help manage transaction information.

## Accessing the Application

To access the RDN application, you must log in to the application with the proper URL and login credentials supplied by the admin user.

Application URL: <https://smartpay.profitstars.com/business/login/thefmbank>

## User Terminology

Throughout this document, the text will refer to certain parties and their responsibilities in using the application. The following terms will help define “who is who” while performing tasks in the system.

- 1. Admin User** – The admin user is responsible for creating, deleting, enabling, and disabling additional users within your organization. In addition, the Admin user is responsible for the following.
  - Editing, unlocking, and/or deleting a user’s profile
  - Resetting a user’s password to provide a temporary one
  - Assigning specific roles or functions to a user
  - Designating some users as authorized callers
  - Enabling access to any and all accounts (locations) for which a user will be processing deposits
- 2. User** – A merchant/member employee with the ability to support end users. Based on their assigned privileges/roles, users will have the ability to perform the following.
  - Process transactions
  - Generate reports
  - Research historical transactions
  - Edit transactions
  - Contact customer support (if applicable)

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**NOTE:** Your menu options may differ slightly from those pictured throughout this document.

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## Available Resources

Please contact your Treasury Management Representative for more information about the application.

## RDN Process Workflow

The figure below illustrates the process of creating, editing, and submitting an item for deposit. A customer will submit items for deposit. A merchant/member user within your organization will receive the items, make any adjustments where necessary using the RDN application, and submit the deposit for processing.

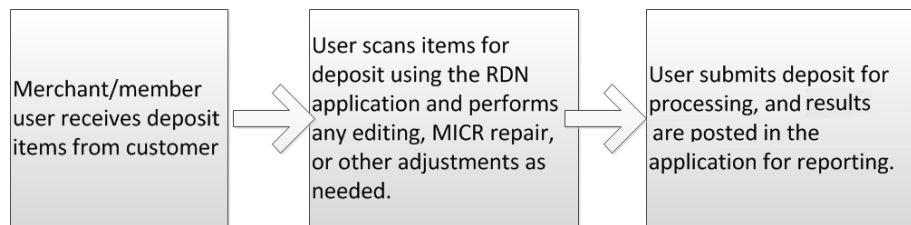


FIGURE 1 - RDN WORKFLOW

## System Requirements

For an optimal experience a high-speed Internet connection is recommended, in addition the following components are required for working with the application(s).

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**NOTE:** For installation on a Mac<sup>®</sup> computer, please refer to the *JHA SmartPay Remote Deposit Now Apple<sup>®</sup> macOS<sup>®</sup> Installation Guide*.

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For the PC:

- Local administrative rights
- USB port 2.0 or higher
- .NET<sup>®</sup> Framework 4.7 or higher

For Microsoft<sup>®</sup> Windows<sup>®</sup>:

- Windows 7 Service Pack 1: Microsoft Internet Explorer<sup>®</sup> 11 or Google Chrome<sup>™</sup>
- Windows 8.1: Microsoft Internet Explorer 11 or Google Chrome
- Windows 10: Microsoft Internet Explorer 11 or Google Chrome

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**NOTE:** The current version of Chrome and its two previous versions are supported.

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The following scanners support this application's features.

Scanner	Model Supported
Panini®	I:Deal® My Vision X Vision X
Digital Check®	CheXpress CX30 TS230 TS240
Epson®	Capture One TMS 1000
Unisys Burroughs®	SmartSource Professional®
Canon®	imageFORMULA CR-L1 imageFORMULA CR-25 imageFORMULA CR-50 imageFORMULA CR-55 imageFORMULA CR-80 imageFORMULA CR-120 imageFORMULA CR-135 imageFORMULA CR-150 imageFORMULA CR-180 imageFORMULA CR-190

## Installing Microsoft Components for RDN

If you do not already have the following components installed, use the links provided below to download and install the appropriate Microsoft components for use with RDN.

Microsoft .NET Framework 4.7 (Web Installer):

<https://www.microsoft.com/en-us/download/details.aspx?id=55170>

Local administrator rights are required to install .NET updates.

# Installing ProfitStars® Scan Service

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**NOTE:** Before starting the installation, please ensure the scanner's USB cable is disconnected from the computer and exit all other applications.

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1. Navigate to the Remote Deposit Now application and then log in.
2. Select **Transactions** from the main menu, as shown below.

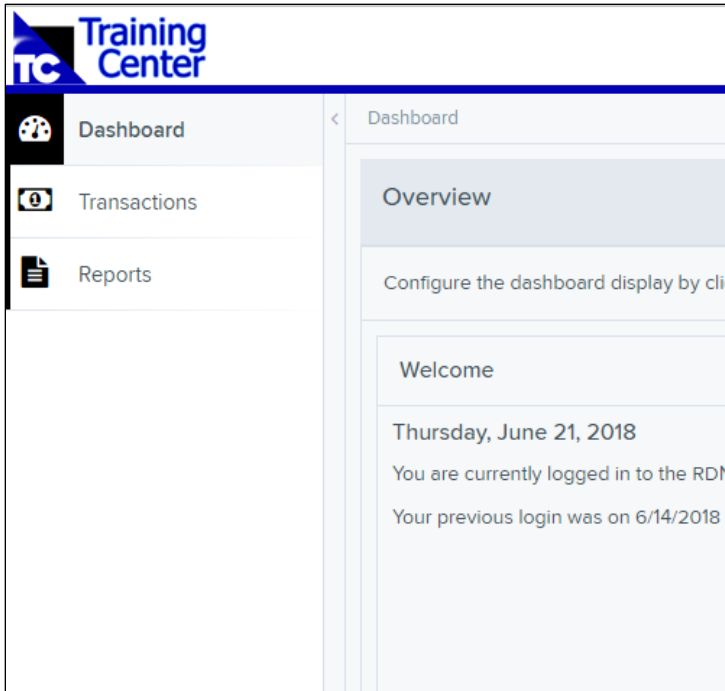


FIGURE 2 – MAIN MENU

3. Choose **Remote Deposit Now**.

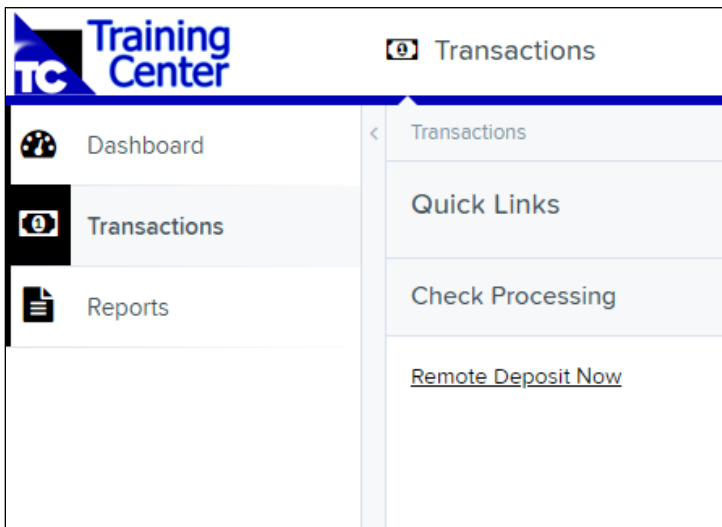


FIGURE 3 – TRANSACTIONS SECTION

4. The *Remote Deposit Now* window will appear. Select **Scan** from the top menu bar.

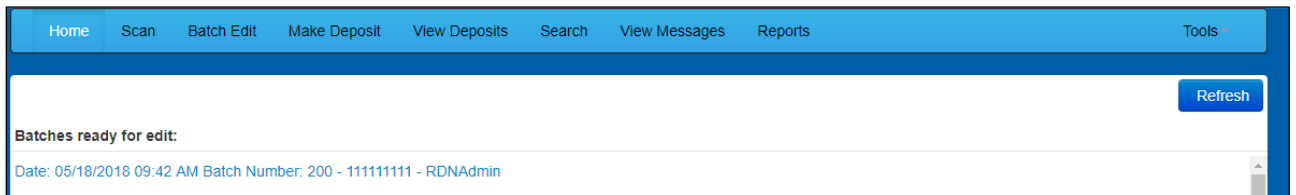


FIGURE 4 – REMOTE DEPOSIT NOW SCAN OPTION

5. The *Scanner Service Installer* window will appear. As shown below, click **Download** to begin.

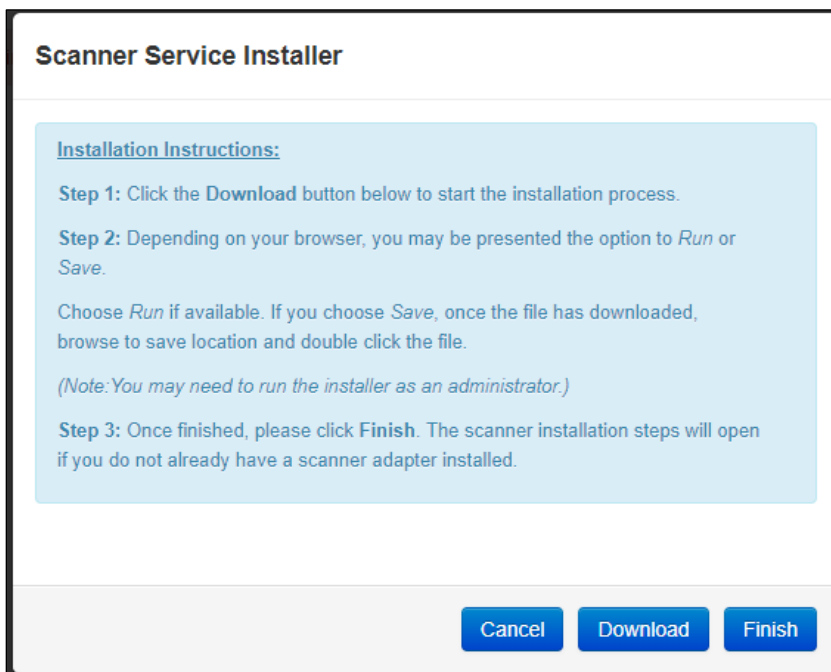


FIGURE 5 – SCANNER SERVICE INSTALLER

6. A file download security warning will display. Select **Run**.

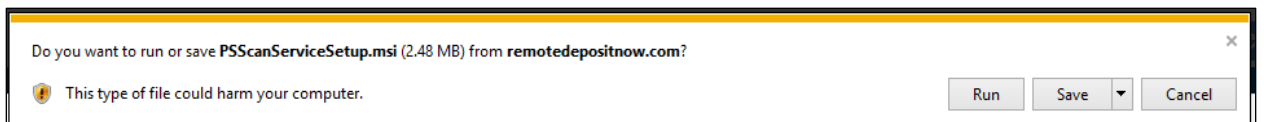


FIGURE 6 – SECURITY WARNING FOR INTERNET EXPLORER

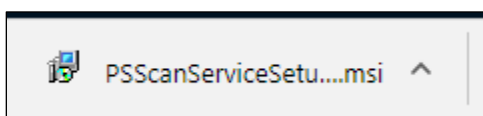


FIGURE 7 – SECURITY WARNING FOR CHROME



7. The *ProfitStars Scan Service Setup Install Wizard* appears. Disconnect the scanner's USB or power cable from your computer, and exit all other applications. Click **Next** to continue, as shown below.

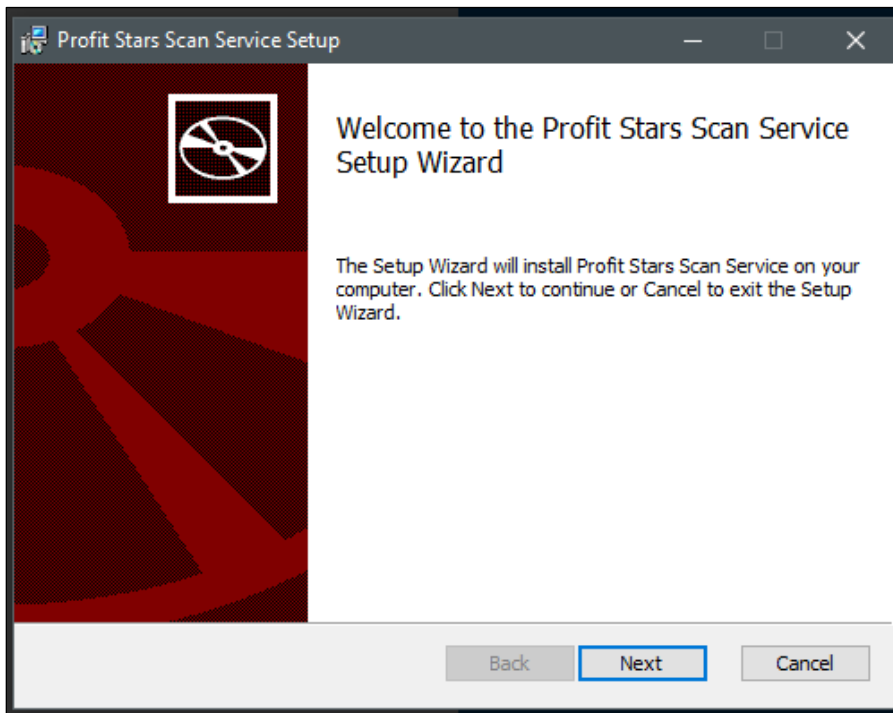


FIGURE 8 – SETUP WIZARD

8. The *Install Wizard* displays the *Install* prompt. Click **Install** to continue, as shown below.

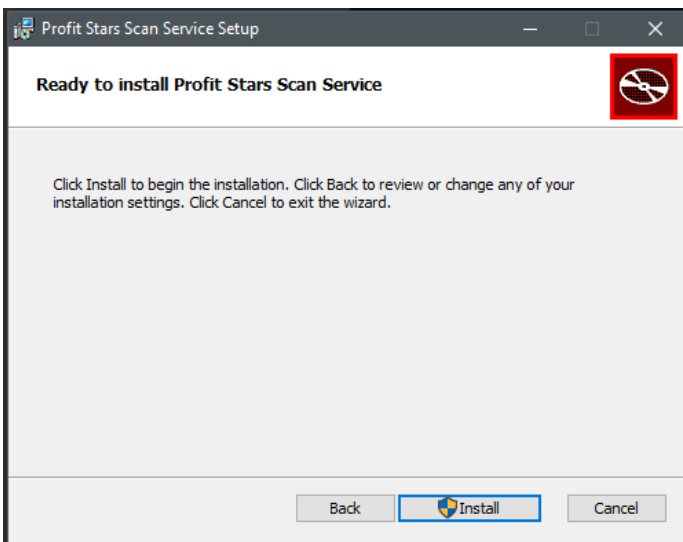


FIGURE 9 – INSTALLATION WINDOW

9. Select **Finish** to complete the installation.

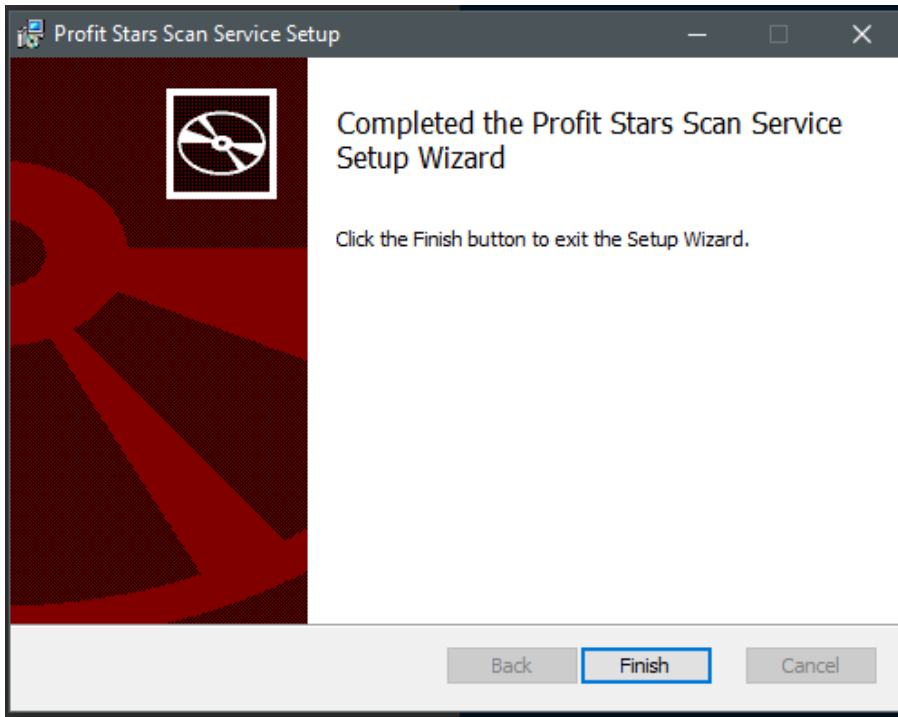


FIGURE 10 – SETUP CONFIRMATION

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**NOTE:** If you are upgrading from the existing Remote Deposit Now application, the installation is complete. You may now connect the scanner to your computer and begin making deposits. If installing for the first time, proceed to the “Installing Your Scanner” section below.

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## Installing Your Scanner

1. The *Scanner Driver Installers* window appears. Select the type of scanner you will be utilizing from the drop-down menu (the screenshots below are an example for Panini VisionX scanners, the Install Wizard for other scanners may differ), and then select **Download**.

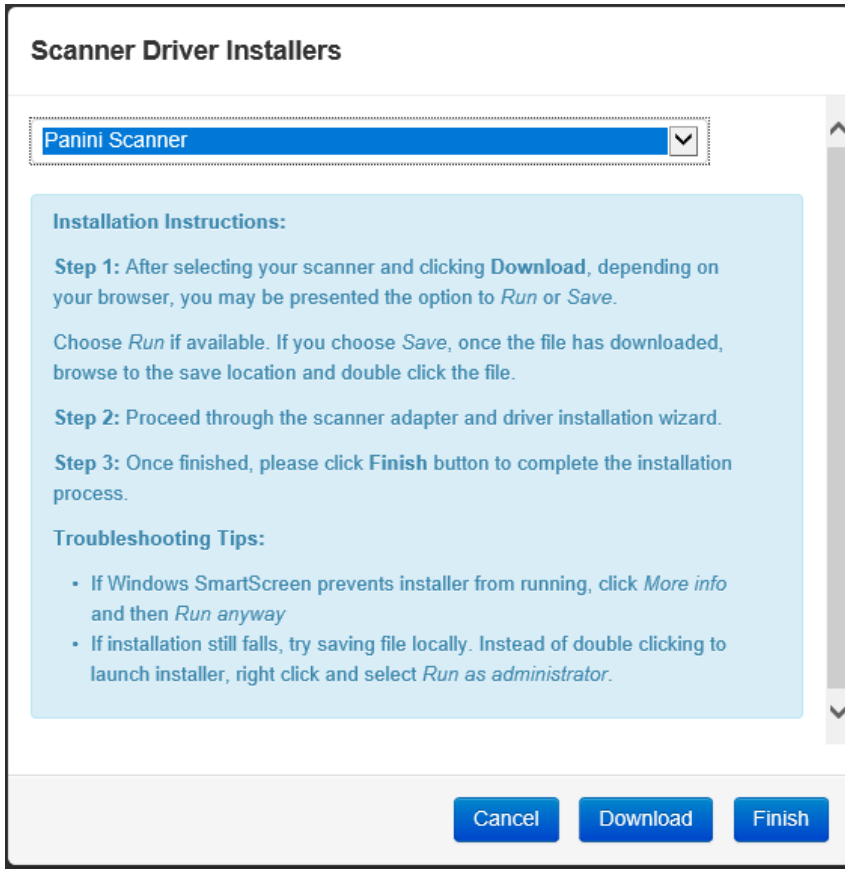


FIGURE 11 – DRIVER INSTALLER

2. A file download security warning will appear. Select **Run**.

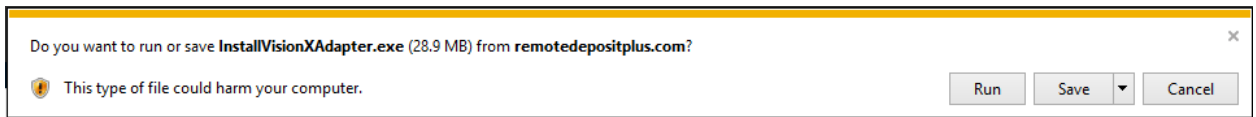


FIGURE 12 - SECURITY WARNING FOR INTERNET EXPLORER



FIGURE 13 - SECURITY WARNING FOR CHROME

3. Depending on the type of scanner for which you are installing a driver, you may receive the following adapter setup message. Click **Next** to continue.

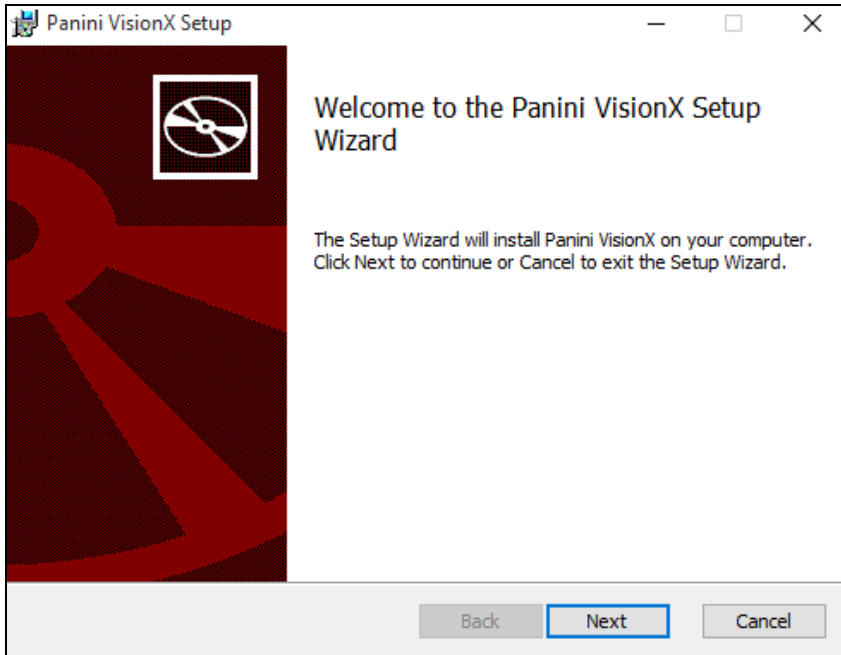


FIGURE 14 – SETUP CONFIRMATION

4. The following screen displays information about the destination folder for the adapter. Select **Next** to continue.

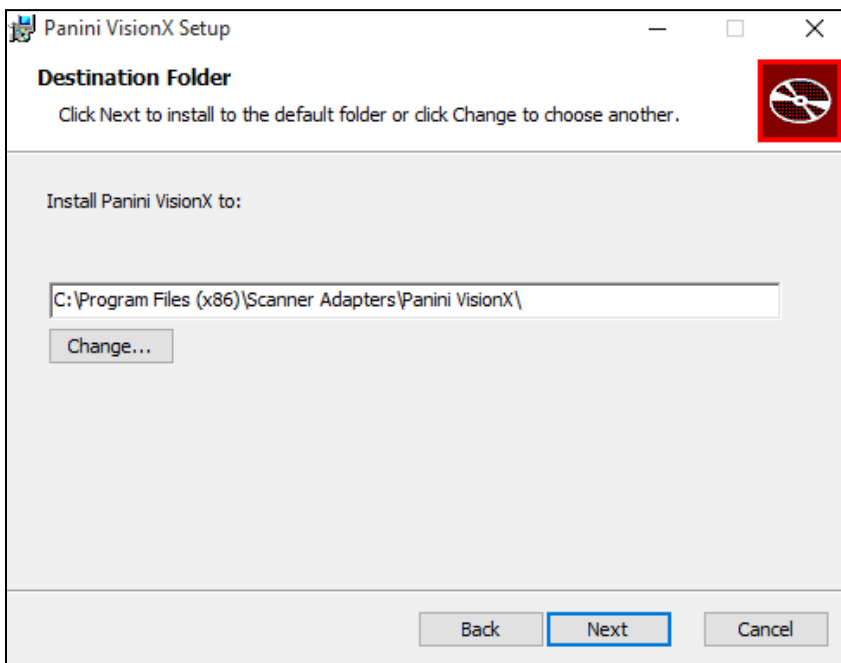


FIGURE 15 – DESTINATION FOLDER WINDOW

5. Click **Install** to continue, as shown below.

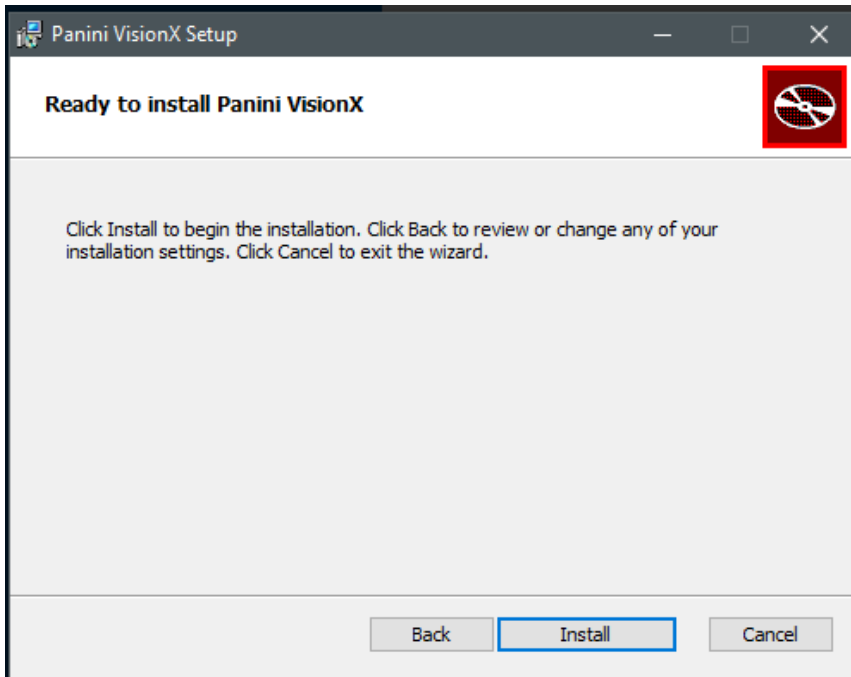


FIGURE 16 – READY TO INSTALL WINDOW

6. A confirmation for completing the adapter setup appears. Click **Finish**.

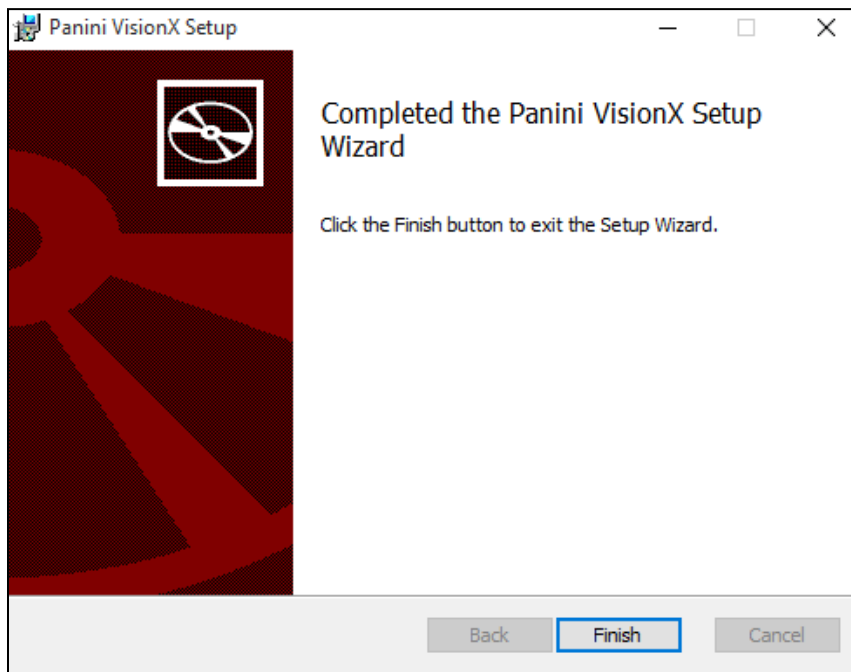


FIGURE 17 – SETUP CONFIRMATION

7. An installation prompt appears. Select **Next** to continue.

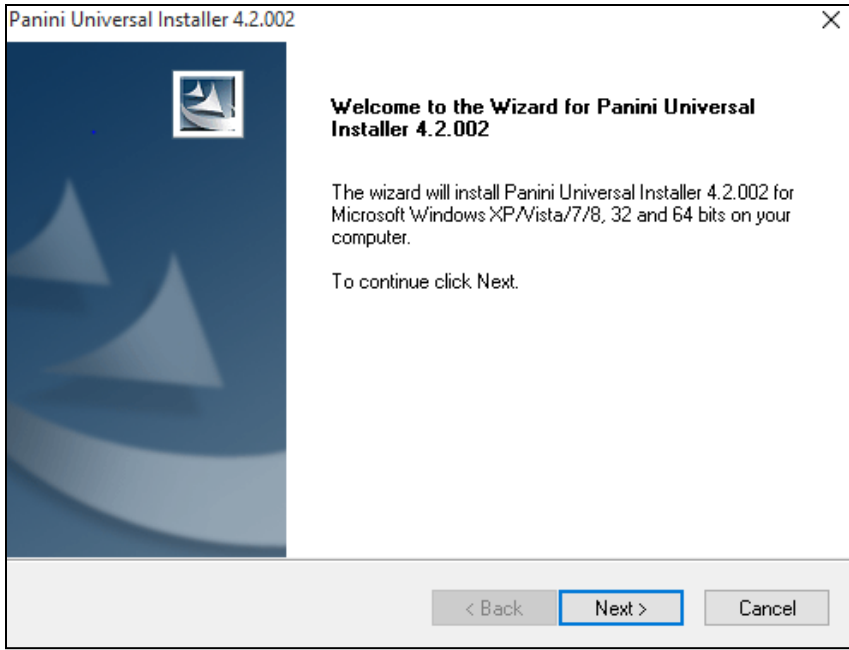


FIGURE 18 – INSTALLATION PROMPT

- 8. As shown below, an *End User License Agreement* appears. Choose **I accept the terms of the license agreement** radio button, and then select **Next**.



FIGURE 19 – LICENSE AGREEMENT

9. A location prompt appears asking you to confirm a location where the setup files will install on your computer. Choose **Browse** to designate a location other than the one provided. Click **Next** to continue.

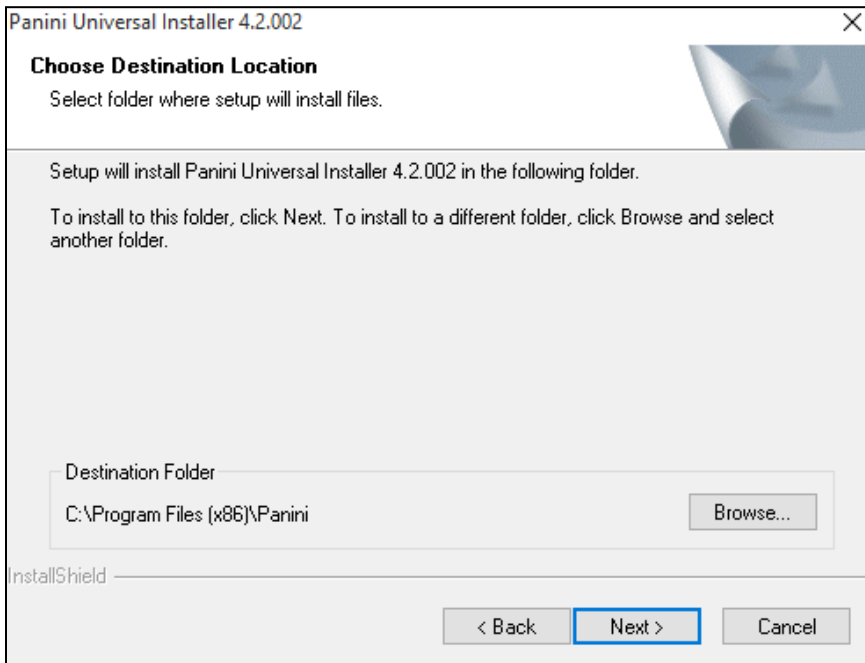


FIGURE 20 – CHOOSE DEFINITION LOCATION PROMPT

10. A prompt appears for the features that will be installed. Select **Next** to continue.

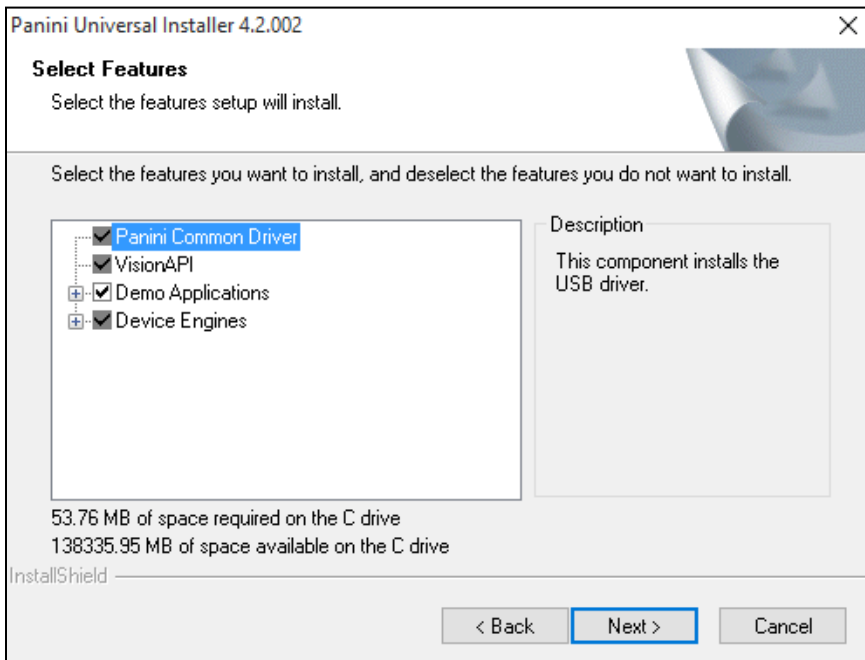


FIGURE 21 – SELECT FEATURES PROMPT

11. A confirmation for completing the software installation appears. Click **Finish**.

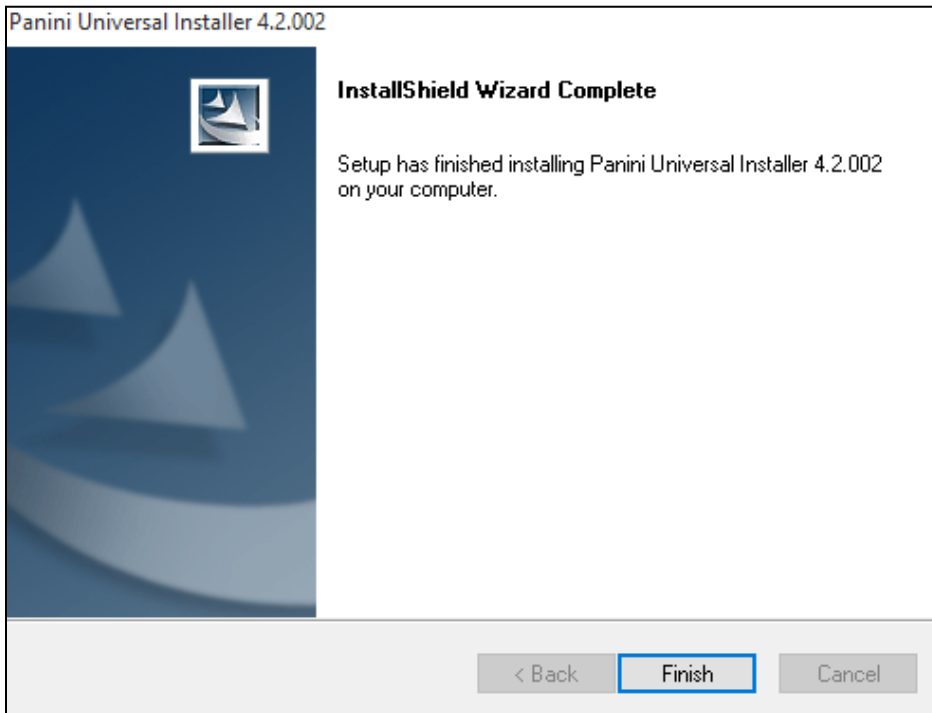


FIGURE 22 – INSTALLSHIELD WIZARD COMPLETE CONFIRMATION

12. The scanner driver installation process is complete. Wait for the scanner to load—a pop-up window may indicate that the device is ready to use. You may now plug the USB cable from the scanner into the computer, and then log in to RDN through the system application.

## Session Timeouts

The system will automatically log off a user who has been inactive for at least 30 minutes. A *Session Timeout Warning* appears two minutes before the user is set to be logged out to give them an opportunity to remain logged in. Click anywhere in the application to remain logged in.

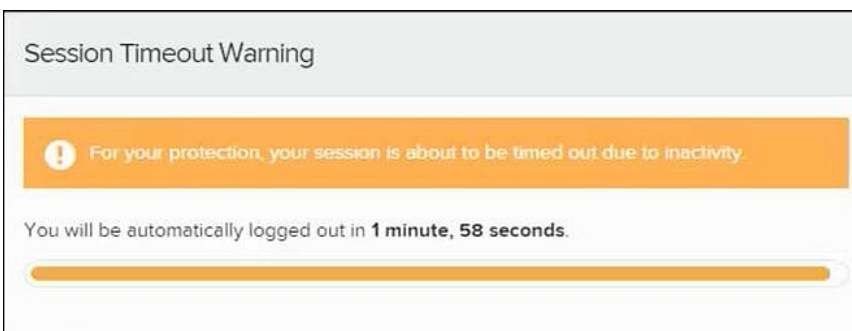


FIGURE 23 - SESSION TIMEOUT WARNING



# Logging In: Admin User

You will be provided with your site's URL address, the admin username, a temporary password, and a company name that must be entered upon first logging in to the application. Save the URL for future use, as it is a route of access into the system.

1. Once at the provided URL address, complete the **User Name**, **Password**, and **Company** fields.
2. Click **Login**.
3. The system will prompt you to change your password. Passwords expire every 90 days and are case-sensitive. Use the following guidelines when creating a new password:
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - 8-50 characters in length
4. Click **Update Password**.

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**NOTE:** If you forget your password, you have the option to request a new one, as long as your current email address is in your user profile. Your administrator can update your user profile.

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## Creating a Secret Question

A secret question is a tool used when you forget your password and can have another temporary password generated and sent to an email address. Without an email address in a user's profile, that user will not be able to answer a secret question for a new password for access into the system. The merchant admin will need to manually edit/enter an email address for each merchant user, so that the merchant user has the option to request a new password by answering a secret question in the application. Secret questions do not need to be a complete question or contain a question mark. Secret questions and answer are not case-sensitive fields.

Once an admin has entered an email address for the merchant user profile, use the following steps to configure the secret question that will be asked of the user, before a new password can be generated and sent to the applicable email address. If the secret question is answered correctly, you will receive an email with a new temporary password.

1. Log in to the application, and then select **User menu | My Settings**.

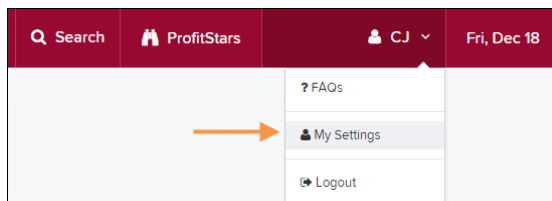


FIGURE 24 - MY SETTINGS

2. The system will prompt you for your current login password in order to reach the *My Settings* page. Once there, make changes to the *Change Password*, *Create/Update Secret Question and Answer*, and/or *Create/Update Authorized Caller Identification Phrase and Response* sections, as needed. Select **Update** when finished.

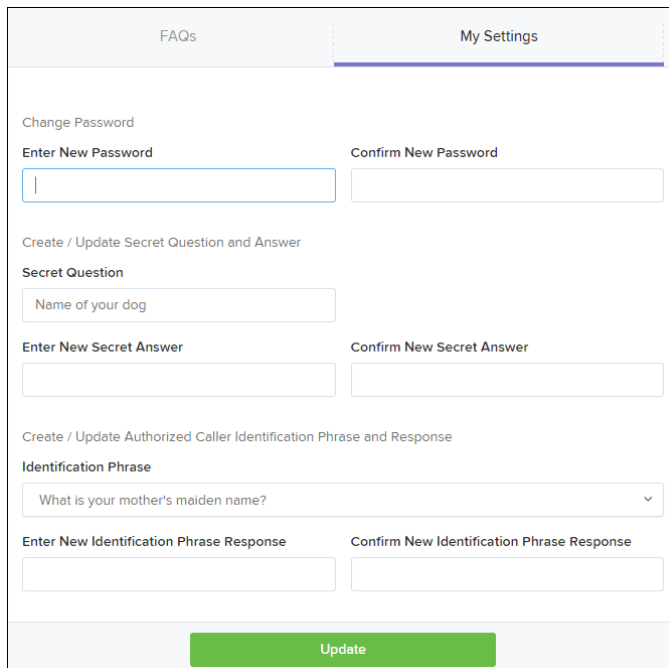


FIGURE 25 - MY SETTINGS PAGE

## Updating the Admin Profile

As an admin user, you will need to update your profile with an email address where a new temporary password can be sent, if needed. A secret question will also need to be set up as a security measure for creating new passwords.

1. Log in to the system, and then select **Admin | Users** from the left main menu.

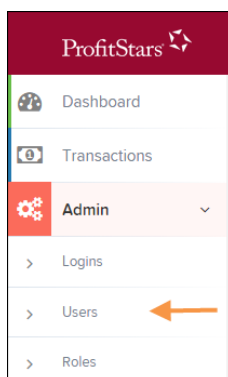


FIGURE 26 - ADMIN TAB

2. Select the **Edit** icon for the user profile to be updated (in this case, the admin).

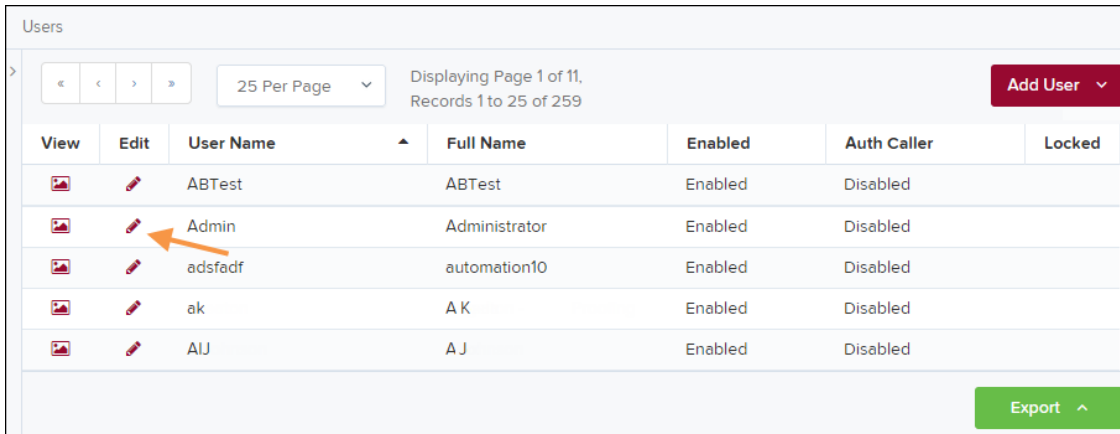


FIGURE 27 - EDIT USER OPTION

3. Change any of the *Update User Settings*, *Privileges for this User*, *Roles*, and *Locations for this User* sections available for the user. Note that the **Email Address** field is in the *Update User Settings* section. Select **Update** to save all changes.

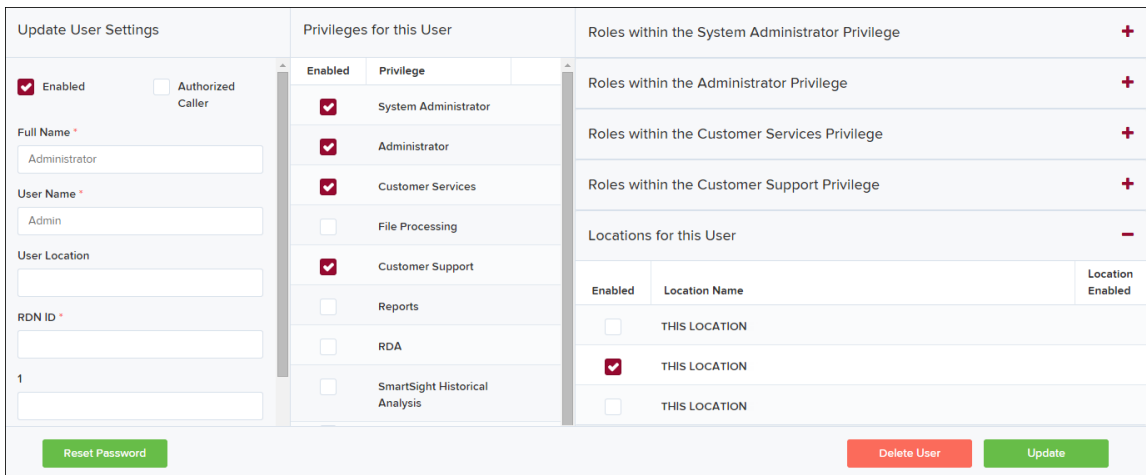


FIGURE 28 - EMAIL ADDRESS UNDER USER SETTINGS

## Adding a User

Admin users are responsible for creating user profiles for those completing tasks with the application on a daily basis. The admin user is also responsible for updating user profiles, providing new passwords, unlocking users in the event they become locked out of the system, and deleting a user's profile if necessary. If you are the administrator and will be scanning checks or running reports, make sure to create a separate user profile for yourself. All individuals who will be scanning checks or running reports will need a user profile.

1. Log in, and then select **Admin | Users** from the left main menu.

2. Select **Add User** and then choose **Business User**.

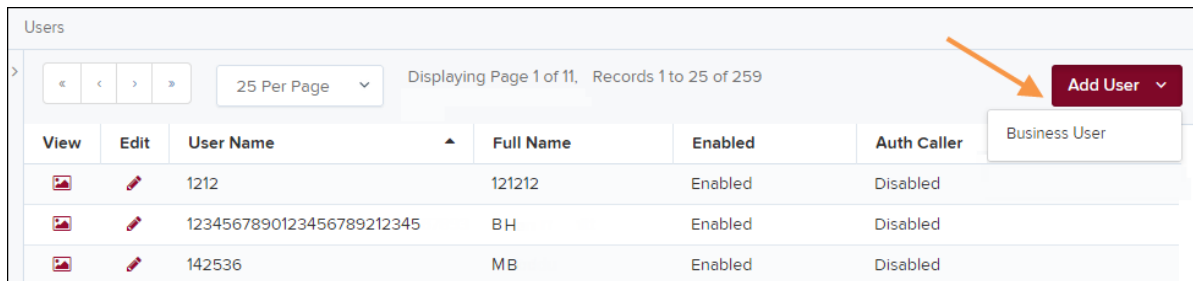


FIGURE 29 - ADD USER OPTION

3. Fill in the following required fields.

- **Full Name** – The first and last name of the user.
- **User Name** – The user's login name. This field is not case-sensitive.
- **RDN ID** – This field will create the RDN user on the backend. It can be the same as the profile user name. To avoid duplication of the user profiles, do not update this field after the original setup.
- **Email Address** – The email address of the user.

Non-required fields:

- **User Location** – Optional informational field to describe the user.
- **Auto Disable** – This field is not used currently.
- **Dual Auth Amount** – This field is not used currently.
- **Dual Auth Status** – This field is not used currently.

4. Fill out the additional *Add User Settings* and the *Privileges for this User* sections. Note that a **Temporary Password** is displayed at the bottom of the page—provide this password to the user you are creating.

- a. Select the **Authorized Caller** check box if this user will contact EPS for support, if necessary. Once enabled, the user will then be required to establish an **Authorized Caller Identification Phrase** that will be used by the EPS Customer Support representative to verify that the user is authorized before providing support. Callers who are not able to answer their identification phrase, or are not an authorized user will be directed to their financial institution for further assistance.
- b. Once you have selected privileges to provide to this user, select **Add**. The system will create the user and allow you to select roles underneath each of the privileges assigned to them.

5. Under *Roles within the Customer Service* privilege, select the *Accounting* role for the user to run reports in the application. Select the *Remote Deposit Now* role for the user to scan checks to submit for deposit using RDN.

6. Select the appropriate check boxes under *Locations for this User* for which the user will scan checks.

The screenshot shows the 'Update User Settings' page. On the left, there are input fields for 'Full Name', 'User Name', 'Email Address', and 'Reset Password'. In the center, a table titled 'Privileges for this User' lists 'Administrator', 'Customer Services', 'File Processing', and 'Customer Support' with checkboxes. On the right, there are sections for 'Roles within the Administrator Privilege', 'Roles within the Customer Services Privilege', and 'Roles within the Customer Support Privilege'. Below these is a table for 'Locations for this User' with columns for 'Enabled', 'Location Name', and 'Location Enabled'. At the bottom right, there are 'Delete User' and 'Update' buttons.

FIGURE 30 - SELECTING ROLES AND LOCATIONS FOR A USER

7. Select **Update** at the bottom of the page.

## Enabling RDN Features for a User Profile

To specify the permissions this user will have with RDN, select the check box next to the *Enable RDN* option on the *Update User Settings* page, and select **Update** at the bottom of the page. The page refreshes, and the various permissions to give a user profile appear.

1. Select which permissions the user will need from the options displayed.
  - **Admin Permission** – Separate from the account administrator role. This role is required to access the *Tools* tab, which allows the user to delete an existing batch.
  - **Receive Alert Emails** – Allows the user to receive deposit alert emails upon deposit.
  - **Scan Items** – Allows the user to scan items through RDN.
  - **View Deposits** – Allows the user to view deposits in RDN.
  - **Export Deposits** – Allows the user to export items.
  - **Receive Activation Emails** – Not applicable, do not check this box.
  - **Create Deposits** – Check this box to allow the user to make deposits to EPS.
  - **Edit Items** – Check this box to allow the user to be able to modify/fix their batches in RDN.
  - **Search** – This allows the user to be able to perform searches in RDN on the *Search* page.
  - **View Notifications** – This allows the user to view any deposit messages coming from EPS, such as exceeded transaction limits.
2. Make any other changes to this profile, and select **Update** at the bottom of the page to finish and save changes.

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**NOTE:** If you wish to add more users at this time, select **List Users** from the left navigational bar before selecting the **Add Users** option, again. This step will need to be taken for each new profile you create.

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## Troubleshooting Tips

There are instances that may generate duplicate RDN alert emails. See below for two examples and ways to avoid those situations.

**Duplicated email addresses** – For every instance of the same email address that is entered into the merchant user’s profiles in SmartPay Business, the application will send an email. For example using the same email address for both the Admin profile and the merchant user will cause two identical emails to be sent to that address.

**Updating the RDN ID** – When the original RDN ID is created in the user profile, the application creates an RDN profile on the backend. If the RDN ID is changed after the initial setup, another RDN profile that is not visible to the customer will be created. This new RDN profile will contain the same information as the original profile, including the email address. This will result in multiple emails sent to the same address. To avoid this, do not make changes to the RDN ID.

## Updating a User Profile

As the admin user, you also have the responsibility of enabling/disabling users, deleting a user, resetting a user’s password, editing/updating user profiles, and designating authorized callers.

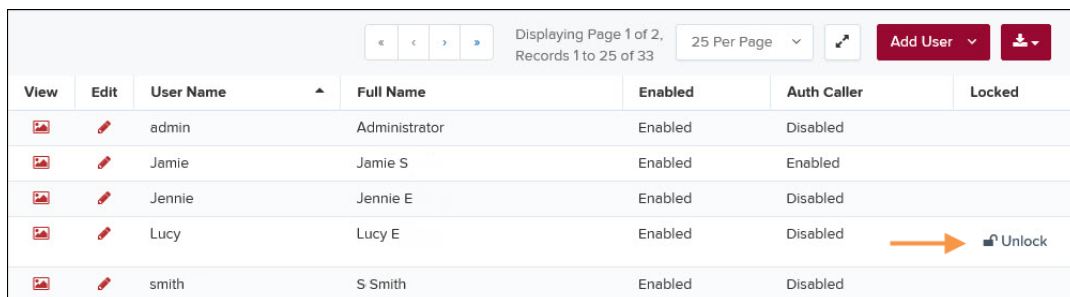
1. Log in and then select **Admin | Users** from the left main menu.
2. Select the **Edit** icon for the user profile to be updated (in this case, a user).
3. The *Update User Settings* page displays. Make any changes necessary.
4. Click **Update** at the bottom of the page.

## Unlocking a User Profile

Users can be locked out of the system for keying their password incorrectly five times, or answering the secret question incorrectly when requesting a new temporary password.

As the admin user, you are responsible for unlocking an employee’s profile. If an admin user is locked out, contact your first line of support for assistance. Follow the steps below to unlock a user’s profile.

1. Log in and then select **Admin | Users** from the left main menu.
2. Under the *Locked* column, select the **Unlock** option for that user. The *Unlock* will disappear, and the user profile will be unlocked.



View	Edit	User Name	Full Name	Enabled	Auth Caller	Locked
		admin	Administrator	Enabled	Disabled	
		Jamie	Jamie S	Enabled	Enabled	
		Jennie	Jennie E	Enabled	Disabled	
		Lucy	Lucy E	Enabled	Disabled	Unlock
		smith	S Smith	Enabled	Disabled	

FIGURE 31 - UNLOCK OPTION

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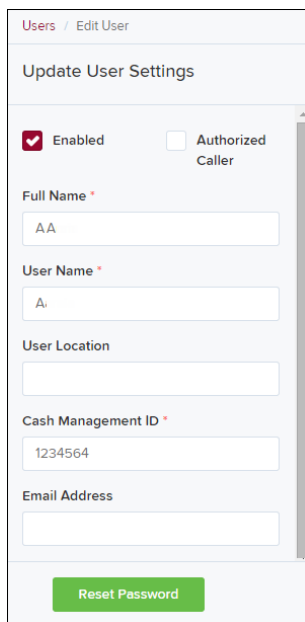
**NOTE:** If the user needs a new password, you will need to reset the password (detailed below).

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## Resetting a Password

Users may forget their password and ask you to provide them with a new, temporary one. The steps below explain how to reset a user's password.

1. Log in and then select **Admin | Users** from the left main menu.
2. Select **Edit** for the user profile to update.
3. Select **Reset Password** button from the bottom of the page. The user's profile will have a case-sensitive temporary password generated. Carefully record this password and provide it to the user.



The screenshot shows a web interface for editing a user profile. At the top, it says 'Users / Edit User'. Below that is the title 'Update User Settings'. There are two checkboxes: 'Enabled' (checked) and 'Authorized Caller' (unchecked). Below these are several input fields: 'Full Name \*' with 'AA', 'User Name \*' with 'A.', 'User Location' (empty), 'Cash Management ID \*' with '1234564', and 'Email Address' (empty). At the bottom of the form is a green button labeled 'Reset Password'.

FIGURE 32 - RESET PASSWORD BUTTON

## Disabling a User Profile

Disabling a user keeps the profile intact until access is re-enabled by the admin user. The admin may want to disable a user if a user is on leave for an extended period of time before working with the application again.

1. Log in to the system, and then select **Admin | Users** from the left main menu.
2. Select **Edit** for the user profile you wish to disable.
3. Uncheck the **Enabled** box in the *Update User Settings* section.

Users / Edit User

Update User Settings

Enabled  Authorized Caller

Full Name \*  
AA

User Name \*  
A

User Location

Cash Management ID \*  
1234564

Email Address

Reset Password

FIGURE 33 – UNCHECK THE ENABLED OPTION

4. Select **Update** to save all changes.

## Deleting a User's Profile

Deleting a user profile will remove it from the list of users and make it inaccessible. The *User Name* for that profile cannot be utilized again for a different user. The profile will be categorized as a deleted user.

To delete an admin, you must first remove the *Administrator* privilege from the user's profile before completing the following steps.

1. Log in to the system and then select **Admin | Users** from the left main menu.
2. Select **Edit** for the user profile to delete.
3. Select **Delete User**, as shown below.

Users / Edit User

Update User Settings

Enabled  Authorized Caller

Full Name \*  
AA

User Name \*  
AA

User Location

Reset Password

Enabled	Privilege	
<input checked="" type="checkbox"/>	Administrator	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Customer Services	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	File Processing	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Customer Support	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Reports	<input checked="" type="checkbox"/>

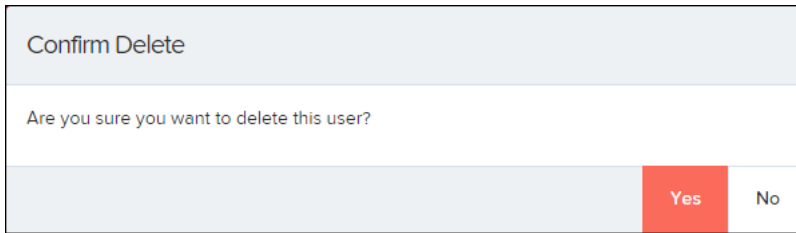
<input checked="" type="checkbox"/>	Test Location Audit_BP	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test Location	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	TEST LOCATION I	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Test ML Location	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	The Clogged Artery	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	:loc 1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Manage Customer Location 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Windows 8 Bulk Loc 1	<input checked="" type="checkbox"/>

Delete User Update

FIGURE 34 - DELETE USER OPTION



4. A prompt will ask you to confirm deleting the user. Select **Yes**.



Confirm Delete

Are you sure you want to delete this user?

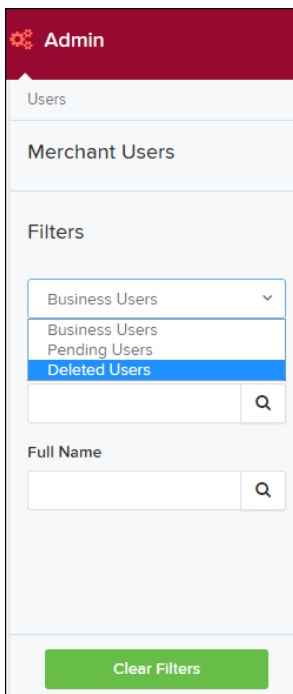
Yes No

FIGURE 35 - DELETE USER CONFIRMATION

## Listing Deleted Profiles

A list of the user profiles that you have deleted is available if you need to refer back to a previous user's profile information. This list will also provide the profile's audit history and any updates that may have been made to it.

1. Log in and then select **Admin | Users** from the left main menu.
2. In the *Merchant Users* section, select the **Deleted Users** option under *Filters*. The list of users will automatically update to display only deleted users.
  - a. Select **Clear Filters** to strip any filters from the list of users.



Admin

Users

Merchant Users

Filters

Business Users

Business Users

Pending Users

Deleted Users

Full Name

Clear Filters

FIGURE 36 - DELETED USERS FILTER

# 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.

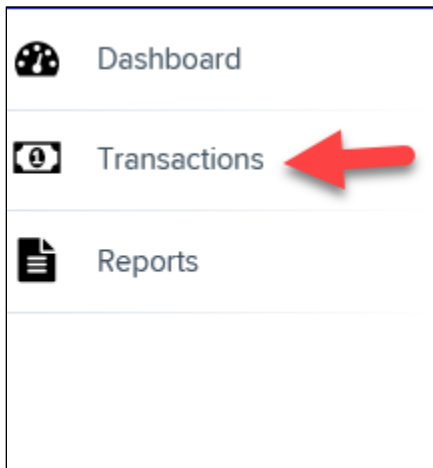


FIGURE 37 - TRANSACTIONS TAB

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

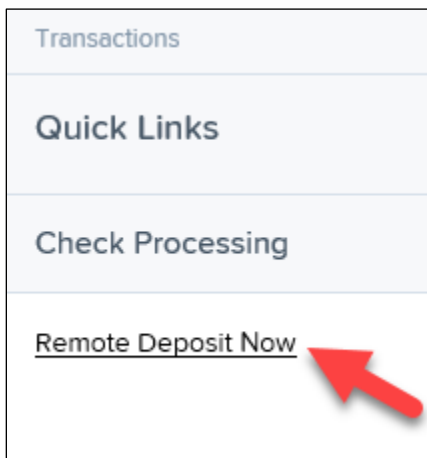


FIGURE 38 - REMOTE DEPOSIT NOW LINK

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

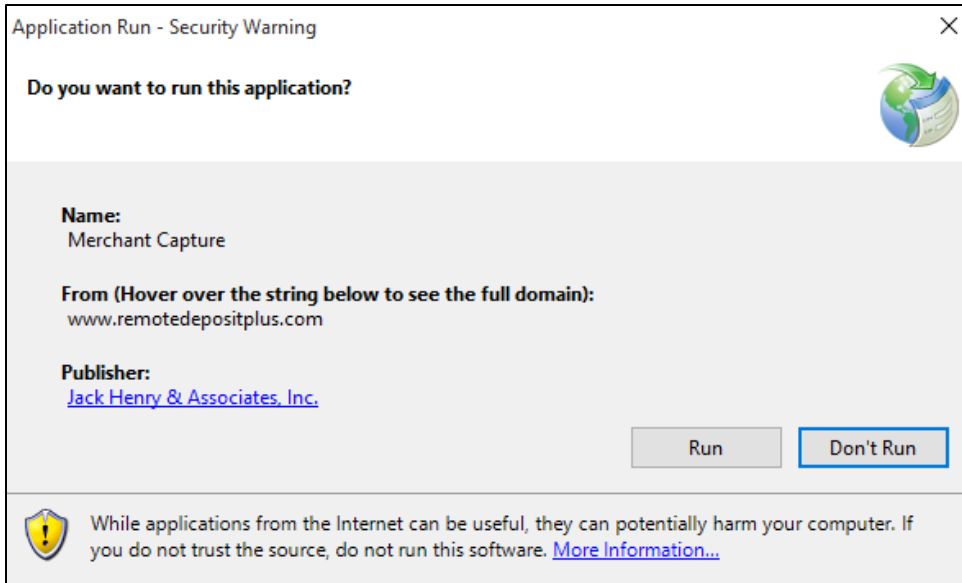


FIGURE 39 – APPLICATION RUN SECURITY WARNING

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

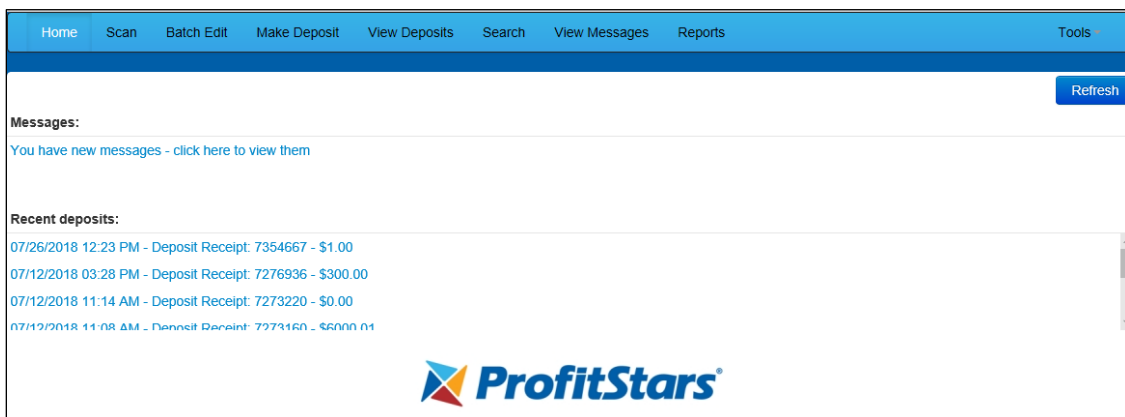


FIGURE 40 - RDN HOME PAGE

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

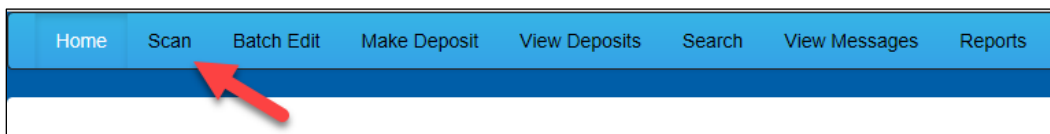


FIGURE 41 - SCAN OPTION

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.

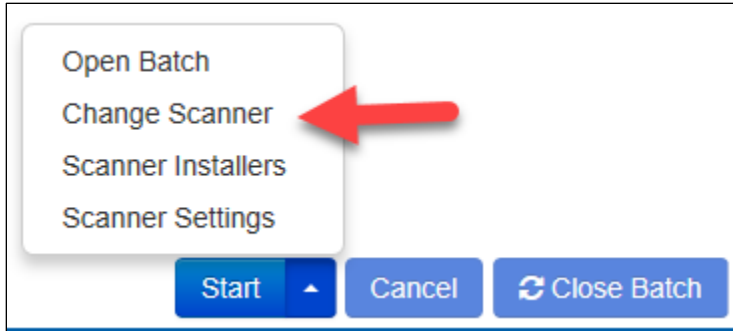


FIGURE 42 - CHANGE SCANNER OPTION

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

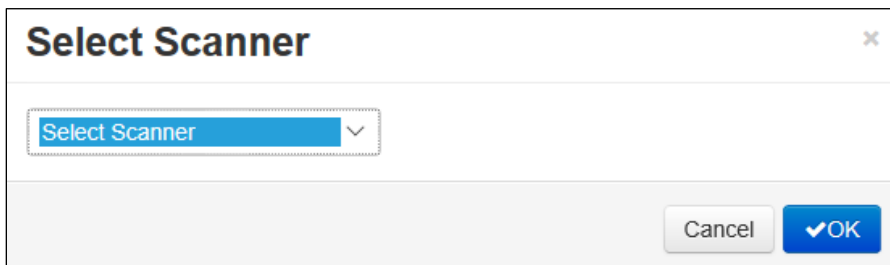


FIGURE 43 - SELECT SCANNER

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



FIGURE 44 - 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
----------	----------	------

FIGURE 45 - BATCH LIST

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

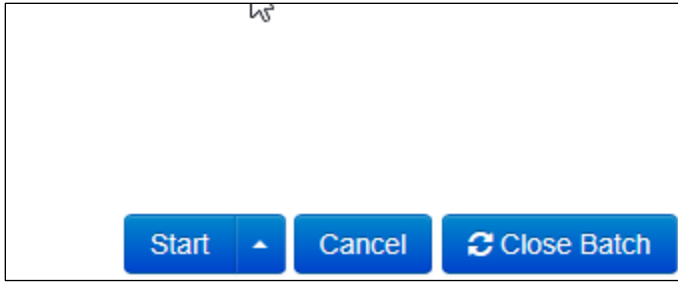


FIGURE 46 – CLOSE BATCH

## Editing a Batch

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

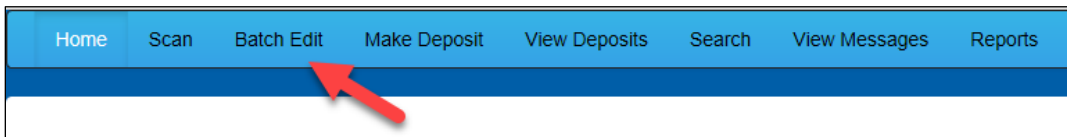


FIGURE 47 - BATCH EDIT PROMPT

2. The batch items appear, as shown below.

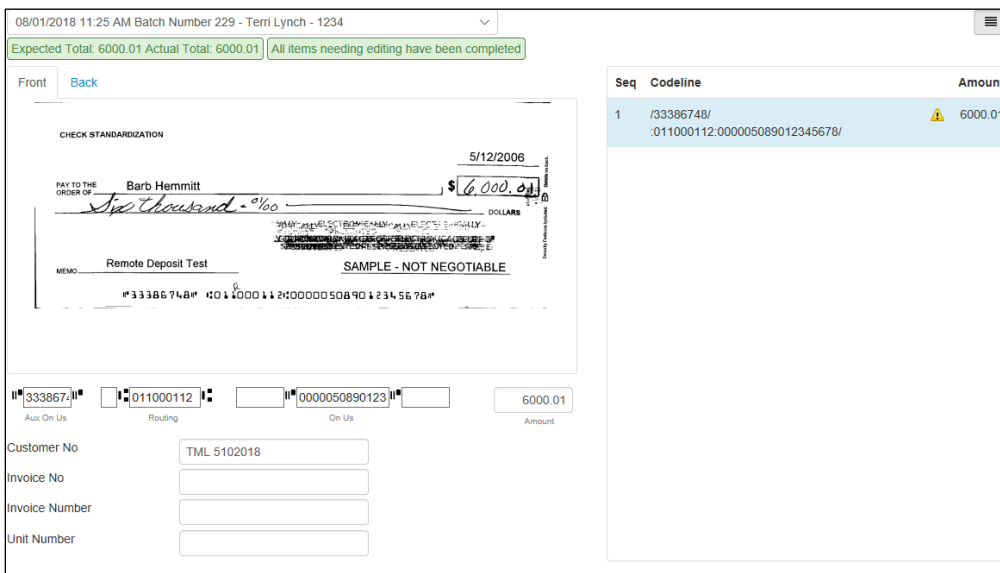


FIGURE 48 - BATCH EDIT PAGE

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.

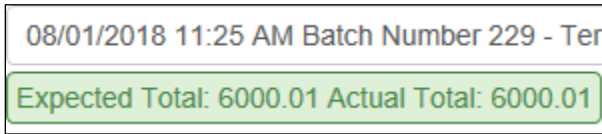


FIGURE 49 – EXPECTED TOTAL/ACTUAL TOTAL DISPLAY

## Editing a Batch Total

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

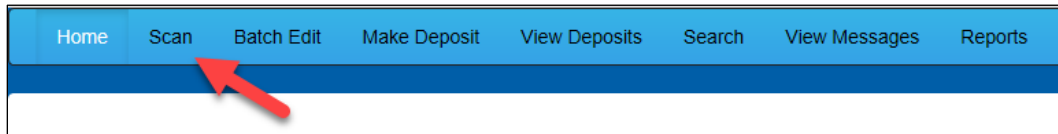


FIGURE 50 – SCAN OPTION

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

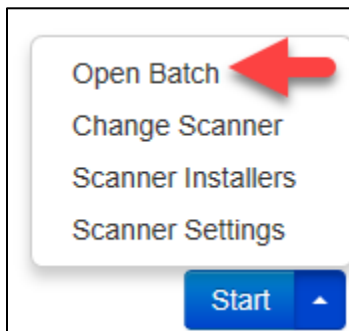


FIGURE 51 – SELECT BATCH

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

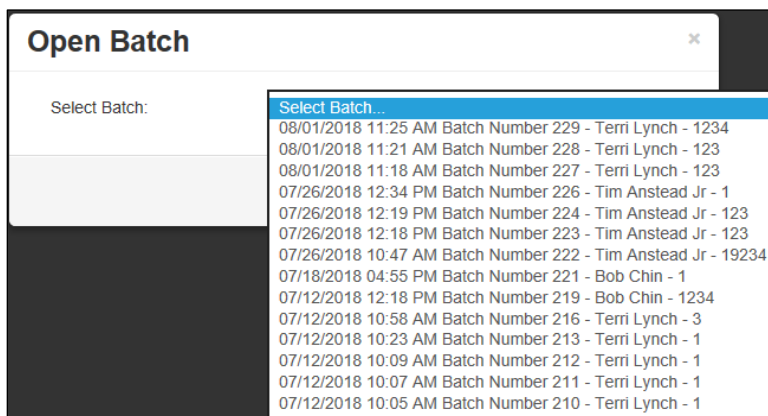
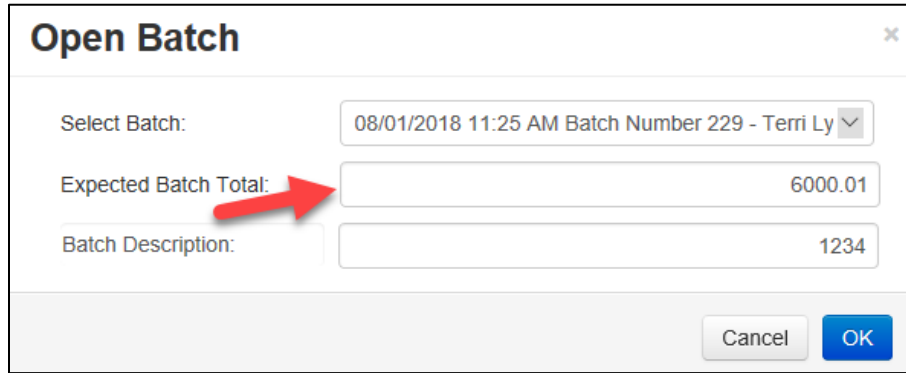


FIGURE 52 – SELECT BATCH

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



**Open Batch** [X]

Select Batch: 08/01/2018 11:25 AM Batch Number 229 - Terri Ly

Expected Batch Total: 6000.01

Batch Description: 1234

Cancel OK

FIGURE 53 – AMOUNT FIELD

5. Click **OK**.

## Performing a MICR Repair

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

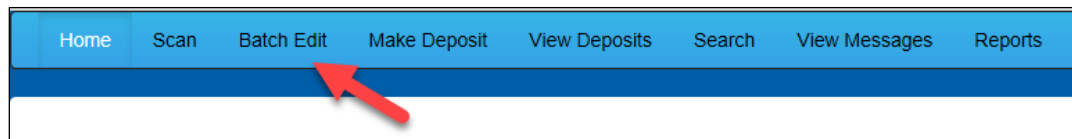
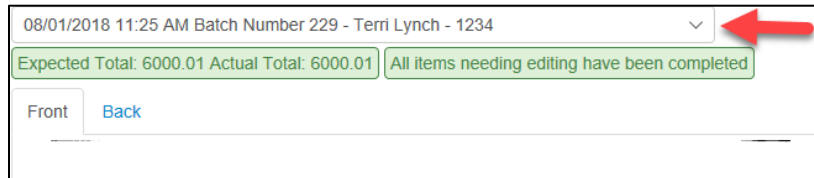


FIGURE 54 – BATCH EDIT

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



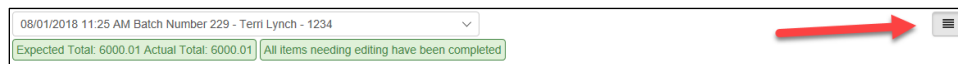
08/01/2018 11:25 AM Batch Number 229 - Terri Lynch - 1234

Expected Total: 6000.01 Actual Total: 6000.01 All items needing editing have been completed

Front Back

FIGURE 55 – SELECT BATCH

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



08/01/2018 11:25 AM Batch Number 229 - Terri Lynch - 1234

Expected Total: 6000.01 Actual Total: 6000.01 All items needing editing have been completed

FIGURE 56 – EDIT BUTTON

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

A screenshot of a form with four input fields. From left to right: 'Aux On Us' containing '33386748', 'Routing' containing '011000112', 'On Us' containing '000005089012345678', and 'Amount' containing '6000.01'. Red arrows point to the first three fields.

FIGURE 57 – AMOUNT FIELD

5. Click **Save**.

A screenshot of a button bar with four blue buttons: 'Delete', 'Cancel', 'Print', and 'Save'. A red arrow points to the 'Save' button.

FIGURE 58 – SAVE OPTION

## Keying In a Dollar Amount

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

A screenshot of a navigation menu with a blue background and white text. The menu items are: Home, Scan, Batch Edit, Make Deposit, View Deposits, Search, View Messages, and Reports. A red arrow points to the 'Batch Edit' option.

FIGURE 59 – BATCH EDIT

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

A screenshot of a batch selection interface. At the top is a dropdown menu showing '08/01/2018 11:25 AM Batch Number 229 - Terri Lynch - 1234'. Below it are two green status messages: 'Expected Total: 6000.01 Actual Total: 6000.01' and 'All items needing editing have been completed'. At the bottom are 'Front' and 'Back' buttons. A red arrow points to the dropdown arrow.

FIGURE 60 – SELECT BATCH

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

A screenshot of the batch selection interface, similar to Figure 60, but with a red arrow pointing to a hamburger menu icon (edit button) on the right side.

FIGURE 61 – EDIT BUTTON

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

A screenshot of the form with four input fields. From left to right: 'Aux On Us' containing '33386748', 'Routing' containing '011000112', 'On Us' containing '000005089012345678', and 'Amount' containing '6000.01'. A red arrow points to the 'Amount' field.

FIGURE 62 – AMOUNT FIELD

5. Click **Save**.





FIGURE 63 – SAVE OPTION

## Deleting an Item

1. Click **Batch Edit**.

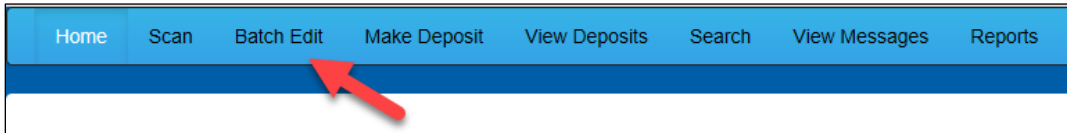


FIGURE 64 – BATCH EDIT

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

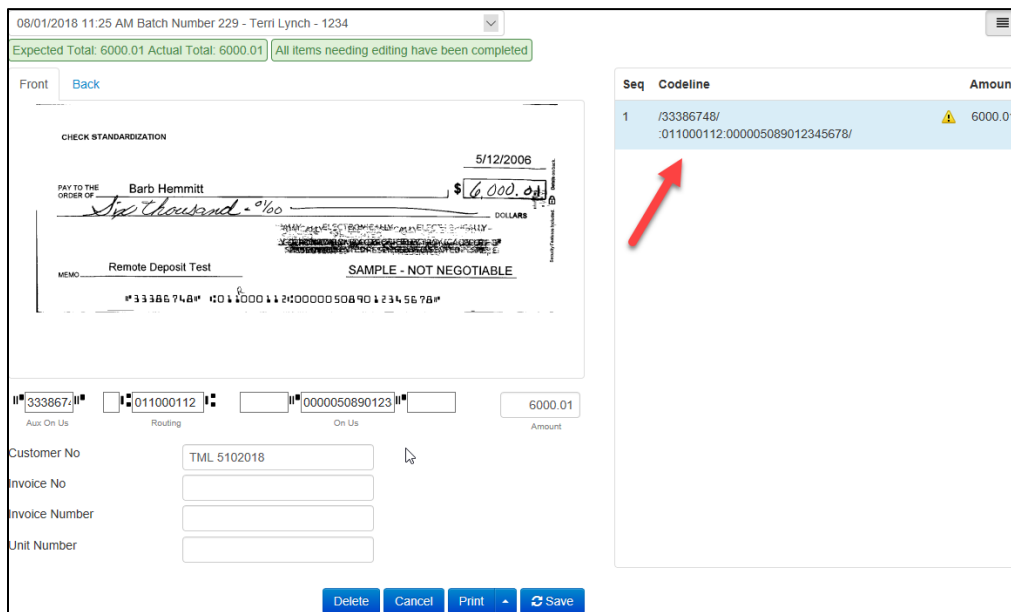


FIGURE 65 – ITEM LIST

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

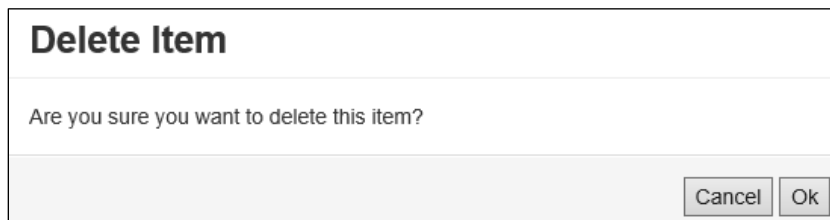


FIGURE 66: CONFIRMATION

# Deleting a Batch

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

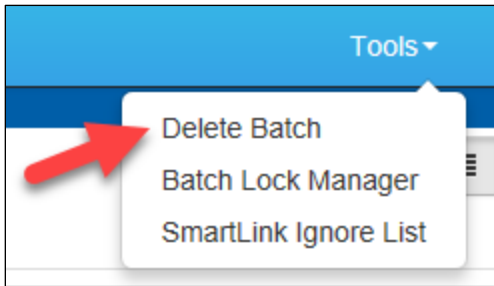


FIGURE 67 - DELETE BATCH OPTION UNDER TOOLS

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

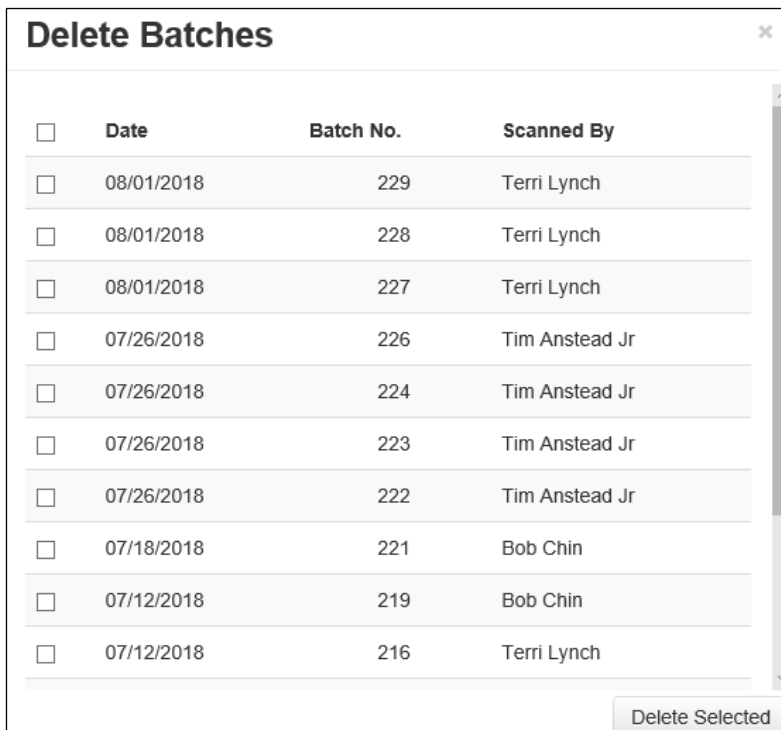


FIGURE 68 – DELETE BATCHES

3. Select **OK**.

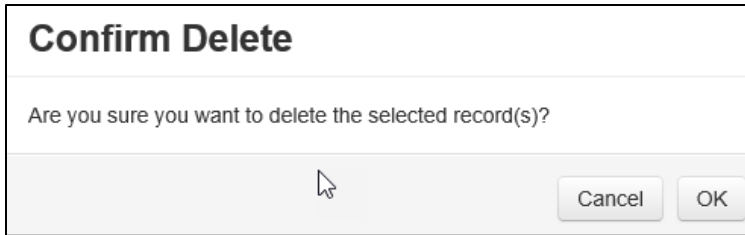


FIGURE 69 – CONFIRM DELETE

## 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.

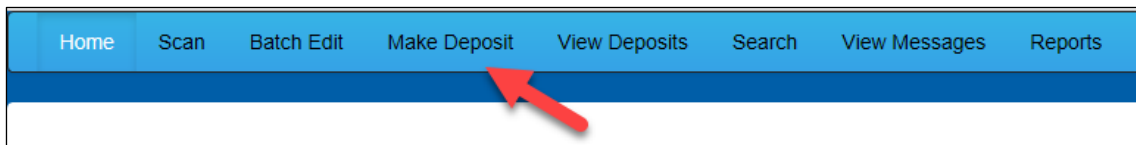


FIGURE 70 - MAKE DEPOSIT LINK

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

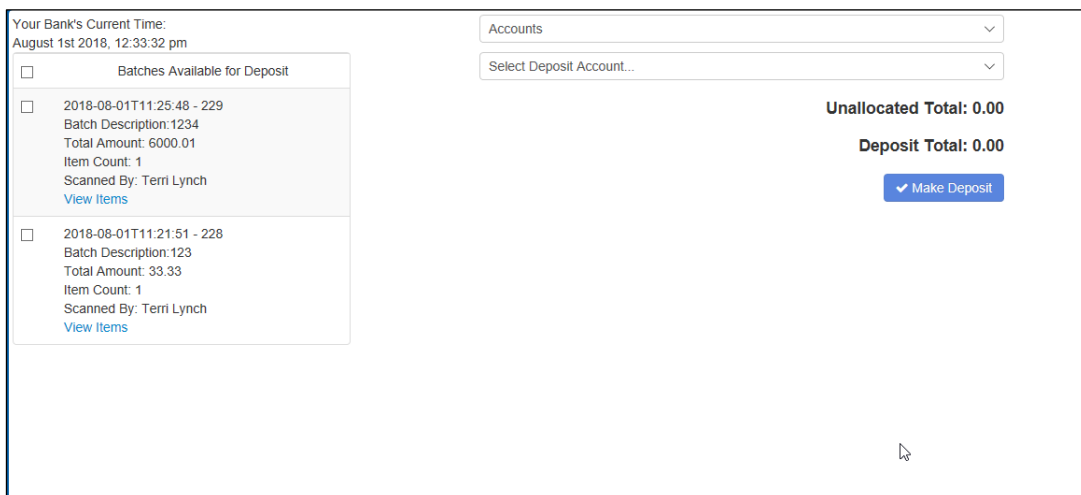


FIGURE 71 - SELECTING A BATCH TO DEPOSIT

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' containing 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, the text 'Unallocated Total: 0.00' and 'Deposit Total: 0.00' is displayed, along with a blue button labeled 'Make Deposit'.

FIGURE 72 - 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 identical to Figure 72, showing the same deposit interface. However, a red arrow now points to the blue 'Make Deposit' button, indicating the next step in the process.

FIGURE 73 - MAKE DEPOSIT OPTION

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

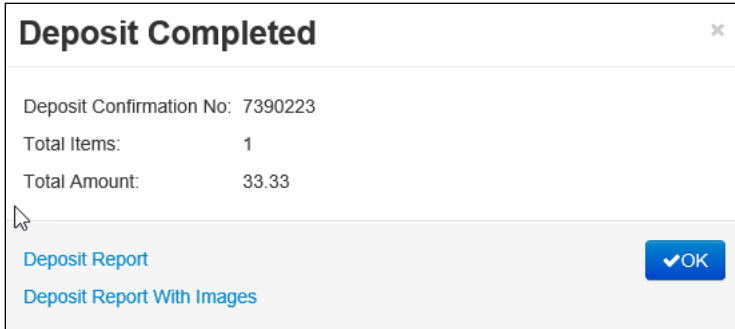


FIGURE 74 - DEPOSIT COMPLETED CONFIRMATION PAGE

- 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**.

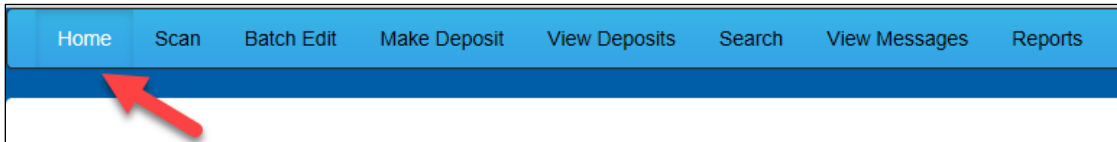


FIGURE 75 - HOME PAGE OPTION

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

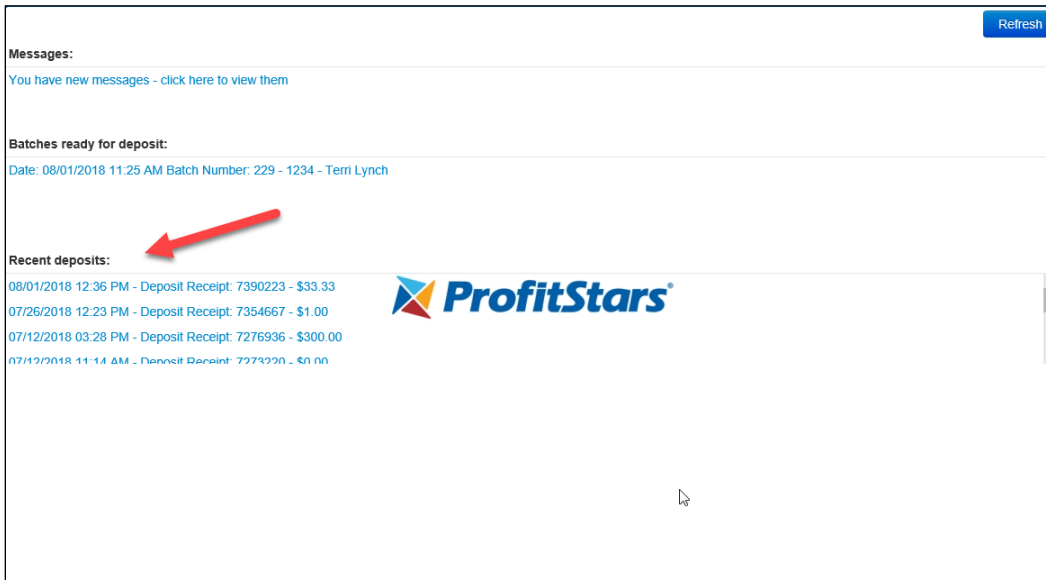


FIGURE 76 - RECENT DEPOSITS

---

**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).

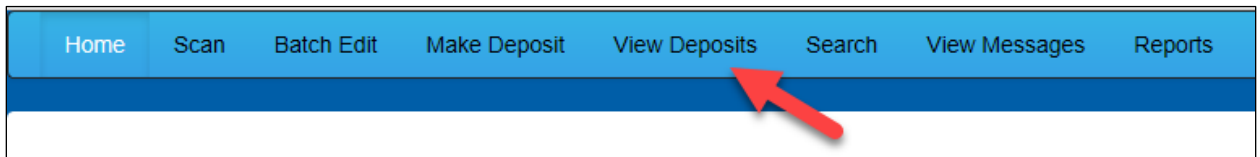


FIGURE 77 - VIEW DEPOSITS LINK

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.

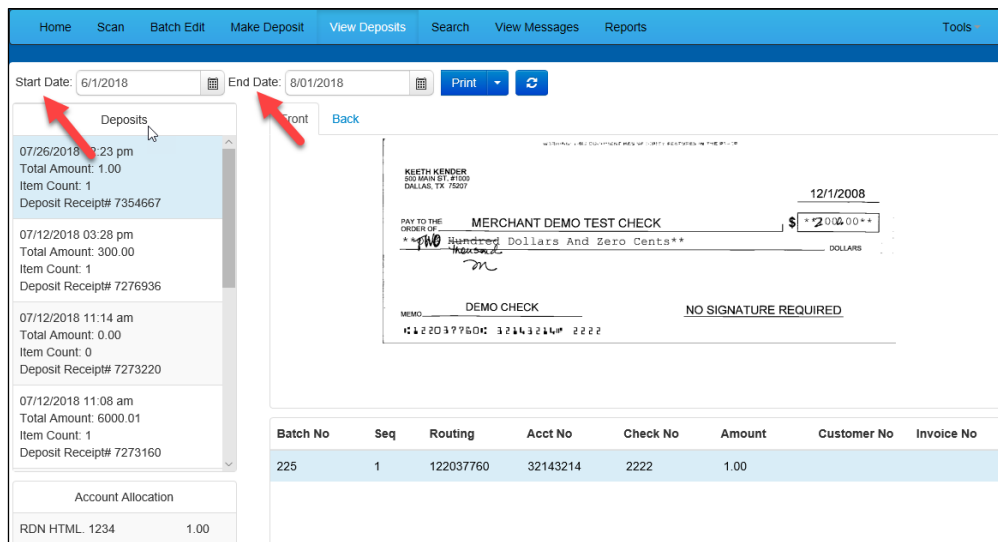



FIGURE 78 - BEGIN AND END DATES FOR VIEWING DEPOSITS

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).

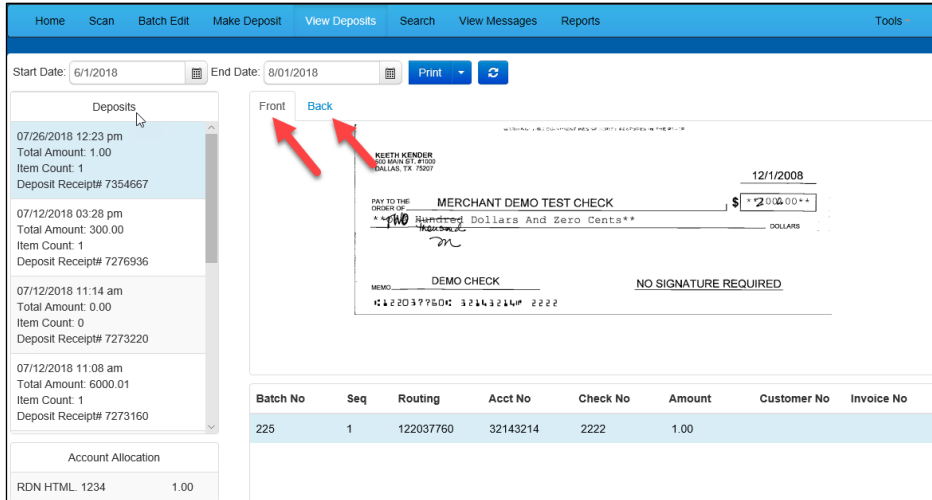


FIGURE 79 - FRONT AND BACK VIEW OPTIONS FOR A CHECK IMAGE

## 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.

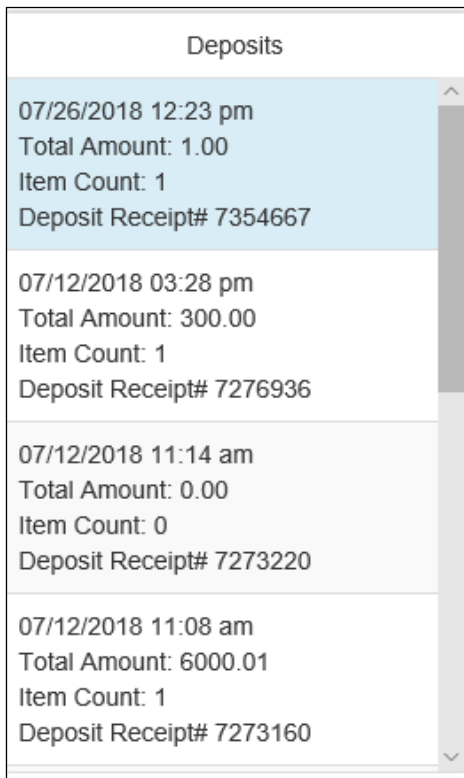


FIGURE 80 - VIEWING DEPOSIT ITEMS

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.

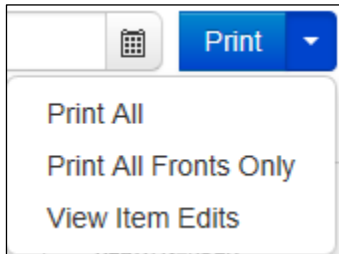


FIGURE 81 - PRINTING OPTIONS

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.

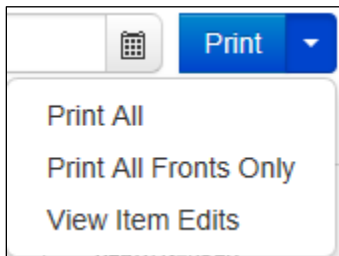


FIGURE 82 - VIEW ITEM EDITS OPTION

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).

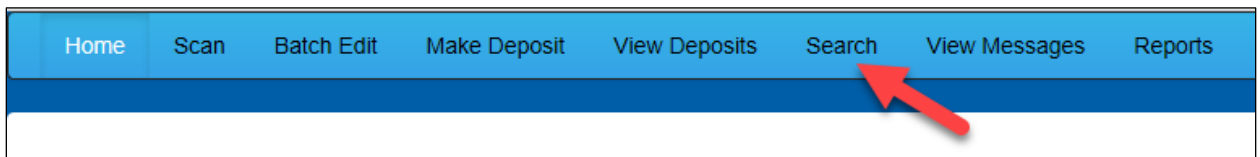


FIGURE 83 - SEARCH OPTION



- 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)

Below the form is a table header with the following columns: Seq, Batch No, Check No, Amount, Cust Acct No, Invoice No, Deposit Date, Deposit Confirm Code.

At the bottom of the form are buttons for Reset, Print, and Search.

FIGURE 84 - SEARCH CRITERIA

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



FIGURE 85 - 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 86 - 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 87 - 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 88 - 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).  <b>Note:</b> 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 89 - 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						
				<input type="checkbox"/> Share to All Users	<a href="#">Save to My Reports</a>	
		Title Transaction Approved				
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 90 - SAMPLE TRANSACTION STATUS REPORT, VIEW INDICATED

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

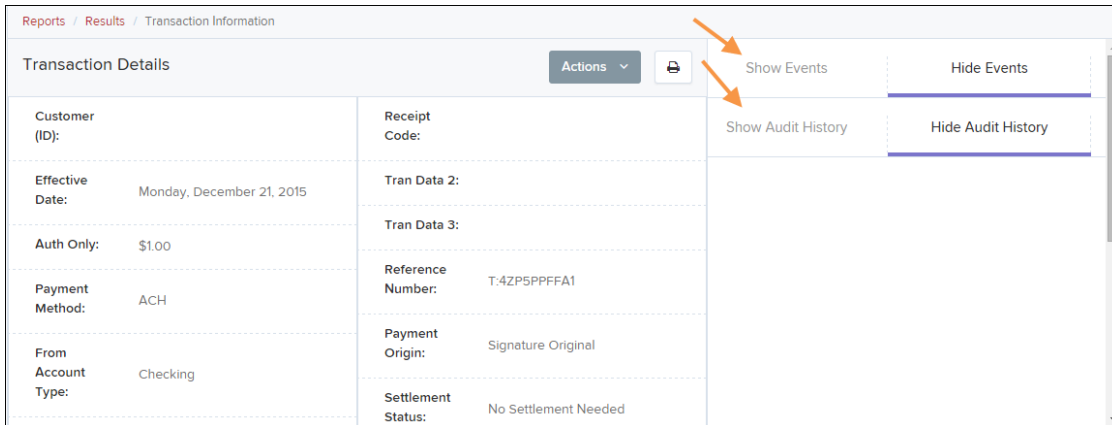


FIGURE 91 - TRANSACTIONS DETAILS PAGE WITH SHOW EVENTS AND AUDIT HISTORY OPTIONS

## 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.

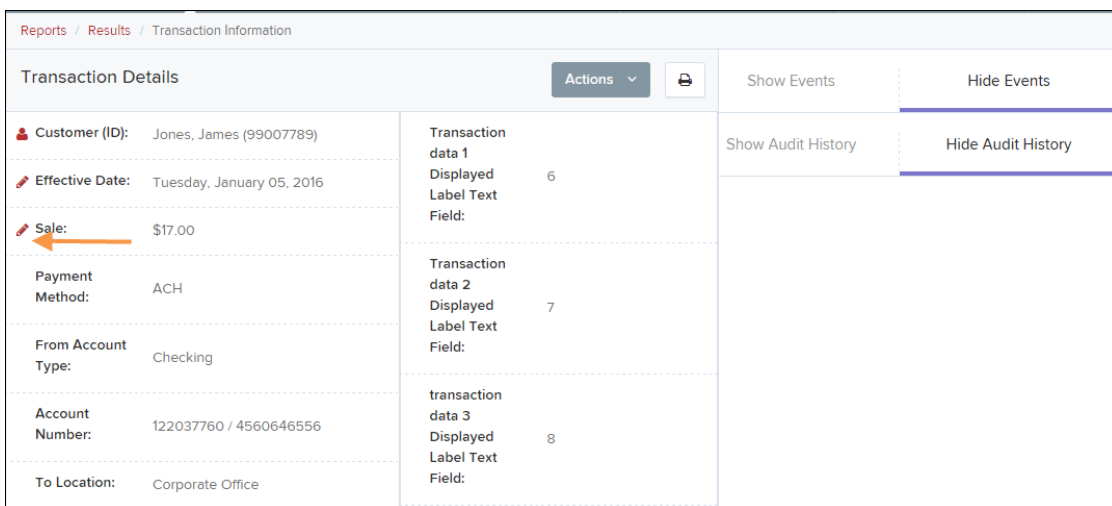
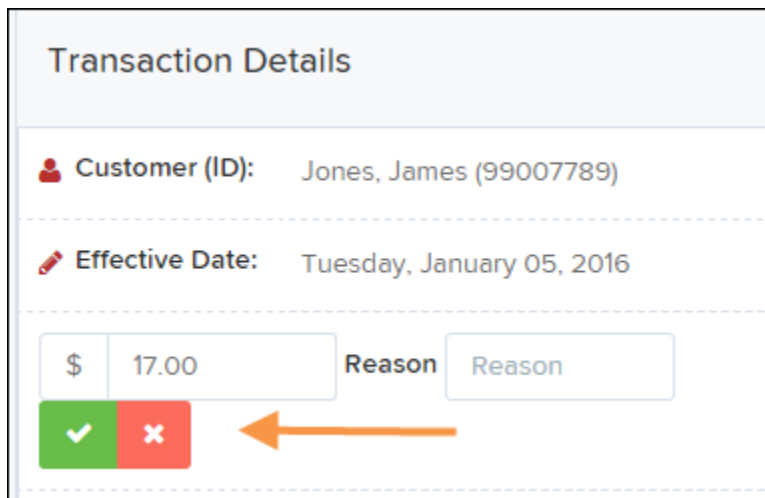


FIGURE 92 - TRANSACTION DETAILS PAGE WITH EDIT OPTION

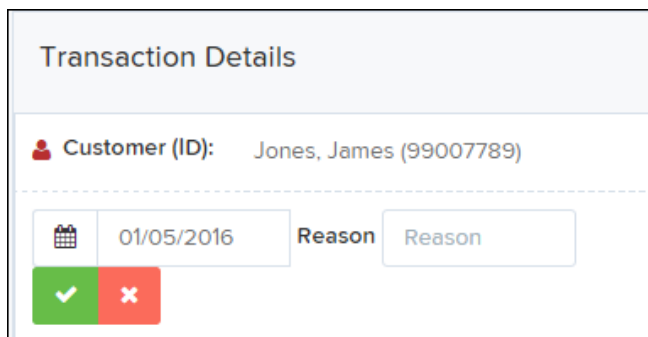
4. The **Sale** amount will become a workable field where you can enter a new amount. Enter a new amount and a reason for changing the amount. Select the green check when finished.



The screenshot shows a 'Transaction Details' form. The 'Customer (ID)' field is populated with 'Jones, James (99007789)'. The 'Effective Date' field is populated with 'Tuesday, January 05, 2016'. Below these fields, there is a 'Sale' amount field containing '\$ 17.00' and a 'Reason' field containing 'Reason'. At the bottom of the form, there are two buttons: a green checkmark button and a red X button. An orange arrow points from the right towards the red X button.

FIGURE 93 - REASON FOR EDITING SALE AMOUNT AND EDITING CONFIRMATION OPTIONS

5. 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.



The screenshot shows the same 'Transaction Details' form. The 'Effective Date' field now contains a calendar icon and the date '01/05/2016'. The 'Reason' field still contains 'Reason'. The green checkmark button is now selected, and the red X button is no longer visible.

FIGURE 94 - 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**.



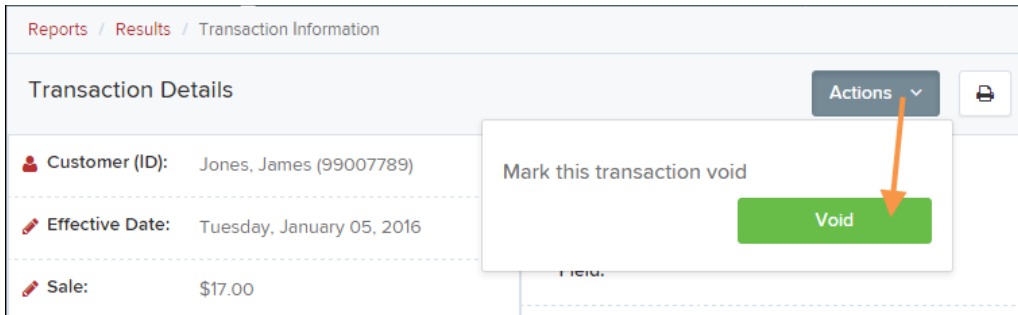


FIGURE 95 - VOIDING A TRANSACTION

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).

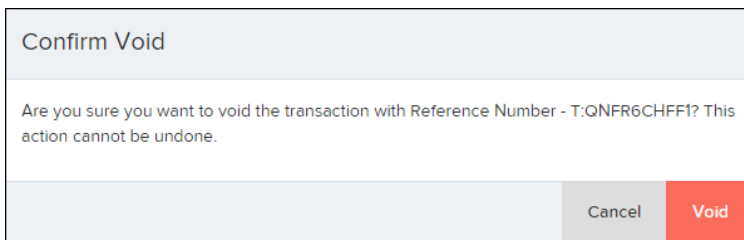



FIGURE 96 - CONFIRM VOID OPTION

## 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.

**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 97 - VOIDED STATUS LINK

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

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

Title

Displaying Page 1 of 1  
Records 1 - 21 of 21   




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 98 - VIEW ICON

3. 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*.

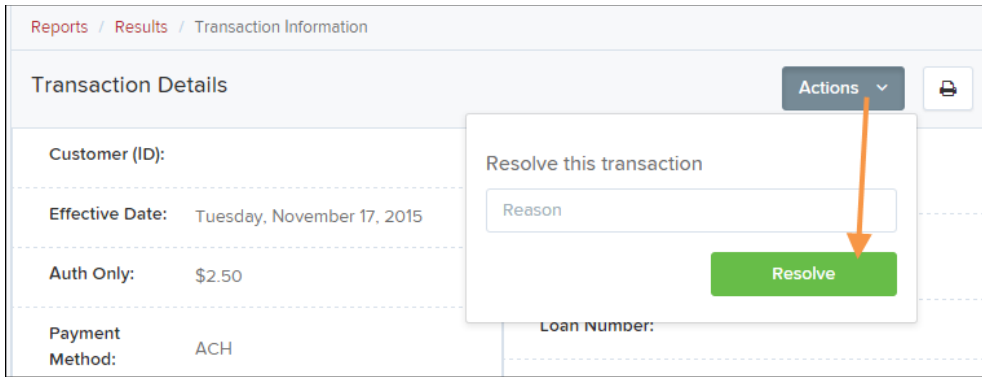


FIGURE 99 - MARK TRANSACTION RESOLVED OPTION

# 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.

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- **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.

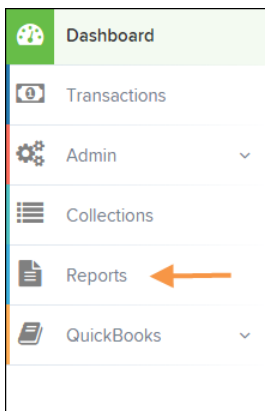


FIGURE 100 - REPORTS TAB

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

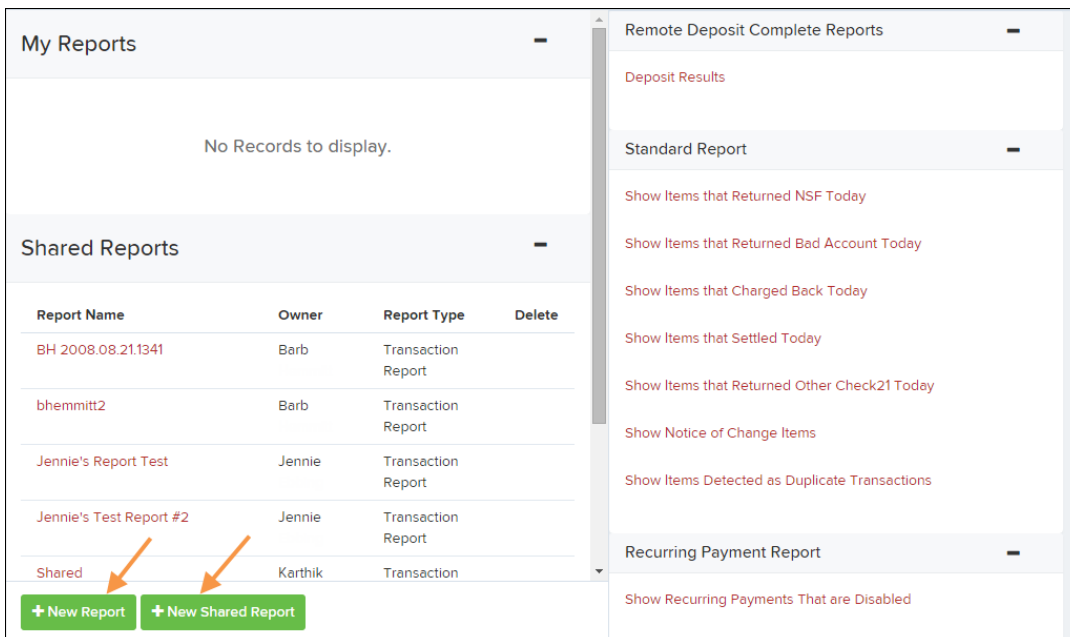


FIGURE 101 - REPORT BUILDER OPTIONS FOR NEW REPORTS

- 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 102 – 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 103 - DATE RANGE SECTION

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

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- **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 type="checkbox"/>
Transaction Status	<input checked="" type="checkbox"/>	▼ ▲	<input type="checkbox"/>
Payment Type	<input checked="" type="checkbox"/>	▼ ▲	<input 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 104 - 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 105 - 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.

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