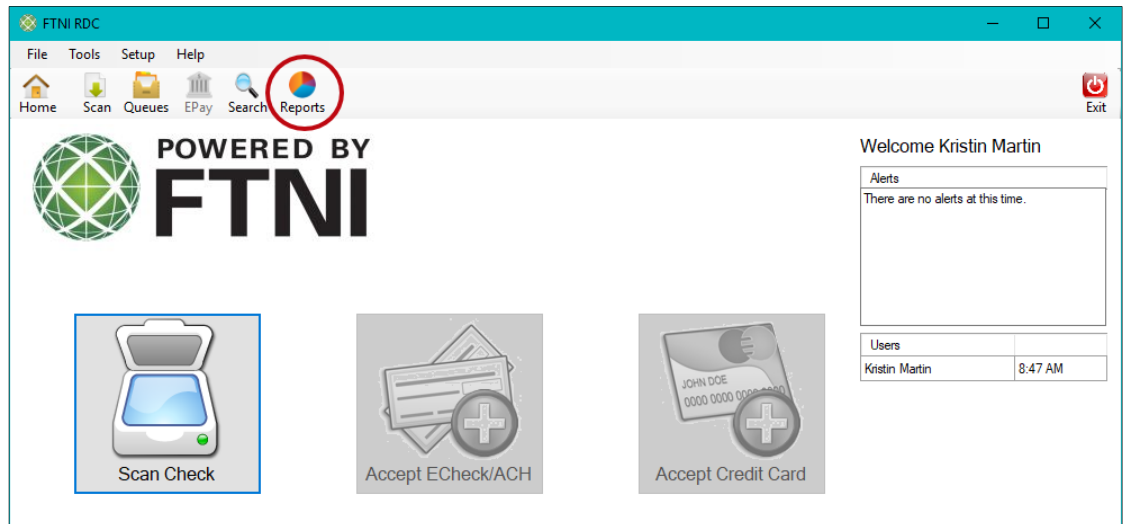


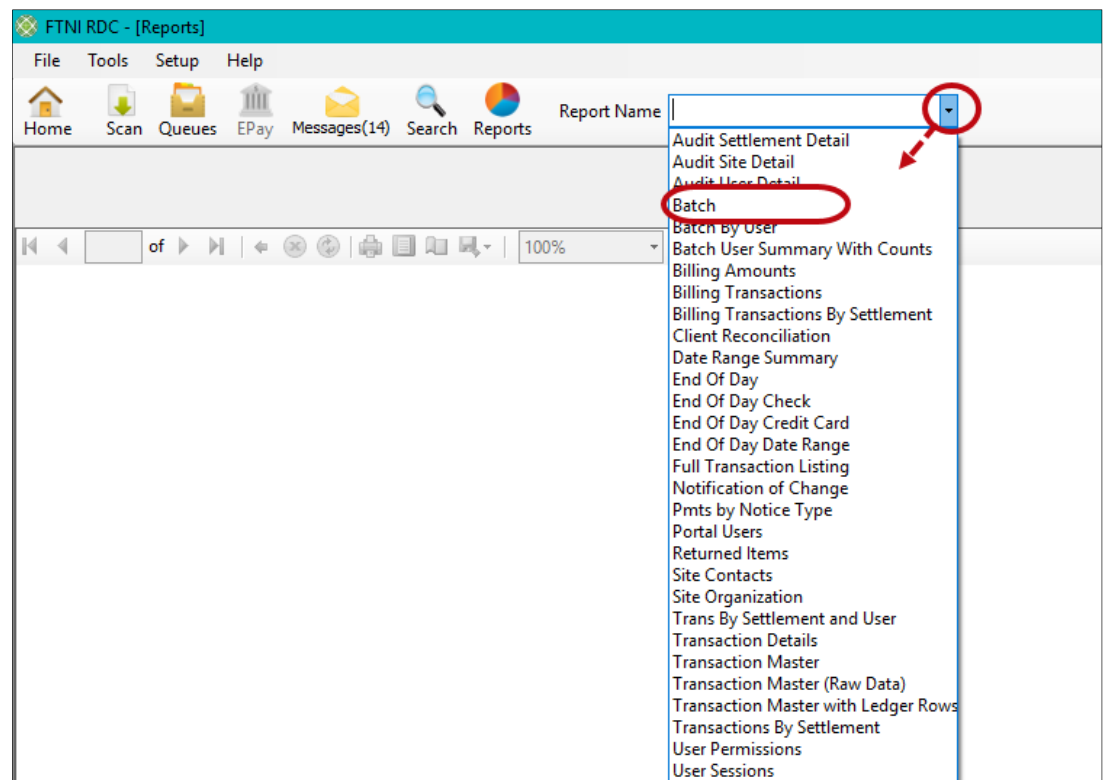
## Printing Reports and Check Images

Follow these steps when you wish to run and print a report and/or check images.

1. Click the **Reports** button



2. From the **Reports Name** drop-down, select the report you wish to generate



In our example, we selected the **Batch** report. The report parameters show,

- › **Date Type** = Scan Date
- › **Item Status** = Approved
- › **Transmit Date** = current day's date

## Printing Reports and Check Images

FTNI RDC - [Reports]

File Tools Setup Help

Home Scan Queues EPay Search Reports Report Name Batch

Date Type **Scan Date** TransmitDate 6/25/2020

Item Status **Approved** Page Break Batches ☐ True ☒ False

NOTE: Reports default to pull the prior day's information. If you wish to capture the same day information, select the,

- > Date Type = Transmit Date
- > Item Status = Transmitted
- > Transmit Date = current day's date

File Tools Setup Help

Home Scan Queues EPay Search Reports Report Name Batch

Date Type **Transmit Date** TransmitDate 6/25/2020


Item Status **Transmitted** Page Break Batches ☐ True ☒ False

3. Click the **View Report** button (right side of screen)

Exit

**View Report**

When the report is generated, the **Report Summary** shows on the page 1.

4. Click the **Next Page**  icon to view details.

FTNI RDC - [Reports]

File Tools Setup Help

Home Scan Queues EPay Search Reports Report Name Batch

Date Type **Scan Date** TransmitDate 6/25/2020

Item Status **Approved** Page Break Batches ☐ True ☒ False

1 of 2

**WINDY: 99001100 Windy**

**Batch** User: Kristin Martin

Scan Date: 6/25/2020 Item Status: Approved

**Report Summary**

Site Name	Batch#	Type	Item Count	Amount
99001100 Windy				
	Batch # 1	IMAGE	3	\$40,053.78
	Batch # 2	IMAGE	3	\$322.67
	Total Batches: 2		6	\$40,376.45
	Grand Total Batches: 2		6	\$40,376.45

6/25/2020 11:09 AM Page 1 of 2

## Printing Reports and Check Images

Page 2 shows the detail of each Batch shown on the Report Summary page.

**WINDY: 99001100 Windy**  
Batch

Scan Date: 6/25/2020 Item Status: Approved User: Kristin Martin

Site Name	Batch#	Type	Item Count	Amount
99001100 Windy	Batch # 1	IMAGE	3	\$40,053.78
	Batch # 2	IMAGE	3	\$322.67
	Total Batches: 2		6	\$40,376.45
	Grand Total Batches: 2		6	\$40,376.45

Item	Date	Type	Item ID	Status	Count	Amount
1	06/25	IMAGE	50518734	Approved	1058	\$43.52
1	06/25	IMAGE	50518735	Approved	2092	\$40,000.00
1	06/25	IMAGE	50518736	Approved	2345	\$10.26
						3 Items: \$40,053.78
2	06/25	IMAGE	50518738	Approved	2368	\$280.72
2	06/25	IMAGE	50518739	Approved	2362	\$16.95
2	06/25	IMAGE	50518740	Approved	1047	\$25.00
						3 Items: \$322.67

6/25/2020 11:09 AM Page 2 of 2

The report can be printed or exported (saved as various format options) using the toolbar icons.

File Tools Setup Help

Home Scan Queues EPay Search Reports Report Name Batch

Date Type: Scan Date TransmitDate: 6/25/2020

Item Status: Approved Page Break Batches: ☐ True ☒ False

2 of 2

**WINDY: 99001100 Windy**  
Batch

Site Name	Batch#	Scan
99001100 Windy	1	06/25
	1	06/25
	1	06/25

User: Kristin Martin

Word  
Excel  
PowerPoint  
PDF  
TIFF file  
MHTML (web archive)  
CSV (comma delimited)  
XML file with report data  
Data Feed

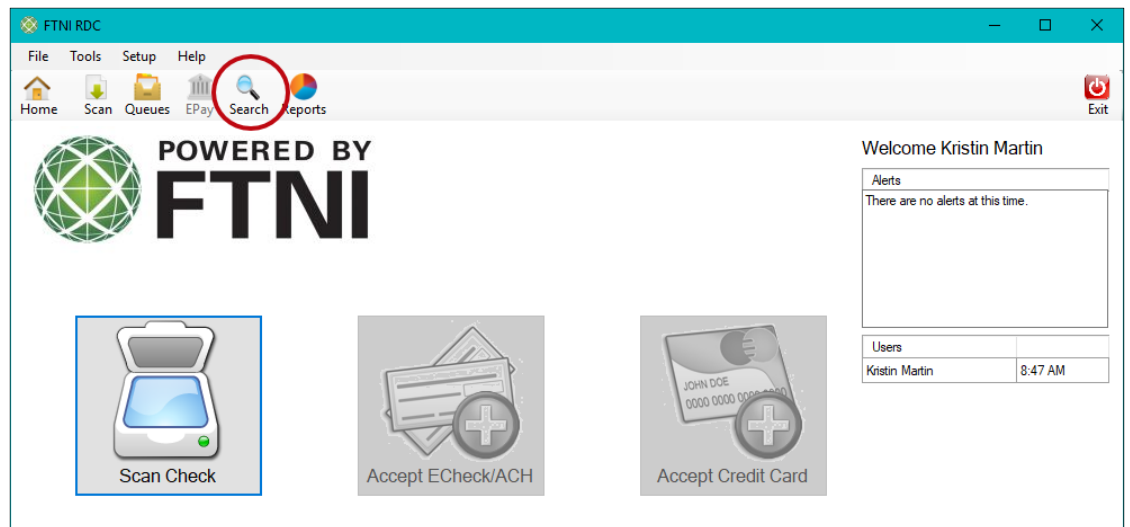
tus Check# Amount

oved	1058	\$43.52
oved	2092	\$40,000.00
oved	2345	\$10.26
		3 Items: \$40,053.78

## Printing Reports and Check Images

### Printing Check Images

1. Click the **Search** button



2. Enter or select the applicable search parameters

NOTE: If you wish to print a report by **BATCH** (scan), enter the **Batch ID Range** to filter your search by batch number.

3. Click the **Search** button to initiate the search

Clear Search

Site (Search Includes Children)  
- Any -

Search Scope  
☐ Archive Storage  
☒ Active Storage

Item Type  
Any

Date Range  
Scanned Date  
 From: 6/25/2020  
 To: 6/25/2020

Batch ID Range  
 From:   
 To:

Dollar Amount Range  
 Min:   
 Max:

Settlement Account  
Any

Entered By  
Any

Item Status or CC-Result  
Any

ABA # or CC-Ref

Account or CC-Number\*

Check # or CC-Cust

Payor\*

Custom Field 1

Custom Field 2

Custom Field 3

Ledger Fields\*

Change Log Fields\*

IQA Log Fields\*

## Printing Reports and Check Images

Your search results show to the right.

Clear

Search

Site (Search Includes Children)  
179371 Wesley Chapel

Search Scope  

Archive Storage

Active Storage

Item Type  
Any

Date Range  
Scanned Date  
From: 6/25/2020  
To: 6/25/2020

Batch ID Range  
From:  
To:

Item ID Range  
From:  
To:

Dollar Amount Range  
Min:  
Max:

Settlement Account  
Any

Entered By  
Any

Item Status or CC-Result  
Approved

ABA # or CC-Ref

Account or CC-Number\*

Check # or CC-Cust

Payor \*

Custom Field 1

Custom Field 2

Custom Field 3

Ledger Fields \*

Change Log Fields \*

IQA Log Fields \*

<

>

Item Count: 3

Total Amount: \$3,000.00

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Status
172615407	FL371	6/23/2020	263182817	10050004351164	1775	\$1,000.00	Approved
172682582	FL371	6/24/2020	263182794	0001053870079	1016	\$1,000.00	Approved
172719238	FL371	6/24/2020	263182817	4022394509	1519	\$1,000.00	Approved

#### 4. Selecting items to print

- › To print all items,
  - a. Highlight the first entry
  - b. Holding the **Shift** key, click the last item
- › To print selected items,
  - a. Highlight the first entry
  - b. Holding the **CTRL** key, click each entry you wish to print

#### 5. Right click to access the popup menu

#### 6. Select **Print Check Detail**

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust
172615407	FL371	6/23/2020	263182817	1005000	1775
172682582	FL371	6/24/2020	263182794	00010	1016
172719238	FL371	6/24/2020	263182817	4022394509	1519

**Right Click**

- Process Transaction
- Select All
- Review Selected
- Hold Selected
- Approve Selected
- Error Selected
- Discard Selected
- Return Selected...
- Export...
- Find Unbalanced Ledger Totals
- Print Check Detail**

When the report generates, the check detail is shown. Use the toolbar icons to navigate through the report, print and/or export your data.

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