



WELCOME TO THE CHECK SCANNING PROCESS!

www.paperlesstrans.com

"Payments with a face"



What scanner are you using?



- Digital Check TS230/TS240/4120
- Digital Check TS215/CX30
- Canon CR25/55/80/120
- Epson TM-S1000
- Ranger Panini VX
- Ranger API
- Ranger VX Direct
- Ranger Panini Ideal Direct
- RDM Direct
- Panini Direct



Pre-scan checklist:

- Did you download the driver link we sent to your church/organization's authorized user? If not, we will send it to you.
- Have you told us the brand and model of scanner you are using so we can configure it with your account?
- Have you downloaded the FTNI application? It isn't a website, you have to install it on a PC, not a Mac.



FTNI application Set up

- Connect your check scanner to your PC. If this is the first time you are using the scanner with the FTNI application, download the correct driver for your scanner first.

Link to FTNI application to download and login was sent to the authorized user of your account.

<https://app.ftnirdc.com/Setup/TestProd/FTNIRDC/publish.htm>

- *Note: System is not compatible with Macs.*



Once downloaded, the desktop icon will look like this.

The screenshot shows the installation interface for the FTNI RDC application. At the top, there is a blue header with the text "FTNI" and "FTNI RDC". Below the header, the application details are listed: "Name: FTNI RDC", "Version: 1.1.0.455", and "Publisher: FTNI". A section titled "The following prerequisite is required:" lists "Microsoft .NET Framework 4.5 (x86 and x64)". Below this, there is a paragraph of instructions: "If you are running Windows 7 or newer you most likely have this prerequisite. Try the Install Application button first. If it fails then use the Install .Net 4.5 and Application button." This is followed by the instruction "Please try this first to upgrade the application." and a button labeled "Install Application". At the bottom, there is another paragraph: "If the above link fails to launch the application, click the button below to install the prerequisite and run the application. You may have to Allow or Run the .exe download." and a button labeled "Install .NET 4.5 and Application".

Log in to your FTNI Account

- Use the login credentials and site abbreviation provided by us
- System for you will say “production” at the bottom, not test

Please Login

Paperless
TRANSACTIONS

Username:

Password:

Site Abbreviation:

v.1.1.0.395
[Work Offline](#)

System:

Once you login, you will see a scan control screen

FTNI RDC - [Scan Control]

File Tools Setup Help

Home Scan Queues EPay Messages(55) Search Reports

WELCOMED BY FTNI

Welcome Stephanie Lancaster

Alerts
There are no alerts at this time.

Users	Time
Stephanie Lancaster	1:26 PM

Refresh

Connected to TEST

Scan Check

Accept ECheck/ACH

Accept Credit Card

(If your screen is different, select "scan" on the top left)

Scan control screen

FTNI RDC - [Scan Control]

File Tools Setup Help

Home Scan Queues EPay Messages(55) Search Reports

Exit

Scan Control Scan Review Scan Repair

Status: Review Prefer As: Image Upload Method: Batch End Prefix: PLANC.12152023.112 Batch ID: 1

Validation Number of Checks: Amount: Action

Items: Total:

Settlement Account: PLANC Test Bank Account

Coupon Coupon: Order:

Endorsement Endorsment: Ink Jet Image Both

ID	Account	Amount	Confidence	Status
----	---------	--------	------------	--------

Start Scan Stop Scan Clear Items Upload

Click scan to begin

Disable "validation" if there is a green check, change it to a red "X"

Scanning View



Confidence Score...

*Confidence is a score meaning everything scanned perfectly. 1000 is the highest score possible. Any score less than 1000 will be highlighted in red and ask you to review it.

FTMI RDC - [Scan Control]

File Tools Setup Help

Home Scan Queues EPay Messages(10) Search Reports

Scan Control Scan Review Scan Repair (0)

Status: Review Prefer Acc: Image Upload Method: Batch End Prefix: PLANC.09202019-411 Batch ID: 1

Validation
Number of Checks: Total Amount:

Settlement
Account: PLANC Test Bank Account

Coupon
Coupon: Order:

Endorsement
Endorsement: Ink Jet Image Both

Start Scan Stop Scan Clear Items Upload

ID	Account	Amount	Confidence	Status
1	1234567890	\$50.00	1000	Review

Items: 1 Total: \$50.00

Double click on the item, to view each check, front and back



After scanning...

Run the checks through the scanner. This screen will appear and display the scanned item(s).

Drilling down

The screenshot shows the FTNI RDC - [Scan Control] application window. The interface includes a menu bar (File, Tools, Setup, Help), a toolbar with icons for Home, Scan, Queues, EPay, Messages(10), Search, and Reports, and a main workspace. The workspace is divided into several sections:

- Item Actions (Current Status):** Includes buttons for Approve, Hold, Review, Error, and Review. A red arrow points to the 'Review' button.
- Item Details:** Shows 'Item ID: 1', 'Batch: 1', and '9/20/2019 3:35:38 PM, bjohnston'. Below this are checkboxes for 'Type' (Personal), 'CarLot' (1000), 'Coupon', 'Endorsement', and 'Chk' (checked).
- Scan Data:** Includes fields for EPC Code, Aux On-Us, ABA # (123456780), Account # (1234567890), Check # (1947), and Amount (\$50.00). An 'EDIT' button is next to the EPC Code field.
- Processing:** Includes 'Settlement: FLANC Test Bank Account', 'As of: 9/20/2019', 'Deposit: 9/20/2019', and 'Payor: Bryce Johnson'.
- EPay Data:** Includes fields for Address, City, State, Zip Code, Customer ID (43302488), Phone, and Email.
- Notes and Custom Data:** Includes a 'MCR Match' checkbox and a magnifying glass icon.
- EPayID:** Includes fields for EPayID (7241267), Pay Source, and Batch Info.
- View:** Includes buttons for Ledger, Add, and Delete. A 'Total: 50.00' is displayed in a red box.
- Table:** A table with columns: Donor ID, Fund Name, Fund ID, Donor, Amount, and EPayID.

A red arrow points from the 'Review' button to the 'Chk' checkbox. Another red arrow points from the magnifying glass icon to the 'MCR Match' checkbox.

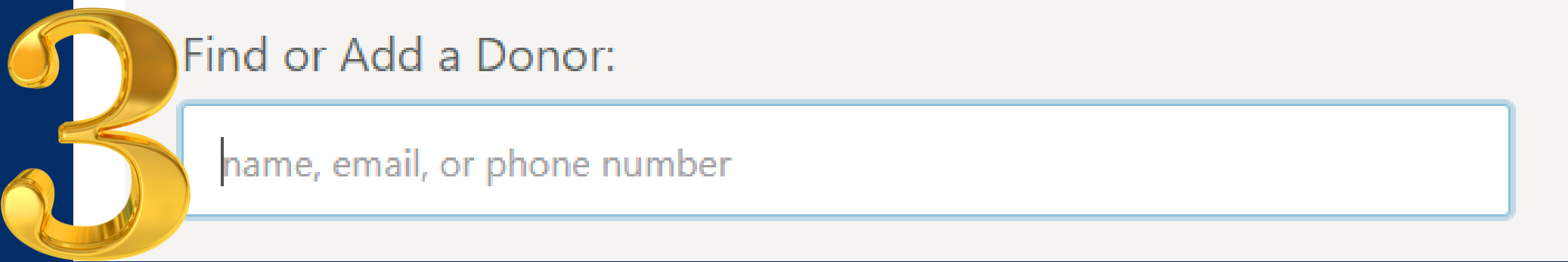
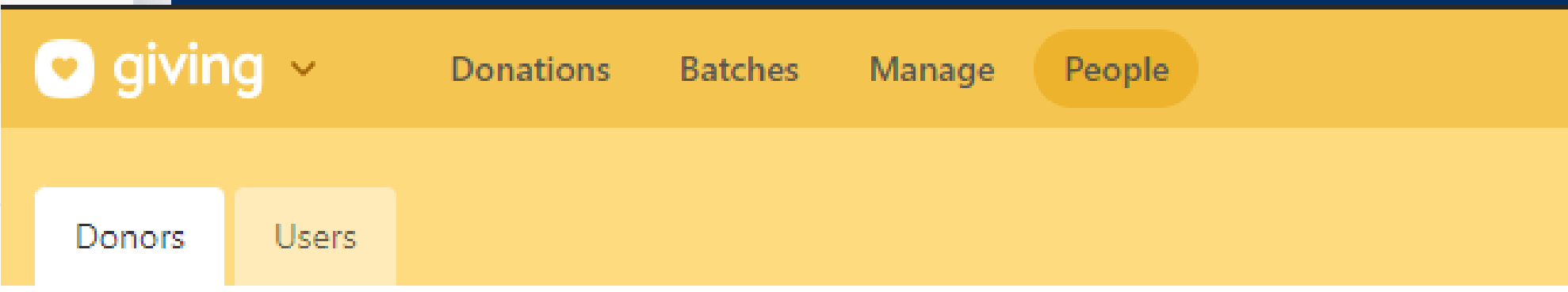
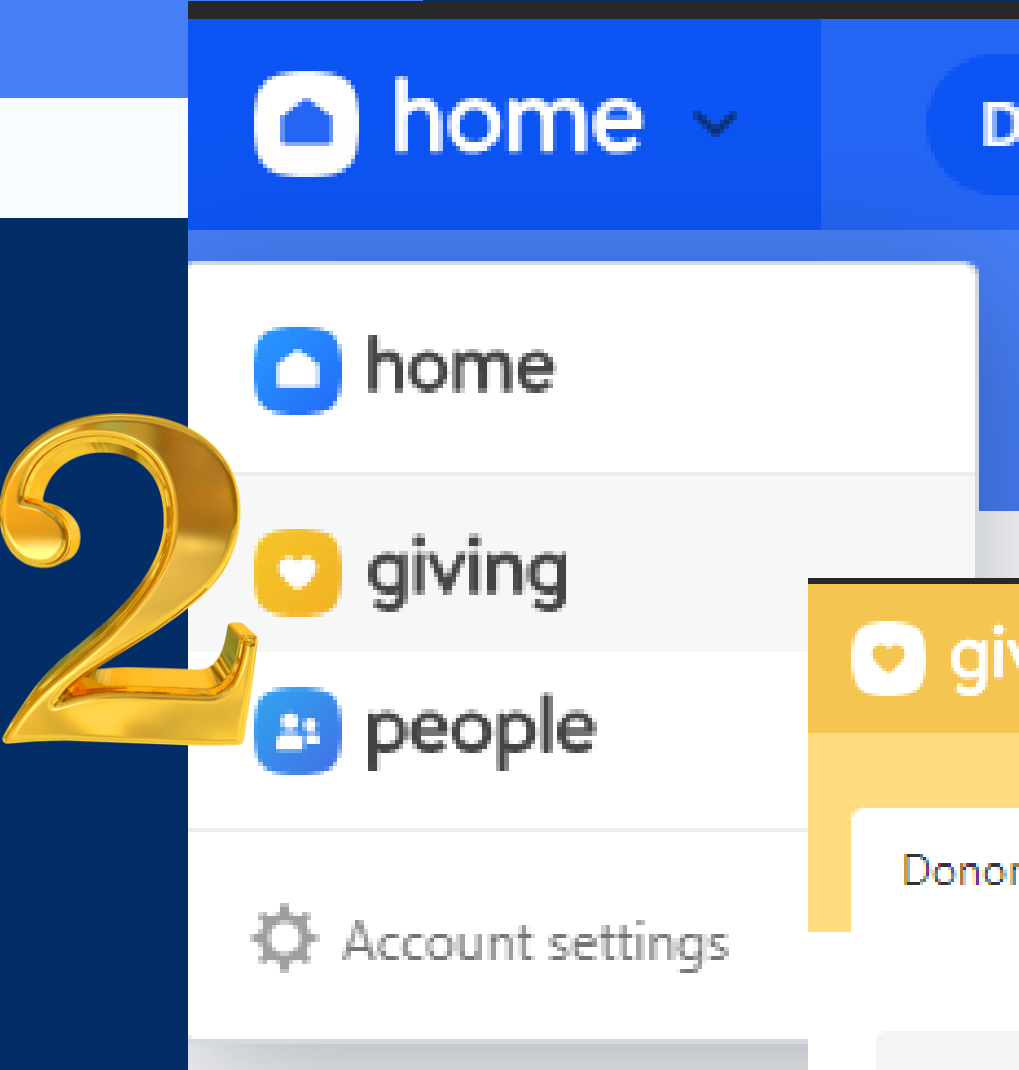
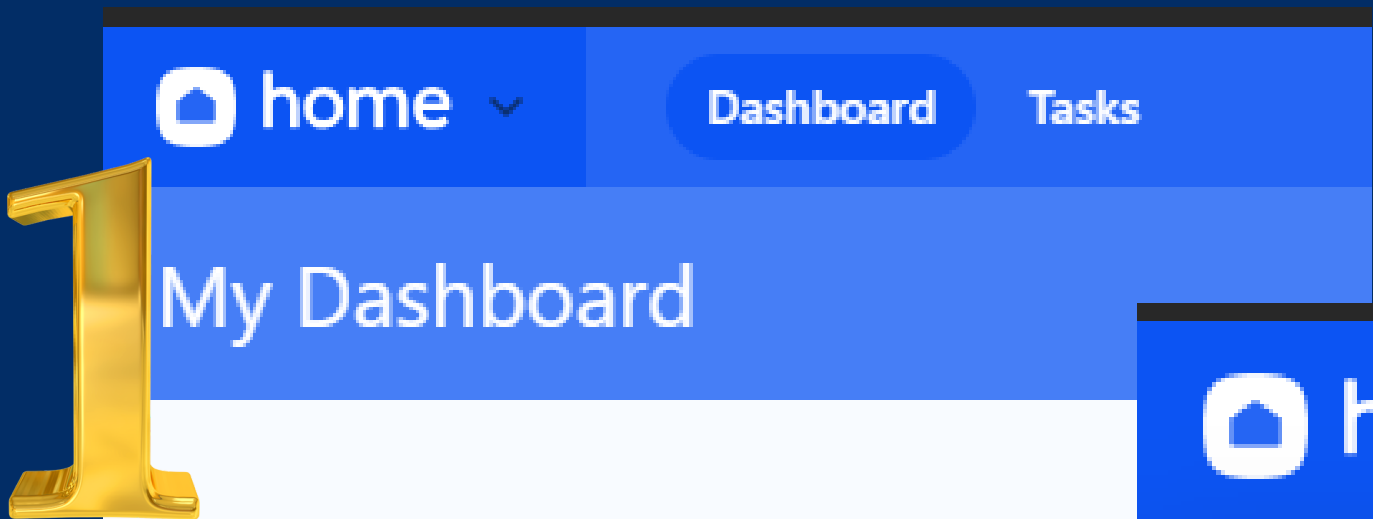
Click both "Chk" boxes to view front and back.

Double-clicking an item on the previous screen, will display the front check image by default.

MICR match feature (magnifying glass) is the direct connection into Planning Center.



Before connecting through MICR match, the donor must be added to or already exist in **Planning Center**. Here is how you add a donor...



MICR Match*



This pulls in a list of all current Planning Center donors as well as designations/funds.

Here, you can search by Last Name, First Name or Donor Id.



Or, you can click "find" it will display a list of 100 constituents in alphabetical order.



Constituent Search

Please specify search criteria below and click on Find.

Clear Prev Find Next

Last Name First Name Id

EPayID	Id	Constituent	Address
--------	----	-------------	---------

Select available fund if desired.
Only selected rows will be added to payment. [Clear selection](#)

Name	Id
------	----

Select Flow Cancel

**fyi...about "MICR"*

A magnetic ink character recognition line (MICR) is a line of characters on a check printed with a unique ink that allows the characters to be read by a reader-sorter machine.

Constituant Search

Please specify search criteria below and click on Find.

Clear Prev **Find** Next

Last Name First Name Id

By clicking "find," a list of the donors and designations/funds appears.

7 items found. Click to select.

EPayID	Id	Constituent	Address
	43301605	Jeremy Ricketts	.
	43302408	Doyce Johnston	.
	43302521	Mo Lawson	.
	43302542	Patrick Marow	.
	43304687	Tom Sawyer	.
	43309539	James Payne	.
	43313855	Chris Thompson	.

Select available fund if desired.
Only selected rows will be added to payment. [Clear selection](#)

Name	Id
General	71484
Tithe	71488
2018 Giving	71487

Select Flow Cancel

The first time a check from a donor is scanned, you will need to manually search for the donor in this platform.

The second time a donor check is scanned, the system will remember the donor information and match it automatically.

Constituant Search

The screenshot displays the FTNI RDC - [Scan Control] application window. The interface includes a menu bar (File, Tools, Setup, Help), a toolbar with icons for Home, Scan, Queues, EPay, Messages(10), Search, and Reports, and a status bar showing the current item ID (1) and batch information.

The main area is divided into several sections:

- Item Actions / Current Status:** Includes buttons for Approve, Hold, Review, and Error, along with a 'Review' button.
- Form Fields:** Fields for Type (Personal), Car/Lar (1000), Coupon, Endorsement, and Chk (checked).
- Scan Data:** Fields for EPC Code, Aux On/Off, ABA # (123456780), Account # (1234567890), Check # (1947), and Amount (\$50.00).
- Processing:** Fields for Settlement (PLANC Test Bank Account), As of (9/20/2019), Deposit (9/20/2019), and Payer (Bryce Johnston).
- EPay Data:** Fields for Address, City, State, Zip Code, Customer ID (43302488), Phone, and Email.
- Notes and Customer Data:** A text area for notes and a 'MCR Match' checkbox.
- EPayID:** Fields for EPayID (7241267), PaySource, and BatchInfo.
- View:** A 'View' dropdown menu with options for Ledger, Add, and Delete.
- Total:** A green box showing a total of \$50.00.
- Table:** A table with columns for Donor ID, Fund Name, Fund ID, Donor, Amount, and EPayID. The table contains one entry: Donor ID 43302488, Fund Name General, Fund ID 71484, Donor Bryce Johnston, Amount \$50.00, and EPayID 7241267.

A red arrow points from the 'Ledger' button to the table, with the text 'Ledger located here' overlaid in red.

When you double-click on the name of a donor, the screen will go to the previous view of the scanned check, displaying the image and ledger view.

Donor matching

View ▾ Ledger Add Delete							Total:	\$0.00
Donor ID	Fund Name	Fund ID	Donor	Amount	EPayID			
43302488	General ▾	71484	Bryce Johnston	\$0.00	7241267			
43302488	General ▾	71484	Bryce Johnston	\$0.00	7241267			

The second time a donor gives, the system remembers the MICR line of the check and auto-ties to the same donor.



Scan control & upload

Now, go to the scan control tab

Once everything is scanned, you can then upload the item or batch.

The screenshot shows the 'FTNI RDC - [Scan Control]' application window. The interface includes a menu bar (File, Tools, Setup, Help) and a toolbar with icons for Home, Scan, Queues, EPay, Messages(10), Search, and Reports. The main area is divided into several sections:

- Status:** Review (dropdown), Prefer As: Image (dropdown), Upload Method: Batch End (dropdown), Prefix: PLANC.09202019.41!, Batch ID: 1
- Validation:** Number of Checks: (input), Total Amount: (input)
- Settlement:** Account: PLANC Test Bank Account (dropdown)
- Coupon:** Coupon: (input), Order: (input)
- Endorsement:** Endorsement: (input), Ink Jet (radio), Image (radio), Both (radio)

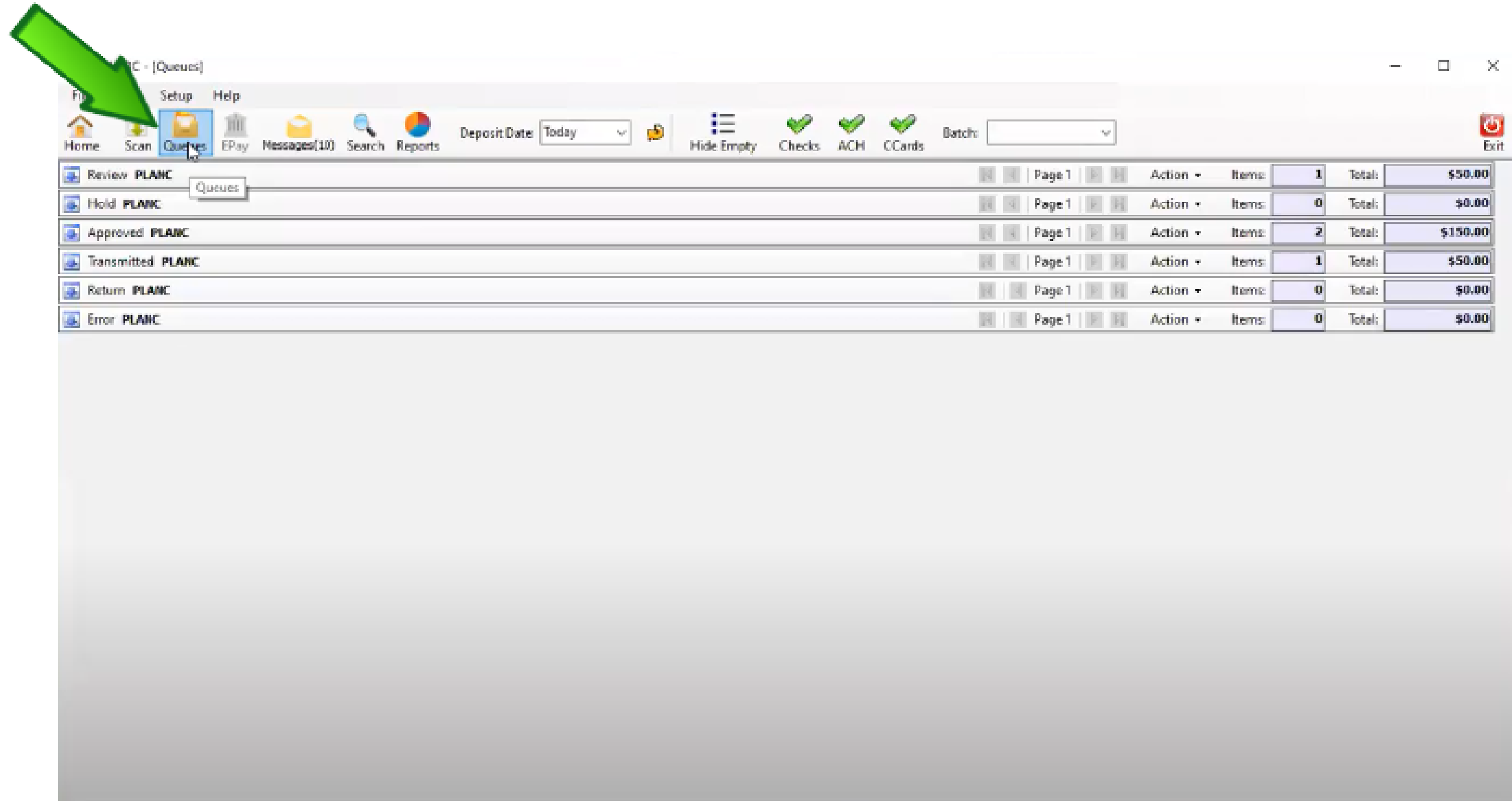
At the bottom left are buttons for Start Scan, Stop Scan, and Clear Items. At the bottom right is the Upload button. A table in the center displays the scanned items:

ID	Account	Amount	Confidence	Status
1	1234567890	\$50.00	1000	Review

Summary statistics: Items: 1, Total: \$50.00

Queues

Once the batch has been uploaded, go to Queues icon



The screenshot shows a software interface with a 'Queues' window. A green arrow points to the 'Queues' icon in the top navigation bar. The window displays a table with the following data:

Queue Type	Page	Action	Items	Total
Review PLANC	Page 1	Action	1	\$50.00
Hold PLANC	Page 1	Action	0	\$0.00
Approved PLANC	Page 1	Action	2	\$150.00
Transmitted PLANC	Page 1	Action	1	\$50.00
Return PLANC	Page 1	Action	0	\$0.00
Error PLANC	Page 1	Action	0	\$0.00

Review

Select the first option, "Review", then double-click the item to review it, if needed.

FTNI RDC - [Queues]

File Tools Help

Home Queues EPay Messages(10) Search Reports Deposit Date: Today Hide Empty Checks ACH CCards Batch: Exit

Review PLANC Page 1 Action Items: 1 Total: \$50.00

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Reason
47608409	PLANC	9/20/2019	123456780	B-XXXX7890	1947	\$50.00	

Hold PLANC Page 1 Action Items: 0 Total: \$0.00

Approved PLANC Page 1 Action Items: 2 Total: \$150.00

Transmitted PLANC Page 1 Action Items: 1 Total: \$50.00

Return PLANC Page 1 Action Items: 0 Total: \$0.00

Error PLANC Page 1 Action Items: 0 Total: \$0.00

View check image while reviewing (optional)

From the previous screen, double-click an item to view it again.

Review Detail: Item Number 47608409

First Prev 1 Next Last Prefoc: PLANC.09202019.41 Batch: 1 9/20/2019 3:35:38 PM, bjohnston SiteID: 277540

Item Actions | Current Status

Approve Hold Review Error Review

Car/Lar Coupon Endorsement Chk:

Personal 1000

Receipt

EPSON AMERICA, INC.
3840 KILROY AIRPORT WAY
LONG BEACH, CA 90806
www.pos.epson.com
(562) 981-3840

1947

Date: First Church of Foreckless

Fifty 00/100

\$ 50.00

EPSON AMERICA, INC.
TEST SAMPLE CHECKS

General

NON-NEGOTIABLE

1947

Scan Data

EPC Code: [] EDIT

Aux On-Us: []

ABA #: 123456780

Account #: 1234567890

Check #: 1947

Amount: \$50.00

Processing

Image [v]

Settlement: PLANC T

As of: 9/ [v] Deposit: 9/ [v]

Payor: Bryce Johnston

EPay Customer Data

A State: [] Zip Code: []

Customer ID: 43302488 Phone: []

Notes and []

MCR Match []

EPayID: 724126 PaySource: [] Bat: []

View - Ledger Add Delete

Donor	Fund	Fund	Donor	Amount	EPayID
4330...	G...	71484	Bryce...	\$0.00	7241...

If any changes are needed regarding a donor match, make the change here.

Approve your scanned checks

The screenshot shows the 'Review PLANC' window in the FTNI RDC - [Queues] application. A green arrow points to the 'Approve Selected' option in a context menu that is open over a check item in the review queue. The check item has a date of 9/20/2019 and an amount of \$50.00. Below the review queue, there are summary rows for 'Hold PLANC', 'Approved PLANC', 'Transmitted PLANC', 'Return PLANC', and 'Error PLANC'.

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Reason
7008400	PLANC	9/20/2019	123456780	B-XXXX7890	1947	\$50.00	

Summary rows:

Category	Page	Action	Items	Total
Hold PLANC	Page 1	Action	0	\$0.00
Approved PLANC	Page 1	Action	2	\$150.00
Transmitted PLANC	Page 1	Action	1	\$50.00
Return PLANC	Page 1	Action	0	\$0.00
Error PLANC	Page 1	Action	0	\$0.00

Once you have completed scanning, you are ready to approve. Right-click the item and select "Approve Selected" or "Approve All." This will approve all items that appear in the review queue.

Approval process, cont.

The screenshot displays the FTNI RDC - [Queues] application. The main window is titled 'Review PLANC' and contains a table with the following columns: Item, Site, Date, ABANumber /CC-Ref, Account /CC-Number, Check /CC-Cust, Amount, and Reason. The table is currently empty. Below the table, there is a navigation bar with several buttons: 'Hold PLANC', 'Approved PLANC', 'Transmitted PLANC', 'Return PLANC', and 'Error PLANC'. A green arrow points to the 'Approved PLANC' button. The bottom right corner of the window shows 'Page 1', 'Action', 'Items: 0', and 'Total: \$0.00'.

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Reason
------	------	------	-------------------	--------------------	----------------	--------	--------

Queue	Page	Action	Items	Total
Hold PLANC	Page 1	Action	0	\$0.00
Approved PLANC	Page 1	Action	3	\$200.00
Transmitted PLANC	Page 1	Action	1	\$50.00
Return PLANC	Page 1	Action	0	\$0.00
Error PLANC	Page 1	Action	0	\$0.00

This pushes the item(s) to the approved queue.



How does this information populate into Planning Center?

When you log in to your Planning Center account, select Paperless Check Scanning from the drop-down menu as the source.

Transmitting

The screenshot shows the FTNI RDC - [Queues] application window. The interface includes a menu bar (File, Tools, Setup, Help), a toolbar with icons for Home, Scan, Queues, EPay, Messages(10), Search, and Reports. A 'Deposit Date' dropdown is set to 'Today'. There are also icons for 'Hide Empty', 'Checks', 'ACH', and 'CCards', and a 'Batch' dropdown. The main area is divided into several sections, each representing a different queue status:

- Review PLANC**: Shows 0 items and a total of \$0.00.
- Hold PLANC**: Shows 0 items and a total of \$0.00.
- Approved PLANC**: Shows 3 items and a total of \$200.00. This section contains a table with the following data:

Item	Site	Date	ABANumber /CC-Ref	Account /CC-Number	Check /CC-Cust	Amount	Reason	transmitDate
47594512	PLANC	9/18/2019	123456780	B-XXXX7890	1947	\$50.00	USER	
47594513	PLANC	9/18/2019	123456780	B-XXXX7890	1941	\$100.00	USER	
47608409	PLANC	9/20/2019	123456780	B-XXXX7890	1947	\$50.00	USER	
- Transmitted PLANC**: Shows 1 item and a total of \$50.00.
- Return PLANC**: Shows 0 items and a total of \$0.00.
- Error PLANC**: Shows 0 items and a total of \$0.00.

A large red arrow points from the 'Approved PLANC' section towards the 'Transmitted PLANC' section, indicating the flow of transactions.

The next day, you can view the "Transmitted" queue to see that they were transmitted to your bank. The Return and Error queue will let you know if you have any issues with the transmission.

Planning Center Giving integration

The screenshot shows the Planning Center Giving interface. At the top, there is a navigation bar with 'giving' and tabs for 'Donations', 'Batches', 'Manage', and 'People'. The user is logged in as 'paperless Transaction Corporation'. On the left, there is a sidebar with 'Dashboard', 'Donations List', 'Recurring Donations', and 'Stripe Payouts'. The main area shows a 'Date range' of 'Last 6 Months' and a 'Filter' of 'Source'. A dropdown menu is open, showing 'Planning Center', 'Paperless Check Scanning' (highlighted), and 'Paperless Giving'. A green arrow points to the 'Paperless Check Scanning' option. Below the dropdown, there is a summary for '6 Donations' with a total of \$383.00 donated, \$0.00 in fees, and \$383.00 net. A table of donations follows, with columns for date, amount, donor, category, and method.

	donated	- fees	= net
6 Donations	\$383.00	\$0.00	\$383.00

Date	Amount	Donor	Category	Method	Buttons
8/7/2019	\$100.00	Bryce Johnston	general	Paperless Check Scanning	CHECK BATCH:98 API SUCCEEDED
8/7/2019	\$100.00	Bryce Johnston	general	Paperless Check Scanning	CHECK BATCH:98 API SUCCEEDED
7/3/2019	\$7.00	Anonymous Donor	foreign-missions	Paperless Check Scanning	CHECK BATCH:83 API SUCCEEDED ANONYMOUS
5/17/2019	\$100.00	Anonymous Donor	general	Paperless Check Scanning	CHECK BATCH:86 API SUCCEEDED ANONYMOUS
5/3/2019	\$74.00	Anonymous Donor	general	Paperless Check Scanning	CHECK BATCH:82 API SUCCEEDED ANONYMOUS
4/26/2019	\$2.00	Anonymous Donor	general	Paperless Giving	CARD:CREDIT BATCH:84 API SUCCEEDED ANONYMOUS



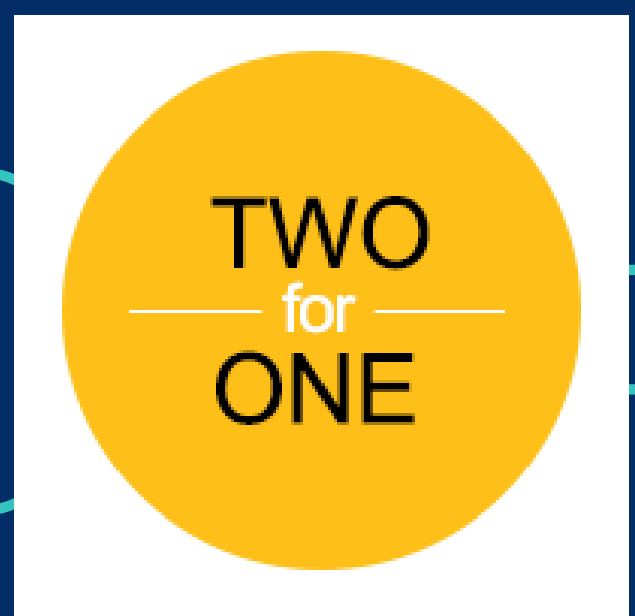
You can double-click an item for more specific information

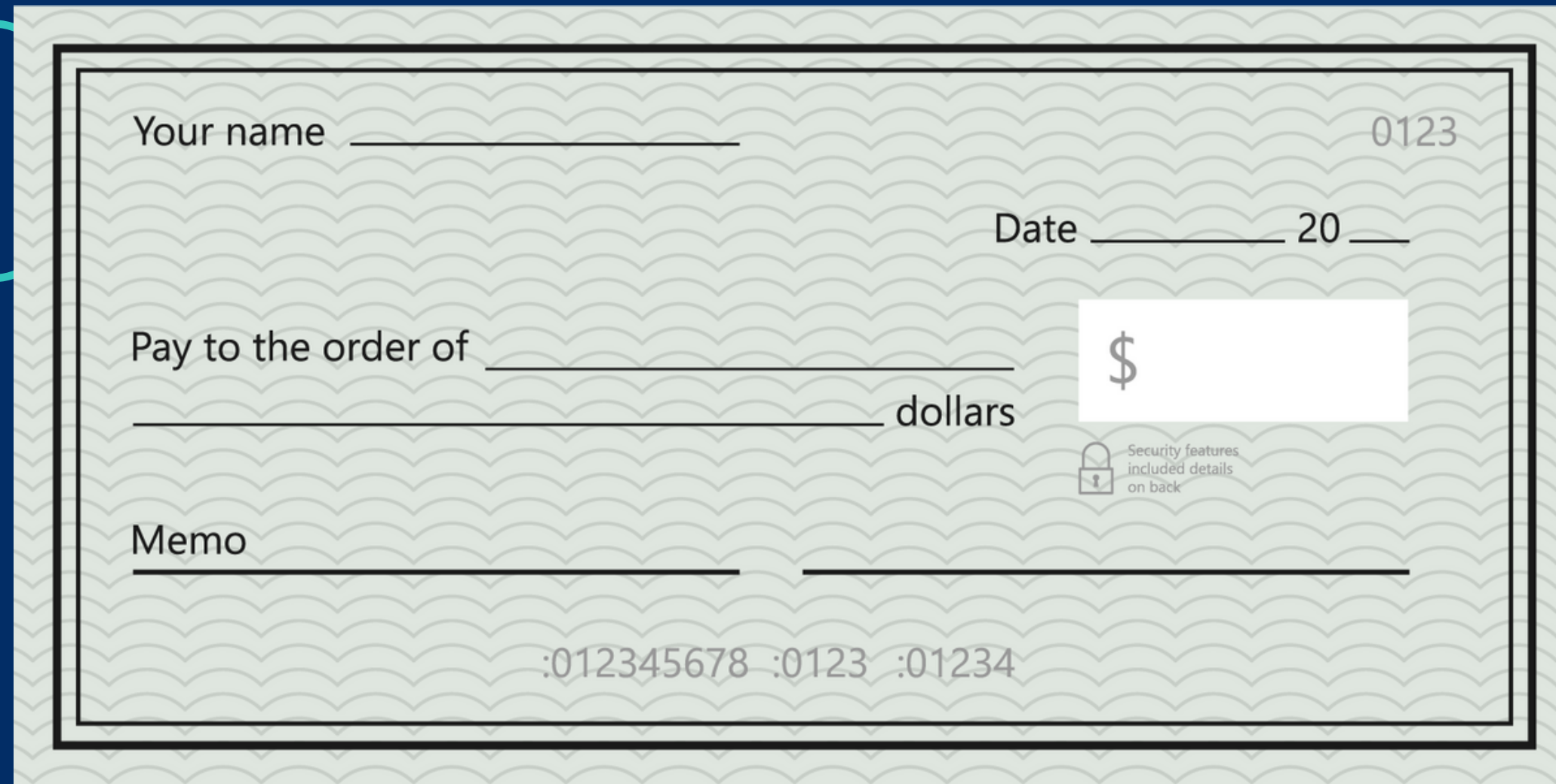
The screenshot shows the 'giving' software interface. At the top, there is a navigation bar with 'giving' and a dropdown menu, and tabs for 'Donations', 'Batches', 'Manage', and 'People'. The user is logged in as 'paperless Transaction Corporation'. The main content area shows 'Donations > Donation #32324080'. Below this, there are tabs for 'SUCCEEDED' (highlighted) and 'notes', and the text 'Paperless Check Scanning'. The donation details include 'Received: 8/7/2019', 'Counted: 7/8/2019', and 'Committed: 7/8/2019'. A large box displays the amount '\$100⁰⁰' and a check icon. To the right, it says 'Check Number: 1941' and 'Check Date: 8/7/2019'. Below the amount, there is a 'general' tab and a 'notes' tab. At the bottom of the box, there are four buttons: 'Delete Donation', 'Mark as Refunded', 'Mark as Failed/NSF', and 'Edit Donation'.



When Paperless Transactions transmits transactions from your approved queue to your transmit queue two things happen...

1. Funds are sent to your bank.
2. Transactions push into Planning Center and update the donor records.





Check images are stored 365 days on Paperless Transaction Corporation's secure servers. This gives you the ability to go back and search for an item, if needed.

There is no limit for the number of checks scanned or dollar amount limit each day.

Contact Us!



At Paperless Transactions, we take a personalized approach to support your nonprofit's success.

🏠 430 North Carroll Avenue Suite 110 Southlake, TX
76092

☎️ (877) 869-7115

✉️ sales@paperlesstrans.com

"Payments with a face"



Thank you

*We look forward to
connecting with you!*