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

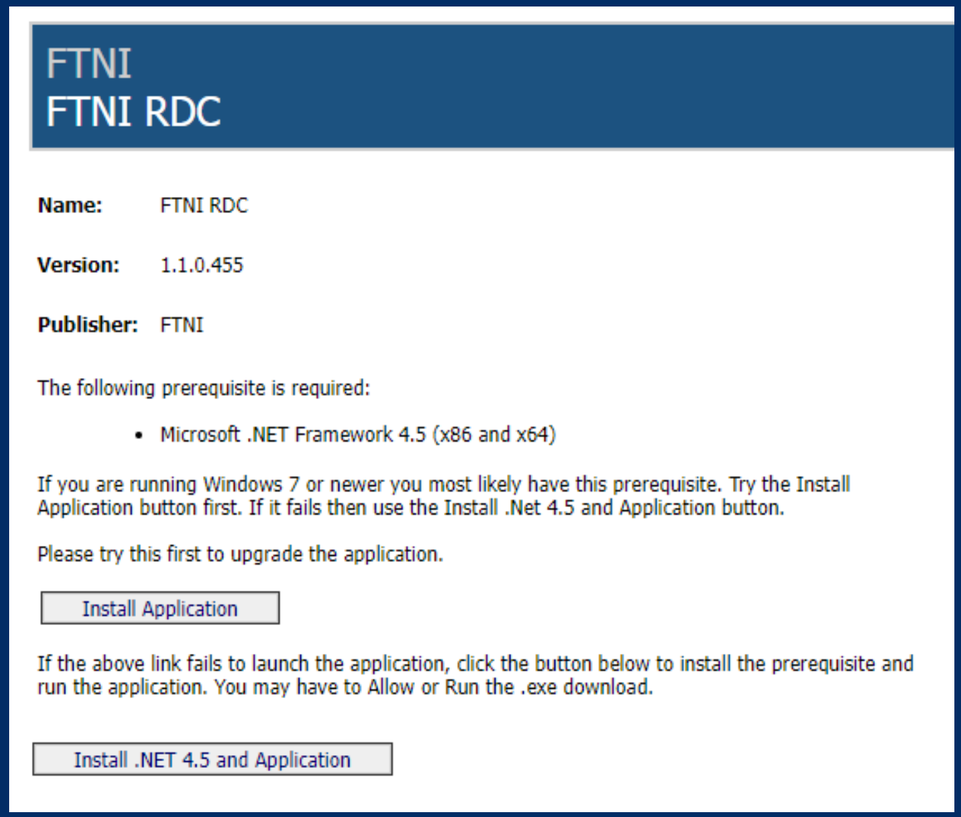
- Connect your check scanner to your PC. If this is the first time you are using the scanner with the FTNI application, download the correct driver for your scanner first.

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.*

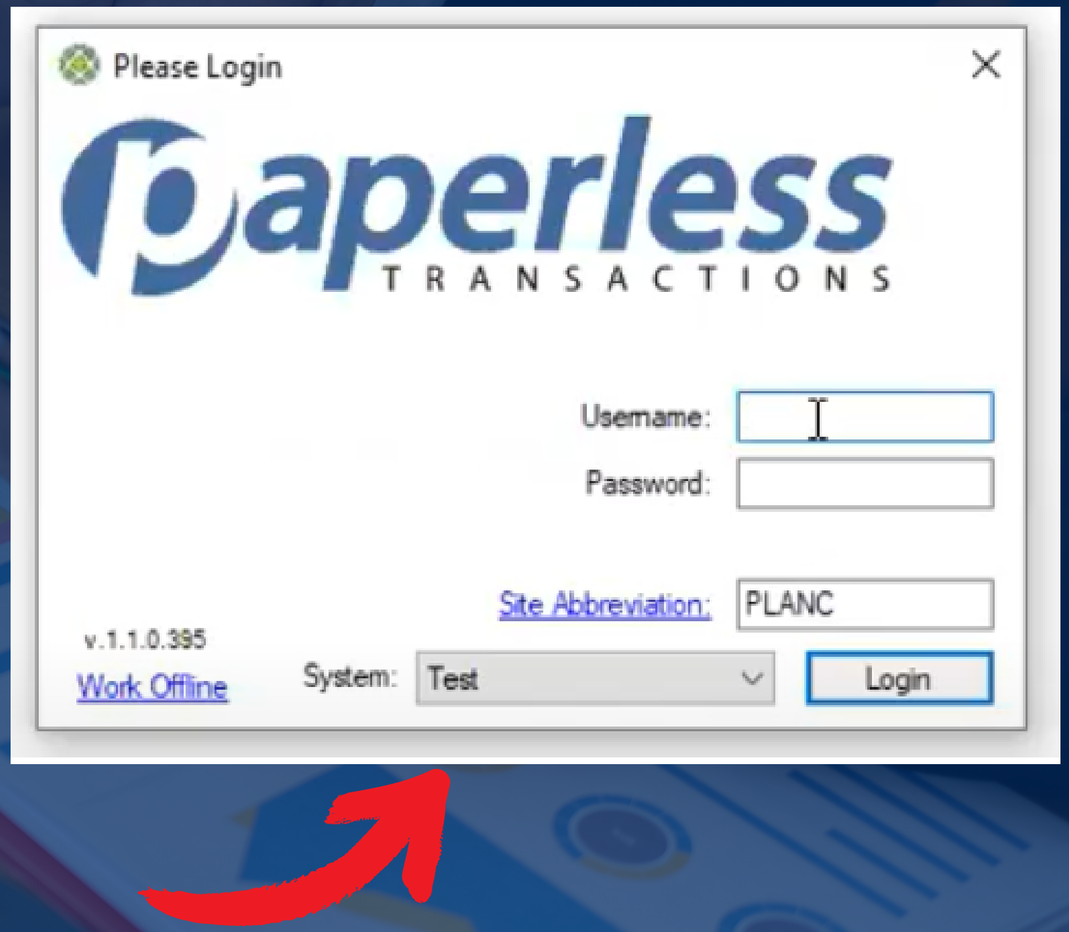
Once downloaded, the desktop icon will look like this.



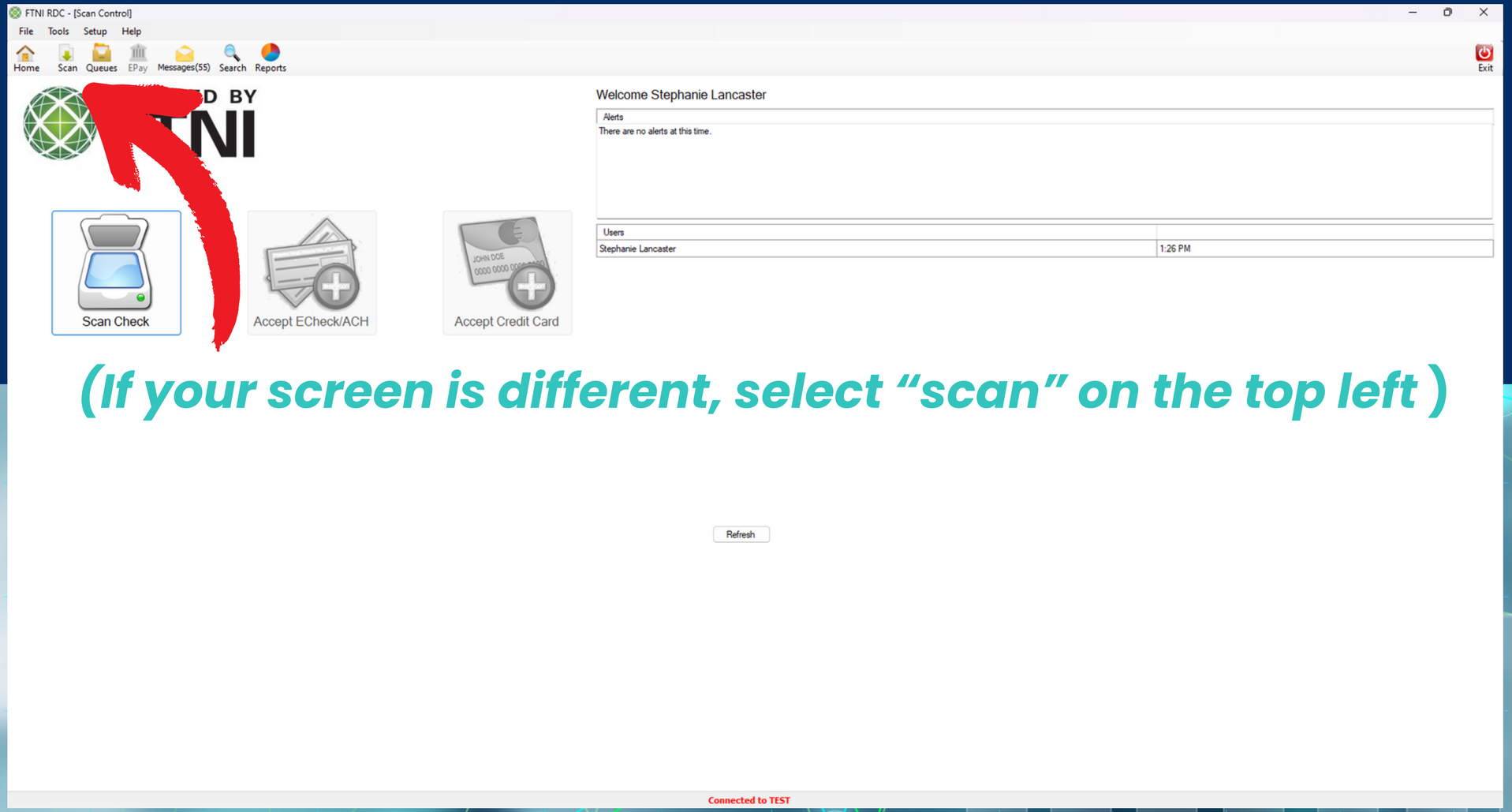
Log in to your FTNI Account

- Use the login credentials and site abbreviation provided by us

- System for you will say “production” at the bottom, not test

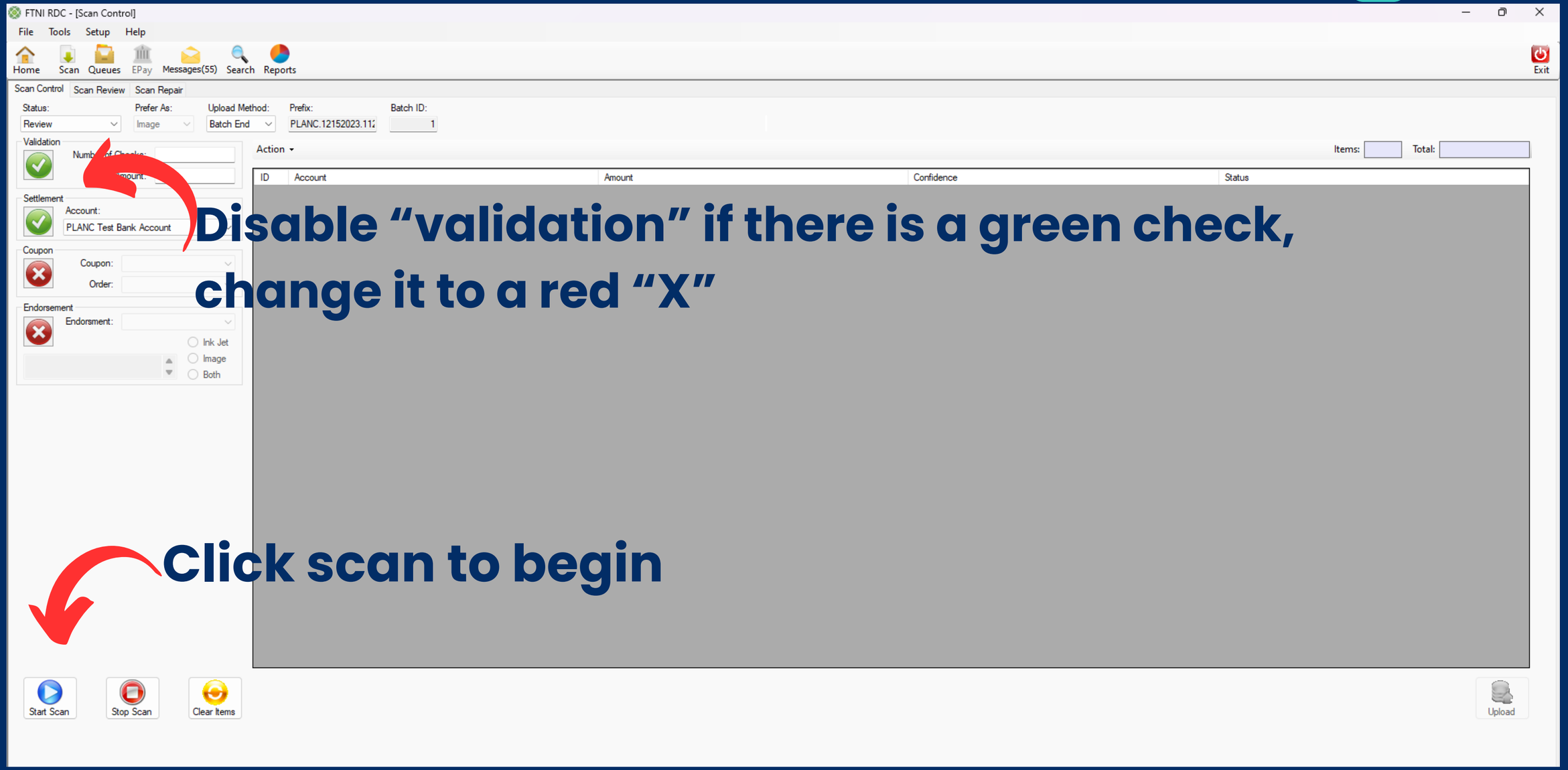


Once you login, you will see a scan control screen



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

Scan control screen



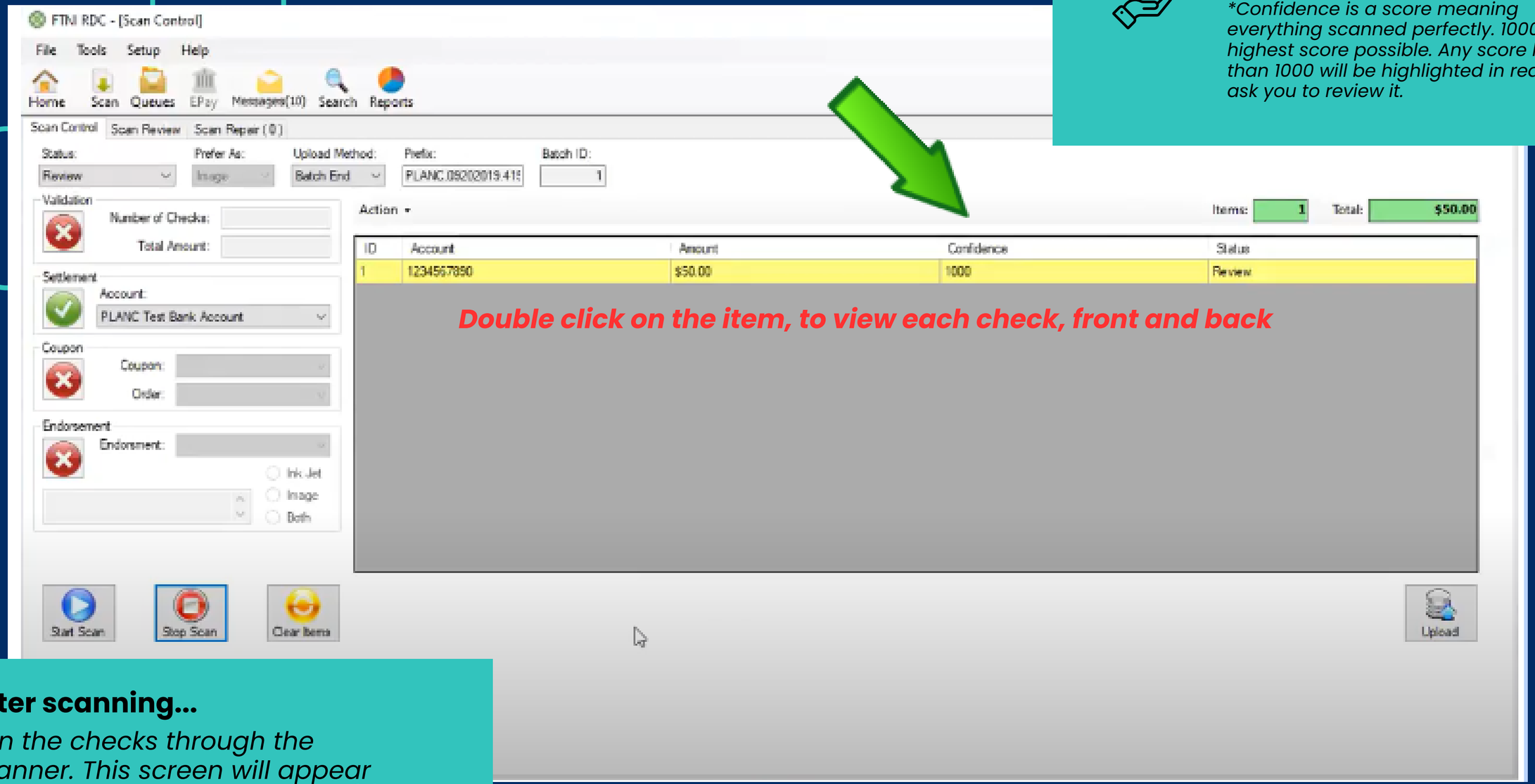
Disable “validation” if there is a green check, change it to a red “X”

Click scan to begin

Scanning View

Confidence Score...

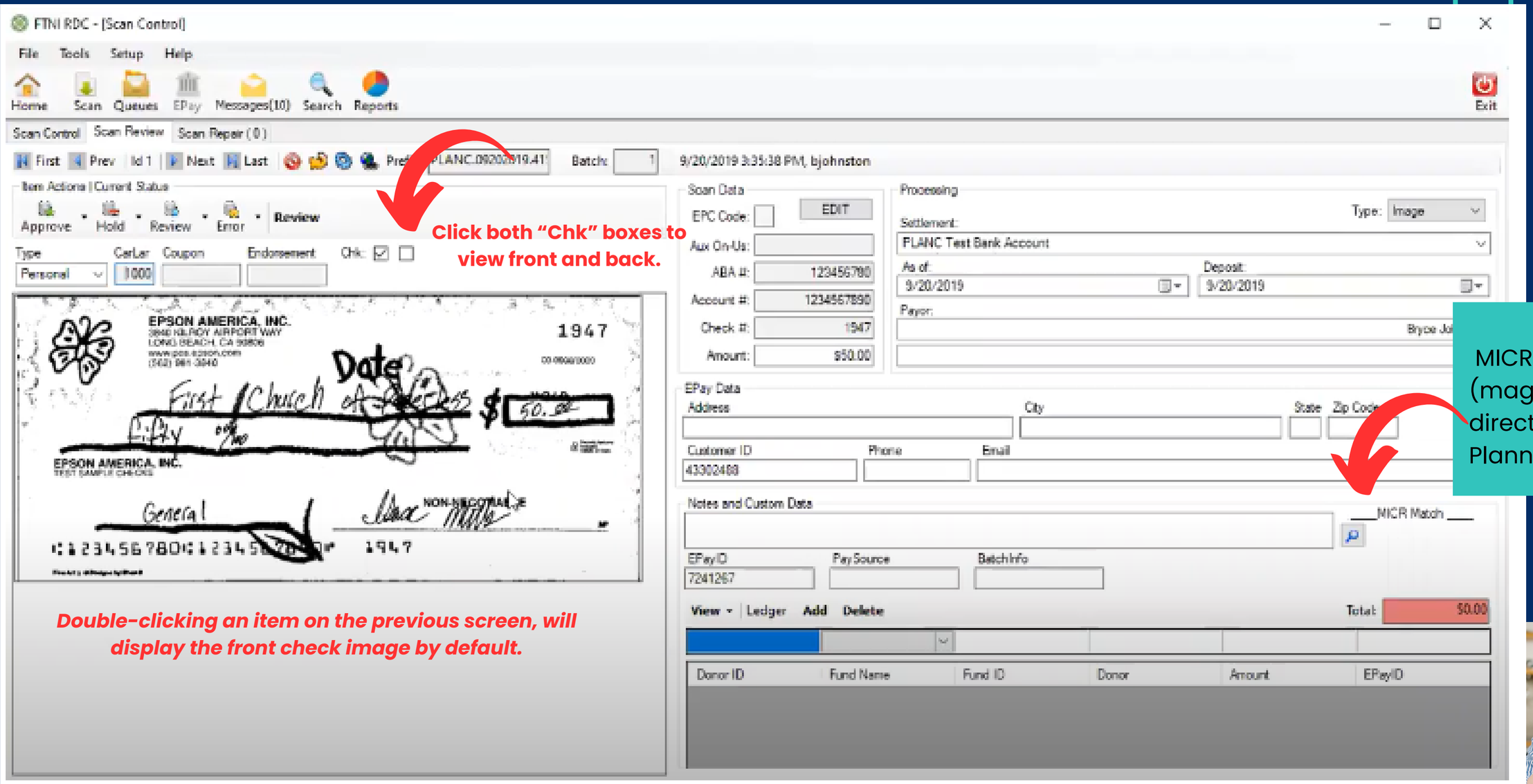
**Confidence is a score meaning everything scanned perfectly. 1000 is the highest score possible. Any score less than 1000 will be highlighted in red and ask you to review it.*



After scanning...

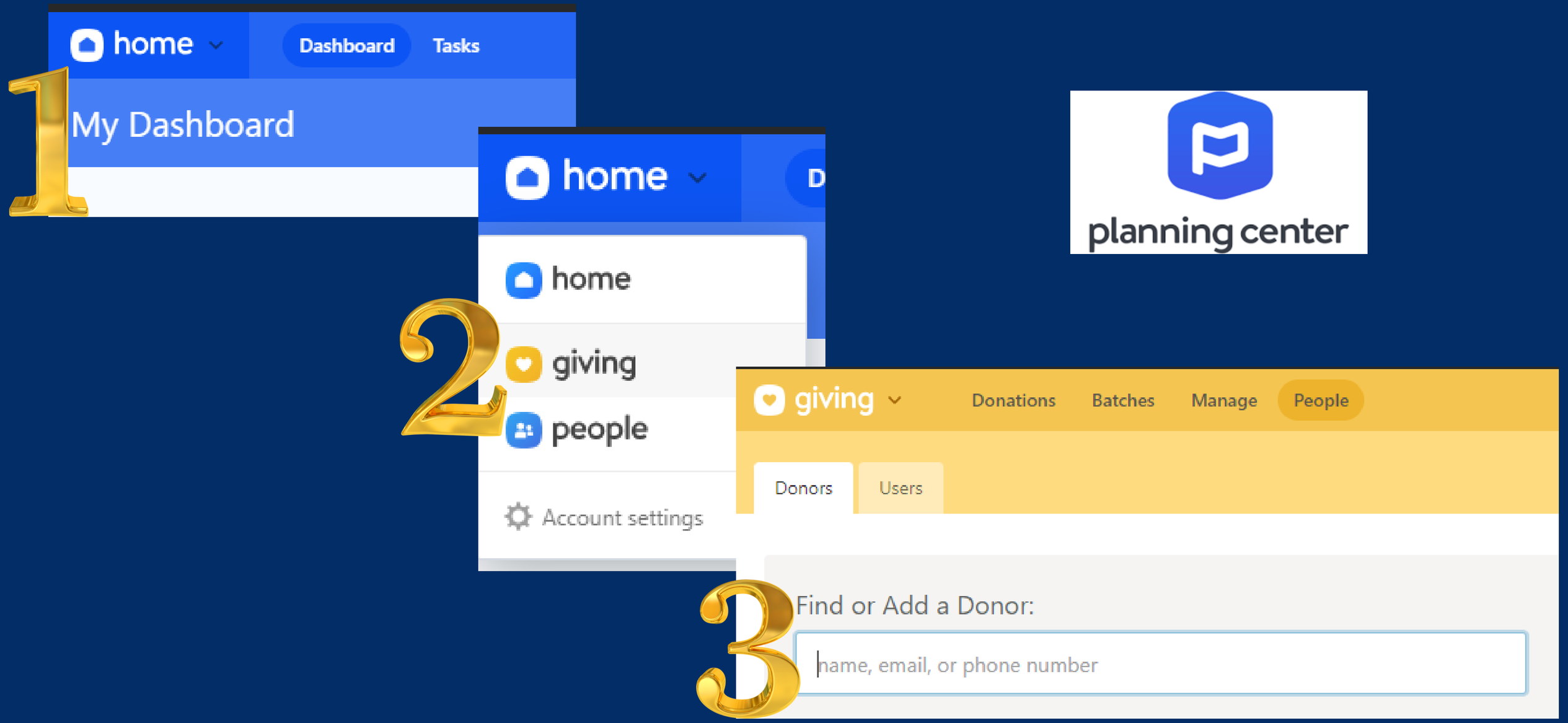
Run the checks through the scanner. This screen will appear and display the scanned item(s).

Drilling down



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...



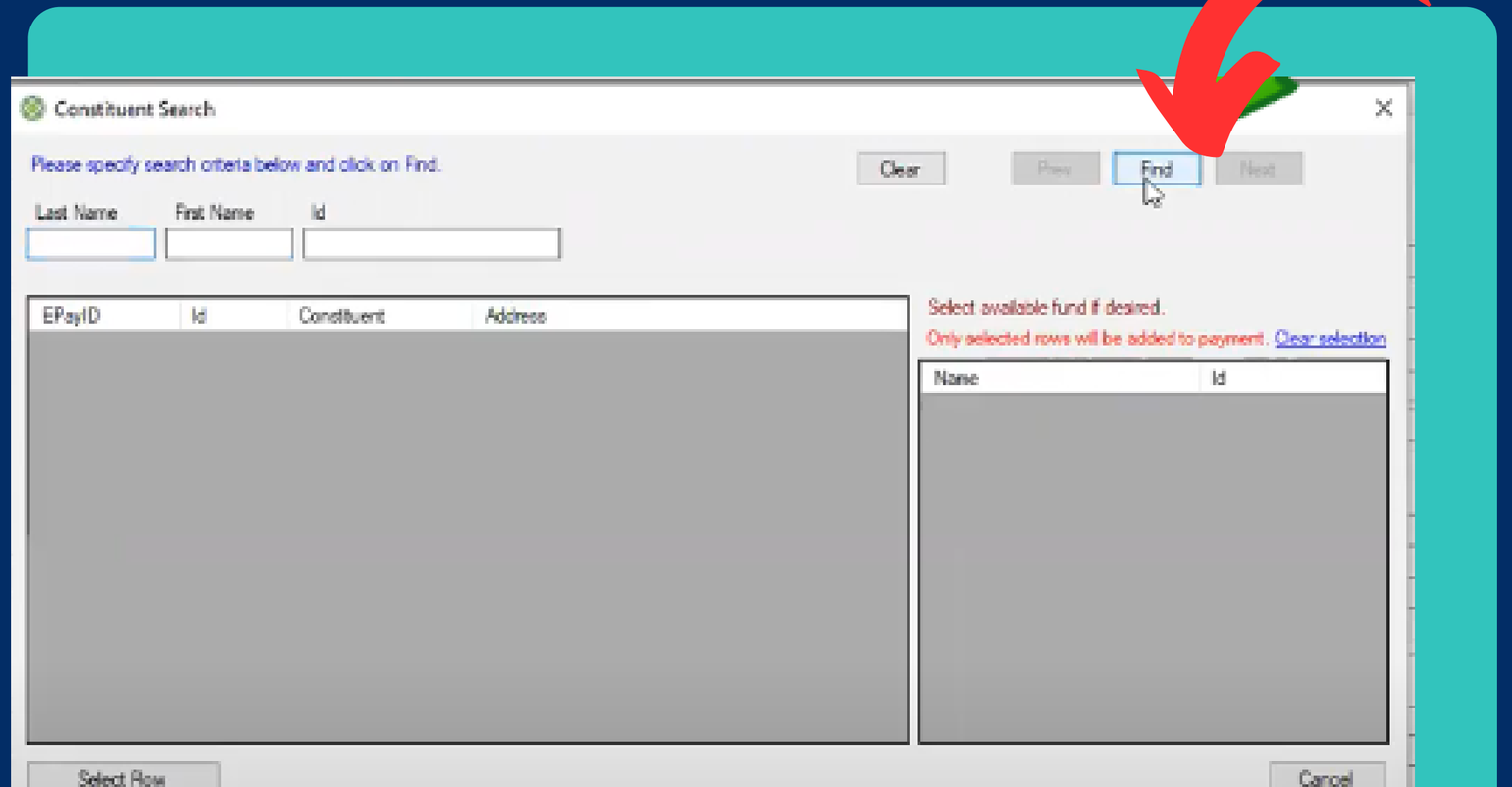
planning center

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.

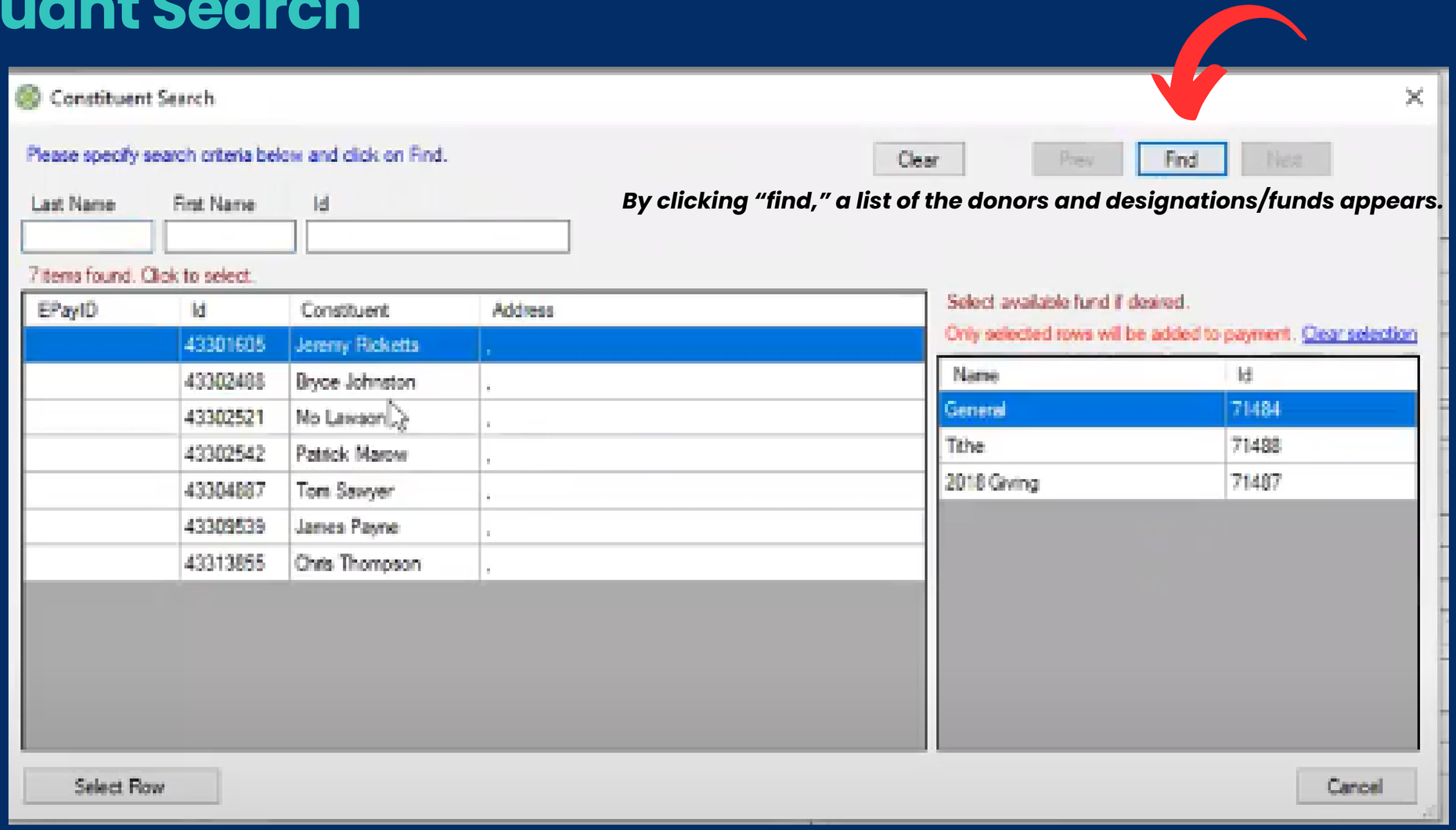
Or, you can click “find” it will display a list of 100 constituents in alphabetical order.



**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

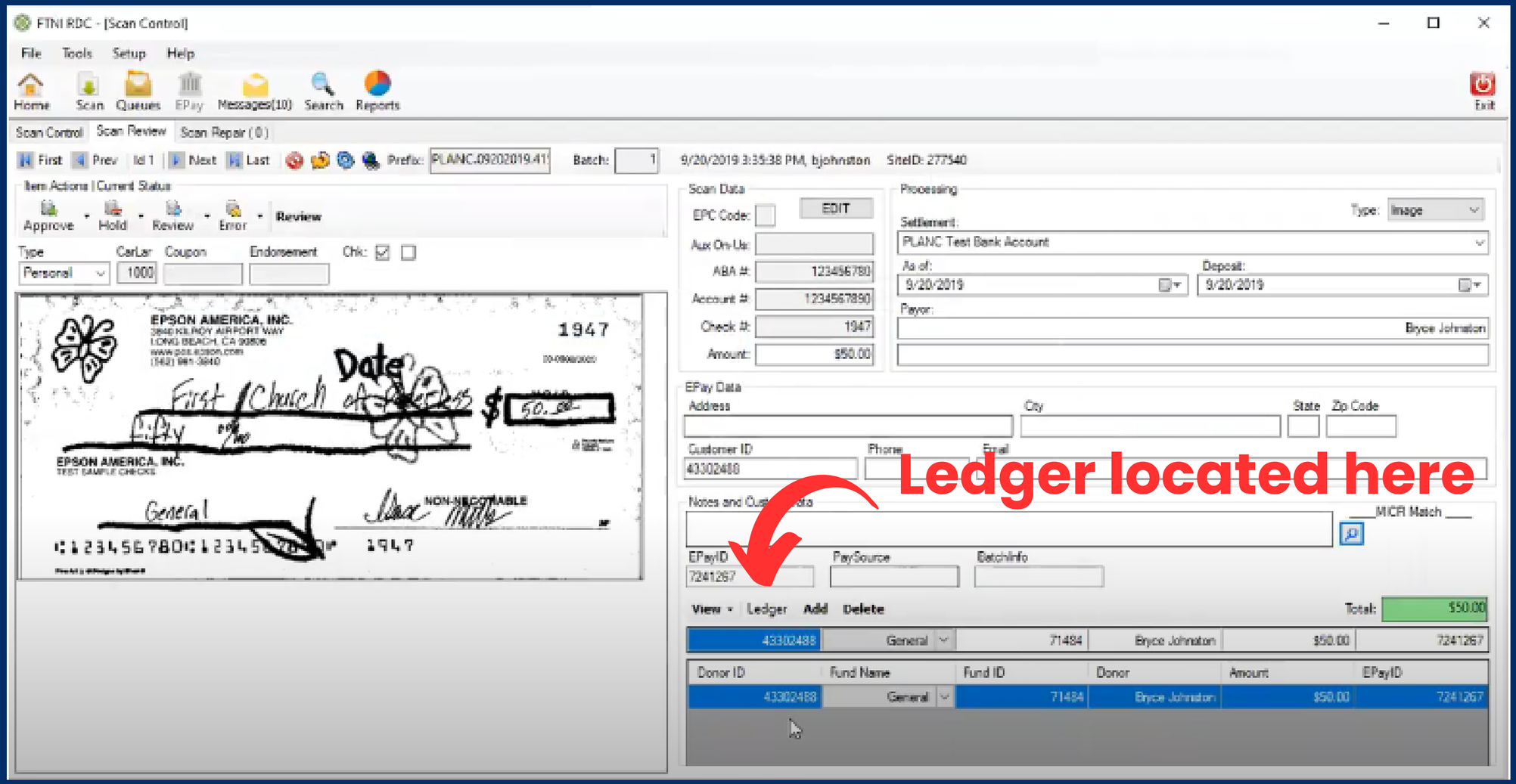


By clicking "find," a list of the donors and designations/funds appears.

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

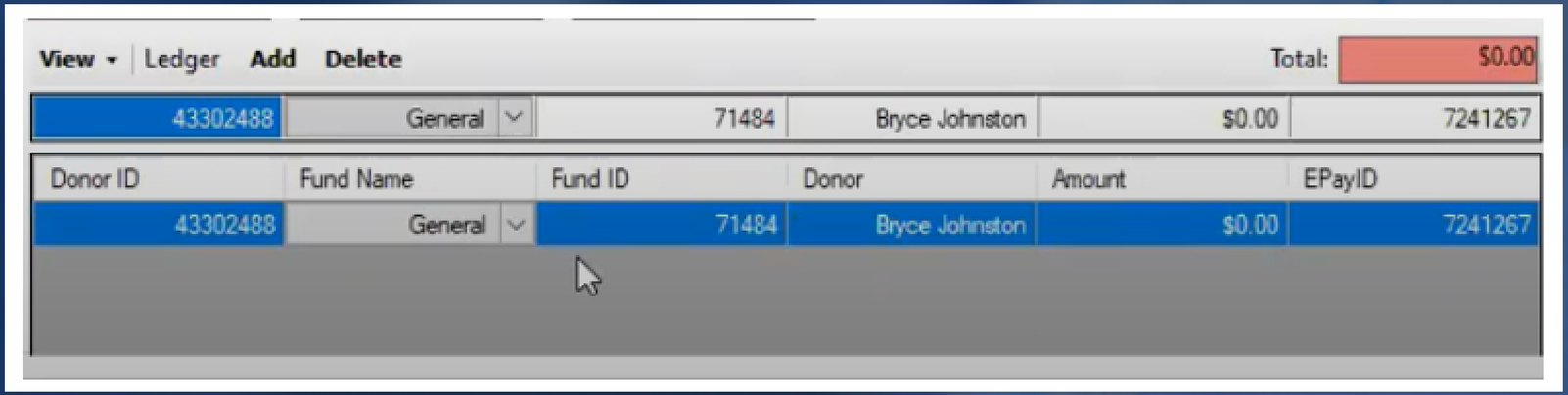
The second time a donor check is scanned, the system will remember the donor information and match it automatically.

Constituant Search

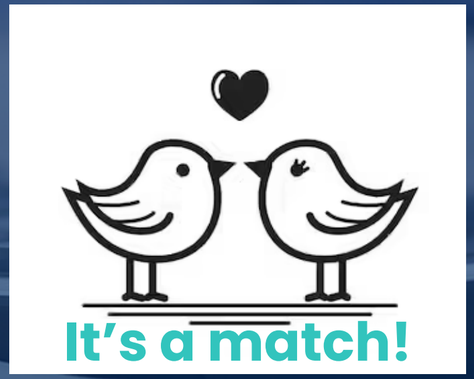


When you double-click on the name of a donor, the screen will go to the previous view of the scanned check, displaying the image and ledger view.

Donor matching



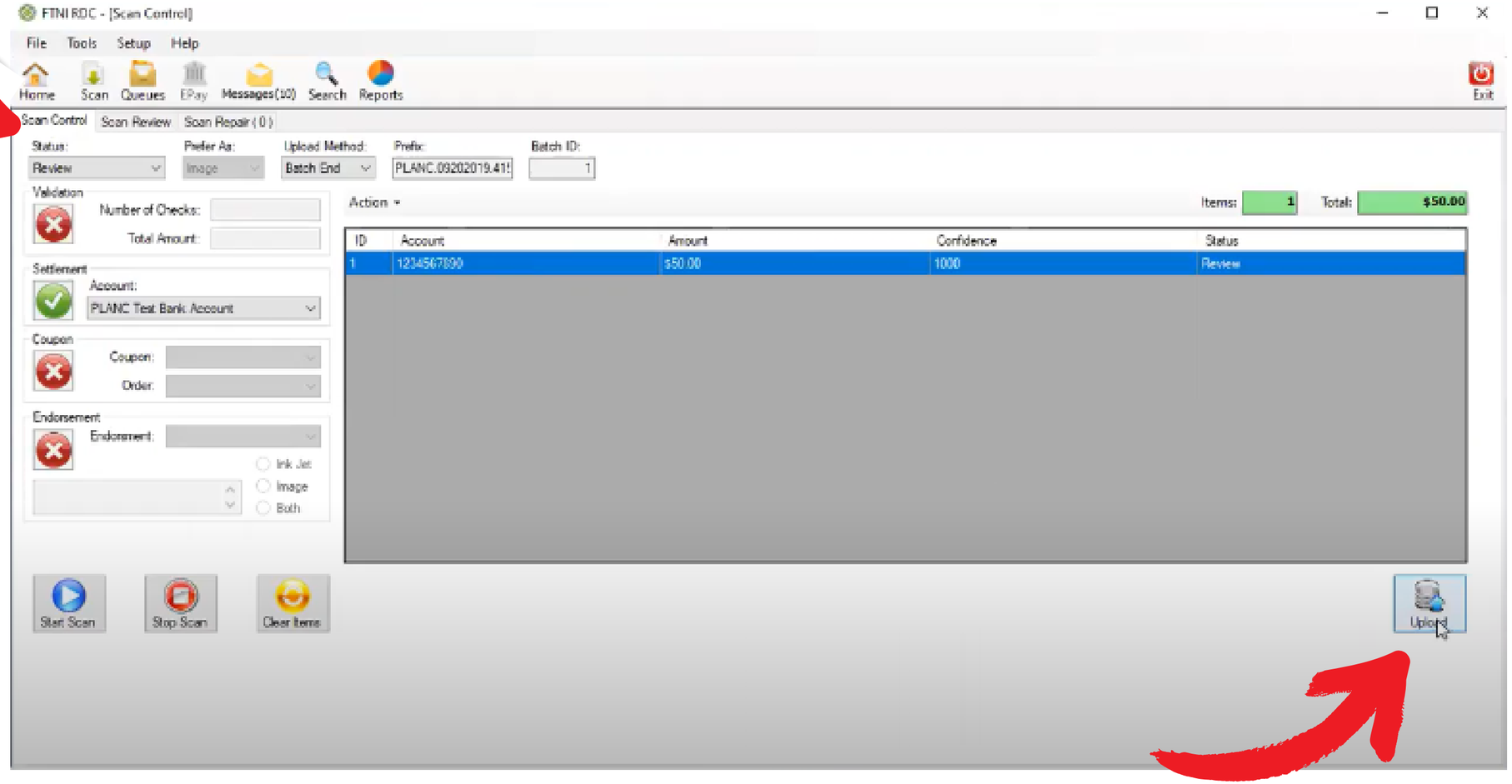
The second time a donor gives, the system remembers the MICR line of the check and auto-ties to the same donor.



Scan control & upload

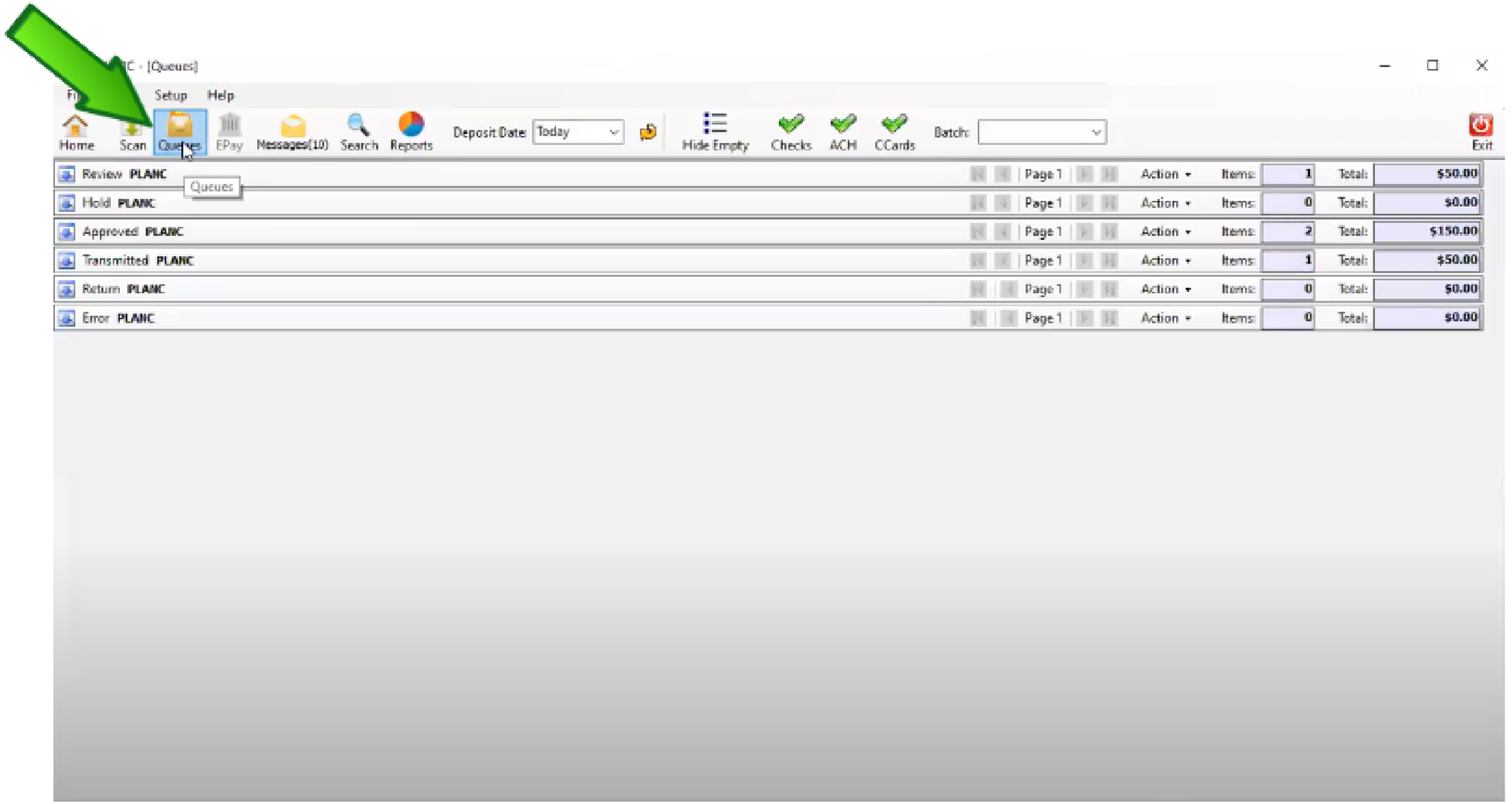
Now, go to the scan control tab

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



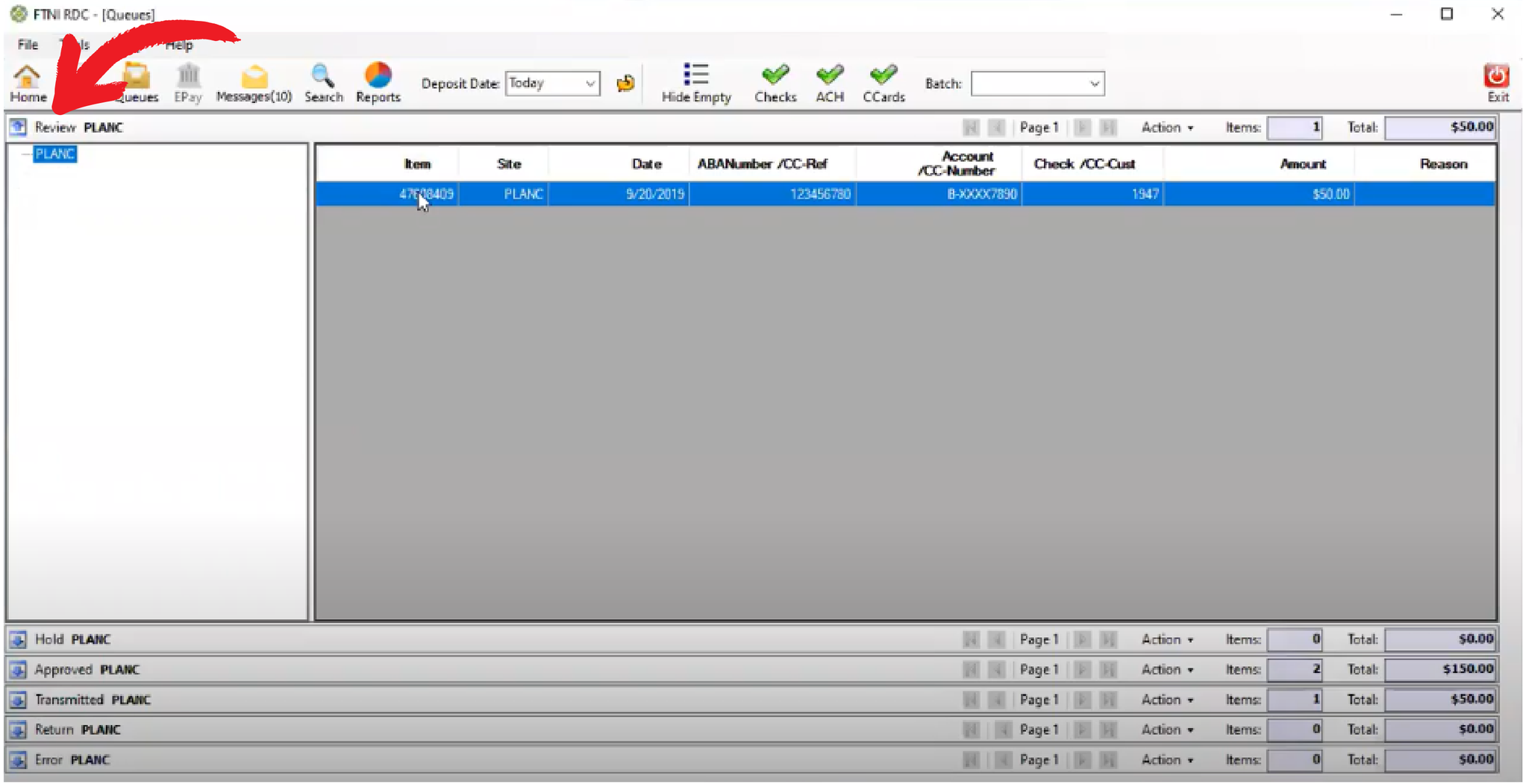
Queues

Once the batch has been uploaded, go to Queues icon



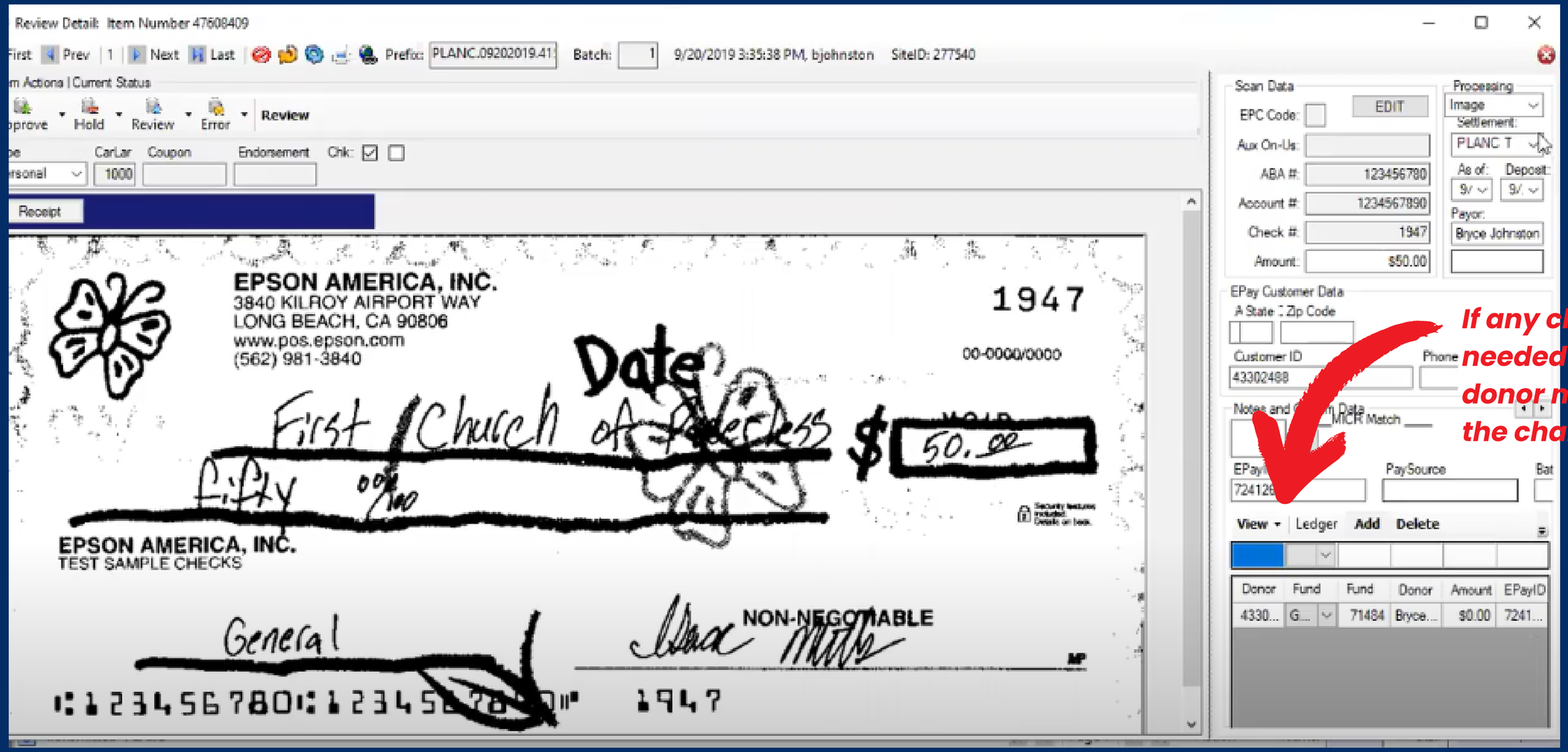
Review

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



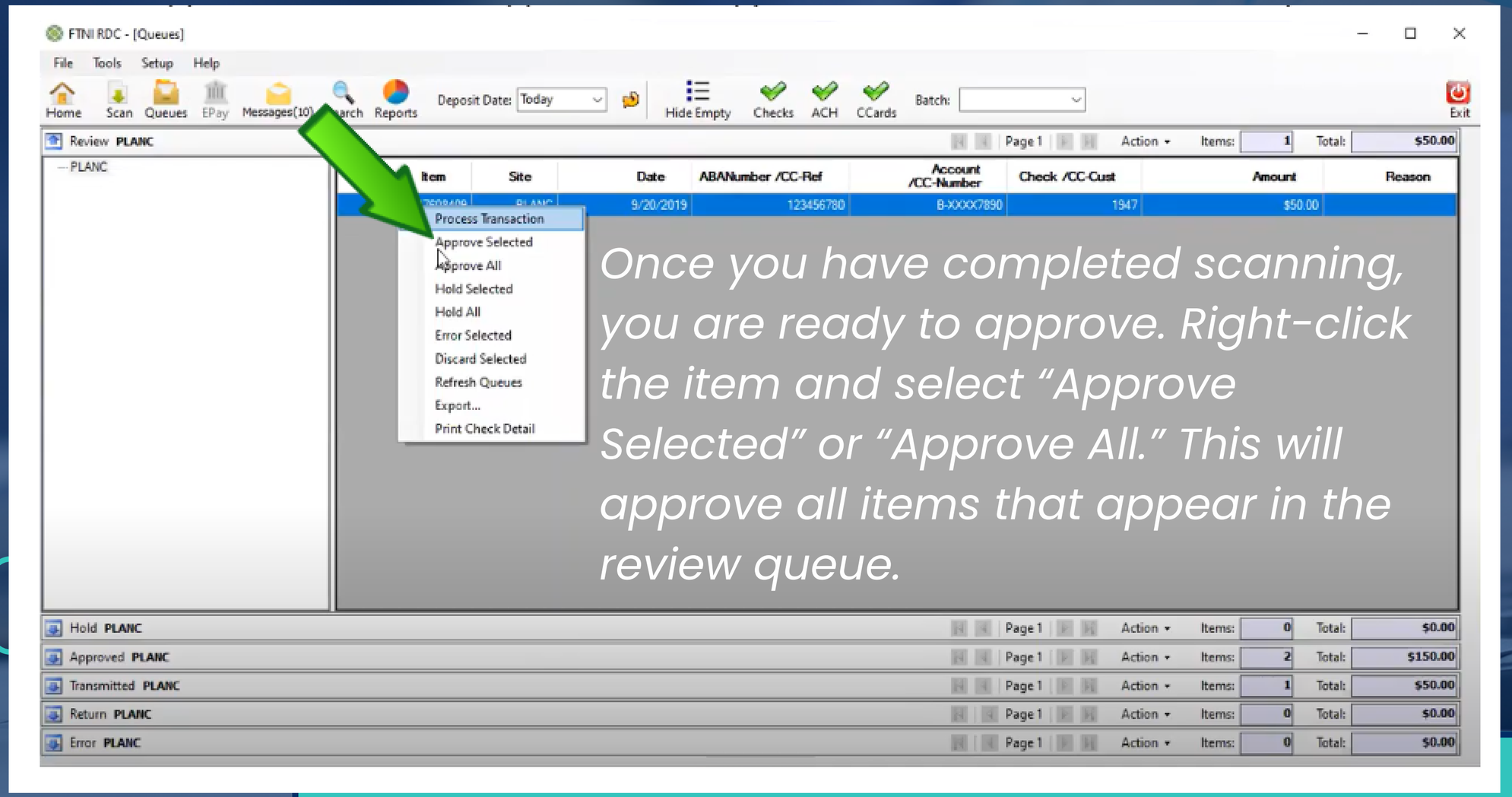
View check image while reviewing (optional)

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



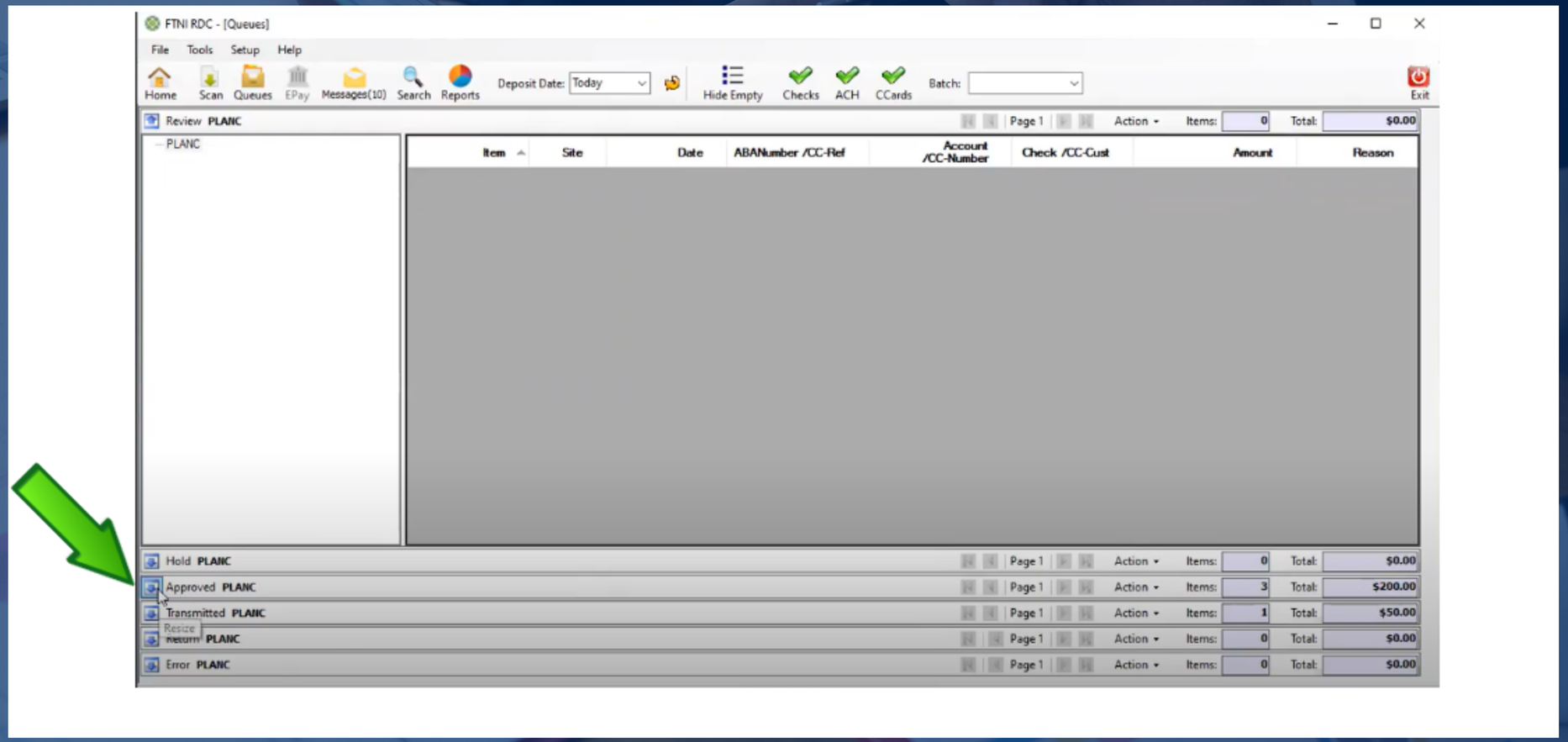
If any changes are needed regarding a donor match, make the change here.

Approve your scanned checks



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.

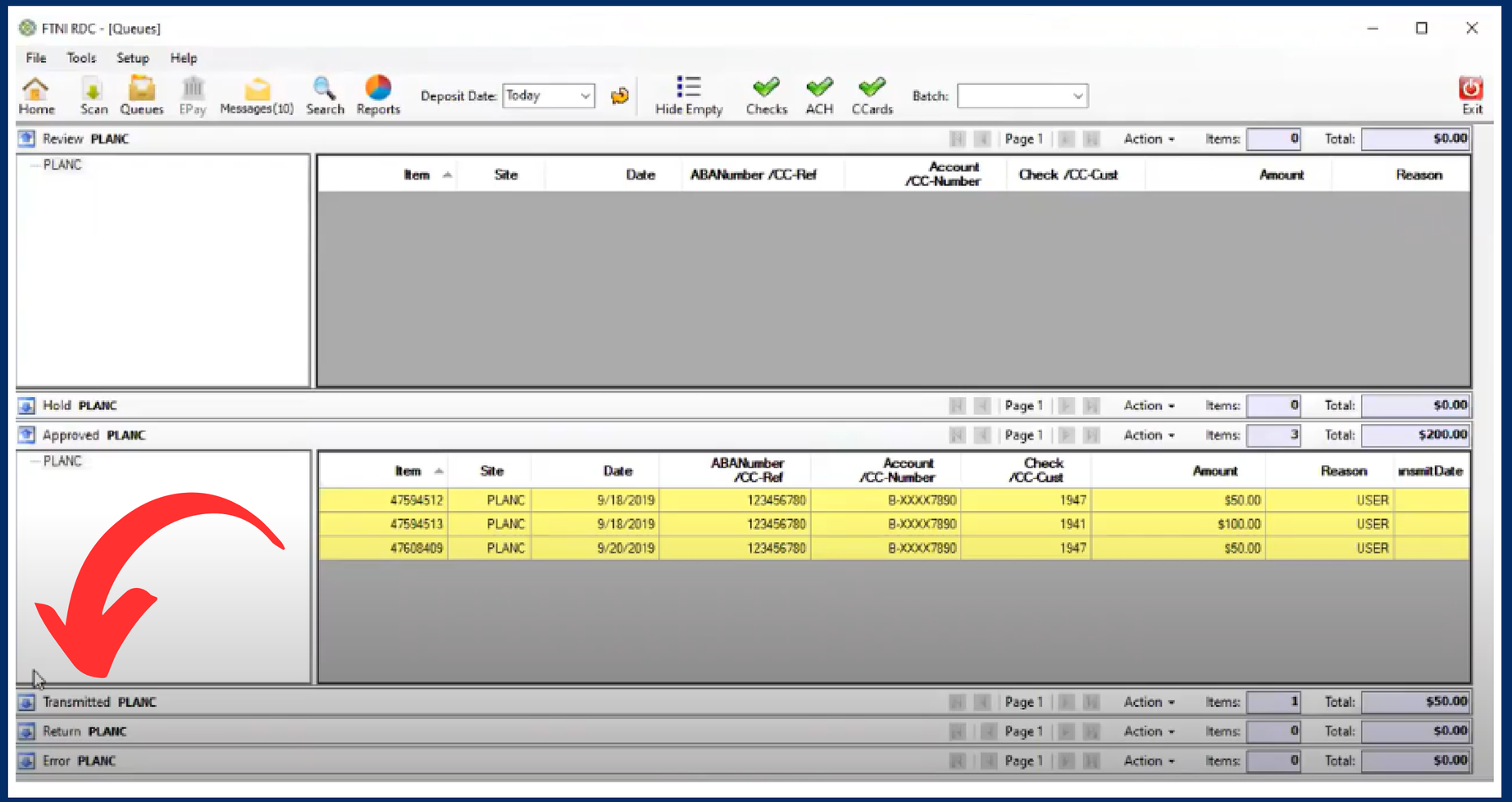


This pushes the item(s) to the approved queue.

How does this information populate into Planning Center?

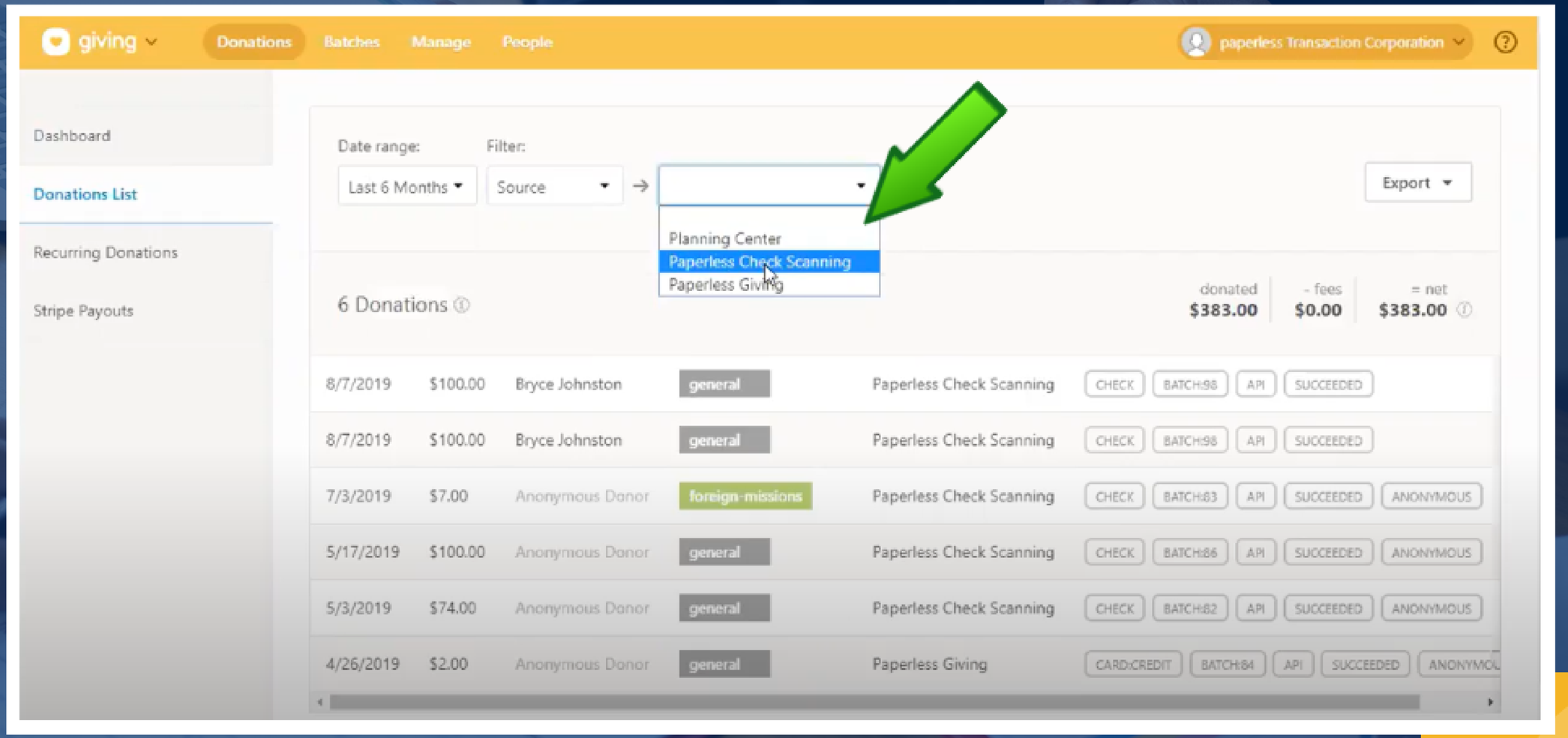
When you log in to your Planning Center account, select Paperless Check Scanning from the drop-down menu as the source.

Transmitting



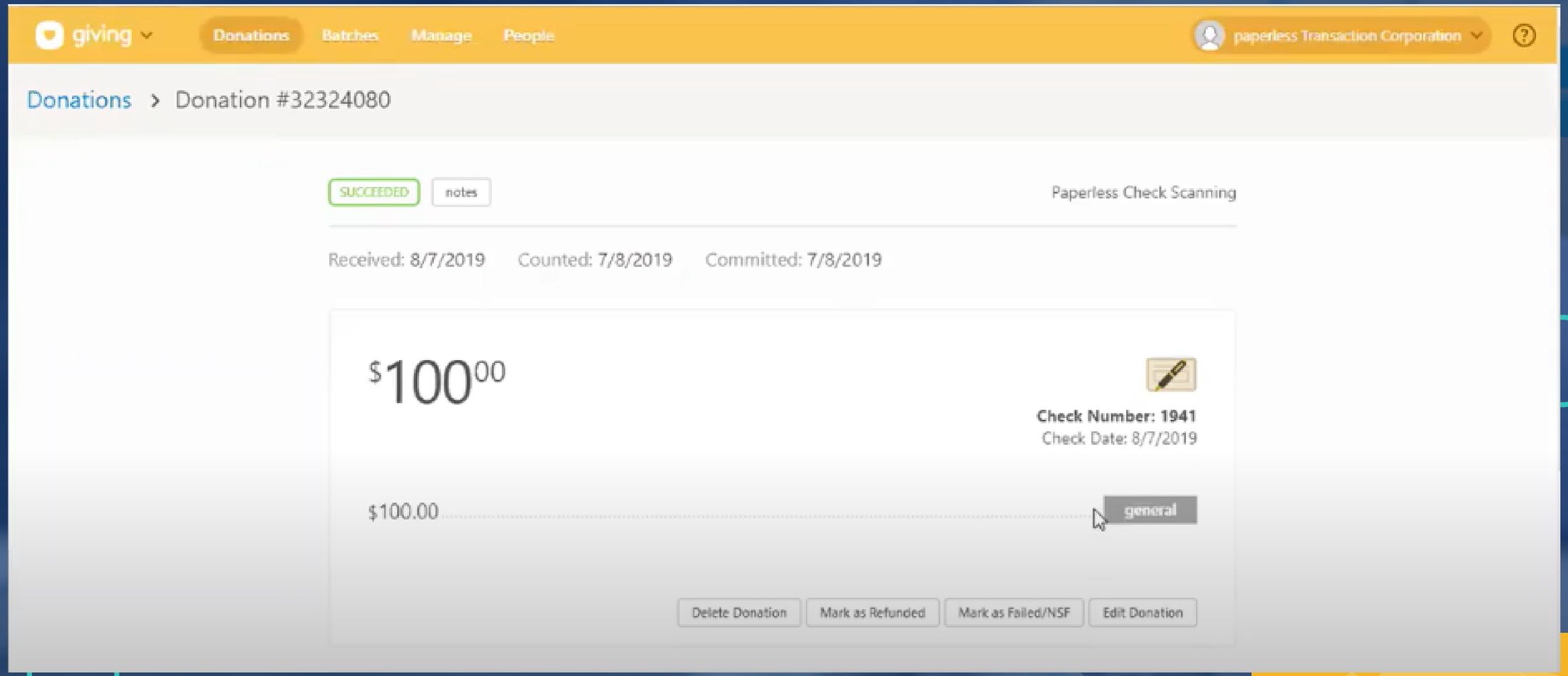
The next day, you can view the “Transmitted” queue to see that they were transmitted to your bank. The Return and Error queue will let you know if you have any issues with the transmission.

Planning Center Giving integration



planning center Giving

You can double-click an item for more specific information



planning center Giving

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.

TWO for ONE

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!

Paperless TRANSACTIONS

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!