R360 + Basic End User Reports Guide

Use this guide to learn more about **Basic End User Reports Guide** .

For questions about this guide, please reach out to your Fifth Third relationship team or contact our Commercial Support Center at 866 475 0729, Monday through Friday, 7 a.m. to 10 p.m., ET.

September 2026

Reports

This guide provides steps required to generate, schedule, and download reports. All reports that are created will display in the **History** tab, whether the report was scheduled or created on demand. Reports are accessed by selecting **Reports** from the left side menu. **Payments Reports** and **Activity Reports** are available.

Logging into R360+

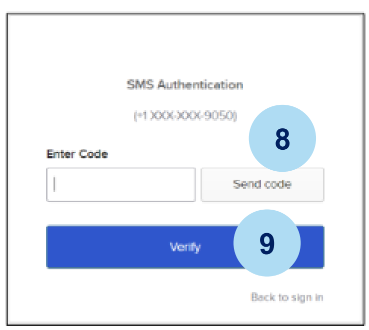
1. Enter the URL https://payments.deluxe.com/receivables?brandingID=FifthThird, provided by your application host, into your web browser to connect to the R360+™ application.
2. A login page will be displayed.

NOTE: The full user setup **Okta** activation process is covered in the **Member Setup Guide** in the **Admin** training course.

3. Enter your username in the **Username** field.
4. Check **Remember me** to save the username for the next login attempt.
5. Click **Next**.

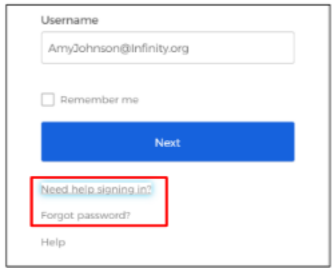
6. Enter the **password** for your account.
7. Click Sign **in**

8. If **Multi Factor Authentication** is enabled, click **Send Code** to send the authentication code to the configured authentication location.
9. Enter the code provided in the **Enter Code** field and click **Verify**.

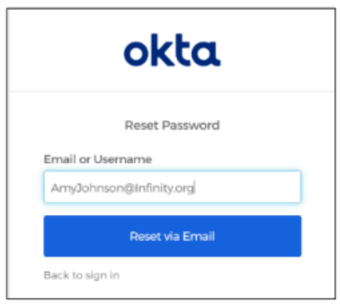


Reset Password

If the user has entered the wrong password 5 times, the account will be locked for 15 minutes. After 15 minutes, the user may attempt to log in again. A forgotten password may be remedied using the **Need help signing in** link on the login page, followed by **Forgot password**?



Enter your username (email) and click **Reset via Email**.



You will be sent an email with instructions to reset your password.

Inactivity Logout

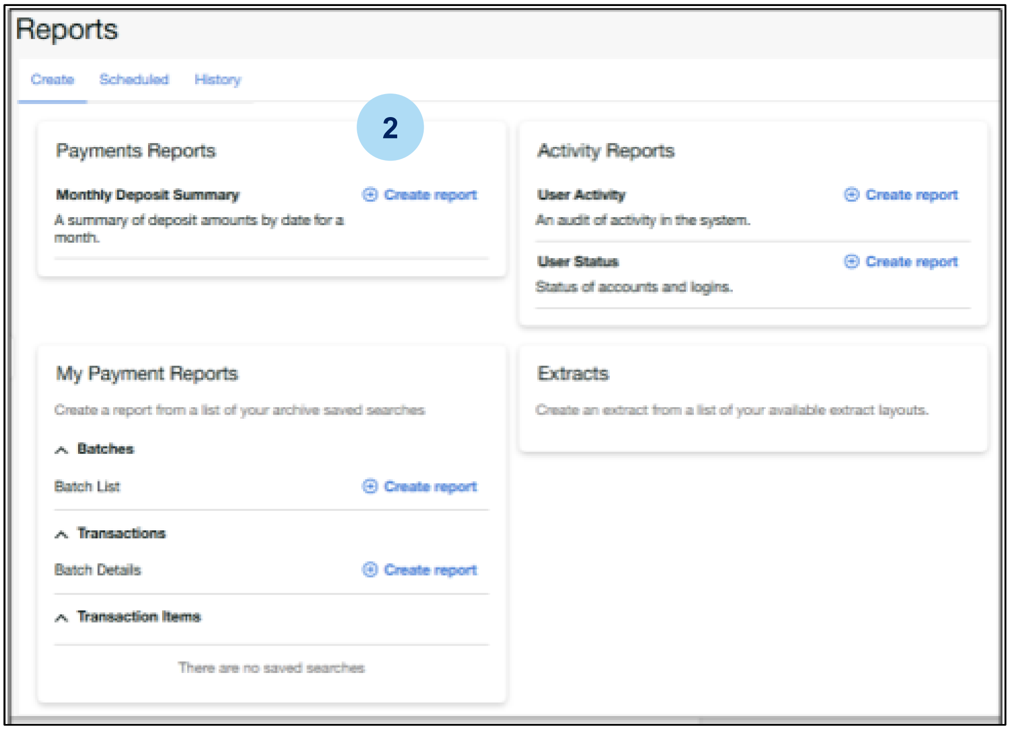
If the user is inactive (not using the browser at all) for 10 minutes, a message will be displayed on the screen to continue the session or logout. If they are completely inactive an additional 5 minutes, they will be logged out of the system, and the **Login** option will display to the user.

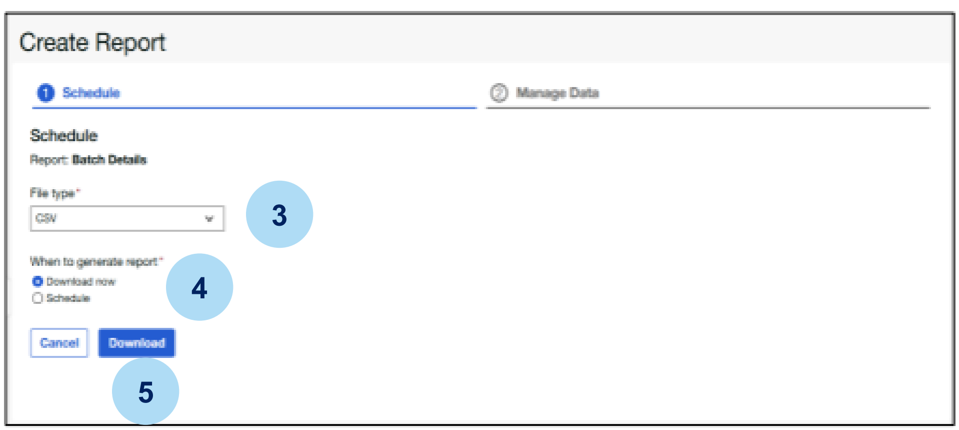
https://payments.deluxe.com/receivables?brandingID=FifthThird

Create Tab

1. Click **Next.**
2. In the **Create** tab, click **Create report** next to any report.

The **Create Report** screen displays.





3. Drop down the **File** type field and select the type of file to output: CSV, PDF or XLSX.3.
4. Select the option for '**When to generate report**':
   - **Download now** – this will generate the report immediately and send it to the browse download location.

- **Schedule** – this will be available in a future release.

The two options will be described below.

Download a Report

1. Click **Download**.

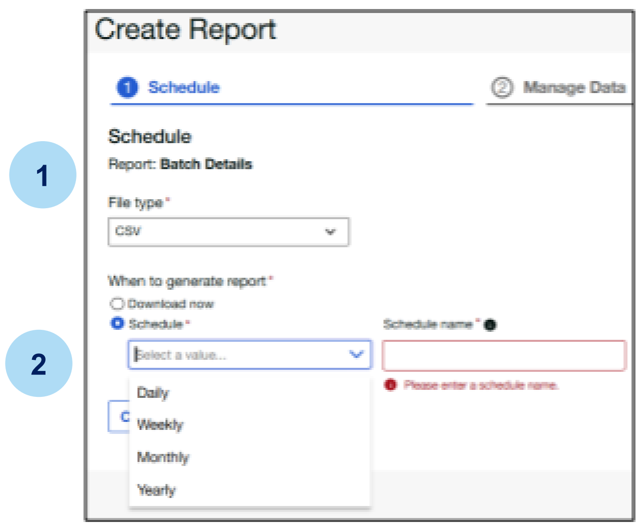
The file will prepare to download.

The user will be notified when the download is complete.

The downloaded report can be found in the download directory used by the browser.

Schedule a Report

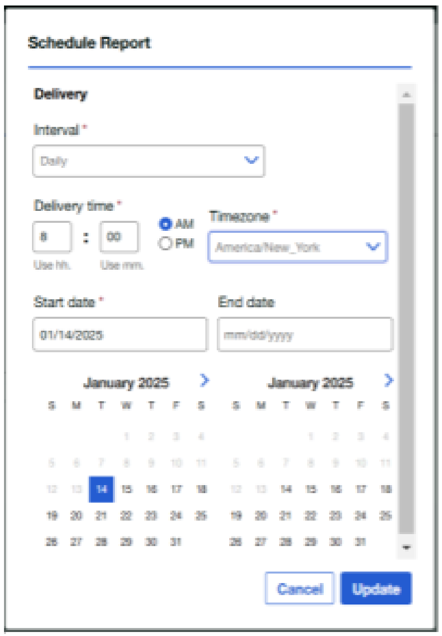
1. Click **Schedule**.
2. Drop down the **Select a value**… field and select the recurrence option: **Daily**, **Weekly**, **Monthly** or **Yearly**.

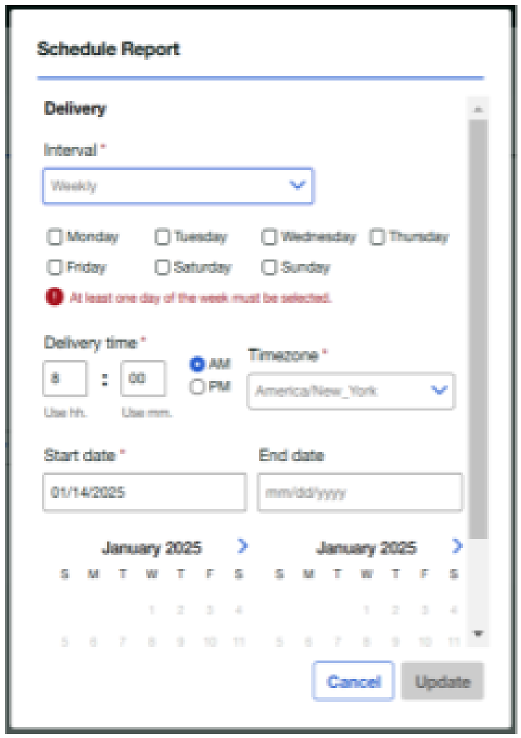


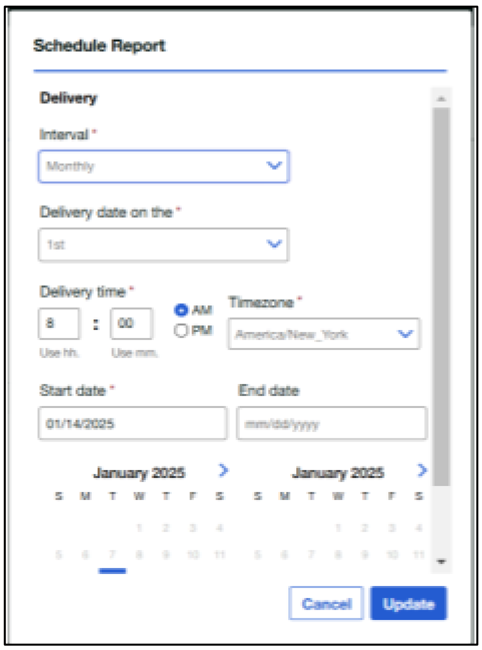
A schedule will display based on the selection, though the selection type can be changed in the **Interval** field.

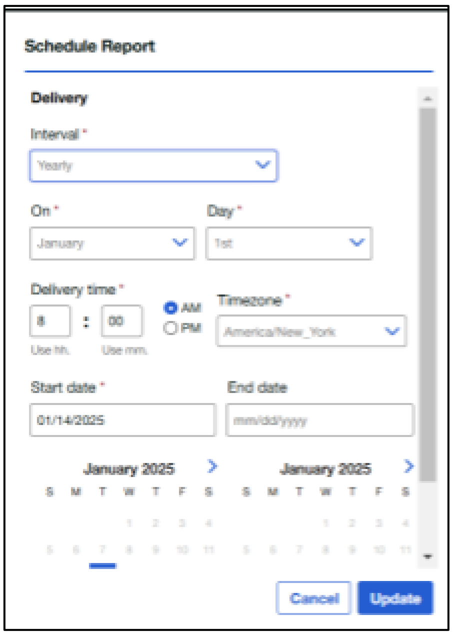
FIFTH THIRD

Tables

Scheduling Tab		
Interval	**Example**	**Options**
Daily		• To create a **Daily** report, the **Interval** is set to **Daily**; this can be changed to a different interval. • Set the **Delivery** time to the time the report should be created. Select **AM** or **PM.** • In the **Timezone**, select the appropriate zone for this report: • America/New_ York • America/Chicago • America/Denver • America/Los Angeles • In **Start date**, enter the date the report should be scheduled to be generated. • In **End date**, enter the date this schedule should conclude

<table>
<tr><th colspan="3">Scheduling Tab</th></tr>
<tr><th>Interval</th><th>Example</th><th>Options</th></tr>
<tr>
<td>Weekly</td>
<td>
</td>
<td>To create a Weekly report, the Interval is set to Weekly; this can be changed to a different interval.
• Select one or more days of the week when this report will be scheduled to be generated.
• Set the Delivery time to the time the report should be created. Select AM or PM.
• In the Timezone, select the appropriate zone for this report:
America/New_ York
America/Chicago
America/Denver
America/Los Angeles
• In Start date, enter the date the report should be scheduled to be generated.
• In End date, enter the date this schedule should conclude.</td>
</tr>
</table>

Scheduling Tab		
Interval	**Example**	**Options**
Monthly		To create a **Monthly** report, the **Interval** is set to **Monthly**; this can be changed to a different interval. • Set the **Delivery date** on the: field to the number date of the month (1-31) the report should be scheduled; **Last Day** is also an option. • Set the **Delivery time** to the time the report should be created. Select **AM** or **PM**. • In the **Timezone**, select the appropriate zone for this report: • America/New_York • America/Chicago • America/Denver • America/Los Angeles • In **Start date**, enter the date the report should be scheduled to be generated. • In **End date**, enter the date this schedule should conclude.

Scheduling Tab		
Interval	**Example**	**Options**
Yearly		To create a **Daily** report, the Interval is set to **Yearly**; this can be changed to a different interval. • In the **On** field, select the month this report will run. • In the **Day** field, select the number date of the month (1-31) the report should be scheduled; **Last Day** is also an option. • Set the **Delivery time** to the time the report should be created. Select **AM** or **PM**. • In the **Timezone**, select the appropriate zone for this report: • America/New_York • America/Chicago • America/Denver • America/Los Angeles • In **Start** date, enter the date the report should be scheduled to be generated. • In **End date**, enter the date this schedule should conclude.

3. Click **Update**.

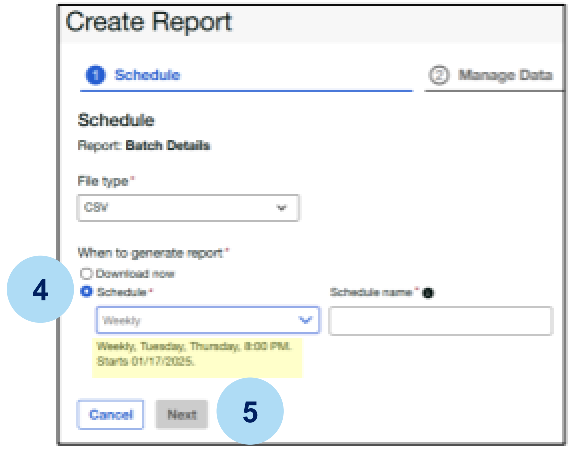
The selected schedule will display below the **Schedule** drop down.

4. In **Schedule** name, enter a name for this scheduled report. The **Schedule name**:

- Must start with a letter or number
- Can have hyphens or underscores
- Cannot have spaces or symbols

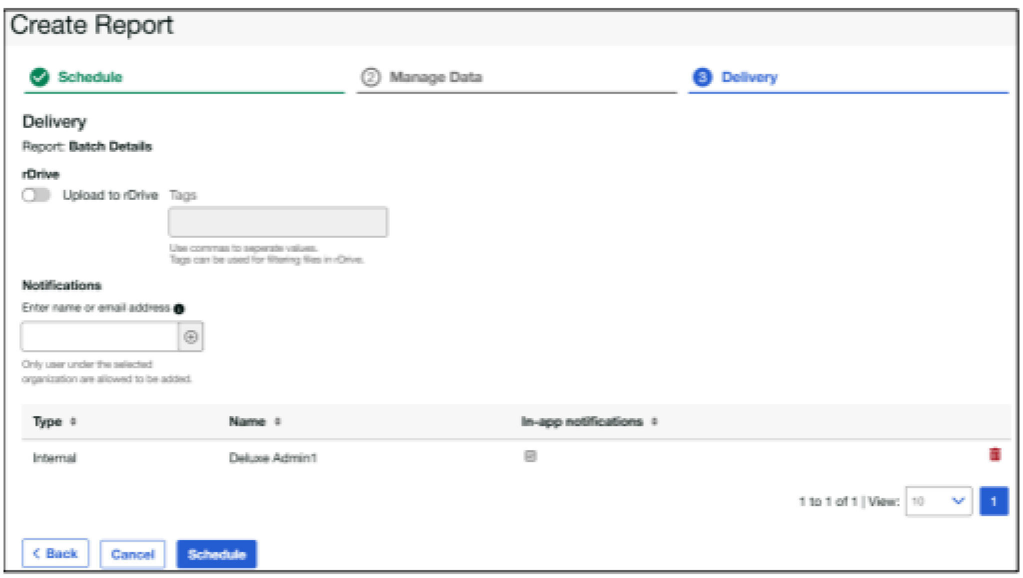
This name will become the report file name when it is generated.

5. Click **Next**.



NOTE: The '**Manage Data'** tab (step 2 of the report wizard) is not yet enabled or functional. This tab is planned for release in 2025. Until that time, while going through the step wizard flow, the user will go directly to the **Delivery** step after **Schedule** step.

The **Delivery** tab displays.



The report can be delivered to rDrive, and/or it can be delivered via in-app **Notifications**.

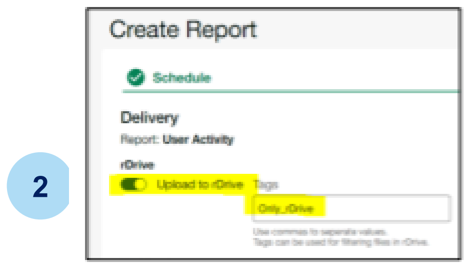
- If the report is delivered via rDrive, all users in the organization who have access to rDrive will be able to view and download the report from rDrive.
- If the report is delivered via in-app notification, only selected users will receive an in-app notification.

rDrive Option

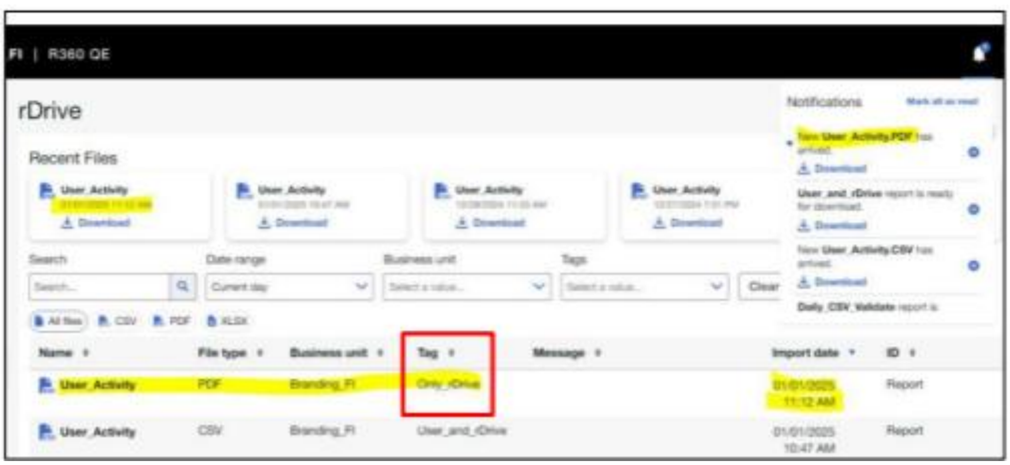
1. To deliver the report to rDrive, toggle on the **rDrive** field. This will enable the corresponding **Tags** field.

2. In the **Tags** field, enter a value to identify this report that can used to filter the report in rDrive.

   For example, the tag **Only_rDrive** is defined as a **Tag** below.



When the report is generated, the user will be notified, and it will be placed in rDrive. Notice the tag name defined is saved and the user can filter and sort based on this **Tag** name.



If a user has selected only the rDrive delivery option, the report will be delivered to rDrive for users that have rDrive access. Whenever a file is delivered to the rDrive, the user will be notified automatically, and the file will also be displayed in rDrive's recent file section.

NOTE: Currently, in notifications, the file name is displayed but in a coming release it will be replaced with the '**Schedule name**' set while creating the schedule instead of file name.

Notifications Option

Notifications can be set up separately or along with the rDrive setting (configured in the prior section). When **Notifications** are enabled, a user or list of users for this organization can be added to a Notification when this report has been created. A notification that the report is ready for download along with download link is displayed to all configured delivery users. No entries will be created in rDrive. The report name in the notification is the '**Schedule name'** set while creating the schedule.

1. To set up a **Notification** for this report, add a user in the **Notifications** text box.

Entering a letter into this field will provide user suggestions. The list will become more refined as more characters are entered.

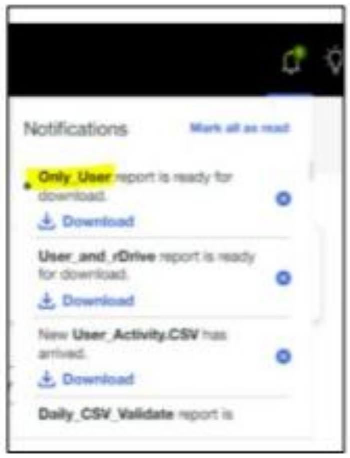
The list will display all matching users for the currently selected organization. Manually typing an email address and clicking on the add button is also allowed provided it is a valid user in the selected organization.

2. When the user is entered on the list, click the **add** button (indicated by the plus sign.)

3. The user will display in the list at the bottom of the screen.

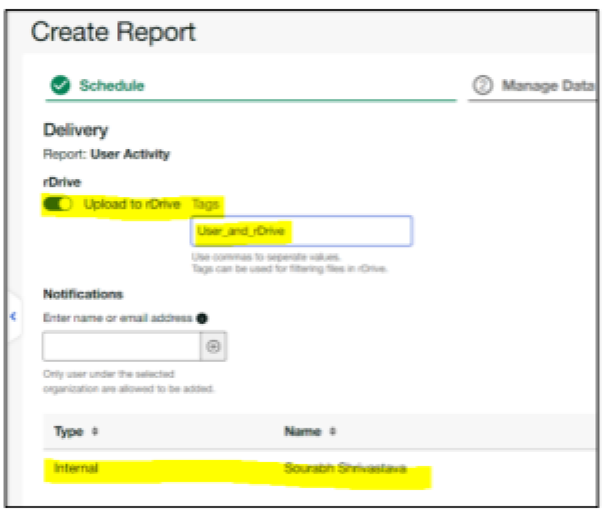
The '**Type**' will be **'Interna**l' (currently only internal R360+ users are allowed). The user creating the report schedule is automatically added to the notification. Any user on the list can be removed by selecting the **Delet**e (trash) icon on the row of the user.

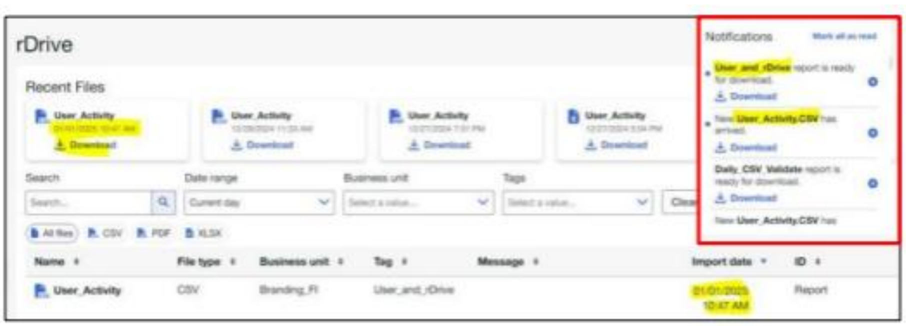
Using this configuration, when a report is generated, a notification will display to the user, and the file can then be downloaded.



Example of rDrive and Notifications Options Configured

When both the rDrive option and the delivery via in-app **Notifications** are selected, two notifications are generated indicating that the report is ready for download and the file has arrived in rDrive. The user can view the file in rDrive as well and download the report from the in-app notification.





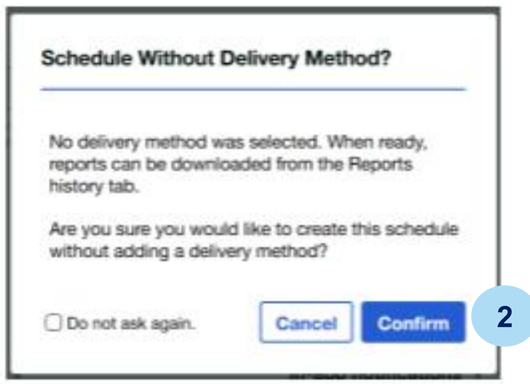
Schedule Report without a Delivery Method

If a user does not select any delivery method (**rDrive** or **Notifications**), the report will be created as scheduled and saved in the **History** tab. A user will not be notified.

1. With rDrive not toggled, and no users listed under Notifications, click Schedule.

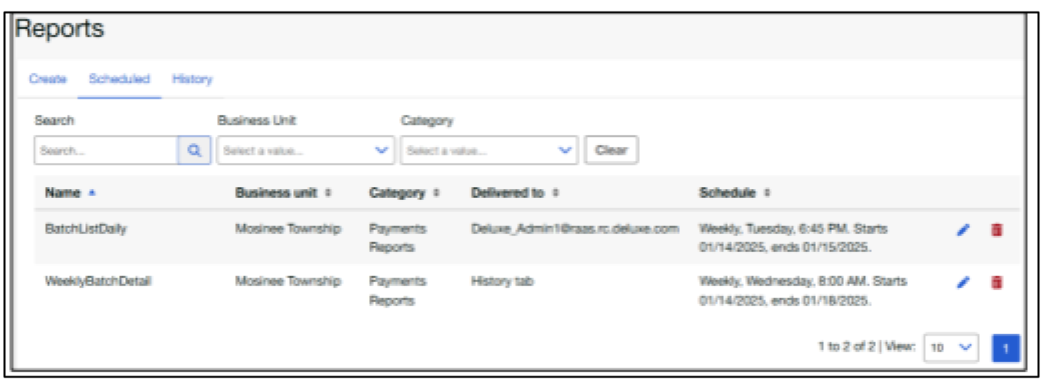
NOTE: The user may check the "**Do not ask again**" checkbox which will not prompt the same question again, to the user when scheduling any report for any organization without delivery options added.

2. Click **Confirm.**



Scheduled Tab

After reports have been scheduled, they can be found in the **Scheduled** tab. This page has capabilities of searching, sorting, filtering and paging.



Complete a Search

There are a few search options that can be used to search for scheduled reports. As search options are used, the results will update immediately.

Search Fields	
Search Field	**Details**
Search	The **Search** option allows a freeform text search of any of the values in the columns of data displayed in the search results.
Business Unit	The business unit name or client name for this file.
Category	Category will report categories for which the user has access to (**Activity** or **Payment** reports).
Clear	Select this option to clear all the filters.

Results

The results table is displayed at the bottom of the **History** screen. Each result listed in a report that was previously generated.

Name ▲	Business unit ⇕	Category ⇕	Delivered to ⇕	Schedule ⇕
BatchListDaily	Mosinee Township	Payments Reports	Deluxe_Admin1@raas.rc.deluxe.com	Weekly, Tuesday, 6:45 PM. Starts 01/14/2025, ends 01/15/2025.

Search Fields	
Search Field	**Details**
Name	The name of the scheduled report.
Business Unit	Displays the organization level in which the report is scheduled.
Category	Category will report the category of the report scheduled (**Activity** or **Payment** reports).
Delivered to	Reports to whom the report was delivered, or directly to the **History** Tab.
Schedule	Reflects the date/time and recurrence that the report is scheduled.

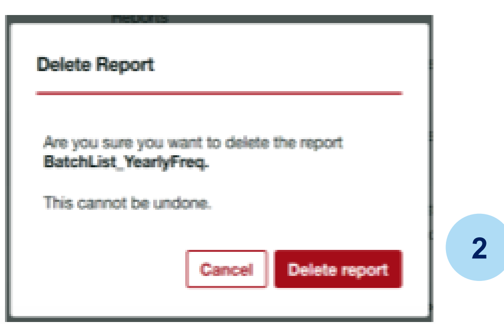
Delete a Report Schedule

From the **Scheduled** tab a user can delete the report schedule.

1. Click the **Delete** (trash) icon on the schedule to delete.

A confirmation screen displays.

2. Click **Delete report**. The report schedule is deleted.

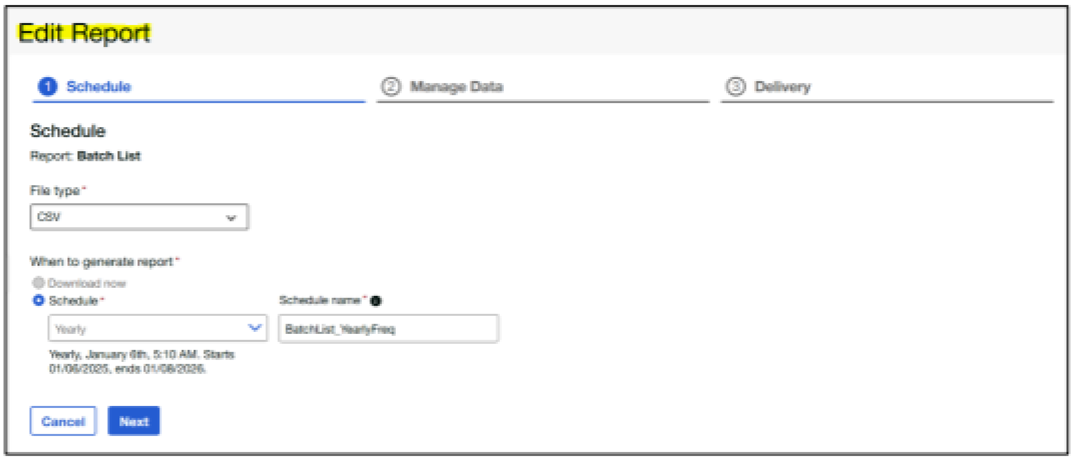


Edit a Schedule

From the **Scheduled** tab a user can edit the report schedule.

1. Click the **Edit** (pencil) icon on the schedule to edit it.

The schedule setup is displayed; all the data from the schedule will be prefilled. The user can change the schedule details or delivery options by following the prior steps in this document.

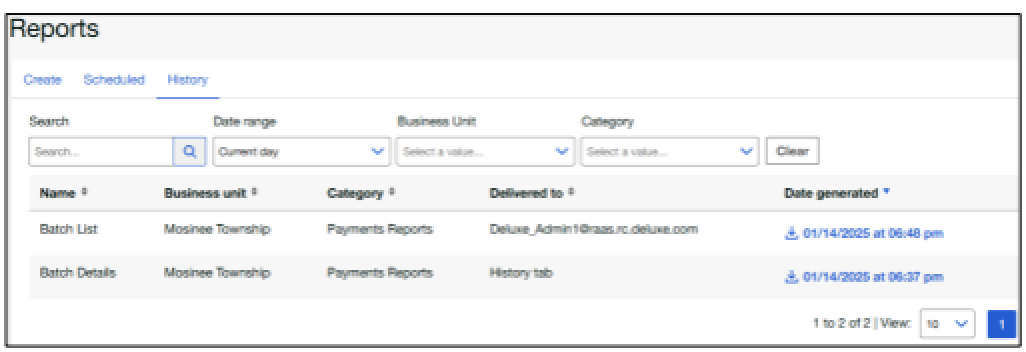


History Tab

Report History allows users to view reports that the user has either downloaded (**Reports | Download Now** option) or had delivered via a schedule. A scheduled report will use the schedule name as the file name in the history tab. If the report is downloaded directly using the '**Download Now**' option, the file name will be the report name. Reports are retained in the **History** tab for 60 days rolling.

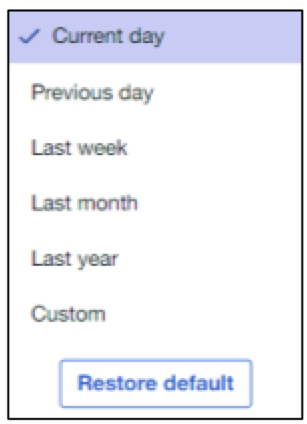
The user can download the report again from the History page by clicking anywhere on the blue download link in the **Date Generated** column.

This page has capabilities of searching, sorting, filtering and paging.



Complete a Search

There are a few search options that can be used to search for reports. As search options are used, the results will update immediately.

Search Fields	
Search Field	**Details**
Search	The **Search** option allows a freeform text search of any of the values in the columns of data displayed in the search results.
Date Range	Enter the **Deposit Date** in the **Date range** of the search range. The default selection is **Current day**. The date range is calculated using the user's current date. • **Current day** – current day is both start and end date.  • **Previous day** – current day minus 1 for both start and end date. • **Last week** – current day minus 7 days for the start date, while current day is the end date. • **Last month** – current day minus 30 days for the start date, while the current day is the end date. • **Last year** – current day minus 365 days for the start date, while current day is the end date. • **Custom** – allows the user to select a start and end date range. • **Restore Default** – restores the Date range filter to Current day.

Search Fields	
Search Field	**Details**
Business Unit	The business unit name or client name for this file.
Category	Category will report categories for which the user has access to (**Activity** or **Payment** reports).
Clear	Select this option to clear all the filters.

Results

The results table is displayed at the bottom of the **History** screen. Each result listed in a report that was previously generated.

Name	Business unit	Category	Delivered to	Date generated
User Status	ABC Bank	Activity Reports	History tab	09/12/2024 at 09:03 am

Payments Reported

Payment Reports provide information regarding payments using **Archive** data from the data lake.

Monthly Deposit Summary Report

The monthly deposit summary report is a month to date (current month only) report of the cumulative monthly deposit totals. Data in this report will be grouped together by organization. The report will not show rows for dates that there is no data.

NOTE: Until data management is complete this report will report cumulative totals for the current month based on the current date. Once data management is implemented, users will be able to choose the month for which they want to run the report.

Monthly Deposit Summary Report
Created 09/10/2024 10:20 PM by
Deluxe_Admin1@raas.rc.deluxe.com

September 2024

	Deposit date	Payment amount	Payment count	Non-payment count	Item count
DepartmentRegression06June					
	9/5/2024	$32,410,340.34	63	144	207
Total		$32,410,340.34	63	144	207
RegressionDepJune					
	9/5/2024	$39,685,408.68	81	165	246
Total		$39,685,408.68	81	165	246
Grand Total		$72,095,749.02	144	309	453

NOTE: The **Total** row contains a month to date total for the **Business Unit**. The **Grand Total** row represents the month-to-date total for all sites (and or the corresponding business units) included in the report.

My Payment Reports

Batch List Report

The Batch List report will include a list of batches for the active org and their children for the previous 7 days (current day - 7 days). It is printed in a columnar format where data will be repeated on subsequent pages as not all columns will fit on one page.

Summary Report Fields	
Report Field	**Description**
Deposit Date	The date the batch was deposited.
Payment Amount	The total amount of payments.
Payment Count	The total number of payment items for this month.
Non-Payment Count	The total number of non-payment items for this month.
Item Count	The total number of items for this month.

Batch Number	Deposit Date	Payment Channel	Item Sub Type	Deposit Account	Transaction Count
20	09/05/2024	Branch	ACH	0049	3
15	09/05/2024	Branch	Check	4688	3
5	09/05/2024	ATM	Check	0130	3
8	09/05/2024	Branch	Lockbox	6662	4

Payment Count	Non-Payment Count	Amount
3	6	$1,530,986.83
2	6	$620,538.10
3	8	$1,442,702.36
6	10	$1,939,285.06

NOTE: The report is currently sorting by **Deposit Date** and then **Source Batch ID**, but this will be updated to sort by **Deposit Date** and then **Batch Number** in the next release.

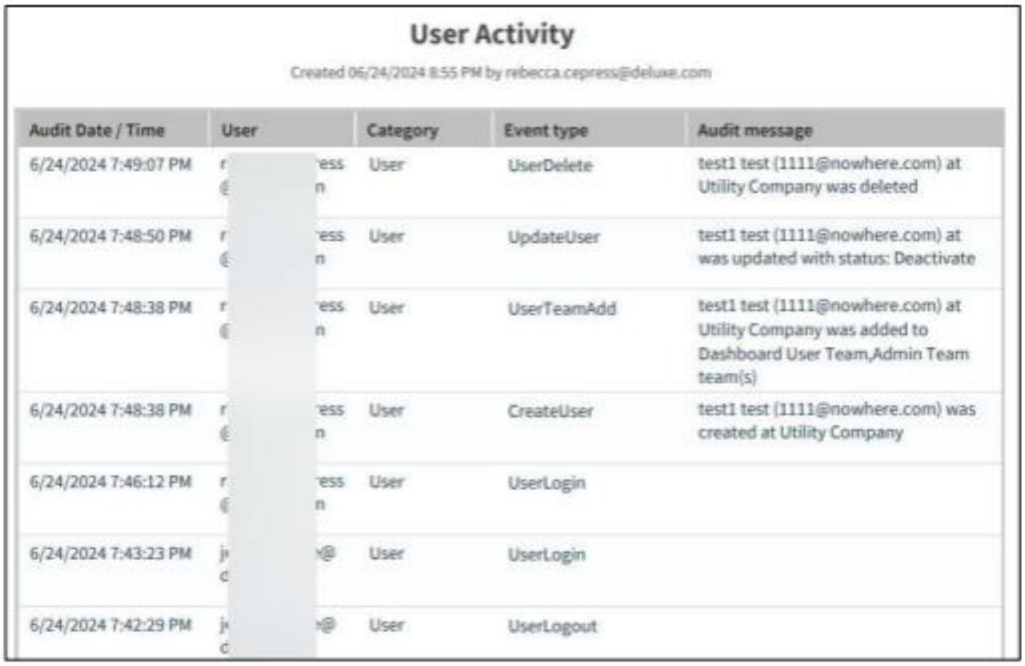
Report Fields	
Report Field	**Description**
Batch Number	This number comes from the source system or is generated by R360+ upon import when there is no source system batch number.
Business Unit	The name of the Business Unit.
Deposit Date	The date the batch was deposited.
Transaction Number	The transaction number of the payment in the batch.
Amount	The dollar amount of the transaction
R/T	The bank routing and transaction number, or ABA, of the transaction.
Account	The DEBIT account number; the checking account number of the payer
Trace Number	The check number, ACH trace number, or check serial number. The unique reference number to the payment tendered
Payor	The party making the payment; the remitter.
Deposit Account	The CREDIT account number; the corporate customer account number to which the payment is deposited

Activity Reports

Activity Reports provide information regarding user activity. The reports will be generated based on the currently selected organization. Currently, activity reports will include the last 7 days of data.

User Activity

The **User Activity** report is available to users with **Admin** access. This report contains all audited activities performed by members during the last 7 days including such actions as deletions, file downloads, logins, logouts, etc.


User Activity

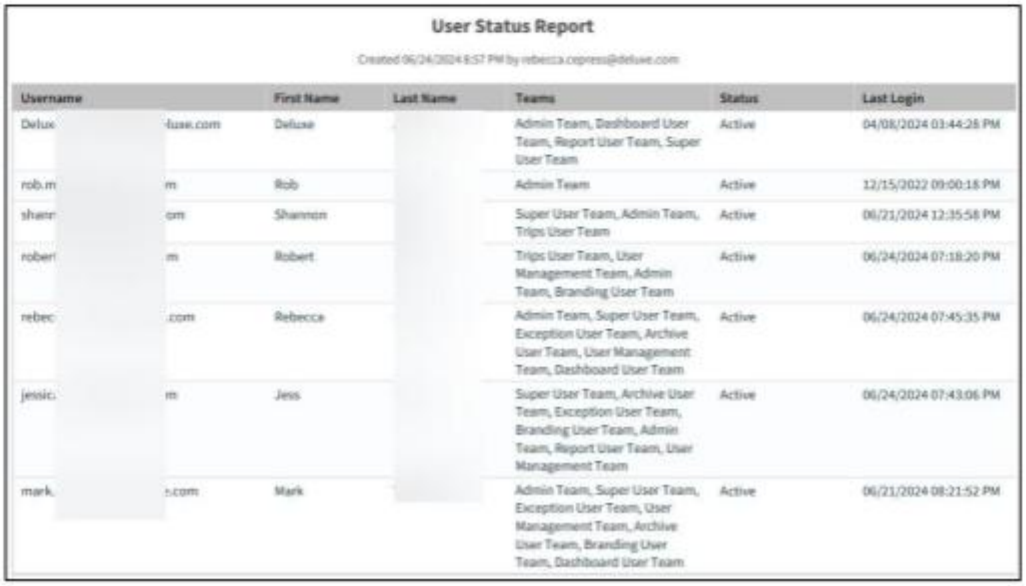
Created 06/24/2024 8:55 PM by rebecca.cepress@deluxe.com

Audit Date / Time	User	Category	Event type	Audit message
6/24/2024 7:49:07 PM	[illegible]	User	UserDelete	test1 test (1111@nowhere.com) at Utility Company was deleted
6/24/2024 7:48:50 PM	[illegible]	User	UpdateUser	test1 test (1111@nowhere.com) at was updated with status: Deactivate
6/24/2024 7:48:38 PM	[illegible]	User	UserTeamAdd	test1 test (1111@nowhere.com) at Utility Company was added to Dashboard User Team,Admin Team team(s)
6/24/2024 7:48:38 PM	[illegible]	User	CreateUser	test1 test (1111@nowhere.com) was created at Utility Company
6/24/2024 7:46:12 PM	[illegible]	User	UserLogin	
6/24/2024 7:43:23 PM	[illegible]	User	UserLogin	
6/24/2024 7:42:29 PM	[illegible]	User	UserLogout	

Report Fields	
Report Field	**Description**
Audit Date/Time	The date and time the audited event took place.
User	The username/email of the user.
Category	The category of this audit event (user, organization, report, archive, exception, etc.).
Event Type	The type of auditing action recorded for this audit event.
Audit Message	A description of the auditing event that was performed.

User Status Report

The **User Status** report provides a list of members (usernames), their current **Status** (**Active**, **Deactivated**, **Provisioned**, **Recovery** or **Suspende**d) and information regarding the member's last login. The report will include members for the selected organization.



User Status Report

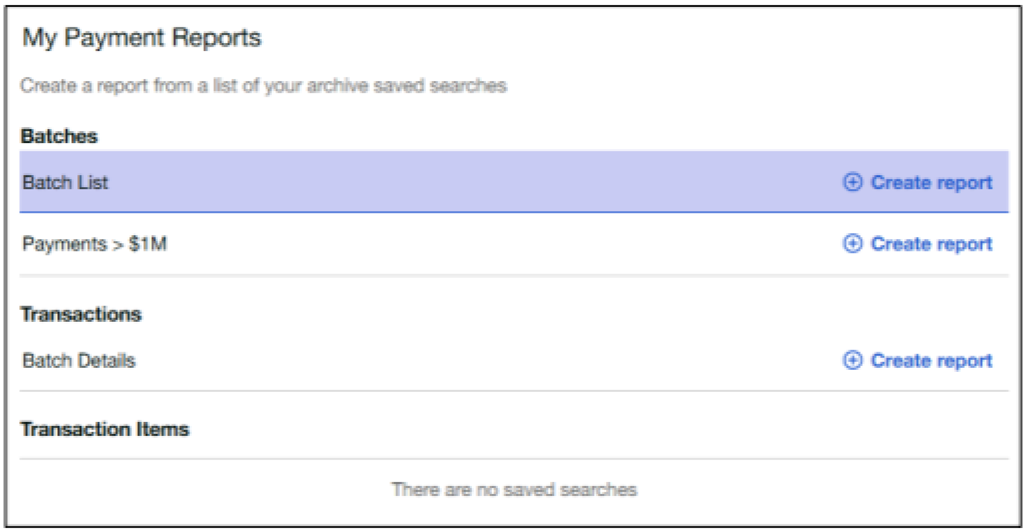
Created 06/24/2024 8:57 PM by rebecca.cepress@deluxe.com

Username	First Name	Last Name	Teams	Status	Last Login
Delux luxe.com	Deluxe		Admin Team, Dashboard User Team, Report User Team, Super User Team	Active	04/08/2024 03:44:26 PM
rob.m m	Rob		Admin Team	Active	12/15/2022 09:00:18 PM
shann om	Shannon		Super User Team, Admin Team, Trips User Team	Active	06/21/2024 12:35:58 PM
robert m	Robert		Trips User Team, User Management Team, Admin Team, Branding User Team	Active	06/24/2024 07:18:20 PM
rebec .com	Rebecca		Admin Team, Super User Team, Exception User Team, Archive User Team, User Management Team, Dashboard User Team	Active	06/24/2024 07:45:35 PM
jessic m	Jess		Super User Team, Archive User Team, Exception User Team, Branding User Team, Admin Team, Report User Team, User Management Team	Active	06/24/2024 07:43:06 PM
mark. e.com	Mark		Admin Team, Super User Team, Exception User Team, User Management Team, Archive User Team, Branding User Team, Dashboard User Team	Active	06/21/2024 08:21:52 PM

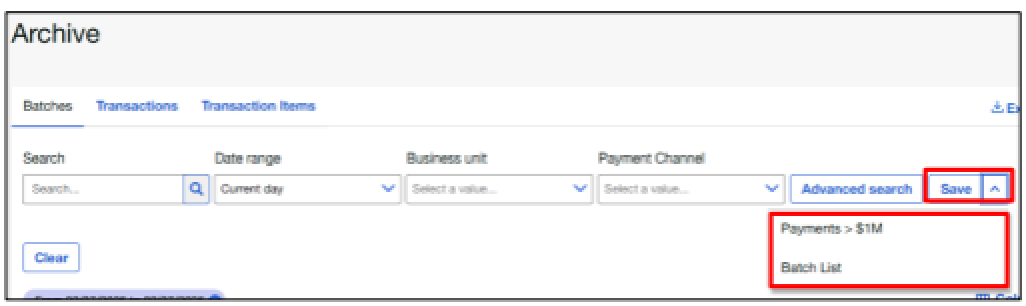
Report Fields	
Report Field	**Description**
Username	The username/email of the user.
First Name	The first name of the user.
Last Name	The last name of the user
Teams	The teams (user rights) assigned to this user.
Status	The current user status for the user (**Active**, **Deactivated**, **Provisioned**, **Recovery** or **Suspended**).
Last Login	The date and time the user last logged in.

My Payment Reports

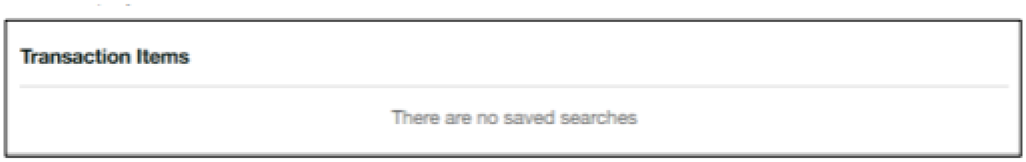
My Payment Reports is available to users that have access to both the **Archive** and **Reports** options. The reports displayed here were created when the user saved a search in one of the tabs of the **Archive** screen. The reports saved will be listed in the section of where the report was saved.



For example, in the screen above, the **Batch List and Payments > $1M** reports were advanced searches that were created and saved under the Batches tab in the **Archive** screen.



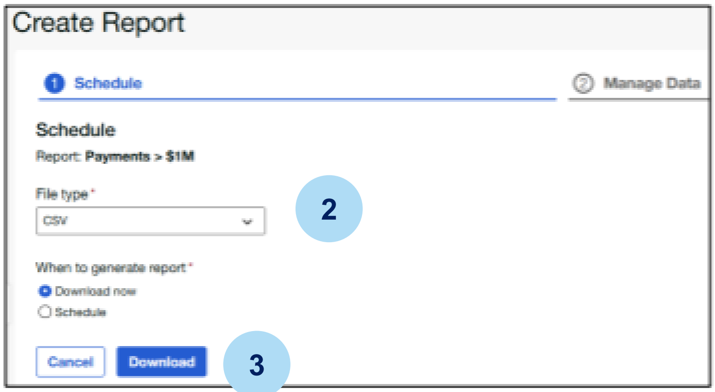
If the user has not saved any reports under a tab in the **Archive** screen, **There are no saved searches**' will be displayed.



1. On the **Reports** screen under **My Payment Reports**, click **Create report** next to a saved search. The step wizard displays.

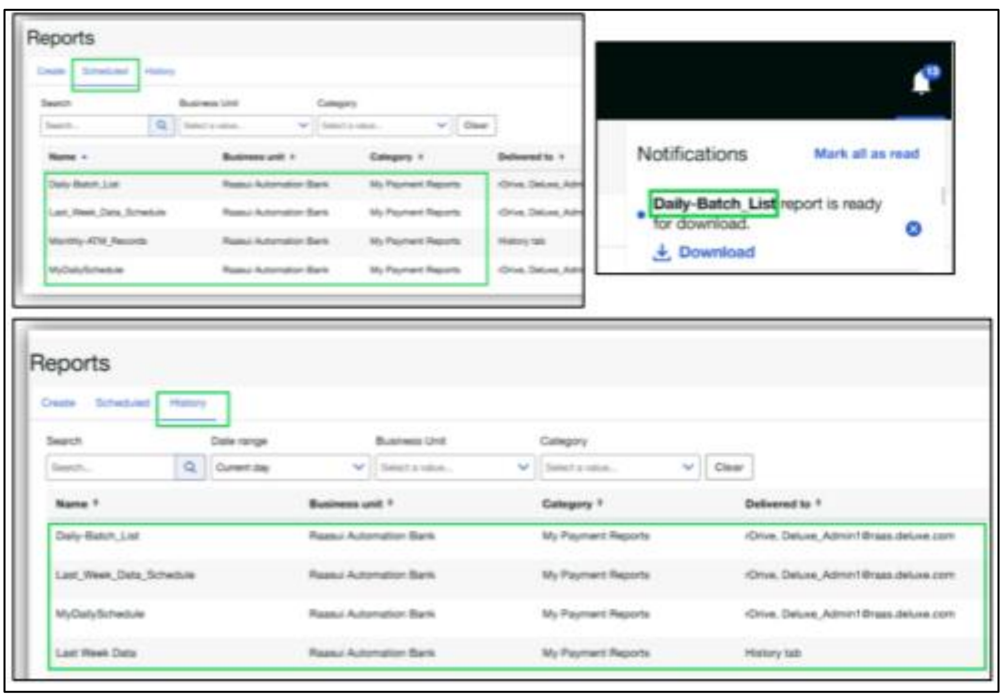
2. In **File type**, select the report output (CSV, PDF, or XLSX).

3. Select the method to generate the report: **Download now** or **Schedule**.



   a. a. If schedule is selected, follow the steps previously defined in this document to **Schedule** reports.

   b. When scheduling a **'My Payments'** report, the user can provide a name for the saved search schedule. This name will be displayed on the **Schedule** tab as the schedule name, on rDrive as the file name, in the contents of in-app notifications as the report name, and on the history tab as the report name. On the history and schedule tabs, these reports correspond to the report category **'My Payment Reports'**. See below screenshot examples for reference.



The saved search uses the same filters and columns saved when creating the saved search in the Archive, and the data in the reports corresponds to the saved search results when run from the **Archive** page.

NOTE: If a saved search is created in the **Archive** without a defined date range, the corresponding **'My Payment'** report downloaded from the **Reports Portal** will only contain the last 7 days of data. In other words, a 7-day default date range is applied.

Viewing Days of Reports

Payment reports, monthly summary deposit report and my payment reports (saved search reports) when directly downloaded or triggered via schedules, will respect the archive viewing days set for the organization. This means when a report is downloaded for an organization it will display the same data that is displayed on **Archive** pages after respecting the viewing days setting. In case of direct downloads, when the selected organization is the same as the organization that the user logged in with; that org's viewing days will apply and when the selected org is different from the org that the user logged in with (meaning user navigated to child org via org selector), the logged in user's organization's viewing days will apply.

In case of scheduling, the viewing days of the specified organization for which the schedule is being created will apply.

NOTE: For the monthly summary deposit report, if the 1st day of the requested month is outside the viewing days range, the entire report will display a "no data" message.

Have a question? Contact your relationship team or call our Commercial Support Center at 866 475 0729, Monday through Friday, 7 a.m. to 10 p.m., ET.