

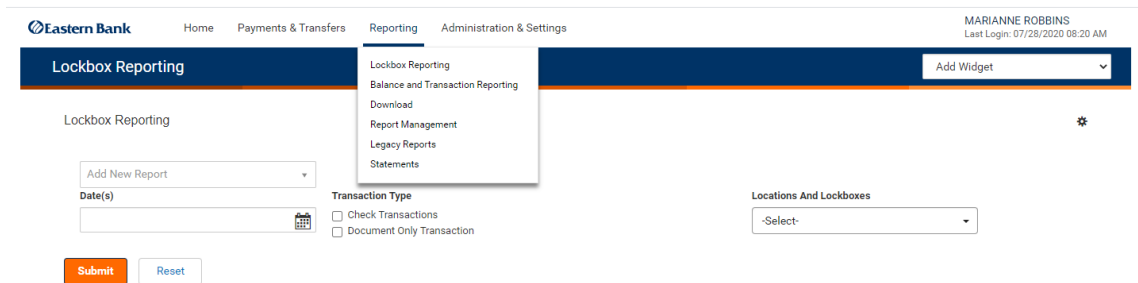
Lockbox Reporting

List View

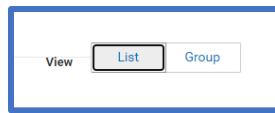
Quick Reference Guide

LOCKBOX REPORTING

Lockbox Summary and Detail Reports along with associated check payment images can be viewed by clicking Lockbox Reporting within the Reporting menu. Additional Lockbox Reporting features include creating customized reports and views, saving notes specific to a payment and maintaining remitter information.

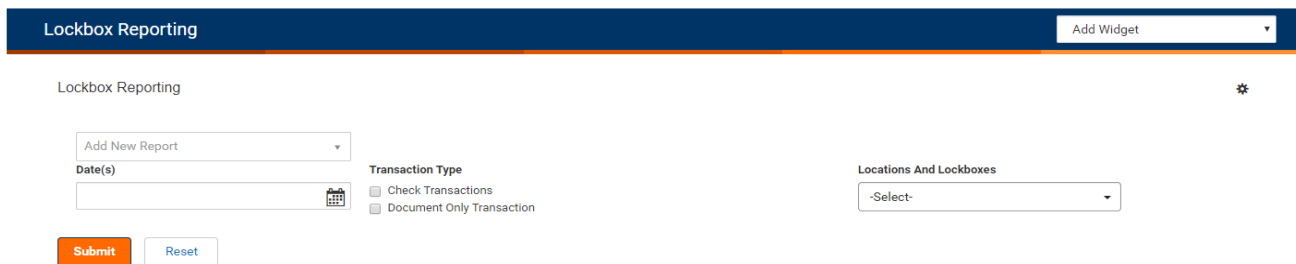


Please note: this current version of Lockbox Reporting requires all summary and detail information be accessed using the selection of LIST VIEW to ensure you are able to view detail transactions for any specific date ranges requested. Additional instructions below.



VIEW LOCKBOX SUMMARY REPORT:

1. Select **Lockbox Reporting** from the **Reporting** menu



2. Click the calendar icon to select a date or date range.
3. Under **Transaction Type**, check one or both types of transactions to view.
4. In the **Locations and Lockboxes** drop down, select ALL or a specific Lockbox.



5. Click **Submit** to view Summary Report.
6. When the Summary Details display, click **LIST** In the View Toggle section

Lockbox Report - (06/29/2020 - 07/28/2020) View **List** Group

View Transaction Details
Summary for 1 Lockbox in 1 Location

Total Items **42**
Total Amount **17,452.00**

Export Print

Filter Summary ▾

Deposit Date	Lockbox	Bank Batch No.	Payment Type	Total Items	Check Amount	Total Items by Type
07/27/2020	Fed. (LBOEP)	3190003	Check Transactions	2	613.00	2
07/27/2020	Fed. (LBOEP)	3190002	Check Transactions	6	2,332.00	6
07/27/2020	Fed. (LBOEP)	3190001	Check Transactions	1	743.00	1
07/27/2020	Fed. (LBOEP)	3190001	Check Transactions	6	1,223.00	6

Viewing 1-10 of 34 records Display 10 per page Page 1 of 4

VIEW LOCKBOX DETAIL REPORT:




7. Select the **View Transaction Details** link to view batch details and images.

Lockbox Transaction Details - Lockbox


Between 06/29/2020 - 07/28/2020 View **List** Group


Export Print Manage Remitters Show: Check Transactions | Document Only Transaction

Filter Check Transactions ▾

Envelope	Image	Lockbox	Date Processed	Bank Batch #	Entries	Remitter Name	Remitter Acct #	Remitter ABA/RTN	Total
View Envelope		Fed. (LBOEP)	07/27/2020	3190001	1	JAYNE MA...	26653066	00000802	1
View Envelope		Fed. (LBOEP)	07/27/2020	3190002	1	KELLY...	466893L...	044000138	1
View Envelope		Fed. (LBOEP)	07/27/2020	3190002	1	ELIZABETH	236110L...	231372691	2


8. Column headings may be adjusted based on specific data fields captured in Lockbox processing by clicking the toggle menu icon below.


Envelope	Image	Lockbox	Date Processed	Bank Batch #	Entries	Remitter Name	Remitter Acct #	Remitter ABA/RTN	
<input type="checkbox"/> 1 Day Available	<input type="checkbox"/> 2+ Day Available	<input type="checkbox"/> AlphaNumeric 01	<input type="checkbox"/> AlphaNumeric 02	<input type="checkbox"/> AlphaNumeric 03	<input type="checkbox"/> AlphaNumeric 04	<input type="checkbox"/> AlphaNumeric 05	<input type="checkbox"/> AlphaNumeric 06	<input type="checkbox"/> Amount 01	<input type="checkbox"/> Amount 02
<input type="checkbox"/> Amount 03	<input type="checkbox"/> Amount 04	<input type="checkbox"/> Amount 05	<input type="checkbox"/> Amount 06	<input type="checkbox"/> Amount 07	<input type="checkbox"/> Amount 08	<input type="checkbox"/> Amount 09	<input type="checkbox"/> Amount 10	<input type="checkbox"/> Amount 11	<input type="checkbox"/> Amount 12
<input checked="" type="checkbox"/> Check #	<input checked="" type="checkbox"/> Check Amount	<input type="checkbox"/> Current Day Available	<input type="checkbox"/> Date 01	<input type="checkbox"/> Date 02	<input type="checkbox"/> Date 03	<input type="checkbox"/> Date 04	<input type="checkbox"/> Date 05	<input type="checkbox"/> Date 06	<input type="checkbox"/> Date 07
<input checked="" type="checkbox"/> Date Processed	<input checked="" type="checkbox"/> Entries	<input checked="" type="checkbox"/> Image	<input checked="" type="checkbox"/> Invoice Amount	<input checked="" type="checkbox"/> Invoice Date	<input checked="" type="checkbox"/> Invoice Number	<input type="checkbox"/> Invoice Reference #	<input type="checkbox"/> Invoice Type	<input type="checkbox"/> Invoice Value	<input type="checkbox"/> Invoice Weight
<input checked="" type="checkbox"/> Lockbox	<input checked="" type="checkbox"/> Notes	<input type="checkbox"/> Numeric 01	<input type="checkbox"/> Numeric 02	<input type="checkbox"/> Numeric 03	<input type="checkbox"/> Numeric 04	<input type="checkbox"/> Numeric 05	<input type="checkbox"/> Numeric 06	<input type="checkbox"/> Numeric 07	<input type="checkbox"/> Numeric 08
<input checked="" type="checkbox"/> Remitter ABA/RTN	<input checked="" type="checkbox"/> Remitter Acct #	<input checked="" type="checkbox"/> Remitter Name	<input checked="" type="checkbox"/> Transaction ID Number	<input checked="" type="checkbox"/> Transaction Reference #	<input type="checkbox"/> Transaction Type	<input type="checkbox"/> Transaction Value	<input type="checkbox"/> Transaction Weight	<input type="checkbox"/> Transaction Volume	<input type="checkbox"/> Transaction Length

9. Images may be viewed by clicking the check icon  in the **Image** column.

LOCKBOX TRANSACTION NOTES:

1. Locate the **Notes** column in the Transaction Detail Report (above).
2. Click **Add Note**.
3. Type the desired message.

4. Click **Save Changes**.
5. A saved Note can be edited or deleted by clicking the  icon next to the transaction.

Processed	Image	Bank Batch #	Check No	Amount	Remitter ABA/RTN	Remitter Name	Notes	
01/24/2020		160001	579	20,804.78	021001088	ICCN. --	