Lockbox Online Viewer Getting Started Guide

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Welcome to the Lockbox Online Viewer

The Lockbox Online Viewer is an intuitive system that presents clear check and document images and provides concise information to help you make key business decisions.
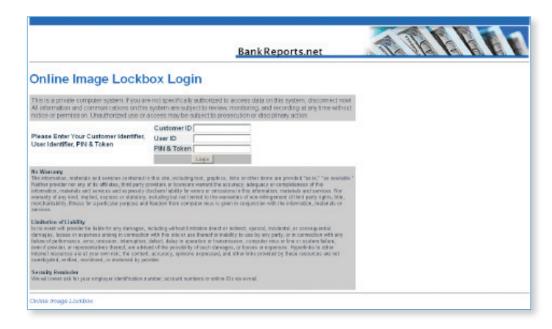
Lockbox Online enables

· Maximum back office efficiency by removing paper from your workflow

· Reduced printing, copying and storage costs

· Faster online access

· Convenient access to paperless reporting

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Login to Lockbox Online

Each user is presented the Login screen. Enter your assigned Customer ID and individual User ID followed by your PIN plus the 6 digits from your SecureID token device. This will provide access to your assigned lockbox(es).

How to View Lockbox Images and Information

You should now be presented with an Image Lockbox Management screen.

· Click the lockbox number at the right side of the screen.

· If you have multiple lockboxes, then each will be listed on this screen (assuming your lockbox online administrator has given you access to those boxes).

Successful login

Logout

Image Lockbox Management
Login Successful

Welcome....

You are logged on as 52733 of 000005

Click your Lockbox Number

MKE-000005   No Lockbox Name   Lockbox Online   -

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Main Menu

You will be presented with the "Main Menu" for your lockbox work.

- Click on items as indicated below to obtain information.
- Click on the link to the right of any date to see the Batch Index for that day.

If Special Alerts are set up

Click to search

Setup and Help instructions

| Special Alerts | Search | View Archive | Help | Main Menu |

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Image Lockbox Output List

Lockbox MKE-100000

Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Total Amount	Num Checks	Num Corresp	Num Pages
10/15/2012	Activity	?	Summary	Detail	$ 171,513.14	10	0	2
10/15/2012	Activity	?	Summary	Detail	$ 171,513.14	10	0	2
10/12/2012	Activity	?	Summary	Detail	$ 44,601.30	4	0	3
10/12/2012	Activity	?	Summary	Detail	$ 44,601.30	4	0	3
10/11/2012	Activity	?	Summary	Detail	$ 111,648.91	8	0	13
10/11/2012	Activity	?	Summary	Detail	$ 111,648.91	8	0	13
10/10/2012	Activity	?	Summary	Detail	$ 191,920.76	13	0	12
10/10/2012	Activity	?	Summary	Detail	$ 191,920.76	13	0	12
10/09/2012	Activity	?	Summary	Detail	$ 355,643.40	9	0	10

Click any column header to sort

Number of checks, correspondence and billing document pages processed that day

Click to see that day's activity on the Batch Index screen

Click to search

Click to get a Summary or Detail Spreadsheet of that day's activity

$$ deposited that day

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Batch Index

When you select the Activity link for the date you want to view, the Batch Index screen appears with a list of all batches processed that day.

Click to view a Summary or Detail Spreadsheet for that day's activity

Output List   View Summary Spreadsheet   View Detail Spreadsheet

Lockbox 000000 on 10/12/2012

Batch Index

Click to view Batch Detail

Trans Source	Batch Numbers	Transactions	Pages	Amount
Check	1	3	3	$ 34,492.80
Check	900	1	0	$ 10,108.50

Totals by Group

Lists totals by payment group

Grp	Group Name	Transactions	Pages	Amount
1	Singles	3	3	$ 34,492.80
2	Singles	0	0	$ 0.00
3	Multiples	0	0	$ 0.00
4	Multiples	0	0	$ 0.00
5	Checks-onlys	1	0	$ 10,108.50

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Batch Detail

Clicking on the Batch Number on the Batch Index screen will provide you the Batch Detail information.

Back to Batch Index

Batch Index

Create a PDF of all items in this batch

Additional information captured from remittance documents will be shown in these fields

Information displayed will vary, depending on the information you instructed us to capture from your documents

Lockbox MKE-000000 on 10/9/2012

Batch 1   Printable Batch PDF

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Received Date	Amount Paid	Account Number	Amount Due	Balance Due
1	1	Check	1	G-5184001	0000000	000000000	01711	$ 18.00	PDF	10/06/2012	$ 18.00	000000000	$ 18.00	$ 18.00
2	2	Check	1	G-5184002	0000000	000000000	6297	$ 90.90	PDF	10/06/2012	$ 90.90	000000000	$ 25.00	$ 90.90
3	3	Check	1	G-5184003	0000000	000000000	5014	$ 220.00	PDF	10/06/2012	$ 220.00	000000000	$ 207.00	$ 10,373.09
4	4	Check	1	G-5184004	0000000	000000000	01763	$ 147.10	PDF	10/06/2012	$ 147.10	000000000	$ 25.00	$ 147.10
5	5	Check	1	G-5184005	0000000	000000000	01008	$ 116.41	PDF	10/06/2012	$ 116.41	000000000	$ 25.00	$ 116.41
6	6	Check	1	G-5184006	0000000	000000000	2843	$ 500.00	PDF	10/06/2012	$ 500.00	000000000	$ 168.00	$ 8,423.01
7	7	Check	1	G-5184007	0000000	000000000	09809	$ 596.43	PDF	10/06/2012	$ 596.43	000000000	$ 25.00	$ 596.43
8	8	Check	1	G-5184008	0000000	000000000	01046	$ 156.16	PDF	10/06/2012	$ 156.16	000000000	$ 25.00	$ 156.16
9	9	Check	1	G-5184009	0000000	000000000	02602	$ 6.00	PDF	10/06/2012	$ 6.00	000000000	$ 6.00	$ 6.00
10	10	Check	1	G-5184010	0000000	000000000	04040	$ 37.44	PDF	10/06/2012	$ 37.44	000000000	$ 25.00	$ 37.44

Transaction Identifier (TID) number uniquely identifies each transaction

Click to see Item Image and Information

Create a PDF of this transaction

Click to see Item Image and Information

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Item image and information

Clicking on the TID or Amount Paid field will provide you transaction information and the ability to view images of checks and remittance documents.
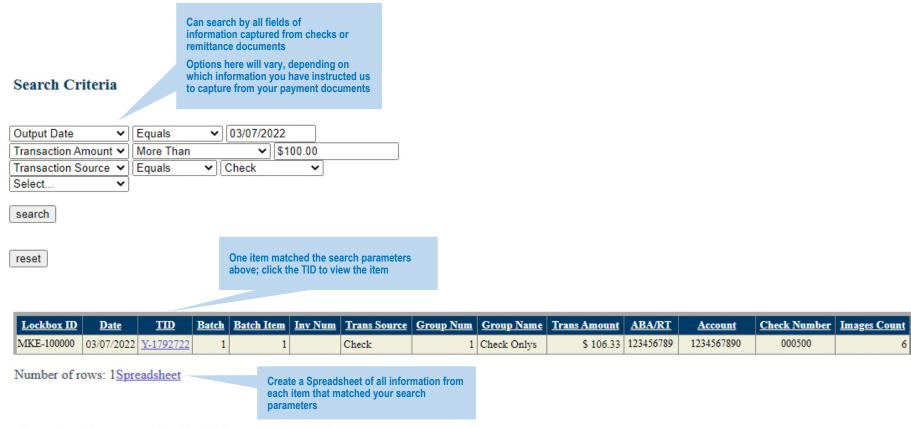
View Previous or Next transaction processed

Create a PDF of this transaction

Prev   Next   PDF

Lockbox 100000

Check Transaction ID G-4650492

Lockbox	MKE-100000	Ledger Date	08/14/2009	Amount	$ 50.00
ABA/RT	000067894	Account	12345678	Batch	1
Item	2				

Basic transaction and check information

Check (B)

Page 1 (B)

Thumbnail images of each scanned item in the transaction—click the thumbnail image to view the item

Transaction-level Keyed Fields

Remitter Name	Mckee	Customer Number	246312

Information captured from remittance document(s)

Information here will vary, depending on which information you have instructed us to capture from your documents

Invoice-level Keyed Fields

Invoice	Page	Invoice Number	Invoice Amount
1	1	7589635	$ 50.00

Page 2 (B)

Check. See Back-side Image

Click to see the backside image of the document

NOT NEGOTIABLE - DO NOT CASH!

Click the image itself to zoom in or out

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Search menu

The Search Menu can be accessed by selecting any item on the search column from the Main Menu (as shown on page 5). In the example below, the search is for transactions processed on 8/17 only, that are approximately equal to $250.

· Click Search.

· As shown below, items matching your search will be shown in the bottom of the screen. Click the TID of an item to view that item.
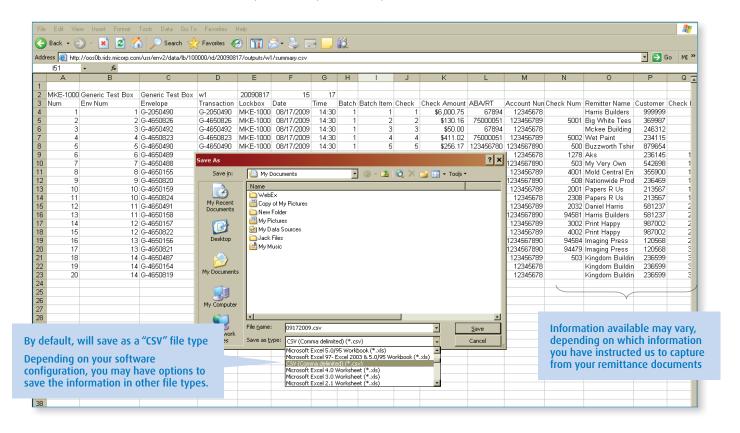
Can search by all fields of information captured from checks or remittance documents

Options here will vary, depending on which information you have instructed us to capture from your payment documents

Search Criteria

Output Date ▾	Equals ▾	03/07/2022
Transaction Amount ▾	More Than ▾	$100.00
Transaction Source ▾	Equals ▾	Check ▾
Select... ▾		

[search]

[reset]

One item matched the search parameters above; click the TID to view the item

Lockbox ID	Date	TID	Batch	Batch Item	Inv Num	Trans Source	Group Num	Group Name	Trans Amount	ABA/RT	Account	Check Number	Images Count
MKE-100000	03/07/2022	Y-1792722	1	1		Check	1	Check Onlys	$ 106.33	123456789	1234567890	000500	6

Number of rows: 1 Spreadsheet

Create a Spreadsheet of all information from each item that matched your search parameters

For questions, please contact Online Banking Support at 866.221.1136.

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Output spreadsheet

When you select "Spreadsheet" on any of the preceding pages, the information displays as shown below:

- The data is formatted as a .CSV file.

- Information for all transactions processed that day will be included in this spreadsheet.

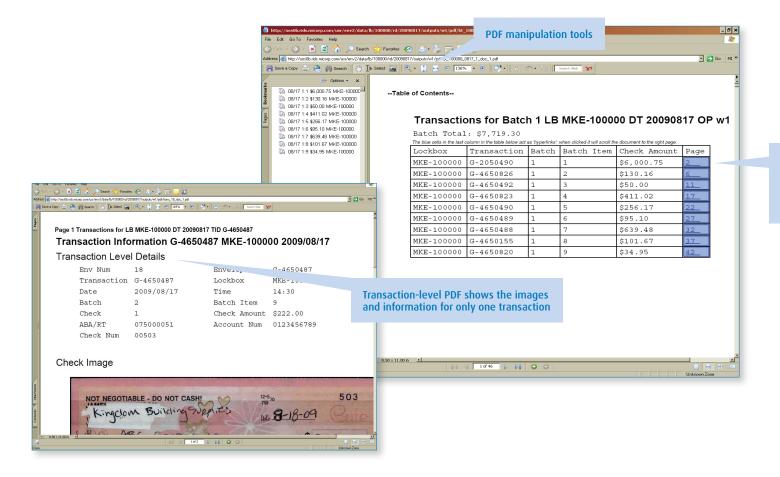- You can save this as a .CSV file, and then open it in any standard spreadsheet software.

By default, will save as a "CSV" file type

Depending on your software configuration, you may have options to save the information in other file types.

Information available may vary, depending on which information you have instructed us to capture from your remittance documents

PDF file output

Whenever you see the term "PDF," as displayed in many of the previous Lockbox Online screens, you can create a PDF output. An illustration of a Batch-Level PDF and Transaction-Level PDF are shown below.

• You must have PDF reader software installed on your computer in order to download and view the file. Adobe Acrobat, industry standard software, is free PDF viewer software and can be downloaded from the link shown here (get.adobe.com/reader/). Adobe Acrobat PDF Viewer software allows you to view the information in a number of ways, including search, zoom in or out, rotate, etc.

PDF manipulation tools

Batch-level PDF will have a table of contents (shown here) that allows you to jump to transactions of interest. Scroll down to see transaction images and information.

Transaction-level PDF shows the images and information for only one transaction

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