

Associated Connect[®]

Reference Guide: Remote Lockbox



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Overview

Remote Lockbox is a unique web-based check remittance application that enables users to scan their checks and accompanying documents such as invoices, coupons and correspondence for depositing from their office and involves three simple steps – Scan, Review and Post.

Key Benefits

- Allows users to make deposits at any time
- Reduces risk of check fraud
- Saves time
- Cuts costs on postal/courier charges and maintenance
- Adds additional payment streams to lockbox depositing and includes document imaging and archive
- Same user interface to access Remote Lockbox as the Lockbox Portal
- Minimal training required to scan batches for depositing

Key Features

- Secured data transmission
- Selection of remote location accounts
- Image Quality Analysis (IQA), Courtesy Amount Recognition (CAR), Legal Amount Recognition (LAR)
- Balances the check amounts
- User receives confirmation ID














Software Prerequisites

Client Setup

- Windows® 7 32/64 bit or Windows® XP SP3
- .NET Framework 3.5 SP1 and .NET Framework 4.0
- Internet Explorer® 11

Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at **AssociatedBank.com/Business** or **AssociatedBank.com/Commercial**. The portal has been divided into three sections:

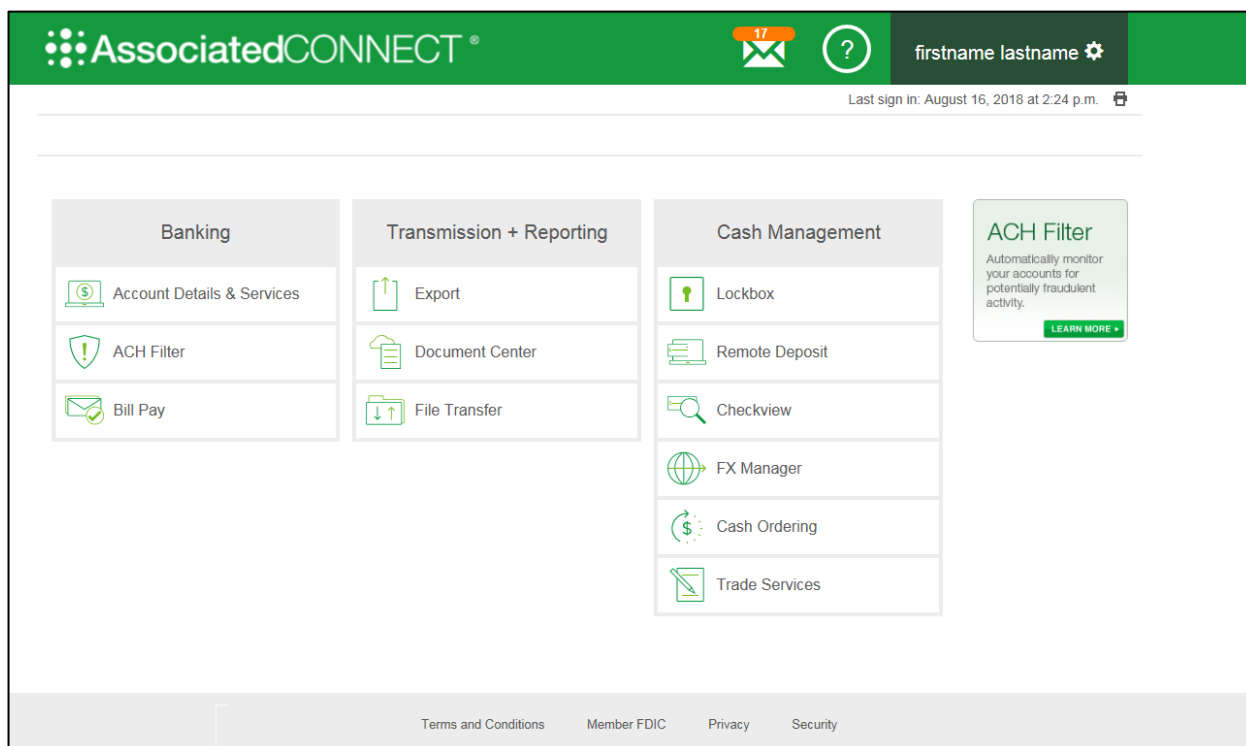
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account)
		ACH Filter
		Bill Pay
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
Transmission and Reporting		Export
		Document Center
		File Transfer

To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a mobile or physical token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



Getting Started

A link to the Remote Lockbox module is located on the **Main Menu** page within the Lockbox service option for Associated Connect. Select the **Remote Lockbox** link from this menu.

The screenshot displays the Remote Lockbox Home Page. On the left is the **Main Menu** with options: Dashboard, User Administration, Customer Delivery, Reports-On-Demand, **Remote Lockbox** (highlighted), Lockbox Exception, Exception Reports, Remote Lockbox Reports, and Processing Instructions. The main content area is divided into several sections:

- Exception Summary (06/16/2014)**: A table showing the status and count of exceptions.

Status	Count
Exceptions Waiting	0
Exceptions In Use	0
Exceptions Completed	0
Transmission Completed	4
Exceptions Skipped	0
- Exceptions - Need Attention!**: A section indicating **No Data Available**.
- Watch List**: A table showing watch list items.

Created On	Watch List Name	Status
12/11/2013	Bob Westfield Check	View Data
- Favorite Search**: A table showing favorite searches.

Use	Favorite Name	Created On
	All Checks	12/11/2013
- Download**: A table showing download requests.

	Request On	Completed On
	12/11/2013 8:41:03 AM	12/11/2013 8:41:38 AM
	12/11/2013 8:33:15 AM	12/11/2013 8:36:31 AM
	12/11/2013 8:33:11 AM	12/11/2013 8:35:26 AM
	12/11/2013 8:33:05 AM	12/11/2013 8:34:24 AM

Remote Lockbox Home Page

The home page is divided into three panes – **Main Menu**, **Scanning Details** and **Notification**. A sample home page screen is displayed below.

The screenshot displays the Remote Lockbox Home Page with three main panes:

- Main Menu**: Same as the previous screenshot, with **Remote Lockbox** highlighted.
- Scanning Details**: A section for configuring scans.

Scanning Option: Transaction Scanning

Scanner Type: Panini Visionx

Receive Date: 07/02/2014

Scan Date: 07/02/2014

Site: Phoenix AZ

Worksource: [Redacted]

Location: -- Select Location --

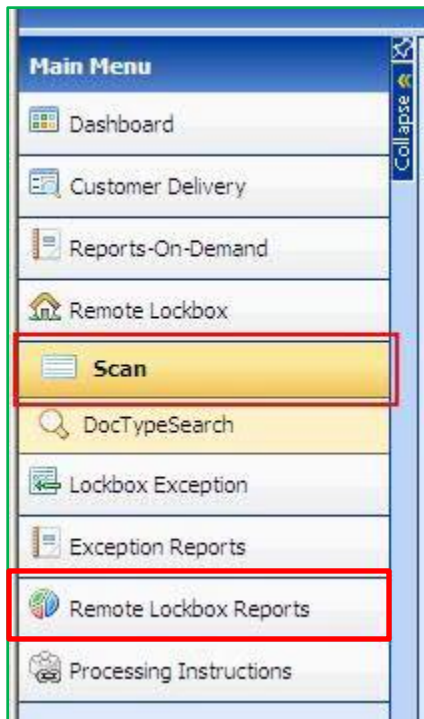
Batch Mode: --Select BatchMode--

[Scan Now](#)
- Notification**: A table showing scan notifications.

Date	Worksource	User ID	Confirmation No.	Batch Status
06/30/2014 19:36	0000052061	PPB.APSD.00041	141	Review
06/30/2014 19:33	0000052061	PPB.APSD.00041	138	Transmitted to Lockbox
06/30/2014 19:31	0000052061	PPB.APSD.00041	137	Transmitted to Lockbox
06/30/2014 19:31	0000052061	PPB.APSD.00041	136	ContinueScan
06/30/2014 16:59	0000052061	PPB.APSD.00041	133	Deposited with Rejects
06/30/2014 15:11	0000052061	PPB.APSD.00041	131	Deposited with Rejects
06/27/2014 17:46	0000052061	PPB.APSD.00041	129	Deposited with Rejects

1 2 3


Select Remote Lockbox on the **Main Menu** panel. The **Scan** link will access the Remote Lockbox scanning functions.




>> This menu choice allows you to access the Scan page.

>> This menu choice allows you to view Remote Lockbox Reports.

The collapse/expand button between the panes enables the user to manage the workspace:

The collapse  button between the panes enables the user to hide the menu options pane to expand the work area.

The expand  button enables the user to show the menu options pane when the menu options pane is hidden.

Scanning Details Pane

The Scanning Details pane allows you to choose the parameters under which you want to scan documents. The parameters that are available to you depend on how your installation is set up and your user privileges. The scanning details available include the following:

Scanning Option/ Transaction Scanning	The scanned documents are to be grouped into transactions, as in a retail/wholesale environment.
Scanner Type	Choose the type of scanner from the drop-down list.
Receive Date	The date when your organization received the documents to be scanned.
Scan Date	The date the documents are being scanned, defaults to the current date.
Site	Lockbox processing site.
Lockbox	Choose the Worksource to which the documents are to be sent from the drop-down list. The available choices depend on the chosen Site.

Location	Scanning location.
Property	If the Worksource is a property management entity, a property must be selected from the drop-down list.
Batch Mode	<p>Choose a batch mode from the drop-down list. The available choices depend on the chosen Lockbox.</p> <p>Note: Customer needs to presort transactions according to one of the following batch mode options:</p> <ul style="list-style-type: none"> • Checks-With: These transactions are checks only. They are processed by creating dummy stubs from data written on the check. • Full Page: Checks with one or more additional documents in a transaction.
Scan Now	After entering the scanning parameters in the Scanning Details pane, click Scan Now to start the scanning process.

Notification Pane

The **Notification** pane will display for the last five (5) days of batches scanned by the individual user. Additional batches scanned by other users will not display.

To complete scanning execution, click on the link in the **Batch Status** column to proceed to that function. If more batches have been scanned than will fit in the notification pane, scrollable page numbers are provided at the bottom left of the pane.

The **Refresh** in the upper-right corner of the screen will update the page at any time.

Notification Refresh				
Date	Worksource	User ID	Confirmation No.	Batch Status
06/30/2014 19:36	0000052061	PPB.APSD.00041	141	Transaction Assignment Stager
06/30/2014 19:33	0000052061	PPB.APSD.00041	138	Review
06/30/2014 19:31	0000052061	PPB.APSD.00041	137	Transmitted to Lockbox
06/30/2014 19:31	0000052061	PPB.APSD.00041	136	ContinueScan
06/30/2014 16:59	0000052061	PPB.APSD.00041	133	Deposited with Rejects
06/30/2014 15:11	0000052061	PPB.APSD.00041	131	Deposited with Rejects
06/27/2014 17:46	0000052061	PPB.APSD.00041	129	Deposited with Rejects
1 2 3 4				

Batch Status Options

Transaction Assignment Stager	In-between process that occurs prior to Review.
Review	Batch scanned and waiting for Image Quality/Usability Analysis (IQUA) to be completed in order to transmit to Lockbox Operations for deposit.
Transmitted to Lockbox	Batch has been posted and the transactions will be incorporated in the Lockbox workflow and deposit.
Deposited with Rejects	Batch received in Lockbox Operations; however, one or more items in the batch were rejected and not deposited.
Document Validation Staging	In-between process that occurs prior to Review.
ILB Suspend Waiting	One or more transmitted payments are awaiting decisions in ILB.
Continue Scan	Customer halted scanning and has not submitted for IQUA review.
Deposited	Batch posted and all transactions within batch were deposited.

Scanning Documents

Transactions should be presorted between Batch Mode prior to scanning. Each Batch Mode scanned should be limited to 50 items per batch.

The following illustration shows the opening scanning screen. To begin scanning, click the **Start Scan** icon.



When all documents have run through the scanner, a prompt will display to choose your next action.



To scan more documents, click the **Continue Scanning** icon.

To perform the IQA tests and send the deposit to the Review screen, click **Submit For Review**.

To save the data and images scanned thus far and finish the Review and Posting process at a later time, click **Save**.

To cancel the scanning process and return to the home page, click **Cancel**.

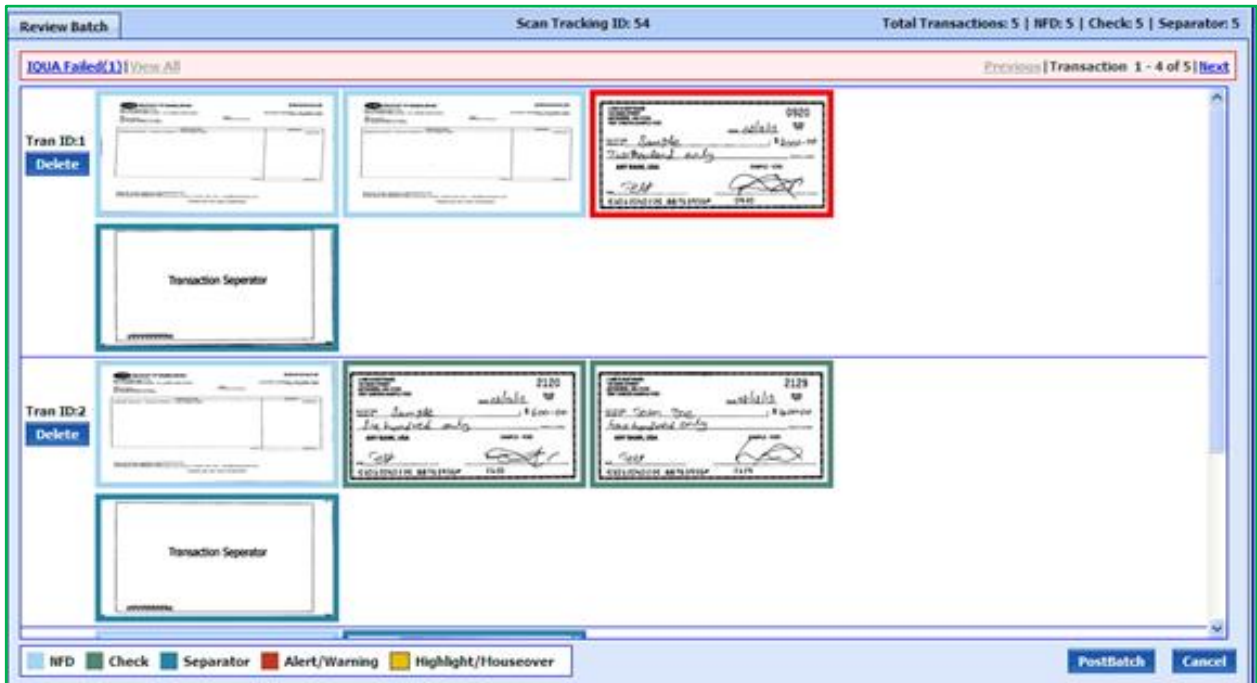
Review

When all the documents have been scanned, click **Submit For Review** to perform the IQA tests, display all the items for evaluation and make any necessary changes.

The following message displays while the IQA tests are performed:



When the IQA tests are complete, the **Review Batch** screen is displayed.



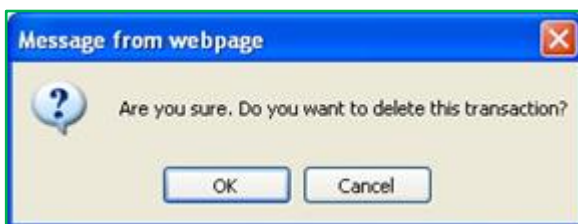
The top of the screen displays the unique **Confirmation Number** that was assigned to the batch by the system (equivalent to a batch number), plus the total number of transactions, Not-For-Deposit items (i.e., stubs or invoices) and checks contained in the batch.

If any item(s) failed the IQA tests, there will be a highlighted field at the top left of the screen to indicate the number of items that require additional review and action.

You may limit the display to only the items that failed the IQA tests by clicking the **IQUA Failed** link in the upper left of the screen. To return the display to all items, click the **View All** link.

The largest portion of the screen displays thumbnail images of each scanned item, grouped by transaction, with the transaction identification number (Tran ID) to the left.

The **Delete** button allows you to delete an entire transaction.

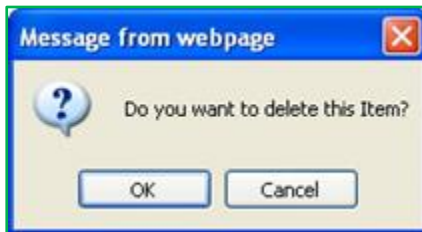
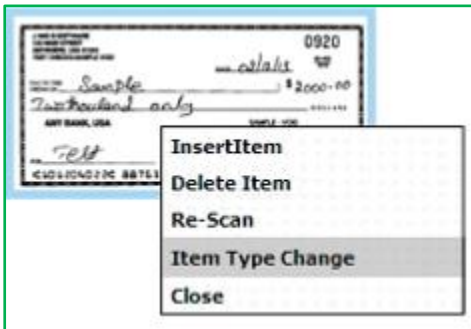


The background color of the thumbnails will differentiate the items for quick reference.

Check	The green background represents a check item.
Alert/Warning	The red background represents an item that needs attention for any reason.
Highlight/Mouse-over	The yellow background appears when you hover the mouse over an item.

Right Click Menu

If you right click a thumbnail, a menu appears that allows you to perform some common operations on the document. The contents of the menu will vary by the type of document, type of batch and the document's position in the batch. The most common Right Click Menu is illustrated below.

Insert Item	This allows you to scan a new item which will be inserted before the highlighted item. You will return to the scan page.
Delete Item	<p>This allows you to delete the highlighted item. You are prompted to confirm.</p> 
Re-Scan	This allows you to re-scan the highlighted item. You will return to the scan page.
Item Type Change	<p>This allows you to change the type of item, and it displays a sub-menu with the allowable choices.</p> 
Close	Closes the Right Click Menu.

NOTE: When converting an item to a check, IQUA tests and check analysis are performed. If the item fails any of these tests, its background changes to red and further analysis will be needed.

Full Screen Images

View a document in full-screen mode by clicking on its thumbnail image.

Below the enlarged document image are fields containing the relevant information for the document (MICR line and amount for checks) along with a series of icons on the right and below the image.

J AND B SOFTWARE
123 MAIN STREET
ANYWHERE, USA 01234
TEST CHECKS-SAMPLE VOID

0920

DATE 02/12/13

PAY TO THE ORDER OF Sample \$2000.00

Two thousand only DOLLARS

ANY BANK, USA

SAMPLE - VOID

FOR Test

0920

MICR Line: @1012040220887639560

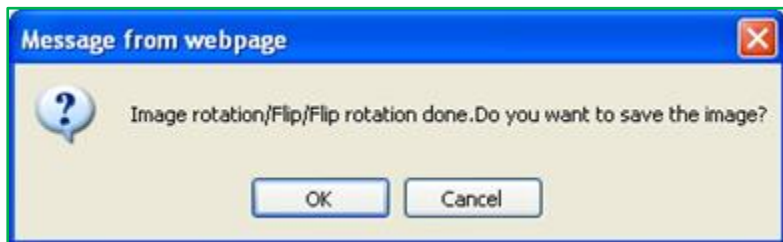
Amount: 2000.00

Update

Icons: Rotate 90°, Save, Flip, Previous, Next

Buttons: Insert Item, Delete, ReScan, ConvertToWFO, ConvertToSeparator

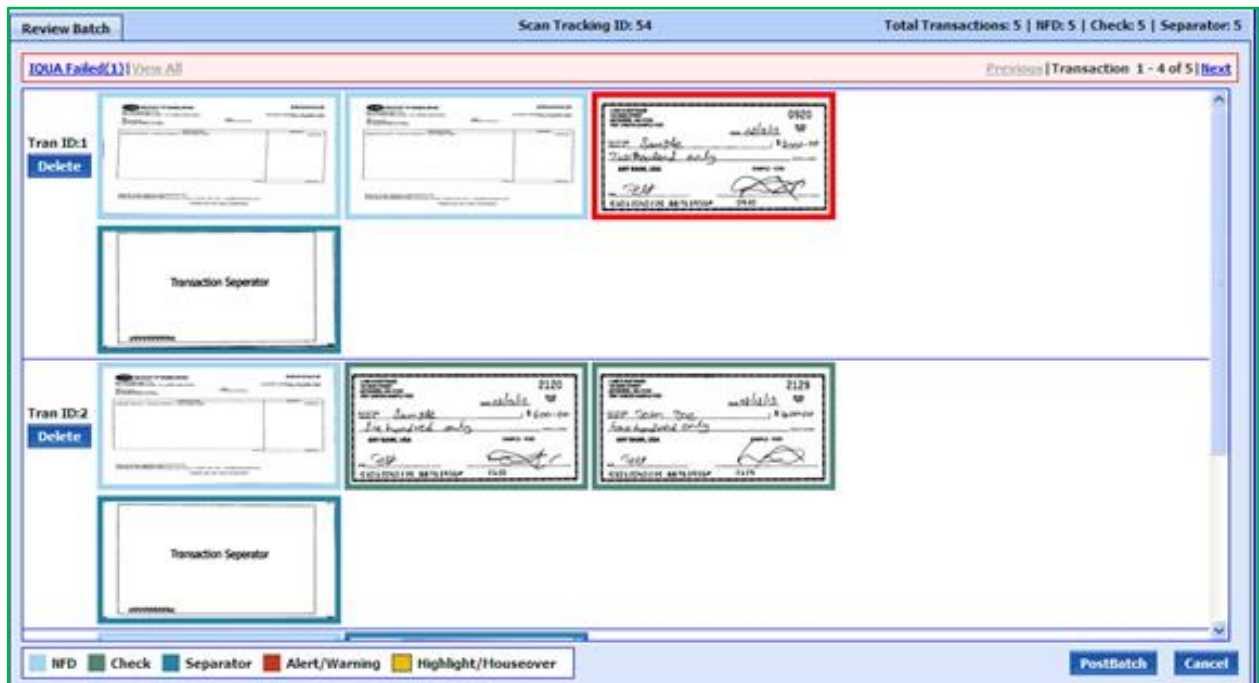
Icon	Action
	Click this icon to rotate the image 90°.
	Click this icon to save the rotated/flipped view of the image. A prompt will occur before going to the next or previous image if the current image was flipped or rotated and not saved.
	Click this icon to flip the image (front to back, back to front).
	Click this icon to display the previous document image.
	Click this icon to display the next document image.



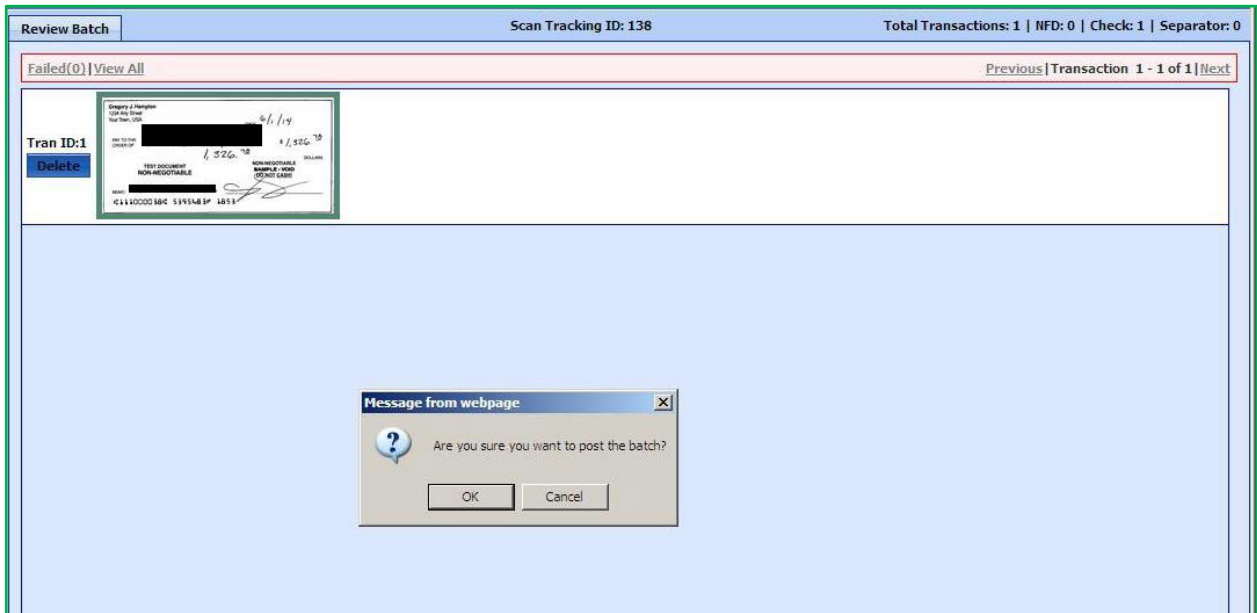
The bottom of the screen displays the transaction number and sequence number of the item, the reason why the item needs attention, if applicable, and a series of buttons that duplicate the functions of the Right Click Menu. Click the **X** at the top right to close the full screen window and return to the thumbnail view. If you have not saved a rotated/flipped view of the image, the prompt shown above is displayed.

Posting a Batch

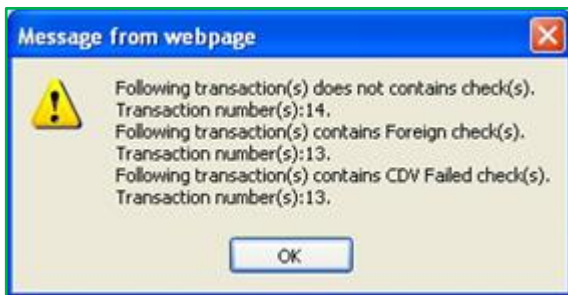
When all document images in the batch appear satisfactory, click the **PostBatch** button to post the batch, or click the **Cancel** button to close the Review function and return to the home page.



A notice will appear asking for confirmation to post the batch.



If the **PostBatch** button is selected and a batch has unresolved issues, the batch will not post and a message appears that indicates the problems encountered.



When the batch has posted successfully, a confirmation window appears containing the batch information.

 51	
Scan Verify Number:	51
User ID:	Admin
Site:	1
Lockbox:	0000000001
Location:	1
Batch Mode:	1
Receive Date:	2/4/2013 12:00:00 AM
Scan Date & Time:	2/4/2013 8:35:58 AM
No. of Transactions:	1
No. of Checks:	1
No. of Stubs:	1
<input type="button" value="Print"/> <input type="button" value="Cancel"/>	

Click **Print** to print the confirmation message or **Cancel** to return to the home page.

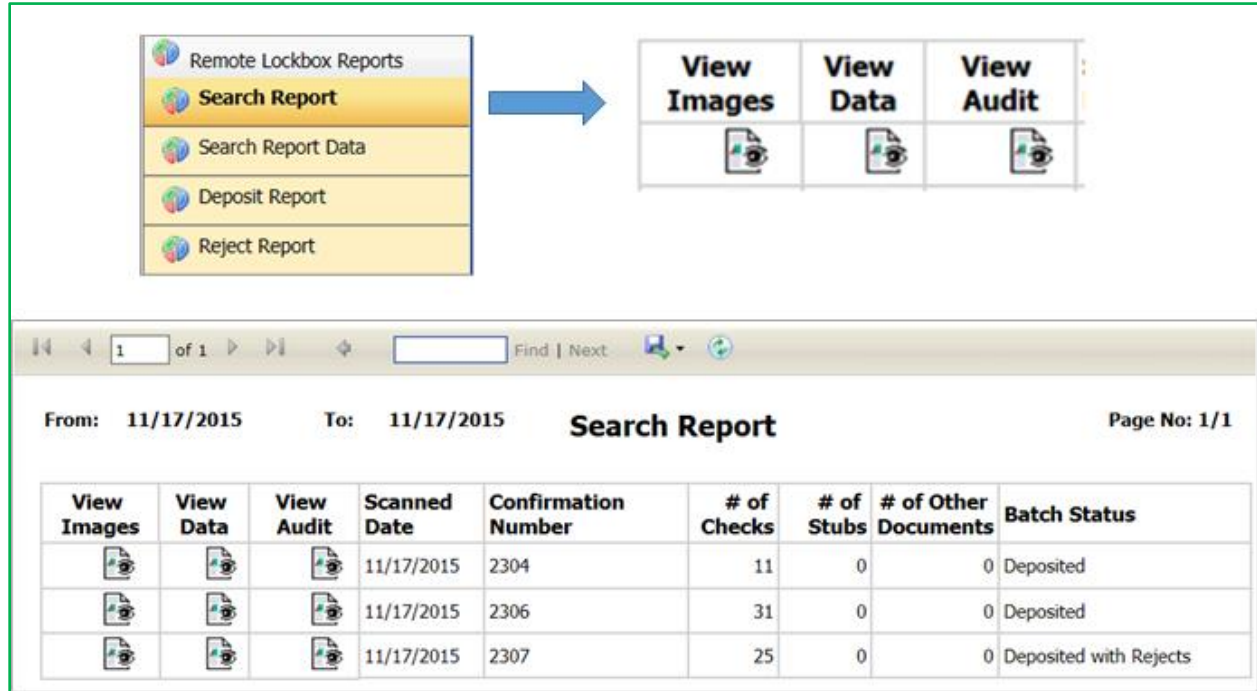
On-Demand Remote Lockbox Reports

Click the **Remote Lockbox Reports** button. From there, you can access the **Search Report**, **Search Report Data** and the **Deposit Report**. These are available to web portal users with Remote Lockbox functionality.



Search Report

Within the **Search Report Menu** tab are multiple reports displaying Images, Data, and Audit information for each Remote Lockbox batch.



The screenshot shows the 'Remote Lockbox Reports' menu with 'Search Report' selected. A blue arrow points to a grid of three buttons: 'View Images', 'View Data', and 'View Audit', each with a document icon. Below this is a search bar with '1 of 1' and 'Find | Next' buttons. The main report area is titled 'Search Report' and shows data for the date range 'From: 11/17/2015 To: 11/17/2015'. The report table has columns for 'View Images', 'View Data', 'View Audit', 'Scanned Date', 'Confirmation Number', '# of Checks', '# of Stubs', '# of Other Documents', and 'Batch Status'.

View Images	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
			11/17/2015	2304	11	0	0	Deposited
			11/17/2015	2306	31	0	0	Deposited
			11/17/2015	2307	25	0	0	Deposited with Rejects

Search Report > View Images

This report presents images of all items scanned in the remote lockbox batch.

- User ID
- Work Source
- Date batch scanned
- Number of checks (and stubs if applicable)
- Confirmation #
- Image of item
- Status (deposited or rejected)

The screenshot displays two web-based reports. The top report, titled "Search Report", shows a table of scanned items for the date range 11/17/2015 to 11/17/2015. The table has columns for View Images, View Data, View Audit, Scanned Date, Confirmation Number, # of Checks, # of Stubs, # of Other Documents, and Batch Status. The "View Images" column is highlighted with a blue box. The bottom report, titled "Search Report Item Details", shows details for a specific item (Tran No: 1, Item Id: 27784, Micr Line: d072000290d 0355511c 1481). It includes fields for User Id, Worksource, Date Scanned, Number of Stub(s), Number of Check(s), and Number of Other Document(s). Below these fields is an image of a check for \$3.00, dated 03/11/2016, with the status "Deposited".

View Images	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
			11/17/2015	2304	11	0	0	Deposited
			11/17/2015	2306	31	0	0	Deposited
			11/17/2015	2307	25	0	0	Deposited with Rejects

Search Report Item Details

Process Date: 03/11/2016

User Id: Terry
Worksource: Test Company
Property Management
Date Scanned: 03/11/2016

Number of Stub(s): 0
Number of Check(s): 2
Number of Other Document(s): 0

Confirmation Number: 3192

Tran No: 1 Item Id: 27784 Micr Line: d072000290d 0355511c 1481

Gregory J. Hampton
1234 Any Street
Your Town, USA

DATE: 03/11/2016

STATUS: Deposited

TEST DOCUMENT
NON-NEGOTIABLE

NON-NEGOTIABLE
SAMPLE - VOID
DO NOT CASH

MEMO: \$3.00 DOLLARS

12072000290d 0355511c 1481

Tran No: 3 Item Id: 27786 Micr Line: d104000126d 4395475c 1845

Gregory J. Hampton
1234 Any Street
Your Town, USA

DATE: 03/11/2016

STATUS: Deposited

Search Report > View Data

This report contains transaction level data for all items scanned in the batch.

- Details & disposition of each item in the remote lockbox batch

1 of 1

Find | Next

From: 11/17/2015 To: 11/17/2015

Search Report

Page No: 1/1

View Images	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
			11/17/2015	2304	11	0	0	Deposited
			11/17/2015	2306	31	0	0	Deposited
			11/17/2015	2307	25	0	0	Deposited with Rejects

Process Date: 03/11/2016

Search Report Item Details

Page No: 1/1

Doc Type	Confirmation No	Tran No	Item Id	Receive Date	Scanned Date	Scanned Time	Scanned Amount	Deposited Amount	Status	Reject Reason	Deposited Date	Deposited Time	Control Total	Total Check Count	User ID
Check	3192	1	27784	03/11/2016	03/11/2016	09:08:56 AM	\$0.00	\$3.00	Deposited		3/11/2016 12:00:00 AM	3/11/2016 12:00:00 AM	\$0.00	0	Terry
Check	3192	3	27786	03/11/2016	03/11/2016	09:08:58 AM	\$0.00	\$4.00	Deposited		3/11/2016 12:00:00 AM	3/11/2016 12:00:00 AM	\$0.00	0	Terry
Total							\$0.00	\$7.00							

	# of Checks	# of Stubs	# of Other Documents	Scanned \$ Amount	Deposited \$ Amount
TOTAL	2	0	0	\$0.00	\$7.00
Deposited	2	0	0	\$0.00	\$7.00
Processed	0	0	0	\$0.00	\$0.00
Transmitted to Lockbox	0	0	0	\$0.00	
Not Transmitted to Lockbox	0	0	0	\$0.00	
ILB Suspend Waiting	0	0	0	\$0.00	
Exception	0	0	0	\$0.00	
Rejected	0	0	0	\$0.00	

Search Report > View Audit

This report displays user audit information pertaining to scanning and uploading the batch.

- User ID
- Action taken
- Logtext (notes)
- Machine ID

1	of 1	Find Next						
From: 11/17/2015	To: 11/17/2015	Search Report	Page No: 1/1					
View Images	View Data	View Audit	Scanned Date	Confirmation Number	# of Checks	# of Stubs	# of Other Documents	Batch Status
			11/17/2015	2304	11	0	0	Deposited
			11/17/2015	2306	31	0	0	Deposited
			11/17/2015	2307	25	0	0	Deposited with Rejects

Process Date: 03/11/2016

Audit Report

Page No: 1/2

Log Id	User Id	Log Datetime	Action	Logtext	Machine Id
225687795	TerryKarpinski	3/11/2016 8:08:48 AM	BatchCreation	Batch Created: Batch Id - 3192	172.21.3.231
225687980	TerryKarpinski	3/11/2016 8:08:57 AM	BulkScanDocumentsInsertion	ImageDocId - 27397 and ItemId - 27784 of Batch 3192 added successfully	172.21.3.231
225688002	TerryKarpinski	3/11/2016 8:08:58 AM	BulkScanDocumentsInsertion	ImageDocId - 27398 and ItemId - 27785 of Batch 3192 added successfully	172.21.3.231
225688010	TerryKarpinski	3/11/2016 8:08:59 AM	BulkScanDocumentsInsertion	ImageDocId - 27399 and ItemId - 27786 of Batch 3192 added successfully	172.21.3.231
225688020	TerryKarpinski	3/11/2016 8:08:59 AM	BulkScanDocumentsInsertion	ImageDocId - 27400 and ItemId - 27787 of Batch 3192 added successfully	172.21.3.231
225688686	TerryKarpinski	3/11/2016 8:09:35 AM	BatchUpdation	Batch ID - 3192 Status - submitforreview	172.21.3.231
225688840	TerryKarpinski	3/11/2016 8:09:46 AM	ReviewPage loaded	ProcessMode:2~BatchMode:3~Location:3~WorkSource:0000991008~User:TerryKarpinski~TrackPanini Visionx	172.21.3.231
225691305	TerryKarpinski	3/11/2016 8:12:35 AM	UnLockBatch	UnLockBatch	172.21.3.231
225691372	TerryKarpinski	3/11/2016 8:12:43 AM	ReviewPage loaded	ProcessMode:2~BatchMode:3~Location:3~WorkSource:0000991008~User:TerryKarpinski~TrackPanini Visionx	172.21.3.231
225691406	TerryKarpinski	3/11/2016 8:12:47 AM	UnLockBatch	UnLockBatch	172.21.3.231
225812809	TerryKarpinski	3/11/2016 11:23:18 AM	ReviewPage loaded	ProcessMode:2~BatchMode:3~Location:3~WorkSource:0000991008~User:TerryKarpinski~TrackPanini Visionx	172.21.3.231
225814036	TerryKarpinski	3/11/2016 11:26:28 AM	DeleteItem	Deleted Item Id(s) 27785,	172.21.3.231

Search Report Data

Transaction level details for remote lockbox items processed at a given location on a specific date.

- Batch confirmation #
- Receive Date
- Scan Date
- Scanned Amount
- Deposit Amount
- Status
(deposited/rejected)
- Deposit Date
- User ID
- Total volume and
dollars of deposited
items
- Reject totals and
counts by reject reason

Process Date:		03/11/2016		Search Report Item Details							Page No: 1/1	
Doc Type	Confirmation #	Tran No	Item Id	Receive Date	Scan Date	Scan Amount	Deposit Amount	Status	Reject Reason	Deposit Date	User ID	
Check	3192	1	27784	03/11/2016	03/11/2016 09:08:56 AM	\$0.00	\$3.00	Deposited		03/11/2016 12:00:00 AM	Terry	
Check	3192	3	27786	03/11/2016	03/11/2016 09:08:58 AM	\$0.00	\$4.00	Deposited		03/11/2016 12:00:00 AM	Terr	
Stub	3197	1	27804	03/11/2016	03/11/2016 09:29:40 AM	\$0.00		Rejected	No/Illegible Amt		Terr	
Check	3197	1	27805	03/11/2016	03/11/2016 09:29:41 AM	\$0.00	\$0.00	Rejected	No/Illegible Amt		Terry	
Stub	3197	2	27806	03/11/2016	03/11/2016 09:29:42 AM	\$0.00		Rejected	No/Illegible Amt		Terry	
				# of Checks	# of Stubs	# of Other Documents	Scanned \$ Amount		Deposited \$ Amount			
TOTAL				8	6	0	\$0.00		\$7.00			
Deposited				2	0	0	\$0.00		\$7.00			
Processed				0	0	0	\$0.00		\$0.00			
Transmitted to Lockbox				0	0	0	\$0.00					
Not Transmitted to Lockbox				0	0	0	\$0.00					
ILB Suspend Waiting				0	0	0	\$0.00					
Exception				0	0	0	\$0.00					
Rejected				6	6	0	\$0.00					
No/Illegible Amt				6	6	0	\$0.00					

Deposit Report

Disposition of each scanned item and validation of total deposit amount.

- Batch confirmation #
- Work Source #
- Tran ID
- Receive Date
- Scan Date
- Scan Amount
- Deposit Amount
- Deposit Date
- Status
- Reject Reason
- User

Deposit Report													Page No: 1/1
Process Date: 03/11/2016													
Confirmation #	Work Source	Tran No	Item Id	Receive Date	Scan Date	Scan Amount	Deposit Amount	Deposit Date	Status	Reject Reason	Control Total	Total Check Count	User
3192	Bank Test Company Property Management #999999999	1	27784	03/11/2016	03/11/2016 09:08:56 AM	\$0.00	\$3.00	03/11/2016 12:00:00 AM	Deposited		\$0.00	0	TerryK
3192	Bank Test Company Property Management #999999999	3	27786	03/11/2016	03/11/2016 09:08:58 AM	\$0.00	\$4.00	03/11/2016 12:00:00 AM	Deposited		\$0.00	0	TerryK
3197	Bank Test Company Property Management #999999999	1	27805	03/11/2016	03/11/2016 09:29:41 AM	\$0.00	\$0.00	03/11/2016 12:00:00 AM	Rejected	No/Illegible Amt	\$0.00	0	TerryK
3197	Bank Test Company Property Management #999999999	2	27807	03/11/2016	03/11/2016 09:29:42 AM	\$0.00	\$0.00	03/11/2016 12:00:00 AM	Rejected	No/Illegible Amt	\$0.00	0	TerryK
3197	Bank Test Company Property Management #999999999	3	27812	03/11/2016	03/11/2016 09:29:47 AM	\$0.00	\$0.00	03/11/2016 12:00:00 AM	Rejected	No/Illegible Amt	\$0.00	0	TerryK
3197	Bank Test Company Property Management #999999999	3	27813	03/11/2016	03/11/2016 09:29:48 AM	\$0.00	\$0.00	03/11/2016 12:00:00 AM	Rejected	No/Illegible Amt	\$0.00	0	TerryK

Scheduled Remote Lockbox Reports

- Populated to the portal under Downloads, Reports-Scheduled.
- Available only after end of day cutoff.
- Not limited to Remote Lockbox users.
- Report can be emailed as an alternative delivery method.
- Scheduled Reports can be added via an instruction change request.

Batch Summary by Payment Channel

Optional version of the Batch Summary Report that shows a breakdown of lockbox activity by Payment Channel – Lockbox, eBox, and Remote Lockbox. If a customer is not utilizing one of these payment channels, the report will exclude that payment method.

Process Date : 08/19/2015

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Batch Summary Report

Worksource: 0000005001 (RBS_LBX_5001)

Site ID: 60 (Phoenix AZ)

P.O.Box: 5001

Batch #	Capture Batch ID	Batch Mode	Invoice/Coupon	Total	Checks	Total
Payment Channel: Lockbox						
0000070741	633	Singles	5	\$537.48	5	\$537.48
0000070745	633	Singles	5	\$519.83	5	\$519.83
0000070755	633	Checks-With	4	\$330.00	4	\$330.00
0000070757	633	Correspondence Only	0	\$0.00	0	\$0.00
0000070758	633	Foreign Items	6	\$0.00	2	\$124.00
Total			20	\$1,387.31	16	\$1,511.31
Payment Channel: Remote Lockbox						
0000070742	633	Multiples	7	\$5,244.80	6	\$5,244.80
Total			7	\$5,244.80	6	\$5,244.80
Payment Channel: eBox						
0000070756	633	Multi Check Full Page	6	\$3,017.84	4	\$3,017.84
Total			6	\$3,017.84	4	\$3,017.84

