

YOUR LOCKBOX

To access your Lockbox via the Online Banking system, click on **Treasury Services > Lockbox Deposit**.

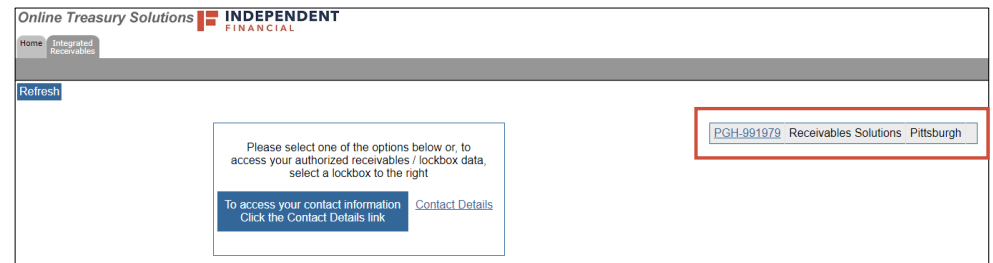
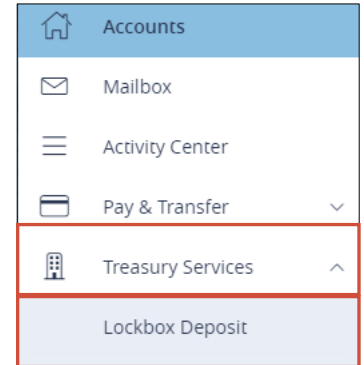
Or

Access through an internal browser with the following URL:
https://www.ib.onlinetreasury.com/idp/efec_indbank/login.ht

Once you are re-directed to the Lockbox portal, click the **Integrated Receivables** tab.

On the right side of the screen, your available lockbox(s) will be listed.

Click the link of the lockbox you wish to review.

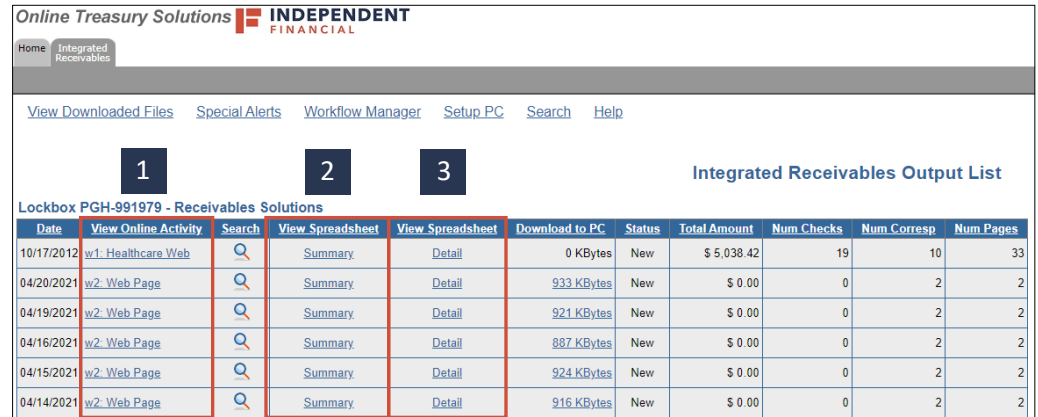


INTEGRATED RECEIVABLES

The **Integrated Receivables Output List** is a dashboard view of the mail processed. Easily view the number of checks and their totals along with correspondence items received.

A row will be created for each deposit cut created. In most instances, boxes are set up to receive one deposit cut a day. If you selected more than one deposit cut, there will be a row for each deposit processed that day. If there is no activity for the day, there will not be a line item displayed.

1. **View Online Activity (Web Pages):** Click the web page link to access and view the images and information captured for each transaction.
2. **View Spreadsheet (Summary):** Download a CSV file displaying transaction information of the activity processed for the day.
3. **View Spreadsheet (Detail):** Download a CSV file similar to the Summary spreadsheet, but includes data capture details if service is requested.



Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Download to PC	Status	Total Amount	Num Checks	Num Corresp	Num Pages
10/17/2012	w1_Healthcare Web		Summary	Detail	0 KBytes	New	\$ 5,038.42	19	10	33
04/20/2021	w2_Web Page		Summary	Detail	933 KBytes	New	\$ 0.00	0	2	2
04/19/2021	w2_Web Page		Summary	Detail	921 KBytes	New	\$ 0.00	0	2	2
04/16/2021	w2_Web Page		Summary	Detail	887 KBytes	New	\$ 0.00	0	2	2
04/15/2021	w2_Web Page		Summary	Detail	924 KBytes	New	\$ 0.00	0	2	2
04/14/2021	w2_Web Page		Summary	Detail	916 KBytes	New	\$ 0.00	0	2	2

WEB PAGES

Items are grouped into checks and correspondence-only batches. A dashboard view displays the number of transactions and their total amounts processed.

1. Click on the **hyperlinked Batch Numbers** (example: 100-101) in the Batch Index box to view the list of items processed.

Note: Boxes set up with grouping or batching rules will be reflected in this screen to easily identify work processed based on these business rules.

2. The menu bar at the top allows for easy navigation back to the Output List screen and/or to view and download the Summary or Detail spreadsheets.

Home Integrated Receivables

[Output List](#) [View Summary Spreadsheet](#) [View Detail Spreadsheet](#) 2

Lockbox 991911 - Healthcare Solutions - Healthcare Web on 10/17/2012

Batch Index 1

Trans Source	Batch Numbers	Transactions	Pages	Amount
Check	100 - 101	8	8	\$ 2,659.36
Check	200 - 202	11	12	\$ 2,379.06
Correspondence	99999	10	13	\$ 0.00

Totals by Transaction Source

Trans Source	Transactions	Pages	Amount
Check	19	20	\$ 5,038.42
Correspondence	10	13	\$ 0.00

Totals by Group

Grp	Group Name	Transactions	Pages	Amount
1	Patient Payment	8	8	\$ 2,659.36
2	Commercial Payment	11	12	\$ 2,379.06
3	Correspondence	10	13	\$ 0.00

Bank Pittsburgh Lockbox.

BATCH INDEX

This screen displays a list of the individual items processed within the batch. It allows you to access the images of the item process as well as create PDF's to save to your computer.

1. To view transaction details and images of all correspondence (i.e. check, coupon, and envelope) click the hyperlink under **TID** or **Account Number**.

Note: The TID and Account Number hyperlinks provide the same details, however TID initially displays the check image and Account Number displays the coupon.

Lockbox 991911 - Healthcare Solutions - Healthcare Web on 10/17/2012

Lockbox PGH-991911 Healthcare Solutions for 10/17/2012

Batch 100 [Printable Batch PDF](#)

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Remitter Name	Account Number	Amount Paid
1	1	Check	1	G-3306825	999999992	1234678901	01969	\$ 145.55	PDF	ALEX VIGIL	333333333	\$ 145.55
2	2	Check	1	G-8810276	999999992	1234678901	01969	\$ 888.56	PDF	DENNIS HAYASHI	166198844	\$ 888.56
3	3	Check	1	G-8810279	999999992	8024070229	0202	\$ 320.78	PDF	DONALD THOMAS	419231987	\$ 320.78
4	4	Check	1	G-8810294	999999992	11228899	1964	\$ 507.50	PDF	ADAM DURITZ	327097633	\$ 507.50
5	5	Check	1	G-8810291	999999992	121231234	2020	\$ 142.42	PDF	DONNA ROBISON	577788888	\$ 142.42

Total Check Items: 5
Total Check Amount: \$ 2,004.81

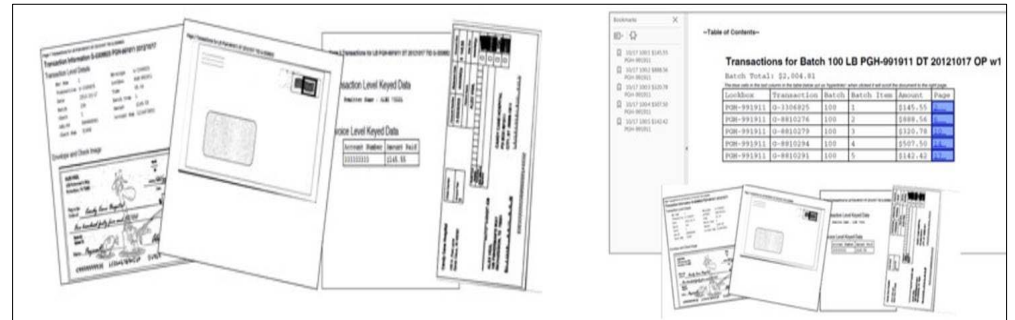
Batch 101 [Printable Batch PDF](#)

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Remitter Name	Account Number	Amount Paid
1	6	Check	1	G-8810288	999999992	1234678901	0812	\$ 203.78	PDF	FELICIA JEFFRIES	825852131	\$ 203.78
2	7	Check	1	G-8810285	031100173	123467890	1963	\$ 250.77	PDF	ELLEN ABBOTT	911122233	\$ 250.77
3	8	Check	1	G-8810282	999999992	123467890	1936	\$ 200.00	PDF	JOSEPH MAZZA	78945613	\$ 200.00

Total Check Items: 3
Total Check Amount: \$ 654.55

Black and white PDF's can be created for transactions. (Options available are dependent on box setup.)

2. **Printable Batch PDF** link creates one PDF file for all items processed within the batch.
3. **Trans. PDF** link creates one PDF file for a single item processed



TRANSACTION IMAGES

This screen displays the individual items processed within a batch. It includes all the data captured for the transaction as well as color images of items scanned.

1. Thumbnail images will be displayed to the right. Simply click on the image to view.
2. **Single Image PDF** can be created by right clicking and selecting **Save As** when viewing an image.
3. This screen has the ability to navigate to the previous and next item within the batch or create a transaction level PDF using the links in the upper right corner

Check Transaction ID G-3306825

Lockbox	PGH-991911	Ledger Date	10/17/2012	Amount	\$ 145.55
ABA/RT	999999992	Account	1234678901	Check Num	01969
Batch	100	Item	1		

Transaction-level Keyed Fields
Remitter Name **ALEX VIGIL**

Invoice-level Keyed Fields

Invoice	Page	Account Number	Amount Paid
1	1	333333333	\$ 145.55

Check

1

Envelope

Check

Page 1

3

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