USING INTEGRATED RECEIVABLES

The Integrated Receivables module can make it easy for you to view and work with detailed receivables information for your lockboxes, including images, in various ways. You can also download the transaction information along with associated images and data.

Integrated Receivables is a client-specific application that can be adapted in a variety of ways to meet the individual needs of your organization. The screen images included in this tip card represent one way in which information regarding your company's receivables can be displayed. You may notice some differences between these screens and what you see on your web pages.

To access the Integrated Receivables module, **click on the 'Integrated Receivables' tab** from the Tabbed Modules Bar. The Integrated Receivables home page displays.

On the right is a list of links that correspond with the lockboxes to which you have access.

Lockbox Login Successful

Please select one of the options below or, to access your authorized receivables / lockbox data, select a lockbox to the right

To access your contact information Click the Contact Details link   Contact Details

PGH-991971 Remittance On-site	Receivables Solutions	Pittsburgh
PGH-991979 Remittance On-site	Receivables Solutions	Pittsburgh

LOCKBOX LINKS

SELECTING A LOCKBOX ACCOUNT AND VIEWING TRANSACTION DETAILS

1   From the Integrated Receivables home page, **click on the lockbox link for the account** you want to work with. The 'Integrated Receivables Output List' for the account displays with a list of available web pages.

Links display at the top of the page to access features of the A/R module as described in the table below.

FEATURE LINKS

View Downloaded Files   Special Alerts   Workflow Manager   Setup PC   Help

Integrated Receivables Output List

Lockbox PGH-991979 - Receivables Solutions

Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Download to PC	Status	Total Amount	Num Checks	Num Corresp	Num Pages
10/07/2013	w2: Web Page	🔍	Summary	Detail	827 KBytes	Done	$ 0.00	0	2	3
10/04/2013	w2: Web Page	🔍	Summary	Detail	619 KBytes	Done	$ 0.00	0	2	3
10/03/2013	w2: Web Page	🔍	Summary	Detail	622 KBytes	Done	$ 0.00	0	2	3
10/11/2012	w3: Web Page	🔍	Summary	Detail	10570 KBytes	New	$ 96,230.85	27	3	26
04/16/2012	w1: Web Page	🔍	Summary	Detail	18969 KBytes	Done	$ 1,636,124.30	39	3	55

Number of rows: 5

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CLICK ON THIS LINK...	TO...
View Download Files (This link always displays, but the feature is optional. If the link does not function for you, it is because this feature was not selected at the time of setup.)	View data that has been downloaded to your PC. See the *Using Integrated Receivables to Download Data* tip card for additional information.
Special Alerts (This link always displays, but the feature is optional. If the link does not function for you, it is because this feature was not selected at the time of setup.)	View the status of all transaction alerts that have been created for your lockbox. Special alerts are triggered when transactions that meet predetermined criteria are released as part of an output.
Workflow Manager	View transactions assigned to you or others in your organization for follow-up activity.
Setup PC	View instructions to configure your PC to receive lockbox downloaded data. A separate window displays containing all necessary instructions. You must follow these instructions prior to accessing download materials.
Search	Search output (or all outputs available on the site) on the basis of payment or invoice level detail.
View Archive	Access transactions that are stored in the long-term archive. Long-term archive is an optional feature of Integrated Receivables, where transactions can be stored and searched online for up to 10 years.
Help	Access information about the currently displayed window, including descriptions of the options available.

Each row represents one web page output. The list is sorted by date of the deposit. The most recent updates appear at the top. A web page provides remittance detail for a particular lockbox on a specified deposit date by a predetermined deposit cut-off time. If you have multiple cut-off times during a business day, you may choose to see:

> Multiple outputs, each one representing a different cut-off. The last output of the day will consolidate all activity for the deposit date. Web pages will typically reflect a specific label representing a cut-off time. Choosing multiple web pages will provide intra-day updates to your receivables activity prior to your final cut-off of the day.

> Only one output per deposit date that combines all deposit cut-offs.

From this view you can easily navigate to a particular batch and view its contents, including images associated with each transaction.

2 **Click on the 'Web Page' link** you want to view in the 'View Online Activity' column. The 'Batch Index' page for that output displays.

The web page displays transaction detail of the selected lockbox. It lists all transactions within the chosen output and is subtotaled by batch number or item count and dollar amount. Additionally, totals are provided at the bottom of the page.

The 'Batch Index' itemizes all transactions by transaction source. Types of transaction sources include: checks, wire transfers, ACH/EDI payments and correspondence only. The 'Batch Index' page also provides summary information for each transaction sources as well as a group. Groups represent client-specific virtual batches based on payment characteristics as determined by your lockbox processing instructions.

Output List   View Summary Spreadsheet   View Detail Spreadsheet

Lockbox 991979 - Receivables Solutions - Web Page on 10/11/2012

Batch Index

Trans Source	Batch Numbers	Transactions	Pages	Amount
Check	100 - 102	12	11	$ 81,524.95
Check	200	1	1	$ 150.00
Check	300	5	1	$ 1,674.53
Check	400	5	6	$ 1,915.30
Check	700	1	1	$ 10,700.00
Credit Card	800	3	3	$ 266.07
Keyed Corresp	900	3	3	$ 0.00

Totals by Transaction Source

Trans Source	Transactions	Pages	Amount
Check	24	20	$ 95,964.78
Credit Card	3	3	$ 266.07
Keyed Corresp	3	3	$ 0.00

Totals by Group

Grp	Group Name	Transactions	Pages	Amount
1	Checks Balanced	12	11	$ 81,524.95
2	Out of Balance	1	1	$ 150.00
3	Checks No Invoice	5	1	$ 1,674.53
4	OCR Scannable	5	6	$ 1,915.30
7	Remittance On Site	1	1	$ 10,700.00
8	Credit Cards	3	3	$ 266.07
9	Keyed Correspondence	3	3	$ 0.00

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3 **Click on a link in the 'Batch Numbers' column**. Additional detail within the batch displays for each transaction, including:

> Transaction sequence number within the batch

> TID (Transaction Identification Document)

> MICR line information including: ABA/RT, account # and check #

> Payment amount

> Client-specific receivables detail per your lockbox data capture instructions

4 **Click on the link in the 'TID' column**. A separate browser window displays with the check image.

See *Working with Images* below for additional information.

Due to browser limitations, page format may differ when viewing over 500 transactions.

5 When finished viewing, **close the window** to return to the web page view.

6 **Click on the 'Batch Index' link** to return to the batch index.

7 **Click on the 'Output List' link** to return to the 'Integrated Receivables Output List' for the lockbox.

Batch Index

Lockbox 991979 - Receivables Solutions - SPG Web Page on 10/11/2012

Lockbox PGH-991979 Receivables Solutions for 10/11/2012
Batch 300   Printable Batch PDF

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Remitter Name	Invoice Number	Invoice Amount
1	12	Check	0	G-2525511	999999992	000888222111	1122	$ 95.47	PDF	JOHN DOE		$ 95.47
2	12	Check	0	G-9885586	999999992	0000777666	1024	$ 95.47	PDF	JOHN SMITH		$ 95.47
3	12	Check	0	G-9885589	999999992	222233333	014434	$ 947.62	PDF	THE SPECIALTY PIZZA SHOP		$ 947.62
4	12	Check	0	G-9885592	999999992	0099887766	1677	$ 110.12	PDF	SUSAN SMITH		$ 110.12
5	12	Check	1	G-9885595	999999992	00004444	18420	$ 425.85	PDF	DOES SPORTING GOODS	5472525	$ 425.85

Total Check Items: 5
Total Check Amount: $ 1,674.53

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Prev   Next   PDF

Lockbox 991979 - Receivables Solutions - SPG Web Page on 10/11/2012

Check Transaction ID G-9885589

The previous transaction (G-9885586) was also received in this envelope.
The next transaction (G-9885592) was also received in this envelope.

Lockbox	PGH-991979	Ledger Date	10/11/2012	Amount	$ 947.62
ABA/RT	999999992	Account	222233333	Check Num	014434
Batch	300	Item	3		

Transaction-level Keyed Fields
| Remitter Name | THE SPECIALTY PIZZA SHOP | Customer Number | |

Invoice-level Keyed Fields
| Invoice | Page | Invoice Amount |
| 1 | Envelope | $ 947.62 |

Envelope (B)

Check

Check

The Specialty Pizza Shoppe
999 Dough St., Unit 107
Any City, ST 00002

BANK4U   99/999
Any City ST

014434

DATE: mm/dd/yyyy

PAY TO THE
ORDER OF: Receivables Solutions Inc

EXACTLY: *****Nine Hundred forty seven and 62 cents******

$**947.62*****

RECEIVABLES SOLUTIONS INC
PO BOX 991979
ANY CITY ST 00099-1979

Il tuo amico

⑈014434⑈   ⑆999999992⑇   2222⑈33333

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VIEWING SUMMARY AND DETAIL SPREADSHEETS

The spreadsheet options enable you to ALSO view the same TRANSACTION information as above, except that it is displayed in a spreadsheet format. The file will be saved in .csv (comma separated value)format. This format enables you to open the file in most spreadsheet applications. There are two links for viewing the information.

> The 'Summary Spreadsheet' link where you can view transaction information such as:
> > Batch and check sequence data
> > Check information including dollar amount
> > MICR line data
> > Remitter Name

> The 'Detail Spreadsheet' link where you can view all summary information as well as remittance information including:
> > Invoice Number
> > Amount (as specified in your lockbox instructions)

1 From the Integrated Receivables home page, **click on the lockbox link for the account** you want to work with. The 'Integrated Receivables Output List' for the account displays.

2 **Click on either the 'View Summary Spreadsheet' link or the 'View Detail Spreadsheet' link**. The 'File download' dialog box displays.

3 **Use your browser's standard steps** for downloading or saving a file.

4 **Locate and open the file**. The file is opened in the spreadsheet program that .csv files are associated with on your computer.

The actual program used to open the file may vary depending on which program your PC associates with .csv files.

5 **Use the standard steps in your spreadsheet program to analyze, manipulate and save the data** as you would with any other spreadsheet file.

COMPLETING A TRANSACTION SEARCH

1 From the Integrated Receivables home page, **click on the lockbox link for the account** you want to work with. The 'Integrated Receivables Output List' for the account displays.

2 **Click on the search button** located in the row of the web page you want to search. The search page displays.

Clicking on the search button allows that output (or all outputs available on the site) to be searched on the basis of payment or invoice level details.

SEARCH ICON

Integrated Receivables Output List

Lockbox PGH-991979 - Receivables Solutions

Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Download to PC	Status	Total Amount	Num Checks	Num Corresp	Num Pages
10/07/2013	w2: Web Page	🔍	Summary	Detail	827 KBytes	Done	$ 0.00	0	2	3
10/04/2013	w2: Web Page	🔍	Summary	Detail	619 KBytes	Done	$ 0.00	0	2	3

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3 **Complete one or more of the search fields**. Use the table below for assistance. Keep the following tips in mind when entering your search criteria.

> If you enter more than one search criterion, the results will display only those images that meet

> ALL the criteria entered, thereby narrowing your search.

> Each piece of criterion that was matched displays in the list of pages found.

> If you enter no search criteria, nothing will be found.

> The search does not allow searching in a lockbox other than the one you started from. However, if the output is comprised of several lockboxes, all these lockboxes are searched.

Search Menu for Lockbox 991979

◉ Search Online Web Pages ○ All outputs ◉ Output w2 only
○ All dates ◉ 10/04/2013 only
○ Search Archived Web Pages for Year 2006 ▾
○ Search CDROM Index for Month 10/2010 ▾

Please select one or more of the following search criteria:

Check Amount		○ More than ○ Less than	◉ Exactly equal ○ Approximately equal
ABA/RT		Account Number	Check Number
Batch Number		Transaction ID	
Check Keyed Field		Invoice Keyed Field	☑ Match whole word only ☐ Match case

Search

ENTER A VALUE IN THIS FIELD...	IF YOU WANT TO...
Outputs to Search	Search all outputs or only the selected output, as well as all dates or only the currently selected date.
Check Amount	Search by amount. Enter an amount and select one of the buttons to the right of this field. You can search for an amount 'More Than,' 'Less Than,' 'Exactly Equal,' or 'Approximately Equal (+/- 10%)' to the keyed amount.
ABA/RT	Search by transit routing or ABA number, as captured from the MICR line.
Account Number	Search by the checking account number, as captured from the MICR line.
Check Number	Search by the check number, as captured from the MICR line.
Batch Number	Search by the batch number for the transaction.
Transaction ID	Search by bank's internal TID (Transaction Identification Document) used to identify each transaction.
Check Keyed Field	Search by information captured at a payment level per your lockbox instructions (e.g. remitter's name, check date, postmark date, etc.). For check keyed fields, there will only be one instance per transaction.

ENTER A VALUE IN THIS FIELD...	IF YOU WANT TO...
Invoice Keyed Fields	Search by information captured at an invoice level per your lockbox instructions (e.g. account numbers, invoice numbers and invoice amounts). For invoice keyed fields, there may be multiple instances per transactions.
Match Whole Word	Refine your search parameters by specifying that only an exact word match will be returned in the results.
Match Case	Refine your search parameters by specifying that only any sequence of the characters will be returned in the results.

4   **Click on 'Search'** and the search results display at the lower portion of the page. Each transaction that meets your search criteria displays as a single line.

5   **Work with the transaction** as you would any other time, including clicking on the associated TID number to view check or remittance images. See Working with Images below for additional assistance.

> You can also perform an online search for items that have been deleted from Integrated Receivables online archive and delivered to you via CD-ROM. If you are uncertain on which CD the item is located, you may perform an online search. The results will provide you with the CD-ROM volume and date for any transactions meeting your search criteria. You can then load the CD and perform the search from the CD-ROM search function to view the images.

WORKING WITH IMAGES

Once you have accessed an image, you can work with it in a number of ways.

> A PDF reader, such as Adobe® Acrobat®, must be installed on your computer to print a PDF version of the image.

1   **Access the image**. See *Selecting a Lockbox Account and Viewing Transaction Details* above for additional information.

> Upon selecting a TID or invoice link, a separate browser window appears with the image. The window is split into three sections:
> - > The top left contains the details of the transaction and the option to assign tasks.
> - > The bottom left contains the current image.
> - > The right displays thumbnails for each of the other images associated with the transaction such as an envelope or invoice.

2   **Work with the image**. Use the table below to assist you.

TO...	COMPLETE THESE STEPS...
View one of the other images associated with the transaction	> **Click on the corresponding thumbnail** view of the image.
Cycle through the list of transactions in the batch to view images associated with each	> **Click on the 'Prev' and 'Next' links** at the top of the page.
Zoom in on the image	> **Click on the image** to zoom in and again on the image to zoom out.

TO...	COMPLETE THESE STEPS...
Print the transaction information including images	**>** **Use the standard print feature** of your browser. or **>** **Click on the PDF link** at the top of the page and a link for the PDF document displays. **>** **Click on the link** and a PDF version of the transaction, including full size versions of each image, displays. Use the standard features of Adobe Reader to print the document. See *Using the PDF Print Module to Bulk Print Image*s below for additional information.
Copy the image	**>** **Right click on the image and select 'Copy.'** **>** **Access the location or program** where you want to place the image. **>** **Right click and select 'Paste.'**

USING THE PDF PRINT MODULE TO BULK PRINT IMAGES (AN OPTIONAL FEATURE)

Two different levels of PDF print output are available:

> Batch level PDF provides you with the ability to view and print entire batches of transactions at one time. One link for each batch is located on the transaction detail summary page directly above the respective detail for the batch.

> Transaction level PDF provides the you with the ability to view and print individual transactions. An additional column containing the link to the PDF file is added to the transaction detail summary table. Additionally, once a user has drilled down to an individual transaction, a link to the PDF file is provided in the upper right corner of the page. See *Working with Images* above for additional information.

This feature does not require any custom software on your computer as the data is packaged in the form of PDF files. The only requirement is that a PDF reader, such as Adobe Acrobat, be installed on your workstation.

Print a Batch Level PDF

1 From the Integrated Receivables home page, **click on the lockbox link for the account** you want to work with.

2 **Click on the 'Web Page' link** you want to view in the 'View Online Activity' column. The 'Batch Index' page for that output displays.

3 **Click on a link in the 'Batch Numbers' column**. The list of transactions displays.

4 **Click on the 'Printable Batch PDF' lin**k. A separate browser window displays with a link to your printable PDF.

5 **Click on the link** and the printable PDF displays.

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- Batch 300 PDF (1 of 1)

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For each transaction represented as a PDF, the enhanced print module presents all images in a single file, including backside images if appropriate. Some images will appear in a rotated form as the software has optimized the image viewing area. This feature is only applied to remittance document images; the envelope and check images are never rotated. The transaction level PDF follows a standard format.

> Page 1 displays transaction detail including lockbox number, deposit date, batch and check sequence number, full check MICR detail and check amount. These are the same details displayed to you when viewing a transaction via the web. The transaction detail is followed by the check and envelope page.

> Page 2 displays data capture information in table format. For practical considerations, only a limited amount of keyed data will be included in the PDF document. If you are interested in all of the data, your best option is to use the .csv files that are provided as a standard feature of all web output.

The keyed data is limited to:

> Transaction-level keyed data (remitter name, postmark date, etc.)
>> No limitations
> Invoice-level keyed data (invoice numbers, amounts, etc.)
>> Maximum # of fields (columns)   4
>> Maximum # of records (rows)   10

6   **Print or save the document** using the standard features within Adobe Reader.

SYSTEM DEFAULT SETTINGS

Data Retention Settings are:

> Integrated Receivables Output   60 business days

ADMINISTRATION

If you have been selected by your company to serve as a system administrator for the Integrated Receivables module, you are granted enhanced system capabilities that allow you to create, monitor, and control operator access (set up/manage Operator IDs with profiles and privileges). For additional general information, see the *General Administrative Functions* tip card.

1   **Access the Administration utility**.

2   From the Navigation Bar, under 'Operators,' **click on 'Manage.'** The 'Manage Operators' page displays.

3   **Locate the operator** for whom you want to assign or update entitlements and **click on the 'Modules' link** to the right of the operator's name. The 'Modules & Utilities' page displays.

4   **Click on the 'Integrated Receivables' link** and the entitlements page displays with a list of all lockboxes throughout the bank National Lockbox Network that are associated with your Company User ID.

You have the option to complete each field on the entitlements page or have the fields automatically populate by copying the entitlements of another operator or of a role.

COPY ENTITLEMENTS

Manage Integrated Receivables   📋 Copy Entitlements   Previous   Next ▸

Company: ABC Company - 900100pm
Operator: John Smith - jsmith

▾ Contact Information

Office Location: [   ]

▾ Lockbox Authorization   ☐ All lockboxes for all functions

Search By Lockbox Number ✕	DDA NUMBER ∧∨	Search By Lockbox Name ✕	LOCKBOX LOCATION ∧∨	LOCKBOX ACCESS	REMITTANCE ONSITE	EXCEPTION MANAGER
ATL-991985	0000000000	Receivables Solutions	Atlanta	☐	☐	☐
BOS-991995	0000000000	Receivables Solutions	Boston	☐	☐	☐
CHI-991964	0000000000	Receivables Solutions	Chicago	☐	☐	☐
CLE-991982	0000000000	Receivables Solutions	Cleveland	☐	☐	☐
DAL-991990	0000000000	Receivables Solutions	Dallas	☐	☐	☐
LAX-991979	0000000000	Receivables Solutions	Los Angeles	☐	☐	☐
PGH-991979	0000000000	Receivables Solutions	Pittsburgh	☐	☐	☐
PHL-991980	0000000000	Receivables Solutions	Philadelphia	☐	☐	☐
ROC-991979	0000000000	Receivables Solutions	Rocky Mount	☐	☐	☐
TOR-409999	0000000000	Receivables Solutions CAD	Toronto	☐	☐	☐
TOR-419999	0000000000	Receivables Solutions USD	Toronto	☐	☐	☐

Items:1-11 of 11

Clear Cancel Submit

5   Use the following steps to copy entitlements of an existing operator or role.

> **Click on the 'Copy Entitlements' link** and the 'Copy Entitlements' dialog box displays.
> **Select the Operator ID or role** that has the appropriate entitlements and **then click on 'Continue.'** The entitlements fields are automatically completed.
> **Continue with step 7** below.

or

Continue with step 6 to manually complete each field to assign entitlements.

6   Click to select the appropriate checkboxes to indicate the desired options in the rows to the right of each lockbox account. The following features are available at this time:

FEATURE...	DESCRIPTION...
Lockbox Access	The default service for any operator who will be permitted to access Integrated Receivables web output via the system.
User Admin Access	Assign user administration access to the operator for the selected lockbox.
Remittance On-Site	An optional service which will allow operators to submit check and document images to Integrated Receivables by using a certified flat bed scanner and software provided by the bank.
Exception Manager	A service option where Integrated Receivables presents transactions that fail your specific business rules to you on a real-time basis for review or correction.

7   Optionally, you have the ability to assign an office to an operator with Remittance On-Site entitlements. **Enter an office** in the 'Office Location' field.

>   The office location must be one word, no spaces.

>   To assign a master location that can view all offices, use the office name of "All."

>   The office location is not limited to any specific naming convention.

>   **Example:** FirstFloor, Atlanta1, GrantStreet, JohnQ, or Building1 are acceptable names.

Once the office is assigned to an operator, their open batch and submitted batches will be identified with their office name. Operators without an assigned office will continue to see the default office location of "Main". Batches submitted prior to an office assignment will continue to display the office location of "Main."

8   **Click on 'Submit'** at the bottom of the page. A message displays indicating the entitlements were assigned to the operator.

To move through the entitlements for various modules without returning to 'Modules & Utilities' page, click on the 'Previous' and "Next" links.

For additional information about standard navigation features of the system and steps for tasks such as printing, downloading and working with images, see the *Getting Started Using the System* tip card.