Premier Lockbox

User Guide: Automated Reporting

Associated Bank

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Associated Connect Access

Associated Connect provides secure, single sign-on access to your business and commercial banking services through AssociatedBank.com/Business or AssociatedBank.com/Commercial.

Available Services

Once signed in, users can access a wide range of online banking functions:

Banking	Account Balances, ACH Origination Check Inquiry, Image Search, Positive Pay, Stop Payments, Transfers and Wire Transfers
Account Summary	View balances and transaction details
Cash Management	Bill Pay*, Cash Ordering, Checkview, FX Manager, Lockbox, Remote Deposit and Trade Services
Transmission and Reporting	Document Center, Export Tools and File Transfer

*Some services within the bill payment service have service charges. Please refer to the Business Fee Schedule or the applicable Checking Product Disclosure for details. (1276)

Sign-In and Security

Access to Associated Connect requires identity verification through one of two methods:

High-Risk Services	• Sign in with your username and password. • Verify identity using multi-factor authentication (MFA) with a unique access code from a mobile or physical token.
Low-Risk Services	• Sign in with your username and password. • Periodically answer challenge questions for identity confirmation.

For help with tokens, see the Multi-Factor Authentication and Password Management Guide or contact Customer Care at 800-728-3501.

Associated Bank does not charge a fee to download our digital applications; however, transactional fees may apply. Carrier message and data rates may apply; check your carrier's plan for details. Visit AssociatedBank.com/disclosures for Terms and Conditions for your service. (1406)

Automated Lockbox Reporting

Automated Lockbox Reporting provides detailed remittance, and deposit information for items processed in one or more of your lockboxes. Multiple updates are made throughout the day as data is being processed. A last updated indicator is displayed on the reporting screen to indicate when the last lockbox update occurred so that you do not generate a duplicate report (if the Lockbox system has not been updated since your last report).

Detailed remittance data, as specified by your company at the time of set up, are displayed when the report is generated, such as:

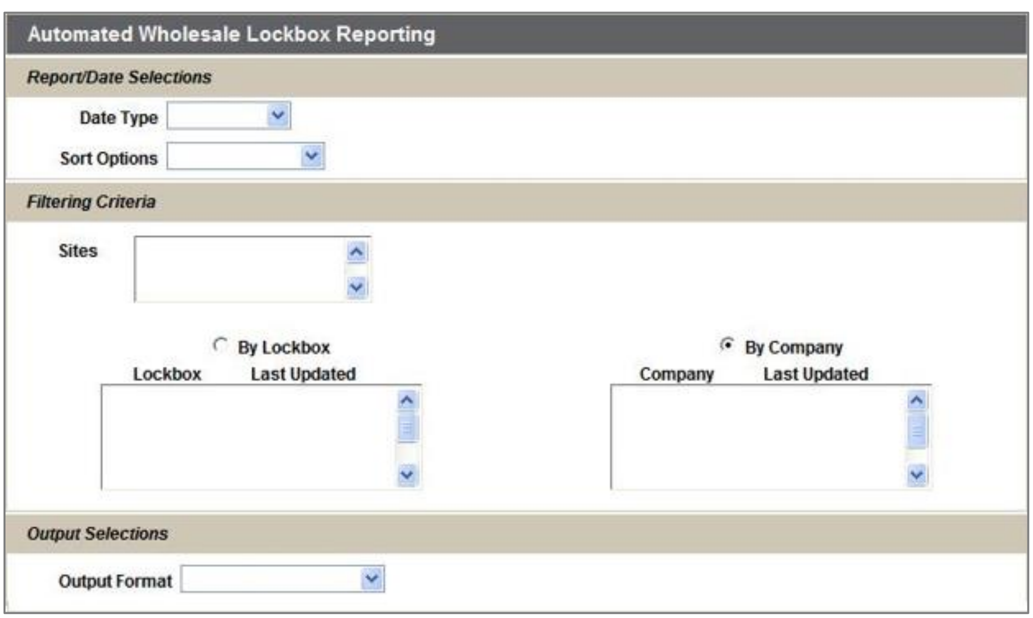
- Remitter name
- Check amount
- Customer number
- Invoice number

The captured data for each deposit can be retrieved and sorted using any of the sort selections provided. Updates with each lockbox site, and bank consolidation data are made multiple times throughout the day as data is processed and submitted for the day's deposits. Ten (10) prior calendar days of historical information can be generated for this report.

> ***Note:*** User ID's must be entitled by the Security Administrators to access this service when the Customer ID has the *"Require User IDs"* feature activated.

How to Generate Automated Reports

1. Select ***Reporting > Reports > Receivables Automated Report*** from the menu of service options at the top of your screen.
2. The Automated Wholesale Lockbox Reporting screen displays. Select the report criteria.



Report / Date Selections:

Data Option	Description
Date Type	Select one date option from the dropdown list: • **Current:** This option allows you to request current day information. • **Prior:** This option allows you to request prior day information. • **Date:** This option allows you to request a specific date. Up to 10 prior calendar days are available, or you can make a date selection by selecting the calendar icon. • **Range:** This option allows you to request a date range. A selection box will appear where you must enter a start and end date. Up to 10 prior calendar days are available. • **All Available:** This option allows you to request information for all available dates.
Sort Options	Select one date option from the dropdown list • **Batch number:** Sorted by batch and item number in ascending order for the selected date(s) • **Remitter name:** Sorted alphabetically based on the remitter name, in ascending order. The report will group all batch and item information that is relevant to the remitter for the selected date(s). • **Check amount:** Sorted by check amount in descending order. The report will provide the remitter name, batch and item information, and the invoices relevant to the check amount. • **Customer number:** Sorted by company number in ascending order. You must also select a sub sorting option deciding whether the report should be sub sorted by check or invoice for each company number. • **Invoice number:** Sorted by batch and item number in ascending order. Additional invoice and check detail is provided for each batch item. • **Option Sort 1 and Option Sort 2:** These optional sorts provide a report that is sorted according to your parameters that were defined during lockbox setup. You must also select a sub sorting option deciding whether the report should be sub sorted by check or invoice for each company number. If these parameters were not defined during setup, the report will default to sorting by batch number and item.
Site Option	Select one Site option: • All Sites • One Individual Site

	• Multiple Sites: To select multiple sites, hold the control key on your keyboard while selecting
Lockbox or Company Option	Select one option: • **By Lockbox:** Select All Lockboxes, one individual lockbox, or multiple lockboxes. • **By Company:** Select All Companies, one individual company, or multiple companies. Each Company/Lockbox in the list displays a 'Last Updated' time and date so that you do not generate a report before information has been updated. If 'Not Available' is displayed, the company has not yet been updated. (To select multiple companies, hold the control key on your keyboard while selecting)

Output Selections:

Select one Output Format: The check and invoice export options will export the same level of information as can be found in the Check by Amount, and Invoice Number reports.

Output Option	Description
Report - Advanced	This option allows you to define how the data will be formatted on your report . The report will be printable from the current view. You can search the report by a pre-defined data field, such as account number, by using the **Quick Links** dropdown box. This format works for both Firefox and Internet Explorer.
Report - Standard	This option allows you to request your report in a readable text format.
Export - CSV by Check or CVS by Invoice	**CSV** stands for **C**omma **S**eparated **V**alues; another phrase that means the same thing as "Comma Delimited". CSV is a file format which Microsoft Excel easily interprets, whereas Excel **cannot** interpret BAI format. When you download a CSV file, it must be saved with a .CSV file extension. It is automatically associated with and opened in Microsoft Excel. If you do not have Excel, you will notice that the columns and rows are not set to properly display all data within the cells. That happens because CSV only separates the data into organized columns and rows depending on the type of data that is being represented. However, it does not format it by size of data. You can manipulate your data any way that you would like to use normal Excel functions.
Export – Fixed by Check or Fixed by Invoice	A **Fixed Format file** contains one long continuous stream of data for each transaction. It can be saved as a **.TXT** or a **.PRN** file. Both types of files can be opened using any word processing application (Wordpad, Notepad, Microsoft Word, etc.). Every field contains the maximum number of characters possible. If

	the amount of actual characters is less than the maximum number for the field, the remainder of characters is filled with either spaces or zeroes.

How to Export Reports

Ahead are instructions to export and save your report. Refer to the Export File Specifications section to view detailed file format specifications.

1. Select the desired criteria on the Automated Wholesale Lockbox, or Lockbox Availability Reporting screen.
2. Select the desired Export Output Format from the dropdown list.
3. Select ***Generate Now*** to create the export file in the desired output format.
4. A dialogue box will display, depending on your computer, asking if you want to open or save the document.
5. Choose ***Save this File***.
6. Select a location on your PC to save the file, enter a name for the report, and select **Save**.
7. To view the report, go to the location you specified and open the document by double clicking on it.

Export File Specifications

The file specifications, to export the Automated Report Export in **CSV** and **Fixed** formats, are described below:

Column	Starting Position	Maximum Length	Field Name	Description
1/A	1	6	Number	Unique sequence number for each row

2/B	7	10	Deposit Date	Date of the lockbox check deposit
3/C	17	5	Company Number	K Number
4/D	22	30	Company Name	Company name on lockbox
5/E	52	15	Lockbox Site	The lockbox site where the check was deposited
6/F	67	7	Lockbox Number	The number of the lockbox where the check was deposited
7/G	74	8	Last Updated Time	The last time the information for this lockbox was updated
8/H	82	10	Last Updated Date	The last date the information for this lockbox was updated
9/I	92	7	Batch Number	The batch number corresponding to the lockbox deposit
10/J	99	5	Item Number	Also known as the check sequence number. This is the Item number in the batch that corresponds to the lockbox deposit
11/K	104	14	Check Amount	The amount of the check in the lockbox deposit
12/L	118	30	Check Number	The check serial number on the check in the lockbox deposit
13/M	148	30	Remitter Name	The name on the check in the lockbox deposit
14/N	178	30	Invoice Number	The invoice number that corresponds to the check in the lockbox deposit
15/O	208	30	Invoice Amount	The invoice amount that corresponds to the check in the lockbox deposit
16/P	238	30	Transit Routing Number	The T/R number from the MICRO line of the check being deposited in the lockbox
17/Q	268	30	DD Account Number	The checking account number from the MICRO line of the check being deposited into the lockbox
18/R	289	30	Check Date	The date on the check in the lockbox deposit

19/S	328	30	Payee	The company or person from the check face that is making the payment
20/T	358	30	Opt Check Field 1	Customer defined from the check
21/U	388	30	Opt Check Field 2	Customer defined from the check
22/V	418	30	Reserved Check 1	Reserved field for future use
23/W	448	30	Reserved Check 2	Reserved field for future use
24/X	478	30	Reserved Check 3	Reserved field for future use
25/Y	508	30	Invoice Gross Amount	The invoice gross amount that corresponds to the check in the lockbox deposit
26/Z	538	30	Invoice Discount Amount	The invoice discount amount that corresponds to the check in the Lockbox deposit
27/AA	568	30	Invoice Cust Remit Name	This remit name will come from the invoice and is the customer who was billed on that invoice
28/AB	598	30	Invoice Account Number	Field from the invoice or remittance labeled account number
29/AC	628	30	Customer Number (INV)	Field from the invoice or remittance document that is labeled customer number
30/AD	658	30	Invoice Date	The date of the invoice
31/AE	688	30	Invoice Deductions	Invoice deductions that correspond with this invoice

Note: The standard fields described in the export table above always show on export. For CSV export, there may be additional fields based on your lockbox setup. These additional fields will match the data displayed on your Automated Lockbox report.

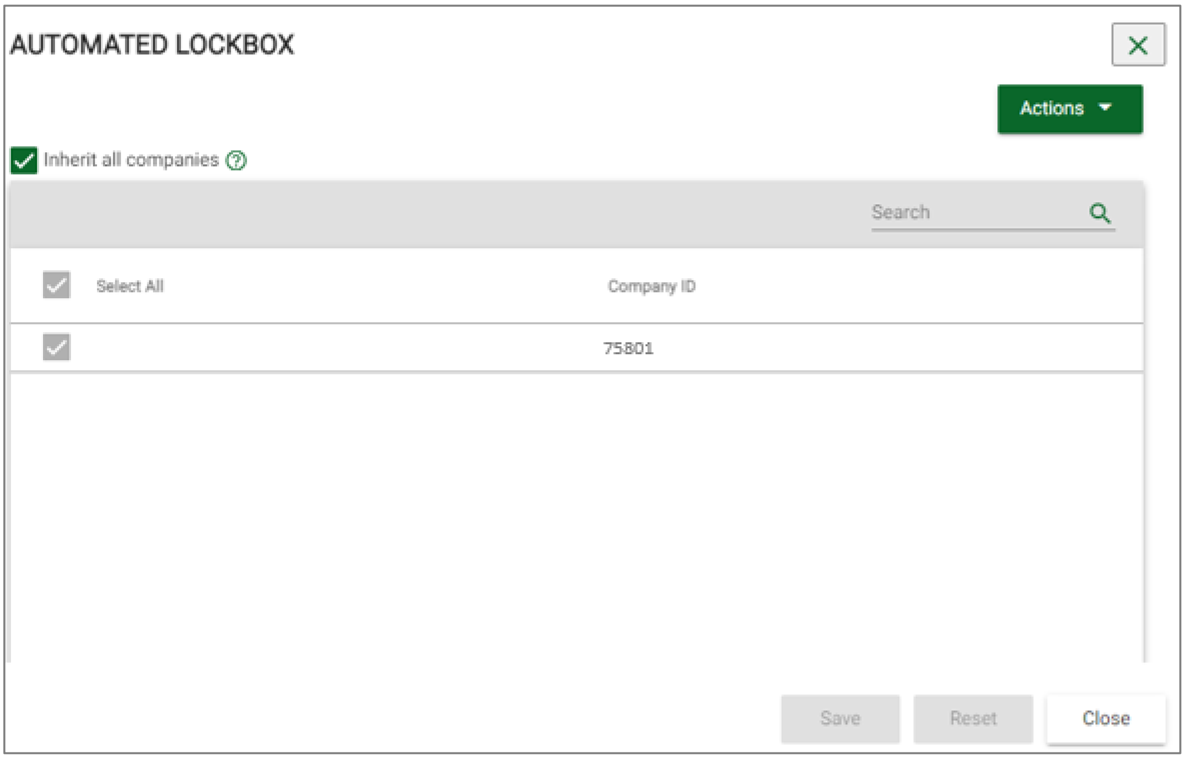
 # The Starting Position field applies only to Fixed File Format.

Export File Specifications

Automated Lockbox Reports entitles users to view and generate detailed remittance deposit reports.

Ahead are instructions for Security Administrators to entitle users to view Automated Reports.

1. Select **Admin** > **Manage User Access** from the menu of services at the top of the screen. When Manage User Access is selected, three tabs are displayed: Activity, Users and Users Groups.
2. Select the Users tab to bring up a list of eligible users.
3. Select **Action** > **Modify Services** next to the user you wish to take action on.
4. Select **Action** > **Modify** next to the Automated Lockbox service.
5. The Automated Lockbox entitlements screen displays.



6. Select the desired entitlements, then, select **Close** to return to the Service List screen.

   Note: Some services contain multiple entitlement screens, so the buttons may be different, for example, you may have to select Save, to continue to the next screen.

Service Field	Required / Optional / View	Description
Select All / None	Optional	• Select All - entitles the user to every company • Select None - de-selects all of the screen options
Company ID	View	• Prefilled • Lists all Company Numbers assigned to the Customer ID

		• To locate a Company Number, faster, type the first digits of the Company Number in the field (the system automatically scrolls through the list to the first Company beginning with that number)
Status	View	• Prefilled • Assigned - has been entitled • Unassigned - has not been entitled • Select the sort indicator, located next to the column heading, to change the sort order, beginning to end, or vice versa
All Companies	Must select one option	• Selects all companies for the service • Status changes from Unassigned to Assigned • Check All becomes disabled
Check All	Must select one option	• Selects all Company ID's, OR, individual selections can be made by selecting the individual checkbox(es) • Status changes from Unassigned to Assigned for the selected Company ID's • Company ID's can be de-selected by selecting the checkbox. Status changes from Assigned to Unassigned.
Save		• Saves the screen selections, and returns to the Service List
Cancel		• Returns to the Service List
Reset		• Clears the screen selections

Any service entitlements in pending status must be released or rejected within Manage User Access by a second Security Administrator with release entitlements. To release, the second Admin user must log in and access ***Admin > Manage User Access***, and release the user from the **Activity** tab. Please refer to the User ID Setup Help page for more detailed information on User ID Release.

Frequently Asked Questions

Q: Why hasn't my Lockbox information been updated?

A: Lockbox information is updated multiple times throughout the day. If it has not yet been updated and you are certain that it updates by a particular times each day, there may have been a delay in processing at the Lockbox site itself or in the system which caused the update to be delayed at the moment. Try again after 15-30 minutes. If the update still has not occurred, contact Treasury Management Customer Care.

Q; Why is there an adjustment on my Lockbox Report?

A: Usually, an adjustment appears on your report as the result of a corrected error, made while processing your remittance items. To determine the exact origin of the adjustment, contact Treasury Management Customer Care.

Q: I need detail on a check that was processed over a month ago. Where can I get it?

A: Unfortunately, the Automated Wholesale Lockbox service (which captures check detail) only stores 10 calendar days of detailed check history. Therefore, you will not be able to access information that was processed more than 10 calendar days ago. You may view your check detail by visiting the Lockbox Wholesale Image service or you may sign up to receive a CD in the mail. If you do not use the Image services mentioned, contact your Bank Representative for more information.

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