# Associated Connect®

Reference Guide: Lockbox Module User

Associated Bank

## Table of Contents


Associated Connect Access ....................3
Available Services ....................3
Sign-In and Security ....................3
Introduction ....................4
Associated Connect Lockbox Module Basics ....................5
Calendar ....................5
Action Buttons ....................5
Customer Delivery – Profile ....................8
My Profile ....................8
My Favorites ....................9
Watch List ....................10
Add Watch List Entry ....................10
Edit Watch List Entry ....................11
Delete Watch List Entry ....................11
Customer Delivery – Search ....................11
Search Criteria Pane ....................12
Search Results Pane ....................13
Advanced Search ....................14
View Images ....................15
View Transactions ....................16
Thumbnail View ....................16
Favorite Search ....................17
Saving Search Criteria as a Favorite ....................17
Using Favorite Search ....................17
Maintaining Favorites ....................18
Add/View Notes ....................18
Download ....................19
Data and Images ....................19
Reports ....................22
Quick Batch Summary ....................23
Reports ....................24
Display Filter ....................25
Report Preview Screen ....................26

# 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.<br>• 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.<br>• Verify identity using a unique access code sent by text message (SMS) to your registered mobile number. |

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)

# Introduction

The Associated Connect Lockbox module is an advanced web application offering powerful reporting, transaction inquiry, image viewing, and data export functions. Using these tools, clients can derive maximum value from their lockbox solutions. Benefits of using the Associated Connect Lockbox module include:

**Reduced Cash Application Costs** – The Associated Connect Lockbox module helps streamline the time, effort and resources required for receivables posting, which can have significant positive impacts on operating costs.

**Enhanced Credit Line Management** – Some Associated Bank clients frequently encounter situations where a customer reaches their established credit limit. With frequent reporting updates throughout the business day with Associated Connect, clients can search for deposits from specific remitters, apply cash on a same-day basis, and expedite the delivery of additional goods or services to those customers.

**Reduce Days Sales Outstanding** – With access to same-day deposit information through Associated Connect, clients can export data and automate a large portion of receivables postings. This, combined with the advanced Associated Connect Lockbox transaction search engine, can help reduce Days Sales Outstanding (DSO) timeframes through a more efficient and timely cash application process.

**Enhance Customer Service Levels** – The flexible implementation options of Associated Connect allow clients to grant limited access to other departments, such as customer service call centers. With direct access to payment information and images, these departments can expedite inquiry resolution and enhance the level of service provided to customers.

# Associated Connect Lockbox Module Basics

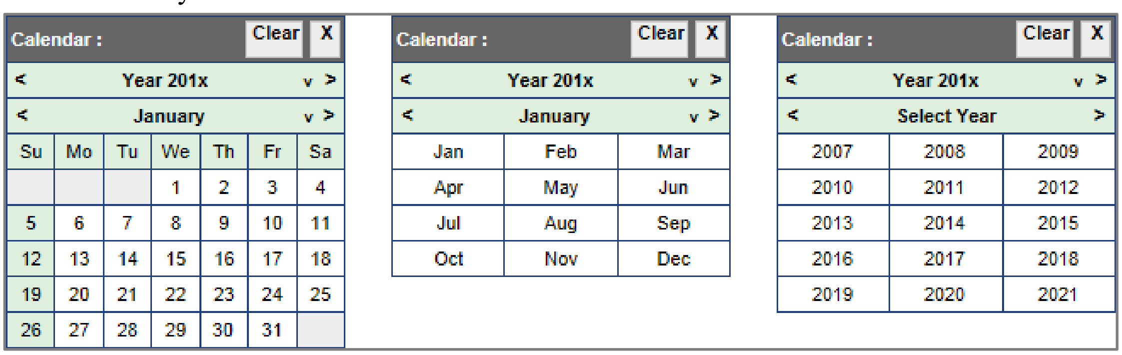
This section summarizes functions and actions that are applied consistently throughout the Associated Connect Lockbox Module.

## Calendar

The calendar tool is a convenient alternative to manually key-entering date information. Users can easily browse through available months and years to select the desired dates. When date entry is required, simply select the *Calendar* ( ) icon to launch the calendar tool.

- To scroll through available months and years, select the *Left Arrow* ( < ) and *Right Arrow* ( > ) icons
- To browse available months and years, select the *Down Arrow* ( v ) icon

Calendar – Day Selection | Calendar – Month Selection | Calendar – Year Selection




## Action Buttons

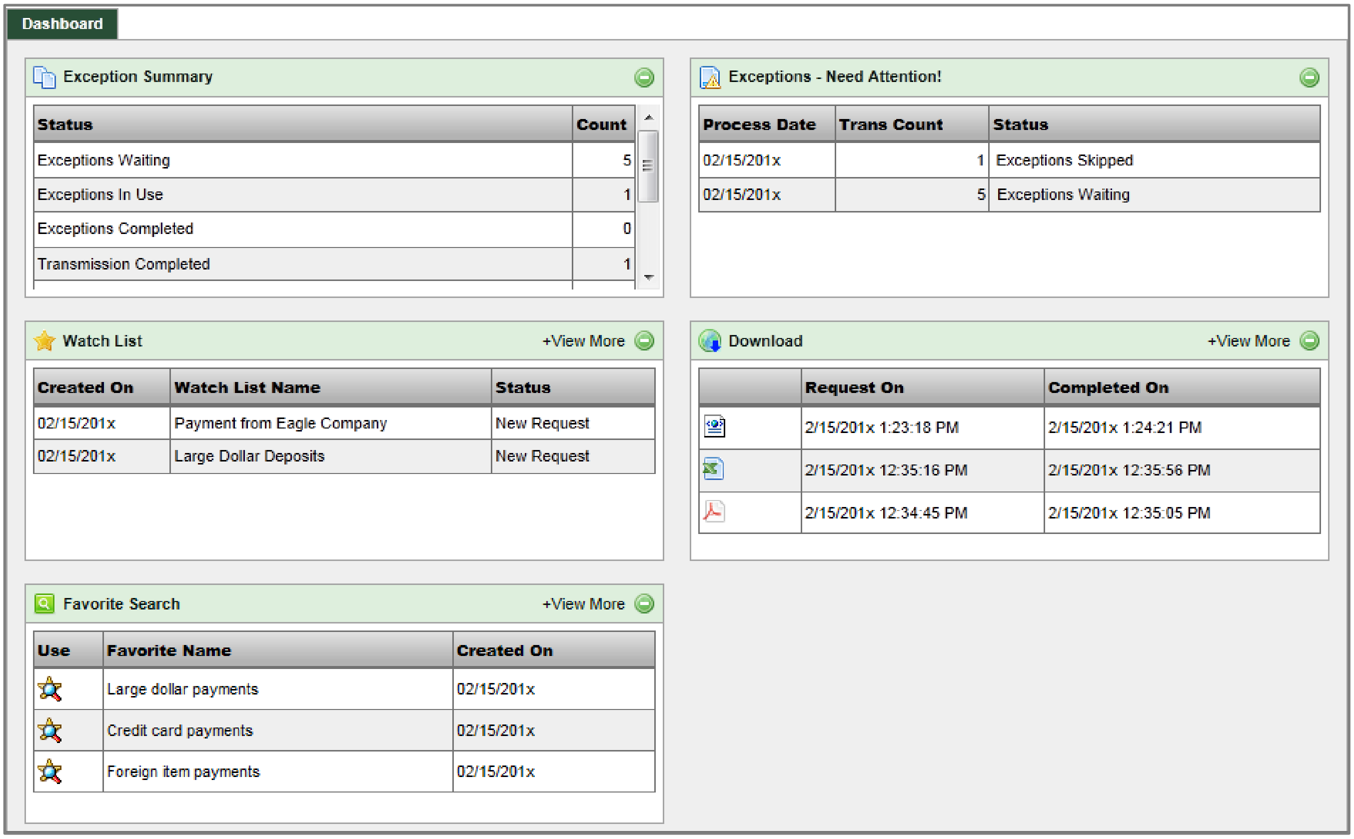
The Associated Connect Lockbox module has various buttons and icons that apply the same action regardless of their location within the application. The chart below provides examples of these button and icon graphics, and a summary of the associated action. Action buttons and icons specific to a screen or function are described in the related section of this document.

| Graphic | Name | Description |
|---|---|---|
| Collapse | Collapse | The Collapse button is located between the menu panel and work area. When selected, the menu panel will be hidden, and the additional space will be utilized in the work area. |
| Expand | Expand | When the menu panel is collapsed, the Expand button is located to the left of the work area. When selected, the menu panel will be displayed in the original location and reduce the overall size of the work area accordingly. |
| | Pin | Selecting the Pin button toggles the menu panel between a locked and unlocked status. The menu panel can be locked in either the expanded or collapsed view. |

| | | |
|---|---|---|
| | Edit | Select to edit information available in a specific lockbox screen. |
| | Save | Select to save information entered, or actions taken, in a specific lockbox screen. |
| | Undo | Select to undo the most recent action. |
| | Delete | Select to delete the selected item. |
| ... | More | Indicates additional information or options is available. |
| | Notes | Select to add or view notes appended to a transaction. |
| | Notes | Indicates notes already exist for the transaction; select to edit existing notes. |
| Logout | Logout | Select to close the Lockbox module and return to the main Associated Connect application. |

# Dashboard

When launched, the Associated Connect Lockbox module will always default to the Dashboard view. The **Dashboard** provides a summary of current activity and quick access to key functions within the Lockbox module.




The following chart lists each **Dashboard** panel along with a brief description of the information or activity available.

| Panel Name | Description |
|---|---|
| Exception Summary | Displays the disposition of transactions recently presented as exception items |
| Exceptions – Need Attention! | Displays transactions that could not be deposited to a lockbox and require corrective action |
| Watch List | Displays the saved and active notification scenarios |
| Download | Displays a list of recent download requests and the processing status |
| Favorite Search | Displays a user's saved search profiles |

Within each panel, select the **View More** (+View More ) link to directly access the corresponding page. To address a variety of different preferences, the **Dashboard** page allows users to hide and unhide individual panels.

- To hide a panel, select the *Hide* icon ( )
- To show a hidden panel, select the *Show* icon ( )

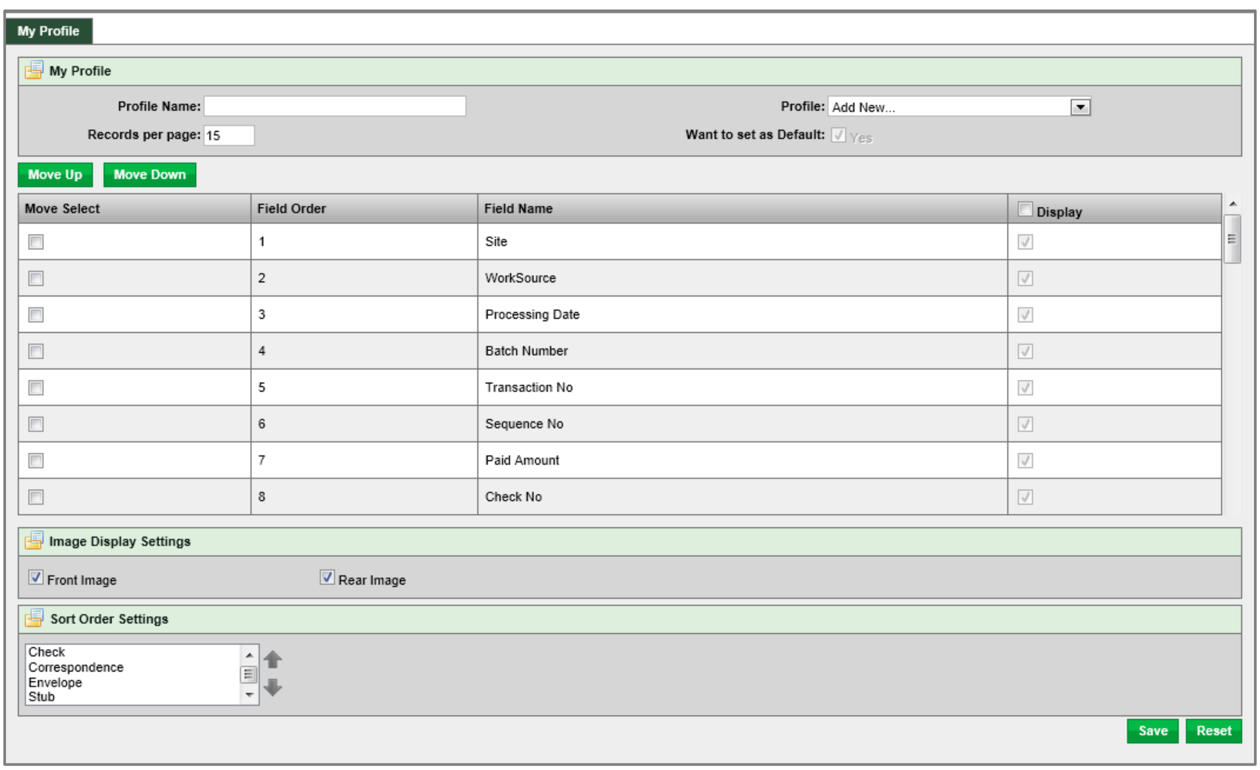
# Customer Delivery – Profile

The **Customer Delivery > Profile** option allows users to set up various profiles, each with specific search criteria. From the **Profile** menu, users will have the following sub-menu options available.

- My Profile
- My Favorites
- Watch List

## My Profile

The **My Profile** function allows users to select and set the display order of fields within search results. Users can assign a name for each profile and set a selected profile as the default view when search results are displayed.



When creating a personal profile, the following options and selections are available:

| Field Name | Description |
|---|---|
| Profile Name | Displays the name of the selected profile or is blank when adding a new profile. |
| Profile | Select an existing profile from the drop down list or select **Add New…** to create a custom profile. |
| Set as Default | Select the check box to set the selected profile as the default profile view. |
| Records per page | For the selected profile, enter the number of records to be displayed on each search results page. |
| Move Up | Moves the selected field up one level in the display field order. |
| Move Down | Moves the selected field down one level in the display field order. |
| Move Select | Select the check box to identify the field to move up or down. |
| Field Order | Displays the ascending order number of the field where it will be displayed. |
| Field Name | Displays a specific field name to display. |
| Display | Select the check box to identify the default image to be displayed for the profile<br>• **Front Image:** displays the front image of check/stub.<br>• **Rear Image:** displays the rear image of check/stub. |
| Save | Select to save the settings for the profile. |
| Reset | Select to clear the settings for the selected profile. |
| Delete | Only a non-default profile may be deleted. When the default profile is shown, there will be no *Delete* button. |

To delete a profile, first select the profile from the **Profile** drop down list. If the **…set as Default** box is currently checked, select the box again to remove, and then select **Delete** to proceed.

## My Favorites

The **My Favorites** function allows a user to manage search settings that were previously saved as favorite searches. The user can modify the name, date range, and number of days to be included in the search results. To delete a favorite search entirely, please refer to the **Maintaining Favorites** section.

**My Favorites**

| Search | Favorite Name | Date Range | No. of Days | Edit | Delete |
|---|---|---|---|---|---|
| | Large Dollar Deposits | Sliding | 1 | | |
| | Credit card payments | Sliding | 1 | | |
| | Foreign item payments | Sliding | 3 | | |

To modify the settings of a favorite search, select the **Edit** icon. After modifying the favorite search, select the **Save** icon to save the changes, or select the **Undo** icon to cancel the changes.

## Watch List

The **Watch List** function allows users to define scenarios within the archived data for which they want to be notified. When the criteria for a specific scenario are met, a notification is sent to the specified email address.

The **Watch List** screen has two tabs; **Watch List** and **Add Watch List Request**. The Watch List tab displays a list of currently active requests. When the **Status** column displays **View Data**, a user can select on the link to see matching data.

Watch List | Add Watch List Request

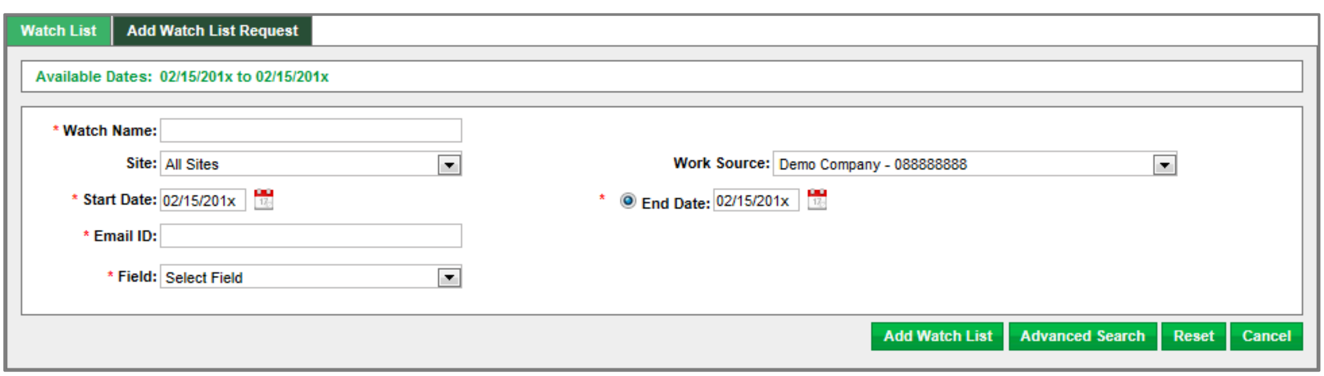
Refresh

| Watch List Name | Description | Status | Requested On | Edit | Delete |
|---|---|---|---|---|---|
| Payment from Eagle Company | **Site** = Chicago IL and **Work Source** = Demo Company - 088888888 and **RemitterName** Contains Eagle | New Request | 02/15/201x | | |
| Large Dollar Deposits | **Site** = Chicago IL and **Work Source** = Demo Company - 088888888 and **Paid Amount** is Greater than 10000 | New Request | 02/15/201x | | |

### Add Watch List Entry

To add a watch list request:

1. Select the Add Watch List Request tab
2. Enter a **Watch Name**



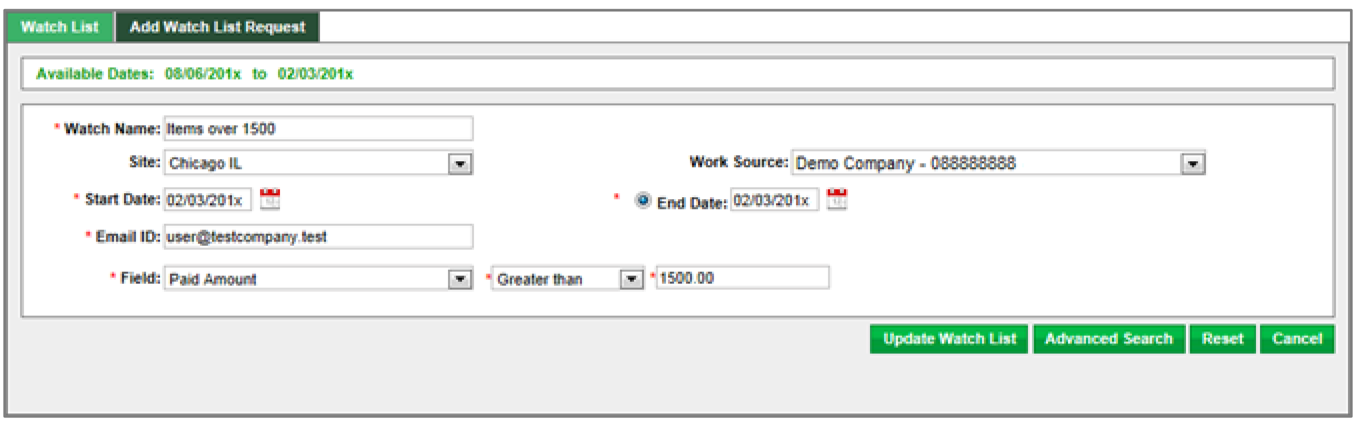
3. Select the **Site**, then **Work Source** from the drop down lists
4. Enter the **Start Date** or select the Calendar icon to choose the date from the calendar.
5. Select No End Date or End Date
   A. **No End Date**: the system will continue to send notifications until an end-date is specified
   B. **End Date**: the system will send notifications through the selected date
6. Enter the **Email ID** (notifications are sent to this email address when criteria matching the scenario parameters are identified)
7. Select a **Field** from the pull-down list and set the desired condition for the selected field – the conditions will vary according to which field is selected.

After selecting **Add Watch List**, the request is posted in the **Add Watch List Request** tab and displayed in the **Watch List** tab.

For information on the **Advanced Search** function, please refer to the **Advanced Search** section of the document.

### Edit Watch List Entry

To modify an existing **Watch List** entry, simply select *Edit* icon in the corresponding row. After making the changes (see preceding section) select **Update Watch List** to store the changes.

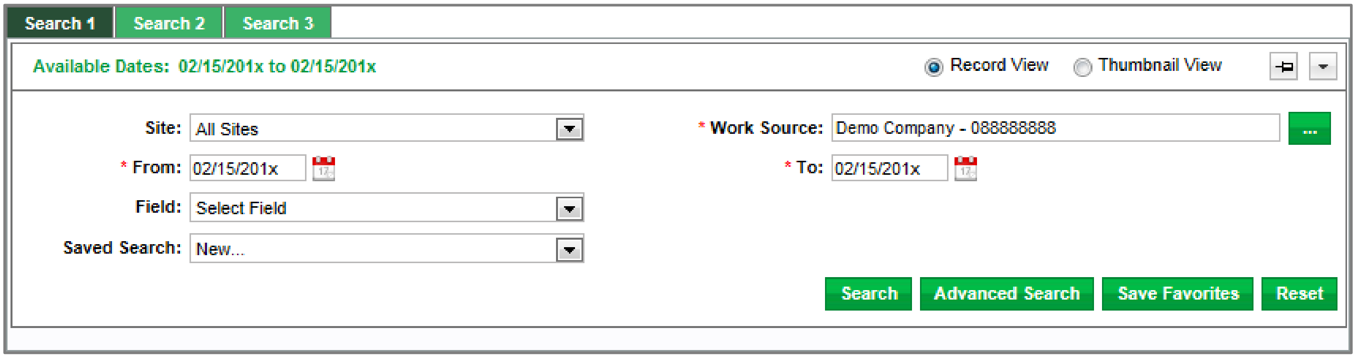



### Delete Watch List Entry

To delete an existing Watch List entry, simply select the *Delete* icon in the corresponding row. When prompted, select **OK** to confirm the request or **Cancel** to retain it.

# Customer Delivery – Search

The **Customer Delivery** > **Search** function allows users to search for data using various filters and condition settings. The **Search** screen has three tabs labeled *Search 1*, *Search 2* and *Search 3*, all of which can be applied to the same result set. Each **Search** screen also has two panes: one for specifying search criteria and the second for displaying search results.




## Search Criteria Pane

The **Search** screen uses drop down lists, date selection boxes, and text entry fields to allow a user to filter data in the search criteria pane.

The available search options are described below.

| Criterion | Description |
|---|---|
| Record View | Displays the transaction items only. |
| Thumbnail View | Displays images of each item in the transaction. |
| Site | Select the processing site from the drop down list. |
| Work Source | Select the More link to display a list of available work sources to choose from. |
| From | Enter the start date for the search or select the Calendar icon to display the calendar tool from which the user can select the desired start date for the search. |
| To | Enter the end date for the search or select the Calendar icon to display the calendar tool from which the user can select the desired end date for the search. |
| Field | Select a field from the pull-down list and set the desired condition for the selected field, which will vary according to the selected field. |
| Property | If applicable, select More to display the list of available properties associated with the work source. |

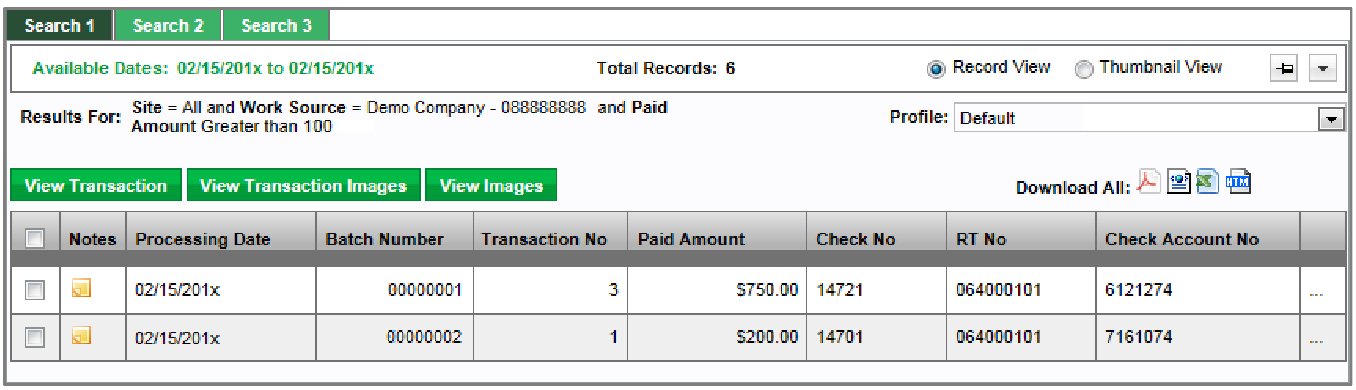
After completing all selections in the criteria pane, the following actions are available.

| Action | Description |
|---|---|
| Search | Select to search the data for the selected/entered filter conditions. |
| Advanced Search | Select to invoke the **Advanced Search** screen where a user can select multiple search conditions to filter data. |
| Reset | Select to return the filter conditions to the defaults. |
| Save Favorites | Select to save the filter conditions in the user's favorites list or select the favorites from the drop-down list. |

## Search Results Pane

After completing a search, the page display will be updated with matching data. The following actions are available in the search results pane.

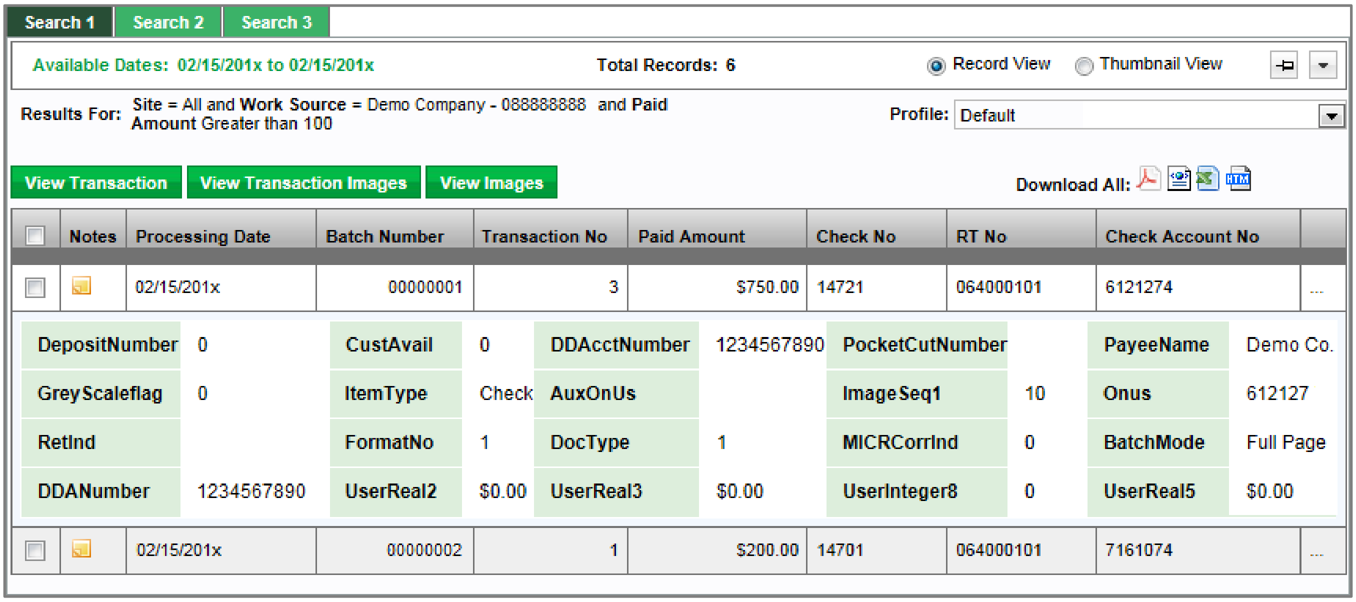
| Action | Description |
|---|---|
| Profile | Select a new profile name from the drop down list. |
| View Transaction | Select to view data for the transaction containing a selected item. |
| View Transaction Images | Select to view the data and images of the transaction containing a selected item. |
| View Images | Select to view the images of the selected items. |
| Download All | Select the PDF, ZIP Excel or HTM icon to download the transactions that are selected. |




The data columns displayed in the search results pane are selected when the profile is created. Examples of available data filters are listed below.

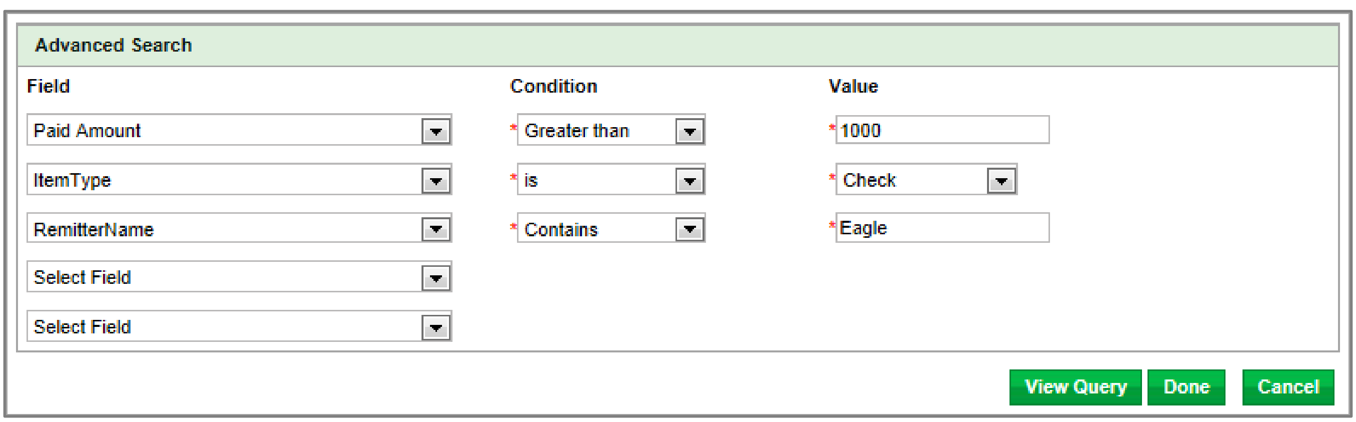
| Name | Description |
|---|---|
| Notes | Select the "Notes" icon to display the Add/View Notes screen, allowing a user to add or view notes appended to the transaction. |
| Site | Displays the site associated with the item. |
| Work Source | Displays the work source associated with the item. |
| Processing Date | Displays the processing date of the item. |
| Batch Number | Displays the batch number to which the item belongs. |
| Transaction No | Displays the transaction number containing the item. |
| Sequence No | Displays the sequence number of the item within its batch. |
| Paid Amount | Displays the paid amount of the item. |
| Check RT No | Displays the routing number of the check item. |
| Check Account No | Displays the account number of the check item. |
| Check No | Displays the serial number for the check item. |
| Stub Account No | Displays the account number for a stub item. |
| SubSeqNo | Displays the sub-sequence number of the item within the transaction. |
| ImageSeq1 | The sequence number of the selected image within the transaction. |

When the right-most column (...) is selected, details are added below the selected item. Selecting the item detail row displays the item in the **View Images** screen.




## Advanced Search

The advanced search function allows a user to add more filter conditions to refine a search result. From the search criteria pane of the **Search** screen, select the **Advanced Search** button.



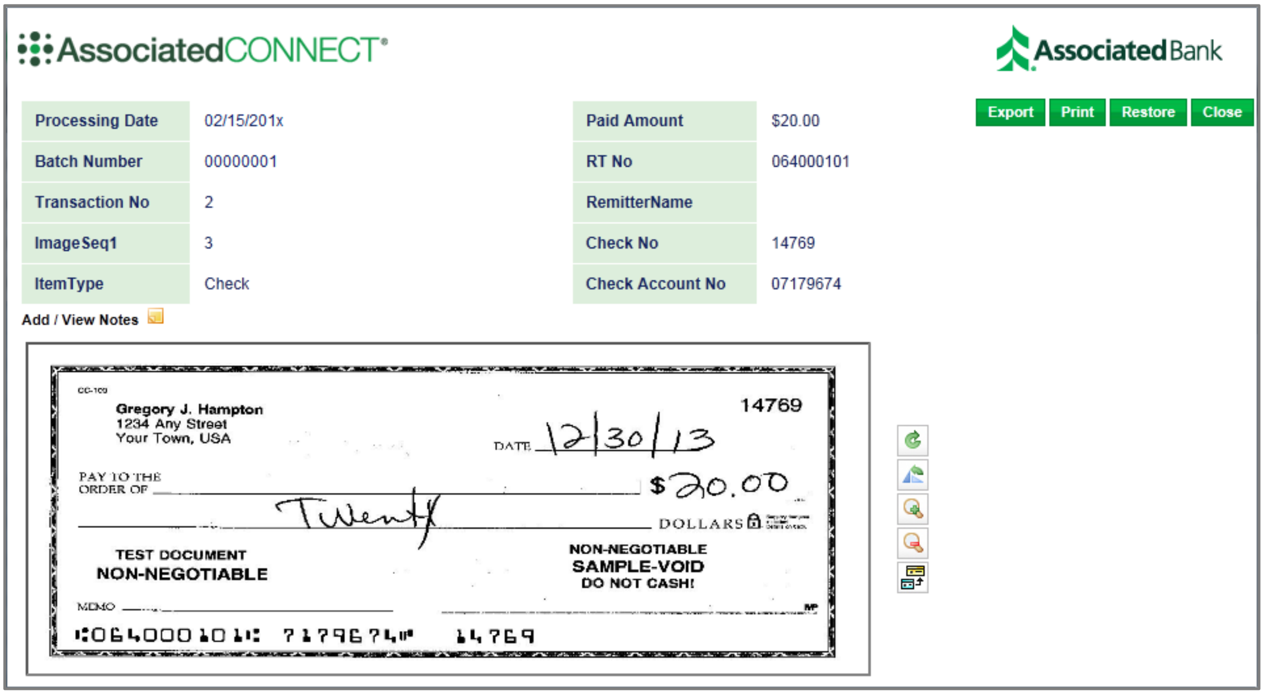

The **Advanced Search** function supports up to five filter conditions from which a user can specify. An advanced search can be performed as described below.

1. Select the **Field** name from the drop down list
2. Select the **Condition** from the drop down list and enter the corresponding value
3. If needed, repeat steps 1 and 2 to enter additional search criteria
4. After entering all criteria, select Done to update the changes

Optionally, the user can select **Cancel** to cancel the search request or **View Query** to display the query for the selected filter conditions.

## View Images

From the **Search** screen select an item, or select the check boxes next to multiple items, and select **View Images** to display the **Item Details** screen. An example of the **Item Details** screen is displayed below:

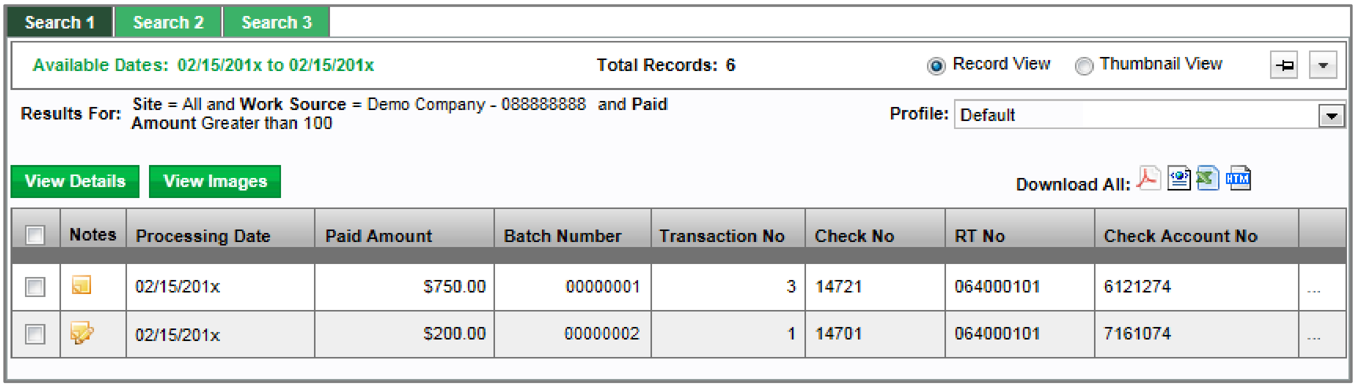



The **Item Details** screen displays the image and details of the selected item. The user can use the image manipulation options to zoom in/out, flip between front and rear images, rotate the image, and open the image in a new window.

| Graphic | Description |
|---|---|
| | Rotates the image. |
| | Flips between front and rear images. |
| | Zooms in the image, enlarges the size of the selected part of the image. |
| | Zooms out the image, reduces the size of the selected part of the image. |
| | Opens the image in a new window. |
| Export | Select to export the selected image to PDF or Excel format. |
| Print | Select to print the selected image. |
| Restore | Select to restore the image to front view after flipping/zooming. |
| Close | Select to close the **Item Details** screen. |

## View Transactions

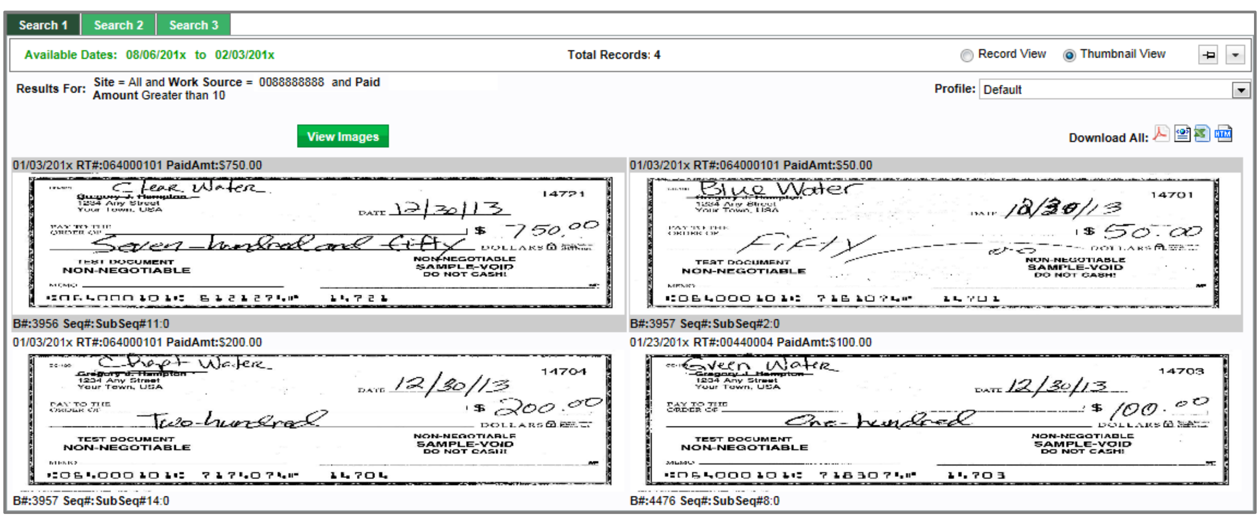
From the search results pane of the **Search** screen, the user can view transaction details for a selected item. Select the check box of the desired item and select **View Transactions** to display the transaction containing the selected item.




- To return back to the individual items select **View Details**.
- To see images of items in the transaction, select one or more check boxes, and then select **View Images**.
- To view or add notes, select the **Notes** icon.

## Thumbnail View

Users can view multiple images at once by selecting the **Thumbnail View** radio button. Enter the search criteria, then select **Search** to display the images.




Above each thumbnail image is the processing date, amount and check routing number (if applicable). Below each thumbnail is the batch number and sequence number. Moving the cursor over an image will display additional item details in a comment box.

Optionally, select **View Images** to display images of all thumbnail items currently displayed, or select an individual thumbnail image to open the **Image View** window with the image(s) along with all available details for the item.

To return to the batch list, open the criteria panel and select the **Record View** radio button.

## Favorite Search

The Associated Connect Lockbox module allows a user to define search criteria and save it in a favorite search list. The user can then select the **Saved Search** from a drop down list on the **Search** screen to easily apply those criteria when needed.

### Saving Search Criteria as a Favorite

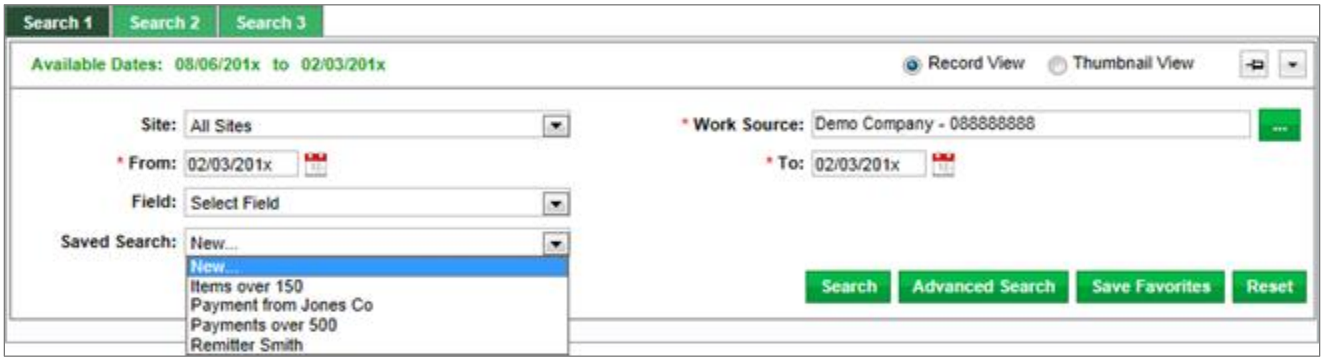
To save search criteria as a favorite search, follow the steps listed below.

1. From the **Search** screen set the desired search criteria.
2. Select **New…** from the drop -down favorites list.
3. Select **Save Favorites** to display the **Favorite Details** screen.
4. Enter **Name** of the favorite.
5. Select a **Date Range - Fixed or Sliding**.
   - **A. Fixed**: This option saves the date range selected at the time of creating the new favorite and gives the result for this date range only.
   - **B. Sliding**: This option takes the number of days entered and removes them from the **To**: date in the **Available Dates** display. The result will become the **From**: date.
6. For the **Sliding** option, enter **No. of Days**.
7. Select **Save** to update the changes or **Cancel** to discard the changes.


### Using Favorite Search

To use a favorite search:

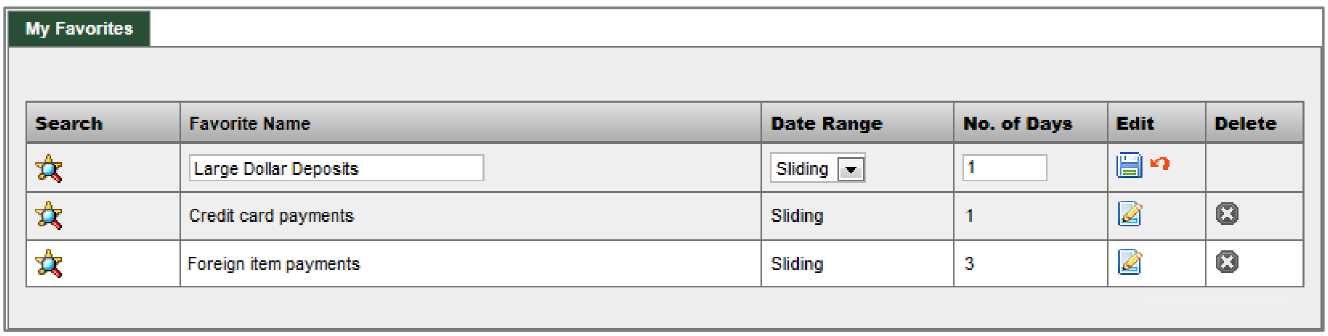
1. Select the saved search from the drop down list in the **Search Criteria** panel; the conditions of the favorite search will be displayed.
2. Select **Search** to display only those items matching the search criteria.




## Maintaining Favorites

To maintain a saved search:

1. Select **My Profile > My Favorites –** the **Favorites Manager** screen is displayed




2. To modify an existing favorite, select the **Edit** icon, or to remove an existing favorite select the **Delete** icon

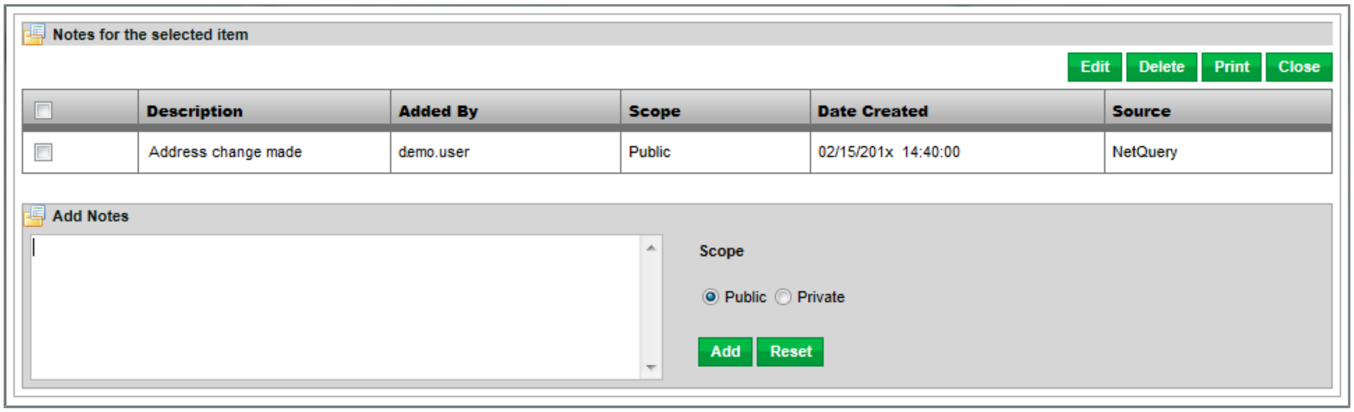
The user can search using a favorite set of criteria by selecting the **Search** icon ( ) from the **Favorites Manager** screen. The Search screen will be displayed showing the selected favorite criteria. Select the **Search** button to display items satisfying the favorite search criteria.

# Add/View Notes

Authorized users can add notes for items and publish the notes or retain notes for themselves. To add new notes or view existing notes:

1. Select an item from the search results pane of the **Search** screen, and then select the **Notes** icon for the desired item.
2. From the **Notes** screen, enter text in the **Add Notes** section, and then select the **Add** button.
3. Specify who can view the note being entered
   A. **Public** indicates that the note can be viewed by all users.
   B. **Private** indicates that the note can be viewed by the author and administrators.

A user can print a note by selecting the **Print** button or delete a note by selecting the check box and then selecting the **Delete** button. When prompted, select **OK** to confirm the request or **Cancel** to retain the note.




To cancel any additional notes, select the **Reset** button. When finished, select the **Close** button.

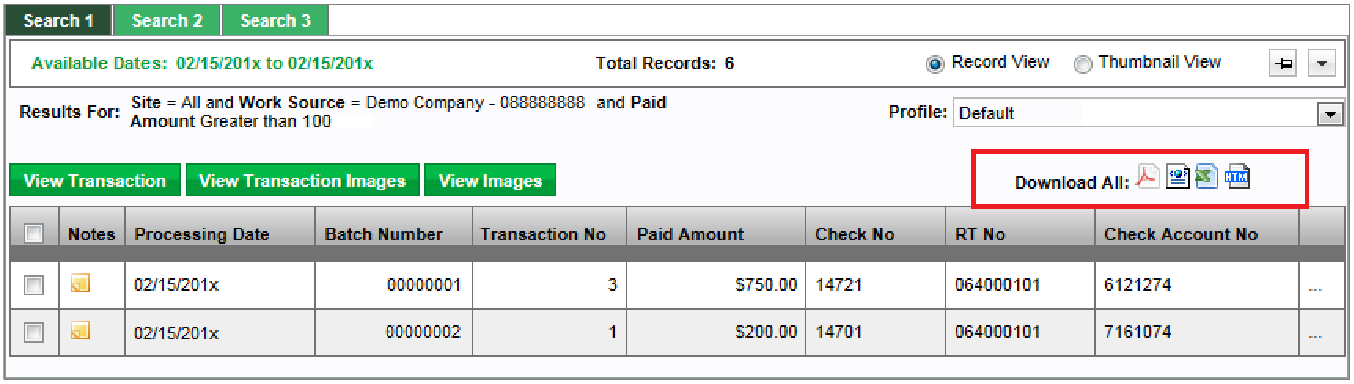
# Download

The Download function allows authorized users to download archived data, images and reports in a compressed XML, Excel, PDF, or HTML file. Downloading can be done from the **Search** screen or from the **Download** screen, which can be accessed directly from the left menu pane. Depending on entitlements, some users may not see a **Download** option on the left menu, and instead will have direct access options in the navigation for **Data and Images**, as well as **Reports-Scheduled**.

## Data and Images

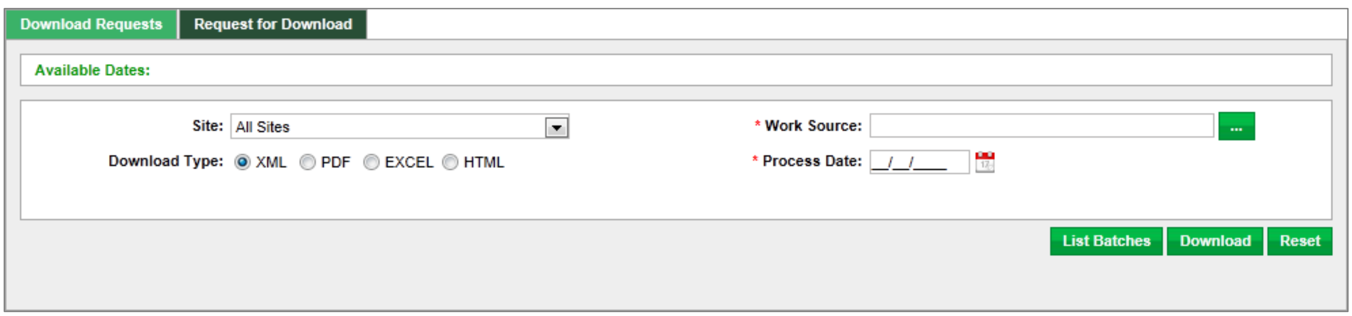
To download from the menu, select **Download > Data and Images** from the menu pane.

To download data and images of all items in the **Search** screen, select **Format Type** icon in the **Download All** section.

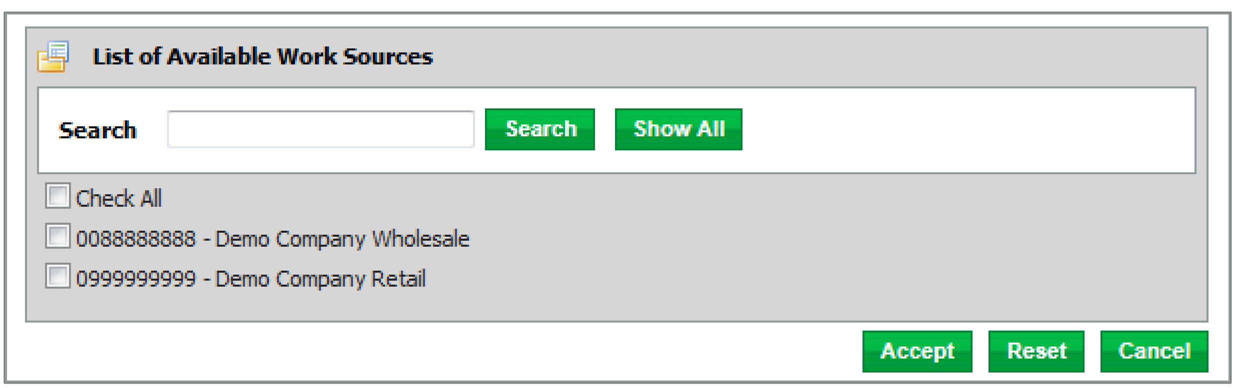



The Download screen has two tabs; **Download Requests** and **Add Request for Download**. The **Download Requests** tab displays a list of current download requests with icons showing their respective file format types (PDF, XML, HTML or Excel). The **Add Request for Download** tab allows a user to submit a new request for data, image and/or report download. To add a new request:

1. Select on the Add Request for Download tab.




2. Select the **Site** from the drop down list.
3. Select the **More** icon to display the list of available work sources.




4. Enter the **Process Date** or select the **Calendar** icon to launch the calendar tool (the date must be within the **Available dates** listed at the top of the screen).
5. Choose the **Download Type** by selecting the appropriate radio button.
6. Select **List Batches** to display the batch numbers.
7. Select specific batches by selecting the *check box* by the batch number.

8. To select all batches, select the **Check All** check box.
9. Select the **Reset** button if you need to clear the changes.
10. Select **Download** to download the selected batches.

The request is submitted, and a download **Request ID** is generated. The user is returned to the **Download Requests** tab, where download request details are displayed. The download request progresses through four stages as noted in the **Status** column on the **Download Requests** tab. The sequence is:

| Status | Description |
|---|---|
| New Request | The download request was recently entered. |
| Processing | The download file is being created. |
| Download | The download file is ready for retrieval... |
| Downloaded | The download file has been retrieved. |

A download request with a status of New Request or Download can be deleted by selecting the **Delete** icon. When prompted, select **OK** to confirm or **Cancel** to stop the delete request. Selecting **Refresh** will place any new requests into processing mode, and stage them for download.

> ✎ Before downloading a file, add AssociatedBank.com to the pop-up blocker exceptions list.

To download a file, select the **Download** link in the **Status** column. When prompted, select **OK** to proceed and then select the *Open* or *Save* file option.

> ✎ The download file name will be the Reference ID from the logged request.

Select **Save** to begin the download, using the **Save As** dialog box to identify a destination folder. When the download is complete, select **Close** when prompted.

> ✎ The maximum number of items that may be downloaded per file is a configurable setting. If exceeded, the user is prompted as shown below:

The compressed (.zip) file that is downloaded contains the following files:

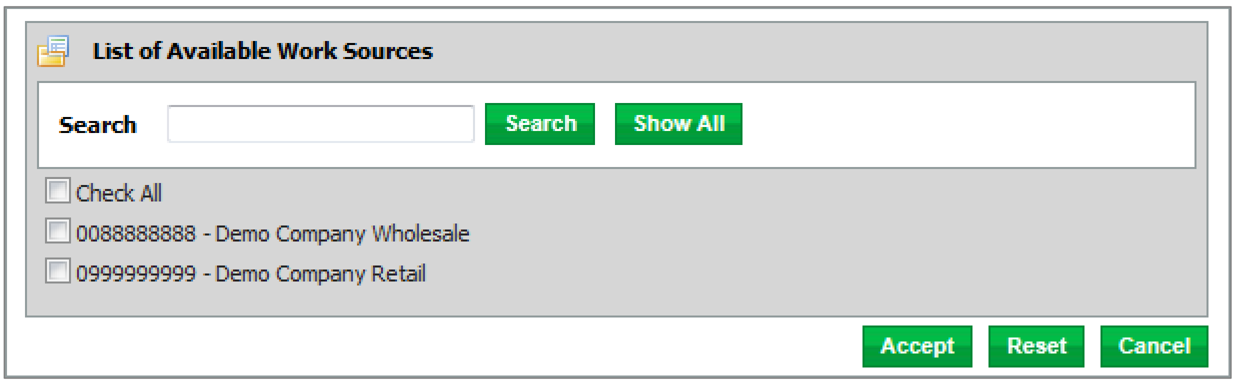
- A data file, in XML or comma-delimited format
- One or more multi-page tiff files containing images
- A read-me file

The file must be unzipped on the local workstation using a suitable software tool.

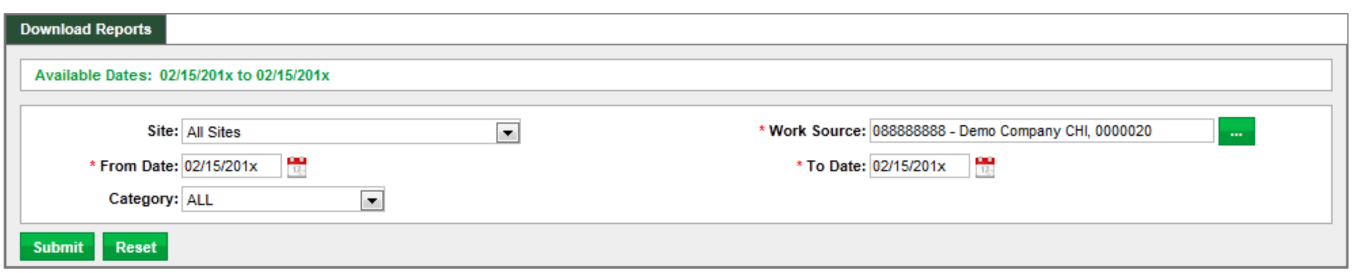
## Reports

To download archived reports from the menu system, choose **Download > Reports-Scheduled** from the menu options pane on the left.

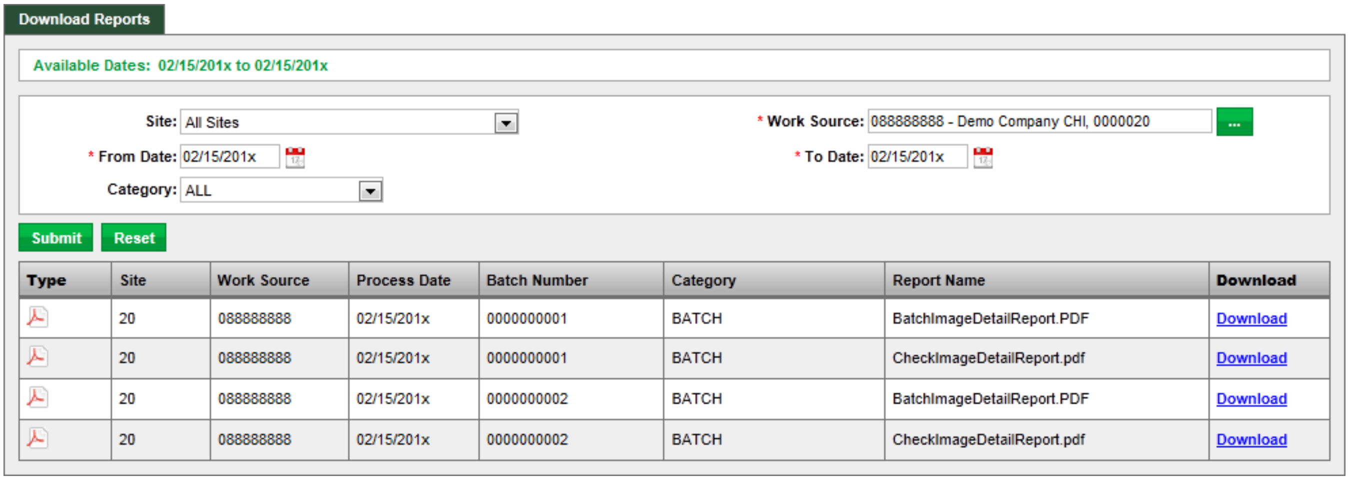
1. Select the **Site** from the drop down list.
2. Select the **More** icon to display the list of available work sources.




3. Enter the **From Date** and **To Date** or select the **Calendar** icon to choose the dates from the calendar tool (the date must be within the **Available Dates** listed at the top of the screen).
4. Select **Submit** to display the available reports or select **Reset** to clear the fields.



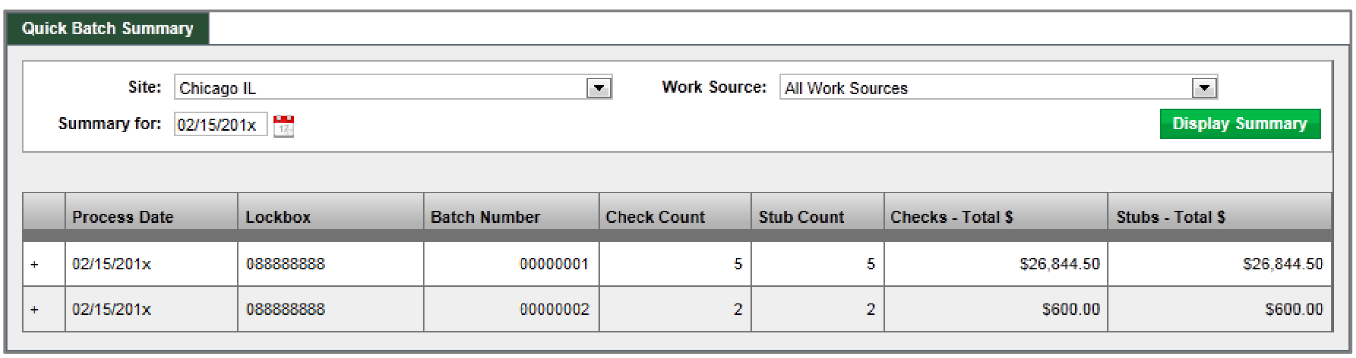

When the available reports are displayed, select "Download" in the **Download** column. When prompted, make the selection to open the report or save it to the local workstation.




| Type | Site | Work Source | Process Date | Batch Number | Category | Report Name | Download |
|---|---|---|---|---|---|---|---|
| | 20 | 088888888 | 02/15/201x | 0000000001 | BATCH | BatchImageDetailReport.PDF | Download |
| | 20 | 088888888 | 02/15/201x | 0000000001 | BATCH | CheckImageDetailReport.pdf | Download |
| | 20 | 088888888 | 02/15/201x | 0000000002 | BATCH | BatchImageDetailReport.PDF | Download |
| | 20 | 088888888 | 02/15/201x | 0000000002 | BATCH | CheckImageDetailReport.pdf | Download |

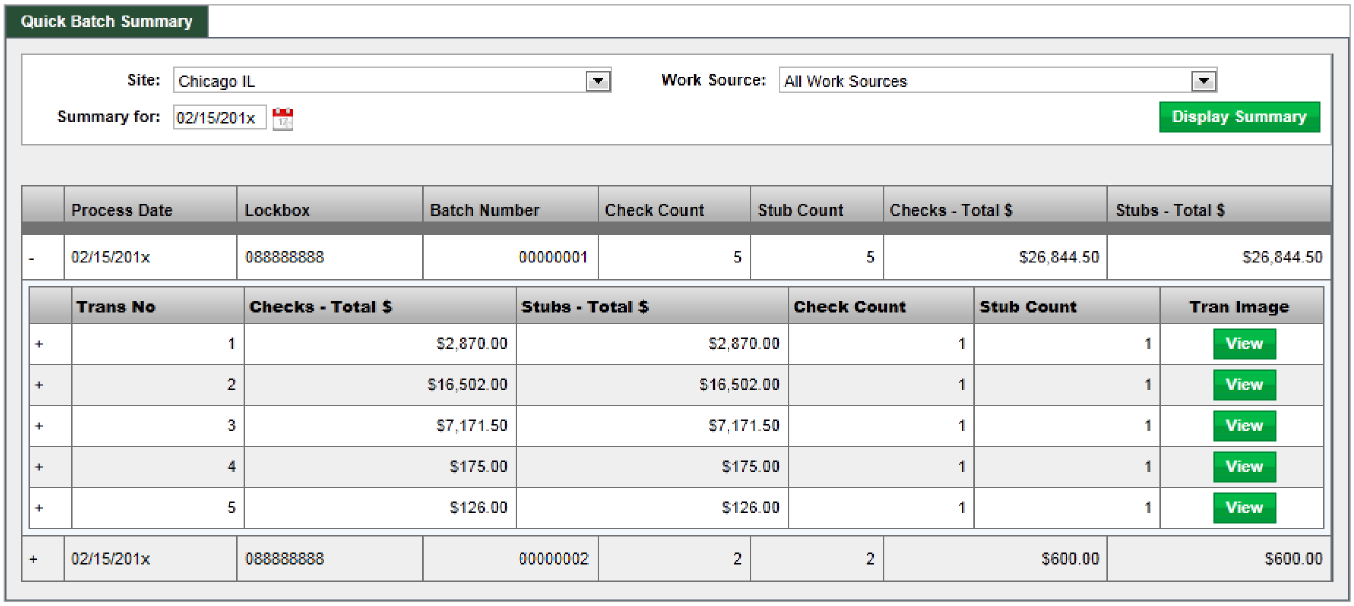
# Quick Batch Summary

The **Quick Batch Summary** page displays archived data for the most recent process date. To access the page, select **Quick Batch Summary** from the menu pane. A user can select a **Site** and **Work Source** from the dropdown lists and specify a process date by entering a date or selecting the **Calendar** icon to display the calendar tool. After providing the necessary criteria, select the **Display Summary** button to proceed.




| | Process Date | Lockbox | Batch Number | Check Count | Stub Count | Checks - Total $ | Stubs - Total $ |
|---|---|---|---|---|---|---|---|
| + | 02/15/201x | 088888888 | 00000001 | 5 | 5 | $26,844.50 | $26,844.50 |
| + | 02/15/201x | 088888888 | 00000002 | 2 | 2 | $600.00 | $600.00 |

Each row in the results screen represents data for one batch processed on the selected process date. Select the "Plus Sign" in a row to display a list of transactions in the batch and a list of individual items within a transaction. Selecting the "More" icon to the right of a transaction displays a new line below the transaction with all available item details.




| | Process Date | Lockbox | Batch Number | Check Count | Stub Count | Checks - Total $ | Stubs - Total $ |
|---|---|---|---|---|---|---|---|
| - | 02/15/201x | 088888888 | 00000001 | 5 | 5 | $26,844.50 | $26,844.50 |

| | Trans No | Checks - Total $ | Stubs - Total $ | Check Count | Stub Count | Tran Image |
|---|---|---|---|---|---|---|
| + | 1 | $2,870.00 | $2,870.00 | 1 | 1 | View |
| + | 2 | $16,502.00 | $16,502.00 | 1 | 1 | View |
| + | 3 | $7,171.50 | $7,171.50 | 1 | 1 | View |
| + | 4 | $175.00 | $175.00 | 1 | 1 | View |
| + | 5 | $126.00 | $126.00 | 1 | 1 | View |

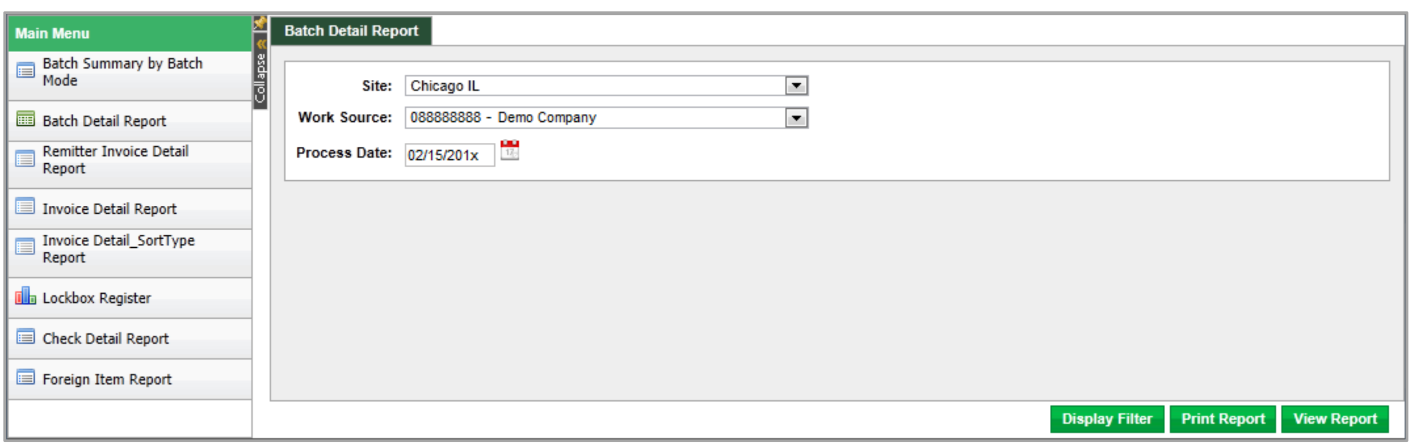
| | Process Date | Lockbox | Batch Number | Check Count | Stub Count | Checks - Total $ | Stubs - Total $ |
|---|---|---|---|---|---|---|---|
| + | 02/15/201x | 088888888 | 00000002 | 2 | 2 | $600.00 | $600.00 |

A user can view individual item images by selecting the item or the item details line or view all item images by selecting the **View** button in the **Tran Image** column of a transaction. To add or view notes assigned to a transaction, a user can select the **Notes** icon to display the **Add/View Notes** screen.

# Reports

The Associated Connect Lockbox module provides a series of reports that can be viewed and printed from the **Reports on Demand** menu option. To generate a report:

1. Select the **Reports on Demand** menu option to display a list of available reports.
2. Select a report from the updated menu pane (see chart below).
3. Complete the report parameter fields, which will vary based on the selected report.
4. After selecting report parameters, select "View Report" to display the report, or **Display Filter** to further refine the report parameters (see following section).

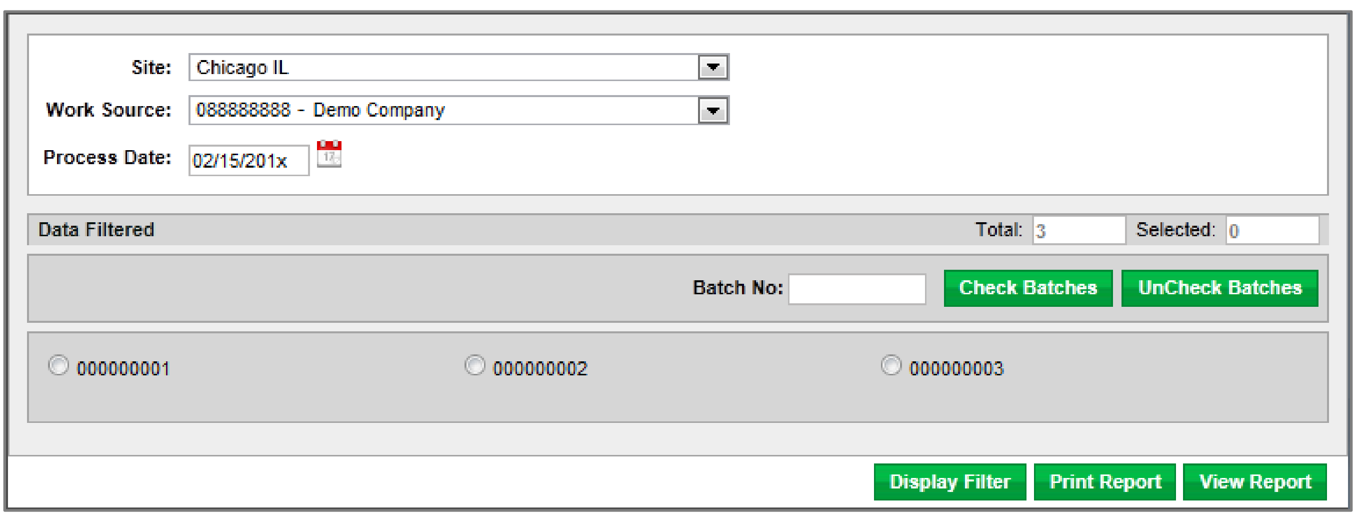


**Report Descriptions**

| Report Name | Description |
|---|---|
| Batch Summary by Batch Mode | Provides check and invoice totals for each individual batch processed. |
| Batch Detail Report | Provides check and invoice details for each item within a batch processed. |
| Remitter Invoice Detail Report | Provides check amount and invoice detail, including remitter name, for each invoice in a transaction. |
| Invoice Detail Report | Provides check amount and invoice detail, excluding remitter name, for each invoice in a transaction. |
| Invoice Detail Sort Type Report | Provides check amount and invoice detail, excluding remitter name, for each invoice in a transaction.  Information is displayed in a predefined sort order, which is indicated on the report. |
| Lockbox Register | Provides a list of lockbox numbers (active or inactive) created under a client organization. |
| Check Detail Report | Provides check detail for all items within a batch. |
| Batch Summary by Batch Mode | Provides check and invoice totals for each individual batch processed. |

## Display Filter

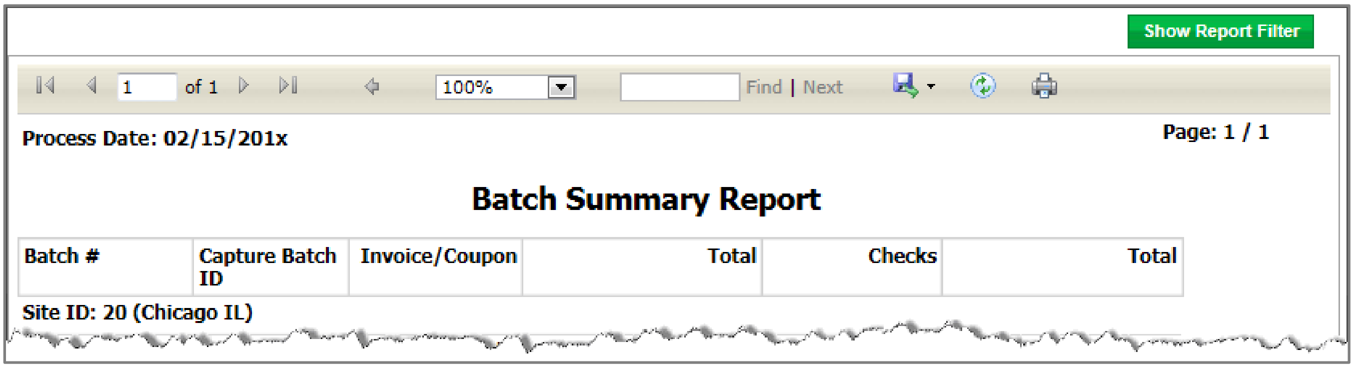
After entering report parameters, select "Display Filter" to display available batches. The batches will be displayed in the **Data Filtered** pane. To select individual batches, select the corresponding check boxes. As individual batches are selected, the **Total** and **Selected** fields are updated accordingly.




After making selections, select "View Report" to launch the Report Preview screen, which is covered in more detail in the following section.

## Report Preview Screen

The **Report Preview** screen displays report content within the application window. The report content can be viewed, printed and refreshed directly from the application window. The **Report Preview** screen also allows the user to export report content in a PDF, Excel or Word format.




The **Report Preview** screen also includes a tool bar that provides access to various navigation and data management functions. The available toolbar functions include:

| Graphic | Description |
|---|---|
| | Go to the first page of the report. |
| | Go to the previous page of the report. |
| 1 of 1 | Go to a specific page of the report. |
| | Go to the next page of the report. |
| | Go to the last page of the report. |
| 100% | Changes the size of the report display. |
| stub Find \| Next | Find specific text in a report. |
| | Export the report to a file. |
| | Refresh the data on screen to include the most current data. |
| | Print the report. |
| Show Report Filter | Select close the report preview and return to previous screen. |