

Lockbox Online Viewer Getting Started Guide



Welcome to the Lockbox Online Viewer

The Lockbox Online Viewer is an intuitive system that presents clear check and document images and provides concise information to help you make key business decisions.

Lockbox Online enables

- Maximum back office efficiency by removing paper from your workflow
- Reduced printing, copying and storage costs
- Faster online access
- Convenient access to paperless reporting

Login to Lockbox Online

Each user is presented the Login screen. Enter your assigned Customer ID and individual User ID followed by your PIN plus the 6 digits from your SecureID token device. This will provide access to your assigned lockbox(es).



Bank Reports.net

Online Image Lockbox Login

This is a private computer system. If you are not specifically authorized to access data on this system, disconnect now! All information and communications on this system are subject to review, monitoring, and recording at any time without notice or permission. Unauthorized use or access may be subject to prosecution or disciplinary action.

Please Enter Your Customer Identifier, User Identifier, PIN & Token

Customer ID
User ID
PIN & Token

No Warranty
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Security Reminder
We will never ask for your employer identification number, account numbers or online IDs via e-mail.

[Online Image Lockbox](#)

How to View Lockbox Images and Information

You should now be presented with an Image Lockbox Management screen.

- Click the lockbox number at the right side of the screen.
- If you have multiple lockboxes, then each will be listed on this screen (assuming your lockbox online administrator has given you access to those boxes).

Successful login



The screenshot shows a web interface for 'Image Lockbox Management'. At the top left is a 'Logout' button. Below the title, it says 'Login Successful' and 'Welcome...'. A message states 'You are logged on as 52733 of 000005'. A callout box points to the lockbox number 'MIKE-000005' in a table row. The table also shows 'No Lockbox Name' and 'Lockbox Online'.

MIKE-000005	No Lockbox Name	Lockbox Online	-
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Main Menu

You will be presented with the “Main Menu” for your lockbox work.

- Click on items as indicated below to obtain information.
- Click on the link to the right of any date to see the Batch Index for that day.

The screenshot shows the Bell Bank Lockbox Online Viewer interface. At the top, there is a navigation bar with buttons for Special Alerts, Search, View Archive, Help, and Main Menu. Below this is the title "Image Lockbox Output List" and a sub-header "Lockbox MKE-100000". A table displays the output list with columns for Date, View Online Activity, Search, View Spreadsheet, View Spreadsheet, Total Amount, Num Checks, Num Corresp, and Num Pages. Callouts provide instructions: "If Special Alerts are set up" points to the Special Alerts button; "Click to search" points to the Search button; "Setup and Help instructions" points to the Help button; "Click any column header to sort" points to the column headers; "Number of checks, correspondence and billing document pages processed that day" points to the Num Checks, Num Corresp, and Num Pages columns; "Click to see that day's activity on the Batch Index screen" points to the Activity link; "Click to search" points to the Search icon; "Click to get a Summary or Detail Spreadsheet of that day's activity" points to the Summary and Detail links; and "\$\$ deposited that day" points to the Total Amount column.

Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Total Amount	Num Checks	Num Corresp	Num Pages
10/15/2012	Activity		Summary	Detail	\$ 171,513.14	10	0	2
10/15/2012	Activity		Summary	Detail	\$ 171,513.14	10	0	2
10/12/2012	Activity		Summary	Detail	\$ 44,601.30	4	0	3
10/12/2012	Activity		Summary	Detail	\$ 44,601.30	4	0	3
10/11/2012	Activity		Summary	Detail	\$ 111,648.91	8	0	13
10/11/2012	Activity		Summary	Detail	\$ 111,648.91	8	0	13
10/10/2012	Activity		Summary	Detail	\$ 191,920.76	13	0	12
10/10/2012	Activity		Summary	Detail	\$ 191,920.76	13	0	12
10/09/2012	Activity		Summary	Detail	\$ 355,643.40	9	0	10

Batch Index

When you select the Activity link for the date you want to view, the Batch Index screen appears with a list of all batches processed that day.

Click to view a Summary or Detail Spreadsheet for that day's activity

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

Lockbox 000000 on 10/12/2012

Batch Index

Trans Source	Batch Numbers	Transactions	Pages	Amount
Check	1	3	3	\$ 34,492.80
Check	900	1	0	\$ 10,108.50

Click to view Batch Detail

Totals by Group

Grp	Group Name	Transactions	Pages	Amount
1	Singles	3	3	\$ 34,492.80
2	Singles	0	0	\$ 0.00
3	Multiples	0	0	\$ 0.00
4	Multiples	0	0	\$ 0.00
5	Checks-onlys	1	0	\$ 10,108.50

Lists totals by payment group

Batch Detail

Clicking on the Batch Number on the Batch Index screen will provide you the Batch Detail information.

[Back to Batch Index](#)

[Batch Index](#)

Create a PDF of all items in this batch

Additional information captured from remittance documents will be shown in these fields
Information displayed will vary, depending on the information you instructed us to capture from your documents

Lockbox MKE-000000 on 10/9/2012

Batch 1 [Printable Batch PDF](#)

Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Received Date	Amount Paid	Account Number	Amount Due	Balance Due
1	1	Check	1	G-5184001	00000000	0000000000	01711	\$ 18.00	PDF	10/06/2012	\$ 18.00	0000000000	\$ 18.00	\$ 18.00
2	2	Check	1	G-5184002	00000000	0000000000	6297	\$ 90.90	PDF	10/06/2012	\$ 90.90	0000000000	\$ 25.00	\$ 90.90
3	3	Check	1	G-5184003	00000000	0000000000	5014	\$ 220.00	PDF	10/06/2012	\$ 220.00	0000000000	\$ 207.00	\$ 10,373.09
4	4	Check	1	G-5184004	00000000	0000000000	01763	\$ 147.10	PDF	10/06/2012	\$ 147.10	0000000000	\$ 25.00	\$ 147.10
5	5	Check	1	G-5184005	00000000	0000000000	01008	\$ 116.41	PDF	10/06/2012	\$ 116.41	0000000000	\$ 25.00	\$ 116.41
6	6	Check	1	G-5184006	00000000	0000000000	2843	\$ 500.00	PDF	10/06/2012	\$ 500.00	0000000000	\$ 168.00	\$ 8,423.01
7	7	Check	1	G-5184007	00000000	0000000000	09809	\$ 596.43	PDF	10/06/2012	\$ 596.43	0000000000	\$ 25.00	\$ 596.43
8	8	Check	1	G-5184008	00000000	0000000000	01046	\$ 156.16	PDF	10/06/2012	\$ 156.16	0000000000	\$ 25.00	\$ 156.16
9	9	Check	1	G-5184009	00000000	0000000000	02602	\$ 6.00	PDF	10/06/2012	\$ 6.00	0000000000	\$ 6.00	\$ 6.00
10	10	Check	1	G-5184010	00000000	0000000000	04040	\$ 37.44	PDF	10/06/2012	\$ 37.44	0000000000	\$ 25.00	\$ 37.44

Transaction Identifier (TID) number uniquely identifies each transaction
Click to see Item Image and Information

Create a PDF of this transaction

Click to see Item Image and Information

Item image and information

Clicking on the TID or Amount Paid field will provide you transaction information and the ability to view images of checks and remittance documents.

View Previous or Next transaction processed

Prev Next PDF

Create a PDF of this transaction

Lockbox 100000

Check Transaction ID G-4650492

Lockbox	MKE-100000	Ledger Date	08/14/2009	Amount	\$ 50.00
ABA/RT	000067894	Account	12345678	Batch	1
Item	2				

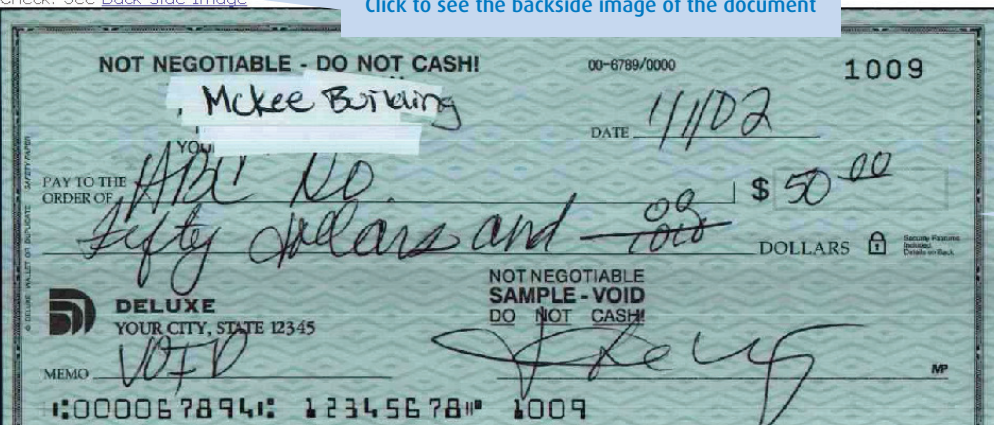
Transaction-level Keyed Fields

Remitter Name	Mckee	Customer Number	246312
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Invoice-level Keyed Fields

Invoice	Page	Invoice Number	Invoice Amount
1	1	7589635	\$ 50.00

Check. See [Back-side Image](#)



Thumbnail images of each scanned item in the transaction—click the thumbnail image to view the item

Check (B)

Page 1 (B)

Page 2 (B)

Click to see the backside image of the document

Click the image itself to zoom in or out

Search menu

The Search Menu can be accessed by selecting any item on the search column from the Main Menu (as shown on page 5). In the example below, the search is for transactions processed on 8/17 only, that are approximately equal to \$250.

- Click Search.
- As shown below, items matching your search will be shown in the bottom of the screen. Click the TID of an item to view that item.

Search Criteria

Can search by all fields of information captured from checks or remittance documents
Options here will vary, depending on which information you have instructed us to capture from your payment documents

Output Date Equals
Transaction Amount More Than
Transaction Source Equals
Select...

One item matched the search parameters above; click the TID to view the item

Lockbox ID	Date	TID	Batch	Batch Item	Inv Num	Trans Source	Group Num	Group Name	Trans Amount	ABA/RT	Account	Check Number	Images Count
MKE-100000	03/07/2022	Y-1792722	1	1		Check	1	Check Onlys	\$ 106.33	123456789	1234567890	000500	6

Number of rows: 1 [Spreadsheet](#)

Create a Spreadsheet of all information from each item that matched your search parameters

For questions, please contact Online Banking Support at 866.221.1136.

Output spreadsheet

When you select "Spreadsheet" on any of the preceding pages, the information displays as shown below:

- The data is formatted as a .CSV file.
- Information for all transactions processed that day will be included in this spreadsheet.
- You can save this as a .CSV file, and then open it in any standard spreadsheet software.

The screenshot shows a web browser window with a URL: <http://oos0b.rids.micorp.com/usr/env2/data/lb/100000/rd/20090817/outputs/w1/summary.csv>. The browser displays a spreadsheet with columns A through Q. A 'Save As' dialog box is open, showing the file name '09172009.csv' and the 'Save as type' dropdown menu set to 'CSV (Comma delimited) (*.csv)'. Other options include 'Microsoft Excel 5.0/95 Workbook (*.xls)', 'Microsoft Excel 97- Excel 2003 & 5.0/95 Workbook (*.xls)', 'Microsoft Excel 4.0 Worksheet (*.xls)', 'Microsoft Excel 3.0 Worksheet (*.xls)', and 'Microsoft Excel 2.1 Worksheet (*.xls)'. A blue callout box on the left states: "By default, will save as a 'CSV' file type. Depending on your software configuration, you may have options to save the information in other file types." A blue callout box on the right states: "Information available may vary, depending on which information you have instructed us to capture from your remittance documents".

Num	Env Num	Envelope	Transaction	Lockbox	Date	Time	Batch	Batch Item	Check	Check Amount	ABA/RT	Account Num	Check Num	Remitter Name	Customer	Check I
1	1	1 G-2050490	G-2050490	MKE-1000	08/17/2009	14:30	1	1	1	\$6,000.75	67894	12345678	12345678	Harris Builders	999999	1
2	2	2 G-4650826	G-4650826	MKE-1000	08/17/2009	14:30	1	2	2	\$130.16	75000051	12345678	5001	Big White Tees	369987	1
3	3	3 G-4650492	G-4650492	MKE-1000	08/17/2009	14:30	1	3	3	\$50.00	67894	12345678		Mckee Building	246312	1
4	4	4 G-4650823	G-4650823	MKE-1000	08/17/2009	14:30	1	4	4	\$411.02	75000051	12345678	5002	Wet Paint	234115	1
5	5	5 G-4650490	G-4650490	MKE-1000	08/17/2009	14:30	1	5	5	\$256.17	123456780	123456780	500	Buzzworth Tshir	879654	1
6	6	6 G-4650489	G-4650489	MKE-1000	08/17/2009	14:30	1					12345678	1278	Aks	236145	1
7	7	7 G-4650488	G-4650488	MKE-1000	08/17/2009	14:30	1					123456780	503	My Very Own	542698	1
8	8	8 G-4650155	G-4650155	MKE-1000	08/17/2009	14:30	1					123456789	4001	Mold Central En	355900	1
9	9	9 G-4650820	G-4650820	MKE-1000	08/17/2009	14:30	1					1234567890	508	Nationwide Prod	236469	1
10	10	10 G-4650159	G-4650159	MKE-1000	08/17/2009	14:30	1					123456789	2001	Papers R Us	213567	1
11	11	11 G-4650824	G-4650824	MKE-1000	08/17/2009	14:30	1					12345678	2308	Papers R Us	213567	1
12	12	12 G-4650491	G-4650491	MKE-1000	08/17/2009	14:30	1					123456789	2032	Daniel Harris	581237	2
13	13	13 G-4650158	G-4650158	MKE-1000	08/17/2009	14:30	1					1234567890	94581	Harris Builders	581237	2
14	14	14 G-4650157	G-4650157	MKE-1000	08/17/2009	14:30	1					123456789	3002	Print Happy	987002	2
15	15	15 G-4650822	G-4650822	MKE-1000	08/17/2009	14:30	1					123456789	4002	Print Happy	987002	2
16	16	16 G-4650156	G-4650156	MKE-1000	08/17/2009	14:30	1					1234567890	94584	Imaging Press	120568	2
17	17	17 G-4650821	G-4650821	MKE-1000	08/17/2009	14:30	1					1234567890	94479	Imaging Press	120568	2
18	18	18 G-4650487	G-4650487	MKE-1000	08/17/2009	14:30	1					123456789	503	Kingdom Buildin	236599	3
19	19	19 G-4650154	G-4650154	MKE-1000	08/17/2009	14:30	1					12345678		Kingdom Buildin	236599	3
20	20	20 G-4650819	G-4650819	MKE-1000	08/17/2009	14:30	1					12345678		Kingdom Buildin	236599	3

PDF file output

Whenever you see the term "PDF," as displayed in many of the previous Lockbox Online screens, you can create a PDF output. An illustration of a Batch-Level PDF and Transaction-Level PDF are shown below.

- You must have PDF reader software installed on your computer in order to download and view the file. Adobe Acrobat, industry standard software, is free PDF viewer software and can be downloaded from the link shown here (get.adobe.com/reader/). Adobe Acrobat PDF Viewer software allows you to view the information in a number of ways, including search, zoom in or out, rotate, etc.

PDF manipulation tools

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Transactions for Batch 1 LB MKE-100000 DT 20090817 OP w1

Batch Total: \$7,719.30

The blue cells in the last column in the table below act as "hyperlinks" when clicked it will scroll the document to the right page.

Lockbox	Transaction	Batch	Batch Item	Check Amount	Page
MKE-100000	G-2050490	1	1	\$6,000.75	2
MKE-100000	G-4650826	1	2	\$130.16	6
MKE-100000	G-4650492	1	3	\$50.00	11
MKE-100000	G-4650823	1	4	\$411.02	17
MKE-100000	G-4650490	1	5	\$256.17	22
MKE-100000	G-4650489	1	6	\$95.10	27
MKE-100000	G-4650488	1	7	\$639.48	32
MKE-100000	G-4650155	1	8	\$101.67	37
MKE-100000	G-4650820	1	9	\$34.95	42

Page 1 Transactions for LB MKE-100000 DT 20090817 TID G-4650487

Transaction Information G-4650487 MKE-100000 2009/08/17

Transaction Level Details

Env Num	18	Envelope	G-4650487
Transaction	G-4650487	Lockbox	MKE-100000
Date	2009/08/17	Time	14:30
Batch	2	Batch Item	9
Check	1	Check Amount	\$222.00
ABA/RT	075000051	Account Num	0123456789
Check Num	00503		

Check Image