

LOCKBOX CLIENT / Lockbox: 1010 / Dashboard

Welcome To
Farmers & Merchant Bank
Lockbox Web Portal

Financial **Non-Financial**

\$ \$12,722.37

Total Financial Deposit
Last Deposit Date: 08/26/2019

2
Batches

23
Checks

41
Support Docs

Number of batches captured for the last deposit day. The Batch link performs a full search and presents a list of all transactions.

Number of checks captured for the last deposit day. The Check link performs a full search and presents a list for all transactions.

Number of documents captured for the last deposit day. The Document link performs a full search and presents a list for all transactions.

Daily Summary

09/06 09/09 09/10 09/11 09/12

Weekly Summary

08/05-08/11 08/12-08/18 08/19-08/25 08/26-09/01 09/02-09/08

Total last deposit or current day deposit total. The Deposit link performs a full search and presents a list of all transactions.

Displays the last five processing day totals. Selecting a Day Column link performs a full search and presents a list for all transactions for that day.

Displays the last five processing week's totals. Selecting a Week Column link performs a full search and presents a list for all transactions that week.

Please note: Clients with multiple Lockbox accounts will see a list of their accounts. Clients can click on each account link to view that account's Dashboard, which displays the deposits, batches, checks, and documents.

REPORTS

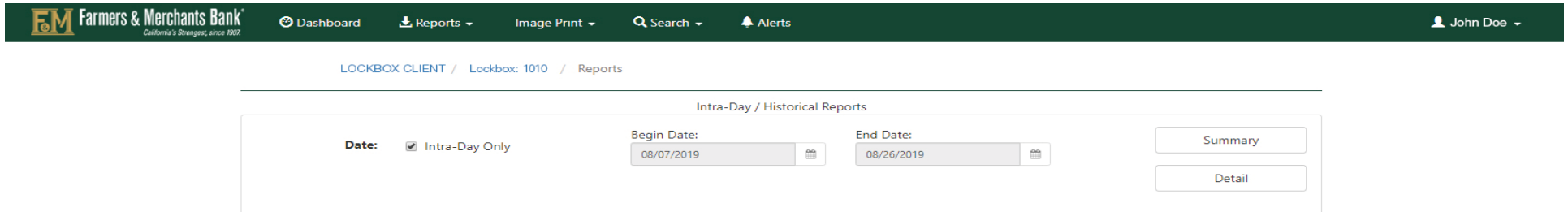
✓ **Intraday:** Default– Reports on the data for the current or last available processing date.

Note: Intraday option is not available, so the Intraday box must be “unchecked” to select a different day/range.

✓ **Begin Date:** Defaults to the oldest date with available data.

✓ **End Date:** Defaults to the newest data with available data.

Summary – Displays the Summary Totals for the selected Date options such as, Last update information, Business Date/Range selected, Company Name, Lockbox Number, Lockbox Name, Summary Totals, and Printer Friendly option (Print format of the information).



Details – Displays the Detail Totals for the selected Intraday/Date options such as Lockbox Number and Business Date/Range selected). There are multiple methods in which clients can view the item(s) by clicking on the links in the Details display.

✓ The Refresh Report button will refresh the report page to include any new data.

✓ The PDF button will open a PDF document with the Detail Data that can be saved and/or printed.

✓ CSV button opens a CSV file with the Detail Data that can be saved.

ALERTS

Alerts allow the user to identify system events (e.g. Transmission Upload) and track payments by account/remitter name, as configured for the Lockbox.

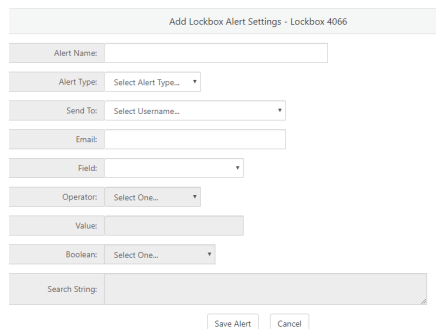
The following options are available:

✓ **Add Custom Alert:** Add a Lockbox custom Alert

✓ **Add System Alert:** Add a system event Alert

✓ **Status Link:** Enable/Disable the Alert

✓ **Delete:** Delete the Alert



You can Also Add a Custom Alert setup:

✓ **Alert Name:** Alert Identifier

✓ **Alert Type:** Financial and Non-Financial Data.

✓ **Send To:** Select Company Admin/End User from List.

✓ **Field:** List of system and Lockbox specific fields that can be searched (e.g. Check Amount, Batch Number, etc).

✓ **Qualifiers:** “Greater Than,” “Equal To,” “Not Equal To,” “Less Than,” “Greater Than or Equal To,” or “Less Than or Equal To.”