



Lockbox Central User Guide

Version 7.0

Information in this document is subject to change without notice. Under the copyright laws, neither this documentation nor the software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without the prior written consent of BankFinancial.

Contents

Introduction	3
Getting Started	3
Check Computer Software	3
Log In	4
Password Information	4
Session Timeout	5
Password Expiration	5
Home Page Overview	6
Group Selection Bar	6
Broadcast Messages	7
Main Tool Bar	7
Using LBXCentral to Search and Retrieve Images	9
Archive Search Panel	9
Annotations	14
Templates	14
CSV and PDF Displays	16
Client Decisioning Module (CDM)	17
CDM Main Panel	18
CDM Details Page	19
CDM Search Panel	21
Post Processing Work (PPW)	23
Post Processing Work Main Page	23
Reports	25
Ad Hoc Reports	25
CDM Activity Report	25
PPW Report	26
Formatted Reports	27

Introduction

Welcome to the BankFinancial secure LBXCentral interface providing access to lockbox image archive and reporting. LBXCentral allows users to search and access images and reports stored on the Long Term Archives (LTA). Users may also view, print and email images and reports stored in the archive. It also includes a client decisioning module and allows the retrieval of exception items and the ability to decision and update the status of these items.

This guide has been created to assist all users with a step-by-step explanation of how the application operates and how it can be used for efficient and effective access to your image archive.

The viewer application consists of four components: *Long Term Archive (LTA)*, *Client Decisioning Model (CDM)*, *Post Processing Work (PPW)* and *Reports*.

IMPORTANT NOTE: Some information in the displays has been altered to protect confidential information.

Getting Started

Check Computer Software

To view images stored on the check archive you must have two different types of free software installed. They are:

Browser

- ❖ Internet Explorer – minimum version is 9.0.
- ❖ Chrome
- ❖ Firefox

Reader

- ❖ Adobe Acrobat Reader – Version 9.0 or higher

This software is available free of charge via the Internet. If you are not allowed to or cannot download the software please contact your desktop support group for assistance.

Log In

Access LBXCentral via an internet browser with the appropriate URL, user name and temporary password provided by your Company Administrator. The log in page appears.

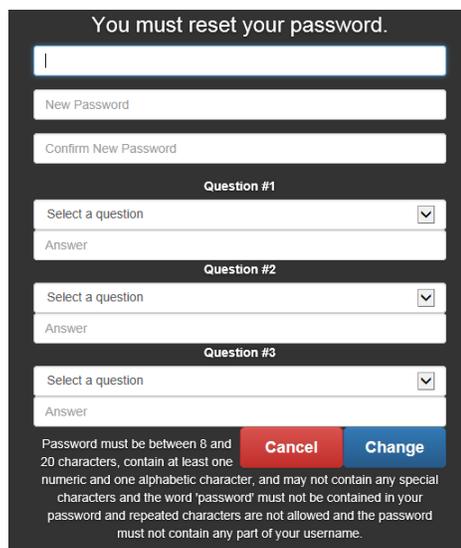


A dark-themed login form with the text "Please sign in" at the top. It contains two white input fields: the first is for a username and the second is labeled "Password". A blue "Sign in" button is located at the bottom right of the form.

Password Information

Users will be prompted to create a new unique password. Some groups may require an additional step to allow users to access the application. This is called multi-factor authentication. LBXCentral offers two different kinds of authentication:

1. **One time passwords (OTP)** – New users will be sent a password via email and will then be prompted to enter the OTP during login. Once the OTP is entered, the information is stored in the user cookie and will be used on all future logins (except when cookies are reset or for shared desktop computers).
2. **Challenge response questions** – New users select three questions and answers from a list. They will be prompted to answer one of the questions during each login. The following page will display on initial entry into the application, requiring a new password and the challenge questions and responses.



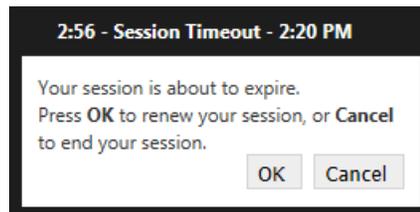
A dark-themed form titled "You must reset your password." It includes a large empty input field at the top, followed by "New Password" and "Confirm New Password" fields. Below these are three sections for challenge questions, each with a "Select a question" dropdown and an "Answer" field. At the bottom, there is a "Cancel" button and a "Change" button. A small text block at the very bottom provides password requirements: "Password must be between 8 and 20 characters, contain at least one numeric and one alphabetic character, and may not contain any special characters and the word 'password' must not be contained in your password and repeated characters are not allowed and the password must not contain any part of your username."

All passwords must be at least eight (8) characters in length, contain at least one upper-case letter, one lower-case letter, and include at least one alpha and one numeric character. It cannot contain the word 'password' and it must not contain repeated characters (examples: **Summer1**; jackie**555**).

Protect Your Password - Your password is your personal access key into the system. Do not share or reveal your password to unauthorized personnel. Do not leave your login information on your desk or in public view. This creates a breach in system security which could allow unauthorized access to proprietary information.

Session Timeout

The system will time out after 15 minutes of inactivity – a warning message will appear three minutes prior to time out:



Three unsuccessful log in attempts will lock the user out of the system. At that point, the user must contact their Company Administrator to have the password reset.

Password Expiration

All passwords automatically expire every 60 days. When your password expires, you will be prompted to change it.

To maintain site security, it is recommended passwords be reset anytime there is a possibility a password or login information may have been revealed to unauthorized personnel.

Simultaneous Logins Not Allowed: Your User ID and Password can only be logged into the Archive once from any workstation. If you login to another workstation using the same User ID and password, the application running on the original workstation expires and will log you out. In other words, your latest active session will always be valid.

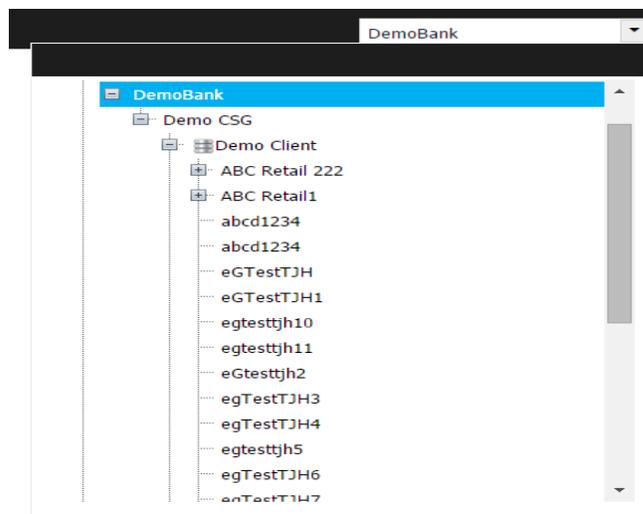
After log in is complete, the home page, or landing page is visible. Please take a moment to become familiar with a few of the features of the home page.

Home Page Overview

The home page reflects a menu bar with the entitled features for each user. The following provides a brief description of the main areas of the home page.

Group Selection Bar

To the right of the Main Tool bar on the Home page is the **Group** drop down selection bar. The search box next to the dropdown arrow allows users to enter the name of the group or partial name for a quick look-up.



Users can select any group option that is visible. Your Administrator may give you access to all lockboxes in the system or just a selected group of lockboxes. If you feel you are missing access to a lockbox, please contact your Company Administrator.

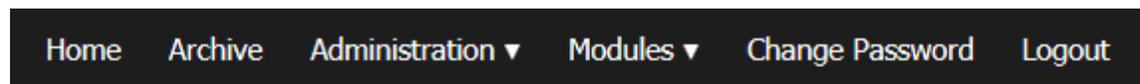
Access granted at one level provides access at all lower levels of the application. In this example, if a user's access is granted at the highest level of **DemoBank**, the user would have access to all lower levels. For this example, this user would be a company Administrator. However, if the user's access is granted at the lowest level, for instance – **abcd1234**, that user will only have access to work processed for the **abcd1234** lockbox.

Broadcast Messages

Broadcast messages may appear when the company has important information to share or when the Administrator has an important message for the staff using the application. This box will appear on the left side of the home page. Please check this message section daily.

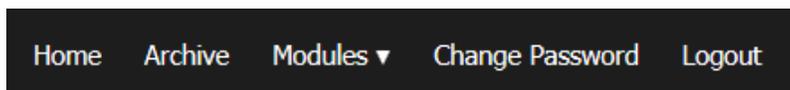


Main Tool Bar



The **Main Tool Bar** is located in the center top of the website pages. There are different Tool Bars depending upon which level of hierarchy the user is accessing. The one listed above is from the top level of information. Normally, this level of information is for use by the Administrator or an administrator-level user.

Once the user accesses the other levels of information, for instance – a specific lockbox, a different Tool Bar will display. Listed below is the Tool Bar visible from the second and subsequent levels of company information. The features will vary from user to user, depending upon the user's established roles.



A brief summary of each function is listed below:

Home – The *Home* screen allows a user to select a group from the dropdown menu located on the right. A user can also type in a group name (or partial name) in the box next to the dropdown and select the appropriate group from the search results. A user defaults to the group that was selected at last login.

The user can select modules and other features from the menu bar. The screen also shows any broadcast messages.

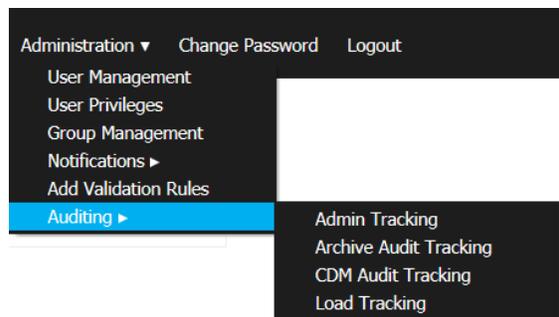
Selecting the *Home* option will return the user to the home page from any page within the application.

Archive – *Archive* allows access to multiple search options for data and images. Users can access the archive of images from this option, or within the *Archive* dropdown under *Modules*.

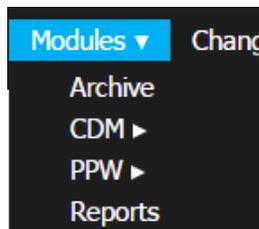
Note that the terms Archive, Long Term Archive and LTA are interchangeable.

Administration – The *Administration* module provides the Administrator with the tools to create, modify and delete users, provide specific entitlements for the user, manage group information and reports showing the activity of the users in the various sections of the application.

Auditing Reports are also available from the Administration module. *Auditing* will be available to all users; however, Administrators may restrict certain auditing features for some users.



Modules – The *Modules* selection on the main tool bar allows users to navigate to the various work areas of LBXCentral to which the user is granted permissions. Each module is explained in detail on pages 9-27.



Change Password – Allows the user to change their password at any time.

Reminder: Passwords must be between 8 and 20 characters, contain at least one upper-case letter, one lower-case letter and one number. It cannot contain repeat characters, special characters or the word 'password'.

Logout – Signs the user out of the system.

Using LBXCentral to Search and Retrieve Images

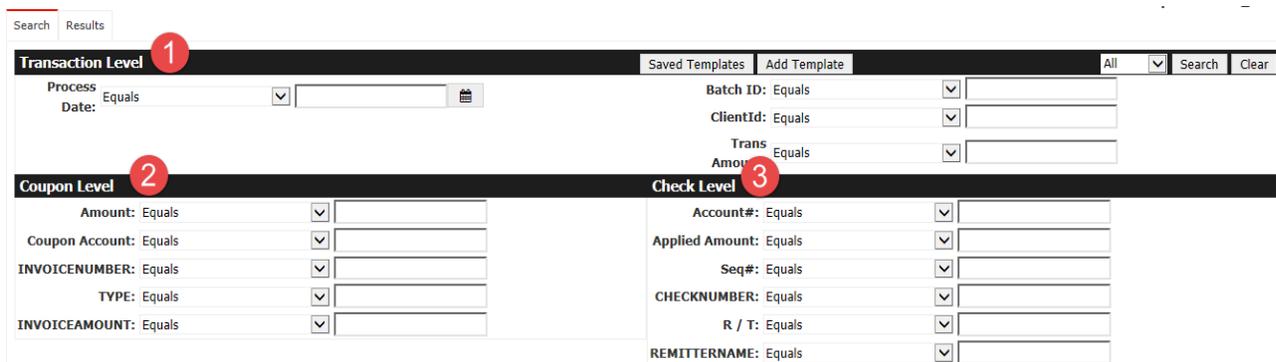
Archive Search Panel

As mentioned earlier in this guide, you can access the archive by either clicking on the **Archive** menu button in the Tool Bar or by clicking **Modules** and then **Archive**. The Archive Search screen will then display. The search panel has three search areas:

1. Transaction Level (process date information)
2. Coupon Level (if applicable)
3. Check Level

When searching for data, the user begins by populating the **Process Date** field within the Transaction Level search. The Date must be in **DDMMYY** format OR user may use the pop-up calendar to click on desired date. The user may further refine the search by specifying additional fields at the Transaction Level, Coupon Level or Check Level. These fields are not required.

The panel contains all of the fields available for searching the business data within the archive. After completing data fields for the desired search, click on **Search** or **Clear** to begin a new search.



The screenshot shows the Archive Search Panel interface. It is divided into three main sections: Transaction Level, Coupon Level, and Check Level. Each section contains various search fields with dropdown menus and text input boxes. Red circles with numbers 1, 2, and 3 highlight the Transaction Level, Coupon Level, and Check Level sections respectively.

Section	Field Name	Operator	Value Field
Transaction Level (1)	Process	Equals	[Dropdown]
	Date	Equals	[Text/Calendar]
	Batch ID	Equals	[Dropdown]
Coupon Level (2)	Amount	Equals	[Dropdown]
	Coupon Account	Equals	[Dropdown]
	INVOICENUMBER	Equals	[Text]
	TYPE	Equals	[Dropdown]
	INVOICEAMOUNT	Equals	[Text]
Check Level (3)	Account#	Equals	[Dropdown]
	Applied Amount	Equals	[Text]
	Seq#	Equals	[Text]
	CHECKNUMBER	Equals	[Text]
	R / T	Equals	[Dropdown]
	REMITTERNAME	Equals	[Text]

Within each search field, dropdown boxes can be used to refine for search options. Here is a brief description of each search operator:

- ✓ **Equals:** enter exact information to be searched
- ✓ **Starts with:** enter beginning field information for item(s) being searched
- ✓ **Ends with:** enter ending field information for item(s) being searched
- ✓ **Contains:** enter partial field information to be searched
- ✓ **Less than:** numeric information less than value entered will be searched
- ✓ **Less than or equal to:** numeric information less than or equal to value entered will be searched
- ✓ **Greater than:** numeric information greater than value entered will be searched
- ✓ **Greater than or equal to:** numeric information greater than or equal to value entered will be searched
- ✓ **Between:** enter a range of field information (from and to)

This example reflects a search entered for work processed on May 7, 2015 for transactions of \$300 or less.

The screenshot shows a search interface with two main sections: "Transaction Level" and "Coupon Level".

Transaction Level:

- Process Date: Equals [dropdown] 5/7/2015 [calendar icon]

Coupon Level:

- Amount: Less than or equal to [dropdown] 300.00
- Coupon Account: Equals [dropdown]
- INVOICENUMBER: Equals [dropdown]
- TYPE: Equals [dropdown]
- INVOICEAMOUNT: Equals [dropdown]

Red circles highlight the "Process Date" field and the "Amount" field.

Here are the search results:

Search		Results					
24 Results.							
		Process Date	ClientId	Tran #	Item Type	Account#	Applied Amount
	<input type="checkbox"/>	20150507	99999	1	stub	22011Q41	279.71
	<input type="checkbox"/>	20150507	99999	1	check	1000000340659	279.71
	<input type="checkbox"/>	20150507	99999	1	corr	22011Q41	0.00
	<input type="checkbox"/>	20150507	99999	1	corr	22011Q41	0.00
	<input type="checkbox"/>	20150507	99999	2	stub	214023M3	233.18
	<input type="checkbox"/>	20150507	99999	2	check	1000000340659	233.18
	<input type="checkbox"/>	20150507	99999	2	corr	214023M3	0.00
	<input type="checkbox"/>	20150507	99999	2	corr	214023M3	0.00
	<input type="checkbox"/>	20150507	99999	3	stub	27965M02	153.98
	<input type="checkbox"/>	20150507	99999	3	check	1000000340659	153.98

Data can be sorted by clicking on the column header hyperlinks. For instance, clicking on the Applied Amount header will re-sort the results from the highest value to the lowest.

Account#	Applied Amount
22011Q41	279.71
1000000340659	279.71
22011Q41	0.00
22011Q41	0.00
214023M3	233.18
1000000340659	233.18
214023M3	0.00
214023M3	0.00
27965M02	153.98
1000000340659	153.98

Account#	Applied Amount
25425X29	299.38
1000000340659	299.38
22011Q41	279.71
1000000340659	279.71
26199T19	250.86
1000000340659	250.86
214023M3	233.18
1000000340659	233.18
27965M02	153.98
1000000340659	153.98

Highlighting the icons on the left of the search results screen:

The screenshot shows a search results interface with a 'Search' tab and a 'Results' tab. The 'Results' tab is active, displaying '32 Results.' and a list of transaction items. Each item has a set of icons on the left and a checkbox on the right. Red arrows point from text annotations to these icons and controls.

- The top check box allows the user to review, save or export one or more transactions. The top check box will select all the items.
- Data can be saved two ways –
 - PDF icon indicates the file can be saved as a PDF file;
 - The Disk icon indicates the file can be saved as a CSV file.
- The single check icon displays only the checks from the selected transaction(s).
- The multiple check icon display all documents within the selected transaction(s).
- The quote bubble indicates annotations (comments) are associated with the transaction. If the bubble is highlighted in yellow, there are annotations. If it is grayed out, there are no annotations with the selected transaction. See section on annotations below.
- If multiple transactions match the search criteria entered, the page numbers will be displayed. Select a page number to navigate through the results.

This is an example of the search results with an image from the highlighted line:

Search Results

24 Results.

<input type="checkbox"/>	Process Date	ClientId	Tran #	Item Type	Account#	Applied Amount	Coupon Account	CHECKNUMBER	R / T	Batch ID	INVOICEAMOUNT	INVOICENUMBER
<input type="checkbox"/>	20150507	99999	6	stub	25425X29	299.38						20504020534029
<input type="checkbox"/>	20150507	99999	6	check	1000000340659	299.38		9432		53101273		
<input type="checkbox"/>	20150507	99999	1	stub	22011Q41	279.71						20200010127041
<input type="checkbox"/>	20150507	99999	1	check	1000000340659	279.71		9427		53101273		
<input type="checkbox"/>	20150507	99999	5	stub	26199T19	250.86						20601090930019
<input type="checkbox"/>	20150507	99999	5	check	1000000340659	250.86		9431		53101273		
<input type="checkbox"/>	20150507	99999	2	stub	214023M3	233.18						20104000203233
<input type="checkbox"/>	20150507	99999	2	check	1000000340659	233.18		9428		53101273		
<input type="checkbox"/>	20150507	99999	3	stub	27965M02	153.98						20709060523002
<input type="checkbox"/>	20150507	99999	3	check	1000000340659	153.98		9429		53101273		

1 2 3

The PDF results panel contains all the images associated with the selected item. The last page of the PDF will also contain business data regarding this transaction.

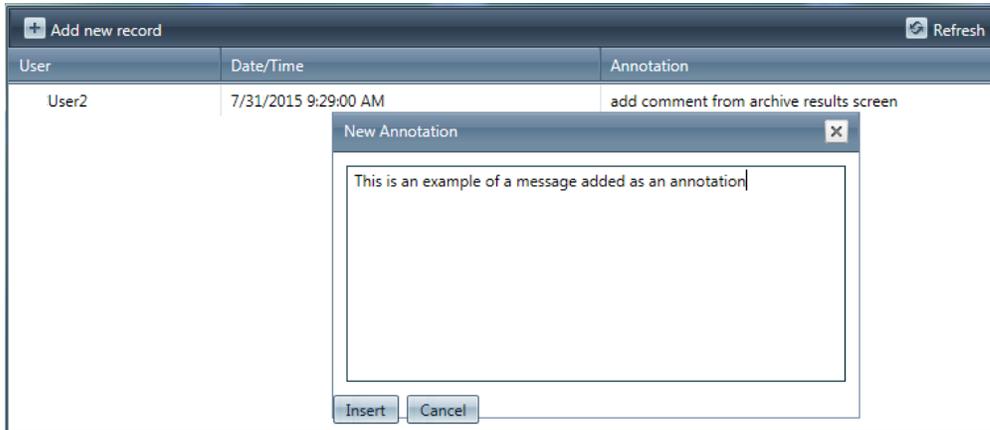
Transaction Comments		
Username	Activity Time	Comments
	8/28/2015 3:14:00 PM UTC	Exception TransID 51272535 Seq Num 21 Status changed from Unprocessed to Completed
	8/28/2015 3:14:00 PM UTC	Exception TransID 51272535 Seq Num 23 Status changed from Unprocessed to Completed
	8/28/2015 3:14:00 PM UTC	Exception TransID 51272535 Seq Num 24 Status changed from Unprocessed to Completed

The PDF bottom image panel is an Adobe PDF reader panel and has all the functions and features available with your Adobe version. To increase or decrease the size of the images page, place the mouse on the gray bar and drag it up or down, as illustrated with the red arrows. It will expand the display window to reveal any image information not visible in the current view.

To begin another search, click on the **Search** tab (shown on the top left of the screen).

Annotations

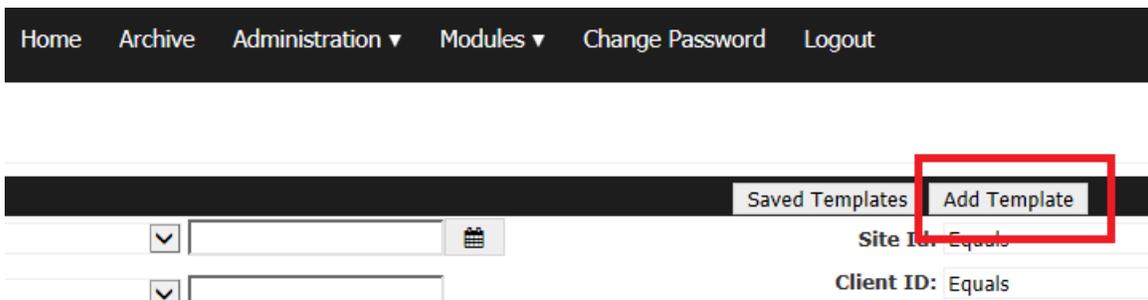
As mentioned earlier, the user can access the annotations associated with a transaction by clicking on the Annotation icon from the search results screen. This icon  is available in different parts of the application for easy access to annotations. The icon can also be used to add new annotations. When the icon is clicked, a popup window appears as shown below:



Templates

LBXCentral offers the option to build custom search templates, creating the search parameters only one time and reusing them. There are many options for template construction. In this guide, a few examples will be offered.

Template construction is done in the **Archive** module, which can be accessed either by the Archive icon on the Tool Bar or by Archive from the Modules icon on the Tool Bar.



Select the variables to use for the template. In this example, the date range from June 15, 2015 to June 19, 2015 with amounts greater than \$1,000 has been selected as the options to save.

The screenshot shows a configuration window with the following sections:

- Transaction Level:** Includes a 'Process Date' dropdown set to 'Between' with date pickers for '05/03/2015' and '05/09/2015'. To the right, there are fields for 'Batch Id: Equals', 'Client Id: Equals', 'Trans Amount: Equals', and a highlighted 'Add Template' button.
- Coupon Level:** Includes 'Amount: Less than' with a dropdown and '1000.00' input, 'Coupon Account: Equals' dropdown, 'INVOICENUMBER: Equals' dropdown, 'TYPE: Equals' dropdown, and 'INVOICEAMOUNT: Equals' dropdown.
- Check Level:** Includes 'Account#: Equals', 'Applied Amount: Equals', 'Seq#: Equals', 'CHECKNUMBER: Equals', 'R / T: Equals', and 'REMITTERNAME: Equals'.

Click **Add Template** to save the selected information.

The 'Adding new template' dialog box contains the following fields and controls:

- Label:** Text input field containing 'Less than \$1,000'.
- Description:** Text input field containing 'week of 5/3/2015'.
- Locked:** A checked checkbox.
- Buttons:** 'Save', 'Delete', and 'Use' buttons.

Label the template and provide a brief description, if desired. Click **Save** to store the template. To prevent a template from being deleted, select **Locked**.

The 'Template saved' dialog box shows the following table of saved templates:

Lock	Description	Last Execution	Created
<input checked="" type="checkbox"/>	Less than \$1,000	week of 5/3/2015	10/22/2015

Additional fields and controls in the dialog include:

- Label:** Empty text input field.
- Description:** Empty text input field.
- Locked:** An unchecked checkbox.
- Buttons:** 'Save', 'Delete', and 'Use' buttons.

Once saved, the template name and description will be displayed on the bottom.

To access templates, select **Saved Templates** and the list of templates will be displayed. Select the template desired from the list. Once selected, click **Use** to open the template.

Templates ✕

Label:

Description:

Locked

Lock	Description	Last Execution	Created
@	Less than \$1,000	week of 5/3/2015	10/22/2015

In addition to the pre-populated search criteria from the template, additional fields may be used also. In the example below, the circled items were added to the prepopulated template. Click on **Search**.

Transaction Level Saved Templates | Add Template | All | Search

Process Date: Between

Batch ID: Equals

ClientID: Equals

Trans Amount: Equals

Coupon Level **Check Level**

Amount: Less than

Coupon Account: Equals

INVOICENUMBER: Equals

TYPE: Equals

INVOICEAMOUNT: Equals

Account#: Starts With

Applied Amount: Equals

Seq#: Equals

CHECKNUMBER: Equals

R / T: Equals

REMITTERNAME: Equals

CSV and PDF Displays

Once the archive information selected is displayed, it may be saved in either CSV or PDF format. To save the data in CSV format, click on the disk icon from the display.

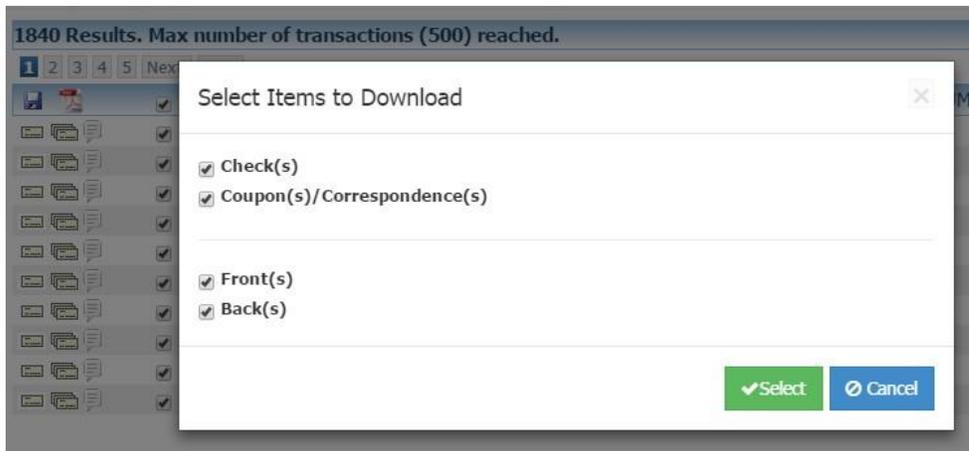


Shown below is an example of a CSV file downloaded from a search results display.

	A	B	C	D	E	F
1	Lockbox Number	Date	Tran #	Item Type	AccountNumber	Amount
2	123456	20150616	3	stub	101212666	2000
3	234567	20150616	3	check	4822016659908	2000
4	345678	20150616	1	stub	101212666	25000
5	456789	20150616	1	check	12345678901234	25000
6	567890	20150616	2	stub	101212666	2000

To keep the CSV data, go to the **File** tab, select **Save As**, and provide the path and a file name for the data.

Selecting the same data to be saved as a PDF file offers the option to save different pieces of the data. In this example, all data for the checked transactions is selected.

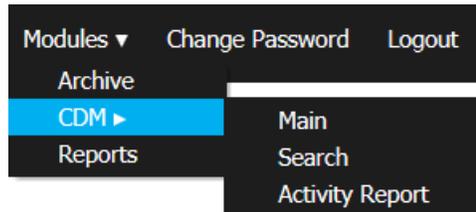


Your browser will give the option to open and view the data or save the PDF file to a local drive.

Client Decisioning Module (CDM)

The Client Decisioning Module is available for entitled users to view, review and decision any items that were rejected during the normal lockbox processing.

To access this module on the main menu, select Modules, CDM and then select a CDM option, as shown below:



The CDM menu has 3 sub-menus:

1. **Main.** Access items requiring decisioning, as well as any items that have been decided but not yet swept from the system.
2. **Search.** Allows you to search across any item viewable from the Main page
3. **Activity Report.** Displays the decisioning details for a given date or date range in a report format. Details are in the Reports section below in this document.

The **Main** link is the most used option. By selecting this link, the user gets the overall view of all the items (that the user has access to) grouped by their type and status. The **Search** option can be used if you want to search with specific criteria.

CDM Main Panel

Clicking on this link gives an overall view of the outstanding CDM items. The sweep time and the total CDM items are displayed on the top-left. The item summary grouped by Batch Type and the status is displayed below that. When the user clicks on a group-item on the left, all the items listed in the summary are displayed below.

Transaction List - Batch Type: Unprocessable - Status: NoDecision											
Status		Rollupcode	Tran#	ClientID	Batch#	SuspenseType	Ref ID	TransAmount	Load Date	Process Date	Site ID
Sweep Time:											
Total Items: 10											
Transaction Summary											
Stop File											
Accepted (1)											
Hold (1)											
Unprocessable											
Accepted (1)											
Hold (1)											
NoDecision (4)											
Rejected (1)											
System Review											
NoDecision (1)											

By clicking on the edit icon , you can view the details of the CDM transaction, as explained in the next section. The transactions in red indicate that they are about to expire and require immediate attention.

CDM Details Page

This screen gives you the overall view of the CDM screen.

Transaction
Save Cancel Accept Reject Hold Annotations Back to Queue

Batch#	Tran#	ClientID	Rollupcode	SuspenseType	Ref ID	TransAmount	Load Date	Process Date	Site ID
1113	5	998	MOB998	Unprocessable	25670	\$1,100.00	20150611	99999999	20

Difference: \$0.00

Checks

Default Deleted - 0 Modified - 0

Check Amount	Check Account	Check Number	Check Type	Remitter	Payee
X \$1,100.00	12345678901234		CTC_CH--Uchendu	RPA_IN--False	RPA_IN--True

Stubs

*Add 1 Item(s) Default Added - 0 Deleted - 0 Modified - 0

Account Number	Applied Amount	IRA Qualifier	Trailer
X 574586378	\$1,000.00		

ABC Company

20200010127041 14 08 0029712 5

STATEMENT FOR
Mr. Mickey Mouse
 4321 Cheddar Lane
 Cheesy, US 77777

Bank Number	Bank Code	Billing Period	Policy Number
20200010127041	14	08	05637991
Date Due	Amount Due	Amount Enclosed	
08/01/11	\$279.71	279.71	

07/08/11 9C MAKE CHECK PAYABLE TO:

ABC Company
 PO Box 999
 Happy Town, US 33333

Below is a review of the screen panels and instructions on how to decision an item:

Transaction									
Tran#	Lockbox	Batch#	ClientID	SuspenseType	Ref ID	Trans Amount	Status	Load Date	Process Date
2	99999	102	99999	Property ID	130456	\$233.18	Hold	20150507	99999999

Difference: \$0.00

The top of the Transaction panel contains the buttons for all the actions that can be performed from this screen, namely **Accept** a transaction, **Reject** a transaction, put it on **Hold** (only used for multi-day decisioning) and/or add **Annotations**. You may **Save** a transaction to review later or **Cancel** changes made on this page. You can also go back to the Exceptions list by clicking on the **Back to Queue** button.

The transaction-level details are displayed in this panel also.

Difference: (\$-4.00)

Checks			
Account	Check #	Amount	Remitter Name
1000000340659	9428	\$233.18	

Stubs				
Account #	Applied Amount	Invoice #	Payee Name	Customer #
<input type="checkbox"/> 214023M3	\$233.18	20104000203233		
<input checked="" type="checkbox"/> 123456	\$4.00	22		

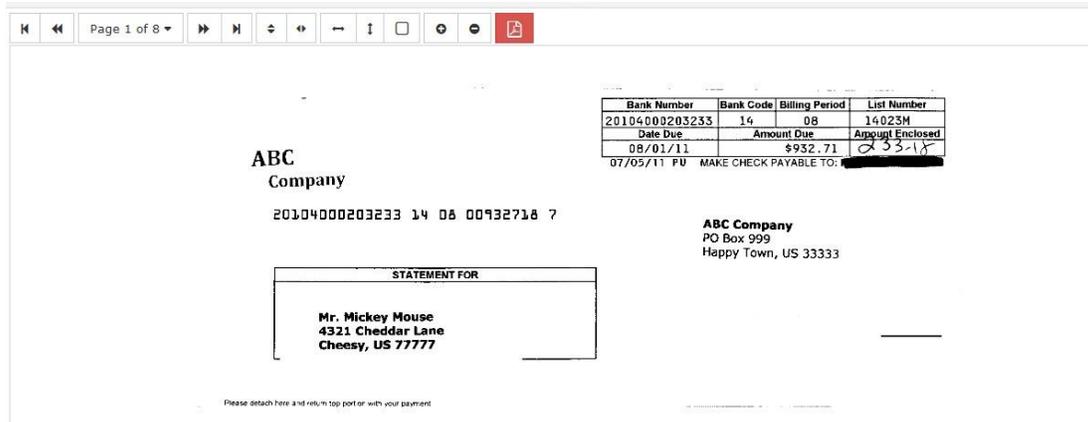
The check-level details of the transaction are displayed next, followed by the Stub or Coupon-level information.

Checks and stubs/coupons must always balance prior to be accepted. Note the Difference circled in red above indicating the transaction amount is different from the stub/coupon amount. In this case, the Trans Amount is \$233.18 yet the stubs/coupons total \$237.18 – a difference of \$4.00.

The user will add or modify data in the fields to balance the difference. Once completed, the user will click on **Save**. The system runs the data through any required validations. If there are validation errors, a pop-up message will appear. Click OK and the affected fields will turn red. Hover the mouse over the field and the error message will appear. Those fields will need to be corrected and then re-saved.

A coupon can be deleted from the transaction by clicking on the red **X**. In the example above, click the red **X** on the second line to remove the \$4.00 coupon to balance the transaction. A virtual coupon would be required if a check needs to be split between multiple accounts. To create a virtual coupon, click on **Add Item**. Insert the field information and then select **Save** or **Cancel**. Once the transaction is balanced the user will select **Accept**.

If a transaction needs to be rejected, the user will click on the **Reject** button. The next transaction will appear on the screen.



The image panel is on the bottom of the screen. Action buttons are on the upper right-hand corner of the panel. Users can scroll through the images in the transaction with either the page number dropdown box or the forward and back arrows. Images can be manipulated with the **Zoom**, **Fit**, **Rotate** and **Flip** buttons. By selecting the **PDF** button, images can be saved or emailed as a PDF file.

CDM Search Panel

This option provides a search screen similar to the Archive module where users can specify search criteria, as shown below:

Search Results

Transaction Level Search Clear

Load Date: Equals

Process Date: Equals

Site ID: Equals

ClientID: Equals

Ref ID: Equals

Batch#: Equals

Tran#: Equals

Rollupcode: Equals

SuspenseType: Equals

Coupon Level

Account Number: Equals

Applied Amount: Equals

IRA Qualifier: Equals

Trailer: Equals

Check Level

Check Amount: Equals

Check Account: Equals

Check Number: Equals

Check Type: Equals

Remitter: Equals

Payee: Equals

The results are displayed in a Results tab:

Search Results

Save Results

	Rollupcode	Tran#	ClientID	Batch#	SuspenseType	Ref ID	TransAmount	Load Date	Process Date	Site ID
	MOB998	4	998	1113	Unprocessable	25669	2000.00	20150611	99999999	20
	MOB998	5	998	1113	Unprocessable	25670	1100.00	20150611	99999999	20
	MOB998	6	998	1113	Unprocessable	25671	800.00	20150611	99999999	20
	MOB998	1	998	1116	Unprocessable	25673	25000.00	20150611	99999999	20
	MidOffice	2	998	1116	Unprocessable	25674	956.66	20150611	99999999	20

Click on the icon to see the details of the CDM transaction. The annotation data is accessible from this screen also by selecting the annotation icon .

CDM Vertical View

Some groups will have a vertical view of the CDM function. All features will be the same as described above but the image will be next to the decisioning fields.

Transaction Save Cancel Accept Reject Hold Annotations Back to Queue

Tran#	Batch#	ClientID	SuspenseType	Ref ID
3	80166	6521	Out of Balance	23

Difference: (\$-122.50)

Checks Default Deleted - 0 Modified - 0

Account	Check #	Amount
<input type="checkbox"/> 121245		\$100.00

Stubs + Add 1 item(s) Default Added - 0 Deleted - 0 Modified - 0

Account #	Applied Amount	Stub Type	Property
<input type="checkbox"/> 1225689	\$30.00	01	122568
<input type="checkbox"/> 44580	\$192.50	02	44580

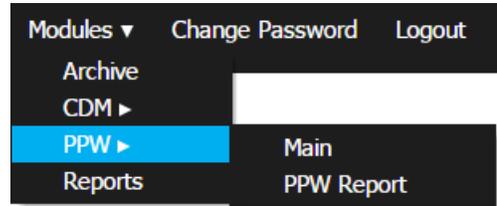
RENTAL AGREEMENT

THIS AGREEMENT made this ____ Day of _____, by and between _____ herein called "Landlord," and _____ and _____ herein called "Tenant." Landlord hereby agrees to rent to Tenant the dwelling located at _____ under the following terms and conditions.

- FIXED-TERM AGREEMENT (LEASE):**
Tenant agrees to lease this dwelling for a fixed term of _____, beginning _____ and ending _____. Upon expiration, this Agreement shall become a month-to-month agreement **AUTOMATICALLY**, UNLESS either Tenant or Owners notify the other party in writing at least 30 days prior to expiration that they do not wish this Agreement to continue on any basis.
- RENT:**
Tenant agrees to pay Landlord as base rent the sum of \$ _____ per month, due and payable monthly in advance on the 1st day of each month during the term of this agreement. The first month's rent is required to be submitted on or before move-in.
- FORM OF PAYMENT:**
Tenant agrees to pay their rent in the form of a personal check, a cashier's check, or a money order made out to the Landlord.
- RENT PAYMENT PROCEDURE:**
Tenant agrees to pay their rent by mail addressed to the Landlord (replace this with landlord's mailing address) _____ or in person at the same address, or in such other way as the Landlord will advise the Tenant in writing.

Post Processing Work (PPW)

LTA items sometimes are flagged for additional workflow processing. For example, change of address, suspense item, correspondence, etc. To access this module, select **Modules** on the Main Tool Bar and drop down to the **PPW** menu and then select the option desired as shown below:



The PPW menu has 2 sub-menus:

1. **Main.** Access the documents requiring your review
2. **PPW Report.** Display the decisioning details for a given day or date range in a report format. Details are in the Reports section below.

Post Processing Work Main Page

All the PPW items that are visible to a group are summarized by PPW queue and status on the left panel (under PPW Summary). The queue categories are customized to identify your document types. When you select a group from the summary screen, all the PPW items in that group are displayed in the “PPW Queue List” pane as shown below:

Status	PPW Queue List - Type: Correspondence - Status: Unprocessed					
Total Items	42	Apply this status to the selected items on this page: In Review ▾ Update				
PPW Summary		Ref ID	Seq #	Process Date	Batch #	Amount
Correspondence	View	51272530	1	20150507	102	279.71
Unprocessed (42)	View	51272530	3	20150507	102	279.71
	View	51272530	4	20150507	102	279.71
	View	51272531	5	20150507	102	233.18
	View	51272531	7	20150507	102	233.18
	View	51272531	8	20150507	102	233.18
	View	51272532	9	20150507	102	153.98
	View	51272532	11	20150507	102	153.98
	View	51272532	12	20150507	102	153.98
	View	51272533	13	20150507	102	69.60
	View	51272533	15	20150507	102	69.60
	View	51272533	16	20150507	102	69.60

From this PPW main screen, you can perform the following activities:

1. Change the status of a single transaction.
2. Change the status of a group of items.

To perform activity 1, navigate to the PPW Details page. Click on the **View** link (circled in red above) to go to the PPW Detail screen.

Below is the edit screen.

PPW Detail - Group: Unprocessed Demo

Ref ID: 51272531
 Type: Correspondence
 Process date: 20150507
 Batch Number: 102
 Last Mod. Date: [Move To: Correspondence]

Actions
 Decision: Update
 Annotate: Comment
 Navigate: Return to List Next Item

Status	Item Type	Account#	Applied Amount	CHECKNUMBER	R / T	Seq#	REM
Edit	Check	1000000340659	233.18	9428	53101273	6	

Status	Item Type	Account#	Amount	Coupon Account	Seq#	INVOICENUMBER
<input checked="" type="checkbox"/> Edit	Unprocessed Coupon	214023M3	233.18		5	
<input checked="" type="checkbox"/> Edit	Unprocessed Corr	214023M3	0.00		7	
<input checked="" type="checkbox"/> Edit	Unprocessed Corr	214023M3	0.00		8	

Bank Number 20104000203233 **Bank Code** 14 **Billing Period** 08 **List Number** 14023M
Date Due 08/01/11 **Amount Due** \$932.71 **Amount Enclosed** 33.18
 07/05/11 PU MAKE CHECK PAYABLE TO: [Redacted]

ABC Company
 PO Box 999
 Happy Town, US 33333

STATEMENT FOR
Mr. Mickey Mouse
 4321 Cheddar Lane

To change the status of the document, use the **Status** pull-down. Standard status options are:

- ✓ In Review
- ✓ Completed
- ✓ Correspondence
- ✓ Change of Address
- ✓ Account Information Change

The **Move To** pull-down allows you to move an item to a different queue.

Mark the items in the transactions you wish to change the status on, then click the **Update** button. You can navigate through the documents by clicking the **Next Item** hyperlink or exit the current item by clicking the **Return to List** hyperlink in the Actions box. The image(s) for the transaction are on the bottom of the screen.

Reports

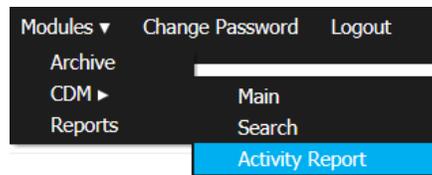
Users may or may not have access to reports, depending on their permissions.

Transaction information stored in the LBXCentral Archive may be displayed in either of two (2) methods. First, Remittance Items may be reported via **Ad Hoc Reports** by performing specific transaction searches and downloading the results to a CSV. This would include CDM Activity Reports and PPW Reports. Second, the Remittance System may generate **Formatted Reports** that are made available on the LBXCentral Archive along with remittance items and images.

Ad Hoc Reports

CDM Activity Report

CDM activity reports can be created by selecting **Activity Report** in the CDM menu.



The CDM Activity Report can be exported to a spreadsheet and saved on your computer by selecting the **Export to CSV** button.

Groups Date Range

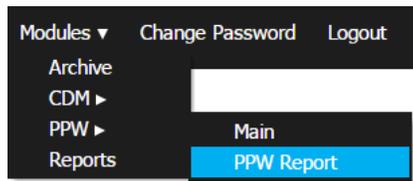
Day - September 16

Details Summary

[Export to CSV](#) [Search](#)

ReceivedDate	ProcessDate	ReferenceNumber	UserID	TotalTransAmt	TranStatus	BatchType	SiteID	ClientID	BankID	CID	WorkType
20150415	20150916	120444	arif123	23.00	NoDecision	Stop File	1102	51467001	0	0	
20150415	20150916	120445	arif123	23.00	NoDecision	Stop File	1102	51467001	0	0	
20150415	20150916	120446	arif123	32.00	NoDecision	Stop File	1102	51467001	0	0	
20150415	20150916	120447		218.00	NoDecision	Stop File	1102	51467001			
20150415	20150916	120448		46.00	Rejected	Stop File	1102	51467001	0	0	
20150225	20150916	120449		242.00	Accepted	Stop File	1102	51467001	0	0	
20150311	20150916	120450	arif123	23.00	Hold	Stop File	1102	51467001	0	0	

PPW Report



Users can view details about PPW items, such as the status of the item, what queue it is in, who completed the item, etc. through a simple user interface. To retrieve the report, select the sub-menu **PPW Report** under the **PPW** menu.

The main screen for the PPW report is below:

Groups	From Date	To Date	Type	Status
Direct_Demo	050115	083115	All	
	date format: mmddyy	date format: mmddyy		
Search				

Provide the date range and optionally select the PPW queue and/or the status. Then click on the **Search** button to retrieve the report as shown below. The PPW Report can be exported to a spreadsheet and saved on your computer by selecting the **Export to Excel** button.

Groups	From Date	To Date	Type	Status
Direct_Demo	050715	050815	All	
	date format: mmddyy	date format: mmddyy		
Search		Export to Excel		

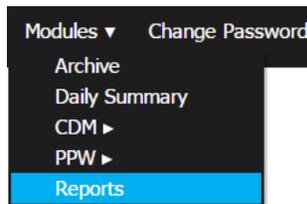
Trans ID	Batch Num	Sequence Num	Process Date	Item Type	Acct Num	User	User Name	Last Modified Date	Status	Type	Rollup Code
51272539	103	13	20150508	Coupon	26439P06				Unprocessed	Correspondence	999
51272539	103	15	20150508	Corr	26439P06				Unprocessed	Correspondence	999
51272539	103	16	20150508	Corr	26439P06				Unprocessed	Correspondence	999
51272540	103	17	20150508	Coupon	291168P7				Unprocessed	Correspondence	999
51272540	103	19	20150508	Corr	291168P7				Unprocessed	Correspondence	999
51272540	103	20	20150508	Corr	291168P7				Unprocessed	Correspondence	999
51272541	103	21	20150508	Coupon	28676V06	Demo User		8/31/2015 4:59:00 PM	Completed	Correspondence	999
51272541	103	23	20150508	Corr	28676V06	Demo User		8/31/2015 4:59:00 PM	Completed	Correspondence	999
51272541	103	24	20150508	Corr	28676V06	Demo User		8/31/2015 4:59:00 PM	Completed	Correspondence	999

This is an example of how the exported results look:

	A	B	C	D	E	F	G	H	I	J	K	L
	Trans ID	Batch Num	Sequence	Process Date	Item Type	Acct Num	User	User Name	Last Modified Date	Status	Type	Rollup Code
1	51272539	103	13	20150508	Coupon	26439P06				Unprocessed	Correspondence	999
2	51272539	103	15	20150508	Corr	26439P06				Unprocessed	Correspondence	999
3	51272539	103	16	20150508	Corr	26439P06				Unprocessed	Correspondence	999
4	51272540	103	17	20150508	Coupon	291168P7				Unprocessed	Correspondence	999
5	51272540	103	19	20150508	Corr	291168P7				Unprocessed	Correspondence	999
6	51272540	103	20	20150508	Corr	291168P7				Unprocessed	Correspondence	999
7	51272541	103	21	20150508	Coupon	28676V06	Demo Use	Joe Doe	8/31/2015 16:59	Completed	Correspondence	999
8	51272541	103	23	20150508	Corr	28676V06	Demo Use	Joe Doe	8/31/2015 16:59	Completed	Correspondence	999
9	51272541	103	24	20150508	Corr	28676V06	Demo Use	Joe Doe	8/31/2015 16:59	Completed	Correspondence	999

Formatted Reports

Reports that were previously generated by the Remittance System and loaded to the LBXCentral archive may be searched for within the LBXCentral archive and displayed and/or downloaded. These can be found in the Reports selection on the menu bar for Modules.



Enter a combination of search arguments by entering qualifying data in the search fields. The results screen will return a list of reports that may then be selected for display. Clicking on the Report Icon will result in the selected report being downloaded as a PDF file. A PDF of the report may then be routed, saved or printed as the user wishes.

Report Search

Process Date: Less than

Client ID: Equals

ReportType: Equals

7 Results.

Client ID	Report/Batch ID	Process Date	ReportType
99999	Batch Summary	20110101	SUM
99999	Batch Detail	20110101	DTL
99999	t_100.02510_multi.20120323_01.dat	20120323	multi
99999	t_100.02510_multi.20120323_01.xml	20120323	multi
99999	t_100.02510_multi.20120323_01.pdf	20120323	multi
99999	t_100.02510_multi.20120323_01.txt	20120323	multi
99999	t_100.02510_multi.20120323_01.csv	20120323	multi