

## LOCKBOX

The Lockbox Summary screen displays deposit totals for each lockbox account. Current day lockbox deposit totals are displayed by default. Users can also view previous-day lockbox deposit totals. For each lockbox account, you can view the:

- Account name and number
- Total deposited amount

### Viewing Lockbox Deposit Totals

Follow these steps to view lockbox deposit totals:

1. On the Home Page, click the Cash Management tab.
2. Click the Lockbox tab and the Lockbox Summary screen displays.

The screenshot shows the First Citizens web interface. At the top, there's a navigation bar with 'First Citizens' and 'BOB Advantage' on the left, and 'Sign Out' on the right. Below that, there are tabs for 'Home', 'Accounts', 'Cash Management', 'Payments & Transfers', and 'Customer Service'. Under 'Cash Management', there are sub-tabs for 'Cash Flow', 'Positive Pay', 'Controlled Disbursement', and 'Lockbox'. The 'Lockbox' sub-tab is active. The main content area is titled 'Lockbox' and contains a 'Using This Page' section with a 'Date' field set to '07/28/2006' and a 'View' button. To the right, there's a 'Help with this Page' section with a link to 'View Lockbox Deposits'. Below this, there's a table titled 'Lockbox Deposit Availability Summary for 07/28/2006' with columns for 'Account' and 'Deposit Amount'. The table is currently empty, showing the message 'There are no summaries for the given criteria.'

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3. To view previous-day lockbox deposit information, enter a date and click View. The screen refreshes and displays lockbox deposit totals for the date specified.

## **Accessing Lockbox Details using NetQuery**

Customers enrolled in the NetQuery Image Lockbox service can access their remittance images. To access NetQuery:

1. Click the account name and number hyperlink on the Lockbox Summary screen. The NetQuery login screen opens in a new browser window.
2. Enter your user name and password and click Login.
3. Click Cancel to clear the user name and password fields. Close the browser window to return to the Lockbox Summary screen.

## LOCKBOX SUMMARY REPORT

### Working With the Lockbox Summary Report

The Lockbox Summary report provides a summary of deposit totals for each lockbox account. View lockbox reporting by generating a new Standard or Custom report, or opening a Saved report.

## STANDARD REPORTS

### Generating Standard Reports

The lockbox summary report is listed in the Cash Management Report List section of the Cash Management Reports screen.

1. Click the Cash Management tab and the Cash Flow screen displays.
2. Click Reporting and the Cash Management Reports screen displays.

The screenshot displays the 'Cash Management Reports' interface. At the top, there are navigation tabs: 'Account Management', 'Cash Management', 'Payments & Transfers', and 'Audit'. The main heading is 'Cash Management Reports'. Below this, there is a 'Using This Page' section with a brief description of the reporting feature. The central part of the screen is titled 'Cash Management Report List' and contains two sections: 'Lockbox' and 'Positive Pay'. Each section has a table with columns for 'Report Title', 'Generate New Report', and 'Saved Reports'. The 'Lockbox' section shows a report titled 'Lockbox Summary' with options for 'Standard Report' and 'Custom Report', and a 'Saved Reports' column indicating 'There are no saved reports available.' with 'Open', 'Edit', and 'Delete' buttons. The 'Positive Pay' section lists four reports: 'Exceptions Summary', 'Positive Pay Issues Report', 'Decision History', and 'Positive Pay Activity', each with similar 'Generate New Report' and 'Saved Reports' options. On the right side, there is a 'Help with this Page' sidebar with links to 'Create a Standard Report', 'Create a Custom Report', 'View a Saved Report', 'Edit a Saved Report', and 'Delete a Saved Report', along with a 'How to Use Help' section.

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3. Locate the Lockbox Summary report at the top of the list and click the Standard Report link. The Report Criteria screen displays.
4. Enter the report criteria:
  - Lockbox account(s) – use the CTRL-key to select multiple accounts.
  - Date – enter a date range or select a range from the drop down list.
  - Report On – select “Intra-day Data”.
5. Select the report format from the Format drop down list. Output options provided are HTML, Comma Delimited, Tab Delimited, PDF, or Plain Text.
6. Select the appropriate orientation from the Orientation drop down list, if applicable.
7. Select the delivery method from the Delivery Method drop down list. Reports can be displayed either online or can be exported.
8. Click Set Report Header/Footer to specify the information to display in the top and bottom of each screen of the report. By default, the following information is printed:
  - Business Name
  - Report Title
  - Date Prepared
  - Time Prepared
  - Page Number
  - An extra footer line that reads “Confidential”

You can specify the location of the header and footer and can remove any or all of the information from the report by deselecting the checkboxes in the dialog box.
9. After completing all required fields, do one of the following:
  - Click Generate Report to generate the report in the selected format.

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Do one of the following:

- ✓ Click Printer Ready for a printer ready version of the report.
- ✓ Click Back to return to the Report Criteria screen.
- Click Save Report to save the report without generating it. The Save Report screen displays and allows you to enter a name and description for the report.

The screenshot displays the 'Save Report' interface within the First Citizens BOB Advantage system. The top navigation bar includes 'Home', 'Accounts', 'Cash Management', 'Payments & Transfers', and 'Customer Service'. The 'Cash Management' section is active, showing sub-tabs for 'Account Management', 'Cash Management', 'Payments & Transfers', and 'Audit'. The main content area is titled 'Save Report' and contains a form with the following elements:

- Using This Page:** A section with the text 'Help text being written'.
- Save Report:** A section with two input fields:
  - Name:** A text box containing 'report 2'.
  - Description:** A text box containing 'Manager'.
- Buttons:** Two buttons at the bottom of the form: 'Save Report' and 'Cancel'.

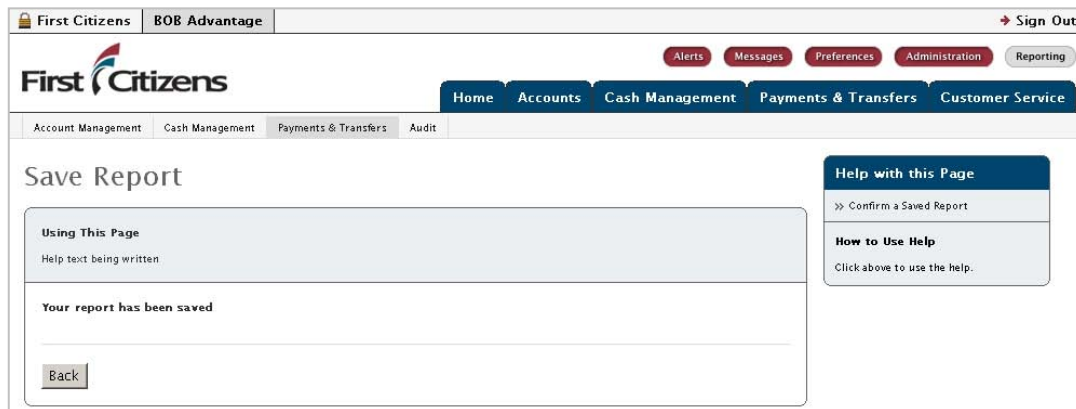
On the right side, there is a 'Help with this Page' sidebar with the following content:

- Save a Report:** A link with a right-pointing arrow.
- How to Use Help:** A section with the text 'Click above to use the help.'

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- ✓ Click Save Report and a confirmation screen displays. Click Back to save the report and return to the Cash Management Reports screen.



- Click Custom Reporting to modify the report criteria before saving or generating the report. This button is only enabled when you are generating a standard report. After completing all fields, do one of the following as you would for a Standard Report:
  - ✓ Click Generate Report to generate the report in the selected format.
  - ✓ Click Save Report to save the report without generating it.
  - ✓ Click Cancel to return to the Cash Management Reports screen.
- Click Cancel to return to the Cash Management Reports screen without generating or saving the report.

## CUSTOM REPORTS

### Generating Custom Reports

The Custom Reports section lists any saved custom reports and provides links to create new custom reports. Custom reports display beside the standard report type on which they are based. To generate a custom report:

1. Select the Report Title of the report you want to generate and click the Custom Report link. The Report Criteria screen displays.
2. Complete the required fields.
3. In addition to the standard fields previously mentioned, the following fields are available for the Lockbox Summary report:
  - Sort 1 – specifies the primary criteria by which to sort the report
  - Sort 2 – specifies the secondary criteria by which to sort the report
4. Select the report format from the Format drop down list. Output options provided are HTML, Comma Delimited, Tab Delimited, PDF, or Plain Text.
5. Select the appropriate orientation from the Orientation drop down list, if applicable.
6. Select the delivery method from the Delivery Method drop down list. Reports can be displayed online or exported.
7. Click Set Report Header/Footer to specify the information to display in the top and bottom of each page of the report. By default, the following information is printed:
  - Business Name
  - Report Title
  - Date Prepared
  - Time Prepared
  - Page Number
  - An extra footer line that reads “Confidential”

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You can specify the location of the header and footer. You can remove any or all of the information from the report by deselecting the checkboxes in the dialog box.

8. After completing all required fields, do one of the following:
  - Click Generate Report to generate the report in the selected format.
  - Click Save Report to save the report without generating it. The Save Report screen displays and allows you to enter a name and description for the report.
  - Click Cancel to return to the Cash Management Reports screen without generating or saving the report.

## Viewing Saved Custom Reports

Previously saved custom reports are listed in the Saved Custom Reports section of the screen. Saved custom reports are displayed next to the standard report type on which they are based.

To view a saved custom report, do the following:

1. Select the report you want to view from the Saved Reports drop down list.
2. Click Open and the selected report displays.
3. After reviewing the report, do one of the following:
  - Click Printer Ready and the report displays in a browser window. After viewing, click the “X” in the upper right corner to close the window.
  - Click Back to return to the Cash Management Reports screen.

## Editing Saved Custom Reports

To edit a saved custom report, do the following:

1. Select the report you want to edit from the Saved Reports drop down list.
2. Click Edit and the Edit Cash Flow Reports screen displays.

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3. Make the necessary changes and do one of the following:
  - Click Generate Report to generate the report.
  - Click Save Report to save the report without generating it. The Save Report screen displays a confirmation message that your changes to the report criteria have been saved. Click Back to return to the Cash Management Reports screen.
  - Click Cancel to return to the Cash Management Reports screen without saving or generating the report.

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## Deleting Saved Custom Reports

To delete a saved custom report, do the following:

1. Select the report you want to delete from the Saved Reports drop down list.
2. Click Delete and the Delete Report Criteria screen displays.

The screenshot shows the 'Delete Report Criteria' screen within the First Citizens BOB Advantage interface. The page title is 'Delete Report Criteria'. On the left, there is a message box titled 'Using This Page' which states 'The selected report has been deleted from the system.' Below this is a confirmation question: 'Are you sure you want to delete this saved report criteria?' with the report name 'Report 1' displayed. At the bottom of this section are 'Delete' and 'Cancel' buttons. On the right side, there is a 'Help with this Page' section containing a link '>> Delete a Saved Report' and a 'How to Use Help' section with the instruction 'Click above to use the help.'

3. Do one of the following:
  - Click Delete to delete the report and return to the Cash Management Reports screen.
  - Click Cancel to return to the Cash Management Reports screen without deleting the report.