Welcome to **Lockbox**
...with Commercial Online Banking

DAILY PROCESSING DEADLINE
7 P.M. ET

On days the bank and Federal Reserve are both open; does not include weekends or holidays.

HOLIDAYS
No processing on:
· New Year's Day
· Martin Luther King Jr. Day
· Presidents' Day
· Memorial Day
· Juneteenth
· Independence Day
· Labor Day
· Columbus Day
· Veterans Day
· Thanksgiving Day
· Christmas Day

CLICK HERE for full 2022 Processing Calendar.

- Remittance processing service.

- Payments from your customers are sent to a centralized P.O. Box.

- Bank processes payments, deposits funds and provides reporting.

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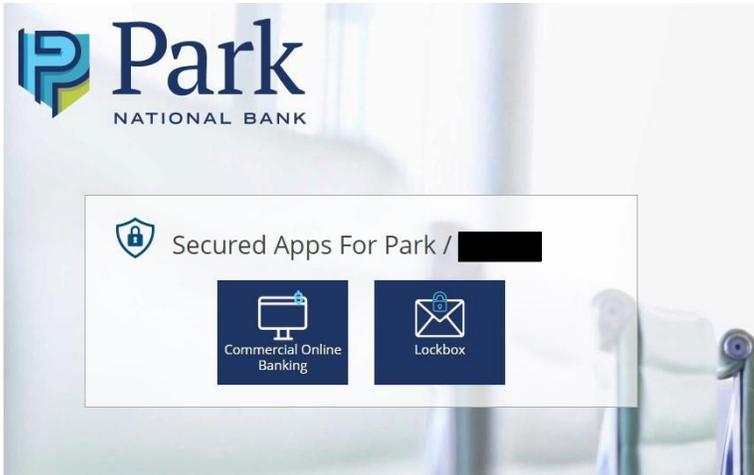All options may not be available for all users
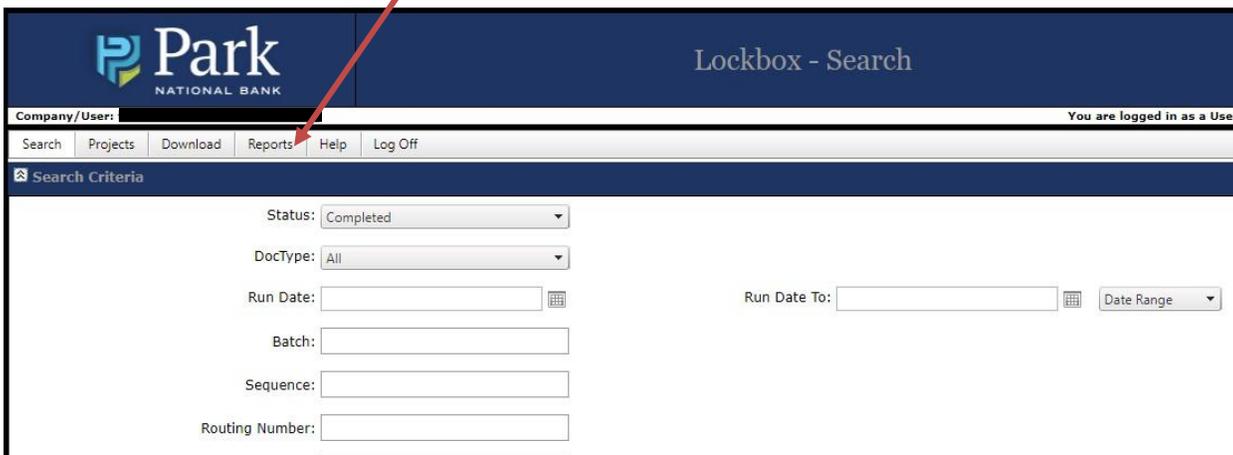
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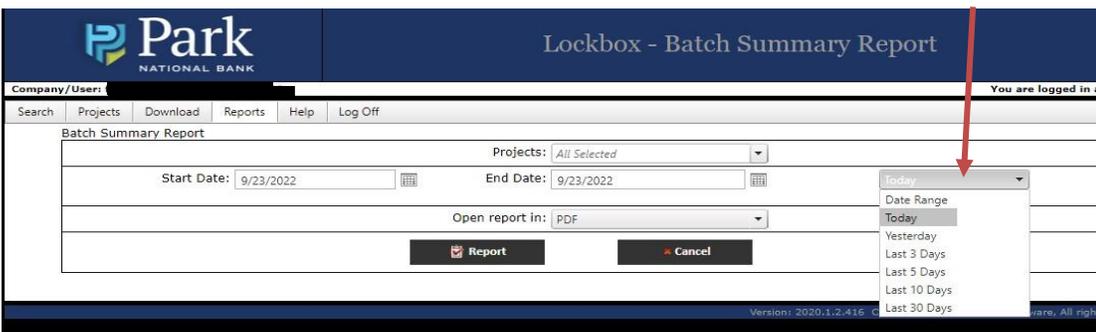
How to Access Lockbox

1. Log into Secure browser
2. Click on the Lockbox tile on the apps page.

- The first screen that opens is your **Search options**. To pull your daily reports, mouse over the Reports tab and choose **Batch Summary Report**.
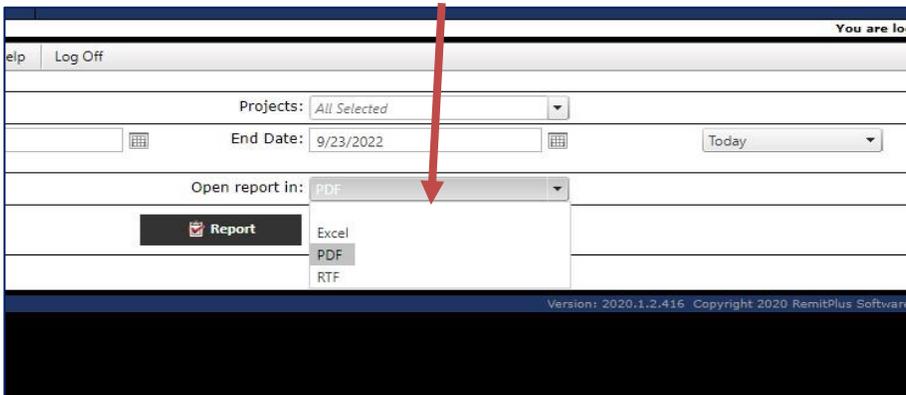

- Once in the Report screen choose the date you want or click on the Date Range.

- You now have the option to choose "yesterday's" reports to pull. Monday's you will have to put in Friday's date. You can also choose how you would like the report opened. Excel, PDF or RTF.
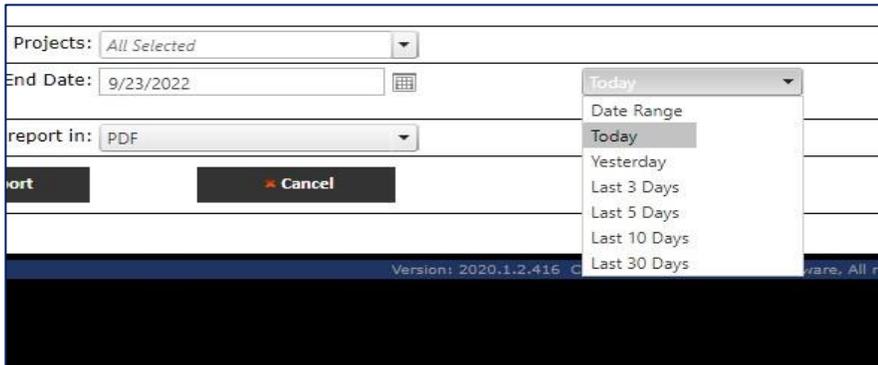
- Choose the report format you want.

- Once you have choosen how you want the report, click report. The system will generate your request and the download will appear in the bottom left corner. Just click on it to open.
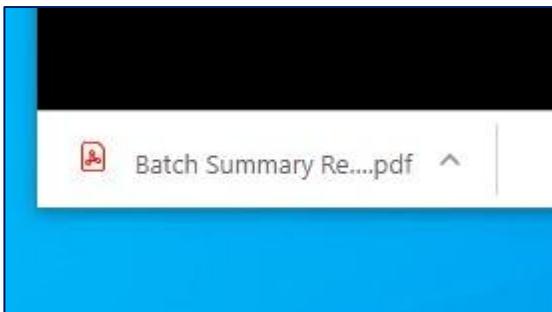
- Once the report is open you can download or print it. You will find these buttons in the top right corner.
- Next you will want to pull your download extracts for the day.
  - From the tool bar click **Download**.
  - On the next screen you will have your company image files and any data files in descending date order.
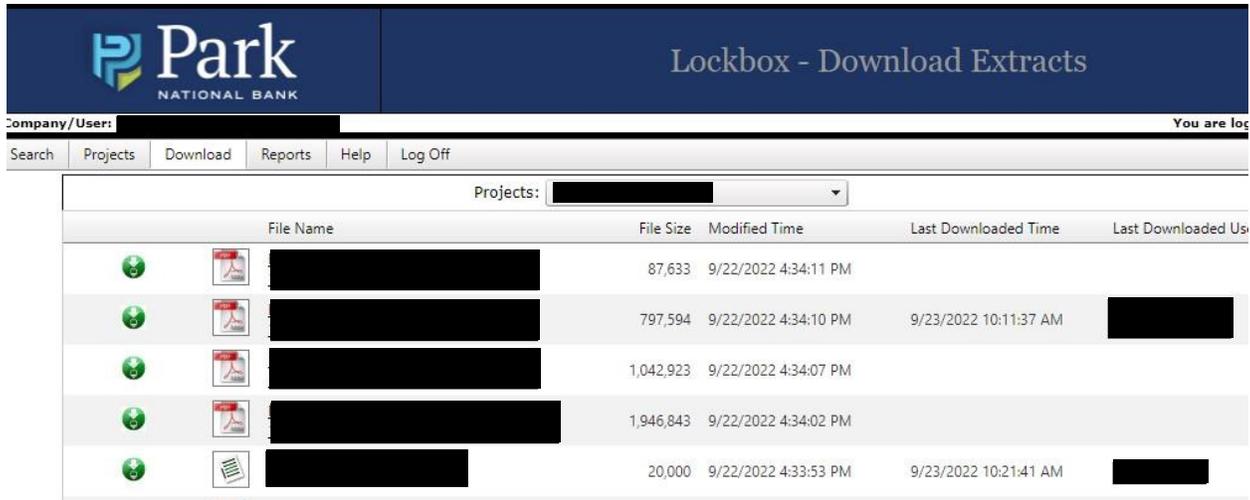
- Find the image file you are looking for and click on the link. This will download the image file in the bottom left corner. The file can be downloaded or printed by clicking the buttons in the upper right corner once open.

- Searching more than 45 days is now a feature that can be done without having to call the bank.
  - Click on the first tab **Search**.

Search Menu

The **Search menu** is comprised of two sections:

- **Search Criteria** - When you select the Search menu, RemitWeb automatically displays the search criteria section. When results from a search are found, this section will collapse to provide more viewable area for results.
- **Search Results** - After you perform a search, RemitWeb will expand this section and display the following:
    - A grid with values from all matching search results.
    - A details sub section with additional information about the selected item.
    - An image of the currently selected item from within the results.
- To manually expand or collapse each section, select the section headers.

Search Criteria

The **Search Criteria** section of the Search menu allows you to type as much or as little information as necessary to find items. The fields given in the Search Criteria may differ from one category to another.

Field Definitions: Search Criteria

Some criteria may include two fields, a **From and To** field, so that you can search within a range. You can leave the To field blank if you do not want to search within a range. For example, if your criteria includes fields for a range of check numbers, but you want to search for one specific number, type that number in the Check Number From field and leave the Check Number To field blank.

Applied Amount

This field is the amount applied to the account number if the project includes an equivalent account number field. Otherwise, this is the check amount.

Categories

This field appears only if your access rights allow you to search more than one category. Select the category that you want to search.

Run Date

You can define a run date by doing one of the following:

- Type a date in the format month/date/year. For example: 8/27/2021.
- Select the calendar icon to select a date.
- Select a pre-defined range of dates from the Date Range list. RemitWeb automatically fills the Run Date fields with the corresponding dates.

Status

You can search for items with selected status:

- Completed – includes all items that have been processed.
- Rejected – includes all items that have been processed and flagged as rejected. It also includes items that have been captured but have not yet finished processing.
- All – includes both completed and rejected items.

Searching for Items

1. On the Search menu, make your selections or type the desired values in the Search Criteria section.

2. Select Search.

   ⓘ Select Reset to change the Categories or clear the Search Criteria.

Search Results

Once the user selects Search, the Search Criteria section will collapse, expanding the Search Results section. This area includes four sub-sections: the grid of results, Details, selected item image, and Export menus.

The Grid of Results

The fields displayed in the tabular grid of results are configurable within the RemitWeb category. Items in a rejected or uncompleted status appear in red text, and colors in the grid alternate for ease of navigation.

The far left column is called the Transaction column. Select the arrow in this column to expand the selection and display all items in the transaction associated with the selected item.

The Grid of Results

To group items or sort items by column header, select the column header name or drag the column header name to the bar above it.
To reorder fields displayed within the grid, select and drag the column header to another position.
RemitWeb initially displays search results by run date and sequence number. However, you can change the way the display appears by:

- Grouping by column header
- Sorting items by column header
- Both grouping and sorting items by different column headers

Grouping Items by Column Header

1. Point to the column header you want to group by until the cursor changes to a 4-way arrow.

2. Select and drag the column header above the center of the bar. The system groups the results by the selected column header with labels between each group. Just above the grid, the system displays the name of the grouping with a triangle icon that allows you to change the order of the grouping.

3. Select the triangle icon next to the column header to switch the groupings to ascending or descending order.

Sorting Items by Column Header

1. Select the column header. RemitWeb will sort the data based on the column header you selected in descending order.

2. Select the triangle icon next to the column header to change the data from ascending or descending order.

Selected Item Information

The first item that is found in the search results immediately appears in the sub-sections below the grid of results. If you select and highlight an item within the grid of results, the Details section and selected item image change to reflect the information for the selected item.

Details

The section under the Details bar is collapsed by default. Select this bar to expand the Details section. This gives additional fields for the selected item different from the results in the grid of results. The fields given in the Details section can be configured within the RemitWeb category.

Certain fields are not allowed in the grid of results, but may be configured to be shown within the Details section, such as the Document ID or Transaction ID. These fields may never be necessary information for customers because they are only relevant to SQL or the RemitPlus service.

Details

Details			
Document Id	8c96cd4c-1efc-4e73-b63f-98ce2cd93da1	Project Id	BA63C37F-5DA8-4F5B-8268-76BEA88DB563
Transaction Id	bb21416c-b0ab-4f3f-bbcc-0ff45319a61f	Status	Completed
Routing Number		Check Account	
Check Amount	100.00	Amount 1	930.72
Amount 2	1824.21	Amount Full	2708.40
BatchId	b736f6b0-f2c0-414a-t749-28cdbb73aee9	Category	DocCheck
Run Id	d1a871fc-390b-4265-a415-1b9432c37bac		

Image

When an item is selected in the grid of results, a Microsoft Silverlight enhanced image of the item appears just below the Details bar. The image area includes options for adjusting how the image looks to the viewer.

If you select anywhere within the image, a magnifying glass utility displays an enlarged section of the item image. Select and drag the mouse across the image to move the magnifying glass from one point to another. Release the mouse in the spot where you want the magnifying glass to rest. Select the mouse again to reset the utility.

Functions: Image
The field definitions below are listed in order of how they appear on screen.

Image

Full Screen
Allows you to enhance the size of the item. To exit, press the Esc key.

Rotate Image
Allows you to turn the image 90 degrees. Select Rotate Image once more to rotate the image 180 degrees, then 270 degrees, then back to its original position.

Back Image
Allows you to view an image of the back of the item selected.

Actual Size
Allows you to view the true size of the item.

Exporting Results to a File

The bottom section in the Search Results is made up of two tabs: the Export to PDF tab and Export Grid tab. Users may opt to create PDF copies of the images of items in order to print, save, or create Word, Excel, or .CSV (comma separated values) files of the data contained in the grid of results. Select the appropriate tab to display the criteria for exporting.

Exporting Images and Information to PDF Files

The following image shows the options for creating a PDF file export. Once you select the options, select Export to select a location on the local computer where the file will be saved.

Export Functions

There are several options for creating the PDF file:

- Choosing to create the PDF with only the selected item, the current page of items listed in the grid of results, or the whole transaction associated with the selected item
- Listing the **Main Data** which includes all information about the item in the grid of results
- Listing the information given in the **Details** section:
  - The **Front Image**
  - The **Back Image**

Exporting the Grid of Results

The following image displays the options for creating an export file from information within the grid of results. This export type is data only and does not include images. While RemitWeb creates files in Microsoft Office formats, it does not require the Word or Excel programs to create the file. However, your system does require the programs to open the file type.

Export Functions
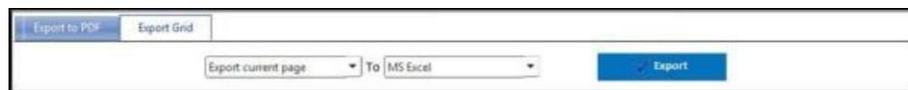
When you select **Export** in the **Export Grid** menu, you can create files with two options sets:

- Either **Export current page** from the grid of results page or **All Pages**.
- Create either a Word, Excel, MS ExcelIML, or CSV (comma separated values) file.