Texas Capital

Integrated Receivables Hub User Guide

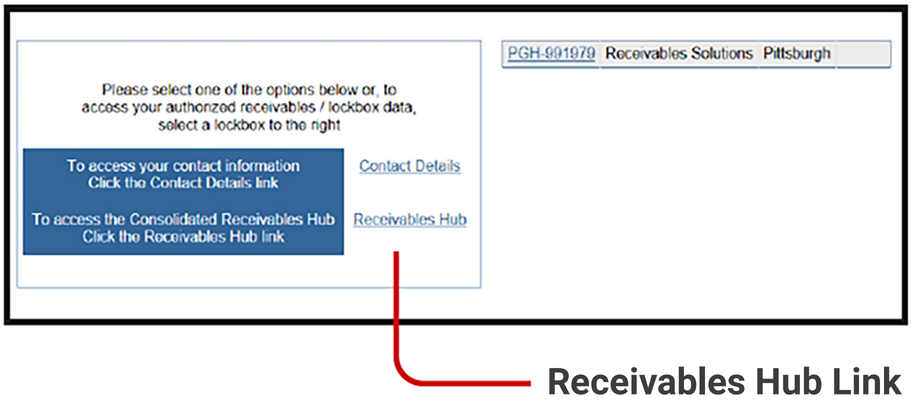
INTRODUCTION

The Integrated Receivables Hub service makes it easy for you to view and work with detailed receivables information for your lockboxes, including images, in various ways. You can also download the transaction information along with associated images and data.

- Receivables Hub is a client-specific application that can be adapted in a variety of ways to meet the individual needs of your organization. The screen images included in this user guide represent one way in which information regarding your company's receivables can be displayed.

How to Access Receivables Hub

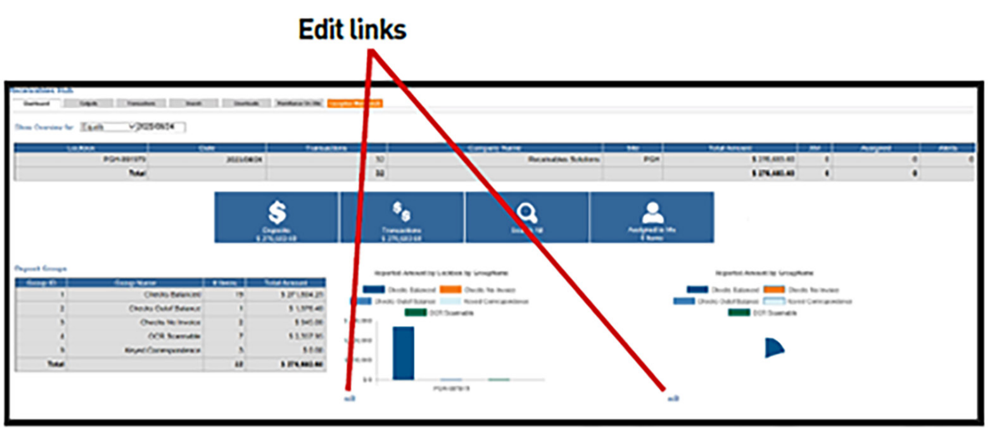
1. You will log in through your BankNow platform. **Select the Receivables Tab,** then select the Lockbox tab, and it will take you to the portal.
   - If you are signing in directly, you will go to the **Lockbox Portal** and type in your login information.
2. To access this service, **select Receivables Hub** from the Modules Bar.



Work with the Receivables Hub Dashboard

1. From the Integrated Receivables homepage, **select the Receivables Hub link**. The Receivables Hub dashboard displays up-to-date information regarding lockboxes associated with the company ID.
    - The information on the Receivables Hub dashboard will default to today's information.
2. **Select an option from the Show Overview for drop-down menu** to search for activity during a specific time period.
3. **Select the text box displaying the date.** A calendar displays.
4. **Use the arrows to toggle** between month and year until you reach the desired date.
5. **Select the day of activity** that you want to review. The dashboard updates with the requested information.
    - The date available from field displays above the table. This field indicates the oldest date available for the length of image archive that is subscribed to by your company.
    - The charts display details for the time period selected in the dashboard. You can edit how the charts on each page display by selecting the edit link at the bottom of each chart. Items that may be changed can include:

      – Chart type
      – Date
      – Lockbox
      – Output equals or contains…
      – Assigned
      – Value
      – X-axis
      – Grouping
    - When all selections have been made, select the Draw button.



For illustrative purposes only

6. Select the button of the activity that you want to complete for the date range that you have specified.

Use the table below to assist you.

- In addition, use the buttons in the middle of the dashboard to quickly access specific information for the date that you have selected. If you select the tabs, you will receive the current day's information.

SELECT THIS BUTTON	TO
Outputs	View information on deposits that took place on the specified date(s).
Transactions	View all information on all transactions that took place on the specified date(s).
Search All *This button corresponds with the Search tab.*	Research transaction-or invoice-level data.
Assigned to Me *This button corresponds with the Transaction tab.*	Review the items that have been assigned to your Operator ID on the selected date(s).

Work with Outputs

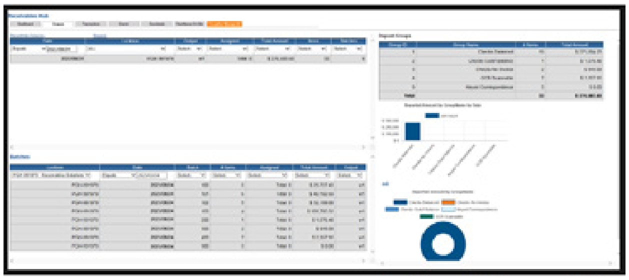
The Outputs page is broken into multiple sections. The main section shows a total deposit for the dates selected. The Batches section lists the individual batches in that deposit and the Deposit Groups section outlines the different category types set up for the deposits.

1. **To review the deposits for your lockbox(es), select the Outputs tab.**

   The page displays the deposit information for the desired date.

   - The default is set to today's date.

2. **Select the drop-down menus** in each column to narrow results.
3. **Select the Show/Hide columns link** to add or remove the categories that are displayed.
4. **Select any line item** to drill into deeper detail regarding that deposit.
   - By drilling into the detail of an item, you may be navigated to other tabs (*e.g. the Transactions tab*).



For illustrative purposes only

5. Optionally, **select the Reports link** to save and/or create the Deposit Report. Reports can be run as a PDF, CSV or Excel File. You have the option to customize your report by including batch details, charts and images.

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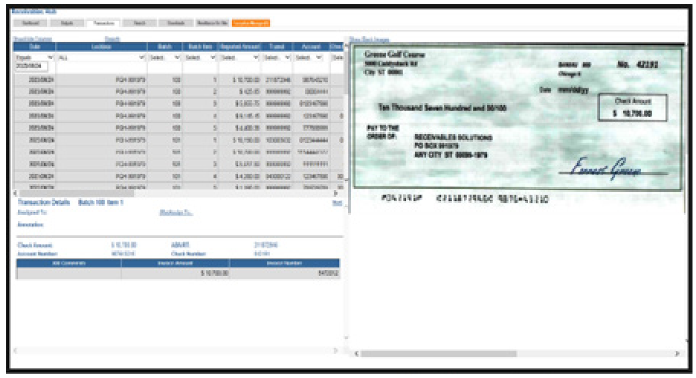
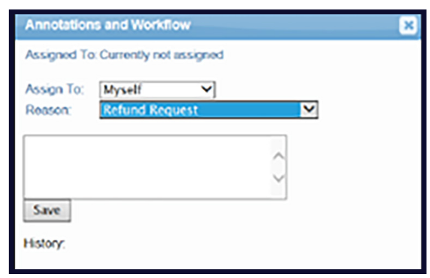
Work with Transactions

The Transactions page is broken into two sections. The left section shows the individual transaction detail for the date selected. The right section displays images of checks, envelopes and remittance documents.

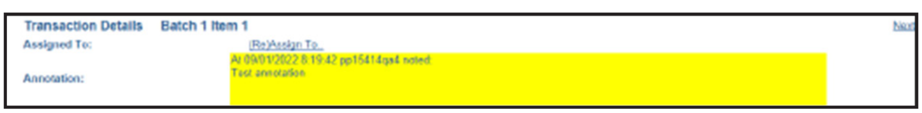


For illustrative purposes only

1. **To review the deposits for your lockbox(es), select the Transactions tab.** The page displays the transaction detail for the desired date.
2. **Select the drop-down menus** in each column to narrow results.
3. **Select the Show/Hide Column link** to add or remove the categories that are displayed.
4. **Select any column heading** to sort on that column is in either ascending or descending order.
5. **Select any line item** to view images related to that transaction.
   - Select the Show Back Images link to view the reverse side of the scanned document.
   - See Work with Images below for additional information.
6. Optionally, **select the Reports link** to save and/or create the Transaction Report. Reports can be runs as a PDF, CSV or Excel File.
   - You have the option to include various pieces of information including:
     – Invoices
     – Annotations
     – Images



7. Optionally, **select the (Re)Assign To link** to assign this transaction to an operator. You may choose to also add a reason for this action.



Complete a Search

1. From any Receivables Hub page, **select the Search tab**. The Search page displays.
2. **Select the drop-down menus** to complete one or more of the search fields.
3. **Select Search,** and the search results display on the lower portion of the page. Each transaction that meets your search criteria displays as a single line.
   - A maximum of 1500 records will display. If you think your search may return more than 1500 records, it is suggested that you refine the search.
4. **Work with the transaction** as you would any other time.
5. Optionally, if this is a search you complete frequently, **select Save**.
   - See Work with Images below for additional information.

Work with Images

Once you have accessed an image, you can work with it in a number of ways.

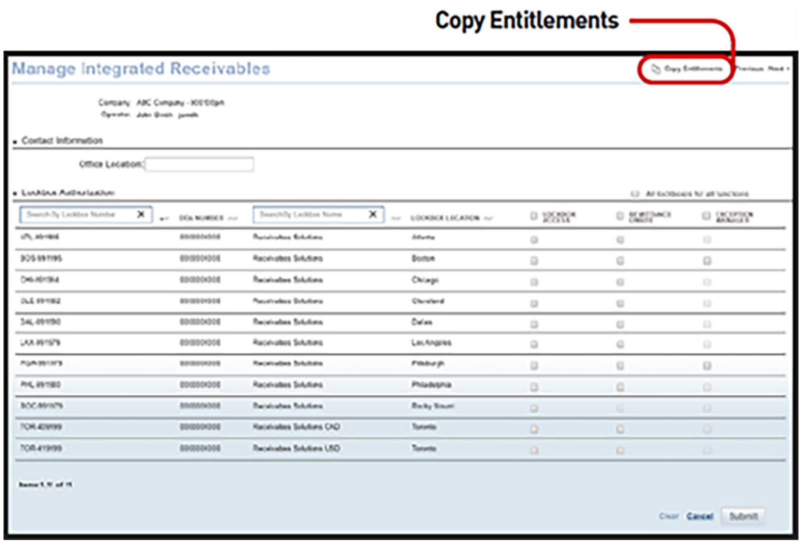
1. **Access the image.**
2. **Work with the image**. Use the table below to assist you.

TO	COMPLETE THESE STEPS
Zoom in on the image	• **Select the image to zoom** in and again select the image to zoom out.
Save the transaction image	• Right click on the image and **select Save picture as.** • **Access the location** where you want to place the image. • **Right click and select Paste.**
Copy the image	• Right click on the image and **select Copy.** • **Access the location or program** where you want to place the image. • **Right click and select Paste.**
Print the image	• Right click on the image and **select Print picture.** • **Select the printer** that you want to use. • **Select the Print button.**
Open the image in a new tab	• Right click on the image and **select Open** in a new tab.
Export to PDF, Excel or CSV file	• **Select the checkboxes** next to one or more images. • **Select the menu** above the table and select the preferred option.

Administration

If you have been selected by your company to serve as a system administrator for the Integrated Receivables module, you are granted enhanced system capabilities that allow you to create, monitor and control operator access (set up/mage Operator IDs with profiles and privileges). For additional general information, see the General Administration Functions tip card.

1. **Access the Administration utility.**
2. From the Navigation Bar, under Operators, **select Manage**. The Manage Operators page displays.
3. **Locate the operator for whom you want to assign or update entitlements and select the Modules link** to the right of the operator's name. The Modules & Utilities page displays.
4. **Select the Integrated Receivables link,** and the entitlements page displays with a list of all lockboxes throughout the bank's National Lockbox Network that are associated with your Company User ID.
   - You have the option to complete each field on the entitlements page or have the fields automatically populate by copying the entitlements of another operator or of a role.



5. **Use the following steps** to copy entitlements of an existing operator or role.
   - **Select the Copy Entitlements link,** and the Copy Entitlements dialog box displays.
   - **Select the Operator ID or role** that has the appropriate entitlements and **then select Continue**. The entitlements fields are automatically completed.
   - Continue with step 8 below.

   OR

   - **Continue with step 6** to manually complete each field to assign entitlements.

6. From the list of lockboxes, **select the appropriate checkboxes** to indicate the desired options in the rows to the right of each lockbox account. The following features are available at this time:

FEATURE	DESCRIPTION
Lockbox Access	The default service for any operator who will be permitted to access Integrated Receivables web output via the system
User Admin Access	Assign user administration access to the operator for the selected lockbox.
Remittance On-Site	An optional service that will allow operators to submit checks and document images to Integrated Receivables by using a certified flatbed scanner and software provided by the bank
Exception Manager	A service option where Integrated Receivables presents transactions that fail your specific business rules to you on a real-time basis for review or correction

7. Optionally, to assign an office to an operator with Remittance On-Site entitlements, **enter an office** in the Office Location field.
   - The office location must be one word, no spaces.
   - To assign a master location that can view all offices, use the office name of "All."
   - Office location is in not limited by specific naming conventions.

     Example: FirstFloor, Atlanta1, GrantStreet, JohnQ, or Building1 are acceptable names.

   - Once the office is assigned to an operator, their open batch and submitted batches will be identified with their office name. Operators without an assigned office will continue to see the default office location of "Main." Batches submitted prior to an office assignment will continue to display the office location of "Main."

8. **Select Submit** at the bottom of the page. A message displays indicating the entitlements were assigned to the operator.
   - To move through the entitlements for various modules without returning to the Modules & Utilities page, select the Previous and Next links.
   - For additional information about standard navigation features of the system and steps for tasks such as printing, downloading and working with images, see the Getting Started Using the System top card.