TEXAS CAPITAL BANK®

Lockbox User Guide

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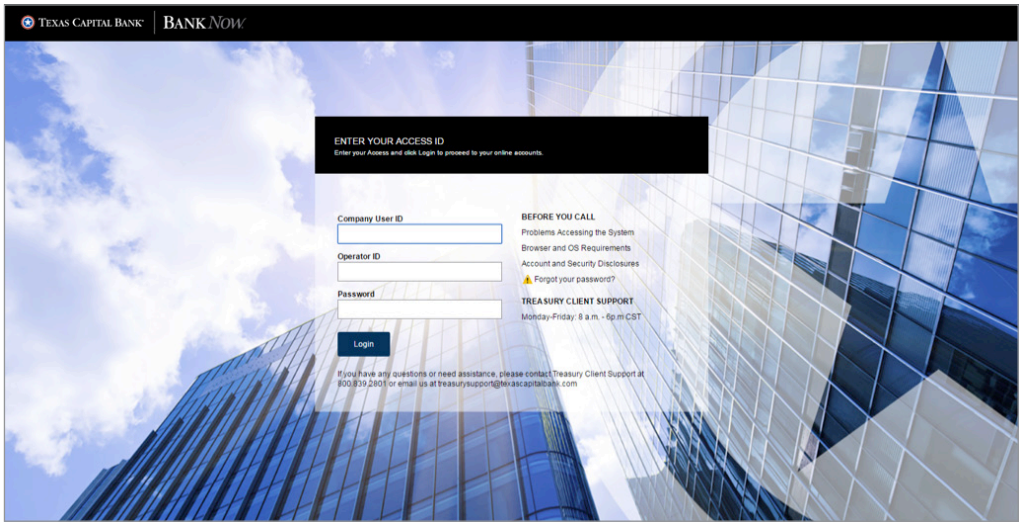
INTRODUCTION

This user guide addresses the steps Texas Capital Bank's lockbox clients follow to access the Online Treasury Solutions system, view lockbox account transactions and images, and download lockbox reports.

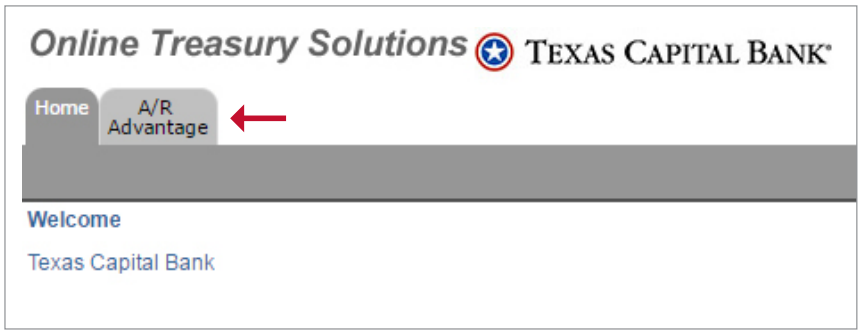
HOW TO LOGIN AND VIEW AVAILABLE LOCKBOXES

To log in and view your available lockbox transactions, complete the following steps.

1. Use the following link to access the A/R Advantage System: **www.Treasuryservices.texascapitalbank.com**
   Note: *You will receive login information for each employee accessing the online site to view lockbox transactions.*
2. Enter the following information to log in to the Online Treasury Solutions system:
   a. **Company User ID**
   b. **Operator ID**
   c. **Password**
3. Click the **Login** button.
   Note: *The first time you log in, you will be prompted to change your password and choose three security questions.*

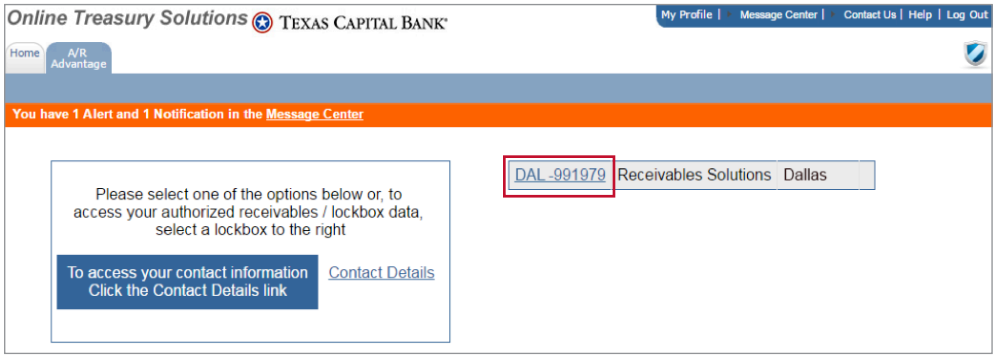


4. Select the **A/R Advantage** tab on the upper left side of the screen.

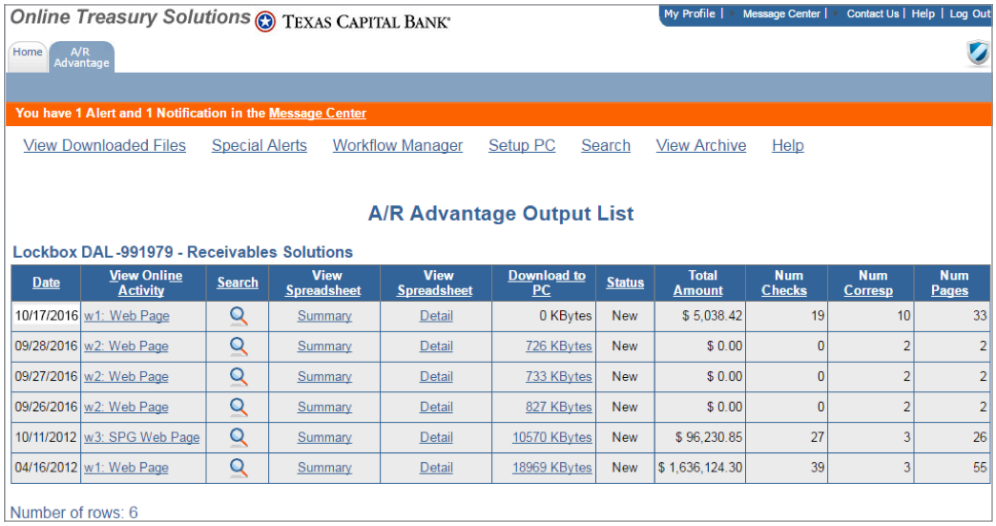


5. After you click the **A/R Advantage** tab, a list of your lockboxes displays. The links correspond to the lockboxes to which you have access. If you have multiple lockboxes, they will all be listed on this screen.

   To view the activity in any of the lockboxes listed, click the appropriate lockbox number.



6. The **A/R Advantage Output List** displays a dashboard view of work processed, including the number of checks processed and number of Correspondence Only items received.



Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Download to PC	Status	Total Amount	Num Checks	Num Corresp	Num Pages
10/17/2016	w1: Web Page		Summary	Detail	0 KBytes	New	$ 5,038.42	19	10	33
09/28/2016	w2: Web Page		Summary	Detail	726 KBytes	New	$ 0.00	0	2	2
09/27/2016	w2: Web Page		Summary	Detail	733 KBytes	New	$ 0.00	0	2	2
09/26/2016	w2: Web Page		Summary	Detail	827 KBytes	New	$ 0.00	0	2	2
10/11/2012	w3: SPG Web Page		Summary	Detail	10570 KBytes	New	$ 96,230.85	27	3	26
04/16/2012	w1: Web Page		Summary	Detail	18969 KBytes	New	$ 1,636,124.30	39	3	55

Number of rows: 6

The A/R Advantage Output List includes the following information:

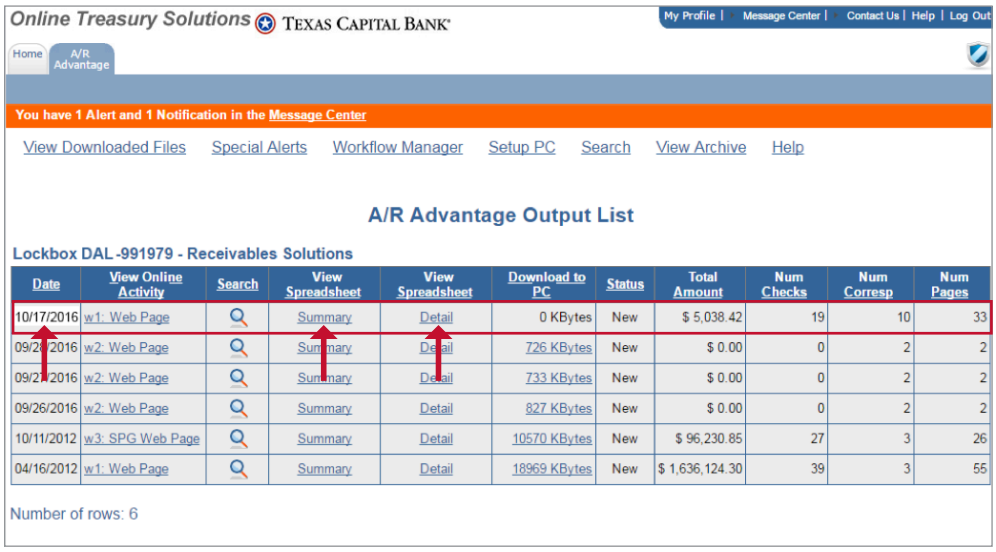
a. **Date** – This column provides the date of the deposit to assist in identifying work for the day. If there is no activity for the day, the date will appear after the work has been processed.
b. **View Online Activity** – This column provides you with a list of available web pages.
c. **Search** – This feature provides the ability to search for previously processed transactions.
d. **View Spreadsheet** – To download reports, utilize the Summary and Detail Spreadsheets.
   i. **Summary** – The Summary Spreadsheet will display basic transaction information.
   ii. **Detail** – The Detail Spreadsheet will display any data entry if you elected to have additional information keyed.
e. **Download to PC** – This column displays the size of the file to download.
f. **Status** – For future use.
g. **Total Amount** – The total dollar amount of checks processed.
h. **Num Checks** – The quantity of checks processed.
i. **Num Corresp** – The number of Correspondence Only items received.
j. **Num Pages** – The total number of scanned pages.

HOW TO ACCESS REPORTS FROM THE A/R ADVANTAGE OUTPUT LIST

To access summary and detailed reports of your lockbox transactions, complete the following steps.

Preliminary step: Select the appropriate lockbox. For more information, see *How to Log In and View Available Lockboxes*.

1. Using the **Date** column on the **A/R Advantage Output List**, locate the appropriate date of work processed you want to view.



Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Download to PC	Status	Total Amount	Num Checks	Num Corresp	Num Pages
10/17/2016	w1: Web Page		Summary	Detail	0 KBytes	New	$ 5,038.42	19	10	33
09/2[illegible]/2016	w2: Web Page		Summary	Detail	726 KBytes	New	$ 0.00	0	2	2
09/2[illegible]/2016	w2: Web Page		Summary	Detail	733 KBytes	New	$ 0.00	0	2	2
09/26/2016	w2: Web Page		Summary	Detail	827 KBytes	New	$ 0.00	0	2	2
10/11/2012	w3: SPG Web Page		Summary	Detail	10570 KBytes	New	$ 96,230.85	27	3	26
04/16/2012	w1: Web Page		Summary	Detail	18969 KBytes	New	$ 1,636,124.30	39	3	55

Note: *If you have multiple deposit cutoff times, a deposit date and information is listed for each cutoff time, and the View Online Activity column will identify the cutoff time.*

Date	View Online Activity	Search	View Spreadsheet	View Spreadsheet	Total Amount	Num Checks	Num Corresp	Num Pages
11/02/2016	w3: 4:00 PM Web Page		Summary	Detail	$ 41,423.81	4	0	4
11/02/2016	w2: 11:00AM Web Page		Summary	Detail	$ 77,587.85	8	1	11
11/02/2016	w1: End of Day Web		Summary	Detail	$ 119,011.66	12	1	15

2. Locate the corresponding **View Spreadsheet** columns. There are two report viewing options; **Summary** and **Detail**.
3. Complete the steps below to view the appropriate report, as needed.

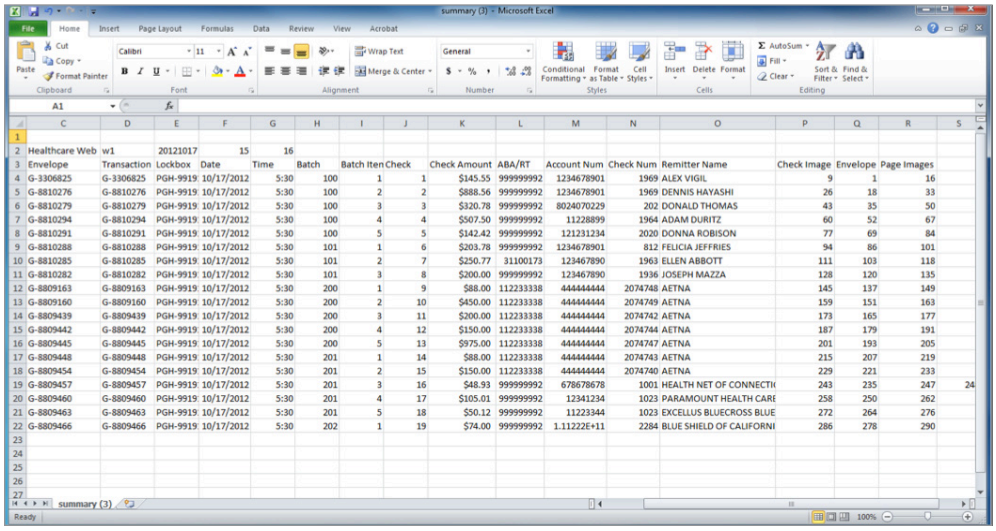
   To view the **Summary Report**, click the **Summary** link.

   a. When the "OK to download the transaction summary to your disk as a .csv file?" message appears, click **OK**.

   b. On the lower left side of the screen, click the downloaded item, such as summary(1).csv.

   c. The **Summary Report** spreadsheet displays and includes the following transaction information:

   - Batch and check sequence data
   - Check information including dollar amount
   - MICR line data
   - Select data entry fields



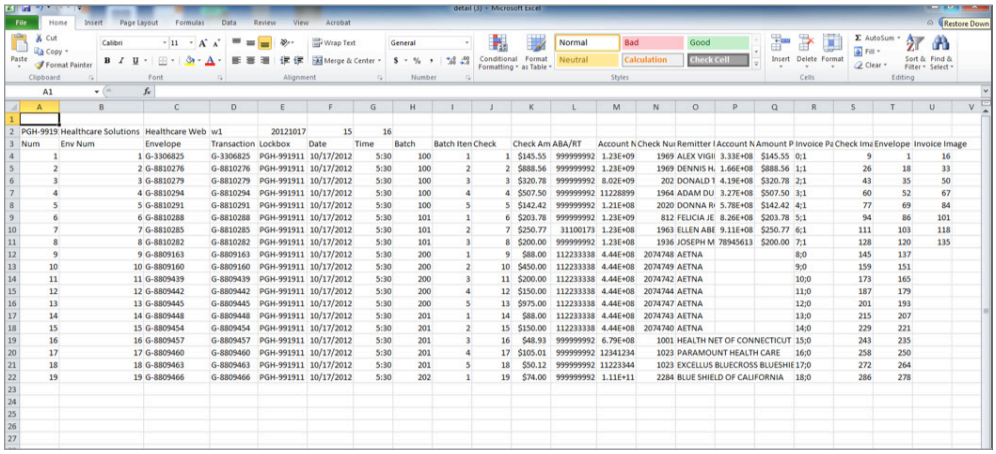
To view the **Detail Report**, click the **Detail** link.

a. When the "OK to download the transaction detail to your disk as a .csv file?" message appears, click **OK**.

b. On the lower left side of the screen, click the downloaded item, such as detail(1).csv.

c. The **Detail Report** spreadsheet displays and includes the following information, including remittance information, as well as any additional data entry you have requested:

- Batch and check sequence data
- Check information including dollar amount
- MICR line data
- Additional data entry items, such as:
  - Remitter Name
  - Invoice Number
  - Amount

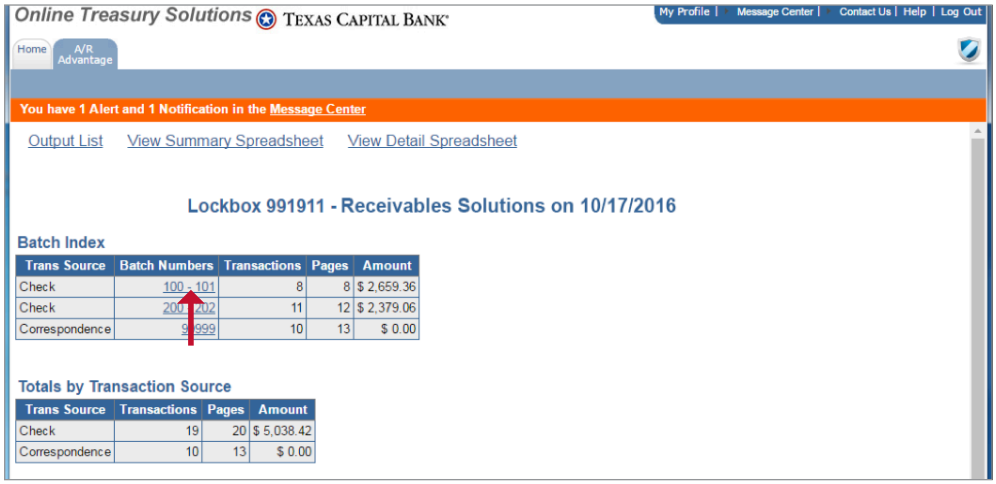


HOW TO VIEW YOUR IMAGES OF WORK PROCESSED

To view your images of work processed, complete the following steps.

Preliminary step: Select the appropriate lockbox. For more information, see How to Log In and View Available Lockboxes.

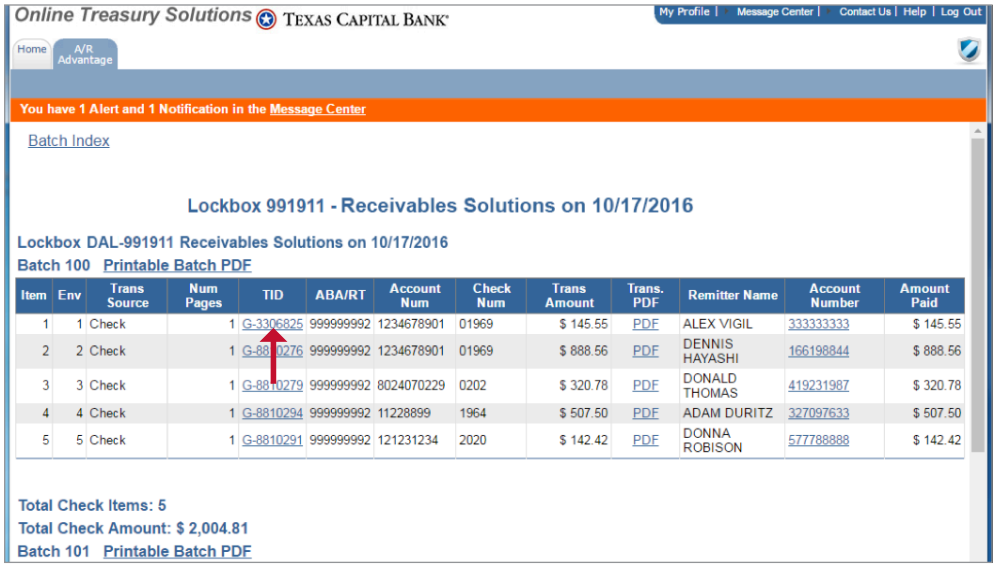
1. Using the **Date** column on the **A/R Advantage Output List**, locate the appropriate date of work (payments) processed you want to view.
2. In the **View Online Activity** column, click the corresponding **Web Page** link.
3. Based on the date and link selected, a page displays with the following online activity information:



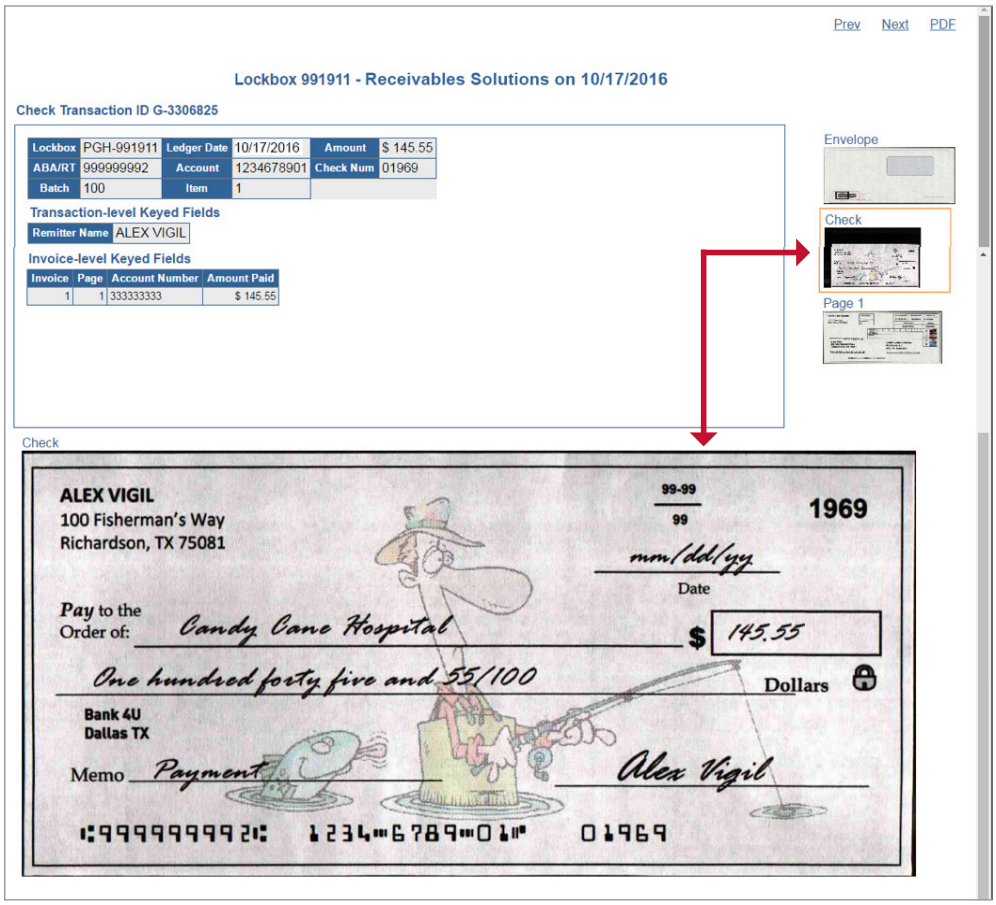
   a. **Batch Index** - Displays a dashboard view of work processed and Correspondence Only items received.
      - **Trans Source** – Check and Correspondence.
        - **Check** – Provides a breakdown of payments processed.
        - **Correspondence** – Items received without a payment.
      - **Batch Numbers** – The identifiers used to group work processed.
      - **Transactions** – The total transactions for that item.
      - **Pages** – The total pages for that item.
      - **Amount** – The total amount deposited for that item.

   b. **Totals by Transaction Source** – displays a dashboard view of transactions.
      - **Trans Source** – Check and Correspondence.
        - **Check** – Provides a breakdown of payments processed.
        - **Correspondence** – Items received without a payment.
      - **Transactions** – The total transactions for that item.
      - **Pages** – The total pages for that item.
      - **Amount** – The total amount deposited for that item.

4. To view your images, click the appropriate **Batch Numbers** link. The Batch Number page displays. On the Batch Number page, locate the item in the list.
5. To view a color image of a payment, click the link in the **TID** column, which is the Transaction ID number.



All information associated with this individual payment displays. By default, the check image displays first.



6. As needed, complete one or more of the following steps.
   - To view other images, scroll down or click the corresponding thumbnail image in the panel on the right side of the screen.
   - To view the next payment, click the **Next** link on the upper right side of the screen. The next payment appears.
   - To view the previous payment, click the **Prev** link on the upper right side of the screen. The previous payment appears.
   - If you subscribed to the Transaction Level Printing feature, a **PDF** link displays on the upper right side of the screen. Otherwise, the space is blank and the Trans PDF column does not display. To view the PDF, click the **PDF** link. The PDF displays. Any additional data capture appears below the transaction level details and envelope and check images. Scroll to view more.
   - Click the icons on the upper right side of the screen to **Print** or **Save** your image or PDF.

   Note: *With the standard option, images are available for 60 days. However, your images are available based on your subscribed retention period. Be sure to print or save images, as needed, within your retention period.*

HOW TO CREATE A TRANSACTION LEVEL PDF

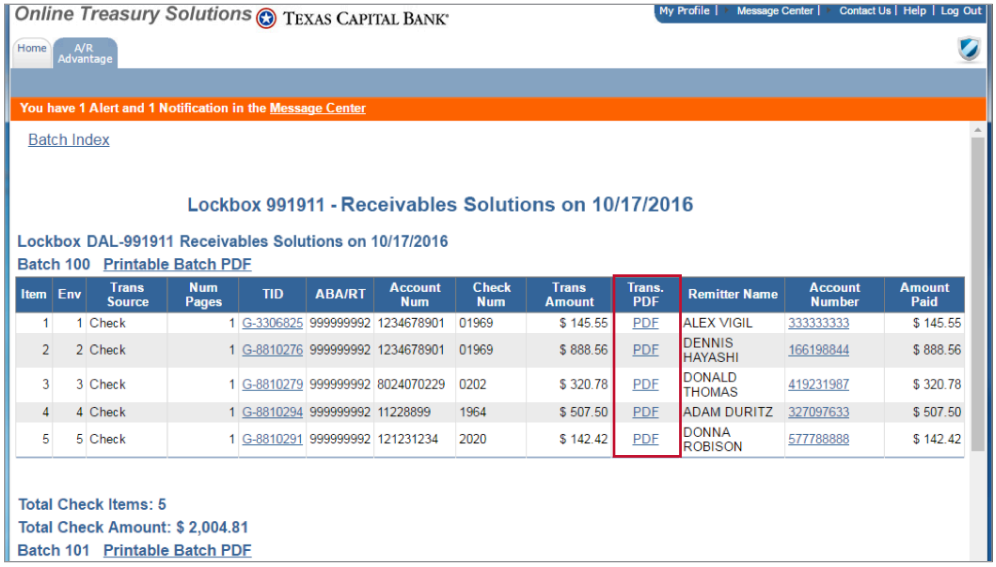
The Transaction Level PDF enables you to view and print individual transactions.

Note: To have the option to create a Transaction Level PDF, you must have selected Transaction Level PDF Printing or Batch Level PDF Printing on the A/R Advantage – Image Lockbox Setup form, used to select lockbox service options. Otherwise, the Trans PDF column does not display.

To create a transaction level PDF, complete the following steps.

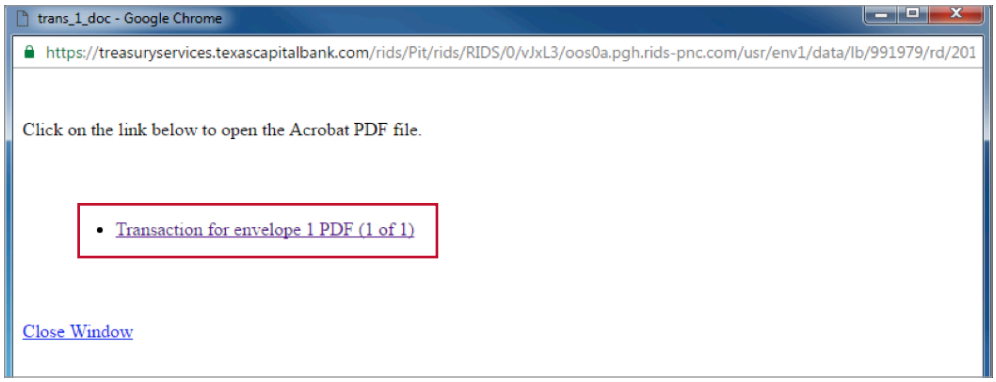
Preliminary step: Select the appropriate lockbox, date of work processed, and batch number page. For more information, see *How to Log In and View Available Lockboxes* and *How to View Your Images of Work Processed*.

1. On the Batch number page, locate the appropriate transaction item in the list.
2. To create a PDF at the Transaction level, click the link in the **Trans. PDF** column.

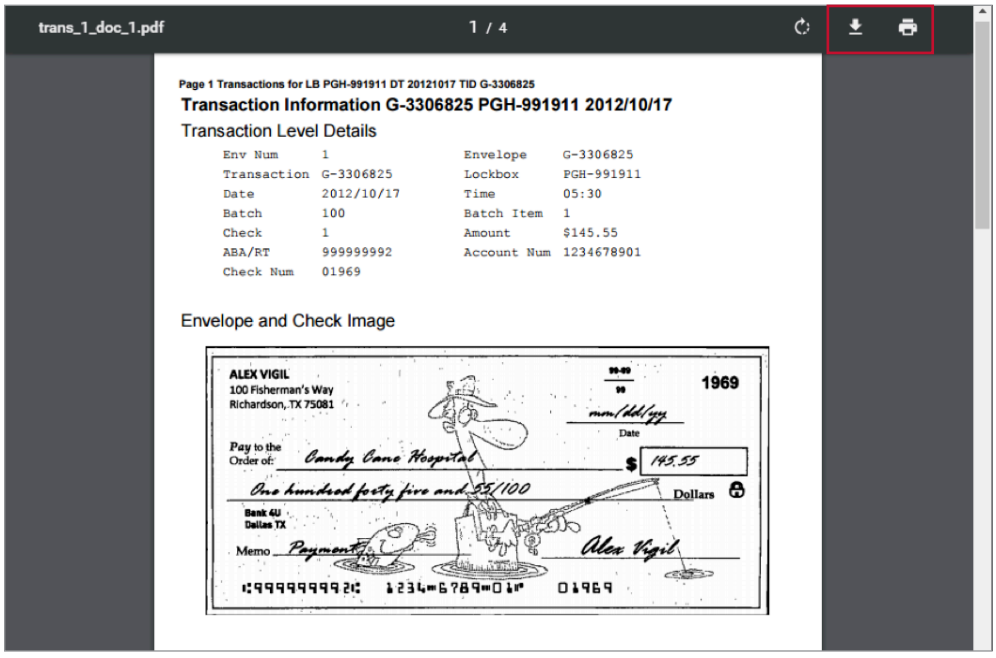


Item	Env	Trans Source	Num Pages	TID	ABA/RT	Account Num	Check Num	Trans Amount	Trans. PDF	Remitter Name	Account Number	Amount Paid
1	1	Check	1	G-3306825	999999992	1234678901	01969	$ 145.55	PDF	ALEX VIGIL	333333333	$ 145.55
2	2	Check	1	G-8810276	999999992	1234678901	01969	$ 888.56	PDF	DENNIS HAYASHI	166198844	$ 888.56
3	3	Check	1	G-8810279	999999992	8024070229	0202	$ 320.78	PDF	DONALD THOMAS	419231987	$ 320.78
4	4	Check	1	G-8810294	999999992	11228899	1964	$ 507.50	PDF	ADAM DURITZ	327097633	$ 507.50
5	5	Check	1	G-8810291	999999992	121231234	2020	$ 142.42	PDF	DONNA ROBISON	577788888	$ 142.42

3. A separate window opens and displays the following instructions: "Click on the link below to open the Acrobat PDF file."
4. To open the PDF file, click the link.



5. A PDF with black and white images of the transaction is generated.



6. The PDF includes the transaction level details and any images scanned for that transaction. Any additional data capture appears below the Transaction Level Details and the Envelope and Check Image. As needed, scroll to view more.
7. Click the icons on the upper right side of the screen to **Print** or **Save** your transaction.

Note: With the standard option, images are available for 60 days. However, your images are available based on your subscribed retention period. Be sure to print or save images, as needed, within your retention period.

Tip: Multiple pop-up windows may have opened. To ensure you are able to view the PDF file, minimize or close all other pop-up windows.

HOW TO CREATE A BATCH LEVEL PDF BATCH LEVEL IMAGES (RECOMMENDED OPTION)

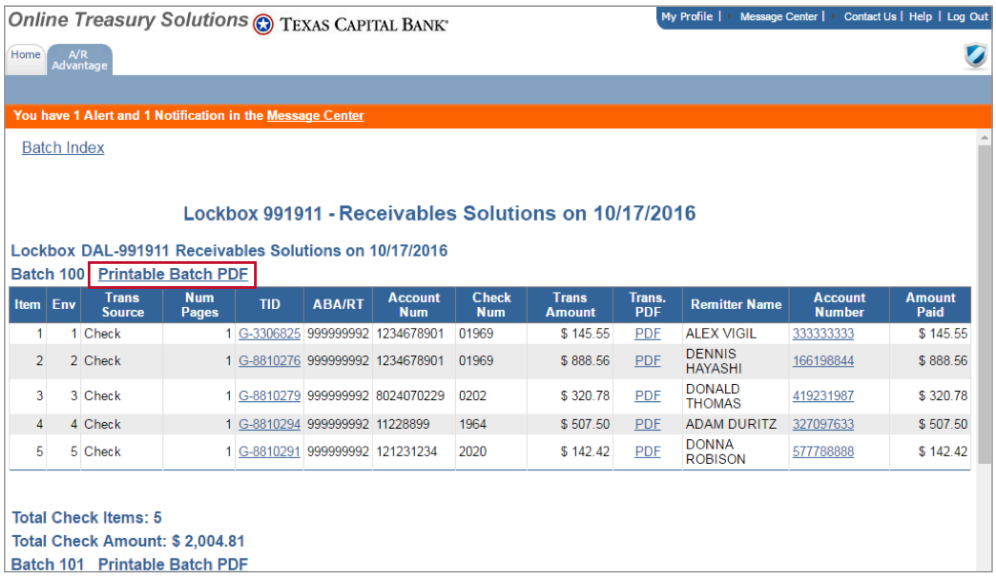
The Batch Level PDF enables you to print all transactions processed with a batch. It also includes an interactive Table of Contents that enables you to easily navigate through the document.

Note: To have the option to create a Batch Level PDF, you must have selected Batch Level PDF Printing on the A/R Advantage – Image Lockbox Setup form, used to select lockbox service options.

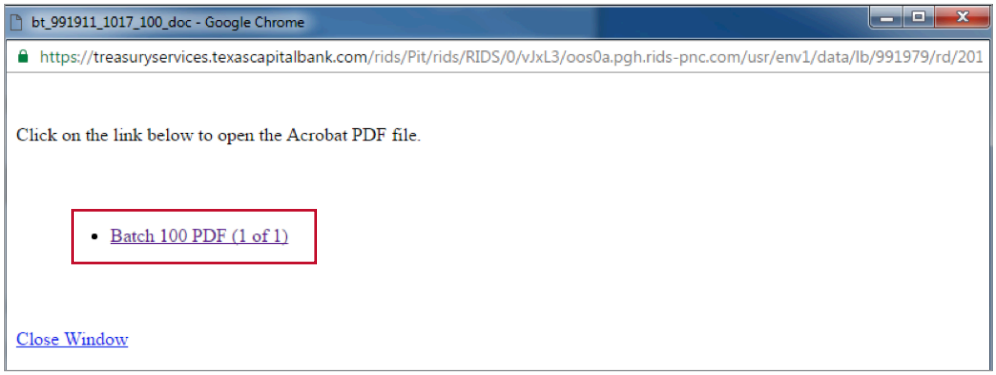
To create a batch level PDF, complete the following steps.

Preliminary step: Select the appropriate lockbox, date of work processed, and batch number page. For more information, see *How to Log In and View Available Lockboxes* and *How to View Your Images of Work Processed*.

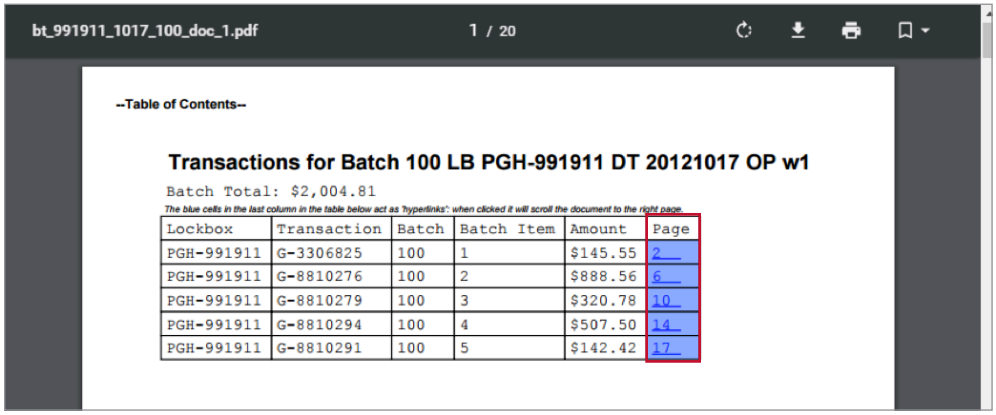
1. On the appropriate Batch Number page, locate the Batch number on the upper left side above the chart. If you have the option, the **Printable Batch PDF** link appears to the right of the Batch number. Otherwise, the space is blank.
2. To create a PDF of the entire Batch, click the **Printable Batch PDF** link located above the chart on the upper left side.



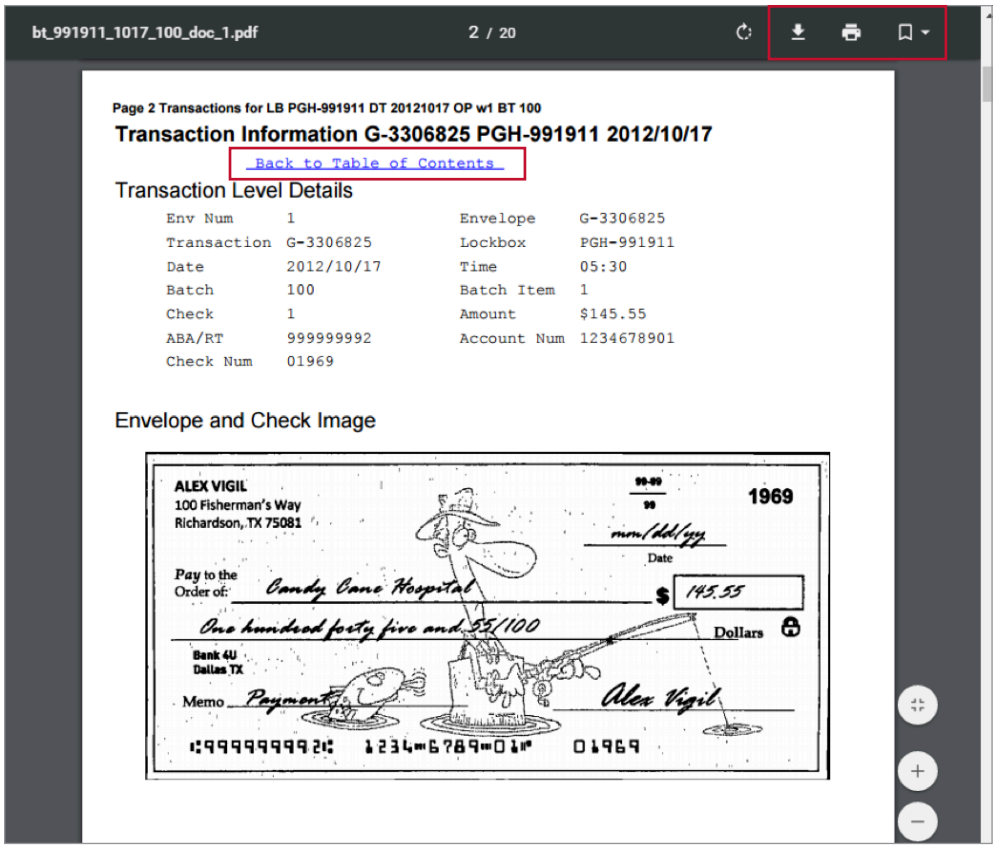
3. A separate window opens and displays the following instructions: "Click on the link below to open the Acrobat PDF file".
4. To open the PDF file, click the link.



5. A black and white PDF of the batch is generated. All images associated with each transaction in the batch are available within this one PDF.
6. On the first page, a list of all the transactions processed within the batch is displayed in the Table of Contents. You can easily navigate to any document by clicking the various links.



7. To view a specific transaction, click a page number in the **Page** column. You will be taken to the first page within that transaction.
8. The first page of the selected transaction displays. As needed, scroll to view more.
9. To return to the first page, click the **Back to Table of Contents** link located near the top of the page.



10. Click the icons on the upper right side of the screen to **Save**, **Print**, or **Bookmark** your transaction.

    Note: *With the standard option, images are available for 60 days. However, your images are available based on your subscribed retention period. Be sure to print or save images, as needed, within your retention period.*

    Tip: *Multiple pop-up windows may have opened. To ensure you are able to view the PDF file, minimize or close all other pop-up windows. Be sure to close all pop-up windows when you are finished.*

CONTACT

Questions? Contact Treasury Management Client Support at 1.800.839.2801.