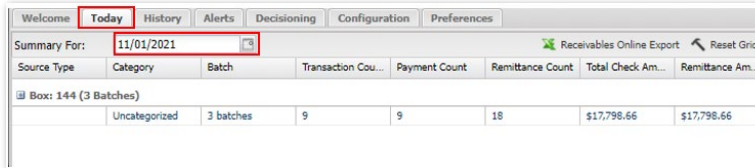## LOCKBOX RECEIVABLES ONLINE – TODAY AND HISTORY TABS

Receivables Online allows you to conveniently view, search, and print any items that have been received and scanned into your Lockbox. This guide will provide instruction for the Today and History tabs.


TODAY TAB

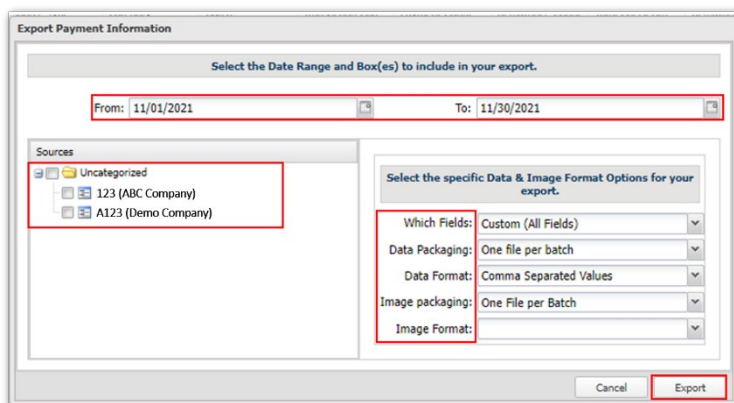WHEN YOU FIRST LOG ON TO RECEIVABLES ONLINE, YOU WILL START ON THE "TODAY" TAB.

STEP 1: TODAY

- Today's date will appear in the "Summary For" section.

- Items scanned for today will appear below for each box. A summary of the total number batches, transactions, and dollar amount will appear below each box number.

- To view items for a different day, click in the date box and choose the date. The summary data will automatically appear below.
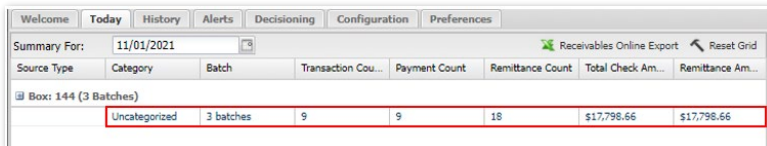
STEP 2: EXPORTING ITEMS

- Click *Receivables Online Export* to export details.

- Within the Export Payment Information section, choose the following:
  - Date range
  - Select Lockbox
  - Select specific Data & Image format options:

  Which Fields
  1. All fields
  2. Invoice
  3. Remittance

  Data Packaging
  1. All batches in one file
  2. One file per batch

3. No data – will only include images

Data Format

1. Excel
2. Comma Separated Values
3. Tab Delimited

Image Packaging

1. One File per Image
2. One File per Batch
3. No Images – includes data only

Image Format

1. Images Embedded in a PDF File (default)

▪ Once all options are selected, click *Export* to display results.

STEP 3: CREATE EXPORT FILE

▪ Export details will populate in a separate internet browser window.
▪ Click *Create Export File* to produce the information selected.
▪ The PDF images and export format will open in a separate folder.
▪ Open and save to desired location.

Your export package is ready for download. Click the "Create Export File" button to download the export as defined below. Please note that a large export package may take several minutes to complete. You are free to minimize this window and continue working in Receivables Online or in another application while your export is being prepared for you.

Export Details

|	# of Data Files: 3		# of Image Files: 3
Date	Box #	Batch #	# Transactions
20211101	144	0000101278	4
20211101	144	0000101279	4
20211101	144	0000173124	4
TOTALS:	1	3	12

Create Export File

HISTORY TAB

THE HISTORY TAB POPULATES A REFINED SEARCH PROVIDING THE ABILITY TO NARROW YOUR SEARCH FOR SPECIFIC DETAIL.

STEP 1: HISTORY

▪ Click on the *History* tab.
▪ To search with the dates specified enter *From* and *To* dates, click on *Search*.
▪ If you wish to refine your search, click in the field(s) and enter the appropriate data based on any of the following criteria:
   o Dates
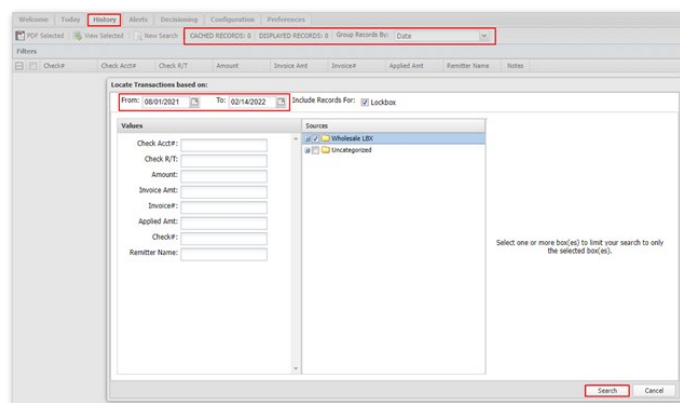
- o Check Account #
- o Check Routing/Transit
- o Amount
- o Invoice Amount
- o Invoice #
- o Applied Amount
- o Check #
- o Remitter Name
- o Box number within the **Source** section
- Click *Search* for results.

STEP 2: VIEWING SEARCH RESULTS

- Items selected within search criteria are listed by box number.
- To refine search results further, enter the data in the search fields provided.
- If multiple boxes are listed, expand the box details by clicking the "**+**" sign. Click the "**–**" sign to collapse.
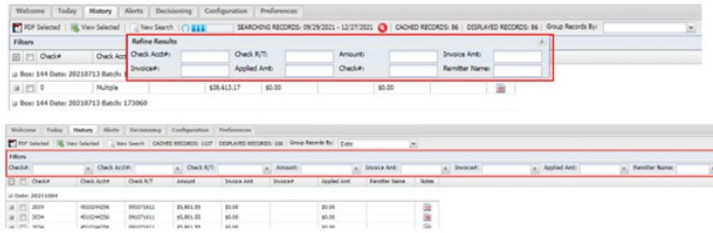
- To view specific items, click the checkbox next to the item listed and click *View Selected* or to create a pdf document click *PDF Selected* button at the top left of the screen.

- Items selected will populate in a separate internet window.

  Print or save for your records.