

Business Accounts and Cash Management Solutions



**DOING BUSINESS**

Fund\$Manager

# Remittance Manager



User Guide

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# Fund\$Manager - Remittance Manager

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## General information

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Remittance Manager is a module of [Fund\\$Manager](#) banking service. It is a lockbox management service used to process payments mailed from the United States and generate detailed transaction reports.



### Avantages:

- Speeds up collections by reducing postal delays
- Optimizes cash flow management by accelerating inflows to the account held in Canada
- Reduces operating costs related to collections
- Simplifies reconciliation of client accounts by processing information from the lockbox
- Provides access to notes and documents enclosed with payments
- Accessible around the clock through Fund\$Manager



### Caractéristiques:

- Lockbox is registered in the client's name
- Daily pick-up of mail from lockbox
- Same-day cheque processing
- Automatic deposits to the account held in New York
- Detailed information on processed cheques and deposits sent by mail and accessible online
- Payments and any enclosed documents sent to clients
- Service available in four cities: Atlanta, Dallas, Chicago and Los Angeles

## Online banking

Save time and boost your efficiency with online banking. With National Bank's Fund\$Manager services, you can carry out almost all of your transactions online—wherever and whenever it's convenient.

For access Fund\$Manager, contact your Account Manager or your Treasury Manager to set up an appointment.

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## Features

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## DOING BUSINESS

### Deposits and Cash Management Solutions

With the Remittance Manager module you can:

- Search by payment (60-day history available)
- View a summary and details of items received in the lockbox
- Generate payment reports

You must have a Demand Deposit Account to use Remittance Manager.

# Section 1 - Transactions

## Lockbox Summary

You can access the Remittance Manager module from the Fund\$Manager homepage. From the home screen, you can view batches and search by payment.

Lockbox Summary | Batch Summary | Search | Online Decisioning | User Information |

National Bank of Canada Receivables Online

Lockbox Summary **1** Remittance Search  
Lockbox Search  
Manage Queries

User Guides | FAQ | Contact | Exit

Lockbox Summary | Batch Summary | Search | Online Decisioning | User Information |

Lockbox Summary Good Afternoon JULIEN  
Today is Sunday, May 14, 2017

Deposit Date: 5/14/2017  
Showing Results 1 - 20 of 38

Lockbox	Batch Count	Transaction Count	Deposit Total
1006 - <a href="#">Company ABC Inc.</a>	0	0	\$0.00

**2**

1. The "Lockbox Search" option lets you search by payment (60-day history).
2. This link is only available when there have been transactions; it lets you view a Batch Summary.

## Batch Summary

By clicking on "Batch Summary," you can view information on batches received within a given time frame. For each batch, the following information is displayed:

- Batch ID
- Deposit Date
- Batch Site Code (location of lockbox)
- Transaction Count (number of transactions per batch)
- Check Count (number of cheques received per batch)
- Document Count (number of documents received per batch, including envelopes, coupons, etc.)
- Batch Total (total amount deposited)

[Lockbox Summary](#) | [Batch Summary](#) | [Search](#) | [Online Decisioning](#) | [User Information](#) |

[Lockbox Summary](#) > [Batch Summary](#)

Good Afternoon JULIEN  
Today is Monday, May 8, 2017

Date Range:  -  Lockbox:

BankID: 161  
Lockbox: 1024 -  
Lockbox Site Code: 1

Showing Results 1 - 3 of 3

Batch ID	Deposit Date	Batch Site Code	RLC Batch ID	Transaction Count	Check Count	Document Count	Batch Total
<a href="#">4493</a>	05/08/2017	1	339053	20	20	41	\$162,349.24
<a href="#">4494</a>	05/08/2017	1	339054	22	22	40	\$57,235.43
<a href="#">4495</a>	05/08/2017	1	339058	1	1	2	\$236.87
<b>Totals:</b>				<b>43</b>	<b>43</b>	<b>83</b>	<b>\$219,821.54</b>

[Printer-Friendly Version](#)

« First | « Previous | Next » | Last »

New Domestic Wire Transfer - WM ACCESS 2

\* Transfer Description:  Recurring Frequency:

\* Transfer Start Date:

\* Amount:  \* From Account:

Tax Identification Number: NATIONAL BANK OF [DOCC-XXX-0718]

Beneficiary

For batch details, click on the magnifying glass icon on the right.

Note that USD cheques drawn on a Canadian financial institution cannot be viewed here.

## Batch Detail



The Batch Detail section provides detailed information on the batches received.



BankID: 161  
Lockbox: 1024 -  
Deposit Date: 05/08/2017  
Lockbox Site Code: 1

Showing Results 1 - 20 of 20

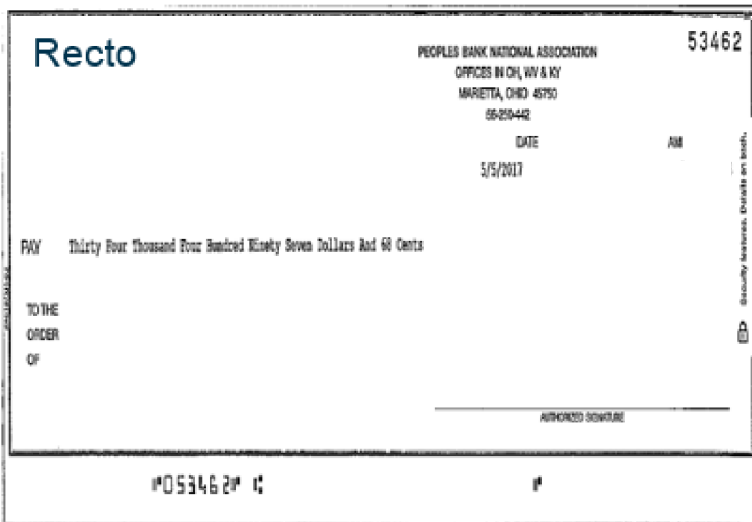
Batch ID	Batch Site Code	RLC Batch ID	Transaction	Amount	R/T	Account	Serial	Remitter
4493	1	339053	1	\$2,533.30		091300719	013523	
			2	\$3,262.89		121137027	019132	
			3	\$8,086.47		064000046	216318	
			4	\$1,626.79		051400549	009347	
			5	\$5,701.14		064202705	00017607	

1. The magnifying glass icons on the right allow you to view cheques and related documents:

- The  icon lets you view the cheque image.
- The  icon lets you view payment-related documents

2. The  icon lets you view cheque images and documents. Cheque images are available by clicking on the magnifying glass. 

Example of a double-sided cheque image



Deposit Date: 5/8/2017  
Lockbox: 1026  
Batch: 4816  
Transaction: 1

R/T: 044202505  
Account Number:  
Check Number: 053462  
Remitter:  
Amount: \$34,497.68

Verso

National Bank of Canada Receivables Online

[User Guides](#) | [FAQ](#) | [Contact](#) | [Exit](#)

Good Afternoon JULIEN  
Today is Monday, May 8, 2017

Account	Serial	Remitter
505	053462	

« First | « Previous | Next » | Last »

## Searching by payment and generating reports

You can search by remitter and by lockbox. A 60-day transaction history is available.

### Search by remitter (Remittance Search menu)


Available searches:



- By remitter (Remitter Name)
- By date
- By amount
- By cheque No.

Results can be sorted in ascending or descending order.

### Remittance Search Criteria


Remitter Name:

Lockbox: <-- All lockboxes --> 

Deposit Date:    

Check Amount:  -

Check Number:

Sort By:  

### Lockbox Search

Available searches:

- by date cheque was deposited
- by batch
- by cheque No.
- by cheque amount

You can set up personalized search templates by clicking on "Manage Queries," then selecting "Search Query Name."

Search Criteria

Search Query Name: Ad Hoc Query [New Query Name](#)

Lockbox: 1006 -

Deposit Date(s): 5/15/2017  5/15/2017

Batch:   -  

Check Number:  

Check Amount:   -  

**Results and Generating Reports**

Once your search is completed, your results can be:

- Printed (Print View)
- Saved as a PDF
- Extracted in text format (CSV) and opened in Excel
- Saved as an image

07/05/2017	<a href="#">4835</a>	4	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$17,084.10
07/05/2017	<a href="#">4835</a>	5	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$14,736.74
07/07/2017	<a href="#">4719</a>	1	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$16,321.07
07/10/2017	<a href="#">4836</a>	1	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$50,593.21
07/10/2017	<a href="#">4836</a>	2	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$13,594.35
07/10/2017	<a href="#">4836</a>	3	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$15,575.71
07/11/2017	<a href="#">4720</a>	1	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	\$50,141.63
07/11/2017	<a href="#">4720</a>	2	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	1.90
07/11/2017	<a href="#">4720</a>	3	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	4.50
07/13/2017	<a href="#">4837</a>	3	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	6.28
07/13/2017	<a href="#">4837</a>	3	<input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	1.97

Displays content as a PDF

Prints the current page

Extracts data in CSV

Lets you extract cheque images and coupons from a zipped folder  
 Available formats :  
 Image folder  
 Excel file  
 XML file  
 HTML document

- Selective Print Mode

Check Count: 35  
 Check Total: \$1,369,043.04  
 Search Criteria: Lockbox = [REDACTED] INC; Deposit Date Is Greater Than or Equal to 7/1/2017 and Less Than or Equal to 7/31/2017;



## Section 2 - Other

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### Lockbox pick-up and crediting of accounts

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Lockbox pick-up information

<b>Location</b>	<b>Number of pick-ups per day</b>
Atlanta	2
Chicago	14
Dallas	2
Los Angeles	3

Accounts are credited the same day (during the night but effective that day). The information is available in the afternoon for deposits made the previous day or before 10:30 a.m. that day.

A single deposit is made per day. Deposits include all the batches received that day.

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### Customer Service

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Our Customer Service Representatives are available Monday to Friday from 8:00 a.m. to 5:00 p.m. (ET) at:  
1-844-413-5613 or 514-413-5613.