Business Accounts and Cash Management Solutions

DOING BUSINESS

Fund$Manager

Remittance Manager

User Guide

BANQUE NATIONALE

Table of Contents

Fund$Manager – Remittance Manager 3
General information 3
Features 3
Section 1 – Transactions..... 4
Lockbox Summary 4
Batch Summary 5
Batch Detail 5
Searching by payment and generating reports 7
Section 2 – Other 9
Lockbox pick-up and crediting of accounts 9
Customer Service 9

Fund$Manager – Remittance Manager

General information

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.

Features

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

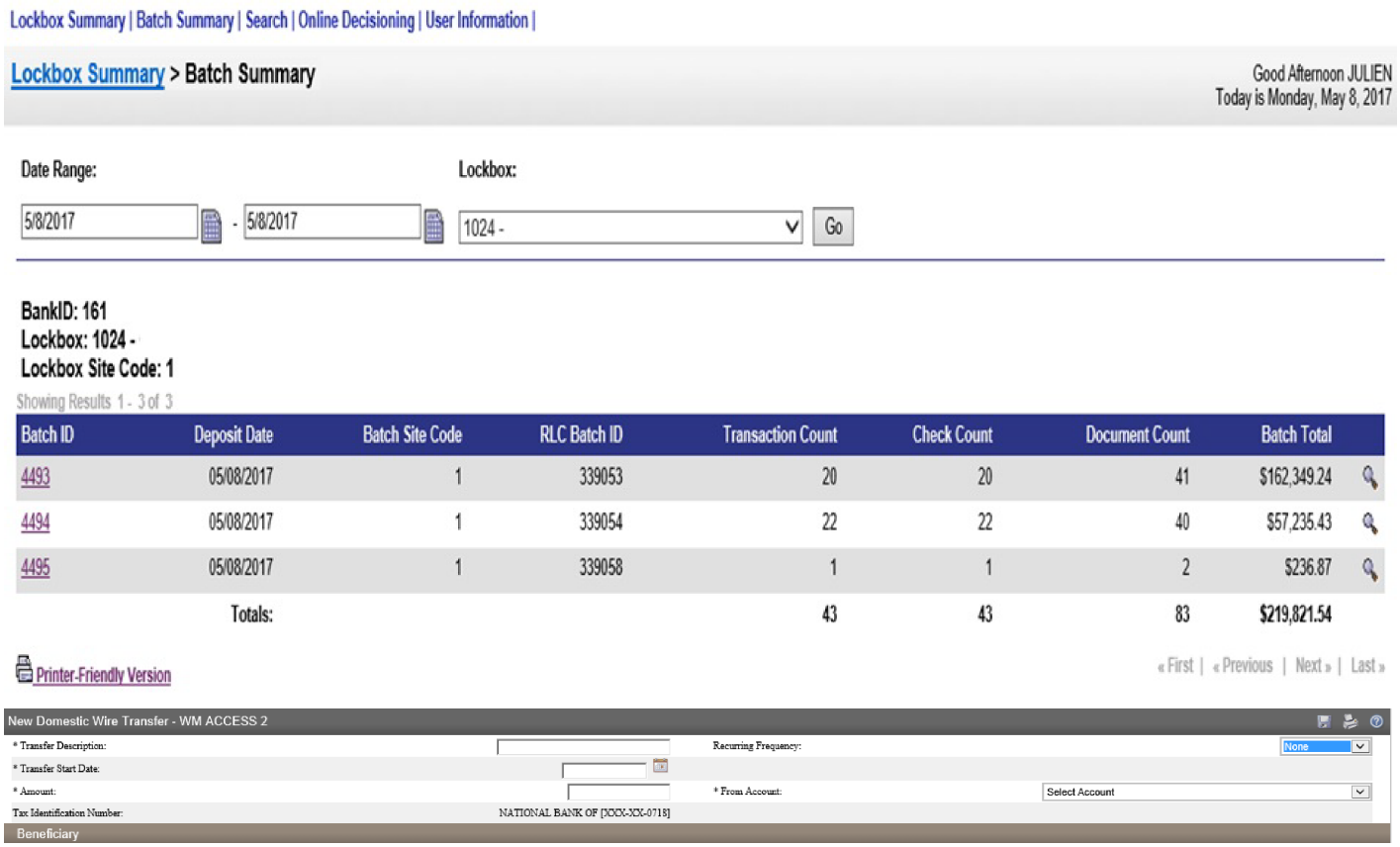
You can access the Remittance Manager module from the Fund$Manager homepage. From the home screen, you can view batches and search by payment.

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)

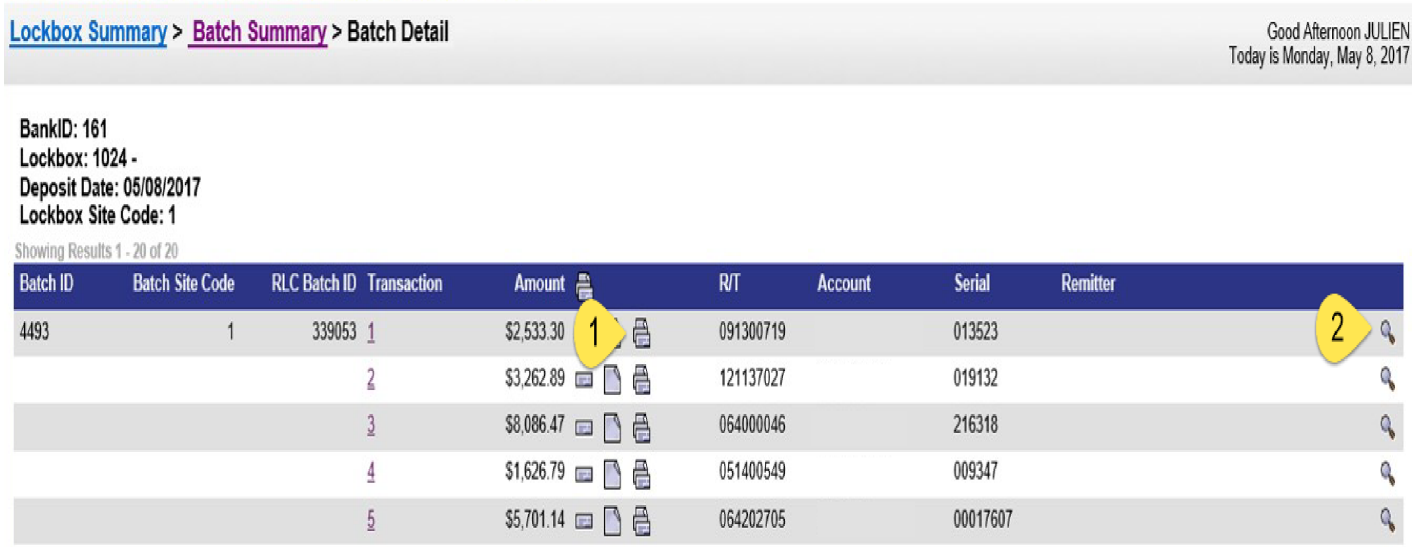


For batch details, click on the magnifying glass icon on the right.

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

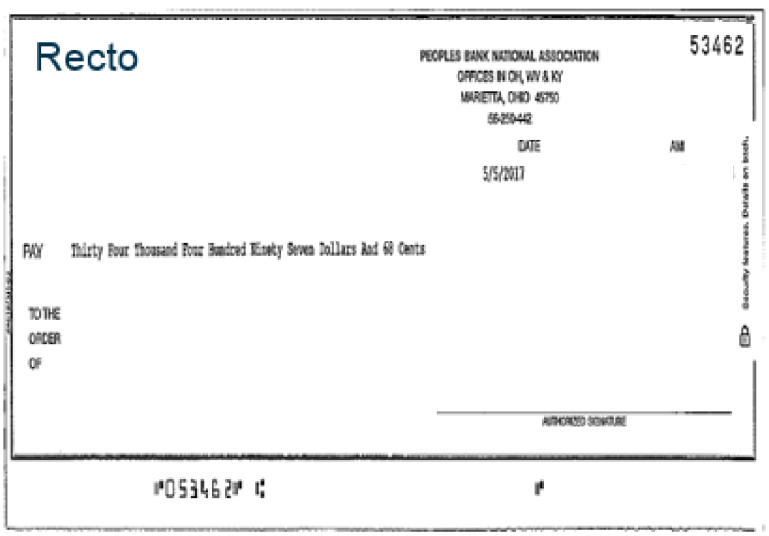
Batch Detail

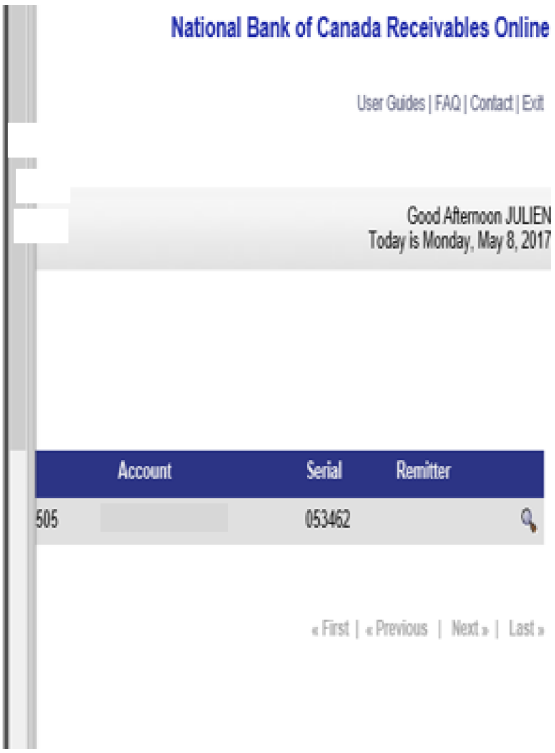
The Batch Detail section provides detailed information on the batches received.



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





Searching by payment and generating reports

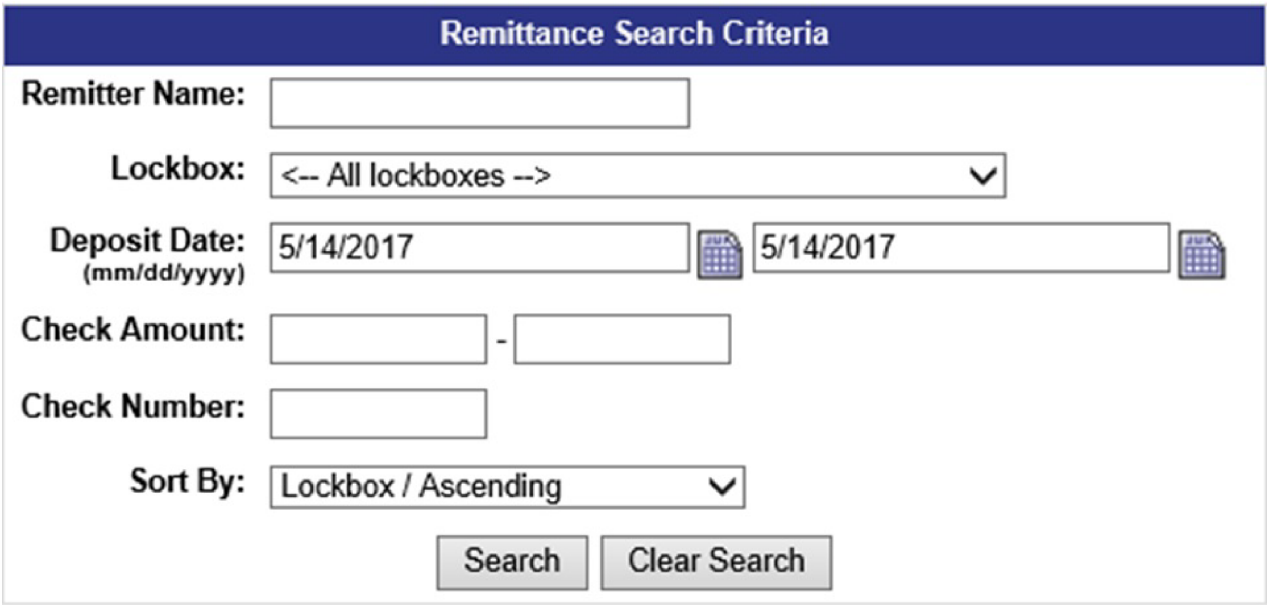
You can search by remitter and by lockbox. A 60-day transaction history is available.

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.

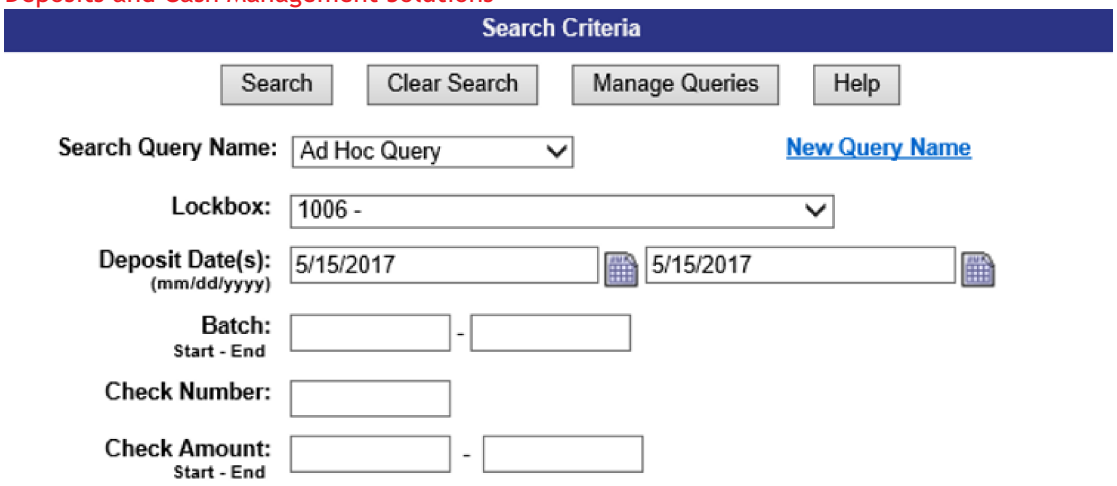


Lockbox Search

Available searches:

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

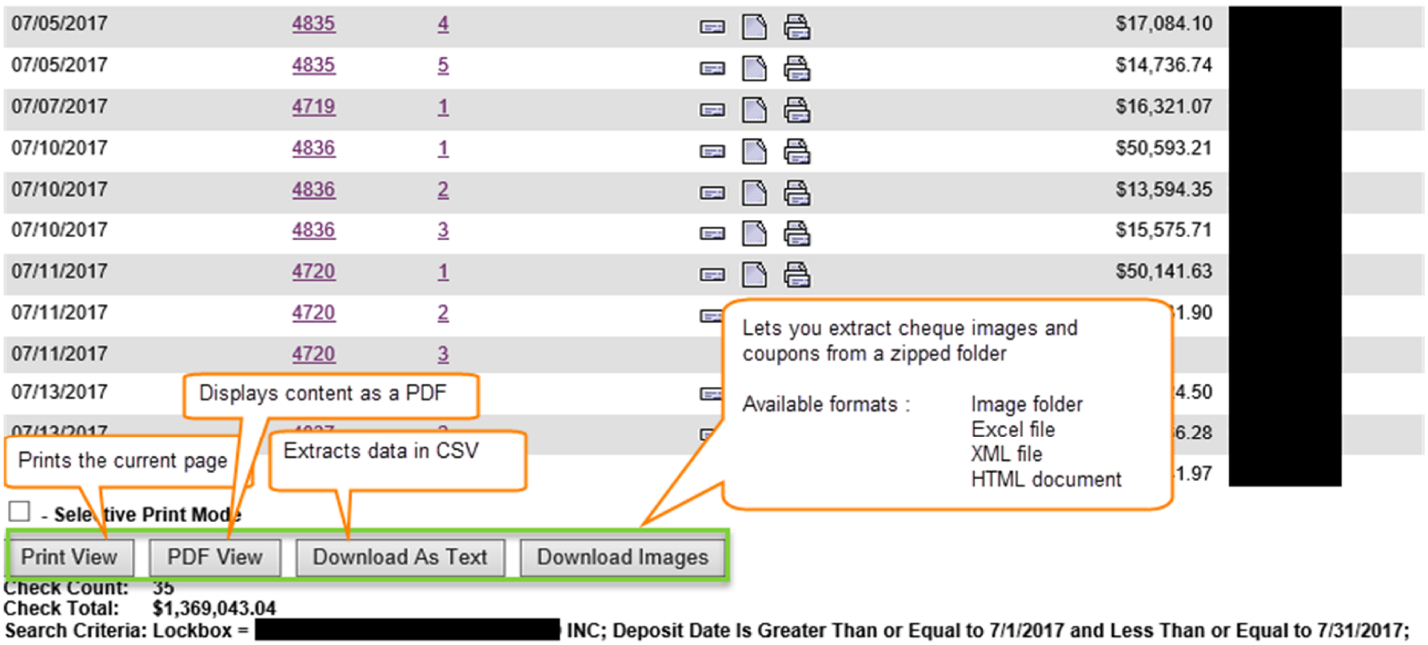
You can set up personalized search templates by clicking on "Manage Queries," then selecting "Search Query Name."



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



Section 2 - Other

Lockbox pick-up and crediting of accounts

Lockbox pick-up information

Location	Number of pick-ups per day
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.

Customer Service

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.