

Lockbox – Searching & Reporting

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SEARCHING

Clicking 'Search' at the top of the screen allows you to find transactions that have been deposited to your lockboxes.



Once the page loads you will need to specify your search criteria.

1 Search Type: Transaction Cheque Invoice

2 Work Type: Financial Non-Financial Post Date Exceptions

3 Date: Today Yesterday Last 30 Days Custom Date

4 Search:

5 Search

1 Search Type: This option gives you the option to filter whether you see cheques (Cheque) only, invoices (Invoice) only, or both (Transaction).

2 Work Type:

Work Type	Financial	Non-Financial	Post Date	Exceptions
Contains	-Cheques -Invoices	-Envelopes -Supporting documents	-Post Dated Cheques -Post Dated Invoices	-Cheques that triggered an Exception -Associated Invoices

3 Date: Choose one of the preset ranges or set a custom date range by selecting 'Custom Date'.

4 Search: Indicate the criteria for your search. You can set additional criteria by clicking the '+' (plus) icon.

5 Once you are satisfied with your selections click 'Search' to continue.

Highlight any of the search results as shown below to display the image of the cheque or invoice.

Search Results: 27 Records CSV

Business Date	Lockbox Number	Ref. No.	Tran Num.	Record Type	Cheque Amount	Deposit Currency
4/3/2017		11000	1	Cheque	\$999.00	CAD
4/3/2017		11000	1	Invoice	\$0.00	CAD

Transaction Details

DDA - CAD - WI VOID SAMPLE 000011

DATE 2017-04-03
Y Y Y Y M M D D

PAY to WLBX TORONTO \$ 999.00
the order of

NINE HUNDRED AND NINETY NINE DOLLARS 100 DOLLARS Security Features Included

THE BANK OF NOVA SCOTIA 10587
www.scotiabank.com 1-800-4-SCOTIA
THE PAS P.O. BOX 10430 OPASKWAYAK, MB R0B 2J0

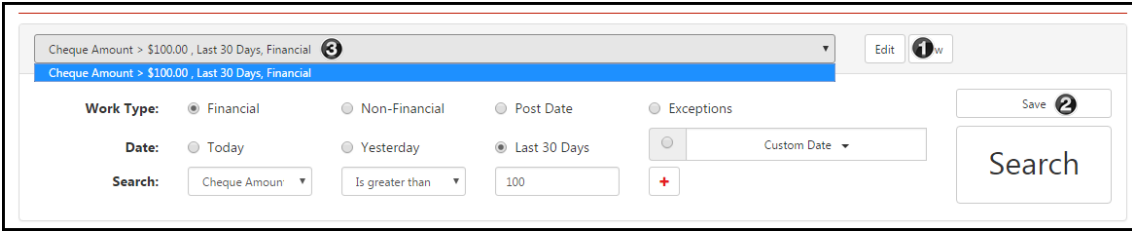
RE BNS TEST ITEM - DO NOT PROCESS PER [Signature]

⑈0000⑈ ⑆10587⑈002⑆

- 1 **Transaction Details:** Will show the full details of the item on a separate page: Cheque, Invoice, and supporting documentation. Click **'Search Results'** to return to the previous page.
- 2 These options will allow you to manipulate or print the image you're currently viewing.
- 3 **CSV:** This will download the search results into a csv file that can be saved locally.

SAVED SEARCHES

To help save time, you can save your search criteria. This is useful when you repeat identical searches within your lockboxes.

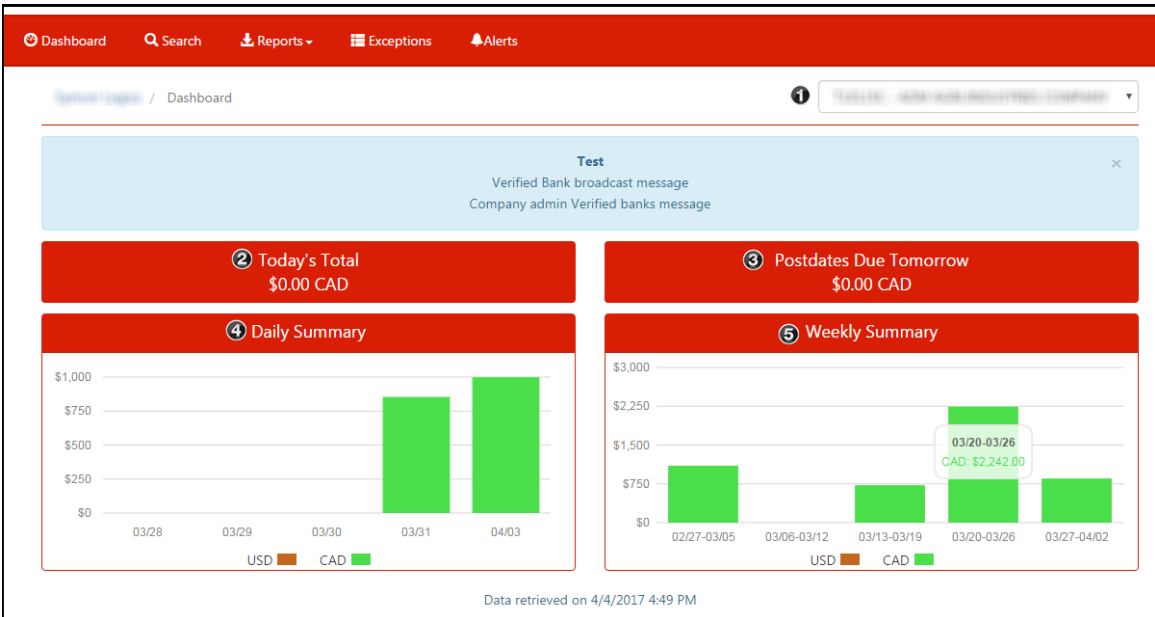


- 1 Click **'Edit'** after having performed a search.
- 2 Click **'Save'** when the button appears to save the search.
- 3 Your saved Search can now be selected from the drop down menu.

Note: Saved Searches are user specific and are named based on the search criteria. For example: Cheque Amount > \$100.00, Last 30 days, Financial, etc.

DASHBOARD SEARCHES

Dashboard Searches are standard searches generated by clicking on various sections of the dashboard (Home Page).

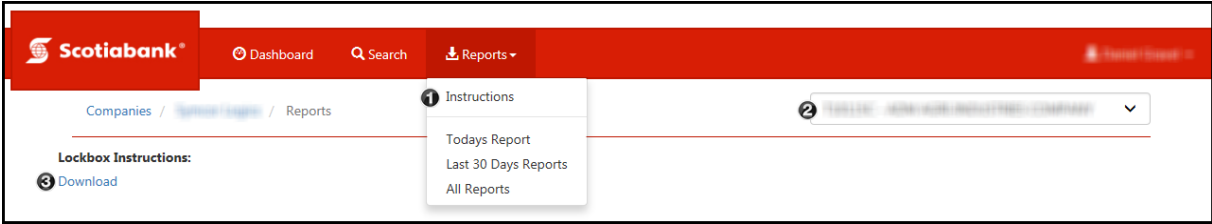


- 1 **Lockbox:** Specify the lockbox you want to display in the Dashboard
- 2 **Today's Total:** The current day's deposit total, clicking anywhere in this section will list the items that make up this total.
- 3 **Postdates Due Tomorrow:** If your company is setup to process postdated cheques, this will display the total value of items maturing on the next business day. Click anywhere in this section to list all the postdated items.
- 4 **Daily Summary:** Shows the last 5 days of deposits, you can click a specific day's total to show the corresponding search results.
- 5 **Weekly Summary:** Shows 5 weeks of deposit totals. Click on any of the totals to see the search results for that week's transactions.

REPORTS

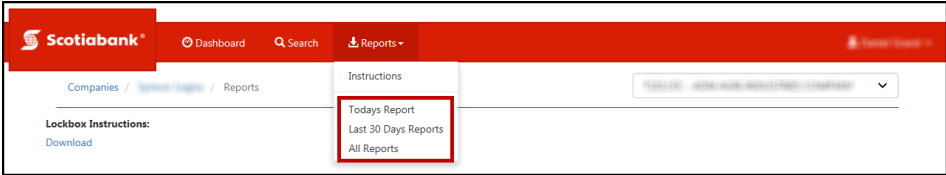
The reports available to your company will vary based on what was selected during enrollment for the service.

The 'Instructions' report provides the details of a lockbox.

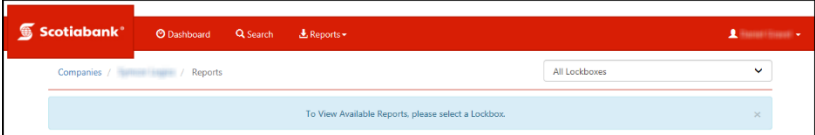


- 1 Select '**Instructions**' from the reports menu.
- 2 Select a Lockbox.
- 3 Click '**Download.**' Depending on your browser you will get a prompt asking you to open or save the report in PDF format.

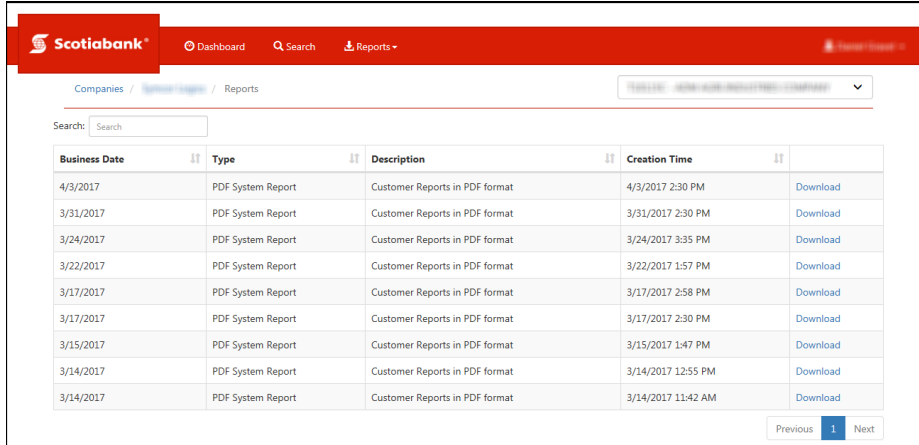
All other reports are accessed using the other three menu options. 'Today's Report' will generate reports for the current business day, if any are available. 'Last 30 Days Reports' will show all the reports from the last 30 days. 'All Reports' shows all reports generated within the service's retention period.



Once you've selected a date you will need to select a specific lockbox.



After selecting your lockbox you will see all the reports listed. Click the **'Download'** link next to the one you want to view. You will be prompted to either open or save the report.



The screenshot shows the Scotiabank Reports interface. At the top, there is a navigation bar with the Scotiabank logo, a Dashboard icon, a Search icon, and a Reports icon. Below the navigation bar, there is a breadcrumb trail: Companies / Reports / Reports. A search bar is located below the breadcrumb trail. The main content area displays a table of reports with the following columns: Business Date, Type, Description, Creation Time, and a Download link. The table contains 10 rows of data, all of which are PDF System Reports for Customer Reports in PDF format, with creation times ranging from 11:42 AM to 2:30 PM on various dates in March and April 2017.

Business Date	Type	Description	Creation Time	
4/3/2017	PDF System Report	Customer Reports in PDF format	4/3/2017 2:30 PM	Download
3/31/2017	PDF System Report	Customer Reports in PDF format	3/31/2017 2:30 PM	Download
3/24/2017	PDF System Report	Customer Reports in PDF format	3/24/2017 3:35 PM	Download
3/22/2017	PDF System Report	Customer Reports in PDF format	3/22/2017 1:57 PM	Download
3/17/2017	PDF System Report	Customer Reports in PDF format	3/17/2017 2:58 PM	Download
3/17/2017	PDF System Report	Customer Reports in PDF format	3/17/2017 2:30 PM	Download
3/15/2017	PDF System Report	Customer Reports in PDF format	3/15/2017 1:47 PM	Download
3/14/2017	PDF System Report	Customer Reports in PDF format	3/14/2017 12:55 PM	Download
3/14/2017	PDF System Report	Customer Reports in PDF format	3/14/2017 11:42 AM	Download

At the bottom right of the table, there are navigation buttons: Previous, 1, and Next.

CONTACT US

Technical Support Help Desk - Monday through Friday, 8:00 a.m. to 8:00 p.m. ET.

- 1-800-265-5613 - Toll-free number within North America
- 416-288-4600 - Local Toronto area customers
- 416-701-7351 - Fax
- (800) 463-7777 - pour le service en français
- Email: hd.ccebs@scotiabank.com. Your email will be answered within 24-48 business hours.
- To book product training, please send an email to gbp.training@scotiabank.com

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