

BBVA Compass net cash™ Quick Reference Guide

Lockbox Reporting



Lockbox Reporting allows you to review deposits made on behalf of the company through Lockbox processing. You may also select to view a previously saved report or enter criteria for a new report.

Viewing Lockbox Deposit Information

This service provides optional alert notifications for Information Reporting and Payments.

1. To view lockbox deposit information, on the Lockbox Reporting page select the desired date range (Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today, or Custom Range).
2. Select one or more Transaction Types (Check Transactions, Credit Card Transactions, and/or Document Only Transactions).
3. Select one or more Locations and Lockboxes. Click **Submit**.
4. The report will display Total Items and Total Amounts (deposits) by site. Click the location name link to see deposit and item information by Lockbox.
5. Click any Lockbox to see a breakdown by batch, including deposit dates, batch numbers, and amounts.
6. Click **View Transaction Details** to display detailed information. The default List view displays all of the data entry details of each item. You may select Group view to see the details at an envelope level.
7. You may also use the navigation elements to modify the information displayed in both the List and Group views. Click on the column heading to sort the data, filter the entire list for desired specifics, view check images when permitted, and add or view notes for the transactions. You may add or remove columns by clicking the gear icon in the upper right corner of the List or Group view. Click the pencil icon next to a column option to rename columns.
8. Click Show Check Transactions, Credit Card Transactions, or Document Only Transactions (as applicable) to view results by selected transaction types. If you would like to save a selected view for future use, you may click the drop-down menu underneath the Show Check Transactions, Credit Card Transactions, and Document Only Transactions links, and click **Save View**. Then enter a name for the view and click **Go**. After you have saved the view, click **Set As Default** to have the view display each time.
9. If applicable, you can view the remittances by clicking any of the hyperlinks or the check image icon. The check and any supporting documentation will display allowing you to print or save the image as a PDF.

Create a Lockbox Report

You can create and save a new report to generate reports with identical criteria quickly and easily.

1. To create a new lockbox report, under Report Settings, select the desired date range for the report, one or more Transaction Types, and one or more Locations and Lockboxes. Click **Submit**.
2. Click the **Add New Report** menu, and then click the **Add New Report** button. Enter a name for the new report and then click **Go**.
3. The criteria you selected will now be saved as the named report and will be available to select each time you log in.

BBVA Compass net cash Lockbox Reporting

BBVA Compass net cash Mobile

As a reminder, you can stay connected to BBVA Compass net cash while away from your desk with BBVA Compass net cash Mobile*. On the app, you can:

- Search for Lockbox reports by date and Lockbox
- View check, credit card, and document-only transactions
- View images when available for the Lockbox

BBVA Compass net cash Mobile is available for iPhone, iPad, Apple Watch, and Android devices through the App Store and Google Play store.

* Message and data rates may apply.