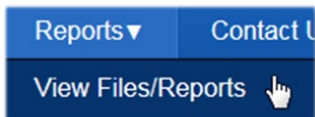


BancFirst Lockbox Archive Viewing Reports

❖ View Reports

- Select the Reports option from the Menu Bar.
- Select View Files/Reports.



- Enter the desired search criteria and click Search.
 - Client Name is your Company Name
 - Account Name = CID in eArchive platform. Users can select a CID/sort from this dropdown to narrow results.
 - To view all reporting available for a date or date range, leave Account Name on ALL.

View Files/Reports * Required Information

Search Files/Reports Details

| | | | |
|--------------|---------------------|-------------|------------------------------|
| Bank Name | BANCFIRST:BANCFIRST | Client Name | ALL |
| Account Name | ALL | From Date | 08/30/2023 * To 08/30/2023 * |

- A list of reports will appear that match the search criteria provided.
- Check mark “Select All” in the header on the right hand side, or place a check mark on specific report(s) and click View Report or Download File.
 - View Reports – Reports will open in a separate tab within the web browser.
 - Downloaded Files – Files are downloaded in a zip format to your default download folder. The report listing will be updated with the download date and time and the user who downloaded it.

| Bank / Client / Account | Report Name | Report Date | Generated Date | Downloaded Date | Downloaded By | Select All |
|-------------------------|-----------------|-------------|---------------------|-----------------|---------------|--------------------------|
| BANCFIRST | Images0428.pdf | 04/28/2023 | 04/28/2023 15:40:48 | | | <input type="checkbox"/> |
| BANCFIRST | Detail0428.pdf | 04/28/2023 | 04/28/2023 15:41:11 | | | <input type="checkbox"/> |
| BANCFIRST | Summary0428.pdf | 04/28/2023 | 04/28/2023 15:41:12 | | | <input type="checkbox"/> |

| Remittance Report | | | | |
|--|----------------|---|------------|------------|
| Bank Name : | | Client Name : CITATION PROPERTY MANAGEMENT | | |
| Account Name : CITATION PROPERTY MGMT | | Report Date : 01/25/2016 | | |
| | | Date Printed: 01/25/2016 Page 1 of 1 | | |
| Batch/Seq | Name | Check # | Check Amt. | Remit Amt. |
| 73 / 2 | LILLS AIR | 001672 | 345.00 | 345.00 |
| 73 / 3 | MICHAEL KARELS | 2285 | 220.00 | 220.00 |
| 2261 / 1 | GLASS ROBER | 1798 | 210.00 | 210.00 |
| 2261 / 2 | RIGLER ROBB | 1755 | 165.00 | 165.00 |
| 2261 / 3 | RIKER ROBER | 1648 | 165.00 | 165.00 |
| 2261 / 4 | PURCELL RON | 1722 | 210.00 | 210.00 |
| 2261 / 5 | FONTENOT DA | 1217 | 145.00 | 145.00 |

For Assistance

For further assistance with password or PIN resets, research assistance, or general questions, please call our Commercial Client Services department at 405-270-4785 or email at ClientServices@BancFirst.bank.

To schedule training, please reach out to our BancFirst Treasury Training Team at 405-218-4141 or by email at TreasuryTraining@bancfirst.bank.

For assistance with lockbox processing, please reach out to our Lockbox team at lockbox@BancFirst.bank.