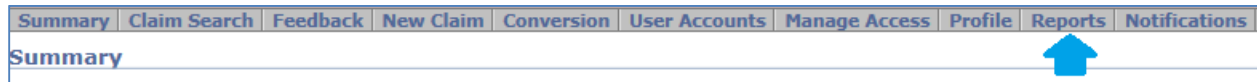


Payment Extract Report

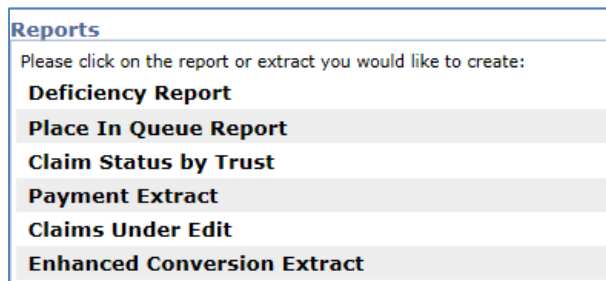
Objective

To identify all claims that have an open unvoided payment. The Report may include any and all claims where a full or partial payment have been made.

1. To run the **Payment Extract** report, log into Trust Online and click on the **Reports** tab.



2. This will direct you to the **Reports** page which displays a list of pre-formatted reports in which everyone in **your** firm has access to. Click on the **Payment Extract** report to begin the process.



3. After clicking on this report, a new page will be displayed with a number of criteria to select from. First select the **Trust** from the trust drop-down. You may only select one Trust at a time.

The screenshot shows a form with the following fields: Trust: FK (dropdown), Firm: Acme Law (Law Acme) (dropdown), Attorney: All (dropdown), Start Date: (text input), End Date: (text input), Export Type: Export to CSV (dropdown), and an Export button.

4. Next, select any of the **Attorney(s)** from the drop-down box or select **All** to run a report for all attorneys.

The screenshot shows the same form as above, but the 'Attorney' dropdown is open, showing the following options: All (highlighted), SMITH, JOHN, and Smith, Robert.

- Next, specify the Report Dates for the payments by entering the **Start Date** and the **End Date** in the appropriate date fields. The start and end dates are inclusive and any payments made on these dates will be included in the report.

Trust: FK

Firm: Acme Law (Law Acme)

Attorney: All

Start Date: 12/1/2020

End Date: 1/30/2021

Export Type: Export to Pdf

Export

- Next, specify the **Output Type** from the drop-down box. The option selected will mainly depend upon your reporting requirements. To view the data in a readable formatted report, you may select **PDF** or **EXCEL** types. The PDF version may be preferable when printing the formatted report. For data in a spreadsheet format with simple column headings, select the **CSV** type.

Trust: FK

Firm: Acme Law (Law Acme)

Attorney: All

Start Date: 12/1/2020

End Date: 1/30/2021

Export Type: Export to Pdf

Export

- Export to Pdf
- Export to CSV
- Export to Excel
- Export to Pdf

- After selecting the Output Type, click on the **Export** button, a file will open with the following data: Trust, Firm Name, Attorney Last Name, Attorney First Name, Attorney Middle Initial, Claim Number, SSN (Last 4 SSN), Claimant Last Name, Claimant First Name, Claimant Middle Initial, Payment Date, Principal Amount, Sequence Adjustment Amount and Firm File Number.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Trust	Firm Name	Attorney Last Name	Attorney First Name	Attorney Middle Initial	Claim Number	SSN	Claimant Last Name	Claimant First Name	Claimant Middle Initial	Payment Date	Principal Amount	Sequence Adjustment Amount	Firm File Number
1	FK	Acme Law	Smith	Robert		72006332	*****7513	lee	kee		12/14/2020	52		1.07

Excel/CSV Format

Trust	Firm Name	Attorney Last Name	Attorney First Name	Attorney Middle Initial	Claim Number	SSN	Claimant Last Name	Claimant First Name	Claimant Middle Initial	Payment Date	Principal Amount	Sequence Adjustment Amount	Firm File Number
FK	Acme Law	Smith	Robert		72006332	*****7513	lee	kee		12/14/2020	52		1.07

PDF Format

- For additional information on the payments provided in the Payment Extract Report, the user may proceed to the Notifications page for the FK Trust and open the report dated for 12/14/2020 as in the image above.

Firm Notifications											
Start		End		Search						Save To File < 1 to 6 of 6 >	
Document	Type	Attorney	Report Date	Notified Date	Comment	Trust	Source Firm	Printed Status			
10264656	Payment Notification		12/14/2020	1/5/2021	Payment Notification	FK	Acme Law	Mark Printed			
									View In Excel		

- This Payment Notifications report will provide additional information concerning the Check Number/ACH Wire Transfer Number, Process Option and Payment Type.

The enclosed check # 2000002 from Flintkote Asbestos Trust is for payment of the following claim(s):

Claim #	Injured Party	SSN	Personal Rep if deceased	Payment	Process	Type
72006332	kee lee	*****7513		\$52.00	Expedited	Standard Payment
72006332	kee lee	*****7513		\$1.07	Expedited	Sequencing Adjustment
Total:		1 Claim(s)		\$53.07		

If you have any further questions, please contact the Trust at (800) 708-8925.

We hope that with this useful bit of information as well as other resources available through Trust Online, we can better help you manage your claims inventory and its current progression through the system.