

Payment Extract Report

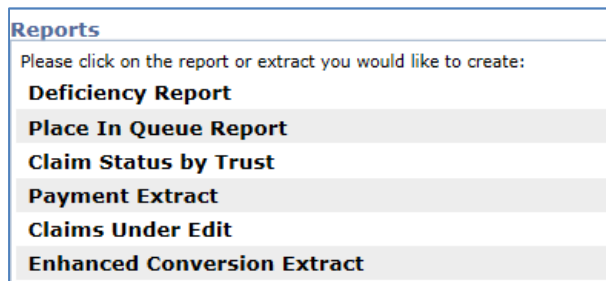
Objective

To identify all claims that have an open unvoided payment. The Report may include 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: B&W (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. The Start Date and End Date fields are now populated with text.

- 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.

The screenshot shows a form with the following fields:

- Trust: B&W (dropdown)
- Firm: Acme Law (Law Acme) (dropdown)
- Attorney: All (dropdown)
- Start Date: 12/1/2020 (text input)
- End Date: 12/31/2020 (text input)
- Export Type: Export to CSV (dropdown)
- Export: (red button)

- 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.

The screenshot shows the same form as above, but the 'Export Type' dropdown menu is open, showing three options:

- Export to CSV (highlighted in blue)
- Export to Excel
- Export to Pdf

 The 'Export' button remains visible below the dropdown.

- 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 | B&W | Acme Law | Smith | Robert | | 2530620 | *****7513 | lee | kee | | 12/31/2020 | 645.62 | 28.95 | |

Excel/CSV Format

The screenshot shows a PDF viewer window with the following data displayed in a single line:

| | | | | | | | | | | | | | |
|-------|-----------|--------------------|---------------------|-------------------------|--------------|-----------|--------------------|---------------------|-------------------------|--------------|------------------|----------------------------|------------------|
| 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 |
| B&W | Acme Law | Smith | Robert | | 2530620 | *****7513 | lee | kee | | 12/31/2020 | 645.62 | 28.95 | |

PDF Format

- For additional information on the payments provided in the Payment Extract Report, the user may proceed to the Notifications page for the B&W Trust and open the report dated for 12/31/2020 as in the image above.

| Firm Notifications | | | | | | | | | |
|--|----------------------|----------|-------------|---------------|----------------------|-------|-------------|----------------|---------------|
| Start | | End | | Search | | | | | |
| Save To File Show All < 1 to 15 of 113 > | | | | | | | | | |
| Document | Type | Attorney | Report Date | Notified Date | Comment | Trust | Source Firm | Printed Status | |
| 10264662 | Payment Notification | | 12/31/2020 | 12/31/2020 | Payment Notification | B&W | 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.

ACH # W708623 from Babcock & Wilcox Asbestos Settlement Trust is for payment of the following claim(s):

| Claim # | Injured Party | SSN | Personal Rep if deceased | Payment | Process | Type |
|---------|---------------|------------|--------------------------|----------|-----------|-----------------------|
| 2530620 | kee lee | *****7513 | | \$645.62 | Expedited | Standard Payment |
| 2530620 | kee lee | *****7513 | | \$28.95 | Expedited | Sequencing Adjustment |
| Total: | | 1 Claim(s) | | \$674.57 | | |

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.