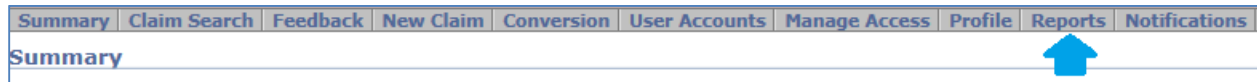


Payment Extract Report

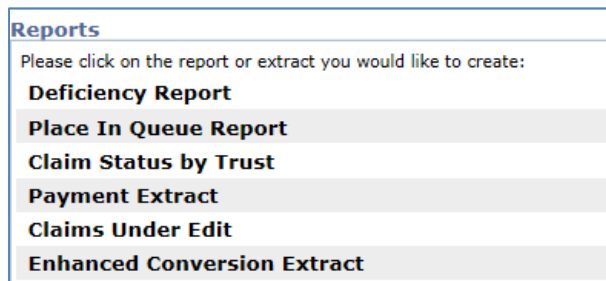
Objective

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:' with a dropdown menu showing 'AWI'; 'Firm:' with a dropdown menu showing 'Acme Law (Law Acme)'; 'Attorney:' with a dropdown menu showing 'All'; 'Start Date:' with an empty text box; 'End Date:' with an empty text box; 'Export Type:' with a dropdown menu showing 'Export to CSV'; and a red 'Export' button at the bottom.

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 the previous one, but the 'Attorney:' dropdown menu is open, displaying a list of options: 'All', 'SMITH, JOHN', and 'Smith, Robert'. The 'All' option is highlighted in blue.

- 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:
 Firm:
 Attorney:
 Start Date:
 End Date:
 Export Type:
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:
 Firm:
 Attorney:
 Start Date:
 End Date:
 Export Type:
Export

- After selecting the Output Type, click on the **Create Report** 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 Name	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	AWI	Acme Law	Smith	Robert		10551509	****7513	lee	kee		12/14/2020	1405.18		61.81

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 A
AWI	Acme Law	Smith	Robert		10551509	****7513	lee	kee		12/14/2020	1405.18	61.81

PDF Format

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

Firm Notifications									
Start		End		Search					
Save To File Show All < 1 to 15 of 83 >									
Document	Type	Attorney	Report Date	Notified Date	Comment	Trust	Source Firm	Printed Status	
10264651	Payment Notification		12/14/2020	12/14/2020	Payment Notification	AWI	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 # W100123 from Armstrong World Industries Personal Injury Settlement Trust is for payment of the following claim(s):						
Claim #	Injured Party	SSN	Personal Rep if deceased	Payment	Process	Type
10551509	kee lee	*****7513		\$1,405.18	Expedited	Standard Payment
10551509	kee lee	*****7513		\$61.81	Expedited	Sequencing Adjustment
Total:		1 Claim(s)		\$1,466.99		
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.