

Important Notice

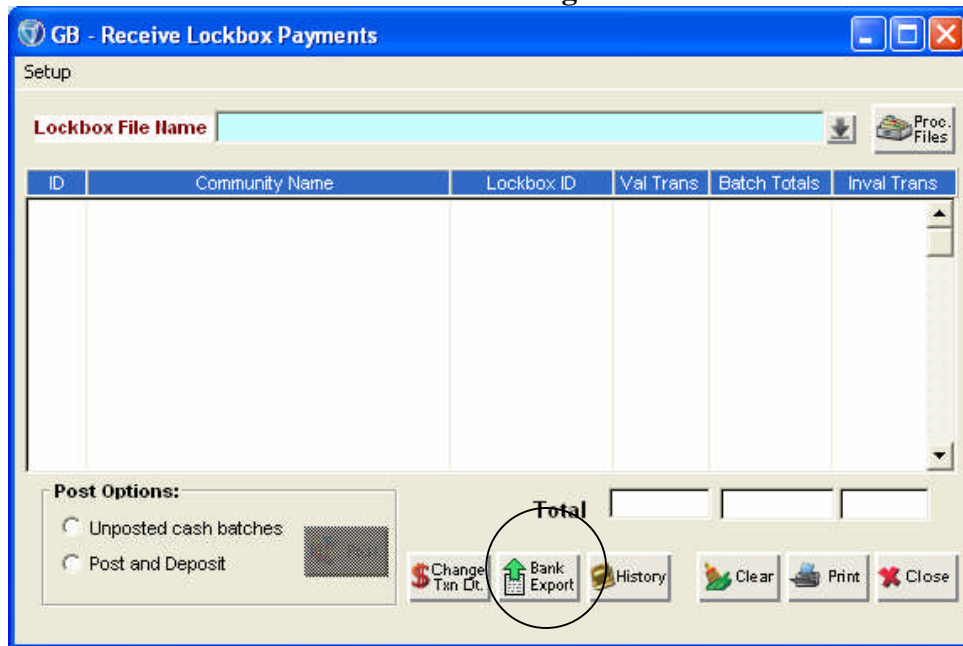
TOPS Releases New Bank Owner Export Files

To give TOPS customers more flexibility in generating bank owner lookup files and stop payment files, TOPS has released a program change to improve the process. For years, TOPS has generated the owner lookup files in each bank's format. Now, through the new program change, we've made it easier for TOPS customers who work with more than one bank. With the program change, you link communities to a particular bank so when the Bank Export file is generated it includes all communities that use that bank.

Banks use owner lookup files to handle lockbox payments that are received without a payment coupon. Through the use of the owner lookup file, a bank can match the payment to an owner so the deposit can be completed without having to reject it. That means the payments are deposited sparing you the time and effort of having to deal with a rejected item.

If you manually generate either an owner lookup file or a stop payment file to send to your bank, you will see a change to the process. It starts with the Lockbox screen shown below:

Lockbox Processing Screen



A new button named **Bank Export** replaces the previous button. From there, you will walk through a new screen where you link communities to a particular bank. You only need to complete the setup once, thereafter, you can generate the bank export files with no further changes to the setup.

An updated manual section is available through the TOPS Customer Care Center that explains the new Bank Export program changes. Click <http://customercare.topssoft.com> to log in and download it.

Calendar/Scheduler

If you use the TOPS Calendar/Scheduler to send either the owner lookup files or stop payment file to your bank(s), there is **NO CHANGE** to this process. The new programs only involve the manual generation of the Bank Export files.