

The Information Reporting module provides you with the ability to:

- View, sort, print and export prior-day (and current-day, if available) balance and transaction information for your bank accounts.
- View account detail for any account
- View an account statement for any account.

The following account reports are available:

- Account Status
- Account Summary
- Transaction Search/Report
- Account Detail
- Account Statement
- Account Targets

ACCOUNT STATUS REPORT

The Account Status report provides the last posted dates on which account balances, debits and credits were updated for each of your accounts. Detail on each account is also available.

To access the Account Status Report, do one of the following:

- From the Home Page or any screen in the Reporting module
From the **REPORTING** menu, select **ACCOUNT STATUS**.
- From any other screen
From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.
In the Information Reporting pane, click the **ACCOUNT STATUS** hyperlink.

From the Account Status Report, you can:

- Click a column header to sort the report by the contents of that column.
- Click a hyperlinked account number to view prior-day account detail for the account.
- Click the **PRINT** button to print the report.
- Click the **SUMMARY** button to access the Account Summary Report.
- Click the **TARGETS** button to access the Account Targets Report.

ACCOUNT SUMMARY REPORT

The Account Summary Report uses the most currently posted data to provide available summary balance information for all of your accounts. Use the Account Summary Report for a snapshot view of the posted balances, credit, debit and float totals for all accounts.

To access the Account Summary Report, do one of the following:

- From the Home Page or any screen in the Reporting module
From the **REPORTING** menu, select **ACCOUNT SUMMARY**.
- From any other screen
From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.
In the Information Reporting pane, click the **ACCOUNT SUMMARY** hyperlink. The Account Summary pane is displayed.

The following information, if available, is displayed in the top pane of the Account Summary Report:

- **POSTED DATE:** Date the account balance was posted.
- **LEDGER BALANCE:** An account balance that is the result of the total debit and credit activity as of a specific date and time. There is no indication of funds availability or usability.
- **COLLECTED BALANCE:** Portion of the account ledger balance available for the account holder to draw against. It is equal to ledger balance less total float.
- **AVAILABLE BALANCE:** The available balance at the start of the business day following the day for which the activity is reported. It is equal to ledger balance less 2+ day float.

If accounts have been organized into groups, subtotals for each group are presented in a **SUBTOTAL** row beneath the last account in the group.

The following information, if available, is displayed in a second report pane when you click the link on the account number row:

- **CR AMOUNT:** The total value of all credit transactions posted to the account on the posted date.
- **DR AMOUNT:** The total value of all debit transactions posted to the account on the posted date.
- **1 DAY FLOAT:** Portion of the account ledger balance that, as of the posted date, is not available for the account holder to draw for one business day.
- **2+ DAY FLOAT:** Portion of the account ledger balance that, as of the posted date, is not available for the account holder to draw against for two or more days.

From the Account Summary Report you can:

- Click a column header to sort the report by the contents of that column.
- Click the **MORE** link, if available, to display additional account information in the bottom pane of the Account Summary screen.
- Click the **REPORT** link to view the account's report

information in a fixed-format report displayed in a pop-up window. From that window, you can print the report or save it as a PDF document.

- Click the **HISTORY** link to view available account history in the Account History pane.
- Click an account number, or click the **DETAILS** link in the **ACTION** column, to view account detail in the Previous Day Account Detail pane.
- Click the **PRINT** button to print the Report.
- Click the **REPORT** button to view all summary information for all accounts in the expanded Account Summary Report.
- From the **EXPORT** drop-down list, select the desired format, then click the **EXPORT** button to export the Report to ASCII or BAI v.2 format.

TRANSACTION SEARCH

To generate a report of all transaction matching a specific set of criteria:

1. Do one of the following:

- From the Home Page or any screen in the Reporting module

From the **REPORTING** menu, select **TRANSACTION SEARCH**.

- From any other screen

From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.

In the Information Reporting pane, click the **TRANSACTION SEARCH** hyperlink. The Account Summary pane is displayed.

2. In the **ACCOUNT** list, click an account number to select it.

3. [OPTIONAL] Specify any or all of the following criteria:

- In the **CURRENT/PRIOR** row, select one of the following radio buttons:
 - **PRIOR DAY**: Restrict the transaction search to the prior-day database.
 - **CURRENT DAY**: Restrict the transaction search to the current-day database.
- In the **CREDITS/DEBITS/CHECKS** row, select one of the following radio buttons:
 - **ALL**: Display debits (including checks paid) and credits.
 - **CREDITS ONLY**: Display only debit transactions (including checks paid).
 - **DEBITS ONLY**: Display only debit transactions (including checks paid).
 - **CHECKS ONLY**: Display only checks paid.

- In the **MINIMUM AMOUNT** and **MAXIMUM AMOUNT** fields, enter the minimum and maximum transaction values to be displayed.
- The **BANK REFERENCE NUMBER** field, enter a bank reference number to limit the displayed transactions to those with that number.
- In the **CUSTOMER REFERENCE NUMBER** field, enter a customer reference number to limit the displayed transactions to those with that number.
- From the **TRANSACTION CODES** drop-down lists, select one or more transaction types to limit the displayed transactions to those of that type.
- In the **DATE RANGE FROM** and **TO** fields, enter a start date and an end date to limit the displayed transactions to those that were posted between those dates. Use mm/dd/yyyy format.

4. Set the display options:

- In the **TRANSACTION MEMOS** row, select the **YES** radio button to display transaction memos in the transaction list; select the **NO** radio button to view the transaction list without descriptions.
- In the **TRANSACTION DESCRIPTIONS** row, select the **YES** radio button to display explanations of transaction codes in the transaction list; select the **NO** radio button to view the transaction list without descriptions.

5. Click the **SUBMIT** button. Transactions that meet your criteria are displayed on the Account Detail screen.

ACCOUNT DETAIL REPORT

The Account Detail Report presents a detailed listing of credit and debit transactions for your accounts.

To access the Account Detail Report:

From either the Account Summary or Account Status Report, click a hyperlinked account number. The Account Detail screen is displayed.

From the Account Detail Report, you can:

- Click the **MEMO** hyperlink in the **ACTION** column to view descriptive transaction information.
- Click the **PRINT** button to print the Report.
- From the **EXPORT** drop-down list, select the desired format, then click the **EXPORT** button to export the Report to ASCII or BAI v.2 format.
- Click the **FILTER** button to filter the Report.
- Click the **CURRENT DAY** button to view current day information (if available).
- Click the **REPORT** button to view a formatted Report that can be printed or converted to PDF format.

ARCHIVED CURRENT DAY DETAIL

Note: This topic applies to customers with access to current day reporting.

When filtering Account Detail Reports or creating Favorite Reports, you can access archived current day detail (for days other than the current day):

1. Access the Transaction Search/Filter screen.
 - In the **CURRENT/PRIOR** row, select the **CURRENT DAY** radio button.
 - In the **DATE RANGE** fields, specify a date range.
 - In the **TRANSACTION MEMOS** row, select the **YES** radio button.
 - Other options can be set to any value necessary.
2. When the filter criteria are submitted, the Detail screen will include current day history for the specified date range.

ACCOUNT STATEMENT

The Account Statement Report provides account and transaction information for a date range in an easily printable or exportable format. Data for one or more accounts can be accumulated into the same Statement Report.

To access the Account Statement Report:

1. Do one of the following:
 - From the Home Page or any screen in the Reporting module
From the Reporting menu, select Account Statement.
 - From any other screen
From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.
In the Information Reporting pane, click the **ACCOUNT STATEMENT** hyperlink. The Account Statement pane is displayed.
2. In the **ACCOUNT** list, click an account number to select it. You can also hold down the **CTRL** key on your keyboard and click multiple accounts to select them.
3. In the **FROM** field, enter the first date to be included in the Report; in the **TO** field, enter the last date to be included. Use mm/dd/yyyy format.
4. Select the **YES** or **NO** radio buttons in the **TRANSACTION MEMOS** and **TRANSACTION DESCRIPTIONS** rows to indicate whether these are to be included in the Report. If transaction descriptions are not included in the Report, transaction codes will be displayed instead.
5. Do one of the following:
 - To view a formatted Report that can be printed or converted to Adobe Acrobat-readable PDF format, select the **SCREEN** radio button.

- To save the information to a file, select the **FILE** radio button.
6. Click the **SUBMIT** button.
 - If you selected the **SCREEN** radio button, the Account Statement pop-up window opens, displaying the Report on-screen. From this screen, you can print the Report or convert it to an Adobe Acrobat-readable PDF file.
 - If you selected the **FILE** radio button, the File Download dialog box allows you to save the Report as a comma-delimited ASCII file.

The Account Statement Report provides balance and transaction information for selected accounts. When you view the Report on-screen, the Report is grouped into four sections for each account:

- The first section provides information about the account itself, including opening and closing ledger balances.
- The second section provides a list of checks paid, in check order.
- The third section provides a list of deposits and credit transactions, in date order.
- The fourth section provides a list of checks and debit transactions, in date order.

If more than one account is included in the Report, the first section for the second Report is displayed beneath the last section for the first Report, etc.

From the Account Statement Report, you can:

- Click the **PDF** button, then specify a file location to save the Report as an Adobe Acrobat-readable PDF file.
- Click the **PRINT** button to print the Report.

ACCOUNT TARGETS REPORT

The Account Targets Report provides a snapshot view of your average month-to-date and year-to-date balances, and provides feedback on how those average balances match up with pre-set targets.

To access the Account Targets Report:

1. From the **REPORTING** menu, select **ALL REPORTS**. The All Reports screen is displayed.
2. In the Bank Account Reporting pane, click the **ACCOUNT TARGETS** hyperlink. The Account Targets pane is displayed.

Note: From the Home Page of any Report in the Information Reporting module, you can also select Account Status from the Reporting menu to access the Account Status Report, then click the Targets button.

The following are included in the Targets Report:

- **AVERAGE:** The average collected balance for the month-or year-to-date.
- **TARGET:** The notification level. If the account balance moves above or below this amount, on the Account

Summary Report, the text of the **TARGET** button will change color to red.

- **DIFF:** The value obtained by subtracting the MTD or YTD target from the MTD or YTD average.
- **BULLS-EYE:** The amount that would need to have been deposited or withdrawn on the previous day in order to hit the target average for the month-or year-to-date.

Bulls-Eye is derived as follows: Bulls-Eye =
(Target*(number of days elapsed in month or year)) –
(sum of all daily balances for month or year).

From the Account Targets Report, you can:

- Click a column header to sort the Report by the contents of that column.
- In the **ACCOUNT #** column, click an account number to view account detail for that account.
- Click the **PRINT** button to print the Report.
- Click the **EXPORT** button to export this Report in ASCII format.
- Click an account's **MODIFY** hyperlink to modify account targets for that account (System Managers only).

