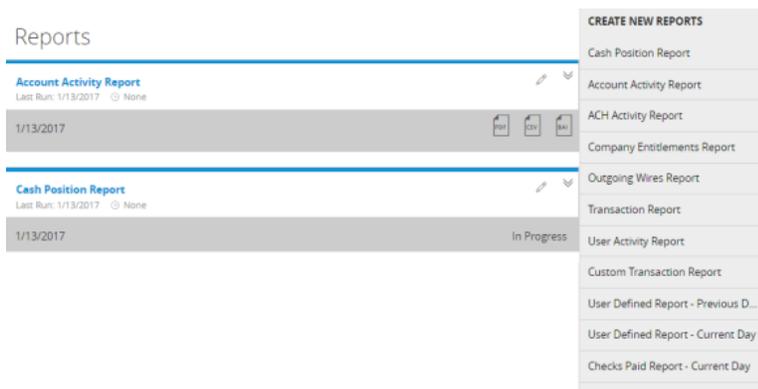


Reporting

Business Banking Suite Plus has standard reports (also known as report plans) that users can generate in different formats. Users can also filter information based on criteria such as account number or Transaction Type. The reports are not customizable, but users with Reporting enabled can:

- Rename the standard report.
- Select the report criteria (accounts, date range, etc.).
- Schedule the reports to run on an automated basis.
- Pull the reports on-demand via a "Run Now" feature.
- Delete reports that have been previously run.

Reports page



The screenshot displays the 'Reports' page with two report entries and a dropdown menu for creating new reports.

| Reports | | CREATE NEW REPORTS |
|--------------------------------------------------------------|-------------|-------------------------------------|
| Account Activity Report Last Run: 1/13/2017 ⌚ None | ✎ | Cash Position Report |
| 1/13/2017 | PDF CSV XLS | Account Activity Report |
| Cash Position Report Last Run: 1/13/2017 ⌚ None | ✎ | ACH Activity Report |
| 1/13/2017 | In Progress | Company Entitlements Report |
| | | Outgoing Wires Report |
| | | Transaction Report |
| | | User Activity Report |
| | | Custom Transaction Report |
| | | User Defined Report - Previous D... |
| | | User Defined Report - Current Day |
| | | Checks Paid Report - Current Day |

Standard reports include:

Standard reports

| Report name | Report type | Included information | Available formats |
|--------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------|-------------------|
| Balance and Activity Statement | Previous Day(s) | Account Balance and Transaction Detail | PDF, CSV, BAI2 |
| Cash Position | Previous Day(s) | Detailed Account Balance and Float Position | PDF, CSV, BAI2 |
| ACH Activity | Previous Day(s) | ACH Transaction Detail | PDF, CSV, BAI2 |
| Checks Paid | Previous Day(s) | Paid Check Transaction Detail | PDF, CSV, BAI2 |
| ZBA Activity | Previous Day(s) | ZBA Transaction Detail | PDF, CSV, BAI2 |
| User Defined Report | Previous Day(s) | Transaction detail for user-selected transaction types | PDF, CSV, BAI2 |
| Wire Activity | Previous Day(s) | Interim Wire Transaction Detail of Current Business Day | PDF, CSV, BAI2 |
| Company Entitlements Report | Online Banking Activity | All company and user entitlements | PDF |
| Company Transaction Report | Online Banking Activity | All originated online banking transactions except ACH and Wire transactions, which are reported separately | PDF |
| ACH Online Originations | Online Banking Activity | All originated online banking ACH Transactions | PDF |
| Wire Online Originations | Online Banking Activity | All originated online banking Wire Transactions | PDF |
| User Activity Report | Online Banking Activity | Online Banking Activity of all Company Users | PDF |

Sample Cash Position report

My Prior Day Cash Position Report (As named by end user who created)

| |
|------------------------------------------------|
| Report Type: Previous Day Cash Position Report |
| Report Date: 11/18/2015 |
| Customer: ABC Widgets, Inc |
| Created By: Doug Melens |
| Created Date/Time: 11/22/2015 9:07AM |
| ABA Routing Number: 021308976 |
| Currency: USD |
| Account(s): Accts Label 1, Accts Label 2 |

OPENING BALANCES AND ACTIVITY

| Account Number | Account Name | Opening Ledger | Opening Available | Total Credits | | Total Debits | |
|----------------------|---------------------------|-------------------|-------------------|---------------|------------------|--------------|-----------------|
| | | | | Count | Amount | Count | Amount |
| 123456789 | ABC Widgets Payroll | 23,654.33 | 19,632.44 | 1 | 100.00 | 13 | 2,218.65 |
| 234567891 | ABC Widgets General | 1,324.52 | 1,324.52 | 1 | 5,000.00 | 0 | 0.00 |
| 345678912 | ABC Widgets Building Fund | 266,443.17 | 266,443.17 | 0 | 0.00 | 0 | 0.00 |
| 456789123 | ABC Widgets | 32,889.66 | 32,889.66 | 3 | 11,236.44 | 1 | 5,000.00 |
| 567891234 | ABC Widgets | 8,397.99 | 8,397.99 | 0 | 0.00 | 0 | 0.00 |
| Report Totals | | 332,709.67 | 329,926.52 | 5 | 16,336.44 | 14 | 7,218.65 |

CLOSING CASH POSITION

| Account Number | Account Name | Closing Ledger | 1-Day Float | 2+ Day Float | Closing Available |
|----------------------|---------------------------|-------------------|----------------|----------------|-------------------|
| 123456789 | ABC Widgets Payroll | 23,654.33 | 1,000.00 | 2,362.44 | 20,291.89 |
| 234567891 | ABC Widgets General | 1,324.52 | | | 1,324.52 |
| 345678912 | ABC Widgets Building Fund | 266,443.17 | 0.00 | 0.00 | 266,443.17 |
| 456789123 | ABC Widgets | 32,889.66 | 2,754.32 | 1,436.88 | 28,698.46 |
| 567891234 | ABC Widgets | 8,397.99 | 100.00 | | 8,297.99 |
| Report Totals | | 332,709.67 | 3854.32 | 3799.32 | 325,056.03 |

Sample Balance and Activity report

| Balance and Activity Report (As named by end user who created) | | | | | | | |
|-----------------------------------------------------------------------|---------------------------|--------------------|-------------------|------------------------------------------|--------------|---------------------------------------------------------------------|-------------------|
| Report Type: Previous Day Balance Report – Summary and Detail | | | | | | | |
| Report Date: 11/18/2015 | | | | | | | |
| Customer: ABC Widgets, Inc | | | | | | | |
| Created By: Doug Melens | | | | | | | |
| ABA Routing Number: 021308976 | | | | | | | |
| Currency: USD | | | | | | | |
| Account(s): Accts Label 1, Accts Label 2 | | | | | | | |
| SUMMARY | | | | | | | |
| Account Number | Account Name | Opening Ledger | Total Credits | | Total Debits | | Closing Ledger |
| | | | Count | Amount | Count | Amount | |
| 123456789 | ABC Widgets Payroll | 23,654.33 | 1 | 100 | 13 | 2,218.65 | 23,754.33 |
| 234567891 | ABC Widgets General | 1,324.52 | 1 | 5,000.00 | 0 | 0 | 6,324.52 |
| 345678912 | ABC Widgets Building Fund | 266,443.17 | 0 | 0 | 0 | 0 | 266,443.17 |
| 456789123 | ABC Widgets | 32,889.66 | 3 | 11,236.44 | 1 | 5,000.00 | 44,126.10 |
| 567891234 | ABC Widgets | 8,397.99 | 0 | 0 | 0 | 0 | 8,397.99 |
| Report Totals | | 332,709.67 | 5 | 16,336.44 | 14 | 7,218.65 | 349,046.11 |
| DETAIL | | | | | | | |
| Account Number: 123456789 | | | | Account Name: ABC Widgets Payroll | | | |
| Date | BAI Type | CR Amount | DB Amount | Serial Num | Ref Num | Description | |
| 5/20/2016 | ACH Credit | \$100.00 | | 0 | 204332156 | 1ST NATIONAL BNK MERCH DEP 051816 PARK AVE HOTEL 000000267109023 | |
| 5/20/2016 | ACH Debit | | \$32.57 | 301 | 204678910 | ABC WIDGETS INC. W812PP-14-C-003 WQT | |
| 5/20/2016 | Check Paid | | \$72.47 | 402 | 204865394 | | |
| 5/20/2016 | Check Paid | | \$89.55 | 209 | 204865434 | | |
| 5/20/2016 | Check Paid | | \$98.88 | 265 | 204556567 | | |
| 5/20/2016 | Check Paid | | \$100.00 | 212 | 204983265 | | |
| 5/20/2016 | Check Paid | | \$218.35 | 276 | 204887602 | | |
| 5/20/2016 | Check Paid | | \$314.43 | 209 | 204083222 | | |
| 5/20/2016 | Check Paid | | \$316.27 | 273 | 204887678 | | |
| 5/20/2016 | Check Paid | | \$322.40 | 188 | 203981124 | | |
| Account Total | | \$100.00 | \$2,218.65 | | | | |
| Account Number: 234567891 | | | | Account Name: ABC Widgets General | | | |
| Date | BAI Type | CR Amount | DB Amount | Serial Num | Ref Num | Description | |
| 5/20/2016 | Book Transfer CR | 5,000.00 | | 0 | 204433319 | TRANSFER FROM CKG ACCT 456789123 | |
| Account Total | | \$5,000.00 | \$0.00 | | | | |
| Account Number: 123456789 | | | | Account Name: ABC Widgets | | | |
| Date | BAI Type | CR Amount | DB Amount | Serial Num | Ref Num | Description | |
| 5/20/2016 | Other Deposit | 500 | | 0 | 204433320 | | |
| 5/20/2016 | ACH Credit | 736.44 | | 0 | 204433320 | MERCHANT SERVICE MERCH DEP 0520016 | |
| 5/20/2016 | Incoming Wire | 10,000.00 | | 0 | 204433320 | | |
| 5/20/2016 | Book Transfer DB | | 5,000.00 | 0 | 204433320 | TRANSFER TO CKG ACCT 234567891 | |
| Account Total | | \$11,236.44 | \$5,000.00 | | | | |
| REPORT TOTAL | | \$16,336.44 | \$7,218.65 | | | | |

The company user can filter data in the standard reports by the following criteria:

- Date
- Account Number
- Transaction Type

- User (for the User Activity Report)

Any company admin who requires access to the standard information reports must belong to a User Role where the Information Reporting Feature Right is enabled and the User Role has access to the Accounts.

Note: Reporting does not support the Microsoft (OFX), Quicken (QFX), or QuickBooks (QBO) output formats.

Generating a report

Report formats and scheduling options may vary according to your FI's settings.

New report page



To generate a report

1. In the navigation menu, click or tap **Additional Services>Reports**. The Reports page appears.
2. In the Create New Reports column, click or tap the desired **Report**. The desired Report page appears.
3. (Optional) Enter a **Report Name**.
4. Click or tap the desired **File Format**.
5. Click or tap the desired **Accounts**. You can also click or tap **Select All** or **Clear All** to select or clear all accounts. You can also select specific Account Labels.
6. (Optional) Click or tap **Date Range**, then do the following:
 1. In the **Dynamic Dates** tab, you can select one of the predetermined date ranges:
 - **Last Business Day**
 - **Last Week**
 - **Last Month**
 - **Last 30 Days**
 - **Last 60 Days**
 - **Last 90 Days**
 2. In the **Specific Dates** tab, you can select a custom date range.
7. Click or tap **Schedule** to edit the schedule:
 - **None**: Report is not on a schedule.
 - **Daily**: Report is on a daily schedule.

- **Weekly:** Report is on a weekly schedule.
 - **Monthly:** Report is on a monthly schedule.
8. Click or tap **Save**. The Report Scheduled page appears confirming that the report was scheduled.
 9. Click or tap **OK**. The Reports page appears with the newly scheduled report.
 10. When the report appears, click or tap the **File Format** icon to see the report. The report appears. For large reports, an "In Progress" message will appear while the report is being generated.

Tip: The report will automatically run at the end of the business day for a **Daily** report and at the end of the week or month for **Weekly** and **Monthly** reports, respectively.

Filtering BAI Codes

If enabled by your FI, you can run a Custom Transaction Report, which has the option to select specific BAI codes to include in the report.

To filter BAI codes in a Custom Transaction Report

1. In the navigation menu, click or tap **Additional Services>Reports**. The Reports page appears.
2. Click or tap Custom Transaction Report.
3. (Optional) Edit the **Report Name**.
4. Click or tap the desired **File Format**.
5. Click or tap the desired **Accounts**.
6. Click or tap **Date Range**, then do the following:
 1. In the Dynamic Range Selection, you can select one of the predetermined date ranges:
 - **Last Business Day**
 - **Last Week**
 - **Last Month**
 - **Last 30 Days**
 - **Last 60 Days**
 - **Last 90 Days**
 2. In the **Specific Dates** tab, you can select a custom date range.
7. Click or tap BAI Code, then do the following:
 1. Click or tap **Direct Input**.
 - Enter desired 3-digit BAI Codes to be included in the report.
 2. Click or tap **Select by Type**.
 - Click or tap **Select All**, or select one or more of the following options:
 - **Check**
 - **ATM**
 - **EFT**
 - **DirectDeposit**
 - **POS**
 3. Click or tap **Choose from List**.
 - Click or tap **Select All**, or select one or more from the populated list.

8. Click or tap **Schedule** to edit the schedule:
 - **None**
 - **Daily**
 - **Weekly**
 - **Monthly**
9. Click or tap **Save and Run**, or click or tap **Save** to save the scheduled report.

Editing a report

Edit a report to change its name, schedule, accounts, and file format. Changes take effect the next time the report is scheduled to run.

To edit a report

1. In the navigation menu, click or tap **Additional Services>Reports**. The Reports page appears.
2. Click or tap the edit icon () of the desired **Report**. The report details appear.
3. (Optional) Enter a **Report Name**.
4. Click or tap the desired **File Format**.
5. Click or tap the desired **Accounts**. You can also click or tap **Select All** or **Clear All** to select or clear all accounts.
6. (Optional) Click or tap the desired **Date Range**. You can select specific dates or one of the following ranges:
 - **Last Business Day**
 - **Last Week**
 - **Last Month**
 - **Last 30 Days**
 - **Last 60 Days**
 - **Last 90 Days**
7. Click or tap **Schedule** to edit the schedule:
 - **None**: Report is not on a schedule.
 - **Daily**: Report is on a daily schedule.
 - **Weekly**: Report is on a weekly schedule.
 - **Monthly**: Report is on a monthly schedule.
8. Click or tap **Save**. The Report Scheduled page appears confirming that the report was scheduled.
9. Click or tap **OK**. The Reports page appears with the newly scheduled report.
10. When the report appears, click or tap the **File Format** icon to see the report. For large reports, an "In Progress" message will appear while the report is being generated.

Deleting a report

Deleting a report removes a report from the Reports page. Deletion is permanent, so use caution before deleting a report.

To delete a report

1. In the navigation menu, click or tap **Additional Services>Reports**. The Reports page appears.
2. Click or tap the **View** icon () of the desired **Report**. The report details appear.
3. Click or tap **Delete**. The Delete Report page appears.
4. Click or tap **Delete** to confirm deletion. The Reports page appears.