

Reports

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Report Types

Report Name		
ACH Activity Report	<p>This report displays financial transactions entered by company users and is sortable by transaction type.</p> <p>No data from the core processor displays in these reports.</p>	<p>These reports all support date ranges of previous day, current day and even future dated transactions.</p> <p>PDF output is the only download option available.</p>
Company Entitlement Report	<p>This report displays the Entitlement structure of the company within Online, including User Roles.</p>	<p>This report is a snap shot of the entitlements at the time the report is generated.</p> <p>PDF output is the only download option available.</p>

<p>Transaction Report</p>	<p>This report displays all generated transaction activity originated from within Online Banking during a specified period of time.</p> <p>The report can be filtered to include specific accounts.</p>	<p>This report supports user defined dates for a dynamic date range (i.e. Last week, Last business day, etc.) or a specific date range containing a definitive start and end date.</p> <p>PDF output is the only download option available.</p>
<p>Checks Paid Report – Previous Day(s)</p>	<p>Contains checks paid by the company over the defined date range.</p>	<p>This report supports user defined dates for a dynamic date range (i.e. Last week, Last business day, etc.) or a specific date range containing a definitive start and end date.</p> <p>PDF, XLS, and BAI2 output types are available.</p>

Sheduling and Running a Report

1. Click on the 'Reports' option in the navigation menu.

Select the report you would like to schedule, enter the specifications and save. Once the report has been created, select it from the main menu, click 'edit' and 'Run Now' if processing outside your set schedule.




2. Select the report in the list on the right side of the screen you wish to schedule and run.

NOTE: Each report instance can be renamed according to need. Filters will vary depending upon which report is being generated. The example shown below is the 'Account Activity Report'.

Account Activity Report

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Name:
Account Activity Report

File Formats:
  

Accounts:
No Accounts

Date Range:
No Date Range selected

Schedule:
None

Edit Report Name

Report Name




Account Activity Report

- Click on 'File Formats' to view the output formats available for the specific report being generated. There is no additional action required for this step.

Account Activity Report

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Account Activity Report

File Formats:
  

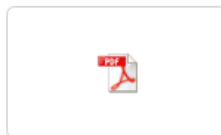
Accounts:
No Accounts

Date Range:
No Date Range selected

Schedule:
None

Output Formats




Files will be created in the following formats



4. Select the account(s) to be included in the report. Reports will turn red when selected.

Account Activity Report

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Name: Account Activity Report
File Formats:   
Accounts: <i>No Accounts</i>
Date Range: <i>No Date Range selected</i>
Schedule: None
<input type="button" value="Save and Run"/>
<input type="button" value="Save"/>
<input type="button" value="Cancel"/>

Select Account(s):

Business Value
Checking
2001800064
\$0.00

Business Value
Checking 42865
\$51.22

Business Value
Checking 42867
\$0.00

United Savings
12345
\$1,000.37

Commercial
Non-Real Estate
Loan
5003413557
\$0.00

- Select the date range for the report. A standard 'From' and 'To' date range can be designated or a dynamic date range (i.e. Last Business Day, Last Week, etc.)

Date Range

Dynamic Dates **Specific Dates**

Specific Range Selection

From Date Select Date

◀ September ▶ ▶ 2016 ◀						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

To Date Select Date

◀ September ▶ ▶ 2016 ◀						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date Range

Dynamic Dates

Specific Dates

Dynamic Range Selection	
<input type="checkbox"/>	Last Business Day
<input type="checkbox"/>	Last Week
<input type="checkbox"/>	Last Month
<input type="checkbox"/>	Last 30 Days
<input type="checkbox"/>	Last 60 Days
<input type="checkbox"/>	Last 90 Days




6. Select the desired schedule for how often the report should automatically run.

Account Activity Report

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Account Activity Report

File Formats:

Accounts:

- Business Value Checking 2001...
- Business Value Checking 4286...
- Business Value Checking 4286...




Edit Schedule	
<input type="checkbox"/>	None
<input type="checkbox"/>	Daily
<input checked="" type="checkbox"/>	Weekly
<input type="checkbox"/>	Monthly

- Click 'Save and Run' to run the report immediately. Click 'Save' to only schedule the report.

Account Activity Report

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Name:
Account Activity Report

File Formats:




Accounts:
Business Value Checking 2001...
Business Value Checking 4286...
Business Value Checking 4286...
United Savings 12345 \$1,000.37
Commercial Non-Real Estate L...

Date Range:
Last 30 Days

Schedule:
Weekly

Save and Run

Save

Cancel

Edit Schedule



None


Daily

Weekly




Monthly

- The format icon(s) will appear next to the scheduled report once it has been completed. Click on the format icon to open the report.


Account Activity Report  


Last Run: 9/23/2016 




9/23/2016



9. Click on the pencil icon to edit the existing report.


Account Activity Report  




Last Run: 9/23/2016 

9/23/2016   

10. Click on the downward facing arrows to edit or delete the existing report.

Account Activity Report  

Last Run: 9/23/2016 

9/23/2016   

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Next Scheduled: *No Reports Scheduled*

Last Run: *Information Not Available*

Run Date

Output

No output available