Information Reporting

Accounts

Account Summary | Account Detail | Account Targets | Balance History | Account Statement | Favorites

The reports included within the Information Reporting module enable you to:

- View, sort, print and export balance and transaction information for your accounts.
- View account detail for any account.
- View an account statement for any account.
- View check and deposit ticket images, if available.

From most reports, you can:

- Click a column header to sort by the contents of that column.
- Click the **Print** button to print the report.

Additional capabilities may be available for each report. See the report descriptions for details.

Accessing Reports

To access an Information Reporting report:

1. Click or move your mouse cursor over the **Accounts** navigation tab. The Accounts submenu is displayed.
2. Click a link to access the associated report.

Additional reports can be accessed from within these reports.

Report Contents

To keep this document brief and useful, row and column definitions have been omitted. See each report's Narrative Help for field definitions.

Account Summary Report

The Account Summary report uses the most recently available data to provide available summary balance information for all your asset, liability, and Time Deposit accounts. Use the Account Summary report for a snapshot view of the ledger balance, available balance, and other summary information for all accounts.

To access the Account Summary report:

From the **Accounts** submenu, select **Account Summary**. The Account Summary pane is displayed.

From the Account Summary report, you can:

- Click the **Refresh Balances** button to update all account balances.
- Click an **Account Name** hyperlink associated with an account to view that account's Account Detail report.
- From the drop-down list at the bottom of the Checking and Savings pane, select **Expanded**, then click **Print** to access an expanded Account Summary report.

  You can also print the concise report by selecting **Standard** before clicking **Print**.
- 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.

Account Detail Report

The Account Detail report presents a detailed listing of credit and debit transactions for your accounts. The Account Detail report can be accessed in two ways:

- By clicking the **Account Detail** submenu item, to specify criteria.
- By clicking an **Account Name** link on another report, e.g., the Account Summary report, to access detail for that account.

To access the Account Detail report via the Account Detail submenu

1. From the **Accounts** submenu, click **Account Detail**. The Account Detail criteria pane is displayed.
2. *[Optional]* From the **Favorite Report** drop-down list, select a saved set of filter criteria.
3. Specify report criteria:
   - <u>Basic Criteria</u>
     1. From the **Account Number** listbox:
        - <u>Display transactions affecting one or more accounts</u>

          Click the account numbers to be included. Hold down the **Ctrl** button on your keyboard while clicking to select multiple accounts.
        - <u>Display transactions affecting all accounts</u>

          Click **All**.
     2. In the Current/Prior section, select:
        - The **Current Day** radio button to include only data from the current-day database in the report.
        - The **Prior Day** radio button to include only data from the prior-day database in the report.
        - The **Both** radio button to include both current-day and prior-day data in the report.
     3. 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 reconciled between those dates. Up to 63 days of data are retained in the system.

Continued

***Accessing the Account Detail Report** (Cont'd)*

- Advanced Criteria
  1. Click the **Advanced Options** button. The Advanced Criteria pane is displayed.
  2. From the **Account Number** listbox:
     - Display transactions affecting one or more accounts

       Click the account numbers to be included. Hold down the **Ctrl** button on your keyboard while clicking to select multiple accounts.
     - Display transactions affecting all accounts

       Click **All**.
  3. Specify additional criteria:
     - In the **Running Balances** row, select the **Yes** or **No** radio buttons to indicate whether or not the effects of prior-day transactions on the account balance are to be displayed.

     Note: The display of running balances requires that all transactions be displayed in posting order. Therefore, if **Yes** is selected, some of the criteria rows described below will be made unavailable. Additionally, on the Acccount Detail report, column sorting will be disabled.
     - In the **Current/Prior** section, select:
       - The **Current Day** radio button to include only data from the current-day database in the report.
       - The **Prior Day** radio button to include only data from the prior-day database in the report.
       - The **Both** radio button to include both current-day and prior-day data in the report.
     - In the **Credits/Debits/Checks** row, select one of the following radio buttons:
       - **All:** Display debits, credits, and checks paid.
       - **Credits Only:** Display only credit transactions.
       - **Debits Only:** Display only debit transactions.
       - **Checks Only:** Display only checks paid.
     - In the **Minimum Amount** and **Maximum Amount** fields, enter minimum and maximum amounts. Any transactions with a value outside of the specified range are excluded from the report.
     - In 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.
     - Using the **Transaction Codes** listboxes, select one or more transaction types to limit the displayed transactions to those of that type.

       Codes to be excluded from the search are displayed in the left-hand listbox; codes to be included in the search are displayed in the right-hand listbox.
     - 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 reconciled between those dates. Up to 63 days of data are retained in the system.
  4. Set display options:
     - In the **Transaction Memos** row, select the **Yes** or **No** radio buttons to indicate whether or not transaction memos are to be displayed.
     - In the **Transaction Descriptions** row, select the **Yes** or **No** radio buttons to indicate whether or not explanations for transaction codes are to be displayed.

4. In the **Output** section, do one of the following:
   - To display the report on-screen

     Select the **Screen** radio button.
   - To output a file for later use
     1. Select the **Export** radio button.
     2. From the **Export** drop-down list, select an output format.
5. Click the **Submit** button. Transactions that meet your criteria are displayed on the Account Detail screen.

To access the Account Detail report from another report:

Click an **Account Name** hyperlink. The Account Detail report for that account is displayed.

From the Account Detail report, you may be able to:

- Click the **Report** button to view the account's report information in a fixed-format report. From that window, you can print the report or save it as a PDF document.
- Select the **Yes** or **No** radio buttons in the **Transaction Memos** area of the report header to toggle the display of descriptive transaction information for all displayed transactions.
- Select the **Current Day**, **Prior Day**, **Both**, **Current Month**, or **Previous Month** from the **Data** drop-down list, located in the report header, to toggle between datasets.
- Click a **Customer Ref/Check Number** link to display a check or deposit ticket image in a pop-up window (if available).
- From the **Export** drop-down list, select the desired format, then click the **Export** button to export the report to Quicken, Quickbooks, ASCII, or BAI v.2 format.
- Click the **Filter** button to filter the report. You can save filter settings.
- 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.

Favorite Reports

Favorite Reports are Account Detail reports designed to provide only the information you need. Favorite Reports can be defined in a number of ways:

- Criteria specified for an Account Detail report can be saved for later use.
- A Favorite Account can be directly configured without accessing the Account Detail report.
- Once an Account Detail report is displayed, it can be further filtered, and the filtering criteria saved for later use. This applies either when accessing the Account Detail report either from the criteria screen or when clicking an **Account Name** link.

To create a Favorite Report based on specified criteria:

1. Do either of the following:
   - Begin from the Account Detail report
     1. Access the Account Detail report criteria screen.
     2. *[Optional, if complex criteria are required]* Click the **Advanced Options** button. The expanded criteria screen is displayed.
   - Begin from the Favorite Report criteria screen
     1. Move your mouse cursor over or click the **Accounts** navigation tab. The Accounts submenu is displayed.
     2. Move your mouse cursor over the **Favorites** submenu, then click **[Create New]**. The Account Detail/Favorite Report criteria screen is displayed.
2. In the **Account Number** listbox:
   - Select all accounts

     Click **All**.
   - Select a single account

     Click a single account number.
   - Select multiple accounts

     Hold down the **Ctrl** key on your keyboard while clicking multiple account numbers.
3. In the **Favorite Reports** row, click the **Add** button. A pop-up window is displayed.
4. In the pop-up window, enter a name for the report that reflects the criteria you'll use. Enter only alphanumeric characters.
5. Specify the remainder of the report criteria. For a description of the available criteria, see the "Accessing the Account Detail Report" section, above.
6. In the **Favorite Reports** row, click the **Save** button.
7. *[Optional]* To view the results of the report, click the **Submit** button.

Note: Be sure to save your criteria before clicking **Submit**. Criteria are not saved unless you click the **Save** button.

To create a Favorite Report by filtering an existing report:

1. From the Account Detail report, click the **Filter** button. The Filter for [account number] screen is displayed.
2. In the **Favorite Reports** row, click the **Add** button. A pop-up window is displayed.
3. Make changes to customize the criteria to your current needs. For a description of the available criteria, see the "Accessing the Account Detail Report" section, above.

   Note: When filtering based on an existing reports, only the seleted accounts can be included in the query. If different accounts are required, create a new Favorite Report via the procedure above.
4. In the **Favorite Reports** row, click the **Save** button.
5. *[Optional]* To view the results of the report, click the **Submit** button.

To modify a Favorite Report's criteria:

1. Access the Account Detail or Favorite Reports criteria screen.
2. From the **Favorite Reports** drop-down list, select the report to be modified.
3. Make the necessary changes. See the "Accessing the Account Detail Report" section, above, for a description of the available options.
4. Click the **Save** button. The screen is refreshed, and your changes are saved.

To access a saved Favorite Report from the Account Detail criteria screen:

1. From the **Favorite Report** drop-down list, select a report.
2. Click the **Submit** button. The Account Detail screen is displayed with the Favorite Report's criteria applied as a filter.

To access a saved Favorite Report from the Favorites submenu:

1. Move your mouse cursor over the **Favorites** submenu header. A submenu is displayed.
2. Click the report to be displayed. The Account Detail screen is displayed with the Favorite Report's criteria applied as a filter.

To delete a Favorite Report:

1. Access the Account Detail or Favorite Reports criteria screen.
2. From the **Favorite Reports** drop-down list, select the report to be deleted.
3. Click the **Delete** button. The screen is refreshed, and the Favorite Report is deleted.

Information Reporting (Cont'd)

Balance History

The Balance History report displays historical balance, float, and transaction information for an account. It also offers access to transaction details for all dates recorded.

To access the Balance History report:

1. Move your mouse cursor over or click the **Accounts** navigation tab. The **Accounts** submenu is displayed.
2. Click the **Balance History** submenu. The Balance History criteria screen is displayed.
3. In the **Account Number** listbox, click the account number for which history is to be retrieved.
4. *[Optional]* In the **Date Range From** and **To** fields, enter a date range.
5. Click the **Submit** button. The Account History for [Account Number] screen is displayed.

From the Balance History report, you can:

- Click the **Back** button to return to the criteria screen.
- Click the **Print** button to print the report.
- Click the **Export** button to export the report in comma-delimited ASCII format. A pop-up window is displayed. This pop-up window gives you the ability to include, exclude, and rearrange the fields to be included in the file. When you have finished making adjustments, click the **Export** button to download or display the exported data.

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:

1. From the **Accounts** submenu, click **Account Statement**. The Account Statement criteria 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. In the **Output** row, do one of the following:
   - To view a formatted report that can be printed or converted to Adobe Reader-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 is displayed. From this screen, you can print the report or convert it to an Adobe Reader-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.

From the Account Statement report, you can:

- Click a hyperlinked check number in the **Checks and Debits** section to display an image of the check in a pop-up window (if available).
- Click the **PDF** button, then specify a file location to save the report as an Adobe Reader-readable PDF file.

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.

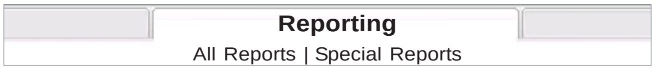
To access the Account Targets report:

From the **Accounts** submenu, select **Account Targets.** The Account Targets pane is displayed.

From the Account Targets report, you can:

- Click a hyperlinked account number to view account detail for that account.
- Click the **Export** button to export the report in ASCII format.
- Click an account's **modify** hyperlink to modify account targets for that account (System Managers only).

Additional Reporting



Special Reports

"Special reports" are reports outside the ordinary scope of the cash management system have been made available to some or all users. As their format and contents may vary from user to user, they cannot be explained in this Guide.

To access a special report:

1. Move your mouse cursor over or click the **Reporting** navigation tab. The Reporting submenu is displayed.
2. Click the **Special Reports** submenu item. The Special Reports Module pane is displayed. If special reports are available, they are displayed as hyperlinks in the Special Reports Module pane.
3. Click the hyperlink associated with the desired report. The report is displayed in a pop-up window.

From any special report, you can ordinarily:

- <u>Print the report</u>

  Click the **Print** button to print the report.

- <u>Create a PDF</u>

  Note: For reports whose width exceeds 87 characters, the PDF button is available; for reports whose width is 87 characters or fewer, the Print button is available.

  Once a PDF has been created, it can be printed from within the Adobe Reader application.

- <u>Export the report</u>

  Click the **Export** button to export this report in ASCII format. See the Getting Started document for additional information.

All Reports

The All Reports screen gives you quick access to the reports available in each module.

To access the All Reports screen:

From the **Reporting** menu, click **All Reports**.

Reports from modules on a particular navigation tab are included in a pane dedicated to that tab; reports from the Accounts and Reporting tabs are combined in the Accounts pane.

The All Reports screen also gives access to Favorite Reports created in the Information Reporting module. These reports are actually filtered versions of account detail reports. When you filter an account detail report to remove unnecessary data, you have the option to save the filtered version as its own report that will be dynamically updated each time you access it. These updates occur if changes have occurred in the data on which the report is based.

Additional documents and reports may also be available in the Accounts pane.

Click a hyperlinked report name to access the associated report.