

Reporting

Reporting

Use the **Reporting** menu to view various reports.

The default view is *All Reports* and it contains a combination of the *Favorite Reports*, *Custom Reports*, and *Standard Reports* views.

To find a report, start typing the report name in the **Filter Reports** box at the top of the page.

To view a report, select **Run Report** within the report name box, and then enter the search criteria.

To add a report to the *Favorite Reports* view, select **Favorite** within the report name box. A *Favorites saved successfully!* message appears, the star is filled in, and a color bar appears on the left side of the report name box. To remove the report from the *Favorite Reports* view, select **Favorite** again and the report is removed.



Sort the report's data using the table's column headers.

After running a report:

- You can **Download** the reports in PDF format.
- You can **Print** the report.

Running Reports

Steps [9](#) through [13](#) do not apply to all reports.

1. Go to **Reporting** > **All Reports**  or choose a report type.
2. Select **Run Report** of the report to generate.
3. Expand the *Run Reports* search panel.
4. You can change the report selection using the **Select a Report** drop-down list, if necessary.
The **Report Type** field defaults to the acceptable type of report that is selected. You cannot change the selection.
5. Select either *Date Range*, *Specific Date*, or *# of Prior Days* from the **Date** drop-down list, and then enter the dates using the  calendar feature.

This field is only available for certain reports. For date-specific reports (e.g., *Current Day Balance*, *Prior Day Balance*, *Current Day Transaction*, and *Prior Day Transaction*), the **Date** field defaults to the correct selection and you cannot change it.

6. Select *Checking* or *Loan* from the **Account Type** drop-down list.
7. Select one or multiple account numbers, or choose *Select All* from the **Account** drop-down list.
8. Determine how you want the report sorted from the **Sort By** drop-down list.
9. Select *Ascending* or *Descending*.
10. Select an option from the **Payment ID** drop-down list, if necessary.
 - Select *Specific Payment ID*, and then enter the ID in the **Specific Payment ID** field.
 - Select *Payment ID Range*, and then enter the dates in the **Payment ID Range** fields.
11. Select an option from the **Amount** drop-down list, if necessary.
 - Select *Specific Amount*, and then enter it in the space available.
 - Select *Between*, and then enter the numbers the amount falls between in the spaces available.
 - Select *Less Than*, and then enter the number you know that the amount is beneath in the space available.
 - Select *Greater Than*, and then enter the number you know that the amount is above in the space available.
12. Select an option from the **Payment Type** drop-down list, if necessary.
13. Select *Inbound*, *Outbound*, or *Both* from the **Transaction Type** drop-down list, if necessary.
14. Select *Debit*, *Credit*, or *Both*, if necessary.
15. Select **Run Report**.

The information matching the criteria selected appears in the main panel.

Deleting Reports

You cannot delete any reports available as *Standard Reports*.

1. Select the **Reporting** menu.
2. Select **Favorite Reports** or **Custom Reports**.
3. Find the report to remove, and then select **Delete** inside the report box.

A *Confirm Deletion* dialog box appears.
4. Select **Delete Report**.

Standard Reports

Select the report to view and/or configure that specific report's data.

The *Standard Reports* view has several default reports:

- *Current Day Balance*
- *Current Day Transaction*
- *Date Range Balance*
- *Date Range Transaction*
- *EDI*
- *Prior Day Balance*
- *Prior Day Transaction*

Current Day Balance Report

Run the *Current Day Balance Report* to view the current day's balance information for all entitled accounts.

Field Definitions: Current Day Balance Report

The following fields are found on the *Current Day Balance Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Available Balance

The available balance for the account.

Collected Balance

The collected balance for the account.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Current Balance

The current balance of the account.

Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

Current Day Transaction Report

Run the *Current Day Transaction Report* to view the day's transaction information for all entitled accounts.

Field Definitions: Current Day Transaction Report

The following fields are found on the *Current Day Transaction Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Check # / Reference

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

Date Range Balance Report

Run the *Date Range Balance Report* to view a specific date range of balance information for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Field Definitions: Date Range Balance Report

The following fields are found on the *Date Range Balance Report*. They are in alphabetical order for quick reference.

Collected Balance

The collected balance for the account.

Date

Dates that were included in the **Date** filter.

Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Opening Balance

The balance of the account number at the beginning of that day.

Date Range Transaction Report

Run the *Date Range Transaction Report* to view a specific date range of transactions for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Field Definitions: Date Range Transaction Report

The following fields are found on the *Date Range Transaction Report*. They are in alphabetical order for quick reference.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Balance

The balance of the account after the transaction. The *Balance* column disappears if the data is sorted in a way where the running balance is not applicable.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Date

Dates that were included in the **Date** filter.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

Prior Day Balance Report

Run the *Prior Day Balance Report* to view the prior day's balance information for all entitled accounts.

Field Definitions: Prior Day Balance Report

The following fields are found on the *Prior Day Balance Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Available Balance

The available balance for the account.

Collected Balance

The collected balance for the account.

Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

Prior Day Transaction Report

Run the *Prior Day Transaction Report* to view the prior day's transaction information for all entitled accounts.

Field Definitions: Prior Day Transaction Report

The following fields are found on the *Prior Day Transaction Report*. They are in alphabetical order for quick reference.

Account Name

The account name for each account on the report. This is the account name assigned by the end user.

Account Number

The account number for each account that is on the report.

Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

Credit

The total credit amount for the transaction.

Debit

The total debit amount for the transaction.

Description

The details about the transaction.

EDI Report

Run the *EDI Report* to view the day's EDI information for all entitled accounts.

Field Definitions: EDI Report

The following fields are found on the *EDI Report*. They are in alphabetical order for quick reference.

Date

Dates that were included in the **Date** filter.

Description

The details about the transaction.

Value

The value for the matching field.

Amount

The amount of the transfer.

Electronic Documents

When enabled, *Electronic Documents* allow users to view and manage statements and other documents in an interactive HTML format.

Electronic Documents is available from the **Reporting** menu.

Within *Electronic Documents*, you can access the following tabs to view documents and configure electronic document preferences:

- *My Statements*
- *My Notices*

- *Documents*
- *Preferences*

Admin

Use the **Admin** menu to view the user list, create users, edit user permissions, and assign nicknames to accounts.

User List

Use the *User List* view to see the master list of users, edit their contact information, edit their permissions, reset their passwords, and approve or reject enrollments.

To find a user, start typing the **Login ID**, **User Name**, or **Enrollment Status** in the filter box at the top of the page. The users available narrow down as you type until the matching user remains.

Enrollment Status options are as follows:

- *New* - The user has been created but not yet submitted for approval. New users can only be **Not Enrolled** or **Inactive**.
- *Pending Approval* - The user was created and submitted for approval but is not yet approved. Users pending approval cannot be **Active**, only **Inactive**.
- *FI Pending Approval* - The user was created and submitted for approval but is not yet approved by a Back Office user. Users pending approval cannot be **Active**, only **Inactive**.
- *Enrolled* - The user setup was completed and approved by all required approvers, if applicable. This user can log on to the application and conduct business if the **Active / Inactive** toggle is set to *Active*. An enrolled user can be **Active** or **Inactive**.
- *Not Enrolled* - The user was created, but the entitlement process may not be complete, or the creator is not yet ready to allow this new user to log on. This could be a new user that has not yet started their position. Not enrolled users can only be **Inactive**.
- *Active* - The user was created, approved, enrolled, and set to **Active**. This user can log on to the Treasury application and conduct any business they are entitled to do.
- *Inactive* - The user may be created, approved, and enrolled, but **Inactive** status prohibits the user from logging on. **Inactive** can be used for a user that is temporarily away from their duties.
- *Edited* - The user's account access or entitlements were edited. Edited users can be **Active** or **Inactive**.
- *Super Users* - Super users have access to all accounts and product feature permissions enabled for the company. This includes accounts and product features enabled in the future.
- *Admin* - Admins can add, edit, delete, and approve company users in the Treasury Management channel.

You can also select **Create New User** from the *User List* view.

Actions Drop-Down Menu

The following options are available from the **Actions** drop-down menu on the *Account Lists* page:

- *View User* - If the information has been previously edited, you can select **Show Unsubmitted Edits** to see the changes made, who made the changes, and at what time those changes were made.
- *Reset Password*
- *Edit User* - You can set limits for payment types and delete users.
- *Copy User* - You can copy an existing user to make a new user with the same access, entitlements, and limits.

Viewing User Information

1. Go to **Admin > User List**.
2. Select *View User* from the **Actions** drop-down list beside the appropriate user.
3. Scroll through the *User Information*, *Account Access*, and *Entitlements* options to view specific information.

Select **Show Unsubmitted Edits** to view any changes that have been made but not yet saved. You can **Submit** those changes or **Discard All Edits**, if appropriate. You are also able to select **Edit** to modify the user information as needed.

Resetting Passwords

1. Go to **Admin > User List**.
2. Select *Reset Password* from the **Actions** drop-down list beside the appropriate user.
3. Select *Auto Generate Password* or *Manually Set Password*.
4. Enter a **Temporary Password** if *Manually Set Password* is selected.
5. Select **Send Password**.

Copying a User

You can copy an existing user to make a new user with the same access, entitlements, and limits.

1. Go to **Admin > User List**.
2. Select *Copy User* from the **Actions** drop-down list beside the appropriate user.
3. Enter the **Name** of the new user.
4. Enter the **Login ID** of the new user.
5. Enter the **Department** the new user belongs to.

This field is not required.

6. Enter the **Email** address of the new user.
7. Enter the **Phone** number with the area code, and then enter the extension, if needed.
8. Enter the **Fax** number with the area code.

This field is not required.

9. Select whether the new user is a **Super User**, **Admin**, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

NOTE

By default, the new user has the same permissions as the copy-from user.

10. Select **Save Changes**.

11. On the following fields, adjust the new user's access as needed:

- *Account Access*
- *IP Access*
- *Time Access*
- *Entitlements*
- *User Limits*

NOTE

By default, the new user has the same access and entitlements as the copy-from user.

12. Select **Submit for Enrollment**.

Editing User Information

1. Go to **Admin > User List**.
2. Select *Edit User* from the **Actions** drop-down list beside the appropriate user.
3. On the *User Information* tab, change the fields as needed, and then select **Save Changes**.

You can change these fields:

- **Name**
- **Login ID**
- **Department**
- **Email**
- **Phone** number
- **Fax** number
- **Super User Status**
- **Admin Status**

4. On the *Account Access* tab, select the **User Has Access** check box beside the accounts that the user should see on their *Account List* page, and then select **Save Changes**.

If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.

5. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.
6. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.
7. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**.

You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer, Stop Payment, Integrated Services, and Wire.

Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.

8. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit/Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

You can set user limits for ACH, Internal Transfer, and Wire.

Ensure that you have saved all changes throughout this page, and select **Back to User List**.

Creating a User

Use *Create New User* to create a user and set their permissions.

Required fields are marked with a red asterisk in Treasury Management.

1. Go to **Admin > Create a User**.
2. Enter the **Name** of the new user.
3. Enter the **Login ID** of the new user.
4. Enter the **Department** the new user belongs to.
This field is not required.
5. Enter the **Email** address of the new user.
6. Enter the **Phone** number with the area code, and then enter the extension, if needed.
7. Enter the **Fax** number with the area code.
This field is not required.
8. Select whether the new user is a **Super User**, **Admin**, or both.

Super User

A super user has access to all accounts and product feature permissions that are enabled for the company. This includes accounts and product features enabled in the future.

Admin

An admin can add, edit, delete, and approve company users.

9. Select **Save Changes**.

10. On the *Account Access* tab, select the **User Has Access** check box beside the accounts that the user should see on their *Account List* page, and then select **Save Changes**.

If the user should have access to all accounts listed, select the check box immediately beneath the *User Has Access* column name. This check box acts as a select all feature.

11. On the *IP Access* tab, determine if the user should have unrestricted IP access, or enter the **Available IP Addresses**, then select **Save Changes**.

12. On the *Time Access* tab, determine the days and hours the user is allowed to access Treasury Management, then select **Save Changes**.

13. On the *Entitlements* tabs, select the check box beside the entitlements to grant access to, and then select **Save Changes**.

You can set entitlements for ACH, Positive Pay, Reporting, Internal Transfer, Stop Payment, Integrated Services, and Wire.

Select **Toggle Row** to select all the check boxes that appear in that row. If the user should have access to all items listed in a certain column, select the check box immediately beneath the column name.

14. On the *User Limits* tabs, enter the **Product Daily Limit**, **Daily Initiation Limit/Total Daily Limit**, and **Approval Limit**, and then select **Save Changes**.

You can set user limits for ACH, Internal Transfer, and Wire.


Account Nicknames

Use the *Account Nicknames* view to provide a unique nickname for each account. Nicknames are required.

To find an account, start typing the **Account Number**, **Account Type**, or **Account Nickname** in the filter box at the top of the page. The accounts available narrow down as you type until the matching account remains.

Editing Account Nicknames

1. Go to **Admin > Account Nicknames**.
2. Select a situation and follow the corresponding steps.

Situation	Steps
Editing a single account nickname.	<ol style="list-style-type: none">1. Select  beside the appropriate account.2. Enter the Account Nickname in the available text box.

Situation	Steps
Editing all account nicknames.	<ol style="list-style-type: none"><li data-bbox="618 275 1422 302">3. Select the check mark beside the text box to save changes.<li data-bbox="618 352 1040 380">1. Select Bulk Edit Nicknames.<li data-bbox="618 396 1211 424">2. Enter all the Account Nicknames needed.<li data-bbox="618 441 821 468">3. Select Save.