

This reporting feature gives businesses the ability to build and run reports based on their Business Banking ACH & Wire payment data and template data.

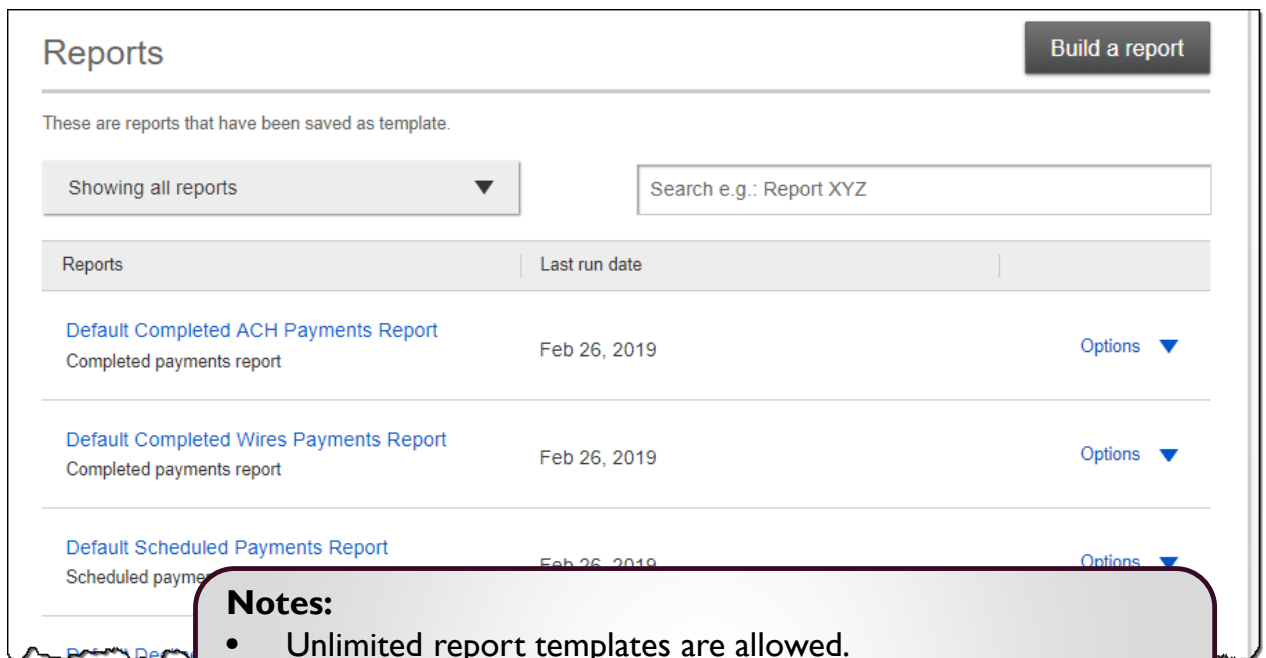
“Reports” shows in the main Business Banking menu.



Business Banking Reports offer six (6) report types.

- Completed Payments Report
- Scheduled Payments Report
- Declined/Deleted Payments Report
- Templates Report
- Scheduled Recurring Payments Report
- Pass-through Report

Upon first access, the business sees default report templates for each report type.



Reports Build a report

These are reports that have been saved as template.

Showing all reports Search e.g.: Report XYZ

Reports	Last run date	
Default Completed ACH Payments Report Completed payments report	Feb 26, 2019	Options ▼
Default Completed Wires Payments Report Completed payments report	Feb 26, 2019	Options ▼
Default Scheduled Payments Report Scheduled payments report	Feb 26, 2019	Options ▼

Notes:

- Unlimited report templates are allowed.
- Filter options do not reflect transaction types granted to the business by the FI, e.g. the business will see International Wire as a payment type even if that’s not enabled for the business.

What type of report do you want to build?

Completed payments report

Select the type of report, which determines the filters (“Scheduled payments report” in this example).

Choose the fields you want to display on your report

Choose which fields of data to include in the report. Options depend on Report selected. “Export Only Fields” includes additional fields shown only in the downloaded CSV file.

- Select All
- Payment ID
- Payment Name
- Payment Type
- Transaction Type
- Tax ID Name
- Funding Account #
- Payment Amount
- Recipient ID
- Recipient Name
- Recipient Account #
- Recipient Routing #
- Addenda
- Message To Beneficiary
- Receiving Bank Message
- Same-Day ACH
- Reversal Type
- Reversal Reference ID
- Confirmation #
- Created By
- Approved By
- Export Only Fields ¹

Select filters for the fields you choose

Set date filter, based on created or settlement date. Max one year in the past to one year in the future.

Date

Created Date Period

Funding account

Choose funding account(s) – closed accounts are included..

Select All Accounts (may include closed accounts)

Select Accounts

Transaction type

Select transaction type(s).

Select All

Outgoing Credit Outgoing Debit

Payment type

Select payment type(s).

Select All

Payroll (PPD) Consumer (PPD) Electronic Check (POP)

Electronic Check (BOC) Electronic Check (ARC) Commercial (CCD)

Tax (CCD) Child Support (CCD) Telephone-Initiated (TEL)

Web-Initiated (WEB) Domestic Wire International Wire

“Run report” generates an ad hoc report. “Save report template” prompts the business to create a report template name.

This screen shows the Reports landing page once the first template is created.

The screenshot shows the 'Reports' landing page. At the top left, the text 'Filter by report type.' points to a dropdown menu currently set to 'Showing all reports'. To the right, 'Build a new report.' points to a 'Build a report' button. Below the button, 'Search for a specific report.' points to a search input field containing 'Search e.g.: Report XYZ'. The main area displays a table of reports. A callout 'Current report templates listed with last run date.' points to the first row: '2017 Completed payments year-to-date' with a last run date of 'May 23, 2017'. To the right of this row, 'Options: Edit, Run Report, Export Report, Delete' points to a dropdown menu labeled 'Options'.

Run a report from the build a report screen or from the template options. The first 100 records display on screen and the Export option provides all records.

The screenshot shows the 'Monthly Scheduled Payments' report. At the top right is an 'Edit report template' link. Below is a summary section with fields: Report Type (Scheduled payments report), Created Date (May 24, 2018 - May 24, 2018 (Today)), Transaction Types (Outgoing Credit, Outgoing Debit), Payment Statuses (Scheduled, Pending Company Appr...), Payment Types (Payroll (PPD), Consumer (PPD), Ele...), and Funding Accounts (All accounts (may include closed accounts)). Below this is a '1 record (1 payment, 1 recipient)' summary and a 'Show columns' dropdown. A table displays the following data:

Batch Payment ID	Payment ID	Payment Name	Payment Type	Payment Status	Transaction Type	Tax ID Name
BE2B016A-E112-48FD-84B4-32E62AC249AB	F69EC FED3-4 AA5A 8EFC8				Outgoing Credit	Classy Events

At the bottom, there are three buttons: 'Export report', 'Edit report', and 'Cancel'. A callout box points to the 'Export report' button with the text: 'Select "Export report", give the report an export name, and the browser provides the .csv file to open or save.'