



Reporting User Guide
New Enhancements
October 2018

View Prior Day Detail

This report contains **Prior Day** balance information and transactions posted to the account on the previous day. Prior Day Detail includes information for each account individually.

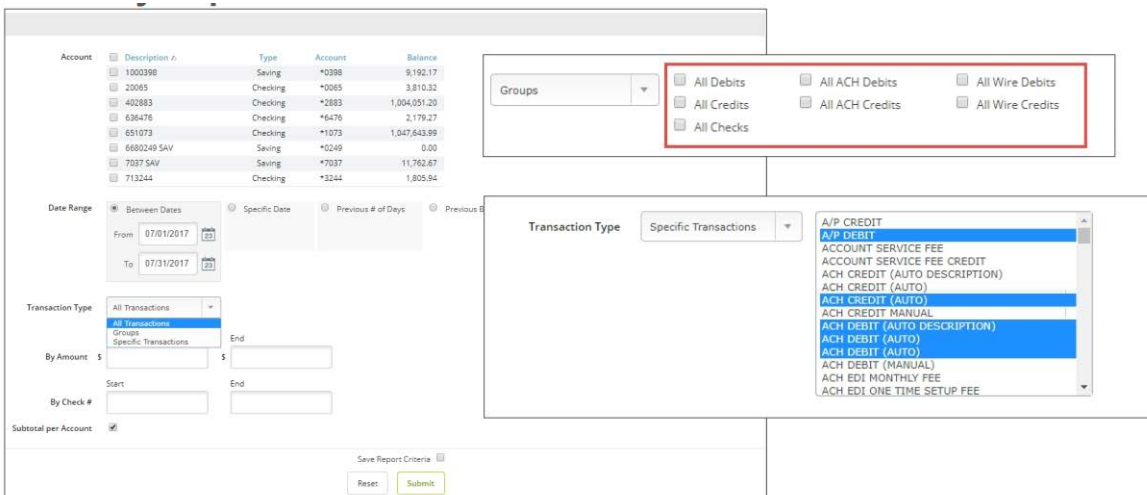
PRIOR DAY BALANCE INFORMATION			
ACCOUNT NUMBER...	0000 DEMAND	CLOSE OF BUSINESS..	2/04
ACCOUNT NAME.....	JHA Air		
AVAILABLE BALANCE...	1,632,760.23	TOTAL ACH ITEMS	
COLLECTED BALANCE...	1,632,760.23	DEBITS	CREDITS
CURRENT BALANCE.....	1,632,760.23	.00	19,153.00
HOLD AMOUNT.....	.00	TOTAL INCLEARING	
ONE DAY FLOAT.....	.00	DEBITS	CREDITS
TWO DAY FLOAT.....	.00	.00	.00
THREE DAY FLOAT.....	.00	TOTAL OVER COUNTER	
OVER 3 DAY FLOAT....	.00	DEBITS	CREDITS
		.00	.00
		TOTAL WIRES	
		DEBITS	CREDITS
		.00	.00
		TOTAL TRANSFERS	
		DEBITS	CREDITS
		.00	.00
		TOTAL OF PRIOR DAY ACTIVITY	
		DEBITS	CREDITS
		.00	19,153.00
PRIOR DAY TRANSACTION			
ACCOUNT NUMBER:	0000		
JHA Air			
POSTED	CHECK #	AMOUNT	D/C DESCRIPTION
2/04		19,153.00	C PAYROLL JHA Air
			CO ID#- 000000000
			TOTAL DEBITS.. .00
			TOTAL CREDITS.. 19,153.00
CURRENT DAY BALANCE INFORMATION			
ACCOUNT NUMBER...	0000 DEMAND	CURRENT DAY ACTIVITY	
ACCOUNT NAME.....	JHA Air		
		TOTAL ACH ITEMS	

Pull an Activity Report

The **Activity Report** allows you to view transaction for a specific account or multiple accounts at once. View results by *Date Range*, a *Specific Date*, the *Previous Number of Days* or the *Previous Business Day*. You can further narrow down search results by the type of *Type of Transaction*, *Amounts* and *Check Numbers*.

*Note: Selecting the **Save Report Criteria** check box saves your search criteria to be used again; see *Create a Saved Report* section for more information.

Results of pulling an *Activity Report* can be **Sorted** by header, **Saved** as PDF or **Downloaded** as a CSV or other file formats. Reports are also *Time* and *Date* stamped. \



The screenshot shows a web interface for pulling an activity report. It includes a table of accounts with columns for Account, Description, Type, and Balance. Below the table are filters for Date Range (Between Dates, Specific Date, Previous # of Days, Previous Business Day), Transaction Type (All Transactions, Group, Specific Transactions), and Amount/Check filters. A 'Groups' dropdown is set to 'All Debits', 'All ACH Debits', 'All Wire Debits', 'All Credits', 'All ACH Credits', and 'All Wire Credits'. A 'Transaction Type' dropdown is set to 'Specific Transactions', showing a list of transaction types such as A/P CREDIT, A/P DEBIT, ACCOUNT SERVICE FEE, and ACH CREDIT (AUTO). A 'Save Report Criteria' checkbox is checked, and 'Reset' and 'Submit' buttons are at the bottom.

2017 NT QA Bank 896 9628
122 E. Smith St.
Monett, MO 65708

Activity

The balance column indicates the account's balance as of that transaction's posting date and time.

Account	Date	Ref Num	Tran Code	Statement Description	Debit	Credit	Balance
402883	07/24/2017	720170004	111	CoreDual-789235168714	(251.00)		1,000,979.62
402883	07/24/2017	724170001	111	ghfgjg 3143645646546464	(101.00)		1,001,230.62
402883	07/24/2017	720170005	111	name sf 6666666666666666	(54.00)		1,001,331.62
402883	07/24/2017	724170002	111	kaam kar 547866545221	(24.00)		1,001,385.62
402883	07/11/2017	2000	70	DDA REGULAR CHECK	(87.11)		1,001,409.62
402883	07/11/2017	1001	70	DDA REGULAR CHECK	(70.81)		1,001,496.73
Account Total - 6					(587.92)	0.00	
636476	07/24/2017	720170002	111	bvgjgjf-4574578458	(251.00)		378.39
636476	07/24/2017	724170003	111	test name 547895222123565	(5.00)		629.39
636476	07/24/2017	720170001	111	DualCore 54789245688	(5.00)		634.39
636476	07/24/2017	720170003	111	name 2222222222222222	(4.00)		639.39
Account Total - 4					(265.00)	0.00	
651073	07/24/2017	721170001	111	tere naam-35877962145	(551.00)		1,047,043.99
651073	07/24/2017	721170002	111	tu kkaam 354431316464	(251.00)		1,047,594.99
651073	07/24/2017	721170003	111	dfgdth 13114561464	(151.00)		1,047,845.99
651073	07/24/2017	719170001	111	tesd nm 2222222222222222	(14.00)		1,047,996.99
Account Total - 4					(967.00)	0.00	
Total (All Accounts) - 14					(1,819.92)	0.00	

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Refine Search New Search

Generate a Summary Report

A **Summary Report** will generate totals for a specific account or multiple accounts at once. View results by *Date Range*, a *Specific Date*, *the Previous Number of Days* or *the Previous Business Day*.

Results of pulling an *Activity Report* can be **Sorted** by header, **Saved** as PDF or **Downloaded** as a CSV or other file formats. Reports are also *Time* and *Date* stamped.

Account	Description	Type	Account	Balance
<input type="checkbox"/>	1000398	Saving	*0398	9,192.17
<input type="checkbox"/>	20065	Checking	*0065	3
<input type="checkbox"/>	402883	Checking	*2883	1,004
<input type="checkbox"/>	636476	Checking	*6476	2
<input type="checkbox"/>	651073	Checking	*1073	1,047
<input type="checkbox"/>	6680249 SAV	Saving	*0249	
<input type="checkbox"/>	7037 SAV	Saving	*7037	11
<input type="checkbox"/>	713244	Checking	*3244	1

Date Range: Between Dates Specific Date Previous # of Days

From: 07/01/2017 To: 07/31/2017

Save Report Reset

2017 NT QA Bank 896 9628
122 E. Smith St.
Monett, MO 65708

Summary

402883 Checking *2883

Date	Total Credits	Total Debits	One Day Float	Two Day Float	Current Balance	Available Balance	Collected Balance	# of Credits	# of Debits
2017-07-01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0
2017-07-11	0.00	157.92	0.00	0.00	1,001,409.62	1,003,018.26	1,001,409.62	0	2
2017-07-12	0.00	0.00	0.00	0.00	1,001,409.62	1,003,018.26	1,001,409.62	0	0
2017-07-13	0.00	0.00	0.00	0.00	1,001,409.62	1,003,018.26	1,001,409.62	0	0

Create a Saved Report

To save a report criteria, select the box next to **Save Report Criteria**. This will allow you to name the report for future use.

<input checked="" type="checkbox"/>	402883	Checking	*2883	1,004,051.20
<input checked="" type="checkbox"/>	636476	Checking	*6476	2,179.27
<input checked="" type="checkbox"/>	651073	Checking	*1073	1,047,643.99
<input checked="" type="checkbox"/>	6680249 SAV	Saving	*0249	0.00
<input checked="" type="checkbox"/>	7037 SAV	Saving	*7037	11,782.67
<input checked="" type="checkbox"/>	713244	Checking	*3244	1,805.94

Date Range Between Dates Specific Date Previous # of Days Previous Business Day

From

To

Transaction Type ▾

By Amount \$ Begin End

By Check # Start End

Subtotal per Account

Save Report Criteria

Report Name

To access a **Saved Report**, Click on the saved report name. Use this report to access Activity Reports and Summary Reports flagged as a saved report. *Rename, Delete* or *View* the report.

Saved				
Saved Report Name:	Report Type:			
Demo Report	Activity	Run Report	Rename	Delete
Summary Report 8/25	Summary	Run Report	Rename	Delete