Quick Reference Guide – Generating Reports

Reports

The available account reports are:

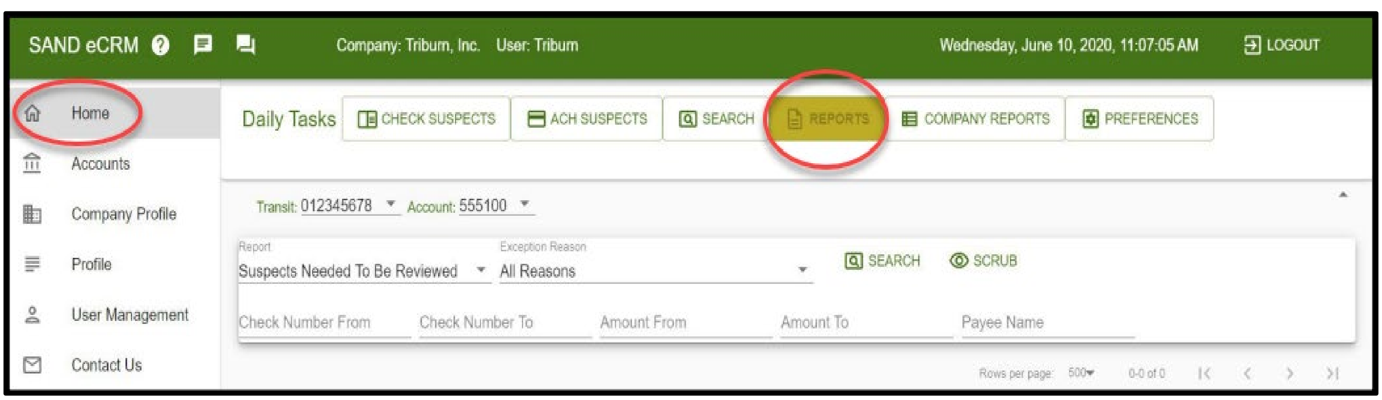
- Suspects Needed to be Reviewed
- Current Day Suspects
- Previous Days Suspects
- Pending Decisions to be Reviewed
- Paid Items
- Returned Items
- Outstanding Items
- Account Reconciliation
- ACH Accepted Items
- ACH Exceptions

Generating Reports from the Home Tab

If you configure your Home window preferences for Account Reports, your Home window includes the Reports tab. From the Reports tab, you can run configured account reports for the selected accounts.

To generate a report from the Home tab:

1. From the Home tab, click the REPORTS tab. The Reports window opens.



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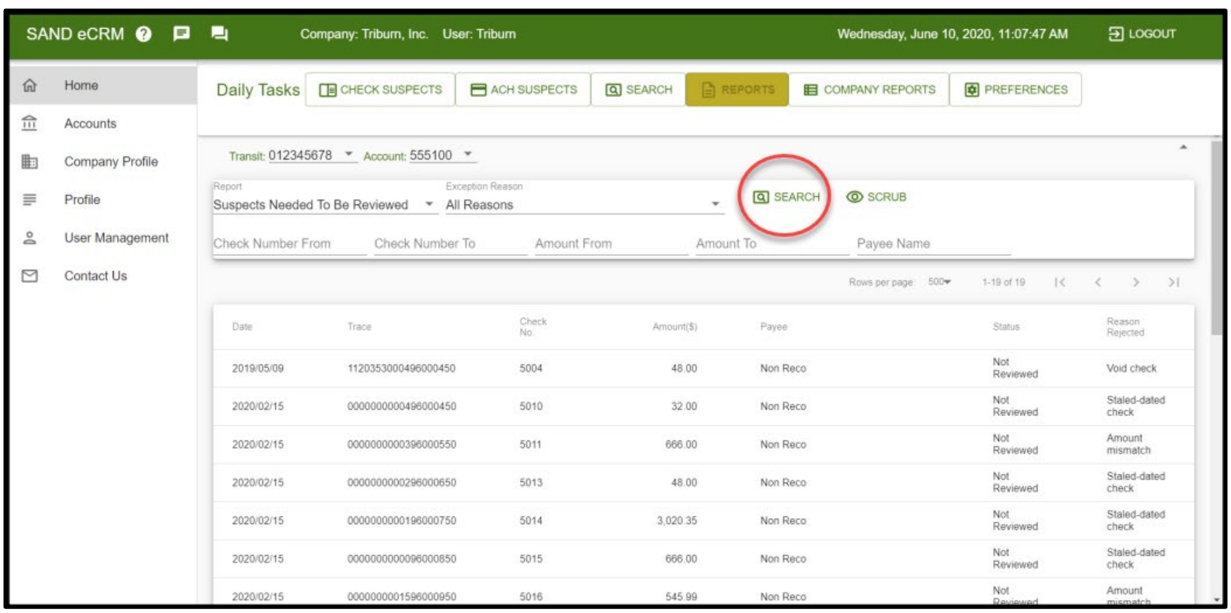
2. Select the Transit number for which you want to run the report.
3. Select the Account number for which you want to run the report.
4. From Report, select the report you want to run.
    - ❖ Select additional search criteria for the following reports:
        - o Account Reconciliation
        - o Outstanding Items
        - o ACH Accepted Items
        - o ACH Exceptions
5. From Exception Reason, select a specific reason or select All Reasons.

NOTE: This field only appears for Suspects Needed to be Reviewed, Current Day Suspects, Previous Days Suspects, and Pending Decisions to be Reviewed reports.

- ❖ From Rows per page, select the number of results to include on each page.

6. Click SEARCH to view results matching your search criteria.



TIP: To narrow the results of the search, specify a Start Date, End Date, Check Number From, Check Number To, Amount From, Amount To, or a Payee Name, and then click Search.

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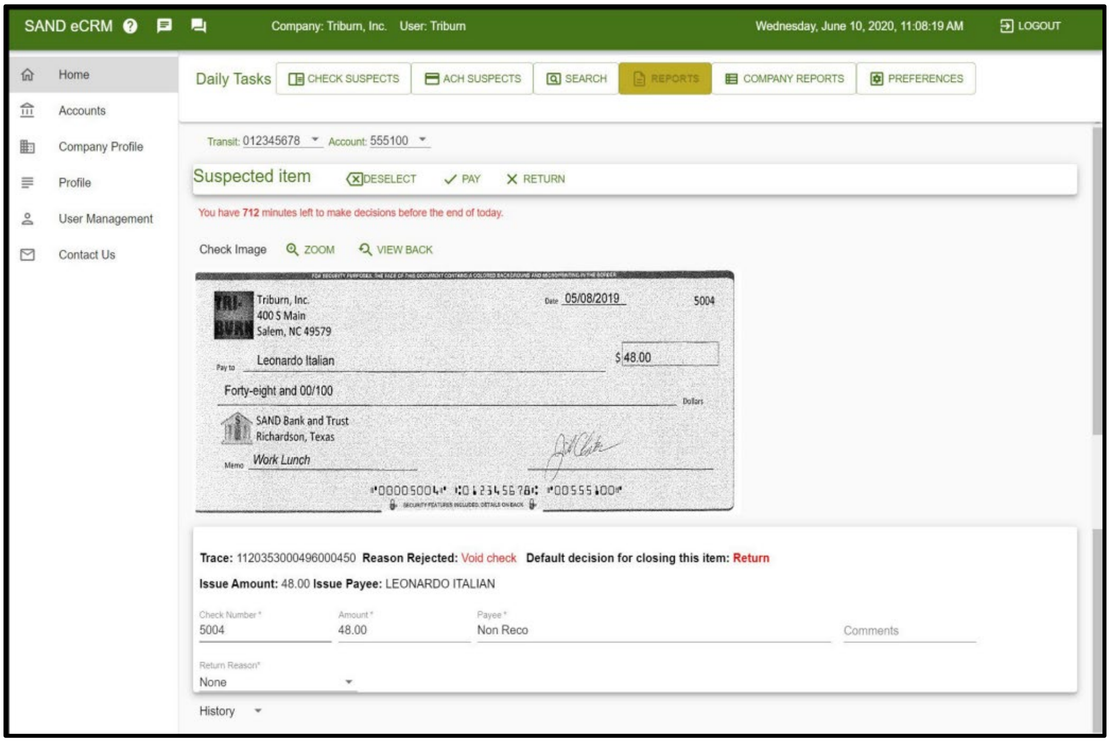
- Select an item to view an image of the check and a history of the item. If the item still needs to be dispositioned, such as in a Suspects Needed to be Reviewed report, additional fields appear.



a. Review the check. If necessary, make changes to the editable fields or add Comments. An asterisk (*) identifies required fields.

b. Complete one of the following actions:

- Click DESELECT to return to the report results.
- Click PAY or RETURN to make a decision on the item.

- In Bulk Decisions, select a Return Reason for <u>all items</u> on the page, and then select RETURN. A confirmation message opens.

7. Click OK. An information message opens.
8. Click OK.

- Click DOWNLOAD to download the itemfile.zip to your default download location.