

Quick Reference Guide – Generating Reports

Reports

The available account reports are:

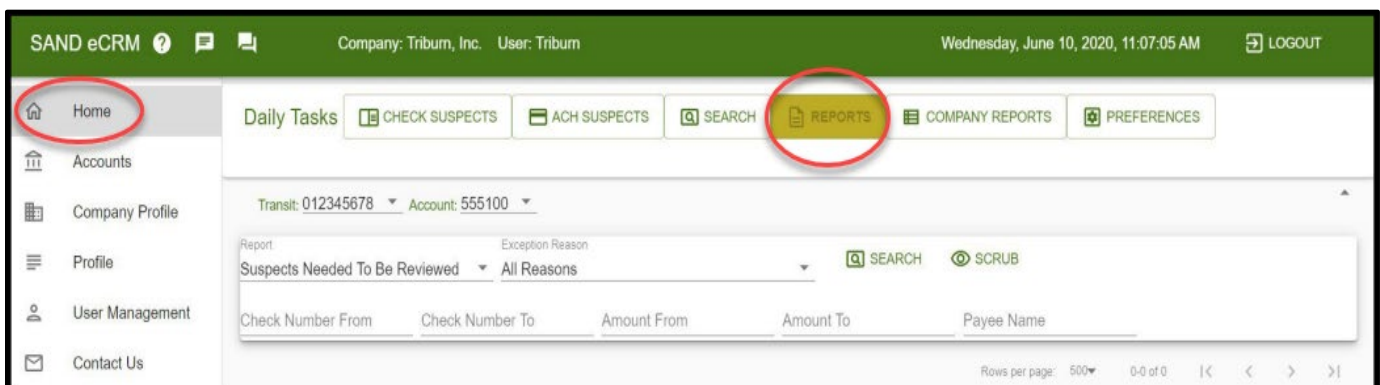
- Suspects Needed to be Reviewed
- Current Day Suspects
- Previous Days Suspects
- Pending Decisions to be Reviewed
- Paid Items
- Returned Items
- Outstanding Items
- Account Reconciliation
- ACH Accepted Items
- ACH Exceptions

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.




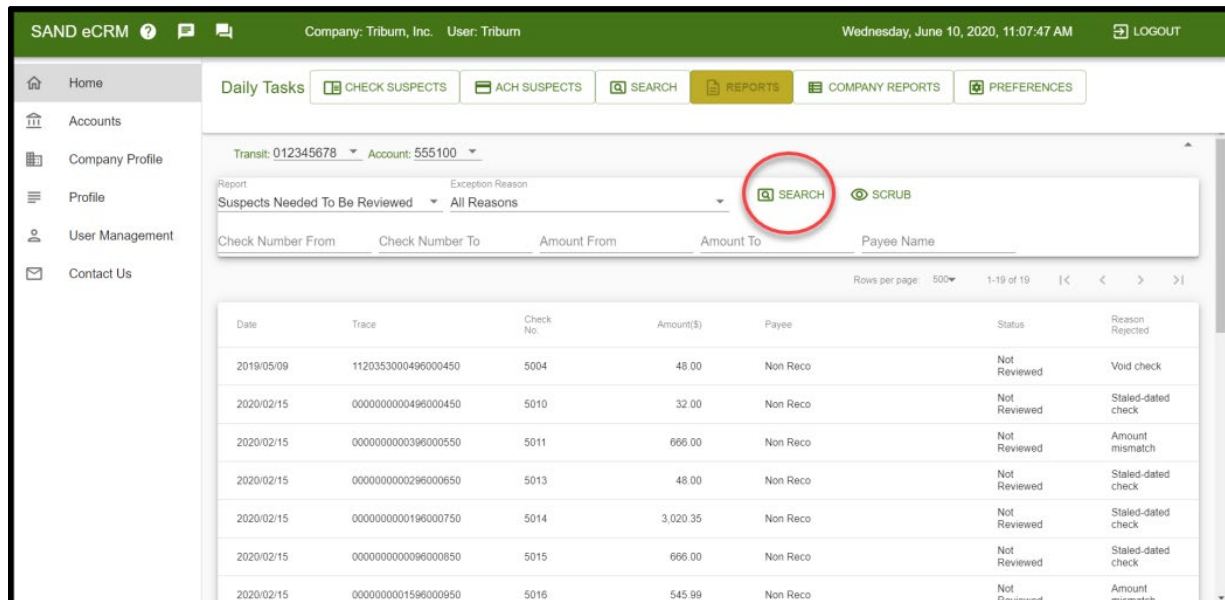
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2. Select the Transit number for which you want to run the report.
3. Select the Account number for which you want to run the report.
4. From Report, select the report you want to run.
 - ❖ Select additional search criteria for the following reports:
 - Account Reconciliation
 - Outstanding Items
 - ACH Accepted Items
 - 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.



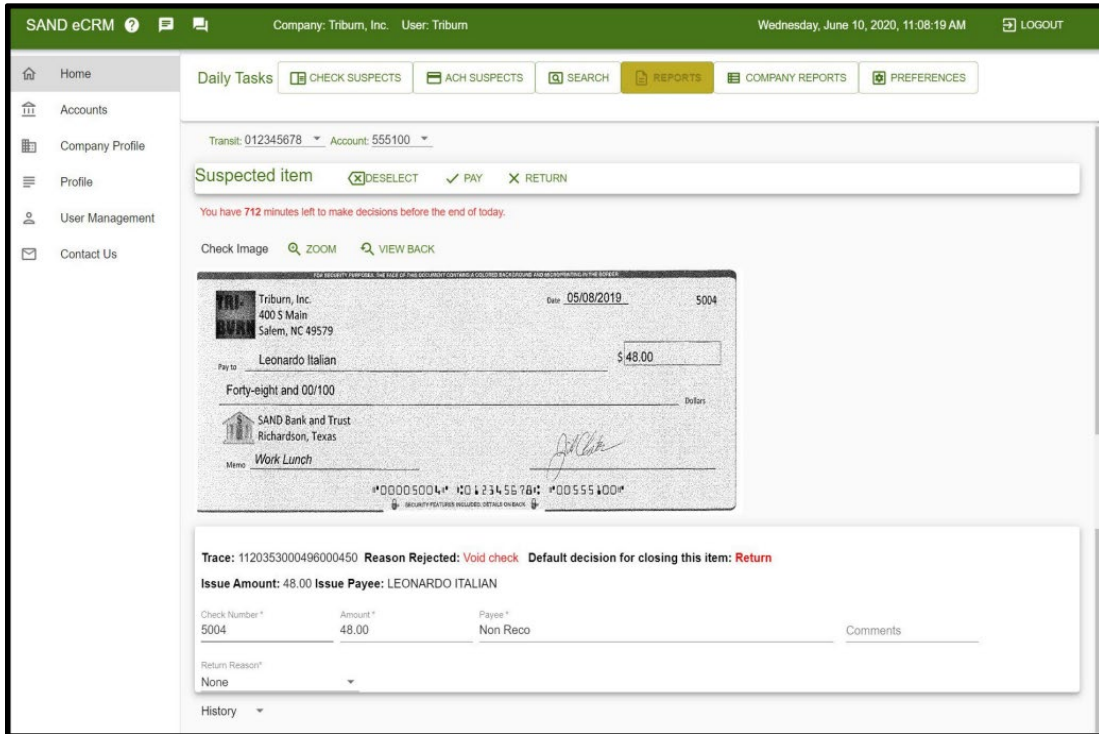
The screenshot shows the SAND eCRM interface. The top navigation bar includes 'SAND eCRM', 'Company: Tribum, Inc.', 'User: Tribum', 'Wednesday, June 10, 2020, 11:07:47 AM', and 'LOGOUT'. The main content area has a 'Daily Tasks' section with buttons for 'CHECK SUSPECTS', 'ACH SUSPECTS', 'SEARCH', 'REPORTS', 'COMPANY REPORTS', and 'PREFERENCES'. Below this, there are dropdown menus for 'Transit: 012345678' and 'Account: 555100'. The 'Report' dropdown is set to 'Suspects Needed To Be Reviewed' and the 'Exception Reason' dropdown is set to 'All Reasons'. A red circle highlights the 'SEARCH' button. Below the search filters, there are input fields for 'Check Number From', 'Check Number To', 'Amount From', 'Amount To', and 'Payee Name'. The table below shows a list of check records with the following columns: Date, Trace, Check No., Amount(\$), Payee, Status, and Reason Rejected.

Date	Trace	Check No.	Amount(\$)	Payee	Status	Reason Rejected
2019/05/09	1120353000496000450	5004	48.00	Non Reco	Not Reviewed	Void check
2020/02/15	0000000004960000450	5010	32.00	Non Reco	Not Reviewed	Staled-dated check
2020/02/15	0000000003960000550	5011	666.00	Non Reco	Not Reviewed	Amount mismatch
2020/02/15	0000000002960000650	5013	48.00	Non Reco	Not Reviewed	Staled-dated check
2020/02/15	0000000001960000750	5014	3,020.35	Non Reco	Not Reviewed	Staled-dated check
2020/02/15	0000000000960000850	5015	666.00	Non Reco	Not Reviewed	Staled-dated check
2020/02/15	0000000001596000950	5016	545.99	Non Reco	Not Reviewed	Amount mismatch

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.



- Review the check. If necessary, make changes to the editable fields or add Comments. An asterisk (*) identifies required fields.
 - 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 all items on the page, and then select RETURN. A confirmation message opens.
- Click OK. An information message opens.
 - Click OK.
 - ❖ Click DOWNLOAD to download the itemfile.zip to your default download location.