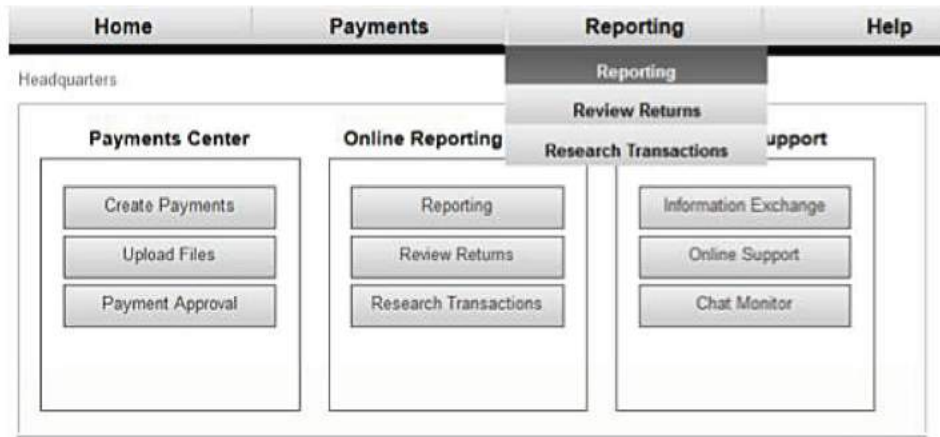


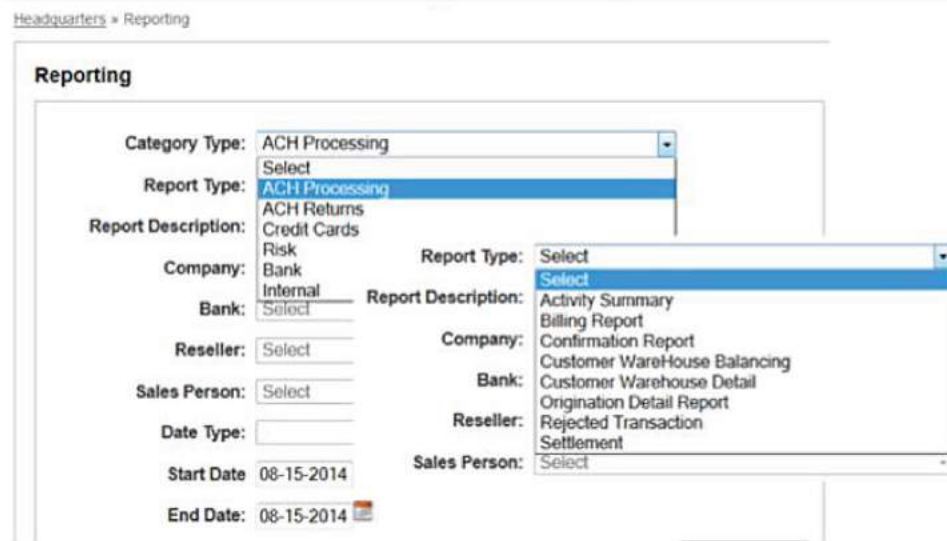
**TRAINING**

**REPORTING**

# REPORTING



» Select Upload Files - From home page or menu bar



» Select Category Type - ACH Processing / ACH Returns

## REPORT TYPES FOR ACH PROCESSING

### » ACTIVITY SUMMARY

Displays daily originations, returns and settlement activity by date. It can be pulled for any date range up to 90 days from the current date. (This report defaults the date range to the first day of the month to the current day).

### » CONFIRMATION REPORT

Displays daily origination activity by file name and is also broken down by SEC code. This report shows any rejected transactions and amounts. It can be pulled for any date range up to 90 days from the current date.

### » CUSTOMER WAREHOUSE BALANCING

Displays items that have been entered but not yet released. This report shows only the number of Debit or Credit transactions and the dollar amount by file name. It can only be run for the current day. After the cut off, it pulls the transactions out of the warehouse. This report does not hold historical data.

### » CUSTOMER WAREHOUSE DETAIL

Displays itemized detail of transactions in the customer's warehouse (items entered but not yet released). It is pulled for the current day. It can only be run for the current day. After the cut off, it pulls the transactions out of the warehouse. This report does not hold historical data.

### » ORIGINATION DETAIL

Displays details of originated items. It can be pulled for any date range up to 90 days from the current date.

### » SETTLEMENT REPORT

Displays details of Settlement for originated items and returns. This report is pulled a day at a time. It cannot be run for a range of dates.

### » REJECTED TRANSACTION REPORT

(For upload files) – Displays items that have been rejected by the system upon upload (not processed). This report shows the item and the error and can be pulled for any date range up to 90 days from the current date.

Headquarters » Reporting

#### Reporting

Category Type:	ACH Returns
Report Type:	Select
Report Description:	Select Dishonor Report Notification of Change Details Return Report
Company:	
Bank:	Select
Reseller:	Select
Sales Person:	Select
Date Type:	
Start Date:	
End Date:	

» Select Report Type - ACH Processing / ACH Returns

## REPORT TYPES

### » RETURN REPORT

Displays details for returned items. It can be pulled for any date range up to 90 days from the current date.

### » NOTIFICATION OF CHANGE DETAILS

Displays detail of all Notification of Change received. It can be pulled for any date range up to 90 days from the current date.

### » DISHONOR REPORT

Displays items that have been dishonored and details regarding those items. This report can be pulled for any date range up to 90 days from the current date.

The screenshot shows a web interface for generating reports. It features several input fields and buttons:

- Release File:** A dropdown menu with "Select" and a "refresh" button.
- Source Batch:** A dropdown menu with "Select a Batch..." and a "refresh" button.
- Source File:** A dropdown menu with "Select a File..."
- Release Group:** A dropdown menu with "All".
- View Report** and **View HTML** buttons.
- Select Download Type:** A dropdown menu with "Select a format" and a list of options: CSV, EXCEL, HTML, and PDF.
- Back to Menu** button.

There is a "- or -" separator between the "View Report/HTML" buttons and the "Select Download Type" dropdown.

### » VIEW REPORT

View report displays the report in separate pop-up window. If your pop up blockers are turned on, it will give you an option to allow pop ups for our site only. Please allow that. You can view the report and EXPORT the file into a format to save to your computer or print.

### » SELECT DOWNLOAD TYPE

Select the format in which you want to save directly to a folder on your computer.