

Associated Connect[®]

Reference Guide: Reporting



Reporting

Use the Reporting service to view detailed information on all your transaction activity. Reporting allows you to:

- Run reports on previous day activity.
- Search for individual transactions or ranges of transactions with the Transaction Search feature.
- Save frequently used reports.
- Export reports or search results for use in desktop accounting programs.
- Export BAI2 formatted data.

Reporting Terms and Features

Report Views - When you run a report, you must select a report view for the report results. The report view determines the level of detail for report results. Report views include Summary, Transaction List and Statement Report.

Summary Views - Summary views provide balances, totals and other summary information.

Transaction List Views - Transaction List views provide detailed transaction information, including information on individual transactions. Depending on the report, you may be able to click on a particular balance to obtain detailed information in a Transaction List view.

Statement Report Views - The Statement Report view lets you enter a value that is then calculated into the report results. For example, if you just made a large payment and would like to make sure that the report reflects the amount, you can enter the amount and have it appear in the report results.

Reporting Workflow

Reporting allows you to produce reports on account activity. The reports are designed to give you quick access to important account and transaction information. The Reporting functions that you have access to depend on your service and account privileges, as well as whether a particular account is set up to include the reporting service.

1. Click Reporting. Depending on how many services you have, Reporting may be grouped under the Statements and Reports category.

2. Select a Report Name. The types of information that can appear in the report vary according to the report type.

Report Selection

Report Name	Report Description	Report Type
Cash Position Statement Report	Statement	Previous Day
Check Paid Report	Paid Check Activity	Previous Day
Previous Day Report	Summary and Transaction list	Previous Day
Wire Transfer Report	Wire Transaction List	Previous Day

3. Select Report Criteria to define the report output. The criteria you set depend on the type of report you select. If you have created a Favorite Report you can select it to enter the criteria automatically.

Depending on your system, you can display the report on your screen; export it to your computer for use in desktop accounting programs.

Criteria Selection

Report Selection: Criteria Selection

Previous Day Report Required *

Select Favorite:

Name: Save Delete

Period:

From Date: To Date:

Account Display Sort:

Transaction Sort:

Report View: Summary Transaction List Statement Report

Accounts: *

	ABA Number	Account Number	Account Name	Account Type	Unreported Credits	Unreported Debits
<input type="checkbox"/>	All Accounts					
<input type="checkbox"/>	075900575	77763852	Operating Account	Checking	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	075900575	78863852	Deposit Account	Checking	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	075900575	79963852	Expense Account	Checking	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	075900575	99963852	Payroll Account	Checking	<input type="text"/>	<input type="text"/>

Display Export Reset

4. The information that appears in the report depends on the type of report and search criteria you select.

View the report on your screen or download it to an accounting program.

	Closing Ledger	Opening Available	Closing Available	1 - Day Float	2 or More Days Float	3 or More Days Float	Total Debits	Total Credits
ABA073900375								
10375	\$ 20	\$ 20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ABA073900375								
10375	\$ 20	\$ 20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ABA073900375								
10375	\$ 20	\$ 20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ABA073900375								
10375	\$ 20	\$ 20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ABA073900375								
10375	\$ 20	\$ 20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Transaction Search Workflow

Use the Transaction Search function to locate and view transaction information. The search criteria allow you to search for a transaction using account number, transaction type, amount and other criteria.

- The types of information that can appear in the report vary according to the report type. To view transaction information, complete the search criteria and click Transaction Search. You can also export the file to your computer.
Transaction search allows you to view a wide variety of transaction information.

Transaction Search

Search Criteria

Data Type: Previous Day

Transaction Type: Choose Transaction Type

From Date: [] []

To Date: [] []

Account Number: All Accounts

From Amount: []

To Amount: []

Serial Number: []

Reference Number: []

Transaction Search Export Reset

- The information that appears in the Transaction search report depends on the transaction type and search criteria you select.

Demonstration - Internet Explorer

Transaction Search for ACH/Pre-authorized Credits/Concentration

ABA: 001111118 Sort: Date/Amount
Account: 1123456

	Description	DB Amount	CR Amount	Serial Num	Ref Num
01/09/2018	ACH Credit Received		\$4,398.00		
	Pre-Authorized ACH Credit		\$2,500.00		775995
	ACH Debit Received	\$1,375.55			1115
	ACH Debit Received	\$890.00			1116
	ACH Return Item or Adjustment Settlement	\$670.29			
	ACH Debit Received	\$530.70			1114
	ACH Return Item or Adjustment Settlement		\$445.60		4499009
	Miscellaneous ACH Credit		\$356.00		
Totals for Account 1123456		\$2576.54	\$7699.60		
Total Debits/Credits		4	4		
Totals for ABA 001111118		\$2576.54	\$7699.60		
Total Debits/Credits		4	4		

Help Print Close

Run a Report

1. Click Reporting.

2. Select the report you want by clicking the link in the Report Name column. The Criteria Selection screen appears.

Report Selection

Report Name	Report Description	Report Type
Cash Position Statement Report	Statement	Previous Day
Check Paid Report	Paid Check Activity	Previous Day
Previous Day Report	Summary and Transaction list	Previous Day
Wire Transfer Report	Wire Transaction List	Previous Day

3. Enter data in the appropriate fields described below.

From Date – The date for which you want to produce report results. If you want report results for a range of dates, enter the first date in the range.

To Date – If you want report results for a range of dates, enter the end date in the range. If you want report results for a single day, enter that date in the From Date field and leave the To Date field blank.

Transaction Sort – The method the system uses to sort results for a Transaction List Report view. Options include: Date/Amount, Date/Serial Number, Amount, Serial Number, Reference Number or Transaction Type.

Show Detail – Select this option when you want to see additional information associated with an individual transaction in the Transaction List Report view, such as ACH addenda information.

4. Select the Report View: Summary, Transaction List or Statement Report.

Note: Depending on the type of report, all views may not be available.

Report View: Summary Transaction List Statement Report

5. Select the checkbox next to the appropriate account(s). If you are generating a Statement Report for a single account, you can enter a value in the Unreported Credits and Unreported Debits fields. The values appear in the report and are calculated alongside the debit and credit transaction details.

Accounts: *	ABA Number	Account Number	Account Name	Account Type	Unreported Credits	Unreported Debits
<input type="checkbox"/>	All Accounts					
<input type="checkbox"/>	075900575	77763852	Operating Account	Checking		
<input type="checkbox"/>	075900575	78863852	Deposit Account	Checking		
<input type="checkbox"/>	075900575	79963852	Expense Account	Checking		
<input type="checkbox"/>	075900575	99963852	Payroll Account	Checking		

6. Click **Display** to view the report.

Save and Run a Favorite Report

1. On the Criteria Selection screen, enter a name for the report in the Name field.
2. Enter the appropriate report criteria as shown in Step 3 of Run a Report.
3. Click **Save**. The criteria you saved will now be available in the Favorite Reports dropdown list.

This screenshot shows the 'Criteria Selection' form. It includes a 'Select Favorite:' dropdown menu, a 'Name:' text input field, and 'Save' and 'Delete' buttons. The 'Period:' is set to 'Previous Day'. The 'From Date:' is '01/10/2018' and the 'To Date:' is empty. The 'Account Display Sort:' is 'Account Name' and the 'Transaction Sort:' is 'Date/Amount'.

4. To run the Favorite Report, select the report in the dropdown list. The criteria information you saved will display automatically.

This screenshot shows the 'Previous Day Report' screen. The 'Select Favorite:' dropdown is set to 'All Accounts'. The 'Name:' field contains 'Previous Day All'. The 'Period:' is 'Previous Day'. The 'From Date:' is '01/09/2018' and the 'To Date:' is '01/09/2018'. 'Save' and 'Delete' buttons are visible.

Search for Transactions

1. Click **Reporting**.
2. Select **Transaction Search** from the top menu.
3. On the Criteria Selection screen, enter the appropriate data for the search you want, select the account and click **Transaction Search**.

| Information Reporting | Transaction Search

This screenshot shows the 'Transaction Search' criteria selection screen. It has a title 'Transaction Search' and a section 'Search Criteria'. The 'Data Type:' is 'Previous Day'. The 'Transaction Type:' is 'Choose Transaction Type'. The 'From Date:' and 'To Date:' are empty. The 'Account Number:' is 'All Accounts'. There are fields for 'From Amount:', 'To Amount:', 'Serial Number:', and 'Reference Number:'. At the bottom, there are 'Transaction Search', 'Export', and 'Reset' buttons.

Export Report Results

- Do one of the following to export Report or Transaction Search results.
 - To export report results: Click **Reporting** and then **Information Reporting**. Enter report criteria or select a Favorite Report on the Criteria Selection screen, and click **Export**.
 - To export Transaction Search results: Click **Reporting** and then **Transaction Search**. Enter search criteria on the Transaction Search screen, and click **Export**.

- On the Export screen, select export options. You can select the Include Column Headers checkbox to add the headings for each column in the report.
Tip: Including column headers makes it easier to differentiate columns in the export file.

Export Options

Export Report

Date: 01/10/2018 Include column headers

Format: Comma-separated Tab-separated

Accounts: All

OK

- Click **Export Report**. The following prompt appears beneath the screen title: *Export was started for <name of report>. Please press the refresh button to view results of the export.*
- Click **Refresh** from the top menu. A new message appears: Export File Created. Click here to download or view file.
- Click on the message link to view the export file in your browser. Use your browser File/Save As option to save the export data to a file. Once you have saved the file, you can use the import feature of your spreadsheet or accounting program to bring the data into that program.
- To exit the report view and return to another reporting screen, select an option from the top menu.