

Associated Connect[®]

Reference Guide: Reports



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Associated Connect Access

Associated Connect provides secure, single sign-on access to your business and commercial banking services through AssociatedBank.com/Business or AssociatedBank.com/Commercial.

Available Services

Once signed in, users can access a wide range of online banking functions:

Banking	Account Balances, ACH Origination Check Inquiry, Image Search, Positive Pay, Stop Payments, Transfers and Wire Transfers
Account Summary	View balances and transaction details
Cash Management	Bill Pay*, Cash Ordering, Checkview, FX Manager, Lockbox, Remote Deposit and Trade Services
Transmission and Reporting	Document Center, Export Tools and File Transfer

*Some services within the bill payment service have service charges. Please refer to the Business Fee Schedule or the applicable Checking Product Disclosure for details. (1276)

Sign-In and Security

Access to Associated Connect requires identity verification through one of two methods:

High-Risk Services	- Sign in with your username and password. - Verify identity using multi-factor authentication (MFA) with a unique access code from a mobile or physical token.
Low-Risk Services	- Sign in with your username and password. - Verify identity using a unique access code sent by text message (SMS) to your registered mobile number.

For help with tokens, see the Multi-Factor Authentication and Password Management Guide or contact Customer Care at 800-728-3501.

Associated Bank does not charge a fee to download our digital applications; however, transactional fees may apply. Carrier message and data rates may apply; check your carrier's plan for details. Visit AssociatedBank.com/disclosures for Terms and Conditions for your service. (1406)

Reports

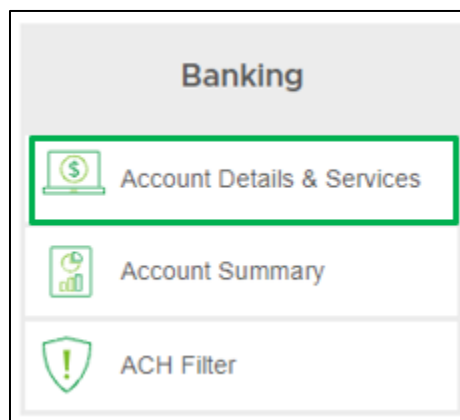
Associated Connect offers a comprehensive suite of reporting options, divided into categories by report topic. Reports are customized to fit your specific needs and can be saved for later use.

The **Reports** menu in Associated Connect gives you the ability to run standard and custom reports for your organization.

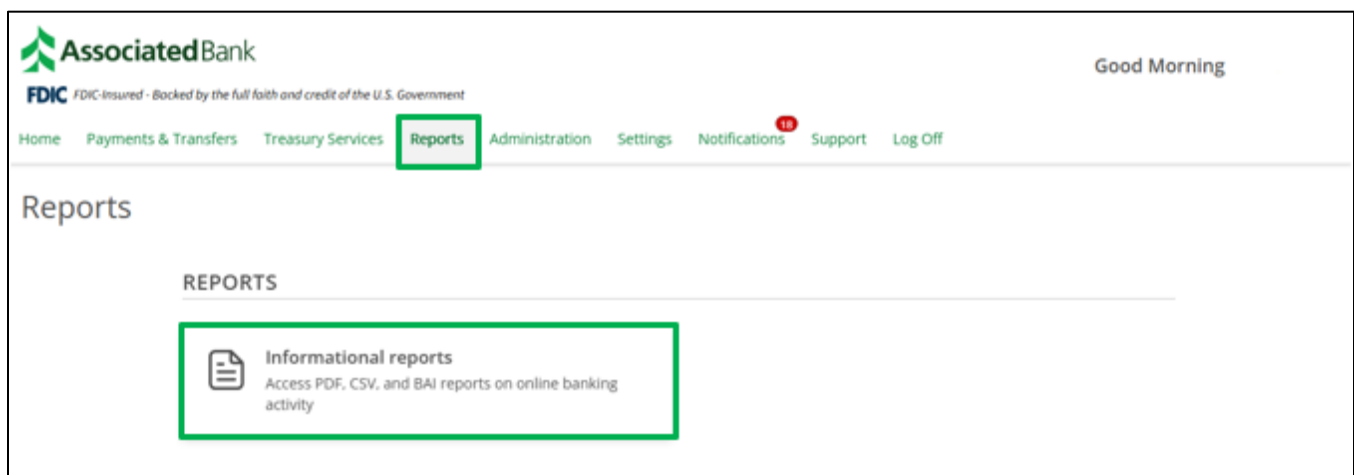
A description of each report is noted in the glossary of this guide.

Reports Menu

Access Associated Connect Reports within **Account Details & Services**.



From the **Home** page, select the **Reports** tab, then **Informational reports**.



Select the **Create New Report** dropdown to display the reports entitled to the company/user.

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Good Afternoon

Home Payments & Transfers Treasury Services Reports Administration Settings Notifications Support Log Off

Informational reports

Information Reports

Search

0 Results Filters: All Private

Current Day Reports	Previous Day Reports	Online Activity Reports	Other Reports
ACH Activity Report - Current Day	ACH Activity Report - Previous Day(s)	ACH Online Origination	Company Entitlements Report
Balance and Activity Statement - Current Day	Balance and Activity Statement - Previous Day(s)	ACH Passthru File Uploads	
Checks Paid Report - Current Day	Checks Paid Report - Previous Day(s)	Transaction Report	
User Defined Report - Current Day	User Defined Report - Previous Day(s)	Wire Online Origination	
Wire Transfer Report - Current Day	Wire Transfer Report - Previous Day(s)		
Transaction Reports			
Company User Activity Report			

Create New Report

Running Reports

For the purposes of this guide, a Transaction Report will be created as an example.

New Transaction Report

This report will generate the following file formats: PDF, CSV [Change report type](#)

Do you want this report to be private or shared?

☐ Private

☒ Shared

What do you want to name the report?

What account(s) do you want to include?

☐ All Accounts (2)

[Select specific account\(s\)](#)

What dates do you want to include?

How often do you want this report to run?

☒ On Demand

☐ Every Business Day

☐ Every Calendar Day

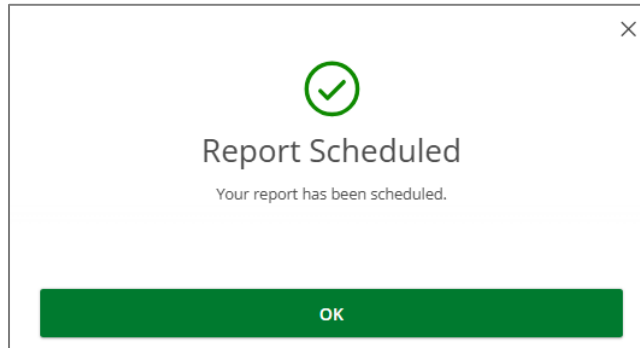
☐ Weekly

☐ Monthly

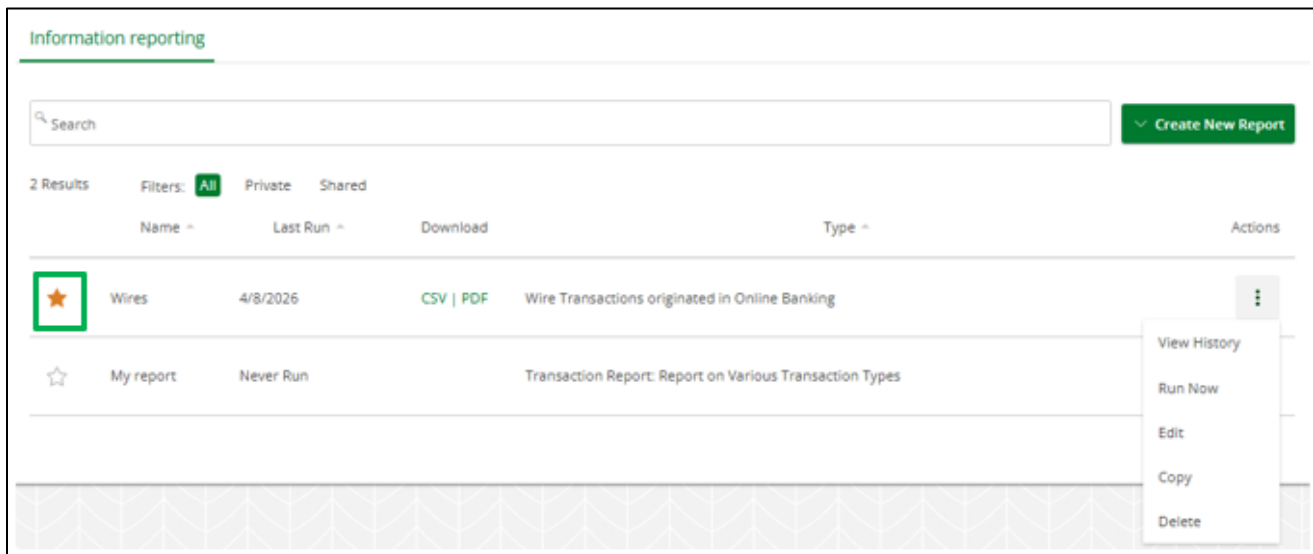
Complete the form to your specifications, if applicable:

- Private or Shared with all users
- Report Name
- Accounts to include
- Dates to include
- Reoccurrence

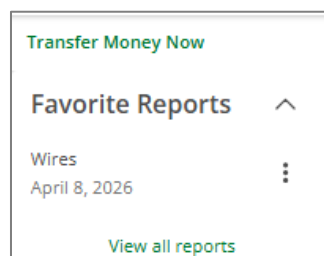
Select **Create** and the report will be scheduled to run based on how the report was created.



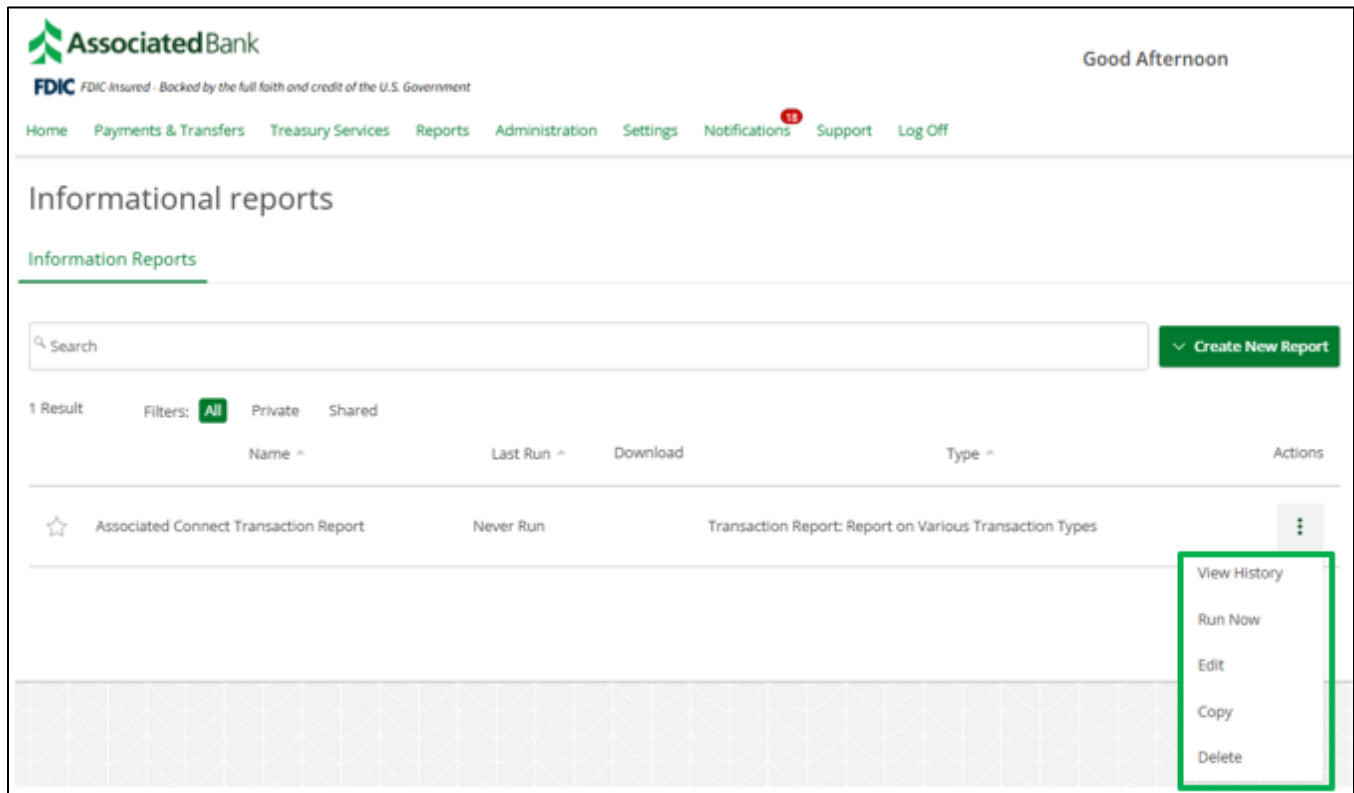
The customized report will appear on the **Informational Reports** page, select the star icon next to the report to favorite it.



Note: *Favorited reports will show up on the home screen under **Favorite Reports**.*



Select the ellipses to see report options. You can **View History**, **Run Now**, **Edit**, **Copy** or **Delete** the report.



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Good Afternoon

Home Payments & Transfers Treasury Services Reports Administration Settings Notifications ¹⁸ Support Log Off

Informational reports

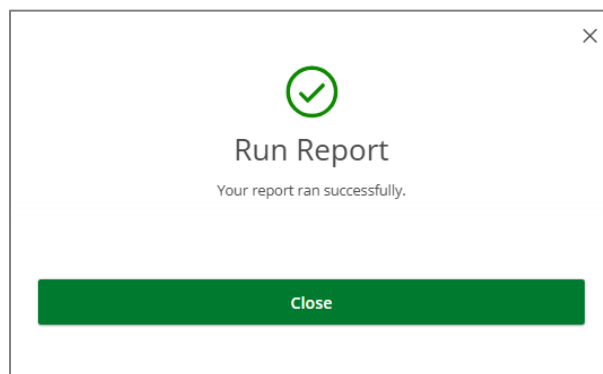
Information Reports

Search ▼ Create New Report

1 Result Filters: **All** Private Shared

Name	Last Run	Download	Type	Actions
☆ Associated Connect Transaction Report	Never Run		Transaction Report: Report on Various Transaction Types	- View History - Run Now - Edit - Copy - Delete

When you select **Run Now**, the report will be scheduled and run. This may take a few minutes and requires you to refresh your browser. You'll receive confirmation when the report ran successfully.



On the **Informational Reports** page, the report status will show **Scheduled** while it is running.

Informational reports					
Information Reports					
Search					Create New Report
1 Result	Filters: All	Private	Shared		
Name ^	Last Run ^	Download	Type ^	Actions	
Associated Connect Transaction Report	5/9/2026	Scheduled	Transaction Report: Report on Various Transaction Types		

Once the report is complete, the download will show the options available to export. Open the report from the downloads section of your browser and save and print as needed.

Informational reports					
Information Reports					
Search					Create New Report
1 Result	Filters: All	Private	Shared		
Name ^	Last Run ^	Download	Type ^	Actions	
Associated Connect Transaction Report	5/9/2026	CSV PDF	Transaction Report: Report on Various Transaction Types		

Reports Glossary

A description of the available reports within the **Account Details & Services** section of Associated Connect.

Current Day Reports	
ACH Activity Report – Current Day	Provides details for ACH transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted ACH transaction.
Balance and Activity Statement – Current Day	Provides summary balance information for deposit account(s) providing Opening Ledger Balance, Opening Available Balance, Total Credits (count and amount), Total Debits (count and amount), Closing Available Balance and Closing Ledger Balance. Provides information for each account, including each posted transaction, showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description.
Checks Paid Report – Current Day	Provides details for check transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted check transaction.
User Defined Report – Current Day	Provides details for specific transaction types posted to selected accounts showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted transaction. The user can select the transaction types using BAI Codes to be included in the report.
Wire Transfer Report – Current Day	Provides details for wire transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted Wire Transfer transaction.
User Activity Reports	
Company User Activity Report	Provides a report of all digital banking activity for a selected User for a selected date or date range. This report can be filtered to include only specific transaction types, but otherwise it includes all transaction types and other general online banking activities.
Previous Day Reports	
ACH Activity Report – Previous Day	Provides details for ACH transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted ACH transaction.
Balance and Activity Statement – Previous Day(s)	Provides summary balance information for deposit account(s) providing Opening Ledger Balance, Opening Available Balance, Total Credits (count and amount), Total Debits (count and amount), Closing Available Balance and Closing Ledger Balance. Provides information for each account, including each posted transaction, showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description.

Checks Paid Report – Previous Day(s)	Provides details for check transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted check transaction.
User Defined Report – Previous Day(s)	Provides details for specific transaction types posted to selected accounts showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted transaction. The user can select the transaction types using BAI Codes to be included in the report.
Wire Transfer Report – Previous Day(s)	Provides details for wire transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number and Description for each posted Wire Transfer transaction.
Online Activity Reports	
ACH Online Origination	Provides a summary report of all ACH transactions submitted through the digital banking system. Specific details vary by specific transaction type, but all include Tracking ID to facilitate further inquiry. Includes batch name, transaction type, drafted by, approved by, process date, status, originating account number, amount name, Company entry description, ACH SEC code, effective date, ACH header. total amount and tracking number. Includes batch name, transaction type, drafted by, approved by, process date, status, originating account number, amount name, Company entry description, ACH SEC code, effective date, ACH header. total amount and tracking number.
ACH Passthru File Upload	The ACH Passthru File Upload Report provides summary (file and batch level details) of all NACHA files submitted using ACH Passthru for a user-defined date or date range. Used for verification and reconciliation to validate that all expected files have been successfully uploaded and processed. (For transaction-level detail, refer to the third- party system of record that generated the original file.)
Transaction Report	Provides a report of all other (except ACH or wire) transactions submitted through the digital banking system. Specific details vary by transaction type, but all include Tracking ID to facilitate further inquiry.
Wire Online Origination	Provides a report of all Domestic and/or International Wire Transfers submitted through the digital banking system. Domestic Wires provides all details including Tracking ID, Batch ID, Drafted By User, Approved By User, Status, Beneficiary Details, Payment Details, Beneficiary Financial Institution Details, Receiving Financial Institution details and Intermediary Financial Institution Details. International Wires provides Tracking ID, Batch ID, Drafted By User, Approved By User, Status, Beneficiary Details, Payment Details including Currency Code, exchange rate and USD Amount, Beneficiary Financial Institution Details including IBAN or SWIFT/BIC, Receiving FI details and Intermediary Financial Institution Details.

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