

Virtual Account Management

Reference Guide: Reports

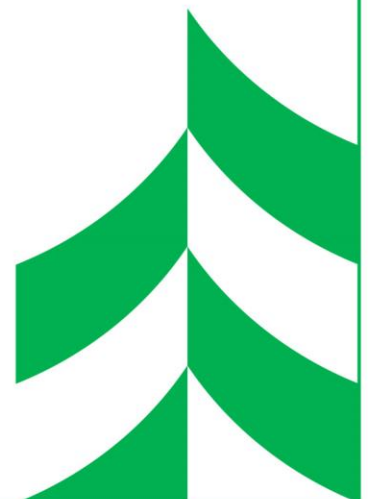
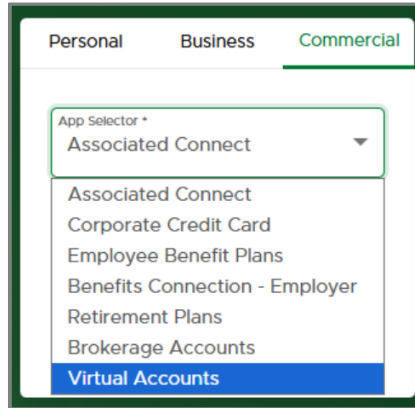


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Sign In and Security

Access Virtual Account Management directly from Associated Bank's website: AssociatedBank.com/Commercial



When accessing Virtual Account Management, you will be required to verify your identity. Sign in with your username and password and then verify your identity through multi-factor authentication.

Reports

The **Reports** menu provides access to the **Available Reports** page, where you can generate various standard reports. This guide provides detailed instructions for day-to-day operational tasks.

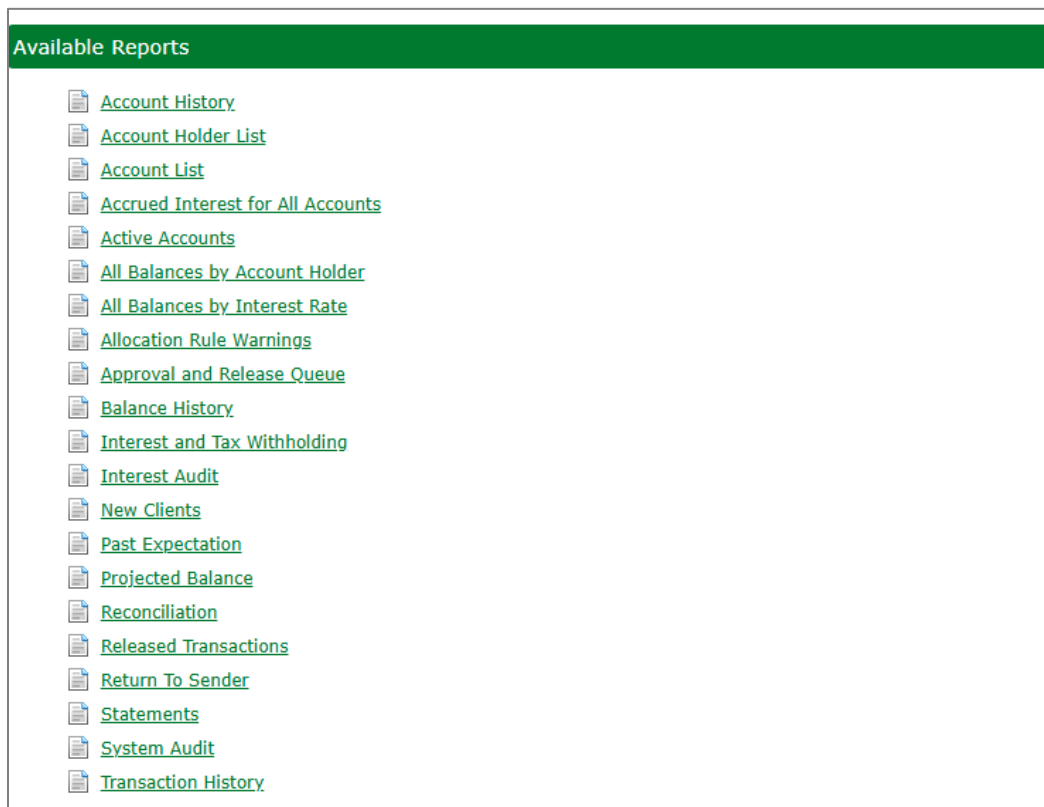
Available Reports

Below is a description of common reports within the **Available Reports** page.

Report Name	Report Description
Account History	Generates all transactions for selected accounts and date ranges.
Account Holder List	Lists all account holders grouped by type.
Account List	Lists all accounts grouped by account group with their status.
Accrued Interest	Displays interest accruals for all accounts.
Active Accounts	Summarizes active vs. total accounts.
Allocation Rule Warnings	Lists transactions that could not be allocated.
Approval and Release Queue	Lists transactions pending authorization/release.
Balance History	Displays the historical daily balance of each account.
Balances by Account Holder	Displays balances by account holder.
Balances by Interest Rate	Displays balances by interest rate.
Interest and Tax Withholding	Shows tax withheld and interest paid, including adjustments.
Interest Audit	Displays all interest activity.
New Clients	Lists all new accounts opened within a date range.
Past Expectation	Identifies all expected allocations that have exceeded their expected value (\$) or scheduled date.
Projected Balance	Displays cleared, assured and projected balances by bank area for up to 7 days.
Reconciliation	Shows outstanding transactions awaiting matching or clearance.
Released Transactions	Lists all transactions released or originated.
Return to Sender	Lists payments/receipts returned to senders.
Statements	Generates statements based on selected filters.
System Audit	Lists actions taken on accounts, users, templates, etc.
Transaction History	Lists all cleared transactions.

Running Reports

1. Sign in to Virtual Account Management and navigate to the **Reports** menu.
2. Select the report (e.g., Active Accounts, Statements) from the **Available Reports** page.
3. Enter the required parameters (fields marked with * are required), select **GO**.
***Common fields:** Report format (CSV or PDF), Include Blocked/Closed Accounts, Date From/To or Account Holder, Frequency, Statement Period End.*
4. Click **View Report** to generate. The report will appear in your browser downloads in the file format chosen.



Exporting Reports

1. Select the report you'd like to export (e.g., Active Accounts, Statements) from the **Available Reports** page.
2. Enter the required parameters (fields marked with * are required), click **GO**. Select the output format: Excel, CSV or PDF.
3. Click **View Report** to generate. The report will appear in your browser downloads in the file format chosen.

Best Practice:

- *If a report fails to generate, verify that all required * fields are completed.*
- *If report data looks incomplete, re-check the date ranges and account filters.*
- *Run reports outside of peak processing times for faster performance.*

