

This reporting feature gives businesses the ability to build and run reports based on their Business Banking ACH & Wire payment data and template data.

“Reports” shows in the main Business Banking menu.



Business Banking Reports offer six (6) report types.

- Completed Payments Report
- Scheduled Payments Report
- Declined/Failed Payments Report
- Templates Report
- Scheduled Recurring Payments Report
- Pass-through Report

Upon first access, the business sees default report templates for each report type.

Build a report

These are reports that have been saved as template.

Showing all reports

Reports	Last run date	
<a href="#">Default Completed ACH Payments Report</a> Completed payments report	Feb 26, 2019	Options <input type="button" value="v"/>
<a href="#">Default Completed Wires Payments Report</a> Completed payments report	Feb 26, 2019	Options <input type="button" value="v"/>

**Notes:**

- Unlimited report templates are allowed.
- Filter options (see next page) do not reflect transaction types granted to the business, e.g. the business will see International Wire as a payment type even if it's not enabled for the business.
- When running a report, the user's entitlements are enforced, even if the report template contains selections the user is not entitled to view.

What type of report do you want to build?

Completed payments report

Select the type of report, which determines the filters (“Scheduled payments report” in this example).

Choose the fields you want to display on your report

Choose which fields of data to include in the report. Options depend on Report selected. “Export Only Fields” includes additional fields shown only in the downloaded CSV file.

- Select All
- Payment ID
- Payment Name
- Payment Type
- Transaction Type
- Tax ID Name
- Funding Account #
- Payment Amount
- Recipient ID
- Recipient Name
- Recipient Account #
- Recipient Routing #
- Addenda
- Message To Beneficiary
- Receiving Bank Message
- Same-Day ACH
- Reversal Type
- Reversal Reference ID
- Confirmation #
- Created By
- Approved By
- Export Only Fields <sup>1</sup>

Select filters for the fields you choose

Date

Set date filter, based on created or settlement date. Max one year in the past to one year in the future.

Created Date

Period

Today

Funding account

Choose funding account(s) – closed accounts are included..

Select All Accounts (may include closed accounts)

Select Accounts

Transaction type

Select transaction type(s).

Select All

Outgoing Credit

Outgoing Debit

Payment type

Select payment type(s).

Select All

Payroll (PPD)

Consumer (PPD)

Electronic Check (POP)

Electronic Check (BOC)

Electronic Check (ARC)

Commercial (CCD)

Tax (CCD)

Child Support (CCD)

Telephone-Initiated (TEL)

Web-Initiated (WEB)

Domestic Wire

International Wire

Run report

Save report template

Cancel

“Run report” generates an ad hoc report. “Save report template” prompts the business to create a report template name.

This screen shows the Reports landing page once the first template is created.

**Filter by report type.**

**Build a new report.**

**Build a report**

These are reports that have been saved as template.

Showing all reports

Search e.g.: Report XYZ

**Search for a specific report.**

Reports	Last run date	Options
2017 Completed payments year-to-date Completed payments report	May 23, 2017	Options ▼

**Current report templates listed with last run date.**

**Options: Edit, Run Report, Export Report, Delete**

Run a report from the build a report screen or from the template options. The first 100 records display on screen and the Export option provides all records.

**Monthly Scheduled Payments** [Edit report template](#)

Report Type: Scheduled payments report      Created Date: May 24, 2018 - May 24, 2018 (Today)

Transaction Types: Outgoing Credit, Outgoing Debit      Payment Statuses: Scheduled, Pending Company Appr...

Payment Types: Payroll (PPD), Consumer (PPD), Ele...      Funding Accounts: All accounts (may include closed accounts)

1 record (1 payment, 1 recipient) [Show columns](#) ▼

Batch Payment ID	Payment ID	Payment Name	Payment Type	Payment Status	Transaction Type	Tax ID Name
BE2B016A-E112-48FD-84B4-32E62AC249AB	F69EC FED3-4 AA5A 8EFC8				Outgoing Credit	Classy Events

**Select "Export report", give the report an export name, and the browser provides the .csv file to open or save.**

**Export report**    Edit report    Cancel