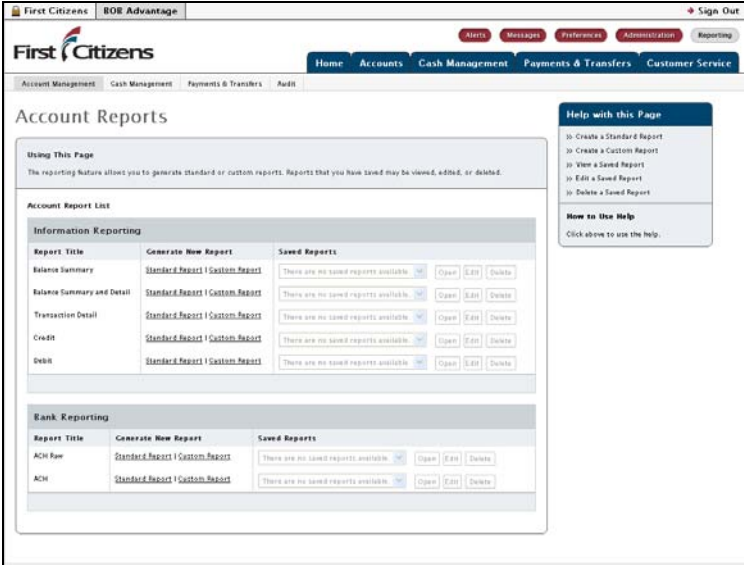


Reports

Step	Action
1.	On the Home Page , click on the Reporting button.
2.	<p>The Account Reports screen appears.</p> 
3.	<p>Depending on the permissions you have been granted the following reports are available to you in the Account Reports section:</p> <ul style="list-style-type: none"> - Balance Summary - Balance Summary and Detail - Transaction Detail - Credit - Debit - ACH Raw - ACH – Return Resolution and Notification of Change Reports <p>Click on Standard or Custom Report, choose your settings and click Generate Report to view the report. You can then print the report by clicking on the Printer Ready button and choosing File and Print.</p>
4.	<p>Depending on the permissions you have been granted the following reports are available to you in the Cash Management Reports section:</p> <ul style="list-style-type: none"> - Lockbox Summary - Positive Pay Exceptions Summary - Positive Pay Issues Report - Positive Pay Decision History - Positive Pay Activity <p>Click on Standard or Custom Report, choose your settings and click Generate Report to view the report. You can then print the report by clicking on the Printer Ready button and choosing File and Print.</p>

Reports

5.	<p>Depending on the permissions you have been granted the following reports are available to you in the Payments & Transfers Reports section:</p> <ul style="list-style-type: none">- Transfer History- Transfer Detail- Pending Transfer- Transfer by Status- Completed Wires- Failed Wires- In Process Wires- Wire by Status- ACH Payments (ACH Batch)- ACH File Upload (ACH Pass-Thru) <p>Click on Standard or Custom Report, choose your settings and click Generate Report to view the report. You can then print the report by clicking on the Printer Ready button and choosing File and Print.</p>
6.	<p>Depending on the permissions you have been granted the following reports are available to you in the Audit Reports section:</p> <ul style="list-style-type: none">- System Activity- User Permission <p>Click on Standard or Custom Report, choose your settings and click Generate Report to view the report. You can then print the report by clicking on the Printer Ready button and choosing File and Print.</p>