Business Online Banking

User Guide

Information Reporting

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Let's get you there.

Table of Contents

Account Reports

> **NOTE** Report options are based on the user's account entitlements.

Account Reports have a predefined format and layout. These reports can be downloaded as PDFs or Excel files. Standard Account Reports can be customized to some extent and saved as Custom Reports for future usage.

Under Reports, multiple report types are available in the Reports section:

1. **Account Reports** – These reports have balances and transaction data based on BAI Codes. All these reports can be viewed, downloaded and/or printed.

   Account Reports are of two types:
   - Standard Reports
   - Custom Reports

2. **Special Reports** – Customers with sweep accounts will find their Sweep Account Reports in this option.
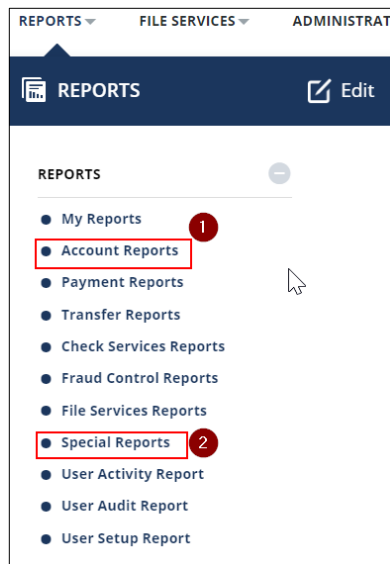
Within Account Reports, the following reports are in the Standard Reports section:

Report Name	Information
Current Day Combination	Current day or memo-posted summary and transaction data. The summary and detail sections are displayed together for each account.
Current Day Detail	Current day or memo-posted transaction data.
Current Day Detail New Items	Transaction data since the last time current day detail was retrieved for the user requesting the report.
Current Day Summary	Current day balances and summary data.
Multi-Day Statement	A report with statement data for a time period determined by the report default or a customized time period.
Paid Check	The BAI Code debit transaction data "475 - Check Paid."
Prior Day Combination	Reported prior day summary and transaction data. The summary and detail sections are displayed together for each account.
Prior Day Detail	Prior day transaction data.
Prior Day Detail No Check	Same as Prior Day Detail, excluding the Check Paid transaction data (BAI Code 475).
Prior Day Summary	Prior day summary data.
Wire Confirmation Detail	Current day confirmations of all incoming and outbound wire debit and credit transactions, including all transaction details.
Wire Confirmation Summary	Current day summary of confirmations of all incoming and outbound wire debit and credit transactions.

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Task 1: View a Standard Report

Step 1: Under Reports, select Account Reports.
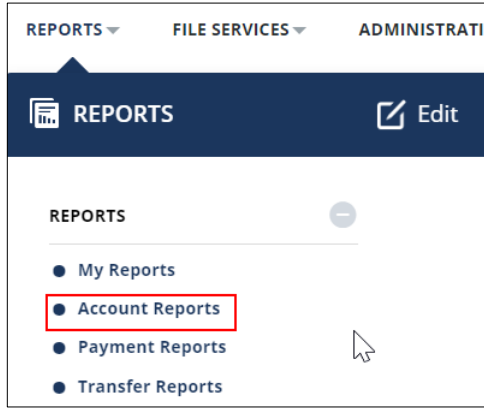
Step 2: To view a report, click the report name.
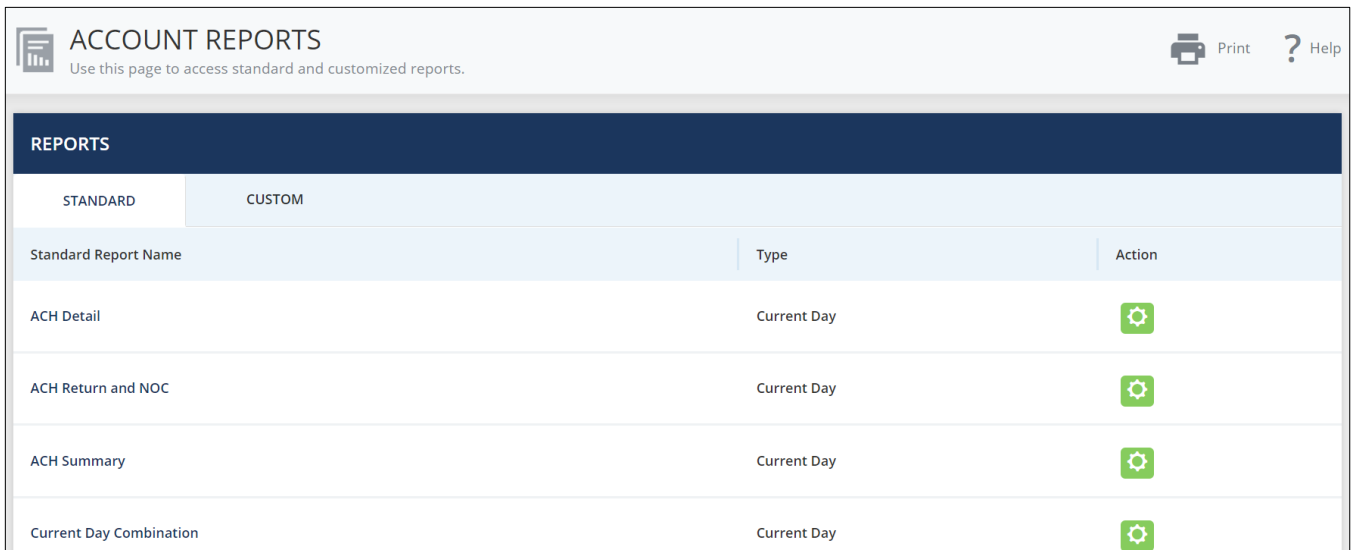
Example below shows Prior Day Summary Report.

Step 3: The report will appear in a report viewer window. Select Download or Print.

Task 2: Customize a Standard Report

Step 1: Under Reports section, select Account Reports.

Step 2: Under Standard tab, click green Action icon to customize the specific report. In the example below, Multi-Day Statement Standard Report is being customized.
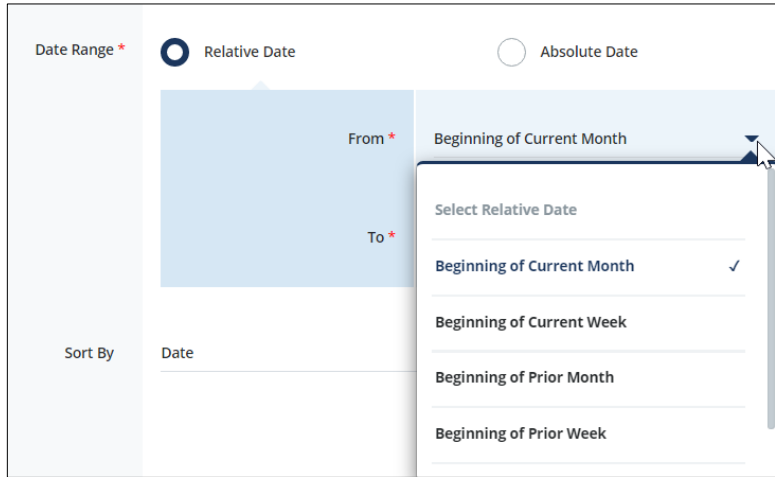

Step 3: This screen will vary depending on the Standard Account Report being customized. Required fields are marked by an asterisk (*).

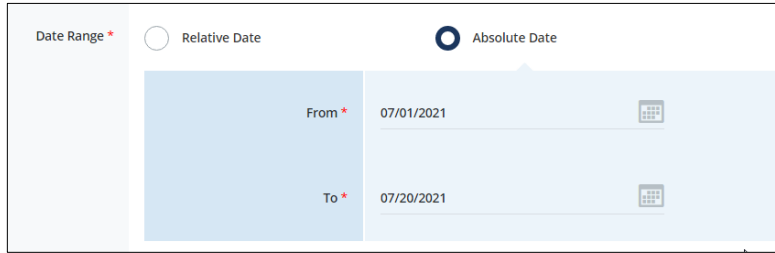Below are the required fields-

- Report Name
- Accounts- Select one account or as many as needed

- Date Range

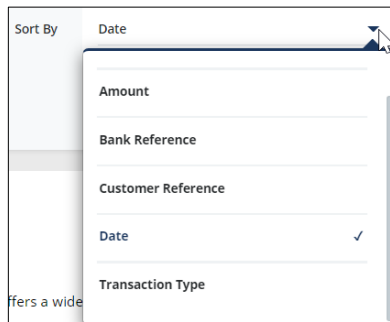   (i)   Relative Date – Lists the time periods you can select.

    (ii)   Absolute Date - Prompts for an exact beginning and ending date.

Step 4: Provide optional fields:

Usage - Choose Private or Shared

Sort By options are Amount, Bank Reference, Customer Reference, Date, and Transaction Type.

Click Continue.

NOTE: Shared usage would be available to any user with access to the accounts selected for the report. On shared reports, any user can edit the customization of the report, altering the report results, without any other user's knowledge.

Step 5: Review the details of the Custom Account Report.
- Click Edit if changes are needed.
- Click Save to only save the report.
- Click View to only view the details without saving.
- Click Save and View to save the customized report and view the details.

The Successful Submit message will appear.

Step 6: The report will appear in a report viewer window. Options for working with the report include, click Download or Print.

Task 3: Edit a Customized Report

Step 1: Under Reports, select Account Reports.

Step 2: Under the Custom tab, click Edit (yellow icon).

Step 3: Edit the fields on the report, click Continue.

Step 4: Review the customized information.
To save the Custom Report, click Save or Save and View.

PREVIEW: CUSTOM ACCOUNT REPORT
Before continuing, review your custom report criteria.

REPORT INFORMATION

Report Name	Multi-Day 20 July
Account Report Name	Multi-Day Statement
Report Type	Prior Day Detail
Usage	Shared
Accounts	xxxxxxx2205
Date Range	From (07/01/2021) To (07/20/2021)
Sort By	Date

Cancel   Edit   Save   View   Save and View

The Successful Submit message will appear.

Successful Submit
Report Multi-Day 20 July has been successfully modified.

Manage Reports

Task 4: Delete a Customized Report

Step 1: Under Reports, select Account Reports.

NOTE: You cannot delete a Standard Report. You can only delete a Customized Report.

Step 2: Under Custom tab, select the report name you wish to delete. Click Delete.

ACCOUNT REPORTS
Use this page to access standard and customized reports.

Print   ? Help

REPORTS
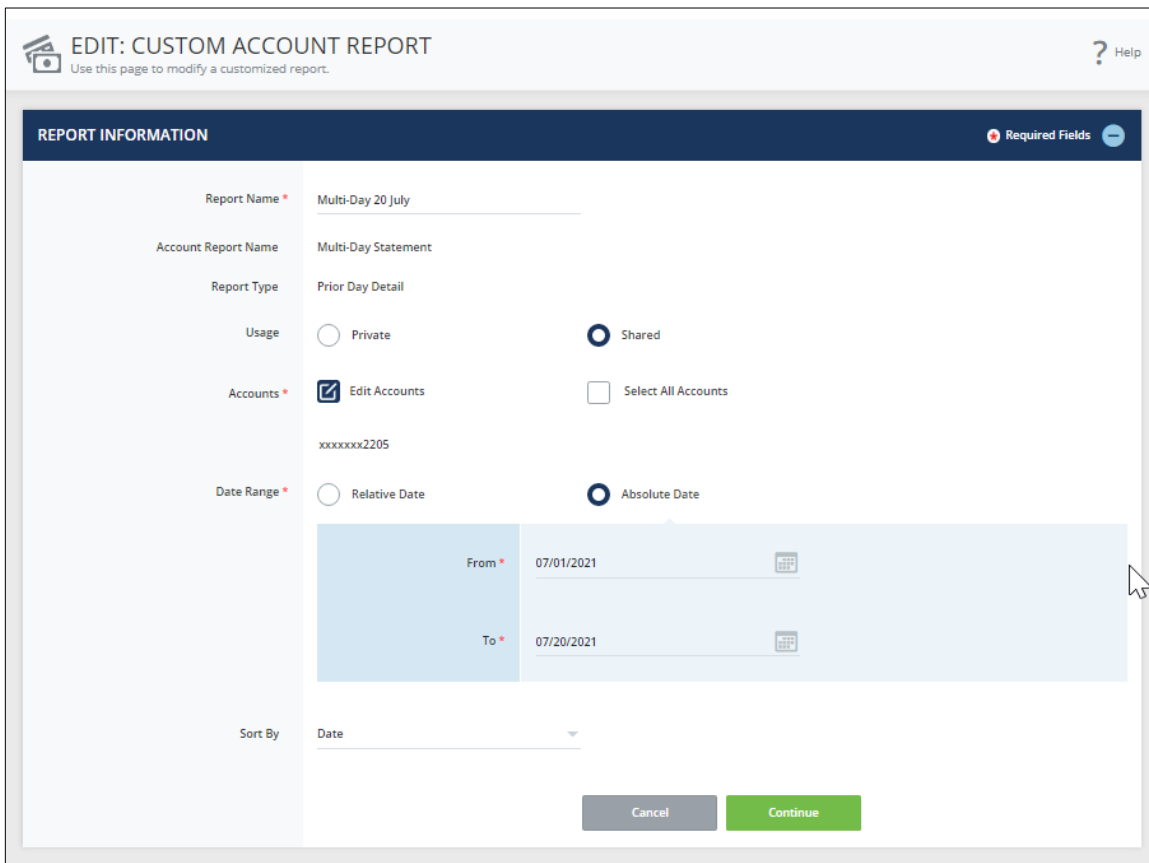
STANDARD	CUSTOM

☑	Custom Report Name ▲	Type ▲	Last Updated Date/Time ▲	Action
☑	Multi-Day 20 July	Prior Day	07/20/2021 07:36	🟨

Show 10

Delete

Step 3: On the Delete Reports screen, review the selected reports. Click Delete to confirm deletion.

Task 5: My Reports

The My Reports page provides a place to manage a list of favorite Standard and/or Custom Reports. To add reports to the My Reports list, follow the steps below.

Step 1. Click Reports, select My Reports.

Step 2. To add reports to the list, click the Edit Settings(gear icon).

Step 3. Select from either the Custom or Standard tab. Next select the category of reports you want to view.

Step 4. Select the check box to add the report to your My Reports List.

Step 5. When you are satisfied with your selections, click Done.

Export Profiles

This section describes how to build an Export Profile, which is used to export account data. The Profiles you build will be saved for later use.

NOTE: Export Profiles are best built using Prior Day transactions. Current Day transactions can be used but are not recommended. Current Day Export Profiles only include transactions up to the time the file is built.

Task 6: Create an Export Profile

Step 1. Select Accounts and under Account & Research Tools, select Export Profiles.

Manage Export Profiles allows you to:
- Export data based on an existing Profile.
- Edit an existing profile.
- Delete an existing profile.
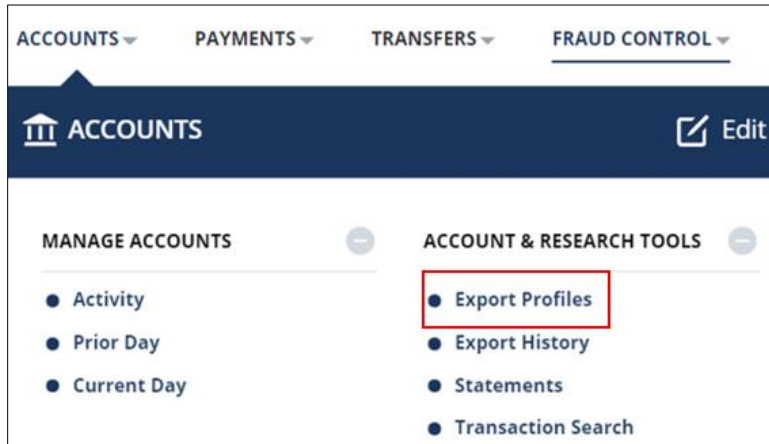
Step 2. Manage Export Profiles, a new Profile can be created. Any Profiles already created will appear here.

To create a new Profile, click Create Profile.
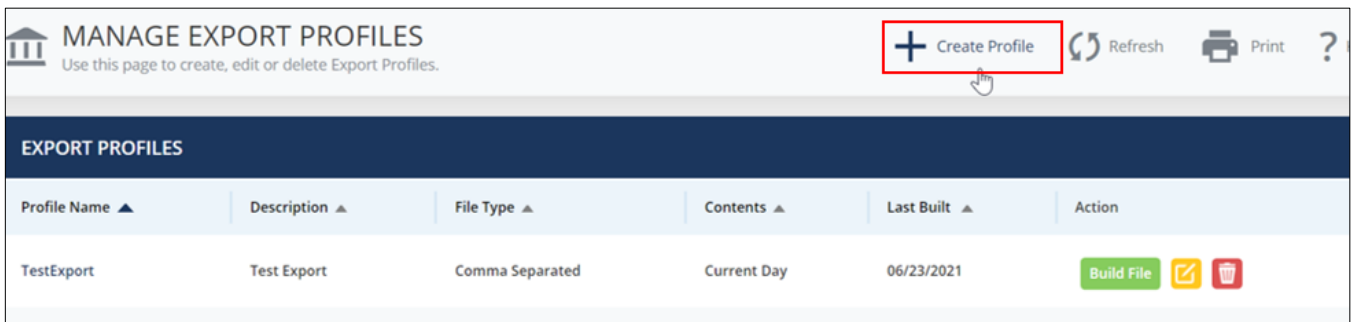
Step 3. Give the Profile a Description and Profile Name. Then, choose a File Type.
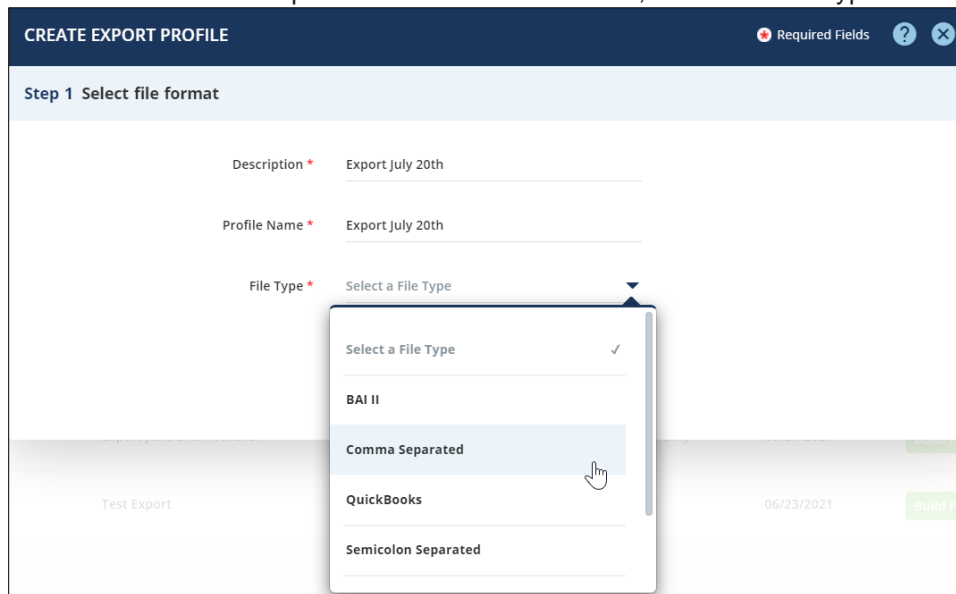
Step 4. Click Next

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CREATE EXPORT PROFILE ⊕ Required Fields ? ✕

Step 1 Select file format

Description *   Export July 20th

Profile Name *   Export July 20th

File Type *   Comma Separated ▼

Cancel   Next

Step 5. Select the Contents, Accounts and Date Range for the Profile.

> **Contents:** Select from one of the available options.
>
> - **Current Day-** Profile created based on detail and/or summary codes for only the current day that the file is built. The option is there to include summary code data for the current day; however, Dollar Bank does not provide summary code for current day transactions.
> - **Current Day Detail Only-** Profile created based on BAI Transaction Codes for only the current day that the file is built. BAI Transaction Codes are the individual transactions posting to the bank account – no balance information will be available. If you want your Profile to include all account activity, select all transaction codes on the next screen. If you want your Profile to include a specific transaction(s), select the applicable transaction code(s) on the next screen.
> - **Current Day Summary Only-** Do not select this option. No data is available for this selection.
> - **Prior Day-** Profile created based on detail and/or summary codes for any time-period beginning with the prior day up to and including 18 months back.
> - **Prior Day Detail Only-** Profile created based on BAI Transaction Codes for any time-period beginning with the prior day up to and including 18 months back. BAI Transaction Codes are the individual transactions hitting the bank account – no balance information will be available.
>
>   If you want your Profile to include all account activity, select all transaction codes on the next screen. If you want your Profile to include a specific transaction(s), select the applicable transaction code(s) on the next screen.
> - **Prior Day Summary Only-** Profile created based on BAI Summary Code.

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BAI Summary Codes include balance information and totals of various transaction codes, i.e., Total Checks Paid, Total Debits, etc. for any time-period beginning with the prior day up to and including 18 months back.

NOTE: When building a Current Day Export File, a manual refresh of the balances and transactions should be done by clicking Refresh Data at the top right of the Manage Export Profiles screen. This will take you to Select Accounts for Real Time Update, where you can select the account(s) you'd like to Update Balances for and click Submit.

This manual refresh of balances and transactions ensures you are viewing the most recent information.

Accounts: Choose All Accounts or select specific accounts.

Date Range: Choose Absolute Date or Relative Date.

- **Absolute-** Prompts for an exact beginning and ending date.
- **Relative-** Lists the time periods to select from, i.e., Beginning of Prior Week to End of Current Week.

Step 6. When you are finished, click Next.

Step 7. Data Selection:

Depending on the File Type selected in Step 3, the next steps may vary. For this example, we are creating a Comma Separated File (CSV). Select which Columns you'd like to include. Then, choose Columns, Sort By and Sort Order if you prefer to change the default settings.

Tips:
- The most common Column selections are: Account Name/Number, Transaction Description, Debit/Credit Indicator, Value, and Ledger Date.
- Select Bank Reference to include the description displayed on the account activity screen.
- Select Reference Text to include ACH and/or wire transaction details.

Select columns and their sorting order on Create Export Profile screen.

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When you are finished selecting your Columns and sort order, click Next.

Step 8. Depending on your previously selected Contents, this screen may vary. The screen above demonstrates what a Prior Day: Summary Only contents selection will display.

Select transaction information, choose BAI Summary Codes.

Summary Codes- To select your desired Summary Codes from list, click

NOTE: Dollar Bank does not supply the data for every Summary Code on the list. Refer to the BAI Transaction Codes used by Dollar Bank on pages 24-25.

Select From List. Select Input Summary Codes or No Summary Codes if needed.

When you are finished, click Next.

Step 9. Review the details of your Export Profile.

If information is correct, click Submit Profile.

CREATE EXPORT PROFILE

Step 5 of 5: Use this page to review Export Profile information

Description	Export July 20th
Profile Name	Export July 20th
File Type	Comma Separated
Contents	Prior Day Summary Only
Accounts	xxxxxxx2205 - Active Link Sav 1 - 243074385
	xxxxxxx7144 - Active Link Sav 2 - 243074385
Date Range	07/01/2021 to 07/20/2021
Transaction Groups	No Transaction Groups
Transactions Codes	No Transaction Codes
Summary Codes	010, 012, 015, 011

Include

Columns	Order	Sort By	Sort Order
Account Number	1	Account Number	Ascending
Account Name	2		
Account Currency	3		
Bank Name	4		
Transaction Description	5		
Transaction Type	6		
Value	7		
Ledger Date	8		

Cancel Back **Submit Profile**

Step 10. Click on Manage Profiles.

You will be presented with the Manage Export Profiles screen, where the Export Profiles are listed.

MANAGE EXPORT PROFILES
Use this page to create, edit or delete Export Profiles.

+ Create Profile   Refresh   Print   ? Help

EXPORT PROFILES

Profile Name ▲	Description ▲	File Type ▲	Contents ▲	Last Built ▲	Action
Export July 20th	Export July 20th	Comma Separated	Prior Day Summary Only		Build File 🟨 🗑️

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Task 7: Build an Export File

Step 1. Navigate to Export Profiles. Click Build File option associated with the Profile Name you want to export.

Step 2. Building a file will take you to Export History List. This screen provides information about each executed report.

While the file is being built, the Status will be In Progress.

Once the file has successfully been built, the Status will change to Completed.

Step 3: After your file is built, click on the Profile Name to Open or Save the file. The file will be downloaded to view.

Export History

Task 8: View Export History

Step 1. Click Accounts under Account & Research Tools, select Export History.
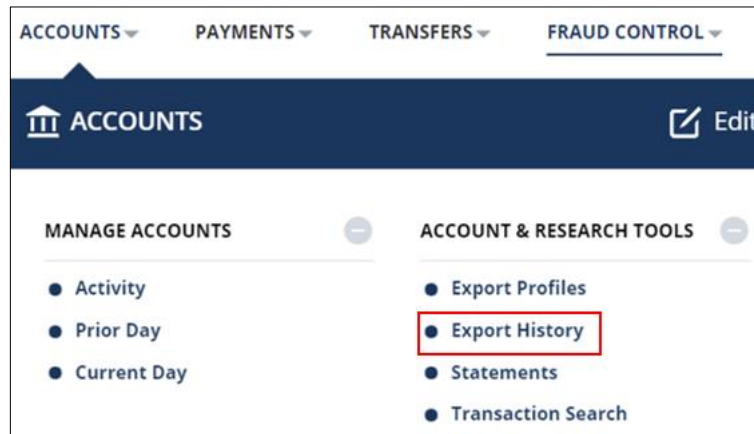
Use this screen to view accounts export history.

The columns on the Export History screen are explained below.

Date/Time: Date and time the export was executed (or if it failed, was attempted.)

Profile Name: The File Name provided during the creation of your Export Profile. If the export is complete, the File Name is a link. Click the link to download (Open or Save) the exported data.

Description: A short description of the export file, as provided during the creation of your Export Profile.

File Type: The File Format selected during the creation of your Export Profile.

Contents: The type of information in the file.
- <u>Current Day</u>: The report includes data from the day the file was built.
- <u>Prior Day</u>: The report may include data anywhere from the prior business day of the day the file was built to 18 months back.

File Size: Final size of the file in bytes.

Status: Status of the export execution. Statuses include:
- Completed
- Failed
- Pending
- In Progress

Account Activity

Task 9: Account Activity Export

Export icon on Account Activity page allows you to export transaction information for the selected account's search results to a desired file format.

> **NOTE:** There is a limit to the number of transactions that can be downloaded. If the total number of transactions exceeds the limit, the file will only include transactions up to the limit.

Step 1: Under Accounts menu, click Activity in Manage Accounts section.

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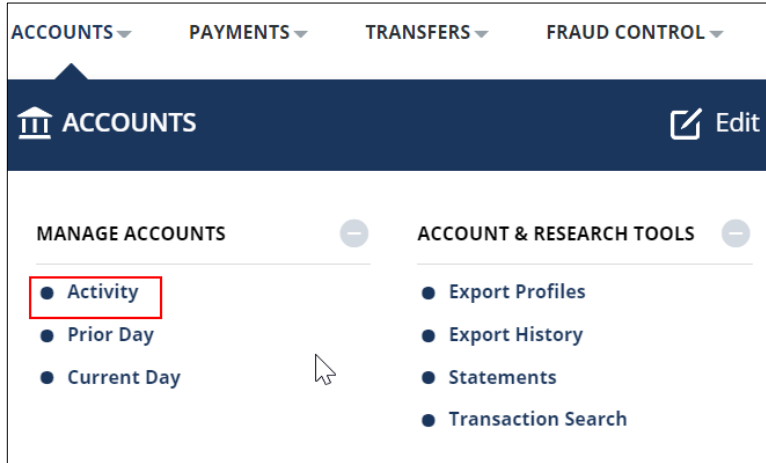
Step 2: The account activity screen defaults to display the last 45 days of activity. To include transactions outside of the 45-day window, edit the date criteria prior to clicking on the Export icon.

Step 3: Click Export, select Default. Select the file format to export from; BAI II, Comma Separated, Quickbooks, Semicolon Separated, Tab Separated.
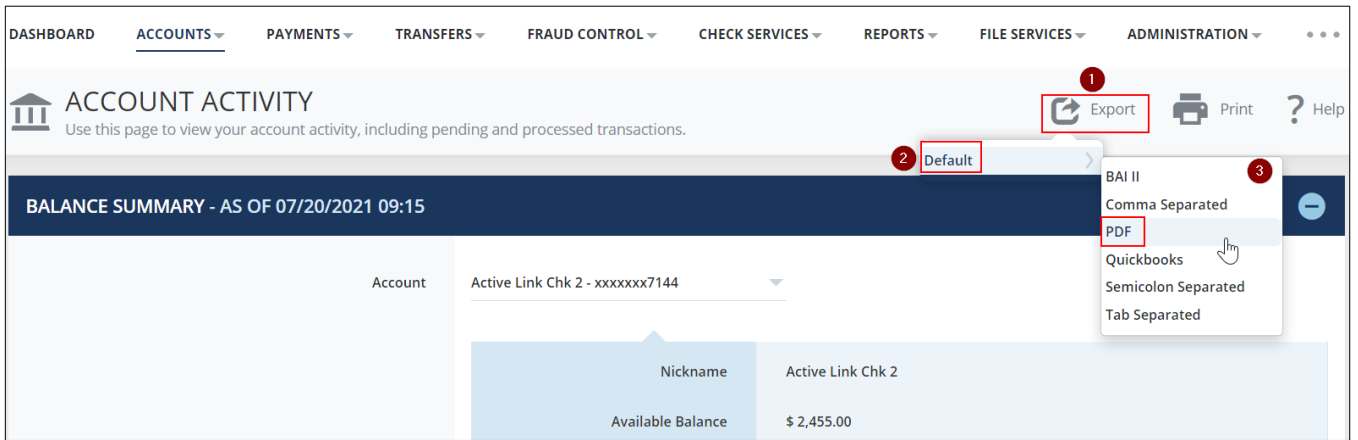
Step 4. File will be downloaded. Double click to Open/ Save the file.

BAI Transaction Codes used by Dollar Bank

There are many BAI codes available to choose from. Currently, Dollar Bank does not utilize all of them. The codes listed below are used by Dollar Bank.

BAI Transaction/Detail Codes

BAI Code	BAI Type	BAI Description
115	CR	Lockbox Deposit
142	CR	ACH Credit Received
165	CR	Preauthorized ACH Credit
171	CR	Individual Loan Deposit
175	CR	Check Deposit Package
191	CR	Individual Incoming Internal Money Transfer
195	CR	Incoming Money Transfer
201	CR	Individual Automatic Transfer Credit
206	CR	Incoming Book Transfer Credit
208	CR	Individual International Money Transfer Credit
254	CR	Error Correction Credit
257	CR	Individual ACH Return Item
266	CR	Return Item
275	CR	ZBA Credit
295	CR	ATM Credit
347	CR	Sweep Credit
354	CR	Interest Credit
357	CR	Credit Adjustment
359	CR	Interest Adjustment Credit
391	CR	Correction Credit
398	CR	Miscellaneous Fee Refund
399	CR	Miscellaneous Credit
409	DB	Debit
451	DB	ACH Debit Received
455	DB	Preauthorized ACH Debit
475	DB	Check Paid
481	DB	Individual Loan Payment
491	DB	Individual Outgoing Internal Money Transfer
495	DB	Outgoing Money Transfer
501	DB	Individual Automatic Transfer Debit
506	DB	Outgoing Book Transfer Debit
508	DB	Individual International Money Transfer Debits
555	DB	Deposited Item Returned
575	DB	ZBA Debit
595	DB	ATM Debit
631	DB	Debit Adjustment
654	DB	Sweep Debit
656	DB	Sweep Principal Buy
659	DB	Interest Adjustment Debit
661	DB	Account Analysis Fee
691	DB	Correction Debit
698	DB	Miscellaneous Fees

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BAI Status & Summary Codes

BAI Code	BAI Type	BAI Description
010	Status	Opening Ledger
051/62F	Status	Closing Ledger
030	Status	Current Ledger
040/60F	Status	Opening Ledger
045	Status	Closing Ledger
060	Status	Current Available
065	Status	Target Balance
100	CR - Summary	Total Credits
110	CR - Summary	Total Lockbox Deposits
140	CR - Summary	Total ACH Credits
170	CR - Summary	Total Other Check Deposits
180	CR - Summary	Total Loan Proceeds
190	CR - Summary	Total Incoming Money Transfers
200	CR - Summary	Total Automatic Transfer Credit
205	CR - Summary	Total Book Transfer Credits
207	CR - Summary	Total International Money Transfer Credits
250	CR - Summary	Total Checks Posted and Returned
256	CR - Summary	Total ACH Return Items
260	CR - Summary	Total Rejected Credits
270	CR - Summary	Total ZBA Credits
294	CR - Summary	Total ATM Credits
355	CR - Summary	Investment Interest
356	CR - Summary	Total Credit Adjustment
390	CR - Summary	Total Miscellaneous Credits
400	DB - Summary	Total Debits
450	DB - Summary	Total ACH Debits
470	DB - Summary	Total Check Paid
480	DB - Summary	Total Loan Payments
490	DB - Summary	Total Outgoing Money Transfers
500	DB - Summary	Total Automatic Transfer Debits
505	DB - Summary	Total Book Transfer Debits
507	DB - Summary	Total International Money Transfer Debits
550	DB - Summary	Total Debit Items Returned
570	DB - Summary	Total ZBA Debits
594	DB - Summary	Total ATM Debits
690	DB - Summary	Total Miscellaneous Debits
720	CR - Summary	Total Loan Payment
760	DB - Summary	Loan Disbursement

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