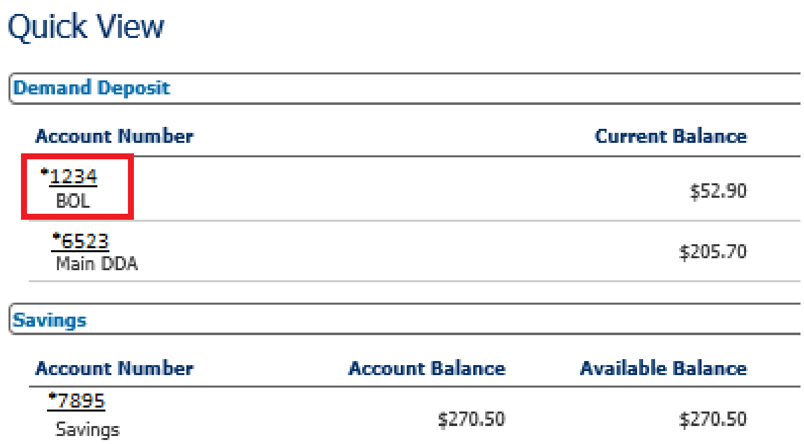
COMMERCIAL CENTER
Account Information
&
Reporting Guide

Contents

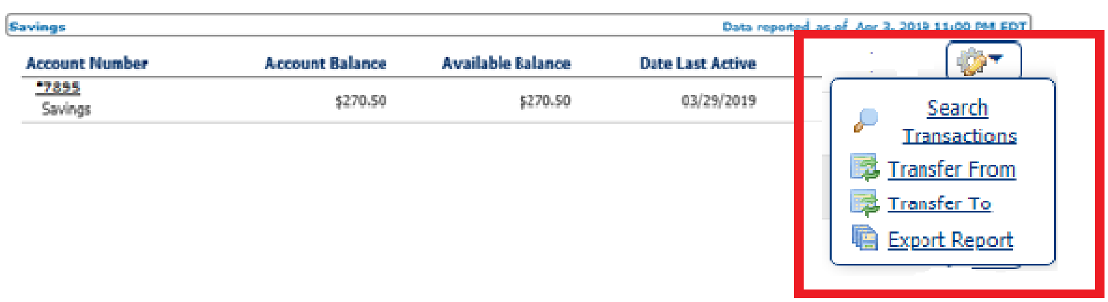
Quick View

For an overview of all your accounts, click on the **Account Information** menu and choose **Quick View** from the drop-down menu.

From Quick View you have several options. You can click on the last 4 digits of the account number to view your transaction history. Accounts are separated by type for your convenience



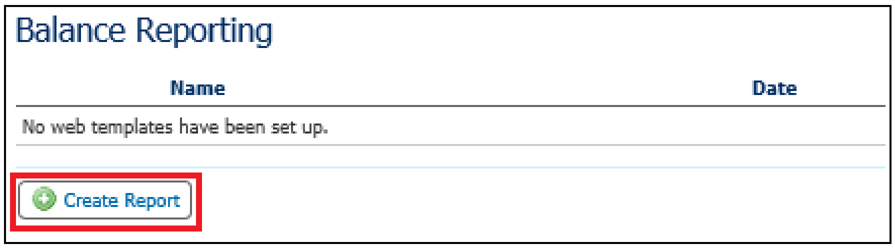
From the gear icon to the right of the account number you can create an account transfer



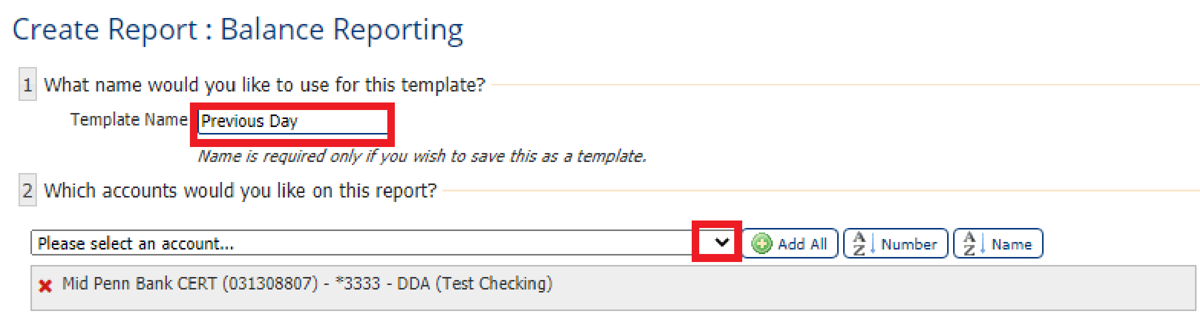
Balance Reporting

From the **Account Information** menu select **Balance Reporting**. This service will allow you to create report templates to pull predefined reports as needed.

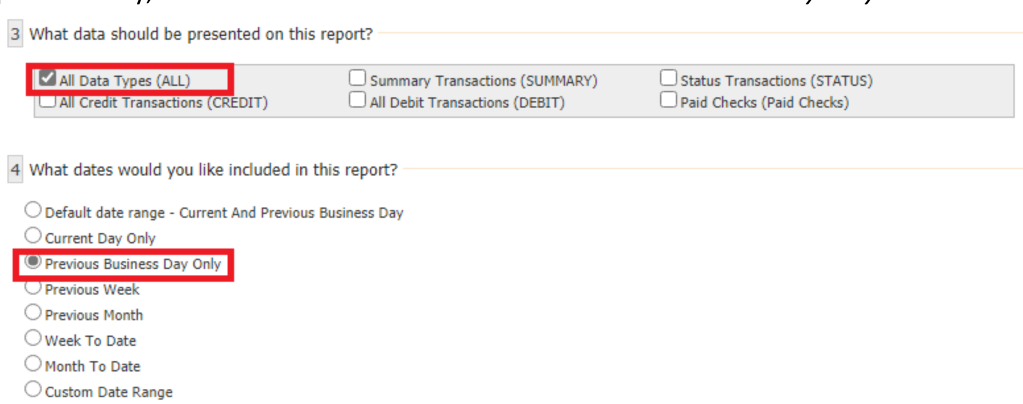
Select **Create Report**



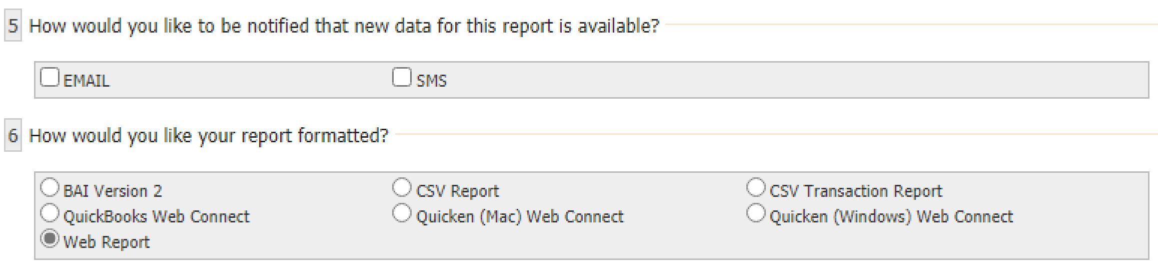
If you are creating a template to reuse, create a name for the template and enter it in the **Template Name** field. Select an account for the report using the drop-down arrow to the right of the account box. Alternatively, you can choose all accounts



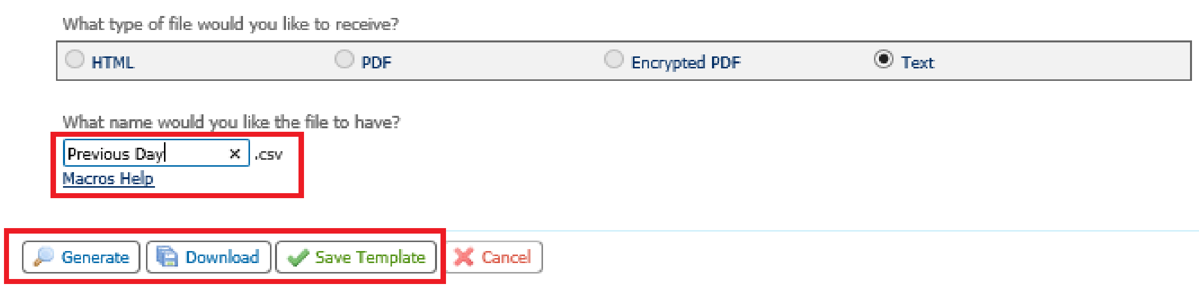
Next, place a check in the box for the type of account information you would like included in this report and the time period you would like to review. For example, if you want to review all the deposits for the previous day, select *All Credit Transactions* and *Previous Business Day Only*



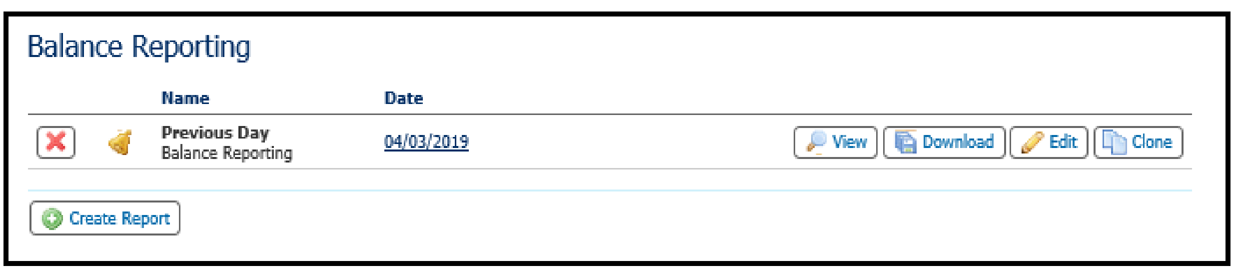
In section 5, you can select if and how you would like to be notified when a new report is available for you to access, either by *Email* or *SMS Message* and the format you would like the report. In section 6, select how you would like your report formatted. Formats such as CSV Transaction Report will download your activity in a .csv Excel spreadsheet. Web Connect reports will format your account history to be uploaded to your money management software.



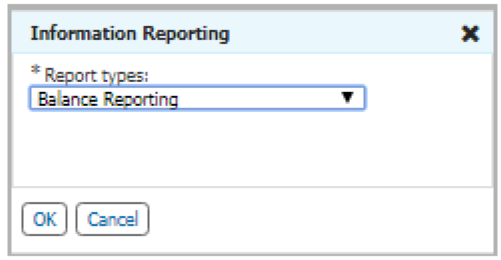
Choose the type of file you would like to receive and the name you want the file to have. Depending on the format, a default selection may apply. You can *Generate* to create and view the file, *Download* to download the file, and *Save Template* to save the parameters you have set to pull future reports



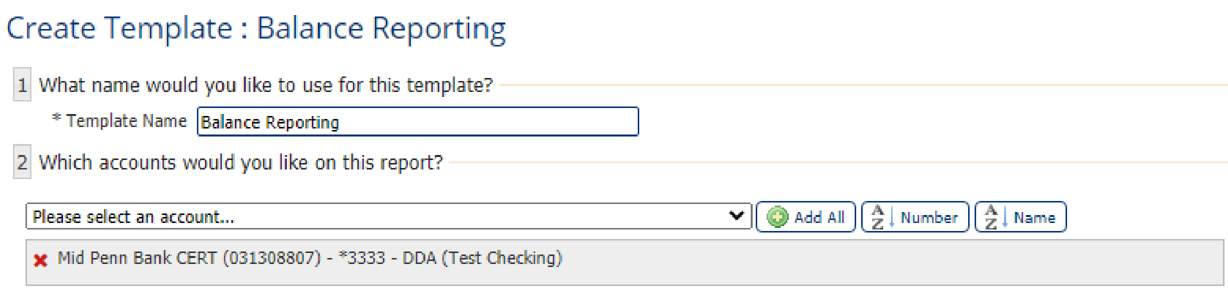
The template will be saved on the Balance Reporting landing page. From here you can select *View* – this will open the most recent version of the report or select *Download* to download the most recent version of the report. *Edit* will allow you to edit the parameters and *Clone* will open a new template with most of the settings copied



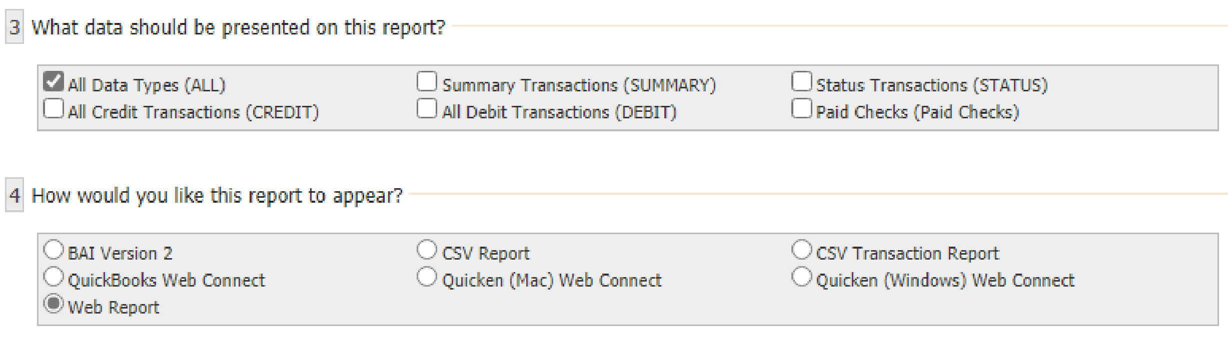
Select the type of report the delivery template is for and select OK.



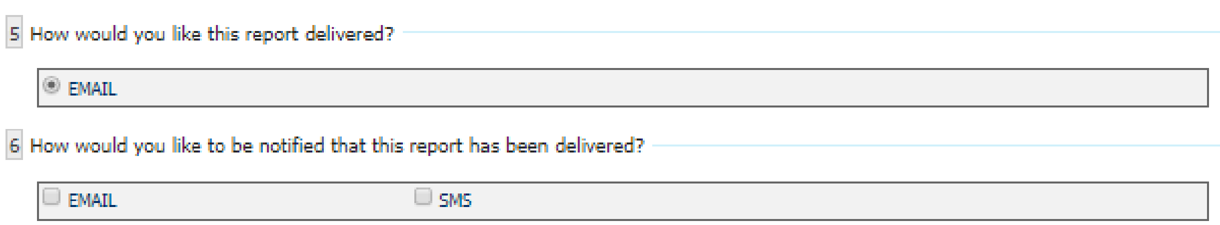
Select the name of the delivery template and choose the account(s) that will be included in the report.



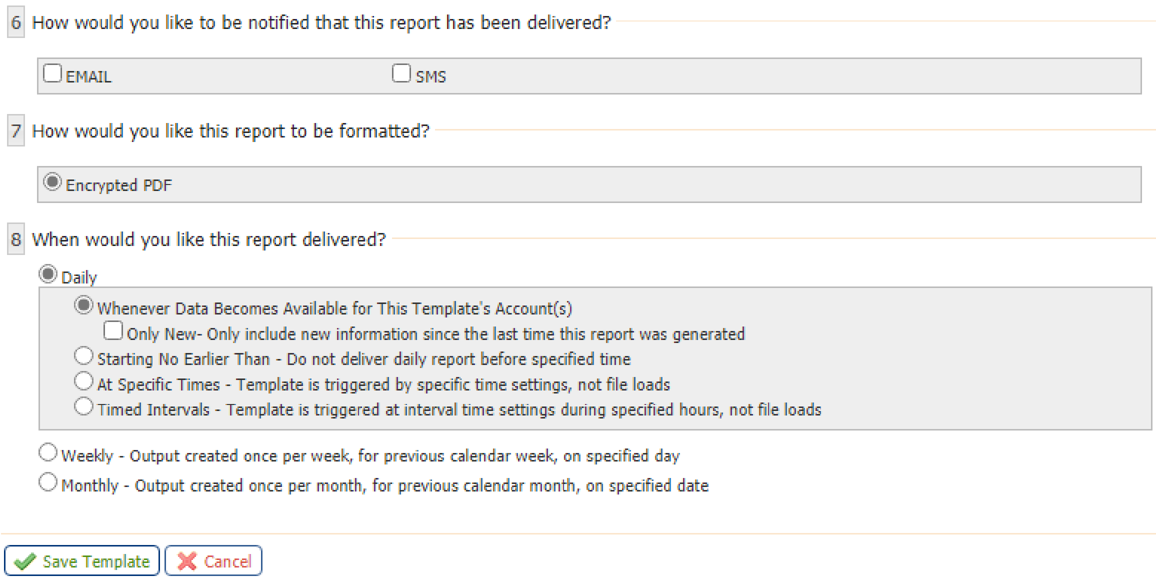
Select the type of information that should be included and the format you would like the report to display in.



The report will be delivered by email. Select if you would like to receive a notice that report has been generated and delivered by either email or SMS (you must have enrolled in SMS to receive an alert via text).



Select the format and frequency for the report to be delivered,then select Save Template



Alerts

Alerts are system generated reminders relating to account activity. Any user can review and edit the alerts they receive and the way the are received. To access your own alerts, click on the *'Account Information'* tab select '*Alerts*'.