



**COMMERCIAL CENTER  
Account Information  
&  
Reporting Guide**

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## 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

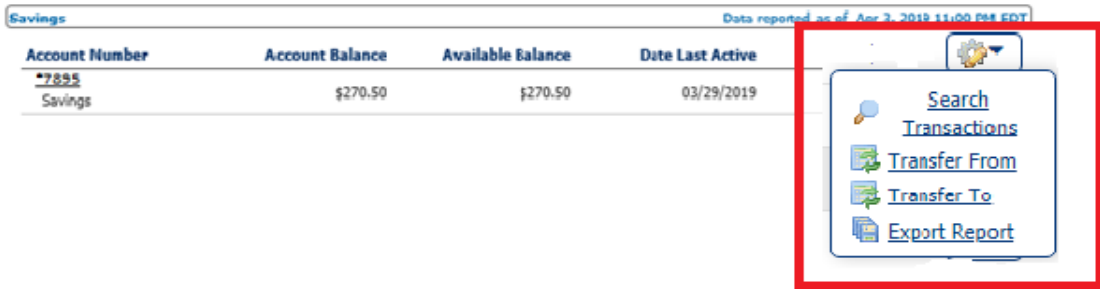
## Quick View

Demand Deposit		
Account Number	Current Balance	
*1234 BOL	\$52.90	
*6523 Main DDA	\$205.70	

Savings		
Account Number	Account Balance	Available Balance
*7895 Savings	\$270.50	\$270.50

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

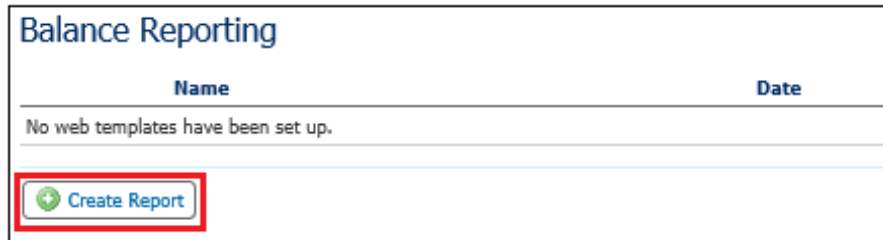


## Balance Reporting

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

### Create Report : Balance Reporting

1 What name would you like to use for this template? \_\_\_\_\_  
 Template Name   
*Name is required only if you wish to save this as a template.*

2 Which accounts would you like on this report? \_\_\_\_\_  
 Please select an account...     
 Mid Penn Bank CERT (031308807) - \*3333 - DDA (Test Checking)

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*

3 What data should be presented on this report? \_\_\_\_\_  
 All Data Types (ALL)  Summary Transactions (SUMMARY)  Status Transactions (STATUS)  
 All Credit Transactions (CREDIT)  All Debit Transactions (DEBIT)  Paid Checks (Paid Checks)

4 What dates would you like included in this report? \_\_\_\_\_  
 Default date range - Current And Previous Business Day  
 Current Day Only  
 Previous Business Day Only  
 Previous Week  
 Previous Month  
 Week To Date  
 Month To Date  
 Custom Date Range

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.

5 How would you like to be notified that new data for this report is available?

EMAIL  SMS

6 How would you like your report formatted?

BAI Version 2     
  CSV Report     
  CSV Transaction Report  
 QuickBooks Web Connect     
  Quicken (Mac) Web Connect     
  Quicken (Windows) Web Connect  
 Web Report

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

What type of file would you like to receive?

HTML     
  PDF     
  Encrypted PDF     
  Text

What name would you like the file to have?

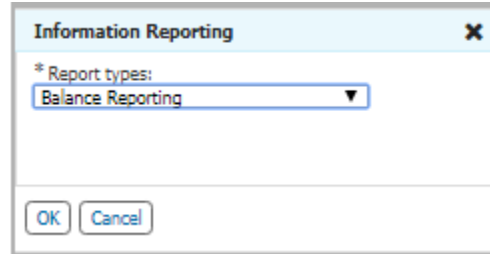
Previous Day | x .csv  
Macros Help

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

### Balance Reporting

Name	Date	
<input type="button" value="X"/>  <b>Previous Day</b> Balance Reporting	04/03/2019	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/>

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



The dialog box is titled "Information Reporting" and has a close button (X) in the top right corner. It contains a label "\* Report types:" followed by a dropdown menu currently showing "Balance Reporting". At the bottom of the dialog are two buttons: "OK" and "Cancel".

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

### Create Template : Balance Reporting

1 What name would you like to use for this template? \_\_\_\_\_  
 \* Template Name

2 Which accounts would you like on this report? \_\_\_\_\_

Please select an account...

Mid Penn Bank CERT (031308807) - \*3333 - DDA (Test Checking)

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

3 What data should be presented on this report? \_\_\_\_\_

All Data Types (ALL)       Summary Transactions (SUMMARY)       Status Transactions (STATUS)  
 All Credit Transactions (CREDIT)       All Debit Transactions (DEBIT)       Paid Checks (Paid Checks)

4 How would you like this report to appear? \_\_\_\_\_

BAI Version 2       CSV Report       CSV Transaction Report  
 QuickBooks Web Connect       Quicken (Mac) Web Connect       Quicken (Windows) Web Connect  
 Web Report

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).

5 How would you like this report delivered? \_\_\_\_\_

EMAIL

6 How would you like to be notified that this report has been delivered? \_\_\_\_\_

EMAIL       SMS

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

6 How would you like to be notified that this report has been delivered? \_\_\_\_\_

EMAIL  SMS

7 How would you like this report to be formatted? \_\_\_\_\_

Encrypted PDF

8 When would you like this report delivered? \_\_\_\_\_

Daily

Whenever Data Becomes Available for This Template's Account(s)

Only New- Only include new information since the last time this report was generated

Starting No Earlier Than - Do not deliver daily report before specified time

At Specific Times - Template is triggered by specific time settings, not file loads

Timed Intervals - Template is triggered at interval time settings during specified hours, not file loads

Weekly - Output created once per week, for previous calendar week, on specified day

Monthly - Output created once per month, for previous calendar month, on specified date

## Alerts

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

- Dashboard
- Account Information
- Payments & Transfers
- Control & Recon
- Administration
- My Settings

### Alerts

▼ DEBIT CARD

*There are no alerts for this alert type.*

▶ High Balance Alert

▶ Low Balance Alert

▶ NEW OD Alert

▶ Overdrawn Alert