

Information Reporting User Guide



Northwest Bank, Salt Lake City opening fall 2019



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Information Reporting User Guide

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Information Reporting

Overview

The **Account Information** module within Commercial Online Banking (COB) contains customizable information reporting through **Balance Reporting, NACHA Detail File Report, NACHA Detail Return File Report,** and **NACHA Notification of Change Report, Report Delivery.** This document also contains information specific to Intuit Web Connect™, Quicken™, and QuickBooks™.

Balance Reporting

The **Balance Reporting** service allows for the creation of reports, tailored to company and user needs. Existing reports are displayed on the main page and permit **review, deletion, editing,** and **cloning.** If user have access to Balance Reporting, but not specific accounts, they will only see the accounts in Balance Reporting for which they are entitled. For QuickBooks™, the bank doesn't have a Direct Connect™ connection through COB, only Web Connect™. You are able to create your bank feed; however, transactions would need to be downloaded in COB and uploaded in QuickBooks™.

Creating a Report Template

From the **Balance Reporting** dashboard, select **Create Report** to begin.

Balance Reporting

| Name | Date |
|------------------------------------|------|
| No web templates have been set up. | |

[+ Create Report](#)

Template Name: The template name should be easily identifiable for the type of report needed, but easily distinguishable from other templates. A name is only required if you wish to save the report as a template.

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.

Accounts: All eligible company accounts will be available via the drop-down menu. Accounts can be added one at a time or all at once using the **Add All** button. To remove an account, click the **red X** next to the account. Clicking the **Number** button will sort the accounts numerically in ascending order. Clicking the **Name** button will sort by account name.

2 Which accounts would you like on this report? _____

Please select an account...

Data: You can individually select the data types for the specified report or template or if all transaction types are needed, select the **All Data Types (ALL)** checkbox.

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) Credits (TRAN GROUP TEST)

Dates: The **Default Date Range** for reporting is **Current and Previous Business Day**. Reports can be created for **Previous Week, Previous Month, Week to Date, Month to Date, and Custom Date Range**. To create a custom date range, select the **From** and **To** calendar icons in the date field to open the calendar.

4 What dates would you like included in this report? _____

Default date range - Current And Previous Business Day
 Only New- Only include new information since the last time this report was generated
Note: "Only New Data" is operational only when generating reports from a previously saved template, via the Template List screen.

Previous Business Day Only
 Previous Week
 Previous Month
 Week To Date
 Month To Date
 Custom Date Range

Formatting: Only one option can be selected per report or template. The format options are; **BAI Version 2, CSV Balance Transaction Report, CVS Report, CVS Transaction Report, QuickBooks Web Connect™, Quicken (Mac) Web Connect™, Quicken (Windows) Web Connect™, and Web Report**. The CSV Report format will show Summary and Detail information. The **CSV Transaction Report** will show **Detail** and **Transaction** information.

5 How would you like your report formatted? _____

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

File type: The user must select the desired file type for each report or template. The options are; **HTML, PDF, Encrypted PDF, Text.**

What type of file would you like to receive?

HTML
 PDF
 Encrypted PDF
 Text

File Name/Macros: The user must name the file. Macros are used as a way to insert variable data into a filename.

What name would you like the file to have?

[Macros Help](#)

The **Macros Help** hyperlink provides a Macros table based on the **Macro Value Description**. To use a Macro, enter the Macro value surrounded by the percent sign (%) in the **File Name** text box. Macros are not case-sensitive and may be entered in either upper or lower case characters. Since **MM** is used for both month and minute, **lower-case mm** indicates month and **upper-case MM** identifies minute.

| Macro Value | Description |
|--------------------|--|
| %SERVICE% | The Service name. Service names with multiple words will contain an underscore. (Example: Sunrise_Report) |
| %TEMPLATENAME% | The name of the template creating this file. (Example template name: PDTAP2). NOTE: SFT Receive does not use Templates. |
| %FILENAME% | The original filename as created by Online Messenger |
| %yyyy% | Current Year with century (YYYY=2008) |

Once the report options have been selected, you have the option to **Generate** and view the report immediately, **Download** to populate the report for printing or downloading, **Save Template** will save for future use, or **Cancel** to delete the report and return to the **Account Information** screen.

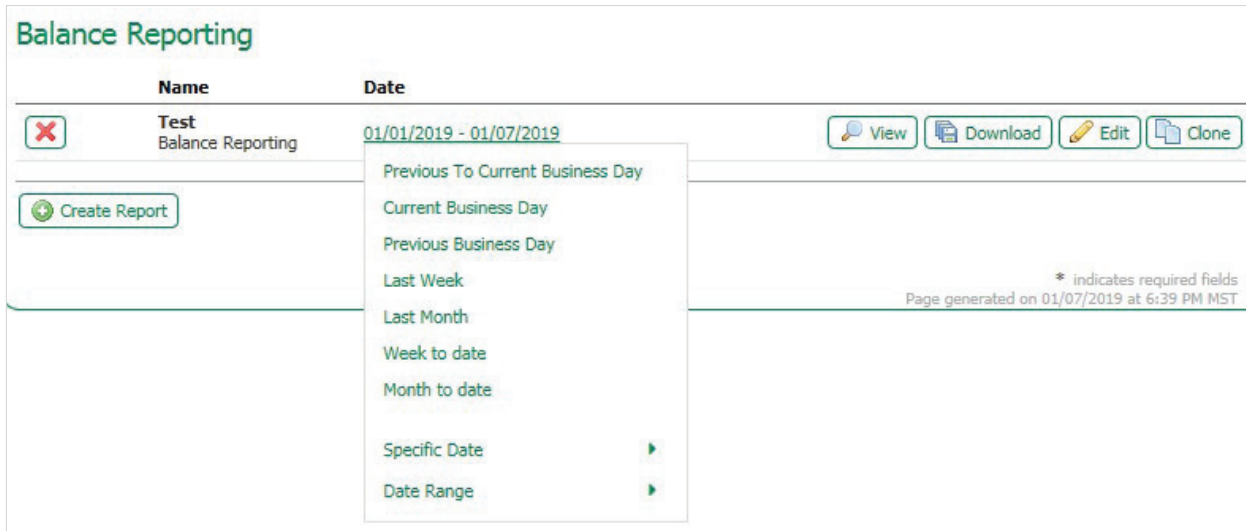
Templates that are created and saved will be displayed on the **Account Information** screen for viewing.

Viewing/Editing/Cloning a Report

Reports that have been saved as a template are listed on the **Balance Reporting** landing page with the options to **Delete, View, Download, Edit,** and **Clone.**

| | Name | Date |
|---|----------------------------------|---|
|  | Test Balance Reporting | 08/01/2018 - 08/29/2018 |

The date range hyperlink on the dashboard allows you to make changes to the template directly from the date hyperlink.



Template features and definitions

- **Red X:** Allows for the removal of a report template. A confirmation is given to ensure this action is desired.
- **Name:** This field displays the report name defined when the report was created.
- **Date:** The date field displays the date range selected for the report. Clicking the **Date Link** will open selectable date options. Selecting a new date will change the report delivery option. Clicking the **View** button, once the date has been changed, will generate a report based on the new date selected.
- **View:** Viewing a report, by selecting the **View** button, will provide information on accounts using the following fields:
 - **Account Number:** The account number will be displayed in the heading of each account section. The number is masked for security purposes, but reveals the last 4 digits of the account and the name of the account. Each account is broken out for ease of viewing.
 - **Date:** The date and time are provided as reference to when the information was generated.
 - **Account Summary:** These fields vary from account to account and provide the account details, balances, dates, rates and payments.
 - **Posted Date:** This is the date of the accounts last posting.
 - **Description:** The description indicates the type of transactions that have occurred.
 - **Credit:** The credit field indicates any credits that were administered.
 - **Debit:** The debit field indicates any debits that were administered.
 - **Balance:** The current balance of the account is displayed in this field.

- **Print:** This button will print the report.
- **Download:** This button will download the report.
- **Close:** This button closes the report and will return the user to the Account Information page.

Edit: Select the **Edit** button to edit an existing report. The fields previously selected will be populated, but each field can be altered where necessary.

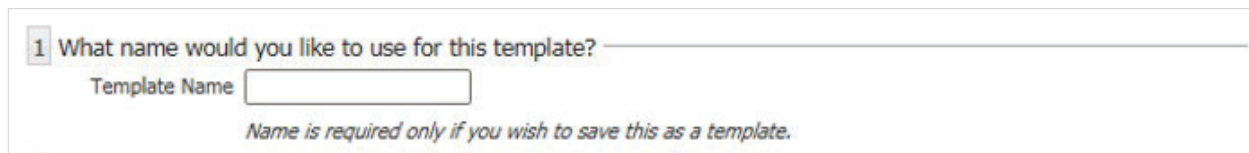
Clone: By selecting the **Clone** button, users can clone the report but must enter a new template name. Any of the available options can be modified, but upon first entering the **Clone Report** page, all options will be identical to the template it is being cloned from.

NACHA Reporting

There are three NACHA reports available; **NACHA Return File Report**, **NACHA Notification of Change Report**, and **NACHA Detail File Report**. Creating a NACHA report template is much like creating a Balance Report template, as described in the **Balance Reporting** section of this document. Once the **Create Template** button is selected, all reporting types available for the company will populate. Once a report is selected, the creation of the template can begin.

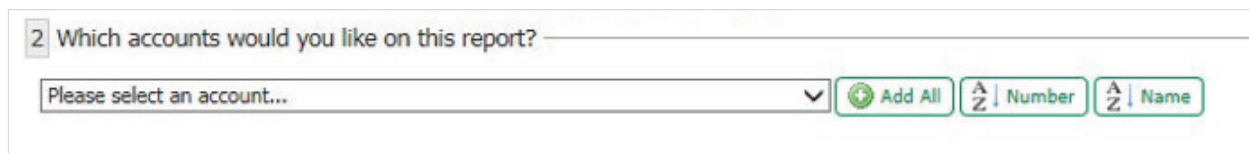
Creating a Report Template

Template Name: The template name should be easily identifiable for the type of report needed, but easily distinguishable from other templates. A name is only required if you wish to save the report as a template.



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.

Accounts: All eligible company accounts will be available via the drop-down menu. Accounts can be added one at a time or all at once using the **Add All** button. To remove an account, click the **red X** next to the account. Clicking the **Number** button will sort the added accounts by account numbers in ascending order. Clicking the **Name** button will sort by account name.



2 Which accounts would you like on this report? _____
Please select an account...

Dates: The default date range is the **Previous Business Day**. You may select a **Custom Date Range**. If a Custom Date Range is selected, a calendar icon will appear and allow you to select a specified date.

3 What dates would you like included in this report? _____

Default date range - Previous Business Day

Custom Date Range

Delivery Notification: Select a delivery method to be notified of the report delivery. If this option is selected, a bell icon will appear when the template is displayed on the main page. The options are **Email** and **SMS**.

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

EMAIL SMS

Report Format: Select the desired format for the report.

- ACH Detail Report
- ACH Detail Report with Addenda
- EDI CSV
- EDI CSV-CTX Only
- EDI820 Data
- NACHA File Format

5 How would you like your report formatted? _____

ACH Detail Report ACH Detail Report with Addenda EDI CSV

EDI CSV - CTX Only EDI820 Data NACHA File Format

File Type: Select the desired file type for the report

- HTML
- PDF
- Encrypted PDF (Delivered requiring a password, managed within the company user profiles)

What type of file would you like to receive?

HTML PDF Encrypted PDF Text

File Name/Macros: The file must be named. Macros are used as a way to insert variable data into a filename.

What name would you like the file to have?

.

[Macros Help](#)

The **Macros Help** hyperlink provides a Macros table based on the **Macros Value Description**. To use a Macro, enter the Macro value surrounded by the percent sign (%) in the **File Name** text box. Macros are not case-sensitive and may be entered in either upper or lower case characters. Since **MM** is used for both month and minute, **lower-case mm** indicates month and **upper-case MM** identifies minute.







| Macro Value | Description |
|--------------------|--|
| %SERVICE% | The Service name. Service names with multiple words will contain an underscore. (Example: Sunrise_Report) |
| %TEMPLATENAME% | The name of the template creating this file. (Example template name: PDTAP2). NOTE: SFT Receive does not use Templates. |
| %FILENAME% | The original filename as created by Online Messenger |
| %yyyy% | Current Year with century (YYYY=2008) |

Once the report options have been selected, you have the option to **Generate** and view the report immediately, **Download** to populate the report for printing or downloading, **Save Template** will save for future use, or **Cancel** to delete the report and return to the **Account Information** screen.



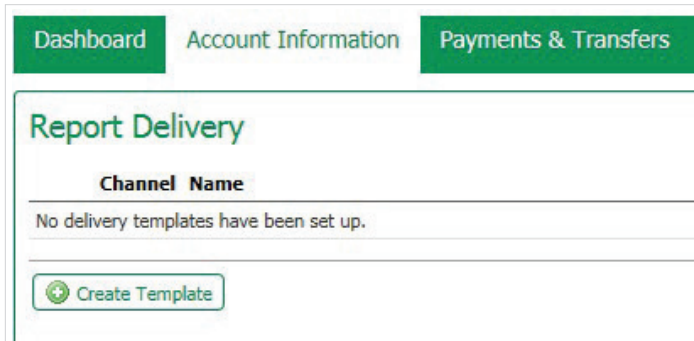
Viewing/Editing/Cloning a Report

Editing an existing template works much the same way as creating one. The fields will be pre-populated, but can be easily altered where necessary. The same is true for cloning a report. Fields of the report selected to clone will be populated, but will require a new template name.

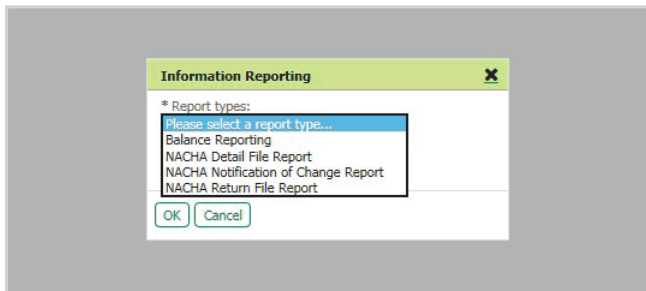
| | Name | Date | |
|---|---|--|---|
|   | Test NACHA Detail File Report | 09/12/2018  |  View  Download  Edit  Clone |
|  Create Report | | | |

Report Delivery

The **Report Delivery** service allows for the generate of reports for any of the company services available and adapts reports to individual user needs. Once the **Create Template** button is selected, all reporting types for the company will be available for selection and you may begin building a new report template.



Reports can be created for **Balance Reporting**, **NACHA Detail File Report**, **NACHA Notification of Change Report**, and **NACHA Return File Report**. Once you select the desired report type, you can begin the process of creating your customized report template and specify the desired delivery options.



Report Delivery template creation is similar as described in the **Balance Reporting**, **NACHA Detail File Report**, **NACHA Notification of Change Report**, and **NACHA Return File Report** sections of this document. The differentiating factor for the user is to specify the report delivery options, as indicated in **Step 9** of the template questionnaire.

9 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

The reporting options and definitions for the **Daily** report delivery are:

- **Whenever Data Becomes Available for This Template Account(s):** As data becomes available, it will be compiled and sent out at intervals throughout the day. This ensures the data is delivered in a timely manner, and will continue to accumulate and add new data to the report as it becomes available. Additional options can also be selected:
 - **Only New:** Only include new information since the last time this report was generated. This allows for just new data to be delivered. This is a good option to select if reports are still needed daily without becoming overwhelmed by having the report accumulate and build continuously.
- **Starting No Earlier Than:** Do not deliver daily report before a specified time. This allows for delivery of data to be sent at specific times. The report file can be set by entering a time into the field manually or by using the arrows available. The left and right arrows will select the time field and the up or down buttons will change the field forward or backward. Clicking the circle in between the arrows will default to the current system time on the user's computer. Additional options can also be selected:
 - **Only New:** Only include new information since the last time this report was generated. This allows for just new data to be delivered. This is a good option to select if reports are still needed daily without becoming overwhelmed by having the report accumulate and build continuously.
 - If no data is available at scheduled time, **do not send** output with "No Data Reported Indicated". If left unchecked, a report will be generated and sent, despite no new information being available.
- **At Specific Times:** Template is triggered by specific time settings, not file loads. This option allows for multiple times to be set up for reports to be sent. The first report file can be set by entering a time into the field manually or by using the arrows available. The left and right arrows will select the time field and the up or down buttons will change the field forward or backward. Clicking the circle in between the arrows will default to the current system time on the user's computer. Selecting the **Add New Time** button will allow for a second field to be available. To remove a field, click the red X. Additional options can also be selected:
 - **Only New:** Only include new information since the last time this report was generated. This allows for just new data to be delivered. This is a good option to select if reports are still needed daily without becoming overwhelmed by having the report accumulate and build continuously.
 - If no data is available at scheduled time, **do not send** output with "No Data Reported Indicated". If left unchecked, a report will be generated and sent, despite no new information being available.
- **Timed Intervals:** Template is triggered by interval time settings during specified hours, not file loads. This option allows for a specific time range to be determined to trigger reports. Reports can be sent within the determined times every 15, 30 or 60 minutes. The report file can be set by entering a **From** and **To** time into the fields manually or by using the arrows available. The left and right arrows will select the time field and the up or down buttons will change the field forward or backward. Clicking the circle in between the arrows will default to the current system time on the user's computer.

Selecting the **Add New Time** button will allow for a second field to be available. To remove a field, click the **red X**. Additional options can also be selected:

- **Only New:** Only include new information since the last time this report was generated. This allows for just new data to be delivered. This is a good option to select if reports are still needed daily without becoming overwhelmed by having the report accumulate and build continuously.
- If no data is available at scheduled time, **do not send** output with "No Data Reported Indicated". If left unchecked, a report will be generated and sent, despite no new information being available.

The reporting options and definitions for the **Weekly** report delivery are:

- **Output created once per week, for previous calendar week, on specified day.** Reports are generated and sent on a specific day of the week, for the past week's entire output. Select the day of the week that the previous week's reports will be sent.

The reporting options and definitions for the **Monthly** report delivery are:

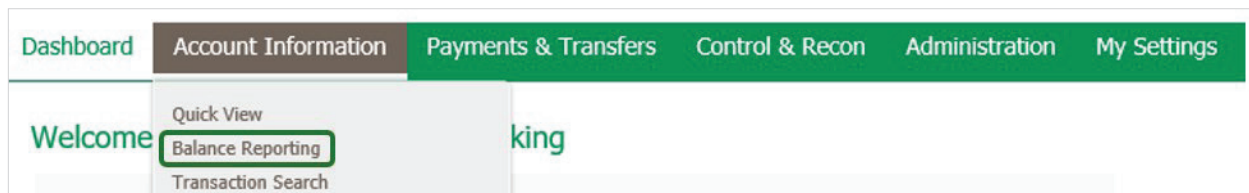
- **Output created once per week, for previous calendar month, on specified day.** Reports are generated and sent on a specific day of the week, for the past month's entire output. Select the day of the month that the previous month's reports will be sent.

Intuit Web Connect™

The Web Connect functionality found in Quicken™ and QuickBooks™ automatically enters transactions and updates balances when you logs into the bank's website, in this case Online Messenger™, and initiates a download, saves the file to your computer, and then performs the **Import Web Connect File** step. Online Messenger™ generates an Open Financial Exchange (OFX) file that adheres to the OFX requirements for Intuit™. During the import process, Quicken™ and/or QuickBooks™ expect and verify the bank is a partner in the Web Connect™ program. As a result, Online Messenger™ stores these ID's and includes them in the output files.

Creating a Unique Template to Generate a Report

As with other information reporting templates, you may create templates to output Quicken™ and/or QuickBooks™ formatted transaction files. To get started, select the **Account Information** tab followed by **Balance Reporting**.



The **Balance Reporting** service allows for the creation of reports, tailored to company and user needs. Existing reports are displayed on the main page and permit **review, deletion, editing, and cloning**. If user have access to Balance Reporting, but not specific accounts, they will only see the accounts in Balance Reporting for which they are entitled.

Creating a Report Template

From the **Balance Reporting** dashboard, select **Create Report** to begin.

The screenshot shows the 'Balance Reporting' dashboard. At the top, there are two columns labeled 'Name' and 'Date'. Below these columns, a message states 'No web templates have been set up.' At the bottom left of the dashboard, there is a green button with a plus icon and the text 'Create Report'.

Template Name: The template name should be easily identifiable for the type of report needed, but easily distinguishable from other templates. A name is only required if you wish to save the report as a template.

This screenshot shows the first step of the report creation process. It asks '1 What name would you like to use for this template?'. Below the question is a text input field labeled 'Template Name'. A note below the field states 'Name is required only if you wish to save this as a template.'

Accounts: All eligible company accounts will be available via the drop-down menu. Accounts can be added one at a time or all at once using the **Add All** button. To remove an account, click the **red X** next to the account. Clicking the **Number** button will sort the added accounts by account numbers in ascending order. Clicking the **Name** button will sort by account name.

This screenshot shows the second step: '2 Which accounts would you like on this report?'. It features a dropdown menu with the placeholder text 'Please select an account...'. To the right of the dropdown are three buttons: 'Add All' (with a plus icon), 'Number' (with 'A Z' and a downward arrow), and 'Name' (with 'A Z' and a downward arrow).

Data: You can individually select the data types for the specified report or template or if all transaction types are needed, select the **All Data Types (ALL)** checkbox.

This screenshot shows the third step: '3 What data should be presented on this report?'. It contains a grid of six checkboxes for selecting data types:

- All Data Types (ALL)
- All Credit Transactions (CREDIT)
- Summary Transactions (SUMMARY)
- All Debit Transactions (DEBIT)
- Status Transactions (STATUS)
- Credits (TRAN GROUP TEST)

Dates: The **Default Date Range** for reporting is **Current and Previous Business Day**. Reports can be created for **Previous Week, Previous Month, Week to Date, Month to Date, and Custom Date Range**. To create a custom date range, select the From and To calendar icons in the date field to open the calendar and select a date.

4 What dates would you like included in this report?

Default date range - Current And Previous Business Day

Only New- Only include new information since the last time this report was generated
 Note: "Only New Data" is operational only when generating reports from a previously saved template, via the Template List screen.

Previous Business Day Only

Previous Week

Previous Month

Week To Date

Month To Date

Custom Date Range

Formatting: Only one option can be selected per report or template. The format options are; **BAI Version 2, CSV Balance Transaction Report, CVS Report, CVS Transaction Report, Quickbooks™ Web Connect, Quicken™ (Mac) Web Connect, Quicken™ (Windows) Web Connect, and Web Report.** The **CSV Report** format will show **Summary** and **Detail** information. The **CSV Transaction Report** will show **Detail** and **Transaction** information

5 How would you like your report formatted?

BAI Version 2

CSV Balance Transaction Report

CSV Report

CSV Transaction Report

QuickBooks Web Connect

Quicken (Mac) Web Connect

Quicken (Windows) Web Connect

Web Report

File type: You must select the desired file type for each report or template. The options are; **HTML, PDF, Encrypted PDF, Text**

What type of file would you like to receive?

HTML

PDF

Encrypted PDF

Text

Note: In order for reports to successfully import into Quicken™ and/or QuickBooks™, it must be a text document and have the proper extension. Therefore, when a Quicken™ and/or QuickBooks™ format is chosen the text document option is automatically selected, and the PDF and HTML document options become unavailable. Also, the proper extension for Quicken™ (.qfx) and/or QuickBooks™ (.qbo) is generated for the file name.

File Name/Macros: The file must be named. **Macros** are used as a way to insert variable data into a filename.

What name would you like the file to have?

[Macros Help](#)

The **Macros Help** hyperlink provides a Macros table based on the **Macros Value Description**. To use a Macro, enter the Macro value surrounded by the percent sign (%) in the **File Name** text box. Macros are not case-sensitive and may be entered in either upper or lower case characters. Since **MM** is used for both month and minute, **lower-case mm** indicates month and **upper-case MM** identifies minute.

| Macro Value | Description |
|--------------------|--|
| %SERVICE% | The Service name. Service names with multiple words will contain an underscore. (Example: Sunrise_Report) |
| % TEMPLATENAME% | The name of the template creating this file. (Example template name: PDTAP2). NOTE: SFT Receive does not use Templates. |
| %FILENAME% | The original filename as created by Online Messenger |
| %yyyy% | Current Year with century (YYYY=2008) |
| %yy% | Current Year no century (YY=05) |

Once the report options have been selected, users have the option to **Generate** and view the report immediately, **Download** to populate the report to print or download, **Save Template** to save for future use, or **Cancel** to delete the report and return to the Account Information screen.



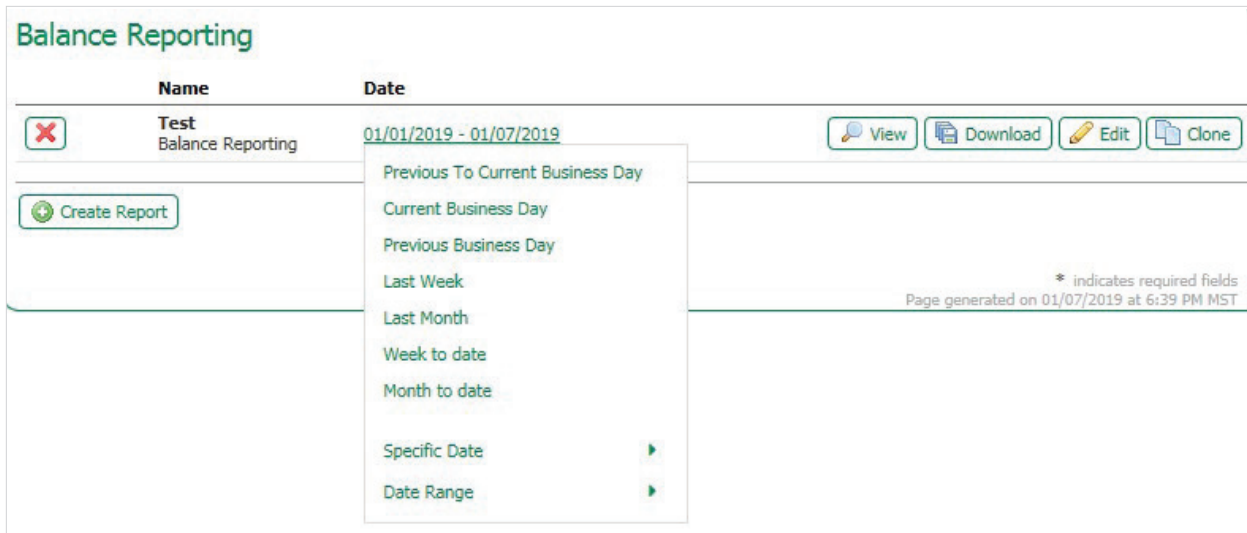
Templates that are created and saved will be displayed on the **Account Information** screen for viewing.

Viewing/Editing/Cloning a Report

Reports that have been saved as a template are listed on the **Balance Reporting** landing page with the options to **Delete, View, Download, Edit,** and **Clone**.

| Balance Reporting | | |
|--------------------------|----------------------------------|---|
| | Name | Date |
| | Test Balance Reporting | 08/01/2018 - 08/29/2018 |
| | | View Download Edit Clone |

The **date range** hyperlink on the dashboard allows you to make changes to the template directly from the date hyperlink.



Template features and definitions

Red X: Allows for the removal of a report template. A confirmation is given to ensure this action is desired.

Name: This field displays the report name defined when the report was created.

Date: The date field displays the date range selected for the report. Clicking the **Date** Link will open selectable date options. Selecting a new date will change the report delivery option. Clicking the **View** button, once the date has been changed, will generate a report based on the new date selected.

View: Viewing a report, by selecting the **View** button, will provide information on accounts using the following fields.

- **Account Number:** The account number will be displayed in the heading of each account section. The number is masked for security purposes, but reveals the last 4 digits of the account and the name of the account. Each account is broken out for ease of viewing.
- **Date:** The date and time are provided as reference to when the information was generated.
- **Account Summary:** These fields vary from account to account and provide the account details, balances, dates, rates and payments.
- **Posted Date:** This is the date of the accounts last posting.
- **Description:** The description indicates the type of transactions that have occurred.
- **Credit:** The credit field indicates any credits that were administered.
- **Debit:** The debit field indicates any debits that were administered.

- **Balance:** The current balance of the account is displayed in this field.
- **Print:** This button will print the report.
- **Download:** This button will download the report.
- **Close:** This button closes the report and will return the user to the Account Information page.

Edit: Select the **Edit** button to edit an existing report. The fields previously selected will be populated, but each field can be altered where necessary.

Clone: By selecting the **Clone** button, users can clone the report but must enter a new template name. Any of the available options can be modified, but upon first entering the **Clone Report** page, all options will be identical to the template it is being cloned from.

Importing the Report: Quicken™

Reports can be imported into Quicken™ one of three ways.

Saved Reports

1. Once the .qxf-suffixed file has been located in the computer, double click on it and Quicken™ will automatically open.
2. Open Quicken™ and click the **File** menu. Select the **Import** option. Locate and open the file.

Downloaded Reports

3. Some browsers allow reports that have been opened and closed, but not saved, to be retrieved without requiring another download. This can be done on Mozilla Firefox™ by pressing "CTRL" and "J" simultaneously on the keyboard. If using Safari™, the user must press "CTRL" "ALT" "L" simultaneously to bring up download history. Double clicking on the .qfx file will automatically open Quicken™.

At this point a **Connection Status** window will appear. Quicken™ will check to see if the bank has a valid account with Intuit™ and Quicken™ and if so, it will upload the IDs to the branding server for Intuit™ for verification. Once this is complete, Quicken™ will begin to import transactions.

If Quicken™ recognizes the accounts being presented, it will begin to process the transactions and update the user's accounts.

If Quicken™ does not recognize one or more of the accounts being presented, a window will pop up prompting user to create an account to correspond with all unrecognized account numbers.

Importing the Report: QuickBooks™

In order to begin to import transactions, a company file must first be created or opened in QuickBooks™. Once this is done, reports can be imported one of three ways.

Saved Reports

1. Once the .qbo-suffixed file has been located in the computer, double click on it and QuickBooks™ will automatically open.
2. Open QuickBooks™ and click the **File** menu. Select the **Import** option. Locate and open the file.

Downloaded Reports

3. Some browsers allow reports that have been opened and closed, but not saved, to be retrieved without requiring another download. This can be done on Mozilla Firefox™ by pressing "CTRL" and "J" simultaneously on the keyboard. If using Safari™ browser, the user must press "CTRL" "ALT" "L" simultaneously to bring up download history. Double clicking on the .qbo file will automatically open QuickBooks™.