

Information Reporting Reference Guide



Table of Contents

Introduction to Information Reporting	3
Viewing the Account Summary	3
Customizing the Account Summary Screen	4
Managing Columns	5
Using Views and Saving Customizations as a View	5
Creating an Account Group	7
Using the Filter on the Account Summary Screen	8
Viewing Transaction Details	9
Viewing an Account Statement Report	12
Balance and Transaction Reports	13
Report Descriptions	13
Report Filters	15
Printing a Report	16
Exporting Balance and Transaction Detail	17
Exporting and Downloading Statements	19
Searching for a Check or Deposit Ticket Item Image	21
Creating an Alert	23

Introduction to Information Reporting

Information Reporting, allows you to view information about your bank accounts & transactions. Options available include:

- Viewing account summaries and transaction details
- Accessing balance & transaction reports, as well as other bank reports
- Exporting balance and transaction data
- Searching for and viewing statements
- Searching for an image of a check or deposit ticket/items

These functions are accessed through the **Services** → **Information Reporting** in Intellix®.

Your access to the different features and accounts within *Information Reporting* is based on your organization's entitlements and your permissions.

Viewing the Account Summary

The *Account Summary* screen provides an overview of all of the accounts and balances that you have permission to see. Balance information includes opening ledger, current ledger, opening available, current available balance, 1-Day Float and 2 or more days float.

From the Account Summary you can:

- Customize the view in terms of columns, accounts and other information; customizations can be saved as new "Views"
- Drill into transaction details for a specific account
- View the Account Statement Report for a specific account

To view the Account Summary, select **Account Summary** from the **Services** → **Information Reporting** menu.

Account Summary

Balances are reported based on the Last Updated time shown below. To check for updated balances, please [refresh your list](#)

Filter Advanced | Clear Filter View Manage

Page 1 of 1	Records: 1 - 3 of 3	Export	Print	Manage Columns	Save View	
Actions	Account Number	Account Nickname	Last Updated	Currency	Opening Ledger	Current Available
<input type="checkbox"/>	XXXXXX1360	Training	05/28/2015 12:38:40	USD	0.00	0.00
<input type="checkbox"/>	XXXXXX2081	XXXXXX2081	05/28/2015 12:38:40	USD	0.00	0.00
<input type="checkbox"/>	XXXXX6721	XXXXX6721	05/28/2015 12:38:40	USD	0.00	0.00

[Account Groups](#)

- The opening ledger and current available columns show the balances for the accounts.
- The balances are current as of the time listed in the “Last Updated” column.

NOTE: If you have access to current day reporting, you will be provided with the current balance. You can also click “Refresh your List” to refresh the data every 2 minutes.

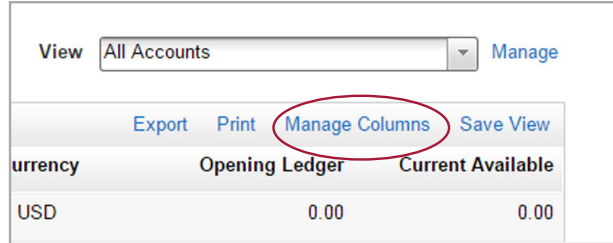
CUSTOMIZING THE ACCOUNT SUMMARY SCREEN

There are various functions available on the Account Summary to customize your view. Functions include:

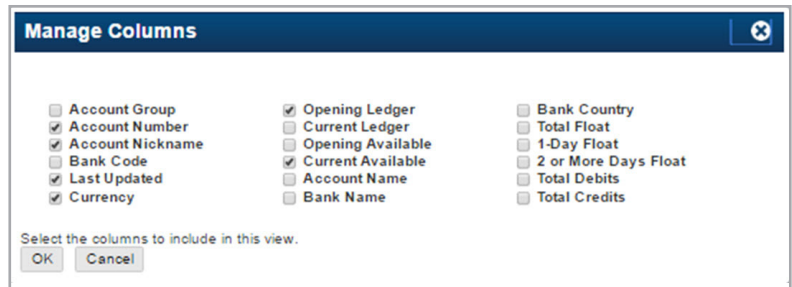
- **Manage Columns** to remove or add columns of information
- **Drag and drop** columns to change the order of information
- A **filter** to limit the accounts (with associated information) based on set criteria. This function can be used on the *Account Summary* screen in order to locate an account or narrow the accounts in the view
- Create **Account Groups** that can be used in a filter
- **Views** to quickly select a saved customized view/filter

MANAGING COLUMNS

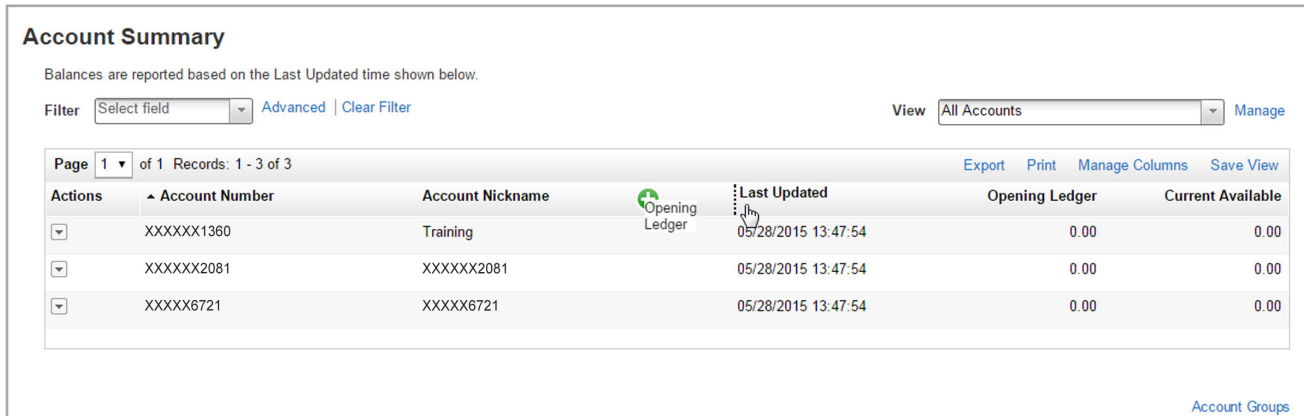
In the upper-right corner of the Account Summary is a “Manage Columns” link.



By clicking this link, you can select or deselect columns and click **OK**.



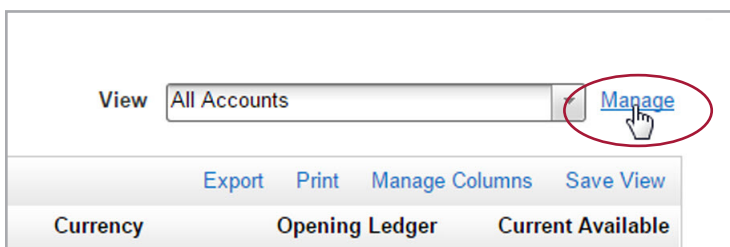
If you would like to change the order of the columns, you can simply drag-and-drop a column to your desired location.



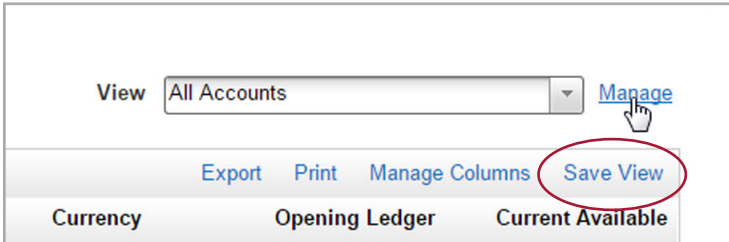
USING VIEWS AND SAVING CUSTOMIZATIONS AS A VIEW

If you customize your *Account Summary* screen, once you leave the screen and return, the Account Summary will revert back to the default view. However, you can save your customizations as a new view and make it your default view if you prefer.

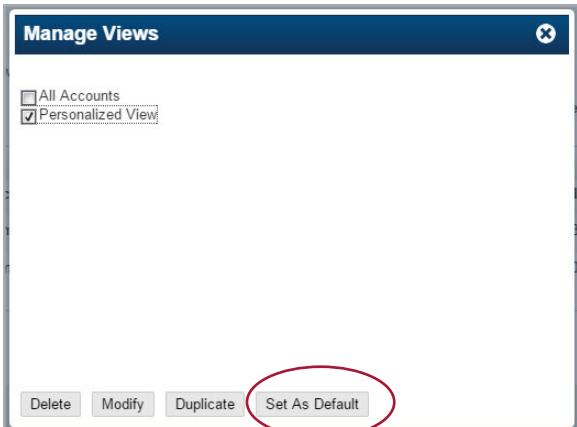
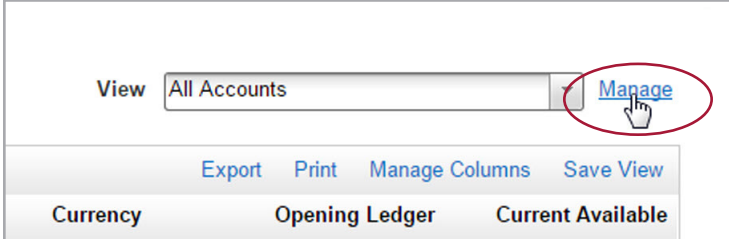
- 1 Click **Manage** next to the **View** drop-down.



- 2 To save view changes (e.g. order of columns, removal of columns, applied filters) as a new View, click the **Save View** link and provide a name for the View.



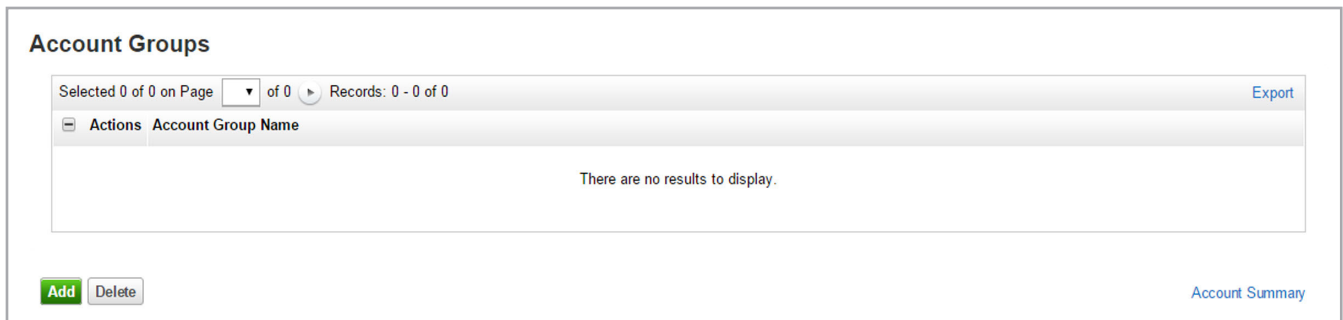
- 3 To make a View your default view, select the **Manage** link, select the View, and click **Set as Default**.



CREATING AN ACCOUNT GROUP

If you have many accounts, you may wish to create Account Groups that can be used in a filter. For example, if your organization has many real estate properties with multiple accounts for each property, you can create an account group for each property.

- 1 Click the **Account Groups** link from the Account Summary.

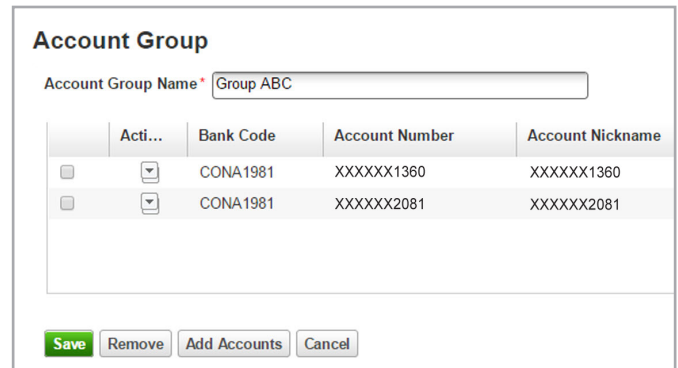


The screenshot shows the 'Account Groups' interface. At the top, it says 'Selected 0 of 0 on Page' and 'Records: 0 - 0 of 0'. There is an 'Export' link on the right. Below this is a table with columns 'Actions' and 'Account Group Name'. The table is empty, with the text 'There are no results to display.' in the center. At the bottom left, there are 'Add' and 'Delete' buttons. At the bottom right, there is a link for 'Account Summary'.

- 2 Click the **Add** button.

- 3 Enter an **Account Group Name**.

- 4 Click **Add Accounts**.

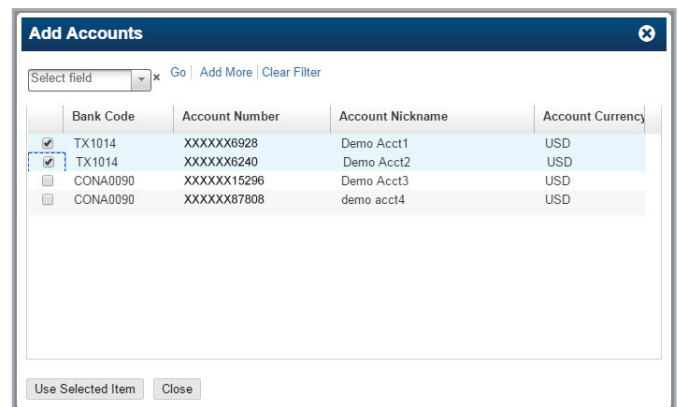


The screenshot shows the 'Account Group' form. The 'Account Group Name' field contains 'Group ABC'. Below the form is a table with columns: 'Acti...', 'Bank Code', 'Account Number', and 'Account Nickname'. There are two rows of accounts listed. At the bottom, there are 'Save', 'Remove', 'Add Accounts', and 'Cancel' buttons.

	Acti...	Bank Code	Account Number	Account Nickname
<input type="checkbox"/>	<input type="checkbox"/>	CONA1981	XXXXXX1360	XXXXXX1360
<input type="checkbox"/>	<input type="checkbox"/>	CONA1981	XXXXXX2081	XXXXXX2081

- 5 Select the accounts that you wish to include in the group.

- 6 Click **Use Selected Item**. Accounts selected display for the Group.



The screenshot shows the 'Add Accounts' dialog box. It has a search bar and a table with columns: 'Bank Code', 'Account Number', 'Account Nickname', and 'Account Currency'. Two accounts are selected with checkboxes. At the bottom, there are 'Use Selected Item' and 'Close' buttons.

	Bank Code	Account Number	Account Nickname	Account Currency
<input checked="" type="checkbox"/>	TX1014	XXXXXX6928	Demo Acct1	USD
<input checked="" type="checkbox"/>	TX1014	XXXXXX6240	Demo Acct2	USD
<input type="checkbox"/>	CONA0090	XXXXXX15296	Demo Acct3	USD
<input type="checkbox"/>	CONA0090	XXXXXX87808	demo acct4	USD

- 7 Click **Save**.

- 8 Click **Close** on the confirmation. The Account Group displays on the *Account Groups* screen.

- 9 Click the **Account Summary** link to return to the *Account Summary* screen.

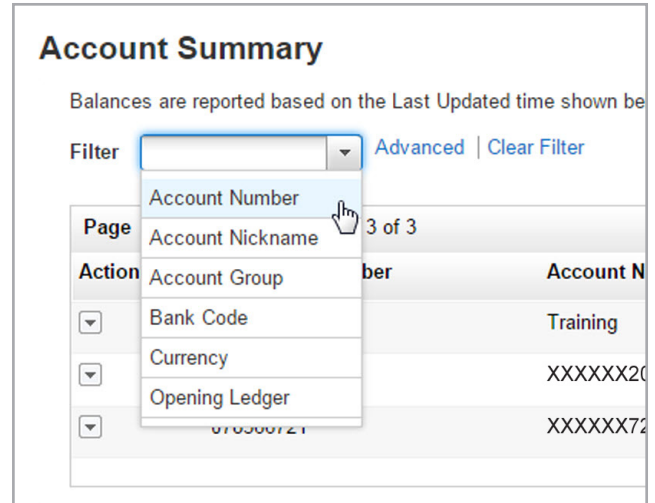
USING THE FILTER ON THE ACCOUNT SUMMARY SCREEN

The “Filter” function is available on almost all *Information Reporting* screens. This function can be used on the *Account Summary* screen in order to locate an account or narrow the accounts (with associated information) displayed in the view.

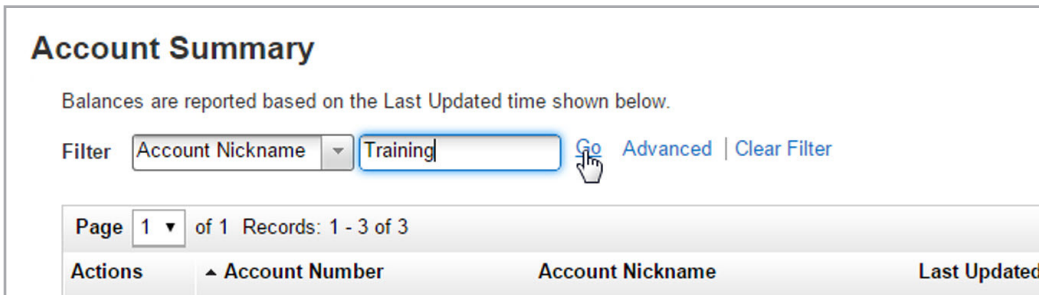
- 1 Click the **Filter** drop-down arrow to choose the field (column) on which to filter.

For example:

- Choose **Account Number** or **Account Nickname** to locate a particular account. This is particularly helpful for organizations with many accounts.
- Choose **Account Group** to filter by a saved group.



- 2 Enter or select the criteria for the chosen field and click **Go**.



The *Account Summary* will display accounts that fit the selected criteria.

Account Summary

Balances are reported based on the Last Updated time shown below. To check for updated balances, please [refresh your list](#)

Filter: Account Nickname Training Go Advanced Clear Filter View: All Accounts Manage

Page 1 of 1 Records: 1 - 1 of 1 Export Print Manage Columns Save View

Actions	Account Number	Account Nickname	Last Updated	Currency	Opening Ledger	Current Available
▼	XXXXXX1360	Training	06/02/2015 10:31:07	USD	0.00	0.00

[Account Groups](#)

NOTE:

- Click **Clear Filter** to clear the filtered results.
- If you perform another filter without clearing the filtered results first, it will search within the filtered results, not all accounts.

VIEWING TRANSACTION DETAILS

- 1 To view transaction details for a specific account, click anywhere on the row showing the Account Number. The transactions for the account display on the detail screen.

Transactions for XXXXX5654 - Company 1 - USD

Transactions Last Updated: 2015-05-12 09:39.

Filter: Select field Advanced Clear Filter View: All Transactions Manage

Page 1 of 2 Records: 1 - 50 of 65 Basic Export Detailed Export Basic Print Detailed Print Manage Columns Save View

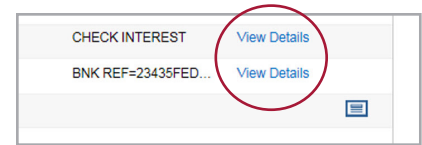
Post Date	Transaction Description	Status	Amount	Bank Reference	Customer Reference	Transaction Detail	Add'l Details	Image
05/12/2015	STANDING ORDER	Pending	\$4,800.77	WS91619804				
05/12/2015	COMMISSION	Pending	\$4,872.75	WS42486528				
04/21/2015	MISCELLANEOUS ACH CR...	Cleared	\$65.27	EFX0511170075...	234	CHECK INTEREST	View Details	
04/21/2015	OUTGOING MONEY TRAN...	Cleared	(\$65.27)	EFX05110075400	210010	BNK REF=23435FED...	View Details	
04/21/2015	CHECK PAID	Cleared	(\$2,440.72)	110	234			
04/21/2015	FOREIGN EXCHANGE CRE...	Cleared	\$2,440.72	FX981611150				
04/21/2015	LETTER OF CREDIT	Cleared	(\$976.83)	LC16325652				
04/21/2015	COLLECTION OF DIVIDENDS	Cleared	\$2,433.29	WS70573553				
04/21/2015	FOREIGN EXCHANGE DEBIT	Cleared	(\$818.23)	FX98860677				
04/21/2015	CASH LETTER CREDIT	Cleared	\$2,762.15	WS46755017		CASH LETTER DEPO...		
04/21/2015	CREDIT ADJUSTMENT	Cleared	\$2,946.54	WS19536517				

[View Account Summary](#) [Running Balance Report](#)

NOTE: Similar to the *Account Summary* screen, the *Transaction Details* screen contains a filter to locate the details you may wish to view. You can also customize this View using the same functions explained in the *Account Summary* section. Transaction Details are available for up to three months from the *Account Summary* screen. They are available in reports for up to 18 months.

2 From this screen, you can:

- A. View additional advice transaction details for wires or ACH by clicking the **View Details** link in the *Add'l Details* column. (You may need to scroll to the right to see the *Add'l Details* column.)



Transaction Details display (Wire example included here):

Transaction Details

Transaction Information

Type	MONEY TRANSFER
Description	Wire transfer deposit
Posted Date	02-Apr-2015
Debit or Credit	CR
Amount	420.00
Fed Reference ID (IMAD)	XXXXXXXXXXXXXXXXXXXX0178
Currency	USD
Account Name	Training
Account Number	XXXXXX1360
Bank Reference	00004742
Fed Reference ID (OMAD)	XXXXXXXXXXXXXXXXXXXXXXXXXXXXFT03


Beneficiary Details

Name	COMPANY 2- MARITIME ACCOUNT
Account Number	XXXXXX1360
Address 1	8619 WESTWOOD CENTER DRIVE, SUITE
Address 2	300, VIENNA, VA 22182, USA
Reference	2015040200154286
Message Identifier	150402101448F101
Bank Reference ID	2015040200002137

[Print](#) [Export](#) [View Account Summary](#) [Cancel](#)

- Click the **Print** or **Export** button to print or export the details.
- To return to the Transaction Details, click **Cancel**.
- To return to the Account Summary, click **View Account Summary**.

B. View an image of a check or deposit ticket by clicking the icon in the **Image** column.

04/21/2015	MISCELLANEOUS ACH CR...	Cleared	\$65.27	EFX0511170075... 234	CHECK INTEREST	View Details	
04/21/2015	OUTGOING MONEY TRAN...	Cleared	(\$65.27)	EFX05110075400 210010	BNK REF=23435FED...	View Details	
04/21/2015	CHECK PAID	Cleared	(\$2,440.72)	110 234			
04/21/2015	FOREIGN EXCHANGE CRE...	Cleared	\$2,440.72	FX86161150			

C. An image will appear:



VIEWING AN ACCOUNT STATEMENT REPORT

From the Account Summary, an Account Statement Report can be opened for a particular account.

- 1 Click the **Actions** menu for the desired account and select **Account Statement Report**.

Account Summary

Balances are reported based on the Last Updated time shown below. To check for updated balances, please [refresh your list](#)

Filter: [Advanced](#) | [Clear Filter](#) View: [Manage](#)

Page 1 of 1 Records: 1 - 3 of 3 [Export](#) [Print](#) [Manage Columns](#) [Save View](#)

Actions	Account Number	Account Nickname	Last Updated	Opening Ledger	Current Available
<input type="checkbox"/>	XXXXXX1360	Training	06/02/2015 11:15:42	0.00	0.00
<input type="checkbox"/>	XXXXXX2081	XXXXXX2081	06/02/2015 11:15:42	0.00	0.00
<input type="checkbox"/>	XXXXX6721	XXXXX6721	06/02/2015 11:15:42	0.00	0.00

[Account Groups](#)

The Account Statement Report displays.

Account Statement

1 of 2 100%

20-Apr-2015 01:36:23 PM

Page 1 of 2

Bank: COF Eastern (Mid-Atlantic) / XXXXX1981
Account: XXXXX1360 / Training / USD
Post Date: 02 Apr 2015

Summary	Amount
OPENING LEDGER	585,158.96
CLOSING LEDGER	632,540.96
OPENING AVAILABLE	632,540.96
CLOSING AVAILABLE	625,150.96
1-DAY FLOAT	7,390.00
2 OR MORE DAYS FLOAT	0.00
TOTAL CREDITS	47,382.00
TOTAL DEBITS	0.00

Credit Transactions	Amount	Bank Ref.	Customer Ref.
International Wire Transfer Cr	16,525.00	00000000	
Wire transfer deposit	9,000.00	00012719	
Wire transfer deposit	8,177.00	00000122	
Customer Deposit	4,370.00	48950820	
Customer Deposit	3,020.00	38259104	
Wire transfer deposit	2,300.00	00001005	
Wire transfer deposit	1,300.00	00002882	
ACH deposit	1,205.00	A15056004849986	518993420330557
Wire transfer deposit	560.00	00001517	
Wire transfer deposit	420.00	00004742	
Wire transfer deposit	295.00	00000088	
Wire transfer deposit	210.00	00000264	
Total Credits	47,382.00		

Balance and Transaction Reports

Balance & Transaction Reports

- Available history for Balance & Transaction Reporting (up to 18 months)

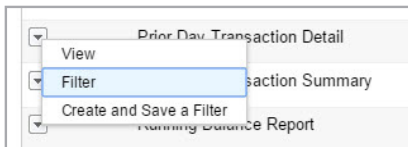
REPORT DESCRIPTIONS

Report	Description
ACBS Facility Loan Report	Displays details for all single or multiple deal facilities for Commercial loans.
Business Loan Detail Report	Displays details for business lines of credit including rates, payoff amounts, amount due, etc.
Business Loan History Report	Displays transaction history for business lines of credit including balance, interest paid, etc.
CD Balance Report	Displays information on balance & interest earned for CDs.
Controlled Disbursements Detail Report	Displays funding requirements & details for Controlled Disbursements accounts.
Inclearing Report	Displays a report of all check transactions drawn on the account for a specific time period.
Lockbox Detail Report	Displays detailed information about deposits made via Lockbox.
Pending NSF Items Report	Displays an early window of all Not Sufficient Funds (NSF) items processed the evening before that will be evaluated by a Capital One Relationship Manager for payment. You may cover these items with a balance transfer to assist your Relationship Manager's NSF review and decisioning.
Sweep Report	Displays rate & earning details for accounts that utilize Sweep investment services.

Current Day Reports	Description
Cash Position Report	Displays opening account balances for the current day.
Current Day Availability Report	Displays opening ledger and available balances for each account.
Current Day Transaction Detail Report	Displays all available detail about transactions for the current day.
Current Day Transaction Summary Report	Displays a one-line summary of all current-day transactions. Clicking on a transaction displays the details of the transaction.
Prior Day Reports	
Account Statement Report	Displays daily cash balances with debit and credit details for a specific period of time.
Prior Day Balance – Export Format Report	Displays all posted balance information from prior day. The report is designed for use with the client applications or spreadsheets. Data is presented in simple columnar, comma-separated format suitable for exporting, without formatting, page headers/footers, group, or report totals.
Daily Balance History Report	Displays the historical balances for the requested accounts.
Prior Day Transaction Detail Report	Displays all available detail about the transactions for the requested date range.
Prior Day Transaction Summary Report	Displays a one-line summary of all prior-day transactions. Clicking on a transaction displays the details of the transaction.
Prior Day Transaction – Export Format Report	Displays the transactions, closing, and float balances for one or more accounts. The report is designed for use with third-party applications or spreadsheets. Data is presented in simple columnar, comma-separated format suitable for exporting, without formatting, page headers/footers, group, or report totals.
Running Balance Report	Displays transactions by account, including transaction and balance totals for the account.

REPORT FILTERS

When running Information Reporting reports, there are filter options to narrow the information that displays in the report. One of the options for Current Day Transaction Detail report is a 'Since Last' filter option. This can be used in a current day reporting scenario to see new transactions since the last time you ran the report. In order to use the 'Since Last' option, you need to create & save a filter with the 'Since Last' option selected when you run the report from the report list.



Prior Day Transaction Detail

Post Date

Date Pre-defined Date Range

Post Date

is

Bank Code

Account Group

Account Number

Currency

Current Day Transaction Summary

19-May-2015
11:01:23 AM

Page 1 of 1

Bank: CHASE MANHATTAN BANK / XXXXX0022
Account: XXXXX5654 / COMPANY 1 / USD
Post Date: 19 May 2015

Last Updated: 19 May 2015 9:56:24AM

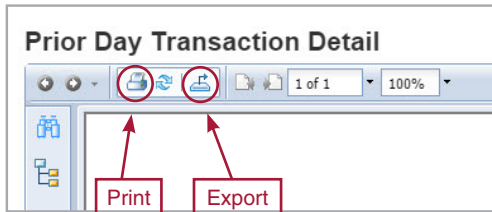
Credit Transactions	Amount	Bank Ref.	Customer Ref.
INTEREST CREDIT	4,705.73	WS24466913	
INDIVIDUAL COLLECTION CREDIT	1,254.67	WS47116632	
INTEREST CREDIT	1,624.83	WS92236172	
CREDIT ADJUSTMENT	1,222.91	WS18782991	
RETURN ITEM	2,683.03	WS95313896	
Total Credits	11,491.17		
Debit Transactions	Amount	Bank Ref.	Customer Ref.
ACH CONCENTRATION DEBIT	65.27	485	2910
INCOMING WIRE PAYMENT	9,792.13	484	1452
Total Debits	9,857.40		

[Additional Information](#)

Cancel

PRINTING OR EXPORTING A REPORT

At the top of the report are controls to print or export the report.



To print the report:

- 1 Click the **printer icon** at the top of the report.
- 2 Follow the printing instructions specific to the browser being used.

To export the report:

- 1 Click the **export icon** at the top of the report.
- 2 Follow the exporting instructions specific to the browser being used.

EXPORTING BALANCE AND TRANSACTION DETAIL

The Export feature allows you to download specific bank account data in BAI, Quicken and QuickBooks format.

- 1 Select **Export Information** from the **Services** → **Information Reporting** menu. The *Export Information* screen shows existing export requests and their status.

Downloads

Page of 0 Records: 0 - 0 of 0

Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status
There are no results to display.							

[Create Export](#)

- 2 Click the **Create Export** link.

Export Data

Export Type*

File Name*

Date Range

Previous Business Day Previous Week Previous Month Date Range

Account Details 0/3 Selected

All Items Include Items Exclude Items

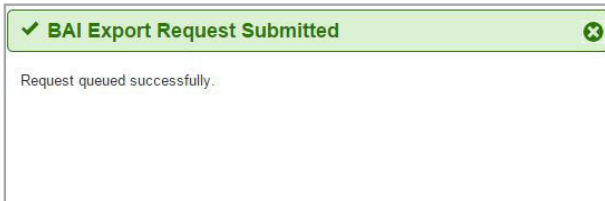
Select field x Go | Add More | Clear Filter

Account Number	Account Name	Client Account Name	Bank Code	Bank Name
XXXXX6721	XXXXX6721	XXXXX6721	TX1014	Capital One, Texas
XXXXXX1360	XXXXXX1360	Training	CONA1981	COF Eastern (Mid-...
XXXXXX2081	XXXXXX2081	XXXXXX2081	CONA1981	COF Eastern (Mid-...

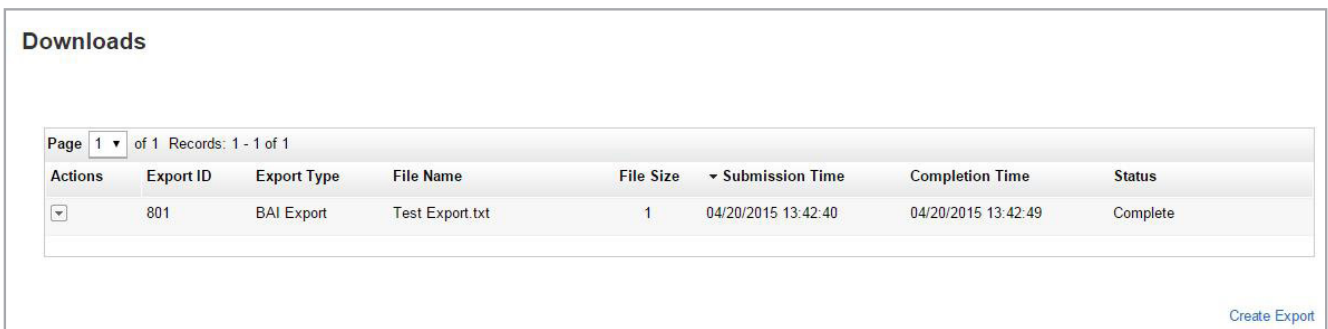
- 3 Complete the Export Data form:

- **Export Type:** Select which format you would like to export the data to
- **File Name:** Enter the name you wish to use for the file
- **Date Range:** Select the date range from the options available
- **Account Details:** Specify the details you wish to download

- 4 Click **Create Export**. A confirmation message displays.



- 5 Click **Close**. The export request will display on the *Export Information* screen with Status of the export request.

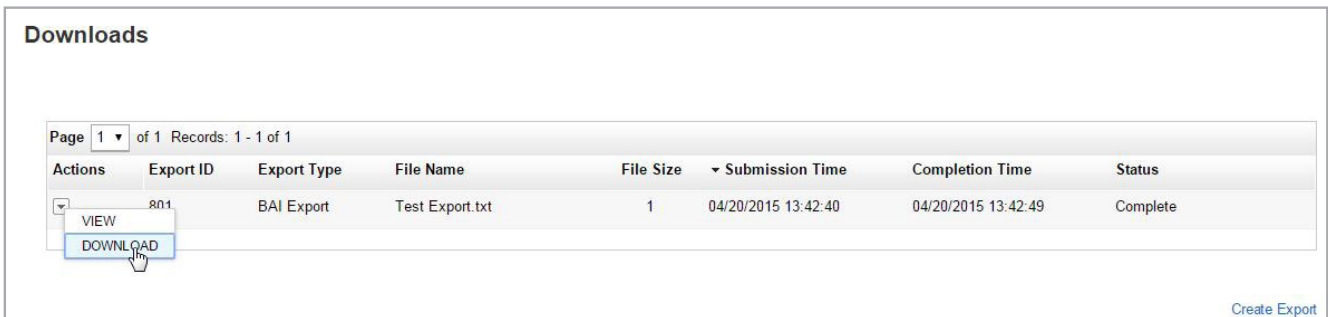


The screenshot shows a table titled "Downloads" with a pagination bar above it. The table has columns for Actions, Export ID, Export Type, File Name, File Size, Submission Time, Completion Time, and Status. One record is shown with Export ID 801, Export Type BAI Export, File Name Test Export.txt, File Size 1, Submission Time 04/20/2015 13:42:40, Completion Time 04/20/2015 13:42:49, and Status Complete. A "Create Export" link is visible at the bottom right.

Page	of 1	Records: 1 - 1 of 1					
Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status
▼	801	BAI Export	Test Export.txt	1	04/20/2015 13:42:40	04/20/2015 13:42:49	Complete

NOTE: The status will change to Complete once the export has finished.

- 6 When the export is complete, click **Download** from the **Actions** menu for the Export item.



The screenshot shows the same "Downloads" table as in the previous image. The "Actions" column for the first row is expanded, showing a dropdown menu with "VIEW" and "DOWNLOAD" options. A mouse cursor is pointing at the "DOWNLOAD" option. The "Create Export" link is still visible at the bottom right.

Page	of 1	Records: 1 - 1 of 1					
Actions	Export ID	Export Type	File Name	File Size	Submission Time	Completion Time	Status
▼ VIEW DOWNLOAD	801	BAI Export	Test Export.txt	1	04/20/2015 13:42:40	04/20/2015 13:42:49	Complete

- 7 You can then save the file to your local drive or network.

Exporting and Downloading Statements

The Statements function allows you to search for and export statements issued by the Bank – such as eStatements (i.e. bank account statements) and Account Analysis statements. Statements will export in PDF format and will be available for download in a Zip file.

1 Select **Statements** from the **Services** → **Information Reporting** menu. The *Statements* screen displays.

The screenshot shows the 'Statements' search interface. It is divided into three main sections: 'Statement Details', 'Statement Date', and 'Account Details'.
1. **Statement Details:** A dropdown menu for 'Statement Type' is set to 'eStatement'.
2. **Statement Date:** Radio buttons for 'Last 7 Days', 'Last 14 Days', 'Last 30 Days', 'Last 90 Days', and 'Date Range'. 'Last 90 Days' is selected.
3. **Account Details:** A note states 'A maximum of 100 account(s) can be selected'. Below this is a search bar with a dropdown menu, a 'Go' button, and links for 'Add More' and 'Clear Filter'. A table lists two accounts with checkboxes in the first column.

	Account Number	Account Name	Account Nickname
<input checked="" type="checkbox"/>	XXXXXXXX2444	acchkpos	acchkpos
<input checked="" type="checkbox"/>	XXXXXXXX3232	testhkacc	testhkacc

At the bottom left of the interface is a green 'View Results' button.

2 Complete the search details:

- **Statement Type:** Options include eStatement and Account Analysis statement.
- **Date Range:** The date range of the statement – limited to a one-year time period at a time.
- **Account Details:** Select one or more accounts to be included.

- 3 Click **View Results**. Statements will display that match the search criteria.
- 4 Select the **Statements** you wish to download.
- 5 Click **Download**. A message will appear informing you that your request is being processed. A Zip file with the statements will be available from the *Export Information* screen.
- 6 Select **Export Information** from the **Services** → **Information Reporting** menu. The *Export Information* screen shows existing export requests and their status.

Export Information

Page 1 of 1 Records: 1 - 8 of 8

Actions	Export ID	Export Type	File Name	Submission Time	Completion Time	Status
▾	4869	Statements	statements_05252017070901_53808_1.zip	05/25/2017 07:09:01	05/25/2017 07:09:01	Complete
▾	4870	Statements	statements_05252017070901_53808_2.zip	05/25/2017 07:09:01	05/25/2017 07:09:01	Complete
▾	4865	Statements	statements_05242017222022_53807_2.zip	05/24/2017 22:20:22	05/24/2017 22:20:22	Complete
▾	4866	Statements	statements_05242017222022_53807_5.zip	05/24/2017 22:20:22	05/24/2017 22:20:22	Complete
▾	4868	Statements	statements_05242017222022_53807_3.zip	05/24/2017 22:20:22	05/24/2017 22:20:22	Complete
▾	4887	Statements	statements_05242017222022_53807_4.zip	05/24/2017 22:20:22	05/24/2017 22:20:22	Complete
▾	4884	Statements	statements_05242017222022_53807_1.zip	05/24/2017 22:20:22	05/24/2017 22:20:22	Complete
▾	4851	CSV (Transactions Only)	cument day.csv	05/23/2017 09:34:11	05/23/2017 09:34:15	Complete

- 7 For the exported item that contains your statements, click **Download** from the Actions drop-down menu.
- 8 Follow the prompts to save the file.

Searching for a Check or Deposit Ticket Item Image

The Image Inquiry feature allows you to search for the image of a check or deposit ticket/item. For deposit tickets, you will first get the list of the Deposit Tickets. You can then see the image of the ticket or view the list of checks (with associated images) that make up that deposit.

- 1 Select **Image Inquiry** from the **Services** → **Information Reporting** menu. The *Image Inquiry* filter screen appears.
- 2 Select **Checks Presented** or **Deposit Ticket/Items** from the **Image Type** drop-down. Additional fields appear to help you narrow down your search.

Image Inquiry [? help](#)

Image Type

Image Type*

Filter

Account x [Go](#) | [Add More](#) | [Clear Filter](#)

Account Number	Account Name	Account Nickname
XXXXXX4688	Demo_Acct7	Demo_Acct7
XXXXXX6208	Demo_Acct5	Demo_Acct5
XXXXXX6768	Demo_Acct8	Demo_Acct8
XXXXXX0112	Demo_Acct6	Demo_Acct6
XXXXXX5296	Demo Acct3	Demo Acct3
XXXXXX7808	demo acct4	demo acct4

Date*

Serial Number

Amount

[View Results](#)

- 3 Select the **Account** you wish to search.
- 4 Select the **Data Range** to search.
- 5 If you are searching for a check, you can enter a **Serial Number** or **Amount**.
- 6 Click **View Results**. Results display based on the specified criteria.
- 7 To view an image from the results, click the item.

Image Search Results - Account: XXXXX5654 - Type: Checks Presented

Page of 1 Records: 1 - 1 of 1 [Export](#)

Actions	Serial Number	Amount	Date
<input type="checkbox"/>	1001	\$621.91	05/21/2015

[Image Inquiry](#)

- 8 For Deposit Tickets, you can click the row and items that make up the deposit will display. You can then click an item to view an image.

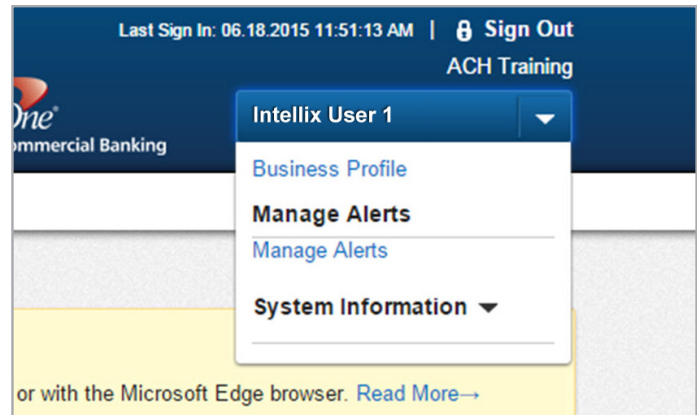
While viewing an image, you can flip the image to view other side, zoom in and out, rotate, save, or print the image.



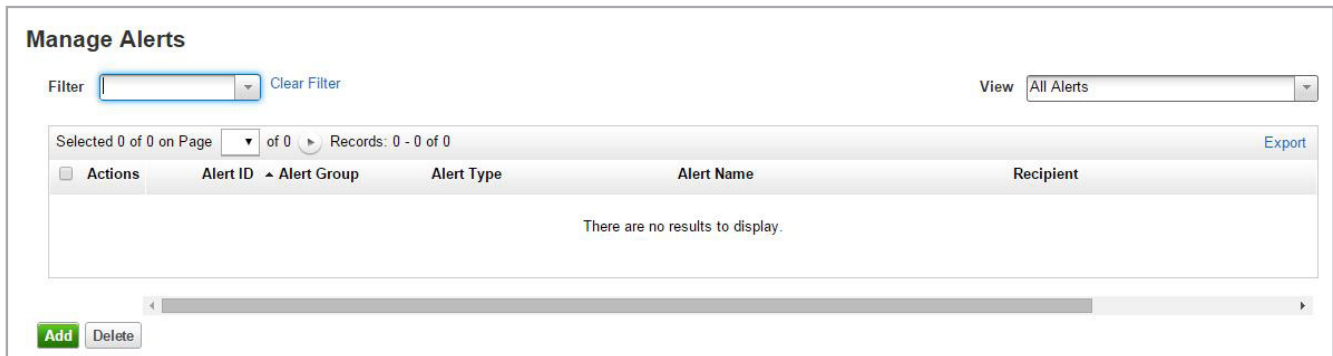
Creating an Alert

An Information Reporting alert generates an automatic email message when certain events or conditions occur. For example, an Incoming Wire alert can be generated when a Wire transaction meeting certain preset criteria is received by your organization.

- 1 Select **Manage Alerts** from the **Profile** drop-down in the upper-right corner.



The Manage Alerts list screen displays.



- 2 Click **Add**. The *Alert Settings* detail screen displays.
- 3 In the **Alert Group** field, select **Information Reporting**.
- 4 For the **Alert Type** field, select the appropriate alert type:
 - **Closing Available Balance:** Notifies the recipient when the closing available balance reaches a certain amount.
 - **Closing Ledger Balance:** Notifies the recipient when the closing ledger balance reaches a certain amount.
 - **Transaction Notification:** Notifies the recipient that a transaction meeting certain criteria has been received by your company.
 - **Bank Report(s) Available:** Notifies the recipient when a Bank Report is received.

- 5 Enter an **Alert Name**.
- 6 Enter an **email address** in the **Recipient** field.

Manage Alerts

Alert Details

Alert Group*

Alert Type*

Alert Name:*

Recipient*

- 7 Click **Continue**. A *Filter* section displays, which is used to specify the criteria which must be met in order for the alert to be sent.

Manage Alerts ? help

Alert Details

Alert Group*

Alert Type*

Alert Name:*

Recipient*

Filter

Bank Report ID 0/19 Selected

All Items Include Items Exclude Items

x [Go](#) | [Add More](#) | [Clear Filter](#)

Bank Report ID	Bank Report Description
6624025117	Inclearing Report
7057099725	Inclearing Report
9594038250	Inclearing Report
A0300033000...	Business Loan History...
CDS0542038144	Control Disbursement
CDS0542051108	Control Disbursement

- 8 Within the *Account Number* section, “All Items” is set by default. If needed, change this setting to include or exclude accounts – and select the accounts to include or exclude.
- 9 Enter an **Amount** that will trigger the alert.
- 10 Optionally, you can choose whether the transaction is a debit or credit and you can enter a customer reference.
- 11 Choose a specific **Transaction Type** that will trigger the alert.
- 12 Click **Save**. A confirmation displays.
- 13 You can click **Add New Record** to add another alert, or click **Close** to close the message and return to the *Alert Settings* screen.

