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Quick Reference Guide

Account Reconciliation Reporting

JHA Treasury Management™

Last Updated: December 1, 2022

Account Reconciliation Reporting

Overview: — Account Reconciliation Reporting allows users who have the appropriate entitlements to request reports by account and by activity period including Specific Date, Date Range, Previous Week, Previous Month, Previous Year, Week to Date, Month to Date, and Year to Date. These reports are created by SilverLake and are visible via Treasury Management.

Customers are now able to generate reports when they need them and no longer rely on the bank to generate and deliver them. In addition, banks can take advantage of the more efficient process and allocate resources to other tasks.

Account Reconciliation Reports List

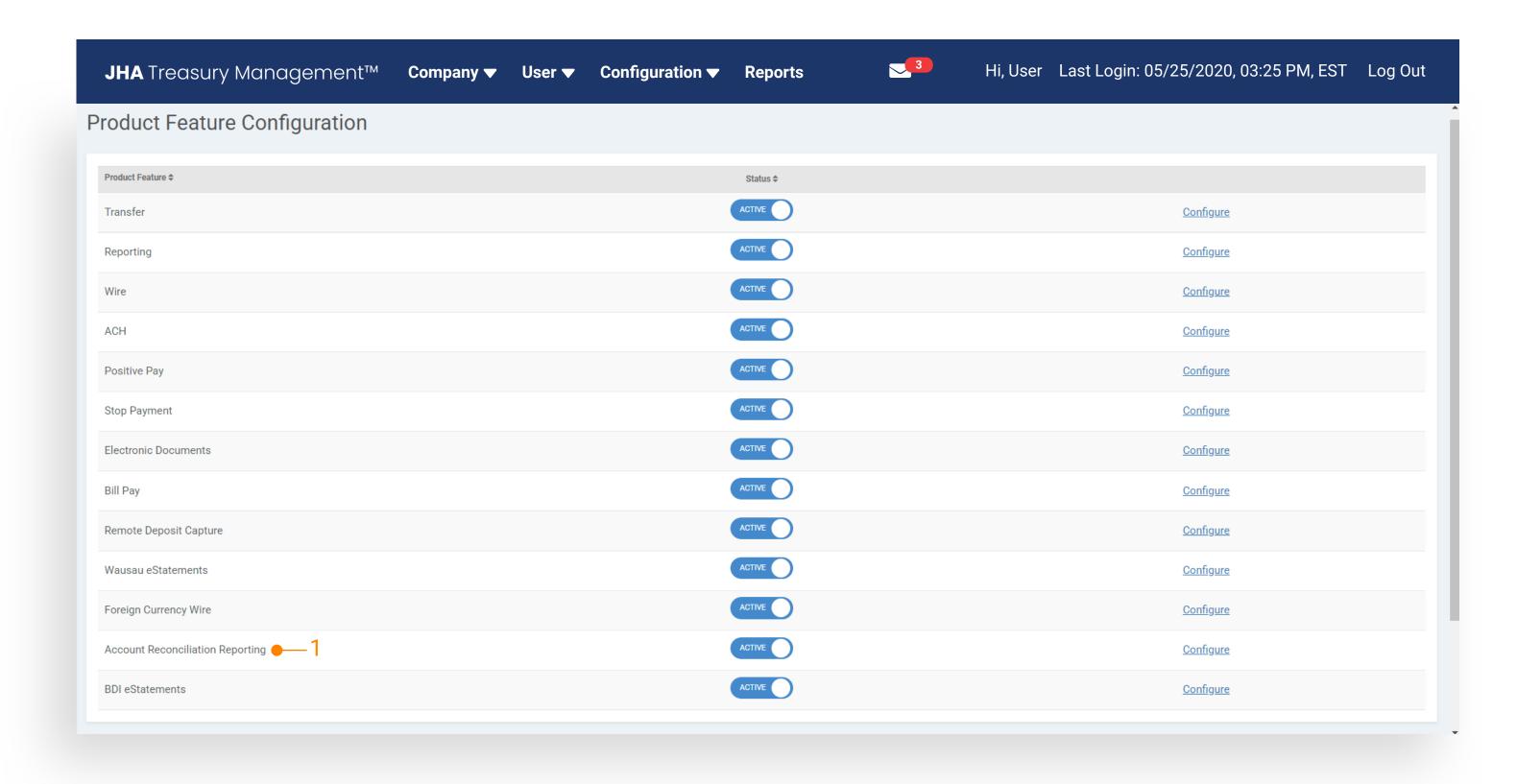| Report Description	Report Name	Overview	Date Period
Previous Outstanding Items - Detail	AR2520P	Items outstanding as of beginning date not including expired stops	Prior to
Previous Outstanding Items - Summary	AR2520PSUM	This report shows the summary of the previous outstanding items by date	Prior to
Issued Not Offset	AR2560P	Items entered before the ending date that are not cleared, void, or stop and have an issue date greater than zero	As of
Dormant Items	AR2580P	Total of all dormant items in the ARITEM file	As of
Stale Dated Items	AR2585P	Total of all stale items in the ARITEM file	As of
Checks Paid Returned	AR2450P	This report lists the items that were paid or returned	Start/End Date
Non-Issued Checks Paid/Returned	AR2455P	This report lists the Items that were not issued and have been returned	Start/End Date
Expired Stops	AR2460P	Total of stops expiring with the date range	Start/End Date
Issued Items Paid Previous Period	AR2465P	Items issued within the date range but paid previous to beginning date	Start/End Date
Issued Items - Detail Effect Date	AR2500P	List of issued items by effective date	Start/End Date
Issued Items - Summary Effect Date	AR2500PSUM	This report shows the summary of issued items by effective date	Start/End Date
Issued Items - Detail by serial	AR2510P	List of issued items by the issued serial number	Start/End Date
Adjustment Transactions	AR2530P	This report show adjustments made on ARP accounts	Start/End Date
Duplicates Paid Not Issued	AR2535P	Items with DUP violation code that have not been issued	Start/End Date
Paid No Issue	AR2540P	Total of checks paid but not issued in ARP	Start/End Date

Account Reconciliation Reports List (Continued)

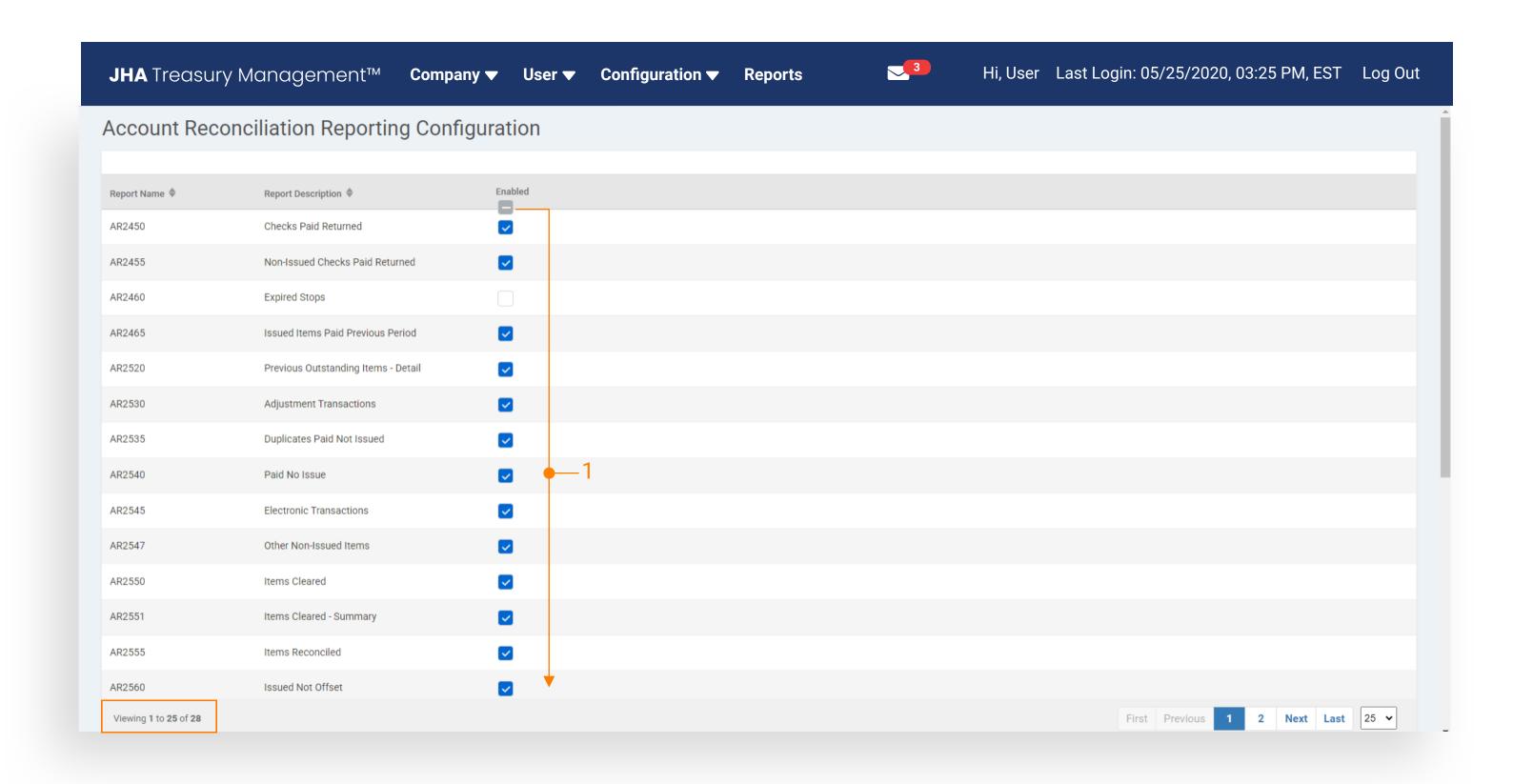| Report Description	Report Name	Overview	Date Period
Electronic Transactions	AR2545P	Issued items that were received through upload	Start/End Date
Other Non-Issued Items	AR2547P	List of transactions in DDA with an excluded transaction code	Start/End Date
Items Cleared	AR2520P	The items paid total less returns	Start/End Date
Items Cleared - Summary	AR2551P	This report provides the summary of paid items by date cleared	Start/End Date
Items Reconciled	AR2555P	Total of paid items in ARP	Start/End Date
Void Items	AR2570P	This report lists all void items received today	Start/End Date
Void Items Paid	AR2571P	This report lists all void items paid	Start/End Date
Stop Items	AR2575P	This report lists all stops received today	Start/End Date
Stop Items Voided	AR2578P	This report lists all stop payments that were voided	Start/End Date
Dormant/Stale Items Purged	AR2590P	Items placed in the purge file within the date range with purge code of STL.	Start/End Date
Account Reconciliation	AR2600P	This report shows all ARP/Pos Pay accounts receiving a DDA statement that day	Start/End Date
Consolidated Report	AR2610P	This report shows the activity on the account by date(s)	Start/End Date
Deposit items by Ticket Location	AR2630P	The report shows deposits made to the account by each location that is set up for this account	Start/End Date

Account Reconciliation Reporting

Back Office – Product Feature Configuration

1. **Account Reconciliation Reporting** added to the Product Feature Configuration in Back Office as a standalone product that can be toggled on and off.
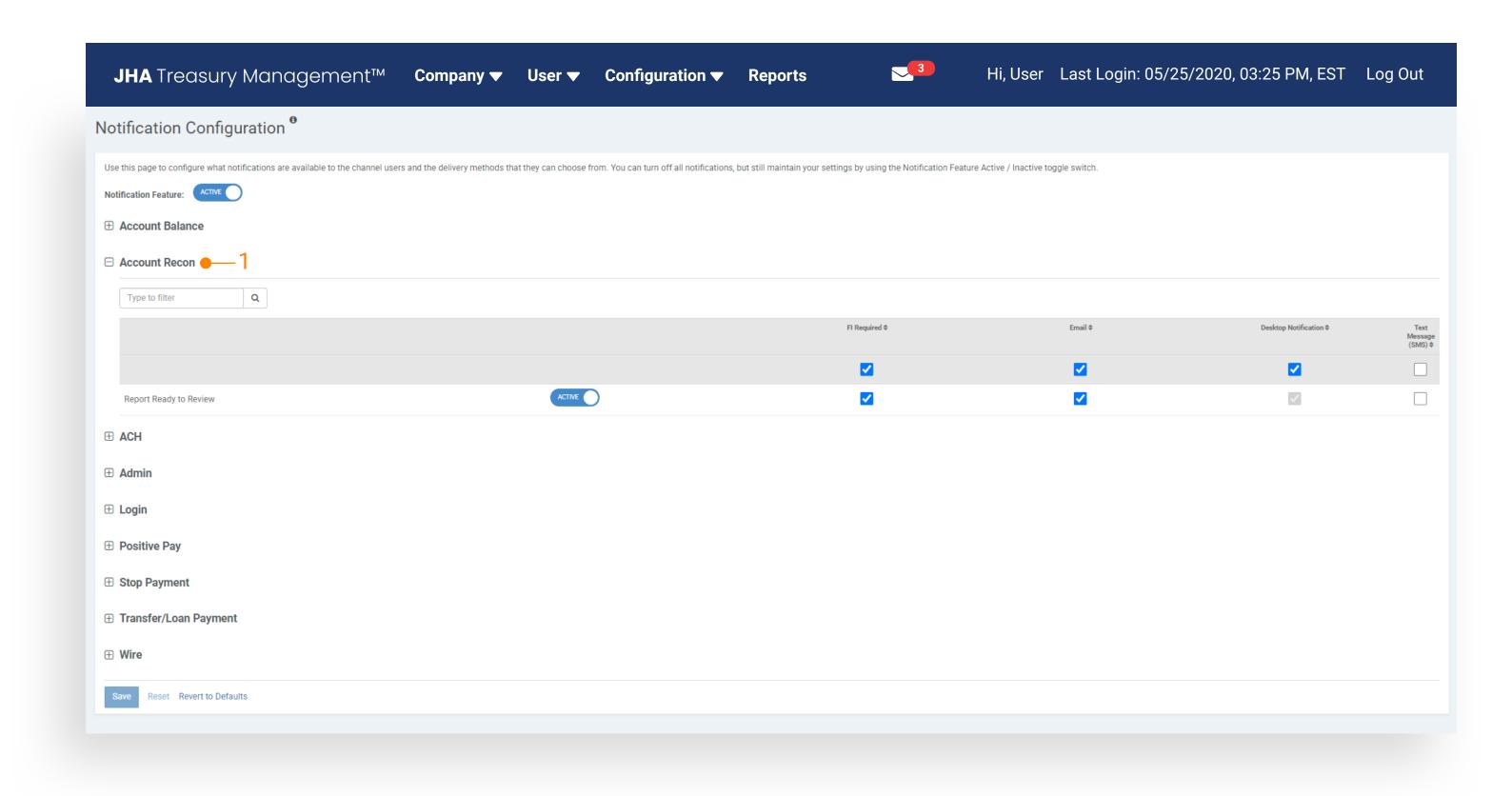
Account Reconciliation Reporting

Back Office – Product Feature Configuration (Continued)

1. Product Feature There are 28 separate account reconciliation reports available for Financial Institutions. The Financial Institutions determine which reports they want to make available to their customers.

Account Reconciliation Reporting

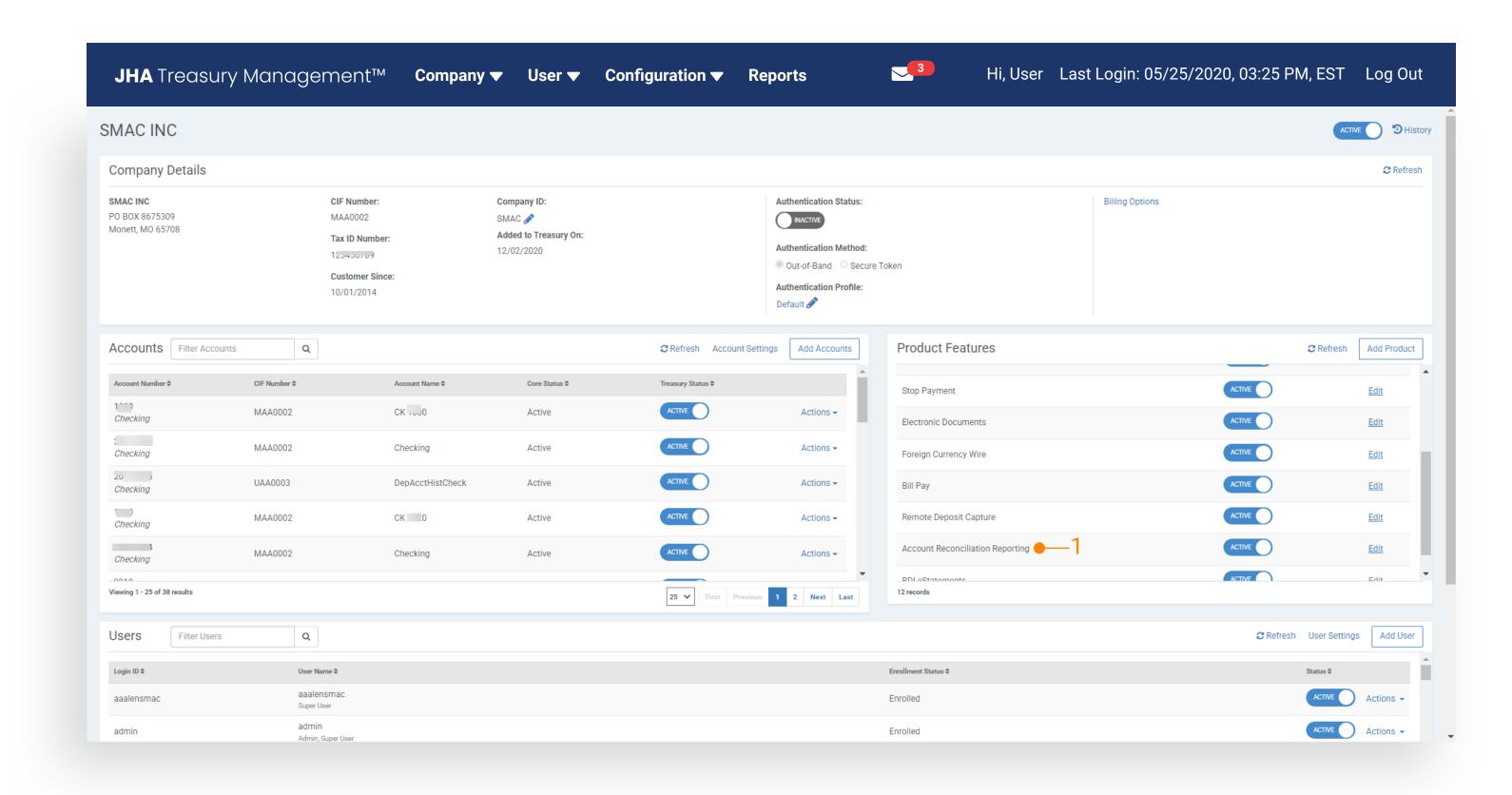## Back Office – Notification Configuration

1. **Notification Configuration**

   Users can enable notifications via email, text or desktop. Notifications are sent immediately after the report requested is successfully posted to the user's Report Library.

Account Reconciliation Reporting

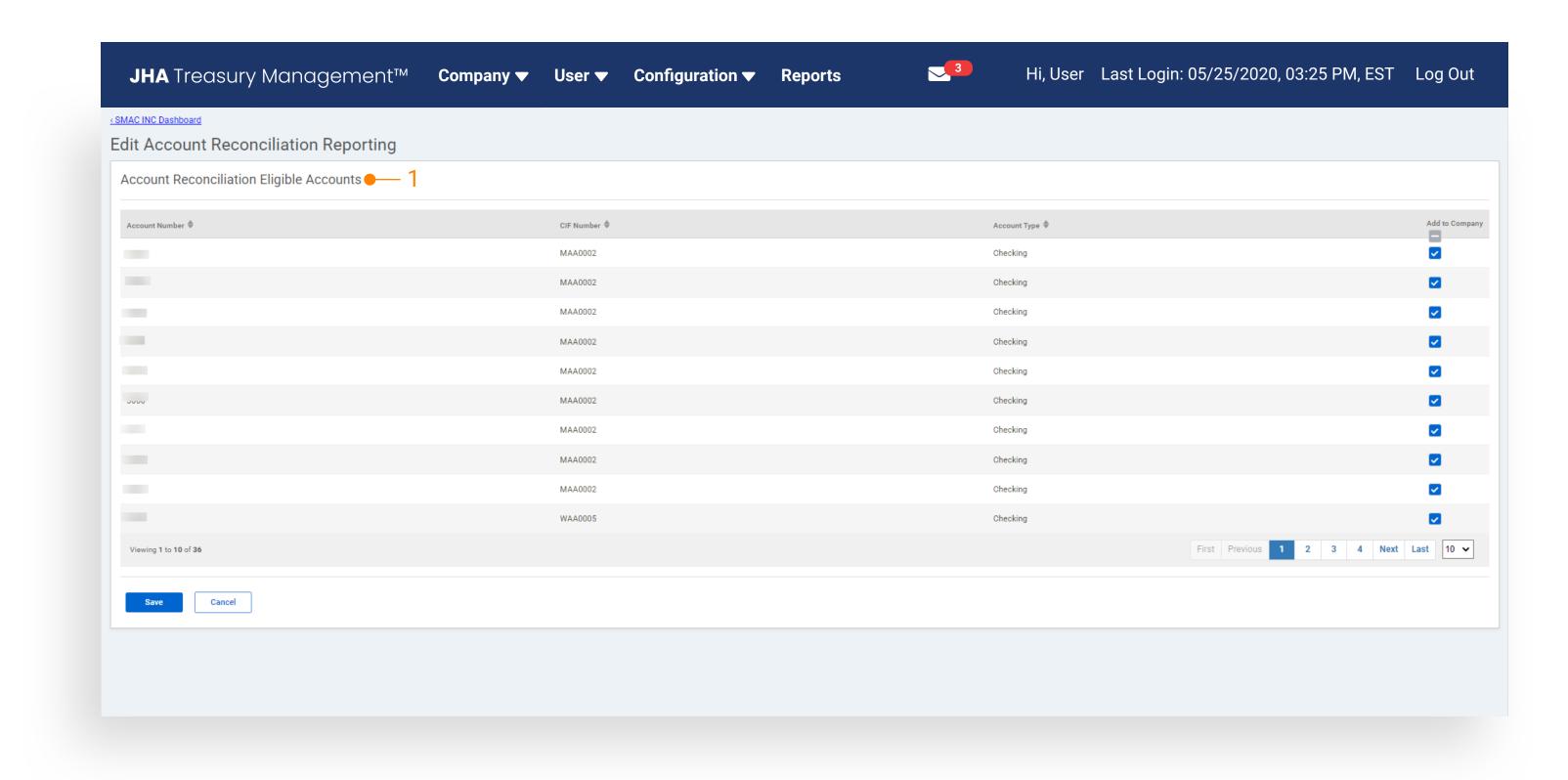## Back Office – Company Product Feature Configuration

1. **Product Feature**

   Account reconciliation reporting added to the Company Product Feature as a standalone product that can be toggled on and off.

   This configuration needs to be completed at the company level so that each company has access to Account Reconciliation Reports.
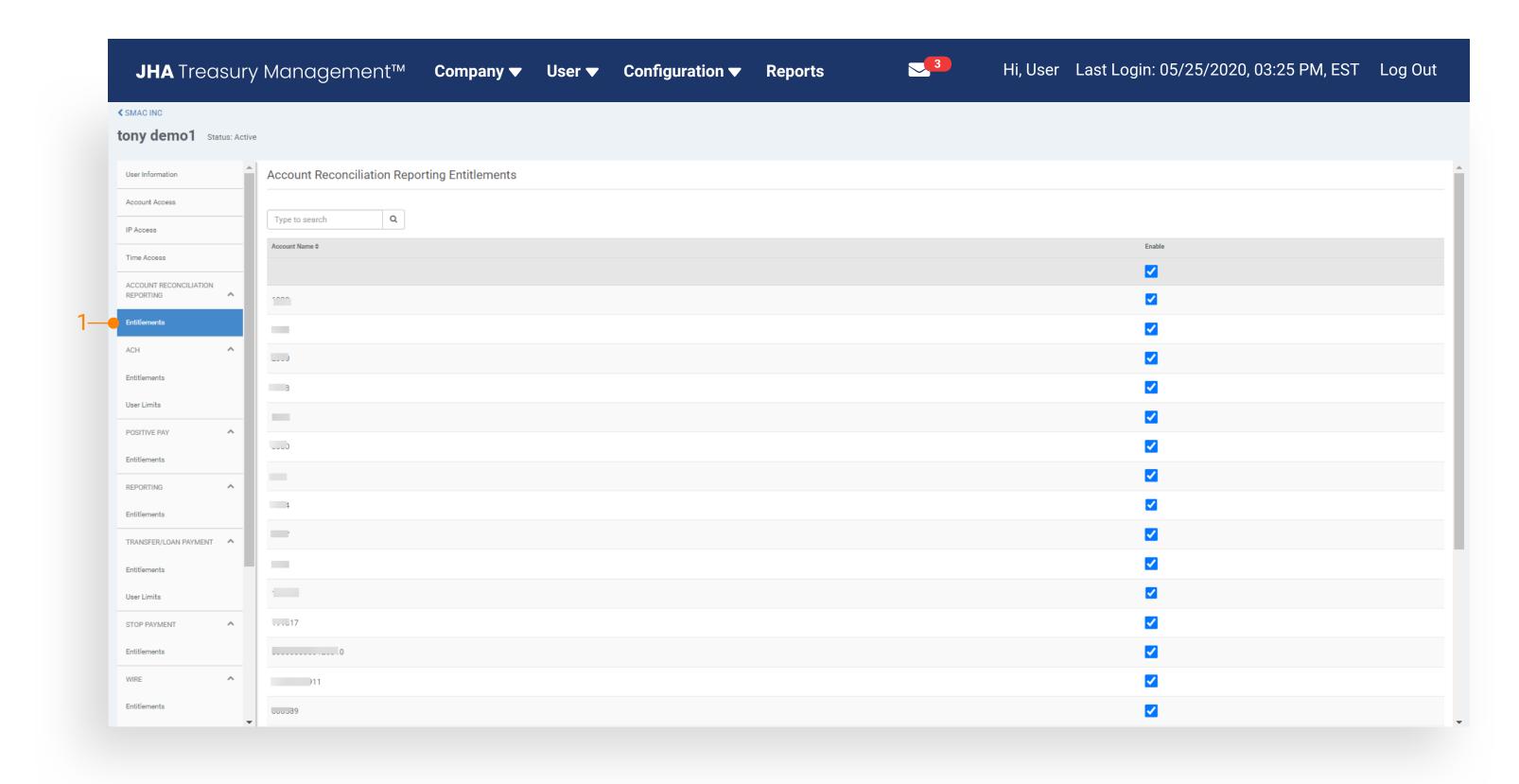
Account Reconciliation Reporting

Back Office – Company Product Feature Configuration (Contined)

1. **Account Reconciliation Eligible Accounts**
   Navigate to the company product feature configuration page and select account reconciliation eligible accounts.

Account Reconciliation Reporting
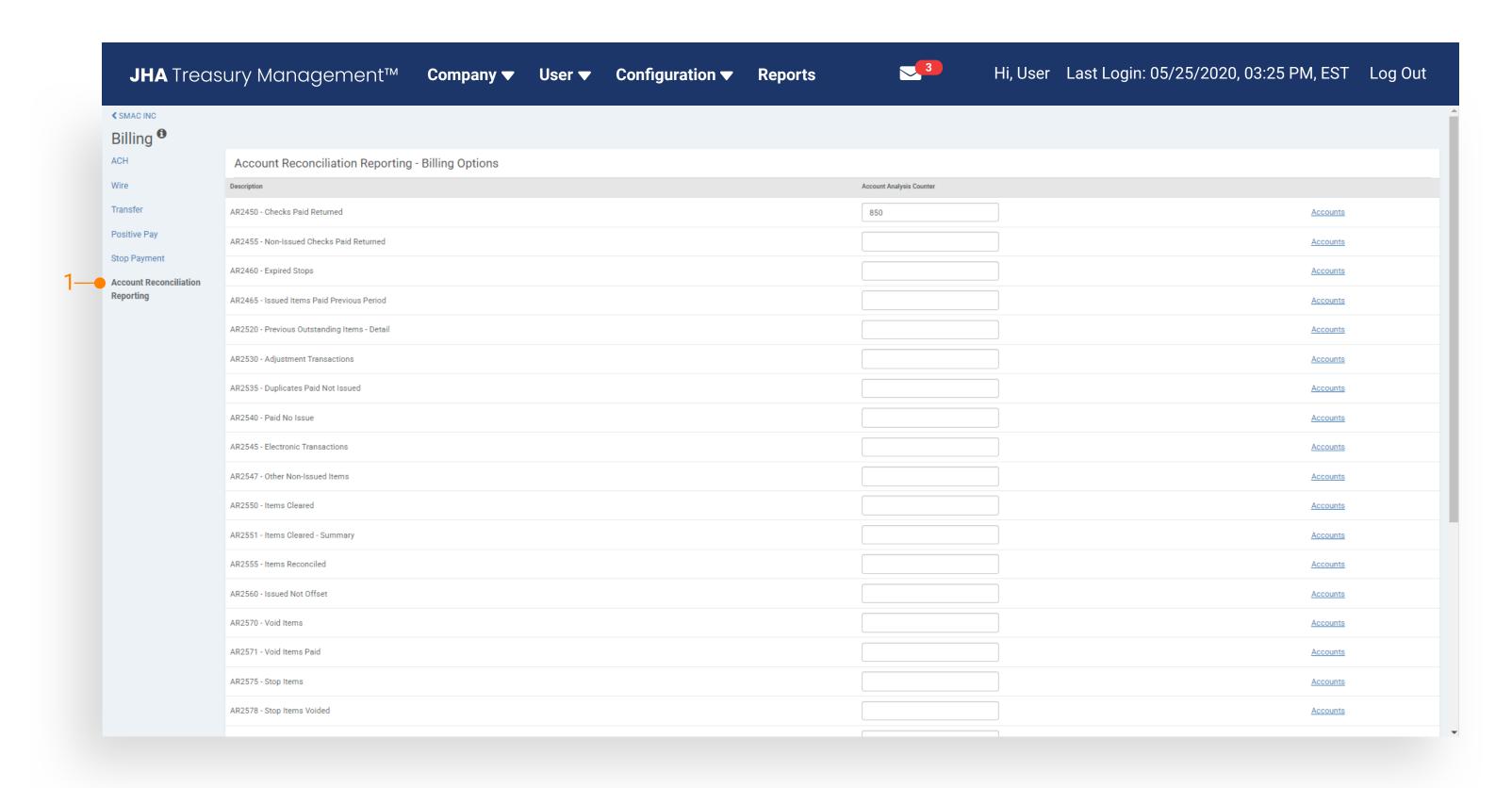
Back Office – Company User Entitlements

1. **Account Reconciliation User Entitlements**

   Users can be granted access to account reconciliation reporting by enabling an entitled eligible accounts. Access entitles the user to view, create, edit or delete account reconciliation reports in Channel.
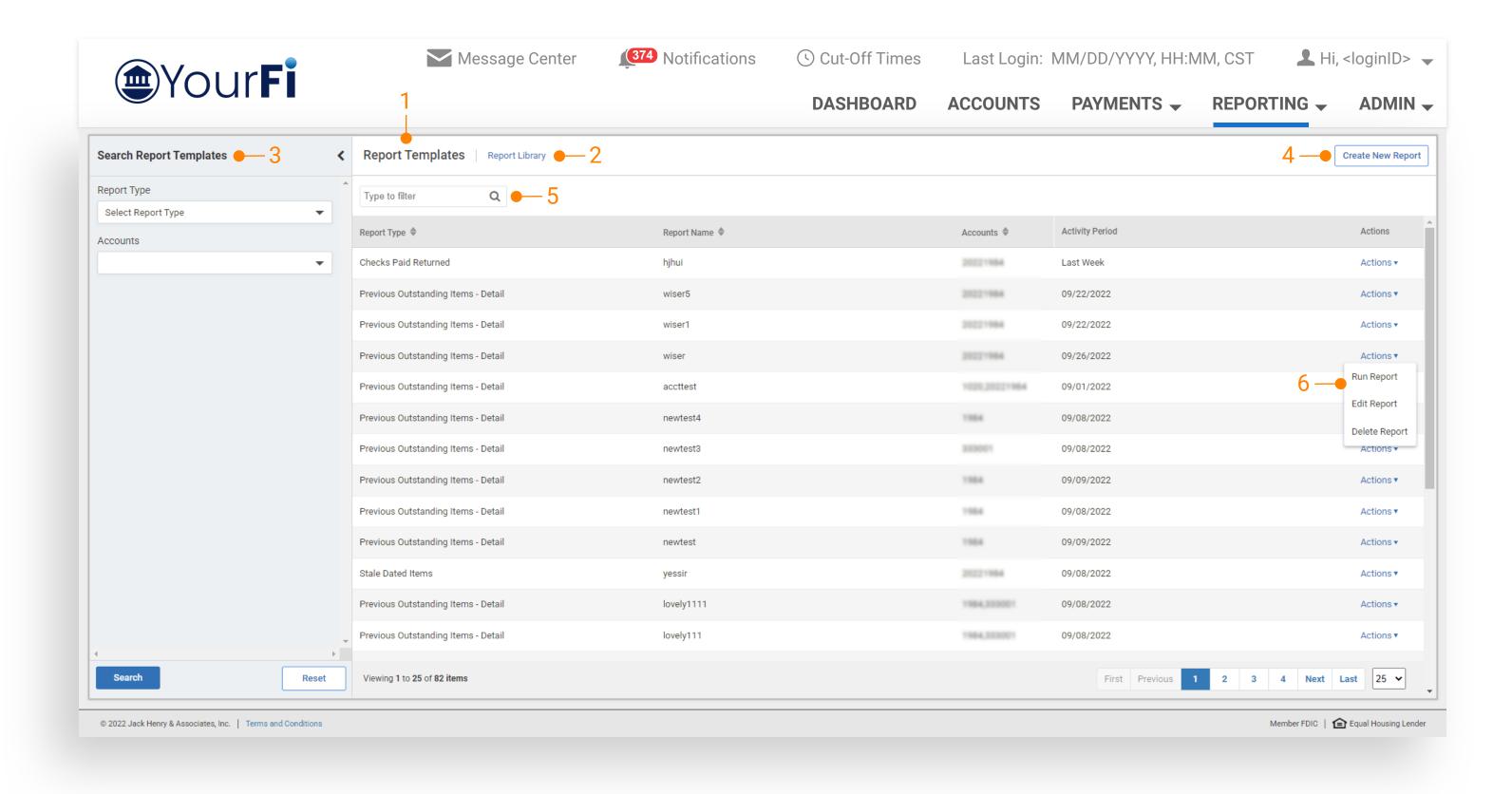
Back Office – Account Reconciliation Billing

1. **Account Reconciliation Billing**

   There is an account analysis counter for account reconciliation reporting that will increment each time a report is successfully generated (created) in Treasury Management.
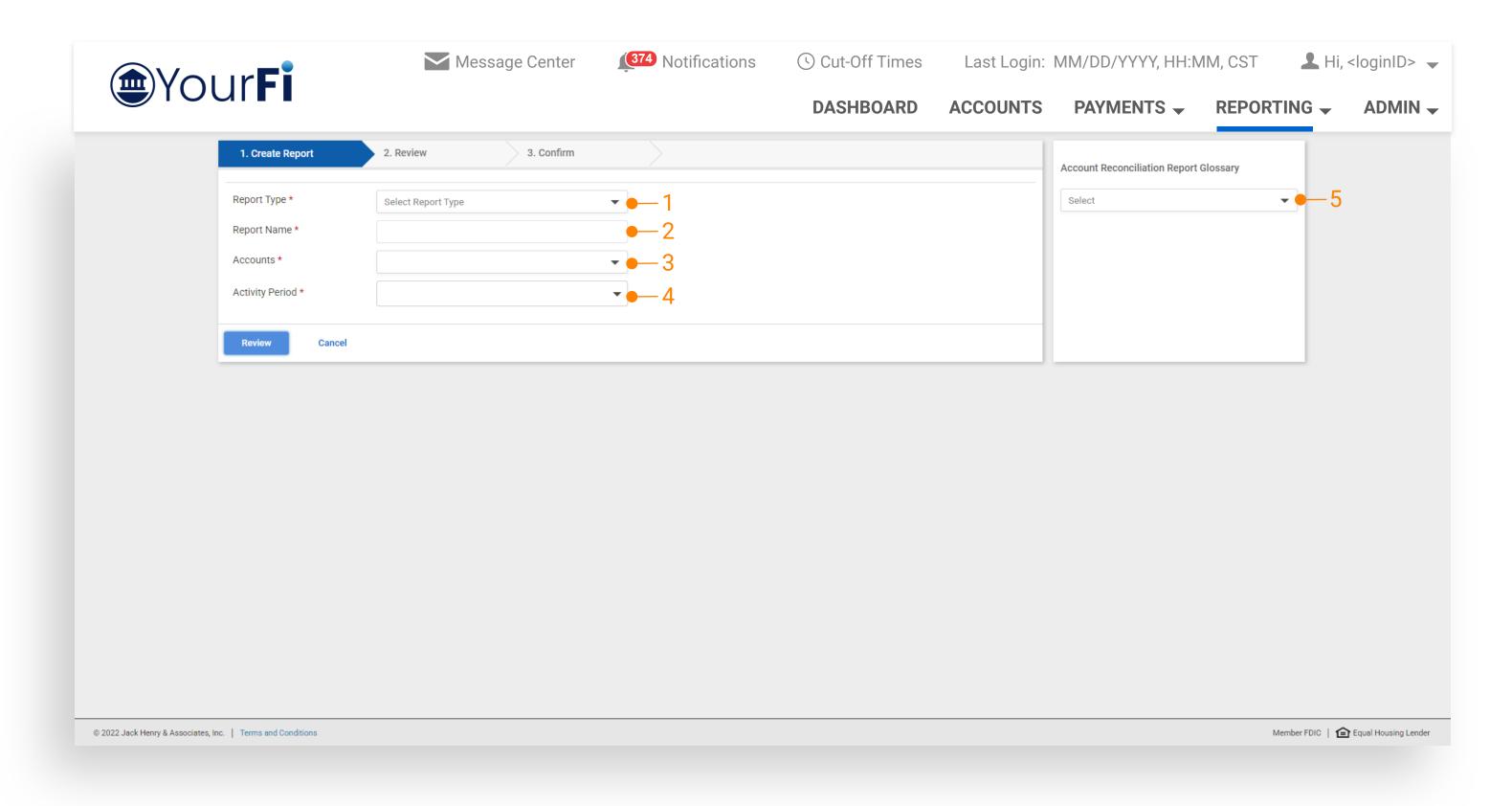
Report Templates – Home Page

1. **Report Templates** Displays the list of your saved report templates by the Report Type, Report Name, Account Number, and Activity period at the time the reports were saved.

2. **Report Library** This is a list of your account reconciliation reports that were created. Reports are generated from the Report Template or Create New Report feature.

3. **Report Templates - Search Filter** Searches the report templates by Report Type or Accounts

4. **Create New Report** The Create New Report button is used to create your specific Account Reconciliation Report Template.

5. **Report Templates - Type to Filter** Search for a specific report template by entering template information or entering a character/numeric string. The Type to Filter will search across all columns looking for a match on the string of data whether at the beginning, middle, or end of the field.

6. **Actions Drop Down Menu Button** Users can easily run, edit or delete an existing report template by selecting the actions menu button.

Account Reconciliation Reporting

Creating A New Report

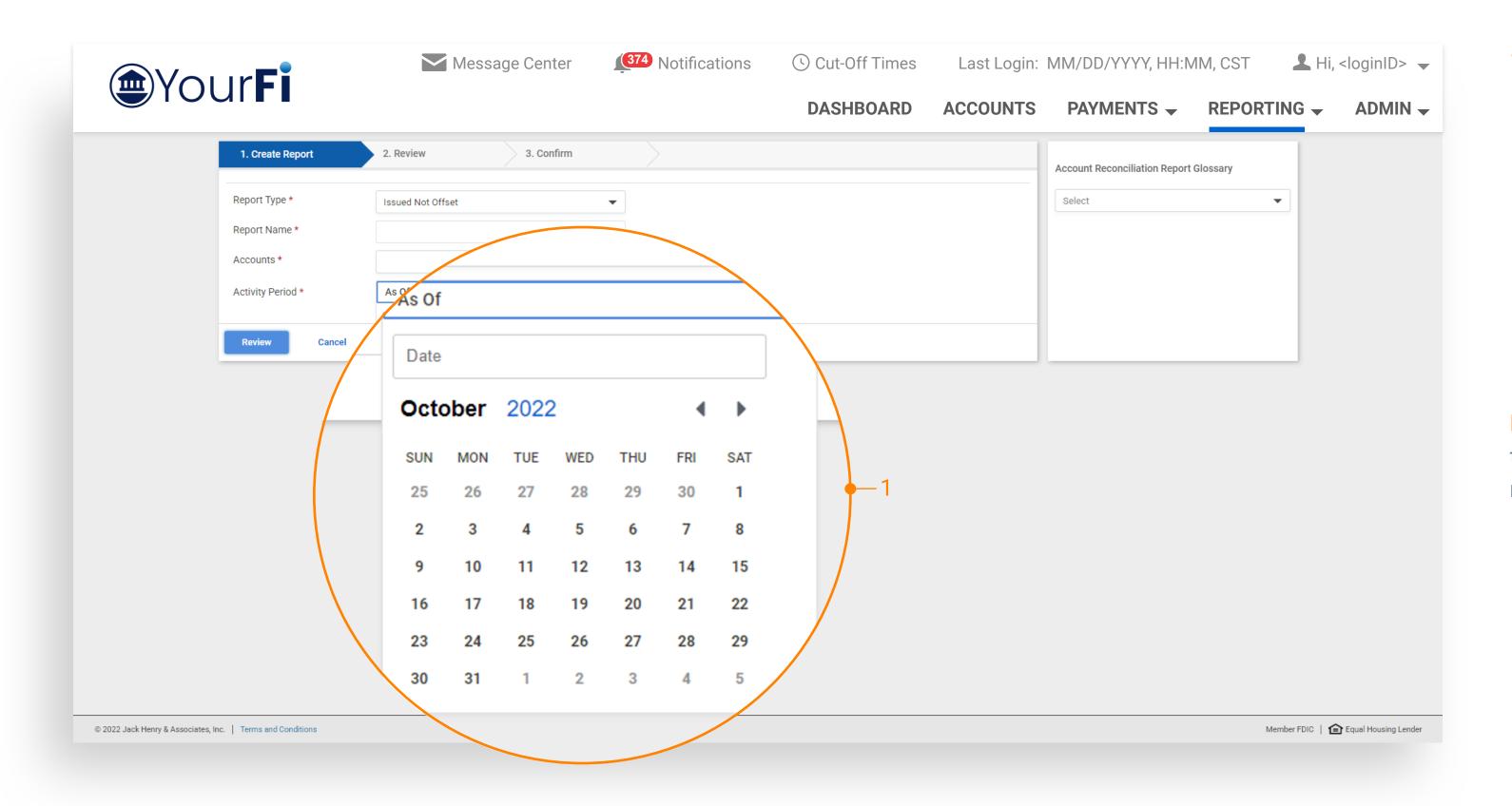Selecting the Create Report button on the Report Templates page takes the user to this Create Report workflow.

1. **Report Type** is a required selection from the dropdown menu.

2. **Report Name** must be a unique report name

3. **Accounts** is the list of the user's eligible accounts. Users can select a single or multiple accounts.

Note: When selecting multiple accounts, a separate report will be created for each account.

4. **Activity Period** Select the desired activity period using the dynamic date picker:
   - Specific Date
   - Date Range
   - Previous Week
   - Previous Month
   - Previous Year
   - Week to Date
   - Month to Date
   - Year to Date

5. **Account Reconciliation Reporting Glossary** Provides a dropdown list of report types with a brief description of the selected report type.
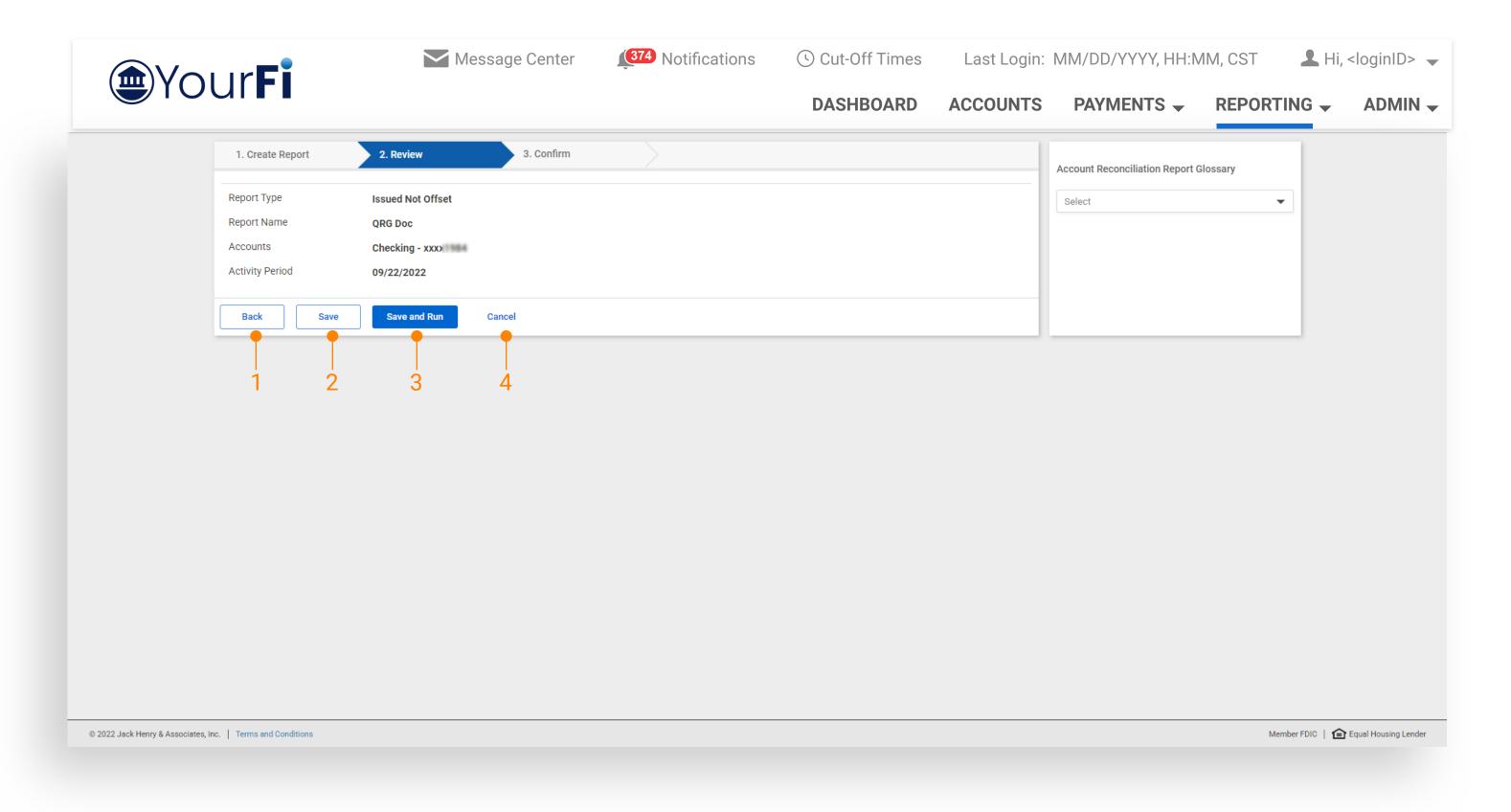
Creating A New Report – Activity Period

1. **Activity Period** The Activity Period of the following 5 reports is a single date component. The "As Of" or "Prior To" is stated in the date picker and is based on the report selected:

   - Previous Outstanding Items –Detail "Prior To"
   - Previous Outstanding Items - Summary "Prior To"
   - Issued Not Offset - "As Of"
   - Dormant Items - "As Of"
   - Stale Dated Items - "As Of"

   Note: Activity Period Future Dates Users will be allowed to select a future date but can only save the report as a report template.

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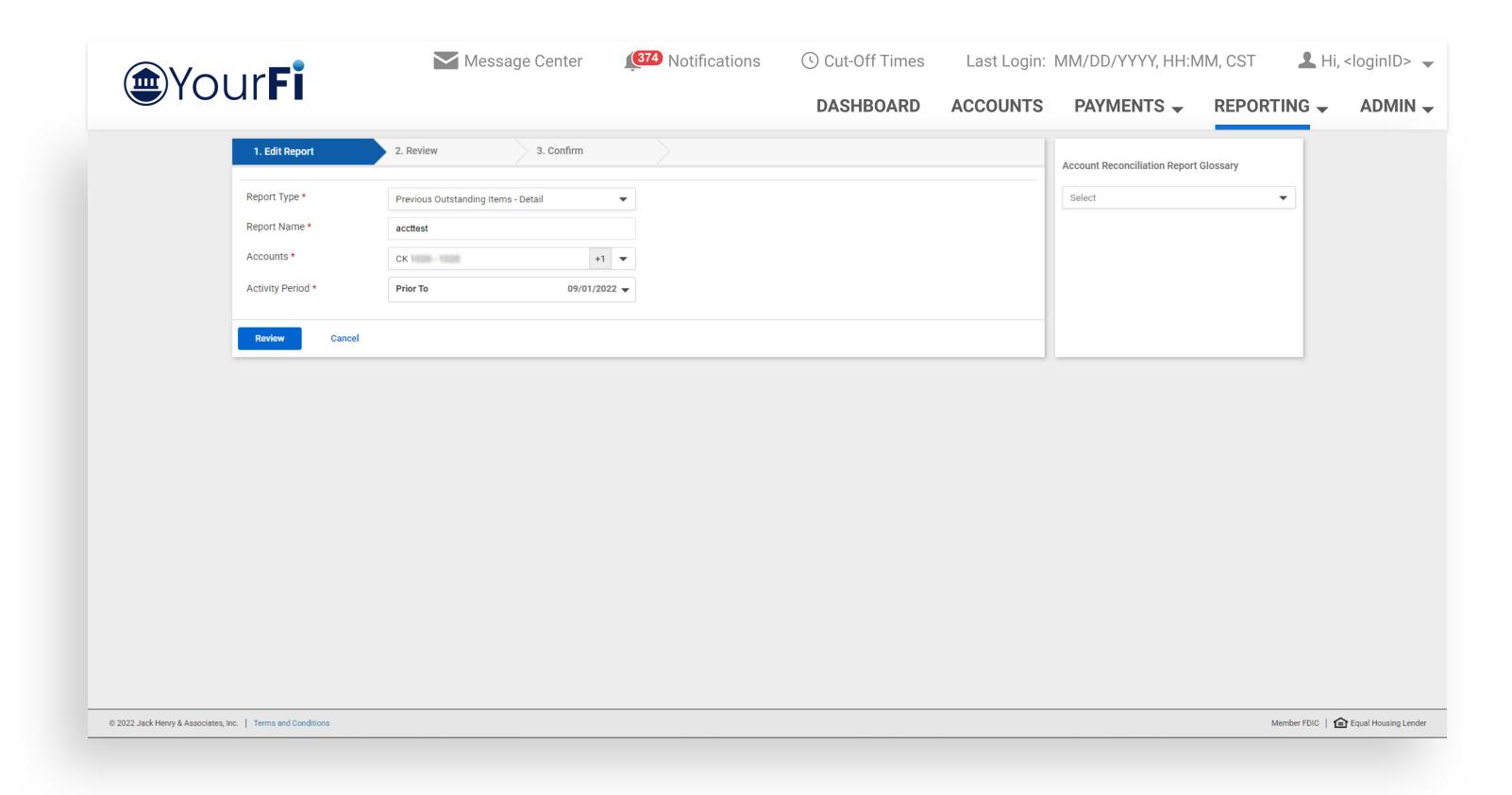# Creating A New Report – Review/Confirmation

Review/Confirmation

1. **Save** – Saves the request as a report template.

2. **Save and Run** – Saves the request as a report template and generates a PDF report that will be posted to your Report Library.

3. **Back** – Takes the user back to the previous screen to continue editing.

4. **Cancel** – Gives the user a pop-up message that will allow the user to continue editing or navigate back to the Report Templates page.

Account Reconciliation Reporting

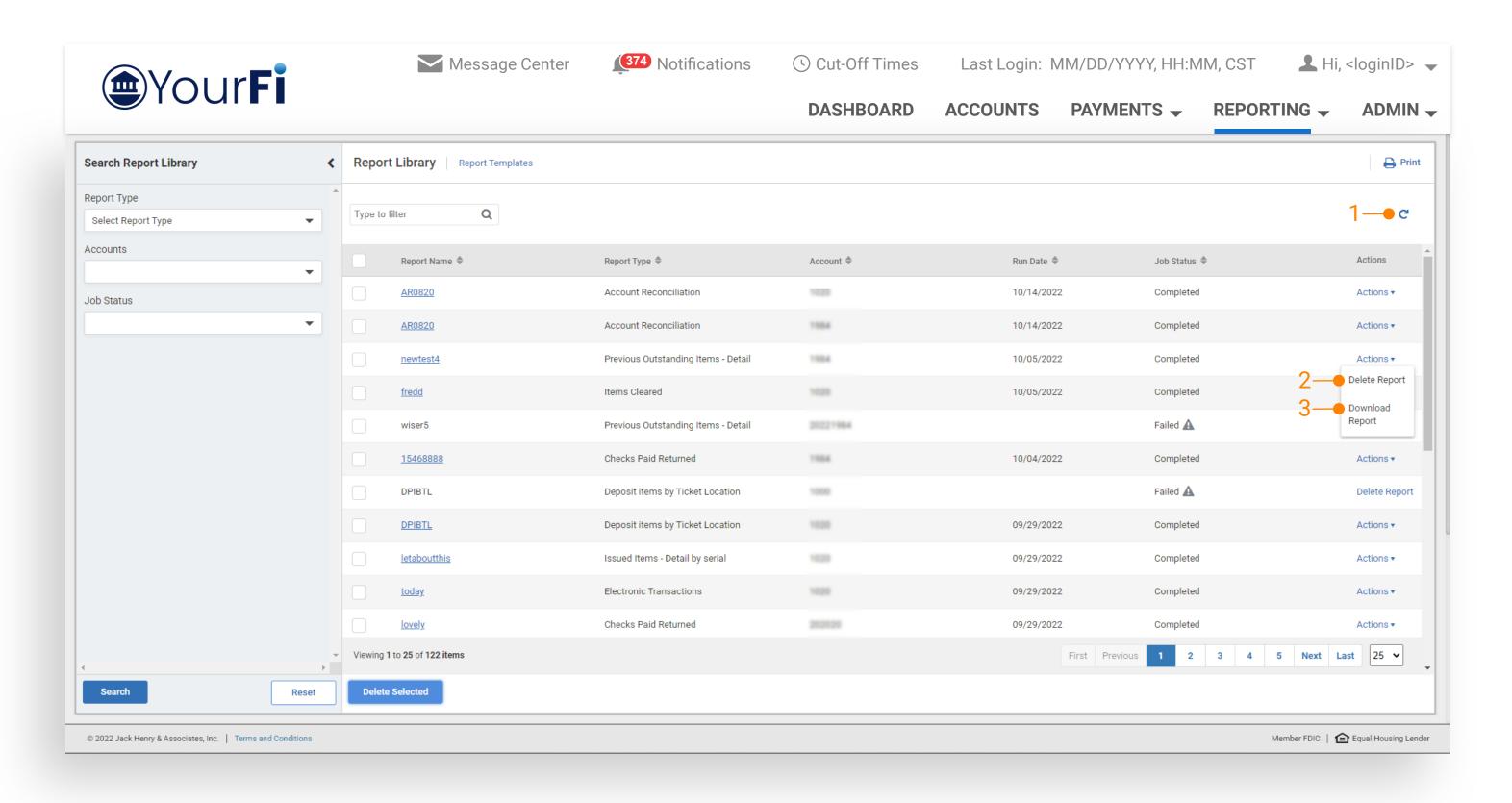## Edit An Existing Report Template

Edit Report

Select the Edit Report button from the template's Actions menu This is the same workflow as the "Create New Report" workflow Users can save the template or save and run the report if desired.
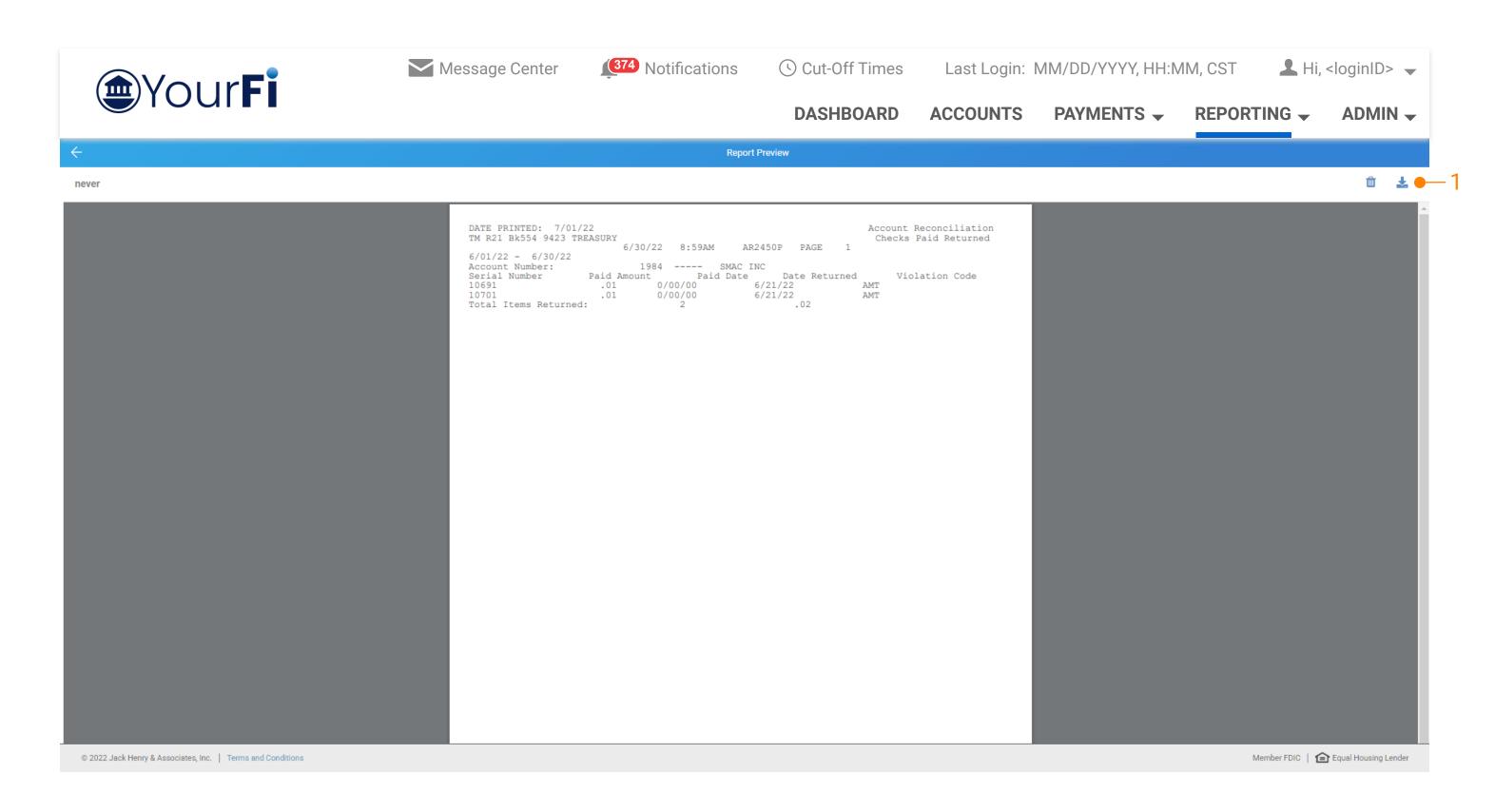
Account Reconciliation Reporting

Account Reconciliation Report Library

Report Library displays the list of your account reconciliation reports that were created from the Report Templates page

1. **Refresh Icon** The refresh icon at the top righthand corner of the page, refreshes the report results so that the job status can be updated.

2. **Delete Report** Reports can be deleted by selecting the delete checkbox then select the Delete Selected button or by selecting the delete report option from the Actions menu.

3. **Download Report** Reports can be downloaded in PDF format by selecting the report name hyperlink or by selecting the download report option from the Actions menu.
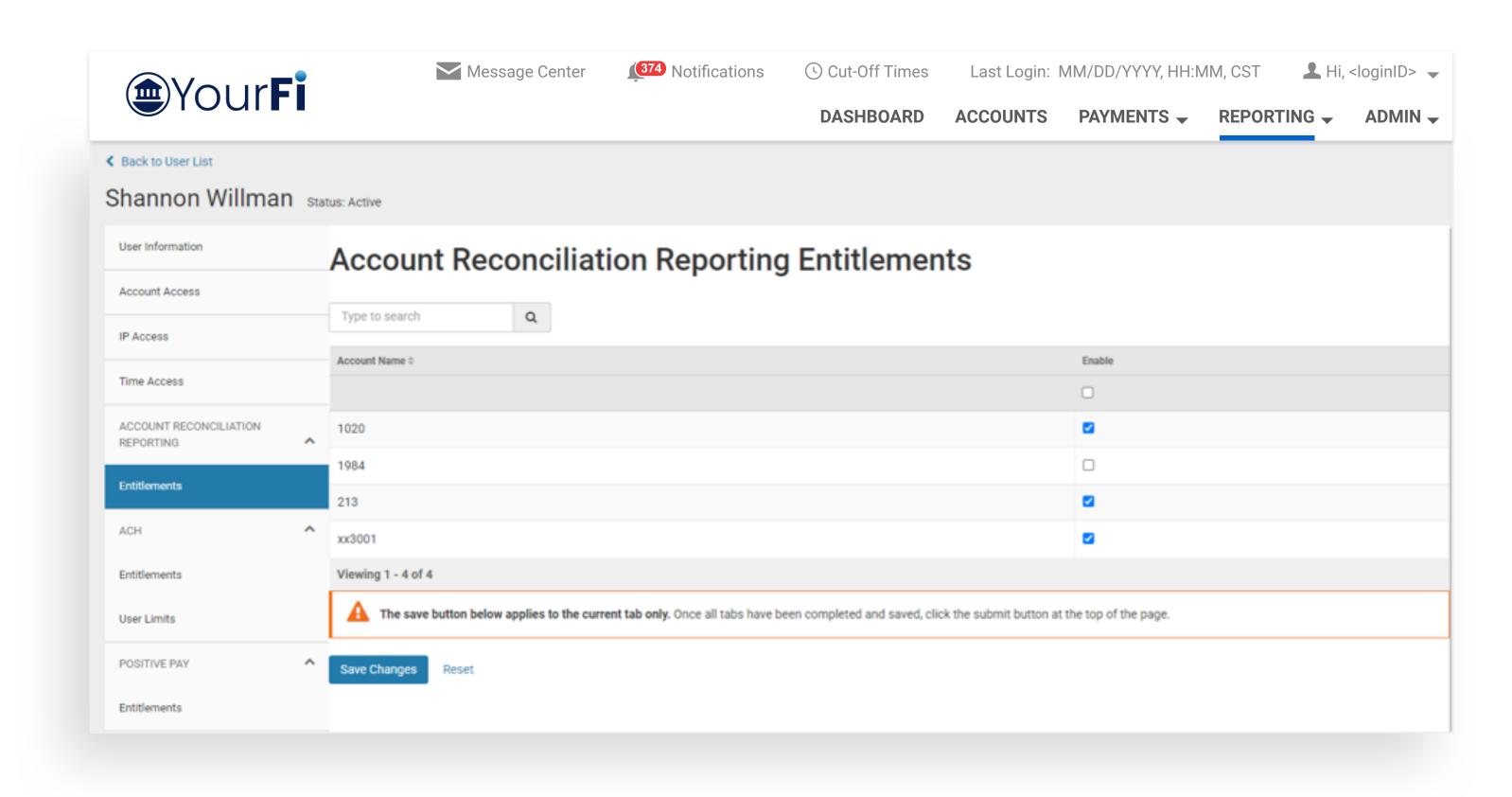
Account Reconciliation Report Library - continued

1. **Download Report Viewer** Report viewer displays the specific report when the report name hyperlink is selected. Select the download icon to download the report in PDF format.

Note: Generated reports will be archived in the report library for 90 days. Users can save a copy of the pdf report or generate the report again if it is no longer in the library.

Account Reconciliation Reporting

User Entitlements

User Entitlements

- User access can be controlled by the bank or an Admin User at the company.

- When enabled, users have the ability to view, create, and delete reports for the selected account.

- Admin users can select Admin, User List, then select View User from the Actions menu, navigate to Account Reconciliation Reporting and select Entitlements to add or update these entitlements.