

# Account Reconciliation Reporting

## Quick Reference Guide

Account Reconciliation Reporting allows users with the appropriate entitlements to request various account reconciliation reports directly from Business Online Banking without any assistance from INTRUST. When you request reports through Business Online Banking, data will be pulled and provided to you in the Report Library section in Account Reconciliation Reporting.

# Account Reconciliation Reporting

The screenshot shows the INTRUST Bank Account Reconciliation Reporting page. At the top, there is a navigation bar with the INTRUST Bank logo, a Message Center, Notifications, Cut-Off Times, Last Login (02/03/2020, 10:32, CST), and user information (Hi, Trey). Below the navigation bar are tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (highlighted), and ADMIN. The main content area is titled "Account Reconciliation Reporting" and has two sub-tabs: Reports (highlighted) and Report Library. A search bar for reports is at the top left of the main area, with a "+ New Report" button. Below the search bar is a list of report types: Weekly Issued Items (ISSUED ITEMS), Account Recon - Prestige (ACCOUNT RECONCILIATION), My Dormant Items (DORMANT ITEMS), Weekly Issued - Indiana (ISSUED ITEMS), Cleared - Hawks Ridge (ITEMS CLEARED), Recon Items - Prestige (ITEMS RECONCILED), and Indiana Issued (ISSUED ITEMS). To the right of the list is a "Check Paid Returned Report (AR2450P)" section with a description: "This report lists the items that were paid or returned".

## 1. Account Reconciliation Reporting Page

Account Reconciliation Reporting can be accessed from the Reporting menu.

## 2. Reports

Displays the list of your saved report types that were created in the form of report tiles.

## 3. Report Library

Lists your downloaded account reconciliation reports that were created on the Reports page.

## 4. Report Title

List of saved report types.

## 5. New Report

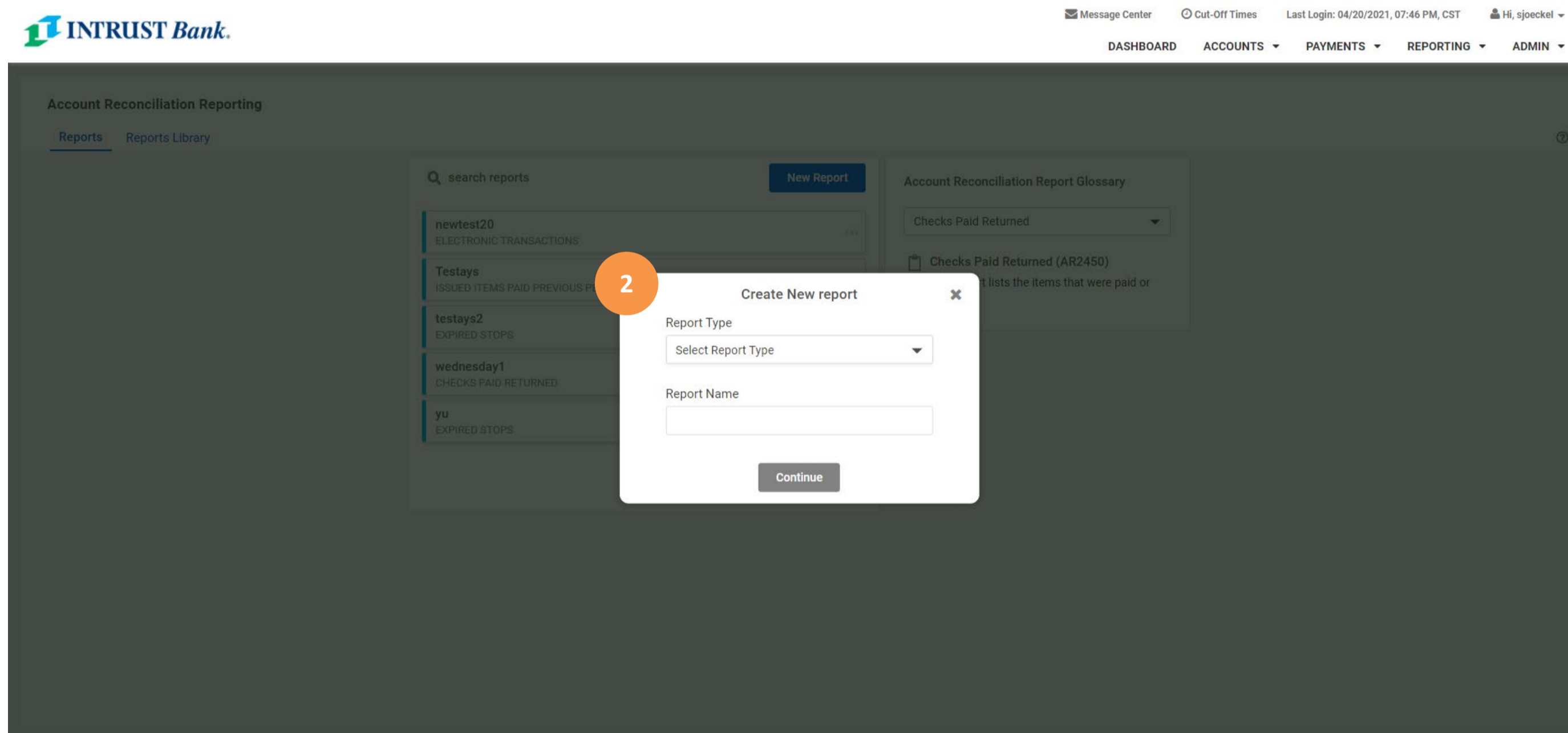
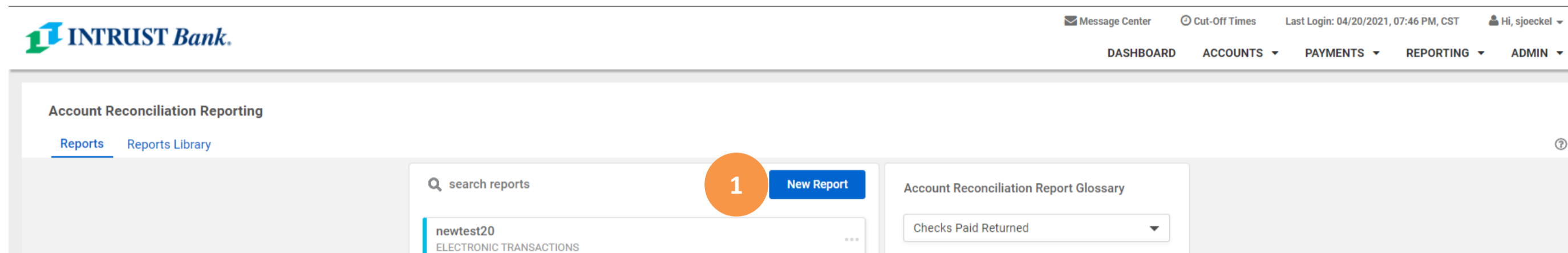
Create a new Account Reconciliation Report.

## 6. Account Reconciliation Reporting Glossary

Provides a list of available report types with a brief description of the selected report type.

# Account Reconciliation Reporting

## Creating A New Report



### 1. Create New Report

Create a new account reconciliation report.

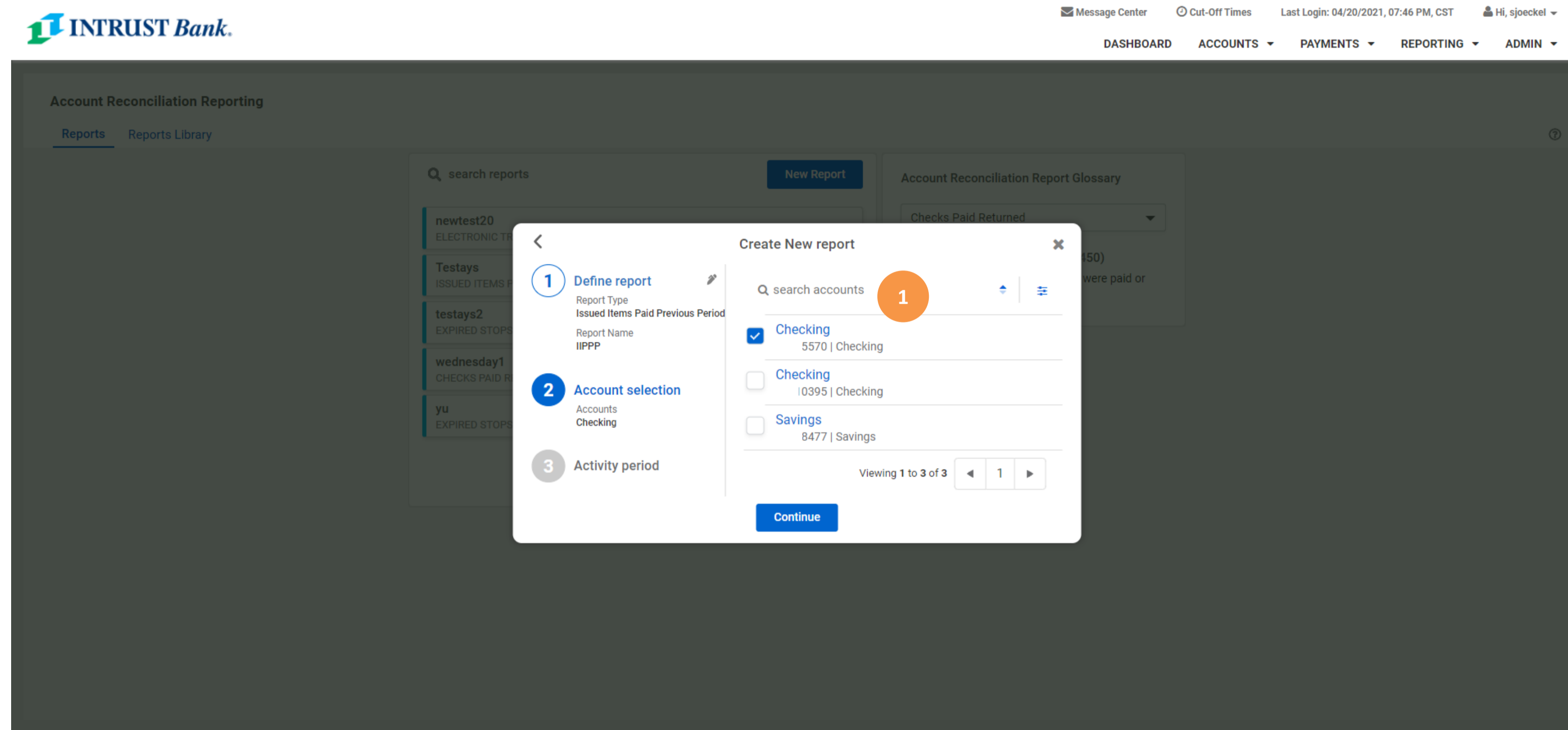
### 2. Create New Dialogue Box

Create New Report dialogue box opens when the “New Report” button is selected.

- Select the desired Report Type from the dropdown.
  - *Previous Outstanding Items – Detail* lists items outstanding as of beginning date.
  - *Items Cleared* lists all items paid.
  - *Issued Items – Detail by Serial* lists all issued items by serial number.
- Use the Report Name box to name the report.

# Account Reconciliation Reporting

## Creating A New Report - continued



### 1. Account Selection menu

- List of eligible accounts with Account Reconciliation Reporting.
- Select a single account or multiple accounts.
- **Note:** For multiple accounts, there will be separate reports for each account posted to the Report Library.

# Account Reconciliation Reporting

## Creating A New Report - continued

The screenshot displays the INTRUST Bank Account Reconciliation Reporting interface. At the top, the INTRUST Bank logo is on the left, and navigation links for Message Center, Cut-Off Times, Last Login (04/20/2021, 08:16 PM, CST), and user profile (Hi, sjoekel) are on the right. Below the navigation, there are tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area shows a 'Reports' section with a search bar and a 'New Report' button. A 'Create New report' dialog box is open, showing three steps: 1. Define report, 2. Account selection, and 3. Activity period. The 'Define report' step is highlighted with a blue circle and a pencil icon. The 'Activity period' step is also highlighted with a blue circle. The 'Issued Date' field is highlighted with an orange circle and a '1' inside it. The 'Issued Date' dropdown menu is open, showing options: Select Date, Specific Date, Date Range, Previous Week, Previous Month, Previous Year, Week to Date, Month to Date, and Year to Date. The dialog box has 'Save' and 'Save and Run' buttons at the bottom.

### 1. 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

# Account Reconciliation Reporting

## Creating A New Report - continued

The screenshot displays the INTRUST Bank Account Reconciliation Reporting interface. At the top, the INTRUST Bank logo is on the left, and navigation links for Message Center, Cut-Off Times, Last Login (04/20/2021, 07:46 PM, CST), and user profile (Hi, sjoekel) are on the right. Below the navigation, there are tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area is titled 'Account Reconciliation Reporting' and includes a 'Reports' tab and a 'Reports Library' link. A search bar for reports is visible, along with a 'New Report' button. A modal dialog box titled 'Create New report' is open, showing three steps: 1. Define report (Report Type: Issued Items Paid Previous Period, Report Name: IIPPP, Issued Date: Previous Week 04/11/2021 - 04/17/2021), 2. Account selection (Accounts: Checking ()), and 3. Activity period (Issued Date: Previous Week). The dialog box has 'Save' and 'Save and Run' buttons at the bottom. A red circle with the number '1' is overlaid on the 'Save and Run' button.

### 1. Create New Report Completion

Select "Save" to save the report to the list of report types or Select "Save and Run" to save the report type, generate the report, and upload the output to the Report Library.

# Account Reconciliation Reporting

## Report Library

The screenshot displays the INTRUST Bank Account Reconciliation Reporting interface. The top navigation bar includes the INTRUST Bank logo, a Message Center, Notifications, Cut-Off Times, Last Login: 02/03/2020, 10:32, CST, and user information: HI, Trey. The main navigation menu includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (selected), and ADMIN.

The 'Account Reconciliation Reporting' section has two tabs: Reports and Report Library (selected). The Report Library tab contains a search bar and a list of reports. The reports are as follows:

Report Name	Account	Date
Issued Item Upload	Checking - Lakeside   Kevin Johnson	02/03/20
Issued Items - Prestige Accounts	Prestige Checking 1   Kevin Johnson	02/03/20
Issued Items - Prestige Accounts	Prestige Checking 2   Kevin Johnson	02/03/20
Dormant Items	Indiana   Kevin Johnson	02/02/20
Outstanding	Prestige Checking 1   Becky Williams	02/01/20
Account Reconciliation	Hawks Ridge   Kevin Johnson	01/31/20
Void Items	Checking - Lakeside   Kevin Johnson	01/15/20
Items Reconciled	Prestige Checking 1   Kevin Johnson	01/15/20
Items Cleared	Renovation 2020   Kara Halpert	01/15/20
Paid No Issue	Renovation 2020   Kevin Johnson	01/15/20
Issued Item Upload	Hawks Ridge   Kevin Johnson	01/01/20
Stale Dated	Outing Savings   Kevin Johnson	01/01/20
Account Reconciliation	Indiana   Kevin Johnson	12/31/20
Account Reconciliation	Prestige Checking 2   Becky Williams	12/31/20
Stale Dated		

At the bottom of the report list, it says 'Showing 1 to 50 of 113'. There are navigation arrows and a '1' in a box. Below the list, it says '25 Selected' and 'Select All'. A 'Delete Selected' button is also present.

The 'Report Preview' section is currently empty. A callout box '2' points to this area. In the top right corner of the report list, there is a trash icon and a download icon. A callout box '3' points to the download icon.

### 1. Report Library

Displays the list of your downloaded account reconciliation reports that were created on the Reports page.

Reports can take several minutes to load. You may navigate away from the Account Reconciliation Reporting page without interrupting the report loading process.

### 2. Report Preview

Displays the report results.

### 3. Report Download

Allows you to download report results in PDF or CSV format. Some reports are provided only in CSV format and will not display on screen.

# Account Reconciliation Reporting

## Report Library

The screenshot displays the INTRUST Bank Account Reconciliation Reporting interface. The top navigation bar includes the INTRUST Bank logo, a Message Center, Notifications (with a red '224' badge), Cut-Off Times, Last Login: 02/03/2020, 10:32, CST, and a user profile for HI, Trey. The main navigation menu contains DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (highlighted), and ADMIN. The page title is 'Account Reconciliation Reporting' with sub-tabs for Reports and Report Library. A search bar for reports is visible. A list of reports is shown, including 'Issued Item Upload', 'Issued Items - Prestige Accounts', 'Dormant Items', 'Outstanding', 'Account Reconciliation', 'Void Items', 'Items Reconciled', 'Items Cleared', 'Paid No Issue', 'Stale Dated', and 'Account Reconciliation'. A filter overlay is open, showing options for 'Sort by' (Run Date), 'Account' (All), 'Created by' (All Users), and 'Run Date' (All). The overlay has 'Cancel' and 'OK' buttons. At the bottom of the report list, it shows 'Showing 1 to 50 of 113' and a 'Delete Selected' button.

### 1. Report Library Filter

Report Library can be filtered/sorted by account, run date, and report type by using the sort filter icon in the report search box.