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

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**
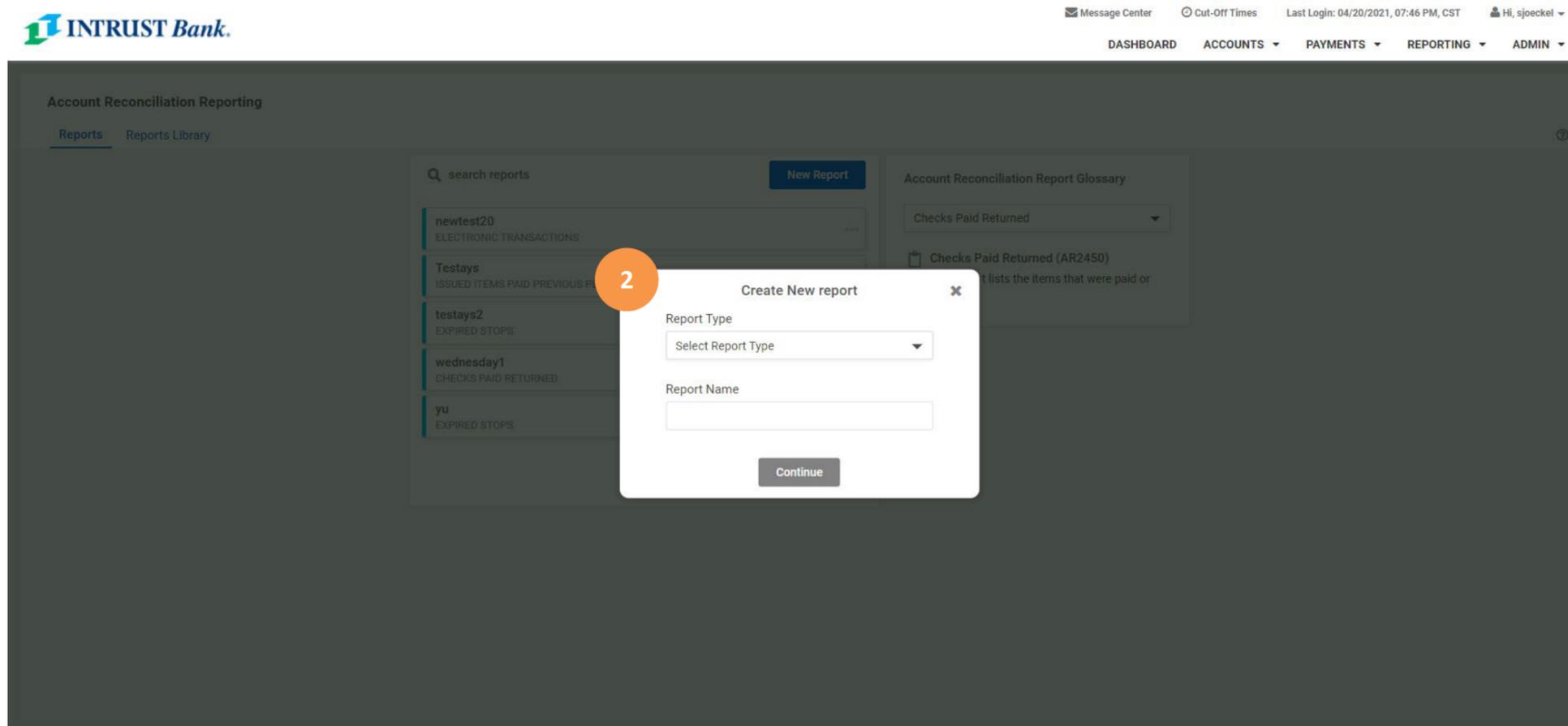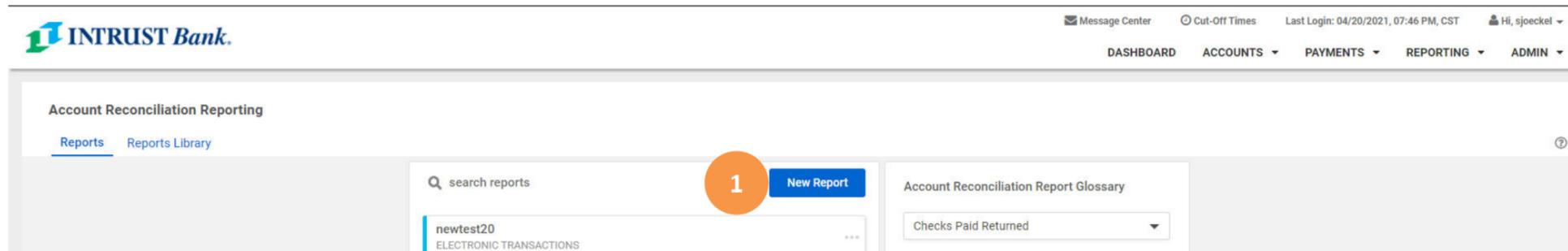   List of saved report types.

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**
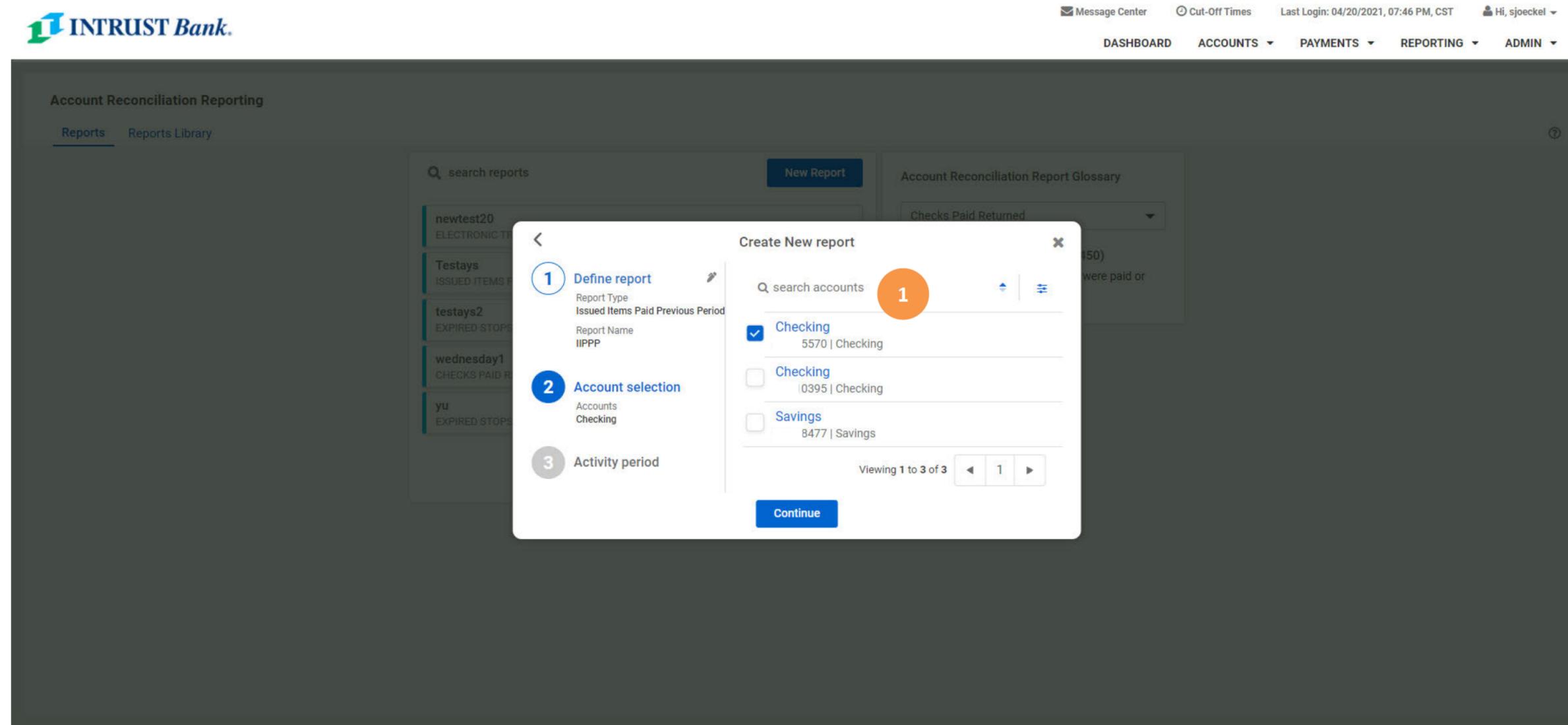   Create a new account reconciliation report.

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.

Creating A New Report - continued

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

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

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

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.