

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 interface. At the top, the INTRUST Bank logo is on the left, and navigation links for Message Center, Notifications, Cut-Off Times, Last Login, and user profile are on the right. Below this is a main navigation bar with DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (highlighted), and ADMIN. The page title is 'Account Reconciliation Reporting'. There are two tabs: 'Reports' (active) and 'Report Library'. A search bar and a '+ New Report' button are at the top of the main content area. A list of report types is displayed, including 'Weekly Issued Items', 'Account Recon - Prestige', 'My Dormant Items', 'Weekly Issued - Indiana', 'Cleared - Hawks Ridge', 'Recon Items - Prestige', and 'Indiana Issued'. A 'Glossary' section on the right shows a dropdown for 'Checks Paid Returned Report' with a description: 'Check Paid Returned Report (AR2450P) This report lists the items that were paid or returned'. Numbered callouts (1-6) point to the REPORTING menu, the Reports/Report Library tabs, the '+ New Report' button, the report list, the '+ New Report' button, and the Glossary dropdown respectively.

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

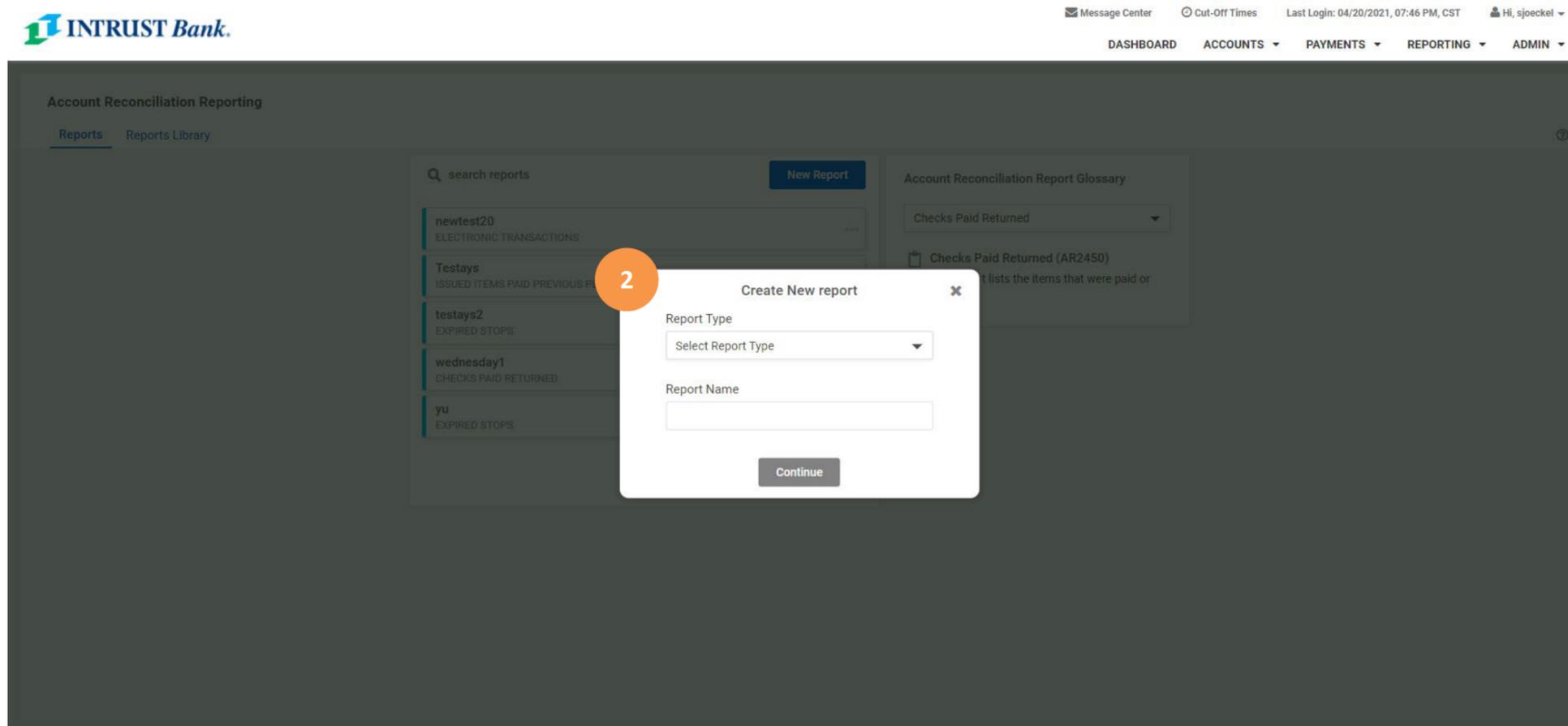
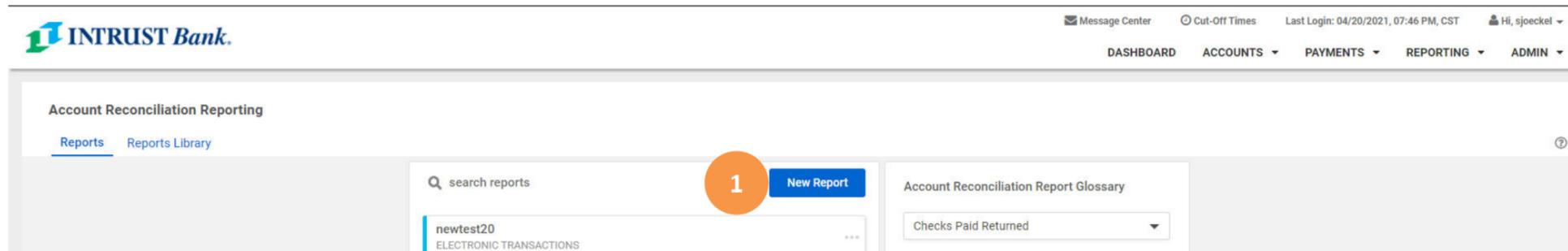
Create a new Account Reconciliation Report.

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.

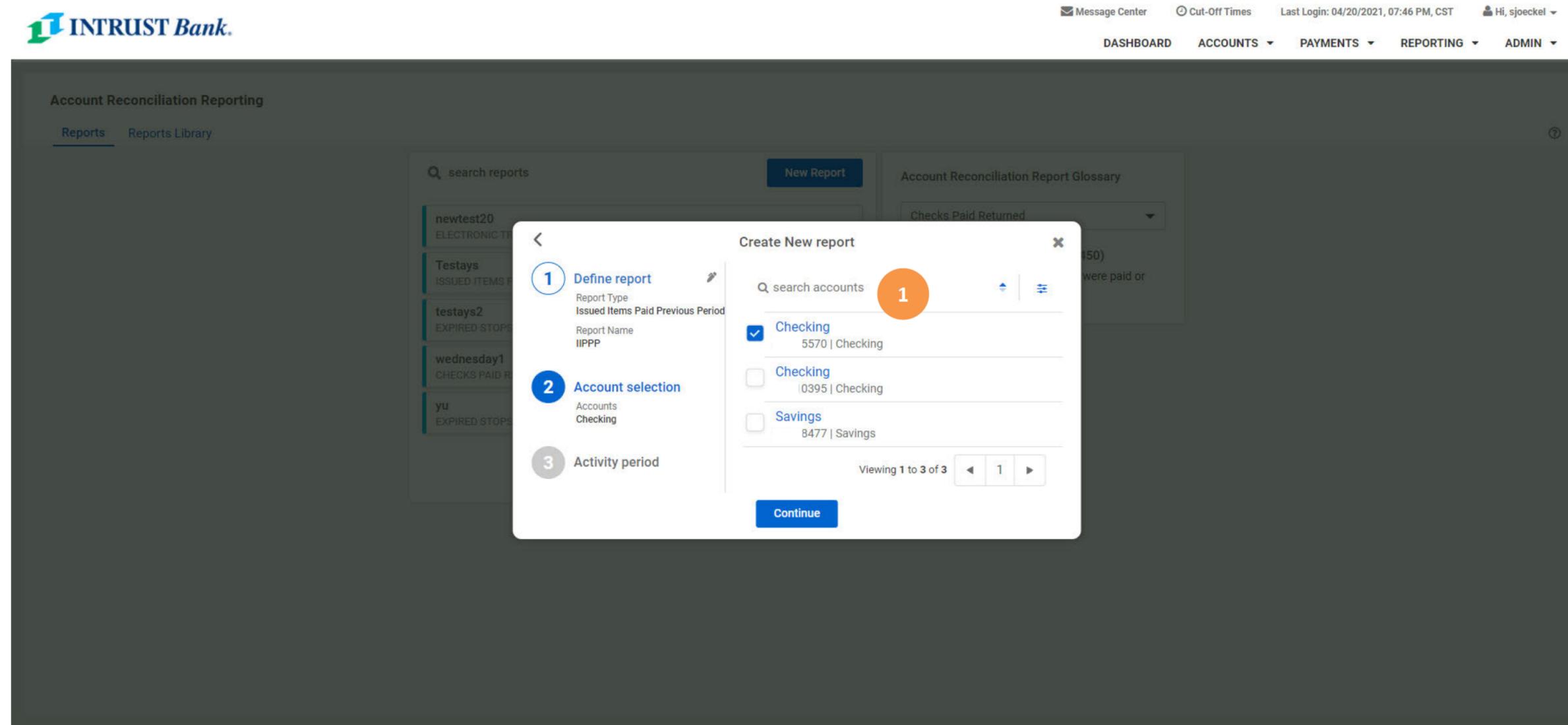
2. Create New Dialogue Box

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, sjoeckel) are on the right. Below the logo, a navigation menu includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area is titled 'Account Reconciliation Reporting' and contains a 'Reports' tab and a 'Reports Library' section. A 'New Report' button is visible. A 'Create New report' dialog box is open in the foreground, showing three steps: 1. Define report, 2. Account selection, and 3. Activity period. The 'Define report' step is active, and the 'Issued Date' field is highlighted with a red circle containing the number 1. The 'Issued Date' field has a dropdown menu with 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 also includes 'Save' and 'Save and Run' buttons.

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, sjoeckel) are on the right. Below the navigation bar, 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 'Create New report' dialog box is open in the center, showing three steps: 1. Define report (Report Type: Issued Items Paid Previous Period, Report Name: IIPPP, Issued Date: 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 placed over 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. 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, there are tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING (selected), and ADMIN. The main content area is titled 'Account Reconciliation Reporting' and has sub-tabs for Reports and Report Library (selected). A search bar is located at the top left of the report list. The report list contains 25 items, each with a checkbox, a title, and a date. A 'Report Preview' section is visible on the right side of the interface. Three callout boxes are present: '1' points to the report list, '2' points to the 'Report Preview' area, and '3' points to the download icon in the top right of the report list.

Report Title	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

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', and the sub-tab is '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.