Information Reporting

User Guide

ECCU

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Overview

Information Reporting is an advanced reporting service of online banking that allows you to monitor your organization's online banking transactions and user activity. With Information Reporting, you can:

- **Meet multiple reporting needs**. Choose report criteria to include only the information you need. You can specify accounts, date ranges, users, transaction types, and more.
- **Make informed decisions using timely, accurate information**. Run a report on-demand or schedule the report to run on an automated basis.
- **Reduce security risks**. Use reports to monitor and audit payment activity and online banking user activity.

There is a monthly fee for the Information Reporting service. For more information, refer to the Ministry and Business Account Information and Fee Schedule.

Guide Contents

This guide provides step-by-step instructions for:

- Scheduling a report
- Running a scheduled report
- Editing a report
- Deleting a report

Contact Us

If after reading this guide you have questions, please contact us. We can be reached through any of the following channels.

Contact Information	
Business Hours	Monday through Friday – 6:30 a.m. to 4:30 p.m. (PT)
Secure Message	Log in to online banking and select **Messages** > **New Conversation** > **Member Services**.
Phone	800.921.1130 (U.S. and Canada) or 714.671.5705 (International)
Email	memberservice@eccu.org

Reporting Entitlements

In order to work with reports in online banking, a user must have the *Information Reporting & Create Reports* entitlement enabled.

For further details and instructions on configuring entitlements, refer to the Online Banking User Management with Treasury Guide.

Report Features

Available Reports

The following reports are available in online banking.

Report Name	Description
ACH Activity	ACH transactions entered by your organization’s online banking users.
Account Activity	Posted transaction data for one or multiple accounts.
Cash Position	Real-time account balance information.
Company Entitlement	Online banking entitlement structure of your organization.
Outgoing Wires	Wire transfers entered by your organization’s online banking users.
Transaction	A consolidated report of online banking transactions entered by your organization’s online banking users. Depending on your organization’s products and services, reported transactions may include ACH Payroll, ACH Payments, ACH Collections, Domestic Wires, International Wires, and Transfers.
Company User Activity	Online banking history for one, many, or all online banking users. View all history or filter to display specific activity.

Available File Formats

All reports generate as **PDF** files. The *Account Activity* and *Transaction* reports can also be generated as **CSV** or **BAI** files.

Information Reporting does not support the Microsoft® (OFX), Quicken® (QFX), or QuickBooks™ (QBO) output formats.

Working with Reports

You can schedule a new report, run a scheduled report, edit a scheduled report, or delete a scheduled report that you no longer need.

Schedule a Report

1. From the main menu, select **Reporting**. The *Reporting* screen appears.
2. In the *Create New Reports* list, select the desired **report**. The selected report screen appears.
3. Enter the report parameters. Refer to the table below for descriptions.

   Note: Not all parameters are available for all reports.

Parameter	Description
Name	(Optional) Rename the report by editing the *Report Name* field.
File Formats	Available download formats. Depending on the report, options may include **PDF**, **CSV**, and **BAI**.
Accounts	Choose the accounts to include in the report. Accounts available for the report are listed.
Users	Specify the online banking users to include in the report.
Date Range	Specify the report date range with either of the following: **Dynamic Dates**: Use a preset date range. Available ranges are: – **Last Business Day** – **Last 30 Days** – **Last Week** – **Last 60 Days** – **Last Month** – **Last 90 Days** **Specific Dates**: Enter a specific date range.
Transaction Type	Specify which transaction types to include in the report.
Schedule	Choose how often to run the report. Schedule options are: **None**: Run on demand. **Daily**: Automatically runs at the end of the business day. **Weekly**: Automatically runs at the end of the week. **Monthly**: Automatically runs at the end of the month.

4. When the report parameters are entered, click **Save**. The *Report Scheduled* screen appears confirming that the report was scheduled.
5. Click **OK**. The *Reporting* screen appears.
6. To run the report now, continue to Run a Report.

Run a Report

You can run a report at any time, even if it is also on a recurring schedule.

1. From the main menu, select **Reports**. The *Reporting* screen appears and all scheduled reports are listed.
2. Select **Edit** () next to the report you want to run. The report details appear.
3. (Optional) Modify the report parameters as needed.
4. Click **Run Now**. The *Run Report* screen appears confirming that the report ran successfully.
5. Click **OK**. The *Reporting* screen appears and the report status is "In Progress."
6. Refresh your browser to view the completed report. When the report is ready, file format icon(s) appear.
7. Click an **icon** to open the report in that format. The report opens.
8. Save and/or print the report as needed.

Edit a Report

You can edit a scheduled report to change its name, schedule, accounts, and file format.

1. From the main menu, select **Reports**. The *Reporting* screen appears and all scheduled reports are listed.
2. Select **Edit** () next to the report you want to edit. The report details appear.
3. Modify the report parameters as needed.
4. Do one of the following:

   - **To run the report with the new parameters**
     a. Click **Run Now**. The *Run Report* screen appears confirming that the report ran successfully.
     b. Click **OK**. The *Reporting* screen appears and the report status is "In Progress."
     c. Refresh your browser to view the completed report. When the report is ready, file format icon(s) appear.
     d. Click an **icon** to open the report in that format. The report opens.
     e. Save and/or print the report as needed.

   - **To save the new parameters without running the report**
     a. Click **Save**. The *Report Scheduled* window appears confirming that the report is scheduled.
     b. Click **OK**. The *Reporting* screen appears.

Delete a Report

You can delete a report that you no longer use. Deleting a report removes a report from the *Reporting* screen. Deletion is permanent, so use caution before deleting a report.

1. From the main menu, select **Reports**. The *Reporting* screen appears.
2. Select **View** () next to the desired report. The report details appear.
3. Click **Delete**. The *Delete Plan* screen appears.
4. Click **Delete** to confirm the deletion. The *Reporting* screen appears.