

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

Back Office – Product Feature Configuration

The screenshot displays the 'Product Feature Configuration' page in the JHA Treasury Management™ system. The top navigation bar includes 'Company', 'User', 'Configuration', and 'Reports' menus, along with a notification icon showing 3 items. The user is identified as 'Hi, User' with a last login of '05/25/2020, 03:25 PM, EST' and a 'Log Out' option.

Product Feature	Status	
Transfer	ACTIVE	Configure
Reporting	ACTIVE	Configure
Wire	ACTIVE	Configure
ACH	ACTIVE	Configure
Positive Pay	ACTIVE	Configure
Stop Payment	ACTIVE	Configure
Electronic Documents	ACTIVE	Configure
Bill Pay	ACTIVE	Configure
Remote Deposit Capture	ACTIVE	Configure
Wausau eStatements	ACTIVE	Configure
Foreign Currency Wire	ACTIVE	Configure
Account Reconciliation Reporting	ACTIVE	Configure
BDI eStatements	ACTIVE	Configure

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

Back Office – Product Feature Configuration (Continued)

Report Name	Report Description	Enabled
AR2450	Checks Paid Returned	<input checked="" type="checkbox"/>
AR2455	Non-Issued Checks Paid Returned	<input checked="" type="checkbox"/>
AR2460	Expired Stops	<input type="checkbox"/>
AR2465	Issued Items Paid Previous Period	<input checked="" type="checkbox"/>
AR2520	Previous Outstanding Items - Detail	<input checked="" type="checkbox"/>
AR2530	Adjustment Transactions	<input checked="" type="checkbox"/>
AR2535	Duplicates Paid Not Issued	<input checked="" type="checkbox"/>
AR2540	Paid No Issue	<input checked="" type="checkbox"/> 1
AR2545	Electronic Transactions	<input checked="" type="checkbox"/>
AR2547	Other Non-Issued Items	<input checked="" type="checkbox"/>
AR2550	Items Cleared	<input checked="" type="checkbox"/>
AR2551	Items Cleared - Summary	<input checked="" type="checkbox"/>
AR2555	Items Reconciled	<input checked="" type="checkbox"/>
AR2560	Issued Not Offset	<input checked="" type="checkbox"/>

Viewing 1 to 25 of 28

First Previous 1 2 Next Last 25

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

Use this page to configure what notifications are available to the channel users and the delivery methods that they can choose from. You can turn off all notifications, but still maintain your settings by using the Notification Feature Active / Inactive toggle switch.

Notification Feature: **ACTIVE**

- Account Balance
- Account Recon ● 1

Type to filter

	FI Required	Email	Desktop Notification	Text Message (SMS)
Account Recon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Ready to Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report Ready to Review **ACTIVE**

- ACH
- Admin
- Login
- Positive Pay
- Stop Payment
- Transfer/Loan Payment
- Wire

Save Reset Revert to Defaults

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

JHA Treasury Management™ Company ▾ User ▾ Configuration ▾ Reports Hi, User Last Login: 05/25/2020, 03:25 PM, EST Log Out

SMAC INC ACTIVE History

Company Details Refresh

SMAC INC
 PO BOX 8675309
 Monett, MO 65708

CIF Number: MAA0002
Tax ID Number: 123456789
Customer Since: 10/01/2014

Company ID: SMAC
Added to Treasury On: 12/02/2020

Authentication Status: INACTIVE
Authentication Method: Out-of-Band Secure Token
Authentication Profile: Default

Billing Options

Accounts Refresh Account Settings Add Accounts

Account Number	CIF Number	Account Name	Core Status	Treasury Status	Actions
1000 Checking	MAA0002	CK 1000	Active	<input checked="" type="checkbox"/> ACTIVE	Actions ▾
2000 Checking	MAA0002	Checking	Active	<input checked="" type="checkbox"/> ACTIVE	Actions ▾
2000 Checking	UAA0003	DepAcctHistCheck	Active	<input checked="" type="checkbox"/> ACTIVE	Actions ▾
1000 Checking	MAA0002	CK 1000	Active	<input checked="" type="checkbox"/> ACTIVE	Actions ▾
1000 Checking	MAA0002	Checking	Active	<input checked="" type="checkbox"/> ACTIVE	Actions ▾

Viewing 1 - 25 of 38 results

Product Features Refresh Add Product

Stop Payment	<input checked="" type="checkbox"/> ACTIVE	Edit
Electronic Documents	<input checked="" type="checkbox"/> ACTIVE	Edit
Foreign Currency Wire	<input checked="" type="checkbox"/> ACTIVE	Edit
Bill Pay	<input checked="" type="checkbox"/> ACTIVE	Edit
Remote Deposit Capture	<input checked="" type="checkbox"/> ACTIVE	Edit
Account Reconciliation Reporting ● 1	<input checked="" type="checkbox"/> ACTIVE	Edit
PDF Statements	<input checked="" type="checkbox"/> ACTIVE	Edit

12 records

Users Refresh User Settings Add User

Login ID	User Name	Enrollment Status	Status	Actions
aaalensmac	aaalensmac Super User	Enrolled	<input checked="" type="checkbox"/> ACTIVE	Actions ▾
admin	admin Admin, Super User	Enrolled	<input checked="" type="checkbox"/> ACTIVE	Actions ▾

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.

Back Office – Company Product Feature Configuration (Continued)

The screenshot displays the 'Edit Account Reconciliation Reporting' page in the JHA Treasury Management™ system. The top navigation bar includes 'Company', 'User', 'Configuration', and 'Reports' menus, along with a notification icon showing 3 items. The user is identified as 'Hi, User' with a last login of '05/25/2020, 03:25 PM, EST'. The main content area is titled 'Account Reconciliation Eligible Accounts' and shows a table with 10 rows of account data. Each row includes an 'Account Number', 'CIF Number', 'Account Type', and an 'Add to Company' checkbox. The table shows 9 rows with CIF Number 'MAA0002' and 'Checking' account type, and 1 row with CIF Number 'WAA0005' and 'Checking' account type. All 'Add to Company' checkboxes are checked. The table is paginated, showing 'Viewing 1 to 10 of 36' and navigation buttons for 'First', 'Previous', '1', '2', '3', '4', 'Next', 'Last', and a dropdown for '10'. At the bottom of the table area are 'Save' and 'Cancel' buttons.

Account Number	CIF Number	Account Type	Add to Company
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	MAA0002	Checking	<input checked="" type="checkbox"/>
	WAA0005	Checking	<input checked="" type="checkbox"/>

1. Account Reconciliation Eligible Accounts

Navigate to the company product feature configuration page and select account reconciliation eligible accounts.

Account Reconciliation Reporting

Back Office – Account Reconciliation Billing

JHA Treasury Management™ Company ▼ User ▼ Configuration ▼ Reports 3 Hi, User Last Login: 05/25/2020, 03:25 PM, EST Log Out

SMAC INC

Billing ⁹

- ACH
- Wire
- Transfer
- Positive Pay
- Stop Payment
- Account Reconciliation Reporting**

Account Reconciliation Reporting - Billing Options

Description	Account Analysis Counter	
AR2450 - Checks Paid Returned	850	Accounts
AR2455 - Non-Issued Checks Paid Returned		Accounts
AR2460 - Expired Stops		Accounts
AR2465 - Issued Items Paid Previous Period		Accounts
AR2520 - Previous Outstanding Items - Detail		Accounts
AR2530 - Adjustment Transactions		Accounts
AR2535 - Duplicates Paid Not Issued		Accounts
AR2540 - Paid No Issue		Accounts
AR2545 - Electronic Transactions		Accounts
AR2547 - Other Non-Issued Items		Accounts
AR2550 - Items Cleared		Accounts
AR2551 - Items Cleared - Summary		Accounts
AR2555 - Items Reconciled		Accounts
AR2560 - Issued Not Offset		Accounts
AR2570 - Void Items		Accounts
AR2571 - Void Items Paid		Accounts
AR2575 - Stop Items		Accounts
AR2578 - Stop Items Voided		Accounts

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.

Account Reconciliation Reporting

Report Templates – Home Page

The screenshot shows the 'Report Templates' home page in the YourFi system. At the top, there is a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'REPORTING' tab is active. On the left, there is a 'Search Report Templates' sidebar with filters for 'Report Type' and 'Accounts'. The main area displays a 'Report Library' table with columns for Report Type, Report Name, Accounts, Activity Period, and Actions. A search bar is located above the table. A 'Create New Report' button is in the top right. A callout menu is open over the 'Actions' column of one row, showing options: 'Run Report', 'Edit Report', and 'Delete Report'. At the bottom, there is a pagination control showing 'Viewing 1 to 25 of 82 items' and page numbers 1 through 4, with 'Next' and 'Last' buttons.

Report Type	Report Name	Accounts	Activity Period	Actions
Checks Paid Returned	hjhui	20221984	Last Week	Actions
Previous Outstanding Items - Detail	wiser5	20221984	09/22/2022	Actions
Previous Outstanding Items - Detail	wiser1	20221984	09/22/2022	Actions
Previous Outstanding Items - Detail	wiser	20221984	09/26/2022	Actions
Previous Outstanding Items - Detail	accttest	1000,20221984	09/01/2022	Actions
Previous Outstanding Items - Detail	newtest4	1984	09/08/2022	Actions
Previous Outstanding Items - Detail	newtest3	300001	09/08/2022	Actions
Previous Outstanding Items - Detail	newtest2	1984	09/09/2022	Actions
Previous Outstanding Items - Detail	newtest1	1984	09/08/2022	Actions
Previous Outstanding Items - Detail	newtest	1984	09/09/2022	Actions
Stale Dated Items	yessir	20221984	09/08/2022	Actions
Previous Outstanding Items - Detail	lovely1111	1984,300001	09/08/2022	Actions
Previous Outstanding Items - Detail	lovely111	1984,300001	09/08/2022	Actions

- 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.
- 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.
- Report Templates - Search Filter** Searches the report templates by Report Type or Accounts
- Create New Report** The Create New Report button is used to create your specific Account Reconciliation Report Template.
- 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.
- Actions Drop Down Menu Button** Users can easily run, edit or delete an existing report template by selecting the actions menu button.

Creating A New Report

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

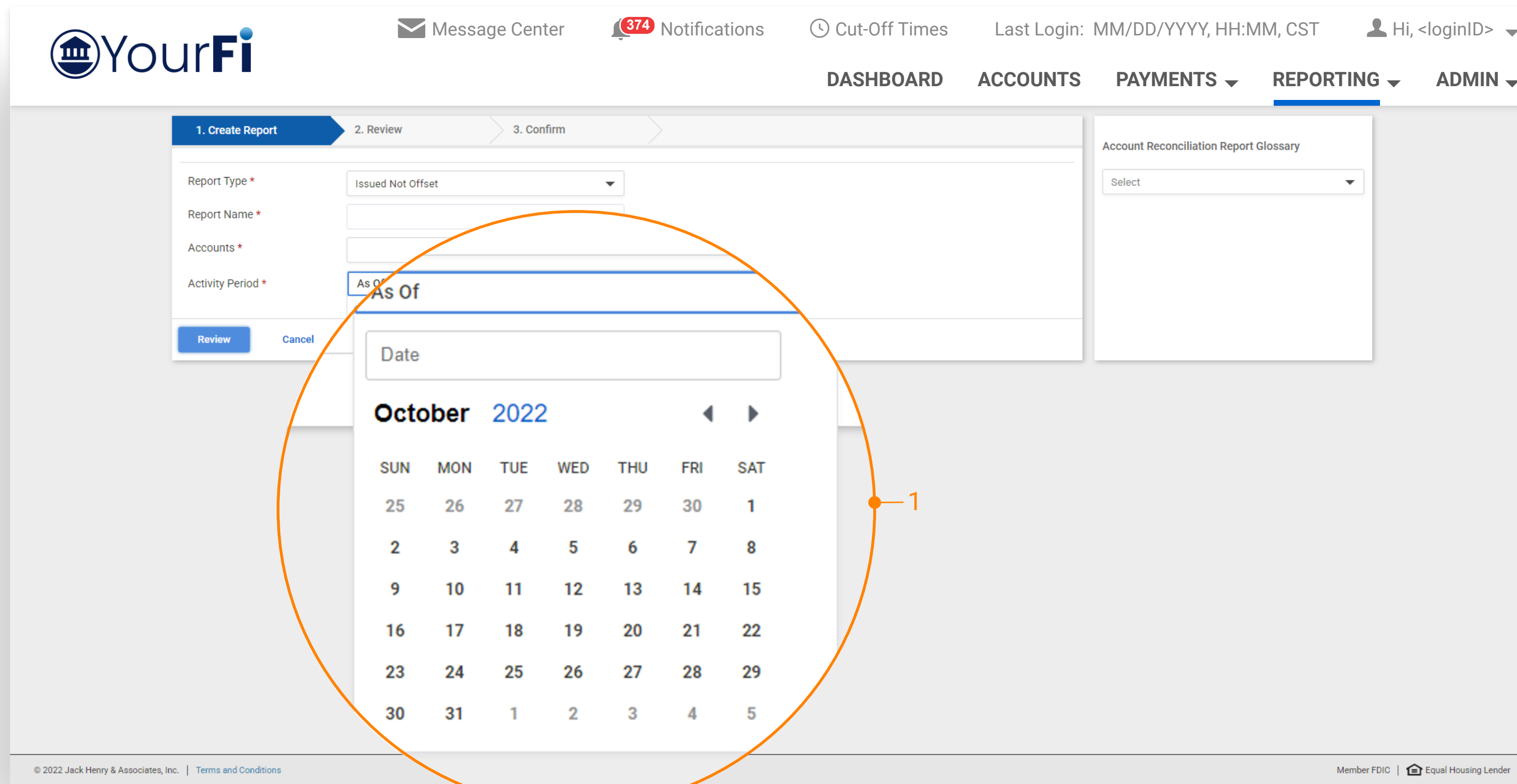
1. **Report Type** is a required selection from the dropdown menu.
2. **Report Name** must be a unique report name
3. **Accounts** is the list of the user’s eligible accounts. Users can select a single or multiple accounts.

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.

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.

Edit An Existing Report Template

Message Center 374 Notifications Cut-Off Times Last Login: MM/DD/YYYY, HH:MM, CST Hi, <loginID>

DASHBOARD ACCOUNTS PAYMENTS **REPORTING** ADMIN

1. Edit Report 2. Review 3. Confirm

Report Type * Previous Outstanding Items - Detail

Report Name * acctest

Accounts * CK 1000-1000 +1

Activity Period * Prior To 09/01/2022

Review Cancel

Account Reconciliation Report Glossary

Select

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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 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

never

DATE PRINTED: 7/01/22
TM R21 Bk554 9423 TREASURY 6/30/22 8:59AM AR2450P PAGE 1
Account Reconciliation Checks Paid Returned

6/01/22 - 6/30/22
Account Number: 1984 ----- SMAC INC

Serial Number	Paid Amount	Paid Date	Date Returned	Violation Code
10691	.01	0/00/00	6/21/22	AMT
10701	.01	0/00/00	6/21/22	AMT
Total Items Returned:		2	.02	

1

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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

The screenshot shows the 'YourFi' user interface. At the top, there is a navigation bar with the 'YourFi' logo, a message center icon, a notification bell with '374' notifications, a clock icon for 'Cut-Off Times', and a 'Last Login' timestamp. Below this is a menu with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING' (highlighted), and 'ADMIN'. The main content area is for user 'Shannon Willman' (Status: Active). The left sidebar contains a menu with 'Entitlements' selected. The main area is titled 'Account Reconciliation Reporting Entitlements' and features a search bar. Below the search bar is a table with columns 'Account Name' and 'Enable'. The table contains four rows of data:

Account Name	Enable
1020	<input checked="" type="checkbox"/>
1984	<input type="checkbox"/>
213	<input checked="" type="checkbox"/>
xx3001	<input checked="" type="checkbox"/>

Below the table, it says 'Viewing 1 - 4 of 4'. At the bottom, there is a warning message: 'The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.' and two buttons: 'Save Changes' and 'Reset'.

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.