

Quick Reference Guide

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# Back Office Reports Quick Reference Guide

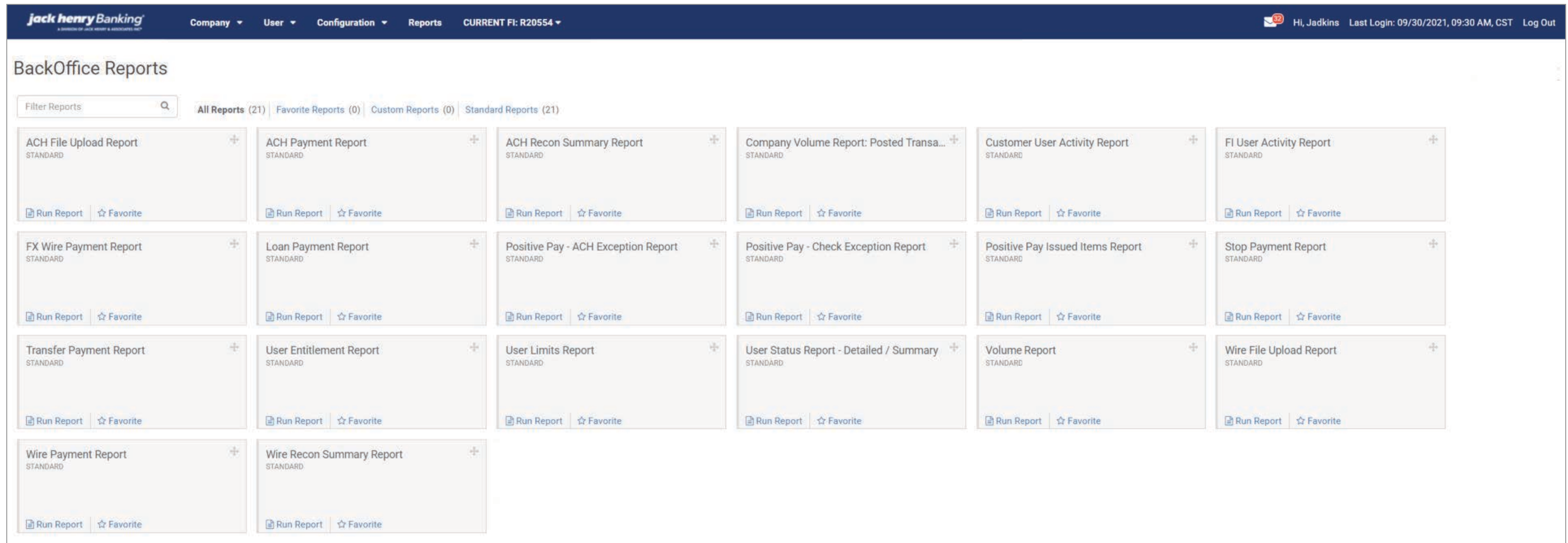
**JHA** Treasury Management™

*Last Updated: September 15, 2023*

# Back Office Reports Features

**User Experience** When a user selects Run Report for any of the reports on the Reports Dashboard, no criteria will be pre-selected in the filter. The following message will display when first navigating to the page: Please select filter preferences and click Run Report

**Reports Dashboard** All Reports will display all reports on the dashboard which includes all standard reports and custom reports. Users can toggle to their Favorite Reports, Custom Reports or Standard Reports. Reports will display in alphabetical order, however, users can arrange the tiles in their preferred order using the drag and drop feature.



# Back Office Reports List

Report Selection	Report Description
ACH File Upload Report	Lists all ACH files uploaded by the Upload Date, File Name, File Size and Source. The report also lists the total number of payments and a summary of the payments in each status as well as Total Debits and Credits per file.
ACH Payment Report	Lists all ACH Payments within the date period for the selected date type (Created, Initiated, or Effective) and companies.
ACH Recon Summary Report	Provides a summary of ACH payments by ACH Company for the selected date type (Created, Initiated, or Effective) and date period. The report also lists the total amount of debits and credits and payments by status.
Company Volume Report: Posted Transactions	Lists the number of ACH payments, Wire Payments, Transfers, Check Exceptions and ACH Exceptions by company.
Customer User Activity Report	Lists the User Name, Login ID, User Type and activity information for the selected users of the company. The current day will be used as the default for the activity period. Session ID, device, browser, and IP Address is additional information on the report.
FI User Activity Report	Lists the User Name, Login ID, Login ID, Activity and IP address for the selected user during. Session ID, device, and browser is additional information on report.
FX Wire Payment Report	Lists the following payment information: Company Name, Transmitted Date, Transaction ID, FX Wire Company, Debit Account, Beneficiary, Wire Amount (USD), Exchange Fee, Total Cost, Destination Currency and Destination Currency Amount. Complete payment details, including audit information can be viewed by clicking the Transaction ID hyperlink.
Loan Payment Report	Lists the Company Name, Transaction ID, From Account, To Loan Account, Payment Option, Amount, Status, Payment Date, Created Date, Created By and approval information based on the selected search criteria. If no filter criteria is selected the results show all loan payments for all companies for the current date.
Positive Pay - ACH Exception Report	Lists the Company Name, ACH Company, Account Number, Amount, Posted Date, ACH Type (Debit/Credit), SEC Code, Description, Decision By and Decision Status all ACH exceptions based on the selected criteria. If no filter criteria is selected the results show all ACH exceptions for all companies for the current date.

## Back Office Reports List (continued 1)

Report Selection	Report Description
Positive Pay - Check Exception Report	Lists Check Number, Paid Amount, Issued Amount, Posted Date, Issued Date, Issued Payee, Exception Reason, Return Reason and Decision status for the selected company and accounts.
Positive Pay Issued Items Report	Lists Company, Name, Created By, Item Type, Item Status, Account Number, Check Number, Issued Date, Created Date, Check Amount, Payee and Audit Info based on the selected criteria. If no filter criteria is selected the results show all issued items for all companies for the current date.
Stop Payment Report	Lists Company Name, Account Number, Check Number, Amount, Check Date, Expiration Date, Payee, Status, Created By, Created Date and approval information based on the selected criteria. If no filter criteria is selected the results show all stop payments for all companies created for the current date.
Transfer Payment Report	Lists the Company Name, Transaction ID, From Account, To Account, Amount, Frequency, Transfer Date, Status, Created By, Created Date and approval information based on the selected criteria. If no filter criteria is selected the results will show transfer payments for all companies for the current date.
User Entitlement Report	Lists the Company Name, User Name, Login ID, Product. Account/Company and Entitlements based on the selected criteria. If no filter criteria is selected the results will show all product entitlements for all users by company.
User Limits Report	Lists the Company Name, User Name, Login ID, Product, Accounts/ACH or Wire Company and Limits (daily, initiation, transaction and approval) based on the selected criteria. If no filter criteria is selected the results will show all user limits by company.
User Status Report Detailed/Summary	Lists the Company Name, User Name , Login ID, Status, Email ID, Phone Number, Fax Number, Alerts Cell Number, OOB Number and Status based on the selected criteria. If no filter criteria is selected the results will show all companies by user.
Volume Report	Lists the Company Name, Company ID, along with the total number of Associated Companies, Accounts, Users, Transfers, ACH Payments, Wire Payments, Positive Pay Exceptions and Stop Payments for the selected company.
Wire File Upload Report	Lists the File Name, Upload By, Total Amount along with the total number of wire payments in each status for the selected company.

## Back Office Reports List (continued 2)

Report Selection	Report Description
Wire Payment Report	Lists all Wire Payments and associated summary information within the date period for the selected companies. Additional details, including audit information can be viewed by selecting the Transaction ID hyperlink.
Wire Recon Summary Report	Provides a summary of Wire payments by Wire Company including the total amount by status based on the selected criteria. If no filter criteria is selected the results will show all wire companies for the current date.
ACH Exceptions - Filter Rules	Lists Created Date, Filter Rule Name, Account, ACH Company Name, Company ID, SEC, Amount, Transaction Type, Filter Status, based on the selected criteria. On the rendered report, additional details about each filter can be viewed by selecting the DETAIL hyperlink.
ACH Notification of Change Report	Lists corrections notices received by Date Notification Received, Original Effective Date, Company, and ACH Company. If no filter criteria is selected the results will show correction notices for all companies for current date.
ACH Return Report	Lists return notices received by Date Return Received, Original Effective Date, Company, and ACH Company. If no filter criteria is selected the results will show return notices for all companies for current date.

# Back Office Reports Features

## Horizontal Search and Filter

- Vertical verbiage on the flyout experience is flattened in a horizontal format to be more intuitive
- Filter information can be expanded or collapsed with a control that is easily located in the top left corner of the filter itself
- Drop-down menu design
- ADA compliant

## Action Bar Icons



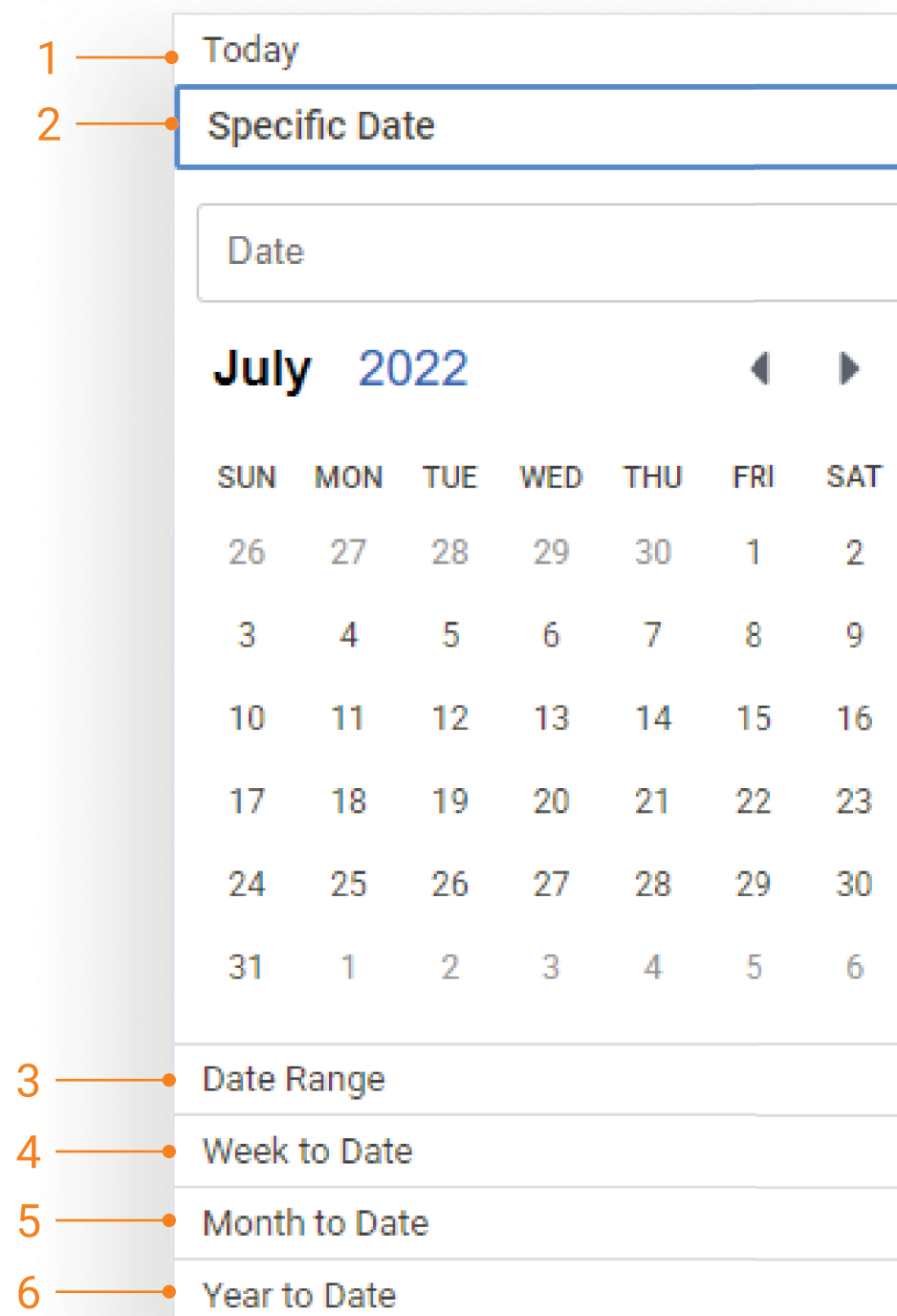
1. Select Save to open the Save Report dialog box. Enter a report name and select save to make the report available on the Reports Dashboard
2. Users can download report results in CSV or PDF formats using the download icon
3. The print option icon will print the current page

## Two Additional Features

1. Report Headers will remain at the top of the page when scrolling
2. Amount Columns will display totals at the bottom of the page

## Date Picker

When a user selects a date option, they will be able to use the calendar to select eligible dates. Please refer to this for all reports that have a Date, Period or Activity filter.



## Date Options:

- 1 Today
- 2 Specific Date
- 3 Date Range
- 4 Week to Date - Start Date begins with a Sunday date of the current week.
- 5 Month to Date – Start Date begins with the first day of the current month.
- 6 Year to Date – Start Date begins with the first day of the current year.

**Note:** The system will auto populate and display the dates for the user when selecting Week to Date, Month to Date or Year to Date.

## ACH File Upload Report

The screenshot shows the 'ACH File Upload Report' interface. At the top, there are filter controls: 'Upload Date' (1) with a dropdown set to 'Specific Date' and '09/02/2021'; 'File Name' (2) with an empty text input; 'Transaction Type' (3) with radio buttons for 'Debit', 'Credit', and 'Both'; 'Amount' (4) with 'Specific Amount' and 'Amount Range' buttons and a text input set to '\$0.00'; and 'Source' (5) with a dropdown menu. Below the filters are 'Run Report' and 'Reset' buttons. The main area contains a table with the following data:

Upload Date	File Name	File Size	Source	Total Batches	Approved	Pending Approval	Rejected	Expired	Total Debits	Total Credits
09/02/2021	Prefunding 99 x2.txt	0 KB	Ryan Matthew	1	0	0	0	0	\$0.00	\$0.00
									\$0.00	\$0.00

At the bottom left, it says 'Viewing 1 of 1'.

### Filter Definitions

1 Upload Date

2 File Name

3 Transaction Type:

- Debit
- Credit
- Both

4 Amount: Will search for a specific amount or an amount range.

5 Source: Company Name – User Name will be displayed in the dropdown.

## ACH Payment Report

The screenshot shows the ACH Payment Report interface. At the top, there is a 'Filter' section with several dropdown menus and a 'Run Report' button. The filters are numbered 1 through 10:

- 1: Company (Sierra Lynn McCaffrey)
- 2: Created By (Select)
- 3: Approved / Rejected By (Select)
- 4: ACH Companies (Select)
- 5: Account Number (Select)
- 6: Status (Select)
- 7: Date\* (Initiated Date)
- 8: Period (Specific Date: 09/13/2021)
- 9: Amount (Specific Amount: \$0.00)
- 10: Transaction Type (Debit, Credit, Both)

Below the filters is a table with the following data:

Company Name	Created By	Created Date	Approved/ Rejected By	Approved/ Rejected Date	Status	Initiated Date	Effective Date	Frequency	Transaction Id	ACH Company	Batch Name	SEC Code	Debit Amount	Credit Amount	Offset Account	Offset Amount
Sierra Lynn McCaffrey	Scheduler	09/03/2021 05:01 AM			Initiated	09/13/2021	09/14/2021	One Time	A000000168986	MAC Professional	MAC Professional Payroll Template	PPD	\$0.00	\$110.00	1984	\$110.00
													\$0.00	\$110.00		\$110.00

Viewing 1 of 1

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Created By: Company Name – User Name will be displayed in the dropdown. This field is the user who created the payment.
- 3 Approved / Rejected By: Company Name – User Name will be displayed in the dropdown. This field is the last user to approve or reject the payment.
- 4 ACH Companies: (ACH Company Name – Company ID – SEC Type)  
List of ACH companies for the selected company or companies
- 5 Account Number: Debit Account Number

### 6 Status:

#### Status Options:

- Approval Rejected
- Cancelled
- Deleted
- Expired
- Failed
- Pending Approval
- Scheduled
- Uninitiated

### 7 Date: Selection determines which date is used for searching...

- Created Date
- Initiated Date
- Effective Date

### 8 Period

### 9 Amount: Will search Debit Amount, Credit Amount and Offset Amount for a specific amount or an amount range.

### 10 Transaction Type:

- Debit
- Credit
- Both



## ACH Recon Summary Report

The screenshot shows the 'ACH Recon Summary Report' interface. At the top, there are four filter fields: 'Company' (1), 'ACH Company' (2), 'Date' (3), and 'Date Period' (4). Below these are 'Run Report' and 'Reset' buttons. A summary table shows counts and amounts for INITIATED, FAILED, SCHEDULED, PENDING APPROVAL, and APPROVAL REJECTED. Below that is a main data table with columns for Company Name, ACH Company, Total Transactions, Credits, Debits, Initiated, Pending Approval, Approval Rejected, Failed, and Scheduled. The bottom of the interface shows 'Viewing 26 to 30 of 30' and pagination controls.

Company Name	ACH Company	Total Transactions	Credits	Debits	Initiated	Pending Approval	Approval Rejected	Failed	Scheduled
The Hat Store	THE HAT STORE 299292911 WEB	2	\$23.33	\$24.44	\$24.44	\$0.00	\$0.00	\$0.00	\$0.00
The Hat Store	Prefunding 2 8899112222 PPD	3	\$21.66	\$0.00	\$21.66	\$0.00	\$0.00	\$0.00	\$0.00
The Hat Store	Prefunding 5 8899112222 PPD	2	\$9.76	\$0.00	\$9.76	\$0.00	\$0.00	\$0.00	\$0.00
The SOFT DRINK Company	MATTHEW 1 1111111111 PPD	2	\$25.67	\$25.67	\$25.67	\$0.00	\$0.00	\$0.00	\$0.00
Three Sly Foxes	Three Sly Foxes 4212345678 PPD	3	\$456.06	\$0.00	\$456.06	\$0.00	\$0.00	\$0.00	\$0.00
			\$536.48	\$50.11	\$537.59	\$0.00	\$0.00	\$0.00	\$0.00

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 ACH Company: (Name – Company ID – SEC Type) List of all ACH companies for the selected companies.
- 3 Date:
  - Created Date
  - Initiated Date
  - Effective Date
- 4 Date Period

## Company Volume Report

The screenshot shows the 'Company Volume Report: Posted Transactions' interface. At the top, there are filter controls: a 'Company' dropdown menu (labeled '1') and a 'Period' dropdown menu (labeled '2') set to 'Today' with the date '09/28/2021'. To the right of these filters are 'Run Report' and 'Reset' buttons. Below the filters is a table with the following columns: Company Name, Company ID, # Of Accounts, # Of Users, # Of Transfers, # Of ACH Payments, # Of Wire Payments, # Of Check Exceptions, # Of ACH Exceptions, and # Of Stop Payments. The table lists various treasury companies and their associated metrics. At the bottom of the table, it indicates 'Viewing 1 to 10 of 73' and includes a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', 'Last', and a dropdown for '10'.

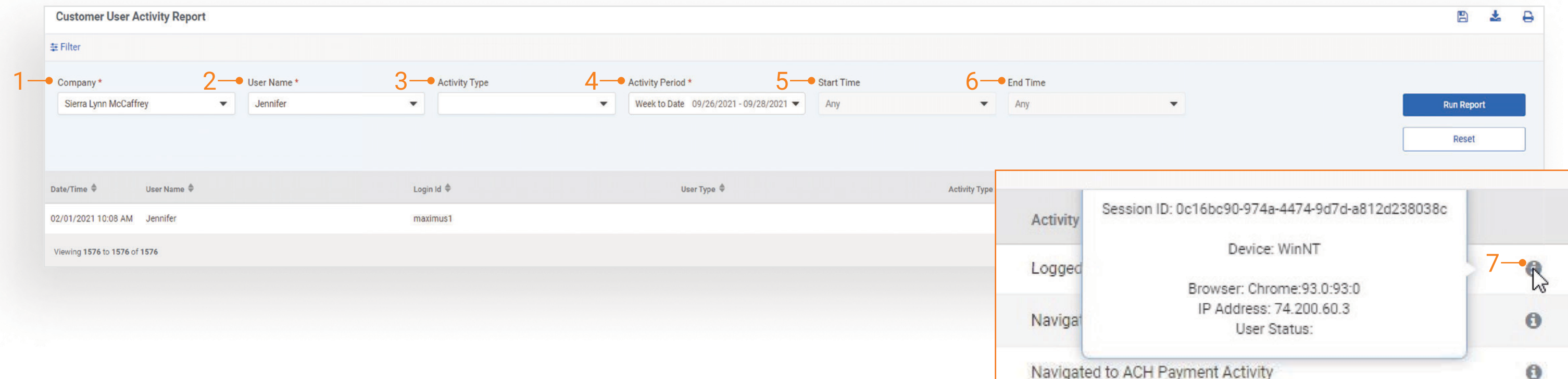
Company Name	Company ID	# Of Accounts	# Of Users	# Of Transfers	# Of ACH Payments	# Of Wire Payments	# Of Check Exceptions	# Of ACH Exceptions	# Of Stop Payments
Neeharika Neeli	nn	56	23	413	391	22			25
One Treasury	t1	17	0	0	0	0			0
Treasury Four	T-04	26	12	0	1	0			0
Treasury Five	t-05	30	16	11	32	6			5
Eight Treasury	t8	11	7	142	9	16			5
Treasury Thirteen	t13	17	1	0	0	0			0
Sixteen Treasury	t16	20	0	0	0	0			0
Seventeen Treasury	t17	5	2	0	0	0			0
Eighteen Treasury	t18	21	4	0	0	0			0
Treasury QA	qa1	10	0	0	0	0			0

### Filter Definitions

1 Company: List of all companies in an Active or Inactive status

2 Period

## Customer User Activity Report



- Positive Pay
- Profile and Notification
- Reporting
- Transfer
- Wire
- Stop Payment
- Transaction

4 Activity Period

5 Start Time

6 End Time

7 Click Information icon to display the following details:

- Session ID
- Device
- Browser
- IP Address
- User Status

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Users: User Name will be displayed in the dropdown. This field is a list of all channel users for the selected company.
3. Activity Type:
  - Account
  - Account Reconciliation Reporting
  - ACH
  - Admin
  - Dashboard
  - Login
  - Navigating

## FI User Activity Report

**FI User Activity Report**

Filter

1 User Name\* 2 Activity Period\* 3 Start Time 4 End Time 5 Activity Keyword

Jennifer Adkins (jadjkins) Week to Date 09/26/2021 - 09/28/2021 Any Any

Run Report  
Reset

Date/Time	User Name	Login Id	Activity
02/01/2021 11:51 AM	Jennifer Adkins	jadjkins	Viewed Sierra Lynn McCaffrey
02/01/2021 11:50 AM	Jennifer Adkins	jadjkins	Viewed Sierra Lynn McCaffrey
02/01/2021 11:49 AM	Jennifer Adkins	jadjkins	Navigated to Company Search
02/01/2021 11:49 AM	Jennifer Adkins	jadjkins	Reset security questions
02/01/2021 11:49 AM	Jennifer Adkins	jadjkins	Logged in successfully

Viewing 1126 to 1130 of 1130

First Previous 42 43 44 45 46 Next Last 25

6

Session ID: efb0a4b3-b2c8-49aa-af74-17fe435ef7be  
Device: WinNT  
Browser: Chrome:93.0:93:0

### Filter Definitions

- 1 Users: User Name – User ID will be displayed in the dropdown. This field is a list of all Back Office users.
- 2 Activity Period: Today, Specific Date, Date Range, Week to Date, Month to Date, Year to Date.
- 3 Start Time
- 4 End Time
- 5 Activity Keyword
- 6 Click Information icon to get Session ID, Device and Browser details.

## FX Wire Payment Report

The screenshot shows the 'FX Wire Payment Report' interface. At the top, there are filter controls: a 'Company' dropdown (labeled 1), a 'Period' dropdown set to 'Month to Date 07/01/2022 - 07/29/2022' (labeled 2), an 'FX Wire Company' dropdown (labeled 3), and an 'FX Wire Amount USD' section with 'Specific Amount' and 'Amount Range' options (labeled 4). The 'Amount Range' is currently set to '\$10.00 to \$2,500.00'. There are 'Run Report' and 'Reset' buttons. Below the filters is a table with columns: Company, Transmitted Date, Transaction ID, FX Wire Company, Debit Account, Beneficiary, Wire Amount USD, Exchange Fee, Total Cost, Dest. Currency Amount, Destination Currency, and Status. The table contains three rows of data. At the bottom, it says 'Viewing 1 to 3 of 3'.

Company	Transmitted Date	Transaction ID	FX Wire Company	Debit Account	Beneficiary	Wire Amount USD	Exchange Fee	Total Cost	Dest. Currency Amount	Destination Currency	Status
Garrett Wright	07/13/2022	<a href="#">W000000231006</a>	Wright's Plumbing	121419	William Simmons	\$15.99	\$0.05	\$16.04	20.48	CAD	Posted
SMAC INC	07/11/2022	<a href="#">W000000230240</a>	SMAC INC	1984	DBAData	\$200.00	\$0.70	\$200.70	257.26	CAD	Posted
SMAC INC	07/14/2022	<a href="#">W000000231317</a>	SMAC INC	1984	SMAC International One	\$56.00	\$0.19	\$56.19	78.08	AUD	Posted
						\$271.99	\$0.94	\$272.92			

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Period
- 3 FX Wire Company: List of all wire companies
- 4 FX Wire Amount USD: Will search Wire Amount USD for a specific amount or an amount range.

## Loan Payment Report

The screenshot shows the 'Loan Payment Report' interface. At the top, there are seven filter fields: 1. Company (dropdown), 2. Created By (dropdown), 3. Approved / Rejected By (dropdown), 4. Status (dropdown), 5. Payment Option (dropdown), 6. Amount (with 'Specific Amount' and 'Amount Range' sub-options, and a text input field containing '\$0.00'), and 7. Date Period (dropdown with 'Specific Date' and '09/02/2021'). There are 'Run Report' and 'Reset' buttons. Below the filters is a table with columns: Company Name, Transaction ID, From Account, To Loan Account, Payment Option, Amount, Status, Payment Date, Created Date, Created By, Approved/Rejected Date, and Approved/Rejected By. The table contains five rows of data, all with a status of 'Pending Approval'. A total amount of '\$2.02' is shown at the bottom of the table. A footer indicates 'Viewing 1 to 5 of 5'.

### 4 Status Options:

- Approval Rejected
- Cancelled
- Expired
- Failed
- Pending Approval
- Scheduled
- Submitted

### 5 Payment Option:

- Principal Only
- Regular Payment

6 Amount: Will search for a specific amount or an amount range.

7 Date Period

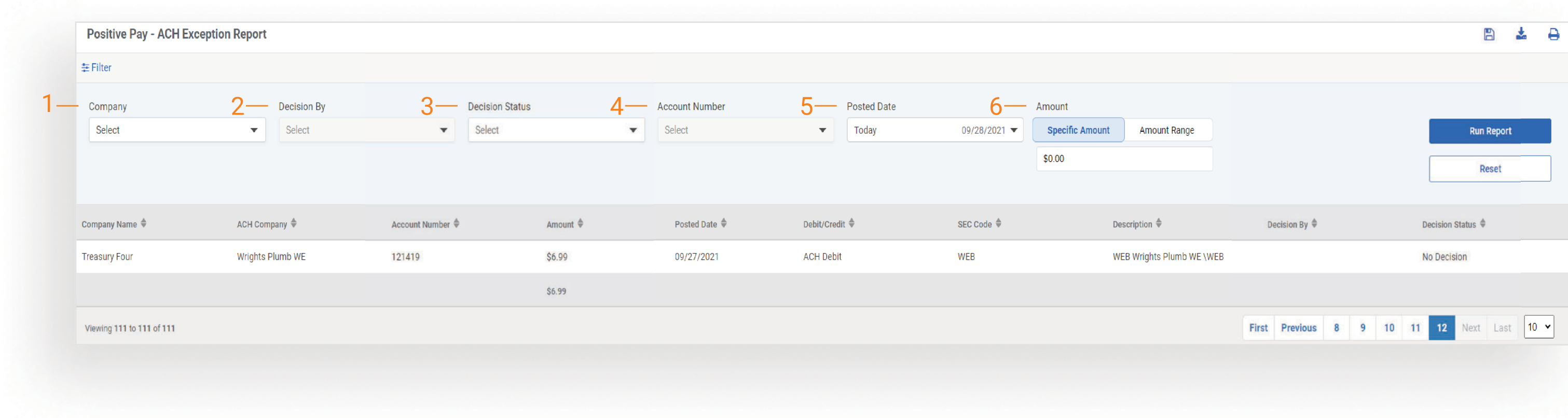
### Filter Definitions

1 Company: List of all companies in an Active or Inactive status

2 Created By: Company Name – User Name will be displayed in the dropdown. This field will list the user who created the payment.

3 Approved / Rejected By: Company Name – User Name will be displayed in the dropdown. This field is the last user to approve or reject the payment.

## Positive Pay – ACH Exception Report



### Filter Definitions

1. Company: List of all companies in an Active or Inactive status
2. Decision By: Company Name – User Name will be displayed in the dropdown. This field is the user who created the payment.
3. Decision Status:
  - Pay
  - Return
  - No Decision
4. Account Number: List of all accounts
5. Posted Date
6. Amount: Will search for a specific amount or an amount range.

## Positive Pay – Check Exception Report

**Positive Pay - Check Exception Report**

**Filter**

1 Company: Garrett Wright  
 2 Decision By: Select  
 3 Decision Status: Select  
 4 Exception Reason: Select

5 Account Number: 2018  
 6 Posted Date: 01/31/2022  
 7 Paid Amount: \$0.00

Run Report  
Reset

Company Name	Account Number	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exceptions Reason	Decision Status	Return Reason	Decision History
Garrett Wright	2018	<a href="#">View Check 300401</a>	\$3,004.01	\$3,004.01	01/31/2022	12/15/2021		Payee mismatch	Return	Demo Reason	ⓘ
Garrett Wright	2018	<a href="#">View Check 300402</a>	\$3,004.02	\$3,004.02	01/31/2022	12/15/2021		Payee mismatch	Return		ⓘ
Garrett Wright	2018	<a href="#">View Check 300403</a>	\$300.43	\$3,004.03	01/31/2022	12/15/2021		Amount mismatch	Return		ⓘ
			\$6,308.46	\$9,012.06							

Viewing 1 to 3 of 3

8 Click Information Icon to display the following: Last decision by, Date, and Decision.

- 4 Exception Reason
- Account Mismatch
  - Dormant Item
  - Duplicate Item
  - Maximum Amount Exceeded
  - Paid item without issue (post all)
  - Paid without issue (post none)
  - Payee mismatch
  - Stale dated item
  - Stop payment
  - Void Item
  - Zero/Blank serial number

5 Account Number: List of eligible accounts for the selected company

6 Posted Date

7 Paid Amount: Will search the paid amount using a specific amount or an amount range.

8 Click Information Icon to display the following: Last decision by, Date, and Decision.

### Filter Definitions

1 Company: List of all companies in an Active or Inactive status

2 Decision By: List of all eligible users for the selected company

3 Decision Status

- Pay
- Return



## Positive Pay Issued Items Report

The screenshot shows the 'Positive Pay Issued Items Report' interface. It features a filter section at the top with the following fields and callouts:

- 1** Company: A dropdown menu.
- 2** Created By: A dropdown menu.
- 3** Item Type: A dropdown menu.
- 4** Item Status: A dropdown menu.
- 5** Account Number: A dropdown menu.
- 6** Check Number: A text input field.
- 7** Issued Date: A date selector with 'Today' and '09/28/2021' options.
- 8** Created Date: A date selector with 'Today' and '09/28/2021' options.
- 9** Amount: A section with 'Specific Amount' (input: \$0.00) and 'Amount Range' options.
- 10** Payee: A text input field.

Below the filters is a table with columns: Company, Created By, Item Type, Item Status, Account Number, Check Number, Issued Date, Created Date, Check Amount, Payee, and Audit Info. The table contains 6 rows of data, all for 'Three Sly Foxes' with 'Issued' status and a total check amount of \$3,000.00. A 'Run Report' button is located to the right of the filters.

### 4 Item Status:

#### Status Options:

- Cleared
- Deleted
- Dormant
- Issued
- Returned
- Stale Date
- Stop Pay
- Void

5 Account Number: Debit account number

6 Check Number

7 Issued Date

8 Created Date - Default will be today's date.

9 Amount: Will search for a specific amount or an amount range.

10 Payee

### Filter Definitions

1 Company: List of all companies in an Active or Inactive status

2 Created By: Company Name – User Name will be displayed in the dropdown. The user who created the payment.

3 Item Type:

- Check
- Void

## Stop Payment Report

The screenshot shows the 'Stop Payment Report' interface. At the top, there are seven filter fields: 1. Company (Garrett Wright), 2. Account Number (Select), 3. Created By (Select), 4. Approved / Rejected By (Select), 5. Status (Select), 6. Period (Month to Date 09/01/2021 - 09/28/2021), and 7. Amount (Specific Amount: \$0.00 to \$5.00, Amount Range: \$0.00 to \$5.00). There are 'Run Report' and 'Reset' buttons. Below the filters is a table with the following data:

Company Name	Account Number	Check Number	Amount	Check Date	Expiration Date	Payee	Status	Created By	Created Date	Approved By	Approved Date
Garrett Wright	9195	147	\$0.75	09/09/2021	03/22/2022		Active	mayasuper	09/22/2021 11:45 AM		
			\$0.75								

Viewing 1 of 1

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Account Number: This is the account number which will have the stop payment recorded created for.
- 3 Created By: Company Name – User Name will be displayed in the dropdown. This field is the user who created the stop payment.
- 4 Approved / Rejected By: Company Name – User Name will be displayed in the dropdown. This field is the last user to approve or reject the stop payment.
- 5 Status Options:
  - Active
  - Approved
  - Cancelled
  - Expired
  - Pending Approval
  - Rejected
- 6 Period
- 7 Amount: Will search for a specific amount or an amount range.

## Transfer Payment Report

The screenshot shows the 'Transfer Payment Report' interface. At the top, there are filter controls: 1. Date Period (Effective/Created), 2. Amount (Specific Amount/Amount Range), 3. Status (dropdown), 4. Company Name (dropdown), 5. Account Number (dropdown), 6. Created By (dropdown), and 7. Approved / Rejected By (dropdown). A 'Run Report' button is on the right. Below the filters is a table with columns: Company Name, Transaction Id, From Account, To Account, Amount, Frequency, Effective Date, Status, Created By, Created Date, Approved/Rejected By, and Approved/Rejected Date. The table contains 15 rows of data, including entries for Hello Kitty, SMAC INC, and Garrett Wright. A total amount of \$1,272.44 is shown at the bottom of the table. A 'New Information' icon is located at the bottom left of the interface.

**?** New Information Icon: Serves as an online user guide for the Transfer Payment Report and provides information surrounding the report.

**Note:** Report can be run simply by selecting the Run Report button. The report will capture all transfers within the search with the effective date of Today for all companies, and all accounts.

### Filter Definitions

1 Date Period: Date period toggle between Effective Date or Created Date. Default will be effective date. Selection of effective date will provide the ability to search on scheduled or future dated transfers.

2 Amount: Will search on a specific amount or an amount range.

3 Status:

- Approval Rejected • Cancelled
- Expired • Failed
- Pending Approval • Scheduled
- Submitted

4 Company Name: List of all companies in active or inactive status.

5 Account Number: Will be enabled once a company or companies are selected. Will list the account numbers (From Account and To Account) for company or companies selected.

6 Created By: Will be enabled once a company or companies are selected. Will list the account numbers (From Account and To Account) for company or companies selected.

7 Approved/Rejected By: Will be enabled once a company or companies are selected. Will list all users for company or companies selected.

## User Entitlement Report

The screenshot shows the 'User Entitlement Report' interface. It features a filter bar with the following fields:
 

- 1 Company:** A dropdown menu with 'Sierra Lynn McCaffrey' selected.
- 2 Users:** A dropdown menu with 'Sierra Lynn McCaffrey - Jennifer' selected.
- 3 Products:** A dropdown menu with 'Select' selected.
- 4 Accounts:** A dropdown menu with 'Select' selected.
- 5 Entitlements:** A dropdown menu with 'Select' selected.
- 6 ACH Companies:** A dropdown menu with 'Select' selected.
- 7 Created By:** A dropdown menu with 'Select' selected.
- 8 User Status:** A dropdown menu with 'Select' selected.

 Below the filter bar is a table with the following data:
 

Company Name	User Name	Login Id	Product	Account/Company	Entitlement
Sierra Lynn McCaffrey	Jennifer	maximus1	Wire	1984	Wire, Domestic, Create Wire Template

 At the bottom of the table, it says 'Viewing 371 to 371 of 371' and includes pagination controls: 'First', 'Previous', '34', '35', '36', '37', '38', 'Next', 'Last', and a page size dropdown set to '10'.

### Filter Definitions

**1 Company:** List of all companies in an Active or Inactive status

**2 Users:** Company Name – User Name will be displayed in the dropdown  
This field is a List of all channel users.

- 3 Products Options:**
- ACH
  - Bill Pay
  - Electronic Documents
  - Foreign Currency Wire
  - Positive Pay
  - Remote Deposit Capture
  - Reporting
  - Stop Payment
  - Transfer
  - Wire

**4 Accounts:** List of all enabled accounts

**5 Entitlements:** List of all user entitlements

**6 ACH Companies:** List of all ACH companies

**7 Created By:** Company Name – User Name will be displayed in the dropdown. This field is the user who added entitlement.

**8 User Status Options:**

- Pending Approval
- Edited
- New FI Pending Approval
- Enrolled
- Not Enrolled
- Active
- Inactive
- Deleted
- Locked
- Locked - OOB

## User Limits Report

The screenshot shows the 'User Limits Report' interface. At the top, there are five filter dropdown menus labeled 1 through 5: 1. Company, 2. Users, 3. Products, 4. Accounts, and 5. ACH Companies. To the right of these filters are 'Run Report' and 'Reset' buttons. Below the filters is a table with the following columns: Company Name, User Name, Login id, Product, Account/Company, and Limits. The table contains 10 rows of data. At the bottom left, it says 'Viewing 1 to 10 of 1713'. At the bottom right, there is a pagination control with 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', 'Last', and a dropdown menu set to '10'.

Company Name	User Name	Login id	Product	Account/Company	Limits
Abigail Marie Adams	Abbey Adams	AbbeyA	ACH		Initiation: \$150.00, Approval: \$150.00
Abigail Marie Adams	Abbey Adams	AbbeyA	ACH	AutoACH88	Daily: \$150.00, Transaction: \$150.00
Bubba's Bar	Bubba Wood	Bubba	ACH		Initiation: \$100,000.00, Approval: \$100,000.00
Bubba's Bar	Bubba Wood	Bubba	ACH	Bubbas Bar	Daily: \$100,000.00, Transaction: \$100,000.00
Bubba's Bar	Bubba Wood	Bubba	ACH	Circle Dot Farms	Daily: \$100,000.00, Transaction: \$100,000.00
Bubba's Bar	Bubba Wood	Bubba	ACH	Nettys Bookstore	Daily: \$100,000.00, Transaction: \$100,000.00
Bubba's Bar	Bubba Wood	Bubba	Foreign Currency Wire		Initiation: \$10,000.00, Approval: \$10,000.00
Bubba's Bar	Bubba Wood	Bubba	Foreign Currency Wire	202005282	Daily: \$10,000.00, Transaction: \$10,000.00
Bubba's Bar	Bubba Wood	Bubba	Foreign Currency Wire	202007091	Daily: \$10,000.00, Transaction: \$10,000.00
Bubba's Bar	Bubba Wood	Bubba	Transfer		Initiation: \$100,000.00, Approval: \$100,000.00

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Users: Company Name – User Name will be displayed in the dropdown. This field is a list of all channel users.
- 3 Products:
  - ACH
  - Foreign Currency Wire
  - Transfer
  - Wire
- 4 Accounts: List of all enabled accounts
- 5 ACH Companies: List of all ACH companies

# Back Office Reports Quick Reference Guide

## User Status Report – Detailed / Summary

The screenshot shows the 'User Status Report - Detailed / Summary' interface. At the top, there are three filter dropdowns: 'Company' (labeled 1), 'Users' (labeled 2), and 'User Status' (labeled 3). To the right of these filters are 'Run Report' and 'Reset' buttons. Below the filters is a table with columns: Company Name, User Name, Login Id, Status, Email Id, Phone Number, FaxNumber, Alerts Cell Number, OOB Number, and Reason. The table contains 15 rows of user data. At the bottom right, there is a pagination control showing 'Viewing 551 to 564 of 564' and page numbers from 19 to 25.

Company Name	User Name	Login Id	Status	Email Id	Phone Number	FaxNumber	Alerts Cell Number	OOB Number	Reason
Treasury Four	Patrick McElhaney	patrick1	Enrolled	pimcelhaney@jackhenry.com	9802660262				User Unlocked
Treasury Four	sreddy	sreddy	Enrolled	Shreddy@jackhenry.com	7876868798				Approval not required.
Treasury Thirteen	L Allen	levem20554	Not Enrolled (FI Pending Approval)	levallen@jackhenry.com	7045551212				
Treasury Thirteen	L Allen Two	lallen20554	Enrolled	levallen@jackhenry.com	7045551212				Approval not required.
Triple Rowdy	ACHFilterA	ACHFilterA	Enrolled	sschad@jackhenry.com	4172356652				Approval not required.
Triple Rowdy	ACHFilterS	ACHFilterS	Enrolled	sschad@jackhenry.com	4172356652				Approval not required.
Tuffys Automart	Tuffy Wood	Tuffy	Not Enrolled (Edited)	lwood@jackhenry.com	8165551122				
VICKI JOHNSON	Pink	Homes3	Enrolled	vjohnson@jackhenry.com	8165198761				Approval not required.
VICKI JOHNSON	vicki johnson	vijhomes	Enrolled	vjohnson@jackhenry.com	8165198761				Approval not required.
VICKI JOHNSON	Wiki Homes	homes2	Enrolled	vjohnson@jackhenry.com	8165198761				Approval not required.
William G Young	Bill Young	Billy	Enrolled	kmatthew@jackhenry.com	4174891186				Approval not required.
Wright Trucking	Admin One	Admin1	Enrolled	kmoore@jackhenry.com	4177724621				Approval not required.
Wright Trucking	Admin User	Admin2	Enrolled	kmoore@jackhenry.com	4177724621				Approval not required.

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Users: Company Name – User Name will be displayed in the dropdown. This field is a List of all channel users.
- 3 User Status Options:
  - Pending Approval
  - Edited
  - New
  - FI Pending Approval
  - Enrolled
  - Not Enrolled
  - Active
  - Inactive
  - Deleted
  - Locked
  - Locked - OOB

# Volume Report

**Volume Report**

Filter

1 Company

Run Report

Reset

Company Name	Company Id	# Of Associated Companies	# Of Accounts	# Of Users	# Of Transfers	# Of Recurring Transfers	# Of Ach Payments	# Of Recurring Ach Payments	# Of Wire Payments	# Of Recurring Wire Payments	# Of Arp Exceptions	# Of Stop Payments
Neeharika Neeli	nn	0	56	30	512	49	570	66	779	47	10810	35
One Treasury	t1	0	17	0	0	0	0	0	0	0	0	0
Treasury Four	T04	0	26	12	0	0	1	0	966	3	1824	0
Treasury Five	t-05	0	30	16	15	0	43	1	74	5	4275	9
Eight Treasury	t8	0	14	7	154	12	10	1	281	7	2307	7
Treasury Thirteen	t13	0	17	2	0	0	0	0	0	0	0	0
Sixteen Treasury	t16	0	20	0	0	0	0	0	0	0	0	0
Seventeen Treasury	t17	0	8	2	0	0	0	0	0	0	0	0
Eighteen Treasury	t18	0	21	5	0	0	0	0	0	0	0	0
Treasury QA	qa1	0	10	0	0	0	0	0	0	0	0	0

Viewing 1 to 10 of 73

First Previous 1 2 3 4 5 Next Last 10

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status

# Back Office Reports Quick Reference Guide

## Wire File Upload Report

The screenshot shows the 'Wire File Upload Report' interface for user 'Sierra Lynn McCaffrey'. It features a filter section at the top with the following fields:

- 1 Company Name:** A dropdown menu currently showing 'Sierra Lynn McCaffrey'.
- 2 File Name:** An empty text input field.
- 3 Uploaded By:** A dropdown menu.
- 4 Amount:** A section with a 'Specific Amount' dropdown (set to '\$0.00') and a 'Date Range' dropdown (set to '03/01/2021 - 03/31/2021').
- 5 Upload Date:** A dropdown menu.

Below the filters is a table with columns: Upload Date, File Name, Uploaded By, Total Amount, Total Wires, Total Beneficiaries, Approved, Pending Approval, Rejected, and Expired. The table contains four rows of data. A 'View' hyperlink is located at the end of each row, with a callout **6** pointing to the first 'View' link.

### Filter Definitions

- 1 Company Name:** List of all companies in an Active or Inactive status
- 2 File Name**
- 3 Uploaded By:** Company Name – User Name will be displayed in the dropdown
- 4 Amount:** Will search for a specific amount or an amount range
- 5 Upload Date**
- 6** Click the View hyperlink to view a list of wires included in the selected file.

Wire Upload Demo File\_March31.csv (Uploaded By: Jennifer)

Beneficiary	Debit Account	Wire Company Name	Effective Date	Amount
Beneficiary 3	Checking	Rose INC	03/31/2021	\$12.00
Beneficiary 4	Checking	Rose INC	03/31/2021	\$5.00
Beneficiary 1	Checking	Rose INC	03/31/2021	\$30.00
Beneficiary 2	Checking	Rose INC	03/31/2021	\$10.00

Viewing 1 to 4 of 4



# Back Office Reports Quick Reference Guide

## Wire Payment Report

The screenshot shows the 'Wire Payment Report' interface. At the top, there are several filter dropdowns: 'Company' (1), 'Created By' (2), 'Approved / Rejected By' (3), 'Wire Companies' (4), and 'Account Number' (5). Below these are 'Status' (6), 'Period' (7), and 'Amount' (8) filters. A 'Run Report' button is on the right. The main table lists transactions with columns for Company Name, Transaction Id (9), Wire Company, Debit Account, Amount, Frequency, Value Date, Beneficiary Name, Beneficiary Account, Purpose, Status, Created By, Created Date, Approved By, Approved Date, and History (10). A 'Wire Detail' popup is open for transaction W000000195387, showing payment and beneficiary information. A 'Wire History' popup shows a list of transactions for the selected wire.

4 Wire Companies: List of wire companies for the selected company or companies

5 Account Number: Offset Account Number

- 6 Status Options:
- Approval Rejected • Canceled
  - Deleted • Expired
  - Failed • Initiated
  - Pending Approval • Scheduled
  - Uninitiated

7 Period

8 Amount: Will search for a specific amount or an amount range

9 Click the Transaction ID hyperlink to view the payment detail

10 Click the History hyperlink to view audit entries for the payment

### Filter Definitions

1 Company: List of all companies in an Active or Inactive status

2 Created By: Company Name — User Name will be displayed in the dropdown. This field is the user who created the payment.

3 Approved / Rejected By: Company Name – User Name will be displayed in the dropdown This field is the last user to approve or reject the payment.

## Wire Recon Summary Report

**Wire Recon Summary Report**

Filter

1 Company: Select  
 2 Wire Company: Select  
 3 Wire Type: Select  
 4 Date Period: Today 09/28/2021

Run Report  
Reset

Company Name	Wire Company	Wire Type	Number of Wires	Transmitted	Posted	Pending Approval	Approval Rejected	Failed	Deleted	Scheduled
				TRANSMITTED 6 \$48.77	FAILED 0 \$0.00	SCHEDULED 0 \$0.00	POSTED 0 \$0.00	PENDING APPROVAL 0 \$0.00	APPROVAL REJECTED 0 \$0.00	DELETED 0 \$0.00
Eight Treasury	Three Treasury	DOM	1	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Martha Woodroof	Martha Walls	DOM	2	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neeharika Neeli	G & B FEED	DOM	1	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sierra Lynn McCaffrey	Sierra Lynn McCaffrey	DOM	1	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Treasury Five	Treasury Four	DOM	1	\$6.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$48.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Viewing 1 to 5 of 5

### Filter Definitions

- 1 Company: List of all companies in an Active or Inactive status
- 2 Wire Company: List of all wire companies for the selected TM Companies.
- 3 Wire Type:
  - Domestic
  - FX
- 4 Date Period

## ACH Notification of Change Report

**JHA Treasury Management** Company User Configuration Reports Hi, smac Last Login: 07/17/2023, 11:01 AM, CST Log Out

**ACH Notification of Change Report**

Filter

1 Date Notification Received 2 Original Effective Date 3 Company 4 ACH Company 5

Date Range 05/01/2023 - 07/17/2023

MAC Marketing (Active) +1

Select

Run Report

Reset

Date Notification Received	Original Effective Date	Company	ACH Company	Change Code	Exception Reason	Open All
07/17/2023	07/18/2023	MAC Marketing	MAC Marketing	C01 - Incorrect DFI Account Number		<a href="#">Details</a>
05/04/2023	05/05/2023	Island Adventures	Islandadventur12	C01 - Incorrect DFI Account Number		<a href="#">Details</a>
05/03/2023	05/04/2023	Island Adventures	Island Adventur3	C01 - Incorrect DFI Account Number		<a href="#">Details</a>

**ACH Notification of Change Detail** Updated entries in Green. Original entries in ( ).

Date Notification Received 05/03/2023	ACH Company Island Adventur3	Recipient Name Island Adventures	Account Type Checking	Change Code C01 - Incorrect DFI Account Number
Original Effective Date 05/04/2023	Company Entry Description OFFSET O	Recipient Financial Institution 99999446	Identification Number 738987473	
Company Island Adventures	SEC Code COR	Recipient Account Number <b>5895895891</b> (456999)	Trace Number 999994463000002	

05/09/2023 05/09/2023 Island Adventures Island Adventur3 C01 - Incorrect DFI Account Number [Details](#)

05/09/2023 05/09/2023 Island Adventures Island Adventur3 C01 - Incorrect DFI Account Number [Details](#)

Viewing 20 items

First Previous 1 Next Last 25

### Filter Definitions

- 1 Date Notification Received
- 2 Original Effective Date
- 3 Company: List of all companies in an Active or Inactive status
- 4 ACH Company: List of ACH companies for selected company or companies
- 5 Information Icon: Serves as an online user guide for the ACH Notification of Change Report and provides information surrounding the report.

**NOTE:** An exception reason will be populated in the Exception Reason column only when TM was not able to deliver the notice to the customer. Reasons such as the ACH company does not exist for the customer in Treasury Management, the customer along with the ACH company does not exist in Treasury Management, or Treasury Management was not able to link the notice to an originated transaction

## ACH Return Report

**JHA Treasury Management** Company User Configuration Reports Hi, smac Last Login: 07/17/2023, 11:01 AM, CST Log Out

**ACH Return Report**

Filter

1 Date Return Received 2 Original Effective Date 3 Company 4 ACH Company 5

Date Range 05/01/2023 - 07/17/2023

MAC Marketing (Active) +1

Select

Run Report

Reset

Date Return Received	Original Effective Date	Company	ACH Company	Amount	Return Reason	Exception Reason	Open All
07/17/2023	07/18/2023	MAC Marketing	MAC Marketing	\$471.42	R02 - Account Closed		<a href="#">Details</a>
05/03/2023	05/04/2023	Island Adventures	Island Adventur9	\$62.62	R03 - No Account/ Unable to Locate Account		<a href="#">Details</a>
05/03/2023	05/04/2023	Island Adventures	Island Adventur9	\$62.62	R02 - Account Closed		<a href="#">Details</a>
05/03/2023	05/04/2023	Island Adventures	Island Adventur3	\$23.23	R12 - Account Sold to Another DFI		<a href="#">Details</a>

**ACH Return Detail**

Date Return Received	ACH Company	Recipient Financial Institution	Amount	Return Reason
05/03/2023	Island Adventur3	99999446	\$23.23	R12 - Account Sold to Another DFI
Original Effective Date	SEC Code	Recipient Account Number	Identification Number	
05/04/2023	PPD	456999	738987473	
Company	Recipient Name	Account Type	Trace Number	
Island Adventures	Island Adventures	Checking	999994463000002	

Viewing 21 items

First Previous 1 Next Last 25

### Filter Definitions

- 1 Date Notification Received
- 2 Original Effective Date
- 3 Company: List of all companies in an Active or Inactive status
- 4 ACH Company: List of ACH companies for selected company or companies
- 5 Information Icon: Serves as an online user guide for the ACH Notification of Change Report and provides information surrounding the report.

**NOTE:** An exception reason will be populated in the Exception Reason column only when TM was not able to deliver the notice to the customer. Reasons such as the ACH company does not exist for the customer in Treasury Management, the customer along with the ACH company does not exist in Treasury Management, or Treasury Management was not able to link the notice to an originated transaction.