Quick Reference Guide
Account Reports via Webster Web-Link®

Account Reports offer up to 18 pre-defined current and prior day reports for your deposit account activity. Choose from up to 9 current day and up to 8 prior day reports. Reports include information stored in the Web-Link's database.

View Reports one time, or customize and save them in order to use them on a continual basis. You can also export any report to a .pdf or excel file. Note that loan account activity is not reported in Account Reports (see the Loan Reporting Quick Reference Guide)

Reports include account summary information; Balances, Float/Hold information, total Debits and Credits. Detailed information includes the items that have posted to the account. Current Day balances are Opening Available, Current Available and Opening Ledger. Prior Day balances are Closing Available, Closing Ledger and Opening Available (Note: the Opening Available balance reported prior day is for the start of business day <u>following</u> the day for which activity is being reported).

Standard or Custom Account Reports can also be used in conjunction with Reports Delivery. This is a powerful efficiency tool as it does not require you to log in to see the Reports. They are delivered directly to you via an encrypted email. See the Reports Delivery Quick Reference Guide for more information.

Note: For most current day reports, transactional information is included after the information is loaded to the Web-Link database. Transactions are loaded/refreshed each time a user views account transactions in Current Day or Account Activity. Exceptions are the ACH Return and NOC and the Controlled Disbursement reports which do not require a user log in.

The Account Reports are located on the top navigation bar under Accounts.

Treasury Dashboard	Accounts	Payments	Fraud Control	Check Services	File Services	Tools	Administration

Depending on your entitlements, the top navigational bar may appear different, e.g. Home instead of Treasury Dashboard.

View Account Reports:

Accounts > Reports >
Account Reports

1. Click Account Reports; the Account Reports screen opens, with theStandard tab exposed. Your entitlements determine which Reports display.

2. Click on a Standard Report link under the Standard Reports column. The report will open in a new window and the transactions will display. Depending on the size of the report, it may take a few minutes. If there are no transactions to report then there will be no data available for this Report.

3. From this report you can:
   a. Navigate to different pages
   b. Print
   c. Download to export the Report into a PDF or Excel format

4. Click X to exit the Report.

Create and Save Custom Account Reports:

Accounts > Reports > Account Reports

1. Click Account Reports; the Account Reports screen opens, with the Standard tab exposed. Note: entitlements determine which reports display.

2. Click the Customize Report button under the Action column; the Customize Standard Report screen opens. Required fields are indicated by a red asterisk.*

3. In the Custom Report Name, enter a name meaningful to you.

4. In Usage choose:
   a. Private - only you can view the report   b. Shared - other entitled users can view it

5. Click the Reference Text field to include the text that is reported in the Reference Text field in the details of a transaction.

6. Select one or more accounts.

7. Choose and enter a Date Range:
   a. Relative Date: standard (recurring) time, rather than a specific date e.g. Beginning of Prior Week (From) to End of Prior Week (To).
   b. Absolute Date: a fixed day From: 03/06/2017 To: 03/10/2017.

8. Optionally enter:
   a. Amount Range   b. Serial Number Range   c. Customer Reference Number   d. Bank Reference Number

9. Within Transaction Types, select Individual BAI/SWIFT Types (BAI Groups is not an available option in Web-Link at the present time):
   a. Select Transaction Types allows you to select from predefined groups e.g. All Transactions. Or, you can select them individually by clicking on the codes you wish to include.
   b. Input Transaction Types allows you to manually enter the Codes. Enter multiple Codes in this format: 399,699

10. Click Continue and the Preview: Custom Report screen opens. Depending on the size of the report, it may take a few minutes. If there are no transactions to report, the report will display and there will be no data available for this report:
    a. Click "Save" to save the custom report in the Customized tab of the Account Reports.
    b. Click "Save and View" to save the custom report in the Customized tab of the Account Reports and be able to view this report after it has saved.
    c. The "View" (only) button allows you to see the report but will not save the report. When you exit the report after viewing, it will no longer be accessible.
    d. Click "Edit" to return to the Customized Standard Report screen to make changes to the report criteria.

11. If the above step included Save, your report is now saved in the Custom section of the Account Reports module. It can be viewed or edited, at any time. Each time it is viewed, the data will be refreshed.
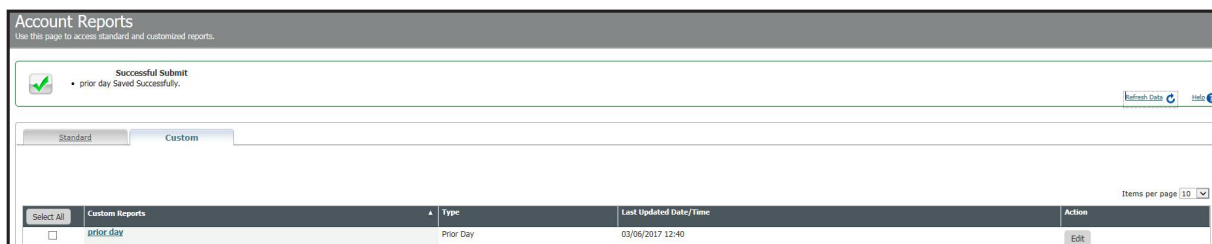
Tips:

- Customized Reports are available to be emailed as part of Reports Delivery
- Quickly access any Standard or Custom Reports most important to you by adding them to the Reports widget on your Dashboard

Updated 04/24/2019