FIRST MERCHANTS COMMERCIAL BANKING

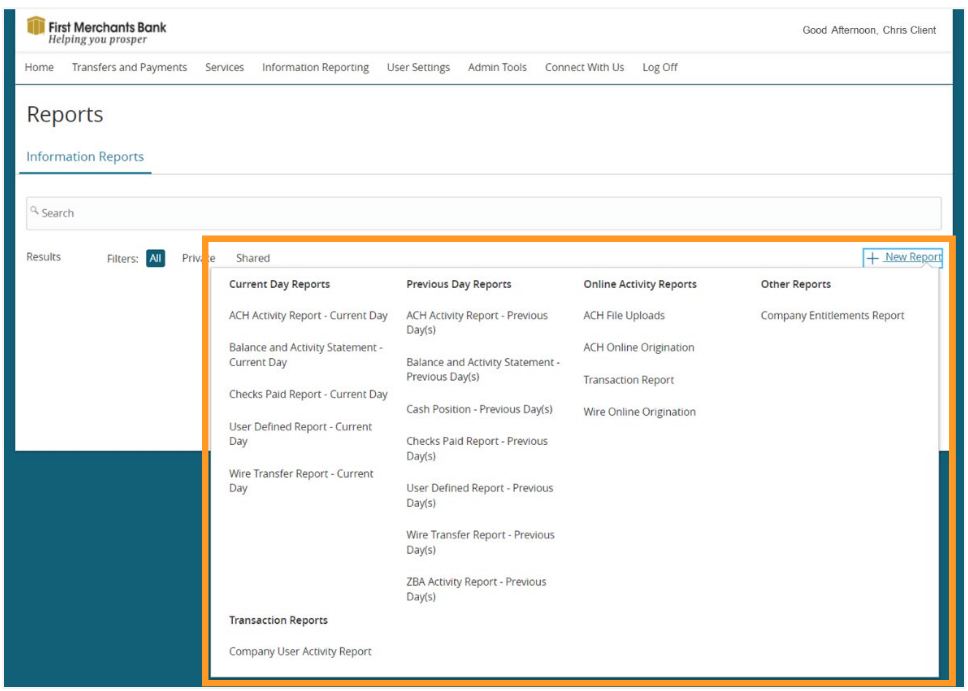
Information Reporting
Online Banking User Guide

Information Reporting has various reports that provide your organization with additional insights. Users can filter information based on specific criteria, specify whether the report is private or shared, rename a standard report, schedule the reports to run automatically, pull reports on-demand and delete previously generated reports. It is important to know that not all options are available for all reports.

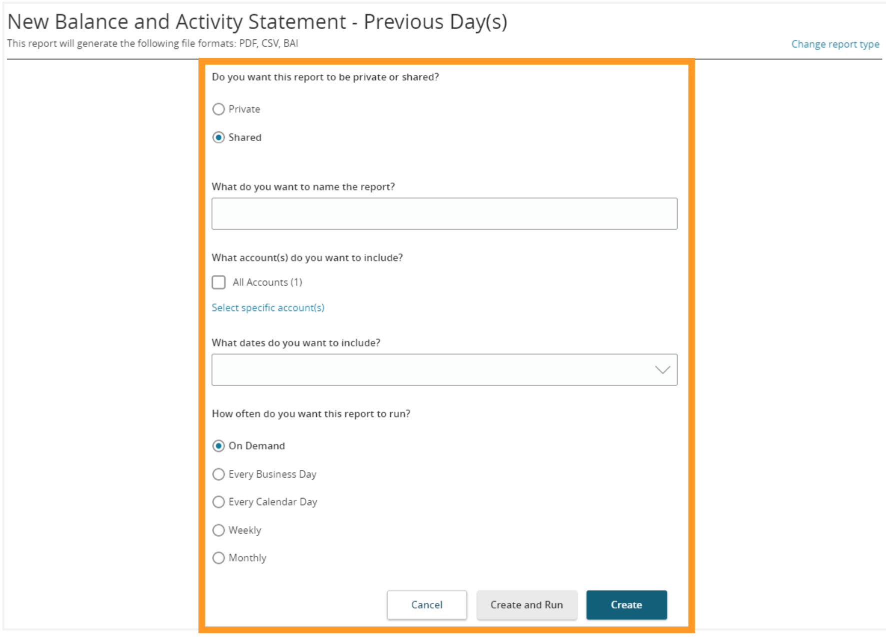
Generating a report

To generate a report:

1. In the navigation menu, select Information Reporting > the Information Reporting tile.



2. Select New Report
3. Click on a report type



For the report type selected provide the report criteria by:

4. Selecting Private or Shared.

   Note: Private reports are only accessible to the user who created the report. Shared reports are accessible to other company users who share the same User Role.

5. Enter a unique name for the report.

6. Complete one of the following steps to add accounts to the report.

   a. To include all the available accounts, select All Accounts.
   b. To choose which accounts to include, select specific account(s) and complete the following steps.

      i. On the Select Account(s) page, you can search for accounts, select or clear all accounts, select accounts by label, or select individual accounts.

      ii. Select Submit to add the accounts to the report or Cancel to return to the previous page.

7. To specify a date range, choose one of the following options:

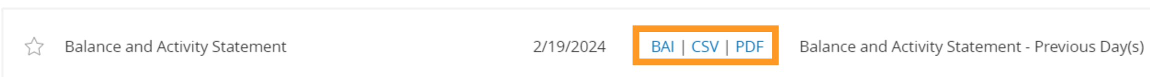
   - Last Business Day
   - Last Week
   - Last Month
   - Last 30 Days
   - Last 60 Days
   - Last 90 Days
   - Custom Dates – For a specific start date and end date.

8. If prompted:
   - Select the transaction types to include in the report.
   - Select how often you want the report to run.
9. Select Create to save the report or Create and Run if you want to run the report immediately.
10. Select OK.

Downloading Reports

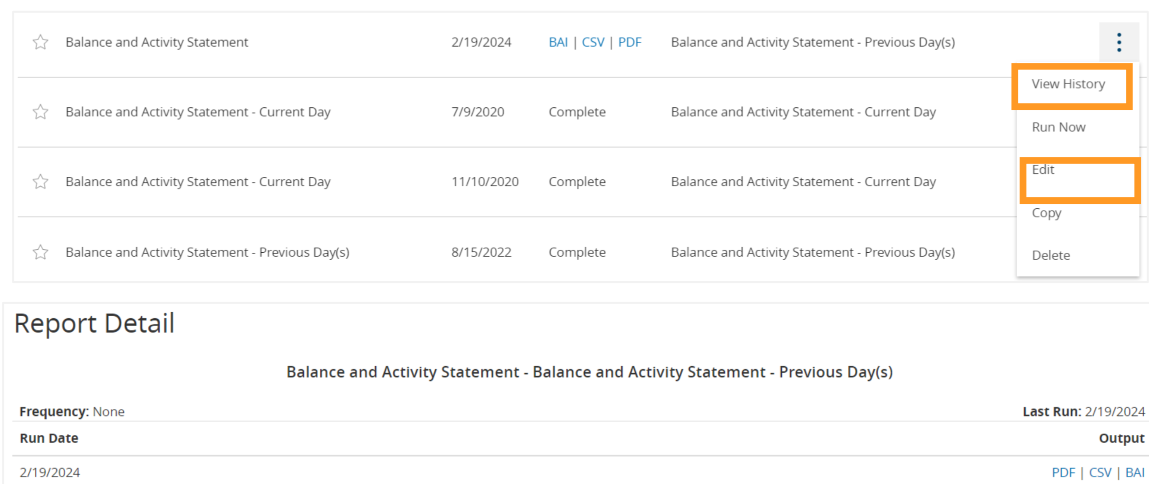
To download the most current version of a report.

1. Select a file format from the Download column on the Reports page.

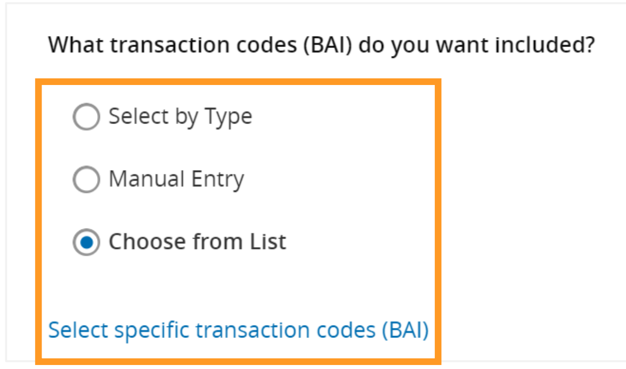


To download a previous version of a report

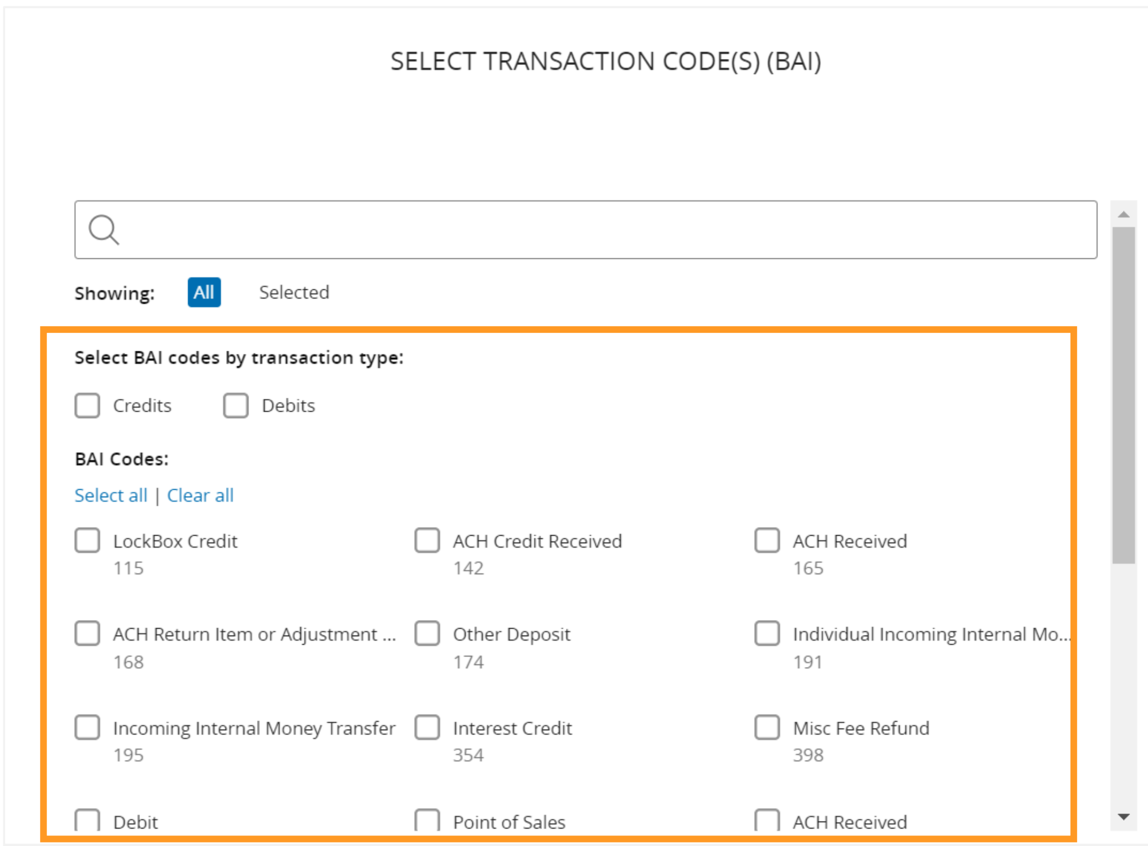
1. Using to the ellipsis menu (⋮), click View History



2. Select an output for the desired run date.



1. For User Defined reports, select the transaction codes (BAI), you want to include. You can select BAI codes by type i.e. debit or credit, enter the codes manually, or select specific codes from a list.



2. Check the box to select specific transaction codes (BAI) or click Select all

Information Reporting reports include:

Report Name	**Report Description**
ACH Online Originations	Provides a summary report of all ACH transactions submitted through the digital banking system.
Wire Online Originations	Provides a report on all Domestic and/or International Wire Transfers submitted through the digital banking system.
Transaction Report	Provides a report of all other (except ACH or wire) transactions submitted through the digital banking system.
ACH Passthru File Upload Report	The ACH Passthru File Upload Report provides summary (file and batch level details) of all NACHA files submitted using ACH Passthru for a user defined date or date range
Company Entitlements Report	Provides a report of all company level and User Role entitlements currently configured and in use within digital banking.
User Activity Report	Provides a report of all digital banking activity for a selected User for a selected date or date range.
Balance and Activity Statement	Provides summary balance information for deposit account(s) providing Opening Ledger Balance, Opening Available Balance, Total Credits (count and amount), Total Debits (count and amount), Closing Available Balance, and Closing Ledger Balance.
Cash Position	Provides detailed balance information for deposit account(s) providing Opening Ledger Balance, Opening Available Balance, Total Credits (count and amount), Total Debits (count and amount), 1 Day Float total, 2+ Days Float Total, Closing Available Balance, and Closing Ledger Balance.
ACH Activity	Provides details for ACH transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number, and Description for each posted ACH transaction.

Checks Paid	Provides details for check transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number, and Description for each posted check transaction.
ZBA Activity	Provides details for ZBA (Sweep) transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number, and Description for each posted ZBA (Sweep) transaction.
Wire Activity	Provides details for wire transactions posted to selected deposit account(s) showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number, and Description for each posted Wire Transfer transaction.
User Defined Report	Provides details for specific transaction types posted to selected accounts showing the Date, BAI Code, Credit Amount/Debit Amount, Serial Number, Reference Number, and Description for each posted transaction.