

FIRST MERCHANTS COMMERCIAL BANKING

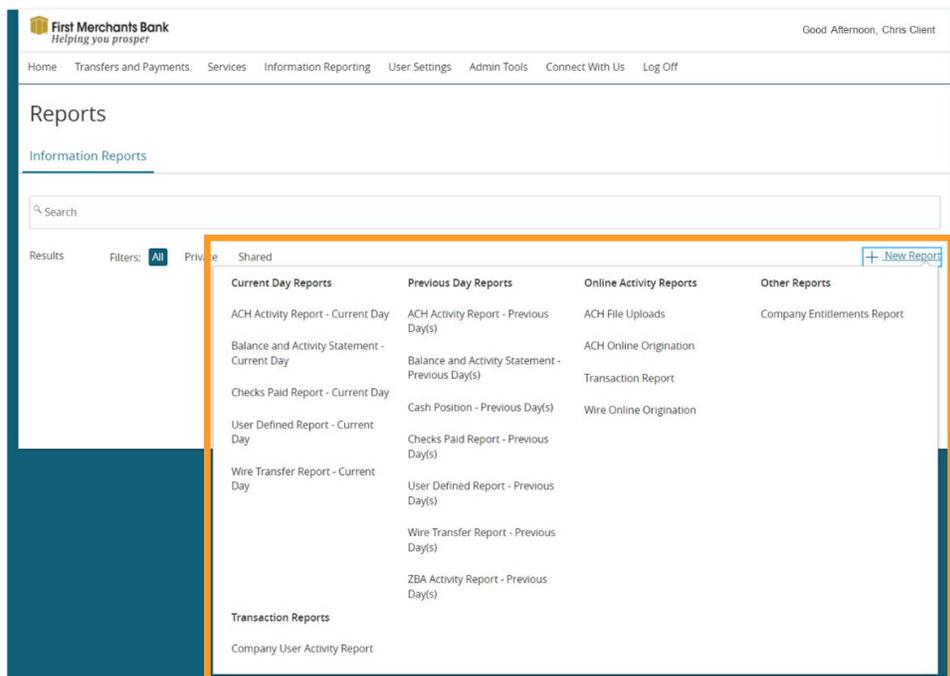
Information Reporting Online Banking User Guide

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

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New Balance and Activity Statement - Previous Day(s)

This report will generate the following file formats: PDF, CSV, BAI [Change report type](#)

Do you want this report to be private or shared?

Private

Shared

What do you want to name the report?

What account(s) do you want to include?

All Accounts (1)

[Select specific account\(s\)](#)

What dates do you want to include?

How often do you want this report to run?

On Demand

Every Business Day

Every Calendar Day

Weekly

Monthly

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.

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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.

| | | | |
|----------------------------------|-----------|------------------------|--------------------------------------------------|
| ☆ Balance and Activity Statement | 2/19/2024 | BAI CSV PDF | Balance and Activity Statement - Previous Day(s) |
|----------------------------------|-----------|------------------------|--------------------------------------------------|

To download a previous version of a report

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

| | | | | |
|----------------------------------------------------|------------|-----------------|--------------------------------------------------|--------------|
| ☆ Balance and Activity Statement | 2/19/2024 | BAI CSV PDF | Balance and Activity Statement - Previous Day(s) | ⋮ |
| ☆ Balance and Activity Statement - Current Day | 7/9/2020 | Complete | Balance and Activity Statement - Current Day | View History |
| ☆ Balance and Activity Statement - Current Day | 11/10/2020 | Complete | Balance and Activity Statement - Current Day | Edit |
| ☆ Balance and Activity Statement - Previous Day(s) | 8/15/2022 | Complete | Balance and Activity Statement - Previous Day(s) | Copy |
| | | | | Delete |

Report Detail

| | |
|-----------------------------------------------------------------------------------|---------------------|
| Balance and Activity Statement - Balance and Activity Statement - Previous Day(s) | |
| Frequency: None | Last Run: 2/19/2024 |
| Run Date | Output |
| 2/19/2024 | PDF CSV BAI |

2. Select an output for the desired run date.

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User Defined Reports

What transaction codes (BAI) do you want included?

- Select by Type
- Manual Entry
- Choose from List

[Select specific transaction codes \(BAI\)](#)

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.

SELECT TRANSACTION CODE(S) (BAI)

Showing: **All** Selected

Select BAI codes by transaction type:

Credits Debits

BAI Codes:

[Select all](#) | [Clear all](#)

| | | |
|-------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> LockBox Credit 115 | <input type="checkbox"/> ACH Credit Received 142 | <input type="checkbox"/> ACH Received 165 |
| <input type="checkbox"/> ACH Return Item or Adjustment ... 168 | <input type="checkbox"/> Other Deposit 174 | <input type="checkbox"/> Individual Incoming Internal Mo... 191 |
| <input type="checkbox"/> Incoming Internal Money Transfer 195 | <input type="checkbox"/> Interest Credit 354 | <input type="checkbox"/> Misc Fee Refund 398 |
| <input type="checkbox"/> Debit | <input type="checkbox"/> Point of Sales | <input type="checkbox"/> ACH Received |

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

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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. |

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|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |