



NTOUCH  
T R E A S U R Y

*N Touch Treasury  
Report Guide*

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# Reporting

Use the **Reporting** menu to view various reports.

The default view is *All Reports* and it contains a combination of the *Favorite Reports*, *Custom Reports*, and *Standard Reports* views.

To find a report, start typing the report name in the **Filter Reports** box at the top of the page. The reports available narrow down as you type until the matching report remains.

To view a report, select **Run Report** within the report name box, and then enter the search criteria.

To add a report to the *Favorite Reports* view, select **Favorite** within the report name box.

A *Favorites saved successfully!*


message appears, the star is filled in, and a color bar appears on the left side of the report name box. To remove the report from the *Favorite Reports* view, select **Favorite** again and the report is removed.

After running a report:

- You can **Download** the reports in PDF format.
- You can **Print** the report.

## Running Reports

Steps 9 through 13 do not apply to all reports.

1. Go to **Reporting > All Reports** or choose a report type.
2. Select **Run Report** of the report to generate.
3. Expand the *Run Reports* search panel.
4. You can change the report selection using the **Select a Report** drop-down list, if necessary.  
The **Report Type** field defaults to the acceptable type of report that is selected. You cannot change the selection.
5. Select either *Date Range*, *Specific Date*, or *# of Prior Days* from the **Date** drop-down list, and then enter the dates using the  calendar feature.  
This field is only available for certain reports. For date-specific reports (e.g., *Current Day Balance*, *Prior Day Balance*, *Current Day Transaction*, and *Prior Day Transaction*), the **Date** field defaults to the correct selection and you cannot change it.
6. Select *Checking* or *Loan* from the **Account Type** drop-down list.
7. Select one or multiple account numbers, or choose *Select All* from the **Account** drop-down list.
8. Determine how you want the report sorted from the **Sort By** drop-down list.
9. Select *Ascending* or *Descending*.
10. Select an option from the **Payment ID** drop-down list, if necessary.
  - Select *Specific Payment ID*, and then enter the ID in the **Specific Payment ID** field.
  - Select *Payment ID Range*, and then enter the dates in the **Payment ID Range** fields.
11. Select an option from the **Amount** drop-down list, if necessary.
  - Select *Specific Amount*, and then enter it in the space available.
  - Select *Between*, and then enter the numbers the amount falls between in the spaces available.
  - Select *Less Than*, and then enter the number you know that the amount is beneath in the space available.
  - Select *Greater Than*, and then enter the number you know that the amount is above in the space available.
12. Select an option from the **Payment Type** drop-down list, if necessary.
13. Select *Inbound*, *Outbound*, or *Both* from the **Transaction Type** drop-down list, if necessary.
14. Select *Debit*, *Credit*, or *Both*, if necessary.

### 15. Select **Run Report**.

The information matching the criteria selected appears in the main panel.

## Deleting Reports

You cannot delete any reports available as *Standard Reports*.

1. Select the **Reporting** menu.
2. Select **Favorite Reports** or **Custom Reports**.
3. Find the report to remove, and then select **Delete** inside the report box.  
A *Confirm Deletion* dialog box appears.
4. Select **Delete Report**.

## Standard Reports

Select the report to view and/or configure that specific report's data.

The *Standard Reports* view has several default reports:

- *Current Day Balance*
- *Current Day Transaction*
- *Date Range Balance*
- *Date Range Transaction*
- *EDI*
- *Prior Day Balance*
- *Prior Day Transaction*

## Current Day Balance Report

Run the *Current Day Balance Report* to view the current day's balance information for all entitled accounts.

Sort the report's data using the table's column headers.

### **TIP**

Export the report data via **Download** or **Print**.

### **Field Definitions: Current Day Balance Report**

The following fields are found on the *Current Day Balance Report*. They are in alphabetical order for quick reference.

#### **Account Name**

The account name for each account on the report. This is the account name assigned by the end user.

#### **Account Number**

The account number for each account that is on the report.

**Account Type**

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

**Available Balance**

The available balance for the account.

**Collected Balance**

The collected balance for the account.

**Credits**

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

**Current Balance**

The current balance of the account.

**Debits**

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

## Current Day Transaction Report

Run the *Current Day Transaction Report* to view the day's transaction information for all entitled accounts.

Sort the report's data using the table's column headers.

**TIP**

Export the report data via **Download** or **Print**.

**Field Definitions: Current Day Transaction Report**

The following fields are found on the *Current Day Transaction Report*. They are in alphabetical order for quick reference.

**Account Name**

The account name for each account on the report. This is the account name assigned by the end user.

**Account Number**

The account number for each account that is on the report.

**Account Type**

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

**Check # / Reference #**

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

**Credit**

The total credit amount for the transaction.

**Debit**

The total debit amount for the transaction.

**Description**

The details about the transaction.

## Date Range Balance Report

Run the *Date Range Balance Report* to view a specific date range of balance information for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Sort the report's data using the table's column headers.

**TIP**

Export the report data via **Download** or **Print**.

### Field Definitions: Date Range Balance Report

The following fields are found on the *Date Range Balance Report*. They are in alphabetical order for quick reference.

**Collected Balance**

The collected balance for the account.

**Date**

Dates that were included in the **Date** filter.

**Debits**

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

**Credits**

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

**Opening Balance**

The balance of the account number at the beginning of that day.

## Date Range Transaction Report

Run the *Date Range Transaction Report* to view a specific date range of transactions for all entitled accounts.

Enter the date range and other details into the *Run Reports* panel to generate this report.

Sort the report's data using the table's column headers.

### TIP

Export the report data via **Download** or **Print**.

## Field Definitions: Date Range Transaction Report

The following fields are found on the *Date Range Transaction Report*. They are in alphabetical order for quick reference.

### Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

### Balance

The balance of the account after the transaction. The *Balance* column disappears if the data is sorted in a way where the running balance is not applicable.

### Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

### Credit

The total credit amount for the transaction.

### Date

Dates that were included in the **Date** filter.

### Debit

The total debit amount for the transaction.

### Description

The details about the transaction.

## Prior Day Balance Report

Run the *Prior Day Balance Report* to view the prior day's balance information for all entitled accounts.

Sort the report's data using the table's column headers.

### TIP

Export the report data via **Download** or **Print**.

## Field Definitions: Prior Day Balance Report

The following fields are found on the *Prior Day Balance Report*. They are in alphabetical order for quick reference.

### Account Name

The account name for each account on the report. This is the account name assigned by the end user.

### Account Number

The account number for each account that is on the report.

### Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

### Available Balance

The available balance for the account.

### Collected Balance

The collected balance for the account.

### Credits

Displays two pieces of information: the credit amount and the number of credits. The credit amount is the total amount of all credit transactions on the account for the data criteria selected.

### Debits

Displays two pieces of information: the debit amount and the number of debits. The debit amount is the total amount of all debit transactions on the account for the data criteria selected.

## Prior Day Transaction Report

Run the *Prior Day Transaction Report* to view the prior day's transaction information for all entitled accounts.

Sort the report's data using the table's column headers.

### TIP

Export the report data via **Download** or **Print**.

## Field Definitions: Prior Day Transaction Report

The following fields are found on the *Prior Day Transaction Report*. They are in alphabetical order for quick reference.

### Account Name

The account name for each account on the report. This is the account name assigned by the end user.



## Account Number

The account number for each account that is on the report.

## Account Type

Lists the account type for the account on the row. Accounts can be *Checking*, *Savings*, or *Loan*.

## Check # / Reference #

Select *Specific #* or *Range* from the drop-down list. Then, enter the check number or reference number used in the transaction.

## Credit

The total credit amount for the transaction.

## Debit

The total debit amount for the transaction.

## Description

The details about the transaction.

## EDI Report

Run the *EDI Report* to view the day's EDI information for all entitled accounts.

Sort the report's data using the table's column headers.

### TIP

Export the report data via **Download** or **Print**.

## Field Definitions: EDI Report

The following fields are found on the *EDI Report*. They are in alphabetical order for quick reference.

### Date

Dates that were included in the **Date** filter.

### Description

The details about the transaction.

### Value

The value for the matching field.

### Amount

The amount of the transfer.

## Electronic Documents

When enabled, *Electronic Documents* allow users to view and manage statements and other documents in an interactive HTML format.

*Electronic Documents* is available from the **Reporting** menu.

Within *Electronic Documents*, you can access the following tabs to view documents and configure electronic document preferences:

- *My Statements*
- *My Notices*
- *Documents*
- *Preferences*