1st Source Bank Helpful Hints: Reports – Reports Overview

BBO Treasury offers a wide array of reports based on user entitlements in the system. The reports can be utilized as-is or may be customized and can be stored in My Reports for easy access. The Export Profile option grants the ability to further customize reporting by allowing users to leverage any combination of accounts and other key transaction data to create data sets relevant to organizational needs. User Reports provides a view of user activity and entitlements within your organization. User Reports are generally only provisioned to this with administrative rights.

Reports Available in BBO Treasury

Reports can be accessed on the BBO Treasury Dashboard using the Reports tab. Listed below are the categories under the tab along with the reports which may be available. Reports are accessible based on entitlements as decided by the user's business or organization. All Report options can be exported to your preferred file format by simply clicking the "Download" option at the top of the page.

Account Reports

ACH Detail
ACH Summary
ACH Return & NOC
Current Day Combination
Current Day Detail
Current Day Detail New
Items
Current Day Summary
Multi Day Statement
Paid Check
Prior Day Combination
Prior Day Detail
Prior Day Detail No Check
Prior Day Summary
Wire Confirmation Detail
Wire Confirmation Summary
Wire Transfer Detail
Wire Transfer Summary

Payment Reports

ACH Detail
ACH Summary
ACH Template Detail
ACH Template Summary
Recipient Detail
Recipient Summary
Wire Confirmation Detail
Wire Confirmation Summary
Wire Detail
Wire Template Detail
Wire Summary

Transfer Reports

Transfer Detail
Transfer Summary
Transfer Template Detail
Transfer Template Summary

Check Services Reports

Check Services Transactions

Special Reports

ACH Block Returns
ACH Returns and Corrections
ACH Returns and Corrections On Us Export
ACH Returns and Corrections Export
Billing Statements Trial
Billing Statements Final
Control Disbursement Detail / Account Number
Control Disbursement Detail / Tax ID
Control Disbursement Summary / Account Number
Control Disbursement Summary / Tax ID
Commercial Loan Statements (Dealer Statements)
Incoming ACH Notice
Incoming ACH Notice By Account
Loan Statements
Open CD Weekly / Monthly

User Activity Report

User Audit Report

User Setup Report

Customizing a Bank Report

All reports excluding Special Reports and User Reports can be customized in BBO Treasury. These can be saved, viewed, and edited at any time to adjust the report parameters as needed.

1. Choose a report to customize from the **Reports** drop down menu.
2. Click the **Customize Report** icon.
3. Each report has specific required parameters that must be populated to create the report needed. These are notated with an asterisk *****
4. Click **Continue**. On the **Preview: Custom Report** screen, the options include **Cancel**, **Edit**, **Save**, **View**, or **Save and View**.
5. If the custom report is saved, you can switch between the **Standard** bank report or the **Custom** report created to view the data at any time.

Configuring My Reports

*Reports in their standard format and any that have been customized can be stored in **My Reports** to give easy access to the most frequently needed report*s.

1. From the BBO Dashboard click **Reports** then select **My Reports**.
2. If reports have previously been created, they will appear under the **Reports** header. If none are listed or a report needs added choose the **Gear Icon** to the right of the **Reports** header.
3. A list of **Available Reports** will give the option to add either **Custom** or **Standard** reports; select the tab that is appropriate for your needs.
4. Check the box for the specific report needed to make it available.
5. Selections made will show in the **Your Selections** column to the right of Available Reports.
6. When finished click **Done**.
7. All reports added will appear under the **Report Name** along with the **Type** of report and will indicate whether the report is **Custom**.

Creating an Export Profile

Export Profiles allow the creation of more specialized reporting which can be edited and utilized when in BBO Treasury. Current Day, Prior Day, and Wire Confirmation reports may be available to a user in the system based on entitlements.

1. From the BBO Dashboard click **Accounts**. Under **Account & Research Tools** choose **Export Profiles**.
2. Select **+ Create Profile**
3. Enter a **Description** and unique **Profile Name** for the payment export profile being created.
4. Assign the payment **File Type**. The type of export files available are **BAI II**, **Comma Separated**, **Quick Books**, **Semi Colon Separated**

SWIFT, and **Tab Separated**

5. Select the **Contents** of the Export file. Only one selection can be created for each profile. A variety of **Current Day**, **Prior Day**, and **Wire** options are available.

6. Choose one or multiple **Accounts** or loan types by checking the appropriate box(es).

7. Select either an **Absolute** or **Relative Date Range**. If Relative is selected configure the range of the report from the drop-down menus.

8. Click **Next**.

9. Place a check in the box under the **Columns** header then select the **Sort By** and **Sort Order**. The columns can be placed in any order by clicking the icon in the **Move** column and dragging to the chosen location.

10. Click **Next**.

11. To select Transaction Information at least one **Transaction Code** or **Summary Code** is required. Place a check in the BAI/SWIFT Code box to select all of the codes available in either the Transaction and/or Summary code sections.

12. Click **Next**.

13. The Review screen confirms the selections made for the created Export Profile. Select Submit Profile to continue.

14. A **Successful Submit** message appears. Click **Manage Profiles** to be returned to the Manage Export Profiles page.

15. To **Edit** an existing profile, select the report name or click the **Edit Icon** under **Actions**. To **Delete** a profile, select the **Trash Icon**.

16. Click the **Build File Icon** under Actions at any time to build the file. Results will be exported using the chosen file format.

17. The **Export History** screen allows the download of the file by clicking the appropriate Export Profile under **Profile Name**. Also, the previous history of other built files will display. The option to download these past files is also available alongside the more recent files created earlier.

User Reports – Activity, Audit, & Setup Reports

User Reports allow specific individuals within an organization to view various activity histories performed within BBO Treasury. These reports must be configured using the options available, and these configurations are unique to each report. Below are general descriptions to assist in selecting the correct report based on administrative needs.

User Activity Report – Allows you to define the criteria to view online activity for one or more user ID's based on user functions. Results may be refined by selecting either specific or all functions within BBO Treasury and all or specific users in the system within a specified date range.

User Audit Report – Allows you to generate a report of system logged changes either to a specific user ID or by a specific user ID. The date range may also be modified.

User Setup Report – Two report types are available which display a user(s) setup structure. A summary report of selected users as well as a listing of users who are entitled to selected services are both available.