

Associated Connect[®]

Reference Guide: Reports

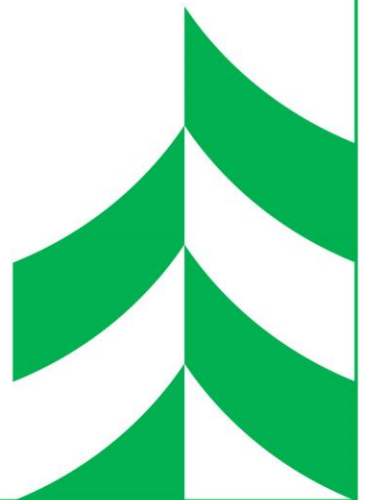















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Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at **AssociatedBank.com/Business** or **AssociatedBank.com/Commercial**. The portal has been divided into three sections:

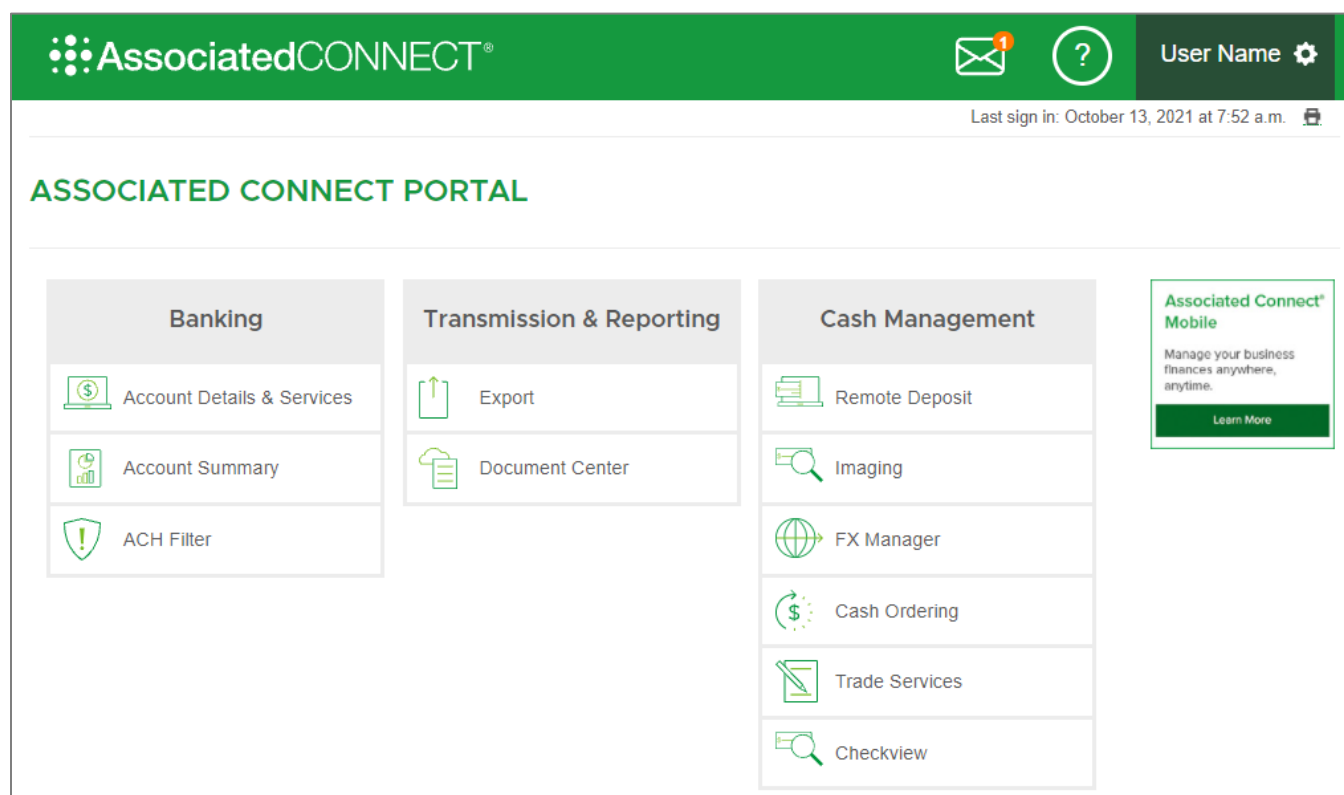
Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account)
		ACH Filter
		Bill Pay
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
Transmission and Reporting		Export
		Document Center
		File Transfer

To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a mobile or physical token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



Available Reports

Below is a description of common reports within the Reports menu of Account Details and Services section of Associated Connect.

Report Category	Report Name	Report Description
My Reports		Provides the user easy access to a user's favorite and/or customized reports.
Account Reports	Paid Check	Provides paid check detail for the prior day for the accounts selected.
	Prior Day Combination	Provides a detailed report for the prior day balances and transactions for the accounts selected. This report can include both credits and debits.
	Prior Day Detail	Provides a detailed report for the prior day transactions for the accounts selected. This report can include both credits and debits.
	Prior Day Summary	Provides a balance and transaction summary based on the account(s) selected.
Payment Reports	ACH Detail	Provides line by line detail for ACH transactions within each batch. This report can be customized by account, date, transaction type, status, or payment type.
	ACH Summary	Provides a summary for ACH transactions by batch. This report can be customized by account, date, transaction type, status, or payment type.
	Wire Confirmation Detail	Provides confirmation detail of wire transfers. This report can be customized by account, date, transaction type and currency.
	Wire Confirmation Summary	Provides a summary of wire confirmations. This report can be customized by account, date, transaction type and currency.
	Wire Summary	Provides a summary of all wire transactions. This report can be customized by account, date, amount range, transaction type and status.
Transfer Reports	Transfer Detail	Provides line by line detail on account transfers, including loan transfers by account, date, status, transaction type and amount range.
	Transfer Summary	Provides a summary of account transfers completed, including loan transfers by account, date, status, transaction type and amount range.
Fraud Control Reports	Positive Pay Items	Provides by account information on Positive Pay items and can include by status, decision, date range and amount range.

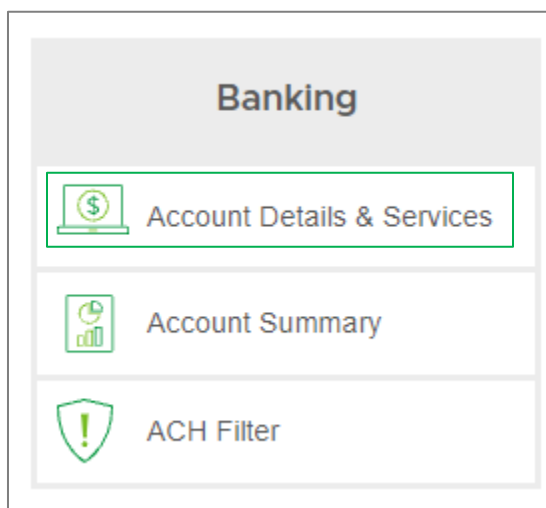
User Activity Report		A customizable report that provides detail on entitlements within the Account Details & Services section by User ID and Date.
User Audit Report		A customizable report that provides detail on entitlement changes made to a specific user or by a specific user, by date.
User Setup Report		A customizable report by user(s) or service(s) which provides a listing of entitlements for each user or each service.

Reports

The Reports Menu in Associated Connect gives you the ability to run standard and custom reports for your organization.

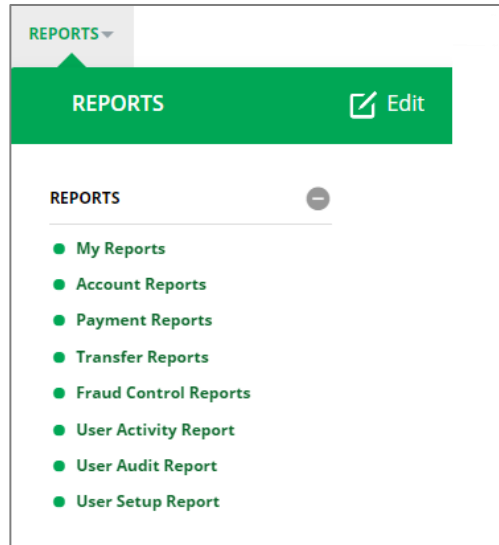
Reports Menu

Associated Connect Reports can be accessed within Account Details & Services.

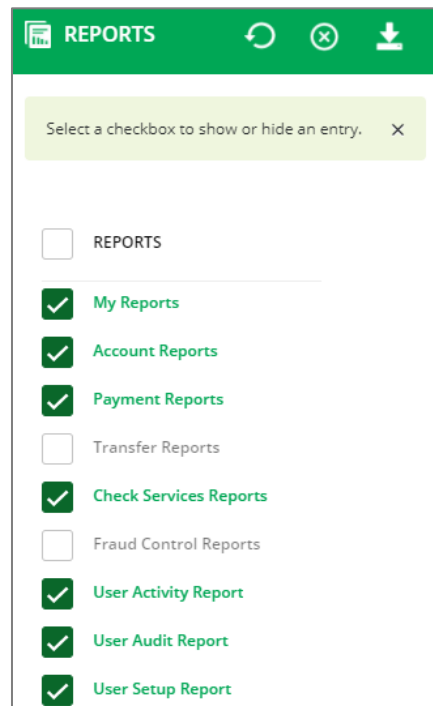


The Reports Menu is located in the Dashboard Navigation. To review your organization's entitlements for Reports, select the Reports Menu to display the drop-down menu.

Note: Your products and services will depend on your user entitlements, selected by your organization.



You can edit your Reports Menu by selecting the **Edit icon** . Here you can edit the menu by checking or unchecking the box next to the product or service..



Click on the  to save changes.

To restore your Reports Menu select the **Restore icon** . Please know that selecting restore will reset all your previously selected customizations. Select **Save** when complete.

Types of Reports

Associated Connect offers a comprehensive suite of reporting options, divided into categories by report topic. Reports can be ran as a standard report, or a customized report to fit your organizations specific needs. A description of our most commonly used reports is noted in the glossary of this guide for you to review.

Note: *Account Activity, Current Day and Prior Day balance reporting can be found and exported from the Accounts menu. For additional detail on how to export this detail, please see the balances guide for directions on how to export data out of Associated Connect.*

Running a Standard Report

To run a standard report, select the report you would like to run from the Reports Menu.

The screenshot shows the Associated Bank dashboard with the 'REPORTS' menu open. The dashboard includes tabs for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, FILE SERVICES, and ADMINISTRATION. The 'REPORTS' dropdown menu lists the following categories:

- My Reports
- Account Reports
- Payment Reports
- Transfer Reports
- Check Services Reports
- Fraud Control Reports
- User Activity Report
- User Audit Report
- User Setup Report

The main content area displays 'ACCOUNT BALANCES' for 'All Accounts'. It includes a table with columns for Business Deposit, Ledger Balance, Available Balance, and Actions. The table lists three accounts with their respective balances as of 12/03/2020 13:50.

Business Deposit ▲	Ledger Balance ▲	Available Balance ▲	Actions
Account 1	\$ 0.00 As Of 12/03/2020 13:50	\$ 0.00 As Of 12/03/2020 13:50	▼
Account 2	\$ 0.00 As Of 12/03/2020 13:50	\$ 0.00 As Of 12/03/2020 13:50	▼
Account 3	\$ 43,463.00 As Of 12/03/2020 13:50	\$ 43,463.00 As Of 12/03/2020 13:50	▼

For the purposes of this guide, the Account Reports menu will be utilized. Once the category of the report is selected, the menu for that category will be populated.

The screenshot shows the 'ACCOUNT REPORTS' page with the instruction: 'Use this page to access standard and customized reports.' The page has a green header with 'REPORTS' and two tabs: 'STANDARD' and 'CUSTOM'. Below the tabs is a table listing standard reports.

Standard Report Name	Type	Action
Paid Check	Prior Day	⚙️
Prior Day Combination	Prior Day	⚙️
Prior Day Detail	Prior Day	⚙️

Select the standard report by selecting the title of the report, noted in **green**.

REPORTS		
STANDARD	CUSTOM	
Standard Report Name	Type	Action
Paid Check	Prior Day	

A second screen will appear where your report will run. Once the report has run, you can view your report, download or print through the toolbar at the top.

TOC	First	Prev	Next	Last	Goto	Page 1	of 1	100%	Download	Print	Help	X
-----	-------	------	------	------	------	--------	------	------	----------	-------	------	---

If you select to download a report, you will be asked to select the file type, page orientation and range. File formats include:

- PDF
- Excel Data
- Excel Display
- RTF
- Fully Editable RTF

Export Report To:

☒ PDF
 PDF Quality: 100
 Split Large Pages: Default
 Page Width:
 Page Height:

☐ Excel Data
☐ Excel Display
☐ RTF
☐ Fully Editable RTF

Tips:
 1. Excel Data format is good for data manipulation. It was designed for tabular and listing reports.
 3. Fully Editable RTF format is good for multi-control editing, but creates significantly larger files than RTF format.
 4. PDF Quality level 100 gives the lowest image quality but the smallest PDF file size, and 300 gives the highest image quality but the largest PDF file size.

Page Range:

☐ All
☒ Current page
☐ Pages:

Enter page numbers and continuous page ranges separated by commas. For example: 1,3,5-12.

View Report

Save or View Report

Once you have defined the parameters for your report select **View Report** or **Save or View Report** to save the report in a location of your choice or view the report.

Running a Custom Report


To run a custom report, select the report you would like to run from the Reports menu.

The screenshot shows the Associated Bank dashboard with the 'REPORTS' menu open. The dashboard includes navigation tabs: DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, FILE SERVICES, and ADMINISTRATION. The 'ACCOUNT BALANCES' section is visible, showing a table with columns: Business Deposit, Ledger Balance, Available Balance, and Actions. The table lists three accounts: Account 1, Account 2, and Account 3. The 'REPORTS' menu is open, showing a list of report categories: My Reports, Account Reports, Payment Reports, Transfer Reports, Check Services Reports, Fraud Control Reports, User Activity Report, User Audit Report, and User Setup Report.

For the purposes of this guide, the Payments Reports menu will be utilized. Please know that fields may vary based on the category of reporting you have selected. Once the category of the report is selected, the menu for that category will be populated.

The screenshot shows the 'PAYMENT REPORTS' page. It includes a header with the title 'PAYMENT REPORTS' and a subtitle 'Use this page to access standard and customized reports.' Below the header is a green bar with the word 'REPORTS'. Underneath is a tabbed interface with 'STANDARD' and 'CUSTOM' tabs. The 'STANDARD' tab is selected, showing a table with columns: Standard Report Name and Action. The table lists three reports: ACH Detail, ACH Summary, and ACH Template Detail, each with a green gear icon in the Action column.

Select the Gear Icon  to customize the report.

REPORTS	
STANDARD	CUSTOM
Standard Report Name	Action
ACH Detail	

Here you will be able to customize your report to your preference. Begin by selecting a name for your custom report and determining if the report will be private where only you can view or shared where other users within your organization can view. Note that fields may vary here based on the type of report you are customizing.

REPORT INFORMATION Required Fields	
Report Name *	Enter a Report Name
Payment Report Name	ACH Detail
Usage	<input checked="" type="radio"/> Private <input type="radio"/> Shared

Next, you will select the accounts you are looking to run the report against. By clicking on the + sign, you will be presented with a list of all your entitled accounts to choose which you would like included in the report.

Accounts *	 Select Accounts	<input type="checkbox"/> Select All Accounts
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By checking the box next to **Select All Accounts**, all accounts you are entitled to will appear in the report. You may click the Edit Accounts button at any time afterwards to remove any accounts that are no longer required for the report.

Accounts *	 Edit Accounts	<input checked="" type="checkbox"/> Select All Accounts
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Depending on the type of report you are customizing, you may need to select a company ID or another corresponding field such as a Transaction Type or Status. For the purposes of this guide, an ACH Detail report is being customized, which requires an ACH Company ID to be selected.

By Clicking on the + sign, you will be presented with a list of your companies Originating ACH Company IDs that you can choose to have included in your report.


Originating ACH Company IDs *


Select IDs

☐
Select All IDs

By checking the box next to **Select All IDs**, all IDs will be included in the report. You may click the Edit IDs button at any time afterwards to remove any IDs that are no longer required for the report.

Originating ACH Company IDs *


Edit IDs

☒
Select All IDs

After selecting your accounts or any corresponding fields, you will be asked to define your date type (create, effective or scheduled).

Date Type *

Select Date Type

Select Date Type

Create Date

Effective Date

Scheduled Send Date

A range can be chosen by selecting either a relative date or an absolute date.

The screenshot shows a web form with two main sections: 'From' and 'To', each with a red asterisk indicating a required field. A dropdown menu is open for the 'From' field, titled 'Select Relative Date'. The menu lists four options: 'Beginning of Current Month', 'Beginning of Current Week', 'Beginning of Prior Month', and 'Beginning of Prior Week'. The 'To' field is currently empty.

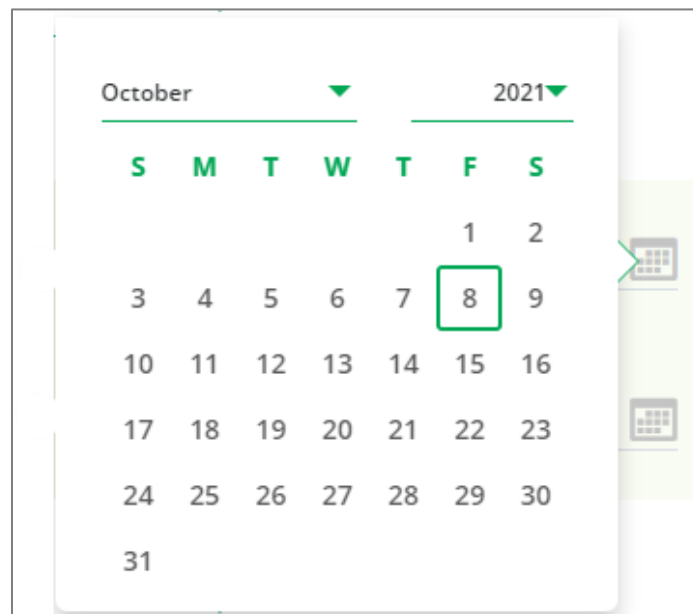
Relative date options include:

From	To
Beginning of Current Month	End of Current Month
Beginning of Current Week	End of Current Week
Beginning of Prior Month	End of Prior Month
Beginning of Prior Week	End of Prior Week
Prior Business Day	Prior Business Day

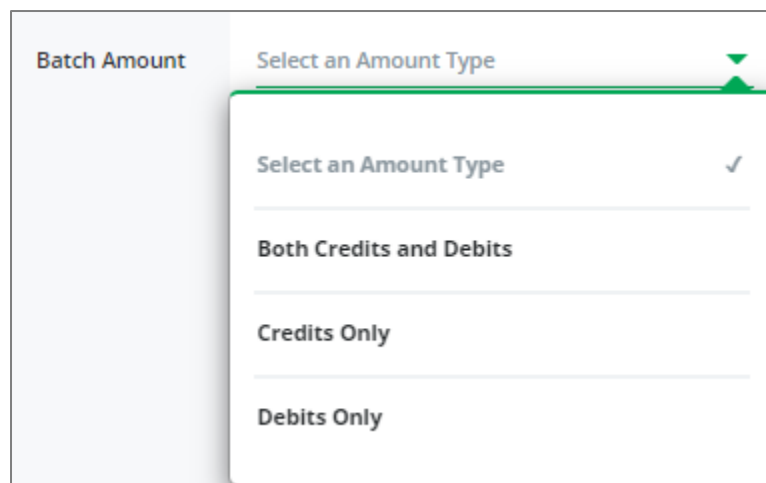
If you select an absolute date, you will be asked to define your dates utilizing a MM/DD/YYYY format.

The screenshot shows the 'Absolute Date' section of the form. A radio button labeled 'Absolute Date' is selected. Below this, there are two input fields: 'From' and 'To', both with a red asterisk. Each field contains the placeholder text 'mm/dd/yyyy' and has a small calendar icon to its right.

You can also utilize the calendar drop down to select your dates.



Once your dates are selected, you may choose to complete the following additional fields for your report. These fields will vary based on the type of report you are customizing. For the purposes of this guide, an ACH Detail report is being customized, where you can define your batch amount by amount type and amount and your transaction amount by amount type and amount.



Batch Amount	Select an Amount Type ▼	
	<input type="radio"/> Single Amount	<input checked="" type="radio"/> Amount Range
	From	Enter an Amount
	To	Enter an Amount
Transaction Amount	Select an Amount Type ▼ ?	
	<input type="radio"/> Single Amount	<input checked="" type="radio"/> Amount Range
	From	Enter an Amount
	To	Enter an Amount

A series of additional optional fields may be available for you to customize your report further. Options will vary based on the type of report you are customizing. Once all fields have been completed, select **Continue**.

Here you will see the detail on the custom report you have created. If the information is correct, select one of the following actions:


- **Cancel:** This option will abandon what was previously created
- **Edit:** This option allows the user to return to previous screens to make changes to the customizations
- **Save:** This option will save your custom report for you to view in the future
- **View:** This option will allow you to view your custom report, however it will not save the report for you to utilize in the future
- **Save and View:** This option will allow you to view your report immediately, but will also save your report for you to view in the future

REPORT INFORMATION

Report Name	Test		
Payment Report Name	ACH Detail		
Usage	Private		
Accounts			
Originating ACH Company IDs			
Date Type	Create Date		
Date Range	From (Beginning of	rrent Month)	
Confidential Batch	Both		

Cancel
Edit
Save
View
Save and View

If you select to **Save or Save and View** your custom report, the report will be saved in the **Custom** report tab, where you can access the report at any time. To rerun the report, select the report title in **green**.

REPORTS				
STANDARD		CUSTOM		
<input type="checkbox"/>	Custom Report Name ▲	Type ▲	Last Updated Date/Time ▲	Action
<input type="checkbox"/>	Test	ACH Detail	10/13/2021 08:39	
				Show 10 ▼
Delete				

A second screen will appear where your report will run. Once the report has run, you can view your report, download, or print through the toolbar at the top, as shown at the beginning of this guide.

Saving Common Reports to My Reports

The My Reports option under Reports is an option for users to store their most frequently used or favorite reports.

The screenshot shows the Associated Bank dashboard with the 'REPORTS' menu open. The dashboard includes tabs for DASHBOARD, ACCOUNTS, PAYMENTS, TRANSFERS, FRAUD CONTROL, CHECK SERVICES, REPORTS, FILE SERVICES, and ADMINISTRATION. The 'REPORTS' dropdown menu lists the following options:

- My Reports (highlighted)
- Account Reports
- Payment Reports
- Transfer Reports
- Check Services Reports
- Fraud Control Reports
- User Activity Report
- User Audit Report
- User Setup Report

The background shows the 'ACCOUNT BALANCES' section with a table of account balances:

Business Deposit ▲	Ledger Balance ▲	Available Balance ▲	Actions
Account 1	\$ 0.00 As Of 12/03/2020 13:50	\$ 0.00 As Of 12/03/2020 13:50	▼
Account 2	\$ 0.00 As Of 12/03/2020 13:50	\$ 0.00 As Of 12/03/2020 13:50	▼
Account 3	\$ 43,463.00 As Of 12/03/2020 13:50	\$ 43,463.00 As Of 12/03/2020 13:50	▼

Within My Reports, the user clicks on the gear icon  to add Standard or Custom reporting to My Favorites.

The 'MY REPORTS' page has a header with a gear icon and the text 'Use this page to configure and view reports.' Below the header is a green bar labeled 'REPORTS' with a gear icon on the right. Underneath is a table with columns for Report Name, Report Type, and Custom. A message at the bottom says 'Click on 'Edit Settings' icon to choose reports.'

The 'EDIT REPORT SETTINGS' dialog shows two sections: 'Available Reports' and 'Your Selections'. In the 'Available Reports' section, the 'STANDARD' tab is selected. The 'Report Category' is set to 'Accounts'. There are fields for 'Custom Report Name' and 'Type'. A checkbox for 'Custom My Report' is present, with 'Current Day' as a label. The 'Your Selections' section is empty. At the bottom are 'Cancel' and 'Done' buttons.

Reports can be filtered by the following categories: Accounts, Check Services, Fraud Control, Payments and Transfers.

A screenshot of a web form showing a dropdown menu for 'Report Category'. The dropdown is open, displaying a list of categories: Accounts (with a green checkmark), Check Services, Fraud Control, Payments, and Transfers. The background form shows fields for 'Report Category', 'Custom Report Name', and a checkbox for 'Custom My Report'.

Once a report is selected from either the Custom or Standard available reports, it will show up in the Your Selections box. Click **Done** when all reports the user would like added are selected.

A screenshot of the 'EDIT REPORT SETTINGS' dialog box. The dialog is divided into two main sections: 'Available Reports' and 'Your Selections'.
 In the 'Available Reports' section, there are tabs for 'CUSTOM' and 'STANDARD'. Under 'STANDARD', there is a 'Report Category' dropdown set to 'Accounts'. Below this is a table with columns 'Standard Report Name' and 'Type'. The table lists four items: 'Current Day Combination' (checked), 'Incoming ACH Detail' (checked), 'Paid Check' (unchecked), and 'Prior Day Combination' (unchecked).
 In the 'Your Selections' section, there is a 'Selected' list containing three items, all with checked checkboxes: 'Custom My Report', 'Current Day Combination', and 'Incoming ACH Detail'.
 At the bottom of the dialog are 'Cancel' and 'Done' buttons.

The reports selected will now show up within My Reports.

MY REPORTS		
Use this page to configure and view reports.		
<div> <div>REPORTS</div> <div> <div>Report Name ▲</div> <div>Report Type ▲</div> <div>Custom ▲</div> </div> </div>		
Current Day Combination	Current Day	
Custom My Report	Current Day	✓
Incoming ACH Detail	Current Day	