

TREASURY MANAGEMENT

EDI Reporting

Navigate to **Reporting** and select **Information Reporting**.

NOTE: An Admin must assign each user the **EDI** entitlement within the **Reporting Entitlements** menu. See page 4 for instructions.



Message Center Notifications Cut-Off Times Last Login: 11/16/2024, 01:12 PM, EST Hi, ksmerlas2 (PAA2270)

DASHBOARD ACCOUNTS PAYMENTS **REPORTING** ADMIN

Electronic Documents
Information Reporting

My Dashboard

LIMITED AVAILABILITY 11/16/2024 and 11/17/2024

Accounts Manage Groups Expand All Collapse All

Operating Accounts (1) Group available balance: \$6.34

Account Number	Account Name	Current Balance	Collected Balance	Available Balance	Details
xxxxxx4667	Penn Part CK 4667	\$6.34	\$6.34	\$6.34	Details

Savings/Sweep Accounts (1) Group available balance: \$4.60

Information Center

Closure for Federal Holidays

Resource

User Guides

Account List



Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

EDI Reporting

Find the **EDI** report and select **Run Report**.

You can select to **Favorite** the report, which will add it to your **Dashboard** widget.



The screenshot displays the 'Information Reporting' section of a web application. At the top, there is a search bar labeled 'Filter Reports' and four tabs: 'All Reports', 'Favorite Reports', 'Custom Reports', and 'Standard Reports'. Below the tabs, there is a grid of report cards. Each card contains the report name, 'STANDARD' status, a plus icon, and 'Run Report' and 'Favorite' buttons. The 'EDI' report card is highlighted with a green border. The other report cards are: 'Current Day Balance', 'Prior Day Balance', 'Current Day Transaction', 'Prior Day Transaction', 'Date Range Balance', and 'Date Range Transaction'.

TREASURY MANAGEMENT

EDI Reporting

In the **Run Reports** menu, enter the search criteria for the transaction you are researching, then select **Run Report**.

The following report filters are available:

- **Posted or Pending**
- **Account**
- **Amount**
 - Specific Amount
 - Between
 - Less Than
 - Greater Than
- **Amount Type**
 - Debit
 - Credit
 - Both

Run Reports <

SAVED REPORTS

Select A Report:
EDI

REPORT FILTER

* Indicates required field.

Posted Pending

Account: *
Select an Account

Amount:
[Text Input]

Amount Type:
 Debit Credit Both

Run Report Save Reset

You can select **Save**, to add a custom report to the **Information Reporting** menu to save the **Report Filters** that were entered.

TREASURY MANAGEMENT

EDI Reporting

To assign **EDI** reporting to a user, navigate to the **Admin** menu and select **User List**.

Select the **Actions** dropdown for the user to be modified, and then select **Edit User**.

Scroll down to **Reporting Entitlements** and check the box for the accounts that the user should have access to **EDI Reports**.

Save Changes, then **Submit for Approval**.

The screenshot shows the Treasury Management interface. At the top, there's a navigation bar with 'Message Center', 'Notifications' (23), 'Cut-Off Times', 'Last Login: 10/23/2024, 02:05 PM, EST', and 'Implementation (PAA2266)'. Below this is the 'ADMIN' dropdown menu, which is open to show 'User List' and 'Create a User'. The 'User List' table shows a user named 'Alerts User' with 'Admin' as the role and 'Enrolled' status. An 'Actions' dropdown is open for this user, showing 'View User', 'Edit User', and 'Copy User'. The 'Alerts User' profile page is shown below, with 'Reporting Entitlements' section. A table lists accounts with checkboxes for 'EDI Report' access. The 'Entitlements' sidebar is expanded to 'REPORTING' and 'Entitlements'. A 'Save Changes' button is visible at the bottom of the entitlements section.

Account Number	Account Name	CDR Balance	PDR Balance	Date Range Balance	CDR Transaction	PDR Transaction	Date Range Transaction	EDI Report
Toggle all		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toggle row	5987	5987	<input checked="" type="checkbox"/>					
Toggle row	8745	NON AA 8745	<input checked="" type="checkbox"/>					
Toggle row	xxx7552	Non AA 7552	<input type="checkbox"/>					
Toggle row	xxx7578	Non AA 7578	<input type="checkbox"/>					



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