

Reporting

Use the Reporting menu to view electronic documents, account reconciliation reports and information reporting.

Electronic Documents

View account statements and loan documents.

- **eStatements/Notices:** View the account statements by account.
 - Account(s): Use the dropdown toggle to change accounts or All
 - Document Type: All, Statement, Notice and Tax
 - Date Range: Most Recent, Prior Month, Prior 3 Months, Prior 6 Months, Prior Calendar Year or Date Range.
- **Sign Up/Changes:** Manage the enrolled accounts by selecting *Enroll Allow Available Accounts and Document Types Shown* or by checking the box next to each individual account in the list.
- **Email Settings:** Manage who will receive the email notifications when eStatements are available.
- **Additional Recipients:** Allow electronic document access to an individual who does not have online banking login credentials.
- **Disclosures:** Southern Michigan Bank & Trust eStatement Agreement and Disclosure is available to review.

Account Reconciliation

Request, run and review an array of account reconciliation reports. Create and save templates of reports utilized frequently.

Create New Report

- Go to **Reporting > Account Reconciliation > Create New Report**
- **Report Type:** Select from the dropdown list
- **Report Name:** Create a Report Name
- **Accounts:** Select account(s) from the dropdown list
- **Activity Period:** Select period
- Select **Save**

Available Reports

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| <ul style="list-style-type: none"> • Account Reconciliation • Consolidated Report • Dormant/Stale Items Purged • Expired Stops • Issued Items - Summary Effect Date • Items Cleared • Non-Issued Checks Paid Returned • Previous Outstanding Items - Detail • Stop Items • Void Items Paid • Activity Period | <ul style="list-style-type: none"> • Adjustment Transactions • Deposit items by Ticket Location • Duplicates Paid Not Issued • Issued Items - Detail Effect Date • Issued Items Paid Previous Period • Items Cleared - Summary • Other Non-Issued Items • Previous Outstanding Items - Summary • Stop Items Voided • Report Name | <ul style="list-style-type: none"> • Checks Paid Returned • Dormant Items • Electronic Transactions • Issued Items - Detail by serial • Issued Not Offset • Items Reconciled • Paid No Issue • Stale Dated Items • Void Items • Accounts |
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Report Templates

Use this view to run reports that have been saved from *Create New Report*.

Report Library

Open, view, download and delete reports that have been ran.

Information Reporting

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

You can download all reports in PDF and CSV formats.

Favorite Reports

Use the *Favorite* option within a report tile to save a report to the *Favorite Reports* view. Reports marked as favorite can be *Run Report* from the Favorite Reports widget on the dashboard.

To remove the report from the *Favorite Reports* view, select **Favorite** again and the report is removed.

Custom Reports

Create and run custom reports.

Create a Custom Report

- Go to **Reporting > Information Reporting > Standard Reports**

NOTE: Use one of the *Standard Reports* to then create a custom report.

- **Select Run Report** within the report tile
- Use the **Run Reports** panel to customize the search
- Select **Run Report** to preview the results
- Select **Save** once the report is defined
- **My Report Name:** Create a report name

Standard Reports

Standard Reports include *Current Day Balance*, *Prior Day Balance*, *Current Day Transaction*, *Prior Day Transaction*, *Date Range Balance*, *Date Range Transaction* and *EDI* reports.

Run Reports

Options within the *Run Reports* search panel.

- **Select a Report:** Choose a different report if necessary
- **Date:** May need selected if a date report is chosen. Select *Today*, *Specific Date*, *Date Range*, *Week-To-Date*, *Month-To-Date* or *Year-To-Date* from the drop-down list. Select dates using the calendar feature if available.
- **Account Type:** Select *Checking*, *Savings*, *Checking and Savings* or *Loan*
- **Account:** Select one or multiple account numbers, or choose *Select All*
- **Sort By:** Determine how you want the report sorted from the drop-down list. Then select *Ascending* or *Descending*.
- **Check Number:** Select *Specific Check Number* or *Check Number Range*. Enter the check number(s).
- **Amount:** Select *Specific Amount*, *Between*, *Less Than* or *Greater Than*. Enter the search amount(s).
- **Transaction Type:** Select type from the drop-down list.
- **Transaction Direction:** Select *Debit*, *Credit*, or *Both*.

Deleting Reports

- Go to **Reporting > Information Reporting > Custom Reports**
- Find the report to remove, and then select **Delete** inside the report tile
- A *Confirm Deletion* dialog box appears, select **Delete Report**

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

NOTE: If a report is deleted on the *Favorite Reports* view, it will also be deleted from the *Custom Reports* view.