

# WESTconsin Business Connect Reports User Guide

The following instructions will provide you with step-by-step details of building and running reports within Business Connect. If you have any questions or need additional assistance, please reach out to Business Services directly. If you are a business owner and would like to apply for Business Connect, <u>CLICK HERE</u>. If you are a business that currently uses Business Connect and have questions, <u>CLICK HERE</u>.

### PAYMENT REPORT INFO

Payment Reports gives permitted Business Administrators and Business Users the ability to build and run reports based on their ACH & Wire payment data and template data. This service is not available on the Mobile App. Data for payment reports is available for 1 year in the past/future.

If there are not payment reports built, a default list of reports is available to choose from including the following payment report types:

- Default Completed ACH Payments Report
- Default Completed Wires Payments Report
- Default Scheduled Payments Report
- Default Declined or Deleted Payments Report
- Default ACH Template Report
- Default Wires Template Report
- Default Scheduled Recurring Payments Report
- Default ACH Pass Through Report

#### **BUILD A PAYMENT REPORT**

There is no limit to the number of templates allowed to be created

- 1. Login to WEST consin Business Connect account
- 2. Click "Reports" from the navigation menu > Click "Payment Reports"
- 3. Click "Build a report"
- 4. Select the type of report being created
  - Six (6) report types
    - Completed Payments Report
    - o Scheduled Payments Report
    - Declined/Deleted Payments Report
    - o Templates Report
    - Scheduled Recurring Payments Report
    - Pass-through Report
- 5. Choose fields of data to display on the report
  - Options depend on the report type selected
- 6. Set filters
  - Date: Max of one year in the past/future
  - Funding account: closed accounts are included
  - Transaction type: credits & debits

- Transaction Description
- Payment type: multiple options show even if WEST consin Credit Union does not support them
- 7. Click "run report", "save report template", or "cancel"
  - If saving report template > enter template name > click save

Build a report		
What type of report do you want to b	uild?	
Completed payments report	•	
Choose the fields you want to displa	y on your report	
Select All		
Raymant ID	2 Bayment Name	- Raumant Tuna
V Paymons io	Y Payment Name	Y Payment Type
✓ Transaction Type	Tax ID Name	Funding Account #
V Payment Amount	Recipient ID	Recipient Name
Recipient Account #	Recipient Routing #	Addenda
Message To Beneficiary	Receiving Bank Message	Same-Day ACH
_	_	_
<ul> <li>Reversal Type</li> </ul>	Reversal Reference ID	✓ Confirmation #
✓ Created By	✓ Approved By	Export Only Fields

## **RUN A PAYMENT REPORT**

After building payment reports, permitted Business Administrators and Business Users can create new reports or chose from saved reports to run at any time.

- 1. Login to WEST consin Business Connect
- 2. Click "Reports" from the navigation menu > Click "Payment Reports"
- 3. Select or search for the saved template
- 4. Click "run report", "save report template", or "cancel"
  - Edit report as needed
  - If changes are made, saving the report template replaces the previously saved template

#### MANAGE PAYMENT REPORT TEMPLATES

- 1. Login to WEST consin Business Connect
- 2. Click "Reports" from the navigation menu > Click "Payment Reports"
- 3. Select or search for the saved template
- 4. Click "Options"
- 5. Select "Edit report template", "Run report", "Export report", or "Delete"

Reports		Build a report
These are reports that have been saved as template.		
Showing all reports	▼ Search e.g.: Report XYZ	
Reports	Last run date	
payment settlement report Completed payments report	Jan 25, 2019	Options 🔻
1-19-19 Scheduled payments report	Jan 19, 2019	Options 🔻
template report test Templates report	Aug 03, 2018	Run report
scheduled payment report - Lori Scheduled payments report	Aug 28, 2018	Export report
Template report -Lori Templates report	Aug 28, 2018	Delete

### MULTI-ACCOUNT REPORT INFO

Payment Reports gives permitted Business Administrators and Business Users the ability to view transaction history and totals for a single or across multiple TINs on a single report. This service is not available on the Mobile App.

Multi-account reporting offers:

- Consolidated reporting for up to fifteen accounts
- 1 year of transaction history for ACH transactions & Wires
- 3 months of transaction history for all other inquiries
- Predefined and custom date ranges
- Filtering by amount and check number
- Filter by transaction description and transaction type
- Check and deposit ticket imaging
- Report export in Comma Separated Values (CSV) format
- Report print

#### **RUN A MULTI-ACCOUNT REPORT**

- 1. Login to WEST consin Business Connect account
- 2. Click "Reports" > "Multi-Account Reports" from the navigation menu
- 3. Select the account types you wish to include
  - a. Checking or Savings
- 4. Select specific accounts to include in your report
  - a. All available suffixes will show as options
- 5. Set date/date range for report
  - a. 1 year of transaction history for ACH transactions & Wires
  - b. 3 months of transaction history for all other inquiries
- 6. Click "Submit"

#### **REVIEW MULTI-ACCOUNT REPORT**

After running a report, review the on-screen information. Additional options include:

- Filter Filter by amount of check #
  - Enter up to 10 check numbers separated with commas (,)
  - Filters apply to all accounts and are not applicable to report export
- Expand all Expands all accounts
- Export Select CSV > Click "Export" > Name file > Click "Export"
  - Exported reports will become available to download in the Generated Reports tab

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Report	Generated Reports 1	Reports Favorites	

• Print – prints the on screen report

### **GENERATED REPORTS TAB**

Generated reports show all downloadable reports and are available for the past 10 days.

To download a generated report:

1. Click "Download" next to the report you wish to view

#### **REPORTS FAVORITES TAB**

Reports can be saved to "favorites" when generating the same report multiple times, a day or week. The favorites drop down lists the favorites saved for a specific user as well as shared reports available to all business users entitled to Multi-Account Report. Users can manage the saved report favorites under "Report Favorites".

- When a Multi-Account Report is generated, it can be saved as a favorite by **selecting** the *Save* icon.
  - Save the report to "My Reports" or "Shared Reports"
    - *My Reports* are reports created by a user that only that user can view, edit, copy, or delete.
    - Shared Reports are reports that any business user can view or copy. Users will not be able to edit or delete a Shared Report created by another user.
    - Users who generate a shared report with accounts that they are not entitled to can view the report but only with the accounts to which they are entitled.

Multi-Ac	count Repo	ort										
Report	Generated Repo	orts 0	Reports Favo	orites								_
Favori	ites	•										
Accou	int Types 🔹	Selected A	accounts (12)		•	Prior Month				•	Submit	
Trans	sactions						<u>.</u>	Expand all	C Export	₿ <u>Print</u>	E Save	
Manage Repo	orte Foweritee											
0 1	or is Favorites											
	onts Favorites							0	Search			
Report Name	of is Favorites			Last run date				Ō	Search			
Report Name My reports	JI IS FAVORILES			Last run date				O	Search		,	
Report Name My reports May Report	JILS FAVORILES			Last run date				Ō	Search	✓ Edit   42	✓ Copy   ≅ Delet	► te
Report Name My reports May Report Shared reports	JILS PAVOI ILES			Last run date				0	Search	/ <u>Edit</u>   Ø	Copy   🖻 Dele	N te
Report Name My reports May Report Shared Report 1	JILS PAVOI ILES			Last run date				٥	Search	/ Edit   20	Copy   ® Dele	↑ ↑ te

• Reports can be edited by clicking the *Edit* button. Only the user who created a report favorite can edit the report. The report type (My Report or Shared Report) cannot be edited.

Report Details
Name
May Report
My Reports Shared Reports
Account Types
Account Types 🔹
Account
Select Accounts
Date Range
May 01, 2023 - May 15, 2023
Filters
From amount
To amount
Save Report Cancel

 Reports can be copied by clicking the Copy button. The function to copy a favorite is available for all *My Reports* and *Shared Reports* (depending on user's entitlements).

Copy Report	
Report Details	
Name	
Enter name	
My Reports  Shared Reports	
Account Types	
Account Types	
Account	
Select Accounts 👻	
Date Range	
Apr 01, 2023 - Apr 30, 2023 -	
Filters	
From amount	
To amount	
Save Report Cancel	

• Reports can be deleted by clicking the *Delete* button. Only the user who created the report favorite will have access to delete the report.

## **FAVORITES DROP DOWN**

• The Favorites drop-down consists of two sections: My Reports and Shared Reports. My Reports are those reports that a user has created and saved and are only accessible by that user. Shared Reports are saved reports that can be accessed by all users within a business.

1ulti-Aco	count Report			
Report	Generated Reports 0	Reports Favorites		
Favori My Re May	rports / Report	elect Accounts	• May 01, 2023 - May 15, 2023	▼ Submit
Share T Shar	d Reports red Report 1			₹ <u>Filters</u>
Shar	red Report 2			

• When a report is selected from the Favorites drop-down, a message displays confirming that the user wishes to generate the selected report. When confirmed, the report displays.

