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Introduction to Information Reporting

Information Reporting, allows you to view information about your bank accounts & transactions. Options available include:

- Viewing account summaries and transaction details
- Accessing balance & transaction reports, as well as other bank reports
- Exporting balance and transaction data
- Searching for and viewing statements
- Searching for an image of a check or deposit ticket/items

These functions are accessed through the Services → Information Reporting in Intellix®.

Your access to the different features and accounts within Information Reporting is based on your organization’s entitlements and your permissions.

Viewing the Account Summary

The Account Summary screen provides an overview of all of the accounts and balances that you have permission to see. Balance information includes opening ledger, current ledger, opening available, current available balance, 1-Day Float and 2 or more days float.

From the Account Summary you can:

- Customize the view in terms of columns, accounts and other information; customizations can be saved as new “Views”
- Drill into transaction details for a specific account
- View the Account Statement Report for a specific account
To view the Account Summary, select **Account Summary** from the **Services → Information Reporting** menu.

The opening ledger and current available columns show the balances for the accounts.

The balances are current as of the time listed in the “Last Updated” column.

**NOTE:** If you have access to current day reporting, you will be provided with the current balance. You can also click “Refresh your List” to refresh the data every 2 minutes.

**CUSTOMIZING THE ACCOUNT SUMMARY SCREEN**

There are various functions available on the Account Summary to customize your view. Functions include:

- **Manage Columns** to remove or add columns of information
- **Drag and drop** columns to change the order of information
- **A filter** to limit the accounts (with associated information) based on set criteria. This function can be used on the Account Summary screen in order to locate an account or narrow the accounts in the view
- **Create Account Groups** that can be used in a filter
- **Views** to quickly select a saved customized view/filter
MANAGING COLUMNS

In the upper-right corner of the Account Summary is a “Manage Columns” link.

By clicking this link, you can select or deselect columns and click OK.

If you would like to change the order of the columns, you can simply drag-and-drop a column to your desired location.

USING VIEWS AND SAVING CUSTOMIZATIONS AS A VIEW

If you customize your Account Summary screen, once you leave the screen and return, the Account Summary will revert back to the default view. However, you can save your customizations as a new view and make it your default view if you prefer.

1. Click Manage next to the View drop-down.
2 To save view changes (e.g. order of columns, removal of columns, applied filters) as a new View, click the **Save View** link and provide a name for the View.

3 To make a View your default view, select the **Manage** link, select the View, and click **Set as Default**.
CREATING AN ACCOUNT GROUP

If you have many accounts, you may wish to create Account Groups that can be used in a filter. For example, if your organization has many real estate properties with multiple accounts for each property, you can create an account group for each property.

1. Click the Account Groups link from the Account Summary.

2. Click the Add button.

3. Enter an Account Group Name.

4. Click Add Accounts.

5. Select the accounts that you wish to include in the group.

6. Click Use Selected Item. Accounts selected display for the Group.

7. Click Save.


9. Click the Account Summary link to return to the Account Summary screen.
USING THE FILTER ON THE ACCOUNT SUMMARY SCREEN

The “Filter” function is available on almost all Information Reporting screens. This function can be used on the Account Summary screen in order to locate an account or narrow the accounts (with associated information) displayed in the view.

1 Click the Filter drop-down arrow to choose the field (column) on which to filter.

For example:

• Choose Account Number or Account Nickname to locate a particular account. This is particularly helpful for organizations with many accounts.

• Choose Account Group to filter by a saved group.

2 Enter or select the criteria for the chosen field and click Go.
The Account Summary will display accounts that fit the selected criteria.

**NOTE:**
- Click **Clear Filter** to clear the filtered results.
- If you perform another filter without clearing the filtered results first, it will search within the filtered results, not all accounts.

**VIEWING TRANSACTION DETAILS**

To view transaction details for a specific account, click anywhere on the row showing the Account Number. The transactions for the account display on the detail screen.

**NOTE:** Similar to the Account Summary screen, the Transaction Details screen contains a filter to locate the details you may wish to view. You can also customize this View using the same functions explained in the Account Summary section. Transaction Details are available for up to three months from the Account Summary screen. They are available in reports for up to 18 months.
From this screen, you can:

A. View additional advice transaction details for wires or ACH by clicking the View Details link in the Add’l Details column. (You may need to scroll to the right to see the Add’l Details column.)

Transaction Details display (Wire example included here):

- Click the Print or Export button to print or export the details.
- To return to the Transaction Details, click Cancel.
- To return to the Account Summary, click View Account Summary.
B. View an image of a check or deposit ticket by clicking the icon in the Image column.

C. An image will appear:
VIEWING AN ACCOUNT STATEMENT REPORT

From the Account Summary, an Account Statement Report can be opened for a particular account. 

1. Click the **Actions** menu for the desired account and select **Account Statement Report**.

The Account Statement Report displays.

![Account Statement Report](image)
Balance and Transaction Reports

Balance & Transaction Reports

- Available history for Balance & Transaction Reporting (up to 18 months)

**REPORT DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACBS Facility Loan Report</strong></td>
<td>Displays details for all single or multiple deal facilities for Commercial loans.</td>
</tr>
<tr>
<td><strong>Business Loan Detail Report</strong></td>
<td>Displays details for business lines of credit including rates, payoff amounts, amount due, etc.</td>
</tr>
<tr>
<td><strong>Business Loan History Report</strong></td>
<td>Displays transaction history for business lines of credit including balance, interest paid, etc.</td>
</tr>
<tr>
<td><strong>CD Balance Report</strong></td>
<td>Displays information on balance &amp; interest earned for CDs.</td>
</tr>
<tr>
<td><strong>Controlled Disbursements Detail Report</strong></td>
<td>Displays funding requirements &amp; details for Controlled Disbursements accounts.</td>
</tr>
<tr>
<td><strong>Inclearing Report</strong></td>
<td>Displays a report of all check transactions drawn on the account for a specific time period.</td>
</tr>
<tr>
<td><strong>Lockbox Detail Report</strong></td>
<td>Displays detailed information about deposits made via Lockbox.</td>
</tr>
<tr>
<td><strong>Pending NSF Items Report</strong></td>
<td>Displays an early window of all Not Sufficient Funds (NSF) items processed the evening before that will be evaluated by a Capital One Relationship Manager for payment. You may cover these items with a balance transfer to assist your Relationship Manager’s NSF review and decisioning.</td>
</tr>
<tr>
<td><strong>Sweep Report</strong></td>
<td>Displays rate &amp; earning details for accounts that utilize Sweep investment services.</td>
</tr>
</tbody>
</table>
### Current Day Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Position Report</td>
<td>Displays opening account balances for the current day.</td>
</tr>
<tr>
<td>Current Day Availability Report</td>
<td>Displays opening ledger and available balances for each account.</td>
</tr>
<tr>
<td>Current Day Transaction Detail Report</td>
<td>Displays all available detail about transactions for the current day.</td>
</tr>
<tr>
<td>Current Day Transaction Summary Report</td>
<td>Displays a one-line summary of all current-day transactions. Clicking on a transaction displays the details of the transaction.</td>
</tr>
</tbody>
</table>

### Prior Day Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Statement Report</td>
<td>Displays daily cash balances with debit and credit details for a specific period of time.</td>
</tr>
<tr>
<td>Prior Day Balance – Export Format Report</td>
<td>Displays all posted balance information from prior day. The report is designed for use with the client applications or spreadsheets. Data is presented in simple columnar, comma-separated format suitable for exporting, without formatting, page headers/footers, group, or report totals.</td>
</tr>
<tr>
<td>Daily Balance History Report</td>
<td>Displays the historical balances for the requested accounts.</td>
</tr>
<tr>
<td>Prior Day Transaction Detail Report</td>
<td>Displays all available detail about the transactions for the requested date range.</td>
</tr>
<tr>
<td>Prior Day Transaction Summary Report</td>
<td>Displays a one-line summary of all prior-day transactions. Clicking on a transaction displays the details of the transaction.</td>
</tr>
<tr>
<td>Prior Day Transaction – Export Format Report</td>
<td>Displays the transactions, closing, and float balances for one or more accounts. The report is designed for use with third-party applications or spreadsheets. Data is presented in simple columnar, comma-separated format suitable for exporting, without formatting, page headers/footers, group, or report totals.</td>
</tr>
<tr>
<td>Running Balance Report</td>
<td>Displays transactions by account, including transaction and balance totals for the account.</td>
</tr>
</tbody>
</table>
REPORT FILTERS

When running Information Reporting reports, there are filter options to narrow the information that displays in the report. One of the options for Current Day Transaction Detail report is a ‘Since Last’ filter option. This can be used in a current day reporting scenario to see new transactions since the last time you ran the report. In order to use the ‘Since Last’ option, you need to create & save a filter with the ‘Since Last’ option selected when you run the report from the report list.

![Prior Day Transaction Detail](image1)

![Current Day Transaction Summary](image2)
PRINTING OR EXPORTING A REPORT

At the top of the report are controls to print or export the report.

<table>
<thead>
<tr>
<th>Prior Day Transaction Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Export</td>
</tr>
</tbody>
</table>

To print the report:
1. Click the **printer icon** at the top of the report.
2. Follow the printing instructions specific to the browser being used.

To export the report:
1. Click the **export icon** at the top of the report.
2. Follow the exporting instructions specific to the browser being used.
EXPORTING BALANCE AND TRANSACTION DETAIL

The Export feature allows you to download specific bank account data in BAI, Quicken and QuickBooks format.

1. Select Export Information from the Services → Information Reporting menu. The Export Information screen shows existing export requests and their status.

2. Click the Create Export link.

3. Complete the Export Data form:
   - Export Type: Select which format you would like to export the data to
   - File Name: Enter the name you wish to use for the file
   - Date Range: Select the date range from the options available
   - Account Details: Specify the details you wish to download
4 Click **Create Export**. A confirmation message displays.

![Confirmation message](image)

5 Click **Close**. The export request will display on the *Export Information* screen with Status of the export request.

![Exports table](image)

**NOTE:** The status will change to Complete once the export has finished.

6 When the export is complete, click **Download** from the *Actions* menu for the Export item.

![Download button](image)

7 You can then save the file to your local drive or network.
Exporting and Downloading Statements

The Statements function allows you to search for and export statements issued by the Bank – such as eStatements (i.e. bank account statements) and Account Analysis statements. Statements will export in PDF format and will be available for download in a Zip file.

1. Select Statements from the Services → Information Reporting menu. The Statements screen displays.

2. Complete the search details:
   - **Statement Type:** Options include eStatement and Account Analysis statement.
   - **Date Range:** The date range of the statement – limited to a one-year time period at a time.
   - **Account Details:** Select one or more accounts to be included.
3 Click **View Results**. Statements will display that match the search criteria.

4 Select the **Statements** you wish to download.

5 Click **Download**. A message will appear informing you that your request is being processed. A Zip file with the statements will be available from the **Export Information** screen.

6 Select **Export Information** from the **Services → Information Reporting** menu. The **Export Information** screen shows existing export requests and their status.

7 For the exported item that contains your statements, click **Download** from the Actions drop-down menu.

8 Follow the prompts to save the file.
Searching for a Check or Deposit Ticket Item Image

The Image Inquiry feature allows you to search for the image of a check or deposit ticket/item. For deposit tickets, you will first get the list of the Deposit Tickets. You can then see the image of the ticket or view the list of checks (with associated images) that make up that deposit.

1. Select **Image Inquiry** from the **Services → Information Reporting** menu. The **Image Inquiry** filter screen appears.

2. Select **Checks Presented** or **Deposit Ticket/Items** from the **Image Type** drop-down. Additional fields appear to help you narrow down your search.

3. Select the **Account** you wish to search.

4. Select the **Data Range** to search.

5. If you are searching for a check, you can enter a **Serial Number** or **Amount**.

6. Click **View Results**. Results display based on the specified criteria.

7. To view an image from the results, click the item.
For Deposit Tickets, you can click the row and items that make up the deposit will display. You can then click an item to view an image. While viewing an image, you can flip the image to view other side, zoom in and out, rotate, save, or print the image.
Creating an Alert

An Information Reporting alert generates an automatic email message when certain events or conditions occur. For example, an Incoming Wire alert can be generated when a Wire transaction meeting certain preset criteria is received by your organization.

1. Select Manage Alerts from the Profile drop-down in the upper-right corner.

The Manage Alerts list screen displays.

2. Click Add. The Alert Settings detail screen displays.

3. In the Alert Group field, select Information Reporting.

4. For the Alert Type field, select the appropriate alert type:
   - **Closing Available Balance**: Notifies the recipient when the closing available balance reaches a certain amount.
   - **Closing Ledger Balance**: Notifies the recipient when the closing ledger balance reaches a certain amount.
   - **Transaction Notification**: Notifies the recipient that a transaction meeting certain criteria has been received by your company.
   - **Bank Report(s) Available**: Notifies the recipient when a Bank Report is received.
5 Enter an **Alert Name**.

6 Enter an **email address** in the **Recipient** field.

7 Click **Continue**. A **Filter** section displays, which is used to specify the criteria which must be met in order for the alert to be sent.
Within the *Account Number* section, “All Items” is set by default. If needed, change this setting to include or exclude accounts – and select the accounts to include or exclude.

Enter an *Amount* that will trigger the alert.

Optionally, you can choose whether the transaction is a debit or credit and you can enter a customer reference.

Choose a specific *Transaction Type* that will trigger the alert.

Click *Save*. A confirmation displays.

You can click *Add New Record* to add another alert, or click *Close* to close the message and return to the *Alert Settings* screen.