Search Deposit Account Activity (single user profiles)

1. Click **Reports > Accounts**.
2. Complete the following fields:

Output To	**Screen, CSV file**, **PDF**, **QIF file**, **QuickBooks®**, **Microsoft Money®**, or **Quicken®**. The **QuickBooks®**, **Microsoft Money®**, and **Quicken®** options might not be available to all company users. Custom file export formats are fixed or delimited file definitions created by users in the company.
Account	List of entitled accounts.
Date	**Specific Date**, **Date Range**, **Previous Business Day**.
Transaction Types	**Debits**, **Credits**, **Checks**.
Amount (Optional)	**Exact Amount** or **Range**. If a decimal is not entered, the amount is interpreted as a whole dollar.
Check Serial Number	**Exact Number** or **Range from/to**
Detail Option	**Include transaction detail**

3. Click **Search**.

Search Deposit Report Activity (multiple user profiles)

1. Click **Reports > Deposit Account Reporting > Activity**.
2. Complete the following fields:

Output To	**Screen**, **BAI2 file**, **CSV file**, **CSV file - all fields**, **PDF**, **QIF file**, **Microsoft Money® file**, **QuickBooks®**, **Quicken®**, or a custom file export format. The CSV file - all fields option allows company users to download all information including information in the **Additional Reference** column. The **QuickBooks®**, **Microsoft Money® file**, and **Quicken®** options might not be available to all company users. Custom file export formats are fixed or delimited file definitions created by users in the company.	
Account	List of entitled accounts.	
Date	**Specific Date**, **Date Range**, or **Previous Business Day**.	
Transaction Types	**All Transactions**	Includes all debit and credit transactions.
	All Credits	All deposits, ACH credits, wire credits, and/or other credits.

All Debits	All checks, ACH debits, wire debits, and/or other debits.
Selected Groups	**Deposits**, **ACH Credits**, **Wire Credits**, **Other Credits**, **Checks**, **ACH Debits**, **Wire Debits**, or **Other Debits**.
Transaction Codes	**All Codes**, **Deposits**, **ACH Credits**, **Wire Credits**, **Other Credits**, **Checks**, **ACH Debits**, **Wire Debits**, **Other Debits**. If **All Codes** is selected, click the **Transaction Codes** drop-down and select one or more codes.

3. **Optional:** Click the **Show Advanced Options** link to search for specific transactions and customize how the search results are displayed. Advanced options are only available when one account is selected.

   a. Complete the **Display Options** fields:

   Account Sort. Determines how the search results are sorted; specifically: **Account number**, **Description**, **ABA number and account number**, or **ABA number and description**.

   Include. Transaction detail, **Subtotals for selected transaction groups,** and/or **Totals by day for the selected date range.**

   b. **Optional:** Complete the **Advanced Search Options** fields:

   Amount. Exact Amount or **Range.** If a decimal is not entered, the amount is interpreted as a whole dollar.

   Check Serial Number. Exact Number or Range.

   Description Search for transactions by their descriptions.

4. Click **Generate Report**.

View a Summary of Loan Notes

1. Click **Reports > Loans > Manage Loans**.
2. Click the chevron icon ( ) to expand the row for one loan account and view its notes or click the **Show All Notes** link to expand all rows and view all notes at once.
3. Click the link in the **Account Number/Note ID** column or click the more actions icon ( ) and select **Loan Summary - Notes**.

Search Recent Statements/Documents

Search for the latest statements or documents.

1. Click **Reports > Statements and Documents**.
2. If more than two accounts are enrolled for online document viewing, select a **View** option:

Most recent documents for an account type	View the latest statements or documents for a specific account type (analysis, checking, credit card, certificate of deposit, loan, or savings). This option does not appear if fewer than two accounts are enrolled.
Documents for a specific account	View the statements/documents for a particular account.

3. Do one of the following:
   - If **Documents for a specific account** was selected:
     - Select a **Filter By Account** option: **All accounts**, **Checking accounts**, **Credit card accounts**, **Savings accounts**, or **Recently used**
     - Select an **Account**.
   - If **Most recent documents for an account type** was selected, select an **Account Type**: **Checking accounts**, **Credit card accounts**, or **Savings accounts**.
4. If applicable, select a **Document Type**: **Analysis statement**, **Statement**, or **Notice**.

   Note: *Some of the Document type options may not be available to all company users.*
5. Click **Continue**.

Search Older Statements/Documents

Search for statements/documents received before the last 60 days.

1. Complete the Search Recent Statement/Documents task.
2. Click the **Search for older or specific documents** link.
3. Fill in or select a **Document cycle date** and then click **Search**.

Set up Online Viewing for Statements/Documents

Company administrators are responsible for setting up accounts for online delivery of statements and documents.

1. Click **Reports > Statements and Documents**.
2. Click the **View and maintain document preferences** link.
3. Click the **Delivery Preference** drop-down beside an account and then select one of the following: **Online**, **Online & Paper**, **Delivery Preference**. **Online** should be used for combined online statements for the primary account.

   Online & Paper enrolls the account for online statement/document delivery and continues the delivery of the paper statement.
4. Click **Continue**.
5. If applicable, review the service agreement and click **I agree** to accept it.
6. Click **Save Preferences**.