

TD eTreasury[®] Reports Guide



America's Most Convenient Bank[®]

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1 Introduction

1.1 Overview

This guide contains the standard reports that correspond to services or functions within TD eTreasury.

Please note all standard reports can be customized to create new reports. Please see the TD eTreasury User Guide for added information.

1.2 Access to Reports

The reports available in TD eTreasury and in this guide are visible to users when:

- The company is subscribed to a service for which a report is associated.
- The user has been given permission by the company's System Administrator to view reports.

1.3 Automated Delivery of Reports

TD eTreasury offers the option for reports to be e-mailed to users via PDF. However, charges may apply for this service. Please check with the appropriate individuals within your company prior to signing up for automated delivery of reports and potentially incurring additional charges for added services.

2 Reports

2.1 My Reports

This section allows the user to select and move their preferred reports and save them under this tab.

1. Click the Reports tab on the Main menu.
2. Select My Reports
3. To add reports, select the gear icon and select the desired reports on the left to add them to the My Reports selection. You can choose from Standard Reports or Custom Reports.
4. Click Done when finished.

2.2 Functional Reports

This section allows the user to select and move their preferred reports and save them under this tab.

1. Click the Reports tab on the Main menu.
2. Select the appropriate Functional area to see the available reports.

Account Reports

Report Name	Description
ACH Detail	Report contains current day detail information regarding incoming ACH transactions for a user's entitled accounts. Report can contain both ACH Credits and Debits received but not originated by the customer on TD eTreasury. Details include the description of payment, sender's information, amount and date at the account level.
ACH Summary	Report contains current day summary information regarding incoming ACH transactions for a user's entitled accounts. Report can contain both ACH Credits and Debits received but not originated by the customer from TD eTreasury. Summary information includes amount totals by account.
Controlled Disbursement Detail	Report contains current day detail information regarding Controlled Disbursement debit items for a user's entitled accounts. Details include check number and amount for each incoming debit item.
Controlled Disbursement Summary	Report contains current day summary information regarding Controlled Disbursement debit items for a user's entitled accounts. Summary information includes amount totals by account.
Current Day Combination	Report contains current day/memo-posted summary and transactional information contained on both the Current Day Detail and Current Day Summary reports. Each account displays both summary and detail information separated by credits and debits.
Current Day Detail	Report contains current day detail information including all current day activity at the account level. Details include the description, sender/receiver information, amount, and date.
Current Day Detail New Items	Report contains current day detailed transaction data since the last time the current day detail was retrieved for the user requesting the report.
Current Day Summary	Report contains current day summary information including all current day activity at the account level. Details include the description, sender/receiver information, amount, and date.
Incoming ACH Detail	Report contains current day detail information regarding incoming ACH transactions for a user's entitled accounts with more detail than the ACH Detail report. Report can contain both ACH Credits and Debits received but not originated by the customer on TD eTreasury. Details include the description of payment, addenda, sender's information, amount and date at the account level.
Multi-Day Statement	Report contains statement data from the beginning of the current month through the date requested.
Paid Check	Report contains prior day detail for paid checks only. Includes check number, amount, and date.
Prior Day Combination	Report contains prior day summary and transactional information contained on both the Prior Day Detail and Prior Day Summary reports. Each account displays both summary and detail information separated by credits and debits.
Prior Day Detail	Report contains prior day detail information including all prior day activity at the account level. Details include the description, sender/receiver information, amount and date.
Prior Day Detail No Check	Report contains prior day summary information including all prior day activity at the account level with the exception of paid checks.

Report Name	Description
Prior Day Summary	Report contains prior day summary information including all prior day activity at the account level. Details include the description, sender/receiver information, amount, and date.
Wire Confirmation Detail	Report contains current day detail information including all incoming and outgoing wires at the account level. Detailed information includes both originating and beneficiary account information.
Wire Confirmation Summary	Report contains current day summary information including all incoming and outgoing wires at the account level. Summary information includes amount and type of wire.
Wire Transfer Detail	Report contains current day detail information regarding incoming Wire transactions for a user's entitled accounts. Report shows credits received but not originated by the customer on TD eTreasury. Details include the description of payment, sender's information, amount and date at the account level.

Payment Reports

Report Name	Description
ACH Detail	Report contains current day detail information regarding incoming ACH transactions for a user's entitled accounts. Report can contain both ACH Credits and Debits received but not originated by the customer on TD eTreasury. Details include the description of payment, sender's information, amount, and date at the account level.
ACH Summary	Report contains current day summary information regarding incoming ACH transactions for a user's entitled accounts. Report can contain both ACH Credits and Debits received but not originated by the customer from TD eTreasury. Summary information includes amount totals by account.
ACH Template Detail	Report contains ACH template details for all entitled accounts. Details include originator information, beneficiary information, and details of payment.
ACH Template Summary	Report contains ACH template summary for all entitled accounts. Summary includes originator information and payment information.
Recipient Detail	Report contains saved recipient information from the recipients list including name, account, address, and any other available information.
Recipient Summary	Report contains saved recipient summary information from the recipients list including name and recipient type.
Wire Confirmation Detail	Report contains current day detail information including all incoming and outgoing wires at the account level. Detailed information includes both originating and beneficiary account information.
Wire Confirmation Summary	Report contains current day summary information including all incoming and outgoing wires at the account level. Summary information includes amount and type of wire.
Wire Detail	Report contains current day detail information regarding outgoing Wire transactions for a user's entitled accounts. Report shows wires originated by the customer on TD eTreasury but not credits received. Details include the Sequence Number, Confirmation Number, Status, Amount, Beneficiary Information, and User History.

Report Name	Description
Wire Summary	Report contains current day summary information regarding incoming and outgoing Wire transactions for a user's entitled accounts. Report contains credits received but not originated by the customer on TD eTreasury. Details include the description of payment, sender's information, amount and date at the account level.
Wire Template Detail	Report contains Wire template details for all entitled accounts. Details include originator information, beneficiary information, and details of payment.
Wire Template Summary	Report contains Wire template summary for all entitled accounts. Summary includes originator information and beneficiary information.

Transfer Reports

Report Name	Description
Transfer Detail	Report contains current day detail information regarding transfers for a user's entitled accounts. Details include Transaction number, value date, To/From accounts, confirmation number, status, amount, memo, and user actions.
Transfer Summary	Report contains current day summary information regarding transfers for a user's entitled accounts. Details include Transaction number, value date, To/From accounts, confirmation number, status, amount, and memo.
Transfer Template Detail	Report contains detail information regarding transfer templates for a user's entitled accounts. Details include Template Name, To/From Accounts, Availability, Status, Limit, Default Amount, Memo, and Number of Approvers Required.
Transfer Template Summary	Report contains summary information regarding transfer templates for a user's entitled accounts. Details include Template Name, To/From Accounts, Default Amount, and Memo.

Check Services Reports

Report Name	Description
Check Services Transactions	Report returns Check Services Transactions for the current day on the user's entitle accounts. Details include Account, Type, Check Number, Check Date, Amount, Status, Reason, Expiration Date, User ID, and Entry Date/Time.

Fraud Control Reports

Report Name	Description
ACH Authorization Rules	Report returns all ACH Authorization rules for the user's entitled accounts. Details include Rule Name, Account, Originating Company Name, Originating Company ID, Effective/Expiration Dates, Amount, Amount not to Exceed, and Status.
ACH Positive Pay Items	Report returns the current day's ACH Positive Pay Suspects. Details include Account, Reference Number, Originating Company Name, Originating Company ID, Date, Amount, Credit/Debit indicator, SEC code, Status, and Return Reason.
Manual Issue and Cancel Instructions	Report returns all manually created issues and cancels created for user's entitled accounts. Details include Account, Check number(s), Issue Type, Issue Date, Amount, Status, Sources, Payee, Created Date, and User Activity.
Positive Pay Items	Report returns the current day's Check Positive Pay Suspects. Details include Account, Serial Number, Presentment Date, Presentment Amount, Issue Amount, Reason, Status, Decision, Timestamp and User ID.

File Services Reports

Report Name	Description
File Upload Summary Report	Report queries for file upload transmissions. Details include File Type, Status, Last Modifier, and Last Modified Date.

2.3 Special Reports

The options displayed may vary based on user access.

1. From the main menu, navigate to Reports > Special Reports
2. View reports currently available based on your company's subscriptions (additional charges may apply for Special Reports).

Report Name	Description
ACH Notification of Change (NOC)	Used by a financial institution to notify a company to correct or change account information in an entry the federal agency processed through the ACH.
ACH Returns	Used to display ACH items that were returned. This lets the originator know the ACH Network couldn't collect funds from or deposit funds into a Receiver's account.
ACH EDI Reporting (Electronic Data Interchange)	The electronic interchange of business information using a standardized format; a process which allows one company to send information to another company electronically rather than with paper.
Account Analysis Statements	A monthly statement outlining the banking services provided to your business. The statement is usually comprised of the company's average daily balance and the charges that the company incurs from the bank.
ARP Recon (SMS Deposit and Recon Reports)	Reporting to allow for Account Reconciliation depending on your company subscriptions.

2.4 User Reports

The options displayed may vary based on user access.

1. From the main menu, navigate to Reports
2. View reports currently available based on your user's permissions.

Report Name	Description
User Activity Report	The user activity search generates activity summaries for a wide variety of company user functions. For example, searching for "General User Session: Change Password" results in a list that displays a log for every time the system has processed a user request to change a password.
User Audit Report	Report returns selection of Modifications By a specific user or To a specific user.
User Setup Report	Report contains options of setup reports by User, by Services, Custom, or All.