

Advanced Reporting

USER GUIDE



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Welcome

Welcome to the Advanced Reporting User Guide

Advanced Reporting is a new resource in Business Online that gives you access to features like balance and transaction alerts, incoming and outgoing payment alerts, expanded export formats, a dashboard view of accounts and custom transaction views, as well as a number of helpful account reports.

If you have questions or need additional assistance call 800-480-4862, weekdays, 7:30 am to 6:00 pm ET or email tmcs.customer.service@huntington.com.

HIGHLIGHTS OF ADVANCED REPORTING:

FLEXIBLE DESIGN

Payment Center gives you multiple ways to accomplish routine tasks thanks to simple, intuitive navigation.

FOCUSED SEARCH CAPABILITIES

Perform a detailed search for a single transaction, or use filter functionality to search through various transaction types, date ranges, and various other data to find what you need.

VERSATILE REPORTING

You can meet most reporting needs by using various List View widgets that can be filtered and customized to include your reporting criteria. A menu of standard report formats is available to meet your basic reporting needs efficiently. You also have flexibility in filtering and exporting data into multiple formats such as Excel, CSV, PDF, Word, and more for analysis and presentation.

BALANCE AND TRANSACTION ALERTS

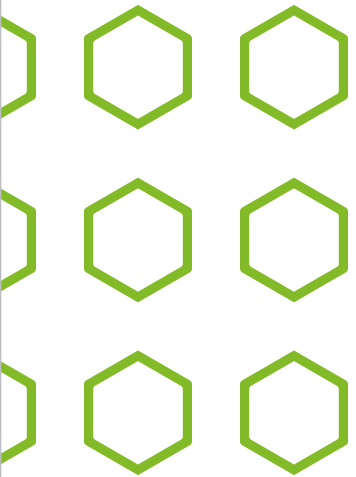
Alerts keep you connected with balance and transaction information. Build Alerts around incoming Wires for certain dollar amounts, or be notified when your account balance is too high or too low, just to name a few.

ROLE-BASED ENTITLEMENTS

You can define a group of specific entitlements as a Role, and apply that Role to multiple Users. When you change a Role definition, it applies to each User in that Role.

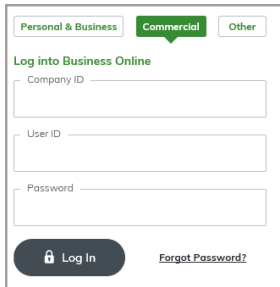
SECTION 1

Getting Started



Opening Advanced Reporting

1. Visit **huntington.com**.
2. Select **Commercial** in the Online Services section:
3. Enter your Company ID, User ID, Password, then click **Log In**.



Personal & Business **Commercial** Other

Log into Business Online

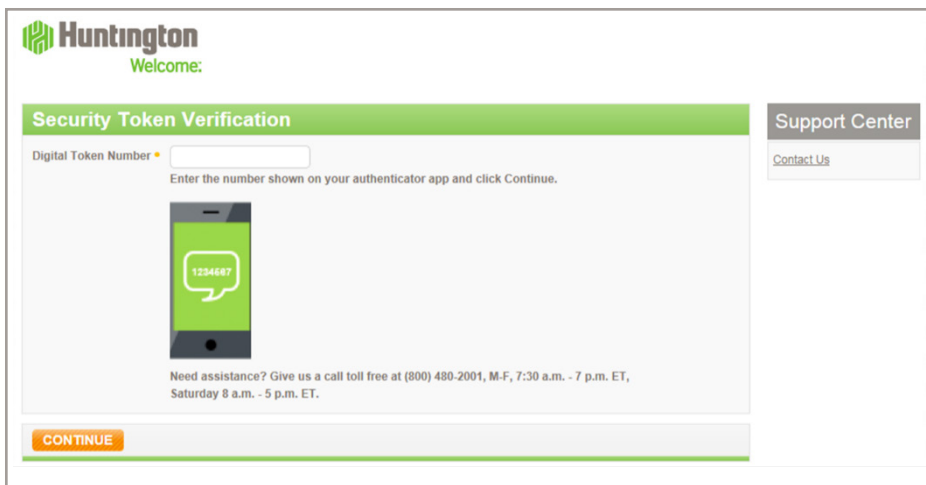
Company ID

User ID

Password

Log In [Forgot Password?](#)

4. The following login screen will appear:



Huntington
Welcome:

Security Token Verification

Digital Token Number

Enter the number shown on your authenticator app and click Continue.

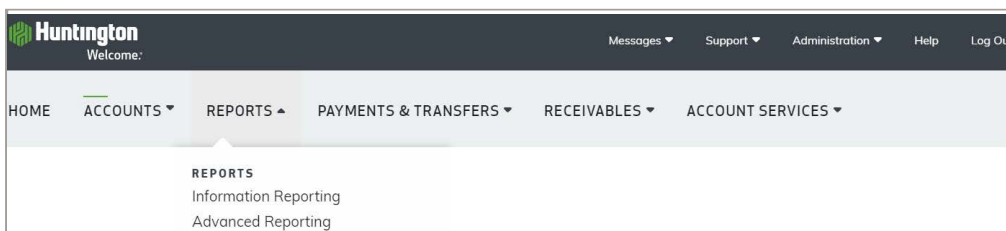
1234567

Need assistance? Give us a call toll free at (800) 480-2001, M-F, 7:30 a.m. - 7 p.m. ET, Saturday 8 a.m. - 5 p.m. ET.

CONTINUE

Support Center
[Contact Us](#)

5. Enter your Token Number and click **Continue**.
6. Select **Accounts** from the main menu, then select **Advanced Reporting** from the sub-menu.



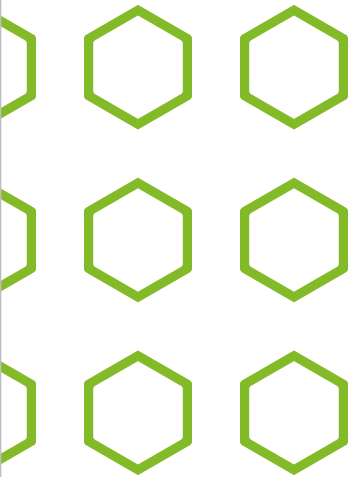
Huntington
Welcome:

Messages Support Administration Help Log Out

HOME ACCOUNTS REPORTS PAYMENTS & TRANSFERS RECEIVABLES ACCOUNT SERVICES

REPORTS
Information Reporting
Advanced Reporting

SECTION 2



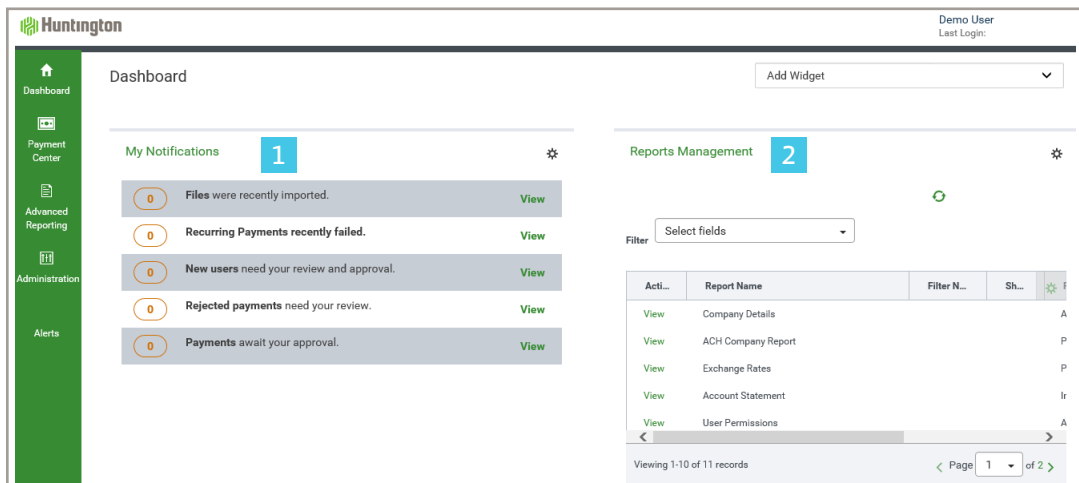
The Dashboard

Widgets

When you log in to Advanced Reporting, you land on the dashboard, the home page of Payment Center. This is the central control panel for launching activities that you perform on a regular basis. It can be personalized to help you work more efficiently.

If your browser zoom settings are at 98% or higher, you will see the main menu navigation on the left-hand side of the screen. If not, the main menu options will be across the top of the screen.

A group of widgets can be placed on the Dashboard that allow you to quickly access the Advanced Reporting functions that you use the most. Some widgets are available when you first log on. You can personalize your Dashboard by adding or removing widgets.



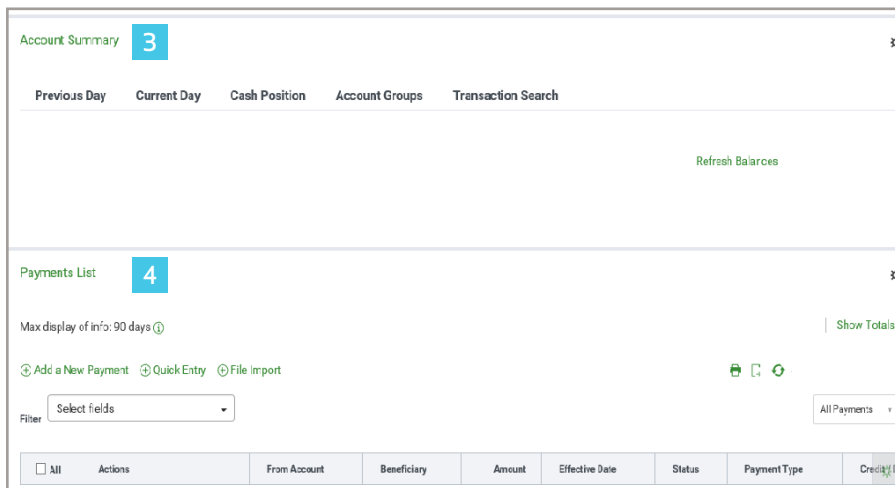
1 My Notifications Widget:

A list of notifications based upon the services available

2 Reports Management Widget:

A list of predefined reports available

↓Scroll down the page to view additional widgets↓



3 Account Summary Widget:

Advanced Reporting workspace for balances and transactions

4 Payments List Widget:

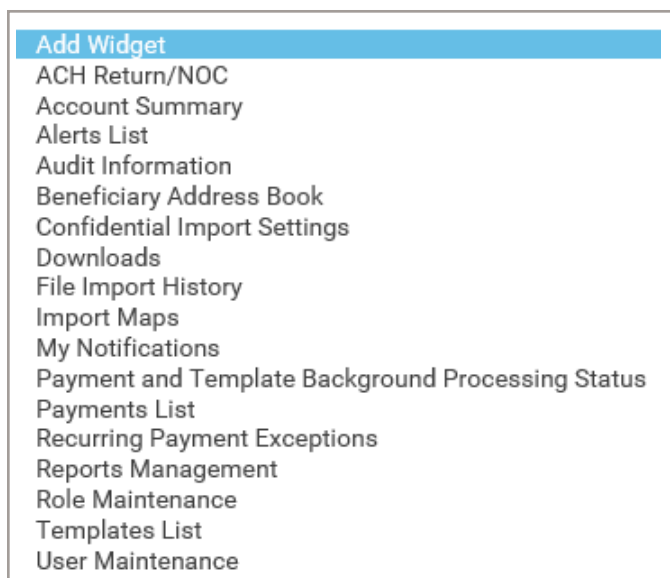
A list to manage Payments


Personalizing the Dashboard

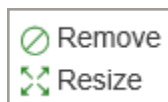
The Dashboard can be customized to your specific preferences to best suit your daily needs and tasks so you may remain productive and efficient.

When you first log in to Payment Center, you will see pre-installed widgets. To add, resize, remove, or rearrange the widgets, follow these steps:

1. **To add a widget**, click **Add Widget** at the top-right of the Dashboard

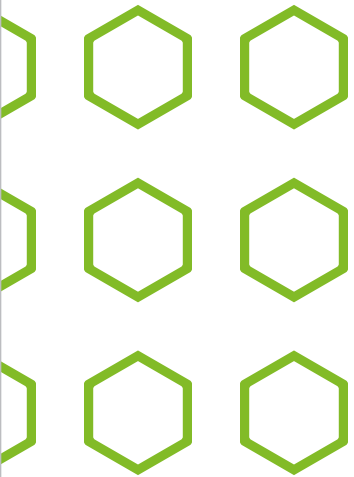


2. A list will open with all the available widgets. Select a widget by clicking on it, and the system will add the selected widget at the bottom of the screen in full size. To view the added widget, scroll down the page to the bottom. Note: depending on your Role and the services set up for your organization, you might not see all of the options shown above.
3. **To remove or resize a widget**, select the gear icon  on the right-hand side of the screen, then select **Remove** or **Resize** from the list. **Resize** will either make the widget full-size or half-size depending upon the size the widget was prior to resizing.



4. **To rearrange the widgets**, use a simple drag-and-drop-technique. Hover over the title of the widget to move, and when the cursor changes from an arrow to a cross, click and then drag the widget up or down the page to the desired position.

SECTION 3



Client Administration



Add a User

If you are a primary User with access to Administration (an Admin), you will be able to create, modify, and delete Users and Roles.

To assign permissions for your Users, you will need to establish Roles. (Each Role is a set of permissions that can be assigned to one or more Users, which will make the permissioning process much easier to define and maintain). **Note: If no Roles exist, you must create a new Role before setting up a new User. To establish new Roles, see page 19.**

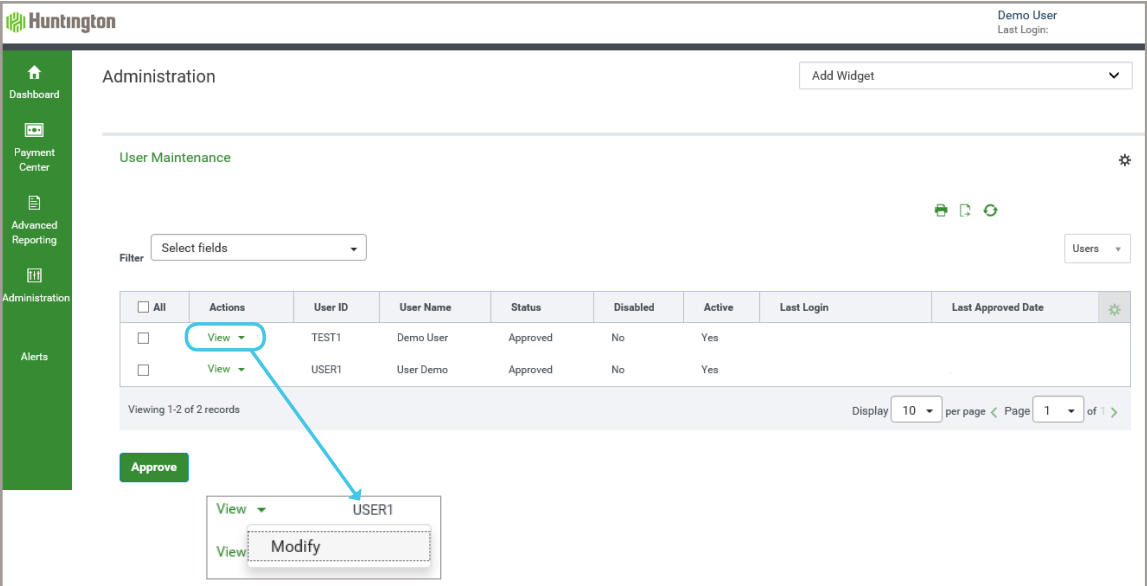
CREATE A NEW USER

1. Admins must first add new Users via Business Online. This can be done by an Admin within the Administration Tab of Business Online.
2. While adding the User, entitle them to use Advanced Reporting on the **User Service Permissions** screen. This creates a new set of options within Advanced Reporting to modify Roles and permissions.
3. Click **Save** at the bottom of the screen after adding your User and making entitlements. For additional help adding Users in Business Online, see the Administration tab in the Help link in Business Online.

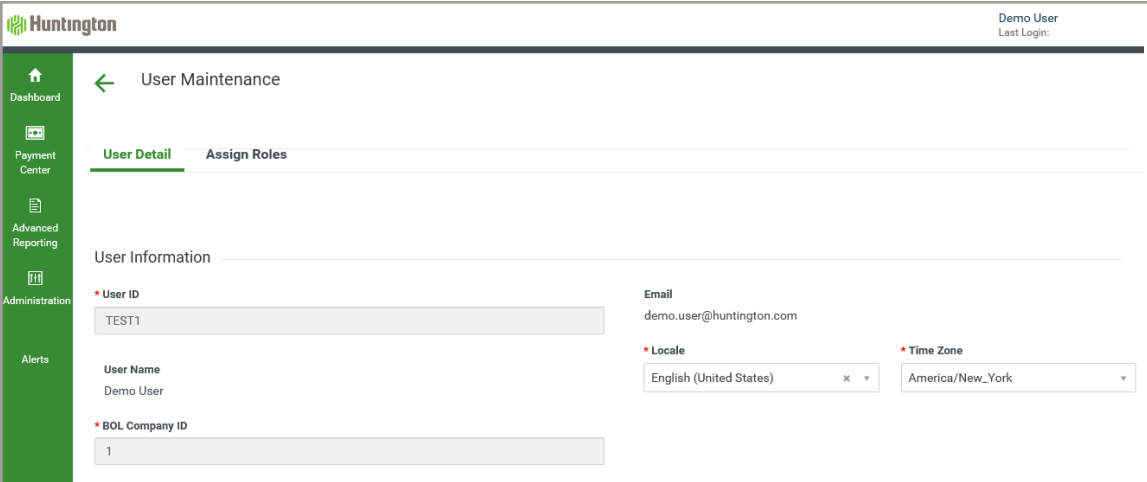
Modify a User or Add a Role to a User

To make changes to a User's information or permissions, follow these steps:

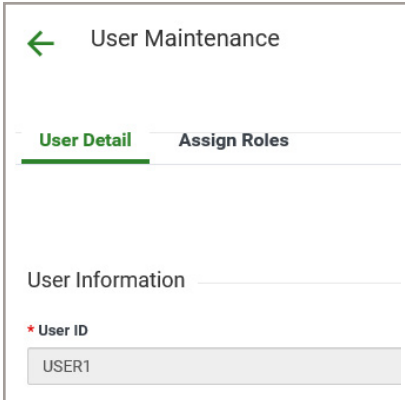
- 1. In Payment Center, select **Administration**, then **User Maintenance** from the main menu.
- 2. The following screen appears:



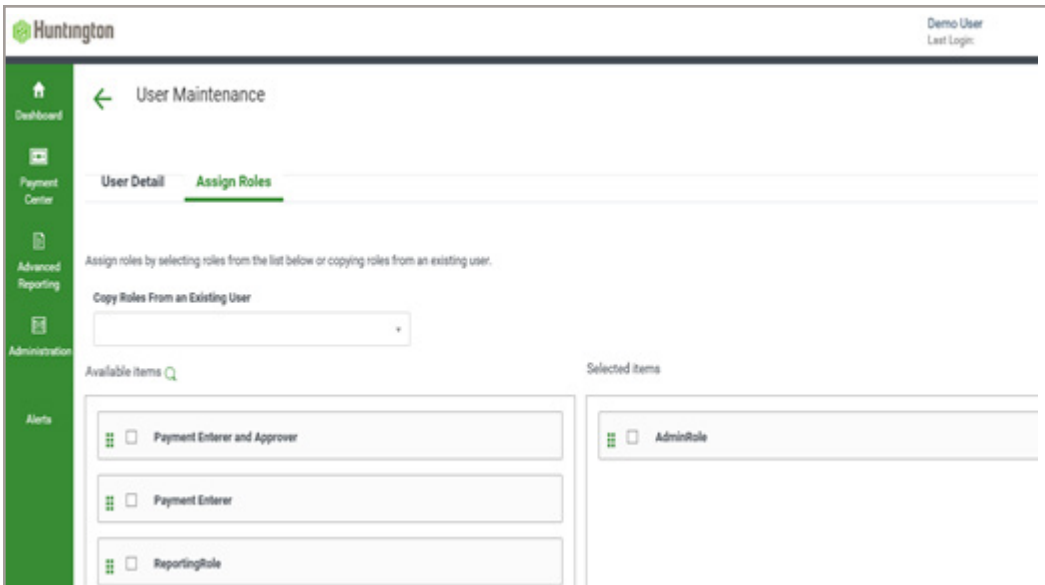
- 3. Choose **Modify** from the **Actions** drop-down list.
- 4. The following screen appears:



5. To Change or Add an Existing Role to a User, select the **Assign Roles** tab.



6. The following screen appears allowing you to change the User's Roles. (Note that this User is currently assigned as an Admin.)



↓Scroll down the page to assign or change a Role↓

The screenshot shows a web interface for assigning roles. On the left is a green sidebar with navigation links: Dashboard, Payment Center, Advanced Reporting, Administration, and Alerts. The main content area is titled 'Copy Roles From an Existing User' and features a dropdown menu. Below this are two columns: 'Available items' and 'Selected items'. The 'Available items' column lists four roles, each with a checkbox and a drag handle icon: AdminRole, Payment Enterer and Approver, Payment Enterer, and ReportingRole. The 'Selected items' column is currently empty. At the bottom of the interface, there are buttons for 'Move all items', 'Update', 'Cancel', and 'Remove all items'.

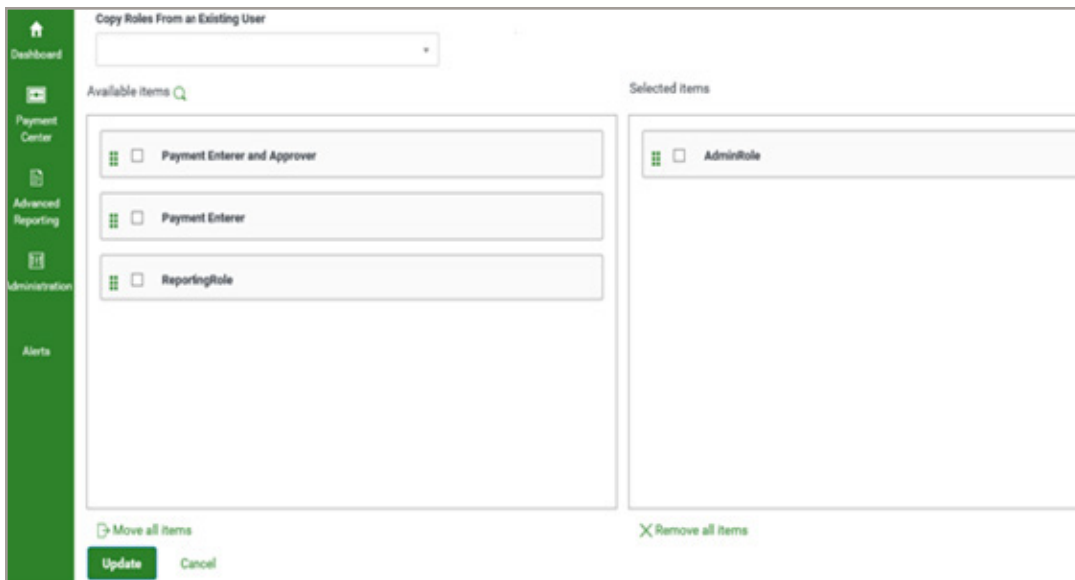
7. A new User will not have a Role assigned as in the above screen shot. Any Roles appearing in the **Selected items** column are Roles that are currently assigned. Below, the **AdminRole** is assigned to the User.

This screenshot is similar to the previous one, but the 'Selected items' column now contains one role: AdminRole. The 'Available items' column now only lists three roles: Payment Enterer and Approver, Payment Enterer, and ReportingRole. The rest of the interface, including the sidebar and buttons, remains the same.

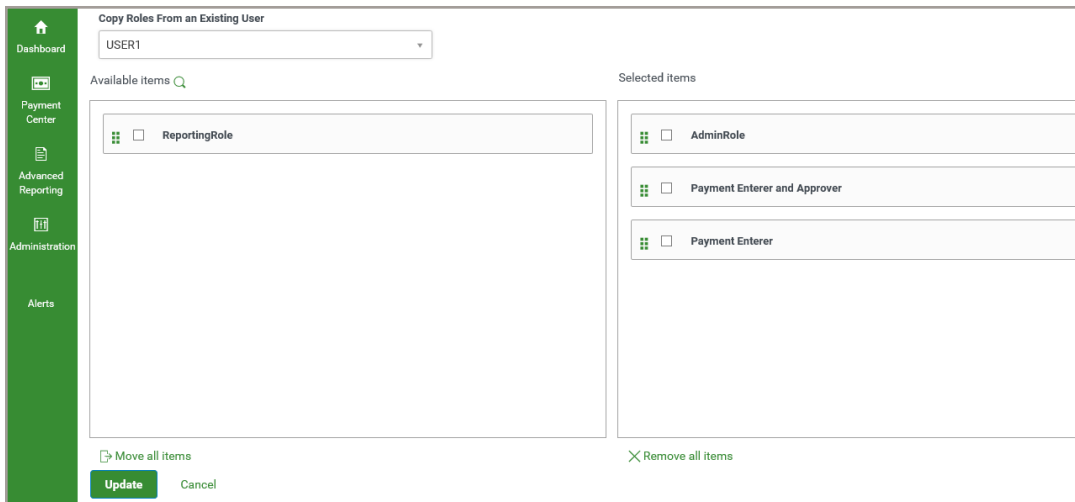
This screen can be used to:

- **Copy Roles From an Existing User**
- **Add an Existing Role**
- **Change the User's Role**

8. On this screen you can **Copy Roles From an Existing User** by using the drop-down box and selecting a User that has the proper Role(s). This can be done even if the User already has a Role assigned. Each User can have multiple Roles.

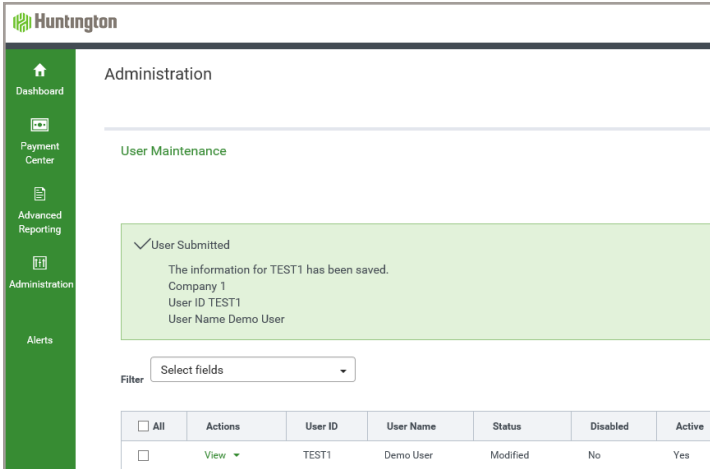


9. Select the User to copy from the drop-down list which will place that User's Role(s) into the **Selected Items** column.

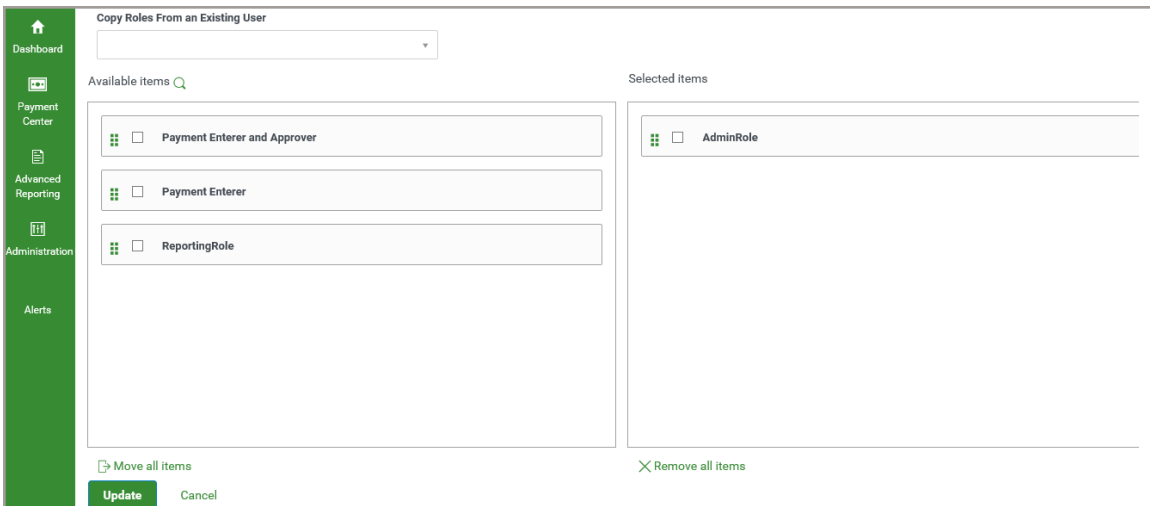


10. Click **Update** to save all User modifications.

11. The **User Maintenance** screen will appear with a confirmation.



12. In the screen shot above, notice the User is in a Modified status. To approve the User, see the **Approve a User** section in this guide on page 17.
13. To change or add a User's Role, click the check boxes in front of the Roles and the buttons on the bottom of the screen.
- Add a Role** by selecting the check box next to the Role under the **Available Items** column and select the **Move all items** button. You can also drag and drop the Role in the desired column.
- Remove a Role** by selecting the check box next to the Role under the **Selected Items** column and select **Remove all items**.
14. Once the **Selected Items** column contains the desired Role(s), click **Update** to save all User modifications.



15. The **User Maintenance** screen will appear with a confirmation.

The screenshot shows the Huntington Administration interface. A green sidebar on the left contains navigation links: Dashboard, Payment Center, Advanced Reporting, Administration, and Alerts. The main content area is titled 'Administration' and 'User Maintenance'. A green confirmation box displays a checkmark and the text: 'User Submitted', 'The information for TEST1 has been saved.', 'Company 1', 'User ID TEST1', and 'User Name Demo User'. Below this is a 'Filter' dropdown menu set to 'Select fields'. At the bottom, a table lists user information.

<input type="checkbox"/>	All	Actions	User ID	User Name	Status	Disabled	Active
<input type="checkbox"/>		View	TEST1	Demo User	Modified	No	Yes

Approve a User

Users must be approved before they become active. Typically, a second User with approval permission will need to approve Roles. However, some Users have approve-own permissions.

To approve a User, follow these steps:

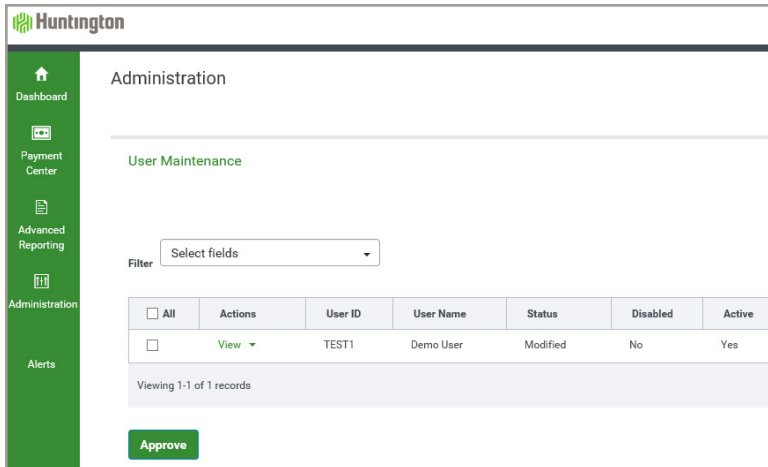
1. Select **Administration**, then **User Maintenance** from the main menu.
2. The following screen appears:

<input type="checkbox"/> All	Actions	User ID	User Name	Status	Disabled	Active
<input type="checkbox"/>	View	TEST1	Demo User	Modified	No	Yes
<input type="checkbox"/>	View	USER1	User Demo	Approved	No	Yes

3. Select **Users Requiring Approval** from the drop-down menu.

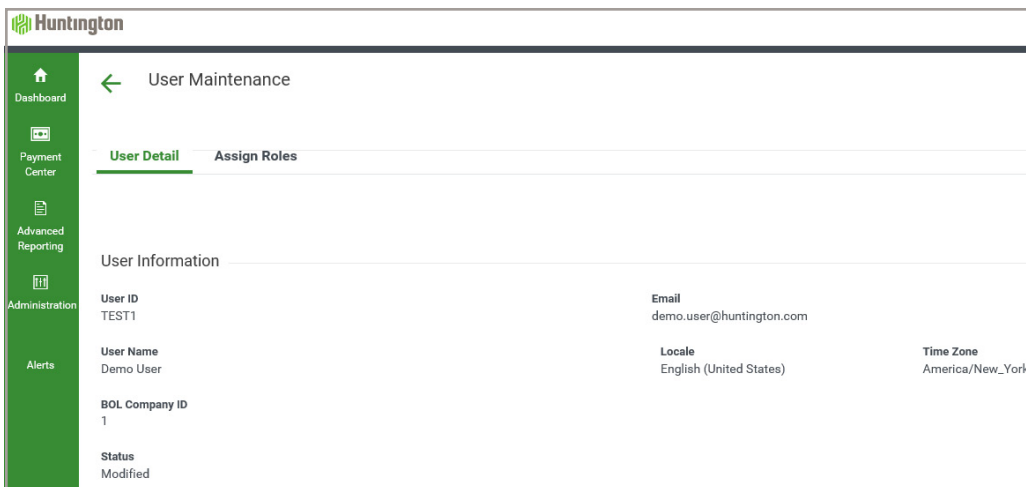
<input type="checkbox"/> All	Actions	User ID	User Name	Status	Disabled	Active	Last Login	Last App
<input type="checkbox"/>	View	TEST1	Demo User	Modified	No	Yes		
<input type="checkbox"/>	View	USER1	User Demo	Approved	No	Yes		

4. The following screen appears with a list of Users needing approval:



5. Click on **View** next to the **User ID** to see the details about the User.

6. The following screen appears:



7. Review the **User Detail** tab and **Assign Roles** tab to make sure everything is accurate.
8. Click the **Back** button at the bottom of the screen.
9. If the User's Role needs modification, see page 25 of this guide.

Please note that most of the User information is populated based on the User's profile in Business Online. To make changes to User information, update the User's profile in Business Online.

10. To approve the User, check the box in front of the User, then click the **Approve** button.

Create a New Role

Roles provide Users with access to specific functions and data within Advanced Reporting. A Role controls which reports a User can access, export formats the User has (BAI, QuickBooks, or Quicken), and Alert types that can be set up.

To create a Role, follow these steps:

1. Select **Administration**, then **Role Maintenance** from the main menu.
2. The following screen appears:

<input type="checkbox"/> All	Actions	Role Name	Role Description	Status
<input type="checkbox"/>	View	Admin	AdminRole	Approved
<input type="checkbox"/>	View	PMTApprover	Payment Enterer and Approver	Approved
<input type="checkbox"/>	View	PMTEnterer	Payment Enterer	Approved
<input type="checkbox"/>	View	Reporting	ReportingRole	Approved

3. Click on **Add New Role**.
4. The following pop-up screen appears:

Add New Role [Close]

* **Select a Company**

[Dropdown Menu]

* **Role Name** [Text Input]

* **Role Description** [Text Input]

Continue **Cancel**

5. Enter all information about the new Role:
Select a Company: Select your BOL Company ID.
Role Name: Enter a name for the new Role, such as "Approver"; no spaces can be used.
Role Description: Enter a brief description.

6. Click **Continue**.
7. The following pop-up screen appears:

Assign Payment Types ✕

Select the payment types within each payment group that you want to assign.

ACH

Select All

<input type="checkbox"/> Payroll	<input type="checkbox"/> Tax Payments	<input type="checkbox"/> Consumer Payments
<input type="checkbox"/> Corporate/Vendor Payments	<input type="checkbox"/> Cash Disbursement	<input type="checkbox"/> Child Support Payments

Wires

Select All

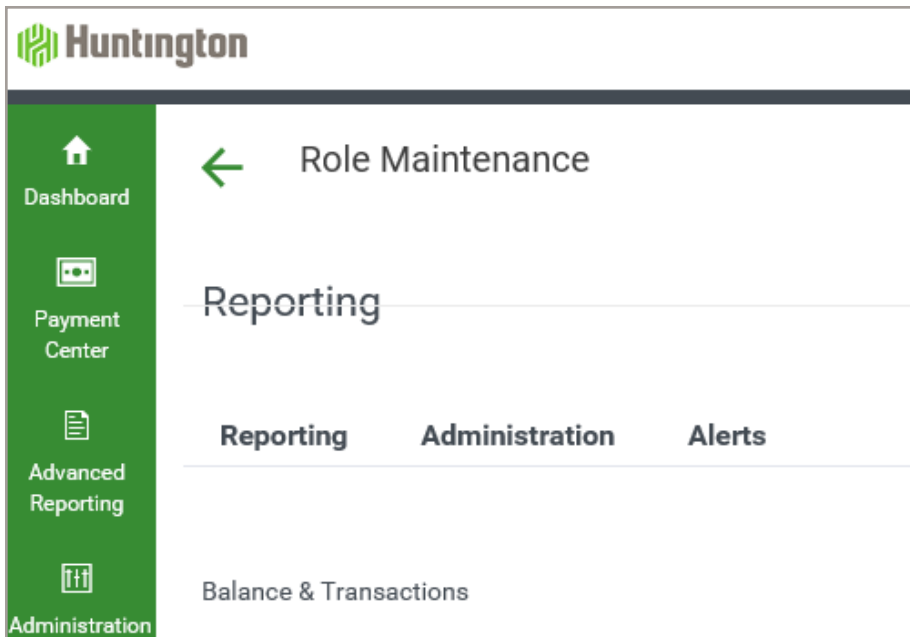
<input type="checkbox"/> Wire - Domestic	<input type="checkbox"/> Drawdown	<input type="checkbox"/> Federal Tax Wire
<input type="checkbox"/> Wire - International		

8. Select the applicable payment types for the Role and select **Continue**. If the Role doesn't require payment access, select **Cancel**.
9. You will be directed to the **Role Maintenance** page where you can establish Entitlements (see the next page).

Role Maintenance

The **Role Maintenance** screen consists of three tabs:

- REPORTING TAB:** Contains all entitlements for Information Reporting reports.
- ADMINISTRATION TAB:** Contains all entitlements for administrative (User and Role maintenance) actions.
- ALERTS TAB:** Contains entitlements to Alert actions.



REPORTING TAB:

Balance and Transactions: This section contains which Reports and Export types are allowable for Users with this Role. Full report definitions are available in Appendix B.

Assign all current & future accounts allows the Role to be limited to specific accounts , or if this box is checked, allows access to all current accounts and any account added later.

Select the **Balance and Transaction Permissions and Report(s)** to assign to the Role.

Current Day:	Cash Position Report Current Day Availability Report Current Day Images Permission Current Day Summary Permission Current Day Transactions Permission Balance and Transaction Account Scorecard Report
Previous Day:	Previous Day Images Permission Previous Day Summary Permission Previous Day Transactions Permission Account Statement Report

Select which Export actions are allowable for Users with this Role.

EXPORT FORMATS:

BAI Format	Provides transaction data in a BAI file format for the accounts and date range selected by the User.
CSV Basic Format	Provides balance and transaction data in a Comma Delimited file format for the accounts and date range selected by the User.
SWIFT MT942 Format	Provides balance and transaction data in a SWIFT 942 file format for the accounts and date range selected by the User.
SWIFT MT940 Format	Provides balance and transaction data in a SWIFT 940 file format for the accounts and date range selected by the User.
Quicken Format (OFX) *	Provides transaction data in a Quicken (OFX) file format for the accounts and date range selected by the User.
QuickBooks (OFX) *	Provides transaction data in a QuickBooks (OFX) file format for the accounts and date range selected by the User.

* Open Financial Exchange (OFX) is an industry standard format used for exchanging financial information between customers and financial institutions.

ADMINISTRATION TAB:

Alert Recipient Setup: Allows a User to view and/or manage Recipients for Alerts.

View: Allows User to view Alert Recipient Group Assignments/Settings and Recipients.

Manage: Assign Email Recipients to a group, Add/Modify/Delete Email Recipients to a group, Add/Modify/Delete individual Email Recipients.

ALERTS TAB:

This section contains which Alert options are available for Users with this Role.

BALANCE AND TRANSACTION ALERTS:

Closing Ledger Balance Email is generated when the closing ledger balance meets specified criteria set by a User. Examples of Alert criteria are Transaction Amount and Account Number.

Closing Available Balance Email is generated when the closing available balance meets specified criteria set by a User.

Transaction Notification Email is generated when a transaction is posted that meets certain criteria set by a User. Users may select transactions for Alerts from a full list of BAI codes and transaction types.

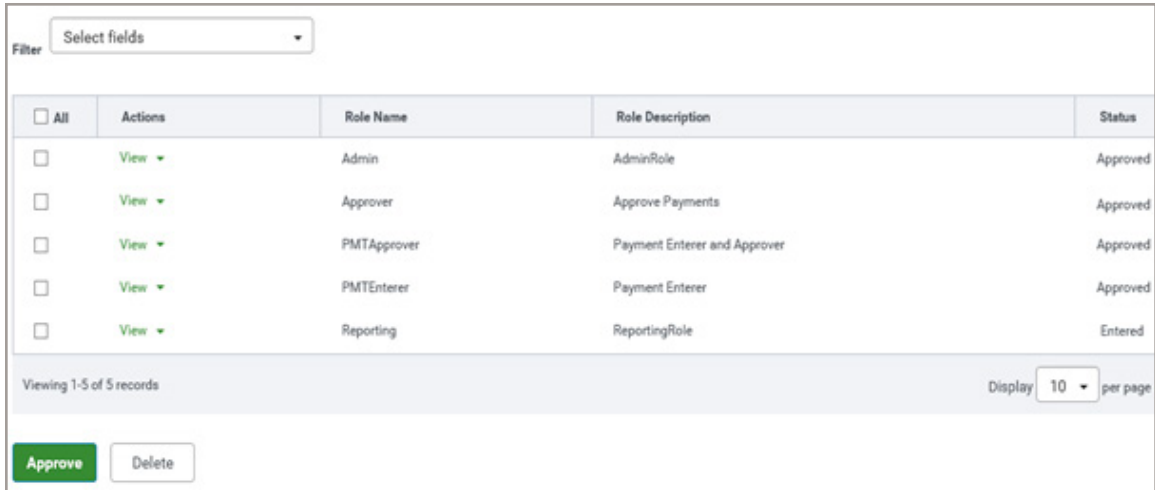
Summary Balance Notification Email is generated when the available balance meets specified criteria set by a User.

Approve a New Role

Roles must be approved before they become active. Typically, a second User with approval permission will need to approve Roles. However, some Users have auto-approval permissions.

To approve a Role, follow these steps:

1. Select **Administration**, then **User Maintenance** from the main menu.
2. The following screen appears:

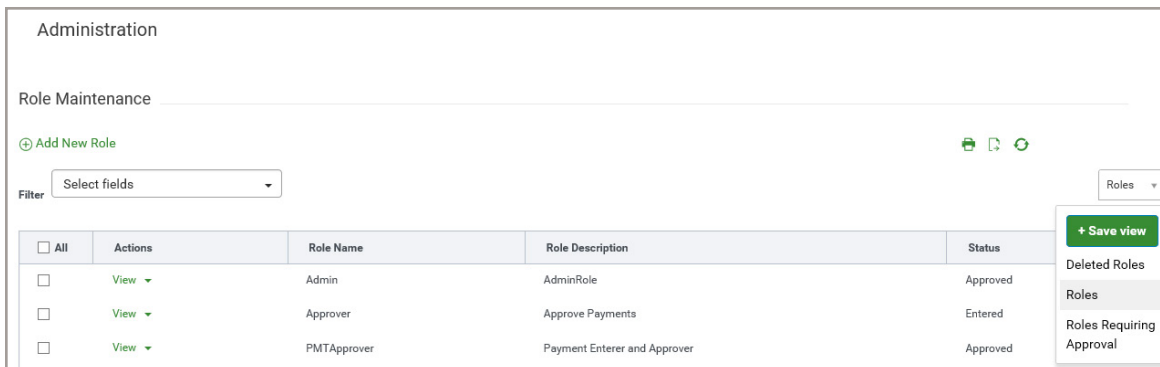


The screenshot shows a web interface for role management. At the top, there is a 'Filter' section with a 'Select fields' dropdown. Below this is a table with columns: 'All', 'Actions', 'Role Name', 'Role Description', and 'Status'. The table contains five rows of role data. At the bottom of the table, there are two buttons: 'Approve' (highlighted in green) and 'Delete'. Below the table, it says 'Viewing 1-5 of 5 records' and 'Display 10 per page'.

<input type="checkbox"/> All	Actions	Role Name	Role Description	Status
<input type="checkbox"/>	View ▾	Admin	AdminRole	Approved
<input type="checkbox"/>	View ▾	Approver	Approve Payments	Approved
<input type="checkbox"/>	View ▾	PMTApprover	Payment Enterer and Approver	Approved
<input type="checkbox"/>	View ▾	PMTEnterer	Payment Enterer	Approved
<input type="checkbox"/>	View ▾	Reporting	ReportingRole	Entered

Viewing 1-5 of 5 records Display 10 per page

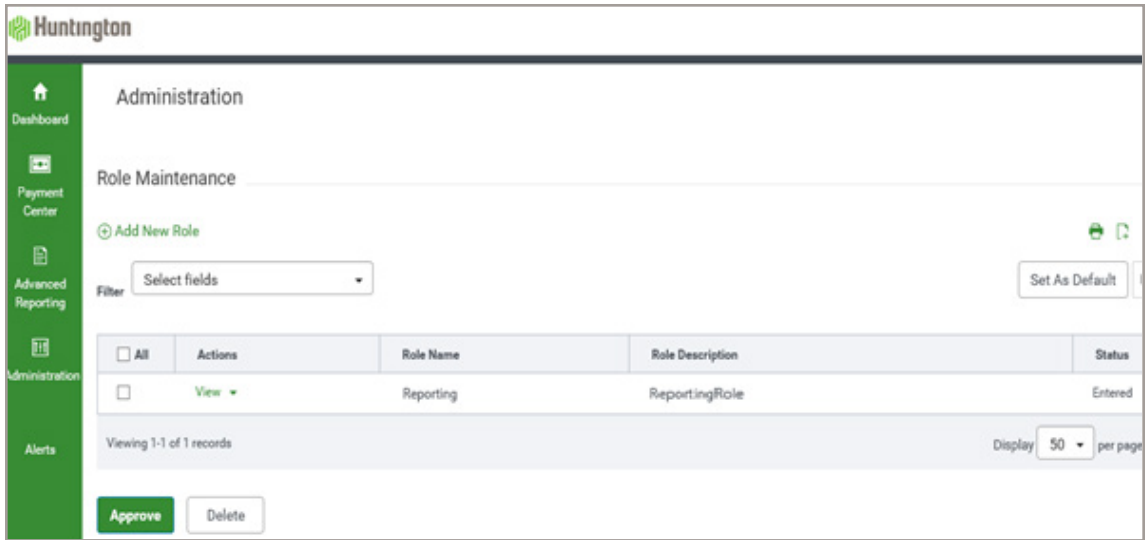
3. Select **Roles Requiring Approval** from the drop-down menu to the right of the screen.



This screenshot shows the same role maintenance interface as the previous one, but with a dropdown menu open on the right side. The menu has the following items: '+ Save view', 'Deleted Roles', 'Roles', 'Roles Requiring Approval', and 'Approval'. The 'Roles Requiring Approval' item is highlighted. The table below shows the first three rows of the role list.

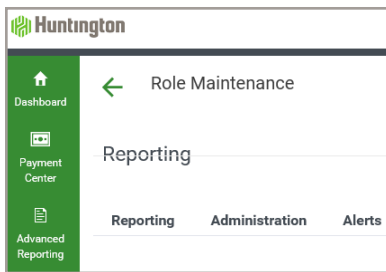
<input type="checkbox"/> All	Actions	Role Name	Role Description	Status
<input type="checkbox"/>	View ▾	Admin	AdminRole	Approved
<input type="checkbox"/>	View ▾	Approver	Approve Payments	Entered
<input type="checkbox"/>	View ▾	PMTApprover	Payment Enterer and Approver	Approved

4. The following screen appears:

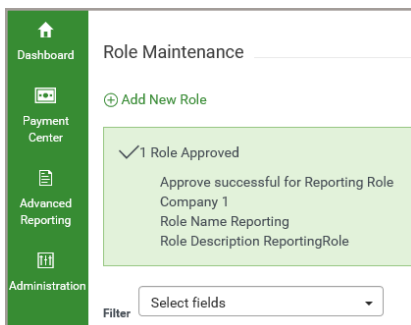


5. Click **View** next to the Role you need to approve. Do not select **Modify**; you will not be able to view the **Approve** button at the bottom of the screen.

6. The following screen appears:



7. Review the Role details by clicking on **Reporting**, **Administration** and **Alerts** tabs to make sure the selections are accurate.
8. Click **Modify** to modify the Role or click **Approve** to approve the Role. The **Delete** button will delete the Role and the **Back** button will take you to the **Role Maintenance** screen that lists the Roles. (Each tab has the same selections available at the bottom.)
9. Once the Role is approved, a confirmation message will appear.



10. The Role can also be approved by using the **Role Maintenance** screen, checking the box next to the Role, then selecting the **Approve** button.

Administration

Role Maintenance

[+ Add New Role](#)

Filter

<input checked="" type="checkbox"/> All	Actions	Role Name	Role Description	Status
<input checked="" type="checkbox"/>	View ▾	Reporting	Reporting Role	Entered

Viewing 1-1 of 1 records Display

11. You will receive a confirmation message. Select **Yes** if you want to approve the Role.

Confirm Approve

Are you sure you want to approve these items?

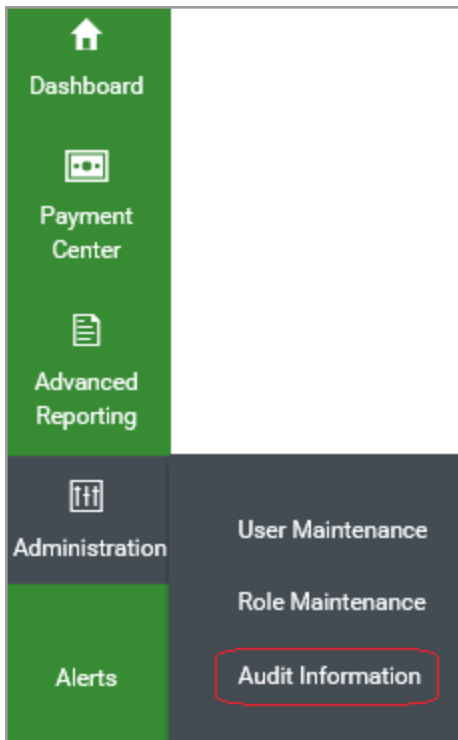
Audit Information

The Audit Information List View supplies a variety of information for your company, allowing you to filter the information that appears, as well as export and print the information.

Note: Only product, function, type, action modes, and entry methods with corresponding audit entries are available for selection.

Selecting and displaying Audit Information:

1. Select **Audit Information** from the **Administration** menu.



2. The system displays the **Audit Information** filter screen.

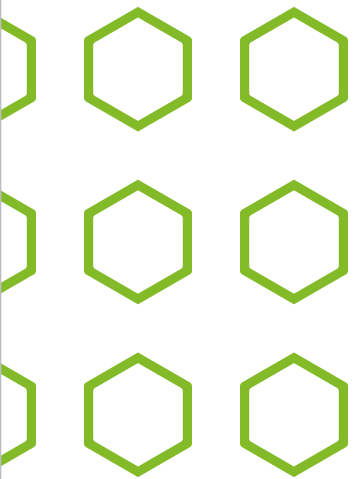
The screenshot shows the Huntington 'Audit Information' filter screen. On the left is a green sidebar with navigation icons and labels: Dashboard, Payment Center, Advanced Reporting, Administration, and Alerts. The main content area is titled 'Audit Information' and contains the following filter fields:

- Date/Time**: A text input field with a calendar icon to its right.
- Category**: A text input field.
- Function**: A text input field.
- Type**: A text input field.
- Action**: A text input field.
- Entry Method**: A text input field.
- Description**: A text input field.
- User**: A text input field.
- Affected User**: A text input field.

A green **Search** button is positioned at the bottom left of the filter area.

3. In the **Date/Time**, **Category**, **Function**, **Type**, **Action**, **Entry Method** and **User** fields, select the type of audit records you want to search for. You can select a single field or multiple fields. Below are a few examples:
- To return all the available audit records for ACH, select **ACH** from the **Category** list.
 - To return all audit records for April 4, 20XX for Jane Smith, select **04/04/20XX** from the **Date/Time** field and Jane Smith from the User list.
4. Click **Search**. The relevant audit information appears at the bottom of the screen.

SECTION 4



Balance and Transaction Account Summary

Previous/Current Day Tabs

The **Previous Day** and **Current Day** tabs allow the User to view, sort, filter, export and print previous or current day transactions.

1. Select **Advanced Reporting**, then **Balance and Transaction Reporting** from the main menu.
2. The following screen appears:

The screenshot shows the 'Account Summary' interface. At the top, there are tabs for 'Previous Day', 'Current Day', 'Cash Position', 'Account Groups', 'Custom Reporting', and 'Transaction Search'. Below the tabs is a 'Refresh Balances' button. A summary bar for 'Deposit Accounts' shows 'Opening Ledger' at 1,351,824.21 and 'Closing Ledger' at 6,204,890.27. A table below lists transactions with columns for Post Date, Account Number, Account Nickname, Opening Ledger, Closing Ledger, Total Debit Amount, and Total Credit Amount. The table contains three rows of data for 'TEST ACCOUNT 1', 'TEST ACCOUNT 2', and 'TEST ACCOUNT 3' on 01/23/2020. A 'Filter' dropdown is set to 'Select fields' and a 'Previous Business Day' dropdown is also visible.

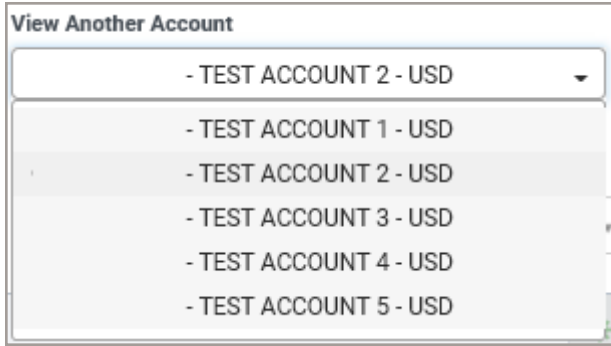
Post Date	Account Number	Account Nickname	Opening Ledger	Closing Ledger	Total Debit Amount	Total Credit Amount
01/23/2020	XX012345678XX	TEST ACCOUNT 1	10,091.36	95,091.36	0.00	85,000.00
01/23/2020	XX012345678XX	TEST ACCOUNT 2	58,685.00	69,216.00	866,711.04	877,442.04
01/23/2020	XX012345678XX	TEST ACCOUNT 3	3,459.51	1,725.51	1,734.00	0.00

3. Scroll to view all the accounts.
4. To drill down and see the previous day transactions on each account, click the green account number in the **Account Number** column.

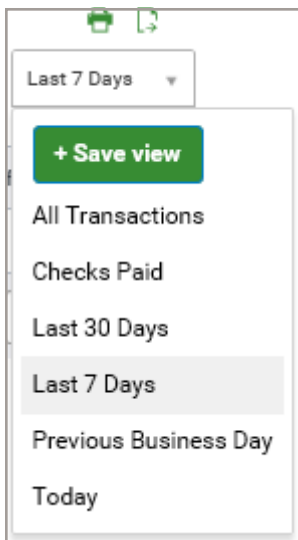
The screenshot shows the 'Transaction Detail' screen for 'TEST ACCOUNT 1 - 01'. The top navigation bar includes 'Huntington', 'Dashboard', 'Payment Center', 'Advanced Reporting', 'Administration', and 'Alerts'. The user is identified as 'Demo User'. Below the navigation is a 'View Another Account' dropdown set to '- TEST ACCOUNT 1 - USD'. A 'Filter' dropdown is set to 'Select fields' and a 'Last 7 Days' dropdown is also visible. A table below lists transactions with columns for All, Post Date, Transaction Description, Amount, Bank Referen..., Customer Referen..., Im..., Transaction Detail, and Additional Information. The table contains one row of data for 'BOOK TRANSFER CREDIT' on 01/23/2020 with an amount of 85,000.00. A 'Cancel' button is located at the bottom left.

All	Post Date	Transaction Description	Amount	Bank Referen...	Customer Referen...	Im...	Transaction Detail	Additional Information
<input type="checkbox"/>	01/23/2020	BOOK TRANSFER CREDIT	85,000.00		0000000000		BUS ONL TFR FRM CHECK	

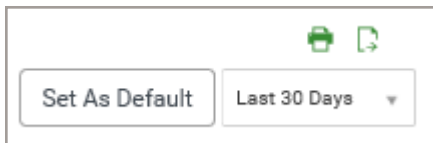
5. To view another account, click on the drop-down list under the **View Another Account** heading.



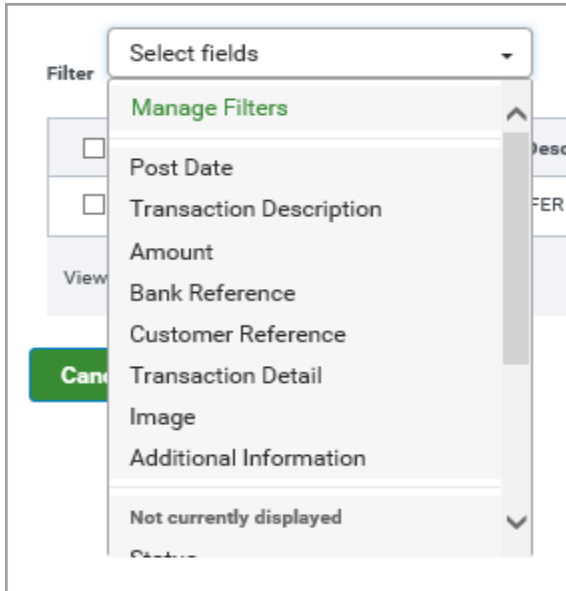
6. The Default List View is **Last 7 Days** for the **Previous Day** tab.



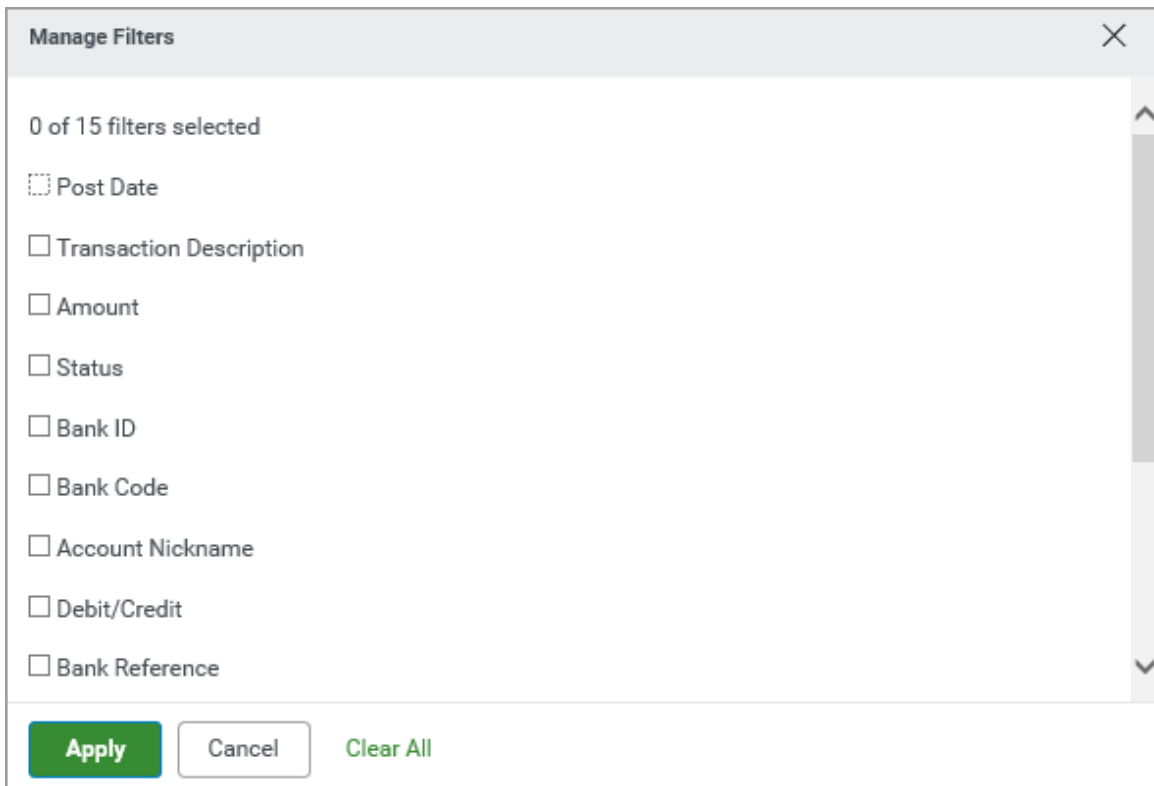
7. The List View can be changed by making another selection from the list. If you would like to make another List View your default, you can select the List View, then select the **Set As Default** button to make that List View your default when you log in.



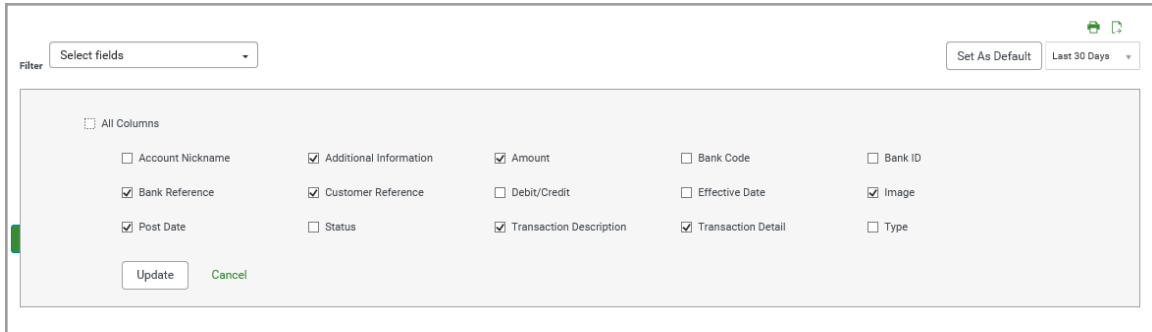
8. You can also change your view by selecting the filter button, then select **Manage Filters** to choose the way you want your report to be filtered. Notice there are criteria that are not currently displayed. If you would like to filter by those fields, you should add them to the current view by following the steps on page 50 under the **Adding or Removing Columns** header.



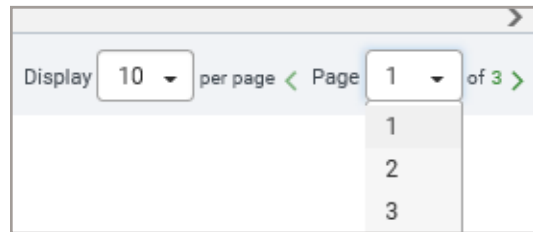
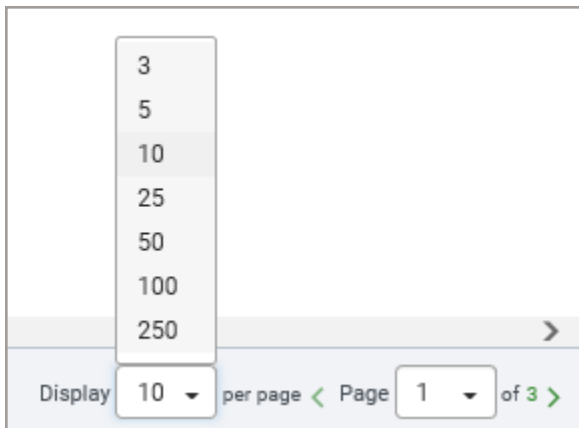
9. To select the criteria you would like to filter by, check the box next to each. Use the scroll bar in the right-hand side of the box to scroll through all the available criteria. (Previous Day filters are shown in the example below).



10. To add additional fields to the Previous Day view, select the green Gear (⚙️) icon to the right under the List View drop-down box.
11. The following screen appears (Previous Day Criteria shown in the example below):



12. Check the boxes in front of the fields you would like to add, then click the **Update** button.
13. The display will be limited by the amount of transactions that show at a time. If you want to show more items on the screen or you want to go through the other items, use the **Display** or **Page** buttons.



14. You can change the order of the columns by dragging and dropping the columns in the positions you prefer.
15. To view more columns, use the scroll bar at the bottom of the screen.
16. Once you have the data you need, you can print or export the data. Select the **Print** icon to print your report or the **Export** icon to export your report.

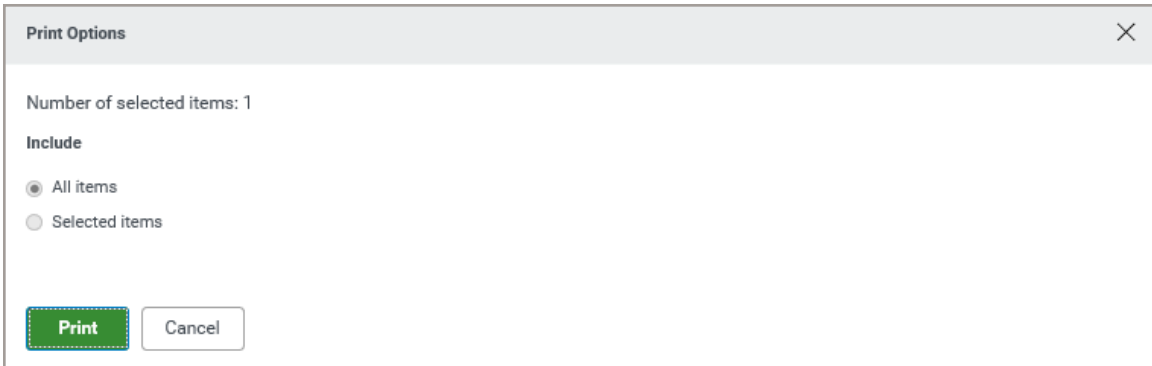


17. If you want to print or export only selected items in the List View, check the boxes in front of the items, then select the **Print** or **Export** icon.



<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Refere...	Customer Refere...	In...	Transaction Detail
<input checked="" type="checkbox"/>	01/23/2020	BOOK TRANSFER DEBIT	-85,000.00				BUS ONL TFR TO CHECK
<input checked="" type="checkbox"/>	01/23/2020	OUTGOING MONEY TRANSFER	-1,381.00				DBT
<input checked="" type="checkbox"/>	01/23/2020	INDIVIDUAL LOAN PAYMENTS	-387,748.70				SWEEP TO PAY DOWN COMM LOAN

18. If you selected certain transactions to be printed or exported, choose **Selected Items**. When you have the proper option selected, click **Print**.



Print Options [X]

Number of selected items: 1

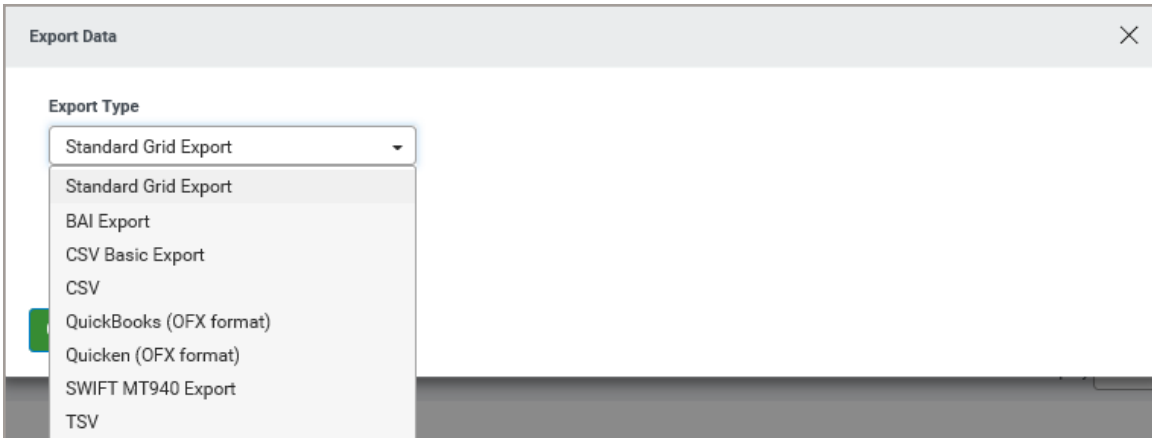
Include

All items

Selected items

Print [Cancel]

19. You can export the list to the following format types:



Export Data [X]

Export Type

- Standard Grid Export
- Standard Grid Export
- BAI Export
- CSV Basic Export
- CSV
- QuickBooks (OFX format)
- Quicken (OFX format)
- SWIFT MT940 Export
- TSV

20. Select the type of export format you need. Depending upon the format, you will be asked to complete additional fields so you export the information needed. Note: if you want to export the data as a pdf please see the directions above to print.

21. As an example, CSV was selected from the drop-down list and an additional box appeared.

Export Data [Close]

Export Type
CSV

File Name
CSVEXP_01272020_115852

Output Content
Transactions Only

*** Date**
[Date Picker]

Exclude Header

Optional Fields

Create Export **Cancel**

22. If you selected the wrong format you can change it here by selecting the drop-down box under **Export Type**. You can also select **Output Content** by selecting the drop-down box to indicate **Transactions Only, Balance and Transactions** or **Balance Only**. Select the date from the drop-down list or customize if you'd like to include a range of dates. You can also check the box to **Exclude Header** if you don't want a header on your file. If you select the **Optional Fields** link the following appears for you to add additional selections.

Optional Fields

Account Details
[Text Field]

Account Group
[Text Field]

Debit/Credit
[Dropdown]

Transaction Type
[Text Field]

BAI Transaction Code
[Text Field]

SWIFT Transaction Code
[Text Field]

Status
[Dropdown]

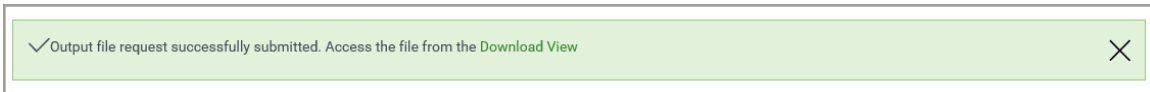
Transaction Amount
Is equal to [Dropdown] [Text Field]


Bank Reference
[Text Field]

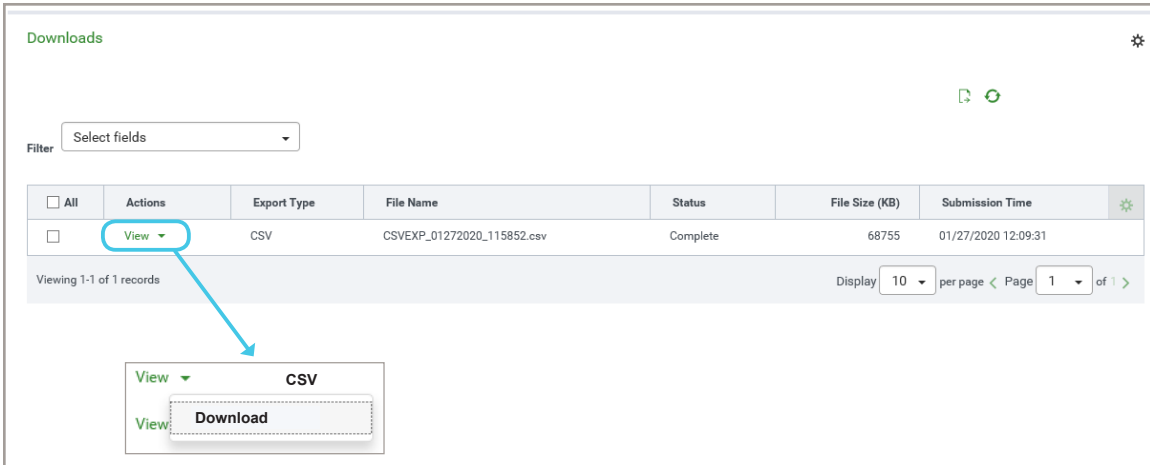
Customer Reference
[Text Field]

23. Once you are done selecting your criteria, click **Create Export**.

24. You will receive the following confirmation on the screen:



25. Select the **Download View** link in the confirmation message to go to the Download widget to view your report. If the confirmation message disappears, you can scroll down to the Download widget to view your report. You may have to refresh the screen to see the report by selecting the  symbol.



26. From the **Actions** drop-down list, select **View**, then **Download**. The report will download and, at the bottom of the screen, you will have the option to **Open** or **Save** the report.

Cash Position Tab

The **Cash Position** tab provides the Ledger and Available Balance across all accounts.

1. Select the **Cash Position** tab.
2. The following screen appears:

The screenshot shows the 'Account Summary' interface with the 'Cash Position' tab selected. It includes a 'Balance Summary' table and a 'Transaction Summary' table.

	Count	Ledger	Available
Opening Balance		6,204,890.27	6,160,674.27
Total Credits	0	0.00	0.00
Total Debits	0	0.00	0.00
Current Balance		6,204,890.27	6,160,674.27

Transaction Type	Credits	Credit Amount	Debits	Debit Amount
There is no content				

3. Scroll down to see your list of accounts.

The screenshot shows a table listing accounts with a filter dropdown and pagination controls.

Account No...	Account Nickname	Opening Le...	Current Le...	Current Avail...	Total F...	Balances As Of	Opening Avail...
010101010	TEST ACCOUNT 1	95,091.36	95,091.36	95,091.36			95,091.36
010101010	TEST ACCOUNT 2	69,216.00	69,216.00	25,000.00			25,000.00
010101010	TEST ACCOUNT 3	1,725.51	1,725.51	1,725.51			1,725.51
010101010	TEST ACCOUNT 4	600,000.00	600,000.00	600,000.00			600,000.00
010101010	TEST ACCOUNT 5	5,438,857.40	5,438,857.40	5,438,857.40			5,438,857.40

Viewing 1-5 of 5 records Display 10 per page < Page 1 of >

Current Balance 6,204,890.27 6,160,674.27

4. To drill down and see the cash position on each account, click the green account number in the **Account Number** column.

5. The following screen will appear:

	Count	Ledger	Available
Opening Balance		95,091.36	95,091.36
Total Credits	0	0.00	0.00
Total Debits	0	0.00	0.00
Current Balance		95,091.36	95,091.36

Filter: Select fields

Account Number Clear

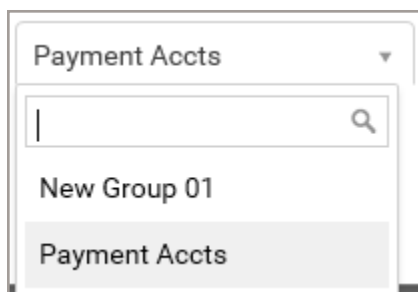
<input type="checkbox"/> All	Post Date	Transaction Description	Debit/Credit	Amount	Customer R
------------------------------	-----------	-------------------------	--------------	--------	------------

6. The circle above shows there is an account filter on and indicates you are only viewing the Cash Position of one account. To switch accounts, go back to the previous screen by selecting the ← next to the **Cash Position Transactions** heading on the screen in the upper left-hand corner and select another account. If you want to view all accounts on this screen, select the X next to the Account Number filter shown above.
7. For steps on filtering, selecting fields, adjusting columns, printing and exporting, please see the Previous/Current Day Tabs section of this guide on page 30.

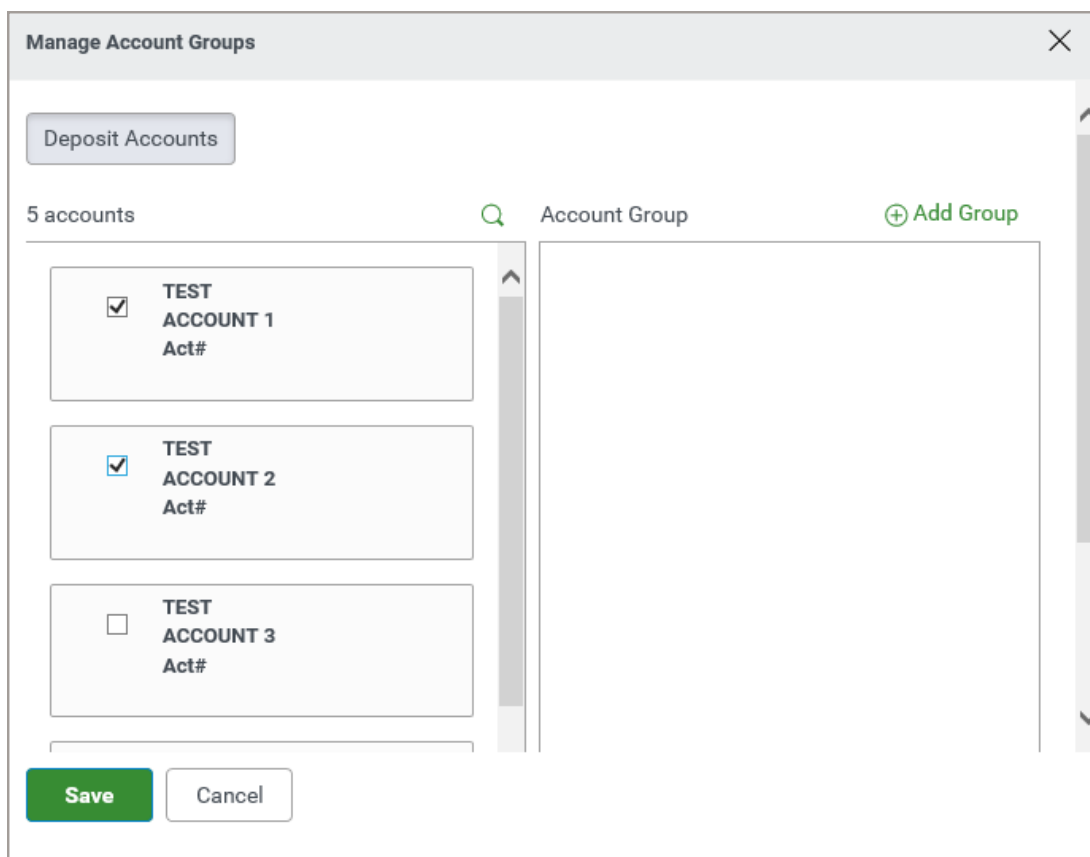
Account Groups Tab

Account Groups allow you to view your accounts and balances in defined groups. This makes it easier to view data for related accounts quickly.

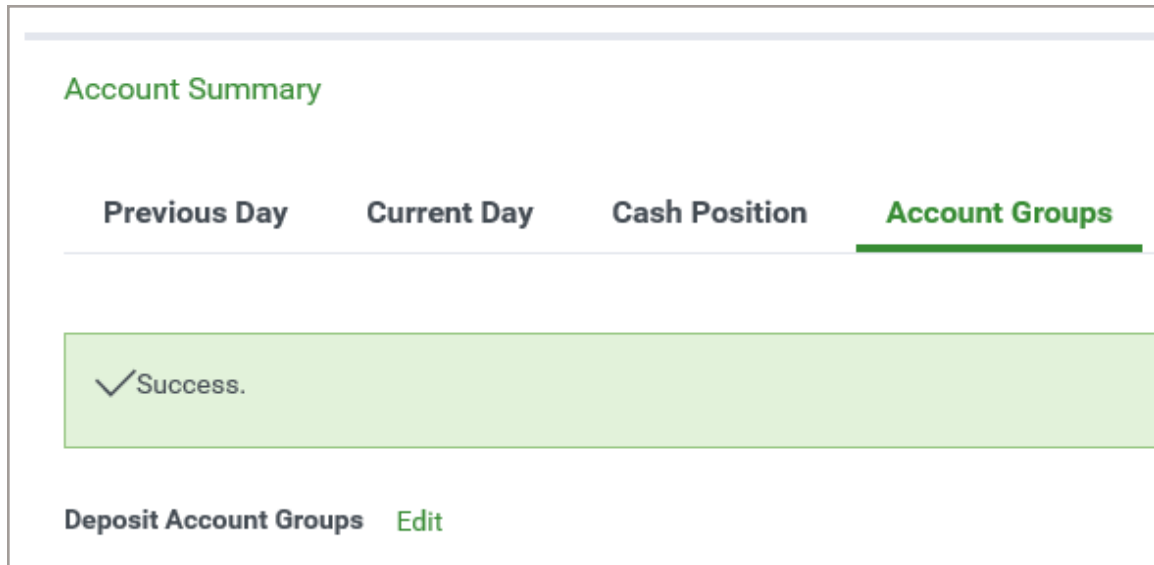
1. To create an account group, go to the **Account Groups** tab on the **Accounts Summary** and select the **Create Account Groups** button.
2. Select the **Add Group** button and give the Group a name.
3. Go to the bottom of the screen and select the group name that you just created.



4. Select the accounts you want to group by checking the box in front of them, then scroll down to the bottom of the box and select the **Move Selected Accounts** link, which will take the accounts from the left-hand side and put them on the right.



5. Select **Save**.
6. You will receive a **Success** message on the screen.



7. To edit the accounts in a group, select the green **Edit** button next to the **Deposit Account Groups** at the top left of the Account Groups tab.
8. Select the group you would like to modify from the drop-down list at the bottom of the screen. To add more accounts, check the box in front of the account(s), then select **Move Selected Accounts**. To delete accounts from the list, select the X next to the account you would like to remove. You can edit the group name by selecting the pencil icon. Once you have finished making your changes, click **Save**.
9. You will receive a **Success** message.

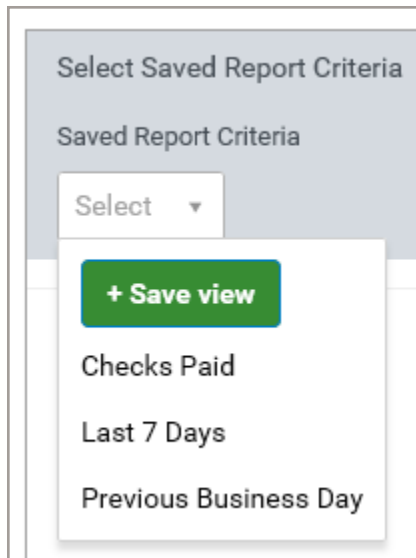
Custom Reporting Tab

The Custom Reporting tab allows you to create and save custom reports by account or account group.

1. Click on the **Custom Reporting** tab on the **Balance and Transaction Account Summary** page.
2. The following screen appears:

The screenshot displays the 'Custom Reporting' tab interface. At the top, there are navigation tabs: 'Previous Day', 'Current Day', 'Cash Position', 'Account Groups', 'Custom Reporting' (which is highlighted), and 'Transaction Search'. Below the tabs, there are two main sections: 'Select Saved Report Criteria' and 'Enter New Report Criteria'. The 'Select Saved Report Criteria' section has a 'Saved Report Criteria' dropdown menu with a 'Select' option. The 'Enter New Report Criteria' section includes a 'Select Accounts By' dropdown set to 'Accounts' with an 'All Accounts' button. Below this is a 'Date' field and an 'Account Transactions View' dropdown set to 'Credit/Debit Single View'. A 'Transaction Filters' section is expanded, showing fields for 'Debit/Credit', 'Transaction Type', 'BAI Transaction Code', 'SWIFT Transaction Code', 'Status', 'Transaction Amount' (with a 'Is equal to' dropdown and an input field), 'Bank Reference', and 'Customer Reference'. At the bottom left, there is a checkbox labeled 'Save this Report'.

3. To see a report based on the saved criteria, click the field below **Select Accounts By** to see a drop-down list of reports.



4. If you have a report that you would like to set as a default, you can do so after you select the view from the list, then select the **Save as Default** button. If you find later you don't want that report as your default, you can select the **Clear Default** button.
5. Once you have a report in your view, you can click **Edit** next to the **Report Criteria** button to edit the criteria of the report.
6. Once you have the report configured the way you want it, you can print or export the report by using the **print** or **export** icons to the bottom right of the screen.

7. You can also enter new criteria by using the filters provided. When entering criteria such as a BAI code, you can enter the code directly or scroll through the list in the drop-down menu.

Enter New Report Criteria

Select Accounts By
Accounts

Date Account Transactions View
Credit/Debit Single View

Transaction Filters

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount

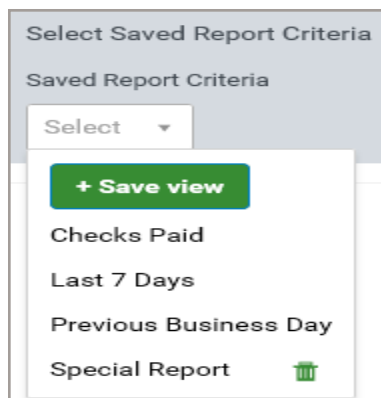
Bank Reference

Customer Reference

Save this Report

8. You can select multiple criteria in the **Transaction Type**, **BAI Transaction Code** and **SWIFT Transaction Code** fields.

9. Once the criteria are selected, you can save the report by checking the box in front of **Save this Report**, name the report, then check the box if you would like the report to be shared with other Users in the Company. Once the report is saved, you will find it listed in the **Saved Report Criteria** drop-down.



10. Click **Submit**.
11. The report will render at the bottom of the screen. You will have the opportunity to **print** or **export** the report.
12. You can delete the report by selecting the **trash can** icon next to it in the drop-down list.

Transaction Search Tab

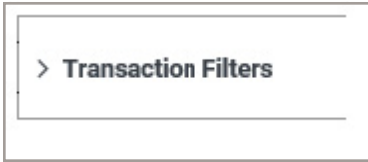
1. The Transaction Search feature allows you to search across the accounts you have access to for specific transactions.
2. Click on the **Transaction Search** tab on the **Balance and Transaction Account Summary** page.
3. The following screen appears:

The screenshot shows the 'Account Summary' page with the 'Transaction Search' tab selected. The page has a navigation bar with tabs: 'Previous Day', 'Current Day', 'Cash Position', 'Account Groups', 'Custom Reporting', and 'Transaction Search'. Below the navigation bar is a section titled 'Enter New Report Criteria'. This section contains a 'Deposit Accounts' button, a dropdown menu for 'Accounts' (currently showing 'All Accounts'), and a '* Date Range' field. Below the date range field is a 'Transaction Filters' section with a right-pointing arrow. At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Cancel'.

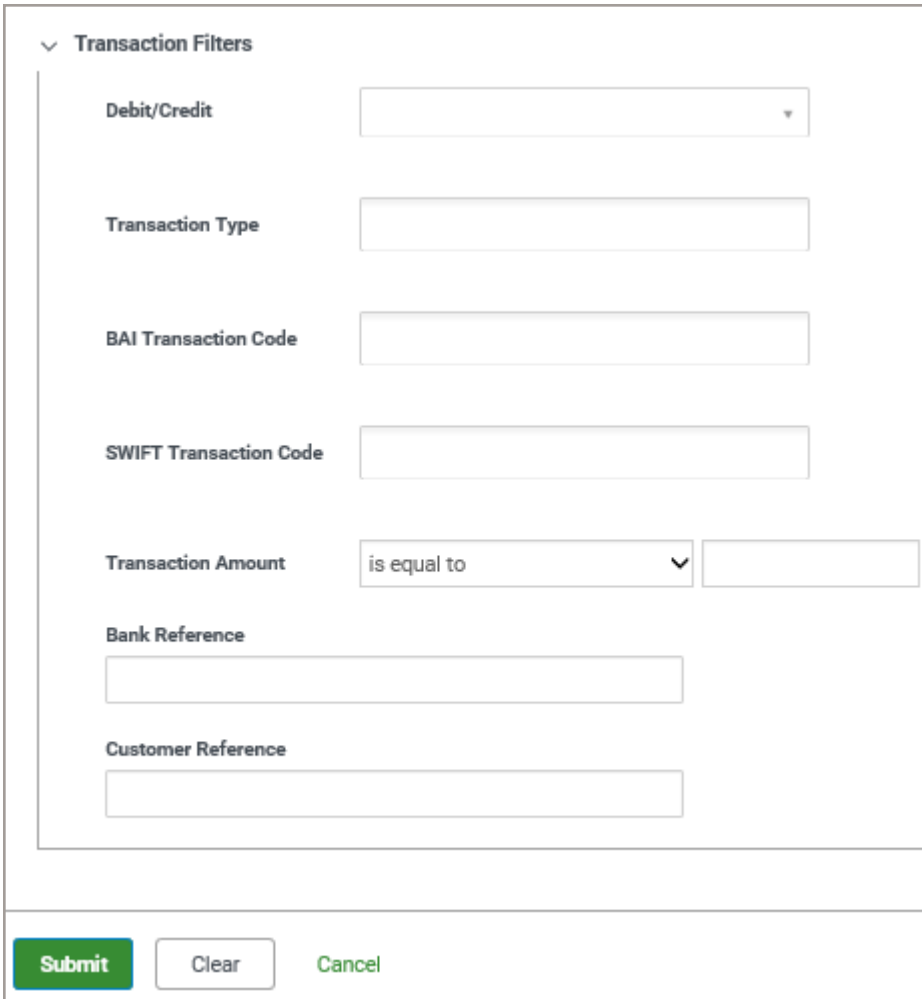
4. Select the date range from the **Date Range** drop-down:

The screenshot shows a dropdown menu for the 'Date Range' field. The menu is open and displays the following options: 'Last 7 Days', 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', 'Month to date', 'Quarter to date', 'Year to date', 'Today' (which is highlighted), 'Prior Day', 'Last Month', and 'Custom Range'.

5. Select the > symbol next to **Transaction Filters** to expand the list.

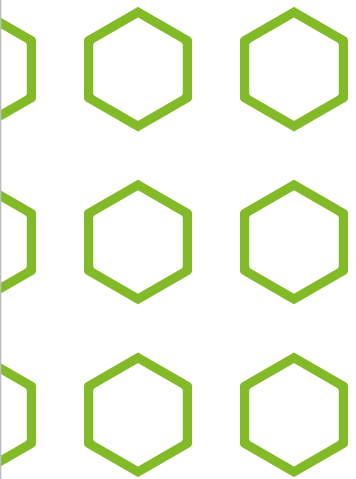


6. Select criteria for your transaction search. The **Transaction Type**, **BAI Transaction Code** and **SWIFT Transaction Code** can contain multiple criteria.

A screenshot of a web form titled 'Transaction Filters' with a dropdown arrow on the left. The form contains several input fields: 'Debit/Credit' (a dropdown menu), 'Transaction Type' (a text input), 'BAI Transaction Code' (a text input), 'SWIFT Transaction Code' (a text input), 'Transaction Amount' (a dropdown menu with 'is equal to' selected and a checkmark, followed by a text input), 'Bank Reference' (a text input), and 'Customer Reference' (a text input). At the bottom of the form are three buttons: 'Submit' (green), 'Clear' (white), and 'Cancel' (green).

7. Once you have selected all your criteria, click **Submit**.
8. Your report will render at the bottom of the screen.
9. You can now print or export the report if desired.

SECTION 5



Report
Management
Widget Reports

Using List Views for Reporting

Many functions in Payment Center are organized in various lists. The list management techniques described below are consistent across all List Views.

Actions Drop-down List

The **Actions** column allows you to take action on a single item in a list. Depending on the item, you can:

- View
- Modify
- Approve/Unapprove
- Delete

Navigating Through a List

The number of records and number of pages in a list is shown on the bottom of the screen. Select the arrows or the **Page** drop-down to navigate from one page to the next. Use the **Display** drop-down to select the number of records you want to appear on each page.

Selecting a Predefined View

Many lists have several predefined views that display records that meet specific criteria.

The screenshot displays the Huntington Payment Management interface. The main content area is titled "Payments List" and includes a "Max display of info: 90 days" indicator and a "Show Totals" button. Below this, there are buttons for "Add a New Payment", "Quick Entry", and "File Import". A "Filter" dropdown is set to "Select fields". The table below shows three payment records:

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Effective...	Status	Payee
<input type="checkbox"/>	View ▾	①	ABC Company	1,100,000.00	01/23/2020	Bank Received	Wire - In
<input type="checkbox"/>	View ▾	②	ABC Company	1,115,000.00	01/23/2020	Bank Confirmed	Wire - Di
<input type="checkbox"/>	View ▾	①	MULTI	40.00	01/23/2020	Released	Paym...

A dropdown menu is open on the right side of the table, showing a list of predefined views. The menu is titled "All Payments" and includes a "+ Save view" button at the top. The list of views includes: All Payments, Approval Window Passed, Approved Payments, Future Dated Payments, Imported Payments, My Payments, Needs Rate, Payments Needing Repair, Payments Requiring Approval, Payments Requiring My Approval, Possible Duplicate Payments, Rejected Payments, Two Week Look Back, and Upcoming Payments.

To use a predefined view:

1. Use the **View** drop-down (usually on the right side of the screen), to select from the available predefined views.
2. Make your selection, and the displayed view will change accordingly.

Setting a Different View as the Default

Each list has a default view assigned. This is typically the view that displays records without any limiting criteria.

To set a new view as default:

1. Use the **View** drop-down to select the view from the list.
2. Select **Set As Default**. The selected view will be the default each time you return to this list.

Filtering a List

Use the filter function to limit the records shown in a list to records that meet specific criteria. Lists can be searched using the **Quick Search** or the **Manage filters** option. For simple searches, use the **Quick Search**. For more complex searches, select **Manage filters**.

Using Quick Search

To filter the list with **Quick Search**:

1. Click on the **Select Fields** drop-down.
2. Select the field you would like to use as a search criterion. If necessary, select an operator from the list.
3. Enter the search criteria.
4. Select **Apply**. The records that meet your specified criteria appear in the list.
5. If you wish to search the entire list again, select **Clear All** and enter a new search.


Using Manage Filters

To filter the list with the **Manage Filters** option:

1. Click on the **Select Fields** drop-down.
2. Select the field you would like to use as a search criterion. If necessary, select an operator such as is equal to or is greater than. If the field requires a date selection, use the calendar pop-up to select a date.
3. Enter the search criteria.
4. To filter on an additional field, select the **Add another filter** link, select an operator if necessary, and enter the search criteria.
5. Repeat steps 2 through 4 until you have selected as many filters as desired. If necessary, you can select the **X** to remove that filter.
6. When you have finished, select **Apply** to see the search results. The records that meet the criteria you specified will appear in the list. If you use the advanced filter again, the system will search all of the items in the original list (not the filtered list).
7. Select **Clear** to remove the filter.

Saving a Filter as a New View

Once you filter a list, you can save it as a new view:

1. Filter the list as described above.
2. Use the **View** drop-down at the upper right of the screen to save the view. The view is saved in the list of available views.
3. If you want to delete this view in the future, select the **trash can** icon .

Sorting a List


A list can be sorted so that the order of the rows is reversed.

1. Click on a column header and the rows of data will be resorted according to that header. A blue down arrow appears in the column to indicate the sort order.
2. To return the rows to their original order, select the column header again.

Moving Columns

To move a column, simply drag and drop the column to the new position.

Adding or Removing Columns

If the list contains columns that can be added or removed, you will see the gear  icon in the header row at the right side of the list.

All Columns

<input type="checkbox"/> ACH Company ID	<input type="checkbox"/> Amount	<input type="checkbox"/> Approval Cutoff	<input type="checkbox"/> Beneficiary	<input type="checkbox"/> Beneficiary Account
<input type="checkbox"/> Beneficiary Bank ID	<input type="checkbox"/> Beneficiary Bank Name	<input type="checkbox"/> Beneficiary ID	<input type="checkbox"/> Clearing Method	<input type="checkbox"/> Client Account Name
<input type="checkbox"/> Comment	<input type="checkbox"/> Confirmation Number	<input type="checkbox"/> Contract ID	<input type="checkbox"/> Created By	<input type="checkbox"/> Creation Date
<input type="checkbox"/> Credit / Debit	<input type="checkbox"/> Credit / Debit Indicator	<input type="checkbox"/> Credit Amount	<input type="checkbox"/> Credit CCY	<input type="checkbox"/> Currency
<input type="checkbox"/> Customer Reference	<input type="checkbox"/> Debit Account Name	<input type="checkbox"/> Debit Account Number	<input type="checkbox"/> Debit Amount	<input type="checkbox"/> Debit CCY
<input type="checkbox"/> Duplicate Reason	<input type="checkbox"/> Effective Date	<input type="checkbox"/> Entry Method	<input type="checkbox"/> Entry Method	<input type="checkbox"/> Exchange Rate
<input type="checkbox"/> File Name	<input type="checkbox"/> From Account	<input type="checkbox"/> ID	<input type="checkbox"/> Indicative Amount	<input type="checkbox"/> Indicative Rate
<input type="checkbox"/> Instructions	<input type="checkbox"/> Invoice Number	<input type="checkbox"/> Last Action Time	<input type="checkbox"/> Last Approver	<input type="checkbox"/> Last Modified By
<input type="checkbox"/> Modified Date	<input type="checkbox"/> Ordering Party Name	<input type="checkbox"/> Payment Details	<input type="checkbox"/> Payment Identifier	<input type="checkbox"/> Payment Method
<input type="checkbox"/> Payment Type	<input type="checkbox"/> Possible Duplicate	<input type="checkbox"/> Purpose of Wire	<input type="checkbox"/> Reject Reason	<input type="checkbox"/> Result
<input type="checkbox"/> Same Day ACH Payment	<input type="checkbox"/> Status	<input type="checkbox"/> Template ID	<input type="checkbox"/> Template Name	<input type="checkbox"/> Transaction Date

To add or remove columns:

1. Select the gear icon. The available columns are displayed. The checked boxes indicate which columns currently appear in the list.
2. Simply check or uncheck the columns you would like to include/exclude in your list, and then select **Update**.

Refreshing a List

A number of lists feature a **Refresh** icon  in the upper-right corner. Along with the icon is a notification of the most recent date and time.

When you select the icon, the list is refreshed, and the date and time are updated. This will be especially useful if you are working in a list for an extended period of time.

Exporting Lists

The data from some lists can be exported as follows:

1. Select the **Export** link, which appears at the left-hand top of the list screen. An export window appears.
2. Save the file to your desired location.

Printing Lists

Some lists can be printed:

1. Select the **Print** link. A report window appears containing data from your list.
2. Select the **printer icon**.
3. Your browser's print dialog will appear.
4. Print the file using the instructions from your browser.

Printing Payments and Templates

Payments can be printed from the Payments List, while Templates are printed from the Templates List. In both cases, the **Print** option lets you print all or selected items in the list.

To print all Payments or Templates:

1. In the Payments or Templates List View widget, select **Print**.
2. The **All Items** option will be selected.
3. Choose the level of detail you want to print.
 - a. To print just a summary of available information, select the **Summary Information** radio button.
 - b. To print detail information, select the **Transaction Details** radio button. For ACH payments, held transactions will be excluded. However, for ACH Templates, held transactions will be included.
4. Select **Print**.
5. In the Print window, use the **Export As** drop down to select the desired output, for example, **Export as PDF**.

To print selected Payments or Templates:

1. In the List View, check the boxes for the items you want to print.
2. Select **Print**.

3. In the window that appears, choose the level of detail you want to print.
 - a. To print just a summary of available information, select the **Summary Information** radio button.
 - b. To print detail information, select the **Transaction Details** radio button. For ACH payments, held transactions will be excluded. However, for ACH Templates, held transactions will be included.
4. Select **Print**.
5. In the Print window, use the **Export As** drop down to select the desired output, for example, **Export as PDF**.

Viewing Reports

The **Reports Management** widget shows all reports available to you.

Note: Most reporting needs are best met using List Views as illustrated in the prior section.

1. The default dashboard displays the **Reports Management** widget when logging in. If you would like to change the size of the widget, see page 8 for instructions.
2. The reports available will be listed (based on your entitlements):

Reports Management

Filter:

Actions	Report Name	Filter N...	Sh...	Report Group	Report Subgroup
View	Company Details			Admin	
View	ACH Company Report			Payments	Administrative
View	Exchange Rates			Payments	Administrative
View	Account Statement			Information Reporting	Prior Day
View	User Permissions			Admin	
View	Template Detail Report			Payments	Payments
View	Payment Detail Report			Payments	Payments
View	Current Day Availability			Information Reporting	Current Day
View	Balance and Transaction Account Scorecard			Information Reporting	Current Day
View	Roles			Admin	

Viewing 1-11 of 11 records

Display per page < Page of 1 >

Filtering Reports

Filters allow you to further refine the report to meet your needs. For example, you may require a Payment Detail Report, but you only want the report to include certain parameters.

1. Once you have selected a report from the **Reports Management** menu, there are predefined filter criteria that will vary from one report to another. If you do not want to filter the results, you can run the report by selecting the **Run Report** button.

Note: If you find that a report does not offer the filter criteria you need, refer to the List View that includes the data on which you wish to report.

Huntington

Dashboard

Payment Center

Advanced Reporting

Administration

Alerts

Payment Detail Report

Report Criteria

ID
is equal to [dropdown] [input field]

Creation Date
[input field] [calendar icon]

Amount
is equal to [dropdown] [input field]

Effective Date
[input field] [calendar icon]

Save this Report

Run Report Cancel

2. The report criteria can be saved by checking **Save this Report**, then **Run Report**.

Payment Detail Report

Report Criteria

ID
is equal to ▼ 700

Creation Date
[Calendar icon]

Amount
is equal to ▼

Effective Date
[Calendar icon]

Save this Report

Run Report Cancel

3. A pop-up box will appear to enter information to save the report filter. Input the **Filter Name**, **Filter Description** and, if desired, check the **Shared** box. The Shared box will allow other Users to see the saved filtered report in their List View. Once all the criteria are entered, select **Save**, or, if you don't need to save this filter, select **Cancel**.

Save Report Filter [Close]

Filter Name
[Text input field]

Filter Description
[Text input field]

Shared

Save Cancel

4. Scroll down the page to view the output.
5. You will be routed back to the **Reports Management** widget where the newly created filtered report will be listed with the other reports.

Reports Management

Filter

Actions	Report Name	Filter N...	Sh...	Report Group	Report Subgroup
View ▾	Payment Detail Report	ID 700		Payments	Payments

6. If you no longer need the filtered report, select **View** in the **Actions** column and **Delete** the report. You can use the same drop-down to **Modify** the criteria.

Exporting and Printing Reports

1. Once you select a report from the **Reports Management** widget and select **Run Report**, the report will render at the bottom of the screen. Scroll down to view the report.
2. Utilize the following icons as needed:



Zoom in and out on the report



Save the report



Print the report

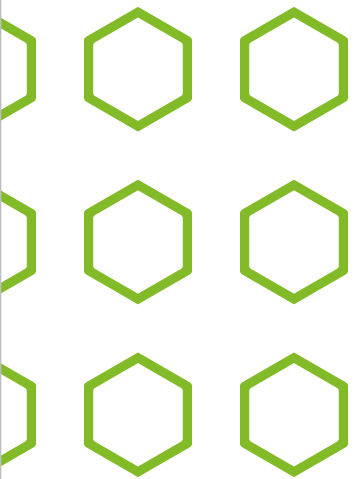


Open the report in Adobe Acrobat Reader within Payment Center application

A white rectangular button with a thin grey border. The text "Export As" is on the left, and a small downward-pointing chevron icon is on the right.

Export the report to PDF, CSV or Plain Text

SECTION 6



Alerts

Balance and Transaction Alerts

An Alert generates an automatic email message when certain events that meet your selected criteria occur, such as when an Inbound Wire is received into an account, when an Account Balance is too low, or when a Check Paid is over a certain dollar amount. For Alert definitions, see Appendix C.

NOTE: Before establishing an Alert for multiple recipients, your recipients must be defined using the **Email Recipients**, **Email Recipient Group Settings**, and **Email Recipient Group Assignments** in the Setup Menu.

Huntington recommends that you log in daily to review your activity as delivery of Alerts cannot be guaranteed. Alerts are not intended to be used to substitute daily monitoring of your account(s).

1. Select **Alerts**, then **Alert Settings** from the main menu.
2. The following screen will appear:

The screenshot shows the Huntington Alert Settings interface. On the left is a green sidebar with navigation icons for Dashboard, Payment Center, Advanced Reporting, Administration, and Alerts. The main area is titled 'Alert Settings' and contains an 'Add Widget' button. Below this is an 'Alerts List' section with three tabs: 'Alerts' (selected), 'Recipient Groups', and 'Recipients'. There is an 'Add New Alert' button with a plus icon and a 'Filter' dropdown menu set to 'Select fields'. At the bottom, a table header is visible with columns: 'All', 'Actions', 'Alert Name', 'Alert Type', 'Alert Subject Line', and 'Recipient'.

3. Click **Add New Alert** to add a new alert.

This screenshot is identical to the previous one, showing the Huntington Alert Settings page. The 'Add New Alert' button is highlighted with a green border, indicating it is the next step in the process.

4. The **Alert Details** screen is displayed:

Huntington Demo User Last Login:

Dashboard

Payment Center

Advanced Reporting

Administration

Alerts

New Alert

* Alert Name

* Alert Group

* Alert Type

* Alert Subject Line

You may change this subject line that appears on the email alert

* Recipients/Recipient Groups ⓘ

5. Enter the following information about the new Alert:

Alert Name: Select a name that describes the Alert

Alert Group: Select the appropriate **Alert Group** from the drop-down menu (will include Information Reporting)

Alert Type: Select the appropriate **Alert Type** from the drop-down menu (**NOTE: Available Alerts will depend upon User's Role entitlements as well as services used by your organization.**)

Information Reporting: Closing Ledger Balance-Checking
Summary Balance
Transaction Notification
Closing Available Balance-Checking

Alert Description: A description will default based upon the **Alert Type**. This description is what the Alert subject line will be when the recipient receives the Alert email.

Scheduled Alerts: Select Scheduled Hours from the drop-down menu
Select Scheduled Minutes from the drop-down menu
Select Time Zone from the drop-down menu

Recipient: Select a Recipient/Recipient Group from the drop-down list

6. Depending upon the **Alert Type** you choose, there will be additional items that may need to be selected. Be sure to limit selections since the Alerts are limited in the amount of information that can be provided at one time.

Account Number: Select the account number(s) from the list for the Alert.

Actions: Select the action(s) from the drop-down list.

Balance Type: Select the appropriate balance type for the Alert to trigger.

Time prior to cutoff time: Select how many hours and/or minutes prior to cutoff time.

Payment Status: Select the payment status desired from the drop-down list.

Payment Type: Select the payment type(s) the Alert will pertain to when triggered.

Debit/Credit Amount:	Select a qualifier and enter an amount in the box to the right. Debit/Credit Amount options are seldom used as they may unintentionally limit the execution of the Alert.
Customer Reference:	Applicable for check numbers.
Transaction Type:	Select the BAI code(s) desired from the drop-down list.
Closing Ledger Balance:	Select a qualifier and enter an amount in the box to the right.
Closing Available Balance:	Select a qualifier and enter an amount in the box to the right.
Report ID:	If you want the recipient to receive the report for all report IDs, leave this blank.

- Once all the desired parameters are correct for the alert, select **Save**.
- A confirmation message is displayed.

Alert Settings

Alerts List

Alerts	Recipient Groups	Recipients
---------------	-------------------------	-------------------

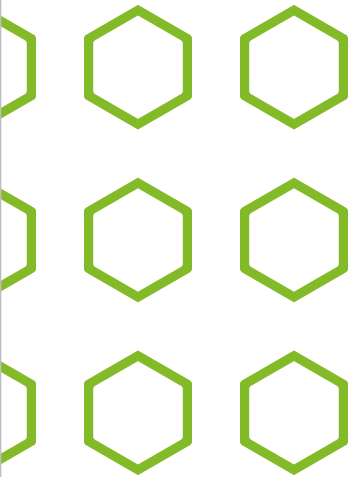
+ Add New Alert

✓ Alert Submitted

Filter

Select fields ▼

SECTION 7



Appendix

Appendix A: Field Definitions

ACCOUNT TRANSACTION FIELD DEFINITIONS:

TERM	DEFINITION
Roles	Roles define the functions that Users are entitled to perform. A single Role can be defined and then assigned to multiple Users, who will all have “like” access.
Entitlements	A list of functional options that an Advanced Reporting User is authorized to perform.
Clone	A function that allows Admin Users to create a new Role by copying an existing Role, assigning a new ID/name to the new Role, and entitling the appropriate functions.
e-Learning	Training tutorials designed to train and educate new Users on how to use Advanced Reporting.
Dashboard	Customizable homescreen in Payment Center that allows the User to add, remove, and resize widgets based on each User’s business needs.
Filtering	The process of refining or narrowing data and search requirements within Advanced Reporting.

Appendix B: Report Contents

ADMINISTRATION:

REPORT NAME	DESCRIPTION
Company Details	Includes information about a BOL Company and the Roles that belong to the BOL Company.
Roles	Includes entitlements assigned to each Role.
User Permissions	Includes the Roles assigned to Advanced Reporting User.

CURRENT DAY REPORTS:

REPORT NAME	DESCRIPTION
Balance and Transaction	Displays the last prior-day or intra-day feed that was processed for each account.
Cash Position	Displays opening balances, total debits and total credits for an account. The report also calculates current balances based on current-day (intra-day) transactions for the account(s) selected.
Current Day Availability	Displays current day transactions, opening book, and available balances for each account.

PRIOR DAY REPORTS:

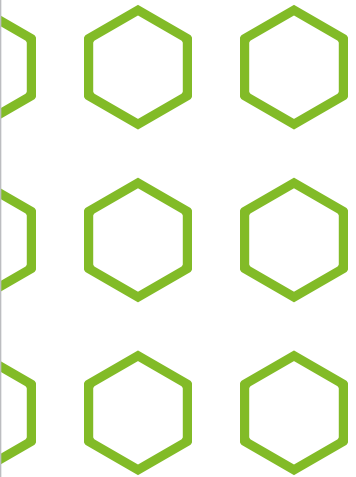
REPORT NAME	DESCRIPTION
Account Statement	Displays balance and transaction data in a bank statement format.

Appendix C: Alert Definitions

ACCOUNT TRANSACTION ALERTS:

NAME	DESCRIPTION
Available Balance	Portion of the total ledger balance that is available for withdrawal.
Incoming Wire	Funds received into an account via Wire Transfer.
Outgoing Wire	Funds paid out of an account via Wire Transfer.
Incoming ACH	Funds received into an account via ACH.
Outgoing ACH	Funds paid out of an account via ACH.
Check Paid	Check written from an account that has been paid (cleared).
Check Deposit	Check deposit has been made into an account.
Deposit Item Return	Check deposit that has been returned.
ATM Deposit	Deposit received into an account via ATM.
Lockbox Deposit	Deposit received into an account via Lockbox. Online Account Transfer made via Business Online.
Bill Pay Payment Sent	Funds paid out of an account via Bill Pay service. "Bill Pay Payment Received" and "Loan Payment" should each have their own rows in this chart.
Coin & Currency Ordered	Coin & Currency order has been debited out of an account. Adjustment Debit Funds debited out of an account due to an adjustment.
Adjustment Credit	Funds credited into an account due to an adjustment.
Controlled Disbursement	Daily presentment of Controlled Disbursement checks that Total Presentment will be paid (funding may be required).
Zero Balance Account Debit	Funds debited out of an account via a Zero Balance Account.
Zero Balance Account Credit	Funds credited into an account via a Zero Balance Account.

SECTION 8



Support



Additional Services

CUSTOMER SERVICE:

We encourage you to contact us with any questions or concerns.

By phone: 800-480-4862, weekdays, 7:30 am to 6:00 pm ET.

By email: Email tmcs.customer.service@huntington.com or click on the “Contact Us” link at the top of each Business Online page.

Note: Please do not email if fraud is suspected.

e-LEARNING:

Additional video tutorials on how to use Advanced Reporting can be found in Business Online under **Help**. Select the Resource Links tab, then select Payment Center User Guide link. From there a new browser window will open with options at the bottom. Scroll down to view different tutorials. Just click on the topic you want to view and watch the video.

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