

HomeTrust Bank
FOR BUSINESS



REPORTING FOR COMMERCIAL CENTER

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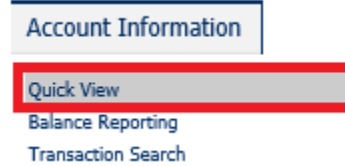
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Quick View

For an overview of all your accounts, click on the **Account Information** menu and choose **Quick View** from the drop-down menu.




From Quick View you have several options. You can click on the last 4 digits of the account number to view your transaction history. Accounts are separated by type for your convenience

Quick View

Demand Deposit		
Account Number	Current Balance	
*1234 BOL	\$52.90	
*6523 Main DDA	\$205.70	

Savings		
Account Number	Account Balance	Available Balance
*7895 Savings	\$270.50	\$270.50

From the gear icon to the right of the account number you can create an account transfer

Savings				Data reported as of Apr 3, 2019 11:00 PM EDT
Account Number	Account Balance	Available Balance	Date Last Active	
*7895 Savings	\$270.50	\$270.50	03/29/2019	 Transfer From Transfer To

Balance Reporting

From the **Account Information** menu select **Balance Reporting**. This service will allow you to create report templates to pull predefined reports as needed.



Select **Create Report**

A screenshot of the 'Balance Reporting' page. It features a table with two columns: 'Name' and 'Date'. Below the table, there is a message: 'No web templates have been set up.' At the bottom of the page, there is a green button with a plus icon and the text 'Create Report', which is highlighted with a red border.

If you are creating a template to reuse, create a name for the template and enter it in the **Template Name** field. Select an account for the report using the drop-down arrow to the right of the account box. Alternatively, you can choose all accounts

Create Report : Balance Reporting

A screenshot of the 'Create Report' form. Step 1 asks 'What name would you like to use for this template?' with a text input field containing 'Previous Day'. Step 2 asks 'Which accounts would you like on this report?' with a dropdown menu showing 'Please select an account...' and a list of accounts including 'Hometrust Bank (253170279) - *1234 - Demand Deposit (BOL)'. There are also buttons for 'Add All', 'Number', and 'Name'.

Next, place a check in the box for the type of account information you would like included in this report and the time period you would like to review. For example, if you want to review all the deposits for the previous day, select *All Credit Transactions* and *Previous Business Day Only*

A screenshot of the 'Create Report' form. Step 3 asks 'What data should be presented on this report?' with several checkboxes: 'All Data Types (ALL)' (checked), 'All Credit Transactions (CREDIT)', 'Summary Transactions (SUMMARY)', 'All Debit Transactions (DEBIT)', and 'Status Transactions (STATUS)'. Step 4 asks 'What dates would you like included in this report?' with radio button options: 'Default date range - Current And Previous Business Day', 'Previous Business Day Only' (selected), 'Previous Week', 'Previous Month', 'Week To Date', 'Month To Date', and 'Custom Date Range'.

In section 5, you can select if and how you would like to be notified when a new report is available for you to access, either by *Email* or *SMS Message* and the format you would like the report. In section 6, select how you would like your report formatted. Formats such Balance Reporting will include a running balance and CSV Transaction Report will download your activity in a .csv Excel spreadsheet. Web Connect reports will format your account history to be uploaded to your money management software.

5 How would you like to be notified that new data for this report is available?

EMAIL SMS

6 How would you like your report formatted?

BAI Version 2
 Balance Reporting
 CSV Report
 CSV Transaction Report
 QuickBooks Web Connect
 Quicken (Mac) Web Connect
 Quicken (Windows) Web Connect

Hint: see the User Maintenance QRG for assistance in enrolling in SMS Message

Choose the type of file you would like to receive and the name you want the file to have. Depending on the format, a default selection may apply. You can *Generate* to create and view the file, *Download* to download the file and *Save Template* to save the parameters you have set you have set to pull future reports

What type of file would you like to receive?

HTML PDF Encrypted PDF Text

What name would you like the file to have?

Previous Day | x | .csv
[Macros Help](#)

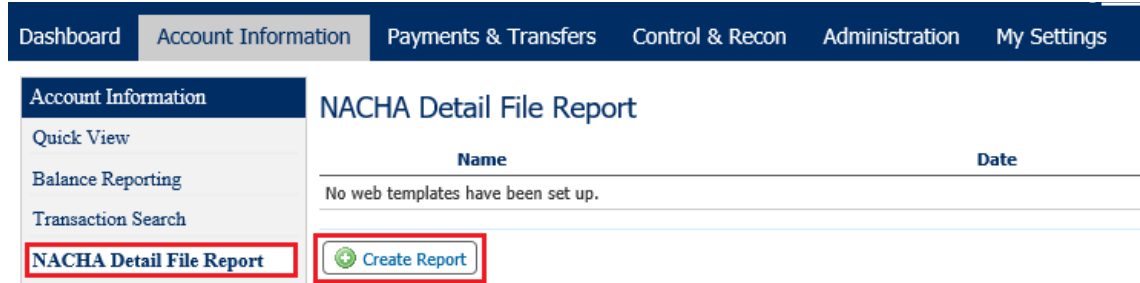
The template will be saved on the Balance Reporting landing page. From here you can select *View* – this will open the most recent version of the report or select *Download* to download the most recent version of the report. *Edit* will allow you to edit the parameters and *Clone* will open a new template with most of the settings copied

Balance Reporting

	Name	Date	
<input type="button" value="X"/>	Previous Day Balance Reporting	04/03/2019	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Edit"/> <input type="button" value="Clone"/>

NACHA Detail File Report

From Commercial Center you can access detail reports about incoming ACH activity. To create one-time reports and report templates, select the *Account Information* menu and then select *NACHA Detail File Report*, then select *Create Report*



To save time you can create a template report to avoid re-entering the search criteria. To create a template, enter a **Template Name**

Create Report : NACHA Detail File Report

1 What name would you like to use for this template? _____
Template Name
Name is required only if you wish to save this as a template.

Select the account(s)

2 Which accounts would you like on this report? _____
Please select an account...
✘ Hometrust Bank (253170279) *1234 Demand Deposit (DISBURSEMENT)

Select the timeframe for the report

3 What dates would you like included in this report? _____
 Default date range - Previous Business Day
 Custom Date Range

Select how you want to be alerted when a new report is available

4 How would you like to be notified that new data for this report is available? _____
 EMAIL SMS

Select the report that you want to view. If you know your transaction has Addenda included, select the ACH Detail Report with Addenda

5 How would you like your report formatted?

<input checked="" type="radio"/> ACH Detail Report	<input type="radio"/> ACH Detail Report with Addenda	<input type="radio"/> EDI CSV
<input type="radio"/> EDI CSV - CTX Only	<input type="radio"/> EDI820 Data	<input type="radio"/> NACHA File Format

Select the format. Depending on the format, a default selection may apply.

What type of file would you like to receive?

<input type="radio"/> HTML	<input type="radio"/> PDF	<input checked="" type="radio"/> Encrypted PDF	<input type="radio"/> Text
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Select a name for the report and select *Generate* to create and view the file, *Download* to download the file and *Save Template* to save the parameters you have set to pull future reports

What name would you like the file to have? <input type="text" value="Macros Help"/> .pdf Macros Help
<input type="button" value="Generate"/> <input type="button" value="Download"/> <input type="button" value="Save Template"/> <input type="button" value="Cancel"/>

The template will be saved on the Balance Reporting landing page. From here you can select *View* – this will open the most recent version of the report or select *Download* to download the most recent version of the report. *Edit* will allow you to edit the parameters and *Clone* will open a new template with most of the settings copied. You can also select the date that you would like to review.

Prev 1 Next	Go to page 1	Showing 1 - 1 of 1	Items to display: 10 20 50
	Detail File Report - Public Template NACHA Detail File Report	<input type="text" value=""/>	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="View Template"/>
Prev 1 Next	Go to page 1	Showing 1 - 1 of 1	Items to display: 10 20 50

NACHA Return File Report/NACHA Notice of Change File Report

Use these reports to view ACH notices of change and returns. These notices provide you the details on ACH transactions originated from your HomeTrust Bank account when there is a change to the payee account information, or if the information is incorrect and the transaction has been returned.

Both reports can be found in the *Account Information* menu. Select the report you would like to view. The previous business day will default in the **Date** field. Then choose to [View](#) or [Download](#) the report.

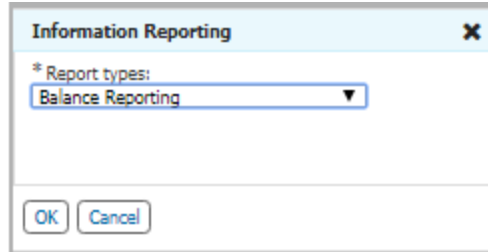
The screenshot shows the 'NACHA Return File Report' page. The top navigation bar includes 'Dashboard', 'Account Information', 'Payments & Transfers', 'Control & Recon', 'Administration', and 'My Settings'. The left sidebar under 'Account Information' lists: 'Quick View', 'Balance Reporting', 'Transaction Search', 'NACHA Detail File Report', 'NACHA Return File Report' (highlighted), and 'NACHA Notification of Change Report'. The main content area has a table with columns 'Name' and 'Date'. A row contains a red 'X' icon, a yellow envelope icon, the text 'ach return' and 'NACHA Return File Report', an empty date field with a calendar icon, and buttons for 'View', 'Download', 'Edit', and 'Clone'. Below the table is a 'Create Report' button.

Report Delivery

Choose Report Delivery from the *Account Information* menu to set up automated delivery of your Balancing, NACHA Detail, NACHA Return and NACHA Notice of Change reports. Select to Create a Template

The screenshot shows the 'Report Delivery' page. The top navigation bar is the same as in the previous screenshot. The left sidebar under 'Account Information' lists: 'Quick View', 'Balance Reporting', 'Transaction Search', 'NACHA Detail File Report', 'NACHA Return File Report', 'NACHA Notification of Change Report', and 'Report Delivery' (highlighted). The main content area has a 'Channel Name' label above a table. Below the table is a 'Create Template' button highlighted with a red box.

Select the type of report the delivery template is for and select OK.



Select the name of the delivery template and choose the account(s) that will be included in the report.

Create Template : Balance Reporting

1 What name would you like to use for this template? _____
* Template Name

2 Which accounts would you like on this report? _____

Please select an account...

Hometrust Bank CERT (253170279) - * 1234 Test

Select the type of information that should be included and the format you would like the report to display in.

3 What data should be presented on this report? _____

<input checked="" type="checkbox"/> All Data Types (ALL)	<input type="checkbox"/> Summary Transactions (SUMMARY)	<input type="checkbox"/> Status Transactions (STATUS)
<input type="checkbox"/> All Credit Transactions (CREDIT)	<input type="checkbox"/> All Debit Transactions (DEBIT)	

4 How would you like this report to appear? _____

<input type="radio"/> BAI Version 2	<input checked="" type="radio"/> Balance Reporting	<input type="radio"/> CSV Report
<input type="radio"/> CSV Transaction Report	<input type="radio"/> QuickBooks Web Connect	<input type="radio"/> Quicken (Mac) Web Connect
<input type="radio"/> Quicken (Windows) Web Connect		

The report will be delivered by email. Select if you would like to receive a notice that report has been generated and delivered by either email or SMS (you must have enrolled in SMS to receive an alert via text).

5 How would you like this report delivered? _____

EMAIL

6 How would you like to be notified that this report has been delivered? _____

EMAIL SMS

Select the format and frequency for the report to be delivered, then select Save Template

7 How would you like this report to be formatted? _____

HTML PDF Encrypted PDF Text

8 When would you like this report delivered? _____

Daily

Whenever Data Becomes Available for This Template's Account(s)
 Only New- Only include new information since the last time this report was generated

Starting No Earlier Than - Do not deliver daily report before specified time

At Specific Times - Template is triggered by specific time settings, not file loads

Timed Intervals - Template is triggered at interval time settings during specified hours, not file loads

Weekly - Output created once per week, for previous calendar week, on specified day

Monthly - Output created once per month, for previous calendar month, on specified date