



CORPORATE ONLINE – REPORTING/WIRE ACTIVITY/DOCUMENTS

Reporting allows you to review balance and historical transaction information in several available reports. The types of information that appear vary according to the report type. Reports can be reviewed on screen or downloaded to your computer.

Wire Activity allows you to review detailed wire instructions for both incoming and outgoing wires. This includes pertinent information such as the Federal Reference Number for processed wires.

Documents allows you to review both tax documents and Account Analysis statements when available.



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Reports

Home | Information Reporting | Transaction Search | BAI2 Export

Report Selection

Report Name	Report Description	Report Type
Account Balances	Account Balance Summary	Previous Day
ACH Activity Report	ACH Activity Report	Previous Day
Balance and Activity Report	Account Balances and Activity	Previous Day
Commercial Loan Report	Commercial Loan Summary and Activity	Previous Day
Interest Transactions	Interest Transaction Report	Previous Day
Loan History Report	Loan History Report	Previous Day
Paid Check Report	Checks Paid Only	Previous Day
Previous Day Report	Previous Day Transaction Activity	Previous Day
Prior Day Combined Report	Prior Day Summary and Detail	Previous Day
Wire Transfer Report	Wire Transfer Report	Previous Day

1. Click **Reporting** from the navigation menu on the left.
2. Select a report to review.
3. Click **Transaction Search** to search for a particular transaction. (See below).
4. Click **BAI2 Export** to download BAI2 formatted reports.

Transaction Search

Search Criteria

Data Type: Previous Day

Transaction Type: * Choose Transaction Type

From Date:

To Date:

Account Number: All Accounts

From Amount:

To Amount:

Serial Number:

Reference Number:

1. Select the transaction type via the drop down menu.
2. Enter in criteria to narrow your search for a particular transaction: **Date Range**, **Account Number**, **Amount Range**, Check **Serial Number**, and **Reference Number**.
3. Click **Transaction Search** to display the report.
4. Click **Export** for either a comma-separated or tab-separated file.

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Reports – Criteria Selection

Criteria Selection

Report Selection: Criteria Selection

Help
Print

Prior Day Combined Report * required

Select Favorite:

Name: Save Delete **1**

2 Period: Custom

From Date: * 09/19/2016 To Date:

Account Display Sort: Account Name

Transaction Sort: Date/Amount

3 Show Detail:

Report View: Statement Report

Account(s): *

ABA Number	Account Number	Account Name	Account Type	Unreported Credits	Unreported Debits
<input type="checkbox"/>	All Accounts				
<input type="checkbox"/>	321081669	91700003535	Associate Holdings Account	Checking	
<input type="checkbox"/>	321081669	91700005555	Operating Account	Checking	

Account Lookup

Display Export Reset **Download to Quicken** **Download to QuickBooks** Transaction Search View PDF

5 **6** **7** **8**

1. To create a favorite (saved) report: Enter a name for the report; otherwise, start with step #2.
2. Enter in the criteria for the (favorite) report: **Period**, **Account Display Sort**, and **Transaction Sort**.
3. Check off the **Show Detail** box to display all available details regarding the transaction.
4. Select the accounts to review within the report.
5. Click **Display** to review the report on screen.
6. Click **Export** for either a comma-separated or tab-separated file.
7. Click **Download to Quicken/QuickBooks** to export the results in an OFX format.
8. Click **View PDF** to review the report in PDF format.

**** Up to 18 months' (previous day) history is available for Reporting and Transaction Search ****

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Wire Activity

Under **Wire Activity**, wire details for both incoming and outgoing wires are displayed on the reports up to 180 days.

The screenshot displays the 'Wire Transaction Search' interface. On the left is a navigation menu with 'Wire Activity' highlighted (1). The main area contains search criteria (2) with fields for Report Type (radio buttons for Summary and Detail), Sort Field(s) (3) (a dropdown menu), Transaction Type (a dropdown menu), From Date, To Date, Account Number (with a 'Lookup' button (3)), From Amount, To Amount, and Host Reference Number. A 'Mark Wire(s) Viewed' checkbox (4) is located to the right of the search criteria. At the bottom of the search criteria are 'Display' (5) and 'Reset' buttons. The top navigation bar shows 'Wire Transaction Search' (6) and 'New Wire Activity Report' (7). The top right corner has 'Help' and 'Print' buttons.

1. Click **Wire Activity** from the navigation bar on the left.
2. Select a **Sort Field** from the drop down menu.
3. Optional: Enter in the criteria for the wire to be reviewed.
4. Optional: Check off **Mark Wire(s) Viewed** if you do not wish the wires to be displayed on the report to appear again.
5. Click **Display** to review the report.
6. Select **Wire Activity Report** to review all wire transactions that occur on a specific date.
7. Select **New Wire Activity Report** to review wire transactions for the current day.

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Documents

Under **Documents**, Account Analysis statements as well as tax documents will be available for review.

The screenshot shows the First Republic Bank Corporate Online interface. The navigation bar on the left includes links for Home, Balances, Transfers, Reporting, Stops and Inquiries, Positive Pay, Wire Transfers, Wire Activity, Documents (1), Setup, and Sign Out. The main content area is titled 'Inquiry > Documents' and features a message: '5 Statement(s) available for the selected account. Request successful'. Below this, there is a prompt to 'Select an account, then choose "View Documents."'. A form labeled 'Criteria' contains an 'Account Number*' dropdown menu (2) with the value '91700003535-ABA321081669-Associate Holdings Account' and a 'Lookup' button. A 'View Documents' button (3) is located below the form. A table titled 'Available Documents' (4) lists the following items:

Available Documents	View	Download
Detail: Account Analysis Statements: 04/30/2016	View	Download
Detail: Account Analysis Statements: 09/30/2015	View	Download
Detail: Account Analysis Statements: 09/23/2015	View	Download
Detail: Account Analysis Statements: 08/31/2015	View	Download
Detail: 1099-INT: 12/31/2014	View	Download

1. Click **Documents** from the navigation bar on the left.
2. Select an account from the drop down menu.
3. Click **View Downloads** for a list of all documents.
3. Click **View** to review the information onscreen or click **Download** for a PDF copy.



Contact your banker or our Online Banking Support team for more information or assistance at 1-800-221-9777.

It's a privilege to serve you.