# *WEST*consin Business Connect Reports User Guide

The following instructions will provide you with step-by-step details of building and running reports within Business Connect. If you have any questions or need additional assistance, please reach out to Business Services directly. If you are a business owner and would like to apply for Business Connect, CLICK HERE. If you are a business that currently uses Business Connect and have questions, CLICK HERE.

## PAYMENT REPORT INFO

Payment Reports gives permitted Business Administrators and Business Users the ability to build and run reports based on their ACH & Wire payment data and template data. This service is not available on the Mobile App. Data for payment reports is available for 1 year in the past/future.

If there are not payment reports built, a default list of reports is available to choose from including the following payment report types:

- Default Completed ACH Payments Report
- Default Completed Wires Payments Report
- Default Scheduled Payments Report
- Default Declined or Deleted Payments Report
- Default ACH Template Report
- Default Wires Template Report
- Default Scheduled Recurring Payments Report
- Default ACH Pass Through Report

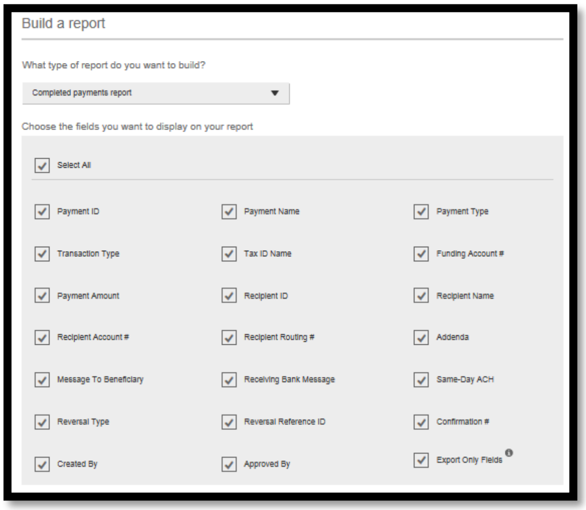
## BUILD A PAYMENT REPORT

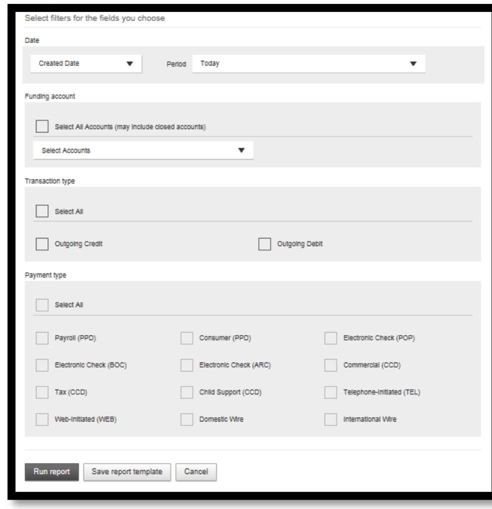
There is no limit to the number of templates allowed to be created

1. **Login** to *WEST*consin Business Connect account
2. **Click** “Reports” from the navigation menu > **Click** “Payment Reports”
3. **Click** “Build a report”
4. **Select** the type of report being created
    - Six (6) report types
        - Completed Payments Report
        - Scheduled Payments Report
        - Declined/Deleted Payments Report
        - Templates Report
        - Scheduled Recurring Payments Report
        - Pass-through Report
5. **Choose** fields of data to display on the report
    - Options depend on the report type selected
6. **Set** filters
    - Date: Max of one year in the past/future
    - Funding account: closed accounts are included
    - Transaction type: credits & debits

- Transaction Description
- Payment type: multiple options show even if *WEST*consin Credit Union does not support them

7. **Click** "run report", "save report template", or "cancel"
    - If saving report template > **enter** template name > **click** save



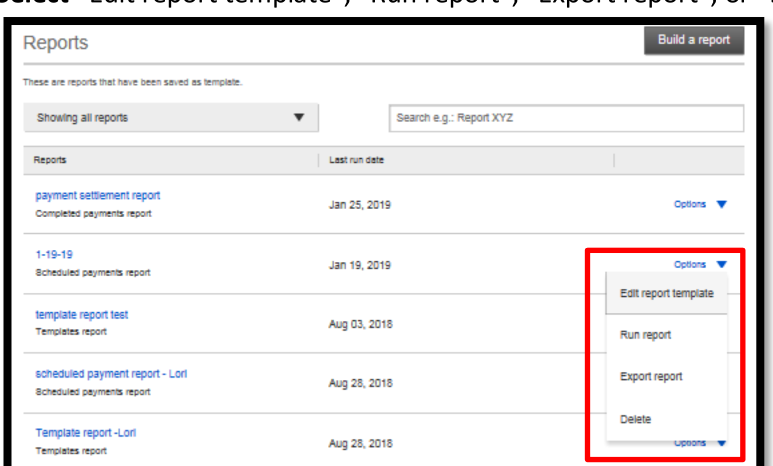

## RUN A PAYMENT REPORT

After building payment reports, permitted Business Administrators and Business Users can create new reports or chose from saved reports to run at any time.

1. **Login** to *WEST*consin Business Connect
2. **Click** "Reports" from the navigation menu > **Click** "Payment Reports"
3. **Select** or **search** for the saved template
4. **Click** "run report", "save report template", or "cancel"
    - Edit report as needed
    - If changes are made, saving the report template replaces the previously saved template

## MANAGE PAYMENT REPORT TEMPLATES

1. **Login** to *WEST*consin Business Connect
2. **Click** "Reports" from the navigation menu > **Click** "Payment Reports"
3. **Select** or **search** for the saved template
4. **Click** "Options"
5. **Select** "Edit report template", "Run report", "Export report", or "Delete"



## MULTI-ACCOUNT REPORT INFO

Payment Reports gives permitted Business Administrators and Business Users the ability to view transaction history and totals for a single or across multiple TINs on a single report. This service is not available on the Mobile App.

Multi-account reporting offers:

- Consolidated reporting for up to fifteen accounts
- 1 year of transaction history for ACH transactions & Wires
- 3 months of transaction history for all other inquiries
- Predefined and custom date ranges
- Filtering by amount and check number
- Filter by transaction description and transaction type
- Check and deposit ticket imaging
- Report export in Comma Separated Values (CSV) format
- Report print

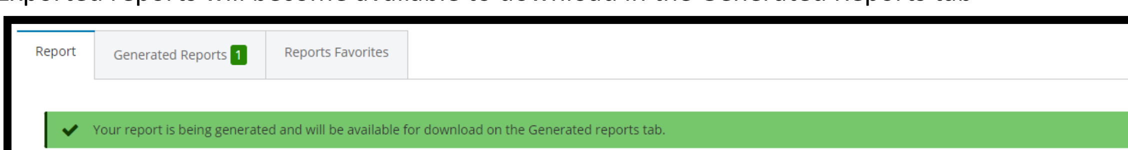
## RUN A MULTI-ACCOUNT REPORT

1. **Login** to *WEST*consin Business Connect account
2. **Click** "Reports" > "Multi-Account Reports" from the navigation menu
3. **Select** the account types you wish to include
    a. Checking or Savings
4. **Select** specific accounts to include in your report
    a. All available suffixes will show as options
5. **Set** date/date range for report
    a. 1 year of transaction history for ACH transactions & Wires
    b. 3 months of transaction history for all other inquiries
6. **Click** "Submit"

## REVIEW MULTI-ACCOUNT REPORT

After running a report, review the on-screen information. Additional options include:

- Filter – Filter by amount of check #
    - Enter up to 10 check numbers separated with commas (,)
    - Filters apply to all accounts and are not applicable to report export
- Expand all – Expands all accounts
- Export – **Select** CSV > **Click** "Export" > **Name** file > **Click** "Export"
    - Exported reports will become available to download in the Generated Reports tab




- Print – prints the on screen report

## GENERATED REPORTS TAB

*Generated reports show all downloadable reports and are available for the past 10 days.*

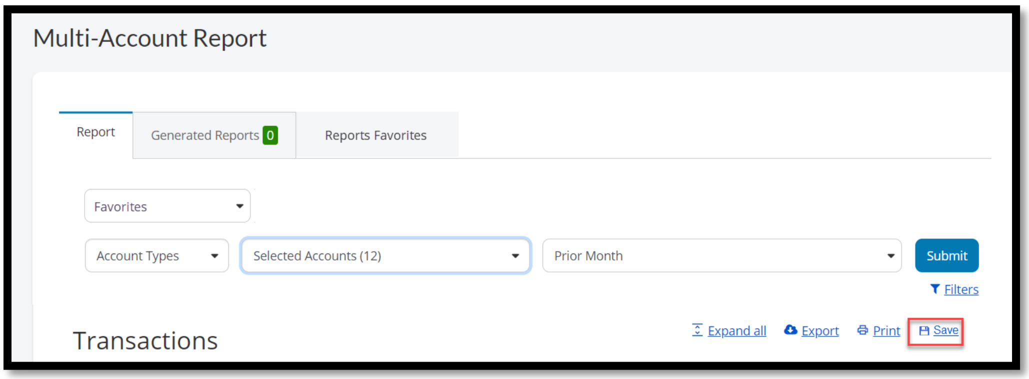
To download a generated report:

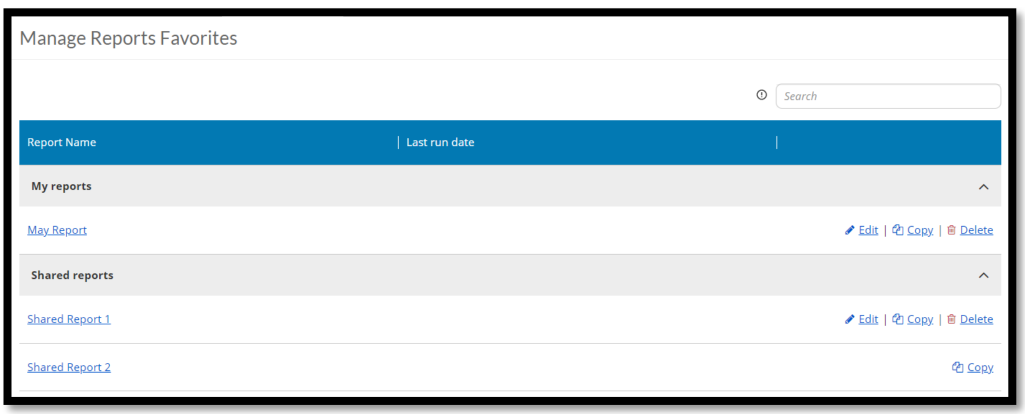
1. **Click** "Download" next to the report you wish to view

## REPORTS FAVORITES TAB

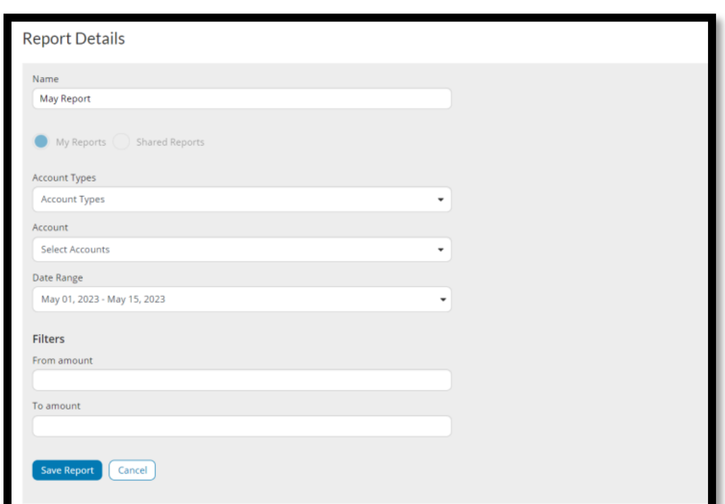
Reports can be saved to "favorites" when generating the same report multiple times, a day or week. The favorites drop down lists the favorites saved for a specific user as well as shared reports available to all business users entitled to Multi-Account Report. Users can manage the saved report favorites under "Report Favorites".

- When a Multi-Account Report is generated, it can be saved as a favorite by **selecting** the *Save* icon.
- **Save** the report to "My Reports" or "Shared Reports"
  - *My Reports* are reports created by a user that only that user can view, edit, copy, or delete.
  - *Shared Reports* are reports that any business user can view or copy. Users will not be able to edit or delete a Shared Report created by another user.
  - Users who generate a shared report with accounts that they are not entitled to can view the report but only with the accounts to which they are entitled.

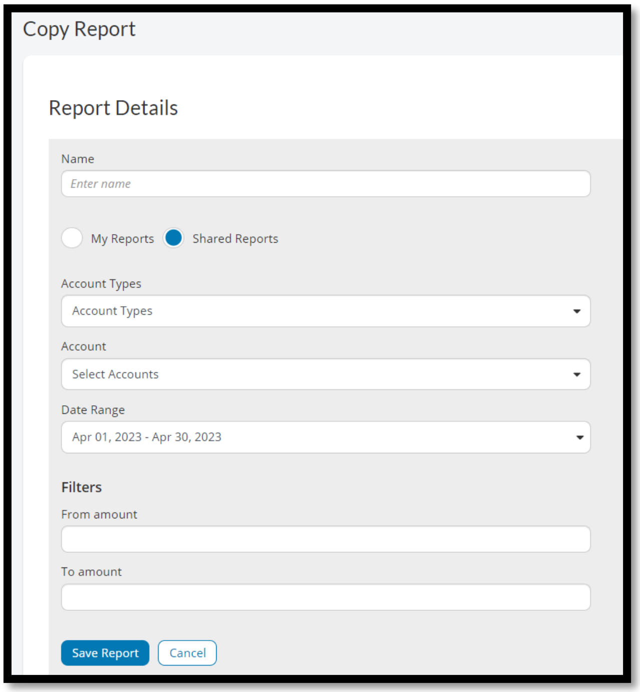



- Reports can be edited by clicking the *Edit* button. Only the user who created a report favorite can edit the report. The report type (My Report or Shared Report) cannot be edited.



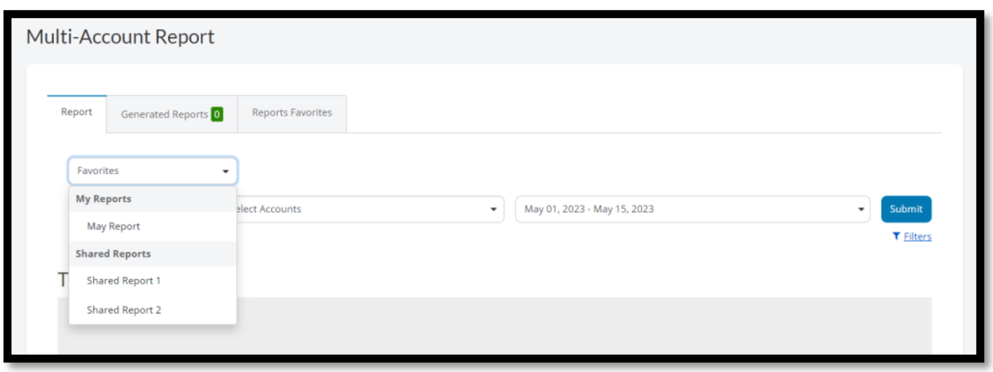
- Reports can be copied by clicking the Copy button. The function to copy a favorite is available for all *My Reports* and *Shared Reports* (depending on user's entitlements).




- Reports can be deleted by clicking the *Delete* button. Only the user who created the report favorite will have access to delete the report.

## FAVORITES DROP DOWN

- The Favorites drop-down consists of two sections: My Reports and Shared Reports. My Reports are those reports that a user has created and saved and are only accessible by that user. Shared Reports are saved reports that can be accessed by all users within a business.




- When a report is selected from the Favorites drop-down, a message displays confirming that the user wishes to generate the selected report. When confirmed, the report displays.