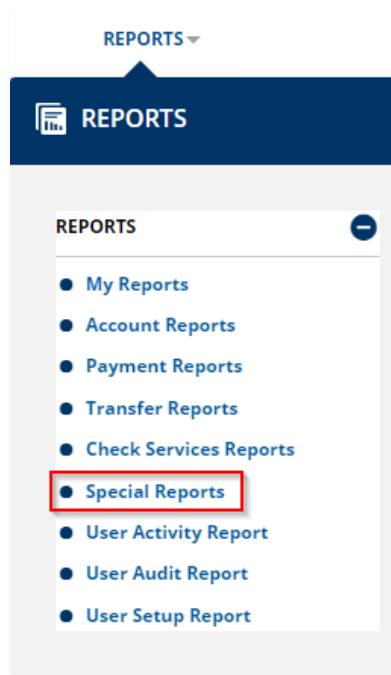


## SPECIAL REPORTS

Treasury Internet Banking's Special Reports feature provides the ability to view custom bank reports containing complex details not found on standard account reports such as ACH Return and Notification of Change (NOC) information or ACH Electronic Data Interchange (EDI) details. The enriched account information available in the various Special Reports help you manage your business.



### NAVIGATION

Navigate to the *Reports* menu and select *Special Reports*.


A screenshot of the 'SPECIAL REPORTS' page. At the top left, there is a header with a bar chart icon and the text 'SPECIAL REPORTS' and 'Use this page to review special reports.' Below this is a dark blue header bar with the text 'SPECIAL REPORTS'. The main content area contains a table with three columns: 'Special Report Name', 'Update Date/Time', and 'Historical Versions'. The table has two rows: 'ACH Returns' with update date '03/17/2022 17:38' and 'View version 94', and 'ACH EDI' with update date '07/29/2022 12:06' and 'View version 122'. At the bottom right of the table, there is a 'Show 10' dropdown menu.

Special Report Name ▲	Update Date/Time ▲	Historical Versions
ACH Returns	03/17/2022 17:38	View version 94
ACH EDI	07/29/2022 12:06	View version 122

### VIEWING REPORTS

The *Special Reports* screen displays the reports to which you have access.


1. Current Report – Click the *Special Report Name* hyperlink to display the most recent version available. The report opens in a separate browser window.
2. Historical Reports – Click the *View Version* hyperlink to display previous versions of the report.

 SPECIAL REPORT HISTORY VIEW  
Use this page to review special reports history.

HISTORY	
Special Report Name	Update Date/Time
ACH EDI	07/29/2022 12:06
ACH EDI	07/20/2021 06:02
ACH EDI	07/19/2021 06:02
ACH EDI	07/16/2021 15:47
ACH EDI	07/16/2021 06:02
ACH EDI	07/15/2021 06:02
ACH EDI	07/14/2021 06:02

The *Special Report History View* screen displays a list of all available versions of the report.

1. Click the *Special Report Name* hyperlink to display the desired version in a separate browser window.
2. Click the *Cancel* button at the bottom of the page to return to the previous screen.

SPECIAL REPORTS

Report Name ▲	Date / Time
ACH EDI	07/29/2022 12:06
ACH Returns	03/17/2022 17:38

DASHBOARD ACCESS

You may also configure the *Special Reports* widget on your *Dashboard* for easier access to your reports.

*For information on how to modify the Dashboard widgets, please refer to the Dashboard Quick Reference Guide.*