

Daily Report Selection Setup

The Daily Report Selection Setup selection is used to determine which of the listed reports will automatically print when the “Print End of Day Reports” job is selected. Note that all of the reports in the backup directory selected will be printed; however, reports listed on the Daily Report Selection Setup window without a checkmark will not be printed.

The reports may also be displayed by going to [[Main Ribbon > Reports > Current Day or Archive](#)]. After selecting the Archive or Backup folder, then a date folder or a monthend folder, right click on the report and select “View”. After displaying a report, use the printer icon to print the report, if desired. Reports that are 5MB or less in size can be displayed. Reports that are more than 5MB in size will be grayed out and can be downloaded to the PC and opened in Word, Note Pad or Word Pad, etc., but not displayed.

See the Daily Report List at the end of this chapter.

Datamatic VIEW

Daily Report Selection Setup

Daily Reports

- Payroll Balance Listing
- ACH/ATM/FRB Balance Listing
- Draft Balance Listing
- Daily Transaction Listing
- Checks and Cash Received
- Daily Check Register
- Payments on Delinquent Loans
- Overdrawn Account Listing
- CD Forecast Report

User Defined Reports:

<input type="checkbox"/> Print	<input type="text"/>	<input type="checkbox"/> Print	<input type="text"/>
<input type="checkbox"/> Print	<input type="text"/>	<input type="checkbox"/> Print	<input type="text"/>
<input type="checkbox"/> Print	<input type="text"/>	<input type="checkbox"/> Print	<input type="text"/>

Save

Figure 1

In addition to other reports in the backup directory being printed when “**Print End of Day Reports**” is selected, only the reports (on this window) that have a checkmark will be printed automatically when End of Day reports are printed. To place a checkmark next to the report, either use the arrow keys to highlight the report and press the spacebar or click on the report.

There are five other reports listed at the end of the report listing which are not automatically generated (except Oper Log) with End of Day like the others. These are:

Oper Log, Report Writer, General Ledger Trial, Dividend Report and General Ledger Report

If any of these reports are ordered during the day, **and** are check marked, the report(s) will be printed with End of Day reports. If a report is ordered during the day and the credit union **only** wants it to be fished, do not place a checkmark next to the report. Otherwise it will be both fished and printed. If the report is removed from backup then it will not be fished or printed.

By using the **User Defined Reports** section at the bottom of the window, other reports could be added to the list, if desired, for the purposes stated above.

Payroll Balance Listing

Definition: The Payroll Splits report displays a Payroll Balance Listing for the date specified on the report. By saying Yes to this selection, the following report will be printed.

CR007-02 Daily Transaction Report - Payroll Splits

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

ACH/ATM/FRB Balance Listing

Definition: The ACH/ATM/FRB Balance Listing displays ATM, ACH, FRB, and Visa transactions for the date specified on the report. By saying Yes to this selection, the following reports will be printed.

CR600-01 ACH Transactions
 CR600-01 ATM Transactions
 CR600-01 FRB Transactions
 CR600-01 Visa Transactions

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Draft Balance Listing

Definition: The Draft Balance Listing displays Draft transactions for the date specified on the report. By saying Yes to this selection, the following report will be printed.

CR005C-01 Draft Transactions

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Daily Transaction Listing

Definition: By saying Yes to this selection, the following reports will be printed.

CR020-06	Daily Transaction Report - Online
CR020-06	Daily Transaction Report - Teller Totals
CR020-06	Daily Transaction Report - Branch Summary
CR020-06	Daily Transaction Report - Teller Summary
CR020-06	Daily Transaction Report - Ledger Summary
CR020-06	Daily Transaction Report - Transfers
CR020-06	Daily Transaction Report - ATM
CR020-06	Daily Transaction Report - ACH
CR020-06	Daily Transaction Report - CD Interest
CR020-06	Daily Transaction Report - CD Transfers
CR020-06	Daily Transaction Report - Designated Charge
CR020-06	Daily Transaction Report - Drafts
CR020-06	Daily Transaction Report - Home Banking
CR020-06	Daily Transaction Report - Service Center
CR020-06	Daily Transaction Report - Voice Response
CR020-06	Daily Transaction Report - ATM OD Fees
CR020-06	Daily Transaction Report - ACH OD Fees
CR020-06	Daily Transaction Report - ATM RTN Fees
CR020-06	Daily Transaction Report - ACH RTN Fees
CR020-06	Daily Transaction Report - Payroll
CR020-06	Daily Transaction Report - ACH Returns
CR020-06	Daily Transaction Report - Draft RTN Fees
CR020-06	Daily Transaction Report - Overdraft Fees
CR020-06	Daily Transaction Report - Draft Returns
CR020-06	Daily Transaction Report - Overdrafts

Following the values table is a detailed description of each of these reports.

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

1. Online: The online report displays all transactions that occurred on the online system for the date specified on the report.
2. Teller Totals displays online totals for each teller.
3. Branch Summary displays online totals for each of the credit union's branches.
4. Teller Summary displays a summary for online tellers for all credit union's branches.
5. Ledger Summary displays a summary of the general ledger.
6. Transfers display daily transactions that resulted in a transfer of funds.
7. ATM displays ATM transactions for the date specified on the report.
8. ACH report displays ACH transactions for the date indicated on the report.
9. CD Interest displays transactions involving the payment of interest on CDs.
10. CD Transfers displays transactions involving the transfer of funds from CDs that have matured.
11. Designated Chg displays designated services charges posted on the date specified on the report.
12. Drafts displays draft transactions that occurred on the date specified on the report.

13. Home Banking displays Home Banking/Mobile Banking transactions for the date indicated on the report.
14. Service Center displays transactions that occurred at the credit union's service center on the date specified on the report.
15. Voice Response displays transactions that occurred through the voice response system on the date specified on the report.
16. ATM OD Fees displays fees caused by overdrawing an account from ATM transactions.
17. ACH OD Fees displays fees caused by overdrawing an account from ACH transactions.
18. ATM RTN Fees displays transactions that resulted in return fees during ATM transactions.
19. ACH RTN Fees displays transactions that resulted in return fees during ACH transactions.
20. Payroll displays payroll transactions.
21. ACH Returns displays transactions that resulted in a return of an ACH transaction.
22. Draft RTN Fees displays transactions resulting in return fees for draft transactions.
23. Overdraft Fees displays transactions that resulted in fees caused by an overdrawn account.
24. Draft Returns displays transactions that resulted in returned draft transactions.
25. Overdrafts display transactions that resulted in an overdrawn account.

Checks and Cash Received

Definition: The Checks and Cash Received report displays all transactions involving cash or checks received by each teller. This report aids in verifying the teller receipts. By saying Yes to this selection, the following report will be printed.

CR020-10 Daily transaction Report - Cash and Checks Received

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Daily Check Register

Definition: The Daily Check Register report displays a reconciliation of checks written from the credit union's account. By saying Yes to this selection, the following report will be printed.

CR740-01 Check Register GL Bank Account

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Payments on Delinquent Loans

Definition: The Payments on Delinquent Loans report displays the delinquent payments received during the day the report was created. By saying Yes to this selection, the following report will be printed.

CR020-05 Daily Transaction Report - Delinquency Payments Received

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Overdrawn Account Listing

Definition: This report lists all transactions that resulted in overdrawn accounts. By saying Yes to this selection, the following report will be printed.

CR020-08 Daily Transaction Report - Overdraft Transaction

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

CD Forecast Report

Definition: This report forecasts the amount to accrue for payment of interest on certificate of deposit accounts. By saying Yes to this selection, the following report will be printed.

CR351-01 CD Forecast Interest Report

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Monthend CD Forecast

Definition: The Monthend CD Forecast report forecasts the amount to accrue for payment of interest on certificate of deposit accounts as of monthend. By saying Yes to this selection, the following report will be printed.

CR351-01 Monthend CD Forecast Interest Report

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

NSF Overdraft Reports

Definition: The ACH NSF Report displays the ACH transactions that resulted in NSF's. ATM NSF Report displays ATM transactions that have resulted in NSF's. Share Draft NSF Report displays draft transactions that have resulted in NSF's. By saying Yes to this selection, the following reports will be printed.

CR015-01	ACH NSF Report
CR015-01	ATM NSF Report
CR015-01	Share Draft NSF Report

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Transmission Log

This selection is no longer used.

Rejected Transaction Report

Definition: Displays transactions that were rejected during the date the report was created. By saying Yes to this selection, the following report will be printed.

CR020-12	Daily Transaction Report - Rejected Transaction
----------	---

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

General Ledger Recap

Definition: The General Ledger Recap report displays a summary of the General Ledger for the day the report was created. By saying Yes to this selection, the following report will be printed.

CR020-15	Daily Transaction Report - General Ledger Recap
----------	---

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Daily Loan Transfers

Definition: This report displays transfers to loans, including delinquent transfers, that occurred during the day the report was created. By saying Yes to this selection, the following reports will be printed.

CR040-01	Daily Transfers
CR040-01	Delinquent Transfer Transaction Listing (if delinquent transfers option turned on)
CR040-02	Delinquency Report

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

General Ledger Posting

Definition: The General Ledger Posting report displays Journal Vouchers (JVs) that were posted during the day the report was created. By saying Yes to this selection, the following report will be printed.

GL100-01	General Ledger Posting Listing
----------	--------------------------------

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

File Maintenance Report

Definition: This report is an audit report on changes performed on member's accounts. By saying Yes to this report, the following report will be printed.

CR020-02	Daily Transaction Report - File Maintenance Register
----------	--

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

Name/Address File Maintenance

Definition: The Name/Address File Maintenance report displays any changes that have been made to a member's biographical data on the Name Information window. By saying Yes to this selection, the following report will be printed.

CR020-13	Daily Transaction Report - Name/Address Maintenance
----------	---

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

Supervisor Override Report

Definition: The Supervisor Override Report displays transactions during the day the report was printed that became subject to a supervisor's override. The transactions requiring Warning Message overrides are on a separate report. The Supervisor Override Report shows transactions requiring a supervisor override for such things as Dormant Accounts, Line of Credit Expired and Exceeds Transaction Limits, etc. By saying Yes to this selection, the following reports will be printed.

CR020-07	Daily Transaction Report - Supervisor Override Transactions
CR020-15	Daily Transaction Report - Warning Message Override Transactions

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Paid Off Loan Report

Definitions: The Paid Off Loan Report identifies loans that were paid off on the date the loan report was created. (**Note: This report shows loans that reached a zero balance on that date not just loans with a status of closed. LOC loans that are still open but reached a zero balance will show on this report.) By saying Yes to this selection, the following report will be printed.

CR020-04	Daily Transaction Report - Paid Off Loans
----------	---

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Transfer Payroll Report

Definition: The Transfer Payroll report displays payroll transfer transactions by company. By saying Yes to this selection, the following reports will be printed.

CR040-01	Transfer Payroll Report
CR040-02	Transfer Payroll Report

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Transfer Payroll Balance Listing

Definition: The Transfer Payroll Balance Listing report displays payroll transfer transactions. By saying Yes to this selection, the following report will be printed.

CR040-01 Transfer Payrolls

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Currency Transaction Report

Definition: The Currency Transaction Report displays members who brought in cash (currency) or withdrew cash (currency) of \$XXXXX or more during the day specified on the report. The dollar amount is determined by the amount entered under [[Main Ribbon > System Settings > Credit Union Setup > Other Options tab > Currency Report](#)]. By saying Yes to this selection, the following reports will be printed.

CR083-01 Cash Received Over \$XXXXX
 CR083-02 Cash Deposited Over \$XXXXX
 CR083-03 Cash Disbursed Over \$XXXXX
 CR083-04 Cash Withdrawn Over \$XXXXX

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

General Ledger Trial Balance

Definition: The General Ledger Trial Balance report displays a trial balance for the General Ledger. By saying Yes to this selection, the following report will be printed.

CR300-01 Ledger Trial Balance

Values: checked - Yes, automatically print this report.
 Blank - No, do NOT automatically print this report.

Teller and Batch Total Report

Definition: The Teller and Batch Total Report displays the credit union activity during the day the report was created. By saying Yes to this selection, the following reports will be printed.

CR020-06	Daily Transaction Report - Teller Totals
CR020-06	Daily Transaction Report - Ledger Summary
CR020-06	Daily Transaction Report - Branch Summary

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

Dividend Report

Definition: The dividend report displays the projected dividends on member's accounts. By saying Yes to this selection, the following report will be printed.

CR285-01	Projected Dividends - One Month Group: E Post Date: (current)
----------	---

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

Operlog

Definition: The Operlog report displays a listing of operations that occurred during the day the report was created. By saying Yes to this selection, the Operations Log report will be printed.

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

Report Writer

Definition: The Report Writer report displays the credit union's financial information. This report displays such information as operating statements, financial statements, branch operating statement, and monthly breakdown operating statements. ****Note:** The Report Definition Menu allows the credit union to customize the information provided by this report.

Values: checked - Yes, automatically print this report.
Blank - No, do NOT automatically print this report.

After making selections, select Save to save the changes.

Daily Report List (Including the Last Business Day of the Month)

This is a list of the regular daily reports. Also included in the list are reports based on specific jobs being turned on such as Service Charges, third party interfaces or batch files processed which will vary by credit union.

On the last business day of the month, the regular reports will include (in alphabetical order) monthend transaction based reports. These are different than the regular monthend reports (statistical) that show in the monthend directory. ****Note:** See [\[Main Ribbon > System Settings > Monthly Report Selection Setup\]](#) for a list of the statistical monthend reports.

	<u>Report #</u>
• ACH NSF Report	CR015-01
• ACH Transactions for xx-xx-xxxx	CR600-01
• Alert Statistical Report	
• ATM Overdraft NSF Report	CR015-01
• ATM Service Charges Report	CR287-01
• CD Forecast End/First of Month Report	CR351-01
• CD Forecast Report	CR351-01
• Card Auto Re-Issue Preview	CR258-02
• Card Auto Re-Issue Report	CR258-01
• Check Reconciliation Register Report	CR740-01
• Checks and Cash Received.	CR020-10
• Closed Account Report	CR020-09
• Corporate Service Charges Report	CR288-01
• Courtesy Pay Service Charge Report (only if Courtesy Pay fees setup)	CR284-01
• Currency Transaction Report	CR083-01,02,03,04
• Daily Loan Transfers Listing	CR040-01,02
• Daily Transaction Report Batch Total Pages	CR020-06
• Delinquency Transfer Transaction Listing	CR040-01,02
• Dormancy Service Charges Report	CR288-01
• NNNN Drafts for xx-xx-xxxx (NNNN = Draft Format)	CR005C-01
• Draft Service Charges Report	CR289-01
• Edit_ACHxxxx	CR600-01
• End of Day Log	
• End of Month Dividend Batch Totals	CR020-06
• End of Month Dividend Compute Listing	CR285-01
• End of Month Dividend Ledger Re-cap	CR020-15
• End of Month Dividend Rejected Transaction Listing	CR020-12
• End of Month Dividend Transaction Listing	CR020-06
• FRB Cross Reference Report for xx-xx-xxxx	CR607-02
• FRB Edit Report	CR600-01
• FRB Transactions for xx-xx-xxxx	CR600-01
• File Maintenance Register	CR995-01 thru 16
• First of Month Dividend Batch Totals	CR020-06

• First of Month Dividend Compute Listing	CR285-01
• First of Month Dividend Ledger Re-cap	CR020-15
• First of Month Dividend Rejected Transaction Listing	CR020-12
• First of Month Dividend Transaction Listing	CR020-06
• General Ledger Posting Listing	GL100-01
• General Ledger Re-cap	CR020-15
• General Ledger Trial Balance	GL300-01
• HSAFees	CR254-01
• Index Variable Report	CR282-01
• Ins_Rollback	CR542-02
• Insurance Premiums Listing	CR542-01
• Internet Banking Log	CR219-01
• Late_Chg (Accrued Late Charge Report)	CR041-01
• Ledger Balancing Report	CR981-01
• Loan Issue Report	CR020-11
• Membership Service Charges	CR283-01
• Minimum Balance Service Charges Report	CR286-01
• Monthend BDIV_Post	GL100-01 (first of mth)
• Monthend CD Forecast End/First of Month Report	CR351-01 (first of mth)
• Monthend CD Forecast Report	CR351-01 (first of mth)
• Monthend Checks and Cash Received	CR020-10 (first of mth)
• Monthend Daily Loan Transfers Listing	CR040-01,02 (first of mth)
• Monthend Daily Transaction Report Batch Total Pages	CR020-06 (first of mth)
• Monthend Debt_Protect	CR542-01 (first of mth)
• Monthend Delinquent Transfer Transaction Listing	CR040-01,02 (first of mth)
• Monthend EDIV_Post	GL100-01
• Monthend General Ledger Posting Listing	GL100-01 (first of mth)
• Monthend General Ledger Recap	CR020-15 (first of mth)
• Monthend Indexed Variable Report	CR282-01 (first of mth)
• Monthend Ins_Rollback	CR542-02 (first of mth)
• Monthend Insurance Premiums Listing	CR542-01 (first of mth)
• Monthend Late_Chg (Accrued Late Charge Report)	CR041-01 (first of mth)
• Monthend Loan Issue Report	CR020-11 (first of mth)
• Monthend New Loan Register	CR020-01 (first of mth)
• Monthend New Name and Address Report	CR020-03 (first of mth)
• Monthend Online Transaction Report	CR020-06 (first of mth)
• Monthend Overdraft Transaction Listing	CR020-08 (first of mth)
• Monthend Paid Off Loan Report	CR020-04 (first of mth)
• Monthend Payments on Delinquent Loans	CR020-05 (first of mth)
• Monthend Rejected Transaction Listing	CR020-12 (first of mth)
• Monthend Relationship Charge Report	CR223-01
• Monthend Restricted/Employee Account Report	CR020-12 (first of mth)
• Monthend Rewards	CR207-01
• Monthend Supervisor Override Report	CR020-07 (first of mth)
• Monthend Transaction Listing	CR020-06 (first of mth)
• Monthend Transfer Payroll Transaction Listing	CR040-01,02 (first of mth)

System Settings

• Monthend Variable Payment Exception Report	CR280-01
• Monthend Warning Message Override Report	CR020-15 (first of mth)
• Name & Address Maintenance Register	CR995-02
• New Account Report	CR020-11
• New Loan Register	CR020-01
• New Name and Address Report	CR020-03
• OFAC Log	CR020-16
• Online Transaction Report	CR020-06
• Operations Log	
• Overdraft NSF Report	CR015-01
• Overdraft Transaction Listing	CR020-08
• Paid Off Loan Report	CR020-04
• Payments on Delinquent Loans	CR020-05
• Phone Transfer Service Charges Report	CR288-01
• Rejected Transaction Listing	CR020-12
• Restricted/Employee Account Report	CR020-12
• Supervisor Override Report	CR020-07
• Sweep Report	CR212-01
• Teller Statistical Report	CR354-01
• Transaction Listing (Daily Transaction Report)	CR020-06
• Transfer Payroll Transactions (xx-xx - xx-xx)	CR040-01,02
• Trial Balance Overdraft Report (Overdrawn Share Accts)	CR025-02
• Trial Balance Total page	CR025-01
• Visa Payment Report	VS201-01
• Warning Message Override Report	CR020-15