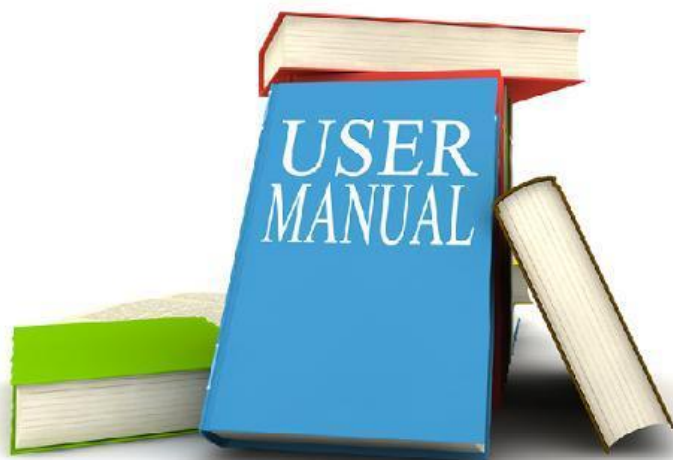# FedPayments® Reporter

Detailed Users' Guide

Accessing the Service

To access the FedPayments Reporter service, log into the FedLine Web® or FedLine Advantage® Solutions then select the **FedACH**® tab.

It is important to avoid using the browser forward, back and refresh buttons in FedLine. Instead, always use the controls provided on the FedLine screens. For example: the **Submit**, **Next**, **Reset** and **Continue** functions.

The **DFI Maintenance** screens…

allow the entry of a custom report heading and selection of reports for the Receiving Depository Financial Institution (RDFI) and the Originating Depository Financial Institution (ODFI).

FedPayments Reporter

- DFI Maintenance
- Customer Maintenance
- View Scheduled Reports
- On Demand Reports

When the DFI Maintenance link is selected, a screen like the one below one will display.

Select DFI from the drop-down list and click Next to see setup information about DFI selected.

DFI: Select DFI ABA ▾

Next   Reset

Select DFI from the drop-down list and click Next to see setup information about DFI selected.

DFI: Select DFI ABA ▼

Next   Reset

If there are multiple ABA numbers defined to the service, use the drop-down list and select the ABA to be setup. If there is only one ABA number defined to the service, the ABA will be automatically populated in the drop-down list. Then select the **Next** button.

| Report Heading Information | Email Contact Information | Report Information | Delivery Information |

Your changes have been applied successfully.

The following text fields can be used to identify the name and contact information of your financial institution. This information will appear at the top of the page for most reports generated.

Report Heading 1:
`Big Bank, Pleasant Town, USA`

Example Text: ACH Bank, Pleasant Town, USA

Report Heading 2:
`Telephone: 555-123-4567, Email: Customer.Service@BigBank.com`

Example Text: Telephone: 555-555-5555, Fax: 555-555-5555, email:Customer.Service@ACHBank.com

Submit   Reset   Cancel

Here is a sample of one of the DFI maintenance screens. Let's review each tab of the DFI maintenance section and its input areas individually. Select the **submit** button frequently during the setup process to save the information being entered.

Report Heading Information	Email Contact Information	Report Information	Delivery Information

Your changes have been applied successfully.

The following text fields can be used to identify the name and contact information of your financial institution. This information will appear at the top of the page for most reports generated.

Report Heading 1:   Big Bank, Pleasant Town, USA

Example Text: ACH Bank, Pleasant Town, USA

Report Heading 2:   Telephone: 555-123-4567, Email: Customer.Service@BigBank.com

Example Text: Telephone: 555-555-5555, Fax: 555-555-5555, email:Customer.Service@ACHBank.com

[Submit] [Reset] [Cancel]

Report Heading Information tab
The report heading information area allows entry of customized information that will be displayed on the reports. This white branding feature easily allows the DFI name and other information to be shown on the reports.

| Report Heading Information | Email Contact Information | Report Information | Delivery Information |

Encrypted Email is an optional way to receive FedPayments Reporter reports. An existing Contact can be assigned to receive a report via encrypted email by clicking the Edit icon next to the Contact below.

Add Contact

Contact Name	Contact Email	Edit	Delete
George Dollar	GeorgeDollar@BigBank.com	✎	🗑
Jane Smith	JaneSmith@BigBank.com	✎	🗑

Email Contact Information tab
With the optional encrypted email service, the generated reports can be automatically queued for retrieval by appropriate personnel at the DFI. Enter your internal email address book contacts here and use later screens to direct reports to selected addresses. Up to 100 email addresses can be entered in the address book. Select the **Add Contact** button to define individual or group email addresses. Use the **Edit** or **Delete** icons to maintain previously established addresses. The addresses entered on this screen should be associated with DFI, not with receivers and/or originators.

| | Contact Name: | George Dollar |
| | Contact Email Address: | GeorgeDollar@BigBank.com |

Current Report Subscriptions

	Report	Subscription
☐	ACH Originator Setup Report - ODFI	ACH Originator Setup Report
☐	ACH Customer Transaction Activity Report - ODFI/RDFI	ACH Customer Transaction Activity Report
☐	ACH Death Notification Report - RDFI	ACH Death Notification Report
☐	ACH International (IAT) Report - RDFI	ACH International (IAT) Report
☐	ACH Notification of Change Report - ODFI	ACH Notification of Change Report
☐	ACH Originated Batch Report - ODFI	ACH Originated Batch Report
☐	ACH Receiver Setup Report - RDFI	ACH Receiver Setup Report
☐	ACH Routing Number Activity Report - ODFI/RDFI	ACH Routing Number Activity Report
☐	ACH Received Entries Detail Report - RDFI	All Entries
☐	ACH Received Entries Detail Report - RDFI	Returns Only
☐	ACH Received Entries Detail Report - RDFI	IAT Only
☐	ACH Return Item Report - ODFI	ACH Return Item Report
☐	ACH Return Reason Report - ODFI	ACH Return Reason Report
☐	ACH Volume Summary by SEC Code Report - ODFI/RDFI	ACH Volume Summary by SEC Code Report

[Submit] [Reset] [Cancel]

Using the edit icon is another method to quickly assign an email address to multiple reports.

| | Report Heading Information | **Email Contact Information** | Report Information | Delivery Information |

Encrypted Email is an optional way to receive FedPayments Reporter reports. An existing Contact can be assigned to receive a report via encrypted email by clicking the Edit icon next to the Contact below.

Add Contact

Contact Name	Contact Email	Edit	Delete
George Dollar	GeorgeDollar@BigBank.com	✎	🗑
Jane Smith	JaneSmith@BigBank.com	✎	🗑

Email Contact Information tab
It is the responsibility of the DFI to ensure these addresses are entered correctly and maintained over time. This screen performs only some basic checks to validate that the address entered appears to be properly formatted.

After ACH reports are generated, they are queued to the encrypted email service. There is an automated process to notify the EUACs at the DFI of undeliverable email notices. Failure to correct the issue may result in the email address being removed from the service.

Listed below are the reports available for generation at the DFI level. New report subscriptions can be added through the "Add Subscription" action, and existing reports can be viewed, modified or deleted using the actions listed next to each report subscription. Note that multiple subscriptions can be added for each of the reports listed.

DFI Report Subscriptions

| **ACH** | **Check** |

– Collapse All

	Report - Subscription(s)	# of subscriptions	Type	Frequency	Format	Send to Email	Send to FedLine	Actions
	ACH Customer Transaction Activity Report	0	ODFI/RDFI					Add Subscription
	ACH Death Notification Report	0	RDFI					Add Subscription
–	**ACH Exception Resolution Case Analysis Report**	1	ODFI/RDFI					Add Subscription
	ACH Exception Resolution Case Analysis Report			Weekly	Excel	Yes	No	🖉 🗑
	ACH International (IAT) Report	0	RDFI					Add Subscription
–	**ACH Notification of Change Report**	1	ODFI					Add Subscription
	NOC Report			Daily	PDF	Yes	No	🖉 🗑
	ACH Originated Batch Report	0	ODFI					Add Subscription
–	**ACH Originated Entries Detail Report**	2	ODFI					Add Subscription
	All			Daily	Excel	Yes	No	🖉 🗑
	IAT Only			Daily	Excel	Yes	No	🖉 🗑
	ACH Originator Setup Report	0	ODFI					Add Subscription
–	**ACH Received Entries Detail Report**	2	RDFI					Add Subscription
	Debits Only			Weekly	Excel	Yes	No	🖉 🗑
	Returns Only			Weekly	Excel	Yes	No	🖉 🗑
	ACH Receiver Setup Report	0	RDFI					Add Subscription
	ACH Return Item Report	0	ODFI					Add Subscription
–	**ACH Return Reason Report**	1	ODFI					Add Subscription
	ACH Return Reason Report			Monthly	Excel	Yes	No	🖉 🗑
	ACH Routing Number Activity Report	0	ODFI/RDFI					Add Subscription
	ACH Volume Summary by SEC Code Report	0	ODFI/RDFI					Add Subscription

Report Information tab
To subscribe to reports, look in the **Actions** column and select the **Add Subscription** button.

Use the **Edit** or **Delete** icons to maintain previously subscribed reports.

A report can be subscribed to multiple times to support various business needs like multiple generation frequencies, configuration and delivery options.

Submit   Cancel

General Options   Advanced Options   Delivery Options

Subscription: All Entries

Frequency:
- ◯ Intraday
- ⦿ Daily
- ◯ Weekly
- ◯ Monthly

Format:
- ⦿ Excel
- ◯ PDF
- ◯ CSV
- ◯ HTML
- ◯ TXT

Reset

General Options Tab
Use this screen to select options that are common to all reports. Enter a descriptive name in the subscription area that will be helpful to better identify a report that is subscribed to multiple times with different options. Some reports support an Intraday option.

General Options	Advanced Options	Delivery Options

Subscription: ACH Received Entries Detail Report

Frequency:

(●) Intraday

( ) Daily

( ) Weekly

( ) Monthly

Select one delivery option. Add a new subscription if more than one option is desired.

Distinct Delivery Report Options:

☐ First Same Day

☐ Second Same Day

☐ Third Same Day

☐ Evening

☐ Late Evening

☐ End of Day

Combined Delivery Report Options:

☐ First Same Day, Second Same Day

☐ Second Same Day, Third Same Day

☐ First Same Day, Second Same Day, Third Same Day

☐ Evening, Late Evening, End of Day

One report is generated each day as soon as the information becomes available for the selected distributions. Refer to the FedACH Processing Schedule on FRBservices.org for distribution times.

Intraday Option:
- Select the desired distinct or combined report generation option.

Format:

(●) Excel

( ) PDF

( ) CSV

( ) HTML

( ) TXT

IMPORTANT: Select Submit to apply report subscription changes. [Submit] [Cancel]

| General Options | **Advanced Options** | Delivery Options |

By default this report will include all entries for the generation frequency selected. The following options are available to customize the report to meet specific needs.

Number of Entries

Limit report to the following number of entries: [50,000]
(Maximum of 100,000 for CSV and 50,000 for the other formats.)

Select the entry criteria below that the service should include when generating the report.

Entry Type Inclusion Options:

☑ All
☑ Forward
☑ Return
☑ Notification of Change
☑ Operator Rejects

Credit and Debit Inclusion Options:

◉ Include Debit and Credit Entries
○ Include only Debit Entries
○ Include only Credit Entries

Settlement Date Inclusion Options:

◉ Include All Settlement Dates
○ Include Only Same Day Settlement

Select the SEC code(s) below that the service should include when generating the report.

☑ All

☑ ACK	ACH Payment Acknowledgment	☑ MTE	Machine Transfer Entry
☑ ADV	Automated Accounting Advice	☑ POP	Point of Purchase Entry
☑ ARC	Accounts Receivable Entry	☑ POS	Point of Sale Entry

Advanced Options tab
Some reports support the specification of additional parameters via the **Advanced Options tab**. The available options vary by report. All options have default values that may need to be reviewed and adjusted to meet specific needs. These options are particularly helpful to meet various specific needs when subscribing to a given report multiple times.

IMPORTANT: Select Submit to apply report subscription changes.

[Submit] [Cancel]

| General Options | Advanced Options | **Delivery Options** |

☐ **Send to FedLine (Your enrollment in the FedLine delivery option is not active)**

Contact Name: [   ]

Contact Email Address: [   ]   [Add Contact]

To subscribe an existing Contact to the report, select the Contact from the Available Contacts box, and click the down arrow to add them to the Selected Contacts box.

Available Contacts
Jane Smith   JaneSmith@BigBank.com

▼ Add   ▲ Remove

Selected Contacts
George Dollar   GeorgeDollar@BigBank.com

<u>Delivery Options tab</u>
Use this screen to select report delivery options. Up to 30 email addresses can be assigned to a given report.

IMPORTANT: Select Submit to apply report subscription changes.   Submit   Cancel

| General Options | Advanced Options | **Delivery Options** |

☐ **Send to FedLine (Your enrollment in the FedLine delivery option is not active)**

Contact Name: _____

Contact Email Address: _____   Add Contact

To subscribe an existing Contact to the report, select the Contact from the Available Contacts box, and click the down arrow to add them to the Selected Contacts box.

Available Contacts
Jane Smith   JaneSmith@BigBank.com

▼ Add   ▲ Remove

Selected Contacts
George Dollar   GeorgeDollar@BigBank.com

<u>Delivery Options tab</u>
The Reports via FedLine feature can be used to generate appropriately formatted files containing the reports that can then be used to automatically import the generated reports directly into the DFI's Internet banking cash management portal. Some ACH processors already support this feature. Check with your Internet banking vendor or Federal Reserve account executive.

Report Information tab

After the report setup activity is complete, return to the Report Information tab and review all the information to assure all parameters are appropriate. A common setup mistake is failing to assign email addresses to each report. Optionally use the download icon at the top right of the screen to create an Excel formatted report of the information.

Report Heading Information | Email Contact Information | **Report Information** | Delivery Information

Listed below are the reports available for generation at the DFI level. New report subscriptions can be added through the "Add Subscription" action, and existing reports can be viewed, modified or deleted using the actions listed next to each report subscription. Note that multiple subscriptions can be added for each of the reports listed.

DFI Report Subscriptions

ACH | **Check**

– Collapse All

	Report - Subscription(s)	# of subscriptions	Type	Frequency	Format	Send to Email	Send to FedLine	Actions
	ACH Customer Transaction Activity Report	0	ODFI/RDFI					Add Subscription
	ACH Death Notification Report	0	RDFI					Add Subscription
–	**ACH Exception Resolution Case Analysis Report**	1	ODFI/RDFI					Add Subscription
	ACH Exception Resolution Case Analysis Report			Weekly	Excel	Yes	No	✏ 🗑
	ACH International (IAT) Report	0	RDFI					Add Subscription
–	**ACH Notification of Change Report**	1	ODFI					Add Subscription
	NOC Report			Daily	PDF	Yes	No	✏ 🗑
	ACH Originated Batch Report	0	ODFI					Add Subscription
–	**ACH Originated Entries Detail Report**	2	ODFI					Add Subscription
	All			Daily	Excel	Yes	No	✏ 🗑
	IAT Only			Daily	Excel	Yes	No	✏ 🗑
	ACH Originator Setup Report	0	ODFI					Add Subscription
–	**ACH Received Entries Detail Report**	2	RDFI					Add Subscription
	Debits Only			Weekly	Excel	Yes	No	✏ 🗑
	Returns Only			Weekly	Excel	Yes	No	✏ 🗑
	ACH Receiver Setup Report	0	RDFI					Add Subscription
	ACH Return Item Report	0	ODFI					Add Subscription
–	**ACH Return Reason Report**	1	ODFI					Add Subscription
	ACH Return Reason Report			Monthly	Excel	Yes	No	✏ 🗑
	ACH Routing Number Activity Report	0	ODFI/RDFI					Add Subscription
	ACH Volume Summary by SEC Code Report	0	ODFI/RDFI					Add Subscription

| | Report Heading Information | Email Contact Information | Report Information | Delivery Information |

Use the screen below to configure which reports should be received via FedLine.

Report Type: ○ Customer ● DFI ○ Both

Report: [All ▼]

Send to Email: [All ▼]   Send to FedLine: [All ▼]

[View List] [Reset]

☐ Select All

Customer	Report	Subscription	Send to Email	Send to Fedline
	ACH Customer Transaction Activity Report - ODFI/RDFI	ACH Customer Transaction Activity Report	Yes	☐
	ACH Death Notification Report - RDFI	ACH Death Notification Report	No	☐
	ACH International (IAT) Report - RDFI	ACH International (IAT) Report	No	☐
	ACH Notification of Change Report - ODFI	ACH Notification of Change Report	No	☐
	ACH Originated Batch Report - ODFI	ACH Originated Batch Report	Yes	
	ACH Originator Setup Report - ODFI	ACH Originator Setup Report	No	☐
	ACH Received Entries Detail Report - RDFI	All Entries	No	☑
	ACH Received Entries Detail Report - RDFI	Returns only	No	☐
	ACH Received Entries Detail Report - RDFI	IAT Only	No	☐
	ACH Receiver Setup Report - RDFI	ACH Receiver Setup Report	No	☐
	ACH Return Item Report - ODFI	ACH Return Item Report	No	☐
	ACH Return Reason Report - ODFI	ACH Return Reason Report	No	☐
	ACH Routing Number Activity Report - ODFI/RDFI	ACH Routing Number Activity Report	No	☐
	ACH Volume Summary by SEC Code Report - ODFI/RDFI	ACH Volume Summary by SEC Code Report	No	☐

[Submit] [Reset Selections] [Cancel]

Delivery Information tab
After the reports are setup, this screens enables quick way to view the established delivery options for each subscribed report.

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The **Customer Maintenance** screens…

allow the entry of receiver and originator information and selection of reports to be generated for receivers and originators.

FedPayments Reporter

- DFI Maintenance
- Customer Maintenance
- View Scheduled Reports
- On Demand Reports

When the Customer Maintenance link is selected, a screen like this one will display.

Select an ABA from the drop-down list and click View List to see a list of all established Customers for this ABA. Once an ABA has been selected, you will also have the option of entering a Customer Name, Receiver Account Number or Company ID to narrow your search for a specific Customer.

DFI: Select DFI ABA ▾

To narrow your search for a specific Customer, you may optionally select another search criteria from the drop-down list below and enter a value in the Search Detail box then click View List.

Search Criteria: Show All ▾

View List   Reset

If there are multiple ABA numbers defined to the service, use the drop-down list and select the ABA corresponding to the customer to be setup. If there is only one ABA number defined to the service, the ABA will be automatically populated in the drop-down list**.** Select the **View List** button.

Select an ABA from the drop-down list and click View List to see a list of all established Customers for this ABA. Once an ABA has been selected, you will also have the option of entering a Customer Name, Receiver Account Number or Company ID to narrow your search for a specific Customer.

DFI: 091000912 ▼

To narrow your search for a specific Customer, you may optionally select another search criteria from the drop-down list below and enter a value in the Search Detail box then click View List.

Search Criteria: Show All ▼

View List   Reset

Search Results

Listed below are the Customers that are set up for this DFI ABA. To edit or delete an existing Customer, click the appropriate icon next to the corresponding Customer Name. To add a New Customer for the DFI ABA, select Add New Customer. To view other Customers, select a new DFI ABA from the drop-down list above.

Add New Customer

Customer Name	Receiver Account Number	Company ID	Edit	Delete
Acme Widgets	1111111111	9333333333	✏	🗑
	454875554	966578751		
	898565456	966584415		
Big City Auto Parts	222222222	9888888888	✏	🗑
Capital City Family Medical	33333333333	9555555555	✏	🗑
Food-Mart	555555555	9555555555	✏	🗑
Sam Smiley, DDS	8888888888	9745125894	✏	🗑

Select the **Add New Customer** button or the **Edit / Delete** icons to maintain existing customers.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: Acme Widgets

New Receiver Account Number: [ ]   [Add to List]

Defined Receiver Account Number(s):
```
1111111111
454875554
898565456
```
[Delete Selected]

New Company ID: [ ]   [Add to List]

Defined Company ID(s):
```
9333333333
966578751
966584415
```
[Delete Selected]

[Submit] [Reset] [Cancel]

Here is a sample of one of the customer maintenance screens. Let's review each section, or tab, of the screen and its input areas individually. Select the **submit** button frequently during the setup process to save the information being entered.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: Acme Widgets

New Receiver Account Number: [   ] Add to List

Defined Receiver Account Number(s):
```
1111111111
454875554
898565456
```
Delete Selected

New Company ID: [   ] Add to List

Defined Company ID(s):
```
9333333333
966578751
966584415
```
Delete Selected

Submit   Reset   Cancel

Customer Information tab
First, enter a descriptive customer name. This name will be used in other screens by the service. This name will also appear on most of the reports. It does not need to match the customer name in the ACH transactions.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: `Acme Widgets`

New Receiver Account Number: [ ] **Add to List**

Defined Receiver Account Number(s):
```
1111111111
454875554
898565456
```
Delete Selected

New Company ID: [ ] **Add to List**

Defined Company ID(s):
```
9333333333
966578751
966584415
```
Delete Selected

Customer Information tab
Next, enter the **Receiver Account Number** the service should use when it searches ACH transactions to create a receiver-level report and select the **Add to List** button. If this customer has multiple account numbers and wishes to see transactions from the multiple account numbers combined in a single report, add those account numbers to the list also. Note that the "Receiver Account Number" is identified as "DFI Account Number" in the ACH Rules.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: Acme Widgets

New Receiver Account Number: [Add to List]

Defined Receiver Account Number(s):
1111111111
454875554
898565456
[Delete Selected]

New Company ID: [Add to List]

Defined Company ID(s):
9333333333
966578751
966584415
[Delete Selected]

Cancel

Customer Information tab
The service can match the Receiver Account Number to minor variations in the ACH transactions. The service will match regardless of leading zeros, dashes and spaces, so these variations do not need to be entered here. Any other variations will not match, and reports will not be generated. Review the ACH Receiver Setup and ACH Received Entries Detail Reports to verify the format and contents of this field.

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| Customer Information | Email Contact Information | Report Information |

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: Acme Widgets

New Receiver Account Number: [Add to List]

Defined Receiver Account Number(s):
1111111111
454875554
898565456
[Delete Selected]

New Company ID: [Add to List]

Defined Company ID(s):
9333333333
966578751
966584415
[Delete Selected]

[Submit] [Reset] [Cancel]

<u>Customer Information tab</u>
Next, enter the **Company ID** the service should use when it searches ACH transactions to create originator-level reports and select the **Add to List** button.

If this customer has multiple Company IDs and wishes to see transactions from the multiple Company IDs combined in a single report, add those Company IDs to the list also.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: Acme Widgets

New Receiver Account Number: [ ] Add to List

Defined Receiver Account Number(s):
1111111111
454875554
898565456
Delete Selected

New Company ID: [ ] Add to List

Defined Company ID(s):
9333333333
966578751
966584415
Delete Selected

Submit   Reset   Cancel

Customer Information tab
The service can match the Company ID to minor variations in the ACH transactions. The service will match regardless of leading zeros, dashes and spaces, so these variations do not need to be entered here. Any other variations will not match, and reports will not be generated. Review the ACH Originated Batch report to verify the format and contents of this field.

Customer Information	Email Contact Information	Report Information

To edit a Customer Name, change the information displayed below. To add a New Receiver Account Number or New Company ID, enter the new value below and click Add to List. To delete an existing Receiver Account Number or Company ID, select the desired value in the list and click Delete Selected. NOTE: The service ignores leading zeros, all dashes and all spaces for Account Number and Company ID. For example: the service will recognize and display '00123-4' and '12 34' as '1234' once entered. Alphabetic characters will match regardless of their case.

Customer Name: All Customers

New Receiver Account Number: [Add to List]

Defined Receiver Account Number(s):   *   [Delete Selected]

New Company ID: [Add to List]

Defined Company ID(s):   *   [Delete Selected]

[Submit] [Reset] [Cancel]

Customer Information tab
The "ACH Exception Resolution Open Requests Report" supports a wild card matching character of asterisk to represent all customers. The other reports do not support this feature.

| | | Customer Information | Email Contact Information | Report Information |

Customer Information | **Email Contact Information** | Report Information

Encrypted Email is an optional way to receive FedPayments Reporter reports. An existing Contact can be assigned to receive a report via encrypted email by clicking the Edit icon next to the Contact below.

Add Contact

Contact Name	Contact Email	Edit	Delete
John Doe	JohnDoe@AcmeWidgets.com	✎	🗑

Email Contact Information tab
With the optional encrypted email service, the generated customer-level reports can be automatically queued for retrieval by staff at the receiver / originator. Use the **Add Contact** button to define individual or group email addresses. Use the **Edit** or **Delete** icons to maintain previously established addresses. The addresses entered on this screen should be associated with this particular receiver / originator. DFI addresses can also be entered.

Acme Widgets

Contact Name: John Doe

Contact Email Address: JohnDoe@AcmeWidgets.com

Current Report Subscriptions

☐	Report	Subscription
☐	ACH International (IAT) Report - Receiver	ACH International (IAT) Report
☐	ACH Remittance Advice Detail Report - Receiver	ACH Remittance Advice Detail Report
☐	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report - Corp only
☐	ACH Return Item Report - Originator	R01 Only
☐	ACH Return Item Report - Originator	Unauthorized Only
☐	ACH Return Ratio Report - Originator	ACH Return Ratio Report
☐	ACH Volume Summary by SEC Code Report - Originator/Receiver	ACH Volume Summary by SEC Code Report

[Submit] [Reset] [Cancel]

Using the edit icon is an easy method to assign an email address to multiple reports.

Customer Information	Email Contact Information	Report Information

Encrypted Email is an optional way to receive FedPayments Reporter reports. An existing Contact can be assigned to receive a report via encrypted email by clicking the Edit icon next to the Contact below.

Add Contact

Contact Name	Contact Email	Edit	Delete
John Doe	JohnDoe@AcmeWidgets.com	✎	🗑

Email Contact Information tab
It is the responsibility of the DFI to ensure these addresses are entered correctly and maintained. This screen performs only some basic checks to validate that the address entered appears to be properly formatted. Up to 100 email addresses can be entered in the address book for each customer.

After ACH reports are generated, they are queued to the encrypted email service. There is an automated process to notify the EUACs at the DFI of undeliverable email notices. Failure to correct the issue may result in the email address being removed from the service.

Customer Information	Email Contact Information	**Report Information**

Listed below are the reports available for generation at the customer level. New report subscriptions can be added through the "Add Subscription" action, and existing reports can be viewed, modified or deleted using the actions listed next to each report subscription. Note that multiple subscriptions can be added for each of the reports listed.

Customer Report Subscriptions

ACH	Check

— Collapse All

	Report - Subscription(s)	# of subscriptions	Type	Frequency	Format	Send to Email	Send to FedLine	Actions
—	**ACH Exception Resolution Open Requests Report**	1	Originator					Add Subscription
	ACH Exception Resolution Open Requests Report			Daily	Excel	Yes	No	✏ 🗑
—	**ACH International (IAT) Report**	1	Receiver					Add Subscription
	ACH International (IAT) Report			Daily	PDF	No	No	✏ 🗑
	ACH Notification of Change Report	0	Originator					Add Subscription
	ACH Originated Entries Detail Report	0	Originator					Add Subscription
	ACH Payment Data Information File	0	Receiver					Add Subscription
—	**ACH Received Entries Detail Report**	2	Receiver					Add Subscription
	All Entries			Daily	Excel	No	No	✏ 🗑
	Returns Only			Daily	Excel	No	No	✏ 🗑
	ACH Remittance Advice Detail Report	0	Originator					Add Subscription
—	**ACH Remittance Advice Detail Report**	1	Receiver					Add Subscription
	ACH Remittance Advice Detail Report			Daily	PDF	No	No	✏ 🗑
	ACH Remittance Advice Summary Report	0	Originator					Add Subscription
	ACH Remittance Advice Summary Report	0	Receiver					Add Subscription
—	**ACH Return Item Report**	1	Originator					Add Subscription
	ACH Return Item Report			Daily	PDF	No	No	✏ 🗑
—	**ACH Return Ratio Report**	1	Originator					Add Subscription
	ACH Return Ratio Report			Monthly	PDF	No	No	✏ 🗑
	ACH Return Reason Report	0	Originator					Add Subscription
	ACH Social Security Beneficiary Report	0	Receiver					Add Subscription
	ACH Volume Summary by SEC Code Report	0	Originator/Receiver					Add Subscription

<u>Report Information tab</u>
To subscribe to ACH reports use the ACH tab and look in the **Actions** column and select the **Add Subscription** button.

Use the **Edit** or **Delete** icons to maintain previously subscribed reports.

A report can be subscribed to multiple times to support various business needs like multiple generation frequencies, configuration and delivery options.

Customer Information	Email Contact Information	Report Information

Listed below are the reports available for generation at the customer level. New report subscriptions can be added through the "Add Subscription" action, and existing reports can be viewed, modified or deleted using the actions listed next to each report subscription. Note that multiple subscriptions can be added for each of the reports listed.

Customer Report Subscriptions

ACH	Check

— Collapse All

	Report - Subscription(s)	# of subscriptions	Type	Frequency	Format	Send to Email	Send to FedLine	Actions
—	**Check Corporate Payor Report**	2	**Receiver**					Add Subscription
	Check Corporate Payor Report - Aftern...			Afternoon	PDF	Yes	No	✏ 🗑
	Check Corporate Payor Report - Mornin...			Morning	Excel	Yes	No	✏ 🗑

Report Information tab
To subscribe to Check reports, use the Check tab and look in the **Actions** column and select the **Add Subscription** button.

Use the **Edit** or **Delete** icons to maintain previously subscribed reports.

A report can be subscribed to multiple times to support various business needs like multiple generation frequencies, configuration and delivery options.

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Report : Check Corporate Payor Report   **Type : Receiver**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

IMPORTANT: Select Submit to apply report subscription changes.   Submit   Cancel

Each financial institution must complete one Check 21 FedPayments Reporter services agreement in order to receive any check reports.

General Options	Delivery Options

Subscription: Check Corporate Payor Report - Afternoon - PDF   ×

Frequency: ○ Morning (10:00 AM ET)   ◉ Afternoon (12:00 PM ET)

Format: ○ Excel   ◉ PDF

A Check 21 FedPayments Reporter agreement must be active before Check Corporate Reports will be generated.

Acme Widgets

Report : ACH Return Item Report   **Type : Originator**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

Your enrollment in the FedLine delivery option is not active. To activate the FedLine delivery option, complete and submit the appropriate section of the FedACH participation agreement. If you need assistance, contact the FedACH and Check Customer Support at 877-372-2457.

IMPORTANT: Select Submit to apply report subscription changes.   Submit | Cancel

| **General Options** | Advanced Options | Delivery Options |

Subscription: ACH Return Item Report

Frequency: ⦿ Daily

Format: ◯ PDF   ◯ HTML   ◯ TXT   ⦿ ACH

General Options Tab
Use this screen to select options that are common to all reports. Enter a descriptive name in the subscription area that will be helpful to better identify a given report that is subscribed to multiple times with different options.

Acme Widgets

Report : ACH Return Item Report   **Type : Originator**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

Your enrollment in the FedLine delivery option is not active. To activate the FedLine delivery option, complete and submit the appropriate section of the FedACH participation agreement. If you need assistance, contact the FedACH and Check Customer Support at 877-372-2457.

IMPORTANT: Select Submit to apply report subscription changes.   [Submit] [Cancel]

| General Options | Advanced Options | Delivery Options |

Subscription: ACH Return Item Report

Frequency: ⦿ Daily

Format: ○ PDF   ○ HTML   ○ TXT   ⦿ ACH

The "ACH Return Item" can create human-readable reports and machine-readable files. The ACH option creates Nacha-formatted files. This straight-through processing (STP) option could result in significant time savings and error avoidance when compared to using the human-readable reports. Originators with compatible back-end systems can use this file to automatically apply their return item activity. An advanced setup feature is available to configure the file to meet specific needs of various back-end systems.

Acme Widgets

Report : ACH Payment Data Information File   **Type : Receiver**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

IMPORTANT: Select Submit to apply report subscription changes.	Submit	Cancel

General Options	Advanced Options	Delivery Options

Subscription: ACH Payment Data Information File

Frequency: ⦿ Daily

Format: ◯ TXT   ⦿ ACH

The "ACH Payment Data Information File" is not a human-readable report, but rather a machine-readable file. This file is available in two formats. First, as an as-is text extract of the Payment Data Information areas from the addenda records (TXT). Second, as a fully Nacha-formatted file that contains the Payment Data Information along with entry and batch information (ACH). Receivers with compatible accounts receivable systems can use this straight-through processing (STP) file to automatically post and close open receivable items in their accounting systems.

Acme Widgets

Report : ACH Return Item Report   **Type : Originator**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

IMPORTANT: Select Submit to apply report subscription changes.   [Submit] [Cancel]

| General Options | **Advanced Options** | Delivery Options |

ACH Return Item Report - Originator Options

Generate report when no return items of any type are identified? ⦿ Yes ○ No

Select return codes to be included on the Return Item report:

Corporate/Consumer Returns
- ☐ ALL
- ☐ R01 Insufficient Funds
- ☐ R02 Account Closed
- ☐ R03 No Account/Unable to Locate Account
- ☐ R04 Invalid Account Number Structure
- ☑ R05 Unauth Corp Debit to Consumer Account
- ☐ R06 Returned per ODFI's Request
- ☑ R07 Authorization Revoked by Customer
- ☐ R08 Payment Stopped
- ☐ R09 Uncollected Funds
- ☑ R10 Advises Unauth/Improper/Ineligible/Incom
- ☐ R11 Check Truncation Entry Return
- ☐ R12 Account Sold to Another DFI

Government Returns
- ☐ ALL
- ☐ R40 Return of ENR by Federal Gov Agency
- ☐ R41 Invalid Transaction Code
- ☐ R42 Routing Number/Check Digit Error
- ☐ R43 Invalid DFI Account Number
- ☐ R44 Invalid Indiv ID Number/ID Number
- ☐ R45 Invalid Indiv Name/Company Name
- ☐ R46 Invalid Representative Payee Indicator
- ☐ R47 Duplicate Enrollment (ENR Only)
- ☐ R50 State Law Affecting RCK Acceptance
- ☑ R51 Item Related to RCK Ineligible/Improper
- ☐ R52 Stop Payment - Item Related to RCK Entry
- ☐ R53 Item And RCK Entry Presented For Payment

Advanced Options tab

Some reports allow the specification of additional parameters via the **Advanced Options tab**. The available options vary by report. All options have default values that may need to be reviewed and adjusted to meet specific needs. These options are particularly helpful to meet various specific needs when subscribing to a given report multiple times.

Acme Widgets

Report : ACH Return Item Report   **Type : Originator**

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

IMPORTANT: Select Submit to apply report subscription changes.   Submit   Cancel

| General Options | Advanced Options | Delivery Options |

☐ **Send to FedLine**

Contact Name: [   ]

Contact Email Address: [   ]   Add Contact

To subscribe an existing Contact to the report, select the Contact from the Available Contacts box, and click the down arrow to add them to the Selected Contacts box.

Available Contacts

▼ Add   ▲ Remove

Selected Contacts
John Doe   JohnDoe@AcmeWidgets.com

Delivery Options tab
Use this screen to select report delivery options. Up to 30 email addresses can be assigned to a given report.

Acme Widgets

Report : ACH Return Item Report	Type : Originator

Use the following options to customize the report description, format, frequency, any available advanced options and delivery options to meet specific needs.

IMPORTANT: Select Submit to apply report subscription changes.	Submit	Cancel

General Options	Advanced Options	**Delivery Options**

☐ **Send to FedLine**

Contact Name: [   ]

Contact Email Address: [   ]   [Add Contact]

To subscribe an existing Contact to the report, select the Contact from the Available Contacts box, and click the down arrow to add them to the Selected Contacts box.

Available Contacts

▼ Add   ▲ Remove

Selected Contacts

Delivery Options tab
The Reports via FedLine feature can be used to generate appropriately formatted files containing the reports that can then be used to automatically import the generated reports directly into the DFI's Internet banking cash management portal. Some ACH processors already support this feature. Check with your Internet banking vendor or Federal Reserve account executive.

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Select an ABA from the drop-down list and click View List to see a list of all established Customers for this ABA. Once an ABA has been selected, you will also have the option of entering a Customer Name, Receiver Account Number or Company ID to narrow your search for a specific Customer.

DFI: [091000912 ▾]

To narrow your search for a specific Customer, you may optionally select another search criteria from the drop-down list below and enter a value in the Search Detail box then click View List.

Search Criteria: [Show All ▾]

[View List] [Reset]

Search Results

Listed below are the Customers that are set up for this DFI ABA. To edit or delete an existing Customer, click the appropriate icon next to the corresponding Customer Name. To add a New Customer for the DFI ABA, select Add New Customer. To view other Customers, select a new DFI ABA from the drop-down list above.

[Add New Customer]

Customer Name	Receiver Account Number	Company ID	Edit	Delete
Acme Widgets	1111111111	9333333333	✎	🗑
	454875554	966578751		
	898565456	966584415		
Big City Auto Parts	222222222	9888888888	✎	🗑
Capital City Family Medical	33333333333	9555555555	✎	🗑
Food-Mart	555555555	9555555555	✎	🗑
Sam Smiley, DDS	8888888888	9745125894	✎	🗑

After the report setup activity is complete for all customers, return to main customer setup screen use the download icon at the top right of the screen to create an Excel formatted report of the setup information. Review the information to assure all parameters are appropriate. A common setup mistake is failing to assign email addresses to each report.

| Report Heading Information | Email Contact Information | Report Information | **Delivery Information** |

Use the screen below to configure which reports should be received via FedLine.

Report Type: ◉ Customer ○ DFI ○ Both
Report: All
Customer: All
Send to Email: All   Send to FedLine: All

[View List] [Reset]

☐ Select All

Customer	Report	Subscription	Send to Email	Send to Fedline
Acme Widgets	ACH International (IAT) Report - Receiver	ACH International (IAT) Report	No	☐
Acme Widgets	ACH Notification of Change Report - Originator	ACH Notification of Change Report	No	☐
Acme Widgets	ACH Payment Data Information File - Receiver	ACH Payment Data Information File	No	☐
Acme Widgets	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report - Corp only	No	☐
Acme Widgets	ACH Remittance Advice Detail Report - Originator	ACH Remittance Advice Detail Report	No	☐
Acme Widgets	ACH Remittance Advice Detail Report - Receiver	ACH Remittance Advice Detail Report	No	☐
Acme Widgets	ACH Remittance Advice Summary Report - Originator	ACH Remittance Advice Summary Report	No	☐
Acme Widgets	ACH Remittance Advice Summary Report - Receiver	ACH Remittance Advice Summary Report	No	☐
Acme Widgets	ACH Return Item Report - Originator	R01 Only	No	☐
Acme Widgets	ACH Return Item Report - Originator	Unauthorized Only	Yes	☐
Acme Widgets	ACH Return Ratio Report - Originator	ACH Return Ratio Report	No	☐
Acme Widgets	ACH Return Reason Report - Originator	ACH Return Reason Report	No	☐
Acme Widgets	ACH Social Security Beneficiary Report - Receiver	ACH Social Security Beneficiary Report	No	☐
Acme Widgets	ACH Volume Summary by SEC Code Report - Originator/Receiver	ACH Volume Summary by SEC Code Report	No	☐
Big City Auto Parts	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report	No	☐
Big City Auto Parts	ACH Return Ratio Report - Originator	ACH Return Ratio Report	No	☐
Big City Auto Parts	ACH Return Reason Report - Originator	ACH Return Reason Report	No	☐
Capital City Family Medical	ACH Notification of Change Report - Originator	ACH Notification of Change Report	No	☐
Capital City Family Medical	ACH Return Item Report - Originator	ACH Return Item Report	No	☐
Capital City Family Medical	ACH Volume Summary by SEC Code Report - Originator/Receiver	ACH Volume Summary by SEC Code Report	No	☐
Sam Smiley, DDS	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report	No	☐
Sam Smiley, DDS	ACH Remittance Advice Detail Report - Originator	ACH Remittance Advice Detail Report	No	☐

If the FedLine delivery option is being used, the **Delivery Information** tab under the DFI Maintenance area is helpful to view, validate and update the customer-level reports.

The **View Scheduled Reports** screens...

allow for the viewing, printing and downloading of previously generated scheduled reports.

FedPayments Reporter

- DFI Maintenance

- Customer Maintenance

- View Scheduled Reports ←

- On Demand Reports

When the View Scheduled Reports link is selected, a screen like this one will display

Report Date Range:	12/19/2018 ▼	to	12/19/2018 ▼		
Report:	All ▼				
Customer:	All ▼				
Report for DFI:	All ▼	Status:	All ▼		
				View List	Reset

Report Date Range:	12/19/2018	▼	to	12/19/2018	▼		
Report:	All						▼
Customer:	All						▼
Report for DFI:	All	▼	Status:	All			▼

View List   Reset

Previously generated ACH scheduled reports are available to be viewed, printed and downloaded using these screens. When reports are directed to the encrypted email service or FedLine file delivery channel, these screen may not be needed. Reports generated for the previous 30 processing days are available. Either accept all the default settings and select the **View List** button or use the other available options to narrow the search results before selecting the **View List** button**.**

		Report Date Range:	12/13/2018	▼	to	12/19/2018	▼		

Report Date Range: 12/13/2018 ▼ to 12/19/2018 ▼

Report: All ▼

Customer: Acme Widgets ▼

Report for DFI: All ▼ **Status:** All ▼

[View List] [Reset]

[Download] [Reset Selections]

☐ Select All

Select	Status	Date	Report	Subscription	Report for
☐	Delivered via FedLine	12/19/18	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report - Corp only	091000912/Acme Widgets
☐	Delivered via FedLine	12/19/18	ACH Return Item Report - Originator	R01 Only	091000912/Acme Widgets
☐	Downloaded	12/18/18	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report - Corp only	091000912/Acme Widgets
☐	Downloaded	12/18/18	ACH Return Item Report - Originator	R01 Only	091000912/Acme Widgets

☐ Select All

[Download] [Reset Selections]

After the **View List** button is selected, the bottom portion of the screen will list available reports that match the requested criteria.

Report Date Range:	12/13/2018 ▾	to	12/19/2018 ▾
Report:	All ▾		
Customer:	Acme Widgets ▾		
Report for DFI:	All ▾	Status:	All ▾

...tions

☐ Select All

Select	Status	Date	Report	Subscription
☐	Delivered via FedLine	12/19/18	ACH Received Entries Detail Report - Receiver	ACH Received Entries D... only
☐	Delivered via FedLine	12/19/18	ACH Return Item Report - Originator	R01 Only
☐	Downloaded	12/18/18	ACH Received Entries Detail Report - Receiver	ACH Received Entries D... only
☐	Downloaded	12/18/18	ACH Return Item Report - Originator	R01 Only

☐ Select All

...tions

Several status indicators can be shown. Some of these include:

Emailed indicates that the report has been queued to at least one email address.

Downloaded indicates that the report has been previously downloaded from the service using these screens.

Available indicates that the report is available to be downloaded and has not been previously downloaded, emailed or sent to FedLine.

Delivered via FedLine indicates that the report has been queued to a FedLine solution file delivery channel.

Note that the most recent action to the report is displayed on this screen

Report Date Range:	11/06/2018 ▼	to	12/19/2018 ▼	
Report:	All ▼			
Customer:	All ▼			
Report for DFI:	All ▼	Status:	All ▼	

[View List] [Reset]

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[Download] [Reset Selections]

☐ Select Current ☐ Select All

Select	Status	Date	Report	Subscription	Report for
☐	Delivered via FedLine	12/19/18	ACH Received Entries Detail Report - Receiver	ACH Received Entries Detail Report - Corp only	091000912/Acme Widgets
☐	Delivered via FedLine	12/19/18	ACH Return Item Report - Originator	R01 Only	091000912/Acme Widgets
☐	Emailed and Delivered via FedLine	12/19/18	ACH Customer Transaction Activity Report - ODFI/RDFI	ACH Customer Transaction Activity Report	084100023/BUSINESS TEST RTN 2
☐	Emailed and Delivered via FedLine	12/19/18	ACH Death Notification Report - RDFI	ACH Death Notification Report	084100023/BUSINESS TEST RTN 2
☐	Emailed and Delivered via FedLine	12/19/18	ACH International (IAT) Report - RDFI	ACH International (IAT) Report	084100023/BUSINESS TEST RTN 2
☐	Emailed and Delivered via FedLine	12/19/18	ACH Originated Batch Report - ODFI	ACH Originated Batch Report	084100023/BUSINESS TEST RTN 2

To download reports, select the box beside the desired reports. Then select the **Download** button. Note that there is also a **Select Current** option to select all reports shown on the current page and a **Select All** option to select all reports from all pages. This action will zip all the selected reports together into one compressed file for easy downloading.

The **On Demand Reports** screens...

Enables ad hoc report generation.

FedPayments Reporter

- DFI Maintenance

- Customer Maintenance

- View Scheduled Reports

- On Demand Reports ←

When the On Demand Reports link is selected, a screen like this one will display.

Report for DFI:	Select DFI ▾
Requested Report:	Select Report ▾

Request Report | Reset

Report for DFI:	Select DFI ▾
Requested Report:	Select Report ▾

Request Report   Reset

Use the Requested Report drop-down list to select the desired ACH report to generate. Other controls are dynamically displayed based on the report selected. Complete these additional selections and select the **Request Report** button to generate the report.

The report will be generated and displayed in the lower portion of the screen. The report may be viewed on this screen, or the buttons at the top of the screen can be used to print or download the report. Most reports can be downloaded in PDF format. The On Demand generated reports are not retained by the service in the view scheduled reports area.

There are multiple format download options for some of the reports when you hover the mouse over the download icon. The Excel and CSV formats generally show more fields that the other formats.