

INFORMATION REPORTING

Learn how generate transaction specific reports
for ACH, Wire Transfer, company entitlements
and many more.

INFORMATION REPORTING

REPORTS SETUP PROCESS

1. Select 'Reports' from within the navigation menus on the left side of the screen

Click an account tile to view transaction history and details. Having trouble with eStatement enrollment? Select "Messages" from the menu, then "eStatements" from the dropdown menu. Please provide us with your account number(s) for enrollment.

Accounts Available: \$43,491.23 Current: \$21,611.09

Momentum @ Work Available Balance: \$2,857.04 Current Balance: \$2,857.04

Basic Business Available Balance: \$10,460.79 Current Balance: \$8,460.65

Basic Business Available Balance: \$927.39 Current Balance: \$1,047.39

Basic Checking Available Balance: \$4,196.96 Current Balance: \$9,196.96

Association Int Ckg Available Balance: \$49.05 Current Balance: \$49.05

Preferred RLOC-1.5% Current Balance: \$0.00 Available Balance: \$25,000.00

Asset Summary

Basic Business XXXXXX0644 56.57%

Available Balance: \$10,460.79 Current Balance: \$8,460.65 View Transactions

< Previous Next >

2. Select the New Report option from the list on the right side of the screen.



+ New Report

Download	Type	Actions
in	Balance and Activity Statement - Current Day	⋮
in	Balance and Activity Statement - Previous Day(s)	⋮
in	User Defined Report - Previous Day(s)	⋮



Have questions?

Contact our Support Team at:

(866) 530-BANK (2265)

Or send us a secure email
by visiting:

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3. Select the report type from the list of report options that you wish to create.

The screenshot shows the 'Reports' section of the American Momentum Bank online portal. The left sidebar contains navigation options: Home, Payments, Online Activity Center, eStatement, Services, User Management, Settings, Reports (highlighted with a red arrow), Messages, Locations, Help, and Log Off. The main content area is titled 'Reports' and includes a search bar, filter options (All, Private, Shared), and a '+ New Report' button. A dropdown menu is open, displaying a list of report types:

Name	Current Day	Previous Day(s)	Online Banking Activity
ACH Activity Report - Current Day	ACH Activity Report - Current Day	ACH Activity Report - Previous Day(s)	ACH Online Origination
Balance and Activity Statement - Current Day	Balance and Activity Statement - Current Day	Balance and Activity Statement - Previous Day(s)	Company Entitlements Report
Checks Paid Report - Current Day	Checks Paid Report - Current Day	Cash Position - Previous Day(s)	Company User Activity Report
User Defined Report - Current Day	User Defined Report - Current Day	Checks Paid Report - Previous Day(s)	Transaction Report
Wire Transfer Report - Current Day	Wire Transfer Report - Current Day	User Defined Report - Previous Day(s)	Wire Online Origination
ZBA Activity Report - Previous Day(s)			Wire Transfer Report - Previous Day(s)



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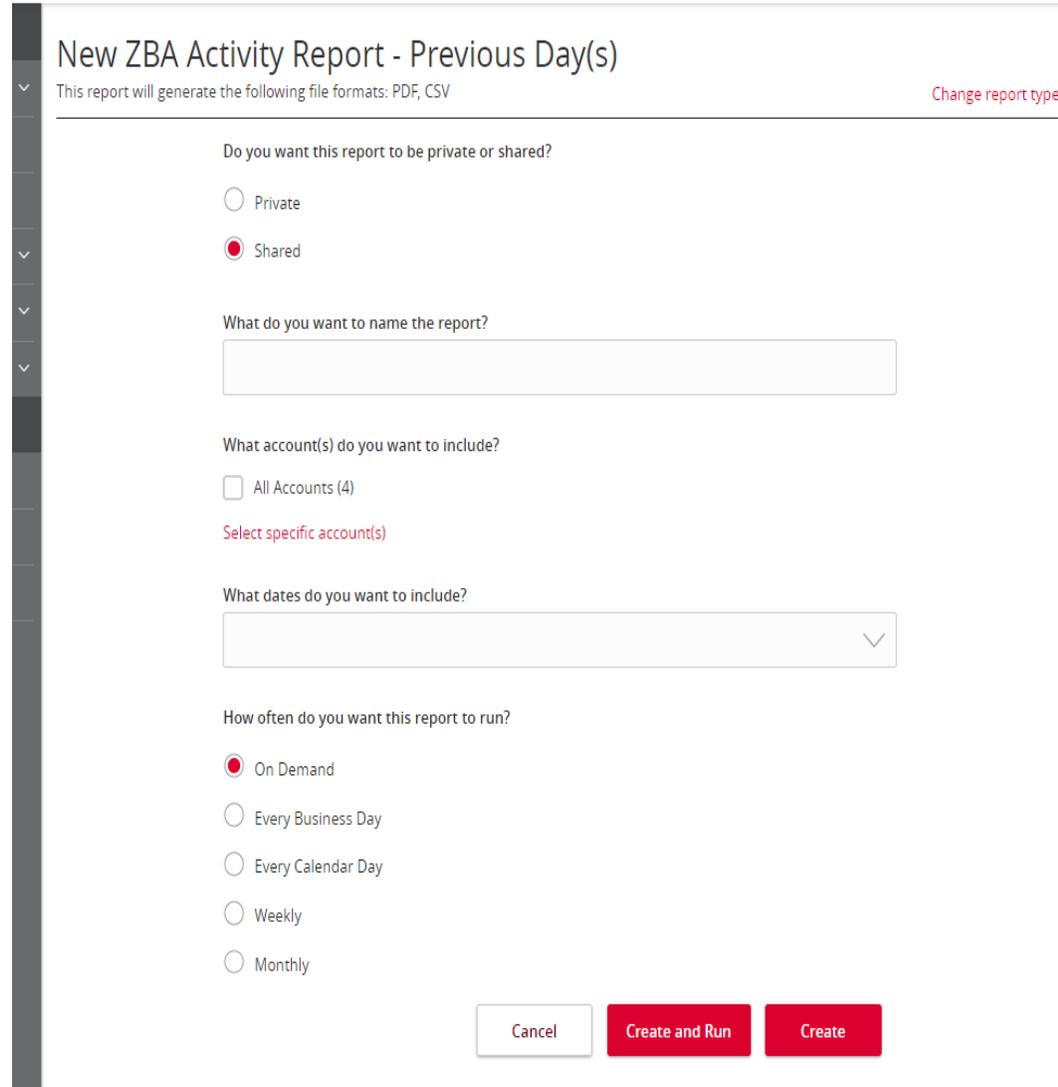
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3. You have the option to rename the report by clicking the report name field.

4. Select All Accounts or Specific Accounts to view in the output formats available for the specific report being generated. Select Create and Run for immediate viewing or Create to schedule the report to run on a specific time.



New ZBA Activity Report - Previous Day(s)

This report will generate the following file formats: PDF, CSV [Change report type](#)

Do you want this report to be private or shared?

Private

Shared

What do you want to name the report?

What account(s) do you want to include?

All Accounts (4)

[Select specific account\(s\)](#)

What dates do you want to include?

How often do you want this report to run?

On Demand

Every Business Day

Every Calendar Day

Weekly

Monthly

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11. Select the actions tab to View, Run, Edit, Copy or Delete scheduled reports.

The screenshot displays the 'Reports' interface. The left sidebar contains navigation options: Home, Payments, Online Activity Center, eStatement, Services, User Management, Settings, Reports (highlighted), Messages, Locations, Help, and Log Off. The main area is titled 'Reports' and includes a search bar and filter options (All, Private, Shared). A table lists several reports, including 'Balance and Activity Statement - Current Day', 'Balance and Activity Statement - Previous Day(s)', 'test', 'Text', and 'User Defined Report - Previous Day(s)'. A red arrow points to the 'test' report, and a context menu is open over it, showing options: View History, Run Now, Edit, Copy, and Delete.

Name	Last Run	Download	Type	Actions
Balance and Activity Statement - Current Day	Never Run		Balance and Activity Statement - Current Day	Actions
Balance and Activity Statement - Previous Day(s)	Never Run		Balance and Activity Statement - Previous Day(s)	
test	7/15/2021	Scheduled	Transaction Report: Report on Various Tr	View History, Run Now, Edit, Copy, Delete
Text	Never Run		ZBA Activity Report - Previous Day(s)	
User Defined Report - Previous Day(s)	Never Run		User Defined Report - Previous Day(s)	



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**For more information, please contact our Treasury Support Team at
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