



Reports

EZTeller has 45 reports available to help your bank improve efficiency and save money. Reports are divided into five sets: EZTeller Role, Branch, Admin, SAM (Special Accounts Monitor), CTR, and Cash. You can:

- Sort many reports using multiple sort options.
- Define the date range and information you want included (by calendar day or business day).
- Choose to consolidate data on multiple date-range reports.
- View the report on screen, save it to a file (you choose the file format), or print it using a network printer.
- Run reports for any or all of the following levels: holding company, bank, group, branch, or teller.
- Select historical databases and produce any of these reports to find information from past records.

EZTeller Role Reports...

Balancing History

Total number and dollar amount of over and short transactions for a specified date range, along with number of days worked and the days a teller's cash drawer was in balance. Sort by EZTeller role or by employee.

Batch Reports

An itemized list of batch reports performed within the selected time period for selected groups or roles. While individual batch reports are available through the Journal Scan, this report provides a way to see the batches in one list, which can be helpful for banks using back-counter branch-capture systems, as it enables a comparison of the batches performed in EZTeller with those that were scanned.

Employee Analysis

Number of transactions an employee processed hour by hour (also shown in a line graph). This report provides a grand total by date and by date range. Sort by employee, by employee and then workstation, or by workstation and then employee.

EZTeller Role Analysis

Number of transactions processed in EZTeller hour by hour (also shown in a line graph).

This report shows a grand total by date and by date range. Sort the data by role, by role and then workstation, or by workstation and then role.

EZTeller Role Journal Summary

A line entry for each transaction showing the sequence number, date, time, employee name, cash in, cash out, checks in, and transaction total. Sort by role or by workstation.

EZTeller Role List

All EZTeller Roles along with the teller attributes set up for that role.

Over/Short

Total over and/or total short and all differences. Sort this report by EZTeller Role or by employee.

Branch Reports...

Bond Interest Report

Bond redemption totals, interest earned, and customer information. Sort this report by customer Tax ID number, name, zip code, or state.

Branch Analysis

Number of transactions processed hour by hour, displayed in a line graph. Totals are shown by day and by date range. The summary includes a breakdown of affected account types and dollar amounts.

Branch Transactions Summary

This report—which lists all transactions performed in EZTeller for all roles at the branch—provides banks that use back-counter branch-capturing with a tool to reconcile the EZTeller data with the scanned data. The information is grouped by branch, EZTeller role, and then employee. You can select to sort by EZTeller Role or by workstation and choose to include only reversed transactions or database-updated transactions.

Checks/Cards Sold

Information for official checks and prepaid cards issued through EZTeller. This report shows the serial number, amount, buyer, payee, cash in, cash back, fee collected, date and time, role, and journal sequence number for each check sold. Sort by branch or role and choose whether to show all or selected types of checks. Also search by serial numbers.

Debits and Credits Summary

Total debits and credits per branch by business day, along with a list of differences between the two, if any exist. This report is a useful tool for researching back-office discrepancies and out-of-balance situations.

Employee Information Report

Employee name, employee's bank, branch, home group, home group authority level, assigned roles, and the authority level for each role.

Host Response

Average time, hour by hour, that EZTeller waited for the host to respond after transaction information was sent. The report data is also displayed in a bar graph.

Monetary Instrument Report

Information on required identification that was collected for monetary instruments sold (between \$3,000 and \$10,000 cash). This report shows the serial number, amount of cash received, the date and time, role, journal sequence number, and buyer information.

Sales Referral/Service Requests

Any referral or service request information the teller entered at the time of the transaction.

Service Charge Analysis Activity

Total rolls of coin and bundles of currency given out, by account number. You can run this report for all accounts or for selected account numbers.

Transaction Count Analysis

Totals for various types of transactions. This report is grouped by branch and transaction type. Sort by role or by employee.

Admin Reports...

Fee Detail

Fee amounts (amounts collected, and amounts not collected), percentage of fees collected, transaction type, dollar amount, employee, and role. Sort by date or by employee.

Fee Summary

Expected fee income, fees collected, fees not collected, and bank-defined fee waiver reasons. It also shows the percentage of fees collected, totaled by branch, along with grand totals of all branches.

Hold Notice Detail

Deposit date, account number and type, hold amount, number of days to hold, reasons, and more. All transactions are grouped by account number. This report provides a quick review of hold notice transactions.

Hold Notice Summary

A condensed version of the Hold Notice Detail report. This report lists customer name and account information and groups transactions by branch. The report sorts each group by account number, then date.

Laser Checks Canceled and Reversed

All automatically generated serial numbers used in canceled transactions. This report also identifies reversed transactions. This report is sorted automatically by branch, date, and serial number. This report is available only if your bank uses third-party or EZTeller laser check printing capability.

OFAC Verification

Positive matches with names on the list provided by the Office of Foreign Assets Control. This report is available only if your bank uses the OFAC interface.

Override Detail

All transactions that have had an override approved. This report shows employee information for the requestor and the approver of an override, account number, reason for the override, and whether the override was performed locally or remotely. Sort by the override requestor, override approver, transaction type, role, or branch and role.

Override Summary

Total overrides listed by branch with subtotals by role and account type. This report is sorted automatically by branch, with transactions displayed by date.

Positive Pay Exceptions

All exception messages from the interface with the Positive Pay system in use by your bank. This report is available only if your bank uses the Positive Pay interface.

Unsuccessful Transactions

A list of transactions requiring an override, that were cancelled without obtaining one. This report also shows attempts by users to enter invalid supervisor passwords, transactions rejected by the host, and transactions with overrides declined and subsequently canceled.

SAM (Special Accounts Monitor) Reports...

Account List

Account information for those accounts that have alerts. Report on all officer codes or selected officer codes and sort by account number, account officer, customer name, or officer code.

Active Alerts

A list of active alerts on accounts. Sort this report by account number, name, or by the date alerts expire.

Expired Alerts

Alerts that expired within a user-defined number of days. Sort by account number, name, or date alerts expired.

Expiring Alerts

Alerts that will expire within a user-defined number of days. Sort by account number, name, or date alerts expire.

Cash Reports...

Branch Cash Report

Starting cash and ending cash for the branch, along with the cash-in total, cash-out total, and any cash dispensed using an automatic cash dispenser.

Buy and Sell Cash Detail

Information about all Buy and Sell cash transactions. Sort by role or by dollar amount.

Buy and Sell Cash Summary

Buy and Sell Cash history shown at the branch level rather than by individual teller. Sort by branch and date. Use this report for quick reference to see buy-cash and sell-cash amounts by branch.

Cash Activity

Cash activity for all accounts or selected accounts. The report shows daily totals and date range totals and lists cash transactions by account number with all cash-in or cash-out amounts per account, or just transactions over a certain cash amount.

End of Day Cash Count Summary

Summary of teller balancing and recap information in a report format. The report generates pages separately for each teller and each date specified.

EZTeller Role Cash

Summary of cash totals with each role's beginning cash balance, cash-in total, cash-out total, ending cash balance, and cash dispensed using Automatic Cash Dispensers.

CTR Reports...

Available only with the CTR Module

Canceled CCR/CTR Transactions

All CCR (Cash Consolidation Reporting) and CTR transactions that were canceled. This report shows the name and role of the employee who canceled the transaction, along with the account number, branch, date, cash-in and cash-out amounts, transaction type, and status. Sort by account number or employee name.

CTR Cash Consolidation

All cash transactions that contributed to the amount level set for CTR reporting. Sort this report by Holder/Common TIN, Conductor TIN, or account number. This report shows cash-in and cash-out totals by TIN or account number.

CTR Summary

Customers who met the reporting requirements for the CTR Form for any given day or range of days. Sort by TIN or customer name. This report consolidates the cash-in and cash-out amounts as they would appear on the CTR Form.

Exempt Persons

Exempt accounts listed in the CTR module of EZTeller. You can show all exempt accounts. Sort by TIN, name, or biennial renewal date.

Exempt Persons Cash Activity

Cash Activity for Phase II exempt customers for the required annual review process. You can view all exempt activity, activity for a specific TIN, or activity for dates that have transaction totals exceeding \$10,000. This report is useful for monitoring whether accounts continue to meet requirements to remain exempt and helps your bank meet compliance for auditor review.

Removed Customer Records

Lists any customer records that were removed from CTR. It also shows who removed the record and when. Sort this report by the customer's tax ID number or name. This report can help you find customer records you might have trouble locating.

Customer Records

Details of customer information records per group, bank, or branch. Select to include all customer records, or only beneficiary/holder accounts, conductor accounts, partial records, alternate ID records, or linked records. Choose a report type of Customer List or Account Address. Sort by account number, TIN, or name.