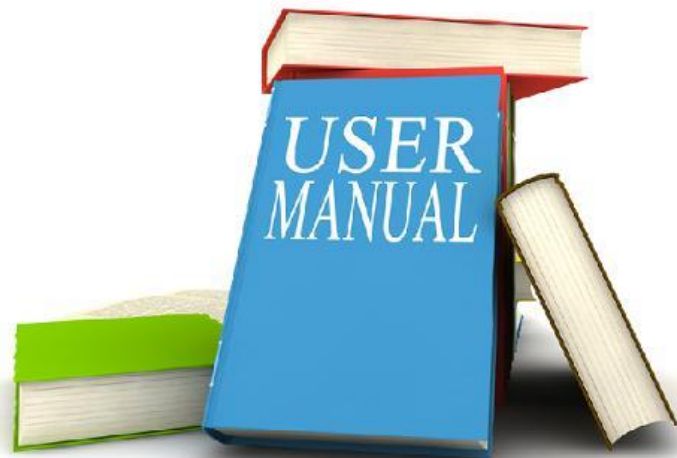


FedPayments[®] Reporter Detailed Users' Guide



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).

The **Customer Maintenance** screens...

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

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 x

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.

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.

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.

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

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▼ 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.



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:

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:

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.

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	3333333333	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.

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

Report Type: Customer DFI Both

Report:

Customer:

Send to Email: Send to FedLine:

Select All

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

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.

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

Enables ad hoc report generation.

Report for DFI:

Requested Report:

Report Date Range:

Pre-defined Configuration

Sets the report options necessary to align with the NACHA Unauthorized Entry Fee rules. Once set, options can be customized using the criteria below.

Custom Configuration

SEC Code Options

Include all SEC codes
 Exclude IAT entries

Activity Options

Include return codes with and without activity
 Include only return codes with activity

Credit/Debit Options

Include Debit and Credit Entries
 Include only Debit Entries
 Include only Credit Entries

Commercial/Government Options

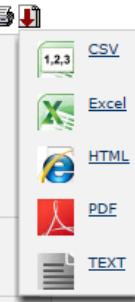
Include commercial and Federal government entries
 Include only commercial entries
 Include only Federal government entries

Monetary/Non-Monetary Options

Include monetary and non-monetary entries
 Include only monetary entries
 Include only non-monetary entries

Sort Order Options

Unauthorized Returns Count
 Total Returns Count
 Debit Returned Amount



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Big Bank, Pleasant Town, USA
 Telephone: 555-123-4567, Email: CustomerService@BigBank.com
ACH Return Reason Report

ABA: 091000912
 Reporting Date Range: 11/01/2018 to 11/30/2018
 ACH transactions processed by the Federal Reserve Banks
 Debit and Credit entries included as requested.
 Monetary and non-monetary entries included as requested.
 Commercial and Federal Government entries included as requested.
 All SEC codes included as requested.
 Report sorted by Unauthorized Returns Count as requested.

Originator ID	Originator Name	Total Returns	Debit Returned Amount	Unauthorized Returns (R05,R07,R10,R29,R51)	Invalid/Admin Returns (R02,R03,R04)
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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.