

Information Reporting



Information Reporting provides account balance and transaction reporting for deposit and loan accounts.

From the main menu, hover over **Reporting** and then click **Information Reporting**.

Account Summary List View

The default view is the Account Summary List View. There are separate sections for deposits and loans, since the information will be different for these two types of accounts.

Navigation

1. You can use the Filters drop-down menu to refine the transactions that display. You can also page through your list of accounts and adjust the number of records displayed on the page using the navigation at the bottom of the list.
2. Click the gear icon in the upper right corner of the list to select which columns you want to display. You can also drag and drop columns to reorder them. Click the column name to sort the data in ascending or descending order.

Transaction Details

1. Click **View** next to an account to view detailed transactions.
2. This view is consolidated to show same day and previous day activity in the same view. The post date will indicate same day (current date) versus previous day (yesterday and prior).
3. The default view includes all debits and credits. All electronic items, checks, deposit tickets, and deposited items (based on your subscription) will display.
4. You can use the Filters drop-down menu to refine the transactions that display. To enter multiple filters, click Manage Filters.
5. You can export the data displayed in a transaction list as a CSV (comma-separated delimited). Other exports are available through the Download service. You may also print the report as a PDF file.

Account Groups

You can use Account Groups to define a subset of accounts for a quick view of balances and transactions. Account Groups can be used when requesting specific data and downloads within the Information Reporting Services.

1. To create an Account Group, click **Manage Account Groups**, then Add Group.
2. Click on an account or accounts in the list and drag and drop the selected item(s) into the Account Group box on the right. You can also select the box next to an account and click **Move Selected Accounts**.
3. You can define an unlimited number of groups. You must use different Account Groups for deposit and loan accounts; you cannot combine the two types in a single Account Group.

Account Summary with Criteria View

The Account Summary Criteria View provides an alternate view of the reporting list and allows you enter criteria for specific views. To toggle between the Account Summary List View and the Account Summary with Criteria View, click the icon in the upper right corner of the Information Reporting screen.

1. When creating a report, you can enter date ranges, accounts, and how you want to view the transactions (credits and debits in a single view or separate credit and debit views). You can also apply Transaction Filters.
2. Once you have entered your criteria to create the report, you can save it for future use.
3. The results will provide a summary of all accounts that meet the entered criteria. Click an item in the results list to view detailed account and transaction information.

Electronic Reports

Electronic Reports allow you to view and save subscribed reports and statements through our secure website.

1. From the main menu hover over **Reporting** and then click **Electronic Reports**.
2. To view an Electronic Report, click **Edit** next to Search Criteria. Select one or more accounts to search from the Account ID field, as well as one or more report Descriptions (EDI Report or Recon Summary Report, for example).
3. Select the desired date range (Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today, or Custom Range). Click Report Date to search based on the content in the report or Load Date to search by the date the content was loaded into the system.
4. Click **Search**. Your results will display.
5. Click **View** next to an item to view the Electronic Report. You may use the on-page navigation to print the report as a PDF or download it as a CSV (comma-separated delimited) file. You can also click SAVE to export the report as a PDF or text file.

Downloads

The Downloads feature allows you to export multiple kinds of data, including:

- BAI Export
- CS Basic Export
- CSV (comma-delimited)
- QuickBooks (OFX format)
- Quicken (OFX format)
- SWIFT MT940 Export
- SWIFT MT942 Export

1. From the main menu hover over **Reporting** and then click **Downloads**.
2. Select the type of export from the drop-down menu.
3. Enter a file name (a unique file name will be used for each download).
4. The criteria you enter will be specific for each download type.
5. After you have created the export, the download will begin. You can view the status of the download on the Downloads screen. You do not have to stay on the screen while the download is processing.

Export Type	Data Description	Output Format
BAI Export	Account data, by date, with BAI type codes	BAI
CS Basic Export	Account data, by date, with Wire advice data option	CSV (comma separated)
CSV	Account data, by date, with Wire advice data option	CSV (comma separated)
QuickBooks (OFX format)	Account data, by date, with transaction details	Intuit® OFX
Quicken (OFX format)	Account data, by date, with transaction details	Intuit® OFX

SWIFT MT940 Export	Account data, previous day balance and transactions	MT940
SWIFT MT942 Export	Account data, current day, transactions and totals	MT942

Account Transfers

Account transfers allow authorized users to perform a same-day transfer of funds between their BBVA Compass accounts. In order for account transfer requests to be processed on the same day as initiated, they must be submitted prior to 9:00 p.m. Central Time, Monday through Friday. Account Transfers submitted after 9:00 p.m. or on non-business days will be processed the following business day.

1. From the main menu, hover over **Payments** and then click **Payment Management**.
2. In the Payments List View, click **Add A New Payment**.
3. From the drop-down menu, select **Transfer**. You have three options for an account transfer: Single, Many to One, or One to Many. Many to One transfers allow you to consolidate funds from your multiple accounts into a single account in a single transaction. One to Many transfers allow you to select a single funding account and move money into several different accounts.
4. The information you are prompted to enter will vary depending on which type of transfer are creating. When selecting an account, you can choose from options in the drop-down menu or searching for an account number or account name.
5. After you submit an account transfer, you will receive a confirmation message. The details will vary depending on the type of payment.
6. If your payment requires approval, it will show in an "awaiting approval" status in the Payments List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
7. To approve, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.

Stop Payments

If a check has not been paid, you can enter a stop payment request to cause the return of the check when it is presented. You can create a stop payment request for a single check or range of checks. Stop payment requests must be submitted between 7:00 a.m. and 9:00 p.m. Central Time, Monday through Friday. Stop payment requests attempted at any other time may not be processed.

1. To create a stop payment request, click **Stop Payments** in the main menu.
2. Click **Add A New Stop Request**. Enter information about the check and click **Save**.
3. If your stop payment requires approval, it will show in an "awaiting approval" status in the Payments List View. Depending on your user entitlements, either you or another user must approve the stop payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
4. To approve, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.

Previously submitted stop payment requests will appear in the list on the Stop Payments page.

Check Inquiry

Check Inquiry allows you to verify if a check has been paid or not and whether it is eligible for a stop payment request.

1. To perform a check inquiry, click **Check Inquiry** in the main menu.
2. From the menu, select **Checks Paid Inquiry**. Enter the criteria required for the request and click **Search**.
3. If the check is found, details and an image of the paid check (if available) will display. If a check has been paid, a stop payment cannot be requested.
4. You can also enter an inquiry to validate a previously place stop payment by selecting Check Stopped Request Inquiry from the menu o the Check Inquiry screen. You can submit a Cancel Stop request, if applicable, from the results displayed. This will remove the previously submitted stop payment request.

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Loan Payments

This service allows authorized users to initiate payments to a designated loan or line of credit. Please be advised, loan payments made after 9:00 pm CT and on non-business days will be processed the next business day.

1. From the main menu, hover over **Payments** and then click **Payment Management**.
2. In the Payments List View, click **Add A New Payment**.
3. From the drop-down menu, select **Loan Payment**.
4. Enter the From Account, Value Date, and loan for which you wish to submit the payment. Click **Submit**. You will receive a confirmation message.
5. If your payment requires approval, it will show in an “awaiting approval” status in the Payments List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
6. To approve, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.
7. All approvers for the payment will undergo a security authentication challenge. Enter the security code you receive through your security device (one time passcode delivered through text or voice message, or hard or soft token). After you successfully submit the security code, you will receive a confirmation message.

Loan Draw

This service allows authorized users to initiate draws (or advances) from permissible types of loans or lines of credit. Please be advised that loan draws made after 9:00 pm CT and on non-business days will be processed the next business day.

1. From the main menu, hover over PAYMENTS and then click PAYMENT MANAGEMENT.
2. In the Payments List View, click ADD A NEW PAYMENT.
3. From the drop-down menu, select LOAN DRAW.
4. Select a Loan Account, Value Date, and To Account. Click SUBMIT. You will receive a confirmation message.
5. If your loan draw requires approval, it will show in an “awaiting approval” status in the Payments List View. Depending on your user entitlements, either you or another user must approve the loan draw. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
6. To approve, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.
7. All approvers for the loan draw will undergo a security authentication challenge. Enter the security code you receive through your security device (one time passcode delivered through text or voice message, or hard or soft token). After you successfully submit the security code, you will receive a confirmation message.

BBVA Compass net cash Mobile

As a reminder, you can stay connected to BBVA Compass net cash while away from your desk with BBVA Compass net cash Mobile*. BBVA Compass net cash Mobile is available for iPhone, iPad, Apple Watch, and Android devices through the App Store and Google Play store.

* Message and data rates may apply.