


MUFG Exchange scheduled export email reports setup guide



USER GUIDE

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FOREWORD

Document Purpose

This document describes the setup and use of the MUFG Exchange Scheduled Export feature. The focus of this document is emailed reports and export files. A separate document covers use of Schedule Export create and transmit (via MUFG Connect) Information Reporting files in BAI and other formats.

Intended Audience

For internal use only.

The intended audience for this document is Transaction Banking Client Delivery and other TBA staff that need to help clients understand the setup and use of MUFG Exchange features supporting scheduled creation and distribution of select reports and extract files.

Document Scope

The document will cover the following initial onboarding steps:

- Prerequisites
- Schedule Export content and distribution options
- Schedule Export email setup
- Creation of a custom reports for use with Schedule Export

Change Control

Version Number 2.0, Release Date September 30, 2022, Second Edition

INTRODUCTION

MUFG Exchange Scheduled Exports provides scheduled creation and distribution of reports and files. This feature generates reports and data files to a schedule then delivers to users by one of three methods including: Email, transmission, and online (via the Download Widget). This document covers setup of emailed reports and data files.

Features - A variety of reports and files are supported for Information Reporting

- Current and prior day statement information including balances and transaction reports and files, balances or transactions only, transactions by type, etc.
- Legacy Reports (human readable reports): ACH NOCs and Returns, ACH Collections, and other reports.

Scheduled Export supports a variety of formats and distribution options:

- Multiple file formats are available
 - Data files: BAI, csv, other.
 - Report formats: pdf and txt.
- 3 distribution options are available:
 - Email with security
 - Transmission with security (discussed in a separate setup guide)
 - Online – All reports and files created by Schedule Export are automatically posted to the Download Widget and available to users online.

Two reports on the Reports Management menu are available for email delivery and provide pdf reporting of current and prior day balances and transactions with various options available:

- Account Statement – Totals by Type and
- Current Day Cash – Totals by Type

Other reports available to Schedule Export email include all Quick Reports.

Distribution options vary by type of report - Select Reports Management reports and all Quick Reports may be delivered via email. Formats for these reports include PDF, txt, and csv. BAI and CSV and other file formats may be delivered via email or transmission.

By default the users receiving emailed reports are the users that created the Schedule Export setup which generated the report. Optionally, additional users may be included in the distribution of a report.

SETUP OVERVIEW

Scheduled Export is available for all clients and their users via client self service. Companies are entitled to access this feature. Security administrators must assign the Scheduled Export entitlement to a user before the user can create Schedule Export setups.

There are 3 types of setups:

- For email of BAI and CSV files and Legacy Reports
- For email of Report Management Reports (current day and prior balance and transaction pdfs)
- For transmission – BAI and CSV files

The first 2 are available for client setup. The third category should only be created or modified by bank staff due to the complexity of transmission setups.

EMAIL DELIVERY OF DATA FILES AND QUICK REPORTS USING SCHEDULED EXPORT

This option provides emailed data files and Quick Reports. All setup takes place in Schedule Export.

Creation of a new Schedule Export setup is required specifying:

- For Reports – A Custom Report must be created and named. The name of the report will then appear as a selection option during creation of the Schedule Export setup.
- For Data files - The data format, current vs prior day, balances and/or transactions, plus other filters.
- For Quick Reports – The report type and date

Prerequisites:

- The client is entitled to Scheduled Export
- The client user is entitled to Schedule Export.

Steps to setup: For emailed data files and Legacy Reports.

- 1 .Access Scheduled Exports option under Reports in the main menu. The following screen appears. Click New Schedule to set up a new Scheduled Export.

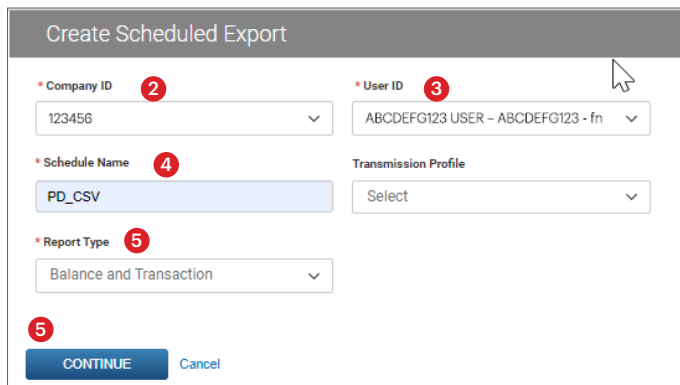
Exhibit 1 - Emailed data file setups



- 2 On the new page that appears, enter customer ID and user ID of a user with access to the desired report. Note that you need the Customer ID to create the scheduled export – you cannot select the customer by name.
- 3 The user can select the userID of the user who is setting up the schedule export.
- 4 Enter a name for the Schedule Export schedule.
- 5 To setup a BAI or CSV email, select Balance and Transaction from the Report Type drop-down. Other choices in Legacy Reports and Bank Reports, both worked similarly, both discussed later in this doc. Legacy Reports works similarly. The Legacy Report icon must be chosen. The filters then displayed will be specific to Legacy Reports.

Click Continue to go to the second page of the set-up.

Exhibit 2 – Create Scheduled Export

The screenshot shows a "Create Scheduled Export" form. It has several fields with red numbered callouts: "Company ID" (2) with value "123456", "User ID" (3) with value "ABCDEFG123 USER - ABCDEFG123 - fn", "Schedule Name" (4) with value "PD_CSV", and "Report Type" (5) with value "Balance and Transaction". There is also a "Transmission Profile" dropdown menu with "Select" chosen. At the bottom left, there is a "CONTINUE" button and a "Cancel" link.

- 6 The selection options Balance and Transaction schedules will now be displayed. Specify primary export file characteristics: file format, and incremental vs full. The incremental option includes transactions received since the last current day extract. The full option includes all transactions since start of the current day.

Exhibit 3 - Create Scheduled Export – Select File Format

The screenshot shows the 'Export Detail' section of a web interface. It features a dropdown menu for 'File Format' with a red circle '6' next to it. The dropdown is open, showing options: 'BAI Export', 'CSV', 'SWIFT AB123 Export', 'SWIFT AB124 Export', and 'TSV'. The 'CSV' option is currently selected. To the right, there is a text input field for 'Export File Name' containing 'PD_CSV'. Below these fields are two radio buttons: 'Incremental' (selected) and 'Full Replacement'. There is also an 'Exclude Header' checkbox and an information icon.

- 7 Select content: Balances and transactions, balances only, or transactions only.
- 8 Specify the schedule for creation of the data file. Prior day files reports and files have a single run time. Multiple Scheduled Export setups may be used to generate multiple prior day files throughout the day where one bank may report later than another. Current day reports can have multiple run times. When selecting current day the option to report incremental and full appears:
- Incremental – The most commonly used option. All data since the time of the last current day report (during the same day)
 - Full - All information since start of day

Exhibit 4 – Select content and specify schedule

The screenshot shows the 'Output Content' section of a web interface. It features a dropdown menu for 'Output Content' with a red circle '7' next to it, showing 'Balances Only' selected. To the right is an 'Exclude Header' checkbox. Below are two radio buttons: 'Current Day' (selected) and 'Prior Day'. To the right of these are two more radio buttons: 'Incremental' (selected) and 'Full Replacement'. There is also an information icon. Below this is a section for '* Run Time' with a text input field and an 'EDT' button, with a red circle '8' next to the button. At the bottom left, there is a link that says 'Add another run time'.

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- 9 Complete the specification of content by selecting accounts, account groups or all and other selection criteria including debits only or credits only, transactions codes to be included (BAI or SWIFT), transaction amounts (with various options), and reference numbers.

Exhibit 5 – Complete specification of filters

The 'Report Criteria' form contains the following fields:

- Account Details:** A text input field.
- Account Group:** A text input field.
- Debit/Credit:** A dropdown menu.
- Transaction Type:** A text input field.
- BAI Transaction Code:** A text input field.
- SWIFT Transaction Code:** A text input field.
- Transaction Amount:** A dropdown menu with 'is equal to' selected and an adjacent text input field.
- Bank Reference:** A text input field.
- Customer Reference:** A text input field.

- 10 Specify one or more recipient emails – All must be registered users.
- 11 Save.

Exhibit 6 – Email recipients and save the Schedule Export setup

The dialog box shows a list of email recipients:

- IRSHRINI03 USER - IRSHRINI03 - praveen.ambavaram@unionbank.com
- MANASA RAJAREDDY - IRSHRINI01 - manasa.rajareddy@unionbank.com
- SHRINI SUREN - IRSHRINI02 - rpathak@us.mufg.jp

Buttons: DONE (10), SAVE, Cancel (11)

Selected recipient: IRSHRINI03 USER - IRSHRINI03 - praveen.ambavaram@unionbank.com

EMAIL DELIVERY OF REPORT MANAGEMENT REPORTS USING SCHEDULED EXPORT

This option provides emailed reports in pdf, txt, and csv formats, for select reports on the Report Management menu. Setup is in two steps:

1. In Report Management, create and save the report customization
2. In Scheduled Export, create a setup referencing the report profile

Reports on the Reports Management screen can be generated to a schedule and emailed to users. Report filters in the Report Management report (which accounts to include, etc.) define content of the report and are specified by the user during setup. Schedule and distribution preferences are defined in the Scheduled Export setup.

In addition to email delivery, as with all Schedule Export reports and data files, the files will be available online to the setup owner in the download widget.

Most customers will want just a Prior Day report or a Current Day report. These are:

- Account Statement with Transaction Totals
 - This is a new version of the Account Statement (Prior Day) report with subtotals by transaction type
- Current Day Availability with Transaction Totals
 - This is a new version of the Current Day Availability report with subtotals by transaction type

Reports can be sent in three different formats, all containing the same information but with different presentation and uses:

- PDF – Human readable. The most user-friendly, cleanly formatted version
- Text – The same information as pdf but in plain text formatting. Less useful because information does not line up cleanly.
- CSV format – This is useful for customers who want a Prior Day or Current Day report that can be opened in Excel, so that data can be copied/pasted to other spreadsheets or applications.

Only customized reports can be emailed. To have the report set up for email delivery under Scheduled Export, the customer must:

- First create and name-and-save a “Customization” of the report in Report Management.
 - Then create a Scheduled Export setup for that customized report.
- 1 For the Account Statement Report, it is critical that the report customization does not include a fixed Custom Range. All other date options are “relative”, but a Custom Range will always produce the report for the same selected date or date range.

Exhibit 1 - Emailed reports setup– Report Customization

The screenshot shows the 'Account Statement - Totals by Type' report customization interface. The 'Report Criteria' section is highlighted with a red circle and the number 1. A dropdown menu is open for the 'Statement Date' field, showing options: Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today, Prior Day, Last Month, and Custom Range.

- 2 Specify the report selection criteria: Bank(s) or all; Account Group(s), Account(s) or all, etc.
- 3 The option to save the report appears below the report selection criteria. When the user submits the report the user will be asked for a name for the report.

Exhibit 2 – Emailed reports setup - Report Customization

The screenshot shows the 'Reports' tab selected in a navigation bar. The main heading is 'Account Statement - Totals by Type'. Below it, the 'Report Criteria' section is highlighted with a red circle '2'. This section includes a 'Statement Date' field with a calendar icon and the text '08/15/20XX - 08/15/20XX'. Below this are several dropdown menus for 'Bank Code', 'Account Group', 'Account Number', 'Currency', 'Include detail information', and 'Include Summary Totals'. At the bottom of the form, there is a checkbox labeled 'Save this Report' with a red circle '3' next to it. Below the checkbox are two buttons: 'RUN REPORT' (blue) and 'Cancel' (light blue).

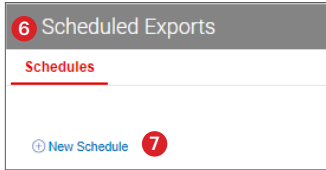
- 4 The user should save the customized report to a unique Configuration Name. The optional Configuration Description may be useful to understand the purpose of the report.
- 5 The user can check "Shared" to allow other users at the company access to the configuration. Leaving Shared unchecked means that only the creating user may revise the report customization.

Exhibit 3 – Emailed reports setup - Report Customization

The screenshot shows a 'Save Report Configuration' dialog box overlaid on the report customization interface. The dialog box has a title bar with a close button (X). It contains two text input fields: 'Configuration Name' (with a red circle '4' next to it) and 'Configuration Description'. Below these fields is a checkbox labeled 'Shared' with a red circle '5' next to it. At the bottom of the dialog box are two buttons: 'SAVE' (blue) and 'CANCEL' (red).

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- Once the report customization is saved, the daily email delivery can be set up on the Scheduled Export page
 - The user must access Scheduled Exports screen under Reports in the main menu. The following screen appears. Click New Schedule to set up a new Scheduled Export.

Exhibit 4 – Emailed reports setup - Scheduled Export setup



- On the new page that appears, enter customer ID. You will need the Customer ID to create the scheduled export. You cannot select the customer by name.
- Enter the userID of a user with access to the desired report.
- Enter a name for the schedule.
- Select Bank Reports from Report Type drop-down. Quick Reports will also appear as an option if the user is entitled.
- Click Continue to go to the second page of the set-up.

Exhibit 5 – Emailed reports setup - Scheduled Export setup

The screenshot shows a form titled "Create Scheduled Export". It contains several input fields and dropdown menus, each with a red circle and number indicating a step:

- * Company ID** (8): A dropdown menu with the value "123456".
- * User ID** (9): A dropdown menu with the value "ABCDEFG123 USER - ABCDEFG123 - fn...".
- * Schedule Name** (10): A text input field with the value "All Accounts PD".
- Transmission Profile**: A dropdown menu with the value "Select".
- * Report Type**: A dropdown menu with "Select" chosen. A search filter is applied, showing "Filter" in the input box. The dropdown list includes "Balance and Transaction" and "Bank Report" (11), which is highlighted with a blue bar.

On the second page of the Scheduled Export:

- 13 Select the report format. Generally users will want PDF format for easy reading, saving and printing. Text and CSV formats are also available.
- 14 Enter the time for the report to be generated and emailed
- 15 Select the Report to be emailed. All customizations of the bank reports to which the user has access will be listed (including Current Day Cash, not shown here).
- 16 Specify the email recipient(s). If the selected report is available to multiple users, you can select any of those users to receive the email on the User Name drop-down list. If only one user is entitled, only the user you selected on the first page will appear. Then save.

Exhibit 6 – Emailed reports setup - Scheduled Export setup

The screenshot shows a web form titled "Export Detail" with the following sections and fields:

- Export Detail**
 - * File Format 13**: A dropdown menu with "PDF" selected.
 - * Run Time**: Two input fields showing "08:00 am" and "EDT" with a callout 14. Below them is a link "Add another run time".
 - Report Criteria**
 - * Report 15**: A dropdown menu with "Select" and "Account Statement - Totals by Type" as options.
 - Email Recipients**
 - User Name 16**: A dropdown menu with "ABCDEFG123 USER - ABCDEFG123 - fname.lname@unionbank.com" selected.
- At the bottom are two buttons: "SAVE" and "Cancel".

The custom report is now complete and linked to a Scheduled Export setup. Entitled users will receive emails via MUFG’s Proofpoint email service containing links to the reports. Selecting the link will navigate the user to the Proofpoint site. First time registration is required. Registration is not required thereafter.

