OLD NATIONAL BANK

Information Reporting

USER GUIDE

VERSION 1.1 | UPDATED OCTOBER 2, 2023 |

Treasury Management Client Services | 800-844-1720

ONPointe™ Treasury | Old National Bank

Contents

Account Information

The Account Information menu in ONPointe Treasury contains multiple services included as a part of your subscription to Information Reporting, along with some optional and premium reports. These tools allow your company the ability to access 13 months of transaction history, images, and up to 24 months of statement history as well as customizable reports for transaction history and ACH detail, and customizable alerts. These options are found primarily under the Account Information menu.

These features are included with **Standard Information Reporting:**

- **Quick View** – view the last 100 transactions on an account and view current balance information.
- **Transaction Search** – search for specific transactions from the past 13 months.
- **Balance Reporting** – create and download customized reports and data files.
- **Report Delivery** – schedule reports and files to be delivered to your email inbox or FTP server.
- **Alerts** – receive balance-based alerts.
- **Account Groups** – group accounts in Quick View to easily view accounts from the same division, geographic territory or other company-defined preference.
- **Returned Check Notices** – view, print and download notices of check you've written that were returned for insufficient funds.
- **Cash Position Report –** view your current cash balances in an on-demand report.

The following **Electronic Statement** options are available:

- **eStatements** – access 24 months of electronic bank statements.
- **Analysis eStatements** – view, print and download your bank billing statements from the past 24 months.

Lastly, the below **Premium Reports** are available upon enrollment:

- **Account Recon Reports** – view, download and print transaction information used to reconcile deposit accounts.
- **Repurchase Agreements** – view investment sweep transaction notices.
- **NACHA Detail File Report** – view and download incoming ACH Payment information and EDI data.

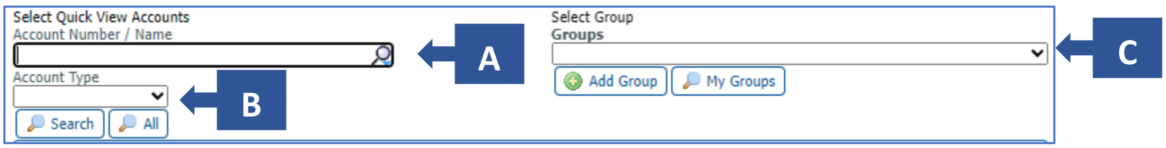
For questions regarding the Premium and Electronic Statement Reports, contact Treasury Management Client Services at 800-844-1720 or tmservice@oldnational.com

Quick View

Use the **Quick View** feature to access current balance details and the 100 most recent transactions on the account.

Using the options at the top of the screen, you can:

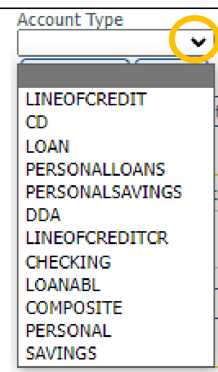
A. Search the desired account by typing part or all of the Account Number or Name
B. Filter by Account Type
C. Filter on Account Groups or create a new Account Group



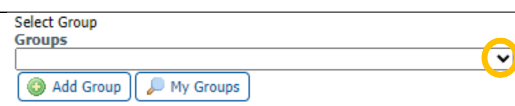
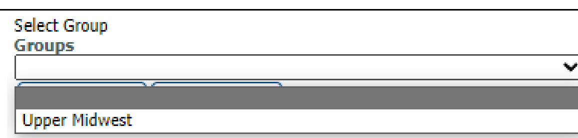
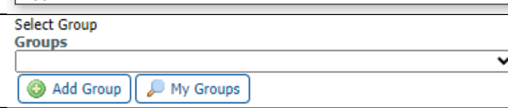
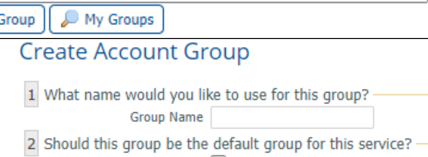
Account Number/Name

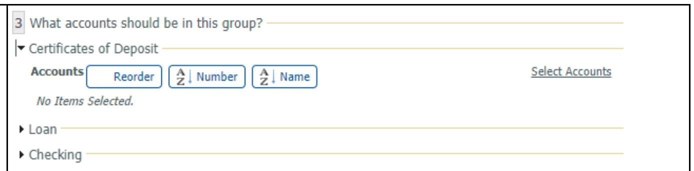
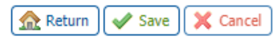
Using the **Account Number/Name,** you are able to view transaction(s) related to that account. To do it, select the **magnifying glass** and select the account from the drop-down menu.	

Account Type

Using **Account Type,** you are able to filter your quick view to show specific types of accounts. To do it, select the **arrow** and select an account type from the drop-down menu.	

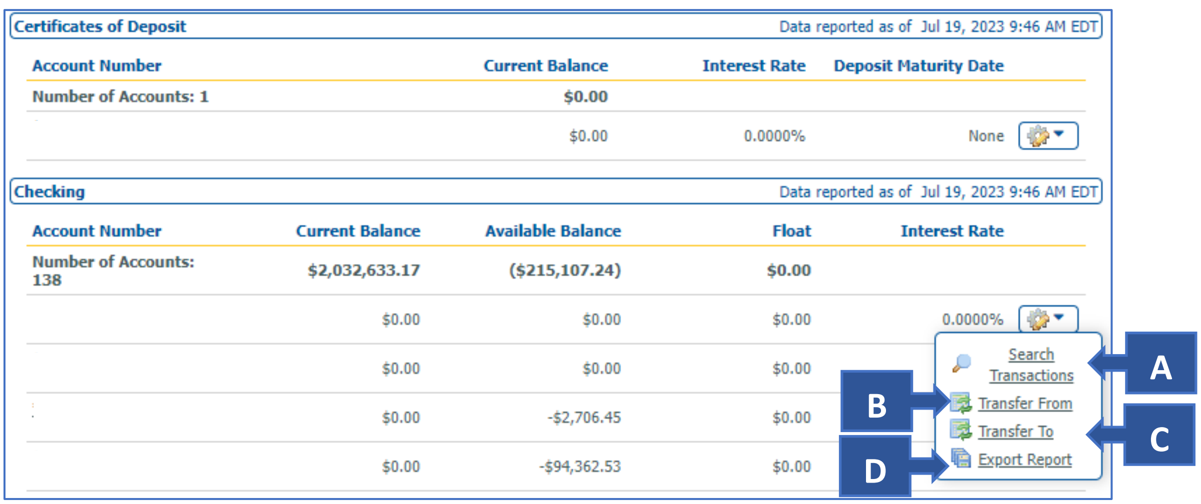
Select Group

Using **Select Group,** you are able to have certain accounts grouped together. If you had groups already, they would be shown on the dropdown list under **Groups.** You could also select **My Groups** to view a list of all your groups.	
To select one of your pre-existing groups, select one from the list.	
If you do not have any existing groups or would like to create a new one, select **Add Group.**	
Create a **Group Name** for the accounts and then select **Is Default** if you want this group to be the default group of **Quick View.**	

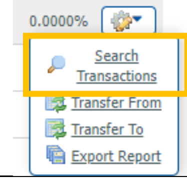
The next step would be to select which accounts you would like in the group. To do this, first select the type (Certificates of Deposit, Loan or Checking). Then click **Select Accounts** to select which ones you would like shown in the group.	
Once completed, select: • **Return** to return. • **Save** to save your progress. • **Cancel** to cancel the process.	

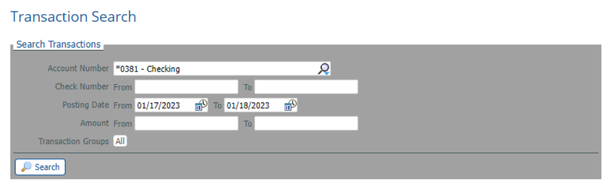
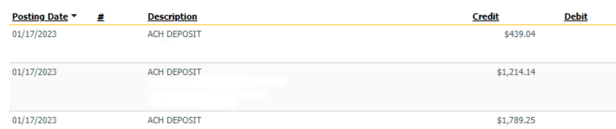
In the account listing on the **Quick View** screen, you can access the details for the account by clicking on the underlined account number. You can also use the **Gear Icon** to perform these functions (where applicable and when entitled to do so):

A. **Search Transactions**
B. **Transfer from an Account**
C. **Transfer to an Account**
D. **Export Report**

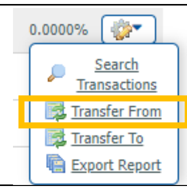


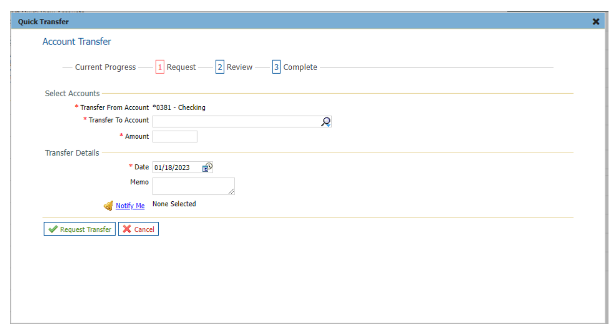
Search Transaction

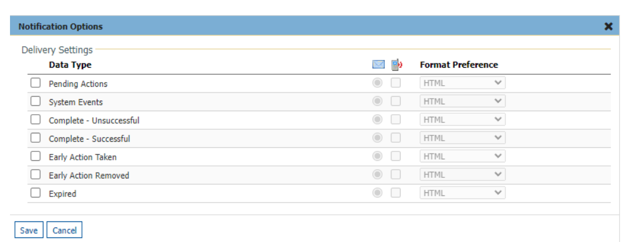
<table>
<tr><td>Click on the Gear Icon then select Search Transactions for that account.</td><td>
</td></tr>
<tr><td>A Transaction Search window will open. In this window, you will be able to search using a check number or check range, a specific date or a date range, and an amount or amount range. You are also given the ability to select transaction group/s.

Once you have entered your search parameters, select Search.</td><td>
</td></tr>
<tr><td>The results from your search will be listed below the Search Transaction area.</td><td>
</td></tr>
</table>

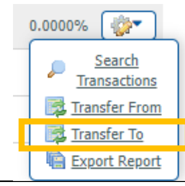
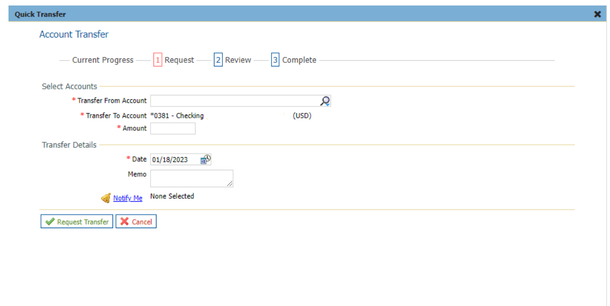
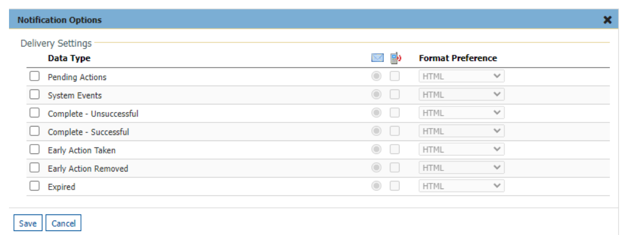
Transfer from an Account

<table>
<tr><td>Click on the Gear Icon then select Transfer from.</td><td>
</td></tr>
<tr><td>A Quick Transfer window will open. On this window, you will select the Transfer to Account, the Amount, set the Date of the transfer and include an optional Memo. You are also able to set up a notification by selecting Notify Me.

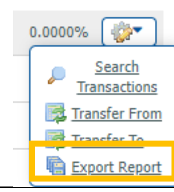
If you do not wish to receive notifications, select Request Transfer to complete or select Cancel if you wish to cancel.</td><td>
</td></tr>
<tr><td>If you select Notify Me, the following window will open. In this window, select which Data Type you would like to be notified about and select the channel in which you would like to receive the notification.

Click Save once completed or select Cancel if you wish to not receive notifications anymore.</td><td>
</td></tr>
</table>

Transfer to an Account

Click on the **Gear Icon** then select **Transfer to.**	
A **Quick Transfer** window will open. On this window, you will select the **Transfer from Account,** the **Amount,** set the **Date** of the transfer and include an optional **Memo.** You are also able to set up a notification by selecting **Notify Me.** If you do not wish to receive notifications, select **Request Transfer** to complete or select **Cancel** if you wish to cancel.	
If you do select **Notify Me,** the following window will open. In this window, select which **Data Type** you would like to be notified about, select the channel in which you would like to receive the notification. Click **Save** once completed or select **Cancel** if you wish to not receive notifications anymore.	

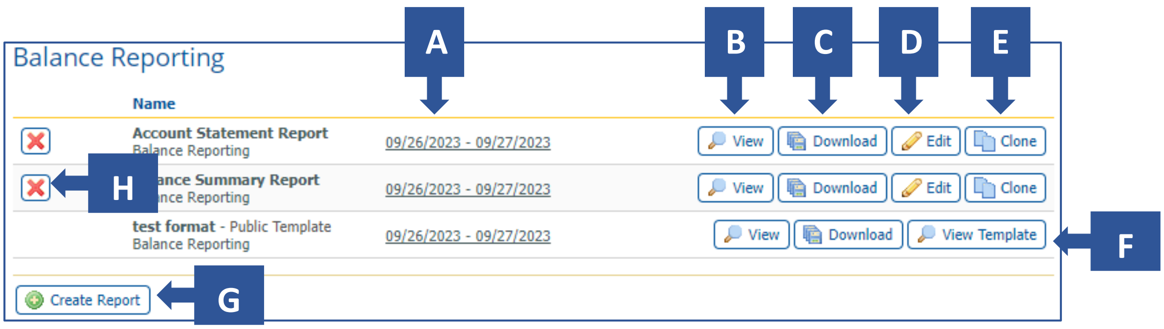
Export Report

Click on the **Gear Icon** then select **Export Report.** It will open a new window showing a PDF of all recent transactions. From there you can choose to save, print, etc.	

Balance Reporting

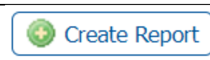
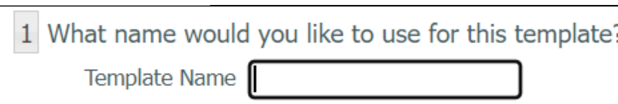
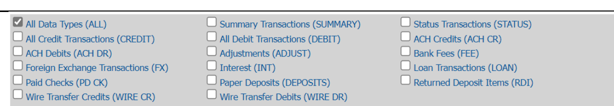
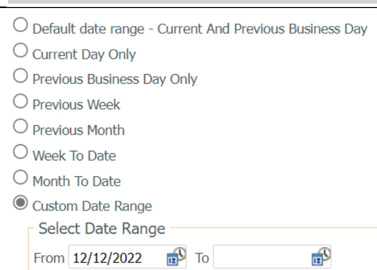
While **Quick View** is convenient to view recent activity, the best way to export information from ONPointe Treasury into reports or data files is the **Balance Reporting** feature. Balance Reporting includes some standard report types, along with the ability to create reports specific to your user ID. In this service, you can:

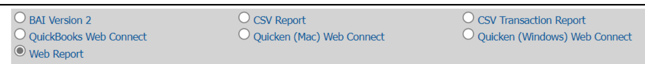
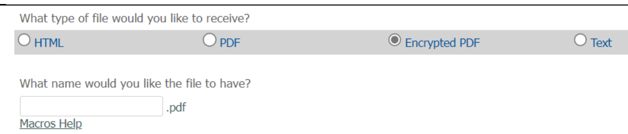
A. **Date** – Set a custom date range to be used with the View and Download buttons.
B. **View** – open pre–built reports or data files with a single click.
C. **Download** – save a pre-built report or data file to your computer.
D. **Edit** – edit the settings of an existing report template (only available for user-defined templates).
E. **Clone** – clone an existing report template.
F. **View Template** – view the settings of existing report templates.
G. **Create Report** – create new report templates that are customized to your needs.
H. **X** – delete an existing user-defined report template.



Creating New Report Templates

To create a new report template for your user account, follow the below steps:

1) Click **Create Report**	
2) Enter **Template Name** if you want to save the template. **Note:** Use a name that is easily identifiable.	
3) Select account number(s) from the drop-down menu. a) Click **Add All** to add all accounts. b) Click **Number** or **Name** to automatically sort the accounts or click/drag to move into a preferred order.	
4) Check box(es) for data to be included in the report.	
5) Check one box for the date. a) Click on the **Calendar** icon to select dates for the custom date range.	

<table>
<tr><td>6) Check one box for report format.</td><td>
</td></tr>
<tr><td>7) Check box(es) for file type with options based on report format.
a) Name the file based on the report format selected.
b) Click Macros Help if you want to insert variable data into a filename e.g., date.
Note: PDF is the recommended format. If you are using the QuickBooks add-on feature, then QBO will appear as an option.</td><td>
</td></tr>
<tr><td>8) Click:
a) Generate – create a report immediately. Report will appear on the Balance Reporting page.
b) Download – create a report to save to your computer.
c) Save Template – save the report template for future use. Template will appear on the Balance Reporting page.
d) Cancel – discard selected options and return to the Account Information page.</td><td>
</td></tr>
</table>

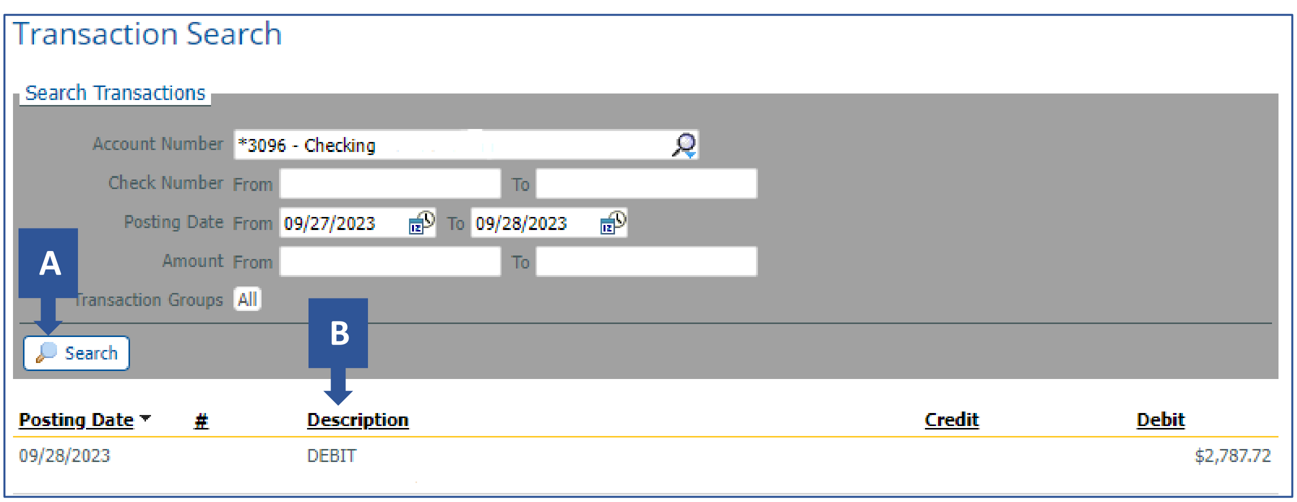
If Encrypted PDF is chosen, the report will require your user's report password to open the file. To view or change your user's report password, navigate to **My Settings > My Profile**.

Transaction Search

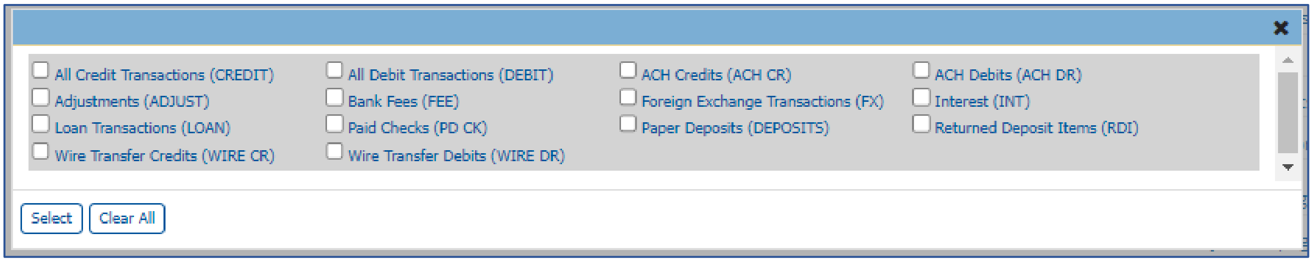
To research transactions that have posted to your accounts, navigate to the **Transaction Search** section, where you can:

A. Search for specific transaction information within a 13-month period.
B. View check, deposit ticket and deposited item images.

Use the Search Transactions settings box at the top of the screen to choose an account and then to narrow your search to specific check numbers, date ranges, amounts and/or specific transaction types.



To use the Transaction Groups feature, click **All** and then choose **Selected** from the drop-down to display the available options. Check the boxes beside the desired types and then click **Select.**



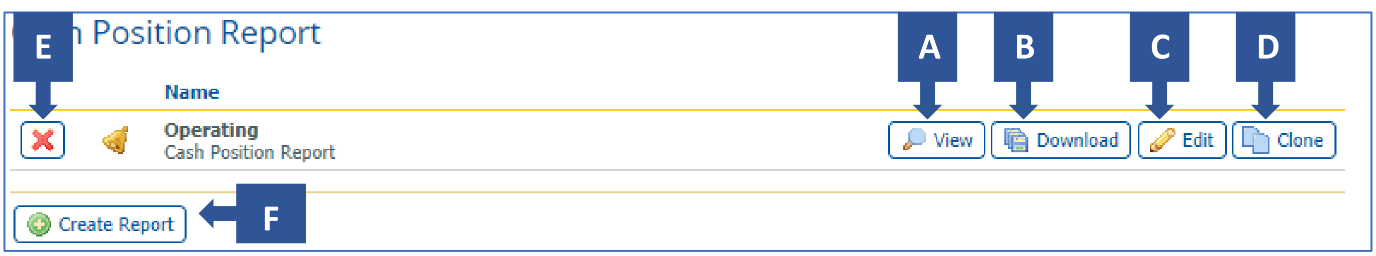
TIP: You can print a report from this page by clicking Print This Page in the right-hand menu.

Cash Position Report

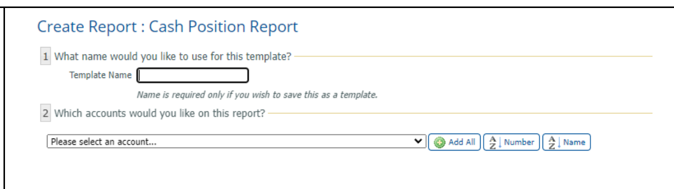
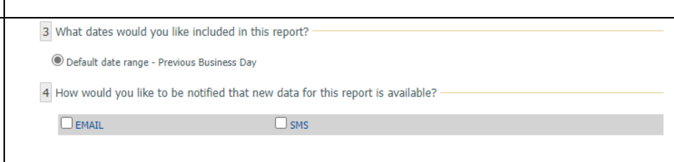
This report allows you to quickly determine your current cash position. By creating a report template from this screen, you can access this report with a single click.

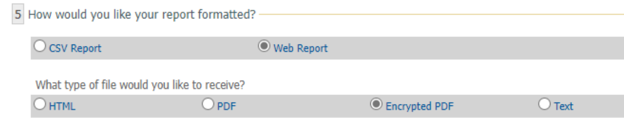
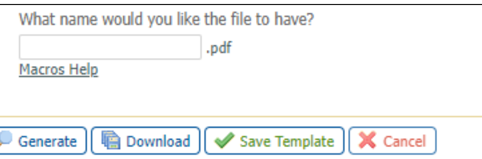
On this page, you can:

A. **View -** open pre-built reports or data files with a single click.
B. **Download -** save a pre-built report or data file to your computer.
C. **Edit -** edit the settings of an existing report template (only available for user-defined templates).
D. **Clone -** clone an existing report template.
E. **X -** delete an existing user-defined report template.
F. **Create Report -** create new report templates that are customized to your needs.



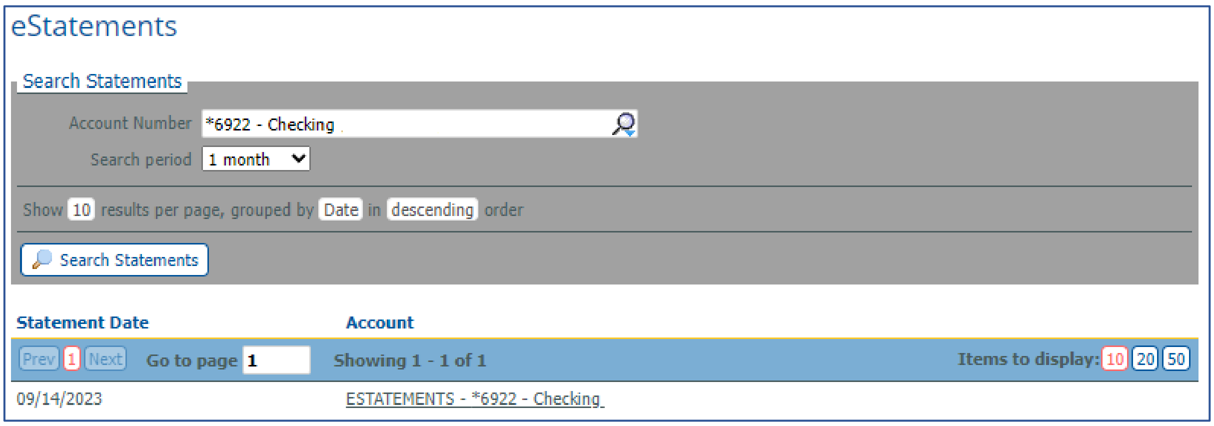
Creating a Report Template

Selecting the **Create Report** button will open the **Create Report: Cash Position Report.** On this window, create a **Template Name** and select which **Account(s)** you would like shown in the report.	
For the **Date,** there is only one default option. Next would be to select how you would like to be **Notified** about the report.	

Select the **Format** in which you want the report in and then select what **Type** of file you would like to receive.	
Not required, but you are also able to set a **Macro** for the file. Once completed, you are able to **Generate, Download, Save Template** or **Cancel.**	

eStatements

Allows you to review your last 24 months of bank statements within ONPointe Treasury for ease of access. Simply choose the desired account and statement date to view, download or print.

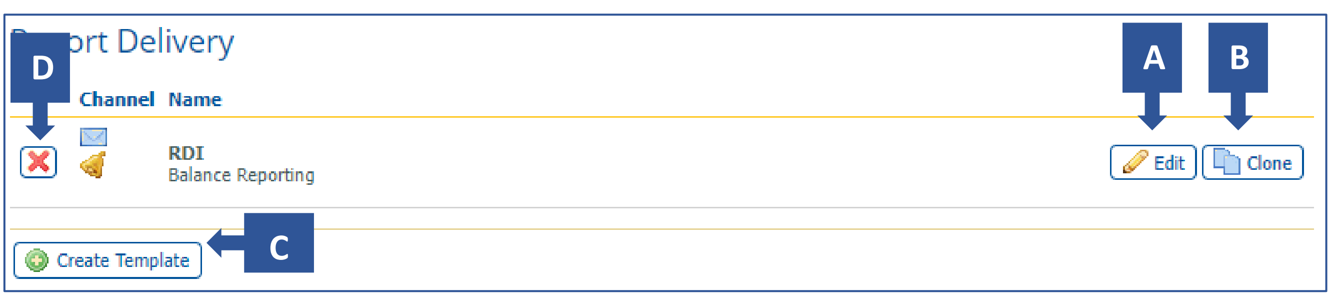


If you do not see one of your accounts in the list, it may not be enrolled in eStatements. Contact Old National Treasury Management Service to change your eStatement enrollment options.

Report Delivery

Report Delivery allows you to schedule reports or files to be automatically generated and then delivered to your email account or using **ONPointe Delivery**'s secure FTP capabilities. Report Delivery can be used with multiple types of templated reports – including Balance Reporting, Cash Position Reports, Controlled Disbursements and more. From this screen, you can:

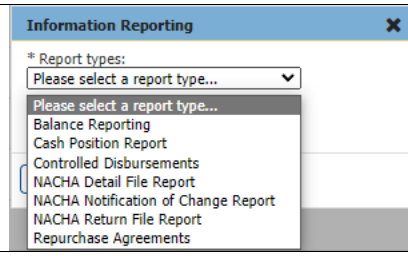
A. **Edit –** modify the report and/or delivery criteria for your existing template(s), e.g., timing, method, format, etc.
B. **Clone –** copy an existing report template to quickly create a similar template.
C. **Create Template –** define a new report or file to automatically be delivered to you.
D. **X –** delete an existing template.



Creating New Templates

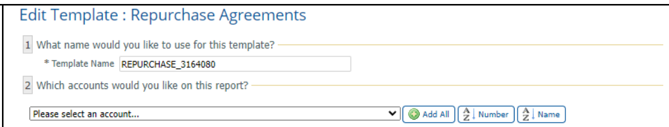
When selecting **Create Template,** a little window will open where you can select which report type you want to create the template in. Select the **down arrow** and the options will show.

Follow the steps listed elsewhere in this guide to create a Report Delivery for the respective report type.

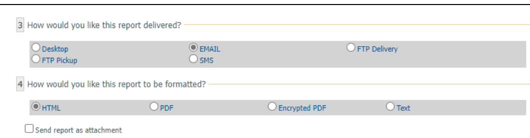


Edit

When selecting **Edit,** a window will open that will allow you to rename your template and add/remove accounts.

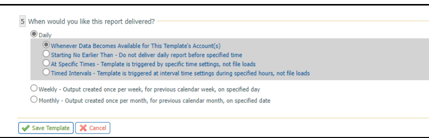


In this window, you can also select how you would want your report delivered and what format you want it in.



Once you have made the above changes, you can also select when you would like your report delivered.

Select **Save** to save the changes or select **Cancel.**

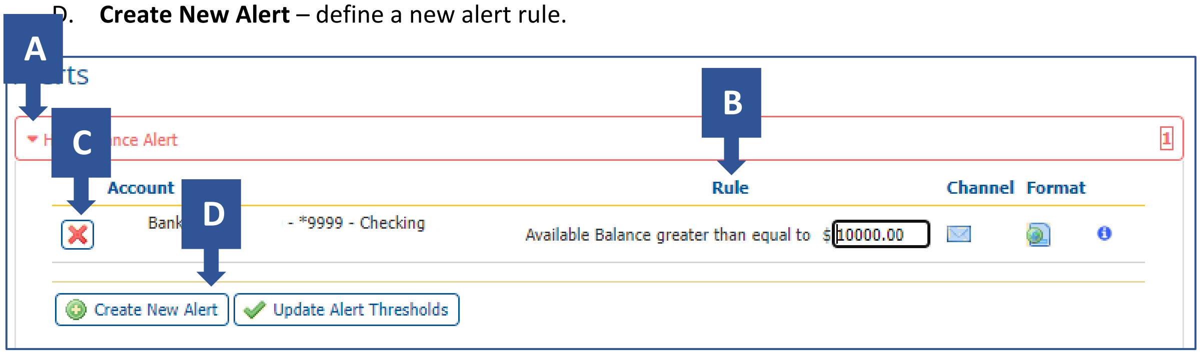


If Encrypted PDF is chosen, the report will require your user's report password to open the file. To view or change your user's report password, navigate to **My Settings > My Profile**.

Alerts

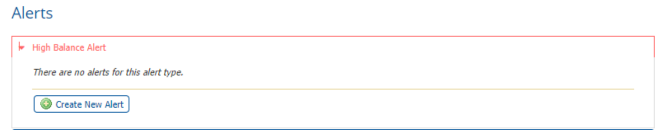
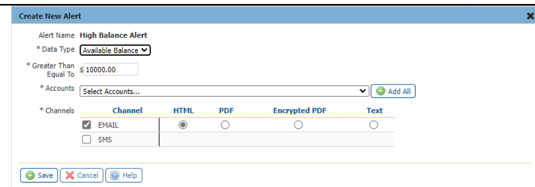
The **Alerts** feature lets you set up notifications for specific events including high balance, low balance, and overdrawn balance. From this screen, you can:

A. ⏵ – expand the alert type to view existing alerts.
B. **Rule** – quickly update your threshold rules for existing alerts. Click **Update Alert Thresholds** to apply changes.
C. **X** – delete an existing alert.
D. **Create New Alert** – define a new alert rule.



You can receive your **Alerts** via SMS if you have completed enrollment in SMS alerts. Refer to the **ONPointe Treasury Getting Started Guide** at www.oldnational.com/tmic for enrollment instructions.

Creating a New Alert

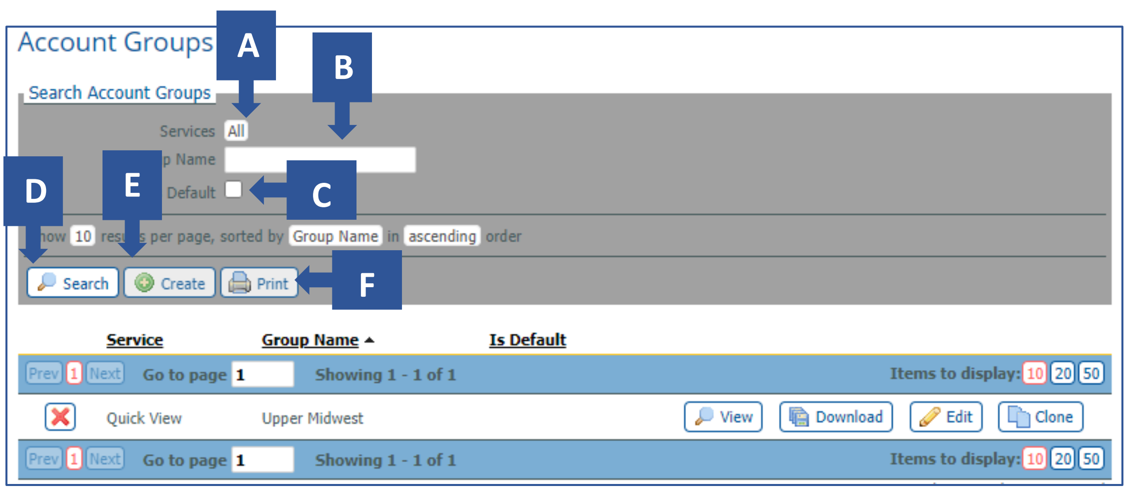
To create a new alert, select the type of **Alert** you want. In this example, we are doing a **High Balance Alert.** The drop-down will expand and then select the **Create New Alert** button.	
The **Create New Alert** window will open which is where you would select your **Data Type,** create a **Greater Than/Equal To** amount, select the **Accounts** you want the alert to apply to and then select the **Channels** of delivery for the **Alert.** Select **Save** once completed or select **Cancel** to abandon.	

Account Groups

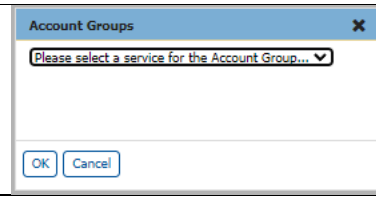
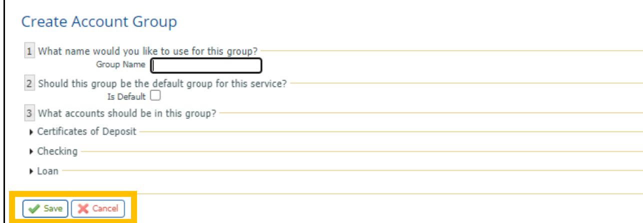
This feature allows users to group enrolled accounts into smaller listings and choose which listing should be viewed in the Account Center on the dashboard.

On this screen, you can:

A. **Services** – narrow your search down by selecting specific services.
B. **Group Name** – search for account group by inputting Group Name.
C. **Is Default** – select whether account group is default or not.
D. **Search** – select once parameters have been inputted.
E. **Create** – use this to create a new account group.
F. **Print** – used to print a list of account groups.



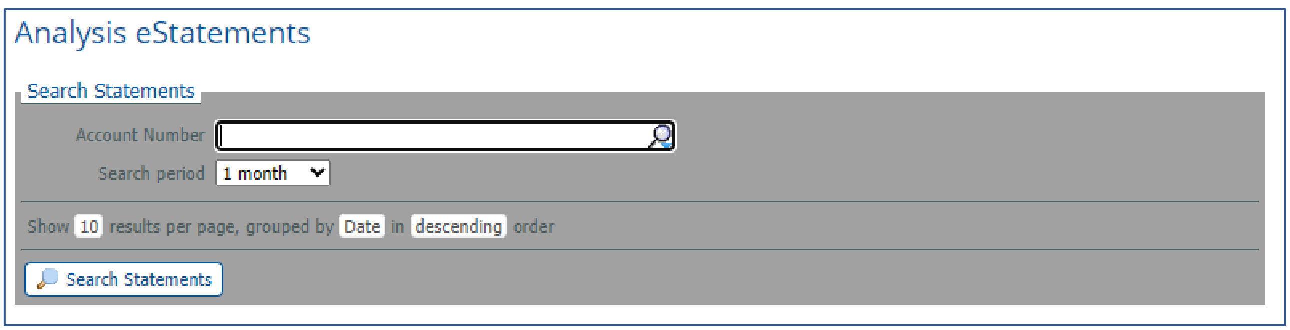
Creating a New Account Group

Selecting **Create** on the **Account Groups** page will open the window where you would select the service for the Account Group.	
Once you have selected the service, the **Create Account Group** window will open. Complete the setup by deciding on a **Group Name,** selecting **Is Default** if this is the default group for the service and then select which accounts you would like in this group. Select **Save** to complete or select **Cancel.**	

eStatements & Analysis eStatements

eStatements are an electronic copy of your official cycle-end bank statement. Analysis eStatements are a "digital receipt" of your service charge activity on your account. Both services allow you to review, print and download your last 24 months of statements.

To access a statement, choose the desired account from the **Account** dropdown (if applicable). Then, in **Search Period** box, choose the desired history range. Click **Search Statements** to view available statements. To view a statement, click on the hyperlinked statement name. To download the statement, click the **Download** button from the statement view screen.

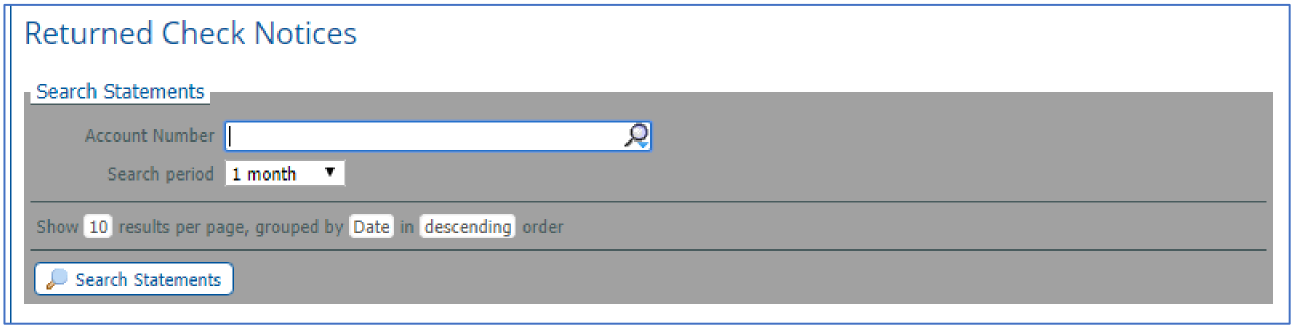


If you do not see one of your accounts in the list, it may not be enrolled in eStatements or Analysis eStatements. Contact Old National Treasury Management Client Services to change your enrollment options.

Returned Check Notices

From this screen, you can view, print and download reports of check you've written that were returned for insufficient funds.

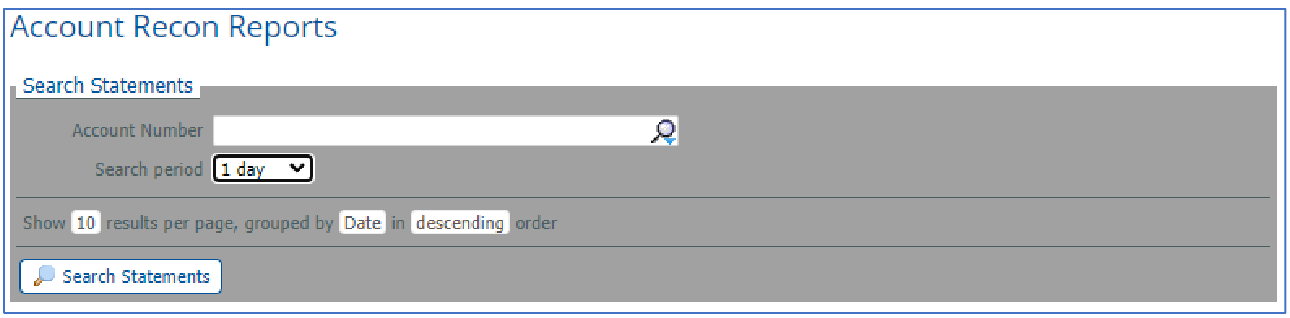
Choose an account from **Account Number** and then choose a history range in the **Search period** drop-down box. Click **Search Statements** to view results. Click the hyperlink to view the notice and click **Download** from the view screen to save a copy of the notice to your computer.



Account Recon Reports

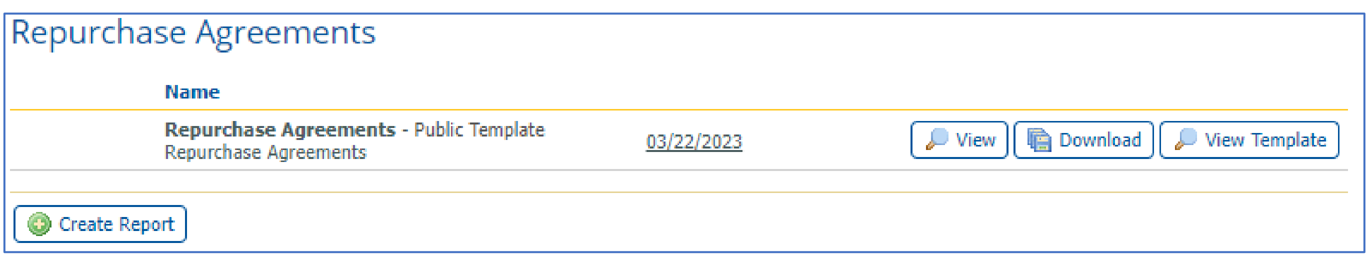
If you subscribe to an Account Reconciliation service, you can view, download and print reports provided through those services.

To use the service, choose an account from the **Account Number** box, select a history range from **Search period** and then click **Search Statements** to view results. To open a report, click the hyperlink and to save a copy of the report to your computer, click the **Download** button from the report viewer.

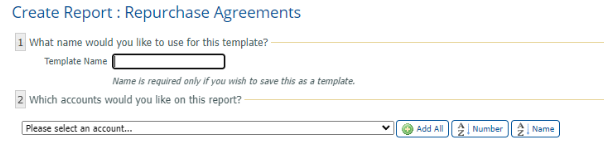
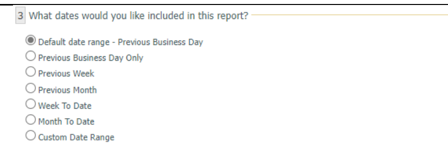
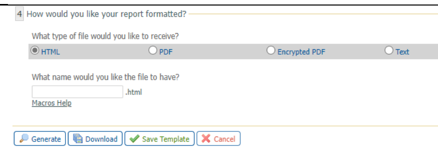


Repurchase Agreement

If you subscribe to our **Business Investment Sweep** service, your daily activity notices are published to this section of ONPointe Treasury. Click **View** to display the report for the date shown or **Download** to save a copy of the activity report. You can also create a custom template by clicking **Create Report.**



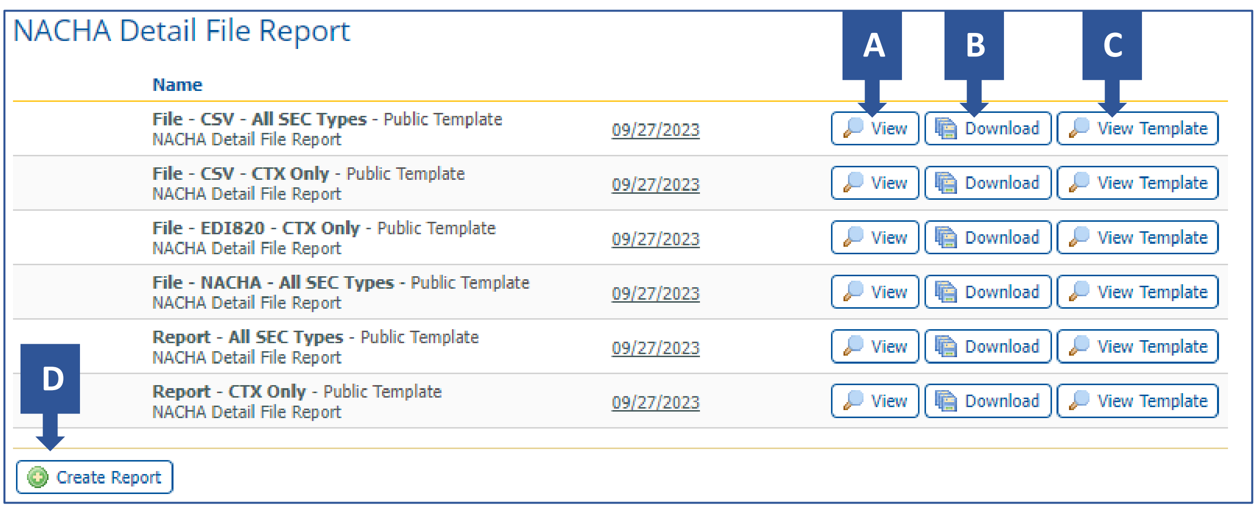
Creating a New Report

When selecting **Create Report** the **Create Report: Repurchase Agreements** window will open. This is where you will select a **Template Name** and select which **Accounts(s)** you would like included in the report.	
Then you will go a select which **Dates** you would like included in the report.	
Lastly, you will select what **Type** of file you would like to receive. Not required, but you are also able to set a **Macro** for the file. Once completed, you are able to **Generate, Download, Save Template** or **Cancel.**	

NACHA Detail File Report

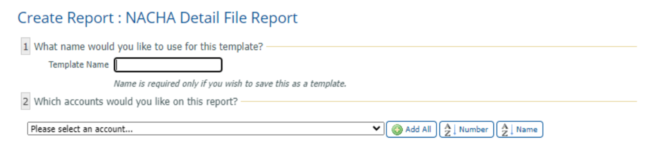
The **NACHA Detail File Report** provides addenda and EDI information for ACH Payment transactions that are received and posted to an account. With a NACHA Detail File Report, you can:

A. **View** - open a pre-built reports or data files with a single click.
B. **Download** - save a pre-built report or data file to your computer.
C. **View Template** – view a pre-built report template.
D. **Create report** - create new report templates that are customized to your needs.

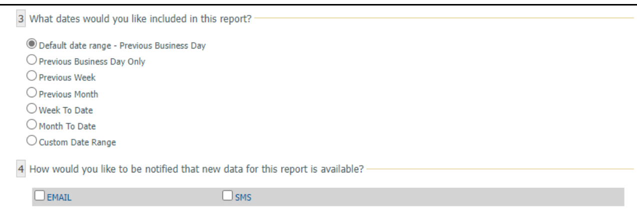


Creating a New Report

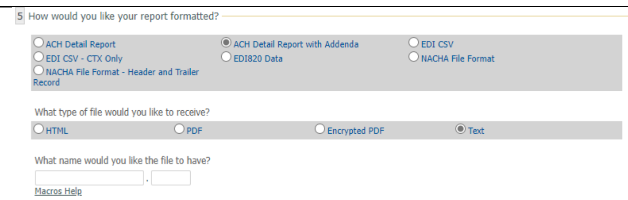
<table>
<tr>
<td>Selecting the Create Report will open the Create Report: NACHA Detail File Report window. In the window, set your Template Name and select which Account(s) you would like the in the report.</td>
<td>



</td>
</tr>
<tr>
<td>Select which Dates you would like include in the report and select which method of Notification you would like.</td>
<td>



</td>
</tr>
<tr>
<td>Select the Format in which you would like the report and select Type of file you which to have the report in. Not required, but you are also able to set a Macro for the file.</td>
<td>



</td>
</tr>
<tr>
<td>Check the Enable template for mobile devices box if you would like to access it via a mobile device.

Once completed, you are able to Generate, Download, Save Template or Cancel.</td>
<td>

</td>
</tr>
</table>

Resources

Help Link

You can find a Help link on most pages within ONPointe Treasury that provides information on how to use that particular page.

Training

Visit www.oldnational.com/tmic to utilize on-demand resources.

Contact Us

If you have questions, please contact our Treasury Management Client Services team.

Hours: Monday-Friday 8am-6pm ET / 7am-5pm CT
Phone: 800-844-1720
Email: tmservice@oldnational.com