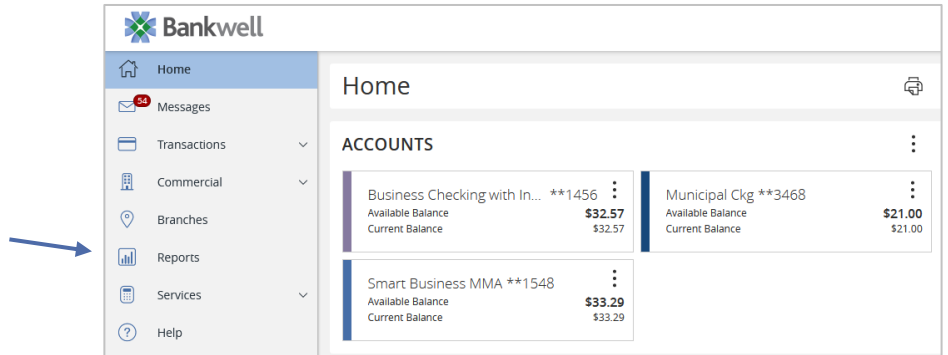
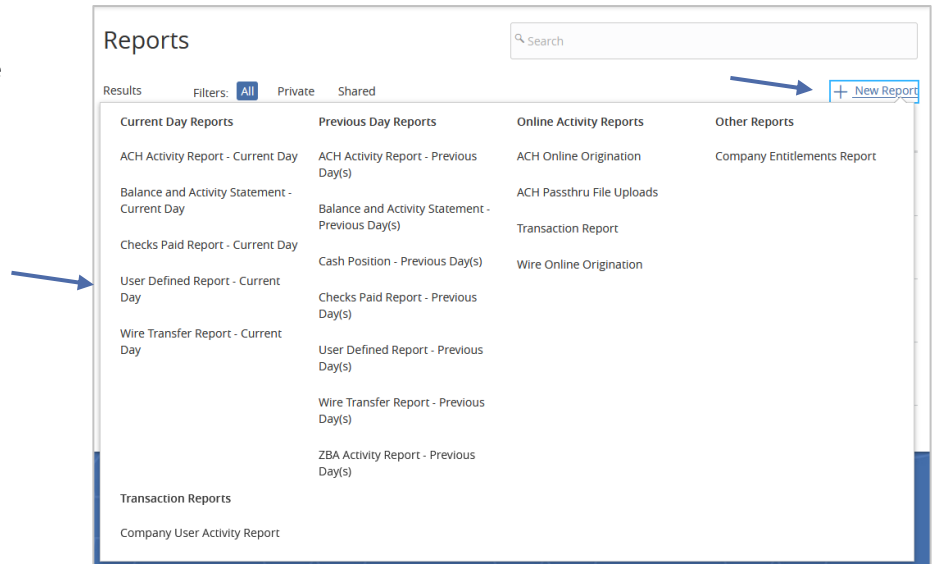


Reports Setup Process

1. Select the 'Reports' menu option.



2. Click the 'New Report' link and select the desired report from the list.





3. Indicate whether the report is Private or Shared.
4. Designate the desired name for the report.
5. Indicate which accounts need to be included in the report.

NOTE: This step only corresponds with reports associated with account information.

- a. Click the 'All Accounts' box to include all available accounts in the report

New Balance and Activity Statement - Previous Day(s)
This report will generate the following file formats: PDF, CSV, BAI [Change report type](#)

Do you want this report to be private or shared?

Private
 Shared

What do you want to name the report?

What account(s) do you want to include?

All Accounts (3)
[Select specific account\(s\)](#)

What dates do you want to include?

How often do you want this report to run?

On Demand
 Every Business Day
 Every Calendar Day
 Weekly
 Monthly

- b. Click the 'Select specific account(s)' link to choose individual accounts to be included in the report.
- c. Select the accounts to be included in the report. Either select by label or by individual account.

SELECT ACCOUNT(S)

Showing: **All** Selected

Accounts:
[Select all](#) | [Clear all](#)

Business Checking with Interest *****1456
 Municipal Ckg *****3468
 Smart Business MMA *****1548

0 accounts selected

6. Select the date(s) to be included in the report.

Select one of the dynamic date range options. (A rolling date range that shifts in accordance with the current day)

NOTE: Information can be pulled as far back as the oldest transaction that exists within Online Banking for the respective account(s).

What dates do you want to include?

- Last Business Day
- Last Week
- Last Month
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Custom Dates

7. Select 'Create and Run' to run the report immediately and to save the recurrence. Select 'Create' to schedule the report without immediately running it.

How often do you want this report to run?

On Demand
 Every Business Day
 Every Calendar Day
 Weekly
 Monthly

8. The report will display as either Queued or In Progress' while it is being generated depending on how many reports are currently being generated.

Reports

Results Filters: All Private Shared + New Report

Name	Last Run	Download	Type	Actions
☆ Sample Report	12/17/2022	Scheduled	ACH Activity Report - Previous Day(s)	<input type="button" value="Actions"/> <ul style="list-style-type: none"> View History Run Now Edit Copy Delete
☆ Sample Report	Never Run		Balance and Activity Statement - Previous Day(s)	
☆ Sample User Report	12/17/2022	Scheduled	Company User Activity Report	
☆ Transaction Report	12/15/2022	Scheduled	Transaction Report: Report on Various Transaction Types	
☆ User Activity Report	12/19/2022	Scheduled	Company User Activity Report	

9. Click the Actions option to View History, Run On-Demand, edit, copy, or delete the specific report.