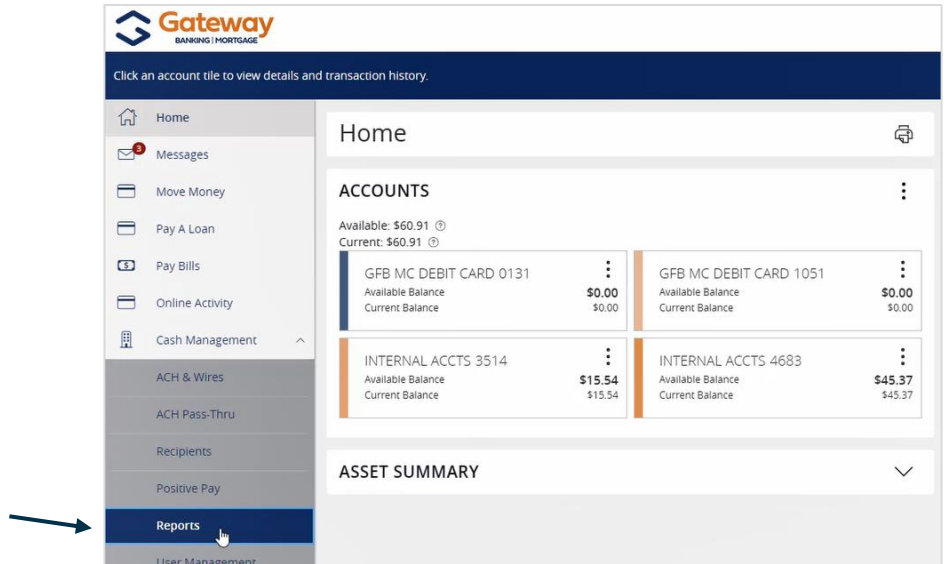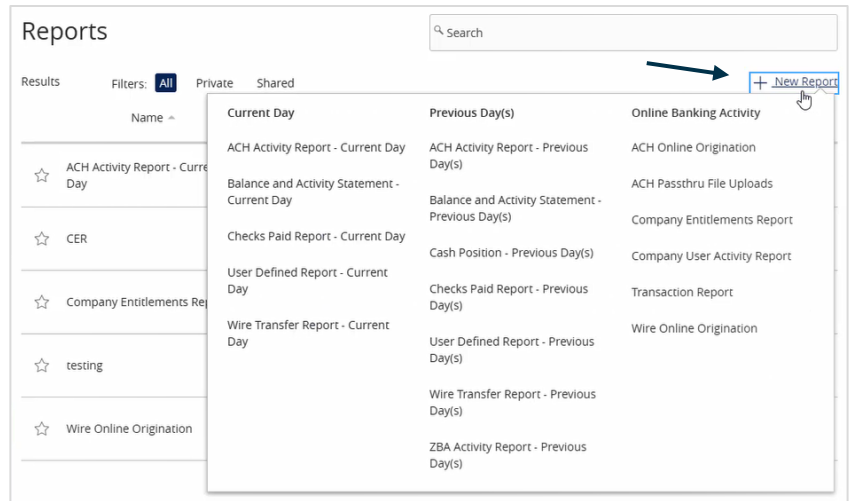## Reports Setup Process

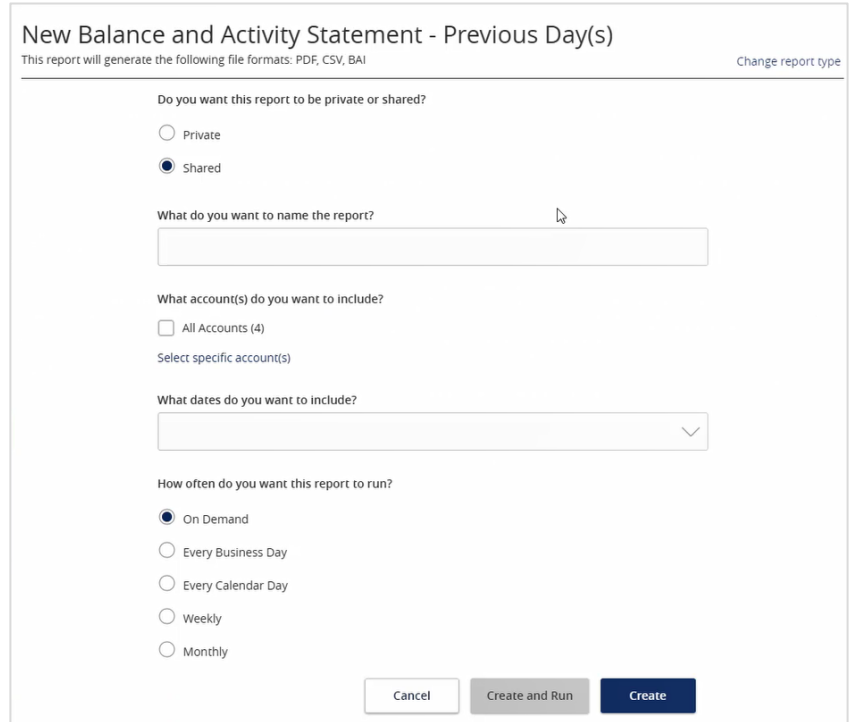1. Select the 'Reports' menu option.

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 (4)
Select specific account(s)
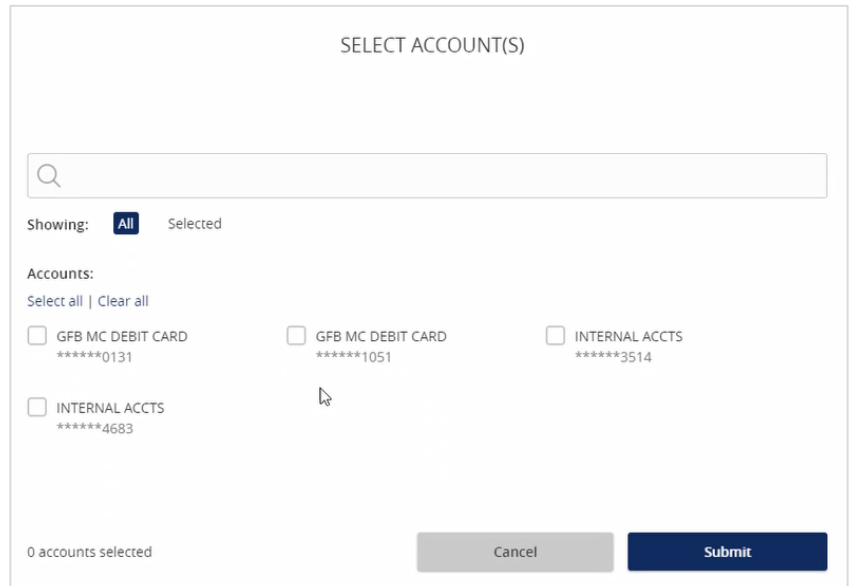
What dates do you want to include?

How often do you want this report to run?
● On Demand
○ Every Business Day
○ Every Calendar Day
○ Weekly
○ Monthly

Cancel   Create and Run   Create

    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
☐ GFB MC DEBIT CARD
    ******0131
☐ GFB MC DEBIT CARD
    ******1051
☐ INTERNAL ACCTS
    ******3514

☐ INTERNAL ACCTS
    ******4683

0 accounts selected   Cancel   Submit

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).

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.

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.

> The format icon(s) will appear next to the scheduled report once it has been completed. Select the format icon to open the report.

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