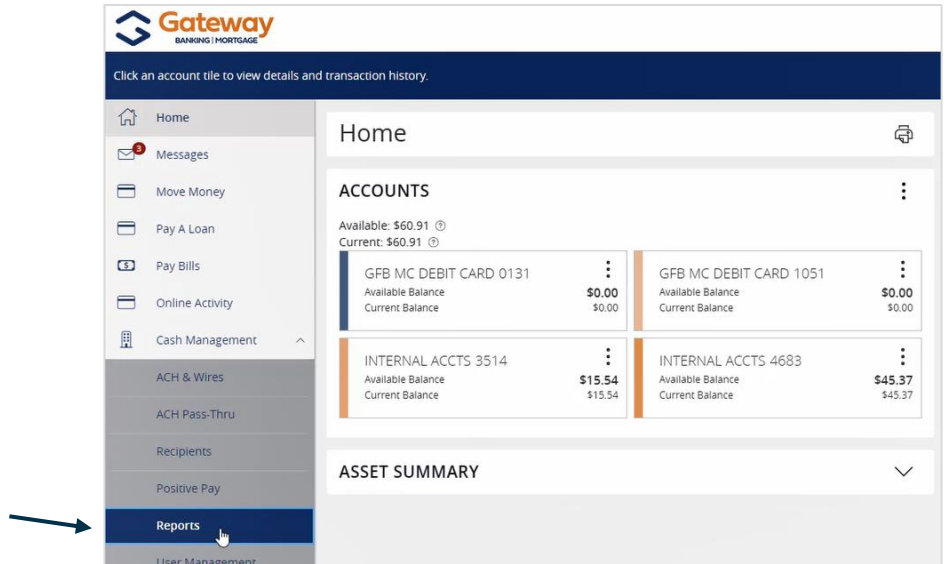
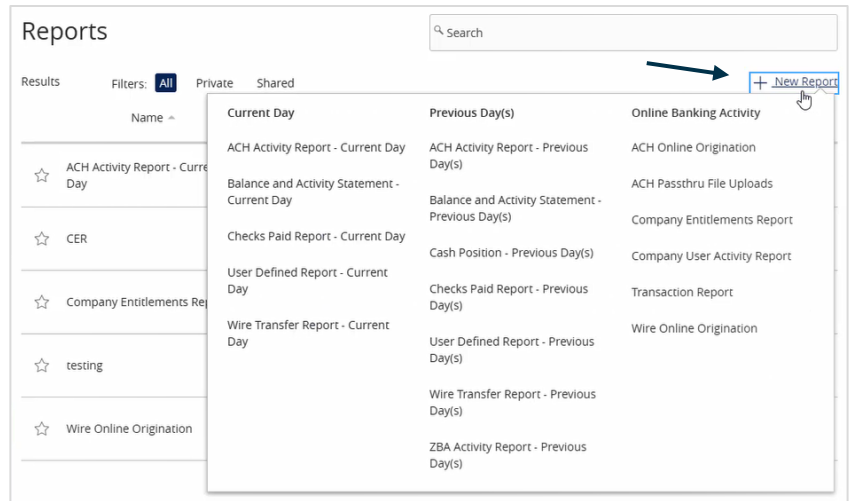


Reports Setup Process

1. Select the 'Reports' menu option.



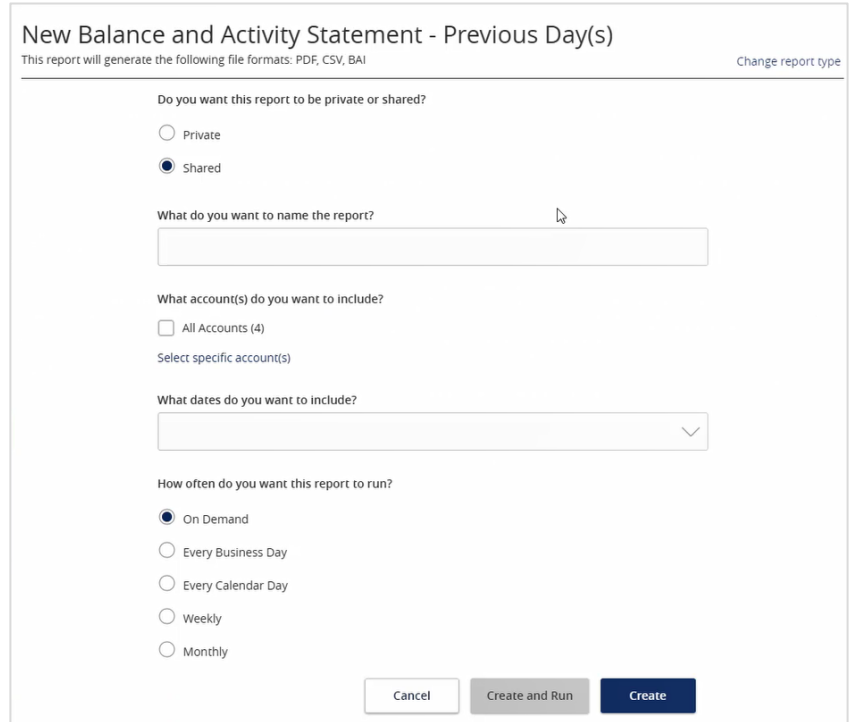
2. Click the 'New Report' link and select the desired report from the list.



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?

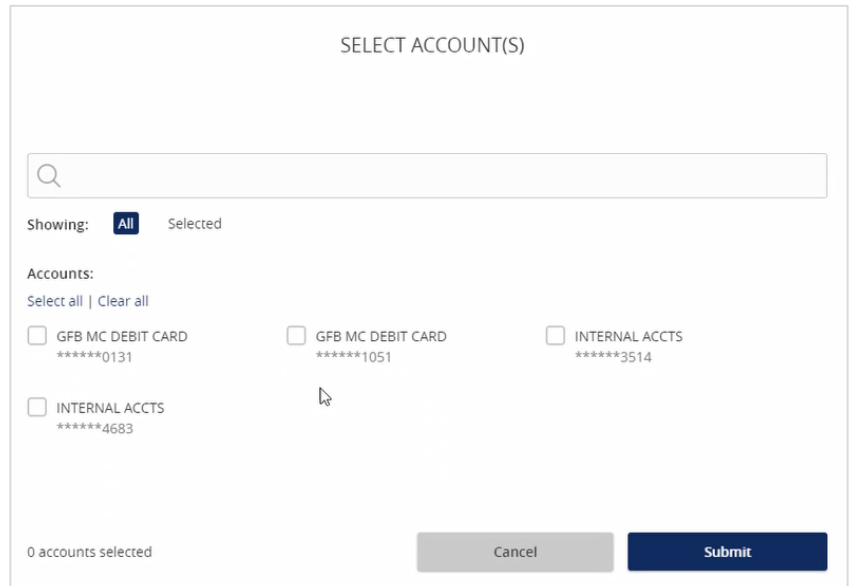
How often do you want this report to run?

☒ 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).

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.

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.

Reports

Search

Results Filters: All Private Shared + New Report

Name	Last Run	Download	Type	Actions
☆ ACH Activity Report - Current Day	9/13/2022	CSV PDF BAI	ACH Activity Report - Current Day Report Desc (FOR INFO REPORTING)	⋮
☆ CER	9/15/2022	PDF	Company Entitlements Report Report Desc (FOR INFO REPORTING)	⋮
☆ Company Entitlements Report	9/13/2022	PDF	Company Entitlements Report Report Desc (FOR INFO REPORTING)	⋮
☆ Sample Report	10/20/2022	CSV PDF BAI	Balance and Activity Statement - Previous Day(s) Report Desc (FO	⋮
☆ testing	10/20/2022	PDF	Company Entitlements Report Report Desc (FOR INFO REPORTING)	⋮
☆ Wire Online Origination	9/14/2022	CSV PDF	Wire Transactions originated in Online Banking Report Desc (FOR	⋮