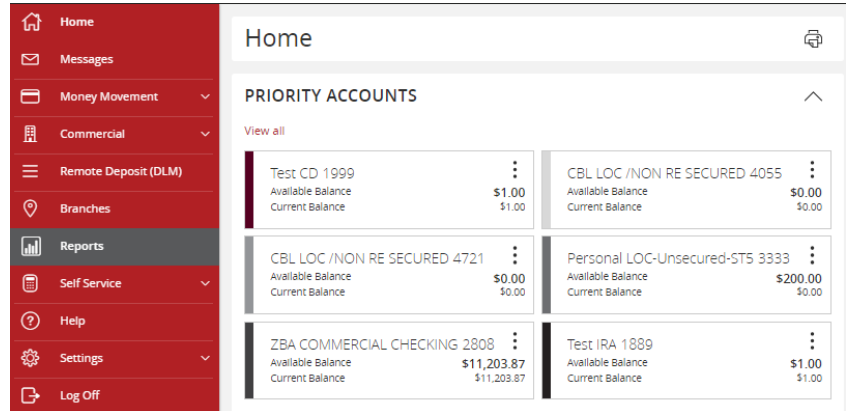
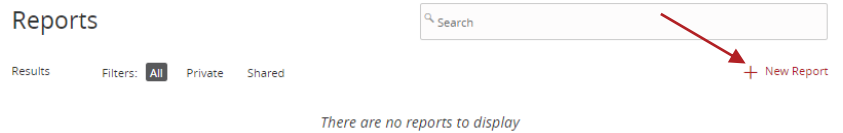


Reports Setup Process

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.

i. Select the accounts to be included in the report. Either select by label or by individual account.

SELECT ACCOUNT(S)

Showing: All Selected

Select all | Clear all

Accounts:

Test CD
XXXXXXXX1999

ZBA COMMERCIAL CHECKING
XXXXXXXX2808

Test IRA
XXXXXXXX1889

0 accounts selected

Cancel Submit

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

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

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

- b. Select a custom date range for the report.

Start date End date

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



Run Report

Your report ran successfully.

OK

- 7. Click 'Create and Run' to complete the setup.

- 8. The report will show as either 'Queued' or 'In Progress' or "Scheduled" while being generated.

Reports

Results Filters: All Private Shared + New Report

Name	Last Run	Download	Type	Actions
☆ Sample Report	12/29/2020	Scheduled	Balance and Activity Statement - Previous Day(s)	⋮

- 9. The available download format(s) for the report will display once the report has been generated. Click on the desired option.

- 10. Click the 'Actions' icon to display additional options.

☆ Balance and Activity Statement - Previous Day(s)	8/21/2019	PDF CSV BAI	Balance and Activity Statement - Previous Day(s)	Actions
☆ Balance and Activity Statement - Previous Day(s)	8/21/2019	PDF CSV BAI	Balance and Activity Statement - Previous Day(s)	View History
☆ Balance and Activity Statement - Previous Day(s)	8/21/2019	PDF CSV BAI	Balance and Activity Statement - Previous Day(s)	Run Now
☆ Balance and Activity Statement - Previous Day(s)	8/21/2019	PDF CSV BAI	Balance and Activity Statement - Previous Day(s)	Edit
☆ Balance and Activity Statement - Previous Day(s)	8/21/2019	PDF CSV BAI	Balance and Activity Statement - Previous Day(s)	Delete