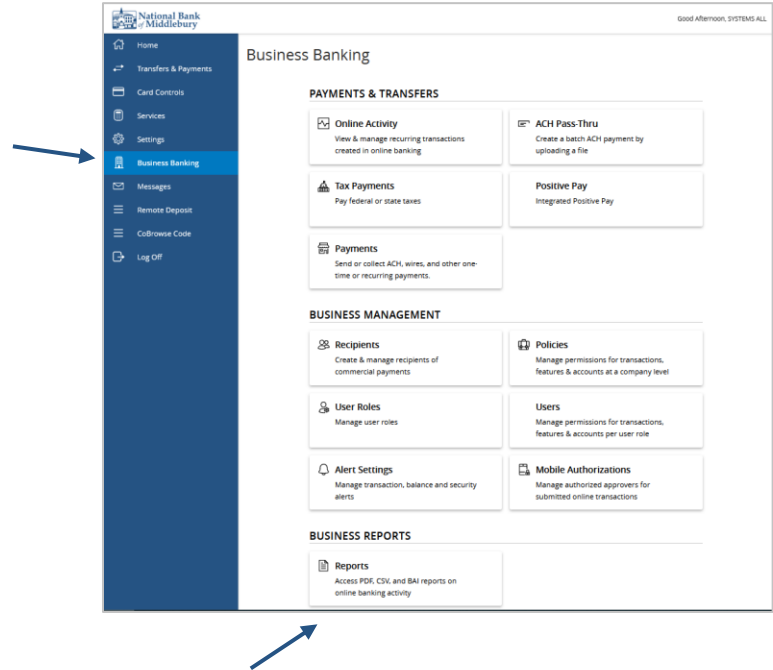
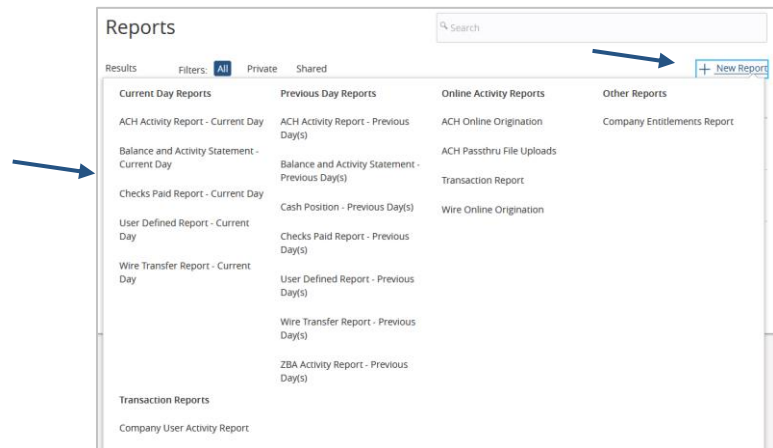


## Reports Setup Process

1. Select the 'Business Banking menu, then select 'Reports'.



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



Questions? We're here to help.  
Customer Service: 877.508.8455



3. Indicate whether the report is Private or Shared.
4. Enter 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.
- 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.

### New ACH Activity Report - 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 (2)  
[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

### SELECT ACCOUNT(S)

Showing: All Selected

**Accounts:**  
Select all | Clear all

SMALL BUSINESS ADVANTAGE E \*\*\*\*\*3333  
 SMALL BUSINESS ADVANTAGE E \*\*\*\*\*4444

0 accounts selected

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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)

**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 how often the report should run.
8. Select 'Create and Run' to run the report immediately and to save the recurrence. Or 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

9. The report will display as either 'Queued' or 'In Progress' while it is being generated, depending on how many reports are currently being generated.
10. 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
☆ Sample Report	6/20/2023	PDF   CSV   BAI	Balance and Activity Statement - Previous D	Actions for Sample Report View History Run Now Edit Copy Delete
☆ Sample Report	6/20/2023	PDF   CSV   BAI	ACH Activity Report - Previous Day(s)	

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