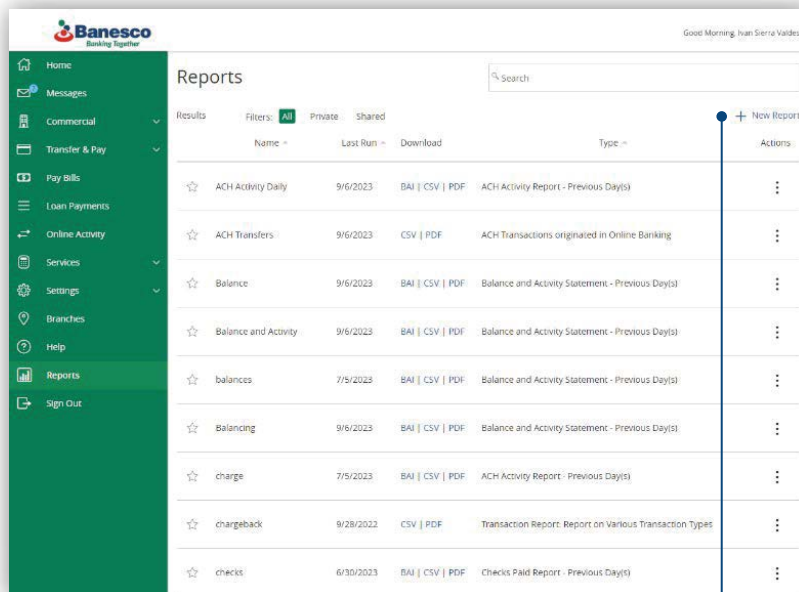


Commercial Reports.

1. Navigate to the left menu and click "Reports."

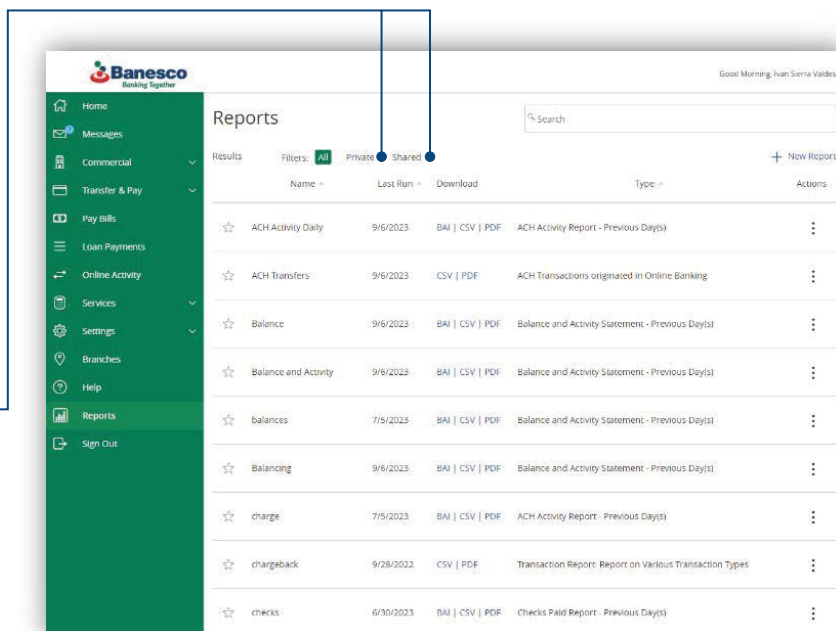


Create a New Report:

2. If you want to create a new report, click on "Reports" and then choose "New Report."

Upon clicking "New Report," you'll see a list of predetermined reports already created.

3. Choose between "Private Report" (only available to you) or "Shared Report" (available to all users with report access).



4. Assign a name to the report, e.g.,
"Credits and Debits from Previous Days."

5. Choose the accounts you want to include.
You can select one or all available accounts.

6. Specify the dates you want to include, e.g.,
"Last Week."

7. Pick the frequency for the report, e.g.,
"Every Business Day."

New ACH Activity Report - Previous Day(s)
This report will generate the following file formats: PDF, CSV, BAI

Do you want this report to be private or shared?
☐ Private
☒ Shared

What do you want to name the report?
Credits and Debits from Previous Days

What account(s) do you want to include?
☐ All Accounts (2)
[Select specific account\(s\)](#)

What dates do you want to include?
[Dropdown menu]

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

Cancel Create and Run Create

Create the Report:

8. Click "Create," and the report will be scheduled.

Access Your Report:

9. Return to the Reports list.

After a few minutes, your report will be available
for download.

10. You can download your report in three formats:
BAI, CSV, and PDF.

Select the file format you need.

11. Click on the desired format,
and the report will be
automatically downloaded.

Name	Last Run	Download	Type	Actions
ACH Activity Daily	9/6/2023	BAI CSV PDF	ACH Activity Report - Previous Day(s)	
ACH Transfers	9/6/2023	CSV PDF	ACH Transactions originated in Online Banking	
Balance	9/6/2023	BAI CSV PDF	Balance and Activity Statement - Previous Day(s)	
Balance and Activity	9/6/2023	BAI CSV PDF	Balance and Activity Statement - Previous Day(s)	
balances	7/5/2023	BAI CSV PDF	Balance and Activity Statement - Previous Day(s)	
Balancing	9/6/2023	BAI CSV PDF	Balance and Activity Statement - Previous Day(s)	
charge	7/5/2023	BAI CSV PDF	ACH Activity Report - Previous Day(s)	
chargeback	9/28/2022	CSV PDF	Transaction Report: Report on Various Transaction Types	