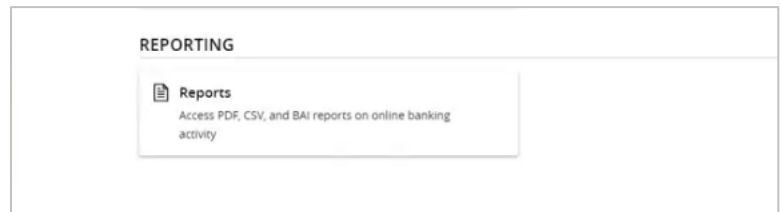
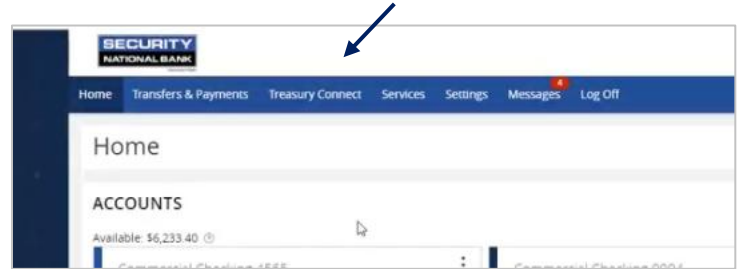


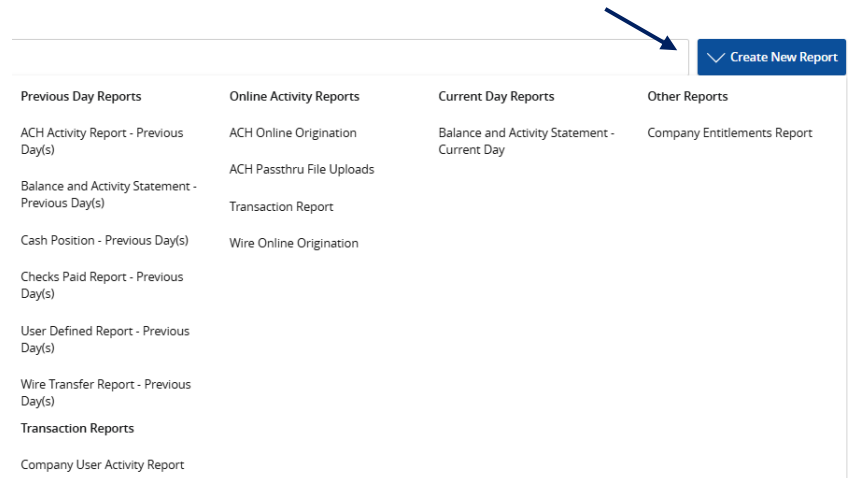


Reports Setup Process

1. Select the 'Treasury Connect' then the 'Reports' tile.



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



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



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.

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

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- 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.

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.

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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.

How often do you want this report to run?

On Demand

Every Business Day

Every Calendar Day

Weekly

Monthly

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

Reports

Results Filters: All Private Shared + New Report

Name	Last Run	Download	Type	Actions
☆ Sample Report	12/17/2022	Scheduled	ACH Activity Report - Previous Day(s)	Actions
☆ Sample Report	Never Run		Balance and Activity Statement - Previous Day(s)	View History Run Now
☆ Sample User Report	12/17/2022	Scheduled	Company User Activity Report	Edit Copy Delete
☆ Transaction Report	12/15/2022	Scheduled	Transaction Report: Report on Various Transaction Types	
☆ User Activity Report	12/19/2022	Scheduled	Company User Activity Report	

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