

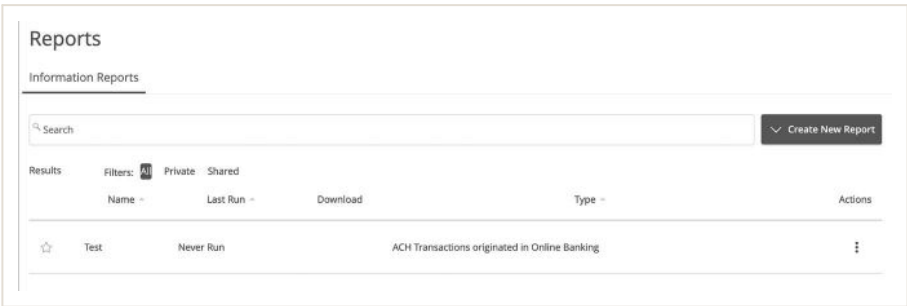
SECTION 5 OF 5 · REPORTS & FILE UPLOADS

Transaction Reporting and Details

Reports help you keep up with the transactions coming into and going out of your accounts, which can prevent errors and make bookkeeping easier. This guide covers finding reports, creating transaction and wire reports, and editing or deleting a report.

Finding Your Reports

In the Business Banking tab, click **Information Reporting**.



The Reports page: search, filters, and the Create New Report button.

- Use the search bar to find an existing report
- Each report shows its name, when it last ran, whether it was downloaded, and its type
- Filter the list by All, Private, or Shared
- Click the star to favorite a report
- Use the three-dot menu to view history, run, edit, copy, or delete a report

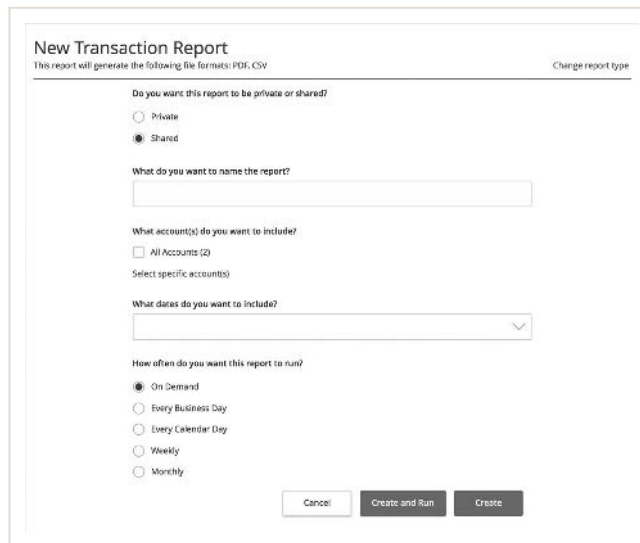
Note: Depending on the report, you can save it to your computer or device in a format such as PDF, CSV, or BAI.

Full guide reference: p. 99.

Creating a Report

In the Business Banking tab, click **Information Reporting**, then click **Create New Report** and select the report you want.

- 1 Choose whether the report is private or shared.
- 2 Enter a report name.
- 3 Select the accounts to include (or the user, for user-based reports).
- 4 Select a date range. Current-day reports skip this step.
- 5 Choose how often to run it: on demand, every business day, every calendar day, weekly, or monthly.
- 6 If the report asks, select the transaction types or codes to include.
- 7 Click **Create and Run** or **Create**.



The screenshot shows a web form titled "New Transaction Report". At the top, it states "This report will generate the following file formats: PDF, CSV" and has a link "Change report type". The form contains several sections with radio buttons and text inputs:

- Do you want this report to be private or shared?**
 - ☐ Private
 - ☒ Shared
- What do you want to name the report?**
 - A text input field.
- What account(s) do you want to include?**
 - ☐ All Accounts (2)
 - Select specific account(s)
- What dates do you want to include?**
 - A date range selector with a dropdown arrow.
- How often do you want this report to run?**
 - ☒ On Demand
 - ☐ Every Business Day
 - ☐ Every Calendar Day
 - ☐ Weekly
 - ☐ Monthly

At the bottom right, there are three buttons: "Cancel", "Create and Run", and "Create".

The New Transaction Report form.

Transaction and Wire Reports

Each report uses the same form with a few differences.

Report	What it shows	What you choose
Transaction Report	Your transaction history for the accounts you pick. Can be scheduled daily, weekly, or monthly.	Accounts, date range, schedule
Wire Transfer Report: Current Day	Wire transfers for today.	Accounts, schedule
Wire Transfer Report: Previous Day(s)	Wire transfers for earlier days.	Accounts, date range, schedule
Wire Online Origination Report	Wires your business sent through Online Banking.	Accounts, date range, schedule, transaction types
Company User Activity Report	All transactions drafted and approved by a specific user.	A user, date range, schedule, transaction types
Company Entitlements Report	Entitlements over a period of time. Can run daily, weekly, or monthly.	Private or shared, name, schedule

Full guide reference: pp. 100-117 (report types).

Editing a Report

If you have Manage Reports rights, you can edit any existing report, then run it right away or schedule it for later. In the Business Banking tab, click **Information Reporting**.

- 1 Open the three-dot menu for the report and select **Edit**.
- 2 Make your changes.
- 3 Click **Save and Run** or **Save** when you're finished.

Editing a report: name, accounts, dates, and schedule.

Full guide reference: p. 118.

Deleting a Report

When a report is no longer needed, an authorized user with Manage Reports rights can delete it.

- 1 On the Information Reporting page, open the three-dot menu for the report and select **Delete**.
- 2 Click **Delete Plan** to permanently remove the report.

Confirm that you want to delete the report.

Full guide reference: p. 119.