

SECTION 5 OF 5 · REPORTS & FILE UPLOADS

Activity and Reporting

Activity and balance reports show you ACH activity, balances, cash position, checks paid, and more, so you always know where your accounts stand. Most come in two versions: current day, and previous day(s).

How Every Report Starts

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**.

New ACH Online Origination
This report will generate the following file formats: PDF, CSV [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

What transaction types do you want to include?

[Select All](#) | [Clear All](#)

☐ EFIPS ☐ Payroll
☐ ACH Collection ☐ ACH Receipt
☐ ACH Payment

[Cancel](#) [Create and Run](#) [Create](#)

The New ACH Online Origination form, with transaction types at the bottom.

Full guide reference: p. 100.

Which Report Should I Run?

Report	What it shows	What you choose
ACH Online Origination	ACH transactions originated in Online Banking.	Accounts, date range, schedule, transaction types
ACH Activity Report: Current Day	All ACH transactions within a specific account today.	Accounts, schedule
ACH Activity Report: Previous Day(s)	The same report for the last business day or last week.	Accounts, date range, schedule
Balance and Activity Statement: Current Day	A simple report of your balances and activity history.	Accounts, schedule
Balance and Activity Statement: Previous Day(s)	Balances and activity for the previous business day or week.	Accounts, date range, schedule
Cash Position Report: Previous Day(s)	Available balances in your accounts, compared over a period of time.	Accounts, date range, schedule
Checks Paid Report: Current Day	Checks paid on the accounts you select, today.	Accounts, schedule
Checks Paid Report: Previous Day(s)	Checks paid on the accounts you select, for earlier days.	Accounts, date range, schedule
User Defined Report: Current Day	A report built around the BAI transaction codes you choose.	Accounts, schedule, BAI transaction codes
User Defined Report: Previous Day(s)	The same, for earlier days.	Accounts, date range, schedule, BAI transaction codes
ACH Passthru File Uploads	ACH passthru file uploads by the users you select.	Users, date range, schedule
ZBA Activity Report: Previous Day(s)	ZBA (zero balance account) activity for earlier days.	Accounts, date range, schedule

Note: To edit or delete a report, see the Transaction Reporting and Details quick guide.

Full guide reference: pp. 100-117.