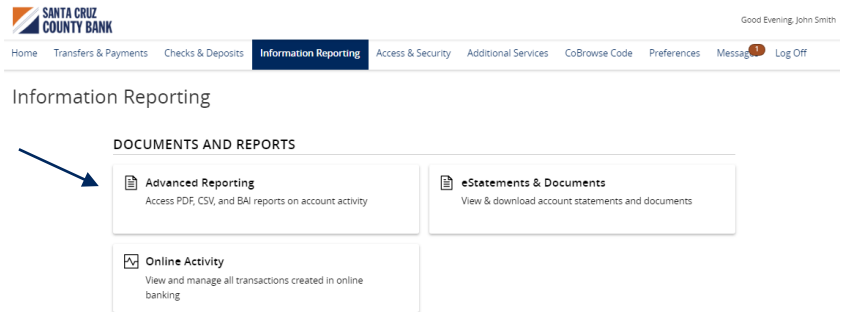


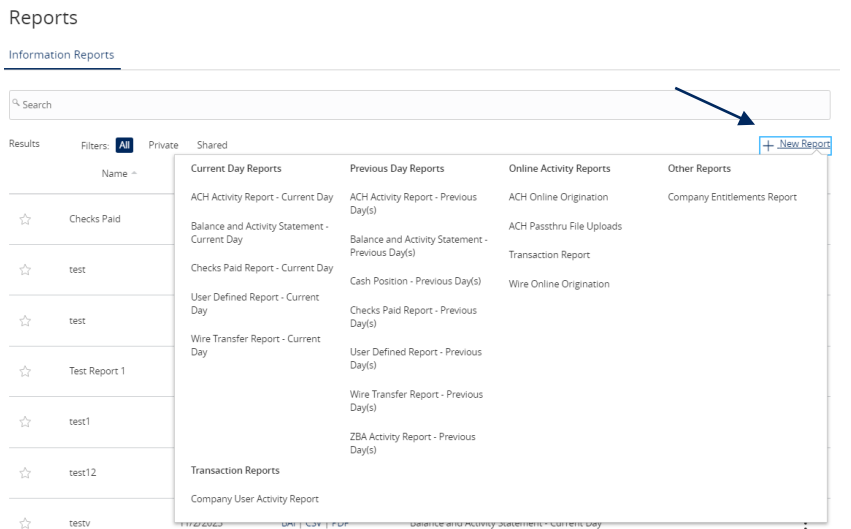
# Information Reporting Guide

## Reports Setup Process

1. Select the 'Information Reporting' menu, then select 'Advanced Reporting'.



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



# Information Reporting Guide

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.

- Click the 'All Accounts' box to include all available accounts in the report.
- Click the 'Select specific account(s)' link to choose individual accounts to be included in the report.

## 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 (4)  
[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 the accounts to be included in the report. Either select by label or by individual account.

## SELECT ACCOUNT(S)

Showing: **All** Selected

Accounts:  
Select all | Clear all

Business Basic 9999  
 Acct Analysis 9996  
 Acct Analysis 9997  
 Acct Analysis 9998

0 accounts selected



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# Information Reporting Guide

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

Cancel Create and Run Create

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

Cancel Create and Run Create

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

Information Reports

Search

Results Filters: All Private Shared + New Report

Name	Last Run	Download	Type	Actions
☆ Checks Paid	10/31/2023	BAI   CSV   PDF	Checks Paid Report - Current Day	⋮
☆ test	10/5/2023	Failed	Balance and Activity Statement - Current Day	View History Run Now Edit Copy Delete
☆ test	10/5/2023	Failed	Balance and Activity Statement - Current Day	
☆ Test Report 1	10/31/2023	BAI   CSV   PDF	Balance and Activity Statement - Current Day	



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