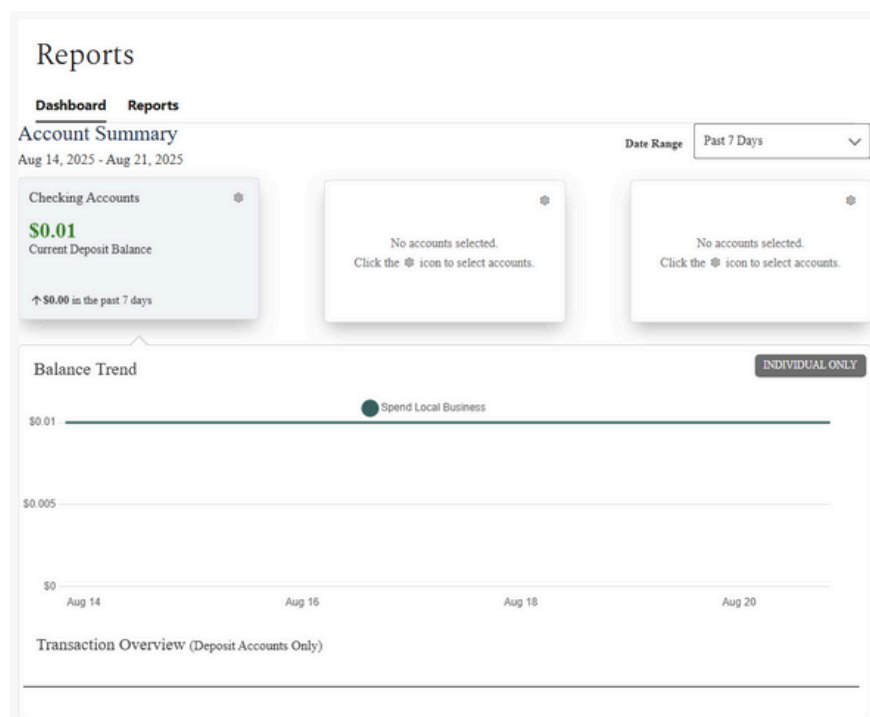


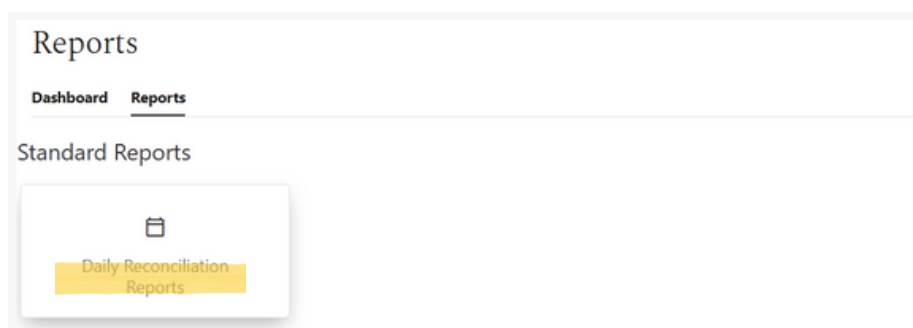
# Reports

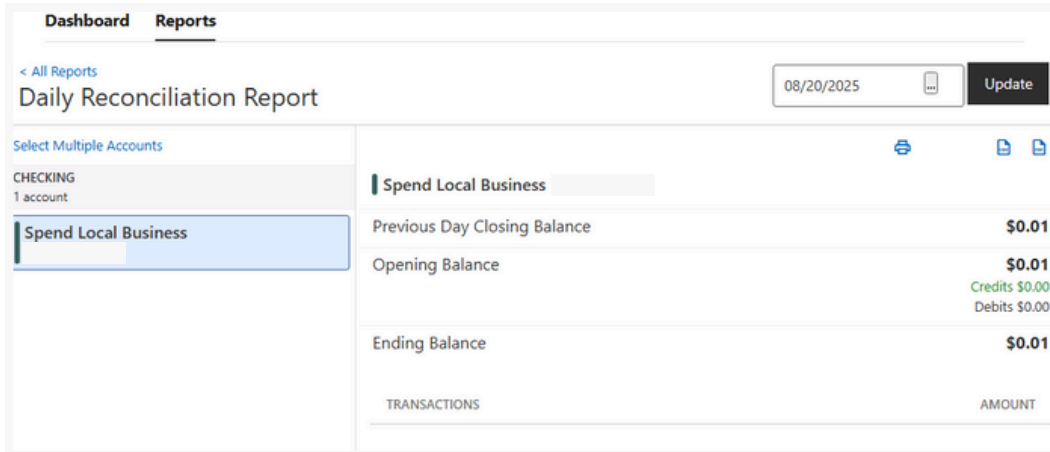
The Reports feature provides basic information about an organization's activity. It automatically defaults to the Dashboard screen and a pre-set array of graphs/metrics.

To open the Reports feature, go to **Business Services** → **Reports**.



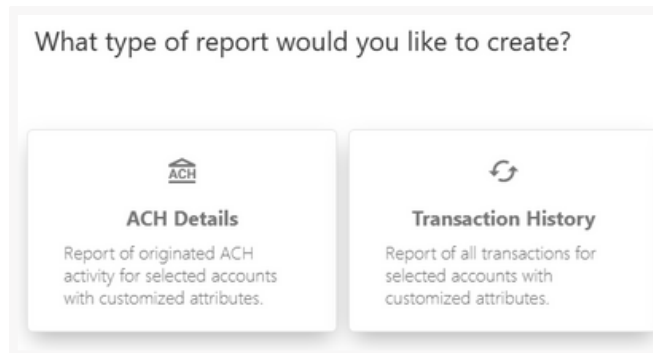
By selecting the **Reports** tab, users can view a **Daily Reconciliation Report** that may assist in their reconciliation process. Click **Daily Reconciliation Reports** to open the report. The report will automatically update each time it is opened.



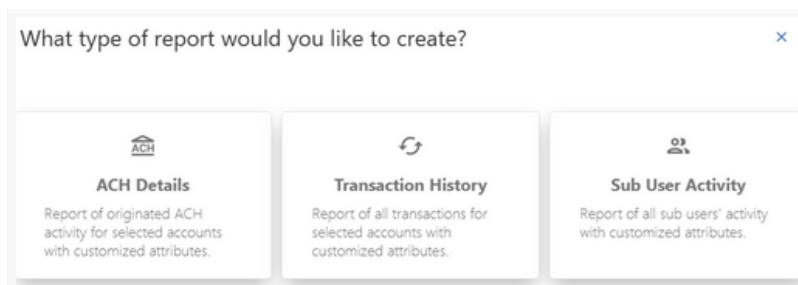


Users can also create two custom reports:

- **ACH Detail:** Organizations can see detailed information about their ACH activity.
- **Transaction History:** Organizations can see detailed information about their transaction history.



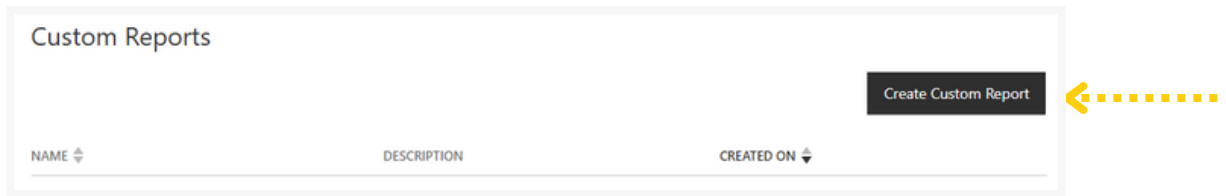
The administrator of the online banking profile also has access to the **Sub User Activity** report, which has a report of all user’s activity with customized attributes.



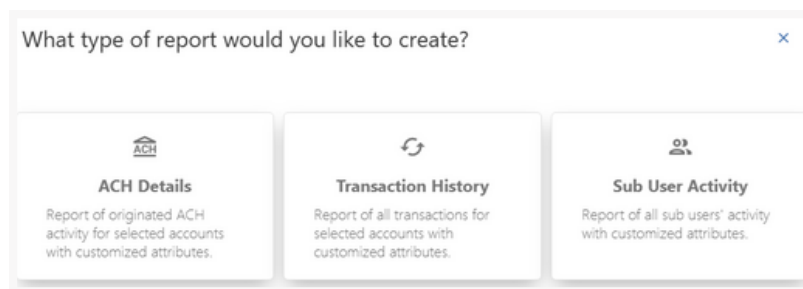
**NOTE:** All reports can be printed or exported as a PDF or CSV file format.

## CREATE A CUSTOM REPORT

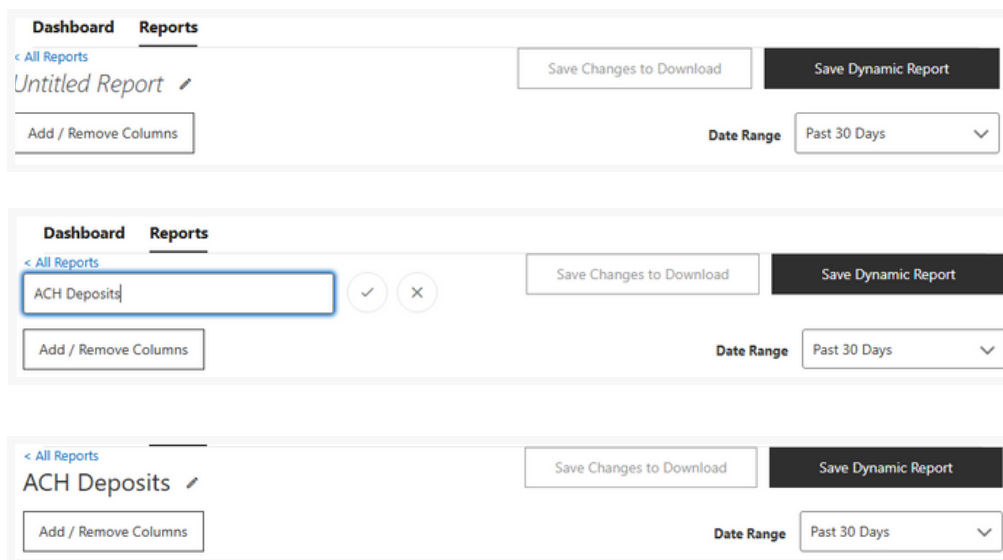
Go to **Business Services**→ **Reports**→ then select **Reports**. To create a custom report, click **Create Custom Report**.



Select the type of report you would like to create.

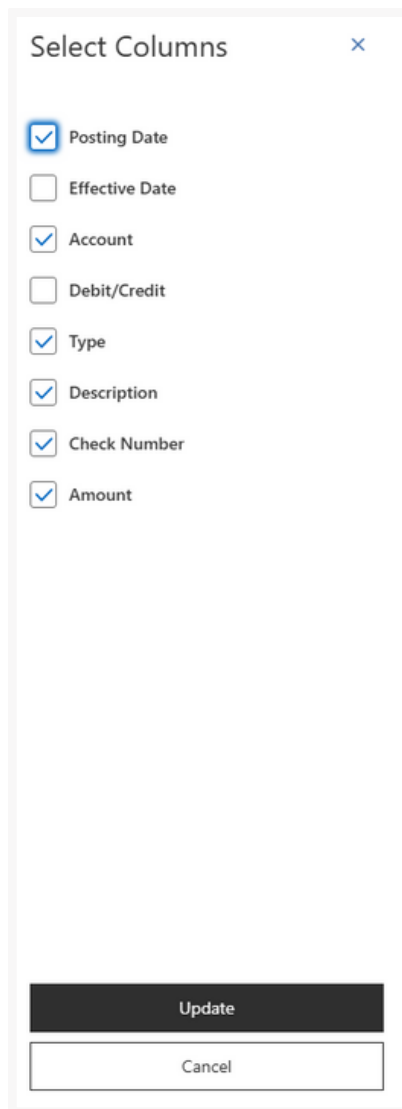
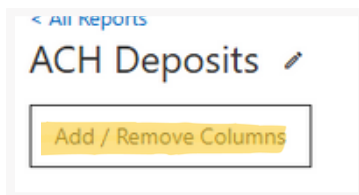


Click the **Pencil icon** next to the report to add the name of the report. Enter the name of the report and click the **Checkmark** button to save.

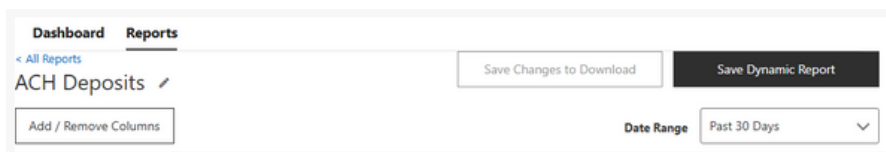


To add or remove columns from the custom report, click **Add/Remove Columns**. Place checkmarks in the categories you wish to add to your report. Leave blank if you do not wish to add the information to your report.

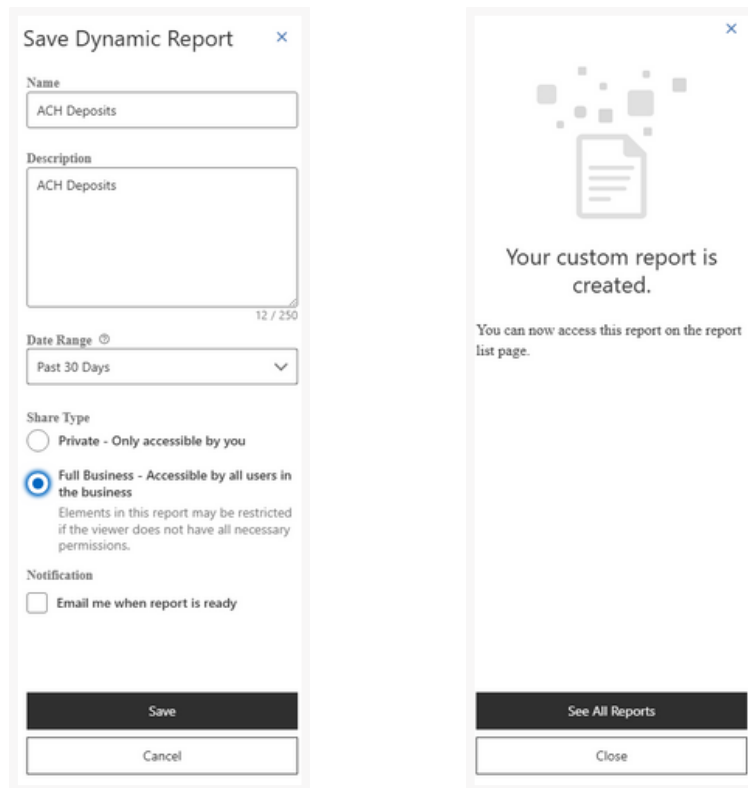
Click **Update** to save the changes or **Cancel** to abandon them.



Click **Save Dynamic Report**, enter a name, description, date range, and share type (“Private-Only” is accessible by you or “Full Business-Accessible” is available to all users in the organization). You can also opt to receive an email when the report is ready.

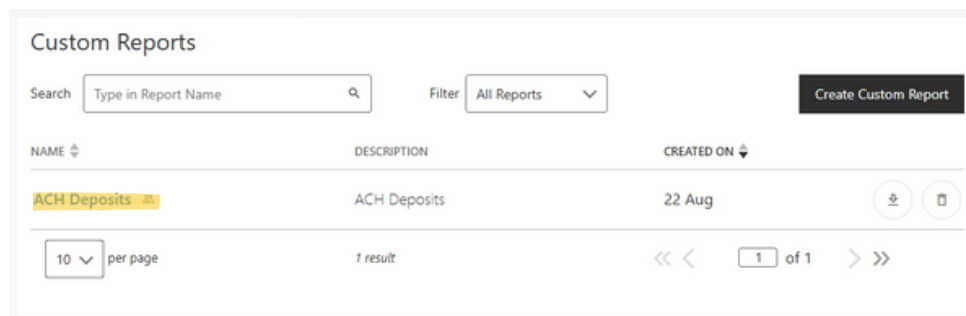


Click **Save**.



## EDIT CUSTOM REPORTS

Go to **Business Services** → **Reports** → then select **Reports**. Select the report you would like to edit.



Click **Add/Remove Columns** to add or remove choices in the report.

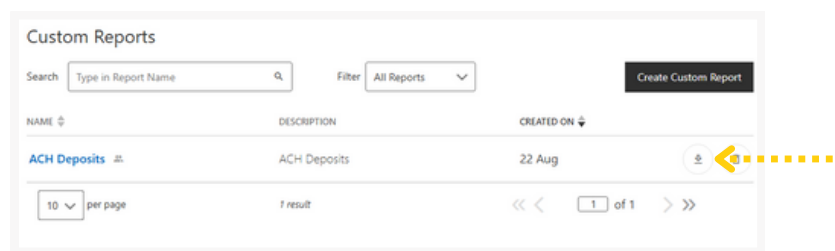
Place checkmarks in the boxes for the columns you wish to add or clear the checkboxes for the columns to be removed.

Click **Update**.

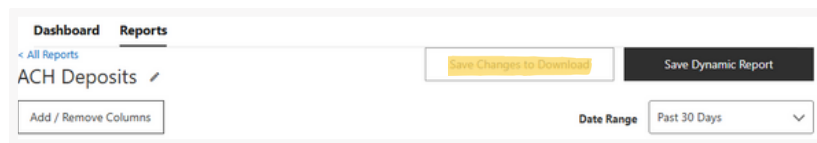
Click **Update Dynamic Report** and make any changes before clicking **Update** again to finalize and save report changes.

## EXPORT CUSTOM REPORTS

Go to **Business Services**→ **Reports**→ then select **Reports**. To export a custom report, click the **Download icon** next to a save report.

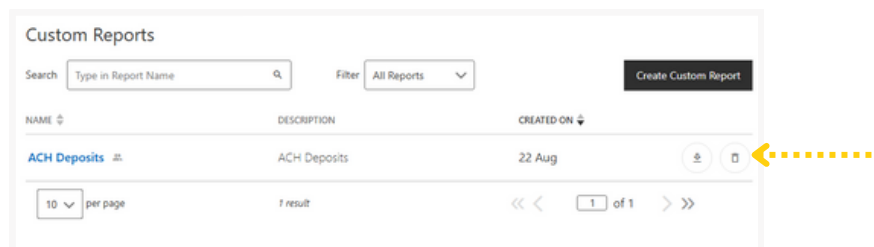


You can also open a report and click **Download Report** to download the current report.



## DELETE CUSTOM REPORTS

Go to **Business Services**→ **Reports**→ then select **Reports**. To delete a custom report, click the **Trash Icon** next to a saved report.



Confirm deletion by clicking **Yes, delete** in the confirmation window.