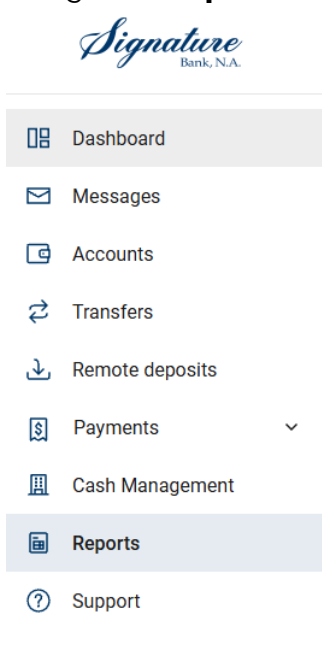




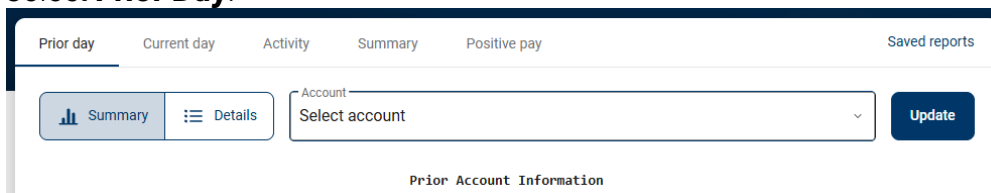
How to Navigate and Create Reports

1. Navigate to **Reports**.



Create Prior Day Balance Report

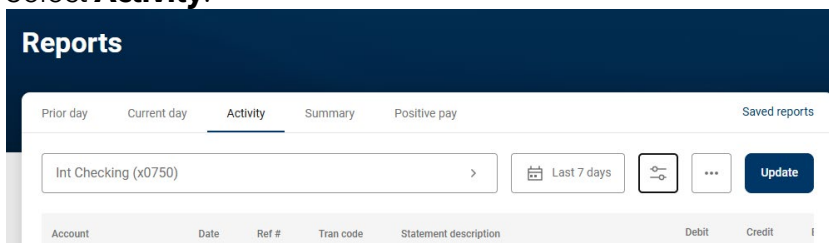
1. Select **Prior Day**.



2. Select **desired account from drop down** and select **Update** to generate prior day balance report.
3. Select **Details** to generate a BAI2 formatted report for download to CSV.

Create Activity Report

1. Select **Activity**.





2. Select the **filter icon**, then select **All Transactions**.

Filter report

Transaction type All Transactions >

3. Select **Groups** or **Specific transactions**.

< Filter report >

all transactions	✓
Groups	✓
Specific transactions	✓

4. Select **Transaction codes**.

Filter report

Transaction type Groups >

Transaction codes Select codes >

- a. All Debits/All Credits will show all transaction types and All ACH Credits/All ACH Debits will only show ACH transactions.

< Filter report >

☐ All Debits
☐ All Credits
☐ All ACH Credits
☐ All ACH Debits
☐ All Checks
☐ All Wire Credits
☐ All Wire Debits

Done



5. Select the **desired date range**.

Select date range

×

This month (so far)
Currently: Jul 1, 2026 – Jul 27, 2026

Last 7 days
Currently: Jul 20, 2026 – Jul 27, 2026

Previous Business Day
Currently: Jul 24, 2026

Last week
Currently: Jul 19, 2026 – Jul 25, 2026

Last month
Currently: Jun 1, 2026 – Jun 30, 2026

Last 6 months
Currently: Jan 27, 2026 – Jul 27, 2026

Custom range

6. Select **Update** and **Activity** will populate.

Prior day

Current day

Activity

Summary

Positive pay

Saved reports

Int Checking (x0750)

>

📅

Last 6 months

⚙️

⋮

Update

Create Summary Report

1. Select **Summary**, **desired account from drop down** and select **Update**.

Prior day

Current day

Activity

Summary

Positive pay

Saved reports

Int Checking (x0750)

>

📅

Last month

⋮

Update

Date ↑	Credits	Debits	One day	Two day float	Current	Available	Collected	# Credits	#
07-01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
07-02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
07-03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
07-04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
07-05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
07-06	\$0.07	\$0.04	\$0.00	\$0.00	\$13.78	\$13.78	\$13.78	1	
07-07	\$0.00	\$0.00	\$0.00	\$0.00	\$13.78	\$13.78	\$13.78	0	
07-08	\$0.00	\$0.00	\$0.00	\$0.00	\$13.78	\$13.78	\$13.78	0	
07-09	\$0.00	\$0.00	\$0.00	\$0.00	\$13.78	\$13.78	\$13.78	0	
07-10	\$0.00	\$1.00	\$0.00	\$0.00	\$12.78	\$12.78	\$12.78	0	
07-11	\$0.00	\$0.00	\$0.00	\$0.00	\$12.78	\$12.78	\$12.78	0	
07-12	\$0.00	\$0.00	\$0.00	\$0.00	\$12.78	\$12.78	\$12.78	0	
07-13	\$3.07	\$0.04	\$0.00	\$0.00	\$15.81	\$15.81	\$15.81	2	



2. Zero balance will show until activity has happened in date range selected.

Create Positive Pay Report

1. Select **Positive pay**.

Account #	Check #	Entered Date	Issued Date	Posted Date	Payee	Exception Reason	Status	Issued
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2. Select **Report type** (Items, Items Maintenance, or Items exceptions), select **date range** and select **Update**. Your report will generate with requested information.

Account #	Date	Originator	Decision	User	Type
Int Checking	05/13/2026 12:00:00 AM	INTERNET TEST CO	Pay	BankUser	Debit

Run Saved Report

1. Select **Saved Report**.

2. **Saved Reports** will be listed.

- a. You can select any **saved report** or **Rename/Delete** any saved report.

Test Report
Activity Report

Last 7 Days
Activity Report

Edit name

Delete