

Digital Banking Guide

Reporting

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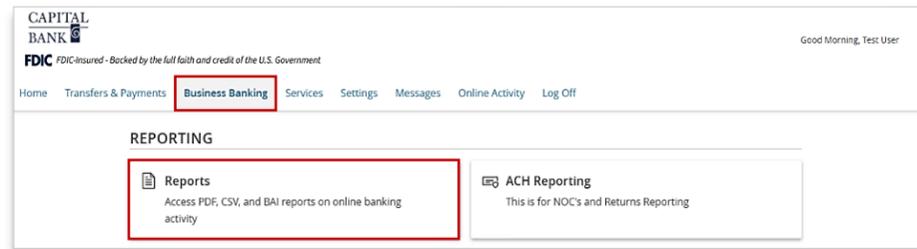
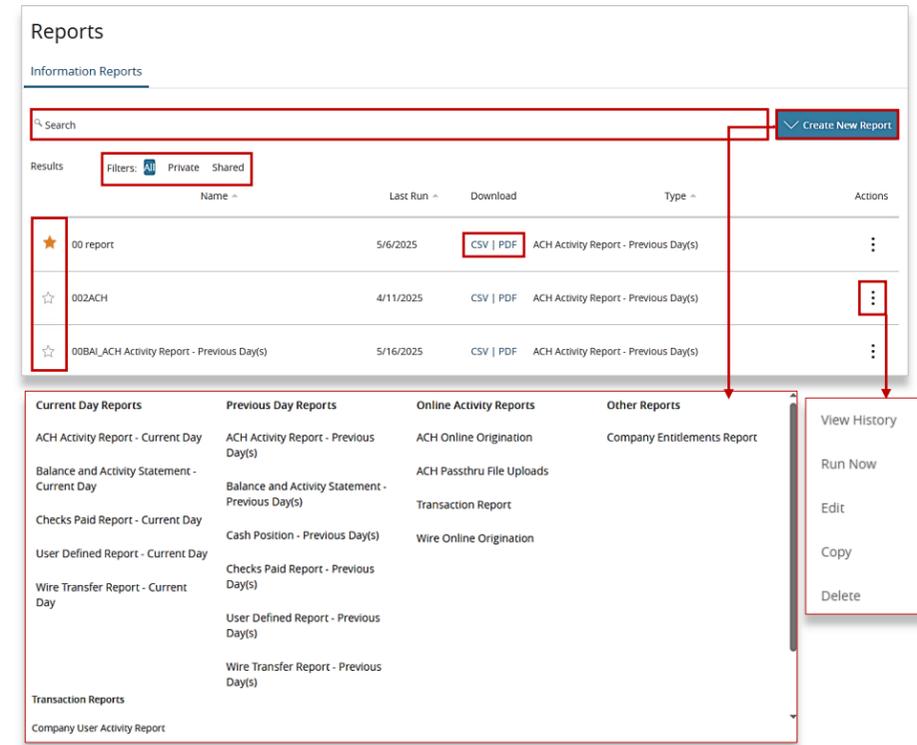
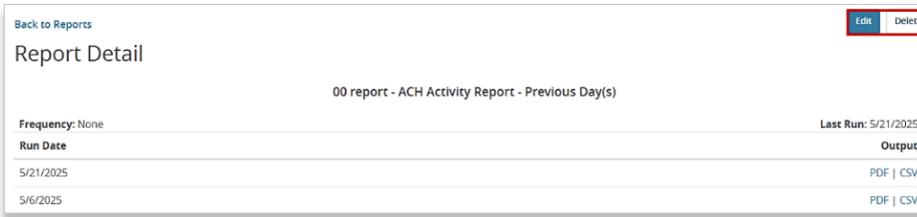
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User Guide- Reporting

Introduction to Reporting

The Reporting feature lets users view and generate reports that give a clear overview of your account activity. These reports come in a standard format. Users can't customize the layout of the reports but can filter them by account number or transaction type to get personalized information.

Please Note : To access these reports, your user role must have reporting permissions enabled.

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|  | <p>Overview:</p> <p>This guide explains how to create, generate, access and filter standard reports in your Digital banking system based on your user role.</p> <p>Navigation:</p> <ol style="list-style-type: none"> 1. Navigate to the 'Business Banking' tab available in the top menu bar. 2. Click on the 'Reports' tile located in the 'Reporting' section. |
|  | <p>Section 1: Viewing and Managing Reports</p> <ol style="list-style-type: none"> 1. <i>Filter:</i> Use 'Filters' option to filter out and view 'All', 'Private' or 'Shared' reports. 2. <i>Search Reports:</i> Use the search bar at the top to quickly find a specific report. 3. <i>Download:</i> Under the Download column, click 'BAI', 'CSV' or 'PDF' options to download the report in your preferred format. 4. <i>Favorites:</i> Click on the star ☆ icon next to a report entry to mark it as favorite for quick access. 5. <i>Actions:</i> Click the ellipsis (:) next to a report to- <ul style="list-style-type: none"> • <i>View History</i> - See past run details and edit it. • <i>Run Now</i> - Generate a report instantly. • <i>Edit</i> - Modify report. • <i>Copy</i> - Duplicate the report. • <i>Delete</i> - Remove the report. 6. <i>Create New Report:</i> Click the 'Create New Report' button on the top right to create a new report. |
|  | <p>Section 2: Viewing History of a Report</p> <ol style="list-style-type: none"> 1. Click on the ellipsis (:) next to the desired report and select 'View History'. 2. You will be navigated to the 'Report Detail' page, where you can view the 'Frequency', 'Last Run' date, 'Run Date' and 'Output'. 3. To remove the report, click on the 'Delete' option in the top right corner. 4. To modify the report, click on the 'Edit' option in the top right corner. |

ACH Activity Report - Previous Day(s)
 This report will generate the following file formats: PDF, CSV, BAI

Do you want this report to be private or shared?
 Private
 Shared

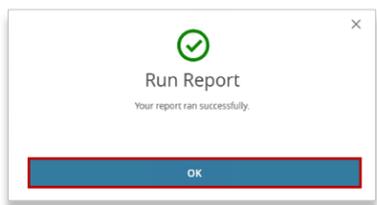
This report was created by another user and the privacy cannot be changed.

What do you want to name the report?

What account(s) do you want to include?
 All Accounts (3)
 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



Section 3: Editing a Report

1. When editing an existing report, the Private or Shared field is not editable.
 - 'Private' reports are accessible only to the user who created them.
 - 'Shared' reports are visible to other company users with the same User Role.
2. You can edit or modify all other fields including Report name, accounts, date range and frequency.
3. To discard the changes, click on 'Cancel'.
4. To finalize the changes, click 'Save' or click 'Save and Run' to execute the report instantly.
5. A pop-up will appear indicating that the report is edited successfully.

← Back to Reports

New ACH Activity Report - Current Day Change report type

This report will generate the following file formats: PDF, CSV, BAI

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 (3)
 2 of 3 Accounts selected

How often do you want this report to run?
 On Demand
 Every Business Day
 Every Calendar Day
 Weekly
 Monthly

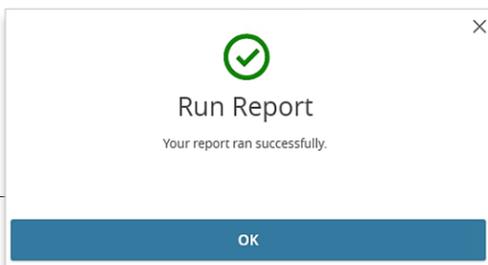
SELECT ACCOUNT(S)

Search by account name, nickname or number

Showing: Selected

| Accounts: | Name | Account Number | Label |
|-------------------------------------|------------------------------|----------------|-------|
| <input checked="" type="checkbox"/> | MMDA COMMERCIAL HIGH YIELD | 1472 | |
| <input type="checkbox"/> | SMALL BUSINESS CHECKING 1471 | 1471 | |
| <input checked="" type="checkbox"/> | SAVINGS COMMERCIAL | 0314 | |

2 accounts selected



Section 4: Creating a Report

1. Click the 'Create New Report' button on the top right of the 'Reports' page and select the desired report type to create a new report.
2. You can change the report type by clicking on the 'Change report type' arrow in the top right.
In this example we will be creating an 'ACH Activity Report- Current Day'.
3. To set the report visibility choose either 'Private' or 'Shared'-
 - a. *Private* - Only the creator can access the report.
 - b. *Shared* - Other users with the same User Role can access it.
4. Enter a Name for the report in the designated field.
5. To select accounts to include in the report, check the 'All Accounts' checkbox to include all accounts or click on 'Select specified account(s)' to manually select accounts, then click 'Submit' to confirm or 'Cancel' to discard.
6. Select the desired frequency in the 'How often do you want the report to run' option.
7. Click 'Create' to save the report or click 'Create and Run' to generate it instantly.
8. A pop-up will appear indicating that the report is edited successfully.

Section 5: Viewing a Report

1. In the 'Reports' page, locate the report you want to view in the list of report entries.
2. You can use the search bar or filter options to quickly find a desired report.
3. Under the 'Download' column, click on your preferred file format to download the report.
4. Once downloaded, open the report from your browser's downloads menu or your device's download folder.
5. Review the report including account activity, transaction descriptions and totals.

000 report

Report Type: ACH Activity - Previous Day(s)
 Currency: USD
 ABA Routing Number(s): 055003340
 Customer: CAPITAL FLORIDA
 Created By: Test User
 Created Date/Time: 05/21/2025 08:58 AM
 Report Date(s): 02/20/2025 - 05/20/2025
 Frequency: Manual
 Account(s) Requested: 141000314, 210001471, 210001472

Report Detail

| Account Number: 141000314 | | | | Account Name: SAVINGS COMMERCIAL | | | |
|---------------------------|--------------------|-----------|-----------|----------------------------------|---------|-------------|--|
| Date | BAI Type | CR Amount | DB Amount | Serial Num | Ref Num | Description | |
| 05/12/2025 | ACH Debit Received | \$0.00 | \$0.64 | | 6086442 | ACH Debit | |
| Account Subtotal | | \$0.00 | \$0.64 | | | | |

| Account Number: 210001471 | | | | Account Name: SMALL BUSINESS CHECKING 1471 | | | |
|---------------------------|---------------------|-----------|-----------|--|-----------------|---|--|
| Date | BAI Type | CR Amount | DB Amount | Serial Num | Ref Num | Description | |
| 04/24/2025 | ACH Credit Received | \$0.02 | \$0.00 | 4911352 | 978787878 | ACH Paymen 18871 DED*CS*662876287162878 *250423*02*1 | |
| 04/24/2025 | ACH Credit Received | \$0.02 | \$0.00 | 4911353 | 978787878 | ACH Paymen 18874 DED*CS*662876287162878 *250423*02*1 | |
| 04/24/2025 | ACH Credit Received | \$0.02 | \$0.00 | 4911354 | CAPITAL CHICAGO | ACH Paymen FF | |
| 04/24/2025 | ACH Credit Received | \$0.07 | \$0.00 | 4911355 | CAPITAL FLORIDA | ACH Paymen ACH_B_Recp_001 | |
| 04/24/2025 | ACH Credit Received | \$0.09 | \$0.00 | 4911356 | CAPITAL FLORIDA | ACH Paymen ACH_B_Recp_002 | |
| 04/24/2025 | ACH Credit Received | \$0.10 | \$0.00 | 4911357 | 978787878 | ACH Paymen 18870 DED*CS*662876287162878 *250423*10*1 | |
| 04/24/2025 | ACH Credit Received | \$0.10 | \$0.00 | 4911358 | 978787878 | ACH Paymen 18873 DED*CS*662876287162878 *250423*10*1 | |
| 04/24/2025 | ACH Credit Received | \$0.11 | \$0.00 | 4911359 | ACH FILE | ACH Single XXXXX7890 | |
| Account Subtotal | | \$0.53 | \$0.00 | | | | |

REPORT TOTALS

| | |
|-----------------|-----------------|
| CR Report Total | DB Report Total |
| \$0.53 | \$0.64 |

Accounts with no matching activity during the reported date(s): 210001472

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