Digital Banking Guide

Reporting



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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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This guide explains how to create, generate, access and filter standard reports in your Digital banking system based on your user role. Navigation: 1. Navigate to the 'Business Banking' tab available in the top menu bar. 2. Click on the 'Reports' tile located in the 'Reporting' section. Section 1: Viewing and Managing Reports 3. Section 1: Viewing and Managing Reports 3. Section 1: Viewing and Managing Reports 3. Section 1: Viewing and Managing Reports 4. Section 1: Viewing and Managing Reports 4. Section 1: Viewing and Managing Reports 5. Section 1: Viewing and Managing Reports 5. Section 1: Viewing and Managing Reports 6. Section 1: Viewing and Managing Reports 7. Section 1: Viewing and Managing Reports 8. Section 1: Viewing and Managing Reports 8. Section 1: Viewing and Managing Reports 9. Section 2: Viewing and Managing Report 9. Section 2: Viewing and View	CADITAL		Overview:
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4. To modify the report, click on the 'Edit' option in the top right corner.

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ACH Activity Report - Previous Day(s) This report will generate the following file formats: PDF, CSV, BAI	Section 3: Editing a Report
Do you want this report to be private or shared? Private Shared	1. When editing an existing report, the Private or Shared field is not editable.
This report was created by another user and the privacy cannot be changed. What do you want to name the report? O0 report What account(s) do you want to include? All Accounts (3) Select specific account(s)	 'Private' reports are accessible only to the user who created them. 'Shared' reports are visible to other company users with the same User Role.
What dates do you want to include?	date range and frequency.
How often do you want this report to run? On Demand Every Business Day Every Calendar Day	 To discard the changes, click on 'Cancel'. To finalize the changes, click 'Save' or click 'Save and Run' to execute the report instantly.
O Weekiy O Monthiy Cancel Save and Run Save	5. A pop-up will appear indicating that the report is edited successfully.
ок	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
Private Shared What do you want to name the report? ACH Activity01	 You can change the report type by clicking on the 'Change report type' arrow in the top right.
What account(s) do you want to include? All Accounts (3) 2 of 3 Accounts selected	In this example we will be creating an 'ACH Activity Report- Current Day'.
How often do you want this report to run? On Demand Every Business Day Devery Calendar Day Virekly Monthly Cancel Create and Run Create	 To set the report visibility choose either 'Private' or 'Shared'- a. <i>Private</i> - Only the creator can access the report. b. <i>Shared</i> - Other users with the same User Role can access it. 4. Enter a Name for the report in the designated field.
SELECT ACCOUNT(S) Search by account name, nickname or number Showing: Selected Accounts: Account Number Label %	 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.
MMUN COMMERCIAL HIGH YELD 14/2 SMALL BUSINESS CHECKING 1471 1471 SAVINGS COMMERCIAL 0314	Select the desired frequency in the 'How often do you want the report to run' option.
	Click 'Create' to save the report or click 'Create and Run' to generate it instantly.
2 accounts selected Cancel Submit	8. A pop-up will appear indicating that the report is edited successfully.



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🛨 000 report		5/21/2025	BAI CSV PDF	ACH Activity Report - Previous Day(s)	:
습 002ACH		5/21/2025	CSV PDF	ACH Activity Report - Previous Day(s)	:
	CAPITAL BANK				
		00	0 report		
	Report Type:	ACH Activity - Previous Day(s)			
	Currency:	USD			
	ABA Routing Number(s):				
	Created By:	Test User			
	Created Date/Time:	05/21/2025 08:58 AM			
	Report Date(s):	02/20/2025 - 05/20/2025			

				Rept	JIL Del	all				
	Accour	nt Number: 14	1000314	00314			Account Name: SAVINGS COMMERCIAL			
Date		BAI Type		CR Amount D		Amount Serial Num		Ref Num	Descriptio	
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04/24/2025	ACH Cred Received	lit \$0.02	\$0.00		4911352	9787878 DED*CS*	787 ACH Payme 6628762871628	n 18871 378`*250423	•02*1	
04/24/2025	ACH Cred Received	lit \$0.02	\$0.00		4911353	9787878 DED*CS*	787 ACH Payme 6628762871628	n 18874 378`*250423	•02*1	
04/24/2025	ACH Cred Received	lit \$0.02	\$0.00		4911354	CAPITAL	CHICAGO ACH P	aymen FF		
04/24/2025	ACH Cred Received	lit \$0.07	\$0.00		4911355	CAPITAL	FLORIDA ACH Pa	aymen ACH_B	Recp_001	
04/24/2025	ACH Cred Received	lit \$0.09	\$0.00		4911356	CAPITAL	FLORIDA ACH Pa	aymen ACH_B	_Recp_002	
04/24/2025	ACH Cred Received	lit \$0.10	\$0.00		4911357	9787878 DED*CS*	787878787 ACH Paymen 18870 ED*C5*662876287162878`*250423*10*1			
04/24/2025	ACH Cred Received	it \$0.10	\$0.00		4911358	9787878787 ACH Paymen 18873 DED*CS*662876287162878`*250423*10*1			10*1	
04/24/2025	ACH Cred Received	s0.11	\$0.00		4911359	ACH FILE ACH Single XXXXX7890				
Account Subtotal		\$0.53	\$0.00							
PEPORT TO	TAIS		CR Re	nort Total	1		DB Repor	t Total		
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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.

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