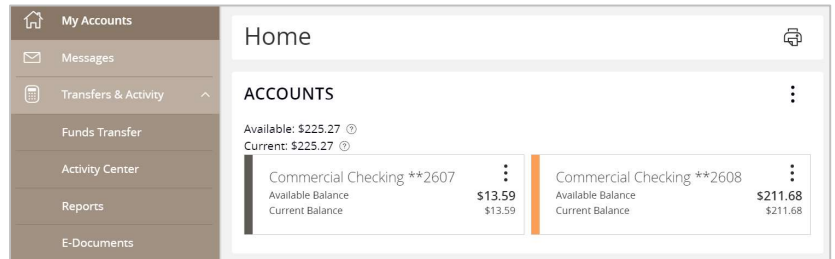
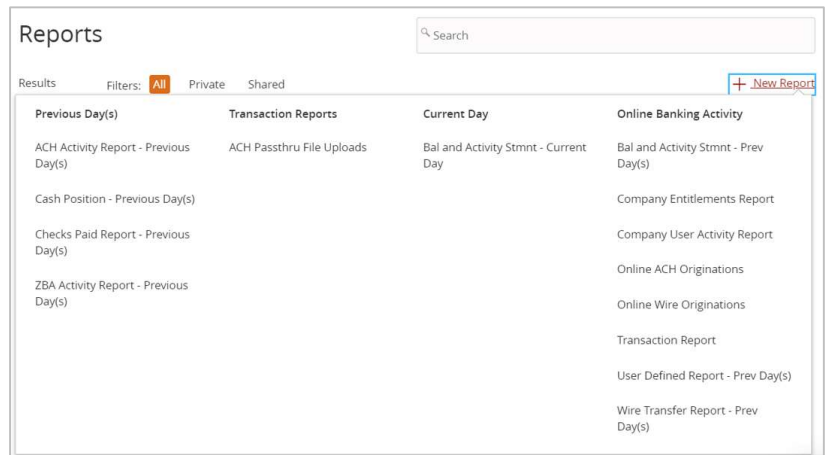


## Scheduling and Running a Report

1. Click on the 'Reports' option under the 'Transfers & Activity' menu.



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



3. Indicate whether the report is Private or Shared.

4. Designate the desired name for the report.

### New Bal and Activity Stmtnt - Prev 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?

Sample

What account(s) do you want to include?

☐ All Accounts (2)  
 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

5. Indicate which accounts need to be included in the report.

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

**NOTE:** This step only corresponds with reports associated with account information.

- a. Click the 'All Accounts' box to include all available accounts in the report.
  - b. Click the 'Select specific account(s)' link to choose individual accounts to be included in the report.
  - c. Select the accounts to be included in the report. Either select by label or by individual account.
6. Select the date(s) to be included in the report.

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).

7. Select 'Create and Run' to run the report immediately and to save the recurrence. Select 'Create' to schedule the report without immediately running it.

### SELECT ACCOUNT(S)

Showing: All Selected

Accounts:

Select all | Clear all

☒ Commercial Checking  
xxxxxx2607

☐ Commercial Checking  
xxxxxx2608

1 account selected

Cancel Submit

### 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

### How often do you want this report to run?

☐ On Demand

☒ Every Business Day

☐ Every Calendar Day

☐ Weekly

☐ Monthly

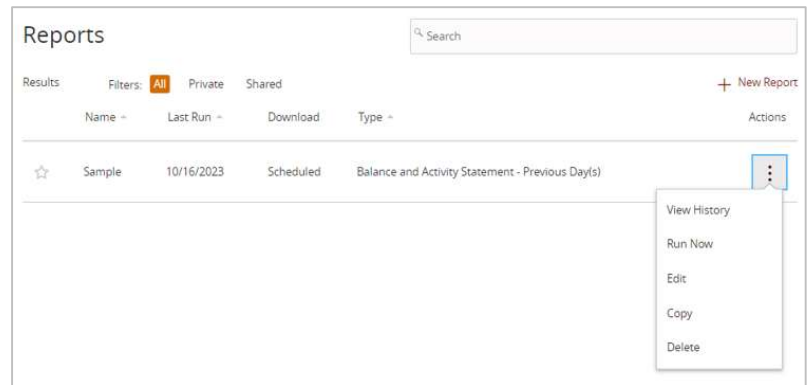
Cancel Create and Run Create

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

8. The status of the report will display on the screen as it is scheduled, queued or in progress.
9. Click the Actions option to View History, Run On-Demand, edit, copy, or delete the specific report.



Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023