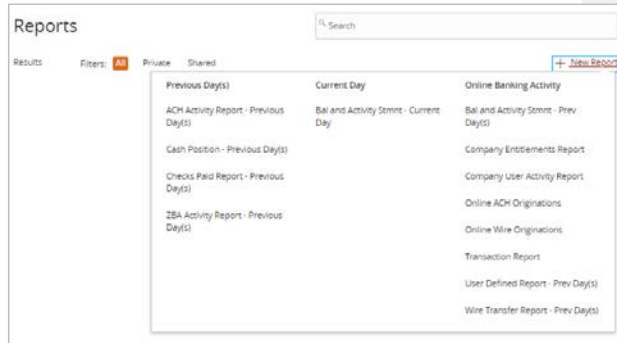
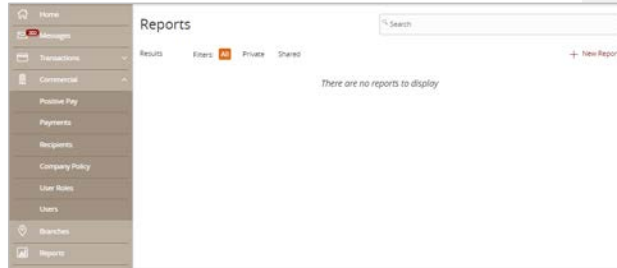




Information Reporting

Scheduling and Running a Report

1. Click on the 'Reports' option on the left.
2. Click on '+ New Report' on the top right-hand corner.
3. Select the report in the list on the right side of the screen you wish to schedule and run.



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4. Select whether the report should be made 'Private' (Visible only to the user who created the report) or 'Shared' (Visible to all users within the corresponding User Role).

5. Enter a 'Name' for 'Report'.

NOTE: Each 'Report' can be renamed according to need. Filters will vary depending upon which report is being generated. The example shown below is the 'Account Activity Report'.

6. Select 'Accounts' to include in 'Report'.

NOTE: You can check 'All Accounts' box to select all accounts user has access to or click on 'Select specific account(s)' to individual 'Accounts'.

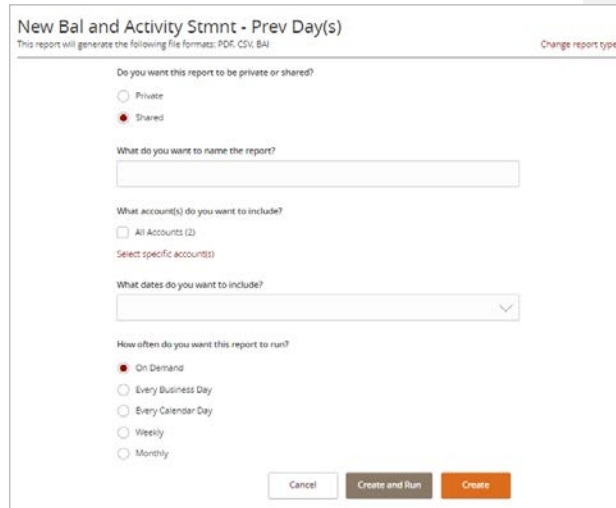
7. Select 'What dates you want to include' from drop-down.

NOTE: If 'Custom Dates' is selected from drop-down, enter a 'Start Date' and 'End Date'.

8. Select 'How often do you want this report to run'.

9. Click on 'Create' to create report.

10. Click on 'Create and Run' to 'Create Report' and 'Run' the 'Report'.

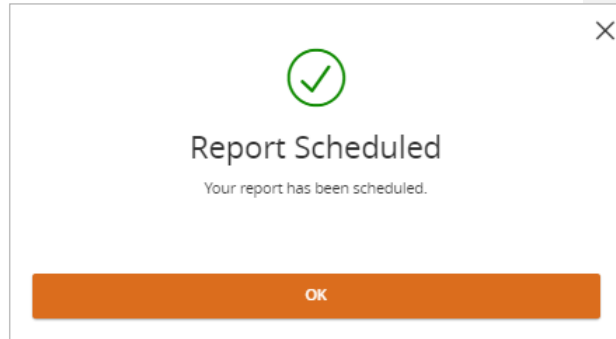


The screenshot shows a web form titled "New Bal and Activity Stmtnt - Prev Day(s)". At the top right, there is a link "Change report type". Below the title, it states "This report will generate the following file formats: PDF, CSV, BAI". The form contains several sections:

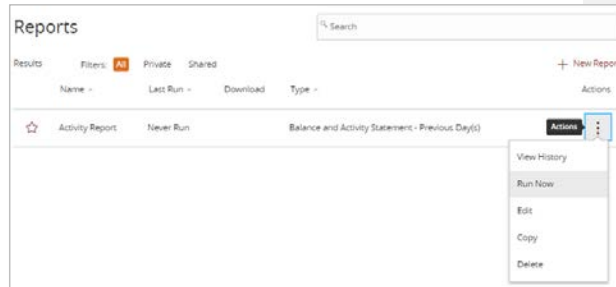
- Do you want this report to be private or shared?** with radio buttons for "Private" and "Shared" (selected).
- What do you want to name the report?** with a text input field.
- What account(s) do you want to include?** with a checkbox for "All Accounts (2)" and a dropdown for "Select specific account(s)".
- What dates do you want to include?** with a dropdown menu.
- How often do you want this report to run?** with radio buttons for "On Demand" (selected), "Every Business Day", "Every Calendar Day", "Weekly", and "Monthly".

At the bottom, there are three buttons: "Cancel", "Create and Run", and "Create".

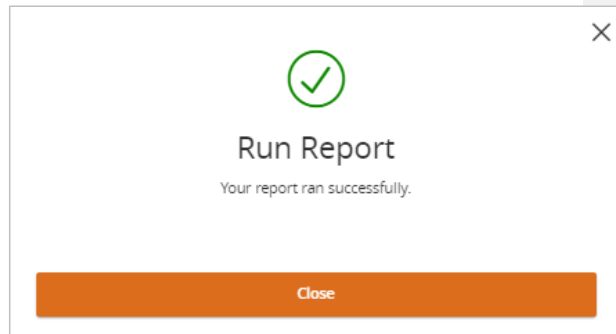
11. 'Report Scheduled' message will appear on screen. Click 'OK' to go to 'Reports' screen.



12. Click on the three dots on right of the 'Report' and click on 'Run Now' from the 'Actions' drop-down to run 'Report'.



13. 'Run Report - Your report ran successfully' message will appear. Click on 'Close' to view 'Report'.



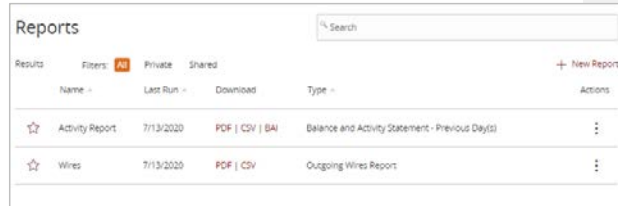
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NOTE: The format icon(s) will appear next to the scheduled report once it has been completed.

14. Click on the format icon to open the report.

15.

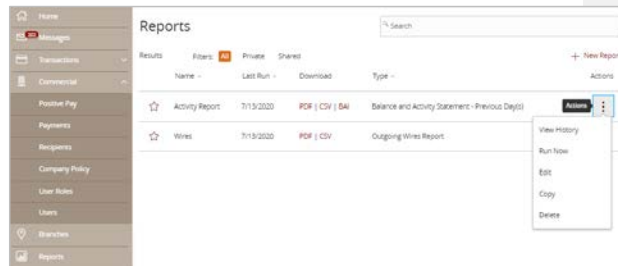
NOTE: 'Report' will open in 'Format' select. You can 'Save' or 'Print' 'Report'.



Editing Reports

1. Click on 'Reports' on the left.
2. Click on the three dots on the right of the 'Report' and select 'Edit' from the 'Actions' drop-down.

NOTE: You can also 'View History', 'Run Now', 'Copy', and 'Delete' from the 'Actions' drop-down.



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Appendix

Report Name	Purpose	Note
Account Activity Report	Displays Debit and Credit transaction data for the account(s) and date range specified.	This report supports a date ranges of previous-day data only, with PDF, CSV and BAI2 download formats.
ACH Activity Report	<p>This report displays financial transactions entered by company users.</p> <p>No data from the core processor displays in these reports.</p>	<p>This report supports date ranges of previous day, current day and even future dated transactions.</p> <p>PDF output is the only download option available.</p>
Cash Position Report	Displays real-time Account Balance information similar to the Online Banking Home page.	<p>This report is a snap shot of the balances at the time the report is generated.</p> <p>PDF output is the only download option available.</p>
Company Entitlement Report	This report displays the Entitlement structure of the company within Online, including User Roles.	<p>This report is a snap shot of the entitlements at the time the report is generated.</p> <p>PDF output is the only download option available.</p>
Outgoing Wires Report	<p>This report displays all wire activity originated from within Online Banking during a specified period of time.</p> <p>The report can be filtered to include specific accounts and transaction types including Domestic and International Wires.</p>	<p>This report supports user defined dates for a dynamic date range (i.e. Last week, Last business day, etc.) or a specific date range containing a definitive start and end date.</p> <p>PDF output is the only download option available.</p>

Commented [JE1]: ese formats don't seem to be correct as most allow for BAI format as well.

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Information Reporting

<p>Transaction Report</p>	<p>This report displays all generated transaction activity originated from within Online Banking during a specified period of time.</p> <p>The report can be filtered to include specific accounts.</p>	<p>This report supports user defined dates for a dynamic date range (i.e. Last week, Last business day, etc.) or a specific date range containing a definitive start and end date.</p> <p>PDF output is the only download option available.</p>
<p>Company User Activity Report</p>	<p>This report displays all activity taken by company users within Online Banking, such as logins and password changes.</p> <p>The report can be filtered to exclude the financial transactions included in the transaction reports.</p>	<p>This report supports date ranges of previous day and current day up to the time the report is generated.</p> <p>PDF output is the only download option available.</p>
<p>ACH Activity Report – Previous Day(s)</p>	<p>This report displays financial transactions entered by company users.</p> <p>No data from the core processor displays in these reports.</p>	<p>These reports all supports date ranges of previous day transactions.</p> <p>PDF, CSV and BAI2 download formats are available.</p>
<p>Checks Paid Report – Previous Day(s)</p>	<p>Displays checks paid data for the account(s) and date range specified.</p>	<p>These reports all supports date ranges of previous day transactions.</p> <p>PDF, CSV and BAI2 download formats are available.</p>

Commented [JE2]: From this table we are missing ACH Activity Report – Previous Day(s) and Checks Paid Report – Previous Day(s).

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 Phone: 833-VERITEX (833-837-4839) or 469-443-9912