

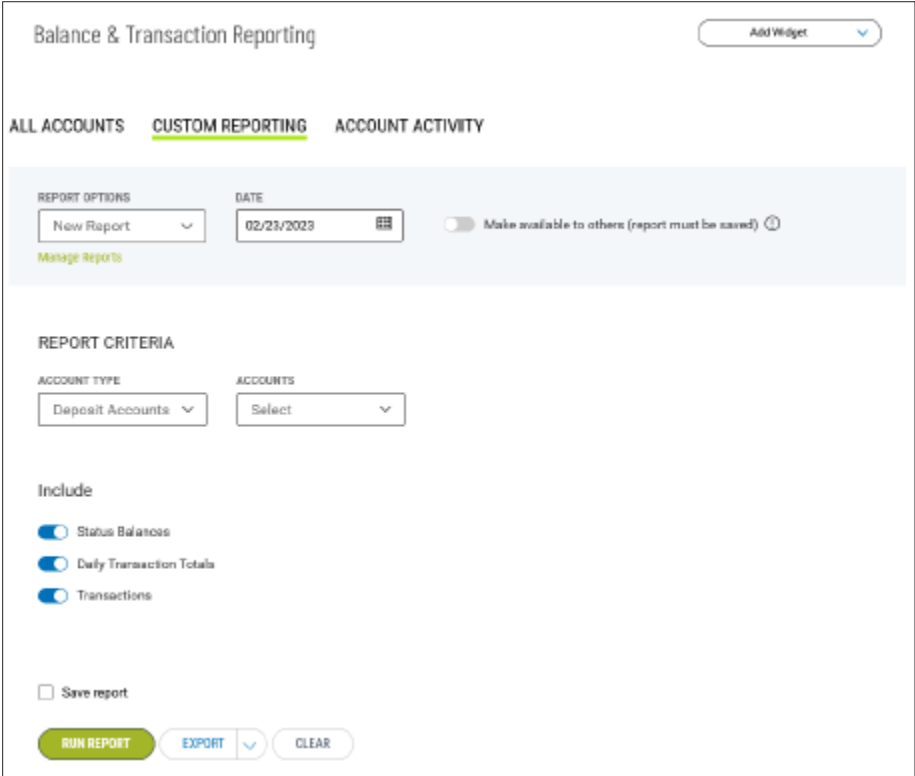
USER GUIDE

# Custom Reporting

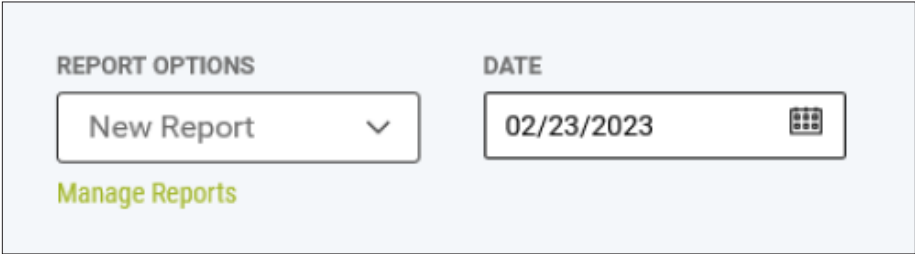
Users can create criteria that generate the output reports and data for one-time or repeated use. These flexible criteria include:

- Detailed debit and credit transactions
- Status balances
- Daily transaction totals
- Select one or multiple days, including current day
- Select one or multiple accounts
- Save the criteria to reuse – as report and export data
- Share the criteria with other users (permitted to covered accounts) in the same Customer ID

1. After at least one Customer Report is saved, the Manage Reports link displays onscreen.



The screenshot shows the 'Balance & Transaction Reporting' interface. At the top right is an 'Add Widget' button. Below the title are three tabs: 'ALL ACCOUNTS', 'CUSTOM REPORTING' (which is highlighted), and 'ACCOUNT ACTIVITY'. The 'REPORT OPTIONS' section includes a 'New Report' dropdown menu, a 'DATE' field with '02/23/2023' and a calendar icon, and a toggle switch for 'Make available to others (report must be saved)'. A 'Manage Reports' link is visible below the report options. The 'REPORT CRITERIA' section has 'ACCOUNT TYPE' set to 'Deposit Accounts' and 'ACCOUNTS' set to 'Select'. Under the 'Include' section, three options are checked: 'Status Balances', 'Daily Transaction Totals', and 'Transactions'. There is an unchecked 'Save report' checkbox. At the bottom are three buttons: 'RUN REPORT' (green), 'EXPORT' (with a dropdown arrow), and 'CLEAR'.



This is a close-up of the 'REPORT OPTIONS' and 'DATE' fields. The 'REPORT OPTIONS' dropdown menu is set to 'New Report'. The 'DATE' field shows '02/23/2023' with a calendar icon to its right. Below these fields is a 'Manage Reports' link.

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- The link takes the user to the Manage My Saved Reports list view. Saved reports can be deleted here. The list view includes a column indicating which reports are shared.

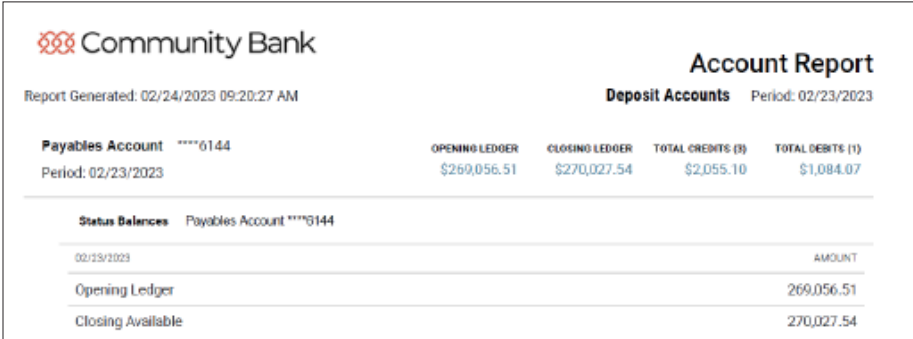
Manage My Saved Reports					
<input type="checkbox"/>	ACTIONS	REPORT NAME	DATE	ACCOUNT TYPE	SHARED
<input type="checkbox"/>	Delete	Saved Report	02/23/2023-02/23/2023	Deposit	Yes

- Custom Reporting provides the criteria selection results on a single-page report for print or export. Each account included in the report begins with an account header containing the account name, account number, predetermined balance information, transaction totals and counts, for the selected reporting period.

1 Account - 02/23/2023					<input type="checkbox"/> Expand account		
<b>Payables</b>							
<b>Account</b>							
▼ ****6144	OPENING LEDGER	CLOSING LEDGER	TOTAL CREDITS (3)	TOTAL DEBITS (1)			
Period: 02/23/2023	\$269,056.51	\$270,027.54	\$2,055.10	\$1,084.07			
▼ <b>Status Balances</b> Payables Account ****6144							
02/23/2023					AMOUNT		
Opening Ledger					269,056.51		
Closing Ledger					270,027.54		
Closing Available					270,027.54		
1 - Day Float					1,582.40		
2 Or More Days Float					0.00		
Total Credits (3)					2,055.10		
Total Debits (1)					1,084.07		
▼ <b>Transaction Totals</b> Payables Account ****6144							
02/23/2023							
CREDITS		AMOUNT	DEBITS		AMOUNT		
Total Credits (3)		2,055.10	Total Debits (1)		1,084.07		
▼ <b>Transactions</b> Payables Account ****6144							
DATE	TRANSACTION TYPE	TRANSACTION DESCRIPTION	DEBITS	CREDITS	BANK REFERENCE	CUSTOMER REFERENCE	RUNNING BALANCE
02/23/2023	Check Paid	Check	1,084.07	-	840710131227780	7089	270,027.54
02/23/2023	Deposit	Deposit	-	1,008.70	840618180000031	-	271,111.61
02/23/2023	Deposit	Deposit	-	803.20	840618180000049	-	270,102.91
02/23/2023	ACH Credit Received	Square Inc CCD 23/02/23	-	243.20	-	-	269,299.71

# Custom Reporting

4. A new reporting column for BAI code is available in the Columns menu of the reporting list view.



Community Bank Account Report

Report Generated: 02/24/2023 09:20:27 AM

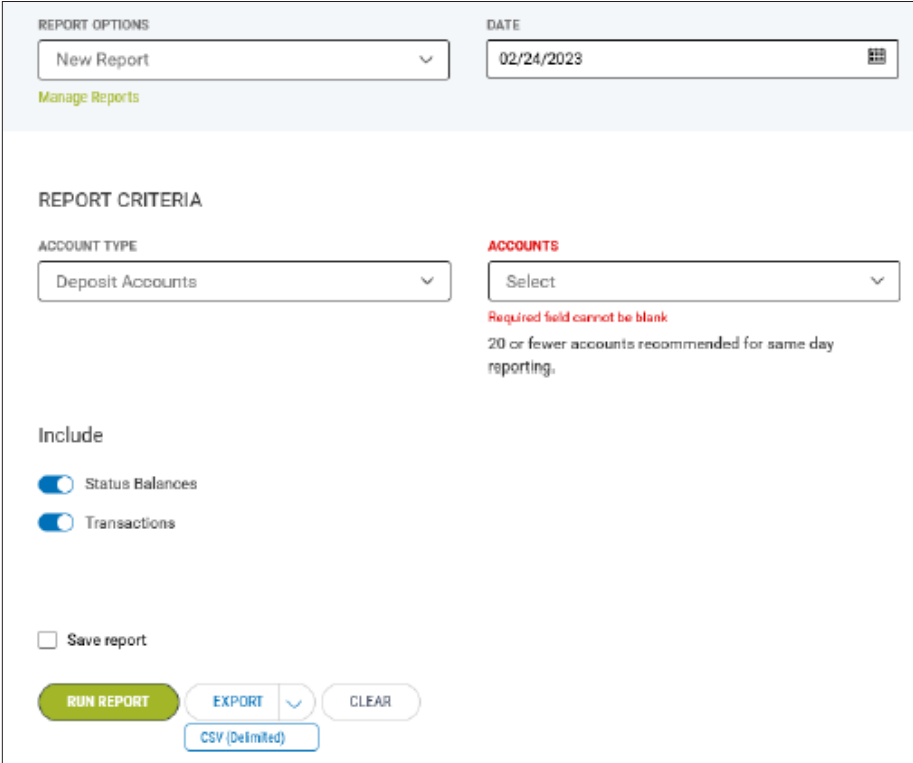
Deposit Accounts Period: 02/23/2023

Payables Account ****6144	OPENING LEDGER	CLOSING LEDGER	TOTAL CREDITS (3)	TOTAL DEBITS (1)
Period: 02/23/2023	\$269,056.51	\$270,027.54	\$2,055.10	\$1,084.07

Status Balances Payables Account ****6144		AMOUNT
02/23/2023	Opening Ledger	269,056.51
	Closing Available	270,027.54

5. The export functionality is also available and supports the same export formats as before, with the addition of a same-day CSV (delimited) file format option.



REPORT OPTIONS: New Report (dropdown), Manage Reports (link), DATE: 02/24/2023 (calendar icon)

REPORT CRITERIA

ACCOUNT TYPE: Deposit Accounts (dropdown)

ACCOUNTS: Select (dropdown)

**Required field cannot be blank**  
20 or fewer accounts recommended for same day reporting.

Include

Status Balances

Transactions

Save report

RUN REPORT (button), EXPORT (dropdown), CLEAR (button), CSV (Delimited) (button)

## Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at [cbna.com](https://www.cbna.com).

**Commercial Services Support** (M-F: 8am-6pm ET):

1-866-764-8638, Option 3, Option 3 or [commercialservices@cbna.com](mailto:commercialservices@cbna.com).