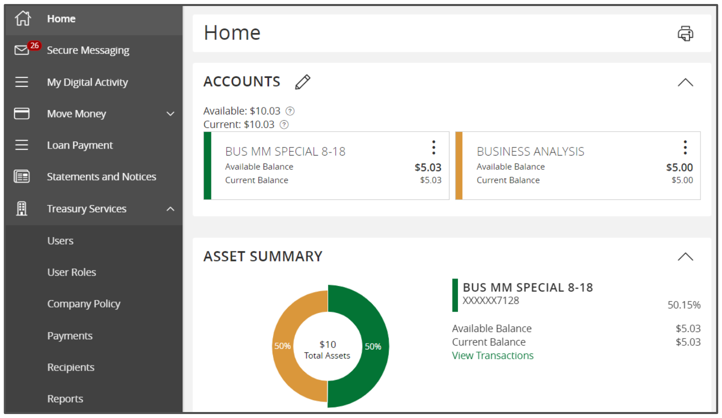
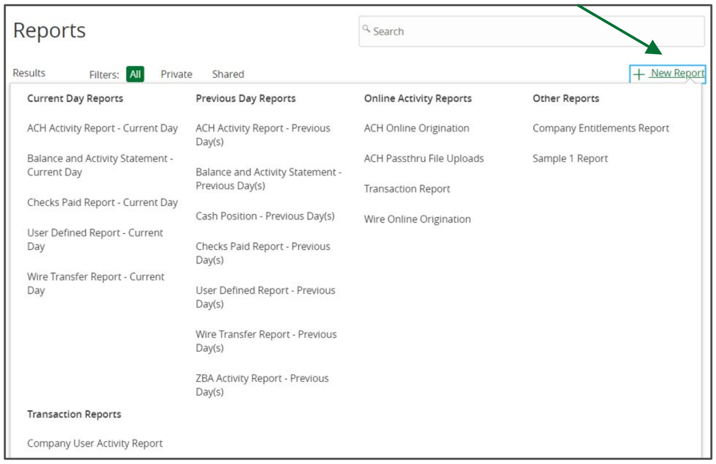
Select Bank & Trust

Reports Setup Process

1. Select the 'Treasury Services' menu and then 'Reports.



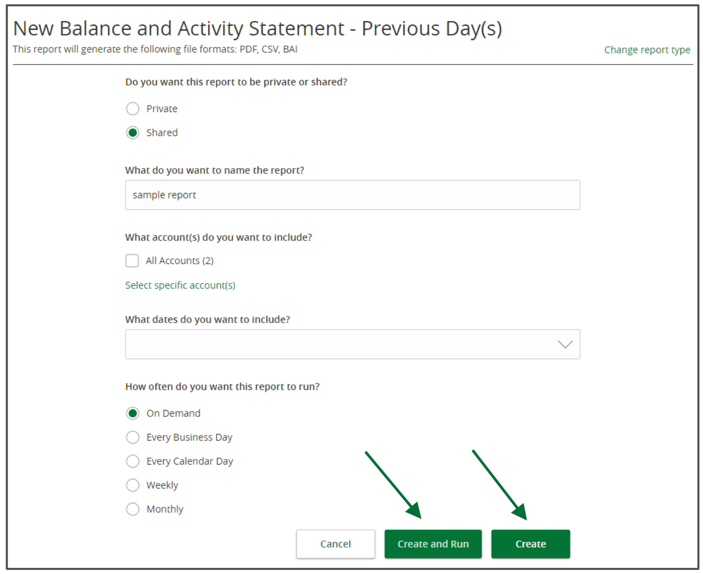
2. Click the 'New Report' link and select the desired report from the list.



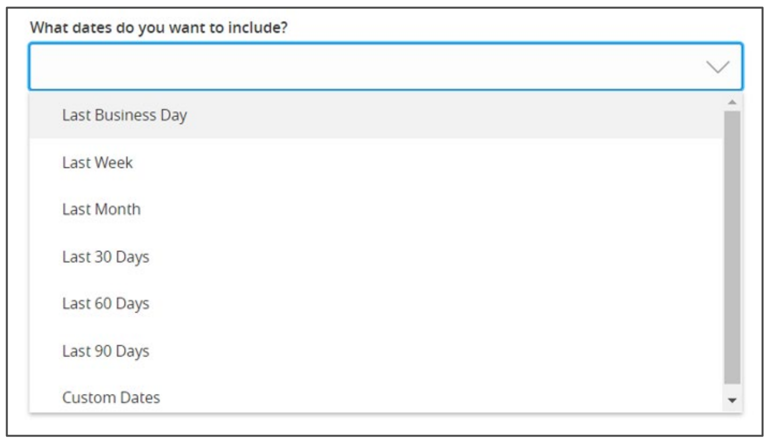
3. Indicate whether the report is Private or Shared.
4. Designate the desired name for the report.
5. Indicate which accounts need to be included in the report.

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

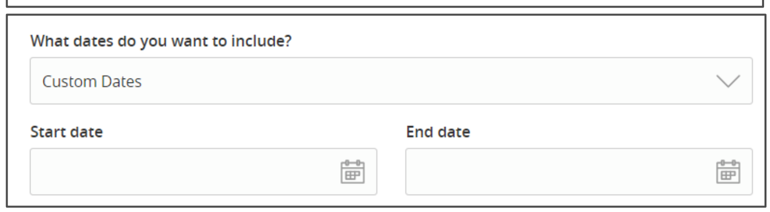
   a. Click the 'All Accounts (#)' box to include all available accounts in the report
   b. Click the 'Select specific account(s)' link to choose individual accounts to be included in the report.



6. Select the date(s) to be included in the report.
   a. Select one of the dynamic date range options. (A rolling date range that shifts in accordance to the current day)



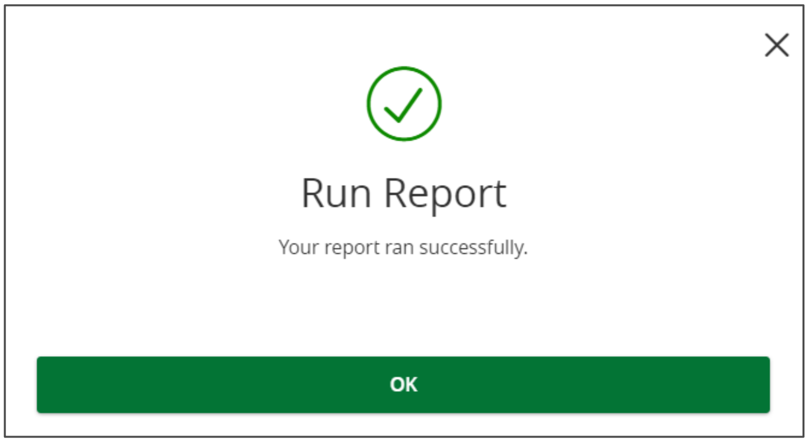
   b. Select a custom date range for the report.



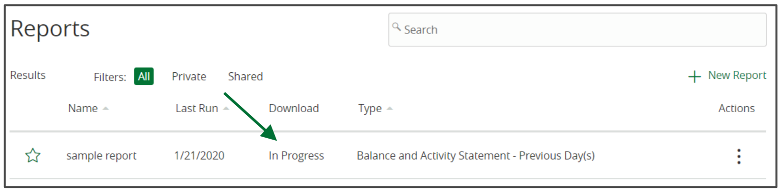
***NOTE:** Information can be pulled as far back as the oldest transaction that exists within Digital Banking for the respective account(s).*

7. Click ‘Create and Run’ to create the recurrence and run the report on demand. Click ‘Create’ to only create the recurrence.

8. Click ‘OK’ to complete the setup.



9. The report will show as either 'Queued' or 'In Progress' while being generated.



10. The available download format(s) for the report will display once the report has been generated. Click on the desired option.
11. Click the 'Actions' icon to display additional options.