



BUSINESS ONLINE BANKING +PLUS

Reports Guide

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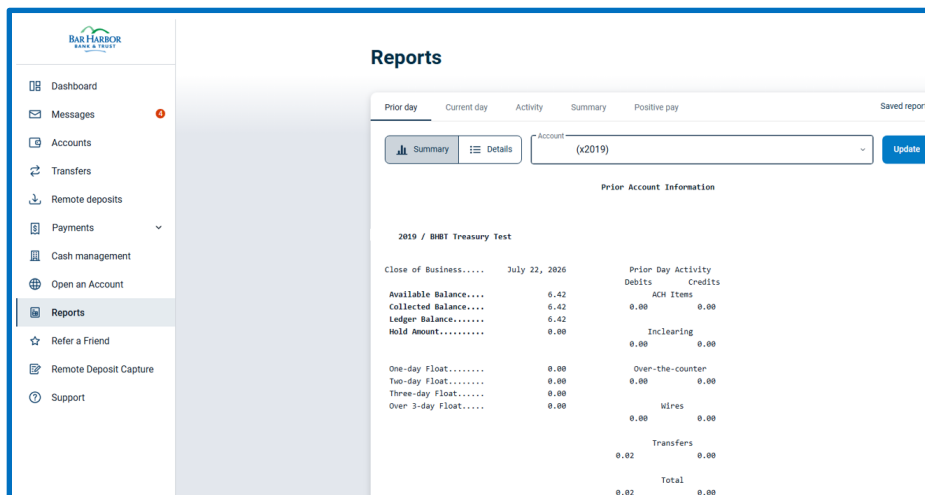
Select **Reports** to access a variety of reports for managing accounts.

Available Reports are:

- **Prior day** – Reports for the day prior to today.
- **Current day** – Reports for today.
- **Activity** – Account Activity reports.
- **Summary** – Account Summary reports.
- **EDI** – Electronic Data Interchange reports.
- **Positive pay** – Positive pay reports.
- **Saved reports** – Access your saved reports.

PRIOR DAY

Select **Prior day**. Select **Summary** for a summary of a selected account's activity for the prior day or the **Details** button to show details of the prior day's account activity. Select the **Account** field to switch accounts, and select **Update** to refresh the data.



Reports

Prior day Current day Activity Summary Positive pay Saved reports

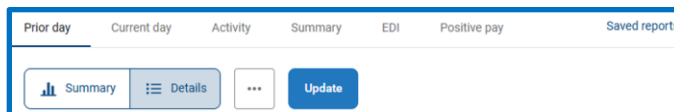
Summary Details Account (x2019) Update

Prior Account Information

2019 / BHBT Treasury Test

Close of Business.....	July 22, 2026	Prior Day Activity	
		Debits	Credits
Available Balance....	6.42	ACH Items	
Collected Balance....	6.42	0.00	0.00
Ledger Balance.....	6.42		
Hold Amount.....	0.00	Inclearing	0.00
		0.00	0.00
One-day Float.....	0.00	Over-the-counter	
Two-day Float.....	0.00	0.00	0.00
Three-day Float.....	0.00		
Over 3-day Float.....	0.00	Wires	0.00
		0.00	0.00
		Transfers	0.00
		0.02	0.00
		Total	
		0.02	0.00

On the Details screen, select **Update** to display the data, and click the **Ellipses icon (...)** to download a copy of the report in .txt format.

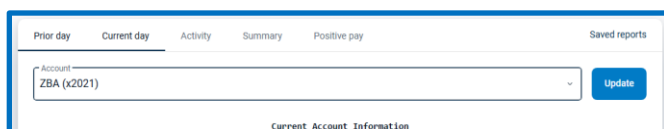


Prior day Current day Activity Summary EDI Positive pay Saved reports

Summary Details ... Update

CURRENT DAY

Select **Current day**. Select an *account*, then select **Update** to view a report for the current day's activity.



Prior day Current day Activity Summary Positive pay Saved reports

Account ZBA (x2021) Update

Current Account Information

ACTIVITY

Select **Activity**. For a more detailed account activity report, on the **Activity** tab, select the **Account**, *date range* and *additional filters*. Click the **Ellipses icon (...)** to download a copy of the report in .txt format.

Account	Date	Ref #	Tran code	Statement description	Debit	Credit
Account total (ZBA)						\$0.09
ZBA	08/18		141	Transfer from x2019 to x2021	\$0.05	
ZBA	08/15		141	Transfer from x2019 to x2021	\$0.02	
ZBA	07/30		141	Transfer from x9333 to x2021	\$0.01	
ZBA	07/30		141	Transfer from x9333 to x2021	\$0.01	
Account total (ZBA)						\$0.09
Total (All Accounts)						\$0.09

SUMMARY

Select **Summary**. To narrow down your report summary by date range, choose the **Summary** tab.

Date ↑	Credits	Debits	One day	Two day float	Current	Available	Collected	# Credits
07-07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.09	\$0.09	\$0.09	0
07-08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.09	\$0.09	\$0.09	0

EDI

Select the **EDI** tab to obtain an Electronic Data Interchange report. Select the **Account**, the **EDI Information**, the *date range*, and select the *Filter* button to choose additional parameters.

Note: Contact your Treasury Services Relationship Manager if you would like to add this report service; additional fees may apply.

Account #	Date	Name	Value
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POSITIVE PAY

Select **Positive pay**. To obtain a Positive pay report, select the desired Report: *Items*, *Items Maintenance* or *Items Exceptions*. Then select the **Account**, the *date range*, and *additional filters* if desired.

Note: You must be subscribed to positive pay services for this reporting option to be available. Contact your Treasury Services Relationship Manager if you would like to add positive pay services; additional fees may apply.

Prior day	Current day	Activity	Summary	EDI	Positive pay	Saved reports	
Report Items C... > Sep 10, 2025 – Sep 17, 2025 ... Update							
Account #	Check #	Entered Date	Issued Date	Posted Date	Payee	Exception Reason	Statu

SAVED REPORTS

Select **Saved reports**. Obtain your saved reports here.

<	Saved reports
saved report Activity Report	...