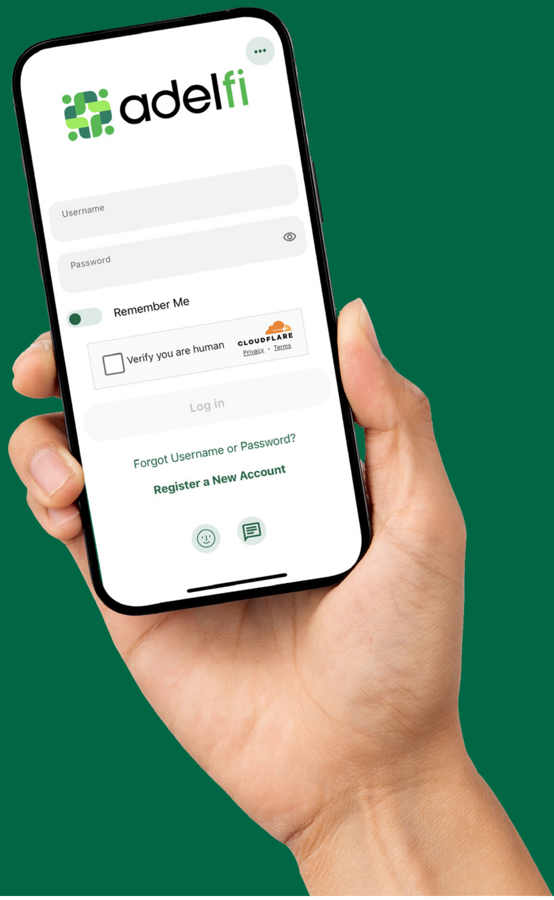
AdelFi's Business/ Non-Profit Banking User Guide:

Reports Menu



Welcome to the AdelFi Banking Online User Guide!

We're excited to introduce our upgraded online banking platform, designed to enhance your digital banking experience. Our goal is to provide you with a convenient, user-friendly environment that allows you to manage your personal and business finances anytime, anywhere.

This guide will help answer your questions as you navigate our new banking platform. Thank you for being a part of the AdelFi Banking community!

adelfi

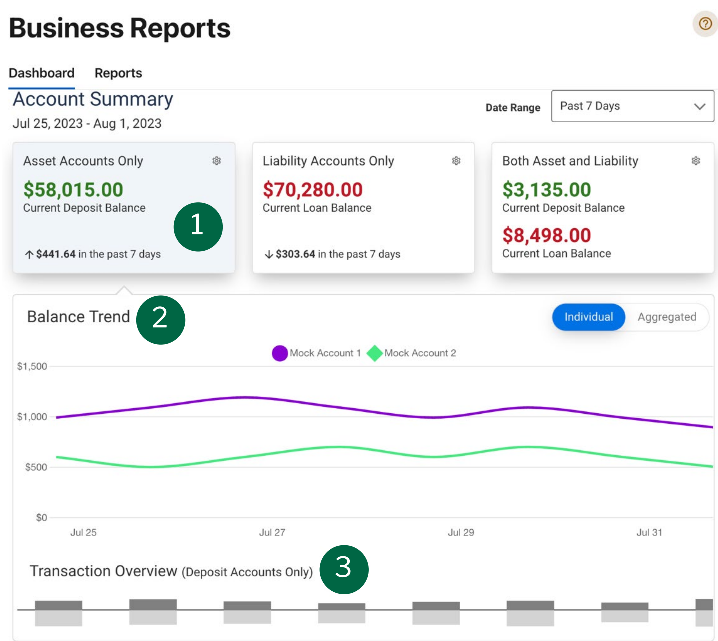
Better banking. Higher purpose.

Table of Contents

Business Reports Menu

The Business Reports menu provides you with the ability to access Standard Reports and create Custom Reports. Custom Report generation tools provide you with the ability to generate new reports to yield new insights on your ACH details and transaction history. You can reach the Business Report Menu by clicking on the Tools tab then Reporting. The three main areas include:

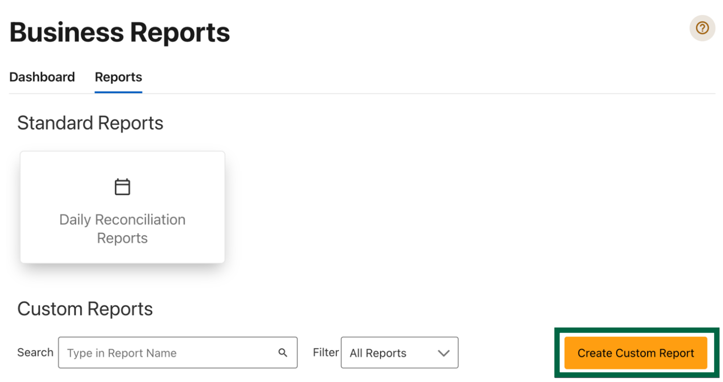
1. **Quick Filter Cards -** Quick Filter Cards are located above the Balance Trend chart on the Business Reports Dashboard. The Quick Filter Cards show the current balance of all the business user's deposit accounts and loans. If you click on a Quick Filter Card, the Balance Trend chart will instantly be filtered to show only trends for those accounts (all other filter settings remain the same). The Quick Filter Card selection will cascade to the Balance Trend chart, Transaction Summary, and the Transaction Overview.
2. **Balance Trend -** The Balance Trend chart is a line graph at the center of the dashboard that shows the trend in deposit account balances for a selected set of accounts over a selected period of time.
3. **Transaction Overview -** The Transaction Overview is a high-level bar chart connected to the bottom of the Balance Trend chart on the Business Reports Dashboard. The Transaction Overview chart will display the sum of total debits and credits for the selected deposit accounts on a daily basis for the selected Date Range. The selected accounts and the selected time period are inherited from the options used for the Balance Trend chart.

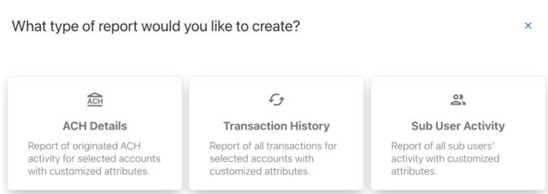


Create a Custom Report

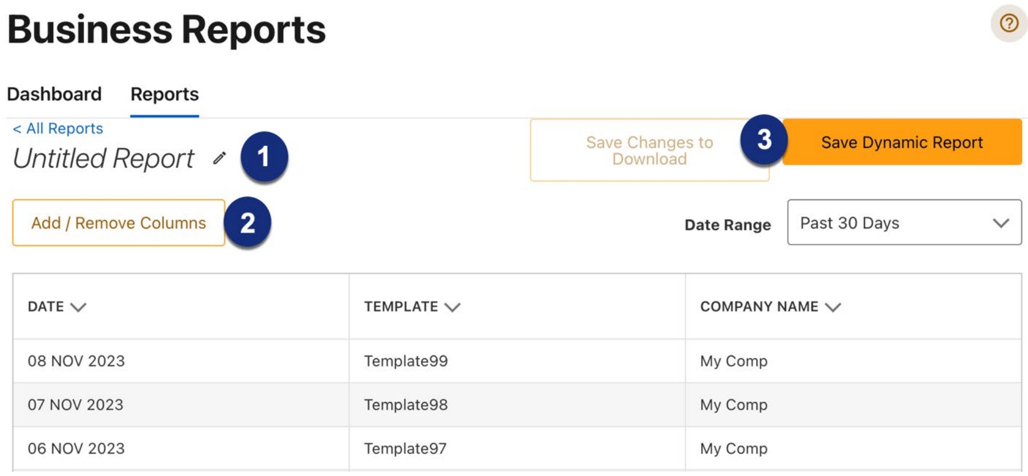
The Reports tab will show you standard reports that are generated by AdelFi. You will also be able to run your own custom reports. Within the Business Reports menu, select the Create Custom Report button.

Then, select the **Custom Report Type** and that type will display with default columns.



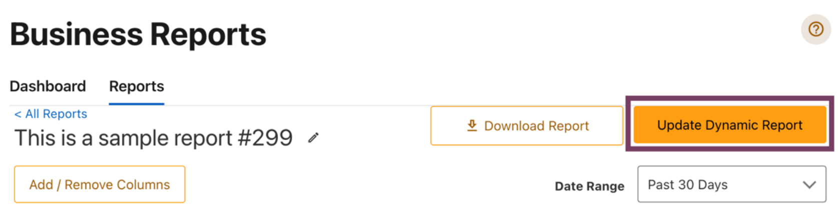


1. Click the **Edit** (pencil) icon next to the report name report. Click the **Accept** (check mark) button to save.
2. The **Add / Remove Columns** button will allow you to add or remove columns from the Custom Report by checking the boxes next to the column to add (if the box is blank) or remove (if the box is checked). Click the **Update** button to save the changes or click the **Cancel** button to close the window without saving the changes.
3. Click the **Save Dynamic Report** button, enter a name, description, date range, and share type and select to receive a notification via email when the report is ready. You may need to scroll horizontally to see more columns.
4. Click the **Save** button to create the new Custom Report or click the **Cancel** button to close the Custom Report without saving.



Edit Custom Reports

To Edit a Custom Report, select the report you would like to edit and make the appropriate changes. Once all edits have been completed, click the Update Dynamic Report button.



Delete Custom Reports

Use the Delete icon (trash can) to remove the Custom Report.