# BUSINESS ONLINE BANKING
Information Reporting

Treasury Management Solutions Center
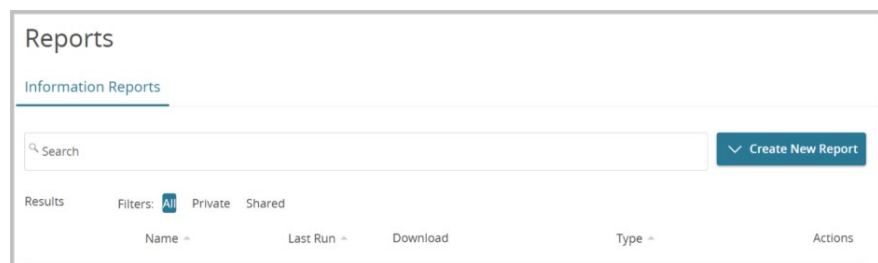800.279.3200 | treasury@alerus.com

Business online banking offers enhanced information reporting for clients who utilize ACH and wire services. This allows authorized users the ability to create and run custom reports.

Navigate to **Reporting**, select **Information Reporting**
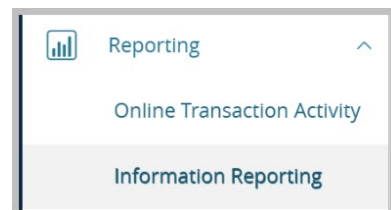
Select **Create New Report**

Select from the available reports.

Note: Company administrators will have access to all available reports by default. The administrator can control the reports available to their sub users. If you do not see a report you feel you need, contact your administrator.

Reports are listed by category:
- Current day reports
- Previous day reports
- Online activity reports
- Transaction reports

Current Day Reports	Previous Day Reports	Online Activity Reports	Transaction Reports
ACH Activity Report - Current Day	ACH Activity Report - Previous Day(s)	ACH Online Origination	Company User Activity Report
Balance and Activity Statement - Current Day	Balance and Activity Statement - Previous Day(s)	ACH Passthru File Uploads	
Checks Paid Report - Current Day	Cash Position - Previous Day(s)	Transaction Report	
User Defined Report - Current Day	Checks Paid Report - Previous Day(s)	Wire Online Origination	
Wire Transfer Report - Current Day	User Defined Report - Previous Day(s)		
	Wire Transfer Report - Previous Day(s)		
	ZBA Activity Report - Previous Day(s)		

Select the features for the report being created.

Note: These options will vary depending on the report selected.

- **Private** – Restricts report visibility to the report creator only.
- **Share** – Allows the report to be shared with other information reporting users.
- **Name the report** – Name is for reference on your information reporting list.
- **Select the accounts** – Select the accounts to include in the report.
- **How often do you want this report to run** – Select the report frequency.
- **What transaction codes (BAI) do you want included** – Select the types of transactions you want to include in the report.
- **Create** – This saves the report details in your information reporting list for future use.
- **Create and run** – This saves the report details in your information reporting list for future use and runs an immediate report.

Note: It takes several minutes to retrieve the information and generate a report.

← Back to Reports

New User Defined Report - Previous Day(s)
This report will generate the following file formats: PDF, CSV, BAI   ⌄ Change report type

Do you want this report to be private or shared?
- ○ Private
- ◉ Shared

What do you want to name the report?
[   ]

What account(s) do you want to include?
☐ All Accounts (4)
Select specific account(s)

What dates do you want to include?
[⌄]

How often do you want this report to run?
- ◉ On Demand
- ○ Every Business Day
- ○ Every Calendar Day
- ○ Weekly
- ○ Monthly

What transaction codes (BAI) do you want included?
- ○ Select by Type
- ○ Manual Entry
- ◉ Choose from List

Select specific transaction codes (BAI)

[Cancel]   [Create and Run]   [Create]

To view/export reports, navigate to **Reporting > Information Reporting**. Select the **ellipsis** (3 dots) on the right of the row you want to use. Select the desired action from the drop-down menu.

- **View history** – This selection allows you to view or export the reports that have been previously produced.

- **Run Now** – This will generate a report.

Note: *It takes several minutes to retrieve the information and generate a report. You can use this time to complete other tasks online then come back to retrieve the report.*

- **Edit** – Make desired changes to the report.
- **Copy** – Create a new report from the copy. Edit the report features as desired and save.
- **Delete –** Delete the report if no longer needed.

Favorited reports will be displayed at the top of the list.