HEARTLAND BANK
a division of
**German American Bank**

1. Select the 'Services' menu option and then the 'Reports' tile.
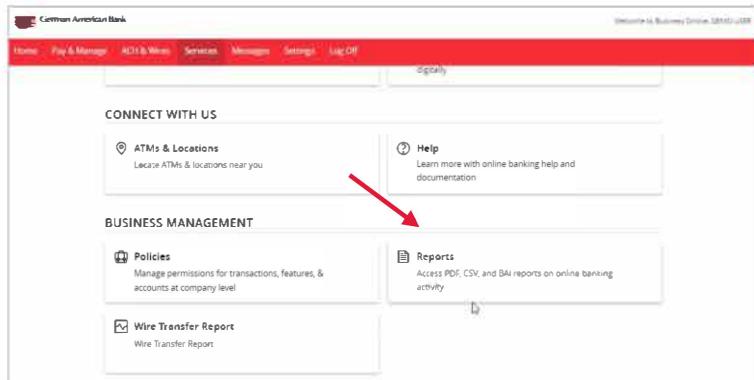
2. Click the 'New Report' link and select the desired report from the list.
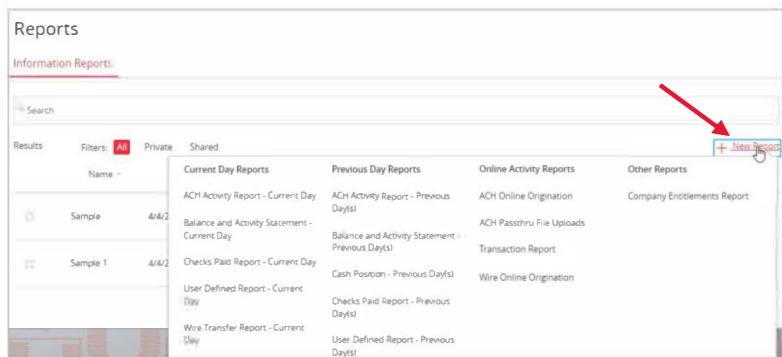
3. Indicate whether the report is Private or Shared.
4. Designate the desired name for the report.

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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.

NOTE: Only deposit accounts will be listed. Loan accounts are not supported within the Information Reporting feature.

New Balance and Activity Statement - Previous Day(s)
This report will generate the following file formats: PDF, CSV, BAI

Do you want this report to be private or shared?

◯ Private
◉ Shared

What do you want to name the report?

Test

What account(s) do you want to include?

☐ All Accounts (5)
Select specific account(s)

    b. Click the 'Select specific account(s)' link to choose individual accounts to be included in the report.

        i. Select the accounts to be included in the report. Select by individual account.

        ii. Click 'Submit' when done.

SELECT ACCOUNT(S)

Showing: **All** Selected

Accounts:
Select all | Clear all

☐ CD 3746
3746

☐ CD 3772
3772

☐ Test Checking
8001

☐ SMALL BUSINESS FREE
3725

☑ GA Test Savings
8020

1 account selected

Cancel   **Submit**

6. Select previous date(s) to be included in the report.

What dates do you want to include?

a. Select one of the dynamic date range options. (A rolling date range that shifts in accordance with the current day)
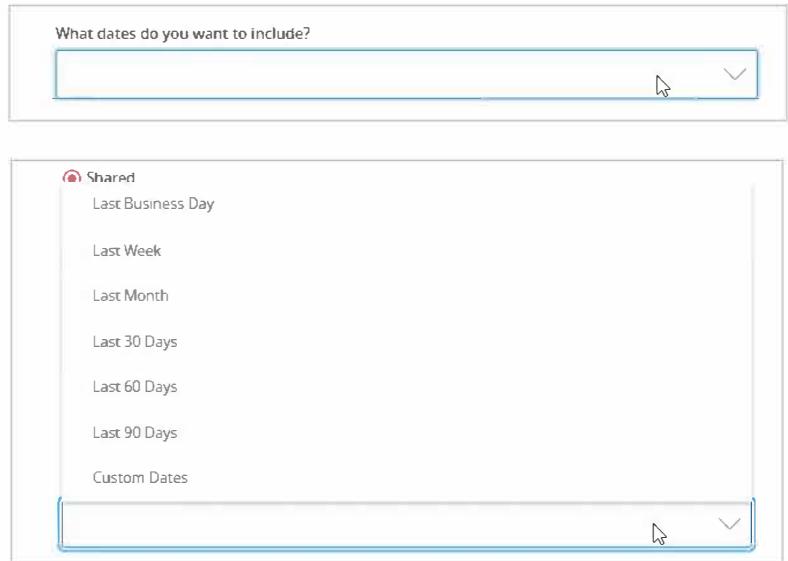
Shared
Last Business Day
Last Week
Last Month
Last 30 Days
Last 60 Days
Last 90 Days
Custom Dates

b. Select a custom date range for the report.

What dates do you want to include?

Custom Dates

Start date   End date

c. Select the Start Date and End Date for the transaction data to be included in the report.

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

What do you want to name the report?

<	April	>	<	2024	>
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
TODAY 21	22	23	24	25	26	27
28	29	30				

End date

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treasury.management@heartland.bank

7. Select the option desired to complete the setup.

   a. Click 'Create and Run' to create the recurrence (if applicable) and run the report on demand.

   b. Click 'Create' to create the recurrence and wait for it to run as scheduled.
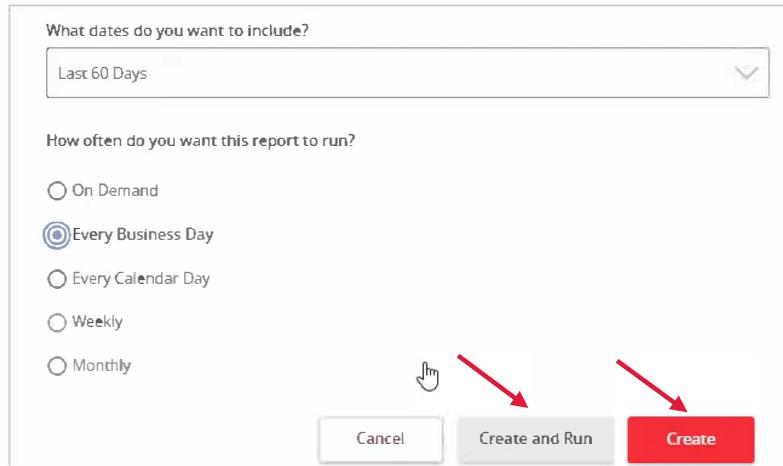
What dates do you want to include?

Last 60 Days

How often do you want this report to run?

○ On Demand

◉ Every Business Day

○ Every Calendar Day

○ Weekly

○ Monthly

Cancel   Create and Run   Create

NOTE: A message will appear on the screen with confirmation the report has been run successfully.

✓

Run Report

Your report ran successfully.

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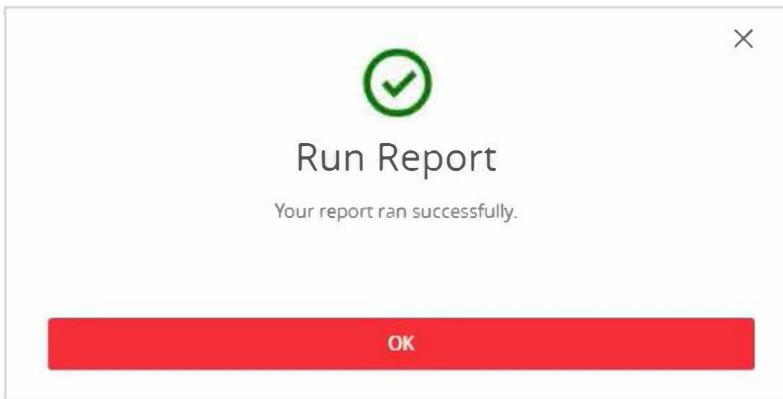
8. The report will show as either 'Queued' or 'In Progress' while being generated.

9. The available download format(s) for the report will display once the report has been generated. Click on the desired option.
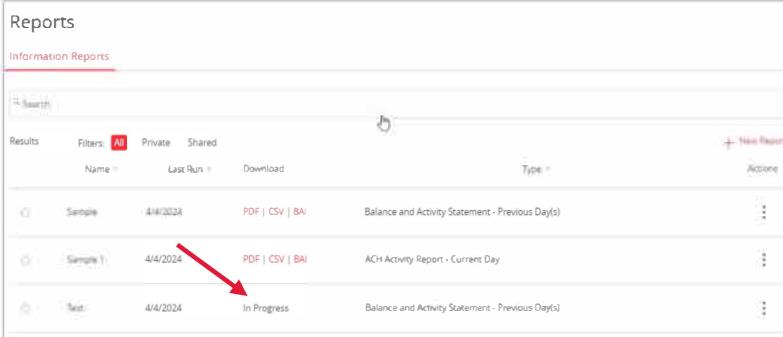
Reports

Information Reports

Search

Results	Filters: All Private Shared			+ New Report
	Name	Last Run	Download	Type	Actions
Sample	4/4/2024	PDF | CSV | BAI	Balance and Activity Statement - Previous Day(s)	⋮
Sample 1	4/4/2024	PDF | CSV | BAI	ACH Activity Report - Current Day	⋮
Test	4/4/2024	In Progress	Balance and Activity Statement - Previous Day(s)	⋮

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10. Click the 'Actions' icon to view history and display additional options.
    a. Run Now
    b. Edit
    c. Copy
    d. Delete.