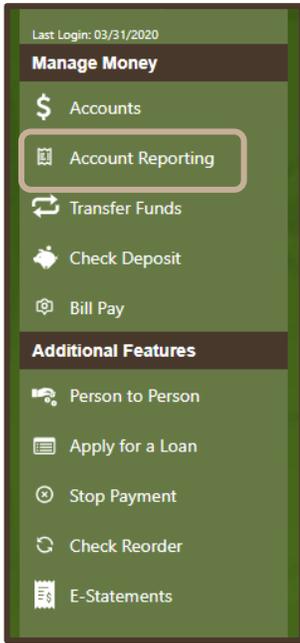




## RUN A REPORT OF YOUR ACCOUNT HISTORY



Dakota West online account access allows you to generate one-time or recurring reports using the Accounts Reporting tool in your browser. Located on the left menu bar, immediately below the Account option, this feature allows you the ability to generate and save reports that provide you quick search and access to all your transaction data for all of your accounts.\*

The Account History Report allows you to begin with a new report from any of your Dakota West accounts, or using a [Saved Report](#). Begin by selecting the account you would like to review. Next select the parameters you want to use narrow down your search within your report.

### Searchable fields include:

- Check Number
- Dollar-Amount Range
- Date Filter
- Transaction Type

Click "Apply" to run the report. The report will appear in the space. Select "Expand" to return to the report parameters screen.

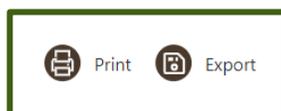
## CREATE, SAVE, PRINT, AND DELETE A REPORT

Creating a report for future use follows the same process, except once all the parameters have been selected, choose "Save Report"

then create a name for your report, and confirm. Your report will now be saved for you to choose next time you access your Account History Report. This is helpful to generate customized statements to show specific transaction types, dollar amounts, or payment history for each month and each account.

When you select your Saved Report from the drop-down list, an additional option will appear at the bottom of the display allowing you to delete any saved reports. Simply select the report and "Confirm" to delete a saved report.

\*Transaction history searches are limited to 24 months from the current date.



Select "Print" or "Export" to save the report after it has been generated. These icons appear in the upper right corner of the Account History Report screen.