First Republic Bank
It's a privilege to serve you®

Corporate Online – Reporting/Wire Activity/Documents

Reporting allows you to review balance and historical transaction information in several available reports. The types of information that appear vary according to the report type. Reports can be reviewed on screen or downloaded to your computer.

Wire Activity allows you to review detailed wire instructions for both incoming and outgoing wires. This includes pertinent information such as the Federal Reference Number for processed wires.

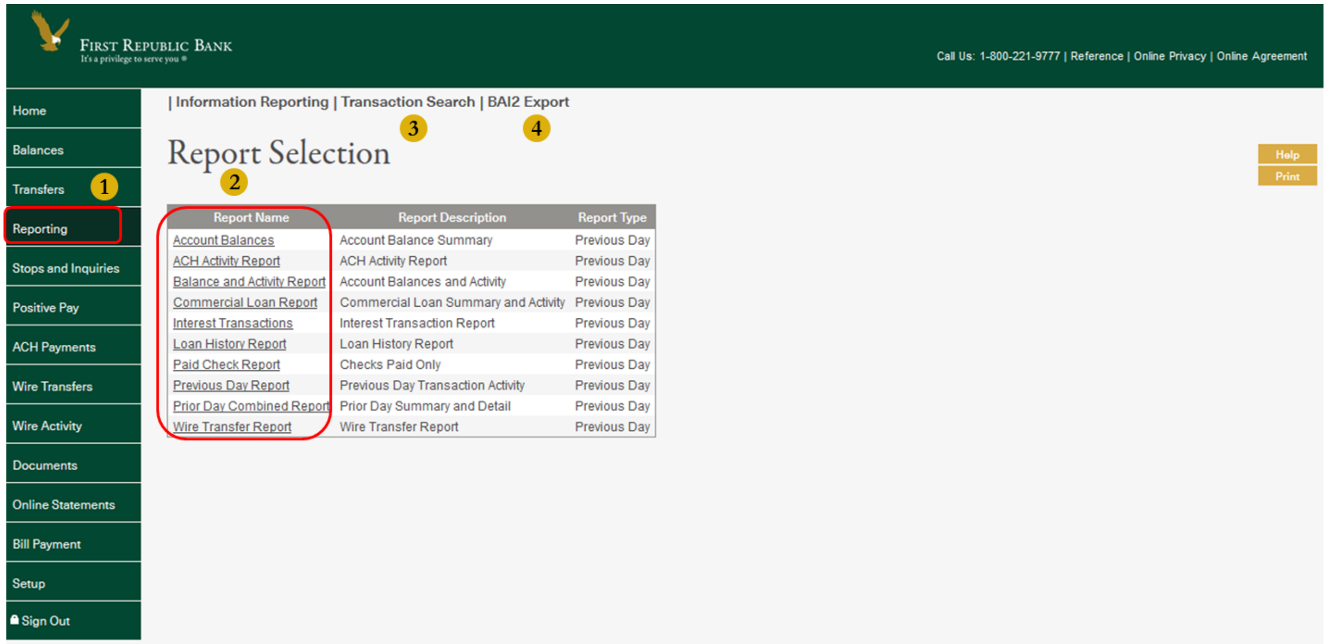
Documents allows you to review both tax documents and Account Analysis statements when available.

~

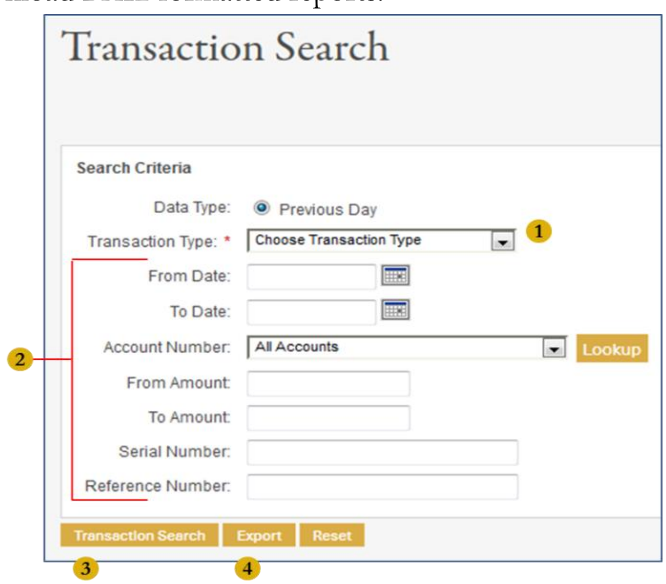
Table of Contents

Corporate Online – Reporting/Wire Activity/Documents

Reports



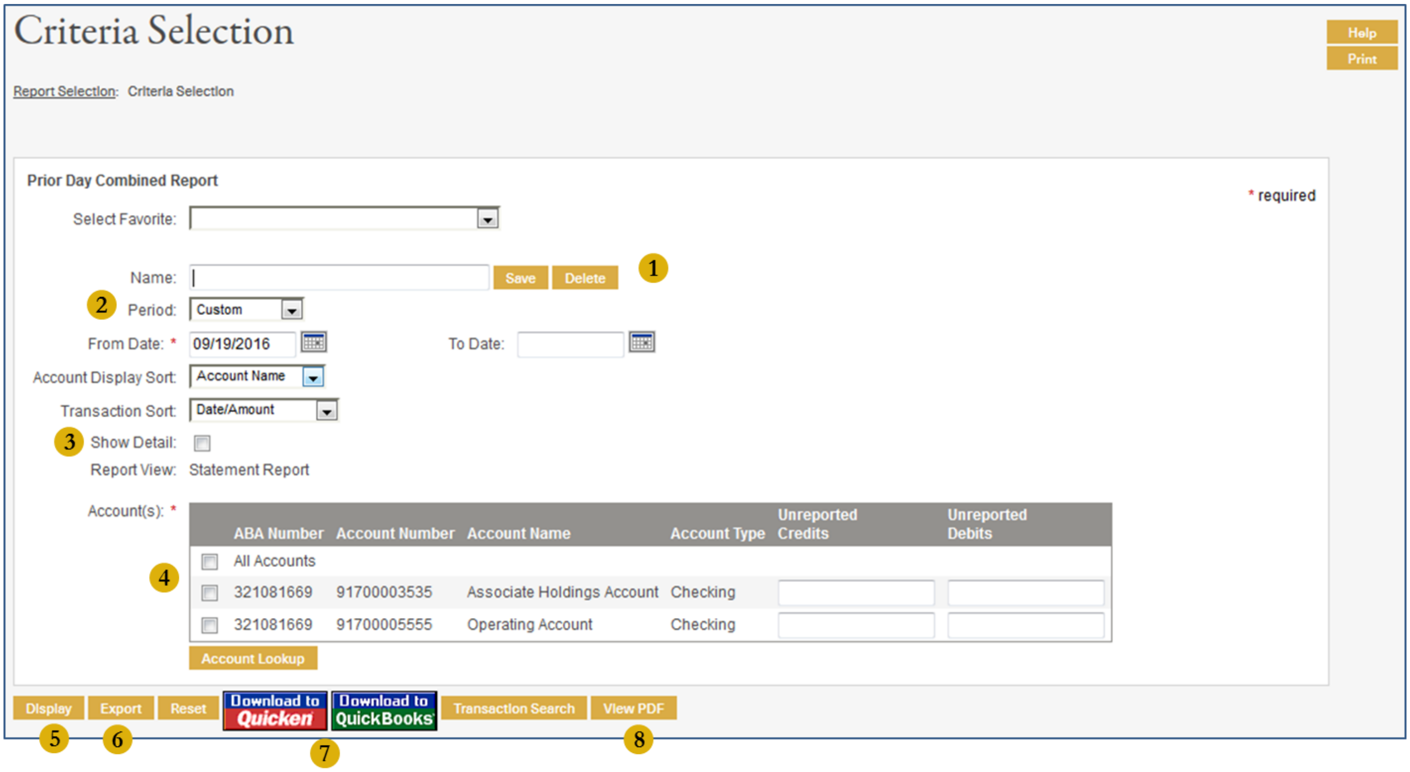
1. Click **Reporting** from the navigation menu on the left.
2. Select a report to review.
3. Click **Transaction Search** to search for a particular transaction. (See below).
4. Click **BAI2 Export** to download BAI2 formatted reports.



1. Select the transaction type via the drop down menu.
2. Enter in criteria to narrow your search for a particular transaction: **Date Range**, **Account Number**, **Amount Range**, Check **Serial Number**, and **Reference Number**.
3. Click **Transaction Search** to display the report.
4. Click **Export** for either a comma-separated or tab-separated file.

Corporate Online – Reporting/Wire Activity/Documents

Reports – Criteria Selection



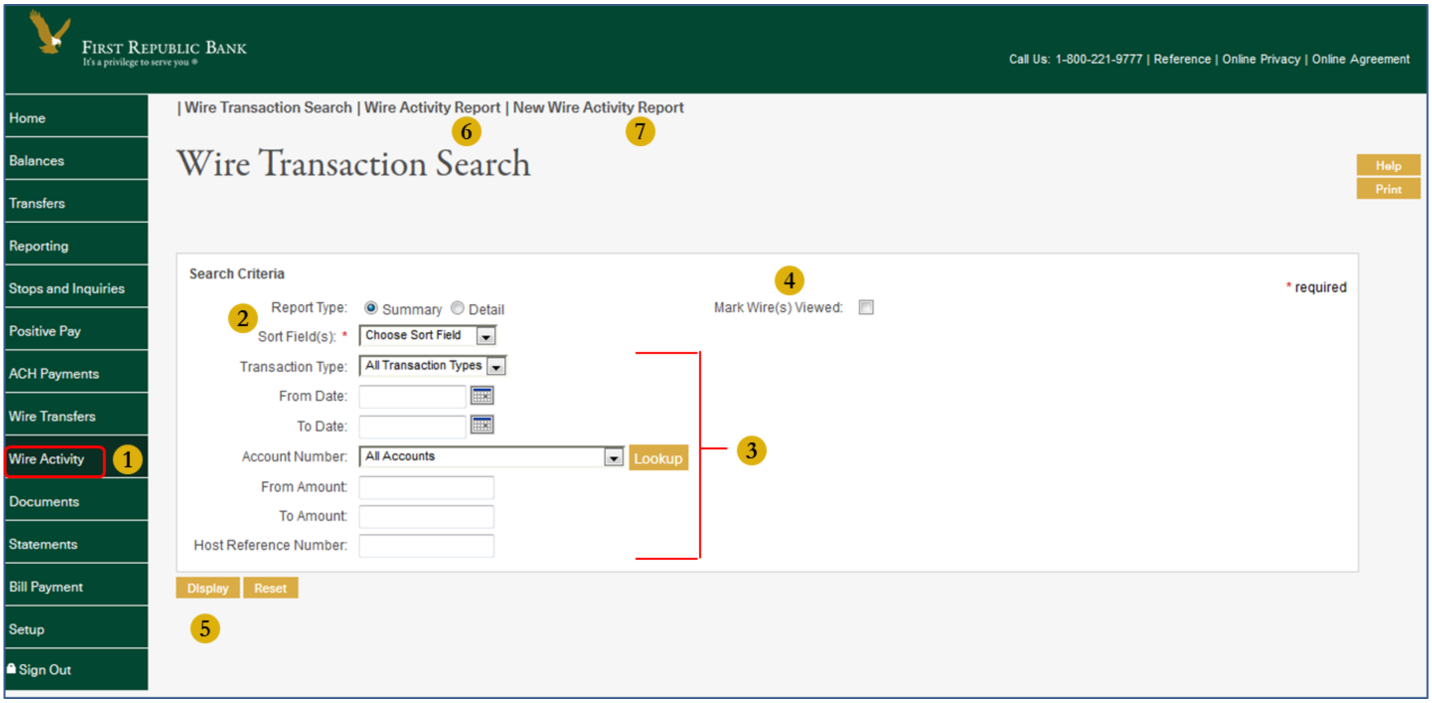
1. To create a favorite (saved) report: Enter a name for the report; otherwise, start with step #2.
2. Enter in the criteria for the (favorite) report: **Period**, **Account Display Sort**, and **Transaction Sort**.
3. Check off the **Show Detail** box to display all available details regarding the transaction.
4. Select the accounts to review within the report.
5. Click **Display** to review the report on screen.
6. Click **Export** for either a comma-separated or tab-separated file.
7. Click **Download to Quicken/QuickBooks** to export the results in an OFX format.
8. Click **View PDF** to review the report in PDF format.

**** Up to 18 months' (previous day) history is available for Reporting and Transaction Search ****

Corporate Online – Reporting/Wire Activity/Documents

Wire Activity

Under **Wire Activity**, wire details for both incoming and outgoing wires are displayed on the reports up to 180 days.

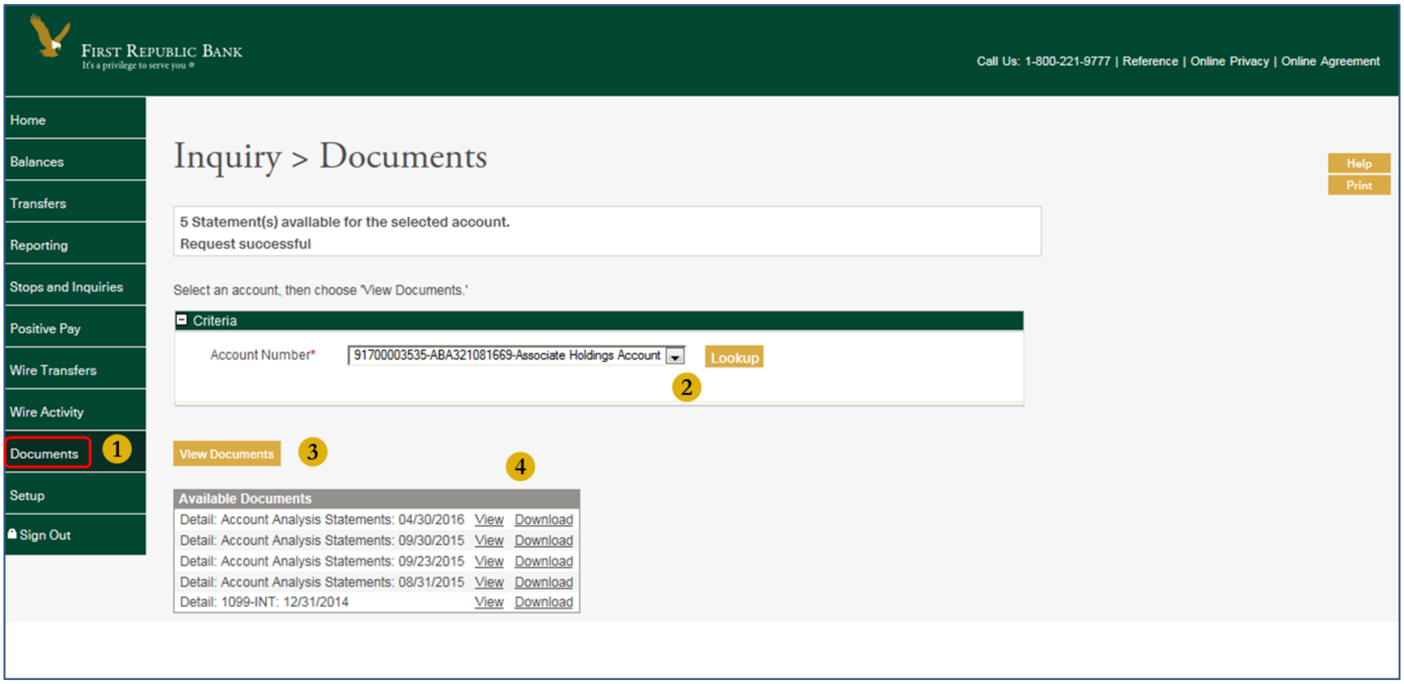


1. Click **Wire Activity** from the navigation bar on the left.
2. Select a **Sort Field** from the drop down menu.
3. Optional: Enter in the criteria for the wire to be reviewed.
4. Optional: Check off **Mark Wire(s) Viewed** if you do not wish the wires to be displayed on the report to appear again.
5. Click **Display** to review the report.
6. Select **Wire Activity Report** to review all wire transactions that occur on a specific date.
7. Select **New Wire Activity Report** to review wire transactions for the current day.

Corporate Online – Reporting/Wire Activity/Documents

Documents

Under **Documents**, Account Analysis statements as well as tax documents will be available for review.



1. Click **Documents** from the navigation bar on the left.
2. Select an account from the drop down menu.
3. Click **View Downloads** for a list of all documents.
3. Click **View** to review the information onscreen or click **Download** for a PDF copy.

~

Contact your banker or our Online Banking Support team for more information or assistance at 1-800-221-9777.

It's a privilege to serve you.