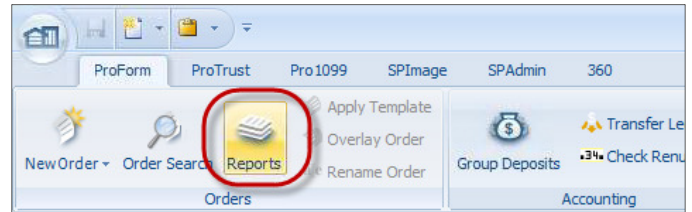Follow these steps to run the reports required for daily banking. These reports are used to complete the Daily Trust Accounting Checklist in each branch.
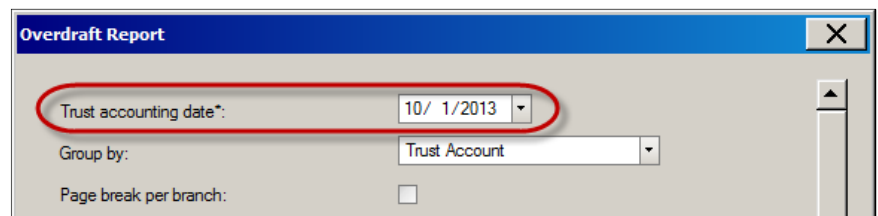
1. From the ribbon, click the **Reports** icon

2. Navigate to the **Trust Accounting Reports** folder for your state

   NOTE: This folder may be a top folder or it may be a sub-folder within the Corporate Reports folder or your State's Reports folder.
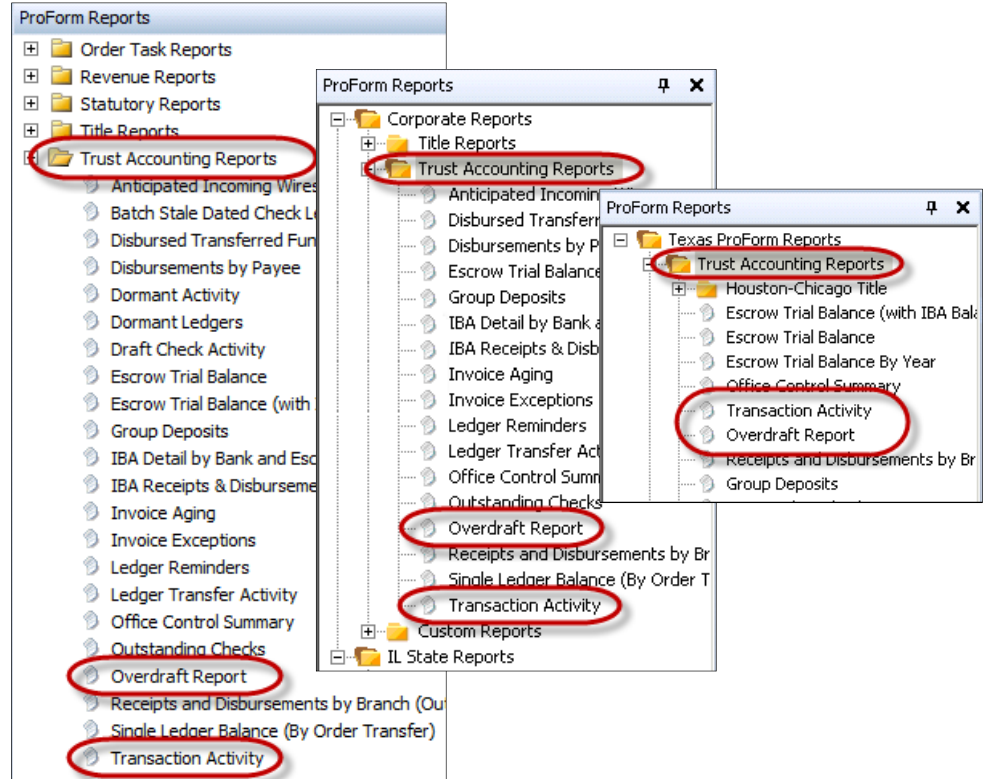
3. Double-click each report to run it

   a) **Overdraft Report** – the **Trust accounting date** is typically the previous day

   b) **Transaction Activity** – **Activity report** = **Receipt**

   c) **Transaction Activity** – **Activity report** = **Check**