



Gulf Capital Bank

Information Reporting

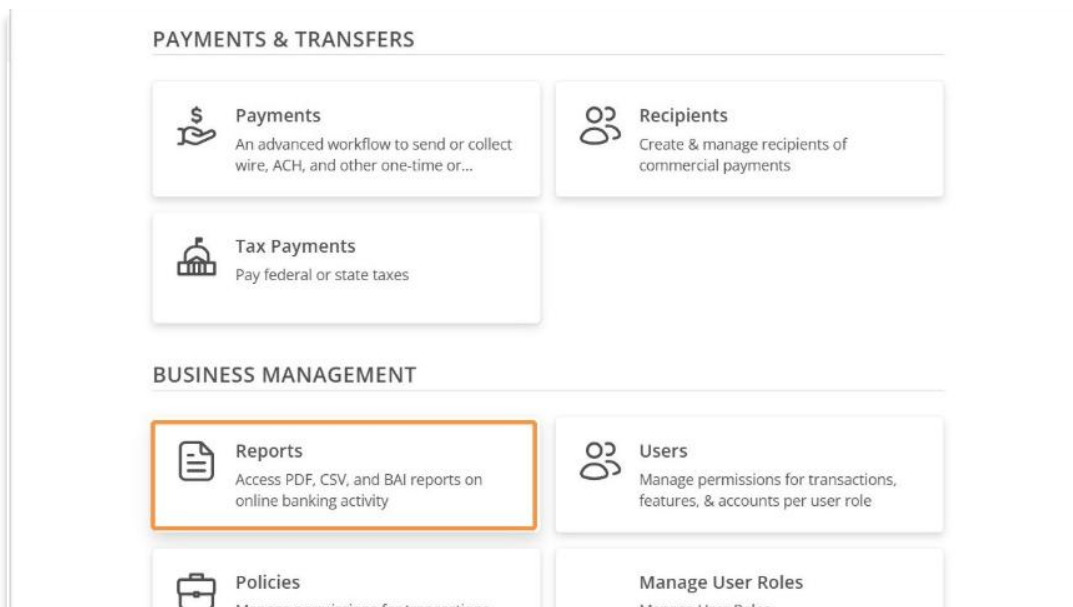
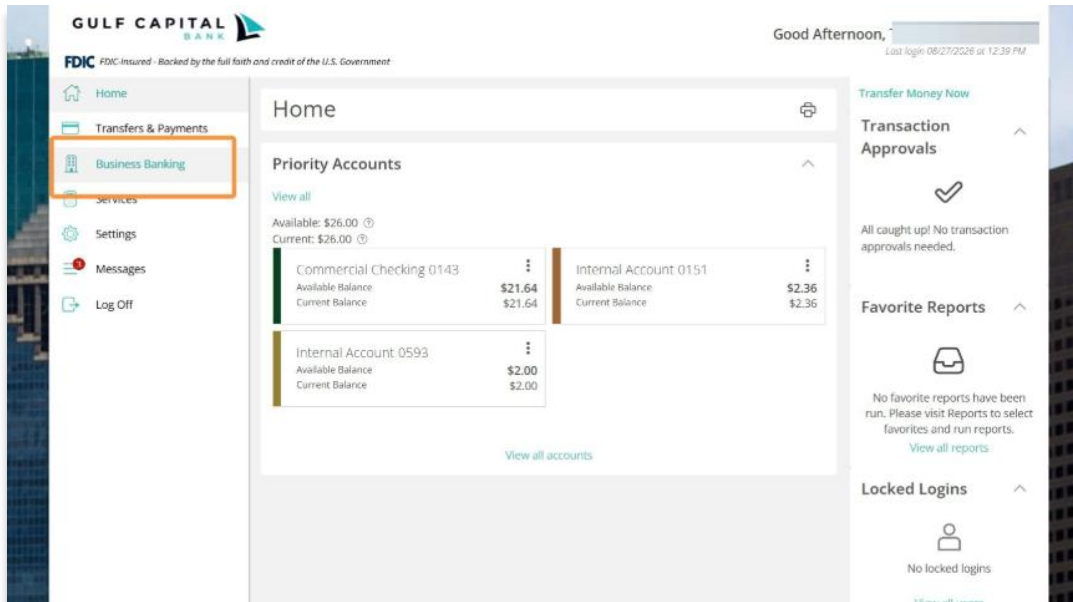
Digital banking designed
for your success.

GULF CAPITAL
BANK 
Banking Built For Houston



Learn how to access and configure your ACH activity reports through Gulf Capital Bank's business banking portal. This guide walks you through the steps to filter by account, date range, and report frequency to streamline your financial monitoring.

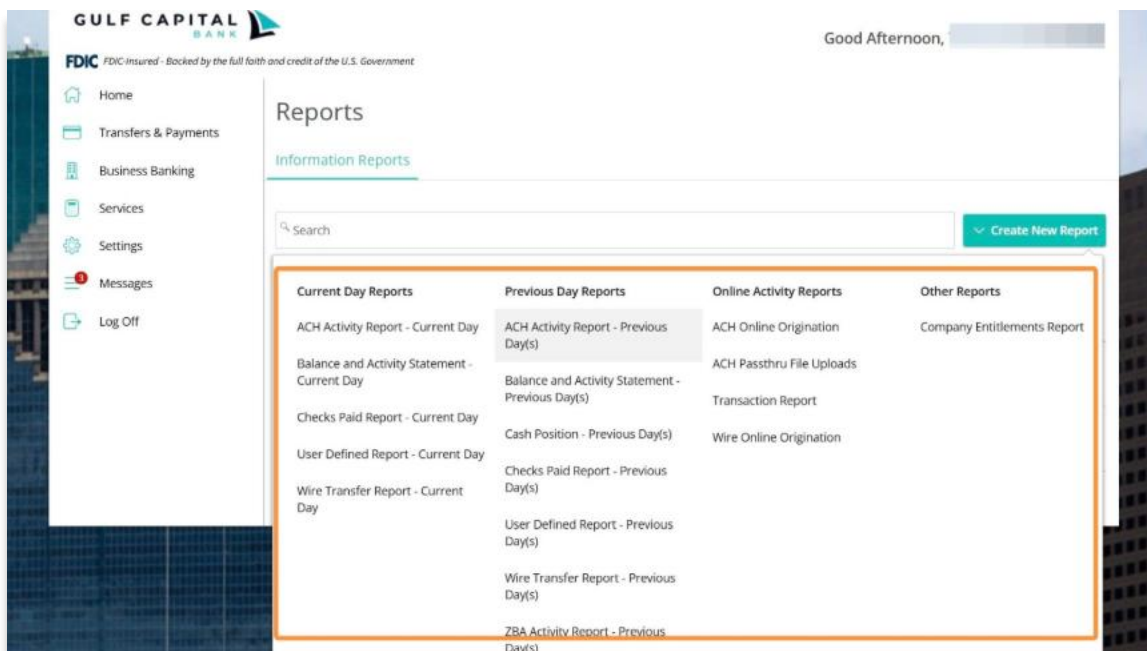
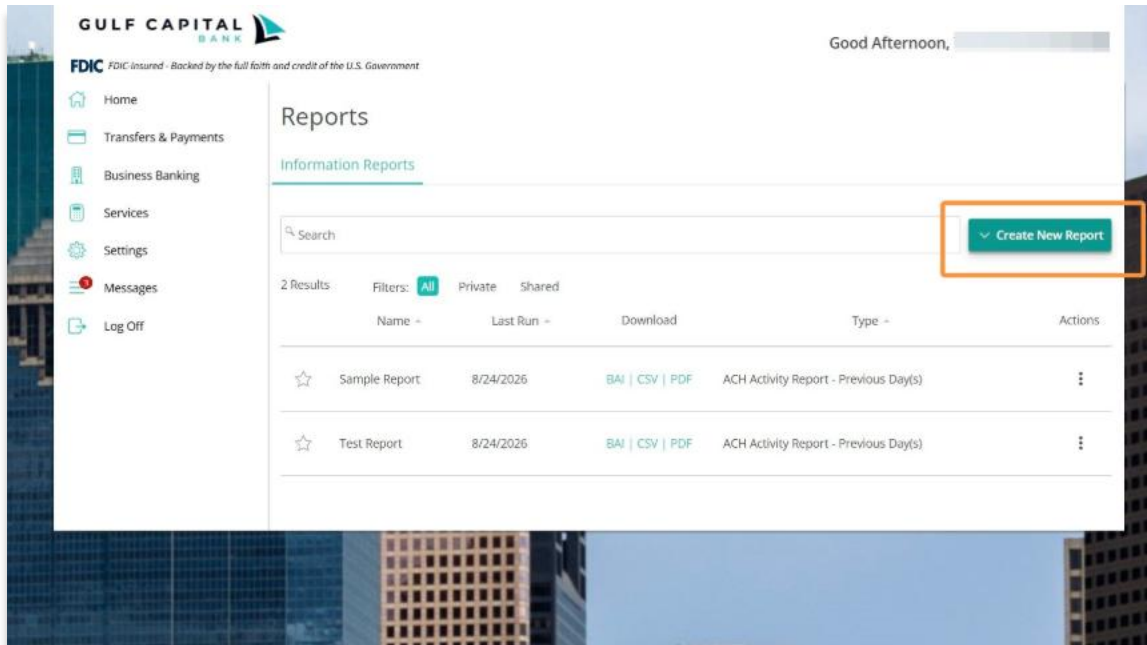
1. To create an Information Report, select the "Business Banking" menu and then select "Reports".



If you need additional assistance, please contact our Client Services Team at (713)999-8875.



2. Select "Create New Report" and then choose the desired report from the drop-down menu.



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3. Designate whether the report will be "Private" or "Shared". Shared reports are assessable to all users who are assigned to the same user role.

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Good Afternoon, [User Name]

[← Back to Reports](#)

New ACH Activity 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 (3)

[Select specific account\(s\)](#)

What dates do you want to include?

How often do you want this report to run?

☒ On Demand

4. Enter the desired name for the report.

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New ACH Activity 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 (3)

[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

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5. Select the account or accounts to be included in the report.

New ACH Activity Report - 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?

Sample

What account(s) do you want to include?

☐ All Accounts (3)

[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

6. Please note that this step only corresponds with reports associated with account information.

SELECT ACCOUNT(S)

Search by account name, nickname or number

Showing: **All** Selected

Select accounts by labels:

☐ Sample Label

Accounts: Showing all 3 account(s)

☐ Name	Account Number	Label
☐ Commercial Checking	0143	Sample Label
☐ Internal Account	0151	Sample Label
☐ Internal Account	0593	

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7. Select the date range for the report. Information can be pulled as far back as the oldest transaction that exists within digital banking for the respective account or accounts.

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Home Transfers & Payments Business Banking Services Settings Messages Log Off

← Back to Reports

New ACH Activity 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

Last Business Day

Last Week

Last Month

Last 30 Days

Last 60 Days

Last 90 Days

Custom Dates

How often do you want this report to run?

☒ On Demand

☐ Every Business Day

☐ Every Calendar Day

8. Select the desired schedule for how often the report should automatically run.

Services Settings Messages Log Off

Do you want this report to be private or shared?

☐ Private

☒ Shared

What do you want to name the report?

Sample

What account(s) do you want to include?

☒ All Accounts (3)

Select specific account(s)

What dates do you want to include?

Last 30 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

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9. Select "Create and Run" to run the report immediately and to save the recurrence. Select "Create" to schedule the report without immediately running it.

Settings
Messages
Log Off

Private
Shared

What do you want to name the report?
Sample

What account(s) do you want to include?
☐ All Accounts (3)
[Select specific account\(s\)](#)

What dates do you want to include?
Last 30 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

Good Afternoon,

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Home
Transfers & Payments
Business Banking
Services
Settings
Messages
Log Off

Back
New
This report

Change report type

Run Report
Your report ran successfully.

OK

What account(s) do you want to include?
☒ All Accounts (3)
[Select specific account\(s\)](#)

What dates do you want to include?
Last 30 Days

How often do you want this report to run?
☒ On Demand

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10. The report will display as either "Queued" or "In Progress" while it is being generated depending on how many reports are currently being generated.

Good Afternoon, [User Name]

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Reports

Information Reports

Search [Create New Report]

3 Results Filters: All Private Shared

Name	Last Run	Download	Type	Actions
☆ Sample	8/27/2026	In Progress	ACH Activity Report - Previous Day(s)	⋮
☆ Sample Report	8/24/2026	BAI CSV PDF	ACH Activity Report - Previous Day(s)	⋮
☆ Test Report	8/24/2026	BAI CSV PDF	ACH Activity Report - Previous Day(s)	⋮

11. Click the "Actions" option to "View History", "Run Now", "Edit", "Copy" or "Delete" the specific report.

Good Afternoon, [User Name]

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Home Transfers & Payments Business Banking Services Settings Messages Log Off

Reports

Information Reports

Search [Create New Report]

3 Results Filters: All Private Shared

Name	Last Run	Download	Type	Actions
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☆ Sample Report	8/24/2026	BAI CSV PDF	ACH Activity Report - Previous Day(s)	⋮
☆ Test Report	8/24/2026	BAI CSV PDF	ACH Activity Report - Previous Day(s)	⋮

- View History
- Run Now
- Edit
- Copy
- Delete

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