# Corporate Services

# Quick Reference Guide - Balance and Transaction Reporting
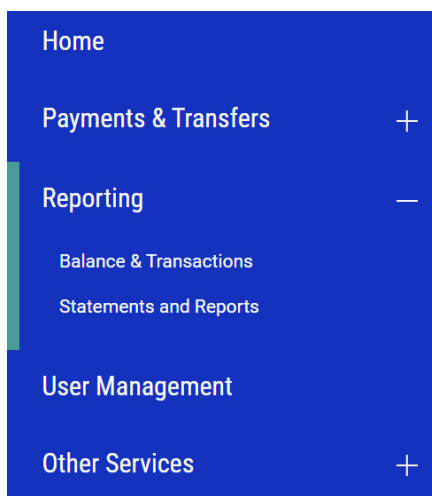
The Balance and Transaction Reporting (BTR) workspace provides you with detailed balance and transaction information from the accounts you have permissions to view. There are a number of additional capabilities designed to give you quick access to desired data.

To access the BTR workspace, open the left navigation menu, click to expand the Reporting menu, then select the Balance & Transactions link.

| |
|---|
| Home |
| Payments & Transfers      + |
| Reporting      − |
|     Balance & Transactions |
|     Statements and Reports |
| User Management |
| Other Services      + |

## VIEW ACCOUNT SUMMARY

Account Summary is a widget pinned to the BTR workspace, it is organized by multiple functional tabs based on your permissions:

- All Accounts
- Balance History
- Account Activity
- Export

## ALL ACCOUNTS

Account information is presented in two formats: (1) a tabular, list view or (2) a tile view. You are able to toggle between these two formats via the icon that appears in the upper right corner of the Account Summary widget in order to view accounts based on your preference. Both formats present accounts in groups, based on account types: deposit, loan, investment and other.

## Balance & Transaction Reporting

Add Widget    ⌄

**ALL ACCOUNTS**    CUSTOM REPORTING    ACCOUNT ACTIVITY

As with standard capabilities, the list view(s) in BTR can be personalized by you – sort data in a column, display desired columns, arrange order of columns, and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

In the Account Summary All Accounts list view, the first account group is auto-expanded and subsequent groups are collapsed. Click on + to view more information. You can also view the account details by clicking on the account name link.

**ALL ACCOUNTS**    CUSTOM REPORTING    ACCOUNT ACTIVITY

∨ Deposit Accounts

| | TODAY'S OPENING LEDGER | CURRENT AVAILABLE |
|---|---|---|
| | $238,571.10 | $237,191.10 |
| | THESE BALANCES REFLECT ALL ACCOUNTS | |

ALL ACCOUNTS ∨                    As of 06/17/2024 10:41 AM   ▽  ⊞  |  🖨  ↓  🔒

| ACCOUNT NAME | ACCOUNT NUMBER | TODAY'S OPENING LEDGER | CURRENT AVAILABLE |
|---|---|---|---|
| MARKET RATE ACCOUNT | | 100,000.00 | 100,000.00 |
| OPERATING ACCOUNT | | 133,189.98 | 131,809.98 |
| PAYROLL ACCOUNT | | 5,381.12 | 5,381.12 |

VIEW 1-3 OF 3                                          DISPLAY  All ∨        1

From the Account Detail screen, you can:

- View transaction details of the selected account.
- View any images (checks, deposit tickets, etc.) associated with a transaction by clicking on the icon where available.
- If 'with administrative rights,' rename the account display name for all users within the same customer.
- View additional account balance information as 'available.'

## ‹ Deposit Account Details

**DEPOSIT ACCOUNT**

ACCOUNTS

| MARKET RATE ACCOUNT · | ∨ |
|---|---|

Assign Nickname

TRANSACTIONS FOR

| 06/11/2024 - 06/17/2024 🗓 |
|---|

Balances as of
06/17/2024 10:46 AM

| CLOSING AVAILABLE | TODAY'S OPENING LEDGER | CURRENT AVAILABLE |
|---|---|---|
| $100,000.00 | $100,000.00 | $100,000.00 |

ALL TRANSACTIONS ∨                    As of 06/17/2024 10:46 AM   ▽  ⊞  |  🖨  ↓

| DATE | DESCRIPTION | TRANSACTION DESCRIPTION | DEBIT | CREDIT | CUST. REF. / CHECK NUMBER | RUNNING BALANCE |
|---|---|---|---|---|---|---|
| 06/11/2024 | Misc Debit | | 🗹 86,312.54 | | 00117 | 100,000.00 |

In tile view, clicking on the account name also presents the detail information of the account.

## Balance & Transaction Reporting

ALL ACCOUNTS    CUSTOM REPORTING    ACCOUNT ACTIVITY

⬤▬▬ ▦

**Deposit Accounts**

| OPERATING ACCOUNT → | PAYROLL ACCOUNT → | MARKET RATE ACCOUNT → |
|---|---|---|
| ACCOUNT NUMBER | ACCOUNT NUMBER | ACCOUNT NUMBER |
| CURRENT AVAILABLE | CURRENT AVAILABLE | CURRENT AVAILABLE |
| $131,809.98 | $5,381.12 | $100,000.00 |

The tile view offers a convenient account transfer ability by using your mouse to "drag" a tile onto another tile to indicate the from/to account pair for the transfer. On clicking and dragging the 'from' account tile, the screen will adhere to pre-set transfer permissions and disable (by fading out) the accounts that are not set as a 'to' account.

When drag & drop tiles have met the eligibilities, a Quick Transfer display will open, pre-filling the 'from/to' accounts information. You only need to complete the desired amount.

### INITIATE TRANSFER ⊗

🖨

FROM ACCOUNT

| Select ⌄ |
|---|

TO ACCOUNT

| Select ⌄ |
|---|

TRANSFER DATE

| 06/17/2024 ▦ |
|---|

AMOUNT

| $ | |
|---|---|

MEMO                    Optional

| |
|---|

0/80

**SUBMIT**    CLEAR

## BALANCE HISTORY

The Custom Reporting tab in the Account Summary widget provides a view to account(s) balance history for a given date.

## Balance & Transaction Reporting

Add Widget ▼

ALL ACCOUNTS    **CUSTOM REPORTING**    ACCOUNT ACTIVITY

**REPORT OPTIONS**

| DATE |
|---|
| New Report ▼ | 05/01/2024 - 05/31/2024 🗓 | ⬤ Make available to others (report must be saved) ⓘ |

Manage Reports

**REPORT CRITERIA**

**ACCOUNT TYPE**            **ACCOUNTS**

Deposit Accounts ▼       MARKET RATE AC... ▼

Aggregate balance information for the accounts selected is presented as well as the individual account balances.

### 2 Accounts - 05/01/2024 - 05/31/2024                    ⬤ Expand all accounts

| | | FIRST DAY OPENING LEDGER | LAST DAY CLOSING LEDGER | TOTAL CREDITS (6) | TOTAL DEBITS (76) |
|---|---|---|---|---|---|
| ⌄ | **OPERATING ACCOUNT**<br>Period: 05/01/2024 - 05/31/2024 | $177,669.56 | $169,726.48 | $328,735.89 | $336,678.97 |

⌄   **Status Balances**

| FIRST DAY (05/01/2024) | | LAST DAY (05/31/2024) | |
|---|---|---|---|
| Opening Ledger | 177,669.56 | Opening Ledger | 175,313.99 |
| Closing Ledger | 168,614.56 | Closing Ledger | 169,726.48 |
| Collected Balance | 168,614.56 | Collected Balance | 169,726.48 |
| Average Closing Available MTD | 168,614.56 | Average Closing Available MTD | 169,726.48 |
| Current Available | 169,614.56 | Current Available | 170,726.48 |
| 1 - Day Float | 0.00 | 1 - Day Float | 0.00 |
| 2 Or More Days Float | 0.00 | 2 Or More Days Float | 0.00 |
| Total Credits (0) | 0.00 | Total Credits (0) | 0.00 |
| Total Debits (2) | 9,055.00 | Total Debits (4) | 5,587.51 |
| Interest Rate | 0.00% | Interest Rate | 0.00% |
| Accrued Interest | 0.00 | Accrued Interest | 0.00 |
| Interest Paid YTD | 0.00 | Interest Paid YTD | 0.00 |
| Previous YTD Interest | 0.00 | Previous YTD Interest | 0.00 |
| Last Deposit Date | 43024 | Last Deposit Date | 52424 |
| Date Last Statement | 43024 | Date Last Statement | 60224 |
| Hold Amount | 0.00 | Hold Amount | 0.00 |

| | | FIRST DAY OPENING LEDGER | LAST DAY CLOSING LEDGER | TOTAL CREDITS (6) | TOTAL DEBITS (22) |
|---|---|---|---|---|---|
| ⌄ | **PAYROLL ACCOUNT**<br>Period: 05/01/2024 - 05/31/2024 | $43,008.03 | $5,381.12 | $163,636.94 | $201,263.85 |

## ACCOUNT ACTIVITY

Account Activity tab in Account Summary widget provides you the convenience of saving frequently utilized Transaction Search criteria for reuse.

# Balance & Transaction Reporting

Add Widget ⌄

ALL ACCOUNTS    CUSTOM REPORTING    ACCOUNT ACTIVITY

**REPORT CRITERIA**

| DATE | ACCOUNTS | TRANSACTION TYPE | AMOUNT  Range |
|---|---|---|---|
| 06/14/2024 📅 | OPERATING ACCOU... ⌄ | All Transactions ⌄ | 0.00 |

Filter

☐ MARKET RATE ACCOUNT -

☑ OPERATING ACCOUNT -

☐ OPERATING LOC -

☐ PAYROLL ACCOUNT -

**DONE**  (SELECT ALL)  (CLEAR)

SUBMIT   Cancel

**SAVED CRITERIA**

🔄  🔻  ▥  |  🖨  ⬇  🔒

## EXPORT

The Custom Reporting tab in Account Summary widget offers you the ability to output a single or multiple accounts balances and transaction information in four (4) formats – either BAI, CSV, QuickBooks or Quicken, for a single or a range of dates.

ALL ACCOUNTS    CUSTOM REPORTING    ACCOUNT ACTIVITY

**REPORT OPTIONS**

| New Report ⌄ |  Modify Criteria | | (PRINT) | EXPORT ⌄ |

Manage Reports

CSV (Delimited)
BAI Format
QuickBooks (QBO)
Quicken (QFX)
STI CSV

**2 Accounts - 05/01/2024 - 05/31/2024**    ⚪ Expan

| **OPERATING ACCOUNT** | FIRST DAY OPENING LEDGER | LAST DAY CLOSING LEDGER | TOTAL CREDITS (6) | TOTAL DEBITS (76) |
|---|---|---|---|---|
| › Period: 05/01/2024 - 05/31/2024 | $177,669.56 | $169,726.48 | $328,735.89 | $336,678.97 |

| **PAYROLL ACCOUNT** | FIRST DAY OPENING LEDGER | LAST DAY CLOSING LEDGER | TOTAL CREDITS (6) | TOTAL DEBITS (22) |
|---|---|---|---|---|
| ⌄ Period: 05/01/2024 - | $43,008.03 | $5,381.12 | $163,636.94 | $201,263.85 |