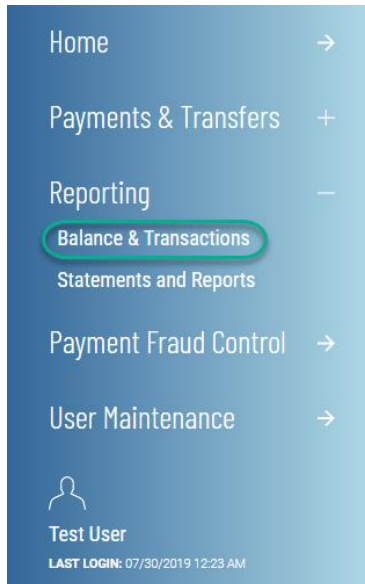


Quick Reference Guide – Balance and Transaction Reporting (BTR)

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.



View Account Summary

Account Summary is a widget pinned to the BTR workspace, it lists the balances of accounts that you have access to view.

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.



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.

Quick Reference Guide – Balance and Transaction Reporting (BTR)


In 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.

The screenshot displays the 'ACCOUNT SUMMARY' interface. At the top, there are tabs for 'ALL ACCOUNTS', 'BALANCE HISTORY', 'ACCOUNT ACTIVITY', and 'EXPORT'. Below the tabs, there are two main sections: 'DEPOSIT ACCOUNTS' and 'LOAN ACCOUNTS'. The 'DEPOSIT ACCOUNTS' section shows a table with four columns: 'ACCOUNT NAME', 'ACCOUNT NUMBER', 'TODAY'S OPENING LEDGER', and 'CURRENT AVAILABLE'. The table lists four accounts: 'Operating Account', 'Payroll Account', 'Capital Account', and 'Disbursement Account'. The 'Operating Account' is highlighted with a red circle. To the right of the table, there are summary statistics for 'TODAY'S OPENING LEDGER' (\$932,822.40) and 'CURRENT AVAILABLE' (\$1,739.58), along with a refresh icon and a timestamp 'As of 09/23/2019 11:43 AM'. Below the table, there is a 'VIEW 1-4 OF 4' indicator and a 'DISPLAY' dropdown menu set to 'All'. The 'LOAN ACCOUNTS' section is collapsed, indicated by a '+' sign in a red circle. To the right of the 'LOAN ACCOUNTS' section, there are summary statistics for 'CURRENT PRINCIPAL' (\$1,748.23) and 'CURRENT AVAILABLE' (\$5,784.63).

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Operating Account	001000001	88654.87	758.04
Payroll Account	001000002	253446.94	88.64
Capital Account	001000003	590720.59	701.22
Disbursement Account	001000007	Not Available	191.68

Quick Reference Guide – Balance and Transaction Reporting (BTR)

From the Account Detail screen, you can

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

< Deposit Account Detail

DEPOSIT ACCOUNT

Payroll Account 0010000002 Balances as of 09/23/2019 11:56 AM





Edit Account Name

\$253,446.94	\$918.53	\$253,446.94	\$88.64
CLOSING AVAILABLE	OPENING LEDGER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE

Transactions for

09/17/2019 - 09/23/2019 As of 09/23/2019 11:56 AM

🔍 🗑️ | 🖨️ ⬇️

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	19,227.97	
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	1,922.85	
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	382.16	
09/20/2019	Check Paid	FED CLEARING DEBIT	23,322.91	
09/20/2019	Check Paid	FED CLEARING DEBIT	20,560.00	
09/20/2019	Check Paid	FED CLEARING DEBIT	9,500.00	
09/20/2019	Check Paid	REGULAR CHECK	2,887.73	

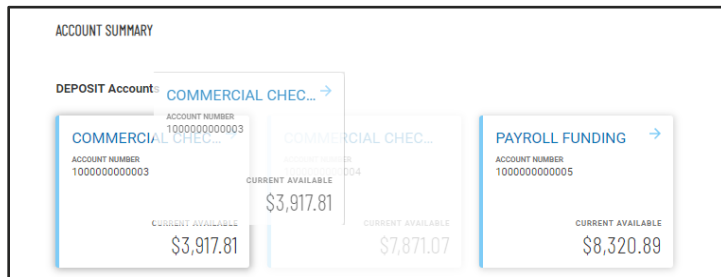
Quick Reference Guide – Balance and Transaction Reporting (BTR)

In tile view, clicking on the account name also presents the transaction details of the account.



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

Commercial Checking - 1000000000003 (\$3,917.81 USD Available)

\$3,917.81 USD Available

TO ACCOUNT

Payroll Funding - 1000000000005 (\$8,320.89 USD Available)

\$8,320.89 USD Available

TRANSFER DATE

06/17/2019

AMOUNT

0.00

MEMO Optional

Submit Clear

Quick Reference Guide – Balance and Transaction Reporting (BTR)

Balance History tab in Account Summary widget provides a view to account(s) balance history for a given date.

The screenshot displays the 'Balance & Transaction Reporting' interface. At the top, there is a blue header with the title 'Balance & Transaction Reporting' and an 'Add Widget' button. Below the header, there are four tabs: 'ALL ACCOUNTS', 'BALANCE HISTORY' (which is selected and underlined), 'ACCOUNT ACTIVITY', and 'EXPORT'. Under the 'BALANCE HISTORY' tab, there are two main sections: 'ACCOUNTS' and 'DATE'. The 'ACCOUNTS' section includes a dropdown menu labeled 'Select' with a list of accounts: 'Capital Account - 0010000003', 'Commercial Loan - 0010000004', 'Disbursement Account - 0010000007', 'Operating Account - 0010000001', and 'Payroll Account - 0010000002'. Below the list are three buttons: 'Select all', 'Clear', and 'Done'. The 'DATE' section includes a date input field showing '20 Sep 2019' and a calendar icon.

Quick Reference Guide – Balance and Transaction Reporting (BTR)

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

ALL ACCOUNTS
BALANCE HISTORY
ACCOUNT ACTIVITY
EXPORT

Report Criteria

Accounts: 5 Accounts Date: 09/20/2019

ACCOUNTS

5 Selected
▼

DATE

20 Sep 2019
📅

Submit
Cancel

↓ 🖨️

Account Summary [HIDE ACCOUNT TOTALS](#) | [EXPAND ALL](#)

Total For 3 Accounts

As of : 09/23/2019 **TOTALS**

OPENING LEDGER	\$1,052,554.44
CLOSING LEDGER	\$932,822.40
AVERAGE CLOSING LEDGER MTD	\$756,446.43
OPENING AVAILABLE	\$1,048,361.94
CLOSING AVAILABLE	\$928,524.96
AVERAGE CLOSING AVAILABLE MTD	\$736,324.36
1 - DAY FLOAT	\$1,238.07
2 OR MORE DAYS FLOAT	\$27.80
3 OR MORE DAYS FLOAT	\$4,031.57
TOTAL CREDITS	\$1,135,898.58
TOTAL DEBITS	\$1,255,630.62

+ ACCOUNT 0010000001
OPERATING ACCOUNT

+ ACCOUNT 0010000002
PAYROLL ACCOUNT

+ ACCOUNT 0010000003
CAPITAL ACCOUNT

Quick Reference Guide – Balance and Transaction Reporting (BTR)

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 BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

Report Criteria

ACCOUNTS: 4 Selected

DATE: 08/09/2019 - 08/31/2019

TRANSACTION TYPE: All Transactions

AMOUNT Range: 0.00

Submit Cancel

Saved Criteria

- Today
- Previous Business Day
- Previous Month**
- Month to Date
- Quarter to Date
- Year to Date
- Custom Range

SELECT	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANS/
<input type="checkbox"/>	...	Yesterday	MULTI 4	Previous Business Day	All
<input type="checkbox"/>	...	Last Month	MULTI 4	Previous Month	All

Delete VIEW 1-2 OF 2 DISPLAY All 1

Export 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.

Balance & Transaction Reporting Add Widget

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

EXPORT TYPE: Select

ACCOUNTS: Select

DATE: 22 Sep 2019 - 22 Sep 2019

- Select
- BAI Format**
- Comma Delimited (CSV)
- QuickBooks (QBO)
- Quicken (QFX)