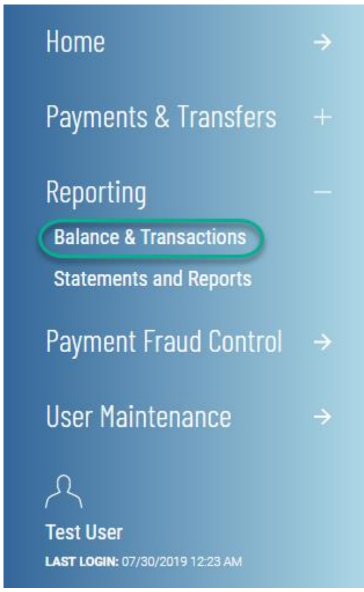
Quick Reference Guide – Balance and Transaction Reporting (BTR)

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.

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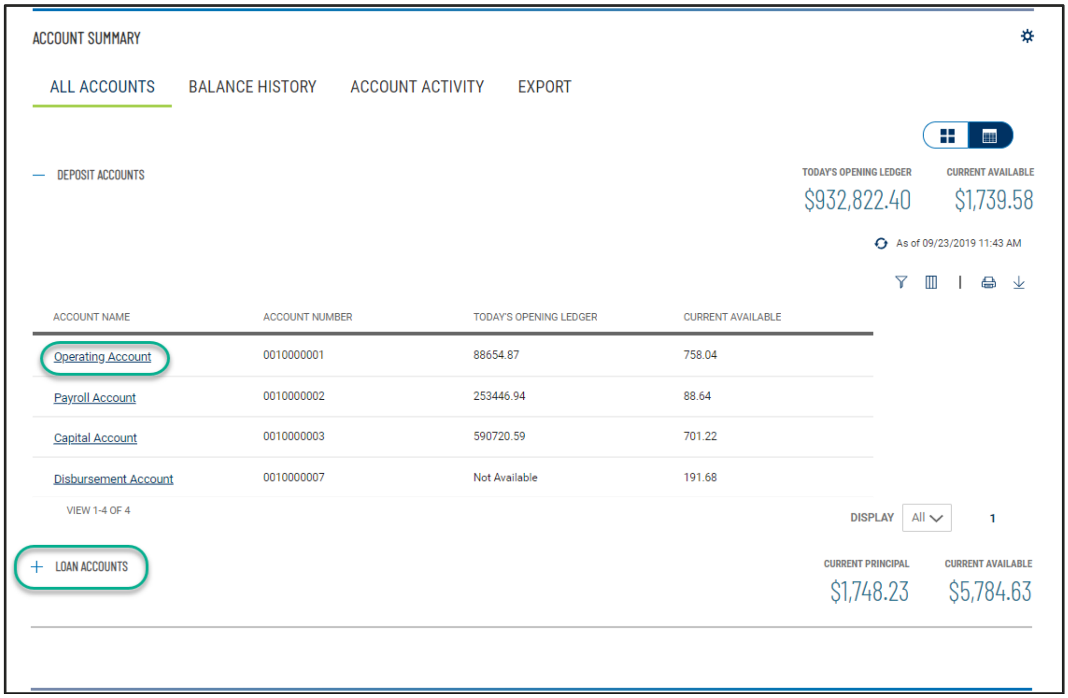
In Account Summary All Accounts list view, the first account group is auto-expanded and subsequent groups are collapsed. Click on + to view more information. You can also view the account details by clicking on the account name link.



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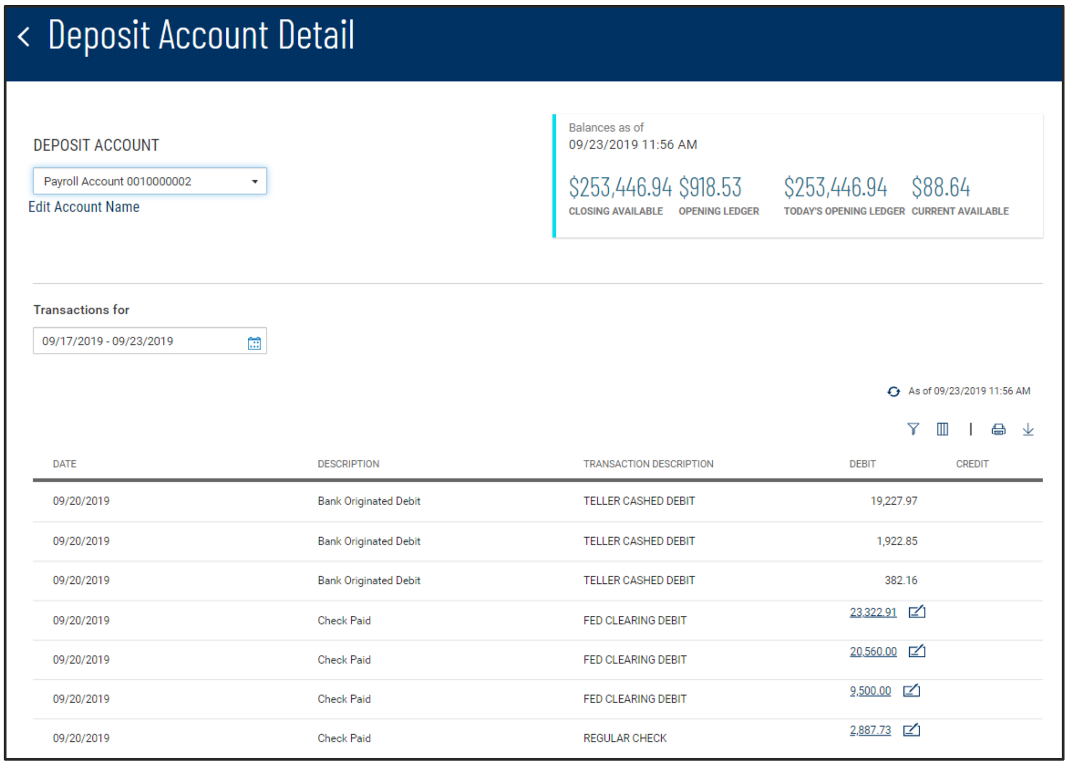
From the Account Detail screen, you can

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.



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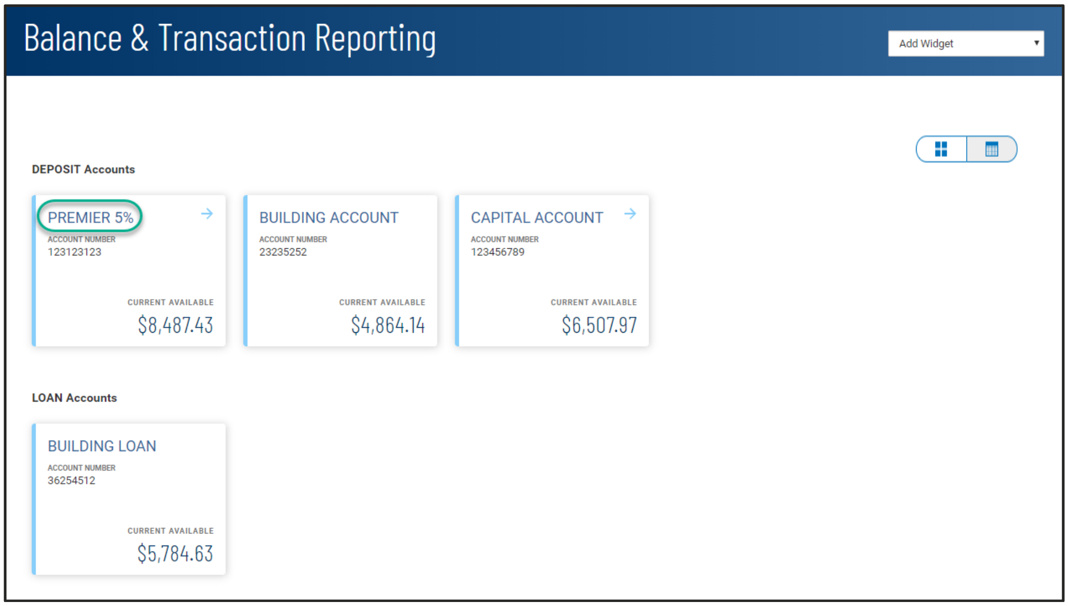
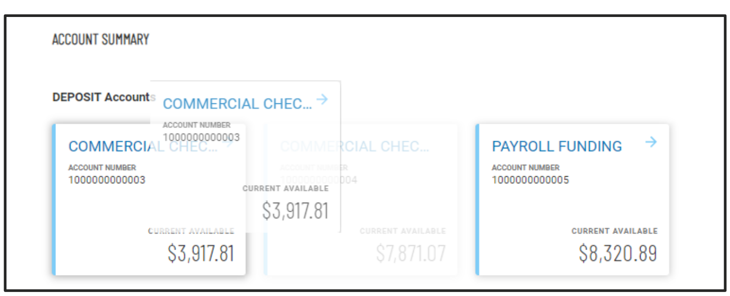
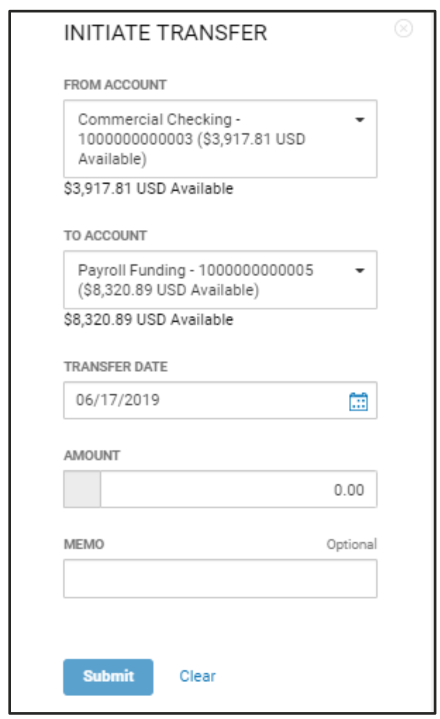
In tile view, clicking on the account name also presents the transaction details of the account.



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.





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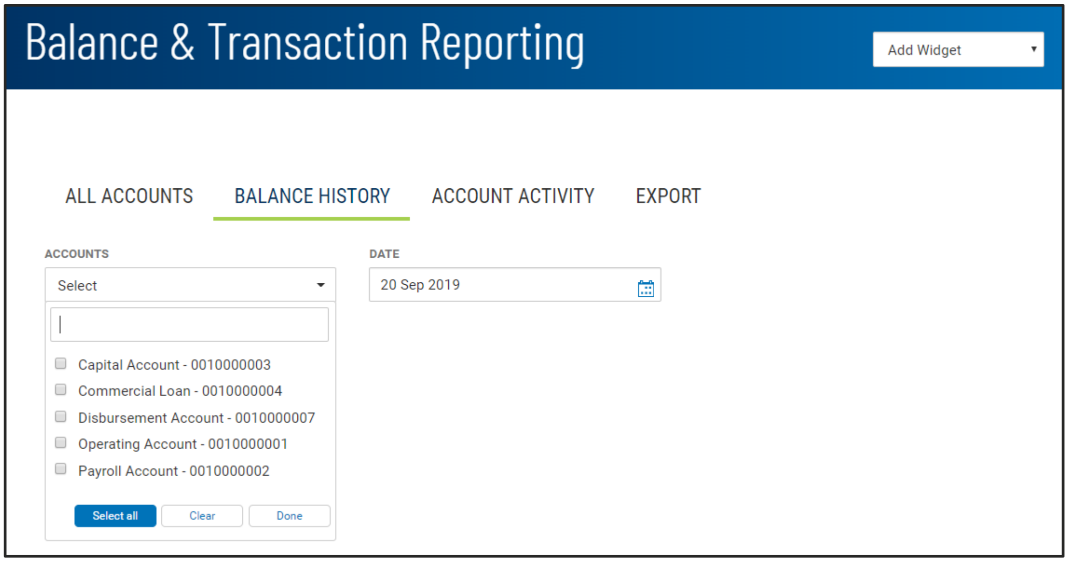
Balance History tab in Account Summary widget provides a view to account(s) balance history for a given date.



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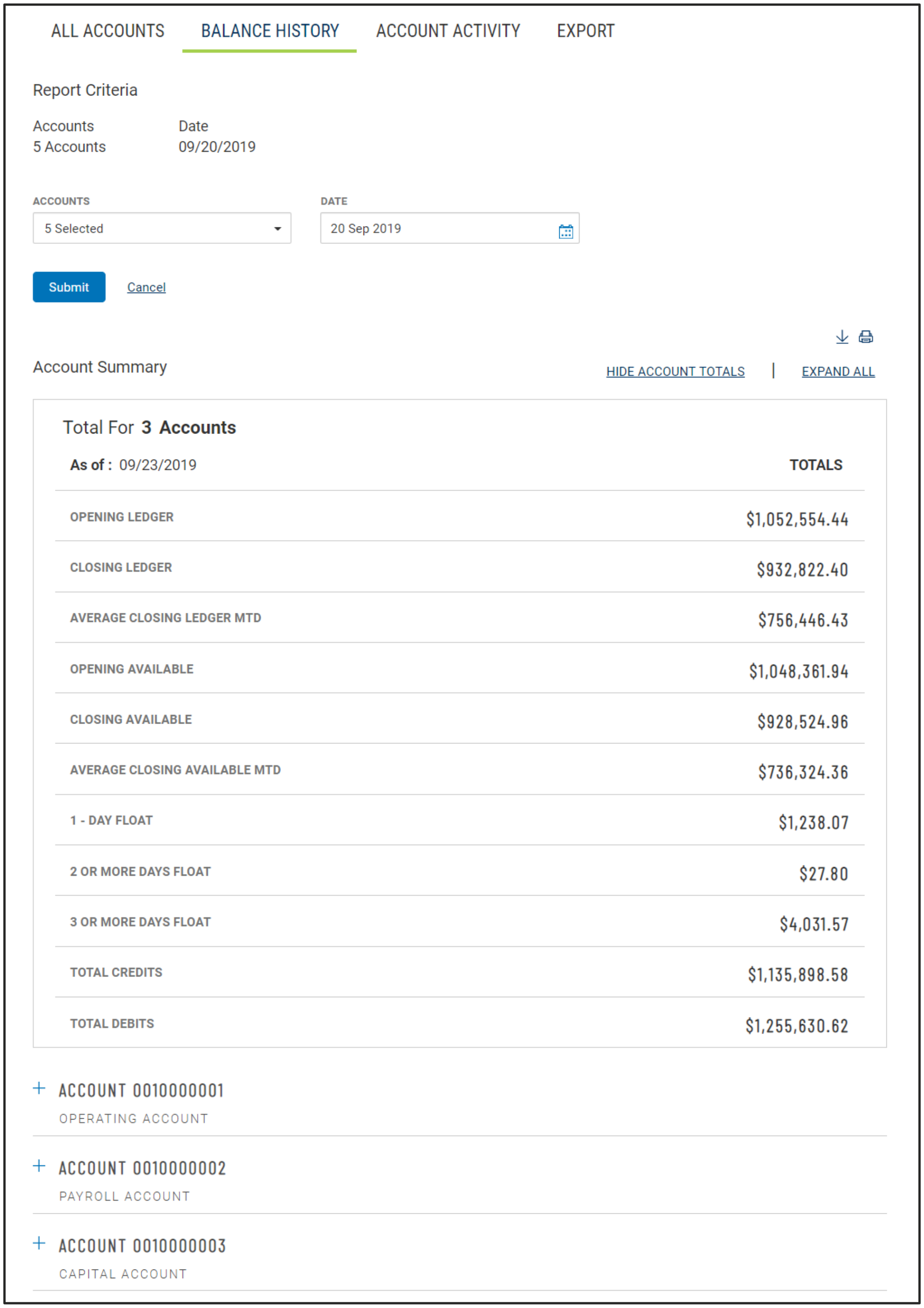
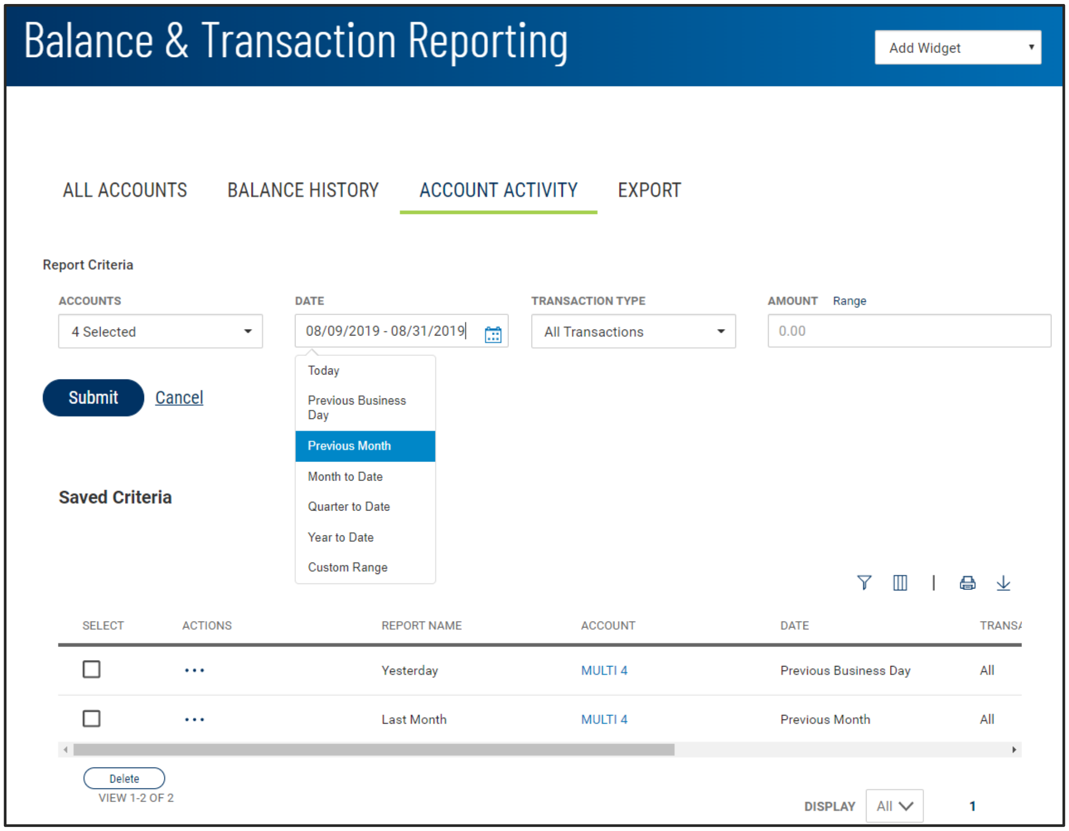
Aggregate balance information for the accounts selected is presented as well as the individual account balances.



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



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.