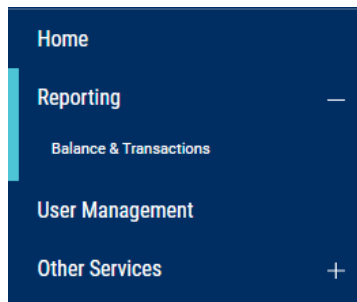


Quick Reference Guide – Balance and Transaction Reporting (BTR)

The Balance and Transaction Reporting (BTR) workspace provides you with detailed balance and transaction information from the accounts you have permission 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, lists the balances of accounts that you have access to view.

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

- All Accounts
- Balance History
- Account Activity
- Export
- Wire Detail



Quick Reference Guide – Balance and Transaction Reporting (BTR)


ALL ACCOUNTS

Account information is presented in two formats for users with 20 accounts or less: (1) a tabular list view or (2) a tile list 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. This allows you to view accounts based on your preference. Both formats present accounts in groups, based on account types of 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.

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.

To view the Account Number without masking, click on the  icon to unlock masking.

ACCOUNT SUMMARY

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT

Deposit Accounts

TODAY'S OPENING LEDGER: \$932,822.40
CURRENT AVAILABLE: \$14,708.14
THESE BALANCES REFLECT ALL ACCOUNTS

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Capital Account	****0003	590,720.59	17.22
Disbursement Account	****0007	-	3,834.45
Payroll Account	****0002	253,446.94	7,122.52
test	****0001	88,654.87	3,733.95

VIEW 1-4 OF 4


DISPLAY 4 1


+ Loan Accounts



CURRENT AVAILABLE: \$13,738.42
CURRENT PRINCIPAL: \$13,296.31
THESE BALANCES REFLECT ALL ACCOUNTS

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 rights, rename the account display name for all users within the same Customer.
4. View additional account balance information as available.



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	

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



Quick Reference Guide – Balance and Transaction Reporting (BTR)

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. By clicking and dragging the FROM account tile, the screen will adhere to pre-set transfer permission 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. Enter desired amount and submit.

ACCOUNT SUMMARY

DEPOSIT Account: COMMERCIAL CHEC... →

ACCOUNT NUMBER 1000000000003 COMMERCIAL CHEC... ACCOUNT NUMBER 1000000000003 CURRENT AVAILABLE \$3,917.81	ACCOUNT NUMBER 1000000000004 COMMERCIAL CHEC... ACCOUNT NUMBER 1000000000004 CURRENT AVAILABLE \$7,871.07	ACCOUNT NUMBER 1000000000005 PAYROLL FUNDING → ACCOUNT NUMBER 1000000000005 CURRENT AVAILABLE \$8,320.89
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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

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

The screenshot displays the 'BALANCE HISTORY' tab in the Account Summary widget. At the top, there are four navigation options: 'ALL ACCOUNTS', 'BALANCE HISTORY' (which is highlighted with a green underline), 'ACCOUNT ACTIVITY', and 'EXPORT'. Below the navigation bar, there are two input fields: 'ACCOUNTS' and 'DATE'. The 'ACCOUNTS' field has a dropdown menu that is currently open, showing a list of accounts with checkboxes. The accounts listed are: 'ALT CHK - ****6789', 'Capital Account - ****0003', 'Checking - ****3123', 'Nickname Savings - ****8888', 'Operating Account - ****0001', and 'Payroll Account - ****0002'. At the bottom of the dropdown menu, there are three buttons: 'DONE', 'SELECT ALL', and 'CLEAR'. The 'DATE' field is set to '01/05/2022'. There is also a search bar with the text 'Filter' and a calendar icon next to the date field.

Quick Reference Guide – Balance and Transaction Reporting (BTR)

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

[ALL ACCOUNTS](#) [BALANCE HISTORY](#) [ACCOUNT ACTIVITY](#) [EXPORT](#)

Report Criteria

Accounts Date
1 Accounts 12/30/2021

ACCOUNTS DATE
ALT CHK - ****6789 12/30/2021

SUBMIT Cancel

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

Total For 1 Accounts	
As of: 12/30/2021	TOTALS
OPENING LEDGER	\$100,000.00
CLOSING LEDGER	\$651,895.35
OPENING AVAILABLE	\$50,000.00
CLOSING AVAILABLE	\$500.00
TOTAL FLOAT	\$671,190.50
1 - DAY FLOAT	\$11,500.00
2 OR MORE DAYS FLOAT	\$23,000.00
TOTAL CREDITS	\$761,190.50
TOTAL DEBITS	\$209,295.16

+ Account ****6789
Alternate Checking

Quick Reference Guide – Balance and Transaction Reporting (BTR)

ACCOUNT ACTIVITY

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

<input type="checkbox"/> ALL	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTION TYPE
<input type="checkbox"/>	...	one account	****6789	03/26/2021-03/26/20...	All
<input type="checkbox"/>	...	my report	MULTI 8	07/01/2019-07/30/20...	All
<input type="checkbox"/>	...	Test Nob 8	MULTI 10	11/05/2021-11/05/20...	All

EXPORT

The 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, Quicken or STI CSV, for a single or a range of dates.

Account number masking is not in effect of the exported data.

EXPORT TYPE	ACCOUNTS	DATE
Select	Select	01/05/2022