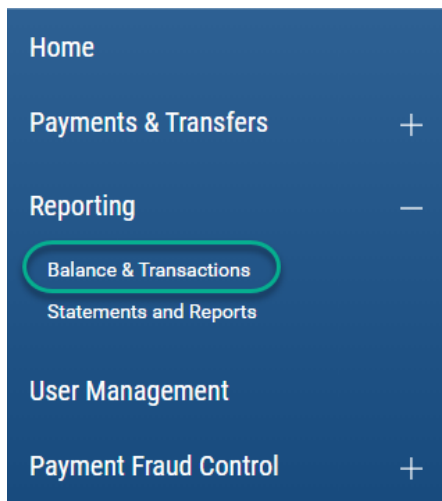


Quick Reference Guide – Balance and Transaction Reporting (BTR)

The Balance and Transaction Reporting (BTR) workspace provides you with detailed balance and transaction information from the accounts you have permissions to view.

1. Open the left navigation menu.
2. Click to expand the Reporting menu.
3. Select the Balance & Transactions link.



The Balance & Transaction Reporting widget includes multiple functional tabs based on your permissions:

- All Accounts
- Custom Reporting
- Account Activity



ALL ACCOUNTS

Account information is presented in two formats, either a (1) tabular list view or a (2) title list view. You are able to toggle between these two formats via the icon in the upper right corner

Note: Title List view is only available for users with 20 accounts or less.

Balance & Transaction Reporting

ALL ACCOUNTS CUSTOM REPORTING ACCOUNT ACTIVITY

Deposit Accounts

TODAY'S OPENING LEDGER CURRENT AVAILABLE
\$48,782.92 \$52,400.46
THESE BALANCES REFLECT ALL ACCOUNTS

As of 02/10/2023 03:13 PM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Analyzed Business Checking	****8885	48,033.78	51,651.35
test info image nickname	****3036	749.14	749.11

VIEW 1-2 OF 2 DISPLAY All 1

Balance & Transaction Reporting

ALL ACCOUNTS CUSTOM REPORTING ACCOUNT ACTIVITY WIRE DETAIL

Deposit Accounts

TEST INFO IMAGE NICKNAME →

ACCOUNT NUMBER
****3036


CURRENT AVAILABLE
\$749.11

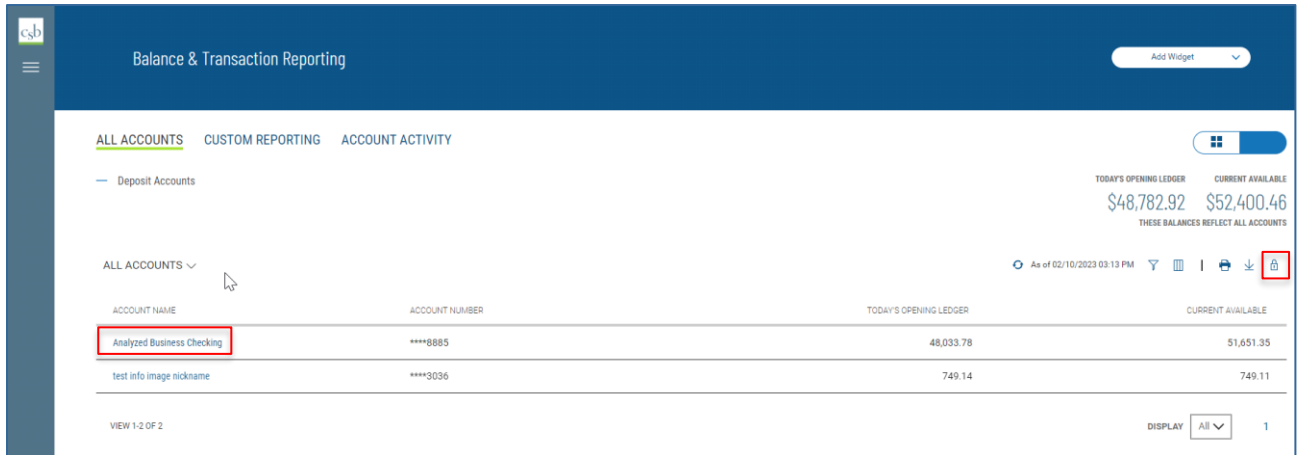
ANALYZED BUSINESS CHECKING →

ACCOUNT NUMBER
****8885

CURRENT AVAILABLE
\$51,651.35

In All Accounts list view

1. Click on + to view more information. You can also view the account details by clicking on the account name link.
2. Click on the  icon to unlock masking view and view the full Account Number.
3. Click on the account name to view the Deposit Account Details screen.



The screenshot shows the 'Balance & Transaction Reporting' page. At the top right, there are two balance boxes: 'TODAY'S OPENING LEDGER' at \$48,782.92 and 'CURRENT AVAILABLE' at \$52,400.46. Below these, a table lists accounts. The first row, 'Analyzed Business Checking', has its account name and number (***8885) highlighted with red boxes. The table also shows 'TODAY'S OPENING LEDGER' and 'CURRENT AVAILABLE' values for each account. A red box highlights a lock icon in the top right of the table area.

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Analyzed Business Checking	***8885	48,033.78	51,651.35
test info image nickname	***8036	749.14	749.11

From the Deposit Account Detail screen, you can

1. View transaction details of the selected account.
2. Assign a Nickname to the account displayed for all users.
3. View additional account balance information as available.

DEPOSIT ACCOUNT

ACCOUNTS
Analyzed Business Checking - ****8...
[Assign Nickname](#)

Balances as of 02/10/2023 03:25 PM
TODAY'S OPENING LEDGER CURRENT AVAILABLE
\$48,033.78 \$51,651.35

TRANSACTIONS FOR
02/04/2023 - 02/10/2023

ALL TRANSACTIONS

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT	CUSTOMER REFERENCE	RUNNING BALANCE
Pending	Deposit	Deposit - ACH BWB test -SETT-ACH ...		3,625.00		-
02/09/2023	Misc debit	Withdrawal Internet Transfer to 1139...	1.00			48,033.78
02/09/2023	WDRL - ACH	BWB test -SETT-ACH ORIG - Test File	1.45			48,034.78
02/09/2023	Misc debit	Withdrawal Internet Transfer to 3502...	1.00			48,036.23
02/08/2023	Deposit	Remote Deposit		1.00		48,037.23
02/08/2023	Check	Check	1.00		000000000001582	48,036.23

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

Balance & Transaction Reporting

Add Widget

DEPOSIT Accounts

- PREMIER 5%**
ACCOUNT NUMBER: 123123123
CURRENT AVAILABLE: \$8,487.43
- BUILDING ACCOUNT**
ACCOUNT NUMBER: 23235252
CURRENT AVAILABLE: \$4,864.14
- CAPITAL ACCOUNT**
ACCOUNT NUMBER: 123456789
CURRENT AVAILABLE: \$6,507.97

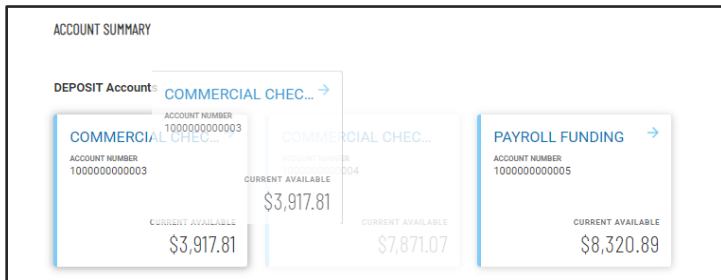
LOAN Accounts

- BUILDING LOAN**
ACCOUNT NUMBER: 36254512
CURRENT AVAILABLE: \$5,784.63

Account Transfers Via Tile View

The tile view offers a convenient account transfer ability.

1. "Drag" a tile onto another tile to indicate the from/to account pair for the transfer.
2. Enter the desired amount to transfer.



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

MEMO Optional

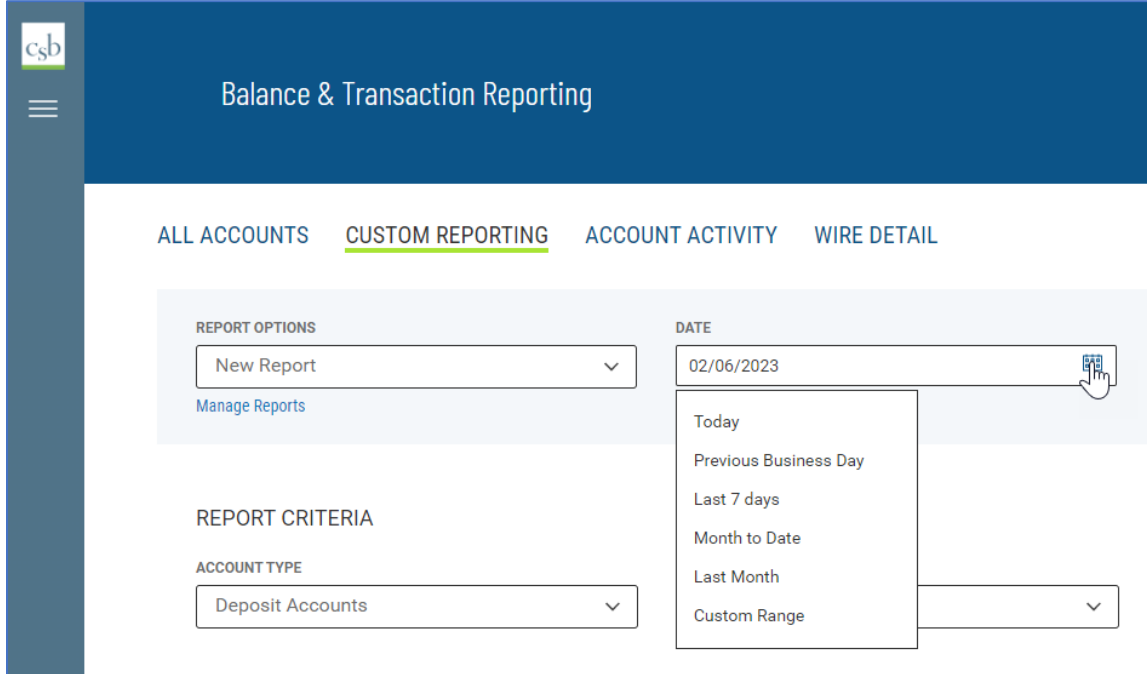
Submit
Clear

Custom Reporting

The “**Custom Reporting**” workspace allows you to create a single report with one or multiple accounts including balances, transactions, and total debits and credits.

How to create a Custom Report

1. Click on Balance & Transaction Reporting from the main menu.
2. Select Custom Reporting.
3. Under Report Options select “New Report”
4. Enter a date or a date range under the Date menu.



The screenshot shows the CSB Balance & Transaction Reporting interface. The main navigation bar includes "ALL ACCOUNTS", "CUSTOM REPORTING" (highlighted), "ACCOUNT ACTIVITY", and "WIRE DETAIL". The "REPORT OPTIONS" section has a dropdown menu set to "New Report" and a link for "Manage Reports". The "DATE" section shows a date field with "02/06/2023" and a calendar icon. A dropdown menu is open, showing options: "Today", "Previous Business Day", "Last 7 days", "Month to Date", "Last Month", and "Custom Range". The "REPORT CRITERIA" section has an "ACCOUNT TYPE" dropdown menu set to "Deposit Accounts".

5. Select Account Type.
6. Select the accounts to include in your report.

7. Select the appropriate Criteria - Status Balances, Daily Transaction Totals, and/or Transactions.
8. Enter a name for your report and Click Save Report.

REPORT CRITERIA

ACCOUNT TYPE
Deposit Accounts

ACCOUNTS
Analyzed Business Checking - xxxxx8885,...

Filter
Analyzed Business Checking - xxxxx88...
test info image nickname - xxxxx3036
DONE SELECT ALL CLEAR

Unmask account numbers in report output

Include

Status Balances
 Daily Transaction Totals
 Transactions

Save report Previous Day

RUN REPORT EXPORT CLEAR

Note: If you would like to unmask the account numbers in your report, click on the padlock icon to unmask accounts. When the padlock is on the locked position the account numbers in the report view screen and on the printed report will be masked. The account numbers in the export file will not be masked.

9. Click Run Report to launch the query for the selected report criteria.

ALL ACCOUNTS **CUSTOM REPORTING** ACCOUNT ACTIVITY WIRE DETAIL

REPORT OPTIONS
 New Report

1 Account - 02/01/2023 - 02/08/2023 Expand account

Analyzed Business Checking **8885**
 Period: 02/01/2023 - 02/08/2023

	FIRST DAY OPENING LEDGER	LAST DAY CLOSING LEDGER	TOTAL CREDITS (1)	TOTAL DEBITS (1)
	\$48,029.80	\$48,033.78	\$1.00	\$1.00

Status Balances Analyzed Business Checking ****8885

FIRST DAY (02/01/2023)	AMOUNT	LAST DAY (02/08/2023)	AMOUNT
Opening Ledger	48,029.80	Opening Ledger	48,029.80
Closing Ledger	48,033.78	Closing Ledger	48,033.78
Opening Available	48,029.80	Opening Available	48,033.78
Closing Available	48,029.80	Closing Available	48,029.80
Average Closing Available MTD	48,033.78	Average Closing Available MTD	48,033.78
Total Credits (0)	0.00	Total Credits (1)	1.00
Total Debits (0)	0.00	Total Debits (1)	(1.00)

Transaction Totals Analyzed Business Checking ****8885

02/08/2023

CREDITS	AMOUNT	DEBITS	AMOUNT
Total Credits (3)	3.00	Total Debits (3)	4.00
Total ACH Credits (0)	0.00		
Total ACH Debits (0)	0.00		

Transactions Analyzed Business Checking ****8885

DATE	TRANSACTION TYPE	TRANSACTION DESCRIPTION	DEBITS	CREDITS	BANK REFERENCE	CUSTOMER REFERENCE	RUNNING BALANCE
02/08/2023	Deposit	Remote Deposit	-	1.00	930970020	-	48,033.78
02/08/2023	Check	Check	1.00	-	930970030	00000000001582	48,032.78

Notes:

- Each account included in the report begins with an account header containing the account name, number, balance information, total count, and amount for credit and debits.
- Status Balances, Transactions Totals, and Transactions are displayed below the account number header. By default, the status balances section is open, transaction totals and transactions sections are closed to reduce the amount of scrolling that may be required to view the full report.
- Status Balances includes first day and last day balances for the period selected.
- Transaction Totals includes total credits and debit counts and amounts per day for the period selected.
- Transactions includes all transactions for the period selected with the running balance.

10. To rerun a saved report, select your report from the Report Options menu and click "Run Report".

ALL ACCOUNTS CUSTOM REPORTING ACCOUNT ACTIVITY WIRE DETAIL

REPORT OPTIONS: New Report (dropdown menu open)

DATE: 02/06/2023

ACCOUNTS: Select (dropdown menu)

Dropdown menu options: New Report, 90 days activity, Last 7 days, Previous Day, Test Report, test123

How to Print a Custom Report

1. Once the report is run click on the Print tab

Balance & Transaction Reporting

ALL ACCOUNTS CUSTOM REPORTING ACCOUNT ACTIVITY WIRE DETAIL

REPORT OPTIONS: 90 days activity (dropdown menu)

PRINT (highlighted in red) EXPORT (dropdown menu)

2 Accounts - 11/01/2022 - 01/31/2023

Expand all accounts

Account	FIRST DAY OPENING LEDGER	LAST DAY CLOSING LEDGER	TOTAL CREDITS (0)	TOTAL DEBITS (0)
Analyzed Business Checking ****8885	\$62.36	\$48,033.78	\$48,026.03	\$58.59

Note: Printing is defaulted to PDF and landscape orientation. Each account begins in a new page on the printed report.

Account Report: 90 days activity

Report Generated: 02/07/2023 04:52:13 PM

Period: 11/01/2022 - 01/31/2023

Account	FIRST DAY OPENING LEDGER	LAST DAY CLOSING LEDGER	TOTAL CREDITS (0)	TOTAL DEBITS (0)
Analyzed Business Checking ****8885	\$62.36	\$48,033.78	\$48,026.03	\$58.59

Status Balances: Analyzed Business Checking ****8885

Account	FIRST DAY (11/01/2022)	AMOUNT	LAST DAY (01/31/2023)	AMOUNT
Opening Ledger	62.36		Opening Ledger	48,028.80
Closing Ledger	62.36		Closing Ledger	48,033.78
Opening Available	62.36		Opening Available	48,033.78
Closing Available	62.36		Closing Available	48,029.80
Average Closing Available MTD	62.36		Average Closing Available MTD	48,033.78
Total Credits (0)	0.00		Total Credits (1)	1.00
Total Debits (0)	0.00		Total Debits (0)	0.00

Transaction Totals: Analyzed Business Checking ****8885

Account	AMOUNT	DEBITS	AMOUNT
Total Credits (1)	1.00	Total Debits (0)	0.00
Total ACH Credits (0)	0.00		
Total ACH Debits (0)	0.00		

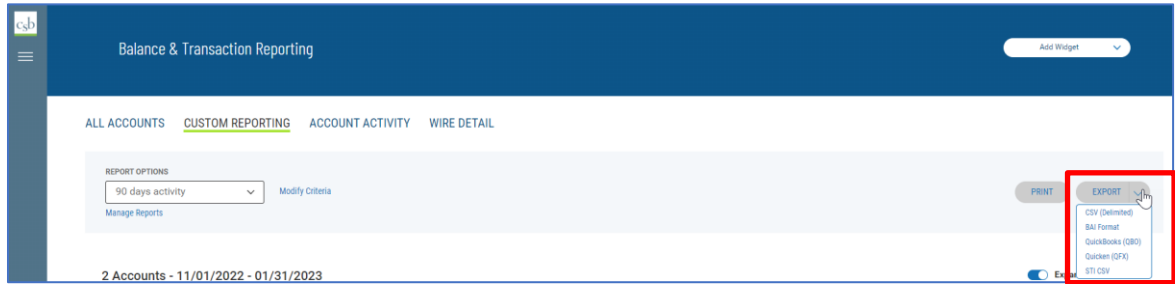
Print settings: 47 sheets of paper, Destination: Adobe PDF, Pages: All, Color: Color

Print Cancel

How to export a Custom Report

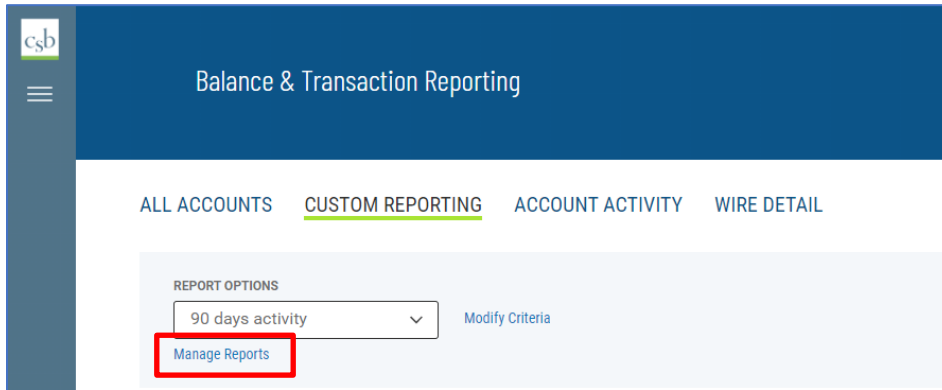
1. To export a report, click on the Export tab.
2. Click on Export, the exported file is then created.

Note: The Export button has a default format of CSV delimited, however, you can select other formats from the drop-down menu including BAI, Quickbooks, Quicken and STI CSV.



How to Delete a Custom Report

1. Select your report from the Report Options.
2. Click on the Manage Reports link.
3. Under the Manage My Saved Reports workspace select a report and click Delete.

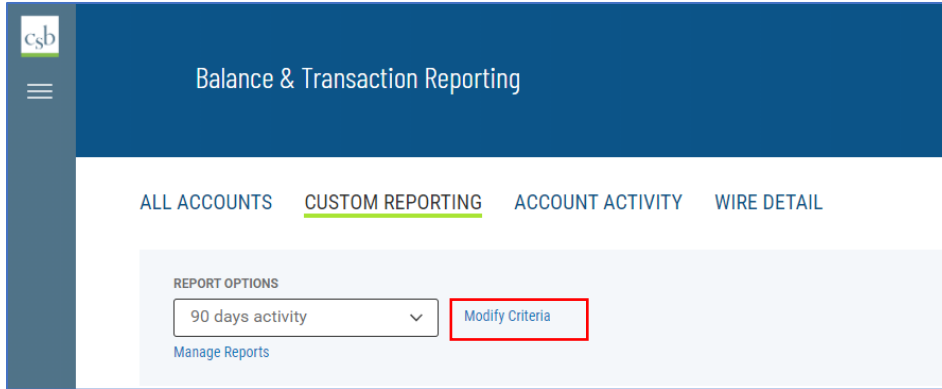


Manage My Saved Reports

<input type="checkbox"/>	ALL	ACTIONS	REPORT NAME	DATE	ACCOUNT TYPE	SHARED
<input type="checkbox"/>		Delete	90 days activity	11/01/2022-01/31/2023	Deposit	Yes
<input type="checkbox"/>		Delete	Last 7 days	Last 7 days	Deposit	No
<input type="checkbox"/>		Delete	Previous Day	02/06/2023-02/06/2023	Deposit	No
<input type="checkbox"/>		Delete	test123	Last 7 days	Deposit	No

How to Modify a Custom Report

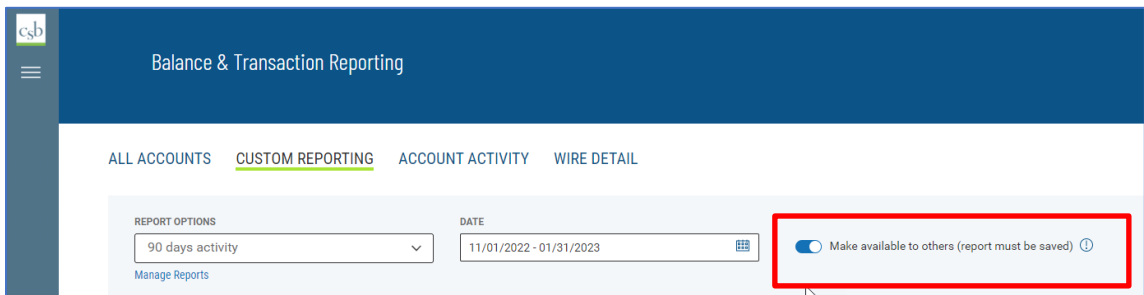
1. To Modify a report, click on the Modify criteria link.
2. Modify the criteria of the report and click Run. The report will run based on the modified criteria selections, however, changes will not be saved. A message stating *“changes to this report will not be saved”* is displayed.



How to Share a Custom Report

Saved reports can be shared to all permitted users with the same company ID. It's important to note that when a report is shared, users will only see account numbers, and balance and transactions for the accounts they are permitted to.

1. Select a report from the Report Options.
2. Enable the "Make available to others" toggle. A confirmation that the report is set to shared is displayed. You can also click this toggle when creating a new report.



Note: You'll be able to share your own reports, however, you are not able to share reports that have been created by other users and shared with you

The Manage reports list view includes a column to identify which of your reports have been shared. If you want to keep your report private, make sure the "Make Available to others" toggle is not checked.

Manage My Saved Reports						
<input type="checkbox"/> ALL	ACTIONS	REPORT NAME	DATE	ACCOUNT TYPE	SHARED	
<input type="checkbox"/>	Delete	90 days activity	11/01/2022-01/31/2023	Deposit	Yes	
<input type="checkbox"/>	Delete	Last 7 days	Last 7 days	Deposit	No	
<input type="checkbox"/>	Delete	Previous Day	02/06/2023-02/06/2023	Deposit	No	
<input type="checkbox"/>	Delete	test123	Last 7 days	Deposit	No	

DELETED

Account Activity

The Account Activity tab allows you to create a custom report that can be run at your convenience.

1. Select one or multiple accounts.
2. Select Date range.
3. Select Transaction Type if needed.
4. Select Amount if searching for a specific amount.
5. Click Submit.

ALL	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTION TYPE	AMOUNT	CHECK NUMBER
<input type="checkbox"/>	...	previous day	***8885	Previous Business Day	All	-	
<input type="checkbox"/>	...	previous month	***8885	Previous Month	All	-	
<input type="checkbox"/>	...	quarter to date	***8885	Quarter to Date	All	-	
<input type="checkbox"/>	...	custom month	***8885	03/13/2022-04/13/20...	All	-	
<input type="checkbox"/>	...	Chris Report	***8885	Quarter to Date	All	-	
<input type="checkbox"/>	...	Chris Report 2	MULTI 2	Previous Month	All	-	
<input type="checkbox"/>	...	Demo Saving Report	MULTI 2	Quarter to Date	All	-	

6. Select "Save this report criteria"
7. Enter Report name.
8. Click Save.

Save this report criteria







Previous Day Report

SAVE

MODIFY

9. Report will be saved. Click on Run to retrieve it or Delete to delete report.

Saved Criteria

<input type="checkbox"/> ALL	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTION TYPE
<input type="checkbox"/>	...	Qtr. to Date - All Trans.	MULTI 2	Quarter To Date	All
<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> Run Delete </div>	Previous Day Report	****7924	Previous Month	All