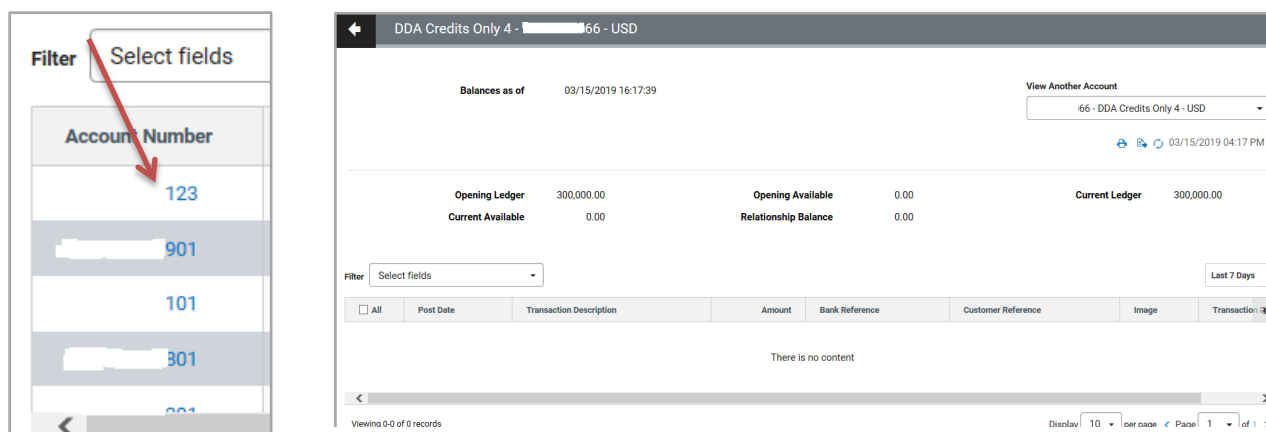




investorsBank

Commercial Online Banking
Balance and Transaction
Reporting
Quick Reference Guide

2. To see transaction details for an account, click the **Account Number**.



Updating Balances


If you have access to the Update Balance function, you can update balances by clicking the Refresh icon and link at the top of the Balance and Transaction Reporting Account Summary widget.

[Refresh Balances](#) 10/26/2020 06:28 PM

Opening Ledger Current Available
305,038.57 528.29

Adding or Removing Columns

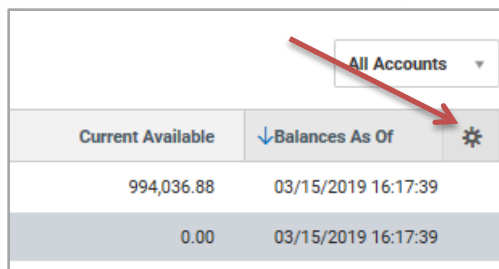
Columns can be added or removed from some lists in the application. If the list supports this function, you

will see the Options  icon in the header row at the right side of the list.

To add or remove columns:

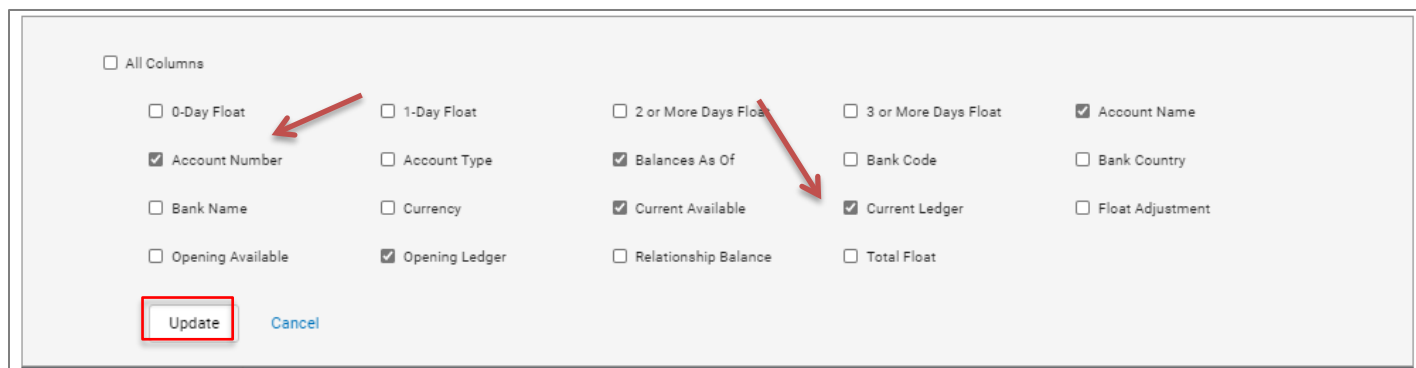
1. Click the **Options** icon.

The available columns are displayed. The checked boxes indicate which columns currently appear in the list.



All Accounts	
Current Available	↓ Balances As Of
994,036.88	03/15/2019 16:17:39
0.00	03/15/2019 16:17:39

- Simply check or uncheck the column you would like to include/exclude in your list, then click **Update**.



☐ All Columns

<input type="checkbox"/> 0-Day Float	<input type="checkbox"/> 1-Day Float	<input type="checkbox"/> 2 or More Days Float	<input type="checkbox"/> 3 or More Days Float	<input checked="" type="checkbox"/> Account Name
<input checked="" type="checkbox"/> Account Number	<input type="checkbox"/> Account Type	<input checked="" type="checkbox"/> Balances As Of	<input type="checkbox"/> Bank Code	<input type="checkbox"/> Bank Country
<input type="checkbox"/> Bank Name	<input type="checkbox"/> Currency	<input checked="" type="checkbox"/> Current Available	<input checked="" type="checkbox"/> Current Ledger	<input type="checkbox"/> Float Adjustment
<input type="checkbox"/> Opening Available	<input checked="" type="checkbox"/> Opening Ledger	<input type="checkbox"/> Relationship Balance	<input type="checkbox"/> Total Float	

Update [Cancel](#)

Printing the Deposit and Loan Account Lists

When you print either the Deposit Account or Loan Account list, you have the option of printing all or selected items in the list.

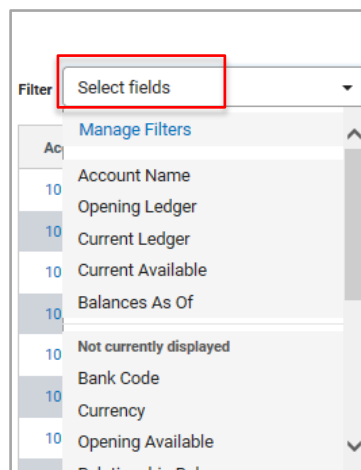
To print selected items in the list:

- In the list view, check the boxes for the items you want to print.
- Click **Print**.
- In the window that appears, click the Selected Items radio button.
- Click **Print**.

Filtering Transactions

To filter transactions:

- Click the Filter drop-down.
- Select the appropriate filter.
- Enter the appropriate value in the box to the right of the filter selected.
- Click Apply.
- Additional filter may be added by repeating steps 1 through 4 above.



Filter **Select fields**

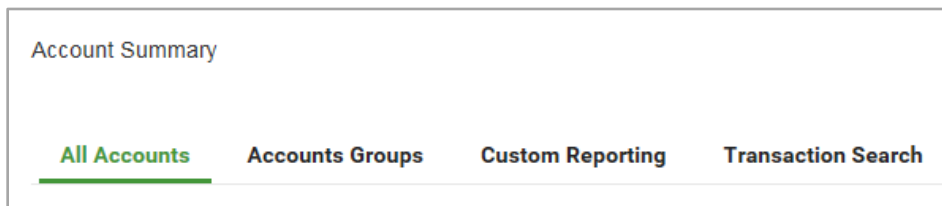
[Manage Filters](#)

- Account Name
- Opening Ledger
- Current Ledger
- Current Available
- Balances As Of
- Not currently displayed
- Bank Code
- Currency
- Opening Available
- Relationship Balance

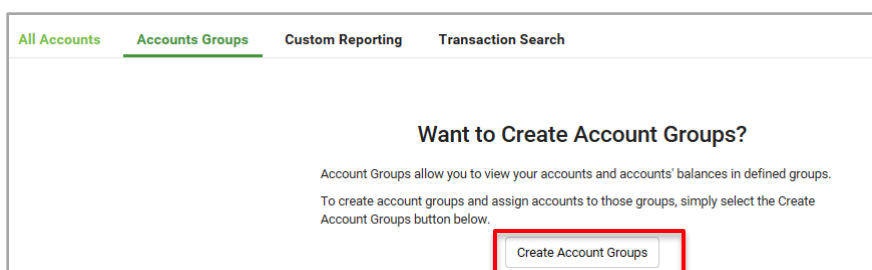
Adding Account Groups

To add an account group.

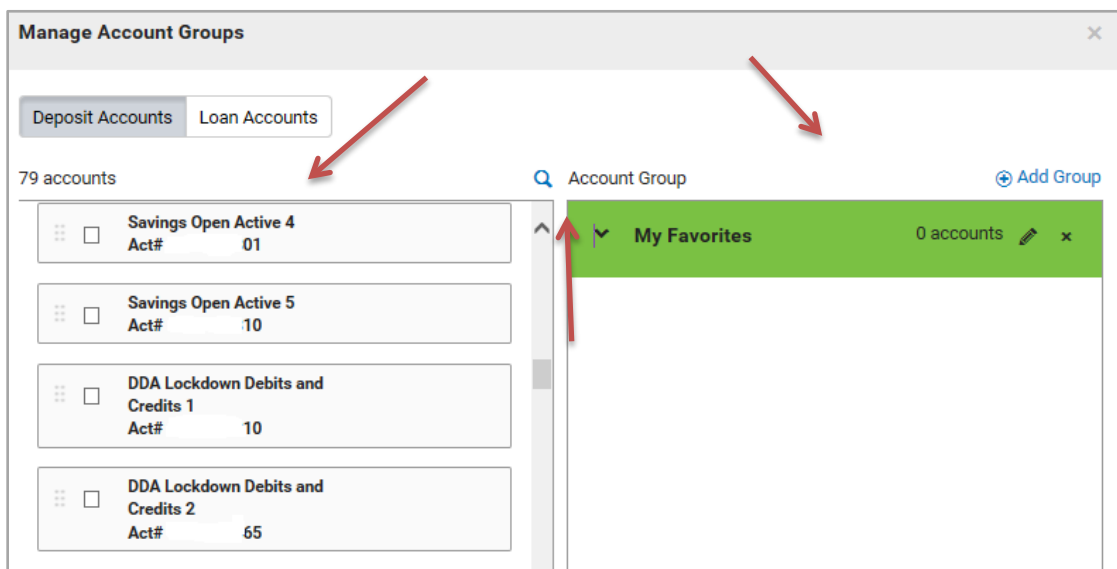
1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. At the top of the screen, click **Account Groups**.



3. Click **Create Account Groups** or **Edit** next to **Deposit Account Groups**.

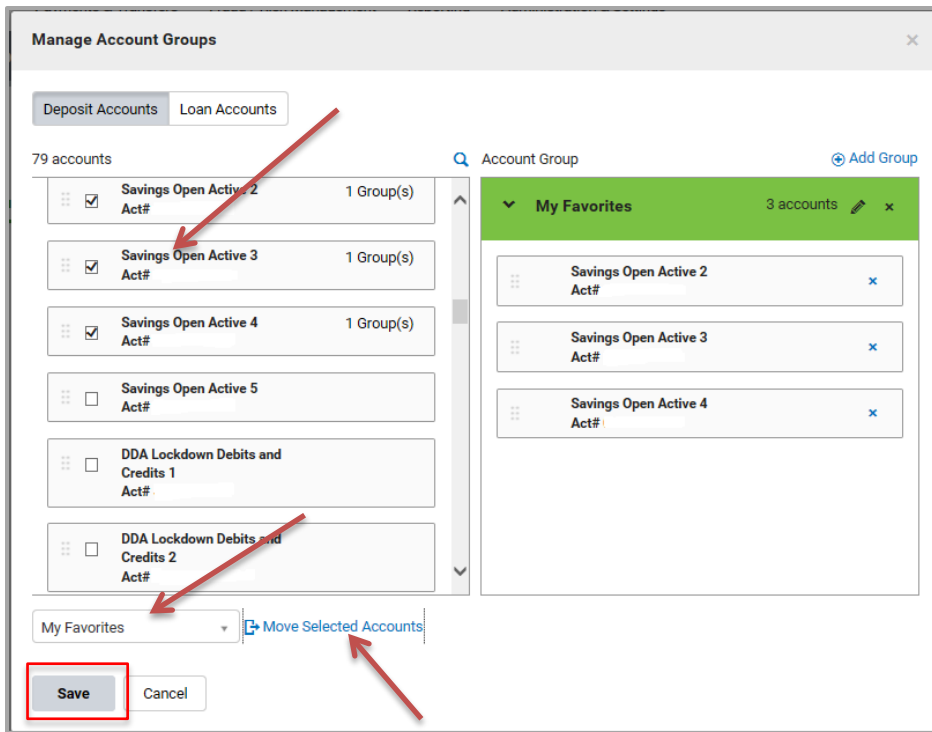


4. Above the **Account Groups** pane, click **Add Group**.
5. In the **New Group Box**, enter the name of the group you want to add
6. Select the group name from the **Select Group** list at the bottom of the screen.
7. In the left pane, check the accounts that you want to include in the group. Click the **Deposit Accounts** indicator to show deposit accounts or **Loan Accounts** to show loan accounts.



8. Click **Move Selected Accounts**.

9. The accounts will appear in the right pane. The accounts appear in the same order as they will be shown on the Balance and Transaction Reporting screens.
10. When the account group appears as desired, click **Save**.



The "Manage Account Groups" dialog box shows a list of 79 accounts on the left and a "My Favorites" group on the right. Red arrows indicate the workflow: selecting "Savings Open Active 2", "Savings Open Active 3", and "Savings Open Active 4" in the left pane, clicking "Move Selected Accounts", and finally clicking the "Save" button.

Manage Account Groups

Deposit Accounts | Loan Accounts

79 accounts

Account Group

My Favorites 3 accounts

Savings Open Active 2 Act#

Savings Open Active 3 Act#

Savings Open Active 4 Act#

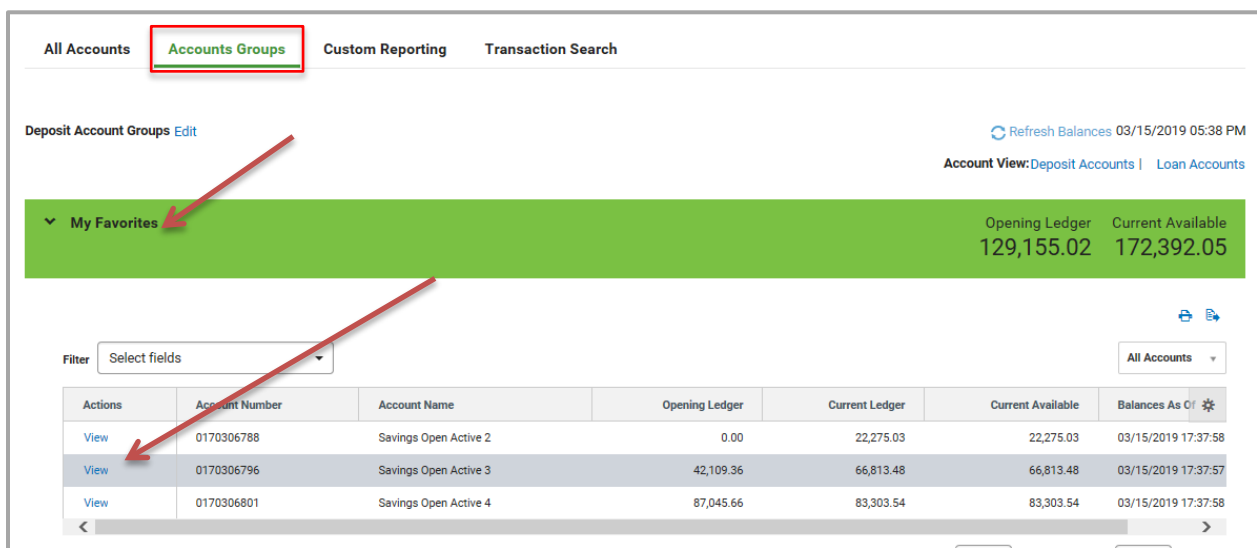
My Favorites Move Selected Accounts

Save Cancel

Viewing Account Groups

To view an account group:

1. Click **Account Groups** at the top left of the Balance and Transaction Account Summary screen.



The "Account Groups" screen shows a list of deposit account groups. A red arrow points to the "My Favorites" group. Below the list, a table displays account details.

Account Groups

Deposit Account Groups Edit

Refresh Balances 03/15/2019 05:38 PM

Account View: Deposit Accounts | Loan Accounts

My Favorites

Opening Ledger 129,155.02 Current Available 172,392.05

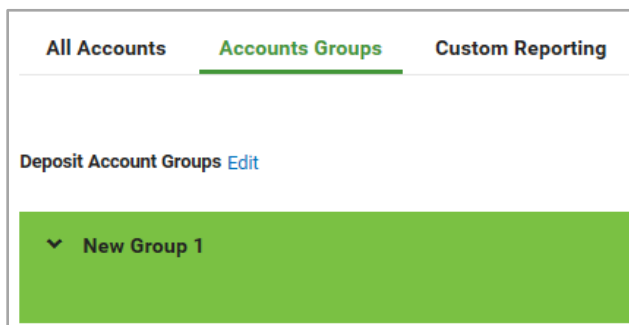
Filter Select fields

Actions	Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of
View	0170306788	Savings Open Active 2	0.00	22,275.03	22,275.03	03/15/2019 17:37:58
View	0170306796	Savings Open Active 3	42,109.36	66,813.48	66,813.48	03/15/2019 17:37:57
View	0170306801	Savings Open Active 4	87,045.66	83,303.54	83,303.54	03/15/2019 17:37:58

Modifying or Deleting Account Groups

To modify or delete an account group:

1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. Select **Account Groups**.
3. To modify a group, select the group name from the list.
4. Add or remove accounts as needed.
5. You can delete the account group by clicking the **X** icon.
6. You can edit the group name by clicking the **Edit** icon
7. When you have finished, click **Save**.

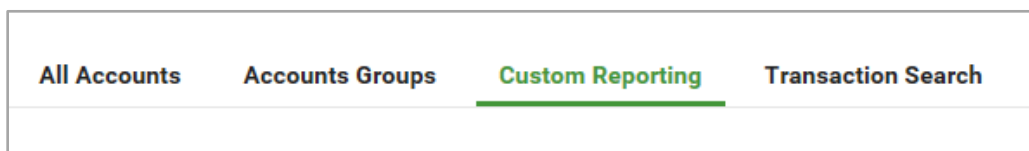


Custom Reporting

The Custom Reporting feature allows you to create and save custom reports on account or account group information.

To use Custom Reporting:

1. Select Balance and Transaction Reporting from the Reporting menu.
2. At the top of the screen, click Custom Reporting.



To see a report based on new report criteria:

1. (optional) In the **Accounts/Account Group** field, use the drop-down to select whether you want to search for accounts or account groups.
You can search for all accounts or account groups, or click in the right-hand field to see a list of accounts/account groups that you can select from.
2. In the **Date Range** field, select a range or enter a custom range using the calendar icon.
3. (optional) Use the **Account Transactions View** drop-down to select how you want to view accounts: **Credit/Debit Single View** or **Separate Credit and Debit Views**.
4. (optional) Click the right arrow > button in the Transaction Filters field to expand the list of options.
5. (optional) Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
6. (optional) Enter a **transaction type** as a search criterion.
7. (optional) Enter a **BAI transaction code** as a search criterion.
8. (optional) Use the **Status** drop-down to select an appropriate status: Pending or Cleared.
9. (optional) In the **Transaction Amount** field, use the drop-down to select an appropriated qualifier (for example, **is equal to**), and then in the right-hand text field, enter an amount.

10. (optional) Enter a **bank reference** as a search criterion.
11. (optional) Enter a **Customer Reference** as a search criterion.
12. If you want to save this report for future viewing, click **Save this report**, and then enter a name for the new report.
13. When you have finished selecting search criteria, click **Submit**. The results appear as a custom report. Click **Edit** in the **Report Criteria** section to edit the criteria and create a new report based on them.

Enter New Report Criteria

Select Accounts By
Accounts ▼ All Accounts ✕

* Date Account Transactions View
Credit/Debit Single View ▼

▼ Transaction Filters

Debit/Credit ▼
Transaction Type
BAI Transaction Code
SWIFT Transaction Code
Status ▼
Transaction Amount is equal to ▼
Bank Reference
Customer Reference

☐ Save this Report

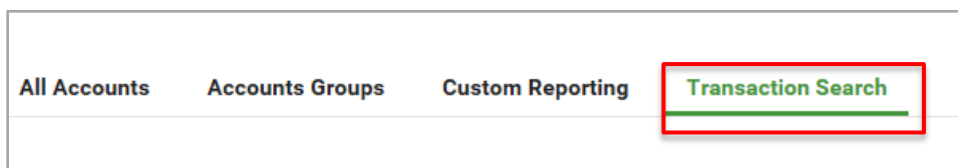
Submit Clear Cancel

Transaction Search

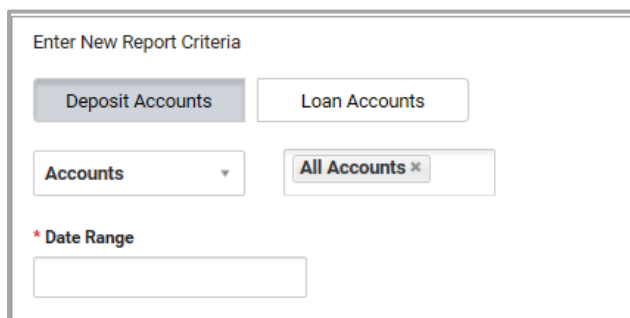
The Transaction Search feature allows you to search across the accounts you have access to for specific transactions.

To search for a transaction:

1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. At the top of the screen, click **Transaction Search**.



3. (optional) Do one of the following:
 - To search for deposit accounts, click **Deposit Accounts**.
 - To search for loan accounts, click **Loan Accounts**.



A screenshot of the 'Enter New Report Criteria' form. It contains two buttons: 'Deposit Accounts' and 'Loan Accounts'. Below these are two dropdown menus: 'Accounts' and 'All Accounts *'. At the bottom, there is a field labeled '* Date Range' with a calendar icon.

4. In the **Date Range** field, select a range or enter a custom range using the calendar icon.
5. (optional) Click the right arrow > button in the **Transaction Filters** field to expand the list of options.
6. (optional) Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
7. (optional) Enter a **transaction type** as a search criterion.
8. (optional) Enter a **BAI transaction code** as a search criterion.
9. (optional) Use the **Status** drop-down to select an appropriate status: Pending or Cleared.
10. (optional) In the **Transaction Amount** field, use the drop-down to select an appropriated qualifier (for example, **is equal to**), and then in the right-hand text field, enter an amount.

11. (optional) Enter a **bank reference** as a search criterion.
12. (optional) Enter a **Customer Reference** as a search criterion.
13. When you have finished selecting search criteria, click **Submit**. The results of the transaction search appear in a list. Click **Edit** in the **Report Criteria** section to edit the criteria and conduct the search again.

* Date Range

Transaction Filters

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount is equal to

Bank Reference

Customer Reference