investorsBank

Commercial Online Banking Balance and Transaction Reporting Quick Reference Guide

Balance and Transaction Reporting

Account Summary Widget

The Account Summary widget appears on the Balance and Transaction workspace. It lists the balances of the accounts that you have permission to see. You can also access the transaction details and account statement reports from this widget.

Viewing the Account Summary

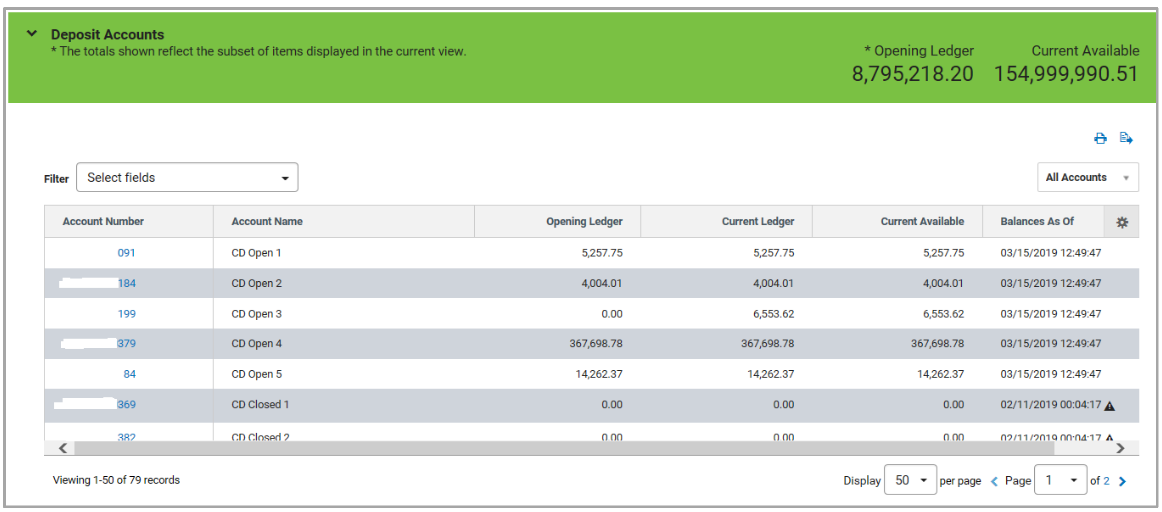
To view the Account Summary:

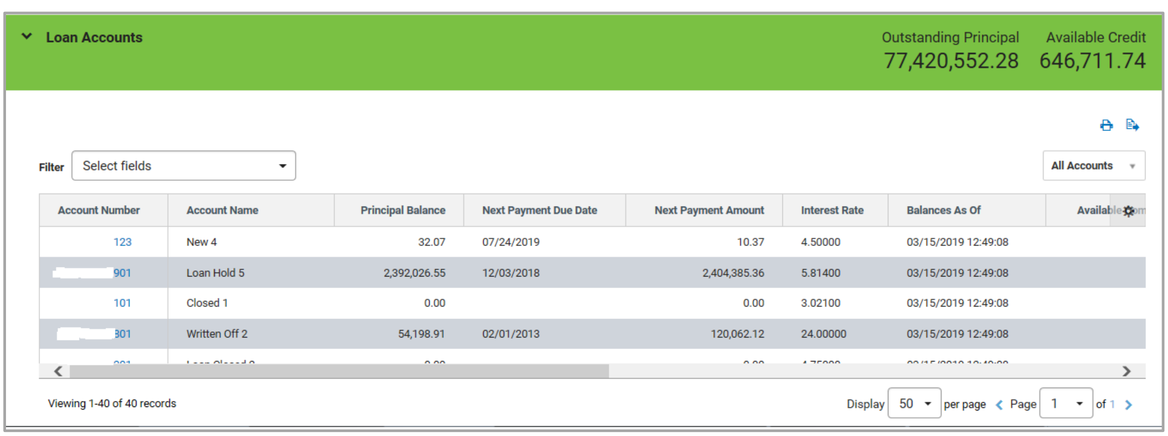
1. Select **Balance and Transaction Reporting** from the Reporting menu.

   The system displays the Balance and Transaction Reporting - Account Summary screen. The screen lists two types of accounts:

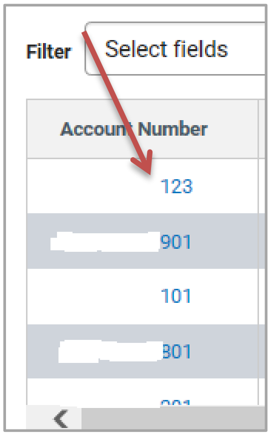
   Deposit Accounts: Lists all available deposit accounts, the opening ledger and current available balances. The screen shows the date when balances were last updated.

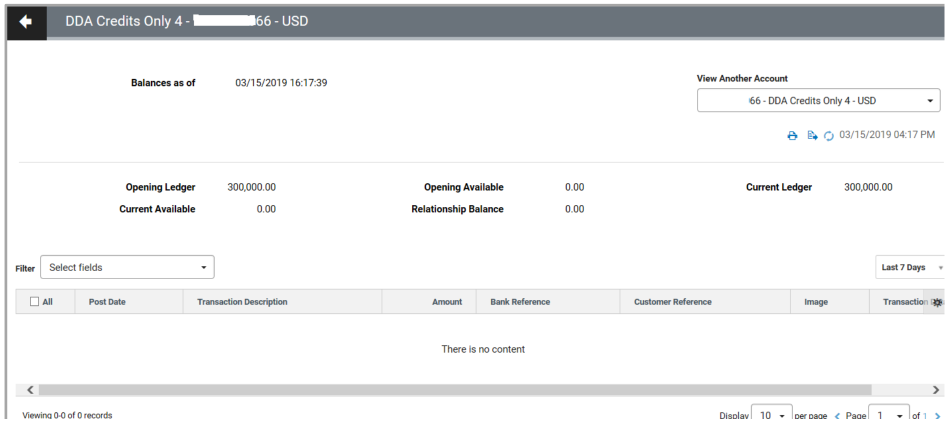
   Loan Accounts: Lists all available loan accounts, the current balance, available amount and next payment amount. The screen shows the date when balances were last updated.





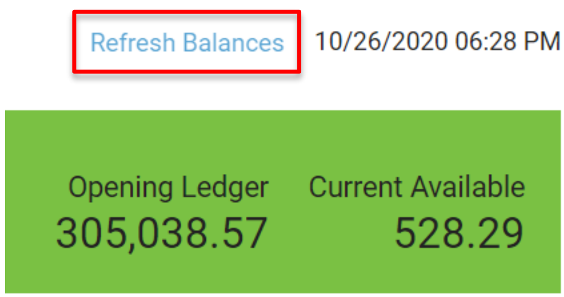
2. To see transaction details for an account, click the **Account Number**.





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.



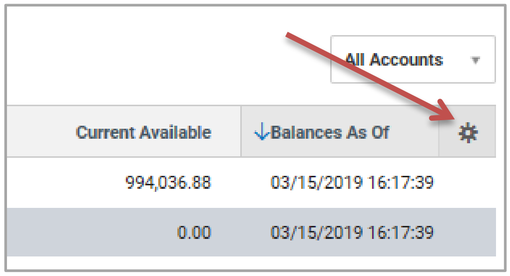
Adding or Removing Columns

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.

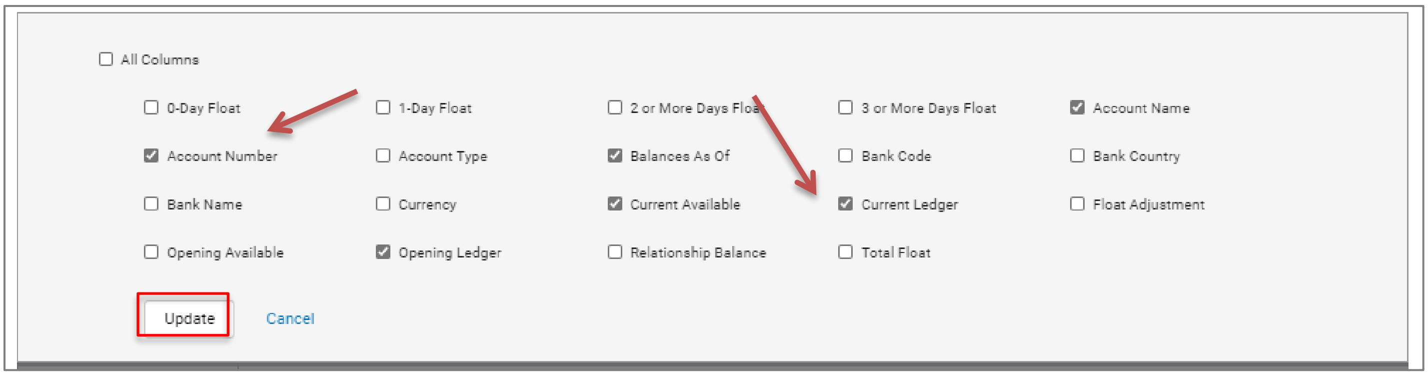
To add or remove columns:

1. Click the **Options** icon.

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



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



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.

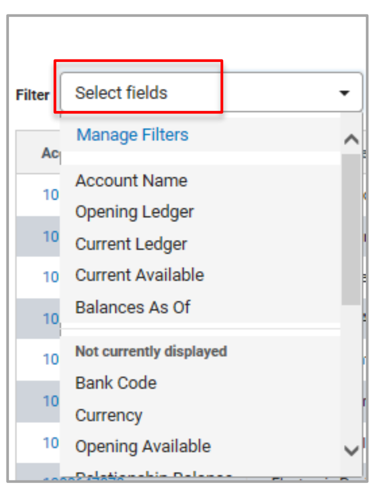
To print selected items in the list:

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

Filtering Transactions

To filter transactions:

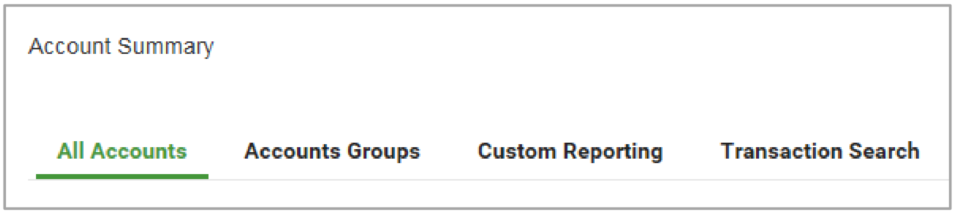
1. Click the Filter drop-down.
2. Select the appropriate filter.
3. Enter the appropriate value in the box to the right of the filter selected.
4. Click Apply.
5. Additional filter may be added by repeating steps 1 through 4 above.



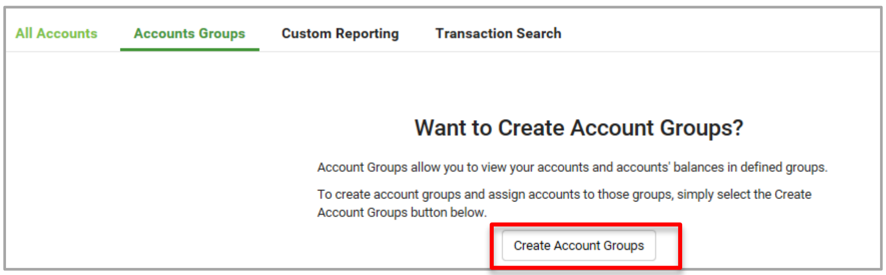
Adding Account Groups

To add an account group.

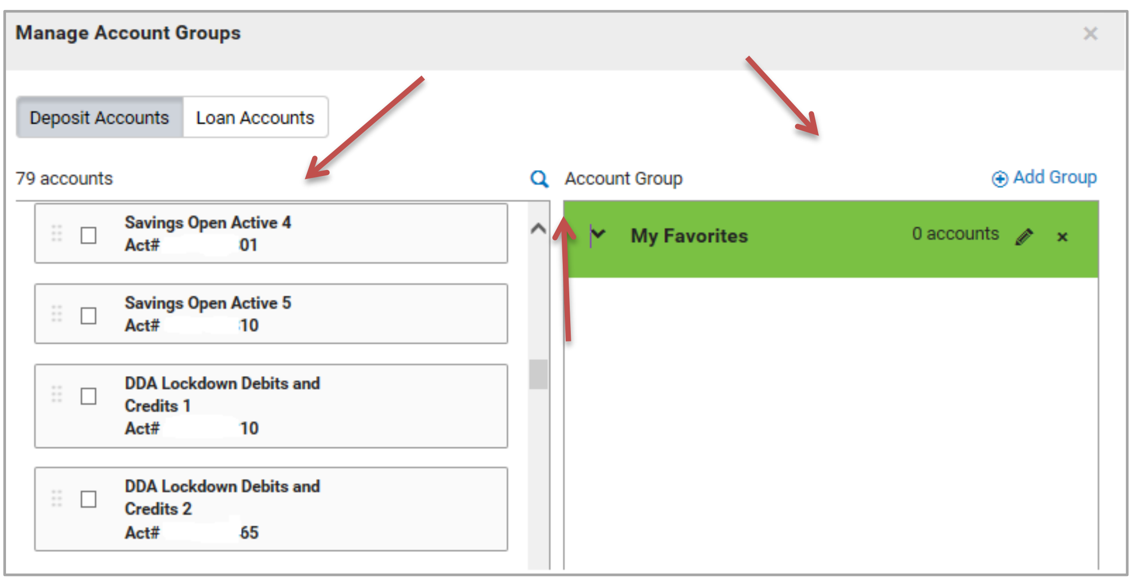
1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. At the top of the screen, click **Account Groups**.



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

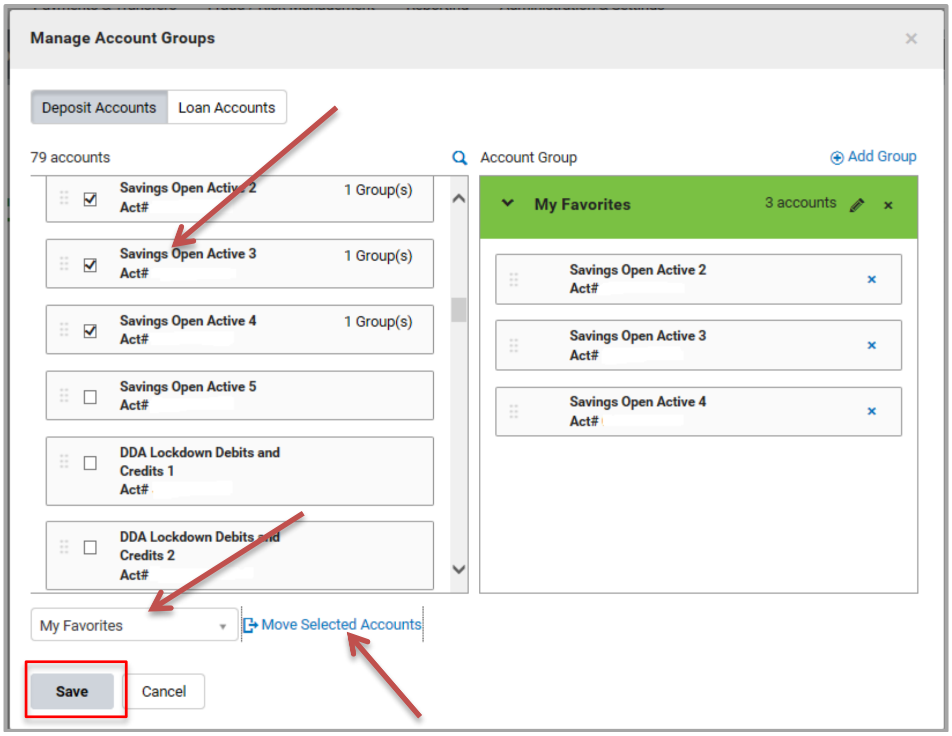


4. Above the **Account Groups** pane, click **Add Group**.
5. In the **New Group** Box, enter the name of the group you want to add
6. Select the group name from the **Select Group** list at the bottom of the screen.
7. In the left pane, check the accounts that you want to include in the group. Click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



8. Click **Move Selected Accounts**.

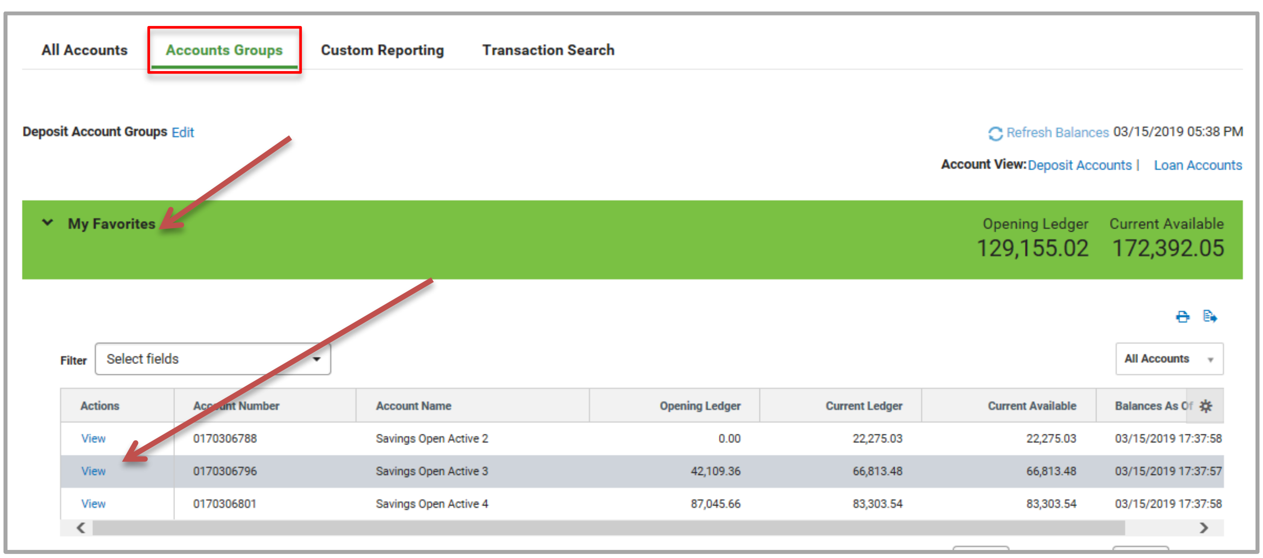
9. The accounts will appear in the right pane. The accounts appear in the same order as they will be shown on the Balance and Transaction Reporting screens.
10. When the account group appears as desired, click **Save**.



Viewing Account Groups

To view an account group:

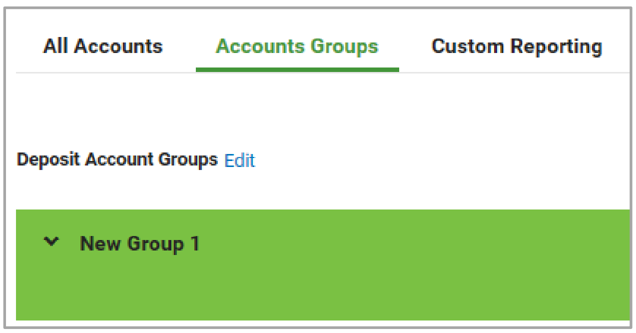
1. Click **Account Groups** at the top left of the Balance and Transaction Account Summary screen.



Modifying or Deleting Account Groups

To modify or delete an account group:

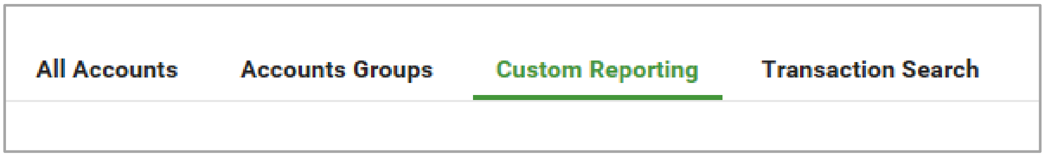
1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. Select **Account Groups**.
3. To modify a group, select the group name from the list.
4. Add or remove accounts as needed.
5. You can delete the account group by clicking the **X** icon.
6. You can edit the group name by clicking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

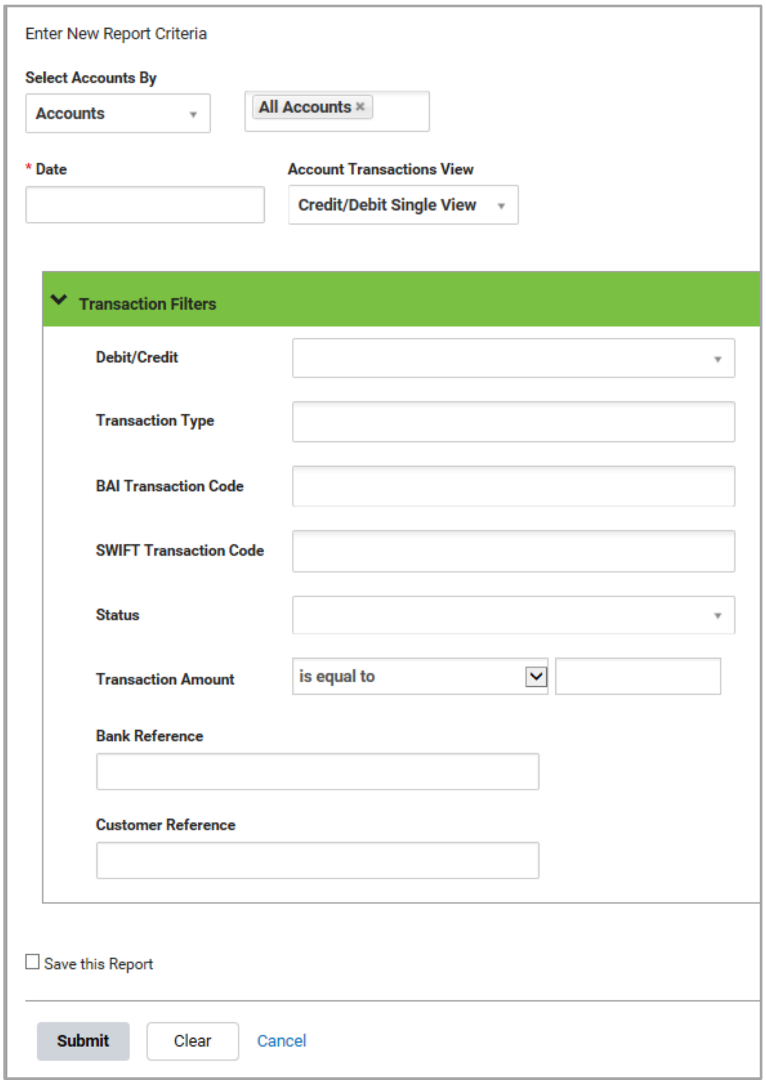
1. Select Balance and Transaction Reporting from the Reporting menu.
2. At the top of the screen, click Custom Reporting.



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.

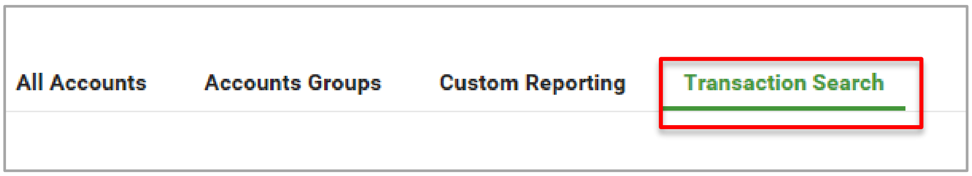
10. (optional) Enter a **bank reference** as a search criterion.
11. (optional) Enter a **Customer Reference** as a search criterion.
12. If you want to save this report for future viewing, click **Save this report**, and then enter a name for the new report.
13. When you have finished selecting search 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.



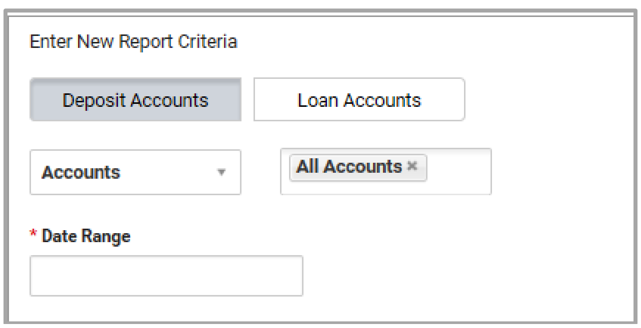
Transaction Search

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**.



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.