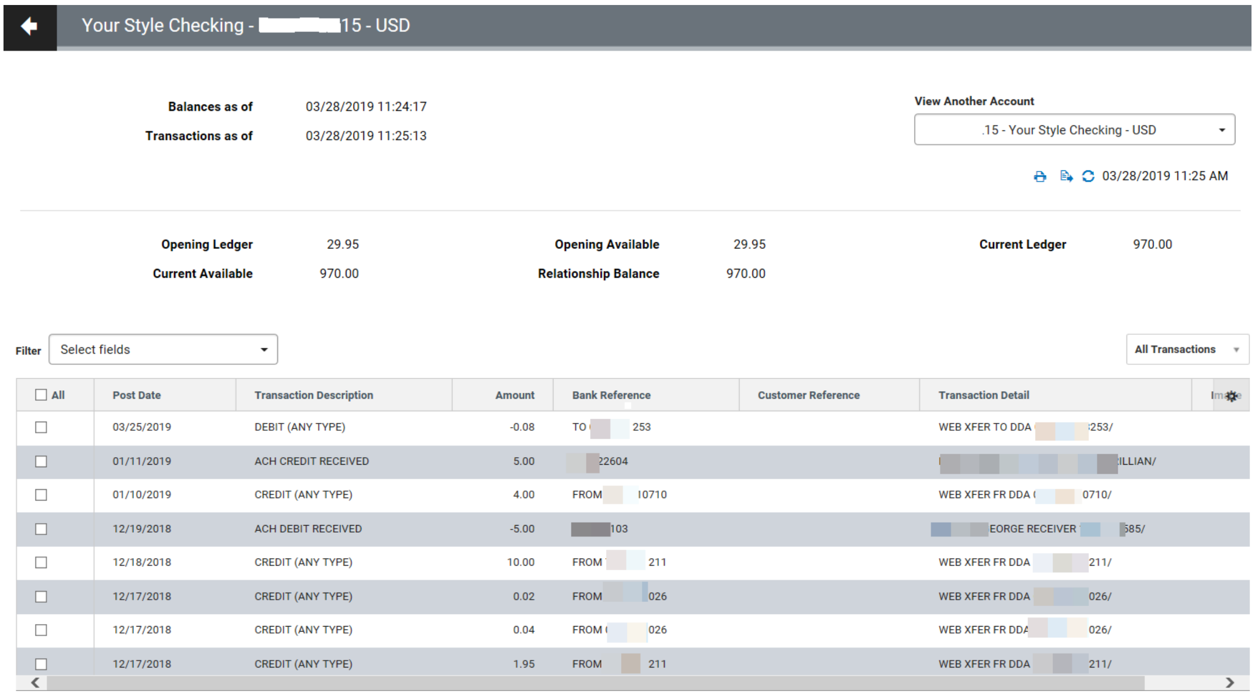
Commercial Online Banking
Transaction Reporting
Quick Reference Guide

Transaction Details Screen

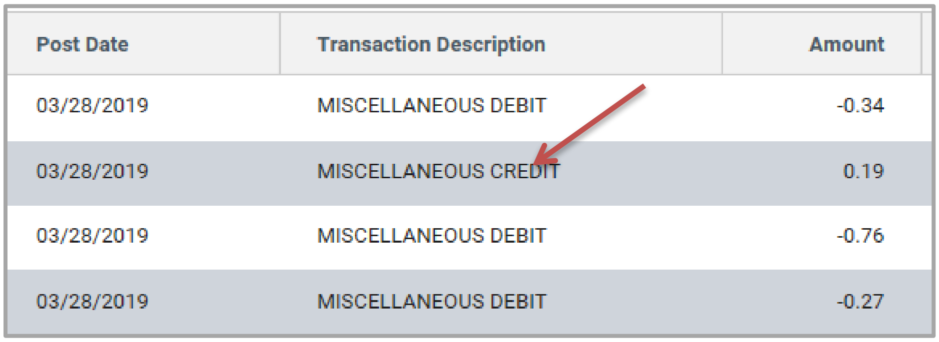
The Transaction Details screen is accessed by clicking the account number on the Account Summary Widget. This screen displays detailed account information.



The top of the screen displays balances and transactions for the current date, depending on the available information it may list the following values for deposit accounts:

- Opening Ledger
- Opening Available
- Current Day Ledger
- Current Day Available
- One Day Float
- 2 or More Days Float

If transaction details are too long to fit in the columns displayed on the screen, you can view the entire detail by hovering over the displayed detail with the mouse.

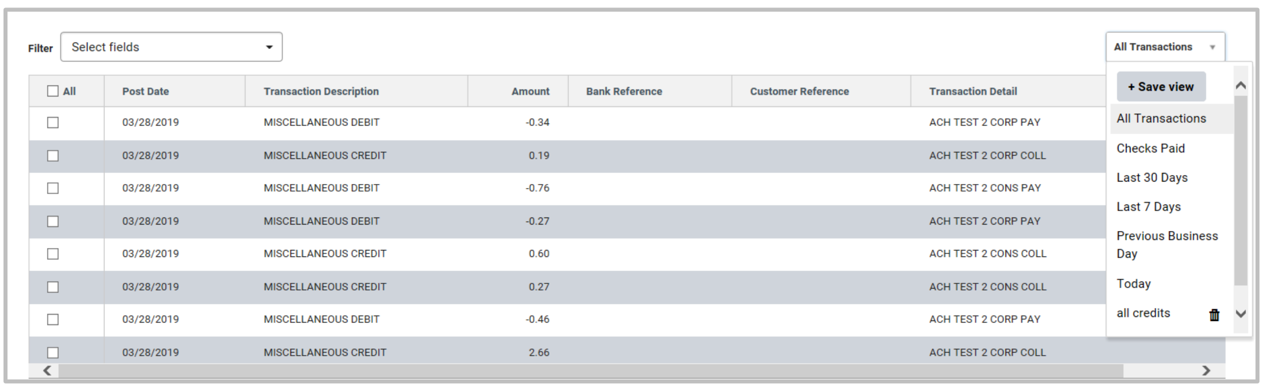


Post Date	Transaction Description	Amount
03/28/2019	MISCELLANEOUS DEBIT	-0.34
03/28/2019	MISCELLANEOUS CREDIT	0.19
03/28/2019	MISCELLANEOUS DEBIT	-0.76
03/28/2019	MISCELLANEOUS DEBIT	-0.27

Filtering Transactions

To filter transactions:

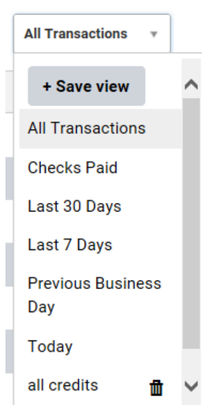
1. Click the View drop-down at the upper-right side of the screen.



All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail
☐	03/28/2019	MISCELLANEOUS DEBIT	-0.34			ACH TEST 2 CORP PAY
☐	03/28/2019	MISCELLANEOUS CREDIT	0.19			ACH TEST 2 CORP COLL
☐	03/28/2019	MISCELLANEOUS DEBIT	-0.76			ACH TEST 2 CONS PAY
☐	03/28/2019	MISCELLANEOUS DEBIT	-0.27			ACH TEST 2 CORP PAY
☐	03/28/2019	MISCELLANEOUS CREDIT	0.60			ACH TEST 2 CONS COLL
☐	03/28/2019	MISCELLANEOUS CREDIT	0.27			ACH TEST 2 CONS COLL
☐	03/28/2019	MISCELLANEOUS DEBIT	-0.46			ACH TEST 2 CORP PAY
☐	03/28/2019	MISCELLANEOUS CREDIT	2.66			ACH TEST 2 CORP COLL

2. Select the appropriate filter.

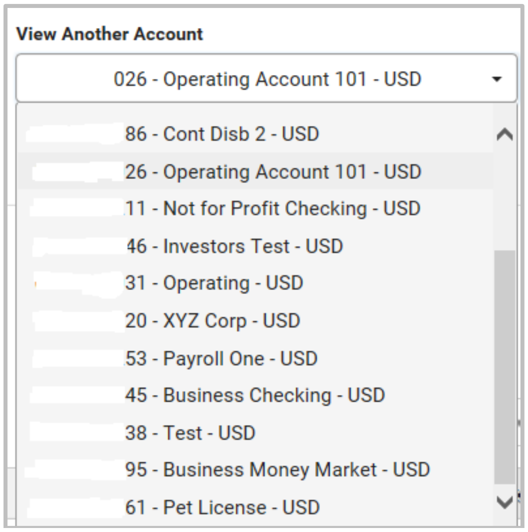
The list will be filtered by the criteria you selected.



Switch Accounts

To switch accounts:

1. To see another account (deposit or loan) while working in Transaction Details, use the View Another Account drop-down at the upper right of the screen to find and display the account



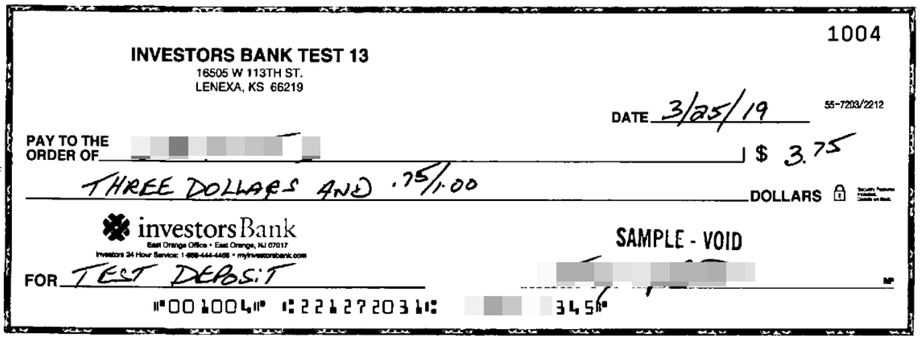
Viewing Transaction Images

Some transactions have images associated with them, such as images of deposit slips or cleared checks. To view images, an account must be set up by the bank administrator to permit image viewing.

To view a transaction image:

1. Slide the horizontal navigation bar to the right until you see the Image column. If the transaction has an associated image, an image icon will be displayed.

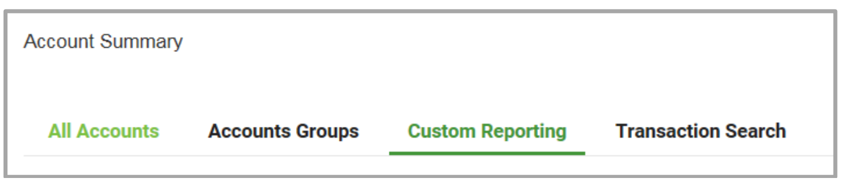
2. Click the icon to view the image.
3. Controls below the image allow you to flip or rotate it, as well as zoom in or out.
4. To save the image to a file, click 
5. To print the image, click 



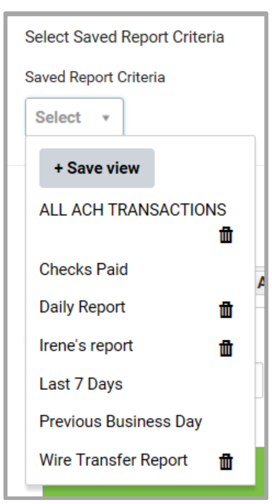
Controls below the image allow you to flip or rotate it, as well as zoom in or out.

Custom Reporting

Users can customize and save reporting criteria to share and download. From the Balance and Transaction/Account Summary section select Custom Reporting.



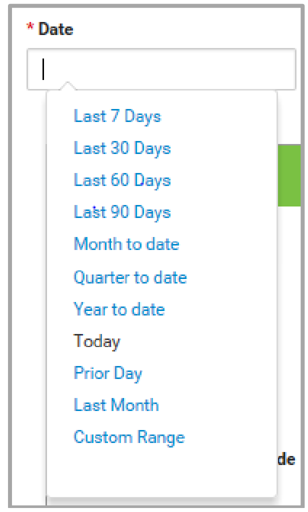
If you or others have created previous report, select the Saved Report Criteria dropdown:

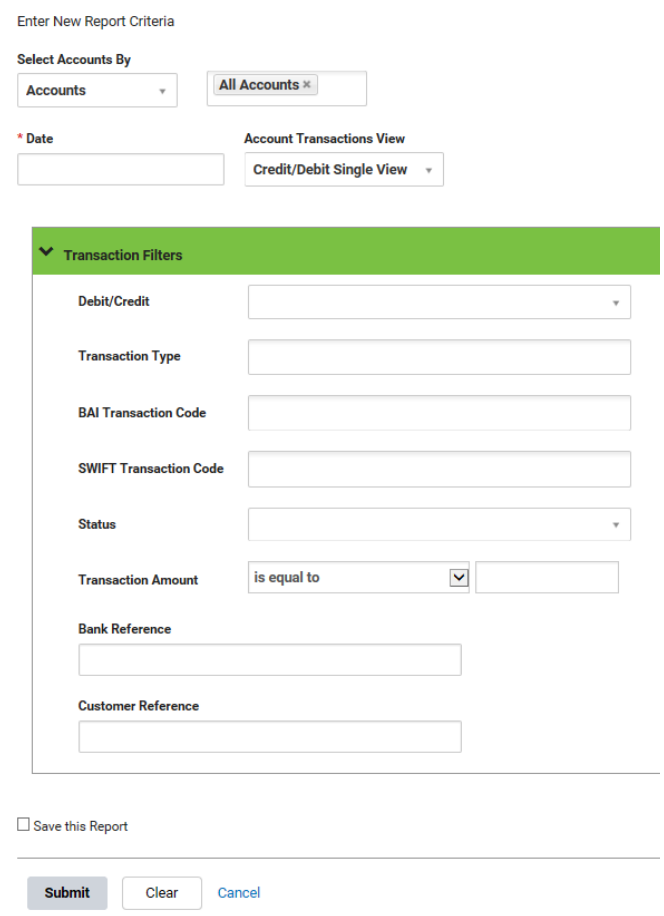


OR

To create a new report:

1. Select Accounts individually or by groups if previously created
2. Select a date range from the dropdown
3. Select a view from the Account Transaction dropdown





Download

The Download function allows you to download balance and transaction data in Bank Administration Institute (BAI), CSV, CS Basic Export (a basic comma-separated format), Quicken/QuickBooks (OFX), and SWIFT MT940/MT942 format. To do so, you must have permission to download data in the appropriate format.

Bank account and transaction information can also be downloaded in CSV format from the Bank Account Summary screen or transaction list view with the export function.

There are two steps to downloading balance and transaction data.

- First, you need to submit an export request.
- After the system processes the request, you can download the exported data from the Downloads screen.

Note: The entry of different fields is required for each of the different export types. These differences are detailed in the instructions that follow.