

Quick Reference Guide

Balance and Transaction Reporting

Published on 4/10/2019

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.

Account Summary *

All Accounts Accounts Groups Custom Reporting Transaction Search

Refresh Balances 05/18/2017 04:10 PM

▼ **Deposit Accounts** Opening Ledger: 98,017,633.16 Current Available: 631.24

Export Print

Filter: All Accounts ▼

Account Name	Account Number	Client Account Name	Bank Code	Balances As Of	Currency	Opening Ledger	Current Ledger	Opening Available	
One	0000000001	One	TDBank	05/18/2017 16:06:35	USD	46.66	69.44	46.66	
1122334625	1122334625	GIR Account	BONY	05/18/2017 16:06:35	USD	81,066.54	412.62	81,066.54	
Ana Real 1	5125125125	Ana Real 1	BONY	05/18/2017 16:06:35	USD	96,874,293.57	148.24	96,874,293.57	
Ana Real Time	6655665566	Ana Real Time	BONY	05/18/2017 16:06:35	USD	1,062,226.39	0.94	1,062,226.39	

Viewing 1-4 of 4 records Display 10 per page < Page 1 of 1 >

▼ **Loan Accounts** Outstanding Principal: 522,085.12 Available Credit: 70.30

Export Print

Filter: All Accounts ▼

Account Name	Currency Code	Principal Balance	Account Number	Client Account Name	Bank Code	International BIC	ABA	Balances As Of	
1122334601	USD	0.00	1122334601	LC account	BOA		011101024	05/18/2017 03:25:10	
1122334602	USD	0.00	1122334602	CL Account	BOA		011101024	05/18/2017 03:25:10	
Gir Account	USD	522,085.12	1122334626	GIR Account	BONY		021000018	05/18/2017 10:52:38	

Viewing 1-3 of 3 records Display 10 per page < Page 1 of 1 >

By default, the Account Summary widget appears on the [Home Page](#) page. You can also navigate to it from the **Reporting** menu.

To view Account Summary:

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

The system displays the Balance and Transaction Reporting - Account Summary screen with the

All Accounts tab preselected.

Account Summary *

All Accounts Accounts Groups Custom Reporting Transaction Search

[Refresh Balances](#) 05/18/2017 04:10 PM

Deposit Accounts Opening Ledger: 98,017,633.16 Current Available: 631.24

Filter: [Export](#) [Print](#)

Account Name	Account Number	Client Account Name	Bank Code	Balances As Of	Currency	Opening Ledger	Current Ledger	Opening Available	
One	0000000001	One	TDBank	05/18/2017 16:06:35	USD	46.66	69.44	46.66	
1122334625	1122334625	GIR Account	BONY	05/18/2017 16:06:35	USD	81,066.54	412.62	81,066.54	
Ana Real 1	5125125125	Ana Real 1	BONY	05/18/2017 16:06:35	USD	96,874,293.57	148.24	96,874,293.57	
Ana Real Time	6655665566	Ana Real Time	BONY	05/18/2017 16:06:35	USD	1,062,226.39	0.94	1,062,226.39	

Viewing 1-4 of 4 records Display per page < Page of >


Loan Accounts Outstanding Principal: 522,085.12 Available Credit: 70.30

Filter: [Export](#) [Print](#)

Account Name	Currency Code	Principal Balance	Account Number	Client Account Name	Bank Code	International BIC	ABA	Balances As Of	
1122334601	USD	0.00	1122334601	LC account	BOA		011101024	05/18/2017 03:25:10	
1122334602	USD	0.00	1122334602	CL Account	BOA		011101024	05/18/2017 03:25:10	
Gir Account	USD	522,085.12	1122334626	GIR Account	BONY		021000018	05/18/2017 10:52:38	



Viewing 1-3 of 3 records Display per page < Page of >

Updating Balances


If you have access to the update balance function, you can update balances by clicking the **Refresh Balances** icon  and link at the top of the widget.

Refresh Balances 07/31/2018 02:23 PM

Opening Ledger	Current Available
4,346,101.78	3,743,460.51

All Accounts ▾

Current Available	Balances As Of	
1,005,038.48	07/31/2018 09:41:08	
20.02	07/31/2018 14:23:14	
185,482.85	07/31/2018 09:25:14	
911,510.75	07/31/2018 09:41:06	
776,867.65	07/31/2018 09:41:07	
864,540.76	07/31/2018 09:41:05	

Viewing Transaction Details

Click the **Account Name** to see transaction details.

1122334672 - 1122334672 - USD

Balances as of 02/09/2018 10:33:40
Transactions as of 02/09/2018 15:33:42

View Another Account
1122334672 - 1122334672 - USD

Export Print

Opening Ledger 143,897.71 Opening Available 143,277.99 Current Ledger 144,581.88
Current Available 143,962.16

Filter Select fields Last 7 Days

Post Date	Transaction Description	Amount	Bank Reference	Customer Referen...	Transaction Detail	Image
02/09/2018	RETURN ITEM	-6.00	810000622122750	00001160552	CHARGEBACK/ ⓘ	
02/09/2018	DEPOSITED ITEM RETURNED	-2.00	810000622122744	00001160552	CHARGEBACK/ ⓘ	
02/09/2018	DEBIT ADJUSTMENT	-692.17	WS75451950	Cust Ref 6	DEBIT ADJUSTMENT / CHECK INTER ⓘ	
02/09/2018	CHECK PAID	-4,140.62	LN67840791	Cust Ref 5	CHECKS PAID / ⓘ	
02/09/2018	FLOAT ADJUSTMENT	-4,140.64	LN67840793	Cust Ref 4	FLOAT ADJUSTMENT / CHECK INTER ⓘ	
02/09/2018	MISCELLANEOUS CREDIT	4,832.81	WS94199622	Cust Ref 3	MISCELLANEOUS CREDIT / ⓘ	
02/09/2018	MISCELLANEOUS CREDIT	4,332.16	LN67840790	Cust Ref 2	MISCELLANEOUS CREDIT / CHECK I ⓘ	
02/09/2018	CHECK DEPOSIT PACKAGE	500.63	LN67840792	Cust Ref 1	CHECK DEPOSIT PACKAGE / ⓘ	
02/08/2018	RETURN ITEM	-6.00	810000622122750	00001160552	CHARGEBACK/ ⓘ	
02/08/2018	DEPOSITED ITEM RETURNED	-2.00	810000622122744	00001160552	CHARGEBACK/ ⓘ	
02/08/2018	DEBIT ADJUSTMENT	-692.17	WS75451950	Cust Ref 12	DEBIT ADJUSTMENT / CHECK INTER ⓘ	

Viewing 1-16 of 16 records Display 25 per page Page 1 of 1

View Another Account

1122334709 - 1122334709 - USD

1122334601 - LC account - USD

1122334602 - CL Account - USD

0000000001 - One - USD

1122334451 - Client Acct Name 01 - USD

1122334455 - Client Acct Name 05 - USD

1122334623 - 1122334623 - USD

1122334672 - 1122334672 - USD

1122334708 - 1122334708 - USD

1122334709 - 1122334709 - USD

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.

1. From the Account Summary screen, click on the account name. The transaction details screen will appear.

- Use the scroll bar to locate the **Image** column.

Operating Account - 0032037909

Transaction details as of 07/22/2016 12:58:49 .

Export Print

Filter Select fields Advanced

st Date	Transacti...	Debit/Credit	Bank Reference	Transaction Detail	Type	Am	Image
/20/...	ACH SETT...	Debit	016176009879971	CHRISTIAN DIOR S CREDITS ⓘ	ACH	(\$8,543.33)	1,458,514.29
/20/...	BANK - PR...	Credit	000004216105540		OTHER DEPOSITS	\$960.00	1,467,057.62
/20/...	INDIVIDU...	Credit	016175009773225	MERCHANT SERVICE DEPOSIT ⓘ	CONCENTRATION	\$860.00	1,466,097.62

Viewing 1-3 of 3 records

Display 10 per page

Page 1 of 1

Cancel

Image icon will appear for the transaction

Scroll Bar

- Click on the image icon to view the image.

DEPOSIT TICKET

Check Detail

Bank ID 053000219 Check Number 123 Paid Amount 456.00
 Account Number 123123123 Paid Date Wed, 09 Dec 2015 05:00:00 GMT Image Description check 123

View

View

Viewing 1-2 of 2 records

Cancel

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

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**.

Account Summary ✳

All Accounts Accounts Groups **Custom Reporting** Transaction Search

Select Saved Report Criteria

Saved Report Criteria

Select ▼

or

Enter New Report Criteria

Select Accounts By

Accounts ▼ All Accounts ✕

* Date Account Transactions View

Credit/Debit Single View ▼

▼ **Transaction Filters**

Bank Code

Currency

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

To see a report based on saved report criteria:

- At **Saved Report Criteria**, use the drop-down to select a saved report.

Select Saved Report Criteria

Saved Report Criteria

Select ▼

+ Save view

Checks Paid

Last 7 Days

Previous Business Day

All Accounts *

Note

If a report has been saved previously as the default, it will appear as the default choice. To remove this choice, click **Clear Default**.

Account Summary

All Accounts Accounts Groups **Custom Reporting** Transaction Search

Select Saved Report Criteria

Saved Report Criteria

Checks Paid ▼ **Clear Default**

Report Criteria [Edit](#)

Account	Date Range
All Accounts	06/09/2017 - 06/09/2017

The report appears on screen.

If you want the saved report you selected to be the default report in future, click **Set As Default**.

Click **Edit** in the **Report Criteria** section to edit the criteria. Follow the instructions under **To see a report based on new report criteria** below.

To see a report based on new report criteria:

- (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.

Note

Real-time posted accounts are not available for custom reporting.

Account Summary

All Accounts **Accounts Groups** **Custom Reporting** **Transaction Search**

Select Saved Report Criteria

Saved Report Criteria

Select ▼

Enter New Report Criteria

Select Accounts By

Accounts ▼

* Date

Transaction Filter

Bank Code

Currency

All Accounts *
000000001
0111223311
0111223312
1122334451
1122334452
1122334453
1122334455
1122334457
1122334458

- In the **Date Range** field, select a range or enter a custom range using the calendar icon.

* Date

Account Transactions View

Credit/Debit Single View ▼

Debit/Credit ▼

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

[Last 7 Days](#)
[Last 30 Days](#)
[Last 60 Days](#)
[Last 90 Days](#)
[Month to date](#)
[Quarter to date](#)
[Year to date](#)
[Today](#)
[Custom Range](#)

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Apply

- (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**.

- (optional) Click the right arrow ► button in the **Transaction Filters** field to expand the list of options.

The screenshot shows a form titled "Transaction Filters" with a dropdown arrow on the left. The form contains the following fields:


- Bank Code: Text input field
- Currency: Text input field
- Debit/Credit: Dropdown menu
- Transaction Type: Text input field
- BAI Transaction Code: Text input field
- SWIFT Transaction Code: Text input field
- Status: Dropdown menu
- Transaction Amount: Dropdown menu (currently showing "is equal to") and a text input field
- Bank Reference: Text input field
- Customer Reference: Text input field

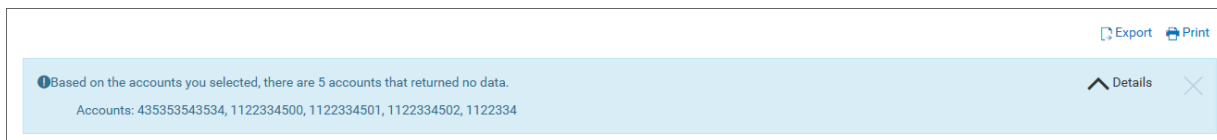
- (optional) Enter a bank code as a search criterion.
- (optional) Enter a currency as a search criterion.
- (optional) Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
- (optional) Enter a transaction type as a search criterion.
- (optional) Enter a BAI transaction code as a search criterion.
- (optional) Enter a SWIFT transaction code as a search criterion.
- (optional) Use the **Status** drop-down to select an appropriate status: Pending or Cleared.
- (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.
- (optional) Enter a bank reference as a search criterion.
- (optional) Enter a customer reference as a search criterion.
- If you want to save this report for future viewing, click **Save this report**, and then enter a name for the new report.

16. 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.

Viewing the Custom Report

The results of a custom report request are described below.

- **Export** and **Print** buttons are displayed at the top of the report. For information on exporting and printing data, see [Exporting and Printing Balance Transaction Data](#).
- If any of the accounts selected returned no data, you will be notified of this. Click the down  arrow to view the accounts that returned no data.



- To see totals for the accounts that the report covers, click **Show Account Totals**.

FOR PERIOD 03/15/2019 - 03/21/2019		HIDE ACCOUNT TOTALS		
SUMMARY TOTALS FOR	OPENING LEDGER	TOTAL CREDITS (15)	TOTAL DEBITS (15)	CURRENT LEDGER
15 Accounts	2,117,415,725.46	825.00	15,165.00	29,675.20

Then to hide the displayed totals, click **Hide Account Totals**.

- For each listed account, the following information is listed:
 - Opening Ledger
 - Total Credits
 - Total Debits
 - Current Ledger



- To see account details, click the right arrow ➤. It drops down the detail information for the first and last days in the requested date range.

1020334513 USD CLNTACCNAME513		Opening Ledger	Total Credits ()	Total Debits ()	Current Ledger
		56,348,480.74	55.00	1,011.00	9.40
1020334514 USD CLNTACCNAME514		Opening Ledger	Total Credits ()	Total Debits ()	Current Ledger
		240,265,885.29	55.00	1,011.00	9,682.10

[Print](#)

First Day (as of 03/21/2019)		Last Day (as of 03/21/2019)	
AMERICAN EXPRESS SETTLEMENT 170422 5510513518			
Opening Ledger	240,265,885.29	Current Ledger	9,682.10
Opening Available	240,265,885.29	Current Available	9,682.10
Zero Day Float	0.88	Zero Day Float	0.88
One Day Float	819.47	One Day Float	819.47
Two or more Days Float	0.80	Two or more Days Float	0.80
Three or more Days Float	0.89	Three or more Days Float	0.89
Total Credits	55.00	Total Credits	55.00
Total Debits	1,011.00	Total Debits	1,011.00

Account 1020334514 Transactions

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail	Image	
<input type="checkbox"/>	03/21/2019	OUTGOING MONEY TRANSFER	55.00	FTJ05111845751228	T4 70955018			
<input type="checkbox"/>	03/21/2019	OUTGOING MONEY TRANSFER	-1,011.00	FTJ05111845751227	T4 70955017			

Viewing 1-2 of 2 records Display 10 per page Page 1 of 1

The section also lists any transactions for the period covered by the report. If an image is associated with a transaction, an icon appears in the **Image** column. Click the icon to view the image. For information, see [Viewing Transaction Images](#).

Note

For real-time accounts, totals for all accounts and for individual accounts/transactions are polled to get the most up-to-date information. You will see a revolving progress indicator to show that accounts/transactions are in the process of being loaded.

Your account balances and transaction totals are loading.



Account Groups

The account groups feature allows you to logically organize bank accounts into groups. When you are viewing bank account data on a list or report, you can choose to filter the data by these groups. This feature allows you to view data for related accounts quickly and easily.

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 account groups, 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**.

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**.

The screenshot shows the 'Account Summary' page with the 'Transaction Search' tab selected. The interface includes a navigation bar with 'All Accounts', 'Accounts Groups', 'Custom Reporting', and 'Transaction Search'. Below this is a section titled 'Enter New Report Criteria' containing buttons for 'Deposit Accounts' and 'Loan Accounts', a dropdown menu for 'Accounts' set to 'All Accounts', and a 'Date Range' input field. A 'Transaction Filters' section is also visible. At the bottom of the criteria section are 'Submit', 'Clear', and 'Cancel' buttons. In the bottom right corner of the page, there are 'Export' and 'Print' icons.

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

- (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.

The screenshot displays the 'Account Summary' interface with the 'Transaction Search' tab selected. Under 'Enter New Report Criteria', there are buttons for 'Deposit Accounts' and 'Loan Accounts'. A dropdown menu is open for the 'Accounts' field, showing a list of account options. The list includes 'All Accounts *', several 'CL Account' and 'LC account' entries from J.P. Morgan Chase with various IDs, and 'CL Account' and 'LC account' entries from BONY - Bank of New York. A 'Transaction Filter' button is visible below the dropdown. At the bottom of the form are 'Submit' and 'Clear' buttons.

5. In the Date Range field, select a range or enter a custom range using the calendar icon.

Account Summary

All Accounts Accounts Groups Custom Reporting Transaction Search

Enter New Report Criteria

Deposit Accounts Loan Accounts

Account Group

Date Range

< May 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
JO		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
4	5	6	7	8	9	10

[Last 7 Days](#)
[Last 30 Days](#)
[Last 60 Days](#)
[Last 90 Days](#)
[Quarter to date](#)
[Month to date](#)
[Year to date](#)
[Today](#)
[Custom Range](#)

May 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
JO	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
4	5	6	7	8	9	10

6. (optional) Click the right arrow ► button in the **Transaction Filters** field to expand the list of options.

The screenshot shows a form titled "Transaction Filters" with a dropdown arrow on the left. The form contains the following fields:

- Bank Code: Text input field
- Currency: Text input field
- Debit/Credit: Dropdown menu
- Transaction Type: Text input field
- BAI Transaction Code: Text input field
- SWIFT Transaction Code: Text input field
- Status: Dropdown menu
- Transaction Amount: Dropdown menu (currently showing "is equal to") and a text input field
- Bank Reference: Text input field
- Customer Reference: Text input field

7. (optional) Enter a bank code as a search criterion.
8. (optional) Enter a currency as a search criterion.
9. (optional) Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
10. (optional) Enter a transaction type as a search criterion.
11. (optional) Enter a BAI transaction code as a search criterion.
12. (optional) Enter a SWIFT transaction code as a search criterion.
13. (optional) Use the **Status** drop-down to select an appropriate status: Pending or Cleared.
14. (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.
15. (optional) Enter a bank reference as a search criterion.
16. (optional) Enter a customer reference as a search criterion.
17. 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.

Download Fields

The fields below may appear on the Export Data screen. These fields allow you to further filter the data you would like to export.

Field	Explanation
Date	The date or range of dates for the data to export.
Account Details	Details about the account. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for export.
Account Group	A name of a group of accounts you want to return data for. The default setting is <i>blank</i> (optional). This results in all available accounts being selected for export.
Debit/Credit	You can export either debit or credit transactions.
Transaction Type	The types of transaction data to download.
BAI Transaction Code	The BAI code associated with the data you would like to download.
SWIFT Transaction code	The SWIFT code associated with the data you would like to download.
Status/Transaction Status	The status of the download.
Transaction Amount	The amount of the transaction.
Bank Reference	Bank reference information.
Customer Reference	Customer reference information.