# 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. Additional capabilities designed to give you quick access to desired data are provided in Advance Reporting.

To access the BTR workspace, open the left navigation menu, click to expand the Reporting menu, then select the Balance & Transactions link.
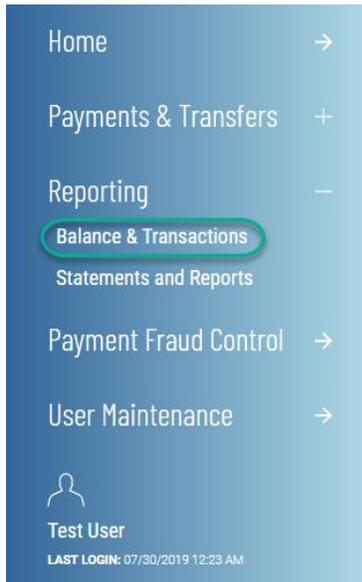
View Account Summary

Account Summary is a widget pinned to the BTR workspace, it lists the balances of accounts that you have access to view.

Account information is presented in two formats: (1) a tabular, list view or (2) a tile view. You are able to toggle between these two formats via the icon that appears in the upper right corner of the Account Summary widget in order to view accounts based on your preference. Both formats present accounts in groups, based on account types: Deposit, Loan, Investment and Other.

As with standard capabilities, the list view(s) in BTR can be personalized by you – sort data in a column, display desired columns, arrange order of columns and filter data. You can save multiple personalized views for later use. Data can be printed and exported.

In list view, the first account group is auto-expanded and subsequent groups are collapsed. Click on + to view more information. You can also view the account details by clicking on the account name link.

Balance & Transaction Reporting

Add Widget ▾

— DEPOSIT ACCOUNTS

TODAY'S OPENING LEDGER $1,955,686.05

CURRENT AVAILABLE $10,733.56

↻ As of 08/01/2019 03:33 PM

FILTER Select Fields ▾

SAVED VIEWS Select view ▾

Account Name	Account Number	Today's Opening Ledger	Current Available	⚙
Premier 5%	123123123	651,895.35	1,849.27	
Building Account	23235252	651,895.35	3,376.60	
Capital Account	123456789	651,895.35	5,507.69	

Viewing 1-3 of 3 records

DISPLAY 10 ▾ per page ‹ PAGE 1 ▾ of 1 ›

+ LOAN ACCOUNTS

CURRENT PRINCIPAL $1,748.23

CURRENT AVAILABLE $5,784.63

From the Account Detail screen, you can

1. View transaction details of the selected account
2. View any images (checks, deposit tickets, etc.) associated with a transaction by clicking on the icon ☑ where available.
3. If with administrative right, rename the account display name for all users within the same Customer.
4. View additional account balance information as available.

‹ Deposit Account Detail

DEPOSIT ACCOUNT

Premier 5% 123123123 ▾

Edit Account Name

Balances as of
08/01/2019 05:58 PM

$500.00 $651,895.35 $1,849.27

CLOSING AVAILABLE   TODAY'S OPENING LEDGER   CURRENT AVAILABLE

Transactions for

07/26/2019 - 08/01/2019 📅

↻ 08/01/2019 05:58 PM

FILTER Select Fields ▾

Date	Description	Transaction Description	Debit	Credit	⚙
Pending	Electronic Transfer	Blue Shield of C Claims CCD	43,996.67		
07/31/2019	Book Transfer Debit			8,000.00 ☑	
07/31/2019	Book Transfer Debit	D DISTRIBUTED AVAILABILITY		4,000.00 ☑	
07/31/2019	Book Transfer Debit	S DISTRIUBUTED AVAILABILITY		40,000.00 ☑	
07/31/2019	Book Transfer Debit			55,000.00 ☑	

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

The tile view offers a convenient account transfer ability by using your mouse to "drag" a tile onto another tile to indicate the from/to account pair for the transfer. On clicking and dragging the FROM account tile, the screen will adhere to pre-set transfer permissions and disable (by fading out) the accounts that are not set as a "TO" account.

When drag & drop tiles have met the eligibilities, a Quick Transfer display will open, pre-filling the FROM/TO accounts information. You only need to complete the desired amount.
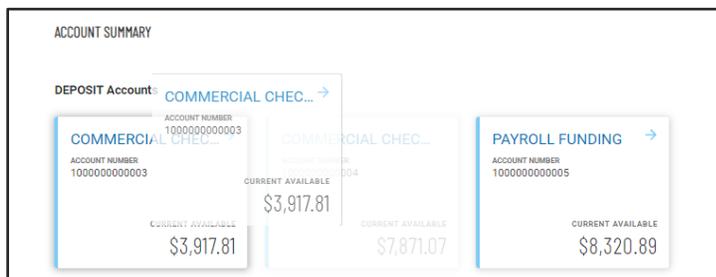
Using Advance Reporting

Advance Reporting widget is available to you from the Add Widget menu on the header bar. It provides three (3) additional capabilities to access your banking information.
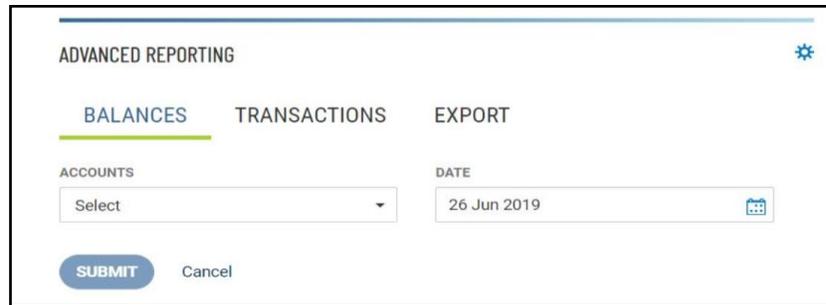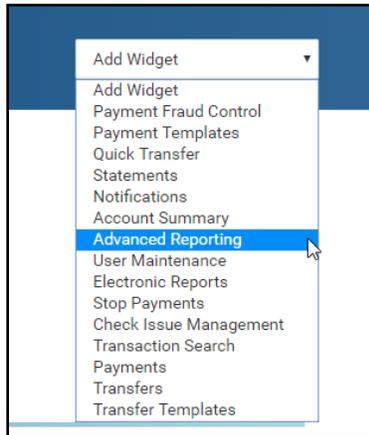
1. A view to account(s) balance history for a given date. Provides total account balance information for the accounts selected as well as the individual account balances.
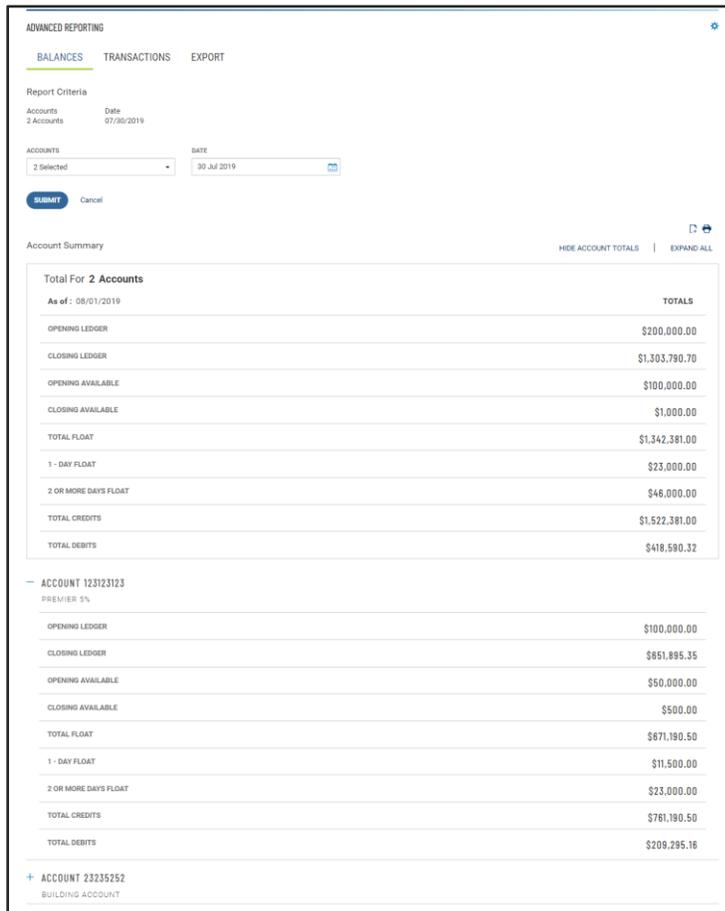
2. Provides you the convenience of saving frequently utilized Transaction Search criteria for reuse.

3. Exporting account balances and transaction information in either BAI or CSV format for a single or multiple accounts and for a single or a range of dates.