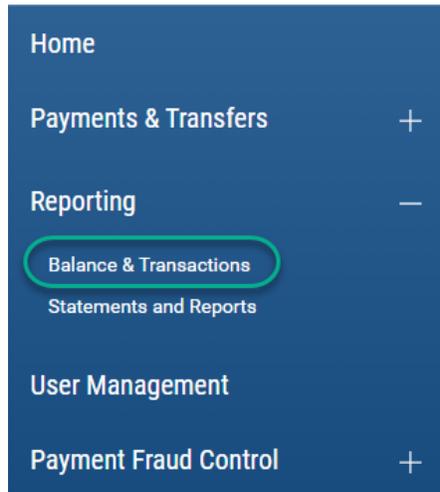


Quick Reference Guide – Balance and Transaction Reporting (BTR)

The Balance and Transaction Reporting (BTR) workspace provides you with detailed balance and transaction information from the accounts you have permissions to view. There are a number of additional capabilities designed to give you quick access to desired data.

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, lists the balances of accounts that you have access to view.

Account Summary is a widget pinned to the BTR workspace, it is organized by multiple functional tabs based on your permissions:

- All Accounts
- Balance History
- Account Activity
- Export
- Wire Detail



Quick Reference Guide – Balance and Transaction Reporting (BTR)

ALL ACCOUNTS

Account information is presented in two formats for users with 20 accounts or less: (1) a tabular list view or (2) a tile list 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 of 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 Account Summary All Accounts 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.

To view the Account Number without masking, click on the  icon to unlock masking.

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Capital Account	****0003	590,720.59	17.22
Disbursement Account	****0007	-	3,834.45
Payroll Account	****0002	253,446.94	7,122.52
test	****0001	88,654.87	3,733.95

VIEW 1-4 OF 4

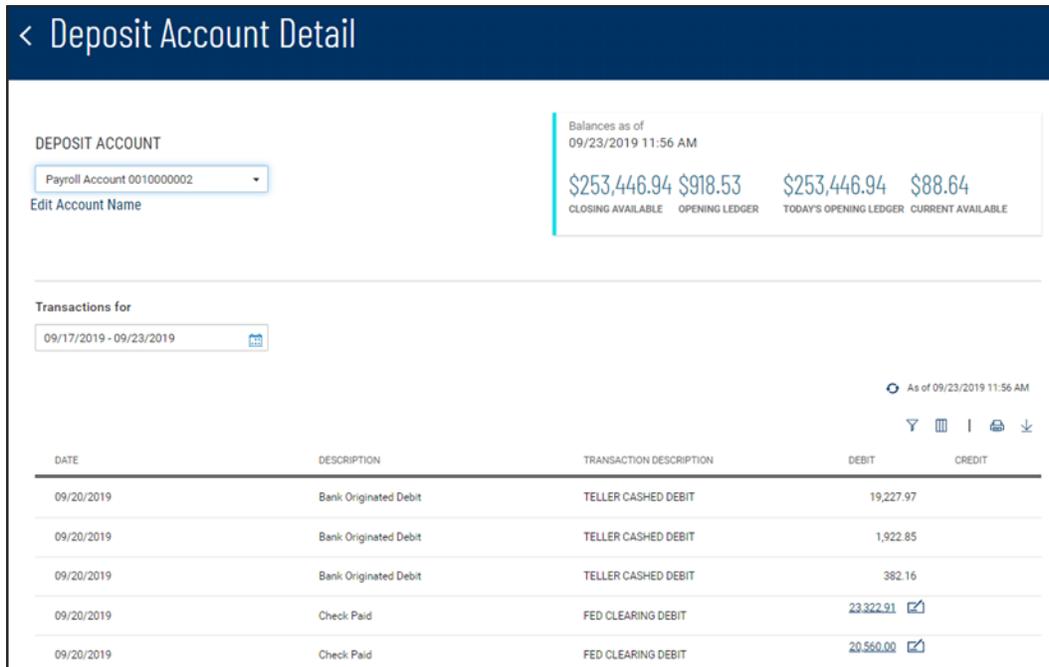
DISPLAY 4 1

CURRENT AVAILABLE	CURRENT PRINCIPAL
\$13,738.42	\$13,296.31
THESE BALANCES REFLECT ALL ACCOUNTS	

Quick Reference Guide – Balance and Transaction Reporting (BTR)

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 rights, rename the account display name for all users within the same Customer.
4. View additional account balance information as available.



DEPOSIT ACCOUNT
Payroll Account 001000002
Edit Account Name

Balances as of
09/23/2019 11:56 AM

\$253,446.94	\$918.53	\$253,446.94	\$88.64
CLOSING AVAILABLE	OPENING LEDGER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE

Transactions for
09/17/2019 - 09/23/2019

As of 09/23/2019 11:56 AM

DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	19,227.97	
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	1,922.85	
09/20/2019	Bank Originated Debit	TELLER CASHED DEBIT	382.16	
09/20/2019	Check Paid	FED CLEARING DEBIT	23,322.91	
09/20/2019	Check Paid	FED CLEARING DEBIT	20,560.00	

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



Balance & Transaction Reporting
Add Widget

DEPOSIT Accounts

PREMIER 5% ACCOUNT NUMBER 123123123 CURRENT AVAILABLE \$8,487.43	BUILDING ACCOUNT ACCOUNT NUMBER 23235252 CURRENT AVAILABLE \$4,864.14	CAPITAL ACCOUNT ACCOUNT NUMBER 123456789 CURRENT AVAILABLE \$6,507.97
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LOAN Accounts

BUILDING LOAN ACCOUNT NUMBER 36254512 CURRENT AVAILABLE \$5,784.63

Quick Reference Guide – Balance and Transaction Reporting (BTR)

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.

ACCOUNT SUMMARY

DEPOSIT Account: COMMERCIAL CHEC... →

COMMERCIAL CHEC... ACCOUNT NUMBER 1000000000003 CURRENT AVAILABLE \$3,917.81	COMMERCIAL CHEC... ACCOUNT NUMBER 1000000000004 CURRENT AVAILABLE \$7,871.07	PAYROLL FUNDING → ACCOUNT NUMBER 1000000000005 CURRENT AVAILABLE \$8,320.89
--	--	---

INITIATE TRANSFER

FROM ACCOUNT
Commercial Checking - 1000000000003 (\$3,917.81 USD Available)
\$3,917.81 USD Available

TO ACCOUNT
Payroll Funding - 1000000000005 (\$8,320.89 USD Available)
\$8,320.89 USD Available

TRANSFER DATE
06/17/2019

AMOUNT
0.00

MEMO
Optional

Submit Clear

Quick Reference Guide – Balance and Transaction Reporting (BTR)

BALANCE HISTORY

Balance History tab in Account Summary widget provides a view to account(s) balance history for a given date.

Navigation tabs: ALL ACCOUNTS, **BALANCE HISTORY**, ACCOUNT ACTIVITY, EXPORT, WIRE DETAIL

ACCOUNTS: Select (dropdown menu)

DATE: 01/05/2022

Filter

- ALT CHK - ****6789
- Capital Account - ****0003
- Checking - ****3123
- Nickname Savings - ****8888
- Operating Account - ****0001
- Payroll Account - ****0002

Buttons: **DONE**, SELECT ALL, CLEAR

DATE: 01/05/2022

Quick Reference Guide – Balance and Transaction Reporting (BTR)

Aggregate balance information for the accounts selected is presented as well as the individual account balances.

[ALL ACCOUNTS](#) [BALANCE HISTORY](#) [ACCOUNT ACTIVITY](#) [EXPORT](#) [WIRE DETAIL](#)

Report Criteria

Accounts Date
1 Accounts 12/30/2021

ACCOUNTS DATE

ALT CHK - ****6789 12/30/2021

SUBMIT Cancel

Summary Balances [HIDE ACCOUNT TOTALS](#) | [EXPAND ALL](#)

Total For 1 Accounts	
As of: 12/30/2021	TOTALS
OPENING LEDGER	\$100,000.00
CLOSING LEDGER	\$651,895.35
OPENING AVAILABLE	\$50,000.00
CLOSING AVAILABLE	\$500.00
TOTAL FLOAT	\$671,190.50
1 - DAY FLOAT	\$11,500.00
2 OR MORE DAYS FLOAT	\$23,000.00
TOTAL CREDITS	\$761,190.50
TOTAL DEBITS	\$209,295.16

+ Account ****6789
Alternate Checking

Quick Reference Guide – Balance and Transaction Reporting (BTR)

ACCOUNT ACTIVITY

Account Activity tab in Account Summary widget provides you the convenience of saving frequently utilized Transaction Search criteria for reuse.

ALL	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTION TYPE
<input type="checkbox"/>	...	one account	****6789	03/26/2021-03/26/20...	All
<input type="checkbox"/>	...	my report	MULTI 8	07/01/2019-07/30/20...	All
<input type="checkbox"/>	...	Test Nob 8	MULTI 10	11/05/2021-11/05/20...	All

EXPORT

Export tab in Account Summary widget offers you the ability to output a single or multiple accounts balances and transaction information in four (4) formats – either BAI, CSV, QuickBooks, Quicken or STI CSV, for a single or a range of dates.

Account number masking is not in effect of the exported data.

EXPORT TYPE	ACCOUNTS	DATE
Select	Select	01/05/2022

Quick Reference Guide – Balance and Transaction Reporting (BTR)

WIRE DETAIL

Access to Wire Detail tab depends on your financial institution's settings. Wire Detail tab provides the ability to view the detail payment information included with wire transfers.

The list view contains: date and time, receiving account, amount, bank reference number, customer reference number and wire detail. The list view filtering capabilities includes the wire detail that is available on the Wire Detail screen, providing the ability to search the incoming wire payments for specific information that may not be included in the list view.

When you click on the View Detail link, you will see the Wire Detail screen with the detail information that was included with the wire payment.

The screenshot displays the 'WIRE DETAIL' tab in a software interface. At the top, there are navigation tabs: ALL ACCOUNTS, BALANCE HISTORY, ACCOUNT ACTIVITY, EXPORT, and WIRE DETAIL (which is selected). Below the tabs, there are filters for 'WIRES FOR' (02/05/2021) and 'RECEIVING ACCOUNT' (Checking - ****3123). The main area shows a table of wire transactions with the following columns: DATE AND TIME, RECEIVING ACCOUNT, AMOUNT, BANK REFERENCE, CUST REFERENCE, and WIRE DETAIL. The first row of data is circled, and its 'View Detail' link is highlighted with a red circle. Below the table, there is a pagination bar showing 'VIEW 1-4 OF 4' and a 'DISPLAY' dropdown set to '4'.

DATE AND TIME	RECEIVING ACCOUNT	AMOUNT	BANK REFERENCE	CUST REFERENCE	WIRE DETAIL
02/05/2021 07:39 AM	Checking - 123...	81,122...	9760078200	3360407350	I G GOLD INC GREENFIELD IG GOLD I.G. GOLD View Detail
02/05/2021 07:39 AM	Checking - 123...	25,132...	-SETT9ACHWEB	3360112139	GREENFIELD COMMML CASH C&D ACH SETTLEMENT CREDIT View Detail
02/05/2021 07:39 AM	Checking - 123...	14,492...	000035	4669	ORG=ACC= -1851765105 GREENFIELD COMMERCIAL CREDIT CONTROL ACCOUT 300 E LONG LAKE RD STE 180 View Detail
02/05/2021 07:39 AM	Checking - 123...	273,47...	000198	5671	ORG=ACC= -00884265513 GREENFIELD COMMERCIAL CREDIT LLC 300 E LONG LAKE ROAD SUITE 180 BLOOMFIELD HILLS, MI 48304 View Detail

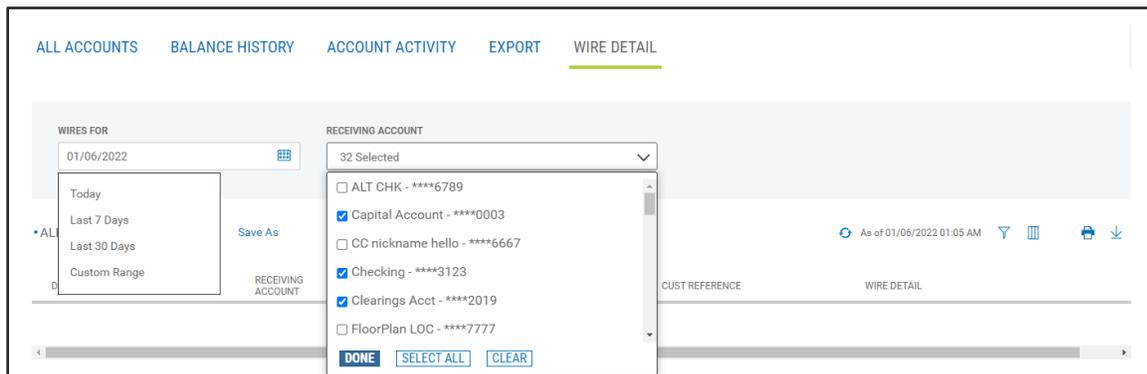
Quick Reference Guide – Balance and Transaction Reporting (BTR)

Wire Detail 

DATE 02/11/2021	RECEIVING ACCOUNT Payables Account - 123123123
AMOUNT 273,474.21	CUST REFERENCE 5671
BANK REFERENCE 000198	

ORG=ACC= -00884265513
GREENFIELD COMMERCIAL CREDIT LLC
300 E LONG LAKE ROAD SUITE 180
BLOOMFIELD HILLS, MI 48304
BNF=ACC=D-1054017439
GREENFIELD COMMERCIAL CREDIT
REF=000198

The list view is defaulted to today's date and all permitted receiving accounts. You may search for the wire history using the date picker and selected receiving accounts.



The screenshot shows the 'WIRE DETAIL' tab selected in a navigation bar. Below the navigation bar, there are two main sections: 'WIRES FOR' and 'RECEIVING ACCOUNT'. The 'WIRES FOR' section has a date picker set to '01/06/2022' and a dropdown menu open showing options: 'Today', 'Last 7 Days', 'Last 30 Days', and 'Custom Range'. The 'RECEIVING ACCOUNT' section has a dropdown menu open showing '32 Selected' and a list of accounts with checkboxes: 'ALT CHK - ****6789', 'Capital Account - ****0003', 'CC nickname hello - ****6667', 'Checking - ****3123', 'Clearings Acct - ****2019', and 'FloorPlan LOC - ****7777'. At the bottom of the dropdown are buttons for 'DONE', 'SELECT ALL', and 'CLEAR'. To the right of the dropdown, there are icons for 'As of 01/06/2022 01:05 AM', a search icon, a filter icon, a print icon, and a download icon. Below these are labels for 'CUST REFERENCE' and 'WIRE DETAIL'.