

Balance and Transaction Reporting

Quick Reference Guide

Release 24.08
2022

Account Summary

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 Current Day Cash Account Groups Custom Reporting Transaction Search

Refresh Balances 08/13/2019 02:49 PM

▼ **Deposit Accounts**
* The totals shown reflect the subset of items displayed in the current view.

Opening Ledger	Current Available
9,298,096.29	11,732.59

Filter
All Accounts ▼

Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of	⚙️
1050334513	CLNTACCNAME513	9,082,537.67	40.75	40.75	08/13/2019 14:49:58	
1050334514	CLNTACCNAME514	1,238.06	747.56	747.56	08/13/2019 14:49:58	
1122334-508	CLNTACCNAME508	32,260.46	646.01	646.01	08/13/2019 14:49:59	
1122334-509	CLNTACCNAME509	0.58	7.20	7.20	08/13/2019 14:49:58	
1122334503	CLNTACCNAME503	41,006.05	7.70	7.70	08/13/2019 14:49:58	
1122334504	CLNTACCNAME504	28.38	67.83	67.83	08/13/2019 14:49:59	
1122334505	CLNTACCNAME505	94,402.40	377.94	377.94	08/13/2019 14:49:59	
1122334506	CLNTACCNAME506	3.23	1,780.85	1,780.85	08/13/2019 14:49:58	
1122334507	CLNTACCNAME507	40,713.78	7,673.52	7,673.52	08/13/2019 14:49:58	
1122334510	CLNTACCNAME510	6.86	333.77	333.77	08/13/2019 14:49:59	
1122334515	CLNTACCNAME515 &	5,898.82	49.46	49.46	08/13/2019 14:49:59	

Viewing 1-11 of 11 records
Display per page < Page of 1 >

▼ **Loan Accounts**
* The totals shown reflect the subset of items displayed in the current view.

Principal Balance	Available Commitment Amount
724,801.05	4,076,188,009.89

Filter
All Accounts ▼

Account Nu...	Account Name	Principal Bala...	Next Payment Due ...	Next Payment Am...	Interest ...	Balances As Of	Available Commitment Am...	By
1122334512	CLNTACCNAME512	716,097.43	08/12/2019	1,657.66	0.19000	08/13/2019 14:50:...	3.75	
1122334511	CLNTACCNAME511	8,703.62	08/12/2019	2,722.41	0.79000	08/13/2019 14:50:...	4,076,188,006.14	

Viewing 1-2 of 2 records
Display per page < Page of 1 >

By default, the Account Summary widget appears on the Home Page. You can also navigate to it from the **Reporting** menu.

Note

This topic describes the default appearance of the Account Summary widget for users with accounts in a single currency. For users with accounts in multiple currencies, Account Summary screens will display totals in as many as ten currencies. For information, see [Multi-currency Totals Display](#).

Also, the Account Summary widget can be configured to include tabs and sections not covered here. For information, see [Additional Configurations of the Account Summary Widget](#).

To view Account Summary:

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

Account Summary

All Accounts Current Day Cash Account Groups Custom Reporting Transaction Search

Refresh Balances 08/13/2019 02:49 PM

✓ Deposit Accounts
 * The totals shown reflect the subset of items displayed in the current view.

Opening Ledger 9,298,096.29 Current Available 11,732.59

Filter Select fields All Accounts

Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of
1050334513	CLNTACCNAME513	9,082,537.67	40.75	40.75	08/13/2019 14:49:58
1050334514	CLNTACCNAME514	1,238.06	747.56	747.56	08/13/2019 14:49:58
1122334-508	CLNTACCNAME508	32,260.46	646.01	646.01	08/13/2019 14:49:59
1122334-509	CLNTACCNAME509	0.58	7.20	7.20	08/13/2019 14:49:58
1122334503	CLNTACCNAME503	41,006.05	7.70	7.70	08/13/2019 14:49:58
1122334504	CLNTACCNAME504	28.38	67.83	67.83	08/13/2019 14:49:59
1122334505	CLNTACCNAME505	94,402.40	377.94	377.94	08/13/2019 14:49:59
1122334506	CLNTACCNAME506	3.23	1,780.85	1,780.85	08/13/2019 14:49:58
1122334507	CLNTACCNAME507	40,713.78	7,673.52	7,673.52	08/13/2019 14:49:58
1122334510	CLNTACCNAME510	6.86	333.77	333.77	08/13/2019 14:49:59
1122334515	CLNTACCNAME515 &	5,898.82	49.46	49.46	08/13/2019 14:49:59

Viewing 1-11 of 11 records Display 50 per page Page 1 of 1

The top right of the screen shows the date and time when balances for all listed accounts were last updated. The screen lists the following accounts:

Deposit Accounts: Lists all available deposit accounts and the opening ledger as well as current available balances in the default currency.

Loans Accounts: Lists all available accounts as well as principal balance and available commitment amount.

Investment Accounts: Lists all available accounts as well as the investment balance.

Credit Card Accounts: Lists all available accounts as well as the current balance and available credit. Note that per Payment Card Industry (PCI) standards, only the last eight digits of credit card numbers appear in the list.

- To see transaction details for an account, click the account number in the list.

← Deposit Test RT - x8787 - USD

Balances as of 11/12/2020 14:07:51

Transactions As Of 11/12/2020 12:56:40

View Another Account

x8787 - Deposit Test RT - USD

11/12/2020 02:07 PM

Balance & Transaction Summary

	Opening Ledger	Current Available	Total Credits (7)	Total Debits (0)
	49,773.93 USD	704.41 USD	4,580.31 USD	0.00 USD

[Show details](#)

Filter Select fields Last 7 Days Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail	⚙
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO BUYDOWN	321.00	FTJ05111845751229	T4 70955019			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO LATE CHARGE	432.11	FTJ05111845751228	T4 70955018			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO ESCROW	543.22	FTJ05111845751227	T4 70955017			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO PRINCIPAL	654.33	FTJ05111853662226	T4 70955016			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO INTEREST	765.44	FTJ05111857319225	T4 70955015			
<input type="checkbox"/>	11/11/2020	AMOUNT APPLIED TO PRINCIPAL	876.55	FTJ05111853662224	T4 70955014			
<input type="checkbox"/>	11/10/2020	AMOUNT APPLIED TO INTEREST	987.66	FTJ05111857317223	T4 70955013			

Viewing 1-7 of 7 records Display 50 per page < Page 1 of 1 >

Cancel

For more information, see [Transaction Detail Screen](#).

Note

Tiered loans accounts are comprised of a master account with a number of associated subaccounts (notes). Because of this layering, tiered loan accounts are handled differently from other account types in the Account Summary widget. When you click a tiered loan account in the list, you see a list of the notes associated with that account.

▼ Tiered Loan 5678 - x5678 - 0

Outstanding Principal
325,122.12

Available Credit
0.00

[Export](#) [Print](#)

Filter Select fields All Accounts Filters

Note Number	Balances As Of	Principal Balance	Payment Due Amount	Next Payment Due Date	Available Commitment Amount	Payoff Amount	Interest Amount Past Due	Total
91	08/17/2020 09:45:55	0.00	71.68	07/18/2012	0.00		0.00	
83	08/17/2020 09:45:55	0.00	149.26	04/20/2014	0.00		0.00	1
75	08/17/2020 09:45:55	1,171.85	4.58	09/26/2014	0.00		0.00	
109	08/17/2020 09:45:55	323,950.27	15,125.21	09/19/2014	0.00		0.00	75

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

Click the down-arrow ▼ beside the note number to see transactions for a given note.

To view a different account from the one currently displayed, use the **View Another Account** drop-down to select from the list of available accounts.

View Another Account

111111100 - Client's Account 100 - USD

- 5110511051 - Installment Loan 1051 - USD
- 6110611061 - Commercial Loan 1061 - USD
- 8110811081 - Credit Card 1081 - USD
- 111111100 - Client's Account 100 - USD
- 1122334451 - Client's Account 51 - USD
- 1122334455 - Client's Account 55 - USD
- 2110211021 - Savings Account 1021 - USD
- 222222200 - AB & QA Account 200 - USD
- 3110311031 - Money Market Acct 1031 - USD
- 4110411041 - GL Account 1041 - USD
- 7110711071 - Investment Account 1071 - USD

Updating Balances

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

Refresh Balances
11/12/2020 12:27 PM

Opening Ledger	Current Available
51,927,227.42	4,114,861.14

All Accounts

Current Available	Balances As Of	⚙️
783,989.69	11/12/2020 09:47:14	
280,777.95	11/04/2020 09:45:23	
253,779.40	11/04/2020 09:48:04	
298,445.36	11/04/2020 10:16:57	
38.06	11/12/2020 12:27:20	
594,193.08	11/12/2020 09:47:13	
881,053.55	11/12/2020 09:47:12	

Confidential Information - Bottomline © 2024. All rights reserved
Release 24.08 2022

6 of 29

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

Viewing Transaction Images

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

- 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.
- Click on the image icon to view the image.

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

Current Day Cash

The Current Day Cash feature displays summary information for all accounts as of the current day.

USD (3)



< ● ○ >


Balance Summary

	Count	Ledger	Available
Opening Balance		9,027,018.81	9,027,018.81
Total Credits	4	10,166.23	10,166.23
Total Debits	6	9,481.11	9,481.11
Current Balance		989.33	989.33

Transaction Summary

Transaction Type	Credits	Credit Amount	Debits	Debit Amount
CHECKS PAID	0	0.00	1	4,140.67
DEPOSITED ITEMS RETURNED	0	0.00	2	7.98
MISCELLANEOUS	2	9,164.99	1	692.18
MONEY TRANSFER	1	500.61	1	499.62
OTHER DEPOSITS	1	500.63	0	0.00
SUMMARY AND DETAIL DEBITS	0	0.00	1	4,140.66
All Transactions	4	10,166.23	6	9,481.11

Filter All Accounts 

Account Number	Account Name	Balances As Of	Opening Ledger	Opening Available	Credit Count	Credits	Debit Count	Debits	Current Ledger
10000008	10000008CAcc	04/29/2022 10:12:38	7,511.44	7,511.44		0.00		0.00	982.64
10000009	10000009cinname	04/29/2022 10:12:38	5.72	5.72	4	10,166.23	6	9,481.11	824.17
1112223334	DDAcc2ClientAcname	04/29/2022 10:12:38	9,019,338.59	9,019,338.59	4	10,166.23	6	9,481.11	0.85
11224444	DDAcc1netname	04/29/2022 10:12:38	168.78	168.78		0.00		0.00	5.84

Viewing 1-4 of 4 records Display per page of 1

Note

If your bank uses real-time accounts for current day balance and transaction retrieval, the accounts are updated when you access the **Current Day Cash** tab, providing up-to-date information. When you navigate to the Current Day Cash tab, the application makes real-time calls to update both balances and transactions for any real-time accounts. You will see a revolving progress indicator to show that accounts/transactions are in the process of being loaded.

To load the latest account/transaction information at any time, click **Refresh Accounts**.

Balance and transaction summary for all accounts appears at the top of the screen. The screen also lists the following information for all accounts:

- Account Number
- Account Name
- Balances As Of - Date and time for which last balance figures are available
- Opening Ledger
- Opening Available
- Credit Count - Total number of credits to the account
- Credit Amount

- Debit Count - Total number of debits to the account
- Current Ledger
- Current Available
- Transactions As Of - Transactions associated with the account as of the last available date and time

You will be able to rearrange columns in the list, use the **Options** (⚙️) icon to add or remove columns from the list, and then use the **View** drop-down to save the results as a new view.

Viewing Current-Day Cash Transactions

To view current-day transactions for a listed account:

- Find the desired account, and click the link in the Account Number column.

The Current Day Cash Transactions screen displays a balance summary, including opening balance, total credits, total debits, and current balance. It also lists all current-day transactions associated with the account. The following information appears for each listed account:

- Post Date
- Account Number
- Transaction Description
- Debit/Credit - Whether the transaction debits or credits the account
- Amount
- Bank Reference
- Customer Reference
- Transaction Detail
- Type
- Additional Information
- Image - If an image associated with the transaction is available, you can click the icon to view image details. For more information, see [Viewing Transaction Details](#)
- Value Date

You will be able to rearrange columns in the list, use the **Options** (⚙️) icon to add or remove columns from the list, and then use the **View** drop-down to save the results as a new view.

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 ▼

To see a report based on saved report criteria:

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

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**.

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 choose to search all accounts, all account groups, or all bank codes. Or you can click in the right-hand field to see a list of accounts/account groups/bank codes that you can select from.

Note

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

The screenshot shows the 'Account Summary' interface with the 'Custom Reporting' tab selected. Under 'Enter New Report Criteria', the 'Select Accounts By' dropdown is set to 'Accounts' and is open, displaying a list of account numbers: 0000000001, 0111223311, 0111223312, 1122334451, 1122334452, 1122334453, 1122334455, 1122334457, and 1122334458. Other fields include 'Saved Report Criteria' (a 'Select' dropdown), '* Date' (a text input), and 'Transaction Filters' (a dropdown menu with options for Bank Code and Currency).

If you have accounts in multiple currencies, you can also select the accounts to display by currency.

This screenshot shows the 'Enter New Report Criteria' section with the 'Select Accounts By' dropdown set to 'Currency'. The dropdown menu is open, showing a list of currencies: All Currencies, AUSTRALIAN DOLLAR - AUD, BRAZILIAN REAL - BRL, CANADIAN DOLLAR - CAD, SWISS FRANC - CHF, YUAN RENMINBI - CNY, DANISH KRONE - DKK, EURO - EUR, and POUND STERLING - GBP. The 'Transaction Filters' section is also visible, with options for Debit/Credit, Transaction Type, and BAI Transaction Code.

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

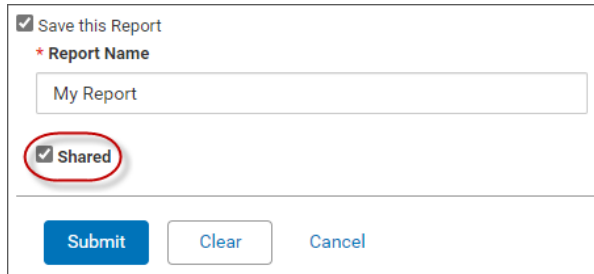
The screenshot shows the 'Date' field interface. At the top, it says '* Date' and 'Account Transactions View'. Below that is a dropdown menu set to 'Credit/Debit Single View'. The main area contains two calendar views for May 2017. The left calendar has the 24th selected. The right calendar has the 24th and 25th selected. Between the calendars is a list of date range options: 'Last 7 Days', 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', 'Month to date', 'Quarter to date', 'Year to date', 'Today', and 'Custom Range'. At the bottom right of the right calendar is a green 'Apply' button. Below the calendars is a dropdown menu set to 'Debit/Credit'.

- (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 the 'Transaction Filters' section. It is expanded to show several filter fields: 'Debit/Credit' (dropdown menu), 'Transaction Type' (text input), 'BAI Transaction Code' (text input), 'SWIFT Transaction Code' (text input), 'Status' (dropdown menu), 'Transaction Amount' (dropdown menu with 'is equal to' selected and a text input), 'Bank Reference' (text input), and 'Customer Reference' (text input).

- (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.

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. If you want to save this report for future viewing, click **Save this report**, and then enter a name for the new report.
14. (optional) If you want to share the report with other users in the company, check the **Shared** box.



Save this Report

* Report Name

My Report

Shared

Submit Clear Cancel

Note

Shared reports created and saved by users who have been removed from system are retained. Those reports will appear in the **Saved Report Criteria** drop-down and can be accessed by other entitled users in the company.

15. 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. Note the prompt "Print optionally includes Transaction Summary info."

Select Saved Report Criteria

Saved Report Criteria

Select ▼

Report Criteria

[Edit](#)

Account	Date Range	Account Transactions
All Accounts	04/09/2022 - 07/07/2022	Credit/Debit Single View

Export Print

Print optionally includes Transaction Summary info

Based on the accounts you selected, there are 9 accounts that returned no data. ▼ Details ✕

FOR PERIOD 04/09/2022 - 07/07/2022 [HIDE ACCOUNT TOTALS](#)

	OPENING LEDGER	TOTAL CREDITS (83)	TOTAL DEBITS (97)	CURRENT LEDGER
🇺🇸 12 USD Accounts	3,908,618,444.77	102,791.88	219,754.26	23,227.10
> x4513 USD CLNTACCNAM513	Opening Ledger 7.37	Total Credits (2) 2,727.27	Total Debits (5) 5,222.20	Current Ledger 6,445.15
> x4514 USD CLNTACCNAM514	Opening Ledger 2.13	Total Credits (2) 2,727.27	Total Debits (5) 5,222.20	Current Ledger 3.81

If you want to see transactions summaries for the accounts you selected, in the Print Options pop-up window, click **Include Transaction Summary**.

Print Options ✕

Include Transaction Summary

Print
Cancel

For more 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.

Export Print

Based on the accounts you selected, there are 5 accounts that returned no data. ^ Details ✕

Accounts: 435353543534, 1122334500, 1122334501, 1122334502, 1122334

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

[Print](#)

First Day (as of 03/21/2019) AMERICAN EXPRESS SETTLEMENT 170422 5510513518		Last Day (as of 03/21/2019)	
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 per page < Page 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](#).

Notes

- 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 antivivisectionist are in the process of being loaded.

Your account balances and transaction totals are loading.



- If your version of the application is configured to display current- and previous-day account information on [separate tabs](#) in the Account Summary widget, the application can also be configured so that Custom Reporting shows intra-day *and* real-time balance and transaction data for real-time enabled accounts.

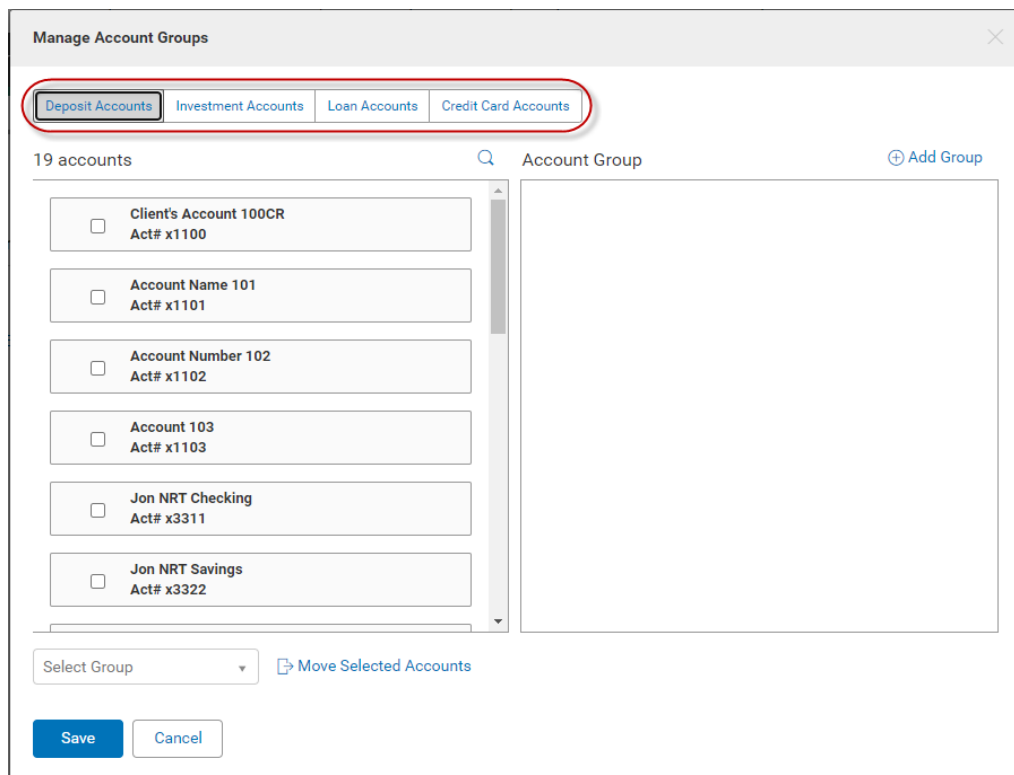
Account Groups

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. Click the appropriate indicator: **Deposit Accounts**, **Investment Accounts**, **Loan Accounts**, or **Credit Card Accounts**.



8. In the left pane, check the boxes for the accounts that you want to include in the group.

9. Click **Move Selected Accounts**.

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' interface with the 'Transaction Search' tab selected. The interface includes a navigation bar with 'All Accounts', 'Current Day Cash', 'Account Groups', 'Custom Reporting', and 'Transaction Search'. Below the navigation bar is a section titled 'Enter New Report Criteria' containing several input fields: two buttons for 'Deposit & Credit Card' and 'Loan Accounts', a dropdown menu for 'Accounts' set to 'All Accounts', a 'Date Range' field, and a 'Transaction Filters' section. At the bottom of the form are 'Submit', 'Clear', and 'Cancel' buttons.

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

4. (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 the heading 'Enter New Report Criteria', there are two tabs: 'Deposit & Credit Card' and 'Loan Accounts'. A dropdown menu is open for the 'Accounts' field, showing a list of account options. The list includes:

- All Accounts x
- CL Account - 1152334624 - JPMC - J.P.Morgan Chase
- LC account - 1152334623 - JPMC - J.P.Morgan Chase
- CL Account - 1122334622 - JPMC - J.P.Morgan Chase
- LC account - 1122334621 - JPMC - J.P.Morgan Chase
- CL Account - 1152334614 - BONY - Bank of New York
- LC account - 1152334613 - BONY - Bank of New York

Other visible fields include 'Date Range' with an asterisk, a 'Transaction Filter' button, and 'Submit' and 'Clear' buttons at the bottom.

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 & Credit Card Loan Accounts

Account Group

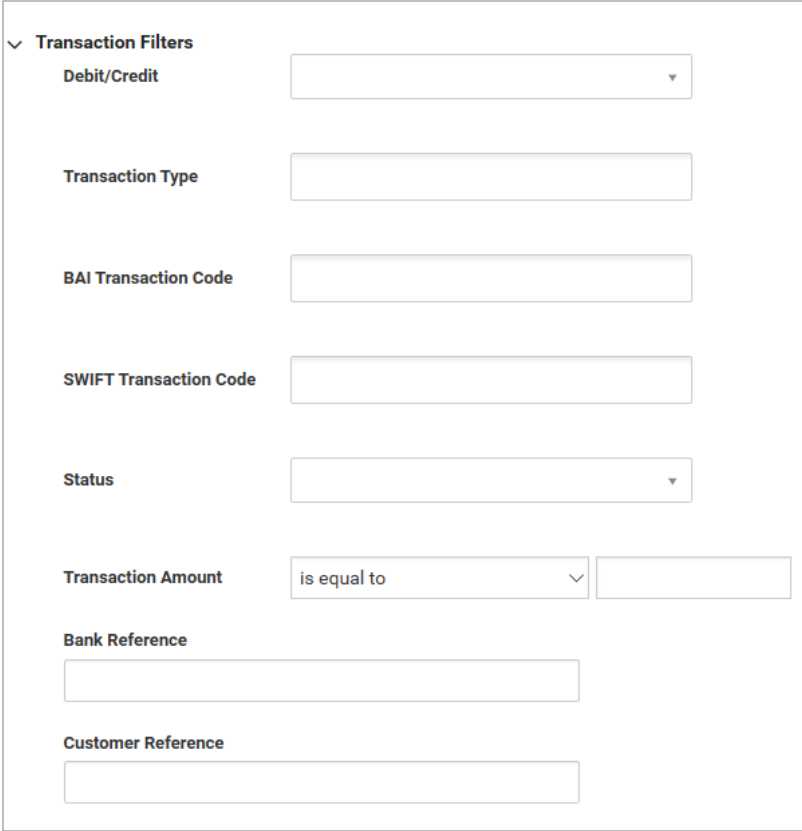
* Date Range

<	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		

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



Transaction Filters

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount is equal to

Bank Reference

Customer Reference

- (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.

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.

Report Criteria

[Edit](#)

Account Type: Deposit & Credit Card Account: All Accounts Date Range: 04/21/2022 - 05/20/2022

05/20/2022 12:18 PM

Deposit Transactions

<input type="checkbox"/> All	Post Date	Account Name	Account Number	Bank Code	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	COMMISSION	2,841.02	WS21173652		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	MISCELLANEOUS SECURITY CREDIT	4,354.57	WS99750715		CASH LETTER CRE
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	INDIVIDUAL COLLECTION CREDIT	1,273.14	WS67012467		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	RETURN ITEM	-411.00	WS23485451		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	LOCKBOX DEPOSIT	3,019.30	LB41145849	LOCKBOX# 2916304	
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	COMMISSION	358.35	WS15214042		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	INCOMING MONEY TRANSFER	4,713.57	WS38084294	REF# 8496350	
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	LETTER OF CREDIT	1,543.62	LC44414127		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	COLLECTION OF DIVIDENDS	4,338.39	WS98104532		
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	INDIVIDUAL LOAN DEPOSIT	273.36	LN58816225		INDIV LOAN DEPO:
<input type="checkbox"/>	04/28/2022	CLNTACCNAME455	x4455	KEYBANK	LETTER OF CREDIT	2,464.90	LC96514513		

Viewing 1-50 of 102 records
Display 50 per page Page 1 of 3

You will be able to rearrange columns in the list, use the **Options** (⚙️) icon to add or remove columns from the list, and then use the **View** drop-down to save the results as a new view.

Multi-currency Account Totals

For users with accounts in multiple currencies, Balance & Transaction Reporting screens will display totals in as many as ten different currencies. This feature is supported in the **All Accounts**, **Current Day Cash**, **Account Groups**, and **Custom Reporting** tabs.

Print output from any of these tabs will also reflect account totals by currency.

Additional Configurations of the 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

Note the default configuration of the widget includes three additional tabs that let you


- manage [account groups](#)
- perform [custom reporting](#) on account information
- [search for transactions](#)

The Previous Day and Current Day Tabs

The widget can be configured to display current-day and previous-day account information on separate tabs. If your version of the widget has been so configured, the **All Accounts** tab will be replaced by the **Previous Day** and **Current Day** tabs. The **Previous Day** tab lets you drill down on to previous-day transaction detail, while the **Current Day** tab lets you drill down to today's transactions.



Account Summary ⚙️

[Previous Day](#)
[Current Day](#)
[Current Day Cash](#)
[Account Groups](#)
[Custom Reporting](#)
[Transaction Search](#)


 Refresh Balances 02/01/2021 11:01 AM

▼ **Deposit Accounts**
 * The totals shown reflect the subset of items displayed in the current view.

Opening Ledger Current Available
8,263,190,461.61 **646,666.18**

Filter

 Filters

Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of	⚙️
x1133	DD Account 1133	7,413,568,105.66	7,976.27	7,976.27	02/01/2021 10:57:31	
x1136	DD Account 1136	91,380,678.12	321.21	321.21	02/01/2021 10:57:31	
x4451	Clients Account 51&DR RT	32,337,197.19	5.48	5.48	02/01/2021 10:57:31	
x4455	Clients Account 55&BO	596,392.64	639,093.01	638,362.72	01/28/2021 10:16:10	
x2200	Account Name TEST	725,308,088.00	0.50	0.50	02/01/2021 10:57:31	
x2892	EUR Account 2892	-31,104.70	17,944.91	13,623.93	09/02/2020 10:18:32	
x4459	KWD Account 4459	48,632.998	49,347.179	49,302.211	01/28/2021 10:16:36	
x6987	CAD 6987	118,545.27	150,493.00	157,613.11	09/02/2020 10:18:32	

Viewing 1-8 of 8 records

 Display per page < Page of 1 >

For information, see [Viewing Transaction Details](#).

The Current Day Cash Tab

The Account Summary widget can also be configured to display current-day cash position-type information. The **Current Day Cash** tab displays summary-level information along with transaction count and amount totals by transaction type.

Balance and Transaction Reporting Add Widget

Account Summary ⚙️

Previous Day Current Day **Current Day Cash** Accounts Groups Custom Reporting Transaction Search

Balance Summary

	Count	Ledger	Available
Opening Balance		5,013,205.13	5,001,178.94
Total Credits	92	211,226.33	211,226.33
Total Debits	19	9,646.92	9,646.92
Current Balance		5,214,784.54	5,202,758.35

Transaction Summary 🔄 Refresh Balances 07/27/2018 03:46 PM

Transaction Type	Credits	Credit Amount	Debits	Debit Amount
CHECKS PAID	0	0.00	5	2,496.33
DEPOSITED ITEMS RETURNED	0	0.00	2	1,329.34
LOCKBOX	4	12,281.12	2	1,095.22
MISCELLANEOUS	15	32,240.86	5	3,205.09
MONEY TRANSFER	32	59,321.03	4	1,381.06
OTHER DEPOSITS	14	30,138.67	0	0.00
SECURITY	27	77,244.65	1	139.88
All Transactions	92	211,226.33	19	9,646.92

🖨️ 📄

Filter

Account Nu...	Account Name	Balances As Of	Opening Le...	Opening Avail...	Credit C...	Credits	Debit C...	Debits	Current Le...	⚙️
111111100	Client's Account 100	07/27/2018 10:15:...	986,620.03	985,932.76	18	42,311.13	4	1,801.86	1,027,129.30	1
1122334451	Client's Account 51	07/27/2018 10:15:...	662,626.47	661,683.08	17	48,802.35	2	1,414.87	710,013.95	
1122334455	Client's Account 55	07/27/2018 10:15:...	188,829.17	185,482.85	21	43,355.11	3	1,848.07	230,336.21	
2110211021	Savings Account 1021	07/27/2018 10:15:...	904,830.26	904,679.92	8	21,039.91	2	172.65	925,697.52	
222222200	AB & QA Account 200	07/27/2018 10:15:...	737,175.39	734,856.54	16	33,392.74	4	2,203.54	768,364.59	
3110311031	Money Market Acct 1031	07/27/2018 11:32:...	21,744.74	20,857.75	0	0.00	0	0.00	21,744.74	
4110411041	GL Account 1041	07/27/2018 10:15:...	501,877.41	501,367.01	1	269.69	0	0.00	502,147.10	

Viewing 1-8 of 8 records Display per page < Page of 1 >

For each listed account, the Current Day Cash screen lists the following:

- Account Number
- Account name
- Balances As Of
- Opening Ledger
- Opening Available
- Credit Count
- Credits
- Debit Count Debits
- Current Ledger

To see transaction details for an account, click the account name.

Current Day Cash Transactions							
Balance Summary							
				Count	Ledger	Available	
	Opening Balance				986,620.03	985,932.76	
	Total Credits	18			42,311.13	42,311.13	
	Total Debits	4			1,801.86	1,801.86	
	Current Balance				1,027,129.30	1,026,442.03	
Filter <input type="text" value="Select fields"/>							
Account Number 111111100 <input type="text" value="Clear"/>							
<input type="checkbox"/> All	Account Number	Post Date	Transaction Description	Type	Bank Reference	Customer Reference	Transaction Detail
<input type="checkbox"/>	111111100	07/27/2018	LETTER OF CREDIT	MONEY TRANSFER	LC32935583		
<input type="checkbox"/>	111111100	07/27/2018	FOREIGN EXCHANGE CREDIT	MONEY TRANSFER	FX95289416		
<input type="checkbox"/>	111111100	07/27/2018	COLLECTION OF DIVIDENDS	SECURITY	WS94798584		
<input type="checkbox"/>	111111100	07/27/2018	OUTGOING MONEY TRANSFER	MONEY TRANSFER	WS97999868	REF# 5396983	
<input type="checkbox"/>	111111100	07/27/2018	CHECK PAID	CHECKS PAID	WS79213028	CHECK# 8811790	
<input type="checkbox"/>	111111100	07/27/2018	COLLECTION OF DIVIDENDS	SECURITY	WS84437999		
<input type="checkbox"/>	111111100	07/27/2018	CASH LETTER CREDIT	OTHER DEPOSITS	WS20747399		CASH LETTER DEPOSIT /
<input type="checkbox"/>	111111100	07/27/2018	LOCKBOX DEBIT	LOCKBOX	LB19541323		
<input type="checkbox"/>	111111100	07/27/2018	STANDING ORDER	MONEY TRANSFER	WS99744201		
<input type="checkbox"/>	111111100	07/27/2018	STANDING ORDER	MONEY TRANSFER	WS59234029		
Viewing 1-10 of 22 records							
Display <input type="text" value="10"/> per page <input type="text" value="Page 1"/> of 3							
<input type="button" value="Cancel"/>							

For information on working with transaction details, see [Viewing Transaction Details](#).

Download Fields

The following table describes fields that 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.

Field	Explanation
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.