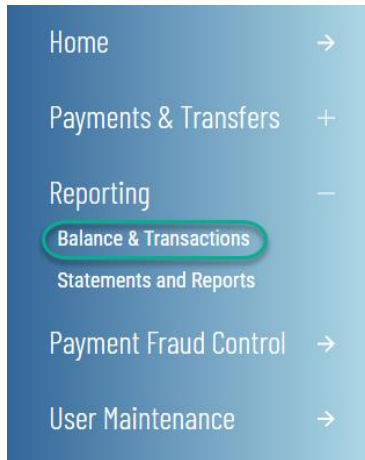


## Quick Reference Guide – Balance and Transaction Reporting (BTR)

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
- Incoming Wire Detail

### ALL ACCOUNTS

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.

## Quick Reference Guide – Balance and Transaction Reporting (BTR)

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.

ALL ACCOUNTS
BALANCE HISTORY
ACCOUNT ACTIVITY
EXPORT
INCOMING WIRE DETAIL

— Deposit Accounts

TODAY'S OPENING LEDGER    CURRENT AVAILABLE

**\$17,824.83**    **\$17,824.83**

ALL ACCOUNTS ▾
As of 04/05/2021 12:38 PM
🔍 🗑️ 🖨️ ↓

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
<a href="#">Payables Account</a>	123123123	3,738.37	3,738.37
<a href="#">My Alternate</a>	123456789	129.67	129.67
<a href="#">Test Account 1</a>	10010001	3,787.86	3,787.86
<a href="#">Test Account 2</a>	10010002	1,540.95	1,540.95
<a href="#">Test Account 3</a>	10010003	5,885.76	5,885.76
<a href="#">Saving 1234</a>	8758888	2,742.22	2,742.22

VIEW 1-6 OF 6
DISPLAY  1


+ Loan Accounts



CURRENT AVAILABLE    CURRENT PRINCIPAL

**\$14,211.44**    **\$9,414.30**

# 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.

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.

Account Name	Account Number	Current Available
PREMIER 5%	123123123	\$8,487.43
BUILDING ACCOUNT	23235252	\$4,864.14
CAPITAL ACCOUNT	123456789	\$6,507.97

Account Name	Account Number	Current Available
BUILDING LOAN	36254512	\$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... →

Account Name	Account Number	Current Available
COMMERCIAL CHEC...	1000000000003	\$3,917.81
COMMERCIAL CHEC...	1000000000004	\$7,871.07
PAYROLL FUNDING	1000000000005	\$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.

The screenshot shows the 'Balance & Transaction Reporting' widget interface. At the top, there is a dark blue header with the title 'Balance & Transaction Reporting' and an 'Add Widget' button with a dropdown arrow. Below the header, there are five tabs: 'ALL ACCOUNTS', 'BALANCE HISTORY' (which is underlined in green), 'ACCOUNT ACTIVITY', 'EXPORT', and 'INCOMING WIRE DETAIL'. Under the 'BALANCE HISTORY' tab, there are two main sections: 'ACCOUNTS' and 'DATE'. The 'ACCOUNTS' section features a dropdown menu labeled 'Select' with a list of accounts below it: 'My Alternate - 123456789', 'Payables Account - 123123123', 'Saving 1234 - 8758888', 'Test Account 1 - 10010001', 'Test Account 2 - 10010002', and 'Test Account 3 - 10010003'. At the bottom of this list are three buttons: 'SELECT ALL', 'CLEAR', and 'DONE'. The 'DATE' section has a text input field containing '01/22/2021' and a calendar icon to its right.

# 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](#)   [INCOMING WIRE DETAIL](#)

Report Criteria

Accounts      Date  
1 Accounts      02/19/2021

ACCOUNTS      DATE

Payables Account - 123123123      02/19/2021

**SUBMIT**      Cancel

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

Total For <b>1 Accounts</b>	
As of : 02/19/2021	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 123123123  
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.

Report Criteria

ACCOUNTS: Payables Account - 123123123

DATE: 03/01/2021 - 03/31/2021

TRANSACTION TYPE: All Transactions

AMOUNT Range: 0.00

SUBMIT Cancel

Previous Business Day  
Previous Month  
Month to Date  
Quarter to Date  
Custom Range

Saved Criteria

ALL	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTIONS
<input type="checkbox"/>	...	All Accounts	multi 8	07/01/2019-07/30/20...	All
<input type="checkbox"/>	...	Red Suit	multi 2	07/01/2019-07/31/20...	All
<input type="checkbox"/>	...	one account	123456789	03/26/2021-03/26/20...	All

DELETE

## 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 or Quicken, for a single or a range of dates.

EXPORT TYPE: BAI Format

ACCOUNTS: 2 Selected

DATE: 04/04/2021

BAI Format  
BAI Format  
CSV (Delimited)  
QuickBooks (QBO)  
Quicken (QFX)

# Quick Reference Guide – Balance and Transaction Reporting (BTR)

## INCOMING WIRE DETAIL

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

The list view contains incoming wire: 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 'INCOMING WIRE DETAIL' tab in a software interface. At the top, there are navigation tabs: ALL ACCOUNTS, BALANCE HISTORY, ACCOUNT ACTIVITY, EXPORT, and INCOMING WIRE DETAIL (which is selected). Below the tabs, there are filters for 'WIRES FOR' (set to 02/11/2021) and 'RECEIVING ACCOUNT' (set to Investment Account - 13489793234, ...). The main area shows a table of wire transactions. The table has the following columns: DATE AND TIME, RECEIVING ACCOUNT, AMOUNT, BANK REFERENCE, CUST REFERENCE, and WIRE DETAIL. There are four rows of data. The first row's 'View Detail' link is highlighted with a red box. At the bottom of the table, there is a pagination bar showing 'VIEW 1-4 OF 4' and a 'DISPLAY' dropdown set to '4' with a page number '1'.

DATE AND TIME	RECEIVING ACCOUNT	AMOUNT	BANK REFERENCE	CUST REFERENCE	WIRE DETAIL
02/11/2021 07:31 PM	Payables Acco...	81,122.55	9760078200	3360407350	I G GOLD INC GREENFIELD IG GOLD I.G. GOLD <a href="#">View Detail</a>
02/11/2021 07:31 PM	Payables Acco...	25,132.89	-SETT-9ACHWEB	3360112139	GREENFIELD COMM L CASH C&D ACH SETTLEMENT CREDIT <a href="#">View Detail</a>
02/11/2021 07:31 PM	Payables Acco...	14,492.94	000035	4669	ORG=ACC= -1851765105 GREENFIELD COMMERCIAL CREDIT CONTROL ACCOUT 300 E LONG LAKE RD STE 180 <a href="#">View Detail</a>
02/11/2021 07:31 PM	Payables Acco...	273,474.21	000198	5671	ORG=ACC= -00884265513 GREENFIELD COMMERCIAL CREDIT LLC 300 E LONG LAKE ROAD SUITE 180 BLOOMFIELD HILLS, MI 48304 <a href="#">View Detail</a>



# Quick Reference Guide – Balance and Transaction Reporting (BTR)

Wire Detail



<b>DATE</b>	<b>RECEIVING ACCOUNT</b>
02/11/2021	Payables Account - 123123123
<b>AMOUNT</b>	<b>CUST REFERENCE</b>
273,474.21	5671
<b>BANK REFERENCE</b>	
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 Wires For filter and selected receiving accounts.

ALL ACCOUNTS
BALANCE HISTORY
ACCOUNT ACTIVITY
EXPORT
INCOMING WIRE DETAIL

**WIRES FOR**

01/01/2021 - 02/28/2021

Today

Last 7 Days

Last 30 Days

Custom Range

**RECEIVING ACCOUNT**

Investment Account - 13489793234, I...

checking - 654654

Investment Account - 13489793234

Investment Account Five - 4129643

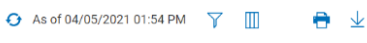
Investment Account Four - 1348923551

Investment Account Six - 8981234

Investment Account Three - 985333

**DONE**   **SELECT ALL**   **CLEAR**

As of 04/05/2021 01:54 PM



DATE	RECEIVING ACCOUNT	AMOUNT	REFERENCE	CUST REFERENCE	WIRE DETAIL
02/11/2021 07:31 PM	Payables Account - ...	25,132.89	-SETT-9ACHWEB	3360112139	GREENFIELD COMM L CASH C8 ACH SETTLEMENT CREDIT <a href="#">View Detail</a>
02/11/2021 07:31 PM	Payables Account - ...			3360407350	I G GOLD INC GREENFIELD I G GOLD I.G. GOLD <a href="#">View Detail</a>