

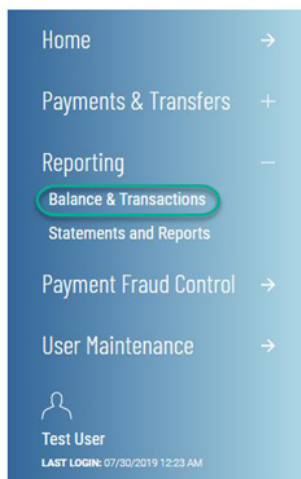
# Bangor Savings Bank<sup>®</sup>

## Treasury and Payment Services

### Quick Reference Guide - Balance and Transaction Reporting

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, it is organized by multiple functional tabs based on your permissions:

- All Accounts
- Balance History
- Account Activity
- Export

#### 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.

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

DEPOSIT ACCOUNTS

TODAY'S OPENING LEDGER: \$932,822.40  
CURRENT AVAILABLE: \$1,739.58

As of 09/23/2019 11:43 AM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
<a href="#">Operating Account</a>	0010000001	86694.87	758.04
<a href="#">Payroll Account</a>	0010000002	253446.94	88.64
<a href="#">Capital Account</a>	0010000003	590720.59	701.22
<a href="#">Disbursement Account</a>	0010000007	Not Available	191.68

VIEW 1-4 OF 4

DISPLAY: All

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 rights, 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

ACCOUNTS: Payroll Account - 0010000002

Assign Nickname

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

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

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	20,880.02	

In tile view, clicking on the account name also presents the detail information 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.



The "INITIATE TRANSFER" form contains the following fields:

- FROM ACCOUNT**: Commercial Checking - 1000000000003 (\$3,917.81 USD Available)
- TO ACCOUNT**: Payroll Funding - 1000000000005 (\$8,320.89 USD Available)
- TRANSFER DATE**: 06/17/2019
- AMOUNT**: 0.00
- MEMO**: Optional
- Buttons**: Submit, Clear

## BALANCE HISTORY

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

Balance & Transaction Reporting Add Widget

ALL ACCOUNTS **BALANCE HISTORY** ACCOUNT ACTIVITY EXPORT

ACCOUNTS  DATE

- Capital Account - 0010000003
- Commercial Loan - 0010000004
- Disbursement Account - 0010000007
- Operating Account - 0010000001
- Payroll Account - 0010000002

Select all Clear Done

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

ALL ACCOUNTS **BALANCE HISTORY** ACCOUNT ACTIVITY EXPORT

Report Criteria

Accounts: 5 Accounts Date: 09/20/2019

ACCOUNTS  DATE

Submit Cancel

Account Summary HIDE ACCOUNT TOTALS | EXPAND ALL

Total For 3 Accounts	
As of: 09/23/2019	TOTALS
OPENING LEDGER	\$1,052,554.44
CLOSING LEDGER	\$932,822.40
AVERAGE CLOSING LEDGER MTD	\$756,446.43
OPENING AVAILABLE	\$1,048,361.94
CLOSING AVAILABLE	\$928,524.98
AVERAGE CLOSING AVAILABLE MTD	\$736,324.36
1 - DAY FLOAT	\$1,238.07
2 OR MORE DAYS FLOAT	\$27.80
3 OR MORE DAYS FLOAT	\$4,031.57
TOTAL CREDITS	\$1,135,898.58
TOTAL DEBITS	\$1,255,630.62

+ ACCOUNT 0010000001  
OPERATING ACCOUNT

+ ACCOUNT 0010000002  
PAYROLL ACCOUNT

+ ACCOUNT 0010000003  
CAPITAL ACCOUNT

## ACCOUNT ACTIVITY

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

**Balance & Transaction Reporting** Add Widget

ALL ACCOUNTS BALANCE HISTORY **ACCOUNT ACTIVITY** EXPORT

Report Criteria

ACCOUNTS: 4 Selected DATE: 08/09/2019 - 08/31/2019 TRANSACTION TYPE: All Transactions AMOUNT Range: 0.00

Submit Cancel

Saved Criteria

SELECT	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSV
<input type="checkbox"/>	...	Yesterday	MULTI 4	Previous Business Day	All
<input type="checkbox"/>	...	Last Month	MULTI 4	Previous Month	All

Delete VIEW 1-2 OF 2 DISPLAY All 1

## 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.

**Balance & Transaction Reporting**

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY **EXPORT**

EXPORT TYPE: Select ACCOUNTS: Select DATE: 22 Sep 2019 - 22 Sep 2019

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