

# Exchange

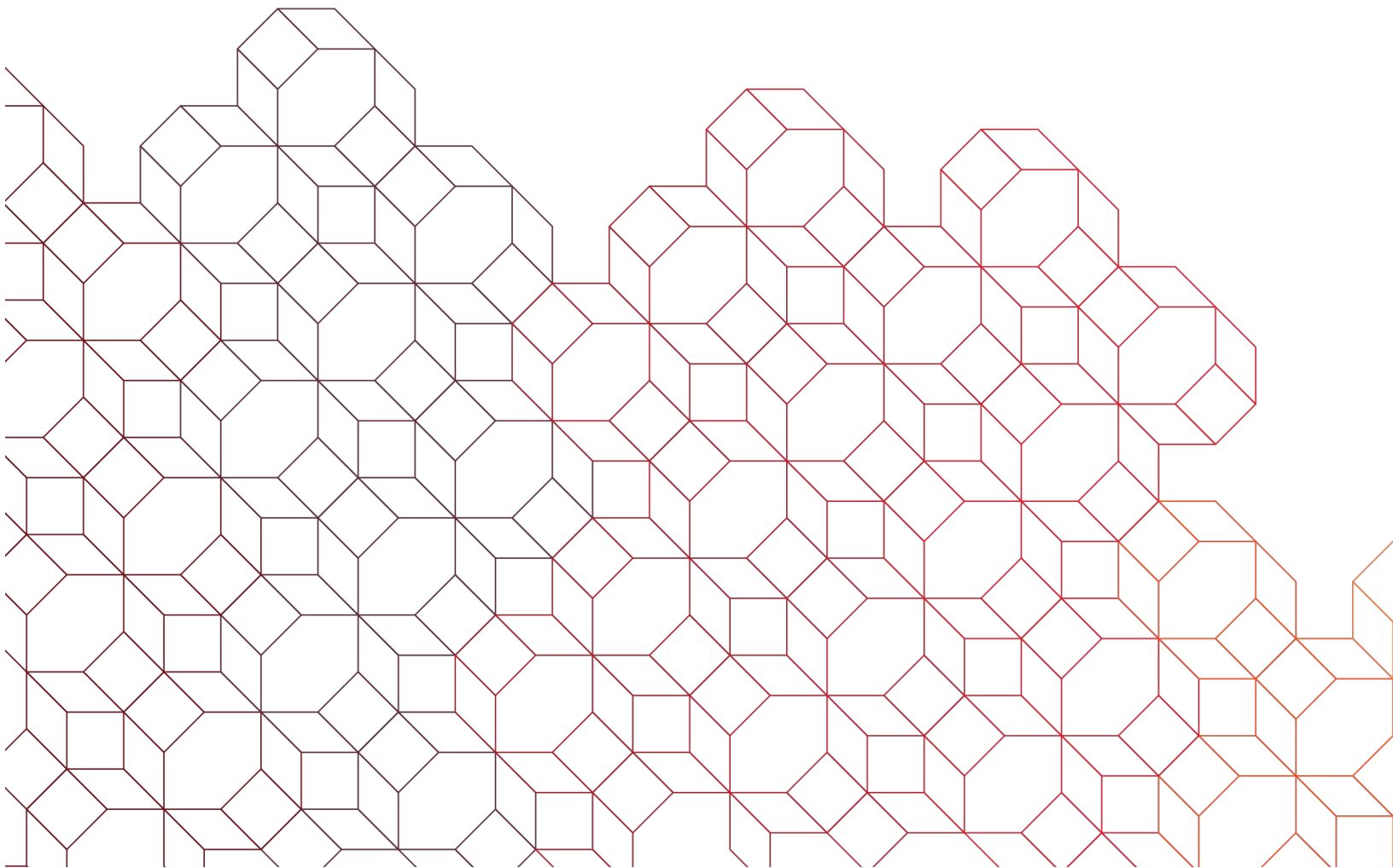


## Reporting

This Quick Reference Guide is to assist you in navigating balance & transaction reports within Exchange. You will learn how to use the card view to make a transfer, export/download reports, view balance history and much more. Use the table of contents below to navigate to different topics within this guide.

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# Accounts Overview

Accounts

To view current and previous day balance and transaction activity, from the **Reporting** menu, select **Accounts**.

Cash on Hand **742,277.04**  
07/12/2021 01:43 PM

Drag & drop an account tile to another to queue a transfer.

Checking Accounts

<b>General Account - 0130000021</b> <b>653,950.27</b> -7,870.89 Details Transfer	<b>Operating Account - 0130000022</b> <b>5,322.19</b> + 4,892.68 Details Transfer	<b>Payroll Account - 0130000023</b> <b>83,004.58</b> + 1,813.53 Details Transfer
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Loans

<b>Loan02 - Credit Allowance - 0000013...</b> <b>0.00</b> Details Transfer	<b>Line/Lock03 - Credit &amp; Debit Allow - 0...</b> <b>0.00</b> Details Transfer	<b>Line01 - No Allowance - 0000013000...</b> <b>0.00</b> Details
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Accounts are displayed in a card view providing current balance information for both checking and loan accounts.

- You may click and hold one card and drag over another to perform a quick transfer.
- Selecting "Details" will take you to activity details for that account.
- Selecting "Transfer" is another way to perform an account to account transfer.

New Transfer

\* Transfer From  
DEMO General Account - 0130000021 - Bx

Available Balance  
No Balance Available

\* Transfer To  
DEMO Operating Account - 0130000022 .x

Available Balance  
No Balance Available

\* Transfer Date  
07/23/2024

\* Transfer Amount  
USD

Comments  
Stored with the transaction, but not forwarded with the payment

Recurrence Information  
 Make Recurring

**0.00 USD on 23 Jul 2024**  
Submit Cancel

Whether performing a transfer using the card drop method or clicking "Transfer", you are directed to the New Transfer screen to supply the additional info to fulfill the request, such as date and amount and recurring option.

Once complete, click "Submit".



# Accounts - Details

When viewing deposit account detail, you are provided with a **Balance and Transaction** summary for the account as well as the date and time it was updated. Prior history up to 18 months can be searched in 90 day increments.

You may "View Another Account" by clicking the dropdown and selecting another account.

← General Account - 0130000021 - USD

Balances as of 06/02/2023 14:32:21  
 Transactions As Of 06/02/2023 14:32:21

View Another Account  
 0130000021 - General Account - USD

06/02/2023 02:32 PM

Balance & Transaction Summary		Current Available	Total Credits (21)	Total Debits (35)
		464,258.03 USD	23,455.80 USD	49,612.86 USD
<a href="#">Show details</a>				

Filter Select fields

Previous Business Day Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Balance	Customer Reference	Transaction Detail	Image
<input type="checkbox"/>	05/16/2023	CHECK PAID	-48.90	666,440.65	0000007855	CHECK-IRD	
<input type="checkbox"/>	05/16/2023	CHECK PAID	-55.00	666,489.55	0000007859	CHECK-IRD	
<input type="checkbox"/>	05/16/2023	CHECK PAID	-106.54	666,544.55	0000007856	CHECK-IRD	
<input type="checkbox"/>	05/16/2023	CHECK PAID	-2,210.04	666,651.09	0000007860	CHECK-IRD	

Beneath the balance information is the transaction history.

- Providing post date, transaction description, transaction detail, running balances and whether there is an image available to view. Customizing the view by adding or removing columns may be necessary for a complete view.
- If an image is associated with a transaction, an icon is shown under the "Image" column. Click the "icon" to open the image.

← Loan02 - Credit Allowance - 00000130000025 - USD

Balances as of 07/12/2021 05:36:32  
 Transactions As Of 05/24/2021 19:36:06

Loan account provides similar **Balance and Transaction** summary information for the loan.

View Another Account  
 00000130000025 - Loan02 - Credit Allowance - ...

07/12/2021 02:11 PM

Balance & Transaction Summary		Current Available	Total Credits (90)	Total Debits (0)
		0.00 USD	67,522.05 USD	0.00 USD
<a href="#">Show details</a>				

Filter Select fields

All Transactions Filters

<input type="checkbox"/> All	Post Date	Status	Debit/Credit	Amount	Transaction Detail	Customer Reference	Transaction Description	Principal Amount	Interest Amou...	Escrow Amou...
<input type="checkbox"/>	07/12/20...	Cleared	Credit	498.00			CURTAILMENT	\$498.00	\$0.00	\$0.00
<input type="checkbox"/>	07/12/20...	Cleared	Credit	1,002.49			REGULAR PAYMENT	\$1,002.49	\$0.00	\$0.00
<input type="checkbox"/>	07/11/20...	Cleared	Credit	498.00			CURTAILMENT	\$498.00	\$0.00	\$0.00
<input type="checkbox"/>	07/11/20...	Cleared	Credit	1,002.49			REGULAR PAYMENT	\$1,002.49	\$0.00	\$0.00



# Accounts – Viewing Images

←
General Account - 0130000021

**Date**  
07/09/2021

**Amount**  
144,562.85

**Account Number**  
0130000021

**ABA**  
103900036

**Check Number**  
000000010

Image Number # IMG1

Image Number # IMG2

Deposit Ticket

Date	CURRENCY	COINS	CHECKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	TOTAL
				0	0	0																				0	
				0	0	0																				0	
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# Statements & Documents

To view DDA, Account Analysis or Loan Statements, from the **Reporting** menu, select **Statements & Documents**. **Note:** Statements & Documents maintains seven years of statement history and begins when the service is added for the account.

### Statement search

1. Select statement type

- Select the "Statement type" you wish to view, e.g. AA or DDA.
- Select "Accounts" for the statements you wish to view. The list of selected accounts appears under the "Selected accounts" tab. Up to 10 accounts may be selected in a single search.
- Select the "Statement Period" you wish to search. Fields automatically display the oldest statement period found in the "From" field and the most recent statement period in the "To" field.
- Click "Search".

### 2. Select accounts

Select up to 10 accounts, then continue to search for your online statements.

All accounts Selected accounts

Account	Account Number
<input type="checkbox"/>	Account Name
<input type="checkbox"/>	1234567890

Total accounts selected: 0

### 3. Select statement period

Starting period

Month	Year
June	2023

Ending period

Month	Year
July	2023

Search

### Statement search results

DDA

- Click "View" to open statement in another browser tab.
- Click "Download" to generate a PDF statement to save to your computer.

Account	Account number	Statement period	Statement PDF
Account Name	1234567890	6/29/2023	<a href="#">View</a>   <a href="#">Download</a>
Account Name	1234567890	5/30/2023	<a href="#">View</a>   <a href="#">Download</a>

**Important:** If you download your online statement on to your computer's hard disk and/or cache, others using this computer may be able to view your account information.

Back to search



## Exporting and Downloading Information

Export Data ✕

Export Type File Name

For all exports an “Export Data” window opens.

- Select the “Export Type” ex: CSV, Quicken, etc.
- The “File Name” defaults to a system-generated name, but it is editable to change.
- Based on the “Export Type” selected, there may be additional criteria to select or input.
- Once you have selected your criteria, click the “Create Export” button to create your output file.

**NOTE:** Balance Reporting exports that included multiple days and accounts will show all balances at the top with all transactions listed below.

Your report User Permissions - 20210712143602.pdf is now available. You may download now, or access the Downloads section to download it at a later time.

[Download now](#) [Dismiss](#)

- When exporting content, the file is built and retrieved under Download.
- From the **Reporting** menu select **Download**.
- Some exports will provide a pop up notification at the bottom of the screen when the export is ready to retrieve now or later under Download.

- Before attempting to download, click “Refresh” if the export status does not show “Complete”.
- To download the exported data, select “Download” from the “Actions” dropdown menu for the file to download. Depending on your browser setting, either you will be prompted to provide a location for the file, or the file may appear at the bottom of your browser window.
- To create a new export, click “Export” in the top left.

**Note:** Downloads are purged after 90 days.

Download ⚙

🔄 07/12/2021 02:20 PM

Filter  All Items  Filters

<input type="checkbox"/> All	Export ID	Actions	Export Type	File Name	File Size	Submission Time	Compl...	Status <input type="text"/>
<input type="checkbox"/>	184	<a href="#">View</a>	List View Export	Payment Detail List View - My Payments - 20210...		07/12/2021 09:3...		In Progress
<input type="checkbox"/>	183	<a href="#">View</a>	List View Export	Payment Detail List View - My Payments - 20210...		07/12/2021 09:1...		In Progress
<input type="checkbox"/>	182	<a href="#">View</a>	List View Export	Payment Detail List View - My Payments - 20210...		07/12/2021 09:1...		In Progress
<input type="checkbox"/>	181	<a href="#">View</a>	List View Export	Payment Detail List View - My Payments - 20210...		07/12/2021 09:1...		In Progress
<input type="checkbox"/>	142	<input style="border: 1px solid red;" type="button" value="View"/>	CSV	CSVEXP_07022021_074348.csv	63694	07/02/2021 07:4...	07/02/...	Complete

Viewing 1-5 of 5 records Display  per page < Page  of 1 >

