



EASTERN TREASURY®

BALANCE AND TRANSACTION REPORTING

Quick Reference Guide

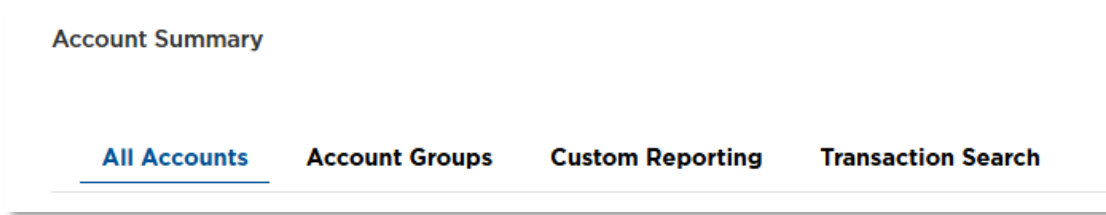
May 2025

 **Eastern Bank**
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BALANCE AND TRANSACTION REPORTING

ACCOUNT SUMMARY WIDGET

The Account Summary widget has four options: All Accounts, Account Groups, Custom Reporting, and Transaction Search.



ALL ACCOUNTS

All Accounts lists the balances of the accounts that you have permission to see. You can also access the transaction details by selecting the account.

1. Go to the **Reporting** option in the main menu and select **Balance and Transaction Reporting**. You will see the Balance and Transaction Reporting - Account Summary screen. The screen lists two types of accounts:
 - **Deposit Accounts:** Lists all available deposit accounts and the opening ledger and current available balances. The screen shows the date when balances were last updated
 - **Loan Accounts:** All accounts are listed by account number

The screenshot displays the "Account Summary" interface, divided into two sections: "Deposit Accounts" and "Loan Accounts".

Deposit Accounts Section:

- Summary: USD (3) Opening Ledger 11,020,067.16 Current Available 10,990,015.15
- Filter: Select fields (dropdown), All Accounts (dropdown), Filters (icon)
- Table:

Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of
[Link]	Test Account 2	1,000,000.00	1,000,000.00	1,000,000.00	03/30/2025 15:05:31
[Link]	Test Account 1	1,000,000.00	1,000,000.00	1,000,000.00	03/30/2025 15:05:31
[Link]	Test	1,000,000.00	1,000,000.00	1,000,000.00	03/18/2025 02:37:02

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

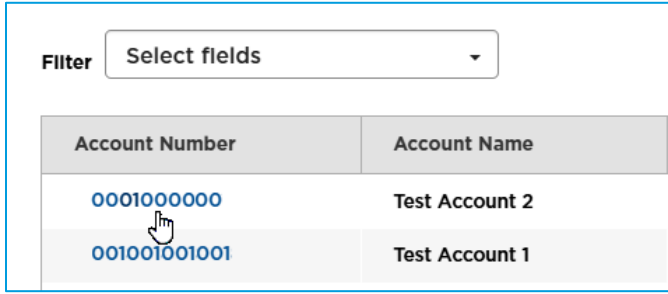
Loan Accounts Section:

- Summary: USD (1) Principal Balance 0.00
- Filter: Select fields (dropdown), All Accounts (dropdown), Filters (icon)
- Table:

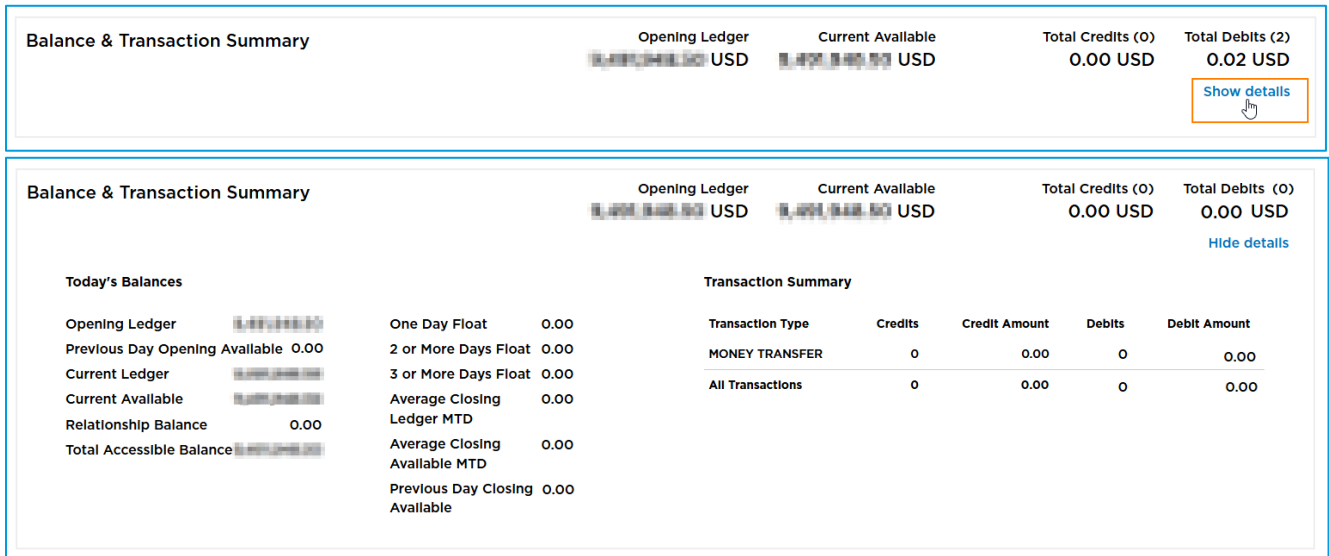
Account Number	Account Name	Principal Balance	Balances As Of
[Link]	Test Account	0.00	03/28/2025 11:16:31

Viewing 1-1 of 1 records | Display 10 per page | Page 1 of 1

2. To see transaction details for an account, click the **account number**.

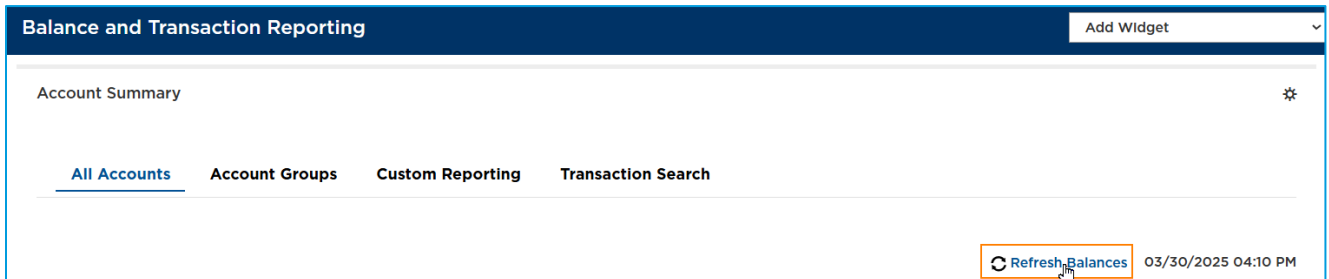


3. After clicking the account number, the account details screen appears. Click **Show details** to expand the account details information.

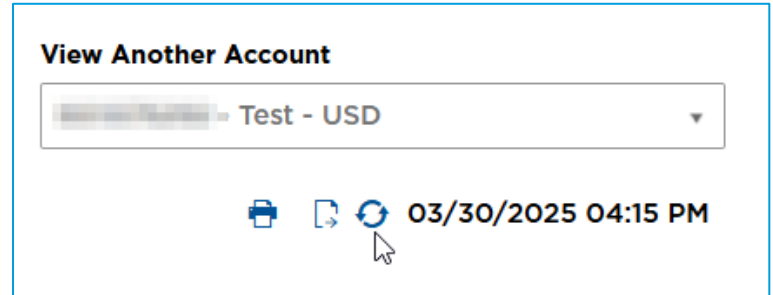


UPDATING BALANCE

You can update balances by clicking **Refresh Balances** at the top of the Account Summary Widget.

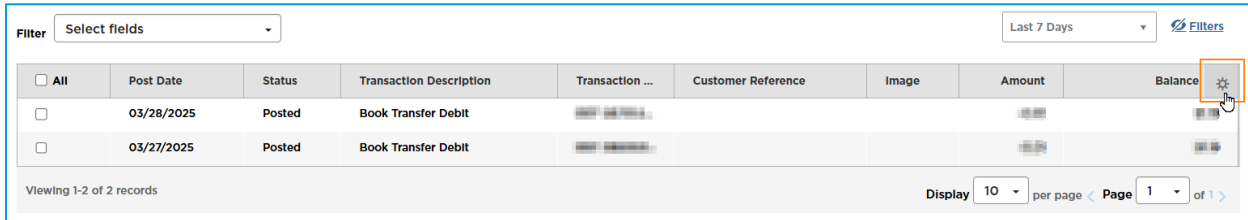


You can also update balances when viewing individual accounts but clicking the **Refresh icon** at the top-right of the screen.

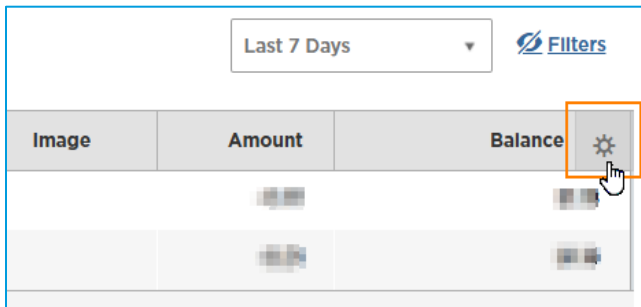


ADDING OR REMOVING COLUMNS

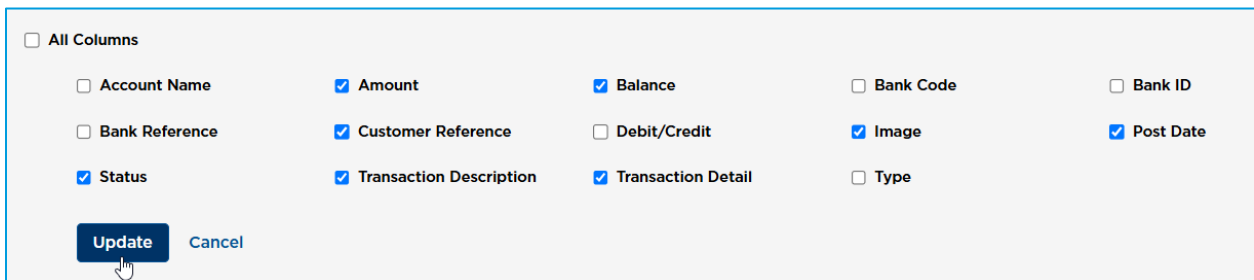
Columns can be added or removed from the list:



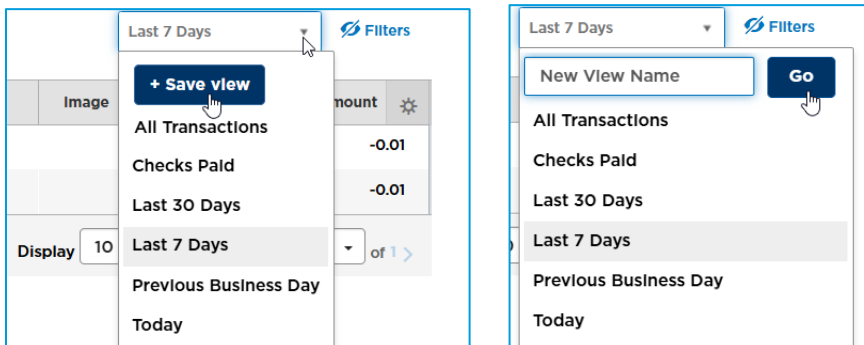
1. Click the **Options** icon. The available columns are displayed. The checked boxes indicate which columns currently appear in the list.



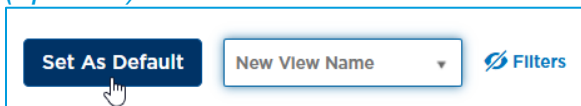
2. Check off all of the columns you want to include, and click **Update**.



- Columns can also be rearranged. To move columns, click the Header/title of the column you want to move, and drag it to where you want to move it.
3. To save your view go to the **dropdown menu** on the top right of the listing of accounts
 4. Click the **down arrow** and click the **Save view** button
 5. Fill in a name for your view and click **Go**.

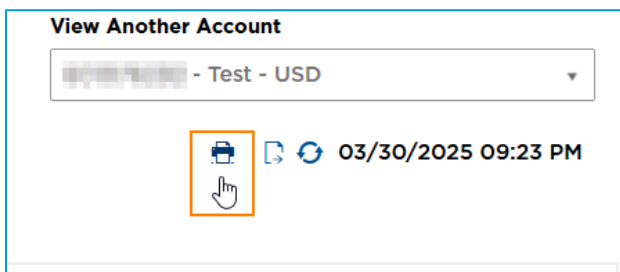


6. (optional) Click the **Set As Default** button to open to this view by default.



PRINTING THE DEPOSIT AND LOAN ACCOUNT LISTS

When you print either the Deposit Account or Loan Account list, you have the option of printing all or selected items in the list.



To print selected items in the list:

1. In the list view, check the boxes for the items you want to print.

<input type="checkbox"/> All	Post Date	Status	Transaction Description
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input type="checkbox"/>	03/28/2025	Posted	Check Paid

2. Click the **Print** icon.
3. In the window that appears, click the **Selected Items** radio button.
4. Click **Print**

Print Options

Number of selected Items: 5

Include

All items

Selected items

Include Summary Information

ACCOUNT SUMMARY WIDGET

To filter transactions:

1. Click the **View** drop-down at the upper-right side of the screen to limit or expand the transactions you are viewing. For example, view transactions from the last 30 days.
2. Select an option from the **Filter** drop-down to further customize the list of transactions viewed. For example, filter by transaction type.
3. Click **Apply**.
4. The list will be filtered by the criteria you selected. Press **Clear** to remove the Filter.

Filter

ADDING ACCOUNT GROUPS

To add an account group:

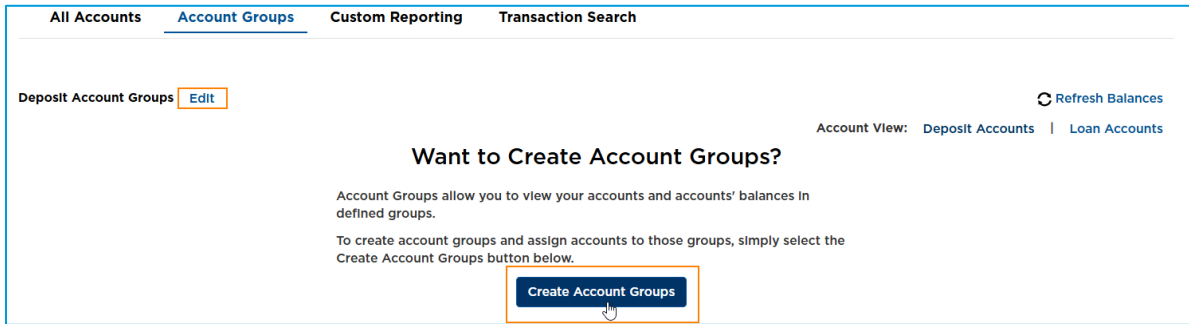
1. Select **Balance and Transaction Reporting** from the **Reporting** option on the main menu.
2. At the top of the screen, click **Account Groups**.

Balance and Transaction Reporting

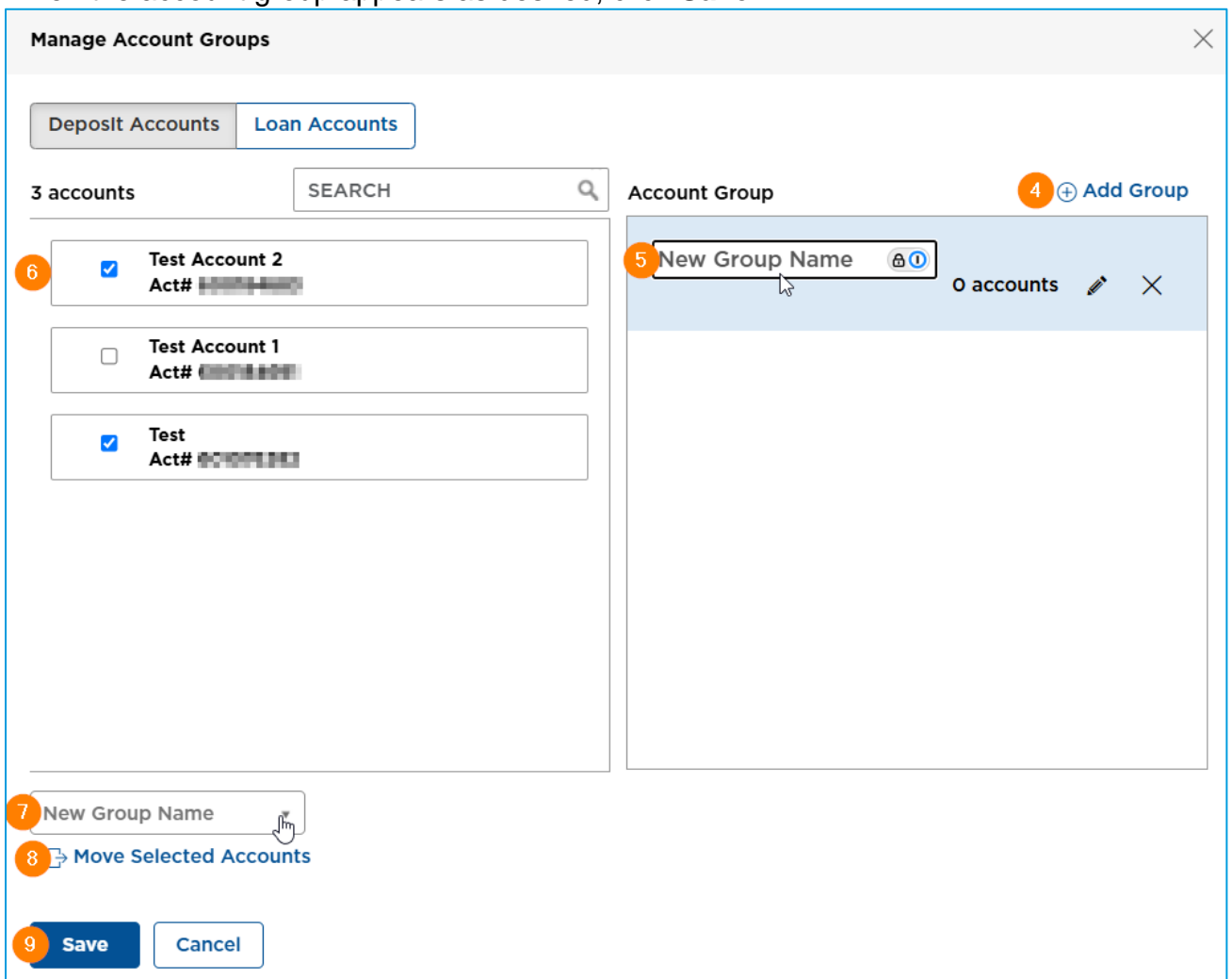
Account Summary

All Accounts **Account Groups** Custom Reporting Transaction Search

3. Click the **Create Account Groups** button or **Edit** next to Deposit Account Groups.

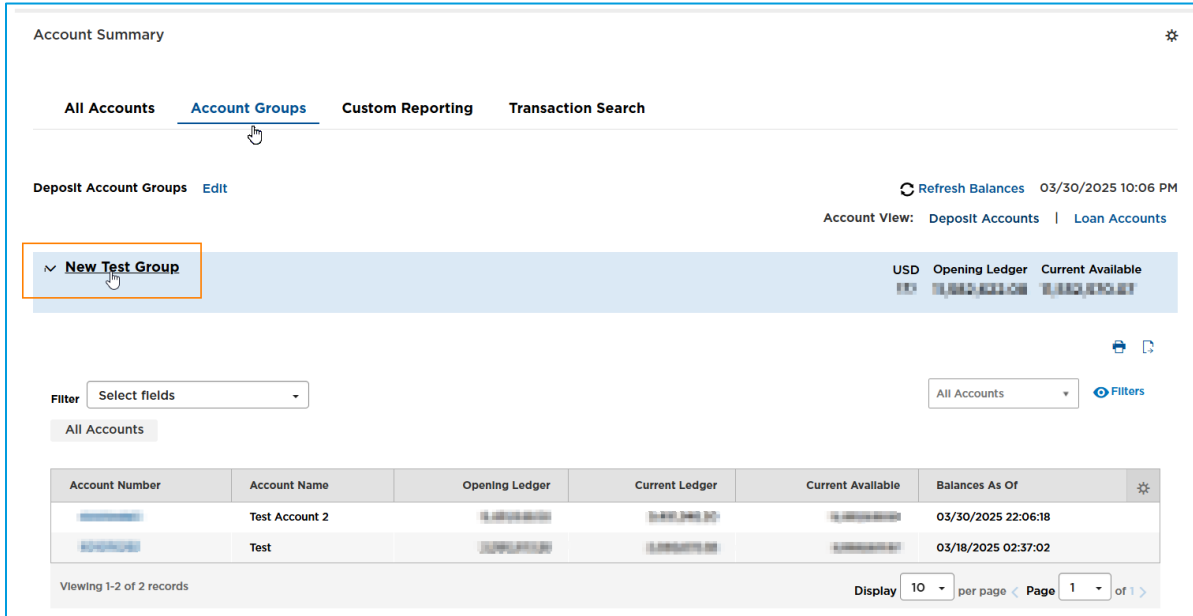


4. Above the Account Groups pane, click **Add Group**.
5. In the **New Group** box enter the name of the group you want to add.
6. In the left pane, check the accounts that you want to include in the group. Click the **Deposit Accounts** indicator to show deposit accounts or **Loan Accounts** to show loan accounts.
7. Select the group name from the **Select Group** list at the bottom of the screen.
8. 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.
9. When the account group appears as desired, click **Save**.



VIEWING ACCOUNT GROUPS

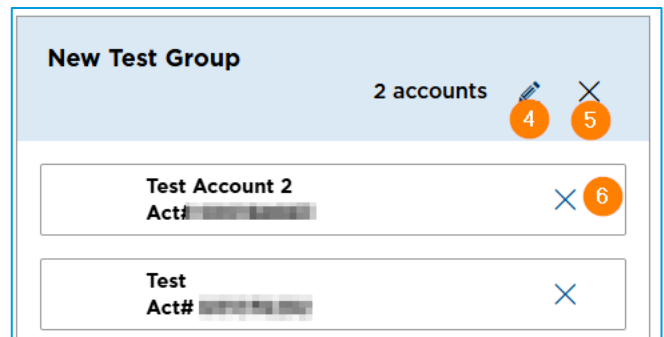
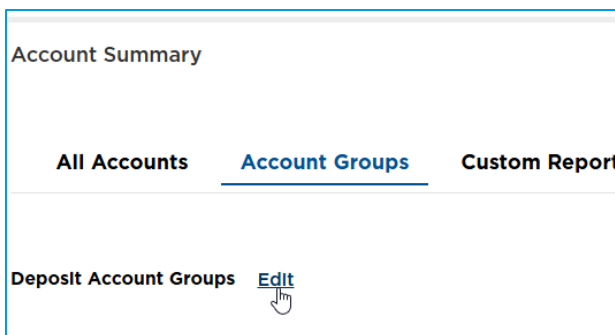
To view account groups, click Account Groups at the top left of the Balance and Transaction Account Summary screen. Click on the Account Group name and the see the related accounts appear in a list below:



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, click the **Edit** link. The Manage Account Groups window displays.
4. You can rename the group by clicking the **Pencil** edit icon.
5. You can delete the account group by clicking the **X** icon inside the blue box by the Group Name.
6. Add or remove accounts as needed. Remove accounts by clicking the **X** icon next to the account information in the right-side pane.
7. When you have finished, click **Save**.

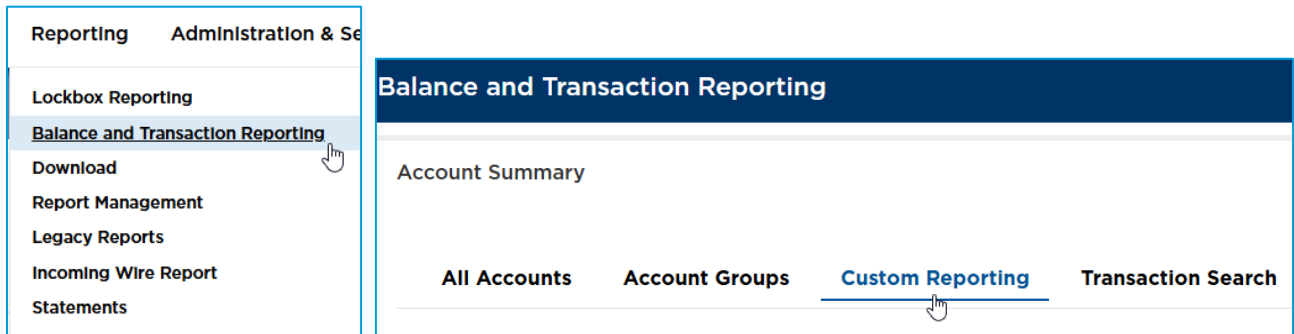


CUSTOM REPORTING

The Custom Reporting feature allows you to create and save custom reports on account or account group information.

To use Custom Reporting:

1. From the **Reporting** menu, select **Balance and Transaction Reporting**.
2. At the top of the screen, click **Custom Reporting**.



To view a report based on new report criteria:

1. *(optional)* In the **Select Accounts By** field, use the drop-down to select whether you want to search for **accounts** or **account groups**. You can search for all accounts or all account groups or click in the right-hand field to see a list of accounts/account groups that you can individually select from.
2. In the **Date** field, select a date range from the options displayed or select **Custom Range** and use the calendar to select a date range.
3. *(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.
4. *(optional)* Click the arrow button in the **Transaction Filters** field to expand or collapse the list of filter options.
5. *(optional)* Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
6. *(optional)* Enter a **transaction type** as a search criterion.
7. *(optional)* Enter a **BAI transaction code** as a search criterion.
8. *(optional)* Use the **Status** drop-down to select an appropriate status: Pending or Posted.
9. *(optional)* In the **Transaction Amount** field, use the drop-down to select an appropriate qualifier (for example, is equal to), and then in the right-hand text field, enter an amount.
10. *(optional)* Enter a **Bank Reference** as a search criterion.
11. *(optional)* Enter a **Customer Reference** as a search criterion.
12. If you want to save this report for future viewing, check the box next to **Save this Report**, and then enter a name for the new report.
13. 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.

Enter New Report Criteria

Select Accounts By

Accounts ▾

All Accounts ×

*** Date**

Account Transactions View

Credit/Debit Single View ▾

∨ **Transaction Filters**

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount

is equal to ▾

Bank Reference

Customer Reference

Save this Report

Submit

Clear

Cancel

TRANSACTION SEARCH

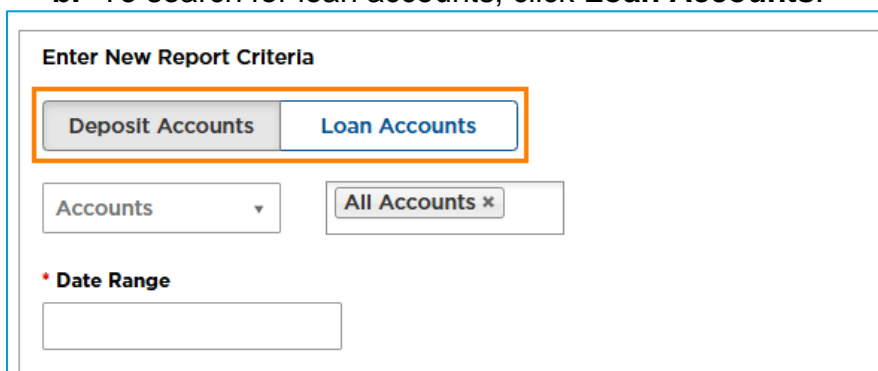
The Transaction Search feature allows you to search across the accounts you have access to for specific transactions.

To search for a transaction:

1. From the **Reporting** menu, select **Balance and Transaction Reporting**.
2. At the top of the screen, click **Transaction Search**.



3. (optional) Do one of the following:
 - a. To search for deposit accounts, click **Deposit Accounts**.
 - b. To search for loan accounts, click **Loan Accounts**.



4. (optional) In the **Select Accounts By** field, use the drop-down to select whether you want to search for **accounts** or **account groups**. You can search for all accounts or all account groups or click in the right-hand field to see a list of accounts/account groups that you can individually select from.
5. In the **Date Range** field, select a range from the list displayed, or enter a custom range using the calendar.
6. (optional) Click the arrow button to the left of the **Transaction Filters** field to expand or collapse the list of options.
7. (optional) Use the **Debit/Credit** drop-down to select whether the search should filter for debit or credit transactions.
8. (optional) Enter a **Transaction Type** as a search criterion.
9. (optional) Enter a **BAI Transaction Code** as a search criterion.
10. (optional) Enter a **SWIFT Transaction Code** as a search criterion.
11. (optional) Use the **Status** drop-down to select an appropriate status: Pending or Posted.
12. (optional) In the **Transaction Amount** field, use the drop-down to select an appropriate qualifier (for example, is equal to), and then in the right-hand text field, enter an amount.

13. *(optional)* Enter a **Bank Reference** as a search criterion.
14. *(optional)* Enter a **Customer Reference** as a search criterion.
15. 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.

Enter New Report Criteria

Deposit Accounts Loan Accounts

* **Date Range**

Transaction Filters

Debit/Credit

Transaction Type

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount

Bank Reference

Customer Reference

Submit Clear Cancel