First Horizon

TreasuryConnect^{SM}

## Balance and Transaction Reporting

FIRST HORIZON_{SM}

BALANCE AND TRANSACTION REPORTING

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 may also access the transaction details and account statement reports from this widget.

By default, the Account Summary widget appears on the Home Page within the **All Accounts** heading. The Home Page is the first screen you will see every time you open TreasuryConnect. You can navigate to the Home Page from any location by clicking on the Home link at the top of the screen. You can also navigate to the Balance and Transaction workspace in the Reporting section.

VIEW ACCOUNT SUMMARY
1. Open TreasuryConnect^{SM} and navigate to the widget with the heading **Account Summary**.
   OR
2. Select **Balance and Transaction Reporting** from the **Reporting** menu.
3. The system displays the Balance and Transaction Reporting - Account Summary screen with the All Accounts tab preselected.
   - The top right of the screen shows the date and time when balances for all listed accounts were last update. Optional - If you have access to the update balance function, you may update balances. Click Refresh Balances.
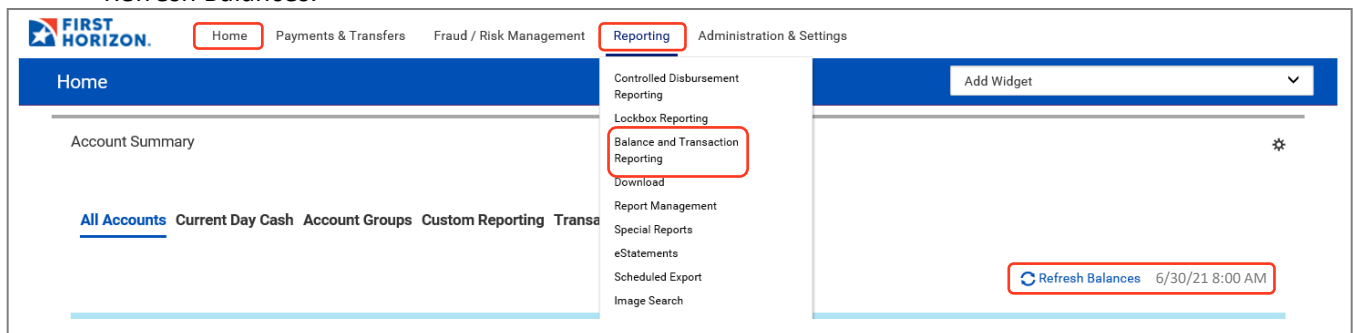
4. The screen lists the following accounts:
- **Deposit Accounts**: Lists all available deposit accounts and the opening ledger as well as current available balances in the default currency.

- **ICS Demand Accounts**: Lists all available accounts as well as principal balance and available commitment amount.

- **CDARS Accounts**: Lists all available accounts as well as the investment balance.

CDARS Accounts								Current Ledger	Current Available
* The totals shown reflect the subset of items displayed in the current view.								0.00	0.00

Filter [Select fields ▾]

Account Numb...	Balances As...	Currency	Current Availab...	Account Name	Opening Ledg...	Closing Ledg...	Current Ledg...	Opening Available	Relationship Balan...

There is no content

Viewing 0-0 of 0 records

Display [50 ▾] per page ‹ Page [1 ▾] of 1 ›

- **Loan Accounts**: Lists all available accounts as well as principal balance and available commitment amount.

						Principal Balance	Available Commitment Amount
Loan Accounts							
* The totals shown reflect the subset of items displayed in the current view.						724,801.05	4,076,188,009.89

Filter [Select fields ▾]   [All Accounts ▾]

Account Nu...	Account Name	Principal Bala...	Next Payment Due ...	Next Payment Am...	Interest ...	Balances As Of	Available Commitment Am...	Payof
11223:	CLNTA	716,097.43	08/12/2019	1,657.66	0.19000	08/13/2019 14:50:...	3.75	
11223:	CLNTA	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 [50 ▾] per page ‹ Page [1 ▾] of 1 ›

5. To see transaction details for an account, click the **Account Number**.

6. To view a different account from the one currently displayed, use the **View Another Account** drop-down (found in the top right hand corner) to select from the list of available accounts.
7. Click the **Account Name** to see transaction details.

VIEW 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 to permit image viewing.

1. From the **Account Summary** screen, click on the **Account Number**. The transaction details screen will appear.
2. Use the scroll bar to locate the **Image** column.
3. 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.

All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail ☼
☐	06/03/2021	ACH CREDIT RECEIVED	3,031.29				SENDING CO ID: 9274000201
☐	06/03/2021	LOCKBOX DEPOSIT	5,267.89				LOCKBOX DEPOSIT 050000061
☐	06/03/2021	OTHER DEPOSITS	3,097.53	0000000000			DEPOSIT
☐	06/03/2021	OTHER DEPOSITS	1,874.96	0000000001			REMOTE DEPOSIT
☐	06/03/2021	OTHER DEPOSITS	638.83	0000000001			REMOTE DEPOSIT

CURRENT DAY CASH

The Current Day Cash feature displays summary information for all accounts as of the current day.
1. On the Account Summary page, click **Current Day Cash**.
2. Review Balance Summary, Transaction Summary, and information on each Account.

Balance and Transaction Reporting

Add Widget

Account Summary

All Accounts | Current Day Cash | Account Groups | Custom Reporting | Transaction Search

Refresh Accounts   06/09/2021 04:27 PM

Balance Summary

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

	Count	Ledger	Available
Opening Balance		379,920,428.43	365,925,345.11
Total Credits	0	0.00	0.00
Total Debits	0	0.00	0.00
Current Balance		**466,842,092.66**	**-539,930,678.12**

Transaction Summary

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

Transaction Type	Credits	Credit Amount	Debits	Debit Amount
		There is no content		

Filter   Select fields

Account Number	Account Name	Balances As Of	Opening Ledger	Opening Availa...	Credit Count	Credits	Debit Count	Debi...	Current Ledger	Curr
00000000015:	LBX Account	06/09/2021 16:28:05	0.00	0.00	0	0.00	0	0.00	305,235.90	
00000000022	CDA Account	06/09/2021 16:28:05	67.36	67.36	0	0.00	0	0.00	67.36	
00000000027	CDA Test	06/09/2021 16:28:05	0.00	0.00	0	0.00	0	0.00	334.00	

CUSTOM REPORTING

Use Custom Reporting to set up, save, and share reports that you run all of the time.

1. On the **Account Summary** page, click **Custom Reporting**.
2. Start with a pre-populated report by clicking the **Saved Report Criteria** drop down

Or create a report of your own.

3. Choose the way you want to select accounts in the **Select Account By** drop down list.
   - Accounts
   - Account Group
   - Bank Code
4. Search by **All Accounts** or choose your account.

5. Select a **pre-set Date Range** or choose a **Custom Range** from the calendar.

6. (Optional) In **Account Transactions View** drop down, select one of the following:
   a. Credit/Debit Single View
   b. Separate Credit and Debit Views

7. (Optional) Click to expand **Transaction Filters**.
   - Click the drop down arrow to choose **Debit/Credit**.
   - Click to choose **Transaction Type**.
   - Click to choose **BAI Transaction Code.**
   - Click to **SWIFT Transaction Code**.
   - Click the drop down arrow to choose.
   - Set **Transaction Amount** criteria.
   - Enter a **Bank Reference**.
   - Enter a **Customer Reference**.

8. Click in the box beside **Save this Report** if you would like to save it for future use. Then, enter a **Report Name**.
9. Click in the box beside **Shared** if you would like others to use your report.
10. Click **Submit**.
11. View the report that is generated.
12. Use the **Export** or **Print** icon as needed.

TRANSACTION SEARCH

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

SEARCH FOR TRANSACTION

1. Select **Balance and Transaction Reporting** from the Reporting menu.
2. At the top of the screen, click **Transaction Search**.
3. (optional) Do one of the following:
   - To search for deposit or credit card accounts, click **Deposit & Credit Card Accounts**.
   - 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.
5. 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.
6. In the **Date Range** field, select a range or enter a custom range using the calendar icon.

Account Summary

All Accounts   Current Day Cash   Account Groups   Custom Reporting   **Transaction Search**

Enter New Report Criteria

| Deposit & Credit Card | Loan Accounts |

Accounts ▾   All Accounts ✕

* Date Range

06/01/2021 - 06/09/2021

> Transaction Filters

Submit   Clear   Cancel

7. (Optional) Click the right arrow (>) button in the **Transaction Filters** field to expand the list of options.
    a. Click the drop down arrow to choose **Debit/Credit**.
    b. Click to choose **Transaction Type**.
    c. Click to choose **BAI Transaction Code.**
    d. Click to **SWIFT Transaction Code**.
    e. Click the drop down arrow to choose Status.
    f. Set **Transaction Amount** criteria.
    g. Enter a **Bank Reference**.
    h. Enter a **Customer Reference**.
8. 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			**Account**			**Date Range**		
Deposit & Credit Card			**All Accounts**			**06/01/2021 - 06/09/2021**		

All	Post Date	Account Name	Account Number	Bank Code	Transaction Description	Amount	Bank Reference	Customer Reference	Transacti
☐	06/08/2021	ZYX Company	123456789	170	OUTGOING MONEY TRANSFER	93.01	20210607	)135	
☐	06/08/2021	ZYX Company	123456789	170	OUTGOING MONEY TRANSFER	90.00	20210607	)132	
☐	06/08/2021	ZYX Company	000000001	170	OUTGOING MONEY TRANSFER	94.61	20210607	)109	