



# First Horizon TreasuryConnect<sup>SM</sup>

Balance and Transaction Reporting





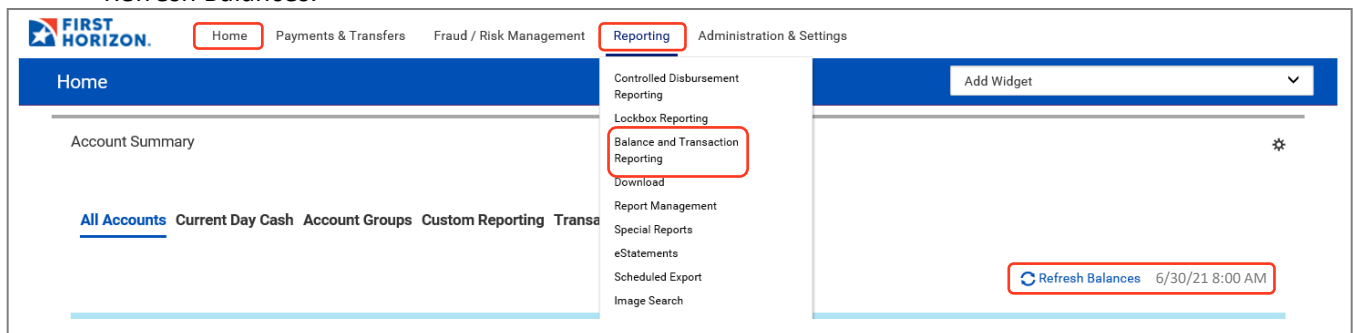
## BALANCE AND TRANSACTION REPORTING

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<sup>SM</sup> 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.

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

Opening Ledger: 9,298,096.29    Current Available: 11,732.59

Filter:     All Accounts

Account Number	Account Name	Opening Ledger	Current Ledger	Current Available	Balances As Of
1050:	CLNTACI	9,082,537.67	40.75	40.75	08/13/2019 14:49:58
1050:	CLNTACI	1,238.06	747.56	747.56	08/13/2019 14:49:58
1122:	CLNTACI	32,260.46	646.01	646.01	08/13/2019 14:49:59
1122:	CLNTACI	0.58	7.20	7.20	08/13/2019 14:49:58
1122:	CLNTACI	41,006.05	7.70	7.70	08/13/2019 14:49:58
1122:	CLNTACI	28.38	67.83	67.83	08/13/2019 14:49:59
1122:	CLNTACI	94,402.40	377.94	377.94	08/13/2019 14:49:59
1122:	CLNTACI	3.23	1,780.85	1,780.85	08/13/2019 14:49:58
1122:	CLNTACI	40,713.78	7,673.52	7,673.52	08/13/2019 14:49:58
1122:	CLNTACI	6.86	333.77	333.77	08/13/2019 14:49:59
1122:	CLNTACI	5,898.82	49.46	49.46	08/13/2019 14:49:59

Viewing 1-11 of 11 records    Display 50 per page    Page 1 of 1

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

ICS Demand Accounts  
 \* The totals shown reflect the subset of items displayed in the current view.

Current Ledger: 0.00    Current Available: 0.00

Filter:

Account Numb...	Balances As...	Currency	Current Availab...	Account Name	Opening Ledg...	Closing Ledg...	Current Ledg...	Opening Available	Relationship Bal...
There is no content									

Viewing 0-0 of 0 records    Display 50 per page    Page 1 of 1



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

▼ **CDARS Accounts**  
\* The totals shown reflect the subset of items displayed in the current view.

Current Ledger    Current Available  
0.00                    0.00

Filter

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  per page   Page  of 1

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

▼ **Loan Accounts**  
\* The totals shown reflect the subset of items displayed in the current view.

Principal Balance    Available Commitment Amount  
724,801.05            4,076,188,009.89

Filter

Account Nu...	Account Name	Principal Bala...	Next Payment Due ...	Next Payment Am...	Interest ...	Balances As Of	Available Commitment Am...	By
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  per page   Page  of 1



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

Deposit Test RT - x8787 - USD

Balances as of 11/12/2020 14:07:51  
Transactions As Of 11/12/2020 12:56:40

View Another Account  
x8787 - Deposit Test RT - USD

11/12/2020 02:07 PM

Balance & Transaction Summary

Opening Ledger	Current Available	Total Credits (7)	Total Debits (0)
49,773.93 USD	704.41 USD	4,580.31 USD	0.00 USD

Show details

Filter: Select fields Last 7 Days Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail	⚙
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO BUYDOWN	321.00	FTJ05111845751229	T4 70955019			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO LATE CHARGE	432.11	FTJ05111845751228	T4 70955018			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO ESCROW	543.22	FTJ05111845751227	T4 70955017			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO PRINCIPAL	654.33	FTJ05111853666226	T4 70955016			
<input type="checkbox"/>	11/12/2020	AMOUNT APPLIED TO INTEREST	765.44	FTJ05111857319225	T4 70955015			
<input type="checkbox"/>	11/11/2020	AMOUNT APPLIED TO PRINCIPAL	876.55	FTJ05111853662224	T4 70955014			
<input type="checkbox"/>	11/10/2020	AMOUNT APPLIED TO INTEREST	987.66	FTJ05111857317223	T4 70955013			

Viewing 1-7 of 7 records Display 50 per page Page 1 of 1

Cancel

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.

1122334672 - 1122334672 - USD

Balances as of 02/09/2018 10:33:40  
Transactions as of 02/09/2018 15:33:42

View Another Account  
1122334672 - 1122334672 - USD

Export Print

Opening Ledger 143,897.71 Opening Available 143,277.99 Current Ledger 144,581.88  
Current Available 143,962.16

Filter: Select fields Last 7 Days

Post Date	Transaction Description	Amount	Bank Reference	Customer Referen...	Transaction Detail	Image	⚙
02/09/2018	RETURN ITEM	-6.00	810000622122750	00001160552	CHARGEBACK/ ⓘ		
02/09/2018	DEPOSITED ITEM RETURNED	-2.00	810000622122744	00001160552	CHARGEBACK/ ⓘ		
02/09/2018	DEBIT ADJUSTMENT	-692.17	WS75451950	Cust Ref 5	DEBIT ADJUSTMENT / CHECK INTER ⓘ		
02/09/2018	CHECK PAID	-4,140.62	LN67840791	Cust Ref 5	CHECKS PAID / ⓘ		



## 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.

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail	
<input type="checkbox"/>	06/03/2021	ACH CREDIT RECEIVED	3,031.29				SENDING CO ID: 92/4000201	
<input type="checkbox"/>	06/03/2021	LOCKBOX DEPOSIT	5,267.89				LOCKBOX DEPOSIT 0500008	
<input type="checkbox"/>	06/03/2021	OTHER DEPOSITS	3,097.53	0000000000			DEPOSIT	
<input type="checkbox"/>	06/03/2021	OTHER DEPOSITS	1,874.96	0000000001			REMOTE DEPOSIT	
<input type="checkbox"/>	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

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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
<b>Current Balance</b>		<b>466,942,092.66</b>	<b>-539,930,678.12</b>

### 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 Avalla...	Credit Count	Credits	Debit Count	Debl...	Current Ledger	⚙
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

Account Summary

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

Select Saved Report Criteria

Saved Report Criteria

Previous Business Day Set As Default

+ Save view Edit

Checks Paid

Last 7 Days

Previous Business Day

Date Range

06/08/2021 - 06/08/2021

Account Transactions

Credit/Debit Single View

Or create a report of your own.

Select Saved Report Criteria

Saved Report Criteria

Select

or

Enter New Report Criteria

Select Accounts By

Accounts All Accounts x

\* Date

Account Transactions View

Credit/Debit Single View

> Transaction Filters

Save this Report

Submit Clear Cancel

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.

Enter New Report Criteria

Select Accounts By

Accounts

\* Date Account Transactions View

Last 7 Days  
Last 30 Days  
Last 60 Days  
Last 90 Days  
Month to date  
Quarter to date  
Year to date  
 Today  
Prior Day  
Last Month  
Custom Range

Jun 2021							Jun 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	30	31	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	1	2	3	27	28	29	30	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10

Apply

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

\* Date

Account Transactions View

Credit/Debit Single View

Separate Credit and Debit Views

> Transaction Filters



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**.

Transaction Filters

**Debit/Credit**

**Transaction Type**

**BAI Transaction Code**

**SWIFT Transaction Code**

**Status**

**Transaction Amount**

**Bank Reference**

**Customer Reference**

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

Select Saved Report Criteria				
Saved Report Criteria				
<input type="text" value="Cleared ACH Debits"/>		<input type="button" value="Set As Default"/>		
Report Criteria <a href="#">Edit</a>				
Account	Date Range	Account Transactions		
All Accounts	04/01/2021 - 06/09/2021	Credit/Debit Single View		
FOR PERIOD 04/01/2021 - 06/09/2021				
Print does not include Transaction Summary Info				
<a href="#">SHOW ACCOUNT TOTALS</a>				
> 0000000000000111 USD CDA Account	Opening Ledger -408.77	Total Credits (4) 416,476.09	Total Debits (8) 415,999.96	Current Ledger 67.36
> 123456789 USD XYZ Company	Opening Ledger 21,727.49	Total Credits (4) 240,000.00	Total Debits (5) 240,100.00	Current Ledger 22,280.60
> 987654 USD DDATesting	Opening Ledger 1,781,609.76	Total Credits (50) 8,092,580.47	Total Debits (81) 263,718.47	Current Ledger 1,997,572.20



## 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**

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Enter New Report Criteria

\* **Date Range**

> **Transaction Filters**



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**.

Transaction Filters

Debit/Credit:

Transaction Type:

BAI Transaction Code:

SWIFT Transaction Code:

Status:

Transaction Amount:

Bank Reference:

Customer Reference:

**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 <a href="#">Edit</a>									
Account Type			Account			Date Range			
Deposit & Credit Card			All Accounts			06/01/2021 - 06/09/2021			
<input type="checkbox"/> All	Post Date	Account Name	Account Number	Bank Code	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction
<input type="checkbox"/>	06/08/2021	ZYX Company	123456789	170	OUTGOING MONEY TRANSFER	93.01	20210607	1135	
<input type="checkbox"/>	06/08/2021	ZYX Company	123456789	170	OUTGOING MONEY TRANSFER	90.00	20210607	1132	
<input type="checkbox"/>	06/08/2021	ZYX Company	000000001	170	OUTGOING MONEY TRANSFER	94.61	20210607	1109	