

Account Reporting

Review history, export or print in Account Reporting.

- 1) From the main menu, click "Account Reporting".

Account History Report  Print  Export

Advanced Search Collapse 

Choose Account:

Choose Saved Report:

Search By Check Number:

Enter Amount Range: to

Choose Date Filter:

Transaction Type: Debit: Credit:

Save Report
Apply

- Select the Account
- "Choose Saved Report" allows for a report to be saved for quick access and reviewing.
- Searching can be done by Check Number, Amount Range, Date Range, and/or Credits and Debits.
- When all requirements are entered, select Apply to review and Save Report to have access to the same report requirements in the "Choose Saved Report" section.

- 2) The account history report is sortable and searchable. It can be Printed or Exported externally.

Account History Report  Print  Export

Advanced Search Expand 

Transaction History - IB Two Malauzai Test (...0795)
 Filters: Date: 10-01-2018 to 01-01-2019, Transaction Type: Credit & Debit

Balance as of 01-09-2019
 Available: \$33.07
 Current: \$33.07
 Debit: \$16.43
 Credit: \$8.93

← Page 1 of 1 →

DATE	DESCRIPTION	AMOUNT	BALANCE
12-28-2018	Recurring - vacation	- \$1.00	\$33.07
12-19-2018	Clears Nov HB test acct transactions	- \$0.57	\$34.07
12-14-2018	Tfr to XXXXXX0391 (...0795) TO (...0391), Test, Internet B	- \$1.00	\$34.64
12-13-2018	Tfr to XXXXXX4412 (...0795) TO (...4412), Test, Internet B	- \$3.33	\$35.64