

BALANCE REPORTS

What is Balance Reporting?

Balance Reporting is a service that allows you to create balance reports on individual accounts or any combination of accounts. Reports can be created from the **Reports** tab of digital banking for the **current day, for a prior day, or for the current and prior day**. This service also includes a **Quick Balance** report that provides the latest ledger and available balances.

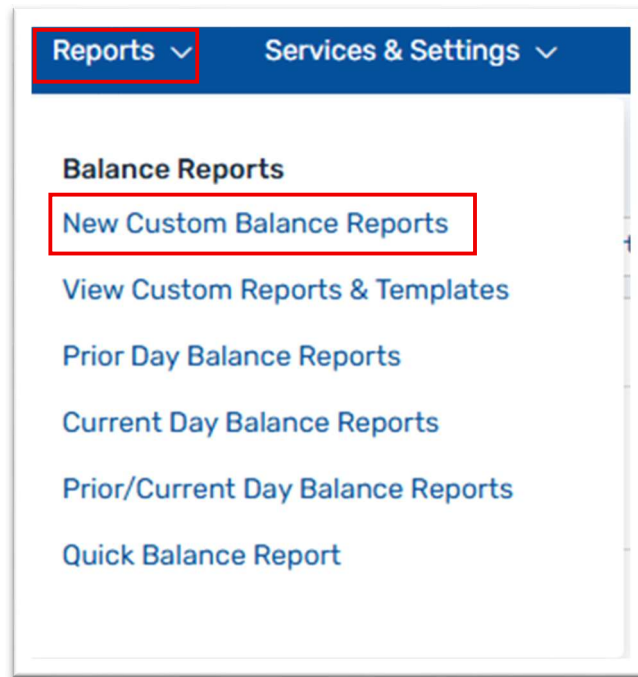
This service helps you to effectively manage your daily cash flow, enhance the ability to make investments, and make borrowing decisions. **Balance Reports** display a consolidated and individual account view of ledger, available, collected, and float balances. It also displays transaction totals grouped by transaction type codes.

Features:

- View balance and transaction information including specific transactions, such as checks, ACH, or Wire Transfer items.
- View consolidated summary, individual account summary, and detailed **Balance Reports** for a prior day as well as the current day .
- Select and save those accounts viewed on a regular basis and easily retrieve them for future use.
- Export data to a tab-separated file (TSV format).
- Print a report in a printer friendly format.
- Save the report to a file (HTML format).
- Display an organized view of accounts into meaningful groups for updating or reporting.

Custom Balance Reports

To create, navigate to **Reports>New Custom Balance Reports**.



Select the:

- **Type**
- **Date Range** (Previous Day or Custom Date Range)
- **Display Options**
- **Summary Info**
- **Transactions**
- **Accounts**

(If this is a regular report you would like to run, click **Save as New Template** and name it. The next time you run a report and would like to utilize your created template, you will select **Open Template** in the upper right corner.)

Once done, click **Create Report**.

You will be brought to the **Custom Balance Reports** screen. Your report will show as **Pending**. Click **Refresh** and once the report is ready, you will be able to **View, Download, or Delete** it.

Download format options include: CSV, TSV, BAI2.

Custom Balance Reports

My Reports My Templates

Report ID 242340 has been successfully created

Click REFRESH to update the information below

REFRESH

New reports will remain available for 7 days

ID	Date Created	Template	Type	Date Range	Status	View	Download	Delete
242340	9/2/2025 10:51:52 am EDT		Balance	08/29/2025 - 08/29/2025	Pending			

Custom Balance Reports

My Reports My Templates

Click REFRESH to update the information below

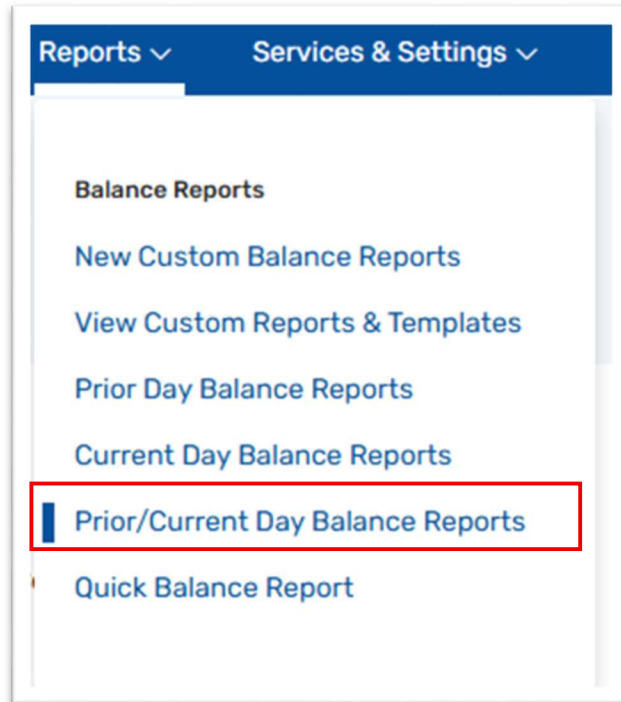
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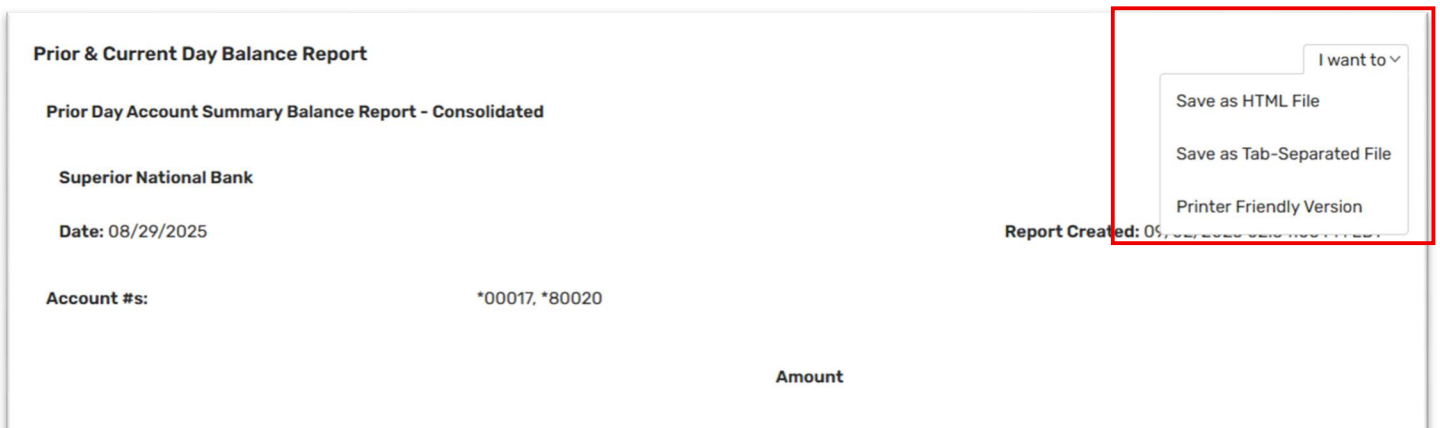
Prior/Current Day Reports

To a combination of prior and current day reports, click on **Reports>Prior/Current Day Balance Reports**.



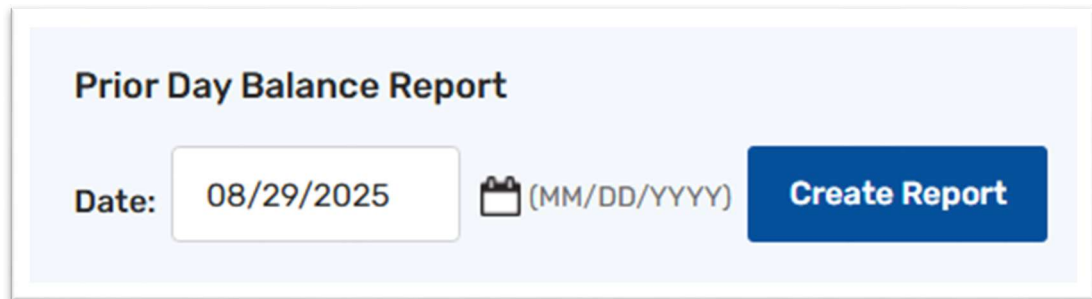
Click the **I want to** drop down and select which type of file you would like to download and save:

- **HTML**
- **Tab-Separated (TSV)**
- **Printer Friendly Version**




Follow all of the same steps if you would like to generate just a **Current Day Balance Report** or just a **Prior Day Balance Report**.

- For **Prior Day Balance Report** you can choose a date farther back than just the prior day by selecting your date:

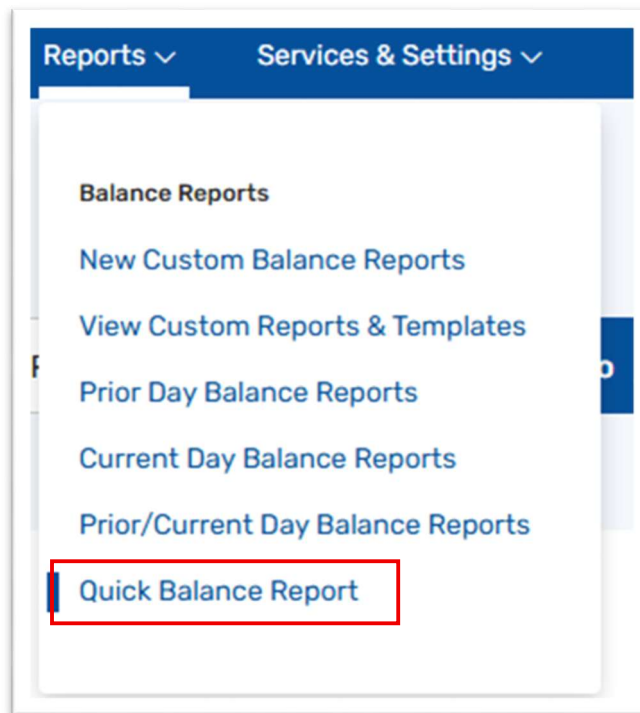


Prior Day Balance Report

Date: 08/29/2025  (MM/DD/YYYY) [Create Report](#)

Quick Balance Report

To run a **Quick Balance Report**, click on **Reports>Quick Balance Report**.



Click the **I want to** drop down and select which type of file you would like to download and save:

- **HTML**
- **Tab-Separated (TSV)**
- **Printer Friendly Version**

Quick Balance Report			
Quick Balance Report			
Superior National Bank			
Date: 09/02/2025		Report Created: 09/02/2025	
Total Accounts		Total Ledger Balance	
1		68.81	
Account # ^ v	Account Type ^ v	Ledger Balance ^ v	Available Balance ^ v
Vendor Account: *00017	Checking	68.81	63.81

I want to ^ v

Save as HTML File

Save as Tab-Separated File

Printer Friendly Version

Select Accounts