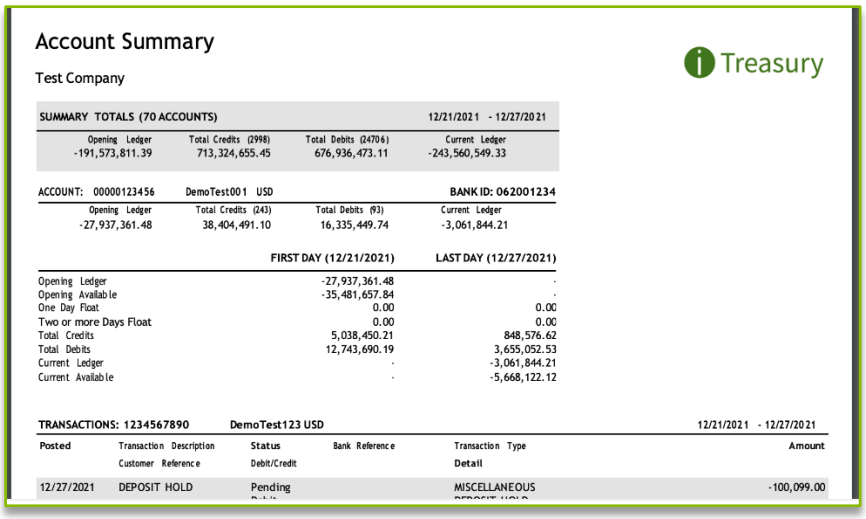
Help Card: Creating Reports in Regions iTreasury

Introduction

The following information outlines the necessary steps to create a Statement Report and a Transaction Detail Report in Regions iTreasury. Note: The Account Summary widget displays balances and transaction details. If the widget is deleted, it can easily be added back to the workspace.

CREATING A STATEMENT REPORT

1. Select the Reports tab from the dropdown list, then select Balance & Transaction Reporting.
   - *Tip: You can export or print directly from this view.*



Account Summary

Test Company

Treasury

SUMMARY TOTALS (70 ACCOUNTS)			12/21/2021 - 12/27/2021
Opening Ledger	Total Credits (2998)	Total Debits (24706)	Current Ledger
-191,573,811.39	713,324,655.45	676,936,473.11	-243,560,549.33

ACCOUNT: 00000123456	DemoTest001 USD		BANK ID: 062001234
Opening Ledger	Total Credits (243)	Total Debits (93)	Current Ledger
-27,937,361.48	38,404,491.10	16,335,449.74	-3,061,844.21

	FIRST DAY (12/21/2021)	LAST DAY (12/27/2021)
Opening Ledger	-27,937,361.48	-
Opening Available	-35,481,657.84	-
One Day Float	0.00	0.00
Two or more Days Float	0.00	0.00
Total Credits	5,038,450.21	848,576.62
Total Debits	12,743,690.19	3,655,052.53
Current Ledger	-	-3,061,844.21
Current Available	-	-5,668,122.12

TRANSACTIONS: 1234567890	DemoTest123 USD				12/21/2021 - 12/27/2021
Posted	Transaction Description / Customer Reference	Status / Debit/Credit	Bank Reference	Transaction Type / Detail	Amount
12/27/2021	DEPOSIT HOLD	Pending		MISCELLANEOUS	-100,099.00

2. Click on Custom Reporting
3. Input a date range.
4. Select Apply when range is selected.
5. Next, pull information by either:
   - Accounts
   - Account Group
6. Click on the X to remove accounts or account groups.
7. Next, select the account(s) or group(s) for which the report is being pulled.
8. Select to view either:
   - Credits and debits in one view
   - Credits and debits in separate views
9. Click on the Save this Report box if you want to make the report available to all users.
10. Name the new report (20-character maximum).
11. Select Save Report.

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CREATING A TRANSACTION DETAIL REPORT

1. Select the Reports tab, from the dropdown list, then select Balance & Transaction Reporting.
   Tip: You can export or print directly from this view.

2. Click on Custom Reporting

3. Input a date range.

4. Select Apply when range is selected.

5. Next, pull information by either:
   - Accounts
   - Account Group

6. Click the X to remove accounts or account groups.

7. Select the account(s) or group(s) for which the report is being pulled.

8. Select to view either:
   - Credits and debits in one view
   - Credits and debits in separate views

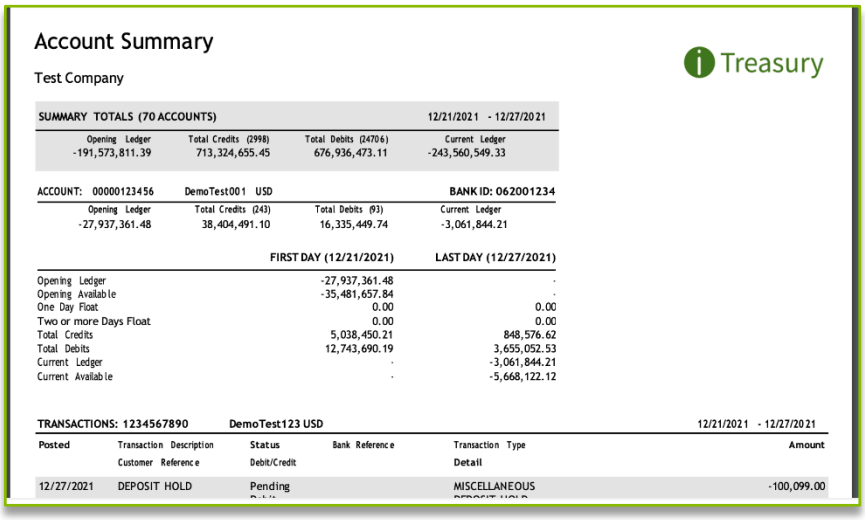
9. Click on the > symbol next to Transaction Filters.

10. Apply one or more filter (more than one of each category may be selected):
    - Bank Code
    - Currency
    - Debit/Credit
    - Transaction Type
    - BAI Transaction Description
    - SWIFT Transaction Description
    - Status
    - Transaction Amount or amount range
    - Bank Reference
    - Customer Reference

11. Select the Save this Report box if you want to make the report available to all users.

12. Name the new report (20-character maximum).

13. Select Save Report.



Account Summary

Test Company

Treasury

SUMMARY TOTALS (70 ACCOUNTS) 12/21/2021 - 12/27/2021

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ACCOUNT: 00000123456 DemoTest001 USD BANK ID: 062001234

Opening Ledger	Total Credits (243)	Total Debits (93)	Current Ledger
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TRANSACTIONS: 1234567890 DemoTest123 USD 12/21/2021 - 12/27/2021

Posted	Transaction Description / Customer Reference	Status / Debit/Credit	Bank Reference	Transaction Type / Detail	Amount
12/27/2021	DEPOSIT HOLD	Pending		MISCELLANEOUS	-100,099.00

Tip: Once the report/search is saved, select Refresh to Update current day transactions

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