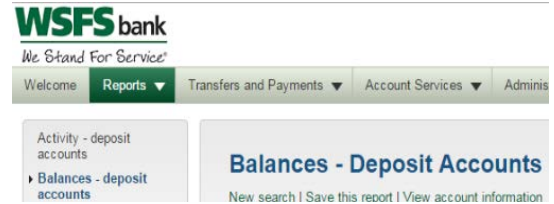


Guide to Balance Reporting

Deposit balances can be viewed in a customizable report and downloaded to a .csv file or PDF.

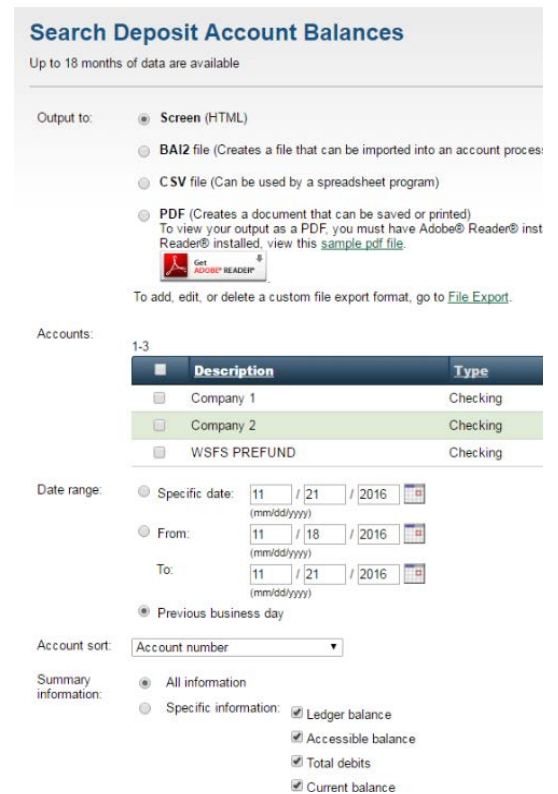
Setting up a deposit account balance report:

1. Click **Reports** and choose **Balances – Deposit Accounts**.
You can setup a report and save it for easy reference.



2. Select **Deposit Account Balance** options:

- a. Output file type
- b. Accounts
- c. Specific date or date range
- d. Balance information



Click **Generate Report**.

3. **View or save** balance report.

