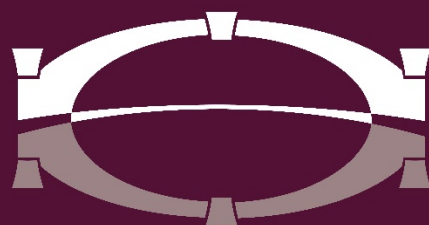


# Balance Reporting

## User Guide

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BRIDGEWATER BANK

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## General Information

- Contact the Business Services Team with questions at 952.542.5100 or [hello@bridge2bwb.com](mailto:hello@bridge2bwb.com) M-F, 8:30am-4:30pm.
- Bridgewater follows the Federal Reserve's processing dates. For a most up-to-date Federal Reserve Holiday calendar, reference <https://www.federalreserve.gov/aboutthefed/k8.htm>.

## Balance Reporting

Balance Reporting can be used to quickly view or download transaction history as well as import into QuickBooks. Custom report templates can also be created to view more specific data information.

- Select **Account Information > Balance Reporting**, choose date range by selecting the date hyperlink, then **View** or **Download** the report.
  - The **All Transactions Export** template can be used to view or download all transactions with a .CSV format.
  - The **QuickBooks Web Connect** template can be used to view or download all transactions with a .QBO format.
  - Select the **View Template** icon for data details contained within the specific template.
  - To customize a report to contain other data, formats or only certain account history select the **Create Report** icon.

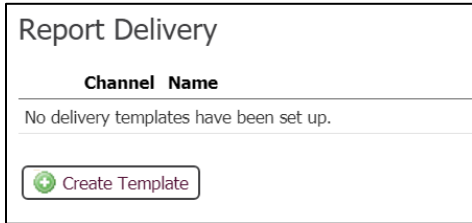
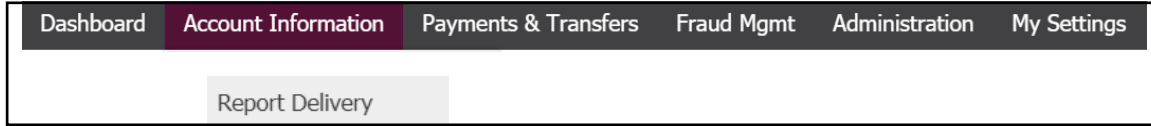
Name	Date	View	Download	View Template
All Transactions Export - Public Template Balance Reporting	<a href="#">11/23/2020 - 11/24/2020</a>			
QuickBooks Web Connect - Public Template Balance Reporting	<a href="#">11/23/2020 - 11/24/2020</a>			

Create Report

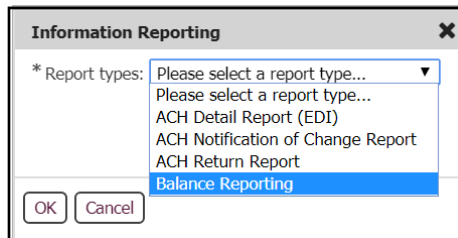
## Report Delivery

Report Delivery allows you to create a customized report template to be delivered via email on a recurring basis.

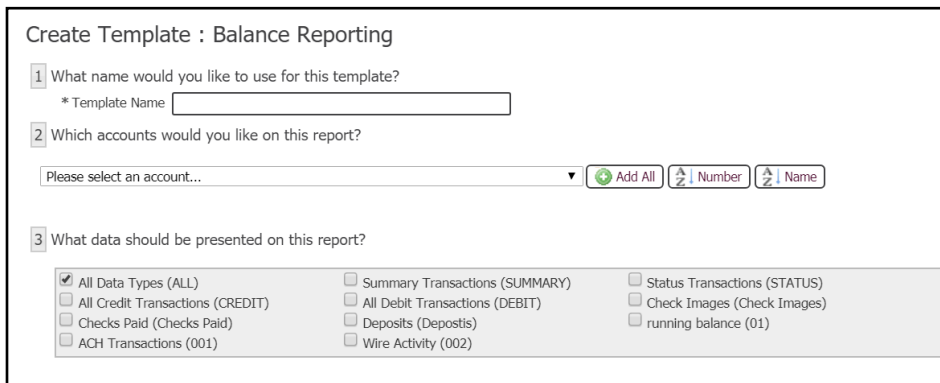
- Select **Account Information > Report Delivery** select the **Create Template** icon.



- Select **Report types**. The **Balance Reporting** option will be for all account history. The other options are **ACH Detail EDI** for details of an incoming ACH item (if applicable), **ACH Notification of Change** for originated ACH items that need to be corrected, and **ACH Return Report** for originated ACH items that were returned. Select **OK**.



- Create a **Template Name**
- Choose your account(s) for the report
- Select the data to be contained in the report



- Choose your report (choose Web Report for a PDF format)

4 How would you like this report to appear?

BAI Version 2       CSV Report       CSV Running Balance Report  
 CSV Transaction Report       QuickBooks Web Connect       Quicken (Mac) Web Connect  
 Quicken (Windows) Web Connect       Web Report

- Choose the report format (Encrypted PDF uses the Encrypted Report password found in each user's profile in The Bridge)
- Choose the report frequency for delivery

6 How would you like this report to be formatted?

HTML       PDF       Encrypted PDF

Send as attachment (.CSV files will be sent as .TXT)

7 When would you like this report delivered?

Daily
 

- Option Not Available
- Starting No Earlier Than - Do not deliver daily report before specified time
  - First File Creation Time: 08:00 AM
  - Only New- Only include new information since the last time this report was generated
  - If no data is available at scheduled time, DO NOT SEND output with "No Data Reported Indication".
- At Specific Times - Template is triggered by specific time settings, not file loads
- Timed Intervals - Template is triggered at interval time settings during specified hours, not file loads

Weekly - Output created once per week, for previous calendar week, on specified day  
 Monthly - Output created once per month, for previous calendar month, on specified date

Save Template     Cancel

- Select **Save Template**.