Lakeland Bank®

eTreasury

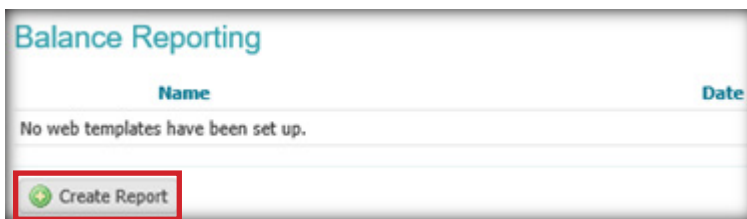## *Commercial Balance Reporting Guide*

eTreasury offers the ability to generate balance or transaction reports in the format most supported by your accounting software.

To Begin

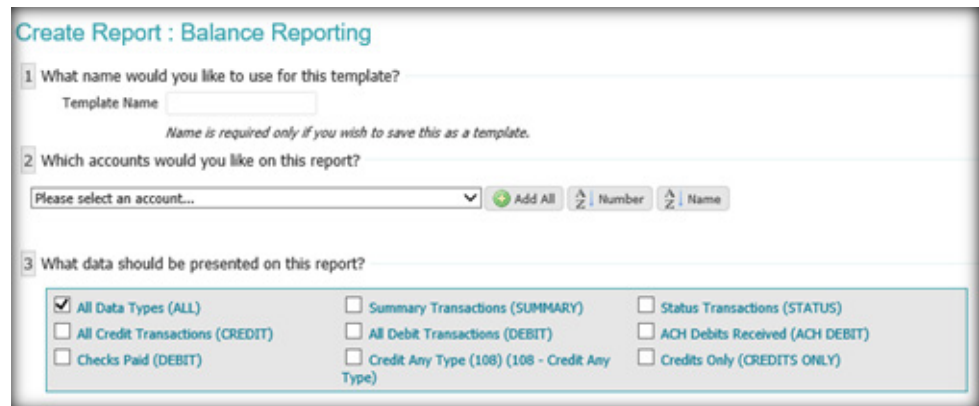In **Account Information** – Select: **Balance Reporting.**

DASHBOARD	ACCOUNT INFORMATION
Account Infor	Quick View
Quick View	Balance Reporting ←
	Transaction Search
Balance Repor	Checking Statement/eStatements
Transaction Se	Check Images
	DDA Deposits
Checking	NACHA Detail File Report
Statement/eSt	Report Delivery
Check Images	Alerts
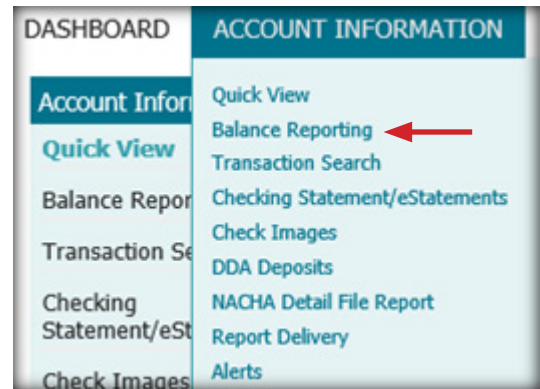
Then select **Create Report.**

Balance Reporting

Name	Date
No web templates have been set up.	

Create Report

The Create Report screen will appear.

Enter a **Template Name**, which is required ONLY if you wish to save a template for future use.

Select the account or accounts you would like included in the report.

Create Report : Balance Reporting

1 What name would you like to use for this template?
Template Name [   ]
Name is required only if you wish to save this as a template.

2 Which accounts would you like on this report?
[Please select an account... ▼] Add All Number Name

3 What data should be presented on this report?

- ☑ All Data Types (ALL)
- ☐ All Credit Transactions (CREDIT)
- ☐ Checks Paid (DEBIT)
- ☐ Summary Transactions (SUMMARY)
- ☐ All Debit Transactions (DEBIT)
- ☐ Credit Any Type (108) (108 - Credit Any Type)
- ☐ Status Transactions (STATUS)
- ☐ ACH Debits Received (ACH DEBIT)
- ☐ Credits Only (CREDITS ONLY)

Select **Add All** if you would like to add all accounts to the report/template. Selecting the **Number** button will sort the added accounts by account numbers, in ascending order. Selecting the **Name** button will sort by the added account name instead.

Click, drag, and drop accounts manually to control the order the accounts displayed on the report.

✖ Lakeland Bank (021205376) - *1616 - Checking (Test Checking 1616)
✖ Lakeland Bank (021205376) - *1010 - Checking (Test Checking 1010)
✖ Lakeland Bank (021205376) - *0119 - Savings (Test Savings 0119)

Choose what data you would like presented in the report.

Select the period of time you want the report to cover. The default is **Current and Previous Business Day.**

There is a variety of preset report periods or you can select **Custom Date Range**. This will allow you to enter any beginning or ending date you choose.

Select **Email** and/or **SMS** if you wish to receive an email or text notification when Balance Reporting information is available for the time period you selected for your *template.*

Choose the formatting of your report.

Select the type of file you would like to receive.

What type of file would you like to receive?

○ HTML   ○ PDF   ○ Encrypted PDF   ◉ Text

Encrypted PDF requires a password in order to access the file. Your **Encrypted Report Password** can be found under **My Settings > My Profile**.

* Encrypted Report Password   Lakeland

MY SETTINGS

My Profile ←
My History
Secure Messaging
Subscriptions
Lakeland Bank eTreasury Secure Browser
Software Token Client

If your report will be saved multiple times, you will need to select a naming convention for your files.

Selecting **Macros Help** will help you to include variables in the file name, such as the date or time the report was generated.

To use a Macro, enter the **Macro value** surrounded by the percent sign (%) in the File Name text box. Macros are not case-sensitive and may be entered in either upper and/or lower case characters. *Please note, however, since MM is used for both month and minute, lower-case mm indicates month and upper-case MM identifies minute.*

Select **Save Template** at the bottom of the page if your transaction information is required for future use.

What name would you like the file to have?

[   ] .html
Macros Help

Macro Value	Description
%SERVICE%	The Service name. Service names with multiple words will contain an underscore. (Example: Sunrise_Report)
%TEMPLATENAME%	The name of the template creating this file. (Example template name: PDTAP2). NOTE: SFT Receive does not use Templates.
%FILENAME%	The original filename as created by Online Messenger
%yyyy%	Current Year with century (YYYY=2008)
%yy%	Current Year no century (YY=05)
%mm%	Current Month numeric (01-12)
%mmm%	Current Month 3-character (JAN-DEC)
%dd%	Current Day (01-31)
%dow%	Current Day of Week (SUN-SAT)
%hh%	Current Hour (00-23)
%MM%	Current Minute (00-59)
%ss%	Current Second (00-59)
%nnn%	Current Milisecond (00-999)

Follow the steps below to generate a one-time report and/or access your Balance Reporting templates.

A one-time Web Report can be viewed by selecting the **Web Report** format for step #6, and by selecting the file type as **HTML**, **PDF**, or **Encrypted PDF**.

Select **Generate** if you would like to view the report.

To export the transaction information to your accounting software, select the BAI, CSV, Quicken, or Quickbooks options in step #6 and select **Download.**

View Templates

Templates can be viewed after selecting **Save Template** and they can be found by accessing **Account Information > Balance Reporting**.

Balance Reports can be generated or downloaded from templates by selecting **View** or **Download**.
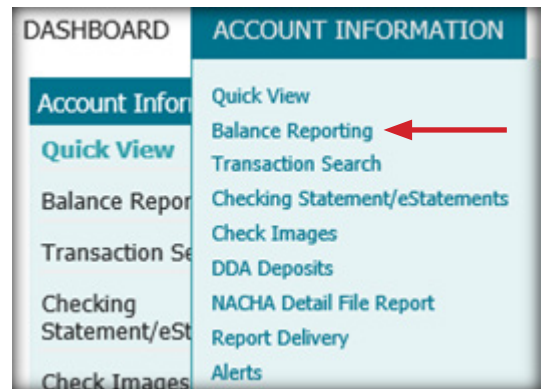
Delete or Edit Templates

Delete templates by selecting the red **X**.

Select **Edit** to make changes to your templates.

Clone Reports

Selecting **Clone** opens an unnamed copy of the report allowing you to give it a new name, change report parameters, and save the clone as a new template.

Modify Dates on Reports

Selecting the date range will allow you to modify the dates of your reports, regardless of the date range parameter saved in your templates.
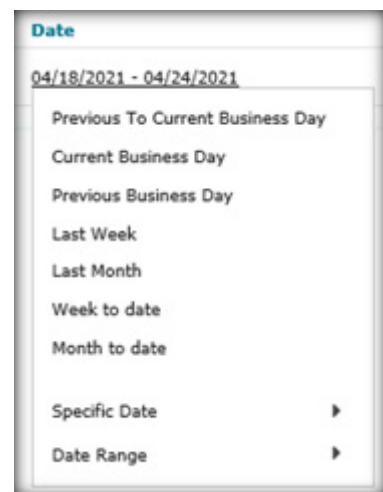
For assistance with Payments processing, please call us at 866-224-1379 Option #9 or email us at eBanking@lakelandbank.com.