




# 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.
2. Click on the balance scale icon 
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.

Current Ledger	Total Credits (USD)	Total Debits (USD)	Current Ledger
8,998.85	48,814.88	1,100.81	14,964.20

First Day (as of 03/11/2017)				Last Day (as of 03/17/2017)			
Current Ledger	8,998.85	Current Ledger	14,964.20				
Opening Available	8,869.38	Current Available	13,884.20				
One Day Float	0.00	Total Credits	48,814.88				
Two or more Days Float	0.00	Total Debits	521.26				
Total Credits	0.00						
Total Debits	329.48						

Post Date	Status	Bank ID	Account Name	Transaction Description	Amount	Debit/Credit	Bank Reference
03/11/2017	Cleared	00000000	CS Checking	WELLS FARGO 3087	250.00	Debit	0000000000

Post Date	Status	Bank ID	Account Name	Transaction Description	Amount	Debit/Credit	Bank Reference
03/11/2017	Cleared	00000000	CS Checking	WELLS FARGO 3087	229.48	Debit	0000000000

## 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 the balance scales icon 

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):

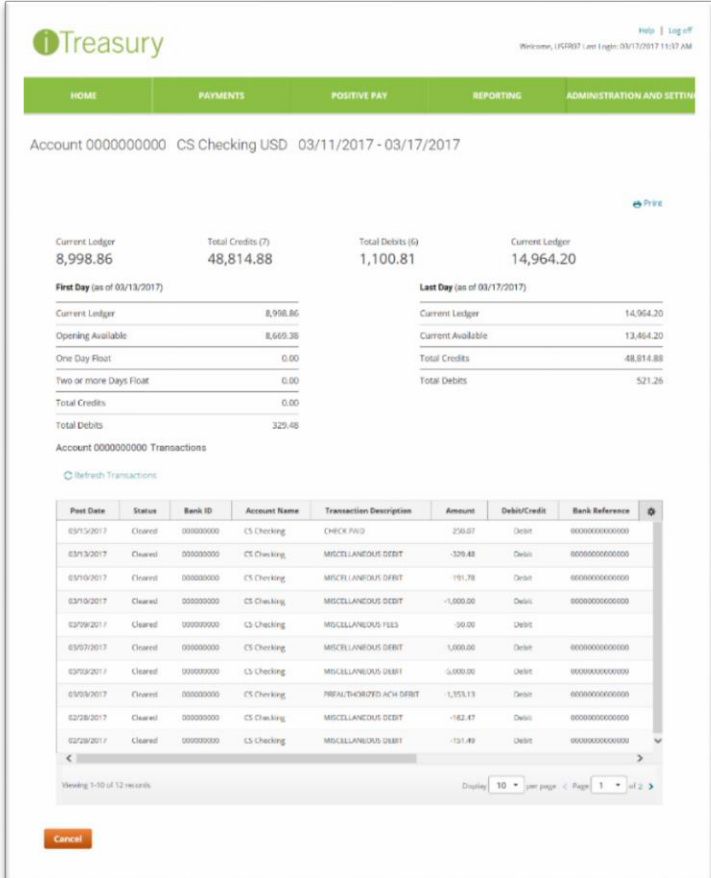
- Bank Code
- Currency
- Debit/Credit
- Transaction Type
- BAI Transaction Description
- SWIFT Transaction Description
- Status
- Transaction Amount or amount range
- Bank Reference
- Customer Reference

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.

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



Account 0000000000 CS Checking USD 03/11/2017 - 03/17/2017

First Day (as of 03/13/2017)		Last Day (as of 03/17/2017)	
Current Ledger	8,998.86	Current Ledger	14,964.20
Opening Available	8,669.38	Current Available	13,464.20
One Day Float	0.00	Total Credits	48,814.88
Two or more Days Float	0.00	Total Debits	521.26
Total Credits	0.00		
Total Debits	329.48		

Account 0000000000 Transactions

Post Date	Status	Bank ID	Account Name	Transaction Description	Amount	Debit/Credit	Bank Reference
03/15/2017	Cleared	00000000	CS Checking	CHECK PROT	256.07	Debit	00000000000000
03/13/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-329.48	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-191.78	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-1,000.00	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	99.00	Credit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-1,000.00	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-3,000.00	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-1,073.13	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-162.47	Debit	00000000000000
03/16/2017	Cleared	00000000	CS Checking	MISCELLANEOUS DEBIT	-121.89	Debit	00000000000000

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