



Getting to Know Your New FFL eBIZ Interface

Overview of Changes

On November 13, 2011, you'll be seeing some changes in the Information Reporting module and the rest of FFL eBIZ. This Guide provides an overview of the changes, and instructions for accessing the updated system functionality.

Changes to Information Reporting

The following changes will be made to the Information Reporting module:

- A number of changes will be made to the Account Summary and Account Detail reports.
- The Balance History report will be made easier to access.
- Favorite Reports will be improved and made easier to access.

Account Summary

The following changes will be made to the Account Summary report:

- The report will be completely redesigned.
- Column headings will be renamed and aligned.
- The *Action* column will be eliminated, and new navigation will be added for the reports formerly accessed via the links in the Action column.

Account Detail

The following changes will be made to the Account Detail report:

- The report will be redesigned and expanded.
- Additional filter parameters will be modifiable while viewing the Detail report.

New Submenu Items

The following items will be added to the submenu associated with the Accounts tab:

- Balance History
- Favorites

Changes to FFL eBIZ

Throughout FFL eBIZ, the readability of reports and other data presented as tables will be improved by the elimination of gridlines.

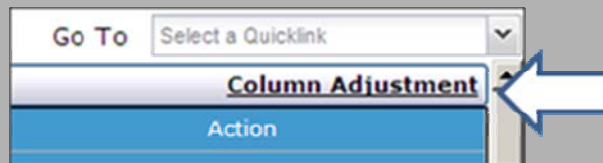



Account Summary Column Adjustments

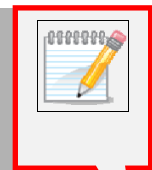
To get to the Column Adjustments screen...

Account #	Account Name/Title	Posted Date	Ledger	Collected	Available	Action
111-111-111	Data1	01/01/20XX	1234.56	1234.56	1234.56	more report history details
222-222-222	Data2	02/02/20XX	1234.56	1234.56	1234.56	more report history details
333-333-333	Data3	03/03/20XX	1234.56	1234.56	1234.56	more report history details

...you currently click the **Column Adjustment** link
in the upper right corner of the report...



...now you'll click the  icon to view the
Column Adjustments pop-up window.



ABC Widget Company - Account Summary Refresh Balances

Checking and Savings

Account Name ▲	Account Number	Date	Ledger Balance	Collected Balance	Available Balance
Group: General					
Expense Account	1135578	01/09/20XX	238.80	15,497.22	8,779.21



Account Summary Accessing Expanded Account Summary

To access expanded Account Summary information...

Account Summary Details for #1134789 (Main Operating Acct)			
Balance Summary			
Posted Date	03/21/20XX		
Ledger Balance	291,962.44		
Available Balance	278,447.28		
Collected Balance	100,375.28		
Float Summary			
1 Day Float	178,072.00	2+ Day Float	4,514.00
Transaction Summary			
Total Credit Amount	225,386.53	Total Debit Amount	526,873.82
Total # of CRs	29	Total # of DRs	25
Print		Detail	Summary

...you currently click the **more** link...

Account Summary							Column Adjustment
Account #	Account Name/Title	Posted Date	Ledger	Collected	Available	Action	
Group: General							
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	more report details history	
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	more report details history	
Subtotals							
			565,924.86	231,751.70	531,895.70		

Action

[more](#) [report](#) [details](#) [history](#)

...now you'll click the **Account Detail** submenu item...

Home Accounts

Account Summary | **Account Detail** | Controlled Disbursement

...to access account overview information directly.

Home Accounts

Account Summary | **Account Detail** | Controlled Disbursement

Home Accounts Payment & Transfers Checks & Deposits Reporting

Account Summary | **Account Detail** | Controlled Disbursement | Account Targets | Account Statement | Balance History | Favorites

Go To Select a Quicklink

Filter Parameters

Credits/Debits/Checks	Amount	From To:	Transaction Codes
All			All
Date Range	From To:	Transaction Descriptions	Transaction Memos
		Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bank Reference #	Customer Ref/Check Number #	Date	
		Current Day	

Account Overview

Account Name	Deposit Account
Balance Summary	
Posted Date:	12/07/20XX
Ledger Balance:	\$45,075.00
Available Balance:	\$45,075.00
Collected Balance:	\$15,000.00
Float Summary	
1 Day Float:	\$0.00
2 Day Float:	\$0.00
Transaction Summary	
Total Credit Amount:	\$1,550.00
Total Debit Amount:	\$3,425.00
Total # of CRs:	2
Total # of DRs:	9

[Report](#)

Account Activity

Date	Description	Customer Ref/Check Number	Credit Amount	Debit Amount	Running Balance	1 Day Float	2 Day Float	Bank Ref.
12/07/20XX	Paid Check	1615	\$200.00		\$45,700.00			0877755
12/07/20XX	Paid Check		\$1,000.00		\$45,700.00			0877757
12/07/20XX	Paid Check		\$300.00		\$44,700.00			0877755



Expanded Account Summary Accessing Printer-friendly Display

To view a printer-friendly version of the Account Summary report, convert it to a PDF, or print it...

Account Summary - Windows Internet Explorer

Account Summary
Farrell Enterprises

Account Title: Main Operating Acct Posted: 03/21/20XX
Number: 1134789 Currency: USD

Ledger Balance: 291,962.44 1 Day Float: 178,072.00
Collected Balance: 100,375.29 2+ Day Float: 4,514.00
Available Balance: 278,447.28

Total Credit Amount: 225,386.53 # of Credits: 29
Total Debit Amount: 526,873.82 # of Debits: 25

MTD Avg Collected Bal: 99,422.62 Target: N/A Diff: N/A
YTD Avg Collected Bal: 286,828.61 Target: N/A Diff: N/A

PDF **Print**

...you currently click the **report** link on the Account Summary screen...

Account Summary							Column Adjustment
Account #	Account Name/Title	Posted Date	Ledger	Collected	Available		Action
Groups: General							
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28		more report details history
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42		more report details history
Subtotals			565,924.86	231,751.70	531,895.70		

Action
[more](#) [report](#) [details](#) [history](#)

...now you'll click the **Account Detail** submenu item...

Home Accounts

Account Summary | **Account Detail** | Controlled Disbursement

...where you'll see a **Report** button at the bottom of the Account Overview section.

Account Overview

Deposit Account

Balance Summary		Float Summary		Transaction Summary	
Posted Dated:	12/07/20XX	1 Day Float:	\$0.00	Total Credit Amount:	\$1,550.00
Ledger Balance:	\$45,075.00	2 Day Float:	\$0.00	Total Debit Amount:	\$3,425.00
Available Balance:	\$45,075.00			Total # of CRs:	2
Collected Balance:	\$15,000.00			Total # of DRs:	9

Report

Account Activity

Date	Description	Customer Ref/Check Number	Credit Amount	Debit Amount	Running Balance	1 Day Float	2 Day Float	Bank Ref.
12/07/20XX	Paid Check	554		\$3,000.00	\$46,700.00			8877756
12/07/20XX	Paid Check	554		\$1,000.00	\$45,700.00			8877757
12/07/20XX	Paid Check			\$3,500.00	\$44,700.00			8877758
Memo LOCKBOX #2343786								
12/07/20XX	ACH Credit		\$5,000.00		\$44,700.00			900013
12/07/20XX	ACH Credit		\$5,000.00		\$44,700.00			900013



Expanded Account Summary Accessing Landscape Display

To display the **Expanded Account Summary** pane in "classic" landscape format...

Account Summary											Column Adjustment	
Account #/Title	Posted Date	Ledger Balance	Collected Balance	Available Balance	1 Day Float	2+ Day Float	# Cr	Amt Cr	# Dr	Amt Dr	Current Ledger	Current Available
Group: General												
1134789 Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	178,072.00	4,514.00	29	225,386.53	25	526,873.82	291,962.44	287,448.44
1135578 Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	178,072.00	4,514.00	29	214,386.31	25	515,873.60	312,912.68	308,398.68
Group: Multi-bank Account												
02399956 Deposit Account	03/21/20XX	93,762.09	231,386.34	832,448.44	178,072.00	4,514.00	29	225,386.53	25	66,793.82	93,762.09	89,248.09
Group: North Shore												
113997 Nrth Expenses	03/21/20XX	1,079,236.19	732,649.19	1,078,893.19	346,244.00	343.00	36	530,172.66	24	125,086.80	1,079,236.19	1,078,893.19
163454321 Nrth General Acct	10/03/2003 10:31	1,868,839.20	1,868,839.20	1,868,839.20								
Totals		\$3,607,762.34	\$3,064,626.43	\$4,312,076.53	\$880,460.00	\$13,885.00	123	\$1,195,332.03	99	\$1,234,628.04	\$1,777,873.40	\$1,763,988.40

PDF

Summary

...you currently click the **Report** button on the Account Summary report...

Account Summary						Column Adjustment	
Account #	Account Name/Title	Posted Date	Ledger	Collected	Available	Action	
Group: General							
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	more report details history	
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	more report details history	
Subtotals			565,924.86	231,751.70	531,895.70		
Group: Multi-Bank Accounts							
02399956	Deposit Account	03/21/20XX	93,762.09	231,386.34	832,448.44	more report details history	
Subtotals			93,762.09	231,386.34	832,448.44		
Group: North Shore							
113997	Operating Account	03/21/20XX	1,079,236.19	732,649.19	1,078,893.19	more report details history	
163454321	Nrth General Acct	10/03/2003 13:33	1,868,839.20	1,868,839.20	1,868,839.20	report history	
Subtotals			2,948,075.39	2,601,488.39	2,947,732.39		
Totals			\$3,607,762.34	\$3,064,626.43	\$4,312,076.53		

Print Export ASCII (csv) Update All Balances denotes online balance

Report

Status

...now click **Expanded** from the dropdown menu on the Account Summary report to display the same landscape format and convert it to a PDF and print it.

ABC Widget Company - Account Summary						Refresh Balances
Checking and Savings						
Account Name	Account Number	Date	Ledger Balance	Collected Balance	Available Balance	
Group: General						
Expense Account	1135578	01/09/20XX	273,962.48	131,376.42	253,448.42	
Main Operating Acct	1134789	01/09/20XX	291,962.44	100,375.28	278,447.28	
Main Deposit Acct	1135576	12/08/20XX	93,762.09	231,386.34	832,448.44	
Operating Account	1139973	11/09/20XX	1,079,236.19	732,649.19	1,089,893.19	
Subtotals			1,738,923.2	1,195,787.23	2,454,237.33	
Group: Multi-Bank Accounts						
Deposit Account	02399956	11/24/20XX	93,762.09	231,386.34	832,448.44	
North General Account	16345321	01/20/20XX	1,868,839.20	1,868,839.20	1,868,839.20	
Subtotals			1,962,601.29	2,100,225.54	2,701,287.64	
Totals			\$3,701,524.49	\$3,296,012.77	\$5,155,524.97	

Standard Print Export ASCII (csv)

Standard
Expanded



Account Summary Accessing Account Details

To directly access this **Account Details** report for a particular account from the Account Summary report ...

Previous Day Account Detail for #02399956 (Deposit Account)								Column Adjustment
Credits/Debits/Checks	Amount	From: To:	Transaction Codes	Transaction Descriptions		Transaction Memos	All	
Date Range	From: To:	Yes		Customer Reference #			No	
Bank Reference #								
Posted	Credit Amt.	Debit Amt.	1 Day Float	2+ Day Float	Description	Bank Ref.	Cust. Ref.	Action
03/21/20XX	34,163.17				Incoming Wire	18443537		Memo
03/21/20XX	28,054.64		22,768.00	1,295.00	Deposit	18529759	334221	
03/21/20XX	27,157.99		25,137.00		Deposit	18443555	334222	
03/21/20XX	26,812.45				ACH Credit	18529818		Memo
03/21/20XX	23,654.87				ACH Credit	18529714		Memo
03/21/20XX	14,749.90		13,368.00	21.00	Deposit	18529700	334223	
03/21/20XX		10,000.97			Paid Check	11234245	554	Image
03/21/20XX	12,522.94		8,069.00		Deposit	18529843	334222	
03/21/20XX	8,968.13				Deposit	18529766	334223	Image

...you currently click the **Account #** link or **details** link associated with the account...

Account #	Account Name/Title	Posted Date	Ledger	Collected	Available	Action
Group: General						
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	more report details history
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	more report details history
Subtotals			565,924.86	231,751.70	531,895.70	

Account #	Action
Group: General	
1134789	more report details history
1135578	more report details history

...now you'll access an account's details directly by clicking the associated **Account Name** link.

ABC Widget Company - Account Summary						Refresh Balances
Checking and Savings						
Account Name	Account Number	Date	Ledger Balance	Collected Balance	Available Balance	
Group: General						
Expense Account	1135578	01/09/20XX	238.80	15,497.22	8,779.21	
Main Operating Acct	1134789	01/09/20XX	15,000,070,418.01	14,853,929,581.99	14,926,000,000.00	
Main Deposit Acct	1135576	12/08/20XX	15,000,070,418.01	14,853,929,581.99	14,926,000,000.00	
Operating Account	1139973	11/09/20XX	4,953.29	4,953.29	4,953.29	
Subtotals			30,000,146,028.11	29,707,848,620.05	29,851,996,174.08	
Group: Multi-Bank Accounts						
Deposit Account	02399956	11/24/20XX	0.00	0.00	0.00	
North General Account	16345321	01/20/20XX	15,000,070,418.01	14,853,929,581.99	14,926,000,000.00	
Subtotals			15,000,070,418.01	14,853,929,581.99	14,926,000,000.00	
Totals			\$45,000,216,446.12	\$44,561,778,202.04	\$44,777,996,174.08	



New Submenu Balance History

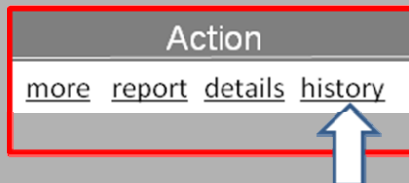
To view historical Account Summary information...

Account History for #1134789 (Main Operating Acct)				
Posted Date ▲	Ledger	Collected Balance	1 Day Float	2+ Day Float
1/26/20XX	291,962.44	100,375.28	178,072.00	4,514.00
1/29/20XX	291,962.44	100,375.28	178,072.00	4,514.00
03/21/20XX	291,962.44	100,375.28	178,072.00	4,514.00

[Print](#) [Export](#)

...you currently click the **history** link for a particular account...

Account Summary						Column Adjustment
Account # ▲	Account Name/Title	Posted Date	Ledger	Collected	Available	Action
Group: General						
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	more report details history
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	more report details history
Subtotals			565,924.86	231,751.70	531,895.70	



...now you'll click the new **Balance History** submenu item.

Home	Accounts	Payment & Transfers	Checks & Deposits	Reporting		
Account Summary	Account Detail	Controlled Disbursement	Account Targets	Account Statement	Balance History	Favorite



New Submenu Favorite Reports

To create, save and access **Favorite Reports**...

Filter for #02399956 (Deposit Account)

Filter Criteria

Favorite Reports: Select a favorite report [v] [Add] [Save] [Delete]

...you currently click the **Filter** button at the bottom of the Account Detail report...

03/21/20XX 5,172.15

Print Export ACSII (csv) [v] **Filter** Current Day Report

...now you'll click the new **Favorite** reports submenu and
use the **[Create New]** option to create and save Favorite reports...

Home Accounts **Payment & Transfers** Checks & Deposits Reporting

Account Summary | Account Detail | Controlled Disbursement | Account Targets | Account Statement | Balance History | Favorite

- [Create New]
- CDIS Reporting
- User Defined Reporting

...or select saved reports from the dropdown menu.