



Fairfield County Bank

## Getting to Know Your New Businesslink<sup>®</sup> Interface

### Overview of Changes

On November 13, 2011, you will be seeing some changes in the Information Reporting module and the rest of Businesslink. 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 Businesslink

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



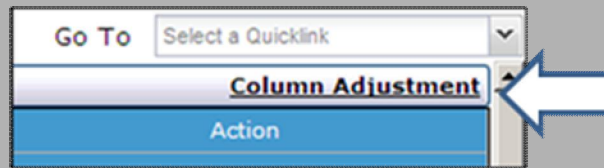
## Account Summary Column Adjustments


To get to the Column Adjustments screen

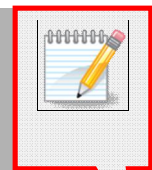
Click a column to change its format. Change column order by dragging headers. (Data displayed is sample data.)

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

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



now you 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)			
<b>Balance Summary</b>			
Posted Date	03/21/20XX		
Ledger Balance	291,962.44		
Available Balance	278,447.28		
Collected Balance	100,375.28		
<b>Float Summary</b>			
1 Day Float	178,072.00	2+ Day Float	4,514.00
<b>Transaction Summary</b>			
Total Credit Amount	225,386.53	Total Debit Amount	526,873.82
Total # of CRs	29	Total # of DRs	25
<a href="#">Print</a>		<a href="#">Detail</a> <a href="#">Summary</a>	

you currently click the **more** link

Account Summary							Column Adjustment
Account #	Account Name/Title	Posted Date	Ledger	Collected	Available		Action
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28		<a href="#">more</a> <a href="#">report</a> <a href="#">details</a> <a href="#">history</a>
1135878	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42		<a href="#">more</a> <a href="#">report</a> <a href="#">details</a> <a href="#">history</a>
Subtotals			565,924.86	231,751.70	531,895.70		

**Action**

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

now you click the **Account Detail** submenu item

Home	<b>Accounts</b>	
Account Summary	<b>Account Detail</b>	Controlled Disbursement

to access account overview information directly.

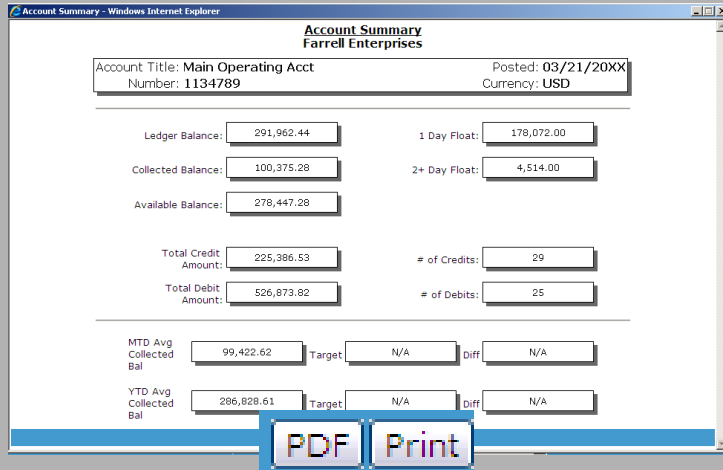
Home	<b>Accounts</b>	Payment & Transfers	Checks & Deposits	Reporting
Account Summary	<b>Account Detail</b>	Controlled Disbursement	Account Targets	Account Statement

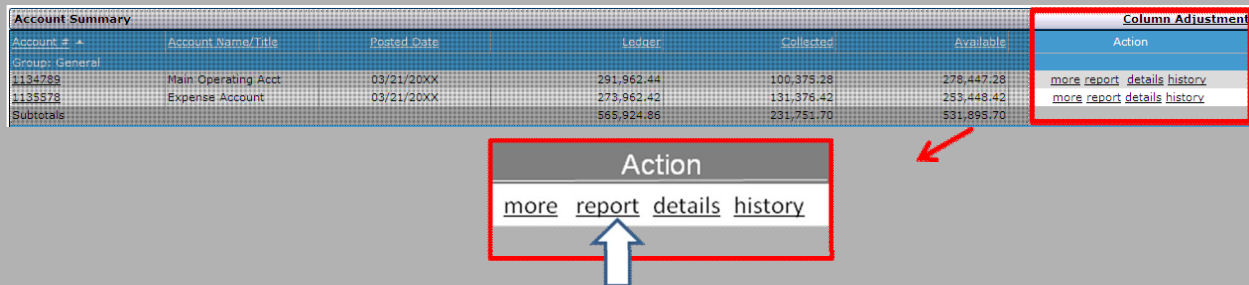
Account Overview							
Account Name Deposit Account							
<b>Balance Summary</b>		<b>Float Summary</b>		<b>Transaction Summary</b>			
Posted Date:	12/07/20XX	1 Day Float:	\$0.00	Total Credit Amount:	\$1,550.00		
Ledger Balance:	\$45,075.00	2 Day Float:	\$0.00	Total Debit Amount:	\$3,425.00		
Available Balance:	\$45,075.00			Total # of CRs:	2		
Collected Balance:	\$15,000.00			Total # of DRs:	9		
<a href="#">Report</a>							
Account Activity							
Date	Description	Customer Ref/Check Number	Credit Amount	Debit Amount	Running Balance	1 Day Float	2 Day Float
12/07/20XX	Rad Check	3216	\$300.00	\$300.00	\$45,700.00		
12/07/20XX	Rad Check	3216	\$1,000.00	\$45,700.00	\$46,700.00		
12/07/20XX	Rad Check	3216	\$300.00	\$46,700.00	\$47,000.00		
12/07/20XX	MEMO CHECKBOX	3216			\$46,700.00		

## 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

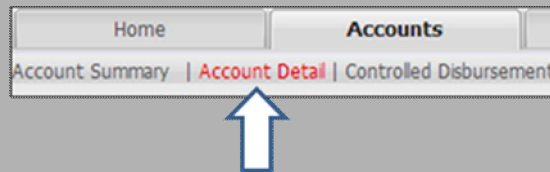


do you currently click the **report** link on the Account Summary screen...

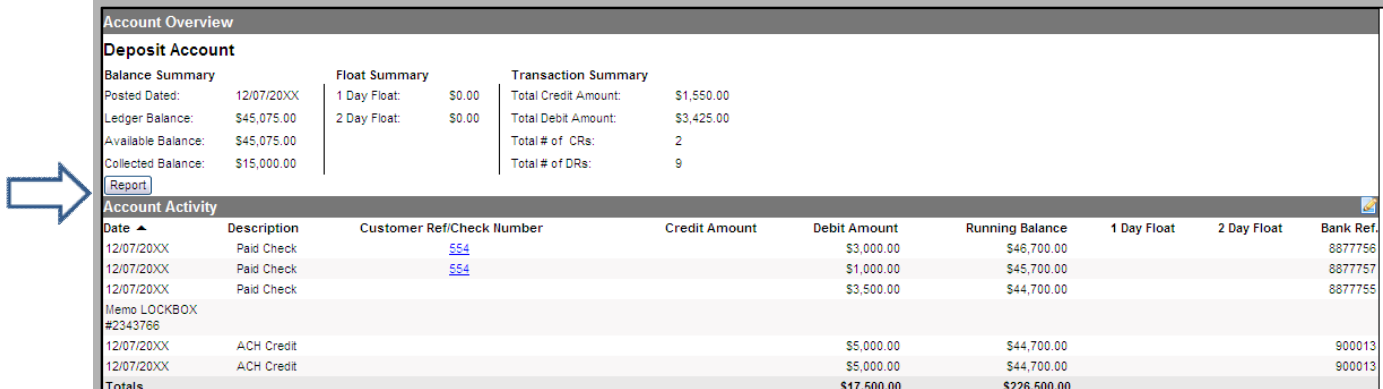


Account #	Account Name/Title	Posted Date	Ledger	Collected	Available	Action
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	more report details history
1135578	Expense Account	03/21/20XX	273,962.42	131,378.42	253,448.42	more report details history
Subtotals			565,924.86	231,753.70	531,895.70	

do now you click the **Account Detail** submenu item



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



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			8877755
Memo LOCKBOX #2343766								
12/07/20XX	ACH Credit		\$5,000.00		\$44,700.00			900013
12/07/20XX	ACH Credit		\$5,000.00		\$44,700.00			900013
<b>Totals</b>				<b>\$17,500.00</b>	<b>\$226,500.00</b>			

## 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
<b>Group: General</b>												
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
<b>Group: Multi-bank Account</b>												
0239956 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
<b>Group: North Shore</b>												
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								
<b>Totals</b>		<b>\$3,607,762.34</b>	<b>\$3,064,626.43</b>	<b>\$4,312,076.53</b>	<b>\$880,460.00</b>	<b>\$13,885.00</b>	<b>123</b>	<b>\$1,195,332.03</b>	<b>99</b>	<b>\$1,234,628.04</b>	<b>\$1,777,873.40</b>	<b>\$1,763,988.40</b>

PDF

Summary

do 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	
<b>Group: General</b>							
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	<a href="#">more report details history</a>	
1135578	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	<a href="#">more report details history</a>	
<b>Subtotals</b>			565,924.86	231,751.70	531,895.70		
<b>Group: Multi-Bank Accounts</b>							
0239956	Deposit Account	03/21/20XX	93,762.09	231,386.34	832,448.44	<a href="#">more report details history</a>	
<b>Subtotals</b>			93,762.09	231,386.34	832,448.44		
<b>Group: North Shore</b>							
113997	Operating Account	03/21/20XX	1,079,236.19	732,649.19	1,078,893.19	<a href="#">more report details history</a>	
163454321	Nrth General Acct	03/22/20XX 13:33	1,868,839.20	1,868,839.20	1,868,839.20	<a href="#">report history</a>	
<b>Subtotals</b>			2,948,075.39	2,601,488.39	2,947,732.39		
<b>Totals</b>			<b>\$3,607,762.34</b>	<b>\$3,064,626.43</b>	<b>\$4,312,076.53</b>		

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

**Report**

Status

do 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		
<b>Group: General</b>							
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		
<b>Subtotals</b>			<b>1,738,923.2</b>	<b>1,195,787.23</b>	<b>2,454,237.33</b>		
<b>Group: Multi-Bank Accounts</b>							
Deposit Account	0239956	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		
<b>Subtotals</b>			<b>1,962,601.29</b>	<b>2,100,225.54</b>	<b>2,701,287.64</b>		
<b>Totals</b>			<b>\$3,701,524.49</b>	<b>\$3,296,012.77</b>	<b>\$5,155,524.97</b>		

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 All	Amount	Transaction Descriptions	From: To:	Transaction Codes	Transaction Memos	All	No	
Date Range	From: To:	Customer Reference #	Yes					
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		<a href="#">Memo</a>
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		<a href="#">Memo</a>
03/21/20XX	23,654.87				ACH Credit	18529714		<a href="#">Memo</a>
03/21/20XX	14,749.90		13,368.00	21.00	Deposit	18529700	334223	
03/21/20XX		10,000.97			Paid Check	11234245	554	<a href="#">Image</a>
03/21/20XX	12,522.94		8,069.00		Deposit	18529843	334222	
03/21/20XX	8,968.13				Deposit	18529766	334223	<a href="#">Image</a>

⚪ 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						
<a href="#">1134789</a>	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	276,447.28	<a href="#">more report details history</a>
<a href="#">1135578</a>	Expense Account	03/21/20XX	273,962.42	131,376.42	253,448.42	<a href="#">more report details history</a>
Subtotals			565,924.86	231,751.70	531,895.70	

Account #

Group: General

[1134789](#)

[1135578](#)

Action

[more report details history](#)

⚪ now you can 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	18345321	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	

Account Name

Account Number

Date

Ledger Balance

Collected Balance

Available Balance

Expense Account

Main Operating Acct

Main Deposit Acct

Operating Account

Subtotals

Group: Multi-Bank Accounts

Deposit Account

North General Account

Subtotals

Totals



## 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
<a href="#">1/26/20XX</a>	291,962.44	100,375.28	178,072.00	4,514.00
<a href="#">1/29/20XX</a>	291,962.44	100,375.28	178,072.00	4,514.00
<a href="#">03/21/20XX</a>	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
1134789	Main Operating Acct	03/21/20XX	291,962.44	100,375.28	278,447.28	<a href="#">more report details history</a>
1135578	Expense Account	03/21/20XX	273,862.42	131,376.42	253,448.42	<a href="#">more report details history</a>
Subtotals			565,824.86	231,751.70	531,895.70	

Action

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

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

Home	<b>Accounts</b>	Payment & Transfers	Checks & Deposits	Reporting		
Account Summary	Account Detail	Controlled Disbursement	Account Targets	Account Statement	<b>Balance History</b>	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 <input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>

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

03/21/20XX	5,172.15		
<input type="button" value="Print"/>	<input type="button" value="Export"/>	ASCII (csv) <input type="button" value="Filter"/>	<input type="button" value="Current Day Report"/>

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

Home	Accounts	<b>Payment &amp; Transfers</b>	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.