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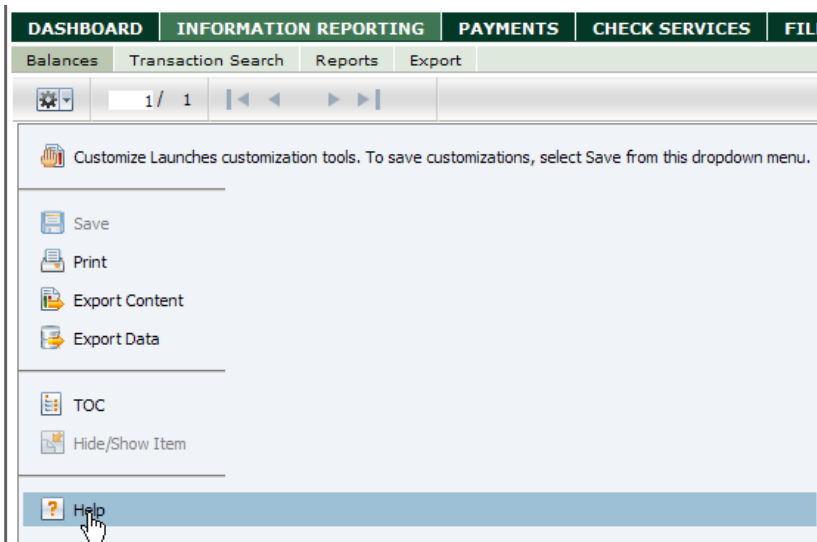
**TD eTreasury**

Information Reporting  
Customizing Balance Screens

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Information Reporting for TD eTreasury can be viewed for both Prior Day and Current Day transactions, if entitled. Each area allows for user customization at two levels – the “Balance” screen and the “Transactions” screen. In this document, we will look at several techniques and options for each of these screens. For further assistance, please refer to the built-in Help guides available from the customization menu as shown in the picture below:



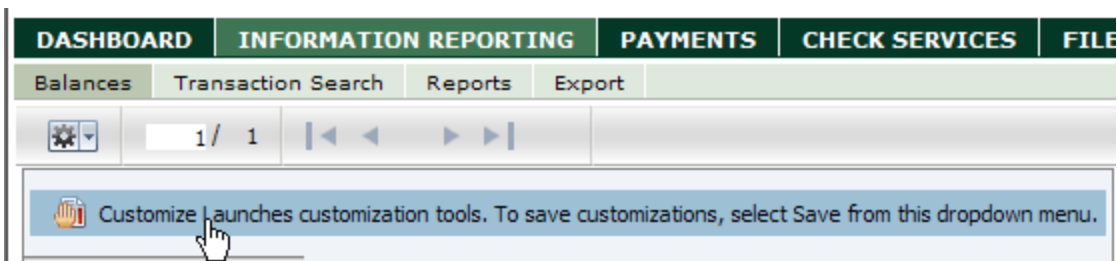
## Using the Interactive Viewer

This section describes the additional functions available using Interactive Viewer. This feature enables users to easily customize reports based on individual needs and preferences. Using Interactive Viewer, users can modify a report’s layout, compute report data, move or delete columns, modify charts and graphs, and rearrange report data using simple menu options.

To begin, navigate to either the Prior Day or Current Day Balance screen in TD eTreasury under *Information Reporting*. Look for the following icon just below the “Balances” heading.



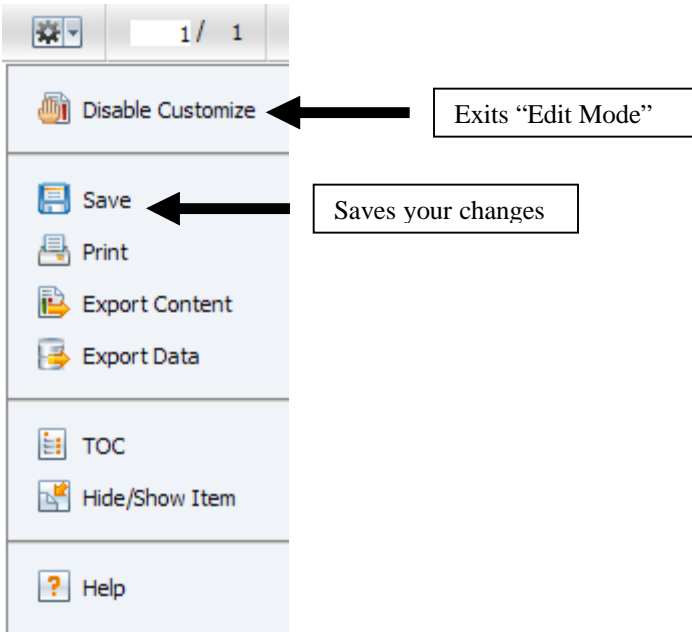
Click on the icon to reveal the customization menu. Select the first option down which will enter you into “Edit Mode”.



The screen will only change slightly when in this mode. You can tell by looking to the format bar and seeing the undo/redo arrows shown here:



You will also notice that the customization menu has changed slightly to reveal choices such as “Save” and “Disable Customize”. This will be discussed a little later in this guide.



Keep in mind that any changes made to your screen can be removed by using the “Revert Bank Default View” option which appears as a hyperlink to the right side of the screen. This will remove any changes and allow you to begin again.

## TD eTreasury

[eLearning](#) | [Help](#) | [Preferences](#) | [Messages](#) | [Log Off](#)

Timeout: 0:7:28

MM/DD/YYYY [Go](#)


[Revert to Bank Default View](#)

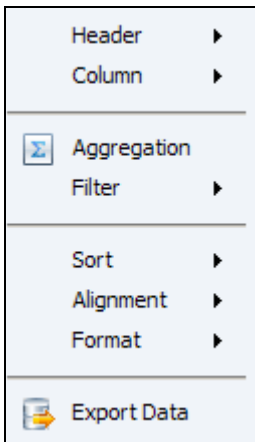
Removes all changes

After you launch customization mode, you can click any column in the report to highlight it. You notice the appearance of a toolbar on the top of the selected column having sort, filter, and the right-arrow buttons as shown below.



*Column toolbar*

To modify the column, select the arrow button  on the Column toolbar, then choose the appropriate option from the menu that appears. You can also display the options that appear in the right-arrow menu by right-clicking the selected column to display the same context menu. This document uses the right-arrow menu to refer to the available modification options. The following example below displays the context menu.

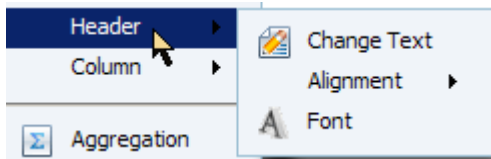


*Right-arrow menu*

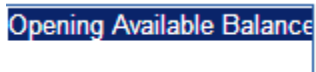
You can use this menu to perform the following tasks. We'll address these options by category as the range of possibilities is great.

## Header

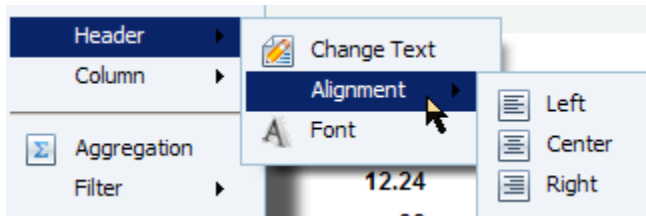
This is a basic section that allows for the column headings to be modified. The name on the heading can be changed to something different than the default description, its alignment can be centered or positioned to either side, and the font may be changed.



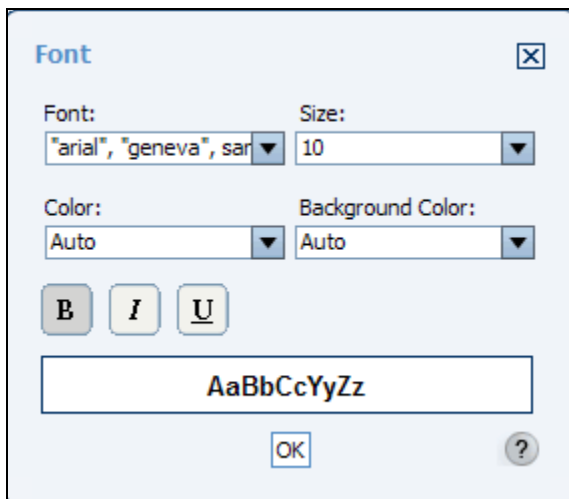
The “**Change Text**” selection will enable the heading for edits.



There are three choices under alignment as follows:

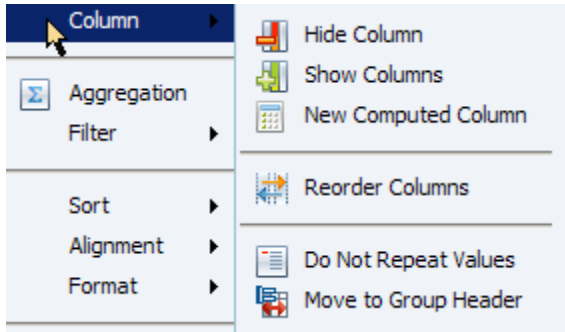


Selecting “**Font**” will display its own window with various options to be made. A Preview of the changes can be seen in this frame. Click the OK button when finished.

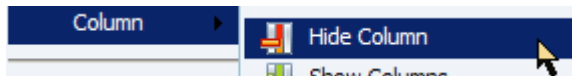


## Column

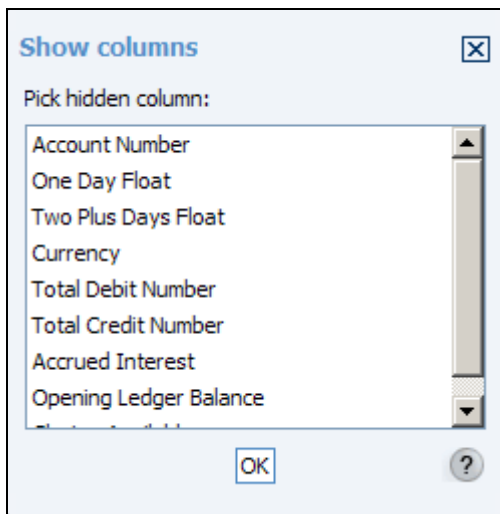
The next section may be the most complex. There are a number of choices to be reviewed. Perhaps the most important component is the use of “Hide”, “Show”, and “New Computed” Columns. This allows the reporting window to have more or less columns displayed. “**New Computed Column**” may involve functions or calculations of existing data or be used to add information that is not available as a standard selection. We will show several useful examples below.



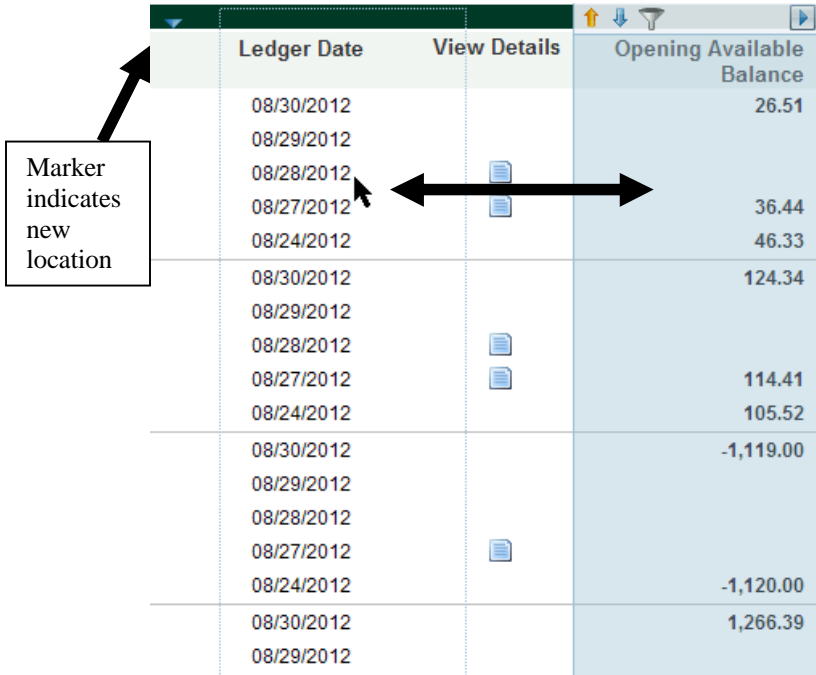
Use “**Hide Column**” to remove the highlighted column. This column will disappear from view.



To return this column or add another that was not originally displayed, use the “**Show Columns**” option. Select one or more columns by name and click the OK button to continue.

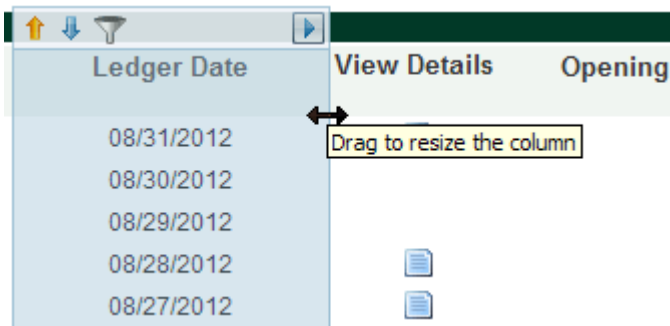


For any column that exists in your view, standard ‘click ‘n drag’ rules apply in order to reposition a column to the left or right. Click and move the desired column in either direction and look for the arrow shown below. Releasing the mouse at this point will drop the column in place.



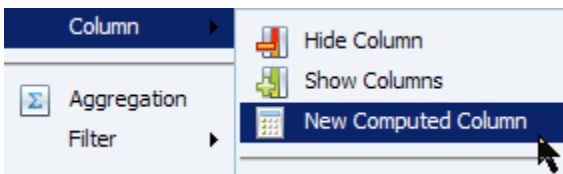
Ledger Date	View Details	Opening Available Balance
08/30/2012		26.51
08/29/2012		
08/28/2012		
08/27/2012		36.44
08/24/2012		46.33
08/30/2012		124.34
08/29/2012		
08/28/2012		
08/27/2012		114.41
08/24/2012		105.52
08/30/2012		-1,119.00
08/29/2012		
08/28/2012		
08/27/2012		
08/24/2012		-1,120.00
08/30/2012		1,266.39
08/29/2012		

It is also possible to resize columns by clicking the border and moving it either direction as shown below.



Ledger Date	View Details	Opening
08/31/2012		
08/30/2012		
08/29/2012		
08/28/2012		
08/27/2012		

The use of “**New Computed Column**” can serve several purposes. Below, we will illustrate several examples for you to follow:



**Example #1** –Displaying Net Activity

Total Debit Amount	Total Credit Amount	Net Activity
.00	.00	\$0.00
10.01	.08	-\$9.93
12.24	2.35	-\$9.89
.00	.00	\$0.00
.00	.00	\$0.00
.08	10.01	\$9.93
2.35	11.24	\$8.89
.00	.00	\$0.00

In this example, it is possible to create a column that will take the net difference between Total Debit & Total Credit activities on the main balance screen. In the box where expressions can be entered, pressing the open square bracket key “[“ will offer a menu of choices that tie to available data fields. Basic operators and functions can then be used to either modify pre-existing data or add entirely new values to your screen. Use the “**Column Label**” to identify the new column name.

Use the “**Validate**” link to verify your formula before pressing OK to continue.

**Calculation** ✕

Column Label:

\*Enter Expression:

[Validate](#)

Examples:  
 [LastName]&, "&[FirstName]  
 [price]\*0.10

Type [ to select a data field.  
 Type the first letter of the function to select a function.  
 To learn more, click the link to [operators](#) or [functions](#).

OK ?

**Information** ✕

The expression is valid.

OK ?



## Example #2 –Adding Reference Text

↓

Prior Day Transactions		Payroll- 29143188- USD					<a href="#">Revert to Bank Default View</a>	
Date/Time	BAI Code	Transaction Description	Transaction Detail	Debit Amt	Credit Amt	Bank Reference	Reference Text	Image
Tue Aug 28 01:49:00 EDT 2012	206	Book Transfer Credit			0.01	000048653	Transfer From CK 0029143170	
Tue Aug 28 01:49:00 EDT 2012	206	Book Transfer Credit			5	000048650	TREASURY DIRECT CREDIT	
Tue Aug 28 01:49:00 EDT 2012	206	Book Transfer Credit			5	000048651	TREASURY DIRECT CREDIT	
Tue Aug 28 01:49:00 EDT 2012	506	Book Transfer Debit		0.01		000048647	Cert test	
Tue Aug 28 01:49:00 EDT 2012	506	Book Transfer Debit		0.01		000048652	test	
Tue Aug 28 01:49:00 EDT 2012	506	Book Transfer Debit		0.02		000048648	Cert Test 2	
Tue Aug 28 01:49:00 EDT 2012	506	Book Transfer Debit		0.04		000048649	Cert Test	

In this example, it is possible to display additional reference text on the Detail Transaction screens. Use the “**New Computed Column**” option to add a column called **[Memo]**. This will yield memo details from book transfers as well additional details from incoming wires & ACH items.

**Calculation** ✕

Column Label:

\*Enter Expression:

[MEMO]

[Validate](#)

Examples:  
 [LastName]&" , "&[FirstName]  
 [price]\*0.10

Type [ to select a data field.

Type the first letter of the function to select a function.

To learn more, click the link to [operators](#) or [functions](#) .

**Example #3** –Splitting Amount into Cr/Db Amounts

Amount
.01
5.00
5.00
.01
.01
.02
.04

...becomes...

Debit Amt	Credit Amt
	0.01
	5
	5
0.01	
0.01	
0.02	
0.04	

In this example, you can choose to take a single amount column on the Detail Transaction screen and split it out into a Debit and Credit column. Here are the steps to follow and formulas necessary.

First, create a “**New Computed Column**” called Debits. The expression to be used is shown below:

**If([DEBITCREDIT]="D",[AMOUNT],"**)

**Calculation** ✕

Column Label:

\*Enter Expression:

[Validate](#)

Examples:  
 [LastName]&"& "&[FirstName]  
 [price]\*0.10

Type [ to select a data field.  
 Type the first letter of the function to select a function.  
 To learn more, click the link to [operators](#) or [functions](#).

Next, do the same thing, only for Credits this time. This will create the second new column in your screen. The formula is as follows:

**If([DEBITCREDIT]="C",[AMOUNT],""))**

Calculation

Column Label:  
Credit Amt

\*Enter Expression:  
If([DEBITCREDIT]="C",[AMOUNT],""))

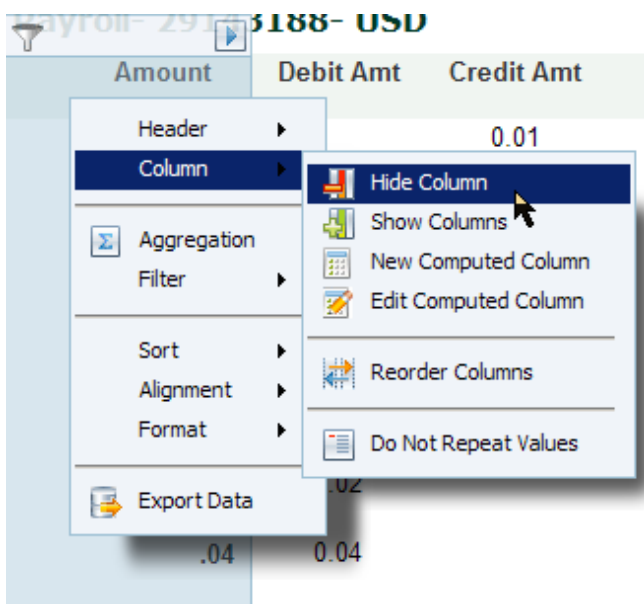
Validate

Examples:  
[LastName]& ", "&[FirstName]  
[price]\*0.10

Type [ to select a data field.  
Type the first letter of the function to select a function.  
To learn more, click the link to [operators](#) or [functions](#).

OK ?

Lastly, you can elect to remove the initial Amount column by using the “**Hide Column**” feature.



**Example #4** – Changing the Prior Day Balance screen to display a single date

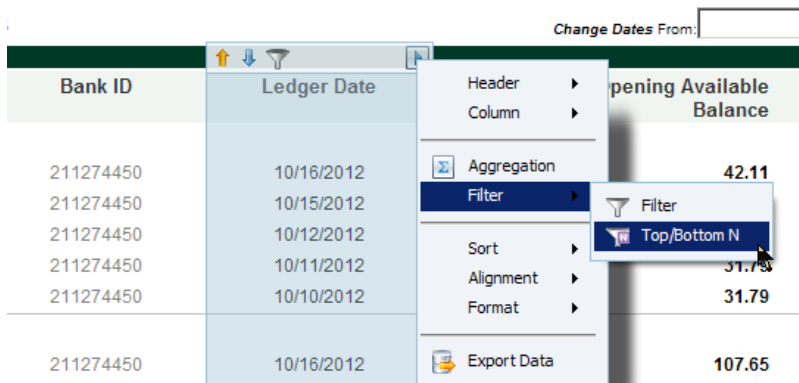
On the Prior Day Balance screen, the system will automatically display the last 5 dates in which there are transactions loaded for each account. If you would like to display only the most recent date as a default, follow the below instructions. This can be a useful tool in the event that there are multiple pages of accounts.

**Note:** Take note of how many accounts are on the system. You will need to know this number in order to properly display the proper amount of records.

Original View:

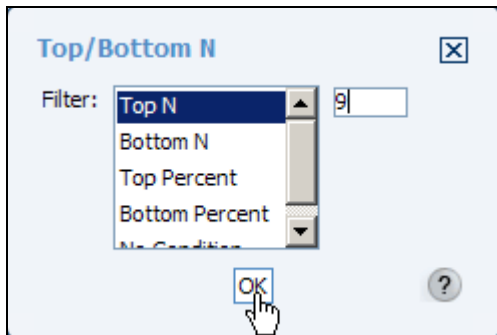
Prior Day Balances									
Change Dates From: <input type="text"/> MM/DD/YYYY To: <input type="text"/> MM/DD/YYYY <a href="#">Go</a> <a href="#">Revert to Bank Default View</a>									
Account Number	Bank ID	Ledger Date	View Details	Opening Available Balance	Total Debit Amount	Total Credit Amount	Net Activity	Closing Ledger	
	211274450	10/16/2012		42.11	1.04	.00	-\$1.04	42.11	
	211274450	10/15/2012		43.15	1.01	12.37	\$11.36	43.15	
	211274450	10/12/2012		31.79	.00	.00	\$0.00	31.79	
	211274450	10/11/2012		31.79	.00	.00	\$0.00	31.79	
	211274450	10/10/2012		31.79	.00	.00	\$0.00	31.79	

Enter into customization mode. Select the **Filter>Top/Bottom N** option for the Ledger Date column.



Bank ID	Ledger Date	Opening Available Balance
211274450	10/16/2012	42.11
211274450	10/15/2012	31.79
211274450	10/12/2012	31.79
211274450	10/11/2012	31.79
211274450	10/10/2012	31.79
211274450	10/16/2012	107.65

Leave the Filter at “Top N” and enter the number of accounts in the field to the right. Doing so will display that number of the latest date. When equal to the number of accounts, only a single date will display.

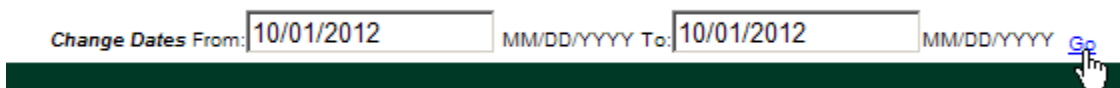


Save the changes and disable customization mode. The resulting balance screen is as follows:

**Prior Day Balances** Change Dates From:  MM/DD/YYYY To:  MM/DD/YYYY [Go](#) [Revert to Bank Default View](#)

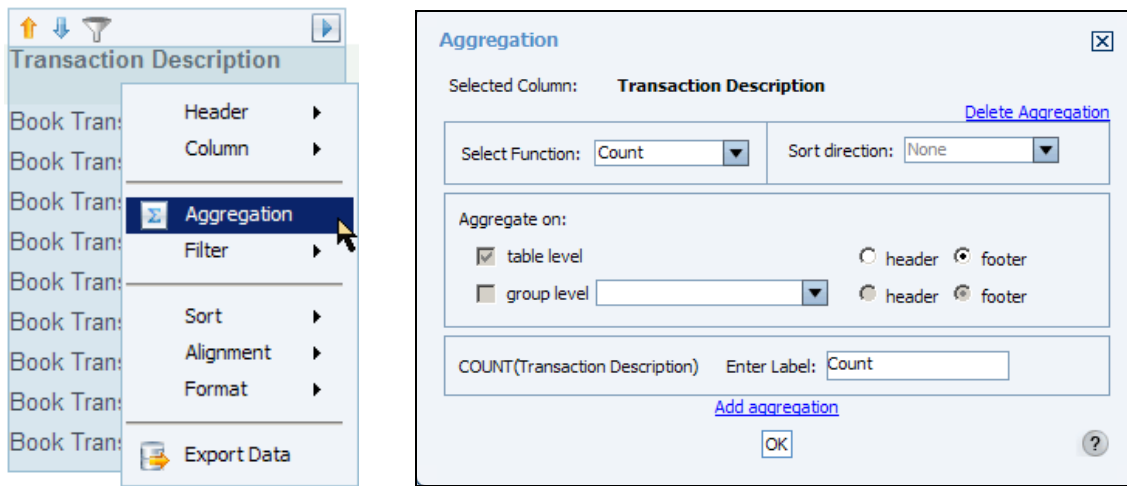
Account Number	Bank ID	Ledger Date	View Details	Opening Available Balance	Total Debit Amount	Total Credit Amount	Net Activity	Closing Ledger
	211274450	10/16/2012		42.11	1.04	.00	-\$1.04	42.11
	211274450	10/16/2012		107.65	.00	.04	\$0.04	107.65
	011103093	10/16/2012		-1,114.38	.00	.00	\$0.00	-1,114.38
	011103093	10/16/2012		1,262.86	.00	1.00	\$1.00	1,262.86
	211370545	10/16/2012		.88	.00	.00	\$0.00	.88
	211370545	10/16/2012		77.45	.00	.00	\$0.00	77.45
	011600033	10/16/2012		6,931.49	.00	.00	\$0.00	6,931.49
	011103093	10/16/2012		32,245,468.74	.00	.00	\$0.00	10,000,000.00
	011103093	10/16/2012		20,869,087.76	817,095.52	169,520.03	-\$647,575.49	20,869,087.76

Keep in mind that any date in the past can be reviewed by entering the date in the available search fields. This will change the display only once per search range. Navigating away and returning will display the set default.



## Aggregation

This option is available to help with determining item counts, averages, variances, or max/min values to name a few. Select the column containing the data to aggregate. From the right-arrow menu, choose “**Aggregation**”. A new window appears. The syntax of the selected function appears in the lower part of Aggregation window. Select the aggregate function to use and specify a sort direction for the results.



### Example – Item Count

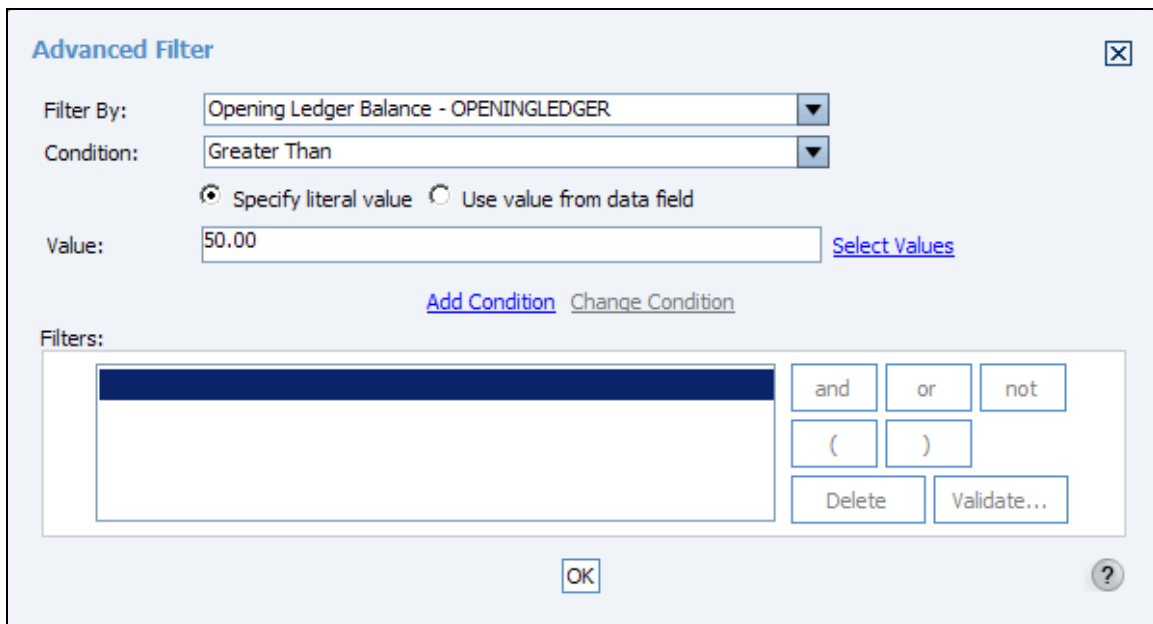
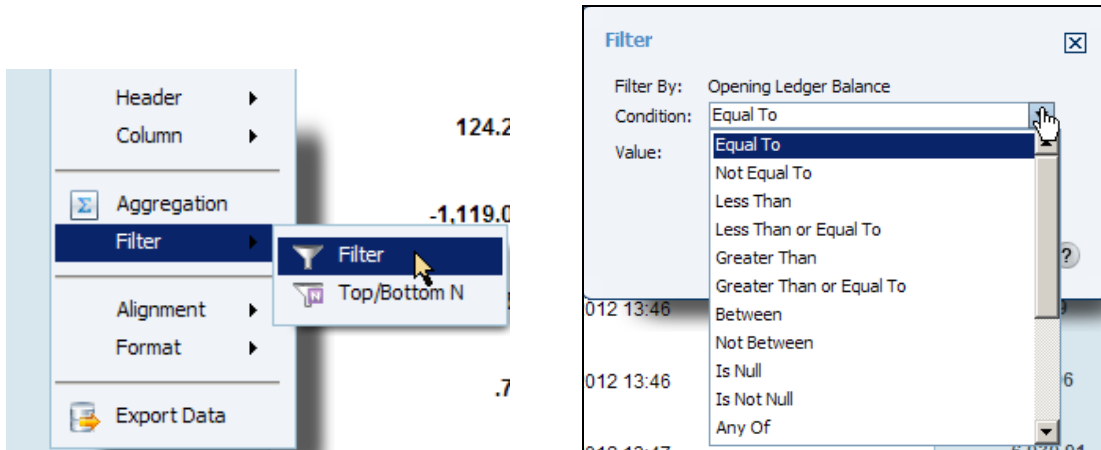
Transaction Description	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Credit	
Book Transfer Debit	
Book Transfer Debit	
Count	9

### Example – Max Value

Current Ledger Balance	
	26.56
	124.29
	-1,119.00
	1,266.39
	.79
	51.06
	6,930.91
	28.88
	48.54
Max	6,930.91

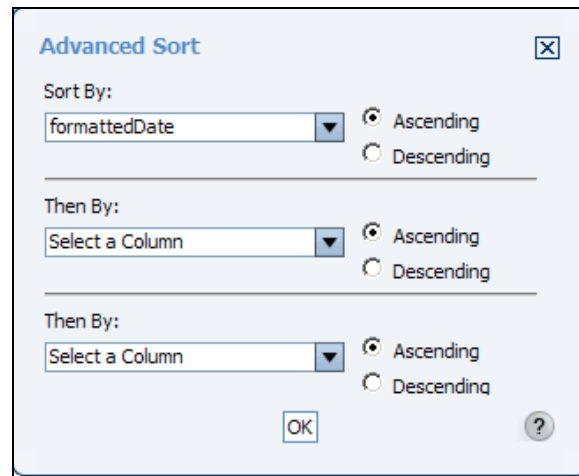
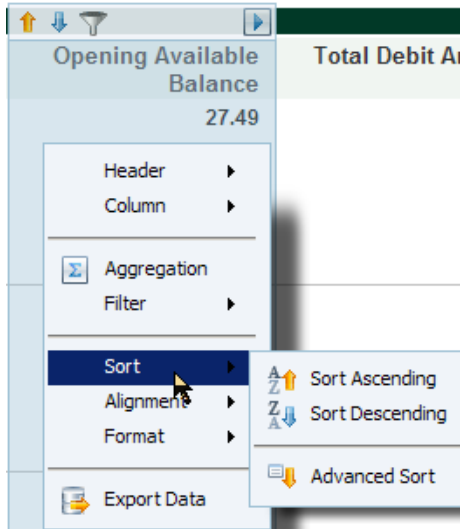
## Filter

Use the filter option to set conditions for the data displayed in various columns. A simple example is to isolate items that might be greater or less than a given amount. An **“Advanced Filter”** exists to create elaborate conditions and even choose values from other data fields. See below.



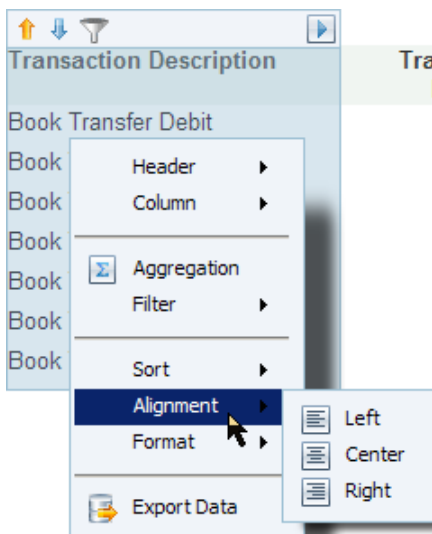
## Sort

Use the “**Sort Ascending**” and “**Sort Descending**” options to reorder records accordingly. This feature is best used with a date column on the primary balance screens or the BAI code column on the detail transaction screens. There is also an ‘**Advanced Sort**’ available should you attempt to sort using multiple columns. The system permits up to three sorts in conjunction.



## Alignment

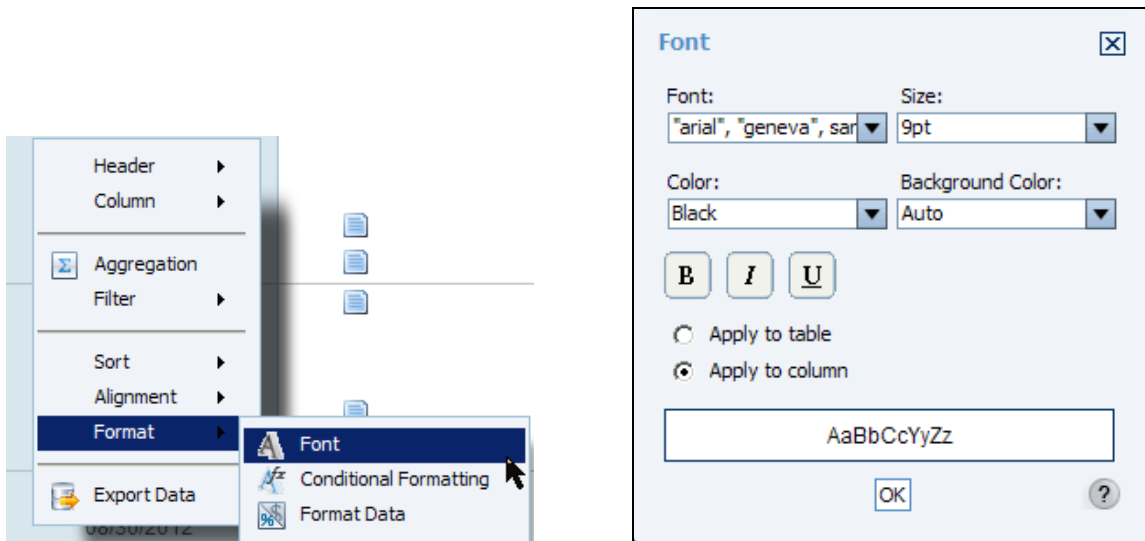
Every column offers the option to align data to the left, center, or right. From the menu, highlight “**Alignment**” and select the desired position.





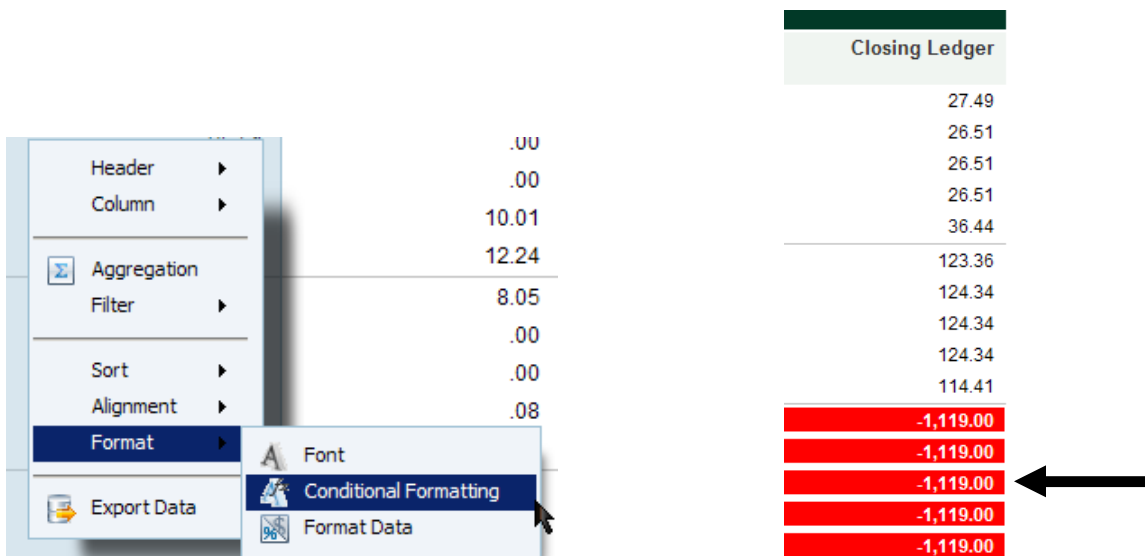
## Format – Font

To format the font of data in a given column or entire table, choose the *Format>Font* option from the context menu. Basic rules apply. A preview window exists to demonstrate changes before they are applied. Press the “OK” button when finished.

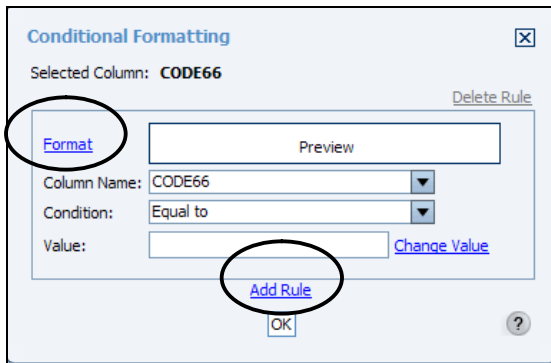


## Format – Conditional Formatting

The use of conditional formatting can be applied to columns only and will only change data that meets the specified conditions. For example, you can set a rule that will format all negative values to stand out in a red background.



Set the condition and enter a value in the box just below. Use the **“Format”** hyperlink to open the formatting window. A preview window exists to demonstrate changes before they are applied. Press the **“OK”** button when finished. If you wish to setup more than a single rule, use the **“Add rule”** hyperlink to extend the formatting conditions. Repeat the steps above.



**Conditional Formatting** [X]

Selected Column: **CODE66** [Delete Rule](#)

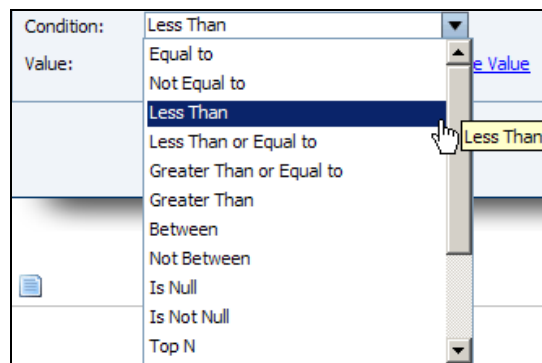
[Format](#)

Column Name: **CODE66** [v]

Condition: **Equal to** [v]

Value:  [Change Value](#)

[Add Rule](#)  [?]

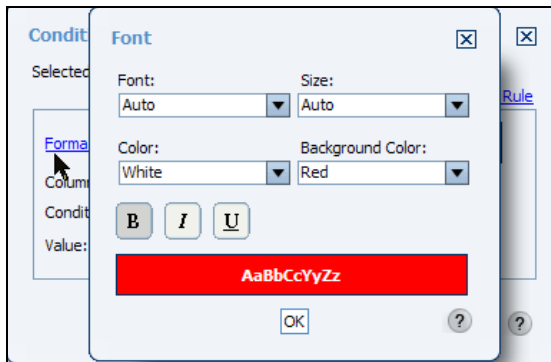


Condition: **Less Than** [v]

Value:  [Change Value](#)

- Equal to
- Not Equal to
- Less Than**
- Less Than or Equal to
- Greater Than or Equal to
- Greater Than
- Between
- Not Between
- Is Null
- Is Not Null
- Top N

[Less Than](#)



**Font** [X] [X]

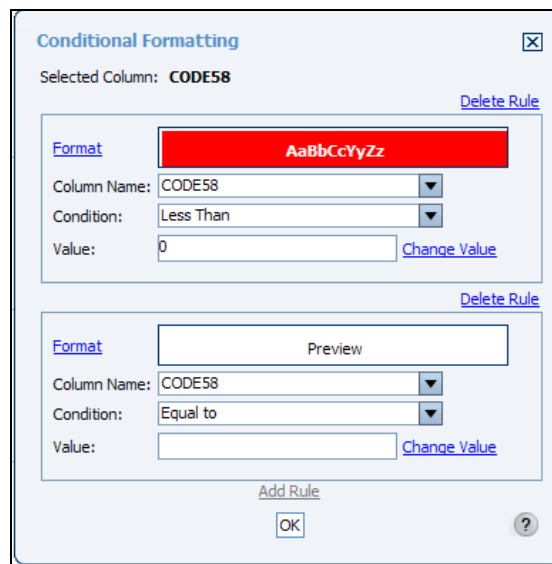
Selected Column: **CODE66** [Delete Rule](#)

Font: **Auto** [v] Size: **Auto** [v]

Color: **White** [v] Background Color: **Red** [v]

**B** *I* U

[?]



**Conditional Formatting** [X]

Selected Column: **CODE58** [Delete Rule](#)

[Format](#)

Column Name: **CODE58** [v]

Condition: **Less Than** [v]

Value: **0** [Change Value](#)

[Delete Rule](#)

[Format](#)

Column Name: **CODE58** [v]

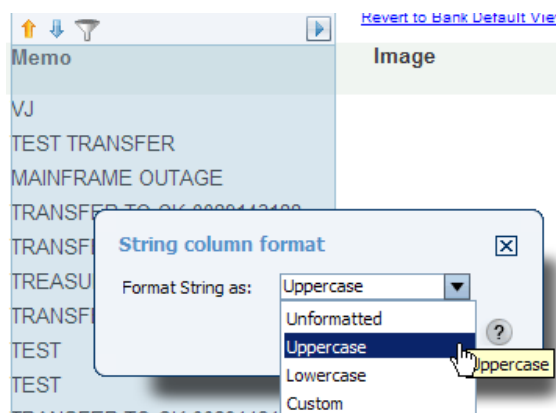
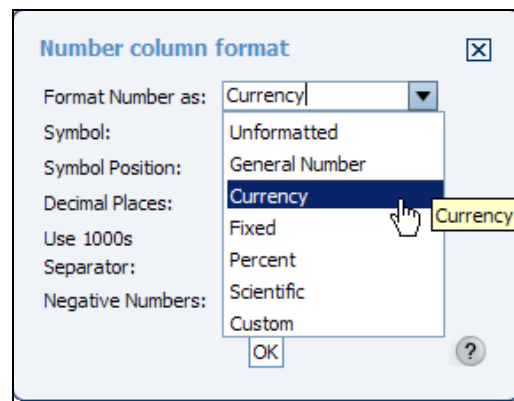
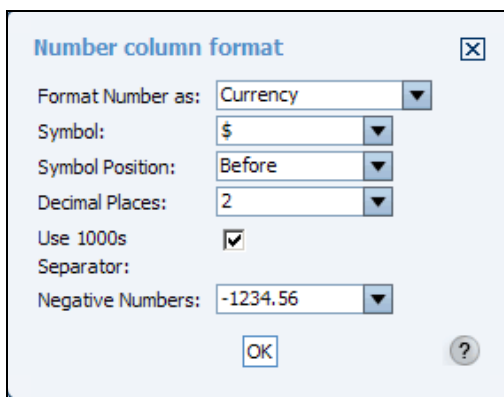
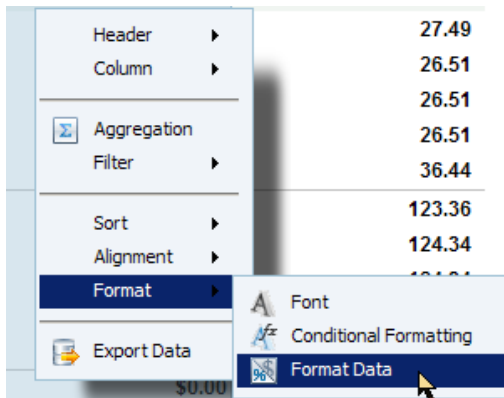
Condition: **Equal to** [v]

Value:  [Change Value](#)

[Add Rule](#)  [?]

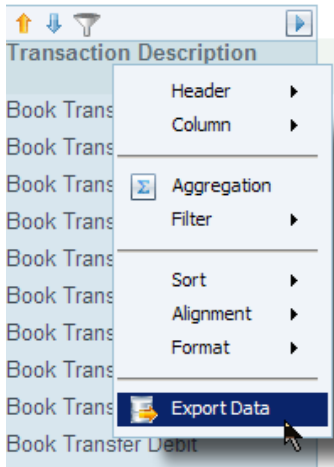
## Format – Format Data

Depending on the type of data in certain fields, it may be possible to control the formatting of this information. For example, it is possible to make numeric values displayed as 'Currency' that includes a symbol and a specific number of decimal places. In another example, fields containing text data may be set to either all lowercase or all uppercase lettering.

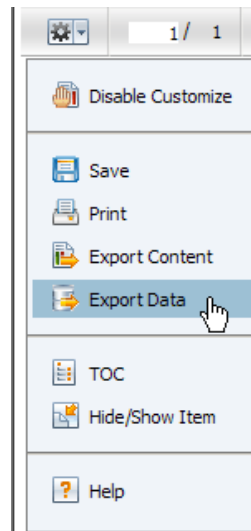


## Export Data

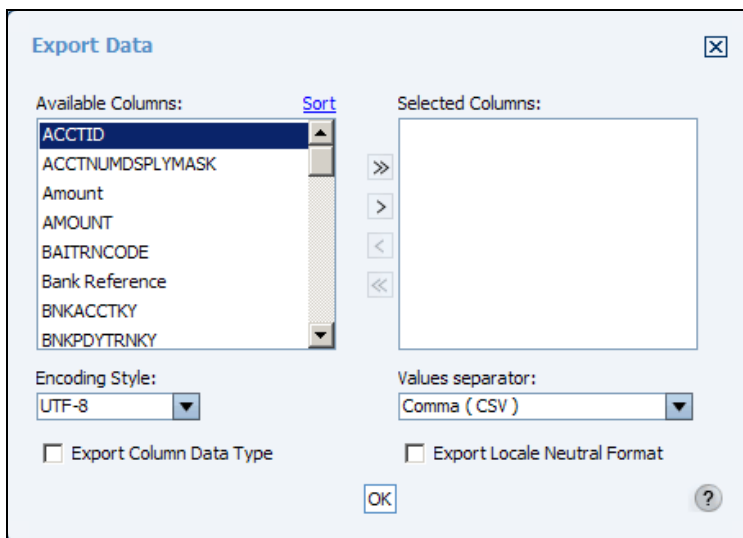
It is possible to export data directly while in customization mode by choosing “Export Data” from the context menu. This same task can be achieved by using the main menu. One or more columns may be selected and the resulting file will be in a delimited format. You have a choice of three delimiters. The resulting file may be opened or saved locally.

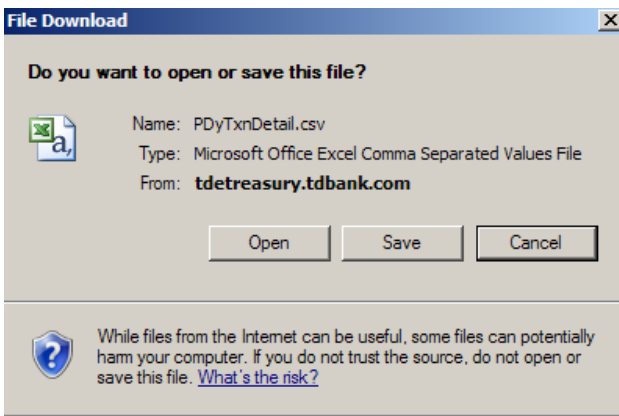
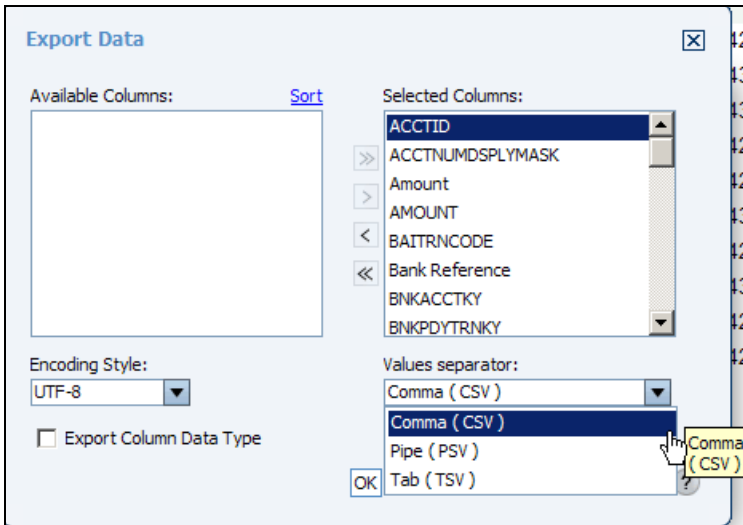


(context menu)



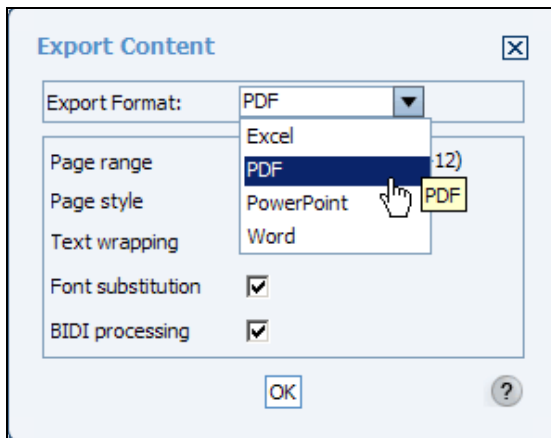
(main menu)





## Export Content

Lastly, it is also possible to export data in other formats. This task can only be run from the main customization menu. Available formats are PDF, Excel, Word, and PowerPoint. Select the page range, or specify the page numbers that you want to export. Use the Page style menu to select an applicable layout. Text Wrapping can be used to eliminate the need for horizontal scrolling in the exported report. Font substitution is available to substitute any fonts that the application cannot interpret. This is the process of using one font in place of another when the original font is not available. The classification of fonts into families enables the process of font substitution. For example, it ensures that only a sans serif font replaces another sans serif font. When a report contains languages that are read from left to right, such as English or French, and those that are read from right to left, such as Hebrew or Arabic, the text from both languages can be presented in the same report in the appropriate direction. This text is called bidirectional (BIDI) text. Select BIDI processing if you have a report in two or more such languages and need the data to be correctly presented in the PDF or Postscript output.



Choose OK. Then open or save the output.

