



# Online Business Banking Loan Data and History

## View Loan Summary Data

Follow the steps below to display various loan account information.

1. From the drop-down menu, select Loans.

Dashboard  
Select a group  
Dashboard  
Balance Report  
Book Transfer  
BR Quick Reports  
**Loans**  
Security Center  
Stop Pay

2. Select Loan Report from the menu bar.
3. Select the Loan account you would like to view and click Submit.

Loan Report

Available Accounts

Number :  Name :  Find/Refresh

Sort By: Number  Name

- Mortgage Loan-BankFin-(Mort)
- Commercial Loan-BankFin-(Loan)
- Commercial Loan-BankFin-(LOC)
- Commercial Loan-BankFin-(LOC)
- Commercial Loan-BankFin-(Loan)

File Output

CSV - Comma Separated

4. Click the + sign next to Summary Activity in order to view the information available. The information available to view will depend on the type of loan you have. Some loan information will display horizontally across the green bar above the account number.

Account

Commercial Loan  
BankFin-(Loan)

Summary Activity

Description	Value
Available Credit	
Interest Rate	
Last Year Interest	
Loan Payoff Amount	
Next Payment Amount Due	
Next Payment Due Date	
Outstanding Principal Balance	
YTD Interest	

## View Loan History

Follow the steps below to display loan account history.

1. From the drop-down menu, select Balance Report.

Dashboard  
Select a group  
Dashboard  
Support Center  
ACH  
ACH Admin  
Activity  
Administration  
Alerts  
**Balance Report**  
Book Transfer  
BR Admin  
BR Quick Reports  
Corporate Users

2. Select Previous Day from the menu bar.
3. Select the account(s) that you want to view. Select LOAN from the Transaction Groups section and select your date range.

Account Selection

Available Accounts

Number :  Name :  Search

Sort By: Number  Name  Preferences

- Mortgage Loan(USD)-BankFinancial
- Mortgage Loan(USD)-BankFinancial
- Commercial Loan(USD)-BankFinancial
- Commercial Loan(USD)-BankFinancial
- Commercial Loan(USD)-BankFinancial

Transaction Groups

- No Transaction Groups
- Previous Day
- LOAN**

File Output

Comma Delimited (CSV)

Query

From date: 11/18/2013 To date: 11/18/2013

From amount: To amount: Check number(s):

Report Characteristics

Style: Table - horizontal (+ notes)

Sort 1: By type code  
Sort 2: By amount (+)  
Totals: No totals

4. Click Submit at the bottom of the page.

## History Reply Sample

Account #	Account Name	Mortgage Loan (USD)	
Account Summary			
First Day (09/30/2013)	Amount	Last Day (10/11/2013)	Amount
Principal Balance		Principal Balance	
Mat Date		Mat Date	
Int Rate		Int Rate	
Date	Description	Customer Ref.	Image Debit Credit
09/30/2013	Amount Applied to Principal		
	Principal Receipt		
10/01/2013	Amount Applied to Principal		
	Principal Receipt		