

Business Access  
Online Banking  
System Guide



Business | Wealth Management | Personal

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## Welcome

This user guide is designed to aid you in finding your way around and using Business Access. The system is divided into a number of sections corresponding to application modules, which are represented by the chief selections on the application's User Menu.

The menu categories are

- Home Page
- Payments & Transfers
- Reporting
- User Management
- User Menu 
- Help Center
- Log Out

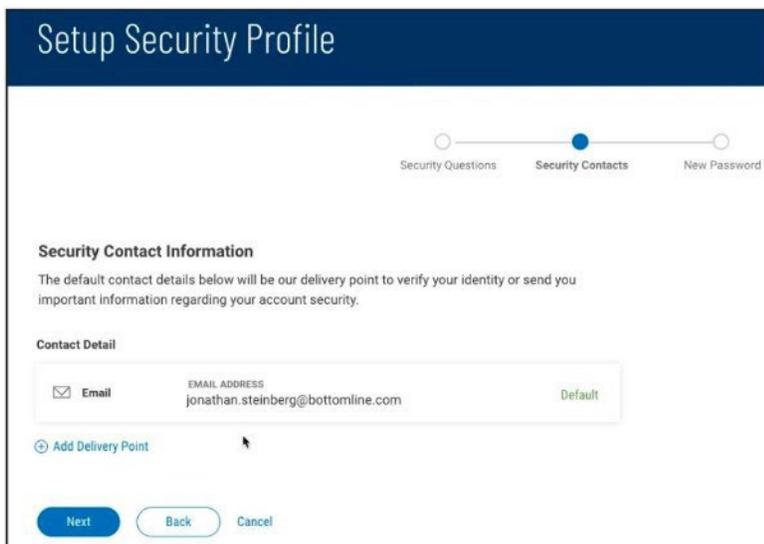
## Navigation

The following section provides a brief tour of the application and offers tips for working in the program.

### Logging in for the First Time

When you log in to the system for as a new, first-time user, you are presented with multiple steps of actions to establish your user profile.

1. The first step in the process is adding a series of security questions and answers known to you. These can be used to identify you in case you forget your password and need to reset it.
2. Once you have entered the security questions, click the **Next** button. If your financial institution requires it, you will set up your Security Contact. The **Security Contact Information** section displays your email address on file as the default. To add an additional contact point such as a cell phone number, click **Add Delivery Point**, and enter this additional contact point. Click **Next**.



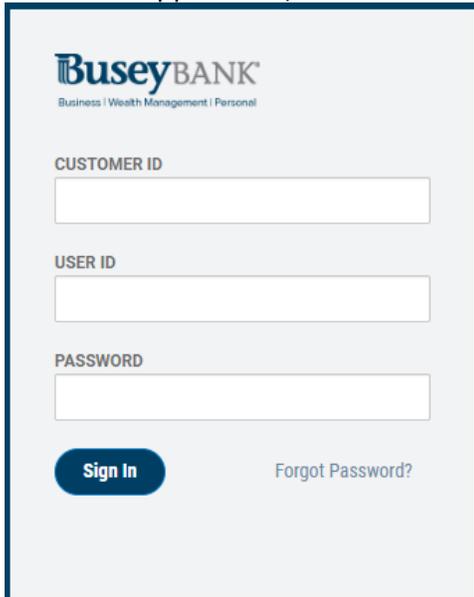
The screenshot shows a web interface titled "Setup Security Profile". At the top, there is a progress indicator with three steps: "Security Questions", "Security Contacts" (which is currently active and highlighted with a blue dot), and "New Password". Below the progress indicator, the "Security Contact Information" section is displayed. It includes a sub-header "Security Contact Information" and a paragraph stating: "The default contact details below will be our delivery point to verify your identity or send you important information regarding your account security." Underneath, there is a "Contact Detail" section with a form field for "Email" containing the address "jonathan.steinberg@bottomline.com" and a "Default" label. Below the form field is a link that says "Add Delivery Point" with a plus icon. At the bottom of the screen, there are three buttons: "Next" (highlighted in blue), "Back", and "Cancel".

3. The last step in the process is entering your new password, which will replace the temporary one assigned by the administrator. Enter the password, and then enter it again to confirm.

When you are finished, click **Done**.

## Logging in

When you launch the application, the first screen you see is the Log In screen.



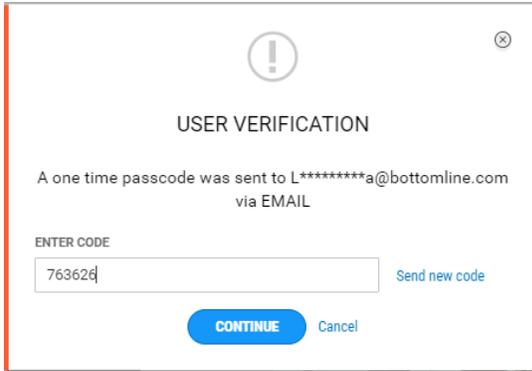
The screenshot shows the Busey BANK login interface. At the top left is the Busey BANK logo with the tagline 'Business | Wealth Management | Personal'. Below the logo are three input fields: 'CUSTOMER ID', 'USER ID', and 'PASSWORD'. At the bottom left is a blue 'Sign In' button, and at the bottom right is a 'Forgot Password?' link.

1. Enter your customer ID, user ID, and password.  
The password will appear as a series of asterisks (\*).
2. When you have finished, click **Log In**.  
You will proceed to the Home page, which provides access to all areas of the program.
3. If you forget your password while logging in to the system, click the Forgot Password link on the Logon screen. The system will prompt you to answer the security questions and answers you previously set up. You must answer the questions correctly in order to receive a system-generated temporary password, which you can use to log in and then set your new password.

### *Security Challenges When Logging On*

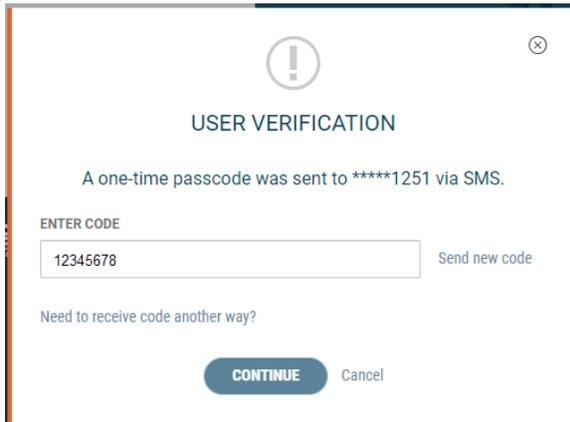
Your financial institution may have set up multi-factor authentication for your company so that whenever you log on to the application, you are required to enter a one-time passcode (OTP). The passcode can be sent to you by email, SMS text message, or token call. If you correctly enter the passcode, you will proceed to the Home page. However, if you enter the passcode incorrectly multiple times, you will be locked out of the system, and your administrator will have to unlock your access.

### User verification via Email



The screenshot shows a 'USER VERIFICATION' dialog box with a warning icon at the top. The text reads: 'A one time passcode was sent to L\*\*\*\*\*a@bottomline.com via EMAIL'. Below this is an input field labeled 'ENTER CODE' containing the number '76362'. To the right of the input field is a link that says 'Send new code'. At the bottom, there are two buttons: a blue 'CONTINUE' button and a 'Cancel' link.

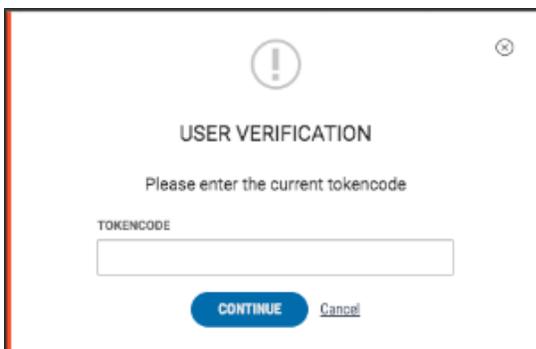
### User verification via Text



The screenshot shows a 'USER VERIFICATION' dialog box with a warning icon at the top. The text reads: 'A one-time passcode was sent to \*\*\*\*\*1251 via SMS.'. Below this is an input field labeled 'ENTER CODE' containing the number '12345678'. To the right of the input field is a link that says 'Send new code'. Below the input field is a link that says 'Need to receive code another way?'. At the bottom, there are two buttons: a blue 'CONTINUE' button and a 'Cancel' link.

### User verification via Token

Your company may be set up to use VIP tokens as an alternative to OTP user verification. If so, you will be required to enter a current token code upon logging in.



The screenshot shows a 'USER VERIFICATION' dialog box with a warning icon at the top. The text reads: 'Please enter the current tokencode'. Below this is an input field labeled 'TOKENCODE'. At the bottom, there are two buttons: a blue 'CONTINUE' button and a 'Cancel' link.

Enter the code, and then click **Continue** to log in.

**Note:** that the administrator may also set up the company so that once you are logged in, you will need to repeat the verification process when performing certain actions such as creating and reversing payments.

Your security challenges rely on information, such as phone numbers and email addresses, contained in your user profile.

For information on entering or changing your security questions, see Enter or Change Security Questions.

## Home Page and Widgets

The Home Page (the Home Workspace) provides the ability for you to personalize your onscreen experience with a group of widgets. Widgets are small components that allow you to perform a variety of common tasks such as quickly making a payment, transferring funds, stopping payment on a check, and maintaining system users. The Notification widget, which tells you about important information from your financial institution and actions that you need to take, is the only widget that must remain on the Home Page. Otherwise, you can add and remove widget as desired.

The screenshot shows the Home Page interface. At the top, there is a dark blue header with the word "Home" on the left and an "Add Widget" button with a dropdown arrow on the right. Below the header, the page is divided into several sections. On the left, there is a "MESSAGE OF THE DAY" section with a "Welcome to Digital Banking IQ" message. In the center, there is a "TRANSACTION SEARCH" section with a search form for deposit accounts, including a date field set to "02/26/2021" and "SUBMIT" and "Cancel" buttons. On the right, there is an "ACTION ITEMS" section with a list of items: "Bulletins To Read", "Payments To Approve", "New Users To Approve", "Simplified Payments To Approve", and "Payment Templates To Approve", each with a "View" link. A red arrow points from the text "Note the action items needing attention." to the "View" link for "Payments To Approve". Another red arrow points from the text "Click the 'View' link to see the items." to the "View" link for "Payment Templates To Approve". At the bottom left, there is a "FINANCIAL OVERVIEW" section with a "Loan Accounts" widget showing "CC NICKNAME", "ACCOUNT NUMBER 87766667", and "CURRENT AVAILABLE \$913.10". A gear icon is visible in the upper right corner of the "ACTION ITEMS" section, and a toggle switch is visible in the upper right corner of the "FINANCIAL OVERVIEW" section.

In this guide, we will discuss the widgets in a default layout, so, for example, when we describe the Balance & Transaction Reporting (BTR) workspace, we will describe the two default BTR-oriented widgets: Balance & Transaction Reporting and Transaction Search.

The Home Page is the first screen you see after logging on to the program.

### Managing Widgets

You can add widgets to any page (workspace), as well as move existing widgets to different locations on the page. You can also resize existing widgets and remove those you don't want to use anymore.

#### Adding a widget:

1. On the application Home Page, click **Add Widgets**.
2. Select the desired widget from the list.

The newly added widget appears on the page.

#### Moving a widget:

- Left-click the widget title and, with the mouse button depressed, drag, and drop the widget to the desired position on the Home Page.

#### Resizing a widget:

1. Click the **Options** icon  in the upper right-hand corner of the widget.

2. Click **Resize**.

The widget is resized so that it takes up only half the width of the screen.

3. To return the widget to its original size, repeat Steps 1 and 2.

#### *Removing a widget:*

1. Click the **Options** icon in the upper right-hand corner of the widget.

2. Click **Remove**.

The widget is deleted from the screen. It can be added again as desired.

A brief description of available widgets follows this section.

#### *Widget List*

##### *Account Summary Widget*

The Account Summary widget provides the balances and transaction information of the accounts that you have permission to see. Depending on your financial institution's setting, you may have up to four (4) account-type categories: Deposit, Loan, Investment, and Other. For more information, see Balance & Transaction Reporting.

##### *Audit Report Widget*

The Audit Report widget in the User Management workspace displays information about all users within your company, their actions taken in the Business Access application during the report retention period. It allows administrators to monitor user activity. For more information, see Audit Report.

##### *Financial Overview Widget*

The Financial Overview widget provides an at-a-glance reference to your accounts. It lists all accounts by account type, 25 accounts per page, in account-name order.

FINANCIAL OVERVIEW ⚙️

**↓ Click to open an account list**

+ Loan Accounts

---

- Investment Accounts **↑ Click to close a list**

🕒 As of 03/02/2021 10:24 AM 🖨️ ⬇️

ACCOUNT NAME	ACCOUNT NUMBER	YESTERDAY'S VALUE	TODAY'S POSITION
checking	654654	-	-
Investment Account	13489793234	-	-
Investment Account Five	4129643	-	-
Investment Account Four	1348923551	-	-
Investment Account Six	8981234	-	-
Investment Account Three	985333	-	-
Investment Account Two	89804522234	-	-

VIEW 1-7 OF 7 1

+ Other Accounts

To see the list of accounts for a given account type, click the plus sign  to the left of the account-type name. To close the list, click the minus sign.

Depending on the account type, you will see useful information for each listed account, such as balances or principal owed.

Like the Notifications widget, the Financial Overview widget appears by default on the Home Page.

### Notifications Widget

The Notifications widget provides notification of actions that have occurred in the system and items that are awaiting your attention, for example:

- Bulletins to Read
- Payments To Approve
- Account Transfers To Approve

Click the **View** link corresponding to a notification. For example, if you click the **View** link for Payments To Approve, the Payment Center will appear with the transactions list filtered for payments ready to approve only. You can then take action on the items in the list.

The widget also displays the message of the day that your financial institution wants to share with all users of the system.

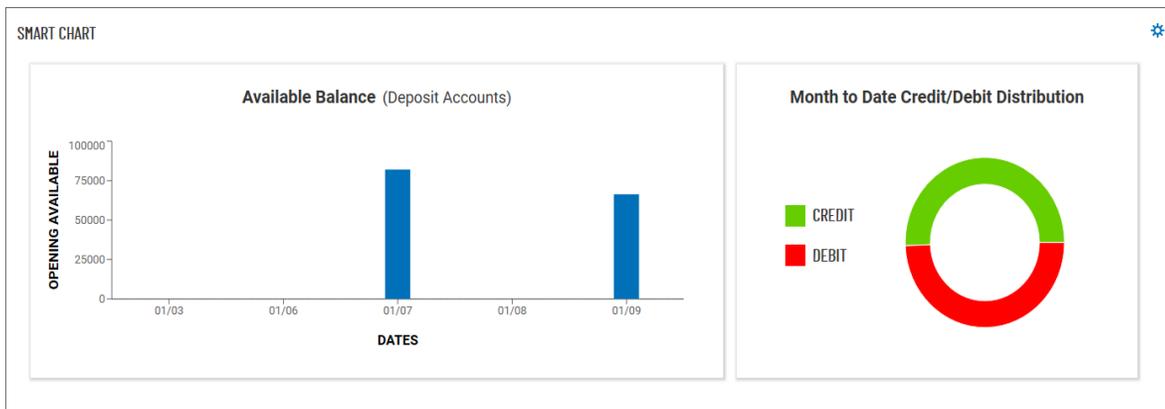
<p>MESSAGE OF THE DAY</p> <p> Welcome to Digital Banking</p> <p><a href="#">More</a></p>	<p>ACTION ITEMS</p> <table border="1"> <tr> <td>Bulletins To Read</td> <td style="text-align: right;"><a href="#">View</a></td> </tr> <tr> <td>Account Transfers To Approve</td> <td style="text-align: right;"><a href="#">View</a></td> </tr> <tr> <td>Payments To Approve</td> <td style="text-align: right;"><a href="#">View</a></td> </tr> <tr> <td>Payment Templates To Approve</td> <td style="text-align: right;"><a href="#">View</a></td> </tr> <tr> <td>ACH Pass Through To Approve</td> <td style="text-align: right;"><a href="#">View</a></td> </tr> </table>	Bulletins To Read	<a href="#">View</a>	Account Transfers To Approve	<a href="#">View</a>	Payments To Approve	<a href="#">View</a>	Payment Templates To Approve	<a href="#">View</a>	ACH Pass Through To Approve	<a href="#">View</a>
Bulletins To Read	<a href="#">View</a>										
Account Transfers To Approve	<a href="#">View</a>										
Payments To Approve	<a href="#">View</a>										
Payment Templates To Approve	<a href="#">View</a>										
ACH Pass Through To Approve	<a href="#">View</a>										

### Quick Transfer Widget

The Quick Transfer widget lets you complete a simple one-time transfer between two accounts.

### Smart Chart Widget

The Smart Chart Widget is available to all users entitled to Balance & Transaction Reporting. The widget provides a visualization of the available balance trend across all deposit accounts over a five-day range. It also provides a visualization of the month-to-date debit/credit mix.



### Stop Payments Widget

The Stop Payments widget lets you place stop payments and shows stop payments history.

### Transaction Search Widget

The Transaction Search widget lets you find desired transactions for one or several accounts, for a given date or range of dates.

### Transfer Templates Widget

You can create transfer templates that contain commonly used transfer information. Transfers can then be made from these templates, saving time, and improving efficiency. The Transfer Templates widget lets you view and manage templates created in the application. For more information, see Transfer Templates.

### Transfers Widget

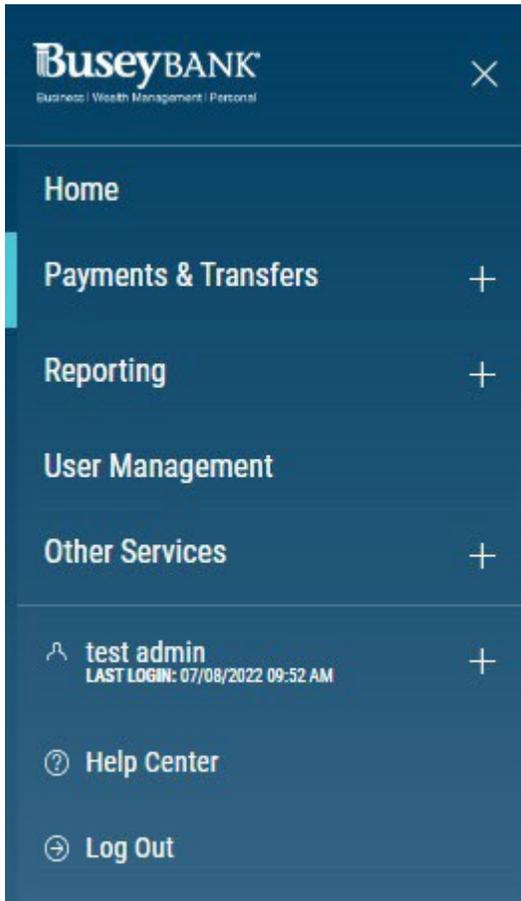
The Transfers widget allows you to create and manage Transfers, as well as view transfer history. You can perform a number of operations, including viewing, editing, modifying, approving, and deleting transfers.

### User Maintenance Widget

The User Maintenance widget lets you add, modify, delete, or view users within your company.

## Navigation Menu

Navigation through the application is controlled by the Navigation Menu (Sidebar) menu that appears at the left of the screen. To activate it, click the "3-line" icon.



From the menu, you can navigate to the following program areas:

- Payments & Transfers
- Reporting
- User Management
- Payment Fraud Control
- User Menu
- Help Center
- Log Out

You can return to the Home page by clicking on **Home** or your financial institution's logo.

**Note:** that the **Payments & Transfers**, **Reporting**, **Payment Fraud Control**, and the **User Menu** are marked by a plus sign. Click it to see further options. For **Payments & Transfers**, these include

- Transfers
- Stop Payments
- Payment Center

For **Reporting**, Balance & Transactions

The **User Menu** (marked by the **User** icon  and your name) offers a series of options associated with your individual access to the application:

- Change Password
- Change Security Questions
- Alerts
- Profile Maintenance

Finally, the Help Center provides online help for the Business Access application.

## Change Password

You may change your password as a security measure or as desired.

### *Changing your password:*

1. Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click **Change Password**.

Change Password

CURRENT PASSWORD

NEW PASSWORD

REPEAT NEW PASSWORD

- ✘ The password is required, all characters are allowed. Passwords are case sensitive and must contain at least one number, one capital, and one special character.
- ✘ Password cannot contain Customer ID, or User ID.
- ✘ Length must be between 8 and 24 characters
- ✘ The password fields must match

Change Cancel

2. Enter the current password.
3. Enter the new password following the guidelines at the bottom of the screen. These guidelines are designed for maximum security.
4. Enter the password again in the **Repeat New Password** box.  
If your entries match, the **Change** button will become available.
5. Click **Change**.

### *Enter or Change Security Questions*

**To enter or change your security questions:**

1. Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click

## < Change Security Questions

### Security Questions

Please complete all security questions and answers to continue. These questions will be used to validate your identity and provide an extra layer of protection.

#### Answer Criteria

- All answers must be unique
- Answers are not case-sensitive and must be unique
- Special characters are allowed !@#%&\*.(~?;~=/

Mask Answers

#### SECURITY QUESTION 1

In what city were you born? ▼

#### ANSWER

#### SECURITY QUESTION 2

What city did you attend high school? ▼

#### ANSWER

#### SECURITY QUESTION 3

What is the first name of your oldest niece? ▼

#### ANSWER

Back

2. **Change Security Questions.**
3. Answer the three questions posed on the screen following the guidelines at the top of the screen. If for security reasons you want your answers to be masked, check the **Mask Answers** box.

The answers you enter will appear as a series of dots.

QUESTION 1
In what city did you meet your spouse/significant other?
ANSWER
••••••

4. When you have finished, click **Save**.

## Profile Maintenance

The Profile Maintenance feature lets you update your personal contact information if it is permitted by your financial institution.

*Entering your personal contact information:*

1. Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click **Profile Maintenance**.

The screenshot shows a web interface for profile maintenance. At the top, there is a dark blue header with a white back arrow and the text "Profile Maintenance". Below this, there are two tabs: "User Contact" (which is selected and underlined) and "Security Contact". The main content area is titled "User Contact Information" and contains several input fields: "USER NAME" with the value "test admin", "DIRECTCONNECT ID" (empty), "ADDRESS 1" (empty), "ADDRESS 2" (empty), "CITY" (empty), "STATE" (a dropdown menu showing "Illinois"), "ZIP CODE" (empty), "EMAIL" with the value "none@busey.com", "PHONE NUMBER" with the value "(555) 555-5555", and "FAX NUMBER" with the value "(555) 555-5555". At the bottom of the form, there are two buttons: a blue "Save" button and a grey "Reset" button.

2. Update the profile information as desired; the **User Name** and **Email** fields will be automatically populated with your existing profile information as entered by your administrator.

3. When you have finished, click **Save**.

*Setting Up SMS/Text Delivery of the One-Time Passcode*

1. Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click **Profile Maintenance**.
2. Click the **Security Contact** tab.

## < Profile Maintenance

User Contact **Security Contact**

### Security Contact Information

For Passcode Delivery

TEXT MESSAGE

(217)  **Send Activation Code** Cancel

This mobile phone number must be activated to receive passcodes via SMS. Clicking the Activate button will send an activation code to this phone.

EMAIL ADDRESS

@busey.com Default

Remove

Save

## < Profile Maintenance

User Contact **Security Contact**

### Security Contact Information

For Passcode Delivery

TEXT MESSAGE

(217)

This mobile phone number must be activated to receive passcodes via SMS. Clicking the Activate button will send an activation code to this phone.

EMAIL ADDRESS

Default

Remove

Save

Enter Code

**Activate** Re-send Code Cancel

Activation Code sent. Please retrieve.

3. Enter the cell phone number for the text message, then click **Send Activation Code**. Retrieve the OTP delivered to the cell phone, and enter it into the **Enter Code** box, then click **Activate**.
4. To make the text message the default delivery method for the OTP, click the **Make Default** link.
5. When you have finished, click **Save**.

# < Profile Maintenance

User Contact    **Security Contact**

## Security Contact Information

For Passcode Delivery

TEXT MESSAGE

(217) :

Remove

Make Default

EMAIL ADDRESS

Default

Remove

Save

## Alerts

The Alerts feature configures the system to automatically send alerts when certain conditions or events occur. For example, an account balances crosses a particular dollar amount.

ALL	ACTIONS	ALERT TYPE	ALERT NAME	REPORT NAME	ACCOUNT	DELIVERY POINT
<input type="checkbox"/>	...	Accounts Activity	Commercial Checking Threshold	-	1000000000003	✉
<input type="checkbox"/>	...	Accounts Balances	Business Checking CL Balance	-	1000000000007	✉
<input type="checkbox"/>	...	Reports	ERD Available	ERD Report	-	📱

The Alerts list view displays the following information about existing alerts:

- Alert Type
- Alert Name
- Report Name – If the alert concerns a report, such as alerting when on is available
- Account – The account or accounts for which conditions trigger an alert
- Delivery Point – The method (for example, ) by which the alert is delivered

*Adding an alert:*

1. Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click **Alerts**.
2. Click **Add New Alert**.

*Adding an Account Activity Alert*

Account Activity alerts notify you of transactions affecting selected accounts. You determine the criteria that trigger the alert.

*To add an Account Activity alert:*

1. Enter an alert name.
2. Check the boxes for the accounts that you want the alert to notify you about, for example, Commercial Checking, then click the right arrow to place them in the **Selected Accounts** column.

**Account Activity**  
Notifies you of transactions matching your criteria post to designated account(s).

ALERT NAME

**Available Accounts** ⓘ

Select All

- Commercial Checking
- Test Loan Account
- Business Checking
- Premier Checking
- Commercial Checking
- Premier Biz Checking

**Selected Accounts**

Select All

- Commercial Checking
- Payroll Funding

**Check the boxes of the desired accounts. . .**

**...then click the right arrow to place them in the "Selected Accounts" column**

3. Use the **Transactions** drop-down menu, and then select the transactions that will trigger the alert, for example, *ACH Transfers*.
4. Use the **Threshold** drop-down menu to select a threshold amount that will trigger the alert. Available choices are
  - Any Amount
  - Greater Than
  - Less Than
  - Equal To
  - Between
5. Now enter a threshold amount or amounts. If you select *Between*, you will choose two threshold amounts.
6. Use the **Deliver To** drop-down menu to select a delivery point for the alert: *E-mail*, *SMS*, or both.
7. (optional) If desired, click the **Add Additional Delivery Point** link.
  - Use the **Delivery Point** drop-down to select Email or SMS.
  - Enter either the email address or SMS number.
  - If desired, enter a nickname by which the delivery point will be referenced.

DELIVER TO  
E-mail, SMS

DELIVERY POINT  
Email

EMAIL ADDRESS  
JMalone@gmail.com

NICKNAME  
Malone's

**ADD**

- Click **Add**.
8. When you have finished, click **Save**.  
You return to the Alerts list view, and the alert is saved.

## Adding an Account Balance Alert

Account Balance alerts notify you when account balances fall above or below a predefined amount.

### To add an Account Activity alert:

1. Enter an alert name.
2. Check the boxes for the accounts that you want the alert to notify you about, for example, Commercial Checking, then click the right arrow to place them in the **Selected Accounts** column.

**ACCOUNT ACTIVITY**

**Account Activity**  
Notifies you of transactions matching your criteria post to designated account(s).

**ACCOUNT BALANCE**

**EVENTS**

ALERT NAME

Available Accounts (3)

Select All

Commercial Checking

Test Loan Account

Business Checking

Premier Checking

Commercial Checking

Premier Biz Checking

Selected Accounts

Select All

Commercial Checking

Payroll Funding

Check the boxes of the desired accounts...

...then click the right arrow to place them in the "Selected Accounts" column

3. Use the **Balances** drop-down menu to select the balances that will trigger the alert: *Closing Ledger*, *Current Available (CRS Suppressed)*, or *Current Available*.
4. Use the **Threshold** drop-down menu to select a threshold amount that will trigger the alert. Available choices are
  - Any Amount
  - Greater Than
  - Less Than
  - Equal To
  - Between
5. Now enter a threshold amount or amounts. If you select *Between*, you will choose two threshold amounts.
6. Use the **Deliver To** drop-down menu to select a delivery point for the alert: *E-mail*, *SMS*, or both.
7. (optional) If desired, click the **Add Additional Delivery Point** link.
  - Use the **Delivery Point** drop-down to select Email or SMS.
  - Enter either the email address or SMS number.
  - If desired, enter a nickname by which the delivery point will be referenced.

DELIVER TO  
 Email, SMS

DELIVERY POINT  
 Email

EMAIL ADDRESS  
 JMalone@gmail.com

NICKNAME  
 Malone's

ADD

- Click **Add**.

8. When you have finished, click **Save**.

You return to the Alerts list view, and the alert is saved.

### Adding an Events Alert

Events-type alerts notify you of conditions, such as the need for approval, affecting selected accounts.

#### To add an Events alert:

1. Use the Select Event Type drop-down menu to select an event: *ACH Approvals, Wire Approvals, Wires Sent*.
2. Enter an alert name.
3. Check the boxes for the accounts that you want the alert to notify you about, for example, Commercial Checking, then click the right arrow to place them in the **Account**

ACCOUNT ACTIVITY  
 ACCOUNT BALANCE  
 EVENTS

SELECT EVENT TYPE  
 Wire Approvals

ALERT NAME  
 Wire Approval Required

**Wire Approvals**  
 Notifies you when a pending Wire Transfer reaches an "approval required" status.

Accounts ⓘ      Account List

Select All       Select All

**Check the boxes of the desired accounts...**

Commercial Checking

Commercial Checking

Test Loan Account

Business Checking

Premier Checking

Commercial Checking

Payroll Funding

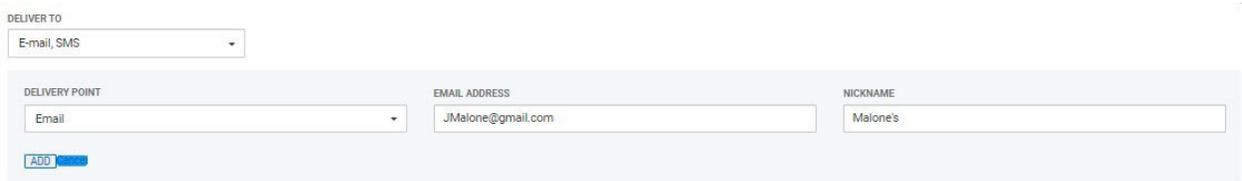
**...then click the right arrow to place them in the "Accounts List" column**

DELIVER TO  
 Select      + Add Additional Delivery Point

Save      Save & Continue      Cancel

**List** column.

4. Use the **Deliver To** drop-down menu to select a delivery point for the alert: *E-mail, SMS*, or both.
5. (optional) If desired, click the **Add Additional Delivery Point** link.
  - Use the **Delivery Point** drop-down to select Email or SMS.
  - Enter either the email address or SMS number.
  - If desired, enter a nickname by which the delivery point will be referenced.



- Click **Add**.

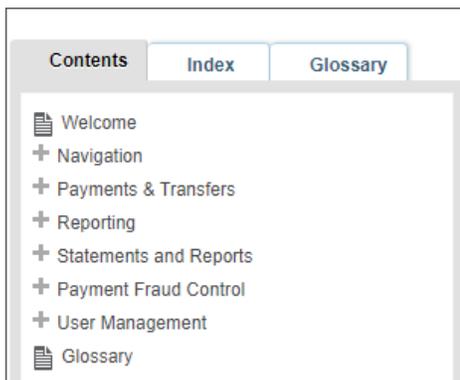
6. When you have finished, click Save.

OR

Click **Save & Continue** to save this events alert and create a new one. Follow steps 1 through 6 to add the event.

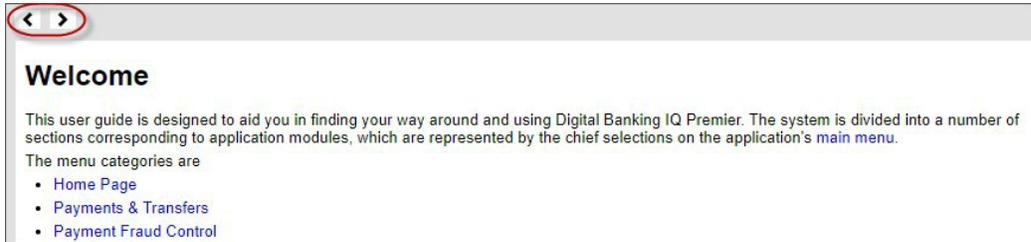
## Help Center

The Help Center feature provides online help for the Business Access application. It consists of three tabs of information.



- **Contents:** Click to access and navigate through the help Table of Contents. Click the plus icons to open a broad topic area such as "Navigation" and see related subtopics.
- **Index:** Click it to view subjects of interest in the help system, such as "accounts." Then click a subject heading to go to a topic that will provide insight on the selected subject.
- **Glossary:** A glossary of financial, banking, and other terms associated with the Business Access application.

To navigate through help topics in order, click the arrow buttons at the top of the window.



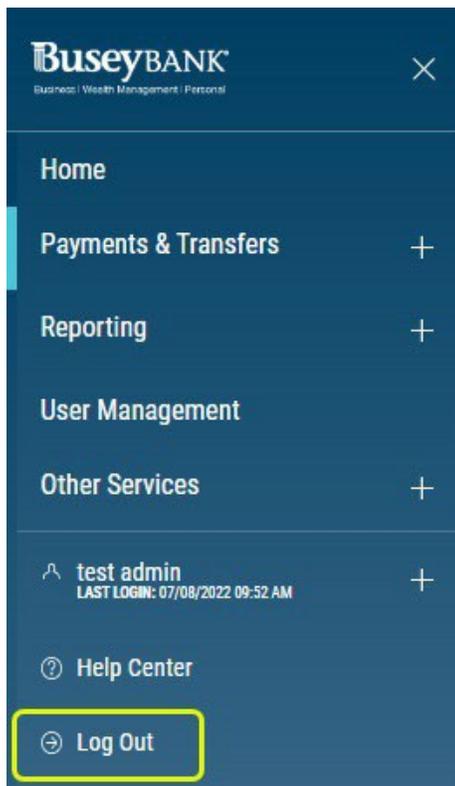
To search for a subject by name, enter it in the Search dialog box, and click the lookup icon.



## Log Out

### To log out of the Business Access application:

Open the left navigation menu, click the plus sign next to your username to expand the **User Menu**, and click **Log Out**.



The system Log In screen appears.

## Workspaces

Widgets are single functionality–focused components that present action(s) and information with a common purpose in a list view. Each allows you to perform tasks such as quickly making a payment, transferring funds, stopping payment on a check, taking action on tasks. Workspaces are groupings of individual widgets that support related functions.

**Note:** that you can use the **Add Widget** drop-down at the top of the screen to add widgets to any workspace.

## Actions and Messages in Workspaces and Widgets

The widgets within the various application workspaces let you perform certain actions, such as creating or importing payments.

### Working with Lists

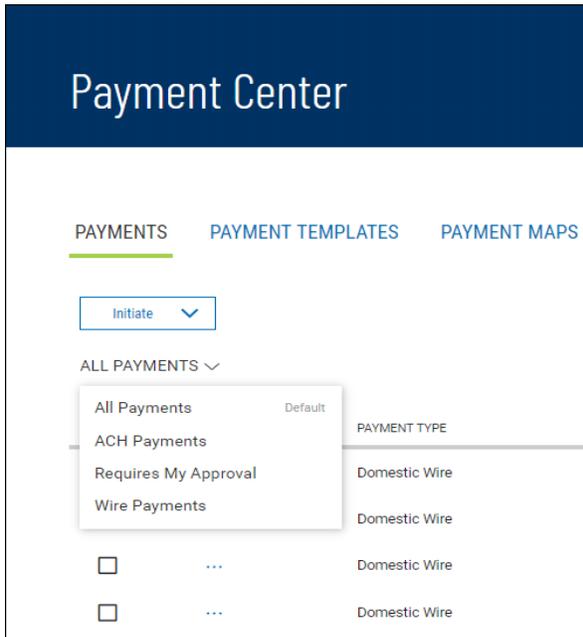
Many functions in this application are organized in a list. For example, the Payments list is shown below. You access the Payments list by selecting **Payment Center** from the left Navigation Menu.

The screenshot displays the 'Payment Center' interface. At the top, there is a dark blue header with the title 'Payment Center' and an 'Add Widget' button. Below the header, there are navigation tabs: 'PAYMENTS' (selected), 'PAYMENT TEMPLATES', 'PAYMENT MAPS', 'NACHA IMPORT', and 'WIRE IMPORT'. A dropdown menu is open under 'PAYMENTS', showing 'Initiate'. Below the tabs, there is a section for 'ALL PAYMENTS' with a dropdown arrow, a 'Changed' status indicator, and a 'Save As' button. To the right, there is a timestamp 'As of 02/23/2021 02:32 PM' and icons for filters, list view, and download. The main area contains a table with the following columns: 'ALL' (checkbox), 'ACTIONS' (three dots), 'PAYMENT TYPE', 'STATUS', 'FROM ACCOUNT NAME', 'PAYEE NAME', and 'CUSTOMER TRACE NUMBER'. The table lists 10 payment entries. At the bottom of the table, there are three buttons: 'APPROVE', 'DELETE', and 'REJECT'. The footer shows 'VIEW 1-10 OF 120' and a 'DISPLAY 10' dropdown menu with pagination links '1 2 3 ... 12 >'.

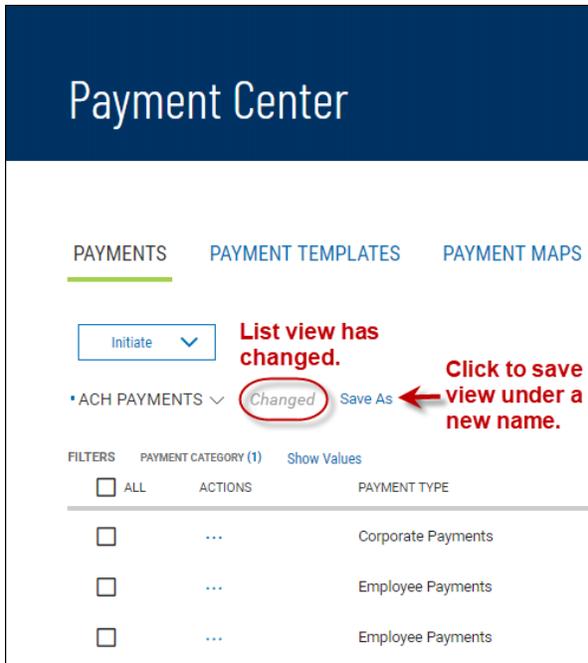
<input type="checkbox"/> ALL	ACTIONS	PAYMENT TYPE	STATUS	FROM ACCOUNT NAME	PAYEE NAME	CUSTOMER TRACE NUMBER	AM
<input type="checkbox"/>	...	Corporate Payments	Ready to Process	Alternate Checking	Payee1	326	
<input type="checkbox"/>	...	Consumer Collections	Requires my approval		t	278	
<input type="checkbox"/>	...	Corporate Payments	Stale dated	Alternate Checking	Qwerty	324	
<input type="checkbox"/>	...	Consumer Payments	Stale dated	Alternate Checking	Jaymie Miller - 59384093	325	
<input type="checkbox"/>	...	Employee Payments	Stale dated	Test Account 2	MULTI	323	
<input type="checkbox"/>	...	Consumer Payments	Stale dated	Checking	ACH - ach	320	
<input type="checkbox"/>	...	Corporate Payments	Stale dated	Test Account 2	Coffee Shop	319	
<input type="checkbox"/>	...	Employee Payments	Stale dated	Test Account 2	MULTI	206	
<input type="checkbox"/>	...	Employee Payments	Stale dated	Checking	MULTI	317	
<input type="checkbox"/>	...	Consumer Payments	Stale dated	Checking	ACH - ach	318	

### The Payments list

Typically, for each list view in the application, there is a default view. In the case of the Payments widget, for example, the default list view is **All Payments**. You can select a different filter by clicking the down arrow ▼ to the right of the **All Payments** label.



When you change the view, the widget will tell you that; note the *Changed* label next to the drop-down arrow.



You can save the changed view under a new name.

### *Lists with Account Masking*

In order to protect against unauthorized access to sensitive information, account numbers appear masked. For example, From Account number *1122334500* would be masked so that the following value appears in list views, reports, and other areas of the application: *\*\*\*\*4500*.

The illustration below shows how **From Account** numbers appear in the list view when masked according to this format. To unmask an account number click the padlock icon on the upper-right corner of the list view.

SIMPLIFIED PAYMENTS

Initiate ▾

• ALL PAYMENTS ▾ Changed Save As

As of 06/24/2021 11:14 AM

<input type="checkbox"/> ALL	ACTIONS	STATUS	PAYEE NAME	FROM ACCOUNT NAME	FROM ACCOUNT	AMOUNT
<input type="checkbox"/>	...	Deleted	Cindy	Test Account 1	****0001	818.74
<input type="checkbox"/>	...	Deleted	Jaymie Miller - 59384093	Test Account 1	****0001	566.64
<input type="checkbox"/>	...	Deleted	Cindy	Test Account 1	****0001	8.74
<input type="checkbox"/>	...	Deleted	Dress Shop	Test Account 1	****0001	45.55
<input type="checkbox"/>	...	Deleted	Andrea12345	Test Account 2	****0002	4.44
<input type="checkbox"/>	...	Deleted	Threlkeld - Mic	Test Account 2	****0002	9.99
<input type="checkbox"/>	...	Deleted	Domestic Wire - DW	Test Account 1	****0001	3.33
<input type="checkbox"/>	...	Deleted	Domestic Wire - DW	Test Account 1	****0001	4.44
<input type="checkbox"/>	...	Deleted	International Wire - IW	Test Account 1	****0001	44.11
<input type="checkbox"/>	...	Deleted	Micheal - Mic	Test Account 1	****0001	11.11

DELETE APPROVE REJECT

VIEW 1-10 OF 155

DISPLAY 10 ▾ 1 2 3 ... 16 >

### Working with Lists: Available Actions

The **Actions** column allows you to take action on a single item in a list. Depending on the item status, you may be able to view, modify, approve, or delete an item.

Click on the ellipsis (...) to view available actions, and then click on the desired action.

### View

To view the details of an item in a list, click on **View** in the **Actions** column. Details of the item will be displayed. Buttons at the bottom of the screen allow you to take action on the selected item(s). Click an action button or click **Cancel** to return to the list.

### Modify

Clicking on **Modify** from the **Actions** column will display a modify screen where you can make changes to the item. When you have finished making the necessary changes, click **Save** or **Submit**.

### Approve

Many items require approval when they are entered or modified. Items that need approval will have a status of **Requires My Approval** or **Requires Other's Approval** (shown in the **Status** column of the list). To approve an item, click on **Approve** in the **Actions** column. You can also approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.

In cases where an item that you create requires a second approval by a different user, you may see

the

**Submit for Approval** option. Click it to place the item in **Requires Other's Approval** status.

### Reject

If you are a payment approver, and there is a problem with a listed payment, transfer, or template, use the **Reject** option to reject it. The transaction will then be placed in **Rejected by approver** status. The user who originally submitted the transaction can modify it and resubmit it for approval.

### Delete

The delete function removes an item from the system. Click on **Delete** in the **Actions** column to delete an item. You will need to confirm that you would like to delete the item before it is deleted.

You can also delete multiple items at one time by checking the appropriate check boxes and selecting Delete.

### Navigating through a List

The number of records and number of pages in a list is shown on the bottom of the screen.

The screenshot shows the 'User Management' interface. At the top, there is a dark blue header with the title 'User Management' and an 'Add Widget' button. Below the header, there is a '+ Add New User' button and a toggle switch. The main content area displays a table of users under the heading 'ALL USERS'. The table has columns for 'ACTIONS', 'LOGIN STATUS', 'USER NAME', 'USER ID', 'USER TYPE', and 'LAST LOGIN'. The table contains 10 rows of user data. At the bottom of the interface, there are two red circles highlighting navigation elements: one on the left showing 'VIEW 1-10 OF 72' and one on the right showing 'DISPLAY 10' and a pagination control '1 2 3 ... 8 >'.

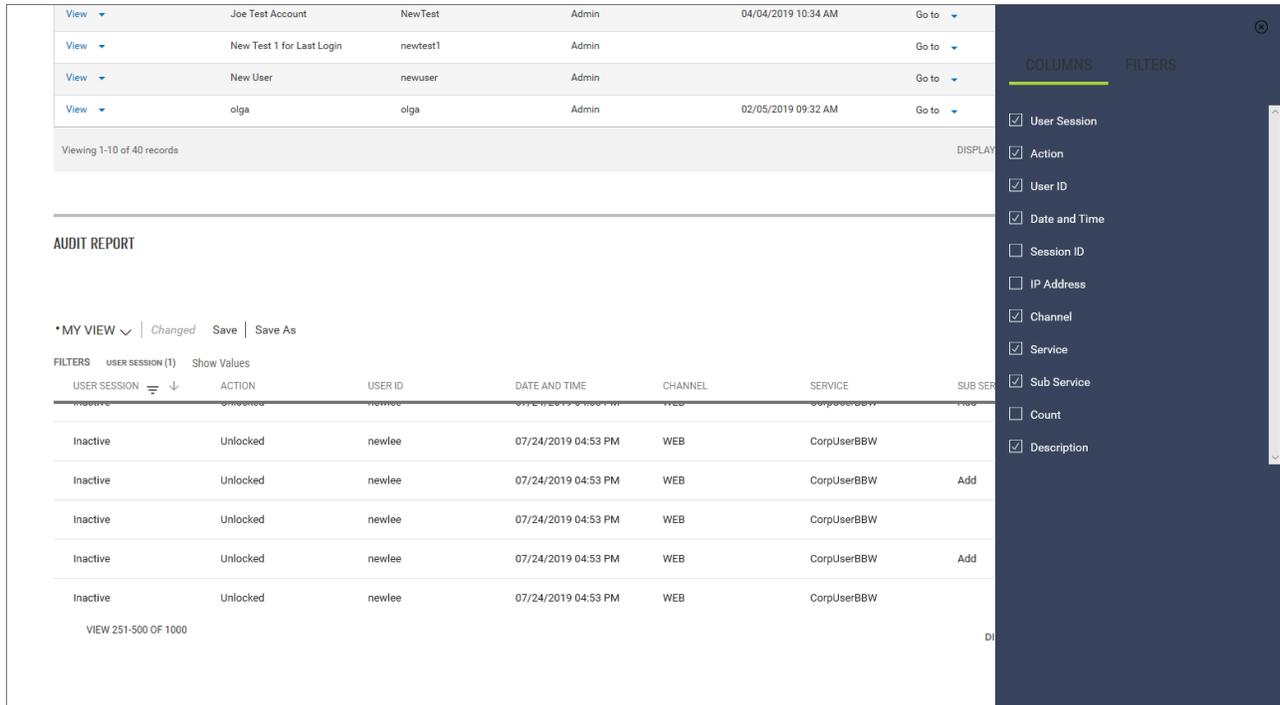
ACTIONS	LOGIN STATUS	USER NAME	USER ID	USER TYPE	LAST LOGIN
...	Unlocked	Andrea	Andrea	Admin	12/07/2021 11:26 AM
...	Unlocked	andrea	andreaalert	Admin	07/14/2020 03:57 PM
...	Unlocked	andrea	Andreauser	Admin	12/07/2021 11:28 AM
...	Unlocked	Anton	Anton	Admin	10/21/2021 01:06 AM
...	Unlocked	Arpitha BGM	Arpitha	Admin	09/03/2021 09:05 AM
...	Unlocked	ashish1	ashish1	Admin	11/11/2021 09:16 AM
...	Unlocked	a user	auser	Admin	06/28/2021 01:16 PM
...	Unlocked	Arpitha BGM	bgm	Admin	11/26/2021 02:19 AM
...	Unlocked	Arpitha BGM	bgma	Admin	10/28/2021 08:46 AM
...	Unlocked	cal	cal	Admin	-

### Filtering a List

You can use the filter function to change the names of columns that will appear in a list or to limit the records that appear in the list.

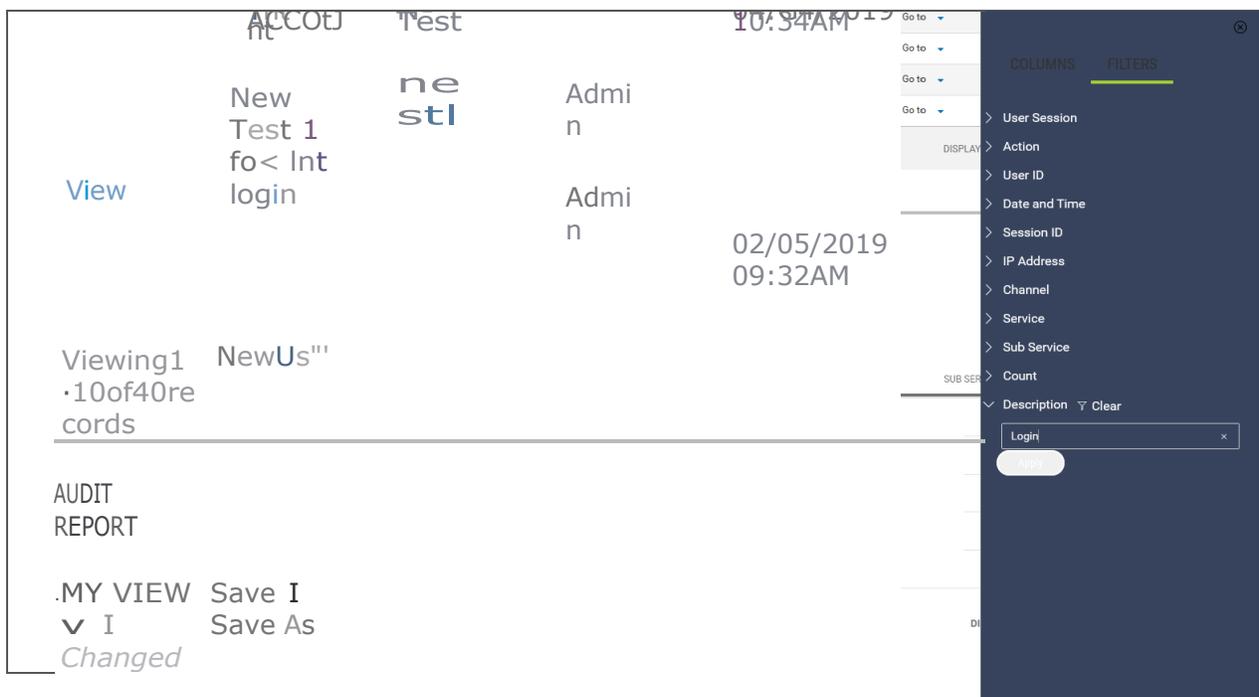
Filtering the list:

1. Click the **Columns** icon  or **Filter**  icon that appear at the top right above the list.
2. To filter the columns, select the **Columns** tab.



The screenshot shows an audit report interface. At the top, there is a table with columns for 'View', 'Account Name', 'User Name', 'Role', and 'Date/Time'. Below this is a section titled 'AUDIT REPORT' with a 'MY VIEW' dropdown and 'Save' buttons. A table of user sessions is displayed with columns: USER SESSION, ACTION, USER ID, DATE AND TIME, CHANNEL, SERVICE, and SUB SERVICE. On the right, a 'FILTERS' sidebar is open, showing a 'COLUMNS' tab and a list of checkboxes for various fields: User Session, Action, User ID, Date and Time, Session ID, IP Address, Channel, Service, Sub Service, Count, and Description. The 'User Session' and 'Action' checkboxes are checked.

3. Check or uncheck the boxes corresponding to columns on the report, depending on whether you want them to appear or not.
4. Click the **X** at the top of the Filters menu.
5. To filter the list by record, select the Filters tab.



This screenshot is similar to the previous one but shows the 'FILTERS' sidebar with the 'FILTERS' tab selected. A search box is visible at the bottom of the sidebar with the text 'Login' entered. The main table content is partially obscured by the sidebar.

FILTERS ShowValue  
 USEIIESSs  
 ION( )

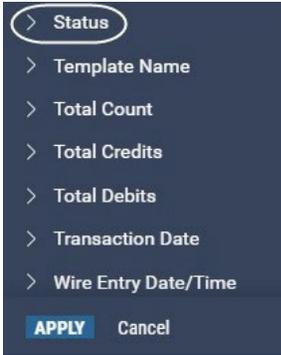
USERSES SION ':::' ..J,	ACTION	USERID	DATE ANO TIME	CHA NNE L	SERVIC E
Inactive	Unlocked	newlee	07/24/2 019 04:53PM	WE B	CorpUs erBBW
Inactive	Unlocked	newtee	07/24/2 019 04:53PM	WE B	CorpUs Add erBBW
Inactive	Unlocked	newlee	07/24/2 01904: 53PM	WE B	CorpUs etBBW
Inactive	Unlocked	newtee	07/24/2 01904:5 3PM	WE B	CorpUs Add erBBW
Inactive	Unlocked	newtee	07/24/2 019 04:53PM	WE B	CorpUs erBBW

VIEW  
 251-  
 SOOOF  
 1000

- Click the right arrow beside the record and enter the criterion you want to filter by. In the example shown above, the **Description** column will be filtered to display only records that have *Login* as the description.

**Note**

In some cases, you will be able to select multiple criteria for a given filter, for example, the **Status** column in Payments list view:



FROM ACCOUNT NAME	PAYEE NAME	CUSTOMER TRACE N
Investment Account	Bulk Appr test	
Investment Account Two	march 10	
Investment Account Four	Andrea 7297	
checking	Domestic Wire - DW	
Investment Account	Test	
Investment Account Four	Test	
Investment Account Six	Ravi	
Nickname Checking		
Nickname Checking	ACH	
Investment Account Four	Warren V Russell	

**Criteria by which the Status column can be filtered**

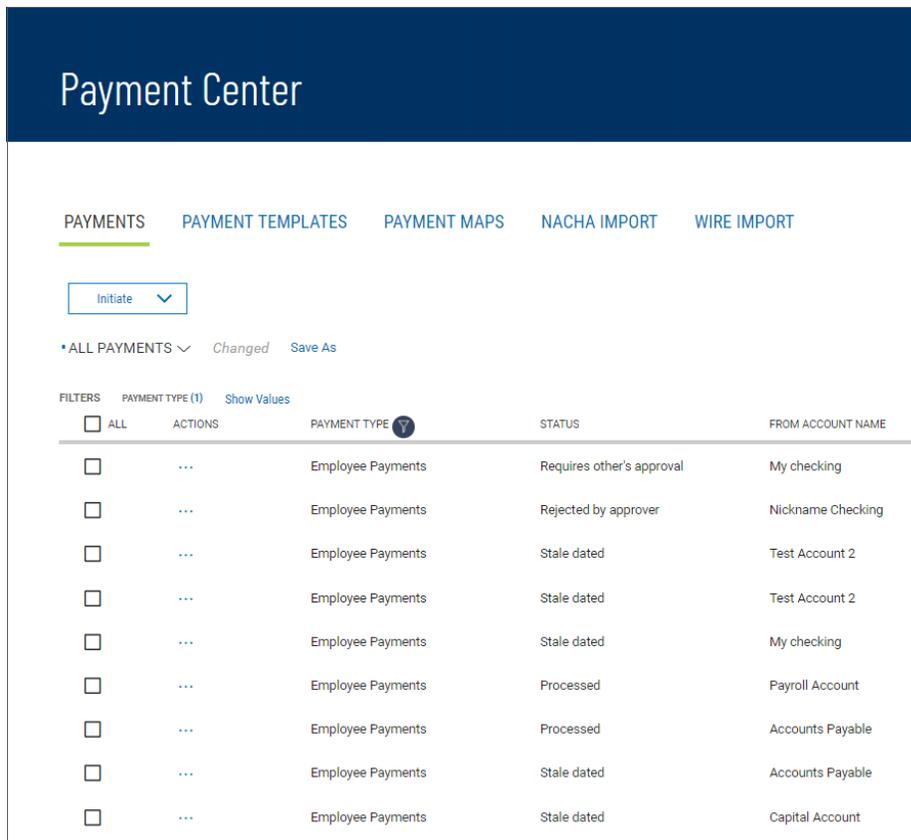
In the illustration above the **Status** column would be filtered to display only payments with the following statuses: Approved, Partially Reversed, and Processed Reversal. This capability is available for a number of filters, including

- Payments list view, filtering on **Status**
- Payment Templates list view, filtering on **Template Name**
- Account Summary list view (Balance & Transaction Reporting), filtering on **Account Name**
- Transfers list view, filtering on **Status**
- Simplified Payments list view, filtering on **Status**

7. If you want to clear the filter, click **Clear** to the right of the record name.

8. To filter the list by the entered criterion or criteria, click the **Apply** button at the bottom of the Filter menu.

The filter or filters you apply are designated by the **Filter** icon  in the list view. In the instance shown below, the Payments list view has been filtered by payment type to show only employee payments.



The screenshot shows the 'Payment Center' interface. At the top, there are navigation tabs: 'PAYMENTS' (selected), 'PAYMENT TEMPLATES', 'PAYMENT MAPS', 'NACHA IMPORT', and 'WIRE IMPORT'. Below the tabs is an 'Initiate' button with a dropdown arrow. Underneath, there are links for 'ALL PAYMENTS', 'Changed', and 'Save As'. A 'FILTERS' section shows 'PAYMENT TYPE (1)' selected, with a 'Show Values' link. The main table has columns: 'ALL', 'ACTIONS', 'PAYMENT TYPE', 'STATUS', and 'FROM ACCOUNT NAME'. The 'PAYMENT TYPE' column is filtered to show only 'Employee Payments'. The table contains 9 rows of data with various statuses like 'Requires other's approval', 'Rejected by approver', 'Stale dated', 'Processed', and 'Capital Account'.

### Sorting a List

A list can be sorted so that the order of the rows is reversed.

#### Sorting a list:

1. Click on the column header. The rows of data will be resorted. A blue down arrow appears in the column to indicate the sort order.
2. To return the rows to their original order, click the column header again.

### Moving Columns

You can move columns to a new position on a list.

### Moving a column:

Drag and drop the column to the new position.

### Adding or Removing Columns

Columns can be added or removed from some lists in the application. If the list supports this function, you will see the **Options** (⚙️) icon in the header row at the right side of the list.

### Adding or removing columns:

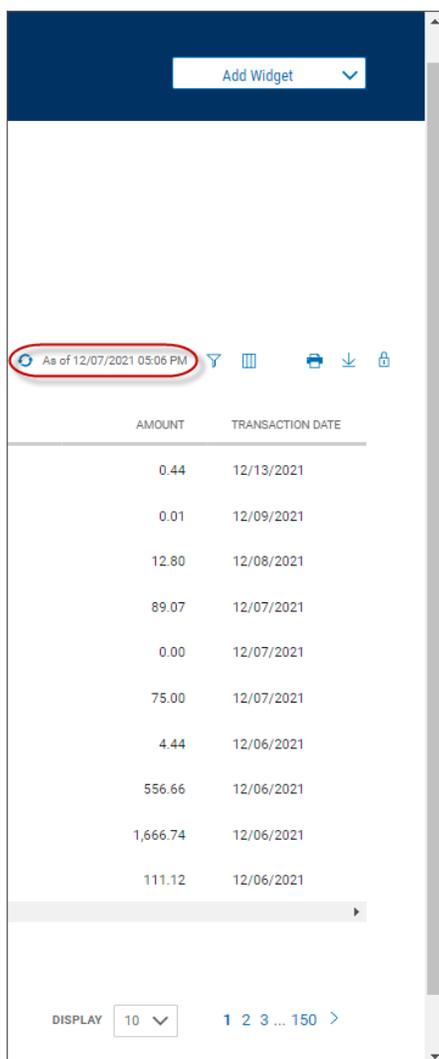
1. Click the **Options** icon.

The available columns are displayed. The checked boxes indicate which columns currently appear in the list.

2. Simply check or uncheck the columns you would like to include/exclude in your list, and then click Apply.

### Refreshing a List

A number of lists feature a **Refresh** icon (🔄) in the upper-right corner. Along with the icon is a notification of the most recent date and time.



The screenshot shows a list interface with a dark blue header bar containing an "Add Widget" button. Below the header, there is a toolbar with several icons: a refresh icon (🔄) circled in red, a filter icon (funnel), a list icon (three vertical bars), a print icon, a download icon, and a lock icon. To the left of the refresh icon is a text label "As of 12/07/2021 05:06 PM". Below the toolbar is a table with two columns: "AMOUNT" and "TRANSACTION DATE". The table contains several rows of data. At the bottom of the table, there is a "DISPLAY" dropdown menu set to "10" and a pagination control showing "1 2 3 ... 150 >".

AMOUNT	TRANSACTION DATE
0.44	12/13/2021
0.01	12/09/2021
12.80	12/08/2021
89.07	12/07/2021
0.00	12/07/2021
75.00	12/07/2021
4.44	12/06/2021
556.66	12/06/2021
1,666.74	12/06/2021
111.12	12/06/2021

When you click the icon, the list is refreshed, and the date and time are updated. This will be especially useful if you are working in a list for an extended period of time.

## Exporting Lists

The data from some lists can be exported.

### Exporting a list:

1. If the **Export** tab is available for a list, click it to export selected information. The following example reference exporting account information in the Balance & Transaction Reporting list.
2. Use the **File Output** drop-down menu to select an output format:
  - BAI
  - Comma-delimited (CSV)
  - QuickBooks (QBO)
  - Quicken (QFX)
3. Use the Accounts drop-down menu to select an account or accounts. If you want the report to contain information for all accounts, click Select all. Click Done.
4. Enter a date or range of dates, OR use the **Calendar** icon to select from the following:
  - Today
  - Previous Business Day
  - Month to Date
  - Quarter to Date
  - Year to Date
  - Custom Range

If you select **Custom Range**, use the pop-calendar to select the first and last days of the range, and then click **Apply**.

5. Click **Export**.

## Printing Lists

Some lists can be printed.

### Printing a list:

1. Click the **Print** icon .

**Print**  
Total: 3 sheets of paper

**Printer**  
Snagit 10

**Copies**  
1

**Layout**  
 Portrait  
 Landscape

**Pages**  
 All  
 e.g. 1-5, 8, 11-13

**Color**  
Color

[More settings](#) ▾  
[Print using system dialog \(Ctrl+Shift+P\)](#)  
[Troubleshoot printer issues](#)

**Print** **Cancel**

12/8/2021 First Navigator

As of 12/08/2021 09:30 AM

**USER MAINTENANCE**

ACTIONS	LOGIN STATUS	USER NAME	USER ID	USER TYPE	LAST LOGIN
...	Unlocked	Andrea	Andrea	Admin	12/07/2021 11:26 AM
...	Unlocked	andrea	andreaalert	Admin	07/14/2020 03:57 PM
...	Unlocked	andrea	Andreuser	Admin	12/07/2021 11:28 AM
...	Unlocked	Anton	Anton	Admin	10/21/2021 01:06 AM
...	Unlocked	Arpitha BGM	Arpitha	Admin	09/03/2021 09:05 AM
...	Unlocked	ashiah1	ashiah1	Admin	11/11/2021 09:16 AM
...	Unlocked	a user	ouser	Admin	06/28/2021 01:16 PM
...	Unlocked	Arpitha BGM	bgm	Admin	11/26/2021 02:19 AM
...	Unlocked	Arpitha BGM	bgma	Admin	10/28/2021 08:46 AM
...	Unlocked	cal	cal	Admin	-
...	Unlocked	Chad Hunter	Chad	Admin	11/09/2021 10:42 AM
...	Unlocked	duck111	duck111	Admin	-
...	Unlocked	Ewan	Ewan	Admin	01/26/2021 01:08 PM
...	Unlocked	First Time1	firsttime1	Admin	05/23/2021 06:51 PM
...	Unlocked	ganga	ganga1	Admin	11/23/2021 10:58 AM
...	Unlocked	ganga2	ganga2	Admin	08/27/2021 07:10 AM
...	Locked	Greg Larmond	Greg	Admin	12/07/2021 10:56 AM
...	Unlocked	hope	hope	Admin	-
...	Unlocked	jaymie	jaymie	Admin	Active Now
...	Unlocked	jaymie1	jaymie1	Admin	11/25/2021 11:26 AM
...	Unlocked	jaymiep	jaymiep	Admin	11/07/2021 11:00 AM
...	Unlocked	jaymie miller	jaymil	Admin	11/07/2021 11:00 AM
...	Unlocked	John Wyatt	johnw	Admin	10/28/2021 04:48 PM
...	Unlocked	Klaus	Klaus	Admin	10/25/2021 09:33 PM

- The Print dialog appears.
- Select and enter the options that you want to influence printed output, such as **Layout**, **Pages**, and **Color**.

[Fewer settings](#) ^

**Paper size**  
Letter

**Scale (%)**  
100

**Pages per sheet**  
1

**Quality**  
200 dpi

**Margins**  
Default

**Options**  
 Headers and footers  
 Background graphics

[Print using system dialog \(Ctrl+Shift+P\)](#)  
[Troubleshoot printer issues](#)

**Print** **Cancel**

- If desired, click **More settings**, and select additional page layout and paper options.

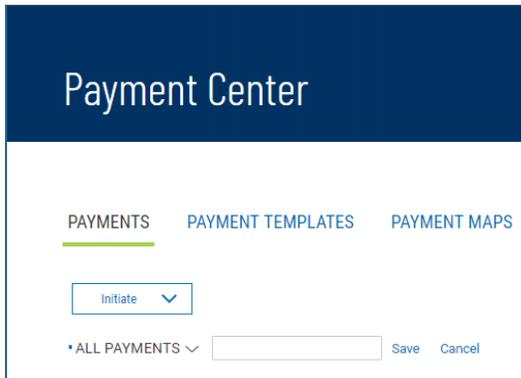
5. Click **Print**.

### *Saving a View*

Once you have arranged a list with the proper columns, sort order, and filters, you can save the list for future use. The following example references the Payments list.

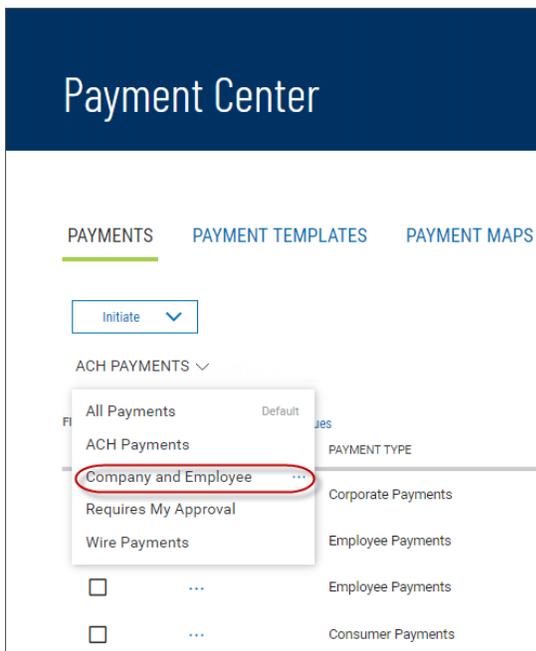
### *Saving a view*

1. Click the **Save As** link.



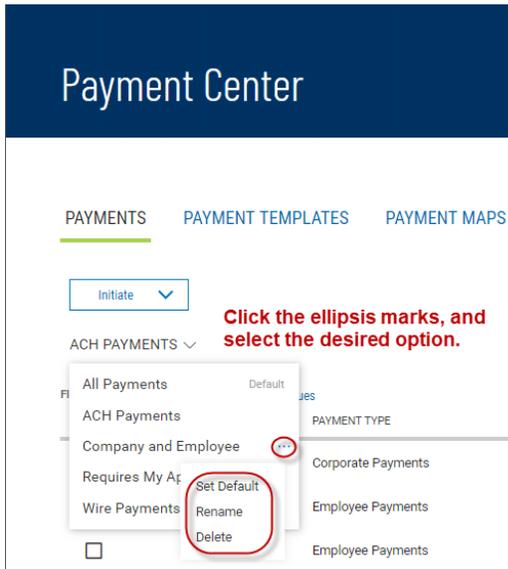
2. Enter the new name in the text box and click **Save**.

The list view name is changed. You can select the view under this new name.



You can make your new custom view the default view, rename it, or delete it.

1. Click the down arrow ▼ to the right of the view name.
2. Click the ellipsis marks . . .



3. Do one of the following:
- Click **Set as Default** to make this view the new default.
  - Click **Rename**, and then enter a new name for the view.
  - Click **Delete** to remove the custom view.

---

### Selecting Tiles or List View

Some widgets offer a choice of displaying the contents in either tiles or tabular (list) view. The following example references the Balance & Transaction Reporting widget.

The **Tiles/List** icon toggles between tiles and list view.



*Icon: Tiles view selected*



### Icon: List view selected

To see information displayed as a series of easily readable tiles, click the left side of the **Tiles/List** icon.

# Balance & Transaction Reporting

ALL ACCOUNTS | BALANCE HISTORY | ACCOUNT ACTIVITY | EXPORT | INCOMING WIRE DETAIL

DEPOSIT Accounts

<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000003 <small>CURRENT AVAILABLE</small> <b>\$3,917.82</b>	<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000004 <small>CURRENT AVAILABLE</small> <b>\$7,871.07</b>	<b>PAYROLL FUNDING</b> <small>ACCOUNT NUMBER</small> 1000000000005 <small>CURRENT AVAILABLE</small> <b>\$8,320.89</b>	<b>PREMIER CHECKING</b> <small>ACCOUNT NUMBER</small> 1000000000008 <small>CURRENT AVAILABLE</small> <b>\$1,421.87</b>	<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000009 <small>CURRENT AVAILABLE</small> <b>\$1,805.19</b>
<b>PREMIER BIZ CHECKI...</b> <small>ACCOUNT NUMBER</small> 1000000000010 <small>CURRENT AVAILABLE</small> <b>\$3,243.50</b>	<b>TEST PREMIER BIZ C...</b> <small>ACCOUNT NUMBER</small> 1000000000011 <small>CURRENT AVAILABLE</small> <b>\$9,147.53</b>	<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000028 <small>CURRENT AVAILABLE</small> <b>\$6,058.15</b>	<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000029 <small>CURRENT AVAILABLE</small> <b>\$8,363.82</b>	<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000030 <small>CURRENT AVAILABLE</small> <b>\$8,362.85</b>
<b>COMMERCIAL CHEC...</b> <small>ACCOUNT NUMBER</small> 1000000000031 <small>CURRENT AVAILABLE</small> <b>\$351.98</b>	<b>POPAY</b> <small>ACCOUNT NUMBER</small> 40040012 <small>CURRENT AVAILABLE</small> <b>\$409.72</b>	<b>POPAY 2</b> <small>ACCOUNT NUMBER</small> 423698741 <small>CURRENT AVAILABLE</small> <b>\$3,227.12</b>	<b>POPAY 4</b> <small>ACCOUNT NUMBER</small> 4576321 <small>CURRENT AVAILABLE</small> <b>\$3,880.63</b>	<b>POPAY 4</b> <small>ACCOUNT NUMBER</small> 4004001 <small>CURRENT AVAILABLE</small> Not Available

LOAN Accounts

<b>TEST LOAN ACCOUNT</b> <small>ACCOUNT NUMBER</small> 1000000000006 <small>CURRENT PRINCIPAL</small> <b>\$825.24</b>
---

Balance & Transaction Reporting: Tiles view

To see the information displayed in list fashion, click the right side of the icon.

# Balance & Transaction Reporting

ALL ACCOUNTS | BALANCE HISTORY | ACCOUNT ACTIVITY | EXPORT | INCOMING WIRE DETAIL

+ Loan Accounts CURRENT AVAILABLE: \$913.10 | CURRENT PRINCIPAL: \$317.46

+ Investment Accounts YESTERDAY'S VALUE: Not Available | TODAY'S POSITION: Not Available

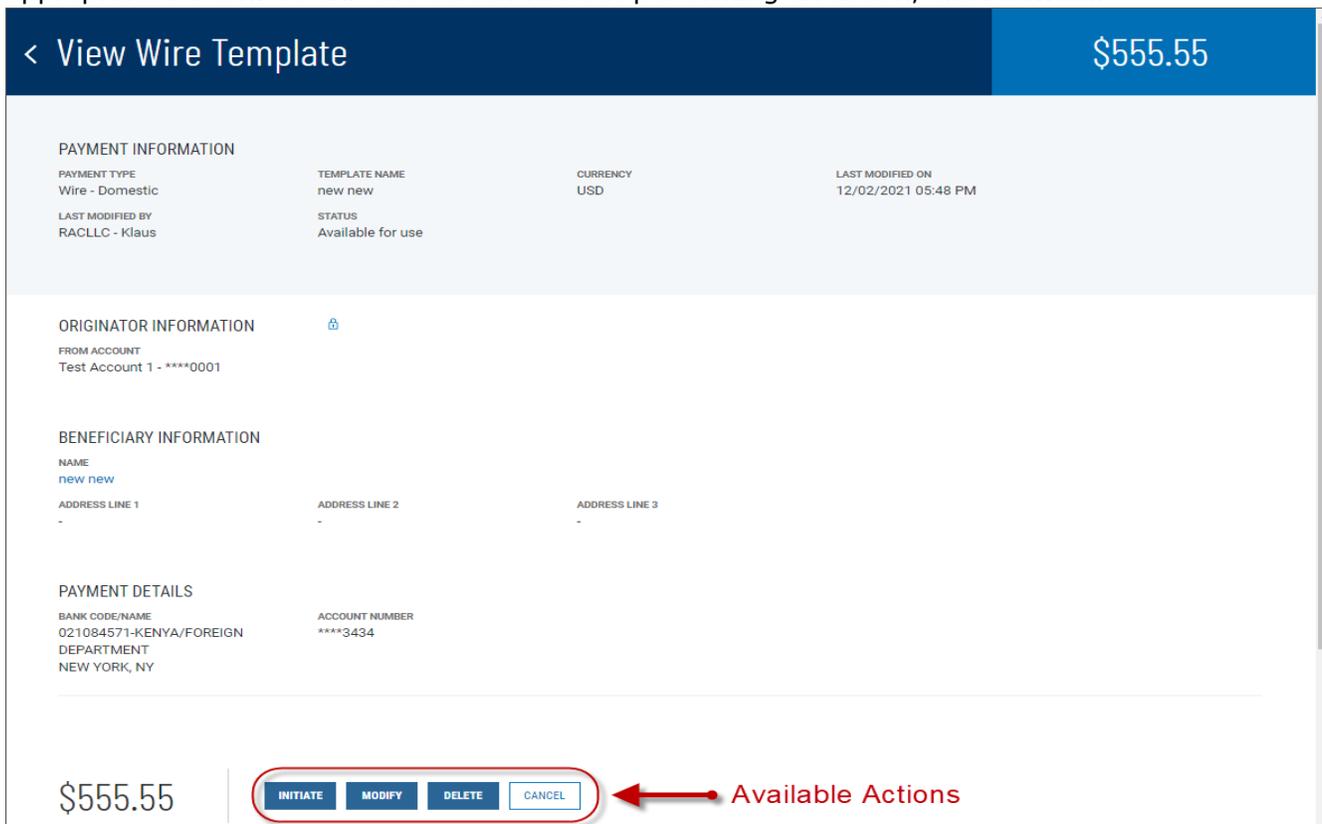
- Other Accounts TODAY'S OPENING LEDGER: Not Available | CURRENT AVAILABLE: \$76,207.24

ALL ACCOUNTS ▾ As of 01/09/2020 12:28 PM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Commercial Checking	1000000000003	-	3,692.35
Commercial Checking	1000000000004	-	9,410.38
Payroll Funding	1000000000005	-	398.98
Premier Checking	1000000000008	-	8,558.93

### Balance & Transaction Reporting: List view Working in Detail Screens

A detail screen is typically displayed when you click **View** in the **Actions** column of a list. Buttons at the bottom of the detail screen offer actions that can be performed on the item. For example, in the detail view of a wire payment template, you can modify or delete the template by clicking the appropriate button. To exit the screen without performing an action, click **Cancel**.



### Expanding and Collapsing Sections

You can expand or collapse a section of a detail screen by clicking the arrow icon  that appears to the left of the section heading... The illustration below shows a part of the Add New User screen. The **Add Contact Fields** section is collapsed.

< Add New User

DEFINE USER

USER INFORMATION

USER ID  0/12

USER NAME  0/40

CONTACT NAME  0/40

PASSWORD

**System Generated Password**

Send password via email

CONTACT INFORMATION

EMAIL  0/255

PHONE  0/255  
Optional

[Add Contact Fields](#)

ADMIN SETTINGS

ENABLE DATE

USER TYPE

Cancel

In the next illustration, the section is expanded.

**< Add New User**

**DEFINE USER**

**USER INFORMATION**

USER ID  
 0/12

USER NAME  
 0/40

CONTACT NAME  
 0/40

**PASSWORD**

**System Generated Password**

Send password via email

**CONTACT INFORMATION**

EMAIL  
 0/255

PHONE  
 Optional

**▼ Add Contact Fields**

ADDRESS Optional  
  
[Add address line](#)

CITY Optional

STATE Optional ZIP Optional

**ADMIN SETTINGS**

ENABLE DATE

USER TYPE

Cancel **NEXT**

**Add Contact Fields section expanded**

To collapse the section again, click the arrow button ▼.

*Required and Optional Fields*

Notice also in the Add New User screen shown above that some fields are marked *Optional*.

ADDRESS Optional

This is additional information that you can enter if desired. If a field is required, the *Optional* label will not appear above the text box.

*The "Information" Section*

Many detail screens have an *Information* section. This section displays useful data about the item,

including any actions taken on it, including the name and ID of the user who modified the item, when it was last modified, and other information, such as its current state (for example, in the case of a template, *Available for Use*).

The screenshot shows a web interface for viewing an ACH template. The header is dark blue with a back arrow and the text 'View ACH Template'. On the right side of the header, the amount '\$327.09' is displayed in white, with '(1) PAYMENTS' below it. The main content area is light blue and contains a table of 'TEMPLATE INFORMATION'.

TEMPLATE INFORMATION			
PAYMENT TYPE	STATE	STATUS	TEMPLATE NAME
Corporate Payments	Review is needed	Available for use	ACME Invoice 90125
LAST MODIFIED ON	LAST MODIFIED BY		
10/19/2020 11:04 AM	Test User 1		

### Printing Detail Screens

To print the contents of detail screens, follow the directions in Printing Lists.

#### Printable View

Some detail screens feature a **Printable View** option at the upper right of the screen.

The screenshot shows a web interface for viewing a wire payment. The header is dark blue with a back arrow and the text 'View Wire Payment'. On the right side of the header, the amount '\$33.33' is displayed in white. The main content area is light blue and contains a table of 'PAYMENT INFORMATION'. A 'PRINTABLE VIEW' button is highlighted with a red oval in the upper right corner of the main content area.

PAYMENT INFORMATION			
PAYMENT TYPE	WIRE ENTRY/USER	ENTERED ON	BANK TRACE NUMBER
Wire - International	Miller	12/02/2021 12:45 PM	2021336000004
CURRENCY	ENTRY METHOD	STATUS	APPROVER ONE
USD	Free form	Stale dated	jaymie
APPROVER ONE DATE			
12/02/2021 12:52 PM			

Selecting this option formats the screen in a way that is more easily readable when printed, grouping information into columnar or tabular format.



### View Wire Payment

\$33.33  
Total

12/08/2021 10:02 AM

#### Payment Information

Payment Type	Wire - International	Status	Stale dated
Entry Method	Free form	Entered On	12/02/2021 12:45 PM
Wire Entry/User	Miller	Bank Trace Number	2021336000004
Currency	USD		
Approver One	jymie	Approver One Date	12/02/2021 12:52 PM

#### Originator Information

From Account	Test Account 2 - ****0002
--------------	---------------------------

#### Beneficiary Information

Name	International Wire
Address Line 1	sdfsd
Address Line 2	sdfsd
Address Line 3	sdfsd

#### Payment Details

Bank Code Type	International	Transaction Date	12/02/2021
Bank Code/Name	ALRDSARXXX - AL RAIDAH INVESTMENT COMPANY	Purpose of Wire	-
Account Number	134		

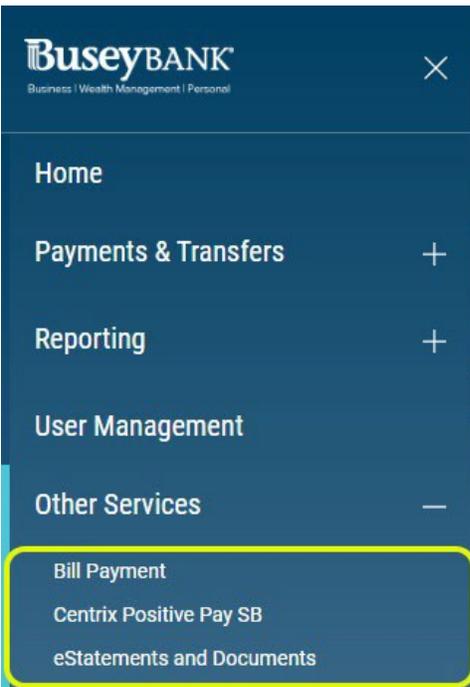
To print the screen, click the **Print** icon  at the upper right.

### Single Sign-on Capabilities

Your administrator may have entitled you to third-party applications. These applications include

- **iPay:** An online bill pay application.
- **ProfitStars:** An online check image capture, storage, and processing application that lets financial institutions provide commercial customers the ability to make electronic and mobile deposits.
- **Centrix Positive Pay SB:** An online fraud prevention application that provides commercial customers with protection against forged, altered, and/or counterfeit checks and unauthorized ACH transactions.
- **eStatements and Documents:** An online statement portal that provides commercial customers with access to electronic statements.

If you are entitled to any of these applications, single sign-on (SSO) capability will be provided as options on the left navigation menu under Other Services.



Depending on whether this is your first time accessing the third-party application, you may be prompted to enroll before you can work with the product.

### **Payments & Transfers**

The Payments & Transfers menu has the following options that allow you to create and manage transfers/templates, payments/templates, and payees:

- Transfers
- Stop Payments

### [Transfer Center](#)

A transfer is a simple transfer of money between two accounts. You can choose to create a single transfer or multiple transfers.

# Transfer Center

Add Widget 

TRANSFERS   RECURRING INSTRUCTIONS   TRANSFER TEMPLATES   IMPORT MANAGER

 Initiate Transfer(s)

• ALL TRANSFERS  Changed Save As

As of 03/03/2021 05:33 PM    

<input type="checkbox"/> ALL	ACTIONS	STATUS	ENTRY METHOD	FROM ACCOUNT	FROM ACCOUNT NAME	TO ACCOUNT
<input type="checkbox"/>	...	Requires My Approval	Freeform	87766667	CC nickname	654654
<input type="checkbox"/>	...	Requires other's appro...	Freeform	13489793234	Investment Account	1348923551
<input type="checkbox"/>	...	Successful	Freeform	87766667	CC nickname	4129643

VIEW 1-3 OF 3

DISPLAY   1

The Transfers list view displays the following information for all available transfers:

- Status
- Transaction Date
- Entry Method – Method by which the transfer was entered, for example, *Freeform* or *Recurring Instruction*

## Note

If a listed transfer has been modified, an indicator will appear to the right of the entry method in the **Entry Method** column.

<input type="checkbox"/> ALL	ACTIONS	STATUS	ENTRY METHOD	FROM ACCOUNT	FROM ACCOUNT NAME
<input type="checkbox"/>	...	Rejected By Approver	Freeform	10010001	Accounts Payable
<input type="checkbox"/>	...	Scheduled	Freeform 	10010001	Accounts Payable
<input type="checkbox"/>	...	Rejected By Approver	Freeform	10010002	Test Account 2

- From Account
- From Account Name
- To Account
- To Account Name
- Amount

*Initiating a Transfer To create a transfer:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
2. Click **Initiate Transfer(s)**.

3. Use the drop-down menu to select the From Account.
4. Use the drop-down menu to select the To Account.
5. Use the **Calendar** icon to select the transfer date.
6. Enter the transfer amount.
7. (optional) If desired, enter a brief memorandum.
8. (optional) If you want this to be a scheduled transfer, check the **ADD RECURRING INSTRUCTION** checkbox. For information on adding a recurring transfer instruction, see Recurring Transfers.
9. (optional) If you want to create additional transfers, in the **Additional Transfers** section, enter the desired number in the text box, and then click the **Plus** icon (+) to open additional set(s) of transfer fields.
10. If you want to remove a set, click the **Minus** icon (-) to remove it. Alternatively, you can click the **x** to the far right of any set of fields to remove them. Use the icons to remove an unwanted set of transfer fields

11. Repeat steps 2 through 7 for each new transaction you want to add.
12. (optional) If you want to save this transaction as a template, check the **Save as a Template** checkbox.
14. When you have finished, click **Submit**.
15. You return to the Transfers widget. A message will appear at the top of the widget indicating if the action was successful or listing any errors. See Actions and Messages in Workspaces and Widgets.

*Viewing a Transfer To view a transfer:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then

select **Transfer Center**.

2. Select the desired transfer in the list and click **View**.

### *Modifying a Transfer*

You can make changes to a transfer once created.

#### *To modify a transfer:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
2. Select the desired transfer in the list and click **Modify**.
3. Modify the transfer as needed, and then click **Submit**.

### *Approving a Transfer*

Some transfers must be approved before they are processed. For more information, see Work with Lists - Available Actions.

1. Select the appropriate transfer or transfers, and in the **ALL** column, check the checkbox.
2. Click the **Approve** button.

OR

Select the appropriate transfer, and in the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Approve**.

### *Rejecting a Transfer*

If you are designated as the second approver of a transfer, if necessary, you will be able to reject transfers that are awaiting your approval. However, the first approver, or the initiator, also has the option to modify the payment without the second approvers rejection.

#### *To reject a transfer:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
2. Click the **Reject** button.

OR

Select the appropriate transfer, and in the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Reject**.

### *Deleting a Transfer*

#### *To view a transfer:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
1. Click the **Delete** button.

OR

Select the appropriate transfer, and in the **Actions** column, click the ellipses (...), and from the drop-down menu, select **Delete**.

### *Recurring Transfers*

Similar to recurring payments from a template, recurring transfers are transfer transactions that you schedule to repeat on a regular basis.

To create a recurring transfer:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
2. Select the **Recurring Instructions** tab.



3. Click Create Recurring Transfer Instruction.
4. Enter a transfer name.
5. Use the **From Account** drop-down menu to select the account to be debited.
6. Use the **To Account** drop-down menu to select the account to be credited.
7. Enter a transfer amount.
8. (optional) Enter a maximum 80-character memo, if desired.
9. The **Start Date** field offers a default date. To change it, use the drop-down calendar to select a new start date.
10. Use the **Repeat** drop-down menu to select a pattern for repeating the payment: *Weekly, Monthly, or Semi-Monthly*.
11. Use the Every drop-down menu to select a pattern based on your choice:
  - a. If *Weekly*, select the desired number of weeks, and then select the day of the week on which the transfer is made.

**START DATE**

07/28/2020 ▼

**REPEAT**

Weekly ▼

Every  week(s)

S
  M
  T
  W
  T
  F
  S

- If *Monthly*, select the number of months you want to elapse before transfer, and then

use the **On The** drop-down menus to select a day of the month on which the transfer should be made.

START DATE  
07/28/2020

REPEAT  
Monthly

Every 4 month(s)

ON THE  
Second Tuesday

- If *Semi-Monthly*, select the number of months you want to elapse before transfer, and then use the **On The** drop-down menus to select days of the month and times on which the transfer should be made.

START DATE  
07/28/2020

REPEAT  
Semi-Monthly

Every 4 month(s)

ON THE AT TIME  
First Wednesday 12:00 AM  
Last Wednesday 12:00 AM

2. In the **Ends** section, select the appropriate radio button: **Never**, if the transfers will continue indefinitely.

OR **End by selected date**, and then use the drop-down calendar to select an end date.

ENDS

Never

End by selected date

Calendar: JULY 2020

Prior  After

3. Finally, select the appropriate radio button to tell the system when the transfer should occur if the schedule falls on a non-business day: *Prior* for one business day prior, or *After* for one

business day after.

4. When you have finished, click **Create**.
5. Click **Continue** in the confirmation pop-up window.
6. You return to the Transfer Center, and the new transfer is added to the Transfers list.

*To view a transfer instruction:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center** Select the **Recurring Instructions** tab.
2. Select the desired recurring transfer in the list and click **View**.

*To modify an existing transfer instruction:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center** Select the **Recurring Instructions** tab.
2. Select the desired recurring transfer, and in the **Actions** column, click the ellipses (...).
3. Select **Modify**.

The Modify Recurring Instruction screen appears.

< Modify Recurring Instruction \$100.00

NAME  
This is new 11/40

FROM ACCOUNT  
Capital Account - \*\*\*\*0003 (-)

TO ACCOUNT  
Clearings Acct - \*\*\*\*2019 (-)

AMOUNT  
\$ 100.00

MEMO  
Optional 0/80

START DATE  
06/24/2021

REPEAT  
Weekly

Every 1 week(s)

S M T W T F S

ENDS  
 Never  
 End by selected date

When schedule falls on non-business day, complete transfer one business day:  
 Prior  After

\$100.00

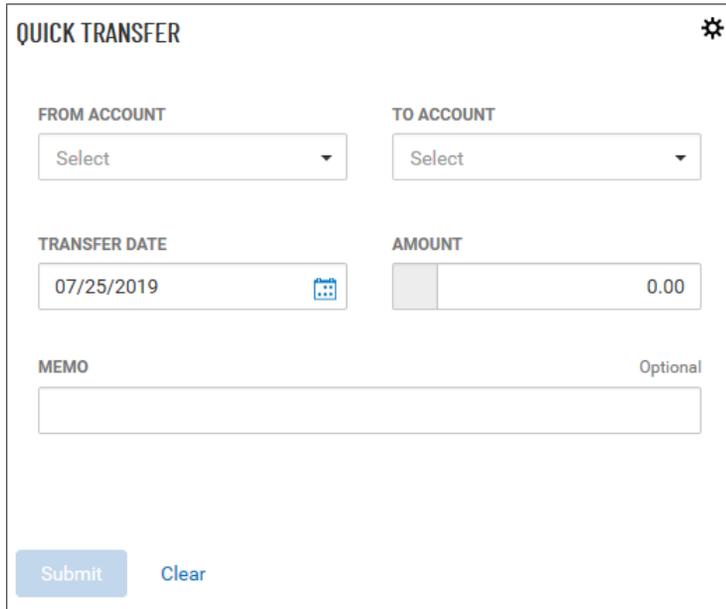
4. Make changes to the editable fields as desired.
5. When you have finished, click **Modify**.  
The Modify Recurring Instruction Confirmation screen appears.
6. Click **Continue**.  
You return to the Transfer Center, and the Success! message appears.

*To delete a transfer instruction:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Transfer Center**.
2. Select the **Recurring Instructions** tab.
3. Select the desired recurring transfer in the list and click **View**.

Quick Transfer

The Quick Transfer widget lets you complete a simple one-time transfer between two accounts.



The screenshot shows a 'QUICK TRANSFER' form with a settings gear icon in the top right corner. The form contains the following fields:

- FROM ACCOUNT:** A dropdown menu with 'Select' and a downward arrow.
- TO ACCOUNT:** A dropdown menu with 'Select' and a downward arrow.
- TRANSFER DATE:** A text input field containing '07/25/2019' and a calendar icon to its right.
- AMOUNT:** A text input field with a greyed-out left portion and the value '0.00' on the right.
- MEMO:** A large text input field with the label 'MEMO' on the left and 'Optional' on the right.

At the bottom left of the form are two buttons: a blue 'Submit' button and a 'Clear' link.

*To make a simple transfer:*

1. Select the accounts between which you want to transfer funds (the From and To accounts).
2. Use the calendar icon to select the transfer date.
3. Enter an amount.
4. (optional) Enter a brief memorandum.
5. Click **Submit**.

⊕ Add Stop Request(s)

ALL STOP PAYMENTS ▾ As of 12/08/2021 05:37 PM 🔍 📄 🖨️ ⬇️ 🔒

ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER/RANGE	AMOUNT	STOP REASON
...	Placed	Test	****5252	100-200	-	
...	Placed	ALT checking	****6789	2509	52,589.00	Lost Check
...	Failed	Test Account 2	****0002	12387-12387	1,500.00	
...	Failed	Test	****5252	12387-0	1,500.00	
...	Placed	ALT checking	****6789	12387-0	1,500.00	
...	Placed	Loan nickname	****4512	250	35.00	Lost Check
...	Placed	Test	****5252	100	1.00	
...	Placed	Test Account 2	****0002	85412	612.00	Fraud
...	Placed	Test Account 1	****0001	259	25.98	Lost Check
...	Placed	FloorPlan LOC	****7777	7214	23,510.00	

VIEW 1-10 OF 77 DISPLAY 10 ▾ 1 2 3 ... 8 >

The Stop Payment widget lets you place a stop on check payments when needed.

The list view displays the following about existing stops:

- **Status**
- **Account Name**
- **Account Number**
- **Check Number/Range** – An individual check or range of checks by number can be stopped
- **Amount**
- **Stop Reason** - *Wrong Check or Account Closed*
- **Response Description** – Description of the response from the bank, for example, *Stop Payment request accepted*
- **Bank Trace Number** – Number assigned by the bank to trace the original check
- **Initiated By** – User who created the stop payment
- **Stop Date** – Date the stop was created

*To place a stop payment on a check:*

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Stop Payments**

The system displays the Stop Payments widget.

2. Click **Add Stop Request(s)**.



additional set(s) of stop request fields.

If you want to remove a set, click the **Minus** icon (-) to remove it. Alternatively, you can click the **x** to the far right of any set of fields to remove them.

11. Repeat steps 3 through 9 for each new stop you want to add.
12. Click **Submit**.

### Payment Center

Payment functions are available from the Payments & Transfers menu. The Payment Center Workspace contains the following widgets:

- Payments

#### Make a Loan Payment

A loan payment is used to pay down an existing loan.

#### Creating a loan payment:

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**
2. Click **Initiate**.
3. Use the **Payment Type** drop-down to select **Loan Payment**.

**< Initiate Payment**

PAYMENT TYPE  
Loan Payment

FUNDING ACCOUNT      LOAN ACCOUNT      PAYMENT OPTIONS  
Select      Select      Select

AMOUNT      MEMO      Optional  
\$      0/80

**SUBMIT**      CANCEL

4. Select the From account for the payment.  
The account available balance appears below the field.
5. Select the loan account.  
The outstanding balance of the loan appears below the field.
6. Select the appropriate payment option.
7. Enter the amount to pay.
8. When you have finished, click **Submit**.  
The Payment Center workspace returns with a confirmation message, and the payment appears in the list of payments.

## Loan Draws

A loan drawdown is used to deposit funds from a loan account or line of credit into a bank account.

**Note:** this option will only be available if you are setup for loan draws

### *Making a loan draw:*

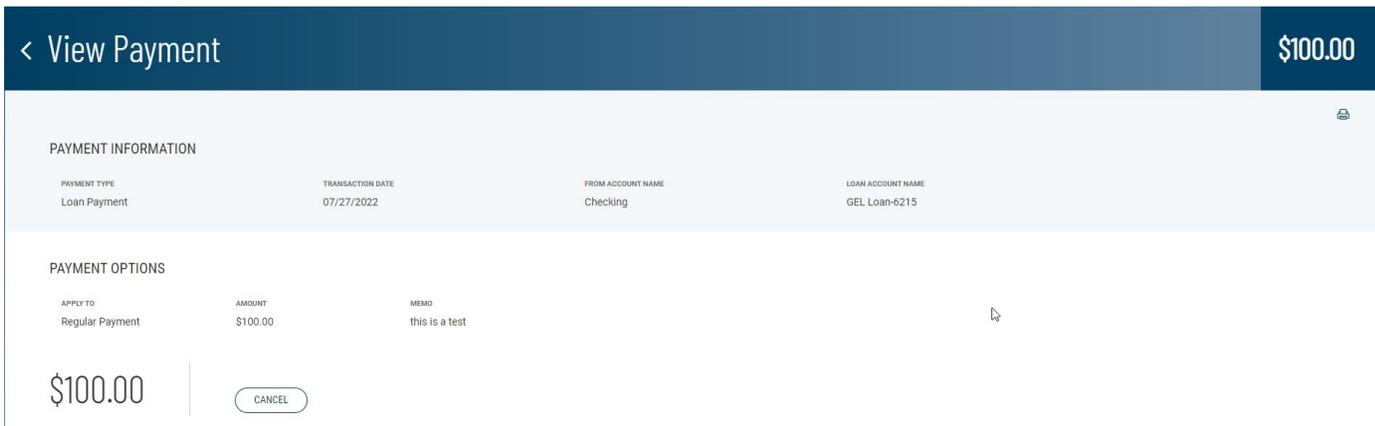
1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate**.
3. Use the **Payment Type** drop-down to select **Loan Draw**.
4. Select the loan account you want to draw from, from the **LOAN ACCOUNT** drop-down.  
The available funds of the loan appear next to the loan.
5. Select the account you want to transfer funds to from the **TO ACCOUNT** drop-down.  
The account available balance appears next to the account.
6. Enter the amount being transferred to the account in the **AMOUNT** field
7. Enter a description for the loan draw in the **MEMO** field. (optional).
8. When you have finished, click **Submit**.  
The Payment Center workspace returns with a confirmation message, and the payment appears in the list of payments.

## View Payment

You can select an existing payment and view details.

### *Viewing a payment:*

1. From the Slide-out menu, select **Payments & Transfers>Payment Center**.
2. Select the desired payment, and in the **Actions** column, click the ellipses (...).
3. Select **View**.



Depending on the payment type, the **Payment Information** section displays the following information:

- Payment Type
- Transaction Date
- From Account Name
- Loan Account Name
- Apply To
- Amount
- Memo

### Balance & Transaction Reporting

The Balance & Transaction Reporting workspace contains a widget that displays account balance and activity information. In addition, it contains the Transaction Search widget, which lets you search for transactions by account.

If you are entitled to a small number of accounts (under 20), two views are available to you in the Balance & Transactions Reporting widget. For those with more than 20 accounts, only List view will be available.

To see account information displayed as a series of easily readable tiles, click the left side of the

**Tile/List** icon .

# Balance & Transaction Reporting

Add Widget

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT INCOMING WIRE DETAIL



## DEPOSIT Accounts

<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000003  CURRENT AVAILABLE \$3,917.82	<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000004  CURRENT AVAILABLE \$7,871.07	<b>PAYROLL FUNDING</b> ACCOUNT NUMBER 1000000000005  CURRENT AVAILABLE \$8,320.89	<b>PREMIER CHECKING</b> ACCOUNT NUMBER 1000000000008  CURRENT AVAILABLE \$1,421.87	<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000009  CURRENT AVAILABLE \$1,805.19
<b>PREMIER BIZ CHECKI...</b> ACCOUNT NUMBER 1000000000010  CURRENT AVAILABLE \$3,243.50	<b>TEST PREMIER BIZ C...</b> ACCOUNT NUMBER 1000000000011  CURRENT AVAILABLE \$9,147.53	<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000028  CURRENT AVAILABLE \$6,058.15	<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000029  CURRENT AVAILABLE \$8,363.82	<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000030  CURRENT AVAILABLE \$8,362.85
<b>COMMERCIAL CHEC...</b> ACCOUNT NUMBER 1000000000031  CURRENT AVAILABLE \$351.98	<b>POPAY</b> ACCOUNT NUMBER 40040012  CURRENT AVAILABLE \$409.72	<b>POPAY 2</b> ACCOUNT NUMBER 423698741  CURRENT AVAILABLE \$3,227.12	<b>POPAY 4</b> ACCOUNT NUMBER 4576321  CURRENT AVAILABLE \$3,880.63	<b>POPAY 4</b> ACCOUNT NUMBER 4004001  CURRENT AVAILABLE Not Available

## LOAN Accounts

<b>TEST LOAN ACCOUNT</b> ACCOUNT NUMBER 1000000000006  CURRENT PRINCIPAL \$825.24
--

To see account information displayed in tabular fashion, click the right side of the **Tile/List** icon. Then click the plus signs to the left of the account names view the lists of accounts.

# Balance & Transaction Reporting

ALL ACCOUNTS BALANCE HISTORY ACCOUNT ACTIVITY EXPORT INCOMING WIRE DETAIL

Deposit Accounts

ALL ACCOUNTS

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
My checking	123123123	NaN	3738.37

VIEW 1 OF 1

Loan Accounts

CURRENT AVAILABLE	CURRENT PRINCIPAL
\$913.10	\$317.46

Investment Accounts

YESTERDAY'S VALUE	TODAY'S POSITION
Not Available	Not Available

Other Accounts

ALL ACCOUNTS

ACCOUNT NAME	ACCOUNT NUMBER	CLOSING AVAILABLE	AVAILABLE BALANCE
Other Account 1	98794587	-	-
Other Account 2	987912334	-	-
Other Account 3	12459	-	-
Other Account 4	7898721	-	-
Other Account 5	4329897238	-	-
Other Account 6	43298932	-	-

VIEW 1-6 OF 6

The Balance & Transaction Reporting widget displays the information for the following account types:

- Deposit
- Loan
- Investment
- Other Accounts

The summary balance information provided for deposit and loan accounts includes yesterday's value and today's position balances. For loan accounts, the displayed information includes current principal and current available balances. For Other Accounts, the summary information includes closing available and available balances.

## Viewing Account Details

To view detail information for an account, click the account name in either Tile or List view:

ALL ACCOUNTS BALANCES ACCOUNT ACTIVITY EXPORT

**LOAN Accounts**

**LOAN ACCOUNT**

ACCOUNT NUMBER  
100000000006

CURRENT AVAILABLE  
**\$4,820.43**

## Loan account summary in Tile view

ALL ACCOUNTS	BALANCES	ACCOUNT ACTIVITY	EXPORT
— LOAN ACCOUNTS			
ACCOUNT NAME	ACCOUNT NUMBER	ACCOUNT TYPE	
Loan Account	1000000000006	Loan	

## Loan account summary in List view

Detail information appears. In the case of a loan account (shown below), a series of tabs displays interest, past due (showing the late charge due), and balance information, as well as general information about the loan.

### < Loan Account Details

GENERAL LOAN ACCOUNT

ACCOUNTS  
Account 77777-77777

Assign Nickname

Balances as of 03/04/2021

CURRENT PRINCIPAL	CURRENT AVAILABLE
\$7,778.18	\$7,779.16

General Information   Interest   **Past Due**   Balances

**Past Due**

LATE CHARGE DUE  
\$7,777.17

Transaction for  
02/02/2021 - 03/04/2021

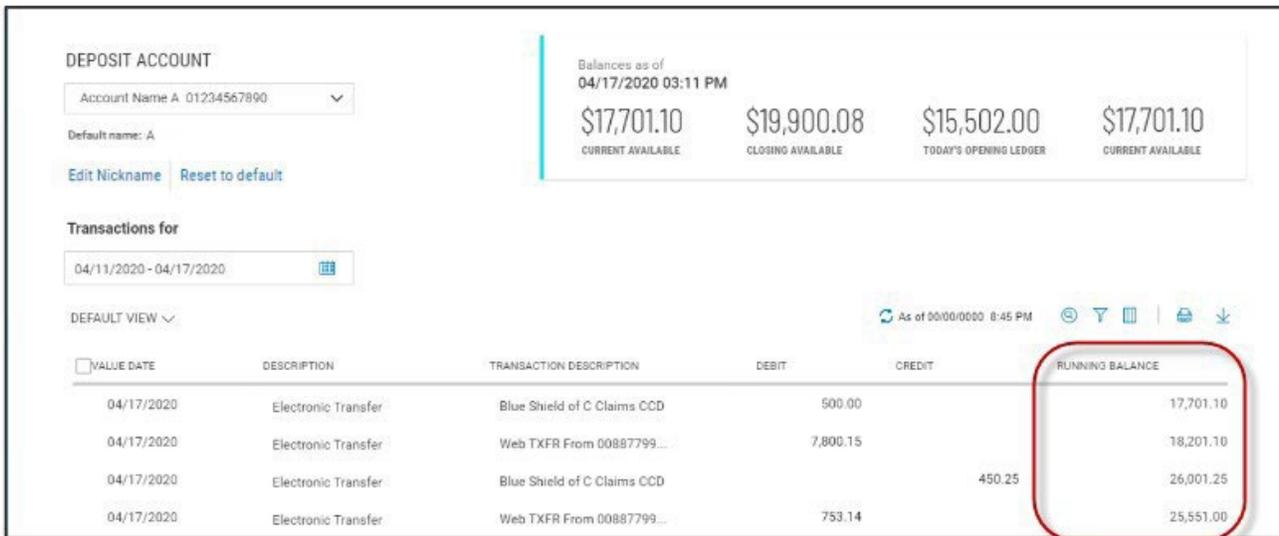
ALL TRANSACTIONS

DATE	TRANSACTION	CREDIT / PAYMENT	DEBIT / DRAW	PRINCIPAL	INTEREST	OTHER
02/28...	Loan Draw		1,111.11	1,111.11	0.11	
02/27...	Loan Payment	2,222.22		222.22	0.22	

It also displays transactions associated with the account. Use the calendar icon to select a date or range of dates to filter the transactions list.

## Note

Your version of the application is configured so that you see running balances for current-day transactions in the detail screen for deposit accounts and displayed in the **Running Balance** column.



The screenshot displays a 'DEPOSIT ACCOUNT' detail screen. At the top, there are account details and a summary of balances as of 04/17/2020 03:11 PM. Below this is a table of transactions for the period 04/11/2020 - 04/17/2020. The table has columns for VALUE DATE, DESCRIPTION, TRANSACTION DESCRIPTION, DEBIT, CREDIT, and RUNNING BALANCE. The 'RUNNING BALANCE' column is highlighted with a red rounded rectangle. The transactions listed are all 'Electronic Transfer' transactions.

VALUE DATE	DESCRIPTION	TRANSACTION DESCRIPTION	DEBIT	CREDIT	RUNNING BALANCE
04/17/2020	Electronic Transfer	Blue Shield of C Claims CCD	500.00		17,701.10
04/17/2020	Electronic Transfer	Web TXFR From 00887799...	7,800.15		18,201.10
04/17/2020	Electronic Transfer	Blue Shield of C Claims CCD		450.25	26,001.25
04/17/2020	Electronic Transfer	Web TXFR From 00887799...	753.14		25,551.00

## Viewing Check Images in Account Detail Screens

Transaction details for an account can include check images, when available. If a check is associated with a listed transaction, the check icon  will appear.

# < Deposit Account Details

## DEPOSIT ACCOUNT

### ACCOUNTS

My checking - 123123123

Default name: Checking

[Edit Nickname](#) | [Reset to default](#)

Balances as of  
03/04/2021 12:10 PM

CURRENT AVAILABLE (CRS SUPPRESSED) CLOSING AVAILABLE TODAY'S OPENING LEDGER  
**\$3,738.37** Not Available Not Available

### Transactions for

02/26/2021 - 03/04/2021 

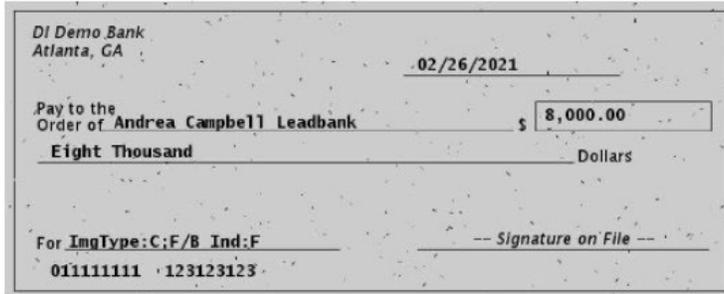
### ALL TRANSACTIONS

DATE	TRANSACTION DESCRIPTION	DEBIT	CREDIT
03/04/2021	Blue Shield of C Claims CCD Radiological A...	43,996.67	
02/26/2021		8,000.00 	
02/26/2021	D DISTRIBUTED AVAILABILITY	4,000.00 	
02/26/2021	S DISTRIUBUTED AVAILABILITY	40,000.00 	
02/26/2021		55,000.00 	
02/26/2021		10,500.00 	
02/26/2021		500.00 	
02/26/2021	CHIPS SSN 0163895 PAID BANK OF NEW Y...	7.00 	

Click the icon to see an image of the associated check.

## < Check Details

Post Date	Number	Amount	Routing Number	Account Number
02/26/2021		8,000.00	011111111	123123123



The icons below the image allow you to manipulate it.

- Rotate the image
- Reverse the image (black becomes white and vice versa)
- Zoom in and out
- Print the image
- Download the image
- Close the image

### Assigning and Changing Account Nicknames

For each account, you can assign an account nickname, a name with special significance for you. Note that the following loan account is listed by the customer-specific nickname *My Checking*, but the default name of the account is *Checking*.

#### DEPOSIT ACCOUNT

ACCOUNTS

My checking - 123123123

Default name: Checking

[Edit Nickname](#) [Reset to default](#)

Assigning or changing a nickname:

1. Click **Edit Nickname**.

2. Enter the new nickname in the text box and click **Save**.
3. Click **Continue** in the confirmation pop-up window.

To reset the account name to the default name, click **Reset to default**.

### Making Quick Transfers in Tile View

In Tile view, accounts whose tiles have a blue arrow → in the upper-left corner are From accounts. You can make a quick transfer in Tile view by dragging and dropping a From account tile onto the tile representing another account. When you start the drag-and-drop process, the application will gray-out those accounts that are not To accounts, telling you which are ineligible for a transfer.

Once you have placed the From account tile on an available To account tile, the Initiate Transfer dialog will appear with the From and To accounts prefilled. You can then enter an amount and change the From and To account information if necessary.

When you have finished, click **Submit**.

### Balance History

Select the **Balances** tab to view balance information for a given account.

1. Use the **Accounts** drop-down menu to select the account.

2. Use the **Calendar** icon to select a date or range of dates.

3. Click **Submit**.

### Account Activity

Select the **Account Activity** tab to see transactions made on a given account or accounts.

1. Use the **Accounts** tab to select one or more accounts.

2. Enter a date or range of dates, OR use the **Calendar** icon to select from the following:

- Today Previous Business Day
- Month to Date
- Quarter to Date
- Year to Date
- Custom Range

If you select **Custom Range**, use the pop-calendar to select the first and last days of the range, and then click **Apply**.

DATE	TRANSACTION TYPE	Optional
23 Jul 2019 - 23 Jul 2019	Select	

Today	<	Jun 2019	Jul 2019											
Previous Business Day	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Previous Month	26	27	28	29	30	31	1	30	1	2	3	4	5	6
Month to Date	2	3	4	5	6	7	8	7	8	9	10	11	12	13
Quarter to Date	9	10	11	12	13	14	15	14	15	16	17	18	19	20
Year to Date	16	17	18	19	20	21	22	21	22	23	24	25	26	27
Custom Range	23	24	25	26	27	28	29	28	29	30	31	1	2	3
	30	1	2	3	4	5	6	4	5	6	7	8	9	10

23 Jul 2019 - 23 Jul 2019

3. (optional) Use the **Transaction Type** drop-down to select a type, for example, **Credit** or **Paid Checks**.

4. (optional) Enter a transaction amount, OR click **Range**, and then enter a range of amounts. If you want to enter one amount instead, click **Single**.

5. (optional) If you selected **Paid Checks** as the type, enter a check number, OR click **Range**, and then enter a range of numbers. If you want to enter one check number instead, click **Single**.

6. Click **Submit**.

The results are posted in the **Recent Account Activity** list.

Recent Account Activity

SELECT	ACTIONS	REPORT NAME	ACCOUNT	DATE	TRANSACTION TYPE	AMOUNT	CHECK NUMBER
<input type="checkbox"/>	⋮	Report1		04/19/2019-07/18/2019	CR		
<input type="checkbox"/>	⋮	Report2		04/19/2019-07/18/2019	CR		

Delete  
VIEW 1-2 OF 2

DISPLAY All 1

You can perform the following actions on the reports in the list:

- Click **View** to see transaction details.
- Click **Modify** to make changes to the details.
- Click **Delete** to remove a report from the list. You can also select the desired report in the list, and then click **Delete**.

## Export

Select the **Export** tab to export selected account information.

1. Use the **File Output** drop-down menu to select an output format:
  - BAI
  - Comma-delimited (CSV)
  - QuickBooks (QBO)
  - Quicken (QFX)
2. Use the Accounts drop-down menu to select an account or accounts. If you want the report to contain information for all accounts, click Select all. Click Done.
3. Enter a date or range of dates, OR use the **Calendar** icon to select from the following:
  - Today
  - Previous Business Day
  - Month to Date
  - Quarter to Date
  - Year to Date
  - Custom Range

If you select **Custom Range**, use the pop-calendar to select the first and last days of the range, and then click **Apply**.

4. Click **Export**.

## Transaction Search

The **Transaction Search** widget in the Balance & Transaction Reporting workspace lets you find transactions for a given account or accounts.

1. Use the **Accounts** tab to select one or more accounts.
2. Enter a date or range of dates, OR use the **Calendar** icon to select from the following:
  - Today
  - Previous Business Day

- Month to Date
- Quarter to Date
- Year to Date
- Custom Range

If you select **Custom Range**, use the pop-calendar to select the first and last days of the range, and then click **Apply**.

**DATE**

23 Jul 2019 - 23 Jul 2019

**TRANSACTION TYPE** Optional

Select ▼

	Jun 2019							Jul 2019						
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Today														
Previous Business Day														
Previous Month	26	27	28	29	30	31	1	30	1	2	3	4	5	6
Month to Date	2	3	4	5	6	7	8	7	8	9	10	11	12	13
Quarter to Date	9	10	11	12	13	14	15	14	15	16	17	18	19	20
Year to Date	16	17	18	19	20	21	22	21	22	23	24	25	26	27
Custom Range	23	24	25	26	27	28	29	28	29	30	31	1	2	3
	30	1	2	3	4	5	6	4	5	6	7	8	9	10

23 Jul 2019 - 23 Jul 2019
Cancel
Apply

- If you want to filter by more criteria, click Show Additional Filters.
  - (optional) Use the **Transaction Type** drop-down to select a type, for example, **Credit** or Paid Checks.
  - (optional) Enter a transaction amount, OR click **Range**, and then enter a range of amounts. If you want to enter one amount instead, click **Single**.
  - (optional) If you selected **Paid Checks** as the type, enter a check number, OR click **Range**, and then enter a range of numbers. If you want to enter one check number instead, click **Single**.
- Click **Submit**.