

BUSINESS ONLINE BANKING QUICK REFERENCE GUIDE

Account Reporting & Transfers

ACCOUNT INFORMATION

From the Reports Tab

Activity – Deposit Accounts

The Account Activity report provides all transactional activity on the account(s). You have the ability to search using the previous business day, specific date, or a specific date range. The default for the transaction types is all transactions, but specific groups can be viewed by selecting the applicable items. This information is also downloadable in CSV, PDF, QIF, QuickBooks and PDF file formats.

Balances – Deposit Accounts

The Account Summary report provides the prior business day Ledger balance, Accessible balance (real time information), total debits and credits as well as float information. This information is also downloadable in CSV, PDF, QIF, QuickBooks and PDF file formats.

INTERNAL TRANSFER

From the Money Movement Tab

Entry:

1. Select the Transfer Money–Internal Link.
2. Select the From and To accounts.
3. Enter the amount to transfer.
4. Select the frequency of your transfer (the default is today only).
5. Select Continue.
6. Select Transmit to transmit your request OR Submit for Approval.

Internal Transfers can be made 24/7 and are posted in real-time.

Transmit:

1. Select the Approvals - Internal Link.
2. Page will display queued transfer(s).
3. Select the transfer(s) to be transmitted.
4. Select Approve Selected.
5. Select Transmit.



To Delete a Transfer (not made):

1. Select the Approvals - Internal Link.
2. Page will display queued transfer(s).
3. Select the From Account link.
4. Under Request Details select the Delete Request link.
5. A pop up will appear asking "Are you sure you want to delete this request."
6. Select "Yes, Delete" to delete the transfer request.

History:

1. Money Movement>Transfer Money
2. Toggle over to History
3. Select the account(s) to view
4. Select the Date/Date Range
5. Select Continue

MULTIPLE ACCOUNT TRANSFER

Setup:

1. Hover over Money Movement and select Transfer Money
2. Toggle to Multiple Account
3. Select the Create a Template link
4. Enter the Template Name
5. Select the Action (Send Money or Collect Money)
6. Select the Main Account
7. Enter the Maximum Transfer Amount
8. Enter in a Description (optional)
9. Under Detail Accounts select the Account (can't be the same as the Main account) and the Amount (amount debited/credited to the account)
10. Click the Add additional detail row to add another detail account
11. Select Save Changes

Entry:

1. Hover over Money Movement and select Transfer Money
2. Choose the template you wish to use
3. Enter the Total Control Amount (optional)
4. Enter the Description (optional)
5. Optional:
 - To make the transfer amount for all detail accounts the same, type the amount in the **Set All Amounts To** field and then click **Change**
 - In the **Amount** field, type the transfer amount for each detail account
6. Optional: To exclude a detail account from the transfer, click

History:

1. Money Movement>Transfer Money
2. Toggle over to History
3. Select the account(s) to view
4. Select the Date/Date Range
5. Select Continue

STOP PAYMENT

From the **ACCOUNT SERVICES** tab select the **STOP CHECK PAYMENT** link.

Single or Multiple Check:

1. Select the applicable account number and input a reason (optional).
2. Select the appropriate **STOP PAYMENT** request (single or multiple) and enter in the required information.
3. Select **CONTINUE**.
4. From the **VERIFICATION** page, if all data is correct, select **SUBMIT REQUEST**. If the data is not correct select **DO NOT SUBMIT REQUEST** and start over with step A.

History:

1. Select the Existing Stops link.
2. Select ACCOUNT(S) to view.
3. Select a SPECIFIC DATE or DATE RANGE.
4. Select GENERATE REPORT.

LOAN REPORTING

From the **Reports** tab select the applicable **MANAGE LOANS** link.

1. Select the appropriate **Output** option
2. Select the **Account(s)**
3. Select a **Date** or **Date Range**
4. Hit **Generate Report**