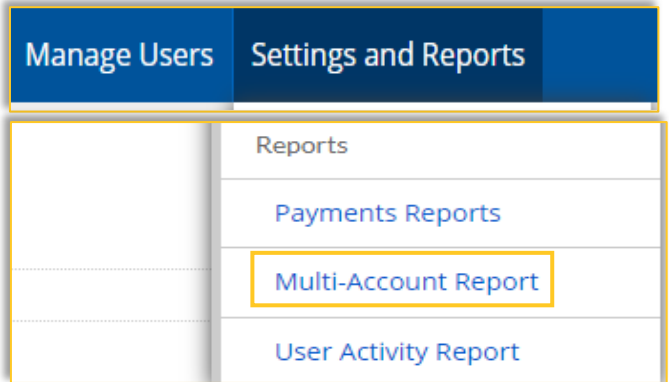


The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report displays if the FI enables it for the business and the business user has the “Multi-Account Report” permission plus at least one account with “View Balances” and “View Transaction History”. It can be found under “Settings and Reports”.



First, set up the report criteria by selecting the accounts and dates to include.

 A screenshot of the 'Multi-Account Report' configuration page. The page has a title 'Multi-Account Report' and a 'Report' tab. Below the tab, there are several input fields and buttons:

- 'Generated Reports: 0' and 'Reports Favorites' buttons.
- 'Favorites' dropdown menu.
- 'Account Types' dropdown menu.
- 'Select Accounts' dropdown menu.
- Date range field: 'Jun 01, 2023 - Jun 09, 2023'.
- 'Submit' button.
- 'Filters' link with a downward arrow.
- Warning message: 'Filters are not applicable for export'.
- 'Clear all' link.
- 'From amount' input field.
- 'To amount' input field.
- 'Check number(s) e.g. 123456, 123456' input field.

Account Types – checking and savings are only options

Accounts – select specific accounts; max 10 (FI can configure this).

Date – history goes back one year; maximum date range is 30 days.

Filters – narrow the results by an amount range and/or check number (up to 10 separated with a comma).

There are two sections for each account in the results.

- 1. **Account Summary** shows at the top for batch/hybrid financial institutions; for real-time financial institutions, balance information is available only when the selected date(s) include the current date.

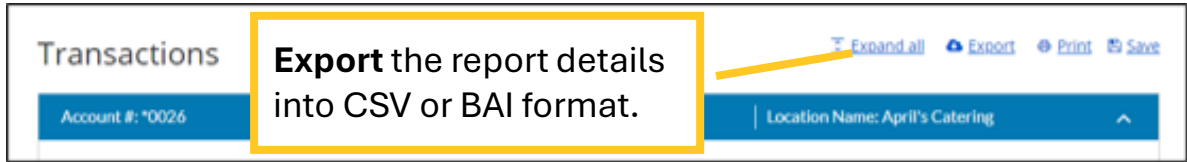
The screenshot shows a web interface for generating a Multi-Account Report. At the top, there are filters for 'Report', 'Favorite', and 'Account'. A date range 'Jun 01, 2023 - Jun 09, 2023' is selected, with a 'Submit' button and a 'filters' dropdown. Below this are buttons for 'Expand all', 'Export', 'Print', and 'Save'. A callout box points to the 'Expand all' button, stating: 'The first account is expanded by default. **Expand all** displays details for all accounts.' Another callout points to the 'Export' and 'Print' buttons, stating: 'Export or Print the results.' A third callout points to the 'Save' button, stating: 'Save creates a favorite report.'

- 2. **Credit and Debit Transactions** display below Account Summary. Paging controls display 10 transactions per page.

The screenshot displays two transaction tables. The 'Credit Transactions' table has columns for Date, Detail Credit Transactions, Amount, Bank Ref, Cust Ref, Image, and Text. It shows several 'Internet Transfer' entries from Jan 01, 2023, with amounts ranging from \$2.00 to \$3.00. A summary row indicates 'Credit item count: 83' and a total amount of '\$2,681.10'. Below this is a 'Debit Transactions' table with the same columns. It shows 'Internet Transfer' entries with amounts of \$10.00 and \$1.00. A summary row indicates 'Debit item count: 148' and a total amount of '\$11,246.15'. Both tables include paging controls showing '1 - 10 of 83' and '1 - 10 of 148' respectively.

Check images and/or deposit images are available in the Image column if installed for Business Banking.

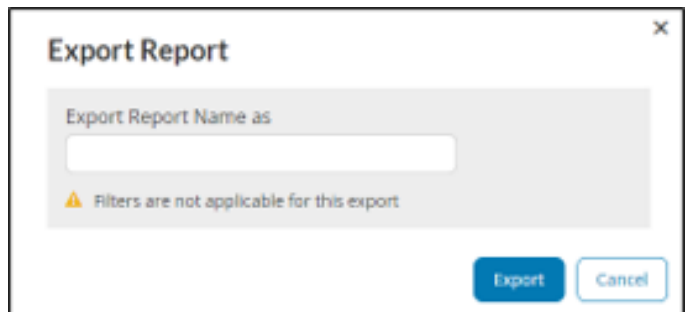
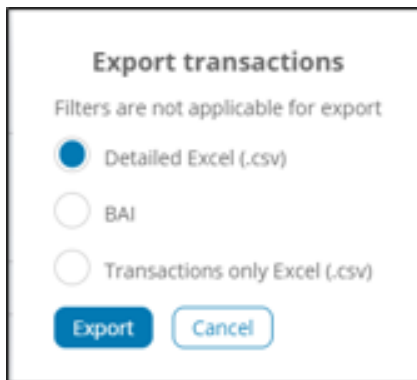
Export a Report



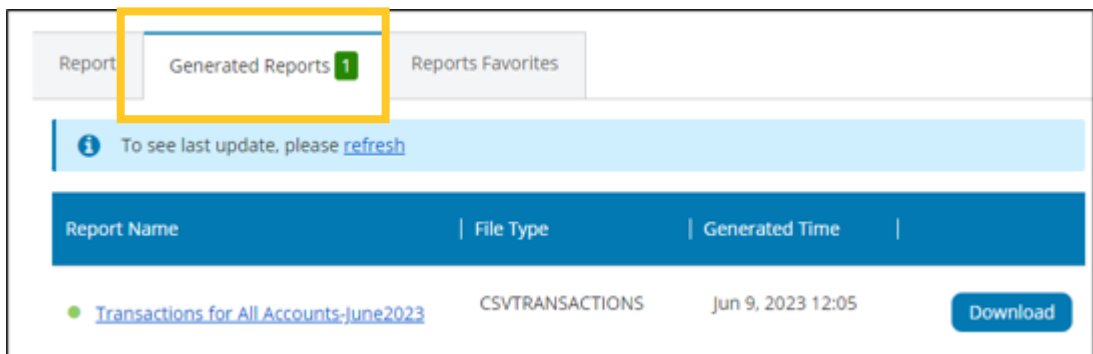
Availability of **BAI as an export option** is configurable by the financial institution.

- For **batch/hybrid FIs**: field 19 (BAI Code) must be included in the Transaction Detail Record.
- For **real time FIs**: the feature will only be enabled upon request and requires a standardized BAI file from the core processor.

Export formats for all FIs: **Detailed Excel** (full details) and **Transactions only Excel** (account number, date, description, amount, transaction type, check number, and memo)

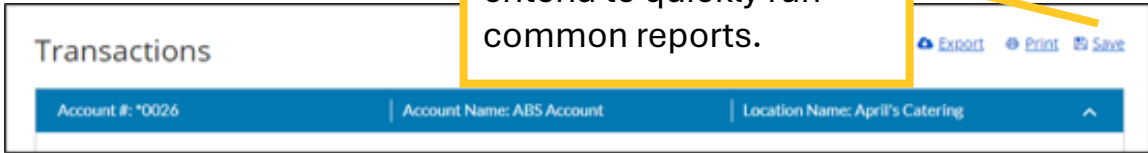


Go to the **Generated Reports** tab. Find the report name and select **Download**. Reports stay here for 10 days.



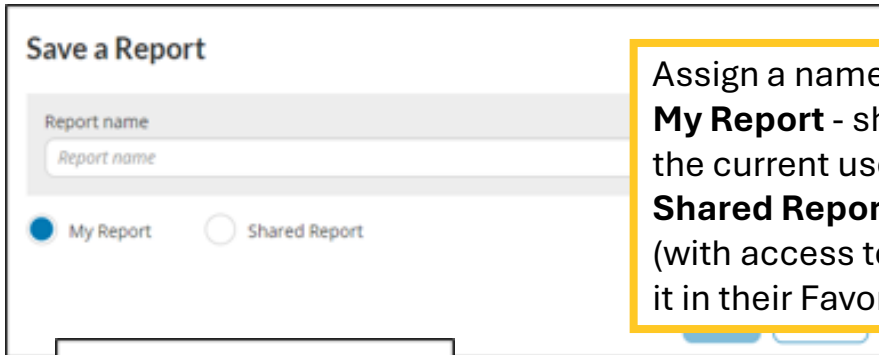
Create a Report Favorite

Save the report setup criteria to quickly run common reports.

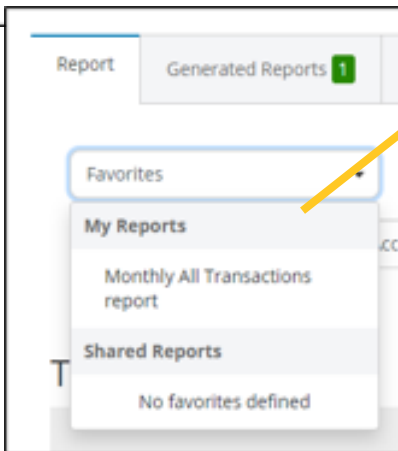


Save a Report

Assign a name for the report. **My Report** - shows as a favorite for the current user only, or **Shared Report** so that all users (with access to this report) can see it in their Favorites list.



Once saved, the report shows in the Favorites dropdown list.



Go to the **Reports Favorites** tab in order to edit, copy or delete a favorite report.

