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 <u>and</u> 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".

Manage Users	Settings and Reports
	Reports
	Payments Reports
	Multi-Account Report
	User Activity Report

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

lulti-Acc	count Report			
Report	Generated Reports 0	Reports Favorites		
Favori	tes	ounts	Jun 01, 2023 - Jun 09, 2023	Submit Submit
	Filters are not applicable f export	r		<u>Clear all</u>
Fro	m amount	To amount	Check number(s	i) e.g. 123456, 123456

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.

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Т	details for all acc	ounts.	Jun 01, 2023 - Ji	in 09. 2023 I Excand al	T T C Expans C Frans (bink filters S Save		
	Account #: "0026 Accou	nt Name: ABS Account	5. C	Location Name: April	s Catering	^		
	Account Summary				^			
	From Jun 01, 2023		To jun 09, 2	023				
	Status Balances	Amount	Status Balances		Amount			
	Closing Ledger	N/A	Closing Ledger		N/A			
	Closing Available	Credit To	insections					<u>^</u>
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ava	ilable in the Image		Debit iter	n count: 148	\$11,246.15		1 - 10 of 148	< >
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OLD NATIONAL BANK[®]

Export a Report

Transactions	Export the report details	🗄 Expand all 🔷 Export 👄 Print	B) <u>Save</u>
Account #: *0026	into CSV or BAI format.	Location Name: April's Catering	^

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

- For batch/hybrid Fls: 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.

Report Generated Reports 1	Reports Favorites		
To see last update, please refresh			
Report Name	File Type	Generated Time	I.



<u>Create a Report Favorite</u>	Save t criteria	the report setup	
Transactions	comm	mon reports.	
Account #: *0026 Account	Name: ABS Accou	ccount Location Name: April's Catering	
Save a Report		Assign a name for the report.	
Report name Report name My Report Shared 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.	9
Report Generated Reports	Once s Favorit	e saved, the report shows in the rites dropdown list.	
No favorites defined	ports Favorites	Go to the Reports Favorites tab in order to edit, copy or delete a favorite report.	
Manage Reports Favorites		Search Last run date	
My reports		^	
Monthly All Transactions report Shared reports		✓ Edit ② COPX S Delete	

