

Business Online Banking Quick Reference Guide

Account Reporting & Transfers



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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, BAI2, Microsoft Money, 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, BAI2, Microsoft Money, PDF, QIF, QuickBooks and PDF file formats.

Activity & Balances

The Combined report merges the information from both the Account Summary and Account Activity reports to provide both balances and transactional activity. This information is also downloadable in CSV, BAI2, Microsoft Money, PDF, QIF, QuickBooks and PDF file formats.

Manage Saved Reports Link

Run a Summary, Transaction, or a combined report as you normally would. When the report displays, it will include a “create a saved report” link. That feature lets you save your current report criteria so you can quickly run the same report again. (A saved report does not save the actual data in the report, just the criteria used to run the report).

INTERNAL TRANSFER

From the Transfers and Payments 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 to send the transfer to the Transmit Queue for additional approvals.

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

Transmit:

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

To Delete a Transfer (not made):

1. Select the Approve Transfers - 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. Scroll to bottom of page and select Delete to confirm deletion.

History:

1. Select the View Completed Transfers - Internal
2. Select account(s) to view. Select Submit.
3. Select the applicable date or date range.
4. The history displays the most recent transfer at the top

MULTIPLE ACCOUNT TRANSFER

From the Transfers and Payments Tab

Setup:

1. Select the Transfer Money / Manage Templates Link.
2. Select the Add a Template Link.
3. Enter a TEMPLATE NAME
4. Select the MAIN ACCOUNT
5. Select the ACTION of DEBIT or CREDIT.
6. Enter in the MAXIMUM TRANSFER amount.
7. Enter in a DESCRIPTION (optional).
8. In the section marked DETAIL ACCOUNTS, select the account(s) from the drop down menu, and enter an amount if the transfer will remain static or leave the DEFAULT of zero dollars.
9. Select ADD ADDITIONAL ACCOUNT Link to add additional individuals
10. When complete select ADD TEMPLATE.

Entry:

1. Select the Transfer Money / Manage Templates Link.
2. Select template and click NEXT.
3. Enter CONTROL AMOUNT and/or DESCRIPTION (optional). The VARIANCE should equal the CONTROL AMOUNT.
4. Enter the individual dollar amount(s). The VARIANCE should now be zero. Select Continue.
5. Select TRANSMIT to transmit your request or SUBMIT FOR APPROVAL to send the transfer to the TRANSMIT QUEUE for additional approvals.
9. Select ADD ADDITIONAL ACCOUNT Link to add additional individuals
10. When complete select ADD TEMPLATE.

History:

1. Select the View Completed Transfer – Multiple Accounts link.
2. Select account(s) to view and a specific date or date range.
3. Select GENERATE REPORT
4. History will show most recent transfer at the top.

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.

Information can be obtained one of two ways.

1. Click on **ACTIONS** tab next to the desired note number and choose the appropriate loan summary option from the drop-down menu.
OR
2. Select the **LOAN ACTIONS** link.
3. Click on the **ACTIONS** tab next to the desired note number and choose **LOAN ACTIVITY REPORT** from the drop-down menu.