

## Business Online Banking Enhancements – Effective March 10, 2023

As part of our ongoing efforts to continuously improve our Business Online Banking Platform, the following features were added on March 10<sup>th</sup>.

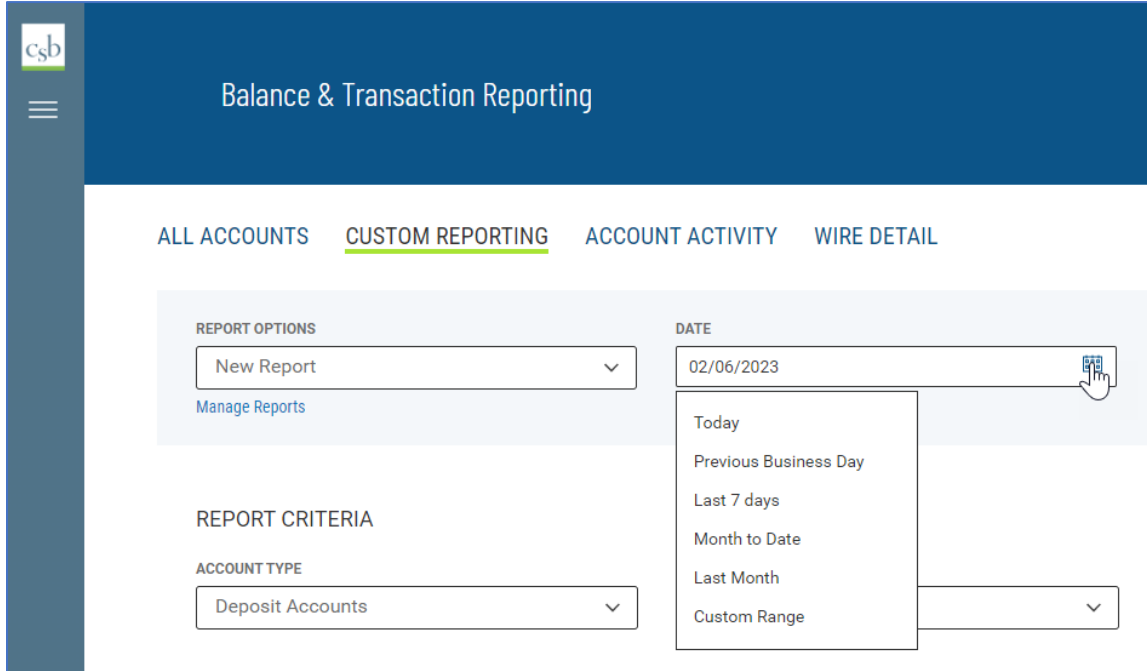
- [Balance & Transaction Reporting](#): Ability to create a single report for account activity with one or multiple accounts.
- [Account Activity](#): Supports Same Day Transaction Reporting.
- [Financial Overview](#): Ability to personalize Accounts Selection in Financial Overview.
- [Password Notifications](#): Changes to user password expiration reminder e-mails.
- [List View Pagination updated to 25 rows](#).

### Balance & Transaction Reporting (BTR) Enhancements

A new “Custom Reporting” workspace under the BTR module allows you to create a single report with one or multiple accounts including balances, transactions, and total debits and credits.

#### How to create a Custom Report

1. Click on “Balance & Transaction Reporting” from the main menu.
2. Select “Custom Reporting”.
3. Under Report Options select “New Report”.
4. Enter a date or a date range under the Date Menu.



The screenshot shows the 'Balance & Transaction Reporting' page with the following elements:

- Navigation tabs: ALL ACCOUNTS, **CUSTOM REPORTING**, ACCOUNT ACTIVITY, WIRE DETAIL
- REPORT OPTIONS: New Report (dropdown), Manage Reports (link)
- DATE: 02/06/2023 (input field) with a dropdown menu open showing: Today, Previous Business Day, Last 7 days, Month to Date, Last Month, Custom Range (dropdown)
- REPORT CRITERIA: ACCOUNT TYPE: Deposit Accounts (dropdown)

5. Select “Account Type”.
6. Select the accounts to include in your report.
7. Select the appropriate Criteria - Status Balances, Daily Transaction Totals and/or Transactions.
8. Enter a name for your report and click “Save Report”.

**REPORT CRITERIA**

ACCOUNT TYPE:

ACCOUNTS:  🔒 Unmask account numbers in report output

Include:

- Status Balances
- Daily Transaction Totals
- Transactions

Save report

Filter

- Analyzed Business Checking - xxxxx88...
- test info image nickname - xxxxx3036

**Note:** If you would like to unmask the account numbers in your report, click on the padlock icon to unmask accounts. When the padlock is on the locked position the account numbers in the report view screen and on the printed report will be masked. The account numbers in the export file will not be masked.

9. Click "Run Report" to launch the query for the selected report criteria.

ALL ACCOUNTS **CUSTOM REPORTING** ACCOUNT ACTIVITY WIRE DETAIL

REPORT OPTIONS:  [Modify Criteria](#)

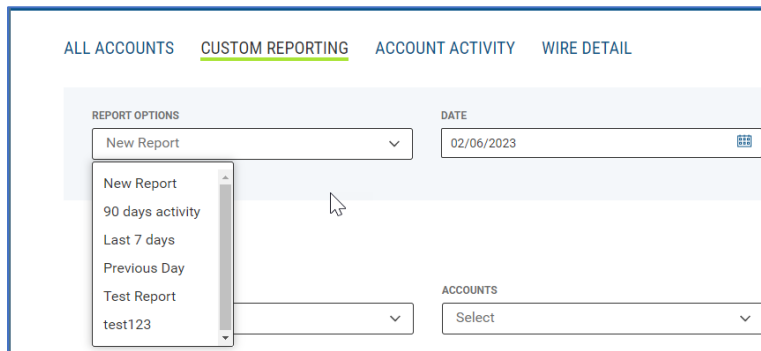
1 Account - 02/01/2023 - 02/08/2023  Expand account

Analyzed Business Checking ****8885		FIRST DAY OPENING LEDGER	LAST DAY CLOSING LEDGER	TOTAL CREDITS (1)	TOTAL DEBITS (1)																																
Period: 02/01/2023 - 02/08/2023		\$48,029.80	\$48,033.78	\$1.00	\$1.00																																
<p>▼ <b>Status Balances</b> Analyzed Business Checking ****8885</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FIRST DAY (02/01/2023)</th> <th>AMOUNT</th> <th>LAST DAY (02/08/2023)</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Opening Ledger</td> <td style="text-align: right;">48,029.80</td> <td>Opening Ledger</td> <td style="text-align: right;">48,029.80</td> </tr> <tr> <td>Closing Ledger</td> <td style="text-align: right;">48,033.78</td> <td>Closing Ledger</td> <td style="text-align: right;">48,033.78</td> </tr> <tr> <td>Opening Available</td> <td style="text-align: right;">48,029.80</td> <td>Opening Available</td> <td style="text-align: right;">48,033.78</td> </tr> <tr> <td>Closing Available</td> <td style="text-align: right;">48,029.80</td> <td>Closing Available</td> <td style="text-align: right;">48,029.80</td> </tr> <tr> <td>Average Closing Available MTD</td> <td style="text-align: right;">48,033.78</td> <td>Average Closing Available MTD</td> <td style="text-align: right;">48,033.78</td> </tr> <tr> <td>Total Credits (0)</td> <td style="text-align: right;">0.00</td> <td>Total Credits (1)</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td>Total Debits (0)</td> <td style="text-align: right;">0.00</td> <td>Total Debits (1)</td> <td style="text-align: right;">(1.00)</td> </tr> </tbody> </table>						FIRST DAY (02/01/2023)	AMOUNT	LAST DAY (02/08/2023)	AMOUNT	Opening Ledger	48,029.80	Opening Ledger	48,029.80	Closing Ledger	48,033.78	Closing Ledger	48,033.78	Opening Available	48,029.80	Opening Available	48,033.78	Closing Available	48,029.80	Closing Available	48,029.80	Average Closing Available MTD	48,033.78	Average Closing Available MTD	48,033.78	Total Credits (0)	0.00	Total Credits (1)	1.00	Total Debits (0)	0.00	Total Debits (1)	(1.00)
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02/08/2023		02/08/2023																																			
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02/08/2023	Deposit	Remote Deposit	-	1.00	930970020	-	48,033.78																														
02/08/2023	Check	Check	1.00	-	930970030	00000000001582	48,032.78																														

**Notes:**

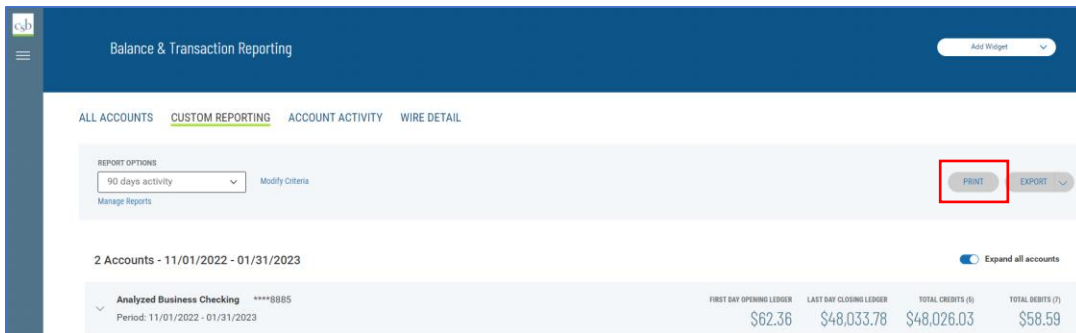
- Each account included in the report begins with an account header containing the account name, number, balance information, total count, and amount for credit and debits.
- Status balances, transaction totals, and transactions are displayed below the account number header. By default, the status balances section is open, transaction totals, and transactions sections are closed to reduce the amount of scrolling that may be required to view the full report.
- Status Balances includes first day and last day balances for the period selected.
- Transaction totals includes total credit, debit counts, and amounts per day for the period selected.
- Transactions includes all transactions for the period selected with the running balance.

10. To rerun a saved report, select your report from the Report Options menu and click “Run Report”.



**How to Print a Custom Report**

1. Once the report is run click on the “Print” tab.



**Note:** Printing is defaulted to PDF and landscape orientation. Each account begins in a new page on the printed report.

3:03 4:02 PM Account Report

**90 days activity**

Report Generated: 02/07/2023 04:52:13 PM

Deposit Accounts Period: 11/01/2022 - 01/31/2023

Analyzed Business Checking ****8885		FIRST DAY OPENING LEDGER	LAST DAY CLOSING LEDGER	TOTAL CREDITS (0)	TOTAL DEBITS (1)
Period: 11/01/2022 - 01/31/2023		\$62.36	\$48,033.78	\$48,028.03	\$58.59

Status Balances Analyzed Business Checking ****8885			
FIRST DAY (11/01/2022)	AMOUNT	LAST DAY (01/31/2023)	AMOUNT
Opening Ledger	62.36	Opening Ledger	48,028.80
Closing Ledger	62.36	Closing Ledger	48,033.78
Opening Available	62.36	Opening Available	48,033.78
Closing Available	62.36	Closing Available	48,029.80
Average Closing Available MTD	62.36	Average Closing Available MTD	48,033.78
Total Credits (0)	0.00	Total Credits (1)	1.00
Total Debits (0)	0.00	Total Debits (0)	0.00

Transaction Totals Analyzed Business Checking \*\*\*\*8885

01/31/2023

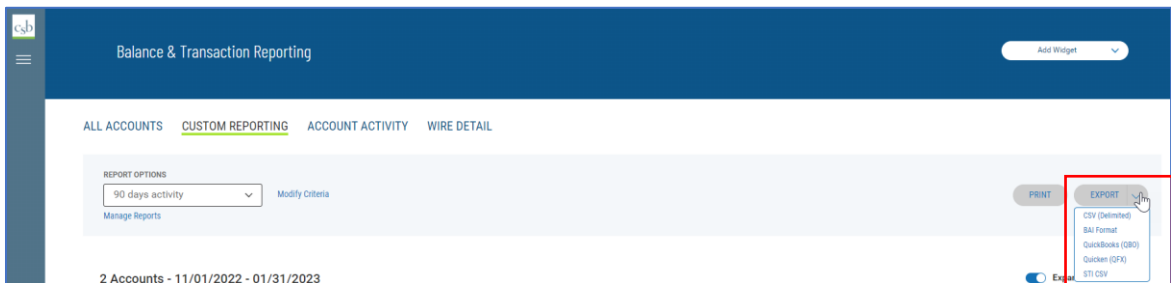
AMOUNT	AMOUNT
Total Credits (1)	1.00
Total ACH Credits (0)	0.00
Total ACH Debits (0)	0.00
Total Debits (0)	0.00

Print Cancel

### How to export a Custom Report

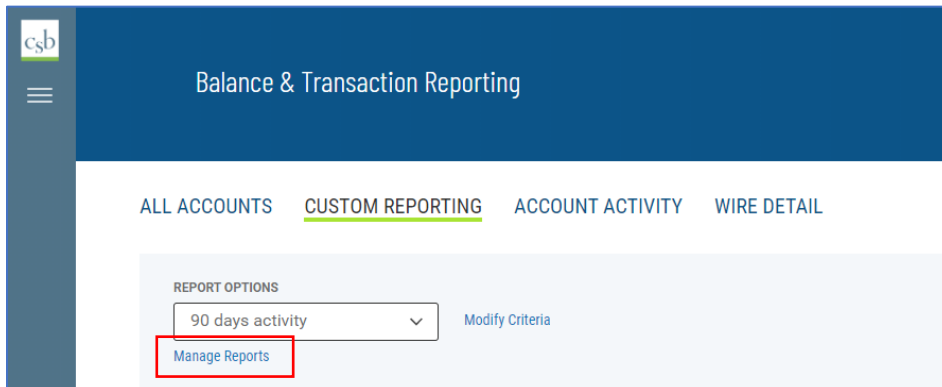
1. To export a report, click on the “Export” tab.
2. Click on “Export”, the exported file is then created.

**Note:** The Export button has a default format of CSV delimited, however, you can select other formats from the drop-down menu including BAI, Quickbooks, Quicken and STI CSV.



### How to Delete a Custom Report

1. Select your report from the Report Options.
2. Click on the “Manage Reports” link.
3. Under the Manage My Saved Reports workspace select a report and click “Delete”.

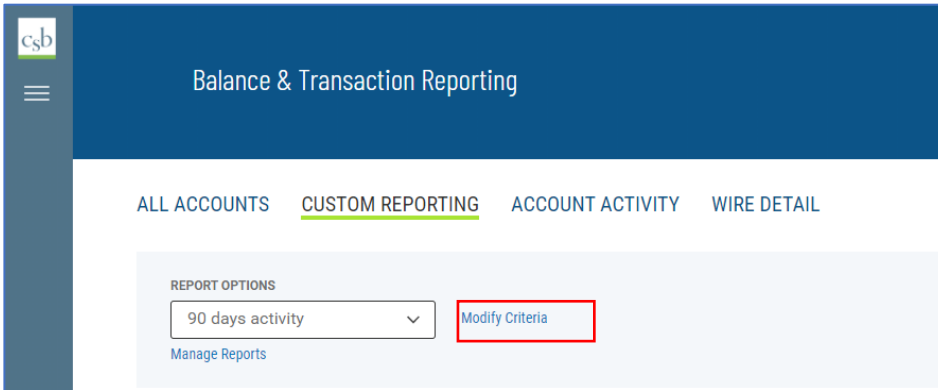


Manage My Saved Reports

<input type="checkbox"/> ALL	ACTIONS	REPORT NAME	DATE	ACCOUNT TYPE	SHARED
<input type="checkbox"/>	<a href="#">Delete</a>	90 days activity	11/01/2022-01/31/2023	Deposit	Yes
<input type="checkbox"/>	<a href="#">Delete</a>	Last 7 days	Last 7 days	Deposit	No
<input type="checkbox"/>	<a href="#">Delete</a>	Previous Day	02/06/2023-02/06/2023	Deposit	No
<input type="checkbox"/>	<a href="#">Delete</a>	test123	Last 7 days	Deposit	No

### How to Modify a Custom Report

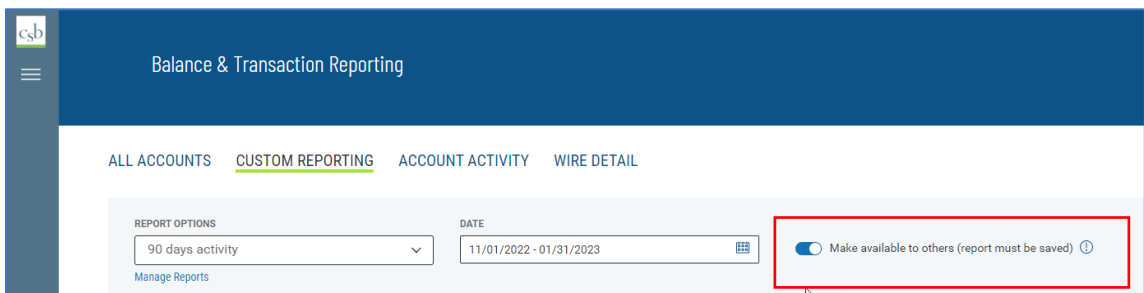
1. To Modify a report, click on the “Modify” criteria link.
2. Modify the criteria of the report and click “Run”. The report will run based on the modified criteria selections, however, changes will not be saved. A message stating “changes to this report will not be saved” is displayed.



### How to Share a Custom Report

Saved reports can be shared to all permitted users with the same company ID. It’s important to note that when a report is shared, users will only see account numbers, and balance and transactions for the accounts they are permitted to see or view.

1. Select a report from the Report Options.
2. Enable the “Make available to others” toggle. A confirmation that the report is set to be shared is displayed. You can also click this toggle when creating a new report.



**Note:** You’ll be able to share your own reports, however you are not able to share reports that have been created by other users and shared with you.

The Manage My Saved Reports list view includes a column to identify which of your reports have been shared. If you want to keep your report private, make sure the *“Make Available to others”* toggle is not checked.

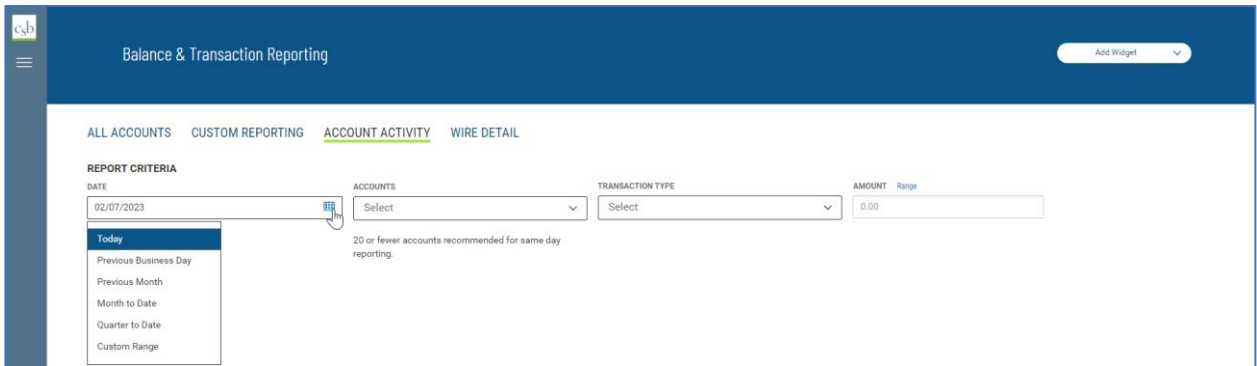
Manage My Saved Reports

<input type="checkbox"/> ALL	ACTIONS	REPORT NAME	DATE	ACCOUNT TYPE	SHARED
<input type="checkbox"/>	Delete	90 days activity	11/01/2022-01/31/2023	Deposit	Yes
<input type="checkbox"/>	Delete	Last 7 days	Last 7 days	Deposit	No
<input type="checkbox"/>	Delete	Previous Day	02/06/2023-02/06/2023	Deposit	No
<input type="checkbox"/>	Delete	test123	Last 7 days	Deposit	No

DELETE

### Account Activity Enhancement

Account Activity now provides support for same day transaction reporting. *“Today”* is now available in the date options dropdown.



The screenshot shows the 'Balance & Transaction Reporting' interface. Under the 'ACCOUNT ACTIVITY' tab, the 'REPORT CRITERIA' section includes a 'DATE' dropdown menu. The 'DATE' dropdown is open, showing options: 'Today', 'Previous Business Day', 'Previous Month', 'Month to Date', 'Quarter to Date', and 'Custom Range'. The 'Today' option is highlighted. Below the dropdown, a note states: '20 or fewer accounts recommended for same day reporting.' Other criteria include 'ACCOUNTS' (Select), 'TRANSACTION TYPE' (Select), and 'AMOUNT' (Range).

**Note:** Selecting 20 or fewer accounts is recommended for same day reporting.

A new BAI Code reporting option has been added to the report results list view. Click on the Columns Icon and select BAI Code to display it in your report list view.

**FILTERS**    COLUMNS

SEARCH

COLUMNS

- Select All
- Date
- Account Name
- Account Number
- Transaction Type
- Transaction Description
- Debit
- Credit
- Status
- Bank Reference
- Customer Reference
- Description
- BAI Code

**REPORT CRITERIA**

ACCOUNTS	DATE RANGE	TRANSACTION TYPE
Analyzed Business Che...	Quarter to Date	All

DATE	ACCOUNT NAME	ACCOUNT NUMBER	DEBIT	CREDIT	DESCRIPTION	BAI CODE
01/31/2023	Analyzed Business Ch...	****8885		1.00	Deposit	184
01/24/2023	Analyzed Business Ch...	****8885		25.00	Misc. Credit	108
01/24/2023	Analyzed Business Ch...	****8885	15.00		Misc debit	408
01/20/2023	Analyzed Business Ch...	****8885		0.02	Deposit	184
01/19/2023	Analyzed Business Ch...	****8885		0.01	Deposit	184
01/05/2023	Analyzed Business Ch...	****8885	0.01		Misc debit	408
01/05/2023	Analyzed Business Ch...	****8885	15.00		Misc debit	408

### Financial Overview Enhancements

You have the ability to personalize the Accounts Selection in Financial Overview.

1. Click on "Manage account list".

FINANCIAL OVERVIEW

Deposit Accounts

**Manage account list**

As of 02/07/2023 05:18 PM

ACCOUNT NAME	ACCOUNT NUMBER	TODAY'S OPENING LEDGER	CURRENT AVAILABLE
Analyzed Business Checking	****8885	48,033.78	48,029.80
test info image nickname	****3036	749.14	748.11

2. Select key accounts and arrange the order to be viewed in Financial Overview.
3. Drag and drop to arrange the order to view.

Deposit Accounts - Manage account list

Use the lists below to add/remove accounts to be displayed. Drag & drop the accounts to set the order they will appear.

AVAILABLE ACCOUNTS ⓘ

Select All

---

FINANCIAL OVERVIEW ACCOUNT LIST

Select All

Analyzed Bank Checking  
350283036

test info image nickname  
350283036

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←  
→

**User Password Reminder E-mails Enhancement**

The password expiration reminder and the notification of password-changed e-mails have been updated to show Customer and User Names rather than Customer and User IDs.

**List View Pagination**

The List View Pagination Default has been updated to 25 rows from 10 rows for all list views in the application.

VIEW 1-25 OF 161
DISPLAY 
1 2 3 ... 7 >