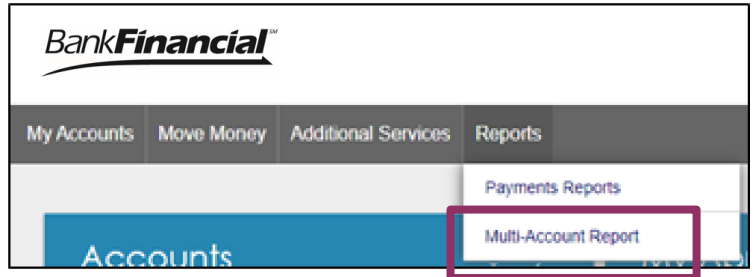


The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report, found in the Reports menu, displays if the business user has the “Multi-Account Report” permission plus at least one account with “View Balances” and “View Transaction History”.



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

## Multi-Account Report

Report Generated Reports

Account Types ▼    Select Accounts ▼    Aug 01, 2020 - Aug 27, 2020 ▼    Submit

[Filters](#)

Checking and Savings are the supported **account types**.

Select specific **accounts**; maximum 60 accounts.

Select a pre-determined **timeframe** or enter custom date range. History is available for one year; maximum date range for a single report is 30 days.

Select **Filters** to narrow the results by an amount range and/or check number (up to 10 check numbers separated with a comma). Filters are applied to all accounts but are not applicable to the exported file.

Filters are not applicable for export

From amount      To amount      Check number(s) e.g. 123456, 123456

Submit      Filters      Clear all

Upon clicking **Submit**, the results display on-screen. **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 first account in the list is expanded by default. **Expand all** displays details for all accounts.

The business can **print** the results (see page 4 for steps to Export).

Multi-Account Report

Report      Generated Reports

Account Types      Selected Accounts (3)

Filters

Transactions

+ Expand all      Export      print

Account #: 1315      Account Name: Business Checking      Location Name: Tin 1

**Account Summary**

From	Jun 01, 2020	To	Jul 01, 2020
Status Balances	Amount	Status Balances	Amount
Closing Ledger	\$5,130.50	Closing Ledger	\$5,510.50
Closing Available	\$5,130.50	Closing Available	\$5,510.50
1-Day Float	N/A	1-Day Float	N/A
2 Or More Days Float	N/A	2 Or More Days Float	N/A

Credit Transactions

**Credit Transactions** and **Debit Transactions** display below the Account Summary (still viewing the first account that is expanded).

Transactions + Expand all    Export    print

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Account #: 1315    Account Name: Business Checking    Location Name: Tin 1

### Account Summary

From	Jun 01, 2020	To	Jul 01, 2020
Status Balances	Amount	Status Balances	Amount
Closing Ledger			5,510.50
Closing Available			5,510.50
1-Day Float			N/A
2 Or More Days Float	N/A	2 Or More Days Float	N/A

### Credit Transactions

Date	Detail Credit Transactions	Amount	Bank Ref	Cust Ref	Image	Text
Jun 26, 2020	ACH Credit	\$150.00	5			
Credit item count: 1		\$150.00			1 - 1 of 1	< >

### Debit Transactions

Date	Detail Debit Transactions	Amount	Bank Ref	Cust Ref	Image	Text
Jun 09, 2020	Check	\$260.00	22	1001		
Jun 16, 2020	Automatic Debit	\$220.00	15			
Jul 01, 2020	Insufficient Funds Charge	\$50.00	72			
Debit item count: 3		\$530.00			1 - 3 of 3	< >

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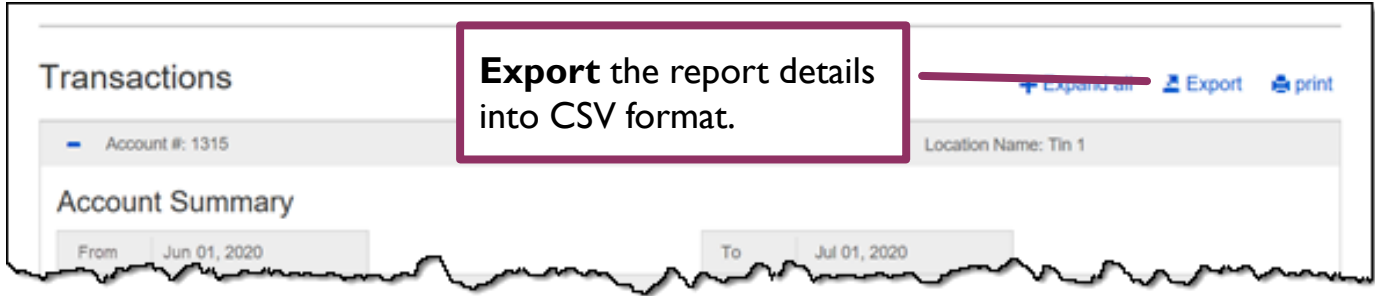
+ Account #: \*9022    Account Name: Personal Checking    Location Name: Tin 1

+ Account #: \*1314    Account Name: Personal Saving    Location Name: Tin 1

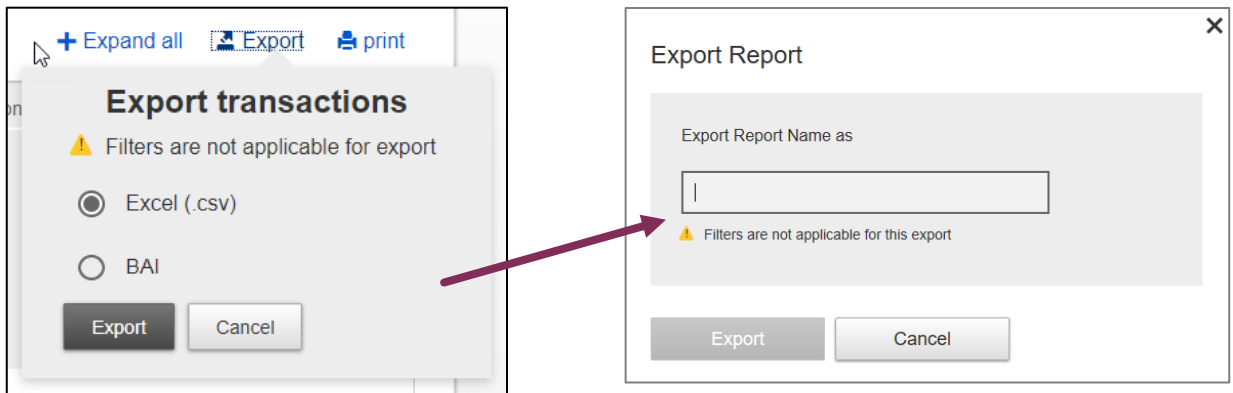
10 transactions display at a time; scroll through more transactions via the next and previous icons.

Expand additional accounts here.

Check images and/or deposit images are available for viewing by expanding the check icon.



Select **Excel (.csv)** as the format, click **Export**, **name** the exported report, and select **Export** again.



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

