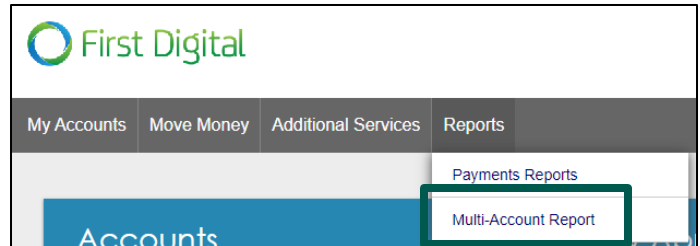


The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report displays if the FI enables it for the business and and 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, or skip the setup by selecting a report favorite.

A screenshot of the 'Multi-Account Report' setup form. The form has a title 'Multi-Account Report' at the top. Below the title, there are three tabs: 'Report', 'Generated Reports 0', and 'Reports Favorites'. The 'Report' tab is selected. Under the 'Report' tab, there is a 'Favorites' dropdown menu. Below that, there are three input fields: 'Account T...' (with a dropdown arrow), 'Select Accounts' (with a dropdown arrow), and 'Nov 01, 2023 - Nov 06, 2023' (with a dropdown arrow). To the right of these fields is a blue 'Submit' button. Below the 'Submit' button is a link 'Filters' with a downward arrow. At the bottom of the form, there is a 'Clear all' link. Below the 'Clear all' link, there are three input fields: 'From amount', 'To amount', and 'Check number(s) e.g. 123456, 123456'. Below these fields, there are two more input fields: 'Transaction Description' and 'Transaction Type' (with a dropdown arrow).

Account Types – checking and savings are only options

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

Date – history goes back 90 days; maximum date range is 30 days.

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

There are two sections for each account in the results.

- 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.

Report Generated Reports **0** Reports Favorites

Favorites

Account Types

The first account is expanded by default. **Expand all** displays details for all accounts.

Export or Print the results.

Save creates a favorite report.

Transactions

Account #: *0026 | Account Name: ABS Account | Location Name: April's Catering

Account Summary

From	To	Status Balances	Amount
Jun 01, 2023	Jun 09, 2023	Closing Ledger	N/A
		Closing Available	N/A
1-Day Float			
2 Or More Days Float			

[Expand all](#) [Export](#) [Print](#) [Save](#)

Credit Transactions

Date	Detail Credit Transactions	Amount	Bank Ref	Cust Ref	Image	Text
Jun 01, 2023	Internet Transfer	\$2.00	998902445			
Jun 01, 2023	Internet Transfer	\$3.00	998902433			
Jun 01, 2023	Internet Transfer	\$3.00	998902349			
Jun 01, 2023	Internet Transfer	\$3.00	998902343			Transfer between accounts
Credit item count: 83		\$2,681.10	1 - 10 of 83			

Debit Transactions

Date	Detail Debit Transactions	Amount	Bank Ref	Cust Ref	Image	Text
Jun 01, 2023	Internet Transfer	\$10.00	998902424			
Jun 01, 2023	Internet Transfer	\$1.00	998902362			
Debit item count: 148		\$11,246.15	1 - 10 of 148			

Account #: *0002 | Account Name: Emergency Savings | Location Name: Classy Catering

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

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

Export a Report

Transactions

[Expand all](#) [Export](#) [Print](#) [Save](#)

Account #: *0026

Export the report details 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 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.

Detailed Excel and **Transactions only Excel** (no summary info) formats are available to all FIs.

Export transactions

☒ Detailed Excel (.csv)

☐ BAI

☐ Transactions only Excel (.csv)

[Export](#) [Cancel](#)

Export Report

Export Report Name as

[Export](#) [Cancel](#)

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
Transactions for All Accounts-June2023	CSVTRANSACTIONS	Jun 9, 2023 12:05
		Download

Create a Report Favorite

Transactions

Save the report setup criteria to quickly run common reports.

Account #: *0026

Account Name: ABS Account

Location Name: April's Catering

Save a Report

Report name

Report name

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.

☒ My Report

☐ Shared Report

Save

Cancel

Report

Generated Reports **1**

Favorites

My Reports

Monthly All Transactions report

Shared Reports

No favorites defined

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.

Report

Generated Reports **1**

Reports Favorites

Manage Reports Favorites

Search

Report Name

Last run date

My reports

[Monthly All Transactions report](#)

[Edit](#) | [Copy](#) | [Delete](#)

Shared reports