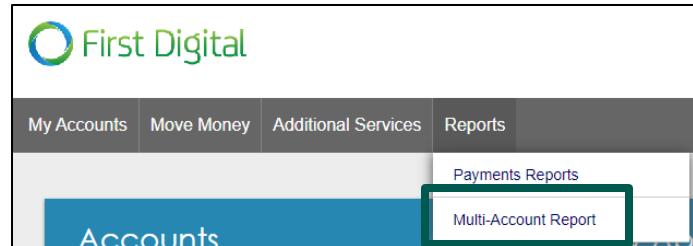


The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report displays if the FI enables it for the business and 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.

Multi-Account Report

A screenshot of the 'Multi-Account Report' setup interface. At the top, there are tabs for 'Report' (selected), 'Generated Reports 0', and 'Reports Favorites'. Below this is a 'Favorites' dropdown. The main search area includes 'Account T...', 'Select Accounts', a date range 'Nov 01, 2023 - Nov 06, 2023', and a 'Submit' button. To the right is a 'Filters' link. Below these are several filter input fields: 'From amount', 'To amount', 'Check number(s) e.g. 123456, 123456', 'Transaction Description', and 'Transaction Type'. A 'Clear all' link is also present.

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.

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

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	\$2.00	998902449			
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

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

Export a Report

Transactions

Account #: *0026

Export the report details
into CSV or BAI format.

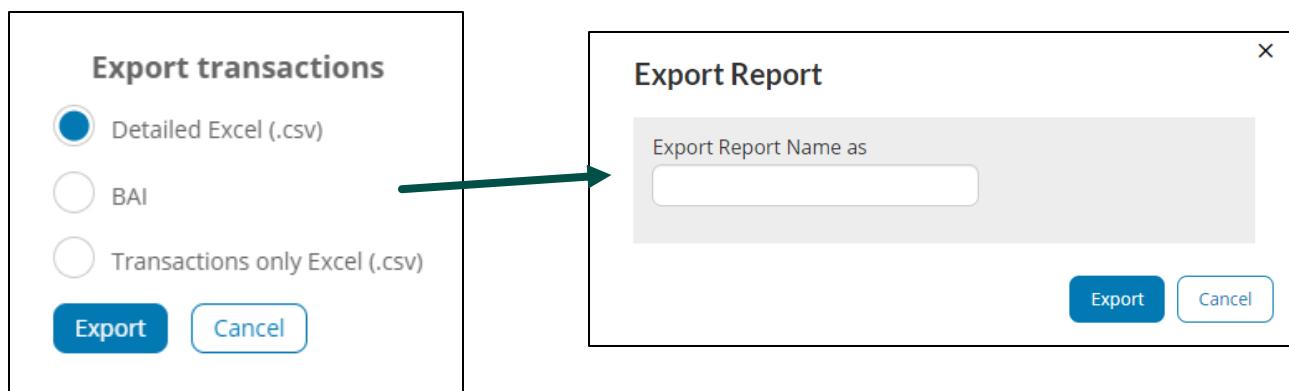
[Expand all](#) [Export](#) [Print](#) [Save](#)

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.



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

The image shows the 'Generated Reports' tab. The tab has three tabs: 'Report', 'Generated Reports' (which is selected and highlighted with a green border), and 'Reports Favorites'. Below the tabs, a message says 'To see last update, please [refresh](#)'. A table lists reports with columns for 'Report Name', 'File Type', 'Generated Time', and a 'Download' button. One report is listed: 'Transactions for All Accounts-June2023' (File Type: CSVTRANSACTIONS, Generated Time: Jun 9, 2023 12:05, Download button).

Report Name	File Type	Generated Time	
Transactions for All Accounts-June2023	CSVTRANSACTIONS	Jun 9, 2023 12:05	Download

Create a Report Favorite

Transactions

Account #: *0026

Account Name: ABS Account

Location Name: April's Catering

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

Save the report setup criteria to quickly run common reports.

Save a Report

Report name

Report name

 My Report Shared Report[Save](#)[Cancel](#)

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.

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.

Manage Reports Favorites

[Search](#)

Report Name

Last run date

My reports

[Monthly All Transactions report](#)[Edit](#) | [Copy](#) | [Delete](#)

Shared reports