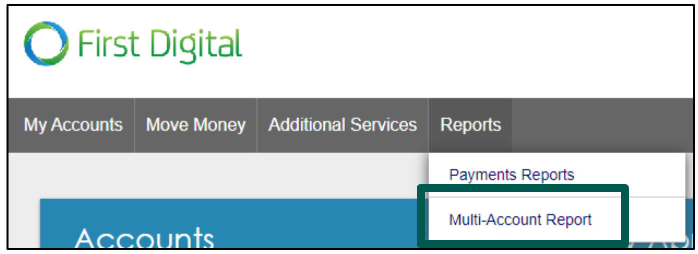
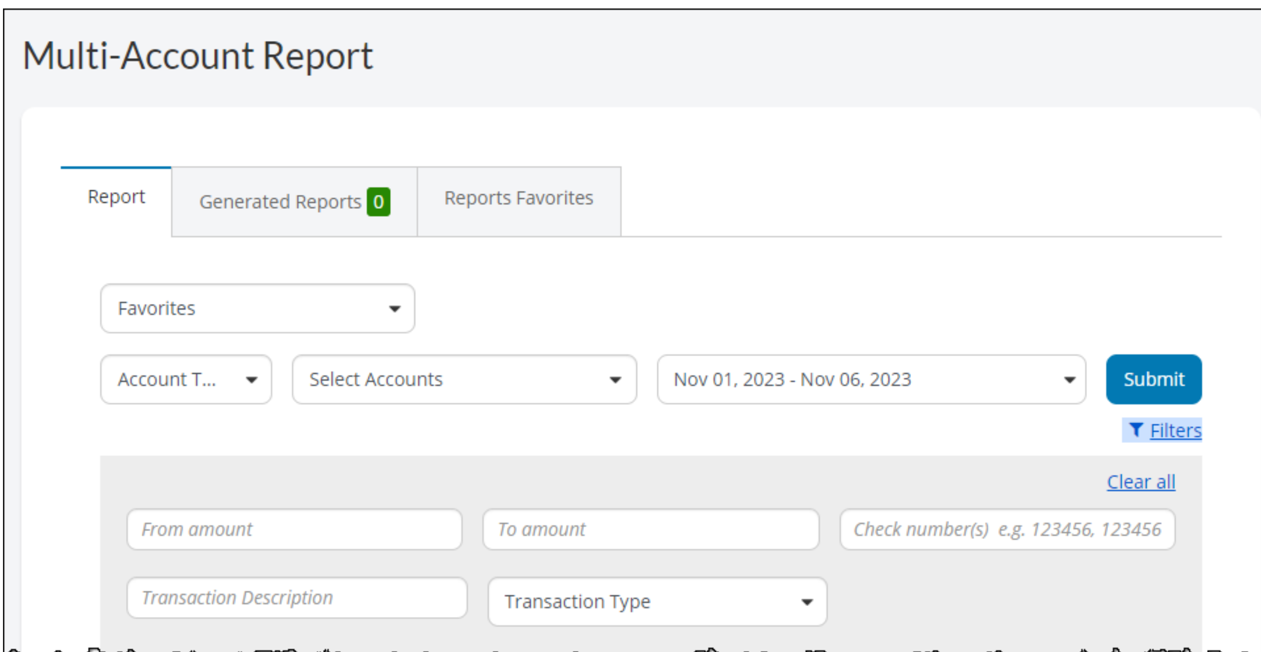
The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report displays if the FI enables it for the business <u>and</u> the business user has the "Multi-Account Report" permission plus at least one account with "View Balances" and "View Transaction History".



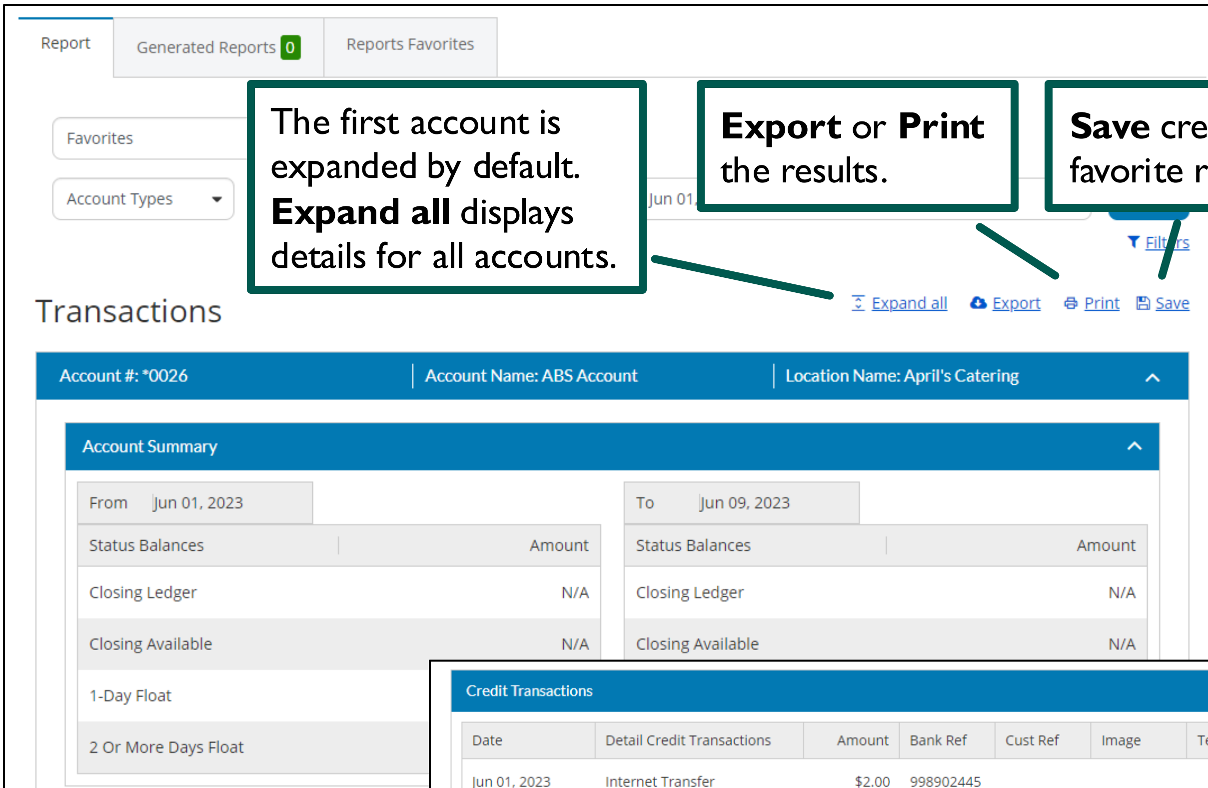
First, set up the report criteria by selecting the accounts and dates to include, or skip the setup by selecting a report favorite.



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.

1. **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.



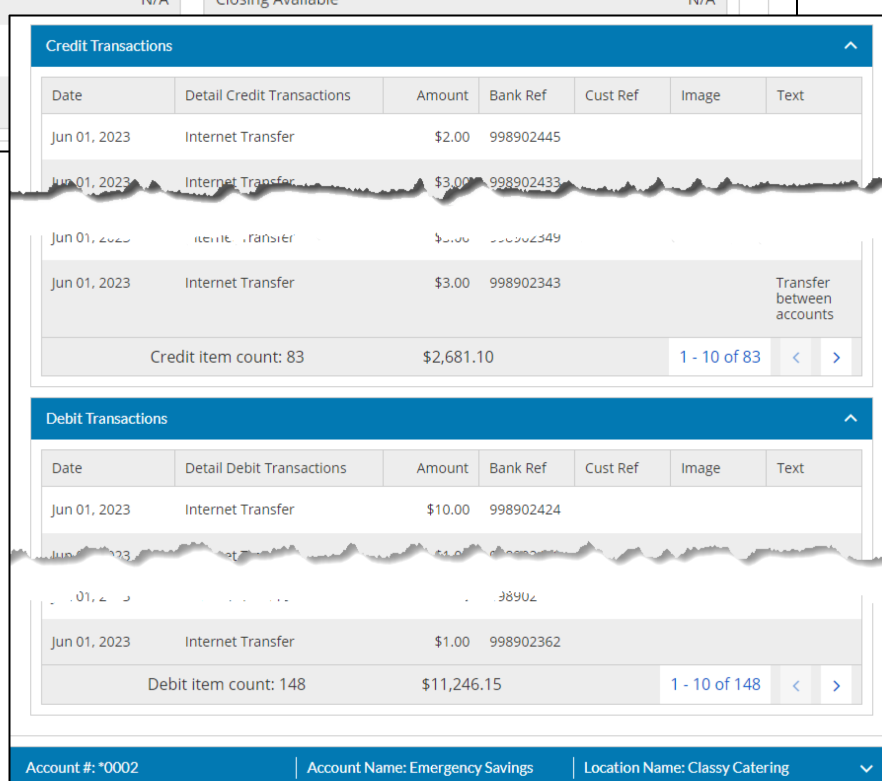
The first account is expanded by default. **Expand all** displays details for all accounts.

Export or **Print** the results.

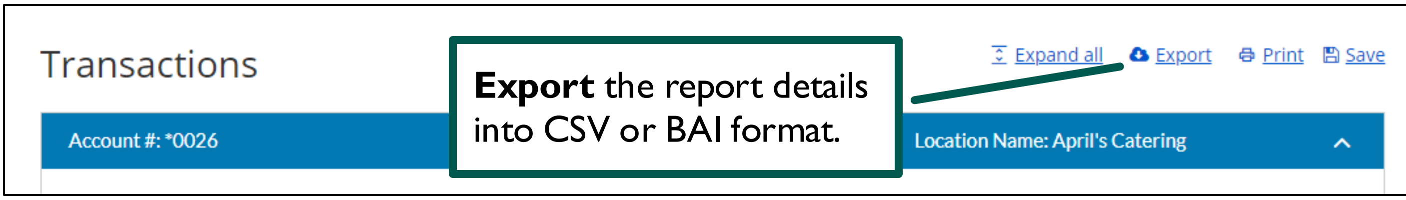
Save creates a favorite report.

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.



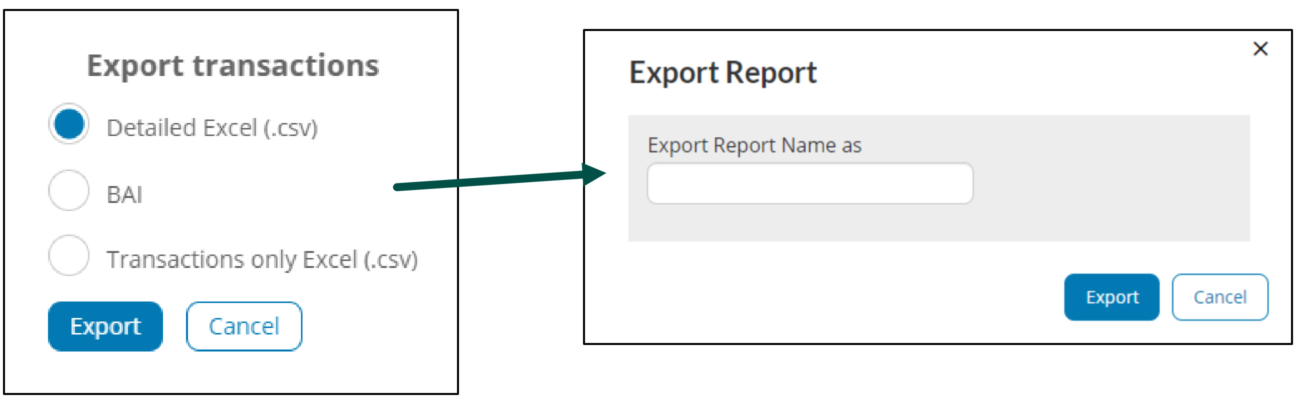
Export a Report



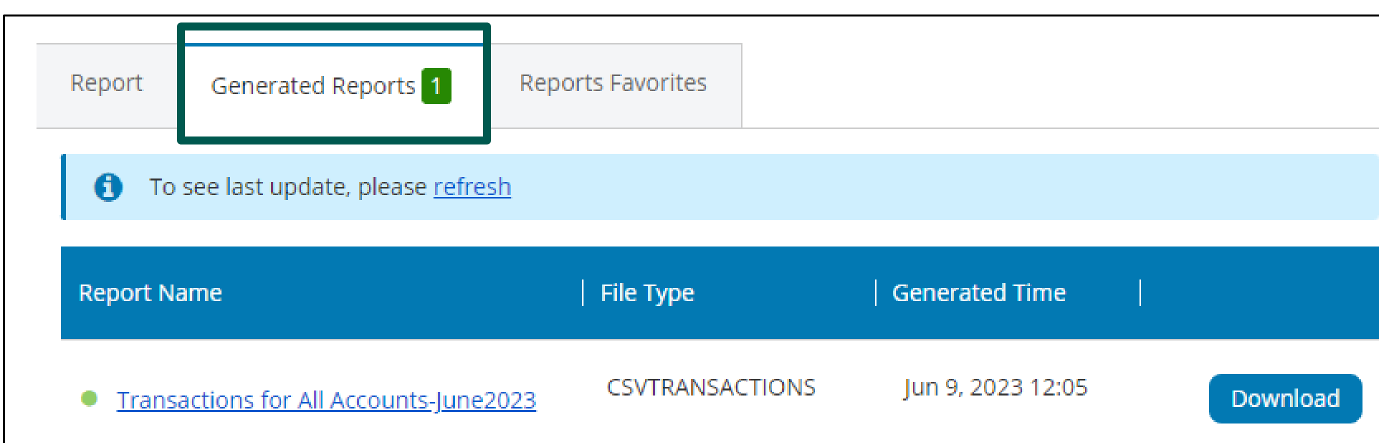
Availability of **BAI as an export option** is configurable by the financial institution.

- 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.

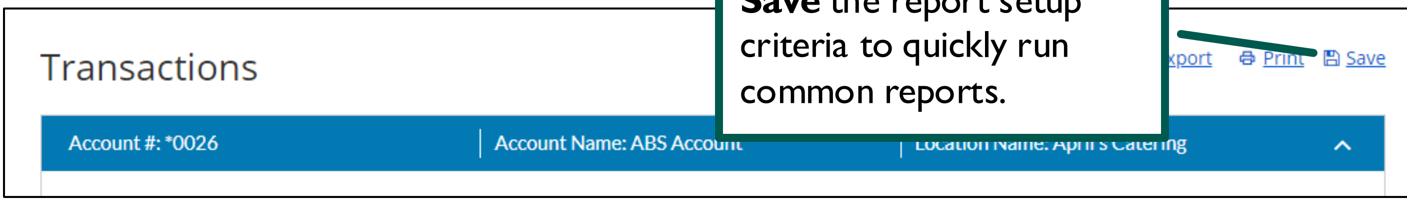


Go to the **Generated Reports** tab. Find the report name and select **Download**. Reports stay here for 10 days.

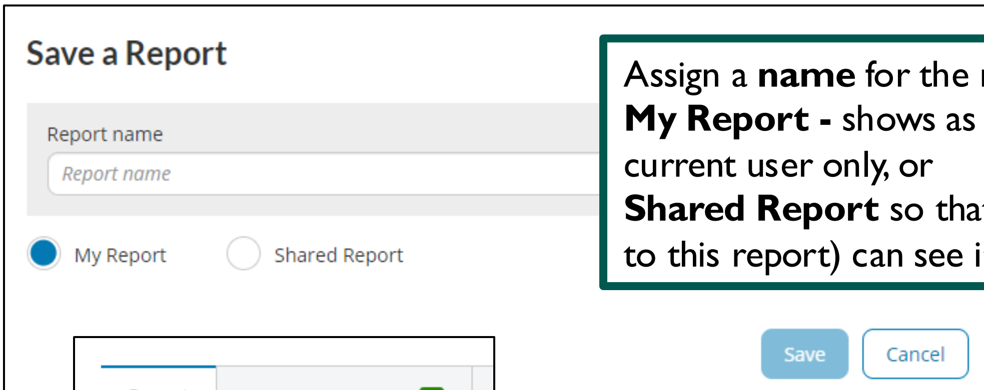


Create a Report Favorite

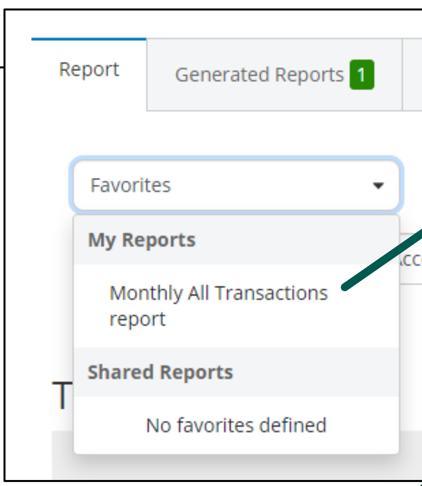
Save the report setup criteria to quickly run common reports.



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.



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.