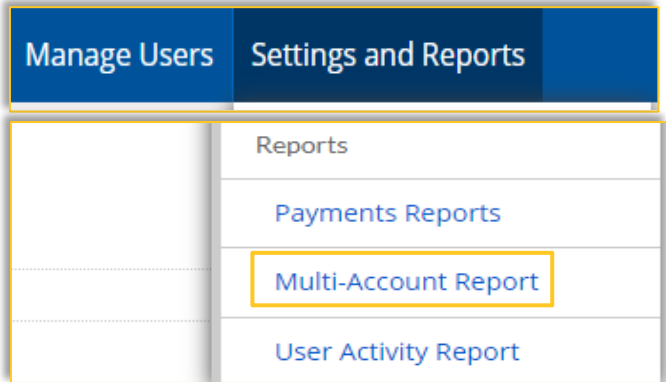


The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

Multi-Account Report displays if the business user has the “Multi-Account Report” permission plus at least one account with “View Balances” and “View Transaction History”. It can be found under “Settings and Reports”.



First, set up the report criteria by selecting accounts, dates and filters if desired. Option to skip the setup by selecting a report favorite.

A screenshot of the 'Multi-Account Report' setup form. The form has three tabs: 'Report', 'Generated Reports', and 'Reports Favorites'. The 'Report' tab is active. It contains several input fields and buttons. At the top, there is a 'Favorites' dropdown menu. Below it are 'Account Types' and 'Select Accounts' dropdowns, followed by a date range selector set to 'Jan 01, 2026 - Jan 05, 2026'. To the right of the date range are 'Submit' and 'Filters' buttons. Below these is a 'Clear all' link. Further down are fields for 'From amount', 'To amount', and 'Check number(s) e.g. 123456, 123456'. At the bottom are 'Transaction Description' and 'Transaction Type' dropdowns.

**Account Types** – checking and savings are only options

**Accounts** – select specific accounts; max 10

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

**Filters** – narrow the results by an amount range and/or 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. Balance information is available only when the selected date(s) include the current date.

The screenshot displays the 'Multi-Account Report' interface. At the top, there are buttons for 'Report', 'Favorite', and 'Account'. A date range 'Jun 01, 2023 - Jun 09, 2023' is selected, with a 'Submit' button and a 'filters' link. Below this, there are links for 'Expand all', 'Export', 'Print', and 'Save'. A yellow box highlights the 'Expand all' link with the text: 'The first account is expanded by default. **Expand all** displays details for all accounts.' Another yellow box highlights the 'Export' and 'Print' links with the text: 'Export or Print the results.' A third yellow box highlights the 'Save' link with the text: 'Save creates a favorite report.'

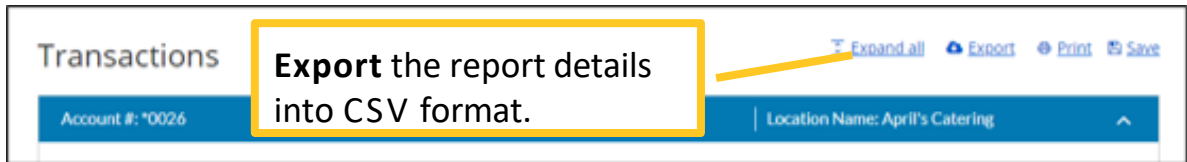
The main section is titled 'Transactions' and shows details for 'Account # 10026', 'Account Name: ABS Account', and 'Location Name: April's Catering'. Below this is the 'Account Summary' section, which includes fields for 'From' (Jun 01, 2023) and 'To' (Jun 09, 2023), 'Status Balances', 'Amount', 'Closing Ledger', and 'Closing Available'. Below the summary are links for '1-Day Float' and '2 Or More Days Float'.

The 'Credit Transactions' section displays a table with columns: Date, Detail Credit Transactions, Amount, Bank Ref, Cust Ref, Image, and Text. The table shows several transactions, including 'Internet Transfer' for \$2.00 and \$3.00. A summary row shows 'Credit item count: 83' and a total amount of \$2,681.10. Below this is the 'Debit Transactions' section, which also displays a table with columns: Date, Detail Debit Transactions, Amount, Bank Ref, Cust Ref, Image, and Text. The table shows several transactions, including 'Internet Transfer' for \$10.00 and \$1.00. A summary row shows 'Debit item count: 148' and a total amount of \$11,246.15.

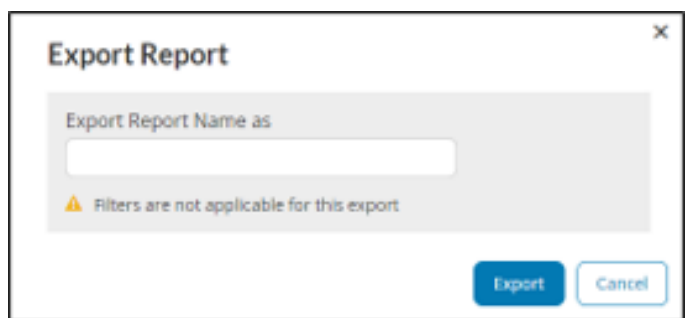
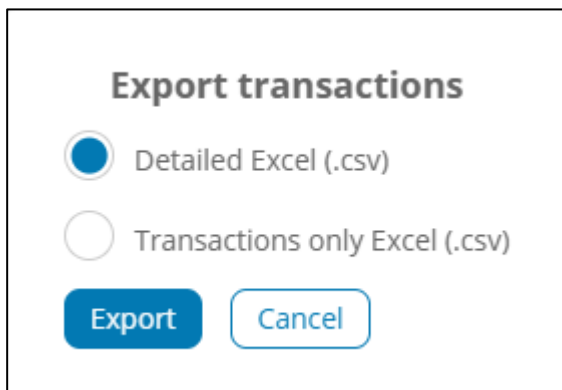
At the bottom of the screenshot, there is a footer for 'Account # 10002', 'Account Name: Emergency Savings', and 'Location Name: Classy Catering'.

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

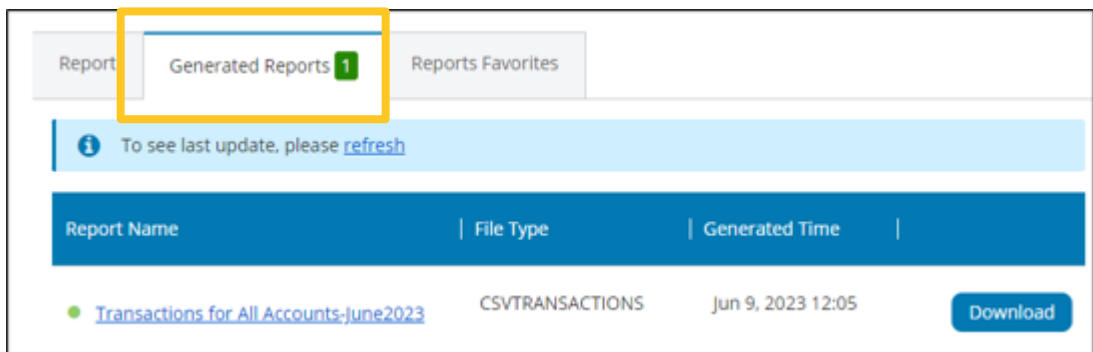
Export a Report



Export formats: **Detailed Excel** (full details) and **Transactions only Excel** (account number, date, description, amount, transaction type, check number, and memo)



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.

Transactions

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

Export Print Save

### Save a Report

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 name

Report name

☒ My Report ☐ Shared Report

Once saved, the report shows in the Favorites dropdown list.

Report

Generated Reports 1

Favorites

My Reports

Monthly All Transactions report

Shared Reports

No favorites defined

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                  |                      |