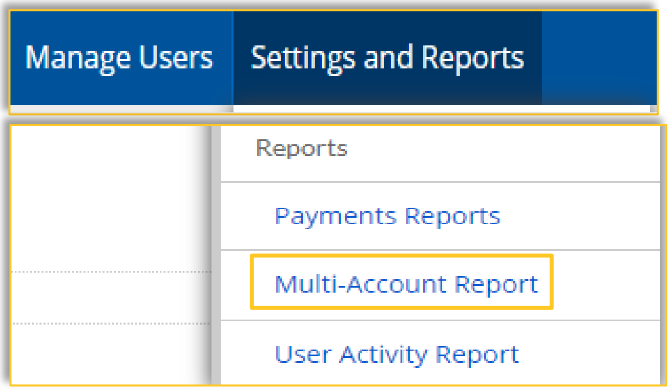
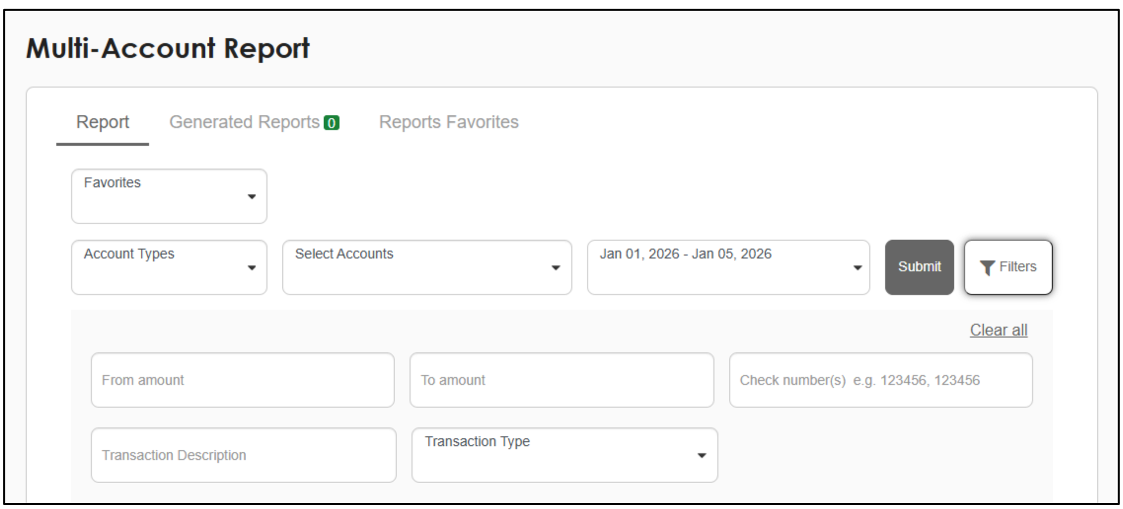
The **Multi-Account Report** in Business Banking allows business users to view transaction history across multiple accounts and TINs in a single report.

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”.



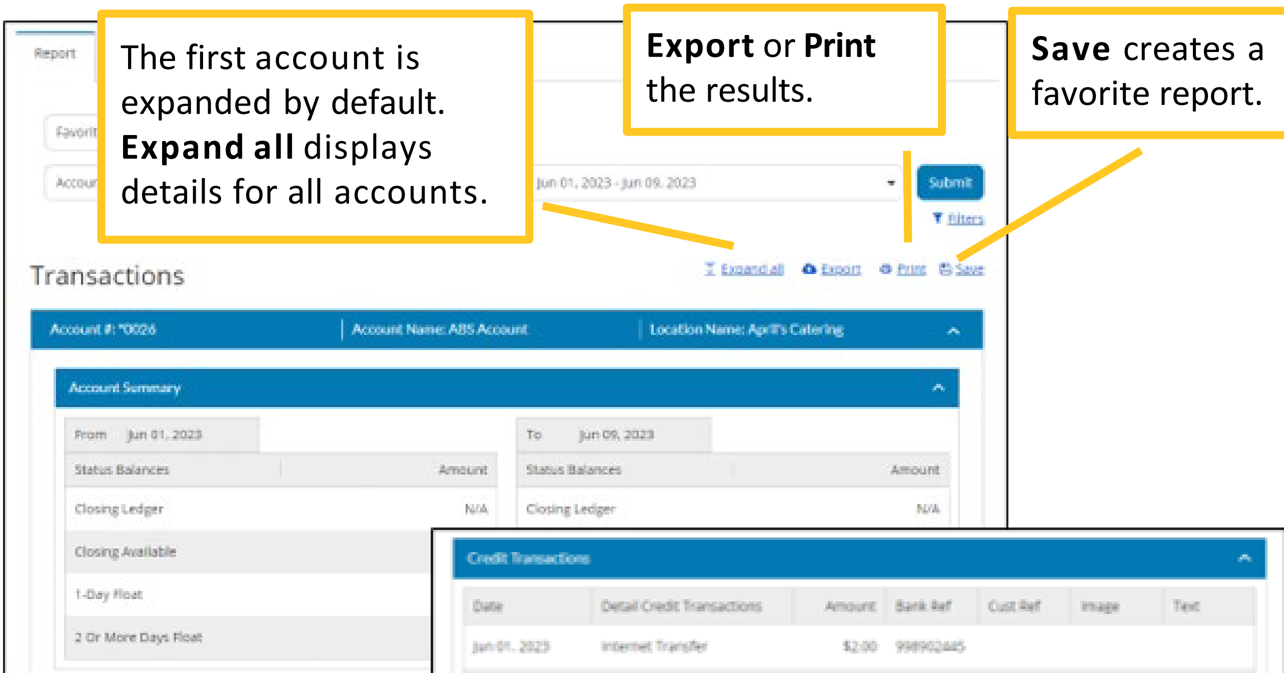
First, set up the report criteria by selecting accounts, dates and filters if desired. Option to skip the setup by selecting a report favorite.



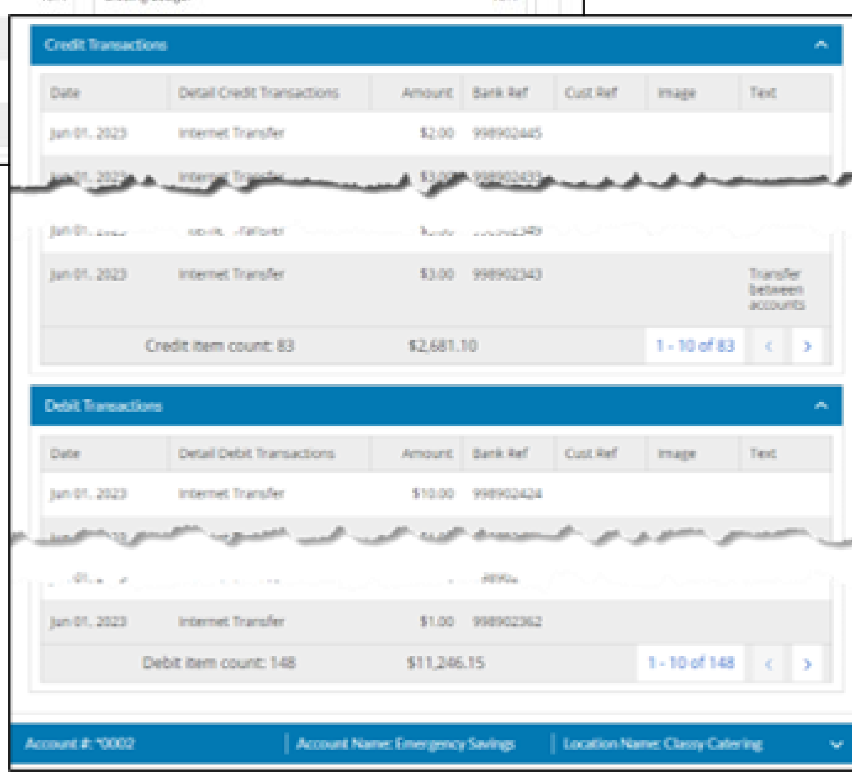
Account Types – checking and savings are only options
Accounts – select specific accounts; max 10
Date – history goes back 90 days; maximum date range is 30 days.
Filters – narrow the results by an amount range and/or check number (up to 10 separated with a comma), transaction description, and/or transaction type.

There are two sections for each account in the results.

1. **Account Summary** shows at the top. Balance information is available only when the selected date(s) include the current date.

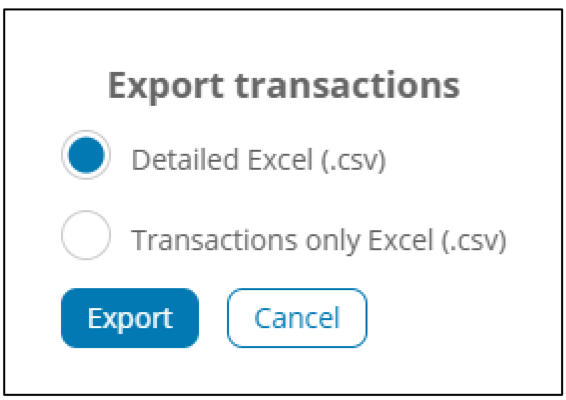


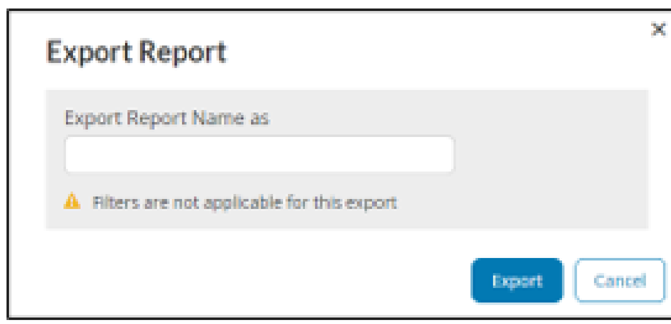
2. **Credit** and **Debit Transactions** display below Account Summary. Paging controls display 10 transactions per page.



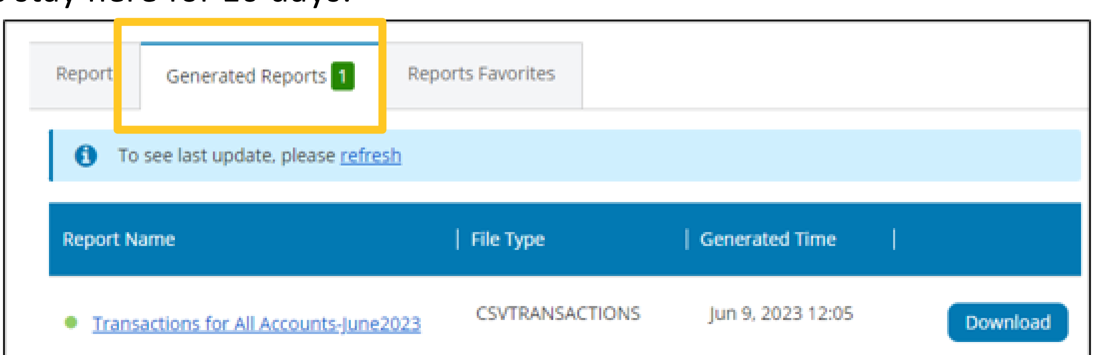
Export a Report

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



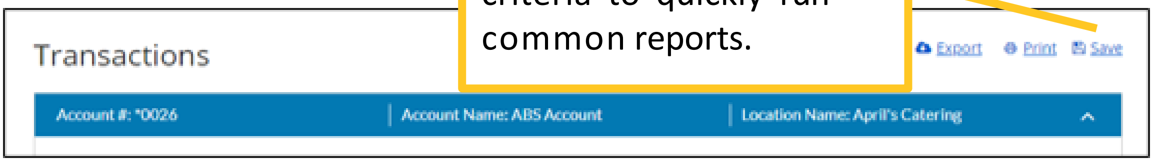


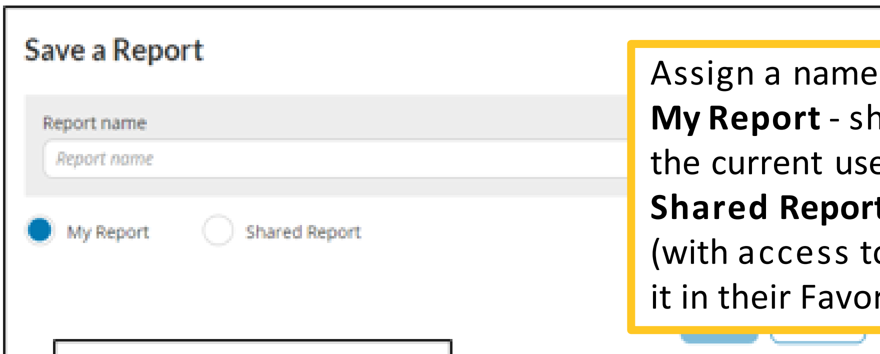
Go to the **Generated Reports** tab. Find the report name and select **Download**. Reports stay here for 10 days.



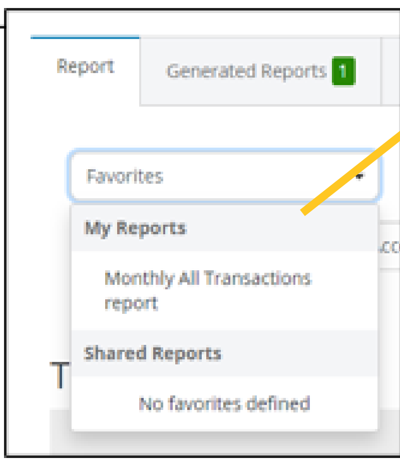
Create a Report Favorite

Save the report setup criteria to quickly run common reports.





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.