

# Business Online Banking

## Multibank Reporting User Guide

This document provides an overview of the different options available within the Multibank Reporting function of Business Online Banking.

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FNB has policies and procedures to address data confidentiality, integrity and availability. We encourage all companies to review the following useful security tips to create and support a culture of security awareness.

- Control access to sensitive areas of the office.
- Ensure all company data and customer information is securely controlled.
- Change your password on a regular basis.
- Change your password immediately if you suspect it has been compromised in any way.

*(continued on next page)*



## TREASURY MANAGEMENT



# Business Online Banking

## Multibank Reporting User Guide

- Educate staff about password confidentiality and reinforce this regularly.
- Check that all requests for information are genuine – and ignore any requests for bank account details and passwords, whether by phone or email.
- Ignore suspicious emails, consider deleting them unread – **and be very wary of opening attachments unless from a known source and of clicking on any links contained within an email.** Always cut and paste URL information into a new browser window.
- Keep your web browser and anti-virus applications up to date with security patches.
- Ensure account transaction reconciliation functions are performed utilizing segregation of duties processes and performed and reviewed timely.
- Frequently check and review systems and processes with your 'security hat' on.
- Review transaction activity and account information on a daily basis. FNB has several Treasury Management services such as Positive Pay that can provide additional tools to assist with the review.

PLEASE NOTE: A Business Email Compromise (BEC) is a form of phishing attack where a cyber-criminal impersonates an executive (often the CEO), and attempts to get an employee, customer, or vendor to transfer funds or sensitive information to the phisher.

Unlike traditional phishing attacks, which target a large number of individuals across a company, BEC attacks are highly focused. Cyber criminals will scrape compromised email inboxes, study recent company news, and research employees on social media sites in order to make these email attacks look as convincing as possible. This high level of targeting helps these email scams to slip through spam filters and evade email whitelisting campaigns. It can also make it much, much harder for employees to recognize the email is not legitimate. An email message request for payment to be sent outside the company should ALWAYS be verified OUTSIDE of the email channel to ensure it is a legitimate request. Do not verify the request via email as the verification may be coming from the fraudster.

***If you see anything unusual immediately contact Treasury Management Support at (866) 750-5298.***

Everyone in your business needs to remember that skilled fraudsters will resort to all manners of subtlety and guile to trick people into disclosing valuable information.

For additional security updates and information, visit our website at [www.fnb-online.com](http://www.fnb-online.com) and click on the Security Center link at the bottom of the screen.

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## TREASURY MANAGEMENT

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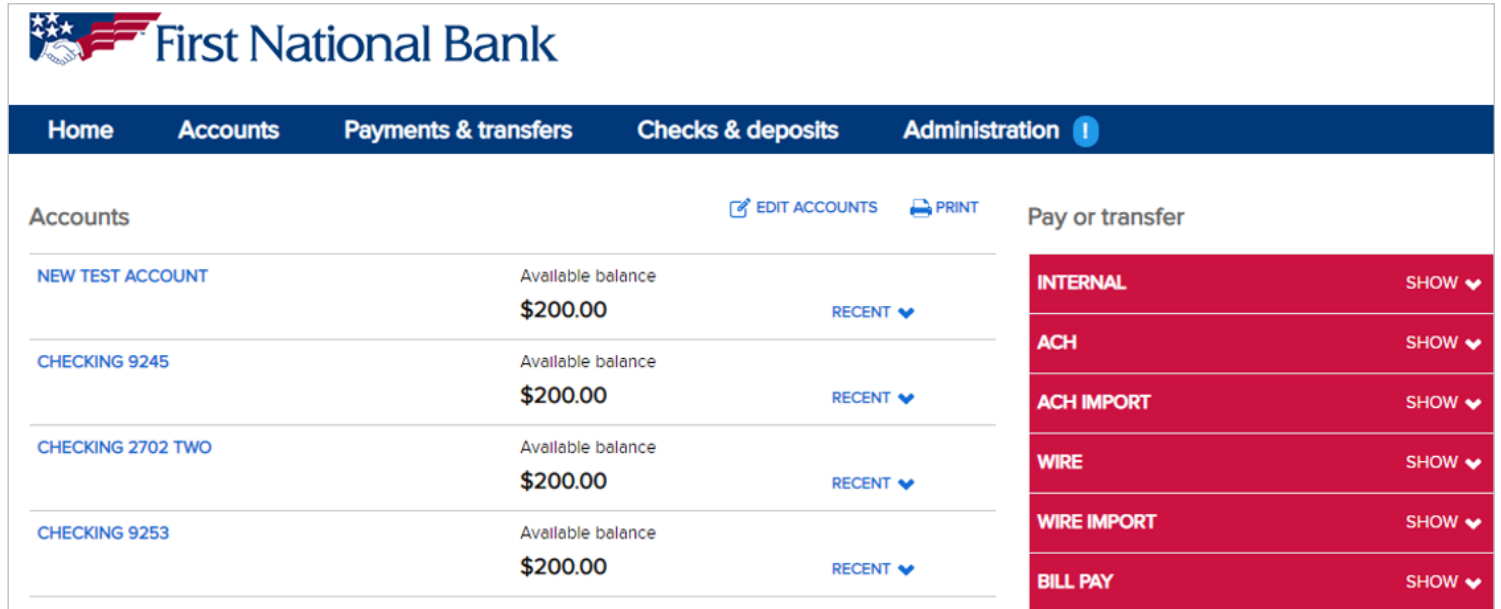


## MULTIBANK REPORTING FOR ACCOUNTS

Multibank Reporting (MBR) provides corporate users access to more robust information, such as balance history, the ability to print ad-hoc account statements, the ability to import and export data in a BAI2 formatted file and to graphically display cash position for the last 30 days.

## HOME SCREEN

From the Home Screen, select the account that you want to view in the Multibank Reporting screen



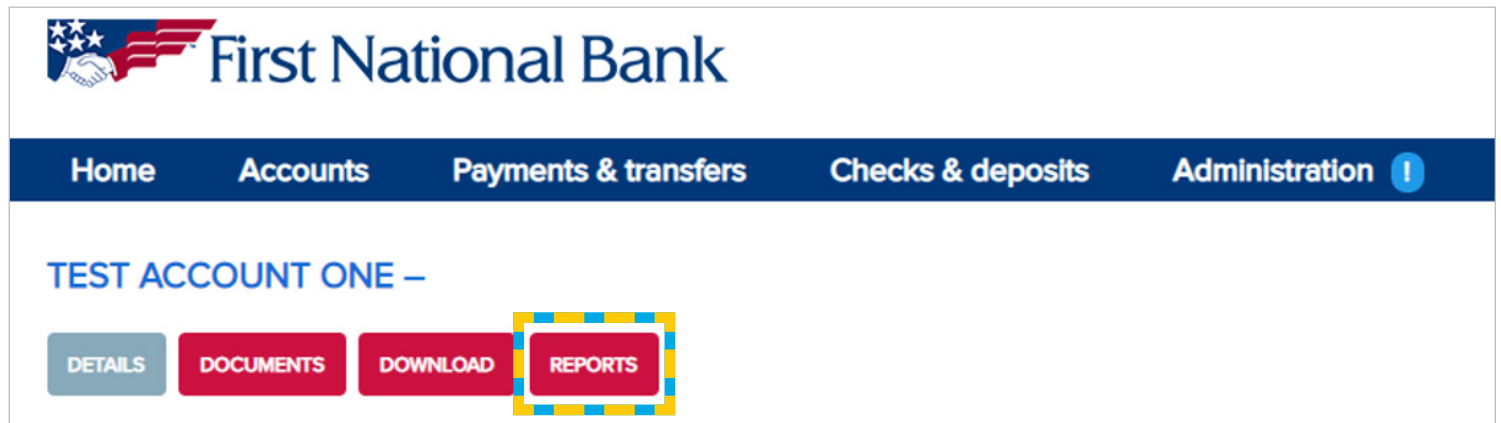
The screenshot shows the First National Bank Home Screen. At the top is the bank logo and name. Below is a navigation bar with tabs: Home, Accounts, Payments & transfers, Checks & deposits, and Administration. The 'Accounts' tab is selected. The main content area displays a list of accounts with their available balances and a 'RECENT' dropdown menu. To the right is a 'Pay or transfer' menu with options: INTERNAL, ACH, ACH IMPORT, WIRE, WIRE IMPORT, and BILL PAY, each with a 'SHOW' dropdown.

Accounts	Available balance	RECENT
NEW TEST ACCOUNT	\$200.00	RECENT
CHECKING 9245	\$200.00	RECENT
CHECKING 2702 TWO	\$200.00	RECENT
CHECKING 9253	\$200.00	RECENT

Pay or transfer

- INTERNAL SHOW
- ACH SHOW
- ACH IMPORT SHOW
- WIRE SHOW
- WIRE IMPORT SHOW
- BILL PAY SHOW

Select the **Reports** tab



The screenshot shows the First National Bank Home Screen with the 'Accounts' tab selected. The main content area displays 'TEST ACCOUNT ONE' with a dropdown arrow. Below this are four buttons: DETAILS, DOCUMENTS, DOWNLOAD, and REPORTS. The 'REPORTS' button is highlighted with a yellow and blue border.

TEST ACCOUNT ONE –

DETAILS DOCUMENTS DOWNLOAD **REPORTS**

# TREASURY MANAGEMENT



## PREVIOUS DAY REPORT

The **Previous Day Report** will display. This report will display balances for the previous day including Opening and Closing Ledger, Float, Opening and Closing Available, Current Available, and the Previous Day Account Summary.

DETAILS
DOCUMENTS
DOWNLOAD
REPORTS

### Reports

**Previous Day Account Status as of October 14, 2020 in USD**

4778

Go To Account:  ▼ →

[Current Day Report](#)  
[Summary History Report](#)  
[Transaction Details](#)

**Status Information Ledger**

Opening Ledger	4,342,884.15
Closing Ledger	5,274,609.41

**Status Information Float**

1-Day Float	129,374.64
2 Or More Days Float	0.00

**Status Information Available**

Opening Available	4,155,906.33
Closing Available	5,145,234.77
Current Available	5,145,234.77

**Previous Day Account Summary**

Credit Summary	Item Count	Available Amount	Total Amount	Debit Summary	Item Count	Available Amount	Total Amount
Total Credits	4		931,882.06	Total Debits	1		156.80

## CURRENT DAY REPORT

Selecting **Current Day Report** will display balances for the current day including Opening and Closing Ledger, Opening, Closing and Current Available balances for the current day.

**Note:** The Current Available Balance does not update throughout the day. This information can be viewed by selecting the **Details** tab.

Current day transactions can also be by clicking on **Transaction Details**.

DETAILS
DOCUMENTS
DOWNLOAD
REPORTS

### Reports

**Current Day Account Status in USD**

4778

Go To Account:  ▼ →

[Previous Day Report](#)  
[Summary History Report](#)  
[Transaction Details](#)

**Status Information Ledger**

Opening Ledger	4,342,884.15
Closing Ledger	5,274,609.41

**Status Information Available**

Opening Available	4,155,906.33
Closing Available	5,145,234.77
Current Available	5,145,234.77

**Current Day Account Summary**

## SUMMARY HISTORY REPORT

Selecting **Summary History Report** will display a quick overview of the transactional activity of your account for 365 days. This history will build starting on the day the service is activated.

You can select the date (a blue hyperlink) to view the Account Status for the date chosen.

### Reports

Summary History Reporting for Account XXXXXX778 as of September 17, 2020 in USD										
Go To Account: <input type="text" value="4778"/> <a href="#">4778</a>										
<a href="#">Current Day Report</a> <a href="#">Previous Day Report</a>										
Date	Ledger	Collected Balance	1 Day Float	2+ Day Float	Credit Amount	Credits	Debit Amount	Debits	MTD Average	YTD Average
<a href="#">09/17/2020</a>	3,384,174.17	3,379,406.69	4,767.48	0.00	170,605.33	4	212,112.50	3		
<a href="#">09/16/2020</a>	3,425,681.34	3,421,714.69	3,966.65	0.00	1,184.80	1	568.52	3		
<a href="#">09/15/2020</a>	3,425,065.06	3,404,588.69	17,694.52	2,781.85	4,886.85	2	30.00	1		
<a href="#">09/14/2020</a>	3,420,208.21	3,321,252.75	81,260.94	17,694.52	138,064.02	4	35,012.54	3		
<a href="#">09/11/2020</a>	3,317,156.73	3,293,238.31	0.00	0.00	139,501.03	3	6,877.06	4		
<a href="#">09/10/2020</a>	3,184,532.76	3,184,532.76	0.00	0.00	5,794.80	1	463,488.71	7		
<a href="#">09/09/2020</a>	3,642,226.67	3,512,044.00	130,182.67	0.00	33,589.65	1	9,593.01	8		

Selecting a date will display balances of the selected date including Opening and Closing Ledger, Float, Opening and Closing Available, Current Available and the Account Summary.

### Reports

Account Status as of August 14, 2020 in USD							
4778				<b>Status Information Available</b>			
Go To Account: <input type="text" value="4778"/> <a href="#">4778</a>				Opening Available 3,540,960.93			
<a href="#">Current Day Report</a> <a href="#">Summary History Report</a> <a href="#">Transaction Details</a>				Closing Available 3,565,129.82			
<b>Status Information Ledger</b>				Current Available 3,565,129.82			
Opening Ledger 3,574,051.39							
Closing Ledger 3,643,335.48							
<b>Status Information Float</b>							
1-Day Float 0.00							
2 Or More Days Float 0.00							
Account Summary							
Credit Summary	Item Count	Available Amount	Total Amount	Debit Summary	Item Count	Available Amount	Total Amount
Total Credits	3		94,491.04	Total Debits	7		25,206.95

## TRANSACTION DETAILS

Selecting [Transaction Details](#) displays transaction detail information and provides the ability to process MBR functionality such as exporting data, creating ad-hoc statements and searching for specific transactions.

The **Transactions Displayed** dropdown menu allows you to retrieve up to 100 transactions at a time.

**Reports**

Information

Transaction Details for Account 4778 XXXXXX778 in USD

Transactions Displayed: 25 Transactions

Export	Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference
<input type="checkbox"/>	08/17/2020	147.98				Check Paid	771026123656	1316
Descriptive Text: Check Paid								
<input type="checkbox"/>	08/17/2020	6.87				Check Paid	771012035835	1297
Descriptive Text: Check Paid								
<input type="checkbox"/>	08/17/2020		444,622.00			Lockbox Deposit	550001003156	
Descriptive Text: LOCKBOX DEPOSIT								
<input type="checkbox"/>	08/17/2020		14,491.09			Miscellaneous ACH Credit	86917721	
Descriptive Text:		8296 EDI PA	0813100					
<input type="checkbox"/>	08/17/2020		82,965.00			Miscellaneous ACH Credit	18140533	
Descriptive Text:		'0076517						
<input type="checkbox"/>	08/17/2020	74.91				Miscellaneous ACH Debit	11097588	
Descriptive Text:		2878020						
<input type="checkbox"/>	08/17/2020	23,293.21				Miscellaneous ACH Debit	125425936	
Descriptive Text:		3792723						
<input type="checkbox"/>	08/17/2020	34,829.03				Sweep Principal Buy		
Descriptive Text:		TRANSFER TO BUSINESS ANALYSIS CK						

Export Format: BAI2 (.BAI)

## EXPORTING TRANSACTIONS

From the Home screen, select the account that you want to view in the Multibank Reporting screen

First National Bank

Home Accounts Payments & transfers Checks & deposits Administration

Accounts   Pay or transfer

NEW TEST ACCOUNT Available balance \$200.00 RECENT

INTERNAL SHOW

Select the **Reports** tab

First National Bank

Home Accounts Payments & transfers Checks & deposits Administration

TEST ACCOUNT ONE

# TREASURY MANAGEMENT



Select the [Transaction Details](#)

Status Information Available	
Opening Available	4,155,906.33
Closing Available	5,145,234.77
Current Available	5,145,234.77

Select the transactions to be exported by placing a checkmark to the left or click the Select All option to select all listed transactions.

**Note:** The Transactions Displayed dropdown menu allows you to retrieve up to 100 transactions at a time.

Export	Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference	
Select All									
<input type="checkbox"/>	10/14/2020		96,791.64			Lockbox Deposit	550001000817		
Descriptive text: LOCKBOX DEPOSIT									
<input type="checkbox"/>	10/14/2020		561,267.23			Miscellaneous ACH Credit	100208143924		
Descriptive text: AMI									
<input type="checkbox"/>	10/14/2020		4,260.75			Miscellaneous ACH Credit	25377989		
Descriptive text: TEL									
<input type="checkbox"/>	10/14/2020		269,562.44			Miscellaneous ACH Credit	100208143937		
Descriptive text: AM									
<input type="checkbox"/>	10/14/2020	156.80				Miscellaneous ACH Debit	12948538		
Descriptive text: WW									

At the bottom of the Transaction Details list, choose one of the available formats from the **Export Format** dropdown menu

Select **Export Selected**

Complete the following fields when exporting a **BAI2** file:

**Ultimate Receiver Identification** – 043318092

**Receiver Identification** – 043318092

**Group Status:**

- **Update** – This option will be selected for most balance reporting transmissions, reporting all status, summary and detail data.
- **Delete** – Use caution when using this option. This option will remove all previously reported information for the account(s) on a particular date and will remove all data regardless of the source.
- **Correction** – This option is used when previously transmitted data is incorrect. It allows all previously reported data to be deleted and replaced with corrected data.
- **Test Only** – This option is used to test the receiver’s live files.

At the bottom of the Selected Transactions list, select **Export** to export the file or **Cancel** to delete the request.

**Reports**

Export Specifications

Ultimate Receiver Identification:

Receiver Identification:

Group Status:  Update  Delete  Correction  Test Only

Information

Selected Transactions for Export for Account XXXXXX778 in USD


Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference
08/17/2020	147.98				Check Paid	771026123656	1316
08/17/2020	6.87				Check Paid	771012035835	1297
08/17/2020		444,622.00			Lockbox Deposit	550001003156	
08/17/2020		14,491.09			Miscellaneous ACH Credit	86917721	
08/17/2020		82,965.00			Miscellaneous ACH Credit	18140533	
08/17/2020	74.91				Miscellaneous ACH Debit	11097588	
08/17/2020	23,293.21				Miscellaneous ACH Debit	125425936	
08/17/2020	34,829.03						

Export Format: BAI Format

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

## EXPORT ALL ACCOUNTS

From the Home screen, select the account that you want to view in the Multibank Reporting screen



**First National Bank**


Home Accounts Payments & transfers Checks & deposits Administration **!**

Accounts [EDIT ACCOUNTS](#) [PRINT](#) Pay or transfer

NEW TEST ACCOUNT Available balance \$200.00 [RECENT](#)

INTERNAL [SHOW](#)

Select the **Reports** tab



**First National Bank**

Home Accounts Payments & transfers Checks & deposits Administration **!**

TEST ACCOUNT ONE – [▼](#)

[DETAILS](#) [DOCUMENTS](#) [DOWNLOAD](#) [REPORTS](#)

Select **Transaction Details**

4778

Go To Account:

[Current Day Report](#)  
[Summary History Report](#)  
[Transaction Details](#)

Status Information Available

Opening Available	4,155,906.33
Closing Available	5,145,234.77
Current Available	5,145,234.77

TREASURY MANAGEMENT





At the bottom of the Transaction Details list, select **Export All Accounts** to export multiple accounts at one time. Each account will be a separate report.

Export Format: BAI2 (.BAI) | Export Selected | **Export All Accounts** | Create Statement | Search | Cancel

Enter the **Date Range** of the transactions to be exported.

Select the **Export Format** from one of the available formats.

Export Transaction - Account Selection

Date Range: [ ] To [ ]

Export Format: BAI2 (.BAI)

Account Selection

Account Number	Account Type	Account Nickname	Receiver Identification	Ultimate Receiver Identification	Group Status
Select All					

**Note:** If BAI2 format is selected, the Receiver Identification, Ultimate Receiver Identification and Group Status must be selected. Refer to the Exporting Transactions process on page 6.

Export Transaction - Account Selection

Date Range: [ ] To [ ]

Export Format: BAI2 (.BAI)

Account Selection

Account Number	Account Type	Account Nickname	Receiver Identification	Ultimate Receiver Identification	Group Status
Select All					
<input checked="" type="checkbox"/> XXXXXX164	Demand Deposit	2164	[ ]	[ ]	Update
<input checked="" type="checkbox"/> XXXXXX819	Demand Deposit	.6819	[ ]	[ ]	Update

Select the Account Number(s) to be exported by placing a checkmark to the left or click the Select All option to select all listed Account Numbers.

Select **Export** to export the file or **Cancel** to delete the request

Reports

Export Transaction - Account Selection

Date Range: 08/17/2020 To 08/19/2020

Export Format: Comma Separated File (.CSV)

Account Selection

Account Number	Account Type	Account Nickname
Select All		
<input checked="" type="checkbox"/> XXXXXX164	Demand Deposit	2164
<input checked="" type="checkbox"/> XXXXXX681	Demand Deposit	TEST ACCT ONE
<input checked="" type="checkbox"/> XXXXXX300	Demand Deposit	.0300
<input checked="" type="checkbox"/> XXXXXX778	Demand Deposit	.4778
<input checked="" type="checkbox"/> XXXXXX068	Demand Deposit	.068
<input checked="" type="checkbox"/> XXXXXX541	Demand Deposit	.541

Export | Cancel

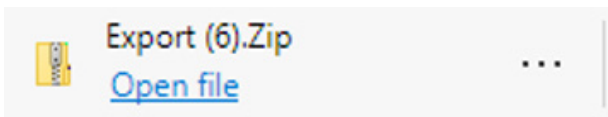
Select **Download Export** to export the accounts or select **Done** to cancel the request.

Reports

Export Transactions			
Account Number	Account Type	Account Nickname	Export Status
XXXXXX164	Demand Deposit	2164	100%
XXXXXX681	Demand Deposit	TEST ACCT ONE	100%
XXXXXX300	Demand Deposit	0300	100%
XXXXXX778	Demand Deposit	4778	100%
XXXXXX068	Demand Deposit	068	100%

[Download Export](#) [Done](#)

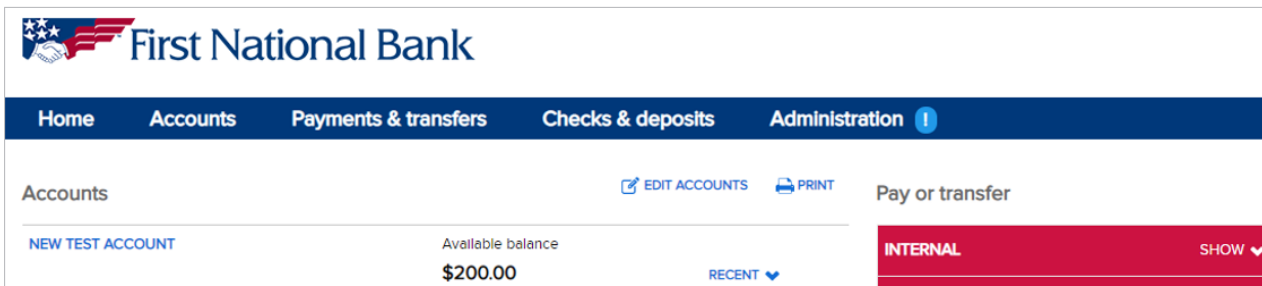
The files will be combined into a zip file, select **Open file** to view the reports in the format previously selected. Each account will be a separate report.



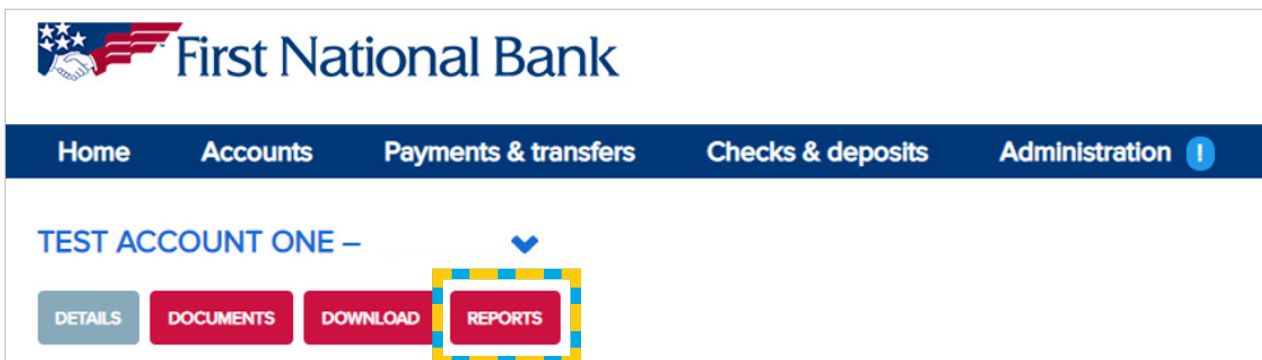
## CREATE STATEMENT

**This enables an ad-hoc statement to be created based on the selection chosen. This statement will not replace the normally scheduled statements generated by the bank.**

From the Home screen, select the account that you want to view in the Multibank Reporting screen.



Select the **Reports** tab



Select the [Transaction Details](#)

4778	Status Information Available
Go To Account: PRISM RESPONSE 4778	Opening Available 4,155,906.33
<a href="#">Current Day Report</a>	Closing Available 5,145,234.77
<a href="#">Summary History Report</a>	Current Available 5,145,234.77
<a href="#">Transaction Details</a>	

At the bottom of the Transaction Details list, select **Create Statement**

Export Format: BAI2 (.BAI)    Export Selected    Export All Accounts    **Create Statement**    Search    Cancel

Select an **Account** from the dropdown menu or select All Accounts.

### Reports

Transaction Search

Account: All Accounts

Date Range:    To

Transaction Type: All

*\*To enable the Display button, select a single Account from the dropdown.*

Display    Create Statement    Cancel

Select **Date Range** to be used for the ad-hoc statement.

Select the **Transaction Type** – choose between All, Checks Paid, Deposit and Credits, Checks and Debits.

### Reports

Transaction Search

Account: 4778

Date Range: 08/24/2020 To 08/27/2020

Transaction Type: All

statement    Cancel

Select **Display**, **Create Statement** or **Cancel**

- **Display** – This option will display the ad-hoc statement on your screen.
- **Create Statement** – This option will create a .pdf of the ad-hoc statement.
- **Cancel** – This option will cancel the request.

### Reports

Transaction Search


Account: 4778

Date Range: 08/24/2020 To 08/27/2020

Transaction Type: All

Display    Create Statement    Cancel

Select Open file to view the ad-hoc statement(s) selected.


Statement (9).pdf
...

[Open file](#)


An example of the ad-hoc statement is below. If the All Accounts option was selected, each account's transactions will be separate on the statement.

Account Statement for ECORP TEST COMPANY				
Account:	3852	XXXXXX852	From Date:	08/24/2020
			To Date:	08/27/2020
			Currency:	USD
Opening Ledger as of August 24, 2020:	-0.50		Debits:	22 563,365.98
Closing Ledger as of August 27, 2020:	0.00		Credits:	4 563,366.48
Checks Paid				
<b>No Transactions</b>				
Deposits and Credits				
Date	Amount	Description	Bank Reference	Customer Reference
8/24/2020	14,834.08	Miscellaneous Credit	10847	
		Loan:		
8/25/2020	497.82	Miscellaneous Credit	11016	
		Loan:		
8/26/2020	42,235.25	Miscellaneous Credit	11187	
		Loan:		
8/27/2020	505,799.33	Miscellaneous Credit	11385	
		Loan:		
Checks and Debits				
Date	Amount	Description	Bank Reference	Customer Reference
8/24/2020	3.60	Miscellaneous ACH Debit	101163058951	

## SEARCH

The search function allows you to pull transactions by the specified criteria chosen. Transaction history is available for 365 days. This history will build starting on the day the service is activated.

From the Home screen, select the account that you want to view in the Multibank Reporting screen.



## First National Bank

Home
Accounts
Payments & transfers
Checks & deposits
Administration !

Accounts
[EDIT ACCOUNTS](#)
[PRINT](#)
Pay or transfer

NEW TEST ACCOUNT	Available balance <b>\$200.00</b>	RECENT <span style="font-size: 0.8em;">▼</span>	INTERNAL <span style="float: right;">SHOW <span style="font-size: 0.8em;">▼</span></span>
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# TREASURY MANAGEMENT



Select the **Reports** tab

The image shows the top navigation bar of the First National Bank website. The logo is on the left, followed by the text "First National Bank". The navigation menu includes "Home", "Accounts", "Payments & transfers", "Checks & deposits", and "Administration". Below the menu, there is a section for "TEST ACCOUNT ONE" with a dropdown arrow. Underneath, there are four buttons: "DETAILS", "DOCUMENTS", "DOWNLOAD", and "REPORTS". The "REPORTS" button is highlighted with a yellow and blue dashed border.

Select **Transaction Details**

The image shows the "Transaction Details" interface. On the left, there is a "Go To Account:" field with a dropdown menu and a "4778" label. Below it are links for "Current Day Report", "Summary History Report", and "Transaction Details". On the right, there is a "Status Information Available" table:

Status Information Available	Amount
Opening Available	4,155,906.33
Closing Available	5,145,234.77
Current Available	5,145,234.77

At the bottom of the Transaction Details list, select **Search**

The image shows a row of buttons at the bottom of the Transaction Details list. From left to right, the buttons are: "Export Format: BAI2 (.BAI)", "Export Selected", "Export All Accounts", "Create Statement", "Search", and "Cancel". The "Search" button is highlighted with a yellow and blue dashed border.

**Saved Searches** – is not a required field and is explained on page 15

**Account** – select the Account you want to view.

**Date Range** – select the Date Range you want to view.

**Amount Range** – select an Amount Range to limit the search, if desired.

The image shows the "Reports" section, specifically the "Transaction Saved Search" interface. It includes fields for "Saved Searches:", "Account:" (with a dropdown menu showing "4778"), "Date Range:", and "Amount Range:". Below these fields are "Bank Reference Number:", "Customer Reference Number:", and "BAI2 Transaction Code:". At the bottom, there is a list of transaction codes with navigation arrows:

- >
- >>
- <
- <<

The list includes:

- 108 - Credit (Any Type)
- 115 - Lockbox Deposit
- 116 - Item in Lockbox Deposit
- 118 - Lockbox Adjustment Credit
- 121 - EDI Transaction Credit
- 122 - EDIBANX Credit Received
- 123 - EDIBANX Credit Return
- 135 - DTC Concentration Credit
- 136 - Item in DTC Deposit
- 142 - ACH Credit Received

**Transaction Type** – choose between All, Checks and Debits, Checks Paid or Deposits and Credits.

## Reports

Transaction Saved Search

Saved Searches: (None) X

Account: : 4778

Date Range: To

Amount Range: To

Transactions Types: All  
Checks and Debits  
Checks Paid  
Deposits and Credits

Bank Reference Number:

Customer Reference Number:

BAI2 Transaction Code:

**Bank Reference Number** – enter a Bank Reference Number to limit the search, if desired.

**Customer Reference Number** – enter a check number to limit the search, if desired.

**BAI2 Transaction Code** – all of the BAI2 Transaction Codes will be listed in the right-side box.

- To limit the search, click the Select All << button to move all codes to the right-side box.
- Highlight the desired code(s) and click the > button to add the desired codes to the right-side box.

**Tip:** If selecting multiple codes, click to select the first code then hold the Ctrl button on your keyboard as you select the remaining desired codes. Once all codes are selected click the > button to add the desired codes to the right-side box.

Select **Search** or **Cancel** to delete the request. **Save Search Criteria** is explained on page 15

## Reports

Transaction Saved Search

Saved Searches: (None) X

Account: 4778

Date Range: To

Amount Range: To

Transactions Types: All

Bank Reference Number:

Customer Reference Number:

BAI2 Transaction Code:

683 - FRB Postal Money Order Adjustment	>	115 - Lockbox Deposit
684 - FRB Cash Letter Auto Charge Debit	>>	142 - ACH Credit Received
686 - FRB Cash Letter auto Charge Adjustment	<	475 - Check Paid
687 - FRB Fine-Sort Cash Letter Debit	<<	
688 - FRB Fine-Sort Adjustment		
691 - Universal Debit		
692 - Freight Payment Debit		
693 - Itemized Debit Over \$10,000		
694 - Deposit Reversal		
695 - Deposit Correction Debit		

Search Save Search Criteria Cancel

The **Transactions Displayed** dropdown menu allows you to retrieve up to 100 transactions at a time.

Transaction Details for Account PRISM RESPONSE 4778 XXXXXX778 in USD

Transactions Displayed: 25 Transactions  
50 Transactions  
75 Transactions  
100 Transactions

Export Select All

it Credit 1 Day Float 2+ Days Float Description Bank Reference Customer Reference

# TREASURY MANAGEMENT



The selected transactions will be displayed.

Transaction Details for Account I XXXXX778 in USD									
Transactions Displayed: 25 Transactions									
Export	Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference	
<input type="checkbox"/>	09/16/2020	269.00				Check Paid	771022097607	1481	
<input type="checkbox"/>	09/16/2020		1,184.80			Lockbox Deposit	550001001709		
<input type="checkbox"/>	09/15/2020		2,781.85			Lockbox Deposit	550001001089		
<input type="checkbox"/>	09/14/2020	2,060.76				Check Paid	771008016812	1487	
<input type="checkbox"/>	09/14/2020		3,619.00			Lockbox Deposit	550002007369		
<input type="checkbox"/>	09/14/2020		123,201.92			Lockbox Deposit	550002007354		

Export Format: BAI2 (.BAI) Export Selected

Select the transactions to be exported by placing a checkmark to the left or click the Select All option to select all listed transactions.

At the bottom of the Transaction Details list, choose one of the available formats from the **Export Format** dropdown menu

**Note:** If BAI2 is selected, the Receiver Identification, Ultimate Receiver Identification and Group Status must be selected. Refer to the Exporting Transactions process on page 6.

Select Export Selected.

Transaction Details for Account XXXXX916 in USD									
Transactions Displayed: 25 Transactions									
Export	Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference	
<input type="checkbox"/>	<u>Select None</u>								
<input checked="" type="checkbox"/>	09/23/2020		337.05			Miscellaneous ACH Credit	100200694970		
<input checked="" type="checkbox"/>	09/23/2020		5,005.06			Miscellaneous ACH Credit	12240301		
<input checked="" type="checkbox"/>	09/23/2020		1,585.59			Miscellaneous ACH Credit	12240299		
<input checked="" type="checkbox"/>	09/23/2020	6,927.70				Sweep Principal Buy			

Export Format: BAI2 (.BAI) Export Selected

The transactions will display.

At the bottom of the Transactions list select **Export** to export the transactions or **Cancel** to cancel the request.

## Reports

Selected Transactions for Export for Account XXXXX778 in USD									
Date	Debit	Credit	1 Day Float	2+ Days Float	Description	Bank Reference	Customer Reference		
09/16/2020	269.00				Check Paid	771022097607	1481		
09/16/2020		1,184.80			Lockbox Deposit	550001001709			
09/15/2020		2,781.85			Lockbox Deposit	550001001089			
09/14/2020	2,060.76				Check Paid	771008016812	1487		
09/14/2020		123,201.92			Lockbox Deposit	550002007354			
09/14/2020		3,619.00			Lockbox Deposit	550002007369			

Export Format: CSV Format

Export Cancel

## Saved Searches

Saved Searches allows the search criteria most commonly used to be saved for quick access in future searches.

# TREASURY MANAGEMENT



Select the BAI2 transactions to be exported:

All of the BAI2 Transaction Codes will be listed in the right-side box.

Click the Select All << button to move all codes to the left-side box.

Highlight the desired code(s) and click the > button to add the desired codes to the right-side box.

**Tip:** If selecting multiple codes, click to select the first code then hold the Ctrl button on your keyboard as you select the remaining desired codes. Once all codes are selected click the > button to add the desired codes to the right-side box.

Select **Save Search Criteria**.

A window will display requesting the Search Name. Enter the desired name of your search criteria. (Ex. Checks Paid)

Click **OK**

A message will display confirming the search was successfully saved to the database.

Future searches will allow you to select your Saved Searches to view the transactions for the Date Range selected.

**Note:** Selecting the black X to the right of the Saved Searches dropdown menu deletes the selected saved search

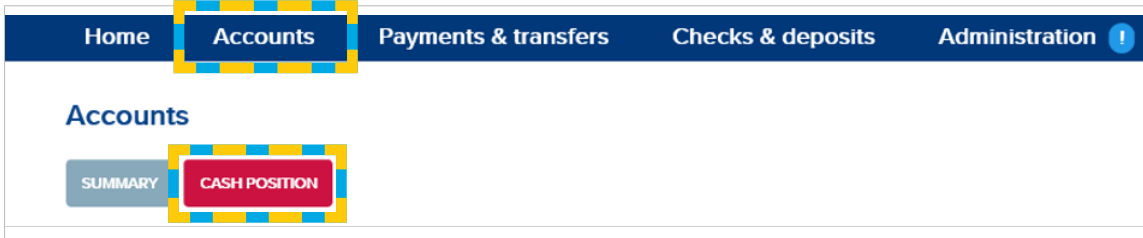


## CASH POSITION

Cash Position will display various historical graphs for the accounts selected. The Cash Position will display up-to the prior 30 days.

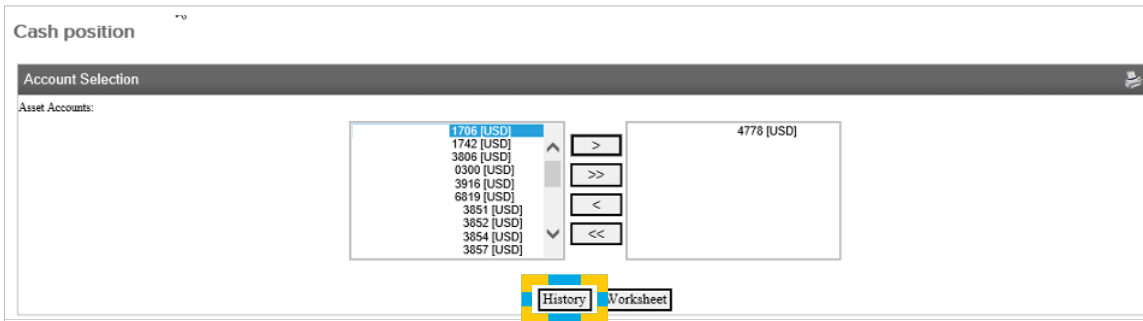
Select the **Accounts** tab.

Select **Cash Position**.



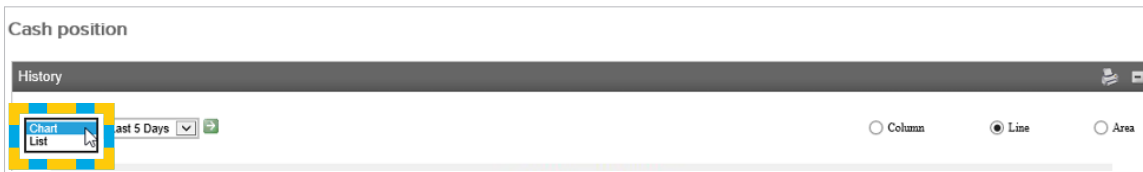
Select the account(s) to be viewed. Click the Select All >> button to select all accounts or the > button to add specific accounts.

Select **History** to view Charts or List. Worksheet is explained on page 19.

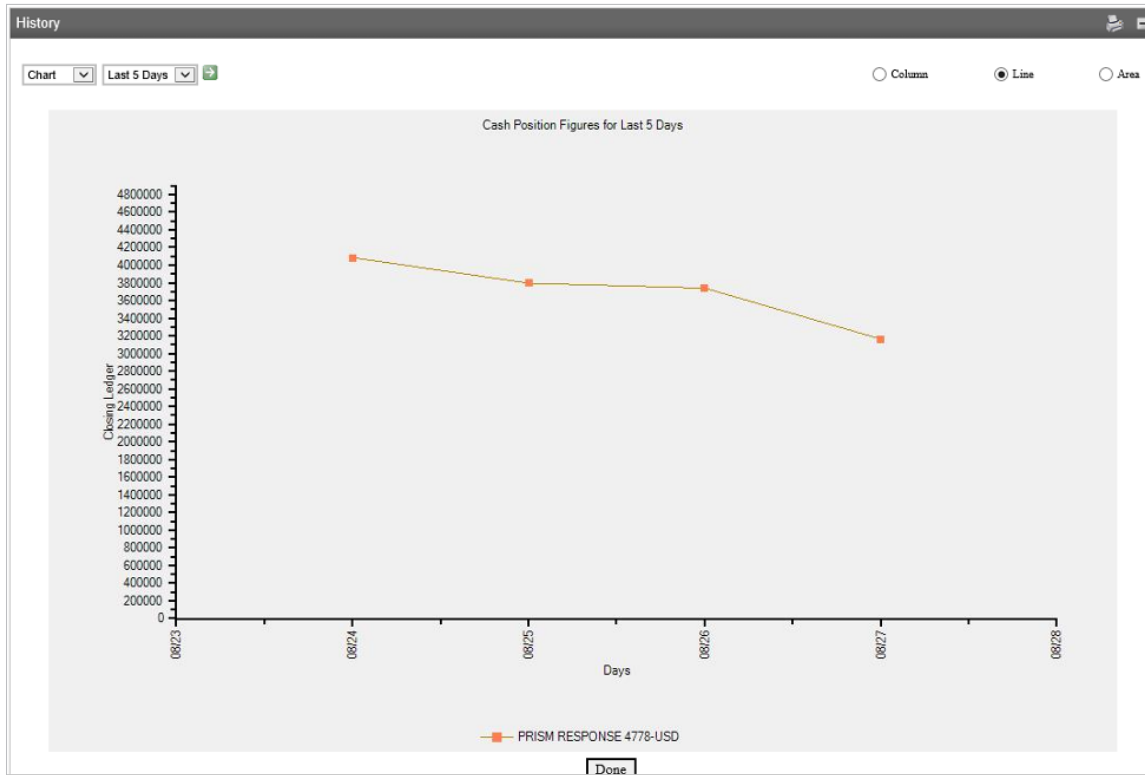


When **Chart** is selected, based on the number of calendar days selected and the type of graph (Column, Line or Area) this determines the type of graph and the history span that is displayed.

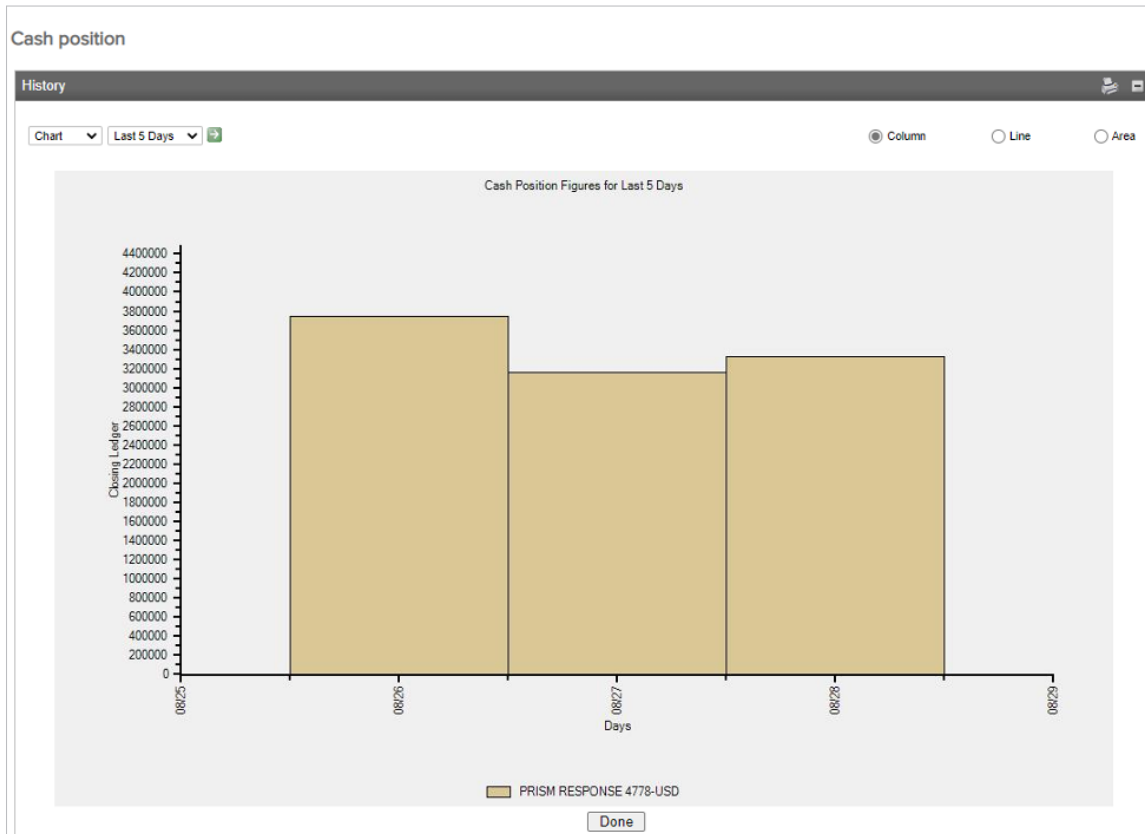
Click the green arrow to update your selection and the chart will display.



## Example of Chart > Line



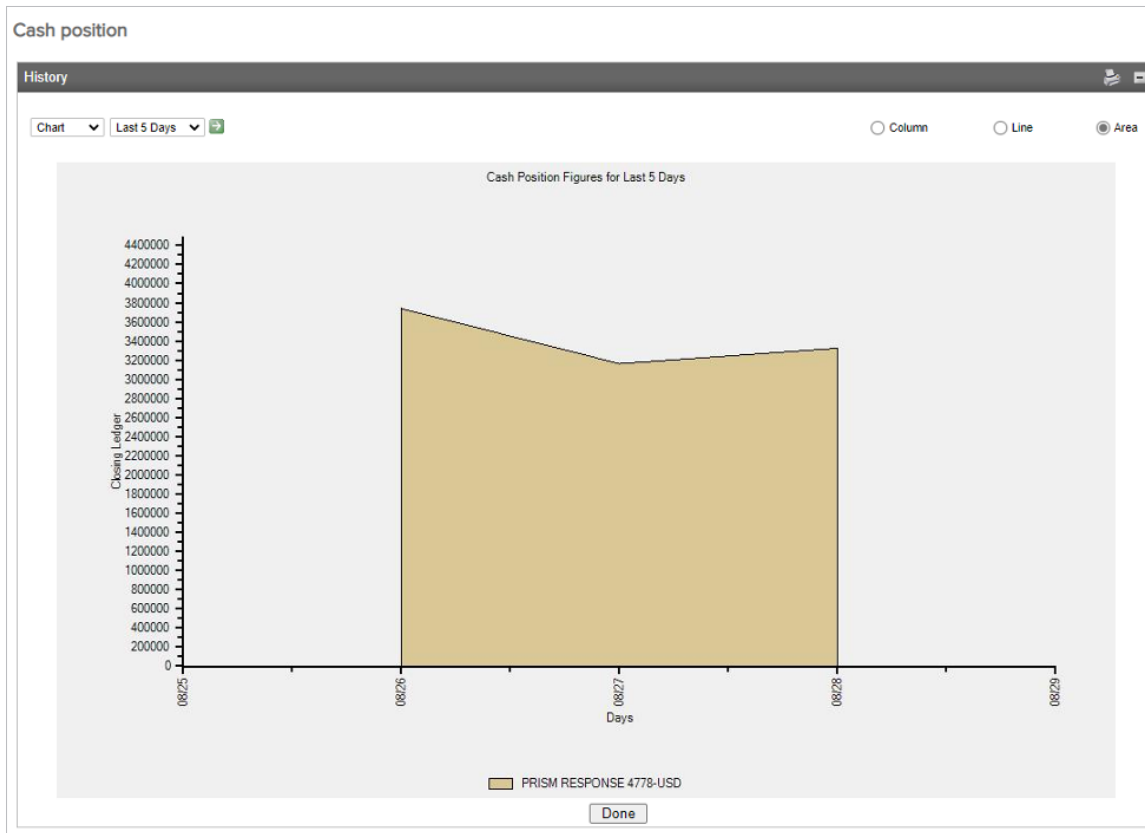
## Example of Chart > Column



# TREASURY MANAGEMENT



## Example of Chart > Area



## Example of List.

Selecting **Download** will export the data in a .csv file.

Cash position

History

List Last 5 Days

Account	08/26	08/27	08/28
PRISM RESPONSE 4778	3,325,315.59	3,163,096.75	3,739,583.41
Total Closing Ledger	3,325,315.59	3,163,096.75	3,739,583.41

Download Done

## Worksheet

The Cash Position Worksheet will allow ad-hoc debits and/or credits to be used to determine how possible debits or credits would reflect the account balance for a specific and/or multiple accounts.

Select the **Accounts** tab.

Select **Cash Position**.

Home Accounts Payments & transfers Checks & deposits Administration

Accounts

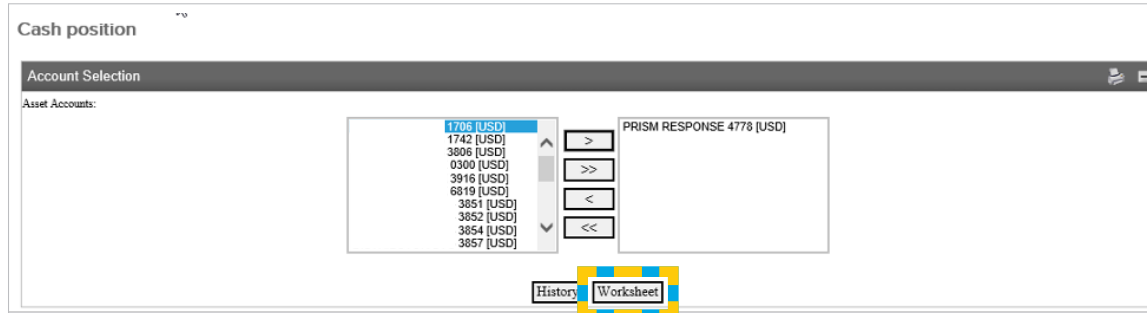
SUMMARY CASH POSITION

# TREASURY MANAGEMENT

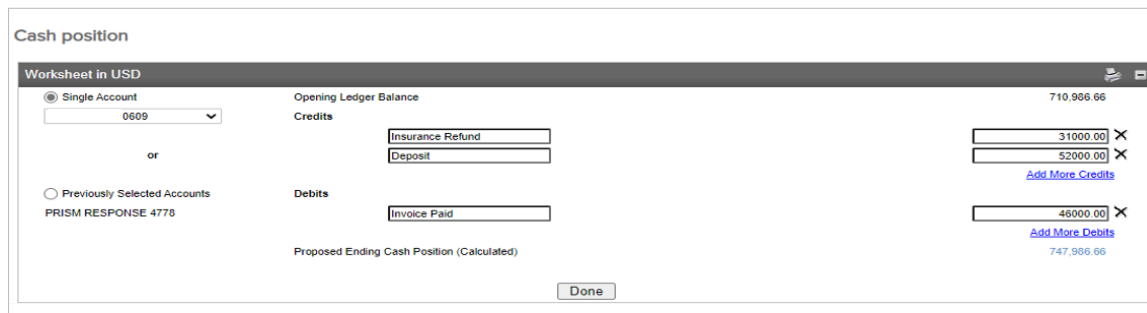


Select the account(s) to be viewed. Click the Select All >> button to select all accounts or the > button to add specific accounts.

Select **Worksheet**.



The Worksheet will display with the options on the far right to **Add More Credits** or **Add More Debits** if needed. Example of Worksheet.



Click **Done** to return to the main Cash Position screen.

### **Contact Information:**

- For additional assistance, please call Treasury Management Support Toll-free at (866) 750-5298 to speak to a support representative Monday - Friday between the hours of 8:00 AM and 5:30 PM ET.
- For additional information, you can visit our website at [www.fnb-online.com](http://www.fnb-online.com), or you can take advantage of the Demos also available on our website.
- To contact Treasury Management Support via e-mail, the address is [treasurymgmt@fnb-corp.com](mailto:treasurymgmt@fnb-corp.com).

### **System Requirements:**

- **Equipment** -
  - A personal computer and Internet connection are needed.
  - A monitor resolution of 800x600 (or greater) is recommended for best performance on our website.
- **Software** -
  - Current version of Adobe Reader
  - Current version of an Internet browser capable of 128-bit encryption

**Note:** Beta versions of browsers or Operating Systems are not supported.

# TREASURY MANAGEMENT

