QUICK REFERENCE GUIDE
BUSINESS ONLINE

Use this handy reference as a guide to some of the most commonly used features of Business Online.

Account Summary

1. Select **Accounts** tab.
2. Select **Overview** menu.
3. Click the account names to view Previous Day account and transaction information.
4. Click the arrow to the left of the transaction or the **Display Details** link in the upper right-hand corner of the **Transactions** section to show details of each transaction listed on the report.

Reports

1. To view or export a report, select **Accounts** tab.
   a. Select **Reports** menu.
   b. Select a report to view from the **Select a Report** drop-down menu.
   c. Select account(s) that you would like to view on the report.
   d. Select a date range to view.
   e. Click **Export** if choosing to export the report in a CSV, BAI2 or Quicken/QuickBooks format.
   f. Click the **View Report** button to view the details of the report.
2. To create a report, select **Manage My Reports** button.
   a. Click the **Create New** button at the bottom of the screen.
   Note: You can also create a new report using an existing report as a template by clicking the "Copy as New" button at the bottom of the screen.
   b. Enter a unique report name.
   c. Select to view Previous Day or Current Day transaction information.
   d. Elect to view the report in an exportable format or in a Web page format.
   e. Select the accounts you want to view on the report.
   f. Select the transaction information you want to view on the report, such as Debits, Credits, ACH, or Bill Pay Transactions.
   g. Click **Save** to save the details of this report.
   h. To view the created report, select **Reports** menu, then select your report from the **Select a Report** drop-down menu.

Statements/Invoices

1. If accessing statements for the first time, remember to click the checkboxes next to the account and then the "Go Paperless" button to save paper and receive your statements faster!
2. The Statements/Invoices screen will be displayed. Using the drop-down menu, select either **Deposit Account Statement** or **Account Analysis Statement (Detail of Charges)**.
3. Select a date from the **Display Available Dates** button to view a statement or invoice.

Transaction Search

1. Select **Accounts** tab.
2. Select **Transaction Search** menu.
3. Select an account from the **Account** drop-down menu.
4. Select a date or date range to view.

5. Narrow your search by entering optional search criteria, such as: **Amount From, Amount To, Transaction Type, Customer Reference**, **Bank Reference Information, Only Debits** or **Only Credits**.
6. Click **Export To** if choosing to export the information to a CSV, BAI2 or Quicken/QuickBooks format.
7. Click the **Search** button to view the details of your search.

Account Transfers

1. Select **Electronic Transactions** tab.
2. Select **Account Transfers** menu.
3. Select **Initiate Transfers** sub-tab.
4. In the **Transfer From Account** drop-down menu, select an account to transfer money from.
5. In the **Transfer To Account** drop-down menu, select an account to transfer money to.
6. Enter an amount to transfer in the **Amount** field.
7. Select the **Frequency** in which the transfer should occur.
8. Select the date you wish the transfer to occur.
9. Click **Schedule Transfer** to initiate the transfer.

Bill Pay

1. Select **Electronic Transactions** tab.
2. Select **Bill Pay** menu.
3. Select the **Pay Bills** sub-tab.
4. From **Funding Account** drop-down menu, select an account you wish to pay from.
5. Enter an amount to pay in the **Payment Amount** field.
6. Select the date you wish the payment to occur.
7. In the **Enter Memo (Optional)** field, enter optional payment information.
8. Click **Pay Bills** to submit the payment for processing.
   Note: the lightning bolt or envelope icon lets you know whether payments will be sent electronically (schedule these payments 2 days before the payment is due) or via U.S. Mail (schedule these payments 5 days before the payment is due).

Check Inquiry

1. Select **Checks** tab.
2. Select **Check Inquiry** menu.
3. Select an account from the **Account** drop-down menu.
4. Enter individual check numbers to view or a range of check numbers to view.
5. Click **Search** to retrieve check information.

Stop Payment

1. Select **Checks** tab.
2. Select **Stop Payment** menu.
3. Select **Place Stop** sub-tab.
4. Select an account from the **Account** drop-down menu.
5. In **From Check** field, enter individual check number or a range of check numbers to stop payment for.
6. Enter optional information, such as **Amount, Issue Date, Payee, Replacement Check** number or **Reason**.
7. Click **Place Stop** to submit the stop-payment request for processing.

ACH and Wire Transfers

1. Select **Payment Center** tab.
2. Follow the prompts to set up templates and initiate transactions.
3. Be sure to complete the eLearning tutorials found on the Business Online Home Page for helpful information.

Photocopy Request

1. Select **Checks** tab.
2. Select **Photocopy Request** menu.
3. Select an account from the **Account** drop-down menu.
4. Enter a check number in the **Check Number** field.
5. Enter optional information, such as **Amount** and **Payee**.
6. Enter the date of the item in the **Paid Date** field.
7. Select the method in which to view the item: **View, Mail** or **Fax**.
   If Mail or Fax are selected, supply information on where documents should be sent.
   Note: Changing information on this page does not change overall contact information stored in Business Online.
8. Click **Send Request** to view the image or submit the request for processing.

Check/Deposit Orders

1. Select **Checks** tab.
2. Select **Check/Deposit Orders** menu.
3. A pop-up window will appear.
4. Click **Continue** to be redirected to the **Harland/Clarke** check ordering site, and follow the prompts from there.

User Administration (For Administrators Only)

1. Select **Administration** tab.
2. Select **User** menu, then **List** sub-tab.
3. To add a new user, select the **Add User** button.
4. To update an existing user, select **User ID**.
5. Enter or update the user's information, such as **First Name, Last Name** or **Email**. You can also use this screen to **Unlock** or **Create New Password** for this user by clicking the appropriate button at the bottom of the screen.
6. If you would like to set up the new user with the same service permissions as an existing user, select that user's name from the **Copy Entitlements** drop-down menu.
7. Select a **Token Serial #**.
8. Click the **Add User** button (click **Update User** if updating an existing user).
9. Select **User** menu, then **Service Permissions** sub-tab.
10. Select the **User Name** from the drop-down menu to which you would like to add/modify service permissions.
11. Select the services/functions that you would like the user to have access to by clicking in the selection box.
12. Click **Update Permissions** button when you have made all of your modifications.
13. Select **User** menu, then **Service Matrix** sub-tab.
14. Select the **User Name** of the user you would like to modify from the drop-down menu.
15. Select the account/service combinations that you would like the user to have access to by clicking in the corresponding selection boxes.
16. Click the **Update Service Matrix** button.
17. Select **User** menu, then **Function Matrix** sub-tab.
18. Select the **User Name** of the user you would like to modify from the drop-down menu.
19. Select the account/function combinations that you would like the user to have access to by clicking on the corresponding selection boxes.
20. Click the **Update Function Matrix** button.
21. Select **User** menu, then **Settings** submenu.
22. Select a user you would like to set up from the **Select a User** drop-down menu.
23. Enter the appropriate **Settings** in the corresponding fields.
24. Click the **Update Settings** button.

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