

HUNTINGTON HUB USER GUIDE

Look Ahead Calendar BUSINESS



The **Look Ahead Calendar** will help you see upcoming transactions – including what you scheduled in **Bill Pay** – before they happen. Add patterns of your own for a closer look at what’s coming in and what’s going out.

Calendar View

See an at-a-glance view of this month and two months into the future of scheduled payments beginning with the current date. Choose another date (as long as it’s within the two-month future date range) to view a list of all scheduled payments and transfers for a selected date.

Pattern View

Get a line-by-line look at income and payment patterns for your checking, money market, savings, Voice credit card and line of credit accounts.

More Information

Visit huntington.com/BusinessHub to check out additional features and tools.

Or stop into a branch for in-person help from your business banker.

See reverse to learn how to spend less time understanding your money more.

Look Ahead
4 of 4 accounts ?

< JUNE >

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Friday, June 29

SCHEDULED TRANSFERS & PAYMENTS

- ⬇️ Cellular Bill
-\$150.00
- ⬇️ Courier
-\$10.00

INCOME PATTERNS

- ⬆️ Rental Deposit
\$1,400.00

PAYMENT PATTERNS

- ⬇️ Payroll
-\$15,500.00

Manage Calendar

Manage Patterns

INCOME PATTERNS

Frequency	Name	Category	Amount
Monthly	Interests, Dividends	Income: Dividend	\$42.24
Monthly	Revenue Tx	Income: Revenue	\$6,250.00

+ Add Income Pattern (Ex: Invoice payments, property rentals, etc)

PAYMENT PATTERNS

Frequency	Name	Category	Amount
Every 2 mo...	Cable & Internet operation	Bills & Utilities: Cable & Internet	-\$168.21
Monthly	Loan Payment	Loan & Leases: Loan Payment	-\$950.00
Monthly	Credit Card monthly payment	Financial Activity: Credit Card Pay	-\$544.22
Monthly	Manufacturing	Inventory Purchases: Manufacturing	-\$450.00
Monthly	Supplies	Expense Purchases: Supplies	-\$44.00
Monthly	Phone, Mobile	Bills & Utilities: Phone	-\$47.07
Monthly	Employee Payroll	Payroll: Payroll	-\$2,500.00

+ Add Payment Pattern (Ex: Loan payments, utilities, subscriptions, etc)

Look Ahead Calendar

BUSINESS



Hub View

View the current month or arrow forward to the next one.

Look Ahead 4 of 4 accounts

< JUNE >

Friday, June 29

SCHEDULED TRANSFERS & PAYMENTS

- Cellular Bill -\$150.00
- Courier -\$10.00

INCOME PATTERNS

- Rental Deposit \$1,400.00

PAYMENT PATTERNS

- Payroll -\$15,500.00

Manage Calendar

ACCOUNTS

View one or more Huntington business checking accounts, savings accounts, money market accounts, Voice credit card or lines of credit.

OUTLINED CIRCLE

Shows the current date.

BLACK CIRCLE

Highlights the selected date.

DOT INDICATOR

A dot next to a date denotes that there could be scheduled payments, plus expense and income patterns on that day.

SCHEDULED PAYMENTS

Payments and transfers scheduled to be made from your Huntington business checking account for the calendar date you selected.

INCOME & PAYMENT PATTERNS

Based on scheduled transfers and income and payments patterns you add, we can show you when money will come into your account and when it will go out, up to three months in the future. The more you use your Huntington debit card and Bill Pay, the more patterns you can set up, and the better you can look ahead.

Managing Calendar

- 1 In the Hub view, click Manage Calendar.
- 2 A detailed list of income and payment patterns will appear.

Manage Patterns

INCOME PATTERNS

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+ Add Payment Pattern (Ex: Loan payments, utilities, subscriptions, etc)

Look Ahead Calendar

BUSINESS



Edit a Pattern

1 Roll over to highlight the pattern from the list. Click Edit to the right.

Frequency	Name	Category	Amount
Monthly	Employee Payroll	Payroll: Payroll	-\$2,500.00

2 Click Edit. The Edit Pattern window will pop up.

Edit Pattern ✕

Name
Employee Payroll

Category ▶

Amount
2500

Frequency
Monthly ▼

Starting On
06/29 ▼

Ending After
No end date ▼

Delete

3 Edit the pattern name, category, amount, frequency, start date and end date.

4 Click Save.

Delete a Pattern

You can delete a pattern that you created manually.

1 Click on Manage Patterns.

2 Hover over the pattern you want to delete.

3 Click the Edit icon.

Edit Pattern ✕

Name
Employee Payroll

Category ▶

Amount
2500

Frequency
Monthly ▼

Starting On
06/29 ▼

Ending After
No end date ▼

Delete

4 Click the trashcan in the pop-up window.

Add a Pattern

1 Click Add Income Pattern or Add Payment Pattern at the right.

+ Add Income Pattern (Ex: Invoice payments, property rentals, etc)

2 A pop-up window will appear.

Add Payment Pattern ✕

Name

Category ▶

Amount

Frequency
Weekly ▼

Starting On
06/29 ▼

Ending After
No end date ▼

Delete

3 Enter a name for the pattern and choose a category (optional).

4 Enter an amount.

5 Select frequency.

6 Choose start and end dates.

7 Click Save.