First Horizon BusinessConnectSM

Balance and Transaction Reporting





ACCOUNT SUMMARY

The Accounts widget lists the **balances** of the accounts that you have permission to see. You may also access the **transaction details** from this widget.

By default, the **Accounts** widget appears on the Home Page. The Home Page is the first screen you will see every time you open BusinessConnect. You can navigate to the Home Page from any location by clicking on the Home link on the menu panel on the left side of the page.

IRST	N.	User Name Last Login: 06/08/2021 05:45 F
	Home	Add Widget
inter	Notifications	\$
	New users need your review and approval.	View
nter	Rejected payments need your review.	View
	Payments await your approval.	View
15	0 Transfers await your approval.	View
	Rejected transfers need your review.	View
	1 Reverse Positive Pay Item(s) need your review	View
	Reverse Positive Pay Item(s) need your review Accounts	Cash on Hand * 1,959,217.12
		Cash on Hand 🛛 🛠
	Accounts	Cash on Hand * 1,959,217.12
	Accounts	Cash on Hand * 1,959,217.12
	Accounts Drag & drop an account tile to another to queue a transfer. Checking Accounts	Cash on Hand * 1,959,217.12

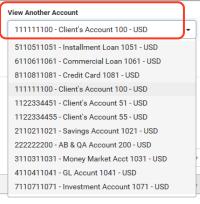


VIEW TRANSACTION DETAIL

- 1. Click **Details** on the account you wish to view.
 - The system displays the Balance and Transaction Summary screen.
 - The top right of the screen shows the **date and time** when balances for all listed accounts were last updated.
- 2. View the details of each transaction.
- 3. Use the **Print**, **Export**, or **Refresh** icons as needed.

← Lockbox Account - 123456789 - USD								
Balances as of Transactions A:	06/09/2021 08:45:22 s Of 06/09/2021 08:45:32				other Account 56789 - Lockbox Accour	nt - USD 06/09/2021 08	¥ 8:45 AM	
Balance &	Transaction Summary		Current A 1,959,217.12		Total Credits (52) 431,390.31 USD 3	Total Debits 895,667.94 U Show de	JSD	
Filter Select fle	ids 🔹				Last 7 Days	¥	💋 Filters	
	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	-} ¢ rar	
	06/08/2021	ACH CREDIT RECEIVED	4,062.25				SENI	
	06/08/2021	ACH DEBIT RECEIVED	-14,233.35				SENL	
	06/08/2021	ACH CREDIT RECEIVED	19,216.51				SENI	
	06/08/2021	ACH CREDIT RECEIVED	407.66				SENL	
	06/08/2021	ACH CREDIT RECEIVED	7,109.05				SENI	
	06/08/2021	ACH CREDIT RECEIVED	897.23				SENI	
Viewing 1-10 of 105	Viewing 1-10 of 105 records Display 10 - per page < Page 1 - of 11 >							

4. To view a different account from the one currently displayed, use the **View Another Account** drop-down (found in the top right hand corner) to select from the list of available accounts.





UPDATE BALANCES

Click the **Refresh** icon to update balances.

123456789 -	Lockbox Account - USD	٣
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VIEW TRANSACTION IMAGES

Some transactions have images associated with them, such as deposit slips or cleared checks. To view images, an account must be set up by the Bank to permit image viewing.

- 1. Click **Details** on the account you wish to view.
 - The system displays the **Balance and Transaction Summary** screen.
- 2. Use the filter to narrow your search.
- 3. In the Image column, click the **image icon** to view the image.

	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail
	06/03/2021	ACH CREDIT RECEIVED	3,031.29				SENDING CO ID: 92/4000201 (
	06/03/2021	LOCKBOX DEPOSIT	5,267.89				LOCKBOX DEPOSIT 05000060
	06/03/2021	OTHER DEPOSITS	3,097.53	000000000		Marine and a set of the set of th	DEPOSIT
	06/03/2021	OTHER DEPOSITS	1,874.96	000000001		1040-001 	REMOTE DEPOSIT
	06/03/2021	OTHER DEPOSITS	638.83	000000001		NAMES BOOM	REMOTE DEPOSIT
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