



# First Horizon BusinessConnect<sup>SM</sup>

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.

Home

Payment Center

Accounts

Contact Center

Employees

Fraud

User Name

Last Login: 06/08/2021 05:45 PM

Add Widget

Notifications

0 New users need your review and approval. [View](#)

0 Rejected payments need your review. [View](#)

0 Payments await your approval. [View](#)

0 Transfers await your approval. [View](#)

0 Rejected transfers need your review. [View](#)

11 Reverse Positive Pay Item(s) need your review [View](#)

Accounts

Cash on Hand **1,959,217.12**

06/09/2021 07:48 AM

Drag & drop an account tile to another to queue a transfer.

Checking Accounts

Account 1  
**0.00**  
[Details](#) [Transfer](#)

Account 2  
**0.00**  
[Details](#) [Transfer](#)

Lockbox Account  
**1,959,217.12**  
- 443,984.52  
[Details](#) [Transfer](#)

BusinessConnect – Balance and Transaction Reporting

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## 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

06/09/2021 08:45:22

Transactions As Of

06/09/2021 08:45:32

View Another Account

123456789 - Lockbox Account - USD

06/09/2021 08:45 AM

Balance & Transaction Summary

Current Available

1,959,217.12 USD

Total Credits (52)

431,390.31 USD

Total Debits (53)

395,667.94 USD

Show details

Filter

Select fields

Last 7 Days

Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	
<input type="checkbox"/>	06/08/2021	ACH CREDIT RECEIVED	4,062.25				SENI
<input type="checkbox"/>	06/08/2021	ACH DEBIT RECEIVED	-14,233.35				SENI
<input type="checkbox"/>	06/08/2021	ACH CREDIT RECEIVED	19,216.51				SENI
<input type="checkbox"/>	06/08/2021	ACH CREDIT RECEIVED	407.66				SENI
<input type="checkbox"/>	06/08/2021	ACH CREDIT RECEIVED	7,109.05				SENI
<input type="checkbox"/>	06/08/2021	ACH CREDIT RECEIVED	897.23				SENI

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.

View Another Account

111111100 - Client's Account 100 - USD

5110511051 - Installment Loan 1051 - USD

6110611061 - Commercial Loan 1061 - USD

8110811081 - Credit Card 1081 - USD

111111100 - Client's Account 100 - USD

1122334451 - Client's Account 51 - USD

1122334455 - Client's Account 55 - USD

2110211021 - Savings Account 1021 - USD

222222200 - AB & QA Account 200 - USD

3110311031 - Money Market Acct 1031 - USD

4110411041 - GL Account 1041 - USD

7110711071 - Investment Account 1071 - USD





## UPDATE BALANCES

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

**View Another Account**




123456789 - Lockbox Account - USD

  06/09/2021 08:59 AM

## 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.

<input type="checkbox"/> All	Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Image	Transaction Detail
<input type="checkbox"/>	06/03/2021	ACH CREDIT RECEIVED	3,031.29				SENDING CO ID: 92/4000201
<input type="checkbox"/>	06/03/2021	LOCKBOX DEPOSIT	5,267.89				LOCKBOX DEPOSIT 0500006
<input type="checkbox"/>	06/03/2021	OTHER DEPOSITS	3,097.53	0000000000			DEPOSIT
<input type="checkbox"/>	06/03/2021	OTHER DEPOSITS	1,874.96	0000000001			REMOTE DEPOSIT
<input type="checkbox"/>	06/03/2021	OTHER DEPOSITS	638.83	0000000001			REMOTE DEPOSIT