



1st Source Bank Helpful Hints: Navigation – BBO Treasury Toolbar & Dashboard Overview

The BBO Treasury Dashboard allows access to features and functions from one interface. Below is a brief overview to help navigate the Dashboard.

1. The number next to **Alerts**, **Approvals**, and **Messages** are indicators of the pending items waiting for review in each category. Click any of the embedded links to view more detail.

An option to **Log Off** of the system is also located here.

2. The Toolbar contains links needed to perform functions in BBO Treasury based on user entitlements. Select the drop-down arrow and the menu will expand to show entitled feature options.

The Toolbar may include:

Accounts
Payments
Transfers
Check Services
Reports
File Services
Fraud Control
Administration

3. The dropdown arrow next to the user's name allows the customization of **Alerts & Messages** as well as **Other Settings & Preferences**.
4. The BBO Treasury Dashboard contains "widgets" that allow quick access to several activities and data points, based on user entitlements. Common widgets include **Account Balances**, **Events**, **Shortcuts**, **Quick Transfer**, **Balances Chart**, and **Special Reports**. View the Helpful Hint card titled *Configuring Your Widgets* for more information.
5. This section provides you with access to contact and other information for Treasury Services Support for immediate needs.
6. The **Resource Center** provides links to important information including access to the **BBO Treasury Training** materials, **Cut Off Times** observed by 1st Source, 1st Source Bank **Holiday Schedule** including payment processing times, as well as a host of **Other Resources**.

4.

6.

The screenshot displays the BBO Treasury Dashboard interface. At the top, a dark navigation bar contains links for Alerts (0), Approvals (0), Messages (0), and Log Off. Below this is the BBO Treasury header with the 1st Source Bank logo and a user profile for Tim Taylor. A toolbar with various function links (Accounts, Payments, Transfers, etc.) is visible. The main dashboard area includes several widgets: Account Balances (a table of account balances), Events (a calendar view), Shortcuts (a list of quick actions), Balances Chart (a pie chart showing account distribution), Quick Transfer (a form for transferring funds), and Special Reports (a section for generating reports). At the bottom, there is a contact section with phone, email, and routing number information, followed by a Resource Center and Treasury Services section.

1. Alerts 0 Approvals 0 Messages 0 Log Off

2. BBO TREASURY 1st Source Bank

3. Welcome, Tim Taylor

DASHBOARD Manage Widgets Restore Refresh Help

ACCOUNT BALANCES All Accounts

Checking	Account Balance	Available Balance	Actions
XYZ Checking 2	5,660.05	1,005.01 As Of 08/06/2020 10:27	
XYZ Disbursement	3,746.52	No Information	
XYZ Operating	5,361.70	No Information	
XYZ Operating Account	105,367.00	103,845.10 As Of 08/06/2020 10:27	
XYZ Zero Balance Account	6,121.41	500.00 As Of 08/06/2020 10:27	
Line of Credit	Principal Balance	Current Available	Actions

EVENTS August 2020

SHORTCUTS

- Create Payment
- Manage Stop Payments
- View Alerts

BALANCES CHART As Of 8/6/2020 - 10:28 AM

QUICK TRANSFER Step 1 of 2: Enter information

From Select an Account

To Select an Account

Amount Enter Amount

Clear Next

SPECIAL REPORTS

Report Name Date / Time

Open CDs Weekly / Monthly 07/30/2020 12:42

Our BBO Treasury tool offers you leading features to easily manage your daily collection, disbursements and liquidity needs on any device, anywhere.

5. Phone 1-800-399-5592 Email treasuryservices@1stsource.com Routing Number 071212128

RESOURCE CENTER

- BBO Treasury Training
- Cut-off Times
- Holiday Schedule
- Other Resources

TREASURY SERVICES

- Deposit Services
- Merchant Card Services
- Fraud Protection
- Treasury Services Help

CONNECT WITH US

f

t

in

yt

Tabs / Menus in BBO Treasury (Based on User Entitlements)

Accounts

Manage Accounts

Activity
Prior Day
Current Day

Account & Research Tools

Export Profiles
Export History
Transaction Search

Payments

Create ACH Payments

From Template
ACH Quick Entry
PPD
CCD
CTX
Web

Create ACH Template

PPD
CCD
CTX
WEB

Create Wire Payments

From Template
US Wire

Create Wire Templates

US Wire

Manage

Payment Center
Template Center
Master Recipient List

Payments (Continued)

Payment Tools

ACH Quick Entry History
Import Profiles
Import History
Export Profiles
Export History
Holiday Calendar

Transfers

Manage

Transfer Center
Transfer Template Center

Create Transfers

Single
Loan
One to Many
Many to One
One to Many Loan

Transfer Tools

Import Profiles
Import History

Check Services

Manage

Stop Payments

Create

Single Stop
Multiple Stop

Cancel

Single Stop
Multiple Stop

Check Services (Continued)

Research Tools

Check Inquiry
Image Search
Image Activity

Reports

Reports

My Reports
Account Reports
Payment Reports
Transfer Reports
Check Services Reports
Special Reports
User Activity Reports
User Audit Reports
User Setup Report

File Services

Standard File Uploads

Manage File Uploads

Administration

Manage

Users

Reset/Edit

Account Preferences
Contact Information
Login
Password