1st Source Bank Helpful Hints: BBO Treasury Terminology

Below are some general terms for each of the tabs on the BBO Treasury Dashboard excluding ACH and Wire payments. Additional terminology for ACH and Wire payments can be viewed on the Helpful Hint cards titled "ACH -Payment Glossary" and "Wire - Payment Glossary." Access to any tabs described below are based solely on user entitlements.

Accounts

Prior Day Balances - From the Prior Day Balances screen, click a Ledger Date account link to display the Prior Day Transactions screen. The Prior Day Transactions screen displays a list of prior-day transactions for the individual account. Prior Day reports are also available under the Reports tab- Account Reports on The BBO Treasury dashboard.

Current Day Balances - From the Current Day Balances screen, click a As Of Date/Time account link to display the Current Day Transactions screen. The Current Day Transactions screen displays a list of Current Day transactions (memo-posts) for the individual account. Current Day reports are also under Reports - Account Reports on the BBO Treasury dashboard.

Activity - The Account Activity page displays account transaction activity, which can include pending, processed, and scheduled transactions for a selected account. A search function is available to filter transactions. The results may be exported to the one of the available file formats in BBO Treasury.

Prior Day - Prior Day reporting is available by clicking the Reports tab on the BBO Treasury dashboard then selecting Account Reports. These reports can be run as configured or customized and saved to be run at any time. You may also create your own custom reports by creating an Export Profile.

Current Day - Current Day reporting is available by clicking the Reports tab on the BBO Treasury dashboard and selecting Account Reports. These reports can be run as configured or customized and saved to be run at any time. You may also create your own custom reports by creating an Export Profile.

Transfers

Transfer Center - The Transfer Center page is a central point for transfer activity, where you can perform transfer-related tasks such as search transfers, create transfers, view/edit transfers, approve, reject, and delete transfers.

Single / One to Many / Many to One - The Create Transfer and Create Multi Transfer options are replaced in BBO Treasury under the Transfers tab with the account transfer type to be performed. This may include a Single transfer, One to Many accounts and Many to One account. This also provides access to line of credit advances.

Transfer Reports - Transfer reporting is available by clicking the Reports tab on the BBO Treasury dashboard and selecting Transfer Reports. These reports can be run as configured or customized and saved to be run at any time.

Activity - The Activity page (found under Accounts tab) displays deposit and loan account transaction activity. This can include pending, processed, and   scheduled transactions for a selected account. A search function is available to filter transactions. The results may be exported to the one of the   available file formats in BBO Treasury.

*Special Reports are found under the Reports tab on the BBO Treasury dashboard.

Check Services

Stop Payments - Use the Stop Payments page (found under Check Services tab) to work with existing check stop payment requests. The ability to view, edit, authorize, or delete is available from this page (the ability to edit or delete is available is dependent on the stop request status).

Single/Multi Stop - Choose between the option of requesting a stop pay on a single check or multiple checks in any given numerical range.

Cancel Stop - A cancellation for a Single Stop request or for a Multiple Stop request can be submitted (this is dependent on the status of the original   request).

Check Inquiry - Use this page to search for checks based on their check number, amount, or status.

Image Search - Search for images by defining the search criteria on the page. Information displayed is dependent on whether a credit, debit, or deposit item search is initiated.

Image Activity - This feature provides access to all images you retrieve on a specific day or have previously searched for. The Image Activity Results   page will store the searches created throughout the day.

Check Services Reports - Check Services reporting is available by clicking the Reports tab on the BBO Treasury dashboard and selecting Check Services Reports. These reports can be run as configured or customized and saved to be run at any time.
 stration BBO Treasury / BBO legacy

Administration

Users - Select the Users option (found under the Administration tab) which will allow an administrator to create and modify users in BBO Treasury.

Alert Setups - Access to modify alerts is available under the user drop-down menu in the top right corner of the BBO dashboard (by selecting the caret located next to the user's name).

Account Preferences - This page allows a user to change where the accounts will display and to change an existing Account Nickname.

Login - The Reset Login screen allows an administrator to unlock a user in BBO Treasury.

Password - The Reset Password screen allows an administrator to change or reset a user's password in BBO Treasury.

Access to Bill Pay

In BBO Treasury you can find **Bill Pay** under the **Payments** drop-down menu. Locate the **Payment Tools** header and select **Bill Pay.**

Access to Payment Manager / Fraud Control - (Positive Pay & ACH Filters)

In BBO Treasury you can find **Payment Manager** under the **Fraud Control** drop-down menu.