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

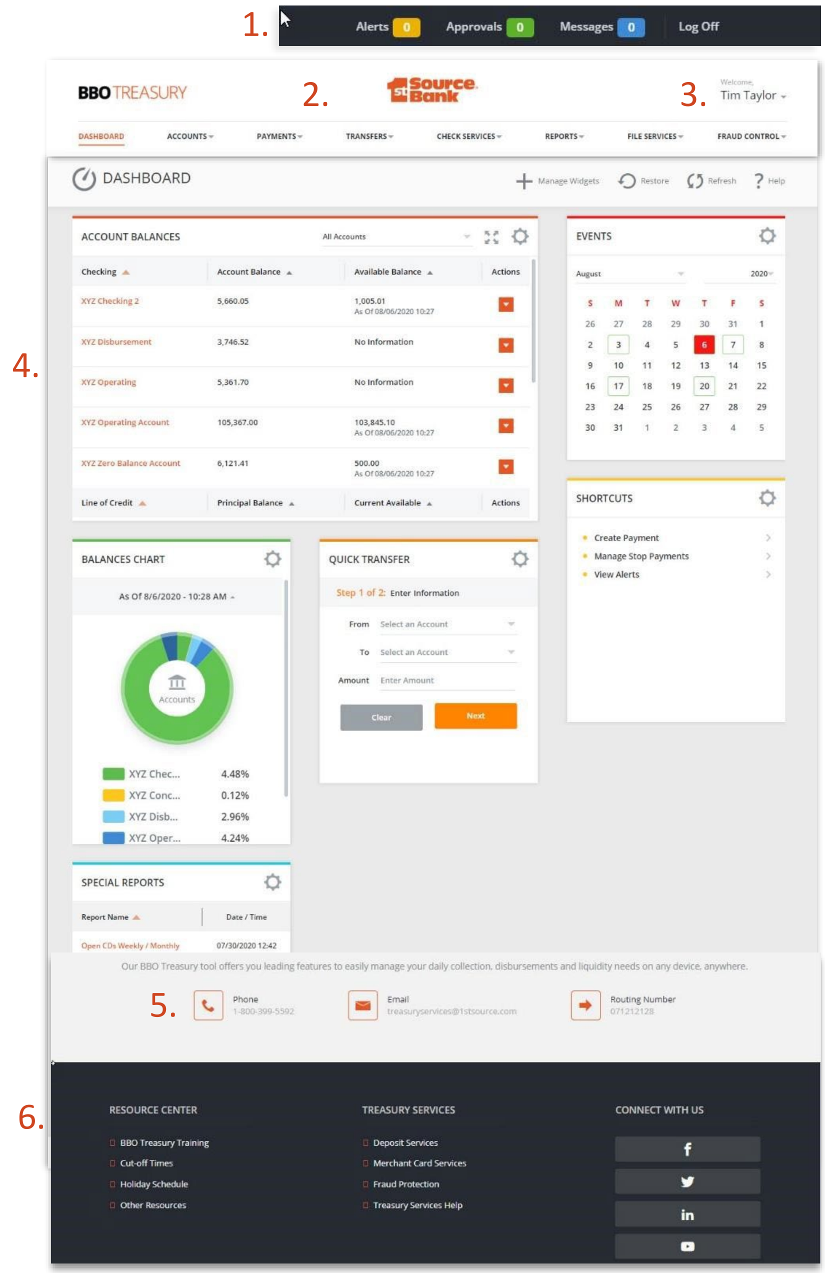
The BBO Treasury Dashboard allows access to features and functions from one interface. Below is a brief overview to help navigate the Dashboard.

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**.



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:
- Account Statements
- ACH Block Returns
- ACH Returns and Corrections
- ACH Returns and Corrections On Us Export
- ACH Returns and Corrections Export
- Billing Statements Trial
- Billing Statements Final
- Control Disbursement Detail / Account #
- Control Disbursement Detail / Tax ID
- Control Disbursement Summary / Account #
- Control Disbursement Summary / Tax ID
- Commercial Loan Statements
- Incoming ACH Notice
- Incoming ACH Notice By Account #
- Loan Statements
- Open CD Weekly / Monthly

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