

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.

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(DASHBOARD + Manage Widgets Retore C3 Retresh ?							? He	
	ACCOUNT BALANCES		All Accounts	- x Q	EVENT	s		¢	
	Checking 🔺	Account Balance 🔺	Available Balance 🔺	Actions	August			2020~	
	XYZ Checking 2	5,660.05	1,005.01 As Of 08/06/2020 10:27		S	M T W	T F	s	
	XYZ Disbursement	3.746.52	No Information		26	27 28 29 3 4 5	30 31 6 7	1	
	ATE PISOT SETTEM	3,740.34	No mormation		2	3 4 5 10 11 12	6 7 13 14	8	
	XYZ Operating	5,361.70	No Information		16	17 18 19	20 21	22	
	XYZ Operating Account	105,367.00	103,845.10 As Of 08/06/2020 10:27		23	24 25 26 31 1 2	27 28 3 4	29 5	
	XYZ Zero Balance Account	6,121.41	500.00 As 0108/06/2020 10:27						
				1.0				~	
	Line of Credit 🔺	Principal Balance 🔺	Current Available 🔺	Actions	SHORT	CUTS		Q	
-						ate Payment		>	
	BALANCES CHART	¢	QUICK TRANSFER	¢		nage Stop Payments w Alerts		>	
	As Of 8/6/2020 - 10:28 AM ~		Step 1 of 2: Enter Informati	on					
			From Select an Account						
			To Select an Account						
			Amount Enter Amount						
	Accounts		And the Annual						
			Clear	Next					
	XYZ Chec	4.48%							
	XYZ Conc	0.12%							
	XYZ Disb	2.96%							
	XYZ Oper	4.24%							
1	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. S Phone		Email treasuryservices@fstsource.com		-	Routing Number 071212128			
	J. L	1.00/07/09/9-329/2	treasuryservices	ar chourdelcom		with the the the the the the the the the t			
	RESOURCE CENTER		TREASURY SERVICES			CONNECT WITH US			
	BBO Treasury Training		Deposit Services						
	Cut-off Times		Merchant Card Services			f			
	Holiday Schedule		Fraud Protection			1			
	Other Resources		Treasury Services H						

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 СТХ WEB Create ACH Template PPD CCD СТХ 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 Multiple 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