

Dashboard

Quick Reference Guide

Business Online Banking Dashboard

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Message Center

2

Currency

Last Login: 04/16/2021, 01:22 PM, CST

Hi, jennifera

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

My Dashboard

Configure Dashboard

Accounts

Manage Groups

3

Expand All

Collapse All

New Test Group (2)

Group available balance: \$814,373.76

Account Number	Account Name	Current Balance	Collected Balance	Available Balance	
80xxxxxxxxxx0210	Checking	\$749,326.10	\$749,326.10	\$749,326.10	Details
80xxxxxxxxxx0310	Checking	\$65,047.66	\$65,047.66	\$65,047.66	Details

Group available balance: \$66,010,555.61

Account List

Payments Pending Approval

Transfer (0)

Loan Payment (0)

Wire (8)

ACH (0)

3

	Transaction ID	Wire Type	Debit Account	Beneficiary Name	Currency	Wire Amount	Effective Date	Created Date	Status
☐	W000000091225	Domestic	2021	Beneficiary 4	USD	\$5.00	04/16/2021	04/16/2021	Pending Approval
☐	W000000091226	Domestic	2021	Beneficiary 3	USD	\$12.00	04/16/2021	04/16/2021	Pending Approval
☐	W000000091227	Domestic	2021	Beneficiary 2	USD	\$10.00	04/16/2021	04/16/2021	Pending Approval

Approve

Reject

Reset

Positive Pay

Check Exceptions (4)

ACH Exceptions (0)

3

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason
☒	☐	2018	View Check 8090	\$80.90	\$80.90	04/15/2021	04/15/2021		Payee mismatch
☐	☒	2018	8091	\$80.11	\$80.91	04/15/2021	04/15/2021		Amount mismatch
☐	☒	2018	View Check 8092	\$80.92	\$80.92	04/15/2021	04/15/2021		Payee mismatch
☐	☒	2018	View Check 8093	\$80.93	\$80.93	04/15/2021	04/15/2021		Payee mismatch

Information Center

4

ACH Changes for 2021

Welcome to Intrust Bank

Resource

4

Helpful Hints for ACH

2021 Federal Reserve Holiday Schedule

Quick Transfer

3

From Account: *

To Account: *

Amount: *

Transfer Date: *

Review

Reset

Advanced Transfer Options

Favorite Reports

Prior Day Balance [Run Report](#)

Current Day Transaction [Run Report](#)

1 Quick access to the Message Center where you can securely message INTRUST Treasury Services.

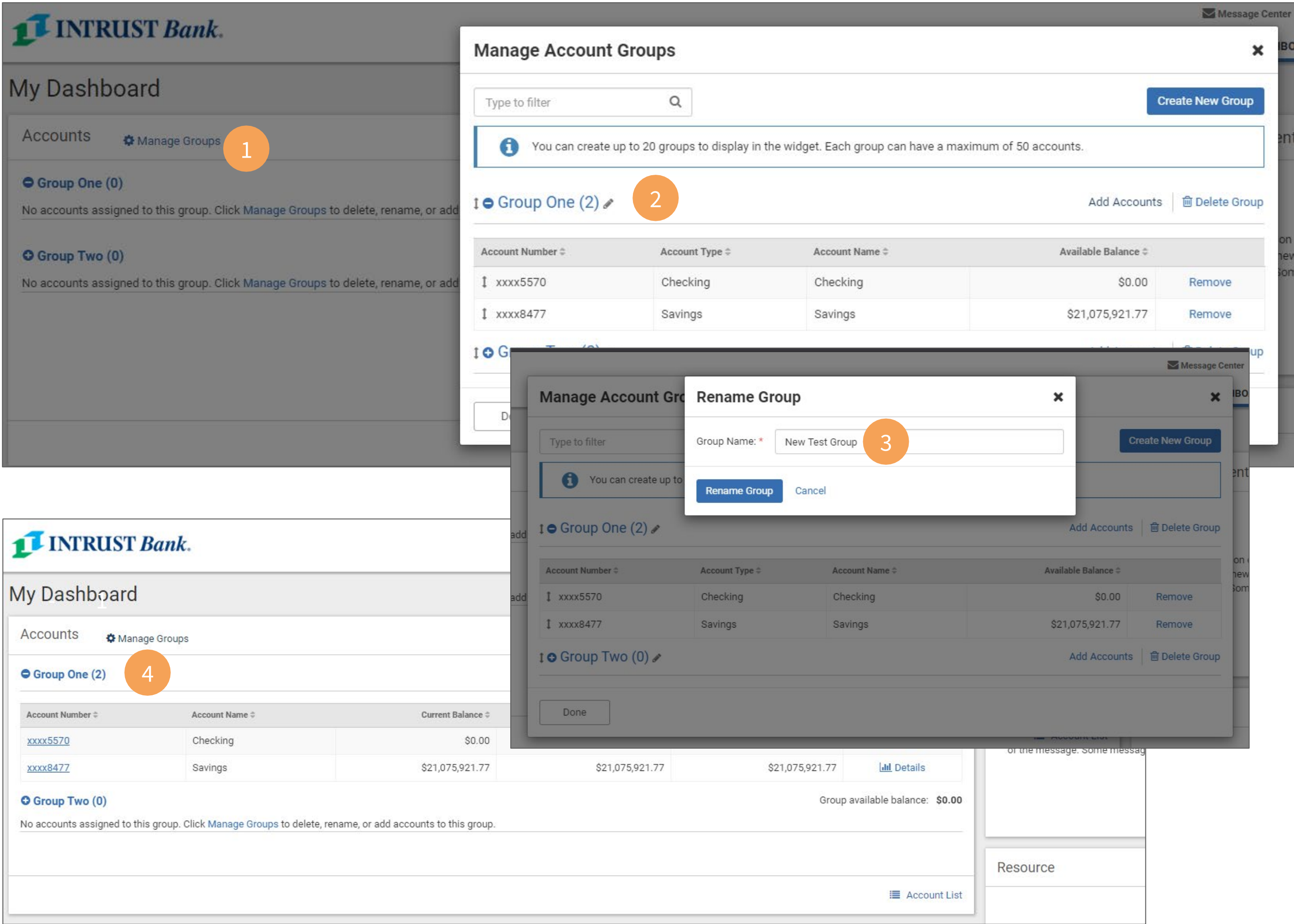
2 Quickly navigate to Account information, Payment tasks, Reporting, and Admin tasks if in an admin role.

3 Feature widgets

4 Information Center and Resource sections provide quick access to tools and timely information.

Business Online Banking Dashboard

Manage the Accounts Widget



Accounts widget for quick access to the account(s) and balances you frequently manage.

To set up this widget:

- 1 Click **Manage Accounts**.
- 2 Click the pencil icon next to the current/default Group name.
- 3 Key in the new group name and click **Rename Group**.
- 4 The new group name displays.

Naming the Accounts Widget Groups

INTRUST Bank

My Dashboard

Accounts Manage Groups

Group One (0)

No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Group Two (0)

No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Manage Account Groups

Type to filter

Create New Group

You can create up to 20 groups to display in the widget. Each group can have a maximum of 50 accounts.

Group One (2)

Add Accounts

Delete Group

Account Number	Account Type	Account Name	Available Balance	
xxx5570	Checking	Checking	\$0.00	Remove
xxx8477	Savings	Savings	\$21,075,921.77	Remove

Group Two (0)

Add Accounts

Delete Group

Done

Add Accounts

Group Name: Group One

Select accounts to add to the group below.

Unassigned Accounts

Type to filter

	Account Number	Account Type	Account Name	Available Balance
☐				
☒	xxx5570	Checking	Checking	\$0.00
☐	xxx0395	Checking	Checking	-\$51,262.00
☒	xxx8477	Savings	Savings	\$21,075,921.77

Viewing 1 - 3 of 3 accounts

Add Accounts Cancel

INTRUST Bank

My Dashboard

Accounts Manage Groups Expand All Collapse All

New Test Group (2)

Group available balance: \$21,075,921.77

Account Number	Account Name	Current Balance	Collected Balance	Available Balance	
xxx5570	Checking	\$0.00	\$0.00	\$0.00	Details
xxx8477	Savings	\$21,075,921.77	\$21,075,921.77	\$21,075,921.77	Details

Group Two (0)

Group available balance: \$0.00

No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Account List

In addition to managing the accounts for viewing within the widget, you can also customize the name of the account groups.

- 1 Click **Manage Groups**.
- 2 Click **Add Accounts**.
- 3 Select the accounts from your list and click **Add Accounts**.
- 4 The number in parenthesis next to the group name is how many accounts are in that group.

Business Online Banking

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Viewing Accounts

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Message Center

Cut-Off Times

Last Login: 04/20/2021, 06:27 AM, CST

Hi, jennifera

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New Test Group (2)

Group available balance: \$21,075,873.77

Account Number	Account Name	Current Balance	Collected Balance	Available Balance	
xxxx5570	Checking	\$0.00	\$115.00	\$115.00	Details
xxxx8477	Savings	\$21,075,921.77	\$21,075,758.77	\$21,075,758.77	Details

Group Two (0)

No accounts assigned to this group. Click [Manage Groups](#) to d

Information Center

Welcome to Intrust Bank

Same Day ACH Change for 2021

Checking Account xxxx5570

Current Balance
\$0.00

Collected Balance
\$115.00

Available Balance
\$115.00

Transactions - Last 10 days

Date	Check #	Description	Amount
04/19/2021		Transfer from Savings : Transfer SV x8477 to CH x5570 TMID:ee39dc8c-f5fa-4	\$10.00
04/19/2021		Transfer from Savings : Transfer SV x8477 to CH x5570 TMID:3ca5dbf5-8893-4	\$5.00
04/19/2021		Transfer from Savings : Transfer SV x8477 to CH x5570 TMID:4ee42d82-f535-4	\$100.00

Viewing 1 - 3 of 3 Results

10

\$115.00

View Account Transactions

Close

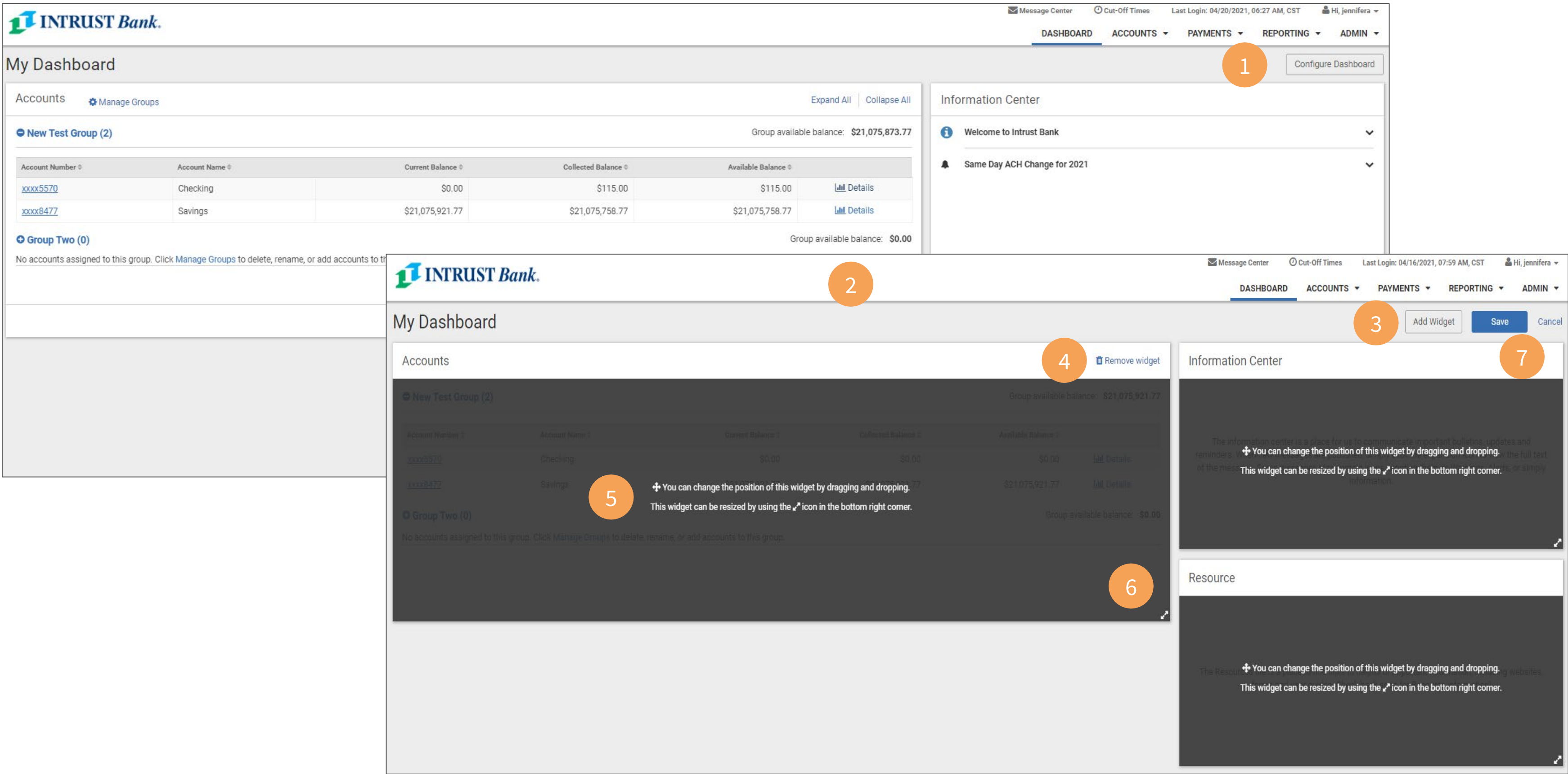
In addition to seeing key balance information within the Accounts widget, you can drill further to view transaction information.

1 Click **Details** and a new window will pop up over the dashboard that provides recent transactions.

2 If you want to view more details, you can quickly navigate by clicking **View Account Transactions**. This takes you from the Dashboard to the Account List feature where you can complete further research.

Business Online Banking Dashboard

Customizing your Dashboard



1 Click **Configure Dashboard**

2 A new view displays

3 Add widgets

4 Remove widgets

5 Position widgets by dragging and dropping

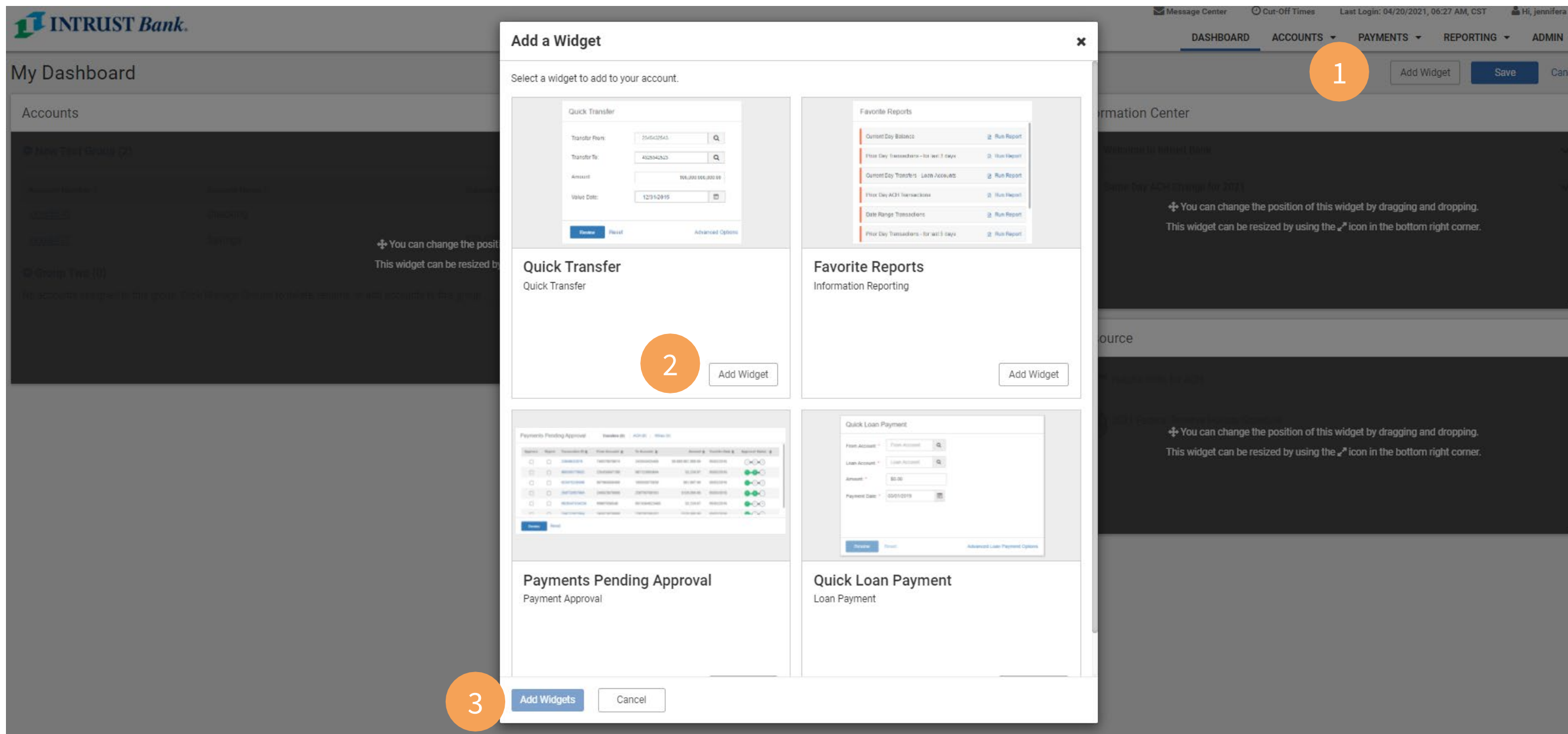
6 Resize widgets

As you resize and position the widgets, the dashboard will automatically show you how the changes impact widget arrangement.

7 Don't forget to click **Save** for your changes to take effect.

Business Online Banking Dashboard

Adding Widgets



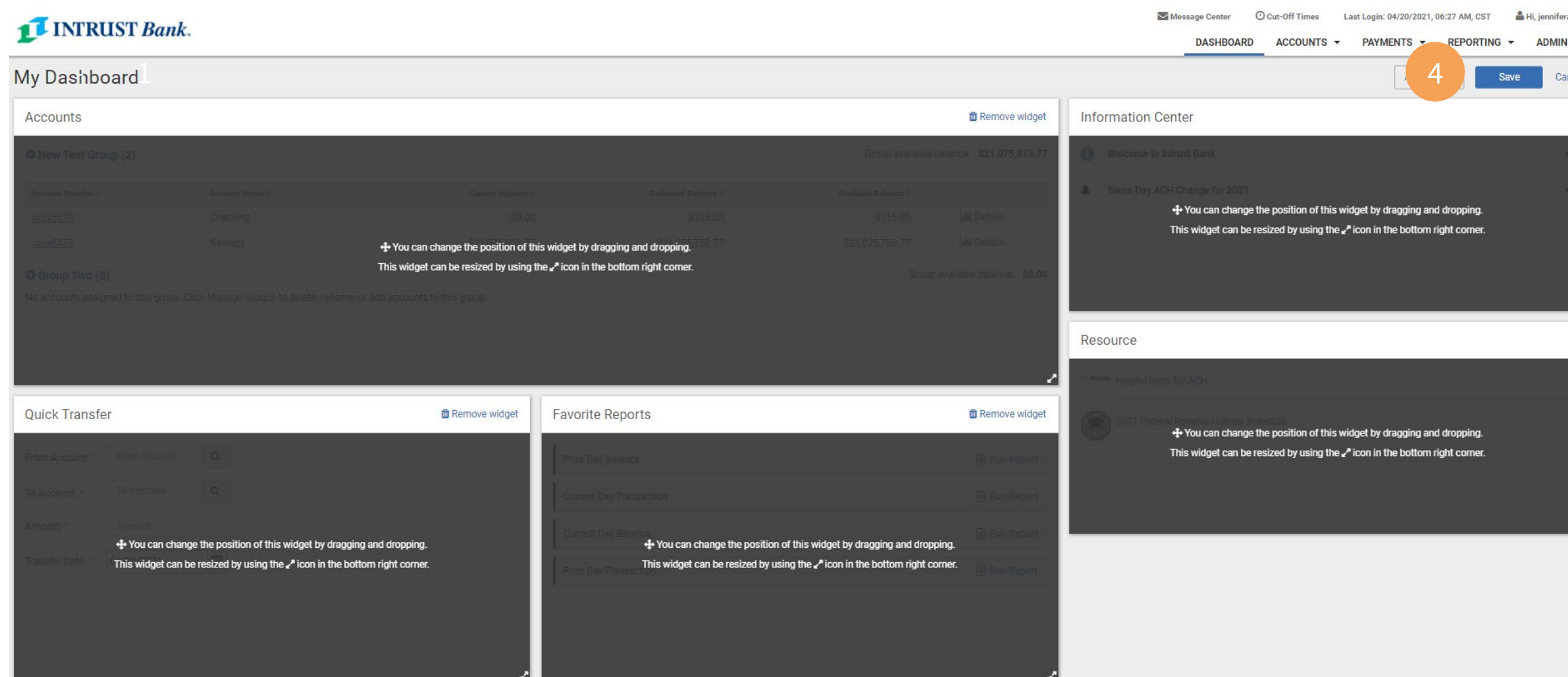
1 Click **Add Widget**

You will now be presented with the widgets available to you.

2 Click **Add Widget** for each one you wish to see on your dashboard.

3 Click **Add Widgets** and you will be presented with a layout that you can now adjust.

4 Don't forget to click **Save** for your changes to take effect.



Business Online Banking Dashboard

Your new Dashboard is now customized

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xxxx8477	Savings	\$21,075,921.77	\$21,075,758.77	\$21,075,758.77	Details

Group Two (0)

Group available balance: \$0.00

No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Account List

Quick Transfer

From Account: *

From Account

To Account: *

To Account

Amount: *

Amount

Transfer Date: *

04/20/2021

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Advanced Transfer Options

Favorite Reports

Prior Day Balance

Run Report

Current Day Transaction

Run Report

Current Day Balance

Run Report

Prior Day Transaction

Run Report

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Resource

Helpful hints for ACH

2021 Federal Reserve Holiday Schedule