Quick Reference Guide

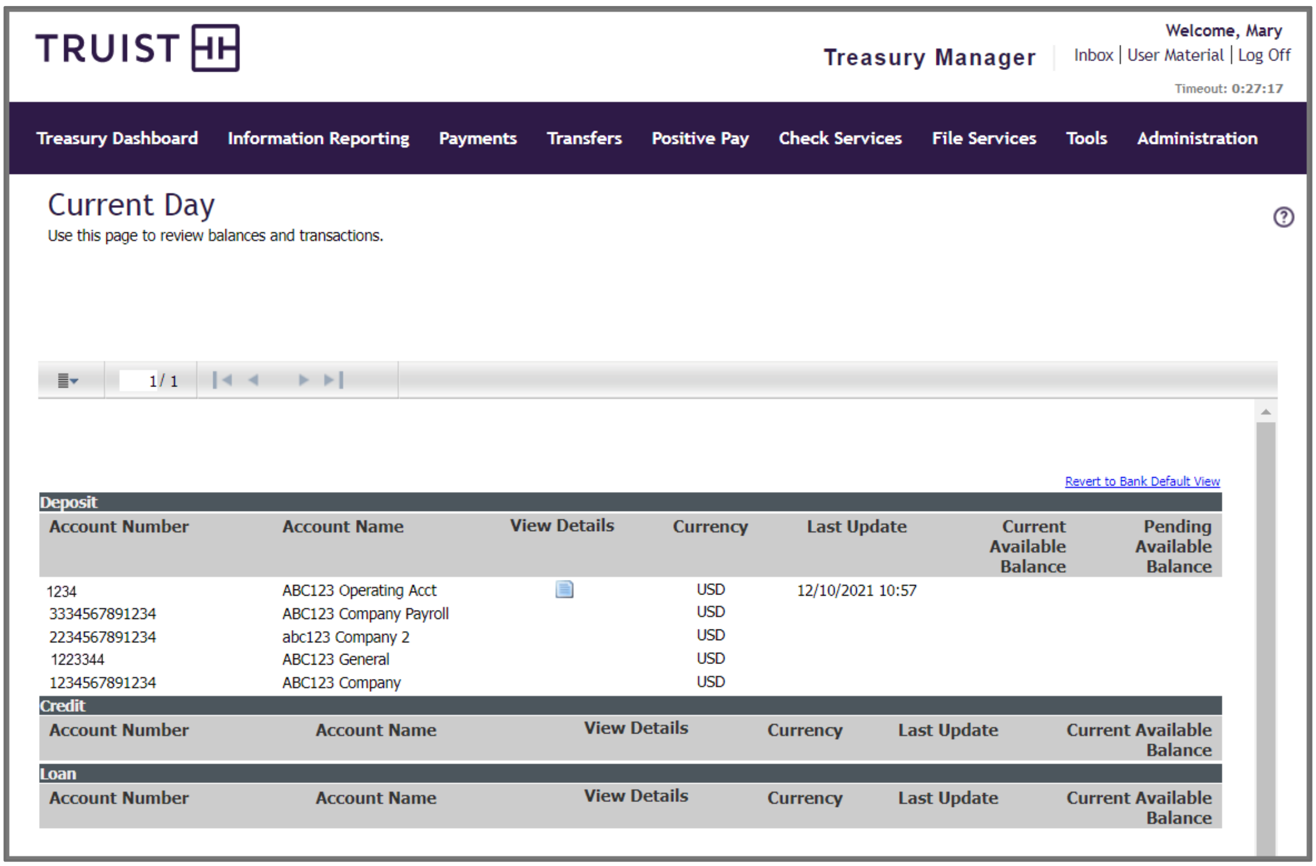
# Truist Treasury Manager

## Viewing Current Day Balances

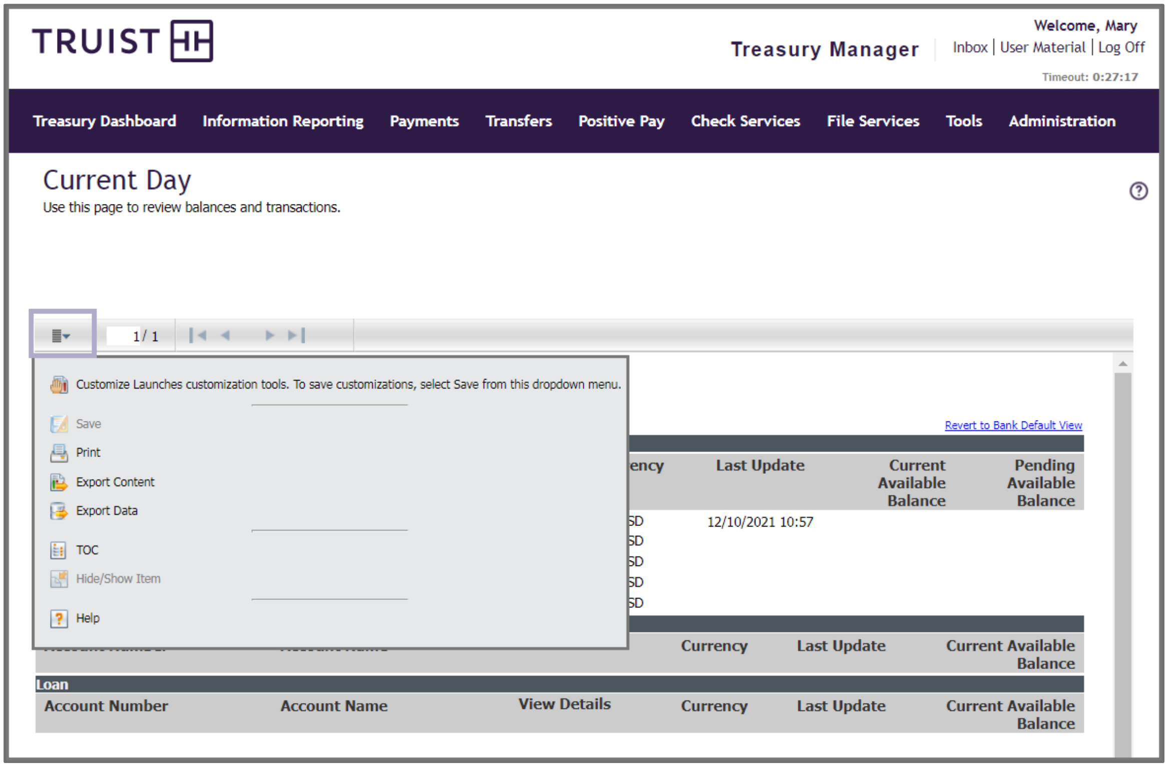
Treasury Manager offers the ability to view prior day and current day transaction and balance information - including current day wire and ACH debits and credits, transfers, and several deposit types. This document shows the steps to view current day balances and transaction details.

### To View Current Day Balances and Transactions:

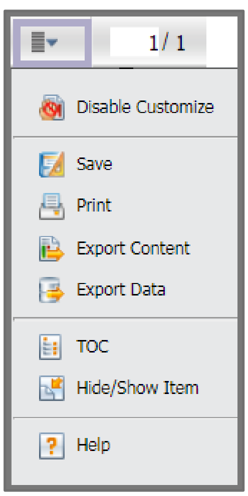
1. From the main menu, select **Information Reporting**.
2. Click **Current Day**. The Current Day page will display a summary of your company's accounts by account type.



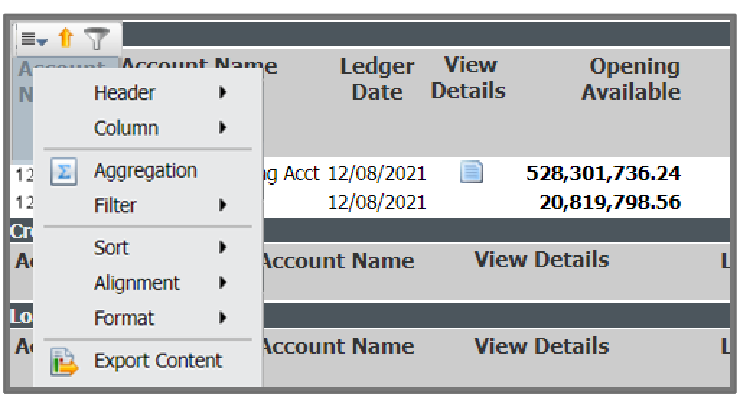

3. Click the **customize** menu to activate the customization features. Columns displayed will vary depending on your company's services and your customizations.



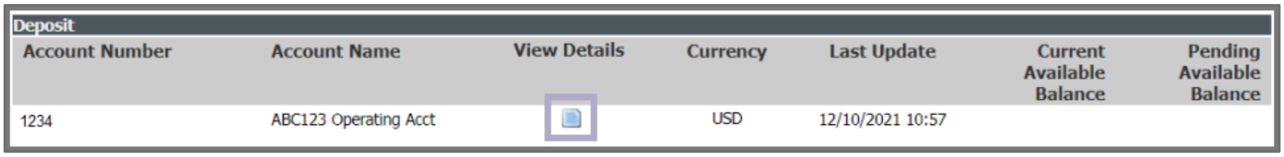

4. Customization options are enabled. Click **Save** from the drop-down menu (shown below) to save your selections.



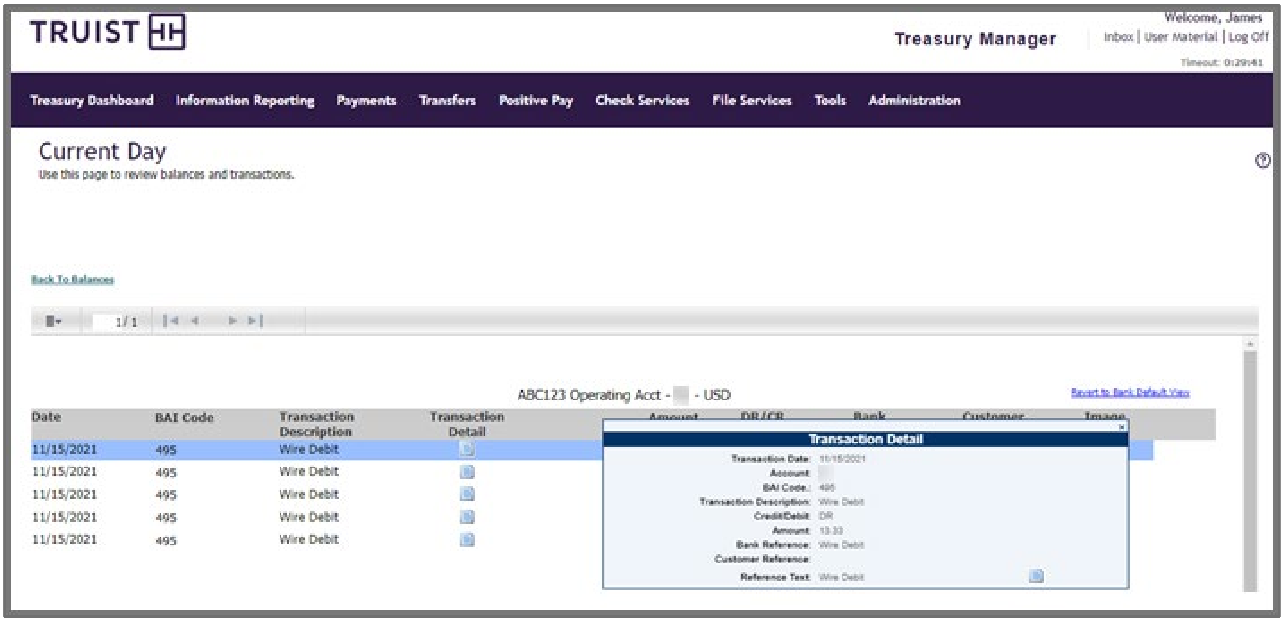

5. Click any column to open the control panel.



6. To view the transactions of an individual account, click its **View Details** button.




7. The Current Day transaction page lists details about the selected account's current day transactions. To view more detail for a specific transaction, click the **Transaction Detail** button. The Transaction Detail pop-up will display.




8. To copy the reference text to your clipboard, click the **Copy** icon. Click the **X** to close the Transaction Detail pop-up.
9. Click the **Back to Balances** link.
10. To view details for another account, click its **View Details** button.

## Getting Help

Click the **User Materials** link at the top right of any page or visit the Treasury Manager page of the **Treasury Resource Center** at truist.com/treasuryresourcecenter to access reference materials.

If you need additional assistance, contact Treasury Solutions Client Services at treasuryclientservices@truist.com or **800-774-8179**. Representatives are available from 8 am to 8 pm ET, Monday through Friday on bank business days.