

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.

Current Day
Use this page to review balances and transactions.

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[Revert to Bank Default View](#)

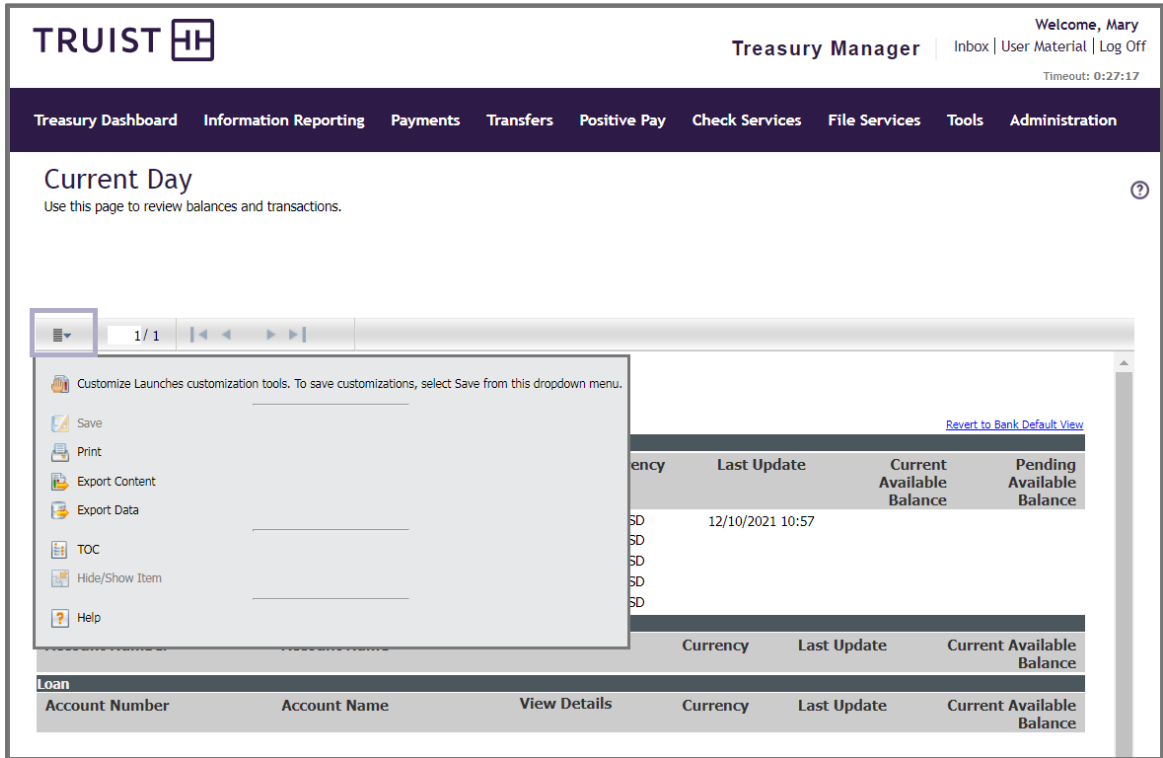
Deposit						
Account Number	Account Name	View Details	Currency	Last Update	Current Available Balance	Pending Available Balance
1234	ABC123 Operating Acct		USD	12/10/2021 10:57		
3334567891234	ABC123 Company Payroll		USD			
2234567891234	abc123 Company 2		USD			
1223344	ABC123 General		USD			
1234567891234	ABC123 Company		USD			

Credit					
Account Number	Account Name	View Details	Currency	Last Update	Current Available Balance

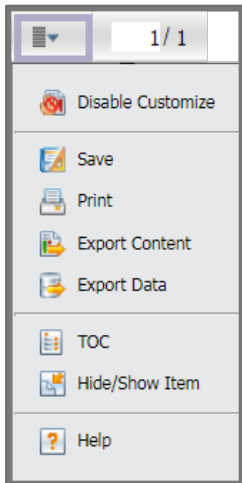
Loan					
Account Number	Account Name	View Details	Currency	Last Update	Current Available Balance

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

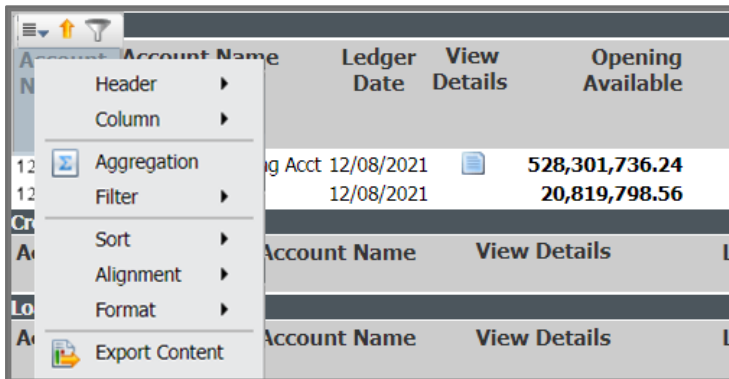
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4. Customization options are enabled. Click **Save** from the drop-down menu (shown below) to save your selections.




5. Click any column to open the control panel.

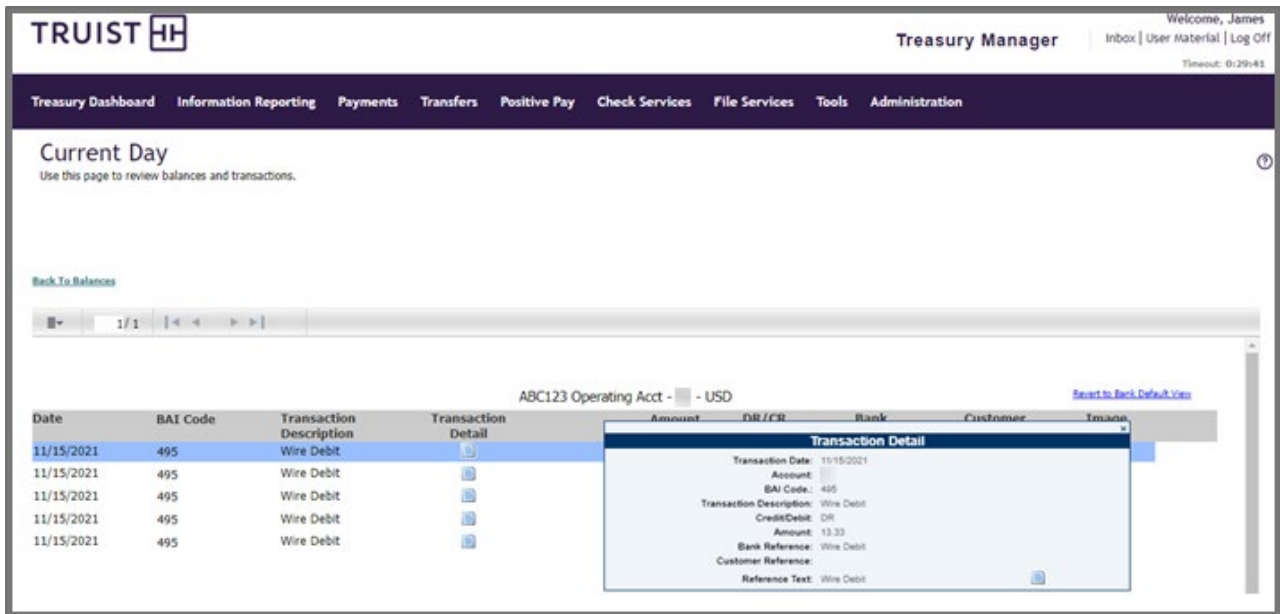


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- To view the transactions of an individual account, click its **View Details** button.

Deposit						
Account Number	Account Name	View Details	Currency	Last Update	Current Available Balance	Pending Available Balance
1234	ABC123 Operating Acct		USD	12/10/2021 10:57		

- 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.



The screenshot shows the Truist Treasury Manager interface. At the top, there's a navigation bar with 'Treasury Dashboard', 'Information Reporting', 'Payments', 'Transfers', 'Positive Pay', 'Check Services', 'File Services', 'Tools', and 'Administration'. The main content area is titled 'Current Day' and includes a 'Back To Balances' link. Below this is a table of transactions for 'ABC123 Operating Acct - USD'. The table has columns for Date, BAI Code, Transaction Description, and Transaction Detail. A 'Transaction Detail' pop-up window is open over a transaction on 11/15/2021, showing details like Transaction Date, Account, BAI Code, Transaction Description, Amount, Bank Reference, and Reference Text.

- To copy the reference text to your clipboard, click the **Copy** icon. Click the **X** to close the Transaction Detail pop-up.
- Click the **Back to Balances** link.
- 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.