

Quick Reference Guide

Truist Treasury Manager

Viewing Prior 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 prior day balances and transaction details.

To View Prior Day Balances and Transactions:

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

Prior Day
Use this page to review balances and transactions.

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Deposit										
Account Number	Account Name	Ledger Date	View Details	Opening Available	One Day Float	Two Plus Days Float	Total Debit Amount	Total Credit Amount	Closing Ledger	Collected Balance
1234	ABC123 Operating Acct	12/08/2021		528,301,736.24	0.00	0.00	0.00	376,302.56	528,301,736.24	528,301,736.24
1234567891	ABC123 General	12/08/2021		20,819,798.56		0.00	0.00	0.00	20,819,798.56	20,819,798.56

Credit							
Account Number	Account Name	View Details	Last Updated	Current Balance	Available Credit Line	Credit Line	

Loan						
Account Number	Account Name	View Details	Last Updated	Current Balance	Available Credit Line	Payment Due Date

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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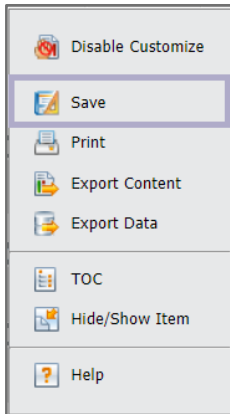
Change Dates From: MM/DD/YYYY To: MM/DD/YYYY [Go](#) [Revert to Bank Default View](#)

Deposit										
Account Number	Account Name	Ledger Date	View Details	Opening Available	One Day Float	Two Plus Days Float	Total Debit Amount	Total Credit Amount	Closing Ledger	Collected Balance
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1234567891	ABC123 General	12/08/2021		20,819,798.56		0.00	0.00	0.00	20,819,798.56	20,819,798.56

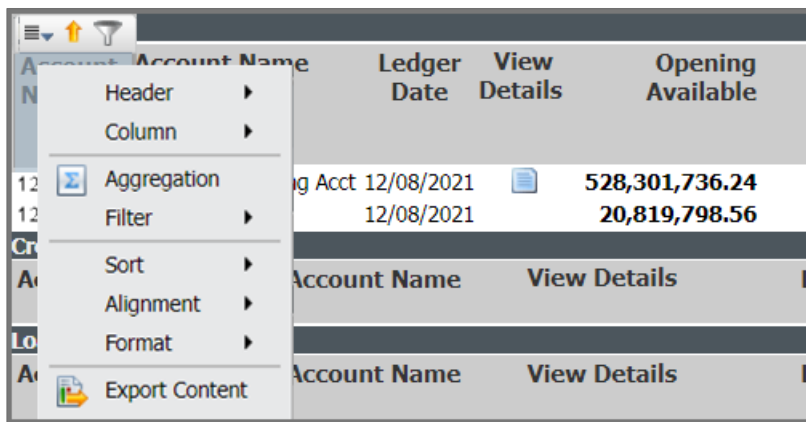
Credit							
Account Number	Account Name	View Details	Last Updated	Current Balance	Available Credit Line	Credit Line	

Loan							
Account Number	Account Name	View Details	Last Updated	Current Balance	Available Credit Line	Payment Due Date	

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



5. Click any column to open the control panel.

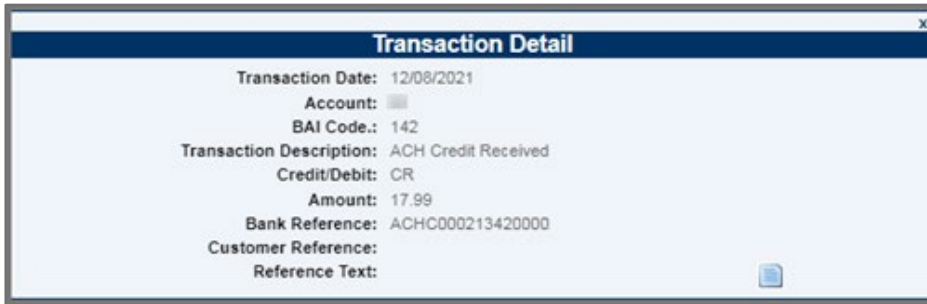


6. To view the transactions of an individual account, click its **View Details** button. The Prior Day transaction page will display. It lists details about the selected account's prior day transactions.

7. To view more detail for a specific transaction, click the **Transaction Detail** button. The Transaction Detail pop-up will display.

Value Date	BAI Code	Transaction Description	Transaction Detail
12/08/2021	142	ACH Credit Received	

- 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.