

Accounts

Use the Accounts menu to view the accounts associated with your Southern Treasury profile and review detailed transaction information.

Account List

- Go to **Accounts > Account List**
- View accounts organized by type and view balances.
- Use the **Refresh Balances** link to update balance details.
- Select the account to view the transaction detail.

Account List

Download

Print

\$408.02

Deposits

5 Accounts

\$24.00

Loans

1 Accounts

Deposits

Type to filter

Refresh Balances

Account Number	Account Name	Status	Current Balance	Collected Balance	Available Balance	Actions
xxxx3444	JD Biz 3444	Active	\$10.71	\$10.71	\$9.48	Actions
xxx4567	John Doe Sav 4567	Active	\$59.32	\$58.32	\$58.32	Actions
xxxx6976	JD Biz 6976	Active	\$5.59	\$5.59	\$5.59	Actions
xxx3416	John Doe CK 3416	Active	\$0.72	\$0.72	\$1.72	Actions

Actions Drop Down

Use the *Actions Drop Down* for quick access to transfers and download functionality from Account List view.

- Transfer To: Create a Transfer to the selected account.
- Transfer From: Create a Transfer from the selected account.
- Download – opens Download Account Transactions dialog box.
 - Define date range and desired download format
 - Select **Download**

Current Balance	Available Balance	Actions
\$10.71	\$25.71	Actions
\$8.82		Transfer To
\$5.59		Transfer From
		Download

Research Transactions

For additional transaction detail, navigate to **Accounts > Research Transactions** and define search criteria in the *Search Transactions* panel using the following criteria. Required fields are marked with an asterisk.

- **Search Transactions**
 - **Transaction Date:** Select the date or date range
 - **Account Type:** Define the account types to be included
 - **Accounts:** Select the account numbers to be included
- **NOTE:** All accounts are selected by default.
- **Check #/Reference #:** Select *Specific #* or *Range* and complete the required fields
- **Amount:** Select *Specific Amount* or *Range* and complete the required fields
- **NOTE:** In the *Amount* column, a negative account balance appears in red and is wrapped in parentheses, and a positive account balance appears in black.
- **Transaction Type:** Select any combination from the dropdown list
- Select **Search**, transactions that meet the criteria display.
- Download results if desired.
- Click **Reset** to return all parameters to their default settings.

Search Transactions

* Indicates required field.

Transaction Date:

Today

Account Type: *

Multiple Selected

Accounts: *

All Selected

Check # / Reference #:

Specific #

Amount:

Specific Amount

Transaction Type:

Select Transaction Type

☐ Debit
 ☐ Credit
 ☒ Both

Search

Reset