



**EASTERN BUSINESS BANKING®**

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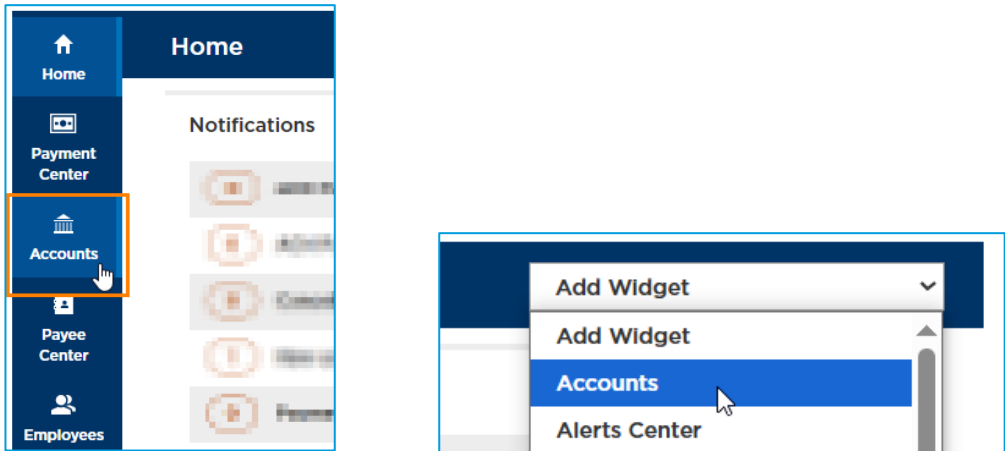
# **ACCOUNTS CENTER**

Quick Reference Guide

May 2025

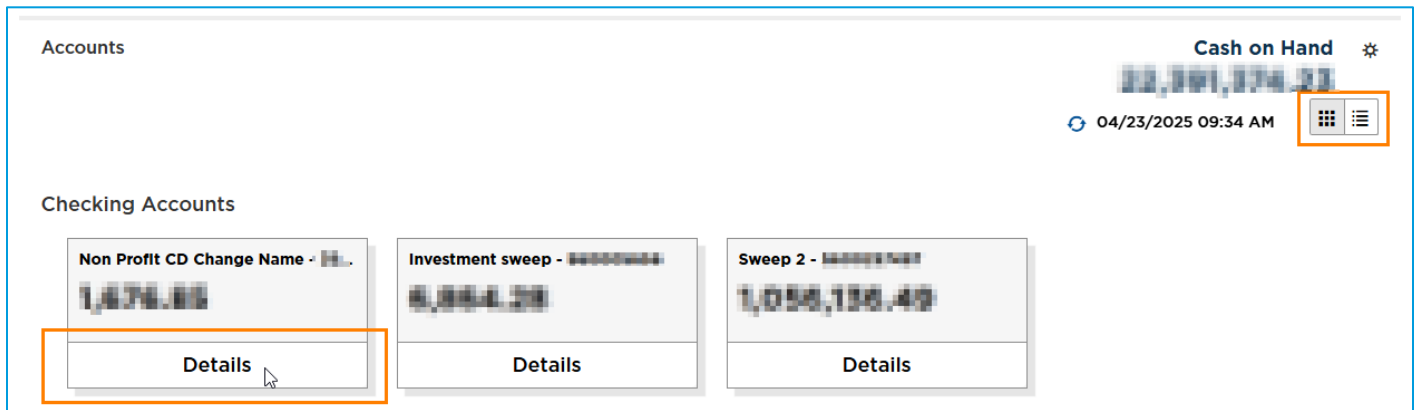
# ACCOUNTS CENTER

Accounts can be accessed from the **left-hand navigation bar** or through the **Accounts widget**.



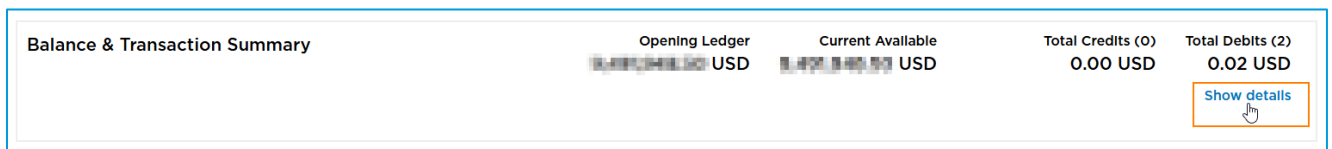
## ACCOUNT DETAILS

**Accounts** lists the balances of the accounts that you have permission to see. You can also access the transaction details by selecting **Details** on an account. You can view accounts in a **tile view** or **list view**. You can change this view by selecting the corresponding icon on the right-hand side.



Click **Details** to open the **Account Summary** screen. In this screen you can view **Balance & Transaction Summary** and **Transaction History**.

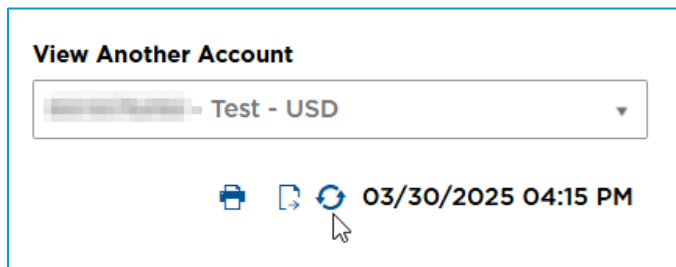
To view Balance & Transaction Summary Details, click **Show Details** on the right-hand side.



Balance & Transaction Summary		Opening Ledger	Current Available	Total Credits (0)	Total Debits (0)
		USD	USD	0.00 USD	0.00 USD
<a href="#">Hide details</a>					
Today's Balances		Transaction Summary			
Opening Ledger		One Day Float	0.00	Transaction Type	Credits
Previous Day Opening Available	0.00	2 or More Days Float	0.00	MONEY TRANSFER	0
Current Ledger		3 or More Days Float	0.00		Credit Amount
Current Available		Average Closing	0.00	All Transactions	0
Relationship Balance	0.00	Ledger MTD			Debits
Total Accessible Balance		Average Closing	0.00		0
		Available MTD			Debit Amount
		Previous Day Closing	0.00		0.00
		Available			

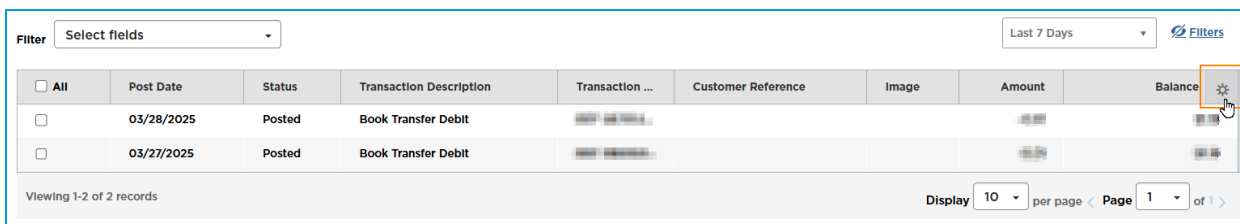
## UPDATING BALANCE

You can update balances when viewing individual accounts but clicking the **Refresh icon** at the top-right of the screen.

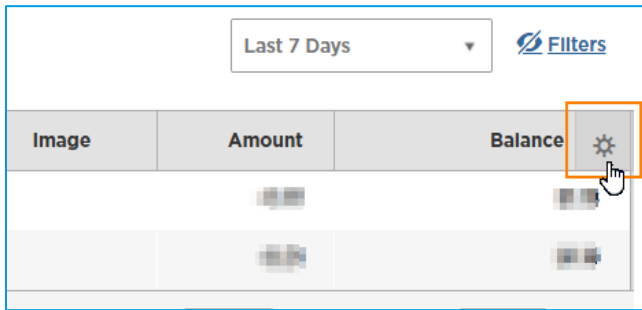


## ADDING OR REMOVING COLUMNS

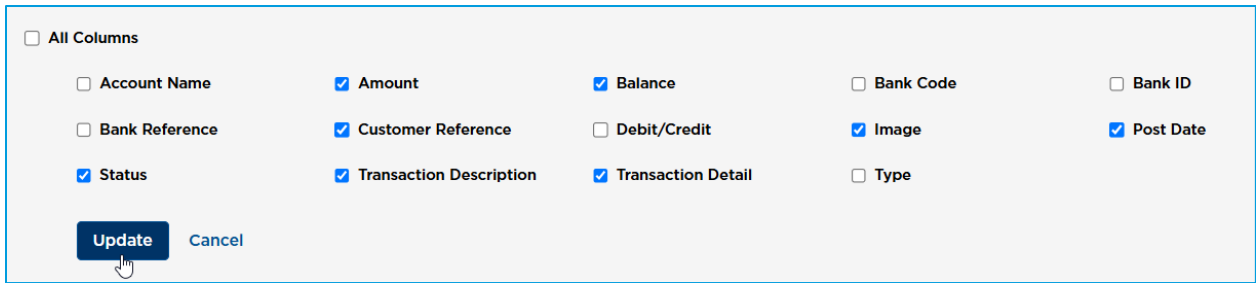
Columns can be added or removed from the list:



1. Click the **Options** icon. The available columns are displayed. The checked boxes indicate which columns currently appear in the list.



2. Check off all of the columns you want to include, and click **Update**.

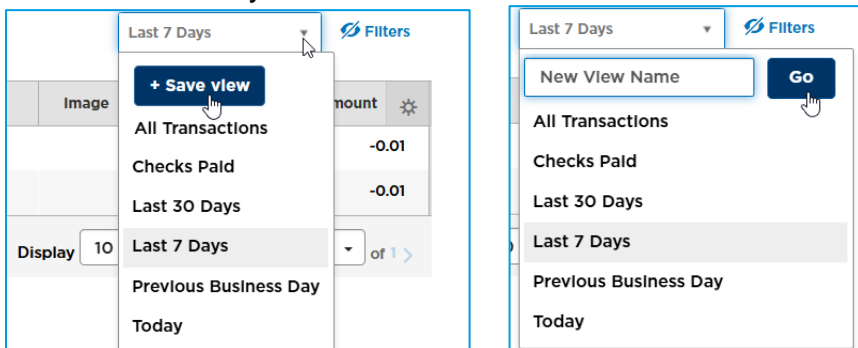


- Columns can also be rearranged. To move columns, click the Header/title of the column you want to move, and drag it to where you want to move it.

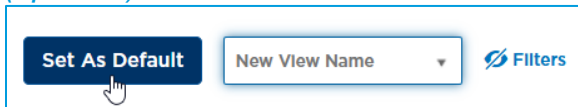
3. To save your view go to the **dropdown menu** on the top right of the listing of accounts

4. Click the **down arrow** and click the **Save view** button

5. Fill in a name for your view and click **Go**.

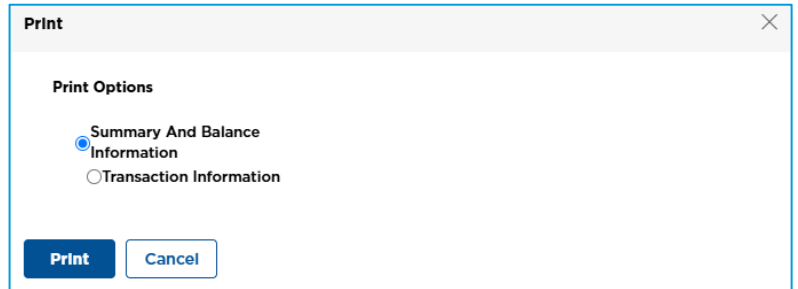
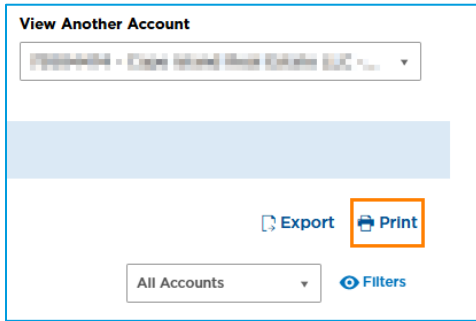


6. *(optional)* Click the **Set As Default** button to open to this view by default.



## PRINTING THE DEPOSIT AND LOAN ACCOUNT INFORMATION

When you export or print from a Loan Account, you have the option of printing **Summary and Balance Information** or **Transaction Information**.

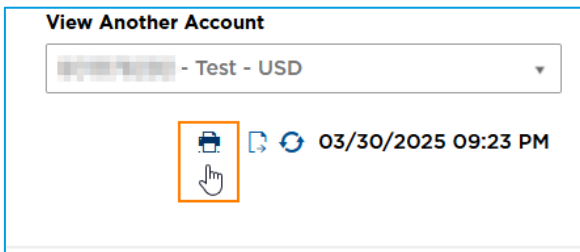


To print from a Deposit Account, you have the option of printing all items, or to print selected items in the list:

1. In the list view, check the boxes for the items you want to print.

<input type="checkbox"/> All	Post Date	Status	Transaction Description
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input checked="" type="checkbox"/>	03/28/2025	Posted	Check Paid
<input type="checkbox"/>	03/28/2025	Posted	Check Paid

2. Click the **Print** icon.



3. In the window that appears, click the **Selected Items** radio button.
4. Click **Print**

