Web Business Banking

Getting Started Guide:

Balance Reporting

Commercial Banking
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Version 8.05.22

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Introduction

Welcome to Web Business Banking - Balance Reporting. The purpose of this guide is to assist with the initial setup of the Balance Reporting service.

We've made it easy for you to follow the instructions in this guide. You can print a hard copy, download the contents to your computer or keep the file open on-screen as you move through each, easy-to-follow step. This file is equipped with convenient navigation buttons that allow you to move quickly and easily throughout the document. The 'contents' button will always return you to the main index. Use the 'back' and 'next' buttons to move page-by-page. If you prefer to use the bookmark navigation tools within Acrobat Reader, you'll find them in their usual location on your toolbar.

Need Help?

Web Business Banking has a help link on every page. Simply click on the underlined Help link situated at the top right corner of your page. Upon clicking the Help link, you will be presented with information specific to the Web Business Banking page you are on. To access help regarding another feature or function, click the Index link and scroll down to the topic you are looking for.

Should you require further information, please contact Cash Management Support Desk at 1-800-668-7328 (local Toronto 416-982-4567), Monday to Friday from 8:00am to 8:00pm Eastern Time or click on the Contact Us link, located at the top right corner of every web page, for alternate communication methods.

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System Requirements

Supported Browsers

In order to use the Web Business Banking service, you will require a Java enabled browser that supports 128-bit encryption with cookies enabled. Browsers in compatibility mode cannot be used and will be unsupported. We have optimized our service to work with browsers that the majority of our customers use. Minimum browser requirements are as follows:

- Microsoft Internet Explorer 9+
- Firefox 27+
- Safari 7+
- Chrome 30+
- Edge 12+
- Opera 20+

Adobe Acrobat Reader

Adobe Acrobat Reader is required in order to view PDF formatted reports. Adobe Acrobat Reader is available free of charge at http://www.adobe.com/products/acrobat/readstep2.html .

Getting Started Steps

As a new user, when you first access the Balance Reporting service you should complete the following getting started steps:

Log on to Web Business Banking.

View User Profile. (Optional)

Define Account Names. (Optional)

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Define Account Groups. (Optional)

Define Other Preferences. (Optional)

Define Reports. (Optional)

Schedule Reports. (Optional)

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Logging on to Web Business Banking

The following typographical conventions have been used in the Getting Started Guide to identify specific types of information.

Type Style	Used For
Bold	Button names
Initial Capitals	Page Names, Field Names, Menu Names
[CAPITALS] in square brackets	Keyboard commands (e.g. [ENTER])
ALL CAPITALS	Acronyms, Directory Names and File Names

To log in to Web Business Banking, proceed as follows:

Step	Action
1	Launch your Internet browser. *Result: Your browser window will appear on screen.*
2	Type in the address https://businessbanking.tdcommercialbanking.com and press the [ENTER] key. *Result: The Web Business Banking Login page will appear.* Tip: Once the Login page loads, add the page to your Bookmarks/Favorites
3	Enter your Connect ID, optional Description, and Password. **Note:** Your TD-assigned System Administrator can provide you with your Connect ID and Password if required.

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4	Click on the Remember my Connect ID and Description check box on the Login page if you would like your Connect ID and Description to be saved. **Note:** When Remember my Connect ID and Description is selected, the next time you log in this Connect ID will be displayed. When two or more Connect IDs are stored, a dropdown list showing the saved Connect IDs will be displayed, along with a Remove From List link allowing you to delete a Connect ID from the list. The field will always display the Connect ID of the last user to log in. To select a different Connect ID, simply choose it from the dropdown list.

Logging on to Web Business Banking *(Continued)*

Step	Action
5	Press the [ENTER] key or click on the **Login** button. *Result: One of the following two results will occur:* *1. The News page will load. Proceed to step 10.* *2. The Change Password page will load.*
6	Enter your existing password in the Web Password field.
7	Enter a new password in the New Password field.
8	Reenter the new password in the Confirm New Password field.
9	Press the [ENTER] key OR click on the **Login** button. Result: The News page will load.

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10	A login- authenticate page will appear *As an added security feature you must authenticate yourself in order to access Web Business Banking* Enter the one time password that is generated by your authentication device and press the [ENTER] key or click on the **Login** button
11	Review your messages available under News.
12	Enjoy Web Business Banking

View User Profile

The View User Profile page allows you to view the Service and System Administration rights that you have been assigned by a System Administrator.

Service Rights

In order to access a registered service and its functions, you must be assigned the appropriate service rights. The service profiles displayed on your User Profile indicate the service rights that have been assigned to you.

System Administration Rights

In order to administer specific functions within Web Business Banking, various System Administration rights can be assigned. The System Administration profile displayed on your User Profile indicates the System Administration rights you have been assigned.

To view your user profile, proceed as follows:

Step	Action
1	Click on Administration from the top horizontal menu bar. *Result: The News page will be displayed.*

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2	Click on View User Profile from the left vertical menu bar. *Result: The View User Profile page will be displayed*
3	Click on the Balance Reporting Account Access link under the Balance Reporting Rights heading. **Notes:** If there is no Balance Reporting Rights heading, then you have not been assigned rights to access the Balance Reporting service. Please contact the System Administrator identified at the bottom of the page. *Result: The Balance Reporting Account Access page will be displayed*

View User Profile (Continued)

Step	Action
4	Review your Balance Reporting Rights to ensure you have been granted access to the accounts you require. **Note:** If you have access to more than 100 accounts then a **Next** link will be available, allowing you to view the additional accounts.
5	Click on **Back** button to return to the View User Profile page. *Result: The View User Profile page will be displayed*.
6	Review your System Administration Rights to ensure you have been granted the appropriate rights.
7	Contact your System Administrator if additional rights need to be assigned.

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Define Account Names

The Balance Reporting service allows each user to customize the names of the accounts they access. These more meaningful names, once defined, will appear in all of the reports you generate and every time you select an account. Each account name will default to the name set at the Company level.

To define Account Names, proceed as follows:

Step	Action
1	Click on Reporting from the top horizontal menu bar. *Result: My Reports page will be displayed.*
2	Click on Account Names located under the My Preferences heading from the left vertical menu bar. *Result: The Account Names page will be displayed.*
3	Enter a unique name for each account you would like to customize.
4	Click on the **Save** or the **Save & Continue** button. **Note:** If you have access to more than 100 accounts then the **Save** button will be replaced by a **Save & Continue** button allowing you to access additional accounts. *Results: One of the following 2 results will occur:* *1. Save & Continue button clicked: Changes will be saved and a new screen of accounts will be displayed. Please repeat step 3.* *2. Save button was clicked: A message will be presented at the top of the page.*

Define Account Groups

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The Account Groups feature of the Balance Reporting service allows you to organize your accounts into meaningful groups. This will allow you to recall these groups quickly when preparing reports (i.e. Consolidated Balance Report and Net Change Summary Reports), as you will be able to select the group rather than selecting each account individually.

To define Account Groups, proceed as follows:

Step	Action
1	Click on Reporting from the top horizontal menu bar. *Result: My Reports page will be displayed.*
2	Click on Account Groups located under the My Preferences heading from the left vertical menu bar. *Result: The Account Groups page will be displayed.*
3	Click on the **Create Group** button *Result: The Create Account Group – Select page will be displayed.*
4	Enter a unique name for the group in the Group Name field.
5	Enter a description for the group in the Description field.
6	Select the accounts you wish included in the group by selecting the checkbox beside each applicable account. **Note:** An Account group can contain no more than 100 accounts.
7	Click on the **Next** button. *Result: The Create Account Group - Order page will be displayed.*

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Define Account Groups

Step	Action
8	Enter an order number in the Order field of each account **Notes:** • When a Consolidated Balance or Net Change Summary report is generated the accounts within an account group will be sorted in ascending order based on the order number. • Duplicate order numbers are not allowed. **Tip:** Use numbers in increments greater than 1 to allow for easy editing at another time. For example, if you use order numbers such as 5, 10, 15, and 20 etc. you can easily add an account in between other accounts (#1, 6 etc) if necessary without having to reorder all of them.
9	Click the **Next** button. *Result: The Create Account Group - Review page will be displayed.*
10	Click on the **Finish** button. *Result: The Account Groups page will be displayed with a confirmation message at the top of the page.*

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Define Other Preferences

The Balance Reporting Service allows you the option to define a more meaningful company name to be used in the report title of your Balance Reporting reports. Once defined, this company name will replace the default Company Name included in each report you generate within the service.

If you would prefer a customized title on your report rather than your Company's name proceed as follows:

Step	Action
1	Click on Reporting from the top horizontal menu bar. *Result: The My Reports page will be displayed.*
2	Click on Other Preferences located under the My Preferences heading from the left vertical menu bar. *Result: The Other Preferences page will be displayed.*
3	Enter the desired title in the Default Company Report Title field.
4	Click on the **Save** button. *Result: The Default Report Title will be saved, and a confirmation message will be displayed at the top of the page.*

Define Reports

The Define Reports page allows you to create, delete, or modify User-defined reports based on eight Bank-defined reports. You can create up to 25 User-defined reports with the accounts, dates, and file format that you require. Selecting Reporting Options can further customize these User-defined reports to suit your reporting requirements. Once defined, User-defined reports become available on the My Reports and Scheduled Reports pages.

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To define a report proceed as follows:

Step	Action
1	Click on Reporting from the top horizontal menu bar. *Result: The My Reports page will be displayed.*
2	Click on Define Reports located under the My Preferences heading from the left vertical menu bar. *Result: The Define Reports page will be displayed.*
3	Select a report from the Reports dropdown list. **Note:** This list includes all Bank-defined and existing User-defined reports.
4	Click on the **OK** button located to the right of the Reports dropdown list. *Result: The screen refreshes with the available accounts and filter options for the selected report.*
5	Enter a Name and Description to help you identify the report.
6	Select the Accounts and/or Account Groups to include in the report. **Note:** If you have access to more than 100 accounts then a **Select Accounts** button will be displayed. Click on this button to access the account list and select your accounts. Once the accounts are selected Click on the OK button to return to the Define Report screen.
7	Select a Date Range and Output Format. **Note:** If you have selected User-defined as a date range, you will be prompted to enter a start and end date each time you generate this report from the My Report page or schedule the report.

Define Reports

(Continued)

Step	Action

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8	Click on the **Save** or the **Save & Continue** button. **Note:** If the report is based on either the Consolidated Balance Report or the Net Change Summary report then the Save Report button will be renamed Save & Continue. Both of these reports require that a sort order be provided for the Accounts/Account Groups. *Result: One of the following 2 results will occur:* *1. Save & Continue button clicked: The Sort Groups/Accounts page will be displayed. Proceed to step 9.* *2. Save Report button was clicked: The report will be saved and a message will be presented at the top of the page.*
9	Enter an order number in the Order field of each group and account. **Notes:** • The report will be sorted in ascending order based on the order number entered. • Duplicate order numbers are not allowed. **Tip:** Use numbers in increments greater than 1 to allow for easy editing at another time. For example, if you use order numbers such as 5, 10, 15, and 20 etc. you can easily add an account in between other accounts (#1, 6 etc) if necessary without having to reorder all of them.
10	Click on the **Save** button. *Result: The report will be saved and a confirmation message will be presented at the top of the page.*

Schedule Reports

The Scheduled Reports feature of Balance Reporting allows you to schedule up to 25 reports to be automatically generated. Scheduled Reports provides the ability to specify the date, time and frequency you would like predefined reports generated. Once scheduled, these reports will be generated automatically and will be available from the Receive Reports page to be viewed or downloaded, saving you time.

To Schedule a report, proceed as follows:

Step	Action

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1	Click on Reporting from the top horizontal menu bar. Result: My Reports page will be displayed.
2	Click on Scheduled Reports located under the My Preferences heading from the left vertical menu bar. *Result: The Scheduled Reports page will be displayed.*
3	Select a report from the Report Name dropdown list. **Note:** This list includes all Bank-defined and existing User-defined reports.
4	Click on the **OK** button located to the right of the Report Name dropdown list. *Result: The screen refreshes with the available schedule options displayed.*
5	Enter the Scheduled Start date you would like this Scheduled Report to begin.
6	Select the Time you would like the Report to be generated from the Time dropdown list. **Note:** All times are displayed in Eastern Time format.
7	Enter the name you wish the file to be saved as in the Save as FileName textbox, as required. **Note:** The date and time the report was generated will be appended to the filename when it is generated. This will allow you to distinguish reports of the same name.
8	Select the desired output format from the Output Format dropdown list, as required.

Schedule Reports (Continued)

Step	Action
9	Select an available Frequency from the Frequency dropdown list. **Note:** If the Report selected has a user defined date range, then the frequency 'only once' will be the only available frequency.

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10	Enter additional frequency information as required in the Frequency Information area.
11	Enter a Start Date and End Date in the Report Data section. **Note:** This is only required if the Report selected has a User defined date range.
12	Click on the **Add to Schedule** button. **Note:** When the scheduled report is generated, it can be retrieved from the Receive Reports page. *Result: The Report will be added to the Scheduled Report List and a confirmation message will be displayed.*

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Using the Balance Reporting Service

The following is a brief description of the functions available in the Balance Reporting Service:

My Reports

The My Reports page allows you to generate reports in a variety of formats to preview or download to a local or network drive. On first entry into the My Reports page, the reports available to you are eight Bank-defined reports. User defined reports are automatically added to the My Report list when they are created.

For more information please access the on-line help.

Query

The Query page allows you to query your account information and balances for a defined range of days. Queries are performed on one account, all deposit accounts, or all loan accounts that you have been assigned access. You have the option of querying for account transactions or account balances. When searching for transactions, you can further define your query to search for dollar amounts, transaction types and cheque numbers.

For more information please access the on-line help.

Receive Reports

The Receive Reports page allows you to receive reports that you have previously scheduled or requested in a file format other than PDF. This page lists all the reports available for download, and offers both a compressed (zipped*) and non-compressed download options. Items are listed in chronological order (oldest to newest). To schedule a report, please refer to the Schedule Reports section of this document.

For more information please access the on-line help.

* Appropriate commercially available software is required to view zipped files.

Edit My Reports List

The Edit My Reports List page allows you to customize the order that Reports are displayed in the dropdown list on the My Reports, Define Reports and Scheduled Reports pages.

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For more information please access the on-line help.

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