

# BBVA Compass net cash™



### Account Reporting

Account Reporting provides account balance and transaction reporting for deposit accounts. You can view accounts in a tile view or a list view. Either view allows you to view account transaction details or initiate a transfer from one account to another. There are separate sections for checking and savings accounts, since balance categories can be different for these types of accounts.

From the main menu, hover over **Reporting** and then click **Account Reporting**.

#### Tile View

1. Accounts are represented as “tiles,” with the interim ledger balance displayed.
2. Click Details to see details for transactions that have posted to the account.
3. You can use the Filters drop-down menu to refine the accounts that display. You can also page through your list of accounts and adjust the number of records displayed on the page using the navigation at the bottom of the list.
4. You can export the data displayed in a transaction list as a CSV (comma-separated delimited) file. Other exports are available through the Download service. You can also print your report as a PDF file.

#### List View

5. To view your accounts as a list rather than as tiles, click the icon in the upper right corner of the **Essential Reporting** screen.
6. Click the arrow next to an account to view details of transactions that have posted to the account.
7. You can use the Filters drop-down menu to refine the results that display. You can also page through your list and adjust the number of records displayed on the page using the navigation at the bottom of the list.
8. You can export the data displayed in the transaction list as a CSV (comma-separated delimited) file. Other exports are available through the Download service. You can also print your report as a PDF file.

### Electronic Reports

Electronic Reports allow you to view and save subscribed reports and statements through our secure website.

1. From the main menu hover over **Reporting** and then click **Electronic Reports**.
2. To view an **Electronic Report**, click **Edit** next to Search Criteria. Select one or more accounts to search from the Account ID field, as well as one or more report Descriptions (EDI Report or Recon Summary Report, for example).
3. Select the desired date range (Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to Date, Quarter to Date, Year to Date, Today, or Custom Range). Click **Report Date** to search based on the content in the report or **Load Date** to search by the date the content was loaded into the system.
4. Click **Search**. Your results will display.
5. Click **View** next to an item to view the Electronic Report. You may use the on-page navigation to print the report as a PDF or download it as a CSV (comma-separated delimited) file. You can also click SAVE to export the report as a PDF or text file.

## Account Transfers

### Tile View

1. Accounts are represented as “tiles,” with the interim ledger balance displayed.
2. Click Transfer on a tile to initiate a quick transfer from one account to another.
3. You can also initiate a transfer by dragging and dropping one tile onto another. You will then be prompted to enter additional information for the transfer.
4. After you submit an account transfer, you will receive a confirmation message. The details will vary depending on the type of payment.
5. If your payment requires approval, it will show in an “awaiting approval” status in the Payments List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
6. **To approve**, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.

### List View

1. To view your accounts as a list rather than as tiles, click the icon in the upper right corner of the **Essential Reporting** screen.
2. Click Transfer Funds to initiate a transfer. Populate the fields with the required information and click **Schedule Transfer**.
3. After you submit an account transfer, you will receive a confirmation message. The details will vary depending on the type of payment.
4. If your payment requires approval, it will show in an “awaiting approval” status in the Payments List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
5. **To approve**, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view. All submitted transfers will display in the Transfers list. Click VIEW to see details for each transaction.

## Stop Payments

If a check has not been paid, you can enter a stop payment request to cause the return of the check when it is presented. You can create a stop payment request for a single check or range of checks. Stop payment requests must be submitted between 7:00 a.m. and 9:00 p.m. Central Time, Monday through Friday. Stop payment requests attempted at any other time may not be processed.

1. To create a stop payment request, click **Stop Payments** in the main menu.
2. Click **Add A New Stop Request**. Enter information about the check and click Save.
3. If your stop payment request requires approval, it will show in an “awaiting approval” status in the Payments List View. Depending on your user entitlements, either you or another user must approve the stop payment request. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
4. **To approve**, click the arrow next to the stop payment request and select Approve from the drop-down menu. You can also click the box next to the stop payment request and click Approve under the list view.

Previously submitted stop payment requests will appear in the list on the Stop Payments page.

## Check Inquiry

Check Inquiry allows you to verify if a check has been paid or not and whether it is eligible for a stop payment request.

1. To perform a check inquiry, click **Check Inquiry** in the main menu.
2. From the menu, select **Checks Paid Inquiry**. Enter the criteria required for the request and click **Search**.
3. If the check is found, details and an image of the paid check (if available) will display. If a check has been paid, a stop payment cannot be requested.
4. You can also enter an inquiry to validate a previously place stop payment by selecting **Check Stopped Request Inquiry** from the menu on the Check Inquiry screen. You can submit a Cancel Stop request, if applicable, from the results displayed. This will remove the previously submitted stop payment request.

## **BBVA Compass net cash Mobile**

As a reminder, you can stay connected to BBVA Compass net cash while away from your desk with BBVA Compass net cash Mobile\*. BBVA Compass net cash Mobile is available for iPhone, iPad, Apple Watch, and Android devices through the App Store and Google Play store.

\* Message and data rates may apply.

