



SYNOVUS®

G A T E W A Y

Sub-Accounting  
User Guide

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## Purpose

This document explains how to perform the following actions in Synovus Gateway for Sub-Accounting:

- View account balances
- Manage account settings
- Transfer funds between master and sub-accounts
- Generate reports
- Entitle users to Sub-Accounting services and accounts

## Audience

This document is intended for all Synovus Gateway users with commercial accounts for Sub-Accounting.

## CHAPTER 1: Home Page

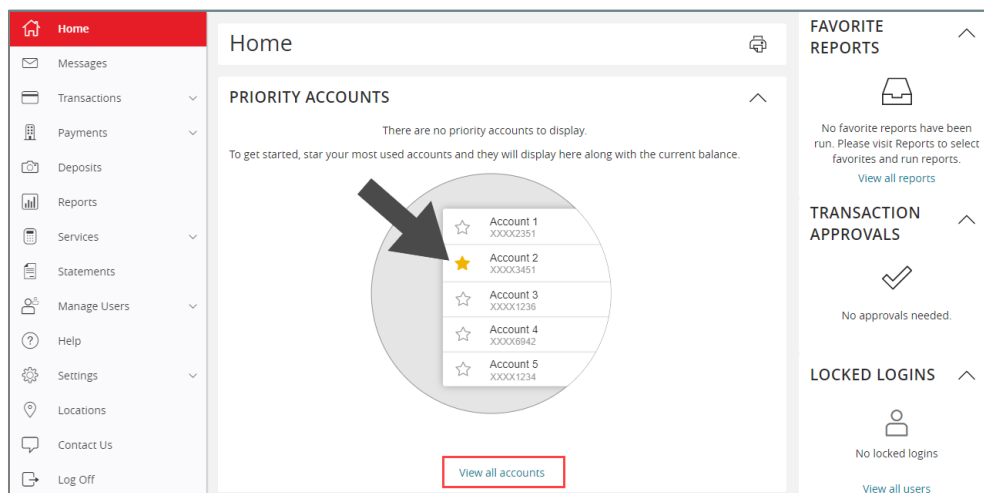
Use the Home page to view account balances for Sub-Accounting, create groups, view account transactions, and view account details.



### Primary Accounts

Synovus Gateway allows you to designate accounts as “Priority Accounts” so that summary information shows on the Home page. You can also create custom account groups and view balances for accounts that belong to the group.

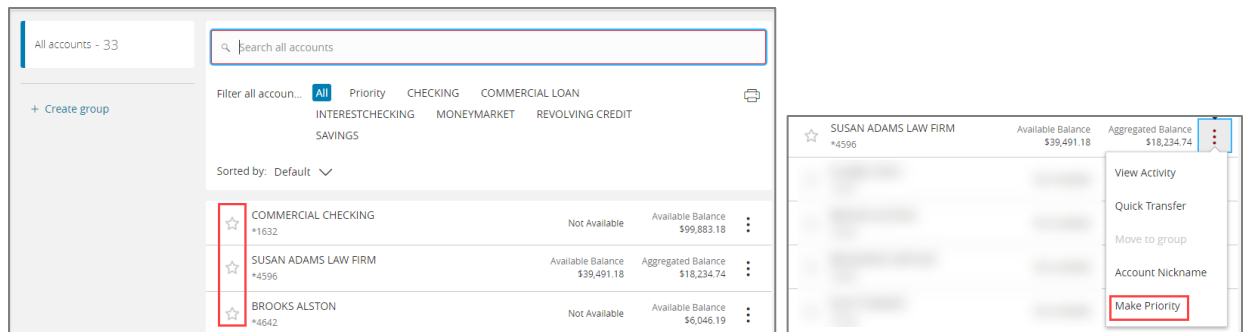
Complete these steps to designate accounts for Sub-Accounting as priority accounts.

1. On the Homepage, click **View all accounts**.

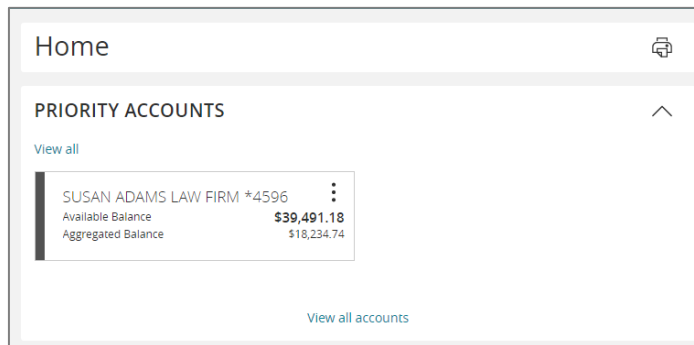


2. Locate the account(s) you want to display on the Home page. For each account click the star  icon or click the actions  icon then **Make Priority**. You can select master and/or sub-accounts.

**NOTE:** This screen does not have a Save button. Navigating away from the screen will automatically save your selections.



3. Click or tap **Home** from the main menu to see your priority accounts.

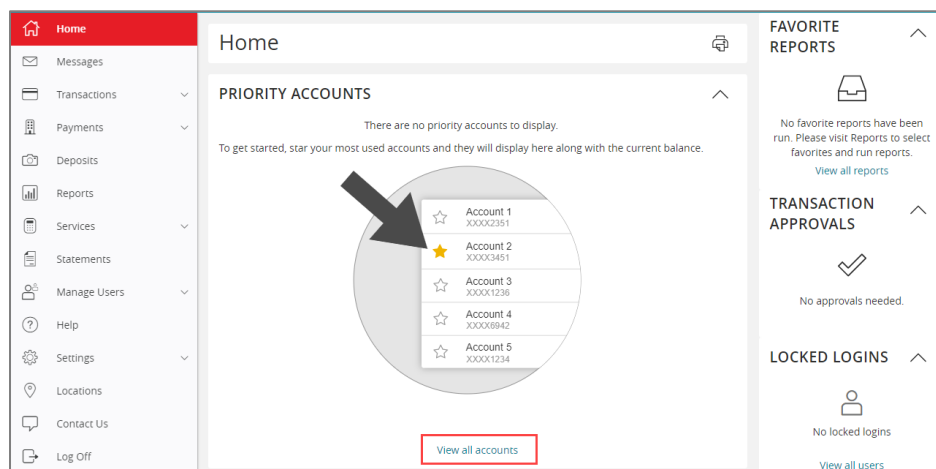


You can also designate accounts as priority from [Details & Settings](#).

## Account Groups

Complete these steps to create an account group and use the group to view balances. An account can belong to one group only.

1. On the Homepage, click **View all accounts**.



2. Click **Create group**.

All accounts - 33

+ Create group

Search all accounts

Filter all account... All Priority CHECKING COMMERCIAL LOAN INTERESTCHECKING MONEYMARKET REVOLVING CREDIT SAVINGS

Sorted by: Default

★	COMMERCIAL CHECKING *1632	Not Available	Available Balance \$99,883.18	⋮
☆	COMMERCIAL CHECKING *1713	Not Available	Available Balance \$6,084.00	⋮

3. Enter a unique name for this group of accounts, then locate and select the accounts to add to the group.

Group name

Sub-Accounting

Search Sub-Accounting group

Filter all account... All Selected Ungrouped Priority CD CHECKING COMMERCIAL LOAN Credit Card INTERESTCHECKING MONEYMARKET REVOLVING CREDIT SAVINGS

Sorted by: Default

☒ Deselect All

<input checked="" type="checkbox"/>	Adams Law (Sub-Accounting) 00000784596	Available Balance \$35,191.61	Aggregated Balance \$14,251.46	⋮
<input checked="" type="checkbox"/>	Sub-Stacy Flames (Sub-Accounting) 4601073337	Available Balance \$2,702.53	Current Balance \$2,702.53	⋮
<input checked="" type="checkbox"/>	DESA Sub-Alston Brooks (Sub-Accounting) 4601074642	Available Balance \$5,697.37	Current Balance \$5,697.37	⋮
<input checked="" type="checkbox"/>	Sub-Arthur Brunswick (Sub-Accounting) 4601076605	Available Balance \$3,147.34	Current Balance \$3,147.34	⋮

4 accounts selected

Cancel Save group

4. Click **Save group**.

5. A card displays the new group's name followed by the number of accounts in the group.

All accounts - 96

+ Create group

Sub-Accounting - 4  
Available Balance \$46,738.85  
Related Available Balance \$0.00

Search all accounts

Filter all account... All Priority CD CHECKING COMMERCIAL LOAN  
Credit Card INTERESTCHECKING MONEYMARKET  
REVOLVING CREDIT SAVINGS

Sorted by: Default

BUSINESS CD  
00620200621

Current Balance \$0.00  
Maturity Date 6/29/2023

6. Click the group card to view its associated accounts.

All accounts - 96

+ Create group

Sub-Accounting - 4  
Available Balance \$46,738.85  
Related Available Balance \$0.00

Search Sub-Accounting group

Filter Sub-Accounting group: All Priority


Sorted by: Default

Adams Law  
00000784596  
Available Balance \$35,191.61  
Aggregated Balance \$14,251.46

Sub-Stacy Flames  
4601073337  
Available Balance \$2,702.53  
Current Balance \$2,702.53

DESA Sub-Alston Brooks  
4601074642  
Available Balance \$5,697.37  
Current Balance \$5,697.37

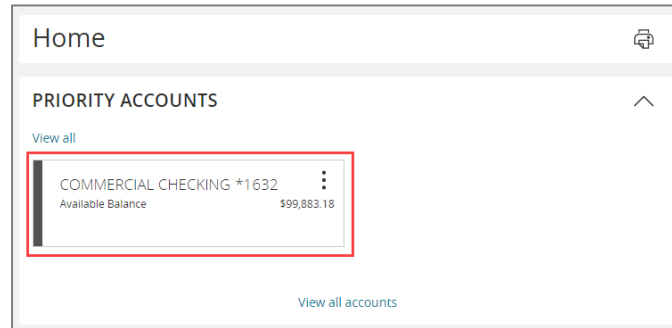
Sub-Arthur Brunswick  
4601076605  
Available Balance \$3,147.34  
Current Balance \$3,147.34

7. Hover the mouse pointer over the group card to access the actions  icon to move this group up or down in the list of groups, edit the group, or delete the group.

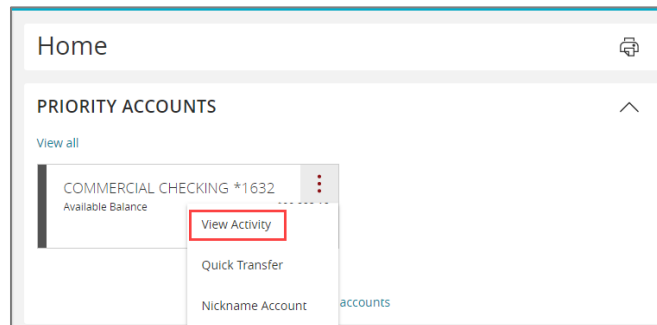
## View Activity

For Priority Accounts you can access activity two ways.

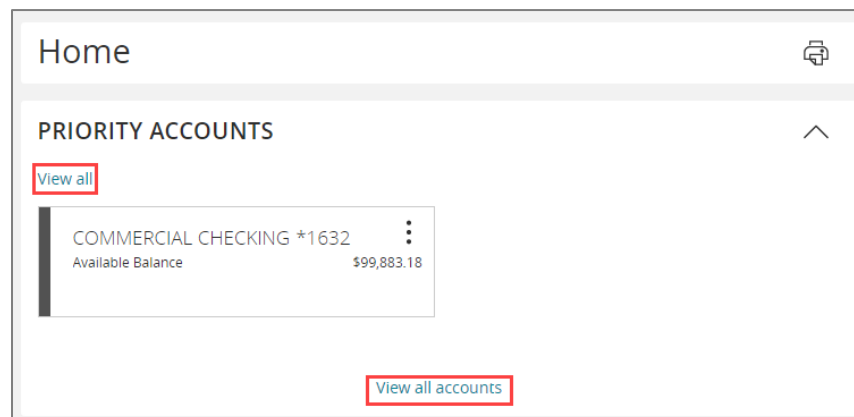
1. Go to the Home page and click the account card.



2. Go to the Home page and click the actions  icon then **View Activity**.

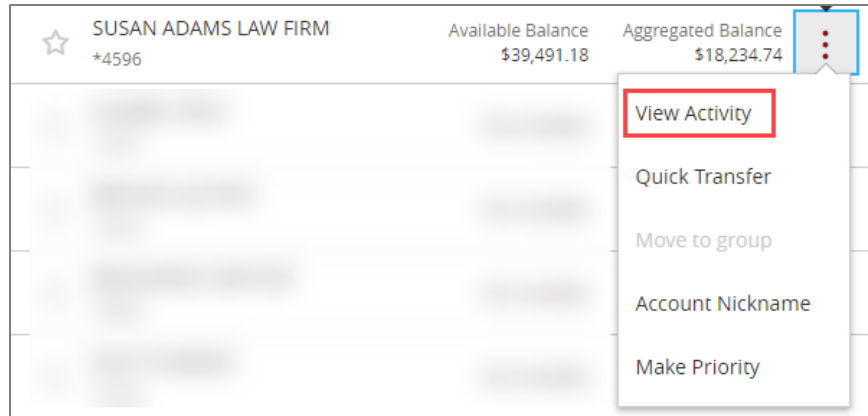


For Non-Priority Accounts go to the Home page and click **View all** at the top or **View all accounts** at the bottom.



Locate the account, click the actions  icon, then click **View Activity**.





## Transactions

← Back

**FLAMES STACY \*3337** **\$3,096.81**  
Available Balance

Last Updated: August 18, 2021 3:10 PM


Transactions Details & Settings


🔍 🔍 ⬇️ ⋮

🔍 Search transactions


Date ▾	Description ▾	Amount ▾	
AUG 17 2021	TRANSFER REF 2291526L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	<b>(\$50.00)</b> \$3,096.81	⋮
AUG 17 2021	TRANSFER REF 2291243L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	<b>(\$100.00)</b> \$3,146.81	⋮
AUG 16 2021	MAINTENANCE FEE ANALYSIS ACTIVITY FOR 07/21	<b>(\$19.79)</b> \$3,246.81	⋮
AUG 13 2021	TRANSFER REF 2251803L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	<b>(\$1,875.00)</b> \$3,266.60	⋮
AUG 2 2021	TRANSFER	<b>\$1,000.00</b> \$5,141.60	⋮
JUN 30 2021	DORMANT ACCT FEE	<b>(\$5.00)</b> \$4,141.60	⋮

**Page totals:** Credits: [1] **\$1,000.00** | Debits: [5] **(\$2,049.79)**

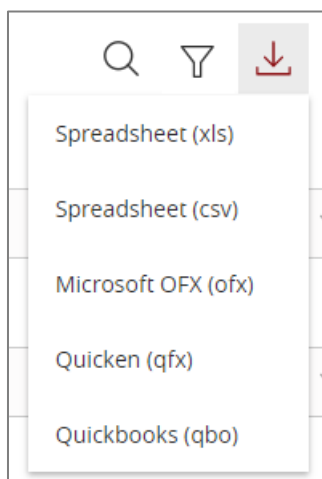
- **Search**  - Click this to show/hide the search field. You can search using the transaction dollar amount or any part of the transaction description.


- **Filter**  - Click this to show/hide the transaction filtering options. Enter values and make selections in one or more fields, then click **Apply** to see transactions that match.

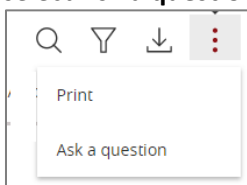


- **Export**  - Click this, then select an option from the menu that displays, to export account activity as a file.

**NOTE:** The data in the file will reflect any search criteria or filtering options that have been applied.



- **Options**  - Click this then select **Print** to print a screen shot of the account activity page or select **Ask a question** to submit an account inquiry.



8/18/2021

Synovus Financial Corp.

SYNOVUS

FLAMES STACY \*3337

Last Updated: August 18, 2021 4:13 PM

\$3,096.81

Available Balance

Transactions Details & Settings

Search transactions

Date	Description	Amount
AUG 17 2021	TRANSFER REF 2291526L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	(\$50.00) \$3,096.81
AUG 17 2021	TRANSFER REF 2291243L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	(\$100.00) \$3,146.81
AUG 16 2021	MAINTENANCE FEE ANALYSIS ACTIVITY FOR 07/21	(\$19.79) \$3,246.81
AUG 13 2021	TRANSFER REF 2251803L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	(\$1,875.00) \$5,141.60
AUG 2 2021	TRANSFER	\$1,000.00 \$4,141.60
JUN 30 2021	DORMANT ACCT FEE	(\$5.00) \$4,141.60

Page totals: Credits: [1] \$1,000.00 | Debits: [5] (\$2,049.79)

https://business.synovus.com/synovusbusinessbanking/test/tax.aspx?account=16982470&url=tab-transactions&returnTo=Home

Account Inquiry

Subject  
Inquiry regarding account: \*3337


Message \*





Attachments  
Select a file to upload

Inquiry Details  
Account Nickname (6): Account Type (4): FLAMES STACY  
Account (12) Description:


Go back Send message

SYNOVUS

By default, summary information about each transaction displays. To view transaction details, click a transaction in the results table, or click the actions  icon beside the transaction then **Toggle Details**.

AUG 2 2021	TRANSFER	\$1,000.00	
AUG 13 2021	TRANSFER REF 2251803L FUNDS TRANSFER TO DEP 784596 FROM ONLINE		
AUG 16 2021	MAINTENANCE FEE ANALYSIS ACTIVITY FOR 07/21		
AUG 17 2021	TRANSFER REF 2291243L FUNDS TRANSFER TO DEP 784596 FROM ONLINE	(\$100.00)	

AUG 2 2021	TRANSFER	\$1,000.00	
Details			
Statement Description: TRANSFER			
Date: 8/2/2021			
Type: Credit			


Click the actions  icon beside the transaction then **Print** to generate a PDF and print the transaction details.

8/18/2021

SYNOVUS

8/18/2021 4:44 PM

Amount: \$1,000.00  
Statement Description: TRANSFER  
Posted Date: 8/2/2021  
Type: Credit  
Status: Posted

Click the actions  icon beside the transaction then **Ask a question** to submit a transaction inquiry.

Transaction Inquiry

Subject

Inquiry regarding transaction: 38599369

Message \*

Attachments

📎

Select a file to upload

ⓘ

Inquiry Details

Posted {3:g} Check # {5} Account {18}

Balance {15:C} Amount {4:C} Type of

Transaction {11} Description {6}

Transaction Item Detail {15} Image {10}

StatementDescription:

TRANSFER

Go back

Send message

SYNOVUS

## Details & Settings

Click the Details & Settings tab to review account details, change the account's global nickname, change the account's personal nickname, or turn off/on the priority account setting.

[← Back to Home](#)

**FLAMES STACY \*3337**

\$3,096.81  
Available Balance

Last Updated: August 18, 2021 4:13 PM

TransactionsDetails & Settings

DETAILS

Available Balance

\$3,096.81

Current Balance

\$3,096.81

Ledger Balance

\$3,096.81

Interest Rate

0.00 %

Year-to-date interest amount

\$0.00

Accrued Interest

\$0.00

Last Interest Paid Amount

\$0.00

Last Statement Date


Jul 31, 2021

SETTINGS

Global Nickname

Personal Nickname

Visibility on Home

Click the print  icon to print a screen shot of the account details and settings page.

8/18/2021Synovus Financial Corp.

**SYNOVUS**

**FLAMES STACY \*3337**

Last Updated: August 18, 2021 4:13 PM

**\$3,096.81**  
Available Balance

TransactionsDetails & Settings

DETAILS

Available Balance

\$3,096.81

Current Balance

\$3,096.81

Ledger Balance

\$3,096.81

Interest Rate

0.00 %

Year-to-date interest amount

\$0.00

Accrued Interest

\$0.00

Last Interest Paid Amount

\$0.00

Last Statement Date

Jul 31, 2021

SETTINGS

Global Nickname

Personal Nickname


Visibility on Home

## CHAPTER 2: Services


Use the Sub-Accounting service to transfer funds between the master and sub-accounts, view sub-account balances, or view sub-account activity and settings.

### Sub-Accounting

The screenshot shows the 'Sub-Accounting' service page. On the left is a navigation menu with options: Home, Messages, Transactions, Payments, Deposits, Reports, Services (highlighted with a red box), Stop Payment, Sub-Accounting (highlighted with a red box), and Stop Inquiry & Cancel. The main content area is titled 'Sub-Accounting' and shows a 'Last Updated: December 5th 2022'. Below this is a 'Master Account' dropdown menu currently set to 'Adams Law \*\*\*\*\*4596'. To the right of the dropdown are icons for currency (\$), print, and download. Below the dropdown are two sub-accounts listed: 'RETAINER - SUSAN ADAMS LAW FIRM' with an 'Aggregate Balance' of '\$8,399.90' and 'TRUST ACCOUNTS - SUSAN ADAMS LAW FIRM' with an 'Aggregate Balance' of '\$3,147.34'. At the top right of the main area, the 'Aggregate Balance' is '\$14,251.46' and the 'Available Balance' is '\$35,191.61'.

- **Transfer Funds**  - Click this then select **Transfer To Master** to make an Account Transfer transaction that debits a sub-account and credits the master account, or select **Transfer From Master** to make an Account Transfer that debits the master account and credits a sub-account.  
**NOTE:** Transfers created from this service adhere to normal Account Transfer rules and restrictions (ex: transaction approval requirements) and can be reviewed or managed from *Transactions > Activity Center*.

The screenshot shows the 'SUB-ACCOUNT TRANSFER TO MASTER' form. It has a close button (X) in the top right corner. The form contains the following fields: 'From Account' (a dropdown menu), 'To Account' (a dropdown menu currently set to 'SUSAN ADAMS LAW FIRM \*4596'), 'Amount' (a field with a dollar sign icon and a value of '0.00'), 'Transfer Date' (a date picker icon), and 'Memo' (a text area). At the bottom of the form is a blue button labeled 'Transfer Funds'. Below the form is the 'SYNOVUS' logo. To the left of the form, a small inset shows a menu with two options: 'Transfer To Master' and 'Transfer From Master', with the 'Transfer To Master' option highlighted and a 'Transfer Funds' icon next to it.

- **Print**  - Click this to print a screen shot of the master and sub-account page.

12/6/22, 5:11 PM Synovus Financial Corp.: Sub-Accounting

**SYNOVUS** Good Evening, Susan

**Sub-Accounting** **\$14,251.46** **\$35,191.61**  
Aggregate Balance Available Balance


Last Updated: December 5th 2022

**RETAINER - SUSAN ADAMS LAW FIRM** **Aggregate Balance \$8,399.90**

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance
*****3337	OPEN	Sub-Stacy Flames	D1052	D1052	\$2,702.53
*****4642	OPEN	DESA Sub-Alston Brooks	D1245	D1245	\$5,697.37

**TRUST ACCOUNTS - SUSAN ADAMS LAW FIRM** **Aggregate Balance \$3,147.34**

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance
*****6605	OPEN	Sub-Arthur Brunswick	8654	8654	\$3,147.34

- **Export**  - Click this to export the sub-account details as a Comma Separated Value (.csv) file. Select a **Master Account** to view the associated Master IDs.

Home Messages Transactions Payments Deposits Reports **Services** Stop Payment **Sub-Accounting** Stop Inquiry & Cancel

**Sub-Accounting** **\$14,251.46** **\$35,191.61**  
Aggregate Balance Available Balance

Last Updated: December 5th 2022

Master Account **Adams Law \*\*\*\*\*4596**

**RETAINER - SUSAN ADAMS LAW FIRM** **Aggregate Balance \$8,399.90**

**TRUST ACCOUNTS - SUSAN ADAMS LAW FIRM** **Aggregate Balance \$3,147.34**

Select a **Master ID** to view a list of its sub-accounts and summary information about each account.

Sub-Accounting

\$14,251.46

\$35,191.61

Aggregate Balance

Available Balance

Last Updated: December 5th 2022

Master Account

Adams Law \*\*\*\*\*4596

\$2

Print

Download

RETAINER - SUSAN ADAMS LAW FIRM


Aggregate Balance \$8,399.90

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance	
*****3337	OPEN	Sub-Stacy Flames	D1052	D1052	\$2,702.53	⋮
*****4642	OPEN	DESA Sub-Alston Brooks	D1245	D1245	\$5,697.37	⋮

TRUST ACCOUNTS - SUSAN ADAMS LAW FIRM

Aggregate Balance \$3,147.34

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance	
*****6605	OPEN	Sub-Arthur Brunswick	8654	8654	\$3,147.34	⋮

Click the actions  icon beside a sub-account for more options.

RETAINER - SUSAN ADAMS LAW FIRM

Aggregate Balance \$9,143.00

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance	
*****3337	OPEN	FLAMES STACY	D1052	D1052	\$3,096.81	⋮
*****4642	OPEN	BROOKS ALSTON	D1245	D1245	\$6,046.19	

View Activity

Transfer To Master

Transfer From Master

- **View Activity** – Select this to access the [Transactions](#) or [Details & Settings](#) for this account.
- **Transfer To Master** – Select this to make an Account Transfer transaction that debits this sub-account and credits the master account.

**NOTE:** Transfers created from this service adhere to normal Account Transfer rules and restrictions (ex: transaction approval requirements) and can be reviewed or managed from *Transactions > Activity Center*.



✕

### SUB-ACCOUNT TRANSFER TO MASTER

**From Account**

FLAMES STACY \*\*\*\*\*3337
▼

**To Account**

SUSAN ADAMS LAW FIRM \*4596
▼

**Amount**

\$

0.00

**Transfer Date**

📅

**Memo**

Transfer Funds

- Transfer From Master** – Select this to make an Account Transfer transaction that credits this sub-account by debiting the master account.
 

**NOTE:** Transfers created from this service adhere to normal Account Transfer rules and restrictions (ex: transaction approval requirements) and can be reviewed or managed from *Transactions > Activity Center*.

✕

### SUB-ACCOUNT TRANSFER FROM MASTER

**From Account**

SUSAN ADAMS LAW FIRM \*4596
▼

**To Account**

FLAMES STACY \*\*\*\*\*3337
▼

**Amount**

\$

0.00

**Transfer Date**

📅

**Memo**

Transfer Funds

Click a sub-account to view its details.

## Sub-Accounting

**\$14,251.46** **\$35,191.61**  
Aggregate Balance Available Balance

Last Updated: December 5th 2022

Master Account



Adams Law \*\*\*\*\*4596

### RETAINER - SUSAN ADAMS LAW FIRM

Aggregate Balance  
\$8,399.90

### TRUST ACCOUNTS - SUSAN ADAMS LAW FIRM

Aggregate Balance  
\$3,147.34

Sub-Account	Status	Sub-Account Name	Sub-Account Number Description	Additional Description	Closing Ledger Balance	
*****6605	OPEN	Sub-Arthur Brunswick	8654	8654	\$3,147.34	:
Total Credit Amount:			\$0.00	Total Debit Amount:	\$0.00	
Total Credit Count:			0	Total Debit Count:	0	
Original Deposit Balance:			\$2,000.00	Interest Paid YTD:	\$0.00	
Interest Witheld YTD:			\$0.00	Admin YTD:	\$0.00	
Last Transaction Date:			December 5th 2022			

## CHAPTER 3: Reports

Use Reports to generate BAI, CSV, and PDF files with master and sub-account balances and transactions.

### Create Report

Complete the following steps to create report instructions, run the report, and save the instructions.

#### 1. Click **New Report**.

Name	Last Run	Download	Type	Actions
☆ Daily DESA Report for Sub	8/13/2021	<a href="#">BAI</a>   <a href="#">CSV</a>   <a href="#">PDF</a>	Escrow Account report	⋮
☆ Jinx Report	8/18/2021	In Progress	Escrow Account report	⋮
☆ Master + One Sub	8/13/2021	<a href="#">BAI</a>   <a href="#">CSV</a>   <a href="#">PDF</a>	Escrow Account report	⋮

#### 2. Select **Sub Account Report**.

Current Day Reports	Previous Day Reports	Online Activity Reports	Other Reports
ACH Activity Report - Current Day	ACH Activity Report - Previous Day(s)	ACH Online Origination	Company Entitlements Report
Balance and Activity Statement - Current Day	Balance and Activity Statement - Previous Day(s)	ACH Passthru File Uploads	<b>Sub Account Report</b>
Checks Paid Report - Current Day	Cash Position - Previous Day(s)	Transaction Report	
User Defined Report - Current Day	Checks Paid Report - Previous Day(s)	Wire Online Origination	
Wire Transfer Report - Current Day	User Defined Report - Previous Day(s)		
	Wire Transfer Report - Previous Day(s)		

3. Enter a value or select an option for each question. All fields are required.
- a. For question “What account(s) do you want to include?” click **Select specific account(s)**. Then select master and/or sub-accounts for Sub-Accounting and click **Submit**.
- NOTE:** Selection of non-accounts for Sub-Accounting may cause report creation to fail.

### New Sub Account Report

This report will generate the following file formats: PDF, CSV, BAI

[Change report type](#)

Do you want this report to be private or shared?

☐ Private

☒ Shared

What do you want to name the report?

What account(s) do you want to include?

☐ All Accounts (67)

4 of 67 Accounts selected

What dates do you want to include?

How often do you want this report to run?

☒ On Demand

☐ Every Business Day

☐ Every Calendar Day

☐ Weekly

☐ Monthly

#### SELECT ACCOUNT(S)

Showing: **All** Selected

Accounts:

[Select all](#) | [Clear all](#)

<input type="checkbox"/> COMMERCIAL CHECKING *1632	<input type="checkbox"/> COMMERCIAL CHECKING *1713	<input type="checkbox"/> COMMERCIAL CHECKING *2002
<input type="checkbox"/> COMMERCIAL CHECKING *2001	<input type="checkbox"/> COMMERCIAL CHECKING *2005	<input type="checkbox"/> COMMERCIAL CHECKING *2006
<input type="checkbox"/> COMMERCIAL CHECKING *2014	<input type="checkbox"/> DUE TO BANKS *5762	<input type="checkbox"/> PRO BUSINESS CHECKIN *1715
<input type="checkbox"/> US GOVT CHECKING *1118	<input type="checkbox"/> BUS INT CHECKING *2020	<input type="checkbox"/> BUS INT CHECKING *8639
<input type="checkbox"/> CORRESPONDENT SWEEP *8641	<input type="checkbox"/> ADVANTAGE COMM MM *8501	<input type="checkbox"/> BUSINESS SAVINGS *1714
<input type="checkbox"/> BUSINESS SAVINGS *2006	<input type="checkbox"/> BROOKS ALSTON *4642	<input type="checkbox"/> BRUNSWICK ARTHUR *6605
<input checked="" type="checkbox"/> SUSAN ADAMS LAW FIRM *4596	<input checked="" type="checkbox"/> FLAMES STACY *3337	<input checked="" type="checkbox"/> DESA BUSINESS MASTER *5764


3 accounts selected

**SYNOVUS**

4. Click **Create** to save the report instructions for future use. Click **Create and Run** to generate a report and save the report instructions for future use.

Reports					
<input type="text" value="Search"/>					
Results	Filters: <b>All</b>	Private	Shared	<a href="#">+ New Report</a>	
Name	Last Run	Download	Type	Actions	
☆ Sub-Accounting	12/6/2022	<a href="#">CSV</a>   <a href="#">PDF</a>   <a href="#">BAI</a>	Sub Account Report	⋮	

Use the **Search** field to locate a report by its Name or Type.

Click the star  icon beside one or more reports to pin the report to the top of the list.


Reports					
<input type="text" value="Search"/>					
Results	Filters: <b>All</b>	Private	Shared	<a href="#">+ New Report</a>	
Name	Last Run	Download	Type	Actions	
★ Sub-Accounting	12/6/2022	<a href="#">CSV</a>   <a href="#">PDF</a>   <a href="#">BAI</a>	Sub Account Report	⋮	
☆ Master + Flames Sub	12/6/2022	<a href="#">CSV</a>   <a href="#">PDF</a>   <a href="#">BAI</a>	Sub Account Report	⋮	

Starred reports with a date in the Last Run field also display on the Homepage for easy access.

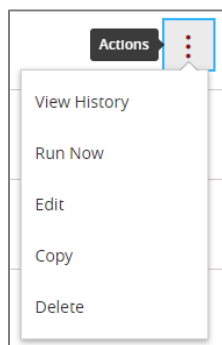
Home				FAVORITE REPORTS	
				Sub-Accounting December 6, 2022	
PRIORITY ACCOUNTS				<a href="#">View all reports</a>	
<a href="#">View all</a>				TRANSACTION APPROVALS	
				No approvals needed.	
Adams Law 784596		Sub-Stacy Flames 073337			
Available Balance		Available Balance			
\$35,191.61		\$2,702.53			
Aggregated Balance		Current Balance			
\$14,251.46		\$2,702.53			
DESA Sub-Alston Brooks 074642		Sub-Arthur Brunswick 076605			
Available Balance		Available Balance			
\$5,697.37		\$3,147.34			
Current Balance		Current Balance			
\$5,697.37		\$3,147.34			

In the Download column, click **BAI**, **CSV**, or **PDF** to export a copy of the report generated from its last run.

Reports					
<div> <input type="text" value="Search"/> </div>					
Results	Filters: <b>All</b>	Private	Shared	+ New Report	
Name	Last Run	Download	Type	Actions	
★ Sub-Accounting	12/6/2022	CSV   PDF   BAI	Sub Account Report	⋮	
☆ Master + Flames Sub	12/6/2022	CSV   PDF   BAI	Sub Account Report	⋮	

If the export options do not display, click the actions icon  beside the report, then select **Run Now**. The Download column displays a status of *In Progress* while Synovus Gateway generates the report. If desired, you may leave this screen and come back later to retrieve the reports. The amount of time for Synovus Gateway to run the report depends on the date range selected, the number of accounts, and the number of transactions retrieved.

Select the actions  icon beside a report for more options.



- **View History** – Select this to access historical reports that have been run.

[Back to Reports](#)

Edit

Delete

# Report Detail

Sub-Accounting - Sub Account Report

Frequency: None

Last Run: 12/6/2022

Run Date	Output
12/6/2022	<a href="#">CSV</a>   <a href="#">PDF</a>   <a href="#">BAI</a>

- **Run Now** – Select this to generate a report based on saved instructions. The Download column displays a status of *In Progress* while Synovus Gateway generates the report. If desired, you may leave this screen and come back later to retrieve the reports. The amount of time for Synovus Gateway to run the report depends on the date range selected, the number of accounts, and the number of transactions retrieved.
- **Edit** – Select this to edit the report instructions.
- **Copy** – Select this to create new report instructions using this report's instructions as a template.
- **Delete** – Select this to delete the report instructions.

## CHAPTER 4: Manage Users

Administrators can permit other users to view accounts for Sub-Accounting to perform funds transfers.

### User Roles

Users can access services and accounts based on settings of their assigned User Role. To setup a user to access Sub-Accounting information and services, first confirm that their existing or intended User Role supports it.

Name	Description	Status	Users	
Accounting	None	Pending Approval	5	
Fishing4Life Admin Role	None	Active	3	


1. Locate the user's assigned User Role, or the User Role that you intend to give to the user.
  - a. Click the number in the Users column to confirm which users are currently assigned to the role.

Name	Description	Status	Users	
Accounting	None	Pending Approval	5	
Fishing4Life Admin Role	None	Active	3	

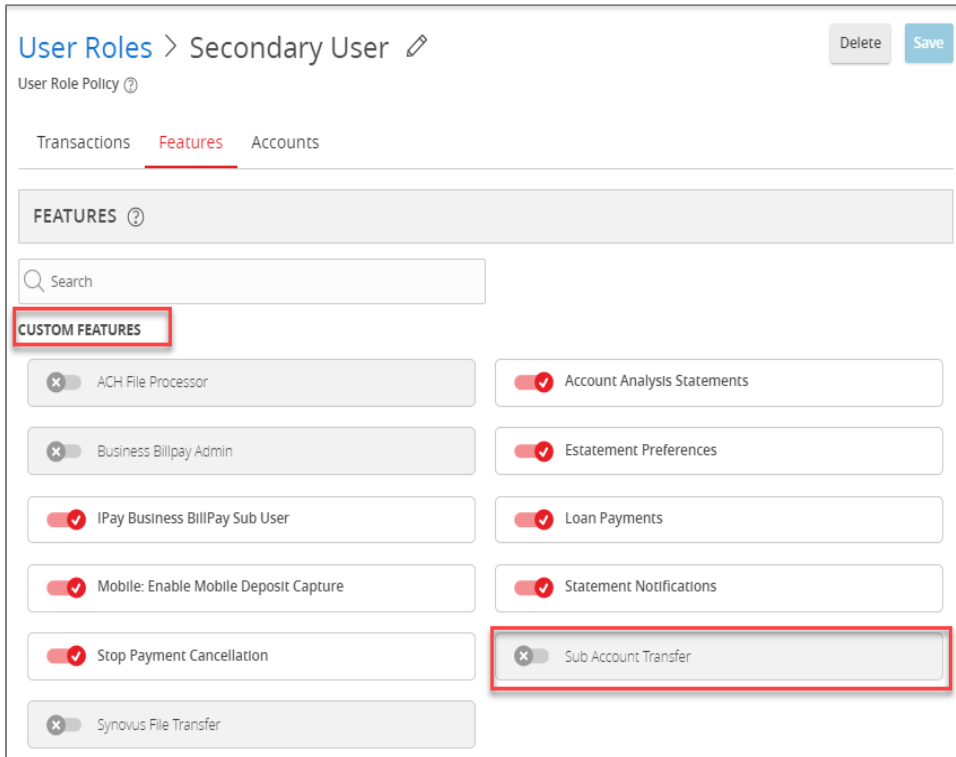
User	Email Address	Last Login	Status
Susan	susan.adams@synovus.com	2 hours ago	Active
Rosa	rosa.wend@synovus.com	3 months ago	Active
Jinx	jinx@example.com	28 minutes ago	Active





2. Click **Edit**  for the desired User Role.

3. Click the **Features** tab.


- a. To allow the user to create funds transfers between the main and sub-accounts, scroll down to the Custom Features section, and turn on the **Sub Account Transfer** setting.



User Roles > Secondary User  Delete Save

User Role Policy 

Transactions **Features** Accounts

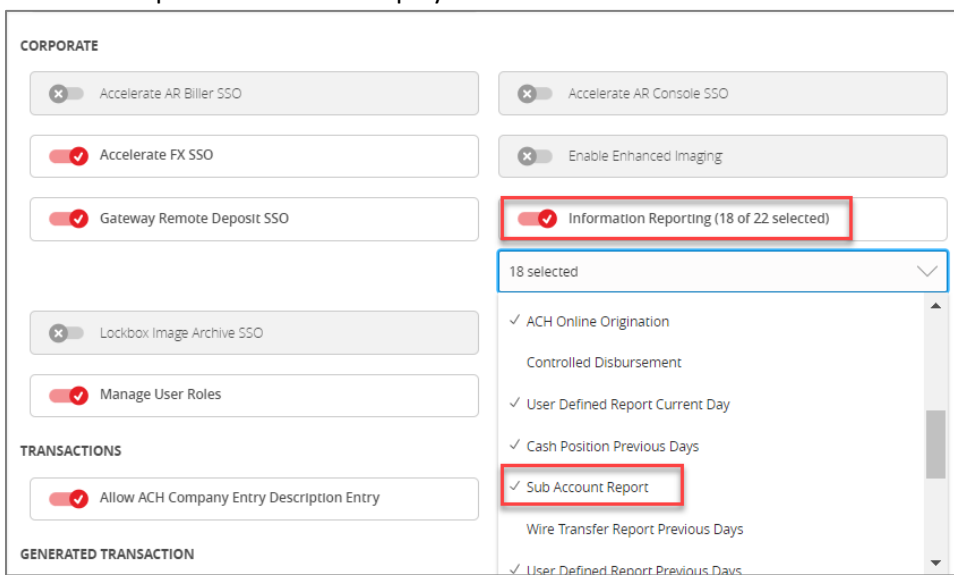
FEATURES 

Search

**CUSTOM FEATURES**

<input checked="" type="checkbox"/> ACH File Processor	<input checked="" type="checkbox"/> Account Analysis Statements
<input checked="" type="checkbox"/> Business Billpay Admin	<input checked="" type="checkbox"/> Estatement Preferences
<input checked="" type="checkbox"/> IPay Business BillPay Sub User	<input checked="" type="checkbox"/> Loan Payments
<input checked="" type="checkbox"/> Mobile: Enable Mobile Deposit Capture	<input checked="" type="checkbox"/> Statement Notifications
<input checked="" type="checkbox"/> Stop Payment Cancellation	<input checked="" type="checkbox"/> Sub Account Transfer
<input checked="" type="checkbox"/> Synovus File Transfer	

- b. To allow the user to create Sub Account reports, scroll down to the Corporate section, turn on **Information Reporting**, then select **Sub Account Report** from the drop-down field that displays.



CORPORATE

<input checked="" type="checkbox"/> Accelerate AR Biller SSO	<input checked="" type="checkbox"/> Accelerate AR Console SSO
<input checked="" type="checkbox"/> Accelerate FX SSO	<input checked="" type="checkbox"/> Enable Enhanced Imaging
<input checked="" type="checkbox"/> Gateway Remote Deposit SSO	<input checked="" type="checkbox"/> Information Reporting (18 of 22 selected)
<input checked="" type="checkbox"/> Lockbox Image Archive SSO	
<input checked="" type="checkbox"/> Manage User Roles	

TRANSACTIONS

<input checked="" type="checkbox"/> Allow ACH Company Entry Description Entry	
---	--

GENERATED TRANSACTION

18 selected

- ✓ ACH Online Origination
- Controlled Disbursement
- ✓ User Defined Report Current Day
- ✓ Cash Position Previous Days
- ☒ Sub Account Report
- Wire Transfer Report Previous Days
- ✓ User Defined Report Previous Days

4. Click the **Accounts** tab.

- a. Turn on **Deposit** and **Withdraw** for each account the user can use in a Sub-Accounting funds transfer.

**NOTE:** To successfully create a transfer, the user must be permitted to the main account and at least one sub-account.

- b. Turn on **View** for each account the user can use in a Sub Account report.

Transactions   Features   Accounts

ACCOUNTS ?

Q

BR

×

2 of 47 accounts shown

Hide unassigned accounts

Number	Name	View <input type="checkbox"/>	Deposit <input type="checkbox"/>	Withdraw <input type="checkbox"/>	Labels
*4642	BROOKS ALSTON	✓	⊘	⊘	
*6605	BRUNSWICK ARTHUR	<div><div>⊘</div><div>This account cannot be viewed. Click or tap to change.</div></div>	⊘	⊘	

This account cannot be viewed.  
Click or tap to change.

5. Click **Save**.

## Users

Users can access services and accounts based on settings of their assigned User Role. To setup a user to access Sub-Accounting information and services, assign them to a User Role that supports it.

User Management					
<input type="text" value="Search Users"/>				<a href="#">Add User</a>	
User	Email Address	Role	Status	Last login	
Anna Adams	annaadams@synovus.com	Fishing4Life Admin Role	Active	a day ago	
Jinx Chastang	jinx@synovus.com	Fishing4Life Admin Role	Active	2 months ago	
Sara Towers	saratowers@synovus.com	Fishing4Life Admin Role	Active	10 months ago	

1. Locate the user and click **Edit**

2. Scroll down to the User Role section and select the desired role from the list, then click **Update Role**.

### User Details

Status

Active

Edit Status

#### PERSONAL DETAILS

First Name	Last Name	Email Address
Jinx	Chastang	test@example.com
Phone Country	Phone	
United States	()-	

#### USER ROLE

Manage User Roles

Current Role

Accounting

Update Role

#### USER LOGINS

Login Name	Channel	Status	Last Logon	Actions
JinxEscrow	Internet	Normal	8/19/2021	<div><div></div><div></div><div></div></div>

Cancel

Delete

The Synovus logo is centered on the page. It features the word "SYNOVUS" in a bold, red, serif typeface. A registered trademark symbol (®) is positioned at the top right of the letter "S".

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