

eZBusiness Transaction

Detail Report Guide

Step 1

Click **Company Management** and click **Search Company**

The screenshot shows the American National Bank eZBusiness interface. The left sidebar contains navigation options: Home, Company Management, Admin Management, and Data Analytics. The 'Company Management' menu is highlighted, and the 'Search Company' option is circled in blue. The main content area displays a 'Company Snapshot' for 'ANB TEST COMPANY'. The snapshot includes a gauge chart and a list of financial metrics:

Metric	Value
Company Balance	\$499.21
Outstanding Authorizations	\$0.00
Company Past Due	\$0.00
Cash Limit	\$0.00
Available Cash	\$0.00
Credit Limit	\$0.00
Available Credit	\$0.00

Step 2

Click **Account List** – Under Actions (*It looks like a person*)

Company	Company Name	Status	Actions
00000001	ANB TEST COMPANY	Open	   

A blue arrow points to the 'Account List' icon (a person silhouette) in the Actions column of the table.

Step 3

Click **Account Detail for BL ACCT** — Under Actions *(It looks like a CC)*

[← Back to Company Search](#)

Balance is updated nightly and may not reflect most recent transactions or pending authorizations. For more information, please go to the account details by clicking on the account number link. This information was last updated as of Friday Feb 19, 2021, 05:46:54 AM CST.

Accounts ⓘ

Showing 10 Accounts ⚙️ ⬇️

Cardholder Name	Account Number	Hierarchy	Status	Balance	Credit Limit	Available Credit	Username	Actions
AJ KOHN	556309****0197	ANB TEST COMPANY	Open	\$0.00	\$100.00	\$100.00	ajkohn8	
AMY OLSON	556309****0155	ANB TEST COMPANY	Open	\$0.00	\$200.00	\$200.00	Testpersonalname	
AMY OLSON TEST	556309****0205	ANB TEST COMPANY	Open	\$3.81	\$200.00	\$196.19	alolson123	
BL ACCT 00000001-10000000	556309****0106	ANB TEST COMPANY	Open	\$361.06	\$0.00	\$0.00	sdownlqcb	

Step 4

Click **Statement Dated Needed**

Statement and Payment Information ⓘ

Statement Balances

Previous Balance:	\$14.01	Special:	\$0.00	Other Charges:	\$0.00
Purchases:	\$0.00	Credits:	\$0.00	Finance Charges:	\$0.00
Cash:	\$0.00	Payments:	\$14.01	New Balance:	\$0.00

Step 5

Click **Transaction Download** Button Under Transaction Details

Transaction Details ⓘ

Description Reference Categories

Search Manage Filters ▾

Showing 10 ▾ Transactions



Originating Account ▾	Posting Date ▾	Trans Date ▾	Description ▾	Merchant Categories ▾	Reference ▾	Amount ▾
AJ KOHN(556309****0197)	01/12/2021	01/12/2021	INTERNET PMT-THANK YOU	Payments and Fees	1593917045	(\$14.01)
					Credit (All Pages)	(\$14.01)
					Debit (All Pages)	\$0.00