

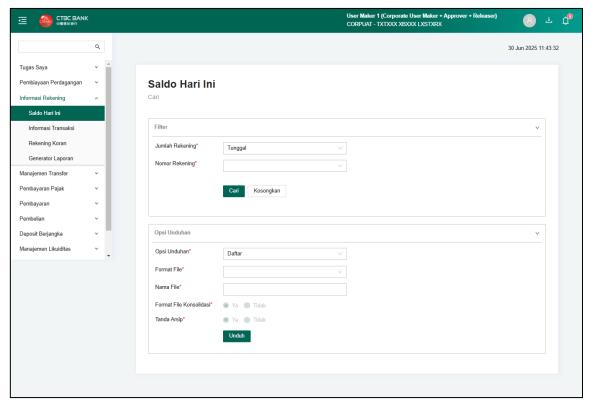
1. Today's Balance

This menu functions to display the current balance for all accounts that can be accessed by officers who are logged in.

1.1 Search and View

Here are the steps to find **Today's Balance** in the Account Information menu:

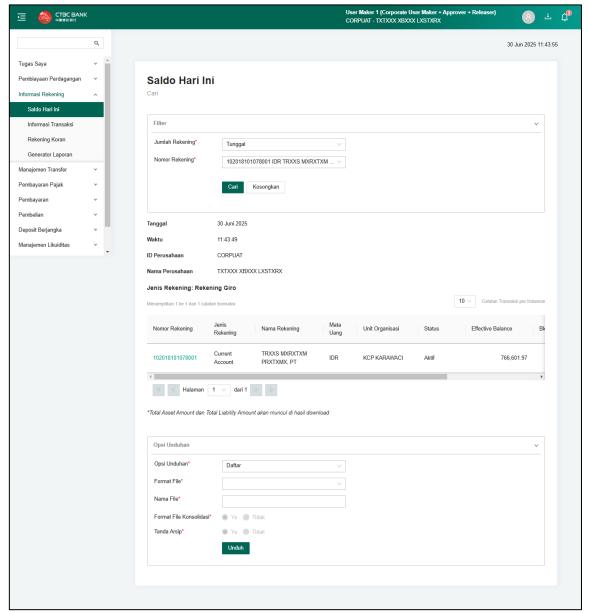
 From the Prime Cash main menu, click Account Information, then click Today's Balance. The Today's Balance Search page will appear.



- 2. Select the **Total Account Number** (**Required**).
- 3. Select the Account Number (Required).
- 4. Click the **Search** button. The **Account** Specifics will be displayed.

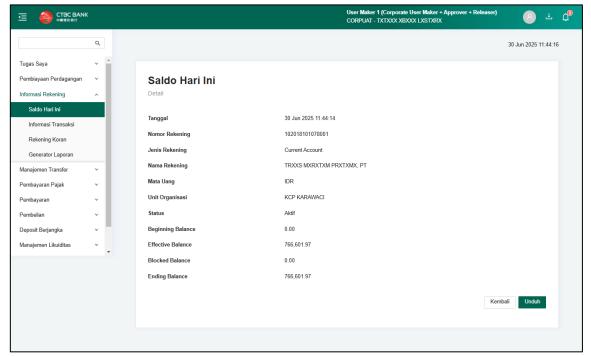


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5. Click the **Account Number** link. **The Today's Balance Details** page will appear.





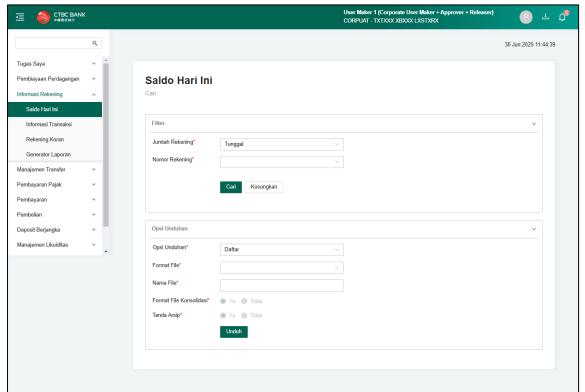
6. Click the **Download** button to download the page or click the **Back** button to return to the **Today's Balance Search** page.

1.1.1 Download

Here are the steps to download **Today's Balance** from the **Account Information** menu:

 Go to the Today's Balance List page. The Today's Balance List page will be displayed.





- 2. Select **Download Options** (**Required**).
- 3. Select File Format (Required).
- 4. Select File Name (Required).
- 5. Click the **Download** button. The **Today's Balance** Specification will be downloaded and can be found in **the Report Overview** menu.

