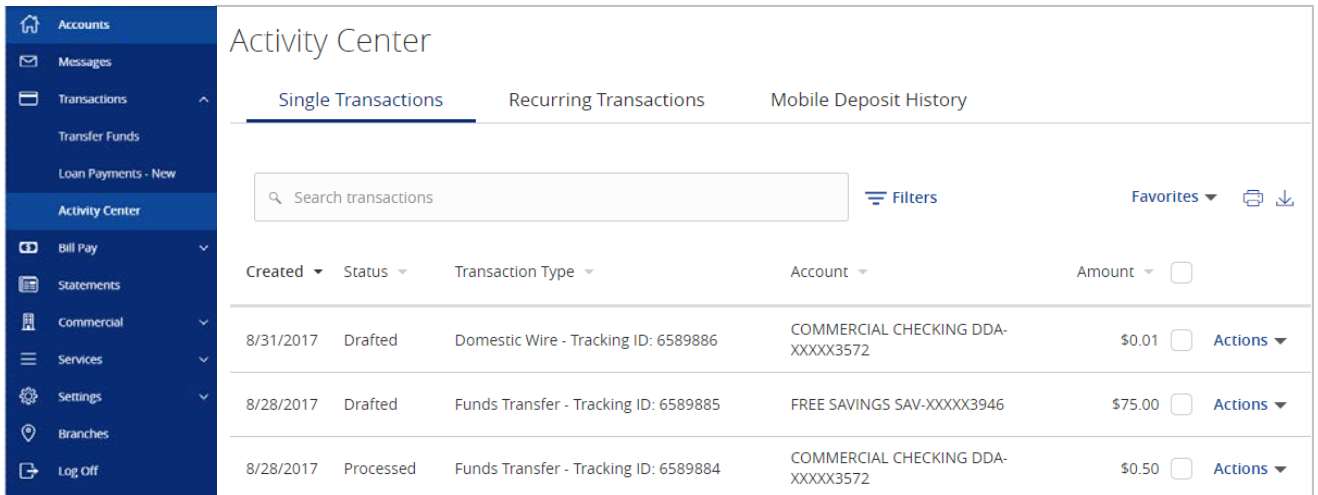# Activity Center

'Activity Center' lists all user activity initiated from within Online Banking. This page can be accessed by selecting the 'Activity Center' option under the 'Transactions' menu.

Single Transactions

1. Click the 'Filters' option to reveal searchable fields.

2. To customize the search, select up to 6 fields (ex. Created date, Type/ID, etc.) Then click 'Apply" in the bottom right hand corner.
   NOTE: Fields display may change depending on the transaction type.

3. To save the customized search for future inquiries, click 'Favorites' in the top right hand corner.

Created ▾	Status ▾	Transaction Type ▾	Account ▾	Amount ▾	
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	$75.00 ☐	Actions ▾
8/28/2017	Processed	Funds Transfer - Tracking ID: 6589884	COMMERCIAL CHECKING DDA-XXXXX3572	$0.50 ☐	Actions ▾
8/10/2017	Processed	Funds Transfer - Tracking ID: 6589846	COMMERCIAL CHECKING DDA-XXXXX3572	$3.20 ☐	Actions ▾
7/13/2017	Processed	Funds Transfer - Tracking ID: 6589658	COMMERCIAL CHECKING DDA-XXXXX3572	$0.01 ☐	Actions ▾
7/12/2017	Processed	Funds Transfer - Tracking ID: 6589618	COMMERCIAL CHECKING DDA-XXXXX3572	$0.01 ☐	Actions ▾

1. Authorized – All approvals have been satisfied. Ready to be processed.
2. Cancelled – User has cancelled the online transaction.
3. Drafted – Additional approval outstanding. Transaction will not be processed.
4. Failed – Transaction has been denied.
5. On Hold – Transaction is under review and may not be processed.
6. Pending – Transaction processing has been interrupted.
7. Processed – Transaction has been completed and can no longer be cancelled.

    a. Click on any listed online transaction to view the details in an expanded view.

Created ▾	Status ▾	Transaction Type ▾	Account ▾	Amount ▾	
8/28/2017	Drafted	Funds Transfer - Tracking ID: 6589885	FREE SAVINGS SAV-XXXXX3946	$75.00 ☐	Actions ▾

Tracking ID: 6589885

Created: 08/28/2017 10:36 AM

Created By: Stacey Coyne

Will process On: 8/28/2017

Amount: $75.00

Memo:

From Account: FREE SAVINGS SAV-XXXXX3946

To Account: COMMERCIAL CHECKING DDA-XXXXX3572

b. Click on 'Actions' to display a listing of available options corresponding with the transaction.

Created ▾	Status ▾	Type ▾	Account ▾	Amount ▾ ☐
⌃ 8/22/2016	Drafted	Payroll - Tracking ID: 4849777	Commercial Checking DDA-XXXXX3572	$0.50 ☐ Actions ▾

Tracking ID: 4849777

Created: 08/22/2016 11:27 AM

Created By: Q2 TEST

Authorized:

Authorized By:

Will process On: 8/22/2016

Effective: 8/23/2016

Total Amount: $0.50

Total Payments: 1

Purpose for Payment:

Approve

Cancel

Inquire

Copy

Print Details

Recurring Transactions

1. Click on the 'Recurring Transactions' tab within the 'Activity Center' to view online transactions which are setup to occur in a series.

⌂ Accounts	Activity Center
✉ Messages	
▭ Transactions ⌃	Single Transactions Recurring Transactions Mobile Deposit History
Transfer Funds	
Loan Payments - New	☰ Filters Favorites ▾ 🖨 ⤓
Activity Center	
$ Bill Pay ▾	Transaction Type Status Account Created By
▤ Statements	All ▾ All ▾ All ▾ All ▾
🏢 Commercial ▾	Start Date End Date Transaction ID Amount
☰ Services ▾	MM/DD/YYYY 📅 to MM/DD/YYYY 📅 0.00 to 0.00
⚙ Settings ▾	Reset Apply
◉ Branches	Created ▾ Status ▾ Transaction Type ▾ Account ▾ Amount ▾
⮐ Log Off	7/19/2017 Drafted Collections - Tracking ID: 6589788 COMMERCIAL CHECKING DDA-XXXXX3572 $10.00 Actions ▾

Mobile Deposit History

1. Click on the 'Mobile Deposit History' tab within the 'Activity Center' to view historical checks that have been deposited using the Mobile Deposit functionality.