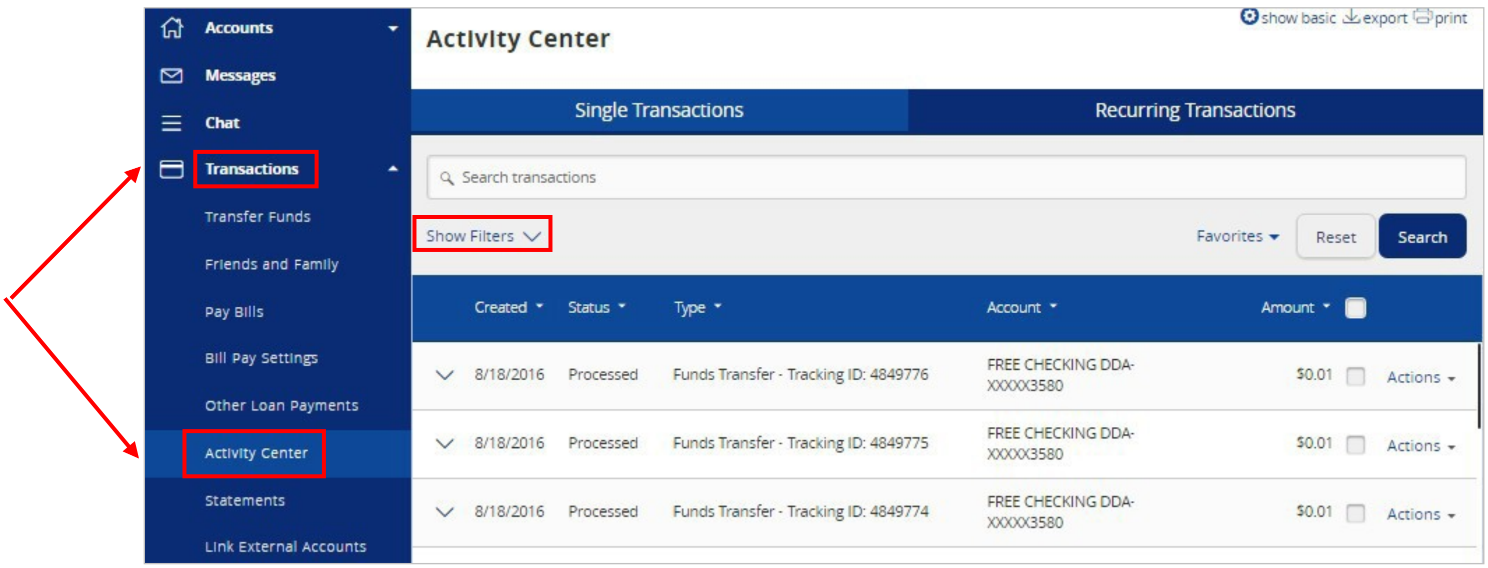
Activity Center

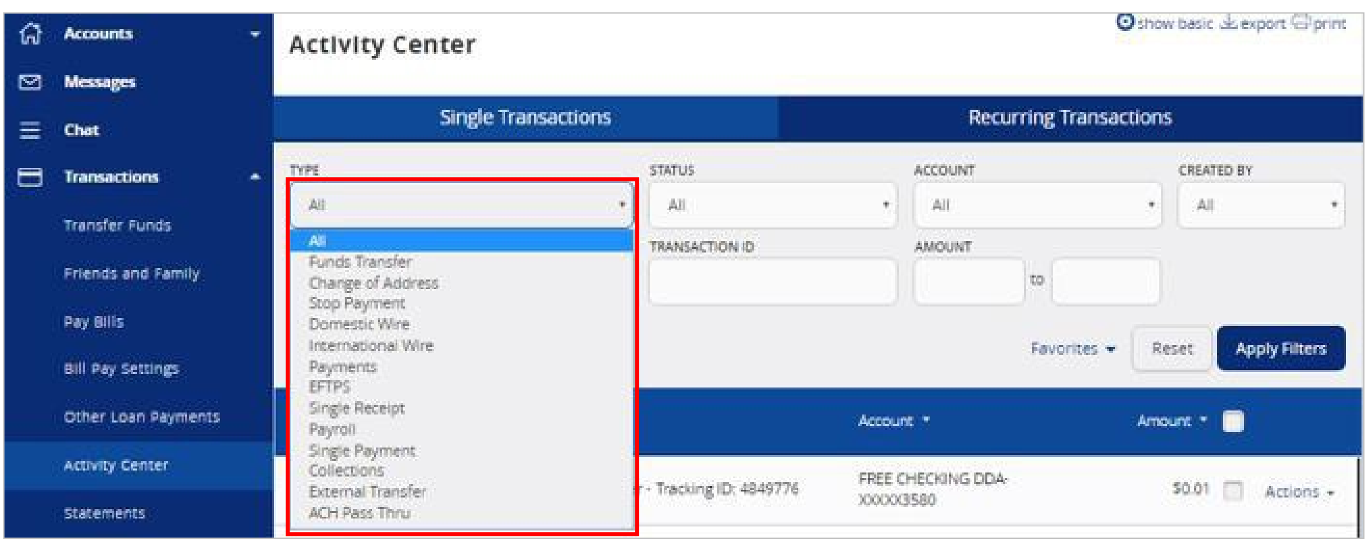
‘Activity Center’ lists all user activity initiated from within Online Banking. This page can be accessed by selecting the ‘Activity Center’ option under the ‘Transactions’ menu.

Single Transactions

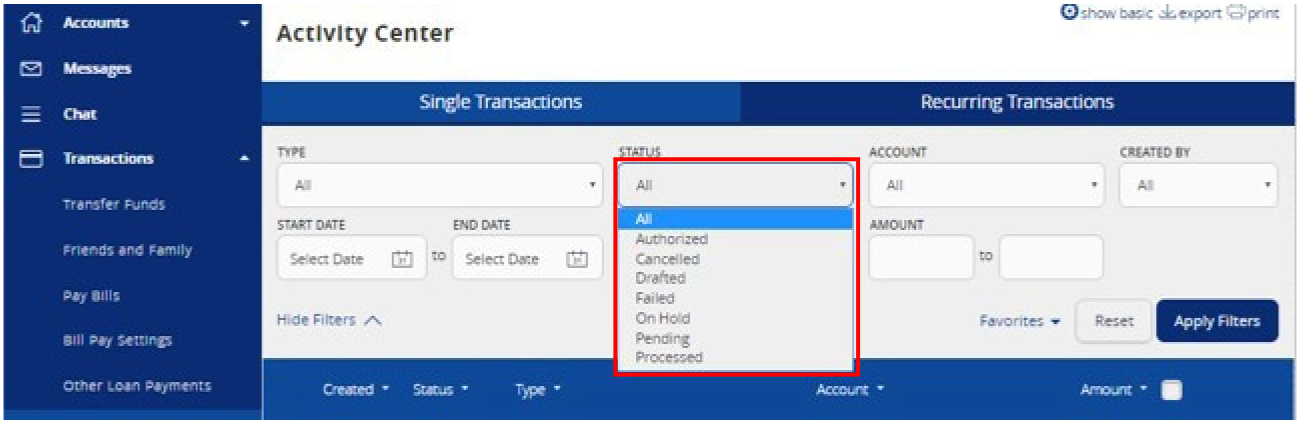
1. Click the ‘Single Transactions’ tab on the screen to view one-time online transactions.
2. Click the ‘Show Filters’ option to reveal searchable fields.



3. Search by the available fields to isolate the desired online transactions.
   a. Transaction Type

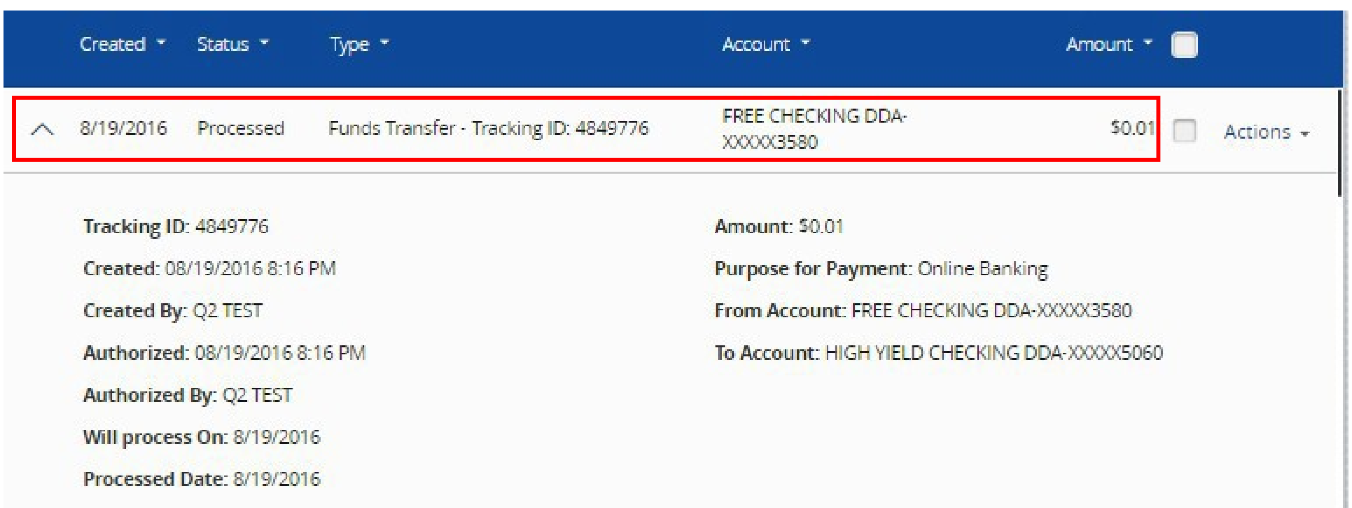


b. Status

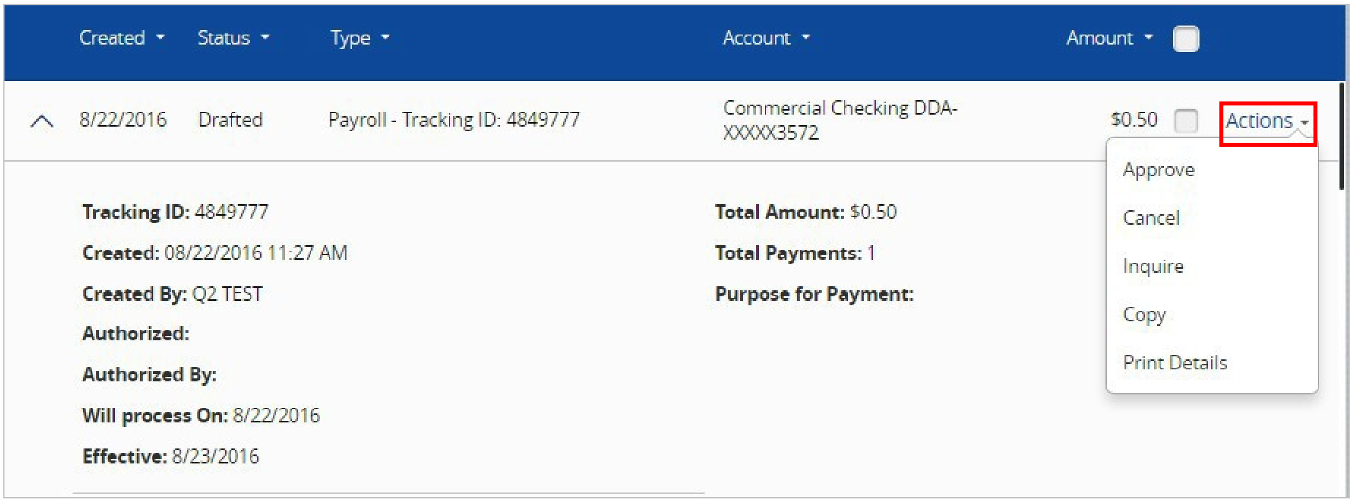


i. Authorized – All approvals have been satisfied. Ready to be processed.
ii. cancelled – User has cancelled the online transaction.
iii. Drafted – Additional approval outstanding. Transaction will not be processed.
iv. Failed – Transaction has been denied.
v. On Hold – Transaction is under review and may not be processed.
vi. Pending – Transaction processing has been interrupted.
vii. Processed – Transaction has been completed and can no longer be cancelled.

4. Click on any listed online transaction to view the details in an expandedview.

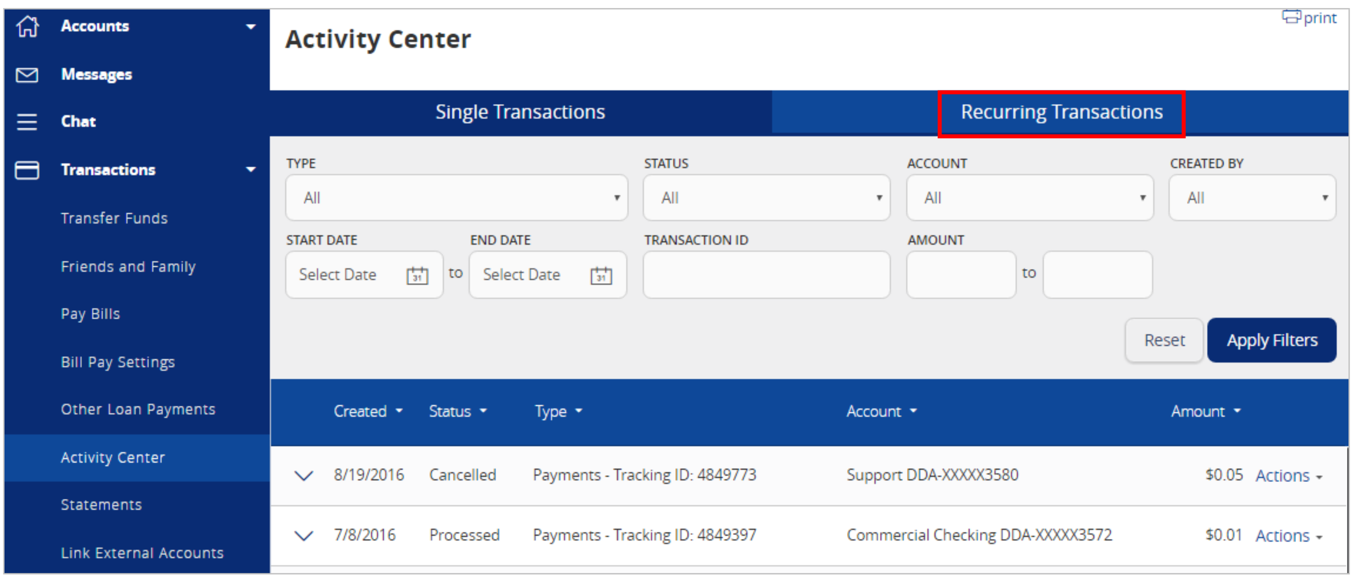


5. Click on ‘Actions’ to display a listing of available options corresponding with the transaction.



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.



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.