

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.

The screenshot shows the 'Activity Center' page with the 'Single Transactions' tab selected. A search bar is at the top with a 'Show Filters' button. Below the search bar is a table of transactions. A red box highlights the 'Show Filters' button, and a red arrow points from the 'Activity Center' menu item to it.

Created	Status	Type	Account	Amount	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849776	FREE CHECKING DDA-XXXX3580	\$0.01	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849775	FREE CHECKING DDA-XXXX3580	\$0.01	Actions
8/18/2016	Processed	Funds Transfer - Tracking ID: 4849774	FREE CHECKING DDA-XXXX3580	\$0.01	Actions

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

The screenshot shows the 'Activity Center' page with the 'Show Filters' dropdown menu open. The dropdown menu lists various transaction types, including 'All', 'Funds Transfer', 'Change of Address', 'Stop Payment', 'Domestic Wire', 'International Wire', 'Payments', 'EFTPS', 'Single Receipt', 'Payroll', 'Single Payment', 'Collections', 'External Transfer', and 'ACH Pass Thru'. A red box highlights the dropdown menu.

TYPE	STATUS	ACCOUNT	CREATED BY
All	All	All	All

b. Status

The screenshot shows the Activity Center interface. On the left is a navigation menu with options: Accounts, Messages, Chat, Transactions, Transfer Funds, Friends and Family, Pay Bills, Bill Pay Settings, and Other Loan Payments. The main area is titled 'Activity Center' and is split into 'Single Transactions' and 'Recurring Transactions' sections. The 'Single Transactions' section has filters for TYPE (All), START DATE, and END DATE. The STATUS dropdown menu is open, showing options: All, Authorized, Cancelled, Drafted, Failed, On Hold, Pending, and Processed. The 'Recurring Transactions' section has filters for ACCOUNT (All) and CREATED BY (All), along with an AMOUNT field and an 'Apply Filters' button.

- 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 expanded view.

Created	Status	Type	Account	Amount	Actions
8/19/2016	Processed	Funds Transfer - Tracking ID: 4849776	FREE CHECKING DDA-XXXXX3580	\$0.01	Actions

Tracking ID: 4849776	Amount: \$0.01
Created: 08/19/2016 8:16 PM	Purpose for Payment: Online Banking
Created By: Q2 TEST	From Account: FREE CHECKING DDA-XXXXX3580
Authorized: 08/19/2016 8:16 PM	To Account: HIGH YIELD CHECKING DDA-XXXXX5060
Authorized By: Q2 TEST	
Will process On: 8/19/2016	
Processed Date: 8/19/2016	

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

The screenshot shows a transaction detail view. At the top, there are columns for 'Created', 'Status', 'Type', 'Account', and 'Amount'. The transaction details are as follows:

- Created:** 8/22/2016
- Status:** Drafted
- Type:** Payroll - Tracking ID: 4849777
- Account:** Commercial Checking DDA-XXXXX3572
- Amount:** \$0.50

The 'Actions' dropdown menu is open, showing the following options: Approve, Cancel, Inquire, Copy, and Print Details.

Additional transaction details include:

- Tracking ID:** 4849777
- Total Amount:** \$0.50
- Created:** 08/22/2016 11:27 AM
- Total Payments:** 1
- Created By:** Q2 TEST
- Purpose for Payment:**
- Authorized:**
- Authorized By:**
- Will process On:** 8/22/2016
- Effective:** 8/23/2016

Recurring Transactions

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

The screenshot shows the 'Activity Center' interface with the 'Recurring Transactions' tab selected. The left sidebar contains navigation options: Accounts, Messages, Chat, Transactions, Transfer Funds, Friends and Family, Pay Bills, Bill Pay Settings, Other Loan Payments, Activity Center, Statements, and Link External Accounts.

The main content area is titled 'Activity Center' and has a 'print' icon. Below the title, there are two tabs: 'Single Transactions' and 'Recurring Transactions' (which is highlighted). Below the tabs, there are filter options for TYPE, STATUS, ACCOUNT, and CREATED BY, all set to 'All'. There are also fields for START DATE and END DATE, both set to 'Select Date'. Below these fields are 'Reset' and 'Apply Filters' buttons.

The table below shows the list of recurring transactions:

Created	Status	Type	Account	Amount	Actions
8/19/2016	Cancelled	Payments - Tracking ID: 4849773	Support DDA-XXXXX3580	\$0.05	Actions -
7/8/2016	Processed	Payments - Tracking ID: 4849397	Commercial Checking DDA-XXXXX3572	\$0.01	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.

The screenshot displays the 'Activity Center' interface. On the left is a dark blue sidebar with navigation options: Accounts, Messages, Chat, Transactions (expanded), Transfer Funds, Friends and Family, Pay Bills, Bill Pay Settings, Other Loan Payments, Activity Center (highlighted), Statements, and Link External Accounts. The main content area is titled 'Activity Center' and features three tabs: 'Single Transactions', 'Recurring Transactions', and 'Mobile Deposit History' (highlighted with a red box). Below the tabs is a filter section with the following fields: TYPE (Deposited Checks), TIME PERIOD (Any), AMOUNT (two empty input boxes with 'to' between them), and CREATED BY (empty input box). A second row of filters includes STATUS (All), START DATE (Select Date with a calendar icon), END DATE (Select Date with a calendar icon), and CHECK # (two empty input boxes with 'to' between them). There are 'Reset' and 'Apply Filters' buttons. The main area below the filters displays the message 'No checks found'.