

# Account Details & Transaction History


## Account Details & Transaction History

1. A listing of the details associated with the account can be found listed in the grey box below the account name.
2. A listing of historical transactions associated with the account are listed below the gray box. The newest transaction will appear on top by default.

**NOTE:** Transactions performed the same day which are waiting to post to the account will appear as 'Pending' in red type. All historical transactions will display the date the transaction posted to the account.

The screenshot shows the 'Account Details' page for a 'Commercial Checking' account (DDA-XXXXX3572). The account balance is \$49.00. Below the account details is a search bar and a table of transactions. The table shows a 'Pending' transaction for \$0.01, followed by three transactions from 8/8/16 and 8/3/16.

Date	Description	Amount	Balance
Pending	ONLINE TRANSFER FROM DD XX3580	\$0.01	
8/8/16	ONLINE TRANSFER TO DD XX3580	-\$0.01	\$48.99
8/8/16	MDEPOSIT	\$0.04	\$49.00
8/3/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	\$48.96

3. Transactions displaying an icon  to the left of the dollar amount have an associated image. Click on the transaction to view the front and back of the image.

The screenshot shows a transaction history table with two rows of debit memos from 9/30/15. Each row includes a document icon to the left of the amount.

Date	Description	Amount
9/30/15	DEBIT MEMO 	-\$2.00
9/30/15	DEBIT MEMO 	-\$1.00

- Click on the 'Export' button on the right side of the screen to display a listing of available formats. The export will include all transactions specified in the filter by the user.

Subtotal: Credits: \$91.16   Debits: \$-208.93			
Date	Description	Amount	
8/8/16	MDEPOSIT	\$0.04	
8/8/16	ONLINE TRANSFER TO DD XX3580	-\$0.01	
8/3/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	
7/19/16	ONLINE TRANSFER FROM CL XX3456	\$1.00	\$47.96
7/19/16	ONLINE TRANSFER FROM SV XX3954	\$1.00	\$46.96

Export ▾

- Spreadsheet (xls)
- Spreadsheet (csv)
- Microsoft OFX (ofx)
- Quicken (qfx)
- Quickbooks (qbo)

## Account Inquiry

- Click on the 'Ask about account' link in the top right hand corner of the page to initiate a secure message.

Question on a transaction? Click the far right of the transaction to inquire.

- Accounts
- Messages
- Chat
- Transactions
- Commercial
- Branches
- Services
- Help

### Account Details

There have been 59 transactions on this account since 8/16/2015: Last Updated: 8/22/2016 1:20 PM

**Commercial Checking**  
DDA-XXXXX3572 **\$49.00**

Current Balance	\$48.99	Available Balance	\$49.00
Collected Balance	\$48.99	Last Statement Date:	6/30/2016

Show Filters ▾
Reset Search

[Ask about account](#)

- All account details will be automatically filled in. Type the inquiry in the 'Message' box and click the 'Send' button.

### Account Inquiry

with \*: Customer Service  
subject \*: Inquiry regarding account: DDA-XXXXX3572

Supported Attachments


MESSAGE \*

Sample message.

Cancel
Send

**Inquiry Details:**

Account Nickname	Commercial Checking
Account Type	COMMERCIAL CHECKING
Account	2483572
Description	Demand Dep

NOTE: Click on the 'Supported Attachments' link to view a listing of supported file types. Click on the paper clip  icon to attach a file to the Account Inquiry.

**Account Inquiry**  
 WITH \* : Customer Service  
 SUBJECT \* : Inquiry regarding account: DDA-XXXXX3572

 [Supported Attachments](#)


Supported attachment file types: .ach, .ddf, .doc, .docx, .log, .pdf, .ppt, .pptx, .prn, .rtf, .text, .txt, .wpd, .xls, .xlsx ✕

## Transaction Inquiry

- To inquire on a specific transaction, click on the transaction in question to see the details. Next, click on the 'Ask about transaction' link on the right side of the screen.


Subtotal: Credits: \$91.17   Debits: \$-208.93		Export ▾	
Date ▾	Description ▾	Amount ▾	Balance
Pending	ONLINE TRANSFER FROM DD XX3580	\$0.01	
8/8/16	MDEPOSIT	\$0.04	\$49.00

Date: 8/8/16  
 Purpose for Payment: MDEPOSIT

[Ask about transaction](#) 


- All account details will be automatically filled in. Type the inquiry in the 'Message' box and click the 'Send' button.

**Transaction Inquiry**  
 WITH \* : Customer Service  
 SUBJECT \* : Inquiry regarding transaction

 [Supported Attachments](#)

MESSAGE \*  
 Sample message

Inquiry Details:	
Posted	8/8/2016 12:00 AM
Account	DDA-XXXXX3572
Amount	\$0.01
Type of Transaction	Posted
Description	ONLINE TRANSFER TO DD XX3580
Image	No

NOTE: Click on the 'Supported Attachments' link to view a listing of supported file types. Click on the paper clip  icon to attach a file to the Transaction Inquiry.

**Transaction Inquiry**

WITH \* : Customer Service

SUBJECT \* : Inquiry regarding transaction



[Supported Attachments](#)

Supported attachment file types: .ach, .ddf, .doc, .docx, .log, .pdf, .ppt, .pptx, .prn, .rtf, .text, .txt, .wpd, .xls, .xlsx

