Accounts

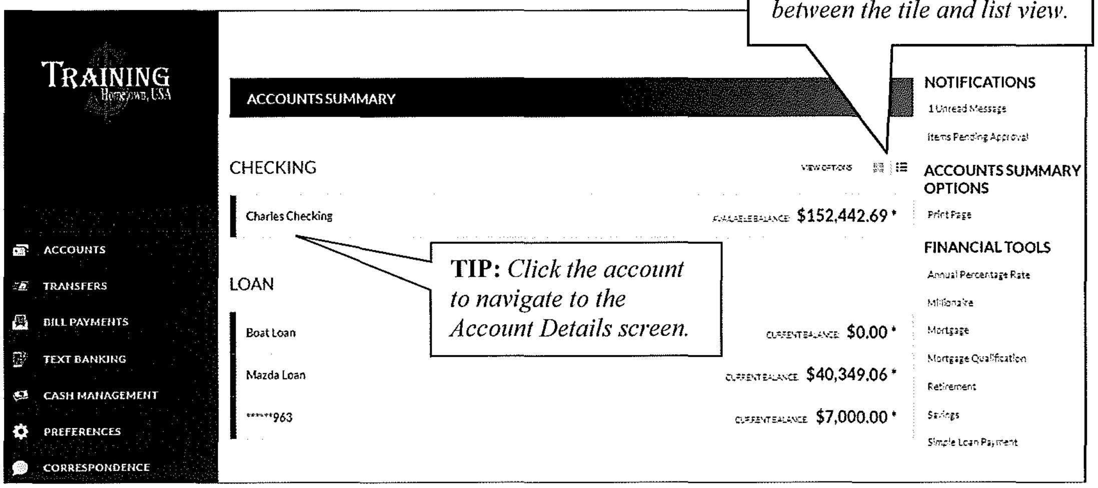
Accounts Summary

Accounts → Accounts Summary

The account summary screen displays a general overview of your accounts as well as Notifications, Account Summary Options, and Financial Tools. This screen is also the landing page for the Online Banking system.

NOTES:

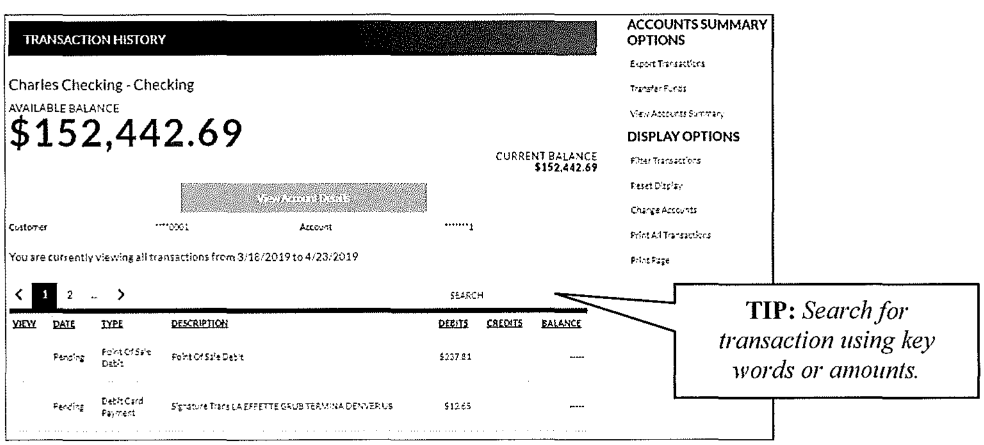
- *The options that display vary by Financial Institution.*
- *Accounts that are dormant or inactive will not display.*
- *Loan accounts in a non-accrual status will not display.*



Transaction History

Accounts → Accounts Summary → ***Select Account***

The Transaction History screen displays detailed account information and transaction history for the selected account.



View Account Details Expands or collapses details regarding the selected account. Information varies based on the financial institution.

View Indicates if there is an image associated with the transaction. Click to see the image.

Date Date the transaction posted.

Type Type of transaction.

Description Description of the transaction as returned from the processing vendor.

Debits Dollar amount of the debit transaction.

Credits Dollar amount of the credit transaction.

Balance Balance for the account.

NOTE: *The display for Debits, Credits and Balance may vary by financial institution.*

Accounts Summary Options

View Statements – Directs you to the statement for the selected account.

View Transactions – Directs you to the Account Details screen.

Export Transactions – Used to export transactions to another software. *Ex*: Quickbooks.

Transfer Funds – Directs you to the Transfer Funds screen with the specified account displayed in the To field.

View Accounts Summary – Directs you to the Accounts Summary screen, which is the landing page for the Online Banking system.

Display Options

Filter Transactions – Ability to narrow down results based on date.

Rest Display – Returns the grid to the view prior to filtering or sorting.

Change Accounts – Click to select a different account to view.

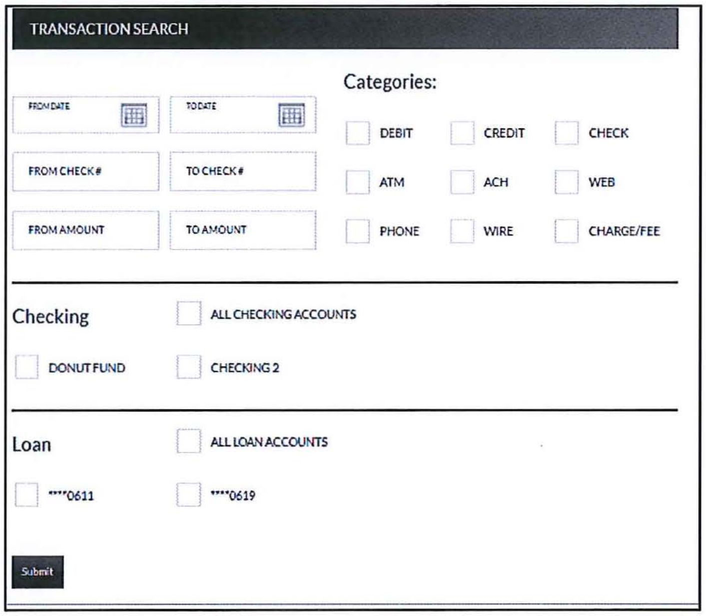
Print All Transactions – Prints all transactions for the selected account.

Print Page – Prints the transaction on the selected page.

Transaction Search

Accounts → Transaction Search

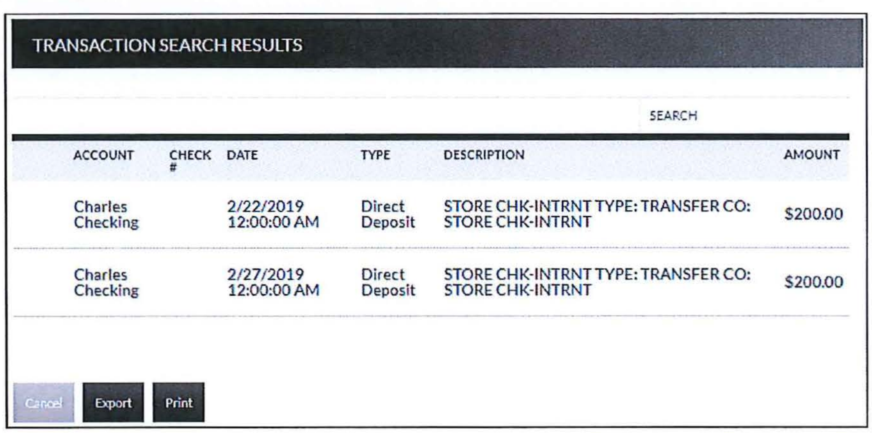
The Transaction Search screen gives you the ability to filter transactions by date, check number, amount, category, or a combination of these filters.



To search, complete the applicable steps:

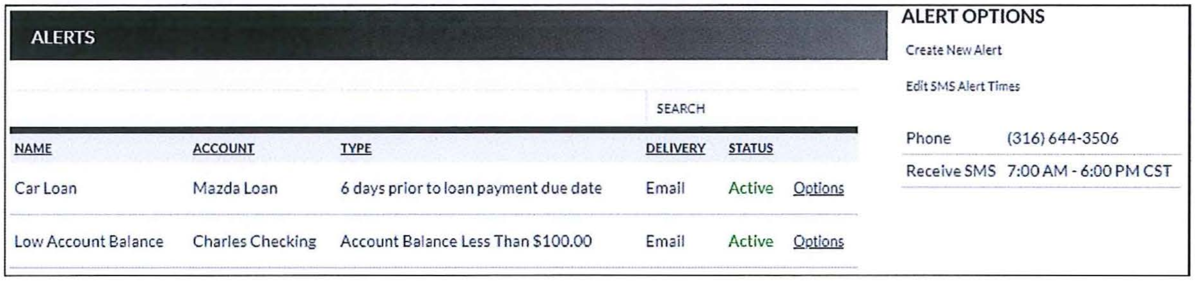
1. Enter the Start and End date.
2. Enter the check number or range of check numbers.
3. Enter the amount or amount range.
4. Select the categories of the transaction search.
5. Select the accounts to search.
6. Click **Submit**.

The transactions that fall within the search requirements display. The results can then be exported or printed, if needed.



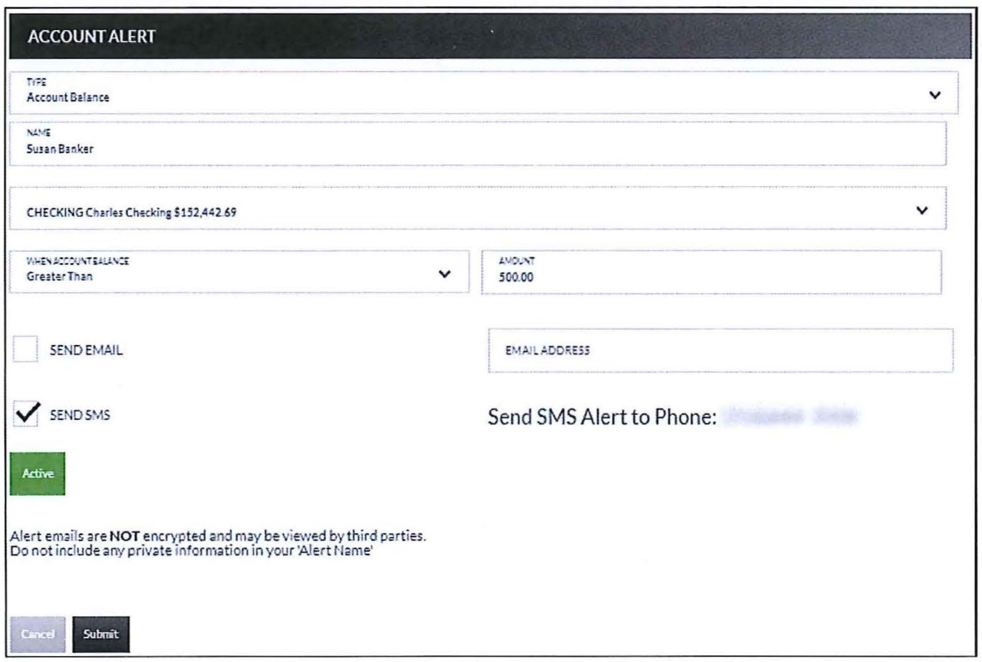
Account Alerts
Accounts → Account Alerts

The Account Alerts screen is used to create alerts notifying you of specific account information.



To create a new alert:

1. Click *Create New Alert.*



2. Select the type of alert. *Options are*:
    a. Account Balance
    b. CD Maturity Date
    c. Loan Payment Due Date
    d. Pending Transactions
3. Enter a name for the alert.
4. Select the account the alert is associated with.
5. Based on the type of alert, different fields display. Complete the displayed fields.
    a. Account Balance Alert – Indicate if the alert should be prompted when the balance is greater than or less than the indicated dollar value.

    b. CD Maturity Date – Indicate the number of days prior to the maturity date the alert should be sent.
    c. Loan Payment Due Date – Indicate the number of days prior to the loan payment date the alert should be sent.
    d. Pending Transactions – No extra fields display.
6. Indicate if you would like to have the alert sent via SMS/Text and/or Email.
7. Indicate if the alert is Active or Inactive. By default, the alert is set to Active once the alert is created. To inactivate the alert, click **Active** and the status will then change.
8. Click **Submit**.

To edit an alert:

1. Click *Options*.
2. Click Edit Alert.
3. Make changes as needed.
4. Click **Submit** to save changes. Click **Cancel** to return to the Alerts screen.

To delete an alert:

1. Click *Options*.
2. Click Delete Alert.
3. Click **OK** to delete the alert. Click **Cancel** to return to the Alerts screen.