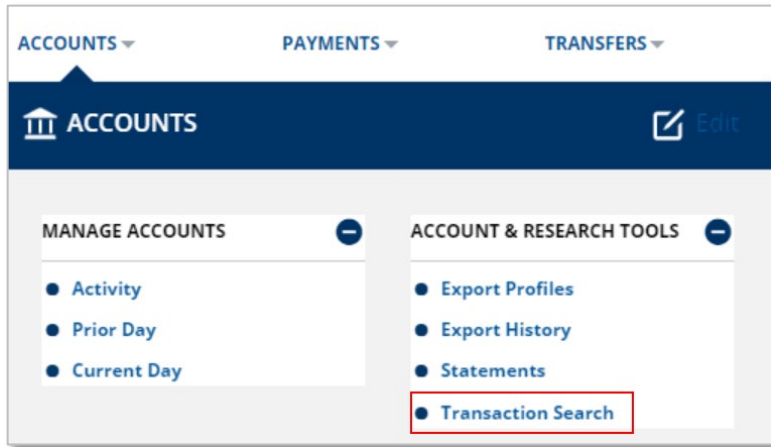


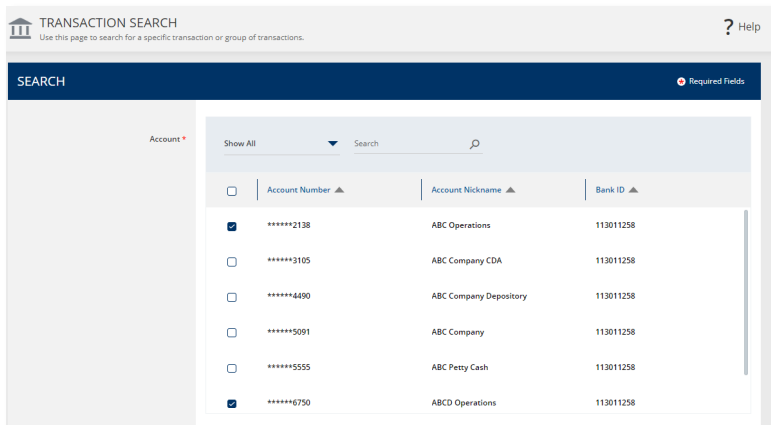
TRANSACTION SEARCH

Treasury Internet Banking’s Transaction Search feature provides a powerful way to search for transactions across multiple accounts using a range of data. It allows easy and immediate access to your account data to assist with your research needs.



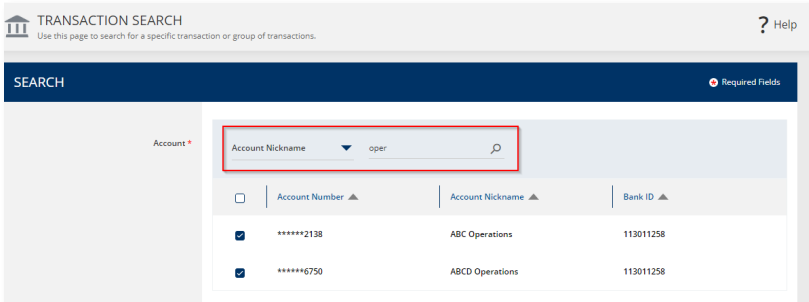
NAVIGATING TO ACCOUNTS

1. Navigate to the **Accounts** menu, and select *Transaction Search* from the *Account & Research Tools* section.



STEP 1: SEARCH ACCOUNTS

2. On the *Transaction Search* screen, select accounts to be included in the search.
3. Use the check box to select a single account, multiple accounts, or all accounts.



If there are multiple accounts in the list, the convenient *Search* feature allows you filter for accounts using the account number or nickname.

To filter the list of accounts, enter the search criteria and click the *magnifying glass icon*.

Type * All Transaction Types Select Transaction Types Input Transaction Types

ALL CREDIT TRANSACTIONS ALL DEBIT TRANSACTIONS

Description

BAI/Swift Code ▲

Description ▲
<input checked="" type="checkbox"/> 123 EDIBANX Credit Return
<input checked="" type="checkbox"/> 168 ACH Return Item or Adjustment Settlement
<input checked="" type="checkbox"/> 255 Check Posted and Returned
<input checked="" type="checkbox"/> 257 Individual ACH Return Item
<input checked="" type="checkbox"/> 266/C-RTI Return Item
<input checked="" type="checkbox"/> 268/RD-RTI Return Item Adjustment

STEP 2: SEARCH TRANSACTION TYPES

1. In the *Type* section, specify the transactions to be included in the search.

For broad searches, you can use the pre-defined options such as *All Transactions*, or *All Credit Transactions*, or *All Debit Transactions*.

For more narrow searches, select the transaction types individually or use the *Search* feature to filter the list by Description. In this example, all transactions with the word "Return" are selected.

Date * Single Date Date Range

From 06/01/2022

To 06/29/2022

STEP 3: SEARCH DATES

1. Next, enter a *Date* or *Date Range*.

Options

Check Number

Amount

Customer Reference

Bank Reference

STEP 4: SEARCH OPTIONS

Additional Options available to further refine the search parameters include *Check Number*, *Amount*, and *Reference* fields.

2. Click the *Search* button to view the results.

TRANSACTION SEARCH RESULTS Print

Use this page to view the transactions that match your search criteria. If there were no matches, try repeating the search with different criteria.

SEARCH CRITERIA

Account *****2138, *****6750

Transaction Type 123, 168, 255, 257, 266/C-RTI, 268/RD-RTI, 423, 468, 555, 557, 566/D-RTI, 567, 568/RC-RTI

Date 06/01/2022 to 06/29/2022

SEARCH RESULTS

Date ▲	Description ▲	Customer Reference ▲	Bank Reference ▲	Account ▲	Withdrawals ▲	Deposits ▲
06/02/2022	DEPOSITED CK RETURNED/ABC ENTER PRISES		1709100029	*****6750 - ABCD Operations	\$ 248.97	
06/06/2022	DEPOSITED CK RETURNED/ABC WORL D...		1710900029	*****6750 - ABCD Operations		\$ 253.45
06/06/2022	DEPOSITED CK RETURNED/ABC COMP ANY...		1710900030	*****6750 - ABCD Operations		\$ 302.54

STEP 5: SEARCH RESULTS

The *Transaction Search Results* screen displays the Search Criteria and the Search Results.

1. Click on the *Date* hyperlink, or the camera icon where applicable, to view additional details for a specific transaction.
2. Click the *New Search* button to return to the *Transaction Search* screen and start a new search.