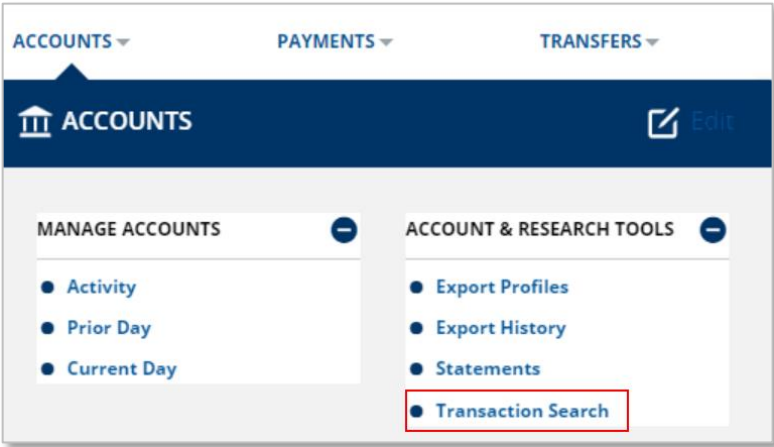


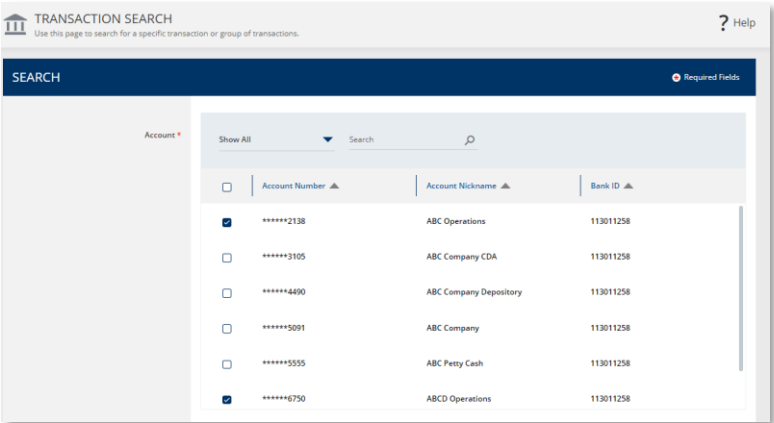
TRANSACTION SEARCH

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.



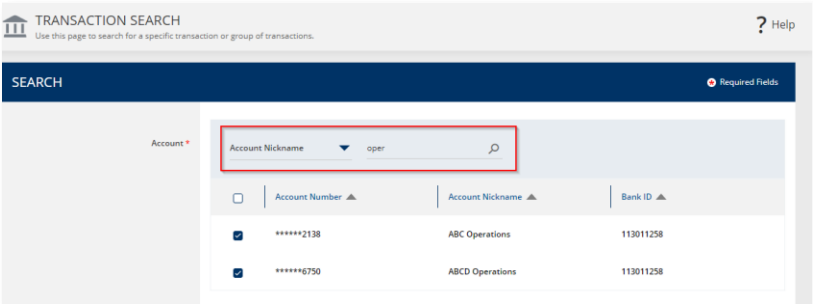
NAVIGATING TO ACCOUNTS

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

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/RD-RTI

Date

06/01/2022 to 06/29/2022

New Search

SEARCH RESULTS

Date	Description	Customer Reference	Bank Reference	Account	Withdrawals	Deposits
06/02/2022	DEPOSITED CK RETURNED/ABC ENTERPRISES		1709100029	*****6750 - ABCD Operations	\$ 248.97	
06/06/2022	DEPOSITED CK RETURNED/ABC WORLD 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.