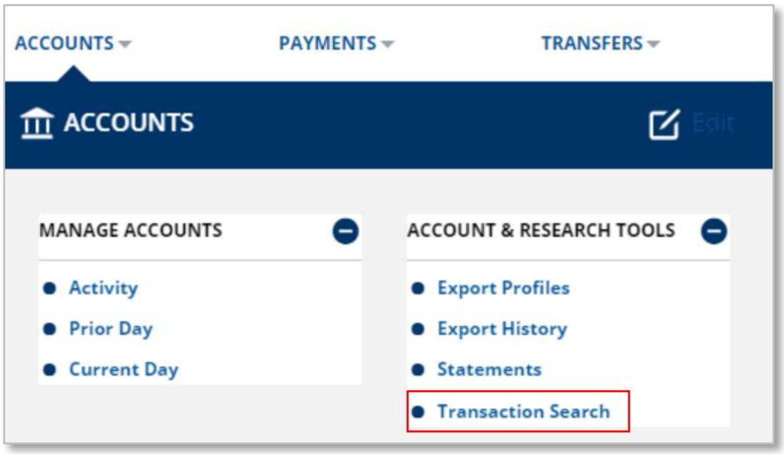
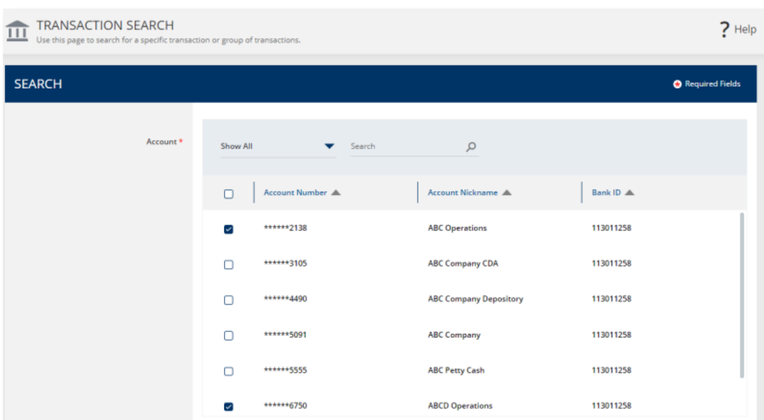
TRANSACTION SEARCH

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.



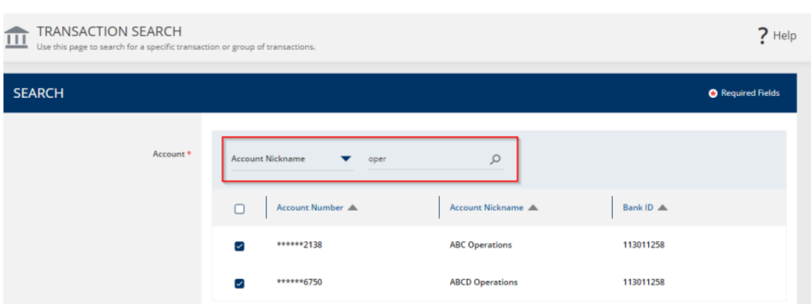
NAVIGATING TO ACCOUNTS

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



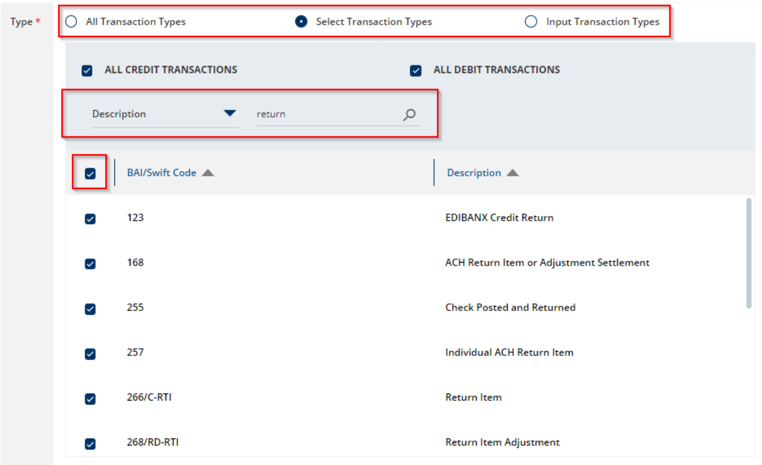
STEP 1: SEARCH ACCOUNTS

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*.

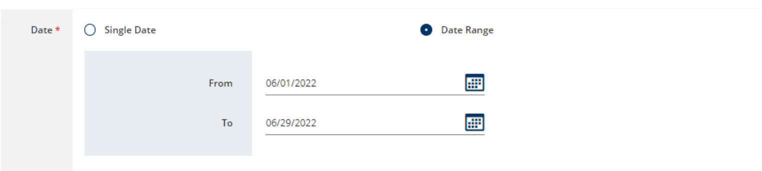


STEP 2: SEARCH TRANSACTION TYPES

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

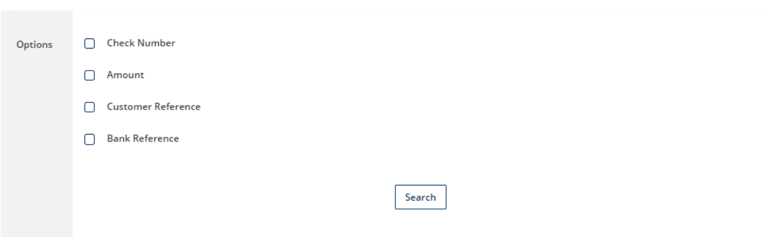
For broad searches, you can use the pre-defined options such as *All Transactions,* or *All Credit Transactions,* or *All Debit Transactions*.

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.



STEP 3: SEARCH DATES

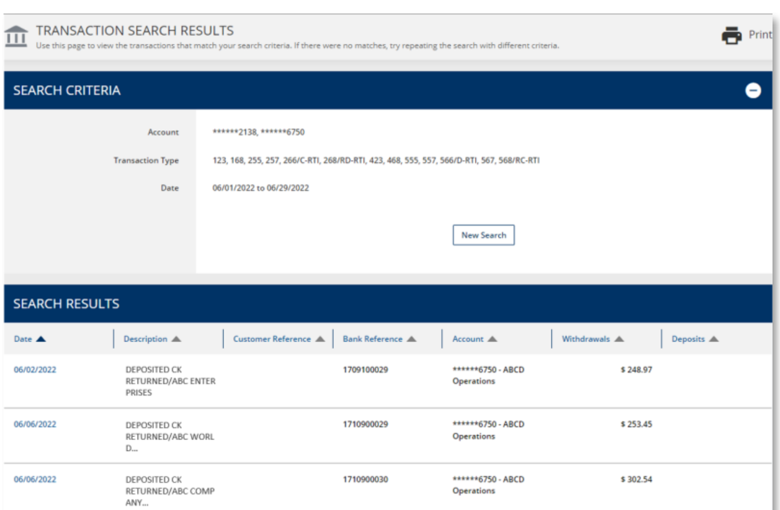
1. Next, enter a *Date* or *Date Range*.



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.



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.