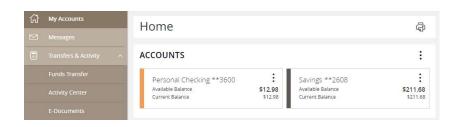
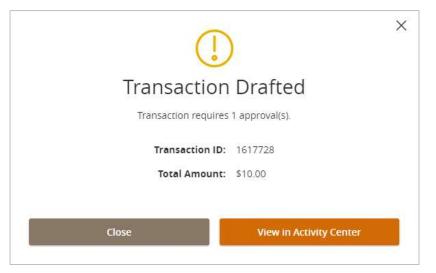


**NOTE:** Activity Center' lists all user activity initated from within Online Banking. This page can be accessed by selecting the 'Activity Center' option under the 'Transfers & Activity' menu.



**NOTE:** Activity Center' can also be accessed by clicking the 'View in Activity Center' option in the overlay screen generated after drafting or approving a transaction.

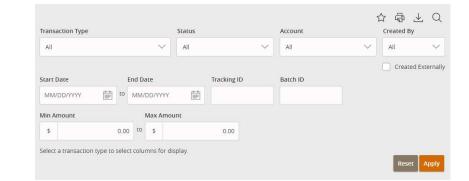


## **Single Transactions**

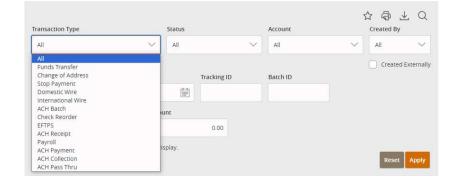
 Click the 'Single Transactions' tab on the screen to view one-time online transactions.

ngle Transact	ions Reci	urring Trans	actions Mobile Deposits				
Search transa	☆ 尋	$\downarrow$	7				
Created date 🚽	Status +	Approvals	Transaction Type 👻	Account +	Amount		
10/16/2023	Drafted	0 of 1	Domestic Wire - Tracking ID: 1617728	Commercial Checking xxxxxx2608	\$10.00		:
10/3/2023	Processed	1 of 1	Domestic Wire - Tracking ID: 1617727	Commercial Checking xxxxxx2608	\$0.03		:
10/2/2023	Processed	1 of 1	Domestic Wire - Tracking ID: 1617726	Commercial Checking xxxxxx2608	\$0.28		÷

- 2. Click the 'Show Filters' option to reveal searchable fields.
  - a. Collapsed view



- Search by the available fields to isolate the desired online transactions. Click 'Apply' when the desired search criteria designated.
  - a. Transaction Type



b. Online Transaction 'Status'

**NOTE:** The following statuses correspond with Online Banking transactions

- i. Authorized All approvals have been satisfied. Ready to be processed.
- ii. Cancelled User has cancelled the online transaction
- iii. Drafted Additional approval outstanding. Transaction will not be processed.
- iv. Failed Transaction has been denied.

Transaction Type				Status	Account		Created By	
All			$\sim$	All	V All	$\sim$	All 🗸	
Start Date End Date MM/DD/YYYY 👘 to MM/DD/YYYY Min Amount Max Amou		199	All Authorized Cancelled Drafted Falled On Hold Pending Processed	Batch ID		Created External		
\$	0.0	to to	\$	0.00				

Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195) Revised 10/21/2023

- v. On Hold Transaction is suspect and will not be processed.
- vi. Pending Transaction processing has been interrupted
- vii. Processed Transaction has been completed and can no longer be cancelled.
- c. Account
- d. Created By (which online user initiated the online transaction)
- e. Date Range
- f. Transaction ID (each online transaction is designated a unique numerical identifier)
- g. Amount Range
- 4. Expand any listed online transaction to view the details in an expanded view by clicking on the transaction.

All					All	All	$\sim$	All	$\sim$
					All				
Start Date	E	nd Di	ate		Authorized Cancelled Drafted	Batch ID		Created E	xternal
MM/DD/YYYY	to	MM/	DD/Y	YYY	Failed On Hold				
Min Amount			Max	Amoui					
\$	0.00	to	\$		0.00				

3/31/2019	Drafted	0 of 1	ACH Batch - Tracking ID: 57	0004	Dave's Account xxxxxxx0823	\$0.00 Actions -
Tracking ID:	570004			Total	Amount: \$0.00	
Created: 03/	/31/2019 11:03 A	м		Total	Payments: 1	
Created By:	Q2 Advisory			Descr	iption: Sample Payment	
Will process	on: 4/24/2019			From:	Dave's Account xxxxxx0823	
Effective: 4/	26/2019			ACH C	lass Code: PPD	
				ACH H	leader: Property 555	
RECIPIENTS:			< 1 of 1	>		
Display Nan	ne: Q2 Advisory F	Recipient				
ACH Name:	Q2 Advisory Reci	pient				
Account Nu	mber: 12345678					
Account Typ	be: Checking					
Routing Nu	mber: 11102486	5				
Transact	ion Process	Compa	ny		Financial	Institution
	0-		2		3	
03/31/	Drafted 2019 11:03 AM 2 Advisory		Approval(s) 1. Pending		Authorized	Processed

5. Click on 'Actions' to unhide a listing of available actions corresponding with the transaction.

10/16/2023 Dra	fted 0 of 1	Domestic Wire - Tracking I	D: 1617728 Commercial Che xxxxxx2608	cking	\$10.00
Tracking	ID: 1617728		Amount:	\$10.00	Toggle Details
Created:		23 11:01 PM	Recipient Wire Name:	Cory Test	Approve
Created E Will proce	•		Recipient Address 1:	PO Box 123	Cancel
From Acc	ount: Commerc	ial Checking xxxxx2608	Recipient City:	Baltimore	Inquire
To Accourt	nt: 72001234	156789	Recipient State:	MD	Сору
To Accou	nt Type: Checking		Recipient ZIP:	04789	Print Details
Originato Header:	r Wire VERITEX C	COMMERCIAL TEST	Beneficiary FI ID:	073972181	
Purpose	Of Wire: Sample		Beneficiary Fl Name:	Comerica Bank	

## **Recurring Transactions**

1. Click on the 'Recurring Transactions' tab within the 'Activity Center' to view online transactions which are setup to occur in a series.

ingle Transact	ions Recu	urring Trans	actions Mobile Deposits			
					☆ @ ⊥	$\mathbb{Y}$
Created date -	Status –	Approvals	Transaction Type +	Account -	Amount –	
4/11/2023	Authorized	1 of 1	International Wire - Tracking ID: 1617562	Commercial Checking xxxxx2608	\$1.0	4 :
4/11/2023	Authorized	1 of 1	Domestic Wire - Tracking ID: 1617560	Commercial Checking xxxxx2608	\$1.0	5
4/11/2023	Authorized	1 of 1	Domestic Wire - Tracking ID: 1617559	Commercial Checking xxxxx2608	\$1.0	з: