

Accounts

Account Options

Account Summary

Accounts → Account 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.

The screenshot shows the 'Accounts' tab selected in the top navigation bar. Below it, there are sections for 'Checking' and 'Loan' accounts. Each section has a table with columns for 'Account', 'Balance', and 'Available Balance'. In the 'Checking' section, the 'Charles Checking' account is listed with a balance of \$152,442.69. In the 'Loan' section, a 'Car loan' is listed with a balance of \$0.00. To the right of each account table, there is a link labeled 'Account Options'. A red box highlights the 'Account Options' link for the 'Car loan' account. A callout box points to this link with the text: 'TIP: Click the account field to navigate to the Account Details screen.' On the right side of the screen, there are sections for 'Notifications' (3 Unread Messages, ACH Items Pending Approval), 'Accounts Summary Options' (Print Page), and 'Financial Tools' (Annual Percentage Rate, Millionaire, Mortgage, Mortgage Qualification, Retirement, Savings, Simple Loan Payment).

Account Options

Click the Account Options link to display additional options.

View Transactions – Directs you to the Account Details screen.

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

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

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

Set Up Account Alerts – Directs you to the Alerts screen.

Edit Friendly Names – Directs you to the Edit Friendly Names screen within the Preferences tab.

The screenshot shows a dropdown menu titled 'What would you like to do?'. The menu contains the following options: View Transactions, Export Transactions, Transfer Funds To, Transfer Funds From, Set Up Account Alerts, and Edit Friendly Names. The dropdown is triggered by clicking the 'Account Options' link from the previous screen.

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.

Transaction Search
Date Made: to
Check Number: to
Amount: \$ to \$

Categories:
☐ Debit ☐ Credit ☐ Check
☐ ATM ☐ ACH ☐ Web
☐ Phone ☐ Wire ☐ Charge/Fee

Checking
☐ Account
☐ Charles Checking

Savings

CD

Loan
☐ Account
☐ *****1
☐ Car loan
☐ *****100

Search

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 **Search**.

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

Transaction Search
Date Made: 3/1/2017 to 3/8/2017
Check Number: to
Amount: \$ to \$

Categories:
☒ Debit ☐ Credit ☐ Check
☐ ATM ☐ ACH ☐ Web
☐ Phone ☐ Wire ☐ Charge/Fee

Export Print Page

Account	Check #	Date	Type	Description	Amount
Charles Checking		3/7/2017	Point Of Sale Debit	#023414 SUPER MID-BOX CENTER MYTOWN US	(\$92.53)
Charles Checking		3/6/2017	A.T.M. Withdrawal	#003208 W.F.B MYTOWN US	(\$22.00)
Charles Checking		3/6/2017	Point Of Sale Debit	#001637 #02065 GROCERIES TOWN MYTOWN US	(\$12.31)
Charles Checking		3/4/2017	Point Of Sale Debit	#028642 FOOD4US MYTOWN US	(\$5.99)
Charles Checking		3/4/2017	Point Of Sale Debit	#009922 COLAC SUPPORT MYTOWN US	(\$1.29)
Charles Checking		3/2/2017	Point Of Sale Debit	#001005 COLAC SUPPORT MYTOWN US	(\$3.29)

Cancel

Account Alerts

Accounts → Account Alerts

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

Alerts:					Alert Options
Alert Name	Account	Alert Type	Delivery		
Car Loan Due	Car loan	7 days prior to loan payment due date	Email	Options	Create New Alert

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.
8. Click **Continue**.

To edit an alert:

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

To delete an alert:

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

To change the status of an alert:

1. Click *Options*.
2. Click Change Status.
3. Click **Continue** to make the alert inactive or active. Click **Cancel** to return to the Alerts screen.

Account Details

Accounts → View Account Details → *Select Account*

The Account Details screen displays detailed account information and transaction history for the selected account.

Charles Checking Change							Filter Transactions
Updated Just Now		You are currently viewing all transactions from 4/2/2017 to 5/7/2017.					
Check #	Date ▼	Type	Description	Debits	Credits	Balance	Account Details
	5/2/2017	Pending Point Of Sale Debit		\$237.81		-----	Customer ****0001
	5/2/2017	Pending Debit Card Payment	Signature Trans LA EFFETTE GRUB TERMINA DENVER US	\$12.65		-----	Account *****1
	5/2/2017	Pending Debit Card Payment	Signature Trans GAS-4-U MYTOWN US	\$46.61		-----	Balance \$152,442.69
	5/1/2017	Debit Card Payment	Signature Trans COM-US US	\$5.99		\$152,442.69	Available Balance \$152,442.69
	5/1/2017	Direct Deposit	STORE CHK-INTRNT TYPE: TRANSFER CO: STORE CHK-INTRNT		\$300.00	\$152,448.68	Account Options
							View Statements
							Export Transactions
							Transfer Funds
							View Accounts Summary
							Print All Transactions
							Print Page

TIP: This screen can also be accessed by selecting the account from the Account Summary screen.