

SECTION 4 OF 5 · MANAGING TRANSACTIONS

Approving or Cancelling Payments

Authorized users can view, approve, or cancel certain payments from Online Transaction Activity. Once a payment has processed and cleared, it can no longer be changed.

A Single Transaction

In the Transfers & Payments tab, click **Online Transaction Activity**.

- 1

Find the transaction you want to approve, and note how many approvals it needs before it will process or cancel.
- 2

Open the three-dot menu for the transaction and select **Approve** or **Cancel**.
- 3

Click **Confirm**. The status changes to Processed or Canceled in the Activity Center.

Created date ▾	Status ▾	Approvals ▾	Transaction Type ▾	Account ▾	Amount ▾ ☐	
3/19/2019	Drafted	0 of 1	ACH Payment - Tracking ID: 699479	Savings Account XXXXXX9997	\$1.00 ☐	⋮
Credits: [0] \$0.00 Debits: [0] \$0.00						

A transaction row, with status, approvals needed, and the actions menu.

×

!

Approve Transaction

Are you sure you want to approve this transaction?

No

Confirm

Confirm that you want to approve the transaction.

Full guide reference: p. 95.

Multiple Transactions

You can approve or cancel several transactions at once. In the Transfers & Payments tab, click **Online Transaction Activity**.

- 1 Note how many approvals each transaction needs.
- 2 Check the box for each transaction you want to approve or cancel. To select them all, check the box in the column header next to Amount.
- 3 Open the three-dot menu in the header and select **Approve Selected** or **Cancel Selected**.
- 4 Click **Confirm** when you're finished. The status changes to Processed or Canceled.

Created date ▾	Status ▾	Approvals ▾	Transaction Type ▾	Account ▾	Amount ▾ ☐	⋮
3/19/2019	Drafted	0 of 1	ACH Payment - Tracking ID: 699479	Savings Account XXXXXX9997	\$1.00 ☒	⋮
2/27/2019	Cancelled	N/A	Funds Transfer - Tracking ID: 699466	Basic Checking XXXXXX9998	\$1.00 ☒	⋮

Select transactions with the check boxes, then use the menu.

Note: Canceling a recurring transaction from the Single Transaction tab cancels only that one occurrence. To cancel the whole series, use the Recurring Transactions tab.

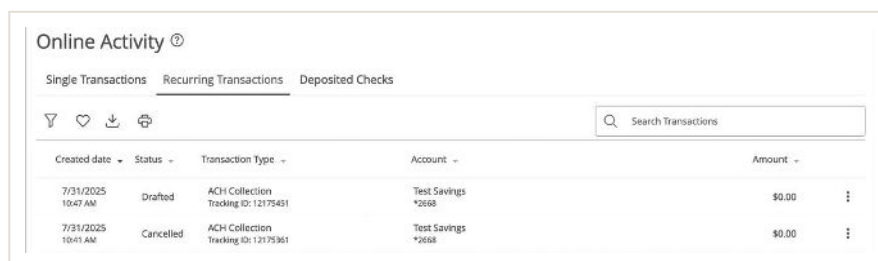
Full guide reference: p. 96.

A Recurring Transaction Series

Note: You can't modify a recurring ACH Batch or ACH Collection. To change one, cancel the recurring ACH, update the template, and then start a new recurring ACH.

In the Transfers & Payments tab, click **Online Transaction Activity**.

- 1 Click the **Recurring Transactions** tab.
- 2 Find the transaction you want to approve or cancel.
- 3 Open the three-dot menu and select **Approve series** or **Cancel series**.
- 4 Click the **Approve series** or **Cancel series** button.
- 5 The status changes to Processed or Canceled in the Activity Center.



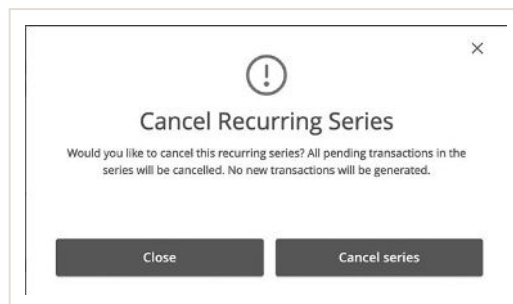
Online Activity ©

Single Transactions Recurring Transactions Deposited Checks

Search Transactions

Created date	Status	Transaction Type	Account	Amount
7/31/2025 10:47 AM	Drafted	ACH Collection Tracking ID: 12175431	Test Savings *2668	\$0.00
7/31/2025 10:41 AM	Cancelled	ACH Collection Tracking ID: 12175361	Test Savings *2668	\$0.00

The Recurring Transactions tab.



Cancel Recurring Series

Would you like to cancel this recurring series? All pending transactions in the series will be cancelled. No new transactions will be generated.

Close Cancel series

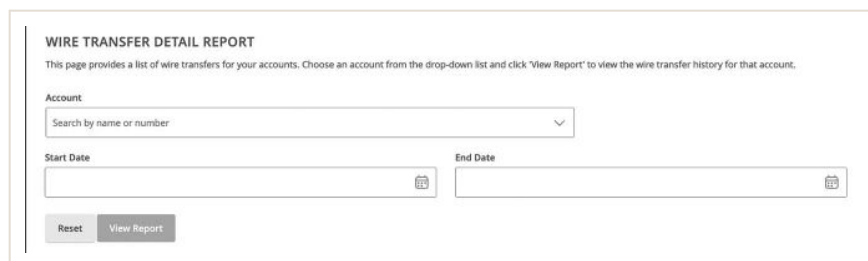
Canceling a series cancels all pending transactions and stops new ones.

Full guide reference: p. 97.

Wire Activity

Every outgoing wire started in Business Online Banking appears on the Wire Activity page, where you can see details for pending or processed wires, such as processing dates, accounts, and amounts. In the Business Banking tab, click **Wire Transaction Activity**.

- 1 Select an account from the drop-down.
- 2 Enter a start date and an end date.
- 3 Click **View Report**.



WIRE TRANSFER DETAIL REPORT

This page provides a list of wire transfers for your accounts. Choose an account from the drop-down list and click "View Report" to view the wire transfer history for that account.

Account: Search by name or number

Start Date End Date

Reset View Report

The Wire Transfer Detail Report: account and date range.

Full guide reference: p. 98.