

# Business Online Banking Quick Reference Guide



## Account Activity Inquiry

Account Activity Inquiry allows you to search for a variety of transaction types and to take actions after reviewing the results of the search. The types of inquiries you can conduct are based on the account types and other factors. Depending on these factors, you may be able to use the Account Activity Inquiry feature to search for:

Account Activity

All transactions

All Debits

All Credits

Paid checks

Deposit Tickets

Items Deposited

## Steps to Search for Account Activity:

- 1 From the Service Menu, click **Stops and Inquiries**.
- 2 From the Function Menu, select **All Activity**.
- 3 Click the **Account** drop-down list or the Lookup link to select the account number to apply to the search. This is a required field.
- 4 Click the **Inquiry Type** drop-down list and select an Inquiry Type. The search criteria screen appears, listing fields that are used for that particular Account Activity Inquiry search.
- 5 Enter all appropriate information in the search criteria fields.
- 6 Click **View Results**. The Account Activity Inquiry search results screen appears, displaying the transactions that match the search criteria.

**Note:** An asterisk (\*) denotes required fields. Fields that appear on the screen depend on the type of Account Activity Inquiry you are making.