

## View Online Account Activity Transactions

Standard View (**Accounts Tab**):

Select the **Accounts** tab: Select a specific account name from the Deposit Accounts listing.

The screenshot shows the Heartland Bank online banking interface. At the top, there is a navigation bar with the bank logo and links for 'Secure E-mail', 'Agreement', and 'Exit'. Below this is a 'Live Support' chat window. The main navigation menu includes 'Accounts', 'Bill Pay', 'eStatements', 'Open an Account', 'Funds Tracker', 'Options', and 'Credit Card'. The 'Accounts' tab is selected, showing a sub-menu with 'My Online Banking', 'Accounts', 'Transactions', 'Transfers', and 'Info'. The main content area displays a list of 'Deposit Accounts' with columns for 'Account (Click for Details)', 'Balance', 'Status', and 'Options'. Two accounts are listed: 'Intl Cks 0001' with a balance of \$11.27 and 'Intl Cks 0002' with a balance of \$23.20. A blue arrow points from the 'Accounts' tab in the navigation menu to the 'Intl Cks 0002' account in the list. Another blue arrow points from the 'Accounts' tab to the 'Transactions' option in the sub-menu. To the right, there is a 'Digital Banking' promotional banner with the text 'We're Ready When You Are' and a 'Explore Your Options' button.

You can also select **Transactions** from the drop-down menu within Select Options:

This screenshot shows the same account list as the previous image, but with the 'Select Option' dropdown menu open for the 'Intl Cks 0002' account. The dropdown menu contains the following options: 'Select Option', 'Transactions', 'Download Statements', 'Stop Payment', 'Transfers', and 'Account Info'. A blue arrow points from the text above to the 'Transactions' option in the dropdown menu. The 'Transactions' option is highlighted with a blue circle.

Change **View Range** by selecting the appropriate option. **Tip:** Select All to view all available account history.

This screenshot shows the 'View Range' selection options at the top, with 'All' selected. Below this, the current account balance is displayed: 'Current Balance: \$23.20' and 'Available Balance: \$23.20'. Below the balance information is a table with three columns: 'Debit', 'Credit', and 'Balance'. The table shows a debit of -\$2.00 and a balance of \$23.20.

Debit	Credit	Balance
-\$2.00		\$23.20

View current transactions in date order. Transactions may include date paid, an item number, transaction description, amount of the transaction, and the running balance. If a check number is available, select the **View Image** link to display the check image's front and back. Select **Rotate** to view the back of the item. You may **Print** the image or select **Close** to return to Transaction History.

12/05/2018 [View Image](#) Checking Withdrawal -\$2.00 \$9.27

Image of Item Number 0

Rotate
Print
Close

HEARTLAND BANK AND TRUST COMPANY  
Bloomington, IL

**CHECKING WITHDRAWAL**

NAME: Test Acct  
PREPARED BY: Koloden  
DATE: 12/5/18

DESCRIPTION: AP Reversal

ACCOUNT NUMBER: 51162930  
AMOUNT: \$ 2.00

Select the **Search** option to search for a specific transaction(s) by date, amount, check number and by transaction type. Complete the applicable fields then select **Search**.

Accounts Bill Pay eStatements Op

My Online Banking Accounts Transactions

Current Download Search

Search Transactions ?

Search Transactions For: Intl Cks 0002

By Date From: 12/1/2019 To: 12/31/2019

By Amount Begin \$: End \$:

By Check # Start: End:

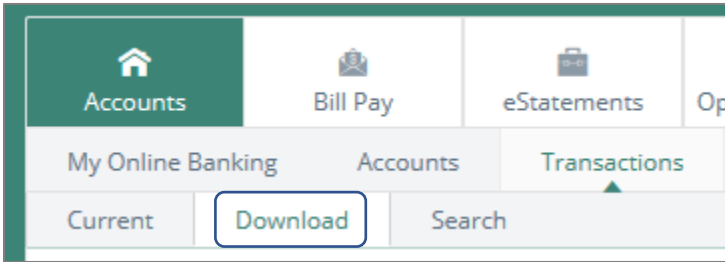
Sort By: Date Then By: Then By: Then By:

Sort Order:  Descending  Ascending

View: Debits and Credits  Include Checks  Include Electronic Transactions

Search

To download transaction history, select the **Download** tab → Complete each required field → Select **Download**



Download Transactions ?

\* Indicates Required Field

\* Download Transactions for Account Intl Cks 0002

\* Select Download Range Select option...

\* Select Download Format Select option...

Download

\* Download Transactions for Account

- Select option...
- Intl Cks 0001
- Intl Cks 0002**

\* Indicates Required Field

\* Download Transactions for Account Intl Cks 0002

\* Select Download Range

\* Select Download Format

- Select option...**
- Since Last Download
- Since Last Statement
- Date Range

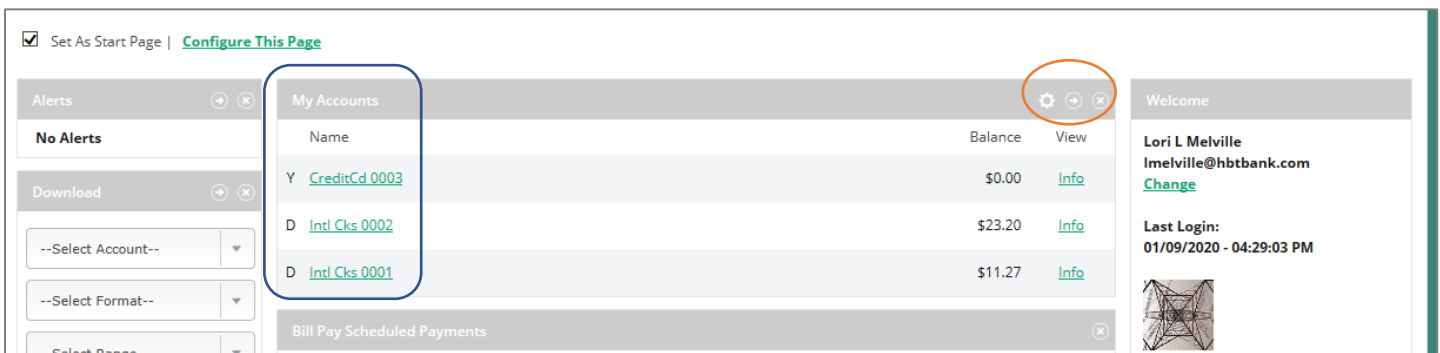
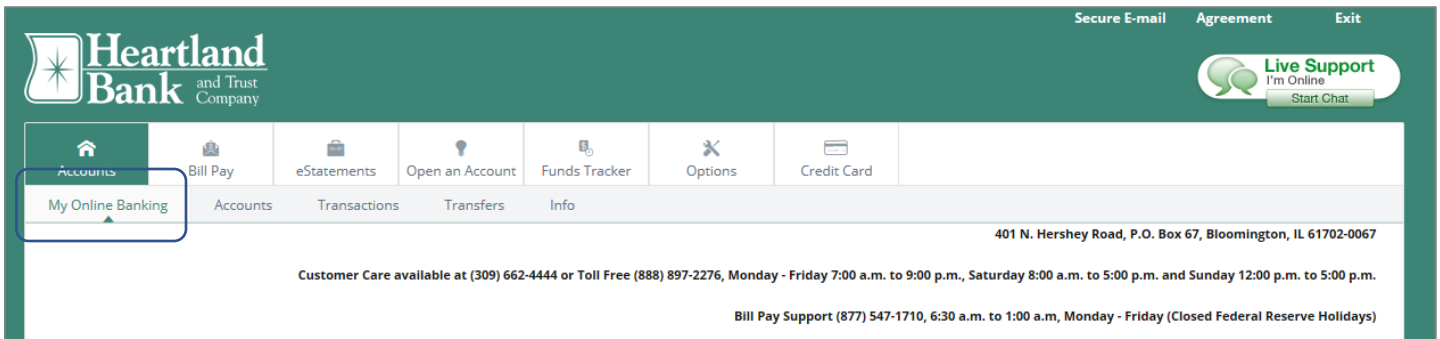
\* Select Download Format

- Select option...**
- Open Financial Exchange (OFX)
- Quicken (QFX)
- Intuit QuickBooks (QBO)
- Intuit QuickBooks (IIF)
- Personal Finance (QIF)
- Spreadsheet (CSV)
- Word Processing (TXT)

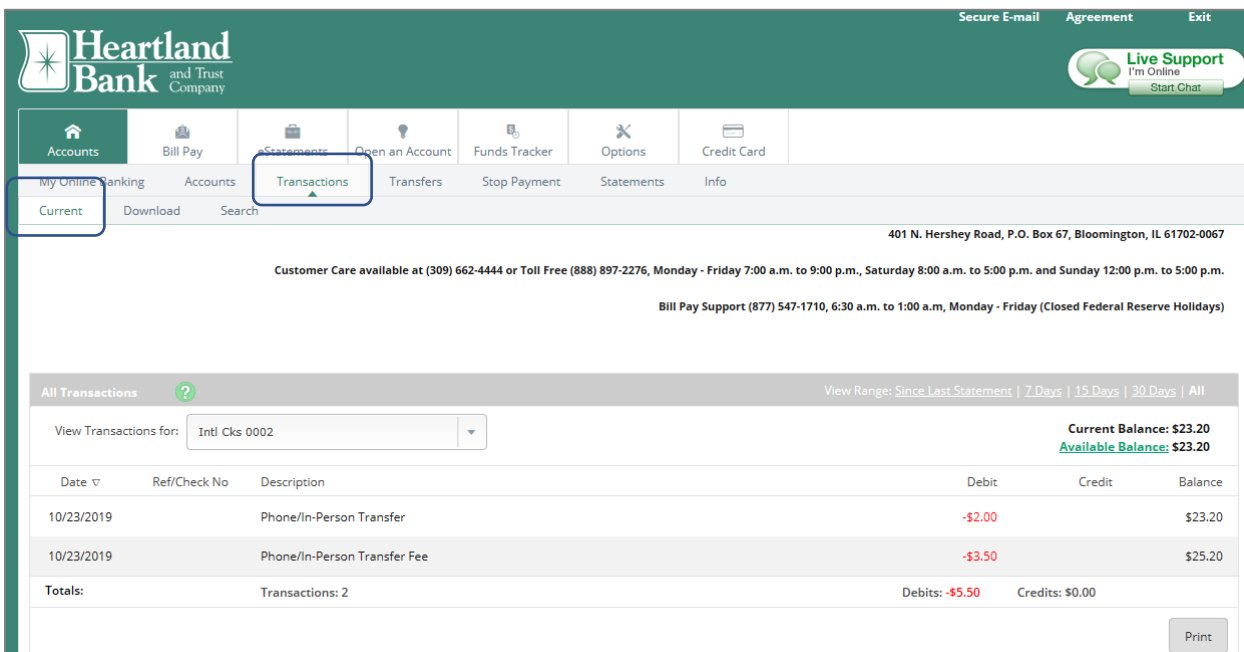
## My Online Banking View:

Select the **My Online Banking** tab

There are several ways to view transactions in NetTeller. You can select a specific account name from the Accounts widget from the **My Online Banking** screen. \*Using **widgets** will allow you to customize the online banking dashboard to your liking. \*Refer to the document titled **My Online Banking Tab – Configure Widgets** for additional information.



You can also view transactions by navigating to **Transactions > Current Transactions**. Transaction history and balance information display for the selected account. View current transactions in date order. Transactions may include date paid, an item number, transaction description, amount of the transaction, and the running balance.



If an item number is available, select **View Image** to display the check image's front and back. Select **Rotate** to view the back of the item. You may **Print** the image or select **Close** to return to Transaction History.

12/05/2018 [View Image](#) Checking Withdrawal -\$2.00 \$9.27

Image of Item Number 0

Rotate
Print
Close

Refer to pages 2 – 3 for information pertaining to **Download**, **Search** and **Available Balance** options, as the instructions pertain to both **Accounts View** and **My Online Banking View**.

**Available Balance is available in both Accounts view and My Online Banking View**

The available balance of the account. Select the **Available Balance** link within the account transactions page to view the makeup of the available funds. Select **OK** to return to the previous page.

View Range: [Since Last Statement](#) | [7 Days](#) | [15 Days](#) | [30 Days](#) | [All](#)

**Current Balance: \$23.20**  
**Available Balance: \$23.20**

Available Balance ✕

Available Funds for	Intl Cks 0002
Available Balance	\$23.20
<b>Total</b>	<b>\$23.20</b>

OK