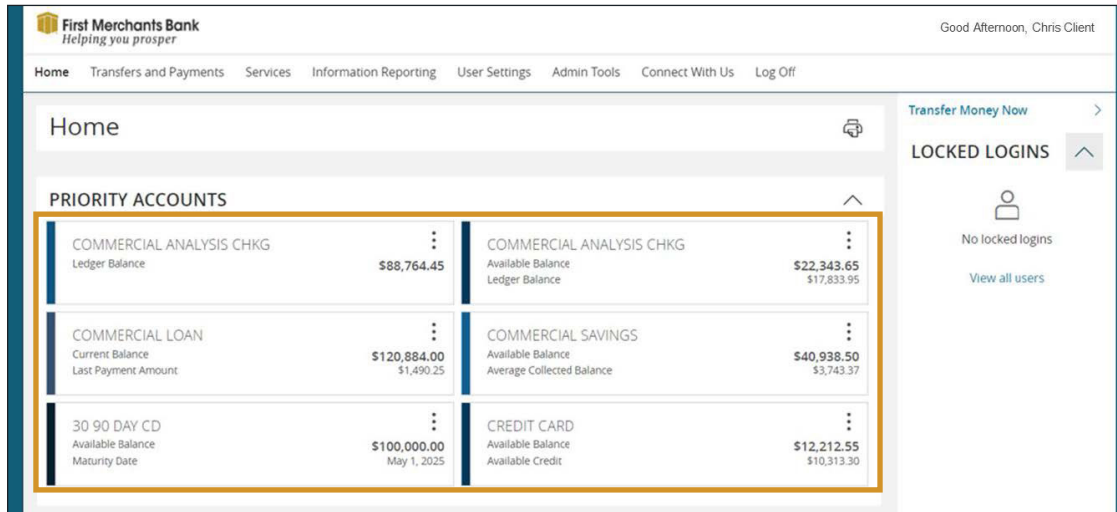


First Merchants Commercial Banking

Account Reporting Online Banking User Guide

Online banking enables you to view your account details and report on transactions. Click on an account tile from the Home page to access account transaction details.



Viewing transactions on the Account Transactions page

On the Account Details page, you can view the following information for each transaction in an account:

- Date: The posting date of a completed transaction. This will display "Pending" if not complete.
- Description: The associated information about the transaction, such as merchant, location, or transaction type.
- Amount: The amount of the transaction, along with the balance available once the transaction is posted.

Searching transactions

The search function allows you to find transactions for an account. The transactions shown in Account Details represent all the debits and credits regardless of status (e.g., pending).

Note: You can use the search box or the search filters separately, but you cannot combine search and filter functionality.

← Back

COMMERCIAL ANALYSIS CHKG

Last Updated: May 4, 2024 12:00 AM

\$61,330.95

Average Collected Balance

\$77,885.85

Available Balance

Transactions

Details & Settings

Q

Y

\$

↓

⋮

Q

Search transactions

Date

Description

Amount

MAY 4 2024

WHOLESALE LOCKBOX #388484 CREDITS - CHARLOTTE LBX

\$38,384.55

\$77,885.85

⋮

To search the transaction history

1. Select an account (Commercial Analysis Checking was selected above)
2. In the Search transactions field, enter keywords related to the date, status, type, account, or amount of the transaction(s) for which you are looking.
3. Select the magnifying glass or press Enter. The search results appear.

Filtering transactions

You can filter transactions on the Account Transactions page. Filtered results are based on the following transaction information:

- Time period
- Transaction type
- Minimum and maximum amounts
- Check number, if applicable

To filter transactions

1. Select an Account.
2. Select Filters icon  to display filter details.

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COMMERCIAL ANALYSIS CHKG

\$61,330.95

\$77,885.85

Last Updated: May 4, 2024 12:00 AM

Average Collected Balance

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Transactions

Details & Settings

Q

Y

\$

↓

⋮

Time Period

Description

Transaction Type

Min Amount

\$ 0.00

to

Max Amount

\$ 0.00

Starting Check #

to

Ending Check #

Reset

Apply Filters

Tip: To reset filters and show all transactions, select **Reset**. To hide filters, select the Filters icon ().

3. To perform filtering complete one or more of the following (reference image above):
 - a. Select a date range from the Time Period drop-down list. If you select Custom Date, specify dates in the Start Date and End Date Calendars.
 - b. Select the type of transaction from the Transaction Type list.
 - c. Enter the minimum and maximum amounts for the transaction in the Amount fields.
 - d. (Optional) Specify a check number range in the Starting Check # and Ending Check # fields.
 - e. Select the type of category in the Category drop-down list.
4. Click Apply Filters.

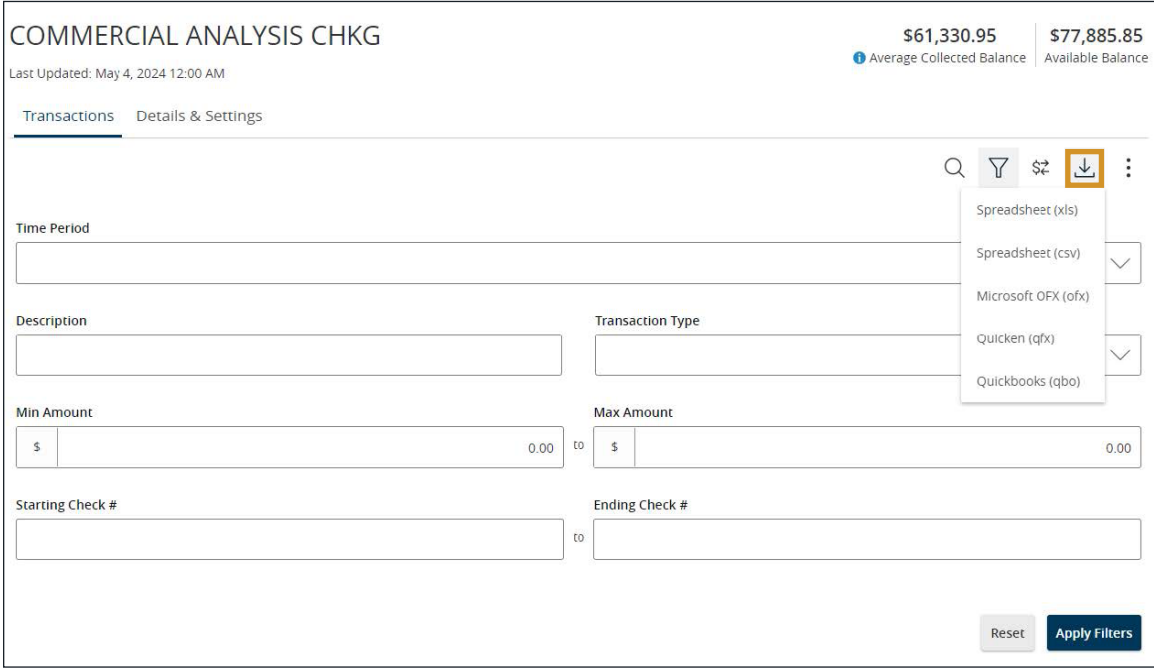
Exporting transactions

You can export transactions from the Account Transactions page to a file format that you select. Export formats vary depending on the settings. You can export in online banking, but not mobile banking.

To export transactions from the Account Transactions view:

1. (Optional) On the Account Transactions page, narrow the results by either searching transactions or using Filters () to select transactions with specific conditions.

2. Click the Export icon ().
3. In the export drop-down list, click an export format. Depending on your configuration, formats may include:
 - Spreadsheet (XLS)
 - Spreadsheet (CSV)
 - Microsoft (OFX)
 - Quicken (QFX)
 - QuickBooks (QBO)



The screenshot shows the 'COMMERCIAL ANALYSIS CHKG' interface. At the top right, it displays two balance figures: '\$61,330.95' (Average Collected Balance) and '\$77,885.85' (Available Balance). Below these, there's a 'Last Updated: May 4, 2024 12:00 AM' timestamp. The main area has two tabs: 'Transactions' (selected) and 'Details & Settings'. On the right side of the 'Transactions' tab, there's a toolbar with icons for search, filter, currency, and export. The export icon (a downward arrow with a document symbol) is highlighted with a yellow box. A dropdown menu is open from this icon, showing five options: 'Spreadsheet (xls)', 'Spreadsheet (csv)', 'Microsoft OFX (ofx)', 'Quicken (qfx)', and 'Quickbooks (qbo)'. Below the toolbar, there are several input fields: 'Time Period', 'Description', 'Transaction Type', 'Min Amount' (with a '\$' symbol and '0.00'), 'Max Amount' (with a '\$' symbol and '0.00'), 'Starting Check #', and 'Ending Check #'. At the bottom right, there are 'Reset' and 'Apply Filters' buttons.

4. Depending on your browser settings, one of the following happens:
 - If your browser automatically saves files to a folder, the file is saved in that folder. Open the folder to view the exported file.
 - If your browser is configured to prompt for the folder for downloaded files, you are prompted to specify the location to save the exported file.
5. Select the exported file. The transactions appear in the current sort order on the Account Transactions page.



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Viewing transaction details on the Account Transactions page

You can view the details of any transaction in an account. Details include the transaction category, online description, statement description, date of the transaction, and transaction type. The transaction details allow you to categorize transactions, split transaction categories, inquire about a specific transaction, and print detailed information including check images.

Note: The inquire feature is only available to internally-held accounts.

To view transaction details

1. On the Account Transactions page, click or tap the transaction (click again to hide the details).

COMMERCIAL ANALYSIS CHKG

\$61,330.95

\$77,885.85

Last Updated: May 4, 2024 12:00 AM

Average Collected Balance

Available Balance

Transactions

Details & Settings

Q

Y

\$

↓

:

Q

Search transactions

Date

Description

Amount

MAY 4
2024

WHOLESALE LOCKBOX #388484 CREDITS - CHARLOTTE LBX

\$38,384.55

\$77,885.85

Details

Statement Description:

WHOLESALE LOCKBOX #388484 CREDITS - CHARLOTTE LBX

Date:

5/4/2024

Type:

Credit

Viewing and printing images associated with a transaction

On the Account Details page, individual transactions with an Image icon () will be available for viewing and printing. Printing is available from the desktop only, not from a table or smartphone.

To view and print the images associated with a transaction:

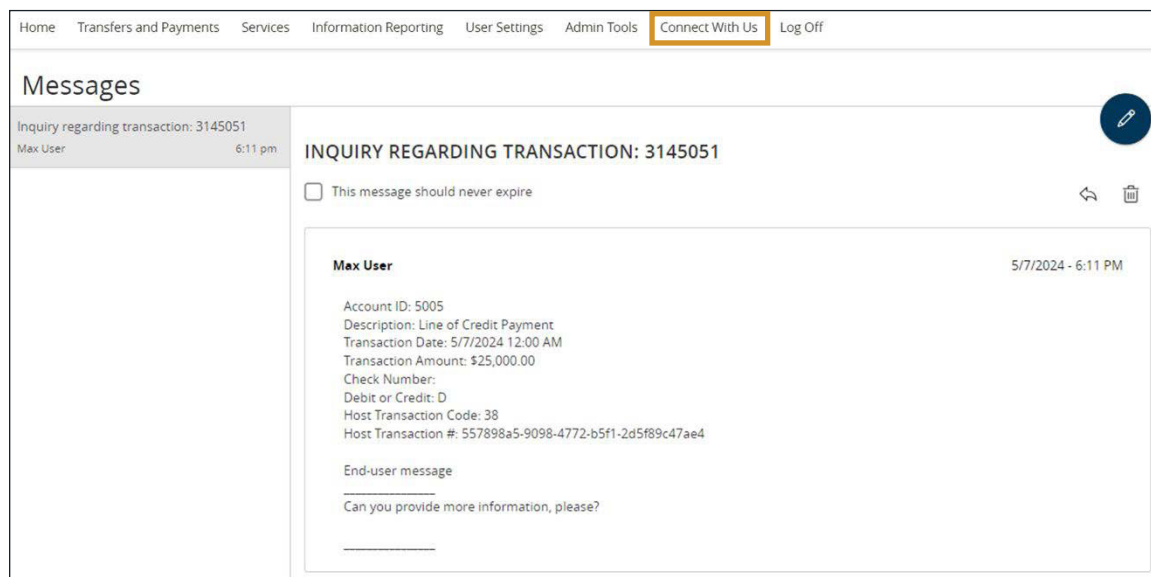
1. Click the transaction to view the details. If applicable, the image appears below the transaction. If multiple images are available, click the arrows to move between images.



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2. In the Message field, enter your message.
3. (Optional) Click the Supported Attachments icon (). In the Open dialog box, select a file to attach to the message, and click Open to attach your file.
4. Select Send.
5. When the confirmation message appears, click Close to go to the Messages page to review your secured messages and responses.



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