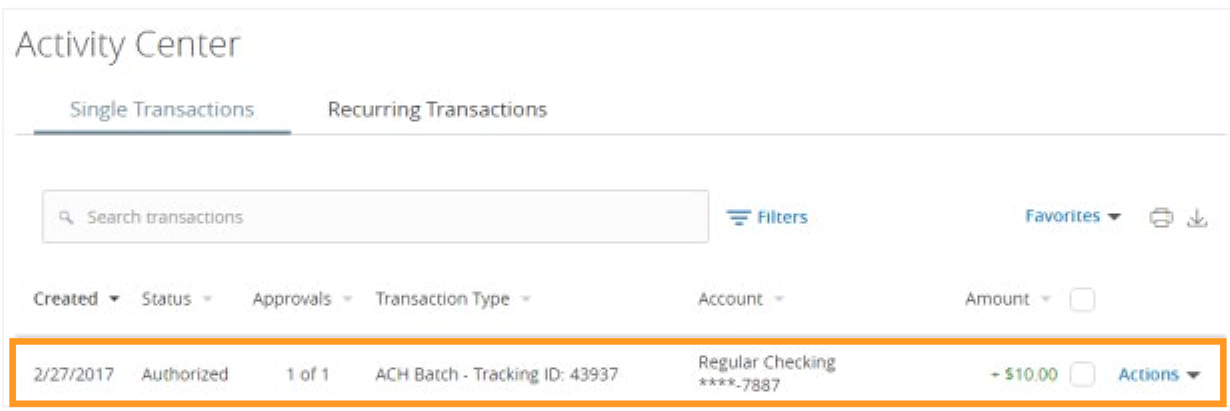
The Activity Center
Online Banking User Guide

The Online Activity displays recent transaction details of your online business payment and transfer activities. You can sort, search, filter, and manage transactions from this page. Use the Single or Recurring Transactions tab, to view or cancel a recurring transaction series.

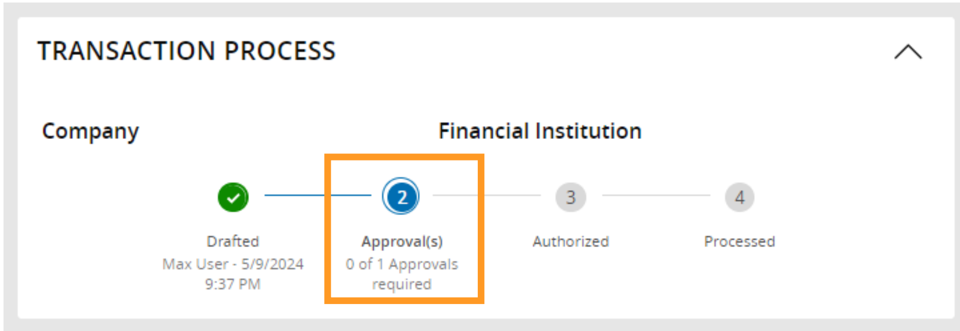
The Single Transactions tab includes:

- Transactions that only occur once. This includes transactions that have already happened, or transactions that will occur once in the future.
- A recurring transaction that is coming due in the next seven calendar days.

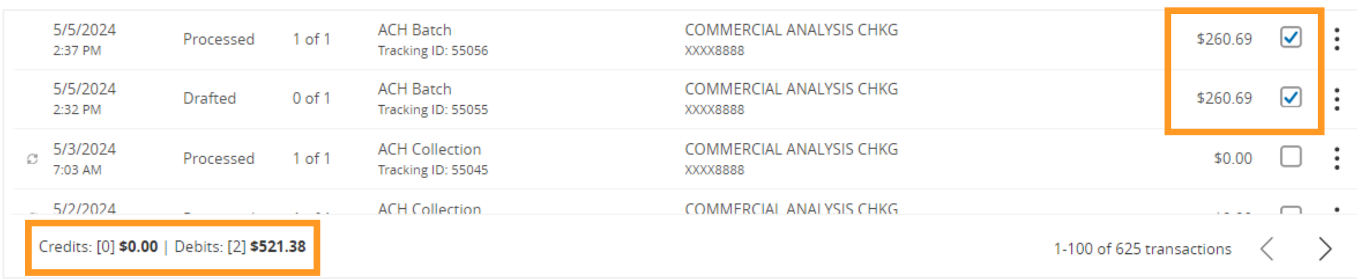
You can use the Single Transactions tab to view or cancel a specific transaction in a recurring series as well.



When you have pending approvals waiting, the number of pending approvals appears on the tabs.

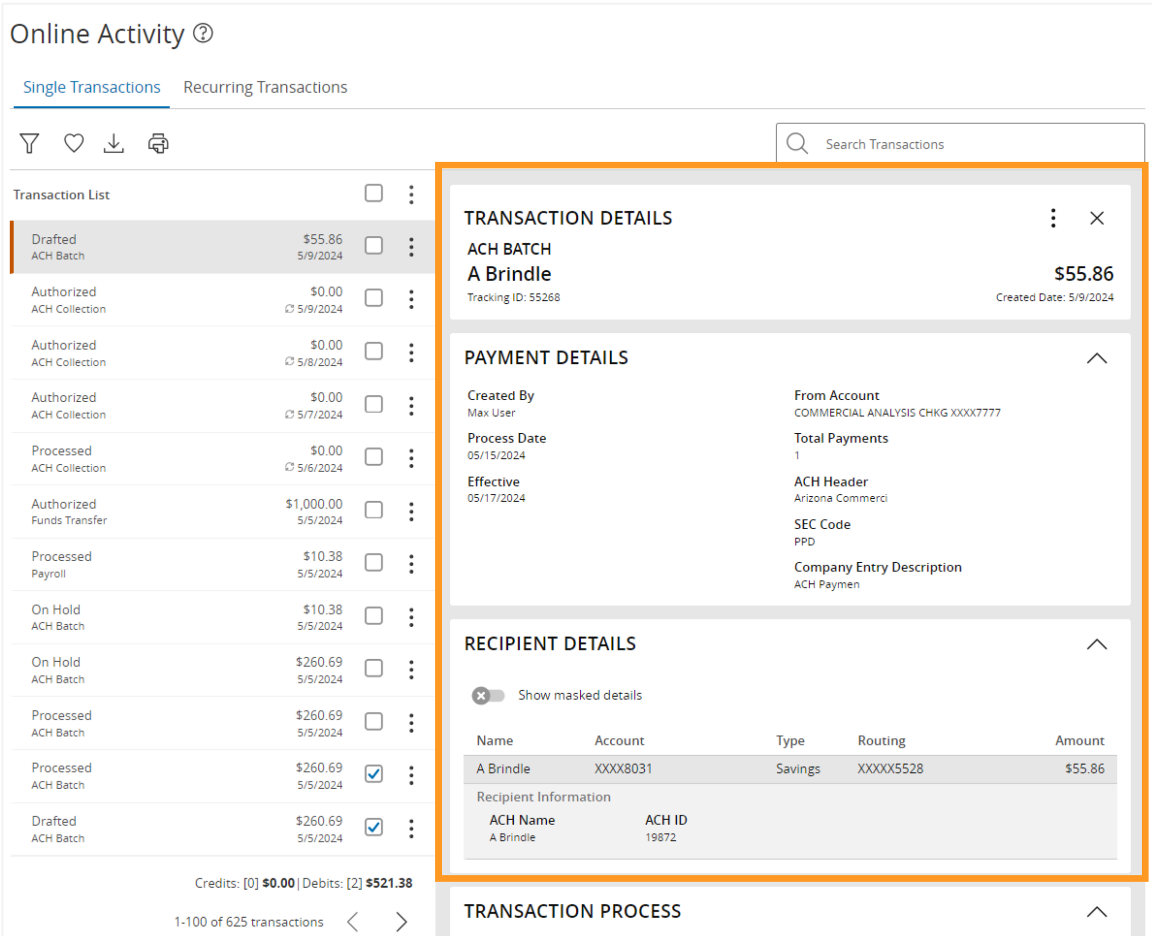


You can select individual check boxes to view the total debits and credits of the selected transactions. For international wires, the debit total displays the USD equivalent.



Click an individual transaction to expand the transaction details which include the following information:

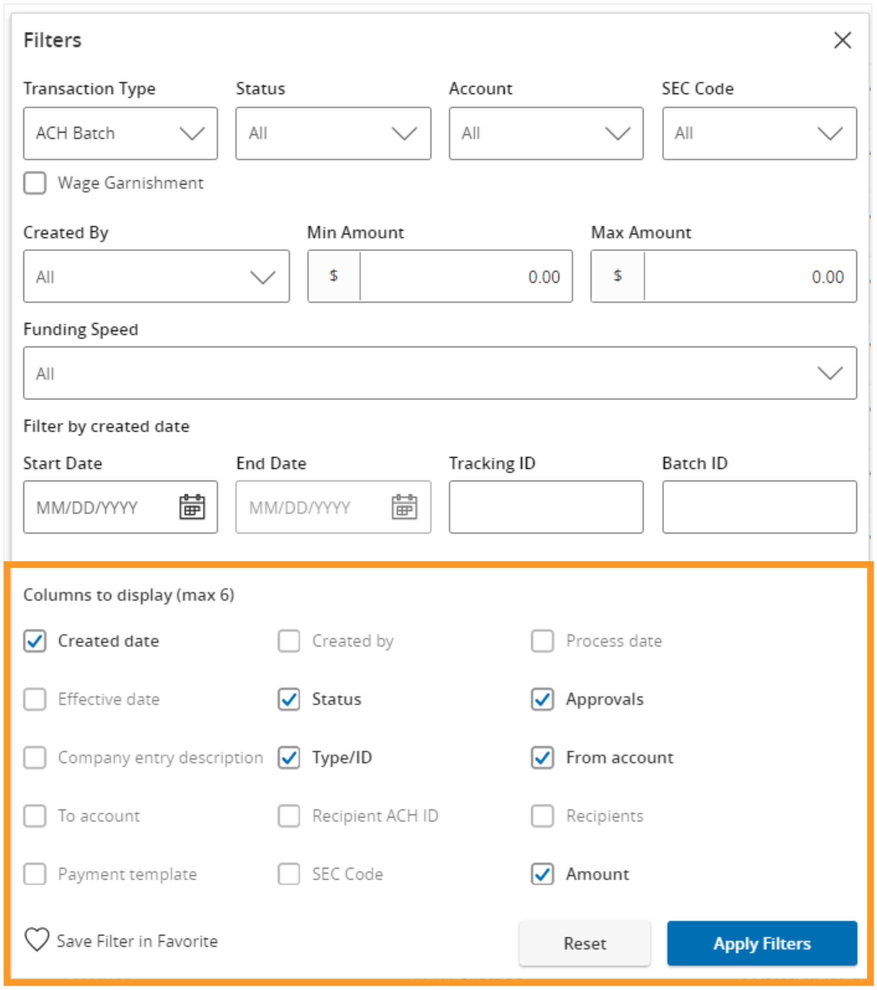
FIRST MERCHANTS COMMERCIAL BANKING



- Tracking ID
- Batch ID
- Created date
- Created By
- Process date
- From Account
- To Account
- To Account Type
- Currency Code
- Exchange Rate
- Foreign Currency Amount
- USD Amount
- Recipient Wire Name
- Beneficiary FI Name
- Beneficiary FI Address

Creating custom views in the Online Activity

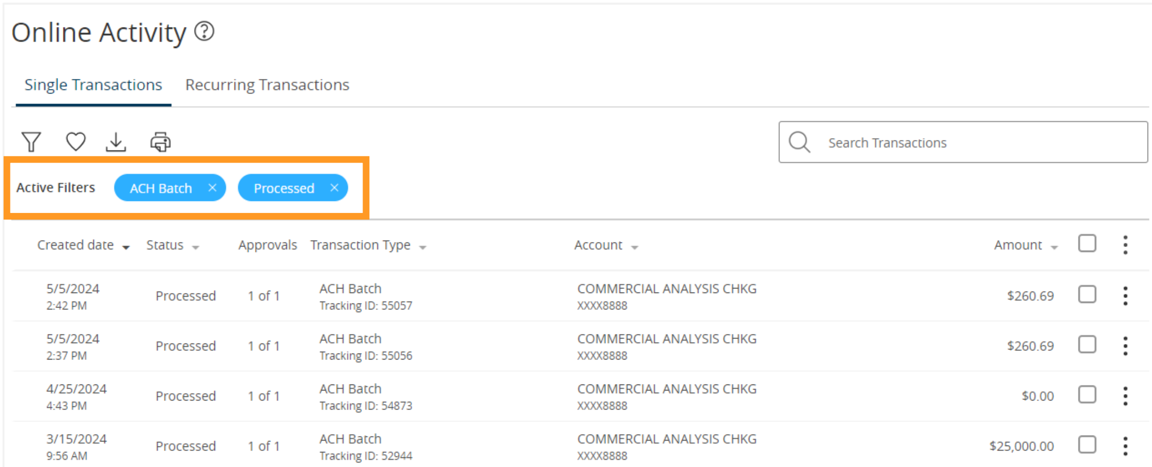
You can select specific fields to control which data appears in the Online Activity for each transaction type.



Select up to six fields from this list:

- Amount
- Approvals
- Beneficiary FI
- Create Date
- Created By
- From Account
- Intermediary FI
- Message to Beneficiary
- Payment Template (name)
- Process Date
- Recipients
- SEC Code
- Status
- To Account
- Transaction Type and ID

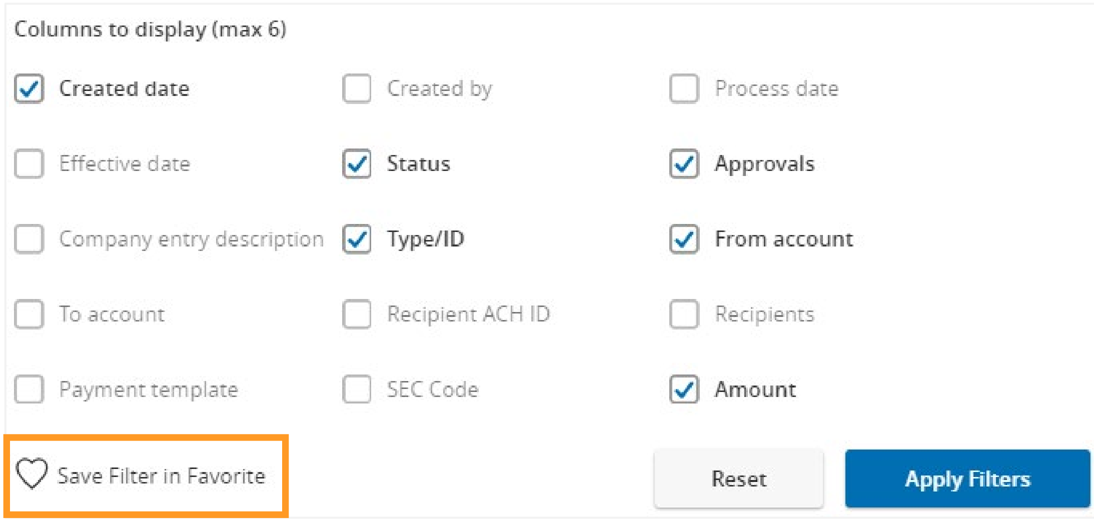
You can utilize these fields to approve or cancel transactions, as well as export or print any filtered data. The screenshot below shows the use of 2 fields: a Transaction Type of type ACH Batch and Status set to Processed.



To create a custom view in the Online Activity:

1. In the navigation menu, select Information Reporting > Online Activity.
2. Click Filters on the Single Transaction tab.
3. In the filter fields that appear, select a Transaction Type and, optionally, a Status.
4. In the Column to display section, select up to six check boxes for the columns you want to view.

   Note: Six columns are the maximum that can be selected. You must uncheck at least one selected box before selecting a new check box.
5. Click Apply Filters.
6. Click the heart icon to Save filter to Favorites. This will save the custom view for later use (Optional).



For example, a user responsible for reviewing wire transactions can select Message to Beneficiary and Beneficiary Bank as two columns of data that will appear, and then save the custom view as a Favorite for later use.

Sorting transactions

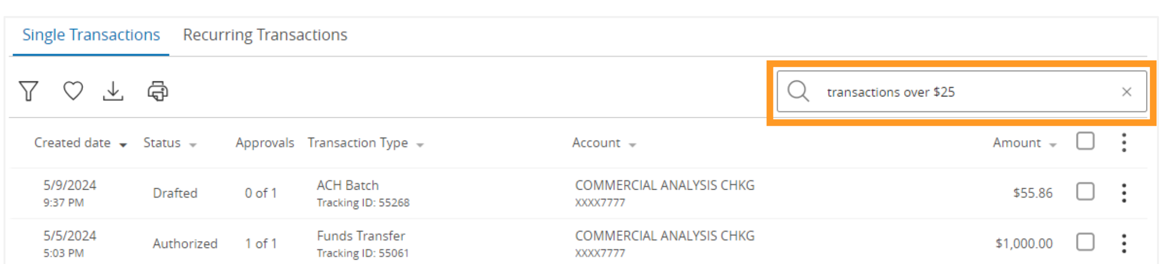
In the Online Activity, you can choose to sort transactions by the column headings.

- Click any column header to change the criteria by which transactions are sorted.

  Tip: Click the column heading again to change the sort order between ascending and descending.

Searching transactions

When searching transactions in the Online Activity, you can search across multiple categories of information. Your search is not limited to transaction descriptions.



You can search for a transaction in the following ways:

- Typing keywords in the Search transactions field
- Using the Filters option to filter transactions by certain fields

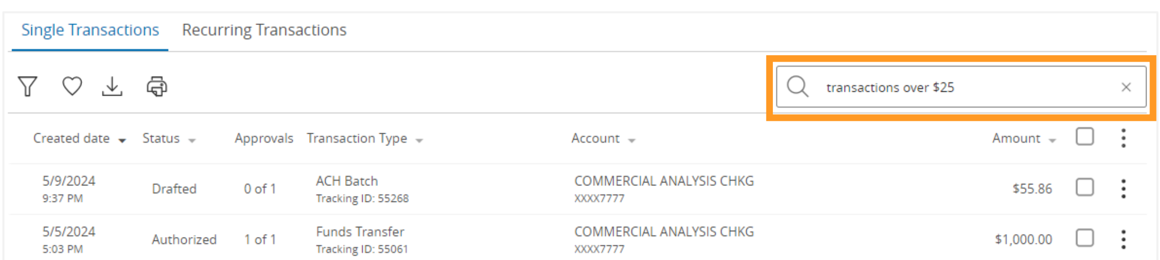
  Note: The exact appearance of the search fields may vary depending on your configuration.

Search examples:

Keywords	**Expected search result**
Transactions over $25	All transactions that are at least $25.01, regardless of type, appear.
ACH	ACH Payments, ACH Single Receipt, ACH Collections, and ACH PassThru, appear.
Tracking #23489	The transaction with tracking ID #23489 appears.

To search for a transaction:

1. In the navigation menu, click Information Reporting > Online Activity.
2. Enter text in the Search transactions field.



3. Click the magnifying glass icon or press Enter. The results will be displayed showing all matching payments and transfers.

To use filters:

1. Use the Filters button to specify the values to include in the search.
2. Click the magnifying glass or press Enter.
3. In the search results, click on a transaction for additional details. The results of a basic search include transactions that match all the search conditions.

To save a favorite search:

1. In the Search transactions field, enter your search text.
2. Click the Favorites drop-down list.
3. Click Save As New to save the search.
4. In the Save Search window, enter a name for the favorite
5. Click Save Search.

To repeat a favorite search:

- On the Online Activity page, click Favorites
- Click the favorite search that you want to use. The search results appear.

Viewing transactions

The Online Activity page includes all transactions originated in the Online Banking solution, including recurring transactions. You can use the Online Activity to view or cancel a transaction that has not been processed. After a transaction is posted to your account, it also appears on the Account Details page.

To view transaction details in Online Activity:

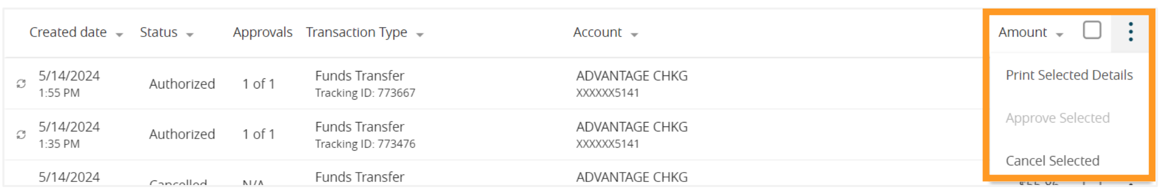
1. Select Information Reporting > Online Activity.
2. Click on the transaction. The transaction expands to show the details. To hide the details, click on the transaction.

Canceling future-dated transactions

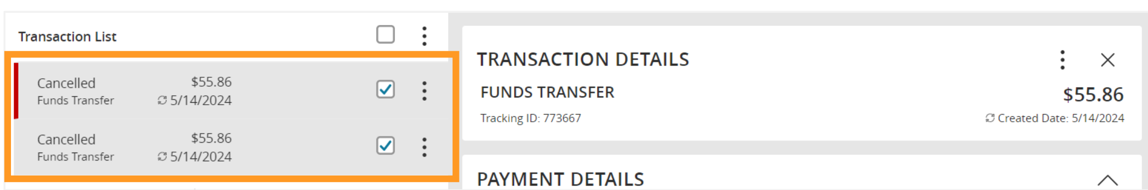
Use the Online Activity to cancel a future-date transaction. If you cancel a transaction on the Recurring Transactions tab, you cancel all future recurrences of the transaction. If you cancel a single transaction in a recurring series on the Single Transactions tab, you cancel the single occurrence, not the entire series.

To cancel one or more pending transactions:

1. Select Information Reporting > Online Activity.
2. Browse or search for the transactions that you want to cancel.



3. In the Online Activity, select the check box for each transaction that you want to cancel
4. Click the ellipsis (⋮) menu drop-down list
5. Select Cancel Selected.



6. When prompted, click, or tap Confirm to verify the cancellation. The status of the items will change to Canceled in the Online Activity.

Approving transactions

You can use the Online Activity to approve a single transaction or multiple transactions at once.

To approve one or more transaction:

1. Select Information Reporting > Online Activity.
2. Select show advanced.

3. Browse or search for the transactions that you want to approve.
4. Select the check box for each transaction that needs your approval.
5. Select the Actions drop-down list.
6. Select Approve Selected.
7. When prompted, select Approve to verify the approval. The status of the items will change to Authorized in the Online Activity.

Copying transactions

If you need to copy a transaction, use the Online Activity to copy an existing transaction.

To copy a transaction:

1. Select Information Reporting > Online Activity.
2. Search for the transaction that you want to copy.
3. Click the transaction.
4. From the ellipsis, click Copy. A new transaction of the same type will appear with the fields automatically populated for the copied transaction.
5. Make changes as needed to the transaction. The procedure that you use to make the changes varies, depending on the type of transaction.
6. When you are satisfied with your changes, submit the new transaction.

Sending a message about a transaction

You can use the Online Activity to send a message about a transaction.

To send a message about a transaction:

1. Select Information Reporting > Online Activity.
2. Browse or search for the transaction that you want to send a message about.

3. Click the item.
4. Using the ellipsis, click Inquire.

   Note: The message automatically includes information to identify the transaction. You do not need to add transaction details to the message.

5. Click in the Message field and enter your message.
6. (Optional) You can also click the attach file icon (🖉).

   Note: Click Supported Attachments to see the supported file types of documents you can attach.

   - In the Open dialog box, select a file to attach to the message, and click Open.

7. Click Send. A message appears confirming that you sent the message.

Printing transaction details

In online banking, you can print transaction details in the Online Activity.

Note: You can only print from a desktop, not from a tablet or smartphone.

To print from the Online Activity:

1. On the Home page, click Account Services > Online Activity.
2. Click the transaction to view the details. If applicable, the image appears below the transaction. If the transaction includes multiple images, click, or tap Previous and Next to view additional images.
3. In the Actions drop-down list, click Print Details.
4. On the Print page, click Print.

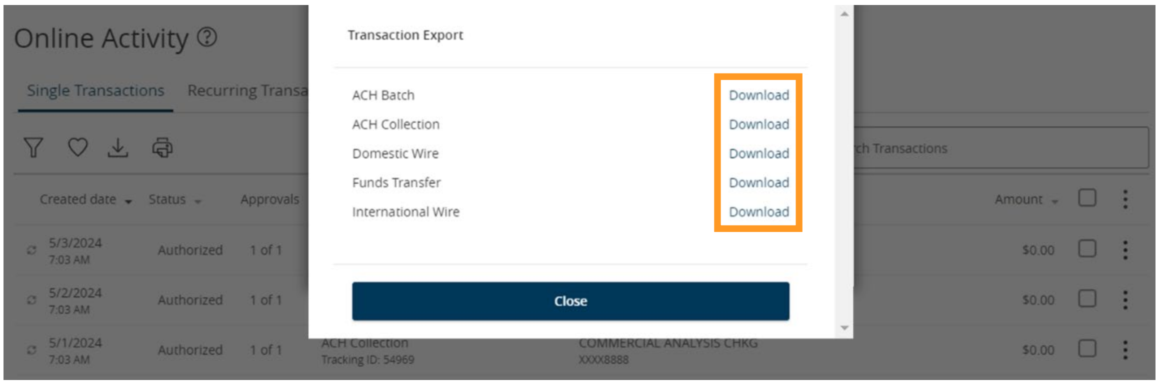
Exporting by Transaction Type

You can export transactions by Transaction Type in the Online Activity to a file format that you select. Export formats will vary depending on the settings.

Note: You cannot export data in mobile banking app.

To export by Transaction Type in the Online Activity:

1. In the navigation menu, click Account Services > Online Activity.
2. Select multiple transaction check boxes, then click the export icon ( ). A window appears where you can download separate XLS files that contain details about exported files, grouped according to transaction type. The options appear as follows:



3. Click Download on the desired transaction type to download the related XLS file.