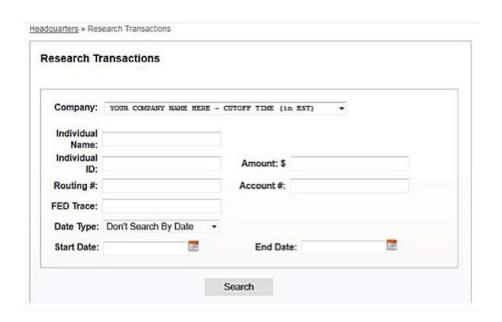


» Select RESEARCH TRANSACTIONS

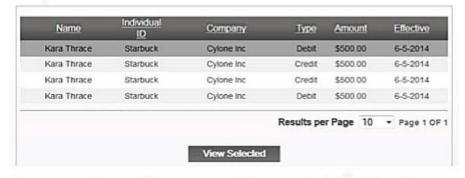
- To confirm processed status
- Determine if items have been returned
- To acquire trace numbers



» Select Company Name from drop down list

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Search Results

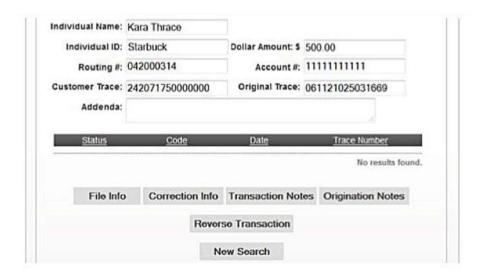


- » You can search by any of the available criteria or no criteria (Blind Search)
- » The Blind Search can be done if you choose "don't search by date" under the date type and leave all the other fields blank. This will pull up every transaction that you have processed for that company. Depending on your transaction volume this feature could be slow. We recommed using at least one of the search critera.
- » Highlight the transaction(s) and select VIEW SELECTED
- » Complete transaction detail displayed with any and all current Return activity
 - Customer Trace is provided by customer within ACH Upload
 - Original Trace is created by the system and is what the receiver would use if they
 want to trace the transaction

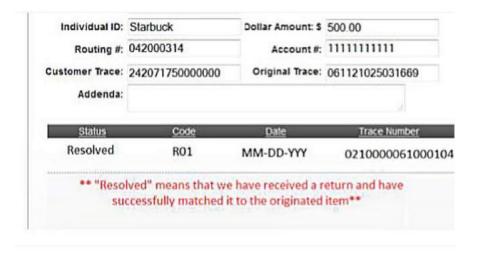
Research Transaction Details



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- » Transaction Details:
- Review the information processed
- Reverse the transaction (within 5 days of the EE date)
- Review correction information if the transaction has been returned (this information is populated by the returns process)



» Confirm if the item has been returned and when it is received

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