

# Viewing or canceling ACH and Wires

If your rights allow it, you can use the Advanced Payments\* page or the Online Activity page to view a payment. You may also be able to cancel a scheduled but incomplete payment on the Online Activity page.

\*Service charge may apply.

## Viewing a payment

You can view or search for an existing pending or processed payment on the following pages:

- Payments
- Online Activity

The Activity Center page may include additional details about a payment.

### To view a payment on the Payments page

1. In the navigation menu, click or tap **Advanced Payments > ACH & Wires**. The Payments page appears.
2. The Search transactions area lists all of the pending and processed payments. You can also filter transactions by Type. Do one of the following:
  - Click or tap **Pending** to browse the pending payments.
  - Click or tap **Processed** to browse the processed payments.
  - Click or tap in the **Search transactions** field, and enter your search text. The search results appear on the Payments page.
3. After you locate a payment, click or tap it for more details. The payment details page appears.
4. (Optional) On the payment details page, click or tap **View in Activity Center**. The Activity Center page with the payment details appears.

### To view a payment on the Activity Center page

1. In the navigation menu, click or tap **Transactions > Online Activity**. The Activity Center page appears.
2. On the Activity Center page, do one of the following:
  - Click or tap **Single Transactions** to view a single payment.
  - Click or tap **Recurring Transactions** to view a recurring series of payments.
3. Browse to locate the payment that you want to view.
4. Click or tap the payment. The payment details appear.

## Canceling a payment

You can use the Activity Center page to cancel a payment. If you have the right to cancel a payment, you can cancel it only if the status is Drafted, Authorized, or Pending.

### To cancel a single payment

1. In the navigation menu, click or tap **Transactions > Online Activity**. Single transactions appear on the Activity Center.
2. Click or tap the payment that you want to cancel. The transaction details appear.
3. In the Actions drop-down list, click or tap **Cancel**. A message appears asking you to confirm the cancellation.
4. Click or tap **Confirm**.
5. Click or tap **Close** to return to Activity Center.

### To cancel all future occurrences of a recurring payment

1. In the navigation menu, click or tap **Transactions > Online Activity**. The Activity Center page appears.
2. Click or tap **Recurring Transactions**. The list of recurring transactions appears.
3. In the row of the payment you want to cancel, click or tap **Actions > Cancel series**. A message appears asking for confirmation.
4. Click or tap **Confirm**. The Transaction Cancelled page appears confirming cancellation.
5. Click or tap **Close** to return to Activity Center.