



How to Delete/Cancel Transactions

1. Login into online banking and navigate to **Account History > Online Activity**

The screenshot shows the Home Federal online banking interface. The left sidebar contains navigation options: Accounts, Transactions, Account History, Online Activity (highlighted with a green circle), Statements & Notices, Business Banking, Services, Messages, Manage Settings, Branches & ATM, Help, Disclaimers, and Log Off. The main content area is titled 'Online Activity' and has tabs for 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. Below the tabs is a search bar and a table of transactions. The table has columns for Created, Status, Transaction Type, Account, and Amount. The transactions listed are:

Created	Status	Transaction Type	Account	Amount	Actions
2/20/2018	Authorized	ACH Collection - Tracking ID: 182784	HOME FREE CHECKING XXXXXX0129	\$0.01	Actions
2/16/2018	Processed	Payroll - Tracking ID: 181713	HOME FREE CHECKING XXXXXX0129	\$1.00	Actions
2/8/2018	Drafted	Domestic Wire - Tracking ID: 178425	HOME FREE CHECKING XXXXXX0129	\$0.00	Actions
2/8/2018	Cancelled	Domestic Wire - Tracking ID: 178420	HOME FREE CHECKING XXXXXX0129	\$0.00	Actions
2/7/2018	Cancelled	ACH Collection - Tracking ID: 178137	HOME FREE CHECKING XXXXXX0129	\$0.00	Actions

2. Locate the transaction to be deleted/cancelled (the list of transactions can be sorted by the arrows next to each column title or searched for by name or amount). Select **Actions** on the appropriate transaction and select cancel. Only transactions in Authorized or Drafted Status may be cancelled. Transactions that have already processed are unable to be deleted/cancelled.

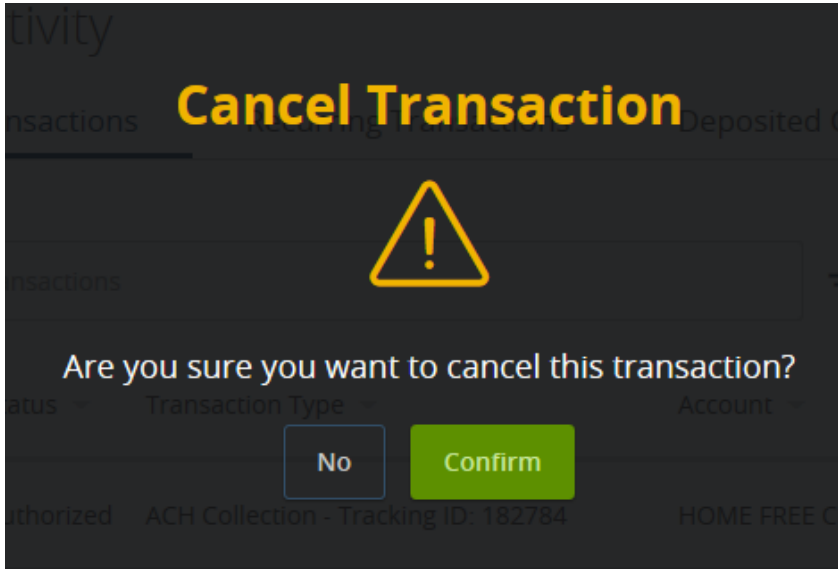
The screenshot shows a detailed view of a transaction. The transaction is highlighted with a green circle. The 'Status' column is also circled in green. The 'Actions' dropdown menu is open, showing options: Cancel, Copy, and Print Details. The transaction details are as follows:

Created	Status	Type	Account	Amount
11/2/2016	Authorized	ACH Payment - Tracking ID: 10905	Personal Checking XXXXXX0129	\$0.00

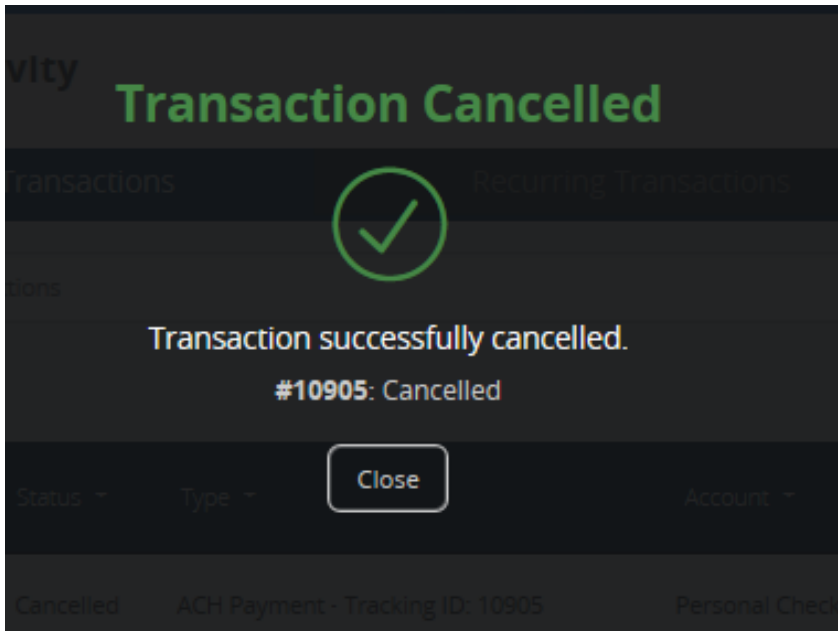
Transaction Details:

- Tracking ID: 10905
- Description: ACH Single Payment
- Created: 11/02/2016 5:06 PM
- From Account: XXXXXX0129
- Created By: Anna Reasner
- Recipient Name: Jane Doe
- Authorized: 11/02/2016 5:06 PM
- Recipient ACH Name: Jane
- Authorized By: Anna Reasner
- E-mail Address: Jane.doe@hfsb.com
- Will process On: 11/28/2016
- Recipient Account Number: XXXXX6789
- Effective: 11/30/2016
- ACH Class Code: PPD
- ACH Header: Home Federal Tes

- The next screen will be to confirm the cancellation of the transaction. Simply select *Confirm* to continue.



- A confirmation screen will appear confirming the transaction has been cancelled.



1. **Important to note** - To delete a recurring transaction you will also need to select the recurring transaction tab on the online activity page and delete the other recurring instances of the transaction.

The screenshot displays the 'Recurring Transactions' tab in a web application. At the top, there are three tabs: 'Single Transactions', 'Recurring Transactions' (which is circled in green), and 'Deposited Checks'. Below the tabs is a 'Filters' section with a 'Favorites' dropdown and icons for print and download. The filter section contains several input fields: 'Transaction Type' (set to 'All'), 'Status' (set to 'All'), 'Account' (set to 'All'), and 'Created By' (set to 'All'). There are also date pickers for 'Start Date' and 'End Date' (both set to MM/DD/YYYY with a calendar icon), a 'Transaction ID' field, and an 'Amount' field (set to 0.00 to 0.00). 'Reset' and 'Apply' buttons are located at the bottom right of the filter section. Below the filters is a table with columns: 'Created', 'Status', 'Transaction Type', 'Account', and 'Amount'. The table contains two rows of data. The first row shows a transaction created on 4/19/2017, with a status of 'Cancelled', a transaction type of 'Funds Transfer - Tracking ID: 64024', an account of 'BASIC SAVINGS', and an amount of '\$0.50'. The 'Actions' dropdown for this row is circled in green. The second row shows a transaction created on 1/3/2017, with a status of 'Cancelled', a transaction type of 'Funds Transfer - Tracking ID: 24629', an account of 'HOME FREE CHECKING XXXXXX0129', and an amount of '\$0.01'.

Created	Status	Transaction Type	Account	Amount
4/19/2017	Cancelled	Funds Transfer - Tracking ID: 64024	BASIC SAVINGS	\$0.50 Actions
1/3/2017	Cancelled	Funds Transfer - Tracking ID: 24629	HOME FREE CHECKING XXXXXX0129	\$0.01 Actions