



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 "Filters" button. A table of transactions is displayed with columns: Created, Status, Transaction Type, Account, and Amount. Each row has an "Actions" dropdown menu.

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

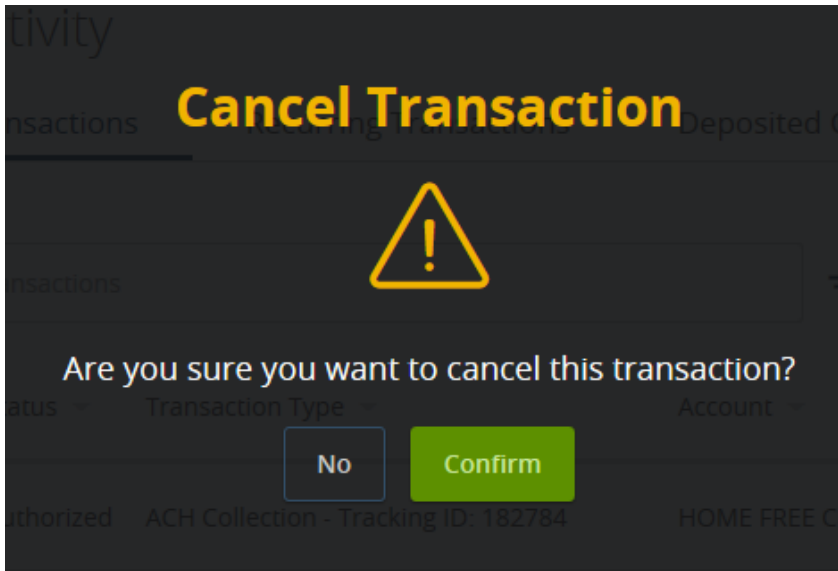
2. Locate the transaction to be deleted/cancelled (the list of transactions can be sorted by the arrows next to each column title or searched for by name or amount). Select **Actions** on the appropriate transaction and select cancel. Only transactions in Authorized or Drafted Status may be cancelled.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

The screenshot shows the details of a transaction. The top header includes sorting options: Created, Status, Type, Account, and Amount. The transaction row shows: 11/2/2016, Authorized, ACH Payment - Tracking ID: 10905, Personal Checking XXXXXX0129, and \$0.00. The "Actions" dropdown menu is open, showing options: Cancel, Copy, and Print Details. The "Cancel" option is highlighted with a green circle.

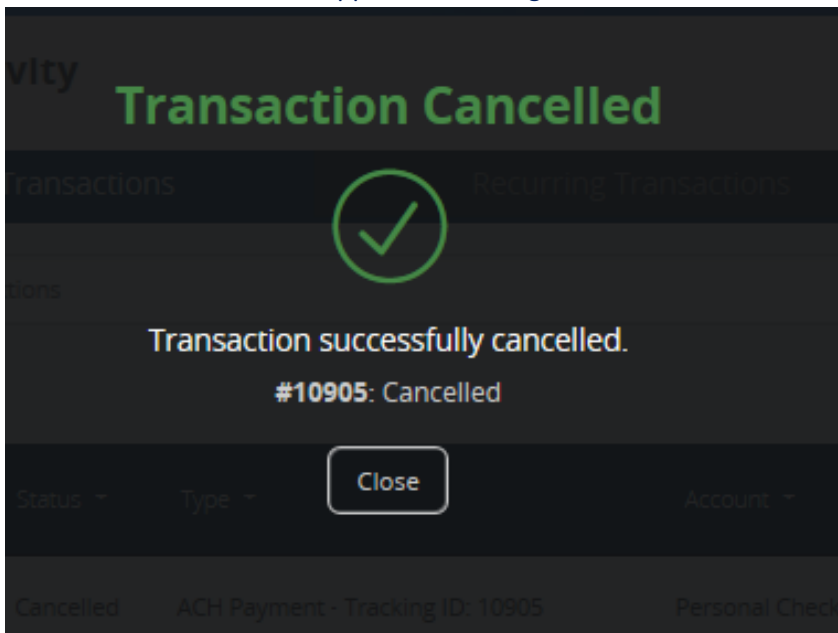
Transaction Details:

- Tracking ID: 10905
- Created: 11/02/2016 5:06 PM
- Created By: Anna Reasner
- Authorized: 11/02/2016 5:06 PM
- Authorized By: Anna Reasner
- Will process On: 11/28/2016
- Effective: 11/30/2016
- Description: ACH Single Payment
- From Account: XXXXXX0129
- Recipient Name: Jane Doe
- Recipient ACH Name: Jane
- E-mail Address: Jane.doe@hfsb.com
- Recipient Account Number: XXXXX6789
- 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 online activity page with the 'Recurring Transactions' tab selected. The filter section includes dropdowns for Transaction Type (All), Status (All), Account (All), and Created By (All). It also features date pickers for Start Date and End Date, both set to MM/DD/YYYY. The Amount filter is set from 0.00 to 0.00. Below the filters is a table of transactions with columns for Created, Status, Transaction Type, Account, and Amount. The 'Actions' dropdown for the \$0.50 transaction is highlighted.

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