

Ag Banking Online (ABOL) Transactions

1. Click **Transactions** in the left navigation pane to expand the drop-down menu
2. To make a payment:
 - a. Click **Funds Transfer**, select the **From Account** and **To Account**, and enter the **Amount**
 - b. Select your desired **Frequency** from the drop-down menu
 - i. For **One-time transfer**, select the **Transfer Date**
 - ii. For all other **Frequency** options:
 1. Confirm or update the desired **Start Date** based on your **Frequency**
 2. Confirm or update the desired **Repeat Duration** and if **Until Date** is selected, enter an **End Date**
 - c. Enter a **Memo**, if desired, and click **Transfer Funds**
 - d. Read the **Authorization Agreement** and click **Print this Authorization**, if desired
 - e. Click **Authorize** to submit the payment and return to the **Funds Transfer** screen
 - i. For **One-time transfer**
 1. Click the **Processed** tab to see your transfer
 2. To view your **Single Transactions** history
 - a. Click **Activity Center** under **Transactions**, select the **Single Transactions** tab, and click on any **payment** to view details of the transaction
 - ii. For **all other Frequency**
 1. Click the **All** or **Pending** tabs to view the transaction
 2. Click the **Processed** tab to see previously processed transfers
 3. To view your **Recurring Transactions** history:
 - a. Click **Activity Center** under **Transactions**, select the **Recurring Transactions** tab, and click on any **payment** to view details of the transaction

3. To edit a payment:
 - a. Click **Activity Center** and select the **Single Transactions** tab or **Recurring Transactions** tab depending on the type of payment you are editing
 - b. For the payment you wish to edit, click the **Actions** icon (⋮) next to the **Amount**
 - c. Click **Edit** for Single Transactions or **Edit Series** for Recurring Transactions
 - d. Make changes to **the Accounts, Amount, Frequency, Transfer Date, Start Date, Repeat Duration, End Date** or **Memo** depending on the available fields
 - e. Click **Transfer Funds** to save your changes
 - f. Read over the **Account Authorization** agreement, then click **Authorize**
 - g. View your updates on the **Activity Center > Single Transactions** or **Recurring Transactions** screen

4. To perform additional actions for **Single Transactions**:
 - a. Click **Activity Center** and select the **Single Transactions** tab
 - b. For the payment you wish to edit, click the **Actions** icon (⋮) next to the **Amount**
 - c. If the transaction is a one-time single transaction, select one of the following actions:
 - i. **Toggle Details**: expand/collapse transaction details
 - ii. **Inquire**: generate a **Transaction Inquiry** message with transaction details
 - iii. **Print Details**: print the transaction details
 - d. If the transaction is a single transaction generated as part of a recurring transaction, select one of the following actions:
 - i. **Toggle Details**: expand/collapse transaction details
 - ii. **Cancel**: cancel the single transaction in the recurring series
 - iii. **Inquire**: generate a **Transaction Inquiry** message with transaction details
 - iv. **Edit**: edit a single transaction in the series, which will not affect the recurring series.
 - v. **View Transactions in Series**: displays a list of single transactions in the series
 - vi. **Print Details**: print the transaction details

5. To perform additional actions for **Recurring Transactions**:
 - a. Click **Activity Center** and select the **Recurring Transactions** tab
 - b. For the payment you wish to edit, click the Actions icon (⋮) next to the **Amount**
 - c. Select one of the following actions:
 - i. **Toggle Details**: expand/collapse transaction details
 - ii. **Cancel Series**: cancel the recurring transaction
 - iii. **Edit Series**: edit the recurring transaction, which affects all future scheduled or authorized transfers
 - iv. **View transactions in series**: displays a list of single transactions in the series
 - v. **Print Details**: print the transaction detail