



Fifth Third Direct®

## How Do I Review My Loan Account Activity?

### Accessing Fifth Third Direct

1. Navigate to **direct.53.com**.
2. Type your **User ID** and **Password**.
3. Click **Log In**.

From the **Overview Page** you can navigate to view loan account activity by selecting the **Account Management** tab.

### Options for Viewing Loan Account Activity

As an entitled user of Account Management, you will view your loan account activity by selecting:

4. Account Management tab.
5. Reports tab.

Use this guide to learn more about **reviewing loan account activity**.

For questions about this guide, please reach out to your Fifth Third relationship team or contact our Commercial Support Center at 866-475-0729, Monday through Friday, 7 a.m. to 10 p.m., ET.

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4

#### Account Management

This is the primary page for viewing your loan account activity. By drilling into each account, a summary breakdown of the amounts due for the selected loan account is provided. View the total payment due, principal, interest, fees, etc.

You can view your activity by clicking on the specific loan from the **Loan Balances** page within the **Account Management** tab.

5

#### Reports

This is the primary tool for ad hoc and saved balance reports. It provides reporting based on both the reporting options setup for an account and your personal entitlements.

You can enter dynamic search criteria to review specific transaction information through this utility.

**Account Management Reporting** is located under the **Reports** tab.

Account Management Reporting provides the ability to export loan transaction information for up to 24 months.

## How Do I Review My Loan Account Activity?



FIFTH THIRD

### Loan Account Activity

1. Select the **Account Management** tab.
2. From the **Account Ledger – Overview** page, select **Loan Balances** for an overview of Loan Accounts Balances. This overview provides a quick snapshot of your loan balance including Total Credit Facility, Current Balance and Unused Amount by company.
3. From the **Loan Balances** page navigate to the **Loan Summary** page by selecting a hyperlink to a specific Loan Account.

### Sample Loan Balances page

**Loan Balances (as of 10/26/2018)**  
Wholesale Samples - Q74021

MM/DD/YYYY

Show/Hide ☒

Total Credit Facility.....\$17,223,997.96

Current Balance: \$4,660,780.70 27.1 %

Unused Amount: \$12,563,217.26 72.9 %

| Customer            | Unused Amount   | Current Balance |
|---------------------|-----------------|-----------------|
| Mid Region          | --              | \$0.00          |
| National Healthcare | --              | \$343,997.96    |
| Wholesale Samples   | \$1,824,296.23  | \$255,703.77    |
| WS Inc              | \$10,938,921.03 | \$4,061,078.97  |

View All

Customers: 4 selected PDF Export Print

| Customer                         | Currency | Credit Facility | Unused Amount | Current Balance | Interest Rate | Maturity Date |
|----------------------------------|----------|-----------------|---------------|-----------------|---------------|---------------|
| Mid Region - 0567890126          | USD      |                 |               | \$0.00          | 8.5000        | 03/18/2004    |
| -- 056789012600034 Term Loan     | USD      |                 |               | \$0.00          | 9.0000        | 12/27/2004    |
| National Healthcare - 0567890124 | USD      |                 |               | \$343,997.96    | 8.0000        | 01/20/2017    |
| -- 056789012400026 Term Loan     |          |                 |               |                 |               |               |



## Loan Summary Page

Selecting the hyperlink of a specific loan from the **Loan Balances** page will display the loan account and amounts due. High level detail on the loan selected includes Currency, Current Balance, Interest Rate and Maturity.

### Amounts Due

4. View Payment Due Date and Total Payments Due.
5. Select **Details**, to expand or collapse detailed loan information including: Principal, Interest, Fees Due and Past Due amounts. With dates included for each.

### Transaction History

6. The **Transaction History** can be filtered by Transaction Type, Amount Range, Date Range and Effective or Posted Date. These filters can also be saved for future use.
7. View Transaction History:
  - Posted and Effective Dates
  - Transaction Type
  - Customer Reference #
  - Debits
  - Credits
8. Transaction History allows you to toggle between pages and to select 20, 50 or 100 transactions.
9. The Transaction History can be exported in PDF and CSV or printed.

The screenshot shows the Fifth Third DIRECT interface. The top navigation bar includes links for Privacy & Security, Resource & Help Center, Contact Us, Notifications, and Log Off. The main menu on the left lists Overview, Administration, Credit Services, Reports, Account Management, and Payments & Transfers. The 'Account Management' section is active, showing a sidebar with Balances, Account Ledger, Loan Balances, Financial Overview, Stop Payments, and Stop a Payment. The main content area displays the 'Loan Summary' for 'Big Widget Corporation - 0901234567'. It includes a table with columns for Currency, Current Balance, Interest Rate, and Maturity. Below this, the 'Amounts Due' section shows the 'Payment Due Date' (08/05/15) and 'Total Payment Due' (\$2,898.00). A 'Details' link is available. The 'Transaction History' section is expanded, showing a table with columns for Posted Date, Effective Date, Type, Customer Ref #, Debits, and Credits. The table lists several transactions, including Fee Payment, Advance, Interest Payment, and Principal Payment. Callouts 4 through 9 highlight specific features: 4 points to the 'Amounts Due' section, 5 points to the 'Details' link, 6 points to the 'Transaction History' section, 7 points to the 'Type' column in the transaction history table, 8 points to the 'Show' dropdown menu, and 9 points to the 'Print' button.



## Account Management Reports

You can access **Account Management Reports** by clicking the **Reports** tab.

Account Management Reports provide loan account summary and detail information. You can generate standard account management reports based on predetermined criteria. If you choose to save a standard report once it is generated, it becomes a custom report you can edit.

## Report Options

Account Management Reporting allows users to create the following types of reports based on individual entitlements.

### Loan Transaction History Report

The Loan Transaction History report provides the ability to view and export previous day transaction history information in various formats. Choose from a selection of preset date ranges or select a specific date within the retention period. Choose to report on multiple transaction types or amount ranges. Access to closed loan transaction history information is provided as well as a choice of formatting preferences; include debit and credit counts and totals, separate debit and credit columns and remove page breaks between accounts. The report criteria can be saved for future use.

### Loan Balance Summary Report

The Loan Balance Summary report provides the ability to view and export previous day loan account availability and balance due information in various formats. Choose a specific date within the retention period. The reporting groups accounts by customer. Access to closed loan information is provided as well as a choice of formatting preferences; include summary totals by Customer, closed loan detail and remove page breaks between account groups

The report criteria can be saved for future use.

The screenshot displays the Fifth Third DIRECT web application. The top navigation bar includes links for Privacy & Security, Resource & Help Center, and Contact Us, along with a Notifications bell icon and a Log Off button. The main navigation menu has tabs for Overview, Administration, Credit Services, Reports (selected), Account Management, and Payments & Transfers. The Reports section is active, showing a list of report options under the heading 'Account Management Reports'. The reports listed are: Balance History Report, Balance Summary & Detail Report - Intraday, Balance Summary & Detail Report - Previous Day, Balance Summary Report - Intraday, Balance Summary Report - Previous Day, Loan Balance Summary Report, and Loan Transaction History Report. The Loan Transaction History Report is expanded, showing a description: 'The Loan Transaction History report provides the ability to view and export previous day transaction history information in various formats. Choose from a selection of preset date ranges or select a specific date within the retention period. Choose to report on multiple transaction types or amount ranges. Access to closed loan transaction history information is provided as well as a choice of formatting preferences; include debit and credit counts and totals, separate debit and credit columns and remove page breaks between accounts. The report criteria can be saved for future use.' A 'New Report' button is visible next to the description. Below the description, there are links for 'Transaction Detail Report - Intraday' and 'Transaction Detail Report - Previous Day'.



## Reporting Options

After selecting the Account Management report you would like to view:

1. Select **New Report**
2. Enter the specific criteria.
3. Select **Save Criteria** or **Generate** the report.
4. Once generated reports can be exported in the following formats:
  - CSV
  - Excel
  - PDF

A report can also be printed.

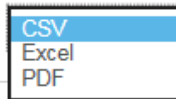
### ▼ Loan Balance Summary Report

The Loan Balance Summary report provides the ability to view and export previous day loan account availability and balance due information in various formats. Choose a specific date within the retention period. The reporting groups accounts by customer. Access to closed loan information is provided as well as a choice of formatting preferences; include summary totals by Customer, closed loan detail and remove page breaks between account groups. The report criteria can be saved for future use.

[New Report](#)

1

Export



4

Export

### Loan Transaction History Report

Wholesale Samples - Q74021

\* is a required field

\* Report Title:

\* To save the criteria of this report you must provide a unique report title.

Description:

\* Date:

\* Select a Date:

\* Select Accounts:

Transaction Codes:

Amount Range:  To

(Enter Amount format such as 100 or 100.00)

#### Formatting Preferences

- ☐ Include Debit and Credit Counts and Totals
- ☐ Separate Debit and Credit Columns
- ☐ Remove Page Breaks Between Customer Accounts

Large reports may take several minutes to generate.

3

## Sample Loan Transaction History Report

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Loan Transaction History Report  
Mobile Demo

Selected Criteria:

Date: 01/11/2016 to 01/12/2016  
Customer(s): Big Widget Corporation, Little Widget South  
Account(s): 0000029012, 0002339001, 0002339012, 0002339022, 0002340001, 0002340022, 0002354001, 0004132001, 0000029012  
Include Debit and Credit Accounts and Totals: No  
Remove Page Break Between Customer Accounts: Yes  
Separate Debit and Credit Columns: Yes

Big Widget Corporation - 0901234567

Marksbury Construction - 00023390022 - Loan

| Posted Date | Effective Date | Transaction Type                | Currency | Customer Ref. # | Debit Amount   | Credit Amount |
|-------------|----------------|---------------------------------|----------|-----------------|----------------|---------------|
| 01/12/2016  | 01/12/2016     | Flat/Fixed Fee Payment          | USD      |                 |                | \$15,501.15   |
| 01/12/2016  | 01/11/2016     | Flat/Fixed Fee Payment Reversal | USD      |                 | \$15,501.15    |               |
| 01/12/2016  | 01/12/2016     | Principal Payment               | USD      |                 |                | \$81,000.00   |
| 01/12/2016  | 01/11/2016     | Principal Payment Reversal      | USD      |                 | \$71,818.00    |               |
| 01/12/2016  | 01/12/2016     | Advance                         | USD      | 060962747280    | \$1,250,000.00 |               |
| 01/12/2016  | 01/12/2016     | Interest Payment                | USD      |                 |                | \$54,890.00   |

Total Amounts in (USD): Debit Amount: \$1,337,319.15 Credit Amount: \$151,391.15  
Total Transactions (Counts): Debits: 3 Credits: 3

Little Widget South - 0927654321

Innovate Global - 00021230012 - Loan

| Posted Date | Effective Date | Transaction Type                | Currency | Customer Ref. # | Debit Amount | Credit Amount |
|-------------|----------------|---------------------------------|----------|-----------------|--------------|---------------|
| 01/12/2016  | 01/12/2016     | Flat/Fixed Fee Payment          | EUR      |                 |              | EUR25,440.00  |
| 01/12/2016  | 01/12/2016     | Flat/Fixed Fee Payment Reversal | EUR      |                 | EUR25,440.00 |               |

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