



# Approving ACH and Wire Transactions

Click an account tile to view details and transaction history. ✕

- Home
- <sup>96</sup> Message Center
- Transactions ^
- Online Activity
- Statements
- Cash Management ∨
- Transfers ∨
- Locations
- Reports ∨
- Account Services ∨
- Help
- Settings ∨
- Log Off

## Home 🖨️

Transfer Money Now ➤

### ACCOUNTS ✎ ∧

Current: \$1,347,088.99 ?

<p>JCDC **8655 <span>⋮</span></p> <p>Available Balance <b>\$4,931.00</b></p> <p>Current Balance \$4,931.00</p>	<p>ATM SURCHARGE EXPENSE **8898 <span>⋮</span></p> <p>Available Balance <b>\$10,193.05</b></p> <p>Current Balance \$10,193.05</p>
<p>COMMERCIAL CHECKING **7245 <span>⋮</span></p> <p>Available Balance <b>\$3,686.71</b></p> <p>Current Balance \$3,686.71</p>	<p>COMMERCIAL HYBRID **7311 <span>⋮</span></p> <p>Available Balance <b>\$16,007.39</b></p> <p>Current Balance \$16,007.39</p>
<p>MUNICIPAL COMMERC CKG **5122 <span>⋮</span></p> <p>Available Balance <b>\$4,372.42</b></p> <p>Current Balance \$4,372.42</p>	<p>MUNICIPAL HYBRID **7152 <span>⋮</span></p> <p>Available Balance <b>\$5,297.31</b></p> <p>Current Balance \$5,297.31</p>
<p>NON-PR COMMERC CKG **5537 <span>⋮</span></p> <p>Available Balance <b>\$4,864.35</b></p> <p>Current Balance \$4,864.35</p>	<p>INSTITUTIONAL MMKT **6030 <span>⋮</span></p> <p>Available Balance <b>\$9,596.43</b></p> <p>Current Balance \$9,596.43</p>
<p>OFFICIAL CHECKS **4572 <span>⋮</span></p> <p>Available Balance <b>\$10,007.90</b></p> <p>Current Balance \$10,007.90</p>	<p>NON PR COM CKG W/INT **1995 <span>⋮</span></p> <p>Available Balance <b>\$4,836.45</b></p> <p>Current Balance \$4,836.45</p>
<p>WHOLESALE MMKT (FINA... **6454 <span>⋮</span></p> <p>Available Balance <b>\$5,003.29</b></p> <p>Current Balance \$5,003.29</p>	<p>FIXED COMMERCIAL 300200 <span>⋮</span></p> <p>Current Balance \$750,000.00</p>
<p>RLC VARIABLE 200200 <span>⋮</span></p> <p>Current Balance \$500,000.00</p>	<p>ESCROW BUSINESS MMKT **6356 <span>⋮</span></p> <p>Available Balance <b>\$4,506.30</b></p> <p>Current Balance \$4,506.30</p>

To approve ACH or Wire Transactions, select **Online Activity** under the **Transactions** Menu.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ✕

- Home
- Message Center <sup>96</sup>
- Transactions ^
- Online Activity**
- Statements
- Cash Management ∨
- Transfers ∨
- Locations
- Reports ∨
- Account Services ∨
- Help
- Settings ∨
- Log Off

## Online Activity

Single Transactions   Recurring Transactions

Search transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	
9/5/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11913	COMMERCIAL CHECKING ****7245	\$30	Actions
9/5/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 11912	OFFICIAL CHECKS ***		
9/5/2020	Cancelled	N/A	Domestic Wire - Tracking ID: 11911	COMMERCIAL CHECKING ****7245		
9/5/2020	Drafted	0 of 1	ACH Pass Thru - Tracking ID: 11910			
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11909			
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11908			
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11907			
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11906		\$8,000.00	
9/4/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11904	COMMERCIAL CHECKING ****7245	\$10.00	
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11903	COMMERCIAL HYBRID ****7311	\$0.00	
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11902	COMMERCIAL HYBRID ****7311	\$0.00	

Online Activity tracks all transactions that happen online.

You will initially be taken to the **Single Transactions** Page; if you need to approve a recurring transaction, select **Recurring Transactions** at the top of the page.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ✕

- Home
- Message Center <sup>96</sup>
- Transactions ^
- Online Activity**
- Statements
- Cash Management ∨
- Transfers ∨
- Locations
- Reports ∨
- Account Services ∨
- Help
- Settings ∨
- Log Off

## Online Activity

Single Transactions Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount
9/5/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11913	COMMERCIAL CHECKING ****7245	\$30
9/5/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 11912	OFFICIAL CHECKS ****4572	
9/5/2020	Cancelled	N/A	Domestic Wire - Tracking ID: 11911	COMMERCIAL CHECKING ****7245	
9/5/2020	Drafted	0 of 1	ACH Pass Thru - Tracking ID: 11910		
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11909		
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11908		
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11907		
9/5/2020	Cancelled	N/A	ACH Pass Thru - Tracking ID: 11906		
9/4/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11904	COMMERCIAL CHECKING ****7245	
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11903	COMMERCIAL HYBRID ****7311	
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11902	COMMERCIAL HYBRID ****7311	

**Actions**

- Toggle Details
- Approve
- Cancel
- Inquire
- Copy
- Print Details

Use the **kabob** menu on the transaction tile to **Approve** the transaction, along with other options. You can **click** the transaction tile to view details of the transaction.

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ✕

- Home
- Message Center <sup>96</sup>
- Transactions ^
- Online Activity**
- Statements
- Cash Management v
- Transfers v
- Locations
- Reports v
- Account Services v
- H ?
- S ⚙
- L ↗

## Online Activity

Single Transactions    Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	Actions
9/5/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11913	COMMERCIAL CHECKING ****7245		⋮
9/5/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 11912	OFFICIAL CHECKS ****4572		⋮
9/5/2020	Cancelled	N/A	Domestic Wire - Tracking ID: 11911	COMMERCIAL CHECKING ****7245		⋮
			CH Pass Thru - Tracking ID: 11910		\$8,000.00 <input checked="" type="checkbox"/>	⋮
			CH Pass Thru - Tracking ID: 11909		\$8,000.00 <input type="checkbox"/>	⋮
			CH Pass Thru - Tracking ID: 11908		\$8,000.00 <input type="checkbox"/>	⋮
			CH Pass Thru - Tracking ID: 11907		\$8,000.00 <input type="checkbox"/>	⋮
			CH Pass Thru - Tracking ID: 11906		\$8,000.00 <input type="checkbox"/>	⋮
9/4/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 11904	COMMERCIAL CHECKING ****7245	\$10.00 <input type="checkbox"/>	⋮
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11903	COMMERCIAL HYBRID ****7311	\$0.00 <input type="checkbox"/>	⋮
9/4/2020	Processed	1 of 1	Stop Payment - Tracking ID: 11902	COMMERCIAL HYBRID ****7311	\$0.00 <input type="checkbox"/>	⋮

Actions

- Approve Selected
- Cancel Selected
- Print Selected Details

If you have multiple transactions to approve at once, use the **check boxes** to mark those transactions. Then, use the **kabob menu** at the top of the page to **Approve** or **Cancel** those transactions.

All activity performed via Online Banking will be displayed here.

- Home
- Message Center <sup>96</sup>
- Transactions
- Online Activity**
- Statements
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

## Online

### Single Tr

Search

Created

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/4/2020

9/4/2020

9/4/2020

#11913 (\$30.00)  
#11910 (\$8,000.00)  
Credit: \$0.00 | Debit: (\$8,030.00)

No

Confirm

Cancelled N/A Domestic Wire - Tracking ID: 11911

9/5/2020 Drafted 0 of 1 ACH Pass Thru - Tracking ID: 11910

9/5/2020 Cancelled N/A ACH Pass Thru - Tracking ID: 11909

9/5/2020 Cancelled N/A ACH Pass Thru - Tracking ID: 11908

9/5/2020 Cancelled N/A ACH Pass Thru - Tracking ID: 11907

9/5/2020 Cancelled N/A ACH Pass Thru - Tracking ID: 11906

9/4/2020 Drafted 0 of 1 ACH Batch - Tracking ID: 11904

9/4/2020 Processed 1 of 1 Stop Payment - Tracking ID: 11903

9/4/2020 Processed 1 of 1 Stop Payment - Tracking ID: 11902

COMMERCIAL CHECKING  
\*\*\*\*7245

COMMERCIAL CHECKING  
\*\*\*\*7245

COMMERCIAL HYBRID  
\*\*\*\*7311

COMMERCIAL HYBRID  
\*\*\*\*7311



Amount

CHECKING

\$30.00

\*\*\*\*4572

\$5.00

You will be asked to confirm if you want to **Approve** the transaction(s). Click **Confirm** to continue with the approval process.

All activity performed via Online Banking will be dis

- Home
- Message Center <sup>96</sup>
- Transactions
- Online Activity**
- Statements
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

## Online

### Single Tr

Search

Created

9/5/202

9/5/202

9/5/202

9/5/202

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/4/2020

9/4/2020

9/4/2020

**Secure Access Code Required**

A secure access code is required to authorize this transaction. Please select your delivery method to receive your secure access code:

Call me : (XXX) XXX-6373

Text me : (XXX) XXX-6373

Call me : (XXX) XXX-2655

Cancel

For security purposes, in order to approve a Wire or ACH transaction, you must **complete a Secure Access Code** via phone call or SMS text message. **Select your preferred contact method.**

All activity performed via Online Banking will be displayed here.

- Home
- Message Center <sup>96</sup>
- Transactions
- Online Activity**
- Statements
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

## Online

### Single Tr

Search

Created

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/5/2020

9/4/2020

9/4/2020

9/4/2020

Enter code

Back

Verify

## Enter your Secure Access Code

Enter the code that has been sent via text to (XXX) XXX-6373.

**Enter the Secure Access Code** you receive via phone call or SMS text message. Click **Verify**.

All activity performed via Online Banking will be displayed here.

Home

Message Center

Transactions

**Online Activity**

Statements

Cash Management

Transfers

Locations

Reports

Account Services

Help

Settings

Log Off

Online

Single Tr

Search

Created

9/5/202

**Created:** 09/05/2020 1:12 PM **Total Payments:** 2  
**Created By:** Kyle Kasbohm **Company Entry Description:** ACH P  
**Authorized:** 09/05/2020 1:30 PM **From Account:** COMM  
**Authorized By:** Kyle Kasbohm **SEC Code:** PPD  
**Will process On:** 09/23/2020 **ACH Header:** McQue  
**Effective:** 09/25/2020

**RECIPIENTS:** < 1 of 2 >

**Name:** Steve Rogers  
**ACH Name:** Steven Rogers  
**Amount:** \$10.00  
**Account Number:** XXXXX6789  
**Account Type:** Checking  
**Routing Number:** XXXXX1852  
**Email Address:** Cap@Shield.com



## Approvals Successful

Transactions successfully approved.

#11913 (\$30.00) Approved

#11910 (\$8,000.00) Approved

Close

You will receive a successful approval notice to confirm the transaction.

Create and manage alerts for your accounts. Enable/disable security alerts for account activity and edit delivery preferences for receiving alerts. Alerts are not in real time, there may be a delay between when transactions occur and when you receive an alert. ×

- Home
- Message Center
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Home Page Preferences
- Account Preferences
- Security Preferences
- Alerts**
- Address Change
- User Roles
- Company Policy
- Users
- Accessibility
- Log Off

## Alerts

+ New Alert

- Account Alert
- History Alert
- Online Transaction Alert**
- Reminder

### ACCOUNT ALERTS (1)

When my Current Balance is less than \$5,000.00, send me an SMS text message (2625555555)  
*COMMERCIAL CHECKING - \*\*\*\*7245*  
Edit

### SECURITY ALERTS (37)

- Edit Delivery Preferences
- Alert me when an address is changed.
- Alert me when an outgoing ACH transaction is created.
- Alert me when a recipient is added.
- Alert me when a wire transfer is created.
- Alert me when an international wire transfer is created.
- Alert me when an external transfer is authorized.
- Alert me when a computer/browser is successfully registered.

If you are entitled to Approve ACH and/or Wire transactions, we suggest you add an alert to let you know when a transaction has been drafted for approval.

Click **+New Alert** and select **Online Transaction Alert**.

- Home
- Message Center
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Home Page Preferences
- Account Preferences
- Security Preferences
- Alerts**
- Address Change
- User Roles
- Company Policy
- Users
- Accessibility
- Log Off

< Back to Alerts

## New Online Transaction Alert

Transaction

ACH Batch

ACH Collection

ACH Pass Thru

Change of Address

Check Reorder

Domestic Wire

EFTPS

Go back

Create Alert

From the **Transaction** drop down menu, **select** the Transaction type that you may need to approve.

If approve multiple transaction types, you will have to create an alert for each type.

- Home
- Message Center
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Home Page Preferences
- Account Preferences
- Security Preferences
- Alerts**
- Address Change
- User Roles
- Company Policy
- Users
- Accessibility
- Log Off

< Back to Alerts

## New Online Transaction Alert

Transaction

ACH Batch

Account

[Empty dropdown menu]

- JCDC \*\*\*\*8655 \$4,931.00
- ATM SURCHARGE EXPENSE \*\*\*\*8898 \$10,193.05
- COMMERCIAL CHECKING \*\*\*\*7245 \$3,471.79
- COMMERCIAL HYBRID \*\*\*\*7311 \$15,863.50
- MUNICIPAL COMMERCIAL CKG \*\*\*\*5122 \$4,137.44
- MUNICIPAL HYBRID \*\*\*\*7152 \$5,182.34
- NON-PR COMMERCIAL CKG \*\*\*\*5537 \$4,804.41

Go back

Create Alert

From the **Account** drop down menu, select the Account(s) that you may need to approve.

If approved for multiple accounts, you will need to add an alert for each account.

- Home
- Message Center
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Home Page Preferences
- Account Preferences
- Security Preferences
- Alerts**
- Address Change
- User Roles
- Company Policy
- Users
- Accessibility
- Log Off

< Back to Alerts

## New Online Transaction Alert

Transaction

ACH Batch

Account

COMMERCIAL CHECKING \*\*\*\*7245 \$3,471.79

Status

Authorized

Cancelled

Drafted

Failed

Processed

Go back

Create Alert

From the **Status** drop down menu, select **Drafted**.

- Home
- Message Center
- Transactions
- Cash Management
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Home Page Preferences
- Account Preferences
- Security Preferences
- Alerts**
- Address Change
- User Roles
- Company Policy
- Users
- Accessibility
- Log Off

< Back to Alerts

## New Online Transaction Alert

Transaction

ACH Batch

Account

COMMERCIAL CHECKING \*\*\*\*7245 \$3,471.79

Status

Drafted

Alert Delivery Method

Email

Voice

SMS Text Message

Secure Message Only

Email Address

email@email.com

Go back

Create Alert

Select your **Alert Delivery Method**.  
When completed, click **Create Alert**.

# Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
  - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

