

Approving ACH and Wire Transactions



On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

Click an account tile to view details and transaction history.

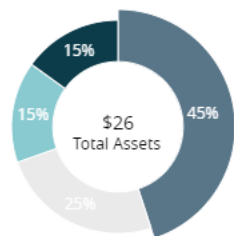
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To approve ACH or Wire Transactions, you can either use the **Approvals Widget** on the right side of the home screen or select **Online Activity Center** under the **Transactions** Menu.

This guide will start by using the Approvals Widget on the next page and then show the Online Activity Center starting at page 8

ASSET SUMMARY



COMMERCIAL CHECKING ****2630

Available Balance 44.99%
Current Balance \$11.72
View Transactions \$11.72

< Previous

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TRANSACTION APPROVALS

EFTPS (1808966) October 3, 2023 \$0.02	
ACH Collection (180... October 3, 2023 \$0.05	
ACH Batch (1808755) October 3, 2023 \$0.11	
ACH Pass Thru (180... October 3, 2023 \$1.00	
ACH Pass Thru (180... October 3, 2023 \$1.00	

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View approvals in Online Activity

Single Transactions Recurring Transactions

DepositPartner

Positive Pay

POSITIVE PAY

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

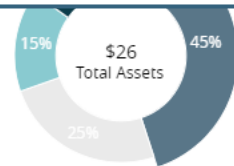
Click an account tile to view details and transaction history.

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The Transactions Approval Widget will show you any transactions that are waiting for approval. Find the transaction you need to approve and click the **kabob (three dots)** menu. From the kabob menu you can select to Approve the transaction immediately, View Details, or View in Online Activity Center.

We always suggest you View Details of the transaction before approving it. Click on **View Details**.



Available Balance
Current Balance
View Transactions

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TRANSACTION APPROVALS

EFTPS (1808966)
October 3, 2023
\$0.02

ACH Collection (180...
October 3, 2023
\$0.05

ACH P...
October 3, 2023
\$0.11
\$0.11
ACH P...
October 3, 2023
\$1.00
\$1.00
ACH P...
October 3, 2023
\$1.00
\$1.00

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View approvals in Online Activity

Single Transactions
Recurring Transactions

DepositPartner

Positive Pay

POSITIVE PAY

Transaction Details



Tracking ID:	1808755	Total Amount:	\$0.11
Created:	10/02/2023 8:51 AM	Total Payments:	2
Created By:	Sarah Plehn	Company Entry Description:	AchBatch
Process Date:	10/03/2023	From Account:	SM BUSINESS SOLUTION ****8091
Effective:	10/04/2023	SEC Code:	PPD
		ACH Header:	CM Test Rcvb

RECIPIENTS:

< 1 of 2 >

Name: Arae Test
ACH Name: Arae Test
ACH ID: 1235555555
Amount: \$0.08
Account Number: 2468
Account Type: Checking
Routing Number: 075911852

After clicking View Details, you will be shown the details of this transaction. Depending on the transaction type, the details screen may look different. When you are ready to approve the transaction after reviewing it, click **Approve**.

Close

Approve



Approve Transaction

Are you sure you want to approve this transaction?

Tracking ID #1808755

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Approve

You'll be asked to confirm you want to approve that transaction. Click **Approve** to continue.

On Monday, October 9th, no electronic transaction

Click an account tile to view details and transaction

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ACCO

Current

CO

Cur

Avai

Generating **5801

\$3.92
\$3.92

SM BUSINESS SOLUTION **8091

Available Balance \$4.00
Current Balance \$4.00

CHECKING **3666

\$0.00

Test **2687

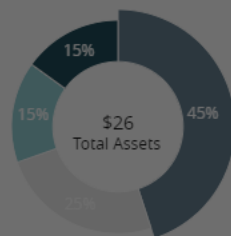
Available Balance \$6.41
Current Balance \$6.41

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ASSET SUMMARY

COMMERCIAL CHECKING
****2630Available Balance 44.99%
Current Balance \$11.72
View Transactions \$11.72

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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

Cancel

Next, you'll be required to complete a Secure Access Code. Select your preferred delivery method from the list provided.

Columbus Day.

\$11.72
\$11.72

TRANSACTION APPROVALS

EFTPS (1808966)
October 3, 2023
\$0.02ACH Collection (180...
October 3, 2023
\$0.05ACH Batch (1808755)
October 3, 2023
\$0.11ACH Pass Thru (180...
October 3, 2023
\$1.00ACH Pass Thru (180...
October 3, 2023
\$1.00

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View approvals in Online Activity

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Positive Pay

POSITIVE PAY

On Monday, October 9th, no electronic transaction

Click an account tile to view details and transaction

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Current Balance

BUS MMKT CHECKING **3666

Current Balance

ASSET SUMMARY

COMMERCIAL CHECKING

****2630

Available Balance

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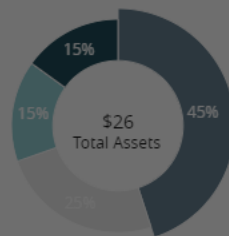
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Enter code

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Verify



COMMERCIAL CHECKING

****2630

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Columbus Day.

TRANSACTION APPROVALS

EFTPS (1808966)
October 3, 2023
\$0.02ACH Collection (180...
October 3, 2023
\$0.05

Enter the code on the next screen and click **Verify**. After clicking Verify, you will receive a confirmation that the Approval was successful.

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View approvals in Online Activity

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POSITIVE PAY

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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

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Online Activity ?

Single Transactions

Recurring Transactions



Search Transactions

Created date	Status	Approvals	Transaction Type	Account
10/3/2023 6:16 AM	Authorized	1 of 1	Funds Transfer Tracking ID: 1811174	Test ****2687
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630
10/2/2023 4:20 PM	Cancelled	N/A	Domestic Wire Tracking ID: 1810442	COMMERCIAL CHECKING ****2630
10/2/2023 4:00 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810390	COMMERCIAL CHECKING ****2630
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630
10/2/2023 3:00 PM	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630
10/2/2023 1:49 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022	
10/2/2023 1:46 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009	
10/2/2023 11:16 AM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630
10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630
10/2/2023			ACH Batch	COMMERCIAL CHECKING

Online Activity Center 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.

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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Single Transactions Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	
10/3/2023 6:16 AM	Authorized	1 of 1	Funds Transfer Tracking ID: 1811174	Test ****2687	\$0.01	<input type="checkbox"/>
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630	\$0.10	<input type="checkbox"/>
10/2/2023 4:20 PM	Cancelled	N/A	Domestic Wire Tracking ID: 1810442	COMMERCIAL CHECKING ****2630		
10/2/2023 4:00 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810390	COMMERCIAL CHECKING ****2630		
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630		
10/2/2023 3:00 PM	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630		
10/2/2023 1:49 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022			
10/2/2023 1:46 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009			
10/2/2023 11:16 AM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>
10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630	\$0.01	<input type="checkbox"/>
10/2/2023			ACH Batch	COMMERCIAL CHECKING		

Use the **kabob** menu on the transaction tile to **Approve** the transaction, along with other options. We recommend you click **Details** first to review the transaction before approving it.

Details
Approve
Cancel
Notify
Inquire
Copy
Print Details

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Transaction List			
Funds Transfer	10/3/2023		
Drafted Domestic Wire	\$0.10 10/2/2023		
Cancelled Domestic Wire	\$0.10 10/2/2023		
Drafted Domestic Wire	\$0.01 10/2/2023		
Drafted ACH Batch	\$1.00 10/2/2023		
Processed Stop Payment	\$0.00 10/2/2023		
Drafted ACH Pass Thru	\$1.00 10/2/2023		
Drafted ACH Pass Thru	\$1.00 10/2/2023		
Drafted Payroll	\$0.02 10/2/2023		
Drafted Domestic Wire	\$0.01 10/2/2023		
Drafted ACH Batch	\$0.01 10/2/2023		
Drafted International Wire	\$0.30 10/2/2023		
Drafted Domestic Wire	\$0.01 10/2/2023		
Drafted ACH Collection	\$0.04 10/2/2023		
Drafted ACH Collection	\$0.00 10/2/2023		

TRANSACTION DETAILS

DOMESTIC WIRE

Wire Name - Arae Test

Tracking ID: 1810455

PAYMENT DETAILS

Tracking ID
1810455Batch ID
54426Created By
O'mayraProcess Date
10/03/2023Originator Wire Header
Test Cash ManagementFrom Account
COMMERCIALTo Account
2468To Account
CheckingDescription
|||||

Approve

Cancel

Notify

Inquire

Copy

Print Details

RECIPIENT DETAILS

☒ Show masked details

Wire Name	Account	Type	Beneficiary FI ID	Amount
Arae Test	2468	Checking	071000013	\$0.10

Recipient Information

Wire Name	Address	City
Arae Test	555 Main St	RACINE
		State WI
		ZIP 53403

Beneficiary FI

Name	Address	City
JOHNSON BANK	555 Main St, Ste 100	Racine

When you click to view the details, the details will appear on the right side of the screen. Review the transaction details. When you are ready to approve, click the kabob menu and select to Approve the transaction.

All activity performed via Online Banking will be dis

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Authorized
Funds Transfer\$0.01
10/3/2023Drafted
Domestic Wire\$0.10
10/2/2023Cancelled
Domestic Wire\$0.10
10/2/2023Drafted
Domestic Wire\$0.01
10/2/2023Drafted
ACH Batch\$1.00
10/2/2023Processed
Stop Payment\$0.00
10/2/2023Drafted
ACH Pass Thru\$1.00
10/2/2023Drafted
ACH Pass Thru\$1.00
10/2/2023Drafted
Payroll\$0.02
10/2/2023Drafted
Domestic Wire\$0.01
10/2/2023

Approve Transaction

Are you sure you want to approve this transaction?

No

Confirm

Search Transactions

DOMESTIC WIRE

Wire Name - Arae Test

Tracking ID: 1810455

\$0.10

PAYMENT DETAILS

Tracking ID
1810455Batch ID
54426Created By
O'mayra MenendezProcess Date
10/03/2023Originator Wire Header
Test Cash ManagementFrom Acc
COMMERCTo Account
246866356To Account Type
CheckingDescription
|||||

RECIPIENT DETAILS

☒ Show masked details

Wire Name	Account	Type	Beneficiary FI ID	Amount
Arae Test	24686635684	Checking	071000013	\$0.10

You'll be asked to confirm you want to approve that transaction. Click **Confirm** to continue.

All activity performed via Online Banking will be dis

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Author

Funds T

Drafted

Domestic Wire

10/2/2023

Cancelled

Domestic Wire

10/2/2023

Drafted

Domestic Wire

10/2/2023

Drafted

ACH Batch

10/2/2023

Processed

Stop Payment

10/2/2023

Drafted

ACH Pass Thru

10/2/2023

Drafted

ACH Pass Thru

10/2/2023

Drafted

Payroll

10/2/2023

Drafted

Domestic Wire

10/2/2023

Call me: (XXX) XXX-6373

Cancel



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:

PAYMENT DETAILS

Tracking ID
1810455

Batch ID
54426

Created By
O'mayra Menendez

Process Date
10/03/2023

Originator Wire Header
Test Cash Management

From Acc
COMMERC

To Account
246866356

To Account Type
Checking

Description
|||||

RECIPIENT DETAILS

Show masked details

Wire Name	Account	Type	Beneficiary FI ID	Amount
Arae Test	24686635684	Checking	071000013	\$0.10

Next, you'll be required to complete a Secure Access Code. Select your preferred delivery method from the list provided.

All activity performed via Online Banking will be dis

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Author

Funds T

Drafted

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Cancelled

Domestic Wire

\$0.10

10/2/2023

Drafted

Domestic Wire

\$0.01

10/2/2023

Drafted

ACH Batch

\$1.00

10/2/2023

Processed

Stop Payment

\$0.00

10/2/2023

Drafted

ACH Pass Thru

\$1.00

10/2/2023

Drafted

ACH Pass Thru

\$1.00

10/2/2023

Drafted

Payroll

\$0.02

10/2/2023

Drafted

Domestic Wire

\$0.01

10/2/2023



Enter your Secure Access Code

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

Enter code

Back

Verify

Enter the code on the next screen and click **Verify**. After clicking Verify, you will receive a confirmation that the Approval was successful.

PAYMENT DETAILS

Tracking ID
1810455Batch ID
54426Created By
O'mayra MenendezProcess Date
10/03/2023Originator Wire Header
Test Cash ManagementFrom Acc
COMMERCTo Account
246866356To Account Type
CheckingDescription
|||||

RECIPIENT DETAILS

☒ Show masked details

Wire Name	Account	Type	Beneficiary FI ID	Amount
Arae Test	24686635684	Checking	071000013	\$0.10

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

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Created date Status Approvals Transaction Type Account

10/3/2023 6:16 AM	Authorized	1 of 1	Funds Transfer Tracking ID: 1811174	Test ****2687
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630
10/2/2023 4:20 PM	Cancelled	N/A	Domestic Wire Tracking ID: 1810442	COMMERCIAL CHECKING ****2630
			Domestic Wire Tracking ID: 1810390	COMMERCIAL CHECKING ****2630
			ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630
			Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630
			ACH Pass Thru Tracking ID: 1810022	
			ACH Pass Thru Tracking ID: 1810009	
			Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630
10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630
10/2/2023 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630

Amount

Actions

Print Selected Details
Approve Selected
Cancel Selected

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 selected transactions. Follow the onscreen prompts to complete the approval process.

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. X

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SECURITY ALERTS (39)

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.

Alert me when my password is changed.

Alert me when secure access code contact information is changed.

Alert me when my user ID is changed.

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.

Go to **Alert Preferences** in the **Settings** menu and click **+New Alert** and select **Online Transaction Alert**.

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New Online Transaction Alert

Transaction

ACH Batch

ACH Collection

ACH Pass Thru

Domestic Wire

EFTPS

Funds Transfer

International Wire

Payroll

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

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

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New Online Transaction Alert

Transaction

ACH Batch

Account

COMMERCIAL REVOLVING LINE OF CREDIT ****200201 \$4.32

COMMERCIAL CHECKING ****2630 \$11.72

COMMERCIAL CKG W/INT ****5801 \$3.92

SM BUSINESS SOLUTION ****8091 \$4.00

BUS MMKT CHECKING ****3666

Test ****2687 \$6.41

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Create Alert

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

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

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New Online Transaction Alert

Transaction

ACH Batch

Account

COMMERCIAL CHECKING ****2630 \$11.72

Status

Authorized

Cancelled

Drafted

Failed

Processed

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

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Transaction

ACH Batch

Account

COMMERCIAL CHECKING ****2630 \$11.72

Status

Drafted

Alert Delivery Method

Email

Voice

SMS Text Message

Secure Message Only

Email Address

email@email.com

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Create Alert

Select your **Alert Delivery Method**.

When completed, click **Create Alert**.

Thank You

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.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

