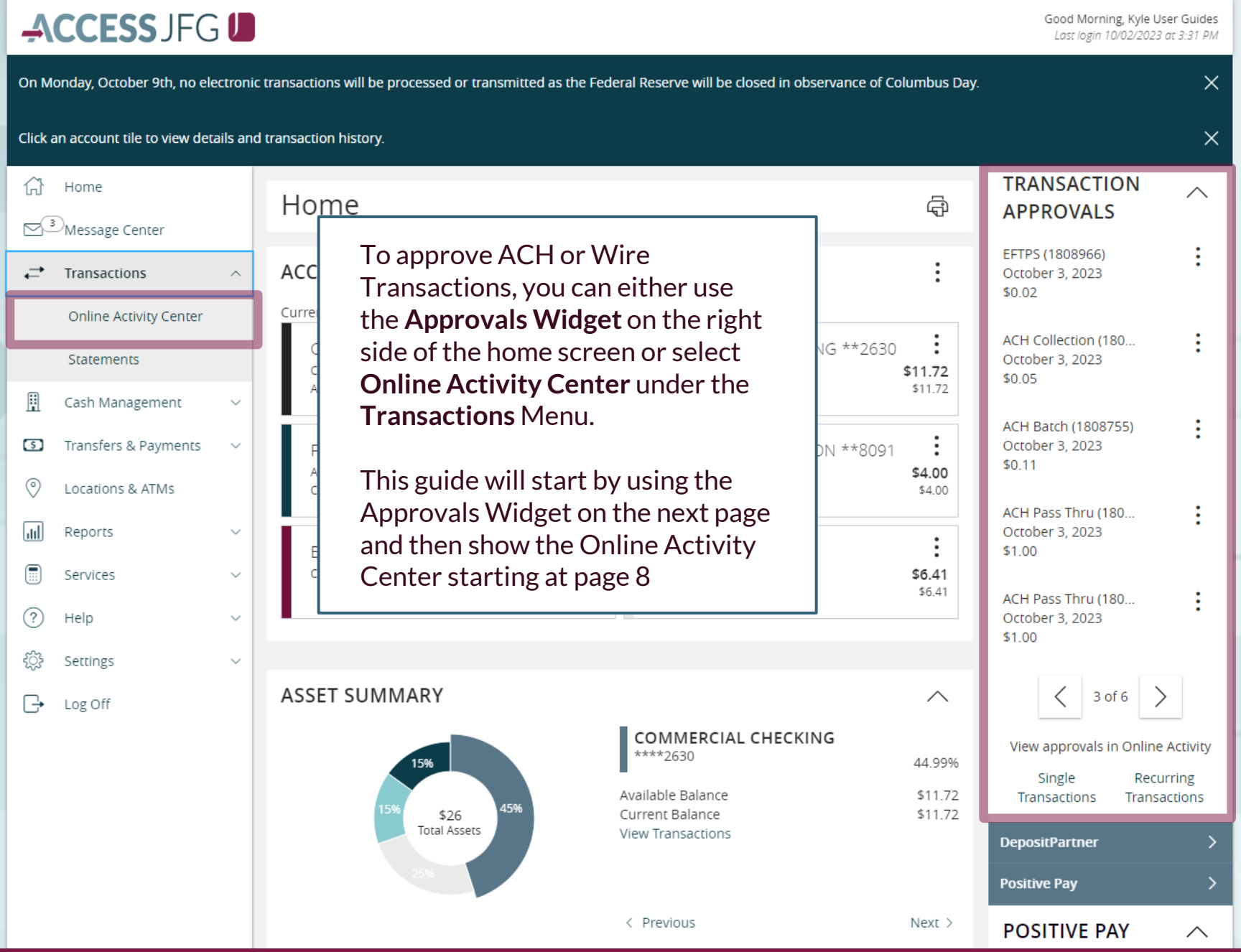
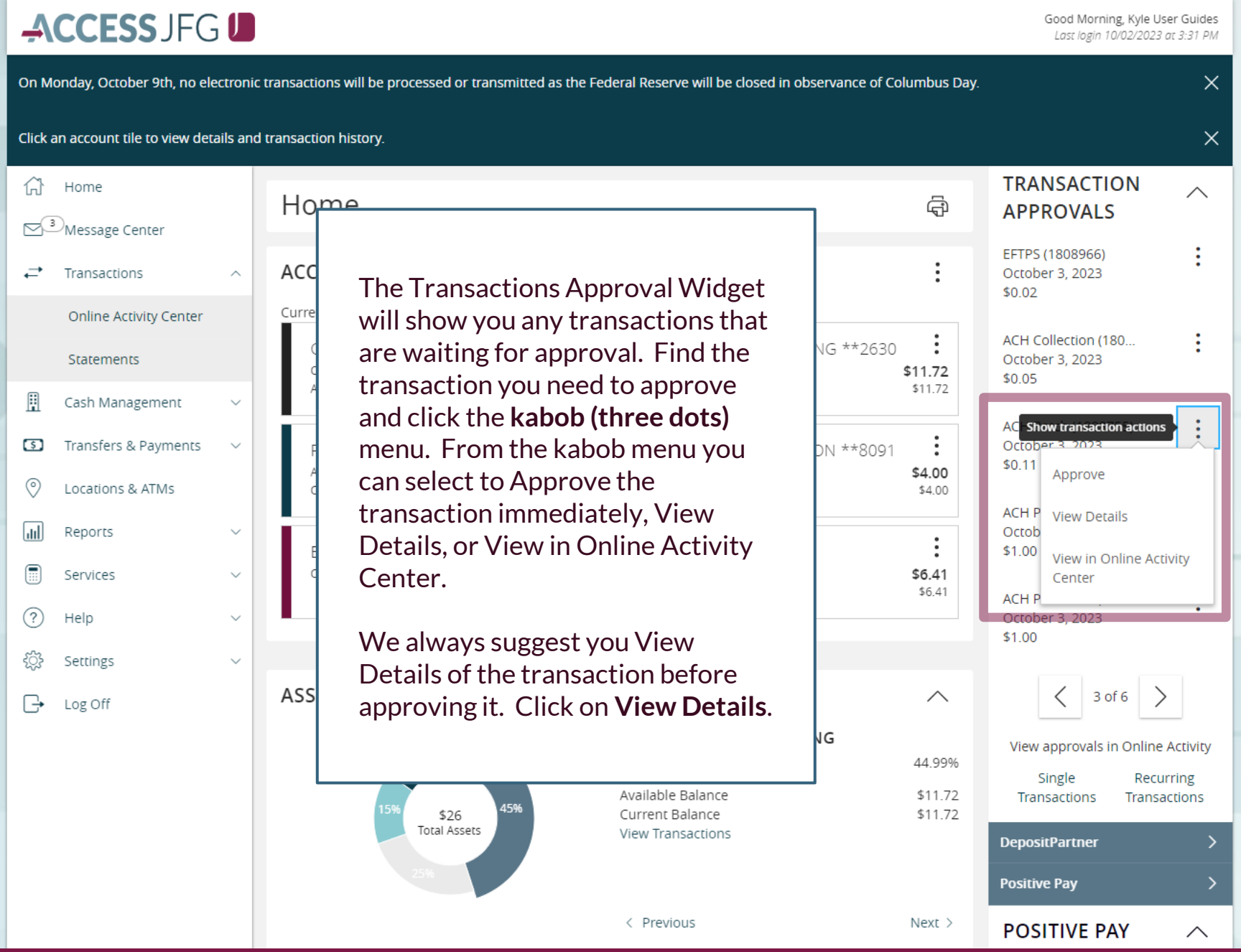
Approving ACH and Wire Transactions

JOHNSON FINANCIAL GROUP®


ACCESS JFG
Good Morning, Kyle User Guides
Last login 10/02/2023 at 3:31 PM
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.
Home
Message Center
Transactions
Online Activity Center
Statements
Cash Management
Transfers & Payments
Locations & ATMs
Reports
Services
Help
Settings
Log Off
Home
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
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
3 of 6
View approvals in Online Activity
Single Transactions
Recurring Transactions
DepositPartner
Positive Pay
POSITIVE PAY
ASSET SUMMARY
15%
15%
45%
25%
$26
Total Assets
COMMERCIAL CHECKING
****2630
44.99%
Available Balance $11.72
Current Balance $11.72
View Transactions
Previous
Next


ACCESS JFG
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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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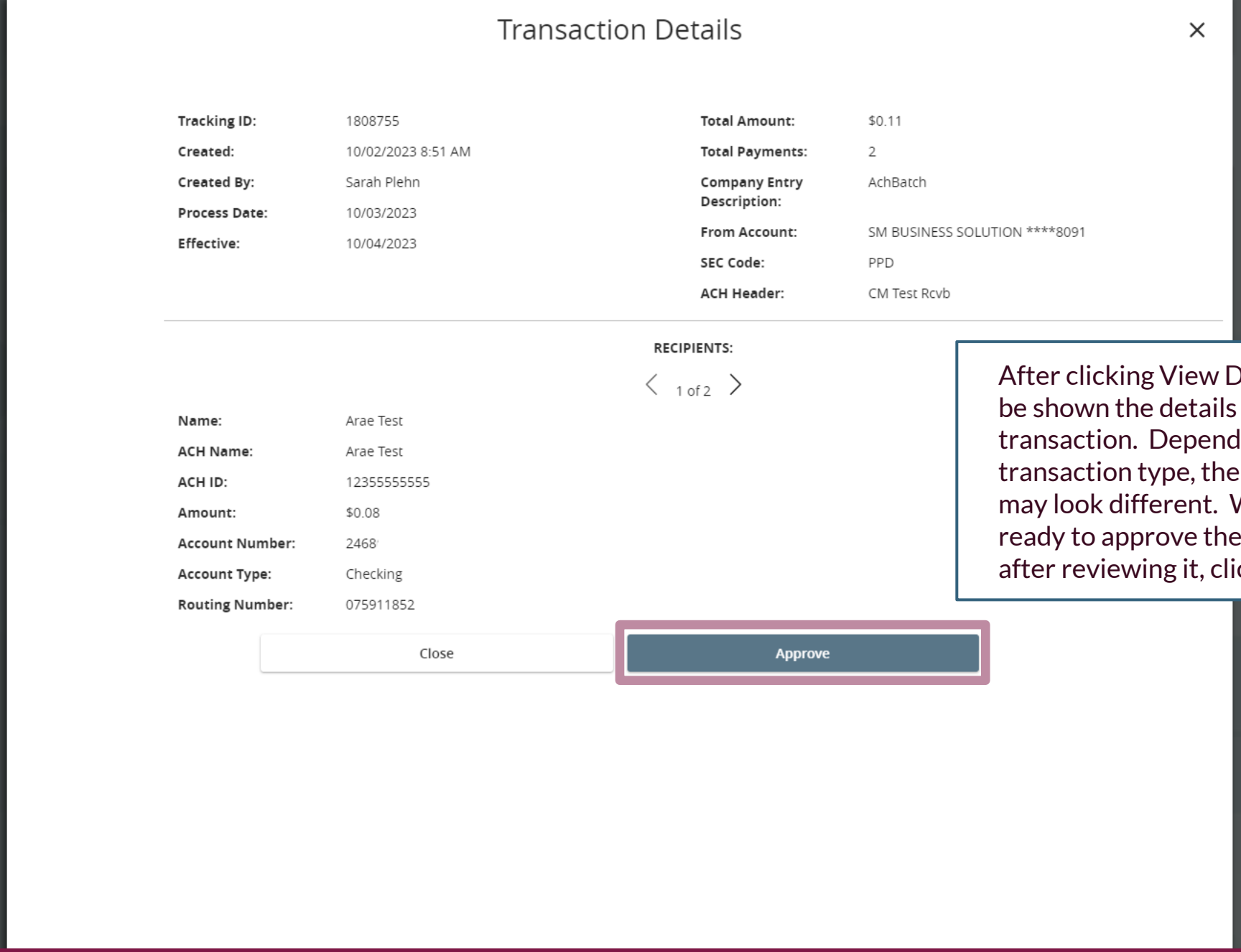
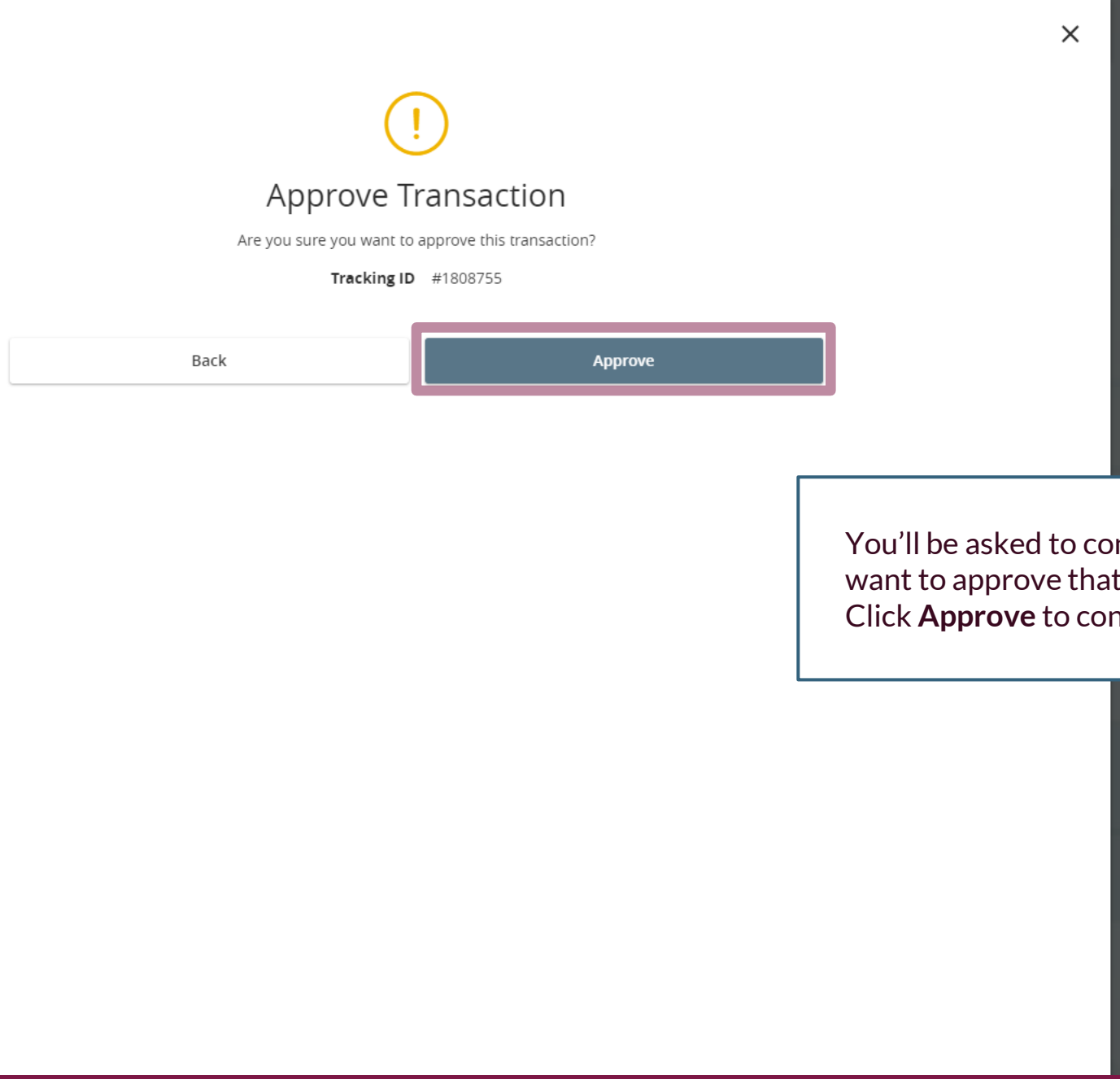
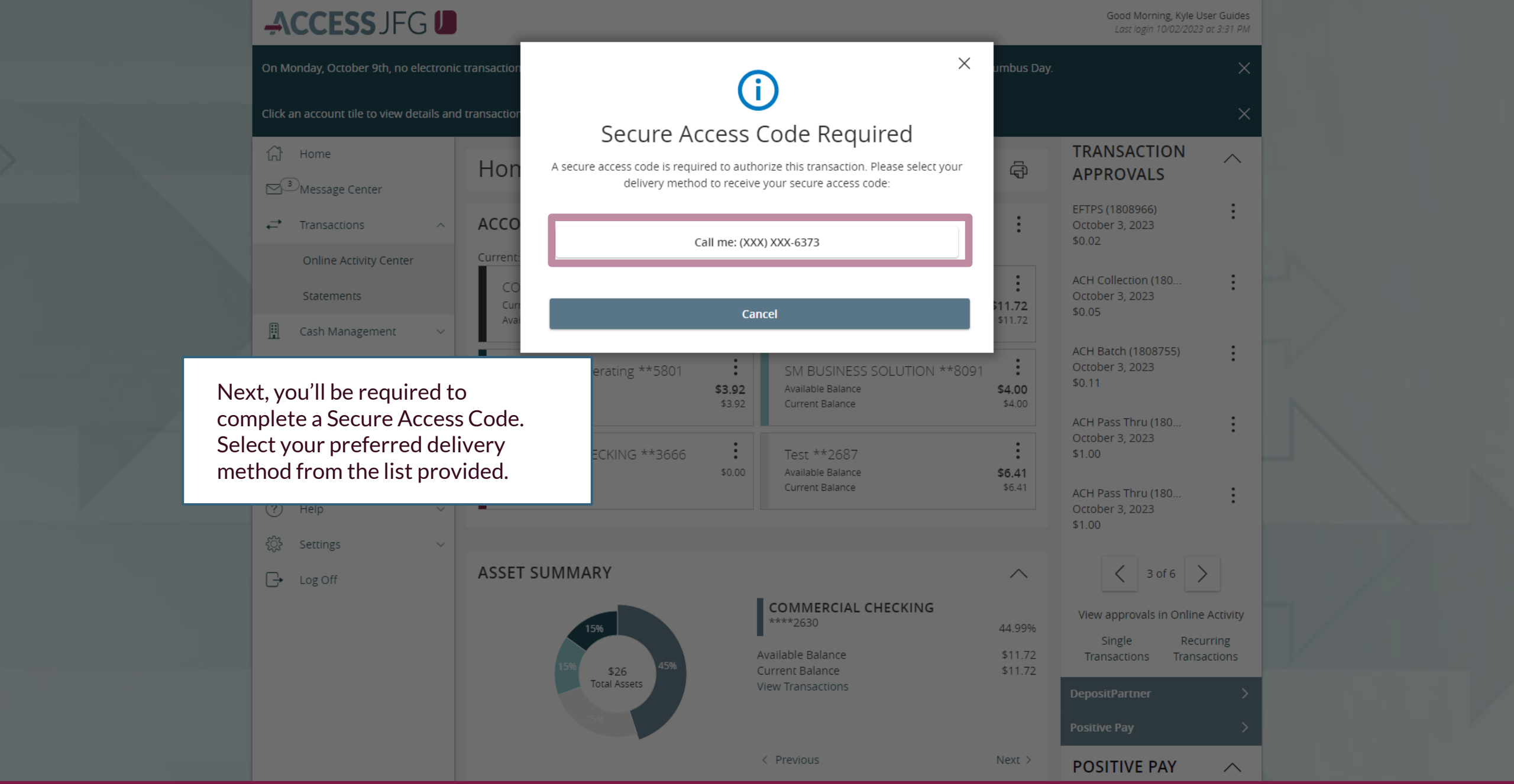
Log Off
Home
The Transactions Approval Widget will show you any transactions that are waiting for approval. Find the transaction you need to approve and click the kabob (three dots) menu. From the kabob menu you can select to Approve the transaction immediately, View Details, or View in Online Activity Center.
We always suggest you View Details of the transaction before approving it. Click on View Details.
$11.72
$11.72
$4.00
$4.00
$6.41
$6.41
15%
45%
25%
$26
Total Assets
44.99%
Available Balance
$11.72
Current Balance
$11.72
View Transactions
Previous
Next
TRANSACTION APPROVALS
EFTPS (1808966)
October 3, 2023
$0.02
ACH Collection (180...
October 3, 2023
$0.05
Show transaction actions
Approve
View Details
View in Online Activity Center
$1.00
October 3, 2023
$1.00
3 of 6
View approvals in Online Activity
Single Transactions
Recurring Transactions
DepositPartner
Positive Pay
POSITIVE PAY

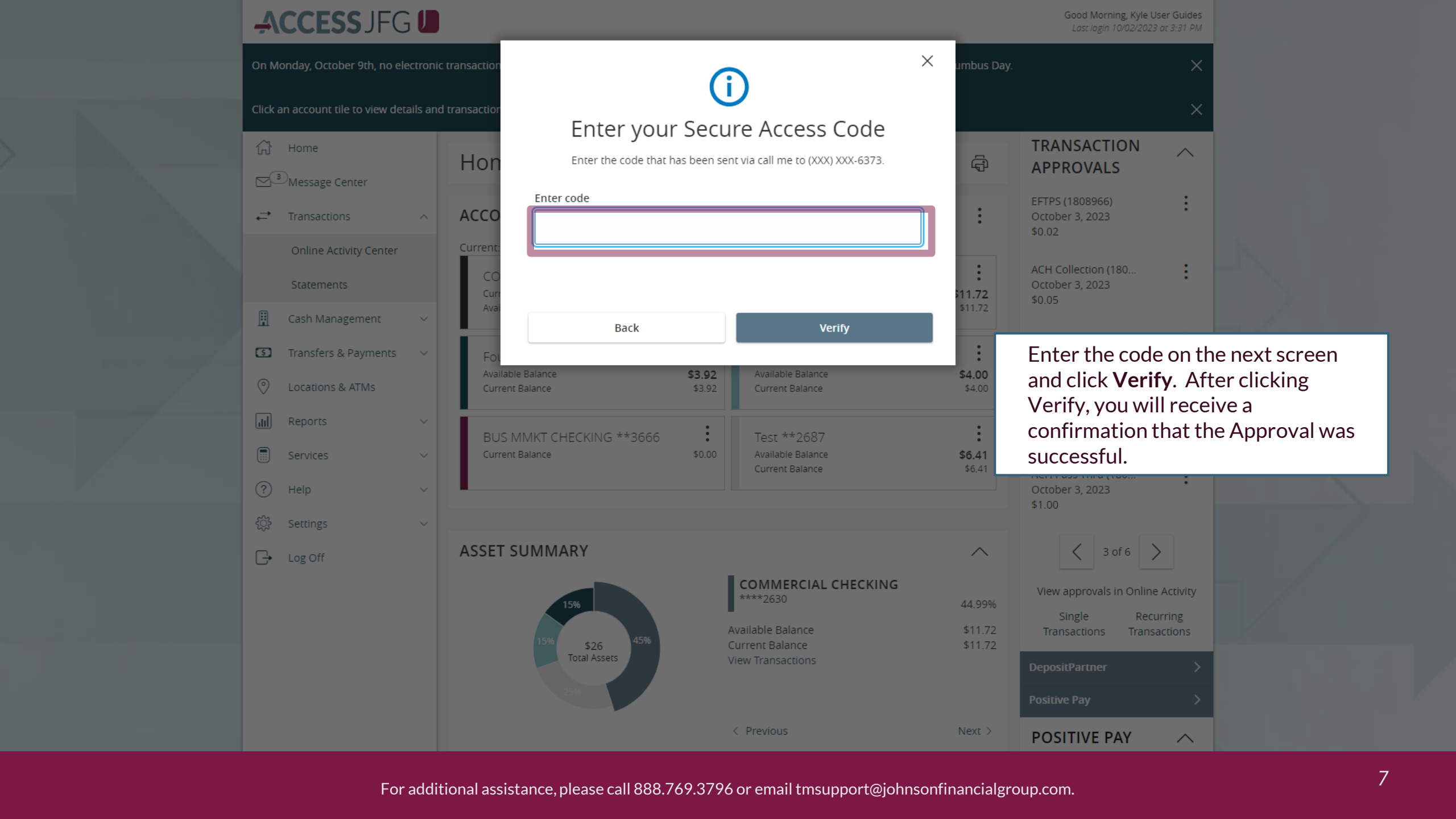


After clicking View Details, you will be shown the details of this transaction. Depending on the transaction type, the details screen may look different. When you are ready to approve the transaction after reviewing it, click **Approve**.

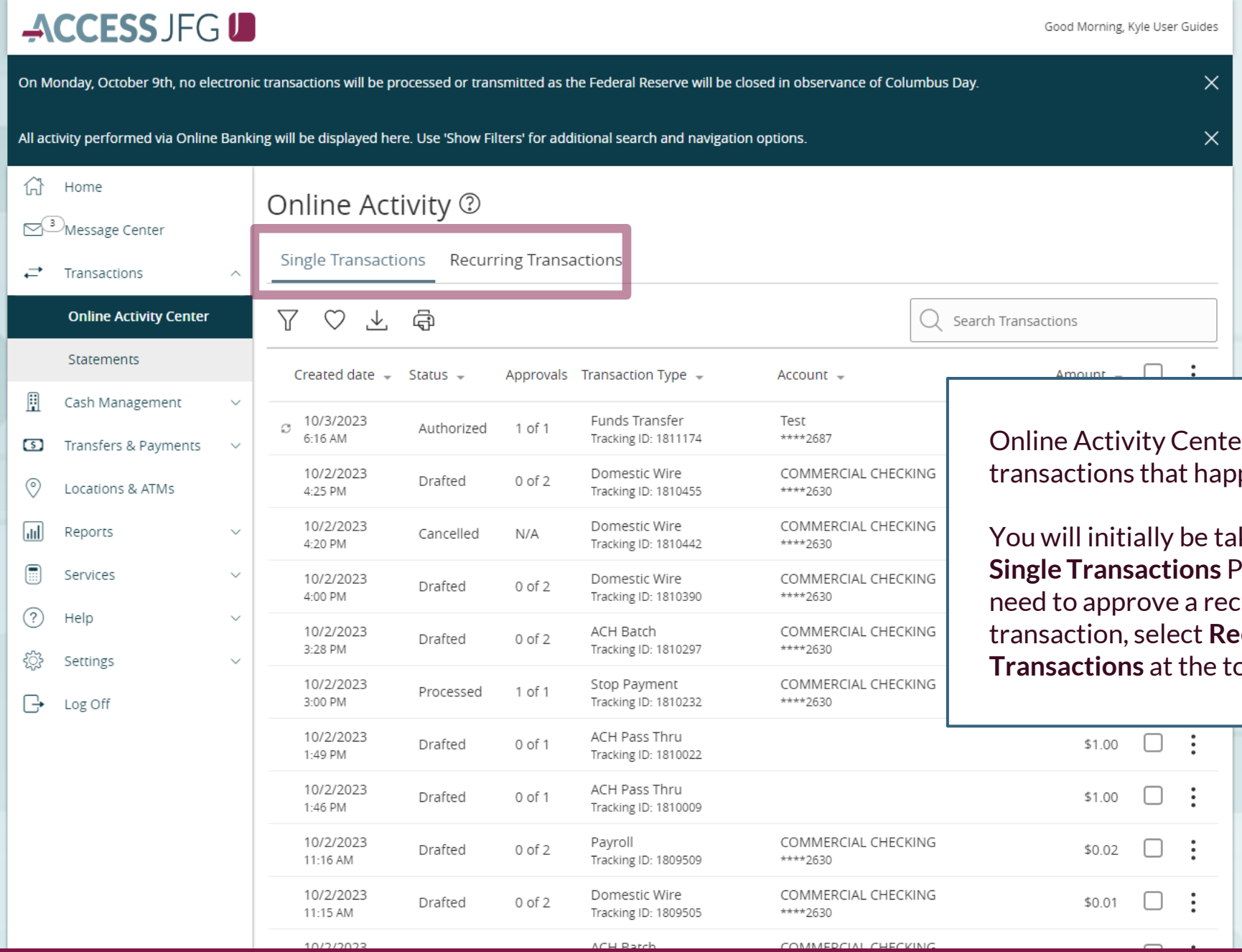


You'll be asked to confirm you want to approve that transaction. Click **Approve** to continue.


ACCESS JFG
Good Morning, Kyle User Guides
Last login 10/02/2023 at 3:31 PM
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.
TRANSACTION APPROVALS
ASSET SUMMARY
POSITIVE PAY

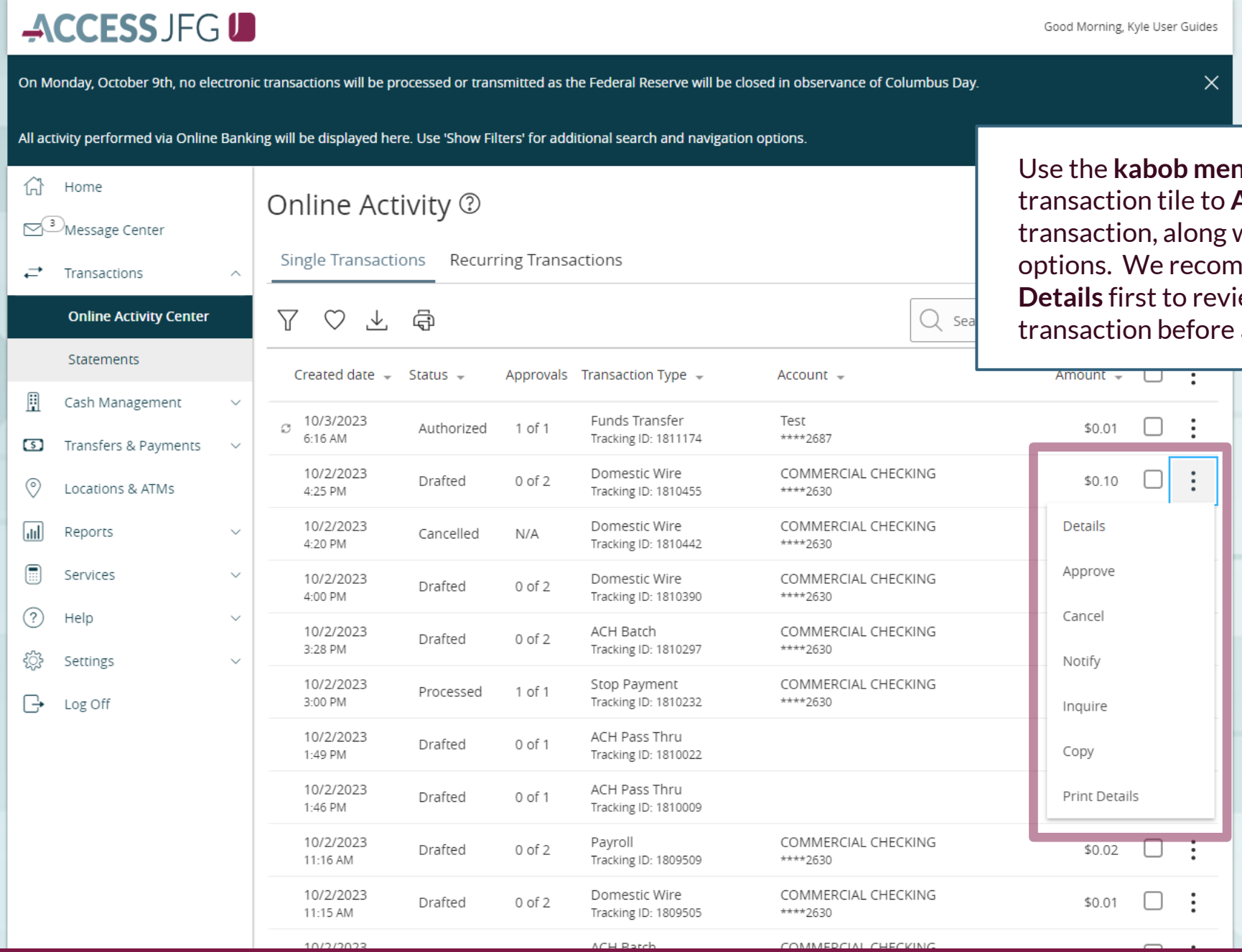


Enter the code on the next screen and click **Verify**. After clicking Verify, you will receive a confirmation that the Approval was successful.

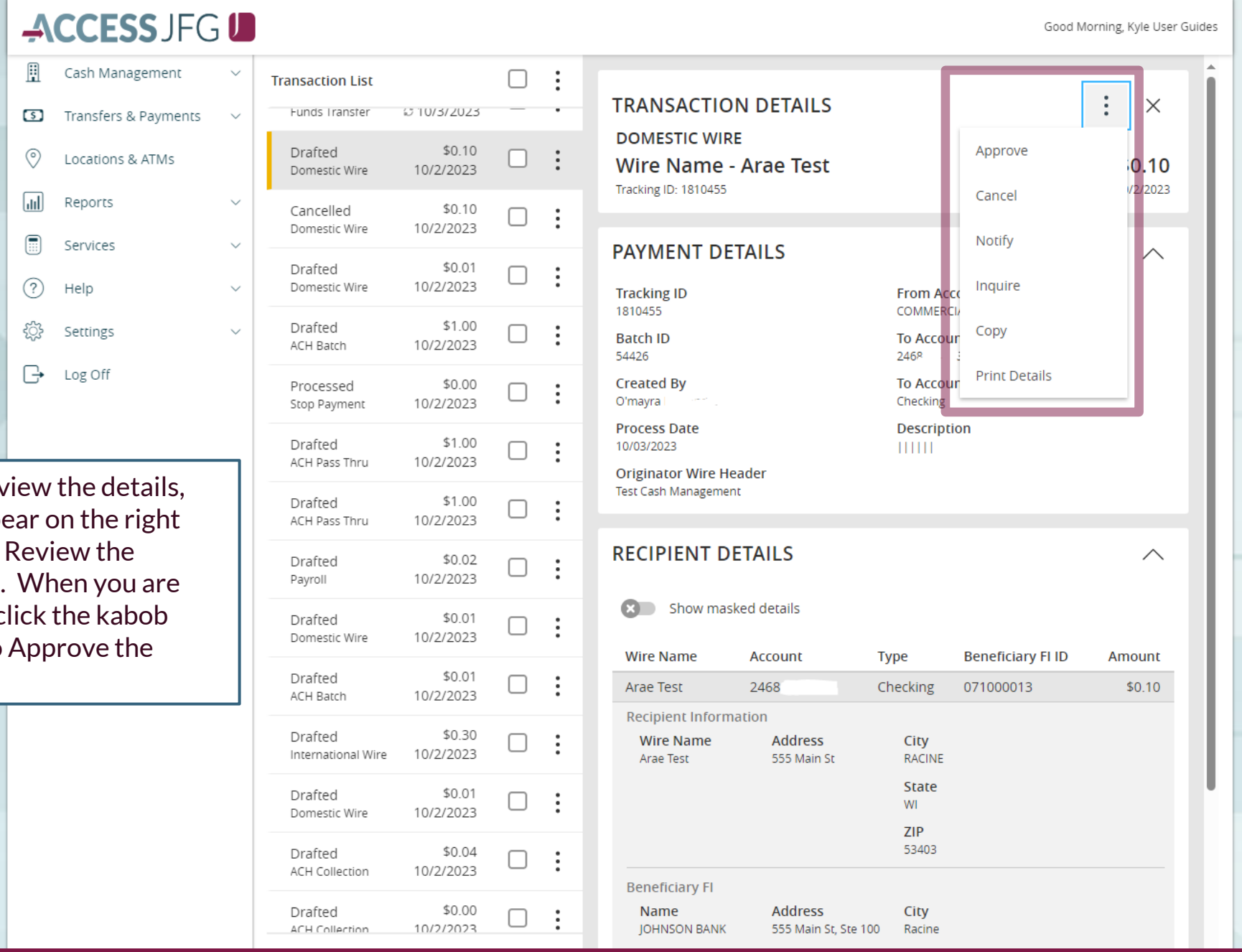


Online Activity Center tracks all transactions that happen online.

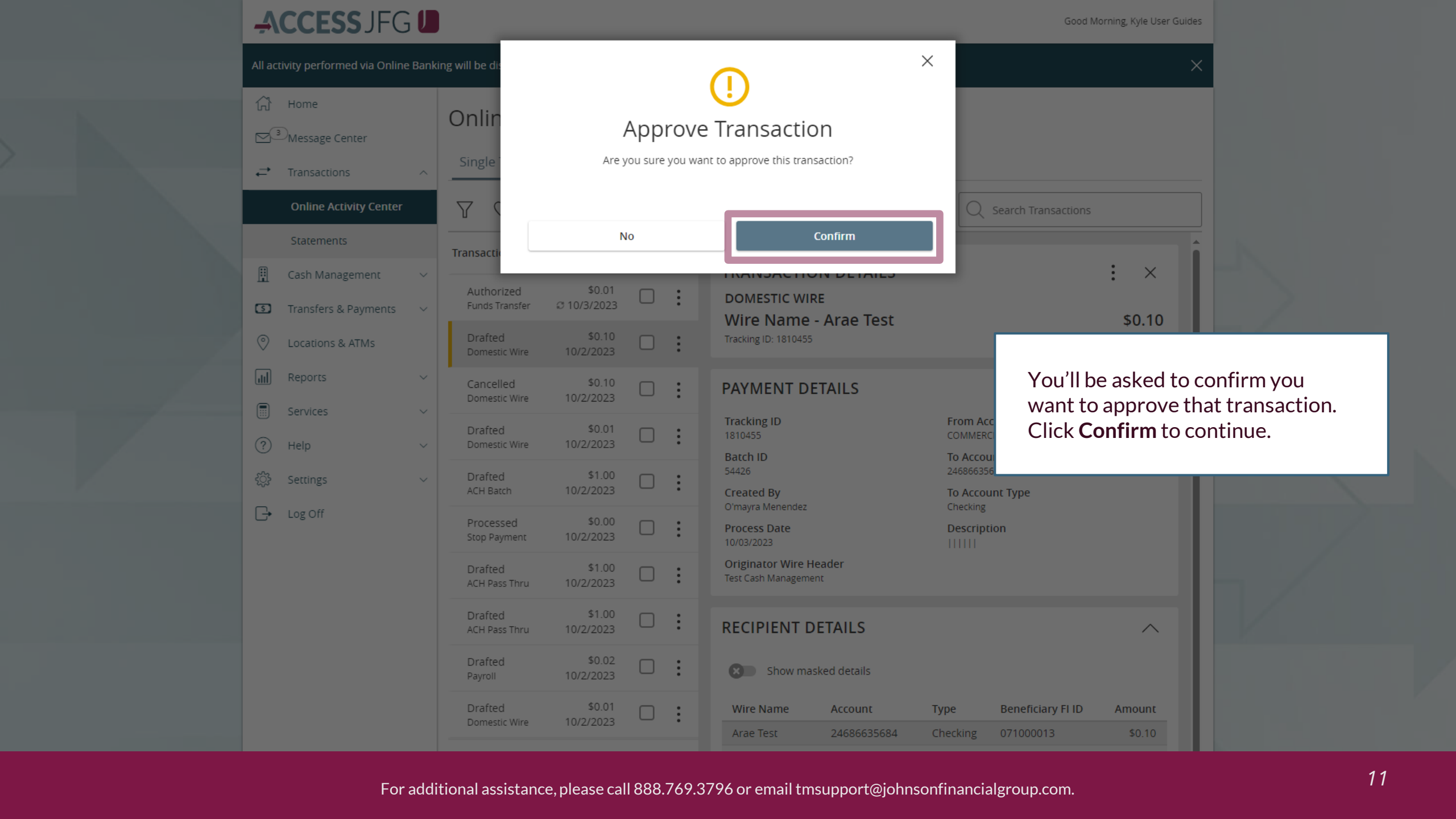
You will initially be taken to the **Single Transactions** Page; if you need to approve a recurring transaction, select **Recurring Transactions** at the top of the page.



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.



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.


ACCESS JFG
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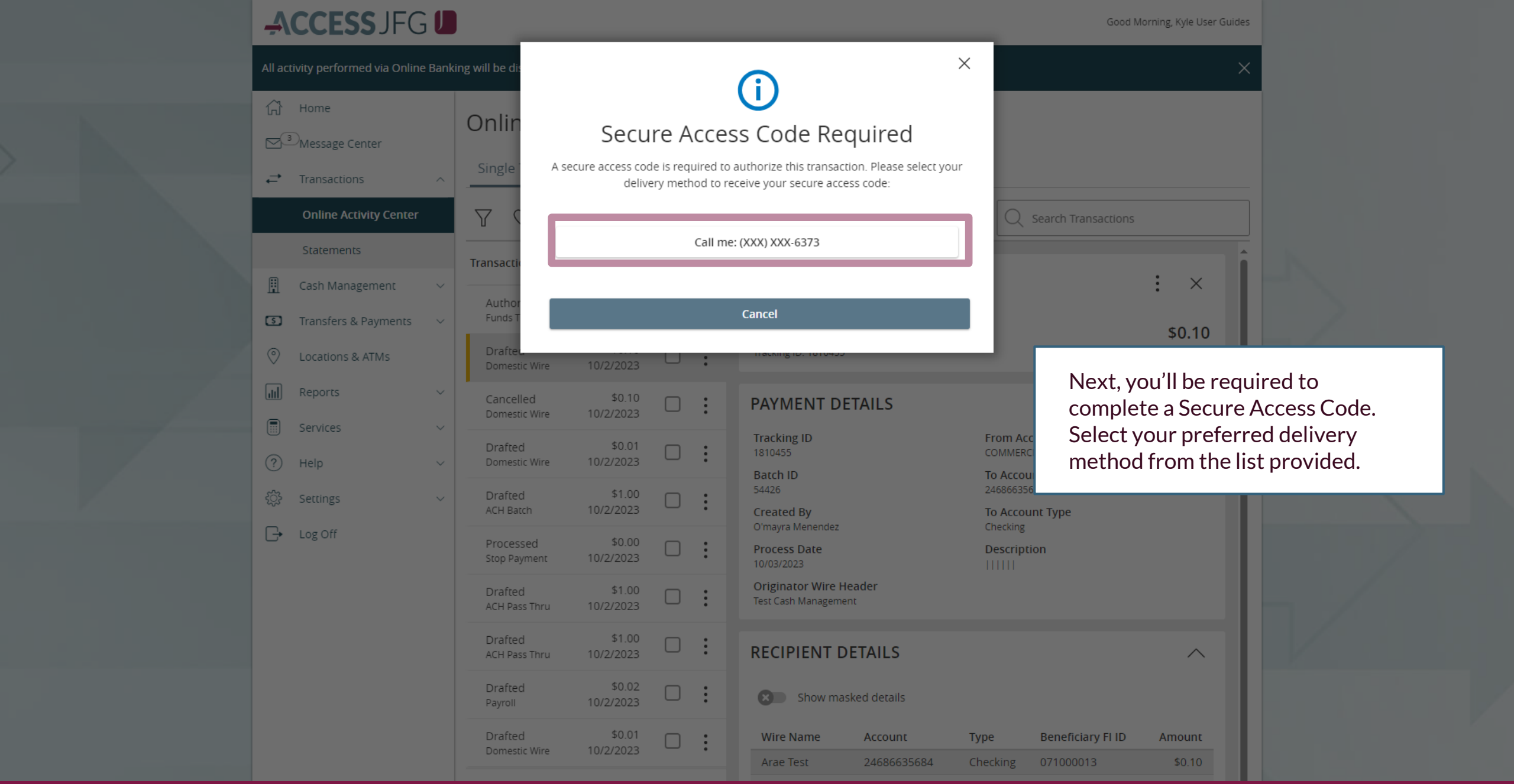
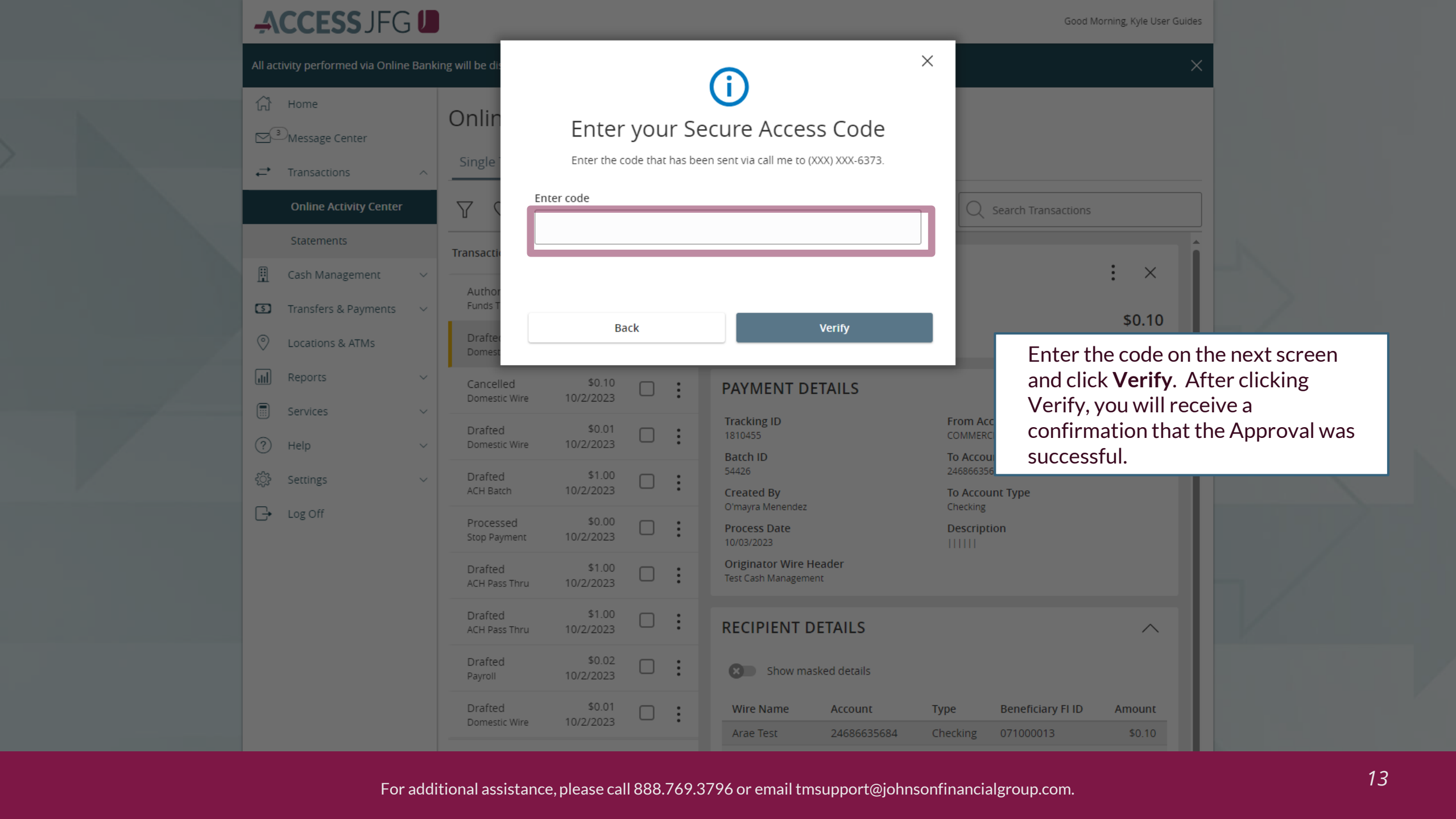
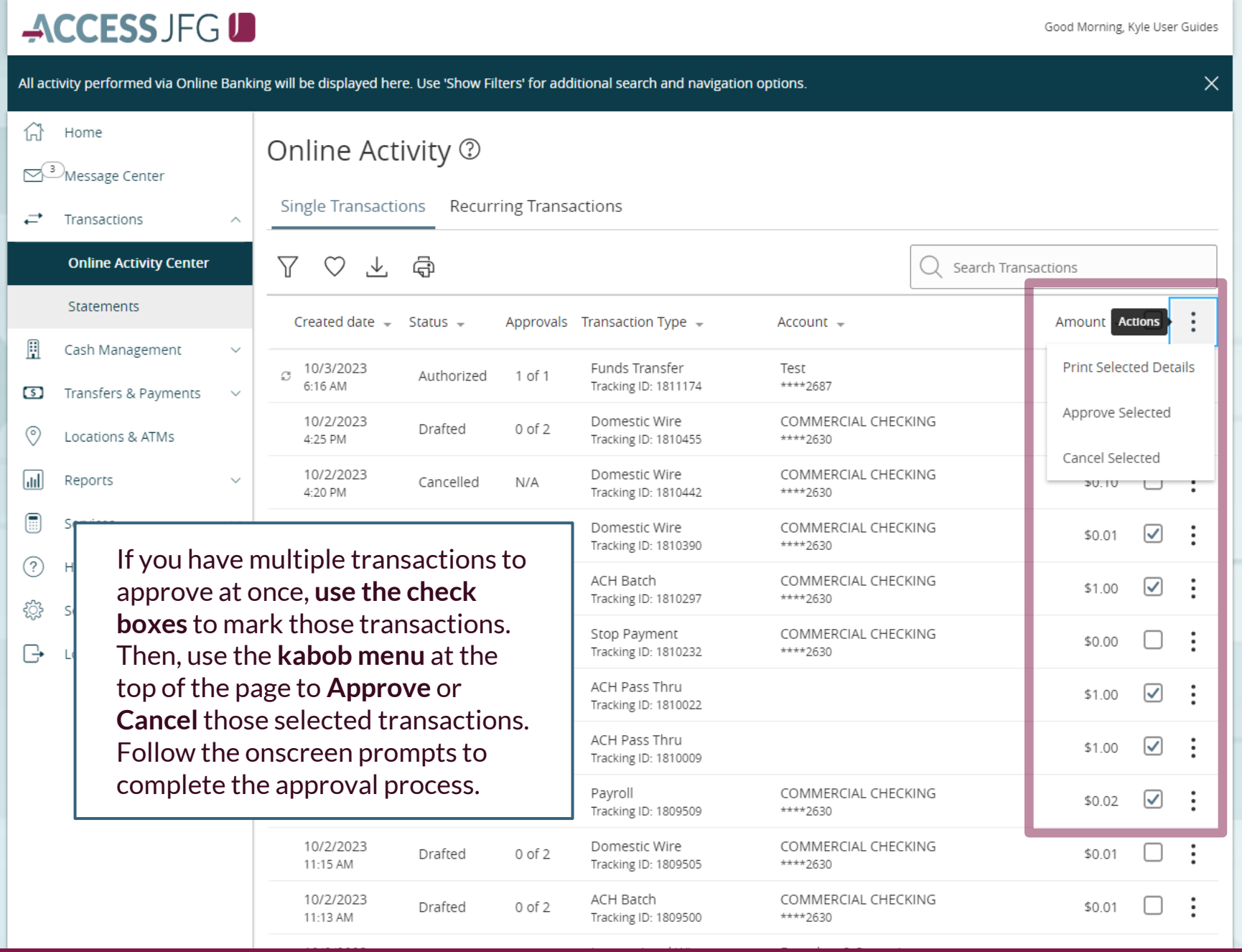
All activity performed via Online Banking will be di
Home
Message Center
Transactions
Online Activity Center
Statements
Cash Management
Transfers & Payments
Locations & ATMs
Reports
Services
Help
Settings
Log Off
Approve Transaction
Are you sure you want to approve this transaction?
No
Confirm
Search Transactions
DOMESTIC WIRE
Wire Name - Arae Test
$0.10
Tracking ID: 1810455
PAYMENT DETAILS
Tracking ID
1810455
Batch ID
54426
Created By
O'mayra Menendez
Process Date
10/03/2023
Originator Wire Header
Test Cash Management
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
You'll be asked to confirm you want to approve that transaction. Click Confirm to continue.



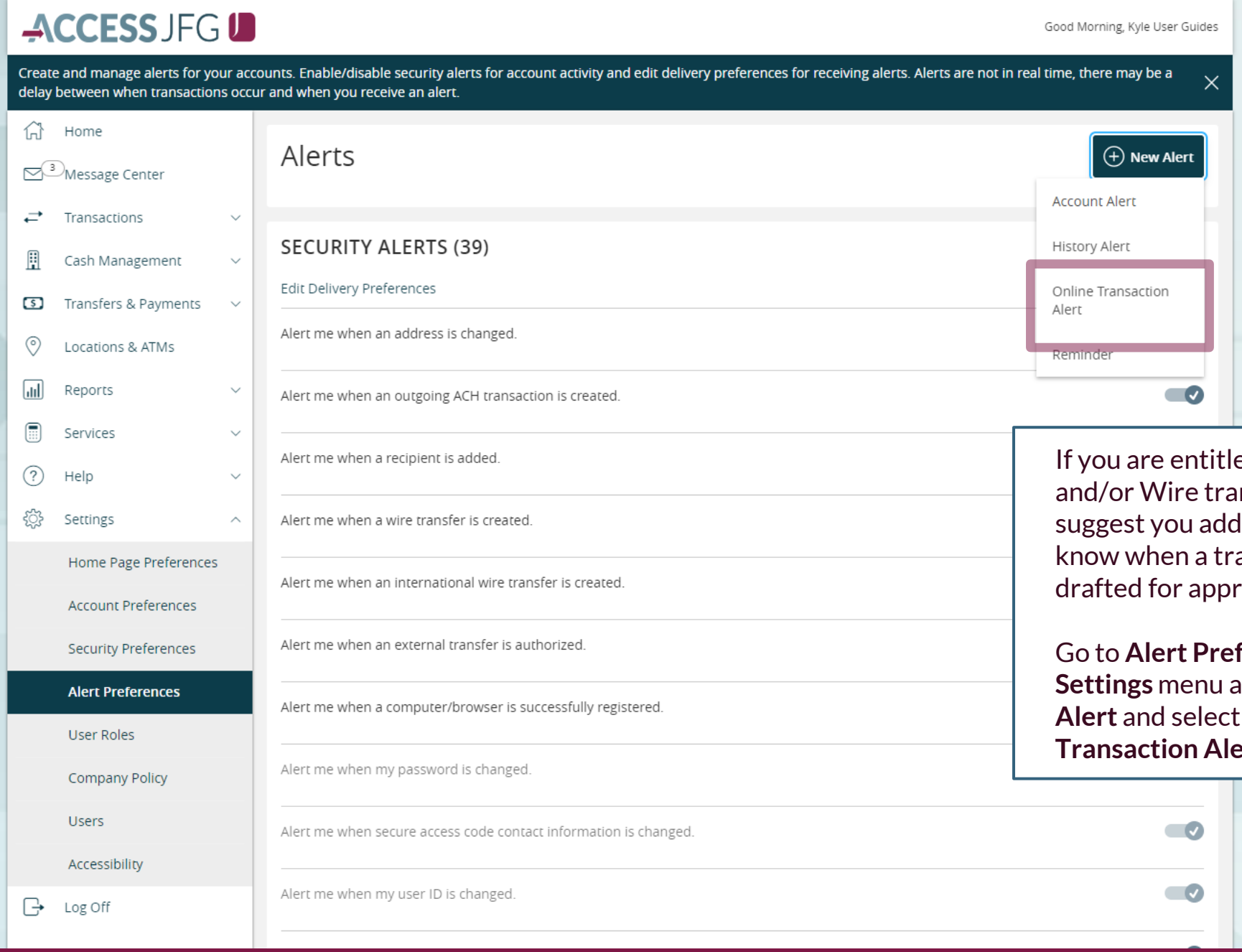
Next, you'll be required to complete a Secure Access Code. Select your preferred delivery method from the list provided.



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

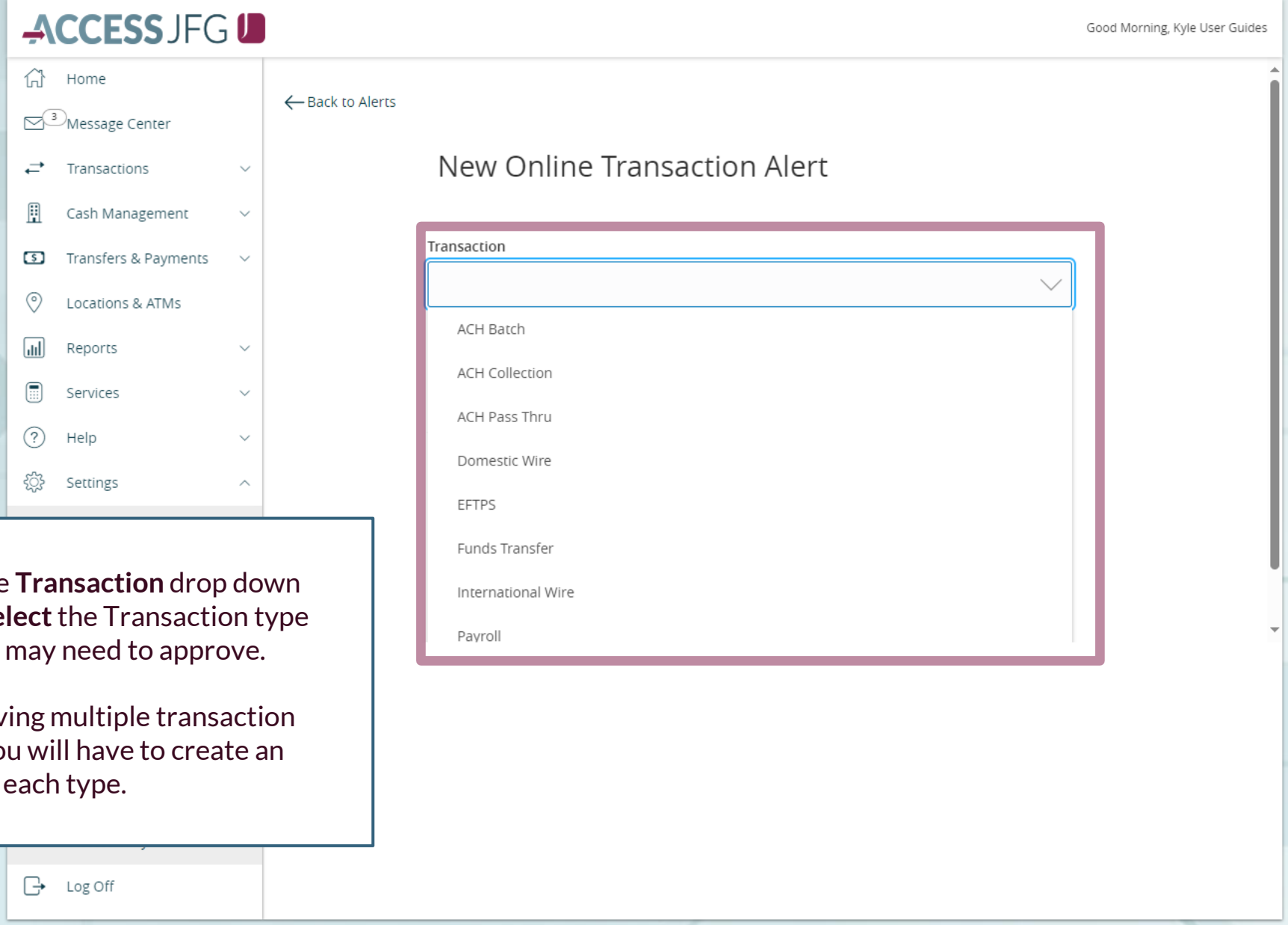


If you have multiple transactions to approve at once, **use the check boxes** to mark those transactions. Then, use the **kabob menu** at the top of the page to **Approve** or **Cancel** those selected transactions. Follow the onscreen prompts to complete the approval process.



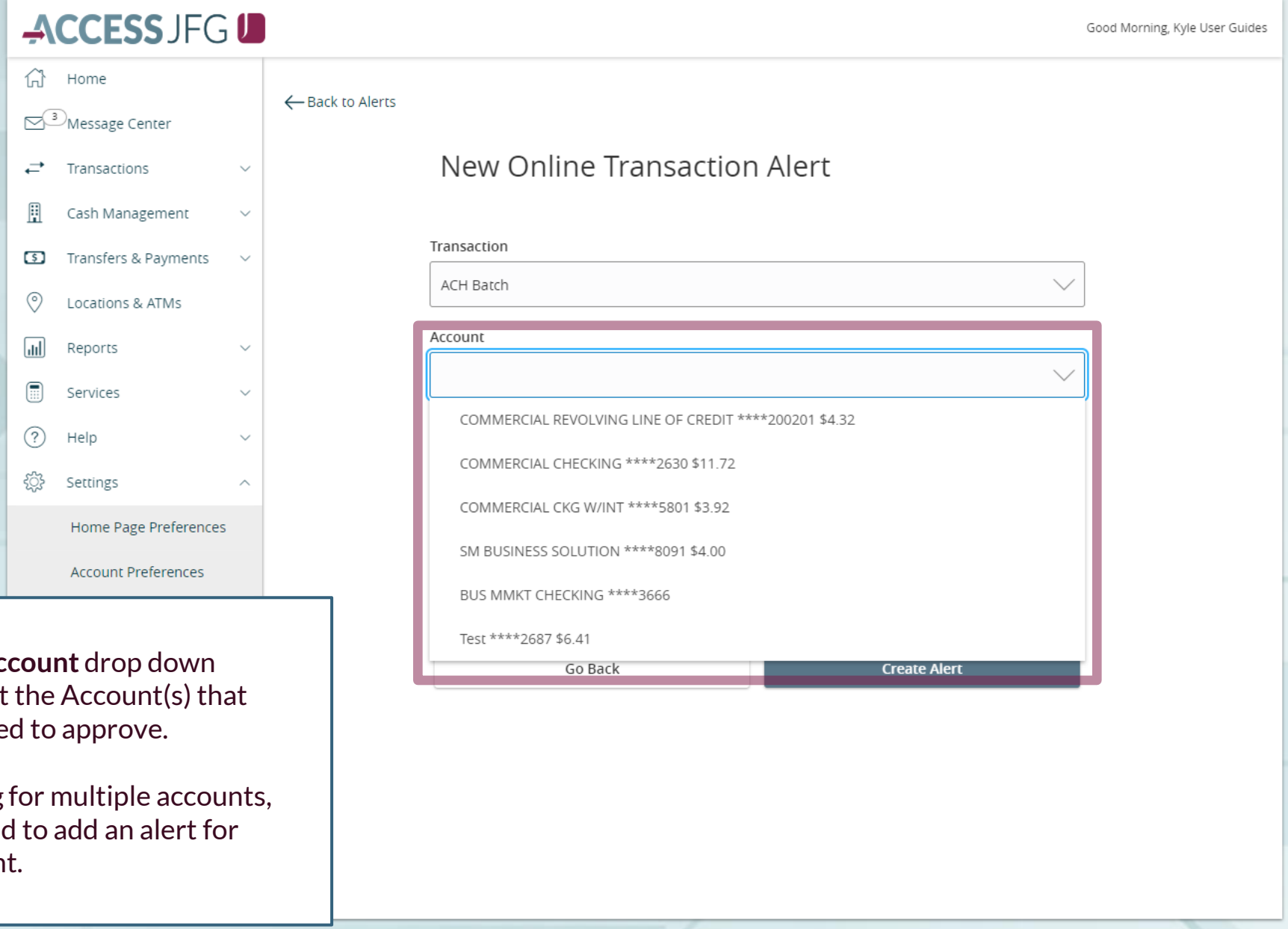
If you are entitled to Approve ACH and/or Wire transactions, we suggest you add an alert to let you know when a transaction has been drafted for approval.

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



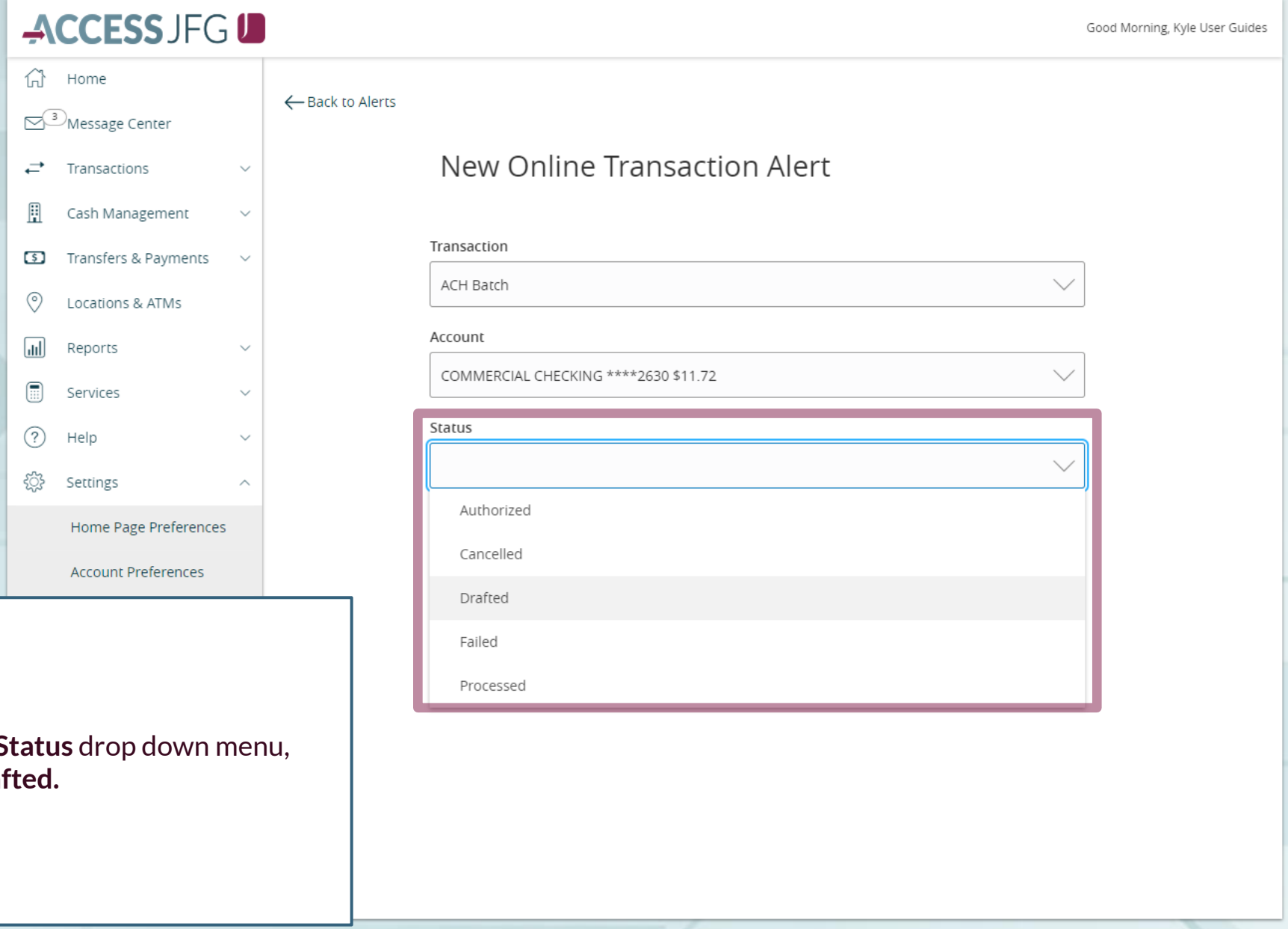
From the **Transaction** drop down menu, **select** the Transaction type that you may need to approve.

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

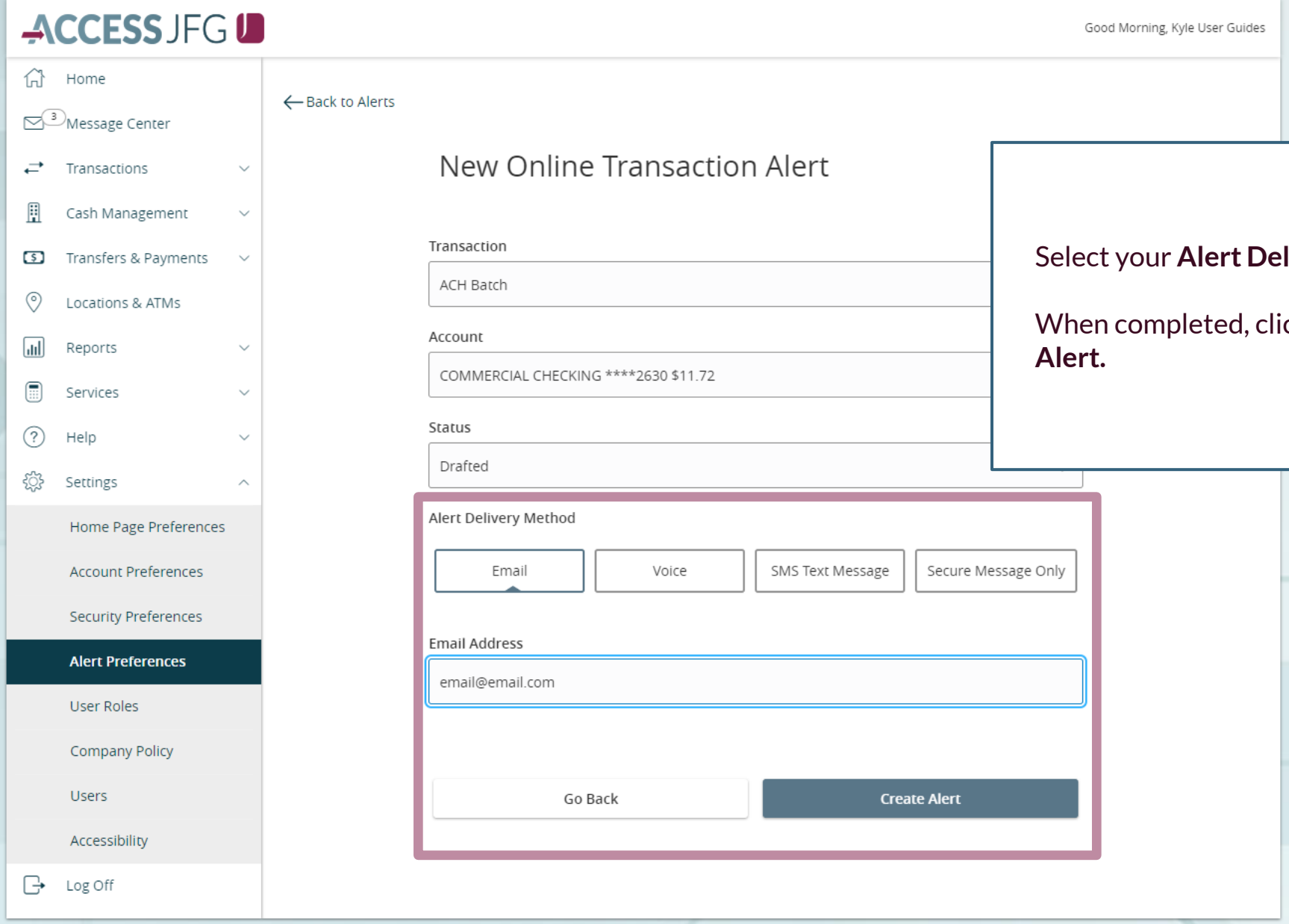


From the **Account** drop down menu, select the Account(s) that you may need to approve.

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



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



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.

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