

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.

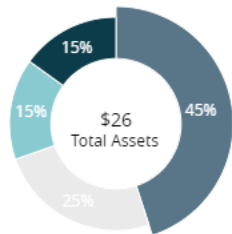
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Home

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 X

ASSET SUMMARY



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

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

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**.

TRANSACTION APPROVALS

EFTPS (1808966) October 3, 2023 \$0.02	⋮
ACH Collection (180... October 3, 2023 \$0.05	⋮
ACH P... October 3, 2023 \$0.11	⋮
ACH P... October 3, 2023 \$1.00	⋮
ACH P... October 3, 2023 \$1.00	⋮

Show transaction actions

- Approve
- View Details
- View in Online Activity Center

3 of 6

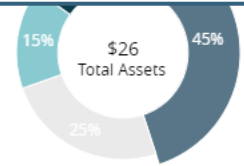
View approvals in Online Activity

Single Transactions Recurring Transactions

DepositPartner

Positive Pay

POSITIVE PAY



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

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:	12355555555
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


Back

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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Secure Access Code Required

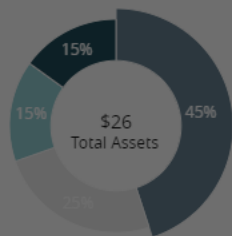
A secure access code is required to authorize this transaction. Please select your delivery method to receive your secure access code:

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.

ASSET SUMMARY



Account Name	Available Balance	Current Balance
SM BUSINESS SOLUTION **8091	\$4.00	\$4.00
Test **2687	\$6.41	\$6.41

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

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i

Enter your Secure Access Code

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

Enter code

Back Verify

Columbus Day.

TRANSACTION APPROVALS

EFTPS (1808966)	October 3, 2023	\$0.02
ACH Collection (180...)	October 3, 2023	\$0.05
		\$11.72
		\$11.72
		\$4.00
		\$4.00
		\$6.41
		\$6.41
		\$1.00

3 of 6

View approvals in Online Activity

Single Transactions Recurring Transactions

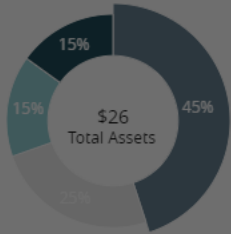
DepositPartner

Positive Pay

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.

ASSET SUMMARY



COMMERCIAL CHECKING

****2630

Available Balance	\$11.72
Current Balance	\$11.72

View 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.

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



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	
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		\$1.00 <input type="checkbox"/>
10/2/2023 1:46 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009		\$1.00 <input type="checkbox"/>
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	

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.

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Online Activity ?

Single Transactions Recurring Transactions











Search

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

-  Cash Management v
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-  Log Off

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: 1810455
 Batch ID: 54426
 Created By: O'mayra
 Process Date: 10/03/2023
 Originator Wire Header: Test Cash Management

From Account: COMMERCIAL
 To Account: 2468
 To Account: Checking
 Description: |||||

- 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	State	ZIP
Arae Test	555 Main St	RACINE	WI	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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Single

Transacti

Authorized Funds Transfer	\$0.01	10/3/2023	<input type="checkbox"/>	⋮
Drafted Domestic Wire	\$0.10	10/2/2023	<input type="checkbox"/>	⋮
Cancelled Domestic Wire	\$0.10	10/2/2023	<input type="checkbox"/>	⋮
Drafted Domestic Wire	\$0.01	10/2/2023	<input type="checkbox"/>	⋮
Drafted ACH Batch	\$1.00	10/2/2023	<input type="checkbox"/>	⋮
Processed Stop Payment	\$0.00	10/2/2023	<input type="checkbox"/>	⋮
Drafted ACH Pass Thru	\$1.00	10/2/2023	<input type="checkbox"/>	⋮
Drafted ACH Pass Thru	\$1.00	10/2/2023	<input type="checkbox"/>	⋮
Drafted Payroll	\$0.02	10/2/2023	<input type="checkbox"/>	⋮
Drafted Domestic Wire	\$0.01	10/2/2023	<input type="checkbox"/>	⋮



Approve Transaction

Are you sure you want to approve this transaction?

No

Confirm

Search Transactions

TRANSACTION DETAILS

DOMESTIC WIRE
Wire Name - Arae Test
Tracking ID: 1810455

⋮ ×

\$0.10

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

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

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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

Transaction	Amount	Date	Status
Drafted Domestic Wire		10/2/2023	<input type="checkbox"/>
Cancelled Domestic Wire	\$0.10	10/2/2023	<input type="checkbox"/>
Drafted Domestic Wire	\$0.01	10/2/2023	<input type="checkbox"/>
Drafted ACH Batch	\$1.00	10/2/2023	<input type="checkbox"/>
Processed Stop Payment	\$0.00	10/2/2023	<input type="checkbox"/>
Drafted ACH Pass Thru	\$1.00	10/2/2023	<input type="checkbox"/>
Drafted ACH Pass Thru	\$1.00	10/2/2023	<input type="checkbox"/>
Drafted Payroll	\$0.02	10/2/2023	<input type="checkbox"/>
Drafted Domestic Wire	\$0.01	10/2/2023	<input type="checkbox"/>

PAYMENT DETAILS

Tracking ID: 1810455

Batch ID: 54426

Created By: O'mayra Menendez

Process Date: 10/03/2023

Originator Wire Header: Test Cash Management

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 displayed here.

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Online Activity Center

Single Transaction

Transaction List

Transaction Type	Amount	Date	Action
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	

PAYMENT DETAILS

Tracking ID: 1810455
Batch ID: 54426
Created By: O'mayra Menendez
Process Date: 10/03/2023
Originator Wire Header: Test Cash Management

RECIPIENT DETAILS

Show masked details

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

i

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.

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	Amount	Actions
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	\$0.01	<input checked="" type="checkbox"/> ⋮
			ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630	\$1.00	<input checked="" type="checkbox"/> ⋮
			Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630	\$0.00	<input type="checkbox"/> ⋮
			ACH Pass Thru Tracking ID: 1810022		\$1.00	<input checked="" type="checkbox"/> ⋮
			ACH Pass Thru Tracking ID: 1810009		\$1.00	<input checked="" type="checkbox"/> ⋮
			Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	<input checked="" 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 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	\$0.01	<input type="checkbox"/> ⋮

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. ✕

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 - Alert Preferences**
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Alerts

+ New Alert

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.

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

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**.

← Back to Alerts

New Online Transaction Alert

Transaction

- ACH Batch
- ACH Collection
- ACH Pass Thru
- Domestic Wire
- EFTPS
- Funds Transfer
- International Wire
- Payroll

Log Off

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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Account Preferences

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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

Go Back 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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New Online Transaction Alert

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

Go Back 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)

