

Online Activity Center

Overview (pgs. 2-7)

Details on Approving (pgs. 8-12), Canceling (pgs. 13-15), Copying (pgs. 16-17) Single or Recurring Transactions



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

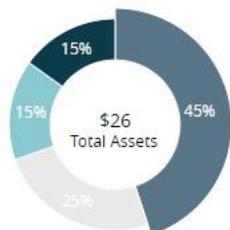
Home

ACCOUNTS

Current: \$30.37

COMMERCIAL REVOLVING LI... Current Balance \$4.32 Available Balance \$15.68	COMMERCIAL CHECKING **2630 Available Balance \$11.72 Current Balance \$11.72
COMMERCIAL CKG W/INT **5801 Available Balance \$3.92 Current Balance \$3.92	SM BUSINESS SOLUTION **8091 Available Balance \$4.00 Current Balance \$4.00
BUS MMKT CHECKING **3666 Current Balance \$0.00	Test **2687 Available Balance Current Balance

ASSET SUMMARY



COMMERCIAL CH
****2630

Available Balance
Current Balance
View Transactions

TRANSACTION APPROVALS

- Domestic Wire (181...
October 3, 2023
\$0.10
- Domestic Wire (181...
October 3, 2023
\$0.01
- ACH Pass Thru (181...
October 3, 2023
\$1.00
- ACH Pass Thru (181...
October 3, 2023
\$1.00

The Online Activity page is a log of any transactions done via AccessJFG (ACH, Wires, Internal Transfers, Loan Payments, & Stop Payments).

The Online Activity page can be accessed by selecting **Online Activity** under the **Transactions** menu.

Positive Pay

POSITIVE PAY

Exceptions cannot be displayed.

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

Online Activity ?

Single Transactions Recurring Transactions

Online Activity Center

Statements

Cash Management

Transfers & Payments

Locations & ATMs

Reports

Services

Help

Settings

Log Off

Created date	Status	Approvals	Transaction Type	Account
10/3/2023 6:16 AM	Authorized	1 of 1	Funds Transfer Tracking ID: 1811174	Test ****26
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMM ****26
10/2/2023 4:20 PM	Cancelled	N/A	Domestic Wire Tracking ID: 1810442	COMM ****26
10/2/2023 4:00 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810390	COMM ****26
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMM ****26
10/2/2023 3:00 PM	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMM ****26
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	COMM ****26
10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMM ****26
10/2/2023 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630
10/2/2023			International Wire	COMMERCIAL CKG W/INT

When you first enter Online Activity, you will be taken to the Single Transactions page. The **Single Transactions** page shows one time only transactions. The single transactions page also shows previously processed instances of recurring transactions as well as the next authorized instance of a recurring transaction.

The **Recurring Transactions** page shows the overall schedule (or parent transaction) of any recurring transactions.

- Please note, if you have a recurring transaction that you need to update or modify, a recurring transaction cannot be updated. You will need to cancel and copy the transaction to make any updates needed. Please see the Cancel and Copy sections further along in this guide for more information.

You can switch between Single and Recurring Transactions by using the tabs 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 3
-  Transactions ^
-  Online Activity Center
-  Statements
-  Cash Management ^

Online Activity ?

Single Transactions Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	<input type="checkbox"/>	⋮
10/3/2023 6:16 AM	Authorized	1 of 1	Funds Transfer Tracking ID: 1811174	Test ****2687	\$0.01	<input type="checkbox"/>	⋮
				COMMERCIAL CHECKING ****2630	\$0.10	<input type="checkbox"/>	⋮
				COMMERCIAL CHECKING ****2630	\$0.10	<input type="checkbox"/>	⋮
				COMMERCIAL CHECKING ****2630	\$0.01	<input type="checkbox"/>	⋮
				COMMERCIAL CHECKING ****2630	\$1.00	<input type="checkbox"/>	⋮
				COMMERCIAL CHECKING ****2630	\$0.00	<input type="checkbox"/>	⋮
					\$1.00	<input type="checkbox"/>	⋮
					\$1.00	<input type="checkbox"/>	⋮
				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 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	\$0.01	<input type="checkbox"/>	⋮
10/2/2023			International Wire	COMMERCIAL CKG W/INT		<input type="checkbox"/>	⋮

Use the **Search Transactions** bar to do a manual search for specific transactions. Search by Dollar Amount, Transaction Type, Status, etc.

To the left of the search bar are the following icons:

Funnel: Create a filtered search of your online activity page.

Heart: Save a common search type or filtered search for easy future searches.

Down Arrow: Export transactions into a CSV file. This can be used to easily create a list of recipients involved in an ACH Batch, ACH Collection, or Wire transaction.

Printer: Creates a printer friendly version of the current list.

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

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	
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630	\$0.10	

The columns of Online Activity will provide you with information regarding the transaction.

Created Date: The date the transaction was drafted.

Status: The current status of the transaction.

- **Drafted**—Transaction has been created but needs approval.
- **Authorized**—Transaction has been drafted and approved.
- **Processed**—Transaction has been processed through AccessJFG. Once a transaction has been processed, it cannot be cancelled through AccessJFG. Please contact TM Support (contact information at bottom of page) to see if a processed transaction can be attempted to be cancelled or reversed.
- **Cancelled**—Transaction has been cancelled before processing.

Approvals: Shows how many approvals have been received and the number required for authorizing the transaction.

Transaction Type: Description of the transaction (ACH Batch, Domestic Wire, Stop Payment, etc).

Account: The account that initiated the transaction. This is the “from” account for internal transfers.

Amount: The dollar amount of the transaction.

- 💰 Transfers & Payments
- 📍 Locations & ATMs
- 📊 Reports
- 📅 Services
- ? Help
- ⚙️ Settings
- 🚪 Log Off

Transaction List			
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	
Drafted	\$0.25		

TRANSACTION DETAILS

ACH BATCH

ACH Name - Test Android

\$1.00

Tracking ID: 1810297

Created Date: 10/2/2023

PAYMENT DETAILS

Created By
Kyle User Guides

From Account
COMMERCIAL CHECKING ****2630

Process Date
10/18/2023

Total Payments
1

Effective
10/19/2023

ACH Header
CM Test Rcvb

SEC Code
PPD

Company Entry Description
Payment

RECIPIENT DETAILS

Show masked details

Name	Account	Type	Routing	Amount
Andy Android	1234567890	Savings	101205940	\$1.00

Recipient Information

ACH Name
Test Android

Email Address
@johnsonf
inancialgroup.com

TRANSACTION PROCESS

Clicking on a transaction will show the transaction on the right to provide additional details about the transaction. For example, an ACH Batch, Collection, or Wire will show the recipient details of the transaction.

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

Clicking the kabob menu will open a list of actions available for that transaction. Please note that all options will not necessarily be available depending on the transaction type, the status of the transaction, or the entitlements of the user role.

Details: Expands the row for additional information.

Approve: Approve the transaction.

Cancel: Cancel the transaction.

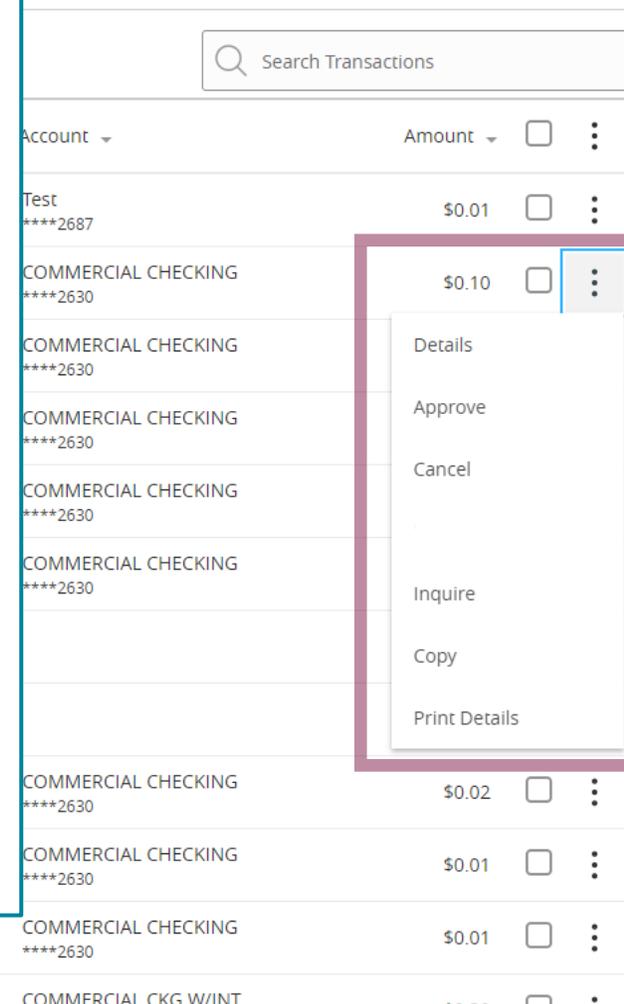
Inquire: Opens the message center to send an inquiry to our Support Center about the transaction.

Copy: Copies this transaction. Copy takes you to the new transaction page with all the existing transaction details completed except for Effective/Process date.

View Transactions in Series: Only available on recurring transactions. Shows a list of all transactions processed in the recurring transaction series.

Print Details: Creates a PDF of all the details of the transaction, including each recipient for an ACH Batch, ACH Collection, or Wire transaction.

The following pages will show a few of these actions in greater detail.



The screenshot shows a table of transactions. A search bar at the top is labeled 'Search Transactions'. Below it, there are columns for 'Account', 'Amount', and a kabob menu icon. The table contains several rows of transactions, including 'Test', 'COMMERCIAL CHECKING', and 'COMMERCIAL CHECKING'. The kabob menu for the transaction with amount \$0.10 is open, showing options: Details, Approve, Cancel, Inquire, Copy, and Print Details.

Account	Amount	Kabob Menu
Test	\$0.01	☐ ⋮
COMMERCIAL CHECKING ****2687	\$0.10	☐ ⋮
COMMERCIAL CHECKING ****2630		☐ ⋮
COMMERCIAL CHECKING ****2630	\$0.02	☐ ⋮
COMMERCIAL CHECKING ****2630	\$0.01	☐ ⋮
COMMERCIAL CHECKING ****2630	\$0.01	☐ ⋮
COMMERCIAL CKG W/INT		☐ ⋮

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

- Home
- Message Center
- Transactions
- Online Activity Center**
- Statements
- Cash Management
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

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	\$0.01
10/2/2023 4:25 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630	\$0.10
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
10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630	\$0.01
10/2/2023 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	\$0.01
10/2/2023			International Wire	COMMERCIAL CKG W/INT	

To Approve a transaction, click the kabob menu and select Approve.

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

All activity performed via Online Banking will be displayed here.

Home

Message Center 37

Transactions

Online Activity

Statements

Cash Management

Transfers

Locations

Reports

Account Services

Help

Settings

Log Off

Online

Single Tr

Search

Created

4/2/2021

Processed

1 of 1

Stop Payment - Tracking ID: 17784

****7245

CHECKING

\$0.00

4/2/2021

Drafted

0 of 1

International Wire - Tracking ID: 17782

COMMERCIAL CKG W/INT
****7757

\$0.01

4/2/2021

Processed

1 of 1

Funds Transfer - Tracking ID: 17779

COMMERCIAL CKG W/INT
****4277

4/1/2021

Cancelled

N/A

ACH Batch - Tracking ID: 17778

COMMERCIAL CHECKING
****7245

4/1/2021

Cancelled

N/A

Domestic Wire - Tracking ID: 17771

COMMERCIAL CHECKING
****7245

4/1/2021

Cancelled

N/A

Domestic Wire - Tracking ID: 17769

COMMERCIAL CHECKING
****7245

3/16/2021

Cancelled

N/A

International Wire - Tracking ID: 17707

COMMERCIAL CHECKING
****7245

£100.00

3/16/2021

Cancelled

N/A

Domestic Wire - Tracking ID: 17706

COMMERCIAL CHECKING
****7245

\$100.00

3/16/2021

Cancelled

N/A

International Wire - Tracking ID: 17705

COMMERCIAL CHECKING
****7245

\$100.00

Credits: [0] \$0.00 | Debits: [0] \$0.00



Approve Transaction

Are you sure you want to approve this transaction?

No

Confirm

A pop-up window will ask to confirm that you would like to approve the transaction. Click **Confirm** to approve.

All activity performed via Online Banking will be dis

Home

Message Center

Transactions

Online Activity

Statements

Cash Management

Transfers

Locations

Reports

Account Services

Help

Settings

Log Off

Online

Single Tr

Search

Created

4/2/2021

4/2/2021

4/2/2021

4/2/2021

4/1/2021

4/1/2021

4/1/2021

3/16/2021

3/16/2021

3/16/2021

3/16/2021

Text me : (XXX) XXX-6373

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:



Amount

CHECKING

\$0.00

KING W/INT

\$0.01

KING W/INT

COMMERCIAL CHECKING
****7245COMMERCIAL CHECKING
****7245COMMERCIAL CHECKING
****7245COMMERCIAL CHECKING
****7245COMMERCIAL CHECKING
****7245COMMERCIAL CHECKING
****7245

Credits: [0] \$0.00 | Debits: [0] \$0.00

In order to approve a transaction, the system will require you complete a **Secure Access Code** via a phone call or text message. Select your preferred method of delivery for the code.

All activity performed via Online Banking will be displayed here.

Home
Message Center (37)
Transactions
Online Activity

Statements
Cash Management
Transfers
Locations
Reports
Account Services
Help
Settings
Log Off

Online Activity

Single Transfer

Enter your Secure Access Code

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

Enter code
849835

Back Verify

Date	Status	Amount	Description	Account
4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	COMMERCIAL CHECKING ****7245
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245
4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245
3/16/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17706	COMMERCIAL CHECKING ****7245
3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17705	COMMERCIAL CHECKING ****7245

Credits: [0] \$0.00 | Debits: [0] \$0.00

Amount \$0.00
CHECKING \$0.00
KING W/INT \$0.01
KING W/INT

Once you receive the Secure Access Code, entered it in the text field provided. Then, click **Verify** to continue.

All activity performed via Online Banking will be displayed here.

Home

Message Center 37

Transactions

Online Activity

Statements

Cash Management

Transfers

Locations

Reports

Account Services

Help

Settings

Log Off

Online

Single Tr

Search

Created

4/2/2021

4/2/2021

Authorized

1 of 1

International Wire - Tracking ID:
17782COMMERCIAL CKG W/INT
****7757

Amount



CHECKING

\$0.00

CHECKING

\$0.01

Tracking ID: 17782
Batch ID: 448
Created: 04/02/2021 11:13 AM
Created By: Test User
Authorized: 04/02/2021 12:08 PM
Authorized By: Kyle Kasbohm
Will process On: 04/02/2021
From Account: COMMERCIAL CKG W/INT ****7757
To Account: 234325325
To Account Type: Checking
Currency Code: USD
Originator Wire Header: AccessJFG Demo
Foreign Currency Amount: \$0.01
USD Amount: \$0.01

Recipient Name: Kyle Kasbohm
Recipient Wire Name: Kyle Kasbohm
Recipient Address 1: 555 Main St
Recipient Address 3: Racine, WI 5
Beneficiary FI Name: Bank of Scot
Beneficiary FI SWIFT/BIC: BOFSGBZ1
Beneficiary FI Address 1: The Mound
Beneficiary FI Address 2: Edinburgh
Beneficiary FI Address 3: EH1 1YZ



Approval Successful

Transaction successfully approved.

#17782 (\$0.01) Approved

Close

You will receive a successful approval message. Click **Close** to return to the Online Activity page.

To **Cancel** a transaction, click the kabob menu and choose **Cancel**.

Please note, if you want to cancel an entire series of Recurring Transactions, you must cancel the transaction from the Recurring Transactions tab. If you cancel one instance of a recurring transaction from the Single Transactions tab, the next instance of the recurring transaction will still take place. Canceling the entire series in the Recurring Transactions tab will cancel all future, unprocessed instances of the recurring schedule.

Also note, there is no way to modify an existing scheduled recurring transaction. If you need to make an update to a recurring transaction (for example, you have a monthly recurring ACH to pay your rent and the rent amount increased), you will have to cancel the existing recurring schedule and initiate a new schedule with the updated amounts. After cancelling the original transaction, you can easily reinstate the transaction by choosing to copy the original transaction and make updates there; see the **Copy** transaction instructions further along in this guide for more details.

Show Filters' for additional search and navigation options.

Recurring Transactions

Search Transactions

Approvals	Transaction Type	Account	Amount	
1 of 1	Funds Transfer Tracking ID: 1811174	Test ****2687	\$0.01	
0 of 2	Domestic Wire Tracking ID: 1810455	COMMERCIAL CHECKING ****2630	\$0.10	
N/A	Domestic Wire Tracking ID: 1810442	COMMERCIAL CHECKING ****2630		
0 of 2	Domestic Wire Tracking ID: 1810390	COMMERCIAL CHECKING ****2630		
0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630		
1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630		
0 of 1	ACH Pass Thru Tracking ID: 1810022			
0 of 1	ACH Pass Thru Tracking ID: 1810009			
0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	
0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630	\$0.01	
0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	\$0.01	
	International Wire	COMMERCIAL CKG W/INT		

All activity performed via Online Banking will be dis

Home

Message Center 37

Transactions ^

Online Activity

Statements

Cash Management v

Transfers v

Locations

Reports v

Account Services v

Help v

Settings v

Log Off

Online

Single Tr

Search

Created

4/2/2021

4/2/2021

4/2/2021

4/1/2021

4/1/2021

4/1/2021

3/16/2021

3/16/2021

3/16/2021

No

Confirm



Cancel Transaction

Are you sure you want to cancel this transaction?



Amount v

CHECKING

\$0.00

\$0.01

\$1.00

COMMERCIAL CHECKING

COMMERCIAL CHECKING

COMMERCIAL CHECKING

COMMERCIAL CHECKING

\$100.00

\$100.00

Credits: [0] \$0.00 | Debits: [0] \$0.00

A pop-up window will ask you to confirm you want to cancel the transaction. Click **Confirm** to continue.

All activity performed via Online Banking will be displayed here.

Home
Message Center (37)
Transactions
Online Activity
Statements
Cash Management
Transfers
Locations

Online

Single Transaction

Transaction successfully cancelled.

#17782 (\$0.01) Cancelled

Close

Created	Status	Amount	Description	Account
4/2/2021	Cancelled	\$0.01	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757

You will receive a message confirming the transaction was cancelled. Click **Close** to continue.

Reminder: If you want to cancel an entire series of Recurring Transactions, you must cancel the transaction from the Recurring Transactions tab. If you cancel one instance of a recurring transaction from the Single Transactions tab, the next instance of the recurring transaction will still take place. Canceling the entire series in the Recurring Transactions tab will cancel all future, unprocessed instances of the recurring schedule.

From Account:	COMMERCIAL CKG W/INT ****7757	Beneficiary FI Address 1:	The Mound
To Account:	234325325	Beneficiary FI Address 2:	Edinburgh
To Account Type:	Checking	Beneficiary FI Address 3:	EH1 1YZ
Currency Code:	USD		
Originator Wire Header:	AccessJFG Demo		
Foreign Currency:	\$0.01		

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

- Home
- Message Center
- Transactions
- Online Activity Center**
- Statements

Online Activity ?

Single Transactions | Recurring Transactions



Search Transactions

Created date | Status | Approvals | Transaction Type | Account

Amount | | ⋮

\$0.01 | | ⋮

\$0.10 | | ⋮

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

\$0.02 | | ⋮

\$0.01 | | ⋮

\$0.01 | | ⋮

To **Copy** a transaction, click the kabob menu and choose **Copy**.

Copying a transaction will bring you to the New Transaction screen for that transaction type. It will pre-fill in all the information from the transaction you copied except for the Effective/Process date. Copying a transaction can be important if you are looking to remove (or delete) a user or user role who has unprocessed and/or recurring transactions scheduled. A user cannot be deleted if he/she has unprocessed and/or recurring transactions scheduled. Or, if a user role that has unprocessed and/or recurring transactions scheduled is deleted, the transactions will not process as the entitlements that authorized those transactions no longer exist. For more information about deleting users or user roles, see the **Deleting Users and User Roles in AccessJFG** user guide.

Copying a transaction will also be important if you need to update an existing recurring transactions. Recurring transactions cannot be updated (for example to change dollar amounts). If a recurring transaction must be updated, it should be cancelled and then a new transaction could be copied allowing you to edit anything from the original transaction.

11:13 AM | Drafted | 0 01 2 | Tracking ID: 1809500 | ****2630

10/2/2023 | | | International Wire | COMMERCIAL CKG W/INT

- Home
- Message Center ³⁷
- Transactions

ACH Batch [Change Type](#)[Upload From File](#) [Import Amounts](#)

Origination Details

SEC Code [ⓘ]	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Retirement	AccessJFG Demo *****6789
Account	Effective Date	Recurrence
COMMERCIAL CHECKING ****7245 \$3,872.84	<input type="text"/>	None

Recipients (2)

Filters: **All** Pre-Notes[+ Add multiple recipients](#)

Recipient/Account	Amount
Andy Dufresne Savings 987654321	\$0.01
Red Redding Checking 12345689	\$0.01
+ Add another recipient	

\$0.02
2 payments[Cancel](#) [Draft](#) [Approve](#)

After clicking Copy, you will be taken to the new payment page for that transaction type. All the payment information will automatically fill in on this page except for the Effective Date (for ACH) or Process Date (for wires) or any recurring schedule. Simply choose the effective/process date and set a recurring schedule if needed.

Review the rest of the transaction for any possible updates that may be needed.

When finished, **Draft** or **Approve** the transaction at the bottom like a regular ACH or Wire transaction.

- Settings
- Log Off

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)

