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





Good Afternoon, Kyle User Guides Last login 10/03/2023 at 11:31 AM

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		10/2/2023 11:16 AM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMI ****26
		10/2/2023 11:15 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMN ****26
		10/2/2023 11:13 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMN ****26
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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.

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	Home	Online Activity ^②			
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	🛄 Cash Management 🗸	© 10/3/2023 Authorized 1 of 1 Funds Transfer Test	\$0.01		

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.

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

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	COMMERCIAL CHECKING ****2630	\$0.02	:	
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1	0	Locations & ATMs	10/2/2023 Drafted 0 of 2 Domestic Wire COMMERCIAL CHECKING \$0.10 4:25 PM Tracking ID: 1810455 ****2630 \$0.10 \$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.

Good Afternoon, Kyle User Guides

Transfers & Payments
 Locations & ATMs
 Reports
 Services
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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.

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

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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.

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

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For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

ACH Batch

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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.

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

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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Cash Management

Transactions

Transfers

Account Services

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

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			USD Amount:	\$0.01				

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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 reinitiate 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.

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ow Filters' for additional search and navigation options (?)ecurring Transactions Search Transactions \square Approvals Transaction Type + Account -Amount -Funds Transfer Test 1 of 1 \square ized \$0.01 Tracking ID: 1811174 ****2687 COMMERCIAL CHECKING Domestic Wire 0 of 2 \$0.10 \Box Tracking ID: 1810455 ****2630 Domestic Wire COMMERCIAL CHECKING Details N/A ed ****2630 Tracking ID: 1810442 Approve COMMERCIAL CHECKING Domestic Wire 0 of 2 Tracking ID: 1810390 ****2630 Cancel COMMERCIAL CHECKING ACH Batch 0 of 2 Tracking ID: 1810297 ****2630 Stop Payment COMMERCIAL CHECKING sed 1 of 1 Tracking ID: 1810232 ****2630 Inquire ACH Pass Thru 0 of 1 Copy Tracking ID: 1810022 ACH Pass Thru 0 of 1 Print Details Tracking ID: 1810009 Payroll COMMERCIAL CHECKING 0 of 2 \$0.02 Tracking ID: 1809509 ****2630 Domestic Wire COMMERCIAL CHECKING 0 of 2 \$0.01 Tracking ID: 1809505 ****2630 ACH Batch COMMERCIAL CHECKING 0 of 2 \$0.01 Tracking ID: 1809500 ****2630 International Wire COMMERCIAL CKG W/INT

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		Statements								
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	≡	Transfers	~	4/2/202	mocessea	1011	экор гаушене - наскіндть. 17704	HECKING	\$0.00	
	\bigcirc	Locations		4/2/2021	Authorized	1 of 1	International Wire - Tracking ID: 17782	COMMERCIAL CKG W/INT ****7757	\$0.01	
		Reports	\sim	4/2/2021	Processed	1 of 1	Funds Transfer - Tracking ID: 17779	COMMERCIAL CKG W/INT	\$1.00	
		Account Services	~						· · ·	
	?	Help	\sim	4/1/2021	Cancelled	N/A	ACH Batch - Tracking ID: 17778	****7245		
	ېنې ۱	Settings	~	4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17771	COMMERCIAL CHECKING ****7245	A pop-up window w	/ill ask want to
	÷_ا	Log Off		4/1/2021	Cancelled	N/A	Domestic Wire - Tracking ID: 17769	COMMERCIAL CHECKING ****7245	cancel the transacti	on. Click
				3/16/2021	Cancelled	N/A	International Wire - Tracking ID: 17707	COMMERCIAL CHECKING ****7245	Contirm to continu	е.
				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	
								Cri	edits: [0] \$0.00 Debits: [0] \$0.00	
							F			

	GU							Good Morning, Kyle Kasbohm
All activity performed via Onl	ine Banking will b	e dis				×		×
Home	On	lin			\bigcirc			
Transactions	^Single	e Tri	ıΤ	ransa	iction Cancelled			
Online Activity Statements	٩.	ieard		# 17 2	782 (\$0.01) Cancelled			☆ 尋 ⊻ ♡
👖 Cash Management	~ Cre	atec			đ			Amount -
Transfers	~ 4/2	/202			Close		HECKING	\$0.00
Cocations	4/2	/2021	Cancelled	N/A	International Wire - Tracking ID: 17782	COMMERCIAL C ****7757	KG W/INT	\$0.01

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 Fl	The Mound
To Account:	234325325	Address 1:	
To Account Type:	Checking	Beneficiary Fl Address 2:	Edinburgh
Currency Code:	USD	Beneficiary Fl	EH1 1YZ
Originator Wire Header:	AccessJFG Demo	Address 3:	
Foreign Currency	\$0.01		

	ACCESS JFG			Good Afternoon, Kyle User Guide	s
	All activity performed via Online Bank	ing will be displayed here. Use 'Show Filters' for additional search and navigation options.		>	<
	 G Home G Message Center G Transactions ∧ 	Online Activity ③ Single Transactions Recurring Transactions			_
	Online Activity Center	$\land \bigtriangledown \checkmark \checkmark \clubsuit$	Q Sea	rch Transactions	
	Statements	Created date 🚽 Status 🚽 Approvals Transaction Type 🚽 Account 🚽		Amount 🚽 🗌 🚦	
o Copy a transa	action, click the kabob	menu and choose Copy .		\$0.01	

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	Draited	0.01.2	Tracking ID: 1809500	****2630	\$0.01	\cup
	10/2/2023			International Wire	COMMERCIAL CKG W/INT		



Good Afternoon, Kyle Kasbohm

슈	Home
37	Message Center

Transactions

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.

양 Settings

ignation Details		
EC Code 💿	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposi 🗸	Retirement	AccessJFG Demo ******6789
ccount	Effective Date	Recurrence
COMMERCIAL CHECKING ****7245 \$3,872.84		∎ None
cipients (2)	Filters: All Pre-Notes Q Find	d recipients in payment
dd multiple recipients		
cipient/Account	Amount	
cipient/Account Andy Dufresne Savings 98765432	Amount \$0.01	:
cipient/Account Andy Dufresne Savings 98765432 Red Redding Checking 1234568	Amount \$0.01 \$0.01 \$0.01	:
Andy Dufresne Savings 98765432 Red Redding Checking 1234568	Amount 1 \$0.01 2 \$0.01 + Add another recipient	:
Andy Dufresne Savings 98765432 Red Redding Checking 1234568	Amount \$0.01 \$0.01 \$0.01 + Add another recipient	:
ecipient/Account Andy Dufresne Savings 98765432 Red Redding Checking 1234568	Amount 50.01 50.01 + Add another recipient	

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 <u>tmsupport@johnsonfinancialgroup.com</u>.

JohnsonFinancialGroup.com

