



Red River Bank-Treasury Management Approving Drafted ACH/Wire Transactions

Note-For our customer's using dual control for ACH and Wire Transactions, a user will first "Draft" the transaction and a separate user would "Approve" that transaction.

1. Select the "Transfers & Payments" menu and then select "Online Activity".

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Transfers & Payments

Search page

TRANSFER & PAYMENTS

- Loan Payments**
Use this form to submit Loan Payments.
- Customer to Customer Transfer**
Send money to anyone with a Red River Bank checking or savings account
- Transfer Money**
Transfer money from one account to another
- Pay with Bill Pay**
Add, schedule and manage bill payments

ACCOUNT MANAGEMENT

- Online Activity**
View & manage recurring transactions created in online banking

2. Select either "Single Transactions" for one time payments or "Recurring Transactions" for payments set on a recurrence.

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All activity performed via Digital Banking will be displayed here. Click the 'Filters' icon (the funnel) for additional search options.

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Online Activity

Single Transactions Recurring Transactions Deposited Checks

Search Transactions

Created date	Status	Approvals	Transaction Type	Account	Amount
2/6/2025 3:21 PM	Drafted	0 of 1	ACH Batch Tracking ID: 36329	Payroll 8104	\$0.20
2/6/2025 1:51 PM	Drafted	0 of 1	Domestic Wire Tracking ID: 36302	Payroll 8104	\$1.00



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3. Either click on the transaction or select the “Ellipses” to “Toggle Details”. This will open the Transaction Details”. You can then scroll through details of the transaction.

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Online Activity ?

Single Transactions Recurring Transactions Deposited Checks

🔍 Search Transactions

Created date	Status	Approvals	Transaction Type	Account	Amount	
2/6/2025 3:21 PM	Drafted	0 of 1	ACH Batch Tracking ID: 36329	Payroll 8104	\$0.20	☐ ⋮
2/6/2025 1:51 PM	Drafted	0 of 1	Domestic Wire Tracking ID: 36302	Payroll 8104	\$1.00	☐ ⋮

4. Select the “Ellipses” and select “Approve”.

Online Activity ?

Single Transactions Recurring Transactions Deposited Checks

🔍 Search Transactions

Transaction List	
Drafted ACH Batch \$0.20 2/6/2025	☐ ⋮
Drafted Domestic Wire \$1.00 2/6/2025	☐ ⋮
Processed ACH Collection \$50.00 2/6/2025	☐ ⋮
Cancelled ACH Collection \$12.42 2/6/2025	☐ ⋮

TRANSACTION DETAILS

ACH BATCH EMMA EXAMPLE

3 Recipients
Tracking ID: 36329

PAYMENT DETAILS

Created By Edwin Lagarde

From Account Payroll 8104

- Approve
- Cancel
- Copy
- Print Details



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5. Select "Confirm".

Approve Transaction

Are you sure you want to approve this transaction?

No Confirm

6. Select "Target" to receive "Secure Access Code".

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:

Text me: (XXX) XXX-3933

Call me: (XXX) XXX-8252

Call me: (XXX) XXX-1899

Text me: (XXX) XXX-8252

Text me: (XXX) XXX-1899

Cancel



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7. "Enter your Secure Access Code". Select "Verify"

Enter your Secure Access Code

Enter the code that has been sent via text me to (XXX) XXX-1899.

Enter code

Back Verify

8. Your transaction has now been approved, select "Close"

Approval Successful

Transaction successfully approved.

#36329 (\$0.20) Approved

Close



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