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".

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

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

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.

4. Select the "Ellipses" and select "Approve".

5. Select "Confirm".

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

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

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