



ACH: Approval Quick Reference Guide

ACH Payments: Approve & View Transfers

Please note: If you are set up for dual control, you cannot approve an ACH that you created and vice versa.

To Approve Transfers

1. From main menu, select **Payments & Transfers**, then select **Payment Activity**.
2. From the list of payment activity, locate the transaction to approve.
3. Click **Approve** to approve from the transaction summary.
4. Or click **View** to view the transaction details.
 - a. Click **Approve** to approve the ACH transfer.
5. Click **Reject** to reject batch.
 - a. Enter a rejection reason and click **OK**.
 - i. A different user must then recreate the transaction.

To View Transfers

1. From main menu, select **Payments & Transfers**, then select **Payment Activity**.
2. Choose from the right-hand submenu:
 - a. **Current Activity**;
 - b. **Future Payments**;
 - c. **Payment History**; or
 - d. **Recurring Transfers**.
3. Click on the link to view the applicable transactions.
4. Select the transaction to view the details.
5. Click **OK**.

For any questions using the Wire module, please contact Cash Management Operations

at 888-999-2644 or email cashmanagementopscenter@midpennbank.com