ACH Payments Using Templates

JOHNSON FINANCIAL GROUP®

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Click an account tile to view details and transaction history. ✕

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Home 🖨

ACCOUNTS ✏ ⌃

Available: $1,196,483.67 ⊘
Current: $1,196,483.67 ⊘

COMMERCIAL HYBRID **1877 ⋮	SM BUSINESS SOLUTION **2249 ⋮
Available Balance $7,255.21	Available Balance $5,005.15
Current Balance $7,255.21	Current Balance $5,005.15

Wires Checking **1601 ⋮	Wires Savings **1602 ⋮
Available Balance $100,267.02	Available Balance $1,002,114.45
Current Balance $100,267.02	Current Balance $1,002,114.45

JCDC **8655 ⋮	ATM SURCHARGE EXPENSE **8898 ⋮
Available Balance $4,940.00	Available Balance $10,180.00
Current Balance $4,940.00	Current Balance $10,180.00

COMMERCIAL CHECKING **7245 ⋮	COMMERCIAL HYBRID **7311 ⋮
Available Balance $8,349.76	Available Balance $10,661.25
Current Balance $8,349.76	Current Balance $10,661.25

MUNICIPAL COMMER CKG **5122 ⋮	MUNICIPAL HYBRID **7152 ⋮
Available Balance $4,136.45	Available Balance $5,177.34
Current Balance $4,136.45	Current Balance $5,177.34

NON-PR COMMERC CKG **5537 ⋮	OFFICIAL CHECKS **4572 ⋮
Available Balance $4,804.41	Available Balance $10,008.80
Current Balance $4,804.41	Current Balance $10,008.80

NON PR COM CKG W/INT **1995 ⋮	WHOLESALE MMKT (FINA... **6454 ⋮
Available Balance $4,811.05	Available Balance $5,003.50
Current Balance $4,811.05	Current Balance $5,003.50

Transfer Money Now >	
ACH Batch	2
Domestic Wire	1
Funds Transfer	1
View in Online Activity	>
DepositPartner	>

To create a new Template, click on **Payments** under the **Cash Management** menu.

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

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ACCESS JFG U

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.   ✕

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Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template   🔍 Search templates

33 Results   Filters: All   ACH Batch   ACH Collection   Domestic Wire   International Wire   Payroll

	Name ▲	Type ▲	Recipients ▲	Last Paid Date ▲	Last Paid Amount ▲	Actions
☆	9.23.23 tester	Domestic Wire	1			⋮
☆	Amanda Batch Test	ACH Batch (CCD)	1			⋮
☆	Android test 6.7.22	Domestic Wire	1			⋮
☆	CMTESTOM Template	Domestic Wire	1			⋮
☆	Domestic Tony Test	Domestic Wire	1			⋮
☆	Dunder mifflin	Domestic Wire	1			⋮

Payment Templates allow you to save the transaction and re-use it.

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ACCESS JFG ▐

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Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template | 🔍 Search templates

33 Results **Filters:** All · ACH Batch · ACH Collection · Domestic Wire · International Wire · Payroll

> You can filter different template types by clicking on the transaction type listed.

Name ▲	Type ▲	Recipients ▲	Last Paid Date ▲	Last Paid Amount ▲	Actions
☆ 9.23.23 tester	Domestic Wire	1			⋮
☆ Amanda Batch Test	ACH Batch (CCD)	1			⋮
☆ Android test 6.7.22	Domestic Wire	1			⋮
☆ CMTESTOM Template	Domestic Wire	1			⋮
☆ Domestic Tony Test	Domestic Wire	1			⋮
☆ Dunder mifflin	Domestic Wire	1			⋮

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Good Morning, Kyle User Guides

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Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template   🔍 Search templates

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

International Wire   Payroll

Last Paid Date ▲   Last Paid Amount ▲   Actions

☆ Amanda Batch Test   ACH Batch (CCD)   1

☆ Android test 6.7.22   Domestic Wire   1

☆ CMTESTOM Template   Domestic Wire   1

☆ Domestic Tony Test   Domestic Wire   1

☆ Dunder mifflin   Domestic Wire   1

To create a new template, click **New Template** and **select** the type of transaction for this template.

Please note, the following pages will show an ACH Batch template being created. All ACH types will follow an identical workflow. For Wire Templates, please see the Wire Template user guides.

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

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![Johnson Financial Group logo]

Welcome, Kyle Kasbohm

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Settings ⌄
Log Off

ACH Batch Change Type

Template Properties

Template Name

[   ]

Template Access Rights

4 of 9 user roles selected

Origination Details

SEC Code ⓘ

----Select a SEC Code---- ⌄

Company Entry Description

Max 10 characters

From Subsidiary

🔍 Search by name

Account

🔍 Search by name or number

Recipients (1)   Filters: All Pending Pre-Notes   🔍 Find recipients in paym

+ Add multiple recipients

Recipient/Account	Amount	
🔍 Search by name or account.	$0.00	⋮
+ Add another recipient		

$0.00
1 payments (1 for $0.00)

Cancel   **Save**

Enter a **Template Name** and select which user roles may access this template.

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

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ACH Batch   Change Type

Template Properties

Template Name

Vendor Payment

Template Access Rights

4 of 9 user roles selected

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disburse ⌄

Company Entry Description

Payment

Fr

M

*

Account

COMMERCIAL CHECKING
XXXXXX7245 $8,349.76

Add in recipients for this template. You can either choose existing recipients or create new recipients. Add in a dollar amount for the payee or leave at $0.00. If the dollar amount will change every time you send this recipient a wire, it is suggested to leave the amount at $0.00.

See the ACH Recipients Guide for instructions for adding New Recipients.

Recipients (1)   Filters: All   Pending   Pre-Notes   🔍 Find recipients in payment   ⋮

+ Add multiple recipients

Recipient/Account	Amount	
🔍 Search by name or account. ⚠	$0.00	⋮

+ New Recipient

Andy Dufresne

Andy Dufresne
Checking   123456

+ Add another recipient

Andy Dufresne
Checking   987654

$0.0   **Billy Bob**   Cancel   **Save**
1 pay

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

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ACH Batch Change Type

Import Amounts ⓘ

Template Properties

Template Name

Vendor Payment

Template Access Rights

4 of 9 user roles selected

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disburse ⌄

Company Entry Description

Payment

From Subsidiary

McQuetoo Payables
*****1316

Account

COMMERCIAL CHECKING
XXXXXX7245 $8,349.76

Recipients (2)   Filters: All Pending Pre-Notes   🔍 Find recipients in paym

+ Add multiple recipients

Recipient/Account	Amount	
Bono *(Paul Hewson)* Checking 123456	$0.00	⋮
The Edge *(David Evans)* Checking 987654	$0.00	⋮

+ Add another recipient

$0.00
2 payments (2 for $0.00)

Cancel   **Save**

Click **Save** when you are finished.

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Good Morning, Kyle User Guides

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day. ✕

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Payments Hub

MAKE A PAYMENT

[New Payment]

The template is now available for you to use in the Payments screen. Use the **Actions Kabob menu** to **Pay** using the template, or edit, copy, and delete the template.

PAYMENT TEMPLATES

[New Template]   🔍 Search templates

33 Results   Filters: [All]   ACH Batch   ACH Collection   Domestic Wire   International Wire   Payroll

Name ▲	Type ▲	Recipients ▲	Last Paid Date ▲	Last Paid Amount ▲	Actions
☆ 9.23.23 tester	Domestic Wire	1			⋮
☆ Amanda Batch Test	ACH Batch (CCD)	1	Click to view template Amanda Batch Test actions		⋮
					Pay
					Edit
					Copy
☆ Android test 6.7.22	Domestic Wire	1			Delete
☆ CMTESTOM Template	Domestic Wire	1			
☆ Domestic Tony Test	Domestic Wire	1			⋮
☆ Dunder mifflin	Domestic Wire	1			⋮

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- Settings ⌄
- Log Off

Vendor Payment (ACH Batch)

Import Amounts ⓘ   Edit Template

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disbursement

Account

COMMERCIAL CHECKING
XXXXXX7245 $8,349.76

Company Entry Description

Payment

Effective Date

10/16/2020   📅

From Subsidiary

McQuetoo Payables
*****1316

Recurrence

Set schedule

Recipients (2)   Filters: All   Paid   Not Paid   Pending   Pre-Notes   🔍 Find recipients in payment   ⋮

Recipient/Account	Amount
Bono *(Paul Hewson)* Checking 123456	$0.00
The Edge *(David Evans)* Checking 987654	$0.00

$0.00
2 payments (2 for $0.00)   Cance

Enter the **effective date** for the transaction. You can also set a recurring transaction schedule if desired.

You can also update the Company Entry Description, if necessary.

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

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- ⌂ Home
- ✉ 172 Message Center

Vendor Payment (ACH Batch)

Edit Template

Origination Details

SEC Code ⓘ	Company Entry Description	From Subsidiary
CCD - Cash Concentration and Disbursement	Payment	McQuetoo Payables *****1316

Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXX7245 $8,349.76	10/16/2020 📅	Set schedule

Recipients (2)   Filters: **All** Paid Not Paid Pending Pre-Notes   🔍 Find recipients in payment   ⋮

Recipient/Account	Amount
✓ This payment is valid.	⋮
Bono *(Paul Hewson)* Checking 123456	$100.00
☐ Notify Recipient Show Details ☐ Do Not Pay	
Addendum	
The Edge *(David Evans)* Checking 987654	*Not Paid* ⋮

$100.00
1 payments

Cancel   Draft   Approve

Enter a dollar amount for each payee.

If you don't want a recipient to be paid, click on the recipient tile and mark the Do Not Pay box.

If you enter $0.00 for a payee, it will send a prenote transaction.

Clicking on the recipient tile will allow you to enter Addendum information.

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Vend

Edit Template

Originat

SEC Code

CCD - Cas

Account

COMME
XXXXXX72

⊘ **Transaction Drafted**

Transaction requires 1 approval(s).

Transaction ID: 12922

Total Amount: $100.00

Close   View in Online Activity

From Subsidiary

McQuetoo Payables
*****1316

Recurrence

et schedule

Recipien

Find recipients i

Recipient/Account   **Amount**

⊘ This payment is valid.

Bono *(Paul Hewson)*
Checking   123456 $100.00

☐ Notify Recipient   Show Details   ☐ Do Not Pay

Addendum

The Edge *(David Evans)*
Checking   987654   *Not Paid*

$100.00
1 payments   Cancel   Draft   Approve

In this case we Drafted the payment.

Note: when the icon is green, the transaction is complete.

When the icon is yellow (as here), there are extra steps required.

When the icon is red, the transaction has failed and something needs to be fixed before another transaction can be started.

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

🏠 Home

✉ ③ Message Center

⇄ Transactions   ⌄

Online Activity Center

Online Activity ⓘ

Single Transactions   Recurring Transactions

▽ ♡ ⤓ 🖨   🔍 Search Transactions

d date ⌄	Status ⌄	Approvals	Transaction Type ⌄	Account ⌄	Amount ⌄	☐	⋮
2023 M	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630	$1.00	☐	⋮
2023 M	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630	$0.00	☐	⋮
2023 M	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022		$1.00	☐	⋮
2023 M	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009		$1.00	☐	⋮
2023 AM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	$0.02	☐	⋮
2023 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630			Details
2023 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630			Approve
2023 AM	Drafted	0 of 2	International Wire Tracking ID: 1809492	Founders 3 Operating ****5801			Cancel
2023 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809424	COMMERCIAL CHECKING ****2630			Notify
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809396	COMMERCIAL CHECKING ****2630			Inquire
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809313	Founders 3 Operating ****5801			Copy
10/2/2023			ACH Batch	COMMERCIAL CHECKING			Print Details

Online Activity (found in the Transactions menu) tracks all transactions that happen online. Make sure you select Single or Recurring Transactions at the top of the page depending on what transaction type you are looking for.

Using the **kabob menu**, you can **Approve** the transaction from here (depending on your user entitlements), amongst other actions.

Depending on your entitlements, you may be able to approve or cancel transactions that were created by other users.

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

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.

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