

ACH Payments Using Templates



Click an account tile to view details and transaction history.

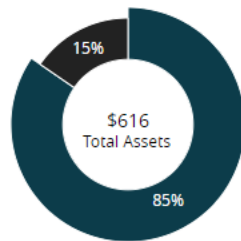
- Home
- Message Center
- Transactions
- Cash Management**
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Home

ACCOUNTS

<p>BUSINESS GROWTH CKG **3001</p> <p>Available Balance \$95.00</p> <p>Current Balance \$95.00</p>	<p>BUSINESS LINE OF CREDIT 600001</p> <p>Current Balance \$0.00</p> <p>Available Balance \$25,000.00</p>
<p>BUSINESS SAVINGS **3002</p> <p>Available Balance \$521.00</p> <p>Current Balance \$521.00</p>	

ASSET SUMMARY



BUSINESS SAVINGS	
****3002	84.58%
Available Balance	\$521.00
Current Balance	\$521.00
View Transactions	

- Transfer Money >
- Credit Card Access >

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

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Payments

New Payment

Search templates

+ Create Template

Templates

3 Results Filters: All ACH Payment Domestic Wire

	Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
	Central Perk ACH	ACH Payment (PPD)	1			
	Central Perk Wire	Domestic Wire	1			
	OM Test ACH Template	ACH Payment (PPD)	1			

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

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Payments

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+ Create Template

Templates

3 Results Filters: All ACH Payment Domestic Wire

	Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆	Central Perk ACH	ACH Payment (PPD)	1			⋮
☆	Central Perk Wire	Domestic Wire	1			
☆	OM Test ACH Template	ACH Payment (PPD)	1			

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

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Payments

New Payment

Search templates

+ Create Template

Templates

3 Results Filters: All ACH Payment Domestic Wire

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
Central Perk ACH	ACH Payment (PPD)	1			
Central Perk Wire	Domestic Wire	1			
OM Test ACH Template	ACH Payment (PPD)	1			

To create a new template, click **+Create Template** and select **ACH Payment**

For Domestic Wire Templates, please see the Domestic Wire Template user guide.

Home
Message Center
Transactions
Cash Management
Payments
DepositPartner - SSO
Merchant Services
Recipient Address Book
Positive Pay
Small Business Credit C...
Transfers & Payments
Locations & ATMs
Services
Help
Settings
Log Off

ACH Payment Change Type

Template Properties
Template Name:
Template Access Rights: 7 of 7 users selected

Origination Details
SEC Code:
Company Entry Description:
From Subsidiary:
Account:

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00

Cancel Save

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

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

ACH Payment Change Type

Template Properties

Template Name: Template Access Rights: 7 of 7 users selected

Origination Details

SEC Code ⓘ

----Select a SEC Code----

----Select a SEC Code----

PPD - Prearranged Payment and Deposit

CCD - Cash Concentration and Disbursement











Company Entry Description: From Subsidiary

Recipient/Account	Amount
<input style="width: 95%;" type="text" value="Search by name or account."/>	<div style="display: flex; align-items: center;"> \$ <input style="width: 80%;" type="text" value="0.00"/> </div>

Cancel
Save

Next, you must choose the correct **SEC code** for the template.

Depending on what you contracted for, you'll have the option of **PPD**, **CCD**, or both. Use PPD when the ACH Recipient is a Person. Use CCD when the ACH Recipient is a Company.

-  Home
-  Message Center 10
-  Transactions v
-  Cash Management ^
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
-  Transfers & Payments v
-  Locations & ATMs
-  Services v
-  Help v
-  Settings v
-  Log Off

ACH Payment Change Type

Template Properties

Template Name <input type="text" value="Joey-SAG Royalties"/>	Template Access Rights 7 of 7 users selected
---	--

Origination Details

SEC Code ⓘ <input type="text" value="PPD - Prearranged Payment and Deposits"/>	Company Entry Description <input type="text" value="Payment"/>	From Subsidiary <input type="text" value="BURTS BEES *****1258"/>
Account <input type="text" value="Search by name or number"/>		

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00

Enter a **Company Entry Description**. This would be a short description of the reason for the transaction (Payment, Collection, Payroll, Rent, etc.).

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- ACH Reversal
- DepositPartner
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit Card
- Transfers & Payments
- Locations & ATMs
- Services
- Statements
- Help
- Settings
- Log Off

ACH Payment [Change Type](#)

Template Properties

Template Name	Template Access Rights
Joey-SAG Royalties	2 of 2 user roles selected

Origination Details

SEC Code	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Payment	DARTS TESTING *****4321

Account
COMMERCIAL CHECKING ****2630 \$12.55

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00

You will only have one option for Subsidiary and Account. Those options will default so you can move on to the next step.

Cancel Save

- Home
- Message Center ¹⁰
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

ACH Payment Change Type

Template Properties

Template Name

Template Access Rights
 7 of 7 users selected

Origination Details

SEC Code ⊕

Company Entry Description

From Subsidiary

Account
 \$95.00

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	<input type="text" value="\$ 0.00"/>

Search by name or account. ⚠

- + New Recipient
- Central Perk**
- Central Perk
Checking 521365476541
- Joey Tribbiani**
- Joey Tribbiani (DrakeR)
Checking 8675309
- Monica Geller**
- Monica Geller
Checking 897462465
- Monica Geller
Savings 84564164

Next, you will need to select a recipient from your Recipient Address Book by clicking in the “**Search by name or account**” field and select the recipient from the list in the dropdown menu.

If you need to add a recipient who hasn’t been already been added to the recipient address book, you can click **+ New Recipient** in the “Search by name of account” menu. For information on adding recipients, please see ACH Recipients user guide.

- [Home](#)
- [Message Center 10](#)
- [Transactions](#)
- [Cash Management](#)
- Payments**
- [DepositPartner - SSO](#)
- [Merchant Services](#)
- [Recipient Address Book](#)
- [Positive Pay](#)
- [Small Business Credit C...](#)
- [Transfers & Payments](#)
- [Locations & ATMs](#)
- [Services](#)
- [Help](#)
- [Settings](#)
- [Log Off](#)

ACH Payment Change Type

Template Properties

Template Name: Template Access Rights: 7 of 7 users selected

Origination Details

SEC Code: Company Entry Description: From Subsidiary:

Account: \$95.00

Recipient/Account	Amount
Joey Tribbiani (DrakeR) Checking 8675309	\$ 0.00

Lastly, enter a dollar **Amount** for the template. This amount will default every time you use the template. If the dollar amount you send this recipient will change each time, it is recommended to leave it as \$0.00 and you can enter the actual dollar amount when using the template to send a payment.

Click **Save** when finished.

Template Saved

Template save was successful.

Close Pay

Name	Type	Recipients	Last Paid Date
☆ Central Perk ACH	ACH Payment (PPD)	1	
☆ Central Perk Wire	Domestic Wire	1	
☆ Joey-SAG Royalties	ACH Payment (PPD)	1	
☆ OM Test ACH Template	ACH Payment (PPD)	1	

You'll receive a confirmation that the template saved. You can click **Close** to return to the Payments screen or click **Pay** to use the template right away.

The next page will show how to use a pre-existing template.

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Payments

New Payment

Templates

4 Results Filters: All ACH Payment Domestic Wire

	Name	Type	Recipients	Last Pa
☆	Central Perk ACH	ACH Payment (PPD)	1	
☆	Central Perk Wire	Domestic Wire	1	
☆	Joey-SAG Royalties	ACH Payment (PPD)	1	
☆	OM Test ACH Template	ACH Payment (PPD)	1	

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.

- Pay
- Edit
- Copy
- Delete

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- DepositPartner - SSO
- Merchant Services
- Recipient Address Book
- Positive Pay
- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Services
- Help
- Settings
- Log Off

Joey-SAG Royalties (ACH Payment)

Edit Template

Origination Details

SEC Code ⓘ
PPD - Prearranged Payment and Deposit

Account
BUSINESS GROWTH CKG
****3001

\$95.00




Company Entry Description Payment	From Subsidiary BURTS BEES ****1258
Effective Date 07/18/2023	Recurrence Set schedule

Recipient/Account	Amount
Joey Tribbiani (DrakeR) Checking 8675309	\$ 0.00

The Origination Details will fill in from the template.

Enter the **Effective Date** for the transaction. You can also set a recurring transaction schedule if desired.


You can update the Company Entry Description, if necessary.

-  Home
-  Message Center 10
-  Transactions






Joey-SAG Royalties (ACH Payment)

[Edit Template](#)

Origination Details





SEC Code ⓘ PPD - Prearranged Payment and Deposit	Company Entry Description <input type="text" value="Payment"/>	From Subsidiary BURTS BEES *****1258
Account BUSINESS GROWTH CKG ****3001	Effective Date 07/18/2023 	Recurrence Set schedule

Recipient/Account	Amount
<div style="display: flex; align-items: center;"> ✔ This payment is valid. ⋮ </div>	
<input type="text" value="Joey Tribbiani (DrakeR)"/> <small>Checking</small>	<div style="display: flex; align-items: center;"> \$ <input style="width: 100px;" type="text" value="90.00"/> </div>
<input type="checkbox"/> Notify Recipient Show Details	
Addendum (optional) <div style="border: 1px solid #007bff; padding: 5px; margin-top: 5px;"> Days of our Lives Royalties </div>	

-  Locations & ATMs
-  Services
-  Help
-  Settings
-  Log Off

Enter a dollar amount for the payee.


Click on the **Kabob** menu and choose to expand row if you want to enter an **Addendum**. Expanding the row will also allow you to **Notify Recipient** via email, if the recipient has an email address in the Recipient Address Book.

-  Home
-  Message Center 10
-  Transactions v
-  Cash Management ^
- Payments**
- DepositPartner - SSO

Joey-SAG Royalties (ACH Payment)

[Edit Template](#)

Origination Details

SEC Code ⓘ PPD - Prearranged Payment and Deposit	Company Entry Description <input type="text" value="Payment"/>	From Subsidiary BURTS BEES *****1258
Account BUSINESS GROWTH CKG ****3001	Effective Date 07/18/2023 	Recurrence Set schedule

Recipient/Account	Amount
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This payment is valid. ⋮




Joey Tribbiani (<i>DrakeR</i>) Checking 8675309	\$	90.00
---	----	-------

Notify Recipient [Show Details](#)

Addendum (optional)

Days of our Lives Royalties

You can either **Draft** or **Approve** the transaction, depending on your rights. **Draft** will save the transaction for a future approval. **Approve** will complete the transaction right away.

-  Help v
-  Settings v
-  Log Off

<input type="button" value="Cancel"/>	<input type="button" value="Draft"/>	<input type="button" value="Approve"/>
---------------------------------------	--------------------------------------	--

Home

Message Center

Transactions

Cash Management

Payments

DepositPartner - SSO

Merchant Services

Recipient Address Book

Positive Pay

Small Business Credit C...

Transfers & Payments

Locations & ATMs

Services

Help

Settings

Log Off

Joey-
Originat
SEC Code
PPD - Pre
Account
BUSINES
****3001

Recipient

✓ This payment is valid.

Joey Tribbiani (Drake)
Checking 8675309 \$ 90.00

Notify Recipient Show Details

Addendum (optional)
Days of our Lives Royalties

Close View in Online Activity Center

from Subsidiary
BURTS BEES
*****1258
recurrence
et schedule

Edit Template

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
- Message Center
- Transactions
- Online Activity Center**
- Statements
- Cash Management

Online Activity Center

Single Transactions Recurring Transactions Deposited Checks

Search transactions



Created date Status Transaction Type Account Amount

Created date	Status	Transaction Type	Account	Amount	
7/17/2023	Drafted	ACH Payment - Tracking ID: 21872	BUSINESS GROWTH CKG ****3001	\$90.00	<input type="checkbox"/> ⋮
7/17/2023	Drafted	Domestic Wire - Tracking ID: 21871	BUSINESS GROWTH CKG ****3001	\$90.00	<input type="checkbox"/> ⋮
7/17/2023	Cancelled	ACH Payment - Tracking ID: 21870	BUSINESS GROWTH CKG ****3001	\$150.00	<input type="checkbox"/> ⋮
7/15/2023	Authorized	ACH Payment - Tracking ID: 21865	BUSINESS GROWTH CKG ****3001	\$100.00	<input type="checkbox"/> ⋮
7/3/2023	Drafted	ACH Payment - Tracking ID: 21827	BUSINESS GROWTH CKG ****3001	\$0.50	<input type="checkbox"/> ⋮
6/16/2023	Authorized	ACH Payment - Tracking ID: 21755	BUSINESS GROWTH CKG ****3001	\$0.00	<input type="checkbox"/> ⋮
6/16/2023	Cancelled	ACH Payment - Tracking ID: 21754	BUSINESS GROWTH CKG ****3001	\$1.00	<input type="checkbox"/> ⋮
6/16/2023	Authorized	ACH Payment - Tracking ID: 21753	BUSINESS GROWTH CKG ****3001	\$100.00	<input type="checkbox"/> ⋮
6/16/2023	Drafted	ACH Payment - Tracking ID: 21751	BUSINESS GROWTH CKG ****3001	\$5.00	<input type="checkbox"/> ⋮
6/16/2023	Cancelled	ACH Payment - Tracking ID: 21750	BUSINESS GROWTH CKG ****3001	\$1.25	<input type="checkbox"/> ⋮

Online Activity Center (found in the Transactions menu) tracks all transactions that happen online.

If you drafted the transaction, you, or another approver, can Approve the transaction from here, amongst other actions using the **kabob menu**.

Depending on your entitlements, you may be able to approve or cancel transactions that other users have drafted..

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/business/cash-management/client-resources/>

If further support is needed, please call our Johnson Customer Support Center at 888.769.3796 (option 1, then option 2), send a message in the MyJFG Message Center to “MyJFG Business – Cash Mgmt Solutions” or by email at myjfgbusiness@johnsonfinancialgroup.com.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

