

ACH Payments

For ACH Templates, see separate ACH Payments using
Templates guide



Click an account tile to view details and transaction history.

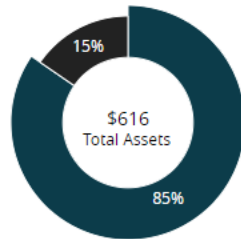
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Home

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

- Transfer Money >
- Credit Card Access >

To send an ACH Payment, click **Payments**, located in the **Cash Management** menu.

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Payments

New Payment

ACH Payment

Domestic Wire

Search templates

+ Create Template

	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 send an ACH payment, select **New Payment** and choose **ACH Payment**.

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ACH Payment [Change Type](#)

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

Max 10 characters

From Subsidiary

BURTS BEES
*****1258

Effective Date

Recurrence

None

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

First, you must choose the correct **SEC code** for the transaction.

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.

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Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposits

Company Entry Description

Payment

From Subsidiary

BURTS BEES
*****1258

Account

Search by name or number

Effective Date

Recurrence

None

Recipient/Account

Amount

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.).

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ACH Payment Change Type

Origination Details

SEC Code ⓘ PPD - Prearranged Payment and Deposi	Company Entry Description Payment	From Subsidiary DARTS TESTING *****4321
Account COMMERCIAL CHECKING *****2630 \$12.55	Effective Date <input type="text"/>	Recurrence None

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.

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Origination Details

SEC Code [Ⓢ]

PPD - Prearranged Payment and Deposits

Company Entry Description

Payment

From Subsidiary

BURTS BEES
*****1258

Account

BUSINESS GROWTH CKG
****3001 \$95.00

Recipient/Account

Search by name or account.

Effective Date

07/18/2023

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	TODAY 17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Recurrence

Set schedule

Cancel

Select the **Effective Date**. The effective date is the day the transaction will be received by the recipient. Weekends and holidays are not eligible to be selected as an effective date.

You can also click **“Set Schedule”** under Recurrence to set up a repetitive schedule for this transaction, if needed.

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ACH

Originat

SEC Code

PPD - P

Account

BUSINES
****3001


Recipient

Schedule Recurring Transaction

How often should this transaction repeat?

- 1st Of The Month
- Last Day Of The Month
- 1st & 15th Of The Month
- 15th & Last Day Of The Month
- Daily (Monday - Friday)
- Weekly
- Every Other Week
- Monthly
- Quarterly
- Semi-Annually
- Yearly

When should this transaction stop?

- On/Before Date 
- After occurrence(s)
- Forever (Until I Cancel)

Cancel

Set Recurring Transaction

If you choose to do a recurring transaction, select how often the transaction should repeat and choose an option for when the recurring schedule should stop. Click **Set Recurring Transaction** to save the schedule.

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Origination Details

SEC Code	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Payment	BURTS BEES *****1258
Account	Effective Date	Recurrence
BUSINESS GROWTH CKG ****3001 \$95.00	07/18/2023	Set schedule

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

+ 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.

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Origination Details

SEC Code [Ⓢ] PPD - Prearranged Payment and Deposits	Company Entry Description Payment	From Subsidiary BURTS BEES *****1258
Account BUSINESS GROWTH CKG ****3001 \$95.00	Effective Date 07/18/2023	Recurrence Set schedule

Recipient/Account	Amount
Joey Tribbiani (DrakeR) Checking 8675309	\$ 150.00

Enter the dollar amount to send to your recipient.

Please note: If you enter \$0.00, a prenote transaction will be sent. A prenote sends a nonmonetary transaction to the recipient to allow the receiving FI to respond if the account information isn't valid. If you choose to send a prenote transaction, Nacha rules require you to wait 3 business days from the effective date of the prenote before you send a live file to that recipient.

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Origination Details

SEC Code [Ⓢ] PPD - Prearranged Payment and Deposi	Company Entry Description Payment	From Subsidiary BURTS BEES *****1258
Account BUSINESS GROWTH CKG ****3001 \$95.00	Effective Date 07/18/2023	Recurrence Set schedule

Recipient/Account	Amount
Joey Tribbiani (DrakeR) Checking 8675309	\$ 150.00

Cancel

You can use the **Kabob** menu to **Expand** the Row (to add addendum), **Show Details** (to show account information), or **notify** the recipient with an email (if an email has been added for the recipient).

Show payment actions for account

- Expand Row
- Show Details
- Notify Recipient

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Origination Details

SEC Code	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Payment	BURTS BEES *****1258
Account	Effective Date	Recurrence
BUSINESS GROWTH CKG ****3001 \$95.00	07/18/2023	Set schedule

Recipient/Account	Amount
This payment is valid.	
Joey Tribbiani (DrakeR) Checking 8675309	\$ 150.00
<input type="checkbox"/> Notify Recipient Show Details	
Addendum (optional)	
<input type="text"/>	

Choosing Expand Row will allow you to add an optional **Addendum** to send payment information, such as invoice numbers, to your recipient. You can also elect to **Notify Recipient** to send an email notification to the recipient, if you have an email address on file. Lastly, you can click **Show Details** to verify the account information of the recipient.

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SEC Code	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Payment	BURTS BEES *****1258
Account	Effective Date	Recurrence
BUSINESS GROWTH CKG ****3001 \$95.00	07/18/2023	Set schedule

Recipient/Account	Amount
Joey Tribbiani (DrakeR) Checking 8675309	\$ 150.00

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, unless your rights require multiple approvals for this transaction type. Follow the onscreen prompts after clicking Approve to complete a secure access verification code to complete the approval.

Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 21870

Total Amount: \$150.00

Close View in Online Activity Center




Joey Tribbiani (Drake)
Checking 8675309 \$ 150.00

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.

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Online Activity Center

Single Transactions Recurring Transactions Deposited Checks



date	Status	Transaction Type	Account	Amount	
23	Drafted	ACH Payment - Tracking ID: 21870	BUSINESS GROWTH CKG ****3001	\$150	<div style="border: 1px solid #ccc; padding: 2px;"> Actions <ul style="list-style-type: none"> Details Approve Cancel Inquire Copy Print Details </div>
23	Authorized	ACH Payment - Tracking ID: 21865	BUSINESS GROWTH CKG ****3001		
8	Drafted	ACH Payment - Tracking ID: 21827	BUSINESS GROWTH CKG ****3001		
23	Authorized	ACH Payment - Tracking ID: 21755	BUSINESS GROWTH CKG ****3001		
23	Cancelled	ACH Payment - Tracking ID: 21754	BUSINESS GROWTH CKG ****3001		
23	Authorized	ACH Payment - Tracking ID: 21753	BUSINESS GROWTH CKG ****3001		
23	Drafted	ACH Payment - Tracking ID: 21751	BUSINESS GROWTH CKG ****3001	\$5.00	<input type="checkbox"/> ⋮
23	Cancelled	ACH Payment - Tracking ID: 21750	BUSINESS GROWTH CKG ****3001	\$1.25	<input type="checkbox"/> ⋮
23	Cancelled	ACH Payment - Tracking ID: 21746	BUSINESS GROWTH CKG ****3001	\$1.25	<input type="checkbox"/> ⋮
23	Processed	ACH Payment - Tracking ID: 21740	BUSINESS GROWTH CKG ****3001	\$1.25	<input type="checkbox"/> ⋮
23	Processed	ACH Payment - Tracking ID: 21739	BUSINESS GROWTH CKG ****3001	\$1.25	<input type="checkbox"/> ⋮

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.

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.

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