## ACH Payments Using Templates



	J	JOHNSON FINANCIAL GROUP		Welcome, K Last login 10/01/202
	Click a	an account tile to view deta	ails and transaction history.	
	ŵ	Home	Home କ	Transfer Money Now
		<sup>22</sup> Message Center	Home 축	ACH Batch
		Transactions	ACCOUNTS Ø	Domestic Wire
	₿	Cash Management	へ Available: \$1,196,483.67 ⑦ Current: \$1,196,483.67 ⑦	Funds Transfer
l		Payments ACH Pass-Thru	COMMERCIAL HYBRID **1877       SM BUSINESS SOLUTION **2249         Available Balance       \$7,255.21         Current Balance       \$7,255.21         Current Balance       \$5,005.15         Current Balance       \$5,005.15	View in Online Activity DepositPartner
		DepositPartner		
		Lockbox	Wires Checking **1601       Wires Savings **1602         Available Balance       \$100,267.02         Current Balance       \$100,267.02         Current Balance       \$100,267.02         Current Balance       \$100,267.02	
		Tax Payment		<b>—</b>
		JFG One Card	JCDC **8655 ATM SURCHARGE EXPENSE **8898 Available Balance \$4,940,00 Available Balance \$10,180,00	To creat Paymen
		Merchant Services	Current Balance \$4,940.00 Current Balance \$10,180.00	Manage
		Recipient Address Book	COMMERCIAL CHECKING **7245 COMMERCIAL HYBRID **7311	
		Business Gateway	Available Balance     \$8,349.76     Available Balance     \$10,661.25       Current Balance     \$8,349.76     Current Balance     \$10,661.25	
		Positive Pay		
	≡	Transfers	MUNICIPAL COMMER CKG **5122       MUNICIPAL HYBRID **7152         Available Balance       \$4,136.45         Current Balance       \$4,136.45         Current Balance       \$4,136.45	
	0	Locations		
	11	Reports	<ul> <li>NON-PR COMMERC CKG **5537</li> <li>Available Balance</li> <li>\$4,804.41</li> <li>Available Balance</li> <li>\$10,008.80</li> </ul>	
		Account Services	Current Balance \$4,804.41 Current Balance \$10,008.80	
	?	Help	WHOLESALE MMKT (FINA **6454	

e, Kyle Kasbohm 2020 at 12:25 PM

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ate a new Template, click on ents under the Cash gement menu.

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

Available Balance

Current Balance

\$4,811.05 \$4,811.05

WHOLESALE MMKT (FINA... \*\*6454

\$5,003.50

\$5.003.50

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Available Balance

Current Balance

ACCESS JFG U		Good Morning, Kyle User Guides	
On Monday, October 9th, no electror	ic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.	×	
<ul> <li>G Home</li> <li>G → Message Center</li> <li>G → Transactions ∨</li> </ul>	Payments Hub MAKE A PAYMENT		
👖 Cash Management 🗠 Payments	New Payment PAYMENT TEMPLATES		lates allow you to
ACH Pass-Thru DepositPartner Lockbox	New Template <ul> <li>Search templates</li> </ul> 33 Results Filters:         All         ACH Batch         ACH Collection         Domestic Wire         International Wire         Payroll           Output         Domestic Wire         International Wire         Payroll         Domestic Wire         Domestic Wire <td></td> <td></td>		
Tax Payment JFG One Card		aid Amount Actions	
Merchant Services Recipient Address Book	☆     9.23.23 tester     Domestic Wire     1       ☆     Amanda Batch Test     ACH Batch (CCD)     1	:	
Positive Pay Integrated Payables	Android test 6.7.22 Domestic Wire 1	:	
Small Business Credit Card Transfers & Payments ~	스 CMTESTOM Template Domestic Wire 1	:	
Cocations & ATMs	රු Domestic Tony Test Domestic Wire 1	:	
Reports ~	숫 Dunder mifflin Domestic Wire 1	:	

-ACCESS	JFG 📕						Good Morn	ing, Kyle User Guides	
On Monday, October 9	th, no electroni	ic transactio	ns will be processed o	r transmitted as the Federal l	Reserve will be closed in	observance of Columbus	Day.	×	
分 Home → Message Cente	r	Payn	nents Hub						
➡ Transactions	~		A PAYMENT						fferent template
🚊 Cash Managem	ent ^	New F	Payment					by clicking listed.	g on the transaction
Payments ACH Pass-Thru			ENT TEMPLATES						
DepositPartne	r			earch templates					
Lockbox Tax Payment		33 Resul	ts Filters: All ACH	H Batch ACH Collection	Domestic Wire Inter	national Wire Payroll	Last Paid Amount 🔺	Actions	K
JFG One Card		☆	9.23.23 tester	Domestic Wire	1			:	
Merchant Serv Recipient Addr		Å	Amanda Batch Test	ACH Batch (CCD)	1			:	
Positive Pay Integrated Pay	ables	$\overleftrightarrow$	Android test 6.7.22	Domestic Wire	1			:	
Small Business		$\overleftrightarrow$	CMTESTOM Template	e Domestic Wire	1			:	
Locations & ATI		☆	Domestic Tony Test	Domestic Wire	1			:	
Reports	~		Dunder mifflin	Domestic Wire	1			:	

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On Monday, October 9th, no electro	ic transactions will be processed or transmitted as the Federal Reserve will be close	d in observance of Columbus Day.
分 Home ☑ <sup>3</sup> Message Center	Payments Hub	
➡ Transactions ∨	MAKE A PAYMENT	
👖 Cash Management 🔨	New Payment	
Payments	PAYMENT TEMPLATES	
ACH Pass-Thru	New Template	
DepositPartner	ACH Wire	
Lockbox	ACH Batch Domestic Wire	rnational Wire Payroll
Tax Payment	ACH Collection International Wire	Last Paid Date A Last Paid Amount Actions
JFG One Card	Payroll	To create a new template, click
Merchant Services		New Template and select the
Recipient Address Book	☆ Amanda Batch Test ACH Batch (CCD) 1	type of transaction for this
Positive Pay		template.
Integrated Payables	Android test 6.7.22 Domestic Wire 1	Please note, the following pages
Small Business Credit Card	☆ CMTESTOM Template Domestic Wire 1	will show an ACH Batch template being created. All ACH types will
Transfers & Payments ~		follow an identical workflow. For
O Locations & ATMs	ර්ථ Domestic Tony Test Domestic Wire 1	Wire Templates, please see the
Reports ~	☆ Dunder mifflin Domestic Wire 1	Wire Template user guides.

J	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
	Home <sup>2</sup> Message Center		ACH Batch Change Type					
	Transactions Cash Management <b>Payments</b>	~	Template Properties Template Name	Template Access Rights 4 of 9 user roles selected	1			
	ACH Pass-Thru		Origination Details					
	DepositPartner		SEC Code @	Company Entry Description		From Subsidiary		
	Lockbox		Select a SEC Code V	Max 10 characters		ও Search by nai	ne	
	Tax Payment		Account			-		
	JFG One Card		Search by name of number					
	Merchant Services		Recipients (1) Fi	ilters: All Pending Pre-Notes	S. Find	d recipients in paym		te Name and select
	Recipient Address Book						template.	s may access this
	Business Gateway		+ Add multiple recipients					
	Positive Pay		Recipient/Account	Amount		L		610
$\equiv$	Transfers	~						
$\bigcirc$	Locations		Search by name or account.	\$0.00			:	
ul	Reports	~		+ Add another recipie	nt			
	Account Services	~						
?	Help	~	\$0.00					
٢ <u></u>	Settings		\$0.00 1 payments (1 for \$0.00)				Cancel Save	
G	Log Off							

	JOHNSON FINANCIAL GROUP			Welcome, Kyle Kasboh	m
6) ⊠™	Home <sup>72)</sup> Message Center	ACH Batch Change Type			
	Transactions Cash Management	Template Properties Template Name	Template Access Rights		
	Payments	Vendor Payment	4 of 9 user roles selected		
	ACH Pass-Thru	Origination Details			
	DepositPartner	SEC Code 💿	Company Entry Description	From Subsidiary McQuetoo Payables	1000
	Lockbox	CCD - Cash Concentration and Disburse	Payment	*****1316	
	Tax Payment	COMMERCIAL CHECKING			
	JFG One Card	XXXXXX7245 \$8,349	9.76		
	Merchant Services	Recipients (1)	Filters: All Pending Pre-Notes	ind recipients in p	
	Recipient Address Book	+ Add multiple recipients			rigination Detail
	Business Gateway			by <b>selecting</b> the Company Entry	
	Positive Pay	Recipient/Account	Amount	Subsidiary, and	
≡	Transfers	Search by name or account.	\$0.00		
ad	Reports	×	+ Add another recipient		
	Account Services	~			
	Help	×			
?					
۲ این این	Settings	\$0.00 > 1 payments (1 for \$0.00)		Cancel Save	

U	JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm
	Home	ACH Batch Change Type	
	<sup>22)</sup> Message Center		
	Transactions $\checkmark$	Template Properties	Add in recipients for this template. You
	Cash Management ^	Template Name Template Access Rights	can either choose existing recipients
	Payments	Vendor Payment 4 of 9 user roles selected	or create new recipients. Add in a dollar amount for the payee or leave at \$0.00.
	ACH Pass-Thru	Origination Details	If the dollar amount will change every time
	DepositPartner	SEC Code 💿 Company Entry Description Fr	you send this recipient a wire, it is
	Lockbox	CCD - Cash Concentration and Disbursel V Payment	suggested to leave the amount at \$0.00.
	Tax Payment	Account	See the ACH Recipients Guide
	JFG One Card	COMMERCIAL CHECKING           XXXXXX7245         \$8,349.76	for instructions for adding New Recipients.
	Merchant Services	Recipients (1) Filters: All Pending Pre-Notes Sind recip	pients in payment
	Recipient Address Book		
	Business Gateway	+ Add multiple recipients	
	Positive Pay	Recipient/Account Amount	
=	Transfers $\checkmark$		
0	Locations	Search by name or account.     \$0.00	:
JII.	Reports ~	+ New Recipient + Add another recipient	
	Account Services $\sim$	Andy Dufresne	
?	Help ~	Andy Dufresne       Checking       123456	
٠ ټ	Settings ~	\$0.0 Andy Dufresne 1 pay Checking 987654	Cancel Save
G	Log Off	Billy Bob	

JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm
کَ Home	ACH Batch Change Type	Import Amounts ⑦
Message Center		
Transactions	Template Properties	
Cash Management	Template Name     Template Access Rights       4 of 9 user roles selected	
Payments	Vendor Payment	
ACH Pass-Thru	Origination Details	
DepositPartner		Subsidiary
Lockbox		Quetoo Payables **1316
Tax Payment	Account COMMERCIAL CHECKING	
JFG One Card	XXXXXX7245 \$8,349.76	
Merchant Services	Recipients (2) Filters: All Pending Pre-Notes Q Find recipier	nts in paym
Recipient Address Book		Click <b>Save</b> when you are finished.
Business Gateway	+ Add multiple recipients	
Positive Pay	Recipient/Account Amount	
Transfers		
Cocations	Bono (Paul Hewson) \$0.00 Checking 123456	:
Reports	The Edge (David Evans) \$0.00	:
Account Services	Checking 987654	•
) Help	+ Add another recipient	
§ Settings	,	
Log Off	\$0.00 2 payments (2 for \$0.00)	Cancel Save

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Good Morning, Kyle User Guides

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

☆ Home ✓ <sup>3</sup> Message Center		Payments Hub	The template is now available for				
	Transactions ~	MAKE A PAYMENT	you to use in the Payments				
	Cash Management ^	New Payment	screen. Use the <b>Actions Kabob</b> <b>menu</b> to <b>Pay</b> using the template,				
	Payments	PAYMENT TEMPLATES	or edit, copy, and delete the template.				
	ACH Pass-Thru	New Template Search templates					
	DepositPartner						
	Lockbox	33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire	e Payroll				
	Tax Payment	Name 🔶 Type 🔶 Recipients 🔶 Last Pai	d Date Actions				
	JFG One Card	5~ 9.23.23 tester Domestic Wire 1	:				
	Merchant Services						
	Recipient Address Book	슈 Amanda Batch Test ACH Batch (CCD) 1	Click to view template Amanda Batch Test actions				
	Positive Pay		Pay				
	Integrated Payables	Android test 6.7.22 Domestic Wire 1	Edit				
	Small Business Credit Card	্র CMTESTOM Template Domestic Wire 1	Сору				
\$	Transfers & Payments $~~$ $\sim$		Delete				
$\bigcirc$	Locations & ATMs	Composition Domestic Wire 1					
	Reports $\checkmark$						
	Services ~	☆ Dunder mifflin Domestic Wire 1	:				
$\bigcirc$							

$\sim$	FINANCIAL GROUP						-	
67	Home		Vendor Payment (ACH E	Batch)		Import Ar	mounts 💿 🛛 Edit Template	a la company
$\square^{17}$	<sup>72</sup> Message Center							
	Transactions	~ 0	Drigination Details				-	
	Cash Management	~	SEC Code 💿	Company Entry Description		From Subsidiary		
	Payments		CCD - Cash Concentration and Disbursement	Payment		McQuetoo Payables *****1316		
			Account	Effective Date		Recurrence		
	ACH Pass-Thru		COMMERCIAL CHECKING XXXXX7245 \$8,349.76	10/16/2020	<b>₽</b>	Set schedule		
	DepositPartner			<u></u>				
	Lockbox		Recipients (2) Filters:	All Paid Not Paid Pending Pre-Notes		۹. Find recipients in p	ayment	
	Tax Payment		Recipients (2) Filters:	Faid Not Faid Fending Fre-Notes		< Find recipients in p	ayment	
	JFG One Card							
	Merchant Services		Recipient/Account	Amount				
	Recipient Address Book		Bono (Paul Hewson)	\$0.00				
	Business Gateway		Checking 123456					
	Positive Pay		The Edge (David Evans) Checking 987654	\$0.00			Enter the effect transaction. Yo	<b>tive date</b> for the ou can also set a
$\equiv$	Transfers	~						action schedule if
0	Locations	\$	0.00				desired.	
III	Reports		payments (2 for \$0.00)			Cance	Vou can also ur	odate the Company
		<u>_</u>					-	on, if necessary.
							, <u>-</u>	,,.,.
?	Help	~						



Welcome, Kyle Kasbohm

Edit Template

172	Message Center	
	wessage center	

Home

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**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.

0	Locations
11	Reports
	Account Services
?	Help
٢ <u>;</u>	Settings
G	Log Off

#### Vendor Payment (ACH Batch)

]~	Origination Details		
~	SEC Code ③	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 EP	Set schedule
	Recipients (2) Filters:	All Paid Not Paid Pending Pre-Notes	۹ Find recipients in payment
	Recipient/Account	Amount	
	✓ This payment is valid.	s 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

Welcome, Kyle Kasbohm

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	ACH Pass-Thru
	Payments
▦	Cash Management
	Transactions
<sup>172</sup>	Message Center
ſлÌ	Home

Positive Pay

Transfers

Locations

Reports

Help

Settings

Log Off

Account Services

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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.

Origination Details			
SEC Code ③	Company Entry Description	From Subsidiary	
CCD - Cash Concentration and Disbursem	Payment Payment	McQuetoo Payable *****1316	·S
Account	Effective Date	Recurrence	
COMMERCIAL CHECKING XXXXXX7245 \$8,	349.76 10/16/2020	Set schedule	
Recipients (2) Filte	ers: All Paid Not Paid Pending P	re-Notes Q Find recipients in	payment
Recipient/Account	Amount		
⑦ This payment is valid.			:
Bono ( <i>Paul Hewson</i> ) Checking	\$100.00		•
Notify Recipient Show [	Details Do Not Pay		
Addendum			
	Not Paid		

JJ	OHNSON							Welcome, Kyle Kasbohm	
С на	ome		Vend			×		Edit Template	
172 M	essage Center		venu		(!)				
	ansactions	~	Originat SEC Code	Transa	action Drafted		rom Subsidiary		
	ish Management	^	CCD - Cas	Transactio	on requires 1 approval(s).		McQuetoo Payables		
AC	TH Pass-Thru		Account COMMEI XXXXXX72		saction ID: 12922		Recurrence Set schedule		
	epositPartner							In this case we	Drafted the
	x Payment		Recipier	Close	View in Online Activity		Find recipients in	payment.	
JFC	G One Card							transaction is c	e icon is green, the omplete.
M	erchant Services		Recipient	:/Account	Amount			When the icon	is yellow (as here),
Re	ecipient Address Book		⊘ ті	his payment is valid.					steps required.
Bu	isiness Gateway		Bono	) ( <i>Paul Hewson)</i> cing 123456	\$100.00			\A/bon the icon	is red the
	ositive Pay		1	Notify Recipient Show Details	Do Not Pay			When the icon transaction has	
	ansfers	~	Adden	ndum					ds to be fixed before ction can be started.
_	ports	~							
Ac	count Services	~	The E Check	Edge (David Evans) King 987654	Not Paid		_	:	
? He	elp	~							
දිූි Se	ttings	~	\$100.00				Cancel	Draft Approve	
G+ LO	g Off		1 payments						

#### ACCESS JFG 🛽

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

Online Activity ③

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### Home

Single Transactions Recurring Transactions

Transactions

Online Activity Center

**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.

$\heartsuit \pm$	(f)			Q Searc	:h 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	Inquire
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809396	COMMERCIAL CHECKING ****2630	Сору
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809313	Founders 3 Operating ****5801	Print Details
/2/2023			ACH Batch	COMMERCIAL CHECKING	

# Thank You

#### Additional Resources and Support

For additional resources, including "how-to" guides, please visit our online Client Resources page at <a href="https://www.johnsonfinancialgroup.com/client-resources">https://www.johnsonfinancialgroup.com/client-resources</a>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at <u>tmsupport@johnsonfinancialgroup.com</u>.

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