



AccessJFG

Exporting ACH Templates

ACCESSJFG

Home
Message Center
Transactions
Cash Management
Payments

New Payment

72 Results Filters All ACH Batch ACH Collection Domestic Wire International Wire Payroll

| Name | Type | Recipients | Last Paid Date | Last Paid Amount | Actions |
|----------------------|----------------------|------------|----------------|------------------|---------|
| A. Zihuatanejo | Domestic Wire | 1 | | | |
| ABC Payables | ACH Batch (CCD) | 2 | | | |
| ACH COLLECTIONS | ACH Collection (CCD) | 2 | 9/10/2020 | \$5.00 | |
| Aladdin | ACH Collection (PPD) | 1 | | | |
| Austin | International Wire | 1 | | | |
| Copy of ACH COLLECTI | ACH Collection (CCD) | 2 | | | |
| Disney Int | International Wire | 1 | | | |
| Disney Payroll | Payroll (PPD) | 1 | 10/7/2020 | \$200.00 | |
| distributions | Domestic Wire | 3 | 9/14/2020 | | |
| DOCTORS | ACH Batch (PPD) | 1 | | | |
| Domestic Wire 1 | Domestic Wire | 2 | | | |

Under **Cash Management**, select **Payments**

ACCESS JFG U

| | | | | | | | |
|------------------------|-----------------------|-----------------|----|-----------|----------|--|--|
| JFG One Card | ☆ DOCTORS | ACH Batch (PPD) | 1 | | | | |
| Merchant Services | ☆ Harvest Festival | ACH Batch (CCD) | 3 | 8/17/2020 | \$150.00 | | |
| Recipient Address Book | ☆ JJM Test | ACH Batch (CCD) | 1 | 8/28/2020 | \$500.00 | | |
| Business Gateway | ☆ Katie Test | ACH Batch (PPD) | 36 | | | | |
| Positive Pay | ☆ Monte batch | ACH Batch (PPD) | 3 | 9/10/2020 | \$20.00 | | |
| Transfers | ☆ none | ACH Batch (PPD) | 1 | 9/14/2020 | \$10.00 | | |
| Locations | ☆ Playables 2 | ACH Batch (PPD) | 1 | 8/12/2020 | \$0.07 | | |
| Reports | ☆ Payroll Test | ACH Batch (PPD) | 2 | | | | |
| Account Services | ☆ RustyACHSingle | ACH Batch (PPD) | 2 | 8/31/2020 | \$1.00 | | |
| Help | ☆ Sarah M Template | ACH Batch (PPD) | 2 | | | | |
| Settings | ☆ Sarah Monte | ACH Batch (PPD) | 1 | | | | |
| Log Off | ☆ Shawshank Payables | ACH Batch (PPD) | 3 | | | | |
| | ☆ Tony Test Payroll | ACH Batch (PPD) | 1 | 8/14/2020 | | | |
| | ☆ Vendor Payment | ACH Batch (CCD) | 2 | | | | |
| | ☆ Vendor Payments | ACH Batch (PPD) | 2 | | | | |
| | ☆ WEBER J MOBILE TEST | ACH Batch (PPD) | 1 | 8/28/2020 | \$0.02 | | |

Your **ACH Templates** should appear.

Choose the **ACH Template** you want to export.

Click the **kabob** and select **Pay** or **Collect**

ACCESS JFG

Home Message Center Transactions Cash Management

Shawshank Payables (ACH Batch)

Import Amounts Edit Template

Origination Details

SEC Code Company Entry Description From Subsidiary

Account Effective Date 10/30/2020 Currency schedule

Recipients (3) Filters: All Paid Not Paid Pending Pre-Notes Find recipients in payment

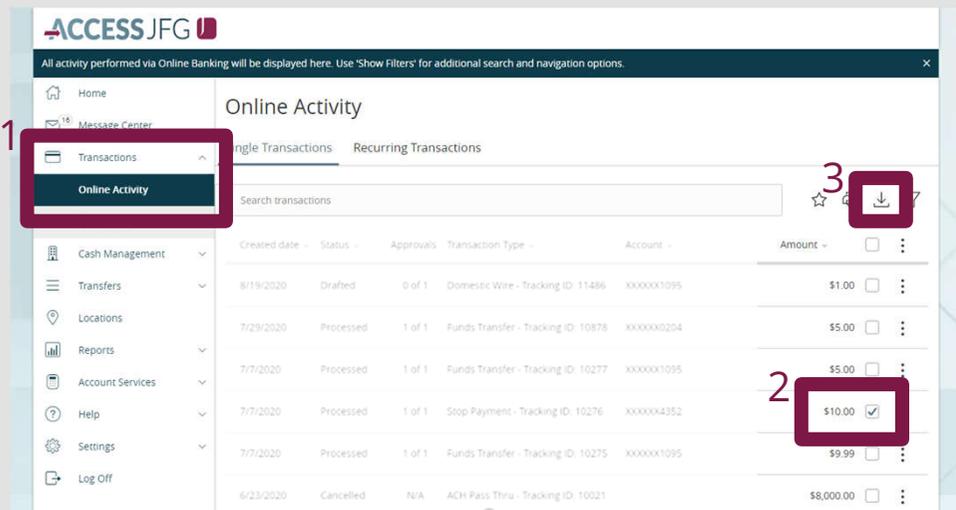
| Recipient/Account | Amount |
|---|---------|
| Andy Dufresne Checking 123456 | \$0.01 |
| Andy Dufresne Checking 987654 | \$10.00 |
| Warden Samuel Norton Checking 654321 | \$0.05 |

\$10.06 3 payments

Cancel **Draft** Approve

Choose the **Originating Account** and add the pertinent information with an **effective date in the future.**

Click **Draft**



1. Go to Transactions, **Online Activity**
2. **Select** the transaction
3. Choose **Export** and select your file type (.xls or .csv). The downloaded file will appear in the lower left corner of your screen and you can save to your computer.

Note: If the file does not need to be sent/approved, cancel the batch in Online Activity via the kabob

Additional Resources and Support



For additional resources, including “how-to” guides, please visit our online Client Resources page at: <https://www.johnsonfinancialgroup.com/accessjfg-friends-family/>



If further support is needed, please call our Treasury Management Support Center at 262.619.2155 or by email at tmsupport@johnsonfinancialgroup.com.

