

BANKING WEALTH INSURANCE

AccessJFG **Exporting ACH Templates**

4	CCESS JFG						
6	Home Message Center	Payments					
-	Transactions	New Payment				9, Search	
8	Cash Management	Templates				+ Creats	Template
	ACH Pass Thru	72 Results Filters: All A	CH Batch ACH Collection	Domestic Wire	International Wire	Payroll	
	DepositPartner	Name	Туре –	Recipients -	Last Paid Date –	Last Paid Amount –	Actions
	Tax Payment	රු A. Zihuatanejo	Domestic Wire	15			3
	JFG One Card	슈 ABC Payables	ACH Batch (CCD)	2			:
	Merchant Services Recipient Address Book	ACH COLLECTIONS	ACH Collection (CCD)	Z	9/10/2020	\$5.00	:
	Business Gateway	슈 Aladdin	ACH Collection (PPD)	1			:
	Positive Pay	ර Austin	International Wire	1			8
≡ ⊙	Transfers Locations	Copy of ACH COLLECTI	ACH Collection (CCD)	2			:
(III)	Reports	公 Disney Int	International Wire	1			:
0	Account Services	~ C☆ Disney Payroll	Payroll (PPD)	Ĩ.	10/7/2020	\$200.00	:
0	Help Settings	く 公 distributions	Domestic Wire	3	9/14/2020		:
G	Log Off	쇼 DOCTORS	ACH Batch (PPD)	1			:
		🖒 Domestic Wire 1	Domestic Wire	2			:

Under Cash Management, select Payments

	3	FG One Card	습	DOCTORS	ACH Batch (PPD)	1		1	i
	F	Merchant Services Recipient Address Book	습	Harvest Festival	ACH Batch (CCD)	3	8/17/2020	\$150.00	I
	E	Business Gateway	☆	JJM Test	ACH Batch (CCD)	ĩ	8/28/2020	\$500.00)
=	ş	Positive Pay	☆	Katle Test	ACH Batch (PPD)	36		1	:
	01	Transfers v	☆	Monte batch	ACH Batch (PPD)	3	9/10/2020	\$20.00	
	al F	Reports ~	슙	none	ACH Batch (PPD)		9/14/2020	\$10.00	
0		Account Services ~	습	Payables 2	ACH Batch (PPD)		8/12/2020	\$0.07	
		settings ~	☆	Payroll Test	ACH Batch (PPD)			:	:
	G• i	Log Off	☆	RustyACHSingle	ACH Batch (PPD)	2	8/31/2020	\$1.00	:
			☆	Sarah M Template	ACH Batch (PPD)	2		i	
			습	Sarah Monte	ACH Batch (PPD)	1		:	
			습	Shawshank Payables	ACH Batch (PPD)	з		Click to view template actions	
			☆	Tony Test Payroll	ACH Batch (PPD)	î	8/14/2020	Pay	
			☆	Vendor Payment	ACH Batch (CCD)	2		Edit	
			습	Vendor Payments	ACH Batch (PPD)	2		Delete	
				WEBER 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**

Home Home Home Home	i ige Center	Sh	awshank Pay	ables (AC	Import Amounts 💿 🛛 Edit Template				
Transa	actions Management	 Orig SEC 	Origination Details SEC Code ⊘		Company Entry Description	1	From Subsidiary		
Payms ACH P Depos	ents Pass-Thru sitPartner	Acco	unt		Effective Date	44) (B)	currence :schedule		
Lockbe Tax Pa	ox	Reci	pients (3)	Filters	All Paid Not Paid Pending	Pre-Notes	9. Find recipients in payment	:	
JFG Or Merch	ne Card nant Services	Reci	vient/Account		Amount				
JFG Or Merch Recipio Busine	ne Card nant Services lent Address Book ess Gateway	Reci	pient/Account Andy Dufresne Drecking	123456	Amount \$8,01			:	
JFG Or Merch Recipie Busine Positiv	ne Card Iant Services Ient Address Book ess Gateway ve Pay	Reci	pient/Account Andy Dufresne Checking Andy Dufresne Checking	123456	Amount 50.01				
JFG Or Merch Recipio Busine Positiv	ne Card nant Services eent Address Book ess Gateway ve Pay lers ons	Reci	Dient/Account Andy Dufresne Checking Andy Dufresne Checking Warden Samuel Norton Decking	123456 987654 634367	Amount 50.01 510.00 510.05			: : :	
JFG Or Merch Recipie Busine Positiv Transf Locatie	ne Card nant Services ent Address Book ess Gateway ve Pay fers ons 15	Reci	plent/Account Andy Dufresne Checking Andy Dufresne Onecking Warden Samuel Norton Checking	123456 987654 654367	Amount 50.01 \$10.00 \$0.05			: : :	
JFG OF Merch Recipie Busine Positiv Transf Locatio Report Account	ne Card ant Services ent Address Book ess Gateway ve Pay efers ens tS nt Services	Reci () () () () () () () () () () () () ()	plent/Account Andy Dufresne Checking Andy Dufresne Checking Warden Samuel Norton Checking 6 tents	123456 987654 654367	Amount \$0.01 \$10.00 \$0.05		Cancel Draft	: : :	

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

Click Draft

All activity performed via O	nline Banki	ng will be displayed	here. Use 'Sho	w Filters' for a	dditional search and navigation optior	15,			×	
Home		Online Activity ngle Transactions Recurring Transactions								
Transactions	~									
Online Activity		Search transac	tions				<u>ک</u>	₹	7	
🚊 Cash Management	~	Created date -	Status -	Approvals	Transaction Type -	Account -	Amount		:	
Transfers	~	8/19/2020	Drafted		Domestic Wire - Tracking ID: 11486	X00000X1095	\$1.00		:	
Locations			Processed		Funds Transfer - Tracking ID: 10878	3000000204	\$5.00	0	:	
Reports	~	7/7/2020	Processed		Funds Transfer - Tracking ID: 10277	X00000X1095	2 \$5.00		:	
Help	~	7/7/2020	Processed		Stop Payment - Tracking ID: 10276	X000004352	\$10.00			
중 Settings	~								, —	

- 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: <u>https://www.johnsonfinancialgroup.com/accessjfg-</u> <u>friends-family/</u>



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