



ACH Payments Using Templates

Click an account tile to view details and transaction history.

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Home

ACCOUNTS

Available: \$1,196,483.67
Current: \$1,196,483.67

COMMERCIAL HYBRID **1877 Available Balance \$7,255.21 Current Balance \$7,255.21	SM BUSINESS SOLUTION **2249 Available Balance \$5,005.15 Current Balance \$5,005.15
Wires Checking **1601 Available Balance \$100,267.02 Current Balance \$100,267.02	Wires Savings **1602 Available Balance \$1,002,114.45 Current Balance \$1,002,114.45
JCDC **8655 Available Balance \$4,940.00 Current Balance \$4,940.00	ATM SURCHARGE EXPENSE **8898 Available Balance \$10,180.00 Current Balance \$10,180.00
COMMERCIAL CHECKING **7245 Available Balance \$8,349.76 Current Balance \$8,349.76	COMMERCIAL HYBRID **7311 Available Balance \$10,661.25 Current Balance \$10,661.25
MUNICIPAL COMMER CKG **5122 Available Balance \$4,136.45 Current Balance \$4,136.45	MUNICIPAL HYBRID **7152 Available Balance \$5,177.34 Current Balance \$5,177.34
NON-PR COMMERC CKG **5537 Available Balance \$4,804.41 Current Balance \$4,804.41	OFFICIAL CHECKS **4572 Available Balance \$10,008.80 Current Balance \$10,008.80
NON PR COM CKG W/INT **1995 Available Balance \$4,811.05 Current Balance \$4,811.05	WHOLESALE MMKT (FINA... **6454 Available Balance \$5,003.50 Current Balance \$5,003.50

- Transfer Money Now
- ACH Batch 2
- Domestic Wire 1
- Funds Transfer 1
- View in Online Activity
- DepositPartner

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

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Payments

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Payments

New Payment

[+ Create Template](#)

Templates

73 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		⋮
☆ 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	8/31/2020	\$200.00	⋮
☆ distributions	Domestic Wire	3	9/14/2020		⋮
☆ DOCTORS	ACH Batch (PPD)	1			⋮

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

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Payments

New Payment

Search

+ Create Template

Templates

73 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		⋮
☆ 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	8/31/2020	\$200.00	⋮
☆ distributions	Domestic Wire	3	9/14/2020		⋮
☆ DOCTORS	ACH Batch (PPD)	1			⋮

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

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Payments

New Payment

Search

Templates

73 Results Filters: **All** ACH Batch ACH Collection D

Name ^	Type ^			
☆ A. Zihuatanejo	Domestic Wire			
☆ ABC Payables	ACH Batch (CCD)	2		
☆ ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020	
☆ 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	8/31/2020	
☆ distributions	Domestic Wire	3	9/14/2020	
☆ DOCTORS	ACH Batch (PPD)	1		

[+ Create Template](#)

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

To create a new template, click **+Create Template** and select the type of transaction for this template.

Please note, the following pages will show an ACH Batch template being created. All ACH types will follow an identical workflow. For Wire Templates, please see the Wire Template user guides.

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ACH Batch [Change Type](#)

Template Properties

Template Name	Template Access Rights
<input type="text"/>	4 of 9 user roles selected

Origination Details

SEC Code [ⓘ]	Company Entry Description	From Subsidiary
<input type="text" value="----Select a SEC Code----"/>	<input type="text" value="Max 10 characters"/>	<input type="text" value="Search by name"/>
Account		
<input type="text" value="Search by name or number"/>		

Recipients (1)

Filters: **All** Pending Pre-Notes

+ Add multiple recipients

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

\$0.00
1 payments (1 for \$0.00)

Give your Template a name and select which user roles may access this template.

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ACH Batch [Change Type](#)

Template Properties

Template Name	Template Access Rights
<input type="text" value="Vendor Payment"/>	4 of 9 user roles selected

Origination Details

SEC Code ⓘ	Company Entry Description	From Subsidiary
<input type="text" value="CCD - Cash Concentration and Disburse"/>	<input type="text" value="Payment"/>	<input type="text" value="McQuetoo Payables
*****1316"/>
Account		
<input type="text" value="COMMERCIAL CHECKING
XXXXXX7245 \$8,349.76"/>		

Recipients (1)

Filters: **All** Pending Pre-Notes

Find recipients in p

+ Add multiple recipients

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

\$0.00
1 payments (1 for \$0.00)

Complete the Origination Details by selecting the SEC Code, Company Entry Description, Subsidiary, and the Account.

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ACH Batch Change Type

Template Properties

Template Name: Vendor Payment
 Template Access Rights: 4 of 9 user roles selected

Origination Details

SEC Code: CCD - Cash Concentration and Disburse
 Company Entry Description: Payment

Account: COMMERCIAL CHECKING XXXXXX7245 \$8,349.76

Add in recipients for this template. You can either choose existing recipients or create new recipients. Add in a dollar amount for the payee or leave at \$0.00. If the dollar amount will change every time you send this recipient a wire, it is suggested to leave the amount at \$0.00.

See the ACH Recipients Guide for instructions for adding New Recipients.

Recipients (1)

Filters: All Pending Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> <ul style="list-style-type: none"> + New Recipient Andy Dufresne Andy Dufresne Checking 123456 Andy Dufresne Checking 987654 Billy Bob 	\$0.00
+ Add another recipient	

Cancel Save

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ACH Batch Change Type

[Import Amounts](#) ?

Template Properties

Template Name

Vendor Payment

Template Access Rights

4 of 9 user roles selected

Origination Details

SEC Code ?

CCD - Cash Concentration and Disburse ▼

Company Entry Description

Payment

From Subsidiary

McQuetoo Payables
*****1316

Account

COMMERCIAL CHECKING
XXXXXX7245 \$8,349.76

Recipients (2)

Filters: All Pending Pre-Notes

[+ Add multiple recipients](#)

Recipient/Account

Amount

Bono (Paul Hewson) Checking 123456	\$0.00	⋮
The Edge (David Evans) Checking 987654	\$0.00	⋮

[+ Add another recipient](#)

Click **Save** when you are finished.

\$0.00

2 payments (2 for \$0.00)

Cancel

Save

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Payments

New Payment

Templates

73 Results Filters: **All** ACH Batch ACH Collection Domestic Wire International

Name	Type	Recipients	Last Paid D	
☆ A. Zihuatanejo	Domestic Wire	1		⋮
☆ ABC Payables	ACH Batch (CCD)	2		⋮
☆ ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020	⋮
☆ 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	8/31/2020	\$200.00 ⋮
☆ distributions	Domestic Wire	3	9/14/2020	⋮
☆ DOCTORS	ACH Batch (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.

Click to view template actions

- Pay
- Edit
- Copy
- Delete

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Vendor Payment (ACH Batch)

Import Amounts ⓘ Edit Template

Origination Details

SEC Code ⓘ
CCD - Cash Concentration and Disbursement

Account
COMMERCIAL CHECKING
XXXXXX7245 \$8,349.76

Company Entry Description	From Subsidiary
<input type="text" value="Payment"/>	McQuetoo Payables *****1316
Effective Date	Recurrence
<input style="border: 1px solid #00aaff;" type="text" value="10/16/2020"/>	Set schedule

Recipients (2)

Filters: **All** Paid Not Paid Pending Pre-Notes


Recipient/Account	Amount
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Bono (Paul Hewson) Checking 123456 </div>	\$0.00
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> The Edge (David Evans) Checking 987654 </div>	\$0.00

\$0.00
2 payments (2 for \$0.00)

Cancel

Enter the effective date for the transaction. You can also set a recurring transaction schedule if desired.


You can also update the Company Entry Description, if necessary.

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Vendor Payment (ACH Batch)

[Edit Template](#)

Origination Details

SEC Code ⓘ CCD - Cash Concentration and Disbursement	Company Entry Description <input type="text" value="Payment"/>	From Subsidiary McQuetoo Payables *****1316
Account COMMERCIAL CHECKING XXXXXX7245	Effective Date <input type="text" value="10/16/2020"/> 	Recurrence Set schedule

\$8,349.76

Recipients (2)

Filters: All Paid Not Paid Pending Pre-Notes

Recipient/Account	Amount
<div style="display: flex; align-items: center;"> ✔ This payment is valid. ⋮ </div>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px;"> Bono (Paul Hewson) Checking 123456 </div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"> \$100.00 </div> </div>	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Notify Recipient Show Details <input type="checkbox"/> Do Not Pay </div>	
<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Addendum</p>	
<div style="border: 1px solid #ccc; padding: 2px;"> The Edge (David Evans) Checking 987654 </div>	Not Paid ⋮

\$100.00
1 payments







Cancel
Draft
Approve

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.

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Vendor Payment (ACH Batch) Edit Template

Origination Details

SEC Code	Company Entry Description	From Subsidiary
CCD - Cash Concentration and Disbursement	<input type="text" value="Payment"/>	McQuetoo Payables *****1316
Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	<input type="text" value="10/16/2020"/>	Set schedule

Recipients (2)

Filters: All Paid Not Paid Pending Pre-Notes ⋮

Recipient/Account	Amount
✔ This payment is valid. ⋮	
<div style="border: 1px solid #ccc; padding: 2px;"> Bono (<i>Paul Hewson</i>) Checking 123456 </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 60px; margin: 0 auto;">\$100.00</div>
<input type="checkbox"/> Notify Recipient Show Details <input type="checkbox"/> Do Not Pay	
Addendum <input style="width: 100%;" type="text"/>	
<div style="border: 1px solid #ccc; padding: 2px;"> The Edge (<i>David Evans</i>) Checking 987654 </div>	Not Paid ⋮

\$100.00
1 payments

Cancel
Draft
Approve

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.

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Vend

Originat

SEC Code

CCD - Cas

Account

COMME

XXXXX72

Recipier

Recipient/Account

Amount

This payment is 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

Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 12922

Total Amount: \$100.00

Close View in Online Activity

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. ×

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Online Activity

Single Transactions Recurring Transactions



Created date	Status	Approvals	Transaction Type	Account	Amount	
10/1/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 12922	COMMERCIAL CHECKING XXXXXX7245	\$100.00	<input type="checkbox"/> ⋮
10/1/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 12915	COMMERCIAL HYBRID XXXXXX7311	\$50.00	<input type="checkbox"/> ⋮
10/1/2020	Authorized	1 of 1	International Wire - Tracking ID: 12914	COMMERCIAL HYBRID XXXXXX7311		
10/1/2020	Processed	1 of 1	International Wire - Tracking ID: 12913	COMMERCIAL HYBRID XXXXXX7311		
10/1/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12912	Wires Checking XXXXXX1601		
10/1/2020	Processed	1 of 1	International Wire - Tracking ID: 12911	COMMERCIAL HYBRID XXXXXX7311		
10/1/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12910	Wires Checking XXXXXX1601		
9/30/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 12909	COMMERCIAL CHECKING XXXXXX7245		
9/30/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12908	COMMERCIAL HYBRID XXXXXX7311		
9/30/2020	Processed	1 of 1	International Wire - Tracking ID: 12907	COMMERCIAL HYBRID XXXXXX7311		
9/30/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12906	Wires Checking XXXXXX1601		

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..

Additional Resources and Support

- For additional resources, including “how-to” guides, please visit our online Client Resources page at:
 - » <https://www.johnsonfinancialgroup.com/client-resources>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at tmsupport@johnsonfinancialgroup.com.

