

**ACH Payments Using Templates** 

J	JOHNSON FINANCIAL GROUP			Welcome, Kyle K Last login 10/01/2020 at		- 1
Click	an account tile to view detai	nd transaction history.			×	
۲à	Home	Home	ą	Transfer Money Now	>	
	72 Message Center	Tioffie	ŝ	ACH Batch	2	
	Transactions	ACCOUNTS 🖉	^	Domestic Wire	1	
	Cash Management	Available: \$1,196,483.67 ⑦ Current: \$1,196,483.67 ⑦		Funds Transfer	1	
	Payments	COMMERCIAL HYBRID **1877 : SM BUSINESS SOLUTION **2249	:	View in Online Activity	>	
	ACH Pass-Thru	Available Balance\$7,255.21Available Balance\$5,005Current Balance\$7,255.21Current Balance\$5,00		DepositPartner	>	
	DepositPartner	Wires Charlying ##1601	:			
	Lockbox	Wires Checking **1601     Wires Savings **1602       Available Balance     \$100,267.02       Current Balance     \$100,267.02       Current Balance     \$100,267.02				
	Tax Payment			Talanata		<b>-</b>
	JFG One Card	JCDC **8655 ATM SURCHARGE EXPENSE **8898 Available Balance \$4,940.00 Available Balance \$10,180	0.00	To create Payments		-
	Merchant Services	Current Balance \$4,940.00 Current Balance \$10,18	80.00	Managem		
	Recipient Address Book	COMMERCIAL CHECKING **7245 COMMERCIAL HYBRID **7311	:			
	Business Gateway	Available Balance     \$8,349.76     Available Balance     \$10,661       Current Balance     \$8,349.76     Current Balance     \$10,661			4	
	Positive Pay		:			
=	Transfers	MUNICIPAL COMMER CKG **5122 : MUNICIPAL HYBRID **7152 Available Balance \$4,136.45 Available Balance \$5,177 Current Balance \$4,136.45 Current Balance \$5,177				
0	Locations					
JII	Reports	NON-PR COMMERC CKG **5537       OFFICIAL CHECKS **4572         Available Balance       \$4,804.41         Available Balance       \$10,008	3.80			
	Account Services	Current Balance \$4,804.41 Current Balance \$10,00				
?	Help	NON PR COM CKG W/INT **1995 WHO! ESALE MMKT (EINA **6454	:			

ate a new Template, click on ents under the Cash

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

Available Balance

Current Balance

: \$4,811.05 \$4,811.05

NON PR COM CKG W/INT \*\*1995

Available Balance

Current Balance

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Settings

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\$5,003.50

\$5.003.50

J	JOHNSON FINANCIAL GROUP							Welcome, Kyle Kasbohm	
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	<sup>172</sup> Message Center		dyments						
	Transactions	~	New Payment				۹ Search		
	Cash Management	~					, search		
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	DepositPartner	L.	Name 🔺	Туре 🔺	Recipients 🔶	Last Paid Date 🔺	Last Pai	d Amount 🔺 Actions	
	Lockbox		Name –	туре –	Recipients -		Last Fair		
	Tax Payment		🟠 🛛 A. Zihuatanejo	Domestic Wire	1			:	
	JFG One Card		슈 ABC Payables	ACH Batch (CCD)	2				
	Merchant Services		슈 ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020			plates allow you to action and re-use it.
	Recipient Address Book Business Gateway		숫 Aladdin	ACH Collection (PPD)	1			· •	
	Positive Pay		☆ Austin	International Wire	1			:	
∣≡		~ -	☆ Copy of ACH COLLEC	CTI ACH Collection (CCD)	2			:	
l	Reports	× L	$\stackrel{\wedge}{\searrow}$ Disney Int	International Wire	1			:	
	Account Services	~   -	었 Disney Payroll	Payroll (PPD)	1	8/31/2020		\$200.00	
?		~ -	☆ distributions	Domestic Wire	3	9/14/2020		:	
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G	Log Off		☆ doctors	ACH Batch (PPD)	1				

J	JOHNSON FINANCIAL GROUP							Welco	ome, Kyle Kasbohm	
ŵ	Home	Da	ayments							
	<sup>2</sup> Message Center		dyments							
	Transactions	~	New Payment				Q Search			
₿	Cash Management	~					Search			
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	ACH Pass-Thru	7:	3 Results Filters: All	ACH Batch ACH Collection	Domestic Wire	International Wire	Payroll			
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	Lockbox									
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	HNSON				Wel	lcome, Kyle Kasbohm		
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ACH Pa Deposit		73 Results Filters: All AC	H Batch ACH Collection	D ACH Batch ACH Collection	Domestic Wire International Wire	ıs		
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JFG One	e Card nt Services	ABC Payables	ACH Batch (CCD)	2		:		
	nt Address Book	☆ ACH COLLECTIONS	ACH Collection (CCD)	2 9/10/2020			template, click ate and select the	
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Positive		☆ Austin	International Wire	1	tem	plate.		
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III Reports	~	රු Disney Int	International Wire	1	bein	g created. A	All ACH types will cal workflow. For	
	t Services V	☆ Disney Payroll	Payroll (PPD)	1 8/31/2020	Wire	e Templates	, please see the	
<ul><li>? Help</li><li>{ŷ} Settings</li></ul>	×	☆ distributions	Domestic Wire	3 9/14/2020	vvire	e Template ι	user guides.	
□ Log Off		☆ DOCTORS	ACH Batch (PPD)	1		:		

	JOHNSON FINANCIAL GROUP	Welcome, Kyle Kasbohm	
	Home 2) Message Center	ACH Batch Change Type	
	Transactions Cash Management Payments	Template Properties       Template Name       Template Name       4 of 9 user roles selected	
	ACH Pass-Thru	Origination Details	
	DepositPartner	SEC Code 🕥 Company Entry Description From Subsidiary	
	Lockbox	Select a SEC Code V Max 10 characters Q Search by name	
	Tax Payment	Account           Q         Search by name or number	
	JFG One Card	search by name of number	
	Merchant Services		plate a name and
	Recipient Address Book	this template.	ser roles may access
	Business Gateway	+ Add multiple recipients	
	Positive Pay	Recipient/Account Amount	6 m
$\equiv$	Transfers		
$\odot$	Locations	Q     Search by name or account.       \$0.00	
<b>J</b> II	Reports	+ Add another recipient	
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ŝ	Settings	\$0.00 Cancel Save	
G	Log Off		March 1

J	JOHNSON FINANCIAL GROUP					Welcome, Kyle Kasbohm	
	Home <sup>2)</sup> Message Center		ACH Batch Change Type				
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	ACH Pass-Thru		Origination Details				
	DepositPartner		SEC Code 💿	Company Entry Description	From Subsidi	15	
	Lockbox		CCD - Cash Concentration and Disburse 🗸	Payment	*****1316	ayables	
	Tax Payment		Account				100
	JFG One Card		XXXXXX7245 \$8,349.76				
	Merchant Services		Recipients (1) Fil	ters: All Pending Pre-Notes	Find recipients in p		
	Recipient Address Book					Complete the Orig	
	Business Gateway		+ Add multiple recipients			by <b>selecting</b> the SE	
	Positive Pay		Recipient/Account	Amount		Company Entry De Subsidiary, and the	
Ξ	Transfers	$\sim$					
0	Locations		۹ Search by name or account.	\$0.00		:	
ш	Reports	$\sim$		+ Add another recipient			
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G	Log Off						

J	JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm	
	Home	ACH Batch Change Type		
	<ul> <li>Message Center</li> <li>Transactions </li> <li>Cash Management </li> <li>Cash Management </li> <li>ACH Pass-Thru</li> <li>DepositPartner</li> <li>Lockbox</li> <li>Thu Baumant</li> </ul>	Template Properties         Template Name       Template Access Rights         Vendor Payment       4 of 9 user roles selected         Origination Details         SEC Code ③       Company Entry Description         CCD - Cash Concentration and Disbursel ∨       Payment         Account	suggested to leave the a	ng recipients 5. Add in a dollar 6 leave at \$0.00. change every time wire, it is mount at \$0.00.
	Tax Payment JFG One Card	COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	See the ACH Recipients for instructions for addi	
	Merchant Services Recipient Address Book	Recipients (1) Filters: All Pending Pre-Notes	pients in payment	
	Business Gateway	+ Add multiple recipients		
	Positive Pay	Recipient/Account Amount		
≡ ⊘	Transfers $\lor$ Locations	ج Search by name or account. الم	:	
ul	Reports ~	+ New Recipient + Add another recipient		
	Account Services $\lor$	Andy Dufresne Andy Dufresne		
?	Help $\vee$	Checking     123456       \$0.0     Andy Dufresne       Checking     097654	Cancel Save	
ېنې د (ب)	Settings 🗸 🗸	1 pay Checking 987654 Billy Bob		
G	Log Off			

JOHNS FINANCIAL G	GROUP		ome, Kyle Kasbohm
☆ Home		ACH Batch Change Type	ort Amounts 💿
Message Center			
Transactions	~	Template Properties	
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Payments		Vendor Payment 4 of 9 user roles selected	1 1 m
ACH Pass-Thru		Origination Details	
DepositPartner		SEC Code 💿 Company Entry Description From Subsidiary	
Lockbox		CCD - Cash Concentration and Disburse V Payment McQuetoo Payables	
Tax Payment		Account COMMERCIAL CHECKING	
JFG One Card		XXXXXX7245 \$8,349.76	
Merchant Service	25	Recipients (2) Filters: All Pending Pre-Notes Q Find recipients in paym	
Recipient Address	is Book	Click	Save when you are finished.
Business Gateway	у	+ Add multiple recipients	,
Positive Pay		Recipient/Account Amount	
Transfers	~		
Locations		Bono (Paul Hewson) Checking 123456	:
III Reports	~	The Edge (David Evans) \$0.00	:
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<u>ئ</u>	FINANCIAL GROUP						
	<sup>2</sup> Message Center	Pa	ayments			_	
	∽Message Center						
	Transactions	~	New Payment				The template is now available for
	Cash Management	^					you to use in the Payments
	Payments		Templates				screen. Use the <b>Actions Kabob</b> <b>menu</b> to <b>Pay</b> using the template,
	ACH Pass-Thru	73	B Results Filters: All AC	H Batch ACH Collection	Domestic Wire	International	or edit, copy, and delete the
	DepositPartner		Name 🔺	Туре 🔺	Recipients 🔺	Last Paid D	template.
	Lockbox		Nume –	Type -	Kecipients -		
	Tax Payment	1	A. Zihuatanejo	Domestic Wire	1		<u> </u>
	JFG One Card	ĩ	ABC Payables	ACH Batch (CCD)	2		Click to view template actions
	Merchant Services		ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020	Pay
	Recipient Address Book			Acticolication (CCD)	2	5/10/2020	Edit
	Business Gateway	٢	Aladdin	ACH Collection (PPD)	1		Сору
	Positive Pay	5	Austin	International Wire	1		Delete
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0	Locations	٢	Copy of ACH COLLECTI	ACH Collection (CCD)	2		:
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	Account Services	~	A Disney Payroll	Payroll (PPD)	1	8/31/2020	\$200.00
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ŝ,	Settings	× ۲	☆ distributions	Domestic Wire	3	9/14/2020	÷
<b>-</b>	Log Off	~	☆ DOCTORS	ACH Batch (PPD)	1		:

Ų	JOHNSON FINANCIAL GROUP					Welcome, Kyle Kasbohm	
$\bigcirc^{17}$	Home <sup>2</sup> Message Center		Vendor Payment (ACH E	Batch)	Import /	Amounts 💿 Edit Template	
	Transactions	~   (	Drigination Details			_	
	Cash Management	~	SEC Code 💿	Company Entry Description	From Subsidiary		
	Payments		CCD - Cash Concentration and Disbursement	Payment	McQuetoo Payable *****1316	'S	
			Account	Effective Date	Recurrence		
	ACH Pass-Thru		COMMERCIAL CHECKING XXXXX7245 \$8,349.76	10/16/2020	Set schedule		
	DepositPartner					-	
	Lockbox		Recipients (2) Filters:	All Paid Not Paid Pending Pre-Notes	۹. Find recipients in	payment	
	Tax Payment		Recipients (2) Filters.	An Faid Not Faid Ferding Fre-Notes		payment	
	JFG One Card						
	Merchant Services		Recipient/Account	Amount			
	Recipient Address Book		Bono (Paul Hewson)	\$0.00	Г		
	Business Gateway		Checking 123456			Enter the effectiv	a data far tha
	Positive Pay		The Edge (David Evans) Checking 987654	\$0.00		transaction. You	can also set a
$\equiv$	Transfers	~				recurring transact	tion schedule if
0	Locations	\$	0.00		Cance	desired.	
III	Reports	~ 2	payments (2 for \$0.00)		Cance	You can also upda	ate the Company
	Account Services	~				Entry Description	
?	Help	~			L		
्रि	Settings	~					
G	Log Off						



Welcome, Kyle Kasbohm

Edit Template

172	Message Center	
~	wessage center	

Home

A

**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
Ш	Reports
	Account Services
?	Help
<u>نې</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	Set schedule
	Recipients (2) Filters:	II Paid Not Paid Pending Pre-Notes	۹. Find recipients in payment
	Recipient/Account	Amount	
	<ul> <li>This payment is valid.</li> <li>Bono (<i>Paul Hewson</i>)</li> </ul>	\$100.00	:
~	Checking 123456 Notify Recipient Show Details	Do Not Pay	
	Addendum		
~			
~	The Edge (David Evans)Checking987654	Not Paid	:
~			
~	\$100.00 1 payments		Cancel Draft Approve

Welcome, Kyle Kasbohm

JOHNSON

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

	atch)		
Prigination Details			
SEC Code 🕐	Company Entry Description	From Subsidiary	
CD - Cash Concentration and Disbursement	Payment	McQuetoo Payables *****1316	
Account	Effective Date	Recurrence	
COMMERCIAL CHECKING XXXXX7245 \$8,349.76	10/16/2020	Set schedule	
Recipients (2) Filters:	All Paid Not Paid Pending Pre-Notes	<ul> <li>Find recipients in payment</li> </ul>	:
Recipient/Account	Amount		
Bono (Paul Hewson) Checking 123456	\$100.00		:
Notify Recipient Show Details	Do Not Pay		
Addendum			
Addendum			
Addendum The Edge (David Evans) Checking 987654	Not Paid		
The Edge (David Evans)	Not Paid		 :

J	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
G	Home		Vend		×		Edit Template	
	<sup>2</sup> Message Center		venu	(!)				
	Transactions	~	Originat	Transaction Drafted				
	Cash Management	^	SEC Code	Transaction requires 1 approval(s).		rom Subsidiary McQuetoo Payables		
	Payments		CCD - Cas			*****1316		
	ACH Pass-Thru		COMME	Transaction ID:         12922           Total Amount:         \$100.00		ecurrence et schedule		
	DepositPartner		XXXXXXX72				In this case we I	Drafted the
	Lockbox		Recipier	Close View in Online Activity		Find recipients in	payment.	
	Tax Payment						Note: when the	icon is green, the
	JFG One Card						transaction is co	_
	Merchant Services		Recipien	t/Account Amount			When the icon i	s yellow (as here),
	Recipient Address Book		⊘ т	'his payment is valid.			there are extra	-
	Business Gateway		Bond	o (Paul Hewson) \$100.00				
	Positive Pay			Notify Recipient Show Details Do Not Pay			When the icon i transaction has	
≡	Transfers	~	Adder					ls to be fixed before
$\bigcirc$	Locations						another transac	ction can be started.
111	Reports	~						
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ŝ	Settings	~	\$100.00 1 payments			Cancel	Draft Approve	
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J	JOHNSON FINANCIAL GROU	J P						Welcome, Kyle Kasbohm	
All act									
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	<sup>2</sup> Message Center		Online Ac	civicy					
	Transactions	^	Single Transacti	ons Recu	rring Trans	actions			
	Online Activity		Search transa	ctions			☆ 尋 ⊻ ♡		
₿	Statements Cash Management	~	Created date 👻	Status 👻	Approvals	Transaction Type 👻	Account 👻	Amount 🚽 🗌	
$\equiv$	Transfers	~	10/1/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 12922	COMMERCIAL CHECKING XXXXXX7245	\$100.00	
0	Locations		10/1/2020	Drafted	0 of 1	Domestic Wire - Tracking ID: 12915	COMMERCIAL HYBRID XXXXXX7311	\$50.00	
	Reports Account Services	~	10/1/2020	Authorized	1 of 1	International Wire - Tracking ID: 12914	COMMERCIAL HYBRID XXXXXX7311	Activity Center Transactions me	
?	Help	~	10/1/2020	Processed	1 of 1	International Wire - Tracking ID: 12913	COMMERCIAL HYBRID XXXXXX7311	transactions tha	
ŝ	Settings	~	10/1/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12912	Wires Checking XXXXX1601	If you drafted th	ne transaction, you,
G	Log Off		10/1/2020	Processed	1 of 1	International Wire - Tracking ID: 12911	COMMERCIAL HYBRID XXXXXX7311		over, can Approve from here, amongst
			10/1/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12910	Wires Checking XXXXX1601	other actions us	ing the <b>kabob</b>
			9/30/2020	Drafted	0 of 1	ACH Batch - Tracking ID: 12909	COMMERCIAL CHECKING XXXXXX7245	menu.	
			9/30/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12908	COMMERCIAL HYBRID XXXXXX7311	you may be able	
			9/30/2020	Processed	1 of 1	International Wire - Tracking ID: 12907	COMMERCIAL HYBRID XXXXXX7311	cancel transaction users have draft	
			9/30/2020	Processed	1 of 1	Domestic Wire - Tracking ID: 12906	Wires Checking XXXXXX1601		

## Additional Resources and Support

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