



ACH Transactions

For ACH Templates, see separate ACH or Wire Payments using Templates guide
For ACH Pass-Thru, see separate ACH Pass-Thru guide

Click an account tile to view details and transaction history.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management**
 - Payments**
 - ACH Pass-Thru
 - DepositPartner
 - Lockbox
 - Tax Payment
 - JFG One Card
 - Merchant Services
 - Recipient Address Book
 - Business Gateway
 - Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings

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 3
- Domestic Wire 1
- Funds Transfer 1
- View in Online Activity
- DepositPartner

To send an ACH, click **Payments**, located in the **Cash Management** menu.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Payments

New Payment

- ACH
- ACH Batch
- ACH Collection
- Payroll
- Wire
- Domestic Wire
- International Wire

+ Create Template

★ 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	
★ distributions	Domestic Wire	3	9/14/2020	
★ DOCTORS	ACH Batch (PPD)	1		

To send non-templated based transaction, select **New Payment** and the transaction types you have access to will be shown.

Select **ACH Batch** for a Payment. **ACH Collection** and **Payroll** work the same as ACH Batch.

ACH Payment and **ACH Receipt** (not pictured) also follow the same workflow although **Payment & Receipt** only allow one recipient at a time.

- Home
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- Transactions
- Cash Management
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- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code ⓘ ----Select a SEC Code---- ⚠️ ▼ ----Select a SEC Code---- PPD - Prearranged Payment and Deposit CCD - Cash Concentration and Disbursement WEB - Internet-Initiated	Company Entry Description Max 10 characters	From Subsidiary Search by name
Effective Date	Recurrence None	

Recipients (1) Filters: All Pending Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account.	\$0.00
+ Add another recipient	

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

Cancel Draft Approve

First you must **choose the correct SEC code** for the transaction.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposits

Company Entry Description

Max 10 characters

From Subsidiary

Search by name

Account

Search by name or number

Effective Date

Recurrence

None

Recipients (1)

Filters: All Pending Pre-Notes

Find recipients in payment

[+ Add multiple recipients](#)

Recipient/Account

Amount

Search by name or account.

\$0.00

[+ Add another recipient](#)

\$0.00

1 payments (1 for \$0.00)

Cancel

Draft

Approve

Enter a **Company Entry Description**. This would be a short description of the reason for the transaction (Payment, Collection, Payroll, Rent, etc.).

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code [ⓘ]	Company Entry Description
PPD - Prearranged Payment and Deposits	Max 10 characters
Account	Effective Date
Search by name or number	

From Subsidiary

Search by name

- McQuetoo Payables
*****1316
- McQuetoo Transportation Company
*****3164

Recipients (1)

Filters: **All** Pending Pre-Notes

+ Add multiple recipients

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

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

Select the Subsidiary (ACH ID) to be used for this transaction.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code [ⓘ]	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Max 10 characters	McQuetoo Payables *****1316
Account	Effective Date	Recurrence
<input type="text" value="Search by name or number"/>	<input type="text"/>	None
COMMERCIAL CHECKING XXXXXX7245 \$8,349.76		
COMMERCIAL CKG W/INT XXXXXX4277 \$4,035.68		

Filters: **All** Pending Pre-Notes

+ Add multiple recipients

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

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

Select the account you want the payment to come from. Each subsidiary (ACH ID) is only connected to one account.

If you select an account that is not connected to that subsidiary, you will receive a warning message at the top of the screen that the account is not permitted by allowed actions. If you receive that message, please select the correct account for that subsidiary.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type Upload From File

Origination Details

SEC Code [ⓘ] Company Entry Description From Subsidiary

Account \$8,349.76 Effective Date ⚠️ 📅 Recurrence

Recipients (1) Filter

+ Add multiple recipients

Recipient/Account

Effective Date

< October > < 2020 >

S	M	T	W	T	F	S
				TODAY 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select the Effective Date. The effective date is the day the transaction will be received by the recipient.

You can also **click under Recurrence** to set up a repetitive schedule for this transaction.

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

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH

Originator

SEC Code

PPD - P

Account

COMME
XXXXXX72

Recipient

+ Add multiple

Recipient

\$0.00

1 payments

Schedule Recurring Transaction

How often should this transaction repeat?

- 1st Of The Month
- Last Day Of The Month
- 1st & 15th Of The Month
- 15th & Last Day Of The Month
- Daily (Monday - Friday)
- Weekly
- Every Other Week
- Monthly
- Quarterly
- Semi-Annually
- Yearly

When should this transaction stop?

- On/Before Date
- After occurrence(s)
- Forever (Until I Cancel)

Cancel

Set Recurring Transaction

Cancel

Draft

Approve

If you choose to do a recurring transaction, fill in the information for the schedule. Click **Set Recurring Transaction** to save the schedule.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code [ⓘ] PPD - Prearranged Payment and Deposi	Company Entry Description Max 10 characters	From Subsidiary McQuetoo Payables *****1316
Account COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	Effective Date 10/16/2020	Recurrence Set schedule

Recipients (1)

Filters: All Pending Pre-Notes

Find recipients in paym

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> ⚠	\$0.00
+ New Recipient	
Andy Dufresne	
Andy Dufresne Checking 123456	
Andy Dufresne Checking 987654	
Billy Bob	
Billy Bob Checking 8675309	
Bono	
Bono (Paul Hewson) Checking 123456	

+ Add another recipient

Cancel Draft Approve

Next, **select** a Recipient.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch [Change Type](#)

[Upload From File](#)

Origination Details

SEC Code [ⓘ] PPD - Prearranged Payment and Deposits	Company Entry Description Max 10 characters	From Subsidiary McQuetoo Payables *****1316
Account COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	Effective Date 10/16/2020	Recurrence Set schedule

Recipients (1)

Filters: **All** Pending Pre-Notes

Find recipients in payment

[+ Add multiple recipients](#)

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> [⚠]	\$0.00

[+ Add another recipient](#)

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

[Cancel](#) [Draft](#) [Approve](#)

You can **add multiple recipients**, from your pre-saved recipients, at one time if you choose.



SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Andy Dufresne
Checking
123456 | <input type="checkbox"/> Byron Hadley
Checking
549 | <input type="checkbox"/> Ellie Font
Checking
5455764578 |
| <input type="checkbox"/> Andy Dufresne
Checking
987654 | <input type="checkbox"/> Casey -Money
Checking
595465464 | <input checked="" type="checkbox"/> Ellis Redding
Checking |
| <input type="checkbox"/> Billy Bob
Checking
8675309 | <input type="checkbox"/> Charlie -Money
Checking
212123 | <input type="checkbox"/> Erin Stampfl
Checking |
| <input checked="" type="checkbox"/> Bono (<i>Paul Hewson</i>)
Checking
123456 | <input type="checkbox"/> Cora Jean
Checking
123456 | <input type="checkbox"/> Hannah McKay
Checking |
| <input type="checkbox"/> Brooks Hatlen
Checking
987243 | <input type="checkbox"/> Dexter Morgan
Checking
6455615 | <input type="checkbox"/> Harry Potter
Checking
123456789 |

< 1 of 4 >

Cancel Add (3)

If you select to add Multiple Recipients, select the Recipients you want and click **Add**.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File

Origination Details

SEC Code [ⓘ]	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Max 10 characters	McQuetoo Payables *****1316
Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	10/16/2020	Set schedule

Recipients (2)

Filters: All Pending Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Bono (Paul Hewson) Checking 123456	\$0.00
<input type="text" value="Search by name or account."/> [⚠]	\$0.00
+ New Recipient	
Andy Dufresne	
Andy Dufresne Checking 123456	
Andy Dufresne Checking 987654	
Billy Bob	
Billy Bob Checking 8675309	

\$0.00
2 pay

Cancel Draft Approve

If you need to add a recipient who hasn't been already been added into your system, you can click **+New Recipient**.

-  Account Services ▾
-  Help ▾
-  Settings ▾
-  Log Off

RECIPIENT DETAILS

Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

To add a new recipient, **enter a Display Name and email address** (optional). If you enter an email address, you can send email notifications when transactions are sent.

Recipient Details

- Account Services
- Help
- Settings
- Log Off

RECIPIENT DETAILS

Display Name * Email Address Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type * Account *
Financial Institution (FI) Refined Search ACH Routing Number *
JOHNSON BANK
555 Main St, Ste 100 Racine WI, 53403
Wire ABA Number 075911852
ACH ABA Number **075911852**

Select the Account Type (checking or savings), enter the recipient's account number and select the Financial Institution (FI). You can use the FI search to search for the Recipient's FI by Name or Routing Number.

Recipient Details

ACH Name * ACH ID
Country Address 1 Address 2
City State ZIP

- Account Services
- Help
- Settings
- Log Off

RECIPIENT DETAILS

Display Name *

Tony Stark

Email Address

IronMan@Shield.com

Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing N
Checking - New	ACH Only		N/A

Account Type *

Checking

Account *

30003254

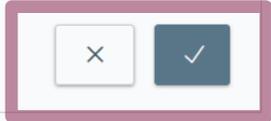
Financial Institution (FI) Refined Search

Search by name or routing #.

ACH Routing Number *

075911852

Click the check mark when you are done.



Recipient Details

ACH Name *

ACH ID

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Cancel Use Without Save **Save Recipient**

- Reports
- Account Services
- Help
- Settings
- Log Off

Recipients (2)

Filters: All Pending Pre-Notes

Find recipients in payment

RECIPIENT DETAILS

Display Name *

Tony Stark

Email Address

IronMan@Shield.com

Send email payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Num
Checking - *3254	ACH Only		075911852

Complete the Recipient Details. For ACH only recipients, the address fields are not required. ACH ID is an optional internal reference number.

Recipient Details

ACH Name * ⓘ

Anthony Stark

ACH ID ⓘ

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Cancel

Use Without Save

Save Recipient

Addendum

+ Add another recipient

- Reports
- Account Services
- Help
- Settings
- Log Off

Recipients (2)

Filters: All Pending Pre-Notes

Find recipients in payment

RECIPIENT DETAILS

Display Name *

Tony Stark

Email Address

IronMan@Shield.com

Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - *3254	ACH Only		075911852

Recipient Details

ACH Name * ⓘ

Anthony Stark

ACH ID ⓘ

Country

United States

Address 1

Address 2

City

State

Select State

ZIP

Cancel

Use Without Save

Save Recipient

If you will not send another ACH to this recipient you can **Use Without Save**. Or, **Save Recipient** for future use; recipient will be saved in the Recipient Address book.

Addendum

+ Add another recipient

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch [Change Type](#)

[Upload From File](#) [Import Amounts](#)

Origination Details

SEC Code [ⓘ] PPD - Prearranged Payment and Deposits	Company Entry Description Max 10 characters	From Subsidiary McQuetoo Payables *****1316
Account COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	Effective Date 10/16/2020	Recurrence Set schedule

Recipients (2)

Filters: **All** Pending Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Bono (Paul Hewson) Checking 123456	\$0.00
Tony Stark Checking 30003254	\$0.00
+ Add another recipient	

You can **add another Recipient** if you choose.

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

[Cancel](#) [Draft](#) [Approve](#)

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File Import Amounts

Origination Details

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Recipients (2)

Filters: All Pending Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Bono (Paul Hewson) Checking 123456	\$100.00
Tony Stark Checking 30003254	\$500.00
+ Add another recipient	

Set the amount for each transaction.
Please note: If you enter \$0.00, a prenote transaction will be sent.

\$600.00
2 payments

Cancel Draft Approve

- Home
- Message Center 172
- Transactions v
- Cash Management ^
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers v
- Locations
- Reports v
- Account Services v
- Help v
- Settings v
- Log Off

ACH Batch Change Type

[Upload From File](#) [Import Amounts](#) ?

Origination Details

SEC Code ?	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits	Max 10 characters	McQuetoo Pay... *****1316
Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	10/16/2020	Set schedule

Recipients (2)

Filters: All Pending Pre-Notes

[+ Add multiple recipients](#)

Recipient/Account	Amount
Bono (Paul Hewson) Checking 123456	\$100.00
Tony Stark Checking 30003254	\$500.00
+ Add another recipient	

\$600.00
2 payments

[Cancel](#) [Draft](#) [Approve](#)

You can use the **Kabob menu** to **Remove** a recipient, **Expand** the Row (to add addendum), **Show Details** (to show account information), or **notify** the recipient with an email (if an email has been added for the recipient).

Show payment actions

- Copy
- Remove
- Expand Row
- Show Details
- Notify Recipient

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch [Change Type](#)

[Upload From File](#) [Import Amounts](#) [?](#)

Origination Details

SEC Code ? PPD - Prearranged Payment and Deposits	Company Entry Description Max 10 characters	From Subsidiary McQuetoo Payables *****1316
Account COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	Effective Date 10/16/2020	Recurrence Set schedule

Recipients (2)

Filters: **All** Pending Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid. Bono (Paul Hewson) Checking 123456	\$100.00
<input type="checkbox"/> Notify Recipient	Show Details
Addendum <input type="text"/>	
Tony Stark Checking 30003254	\$500.00

+ Add another recipient

Select Show or Hide Details to see Recipient details.

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- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

Upload From File Import Amounts ?

Origination Details

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PPD - Prearranged Payment and Deposits	Max 10 characters	McQuetoo Payables *****1316
Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	10/16/2020	Set schedule

Recipients (2)

Filters: All Pending Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
✔ This payment is valid.	
Bono (Paul Hewson) Checking 123456	\$100.00
<input type="checkbox"/> Notify Recipient	Show Details
Addendum	
<input type="text"/>	
Tony Stark Checking 30003254	\$500.00
+ Add another recipient	

You can choose to **Notify the Recipient** via email, if an email address has been added for recipient.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch [Change Type](#)

[Upload From File](#) [Import Amounts](#) [?](#)

Origination Details

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Account COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	Effective Date 10/16/2020	Recurrence Set schedule

Recipients (2)

Filters: **All** Pending Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account

Amount

This payment is valid.

Bono (Paul Hewson)
Checking 123456

\$100.00

Notify Recipient

[Show Details](#)

Addendum

Tony Stark
Checking 30003254

\$500.00



+ Add another recipient

You can add an **Addendum**.

- Home
- Message Center 172
- Transactions v
- Cash Management ^
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers v
- Locations
- Reports v
- Account Services v
- Help v
- Settings v
- Log Off

ACH Batch Change Type

[Upload From File](#) [Import Amounts](#) ?

Origination Details

SEC Code ? <input type="text" value="PPD - Prearranged Payment and Depos"/>	Company Entry Description <input type="text" value="Max 10 characters"/>	From Subsidiary <input type="text" value="McQuetoo Payables *****1316"/>
Account <input type="text" value="COMMERCIAL CHECKING XXXXXX7245"/> \$8,349.76	Effective Date <input type="text" value="10/16/2020"/> 📅	Recurrence <input type="text" value="Set schedule"/>

Recipients (2) Filters: All Pending Pre-Notes

[+ Add multiple recipients](#)

Recipient/Account	Amount
<input type="text" value="Bono (Paul Hewson) Checking 123456"/>	<input type="text" value="\$100.00"/>
<input type="text" value="Tony Stark Checking 30003254"/>	<input type="text" value="\$500.00"/>
+ Add another recipient	

\$600.00
2 payments

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, unless your rights require multiple approvals for this transaction type.

- Home
- Message Center 172
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH

Originat

SEC Code

PPD - P

Account

COMME
XXXXXX72

Recipient

+ Add mult

Recipient/Account	Amount
Bono (Paul Hewson) Checking 123456	\$100.00
Tony Stark Checking 30003254	\$500.00
+ Add another recipient	

\$600.00

2 payments

Upload From File Import Amounts

from Subsidiary

McQuetoo Payables
*****1316

Recurrence

et schedule

ipients in paym

Cancel Draft Approve



Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 12925

of Payments: 2

Total Amount: \$600.00

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. ✕

- Home
- 172 Message Center
- Transactions ^
- Online Activity**

Online Activity

Single Transactions Recurring Transactions



date	Status	Approvals	Transaction Type	Account	Amount	
20	Drafted	0 of 1	ACH Batch - Tracking ID: 12925	COMMERCIAL CHECKING XXXXXX7245	\$600	<div style="border: 1px solid #ccc; padding: 5px;"> Actions <ul style="list-style-type: none"> Toggle Details Approve Cancel Inquire Copy Print Details </div>
20	Drafted	0 of 1	ACH Batch - Tracking ID: 12922	COMMERCIAL CHECKING XXXXXX7245		
20	Drafted	0 of 1	Domestic Wire - Tracking ID: 12915	COMMERCIAL HYBRID XXXXXX7311		
20	Authorized	1 of 1	International Wire - Tracking ID: 12914	COMMERCIAL HYBRID XXXXXX7311		
20	Processed	1 of 1	International Wire - Tracking ID: 12913	COMMERCIAL HYBRID XXXXXX7311		
20	Processed	1 of 1	Domestic Wire - Tracking ID: 12912	Wires Checking XXXXXX1601		
20	Processed	1 of 1	International Wire - Tracking ID: 12911	COMMERCIAL HYBRID XXXXXX7311	\$10.11	<input type="checkbox"/>
20	Processed	1 of 1	Domestic Wire - Tracking ID: 12910	Wires Checking XXXXXX1601	\$9.17	<input type="checkbox"/>
20	Drafted	0 of 1	ACH Batch - Tracking ID: 12909	COMMERCIAL CHECKING XXXXXX7245	\$0.02	<input type="checkbox"/>
20	Processed	1 of 1	Domestic Wire - Tracking ID: 12908	COMMERCIAL HYBRID XXXXXX7311	\$11.99	<input type="checkbox"/>
9/30/2020	Processed	1 of 1	International Wire - Tracking ID: 12907	COMMERCIAL HYBRID XXXXXX7311	\$7.88	<input type="checkbox"/>

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.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Payments

New Payment

Search

+ Create Template

ACH	Wire	
ACH Batch	Domestic Wire	
ACH Collection	International Wire	Payroll
Payroll		

	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	⋮

ACH Collections and **Payroll** follows the same workflow. **ACH Payment** and **ACH Receipt** (not pictured) also follow the same workflow although **Payment & Receipt** only allow one recipient at a time.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch [Change Type](#)

Upload From File

Origination Details

SEC Code

Company Entry Description

Account

Effective Date

You can also complete ACH Transactions by uploading a file.

Note, for users of ACH Pass-Thru, there is a separate option for ACH Pass-Thru

Recipients (1)

Filters: **All** Pending Pre-Notes

Find recipients in payment

+ Add multiple recipients

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

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

Cancel Draft Approve



SAVED FILE MAPPINGS

New Mapping

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

5 column CSV containing name, account number, routing number, account type and amount

Or

A NACHA formatted file



SAVED FILE MAPPINGS

New Mapping

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Click to view mapping actions

- Use
- Save Recipients
- View Specifications

You can **view specifications** for each file type.

ACH Batch Upload Guidelines



You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, ACH Collection, or Payroll.

- The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, and Amount
- Account Type is a numeric value: Checking = 1; Savings = 2; and Loan = 3
- For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

Download a sample file

[ACH Batch Sample File \(.csv\)](#)

Download specification

[ACH Batch File Specification \(.pdf\)](#)

OK

The guidelines will show you how to build an upload file as well as provide you with a sample file.

SAVED FILE MAPPINGS

New Mapping

Search

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Click to view mapping actions

- Use
- Save Recipients
- View Specifications

Select Use from the **Kabob menu** to upload a file using that file type. A File Browse window will pop up. **Find** the correct file and **choose open**.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

ACH Batch Change Type

[Upload From File](#) Import Amounts ?

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	Effective Date	Recurrence
<input type="text" value="Search by name or number"/>	<input type="text"/>	None

Recipients (5)

Filters: **All** Pending Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
Another Recipient Savings 987654321	\$25.00
Mickey Mouse Checking 123456	\$1.50
Donald Duck Checking 234567	\$3.00
Minnie Mouse Savings 345678	\$2.50
Daisy Duck Checking 456789	\$5.43

+ Add another recipient

The recipients will load into the Transaction screen. **Fill in** the top of the page. Make any edits to the recipients, if necessary, and select to **Draft** or **Approve** at the bottom of the screen.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment**
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Tax Payments

State or Federal Authority

Select Authority

Federal

Wisconsin

Select a tax form to begin

Filter forms

You can make Tax Payments, if you have contracted for that service.

Select **Tax Payment** under the **Cash Management** Menu.

Select the **Tax Authority**.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment**
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

Tax Payments

State or Federal Authority

Wisconsin

Filter forms

Business Tax Registration

Corporation - Payment on Amended Return

Corporation - Payment on Return

Corporation Billings

Delinquent Tax

Dry Cleaning

Estimated Tax - Corporation (including corporation extension payments)

Estimated Tax - Estates

Estimated Tax - Individual (including individual extension payments)

Estimated Tax - Partnership Recycle

Estimated Tax - Trusts

Excise Tax - Beer

After selecting the tax Authority, select the **Tax type** you want to pay.

- Home
- Message Center ¹⁷²
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment**
- JFG One Card
- Merchant Services
- Recipient Address Book
- Business Gateway
- Positive Pay
- Transfers
- Locations
- Reports
- Account Services
- Help
- Settings
- Log Off

< Back

Wisconsin State Taxes

Sales & Use Tax

From Subsidiary

McQuetoo Payables

Tax ID

298731316

Taxpayer Verification (optional)

From Account

--- Select From Account ---

Payment Amount

\$0.00

Payment Effective Date



Tax Period End Date



To Account Routing Number

075000022

To Account

12165303204100

Cancel Draft **Approve**

Fill in this page, as necessary.
Select **Draft** or **Approve**,
depending on your entitlements.

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.

