

ACH Transactions

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

J	JOHNSON FINANCIAL GROUP			Welcome, Kyle K Last login 10/01/2020 at 1	asbohm 12:25 PM
Click	an account tile to view deta	ls and transaction history.			×
4	Home	Homo	A	Transfer Money Now	>
	72) Message Center	Home	(L)	ACH Batch	3
	Transactions	ACCOUNTS Ø		Domestic Wire	1
₿	Cash Management	へ 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 \$7,255.21 Available Balance \$5,005. Current Balance \$7,255.21 Current Balance \$5,005.	5.15	DepositPartner	>
	DepositPartner		:		
	Lockbox	Wires Checking **1601 Wires Savings **1602 Available Balance \$100,267.02 Available Balance \$1,002,114. Current Balance \$100,267.02 Available Balance \$1,002,114.	.45		
	Tax Payment	Current Balance \$100,207.02 Current Balance \$1,002,114	4.45		
	JFG One Card	JCDC **8655 ATM SURCHARGE EXPENSE **8898	:	To send ar	ו ACH the (
	Merchant Services	Current Balance \$4,940.00 Current Balance \$10,180	0.00	menu.	
	Recipient Address Book	COMMERCIAL CHECKING **7245 COMMERCIAL HYBRID **7311	:		
	Business Gateway	Available Balance\$8,349.76Available Balance\$10,661Current Balance\$8,349.76Current Balance\$10,661	.25 1.25		
	Positive Pay		-		
≡	Transfers	MUNICIPAL COMMER CKG **5122 MUNICIPAL HYBRID **7152 Available Balance \$4,136.45 Available Balance \$5,177.	.34		
0	Locations	Current Balance \$4,136.45 Current Balance \$5,177	7.34		
ul	Reports	✓ NON-PR COMMERC CKG **5537 OFFICIAL CHECKS **4572	:		
	Account Services	Available Balance \$4,804.41 Available Balance \$10,008 Current Balance \$4,804.41 Current Balance \$10,008	8.80 8.80		
?	Help	NON PR COM CKG W/INT **1995 WHOLESALE MMKT (FINA **6454	:		

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

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

Available Balance

Current Balance

\$5,003.50 \$5,003.50

\$4,811.05 \$4,811.05

Available Balance

Current Balance

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Settings

J	JOHNSON FINANCIAL GROUP							Welcome, Kyle Kasbohm
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	Message Center		r uyn	icito				
	Transactions	~	Nev	w Payment			Q Sea	rch
•	Cash Management	^	AC		Wire			
	Payments		AC	:H Batch	Domestic Wire			+ Create Template
	ACH Pass-Thru		73 AC	H Collection	International Wire		ternational Wire Payro	
	DepositPartner		Pa	yroll			Last Paid Date 🔺	Last Paid Amount 🔺 Actions
	Lockbox						_	
	Tax Payment		A A	. Zihuatanejo	Domestic Wire	1		· · ·
	JFG One Card		公 A	BC Payables	ACH Batch (CCD)	2		Io send non-templated based transaction_select New Payment
	Merchant Services		☆ A	CH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020	and the transaction types you have
	Recipient Address Book		•					access to will be shown.
	Business Gateway		公 A	laddin	ACH Collection (PPD)	1		Select ACH Batch for a
	Positive Pay		슈 A	ustin	International Wire	1		Payment. ACH Collection and
≡	Transfers	~	ф с	opy of ACH COLLECTI	ACH Collection (CCD)	2		Payroll work the same as ACH Batch
0	Locations							
ılıl	Reports	~	☆ D)isney Int	International Wire	1		ACH Payment and ACH Receipt
	Account Services	~	☆ D	Disney Payroll	Payroll (PPD)	1	8/31/2020	(not pictured) also follow the same
?	Help	~	ہ ج	listributions	Domestic Wire	2	9/14/2020	Receipt only allow one recipient a
<u>نې</u>	Settings	~	M U	istributions	Domestic Wile	ر	571472020	a time.
G	Log Off		☆ D	OCTORS	ACH Batch (PPD)	1		L

U	JOHNSON FINANCIAL GROUP			Welcome, Kyle Kasbohm	
6) 	Home		ACH Batch Change Type	Upload From File	
	Message Center				
	Transactions	\sim	Origination Details		
≞	Cash Management	^	SEC Code 💿 Company Entry Description From Subsidiary	у	
	Payments		Select a SEC Code 🛆 🗸 Max 10 characters	name	
	ACH Pass-Thru		PPD - Prearranged Payment and Deposit		
	DepositPartner		CCD - Cash Concentration and Disbursement		
	Lockbox		WEB - Internet-Initiated		
	Tax Payment		Recipients (1) Filters: All Pending Pre-Notes Q Find recipients in paym	nent :	
	JFG One Card		+ Add multiple recipients		
	Merchant Services		Recipient/Account Amount	First you must c	hoose the correct
	Recipient Address Book		······	SEC code for th	le transaction.
	Business Gateway		Search by name or account. \$0.00		
	Positive Pay				
Ξ	Transfers	\sim	+ Add another recipient		
0	Locations				1 4 mm
JII	Reports	~	\$0.00 1 payments (1 for \$0.00)	cel Draft Approve	
	Account Services	\sim			
?	Help	\sim			
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G	Log Off				

U	JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm
(;) ⊡	Home ²²⁾ Message Center		ACH Batch Change Type
=	Transactions	~	Origination Details
₿	Cash Management	^	SEC Code 🕥 Company Entry Description From Subsidiary
	Payments		PPD - Prearranged Payment and Deposi Max 10 characters Search by name
	ACH Pass-Thru		Account Effective Date Recurrence
	DepositPartner		Search by name or number Image: Constraint of the search
	Lockbox		
	Tax Payment		Recipients (1) Filters: All Pending Pre-Notes
	JFG One Card		+ Add multiple recipients Enter a Company Entry
	Merchant Services		short description of the reason for
	Recipient Address Book		the transaction (Payment,
	Business Gateway		Search by name or account. \$0.00 Collection, Payroll, Rent, etc.).
	Positive Pay		
≡	Transfers	\sim	+ Add another recipient
0	Locations		
JI	Reports	~	\$0.00 1 payments (1 for \$0.00) Cancel Draft Approve
	Account Services	\sim	
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G	Log Off		

J	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
(,	Home ²⁾ Message Center		ACH Batch Change Type				Upload From File	
	Transactions	~	Origination Details SEC Code ©	Company Entry Description		From Subsidiar	y	
	Payments		PPD - Prearranged Payment and Deposi \bigvee	Max 10 characters		د عمر (Search by	name	200
	ACH Pass-Thru DepositPartner		Account Q Search by name or number	Effective Date		*****1316 McQuetoo Tra *****3164	insportation Company	
	Lockbox Tax Payment		Recipients (1) File	ers: All Pending Pre-Notes	۹. Find	l recipients in payn	nent	
	JFG One Card		+ Add multiple recipients					
	Merchant Services Recipient Address Book		Recipient/Account	Amount				
	Business Gateway		Q Search by name or account.	\$0.00				
	Positive Pay			+ Add another recipient			Coloct the Subs	idiamy (ACLUD) to
-)	Locations	~					be used for this	transaction.
	Reports	~	\$0.00 1 payments (1 for \$0.00)			Can		
)	Account Services	~						
)]}	Help Settings	~						
<u>}</u>	Log Off							

J	JOHNSON FINANCIAL GROUP				Welcome, Kyle Kasbohm	
ŵ	Home		ACH Batch Change Type		Upload From File	a la com
\square^{17}	²⁾ Message Center					
	Transactions	\sim	Origination Details			
	Cash Management	~	SEC Code 💿 Company Entry Description From Su	ubsidiary		
	Payments		PPD - Prearranged Payment and Deposi Max 10 characters McQuet ******13******************************	etoo Payables 316	S	
	ACH Pass-Thru		Account Effective Date Recurren	ence		
	Actification in a		Search by name or number None			
	DepositPartner		COMMERCIAL CHECKING			
	Lockbox		XXXXXX7245 \$8,349.76			
	Tax Payment		COMMERCIAL CKG W/INT XXXXXX4277 \$4,035.68 ters: All Pending Pre-Notes Q. Find recipients	s in payment	:	
	JFG One Card		+ Add multiple recipients			
	Merchant Services				Select the acco	ount you want the
	Recipient Address Book		Recipient/Account Amount		payment to cor	ne from. Each
	' Business Gateway		Search by name or account. \$0.00		subsidiary (ACF	H ID) is only
	Positive Pay					
≡	Transfers	~	+ Add another recipient		If you select an	account that is not
0	Locations				connected to tr	arning massage at
	Reports	\sim	\$0.00 1 payments (1 for \$0.00)	Canco	the top of the s	screen that the
	Account Services	\sim			account is not p	permitted by
(?)	Help	\sim			allowed actions	5. If you receive
ر چې	Settings	~			correct account	blease select the that subsidiary
G	Log Off			L		

命	Home												Unload From File	
¹⁷²	2 Message Center		ACH Batch Change Type										Upload From File	
	Transactions	~	Origination Details											
₿	Cash Management	~	SEC Code 💿	Com	npany	Entry	Descript	ion				From Subsidiary		
	Payments		PPD - Prearranged Payment and Deposi \smallsetminus	M	ax 10	charac	ers					McQuetoo Payables *****1316		
	ACH Pass-Thru		Account	Effe	ctive l	Date						Recurrence		
	Activities mild		COMMERCIAL CHECKING							\triangle	₽	None		
	DepositPartner		-0,5+5.70	<	<u> </u>	Octobe	r >		< 2	020	>			
	Lockbox								х - т	-	6			
	Tax Payment		Recipients (1) Fil	tei S	ſ	IVI	i vv	Т	oday 1	г 2	3	recipients in payme	Select the Effe effective date i	ctive Date. The s the day the
	JFG One Card		+ Add multiple recipients	4		5	57		8	9	10	t	ransaction will	be received by the
	Merchant Services		Paciniant/Account	11	1 1	12 1	3 14	Ļ	15	16	17	r	ecipient.	
	Recipient Address Book		Recipient/Account	- 18	3 1	19 2	0 21		22	23	24			• • • • • • • • • • • •
	Business Gateway		۹ Search by name or account.	25	5 2	26 2	7 28	1	29	30	31	F	Recurrence to	set up a repetitive
	Positive Pay			_								S	chedule for th	is transaction.
\equiv	Transfers	~				+ A0	id anoth	er re	ecipier	IC .				
0	Locations													
<u>III</u>	Reports	~	\$0.00 1 payments (1 for \$0.00)									Cancel	Draft Approve	
	Account Services	~												
?	Help	~												
۲ <u>۰</u>	Settings	~												

J	JOHNSON FINANCIAL GROUP	[. 6				Welcome, Kyle Kasbohm	
分	Home		АСН	Cabadula Dagur		×	Upload From File	
⊠ ^{17.}	²⁾ Message Center			Schedule Recur	ring transaction			
	Transactions	\sim	Originati	How often should this transact	ion repeat?			
	Cash Management	^	SEC Code	 1st Of The Month 	O Every Other Week	rom Subsidiary	,	
	Payments		PPD - P	O Last Day Of The Month	Monthly	McQuetoo Paya ******1316	ables	
	ACH Pass-Thru		Account	O 1st & 15th Of The Month	Quarterly	Recurrence		
	DepositPartner		COMME XXXXXXX72	🔘 15th & Last Day Of The Month	O Semi-Annually	iet schedule		
	Lockbox			O Daily (Monday - Friday)	O Yearly			
	Tax Payment		Reci <mark>p</mark> ier	O Weekly		cipients in paym		
	JFG One Card		+ Add mult	When should this transaction s	stop?		If you choose to	o do a recurring
	Merchant Services		Desirie	On/Before Date	(***)		for the schedul	e. Click Set
	Recipient Address Book		Recipient				Recurring Trar	nsaction to save the
	Business Gateway		۹ :	O After O	ccurrence(s)		schedule.	
	Positive Pay							
Ξ	Transfers	~		Forever (Until I Cancel)				
0	Locations							
ılı	Reports	~	\$0.00			Canc	el Draft Approve	
	Account Services	\sim	i payments					
?	Help	~						
ŝ	Settings	~						
G	Log Off		L	Cancel	Set Recurring Transaction			

	JOHNSON									Welcome, Kyle Kasbohm	n
Û	Home		AC	H Batch Change T	уре					Upload From File	e
\square ¹⁷²	Message Center										-
	Transactions	~	Orig	gination Details							
	Cash Management	~	SEC	Code ③			Company Entry Description		From Subsidiary		
	Payments		Ρ	PD - Prearranged Payment a	nd Deposi 🗸		Max 10 characters		McQuetoo Payak *****1316	bles	
	ACH Pass-Thru		Acc	ount			Effective Date		Recurrence		
	DepositPartner		CC XX	MMERCIAL CHECKING	\$8,349.76		10/16/2020	ŧ	Set schedule		
	Lockbox			· · · · · · · · · · · · · · · · · · ·						•	
	Tax Payment		Red	lipients (1)	FII	Iter	s: All Pending Pre-Notes Q Fin	na re	ecipients in paym		
	JFG One Card		+ Ad	d multiple recipients							
	Merchant Services		Per	injent/Account			Amount			Next, select a	Recipient.
	Recipient Address Book		Kec	pient/Account			Amount				
	Business Gateway			Search by name or acc	ount. 🛆		\$0.00				
	Positive Pay			+ New Recipient	A	ŀ	+ Add another recipient		[
\equiv	Transfers	~		Andy Dufresne		Ľ					
\bigcirc	Locations		4	Andy Dufresne Checking	123456	H					
	Reports	~	\$0.0 1 pay	Andy Dufresne Checking	987654				Cance	el Draft Approve	
	Account Services	~		Billy Bob							
?	Help	~		Billy Bob Checking	8675309						
<u>نې</u>	Settings	~		Bono							
G	Log Off			Bono (Paul Hewson) Checking	123456 🗸						

J	JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm
	Home	ACH Batch Change Type	Upload From File
	Transactions	Origination Details	
	Cash Management	SEC Code (a) Company Entry Description From Subsidia	ary
	Payments	PPD - Prearranged Payment and Deposi Max 10 characters McQuetoo Pa ******1316 ******1316	ayables
	ACH Pass-Thru	Account Effective Date Recurrence	
	DepositPartner	COMMERCIAL CHECKING 10/16/2020 Set schedule XXXXXX7245 \$8,349.76 Set schedule	
	Lockbox		
	Tax Payment	Recipients (1) Filters: All Pending Pre-Notes	ym
	JFG One Card	+ Add multiple recipients	You can add multiple recipients .
	Merchant Services	Recipient/Account Amount	from your pre-saved recipients, at
	Recipient Address Book		one time if you choose.
	Business Gateway	Search by name or account. \$0.00	
	Positive Pay		
≡	Transfers	+ Add another recipient	
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III	Reports	\$0.00 1 payments (1 for \$0.00)	ncel Draft Approve
	Account Services		
?	Help		
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Andy Dufresne Checking	123456	Byron Hadley Checking	549	Ellie Font Checking	5455764578
Andy Dufresne Checking	987654	Casey -Money Checking	595465464	Ellis Redding Checking	
Billy Bob Checking	8675309	Charlie -Money Checking	212123	Erin Stampfl Checking	If you select to add Multiple Recipients, select the Recipie
Bono (Paul Hewson) Checking	123456	Cora Jean Checking	123456	Hannah McKay Checking	you want and click Add .
Brooks Hatlen Checking	987243	Dexter Morgan Checking	6455615	Harry Potter Checking	123456789
		< 1 of 4	\geq		
			Cancel	Ad	dd (3)

J	JOHNSON FINANCIAL GROUP								Welcome, Kyle Kasbohm	
(,) ⊡ ¹⁷²	Home Message Center		AC	H Batch Change Type					Upload From File	
	Transactions	~	Orig	ination Details						
H	Cash Management	~	SEC	Code 💿	Company Entry Descri	ption		From Subsidiary		
	Payments		PF	PD - Prearranged Payment and Deposi \smallsetminus	Max 10 characters			McQuetoo Payable *****1316	25	
	ACH Dass Thru		Acc	ount	Effective Date			Recurrence		
	DepositPartner		CO XXX	MMERCIAL CHECKING XXX7245 \$8,349.76	10/16/2020		₽ ₽₽	Set schedule		
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	Tax Payment		Rec	ipients (2) Filt	ers: All Pending P	re-Notes	۹. Find	recipients in payme		
	JFG One Card		+ Ado	I multiple recipients					If you need to a	add a recipient who
	Merchant Services			·					into vour syster	n, vou can click
	Recipient Address Book		Reci	pient/Account	Amount				+New Recipier	nt.
	Business Gateway			Bono (Paul Hewson) Checking 123456	\$0.00				-	
	Positive Pay		ſ							din
=	Transfers	~		Search by name or account.	\$0.00					
9	Locations			+ New Recipient	+ Add ano	ther recipient				
	Reports			Andy Dufresne		and a second				
	Neporto S			Andy Dufresne Checking 123456						
	Account Services	~	\$0.0	Andy Dufresne				Cancel	Draft Approve	
?)	Help	~	2 pay	Checking 987654				Cuncer	Approve	
£	Settings	~		Billy Bob						
_,	Log Off			Checking 8675309						

Account Services	~	RECIPIENT DETAILS					
⑦ Help 슋 Settings	~ ~ - 4	Display Name *		Email Address IronMan@Shield.com	Send email payments	notifications for template	
G→ Log Off	_ L	Accounts (1)					J
		Account	Payment Type	Financial Institution (FI)	Routing Numbe	er	
		Checking - New	ACH Only		N/A	:	Contraction of the
		Account Type *		Account *			
		Checking	\sim			Terrelation	
		Financial Institution (FI)	Refined Search	ACH Routing Number *		lo add a new	recipient, enter a
			rouung #.			(optional). If address, you notifications sent.	you enter an email can send email when transactions are
		ACH Name * ③		ACH ID ③			
		Country		Address 1	Address 2		1 1
		United States	\sim				
		City		State	ZIP		
				Select State	\sim		

Welcome, Kyle Kasbohm

J	JOHNSON FINANCIAL GROUP
	Account Services
?	Help
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G→ Log Off

R RECIPIENT DETAILS			and the second second
Display Name *	Email Address IronMan@Shield.com	Send email r payments	notifications for template
Accounts (1)	Type Einancial Institution (EI)	Pouring Number	
Checking - New ACH Only		N/A	:
Account Type * Checking Financial Institution (FI) Refined OT59118 JOHNSON BANK 555 Main St, Ste 100 Racine WI, 53403 Wire ABA Number 0759 ACH ABA Number 0759 Recipient Details	Account * 30003254 Search ACH Routing Number * × 11852 11852		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.
ACH Name * 💿 Country United States City	ACH ID ③ Address 1 Address 1 State Select State	Address 2 Address 2 ZIP Cancel Use Without Sa	Save Recipient

Account Services	R RECIPIENT DETAILS			and the second
? Help	Display Name *	Email Address	Sand am	ail notifications for template
င့်္ပိ Settings	, Tony Stark	IronMan@Shield.com	payment	
□ Log Off	Accounts (1)			
	Account Payment Type	Financial Institution (FI)	Routing N	
	Checking - New ACH Only		N/A	Click the check mark when you
	Account Type *	Account *		are done.
	Checking	30003254		
	Financial Institution (FI) Refined Sear	ACH Routing Number *		
	Search by name or routing #.	075911852		the second se
	Recipient Details			
	ACH Name * ③	ACH ID ③		
	Country	Address 1	Address 2	
	United States			
	City	State	ZIP	
		Select State	\sim	

JOHNSC FINANCIAL GR	DUP		Welcome, Kyle Kasbohm
Reports	Recipients (2) Filte RECIPIENT DETAILS	ers: All Pending Pre-Notes Q Fin	d recipients in payment
(?) Help	Display Name *	Email Address	Send ema
{)} Settings	Tony Stark	IronMan@Shield.com	Complete the Recipient Details. For ACH only recipients, the
Log Off	Accounts (1)		address fields are not required.
	Account Payment Typ	De Financial Institution (FI)	reference number.
	Checking - *3254 ACH Only		075911852
	Recipient Details		^
	ACH Name * 💿	ACH ID ③	
	Anthony Stark		
	Country United States	Address 1	Address 2
	City	State	ZIP
		Select State	
		Cancel	Use Without Save Save Recipient
	Addendum		
		+ Add another recipient	

J	JOHNSON FINANCIAL GROUP	[Welcome, Kyle Kasbohm	
ılı	Reports	~	Recipients (2)	Filte	rs: All Pending Pre-Notes	۹. Find	recipients in payment	:	
	Account Services	\sim	RECIPIENT DETAILS						
?	Help	~	+ / Display Name *		Email Address		Cond amail pati	fications for tomplate	
्रि	Settings	~	Tony Stark		IronMan@Shield.com		payments	incations for template	
G	Log Off		Accounts (1)						
			Account	Payment Typ	e Financial Institution (FI)		Routing Number		
			Checking - *3254	ACH Only			075911852	:	
			Recipient Details					If you will not s	send another ACH
			ACH Name * 💿		ACH ID ③			Without Save.	Or, Save Recipient
			Country		Address 1		Address 2	saved in the Re	recipient will be
			United States	\sim				book.	
			City		State		ZIP		
					Select State	\sim			
						Cancel	Use Without Save	Save Recipient	
			Addendum						
					+ Add another recipient				

U	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
分	Home		ACH Batch Change Type			Uploa	d From File Import Amounts ⑦	
	²⁾ Message Center							
	Transactions	~	Origination Details					
	Cash Management	^	SEC Code 💿	Company Entry Description		From Subsidiary		
	Payments		PPD - Prearranged Payment and Deposi \bigvee	Max 10 characters		McQuetoo Payat *****1316	bles	and the second
	ACH Pass-Thru		Account	Effective Date		Recurrence		
	DepositPartner		COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	10/16/2020		Set schedule		
	Lockbox							
	Tax Payment		Recipients (2) File	ters: All Pending Pre-Notes	् Find	recipients in paym	•	
	JFG One Card		+ Add multiple recipients					
	Merchant Services		Recipient/Account	Amount			You can add an	other Recipient if
	Recipient Address Book			Allouit			you choose.	
	Business Gateway		Bono (Paul Hewson) Checking 123456	\$0.00				
	Positive Pay					[() () () () () () () () () ()
≡	Transfers	~	Checking 30003254	\$0.00			:	
0	Locations			+ Add another recipient				
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	Account Services	~	\$0.00					
?	Help	~	2 payments (2 for \$0.00)			Cance	Draft Approve	
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	JOHNSON						Welcome, Kyle Kasbohm	
(172) (172)	Home Message Center		ACH Batch Change Type			Uploa	d From File Import Amounts 🔊	
	Transactions	~	Origination Details					
	Cash Management		SEC Code 💿	Company Entry Description		From Subsidiary		
ш	Payments		PPD - Prearranged Payment and Deposi \smallsetminus	Max 10 characters		McQuetoo Payak *****1316	bles	
	ACH Dass Thru		Account	Effective Date		Recurrence		
	DepositPartner		COMMERCIAL CHECKING XXXXXX7245 \$8,349.76	10/16/2020		Set schedule		
	Lockbox						•	
	Tax Payment		Recipients (2) Filte	ers: All Pending Pre-Notes	Find	recipients in paym		
	JFG One Card		+ Add multiple recipients				Set the amount	t for each
	Merchant Services						transaction.	
	Recipient Address Book		Recipient/Account	Amount			Please note: If	vou enter \$0.00, a
	Business Gateway		Bono (Paul Hewson) Checking 123456	\$100.00			prenote transac	ction will be sent.
	Positive Pay							
≡	Transfers	~	Tony Stark Checking 30003254	\$500.00			:	
0	Locations			+ Add another recipient				
	Reports	~						
	Account Services	~	\$600.00					
?	Help	~	2 payments			Cance	Draft Approve	
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₩ M ¹⁷	Home 72 Message Center		ACH Batch Change Type		Upl	load From File Import Amounts 💿
	Transactions	~	Origination Details			
IJ	Cash Management	~	SEC Code 💿	Company Entry Description	From Subsidia	iry
m	Payments		PPD - Prearranged Payment and Deposi \smallsetminus	Max 10 characters	McQuetoo Pa *****1316	iya
			Account	Effective Date	Recurrence	You can use the Kabob menu to
	ACH Pass-Thru DepositPartner		COMMERCIAL CHECKING XXXXXX7245 \$8,349.7	6 10/16/2020	Set schedule	Remove a recipient, Expand the Row (to add addendum), Show
	Lockbox					Details (to show account
	Tax Payment		Recipients (2)	Filters: All Pending Pre-Notes	Find recipients in pay	information), or notify the recipient with an email (if an emai
	JFG One Card		+ Add multiple recipients			has been added for the recipient.
	Merchant Services			• · ·		
	Merchant Services Recipient Address Book		Recipient/Account	Amount		Show payment actions
	Merchant Services Recipient Address Book Business Gateway		Recipient/Account Bono (Paul Hewson) Checking 12345	Amount 56 \$100.00		Show payment actions
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Tax F	Payment One Card	Recipie + Add mu	r Close	View in Online Activity	cipients in paym	Note: when the icon is green, the transaction is complete.
Mere	rchant Services ipient Address Book	Recipier	nt/Account	Amount		When the icon is yellow (as here), there are extra steps required.
Busi	iness Gateway itive Pay	Bon Chec	io (Paul Hewson) cking 123456	\$100.00		When the icon is red, the transaction has failed and
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Acco	ount Services 🛛 🗸	,				
Acco	ount Services 🧹	\$600.00 2 payment	t5		Cancel	Draft Approve



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.

	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
ជា	Home	Pa	vments					a state of the second
	¹⁷² Message Center		,					
	Transactions		New Payment			۹ Search		
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Message Center		ACH Batch Change Type				Upload From File
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Tax Payment						· ·
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File Manning Management

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l	NACHA	System Standard		:	
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L				5 column CSV co	ontaining name,
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File Mapping Management

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SAVED FILE WAPPING

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2 Results		
Mapping Instruction Name	Mapping Type	
NACHA	System Standard	Click to view mapping actions
5-Column-CSV	System Standard	
		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

业 ACH Batch Sample File (.csv)

Download specification

业 ACH Batch File Specification (.pdf)

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

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File Mapping Management

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SAVED FILE MAPPINGS

New Mapping		۹ Search	
2 Results Mapping Instruction Name	Mapping Type		
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5-Column-CSV	System Standard		
		Use Save Recipients View Specification	5
		Select Use to upload A File Brow Find the co open .	from the Kabob menu a file using that file type. vse window will pop up. orrect file and choose

Home				Upload From File Import Amounts ⑦	
Message Center					
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ACH Pass-Thru	Account	Effective Date	Recurren	ce	
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Lockbox		-			
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JFG One Card Merchant Services	+ Add multiple recipients	Amount			
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JFG One Card Merchant Services Recipient Address Boo Business Gateway	+ Add multiple recipients Recipient/Account Another Recipient Savings 987654321	Amount \$25.00			
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JOHNSON FINANCIAL GROUP		Welcome, Kyle Kasbohm	
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Message Center	, ,	_	
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Payments	Wisconsin Select a tax form to begin		
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DepositPartner			
Lockbox			
Tax Payment			
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Merchant Services		have contracte	ed for that service.
Recipient Address Book		Select Tax Pay	ment under the
Business Gateway		Cash Manage	ment Menu.
Positive Pay			A (1)(
	~	Select the lax	Authority.
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Home	Tax Payments						
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	JOHNSON FINANCIAL GROUP						Welcome, Kyle Kasbohm	
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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 tmsupport@johnsonfinancialgroup.com.