

# ACH Payments Using Templates

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Click an account tile to view details and transaction history.

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- ACH Reversal
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Recipient Address Book
- Subsidiaries
- Positive Pay
- Integrated Payables
- Small Business Credit Card
- Transfers & Payments
- Locations & ATMs
- Reports

### Home

#### ACCOUNTS

Current: \$16.56

COMMERCIAL CHECKING \*\*2630

Available Balance **\$3.73**  
Current Balance \$3.73

BUSINESS GROWTH SOL \*\*2301

Available Balance **\$2.56**  
Current Balance \$2.56

BUSINESS SAVINGS \*\*2687

Available Balance **\$3.79**  
Current Balance \$3.79

COMMERCIAL CHECKING \*\*6718

Available Balance **\$0.00**  
Current Balance \$0.00

COMMERCIAL CKG W/INT \*\*5801

Available Balance **\$6.48**  
Current Balance \$6.48

BUS MMKT CHECKING \*\*3666

Current Balance \$0.00

#### LOANS 1

Current: \$4.53

Available: \$15.47

COMMERCIAL REVOLVING LI... 20...

Current Balance **\$4.53**  
Available Balance \$15.47

#### MISC

#### Transaction Approvals

ACH Batch (3956149)  
March 12, 2026  
\$1.50

EFTPS (3555144)  
March 23, 2026  
\$0.01

ACH Batch (3679274)  
December 13, 2028  
\$

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

DepositPartner

Positive Pay

#### POSITIVE PAY

No accounts have exceptions needing decision.

Continue to Positive Pay

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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Payments

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## Payments Hub

### MAKE A PAYMENT

New Payment

### PAYMENT TEMPLATES

New Template

Search templates

33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire Payroll

	Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆	9.23.23 tester	Domestic Wire	1			⋮
☆	Amanda Batch Test	ACH Batch (CCD)	1			⋮
☆	Android test 6.7.22	Domestic Wire	1			⋮
☆	CMTESTOM Template	Domestic Wire	1			⋮
☆	Domestic Tony Test	Domestic Wire	1			⋮
☆	Dunder mifflin	Domestic Wire	1			⋮

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

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day. X

- Home
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- Transactions
- Cash Management

### Payments

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- DepositPartner
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- JFG One Card
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☆	Android test 6.7.22	Domestic Wire	1			⋮
☆	CMTESTOM Template	Domestic Wire	1			⋮
☆	Domestic Tony Test	Domestic Wire	1			⋮
☆	Dunder mifflin	Domestic Wire	1			⋮

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

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day. X

- Home
- Message Center <sup>3</sup>
- Transactions
- Cash Management

## Payments Hub

### MAKE A PAYMENT

New Payment

### Payments

- ACH Pass-Thru
- DepositPartner
- Lockbox
- Tax Payment
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### PAYMENT TEMPLATES

New Template

Search templates

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

	Last Paid Date	Last Paid Amount	Actions
☆ Amanda Batch Test	ACH Batch (CCD)	1	
☆ Android test 6.7.22	Domestic Wire	1	
☆ CMTESTOM Template	Domestic Wire	1	
☆ Domestic Tony Test	Domestic Wire	1	
☆ Dunder mifflin	Domestic Wire	1	

To create a new template, click **New 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

9 of 12 user roles selected

## Origination Details

SEC Code

Company Entry Description

From Subsidiary

Account

Enter a **Template Name** and select which user roles may access this template.

## Recipients 1

+ Add multiple recipients

Find recipients in pa

Filters: Pre-Notes

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

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## ACH Batch Change Type

### Template Properties

Template Name

Vendor Payment

Template Access Rights

9 of 12 user roles selected

### 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

Recipients 1

+ Add multiple recipients

Filters: Pre-Notes

Recipient/Account

Amount

Search by name or account.

\$

0.00

Addenda (optional)

+ Add another recipient

Choose the correct SEC code for the transaction.

Most commonly, you'll have the option of **PPD** or **CCD**. Use PPD when the ACH Recipient is a Person. Use CCD when the ACH Recipient is a Company. If your recipients include a mix of both personal and company accounts, you should do two separate files, one for PPD and one for CCD.

For more information on SEC Codes, please review the SEC Codes document on the Client Resource Center or contact our Treasury Management Support team.

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## ACH Batch Change Type

### Template Properties

Template Name

Vendor Payment

Template Access Rights

9 of 12 user roles selected

### Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disburs

Company Entry Description

Payment

Account

Search by name or number

### Recipients 1

+ Add multiple recipients

Find recipients in

Filters: Pre-Notes

Recipient/Account

Amount

Search by name or account.

\$

0.00

Addenda (optional)

+ Add another recipient

Enter a **Company Entry Description**. This would be a short description of the reason for the transaction (PAYMENT, COLLECTION, PAYROLL, RENT, etc.).

Please note, if you are sending a payment for wages, salary, or a similar compensation payment, the Company Entry Description must be **PAYROLL**

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# ACH Batch Change Type

## Template Properties

Template Name  
Vendor Payment

Template Access Rights  
9 of 12 user roles selected

## Origination Details

SEC Code  
CCD - Cash Concentration and Disburs

Company Entry Description  
Payment

Account  
Search by name or number

**From Subsidiary**

cm

- CM Test Company (2630) \*\*\*\*\*6123
- CM Test Company2 (2687) \*\*\*\*\*6123
- CM Test Rcvb \*\*\*\*\*6123

Matched 3 of 7 items

Select the **Subsidiary** (ACH ID) to be used for this transaction. If you only have one Subsidiary, it will default to this selection.

## Recipients 1

+ Add multiple recipients

Filters: Pre-Notes

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

- Home
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### ACH Batch Change Type

#### Template Properties

Template Name  
Vendor Payment

Template Access Rights  
9 of 12 user roles selected

#### Origination Details

SEC Code  
CCD - Cash Concentration and Disburs

Company Entry Description  
Payment

From Subsidiary  
CM Test Company (2630)  
\*\*\*\*\*6123

Account

Search by name or number

COMMERCIAL CHECKING ****2630	\$3.73
BUSINESS GROWTH SOL ****2301	\$2.56
BUSINESS SAVINGS ****2687	\$3.79
COMMERCIAL CHECKING ****6718	\$0.00
COMMERCIAL CKG W/INT ****5801	\$6.48

Showing 5 of 7 items.

+ Add multiple recipients

Find recipients in payment

Expand All

#### Amount

\$ 0.00

Search by name or account.

Addenda (optional)

+ Add another recipient

- Locations & ATMs
- Reports
- Services

Select the **account** you want the payment to come from (or to be deposited into if using ACH Collection). 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.

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Template Name  
Vendor Payment

Template Access Rights  
9 of 12 user roles selected

Origination Details

SEC Code  
CCD - Cash Concentration and Disburs

Company Entry Description  
Payment

From Subsidiary  
CM Test Company (2630)  
\*\*\*\*\*6123

Account  
COMMERCIAL CHECKING  
\*\*\*\*2630 \$3.73

Recipients 1

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
<input type="text" value="an"/> <ul style="list-style-type: none"> <li>+ New Recipient</li> <li>Andy Android</li> <li>Andy Android Savings 1234567890</li> <li>Angela Martin</li> <li>Angela Martin Checking 64565465</li> <li>CM Test 2687 (edit test - andro...</li> <li>CM Test 2687 (edit test - a...</li> </ul>	\$ 0.00
+ Add another recipient	

Cancel Save

Next, you will need to load in your recipient(s). There are two ways to bring in recipients. First, you can click where it asks to "Search by name or account" and select the recipient from the list in the dropdown menu. You can type in the search field to filter the list of recipients.

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**Template Name**

**Template Access Rights**  
9 of 12 user roles selected

**Origination Details**

**SEC Code**

**Company Entry Description**

**From Subsidiary**

**Account**

**Recipients** 1

**+ Add multiple recipients**

You can also add multiple recipients at one time if you choose by clicking this button.

Filters: Pre-Notes

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

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

Cancel Save



### SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

- Andy Android Savings 1234567890
- Angela Martin Checking 64565465
- Bob Dart Checking
- Bob Jones Checking 123456789
- CM Test 2687 (edit tes... Checking
- CM Test 5801 Checking 1002
- CM007 Checking 1234567895
- Dwight Schrute Checking 9865432421
- Fifth Employee Checking 567890
- Fifth Employee Checking 567890
- First Employee Checking 123456
- First Employee Checking 123456
- Fourth Employee
- Glo
- Jim

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

< 1 of 3 >

Cancel Add (3)

- Cash Management
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Template Name  
Vendor Payment

Template Access Rights  
9 of 12 user roles selected

Origination Details

SEC Code  
CCD - Cash Concentration and Disburs

Company Entry Description  
Payment

From Subsidiary  
CM Test Company (2630)  
\*\*\*\*\*6123

Account  
COMMERCIAL CHECKING  
\*\*\*\*2630 \$3.73

Recipients 1

+ Add multiple recipients

Find recipients in pa

Filters: Pre-Notes

Recipient/Account	Amount
an	\$ 0.00

- + New Recipient
- Andy Android
- Andy Android Savings 1234567890
- Angela Martin
- Angela Martin Checking 64565465
- CM Test 2687 (edit test - andro...
- CM Test 2687 (edit test - a...
- CM Test 2687 (edit test - a...

+ Add another recipient

If you need to add a recipient who hasn't been already been added to the recipient address book, you can click + **New Recipient** in the "Search by name of account" menu.

See ACH Recipients guide for details on adding recipients.

Cancel Save

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**Template Name**

**Template Access Rights**  
9 of 12 user roles selected

**Origination Details**

**SEC Code**

**Company Entry Description**

**From Subsidiary**

**Account**

**Recipients** 2

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
<input type="text" value="Andy Android Savings 1234567890"/>	<input type="text" value="\$ 0.00"/>
Addenda (optional)	
<input type="text" value="Angela Martin Checking 64565465"/>	<input type="text" value="\$ 0.00"/>
Addenda (optional)	

+ Add another recipient

You can **add another Recipient** individually by clicking this link.

Cash Management

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ACH Reversal

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JFG One Card

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Template Name

Vendor Payment

Template Access Rights

9 of 12 user roles selected

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CCD - Cash Concentration and Disburs

Company Entry Description

Payment

From Subsidiary

CM Test Company (2630) \*\*\*\*\*6123

Account

COMMERCIAL CHECKING \*\*\*\*2630 \$3.73

Recipients 2

+ Add multiple recipients

Filters: Pre-Notes

Recipient/Account

Amount

Andy Android Savings 1234567890

\$ 0.00

Addenda (optional)

Angela Martin Checking 64565465

\$ 0.00

Addenda (optional)

+ Add another recipient

Add in a dollar amount for the payee(s) or leave at \$0.00. If the dollar amount will change every time you send this recipient an ACH, it is suggested to leave the amount at \$0.00.

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Template Name  
Vendor Payment

Template Access Rights  
9 of 12 user roles selected

**Origination Details**

SEC Code ⓘ  
CCD - Cash Concentration and Disburs v

Company Entry Description  
Payment

From Subsidiary  
CM Test Company (2630)  
\*\*\*\*\*6123

Account  
COMMERCIAL CHECKING  
\*\*\*\*2630 \$3.73

**Recipients 2**

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

**Recipient/Account**

**Amount**

Andy Android Savings 1234567890	\$	0.00	⋮
Addenda (optional)			
Angela Martin Checking 64565465	\$	0.00	
Addenda (optional)			
+ Add another recipient			

Click **Save** when you are finished.

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

Cancel

**Save**

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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## Payments Hub

### MAKE A PAYMENT

New Payment

### PAYMENT TEMPLATES

New Template

Search templates

33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire Payroll

	Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
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☆	Amanda Batch Test	ACH Batch (CCD)	1			⋮
☆	Android test 6.7.22	Domestic Wire	1			⋮
☆	CMTESTOM Template	Domestic Wire	1			⋮
☆	Domestic Tony Test	Domestic Wire	1			⋮
☆	Dunder mifflin	Domestic Wire	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 Amanda Batch Test actions

- Pay
- Edit
- Copy
- Delete

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**Transaction Warnings**

- Another user must approve this transaction.

## Vendor Payment (ACH Batch)

Import Amounts ? Edit Template

### Origination Details

**SEC Code** ?

CCD - Cash Concentration and Disbursement

**Company Entry Description**

Payment

**From Subsidiary**

CM Test Company (2630)  
\*\*\*\*\*6123

**Account**

COMMERCIAL CHECKING  
\*\*\*\*2630 \$3.73

**Effective Date**

**Recurrence**

None

### Recipients 2

Find recipients

Filters: Paid Not Paid Pre-Notes

Recipient/Account	Amount
Andy Android Savings 1234567890	\$ 0.00
Addenda (optional)	
Angela Martin Checking 64565465	\$ 0.00

**Enter the Effective Date** for the transaction. You can also set a recurring transaction schedule if desired.

If necessary, you can also update the **Company Entry Description**.

ACH Pass-Thru

Transaction Warnings
• Another user must approve this transaction.

Account

COMMERCIAL CHECKING
\*\*\*\*2630 \$3.73

Effective Date

03/20/2026

Recurrence

Set schedule

Recipients 2

Find recipients in payment

Expand All

Filters: Paid Not Paid Pre-Notes

Recipient/Account

Amount

Not Paid

Andy Android Savings 1234567890

Not Paid

Notify Recipient Show Details

Do Not Pay

Addenda (optional)

Angela Martin Checking 64565465

\$ 2.00

Addenda (optional)

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 Addenda link will allow you to enter Addendum information.

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- \$** Transfers & Payments v
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**Transaction Warnings**

- Another user must approve this transaction.

**SEC Code** ⓘ      **Company Entry Description**      **From Subsidiary**

CCD - Cash Concentration and Disbursement      Payment      CM Test Company (2630)  
\*\*\*\*\*6123

**Account**

COMMERCIAL CHECKING  
\*\*\*\*2630      \$3.73

**Effective Date**      **Recurrence**

03/20/2026 📅      Set schedule

**Recipients** 2

Find recipients

Filters: Paid Not Paid Pre-Notes

Recipient/Account	Amount
Andy Android Savings 1234567890	Not Paid
Addenda (optional)	
Angela Martin Checking 64565465	\$ 2.00
Addenda (optional)	

\$2.00  
1 payments

Cancel Draft Approve


You can either **Cancel**, **Draft** or **Approve** the transaction, depending on your rights.

**Cancel** deletes any progress made on the file and returns you to the previous screen.

**Draft** will save the transaction for a future approval.

**Approve** will prompt you to complete a step-up authentication to complete the transaction, unless your rights require multiple approvals for this transaction type.

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### Transaction Drafted

Transaction requires 2 approval(s).

**Transaction ID:** 3956749

**Total Amount:** \$2.00

Close
View in Online Activity Center

In this case we Drafted the payment.

**Note:** when the icon is green, the transaction is complete.

When the icon is yellow/orange (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.

Recipients 2

Filters: Paid Not Paid Pre-Notes

Recipient/Account	Amount
Andy Android Savings 1234567890	Not Paid
Addenda (optional)	
Angela Martin Checking 64565465	\$ 2.00

All activity performed via Online Banking will be displayed here. Use 'Show Filters' for additional search and navigation options. ✕

Home

Message Center <sup>3</sup>

Transactions

Online Activity Center

## Online Activity ?

Single Transactions

Recurring Transactions



Search Transactions

**Online Activity Center** (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.

Created date	Status	Approvals	Transaction Type	Account	Amount		
2023 M	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630	\$1.00	<input type="checkbox"/>	<span>⋮</span>
2023 M	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630	\$0.00	<input type="checkbox"/>	<span>⋮</span>
2023 M	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022		\$1.00	<input type="checkbox"/>	<span>⋮</span>
2023 M	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009		\$1.00	<input type="checkbox"/>	<span>⋮</span>
2023 AM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	<span>⋮</span>
2023 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630			<span>⋮</span>
2023 AM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630			<span>⋮</span>
2023 AM	Drafted	0 of 2	International Wire Tracking ID: 1809492	Founders 3 Operating ****5801			<span>⋮</span>
2023 AM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809424	COMMERCIAL CHECKING ****2630			<span>⋮</span>
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809396	COMMERCIAL CHECKING ****2630			<span>⋮</span>
2023 AM	Drafted	0 of 2	ACH Collection Tracking ID: 1809313	Founders 3 Operating ****5801			<span>⋮</span>
10/2/2023			ACH Batch	COMMERCIAL CHECKING			<span>⋮</span>

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# Thank You

## 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](mailto:tmsupport@johnsonfinancialgroup.com).

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