

ACH Transactions

For ACH Templates, see separate ACH Payments using Templates guide

For ACH Pass-Thru, see separate ACH Pass-Thru guide



Click an account tile to view details and transaction history.

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Home

ACCOUNTS

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

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

- Transfer Money Now
- ACH Batch 3
- Domestic Wire 1
- Funds Transfer 1
- View in Online Activity
- DepositPartner

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

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Payments Hub

MAKE A PAYMENT

New Payment

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

	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	⋮
☆ Gloria Test Chrome	ACH Batch (PPD)	1	⋮

To send an ACH transaction, select **New Payment** and the transaction types you have access to will be shown.

Select the ACH transaction type you need to complete. For this guide, we'll be using **ACH Batch**. **ACH Collection** and **Payroll** will follow the exact same process.

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ACH Batch Change Type Upload From File

Origination Details

SEC Code ⚠ ▼

- Select a SEC Code---
- PPD - Prearranged Payment and Deposit**
- CCD - Cash Concentration and Disbursement
- WEB - Internet-Initiated

Company Entry Description From Subsidiary

Effective Date Recurrence

Recipients (1) Filters: All Pending Pre-Notes

+ Add multiple recipients

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

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

First you must 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 Upload From File

Origination Details

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

PPD - Prearranged Payment and Deposits

Account Effective Date Recurrence

None

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) 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.).

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ACH Batch Change Type

Upload From File

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposits

Company Entry Description

Max 10 characters

Account

Search by name or number

Effective Date

From Subsidiary

Search by name

McQuetoo Payables

****1316

McQuetoo Transportation Company

****3164

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

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

\$0.00

1 payments (1 for \$0.00)

Cancel

Draft

Approve

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Upload From File

Origination Details

SEC Code <small>ⓘ</small>	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"/>		None

Account	Amount
COMMERCIAL CHECKING XXXXXX7245	\$8,349.76
COMMERCIAL CKG W/INT XXXXXX4277	\$4,035.68

+ 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 (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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Locations & ATMs
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ACH Batch [Change Type](#) Upload From File

Origination Details

SEC Code ⓘ PPD - Prearranged Payment and Deposi	Company Entry Description Max 10 characters	From Subsidiary AccessJFG Demo *****6789
Account Operating Account ****7757 \$5,467.90	Effective Date 07/11/2023	Recurrence Set schedule

Recipients (1)

+ Add multiple recipients

Recipient/Account
<input type="text" value="Search by name or account."/>

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

Cancel Draft Approve

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

You can also click “**Set Schedule**” under Recurrence to set up a repetitive schedule for this transaction, if needed.

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ACH

Originat

SEC Code

PPD - P

Account

COMME
XXXXXX72

Recipient

+ Add mult

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, select how often the transaction should repeat and choose an option for when the recurring schedule should stop. Click **Set Recurring Transaction** to save the schedule.

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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 (1)

Filters: All Pending Pre-Notes

Find recipients in pay

+ 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, 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.

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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

[+ Add multiple recipients](#)

You can also add multiple recipients at one time if you choose.

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](#)



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**.

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SEC Code [ⓘ]	Company Entry Description	From Subsidiary
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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

+ Add another recipient

Cancel Draft Approve

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.

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Origination Details

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

Recipients (2)

Filters: **All** Pending Pre-Notes

+ 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](#)

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

\$600.00
2 payments

Cancel Draft Approve

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

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SEC Code PPD - Prearranged Payment and Deposits	Company Entry Description Max 10 characters	From Subsidiary McQuetoo Pay... *****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	
Bono (Paul Hewson) Checking 123456	\$100.00	<div style="border: 1px solid gray; padding: 5px;"> <p>Show payment actions</p> <ul style="list-style-type: none"> Copy Remove Expand Row Show Details Notify Recipient </div>
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).

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

Select Show or Hide Details to see Recipient details.

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Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXXXX7245 \$8,349.76	10/16/2020	Set schedule

Recipients (2)

Filters: **All** Pending Pre-Notes

+ 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.

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SEC Code ?	Company Entry Description	From Subsidiary
PPD - Prearranged Payment and Deposits <input type="text"/>	Max 10 characters <input type="text"/>	McQuetoo Payables *****1316 <input type="text"/>
Account	Effective Date	Recurrence
COMMERCIAL CHECKING XXXXXXXX7245 <input type="text"/> \$8,349.76	10/16/2020 <input type="text"/>	Set schedule <input type="text"/>

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](#)

You can add an **Addendum**, to add payment information, such as invoice information, to be sent to the recipient.

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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

\$600.00
2 payments

Cancel Draft Approve

You can either **Draft** or **Approve** the transaction, depending on your rights. **Draft** will save the transaction for a future approval. **Approve** will complete the transaction right away, unless your rights require multiple approvals for this transaction type.

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ACH

Originator

SEC Code

PPD - P

Account

COMME
XXXXXX72

Recipient

+ 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



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

Message Center

Transactions

Online Activity Center

Online Activity ?

Single Transactions

Recurring Transactions



Search Transactions

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.

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

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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.

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