

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.

- Home
- Message Center
- Transactions
- Cash Management
- Payments**
- ACH Pass-Thru
- ACH Reversal
- DepositPartner
- Lockbox
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- Positive Pay
- Integrated Payables
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- 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

EFTPS (3555144)
March 23, 2026
\$0.01

ACH Batch (3679274)
December 13, 2028
\$3.00

View approvals in Online Activity

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

POSITIVE PAY

No accounts have exceptions needing decision.

Continue to Positive Pay

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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----

- 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

Recurrence

None

Recipients 1

[+ Add multiple recipients](#)

Filters: [Pre-Notes](#)

Recipient/Account	Amount
<input type="text" value="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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- Locations & ATMs
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- Services

ACH Batch Change Type

[Upload From File](#)

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Depo

Company Entry Description

Max 10 characters

From Subsidiary

Search by name

Account

Search by name or number

Effective Date

Recurrence

None

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

\$0.00

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

[Upload From File](#)

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Depo

Company Entry Description

Max 10 characters

Account

Search by name or number

Effective Date

Recurrence

None

From Subsidiary

CM

CM Test Company (2630)

*****6123

CM Test Company2 (2687)

*****6123

CM Test Rcvb

*****6123

Matched 3 of 7 items

Recipients 1

[+ Add multiple recipients](#)

[Find recipients in payment](#)

[Expand All](#)

Filters: [Pre-Notes](#)

Recipient/Account

Amount

Search by name or account.

\$

0.00

Addenda (optional)

[+ Add another recipient](#)

\$0.00

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

- Home
- Message Center
- Transactions

ACH Batch Change Type

[Upload From File](#)

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Depo

Company Entry Description

Max 10 characters

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.

Recurrence

None

+ Add multiple recipients

Find recipients in payment

Expand All

Recipient/Account

Amount

Search by name or account.

\$

0.00

Addenda (optional)

+ Add another recipient

\$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.

Small Business Credit Card

- Transfers & Payments
- Locations & ATMs
- Reports
- Services

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- Services

Transaction Warnings

- Another user must approve this transaction.

ACH Batch

Upload From File

Origination Details

SEC Code

PPD - Prearranged Payment and Depo

Company Entry Description

Max 10 characters

From Subsidiary

CM Test Company (2630)

Account

COMMERCIAL CHECKING
****2630 \$3.73

Effective Date

03/13/2026



Recurrence

Set schedule

Calendar for March 2026:

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

+ Add multiple recipients

Amount

\$ 0.00

Addenda (optional)

+ Add another recipient

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

If you select Same Day processing (available before 1:00 PM CT), you will be presented with a confirmation window that you understand that Same Day ACH is subject to a potential additional fee for the expedited processing.

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

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ACH

Originator

SEC Code

PPD - P

Account

COMME
****2630

Effective

03/13/20

Recipient

Filters

Recipient

Add

Upload From File

From Subsidiary

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

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

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.

- ACH Pass-Thru
- ACH Reversal
- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Recipient Address Book
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- Positive Pay
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Transaction Warnings

- Another user must approve this transaction.

SEC Code ⓘ Company Entry Description From Subsidiary

PPD - Prearranged Payment and Depo Max 10 characters CM Test Company (2630) *****6123

Account

COMMERCIAL CHECKING \$3.73
****2630

Effective Date Recurrence

03/13/2026 Set schedule

Recipients 1

+ Add multiple recipients

Find recipients in p

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...

+ 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. You can type in the search field to filter the list of recipients.

Cash Management

Payments

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ACH Reversal

DepositPartner

Lockbox

Tax Payment

JFG One Card

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Transaction Warnings
• Another user must approve this transaction.

SEC Code: PPD - Prearranged Payment and Depo
Company Entry Description: Max 10 characters
From Subsidiary: CM Test Company (2630) *****6123

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

Effective Date: 03/13/2026

Recurrence: Set schedule

Recipients 1

+ Add multiple recipients

Filters: Pre-Notes

Table with columns Recipient/Account and Amount. Includes search bar, addenda field, and + Add another recipient button.

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

Cancel Draft Approve

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



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 Ch...
- Glo... Ch...
- Jim Ch...

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

< 1 of 3 >

Cancel Add (3)

ACH Pass-Thru

ACH Reversal

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Transaction Warnings
• Another user must approve this transaction.

SEC Code

PPD - Prearranged Payment and Depo

Company Entry Description

Max 10 characters

From Subsidiary

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

Account

COMMERCIAL CHECKING
****2630 \$3.73

Effective Date

03/13/2026

Recurrence

Set schedule

Recipients 4

+ Add multiple recipients

Find recipients in pa

Filters: Pre-Notes

Recipient/Account

Amount

Search by name or account.

+ New Recipient

Andy Android

Andy Android
Savings 1234567890

Angela Martin

Angela Martin
Checking 64565465

Bob Dart

Bob Dart

\$ 0.00

\$ 0.00

\$ 0.00

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.

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Recipient Address Book
- Subsidiaries**
- Positive Pay
- Integrated Payables
- Small Business Credit Card

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Transaction Warnings

- Another user must approve this transaction.

03/13/2026  Set schedule

Recipients **3**

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
<div data-bbox="817 646 1200 701"> Bob Jones Checking 123456789 </div> <div data-bbox="1251 646 1516 701"> \$ 0.00 </div> <div data-bbox="2015 654 2040 689">⋮</div> <div data-bbox="810 732 970 758">Addenda (optional)</div> <div data-bbox="2015 732 2040 758">∨</div>	
<div data-bbox="817 818 1200 872"> Dwight Schrute Checking 9865432421 </div> <div data-bbox="1251 818 1516 872"> \$ 0.00 </div> <div data-bbox="2015 825 2040 861">⋮</div> <div data-bbox="810 903 970 929">Addenda (optional)</div> <div data-bbox="2015 903 2040 929">∨</div>	
<div data-bbox="817 989 1200 1043"> First Employee Checking 123456 </div> <div data-bbox="1251 989 1516 1043"> \$ 0.00 </div> <div data-bbox="2015 996 2040 1032">⋮</div> <div data-bbox="810 1075 970 1100">Addenda (optional)</div> <div data-bbox="2015 1075 2040 1100">∨</div>	
<div data-bbox="1302 1139 1582 1229" style="border: 2px solid #800040; padding: 5px; display: inline-block;"> + Add another recipient </div>	

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

- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
- Recipient Address Book
- Subsidiaries
- Positive Pay
- Integrated Payables
- Small Business Credit Card

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Transaction Warnings
• Another user must approve this transaction.

03/13/2026 Set schedule

Recipients 3

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
Bob Jones Checking 123456789	\$ 1.00
Addenda (optional)	
Dwight Schrute Checking 9865432421	\$ 0.50
Addenda (optional)	
First Employee Checking 123456	\$ 0.00
Addenda (optional)	
+ Add another recipient	

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

- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
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Transaction Warnings
• Another user must approve this transaction.

03/13/2026 Set schedule

Recipients 3

+ Add multiple recipients

Find recipients in

Filters: Pre-Notes

Recipient/Account	Amount
Bob Jones Checking 123456789	\$ 1.00
Addenda (optional)	
Dwight Schrute Checking 9865432421	\$ 0.50
Addenda (optional)	
First Employee Checking 123456	\$ 0.00
Addenda (optional)	

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

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

DepositPartner

Lockbox

Tax Payment

JFG One Card

Recipient Address Book

Subsidiaries

Positive Pay

Transaction Warnings
• Another user must approve this transaction.

Effective Date

03/13/2026

Recurrence

Set schedule

Recipients 3

Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account

Amount

This payment is valid.

Bob Jones
Checking 123456789

\$ 1.00

Notify Recipient

Show Details

Addenda (optional)

Dwight Schrute
Checking 9865432421

\$ 0.50

Addenda (optional)

First Employee
Checking 123456

\$ 0.00

Addenda (optional)

In the expanded row, you can choose to Notify the Recipient via email, if an email address has been added for recipient.

Select Show or Hide Details to see Recipient details.

- Services
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- DepositPartner
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Transaction Warnings
• Another user must approve this transaction.

Effective Date: 03/13/2026
Recurrence: Set schedule

Recipients 3

+ Add multiple recipients

Find recipients in p

Filters: Pre-Notes

Recipient/Account	Amount
Bob Jones Checking 123456789	\$ 1.00
Addenda (optional) Freeform Addenda	
Dwight Schrute Checking 9865432421	\$ 0.50
Addenda (optional)	
First Employee Checking 123456	\$ 0.00
Addenda (optional)	

By clicking **Addenda**, you can add payment information, such as invoice information, to be sent to the recipient.

- Tax Payment
- JFG One Card
- Recipient Address Book
- Subsidiaries
- Positive Pay
- Integrated Payables
- Small Business Credit Card
- \$** Transfers & Payments ▾
- 📍 Locations & ATMs
- 📊 Reports ▾
- 📅 Services ▾
- 📄 Statements
- 🔍 Help ▾

Transaction Warnings

- Another user must approve this transaction.

Recipients **3** + Add multiple recipients 🔍 Find recipients in payment Expand All

Filters: Pre-Notes

Recipient/Account	Amount	
<div style="border: 1px solid #ccc; padding: 2px;">Bob Jones Checking 123456789</div>	<div style="border: 1px solid #ccc; padding: 2px;">\$ 1.00</div>	Invoice #24723 ⋮ ^
Addenda (optional)		
Freeform Addenda		
<div style="border: 1px solid #ccc; padding: 2px;">Invoice #24723</div>		
<div style="border: 1px solid #ccc; padding: 2px;">Dwight Schrute Checking 9865432421</div>	<div style="border: 1px solid #ccc; padding: 2px;">\$ 0.50</div>	⋮
Addenda (optional) ▾		
<div style="border: 1px solid #ccc; padding: 2px;">First Employee Checking 123456</div>	<div style="border: 1px solid #ccc; padding: 2px;">\$ 0.00</div>	⋮
Addenda (optional) ▾		
+ Add another recipient		

After you're finished entering the payment details, the bottom left of the screen will show you the total dollar amount of the file as well as how many payments are included in the file.

\$1.50
3 payments (1 for \$0.00)

Cancel Draft Approve

- Tax Payment
- JFG One Card
- Recipient Address Book
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Transaction Warnings

- Another user must approve this transaction.

Recipients 3

+ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount	
Bob Jones Checking 123456789	\$ 1.00	Invoice #24723
Addenda (optional)		
Freeform Addenda		
Invoice #24723		
Dwight Schrute Checking 9865432421	\$ 0.50	
Addenda (optional)		
First Employee Checking 123456	\$ 0.00	
Addenda (optional)		
+ Add another recipient		

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

\$1.50
3 payments (1 for \$0.00)

Cancel Draft Approve

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Transaction requires 2 approval(s).

ACH

Originator

SEC Code

PPD - P

Account

COMME

****2630


Effective

03/13/20

Recipients 3

Filters: Pre-Notes

Recipient/Account	Amount
Bob Jones Checking 123456789	\$ 1.00 Invoice #24723
Addenda (optional)	
Freeform Addenda	
Invoice #24723	



Transaction Drafted

Transaction requires 2 approval(s).

Transaction ID: 3956149

of Payments: 3 (1 for \$0.00)

Total Amount: \$1.50

Close
View in Online Activity Center

Good Morning, Kyle Kasbohm

Upload From File Import Amounts

From Subsidiar
CM Test Comp
*****6123

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.

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

Home

Message Center ³

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			⋮

Details
Approve
Cancel
Notify
Inquire
Copy
Print Details

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.

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