

Uploading ACH Transactions via Batch

ACH Uploads not via Pass-Thru

For ACH Pass-Thru uploads, see ACH Pass-Thru guide.



Click an account tile to view details and transaction history.

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Home

ACCOUNTS

Available: \$15,015.94
Current: \$15,015.94

<p>COMMERCIAL CKG W/INT **4277</p> <p>Available Balance \$6,181.91</p> <p>Current Balance \$6,181.91</p>	<p>COMMERCIAL CKG W/INT **7757</p> <p>Available Balance \$5,442.59</p> <p>Current Balance \$5,442.59</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance \$3,391.44</p> <p>Current Balance \$3,391.44</p>	

LOANS

Current: \$1,754,051.59
Available: \$988,600.15

<p>COMMERCIAL REVOLVING... 200200</p> <p>Current Balance \$1,011,399.85</p> <p>Available Balance \$988,600.15</p>	<p>COMMERCIAL TERM LOAN 300200</p> <p>Current Balance \$742,651.74</p>
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CD

Available: \$15,601.80
Current: \$15,601.80

<p>BUSINESS REPO CD **0001</p> <p>Available Balance \$15,601.80</p> <p>Current Balance \$15,601.80</p>

- DepositPartner
 - Positive Pay
 - POSITIVE PAY**
- No accounts have exceptions needing decision.
- Continue to Positive Pay

To upload an ACH Transaction, go to **Payments** found in the Cash Management menu

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Payments

New Payment

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

+ Create Template

	Last Paid Date	Last Paid Amount	Actions
★ 2nd Friday of Month	ACH Collection (PPD)	2	
★ 5th of the Month	ACH Collection (PPD)	2	
☆ International Wire	International Wire	1	
☆ Library Payroll	Payroll (PPD)	3	
☆ Payroll	Payroll (PPD)	2	
☆ Test	ACH Batch (PPD)	1	
☆ Wire Template	Domestic Wire	1	
☆ Zihuatanejo Fund	ACH Batch (PPD)	2	

Click on **New Payment** and choose the ACH type you want to transact.

Please note, based on the services you've contracted for, you may not see all ACH types on your screen.

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ACH Batch Change Type

Upload From File

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" value=""/>	None

Click **Upload From File** in the upper right-hand corner of the screen.

Recipients (1)

Filters: **All** Pre-Notes

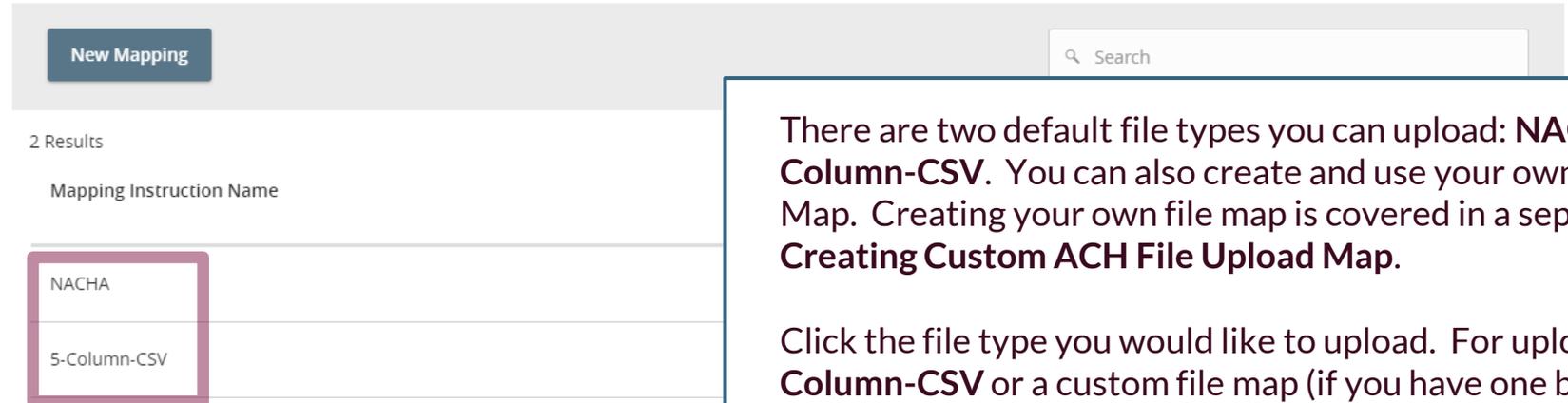
+ Add multiple recipients

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

SAVED FILE MAPPINGS



The screenshot shows a web interface for "File Mapping Management". At the top left, there is a "New Mapping" button. To the right is a search bar with a magnifying glass icon and the text "Search". Below the search bar, it says "2 Results". Underneath, there is a table with the header "Mapping Instruction Name". The table contains two rows: "NACHA" and "5-Column-CSV". The "NACHA" row is highlighted with a red rectangular border.

There are two default file types you can upload: **NACHA** or **5-Column-CSV**. You can also create and use your own custom File Map. Creating your own file map is covered in a separate guide, **Creating Custom ACH File Upload Map**.

Click the file type you would like to upload. For uploading using a **5-Column-CSV** or a custom file map (if you have one built), select your file from the file browser that pops up (skip the next page). For a **NACHA** file, continue to the next page.

NACHA: A .txt file that is a very intricate file format created by Nacha, the National Automated Clearing House Association. This format is typically only available if your ERP/Accounting system can create the files.

5-Column-CSV: A .csv file type that can be easily created manually.

See the pages 11-12 at the end of this guide for more detailed information about these default file types.

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Payment From File

ACH Batch Sample File (.csv)

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

OR

- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll
 - NACHA files are not processed as uploaded into the system. The system is extracting the info needed to create an ACH Batch, or ACH Collection, or Payroll Banking transaction. To upload a NACHA file and have it processed as uploaded, please use the following steps:
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary/Originator, and selecting an effective date. This info should be in the balanced file
 - The import uses the name and the order of the file to create recipients and amounts
 - You can include a recipient multiple times to create multiple payments
 - The payments can be to the same account or a different account

ACH Batch File Specification (.pdf)

Import File *

Sample ACH Payroll File.txt

* - Indicates required field

Cancel

Save Recipients

Upload File

This slide is only for **NACHA** files. For **5-Column CSV** or custom file map uploads, please continue to the next slide.

To upload a **NACHA** file, click the Import File box at the bottom of the screen and select your file from the File Browser that pops up.

Click **Upload File** to continue.

The screenshot shows the 'ACH Batch' screen in the ACCESS JFG system. The left sidebar contains navigation options: Home, Message Center, Transactions, Cash Management, Payments (highlighted), ACH Pass-Thru, and DepositPartner - SSO. The main content area is titled 'ACH Batch' with a 'Change Type' link and 'Upload From File' and 'Import Amounts' options. The 'Origination Details' form is highlighted with a red border and contains the following fields:

SEC Code ⓘ ----Select a SEC Code----	Company Entry Description Max 10 characters	From Subsidiary Search by name
Account Search by name or number	Effective Date [Calendar icon]	Recurrence None

After the file loads in, you will be returned to the ACH Transaction screen. First, you must complete the **Origination Details**.

For **NACHA** file uploads:

Most of the information will fill in from the file. You can update the **Company Entry Description**, if needed. You must also choose the **Account** to be used for the transaction. **Subsidiary** and **Effective Date** will pull in from the file. If the file contains an unusable **Subsidiary** and/or **Effective Date**, you must enter that information as well.

For **5-Column-CSV** uploads:

- Fill in the Origination Details for your transaction (for more information, please see the **ACH Transactions** guide)
 - **SEC Code**: Choose the appropriate code for the transaction
 - **Company Entry Description**: short description of the reason for the transaction
 - **From Subsidiary**: select the subsidiary (ACH ID) to be used
 - **Account**: select the account that is to be used for the transaction. Note, Account must coincide with the subsidiary.
 - **Effective Date**: select the Effective Date for the transaction.
 - **Recurrence**: (Optional) set a schedule for the transaction, if needed.

Next, you should review the **Recipients** section. All the payment information from the file will load in automatically for you.

For **NACHA** file uploads:

You will not be allowed to edit the recipient section at all. You can simply review it to make sure your file was accurate.

For **5-Column-CSV** or custom file map uploads:

- You can update/add/delete recipients, dollar amounts, & addenda information, if needed
- See **ACH Transactions** guide for further information, if needed.

Recipients (4) Filters: All Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
Homer Simpson Checking 1234567	\$ 23.67
Marge Simpson Checking 2345678	\$ 98.31
Bart Simpson Savings 3456789	\$ 15.63
Lisa Simpson Savings 4567890	\$ 32.64

+ Add another recipient

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ACH Batch Change Type

Upload From File Import Amounts ?

Origination Details

SEC Code [?] PPD - Prearranged Payment and Deposi ▼	Company Entry Description Payment	From Subsidiary AccessJFG Demo *****6789
Account COMMERCIAL CKG W/INT ****4277 \$6,130.88	Effective Date 05/31/2022 📅	Recurrence Set schedule

Recipients (4)

Filters: All Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
Homer Simpson Checking 1234567	\$ 23.67
Marge Simpson Checking 2345678	\$ 98.31
Bart Simpson Savings 3456789	\$ 15.63
Lisa Simpson Savings 4567890	\$ 32.64
+ Add another recipient	

\$170.25
4 payments

When you are finished and ready to submit the transaction, 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.

Cancel Draft Approve

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ACH

Originat

SEC Code

PPD - P

Account

COMME

****4277

Recipient

+ Add multi

Recipient/Account

Amount

Homer Simpson
Checking

1234567

\$

23.67

Marge Simpson
Checking

2345678

\$

98.31

Bart Simpson
Savings

3456789

\$

15.63

Lisa Simpson
Savings

4567890

\$

32.64

+ Add another recipient



Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 20566

of Payments: 4

Total Amount: \$170.25

Close

View in Online Activity Center

In this case we drafted the transaction.

Note: When the icon is green, the transaction is approved and 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.

Transactions are stored in **Online Activity Center** found in the Transactions menu. If the transaction needs approval, please see **Approving ACH and Wire Transactions** guide.

File Types

5 Column CSV Files

- Basic CSV spreadsheet file
 - *Must be saved as a CSV, not Excel file type*
- Can be easily created manually
- No Header Rows
 - *Column A: Recipient Name (Cannot be longer than 22 characters)*
 - *Column B: Routing Number (CSV will automatically delete preceding 0's in routing numbers. The system will add them back in when uploading)*
 - *Column C: Account Number. Please pay attention to the account numbers as CSV files will alter the format of longer numbers which may affect the upload*
 - *Column D: Account Type—Enter 1 for Checking; 2 for Savings*
 - *Column E: Amount (Do not use a \$ sign). CSV files will truncate amounts, if possible. For example, 500.00 will appear as 500. The system will upload these amounts properly.*

	A	B	C	D	E	F
1	Homer Simpson	75911852	1234567	1	23.67	
2	Marge Simpson	75911852	2345678	1	98.31	
3	Bart Simpson	75911852	3456789	2	15.63	
4	Lisa Simpson	75911852	4567890	2	32.64	
5						



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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