

Uploading ACH Recipients via Batch

To mass upload ACH Recipients to the Recipient
Address Book



Click an account tile to view details and transaction history.

- Home
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 - DepositPartner - SSO
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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 ACH Recipients, 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

Account

Effective Date

Recurrence

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

[New Mapping](#)

2 Results

Mapping Instruction Name	Mapping Type
NACHA	System Standard
5-Column-CSV	System Standard

Click to view mapping actions

Use

Save Recipients

View Specifications

There are two file types you can use to upload recipients: **NACHA** or **5-Column-CSV**.

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.

Click the kabob (3 dots) for the file type you'd like to use and click **Save Recipients**.

See the pages 8-9 at the end of this guide for 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 number, Account type, & Amount
 - 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, select a Subsidiary (where applicable), and select an effective date

OR

- You can import a balanced NACHA format file to create an ACH Batch, or ACH Collection, or Payroll payment
 - NACHA files are not processed as uploaded into the system. The system is extracting the information (Routing Number, Account Number, Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Payments, ACH Collections, or ACH Payroll Online Banking transaction. To upload a NACHA file and have it processed as uploaded, please use ACH PassThru.
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary, and selecting an Effective date should not be necessary as that 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 *

5 Column CSV Sample.csv

* - Indicates required field

Cancel Save Recipients Upload File

On this screen, go to the **Import File** field and load in the file you'd like to use.

Then, click **Save Recipients**

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Some Items Need Your Attention



The uploaded file contains 4 transactions and 4 recipients



4 were created

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 - 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 (Amount(s), Effective Date, SEC Code, and Subsidiary/Originator) needed to create an ACH Pay Banking transaction. To upload a NACHA file and have it processed as uploaded, please use the following instructions:
 - Classifying the payment as PPD or CCD, selecting Pay From/Pay To account, selecting a Subsidiary if necessary as that 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 *

5 Column CSV Sample.csv

* - Indicates required field

Cancel

Save Recipients

Upload File

Assuming a successful upload, you will see this confirmation screen. It will say some items need your attention, but you can ignore that as long as the number of recipients shown matches what was in your file. Click the **X** on the confirmation window to close it.

Your recipients will now be in the Recipient Address Book.

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. For any routing numbers that begin with a 0, you will need to put an apostrophe in front of the routing number: '075911852)*
 - *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	



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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