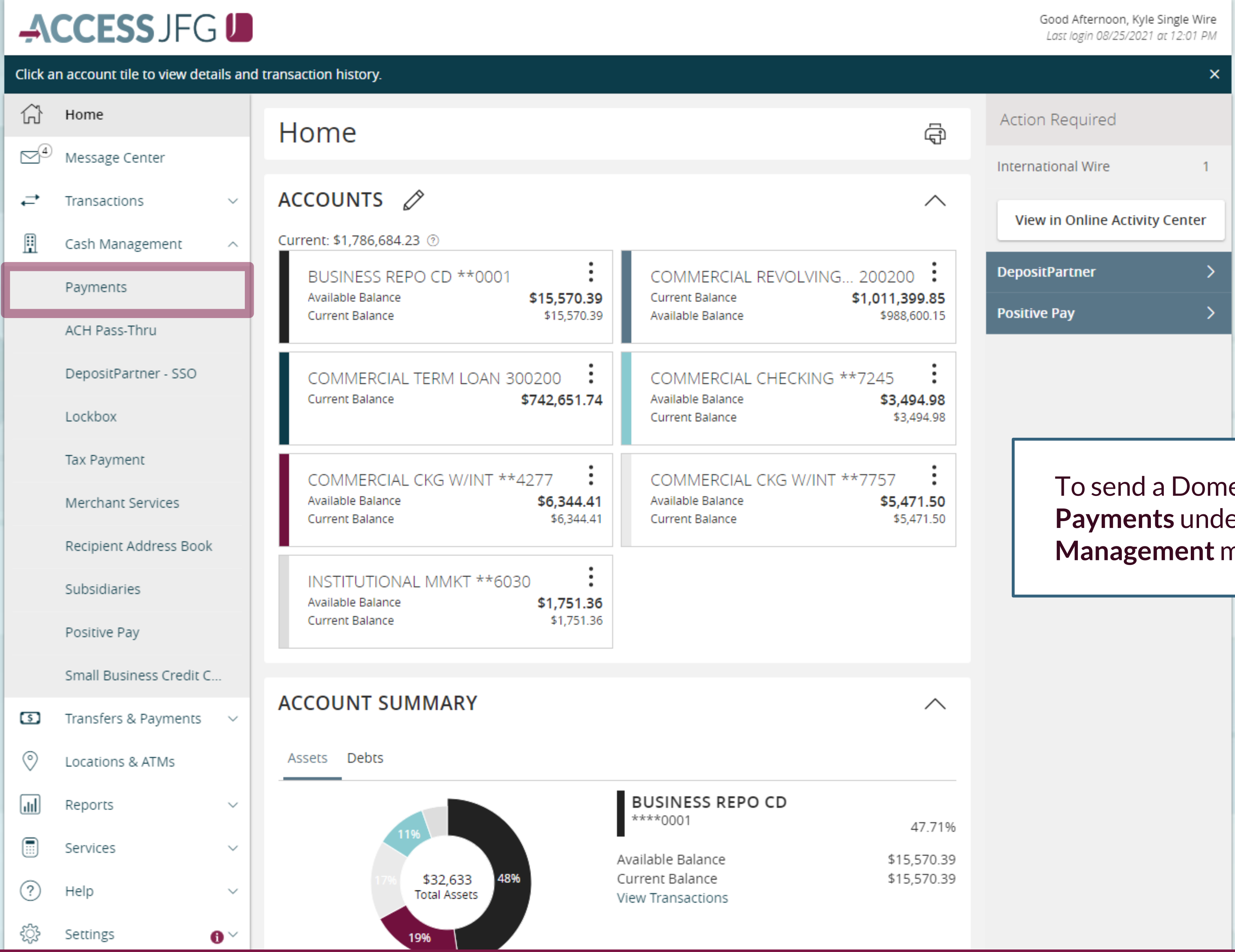
JOHNSON FINANCIAL GROUP®

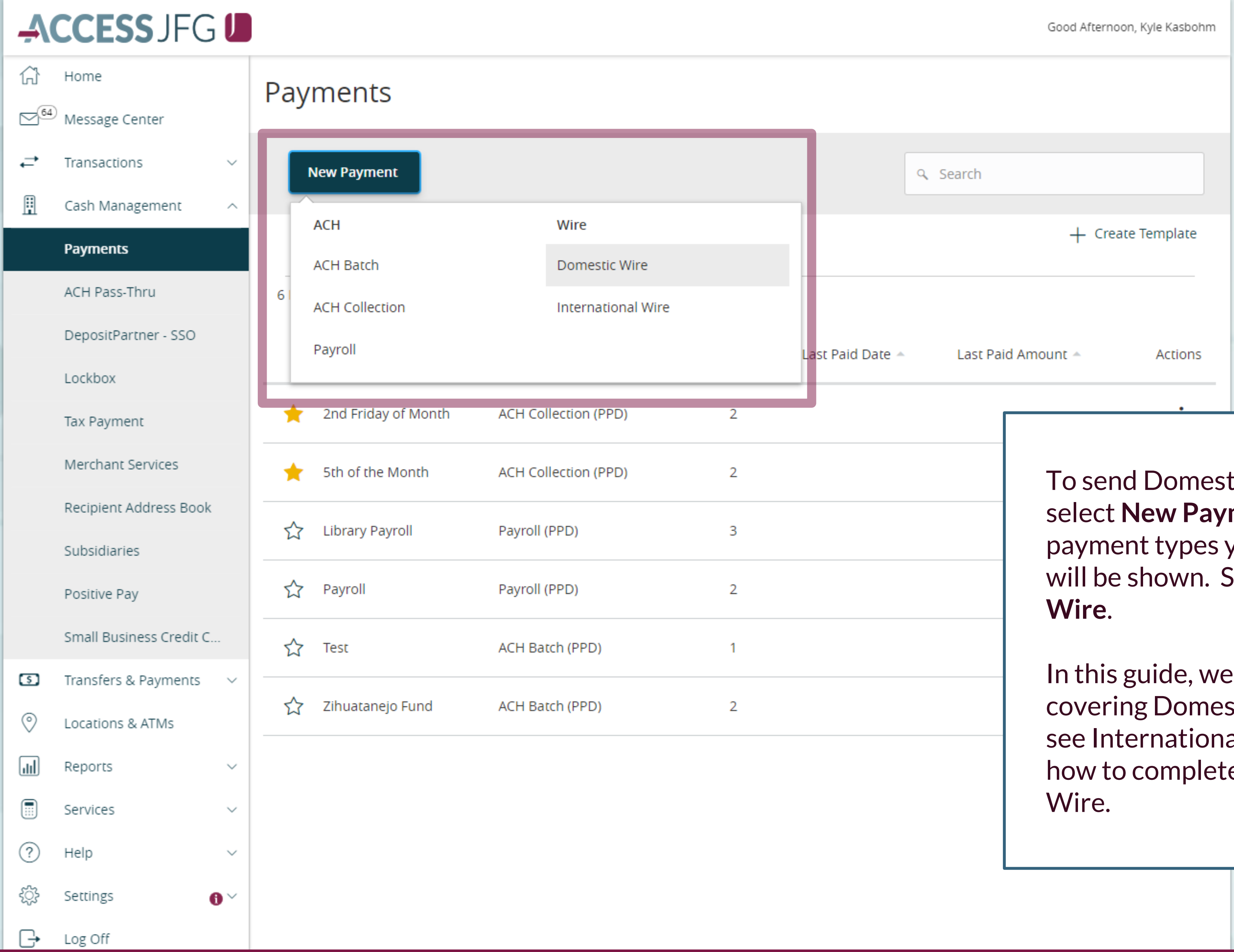
BANKING
WEALTH
INSURANCE

Domestic Wire Payments

For Wire Templates, see separate Wire Payments using Templates guide

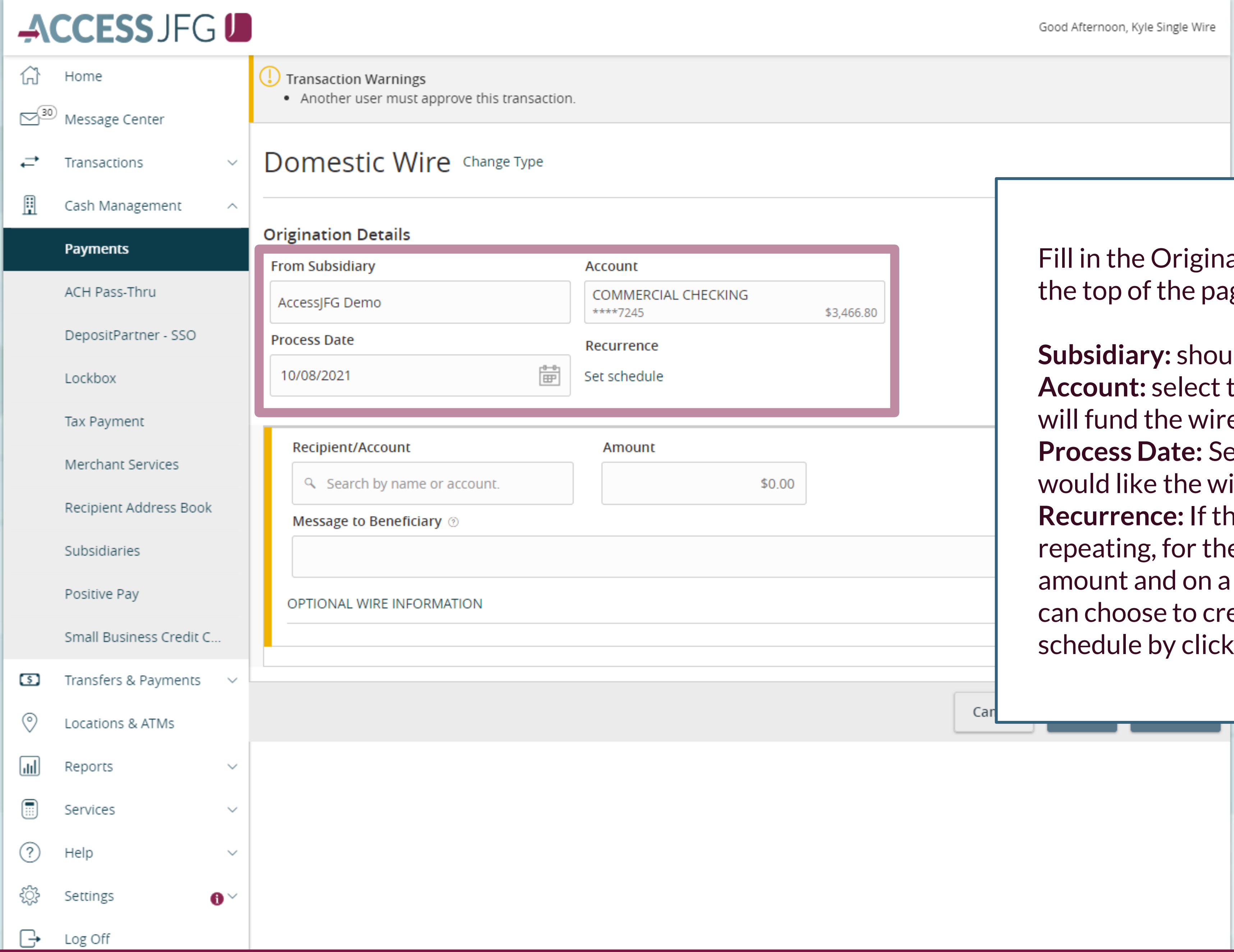


To send a Domestic Wire, click **Payments** under the **Cash Management** menu.



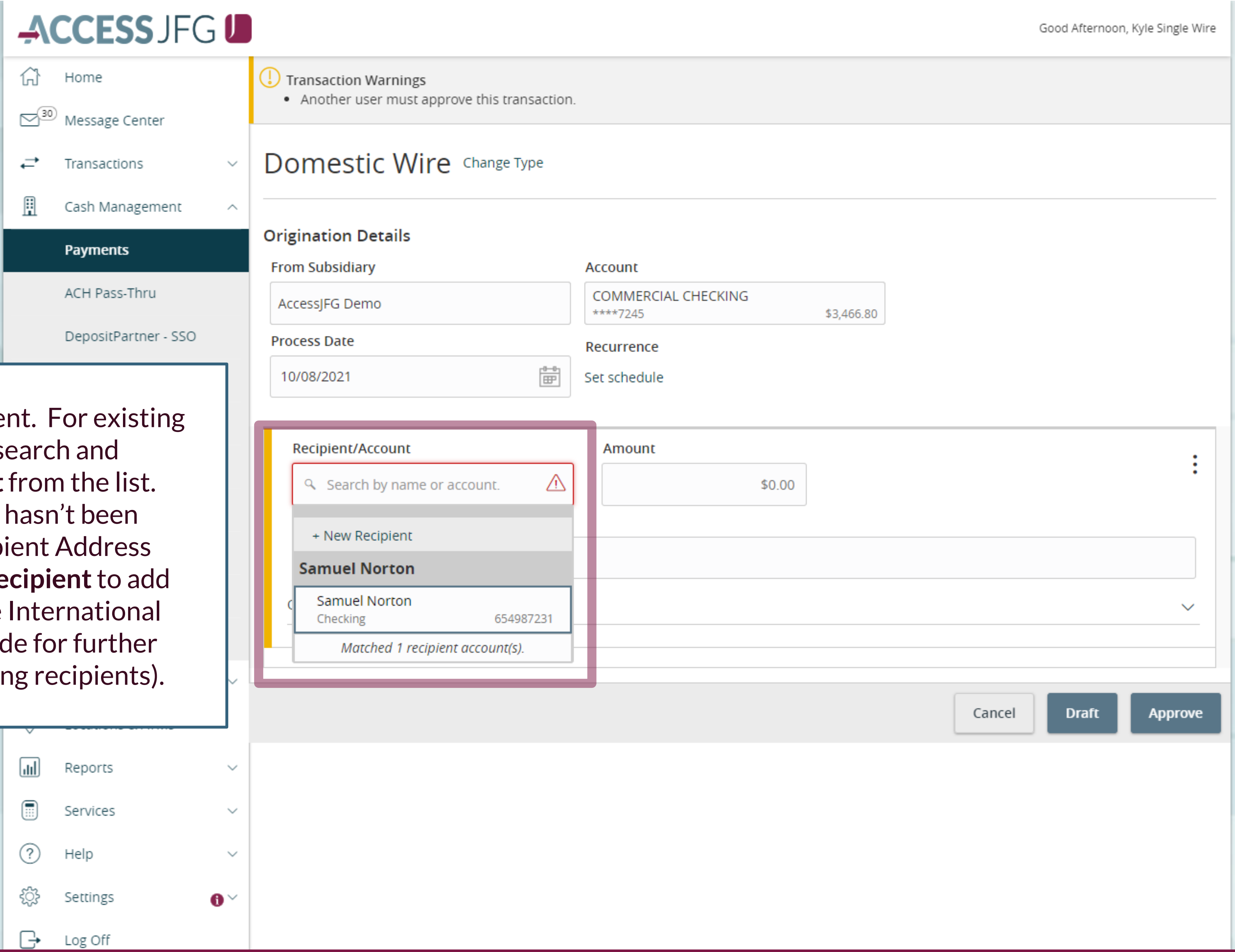
To send Domestic Wire payment, select **New Payment** and the payment types you have access to will be shown. Select **Domestic Wire**.

In this guide, we will only be covering Domestic Wires. Please see International Wires guide for how to complete an International Wire.

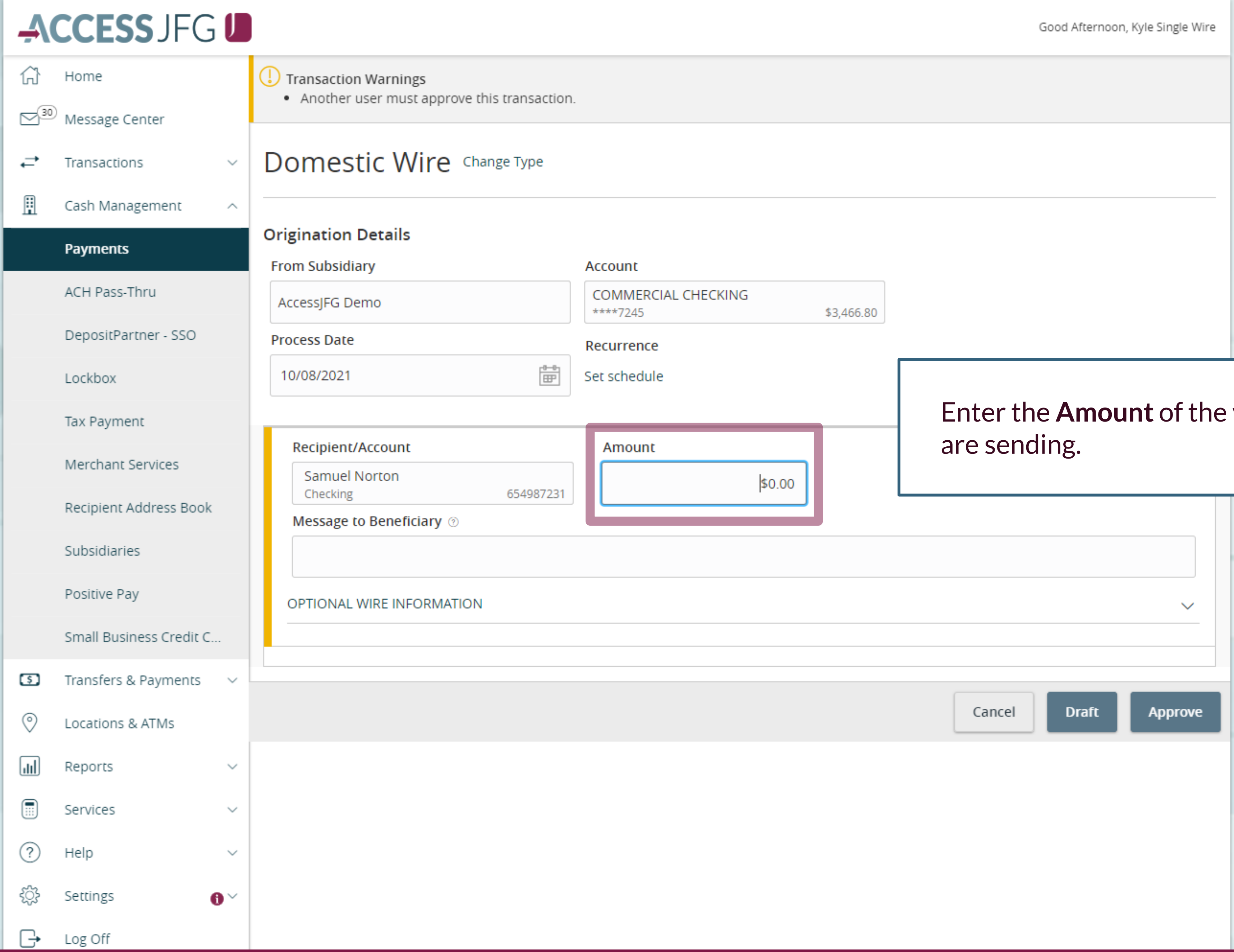


Fill in the Origination Details on the top of the page.

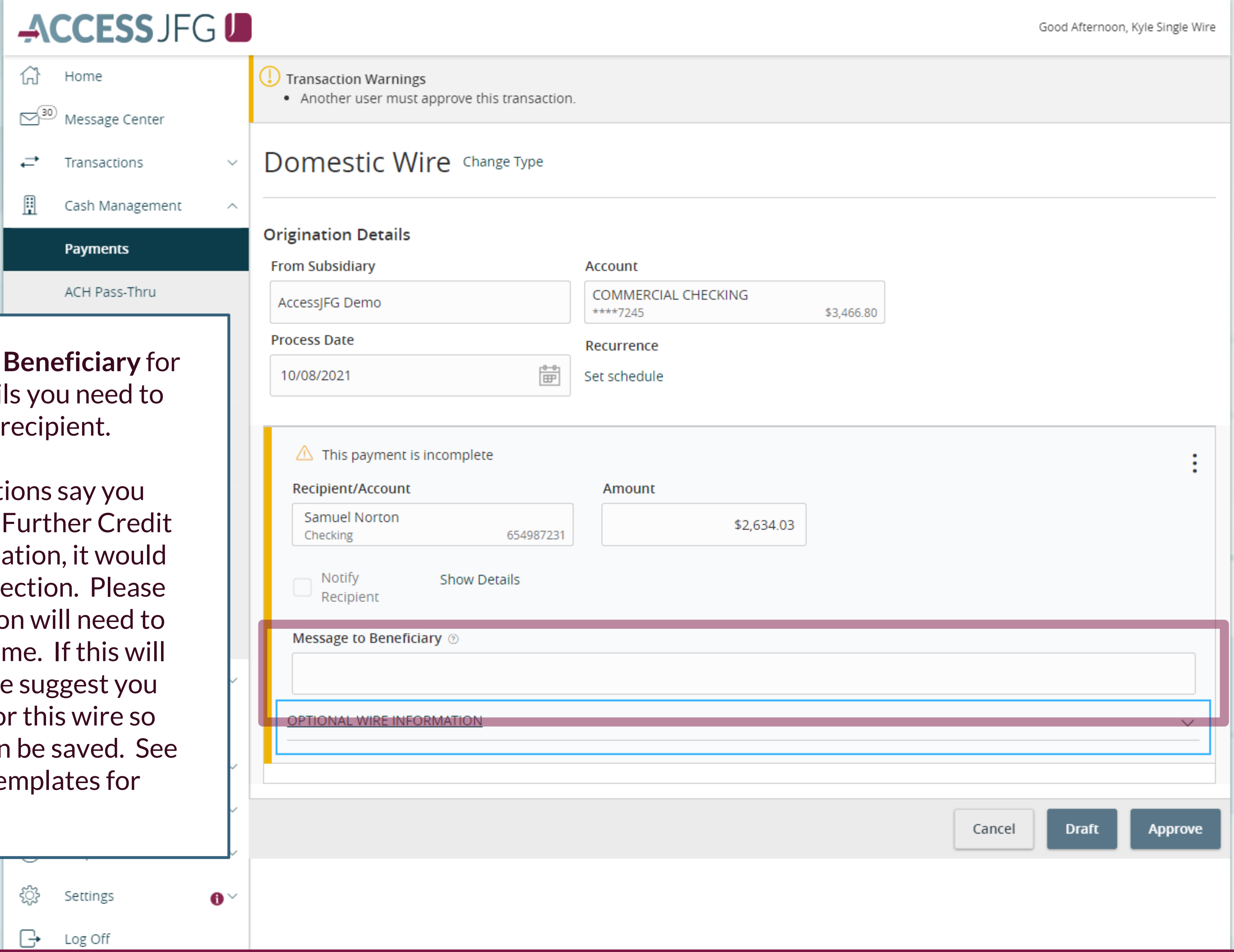
Subsidiary: should prefill in.
Account: select the account that will fund the wire.
Process Date: Select the date you would like the wire to process.
Recurrence: If this wire will be repeating, for the same dollar amount and on a normal cycle, you can choose to create a recurrence schedule by clicking **Set Schedule**.



Load in your Recipient. For existing recipients, you can search and select the **Recipient** from the list. Or, if your recipient hasn't been added to your Recipient Address Book, click **+New Recipient** to add a new recipient (see International Wire Recipients guide for further information on adding recipients).

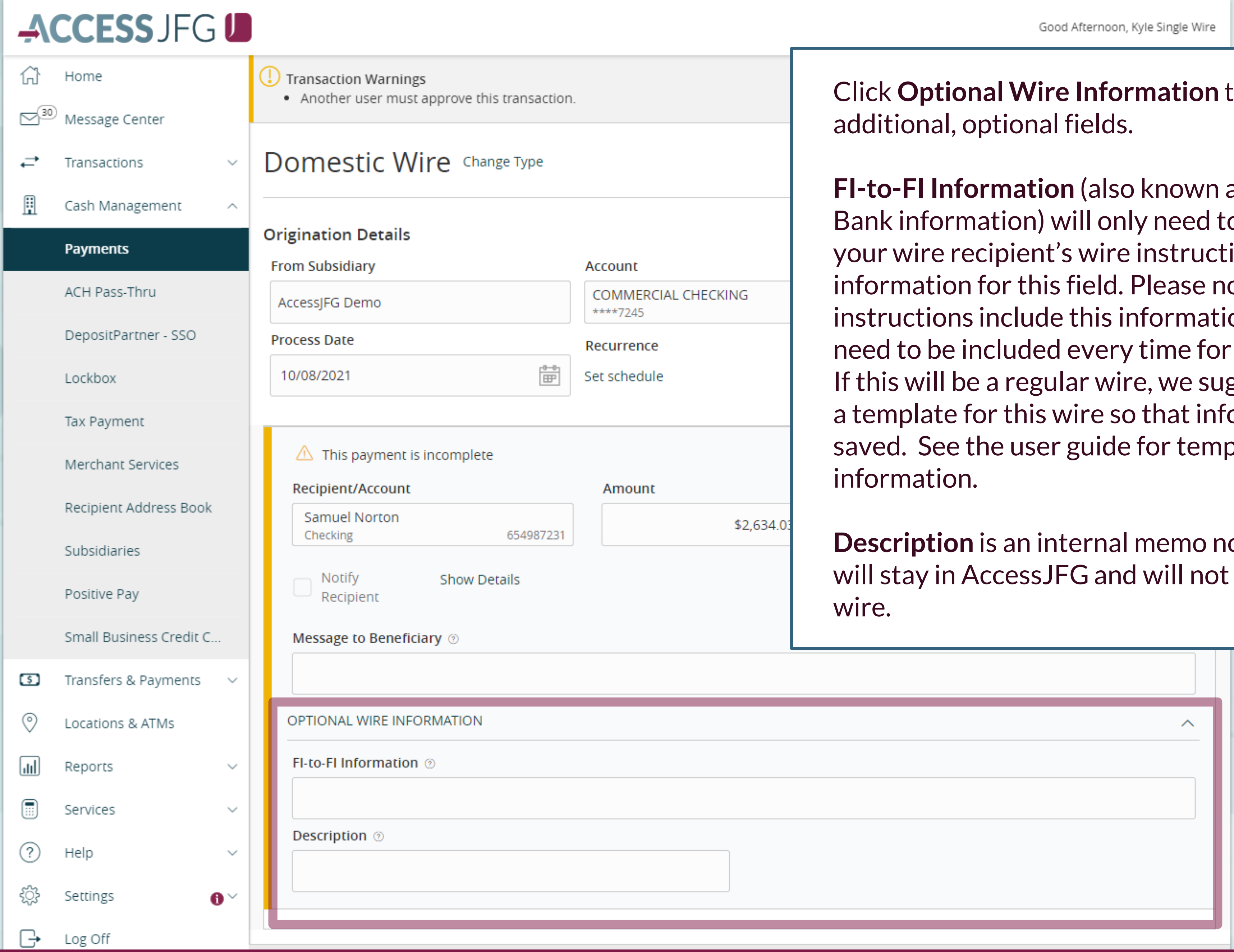


Enter the **Amount** of the wire you are sending.



Enter a **Message to Beneficiary** for any additional details you need to provide to the wire recipient.

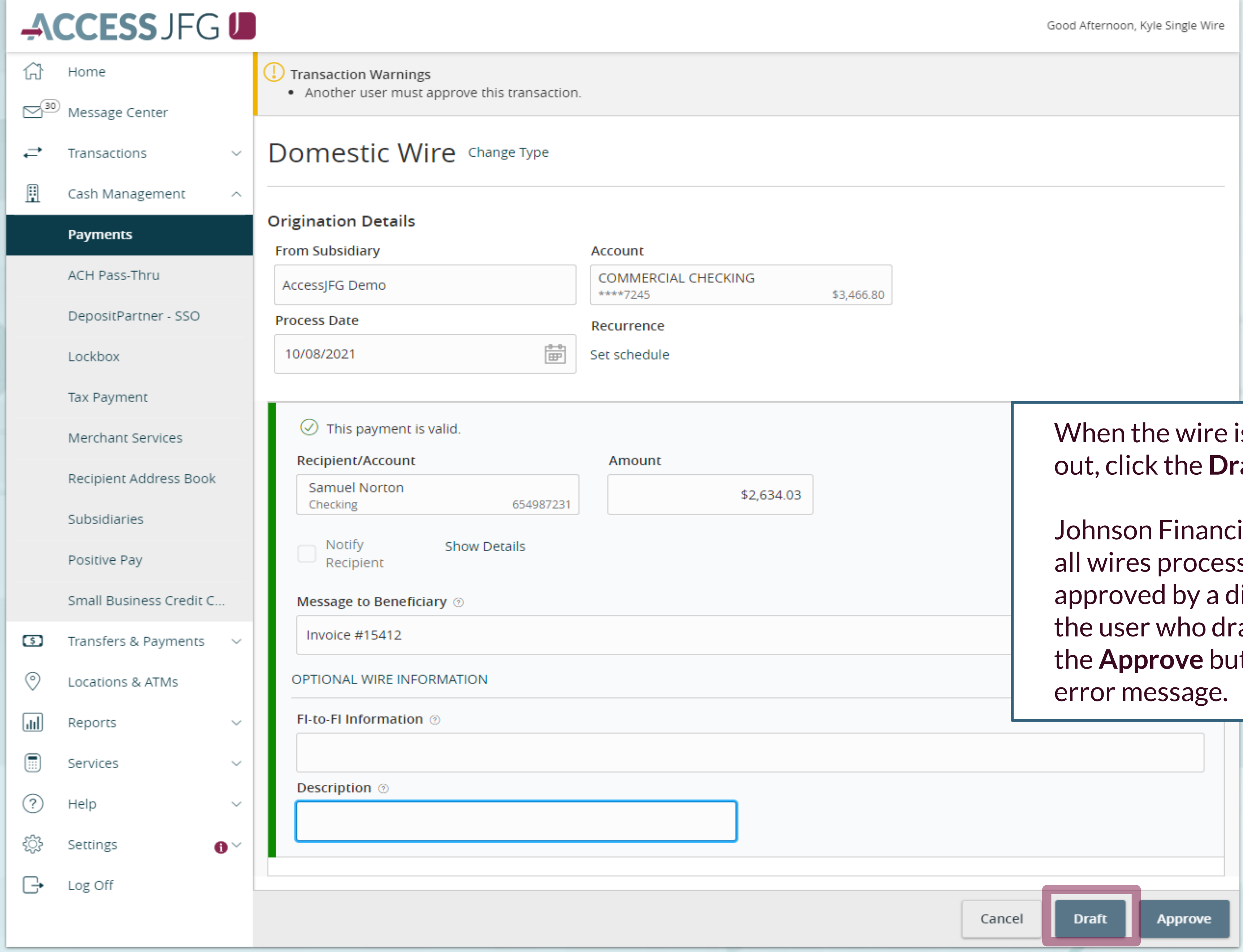
If your wire instructions say you must include a "For Further Credit To" or "FFC" information, it would be included in this section. Please note, this information will need to be included every time. If this will be a regular wire, we suggest you create a template for this wire so that information can be saved. See the user guide for templates for more information.



Click **Optional Wire Information** to fill in additional, optional fields.

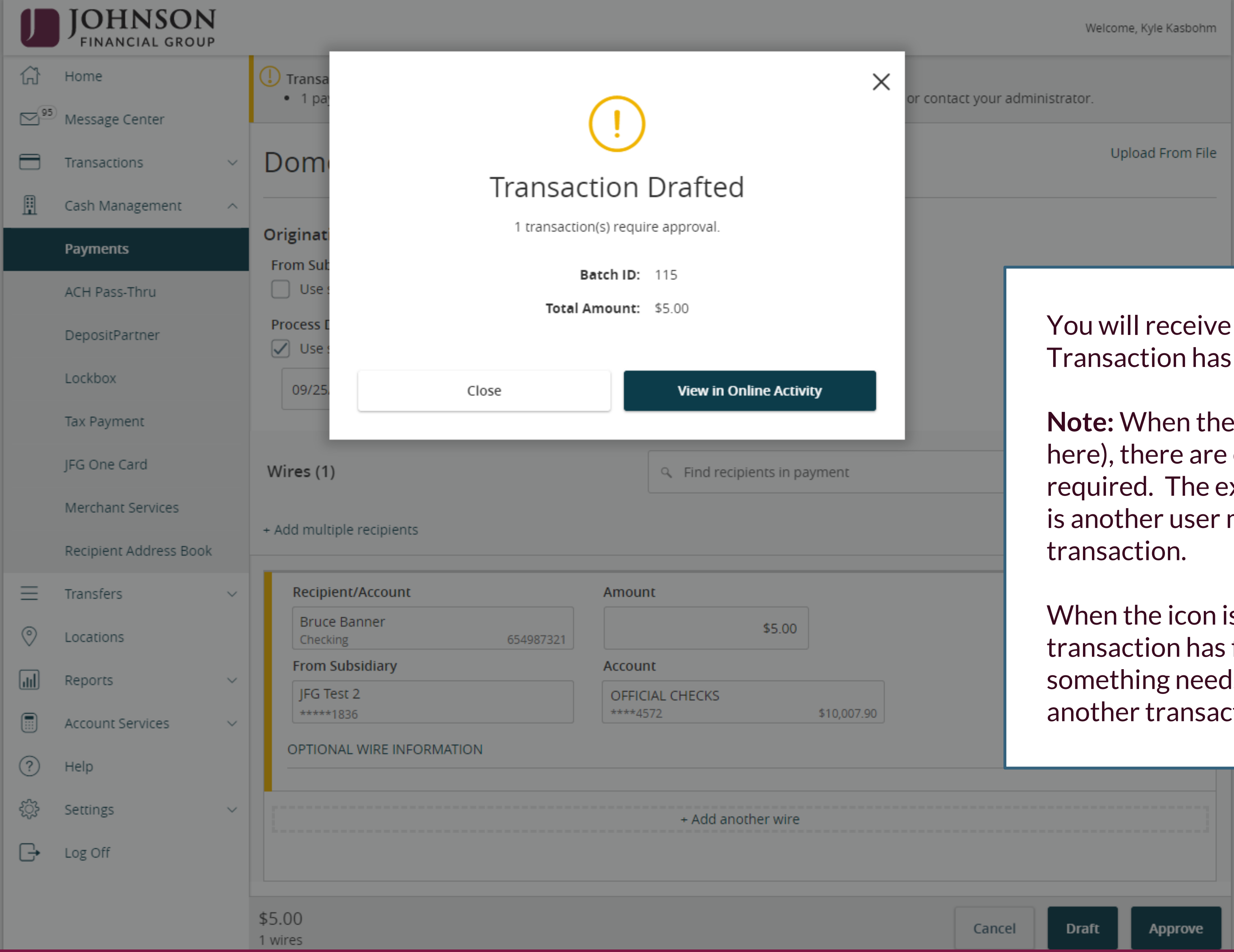
FI-to-FI Information (also known as Bank-to-Bank information) will only need to be filled in if your wire recipient's wire instructions include information for this field. Please note, if your wire instructions include this information, this will need to be included every time for this recipient. If this will be a regular wire, we suggest you create a template for this wire so that information can be saved. See the user guide for templates for more information.

Description is an internal memo note field that will stay in AccessJFG and will not travel with the wire.



When the wire is completely filled out, click the **Draft** button.

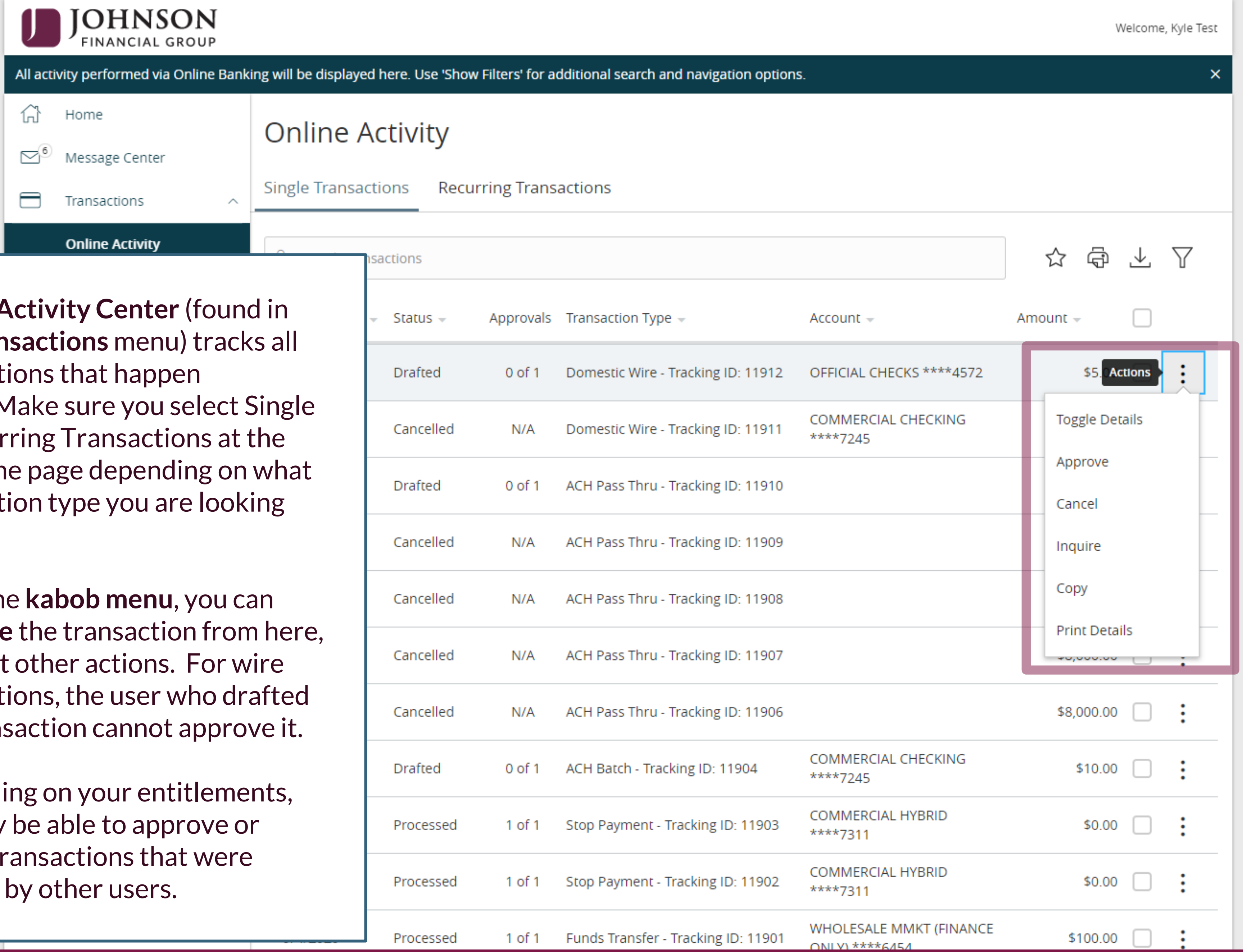
Johnson Financial Group requires all wires processed online to be approved by a different user than the user who drafts the wire. Thus, the **Approve** button will result in an error message.



You will receive a notice that the Transaction has been drafted.

Note: When the icon is yellow (as here), there are extra steps required. The extra step required is another user must approve the transaction.

When the icon is red, the transaction has failed and something needs to be fixed before another transaction can be started.



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, amongst other actions. For wire transactions, the user who drafted the transaction cannot approve it.

Depending on your entitlements, you may be able to approve or cancel transactions that were created by other users.

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.