



Wire Payments Using Templates

This guide will be for both Domestic and International Wires. Any differences in the process between domestic and international will be specifically noted.

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 2
- Domestic Wire 1
- Funds Transfer 1
- View in Online Activity
- DepositPartner

To create a new Template, click on **Payments** under the **Cash Management** menu.

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Payments

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Payments

New Payment

[+ Create Template](#)

Templates

73 Results Filters: **All** ACH Batch ACH Collection Domestic Wire International Wire Payroll

Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆ A. Zihuatanejo	Domestic Wire	1			⋮
☆ ABC Payables	ACH Batch (CCD)	2			⋮
☆ ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020		⋮
☆ Aladdin	ACH Collection (PPD)	1			⋮
☆ Austin	International Wire	1			⋮
☆ Copy of ACH COLLECTI	ACH Collection (CCD)	2			⋮
☆ Disney Int	International Wire	1			⋮
☆ Disney Payroll	Payroll (PPD)	1	8/31/2020	\$200.00	⋮
☆ distributions	Domestic Wire	3	9/14/2020		⋮
☆ DOCTORS	ACH Batch (PPD)	1			⋮

Payment Templates allow you to save the transaction and re-use it.

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Payments

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Payments

New Payment

[+ Create Template](#)

Templates

73 Results Filters: **All** ACH Batch ACH Collection Domestic Wire International Wire Payroll

Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆ A. Zihuatanejo	Domestic Wire	1			⋮
☆ ABC Payables	ACH Batch (CCD)	2			⋮
☆ ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020		⋮
☆ Aladdin	ACH Collection (PPD)	1			⋮
☆ Austin	International Wire	1			⋮
☆ Copy of ACH COLLECTI	ACH Collection (CCD)	2			⋮
☆ Disney Int	International Wire	1			⋮
☆ Disney Payroll	Payroll (PPD)	1	8/31/2020	\$200.00	⋮
☆ distributions	Domestic Wire	3	9/14/2020		⋮
☆ DOCTORS	ACH Batch (PPD)	1			⋮

You can filter different template types by clicking on the transaction type listed.

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Payments

New Payment

Search

Templates

73 Results Filters: **All** ACH Batch ACH Collection D

Name ^	Type ^		
☆ A. Zihuatanejo	Domestic Wire		
☆ ABC Payables	ACH Batch (CCD)	2	
☆ ACH COLLECTIONS	ACH Collection (CCD)	2	9/10/2020
☆ Aladdin	ACH Collection (PPD)	1	
☆ Austin	International Wire	1	
☆ Copy of ACH COLLECTI	ACH Collection (CCD)	2	
☆ Disney Int	International Wire	1	
☆ Disney Payroll	Payroll (PPD)	1	8/31/2020
☆ distributions	Domestic Wire	3	9/14/2020
☆ DOCTORS	ACH Batch (PPD)	1	

[+ Create Template](#)

ACH	Wire
ACH Batch	Domestic Wire
ACH Collection	International Wire
Payroll	

To create a new template, click **+Create Template** and **select** the type of transaction for this template.

Please note, the following pages will show a Domestic Wire template being created. International Wire Templates follow a similar workflow. Any specific differences will be noted on the following pages. For ACH Templates, please see the ACH Template user Guide.

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- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
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- Services
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- Log Off

Domestic Wire [Change Type](#)

Template Properties

Template Name

Template Access Rights

2 of 4 user roles selected

Origination Details

From Subsidiary

Account

Recipient/Account

Amount

Message to Beneficiary ⓘ

OPTIONAL WIRE INFORMATION

Give your Template a name and select which user roles may access this template.

Cancel

Save

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- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings ⁱ
- Log Off

Domestic Wire [Change Type](#)

Template Properties

Template Name	Template Access Rights
<input type="text" value="Wire Template"/>	2 of 4 user roles selected

Origination Details

From Subsidiary	Account
<input type="text" value="AccessJFG Demo"/>	<input type="text" value="Search by name or number"/>

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

Message to Beneficiary ⓘ

OPTIONAL WIRE INFORMATION

Complete the Origination Details by selecting the Subsidiary (if necessary) and the Account used to fund the wire.

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Domestic Wire [Change Type](#)

Template Properties

Template Name	Template Access Rights
<input type="text" value="Wire Template"/>	2 of 4 user roles selected

Origination Details

From Subsidiary	Account
<input type="text" value="AccessJFG Demo"/>	<input type="text" value="COMMERCIAL CHECKING
****7245"/> \$3,466.80

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	<input type="text" value="\$0.00"/>
+ New Recipient	
Samuel Norton	
Samuel Norton Checking 654987231	
Matched 1 recipient account(s).	

Add in your recipient for this template. You can either choose from existing recipients or create new recipients. Add in a dollar amount for the payee or leave at \$0.00. If the dollar amount will change every time you send this recipient a wire, it is suggested to leave the amount at \$0.00.

For International Wire Templates, you will also need to select the Currency type of the wire (USD or an international currency).

See the Wire Recipients Guides for instructions for adding New Recipients.

Click **Optional Wire Information** to access Message to Beneficiary, FI-to-FI Information, and Description fields.

Use **Message to Beneficiary** to pass a message along to the Beneficiary. If your wire instructions ask you to include a “For Further Credit To” or “FFC” note, please add it here. Similarly, if sending an international wire to Canada, this is where you would enter the Sort and Transit Codes.

FI-to-FI Information would be listed in your wire instructions as FI-to-FI, Financial Institution-to-Financial Institution, Bank-to-Bank Information. If your wire instructions include this information, it is imperative that you enter that information in this field.

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

Domestic Wire [Change Type](#)

Template Properties

Template Name

Wire Template

Template Access Rights

2 of 4 user roles selected

Origination Details

From Subsidiary

AccessJFG Demo

Account

COMMERCIAL CHECKING
****7245

\$3,466.80

Recipient/Account

Samuel Norton
Checking 654987231

Amount

\$0.00

Message to Beneficiary ⓘ

[OPTIONAL WIRE INFORMATION](#) ^

FI-to-FI Information ⓘ

Description ⓘ

Cancel

Save

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Domestic Wire [Change Type](#)

Template Properties

Template Name: Wire Template
Template Access Rights: 2 of 4 user roles selected

Origination Details

From Subsidiary: AccessJFG Demo
Account: COMMERCIAL CHECKING ****7245 \$3,466.80

Recipient/Account	Amount
Samuel Norton Checking 654987231	\$0.00

Message to Beneficiary ⓘ
FFC: Andy Dufresne #81433, Shawshank, Maine

OPTIONAL WIRE INFORMATION

Cancel **Save**

Click **Save** when you are finished.

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Payments

New Payment

Templates

7 Results Filters: All ACH Batch ACH Collection Domestic Wire Payroll

	Name ^	Type ^	Recipients ^	Last Paid D
☆	2nd Friday of Month	ACH Collection (PPD)	2	
☆	5th of the Month	ACH Collection (PPD)	2	
☆	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	

The template is now available for you to use in the Payments screen. Use the **Actions Kabob menu** to **Pay** using the template, or edit, copy, and delete the template.

Click to view template actions

- Pay
- Edit
- Copy
- Delete

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- Small Business Credit C...
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Transaction Warnings

- Another user must approve this transaction.

Wire Template (Domestic Wire) Edit Template

Origination Details

From Subsidiary: AccessJFG Demo Account: COMMERCIAL CHECKING
+1117245 \$3,466.80

Process Date: 

Recurrence: None

Enter the process date for the transaction. You can also set a recurring transaction schedule if desired.

Recipient/Account	Amount
Samuel Norton Checking 654987231	\$0.00

Message to Beneficiary ⓘ
FFC: Andy Dufresne #81433, Shawshank, Maine

OPTIONAL WIRE INFORMATION ▼

Cancel Draft Approve

- Home
- Message Center
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- Payments

Transaction Warnings

- Another user must approve this transaction.

Wire Template (Domestic Wire) Edit Template

Origination Details

From Subsidiary	Account
AccessJFG Demo	COMMERCIAL CHECKING ****7245 \$3,466.80
Process Date	Recurrence
<input type="text" value="10/29/2021"/>	Set schedule

This payment is valid. ⋮

Recipient/Account	Amount
<input type="text" value="Samuel Norton
Checking 654987231"/>	<input type="text" value="\$1,000.00"/>

Notify Recipient Show Details

Message to Beneficiary

OPTIONAL WIRE INFORMATION ^

FI-to-FI Information

Description

- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings
- Log Off

Enter a dollar amount for the payee. If using an International Wire template, you can also change the currency type from the original template.

Clicking on Optional Wire Information will allow you to enter or edit Message to Beneficiary, FI-to-FI, or Description information.

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- ACH Pass-Thru

Transaction Warnings

- Another user must approve this transaction.

Wire Template (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary	Account
AccessJFG Demo	COMMERCIAL CHECKING ****7245
	\$3,466.80
Process Date	Recurrence
10/29/2021	Set schedule

Recipient/Account	Amount
Samuel Norton Checking 654987231	\$1,000.00
Message to Beneficiary ⓘ	
FFC: Andy Dufresne #81433, Shawshank, Maine	
OPTIONAL WIRE INFORMATION	

[Cancel](#)[Draft](#)[Approve](#)

When you are ready to submit the wire, click the **Draft** button. JFG requires wires submitted online to be approved via Dual Control so another user will need to Approve the wire.

- Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
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Transaction requires 1 approval(s).

Transaction ID: 20235
Total Amount: \$1,000.00

Recipient/Account	Amount
Samuel Norton Checking 654987231	\$1,000.00

Message to Beneficiary ⓘ
FFC: Andy Dufresne #81433, Shawshank, Maine

OPTIONAL WIRE INFORMATION

Cancel Draft Approve

Transaction Drafted

Transaction requires 1 approval(s).

Transaction ID: 20235
Total Amount: \$1,000.00

Close View in Online Activity Center

You will receive a notice that the transactions is drafted and requires an approval.

Click Close, or View in Online Activity to see the wire details.

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

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- 📅 Services
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- 🚪 Log Off

Online Activity Center

Single Transactions Recurring Transactions

Created date	Status	Approvals	Transaction Type	Account	Amount	
10/18/2021	Drafted	0 of 1	Domestic Wire - Tracking ID: 20235	COMMERCIAL CHECKING ****7245	\$1,000.00	☐ ⋮
10/5/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20216		\$0.00	☐ ⋮
9/28/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20178			
9/28/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20177			
9/28/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20176			
9/27/2021	Authorized	1 of 1	ACH Batch - Tracking ID: 20173	COMMERCIAL CKG W/INT ****7757		
9/27/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20172			
9/27/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20171			
9/16/2021	Cancelled	N/A	ACH Pass Thru - Tracking ID: 20160			
9/16/2021	Cancelled	N/A	International Wire - Tracking ID: 20159	COMMERCIAL CKG W/INT ****4277		
9/16/2021	Cancelled	N/A	ACH Batch - Tracking ID: 20158	COMMERCIAL CKG W/INT ****7757		

Activity Center (found in the Transactions menu) tracks all transactions that happen online.

If you drafted the transaction, another user can Approve the transaction from here, amongst other actions using the **kabob menu**.

Depending on your entitlements, you may be able to approve or cancel transactions that other users have drafted.

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.

