

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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- DepositPartner
- Lockbox
- Tax Payment
- JFG One Card
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- Recipient Address Book
- Business Gateway
- Positive Pay
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- Help
- Settings

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 COMMERCIAL **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 COMMERCIAL **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.

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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Payments Hub

MAKE A PAYMENT

[New Payment](#)

PAYMENT TEMPLATES

[New Template](#)

33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire Payroll

	Name	Type	Recipients	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			⋮

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

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Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template

Search templates

33 Results

Filters:

All

ACH Batch

ACH Collection

Domestic Wire

International Wire

Payroll

	Name	Type	Recipients	Last Paid Date	
☆	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		⋮

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

On Monday, October 9th, no electronic transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.

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Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template

Search templates

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

☆	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

To create a new template, click **New 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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Log Off

Domestic Wire [Change Type](#)

Template Properties

Template Name

Template Access Rights

2 of 4 user roles selected

Origination Details

From Subsidiary

Account

AccessJFG Demo

Search by name or number

Recipient/Account

Amount

Search by name or account.

\$0.00

Message to Beneficiary ⓘ

OPTIONAL WIRE INFORMATION

Cancel

Save

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

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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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

Recipient/Account

Amount
\$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.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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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
<div><div>Search by name or account.</div><div>+ New Recipient</div><div>Samuel Norton</div><div>Samuel Norton Checking 654987231</div><div>Matched 1 recipient account(s).</div></div>	\$0.00

Cancel

Save

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 the Message to Beneficiary 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.

Please note, if your wire has FI-to-FI (or Bank-to-Bank) instructions, that field no longer exists. Please enter those instructions in the **Message to Beneficiary 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

6 of 8 user roles selected

Origination Details

From Subsidiary

Test Cash Management

Account

COMMERCIAL CKG W/INT
****5801

\$5.28

Wire Details

Recipient/Account

Acme Products Ltd LLC
Checking

123456789

Amount

\$

0.00

OPTIONAL WIRE INFORMATION

Message to Beneficiary ⓘ

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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- Transaction Warnings
- Another user must approve this transaction.

Wire Template (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary

AccessJFG Demo

Account

COMMERCIAL CHECKING

****7245

\$3,466.80

Process Date



Recurrence

None

Recipient/Account

Samuel Norton
Checking

654987231

Amount

\$0.00

Message to Beneficiary ⓘ

FFC: Andy Dufresne #81433, Shawshank, Maine

OPTIONAL WIRE INFORMATION

Cancel

Draft

Approve

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

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Payments

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 the Message to Beneficiary or Description information.

- Integrated Payables
- Small Business Credit Card
- Transfers & Payments
- Locations & ATMs
- Reports
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- Transaction Warnings
- Another user must approve this transaction.

Wire Template (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary

Test Cash Management

Account

COMMERCIAL CKG W/INT
****5801

\$5.28

Process Date

06/27/2025



Recurrence

Set schedule

Wire Details

Recipient/Account

Acme Products Ltd LLC
Checking 123456789

Amount

\$

1.00

OPTIONAL WIRE INFORMATION

Message to Beneficiary ⓘ

Description ⓘ

Wire Template

Cancel

Draft

Approve

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Payments

- Transaction Warnings
- Another user must approve this transaction.

Wire Template (Domestic Wire)

[Edit Template](#)

Origination Details

From Subsidiary

Test Cash Management

Account

COMMERCIAL CKG W/INT
****5801

\$5.28

Process Date

06/27/2025



Recurrence

[Set schedule](#)

Wire Details

Recipient/Account

Acme Products Ltd LLC
Checking 123456789

Amount

\$

1.00

OPTIONAL WIRE INFORMATION

Message to Beneficiary ⓘ

Invoice #8675309

Description ⓘ

Wire Template

[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.

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Log Off

Transaction requires 1 approval(s).

Transaction ID: 20235

Total Amount: \$1,000.00

Close

View in Online Activity Center

Wire

Originat

From Sub

AccessJF

Process D

10/29/2

Recipient/Account

Samuel Norton

Checking

654987231

Amount

\$1,000.00

Message to Beneficiary

FFC: Andy Dufresne #81433, Shawshank, Maine

OPTIONAL WIRE INFORMATION

Cancel

Draft

Approve

Good Afternoon, Kyle Single Wire

Edit Template

You will receive a notice that the transaction 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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Online Activity ?

Single Transactions

Recurring Transactions



Search Transactions

Created date	Status	Approvals	Transaction Type	Account	Amount		
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630	\$1.00	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630	\$0.00	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022	COMMERCIAL CHECKING ****2630	\$1.00	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009	COMMERCIAL CHECKING ****2630	\$1.00	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	International Wire Tracking ID: 1809492	Founders 3 Operating ****5801	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	Domestic Wire Tracking ID: 1809424	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Collection Tracking ID: 1809396	COMMERCIAL CHECKING ****2630	\$0.02	<input type="checkbox"/>	⋮
10/2/2023 3:28 PM	Drafted	0 of 2	ACH Collection Tracking ID: 1809313	Founders 3 Operating ****5801	\$0.02	<input type="checkbox"/>	⋮

Online 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.

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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