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.



J	JOHNSON FINANCIAL GROUP			Welcome, Kyle H Last login 10/01/2020 at	
Click	an account tile to view details an	d transaction history.			×
Ŵ	Home	Home		Transfer Money Now	>
	¹⁷²⁾ Message Center	Home	۲ <u>۵</u> ۲	ACH Batch	2
8	Transactions ~	ACCOUNTS 🖉	^	Domestic Wire	1
	Cash Management ^	Available: \$1,196,483.67 ⑦ Current: \$1,196,483.67 ⑦		Funds Transfer	1
	Payments ACH Pass-Thru	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	View in Online Activity DepositPartner	> >
	DepositPartner Lockbox	Wires Checking **1601 Available Balance \$100,267.02	Wires Savings **1602 Available Balance \$1,002,114.45		
	Tax Payment JFG One Card Merchant Services	Current Balance \$100,267.02 JCDC **8655 Available Balance \$4,940.00 Current Balance \$4,940.00	Current Balance \$1,002,114.45 ATM SURCHARGE EXPENSE **8898 Available Balance \$10,180.00 Current Balance \$10,180.00	Payments	a new Template, c s under the Cash nent menu.
	Recipient Address Book Business Gateway	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		
≡	Positive Pay Transfers V	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		
	Reports ~ Account Services ~	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		
?	Help \vee	NON PR COM CKG W/INT **1995	WHOLESALE MMKT (EINA **6454		

\$4,811.05 \$4,811.05

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Settings

NON PR COM CKG W/INT **1995

Available Balance

Current Balance

ate a new Template, click on

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

Available Balance

Current Balance

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\$5,003.50

\$5.003.50

Good Morning, Kyle User Guides

On Monday, October 9th, no electronic	c transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus D	Day. X
分 Home ○ ³ Message Center	Payments Hub	
	MAKE A PAYMENT	
🗒 Cash Management 🔨	New Payment	
Payments	PAYMENT TEMPLATES	
ACH Pass-Thru DepositPartner	New Template Search templates	Payment Templates allow you to save the transaction and re-use it.
Lockbox	33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire Payroll	
Tax Payment	Name 🔶 Type 🔶 Recipients 🔶 Last Paid Date 🔶	Last Paid Amount Actions
JFG One Card	公 9.23.23 tester Domestic Wire 1	:
Merchant Services Recipient Address Book	슈 Amanda Batch Test ACH Batch (CCD) 1	:
Positive Pay Integrated Payables	Android test 6.7.22 Domestic Wire 1	:
Small Business Credit Card	CMTESTOM Template Domestic Wire 1	:
 Transfers & Payments ~ Locations & ATMs 	Domestic Tony Test Domestic Wire 1	:
Reports ~	∽ Dunder mifflin Domestic Wire 1	:
Services ~		

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On M	Monday, October 9th, no electroni	transactions will be processed or transmitted as the Federal Reserve will be closed in observance of Columbus Day.	×
۲	Home ³ Message Center	Payments Hub	
	Transactions 🗸 🗸	MAKE A PAYMENT	
₿	Cash Management ^	New Payment	
	Payments	PAYMENT TEMPLATES	
	ACH Pass-Thru	New Template Search templates	
	DepositPartner		
	Lockbox	33 Results Filters: All ACH Batch ACH Collection Domestic Wire International Wire Payroll	
	Tax Payment	Name 🔺 Type 🔺 Recipients 🛧 Last Paid Date 🔺 Last P	You can filter different template
	JFG One Card	会 9.23.23 tester Domestic Wire 1	types by clicking on the transaction
	Merchant Services		type listed.
	Recipient Address Book	☆ Amanda Batch Test ACH Batch (CCD) 1	
	Positive Pay	Android test 6.7.22 Domestic Wire 1	
	Integrated Payables	Android test 6.7.22 Domestic Wire 1	:
	Small Business Credit Card	A CMTESTOM Template Domestic Wire 1	
5	Transfers & Payments 🛛 🗸		
0	Locations & ATMs	Composition Domestic Wire 1	
ul	Reports ~		
	Services \checkmark	☆ Dunder mifflin Domestic Wire 1	
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÷\						Good Morning, Kyle User Guides	
On Mo	onday, October 9th, no electroni	c transactions will be processed o	or transmitted as the Federal Reserve	e will be closed in	observance of	f Columbus Day.	
ſ} ⊵°	Home DMessage Center	Payments Hub					
≓	Transactions 🗸	MAKE A PAYMENT					
	Cash Management ^	New Payment					
	Payments	PAYMENT TEMPLATE	S				
	ACH Pass-Thru	New Template	earch templates				
	DepositPartner	АСН	Wire			Durally and the second s	
	Lockbox	ACH Batch	Domestic Wire	·rr	national Wire	Payroll	
	Tax Payment	- ACH Collection	International Wire	-	Last Pair	To create a new template, click New Temp	late
	JFG One Card	Payroll				and select the type of transaction for this	hale
	Merchant Services					template.	
	Recipient Address Book	🖒 🛛 Amanda Batch Test	ACH Batch (CCD)	1		Please note, the following pages will show	а
	Positive Pay					Domestic Wire template being created.	u
	Integrated Payables	Android test 6.7.22	Domestic Wire	1		International Wire Templates follow a simi	ilar
	Small Business Credit Card	☆ CMTESTOM Templat	e Domestic Wire	1		workflow. Any specific differences will be noted on the following pages. For ACH	
\$	Transfers & Payments 🛛 🗸					Templates, please see the ACH Template u	user
\bigcirc	Locations & ATMs	ර්ති Domestic Tony Test	Domestic Wire	1		Guide.	
	Reports ~ Services ~	☆ Dunder mifflin	Domestic Wire	1		:	

Good Afternoon, Kyle Single Wire

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Ŵ	Home		Domestic Wire Change Typ	e			
⊠ ³¹	D Message Center			-			
≓	Transactions	~	Template Properties		1		
₿	Cash Management	~	Template Name	Template Access Rights			
	Payments			2 of 4 user roles selected			
	ACH Pass-Thru		Ovigination Dataila				
			Origination Details From Subsidiary	Account			
	DepositPartner - SSO		AccessJFG Demo	Search by name or number			
	Lockbox						
	Tax Payment		Recipient/Account	Amount			
	Merchant Services		۹ Search by name or account.	\$0.00			
	Recipient Address Book		Message to Beneficiary 💿			Give your Tem	
	Subsidiaries					select which us	;
			OPTIONAL WIRE INFORMATION			this template.	
	Positive Pay						
	Small Business Credit C						
5	Transfers & Payments	~				Cancel Save	
0	Locations & ATMs						
Ш	Reports	~					
	Services	~					
?		~					
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G	Log Off						

Good Afternoon, Kyle Single Wire

₩ M	Home		Domestic Wire Change Type	
, L	¹¹⁾ Message Center Transactions	~		
	Cash Management	~	Template Properties Template Name Template Access Rights	
	Payments		Wire Template 2 of 4 user roles selected	
	ACH Pass-Thru		Origination Details	
	DepositPartner - SSO		From Subsidiary Account	
	Lockbox		AccessJFG Demo	
	Tax Payment		Recipient/Account Amount	: 7
	Merchant Services		Search by name or account. \$0.00	
	Recipient Address Book		Message to Beneficiary ③	
	Subsidiaries		OPTIONAL WIRE INFORMATION	Complete the Origination Details
	Positive Pay			by selecting the Subsidiary (if necessary) and the Account used to
	Small Business Credit C			fund the wire.
5	2	~		
0	Locations & ATMs			
	Reports	Ň		
	Services	č		
? ;;;;	Help Settings	č		
245		× .		

□ Log Off

~			
<u></u> (д)	Home	Domestic Wire Change Type	
⊠ ³¹	^D Message Center		Add in your recipient for this
₽	Transactions ~	Template Properties	template. You can either choose
⊞	Cash Management ^	Template Name Template Access Rights	from existing recipients or create new
	Payments	Wire Template 2 of 4 user roles selected	recipients. Add in a dollar amount for the payee or leave at \$0.00. If the dollar
	ACH Pass-Thru	Origination Details	amount will change every time you send
	DepositPartner - SSO	From Subsidiary Account	this recipient a wire, it is suggested to
-	Lockbox	AccessJFG Demo COMMERCIAL CHECKING ****7245	leave the amount at \$0.00.
	Tax Payment	Recipient/Account Amount	For International Wire Templates, you will
	Merchant Services		also need to select the Currency type of
	Recipient Address Book	+ New Recipient	the wire (USD or an international currency).
	Subsidiaries	Samuel Norton	
-	Desitive Dev	C Samuel Norton Checking 654987231	See the Wire Recipients Guides
	Positive Pay	Matched 1 recipient account(s).	for instructions for adding New Recipients.
	Small Business Credit C		
\$	Transfers & Payments 🛛 🗸		Cancel Save
0	Locations & ATMs		
JII	Reports ~		
	Services ~		
?	Help \checkmark		
۲ <u>۲</u>	Settings 🚯 🗸		

FDIC FDIC-Insured - Backed by the full faith and credit of the U.S. Government

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.

Statements

Template Name	Template Access Rights 6 of 8 user roles selected	
Wire Template		
Origination Details From Subsidiary	Account	
Test Cash Management	COMMERCIAL CKG W/INT ****5801 \$5.28	
Wire Details Recipient/Account	Amount	
Acme Products Ltd LLC Checking 1	\$ 0.00	
OPTIONAL WIRE INFORMATION		^
Message to Beneficiary $_{\odot}$		
Description @		

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Good Afternoon, Kyle Single Wire

ŕ.		Domestic Wire Change Type	
Ļ	Cash Management ^	Template Properties Template Name Template Access Rights Wire Template 2 of 4 user roles selected	
	Payments ACH Pass-Thru DepositPartner - SSO Lockbox	Origination Details From Subsidiary Account AccessJFG Demo COMMERCIAL CHECKING ****7245 \$3,466.80	4
	Tax Payment Merchant Services Recipient Address Book Subsidiaries	Recipient/Account Amount Samuel Norton \$0.00 Checking 654987231 Message to Beneficiary ③ FFC: Andy Dufresne #81433, Shawshank, Maine	
5	Positive Pay Small Business Credit C Transfers & Payments ~	OPTIONAL WIRE INFORMATION	
0] Reports ~	Click Save when	n you are finished.
(? \$\$ G	Settings 🚯 🗸		ryou are ministreu.

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۲ ۲	Home		Payments					
⊠ ³¹	⁽⁾ Message Center							
₽	Transactions	~	New Payment				The template is now available for	
₿	Cash Management	^					you to use in the Payments	
	Payments		Templates				screen. Use the Actions Kabob menu to Pay using the template,	
	ACH Pass-Thru		7 Results Filters: All	ACH Batch ACH Collection	Domestic Wire	Payroll	or edit, copy, and delete the	
	DepositPartner - SSO		Name 🔺	Туре 🔺	Recipients 🔺	Last Paid [template.	
	Lockbox							
	Tax Payment		☆ 2nd Friday of Mo	nth ACH Collection (PPD)	2			
	Merchant Services		☆ 5th of the Month	ACH Collection (PPD)	2		:	
	Recipient Address Book		🖒 Library Payroll	Payroll (PPD)	3			
	Subsidiaries			Fayloli (FFD)	c		;	
	Positive Pay		☆ Payroll	Payroll (PPD)	2		:	
	Small Business Credit C		순 Test	ACH Batch (PPD)	1		:	
5	Transfers & Payments	~	☆ Wire Template	Demostis Wire	1		Click to view template actions	
0	Locations & ATMs		☆ Wire Template	Domestic Wire	I		Click to view template actions	
.ul	Reports	~	🖒 Zihuatanejo Fund	ACH Batch (PPD)	2		Pay	
	Services	~					Edit	
?	Help	~					Сору	
ۍ بې	Settings	•~					Delete	
G	Log Off							

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(;) ⊡ ³¹	Home		 Transaction Warnings Another user must approve this transaction 	on.			
₽	Transactions	~	Wire Template (Domes	tic Wire)		Edit Template	
	Cash Management Payments	^	Origination Details From Subsidiary	Account			
	ACH Pass-Thru		AccessJFG Demo	COMMERCIAL CHECKING	\$3,466.80		
	DepositPartner - SSO		Process Date	Recurrence		Ententles aveces de	to fourth a
	Lockbox		 	None		Enter the process da transaction. You can	
	Tax Payment		Recipient/Account	Amount		recurring transaction	
	Merchant Services		Samuel Norton	\$	0.00	desired.	
	Recipient Address Book		Checking 65498723 Message to Beneficiary ③	31			
	Subsidiaries		FFC: Andy Dufresne #81433, Shawshank,	Maine			
	Positive Pay		OPTIONAL WIRE INFORMATION			~	
	Small Business Credit C		L				
5	Transfers & Payments	~					
0	Locations & ATMs					Cancel Draft Approve	
Ш	Reports	~					
	Services	~					
?	Help	~					
£	Settings	~					
G	Log Off						



template.

	ACCESS JFG	Good Alterholi, kyle öser Guldes	
	다 Home [®] Message Center	 Transaction Warnings Another user must approve this transaction. 	
	➡ Transactions ∨	Wire Template (Domestic Wire) Edit Template	
When you are ready wire, click the Draft	button. JFG	Origination Details Account From Subsidiary Account Test Cash Management COMMERCIAL CKG W/INT ****5801 Process Date Recurrence 06/27/2025 Set schedule	
requires wires subm approved via Dual C user will need to Ap	Control so another	Wire Details Recipient/Account Amount Acme Products Ltd LLC Checking 123456789 \$ 1.00	
	Positive Pay Integrated Payables Small Business Credit Card	OPTIONAL WIRE INFORMATION	
	 Transfers & Payments ~ Locations & ATMs 	Description [®] Wire Template	
	Reports ~ Services ~ Statements	Cancel Draft Approve	

Ą	CCESS JFG	Good Afternoon, Kyle Single Wire			
G ⊠™	Home D Message Center		Anot X		
, ≓	Transactions Cash Management	~ !	Transaction Drafted	Edit Template	
m	Payments		m Sul:		
	ACH Pass-Thru DepositPartner - SSO		cessJF Total Amount: \$1,000.00		
	Lockbox Tax Payment		Close View in Online Activity Center	You will receive	a notice that the afted and requires
	Merchant Services Recipient Address Book		Recipient/Account Amount Samuel Norton \$1,000.00 Checking 654987231	an approval.	arteu anu requires
	Subsidiaries		Message to Beneficiary () FFC: Andy Dufresne #81433, Shawshank, Maine	Click Close , or V Activity to see th	
	Positive Pay Small Business Credit C.		DPTIONAL WIRE INFORMATION		
5	Transfers & Payments Locations & ATMs	~		Cancel Draft Approve	
	Reports Services	~			
?	Help	~			
ŵ C•	Settings	0~			

	All activity performed via Online Bank	ing will be displaye	will be displayed here. Use 'Show Filters' for additional search and navigation options.						
	 Home ³Message Center	Online A	Activity ③	ring Trans	actions				
	Online Activity Center	∇ ✓ G Search Transactions							
	Statements	Created dat	te 🚽 Status 🚽	Approvals	Transaction Type 👻	Account 👻	Amount 🚽 🗌	:	
	Cash Management Cash Management Transfers & Payments	10/2/2023 3:28 PM	B Drafted	0 of 2	ACH Batch Tracking ID: 1810297	COMMERCIAL CHECKING ****2630	\$1.00	:	
Online A	ctivity Center (found	in	Processed	1 of 1	Stop Payment Tracking ID: 1810232	COMMERCIAL CHECKING ****2630	\$0.00	:	
Online Activity Center (found in the Transactions menu) tracks all transactions that happen online.			B Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810022		\$1.00	:	
			B Drafted	0 of 1	ACH Pass Thru Tracking ID: 1810009		\$1.00	:	
	afted the transaction, user can Approve the	23	B Drafted	0 of 2	Payroll Tracking ID: 1809509	COMMERCIAL CHECKING ****2630	\$0.02	:	
transacti	on from here, amongs	03	B Drafted	0 of 2	Domestic Wire Tracking ID: 1809505	COMMERCIAL CHECKING ****2630	Details		
other actions using the kabob menu .			B Drafted	0 of 2	ACH Batch Tracking ID: 1809500	COMMERCIAL CHECKING ****2630	Approve		
			B Drafted	0 of 2	International Wire Tracking ID: 1809492	Founders 3 Operating ****5801	Cancel		
you may	ng on your entitlemen be able to approve or	23	B Drafted	0 of 2	Domestic Wire Tracking ID: 1809424	COMMERCIAL CHECKING ****2630	Inquire		
	ansactions that other /e drafted.	23	B Drafted	0 of 2	ACH Collection Tracking ID: 1809396	COMMERCIAL CHECKING ****2630	Сору		
		10.5271	B Drafted	0 of 2	ACH Collection Tracking ID: 1809313	Founders 3 Operating ****5801	Print Details		
		10/2/2023	3		ACH Batch	COMMERCIAL CHECKING			

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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

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