

Check Search and Updating Checks

On Thursday, November 26th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Thanksgiving Day.

Click an account tile to view details and transaction history.

- Home
- Message Center
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox
- Tax Payment
- JFG One Card
- Merchant Services
- Recipient Address Book
- Subsidiaries
- Positive Pay
- Business Gateway
- Positive Pay
- Small Business Credit C...
- Transfers
- Locations

Home

ACCOUNTS

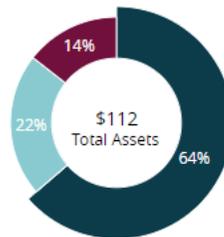
Current: \$125.81

| | | | |
|--|--------------------|--|--------------------|
| RLC VARIABLE 200201 Current Balance | \$4.10 | VARIABLE COMMERCIAL 200202 Current Balance | \$9.50 |
| Test Checking **5801 Available Balance Current Balance | \$71.45 \$71.45 | COMMERCIAL CHECKING **2687 Available Balance Current Balance | \$24.57 \$24.57 |
| COMMERCIAL CHECKING **8091 Available Balance Current Balance | \$16.19 \$16.19 | | |

- DepositPartner
- Positive Pay
- Business Gateway

ACCOUNT SUMMARY

Assets Debts



Test Checking XXXXXX5801

Available Balance
Current Balance \$71.45
View Transactions

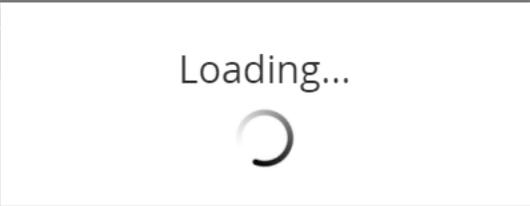
< Previous

Next >

Select **Positive Pay** under the **Cash Management** menu.

On Thursday, November 26th, no electronic transactions will be processed. Johnson Financial Group will be closed in observance of Thanksgiving Day.

Johnson Financial Group will be closed in observance of Thanksgiving Day. X



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You will see a Loading screen as the Single Sign On connects to the Positive Pay system. Please note, there may be a delay as the system loads.

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Positive Pay

Launch Advanced Options

Exceptions

Add Check

All Accounts

Search

Decisions Needed

No exceptions

No exceptions

The integrated AccessJFG Positive Pay page is limited to Exception Processing and Adding Issued Checks.

For full positive pay functionality, please click **Launch Advanced Options** to enter the full Positive Pay platform.

- Positive Pay
- Small Business Credit C...
- Transfers
- Locations
- Reports

Total Exceptions (0) \$0.00 | Total Decisioned (0) \$0.00

Submit All Decisions

Collapse All -

_NOTLIVEETMSJohnsonFinancialGroupWI

Welcome to



Positive Pay System

Please decision all exceptions by 1:00PM CST.

Select **Check Search** under the **Transaction Processing** menu.



- ! Exception Processing
 - Quick Exception Processing
- Client Maintenance
 - File Mapping
 - User Setup (Client)
- Transaction Processing
 - Submit Issued Check File
 - Add New Issued Check
 - Void a Check
 - Check Search
- Transaction Reports
 - Daily Checks Issued Summary
 - Stops and Voids
 - Exception Items
 - Correction Report
 - Stale Dated Checks
 - Payee Match Report
- Audit Reports
 - Transaction Audit Log
- System Reports
 - Issued Check Processing Log

Check Search

On the Check Search screen, enter your search criteria.

Account ID: The account you want to search for

Check Status: You can select for Outstanding/Paid/Void/Etc.

Check Number From/To: Search for a specific range of checks

Date: Search for a date type such as Issued Date, Paid Date, etc.

Date From/To: Search for a specific Date Range.

You can open the Show Additional Options for further search options specific to exceptions.

Click **Search** to complete your search.

Account ID

All Account IDs

Check Status

All



Check Number From

Check Number To

Date

Issued



Date From

Date To



Show additional options



Note: Transaction history is retained within the system for 90 days after an item has paid.

[Search](#)

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[Back to Search Parameters](#)

Check Search

| Account ID | ↑ Check Number | Amount | Issued Payee | Issued Date | Paid Date | Current Status | |
|------------|------------------|--------|--------------|-------------|------------|----------------|---|
| Test 2630 | 112233 | \$1.00 | John McClane | 10/09/2020 | | Issued | ⋮ |
| Test 2630 | 112234 | \$0.50 | Hans Gruber | 10/09/2020 | 10/09/2020 | Paid | ⋮ |
| Test 2630 | 112244 | \$1.00 | Mickey Mouse | 10/08/2020 | | Issued | ⋮ |
| Test 2630 | 112245 | \$2.00 | Mickey Mouse | 10/08/2020 | | Issued | ⋮ |
| Test 2630 | 112255 | \$1.00 | | 10/09/2020 | | Void | ⋮ |
| | | \$5.50 | | | | | |

Showing 5 results

1

View 10

A list of checks matching your search criteria will appear

To edit, delete or view details of a check, click on the kabob menu for the check and select the appropriate option.

Please note, only checks with a current status of **Issued** can be deleted. Other check statuses are locked in until they are purged from the system 90 days after their status was changed.

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Check Search

Edit record

| | |
|--|--|
| Account ID Test 2630 | Payee John McClane |
| Check Number 112233 | Amount \$1.00 |
| Issued Date 10/09/2020 | Paid Date |
| Trace Number <i>No Trace Number to display</i> | Void Date 10/09/2020 |
| Decision <i>No Decision to display</i> | Reason <i>No Reason to display</i> |
| Notes | |

Save Changes

On the Edit Record screen, you can update any piece of information from the check. You can also mark a **Paid Date** or a **Void Date** to either mark the check as Paid or Void respectively.

You can also enter internal **notes** about this check, if desired.

When finished, click **Save Changes**



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| Account ID | ↑ Check Number | Amount | Issued Payee | Issued Date | Paid Date | Current Status | | |
|------------|------------------|--------|--------------|-------------|------------|----------------|---------------|---|
| Test 2630 | 112233 | \$1.00 | John McClane | 10/09/2020 | | Issued | ⋮ | |
| Test 2630 | 112234 | \$0.50 | Hans Gruber | 10/09/2020 | 10/09/2020 | Paid | Edit record | |
| Test 2630 | 112244 | \$1.00 | Mickey Mouse | 10/08/2020 | | Issued | Delete record | |
| Test 2630 | 112245 | \$2.00 | Mickey Mouse | 10/08/2020 | | Issued | View record | |
| Test 2630 | 112255 | \$1.00 | | 10/09/2020 | | Void | ⋮ | |
| | | \$5.50 | | | | | | i |

Showing 5 results

1

View 10

The icons at the top of the page will provide some extra tools.

The magnifying glass will allow you to search for specific text within the search results.

The book icon will allow you to add or remove columns from this page.

The arrow will allow you to export the search results to PDF or Excel.

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.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

