

# Dual Control—Approving Exception Decisions and Issued Items

Note: Approvals for Issued Items must be completed by 10:00 pm (Central Time) on the day they are entered in the system.

Approvals for Exception Decisions must be completed by 1:00 pm (Central Time).

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 <sup>2</sup>
- 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

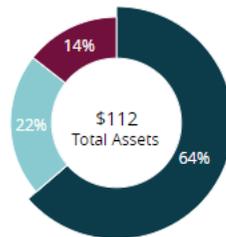
Current: \$125.81

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

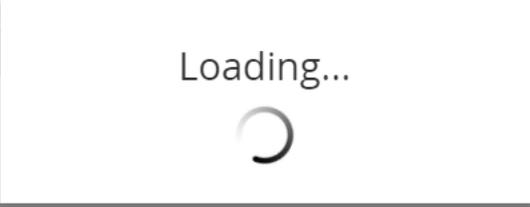
< Previous

Next >

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

On Thursday, November 26th, no electronic transactions will be processed on this date. 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

- ! Exception Processing
  - Quick Exception Processing
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## Welcome to



### Positive Pay System

Please decision all exceptions by 1:00PM CST.

To approve Exception decisions, select **Quick Exception Processing** under the **Exception Processing** menu.

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All Account IDs

### Quick Exception Processing

Search exceptions

Decisions Needed (10)	\$10.67
Decisions - For Review Only (1)	\$0.89
Decisions - Pending Approval (1)	\$1.14
<b>\$ Test 3666 PAID NOT ISSUED #1014</b>	
Decisions (0)	\$0.00
Total (12)	\$12.70

#### PAID NOT ISSUED

Decision: Pay

Decided By: Erin Stampfl

Account ID: Test 3666

Check #: 1014

Amount: \$1.14

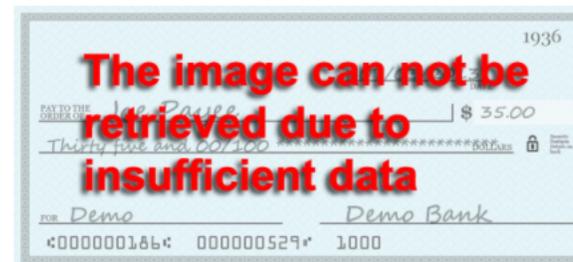
Paid Date: 10/27/2020

Issued Date: 10/27/2020

Front

Back

Hover over image to zoom. Click to view full-size image.



Approve



Deny

If you have any exception decisions to approve, you will see a category labeled **Decisions - Pending Approval**. Click on Decisions - Pending Approval and select the exception decision(s) found in that category. Review the exception and decision. Then, select **Approve** or **Deny**. If you select Deny, the exception will be returned to the Decisions Needed category.

If you see a category labeled **Decisions - For Review Only** those are decisions that you are not entitled to approve.



Collapse All -

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## Welcome to



## Positive Pay System

Please decision all exceptions by 1:00PM CST.

Your organization may choose to utilize dual control for approving issued items. If you need to approve an issued check item or file, click **Issued Check Processing Log** found in the System Reports menu.

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## Issued Check Processing Log

<b>Input Date From</b> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="10/28/2020"/>	<input type="calendar"/>	<b>Input Date To</b> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="10/28/2020"/>	<input type="calendar"/>
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Note: Issued check file processing history is retained within the system for 365 days. Transaction history is retained within the system for 90 days after an item has paid.

You will be taken to an Input Date search screen. The system will default to search for today's inputs only. Issued checks must be approved the same day they are inputted, otherwise they will be denied. If you are just on this screen to approve checks, it is suggested you don't update the search criteria and just click **Search**.

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[Back to Search Parameters](#)

## Issued Check Processing Log

Filter: **Status set** ▾

Account ID	File Mapping Format	Status	Items	Amount	Input Date	File Name
Test 8091		 Rejected	1	\$11.25	10/28/2020 4:15 AM (A)	
Test 3666	Carrie Test 3	 Pending Approval	0	\$0.00	10/28/2020 12:38 PM	CSV_Ppay_File_for_Testing...
Test 3666	Carrie Test 3	 Pending Approval	0	\$0.00	10/28/2020 12:36 PM	CSV_Ppay_File_for_Testing...
Test 3666	N/A	 Pending Approval	1	\$1.75	10/28/2020 1:14 PM (M)	N/A
Test 3666	N/A	 Pending Approval	1	\$5.03	10/28/2020 12:43 PM (M)	N/A
Test 3666	N/A	 Pending Approval	1	\$2.22	10/28/2020 10:24 AM (M)	N/A
Test 3666	N/A	 Pending Approval	1	\$5.00	10/28/2020 10:21 AM (M)	N/A
Test 3666	Sarah M Test	 Pending Approval	0	\$0.00	10/28/2020 7:18 AM	Ppay_File_for_Testing.xlsx
Test 3666		 Pending Approval	0	\$0.00	10/28/2020 10:08 PM	Ppay_File_for_Testing.xlsx
Test 3666		 Pending Approval	0	\$0.00	10/28/2020 10:18 AM	Ppay_File_for_Testing.xlsx

View 10 ▾

You will see a list of checks or check files that need to be approved.

Click on a line to see the details of the check(s) that were issued.

**Please note**, currently checks inputted through an uploaded check file will show 0 Items and \$0.00 for the amount. If you click on that line, however, you will see the details. This is a known issue and is being worked on.

Processed

0

\$0.00

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## Issued Check Processing Log

Filter: Status set

Account ID

Account ID	Check Number	Amount	Payee	Issued Date	Type
Test 3666	1021	\$1.11	Ppay Test Company	10/28/2020	Issued
Test 8091	1022	\$1.12	Ppay Test Company	10/28/2020	Issued
Test 3666	1023	\$1.13	Ppay Test Company	10/30/2020	Issued
Test 3666	1024	\$1.14	Ppay Test Company	10/28/2020	Void
Test 3666	1025	\$1.15	Ppay Test Company	10/28/2020	Issued
Test 3666	1027	\$1.17	Ppay Test Company	10/28/2020	Issued
Test 3666	1028	\$1.18	Ppay Test Company	10/28/2020	Issued
Test 3666	1029	\$1.19	Ppay Test Company	10/28/2020	Issued

Showing

View 10

File Status	Total Items	Total Amount
Processed	0	\$0.00

### Items in Ppay\_File\_\_for\_Testing.xlsx

After clicking on a line item, you will see the details of the check(s) inputted. Review the information on the screen. Click **Approve** or **Deny** depending on your review of the items. After making your decision, you will briefly see a confirmation of your decision.

Close

Deny

Approve

# 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](mailto:tmsupport@johnsonfinancialgroup.com).

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

