

Manually Adding an Issued Check

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.

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- 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

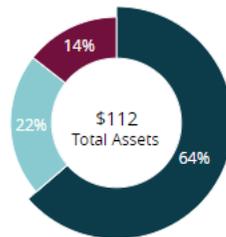
ACCOUNTS

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		

ACCOUNT SUMMARY

Assets Debts



Test Checking XXXXXX5801	63.68%
Available Balance	\$71.45
Current Balance	\$71.45
View Transactions	

< Previous

Next >

- DepositPartner
- Positive Pay
- Business Gateway

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

These first pages will show how to manually add a check within the AccessJFG integrated Positive Pay functionality. To view the instructions to manually add a check within the full Positive Pay platform, please see instructions starting on Page 6.

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

Financial Group will be closed in observance of Thanksgiving Day.

Loading...



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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

You will be taken to the integrated Positive Pay page within AccessJFG.
Click on **Add Check**

Total Exceptions (0) \$0.00 | Total Decisioned (0) \$0.00 Submit All Decisions

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Positive Pay

Launch Advanced Options

NOTE: To view a full list of recently added checks choose Launch Advanced Options

Exceptions

Add Check

Amount *	Payee	Account *
\$158.34	John McClane	Test 3666
Issue Date	Check Number *	<input type="checkbox"/> Auto Increment
12/24/2020	1988	

Fill in this page as needed:

Amount: Dollar Amount of the check

Payee: List the Payee exactly as it appears on the check. Please note, if you use payee matching for Positive Pay, this field must be filled out.

Account: Choose the account the check is written from

Issue Date: The date on the check. Please note, on this screenshot this field does not have an asterisk. However, the field is required.

Check Number: Enter the check, or serial, number.

Click **Auto Increment** if you are adding more checks in sequential order.

Click **Add Check**.

Add Check

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Positive Pay

Launch Advanced Options

NOTE: To view a full list of recently added checks choose Launch Advanced Options

Exceptions

Add Check

Amount *	Payee	Account *
<input type="text" value="\$158.34"/>	<input type="text" value="John McClane"/>	<input type="text" value="Test 3666"/>
Issue Date	Check Number *	<input type="checkbox"/> Auto Increment
<input type="text" value="12/24/2020"/>	<input type="text" value="1988"/>	

To enter the full Positive Pay platform, click on **Launch Advanced Options**.

The following pages will show how to manually add an issued check within the full platform. However, you will only need to add the check once, either within AccessJFG or within the full Positive Pay platform.

Add Check

Collapse All -

_NOTLIVEETMSJohnsonFinancialGroupWI

- ! 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



Welcome to



Positive Pay System

Please decision all exceptions by 1:00PM CST.

Select **Add New Issued Check** under the **Transaction Processing** menu.



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Add New Issued Check

Account ID:	<Not Selected>	Check Number:	
Amount:		Issued Date:	10/09/2020
Issued Payee:			

Auto-Increment Check Number

Add Check

On this screen, enter the information of your issued check.

Account ID: Choose the account this check is written from

Check Number: Enter the Check Serial Number

Amount: Enter the Dollar Amount

Issued Date: Enter the Date of the check

Issued Payee: Enter the Payee exactly as it appears on the check.

Click **Add Check**

If you are adding more than one check, you can click the **Auto-Increment Check Number** box before you click **Add Check**. Doing so will add the check and automatically enter the next check number so you can add a series of checks.

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Add New Issued Check

Account ID: Check Number:

Amount: Issued Date:

Issued Payee:

 Auto-Increment Check Number

	Account ID	Check Number	Amount	Issued Date	Issued Payee
1	Test 2630	112233	\$1.00	10/09/2020	John McClane
2	Test 2630	112234	\$0.50	10/09/2020	Hans Gruber
			Total: \$1.50		

As you manually add checks, you will see them listed below the entries field.

You can click the PDF icon (above the issued payee column) to download a report of the manually issued checks.

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)

