

# Positive Pay Exception Processing

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All exception decisions must be completed by  
1:00 PM CT



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
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- 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

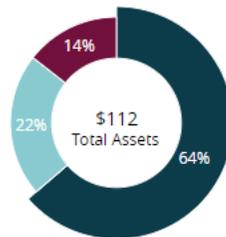
RLC VARIABLE 200201 Current Balance	\$4.10	VARIABLE COMMERCIAL 200202 Current Balance	\$9.50
Test Checking **5801 Available Balance Current Balance	\$71.45 \$71.45	COMMERCIAL CHECKING **2687 Available Balance Current Balance	\$24.57 \$24.57
COMMERCIAL CHECKING **8091 Available Balance Current Balance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

- DepositPartner
- Positive Pay
- Business Gateway

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

### ACCOUNT SUMMARY

Assets   Debts



<b>Test Checking</b> XXXXXX5801	63.68%
Available Balance	\$71.45
Current Balance	\$71.45
<a href="#">View Transactions</a>	

< Previous

Next >

On Thursday, November 26th, no electronic transactions will be processed in observance of Thanksgiving 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

NOTE: Exceptions will be given a decision of Return if no decision has been made by 01:00 PM Central Time (US & Canada). For any questions please contact us at 888.769.3796 or tmsupport@johnsonfinancialgroup.com

Exceptions (26)

Add Check

All Accounts Search

Decisions Needed	
\$1,402,372.22	Unauthorized ACH ...
\$4,116,353.50	Unauthorized ACH ...
\$323.82	Paid Not Issued Check #44285...
\$13,660.00	Paid Not Issued Check #442' ....
\$622.00	Paid Not Issued Check #442: ...

### \$4,116,353.50 Unauthorized ACH Transaction

Account Name: Account Number: 31  
 Paid Date: 12/11/2020 SEC Code: PPD  
 Description: PREAUTH ACH DEBIT Transaction Type: Debit  
 Company ID: 239

Pay  Return

You will be taken to the integrated Positive Pay page within AccessJFG.

You will see a list of your exceptions listed on the left side of the screen. Click an exception to see the details on the right side of the screen.

**NOTE:** all decisions must be completed by 1:00 PM CT.

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## Positive Pay

[Launch Advanced Options](#)

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Exceptions (26)

All Accounts

Decisions Needed

\$4,116,353.50

Account Name:

Paid Date: 12/11/20

Description: PREAU

\$1,402,372.22 Unauthorized ACH ...

\$4,116,353.50 Unauthorized ACH ...

\$323.82 Paid Not Issued  
Check #44285...

\$13,660.00 Paid Not Issued  
Check #442' ....

\$622.00 Paid Not Issued  
Check #442: ' ...

You can use the dropdown menus to filter your exceptions.

The first dropdown menu allows you to filter by account.

The second dropdown menu allows you to filter by the status of the exception: Decisions Needed, Decisioned, or All.

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### Positive Pay

Launch Advanced Options

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Exceptions (26)

Add Check

After clicking on an Exception, you will see the details of the exception on the right side of the screen. Review the exception and make a decision to **Pay** or **Return**. See the next few slides for more details about the decisioning process.

Search

**\$0.10** Paid Not Issued

Check #1858      Paid Date: 7/19/2023



Pay      Return

Positive Pay	\$323.82	Paid Not Issued
Business Gateway		Check #44285...
Small Business Credit C...	\$13,660.00	Paid Not Issued
Transfers		Check #442' ....
Locations		
Reports	\$622.00	Paid Not Issued
Account Services		Check #442: ' ...
Help		

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### Positive Pay

Launch Advanced Options

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Exceptions (26)

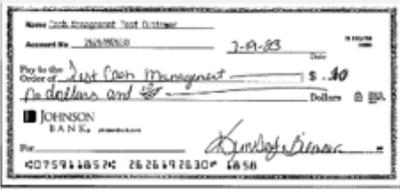
Add Check

All Accounts

Search

Decisions Needed

**\$0.10 Paid Not Issued**  
 Check #1858      Paid Date: 7/19/2023




Pay    **Return**    Clear

If you choose to **Return** the Exception unpaid, you will be asked to provide a Return Reason from the dropdown menu.

- Business Gateway
- Small Business Credit C...
- Transfers
- Locations
- Reports
- Account Services
- Help

Check #44285...		
\$13,660.00	Paid Not Issued	Check #442' ....
\$622.00	Paid Not Issued	Check #442' ...

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- Transactions
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- Payments

## Positive Pay

Launch Advanced Options

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Exceptions (26)

Add Check

The ACH Exception decisioning process is very similar to Check.

For an ACH Exception, if you select to **Pay**, you will be given the option to also create a rule to allow this company to debit you in the future.

If you would like to create a rule, click **+ACH Rule**.

**\$0.05** Unauthorized ACH Transaction

Account Name: Test 2630	Account Number: ****192630
Paid Date: 7/19/2023	SEC Code: CCD
Description: PREAUTH ACH DEBIT CM Test Co AchPayment 230719	Transaction Type: Debit
Company ID: 1789456123	

[+ Add ACH Rule](#)

Positive Pay	\$323.82	Paid Not Issued
Business Gateway		Check #44285...
Small Business Credit C...	\$13,660.00	Paid Not Issued
Transfers		Check #442' ....
Locations		
Reports	\$622.00	Paid Not Issued
Account Services		Check #442: ' ...
Help		

If you choose to create a rule, fill in the window that appears.

**SEC Code:** You are given the option of choosing the SEC code that was sent with the transaction or All SEC Codes. We suggest using **All SEC Codes**.

**Transaction Type:** Leave as **Debit Only**. We do not block Credits.

**Company ID:** The Company ID is prefilled with the ID from the ACH.

**Max Amount:** Enter the highest dollar amount you want for transactions from this company to be allowed. Any transactions over this amount will result in an exception. If you don't want a maximum, enter \$0.00.

Click the **checkmark** when finished.

be given a decision of Return if no decision has been made by 01:00 PM Central Time (US & Canada). For any questions please  
6 or tmsupport@johnsonfinancialgroup.com

Exceptions (26)

Add Check

Search

**\$0.05** Unauthorized ACH Transaction

Account Name: Test 2630

Account Number: \*\*\*\*192630

Paid Date: 7/19/2023

SEC Code: CCD

Description: PREAUTH ACH DEBIT CM Test Co  
AchPayment 230719

Transaction Type: Debit

Company ID: 1789456123

## Add ACH Rule

**i** To make further changes to this rule, please log in to ETMS

SEC Code

- CCD  
 All SEC Codes

Transaction type

- Debit only  
 Credit only  
 Both Credit and Debit

Company ID

1789456123

Max amount

\$ 25,000.00

X

✓

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## Positive Pay

Launch Advanced Options

NOTE: Exceptions will be given a decision of Return if no decision has been made by 01:00 PM Central Time (US & Canada). For any questions please contact us at 888.769.3796 or tmsupport@johnsonfinancialgroup.com

Exceptions (26)

Add Check

All Accounts

Search

Status	
Decision Needed	
\$0.10	Unauthorized ACH...
<input checked="" type="radio"/> Pay	
\$0.05	Unauthorized ACH...
<input type="radio"/> Return	
\$0.10	Paid Not Issued
Check #1858	
<input type="radio"/> Return	
\$0.15	Paid Not Issued
Check #1857	

\$4,116,353.50 Unauthorized ACH Transaction  
 Account Name: SC Johnson 6831 Account Number: 50036831  
 Paid Date: 12/1  
 Description: PR SC JOHNSON 2

Pay  
 Unauthorized

After making a decision on an exception, choose another exception from the list on the left side of the screen. You can see the **Pay** or **Return** decisions you have made on the exceptions underneath the dollar amount in the list. If there is no decision listed, that exception still needs a decision.

If you are finished making your decisions, click **Submit Decisions** on the bottom of the page.

Total Exceptions (32) \$6,072,870.69 | Total Decided (6) \$355,357.35

Submit All Decisions

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# Positive Pay

All succeeded

NOTE: Exceptions will be given a decision of Return if no decision has been made by 01:00 PM Central Time (US & Canada). For any questions please contact us at 888.769.3796 or tmsupport@johnsonfinancialgroup.com

Exceptions (26)

Add Check

All Accounts

Decisions Needed

\$1,402,372.22 Unauthorized ACH ...  
 Return

\$4,116,353.50 Unauthorized ACH ...  
 Return

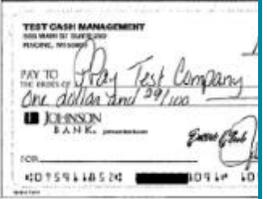
\$323.82 Paid Not Issued  
 Check #44285...

\$13,660.00 Paid Not Issued  
 Check #44286...

\$622.00 Paid Not Issued  
 Check #44286...

Return

\$4,116,353.50 Unauth  
 Account Name: SC Johnson  
 Paid Date: 12/11/2020



Unauthenticated  
 Pay  Return

Select Reason

Once the decisions have been submitted, you will see a confirmation window at the top of the page confirming they have been completed.

At the bottom of the page, you will see your exceptions summary showing you how many total exceptions there were today as well as how many have been decided.

Total Exceptions (32) \$6,072,870.69 | Total Decided (6) \$355,357.35

Submit All Decisions

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## Positive Pay

Launch Advanced Options

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Exceptions (26)

Add Check

All Accounts

Search

Decided	
\$176,286.00	Paid Not Issued
Check #442	
Pay	
\$9,522.27	Paid Not Issued
Check #442	
Pay	
\$36,357.44	Paid Not Issued
Check #442	
Pay	
\$23,315.10	Paid Not Issued
Check #442	
Pay	
\$5,258.54	Paid Not Issued
Check #442	
Pay	
\$104,618.00	Paid Not Issued

\$176,286.00  
Check #: 442  
Pay

If you want to review and/or make changes to exception decisions, use the status dropdown menu and choose **Decided**. This will show all your exceptions from today that have decisions. You can update the decisions on the right side of the screen using the same process as originally making the decisions. **Any updates must be completed by 1:00 PM CT.**

Total Exceptions (32) \$6,072,870.69 | Total Decided (6) \$355,357.35

Submit All Decisions

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. ×

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

## Positive Pay

Launch Advanced Options

Exceptions

Add Check

All Accounts ∨

Search

Decisions Needed ∨

No exceptions

No exceptions

The following pages will show how to process exceptions within the full platform. However, you will only need to process exceptions once, either within AccessJFG or within the full Positive Pay platform.

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

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

Submit All Decisions

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 **Quick Exception Processing**  
under the **Exception Processing** menu.



Collapse All -

- ! Exception Processing
  - Quick Exception Processing
  - Scrub Exceptions
- 👤 Client Maintenance
  - File Mapping
  - Client Setup
  - Account / Client ID Setup
  - ACH Authorization Rules
  - User Setup (Client)
- 🔄 Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - Paid Items Extract
  - ACH Transaction Search
  - Check Verification
  - ACH Reporting Files
  - ACH Returns Processing
  - ACH Returns Files Extract
- 🛑 Stop Payments
- 📄 Transaction Reports
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Correction Report
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary

All Account IDs

## Quick Exception Processing

Search exceptions

^			Decisions Needed (1)	\$0.49
	Test 2687	UNAUTHORIZED ACH TRANSACTION		\$0.49
			Decided (0)	\$0.00
			Total (1)	\$0.49

There is 1 exception to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:00 PM Central Time (US & Canada). For any questions please contact us at xxx.xxx.xxx or test@test.com

1 Decision Needed  
\$0.49

0 Decided  
\$0.00

You will see any exceptions awaiting decisions in the **Decisions Needed** section. It will show you the account, the reason for the exception, and the dollar amount of the exception.

Click on an exception to view it.

Collapse All -

- ! Exception Processing
  - Quick Exception Processing
  - Scrub Exceptions
- 👤 Client Maintenance
  - File Mapping
  - Client Setup
  - Account / Client ID Setup
  - ACH Authorization Rules
  - User Setup (Client)
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  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - Paid Items Extract
  - ACH Transaction Search
  - Check Verification
  - ACH Reporting Files
  - ACH Returns Processing
  - ACH Returns Files Extract
- 🛑 Stop Payments
- 📄 Transaction Reports
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Correction Report
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary

All Account IDs

## Quick Exception Processing

Search exceptions



Decisions Needed (1)			\$0.49
Test 2687	UNAUTHORIZED ACH TRANSACTION	\$0.49	
Decisioned (0)			\$0.00
Total (1)			\$0.49

There is 1 exception to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:00 PM Central Time (US & Canada). For any questions please contact us at xxx.xxx.xxx or test@test.com

1 Decision Needed  
\$0.49

0 Decisioned  
\$0.00

You will see any exceptions awaiting decisions in the **Decisions Needed** section. It will show you the account, the reason for the exception, and the dollar amount of the exception.

Click on an exception to view it.

Collapse All -

- ! Exception Processing
  - Quick Exception Processing
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- Client Maintenance
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  - Client Setup
  - Account / Client ID Setup
  - ACH Authorization Rules
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- Transaction Processing
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  - Void a Check
  - Check Search
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  - ACH Transaction Search
  - Check Verification
  - ACH Reporting Files
  - ACH Returns Processing
  - ACH Returns Files Extract
- Stop Payments
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  - Account Reconciliation Summary
  - Check Reconciliation Summary

All Account IDs

## Quick Exception Processing

Search exceptions 

Decisions Needed (1)			\$0.49
Test 2687	UNAUTHORIZED ACH TRANSACTION	\$0.49	
Decisioned (0)			\$0.00
Total (1)			\$0.49

### UNAUTHORIZED ACH TRANSACTION

Default Decision: Return

Account ID: Test 2687      Amount: \$0.49      Paid Date: 09/24/2020

PPD / 2789456123 / DR  
PREAUTH ACH DEBIT CM test Co 2 ACH Paymen 200924

Add Rule      Pay      Return

Clicking the exception will bring up the details of the exception. If the item is a check, you will see an image of the check as well.

Use the buttons on the screen to make your decision on the exception or, for ACH exceptions, to Add a Rule.

Collapse All -

- ! Exception Processing
  - Quick Exception Processing
  - Scrub Exceptions
- 👤 Client Maintenance
  - File Mapping
  - Client Setup
  - Account / Client ID Setup
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  - User Setup (Client)
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  - Submit Issued Check File
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  - Void a Check
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- 🛑 Stop Payments
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  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Correction Report
  - Stale Dated Checks
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  - Check Reconciliation Summary

All Account IDs

## Quick Exception Processing

Search exceptions

Decisions Needed (1)		\$0.49
Test 2687	UNAUTHORIZED ACH TRANSACTION	\$0.49
Decisioned (0)		\$0.00
Total (1)		\$0.49

### UNAUTHORIZED ACH TRANSACTION

Default Decision: Return

Account ID: Test 2687      Amount: \$0.49      Paid Date: 09/24/2020

PPD / 2789456123 / DR  
PREAUTH ACH DEBIT CM test Co 2 ACH Paymen 200924

Reason

If you choose to **Return** the exception, you will be asked to provide a reason for the return. Select your reason from the drop down menu and click **Save**.

- ! Exception Processing
  - Quick Exception Processing
  - Scrub Exceptions
- Client Maintenance
  - File Mapping
  - Client Setup
  - Account / Client ID
  - ACH Authorization
  - User Setup (Client)
- Transaction Processing
  - Submit Issued Checks
  - Add New Issued Checks
  - Void a Check
  - Check Search
  - Paid Items Extract
  - ACH Transaction Search
  - Check Verification
  - ACH Reporting File
  - ACH Returns Processing
  - ACH Returns Files
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  - Stops and Voids
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  - Account Reconciliation
  - Check Reconciliation Summary

Collapse All -

All Account IDs

Search exceptions

## Quick Exception Processing

### Add ACH authorization rule

Description

---

SEC Code

PPD

Company ID

2789456123

Debits or Credits

Debits only

Max Allowable Amount

0.49

Cancel Save rule

↓ ×

Paid Date: 09/24/2020

If you choose to **Add Rule** (ACH Exceptions only), you will be prompted to complete this screen.

**Description:** Enter a name for this rule

**SEC Code:** We would suggest selecting "All SEC Codes"

**Debits or Credits:** Leave as Debits only, we will not block any Credits

**Max Allowable Amount:** Enter a maximum amount for this rule, or leave blank for no maximum

Please note, if you choose to Add a Rule, you will still need to select to Pay the item.

Collapse All -

- ! Exception Processing
  - Quick Exception Processing
- Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - ACH Reporting Files
- Transaction Reports
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Stale Dated Checks
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
  - Account Reconciliation Summary
- System Reports
  - ACH Authorization Rules
  - Transaction Filters / Blocks
  - Issued Check Processing Log
- General Items

All Account IDs

## Quick Exception Processing

Search exceptions

Decisions Needed (3)	\$3,314.82	⋮
PAID NOT ISSUED (3)		Pay all
		Return all
Decisioned (0)		
Total (3)	\$3,314.82	

There are 3 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:00 PM Central Time (US & Canada). If you have any questions, please contact us at 888.769.3796 or [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com)

3 Decisions Needed  
\$3,314.82

0 Decisioned  
\$0.00

You can also choose to **Pay All** or **Return All** exceptions by using the three dots menu next to either the Decisions Needed category (to decision all exceptions) or next to the individual exception type categories (to decision all exceptions of that type).

Please note, we highly recommend you review all exceptions before choosing an option to Pay or Return All.

Collapse All -

- ! Exception Processing
  - Quick Exception Processing
- Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - ACH Reporting Files
- Transaction Reports
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Stale Dated Checks
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
  - Account Reconciliation Summary
- System Reports
  - ACH Authorization Rules
  - Transaction Filters / Blocks
  - Issued Check Processing Log
- General Items

All Account IDs

## Quick Exception Processing

Search exceptions

Decisions Needed (3)	
PAID NOT ISSUE	

Decisions Needed (3)	
Decided (0)	
Total (3)	

### Pay all exceptions

By selecting Pay all, you are marking **3** exception(s) totaling **\$3,314.82** with a decision of **Pay**.

Cancel **Pay all**

made by 1:00 PM Central Time  
8.769.3796 or

ded  
\$3,314.82

After selecting to Pay All or Return All, you will be prompted to confirm your decision on a pop-up window. Please confirm or cancel by selecting the appropriate button. If you selected to Return All, you will also be asked to provide the return reason from a drop-down menu.

As a reminder, we highly suggest you review all exceptions before choosing to Pay or Return All exceptions.

Collapse All -

- ! Exception Processing
- Quick Exception Processing
- Transaction Processing
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- ACH Reporting Files
- Transaction Reports
- Daily Checks Issued Summary
- Stops and Voids
- Exception Items
- Stale Dated Checks
- Check Reconciliation Summary
- Deposit Reconciliation Summary
- Account Reconciliation Summary
- System Reports
- ACH Authorization Rules
- Transaction Filters / Blocks
- Issued Check Processing Log
- General Items

All Account IDs

### Quick Exception Processing

Search exceptions

Decisions Needed (6)	\$12,706.16																
Decided (4)	\$15,072.64																
<table border="1"> <tr> <td>\$</td> <td>Ops1000</td> <td>UNAUTHORIZED ACH TRANSACTION</td> <td>\$1,846.24</td> </tr> <tr> <td>↩</td> <td>Ops1000</td> <td>AMOUNT MISMATCH</td> <td>#17849</td> </tr> <tr> <td>\$</td> <td>Ops1000</td> <td>PAID NOT ISSUED</td> <td>#18006</td> </tr> <tr> <td>↩</td> <td>Ops1000</td> <td>VOIDED ITEM</td> <td>#17788</td> </tr> </table>	\$	Ops1000	UNAUTHORIZED ACH TRANSACTION	\$1,846.24	↩	Ops1000	AMOUNT MISMATCH	#17849	\$	Ops1000	PAID NOT ISSUED	#18006	↩	Ops1000	VOIDED ITEM	#17788	
\$	Ops1000	UNAUTHORIZED ACH TRANSACTION	\$1,846.24														
↩	Ops1000	AMOUNT MISMATCH	#17849														
\$	Ops1000	PAID NOT ISSUED	#18006														
↩	Ops1000	VOIDED ITEM	#17788														
Total (10)	\$27,778.80																

### PAID NOT ISSUED

Decision: Pay

Decided By: Bank Demonstration

Account ID: Ops1000

Check #: 18006

Amount: \$1,147.34

Paid Date: 10/05/2020

Issued Date: 09/05/2020

Front

Back

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



Pay



Return

You can see today's decisions under the **Decided** section. The icon to the left will indicate each decision. A Dollar Sign indicates to Pay the item. An Arrow indicates to Return the item.

You can change your decisions up until 1:00 PM CST by using the **Pay** or **Return** buttons on the right-hand side of the screen.

# 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)

