




JOHNSON
FINANCIAL GROUP®

BANKING
WEALTH
INSURANCE

Integrated Payables—Pulling Checks for special processing

To destroy or redirect unprocessed checks


Jobs


Upload Files


View Jobs


View Held Files

Check Pulls

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Welcome, K

Last Logged In: 06/20/2022

Recent Jobs

ID	Date	Status	Application	Items	Amount	Description	Created By
5041816	04/28/2022	Processing Completed	Payables	8			EAHNJFG
5041815	04/27/2022	Processing Completed	Payables	8	\$0.30	TEST_intpay.0328202201010...	DAVEAHNJFG
5041814	04/27/2022	Processing Completed	Payables	2	\$70.00	PAYMENT FILE ALL 4 MODALI...	System
5041813	04/27/2022	Processing Completed	Payables	6	\$908.55	PAYMENT FILE ALL 4 MODALI...	LC5628515
5041810	04/27/2022	Processing Completed	Payables	2	\$70.00	PAYMENT FILE ALL 4 MODALI...	System
5041809	04/27/2022	Processing Started	Payables	6	\$908.55	PAYMENT FILE ALL 4 MODALI...	LC5628515

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Files On Hold

No Held File

To pull a check that hasn't been processed yet, click **Check Pulls** from the **Jobs** tab

Check Pulls/Redirect Requests

- 1 Select Job
- 2 Select Items
- 3 Handling Instructions
- 4 Confirm & Submit

Select a job with checks requiring special handling.

ID ▾	Date	Status	Application	Items	Total Amount	File Name	User	Options
5041956	06/20/2022	Processing Completed	Payables	5	\$0.16	TEST_intpay.0223202201010...	JFGkkasbohm	<div>Pull</div>
					Total: \$0.16			

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1 - 1 of 1



You will see a list of jobs that have checks that haven't finished processing yet. Click **Pull** on the job that you'd like to review and pull checks from.

Check Pulls/Redirect Requests

 Select Job
 2 Select Items
 3 Handling Instructions
 4 Confirm & Submit

Select the checks requiring special handling.

Filter/Search Select All

Check Number	Payee Name	Payment Amount
000003	MR CHECK PAYEE	\$0.03
000004	MS CHECKIE PAYEE	\$0.04
		Total: \$0.07

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You will see a list of checks that can be pulled. Select the check or checks you'd like to pull.

Click **Next** when ready to continue

Check Pulls/Redirect Requests

[1 Select Job](#)
[2 Select Items](#)
[3 Handling Instructions](#)
[4 Confirm & Submit](#)

How should these checks be handled?

- Option A ☐ Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the next page)
- Option B ☐ Ship them to the address on the checks, but use this carrier.
- Option C ☐ Ship them to this alternate address.
- Option D ☐ Destroy these checks

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You will be able to select different options for how to process the checks. See the following pages for details on each option.



Jobs ▾

Document Search

Reports ▾

Administration ▾

Vendors

Check Pulls/Redirect

Select Job

How should these checks

Option A: Ship each check individually to an alternate address: Enter alternate addresses for each check chosen to be pulled.

3 Handling Instructions

4 Confirm & Submit

Option A ☒

Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the next page)

Check #	Payee Name	Amount	Alternate Recipient Address	Carrier	Saturday?
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000003

MR CHECK PAYEE

\$0.03

555 Main Street
Racine, WI 53403

USPS ▾



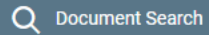
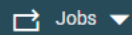
Total Items: 1

Option B ☐

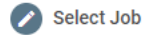
Ship them to the address on the checks, but use this carrier.

Enter the **Alternate Recipient Address** for each check & choose the shipping **Carrier** for each check. If Saturday processing is available, you can select the **Saturday?** box.

Click **Next** at the bottom of the page to continue



Check Pulls/Redirect



Select Job

How should these checks

Option A ☐

Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the next page)

Option B ☒

Ship them to the address on the checks, but use this carrier.

Carrier:

FedEx

UPS

USPS

Saturday Delivery:

Option C ☐

Ship them to this alternate address.

Option D ☐

Destroy these checks

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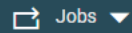
Option B: Ship them to the address on the checks, but use this carrier: Specify which shipping carrier you'd like these checks sent with.

3 Handling Instructions

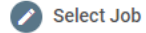
4 Confirm & Submit

Choose the shipping **Carrier** for your checks. If Saturday delivery is available, you can select the **Saturday Delivery** box.

Click **Next** at the bottom of the page to continue



Check Pulls/Redirect



Select Job

How should these checks

Option A ☐

Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the next page)

Option B ☐

Ship them to the address on the checks, but use this carrier.

Option C ☒

Ship them to this alternate address.

Ship to this alternate address:

555 Main Street
Racine, WI 53403

Carrier:

FedEx

UPS

USPS

Note: FedEx and UPS will not deliver to a PO Box

Packaging Options:

Flat

Inserted

Saturday Delivery:

Option D ☐

Destroy these checks

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Option C: Ship them to this alternate address: Send all the checks to a single alternate address.

3 Handling Instructions

4 Confirm & Submit

Enter the alternate address in the **Ship to this alternate** address box. Choose the shipping **Carrier** for your checks. Select your **Packaging Option**. If Saturday delivery is available, you can select the **Saturday Delivery** box.

Click **Next** at the bottom of the page to continue

Check Pulls/Redirection

Select Job

How should these checks be handled?

- Option A ☐ Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the next page)
- Option B ☐ Ship them to the address on the checks, but use this carrier.
- Option C ☐ Ship them to this alternate address.
- Option D ☒ Destroy these checks

3 Handling Instructions

4 Confirm & Submit

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Click **Next** at the bottom of the page to continue

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Check Pulls/Redirect Requests

- Select Job
- Select Items
- Handling Instructions
- 4 Confirm & Submit

Please review the information below.

Check Number	Payee Name	Address	Carrier	Saturday Delivery	Payment Amount
000003			USPS	No	\$0.03
					Total: \$0.03

This page will show your updates.

Review and click **Submit** to complete the request.

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Navigation icons

- Submit
- Previous
- Cancel

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 877.330.4950 or by email at ip.jax.payersupport@fisglobal.com.

