



# 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

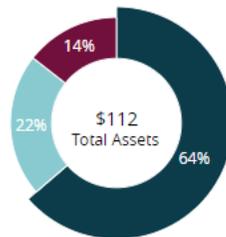
Current: \$125.81

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

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

< Previous

Next >

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

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
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- Reports

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

## Check Status

Check Number From

Check Number To

## Date

Date From

Date To

Show additional options

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



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## 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		
		<b>\$5.50</b>						i

Showing 5 results View 10 ▾

- Edit record
- Delete record
- View record

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.

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## Check Search

## Edit record

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

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**

Save Changes

Collapse All -

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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.

# 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).

