Manually Adding an Issued Check

ACCESS JFG U

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
- ✉² 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 🖨

DepositPartner	›
Positive Pay	›
Business Gateway	›

ACCOUNTS ✏ ⌃

Current: $125.81 ⑦

RLC VARIABLE 200201 ⋮
Current Balance $4.10

VARIABLE COMMERCIAL 200202 ⋮
Current Balance $9.50

Test Checking **5801 ⋮
Available Balance $71.45
Current Balance $71.45

COMMERCIAL CHECKING **2687 ⋮
Available Balance $24.57
Current Balance $24.57

COMMERCIAL CHECKING **8091 ⋮
Available Balance $16.19
Current Balance $16.19

ACCOUNT SUMMARY ⌃

Assets | Debts

$112 Total Assets
14% | 22% | 64%
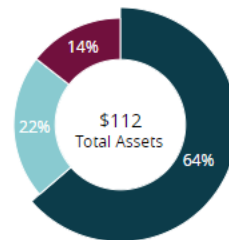
Test Checking
XXXXXX5801   63.68%

Available Balance $71.45
Current Balance $71.45
View Transactions

‹ Previous   Next ›

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.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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Welcome, Kyle Kasbohm

On Thursday, November 26th, no electronic transactions will be pr   inancial Group will be closed in observance of Thanksgiving Day. ✕

Home

Message Center ²

Transactions ⌄

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Transfers ⌄

Locations

Reports ⌄

Loading...

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.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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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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- Home
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- Transfers ⌄
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- Account Services ⌄

Positive Pay

Launch Advanced Options

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

| Exceptions | Add Check |

Amount *
$158.34

Payee
John McClane

Account *
Test 3666 ⌄

Issue Date
12/24/2020 📅

Check Number *
1988

☐ Auto Increment

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 *

$158.34

Payee

John McClane

Account *

Test 3666 ⌄

Issue Date

12/24/2020 📅

Check Number *

1988

☐ Auto Increment

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

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

Client: Test Client

Collapse All -

! 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

JOHNSON
FINANCIAL GROUP®

Positive Pay System

Please decision all exceptions by 1:00PM CST.

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

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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Client: Test Client

Collapse All -

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

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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Exception Processing

Quick Exception Processing

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Issued Check Processing Log

✓ Check (112234) was successfully added.

_NOTLIVEETMSJohnsonFinancialGroupWI

Client: Test Client

Add New Issued Check

Account ID: Test 2630	Check Number:
Amount:	Issued Date: 10/09/2020
Issued Payee:	

☐ Auto-Increment Check Number

Add Check

	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.

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.

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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.