



Positive Pay Administration

IMPORTANT:

If you are creating a **new user** in Positive Pay, that user should also be created in AccessJFG. Please see the user guide, “Creating Single Sign On Only Users in AccessJFG” for assistance. If at all possible, use the same username for new users in both AccessJFG and Positive Pay. When your user is created, please email tmsupport@johnsonfinancialgroup.com with your company name and the username for both Positive Pay and AccessJFG so they can link the profiles for the Single Sign On.

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

\$71.45

Current Balance

\$71.45

COMMERCIAL CHECKING **2687

Available Balance

\$24.57

Current Balance

\$24.57

COMMERCIAL CHECKING **8091

Available Balance

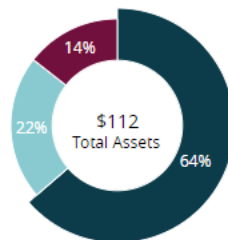
\$16.19

Current Balance

\$16.19

ACCOUNT SUMMARY

Assets Debts



\$112
Total Assets

Test Checking
XXXXXX5801

Available Balance
Current Balance
View Transactions

\$71.45

< Previous

Next >

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

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

Johnson Financial Group will be closed in observance of Thanksgiving



Loading...



- Home
- Message Center ²
- Transactions
- Cash Management
- Payments
 - ACH Pass-Thru
 - DepositPartner - SSO
 - Lockbox
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 - Business Gateway
 - Positive Pay
 - Small Business Credit C...
- Transfers
- Locations
- Reports

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.

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. X

- Home
- Message Center²
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox

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
- Locations
- Reports

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

Submit All Decisions

Collapse All -

_NOTLIVEETMSJohnsonFinancialGroupWI

Welcome to



Positive Pay System

Please decision all exceptions by 1:00PM CST.

Select **User Setup (Client)** under the **Client Maintenance** 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

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

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Stale Dated Checks

Payee Match Report

Audit Reports

Transaction Audit Log

System Reports

Issued Check Processing Log

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User Setup (Client)

Choose Company: Test Client

User Status: Active Search... Search Reset 13 of 13 records

Name	User Name	Email Address	Last Logged On	Status	
Alesci	tale:	tales	--	Active	Edit Copy
Bair-F	kfra:	kfraz	--	Active	Edit Copy
Brach	tebr	tebra	--	Active	Edit Copy
Farme	cfan	cfarn	10/6/2020 5:32 PM	Active	Edit Copy
Holzm	shol	sholz	10/7/2020 10:21 AM	Active	Edit Copy
Hurley	jhur	jhurk	9/23/2020 7:08 AM	Active	Edit Copy
Kasbo	kkas	kkas	10/7/2020 12:33 PM	Active	Edit Copy
Markc	gma	gma	--	Active	Edit Copy
Schul	cscf	csch	9/16/2020 10:06 AM	Active	Edit Copy
sso, t			--	Active	Edit Copy
SSO,			--	Active	Edit Copy
Varne			9/17/2020 9:29 AM	Active	Edit Copy
Webe			9/25/2020 10:45 AM	Active	Edit Copy
					Add New

On the User Setup screen, click **Add New** to create a new user.

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

* First Name:

New

Middle Initial:

* Last Name:

User

* Email Address:

NewUser@Email.com

☐ Exclude From Email

Primary Phone Number:

(888) 769-3796

Secondary Phone Number:

** Mobile Number:

(888) 769-3796

☐ Do Not Send Text Messages

Limit Text Start & Stop Times:

Yes

Text Messages Start Time:

7:00 AM

Text Messages End Time:

10:00 PM

* Indicates required fields

** Mobile number is required for text message alerts

Fill in the User's Contact Information on this screen. Click **Security Settings** tab at the top of the page when finished.

Please Note: If you don't want the user to receive any emails from the system, click **Exclude from Email**. This is not suggested for any regular users of the system and this will preclude them from receiving alerts about exceptions.

If you would like the user to receive text message alerts, make sure you enter a valid number in the **Mobile Number** field.

Collapse All -

!

Exception Processing

Quick Exception Processing

Y

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

_NOTLIVEETMSJohnsonFinancialGroupWI

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

* User Name:

NewUser

SSO Only:

Yes

* Password:

* Verify Password:

Passwords require the following: uppercase letters, lowercase letters, numbers and special characters.

Company:

Test Client

Account ID:

Type to filterShowing 1 of 2Assigned

Add All

Remove All

You will be taken to the Security Settings page.

Enter a **User Name** for this user. Please leave **SSO Only** as **Yes**.

Please note: our Positive Pay system will be using a Single Sign On (SSO) from AccessJFG. Because of this, the user will also need a profile created in AccessJFG. When creating a user in Positive Pay, please enter the same User Name you assigned the user in AccessJFG.

Collapse All -

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- ! Exception Processing
 - Quick Exception Processing
- Client Maintenance
 - File Mapping
 - User Setup (Client)
- Transaction Processing
 - Submit Issued Check File
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- Transaction Reports
 - Daily Checks Issued Summary
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 - Correction Report
 - Stale Dated Checks
 - Payee Match Report
- Audit Report
 - Transaction
- System Rep
 - Issued Check

Next, select which account(s) the user should have access to. If you would like the user to have access to any accounts that may be added in the future, select the button to **Assign all new accounts to this user**.

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

* User Name:

SSO Only:

* Password:

* Verify Password:

Passwords require the following: uppercase letters, lowercase letters, numbers and special characters.

Company: Test Client

Account ID:

Type to filter...

Showing 1 of 2

Assigned

XXX456

Test 2630

Add All

Remove All

☐ Assign all new accounts to this user

ACH Reports:

Type to filter...

Showing 0 of 1

Assigned

Returns and NOC


Add All

Remove All

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

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Select which **ACH Reports** the new user should be able to access. Examples of ACH Reports would be Returns and NOC for ACH Originators or EDI Detail Reports, if your company has contracted with JFG to receive EDI Reports.

Select **Assign all new ACH reports to this user** if you would like this user to be automatically assigned for any new reports that may be added to your company's profile.

Account ID:

Type to filter... Showing 1 of 2 Assigned

XXX456

Test 2630

Add All

Remove All

☐ Assign all new accounts to this user

ACH Reports:

Type to filter... Showing 0 of 1 Assigned

Returns and NOC

Add All

Remove All

☐ Assign all new ACH reports to this user

Transaction Data User Rights

Setup User Rights

☐ User Locked

* Indicates required fields

Collapse All -

! Exception Processing

Quick Exception Processing

Client Maintenance

File Mapping

User Setup (Client)

Transaction Processing

Submit Issued Check File

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Click on **Transaction Data User Rights** to expand that section. Check or Uncheck the boxes based on what rights you'd like this user to have.

For **Check Exception Type** & **ACH Exception Type**, choose the rights you would like this user to have when it comes to Positive Pay Exceptions. You can restrict access completely to Exceptions, you can allow the user to see exceptions but not make decisions, or you can allow the user to see and make decisions on exceptions.

Remove All

☐ Assign all new accounts to this user

ACH Reports:

Type to filter... Showing 0 of 1 Assigned

Returns and NOC

Add All

Remove All

☐ Assign all new ACH reports to this user

Transaction Data User Rights

☒ Allow user to add/edit transactions

☒ Allow user to delete transactions

☒ Allow user to download issued check files

Check Exception Type:

Cannot view exceptions or make decisions

ACH Exception Type:

Cannot view exceptions or make decisions

Setup User Rights

Can view exceptions

Can view exceptions and make decisions

☐ User Locked

* Indicates required fields

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

Payment Match Report

Audit

Transaction

System

Issues

Click on **Setup User Rights** to expand that section. Check or Uncheck the boxes based on what rights you'd like this user to have.

When you are finished, click **Menu Settings** tab at the top of the page.

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☐ Assign all new accounts to this user

ACH Reports:

Type to filter... Showing 0 of 1 Assigned

Returns and NOC

Add All

Remove All

☐ Assign all new ACH reports to this user

Transaction Data User Rights

☒ Allow user to add/edit transactions

☒ Allow user to delete transactions

☒ Allow user to download issued check files

Check Exception Type: Can view exceptions and make decisions

ACH Exception Type: Can view exceptions and make decisions

Setup User Rights

☐ Allow user to add ACH Authorization Rules in Quick Exception Processing

☐ Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules

☐ Allow user to add/edit ACH Reports

☐ User Locked

* Indicates required fields



Collapse All -

! Exception Processing

👤 Client Maintenance

File Mapping

ACH Authorization Rules

User Setup (Client)

🔄 Transaction Processing

📁 Transaction Reports

👥 Audit Reports

📄 System Reports

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

User Security Template:

* Create new template *

ACH w/Check (main template)

test

On the **Menu Settings** page, you will select a User Security Template to assign which menu options you would like this user to be able to access. There will be one template pre-created for you that includes “(main template)” in the name which will give that user access to all menu options, including administration functions. You can also create a customized template by choosing ***Create new template***.



Collapse All -

! Exception Processing

👤 Client Maintenance

File Mapping

ACH Authorization Rules

User Setup (Client)

🔄 Transaction Processing

📁 Transaction Reports

👥 Audit

📄 System

If you choose to create a new template, you will assign a name to this template at the top of the page.

Then, you will select which menu options you would like this user to access.

Click **System Messages** tab when finished.

Please see the next page for additional information about these menu options.

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

User Security Template: * Create new template *

Template Name:

Full Access w/o Admin

Menu options this user can access

- ☒ Exception Processing - Quick Exception Processing
- ☒ Client Maintenance - File Mapping
- ☒ Client Maintenance - ACH Authorization Rules
- ☐ Client Maintenance - User Setup (Client)
- ☒ Transaction Processing - Submit Issued Check File
- ☒ Transaction Processing - Add New Issued Check
- ☒ Transaction Processing - Void a Check
- ☒ Transaction Processing - Check Search
- ☒ Transaction Processing - Paid Items Extract
- ☒ Transaction Processing - ACH Transaction Search
- ☒ Transaction Processing - ACH Reporting Files
- ☒ Transaction Reports - Daily Checks Issued Summary
- ☒ Transaction Reports - Stops and Voids
- ☒ Transaction Reports - Exception Items
- ☒ Transaction Reports - Correction Report
- ☒ Transaction Reports - Stale Dated Checks
- ☒ Transaction Reports - Payee Match Report
- ☐ Audit Reports - Transaction Audit Log
- ☒ System Reports - Transaction Filters / Blocks
- ☒ System Reports - Issued Check Processing Log

Submit



Notes about menu options:

For a user who will be decisioning Positive Pay Exceptions, please select **Exception Processing-Quick Exception Processing**.

For a user who will be uploading or entering issued checks, please select **Transaction Processing-Submit Issued Check File & Transaction Processing-Add New Issued Check**. You may also want to assign this user **Transaction Processing-Void a Check** in case that user will need to void a previously issued check.

For a user who will be managing ACH Authorization Rules for ACH Positive Pay, please select **Client Maintenance-ACH Authorization Rules**.

For a user who should have user administrative roles, please select **Client Maintenance-User Setup (Client) & Audit Reports-Transaction Audit Log**.

The remaining menu options lead to different reports.

The screenshot displays the 'User Setup (Client)' form. At the top, there are tabs for 'Security Settings', 'Menu Settings', and 'System Messages'. The 'Menu Settings' tab is active. Below the tabs, there is a dropdown menu for 'Template' with the option '* Create new template *'. A text input field contains 'Full Access w/o Admin'. Below this, a section titled 'Menu options this user can access' lists various menu items with checkboxes. Most items are checked, including 'Exception Processing - Quick Exception Processing', 'Client Maintenance - File Mapping', 'Client Maintenance - ACH Authorization Rules', 'Transaction Processing - Submit Issued Check File', 'Transaction Processing - Add New Issued Check', 'Transaction Processing - Void a Check', 'Transaction Processing - Check Search', 'Transaction Processing - Paid Items Extract', 'Transaction Processing - ACH Transaction Search', 'Transaction Processing - ACH Reporting Files', 'Transaction Reports - Daily Checks Issued Summary', 'Transaction Reports - Stops and Voids', 'Transaction Reports - Exception Items', 'Transaction Reports - Correction Report', 'Transaction Reports - Stale Dated Checks', 'Transaction Reports - Payee Match Report', 'System Reports - Transaction Filters / Blocks', and 'System Reports - Issued Check Processing Log'. The 'Client Maintenance - User Setup (Client)' option is unchecked. At the bottom right of the form is a 'Submit' button.

Menu options this user can access	
<input checked="" type="checkbox"/>	Exception Processing - Quick Exception Processing
<input checked="" type="checkbox"/>	Client Maintenance - File Mapping
<input checked="" type="checkbox"/>	Client Maintenance - ACH Authorization Rules
<input type="checkbox"/>	Client Maintenance - User Setup (Client)
<input checked="" type="checkbox"/>	Transaction Processing - Submit Issued Check File
<input checked="" type="checkbox"/>	Transaction Processing - Add New Issued Check
<input checked="" type="checkbox"/>	Transaction Processing - Void a Check
<input checked="" type="checkbox"/>	Transaction Processing - Check Search
<input checked="" type="checkbox"/>	Transaction Processing - Paid Items Extract
<input checked="" type="checkbox"/>	Transaction Processing - ACH Transaction Search
<input checked="" type="checkbox"/>	Transaction Processing - ACH Reporting Files
<input checked="" type="checkbox"/>	Transaction Reports - Daily Checks Issued Summary
<input checked="" type="checkbox"/>	Transaction Reports - Stops and Voids
<input checked="" type="checkbox"/>	Transaction Reports - Exception Items
<input checked="" type="checkbox"/>	Transaction Reports - Correction Report
<input checked="" type="checkbox"/>	Transaction Reports - Stale Dated Checks
<input checked="" type="checkbox"/>	Transaction Reports - Payee Match Report
<input type="checkbox"/>	Audit Reports - Transaction Audit Log
<input checked="" type="checkbox"/>	System Reports - Transaction Filters / Blocks
<input checked="" type="checkbox"/>	System Reports - Issued Check Processing Log



Collapse All -

- Exception Processing
 - Quick Exception Processing
- Client Maintenance
 - File Mapping
 - ACH Authori
 - User Setup
 - Transaction
 - Submit Issu
 - Add New Iss
 - Void a Chec
 - Check Search
 - Paid Items Extract
 - ACH Transaction Search
 - ACH Reporting Files
- Transaction Reports
 - Daily Checks Issued Summary
 - Stops and Voids
 - Exception It
 - Stale Dated
 - Account Rec
 - Check Reco
 - Deposit Rec
 - Payee Match
- Audit Report
- Transaction
- System Reports

For any user who is responsible for Exception Processing, we strongly encourage the alerts found within this bracket to be enabled for email.

After creating the profile, it will need to be linked to that user's AccessJFG profile for the purpose of the Single Sign On. Please email tmsupport@johnsonfinancialgroup.com with your company name and the usernames for both AccessJFG and Positive Pay so they can enable the Single Sign On.

User Setup (Client)

Contact Information Security Settings Menu Settings System Messages

*** Mobile number must be defined (Contact Information tab) in order for text message alerts to work

User Notification Template:

Message	Email	Text
CLIENT - Exception notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - Reminder to process exceptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - Issued file processing status	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - New ACH authorization rule added	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Archive User

Submit

A list of available alerts will show on the Systems Messages tab. For email alerts, check the **Email** box for each alert this user should be receiving via email. For SMS Text alerts, check the **Text** box for each alert this user should be receiving via text message.


Please note, if you turn off an alert within your own Positive Pay profile, you will no longer be able to reactivate the alert or assign it to any other users. If you see any alerts on this list that you'd like to receive and the alerts are not viewable on your screen, please contact TM Support (contact information on the bottom of this page) and they can activate the alert for you.

Click **Submit** when finished. You will be returned to the User selection screen.

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

_NOTLIVEETMSJohnsonFinancialGroupWI

User Setup (Client)

Choose Company: Test Client

User Status: Active Search... Search Reset 13 of 13 records

Name	User Name	Email Address	Last Logged On	Status	
Alesci	tale:	tales	--	Active	Edit Copy
Bair-F	kfra:	kfraz	--	Active	Edit Copy
Brach	tebr	tebra	--	Active	Edit Copy
Farme	cfan	cfarn	10/6/2020 5:32 PM	Active	Edit Copy
Holzr	shol	sholz	10/7/2020 10:21 AM	Active	Edit Copy
Hurley	jhur	jhurk	9/23/2020 7:08 AM	Active	Edit Copy
Kasbo	kkas	kkas	10/7/2020 12:33 PM	Active	Edit Copy
Markc	gma	gma	--	Active	Edit Copy
			9/16/2020 10:06 AM	Active	Edit Copy
			--	Active	Edit Copy
			--	Active	Edit Copy
			9/17/2020 9:29 AM	Active	Edit Copy
			9/25/2020 10:45 AM	Active	Edit Copy
					Add New

If you would like to **Edit** or **Copy** and users, use the respective links on each line. Copying a user could be useful if you need to create a new user with the exact same entitlements as an additional user.

If you would like to remove a user, click the **Edit** link for that user.

Collapse All -

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Exception Processing

Quick Exception Processing

Y

Client Maintenance

File Mapping

User Setup (Client)

↺

Transaction Processing

Submit Issued Check File

Add New Issued Check

Void a Check

Check Search

📁

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Payee Match Report

👤

Audit Reports

Transaction Audit Log

📊

System Reports

Issued Check Processing Log

_NOTLIVEETMSJohnsonFinancialGroupWI

User Setup (Client)

Contact Information

Security Settings

Menu Settings

System Messages

* First Name:

test

Middle Initial:

* Last Name:

SSO

* Email Address:

test@test.com

☒ Exclude From Email

Primary Phone Number:

Secondary Phone Number:

** Mobile Number:

☐ Do Not Send Text Messages

Limit Text Start & Stop Times:

No

Text Messages Start Time:

12:00 AM

Central Time (US & Canada)

Text Messages End Time:

12:00 AM

Central Time (US & Canada)

* Indicates required fields

** Mobile number is required for text message alerts

☐ Archive User

Submit

To remove a user, after clicking Edit on the previous screen, select the **Archive User** box and then click **Submit**.

REMINDER:

If you are creating a **new user** in Positive Pay, that user should also be created in AccessJFG. Please see the user guide, “Creating Single Sign On Only Users in AccessJFG” for assistance. If at all possible, use the same username for new users in both AccessJFG and Positive Pay. When your user is created, please email tmsupport@johnsonfinancialgroup.com with your company name and the username for both Positive Pay and AccessJFG so they can link the profiles for the Single Sign On.

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.

