Integrated Payables—Pulling Checks

For special processing to destroy or redirect unprocessed checks

JOHNSON FINANCIAL GROUP®

JOHNSON FINANCIAL GROUP | Integrated Payables Customer Site

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- Check Pulls

Welcome, K

Recent Jobs

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

ID ⌄	Date	Status	Application	Items			
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

For additional assistance, please call 877.330.4950 or email ip.jax.payersupport@fisglobal.com.

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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	Pull

Total: $0.16

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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.

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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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Next   Previous   Cancel

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

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Check Pulls/Redirect Requests

✏️ Select Job   ✏️ 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

Next   Previous   Cancel

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

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Check Pulls/Redirec

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

✏ Select Job   ③ Handling Instructions   ④ Confirm & Submit

How should these check

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	Alternative Recipient Address	Carrier	Saturday?
000003	MR CHECK PAYEE	$0.03	555 Main Street Racine, WI 53403	USPS	☐

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

Total Items: 1

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

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Check Pulls/Redirec

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.

● Select Job   ③ Handling Instructions   ④ Confirm & Submit

How should these check

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

Next   Previous   Cancel

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

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Check Pulls/Redirec

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

① Select Job   ③ Handling Instructions   ④ Confirm & Submit

How should these check

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

Next   Previous   Cancel

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

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Check Pulls/Redirec

Option D: Destroy these checks: the checks selected will be destroyed and not sent out.

① Select Job   ③ Handling Instructions   ④ Confirm & Submit

How should these check

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

Next   Previous   Cancel

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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Submit   Previous   Cancel

For additional assistance, please call 877.330.4950 or email ip.jax.payersupport@fisglobal.com.

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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.

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