Integrated Payables—Uploading Files and Processing Held Files

JOHNSON FINANCIAL GROUP®

JOHNSON FINANCIAL GROUP | Integrated Payables Customer Site

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Upload Files

View Jobs

View Held Files

Check Pulls

Welcome, K   Last Logged In: 06/20/2022

Recent Jobs

> To upload a file in Integrated Payables, click **Upload Files** found in the **Jobs** tab.

ID ⌄	ate	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

Items per page: 10 ▼   1 - 6 of 6 |< < > >|

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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Upload a File - Step 1
Instructions: Select an application. Then select the file you wish to upload.

① Select File   ② Upload File   ③ View File Details   ④ Select Records   ⑤ Confirm & Submit

Application: Payables ▼

Data File: + Choose File   TEST_intpay.02232022010101.XML 🗑

Upload

Select the proper **Application** from the drop-down menu.

Click **+Choose File** and select the file to upload using the file browser.

Click **Upload**

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Upload a File - Step 2
Instructions: Review file details.

① Select File   ② Upload File   ③ View File Details   ④ Select Records   ⑤ Confirm & Submit

Upload in progress...

(TEST_intpay.02232022010101.XML - 100%)

While the file is uploading, you will see a progress bar while it's completed.

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

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Upload a File - Step 3

Instructions: Review file details.

① Select File — ① Upload File — ③ View File Details — ④ Select Records — ⑤ Confirm & Submit

File Details

File ID:	595923
Application:	Payables
Import Filename:	TEST_intpay.02232022010101.X...
File Submitted By:	JFGkkasbohm
Date Submitted:	06/20/2022 1:24:46 PM
Total Dollar Amount:	$0.36
Total Item Count:	8
Status:	Import Batch Validation Passed

After the file has uploaded, you'll see file details and an item summary.

Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	2	$0.03
CHK	CHK	Check	2	$0.07
CRD	CRD	vCard	2	$0.11
WIRE	Wire	Wire	2	$0.15

Validator Status

No status at this time.

Validation Errors

No errors at this time.

At the bottom of the screen, you can click:

Next to continue with the Upload process (continues on page 7)
Details to view the details of the individual payments (see next page)
Hold to hold this upload for later submission (continues on page 10)
Cancel Upload to cancel the process

Next   Details   Hold   Cancel Upload

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

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Upload a File - Step 3 (Item Details)
Instructions: Review file details.

Payment details are shown on the details screen.

Click **Export** to export the details into a CSV, Excel, or HTML file.

✏ Select File   ✏ Upload File   ③ View File Details   ⑤ Confirm & Submit

Export

Payee Name	Payee #	Payment #	Payment Date	Payment Amount	Payment Method
INDIA WIRE	WIRE INTERNATIONAL 1	000003	02/24/2022	$0.08	Wire
PAYMENT ACCOUNT NAME	WIRE DOMESTIC 1	000001	02/24/2022	$0.07	Wire
MADAME CARD PAYEE	CARD 2	CARD02	02/23/2022	$0.06	vCard
SIR CARD PAYEE	CARD 1	CARD01	02/23/2022	$0.05	vCard
MS CHECKIE PAYEE	CHECK 2	000004	02/23/2022	$0.04	Check
MR CHECK PAYEE	CHECK 1	000003	02/23/2022	$0.03	Check
MRS ACH PAYEE	ACH 2	A000002	02/23/2022	$0.02	ACH
DR ACH PAYEE	ACH 1	A000001	02/23/2022	$0.01	ACH

Total Items: 8   Total Amount: $0.36

Items per page: 10 ▼   1 - 8 of 8 |< < > >|

Click **Return** to return to the previous screen.

Return

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Upload a File - Step 4 (Select Items)

By default, all of the items within this file are selected for submission. You may exclude individual items and place them on hold for future review and processing by unselecting the corresponding record from the grid. Select/Unselect All button will select or unselect all records for the entire file. Click Next to view a summary of your selection.

✏️ Select File ————— ✏️ Upload File ————— ✏️ View File Details ————— ④ Select Records ————— ⑤ Confirm & Submit

Select All

Payee Name	Payee #	Payment #	Payment Date	Payment Amount	Payment Method
INDIA WIRE	WIRE INTERNATIONAL 1	000003	02/24/2022	$0.08	Wire
PAYMENT ACCOUNT NAME	WIRE DOMESTIC 1	000001	02/24/2022	$0.07	Wire
MADAME CARD PAYEE	CARD 2	CARD02	02/23/2022	$0.06	vCard
SIR CARD PAYEE	CARD 1	CARD01	02/23/2022	$0.05	vCard
MS CHECKIE PAYEE	CHECK 2			$0.04	Check
MR CHECK PAYEE	CHECK 1			$0.03	Check
MRS ACH PAYEE	ACH 2			$0.02	ACH
DR ACH PAYEE	ACH 1			$0.01	ACH

Total Items: 8   Total Amount: $0.36

Items per page: 10   1 - 8 of 8 |< < > >|

On the next page, you will have the option to exclude certain items and place them on hold for future review and/or processing. To exclude any items, simply click the items you'd like to exclude. Excluded items will not have the Green Bar at the start of the line.

Click **Next** to continue.

Next   Previous   Cancel Upload

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Upload a File - Step 5 (Review)

The following is the summary information for the file that you are about to submit for processing. Click the Submit button to complete this process and create a job, or the Previous button to select payments that you would like to hold.

✎ Select File ——— ✎ Upload File ——— ✎ View File Details ——— ✎ Select Records ——— 5 Confirm & Submit

Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	2	$0.03
CHK	CHK	Check	2	$0.07
CRD	CRD	vCard	2	$0.11
WIRE	Wire	Wire	2	$0.15

Job Submission Information

Number of Items: 6

Total Amount: $0.24

Held File Information

Number of Held Items: 2

Total Amount: $0.12

File Name: TEST_intpay.02232022010101.XML

Submit   Previous   Cancel Upload

The next page is a review page. Near the bottom of the page, you will see a breakdown of how many transactions will be processed, as well as how many transactions will be held.

Click **Submit** when you are ready to process that file.

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

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File Submission Complete

File **TEST_intpay.02232022010101.XML** has been uploaded.

5 items have been submitted as job 5041956
1 items have been submitted as wire job 5041957

2 items have been placed on hold as file 595925

You will receive a confirmation that the file has been submitted.

See the next pages for information on how to handle transactions placed on hold.

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Upload Files

View Jobs

View Held Files

Check Pulls

Welcome, K

To view held files, select **View Held Files** from the **Jobs** tab.

Recent held files are also accessible at the bottom of the home page.

Recent Jobs

ID ⌄	Date	Status	Application	Items	Total Amount	File Name	User
5041957	06/20/2022			1	$0.08	TEST_intpay.0223202201010…	System
5041956	06/20/2022			5	$0.16	TEST_intpay.0223202201010…	JFGkkasbohm
5041816	04/28/2022			8	$0.29	TEST_intpay.0328202201010…	DAVEAHNJFG
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

Items per page: 10 ▾   1 - 8 of 8 |< < > >|

Files On Hold

ID ⌄	Date	Status	Application	Items	Total Amount	File Name	User
595926	06/20/2022	On Hold	Payables	8	$0.36	TEST_intpay.0223202201010…	JFGkkasbohm
595925	06/20/2022	On Hold	Payables	2	$0.12	TEST_intpay.0223202201010…	JFGkkasbohm

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

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Held Files

Payables

Select application to view job details.

Select the proper application to view your held files.

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Held Files

Payables

ID ⌄	Date	Status	Application	Items	Total Amount	File Name	User	FX
595926	06/20/2022	On Hold	Payables	8	$0.36	TEST_intpay.0223202201010...	JFGkkasbohm	
595925	06/20/2022	On Hold	Payables	2	$0.12	TEST_intpay.0223202201010...	JFGkkasbohm	
					Total: $0.48			

Items per page: 10 ▼   1 - 2 of 2 |< < > >|

A list of your held files will show. Click the file ID number of the file you'd like to review.

Upload a File - Step 1
Instructions: Review file details.

① View File Details   ② Select Records   ③ Confirm & Submit

File Details

File ID:	595925
Application:	Payables
Import Filename:	TEST_intpay.02232022010101.X…
File Submitted By:	JFGkkasbohm
Date Submitted:	06/20/2022 1:47:18 PM
Total Dollar Amount:	$0.12
Total Item Count:	2
Status:	On Hold

You'll see held file details and an item summary.

Item Summary

Account	Payment Code	Payment Method	Items	Amount
CRD	CRD	vCard	1	$0.05
WIRE	Wire	Wire	1	$0.07

Validator Status

No status at this time.

Validation Errors

No errors at this time.

At the bottom of the screen, you can click:

Next to continue with the Upload process
Details to view the details of the individual payments (see page 6 for info)
Cancel Upload to delete the held file

[Next] [Details] [Cancel Upload]

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

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Upload a File - Step 2 (Select Items)

Instructions: By default, all of the items within this file are selected for submission. You may exclude individual items and place them on hold for future review and processing by unselecting the corresponding record from the grid. Select/Unselect All button will select or unselect all records for the entire file. Click Next to view a summary of your selection.

✎ View File Details ———————————— ② Select Records ———————————— ③ Confirm & Submit

Unselect All

Payee Name	Payee #	Payment #	Payment Date	Payment Amount	Payment Method
PAYMENT ACCOUNT NAME	WIRE DOMESTIC 1	000001	02/24/2022	$0.07	Wire
SIR CARD PAYEE	CARD 1	CARD01	02/23/2022	$0.05	vCard

Total Items: 2   Total Amount: $0.12

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Next   Previous   Cancel Upload

On the next page, you will have the option to exclude certain items and place them on hold for future review and/or processing. To exclude any items, simply click the items you'd like to exclude. Excluded items will not have the Green Bar at the start of the line.

Click **Next** to continue.

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Upload a File - Step 3 (Review)

Instructions: The following is the summary information for the file that you are about to submit for processing. Click the Submit button to complete this process and create a job, or the Previous button to select payments that you would like to hold.

✏ View File Details   ✏ Select Records   ③ Confirm & Submit

Item Summary

Account	Payment Code	Payment Method	Items	Amount
CRD	CRD	vCard	1	$0.05
WIRE	Wire	Wire	1	$0.07

Job Submission Information

Number of Items: 2

Total Amount: $0.12

[Submit]   [Previous]   [Cancel Upload]

The next page is a review page. Near the bottom of the page, you will see a breakdown of how many transactions will be processed, as well as how many transactions will be held.

Click **Submit** when you are ready to process that file.

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File Submission Complete

File has been successfully submitted as job 5041958
Successfully submitted wires as job 5041959

You will receive a confirmation that the file has been submitted.

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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