

Positive Pay File Import Mapping

Excel File Formats

See other guides for CSV or Fixed Length File formats

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

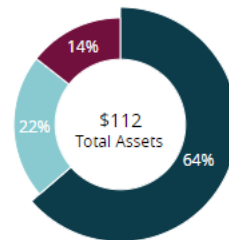
\$24.57
\$24.57

COMMERCIAL CHECKING **8091
Available Balance
Current Balance

\$16.19
\$16.19

ACCOUNT SUMMARY

Assets Debts



Test Checking XXXXXX5801

Available Balance
Current Balance
View Transactions

\$71.45

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

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

Financial Group will be closed in observance of Thanksgiving



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.

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

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- Transactions
- Cash Management
- Payments
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- 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. Please upload all issued check files by 5:00PM CST.



Select **File Mapping** under the **Client Maintenance** menu.

- ! Exception Processing
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 - User Setup (Client)
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 - Stale Dated Checks
 - Account Reconciliation Summary
 - Check Reconciliation Summary
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File Mapping			
Search...	<button>Search</button>	<button>Reset</button>	9 of 9 records
File Format Profile Name	Format Type	Date Added	
Kyle Test 1	Delimited	09/11/2020	Edit Copy
Kyle Test 2	Fixed Length	09/11/2020	Edit Copy
Kyle Test 3	Delimited	09/11/2020	Edit Copy
Kyle Test 4	Delimited	09/11/2020	Edit Copy
Kyle Test 5	Microsoft Excel	09/14/2020	Edit Copy
Kyle Test 6	Fixed Length	09/14/2020	Edit Copy
Kyle Test 7	Microsoft Excel	09/15/2020	Edit Copy
Test Client CSV	Delimited	09/03/2020	Copy
Test Client Excel	Microsoft Excel	09/03/2020	Copy
			<button>Add New</button>

You will be taken to a screen that shows you any available File Mapping definitions you have access to. Click **Add New** to create a new File Mapping Definition.

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File Mapping

Profile Name:

File Format:

Delimited Text

Delimiter:

☒ Comma

☐ Tab

☐ Space

☐ Semicolon

☐ Other Text Qualifier:

"

Select File:

Choose File

 No file chosen

Next >

On this screen, create a **Profile Name** to distinguish this Mapping Definition from others you may create.

File Mapping

Profile Name:

File Format:

Delimited Text

Delimited Text

Fixed Length File

Microsoft Excel

Delimiter:

☐ Semicolon

☐ Other

Text Qualifier: "

Select File:

Choose File

No file chosen

Next >

For **File Format**, select the correct format of your check issue files.

Delimited Text are files where each section of information is separated by a delimiter. **Please note**, CSV files would be considered Delimited Text even if they open in Microsoft Excel.

Fixed Length File are files where each section of information has a set number of characters.

Microsoft Excel would be files saved as an Excel file (usually the files are saved as a .xlsx or .xls file type). **Please note**, CSV files that open in Microsoft Excel would NOT be considered a Microsoft Excel file, they would be a delimited text file.

For this user guide, we are using a **Microsoft Excel** file type. For Delimited Text or Fixed Length files, please see the user guides dedicated to those file types.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options:

Require File Totals

Field #

Items in File:

Dollar Amount in File:

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On this screen, you will enter some basic information about your Check Issue File.

At the top of the screen, you will see an example of your file loaded into the system. You may need to scroll up and down or left and right to see the entire sample.

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4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options:

Require File Totals

Field #

Items in File:

Dollar Amount in File:

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Check this box if your Check Issue File does not include the check issue date. If this box is selected, every time you Submit an Issued Check File using this definition, you will be required to enter the Issued Date of all checks in the file.

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2	1/3/2025 12:00:00 AM						
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4		Check	1/3/2025 12:00:00 AM	5	1924	State of	

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☒ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options:

Require File Totals

Field #

Items in File:

Dollar Amount in File:

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If your file has one header row that includes column names, click the **First Row Contains Column Names** box.

If your file contains multiple header rows, click the **Skip Rows at Beginning** box and enter how many header rows the file contains.

Please note, you can only choose one of these options, so if you have multiple header rows, only check **Skip Rows at Beginning**. In this scenario, we have two header rows, so we are directing the system to skip the first two rows of the file.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☒ Skip Rows at Beginning

2

☐ Skip Rows at Ending

File Totals Options:

Require File Totals

Field #

Items in File:

Dollar Amount in File:

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Similarly, if your file has any footer rows, click the **Skip Rows at Ending** box and enter how many footer rows appear after the last check of your file.

If you would like, you can direct this definition to:

Require File Totals: Whenever a user Submits an Issued Check File using this definition, they will be prompted to enter how many issued checks are in the file and the total dollar amount before submitting. If the totals entered don't match the totals in the file, it will reject.

Obtain Totals From File: Do not use.

Do Not Require File Totals: The system will not ask for any file totals during submission. **This is the most common selection.**

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☒ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options:

Do Not Require File Totals

Field #

Items in File:

Dollar Amount in File:

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Next >

Click **Next** when finished.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

Check Number:

Column 5

Amount:

Column 4

Issued Date:

Column 3

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

☐ Insert Decimal Point

☐ Dates in file do not include separator

☐ Convert Negative Amounts to Void

On this screen, you will tell the system where to find specific information for each check.

Again, an example of your file will be seen at the top of the screen for your reference.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separators

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Fill in the top section of this page. You can use the example at the top of the page to reference for this information. Remember, you may need to scroll the example to see all information.

Check Number: from the drop-down menu, select the proper column that the check number can be found in.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
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2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts
4		Check	1/3/2025 12:00:00 AM	5	1924	State of V	

Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separate

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Amount: from the drop-down menu, select the proper column the check amount can be found in.

Please note, if your file doesn't automatically include a decimal point in the amount, click the box to **Insert Decimal Point**. Clicking that will add a decimal before the last two digits (e.g. 12345 would be 123.45). However, this would not be needed if your file drops the decimal point for even dollar amounts (e.g. a 100.00 check appears as 100 in your file). If that is the case, do not select the Insert Decimal Point option.

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4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Enter the column for the **Issued Date**.

If your date doesn't include a separator like a / or a – click the box for **Dates in file do not include separators**. Then use the **Special Date Type** drop down menu to select the date format found in your file.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	De

Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separators (Ex: '1/3/2025')

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Fill in the optional fields as necessary.

Account Number: If your account number is included in the file, select that column. If no account number is included, you will need to specify which account number to apply checks to when submitting a check file.

Account ID: Skip

Notes: If you have a notes section in your file that you would like to include with your issued checks.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
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Check Number:

Column 5

Amount:

Column 4

Issued Date:

Column 3

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

☐ Insert Decimal Point

☐ Dates in file do not include separators (E

☐ Convert Negative Amounts to Voids

Issued Payee: for Payee Positive Pay, this will be required for Payee Matching.

If you need to map multiple Payee Fields, click the **Map another issued payee field** button. See next page for more information on mapping additional payee fields.

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Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separators (Ex

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Issued payee fields will be combined, in order, when an issued check file is loaded.

Additional Issued Payee:

Column 7

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

After clicking the **Map another issued payee field** you will be given the Additional Issued Payee drop down menu shown here to map that column. If you need additional issued payee fields, you can continue to click that button to map as many columns as needed.

Collapse All -

!

Exception Processing

Quick Exception Processing

👤

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File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	
1		Type	Date	Amount	Num	Name	
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	

Check Number:

Column 5

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 3

☐ Dates in file do not include separators (Ex: 1/3/2025)

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Issued Payee:

Column 6

Issued payee fields will be combined, in order, when an issued check file is loaded.

Additional Issued Payee:

Column 7

Map another issued payee field

Issued Payee Address:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back

Next >

Fill in the optional fields as necessary.

Issued Payee Address:

Skip this field. If you use the Address Line for your additional payee line(s), please map those to “Additional Issued Payee” fields.

Record Type:

If your file includes a character to indicate if the check is an Issued, Voided, or Stopped Item, use this field. Or, if your file uses a negative dollar amount to indicate a **voided** check, click the **Convert Negative Amounts to Voids** box.

If you select a field for Record Type, you will need to fill in the next three boxes to indicate what the code is for each field.

For example, your file may use an “I” to indicate an Issued item, a “V” to indicate a Voided item, or an “S” to indicate a Stopped Item.

Click **Next** when finished.

Collapse All -

!

Exception Processing

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File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1		Type	Date	Amount	Num	Name	Name2
2	1/3/2025 12:00:00 AM						
3		Check	1/3/2025 12:00:00 AM	987.21	1923	ABC Company	Accounts Receivable
4		Check	1/3/2025 12:00:00 AM	5	1924	State of WI	Dept of Revenue

Name:

Excel File Mapping

File Type:

Microsoft Excel

Delimiter:

Comma

Header:

No File Headers

Check Number:

Column 5

Amount:

Column 4

Add Decimal:

No

Issued Date:

Column 3

Account Number:

Not Defined

Account ID

Not Defined

Notes:

Not Defined

Issued Payee:

Column 6, Column 7

Issued Payee Address:

Not Defined

Record Type:

Not Defined

Negative Amounts to Voids:

No

Issued Item Code:

Not Defined

Void Item Code:

Not Defined

Stop Pay Item Code:

Not Defined

Skip Rows at Beginning:

2

Skip Rows at Ending:

0

File Total Option:

Do Not Require File Totals

< Back

Save

On the next page, review your import criteria. If everything looks correct, click **Save**. Click **Back** if adjustments need to be made.

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.

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

