

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 ²
- 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

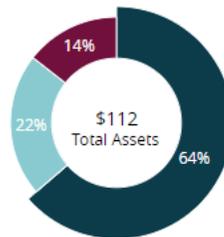
Current: \$125.81

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		

- DepositPartner
- Positive Pay
- Business Gateway

ACCOUNT SUMMARY

Assets Debts



Test Checking XXXXXX5801

Available Balance
Current Balance \$71.45
View Transactions

< Previous

Next >

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

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

Johnson Financial Group will be closed in observance of Thanksgiving Day.

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.

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 Center ²
- Transactions
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- 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 Decisioned (0) \$0.00

Submit All Decisions



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- ! Exception Processing
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 - File Mapping**
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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.

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File Mapping

Search Reset 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
			Add New

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:

Delimiter:

- Comma
- Tab
- Space
- Semicolon
- Other Text Qualifier:

Select File: No file chosen

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

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File Mapping

Profile Name:

File Format:

Delimiter: Semicolon Other Text Qualifier:

Select File: No file chosen

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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File Mapping

Profile Name:

File Format:

Delimiter:
 Comma
 Tab
 Space
 Semicolon
 Other Text Qualifier:

Select File: Excel Pos Pay Example File.xlsx

If you select **Microsoft Excel File**, there will be no delimiter so that section is locked from editing.

Choose File to load an example of your Check Issue File. This will help you define the import definition on the next screens.

Click **Next** when finished.

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File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		A
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

[< Back](#)

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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File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		A
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

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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File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		A
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

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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File Mapping

5			Check		12:00:00 AM	25512		Company	
6			Check		9/8/2020 12:00:00 AM	25513		Mickey Mouse	
7			Check		9/8/2020 12:00:00 AM	25514		Donald Duck	
8	Sep 8, 20								

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

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.

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File Mapping

5			Check	12:00:00 AM	25512	Company
6			Check	9/8/2020 12:00:00 AM	25513	Mistey
7			Check	9/8/2020 12:00:00 AM	25514	
8	Sep 8, 20					

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Items in File:

Dollar Amount in File:

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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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5			Check		12:00:00 AM	25512		Company	
6			Check		9/8/2020 12:00:00 AM	25513		Mickey Mouse	
7			Check		9/8/2020 12:00:00 AM	25514		Donald Duck	
8	Sep 8, 20								

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

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Click **Next** when finished.

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		A
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separator

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: Convert Negative Amounts to Void

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: 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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File Mapping

Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column
1	2	3	4	5	6	7	8	9	10	11	12	
			Type		Date		Num		Name		Amount	
pp 8,												
20			Check		9/8/2020 12:00:00 AM		25510		John Doe		7204	
					9/8/2020							

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separator

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: 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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Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column
1	2	3	4	5	6	7	8	9	10	11	12	
			Type		Date		Num		Name		Amount	
up 8,												
20			Check		9/8/2020 12:00:00 AM		25510		John Doe		-7201	
					9/8/2020							

Check Number:

Amount: Insert Decimal Point

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

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: 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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File Mapping

Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column
1	2	3	4	5	6	7	8	9	10			
			Type		Date		Num		Name			
Column 8,												
20			Check		9/8/2020 12:00:00 AM		25510		John Doe			
					9/8/2020							

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (EX)

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: 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.

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

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Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column
1	2	3	4	5	6	7	8	9	10	11	12
			Type		Date		Num		Name		
Column 8											
Column 20											
			Check		9/8/2020 12:00:00 AM		25510		John Doe		
					9/8/2020						

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (Ex: ' / ')

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Fill in the optional fields as necessary.

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 -

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

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
1				Type		Date		Num		Name		
2	Sep 8, 20											
3				Check		9/8/2020 12:00:00 AM		25510		John Doe		
						9/8/2020						

Profile Name: Microsoft Excel File
File Type: Microsoft Excel
Header: No File Headers

Check Number: Column 8
Amount: Column 12
Add Decimal: No
Issued Date: Column 6
Account Number: Not Defined
Account ID: Not Defined
Notes: Not Defined
Issued Payee: Column 10
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: 1
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.



Collapse All -

✓ File Mapping (Test File Mapping) Created on File Mapping page

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- Check Reconciliation Summary
- Deposit Reconciliation Summary
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- System Reports

File Mapping			
<input type="text" value="Search..."/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	11 of 11 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
No Date Require Totals	Delimited	09/15/2020	Edit Copy
Test Client CSV	Delimited	09/03/2020	Copy
Test Client Excel	Microsoft Excel	09/03/2020	Copy
Test File Mapping	Delimited	09/15/2020	Edit Copy
			Add New

You will be returned to the File Mapping List page with a confirmation at the top of the page. You may now use that File Mapping Definition to Submit an Issued Check File. See **Submitting an Issued Check File** Guide for instructions on importing a file.

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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