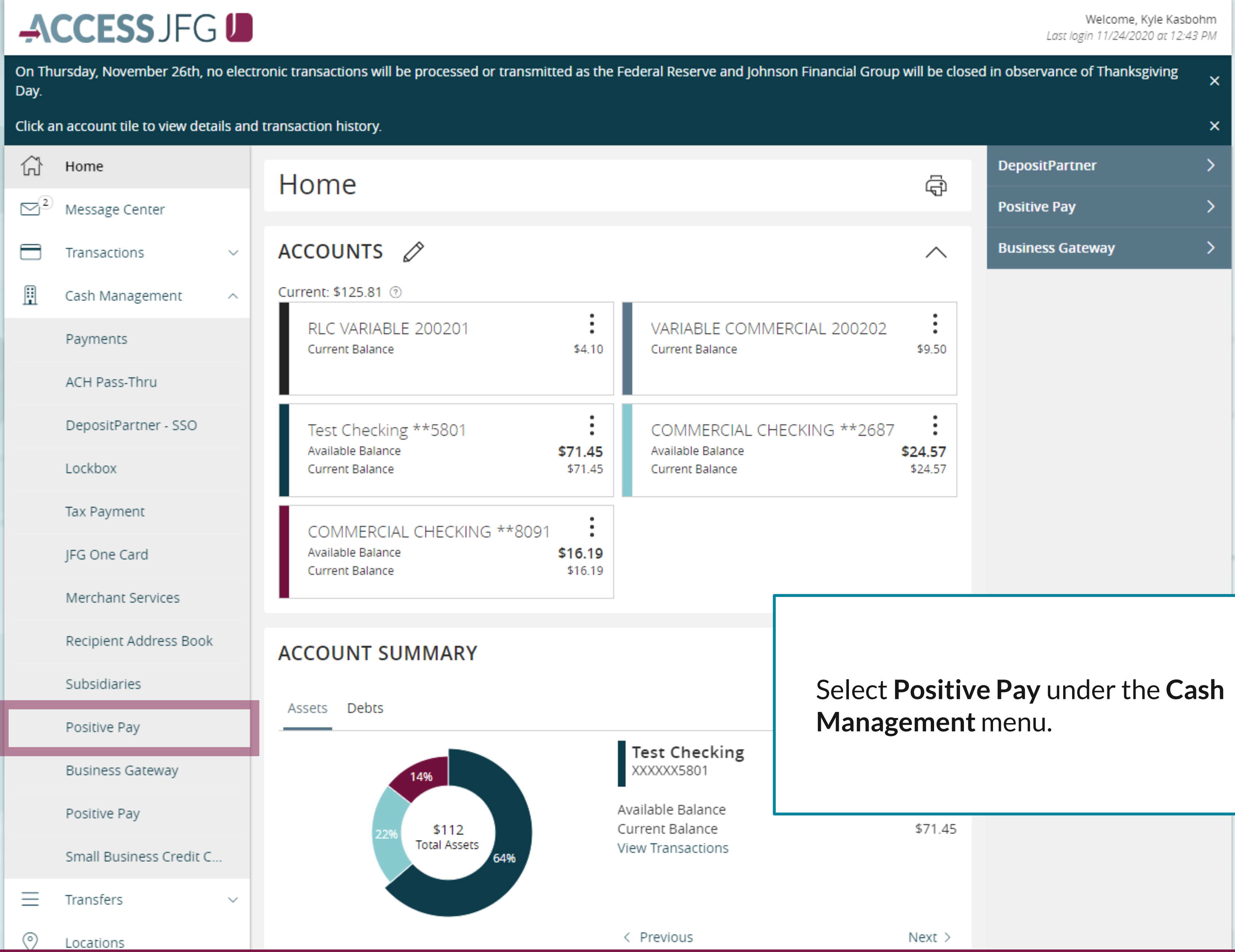
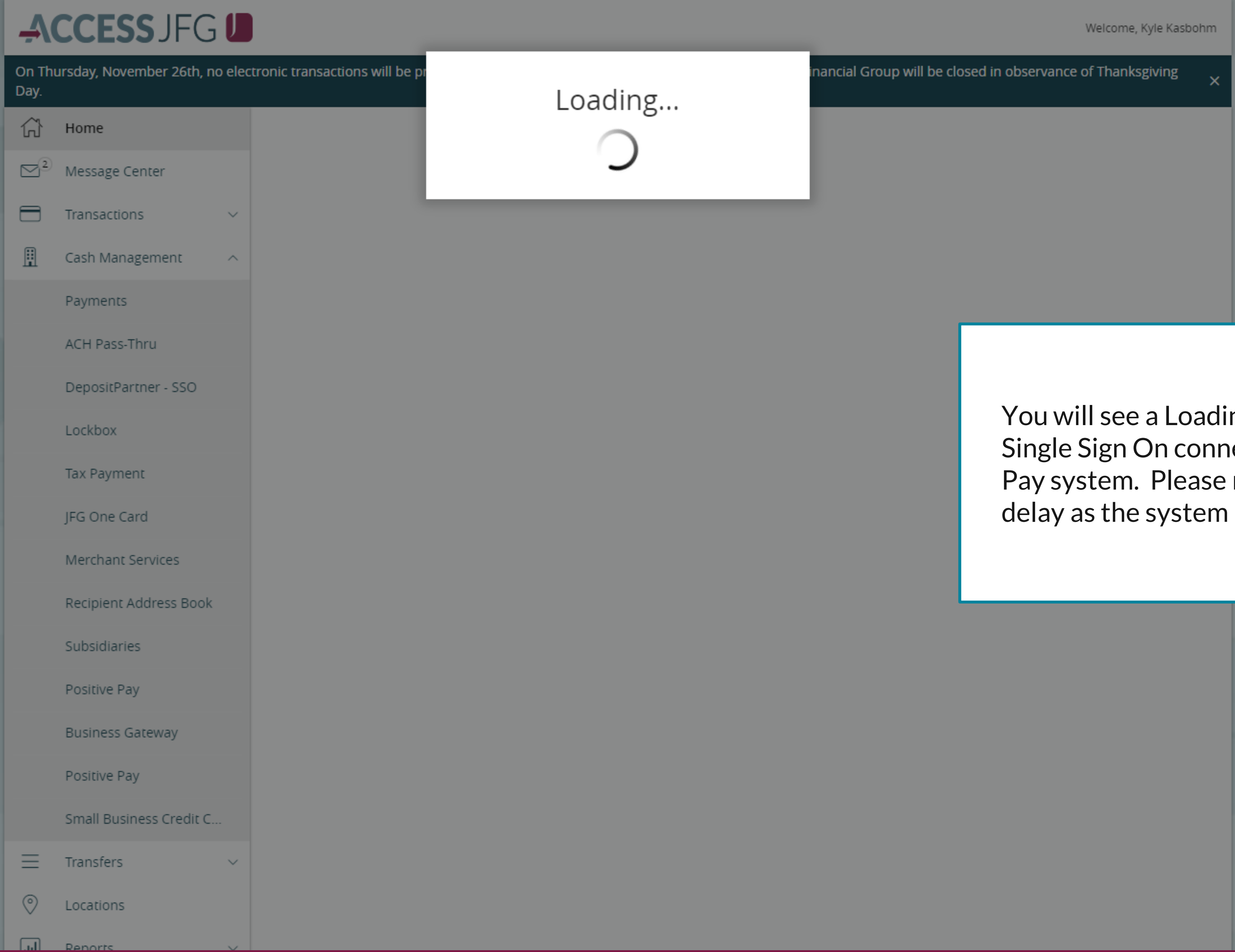
Positive Pay File Import Mapping

Fixed Length File Formats

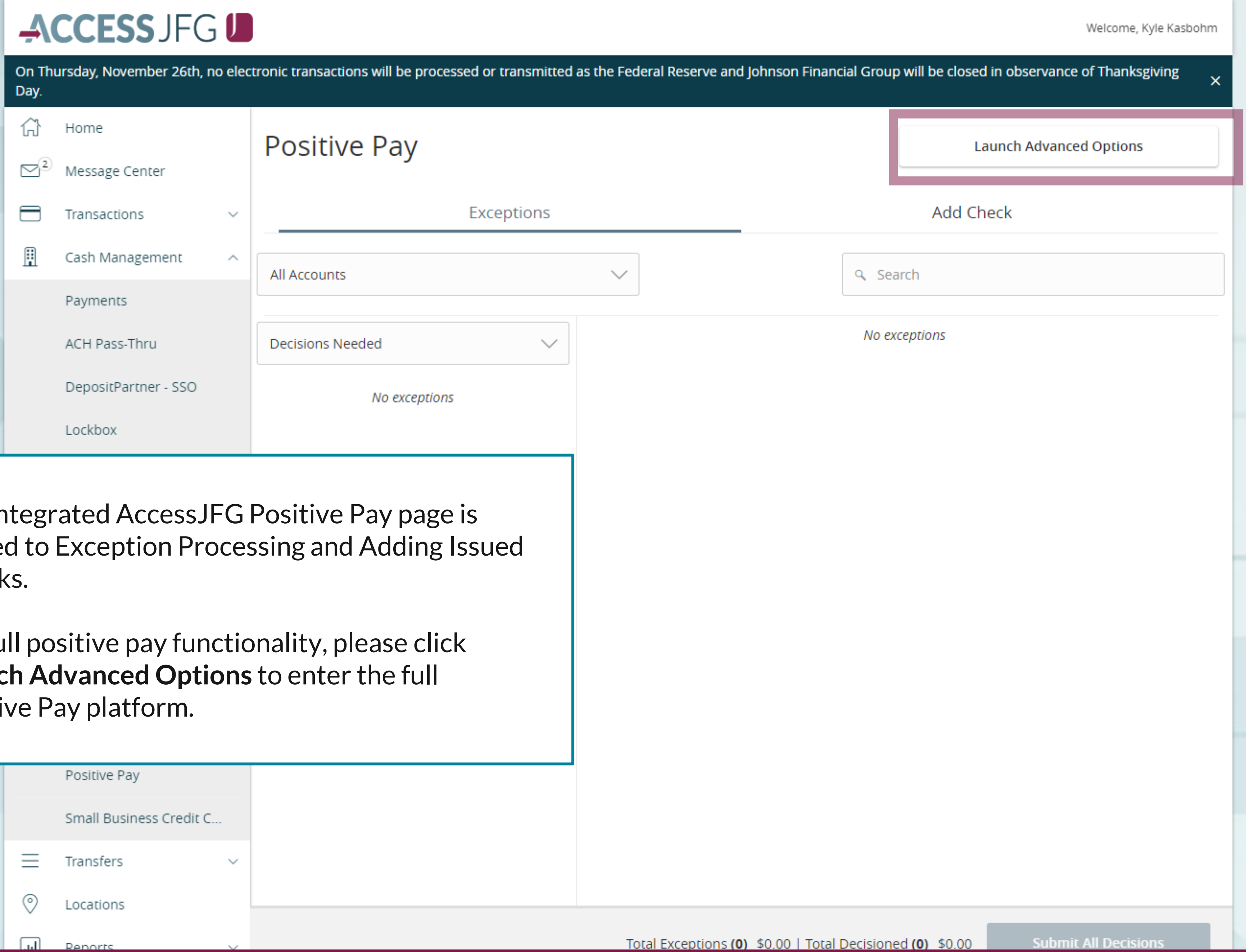
See other guides for CSV or Excel file formats



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

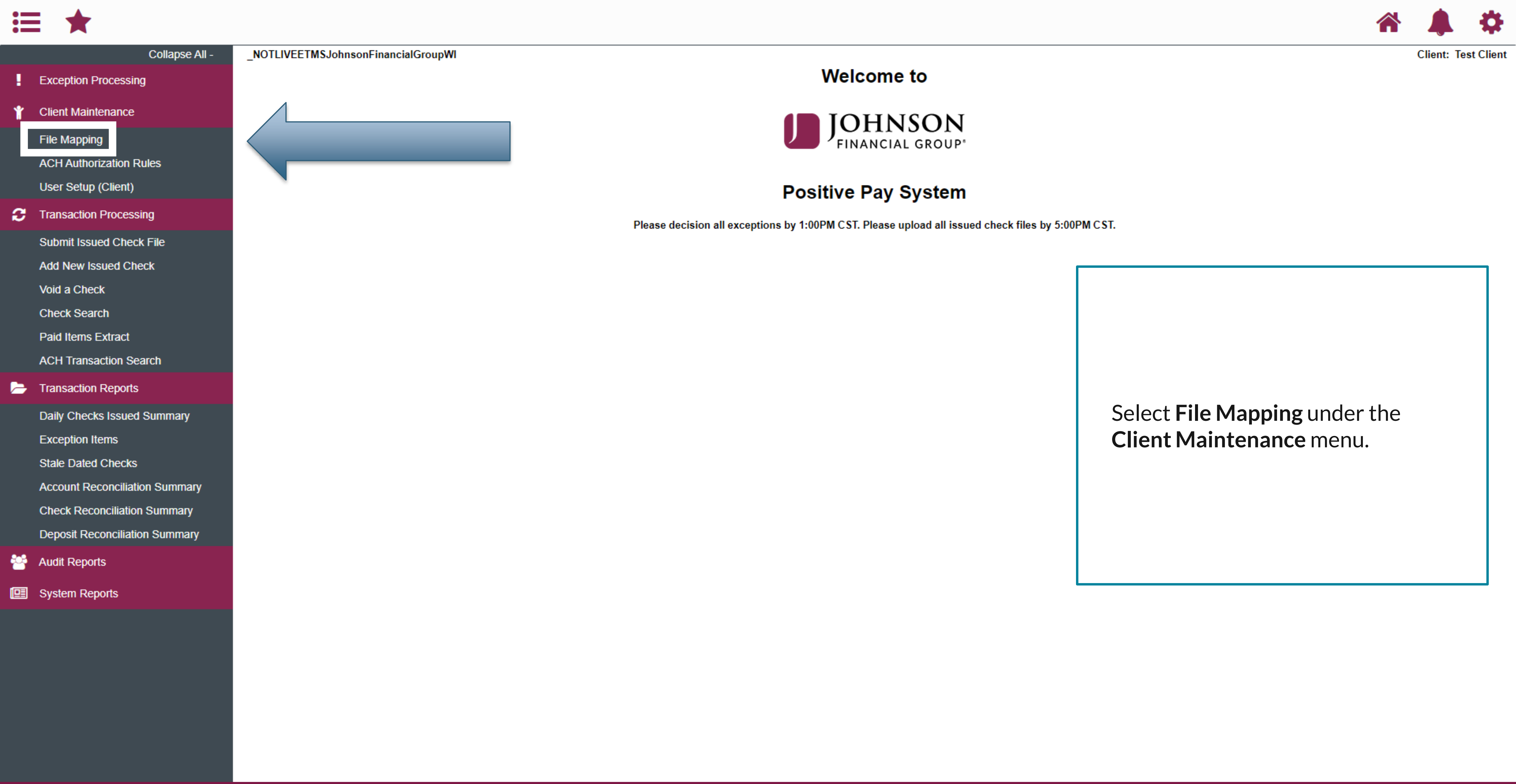


You will see a Loading screen as the Single Sign On connects to the Positive Pay system. Please note, there may be a delay as the system loads.



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.



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

Collapse All -

- Exception Processing
- Client Maintenance
  - File Mapping
  - ACH Authorization Rules
  - User Setup (Client)
- Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - Paid Items Extract
  - ACH Transaction Search
- Transaction Reports
  - Daily Checks Issued Summary
  - Exception Items
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
- Audit Reports
- System Reports

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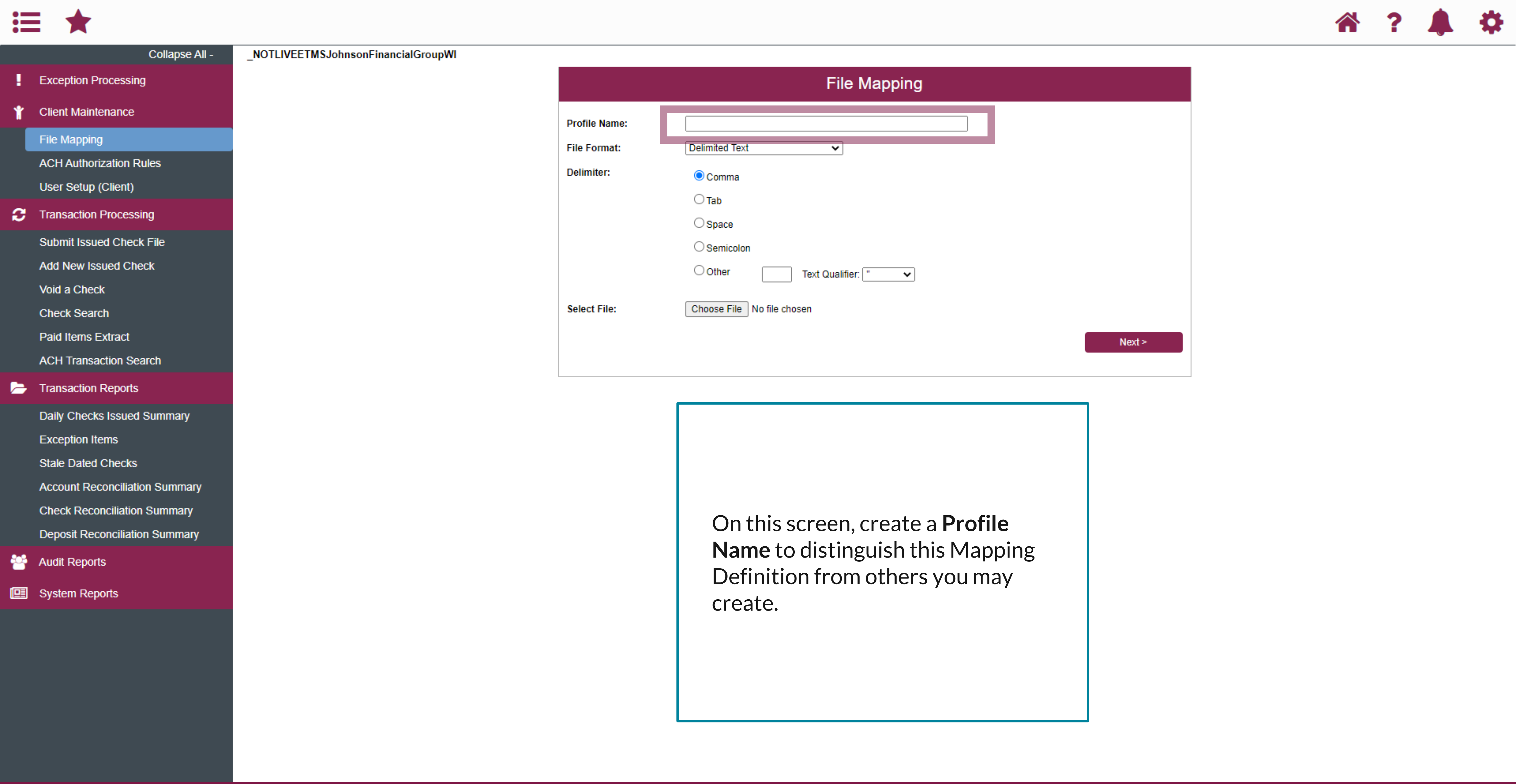
File Mapping

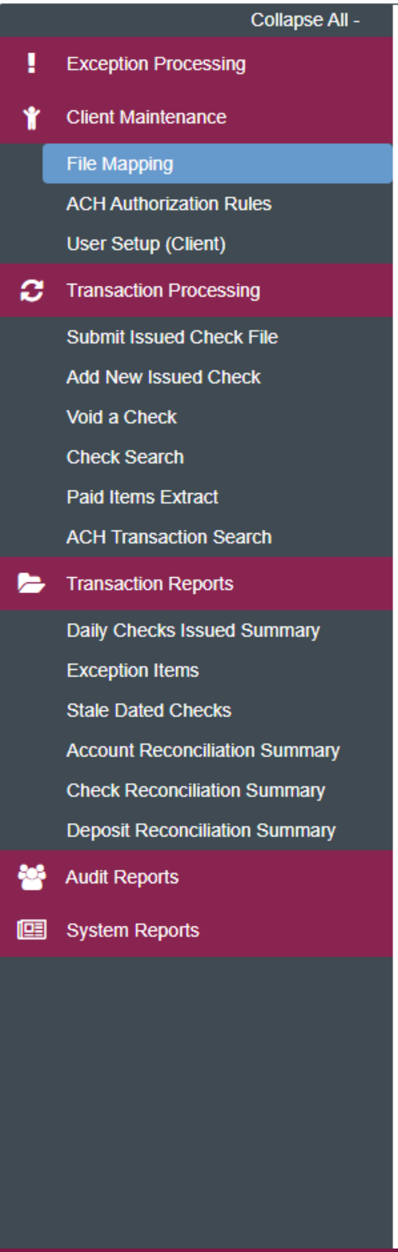
Search... Search Reset 9 of 9 records

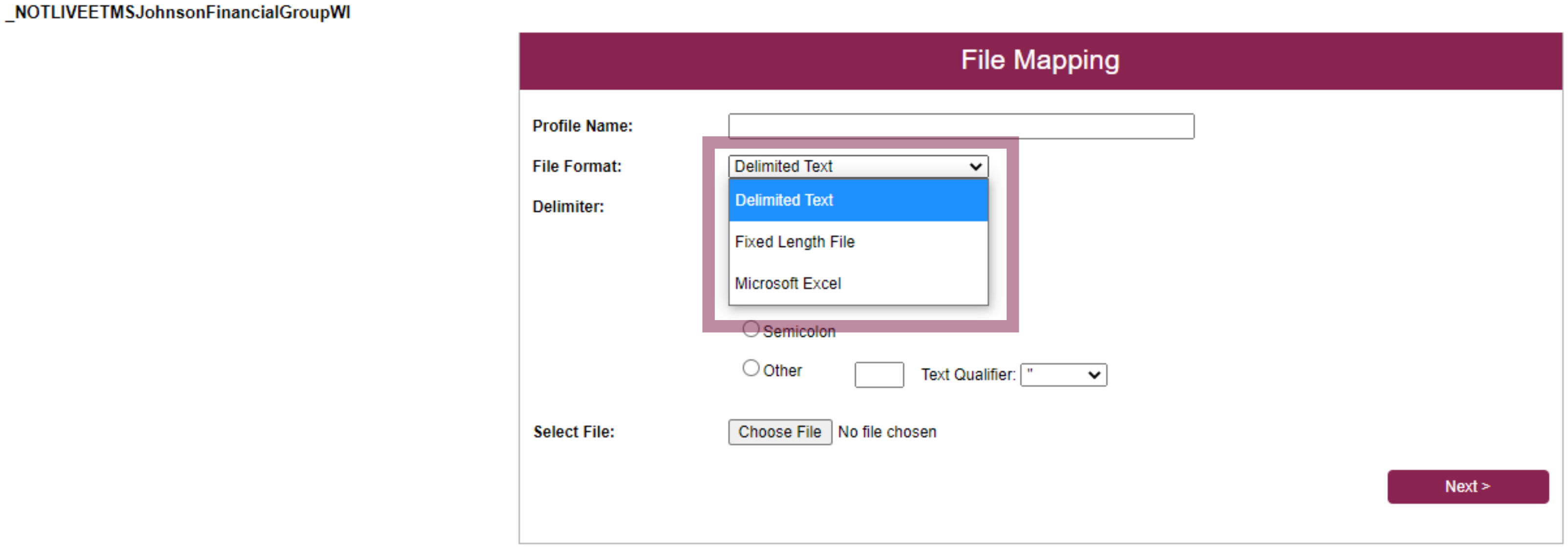
File Format Profile Name	Format Type	Date Added	
Kyle Test 1	Delimited	09/11/2020	Edit | Copy
Kyle Test 2	Fixed Length	09/11/2020	Edit | Copy
Kyle Test 3	Delimited	09/11/2020	Edit | Copy
Kyle Test 4	Delimited	09/11/2020	Edit | Copy
Kyle Test 5	Microsoft Excel	09/14/2020	Edit | Copy
Kyle Test 6	Fixed 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.



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





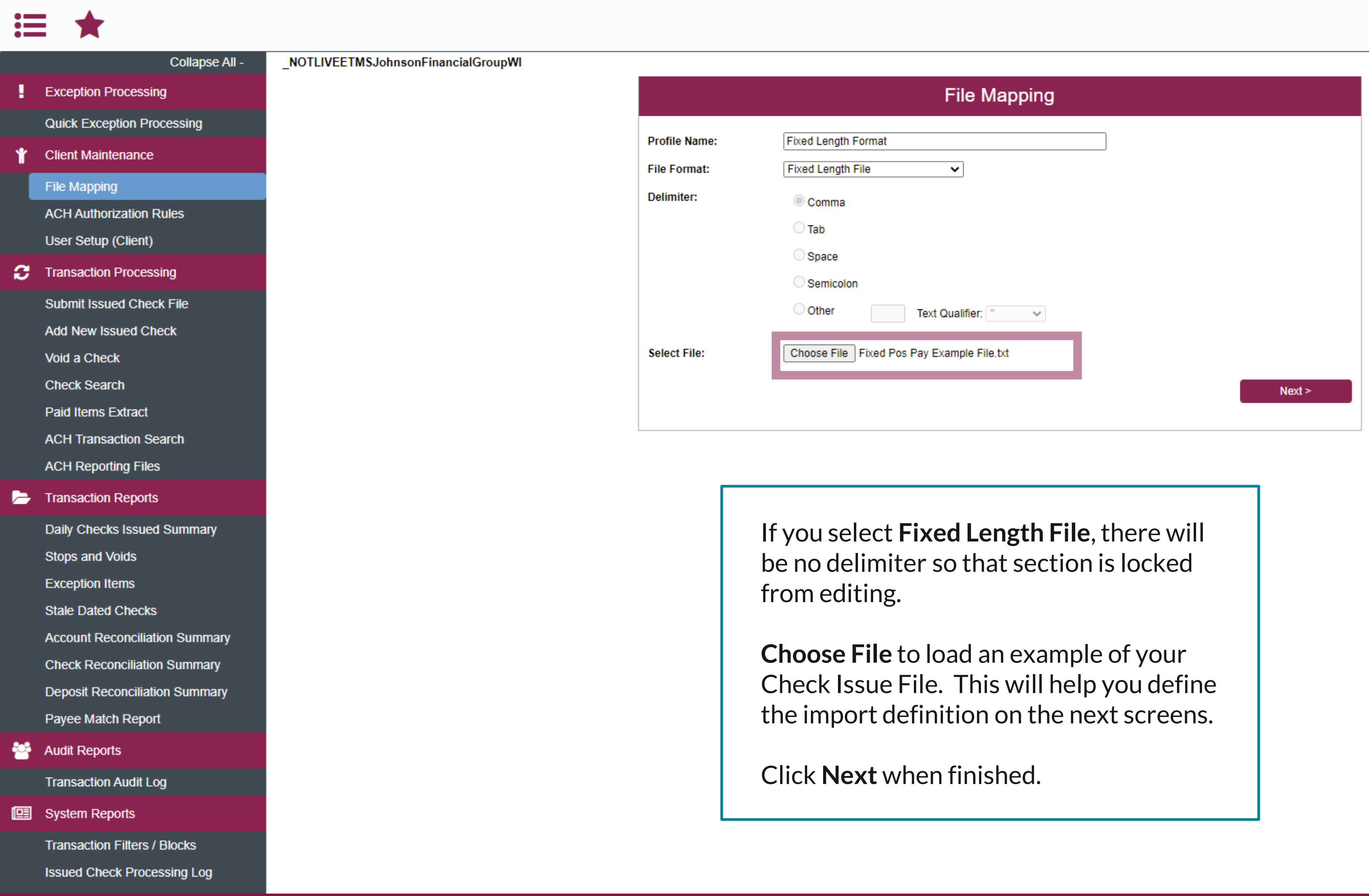
For **File Format**, select the correct format of your check issue files.

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.

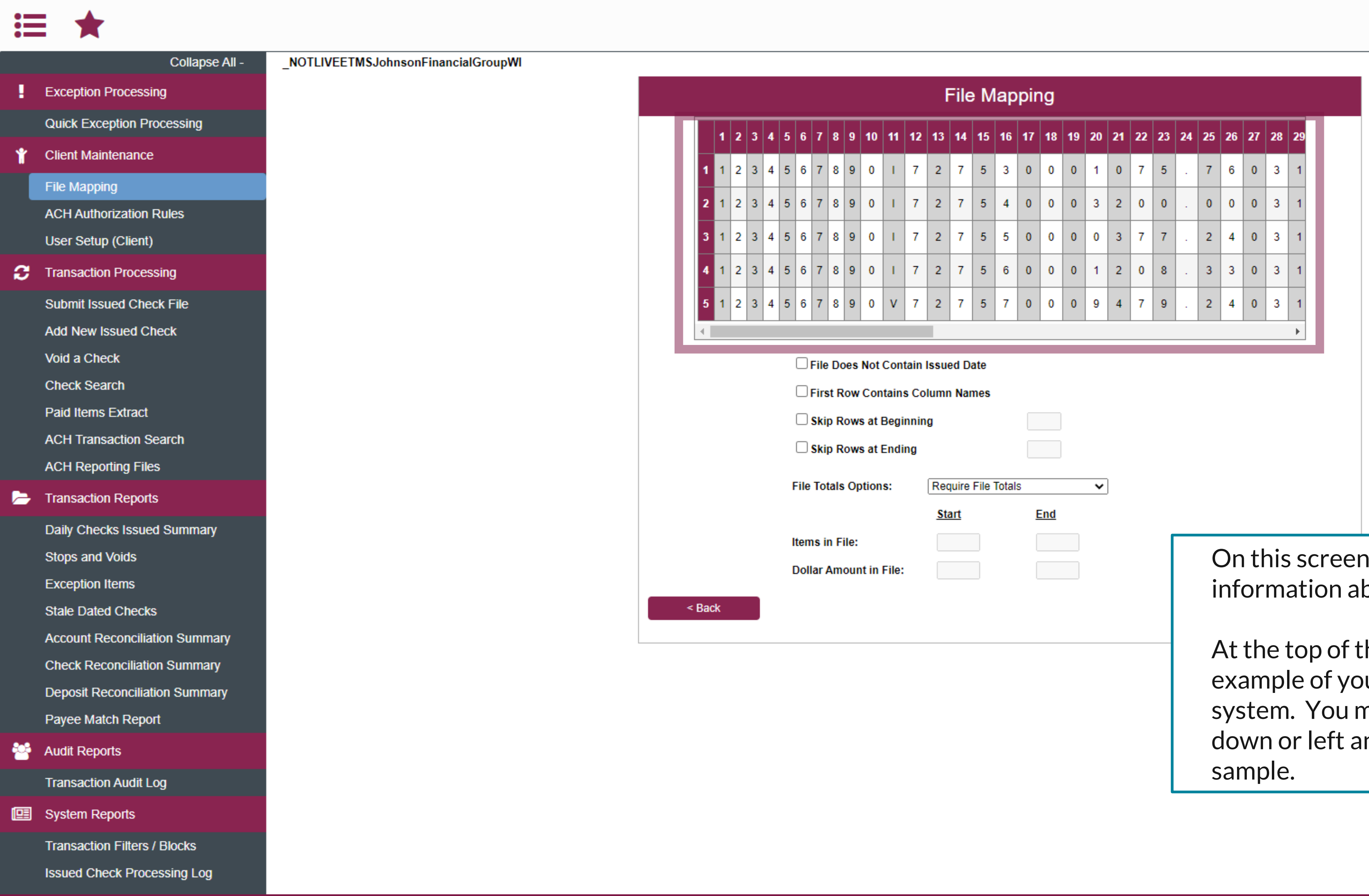
For this user guide, we are using a **Fixed Length File**. For Delimited Text or Excel files, please see the user guides dedicated to those file types.



If you select **Fixed Length 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.



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	3	0	0	0	1	0	7	5	.	7	6	0	3	1
2	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	4	0	0	0	3	2	0	0	.	0	0	0	3	1
3	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	5	0	0	0	0	3	7	7	.	2	4	0	3	1
4	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	6	0	0	0	1	2	0	8	.	3	3	0	3	1
5	1	2	3	4	5	6	7	8	9	0	V	7	2	7	5	7	0	0	0	9	4	7	9	.	2	4	0	3	1

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.

Collapse All -

- Exception Processing
  - Quick Exception Processing
- Client Maintenance
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  - ACH Authorization Rules
  - User Setup (Client)
- Transaction Processing
  - 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

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File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	3	0	0	0	1	0	7	5	.	7	6	0	3	1
2	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	4	0	0	0	3	2	0	0	.	0	0	0	3	1
3	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	5	0	0	0	0	3	7	7	.	2	4	0	3	1
4	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	6	0	0	0	1	2	0	8	.	3	3	0	3	1
5	1	2	3	4	5	6	7	8	9	0	V	7	2	7	5	7	0	0	0	9	4	7	9	.	2	4	0	3	1

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

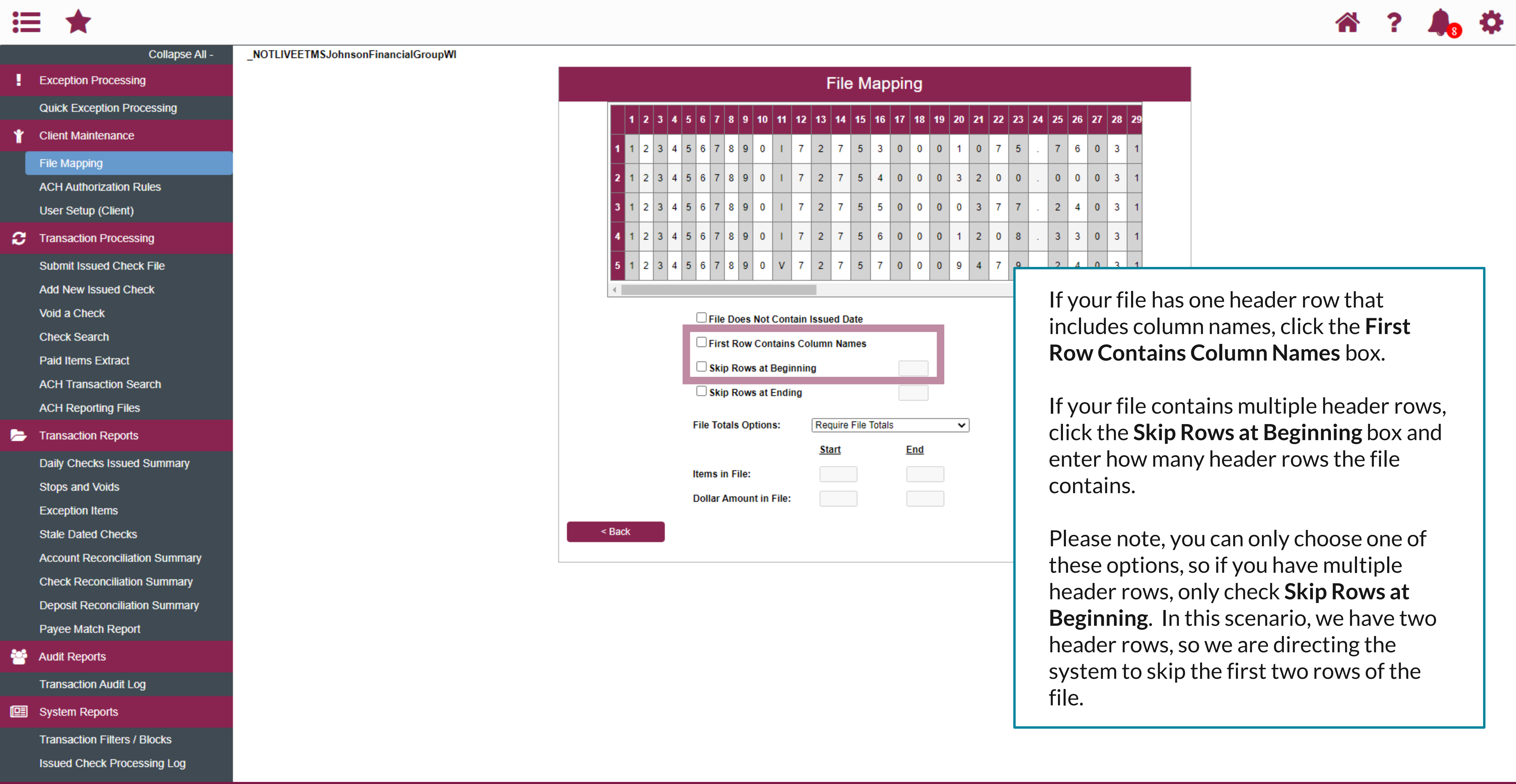
☐ Skip Rows at Ending

File Totals Options: Require File Totals

	Start	End
Items in File:		
Dollar Amount in File:		

< Back

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.

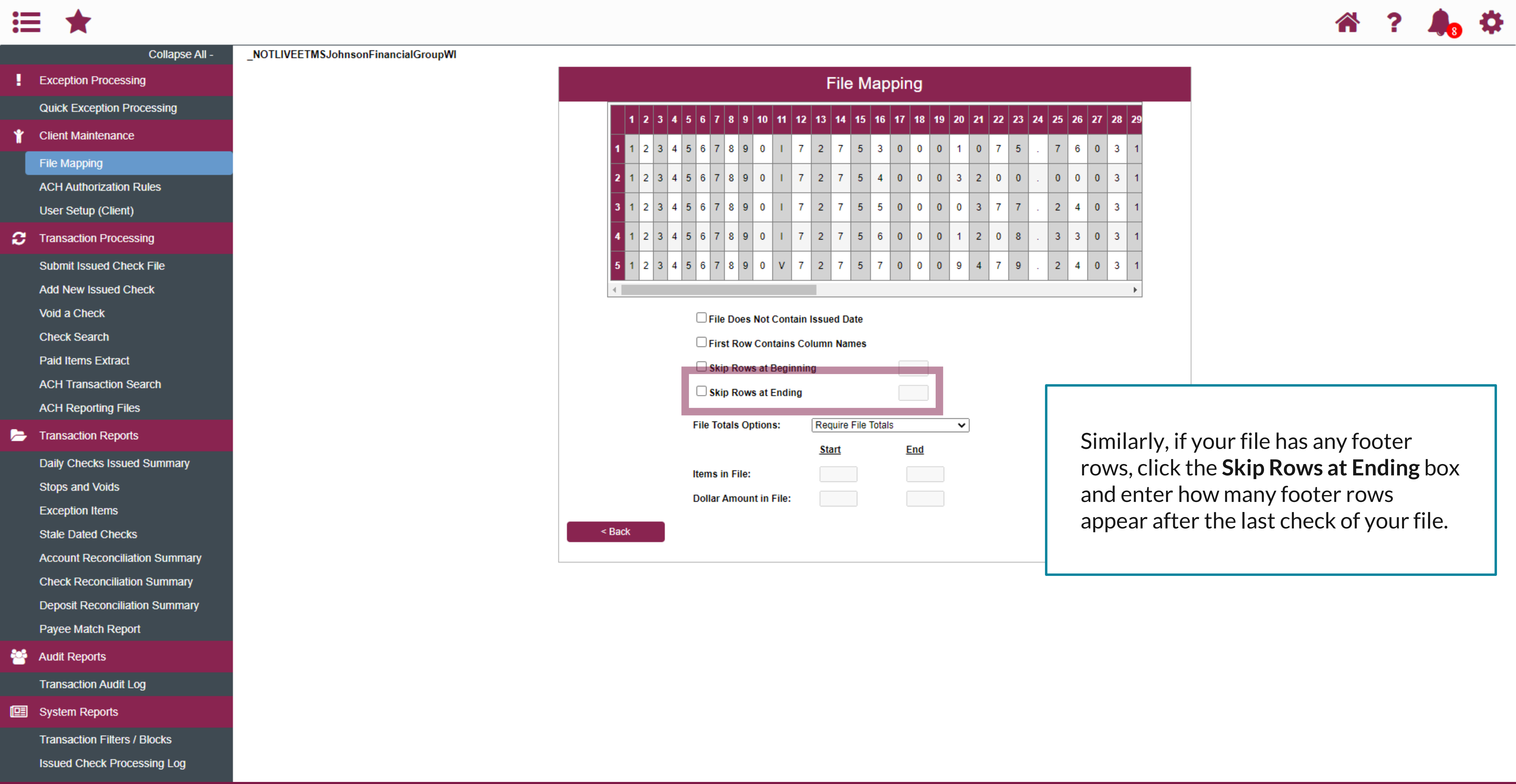


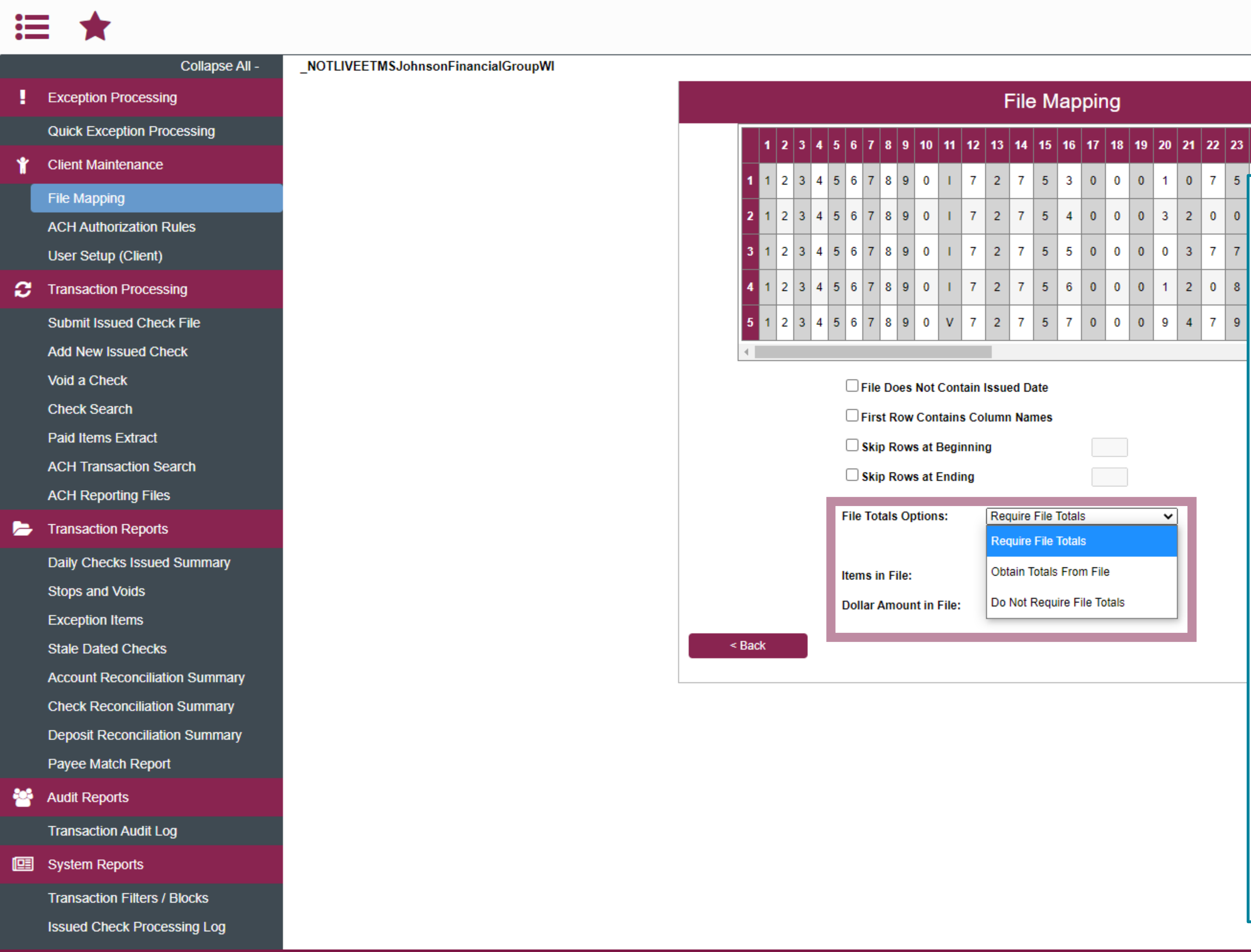
If your file has one header row that includes column names, click the **First Row Contains Column Names** box.

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.

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.



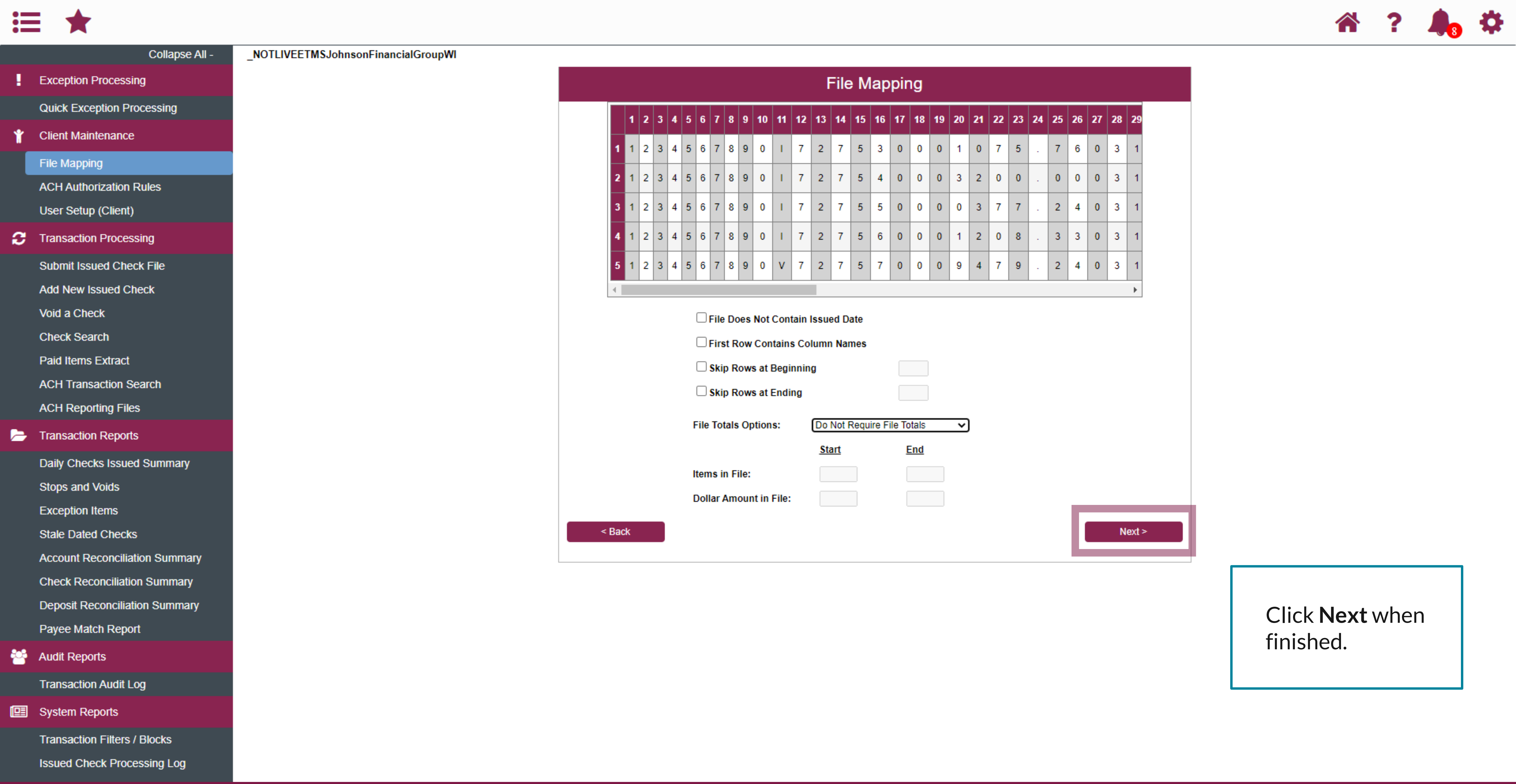


If you would like, you can direct this definition to:

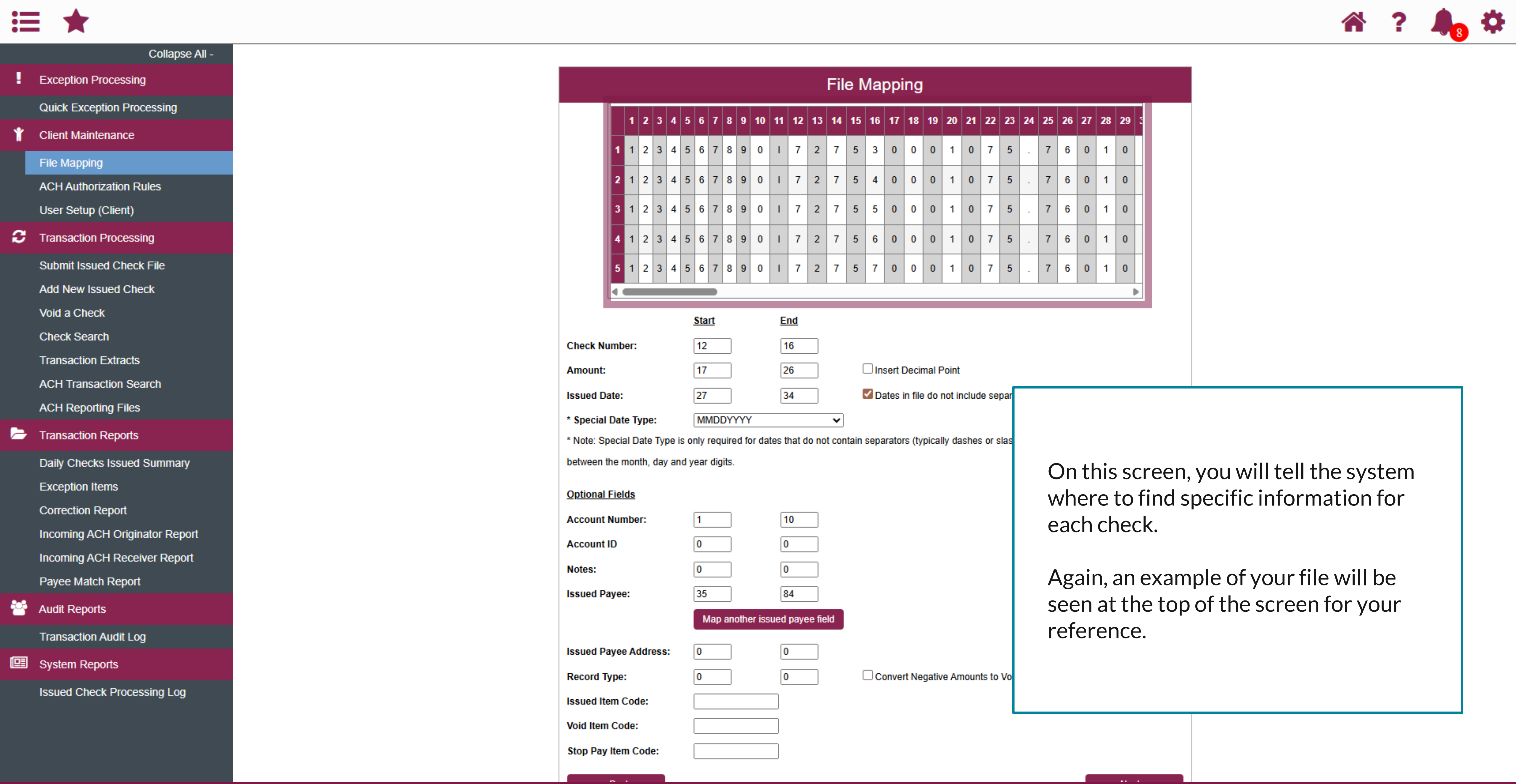
Require File Totals: Whenever a user Submits an Issued Check File using this definition, they will be prompted to enter how many issued checks are in the file and the total dollar amount before submitting. If the totals entered don't match the totals in the file, it will reject.

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.**



Click **Next** when finished.



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.

Collapse All -

- Exception Processing
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  - User Setup (Client)
- Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - Transaction Extracts
  - ACH Transaction Search
  - ACH Reporting Files
- Transaction Reports
  - Daily Checks Issued Summary
  - Exception Items
  - Correction Report
  - Incoming ACH Originator Report
  - Incoming ACH Receiver Report
  - Payee Match Report
- Audit Reports
  - Transaction Audit Log
- System Reports
  - Issued Check Processing Log

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	3	0	0	0	1	0	7	5	.	7	6	0	1	0
2	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	4	0	0	0	1	0	7	5	.	7	6	0	1	0
3	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	5	0	0	0	1	0	7	5	.	7	6	0	1	0
4	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	6	0	0	0	1	0	7	5	.	7	6	0	1	0
5	1	2	3	4	5	6	7	8	9	0	I	7	2	7	5	7	0	0	0	1	0	7	5	.	7	6	0	1	0

	Start	End	
Check Number:	12	16	
Amount:	17	26	Insert Decimal Point
Issued Date:	27	34	Dates in file do not include separato
* Special Date Type:	MMDDYYYY		

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

Optional Fields

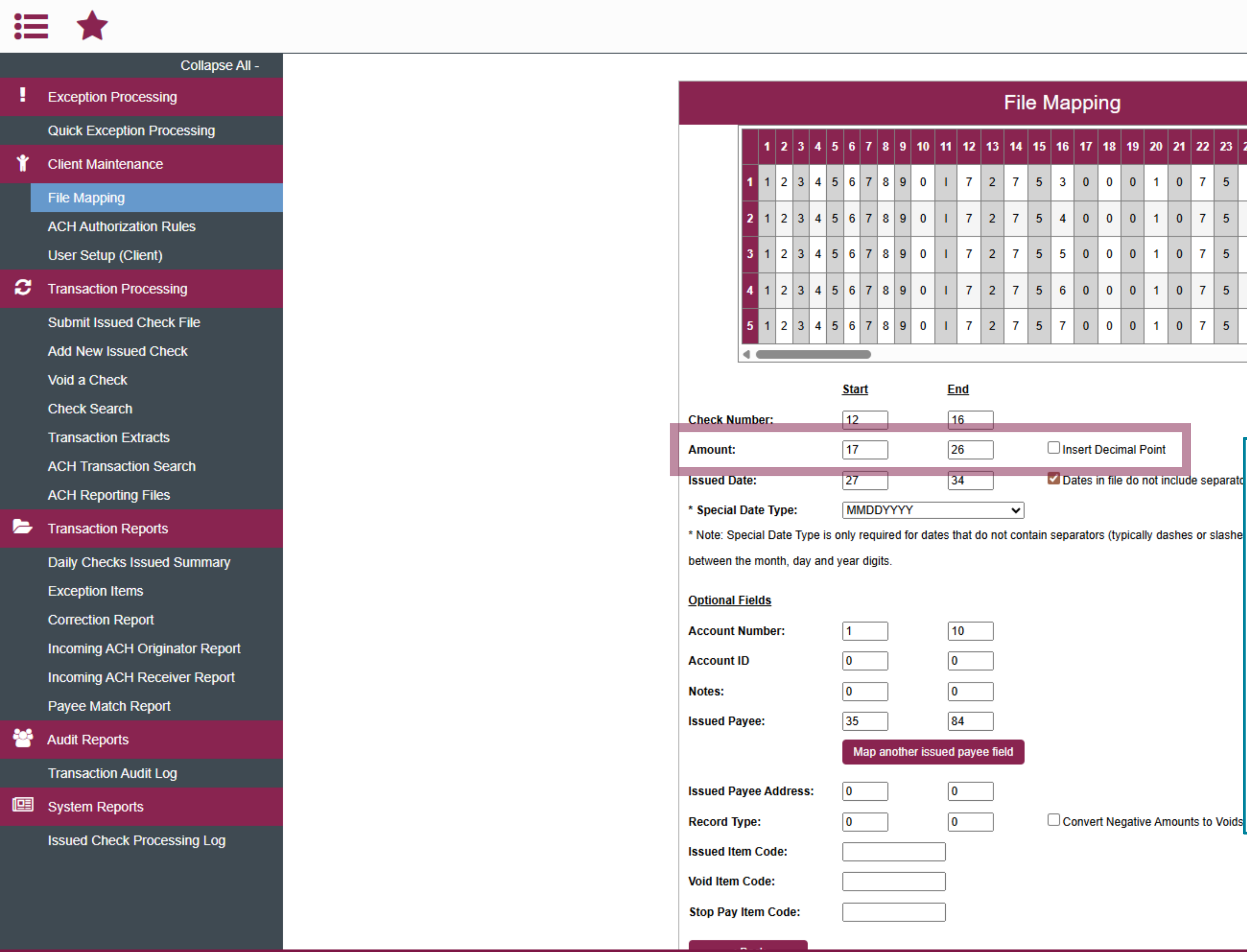
	Start	End	
Account Number:	1	10	
Account ID	0	0	
Notes:	0	0	
Issued Payee:	35	84	

Map another issued payee field

	Start	End	
Issued Payee Address:	0	0	
Record Type:	0	0	Convert Negative Amounts to Voids
Issued Item Code:			
Void Item Code:			
Stop Pay Item Code:			

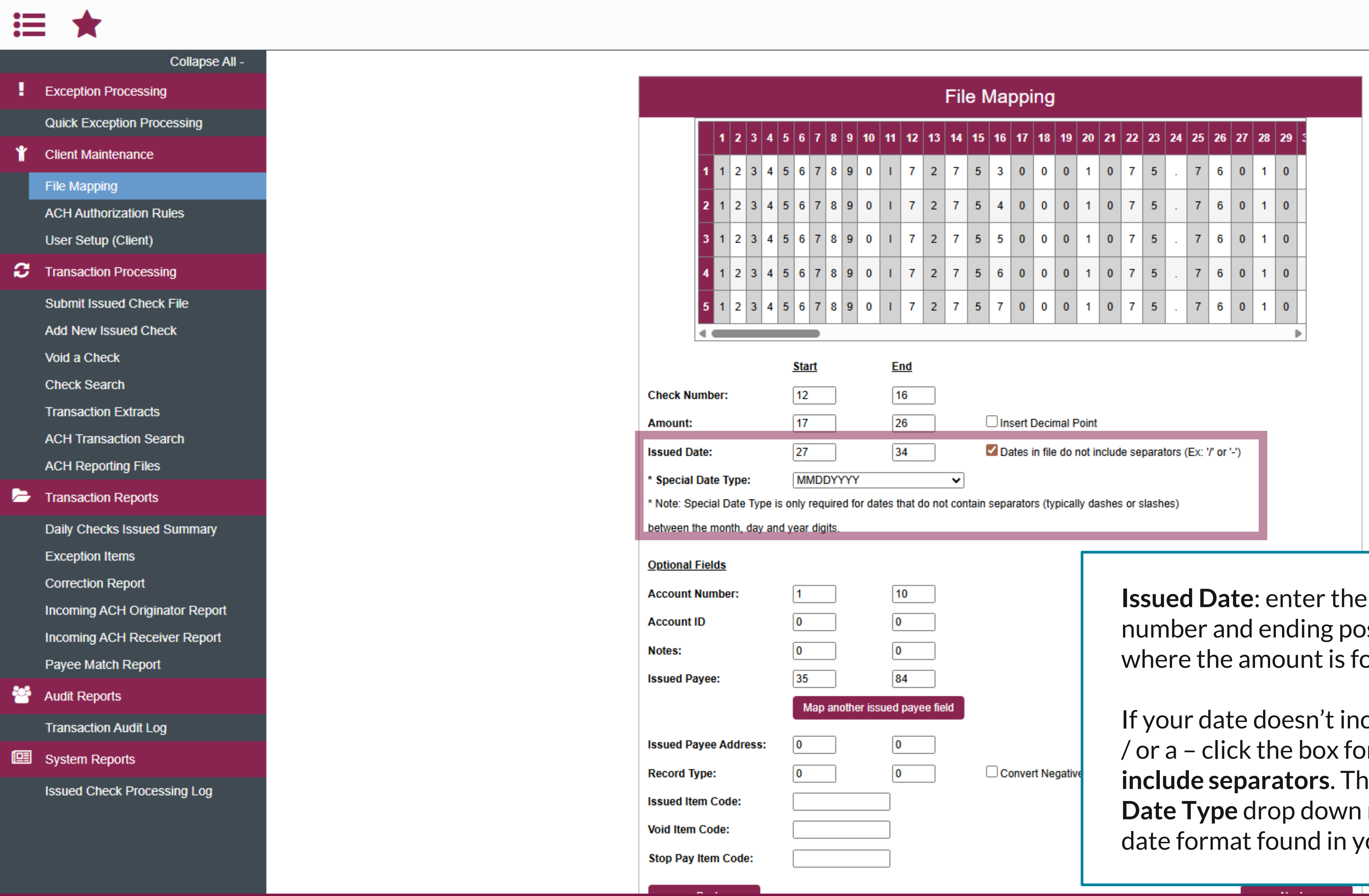
Fill in the top section of this page. You can use the example at the top of the page to reference for this information. Remember, you may need to scroll the example to see all information. For a Fixed Length file, you will enter the starting and ending position of each piece of information.

Check Number: enter the starting position number and ending position number for where the check number is found in the file.



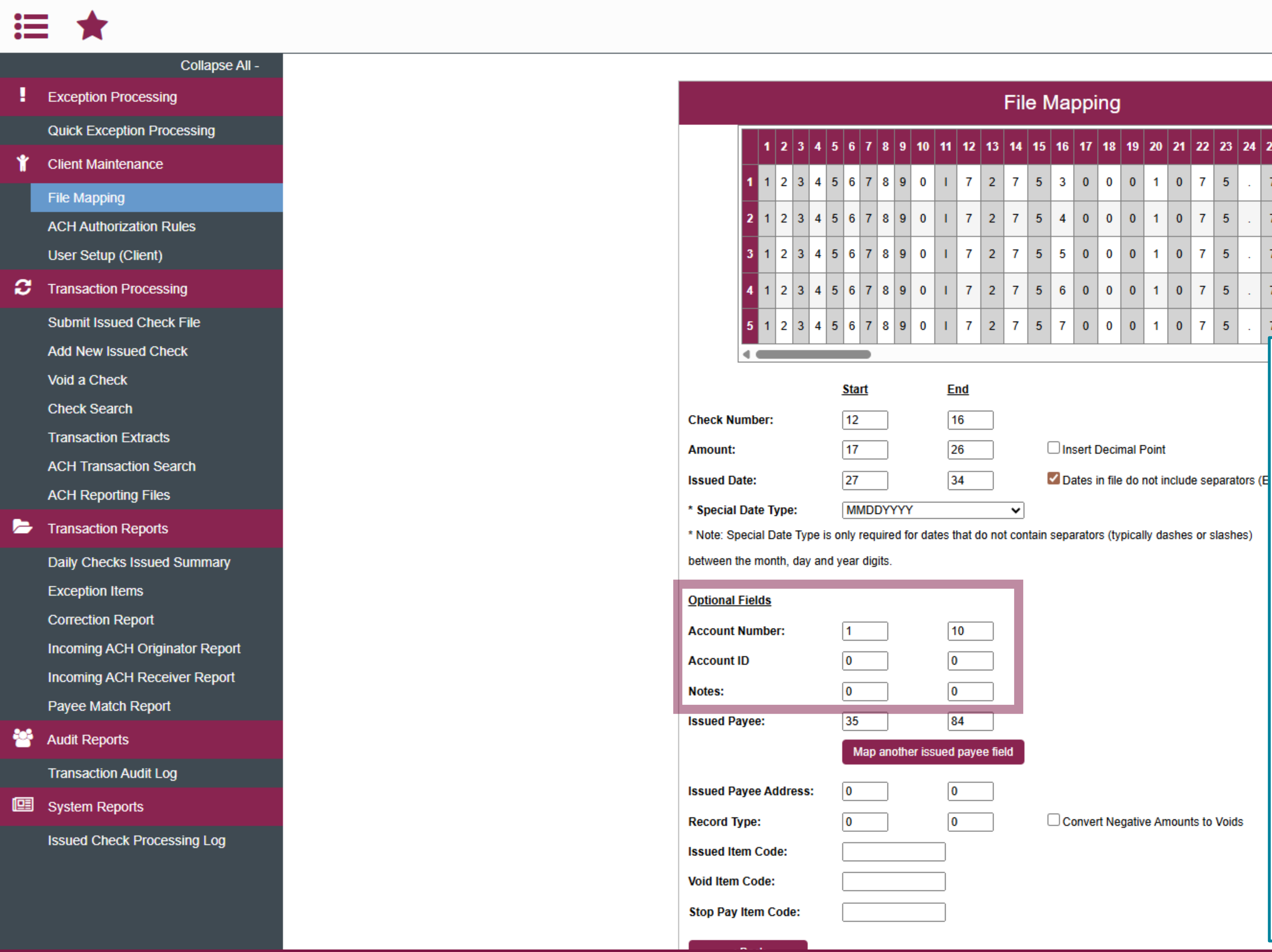
Amount: enter the starting position number and ending position number for where the amount is found in the file.

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).



Issued Date: enter the starting position number and ending position number for where the amount is found in the file.

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.

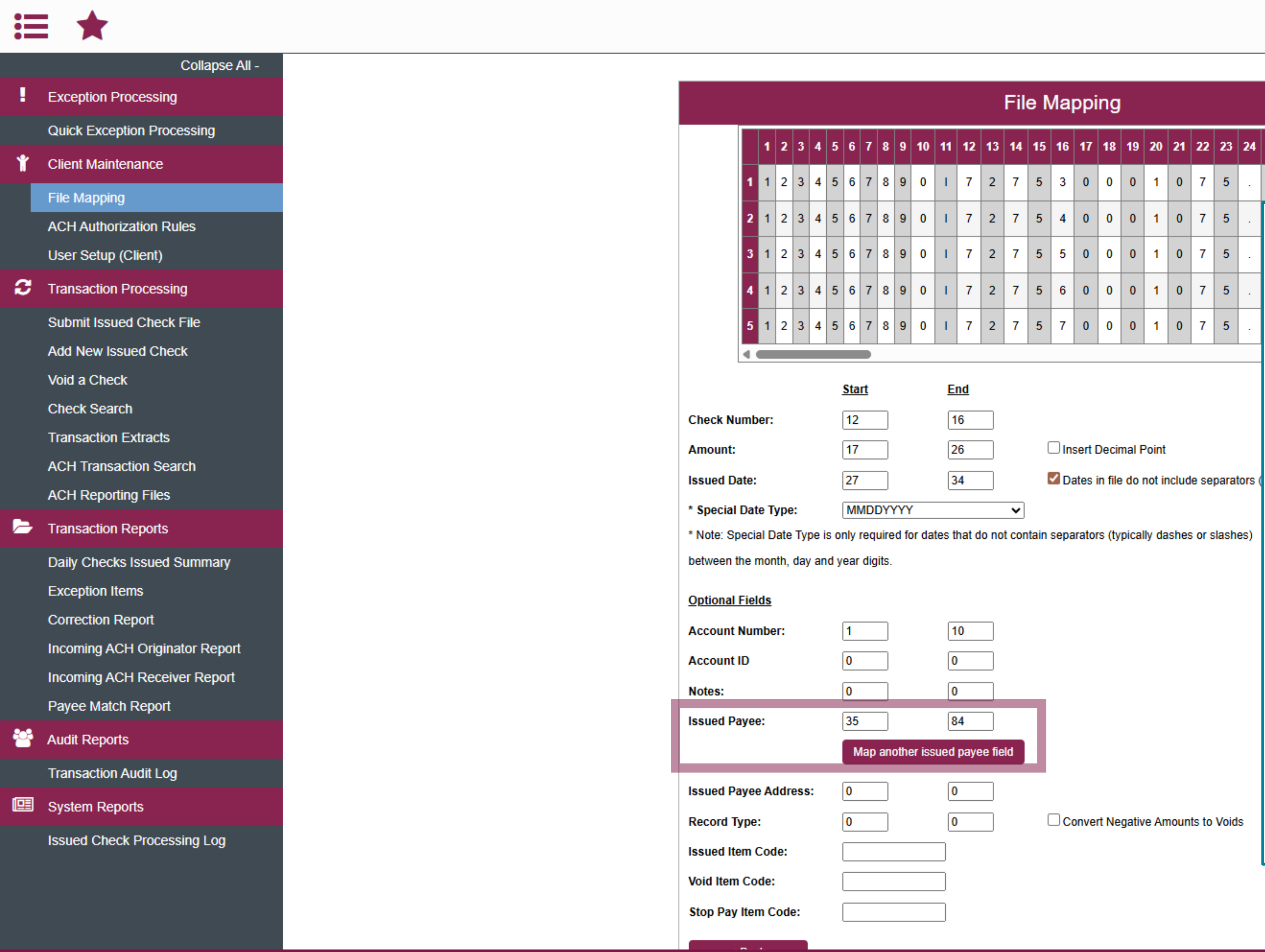


Fill in the optional fields as necessary.

Account Number: enter the starting position number and ending position number for where the account number is found in the file. If no account number is included, you will need to specify which account number to apply checks to when submitting a check file.

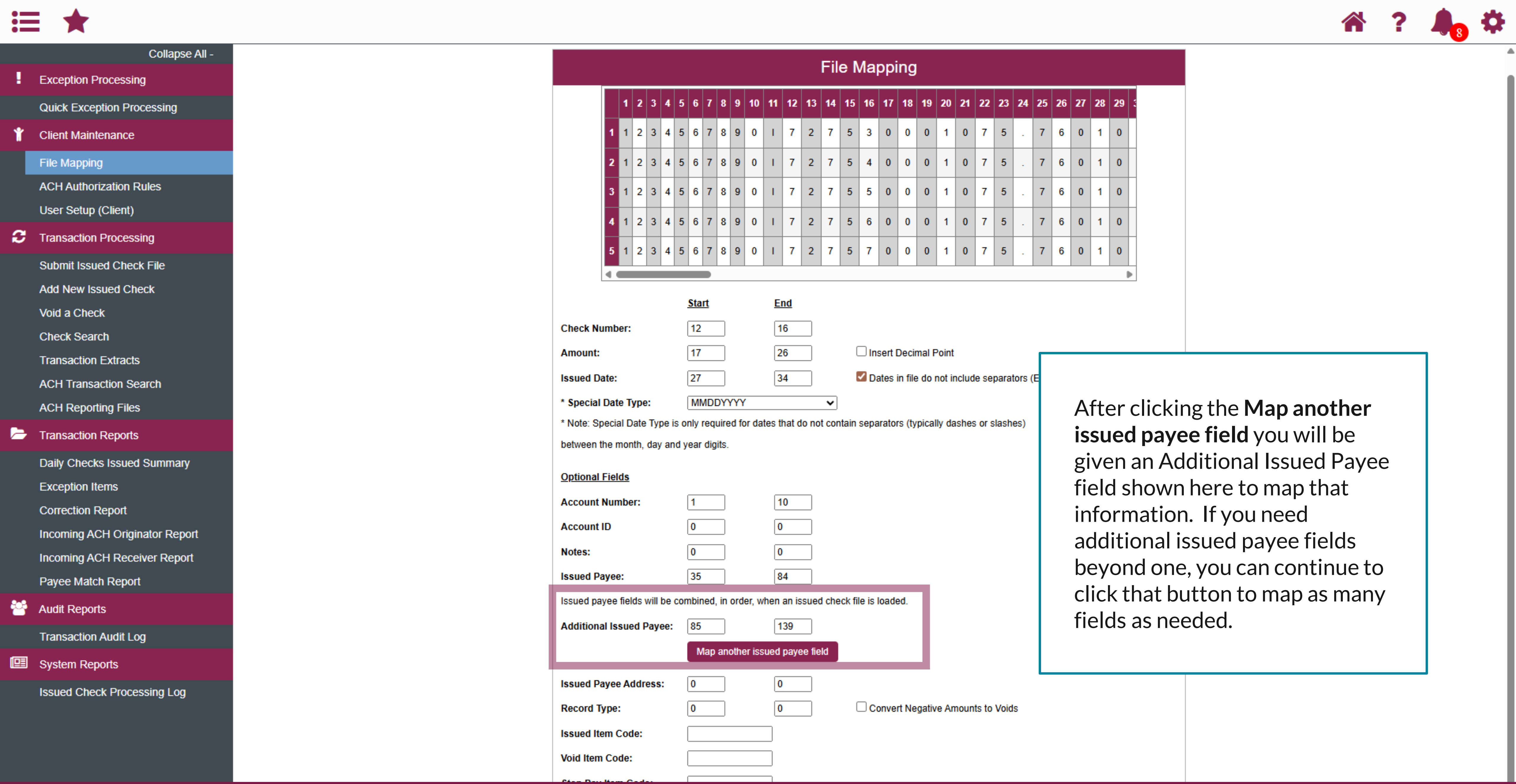
Account ID: Skip

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

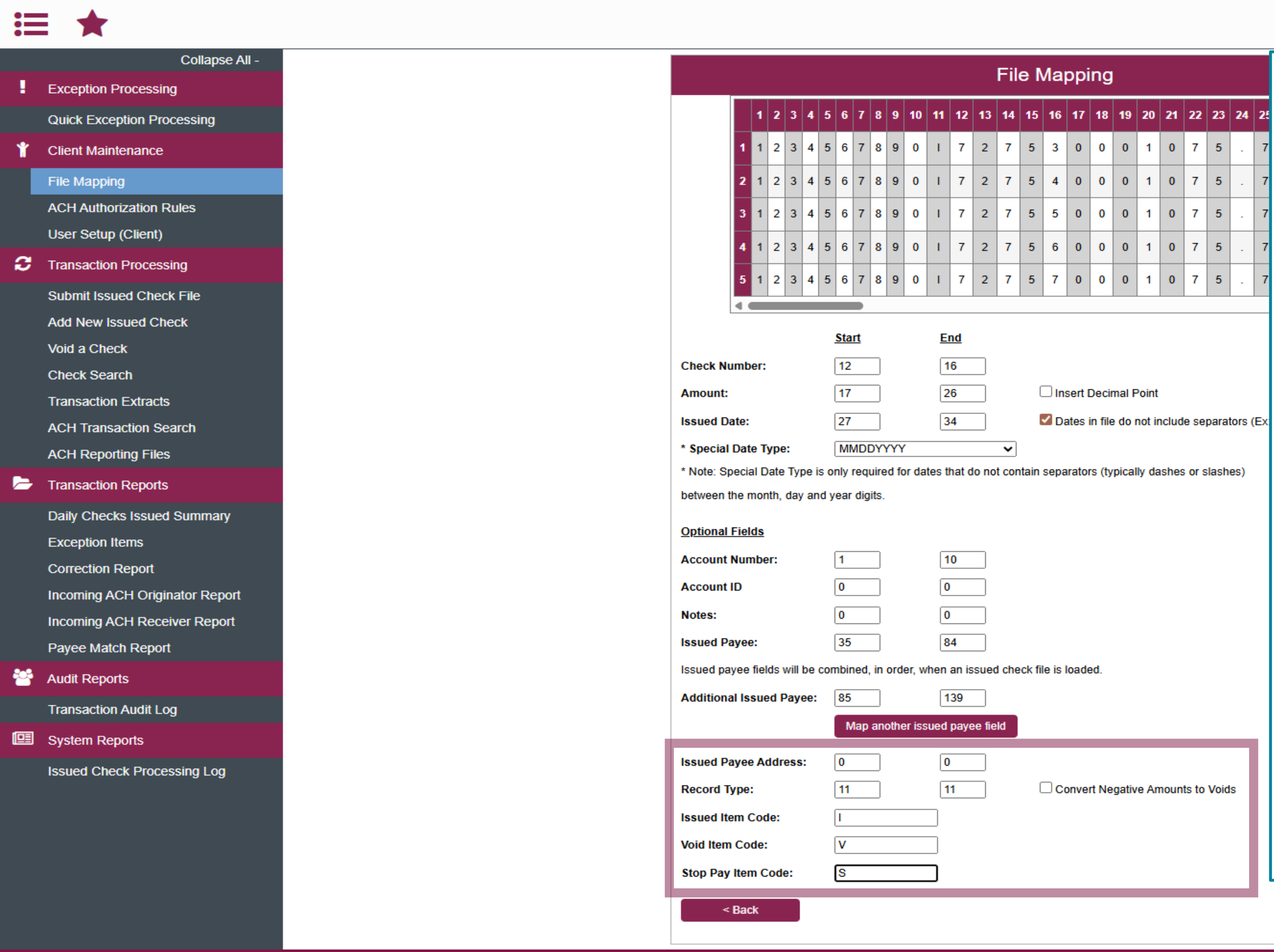


Issued Payee: for Payee Positive Pay, this will be required for Payee Matching. Please note, if you are mapping multiple payee fields, if the additional fields are located immediately following the first payee field, please just extend the Issued Payee field to the end of any additional payee fields.

If you need to map multiple Payee Fields because they aren't immediately following the original Issued Payee Field, click the **Map another issued payee field** button. See next page for more information on mapping additional payee fields.



After clicking the **Map another issued payee field** you will be given an Additional Issued Payee field shown here to map that information. If you need additional issued payee fields beyond one, you can continue to click that button to map as many fields as needed.



Fill in the optional fields as necessary.

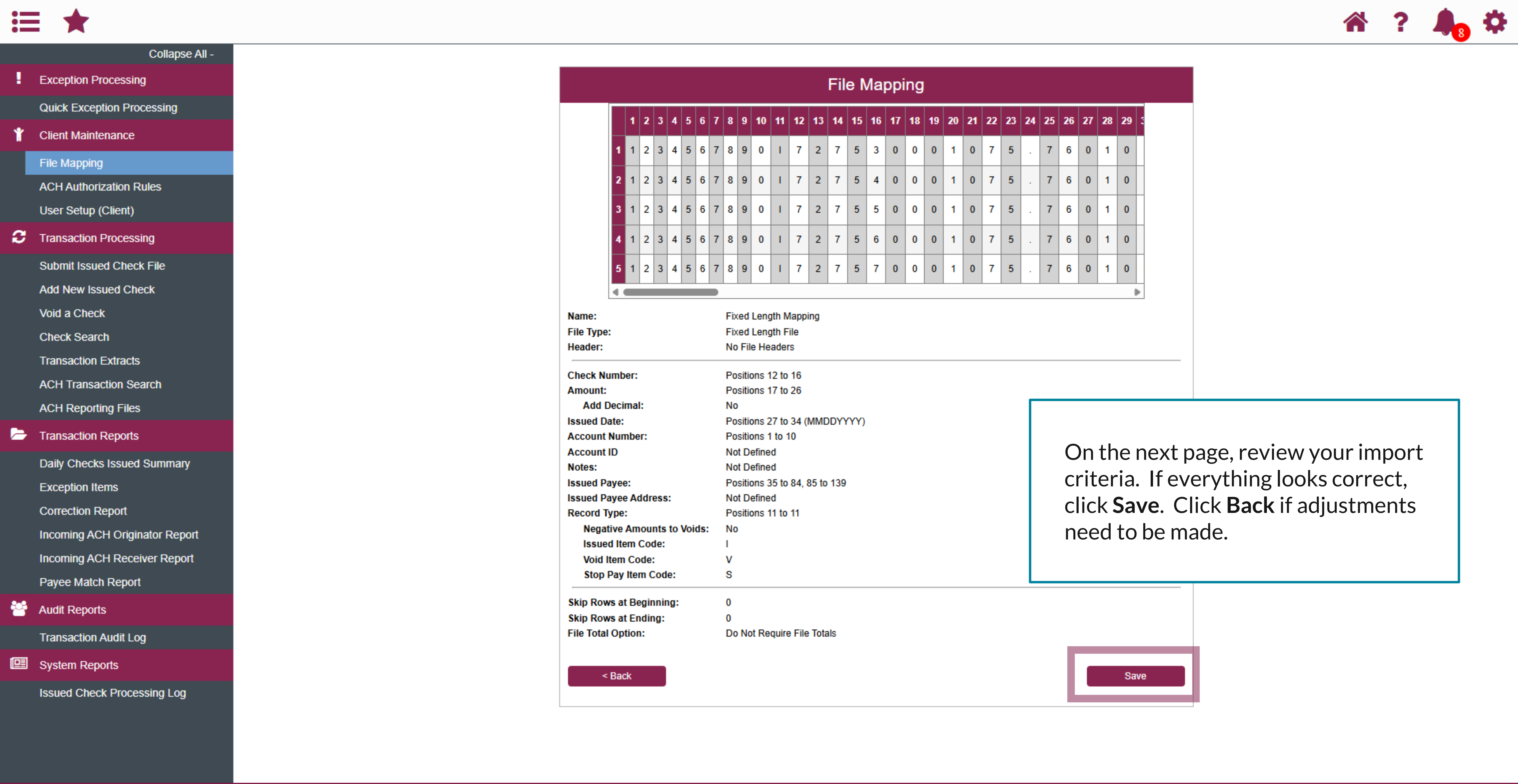
Issued Payee Address: Skip this field. If you use the Address Line for your additional payee line(s), please map those to "Additional Issued Payee" fields.

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.



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

Collapse All -

- Exception Processing
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  - ACH Transaction Search
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  - Exception Items
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
- Audit Reports
- System Reports

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

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File Mapping

Search... | Search | 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.