

# **Positive Pay File Import Mapping CSV (Comma-delimited) File Formats**

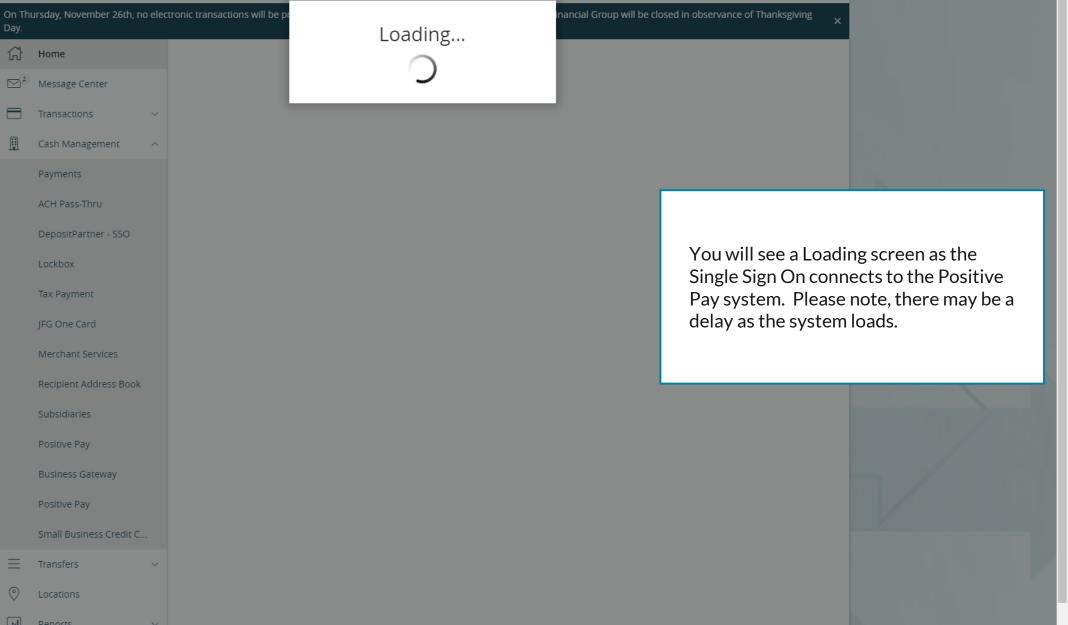
See other guides for Excel or Fixed Length File formats

# ACCESS JFG 🛽

Welcome, Kyle Kasbohm Last login 11/24/2020 at 12:43 PM

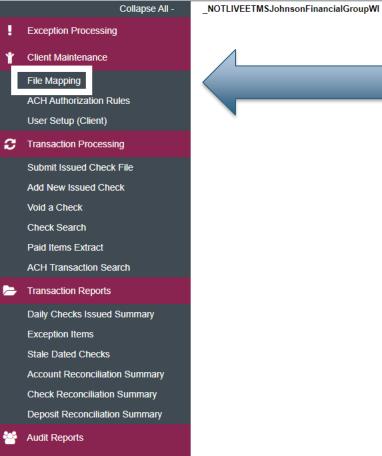
On Th Day.	ursday, November 26th, no elec	ctronic transactions will be processed or transn	nitted as the	Federal Reserve and John	ison Financial Group will be c	losed in observance of Thanksgiving	×
Click a	an account tile to view details an	d transaction history.					×
슈	Home	Home			Ģ	DepositPartner	>
$\square^2$	Message Center	поппе			ل <del>ي</del> ا ا	Positive Pay	>
	Transactions ~	ACCOUNTS 🖉			~	Business Gateway	>
Ĥ	Cash Management 🔷	Current: \$125.81 ⑦					
	Payments	RLC VARIABLE 200201 Current Balance	\$4.10	VARIABLE COMM Current Balance	ERCIAL 200202 \$9.50		
	ACH Pass-Thru						
2	DepositPartner - SSO	Test Checking **5801		COMMERCIAL CH			
	Lockbox	Available Balance Current Balance	<b>\$71.45</b> \$71.45	Available Balance Current Balance	<b>\$24.57</b> \$24.57		
	Tax Payment						
	JFG One Card	COMMERCIAL CHECKING **809 Available Balance Current Balance	91 : \$16.19 \$16.19				
	Merchant Services						
	Recipient Address Book	ACCOUNT SUMMARY					
	Subsidiaries				Select <b>Posit</b>	ive Pay under the C	ash
	Positive Pay	Assets Debts			Manageme		
	Business Gateway	14%		Test Checking XXXXXX5801			
	Positive Pay			Available Balance Current Balance	\$71.4	-	
	Small Business Credit C	22% \$112 Total Assets 64%		View Transactions	\$71.4		
≡	Transfers $\checkmark$						
0	Locations			< Previous	Next >		

For additional assistance, please call 888.769.3796 or email tmsupport@johnsonfinancialgroup.com.



	On Th Day.	ursday, November 26th, no elec	ctronic transactions will be processed or transmitted a	s the Federal Reserve and Johnson Financial Grou 	ip will be closed in observance of Thanksgiving X
	<u>ل</u>	Home	Positive Pay		Launch Advanced Options
		Message Center			
		Transactions ~	Exceptions		Add Check
	₿	Cash Management ^	All Accounts	✓ Q 56	arch
		Payments			
		ACH Pass-Thru	Decisions Needed	No e	xceptions
		DepositPartner - SSO	No exceptions		
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Check	<s.< th=""><th></th><th>ssing and Adding Issued onality, please click</th><th></th><th></th></s.<>		ssing and Adding Issued onality, please click		
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	.ul	Reports V		Total Exceptions (0) \$0.00   Total Decisior	ed (0) \$0.00 Submit All Decisions

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🛄 System Reports

#### Welcome to



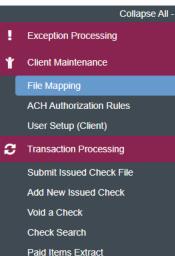
#### **Positive Pay System**

 $\label{eq:Please decision all exceptions by 1:00 PM \, CST. \ Please upload all issued check files by 5:00 PM \, CST.$ 

Select File Mapping under the Client Maintenance menu.

**O** 

Client: Test Client



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ACH Transaction Search
Transaction Reports
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Daily Checks Issued Summary Exception Items Stale Dated Checks Account Reconciliation Summary Check Reconciliation Summary

Deposit Reconciliation Summary

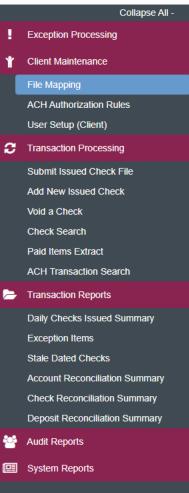
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😤 Audit Reports
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System Reports

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File Format Profile Name	Format Type	Date Added	
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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	Сору
Test Client Excel	Microsoft Excel	09/03/2020	Сору
			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. Ð



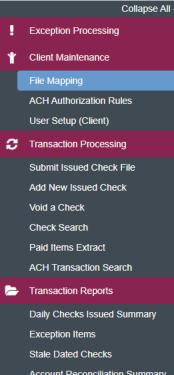
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Profile Name:		
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Delimiter:	Comma	
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	○ Space	
	◯ Semicolon	
	Other Text Qualifier: "	
Select File:	Choose File No file chosen	
		Next >

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

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Account Acconciliation Summa
Check Reconciliation Summary
Deposit Reconciliation Summar

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	File Mapping	
Profile Name:		
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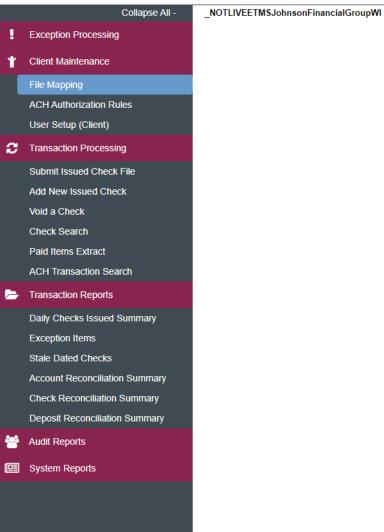
For File Format, select the correct format of your check issue files.

**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.

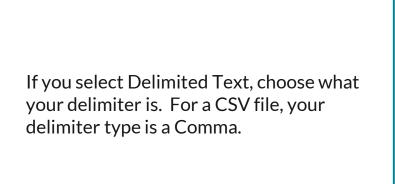
Fixed Length File are files where each section of information has a set number of characters.

**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 **CSV** file type. For Fixed Length or Excel files, please see the user guides dedicated to those file types.

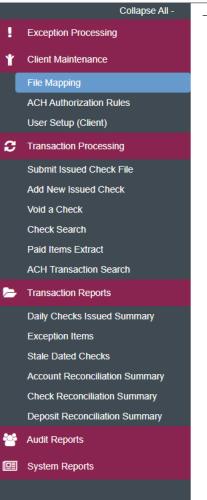


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Delimiter:	Comma
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	Other Text Qualifier: "
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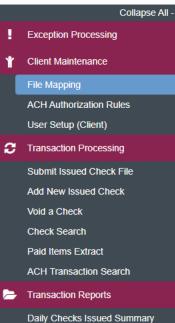
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	○ Space	
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Select File:	Choose File No file chosen	
		Next >

**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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Exception Items Stale Dated Checks Account Reconciliation Summary Check Reconciliation Summary

Deposit Reconciliation Summary

Audit Reports

System Reports

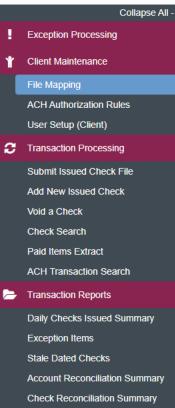
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			Check		09/08/2020		25510		John Doe									
			Check		09/08/2020		25511		Jane Doe									
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down or left and right to see the entire

sample.

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Deposit Reconciliation Summary

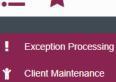
Audit Reports

System Reports

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3				Check		09/08/2020		25510		John Doe		
4				Check		09/08/2020		25511		Jane Doe		
5				Check		09/08/2020		25512		ABC	•	-
	<ul> <li>File Does Not Contain Issued Date</li> <li>First Row Contains Column Names</li> <li>Skip Rows at Beginning</li> <li>Skip Rows at Ending</li> </ul>											
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ox if your Check Issue File ude the check issue date. If lected, 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

ACH Authorization Rules

Collapse All -

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User Setup (Client)

**3** 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

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System Reports

	File Mapping													
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1				Туре		Date		Num		Name				
2	Sep 8, 20													
3				Check		09/08/2020		25510		John Doe				
4				Check		09/08/2020		25511	Г	_				
5				Check		09/08/2020		25512		lf yo	our fil			

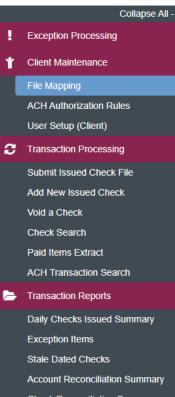
File Does Not Contain	Issued Date		
First Row Contains Co	lumn Names		
Skip Rows at Beginnin	g	2	
Skip Rows at Ending			
File Totals Options:	Require File Totals		~
	Field #		
Items in File:			
Dollar Amount in File:			

as 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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Check Reconciliation Summary Deposit Reconciliation Summary

Audit Reports

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	File Mapping											
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2	Sep 8, 20											
3				Check		09/08/2020		25510		John Doe		
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File Does Not Contain Issued Date

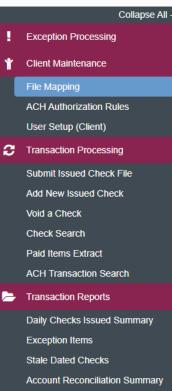
First Row Contains Column Names

 Skip Rows at Beginnin	g	2	
Skip Rows at Ending			
File Totals Options:	Require File Totals		~
	Field #		
Items in File:			
Dollar Amount in 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.

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Account Reconciliation Summary **Check Reconciliation Summary** 

Deposit Reconciliation Summary

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System Reports

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1				Туре		Date		Num		
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3				Check		09/08/2020		25510		
4				Check		09/08/2020		25511		
5				Check		09/08/2020		25512		

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	First Row Contains Co	lumn Names	
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	Skip Rows at Ending		
	File Totals Options:	Require File Totals 🗸	]
		Require File Totals	
	Items in File:	Obtain Totals From File	
	Dollar Amount in File:	Do Not Require File Totals	
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If you would like, you can direct this definition to:

Colum

**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:** Don't select this option.

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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Stale Dated Checks Account Reconciliation Summary Check Reconciliation Summary

Deposit Reconciliation Summary

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System Reports

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Audit Reports

System Reports

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Audit Reports

System Reports

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

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ACH Transaction Search

Daily Checks Issued Summary Exception Items Stale Dated Checks

Account Reconciliation Summary **Check Reconciliation Summary** Deposit Reconciliation Summary

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Column C 1	Column 2	Column								
1		3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Colur 11
			Check		09/08/2020		25510		John Doe	
2			Check		09/08/2020		25511		Jane Doe	
3			Check		09/08/2020		25512		ABC Company	
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* Special Date Type: * Note: Special Date Type is between the month, day and <u>Optional Fields</u> Account Number: Account ID: Notes: Issued Payee: Record Type: Issued Item Code: Void Item Code: Stop Pay Item Code:	is only re nd year d <se <se <se< td=""><td></td><td></td><td>do not con</td><td></td><td>rs (typicall) Negative A</td><td></td><td></td><td>Plea auto the Dec dec 123 wou the amo 100 not</td><td>om am ima 345 uld deo oun ) in</td></se<></se </se 			do not con		rs (typicall) Negative A			Plea auto the Dec dec 123 wou the amo 100 not	om am ima 345 uld deo oun ) in

**int**: from the drop-down menu, the proper column the check nt can be found in.

e note, if your file doesn't natically include a decimal point in nount, click the box to **Insert** nal Point. Clicking that will add a al before the last two digits (e.g. 5 would be 123.45). However, this not be needed if your file drops ecimal point for even dollar nts (e.g. a 100.00 check appears as n your file). If that is the case, do elect the Insert Decimal Point ٦.

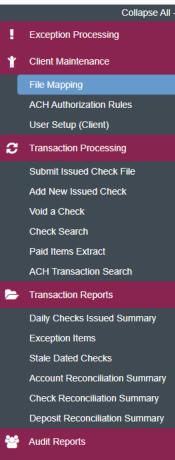
NOTLIVEETMSJohnsonFinancialGroupWI

System Reports

				Fil	e Mappi	ing									
Column	Column	Column	Column	Column	Column 6	Column	Column	Column	Column	Column					
1	2	3	4	5	Column o	7	8	9	10	11					
1			Check		09/08/2020		25510		John Doe						
2			Check		09/08/2020		25511		Jane Doe						
3			Check		09/08/2020		25512		ABC Company						
4			Check		09/08/2020		25513		Mickey Mouse						
4									Denald	•	-				
Check Number:	Col	umn 8		~											
Amount:		umn 12		~ ·	Insert De	ecimal Poir	nt								
ssued Date:	Col	umn 6		~	Dates in	file do not	include se	parators (E	Ex: '/' or '-')	1					
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System Reports

					Fil	e Mapp	ing			
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1				Check		09/08/2020		25510		J
2				Check		09/08/2020		25511		J
3				Check		09/08/2020		25512		c
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heck Numb	er:	Col	umn 8		~					
mount:		Col	umn 12		~	Insert D	ecimal Poir	nt		
sued Date:		Col	umn 6		~	🗆 Dates in	file do not	include se	parators (E	Ex:
Special Date	e Type:	<n0< td=""><td>t Selected</td><td>&gt;</td><td>~</td><td></td><td></td><td></td><td></td><td></td></n0<>	t Selected	>	~					
Note: Specia	I Date Typ	e is only re	equired for	dates that	do not con	tain separato	rs (typically	/ dashes o	r slashes)	
etween the n	nonth, day	and year o	liaits.							

**Optional Fields** Account Number: <Select>  $\sim$ Account ID: <Select> ~ Notes: <Select> ~ Column 10 Issued Payee: ~ <Select> ✓ Convert Negative Amounts to Voids Record Type: Issued Item Code: Void Item Code: Stop Pay Item Code: < Back

Fill in the optional fields as necessary.

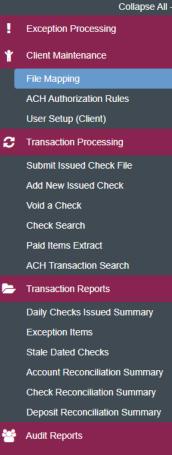
Column

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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					Fil	e Mappi	ing				
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Co	
1				Check		09/08/2020		25510		Joł	
2				Check		09/08/2020		25511		Jar	
3				Check		09/08/2020		25512		Co	
4				Check		09/08/2020		25513		N N	
1										n	
Check Numbe	er:	Col	umn 8		~						
Amount:	Col	umn 12		~	Insert Decimal Point						
Issued Date:	Col	umn 6		~	Dates in file do not include separators (Ex: '/'						
* Special Date	* Special Date Type:			>	~						
* Note: Specia between the m		-		dates that	do not cor	tain separato	rs (typically	/ dashes o	r slashes)		
Optional Field	<u>1s</u>										
Account Num	ber:	<se< td=""><td>lect&gt;</td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td></se<>	lect>		~						
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Issued Payee	:	Col	umn 10		~					_	
Record Type:		<se< td=""><td>elect&gt;</td><td></td><td>~</td><td>Convert</td><td>Negative A</td><td>mounts to</td><td>Voids</td><td></td></se<>	elect>		~	Convert	Negative A	mounts to	Voids		
Issued Item C	ode:										
Void Item Cod	le:										
Stop Pay Item	n Code:										
< Bac	k										

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.

Next >

#### **:**

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Check Reconciliation Summary

Deposit Reconciliation Summary

Audit Reports

System Reports

					Fil	e Mappi	ing											
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	<b>^</b>						
1				Check		09/08/2020		25510		John Doe								
2				Check		09/08/2020		25511		Jane Doe								
3				Check		09/08/2020		25512		ABC Company								
4				Check		09/08/2020		25513		Mickey Mouse								
•										Denald	•	•						
Delimiter Header:				Headers					- r									
Check Numb Amount:	er:		Column Column															
Add Deci	mal:		No								a tha	nov	t n		rovi		ouri	nport
ssued Date:			Column										-	-		-		-
ccount Nur	nber:		Not Def							cri	iteria	a. If e	eve	eryt	hing	look	s corr	ect,
ccount ID			Not Def Not Def											-	-			
Notes: Issued Payee:		Column 10												DACK	II au	justii	nents	
lecord Type			Not Def							ne	ed to	be	ma	ade.				
	Amounts	to Voids:	No															
Issued It			Not Def	ined														
Void Item	Code:		Not Def	ined					L									
Stop Pay	Item Code	):	Not Def	ined														
kip Rows a	-	g:	2															
Skip Rows a	-		1 De Net	Decuire 5	le Tetels													
ile Total Op	uon:		DO NOT	Require Fi	ie To(als													

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- Exception Processing
- Client Maintenance

File Mapping

ACH Authorization Rules

Collapse All -

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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

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	Сору				
Test Client Excel				Microsoft Excel	09/03/2020	Сору				
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. 4

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# Additional Resources and Support

- For additional resources, including "how-to" guides, please visit our online Client Resources page at:
  - » <u>https://www.johnsonfinancialgroup.com/client-resources</u>
- If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at <a href="mailto:tmsupport@johnsonfinancialgroup.com">tmsupport@johnsonfinancialgroup.com</a>.