



JOHNSON
FINANCIAL GROUP®

BANKING
WEALTH
INSURANCE

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

See other guides for Excel 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

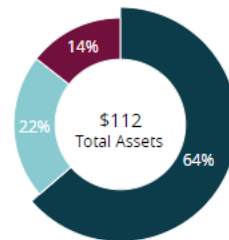
\$24.57
\$24.57

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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Next >

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...



- Home
- Message Center ²
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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

- Home
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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 -

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- ! Exception Processing
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 - File Mapping**
 - ACH Authorization Rules
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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.

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:

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.

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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 **CSV** file type. For Fixed Length or Excel 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:

Choose File

No file chosen

Next >

If you select Delimited Text, choose what your delimiter is. For a CSV file, your delimiter type is a Comma.

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File Mapping

Profile Name:

File Format:

Delimiter:
☒ Comma
☐ Tab
☐ Space
☐ Semicolon
☐ Other Text Qualifier:

Select File:

No file chosen

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 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | Name | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | John Doe | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | Jane Doe | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | ABC | |

☐ 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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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 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | Name | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | John Doe | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | Jane Doe | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | ABC | |

☐ 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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File Mapping

| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | Name | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | John Doe | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | | |

☐ 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 | Column 8 | Column 9 | Column 10 | Column 11 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | Name | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | John Doe | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | Jane Doe | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | ABC | |

☐ 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.

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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 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | | |

☐ 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

Require File Totals

Obtain Totals From File

Do Not Require File Totals

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: 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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| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 |
|---|-----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Type | | Date | | Num | | Name | |
| 2 | Sep 8, 20 | | | | | | | | | | |
| 3 | | | | Check | | 09/08/2020 | | 25510 | | John Doe | |
| 4 | | | | Check | | 09/08/2020 | | 25511 | | Jane Doe | |
| 5 | | | | Check | | 09/08/2020 | | 25512 | | ABC | |

☐ 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 | Column 8 | Column 9 | Column 10 | Column 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 | |

Check Number: <Select>

Amount: <Select> ☐ Insert Decimal Point

Issued Date: <Select> ☐ Dates in file do not include separator

* 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: <Select>

Record Type: <Select> ☐ Convert Negative Amounts to Void

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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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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! Exception Processing

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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 |
|---|----------|----------|----------|----------|----------|------------|----------|----------|----------|--------------|-----------|
| 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 | |
| | | | | | | | | | | Donald | |

Check Number: Column 8

Amount: Column 12

Issued Date: <Select>

* 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: <Select>

Record Type: <Select>

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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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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| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 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 | | | |

Check Number:

Column 8

Amount:

Column 12

☐ Insert Decimal Point

Issued Date:

<Select>

☐ 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:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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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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|---|----------|----------|----------|----------|----------|------------|----------|----------|----------|--------------|-----------|
| 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 | |

Check Number:

Column 8

Amount:

Column 12

☐ Insert Decimal Point

Issued Date:

Column 6

☐ 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:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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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.

File Mapping

| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 |
|---|----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|-----------|
| 1 | | | | Check | | 09/08/2020 | | 25510 | | J | |
| 2 | | | | Check | | 09/08/2020 | | 25511 | | J | |
| 3 | | | | Check | | 09/08/2020 | | 25512 | | C | |
| 4 | | | | Check | | 09/08/2020 | | 25513 | | | |

Check Number:

Column 8

Amount:

Column 12

☐ Insert Decimal Point

Issued Date:

Column 6

☐ 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 10

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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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.

Collapse All -

! Exception Processing

👤 Client Maintenance

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Submit Issued Check File

Add New Issued Check

Void a Check

Check Search

Paid Items Extract

ACH Transaction Search

📁 Transaction Reports

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Account Reconciliation Summary

Check Reconciliation Summary

Deposit Reconciliation Summary

👥 Audit Reports

📊 System Reports

_NOTLIVEETMSJohnsonFinancialGroupWI

File Mapping

| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 |
|---|----------|----------|----------|----------|----------|------------|----------|----------|----------|-----------|
| 1 | | | | Check | | 09/08/2020 | | 25510 | | Joh |
| 2 | | | | Check | | 09/08/2020 | | 25511 | | Jan |
| 3 | | | | Check | | 09/08/2020 | | 25512 | | A |
| 4 | | | | Check | | 09/08/2020 | | 25513 | | Cor |

Check Number:

Column 8

Amount:

Column 12

☐ Insert Decimal Point

Issued Date:

Column 6

☐ Dates in file do not include separators (Ex: '7'

* 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 10

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.

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 | Column 8 | Column 9 | Column 10 | Column 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 | |
| | | | | | | | | | | Donald | |

Profile Name:Test File Mapping

File Type:Delimited Text

Delimiter:Comma

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.

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| File Mapping | | | |
|----------------------------------------|-------------------------|------------------------|---------------------------|
| <input type="text" value="Search..."/> | <button>Search</button> | <button>Reset</button> | 11 of 11 records |
| File Format Profile Name | Format Type | Date Added | |
| Kyle Test 1 | Delimited | 09/11/2020 | <a>Edit <a>Copy |
| Kyle Test 2 | Fixed Length | 09/11/2020 | <a>Edit <a>Copy |
| Kyle Test 3 | Delimited | 09/11/2020 | <a>Edit <a>Copy |
| Kyle Test 4 | Delimited | 09/11/2020 | <a>Edit <a>Copy |
| Kyle Test 5 | Microsoft Excel | 09/14/2020 | <a>Edit <a>Copy |
| Kyle Test 6 | Fixed Length | 09/14/2020 | <a>Edit <a>Copy |
| Kyle Test 7 | Microsoft Excel | 09/15/2020 | <a>Edit <a>Copy |
| No Date Require Totals | Delimited | 09/15/2020 | <a>Edit <a>Copy |
| Test Client CSV | Delimited | 09/03/2020 | <a>Copy |
| Test Client Excel | Microsoft Excel | 09/03/2020 | <a>Copy |
| Test File Mapping | Delimited | 09/15/2020 | <a>Edit <a>Copy |
| | | | <a>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.

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.

