

Positive Pay File Import Mapping Excel File Formats

See other guides for CSV or Fixed Length File formats

ACCESS JFG 🛽

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

On Thu Day.	irsday, November 26th, no elec	tronic transactions will be processed or transn	nitted as the	Federal Reserve and John	son Financial Group will b	e closed	I in observance of Thanksgiving	×
Click an	account tile to view details an	d transaction history.						×
슈	Home	Homo			ج	T,	DepositPartner	>
≥2	Message Center	потпе			Le	J)	Positive Pay	>
	Transactions ~	ACCOUNTS 🖉			/		Business Gateway	>
Ē	Cash Management ^	Current: \$125.81 ⑦						
	Payments	RLC VARIABLE 200201 Current Balance	\$4.10	VARIABLE COMM Current Balance	ERCIAL 200202	50		
	ACH Pass-Thru							
2	DepositPartner - SSO	Test Checking **5801	•		IECKING **2687			
	Lockbox	Available Balance Current Balance	\$71.45 \$71.45	Available Balance Current Balance	\$24. 5 \$24.1	57 57		
	Tax Payment							
	JFG One Card	Available Balance	\$16.19 \$16.19					
	Merchant Services							
	Recipient Address Book	ACCOUNT SUMMARY						
	Subsidiaries				Select Pos	Deposit/Partner Positive Pay Business Gateway IAL 200202 \$950 Select Positive Pay under the Cash Management menu. \$71.45 Next >		
	Positive Pay	Assets Debts		_	Managem	ent r	menu.	
	Business Gateway	14%		Test Checking XXXXXX5801				
	Positive Pay			Available Balance	é 74	1.45		
	Small Business Credit C	22% >11Z Total Assets 64%		View Transactions	\$7	1.40		
Ξ	Transfers ~							
\odot	Locations			< Previous	Next	t >		

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

|--|



	On Thursday, November 26th, no elec Day.	ctronic transactions will be processed or transmitted a	is the Federal Reserve and Johnson Financial Group will	be closed in observance of Thanksgiving X	
	 G² Message Center 	Positive Pay		Launch Advanced Options	
	Transactions V	Exceptions		Add Check	
	Image: Cash Management ^ Payments	All Accounts	✓ Search		
	ACH Pass-Thru	Decisions Needed	No exceptio	ons	
	DepositPartner - SSO	No exceptions			_2
limite Chec	ed to Exception Proces ks.	ssing and Adding Issued			
Laun Posit	ch Advanced Options ive Pay platform.	to enter the full			-/
	Positive Pay				
	Small Business Credit C				
					
	Lul Reports		Total Exceptions (0) \$0.00 Total Decisioned (0)	\$0.00 Submit All Decisions	

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



System Reports

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.

O

Client: Test Client



_NOTLIVEETMSJohnsonFinancialGroupWI

Transaction Reports Daily Checks Issued Summary

ACH Transaction Search

Exception Items Stale Dated Checks Account Reconciliation Summary

Check Reconciliation Summary Deposit Reconciliation Summary

Audit Reports

💷 System Reports

		I	-ile 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	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



NOTLIVEETMSJohnsonFinancialGroupWI

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.

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

÷.



NOTLIVEETMSJohnsonFinancialGroupWI

Account reconciliation ourning
Check Reconciliation Summary
Deposit Reconciliation Summar

Audit Reports

System Reports

	File Mapping	
Profile Name:		
File Format:	Delimited Text	
Delimiter:	Delimited Text	
	Fixed Length File	
	Microsoft Excel	
	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.

∷ ★



Transaction Filters / Blocks

Issued Check Processing Log

NOTLIVEETMSJohnsonFinancialGroupWI

	File Mapping	
Profile Name:	Microsoft Excel File	
File Format:	Microsoft Excel	
Delimiter:	Comma	
	C Tab	
	◯ Space	
	Semicolon	
	Other Text Qualifier: "	
Select File:	Choose File Excel Pos Pay Example File.xlsx	
		Next >

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.

Transaction Audit Log

Transaction Filters / Blocks Issued Check Processing Log

System Reports



🕋 ? 🦺 🌣

					Fil	e Map	ping										
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	c	Γ				
				Туре		Date		Num		Name		A					
2	Sep 8, 20																
3	3			Check		9/8/2020 12:00:00		25510		John Doe							
						AM											
•												•					
			File Does I	Not Conta	in Issued I	Date											
			First Row (Contains (Column Na	ames											
			Skip Rows	at Beginr	ning												
			Skip Rows	at Ending	9												
		File	Totals Opt	tions:	Requir	e File Total	S	~									
		ltem Doll	ns in File: ar Amount	t in File:	Field	<u>#</u>				C ir	n thi forn	is so nati	creer ion a	i, yo bout	u will your	enter Checł	some < Issu
< Ba	ack									A e s d s	t the xamp yster own ampl	to ble n.` or e.	p of t of yo You r left a	he so ur fi nay i nd ri	creen le load need t ght to	, you v ded in to scrc o see t	vill se to the oll up a he en



NOTLIVEETMSJohnsonFinancialGroupWI

- Audit Reports
 Transaction Audit Log
- System Reports

Transaction Filters / Blocks

Issued Check Processing Log

					Fil	e Map	ping					
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	С
ľ				Туре		Date		Num		Name		A
	Sep 8, 20											
						9/8/2020						Γ
				Check		12:00:00		25510		John Doe		
						AM						
ļ						9/8/2020						
		□ F □ F □ S	ile Does I irst Row (ikip Rows ikip Rows	Not Contai Contains (at Beginn at Ending	in Issued (Column Na hing J	Date ames						
		File	Totals Opt	tions:	Require	e File Total	3	~				
		ltem Dolla	s in File: ar Amount	in File:	Field	<u>#</u>				C	heck	(1
cł	(d tl S	oes r nis bo ubmi)(C it

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.

NOTLIVEETMSJohnsonFinancialGroupWI



Payee Match Report

- Audit Reports
- System Reports

Transaction Filters / Blocks Issued Check Processing Log



	File Does Not Contain	Issued Date		
	First Row Contains Co	olumn Names		
	Skip Rows at Beginni	ng	2	
	Skip Rows at Ending			
	File Totals Options:	Require File Totals		~
		Field #		
	Items in File:			
	Dollar Amount in File:			
k				

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.

NOTLIVEETMSJohnsonFinancialGroupWI



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

Image: Check 9/8/2020 12:00:00 AM 25513 Mickey Mouse Image: Check 9/8/2020 12:00:00 AM 25513 Donald Duck	Спеск	12:00:00 AM	25512	Company	*
Check 29/8/2020 12:00:00 25514 Donald Duck	Check	9/8/2020 12:00:00 AM	25513	Mickey Mouse	
	Check	9/8/2020 12:00:00 AM	25514	Donald Duck	

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Ending	1	
File Totals Options:	Require File Totals	~
	<u>Field #</u>	
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.

< Back

Ð

NOTLIVEETMSJohnsonFinancialGroupWI



Account Reconciliation Summary Check Reconciliation Summary Deposit Reconciliation Summary Payee Match Report

- Audit Reports
- System Reports

Transaction Filters / Blocks

Issued Check Processing Log



	File Does Not Contain	Issued Date
	First Row Contains Co	lumn Names
	🗹 Skip Rows at Beginnin	g 2
	🗹 Skip Rows at Ending	1
	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
ack		

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.**

_NOTLIVEETMSJohnsonFinancialGroupWI



- Audit Reports
- System Reports

Transaction Filters / Blocks

Issued Check Processing Log

			File Map	oping			
		Спеск	12:00:00	25512	Company	^	
			AM				
			9/8/2020		Mickey		
		Check	12:00:00	25513	Mouse		
			AM				
			9/8/2020		Donald		
		Check	12:00:00	25514	Duck		
			AM				
Sep 8,							
20							
	File Does N	lot Contair	n Issued Date				
	First Row (Contains C	olumn Names				
	🗹 Skip Rows	at Beginni	ing	2			
	Skip Rows	at Ending		1			
	File Totals Opt	ions:	Do Not Require F	File Totals 🗸			
			Field #				
	Items in File:						
	Dollar Amount	in File					
		in the.					
ick						Next	>

Click **Next** when finished.

•

System Reports

Transaction Filters / Blocks Issued Check Processing Log *

NOTLIVEETMSJohnsonFinancialGroupWI															
						Fil	e Map	ping							
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	c	Γ	
		1	-		Туре		Date		Num		Name		A	L	
		2 Sep 8, 20													
		3			Check		9/8/2020 12:00:00		25510		John Doe				
							9/8/2020								
	Check Nu	mber:	<s6< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>۰.</td><td></td></s6<>	elect>		~								۰.	
	Amount:		<s6< td=""><td>elect></td><td></td><td>~</td><td>Insert</td><td>Decimal F</td><td>oint</td><td></td><td></td><td></td><td></td><td></td><td></td></s6<>	elect>		~	Insert	Decimal F	oint						
	Issued Da	ite:	<s6< td=""><td>elect></td><td></td><td>~</td><td>Dates</td><td>in file do r</td><td>not include</td><td>separat</td><td></td><td></td><td></td><td></td><td></td></s6<>	elect>		~	Dates	in file do r	not include	separat					
	* Special I	Date Type:	$< \mathbb{N}$	ot Selected]>	~									
	* Note: Sp	ecial Date Typ	oe is only r	equired for	r dates that	do not cor	ntain separa	ators (typic	ally dashes	s or slas					
	Optional F	ne month, day <u>Fields</u>	and year	aigits.							Or	n this	SCI	reen,	, you will tell the system
	Account N	Number:	<s6< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>0.0</td><td>ch ch</td><td></td><td></td><td>specific information for</td></s6<>	elect>		~					0.0	ch ch			specific information for
	Account I	D:	<s(< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>Ed</td><td></td><td>ICCI</td><td>۲.</td><td></td></s(<>	elect>		~					Ed		ICCI	۲.	
	Notes:		<se< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>۸ -</td><td>ain</td><td></td><td></td><td></td></se<>	elect>		~					۸ -	ain			
	Issued Pa	yee:	<se< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>Ag</td><td>dIII, a</td><td>an e</td><td>exam</td><td>of the screen for your</td></se<>	elect>		~					Ag	dIII, a	an e	exam	of the screen for your
	Record Ty	/pe:	<s6< td=""><td>elect></td><td></td><td>~</td><td></td><td>ert Negativ</td><td>e Amounts</td><td>to Void</td><td>see</td><td>enal</td><td></td><td>ειορ</td><td>of the screen for your</td></s6<>	elect>		~		ert Negativ	e Amounts	to Void	see	enal		ειορ	of the screen for your
	Issued Ite	m Code:									rei	erer	ice.		
	Void Item	Code:													
	Stop Pay	Item Code:													
	<	Back								L			Next >		

?

- Audit Reports
 Transaction Audit Log
- System Reports
 Transaction Filters / Blocks

Issued Check Processing Log

N	OTLIVE	ETMSJoh	nsonFinar	ncialGrou	IWq

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	C	
1	Sep 8,			Туре		Date		Num		Name		^	
3	20			Check		9/8/2020 12:00:00		25510		John Doe			
						AM 9/8/2020						-	
Check Num	ber:	Col	umn 8		~								
Amount:		<se< td=""><td>elect></td><td></td><td>~</td><td></td><td>Decimal P</td><td>oint</td><td>concreter</td><td>F</td><td>ill in [.]</td><td>the</td><td>e top</td></se<>	elect>		~		Decimal P	oint	concreter	F	ill in [.]	the	e top
* Special Da * Note: Spec between the <u>Optional Fie</u>	ate Type: cial Date Typ month, day <u>elds</u>	<pre>>Note is only related and year of the second s</pre>	ot Selected equired for digits.	> dates that	v do not cor	itain separa	ators (typic	ally dashe:	s or slashe	p R e	age t eme xamp	o r mb ole	efer er, y to se
Account Nu	mber:	<se< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td><td>la a al</td><td></td><td> I.</td></se<>	elect>		~						la a al		I .
Account ID:	:	<se< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td><td>neck</td><td>(N</td><td>umb</td></se<>	elect>		~						neck	(N	umb
Notes:		<se< td=""><td>elect></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>l m</td><td>ienu,</td><td>se</td><td>iect</td></se<>	elect>		~					l m	ienu,	se	iect
Issued Paye	ee:	<se< td=""><td>elect></td><td></td><td>~</td><td>_</td><td></td><td></td><td></td><td>C</td><td>песк</td><td>nu</td><td>mbe</td></se<>	elect>		~	_				C	песк	nu	mbe
Record Type	e:	<s6< td=""><td>elect></td><td></td><td>~</td><td></td><td>ert Negativ</td><td>e Amounts</td><td>to Voids</td><td></td><td></td><td></td><td></td></s6<>	elect>		~		ert Negativ	e Amounts	to Voids				
Void Item C	ode:												
VUIU ILEITI L													

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.

Transaction Audit Log

Transaction Filters / Blocks Issued Check Processing Log

System Reports

_NOTLIVEETMSJohnsonFinancialGroupWI

🖀 ? 🦺 🌣

						File	Марр	ing				
	lumn 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Colun 12
				Туре		Date		Num		Name		Amou
	ep 8,											
	20					9/8/2020						
				Check		12:00:00		25510		John Dee		720
						AM						
	4					9/8/2020					۸ m	~~~
											AIII	ou
Check	Number	;	Colun	in 8		<u> </u>	<u> </u>				sele	ect
Amoun	t:		Colun	in 12			Insert D	ecimal Poi	nt		amo	JUI
issued	Date:	_	<sele< td=""><td>ct></td><td></td><td>•</td><td>_) Dates in</td><td>tile do not</td><td>include se</td><td>eparato</td><td></td><td></td></sele<>	ct>		•	_) Dates in	tile do not	include se	eparato		
* Specia * Note: 9	al Date I Special [ype:	<not s<="" td=""><td>Selected></td><td>atos that de</td><td>v not contai</td><td>in congrato</td><td>re (typical)</td><td>v dashos o</td><td>vr.elaek</td><td>Ple</td><td>ase</td></not>	Selected>	atos that de	v not contai	in congrato	re (typical)	v dashos o	vr.elaek	Ple	ase
hetweer	n the mo	nth, day ar	nd year dig	its.		o not conta	in ooparate	re (typical)	y daonoo e		aut	om
Detmoor											the	an
Ontions	l Fielde										the	~
Optiona Account	al Fields		- Colo	ata							Dec	cim
<u>Optiona</u> Accoun	al Fields It Numb	er:	<sele< td=""><td>ct></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>Dec dec</td><td>cim im</td></sele<>	ct>		~					Dec dec	cim im
<u>Optiona</u> Accoun Accoun	al Fields at Numb at ID:	er:	<sele< td=""><td>ct> ct></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td>dec 123</td><td>cim im 345</td></sele<>	ct> ct>		~					dec 123	cim im 345
<u>Optiona</u> Accoun Accoun Notes:	al Fields at Numb at ID:	er:	<sele <sele <sele< td=""><td>ct> ct> ct></td><td></td><td>> > ></td><td></td><td></td><td></td><td></td><td>dec 123</td><td>im im 345</td></sele<></sele </sele 	ct> ct> ct>		> > >					dec 123	im im 345
<u>Optiona</u> Accoun Accoun Notes: Issued	al Fields at Numb at ID: Payee:	er:	<sele <sele <sele< td=""><td>ct> ct> ct> ct></td><td></td><td>> > > ></td><td></td><td></td><td></td><td></td><td>dec 123 wor</td><td>im im 345 uld</td></sele<></sele </sele 	ct> ct> ct> ct>		> > > >					dec 123 wor	im im 345 uld
Optiona Accoun Accoun Notes: Issued Record	al Fields at Numb at ID: Payee: Type:	er:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct> ct></td><td></td><td>> > > ></td><td>□ Convert</td><td>Negative A</td><td>Amounts to</td><td>) Voids</td><td>dec 123 wor the</td><td>im im 345 uld de</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct> ct>		> > > >	□ Convert	Negative A	Amounts to) Voids	dec 123 wor the	im im 345 uld de
Optiona Accoun Accoun Notes: Issued Record Issued	al Fields at Numb at ID: Payee: Type: Item Co	er: de:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct></td><td></td><td>> > > > ></td><td>Convert</td><td>Negative A</td><td>Amounts to</td><td>) Voids</td><td>dec 123 wor the amo</td><td>im 345 ald de our</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct>		> > > > >	Convert	Negative A	Amounts to) Voids	dec 123 wor the amo	im 345 ald de our
Optiona Accoun Accoun Notes: Issued Issued Issued Void Ite	al Fields at Numb at ID: Payee: Type: Item Co m Code	er: de:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct></td><td></td><td>> > > > > ></td><td>□ Convert</td><td>Negative /</td><td>Amounts to</td><td>) Voids</td><td>Dec dec 123 wor the amo 100</td><td>cim im 345 uld de our) in</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct>		> > > > > >	□ Convert	Negative /	Amounts to) Voids	Dec dec 123 wor the amo 100	cim im 345 uld de our) in
Optiona Accoun Accoun Notes: Issued Issued Issued Void Ite Stop Pa	al Fields at Numb at ID: Payee: Type: Item Code ay Item (er: de: : :	<sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct></td><td></td><td>▼ ▼ ▼ ▼</td><td>□ Convert</td><td>Negative A</td><td>Àmounts to</td><td>v Voids</td><td>dec 123 woo the amo 100 not</td><td>cim im 345 ald de our) in se</td></sele<></sele </sele </sele 	ct> ct> ct> ct> ct>		▼ ▼ ▼ ▼	□ Convert	Negative A	Àmounts to	v Voids	dec 123 woo the amo 100 not	cim im 345 ald de our) in se

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.



System Reports
 Transaction Filters / Blocks

Issued Check Processing Log

NOTLIVEETMSJohnsonFinancialGroupW	/1



					File	Марр	ing					
lumn 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	
			Туре		Date		Num		Name		Amount	
∌p 8, 20												
			Check		9/8/2020 12:00:00		25510		John Doe		-7201	
					AM							
4					9/8/2020						F	
Check Number	:	Colum	ın 8		~							
Amount:		Colum	ın 12		~	Insert D	ecimal Poir	nt				
Issued Date:		Colum	1n 6		~ (Dates in	file do not	include se	eparators (E)	c '/' or '-')		
* Special Date	Туре:	<not \$<="" th=""><th>Selected></th><th></th><th>~</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></not>	Selected>		~							
between the mo	nth, day an	nd year dig	its.					,			- nt o	r the column for the Issue
Optional Fields	er:	<sele< td=""><td>ct></td><td></td><td>~</td><td></td><td></td><td></td><td></td><td></td><td>Date</td><td></td></sele<>	ct>		~						Date	
Optional Fields Account Numb Account ID: Notes:	ier:	<sele< td=""><td>ct> ct></td><td></td><td>></td><td></td><td></td><td></td><td></td><td></td><td>Date</td><td>ur date doesn't include a</td></sele<>	ct> ct>		>						Date	ur date doesn't include a
Optional Fields Account Numb Account ID: Notes: Issued Payee:	ier:	<sele <sele <sele <sele< td=""><td>ct> ct> ct> ct></td><td></td><td> <</td><td></td><td></td><td></td><td></td><td></td><td>Date</td><td>ur date doesn't include a rator like a / or a – click th</td></sele<></sele </sele </sele 	ct> ct> ct> ct>		 <						Date	ur date doesn't include a rator like a / or a – click th
Optional Fields Account Numb Account ID: Notes: Issued Payee: Record Type:	- ner:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct> ct></td><td></td><td> <</td><td>Convert</td><td>Negative A</td><td>Amounts to</td><td>) Voids</td><td></td><td>Date Date</td><td>ur date doesn't include a rator like a / or a – click th</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct> ct>		 <	Convert	Negative A	Amounts to) Voids		Date Date	ur date doesn't include a rator like a / or a – click th
Optional Fields Account Numb Account ID: Notes: Issued Payee: Record Type: Issued Item Co	de:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct> ct></td><td></td><td> <</td><td>Convert</td><td>Negative <i>i</i></td><td>Amounts to</td><td>) Voids</td><td></td><td>Date Date f you sepai box f</td><td>ur date doesn't include a rator like a / or a – click th or Dates in file do not de separators. Then use t</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct> ct>		 <	Convert	Negative <i>i</i>	Amounts to) Voids		Date Date f you sepai box f	ur date doesn't include a rator like a / or a – click th or Dates in file do not d e separators . Then use t
Optional Fields Account Numb Account ID: Notes: Issued Payee: Record Type: Issued Item Co Void Item Code	vde:	<sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct></td><td></td><td>▼ ▼ ▼ ▼</td><td>☐ Convert</td><td>Negative A</td><td>Amounts to</td><td>v Voids</td><td></td><td>If you separ box f inclu Spec</td><td>ur date doesn't include a rator like a / or a – click th or Dates in file do not de separators. Then use th ial Date Type drop down</td></sele<></sele </sele </sele 	ct> ct> ct> ct> ct>		▼ ▼ ▼ ▼	☐ Convert	Negative A	Amounts to	v Voids		If you separ box f inclu Spec	ur date doesn't include a rator like a / or a – click th or Dates in file do not d e separators . Then use th ial Date Type drop down
Optional Fields Account Numb Account ID: Notes: Issued Payee: Record Type: Issued Item Co Void Item Code Stop Pay Item (ver: Ide: I: Code:	<sele <sele <sele <sele <sele< td=""><td>ct> ct> ct> ct> ct> ct></td><td></td><td>> > > ></td><td>☐ Convert</td><td>Negative A</td><td>Amounts to</td><td>) Voids</td><td></td><td>If you separ box f inclu Spec menu</td><td>ur date doesn't include a rator like a / or a – click the or Dates in file do not ide separators. Then use the ial Date Type drop down u to select the date format</td></sele<></sele </sele </sele </sele 	ct> ct> ct> ct> ct> ct>		> > > >	☐ Convert	Negative A	Amounts to) Voids		If you separ box f inclu Spec menu	ur date doesn't include a rator like a / or a – click the or Dates in file do not i de separators . Then use the i al Date Type drop down u to select the date format



NOTLIVEETMSJohnsonFinancialGroupWI

```
Transaction Audit Log
```

System Reports Transaction Filters / Blocks

Issued Check Processing Log



Optional Fields			
Account Number:	<select></select>	~	
Account ID:	<select></select>	~	
Notes:	<select></select>	~	
Issued Payee:	Column 10	<u> </u>	
Record Type:	<select></select>	Convert Negative Amounts to Void	s
Issued Item Code:			
Void Item Code:			
Stop Pay Item Code:			
< Back			

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.

Transaction Filters / Blocks

Issued Check Processing Log



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 "l" 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 >

Payee Match Report

Transaction Audit Log

Transaction Filters / Blocks Issued Check Processing Log

Audit Reports

System Reports

- NOTLIVEETMSJohnsonFinancialGroupWI

📸 ? 🦺 🌣

	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	Column	q			
	1	2	3	4	5	6	7	8	9	10	11				
	1			Туре		Date		Num		Name		A			
	Sep 8,											-			
	2 20														
						9/8/2020						-			
	3			Check		12:00:00		25510		John Doe					
				Oncon		AM		20010		bolin Doc					
												_			
	1					9/8/2020						* }			
Drofile	lama		Misroor	# Event Fi											
Profile Name: File Type:			Microsoft Excel												
Header:		No File	No File Headers												
Check N	lumber:		Column	18									-		
Amount:		Column	Column 12												
Add Decimal:		No							On the next page, review your import criteria. If everything looks correct, click Save . Click Back if adjustments						
Issued Date:			Column 6 Not Defined												
Account ID			Not Defined												
Notes:			Not Defined												
Issued Pavee:			Column 10												
Record Type:			Not Defined							Ľ					
Negative Amounts to Voids:		No							n	nade.					
Issu	ed Item Code:		Not Def	fined											
Void	Item Code:		Not Def	fined											
Stop	Pay Item Coo	le:	Not Def	fined									-		
Skip Ro	ws at Beginni	ng:	2												
Skip Rows at Ending:		1													
	I Option:		Do Not	Require F	ile Totals										

1 🗎

- Exception Processing
- Client Maintenance

File Mapping

ACH Authorization Rules

Collapse All -

NOTLIVEETMSJohnsonFinancialGroupWI

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. **O**

?

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 <u>tmsupport@johnsonfinancialgroup.com</u>.