Positive Pay File Import Mapping
Excel File Formats

See other guides for CSV or Fixed Length File formats

ACCESS JFG

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

DepositPartner ›
Positive Pay ›
Business Gateway ›

Home

ACCOUNTS ✎

Current: $125.81 ⓘ

RLC VARIABLE 200201		VARIABLE COMMERCIAL 200202	
Current Balance	$4.10	Current Balance	$9.50

Test Checking **5801		COMMERCIAL CHECKING **2687	
Available Balance	$71.45	Available Balance	$24.57
Current Balance	$71.45	Current Balance	$24.57

COMMERCIAL CHECKING **8091	
Available Balance	$16.19
Current Balance	$16.19

ACCOUNT SUMMARY

Assets   Debts

$112 Total Assets

14%
22%
64%
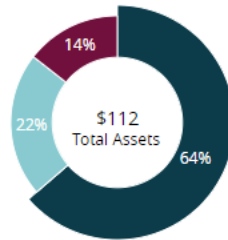
Test Checking
XXXXXX5801

Available Balance
Current Balance $71.45
View Transactions

‹ Previous   Next ›

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

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

2

Welcome, Kyle Kasbohm

On Thursday, November 26th, no electronic transactions will be pr... ...inancial Group will be closed in observance of Thanksgiving Day. ✕

- Home
- ✉² 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
- 📊 Reports ⌄

Loading...

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

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

3

ACCESS JFG

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. ✕

- Home
- Message Center ²
- Transactions ⌄
- Cash Management ⌃
  - Payments
  - ACH Pass-Thru
  - DepositPartner - SSO
  - Lockbox
  - Positive Pay
  - Small Business Credit C...
- Transfers ⌄
- Locations
- Reports ⌄

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.

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.

4

Client: Test Client

- 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

Collapse All -

Welcome to

JOHNSON FINANCIAL GROUP®

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.

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

5

Menu (left sidebar)

- **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**

Collapse All -

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.

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

6

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**

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.

7

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

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

8

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

Collapse All -

Exception Processing
Quick 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
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

Collapse All -

File Mapping

Profile Name: Microsoft Excel File

File Format: Microsoft Excel

Delimiter:
- ○ Comma
- ○ 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.

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

9

Collapse All -

Exception Processing
- Quick 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
- ACH Reporting Files

Transaction Reports
- Daily Checks Issued Summary
- Stops and Voids
- Exception Items
- Stale Dated Checks
- Account Reconciliation Summary
- Check Reconciliation Summary
- Deposit Reconciliation Summary
- Payee Match Report

Audit Reports
- Transaction Audit Log

System Reports
- Transaction Filters / Blocks
- Issued Check Processing Log

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options: Require File Totals ▾

Field #

Items in File:

Dollar Amount in File:

< Back

On this screen, you will enter some basic information about your Check Issue File.

At the top of the screen, you will see an example of your file loaded into the system. You may need to scroll up and down or left and right to see the entire sample.

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

10

Collapse All -

- **Exception Processing**
  - Quick 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
  - ACH Reporting Files
- **Transaction Reports**
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
  - Payee Match Report
- **Audit Reports**
  - Transaction Audit Log
- **System Reports**
  - Transaction Filters / Blocks
  - Issued Check Processing Log

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning [   ]

☐ Skip Rows at Ending [   ]

File Totals Options: [Require File Totals ▾]

Field #

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.

Navigation Menu

Collapse All -

Exception Processing
- Quick 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
- ACH Reporting Files

Transaction Reports
- Daily Checks Issued Summary
- Stops and Voids
- Exception Items
- Stale Dated Checks
- Account Reconciliation Summary
- Check Reconciliation Summary
- Deposit Reconciliation Summary
- Payee Match Report

Audit Reports
- Transaction Audit Log

System Reports
- Transaction Filters / Blocks
- Issued Check Processing Log

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☑ Skip Rows at Beginning   [2]

☐ Skip Rows at Ending   [ ]

File Totals Options: [Require File Totals ▼]

Field #

Items in File: [ ]

Dollar Amount in File: [ ]

[< Back]

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.

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

12

Collapse All -

- **Exception Processing**
  - Quick 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
  - ACH Reporting Files
- **Transaction Reports**
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
  - Stale Dated Checks
  - Account Reconciliation Summary
  - Check Reconciliation Summary
  - Deposit Reconciliation Summary
  - Payee Match Report
- **Audit Reports**
  - Transaction Audit Log
- **System Reports**
  - Transaction Filters / Blocks
  - Issued Check Processing Log

File Mapping

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

☐ File Does Not Contain Issued Date
☐ First Row Contains Column Names
☑ Skip Rows at Beginning   2
☑ Skip Rows at Ending   1

File Totals Options: Require File Totals ▾

            Field #

Items in File:

Dollar Amount in File:

< Back

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.

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

13

File Mapping

Collapse All -

Exception Processing
- Quick 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
- 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

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

☐ File Does Not Contain Issued Date
☐ First Row Contains Column Names
☑ Skip Rows at Beginning   2
☑ Skip Rows at Ending   1

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:

< Back

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.**

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

14

- Exception Processing
  - Quick 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
  - 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

Collapse All -

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☑ Skip Rows at Beginning   `2`

☑ Skip Rows at Ending   `1`

File Totals Options: `Do Not Require File Totals ▼`

Field #

Items in File: `____`

Dollar Amount in File: `____`

< Back   Next >

Click **Next** when finished.

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15

_NOTLIVEETMSJohnsonFinancialGroupWI

Exception Processing

Quick 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

ACH Reporting Files

Transaction Reports

Daily Checks Issued Summary

Stops and Voids

Exception Items

Stale Dated Checks

Account Reconciliation Summary

Check Reconciliation Summary

Deposit Reconciliation Summary

Payee Match Report

Audit Reports

Transaction Audit Log

System Reports

Transaction Filters / Blocks

Issued Check Processing Log

File Mapping

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

Check Number: `<Select>`

Amount: `<Select>`   ☐ Insert Decimal Point

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

* Special Date Type: `<Not Selected>`

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slas 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: [____]

< Back

Next >

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.

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

16

File Mapping

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

Check Number: [Column 8 ▾]

Amount: [<Select> ▾] ☐ Insert Decimal Point

Issued Date: [<Select> ▾] ☐ Dates in file do not include separators

* 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: [____]

[< Back]   [Next >]

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.

Sidebar Navigation

Exception Processing
- Quick 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
- 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

Collapse All -

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17

Navigation Menu

- **Exception Processing**
  - Quick 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
  - 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

Collapse All -

File Mapping

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
			Type		Date		Num		Name		Amount
ep 8, 20											
			Check		9/8/2020 12:00:00 AM		25510		John Doe		7301
					9/8/2020						

Check Number: Column 8

Amount: Column 12   ☐ Insert Decimal Point

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

* Special Date Type: <Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slash 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:

< Back

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.

File Mapping

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

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:

< Back

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.

Side Navigation

- **Exception Processing**
  - Quick 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
  - 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

Collapse All -

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

19

Menu

- **Exception Processing**
  - Quick 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
  - 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

Collapse All -

File Mapping

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

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: [   ]

[< 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.

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20

Navigation Menu

- **Exception Processing**
  - Quick 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
  - 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

Collapse All -

File Mapping

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

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:

[< 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.

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21

File Mapping

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

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

Check Number:	Column 8
Amount:	Column 12
Add Decimal:	No
Issued Date:	Column 6
Account Number:	Not Defined
Account ID	Not Defined
Notes:	Not Defined
Issued Payee:	Column 10
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined

Skip Rows at Beginning:	2
Skip Rows at Ending:	1
File Total Option:	Do Not Require File Totals

< Back

Save

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

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22

! Exception Processing

Y 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

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

_NOTLIVEETMSJohnsonFinancialGroupWI

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.

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.