Positive Pay File Import Mapping
Fixed Length File Formats

See other guides for CSV or Excel file formats

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

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. ✕

Loading...

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

Reports

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 U

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
- 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

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

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 (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.

File Mapping (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

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

File Mapping

Profile Name: Fixed Length Format

File Format: Fixed Length File

Delimiter:
- ○ Comma
- ○ Tab
- ○ Space
- ○ Semicolon
- ○ Other _____ Text Qualifier: " ▼

Select File: [Choose File] Fixed Pos Pay Example File.txt

Next >

If you select **Fixed Length File**, there will be no delimiter so that section is locked from editing.

Choose File to load an example of your Check Issue File. This will help you define the import definition on the next screens.

Click **Next** when finished.

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

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options: [Require File Totals ▾]

	Start	**End**
Items in File:		
Dollar Amount in File:		

[< Back]

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.

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

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

☐ File Does Not Contain Issued Date
☐ First Row Contains Column Names
☐ Skip Rows at Beginning [____]
☐ Skip Rows at Ending [____]

File Totals Options: [Require File Totals ▾]

	Start	End
Items in File:	[____]	[____]
Dollar Amount in File:	[____]	[____]

[< Back]

Check this box if your Check Issue File does not include the check issue date. If this box is selected, every time you Submit an Issued Check File using this definition, you will be required to enter the Issued Date of all checks in the file.

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

11

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

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning ⬚

☐ Skip Rows at Ending ⬚

File Totals Options: [Require File Totals ▾]

	Start	**End**
Items in File:	⬚	⬚
Dollar Amount in File:	⬚	⬚

[< Back]

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.

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning

☐ Skip Rows at Ending

File Totals Options: [Require File Totals ▾]

	Start	End
Items in File:		
Dollar Amount in File:		

[< Back]

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.

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

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

☐ 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:

[< 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.**

File Mapping

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

☐ File Does Not Contain Issued Date

☐ First Row Contains Column Names

☐ Skip Rows at Beginning [ ]

☐ Skip Rows at Ending [ ]

File Totals Options: [Do Not Require File Totals ▾]

	Start	End
Items in File:	[ ]	[ ]
Dollar Amount in File:	[ ]	[ ]

< Back

Next >

Click **Next** when finished.

_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

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

	Start	End
Check Number:	0	0
Amount:	0	0	☐ Insert Decimal Point
Issued Date:	0	0	☐ Dates in file do not include separ
* 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:	0	0
Account ID	0	0
Notes:	0	0
Issued Payee:	0	0
Record Type:	0	0	☐ Convert Negative Amou
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

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

	Start	End	
Check Number:	12	16	
Amount:	0	0	☐ Insert Decimal Point
Issued Date:	0	0	☐ 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 slashe
between the month, day and year digits.

Optional Fields

Account Number:	0	0	
Account ID	0	0	
Notes:	0	0	
Issued Payee:	0	0	
Record Type:	0	0	☐ Convert Negative Amount
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. For a Fixed Length file, you will enter the starting and ending position of each piece of information.

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

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 -

17

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

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

	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
6	7	8	9	0	I	7	2	7	5	3	0	0	0	1	0	7	5	.	7	6	0	3	1	8	2	0	A	N
6	7	8	9	0	I	7	2	7	5	4	0	0	0	3	2	0	0	.	0	0	0	3	1	8	2	0	E	L
6	7	8	9	0	I	7	2	7	5	5	0	0	0	0	3	7	7	.	2	4	0	3	1	8	2	0	S	H
6	7	8	9	0	I	7	2	7	5	6	0	0	0	1	2	0	8	.	3	3	0	3	1	8	2	0	B	R
6	7	8	9	0	V	7	2	7	5	7	0	0	0	9	4	7	9	.	2	4	0							

	Start	**End**
Check Number:	12	16
Amount:	17	26	☐ Insert Decimal Point
Issued Date:	0	0	☐ Dates in file do not include separa
* 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:	0	0
Account ID	0	0
Notes:	0	0
Issued Payee:	0	0
Record Type:	0	0	☐ Convert Negative Amou
Issued Item Code:		
Void Item Code:		
Stop Pay Item Code:		

< Back

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

Please note, if your file doesn't automatically include a decimal point in the amount, click the box to **Insert Decimal Point**. Clicking that will add a decimal before the last two digits (e.g. 12345 would be 123.45).

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

18

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

2	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	3
7	2	7	5	3	0	0	0	1	0	7	5	.	7	6	0	3	1	8	2	0	A	N	D	Y		D	
7	2	7	5	4	0	0	0	3	2	0	0	.	0	0	0	3	1	8	2	0	E	L	L	I	S		
7	2	7	5	5	0	0	0	3	7	7	.	2	4	0	3	1	8	2	0	S	H	A	W	S	H		
7	2	7	5	6	0	0	0	1	2	0	8	.	3	3	0	3	1	8	2	0	B	R	O	O	K	S	
7	2	7	5	7	0	0	0	9	4	7	9	.	2	4	0	3	1	8	2	0	S	A	M	U	E	L	

	Start	End	
Check Number:	12	16	
Amount:	17	26	☐ Insert Decimal Point
Issued Date:	27	32	☑ Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type:	MMDDYY		

* 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:	0	0
Account ID	0	0
Notes:	0	0
Issued Payee:	0	0
Record Type:	0	0	☐ Co
Issued Item Code:		
Void Item Code:		
Stop Pay Item Code:		

< Back

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

If your date doesn't include a separator like a / or a – click the box for **Dates in file do not include separators**. Then use the **Special Date Type** drop down menu to select the date format found in your file.

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

19

File Mapping

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

	Start	End	
Check Number:	12	16	
Amount:	17	26	☐ Insert Decimal Point
Issued Date:	27	32	☑ Dates in file do not include separators (E
* Special Date Type:	MMDDYY		

* 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

	Start	End
Account Number:	1	10
Account ID:	0	0
Notes:	0	0
Issued Payee:	33	72
Record Type:	11	11	☐ Convert Negative Amounts to
Issued Item Code:	I	
Void Item Code:	V	
Stop Pay Item Code:	S	

< Back

Fill in the optional fields as necessary.

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

Account ID: Skip

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

Issued Payee: for Payee Positive Pay, this will be required for Payee Matching. Enter the starting position number and ending position number for where the Payee name is found in the file.

Menu (left 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

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20

Left 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

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File Mapping

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

	Start	End	
Check Number:	12	16	
Amount:	17	26	☐ Insert Decimal Point
Issued Date:	27	32	☑ Dates in file do not include separators (Ex:
* Special Date Type:	MMDDYY ▼		

* 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

	Start	End
Account Number:	1	10
Account ID	0	0
Notes:	0	0
Issued Payee:	33	72
Record Type:	11	11	☐ Convert Negative Amounts to Voi[d]
Issued Item Code:	I	
Void Item Code:	V	
Stop Pay Item Code:	S	

< Back

Callout (right side)

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. Please note, if you upload a file with Stopped items included, they will need to be stopped in AccessJFG or with a JFG employee as well.

Click **Next** when finished.

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

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

Profile Name:	Fixed Length Format
File Type:	Fixed Length File
Header:	No File Headers

Check Number:	Positions 12 to 16
Amount:	Positions 17 to 26
Add Decimal:	No
Issued Date:	Positions 27 to 32 (MMDDYY)
Account Number:	Positions 1 to 10
Account ID	Not Defined
Notes:	Not Defined
Issued Payee:	Positions 33 to 72
Record Type:	Positions 11 to 11
Negative Amounts to Voids:	No
Issued Item Code:	I
Void Item Code:	V
Stop Pay Item Code:	S

Skip Rows at Beginning:	0
Skip Rows at Ending:	0
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.

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

22

- ! 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 (Test File Mapping) Created on File Mapping page

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File Mapping

Search... [Search] [Reset] 11 of 11 records

File Format Profile Name	Format Type	Date Added	
Kyle Test 1	Delimited	09/11/2020	Edit | Copy
Kyle Test 2	Fixed Length	09/11/2020	Edit | Copy
Kyle Test 3	Delimited	09/11/2020	Edit | Copy
Kyle Test 4	Delimited	09/11/2020	Edit | Copy
Kyle Test 5	Microsoft Excel	09/14/2020	Edit | Copy
Kyle Test 6	Fixed Length	09/14/2020	Edit | Copy
Kyle Test 7	Microsoft Excel	09/15/2020	Edit | Copy
No Date Require Totals	Delimited	09/15/2020	Edit | Copy
Test Client CSV	Delimited	09/03/2020	Copy
Test Client Excel	Microsoft Excel	09/03/2020	Copy
Test File Mapping	Delimited	09/15/2020	Edit | Copy
			Add New

You will be returned to the File Mapping List page with a confirmation at the top of the page. You may now use that File Mapping Definition to Submit an Issued Check File. See **Submitting an Issued Check File** Guide for instructions on importing a file.

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.