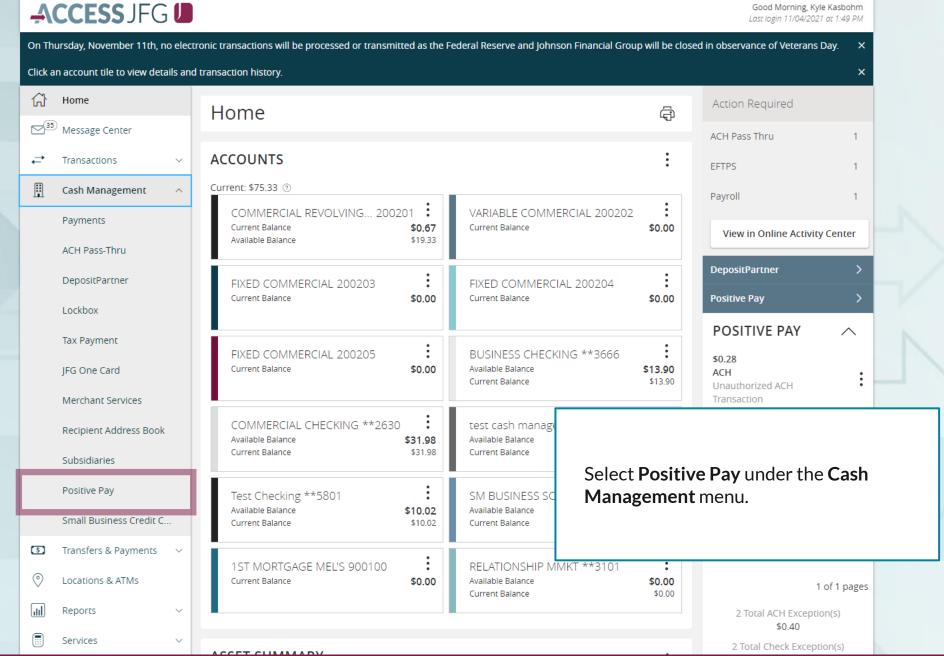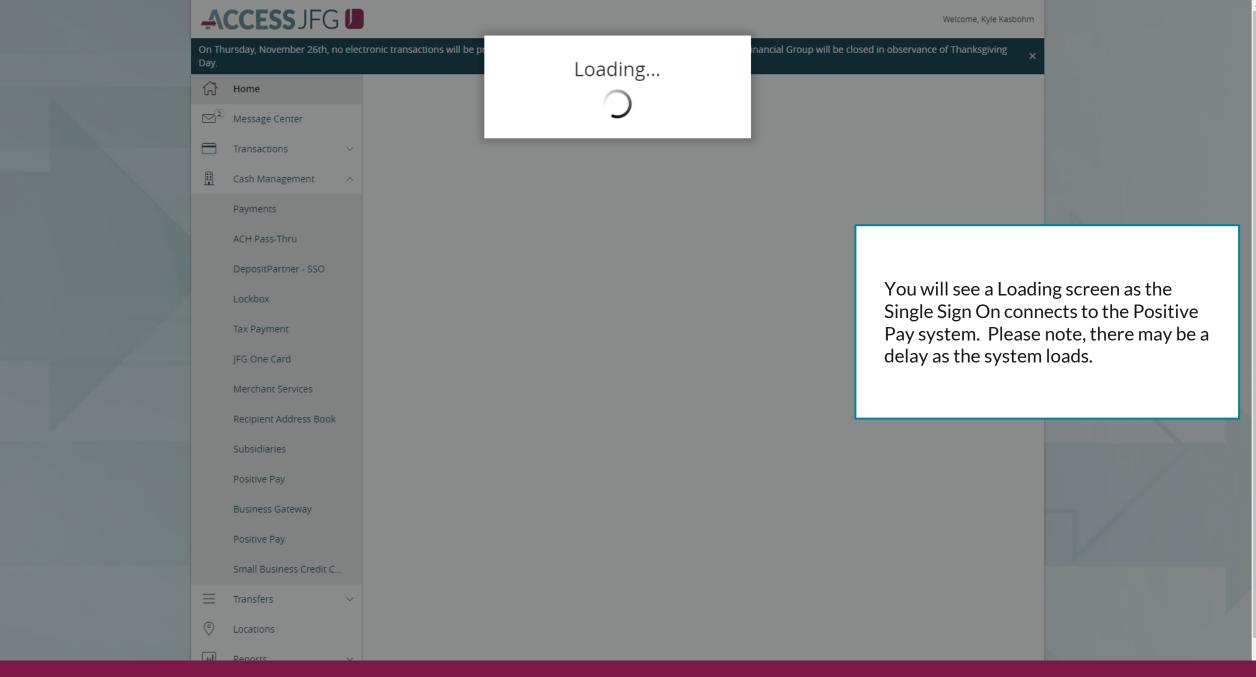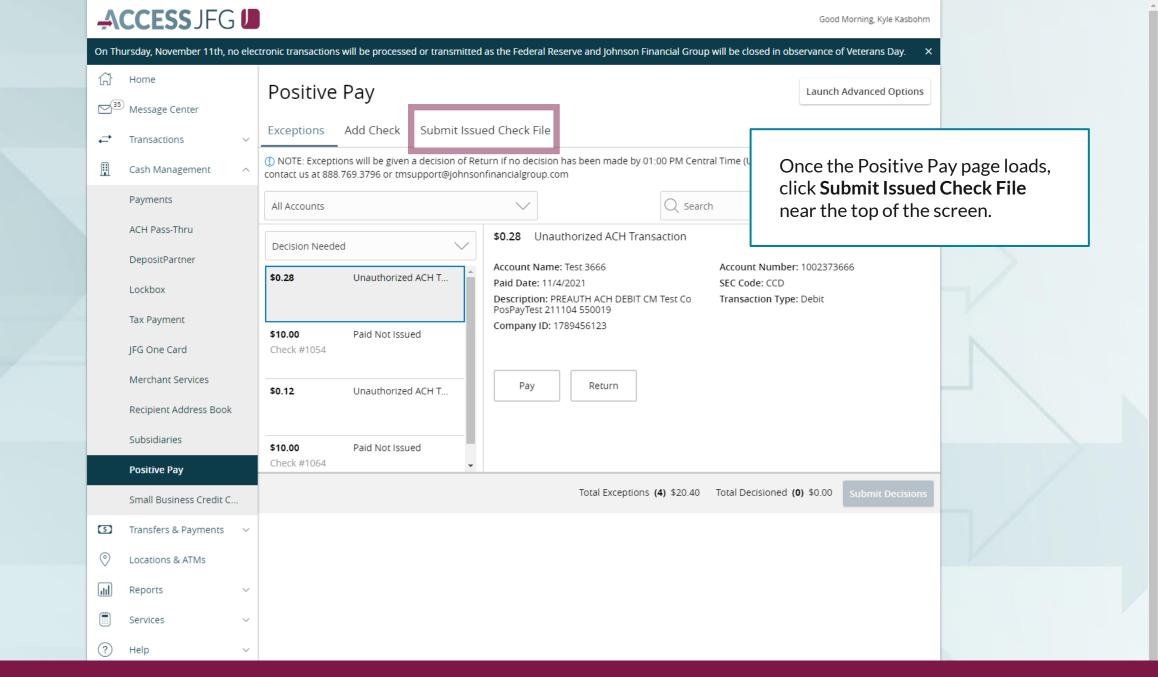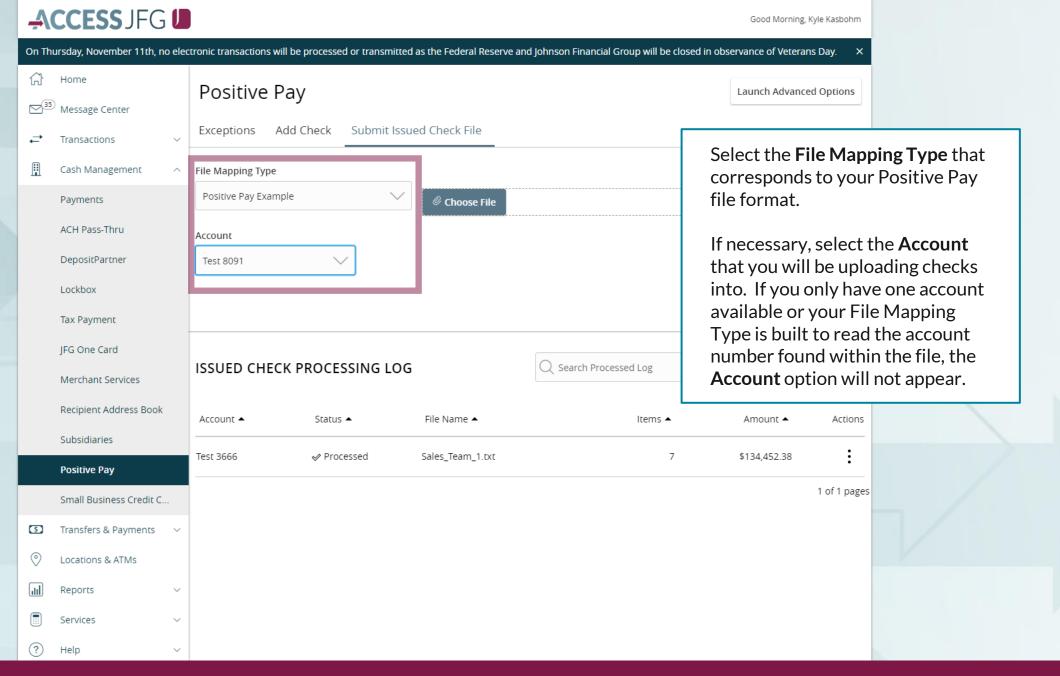# Importing an Issued Check File

JOHNSON FINANCIAL GROUP®

Good Morning, Kyle Kasbohm
Last login 11/04/2021 at 1:49 PM

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕

Click an account tile to view details and transaction history. ✕

Home
Message Center
Transactions

Cash Management

Payments
ACH Pass-Thru
DepositPartner
Lockbox
Tax Payment
JFG One Card
Merchant Services
Recipient Address Book
Subsidiaries
Positive Pay
Small Business Credit C...

Transfers & Payments
Locations & ATMs
Reports
Services

Home

ACCOUNTS

Current: $75.33 ⓘ

COMMERCIAL REVOLVING... 200201		VARIABLE COMMERCIAL 200202	
Current Balance	$0.67	Current Balance	$0.00
Available Balance	$19.33		

| FIXED COMMERCIAL 200203 | | FIXED COMMERCIAL 200204 | |
| Current Balance | $0.00 | Current Balance | $0.00 |

FIXED COMMERCIAL 200205		BUSINESS CHECKING **3666	
Current Balance	$0.00	Available Balance	$13.90
		Current Balance	$13.90

COMMERCIAL CHECKING **2630		test cash manag	
Available Balance	$31.98	Available Balance	
Current Balance	$31.98	Current Balance	

Test Checking **5801		SM BUSINESS SC	
Available Balance	$10.02	Available Balance	
Current Balance	$10.02	Current Balance	

1ST MORTGAGE MEL'S 900100		RELATIONSHIP MMKT **3101	
Current Balance	$0.00	Available Balance	$0.00
		Current Balance	$0.00

ASSET SUMMARY

Action Required

ACH Pass Thru	1
EFTPS	1
Payroll	1

View in Online Activity Center

DepositPartner ›
Positive Pay ›

POSITIVE PAY ⌄

$0.28
ACH
Unauthorized ACH
Transaction

1 of 1 pages

2 Total ACH Exception(s)
$0.40

2 Total Check Exception(s)

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

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

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ACCESS JFG U

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

- Home
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  - 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.

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On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕

🏠 Home

✉³⁵ Message Center

⇄ Transactions ⌄

🏢 Cash Management ⌃

    Payments

    ACH Pass-Thru

    DepositPartner

    Lockbox

    Tax Payment

    JFG One Card

    Merchant Services

    Recipient Address Book

    Subsidiaries

    Positive Pay

    Small Business Credit C...

💲 Transfers & Payments ⌄

◉ Locations & ATMs

📊 Reports ⌄

🖩 Services ⌄

❓ Help ⌄

Positive Pay

Launch Advanced Options

Exceptions   Add Check   Submit Issued Check File

ⓘ NOTE: Exceptions will be given a decision of Return if no decision has been made by 01:00 PM Central Time (U... contact us at 888.769.3796 or tmsupport@johnsonfinancialgroup.com

All Accounts ⌄		Q Search

Decision Needed ⌄

$0.28	Unauthorized ACH T...
$10.00 Check #1054	Paid Not Issued
$0.12	Unauthorized ACH T...
$10.00 Check #1064	Paid Not Issued

$0.28   Unauthorized ACH Transaction

Account Name: Test 3666   Account Number: 1002373666

Paid Date: 11/4/2021   SEC Code: CCD

Description: PREAUTH ACH DEBIT CM Test Co   Transaction Type: Debit
PosPayTest 211104 550019

Company ID: 1789456123

Pay   Return

Total Exceptions **(4)** $20.40   Total Decisioned **(0)** $0.00   Submit Decisions

Once the Positive Pay page loads, click **Submit Issued Check File** near the top of the screen.

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

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On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕

- Home
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  - Subsidiaries
  - **Positive Pay**
  - Small Business Credit C...
- Transfers & Payments ⌄
- Locations & ATMs
- Reports ⌄
- Services ⌄
- Help ⌄

Positive Pay

Launch Advanced Options

Exceptions   Add Check   **Submit Issued Check File**

File Mapping Type

Positive Pay Example ⌄

@ **Choose File**

Account

Test 8091 ⌄

Select the **File Mapping Type** that corresponds to your Positive Pay file format.

If necessary, select the **Account** that you will be uploading checks into. If you only have one account available or your File Mapping Type is built to read the account number found within the file, the **Account** option will not appear.

ISSUED CHECK PROCESSING LOG

🔍 Search Processed Log

Account ▲	Status ▲	File Name ▲	Items ▲	Amount ▲	Actions
Test 3666	✅ Processed	Sales_Team_1.txt	7	$134,452.38	⋮

1 of 1 pages

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

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Good Morning, Kyle Kasbohm

- ⌂ Home
- ✉ (35) Message Center
- ⇄ Transactions ⌄
- 🏢 Cash Management ⌃
  - Payments
  - ACH Pass-Thru
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  - **Positive Pay**
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- 💲 Transfers & Payments ⌄
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- 🖩 Services ⌄
- ❓ Help ⌄

Positive Pay

Launch Advanced Options

Exceptions   Add Check   **Submit Issued Check File**

File Mapping Type

Positive Pay Example ⌄

📎 **Choose File**   Positive Pay Example 1.xlsx

Account

Test 8091 ⌄

Click **Choose File** to open a file browser. Use the file browser to find and load your positive pay file into the session.

ISSUED CHECK PROCESSING LOG

🔍 Search Processed Log

Account ▲	Status ▲	File Name ▲	Items ▲	Amount ▲	Actions
Test 3666	✔ Processed	Sales_Team_1.txt	7	$134,452.38	⋮

1 of 1 pages

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

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ACCESS JFG U

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day.   ✕

- Home
- Message Center (35)
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  - Payments
  - ACH Pass-Thru
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  - Lockbox
  - Tax Payment
  - JFG One Card
  - Merchant Services
  - Recipient Address Book
  - Subsidiaries
  - **Positive Pay**
  - Small Business Credit C...
- Transfers & Payments ⌄
- Locations & ATMs
- Reports ⌄
- Services ⌄
- Help ⌄

Positive Pay

[Launch Advanced Options]

Exceptions   Add Check   **Submit Issued Check File**

File Mapping Type

| Positive Pay Example ⌄ | 📎 **Choose File**   Positive Pay Example 1.xlsx |

Account

Test 8091 ⌄

[Process File]

ISSUED CHECK PROCESSING LOG

🔍 Search Processed Log   🖨

Account ▲	Status ▲	File Name ▲	Items ▲
Test 3666	✔ Processed	Sales_Team_1.txt	7

Click **Process File** to begin uploading your Positive Pay file.

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

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On Thursday, November 11th, no electronic transa[...] will be closed in observance of Veterans Day. ✕

⌂ Home

✉ 35 Message Center

⇄ Transactions ⌄

🏢 Cash Management ⌃

Payments

ACH Pass-Thru

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$ Transfers & Payments ⌄

📍 Locations & ATMs

📊 Reports ⌄

🖩 Services ⌄

? Help ⌄

Posit[...]

Exceptio[...]

File Mappi[...]

Positive P[...]

Account

Test 8091[...]

Launch Advanced Options

Process File

ⓘ

File is Now Processing

File has uploaded successfully and is now processing. See Issued Check Processing Log to check file status updates

Close

ISSUED CHECK PROCESSING LOG

🔍 Search Processed Log

🖨

Account ▲	Status ▲	File Name ▲	Ite
Test 3666	✔ Processed	Sales_Team_1.txt	

You will receive a confirmation that your file is processing. Click **Close**.

Good Morning, Kyle Kasbohm

On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕

Home

Positive Pay

Launch Advanced Options

You will see any check files that have been uploaded that day in the **Issued Check Processing Log**. The status will initially say **Processing** while the system loads in the file. When it is finished, you will see the Status column updated. Assuming a successful upload, you will see the Items and Amounts columns update to show how many checks were in the file and the total dollar amount of those checks

Process File

DepositPartner

Lockbox

Tax Payment

JFG One Card

Merchant Services

Recipient Address Book

Subsidiaries

Positive Pay

ISSUED CHECK PROCESSING LOG

Search Processed Log

Account ▲	Status ▲	File Name ▲	Items ▲	Amount ▲	Actions
Test 3666	✔ Processed	Sales_Team_1.txt	7	$134,452.38	⋮
Test 8091	◯ Processing	Positive_Pay_Example_1.xlsx	0	$0.00	⋮

1 of 1 pages

Once finished processing, there are three possible statuses:
• **Processed**: The file processed without any problems
• **Processed with Exceptions**: The file processed although one or more checks needed to be skipped. All checks were uploaded except those that were skipped.
• **Rejected**: The file was rejected and no checks were uploaded.
If your status is Processed with Exceptions or Rejected, you can click the kabob menu (three dots) to **View Error Details**.

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

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On Thursday, November 11th, no electronic transactions will be processed or transmitted as the Federal Reserve and Johnson Financial Group will be closed in observance of Veterans Day. ✕

Once finished processing, there are three possible statuses:
- **Processed**: The file processed without any problems
- **Processed with Exceptions**: The file processed although one or more checks needed to be skipped. All checks were uploaded except those that were skipped.
- **Rejected**: The file was rejected and no checks were uploaded.

If your status is Processed with Exceptions or Rejected, you can click the kabob menu (three dots) to **View Error Details**.

DepositPartner

Lockbox

Tax Payment

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Positive Pay

Small Business Credit C...

Transfers & Payments

Locations & ATMs

Reports

Services

Help

Process File

ISSUED CHECK PROCESSING LOG

Search Processed Log

Account ▲	Status ▲	File Name ▲	Items ▲	Amount ▲	Actions
Test 3666	✓ Processed	Sales_Team_1.txt	7	$134,452.38	⋮
Test 8091	✓ Processed	Positive_Pay_Example_1.xlsx	13	$20,188.37	⋮
Test 8091	⊘ Rejected	Positive_Pay_Example_1.xlsx	0	$0.00	⋮
Test 8091	⚠ Processed with exceptions	Positive_Pay_Example_1.xlsx	1		

View Error Details

Expand Row

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

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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
- ✉² Message Center
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  - ACH Pass-Thru
  - DepositPartner - SSO
  - Lockbox

Positive Pay

Launch Advanced Options

Exceptions	Add Check

All Accounts ⌄

🔍 Search

Decisions Needed ⌄

No exceptions

No exceptions

The previous pages show how to upload a file via the integrated AccessJFG Positive Pay.

For full positive pay functionality, please click **Launch Advanced Options** to enter the full Positive Pay platform. The following pages will show you how to upload a file via the full platform.

- Positive Pay
- Small Business Credit C…
- ≡ Transfers ⌄
- 📍 Locations
- 📊 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.

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Collapse All -

- **! Exception Processing**
  - Quick Exception Processing
- **Client Maintenance**
  - File Mapping
  - User Setup (Client)
- **Transaction Processing**
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
- **Transaction Reports**
  - Daily Checks Issued Summary
  - Stops and Voids
  - Exception Items
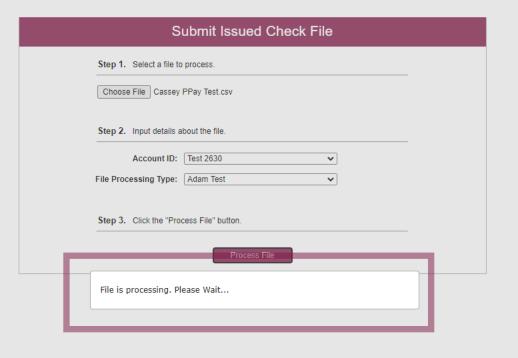 - Correction Report
  - Stale Dated Checks
  - Payee Match Report
- **Audit Reports**
  - Transaction Audit Log
- **System Reports**
  - Issued Check Processing Log

Welcome to

JOHNSON FINANCIAL GROUP®

Positive Pay System

Please decision all exceptions by 1:00PM CST.

Select **Submit Issued Check File** under the **Transaction Processing** menu.

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

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_NOTLIVEETMSJohnsonFinancialGroupWI

Client: Test Client

Exception Processing

Quick Exception Processing

Client Maintenance

File Mapping

User Setup (Client)

Transaction Processing

Submit Issued Check File

Add New Issued Check

Void a Check

Check Search

Transaction Reports

Daily Checks Issued Summary

Stops and Voids

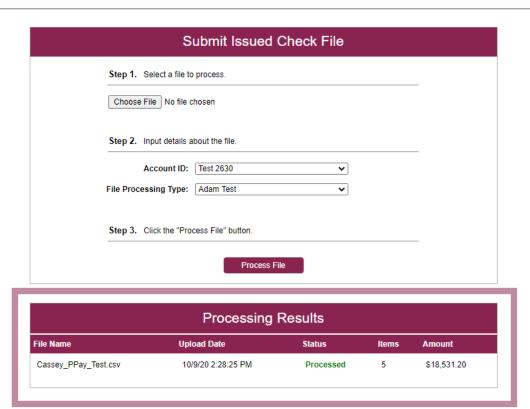Exception Items

Correction Report

Stale Dated Checks

Payee Match Report

Audit Reports

Transaction Audit Log

System Reports

Issued Check Processing Log

Submit Issued Check File

Step 1. Select a file to process.

Choose File   No file chosen

Step 2. Input details about the file.

Account ID: Test 2630

File Processing Type: Test File Mapping

Step 3. Click the "Process File" button.

Process File

On this screen, in **Step 1**, click **Choose File** and select your file from your saved documents.

In **Step 2**, select the appropriate account from the **Account ID** drop down menu. Then, select your File Import Definition (File Map) from the **File Processing Type** drop down menu. **Please note**, if your File Map is set to import checks based on the account number found within the file, you will still need to select an Account ID. However, the File Map will import based on the account number(s) listed within the file.

Click **Process File** when completed.

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

Client: Test Client

Collapse All -

- **Exception Processing**
  - Quick Exception Processing
- **Client Maintenance**
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  - Correction Report
  - Stale Dated Checks
  - Payee Match Report
- **Audit Reports**
  - Transaction Audit Log
- **System Reports**
  - Issued Check Processing Log

Submit Issued Check File

Step 1. Select a file to process.

Choose File   Cassey PPay Test.csv

Step 2. Input details about the file.

Account ID: Test 2630

File Processing Type: Adam Test

Step 3. Click the "Process File" button.

Process File

File is processing. Please Wait...

After you click Process File, you will get a note that the file is processing. It will take a few moments for the system to finish processing the file.

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

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Client: Test Client

Submit Issued Check File

Step 1. Select a file to process.

Choose File | No file chosen

Step 2. Input details about the file.

Account ID: Test 2630

File Processing Type: Adam Test

Step 3. Click the "Process File" button.

Process File

Processing Results

File Name	Upload Date	Status	Items	Amount
Cassey_PPay_Test.csv	10/9/20 2:28:25 PM	Processed	5	$18,531.20

Side Menu

! Exception Processing
- Quick Exception Processing

Client Maintenance
- File Mapping
- User Setup (Client)

Transaction Processing
- Submit Issued Check File
- Add New Issued Check
- Void a Check
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Transaction Reports
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- Stops and Voids
- Exception Items
- Correction Report
- Stale Dated Checks
- Payee Match Report

Audit Reports
- Transaction Audit Log

System Reports
- Issued Check Processing Log

When the file is finished processing, you will see the processing results.

You will see a count of the number of items contained within the file as well as the total dollar amount of all items. The status column will either read Processed or Rejected. If it Rejected, the entire file failed, and a window will pop up telling you the errors in the file. If it says processed, the file was a success. In either case, you can click the word Processed or Rejected to receive notes, if any, about the file.

If you need to submit an additional file, you can submit a file right away at the top of the screen.

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

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Thank You

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.

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