Creating Custom ACH File Upload Map

To be used if you want to upload an ACH File but have your own custom formatted file to use. This guide is only to create the custom file map. For instructions on how to upload your files, please see Uploading ACH Transactions guide.



ACCESS JFG 🛽

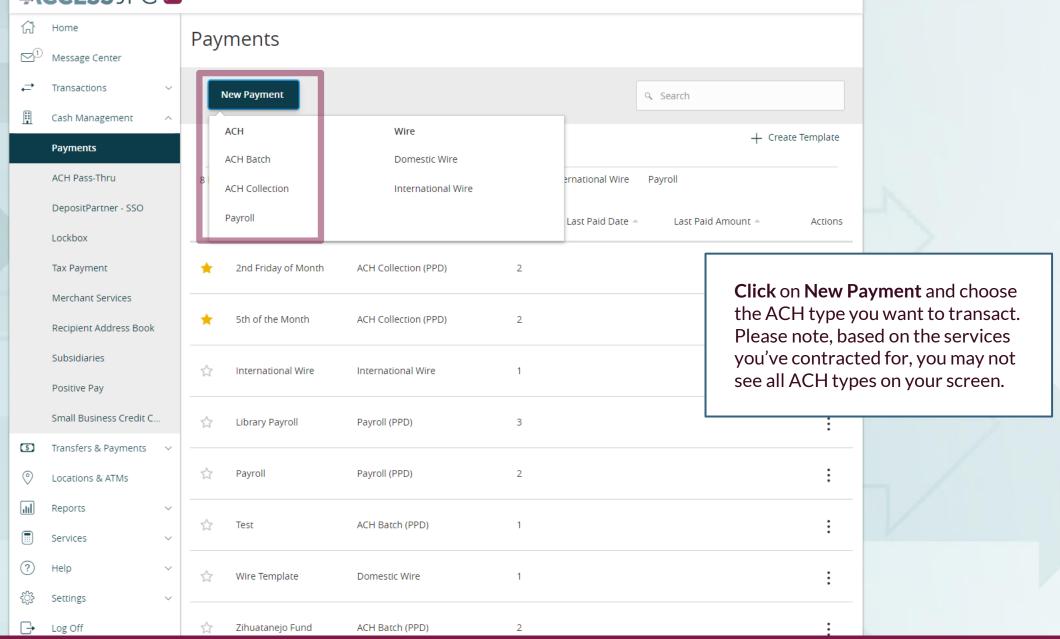
Good Afternoon, Kyle Kasbohm Last login 03/10/2022 at 2:44 PM

-	Click a	in account tile to view details an	d transaction history.		×	
	ŵ	Home	Home	Ĩ	DepositPartner >	
	⊠ ³²	Message Center	nome	Ś	Positive Pay >	
	₽	Transactions \checkmark	ACCOUNTS	:	POSITIVE PAY	
	₿	Cash Management ^	Available: \$15,015.94		No accounts have exceptions	
		Payments	COMMERCIAL CKG W/INT **4277 COMMERCIAL CKG W/INT **7757	:	needing decision. Continue to Positive Pay	
		ACH Pass-Thru	Available Balance \$6,181.91 Available Balance \$5,442 Current Balance \$6,181.91 Current Balance \$5,442			
		DepositPartner - SSO	COMMERCIAL CHECKING **7245			
2		Lockbox	Available Balance \$3,391.44 Current Balance \$3,391.44			
-		Tax Payment			· ·	
		Merchant Services	LOANS	:	I o create a cust uploading ACH	tom file map for
		Recipient Address Book	Current: \$1,754,051.59 ⁽²⁾		Payments foun	-
		Subsidiaries		:	Management m	nenu
		Positive Pay	COMMERCIAL REVOLVING 20020 COMMERCIAL TERM LOAN 300200 Current Balance \$1,011,399.85 Available Balance \$988,600.15	• 1.74		
		Small Business Credit C				/
	\$	Transfers & Payments 🛛 🗸	CD	:		
	\bigcirc	Locations & ATMs	Available: \$15,601.80 ⑦	•		
		Reports ~	Current: \$15,601.80 ⑦			
		Services ~	BUSINESS REPO CD **0001 Available Balance \$15,601.80 Current Balance \$15,601.80			
	?	Help ~	Current balance \$15,001.00			
	्रि	Settings v				

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

ACCESS JFG 🛽

Good Morning, Kyle Kasbohm



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Good Morning, Kyle Kasbohm

fì ⊠¹	Home Message Center	ACH Batch Change Type				
t ∎	Transactions × Cash Management × Payments ACH Pass-Thru DepositPartner - SSO	SEC Code @ Company Entry Description Erom Subsidiary	n			
	Lockbox Tax Payment Merchant Services	Recipients (1) Filters: All Pre-Notes Find recipients in payment + Add multiple recipients 				
	Recipient Address Book Subsidiaries Positive Pay	Recipient/Account Amount Search by name or account. 				
5	Small Business Credit C Transfers & Payments v Locations & ATMs	+ Add another recipient				
	Reports ~ Services ~	1 payments (1 for \$0.00)				
⑦ ☆ ⊡	Help ~ Settings ~ Log Off					

File Mapping Management

SAVED FILE MAPPINGS

	New Mapping			۹ Search	
	2 Results				
	Mapping Instruction N	ame	Mapping Type		
Click New Mapping and select your file from the file			System Standard		:
browser that p	ops up.		System Standard		:

Please note, custom file maps can be Excel, CSV/Delimited, or TXT/Fixed Length files. The process is a little different for each type so we will cover each file type starting on the following pages:

Excel: Page 6 CSV/Delimited: Page 10 TXT/Fixed Length: Page 14

Upload Wizard







		File Set-up		File	Review		
			М	apping			
How is your data separated?				Header	Rows to Skip:	0	
Excel				nedder	ions to skip.	0	
C Fixed Width				Trailer R	ows to Skip:	0	
Your uploaded data: ACH Cus	tom File Upload E	xample.xlsx (Showing 10 of 2	20 rows)			First	row contains column headers
Column_1	Column_2	Column_3	Column_4		Column_5	Column_6	Column_7
Name	Amount	Routing Number	Account Numb	er	Addenda	Account Type	Invoice Numbers
Steve Rogers	123.26	75911852	123456		Payroll 04/04-04-15	Checking	N/A

123457

123458

Payroll 04/04-04-15

Payroll 04/04-04-15

When the file loads in, you will see an example of your file in the center of the screen.

75911852

75911852

The system will ask you how your data is separated. Select **Excel**

2358.25

1235.21

If your file has column header or footer rows to be skipped, enter how many **Header/Footer Rows to Skip**. If you only have one header row with column titles, click the **First row contains column headers** box.

Click **Continue** when ready.

Clint Barton

Pietro Maximoff

Checking	N/A
Checking	N/A

N/A

N/A

N/A

Checking

Checking

Checking





EXCEL FILES

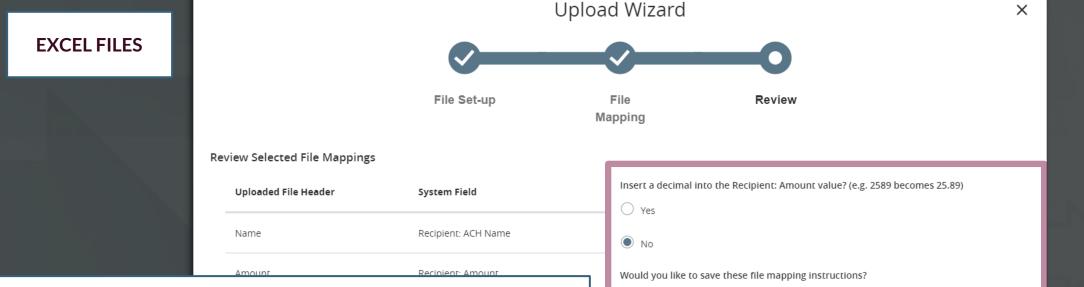


What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status	
Name	Steve Rogers	Recipient: ACH Name	⊘ Ready	
Amount	123.26	Recipient: Amount	🖉 Ready	
Routing Number	75911852	Recipient: Routing Number	 Warning - Routing numbers less than 9 digits will be prefixed with zero(s) 	
Account Number	123456	Recipient: Account Number	🔗 Ready	
Addenda	Payroll 04/04-04-15	Recipient: Addendum	🖉 Ready	
Account Type	Checking	Recipient: Account Type	🖉 Ready	
Invoice Numbers	N/A	Do Not Map		

The next screen will load in your columns from your file. You will be asked to select the **System Field** to indicate what ACH information each column corresponds to. You do not necessarily need to match every column if it's not needed for ACH purposes; for example, Invoice Numbers in this example is not going to be mapped in. You may notice a warning message for routing numbers. Excel files drop the preceding 0 in routing numbers that start with a 0. The warning just indicates that the system will add preceding 0's for any routing number less than 9 digits. Click **Continue** when ready.

Cancel Continue



The next screen will show you the columns that you chose to map into your ACH files.

On the right side of the screen, you will have a few settings to determine. First, if you mapped an amount value, you'll need to tell the system if it needs to insert a decimal into the Amount Value, for example 2589 would become 25.89). You can also choose to save these mapping instructions for future use. If you choose to save it, you will need to name the mapping instructions as well as indicate if you want the file mapping to be Private or Shared. Please note, if you choose to Share it, it will only be shared with users in the same User Role as the creator of the file map. If you have multiple users in multiple user roles who need to use this, you will need a user from each user role to create the same map. Click **Finish** when ready.

Insert a decimal into the Recipient: Amount value? (e.g. 2589 becomes 25.89) Yes No
No No
Would you like to save these file mapping instructions?
O No
• Yes
Mapping Instruction Name
Do you want this File Mapping to be Private or Shared?
O Private
Shared
Back Cancel Finish
Dack Cancel Filisi

EXCEL FILES



Your file mapping has been saved as "Payroll Upload File." This mapping can be selected and reused in the future.

Would you like to Continue to the transaction screen, using this mapping and provided file?

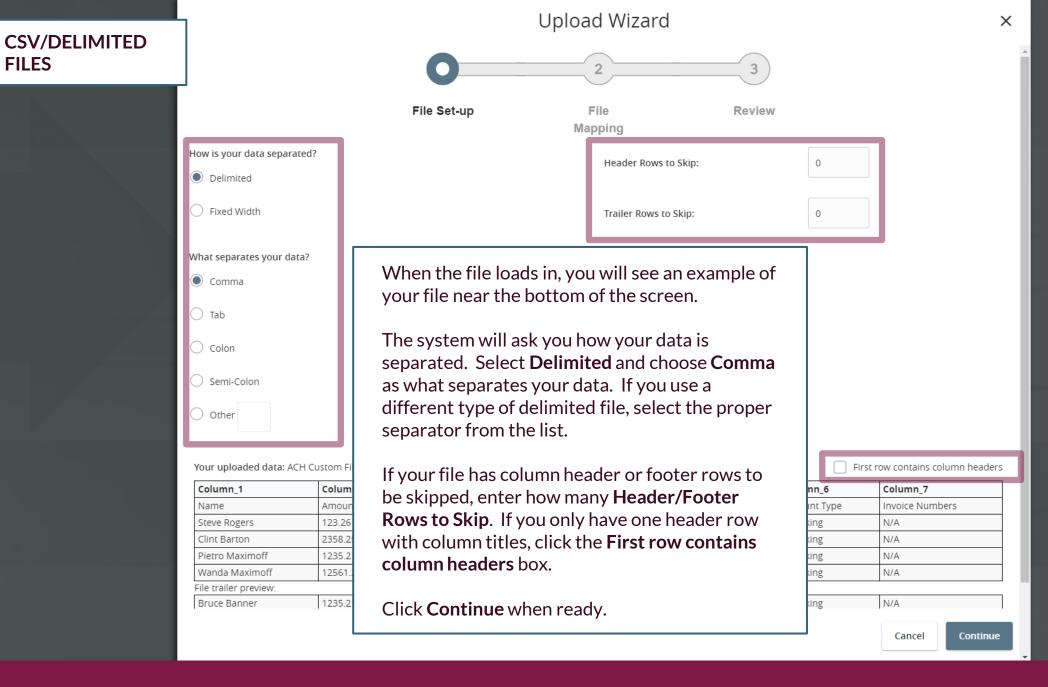
Back

Continue

Once the file map is saved, you will receive a confirmation.

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The system will also ask if you'd like to use the file map to upload the current file you are using into a transaction. If you'd like to do that, click **Continue**. Otherwise, if you are finished and don't need to upload that file, click **Back**.



FILES

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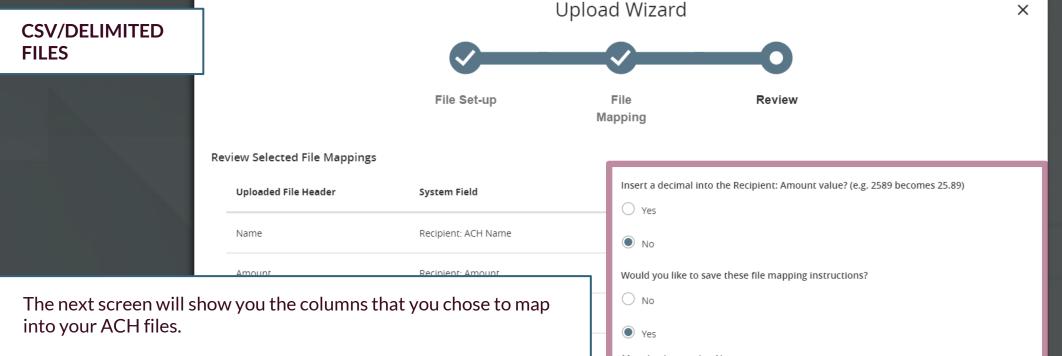


What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status	
Name	Steve Rogers	Recipient: ACH Name	⊘ Ready	
Amount	123.26	Recipient: Amount	🔗 Ready	
Routing Number	75911852	Recipient: Routing Number	() Warning - Routing numbers less than 9 digits will be prefixed with zero(s)	
Account Number	123456	Recipient: Account Number	🔗 Ready	
Addenda	Payroll 04/04-04-15	Recipient: Addendum	🖉 Ready	
Account Type	Checking	Recipient: Account Type	🖉 Ready	
Invoice Numbers	N/A	Do Not Map		

The next screen will load in your columns from your file. You will be asked to select the **System Field** to indicate what ACH information each column corresponds to. You do not necessarily need to match every column if it's not needed for ACH purposes; for example, Invoice Numbers in this example is not going to be mapped in. You may notice a warning message for routing numbers. CSV files drop the preceding 0 in routing numbers that start with a 0. The warning just indicates that the system will add preceding 0's for any routing number less than 9 digits. Click **Continue** when ready.

Cancel Continue



On the right side of the screen, you will have a few settings to determine. First, if you mapped an amount value, you'll need to tell the system if it needs to insert a decimal into the Amount Value, for example 2589 would become 25.89). You can also choose to save these mapping instructions for future use. If you choose to save it, you will need to name the mapping instructions as well as indicate if you want the file mapping to be Private or Shared. Please note, if you choose to Share it, it will only be shared with users in the same User Role as the creator of the file map. If you have multiple users in multiple user roles who need to use this, you will need a user from each user role to create the same map. Click **Finish** when ready.

CSV/DELIMITED FILES



Your file mapping has been saved as "Payroll Upload File." This mapping can be selected and reused in the future.

Would you like to Continue to the transaction screen, using this mapping and provided file?

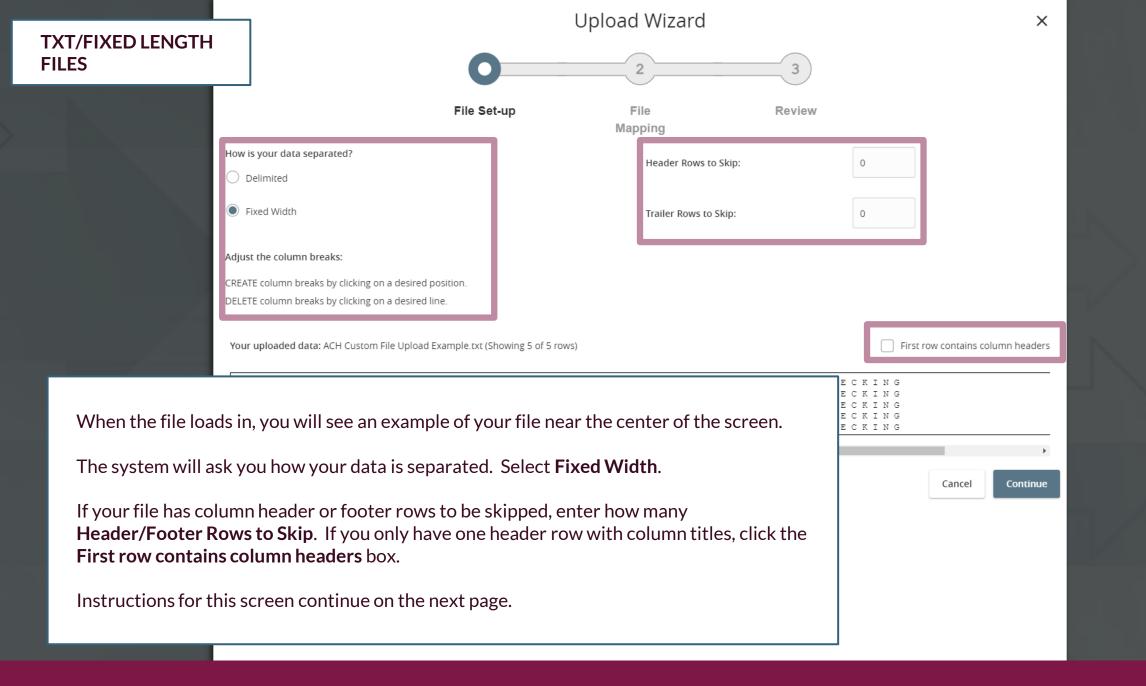
Back

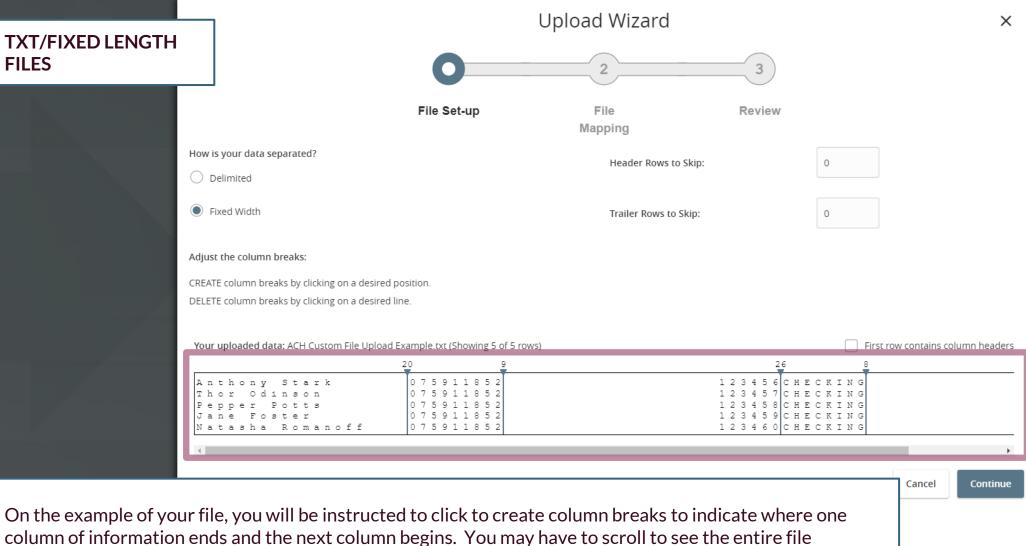
Continue

Once the file map is saved, you will receive a confirmation.

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The system will also ask if you'd like to use the file map to upload the current file you are using into a transaction. If you'd like to do that, click **Continue**. Otherwise, if you are finished and don't need to upload that file, click **Back**.



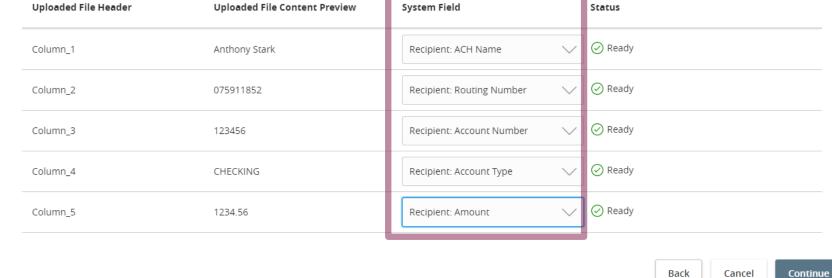


example. The screenshot shows examples of where column breaks were added in this file.

Click **Continue** when you are finished on this page.

FILES





The next screen will load in your columns that you indicated on the previous screen. You will be asked to select the **System Field** to indicate what ACH information each column corresponds to. You do not necessarily need to match every column if it's not needed for ACH purposes.

Click **Continue** when ready.

TXT/FIXED LENGTH

FILES

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TXT/FIXED LENGTH FILES

Upload Wizard



The next screen will show you the columns that you chose to map into your ACH files.

On the right side of the screen, you will have a few settings to determine. First, if you mapped an amount value, you'll need to tell the system if it needs to insert a decimal into the Amount Value, for example 2589 would become 25.89). You can also choose to save these mapping instructions for future use. If you choose to save it, you will need to name the mapping instructions as well as indicate if you want the file mapping to be Private or Shared. Please note, if you choose to Share it, it will only be shared with users in the same User Role as the creator of the file map. If you have multiple users in multiple user roles who need to use this, you will need a user from each user role to create the same map. Click **Finish** when ready.

	Insert a decimal into the Recipient: Amount value? (e.g. 2589 becomes 25.89)	
ie	 Yes No 	
Number	Would you like to save these file mapping instructions?	
Number	○ No	
Гуре	Yes Mapping Instruction Name	_
	Do you want this File Mapping to be Private or Shared?	
	Private	
	Shared	
	Back Cancel	Finish



Your file mapping has been saved as "Payroll Upload File." This mapping can be selected and reused in the future.

Would you like to Continue to the transaction screen, using this mapping and provided file?

Back

Continue

Once the file map is saved, you will receive a confirmation.

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The system will also ask if you'd like to use the file map to upload the current file you are using into a transaction. If you'd like to do that, click **Continue**. Otherwise, if you are finished and don't need to upload that file, click **Back**.

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

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