

Positive Pay File Import Mapping Fixed Length File Formats

See other guides for CSV or Excel file formats

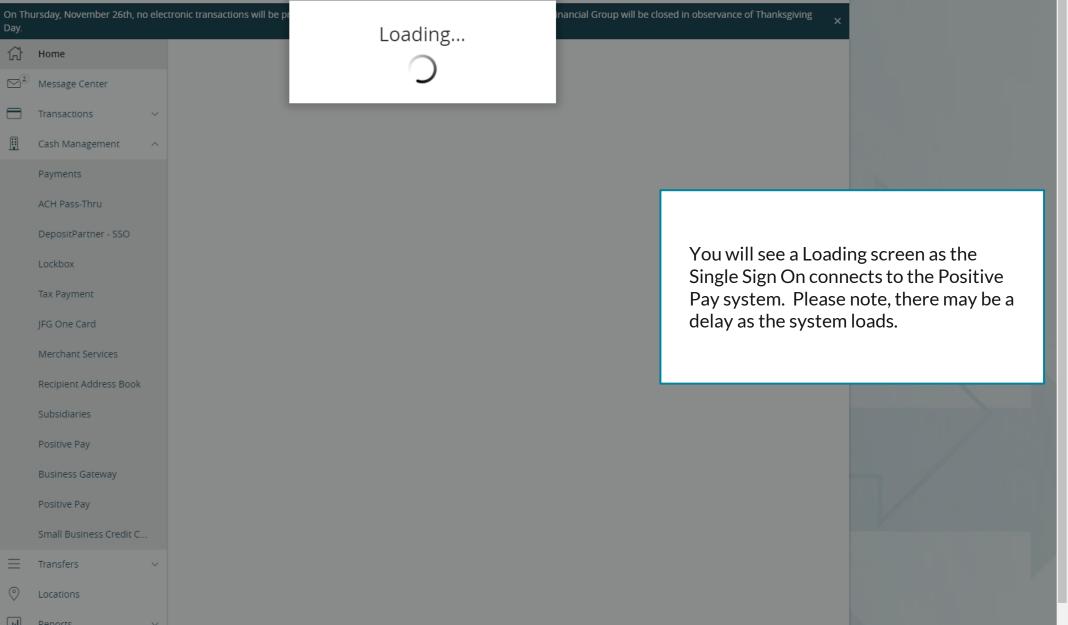


ACCESS JFG 🛽

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

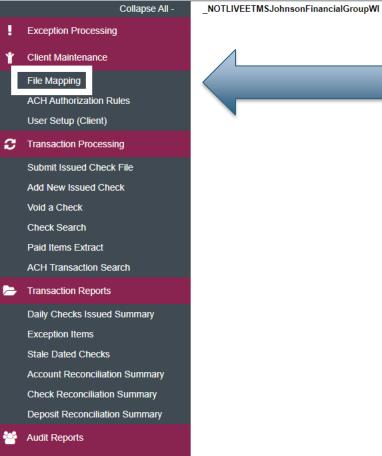
On Th Day.	ursday, November 26th, no elec	ctronic transactions will be processed or transn	nitted as the	Federal Reserve and John	ison Financial Group will be c	losed in observance of Thanksgiving	×
Click a	an account tile to view details an	d transaction history.					×
슈	Home	Home			Ģ	DepositPartner	>
\square^2	Message Center	поппе			ل ي ا ا	Positive Pay	>
	Transactions ~	ACCOUNTS 🖉			~	Business Gateway	>
Ĥ	Cash Management 🔷	Current: \$125.81 ⑦					
	Payments	RLC VARIABLE 200201 Current Balance	\$4.10	VARIABLE COMM Current Balance	ERCIAL 200202 \$9.50		
	ACH Pass-Thru						
2	DepositPartner - SSO	Test Checking **5801		COMMERCIAL CH			
	Lockbox	Available Balance Current Balance	\$71.45 \$71.45	Available Balance Current Balance	\$24.57 \$24.57		
	Tax Payment						
	JFG One Card	COMMERCIAL CHECKING **809 Available Balance Current Balance	91 : \$16.19 \$16.19				
	Merchant Services						
	Recipient Address Book	ACCOUNT SUMMARY					
	Subsidiaries				Select Posit	ive Pay under the C	ash
	Positive Pay	Assets Debts			Manageme		
	Business Gateway	14%		Test Checking XXXXXX5801			
	Positive Pay			Available Balance Current Balance	\$71.4	-	
	Small Business Credit C	22% \$112 Total Assets 64%		View Transactions	\$71.4		
≡	Transfers \checkmark						
0	Locations			< Previous	Next >		

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



	On Thursday, November 26th, no elec Day.	ctronic transactions will be processed or transmitted as	s the Federal Reserve and Johnson Financial Group will	l be closed in observance of Thanksgiving X	
	 G Home S Message Center 	Positive Pay		Launch Advanced Options	
	Transactions ~	Exceptions		Add Check	
	👖 Cash Management 🔨	All Accounts	✓ Q Search		
	Payments		No exceptio	ions	
	ACH Pass-Thru	Decisions Needed			
	DepositPartner - SSO	No exceptions			
	Lockbox				
Check	-	ssing and Adding Issued			- /
Launc	th Advanced Options ve Pay platform.				_ /
	Positive Pay				
	Small Business Credit C				
	O 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.



🛄 System Reports

Welcome to



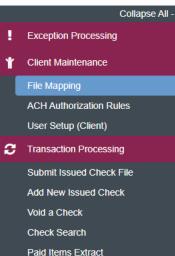
Positive Pay System

 $\label{eq:Please decision all exceptions by 1:00 PM \, CST. \ Please upload all issued check files by 5:00 PM \, CST.$

Select File Mapping under the Client Maintenance menu.

O

Client: Test Client



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Transaction Reports Daily Checks Issued Summary

ACH Transaction Search

Exception Items Stale Dated Checks Account Reconciliation Summary

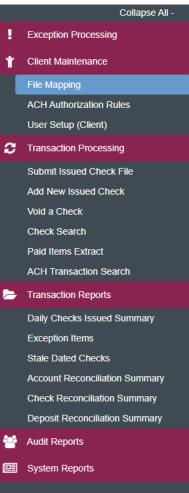
Check Reconciliation Summary Deposit Reconciliation Summary

Audit Reports

💷 System Reports

	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	Сору
Test Client Excel		Microsoft Excel	09/03/2020	Сору
				Add New

You will be taken to a screen that shows you any available File Mapping definitions you have access to. Click **Add New** to create a new File Mapping Definition. Ð



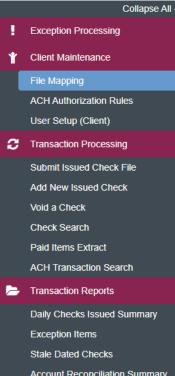
NOTLIVEETMSJohnsonFinancialGroupWI

	File Mapping	
Profile Name:		
File Format:	Delimited Text	
Delimiter:	Comma	
	○ Tab	
	○ Space	
	◯ Semicolon	
	Other Text Qualifier: "	
Select File:	Choose File No file chosen	
		Next >

On this screen, create a **Profile Name** to distinguish this Mapping Definition from others you may create.

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Check Reconciliation Summary
Deposit Reconciliation Summar

Audit Reports

System Reports

	File Mapping	i .
Profile Name:		
File Format:	Delimited Text	
Delimiter:	Delimited Text	
	Fixed Length File	
	Microsoft Excel	
	Osemicolon	
	O Other Text Qualifier: "	
Select File:	Choose File No file chosen	
		Next >

For File Format, select the correct format of your check issue files.

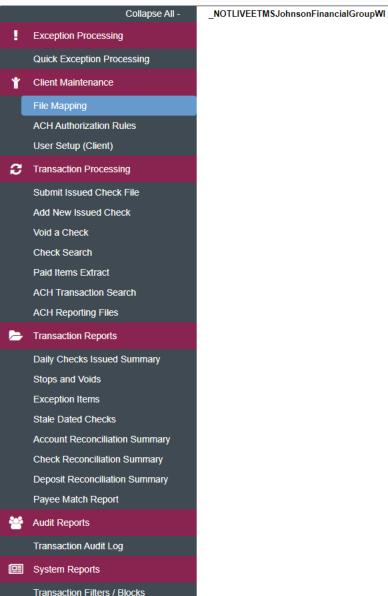
Delimited Text are files where each section of information is separated by a delimiter. **Please note**, CSV files would be considered Delimited Text even if they open in Microsoft Excel.

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.

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Issued Check Processing Log

	File Mapping	
Profile Name:	Fixed Length Format	
File Format:	Fixed Length File 🗸	
Delimiter:	Comma	
	◯ Tab	
	O Space	
	Semicolon	
	Other Text Qualifier: "	
Select File:	Choose File Fixed Pos Pay Example File.txt	

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.

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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 1	2 13 14 15 16 17 18 19 20 21 22 23	24 25 26 27 28 29
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1 2 3 4 5 6 7 8 9 0 I	2 7 5 5 0 0 0 0 3 7 7	. 2 4 0 3 1
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5 1 2 3 4 5 6 7 8 9 0 V	2 7 5 7 0 0 0 9 4 7 9	. 2 4 0 3 1
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First Row Contains	olumn Names	
Skip Rows at Beginr	ng	
Skip Rows at Ending		
File Totals Options:	Require File Totals	
	Start End	
Items in File:		
Dollar Amount in File:		On this sc information
Back		mornau
		At the top

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. Ð

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Check Reconciliation Summary Deposit Reconciliation Summary

Payee Match Report

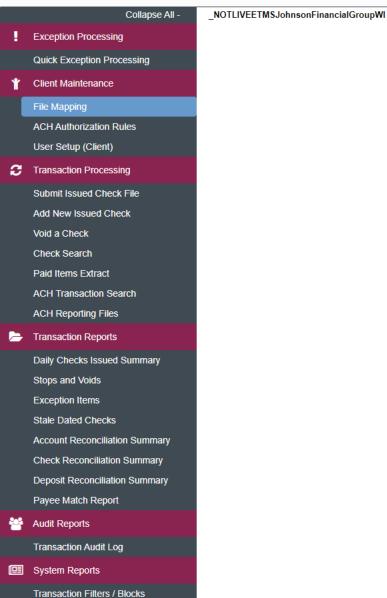
Audit Reports Transaction Audit Log

System Reports

Transaction Filters / Blocks Issued Check Processing Log

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nis 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.



Issued Check Processing Log

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2	1	2	3	4	5	6	7	8	9	0	T	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	T	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	T	7	2	7	5	6	0	0	0	1	2	0	8		3	3	0	3	1
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	First Row Contains Co	olumn Names	
	Skip Rows at Beginnin	ng	
	Skip Rows at Ending		
	File Totals Options:	Require File Totals	~
		<u>Start</u>	End
	Items in File:		
	Dollar Amount in File:		
ck			

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.

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Quick Exception Processing

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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Skip Rows at Beginnin	ng	
Skip Rows at Ending		
File Totals Options:	Require File Totals	~
	<u>Start</u>	End
Items in File:		
Dollar Amount in File:		

Similarly, if your file has any footer rows, click the **Skip Rows at Ending** box and enter how many footer rows appear after the last check of your file.

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Exception Items Stale Dated Checks

Account Reconciliation Summary Check Reconciliation Summary Deposit Reconciliation Summary

Payee Match Report

Audit Reports

System Reports

Transaction Filters / Blocks Issued Check Processing Log

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File	Totals Options:	Require File Totals
Iter	ns in File:	Obtain Totals From File
		Do Not Require File Totals

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.**

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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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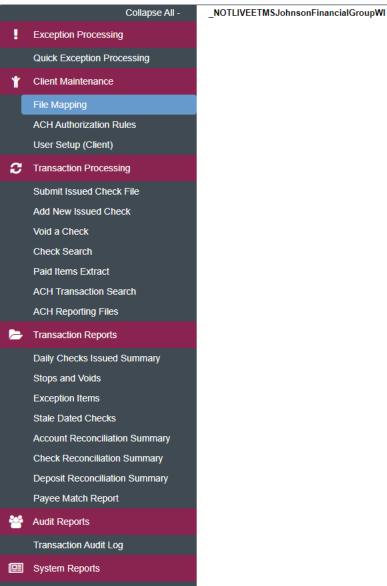
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Click Next when finished.

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System Reports

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Transaction Filters / Blocks Issued Check Processing Log

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Check Number:	12	16	1
Amount:	0	0	Insert Decimal Point
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* Special Date Type:	<not selected=""></not>	~	
* Note: Special Date Type	e is only required for da	ates that do not conta	ain separators (typically dashes or slashe
between the month, day a	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 Amounts
Issued Item Code:			
Void Item Code:			
Stop Pay Item Code:			
< Back			-

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.

Next >

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t: enter the starting position and ending position number for he amount is found in the file.

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

Audit Reports Transaction Audit Log

Payee Match Report

System Reports Transaction Filters / Blocks

Issued Check Processing Log

Deposit Reconciliation Summary

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Deposit Reconciliation Summary

Payee Match Report

Audit Reports Transaction Audit Log

System Reports Transaction Filters / Blocks

Issued Check Processing Log

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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.

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Account Number:

Account ID

Issued Payee:

Record Type:

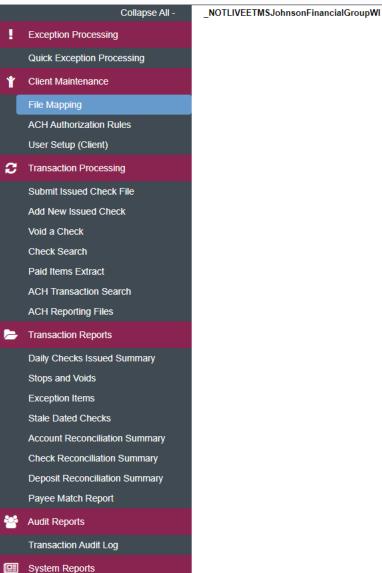
Issued Item Code:

Stop Pay Item Code:

< Back

Void Item Code:

Notes:



Transaction Filters / Blocks

Issued Check Processing Log

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	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	1	7	2	7	5	6	0	0	0	1	2	0	8	
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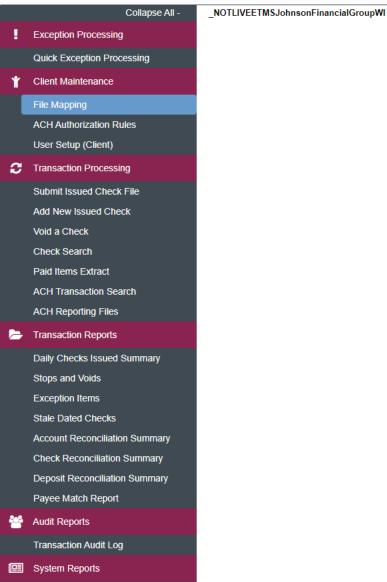
Fill in the optional fields as necessary.

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.



Transaction Filters / Blocks

Issued Check Processing Log

Issued Date: 27 32 Dates in file do not include separators (Ex: * Special Date Type: MMDDYY v * 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: 1 10 Account ID 0 0 Notes: 0 0 Issued Payee: 33 72 Record Type: 11 11 10 Convert Negative Amounts to Void Issued Item Code: V															F	-ile	• M	lap	pir	ng							
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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.

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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 Total Option:

Issued Item Code:

Stop Pay Item Code:

Void Item Code:

Skip Rows at Beginning:

Skip Rows at Ending:

your import ks correct, click **Save**. Click **Back** if adjustments need to be made.

Save

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Do Not Require File Totals

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- Exception Processing
- Client Maintenance

File Mapping

ACH Authorization Rules

Collapse All -

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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

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

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

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

JohnsonFinancialGroup.com

