

# Positive Pay File Import Mapping

## CSV (Comma-delimited) File Formats

See other guides for Excel or Fixed Length File formats

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

### Home

#### ACCOUNTS

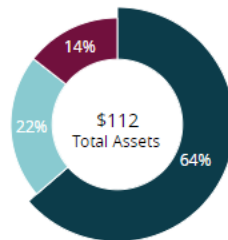
Current: \$125.81

RLC VARIABLE 200201 Current Balance	\$4.10	VARIABLE COMMERCIAL 200202 Current Balance	\$9.50
Test Checking **5801 Available Balance Current Balance	\$71.45 \$71.45	COMMERCIAL CHECKING **2687 Available Balance Current Balance	\$24.57 \$24.57
COMMERCIAL CHECKING **8091 Available Balance Current Balance	\$16.19 \$16.19		

- DepositPartner
- Positive Pay
- Business Gateway

#### ACCOUNT SUMMARY

Assets Debts



#### Test Checking XXXXXX5801

Available Balance  
Current Balance \$71.45  
View Transactions

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

< Previous

Next >

On Thursday, November 26th, no electronic transactions will be processed in observance of Thanksgiving Day.

Financial Group will be closed in observance of Thanksgiving Day.

Loading...



- Home
- Message Center
- Transactions
- Cash Management
- Payments
  - ACH Pass-Thru
  - DepositPartner - SSO
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  - Merchant Services
  - Recipient Address Book
  - Subsidiaries
  - Positive Pay
  - Business Gateway
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  - Small Business Credit C...
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- 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.

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. X

- Home
- Message Center <sup>2</sup>
- Transactions
- Cash Management
- Payments
- ACH Pass-Thru
- DepositPartner - SSO
- Lockbox

## 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.

- Positive Pay
- Small Business Credit C...
- Transfers
- Locations
- Reports

Total Exceptions (0) \$0.00 | Total Decisioned (0) \$0.00

Submit All Decisions

Collapse All -

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- ! 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



## 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.

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- Submit Issued Check File
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- Check Search
- Paid Items Extract
- ACH Transaction Search
- 📄 Transaction Reports
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- Exception Items
- Stale Dated Checks
- Account Reconciliation Summary
- Check Reconciliation Summary
- Deposit Reconciliation Summary
- 👥 Audit Reports
- 📊 System Reports

### File Mapping

Search...   9 of 9 records

File Format Profile Name	Format Type	Date Added	
Kyle Test 1	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 2	Fixed Length	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 3	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 4	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 5	Microsoft Excel	09/14/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 6	Fixed Length	09/14/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 7	Microsoft Excel	09/15/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Test Client CSV	Delimited	09/03/2020	<a href="#">Copy</a>
Test Client Excel	Microsoft Excel	09/03/2020	<a href="#">Copy</a>
			<input type="button" value="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.



Collapse All -

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- ! 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:**

**Delimiter:**

- Comma
- Tab
- Space
- Semicolon
- Other  Text Qualifier:

**Select File:**  No file chosen

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

- ! Exception Processing
- 👤 Client Maintenance
- File Mapping**
- ACH Authorization Rules
- User Setup (Client)
- 🔄 Transaction Processing
- Submit Issued Check File
- Add New Issued Check
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- 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:

Delimiter:  Semicolon  Other  Text Qualifier:

Select File:  No file chosen

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





Collapse All -

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- ! 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:

Delimiter:

- Comma
- Tab
- Space
- Semicolon
- Other  Text Qualifier:

Select File:  No file chosen

If you select Delimited Text, choose what your delimiter is. For a CSV file, your delimiter type is a Comma.



Collapse All -

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- ! 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

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Profile Name:

File Format:

Delimiter:

- Comma
- Tab
- Space
- Semicolon
- Other  Text Qualifier:



Select File:  No file chosen

**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.

Collapse All -


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 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Type		Date		Num		Name	
2	Sep 8,										
	20										
3				Check		09/08/2020		25510		John Doe	
4				Check		09/08/2020		25511		Jane Doe	
5				Check		09/08/2020		25512		ABC	

 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:



&lt; 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.

Collapse All -


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 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Type		Date		Num		Name	
2	Sep 8, 20										
3				Check		09/08/2020		25510		John Doe	
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5				Check		09/08/2020		25512		ABC	



 File Does Not Contain Issued Date First Row Contains Column Names Skip Rows at Beginning Skip Rows at EndingFile Totals Options: Field #Items in File: Dollar Amount in File: 

&lt; 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.

Collapse All -


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 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

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	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Type		Date		Num		Name	
2	Sep 8,										
	20										
3				Check		09/08/2020		25510		John Doe	
4				Check		09/08/2020		25511			
5				Check		09/08/2020		25512			

 File Does Not Contain Issued Date First Row Contains Column Names Skip Rows at Beginning Skip Rows at EndingFile Totals Options: 

Field #

Items in File: Dollar Amount in File: 

&lt; 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.

Collapse All -


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 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

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5				Check		09/08/2020		25512		ABC	

 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:

&lt; 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.

- ! 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Type		Date		Num			
2	Sep 8,										
3				Check		09/08/2020		25510			
4				Check		09/08/2020		25511			
5				Check		09/08/2020		25512			

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
- 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:** Don't select this option.

**Do Not Require File Totals:** The system will not ask for any file totals during submission. **This is the most common selection.**

Collapse All -


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 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

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

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

&lt; Back

Next &gt;

Click **Next** when finished.



Collapse All -

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- ! 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

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1				Check		09/08/2020		25510		John Doe	
2				Check		09/08/2020		25511		Jane Doe	
3				Check		09/08/2020		25512		ABC Company	
4				Check		09/08/2020		25513		Mickey Mouse	

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separator

\* Special Date Type:

\* 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:

Account ID:

Notes:

Issued Payee:

Record Type:   Convert Negative Amounts to Void

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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.

Collapse All -

\_NOTLIVEETMSJohnsonFinancialGroupWI

- ! 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

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3				Check		09/08/2020		25512		ABC Company	
4				Check		09/08/2020		25513		Mickey Mouse	

**Check Number:**

**Amount:**   Insert Decimal Point

**Issued Date:**   Dates in file do not include separators

**\* Special Date Type:**

\* 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:**

**Account ID:**

**Notes:**

**Issued Payee:**

**Record Type:**   Convert Negative Amounts to Voids

**Issued Item Code:**

**Void Item Code:**

**Stop Pay Item Code:**

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.

Collapse All -

\_NOTLIVEETMSJohnsonFinancialGroupWI

- ! 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

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2				Check		09/08/2020		25511		Jane Doe	
3				Check		09/08/2020		25512		ABC Company	
4				Check		09/08/2020		25513			

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separate

\* Special Date Type:

\* 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:

Account ID:

Notes:

Issued Payee:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

**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.

Collapse All -

\_NOTLIVEETMSJohnsonFinancialGroupWI

- ! 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

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3				Check		09/08/2020		25512		ABC Company	
4				Check		09/08/2020		25513		Mickey Mouse	

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex: '/' or '-')

\* Special Date Type:

\* 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:

Account ID:

Notes:

Issued Payee:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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.

- ! 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Check		09/08/2020		25510		J	
2				Check		09/08/2020		25511		J	
3				Check		09/08/2020		25512		C	
4				Check		09/08/2020		25513			

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex

\* Special Date Type:

\* 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:

Account ID:

Notes:

Issued Payee:

Record Type:   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.

Collapse All -

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- ! 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
1				Check		09/08/2020		25510		Joh
2				Check		09/08/2020		25511		Jan
3				Check		09/08/2020		25512		A
4				Check		09/08/2020		25513		Cor

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex: ' /')

\* Special Date Type:

\* 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:

Account ID:

Notes:

Issued Payee:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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.

Collapse All -

\_NOTLIVEETMSJohnsonFinancialGroupWI

- ! 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

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
1				Check		09/08/2020		25510		John Doe	
2				Check		09/08/2020		25511		Jane Doe	
3				Check		09/08/2020		25512		ABC Company	
4				Check		09/08/2020		25513		Mickey Mouse	

**Profile Name:** Test File Mapping  
**File Type:** Delimited Text  
**Delimiter:** Comma  
**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.



Collapse All -

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

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- 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
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- Deposit Reconciliation Summary
- Audit Reports
- System Reports

File Mapping			
<input type="text" value="Search..."/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	11 of 11 records
File Format Profile Name	Format Type	Date Added	
Kyle Test 1	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 2	Fixed Length	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 3	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 4	Delimited	09/11/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 5	Microsoft Excel	09/14/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 6	Fixed Length	09/14/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Kyle Test 7	Microsoft Excel	09/15/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
No Date Require Totals	Delimited	09/15/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
Test Client CSV	Delimited	09/03/2020	<a href="#">Copy</a>
Test Client Excel	Microsoft Excel	09/03/2020	<a href="#">Copy</a>
Test File Mapping	Delimited	09/15/2020	<a href="#">Edit</a>   <a href="#">Copy</a>
			<a href="#">Add New</a>

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.



# 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](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

