Transferring Funds via File Upload

To be used if you want to upload a file for an internal transfer. This guide will walk you through creating the custom file map (pages 2-19) and using that file map to upload an internal transfer (pages 20-27).

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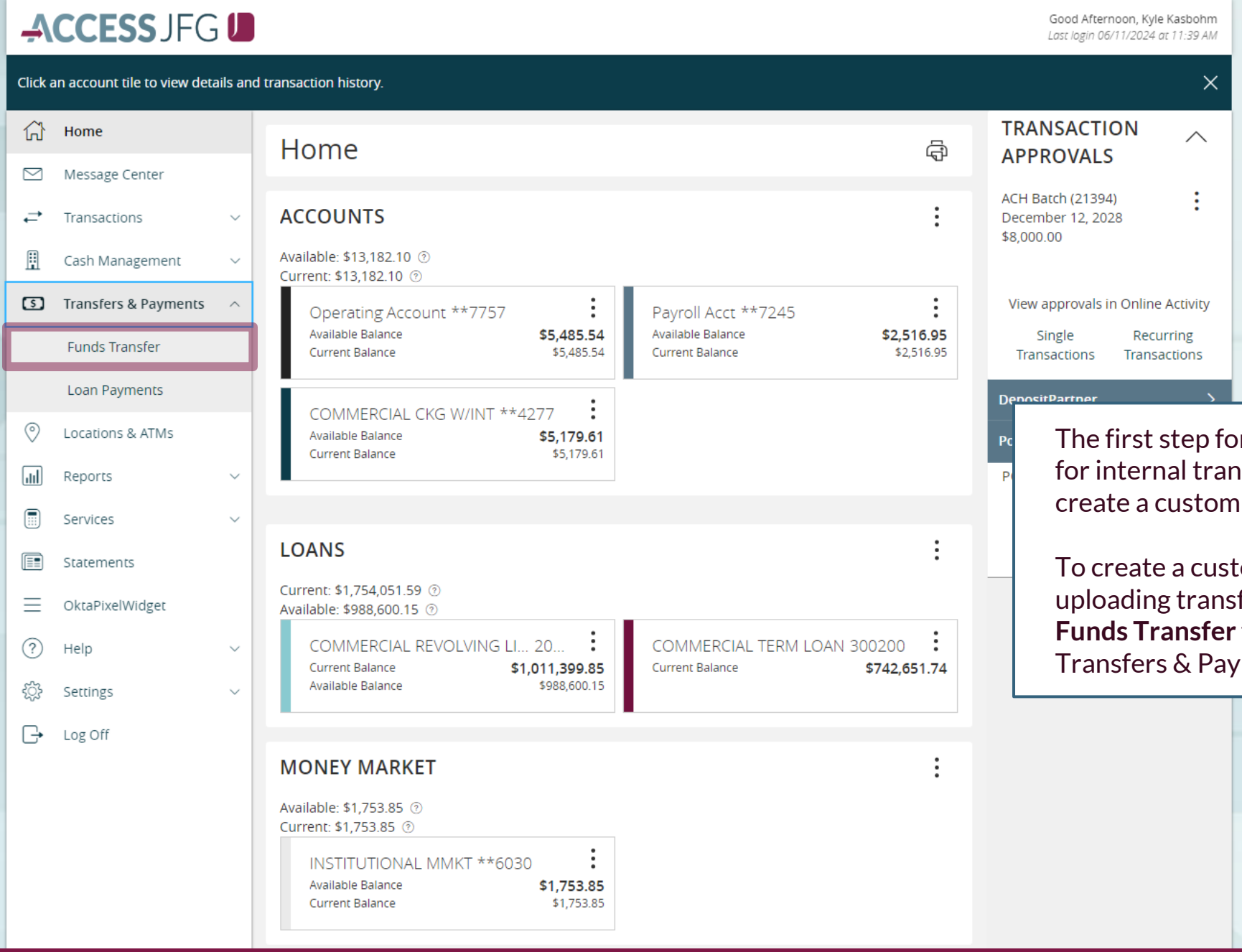
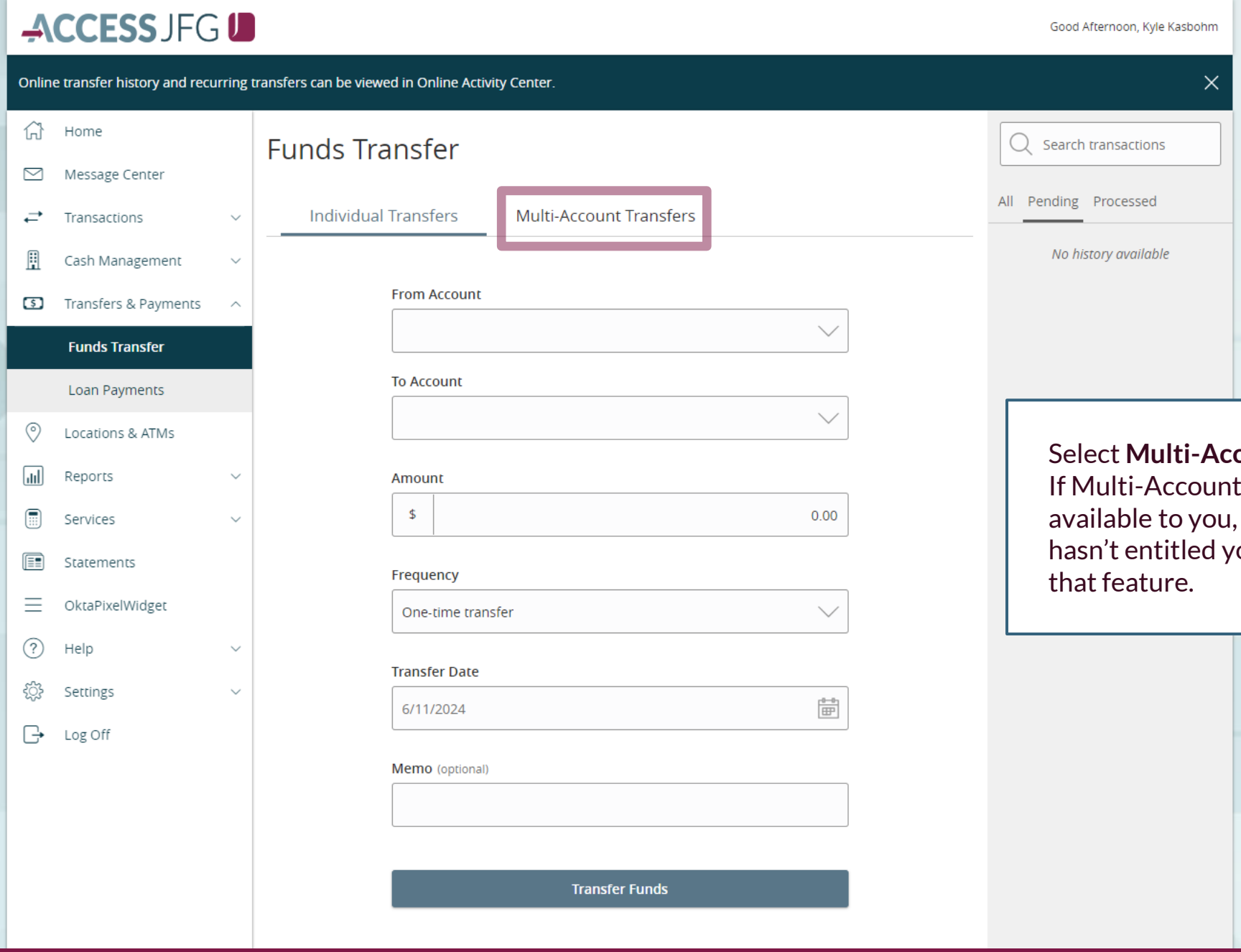
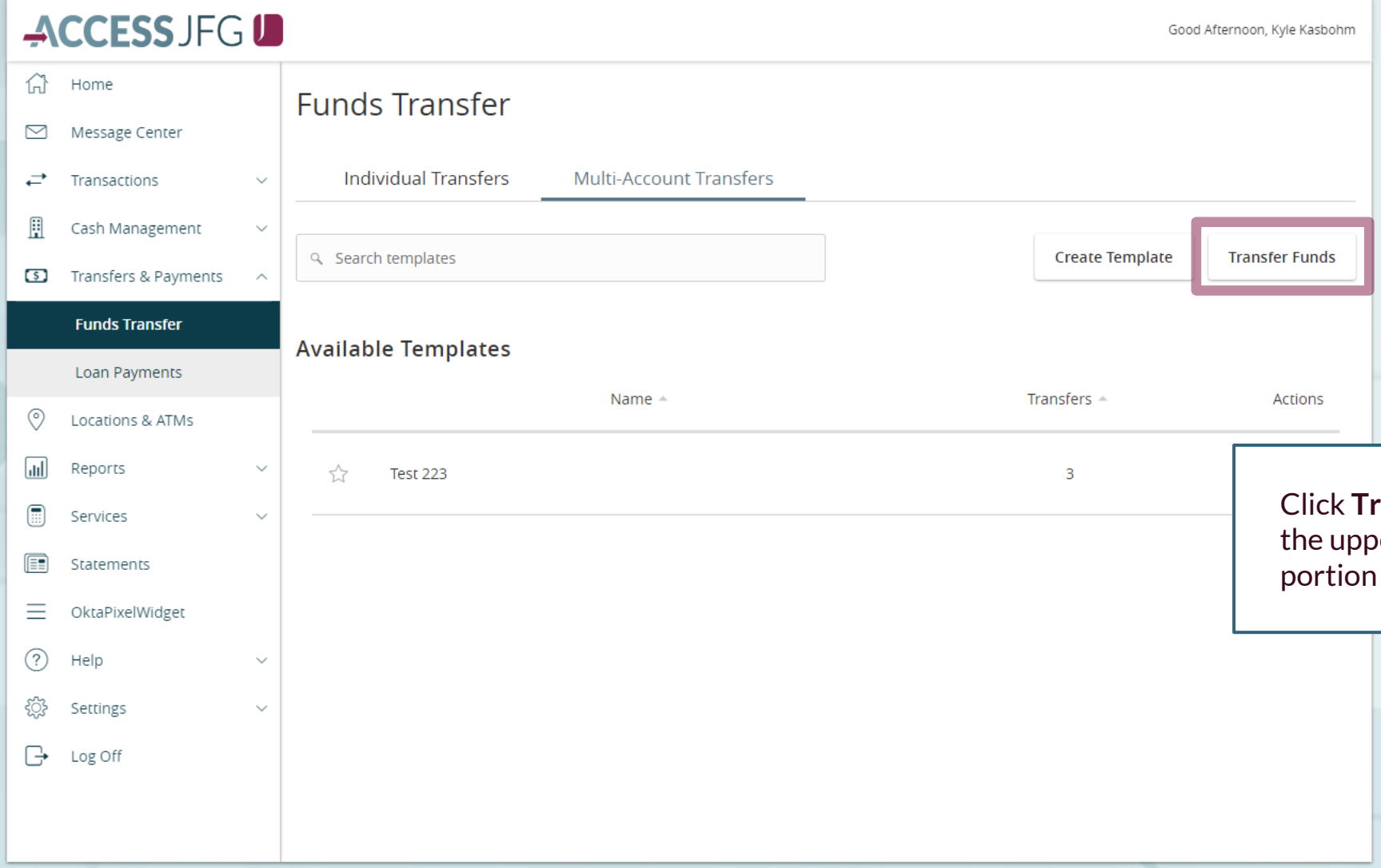


The first step for uploading a file for internal transfers would be to create a custom file map.

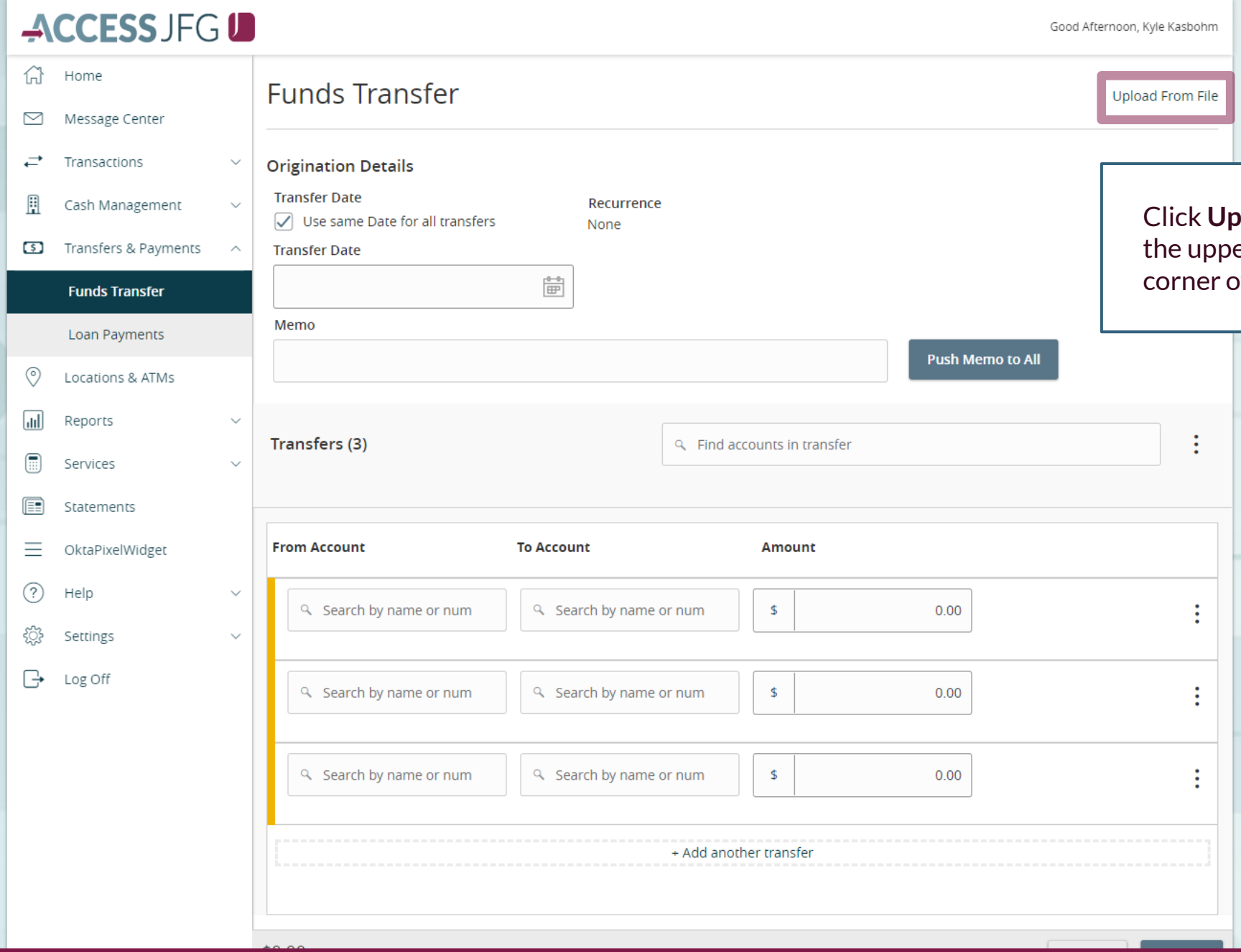
To create a custom file map for uploading transfer files, go to **Funds Transfer** found in the Transfers & Payments menu.



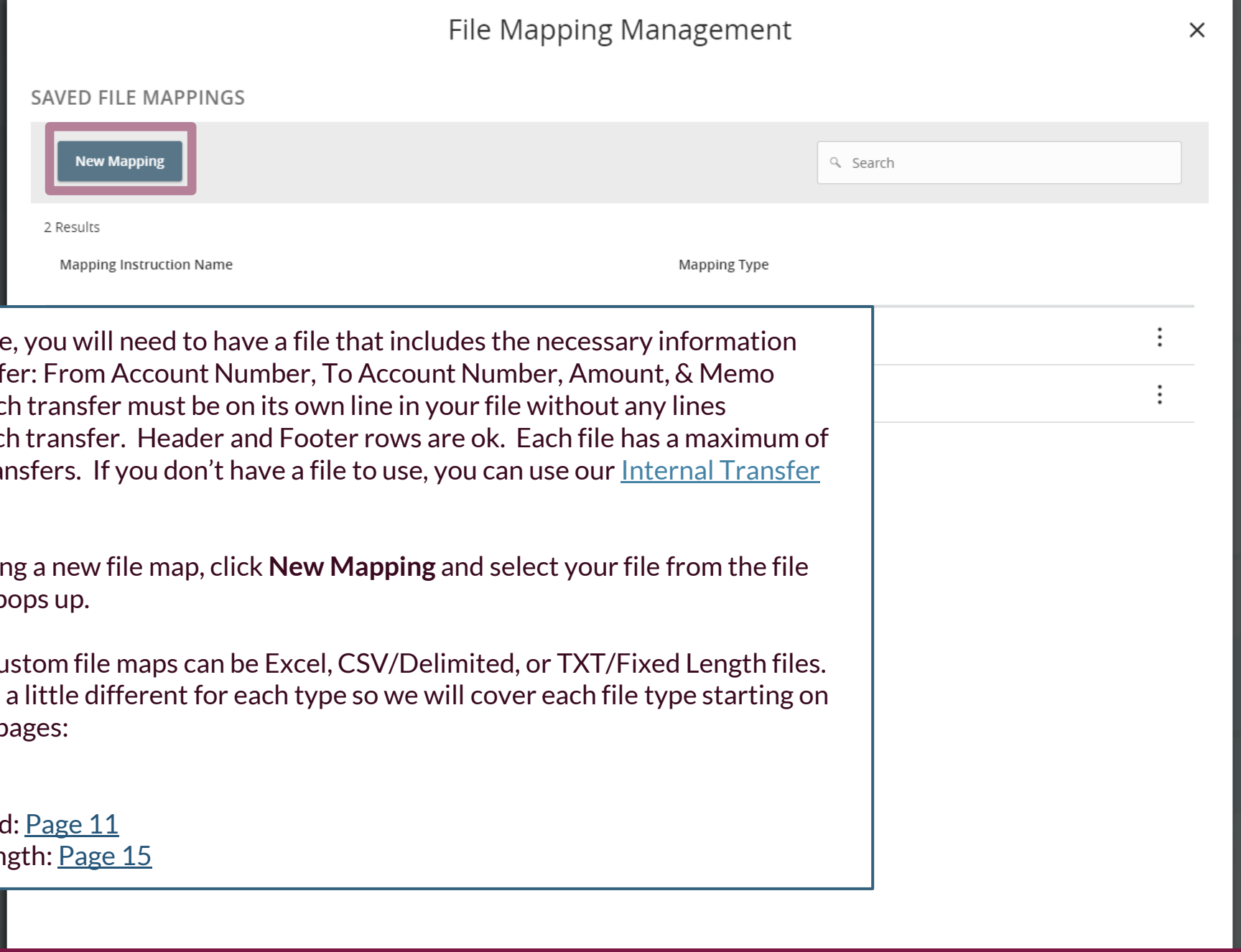
Select **Multi-Account Transfers**. If Multi-Account Transfers isn't available to you, your administrator hasn't entitled your User Role for that feature.



Click **Transfer Funds** in the upper right-hand portion of the screen.



Click **Upload From File** in the upper right-hand corner of the screen.



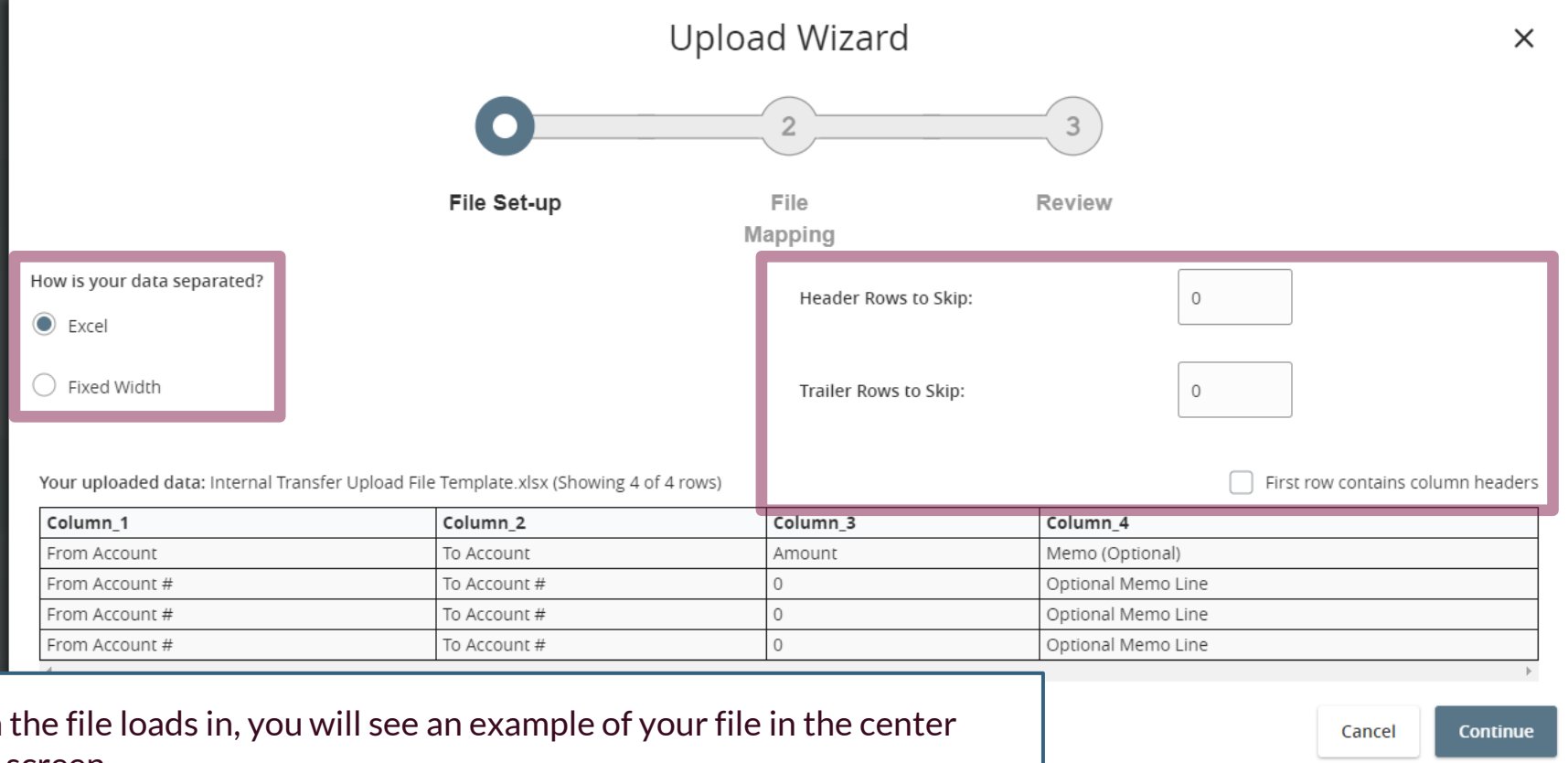
To upload a file, you will need to have a file that includes the necessary information for each transfer: From Account Number, To Account Number, Amount, & Memo (optional). Each transfer must be on its own line in your file without any lines separating each transfer. Header and Footer rows are ok. Each file has a maximum of 35 allowed transfers. If you don't have a file to use, you can use our Internal Transfer Template File.

To start building a new file map, click **New Mapping** and select your file from the file browser that pops up.

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 7
CSV/Delimited: Page 11
TXT/Fixed Length: Page 15

EXCEL FILES



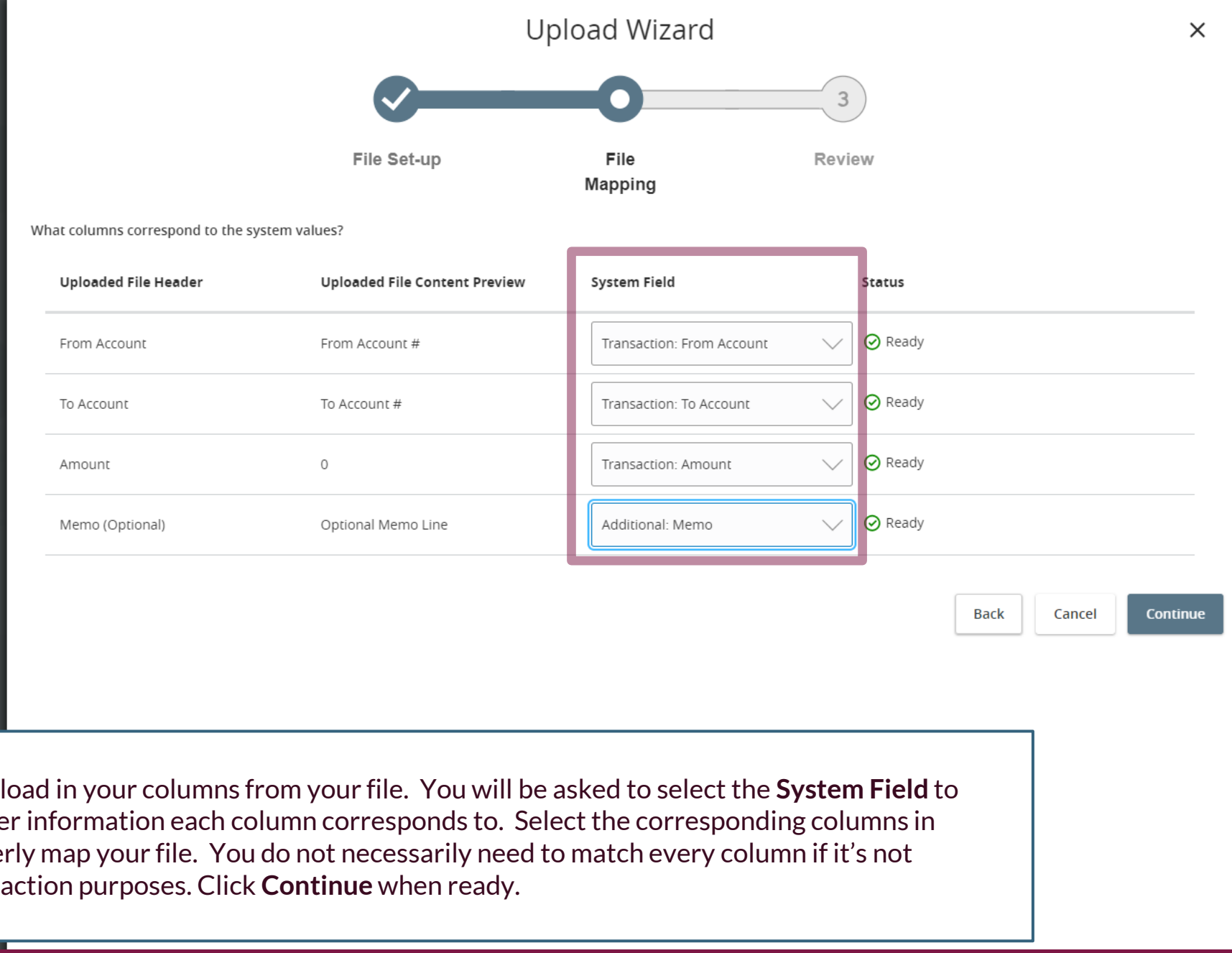
When the file loads in, you will see an example of your file in the center of the screen.

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

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.

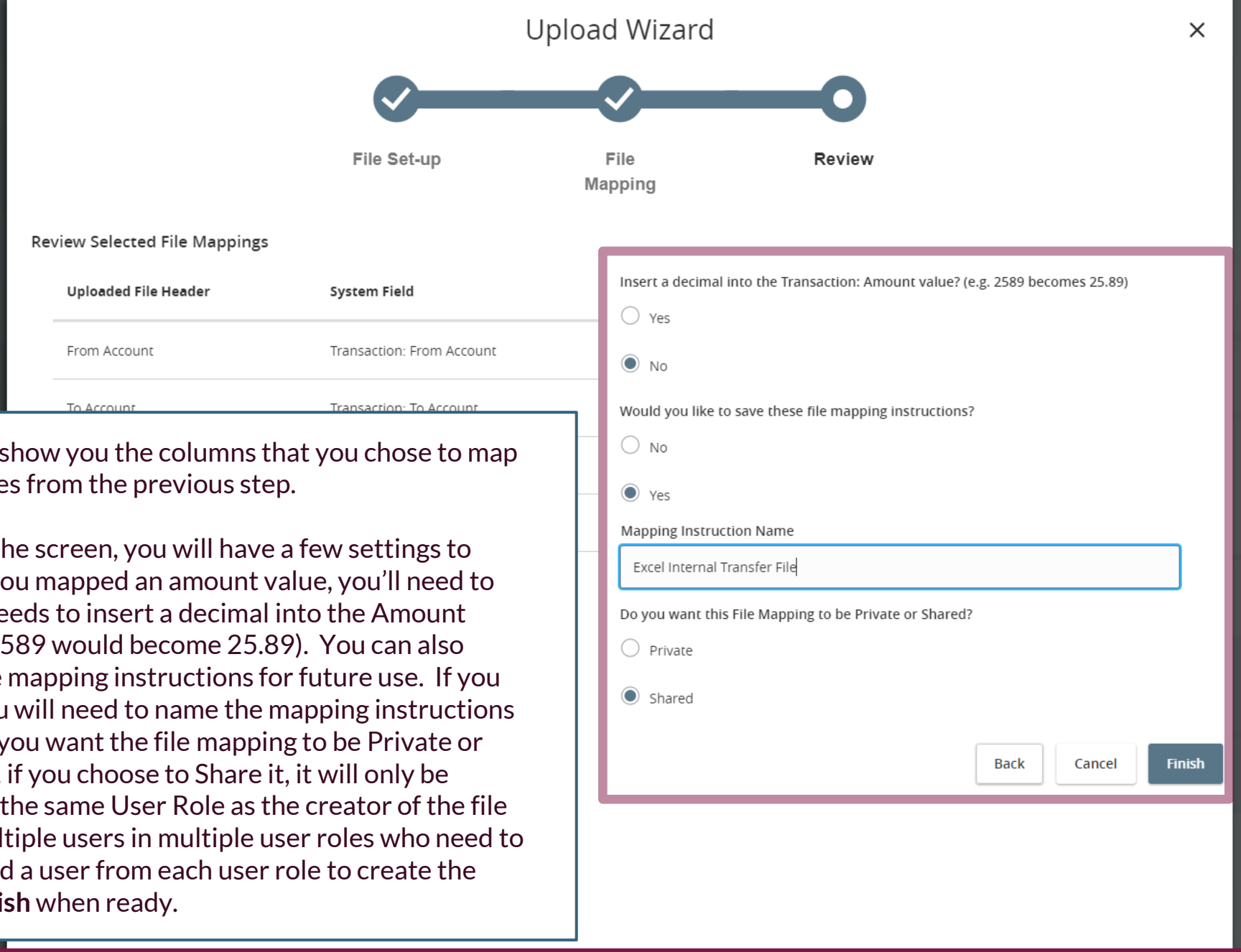
Click **Continue** when ready.

EXCEL FILES



The next screen will load in your columns from your file. You will be asked to select the **System Field** to indicate what transfer information each column corresponds to. Select the corresponding columns in each option to properly map your file. You do not necessarily need to match every column if it's not needed for the transaction purposes. Click **Continue** when ready.

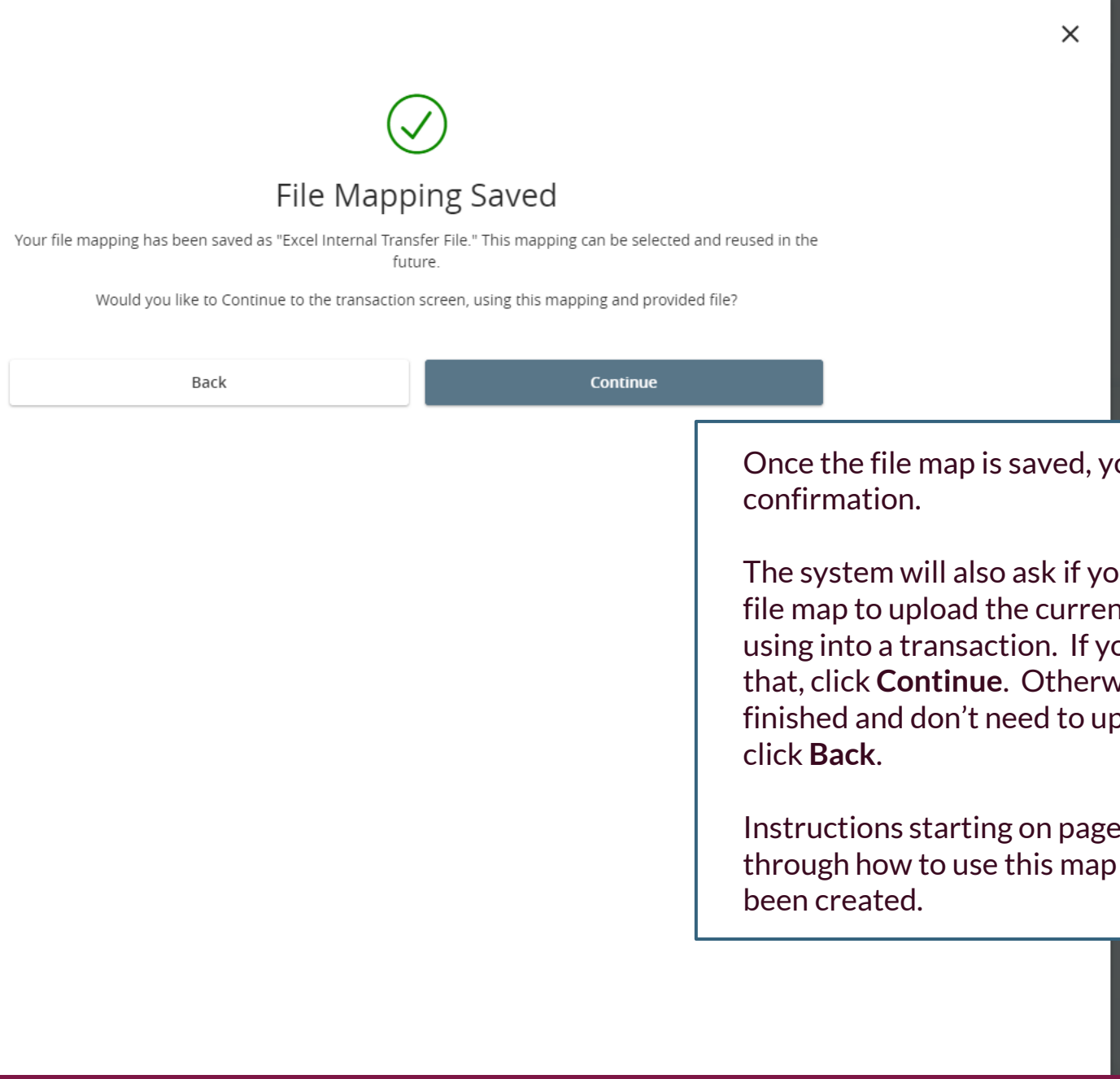
EXCEL FILES



The next screen will show you the columns that you chose to map into your transfer files from the previous step.

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.

EXCEL FILES

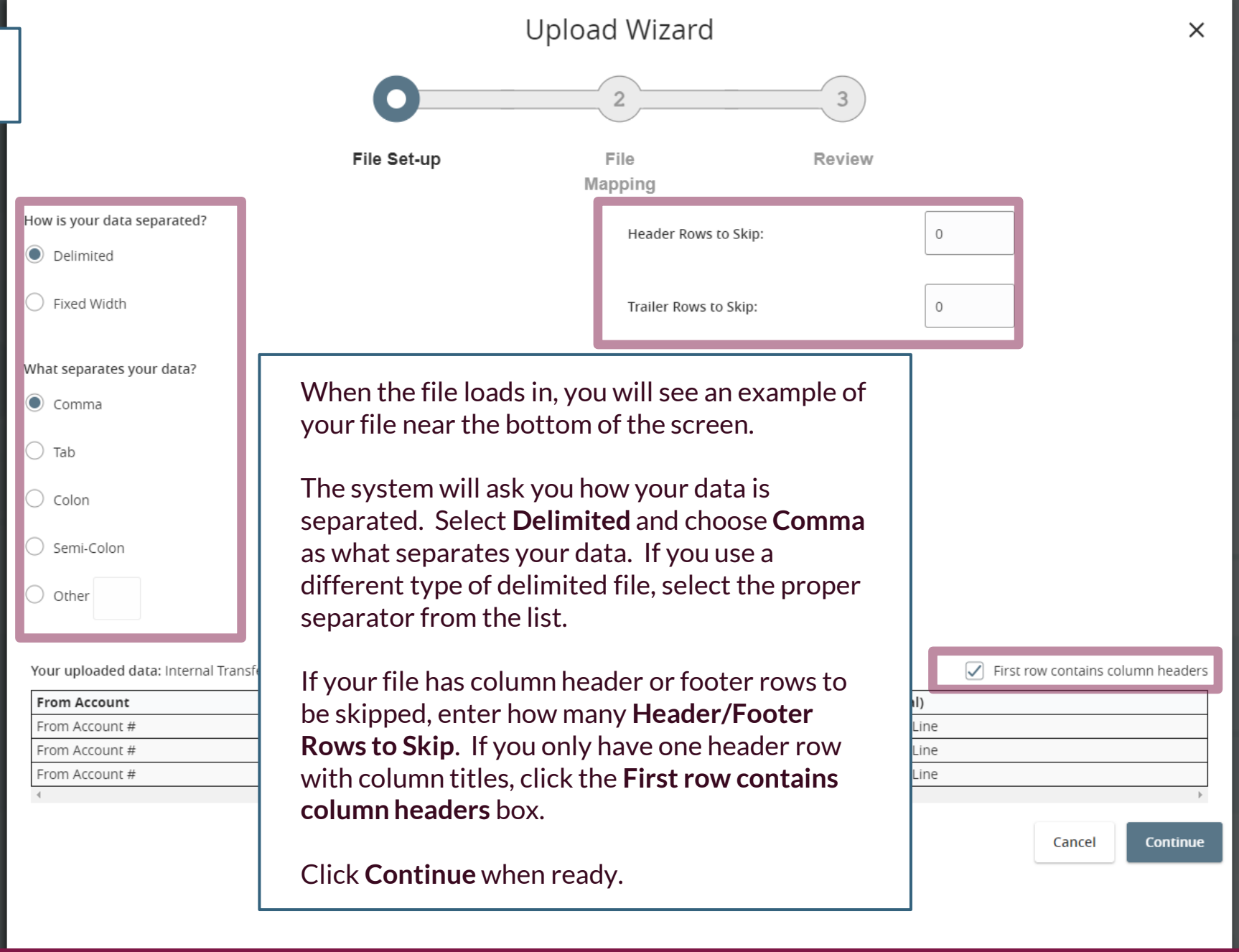


Once the file map is saved, you will receive a confirmation.

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**.

Instructions starting on page 20 will walk you through how to use this map after it's already been created.

CSV/DELIMITED FILES



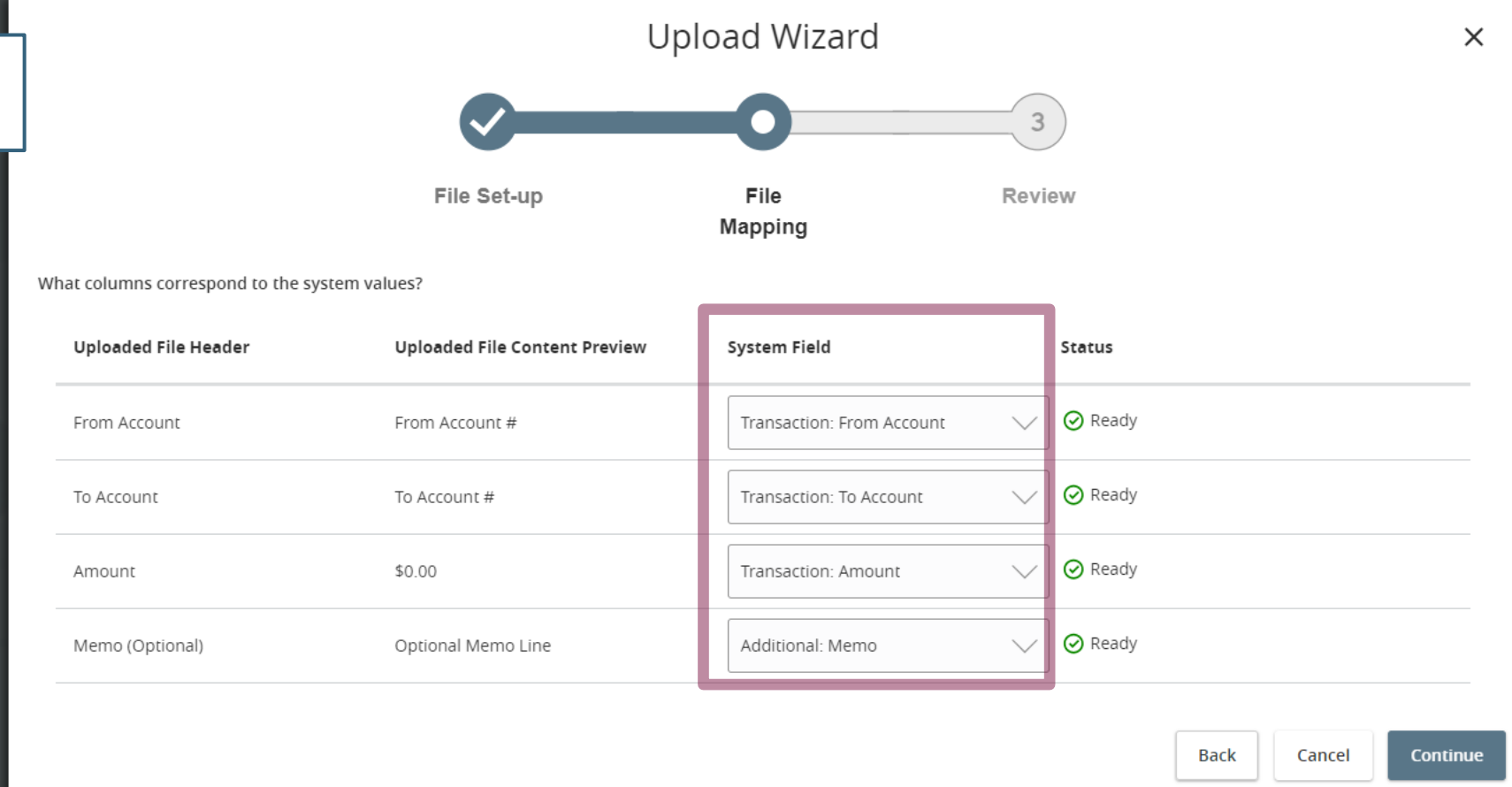
When the file loads in, you will see an example of your file near the bottom of the screen.

The system will ask you how your data is separated. Select **Delimited** and choose **Comma** as what separates your data. If you use a different type of delimited file, select the proper separator from the list.

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.

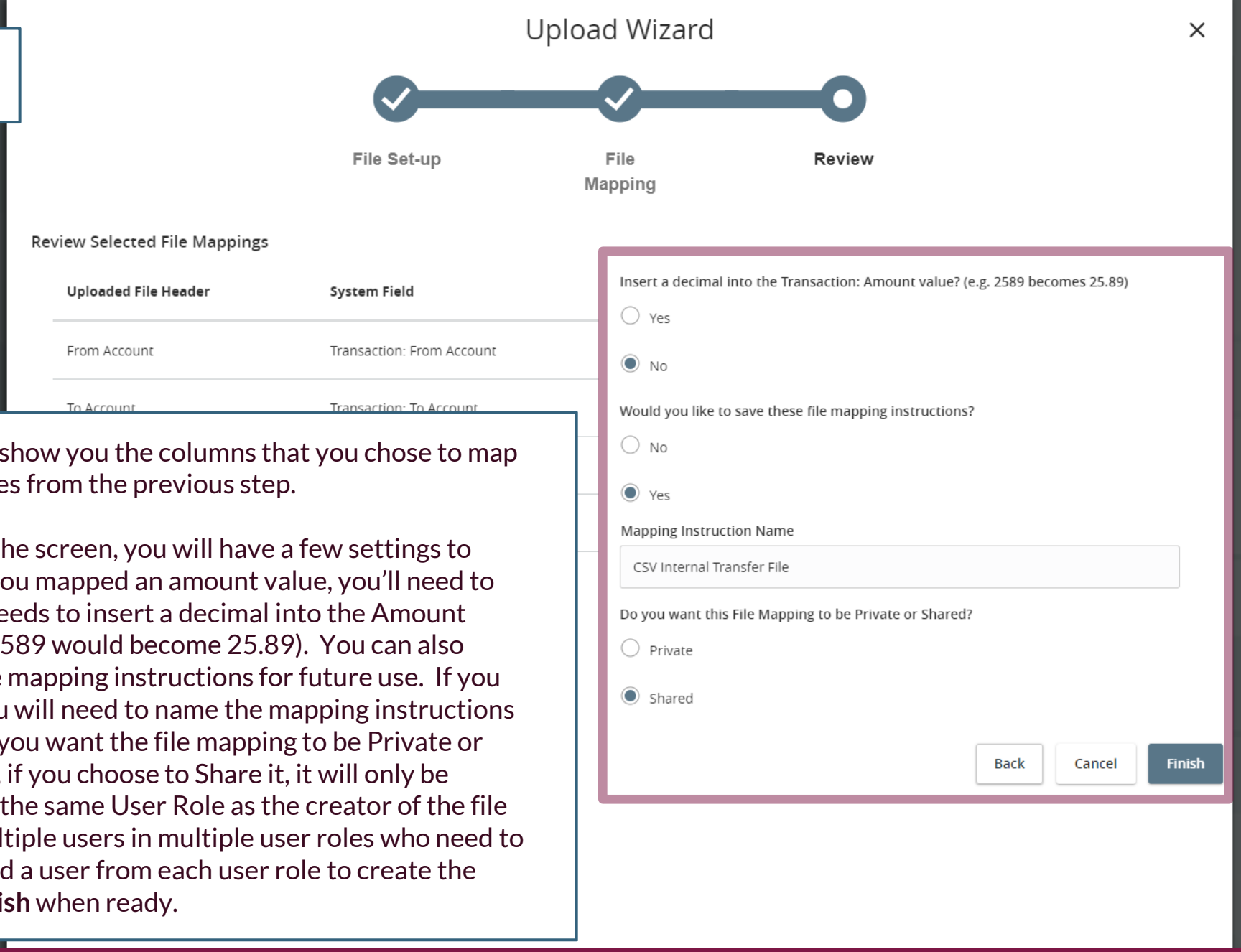
Click **Continue** when ready.

CSV/DELIMITED FILES



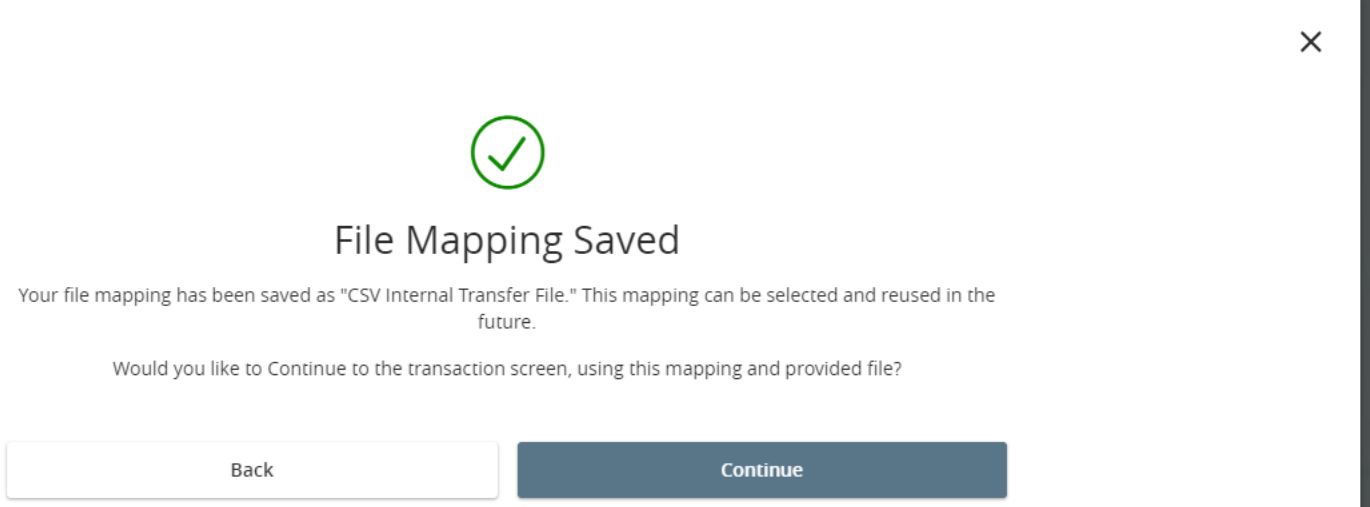
The next screen will load in your columns from your file. You will be asked to select the **System Field** to indicate what transfer information each column corresponds to. Select the corresponding columns in each option to properly map your file. You do not necessarily need to match every column if it's not needed for the transaction purposes. Click **Continue** when ready.

CSV/DELIMITED FILES



The next screen will show you the columns that you chose to map into your transfer files from the previous step.

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.

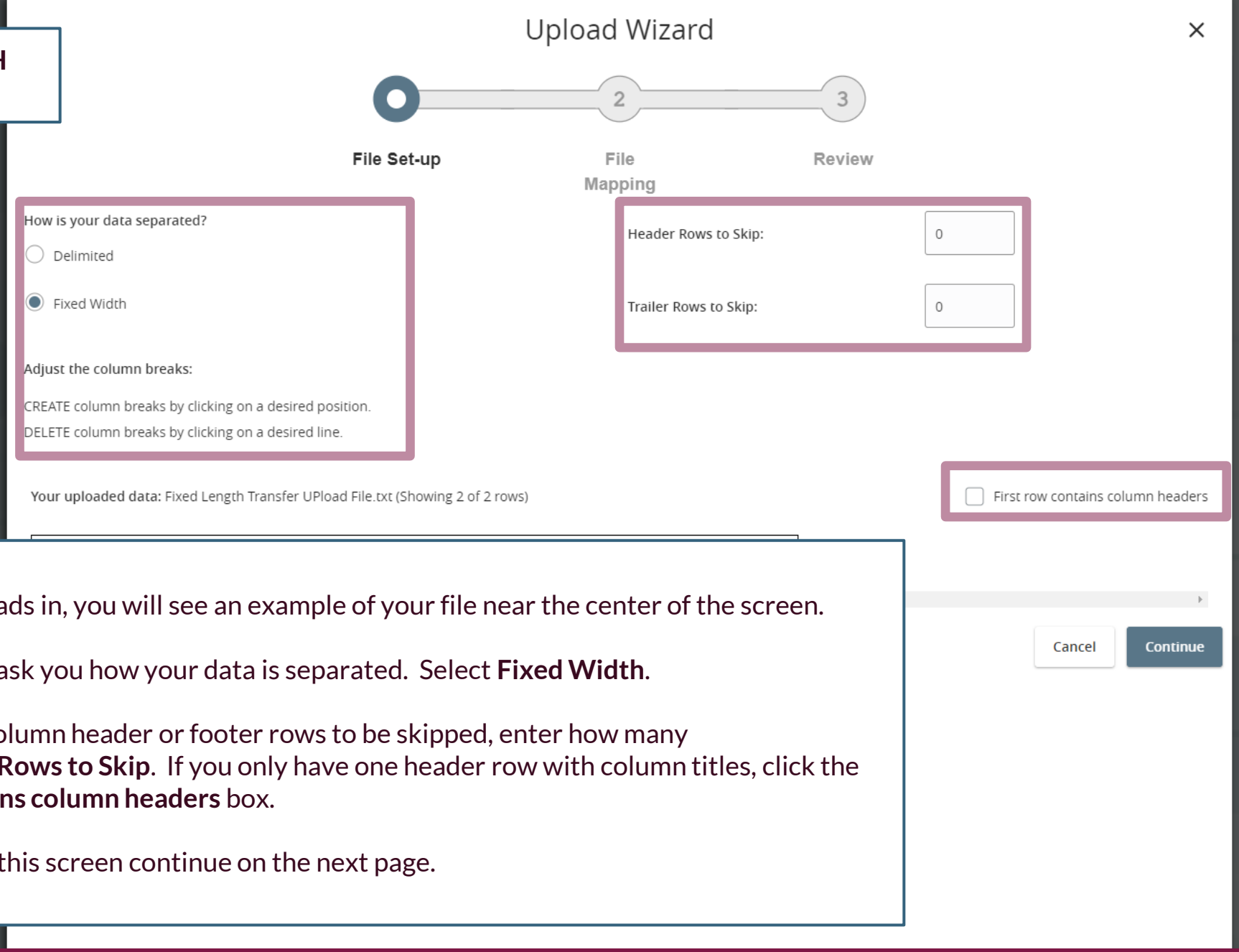


Once the file map is saved, you will receive a confirmation.

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**.

Instructions starting on page 20 will walk you through how to use this map after it's already been created.

TXT/FIXED LENGTH FILES



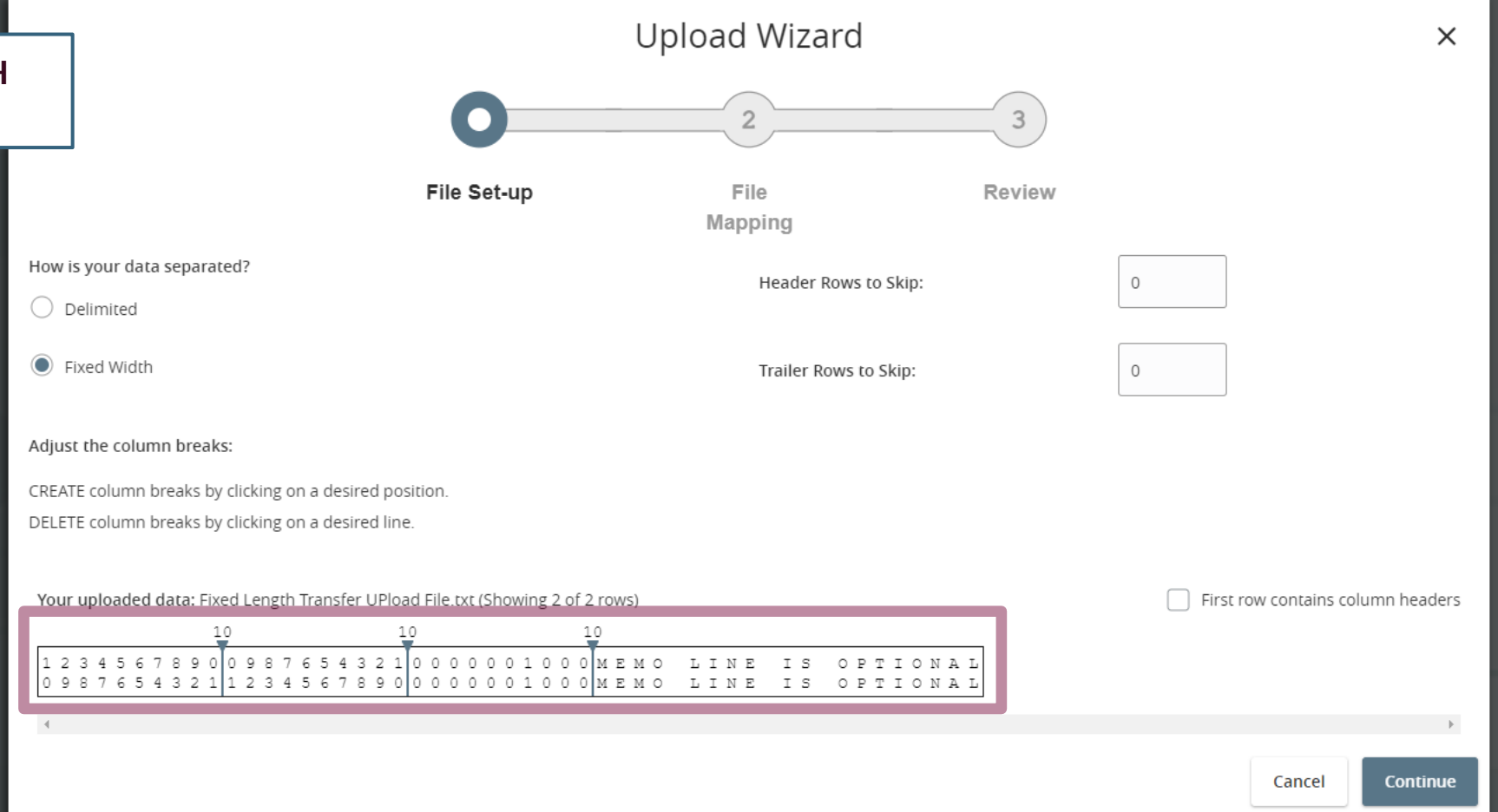
When the file loads in, you will see an example of your file near the center of the screen.

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

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.

Instructions for this screen continue on the next page.

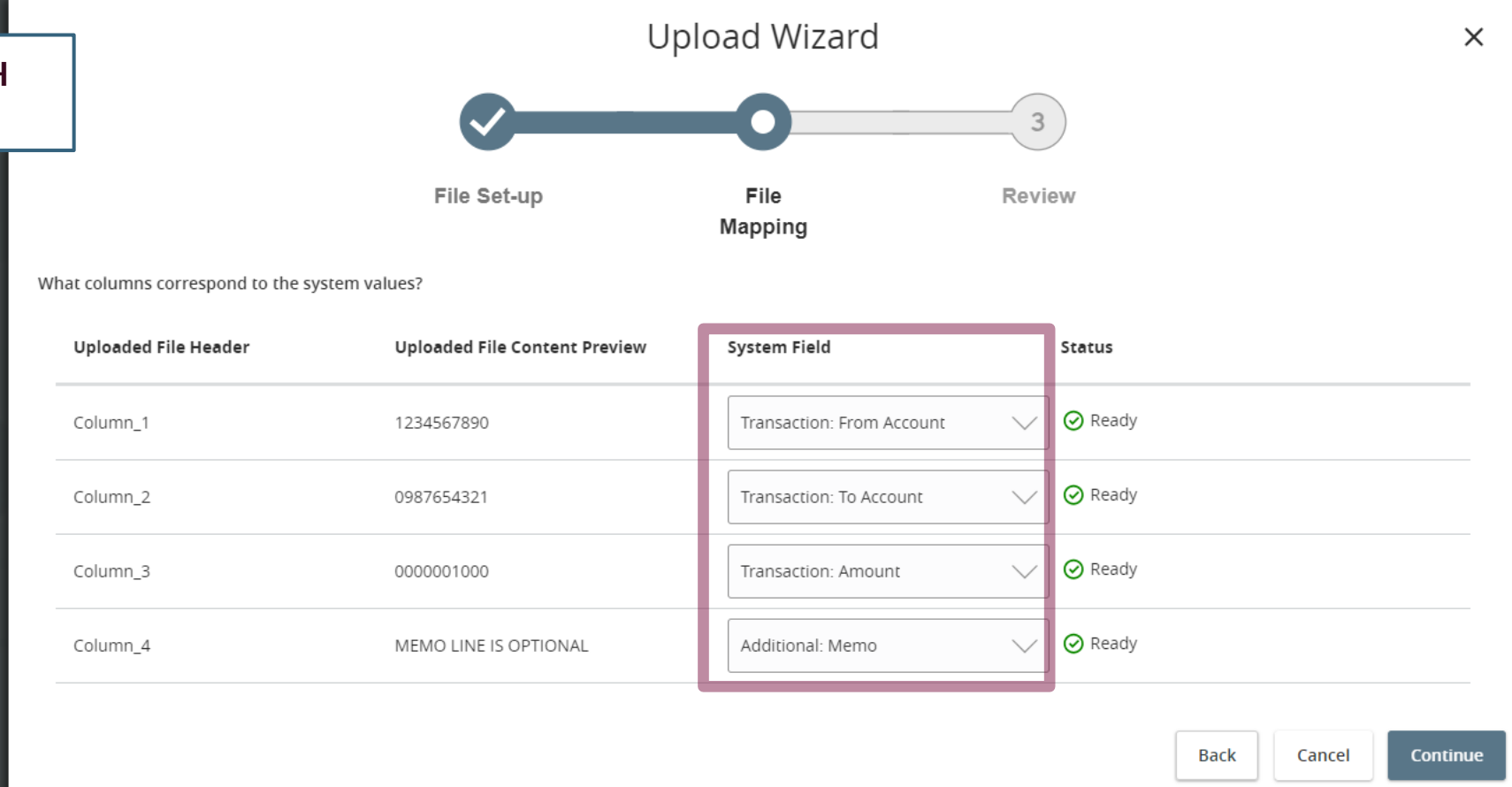
TXT/FIXED LENGTH FILES



On the example of your file, you will be instructed to click to create column breaks to indicate where one column of information ends and the next column begins. You may have to scroll to see the entire file example. The screenshot shows examples of where column breaks were added in this file.

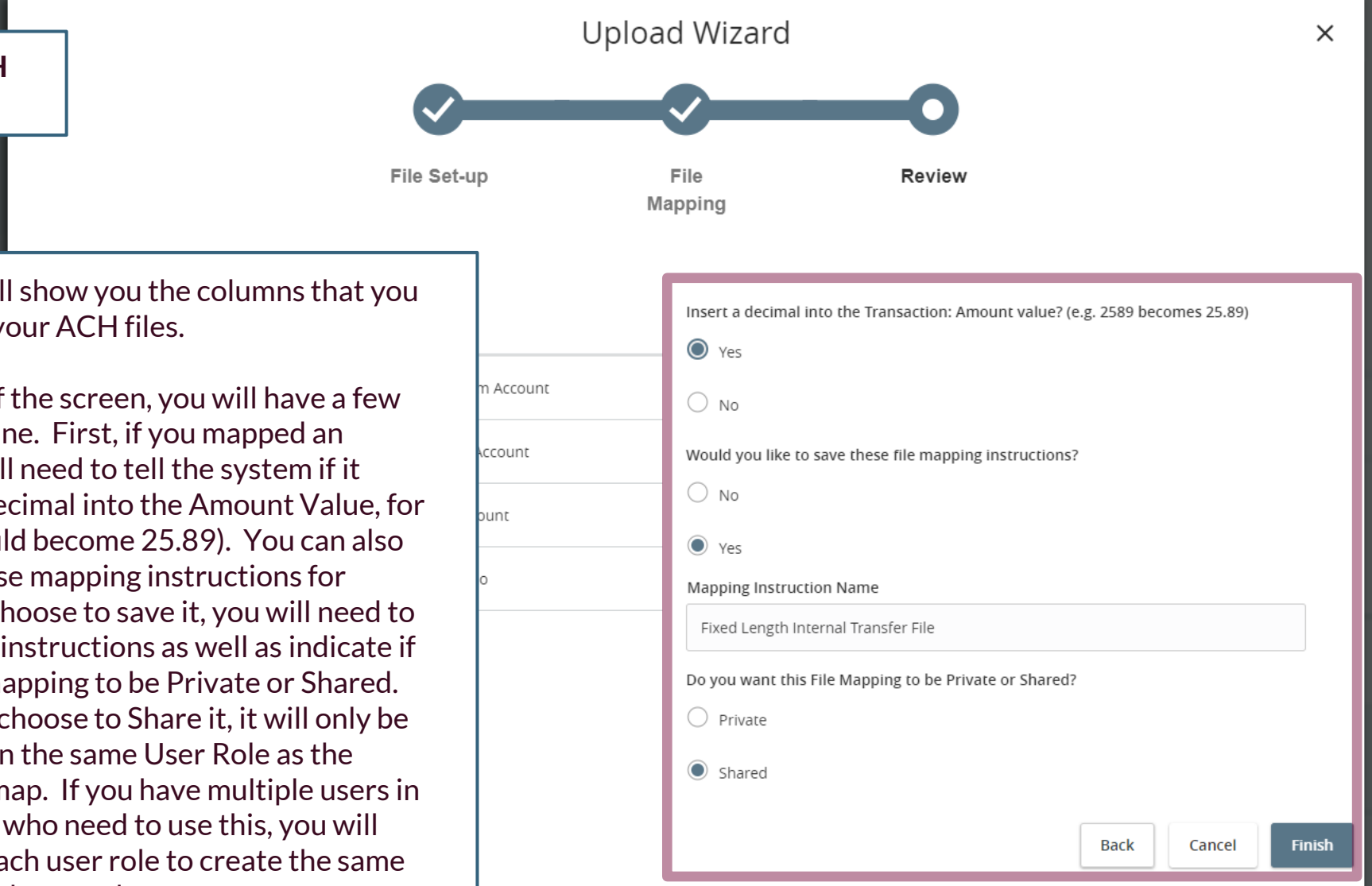
Click **Continue** when you are finished on this page.

TXT/FIXED LENGTH FILES



The next screen will load in your columns from your file. You will be asked to select the **System Field** to indicate what transfer information each column corresponds to. Select the corresponding columns in each option to properly map your file. You do not necessarily need to match every column if it's not needed for the transaction purposes. Click **Continue** when ready.

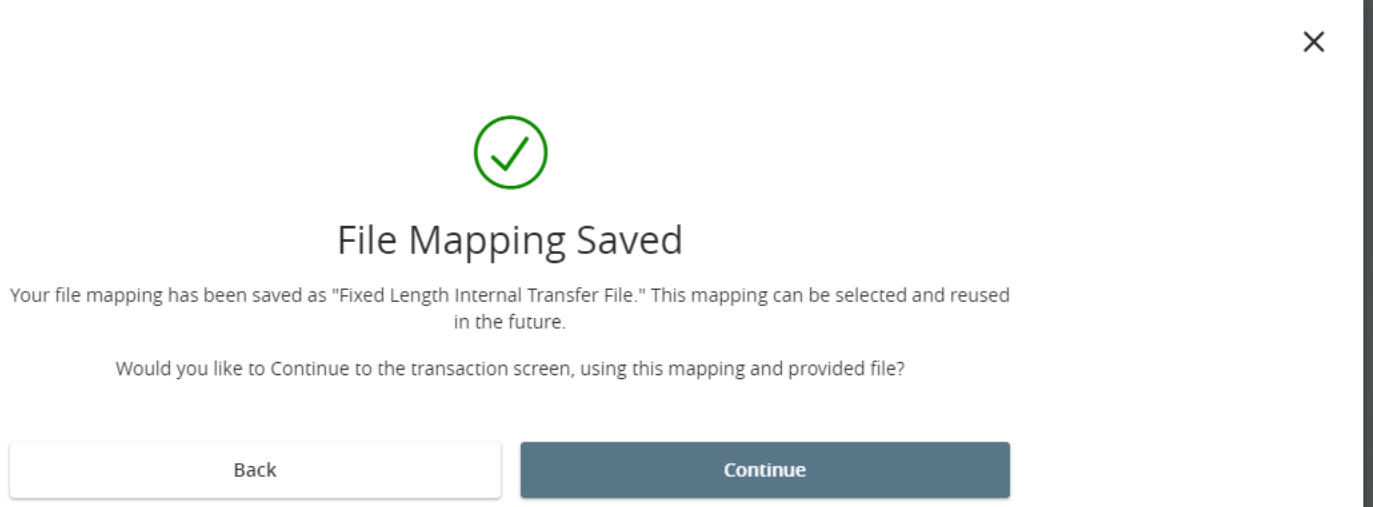
TXT/FIXED LENGTH FILES



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.

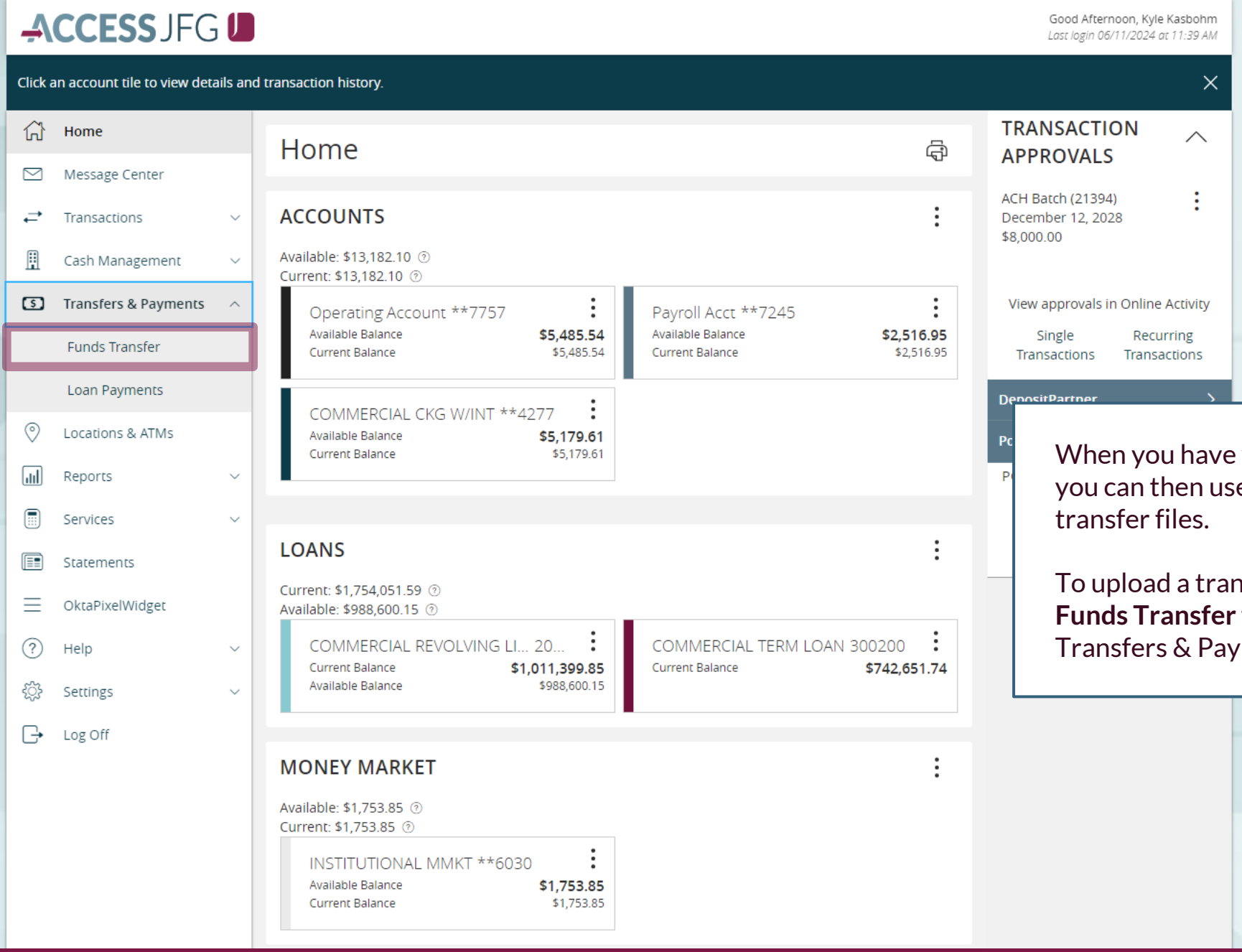
TXT/FIXED LENGTH FILES



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

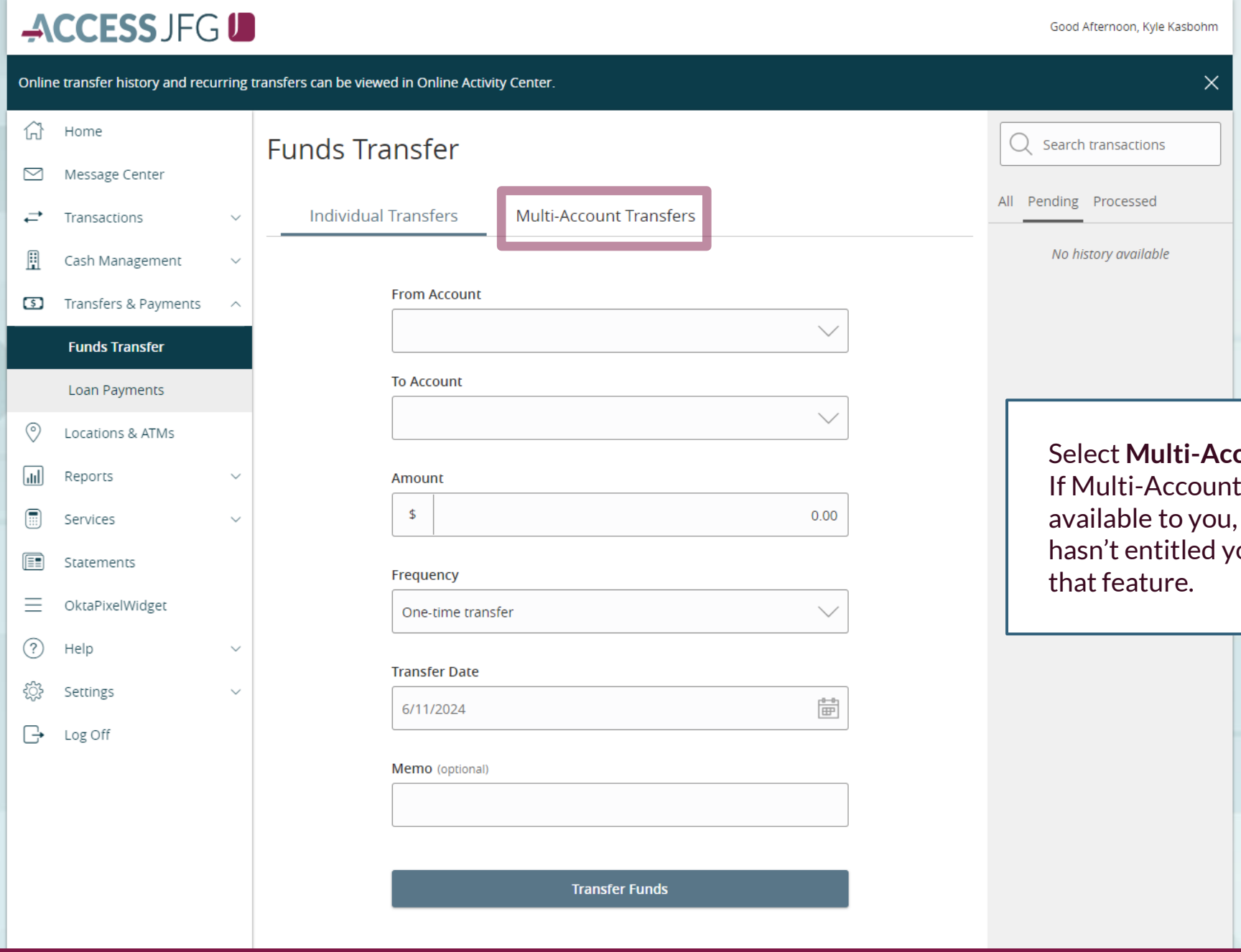
The system will also ask if you'd like to use the file map to upload the current file you are using into a transaction. If you'd like to do that, click **Continue**. Otherwise, if you are finished and don't need to upload that file, click **Back**.

Instructions starting on page 20 will walk you through how to use this map after it's already been created.

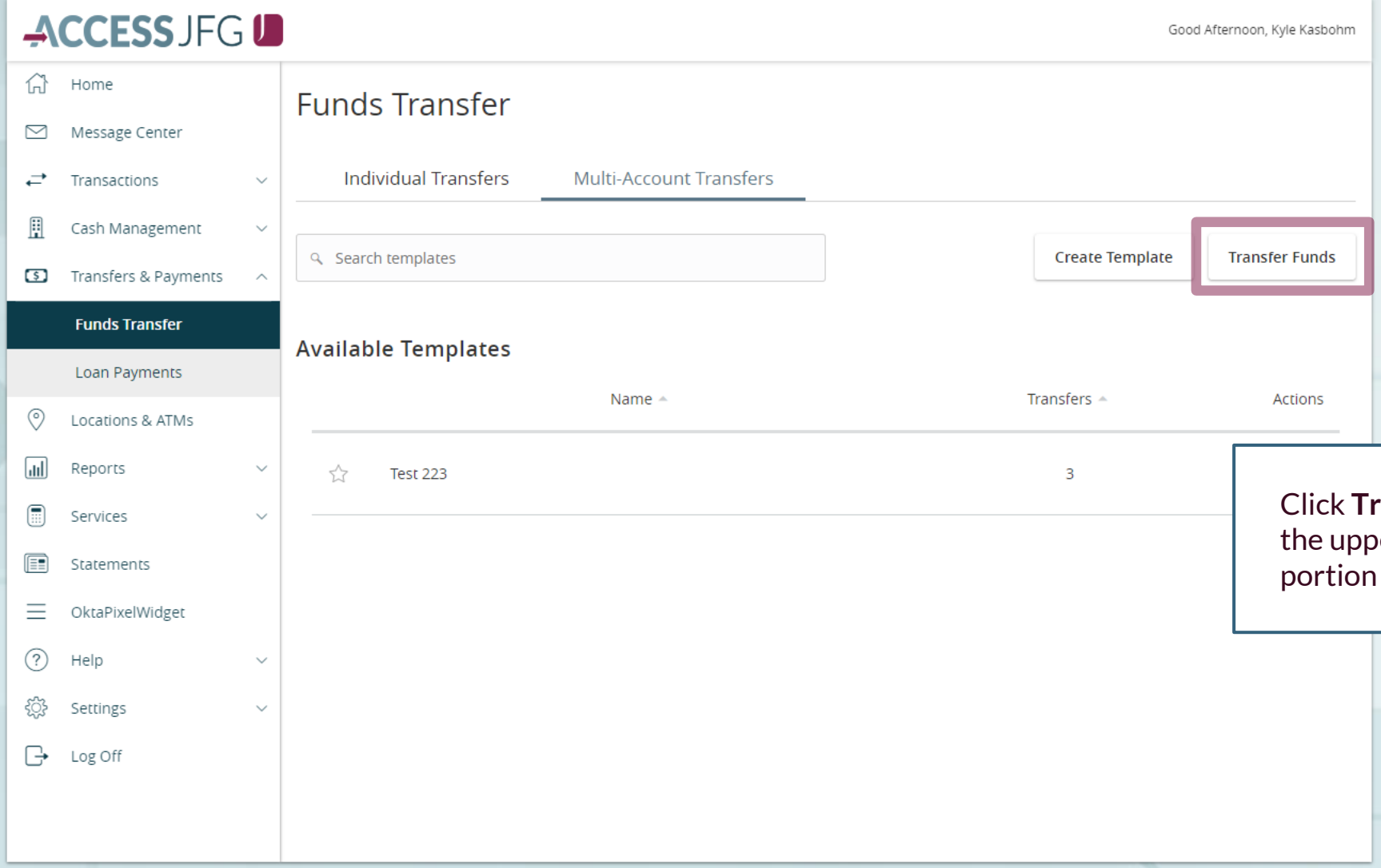


When you have your file map built, you can then use it to upload your transfer files.

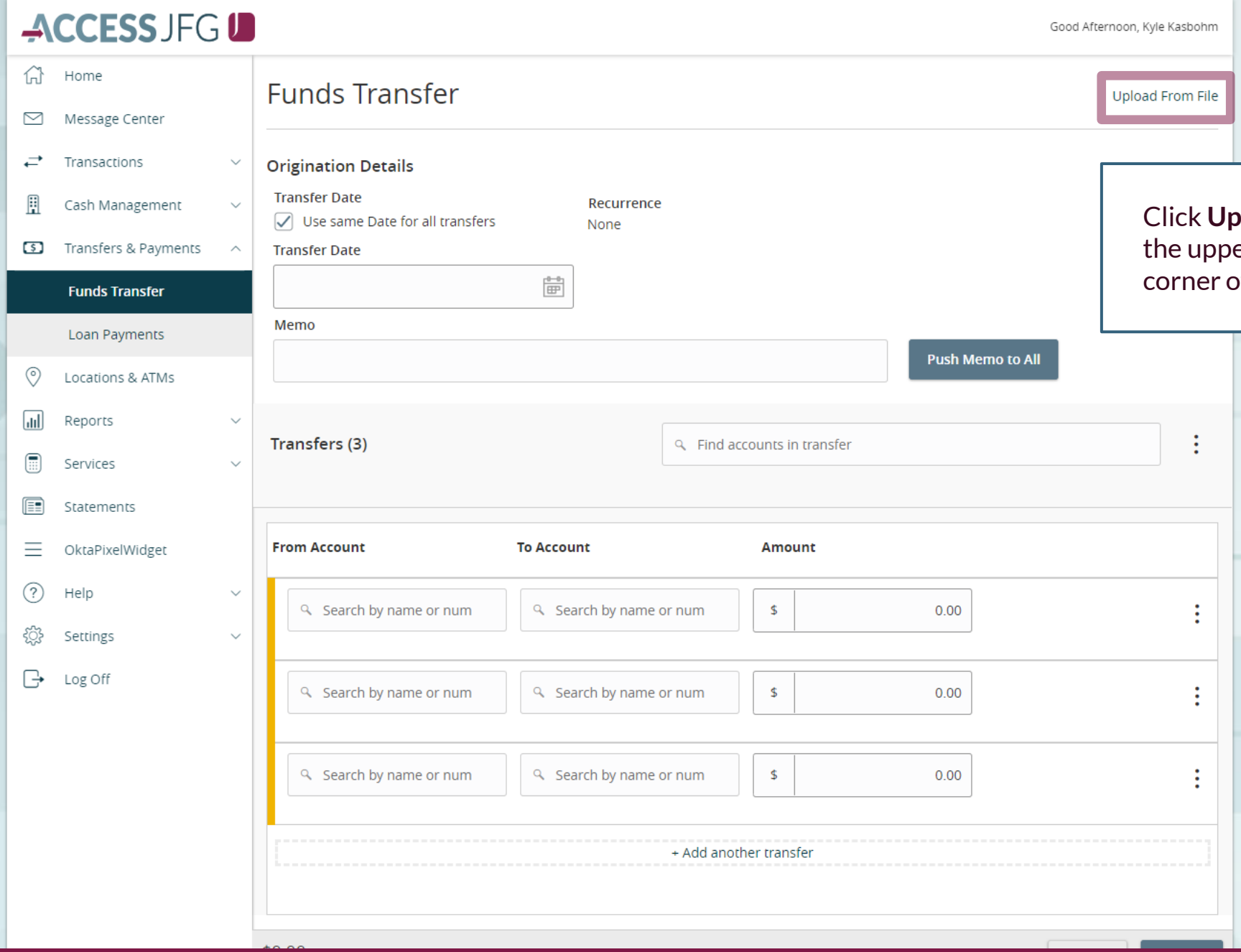
To upload a transfer file, go to **Funds Transfer** found in the Transfers & Payments menu.



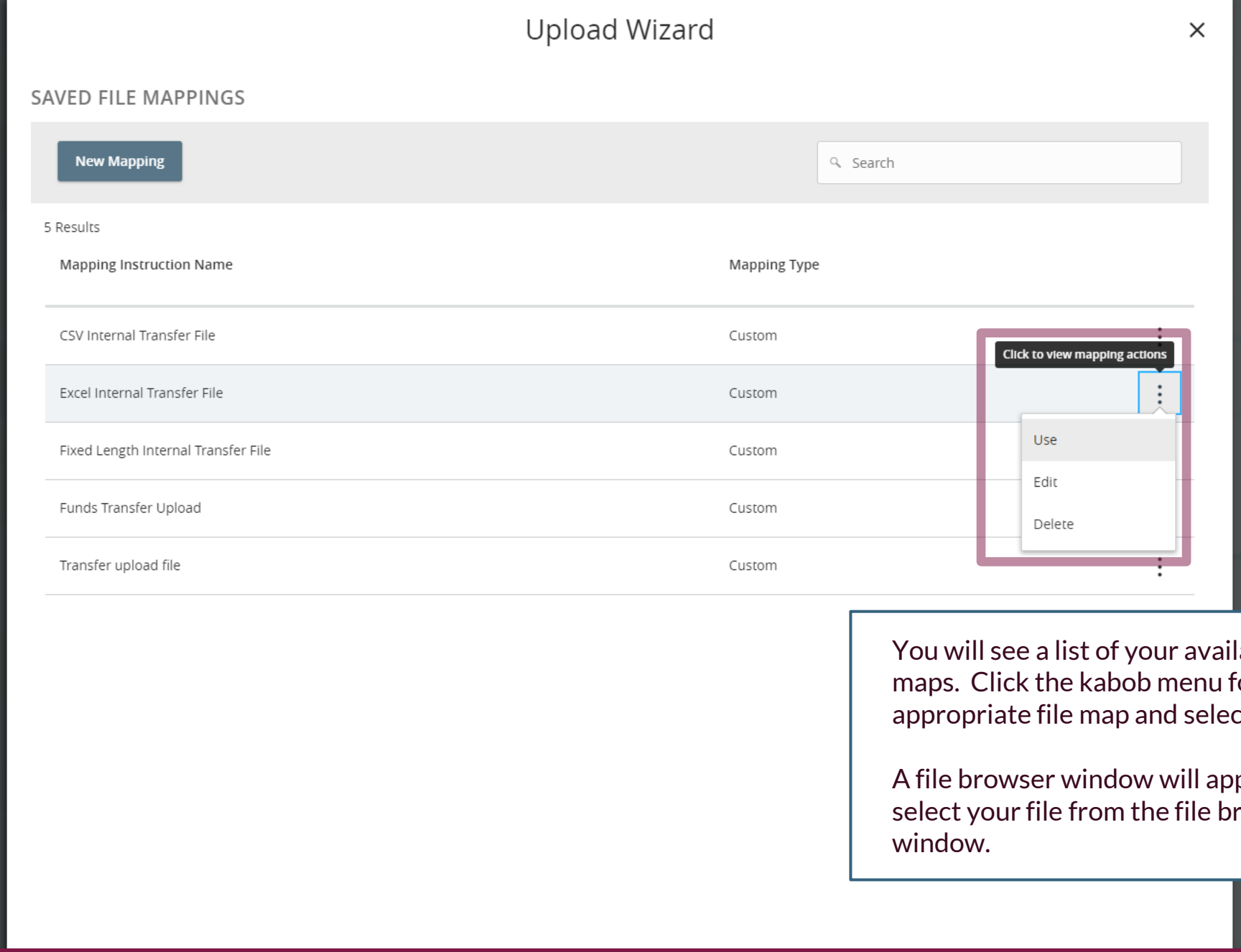
Select **Multi-Account Transfers**. If Multi-Account Transfers isn't available to you, your administrator hasn't entitled your User Role for that feature.



Click **Transfer Funds** in the upper right-hand portion of the screen.



Click **Upload From File** in the upper right-hand corner of the screen.



You will see a list of your available file maps. Click the kabob menu for the appropriate file map and select **Use**.

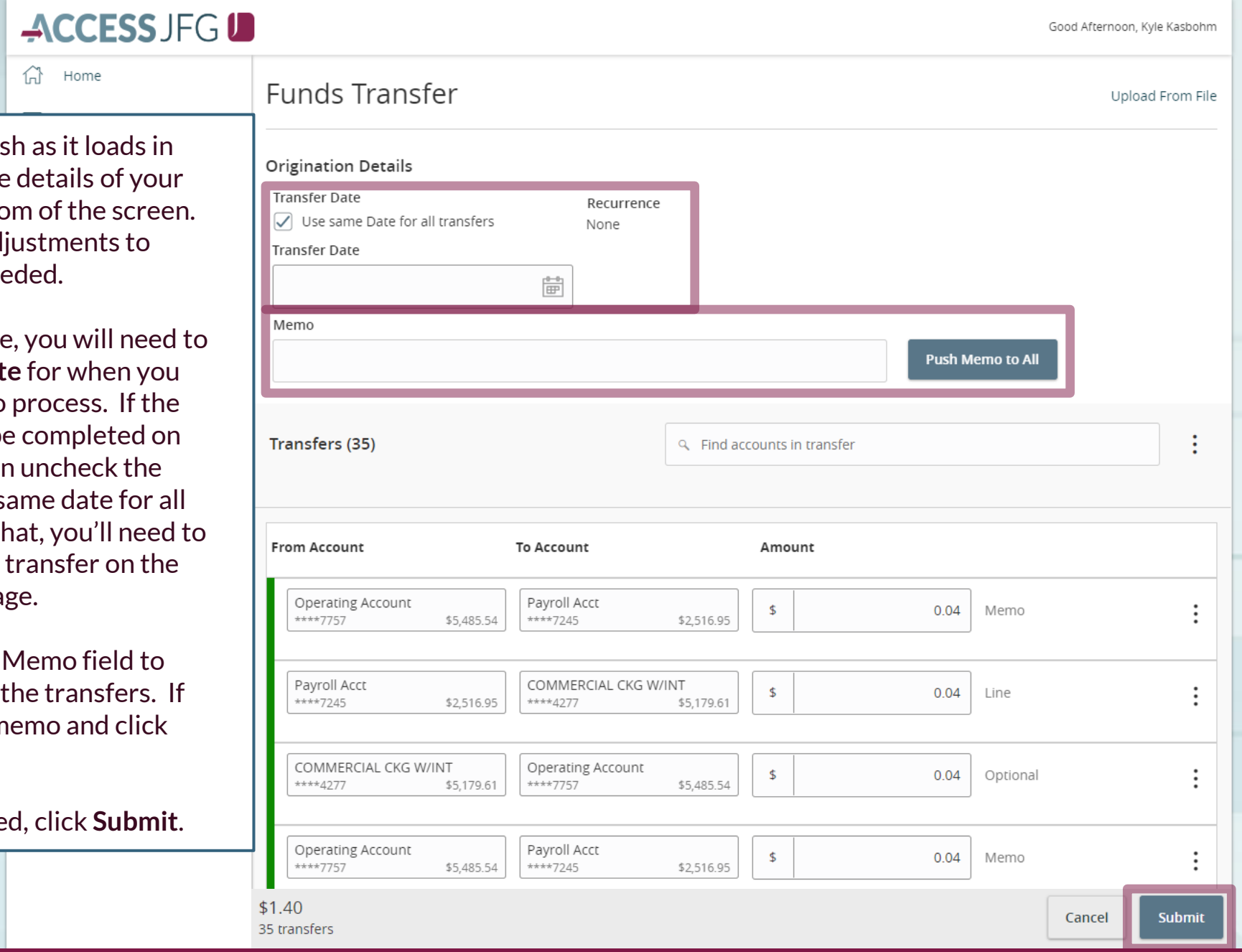
A file browser window will appear; select your file from the file browser window.

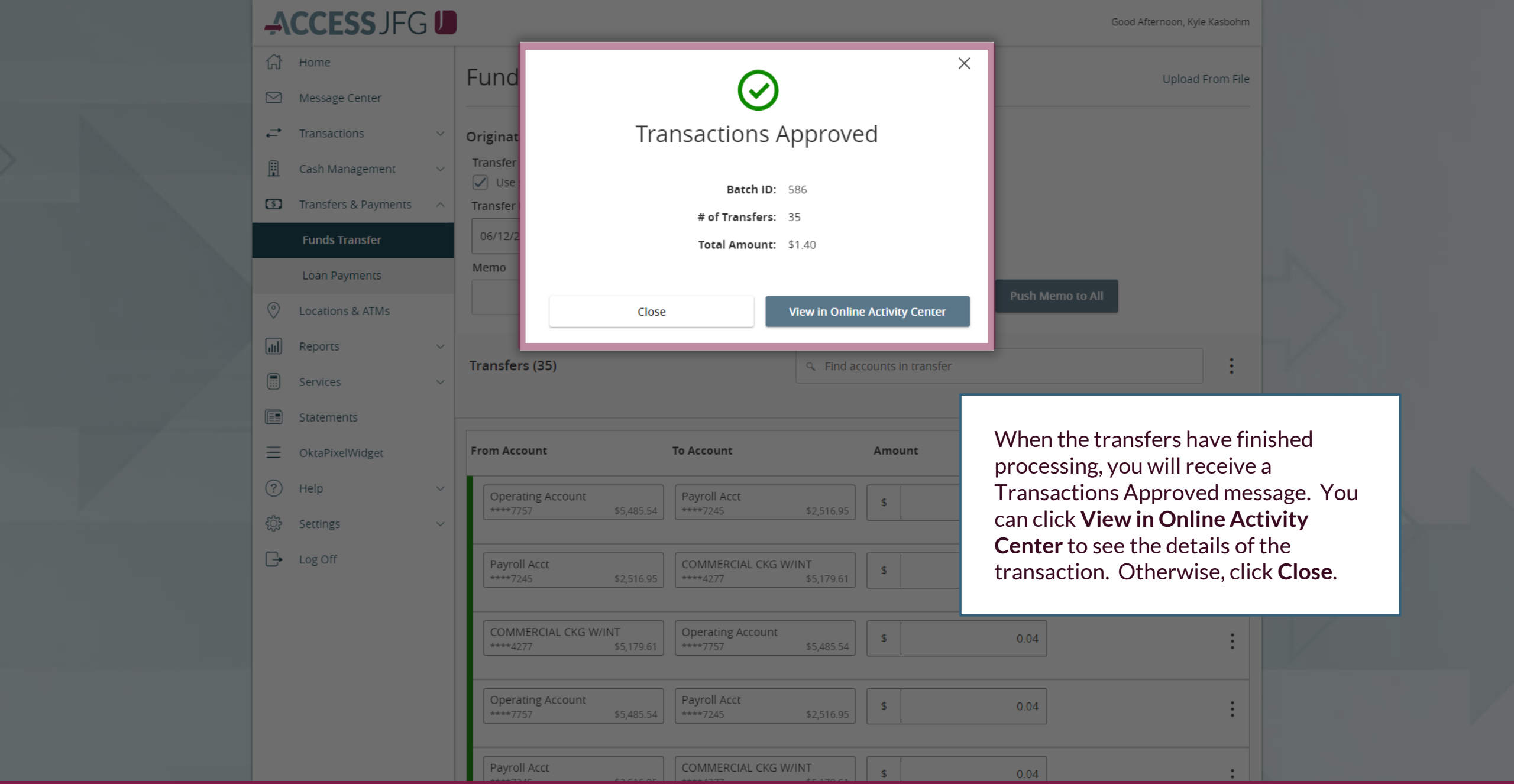
The screen will refresh as it loads in your file. You will the details of your transfers at the bottom of the screen. You can make any adjustments to those transfers, if needed.

At the top of the page, you will need to select a **Transfer Date** for when you want the transfers to process. If the transfers shouldn't be completed on the same day, you can uncheck the option for using the same date for all transfers. If you do that, you'll need to set the date for each transfer on the bottom half of the page.

You can also use the Memo field to enter a memo for all the transfers. If needed, enter your memo and click **Push Memo to All**.

When you are finished, click **Submit**.





When the transfers have finished processing, you will receive a Transactions Approved message. You can click **View in Online Activity Center** to see the details of the transaction. Otherwise, click **Close**.

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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