

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](#)).

Click an account tile to view details and transaction history.

- Home
- Message Center
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- Cash Management
- Transfers & Payments**
 - Funds Transfer**
- Loan Payments
- Locations & ATMs
- Reports
- Services
- Statements
- OktaPixelWidget
- Help
- Settings
- Log Off

Home

ACCOUNTS

Available: \$13,182.10
Current: \$13,182.10

Operating Account **7757	
Available Balance	\$5,485.54
Current Balance	\$5,485.54

Payroll Acct **7245	
Available Balance	\$2,516.95
Current Balance	\$2,516.95

COMMERCIAL CKG W/INT **4277	
Available Balance	\$5,179.61
Current Balance	\$5,179.61

LOANS

Current: \$1,754,051.59
Available: \$988,600.15

COMMERCIAL REVOLVING LI... 20...	
Current Balance	\$1,011,399.85
Available Balance	\$988,600.15

COMMERCIAL TERM LOAN 300200	
Current Balance	\$742,651.74

MONEY MARKET

Available: \$1,753.85
Current: \$1,753.85

INSTITUTIONAL MMKT **6030	
Available Balance	\$1,753.85
Current Balance	\$1,753.85

TRANSACTION APPROVALS

ACH Batch (21394)
December 12, 2028
\$8,000.00

View approvals in Online Activity
Single Transactions Recurring Transactions

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.

Online transfer history and recurring transfers can be viewed in Online Activity Center.

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- Help
- Settings
- Log Off

Funds Transfer

Individual Transfers

Multi-Account Transfers

Search transactions

All Pending Processed

No history available

From Account

To Account

Amount

\$ 0.00

Frequency

One-time transfer

Transfer Date

6/11/2024

Memo (optional)

Transfer Funds

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

- Home
- Message Center
- Transactions
- Cash Management
- Transfers & Payments
- Funds Transfer**
- Loan Payments
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- Help
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Funds Transfer

Individual Transfers Multi-Account Transfers

Search templates

Create Template

Transfer Funds

Available Templates

Name	Transfers	Actions
☆ Test 223	3	

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

- Home
- Message Center
- Transactions
- Cash Management
- Transfers & Payments
- Funds Transfer**
- Loan Payments
- Locations & ATMs
- Reports
- Services
- Statements
- OktaPixelWidget
- Help
- Settings
- Log Off

Funds Transfer

Upload From File

Origination Details

Transfer Date Recurrence
 Use same Date for all transfers None

Transfer Date

Memo

Push Memo to All

Transfers (3)

Find accounts in transfer

From Account	To Account	Amount	
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
+ Add another transfer			

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

SAVED FILE MAPPINGS

New Mapping

2 Results

Mapping Instruction Name

Mapping Type

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](#)

Upload Wizard



File Set-up

File Mapping

Review

How is your data separated?

Excel

Fixed Width

Header Rows to Skip:

0

Trailer Rows to Skip:

0

First row contains column headers

Your uploaded data: Internal Transfer Upload File Template.xlsx (Showing 4 of 4 rows)

Column_1	Column_2	Column_3	Column_4
From Account	To Account	Amount	Memo (Optional)
From Account #	To Account #	0	Optional Memo Line
From Account #	To Account #	0	Optional Memo Line
From Account #	To Account #	0	Optional Memo Line

Cancel

Continue

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

Upload Wizard

File Set-up | File Mapping | Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
From Account	From Account #	Transaction: From Account	Ready
To Account	To Account #	Transaction: To Account	Ready
Amount	0	Transaction: Amount	Ready
Memo (Optional)	Optional Memo Line	Additional: Memo	Ready

Back Cancel Continue

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

Upload Wizard



File Set-up

File
Mapping

Review

Review Selected File Mappings

Uploaded File Header	System Field
From Account	Transaction: From Account
To Account	Transaction: To Account

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.

Insert a decimal into the Transaction: Amount value? (e.g. 2589 becomes 25.89)

Yes

No

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

Excel Internal Transfer File

Do you want this File Mapping to be Private or Shared?

Private

Shared

Back

Cancel

Finish



File Mapping Saved

Your file mapping has been saved as "Excel Internal Transfer 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.

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

Upload Wizard



How is your data separated?

Delimited

Fixed Width

What separates your data?

Comma

Tab

Colon

Semi-Colon

Other

Your uploaded data: Internal Transf

From Account
From Account #
From Account #
From Account #

Header Rows to Skip:

0

Trailer Rows to Skip:

0

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.

First row contains column headers

Line
Line
Line

Cancel

Continue

CSV/DELIMITED FILES

Upload Wizard



File Set-up

File Mapping

Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
From Account	From Account #	Transaction: From Account	✓ Ready
To Account	To Account #	Transaction: To Account	✓ Ready
Amount	\$0.00	Transaction: Amount	✓ Ready
Memo (Optional)	Optional Memo Line	Additional: Memo	✓ Ready

Back

Cancel

Continue

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

Upload Wizard



File Set-up

File Mapping

Review

Review Selected File Mappings

Uploaded File Header	System Field
From Account	Transaction: From Account
To Account	Transaction: To Account

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.

Insert a decimal into the Transaction: Amount value? (e.g. 2589 becomes 25.89)

Yes

No

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

CSV Internal Transfer File

Do you want this File Mapping to be Private or Shared?

Private

Shared

Back

Cancel

Finish



File Mapping Saved

Your file mapping has been saved as "CSV Internal Transfer 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.

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

Upload Wizard ×



File Set-up **File Mapping** **Review**

How is your data separated?

Delimited

Fixed Width

Adjust the column breaks:

CREATE column breaks by clicking on a desired position.

DELETE column breaks by clicking on a desired line.

Header Rows to Skip:

Trailer Rows to Skip:

Your uploaded data: Fixed Length Transfer UPLoad File.txt (Showing 2 of 2 rows)

First row contains column headers

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

Upload Wizard

1 2 3
File Set-up File Mapping Review

How is your data separated?

Delimited

Fixed Width

Header Rows to Skip:

Trailer Rows to Skip:

Adjust the column breaks:

CREATE column breaks by clicking on a desired position.
DELETE column breaks by clicking on a desired line.

Your uploaded data: Fixed Length Transfer UPload File.txt (Showing 2 of 2 rows)

1	2	3	4	5	6	7	8	9	0	10	0	9	8	7	6	5	4	3	2	1	0	0	0	0	0	0	1	0	0	0	M	E	M	O		L	I	N	E		I	S		O	P	T	I	O	N	A	L
0	9	8	7	6	5	4	3	2	1	1	2	3	4	5	6	7	8	9	0	0	0	0	0	0	1	0	0	0	M	E	M	O		L	I	N	E		I	S		O	P	T	I	O	N	A	L		

First row contains column headers

Cancel Continue

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

Upload Wizard



File Set-up

File Mapping

Review

What columns correspond to the system values?

Uploaded File Header	Uploaded File Content Preview	System Field	Status
Column_1	1234567890	Transaction: From Account	✓ Ready
Column_2	0987654321	Transaction: To Account	✓ Ready
Column_3	0000001000	Transaction: Amount	✓ Ready
Column_4	MEMO LINE IS OPTIONAL	Additional: Memo	✓ Ready

Back

Cancel

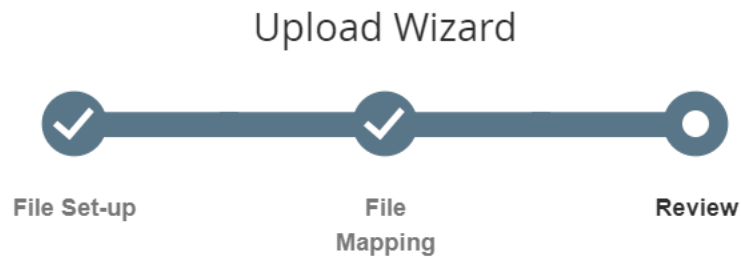
Continue

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.



Insert a decimal into the Transaction: Amount value? (e.g. 2589 becomes 25.89)

Yes

No

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

Fixed Length Internal Transfer File

Do you want this File Mapping to be Private or Shared?

Private

Shared

Back

Cancel

Finish



File Mapping Saved

Your file mapping has been saved as "Fixed Length Internal Transfer 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.

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.

Click an account tile to view details and transaction history.

- Home
- Message Center
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- Loan Payments
- Locations & ATMs
- Reports
- Services
- Statements
- OktaPixelWidget
- Help
- Settings
- Log Off

Home

ACCOUNTS

Available: \$13,182.10
Current: \$13,182.10

Operating Account **7757
Available Balance **\$5,485.54**
Current Balance \$5,485.54

Payroll Acct **7245
Available Balance **\$2,516.95**
Current Balance \$2,516.95

COMMERCIAL CKG W/INT **4277
Available Balance **\$5,179.61**
Current Balance \$5,179.61

LOANS

Current: \$1,754,051.59
Available: \$988,600.15

COMMERCIAL REVOLVING LI... 20...
Current Balance **\$1,011,399.85**
Available Balance \$988,600.15

COMMERCIAL TERM LOAN 300200
Current Balance **\$742,651.74**

MONEY MARKET

Available: \$1,753.85
Current: \$1,753.85

INSTITUTIONAL MMKT **6030
Available Balance **\$1,753.85**
Current Balance \$1,753.85

TRANSACTION APPROVALS

ACH Batch (21394)
December 12, 2028
\$8,000.00

View approvals in Online Activity

Single Transactions Recurring Transactions

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.

Online transfer history and recurring transfers can be viewed in Online Activity Center.

- Home
- Message Center
- Transactions
- Cash Management
- Transfers & Payments
- Funds Transfer**
- Loan Payments
- Locations & ATMs
- Reports
- Services
- Statements
- OktaPixelWidget
- Help
- Settings
- Log Off

Funds Transfer

Individual Transfers

Multi-Account Transfers

Search transactions

All Pending Processed

No history available

From Account

To Account

Amount

\$ 0.00

Frequency

One-time transfer

Transfer Date

6/11/2024

Memo (optional)

Transfer Funds

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

The screenshot shows the 'Funds Transfer' section of the ACCESS JFG interface. The left sidebar contains navigation options: Home, Message Center, Transactions, Cash Management, Transfers & Payments, Funds Transfer (highlighted), Loan Payments, Locations & ATMs, Reports, Services, Statements, OktaPixelWidget, Help, Settings, and Log Off. The main content area is titled 'Funds Transfer' and has two tabs: 'Individual Transfers' and 'Multi-Account Transfers'. Below the tabs is a search bar labeled 'Search templates' and two buttons: 'Create Template' and 'Transfer Funds' (highlighted with a red box). Below the buttons is a table titled 'Available Templates' with columns for 'Name', 'Transfers', and 'Actions'. The table contains one row with a star icon, the name 'Test 223', and the value '3'.

Name	Transfers	Actions
☆ Test 223	3	

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

- Home
- Message Center
- Transactions
- Cash Management
- Transfers & Payments
- Funds Transfer**
- Loan Payments
- Locations & ATMs
- Reports
- Services
- Statements
- OktaPixelWidget
- Help
- Settings
- Log Off

Funds Transfer

Upload From File

Origination Details

Transfer Date Recurrence
 Use same Date for all transfers None

Transfer Date

Memo

Push Memo to All

Transfers (3)

Find accounts in transfer

From Account	To Account	Amount	
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
<input type="text" value="Search by name or num"/>	<input type="text" value="Search by name or num"/>	\$ 0.00	⋮
+ Add another transfer			

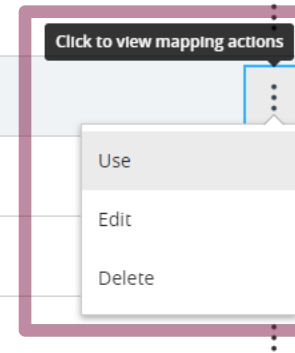
Click **Upload From File** in the upper right-hand corner of the screen.

SAVED FILE MAPPINGS

[New Mapping](#)

5 Results

Mapping Instruction Name	Mapping Type
CSV Internal Transfer File	Custom
Excel Internal Transfer File	Custom
Fixed Length Internal Transfer File	Custom
Funds Transfer Upload	Custom
Transfer upload file	Custom



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.

Funds Transfer

Upload From File

Origination Details

Transfer Date Recurrence

Use same Date for all transfers None

Transfer Date

📅

Memo

Push Memo to All

Transfers (35)

⋮

From Account	To Account	Amount		Memo
Operating Account ****7757 \$5,485.54	Payroll Acct ****7245 \$2,516.95	\$ 0.04		Memo
Payroll Acct ****7245 \$2,516.95	COMMERCIAL CKG W/INT ****4277 \$5,179.61	\$ 0.04		Line
COMMERCIAL CKG W/INT ****4277 \$5,179.61	Operating Account ****7757 \$5,485.54	\$ 0.04		Optional
Operating Account ****7757 \$5,485.54	Payroll Acct ****7245 \$2,516.95	\$ 0.04		Memo

\$1.40
35 transfers

Cancel
Submit

The screen will refresh as it loads in your file. You will see 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**.

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- Help
- Settings
- Log Off

Funds

Originat

Transfer

Use

Transfer


06/12/2

Memo

Transfers (35)

Find accounts in transfer

From Account	To Account	Amount
Operating Account ****7757 \$5,485.54	Payroll Acct ****7245 \$2,516.95	\$
Payroll Acct ****7245 \$2,516.95	COMMERCIAL CKG W/INT ****4277 \$5,179.61	\$
COMMERCIAL CKG W/INT ****4277 \$5,179.61	Operating Account ****7757 \$5,485.54	\$ 0.04
Operating Account ****7757 \$5,485.54	Payroll Acct ****7245 \$2,516.95	\$ 0.04
Payroll Acct ****7245 \$2,516.95	COMMERCIAL CKG W/INT ****4277 \$5,179.61	\$ 0.04



Transactions Approved

Batch ID: 586

of Transfers: 35

Total Amount: \$1.40

[Close](#) [View in Online Activity Center](#)

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.

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

