

# Creating Custom ACH File Upload Map

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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.



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
  - Merchant Services
  - Recipient Address Book
  - Subsidiaries
  - Positive Pay
  - Small Business Credit C...
- Transfers & Payments
- Locations & ATMs
- Reports
- Services
- Help
- Settings

## Home

### ACCOUNTS

Available: \$15,015.94  
Current: \$15,015.94

<p>COMMERCIAL CKG W/INT **4277</p> <p>Available Balance <b>\$6,181.91</b></p> <p>Current Balance \$6,181.91</p>	<p>COMMERCIAL CKG W/INT **7757</p> <p>Available Balance <b>\$5,442.59</b></p> <p>Current Balance \$5,442.59</p>
<p>COMMERCIAL CHECKING **7245</p> <p>Available Balance <b>\$3,391.44</b></p> <p>Current Balance \$3,391.44</p>	

### LOANS

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

<p>COMMERCIAL REVOLVING... 200200</p> <p>Current Balance <b>\$1,011,399.85</b></p> <p>Available Balance \$988,600.15</p>	<p>COMMERCIAL TERM LOAN 300200</p> <p>Current Balance <b>\$742,651.74</b></p>
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### CD

Available: \$15,601.80  
Current: \$15,601.80

<p>BUSINESS REPO CD **0001</p> <p>Available Balance <b>\$15,601.80</b></p> <p>Current Balance \$15,601.80</p>
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- DepositPartner
  - Positive Pay
  - POSITIVE PAY**
- No accounts have exceptions needing decision.
- Continue to Positive Pay

To create a custom file map for uploading ACH files, go to **Payments** found in the Cash Management menu

- Home
- Message Center
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- Log Off

## Payments

**New Payment**

- ACH
- ACH Batch
- ACH Collection
- Payroll

+ Create Template

★	2nd Friday of Month	ACH Collection (PPD)	2				
★	5th of the Month	ACH Collection (PPD)	2				
☆	International Wire	International Wire	1				
☆	Library Payroll	Payroll (PPD)	3				
☆	Payroll	Payroll (PPD)	2				
☆	Test	ACH Batch (PPD)	1				
☆	Wire Template	Domestic Wire	1				
☆	Zihuatanejo Fund	ACH Batch (PPD)	2				

**Click on New Payment** and choose the ACH type you want to transact. Please note, based on the services you've contracted for, you may not see all ACH types on your screen.

- Home
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# ACH Batch Change Type

Upload From File

## Origination Details

SEC Code	Company Entry Description	From Subsidiary
<input type="text" value="----Select a SEC Code----"/>	<input type="text" value="Max 10 characters"/>	<input type="text" value="Search by name"/>
Account	Effective Date	Recurrence
<input type="text" value="Search by name or number"/>	<input type="text" value=""/>	None

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

## Recipients (1)

Filters: **All** Pre-Notes

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
+ Add another recipient	

\$0.00  
1 payments (1 for \$0.00)



## SAVED FILE MAPPINGS

**New Mapping**

2 Results

Mapping Instruction Name	Mapping Type
	System Standard <span>⋮</span>
	System Standard <span>⋮</span>

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

# 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: ACH Custom File Upload Example.xlsx (Showing 10 of 20 rows)

Column_1	Column_2	Column_3	Column_4	Column_5	Column_6	Column_7
Name	Amount	Routing Number	Account Number	Addenda	Account Type	Invoice Numbers
Steve Rogers	123.26	75911852	123456	Payroll 04/04-04-15	Checking	N/A
Clint Barton	2358.25	75911852	123457	Payroll 04/04-04-15	Checking	N/A
Pietro Maximoff	1235.21	75911852	123458	Payroll 04/04-04-15	Checking	N/A
					Checking	N/A
					Checking	N/A
					Checking	N/A
					Checking	N/A
					Checking	N/A

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.

Cancel

Continue

# Upload Wizard



## EXCEL FILES



File Set-up

File Mapping

Review

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

## EXCEL FILES

# Upload Wizard



File Set-up

File  
Mapping

Review

### Review Selected File Mappings

Uploaded File Header	System Field
Name	Recipient: ACH Name
Amount	Recipient: Amount

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

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

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 "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.

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**.

## CSV/DELIMITED FILES

### Upload Wizard



File Set-up

File Mapping

Review

How is your data separated?

- Delimited  
 Fixed Width

What separates your data?

- Comma  
 Tab  
 Colon  
 Semi-Colon  
 Other

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.

Your uploaded data: ACH Custom File

Column_1	Column_2
Name	Amount
Steve Rogers	123.26
Clint Barton	2358.2
Pietro Maximoff	1235.2
Wanda Maximoff	12561.2
File trailer preview:	
Bruce Banner	1235.2

First row contains column headers

Column_6	Column_7
Account Type	Invoice Numbers
Accounting	N/A
Accounting	N/A
Accounting	N/A
Accounting	N/A
Accounting	N/A

Cancel

Continue

## CSV/DELIMITED FILES

# Upload Wizard



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

## CSV/DELIMITED FILES

### Upload Wizard



File Set-up

File Mapping

Review

#### Review Selected File Mappings

Uploaded File Header	System Field
Name	Recipient: ACH Name
Amount	Recipient: Amount

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

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

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 "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.

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**.

## 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.

Your uploaded data: ACH Custom File Upload Example.txt (Showing 5 of 5 rows)

First row contains column headers

E C K I N G  
E C K I N G  
E C K I N G  
E C K I N G  
E C K I N G

Cancel

Continue

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



File Set-up

File Mapping

Review

How is your data separated?

Delimited

Fixed Width

Header Rows to Skip:

0

Trailer Rows to Skip:

0

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: ACH Custom File Upload Example.txt (Showing 5 of 5 rows)

First row contains column headers

Anthony Stark	075911852	123456	CHECKING
Thor Odinson	075911852	123457	CHECKING
Pepper Potts	075911852	123458	CHECKING
Jane Foster	075911852	123459	CHECKING
Natasha Romanoff	075911852	123460	CHECKING

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	Anthony Stark	Recipient: ACH Name	Ready
Column_2	075911852	Recipient: Routing Number	Ready
Column_3	123456	Recipient: Account Number	Ready
Column_4	CHECKING	Recipient: Account Type	Ready
Column_5	1234.56	Recipient: Amount	Ready

Back Cancel Continue

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

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.

## Upload Wizard



Name
Account Number
Routing Number
Account Type
Amount

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

Yes

No

Would you like to save these file mapping instructions?

No

Yes

Mapping Instruction Name

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 "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.

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

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

