

Johnson Bank Positive Pay Instructions

Excel Spreadsheet Instructions Positive Pay Processing Tips Daily Exceptions Notification via Secure E-mail Account Reconciliation Symbols

Excel Spreadsheet Instructions

Steps One and Two - Complete just ONCE:

Step One:

- Open Windows Explorer
- Highlight (C:)
- Choose File / New
- Click on Folder (A new folder will be created titled "New Folder")
- Highlight "New Folder" and right click
- Choose RENAME
- Type in ASCII, then Enter
- Close Windows Explorer, proceed to Step Two

This step creates a folder on your C drive named ASCII where your Positive Pay file will reside once created.

Step Two:

- Open Internet
- Go to the www.johnsonportal.com [Positive Pay Toolkit](#) page
- Download the Positive Pay Master Spreadsheet for your state: [Spreadsheet](#)
- Choose "**Save Target As**"
- Save the "PositivePayMaster" file on a local drive where you keep your most used files
- Select Close when download is complete
- Close Internet, copy of file has been created

This step creates a Master Excel file. Use this every time you need to create a file to upload to us.

Creating a Positive Pay file:

- 1.) Your internal accounting system offloads a file to a specific destination
- 2.) Open this file that contains the information you need to send (Excel file)
- 3.) Open the "Positive Pay Master" file that you saved in # 2 above
- 4.) Click on **Enable Macros**
- 5.) Minimize "Positive Pay Master"
- 6.) Maximize the file that contains the check numbers and dollar amounts
- 7.) Highlight the column of check numbers / right click and choose CUT
- 8.) Minimize this file
- 9.) Maximize the Positive Pay Master
- 10.) Highlight the first box under Check Serial Number
- 11.) Right click and choose PASTE
- 12.) Repeat steps 6 through 11 for check dollar amounts
- 13.) Fill in Row 2 with Account Number, Transaction Type, Action Indicator (see table below), and Issue Date (format mm/dd/yy)
- 14.) Highlight information entered in Account Number, Transaction Type and Action Indicator - drag down to fill necessary amount of boxes to match number of checks
- 15.) Repeat for Issue Date column
- 16.) Click on the **Export** tab at bottom of page in Positive Pay Master file
- 17.) Click on **Run Export Macro**

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- 18.) Export Filename box will come up with a prefilled file name (ex. MICASH_20020212.txt). This file will be saved at C:\ASCII\MICASH_20020212.txt or whatever you change the file name to.

The file has now been created. However, there are still a couple of steps left to send the file to Johnson Bank.

- 19.) Go back to www.johnsonportal.com
 20.) Click on [Positive Pay upload](#)
 21.) Choose **Upload Positive Pay ASCII file**
 22.) Fill in Account number / Password
 23.) Browse to location of file i.e. C:\ASCII\MICASH_20020212.txt
 24.) Click **Upload**
 25.) A confirmation screen will appear detailing the information that you would like to send. Review the information included to be sure all check numbers are showing, dollar amounts match correct check numbers etc.
 26.) Once information has been verified click on *This is correct. Transmit to bank.*
 27.) File has now been sent to Johnson Bank and will be uploaded into our system the following day.

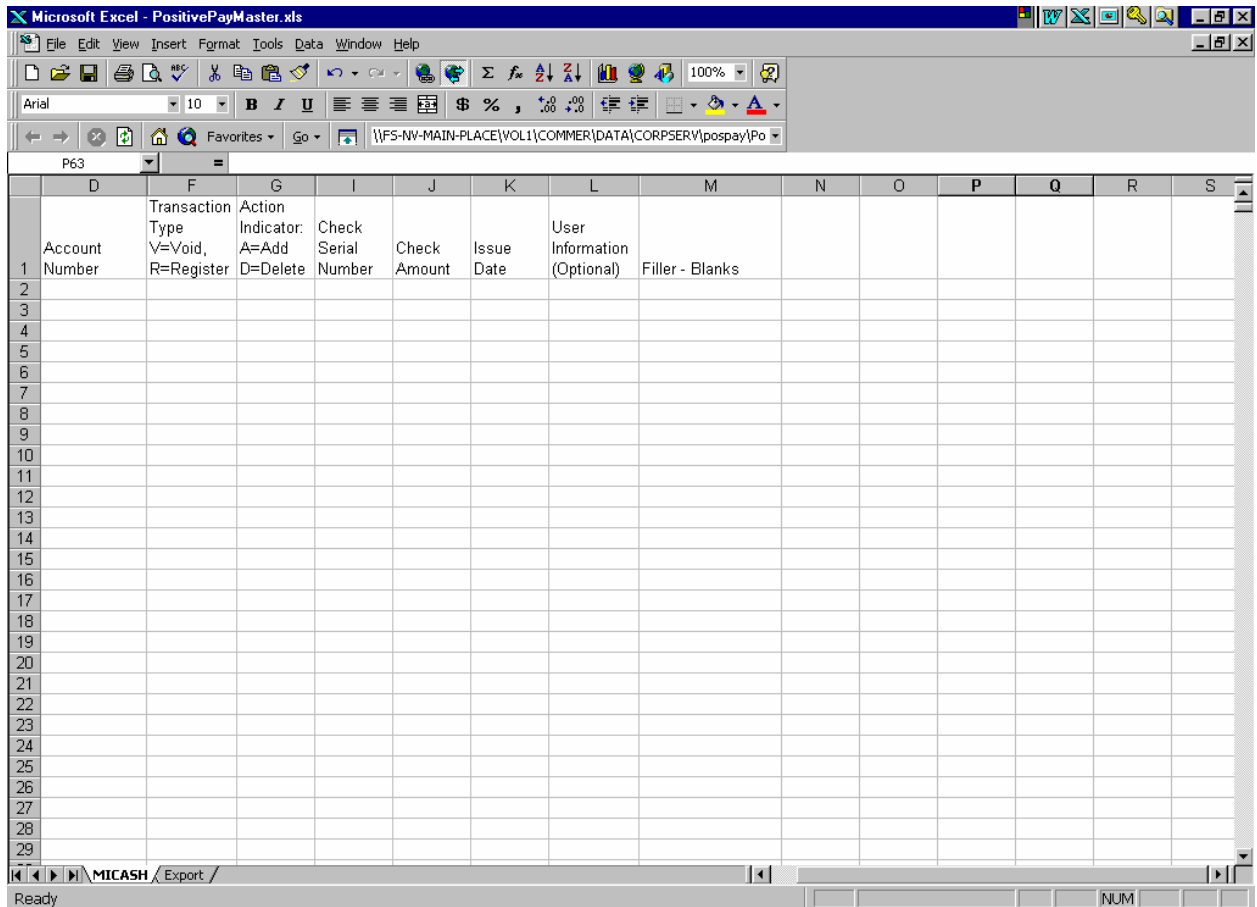


Figure 1

You may want to insert the account number in row 2 and then copy the information down several rows. You can copy down as many rows as you want to, it will not affect the final file (Figure 1).

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Prepare the file for transmission to Johnson Bank:

Once you are finished with the data entry of the check information, save the file (File, Save).
Once you are sure the file is saved, click on the tab for the Export sheet (Figure 2).

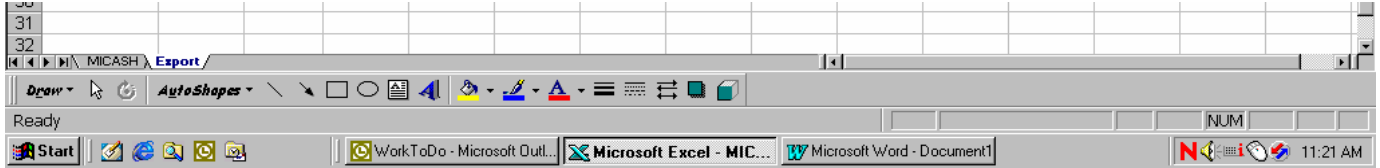


Figure 2

Click on the button titled “Run Export Macro” (Figure 3). This will create the file that you can then transmit to Johnson Bank. This file is located in the C:\ASCII folder that you created. It is named micash_YYYYMMDD.txt.

The date you create the report will be substituted for the YYYYMMDD (i.e., micash_20010331.txt). If more than one file is sent on a specific date, the file will overwrite previous file sent. Only one date is stored.

You may rename the file.

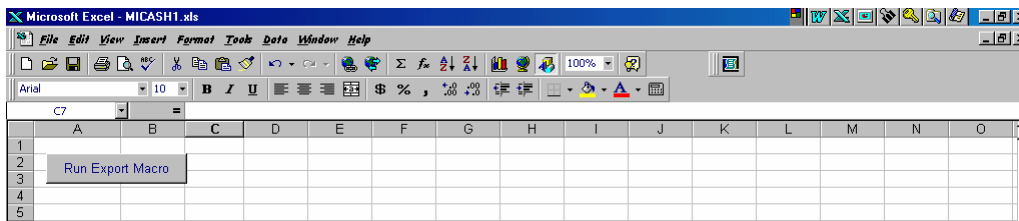


Figure 3

After the file has been sent to Johnson Bank:

After the transmission file has been sent and you are ready to enter more checks, it is important that you **clear** the contents of the cells beginning in Row 2, column F, down to the end, to avoid duplication of information sent.

**Do not delete rows or entire columns.*

It is recommended an original template be stored on disk or your computer.

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Processing Tips

Transaction Type	Action Indicator
R = Register	A = Add
V = Void	D = Delete

Combinations:

- RA = Register Add: Most common – Use when sending new check issue information.
- RD = Register Delete: This will delete a Register Add. The check will not be on the system/recon at the end of the month.
- VA = Void Add: This will delete a Register Add. Use this combination when you would like to stop a specific check from clearing. This works the same way as a stop payment, except the Void Add goes into effect the next business day. When the check is presented, the check will be returned “Refer to Maker”. If you want the check to be returned as “Payment Stopped”, you will need to put a stop payment on the check in addition to the Void Add.
- VD = Void Delete: This will delete a Void Add and return the check to a status of outstanding.

Examples:

Uploads are an overnight process. If you upload information today, and need to correct the dollar amount on a serial number, you will need to wait until the next business day to do so, as follows:

1. If you uploaded an item (example check 12345 for \$25.00 on Monday) as a “RA”, and on Tuesday you realize that the amount should be \$250.00, you will need to do a “RD” for check 12345 in the amount of \$25.00. On Wednesday you will then do the “RA” to check 12345 for the amount \$250.00.
2. If you printed a check and sent us the issue information, then later discovered the check was done in error, you will need to do a “RD” and shred the check.

Register Add = RA
Register Delete = RD
Void Add = VA
Void Delete = VD

Daily Exceptions Notifications via Secure E-mail

Daily Notification

“There are no reported exceptions in your account.”

This is the e-mail that you will receive daily if you have no exceptions. There is no need to respond to this message.

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*"You have received a new message in your Johnson Secure E-mail account.
The subject of the message is: Account Reconciliations – Exceptions in your account today.
To view your message, please visit the following link:
<https://secure.johnsonbank.com/webmail/>"*

This is the e-mail that you will receive if you have exception and how to respond to the e-mail. All exceptions must be replied to by 1:00 pm CST

1. Click on the link to view the message through Johnson Bank Secure E-mail.
2. Enter your password to access the e-mail message.
3. Click on Account Reconciliation-Exceptions in your account.
4. Review the message and click on the reply button and indicate to pay or return.
5. Type in your message within the body of the e-mail
6. Click on Send

Account Reconciliation Symbols

Symbols are used on the Account Reconciliation Statement to denote various exception activities.

* = Break in the sequence of serial numbers.

@ = Posted-dated check. Those checks paid during the statement cycle that have registers on file for a future cycle.

A = An amount mismatch item. The register amount does not agree with the amount of the check.

D = Duplicate item.

Q = Paid Void.

R = Returned check.

S = Stop Payment item.

V = Void item.

Contact Information:

Cash Management Support

Monday - Friday

8:00 a.m. - 5:00 p.m. CST

877-236-2739

cashsupport@johnsonbank.com*

**This is not a secure e-mail server.*