

Treasury Management

Quick Reference Guide:

Positive Pay File Format and Mapping



File Format – Delimited

The following items can be in any order in the Positive Pay file. File should be saved as a .csv or .xls format prior to uploading.

1. Account Number

Account the issued item is written to.

- Account number is required if uploading one file for multiple accounts. In the example below, account number is not provided.

2. Issued Item Number*

The issued item number also known as the check number.

3. Issued Date*

The date the item was written on and dated for.

4. Issued Amount*

The amount the item was written for.

- No dollar signs or symbols should be used. The below example is decimal included.

5. Payee Name

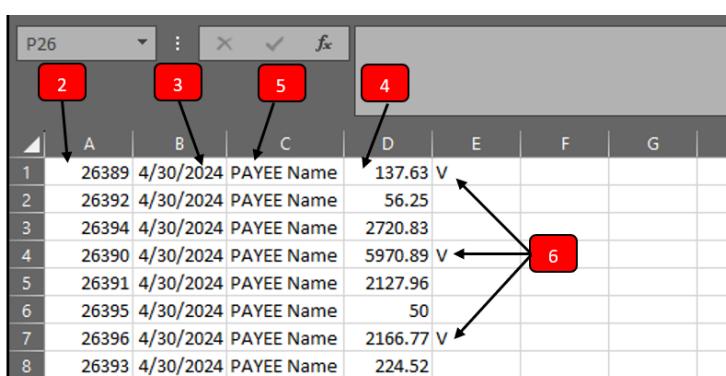
The name of whom the item is paying.

- This should match exactly what is printed on the check, including capitalization and punctuation.

6. Void Indicator

Will indicate if an item should be voided or not. If no items need to be voided, it is acceptable to leave empty.

Tip: A column header and/or footer can be used if desired but is not needed or recommended.



P26	A	B	C	D	E	F	G
1	26389	4/30/2024	PAYEE Name	137.63	V		
2	26392	4/30/2024	PAYEE Name	56.25			
3	26394	4/30/2024	PAYEE Name	2720.83			
4	26390	4/30/2024	PAYEE Name	5970.89	V		
5	26391	4/30/2024	PAYEE Name	2127.96			
6	26395	4/30/2024	PAYEE Name	50			
7	26396	4/30/2024	PAYEE Name	2166.77	V		
8	26393	4/30/2024	PAYEE Name	224.52			

* Required Field

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Treasury Connect Upload Format Mapping – Delimited

The following mapping fields should correlate with the Positive Pay file, each in the file must be included in the mapping formatting on Treasury Connect. The Positive Pay file should be saved as a .csv or .xls format prior to uploading.

1. File Name

The File Name should be something easy to remember and can be adjusted at any time but is required.

2. Column Order

Column Order is where you will enter the column location numbers for each of the items in the file.

Item	Column
Item Number	1
Item Amount	4
Issue Date	2
Payee	3
Void Indicator	5

3. Item Amount

Select the format of the Item Amount from the file. In the file example on the previous page, the amount has the decimal included.

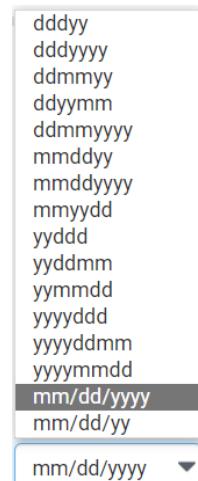
- Decimal included
- Whole dollar (798 = 798.00)
- Implied decimal (798 = 7.98)

4. Issued Date Format

Select the format for the Issue Date from the file. In the file example on the previous page, the format is mm/dd/yyyy.

5. Void Indicator

Enter the Void Indicator exactly as it appears in the file. In the file example on the previous page, the indicator is "V". If the void indicator is a void date, you can keep the field blank but keep the assigned column for the void indicator.



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The screenshot shows the 'Issued Items Template Formatting Tool' interface. The 'Delimited' tab is selected. A red box labeled '1' highlights the 'Format Name' field, which contains 'Delimited File'. A red box labeled '2' highlights the 'Column Order' section on the right, which lists fields with their corresponding column numbers: Issued Date (2), Item Amount (4), Item Number (1), Account Number, Account Type, Payee (3), Void Date, and Void Indicator (5). A red box labeled '3' highlights the 'Item Amount' section, showing options for Decimal Included (selected), Whole Dollar (798 = 798.00), and Implied Decimal (798 = 7.98). A red box labeled '4' highlights the 'Issued Date Format' dropdown, which is set to 'mm/dd/yyyy'. A red box labeled '5' highlights the 'Void Indicator' field, which contains 'V|'. The interface also includes sections for 'Exclude Header Rows' (0) and 'Exclude Footer Rows' (0), and fields for 'Checking Indicator' and 'Savings Indicator'.

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File Format – Fixed Position

The following items can be in any order in the Positive Pay file. File should be saved as a .txt format prior to uploading.

1. Account Number

Account the issued item is written to.

- Account number is required if uploading one file for multiple accounts.

2. Issued Item Number*

The issued item number also known as the check number.

3. Issued Date*

The date the item was written on and dated for.

4. Issued Amount*

The amount the item was written for.

- No dollar signs or symbols should be used. The below example is implied decimal.

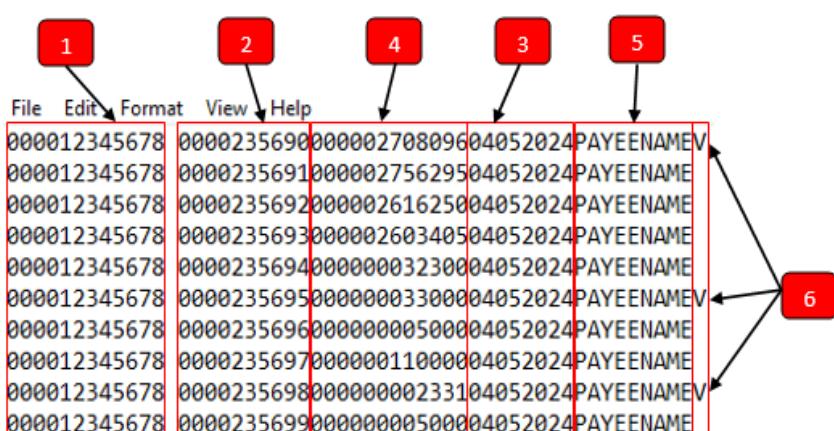
5. Payee Name

The name of whom the item is paying.

- This should match exactly what is printed on the check, including capitalization and punctuation.

6. Void Indicator

Will indicate if an item should be voided or not. If no items need to be voided, it is acceptable to leave empty.



* Required Field

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Treasury Connect Upload Format Mapping – Fixed Position

The following mapping fields should correlate with the Positive Pay file, each in the file must be included in the mapping formatting on Treasury Connect. The Positive Pay file should be saved as a .txt format prior to uploading.

1. File Name

The File Name should be something easy to remember and can be adjusted at any time but is required.

2. Positioning

Positioning is where you will enter the information locations for each of the items in the file. In the file example on the previous page, position 13 does not hold any values and therefore not included in the positioning.

Item	Begin	End
Account Number	1	12
Item Number	14	23
Item Amount	24	35
Issue Date	36	43
Payee	44	52
Void Indicator	53	54

3. Item Amount

Select the format of the Item Amount from the file. In the file example on the previous page, the amount has an implied decimal.

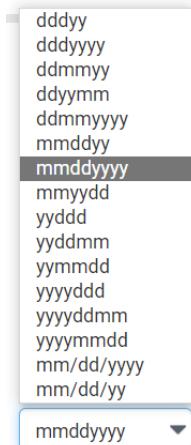
- Decimal included
- Whole dollar (798 = 798.00)
- Implied decimal (798 = 7.98)

4. Issued Date Format

Select the format for the Issue Date from the file. In the file example on the previous page, the format is mmddyyyy.

5. Void Indicator

Enter the Void Indicator exactly as it appears in the file. In the file example on the previous page, the indicator is "V". If the void indicator is a void date, you can keep the field blank but keep the assigned position for the void indicator.



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Issued Items Template Formatting Tool

Upload Format Delimited Fixed Position

Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

1 Form Name *

2 Positioning

	Begin	End
Issued Date *	36	43
Item Amount *	24	35
Item Number *	14	23
Account Number	1	12
Account Type		
Payee	44	52
Void Date		
Void Indicator	53	54

3 Fixed Position Excluded Header Rows: 0, Excluded Footer Rows: 0

4 Item Amount Decimal Included Whole Dollar (798 = 798.00) Implied Decimal (798 = 7.98)

5 Void Indicator

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