



Positive Pay

Format Guide



Check File Import

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I. Supported File Types

Positive Pay supports the following three types of issued files:

A. Delimited Text Files

A delimited text file is a file that has each field separated by a field delimiter. The most common delimited file format is a comma-separated values (csv) file. Separator characters other than commas are also supported. Other commonly used separator characters are semi-colon “;” and the pipe “|” character. Double quote characters may be used to surround the actual values between delimiters, but they are not required unless the field value contains a delimiter. For example, if the field value is “Lincoln, NE” is contained within a comma delimited file, then the field value must have double quotes around the value since the value contains a comma between “Lincoln” and “NE”. An example of records from a comma-delimited file may look like this:

```
I,123,100,12/31/2006,123.66,"Lincoln, NE"  
I,123,101,12/31/2006,1500.00,"A Cut Above, Inc."  
I,123,102,12/31/2006,40000.00,"Approachable Door Repair, LLC"
```

B. Microsoft Excel Files

Each field should be listed in a separate column when using Microsoft Excel files (xls & xlxs).

C. Fixed-width Text Files

In a fixed-width text file format, each field occupies the same columns in each record. This record format is most commonly generated by mainframe-based accounting systems. An example of records from a fixed-width file may look like this:

```
I1230001001231200600000123.66  
I1230001011231200600001500.00  
I1230001021231200600040000.00
```

D. Header and Trailer Records

It is recommended that header and trailer records be omitted from all issued files regardless of the file type.

II. File Data Requirements

A. Required Columns

Each import file must contain the following columns:

Check Number
Check Amount
Issued Date
Account Number
Record Type

Field Values for Record Type Column

Value	Description
I	Issued
V	Voided
S	Stop Payment

B. Optional Columns

The following columns are optional:

Notes
Payee

Sample Excel File:

Check #	Amount	Payee	Notes	Issued Date	Account Number	Issued Type
9801	10.02	Matt Short	Travel Time	1/5/2016	7047003419	I
9806	445.87	A Cut Above-The Hedges	Garden View Building	1/6/2016	7047003419	I
9885	785.2	Hersch, Hersch & McGumber	Loan Review Fees	3/5/2016	7047003419	I
9886	124.36	ComEd	Electric Unit 5B	3/6/2016	7047003419	S
9880	88.36	McMillin HVAC	A/C Unit 6D	3/6/2016	7047003419	V