Creating File Definitions
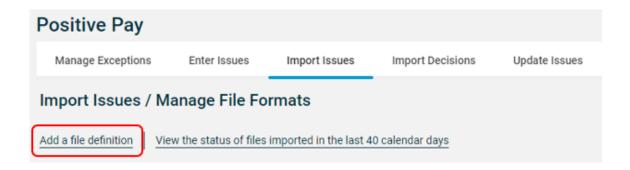
1. To create a file definition to use when uploading your check file for Positive Pay, navigate to **Account Services > Positive Pay > Import Issues**. Then click on **Add a File Definition**.

Positive Pay

| Manage Exceptions | Enter Issues | Import Issues | Import Decisions | Update Issues |

Import Issues / Manage File Formats

Add a file definition | View the status of files imported in the last 40 calendar days

2. Complete the **Definition Name** and **Description**. Keep the File Type as **Delimited** then click **Next**.

① Description

Enter descriptive information to differentiate this definition from existing definitions.

Definition Name
Check Verify Upload

Description
Business Name Upload

File Contents:

File Type:

🔘 Delimited

⚪ Fixed

Next

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Creating File Definitions

3. Leave the Field Delimiter and Text Qualifier to it's default. Under the **Account Format,** choose if your file will include a decimal in the amount field or not. (It's most common to have the decimal included.) Then choose your **Date Format** from the drop down to match how your date will show on the check file uploaded. Click **Next**.

② Characteristics

Field Delimiter
Comma (,)   ▾

Text Qualifier
Double Quote(")   ▾

Amount Format:

◉ Decimal included (i.e. 123.00)

◯ Decimal not included (i.e. 123)

Date Format
MMDDYY   ▾

(Next)   (Previous)

4. Select the Choice Bank routing number from the **ABA/TRC** drop down, select your account from the **Account** drop down, select Issue from the **Issue Type** drop down and choose Add under the **Issue Action** drop down then click **Next**.

③ Default Field Values

Enter default values that will be applied to all issues in your import file.

ABA/TRC
091302966   ▾

Account
CB Test Inc - Checking - *1212   ▾

Issue Type
Issue   ▾

Issue Action
Add   ▾

(Next)   (Previous)

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Creating File Definitions

5. Now you'll enter the numeric order of the fields as they would appear in your import file. For example, if the first field in your file is "ABA/TRC", and the second field is "Account" you would list the fields as position number "1" and position number "2" to import.
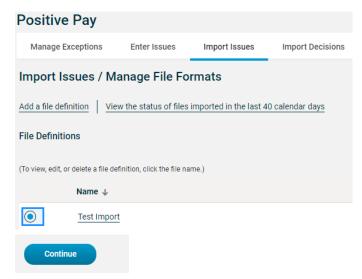
Review your Positive Pay file and fill in column that each field represents. Once complete, click **Complete** and then **Add File Definition**.

④ Field Properties

Enter the numeric order of the fields listed below as they would appear in your import file. For example, if the first field in your file is "ABA/TRC", and the second field is "Account" you would list the fields as position number "1" and position number "2" to import.

Valid field properties are listed below for your reference.

Field Name	Position	Valid Field Values Within A File
Check Number	position	Numeric only (0-9), 15 characters max
Amount	position	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	position	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	position	Debit, D, Credit, C
Payee (Optional)	position	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

[Complete] [Previous]

[Add File Definition] [Cancel]

6. Navigate back to **Import Issues** and upload your file to text your file definition just created. Click on the **Radio Button** next to your new file definition and click **Continue.**

Positive Pay

| Manage Exceptions | Enter Issues | Import Issues | Import Decisions |

Import Issues / Manage File Formats

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File Definitions

(To view, edit, or delete a file definition, click the file name.)

Name ↓

◉ Test Import

[Continue]

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Creating File Definitions

7. Click on **Browse** to find your check file that you want to import from your computer. Once found, click on **Import File.**

8. Once imported, you'll be able to check your file status and determine if the file was uploaded with or without errors. If you have any questions about your file definition or file status, please contact the Cash Management Team via email at cmteam@bankwithchoice.com or phone: 763-210-7775.

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