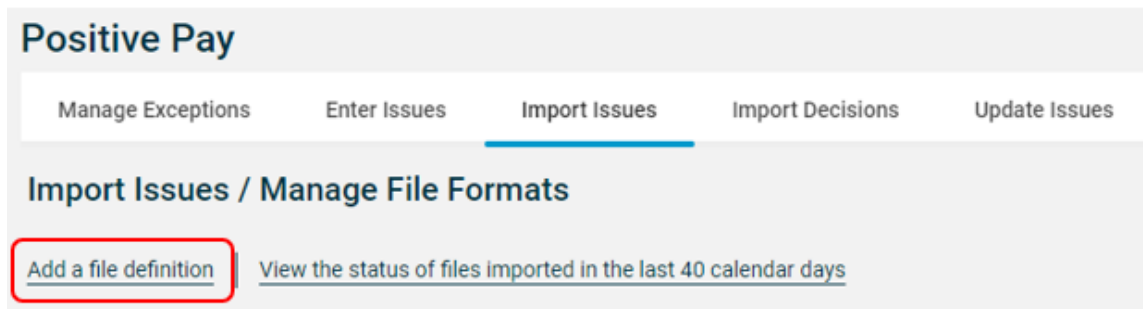


# Creating File Definitions



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](#).



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](#)

# 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](#)



# 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	<input type="text" value="position"/>	Numeric only (0-9), 15 characters max
Amount	<input type="text" value="position"/>	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	<input type="text" value="position"/>	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	<input type="text" value="position"/>	Debit, D, Credit, C
Payee (Optional)	<input type="text" value="position"/>	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

6. Navigate back to **Import Issues** and upload your file to test 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

[Add a file definition](#) | [View the status of files imported in the last 40 calendar days](#)

#### File Definitions

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

Name ↓
<input checked="" type="radio"/> <a href="#">Test Import</a>

# 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**.

### Positive Pay

Manage Exceptions   Enter Issues   **Import Issues**   Import Decisions   Update Issues

Select File

[New selection](#)

**File Import Definition**

Definition Name:	Test Import
Description:	CJL
File Type:	FixedFormat

File to Import :

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](mailto:cmteam@bankwithchoice.com) or phone: 763-210-7775.