



EASTERN TREASURY®

Check Positive Pay

User Guide

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Positive Pay

Check Positive Pay

Positive Pay helps to prevent check fraud by allowing company users to examine questionable checks and make decisions to pay or return them.

Positive Pay matches posted check information with check issue items like serial number and amount and creates exceptions if discrepancies are found.

Reverse Positive Pay

Reverse Positive Pay helps to prevent check fraud by allowing company users to examine every check and make decisions to pay or return them.

Companies can have Positive Pay and Reverse Positive Pay services entitled but an account can only be entitled to one of the services.

Payee Positive Pay

Payee Positive Pay helps to prevent check fraud by comparing the payee names included in a check issue file against payee names read from clearing checks. When the payees do not match perfectly an exception is created.

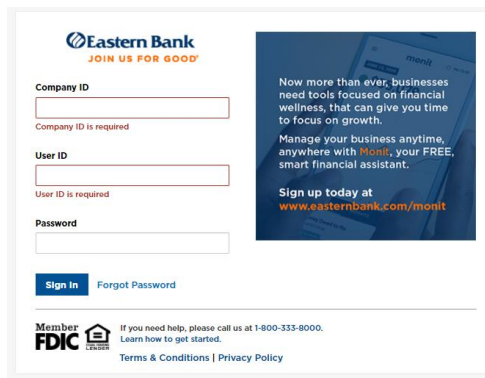
Exceptions generated from the payee comparison always appear with a Payee Mismatch exception reason.

Payee Positive Pay is available to companies that also use Check Positive Pay.

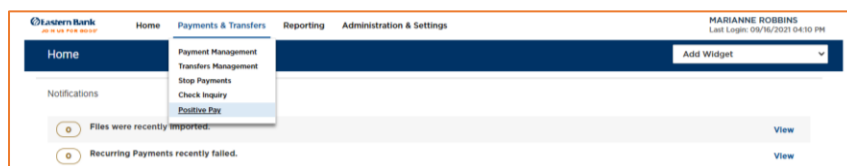
Accessing Positive Pay Services

Positive Pay Services are accessed using Eastern Treasury

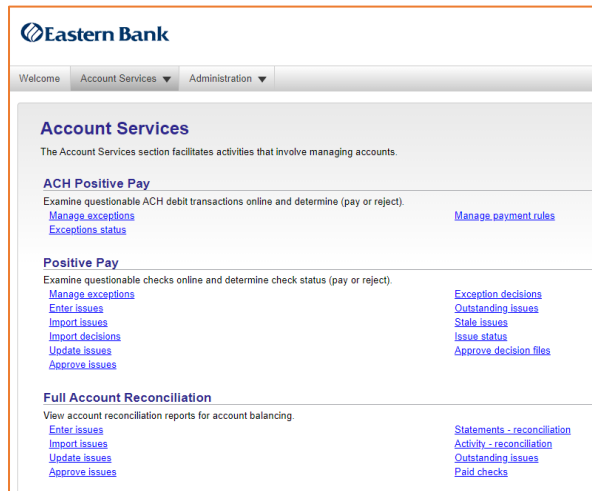
Log on to Eastern Treasury



- Navigate to and click the **Payments & Transfers** tab, click the **Positive Pay** option



- The **Account Services** screen will display. Please *note* that only permitted services will be presented.



Check Exceptions

Check exceptions are checks that are presented for payment that differ from the issues on file.

- Check exceptions must be decisioned as Pay or Return. Exception items will be available to view after 10:00am ET and all decisions must be completed by 2:00pm ET.
- After 2:00pm a default decision of Return is applied.

Check Exception Reasons

Checks can differ from the issue file for many reasons.

Exception Reason	Description
Duplicate Item	Two or more checks paid with the same serial number.
Amount Mismatch	The paid check amount and the issued amount are not the same.
Future Dated	The check was paid on a date earlier than when it was issued.
Posted Against Void	A paid check matched a voided issue.
No Issue Found	A paid check had no matching issue.
Serial Error	A paid check is missing a serial number. For example, the serial number may not have been correctly read during processing.

Exception Reason	Description
Payee Mismatch	The payee's name on the posted check does not match the issued item. This Exception Reason is only applicable to companies that have the Payee Positive Pay service.
Posted Against Stop	A paid check matched a stopped issue.

Making Decisions on Check Exceptions

Company users can make pay or return decisions on check exceptions.

1. Click **Account Services > Manage exceptions**.
2. Go to the **Check Exceptions Awaiting Decision** section to make a decision on one or more exceptions:

Option	Description
Make a decision on one exception	<ol style="list-style-type: none"> 1. Click the Select decision link beside the exception on which you want to make a decision. 2. Click a link in the Decision column.
Apply a decision to multiple exceptions	<ol style="list-style-type: none"> 1. Select the exceptions on which you want to make a decision. 2. Select an Apply this decision to selected exceptions option and then click Apply.

3. Click **Continue**.
4. Verify the decision as needed and then click **Approve/Transmit**.

Verify Decisions Page Sample

Verify Decisions

Checks that have been converted into an ACH electronic payment display with a check number.

Check Exceptions Awaiting Decision [Change selections](#)

Decision	Account	Check	Issued Date	Issued Amount	Amount Paid	Exception Reason	Payee	Approval Status
Return - fraud	*3456	8917			\$50.00	No Issue Found		0 of 2 received

Approving Check Exceptions

Check exceptions can be approved after decisions have been made on them.

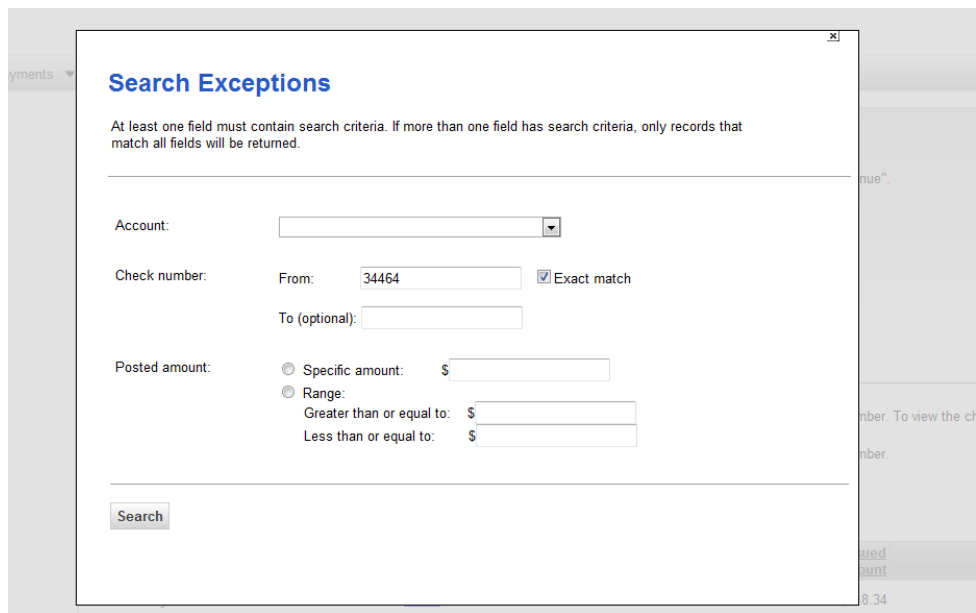
1. Click **Account Services > Manage exceptions**.
2. Go to the **Check Exceptions Awaiting Approval** section and select the exceptions to approve.
3. Click **Continue**.
4. Verify the exceptions as needed and then click **Approve/Transmit**.

Searching for Check Exceptions

1. Click **Account Services > Manage exceptions**.
2. Search for exceptions that are pending decisions or approval by clicking the appropriate **Search exceptions** link.
3. Complete the following fields and then click **Search**:

- Account** The account number.
- Check number** One check or a range of checks.
- Posted amount** Specific amount or a range of amounts.

Search Exceptions Page Sample



Deleting Decisions Made on Check Exceptions

Decisions that are pending approval can be deleted. Once a decision is deleted the exception requires a new decision and re-approval.

1. Click **Account Services > Manage exceptions**.
2. Click the link in the **Check** column for the decision you want to delete.
3. Click the **Delete decision** link.
4. Verify the decision as needed and then click **Delete decision**.


Verify Decision Deletion Page Sample

Verify Decision Deletion

Once deleted, decisions and approvals already applied to the item would no more be applicable.

[View exceptions](#)

Exception Details

Decision:	Return - fraud
Account:	*3456
Check number:	8917 
Issued date:	
Issued amount:	
Posted amount:	\$50.00
Exception reason:	No Issue Found
Issued payee:	
Decision user:	ADMIN
Decision date:	7/9/2014 9:29:53 AM

Searching for Decisions Made on Check Exceptions

Company users can view the decisions made on check exceptions for entitled accounts regardless of who made the decisions.

1. Click **Account Services > Exception decisions**.
2. Complete the following fields and then click **Generate report**:

Output to Screen, CSV, or PDF.

Account Accounts entitled to Positive Pay.

Decision date range Specific date, From/To, or Previous business day.

Decision option Include all decisions, Paid only, Return only, or Correction only (this option might not be available to all companies).

Exception Decisions Page Sample

Exception Decisions [Print this page](#)

Auto decisions are displayed when no decision has been made.

Checks that have been converted into an ACH electronic payment are displayed with an ACH indicator beside the check number.

[New search](#)

Report created: 7/14/2014 10:35 AM (ET)
Accounts: All accounts
Decision date range: 2/20/2014
Decision option: Include all decisions
Service: All
Total reported amount: \$100.00
Total reported items: 1

Download as:

[011301798 • *1212 • Checking • RPP Account](#)
Total reported amount: \$0.00
Total reported items: 0

No items to display

[011301798 • *3456 • Checking • Main Account](#)
Total reported amount: \$100.00
Total reported items: 1

Check Number	Amount	Issued Date	Posted Date	Disposition Decision	Payee
1525190	\$100.00	10/16/2013	02/19/2014	Autoreturn	JK

Check Issues and Check Issue Files

About Check Issues

Check issues are representations of checks written by company users and can be manually added or imported through a file.

- Single or a sequence of check issues can be added manually.
- Check issues can be imported using a pre-defined or custom file import definition. When a company user imports a check issue file their approval is applied automatically to the file.
- Each check issue that is successfully imported is audited and available for review in user activity.
- A check issue file format or MAP must be defined prior to importing issue files. Please refer to the [File Import Definitions](#) section below.

Adding Manual Check Issues

Single check issues can be added manually to the system.

1. Click **Account Services > Enter issues**.
2. Complete the following fields:

Account Entitled accounts.

Check number The number on the check.

Amount	The amount on the check.
Issued date	The date on which the check was issued.
Issue type	Issue or Void.
Payee	The name of the payee. Required if using payee matching.
Sequential entry	Click this option if entering a sequence of check issue items. When this option is selected, the account information is pre-filled with the account from the previous entry and the check number is pre-filled with the next incremental check number.

3. If entering sequential check issues, continue adding sequential check issue items until all items have been added.
4. Click **Continue**.
5. Verify the information and click the **Submit for approval** link or click **Add issue** (depending on your entitlements).

Verify Issue Page Sample

Verify Issue

[New entry](#)

Account Information [Edit item](#)

Account: *4511 - PRESTIGE OPERATING ACCOUNT

Item Details

Check number: 34482
 Amount: \$721.57
 Issued date: 07/08/2014
 Issue type: Issue
 Payee: State of Wisconsin

To submit this request without approving, click [submit for approval](#).

Importing Check Issues

Refer to the [User Defined Issue File Format](#) section below to define or create an input file format or use a system or predefined issue format.

1. Click **Account Services > Import issues**.
2. Select a [file definition](#) and then click **Continue**.
3. Click **Browse** and select the file you want to import.
4. Click **Import file** to import the file and automatically apply your approval.

Import Confirmation Page Sample

Import Confirmation [Print this page](#)

The file has been successfully received and is in process. All approvals must be received before the file will be fully processed.

[Import another file](#)

File definition name: Customer Delimited

Description: Customer Delimited

File name: customer delimited.txt

File type: Delimited

Status: To view the imported file processing status, go to [File Import Status](#)

Viewing the Status of Imported Check Issue Files

Company users can view the status of check issue files that were imported in the last 40 calendar days to determine if the import was successful.

1. Click **Account Services > Import issues**.
2. Click the **View the status of files imported in the last 40 calendar days** link.
3. **Optional:** If available, click the link in the **File Name** column to view the file details.

File Status Page Sample

File Status [Print this page](#)

Status of imported files in the last 40 calendar days.

All approvals must be received before a file will be fully processed.

[Import another file](#)

Imported Files

(To view the records within a file that were not imported due to invalid data, click on the file name.)

File Name	Total Records	Issues in File	Total Amount for Issues	Voids in File	Total Amount for Voids	Date Imported	Status
customer delimited	3	3	\$190.00	0	\$0.00	07/09/2014	Pending Approvals
sample delimited	1	1	\$65.00	0	\$0.00	06/24/2014	Completed with errors
sample delimited	1	1	\$65.00	0	\$0.00	06/24/2014	Completed with notes
sample delimited	0	0	\$0.00	0	\$0.00	06/24/2014	Completed with errors
sample delimited	1	1	\$75.00	0	\$0.00	06/24/2014	Completed with notes
sample delimited	1	1	\$500.00	0	\$0.00	06/05/2014	Completed with errors
sample delimited	2	2	\$1,000.00	0	\$0.00	06/05/2014	Completed with errors
sample delimited	3	3	\$1,500.00	0	\$0.00	06/05/2014	Completed with errors
100613	0	0	\$0.00	0	\$0.00	06/05/2014	Completed with errors
test delimited	2	2	\$20,000.00	0	\$0.00	06/03/2014	Completed
sample delimited	2	2	\$22.00	0	\$0.00	05/30/2014	Pending Approvals
sample delimited	2	2	\$22.00	0	\$0.00	05/30/2014	Completed
sample delimited	1	1	\$0.00	0	\$0.00	05/30/2014	Completed with errors
sample delimited	2	2	\$22.00	0	\$0.00	05/30/2014	Completed

Status Descriptions for Imported Check Issue Files

File Status	Description
Completed	The file imported successfully without issues.
Completed with errors	The file was imported but some records in the file were not because of invalid data, format, and so on.
Completed with notes	The file processed successfully with additional details provided for some records in the file such as, the record was successfully uploaded with a \$0.00 dollar amount or the issue was paid on X date, and so on.
Pending Approvals	The file was imported and needs approval by another user or users in the company. Once all approvals are received for a file, it is validated, and the status is updated.
Rejected	The file was not imported because it had an incorrect file format.
Processing	The file is in the process of being imported. This status is typically seen when importing large issue files.

Correcting Check Issues

Company users can update the amount, issued, date, or payee on check issues that do not match the information on the corresponding checks. When a check issue is updated to match the exception, the exception is removed from the **Manage Exceptions** page.

1. Click **Account Services > Update issues**.
2. Complete the following fields and then click **Search**:

Account	Entitled accounts.
Date range	Specific date, From/To, or Previous business day.
Include	Exception issue items or Outstanding issue items.
Check number (optional)	Type a specific check number.

3. Click the link in the **Check** column for the issue you want to correct.
4. Correct the selected exception or outstanding issue:

Issue Type	Description
Exception issue	Change the Item Details options as needed and then click Continue .
Outstanding issue	<ol style="list-style-type: none"> 1. Click the Edit issue link. 2. Change the Item Details options as needed and then click Continue.

5. Verify the information as needed and then click **Save changes**.

Verify Issue Page Sample

Verify Issue

Account Information

Account: *3456

Item Details

Check number: 321002
Issued date: 6/11/2014
Issued amount: \$100.00

Payee: JK

[Edit item](#)

Deleting Outstanding Check Issues

1. Click **Account Services > Update issues**.
2. Complete the following fields and then click **Search**:

Account	Entitled accounts.
Date range	Specific date, From/To, or Previous business day.
Include	Outstanding issue items.
Check number (optional)	Type a specific check number.

3. Click the **Delete** link beside the issue to delete.
4. Verify the issue as needed and then click **Delete**.

Verify Issue Deletion Page Sample

Verify Issue Deletion

You have requested to delete the following issue item. Once deleted, the item cannot be recovered.

[New selection](#)

Item Details

Account: *3456
Check number: 321002
Amount: \$100.00
Issued date: 6/11/2014
Issue type: Issue
Payee: JK

Viewing/Downloading Check Issue File Content

Company users responsible for approving check issue files can view and/or download the content of files before approving them.

1. Click **Account Services > Approve issues**.
2. In the **Issue Files Pending Approval** section, click the link in the **Filename** column of file you want to view/download.
3. On the Approve File page, click the link beside the **File name** to be prompted by an internet browser message to open or save the file.

Approve File Page Sample

Approve File

[Print this page](#)

To approve this file, click "Approve." To delete this file, click "Delete this file." To view details for a different file, return to [Issue Approval - Selection](#).

File Information

[Delete this file](#)

Status: Pending Approval
File Name: [MICASH_Test_File](#)
Total records: 2
Issues in file: 2
Total amount for issues: \$1,106.17
Voids in file: 0
Total amount for voids: \$0.00
Uploaded by: AUSER
Upload date: 10/11/2016 06:28:49 PM (ET)

Approval History Information

Approval status: 0 of 2 received

Action	User ID	Date	Time
Enter Request	AUSER	10/11/2016	06:28:49 PM (ET)

Approving Check Issues and Check Issue Files

Company users can approve individual outstanding check issues and issue files.

1. Click **Account Services > Approve issues**.
2. Select the issues and/or issue files to approve and then click **Approve**.

Issue Approval Confirmation Page Sample

Issue Approval Confirmation [Print this page](#)

[New selection](#)

Issues Approved

Account	Check	Amount	Issued Date	Issue Type	Payee	Approval Status
*3456 - Main Account	456765	\$25.00	05/30/2014	Issue	bob	2 of 2 received

Issue Files Approved

Filename	Uploaded Date	Uploaded By	Approval Status
customer delimited	07/09/2014 10:56:24 AM (ET)	ADMIN	2 of 2 received Ready to transmit

Deleting Unapproved Check Issues and Check Issue Files

1. Click **Account Services > Approve issues**.
2. Do one of the following:
 - For single check issues, click the link in the **Check** column.
 - For check issue files, click the link in the **Filename** column.
3. Do one of the following:
 - For single check issues, click the **Delete this issue** link.
 - For check issue files, click the **Delete this file** link.
4. Verify the information as needed and then click **Delete**.

Verify Deletion Page Sample

Verify Deletion [Print this page](#)

You have requested to delete the following issue item. Once deleted, the following issue cannot be recovered.

[View issue details](#)

Account Information

Account: *3456 - Main Account

Item Details

Check number: 90099
Amount: \$250.00
Issued date: 7/11/2014
Issue type: Issue
Payee: Sally Smith

Approval History Information

Approval status: 0 of 2 received

Action	User ID	Date	Time
Enter Request	ADMIN	07/11/2014	03:41:21 PM (ET)

Viewing Outstanding Check Issues

View a record of checks that have been issued but not paid during this cycle or a previous one.

1. Click **Account Services > Outstanding issues**.
2. Select an **Account** option and click **Change account**.
3. Click the link in the **Account** column for the account you want to view.

Outstanding Items Page Sample

Outstanding Items [Print this page](#)

[New search](#)

Report created: 7/14/2014 4:34 PM (ET)
Account: 011301798 • *3456 • CHECKING • Main Account
Date range: 4/4/2013
Total reported amount: \$984.00
Total reported items: 13

Download as:

Outstanding Issues

Total reported amount: \$30.00
Total reported items: 3

Check Number	Issued Date	Issued Amount
17	09/19/2011	\$10.00
18	09/19/2011	\$10.00
19	09/19/2011	\$10.00

Future Dated

Total reported amount: \$0.00
Total reported debits: 0

No items to display

Voids

Total reported amount: \$450.00
Total reported items: 3

Check Number	Issued Date	Issued Amount
115	09/21/2011	\$100.00
476	10/19/2011	\$250.00
1213	05/14/2012	\$100.00

Stale

Total reported amount: \$104.00
Total reported items: 3

Check Number	Issued Date	Issued Amount
3	06/23/2010	\$30.00
6	06/23/2010	\$60.00
123	06/24/2010	\$14.00

Active Stops

Total reported amount: \$400.00
Total reported items: 4

Check Number	Issued Amount	Status
1214	\$100.00	Stopped
1215	\$100.00	Stopped
1389	\$100.00	Stopped
1399	\$100.00	Stopped

Issue File Formats & Field Requirements

User Defined Issue File Format

Users may define an Issue File format to match a file generated by their accounting system. The user defined format may be delimited or fixed.

Field requirements and supported formats:

- A delimited file is a flat text file consisting of data items separated by a specific character.
- A fixed file is a text file consisting of data that have specific lengths and positions.

Field	Required	Supported Formats/Characters
Amount	Yes	Dollar amounts with or without a decimal (.) or dollar sign (\$). If the decimal is not included, the customer needs to select an applied decimal format, Whole Dollar (123 =123.00) or Implied (123 =1.23).
Issue Date	Yes	MMDDYY, MMDDYYYY, MM/DD/YY, YYMMDD, YYYYMMDD, YY/MM/DD, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYYY/MM/DD, YY-MM-DD, YYYY-MM-DD
ABA/TRC	No, if default is value defined.	Numbers 0 - 9. Must match the routing number (ABA/TRC) set up with your financial organization.
Account	No, if default is value defined.	Numbers 0 - 9. Must match the account number setup with your financial organization.
Check Number	Yes	Numbers 0 - 9. Up to 15 characters allowed.
Issue Type	No, if default is value defined.	I for issue or V for void (not case sensitive). If this field is undefined or has characters other than I or V, it defaults to I for issue.
Debit/Credit	No	Not a required field and not required in file or mapped in field definition.
Issue Action	No, if default is value defined.	A for add or D for delete. If this field is left blank or has characters other than A or D, it defaults to A for add. This field must be mapped; however you do not need to include it within the actual file.
Payee Name	Only required for Payee Positive Pay.	Letters A - Z and numbers 0 - 9. Up to 96 characters allowed for non-payee positive pay accounts. Up to 80 characters allowed for payee positive pay accounts.

Creating a Delimited File Import Definition for Check Issues

1. Click **Account Services > Import issues**
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

Definition name The name of the definition (up to 20 alphanumeric characters).

Description Information about the definition (up to 20 alphanumeric characters).

File contents Issues.

File type Delimited.

4. Complete the **Characteristics** fields and then click **Continue**:

Field delimiter The character used to separate the data: comma (,), dash (-), semi-colon (;), or Tab.

Text qualifier A single or double quote that is placed on either side of the text so that if a data field includes a character such as a comma, it is not considered a field delimiter. For example, if a file includes a company name like "Sample Company, Inc." the text qualifier ensures that the company name is not separated by the comma during the import process.

Amount format (if applicable) Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.

Date format (if applicable) MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:

- ABA/TRC
- Account
- Issue type: Issue or Void
- Issue action: Add or Delete

6. Click **Continue**.

7. Type the numeric order of the **Position Number** fields as they would appear in the file and then click **Add file definition**.

File Definition Confirmation Page Sample

File Definition Confirmation

The following file import definition has been added successfully.

[New selection](#) | [Add another file definition](#)

Description [Edit description](#)

Definition name: Sample Name
Description: This is a sample.
File contents: Issues
File type: Delimited

Characteristics [Edit characteristics](#)

Field delimiter: Comma (,)
Text qualifier: None
Amount format: Decimal included (i.e. 123.00)
Date format: MMDDYY

Default Field Values (Optional) [Edit default field values](#)

Field Properties [Edit field properties](#)

Field Name	Position Number	Valid Field Properties
ABA/TRC	2	Numeric only (0-9)
Account	1	Numeric only (0-9), 17 characters max
Check Number	4	Numeric only (0-9), 15 characters max
Amount	6	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	7	Numeric date in specified format (for example, MMDDYY)
Issue Type	12	Issue, I, Void, V
Issue Action	90	Add, A, Delete, D
Debit/Credit (optional)	11	Debit, D, Credit, C
Payee	5	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Creating a Fixed File Import Definition for Check Issues

1. Click **Account Services > Import issues**.
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

Definition name The name of the definition (up to 20 alphanumeric characters).

Description Information about the definition (up to 20 alphanumeric characters).

File contents Issues.

File type Fixed.

4. Complete the **Characteristics** fields and then click **Continue**:

Amount format (if applicable) Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.

Date format (if applicable) MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:

- ABA/TRC

- Account
- Issue type: Issue or Void
- Issue action: Add or Delete

6. Click **Continue**.

7. Complete the following **Field Properties** fields and then click **Add file definition**:

Position Number The numeric location of the field in the file.

Length The numeric length of the field in the file.

File Definition Confirmation Page Sample

File Definition Confirmation

The following file import definition has been added successfully.

[New selection](#) | [Add another file definition](#)

Description [Edit description](#)

Definition name: Sample Fixed
 Description: Fixed file sample.
 File contents: Issues
 File type: Fixed

Characteristics [Edit characteristics](#)

Amount format: Decimal included (i.e. 123.00)
 Date format: MM/DD/YY

Default Field Values (Optional) [Edit default field values](#)

ABA/TRC: 011301798
 Issue type: Issue
 Issue action: Add

Field Properties [Edit field properties](#)

Field Name	Position Number	Length	Valid Field Properties
Account	1	10	Numeric only (0-9), 17 characters max
Check Number	11	10	Numeric only (0-9), 15 characters max
Amount	21	10	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	31	10	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	41	10	Debit, D, Credit, C
Payee	51	10	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Changing Delimited and Fixed File Import Definitions for Check Issues

1. Click **Account Services > Import issues**.
2. Click the link in the **Name** column for the file you want to change.
3. Change the file import definition as needed by clicking the **Edit description**, **Edit characteristics**, **Edit default field values**, or **Edit field properties** link.

File Definition Details Page Sample

File Definition Details

[New selection](#) | [Add another file definition](#)

Description

[Edit description](#)

Definition name: Sample Name
Description: This is a sample.
File contents: Issues
File type: Delimited
[Delete file import definition](#)

Characteristics

[Edit characteristics](#)

Field delimiter: Comma (,)
Text qualifier: None
Amount format: Decimal included (i.e. 123.00)
Date format: MMDDYY

Default Field Values (Optional)

[Edit default field values](#)

Field Properties

[Edit field properties](#)

Field Name	Position Number	Valid Field Properties
ABA/TRC	2	Numeric only (0-9)
Account	1	Numeric only (0-9), 17 characters max
Check Number	4	Numeric only (0-9), 15 characters max
Amount	6	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	7	Numeric date in specified format (for example, MMDDYY)
Issue Type	12	Issue, I, Void, V
Issue Action	90	Add, A, Delete, D
Debit/Credit (optional)	11	Debit, D, Credit, C
Payee	5	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Deleting Delimited and Fixed File Import Definitions for Check Issues

File import definitions cannot be recovered once deleted.

1. Click **Account Services > Import issues**.
2. Click the link in the **Name** column for the file you want to delete.
3. Click the **Delete file import definition** link.
4. Verify the definition as needed and then click **Delete**.

Verify File Definition Deletion Page Sample

Verify File Definition Deletion

Once deleted, the file import definition cannot be recovered.

Description

Definition name: Sample Fixed
Description: Fixed file sample.
File contents: Issues
File type: Fixed

Characteristics

Amount format: Decimal included (i.e. 123.00)
Date format: MM/DD/YY

Default Field Values (Optional)

ABA/TRC: 011301798
Issue type: Issue
Issue action: Add

Field Properties

Field Name	Position Number	Length	Valid Field Properties
Account	1	10	Numeric only (0-9), 17 characters max
Check Number	11	10	Numeric only (0-9), 15 characters max
Amount	21	10	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	31	10	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	41	10	Debit, D, Credit, C
Payee	51	10	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Delete Do not delete

System Defined Issue File Formats

MICASH Issue File Definition Field Requirements

MICASH is a predefined standard fixed file format.

MICASH File Requirements

- Record size = 142
- Block size = 800
- EBCDIC for tape or mainframe transmission
- ASCII for PC transmissions
- Record Format = FB
- No label
- For numeric fields, right justify and zero fill

MICASH Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 001	1	Alphanumeric Pic X	Constant Value = C
002	002 - 004	3	Numeric Pic 9(3)	Bank Number
003	005 - 006	2	Numeric Pic 9(2)	Filler - Zeros
004	007 - 016	10	Numeric Pic 9(10)	Account Number
005	017 - 017	1	Alphanumeric Pic X	Filler-Blanks/Spaces
006	018 - 018	1	Alphanumeric Pic X(3)	Issue Type R = Register V = Void
007	019 - 019	1	Alphanumeric Pic X(3)	Import Action A = Add D = Delete
008	020 - 020	1	Alphanumeric Pic X	Filler-Blanks/Spaces
009	021 - 030	10	Numeric Pic 9(10)	Check Serial Number

Field Number	Positions	Length	Characteristics	Description
010	031 - 040	10	Numeric Pic 9(8)V99	Check Amount
011	041 - 046	6	Numeric Pic 9(6)	Issue Date (MMDDYY)
012	047 - 142	96	Alphanumeric Pic X(20)	User Information

Format A Input File Definition Field Requirements

Format A is a predefined fixed file type that accommodates files without nine-digit American Bankers Association (ABA) routing numbers.

The total record length for Format A is 80 characters.

Format A Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 003	003	Numeric Pic 9(03)	Numeric Pic 9(03) Bank Number
002	004 - 012	009	Alpha/Numeric Pic X(09)	Filler Value - Spaces
003	013 - 022	010	Numeric Pic 9(10)	Account Number
004	023 - 024	002	Alpha/Numeric Pic X(2)	Tran Type '50' = Void add '40' = Register add
005	025 - 030	006	Numeric Pic 9(06)	Issue date Format - MMDDYY
006	031 - 041	011	Numeric Pic 9(9)V99	Issue Amount
007	042 - 051	010	Numeric Pic 9(10)	Serial Number
008	052 - 054	003	Alpha/Numeric Pic X(3)	Filler
009	055 - 076	022	Alpha/Numeric Pic X(22)	User Info (Payee)
010	077 - 080	004	Alpha/Numeric Pic X(4)	Filler Value - Spaces