

Positive Pay

Issued Check File Guidelines

When using Positive Pay for checks, you will need to enter any checks you issue into the Positive Pay system so that they can be verified when they present for payment. While checks can be entered into Positive Pay manually, for most scenarios, it is ideal for the checks to be entered via a file upload from a file exported out of your accounting or ERP system. JFG can build a file import definition for most files that your internal system can create, but here are some guidelines to help you create that file.

- **Files should be either Excel, Comma Delimited (csv), or Text (.txt)**
 - If using an Excel file, the file can only have one tab
 - If your file includes multiple tabs, you must delete the extra tabs
- **File must contain the following information for each check issued:**
 - Check Number
 - Date
 - Amount
 - Payee*
 - *Payee is only required for Payee Positive Pay
 - Payee in the file should match how the payee is printed on the check exactly or the Payee Matching system may create extra exceptions
 - If Payee information takes up multiple lines of the payee field, all lines will need to be uploaded
 - Examples: Accounts Receivable, DBA designation, Attention to, etc.
 - Often, this information is included in the address line 1 information which can be included as an additional column of information
- **Additional column information for each check can be included and doesn't need to be deleted from the file**
 - If you are uploading checks into multiple accounts, you can include an account number column which will direct the system to assign the checks to the proper accounts allowing you to upload into multiple accounts with one file
- **Each check should take up only one row in the file; check information cannot be expanded to multiple rows**
- **Header and Footer row(s) are ok to be included**
 - Additional rows of information in between check rows are not to be included

Once we receive your compatible file, the import definition will be built to your exact check file formatting. Any variations in that file formatting in the future can cause errors in the upload process.

If your internal system begins exporting in a different format than what you had been using, please contact our Support Team (888.769.3796, option 2) for assistance in updating your file import definition to avoid any errors in uploads. If you need to remove an old File Formatting Map from your Positive Pay Profile, please contact our Support Team.